

# MultiCash<sup>®</sup>/MultiCash Transfer<sup>®</sup>

## SEPA Payments (SPA) 3.20

### *User Manual*


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## Introduction

This document has been designed for electronic distribution and printing on a laser printer. Therefore, the used fonts and page layout have been chosen mainly to ensure an optimal result in print, whereas its suitability for on-screen usage was a secondary issue.

Use the main table of contents and the tables of contents at the beginning of each chapter to jump to a concrete topic. Clicking on an entry in the table (the cursor changes to ) takes you to the required page.

## Printing this manual

This PDF document has been optimized for printout in DIN A4 format. Use your Acrobat Readers "Print" function to print the manual or parts of it.

## Information on using this manual

Refer to chapter 3.1 of the Core module for further details on how to use the manual.

## Online help

For reading the documentation on-screen, call up the online help provided with the program (refer to chapter 3.2 of the Core module manual for further details on using the help file). Unlike the manual, the online help enables key word and full text search as well, making it even easier to find information on specific topics.

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Omikron Systemhaus

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### 1 Introduction

**SEPA 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 **SEPA Payments** module to create, edit and administer SEPA payment orders (SEPA Credit Transfers, SEPA Direct Debits). 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.

#### Enhancements:

An essential extension for the efficient management of SEPA direct debit mandates represents the additional module "**SEPA Mandate Admin Plus**" (for this cf. to Chapter 3.9: *SEPA Mandate Admin Plus (Additional module)* ff.).

The additional module "**SEPA Payment Reversal**" adds functions for the reversal of SEPA direct debit orders to the SEPA Payments module (message type pain.007). For more on this see Chapter 4.1.9: *Reversal property page (Additional module)* ).

Additional modules to be installed separately like the **SEPA Converter** (to convert DTAUS files), the **IBAN Finder** (to convert account data into BIC and IBAN) and the **SEPA File Checker** (to validate SEPA files from third-party applications) complete the product range around SEPA.

More information on SEPA, the payments tools SCT and SDD as well as performance features of the program can be found in the following chapter: ***The SEPA Payments module***.

### 1.1 The SEPA Payments module

The introduction of a Single European Payment area, called **SEPA** (= **S**ingle **E**uro **P**ayment **A**rea) goes back to an initiative of the European Union and is realized by the *European Payments Council* (EPC), a committee of the European banking industry. In the core, the countries of the Euro zone build this Payments area. Inter alia, SEPA aims at transferring the benefits of the single currency to the cross-border bulk Payments within Europe. Two new payment tools - the European credit transfer (*European Credit Transfer*) and the European direct debit (*European Direct Debit*) shall enable that the processing of transactions shall be made in each country of the Euro zone at the same terms and conditions as for the current national credit transfers and direct debits. The standardized procedures are based on XML ISO 20022 formats.

Since 2008, the new Payments tools are first operated in parallel to the existing ones; finally, with the new procedures the existing national credit transfers and direct debits shall be replaced in the countries of the Euro zone.

In practice, even countries which do not belong to the Euro zone will participate in the realization of SEPA for Euro credit transfers and direct debits; at present besides the member states of the EU even the EFTA members (Iceland, Liechtenstein, Norway and Switzerland) as well as Monaco and San Marino join this community.

Use the **SEPA Payments** module to create and administer SEPA payment orders, i.e. SEPA credit transfers and SEPA direct debits [if installed].

#### Key features of the SEPA credit transfer (SCT):

- Can be used both for national and for cross-border payments within the SEPA participating countries and banks
- IBAN and BIC (SWIFT address) for the bank details of ordering party and receiver instead of national bank codes and a/c. numbers
- Details with max. 140 characters
- Additional ordering party reference for a more efficient a/c. reconciliation
- Time between order receipt and settlement of max. 3 bank work days (from 2012 max. one bank work day)

#### Key features of the SEPA direct debit (SDD):

- Can be used both for domestic direct debits and for direct debits within the participating countries and banks
- IBAN and BIC (SWIFT address) for the bank details of creditor and debtor instead of national bank codes and a/c. numbers
- Details with max. 140 characters
- Additional ordering party reference for a more efficient a/c. reconciliation
- Agreement of a mandate between creditor and debtor for the direct debit authorization of the creditor and for the instruction to pay of the bank of the debtor
- standardized creditor information number (in Germany issued by the German Federal Bank)
- Presentation of first and one-off direct debits at least five TARGET days, of recurrent direct debits at least two TARGET days [TARGET = **T**rans-**E**uropean **A**utomated **R**eal-time **G**ross Settlement **E**xpress **T**ransfer System (European settlement system)] before the agreed due date (Core direct debit)
- Presentation of all company direct debits not later than one TARGET day before the agreed due date (B2B)

Taking into account the experience to date, new "Implementation Guidelines" (Version 3.2) have been approved by the EPC. On the basis of these revisions, the various national committees have defined amendments, which will be supported e.g. in Germany **starting from November 2009**.

Options for the customer to signal to the bank a requirement for "batch booking" and "high priority payments" will be supported – whereby it remains a matter of bilateral agreement between customer and his bank to agree how these instructions will take effect in practice.

In addition, enhancements to the SEPA Direct Debit will be implemented. Specifically, a special "B2B" option (Business-to-Business), tailored for corporate users, is included alongside the core option "C2B" (Consumer-to-Business).

In Germany, the three current national "format variants" will be reduced to two (whereby the second, a new "container variant", is merely an enhancement to the main format, used in certain special cases, e.g. by service providers like DATEV). The "Extended Grouping Options" scheme is omitted. In addition, a structured remittance information field for capital-forming benefits (VL payments = "Vermögenswirksame Leistungen" in German) will be included.

In Austria, the new national "format variant" is a formal adaptation of the EPC original definition. The special Austrian "container variant" is dropped.

**Starting from November 2010** files can be generated according to version 4.0 of the European Payments Council (EPC). Largely formal changes were accomplished therefor (adjustments to the new schemes). New is the support of the structured remittance information based on ISO standard 11649 (Structured Creditor Reference).

The European Commission has released a regulation so that the usage of SEPA instruments becomes mandatory and the **local payment instruments** will be **shut down as of February 1, 2014**.

Until this date the reference documents published by the EPC in November 2012 are valid (rulebooks versions 6.0). Deviating from the usual cycle the next adjustments will be made with the date February 1, 2014 (rulebooks versions 7.0).

Adjustments to the specification of the data formats (enhancement of the character set for SEPA payments, specification of the COR1 direct debit, adding same-day urgent transfers in euros) became already valid on the 4th of November 2013.

The changes becoming effective in **2017** are summarized in the product information document **PI-MCX-SPA-Changes\_2017-GB.pdf**.

Use the **SEPA Payments** module to create payment order files which you can transmit online to your bank. Communication is effected through the Core module.

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

The databases needed to enter payment orders for SEPA Payments can be maintained manually or populated with data contained in text files.

You can also use the **SEPA Payments** module to create your own export files which can be used in external programs for the evaluation and analysis of financial data.

### 1.2 Installation

At the moment, two installation sets are available:

SEPA Payments module with credit transfers

SEPA Payments module with credit transfers and direct debits

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 program

To start the program, you need to have

- installed and started the Core module
- and have installed the SEPA Payments module

After installing the SEPA Payments module, 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 SEPA module under -User- / -Users- / Access rights property page in the Core module.

Click this icon to leave the Core module and start the SEPA Payments module.

The **SEPA autoroutines** sequence is initiated. This verifies parameter settings, due dates for single/variable amount/standing orders, etc.

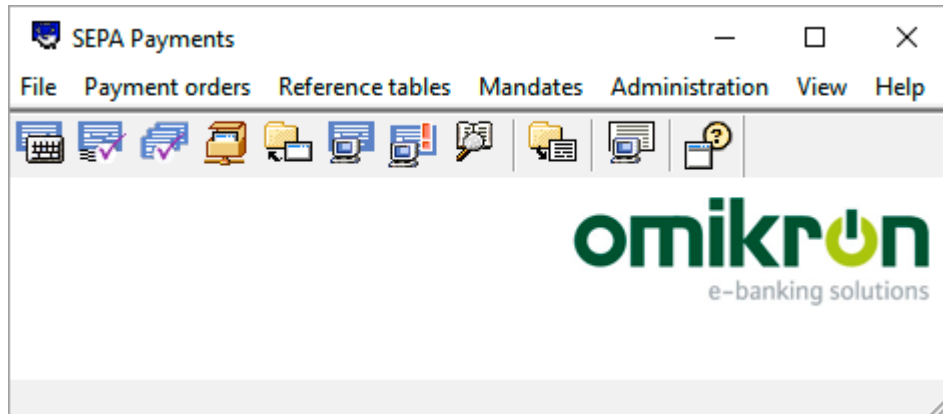
If due **Variable amount orders** (see Chapter 4.1.8 *Variable amount orders*) are found, a message shows the order number used to add these to the database as single orders. You must select the new single orders in the database, enter an amount and - depending on the settings in the SEPA parameters - approve the orders before they can be imported into the payment order file.

Exit SEPA Payments by choosing menu item -File- / -Exit SEPA module-.

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 SEPA Payments 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 module functions are arranged by topics (see Chapter 1.4.1).

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

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

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

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

## 1.4.1 SEPA Payments menu bar

### File

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

### Payment orders

The commands in the -Payment orders- 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 SEPA Payments online Help system.

## 1.4.2 SEPA payments toolbar

A number of the most frequently required program functions from the menus for working with the SEPA Payments 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 "Payment orders" icon (corresponds to the "Payment orders" command in the -Payment orders- menu) to create new payment orders and display and edit existing payment orders (see Chapter 4).



Use the "Single approval" icon (corresponds to the "Single approval" command in the -Payment orders- / -Approvals- 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 -Payment orders- / -Approvals- menu) to enter several payment orders separately for each account (see Chapter 5.2).	
	Use the "Create payment order files" icon (corresponds to the "Create payment order files" command in the -Payment orders- menu) to create a SEPA payment order file (see Chapter 6).	
	Use the "Import files" icon (corresponds to the "Import payment order files" command in the -Payment orders- menu) to import payments files into the Order database of the module (see Chapter 7.5).	
	Use the "View files" icon (corresponds to the "View payment order files" command in the -Payment orders- menu) to display and print payment order files (see Chapter 6.3).	
	Use the "View due payment orders" icon (corresponds to the "View due payment orders" command in the -Payment orders- menu) to display and print due orders (see Chapter 7.1).	
	Use the "Payment history" icon (corresponds to the command of the same name in the -Payment orders- menu) to display data relating to the processing of payment orders (see Chapter 7.4).	
	Use the "Export" icon (corresponds to the "Export" command in the -Administration- / -Import / Export- menu) to create export files for external databases (see Chapter 2.2.3).	
	Use the "Display text files" icon to display 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 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.

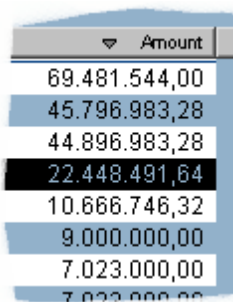
In the **display area** of a database overview, you will generally find **list boxes**, which permit you to change the display of the records in the record list. The list boxes can be identified by the (▼) at the right end of the field. Clicking on the arrow displays all of the available options. You 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.

The individual records are displayed in a **table**. The information, what is contained in each column, can be taken from the column labels in the column header.

If you have set the system parameter "**Display database overviews sortable until how many records**" (see Core module Chapter 6.1.1: *General property page*) to a value unequal to "0", the shown records can be **sorted in ascending or descending order** according to the sequence of the chosen column **by clicking the column header**.

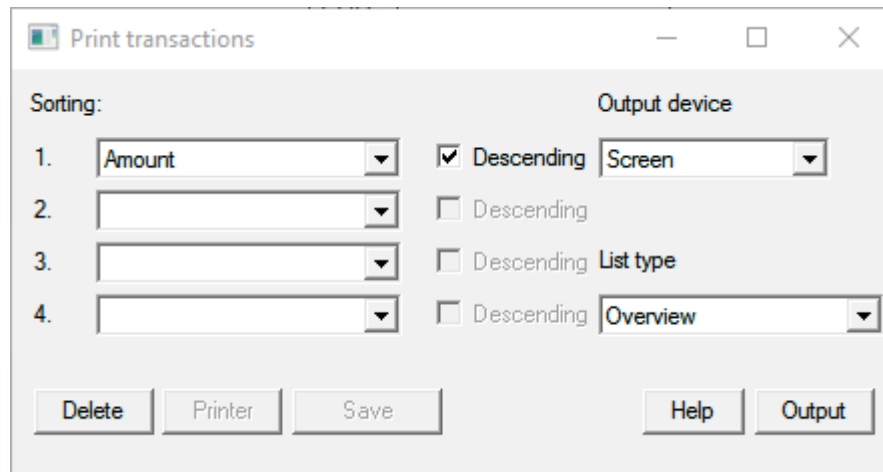


▼ Amount
69.481.544,00
45.796.983,28
44.896.983,28
22.448.491,64
10.666.746,32
9.000.000,00
7.023.000,00
7.023.000,00

Prerequisite for this is, that the number of the records in the respective database does not exceed the value defined in the system parameter mentioned above. "0" or the exceeding of the defined value means deactivation of the sorting function.

Since the import of possibly some thousands of records can take a certain time, the structure of the record list is made with activated parameter 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: [Searching...]).

A chosen sorting is automatically passed on to 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.

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.



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

**Please note:**

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

To make it easier to distinguish between the individual records, alternating colours are used for the background of the lines (records). You can set these colours on the *Colour settings property page* (see Chapter 6.1.6 of Core module). If there are more records in the database than will fit on a single page, you can use the scroll bar, the page up/down keys or the cursor keys to scroll through the other records. If you have what is known as a wheel mouse, you can use its wheel to navigate through the database overview.

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

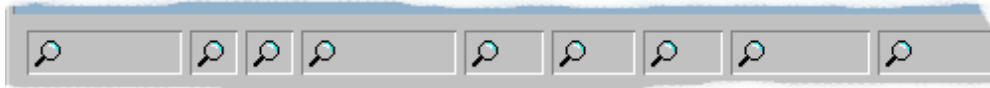
Clicking - with the **right mouse button** - on a record in the record list opens a **context-sensitive menu** that generally contains at least the entries -View details- and -Delete record-. Click the left mouse button or position the cursor and confirm with **<Return>** to select one of these entries.

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

To delete a record from the database, choose **-Delete record-** and answer the prompt "Do you really want to delete the entry?" with **[Yes]**.

### Quick selection of records

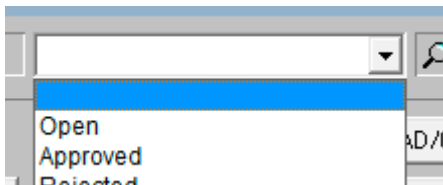
Below the record lists (within database overviews and selection lists) you can execute a quick selection "by mouse click" using specific fields to restrict the number of the records shown.



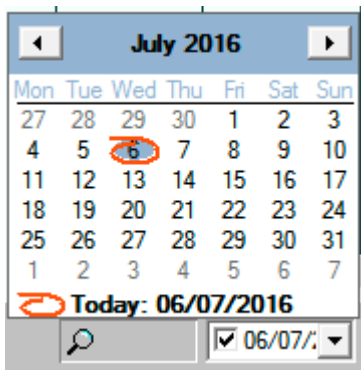
Each field is allocated to the appropriate column of the record list above and can be filled with a selection criterion for the relevant column. The selection criterion is either entered as "Text" (e. g. an initial letter is sufficient)



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

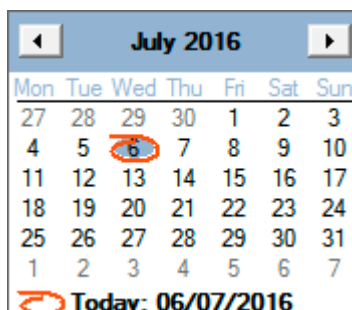
When you select a box by pressing **<TAB>** or **<Shift>+<TAB>**, the cursor marks the start of the input box so that you can start entering your data straight away. If you click in the box, the cursor marks the spot that you have clicked.

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 6.1.7 of Core module).

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

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



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

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

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

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

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

**Record window:**

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

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

- |                   |   |
|-------------------|---|
| [<]               | <b>Page back</b><br>Clicking on this button once or several times moves you back one or more entries.   |
| [>]               | <b>Page forward</b><br>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.<br><br>After clicking on the [ <b>Go to</b> ] button, enter the relevant code (Account code, Ordering party code, etc.) in the top input box in the entry mask. Then press the <b>&lt;TAB&gt;</b> key. Any entry in the database that contains this code will be displayed.<br><br>[ <b>Go to</b> ] is also important for network operation. Clicking on [ <b>Go to</b> ] causes the program to read the current version of the database. |
| [Delete]          | removes an entry from the order database. Confirm with [ <b>Yes</b> ] to delete the entry. [ <b>No</b> ] will return you to the detailed view without deleting the entry.   |
| [OK] or<br>[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 or equal to**

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

**greater than or 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.

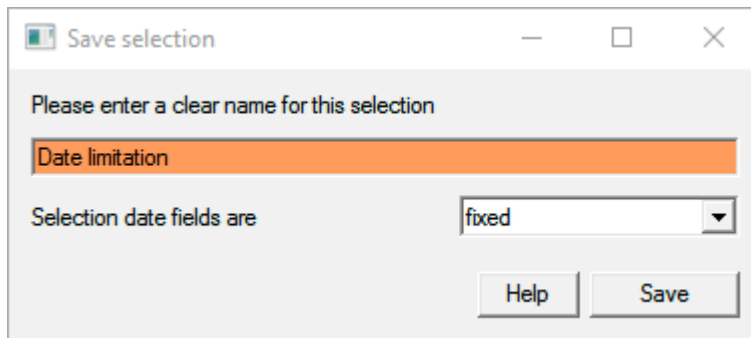
**Please note:**

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:**

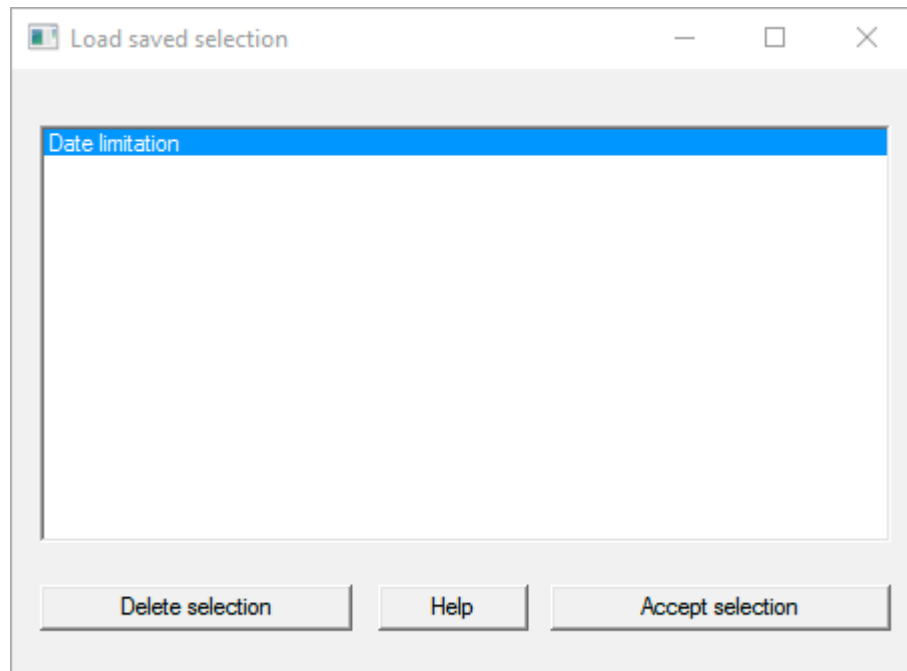
Selections can be saved under a name. To do so, click on the [**Save criteria**] button. Then a window opens, in which you allocate a clear name for the selection created.



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, to a printer or a PDF file.

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 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.

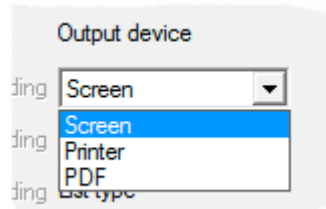
| The default setting performs sorts in **ascending** order (0 - 9; A - Z).

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.

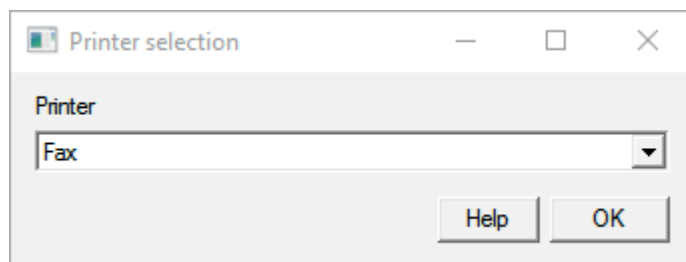
For information about navigating through screen lists, please see the associated section on navigation in screen lists.

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

This printout corresponds in its structure to the screen list, however, is made in form of a PDF file (Portable Document Format), which is stored by default in directory ..\MCCWIN\USERS\<User name>. PDF files stored there are automatically deleted after closing the program (e. g. the master data log in form of SD[current date][sequential number].PDF).

As soon as the output device "PDF file" has been chosen, the [...] button next to it is shown. Use this to open a window where you can set, as and when required, the directory differently behind "Search in:" where the PDF file shall be saved (default is here the directory "Own files" of the

current Windows User). As soon as you confirm the predefined or changed directory using [**Open**], the PDF files are stored from this point of time on in the directory chosen by you. Even after changing the directory name, PDF files are stored under ..MCCWIN\USERS\<User name>, if [**Cancel**] is chosen here.

Furthermore, you can change the predefined name of the PDF file by editing in the field "File name:".

**Please note:**

If the name of the PDF file should not be the predefined one, this must be changed, if applicable, at each renewed call of the output as PDF file, since the program predefines time and again a standard name. However, a changed directory is predefined time and again by the program until the next change.

The output option in a PDF file can be switched off for reasons of security by the system parameter "**Dialogs for opening files without delete option**" on the *General parameters property page* (Chapter 6.1.1 of the Core module). The "PDF" entry is then not available for selection.

For viewing and printing of PDF files you need the free Acrobat reader of the Adobe company. If you have already installed the reader, it is opened immediately after the PDF file creation and the file is shown. You will find the name of the PDF file shown in the title bar of the Acrobat reader.

## 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 (Payment orders)

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.  
Note: Supplementary ID-Groups are reported, as soon as one of both fields is filled.
- **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 euro will be shown at the bottom of the table.  
  
The "Totals of listed items" containing the number of orders displayed and their total balance in euro 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 number of orders and the total amount in euro will be shown at the bottom of the table. After each account a page break is inserted.  
  
The "Totals of listed items" containing the number of all orders displayed and their total balance in euro will appear at the end of the list.
- **Item by item**  
Each payment order is displayed or printed on a separate page with all its data.
- **By accounts (new page)**  
The printout is similar to the list type "by accounts. However, a page break is inserted after each account.

### 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.

Below the selection lists you can execute the 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. a character or a digit is sufficient, for a more exact selection the entry of a sequence of several characters is recommended) or as predefined value chosen from a list box or in the case of date fields selected by using the calendar function.

After confirmation with <Return> or <TAB> only those records will be shown, which exhibit the selection criterion in the respective column.

The selection is cancelled by clicking into the field used for the selection, deleting the selection criterion and confirming with <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.

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## 2 Administration

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

You can also use -Administration- to select log functions and printouts, control text files for export, etc.

The following menu items are available:

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

### 2.1 SEPA parameters

Use menu item -SEPA parameters- to specify program settings affecting only the SEPA 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
- Approvals
- Payments
- File creation
- Mandates

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	<b>Global</b> (security-relevant administrator parameters, which shall apply to the overall system)	System administrator
	<b>User-related</b> (personal preferences in the sequence, such as, for example, colours and dialog settings)	User
	<b>PC-related</b> (settings which are bound to a defined PC, e. g. Comms. parameters)	System administrator , User

## 2.1.1 General (parameters) property page

SEPA Parameters

General | Approvals | Payments | File creation | Mandates

User-specific parameters

- ☐ Default of NO for approval by account
- ☐ Default of NO for deletion
- ☐ Message for due orders at logon
- ☒ Selection before approval by account and deletion
- ☐ Add accounts and ordering parties automatically on import
- ☐ Selection before showing templates
- ☐ Selection before master data log
- ☐ Manual setting of template order numbers

System parameters

Lead time for setting up variable amount orders as single orders: 0

Base currency: EUR EURO

- ☐ Generate plan data automatically
- ☒ Change Partner table without changing existing orders
- ☐ Set up standing orders as single orders
- ☐ Generate SPAFIBU.TXT automatically
- ☒ Maintain master data log
- ☐ Accept account group of user on import
- ☐ Delete expired mandates

When due on weekend

- ☐ Credit transfer: Due date after weekend instead of before weekend
- ☐ Direct debit: Due date before weekend instead of after weekend

Print Help Save

User-specific parameters:

#### Default of NO for approval by account?

If you tick this parameter, the payment orders that are displayed in account by account approval will normally **not** be checked. Only orders which have been checked are approved in the case of account by account approval, 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 approval will all be checked. You must then remove the check for orders you do not want to approve. Further information on account by account approval can be found 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 payment orders

**Message for due orders at logon**

If you check this parameter and due single orders are saved in the system, a message tells you that there are due single orders whenever you start the SEPA 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- / -Approval by account- and menu item -Payments- / -Delete orders-. You can define the Selection criteria for the payment orders to be approved or deleted in this dialog box.

**Add data to reference tables automatically on import**

If you check this parameter, accounts and/or ordering parties not yet stored in the relevant references tables are **automatically** added to these reference tables when payment order files are imported. If you do not check this box, a dialog box, containing details about the accounts and Ordering parties not yet stored in the reference tables, appears when you import payment order files. You can supplement and modify these details. Confirm with **[OK]** to add the dialog box entries to the respective reference table. Instructions on how to import payment order files are contained in Chapter 7.5: *Import payment order 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 Sort 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. If necessary, you can set the selection criteria in this dialog box to limit the number of records that will be displayed.

**Manual setting of template numbers**

If you have checked this parameter and you have saved the payment order as a template by clicking on the **[Save and store as template]** button or by using menu item -Add as template- (right mouse button) [see Chapter 4.1.10: *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.

System parameters:**Lead time for variable amount orders as single orders**

Here you can select the number of days of lead time for for variable amount orders. This lead

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

**Base currency**

The field "**Base currency**" is predefined with the ISO code of the "EUR" currency for Euro.

**Generate plan data automatically**

This parameter applies only if you are using a cash management program and SEPA is installed as a module for this program. Payment orders are transferred to the **customer planning database** with a corresponding ID Group and are then available for analysis and report generation.

**Change partner (reference) table without changing existing orders**

If you check this parameter, payment orders are linked neither on manual entry nor on import to the corresponding entries of the partners reference table. This means that subsequent changes to the partners reference table have no impact on approved payment orders when the file is created.

If you do not select this parameter, subsequent changes to the partners reference table are considered on file creation accordingly. On payments import, a mapping is made using the **name and the account number (or IBAN)** of the partner. Therefore, **both information** need to be maintained **consistently** in the application as well as in external, delivering systems to ensure a correct mapping.

If, for example, the account number (IBAN) of the partner is updated in the application, and then a payment order, which uses the old account number (IBAN), is imported from an external system, no matching with the reference table can be made. Accordingly, not the updated account number (IBAN) from the application, but the imported one from the payment file is used.

**Set up standing orders as single orders**

This parameter has the effect that standing orders are not directly added to the Payment order 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 *Approvals property page*, this single order must be approved before it can be added to the Payment order file. This process corresponds to the procedure described in Chapter 4.1.8 for variable amount orders.

**Generate SPAFIBU.TXT automatically**

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

**Maintain master data log**

Checking this SEPA parameter box specifies that a master data log will be maintained for the SEPA 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 current user should be accepted or not when entering new accounts on payment orders import (cf. Chapter 7.5: *Import*

*payment order file*). If the parameter is set, the account is saved together with the account group of the user currently logged on. If the parameter is not set, the account group "0" is allocated to the new account.

#### Delete expired mandates

Checking this parameter activates a delete function for expired mandates. I.e., mandates for one-off payments, which have been already used once or mandates for recurrent payments, where the validity period has expired, are deleted automatically if the parameter is ticked.

#### When due on weekend:

If for **single orders** a due date on the weekend is selected, the due date of credit transfers will be shifted to the workday **before** the weekend automatically.

Example (credit transfer):

The screenshot shows a calendar for September 2014. The date 27 (Saturday) is selected in the calendar, and the 'Due date' field below it shows 27/09/2014. The 'Earliest transmission' field shows 26.09.14.

The screenshot shows the same form with the 'Due date' field now showing 26/09/2014 (Friday). The 'Earliest transmission' field remains 26.09.14.

is shifted to

For direct debits, the due date will be shifted to the workday **after** the weekend (by taking into account the submission deadlines).

Example (direct debit):

The screenshot shows a calendar for September 2014. The date 27 (Saturday) is selected in the calendar, and the 'Due date' field below it shows 27/09/2014. The 'Earliest transmission' field shows 24.09.14.

The screenshot shows the same form with the 'Due date' field now showing 29/09/2014 (Monday). The 'Earliest transmission' field remains 24.09.14.

is shifted to

For **standing orders** one has to distinguish between the desired execution date of the order ("e.g. execution always on the first day of the month", to be specified on the *Times property page* under "First time") and the concrete execution date of the payment (indicated under "Due date").

For standing orders, the new entry of a first time for execution on weekends is always allowed. Each concrete execution date (due date) is then, if it coincide with a weekend, shifted for credit transfers to the workday **before** the weekend.

Example:

The screenshot shows a software window titled "New entry Standing orders". It has several tabs: "Payments", "Partner", "Ordering party / Internal", "Ultimate parties", "Additional information", "Direct debit additional", "LDGR data", and "Times". The "Payments" tab is selected. Inside, there are two rows of input fields. The first row contains "Order number" (MCCT140922000001) and a dropdown menu set to "Standing order". The second row contains "End-To-End reference" (E2EC140922000001) and a dropdown menu set to "Credit transfer". Below these are five more rows: "First time" with a date picker set to 01/11/2014, "Last time" with a date picker set to 22/09/2014, "Last execution" with an empty text box, "Due date" with a date picker set to 31/10/2014, and "Frequency" with a dropdown menu set to "Monthly".

For direct debits the due date is shifted to the workday **after** the weekend (by taking into account the submission deadlines).

Example:

This screenshot is similar to the previous one, showing the "New entry Standing orders" window. The "Payments" tab is active. The "Order number" is MCDD140922000001 and the "End-To-End reference" is E2ED140922000001. The "First time" is 01/11/2014, "Last time" is 22/09/2014, "Last execution" is empty, and "Frequency" is "Monthly". The "Due date" is 03/11/2014. The dropdown menu next to the "End-To-End reference" is set to "Direct debit".

If, deviating from this standard, credit transfers should be executed **after** instead of before the weekend, the parameter "**Credit transfer: Due date after weekend instead of before weekend**" need to be checked.

If, deviating from this standard, direct debits should be executed **before** instead of after the weekend, the parameter "**Direct debit: Due date before weekend instead of after weekend**" need to be checked.

## 2.1.2 Approvals property page

The screenshot shows a window titled "SEPA Parameters" with a tabbed interface. The "Approvals" tab is selected. The window contains several sections for configuring approval requirements:

- General parameters:** A checkbox labeled "Creator of payment order may not approve it" is currently unchecked.
- Credit transfers:** A dropdown menu for "No. of approvals for credit transfers" is set to "One".
- Direct debits:** A dropdown menu for "No. of approvals for direct debits" is set to "One".
- B2B direct debits:** A dropdown menu for "No. of approvals for B2B direct debits" is set to "One".
- Urgent transfers:** A dropdown menu for "No. of approvals for urgent transfers" is set to "One".
- Payment reversals:** A dropdown menu for "No. of approvals for payment reversals" is set to "None".

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

**Keyer of the payment may not approve this**

If you highlight this parameter, the user who has entered a payment order has not the option to approve the payment order (see Chapter 5: *Approvals*). The approval can be made only by another user authorized to approve.

**Number of approvals**

Specify the number of approvals required (none, one or two) for the payment types

- **Credit transfers**
- **Direct debits**
- **B2B direct debits**
- **Express transfers**
- **Payment reversals** (only if additional module "SEPA Payment Reversal" is installed)

by entering the appropriate value in the relevant text box. The default value is **-One-**.

Specify the number of approvals by clicking the drop-down arrow to the right and clicking on an entry in the list box.

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

With **-One-**, each payment order of the relevant payment type need only be approved once before it is transferred to a payment order 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 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.

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

## 2.1.3 Payments parameters property page

The screenshot shows the 'SEPA Parameters' dialog box with the 'Payments' tab selected. The dialog has a title bar with standard window controls. Below the title bar are five tabs: 'General', 'Approvals', 'Payments' (selected), 'File creation', and 'Mandates'. The 'Payments' tab contains two main sections: 'New entry of payment orders' and 'Payment history'. The 'New entry of payment orders' section lists eleven items, each with a person icon and a checkbox: 'Prompt payment type', 'Prompt ordering party', 'Prompt ordering party account', 'Prompt Taxes', 'Prompt deduction', 'Prompt ID-Group', 'Prompt access class', 'Always prompt order type', 'Predefine ID-Group for entry with user name', 'E2E reference' (with a dropdown menu showing 'Prompt reference'), and 'Default single payment'. The 'Payment history' section has a checkbox for 'Maintain payment history' (checked), a text box for 'Delete payment history after how many days' (containing '0'), and a red warning message: 'Warning !!! 0 days means that the payment history will never be deleted.' At the bottom of the dialog are three buttons: 'Print', 'Help', and 'Save'.

New entry of payment orders:

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

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

| You can change the default values at any time when entering a payment order.

Choose between

**Prompt payment type**

"Payment types" are credit transfers (normal / urgent) or direct debits (Core / B2B).

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

**Prompt ordering party**

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

**Prompt ordering party a/c**

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

**Prompt tax**

The tax rate of the most recent new entry is suggested.

**Prompt deduction**

"Deductions" are the entries in the *Payment terms reference table* (see Chapter 3.8), e.g. discounts, rebates, bonuses, etc. The most recently entered deduction type is suggested.

**Prompt ID-Group**

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

**Prompt access class**

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

**Always prompt order type**

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

If you check the "Always prompt order type" box, you are prompted for the order type before **ALL** new entries.

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

**Predefine ID-Group for entry with user name**

If you highlight this parameter, the "ID-Group" field on the *Ordering party / Internal property page* is predefined on payment input with the name of the user who entered it. This parameter also applies on the generation of single orders from the history, on creating single orders from standard orders, on saving single orders as standard orders, on the import of payments via payment or text file and on generating single orders from standing or variable amount orders. If different users have to enter payment orders within a network and have to create their own Payment order files, the orders can be selected easily later on using the user names (as ID-Group).

**E2E reference**

If you choose the option **-Predefine reference-**, the field "End-to-End reference" will be predefined with a reference automatically. On using the **-Do not predefine E2E reference-** option no reference is predefined. If an End-to-End reference should not be used, select the option **-Do not use E2E reference-** and the field "End-to-End reference" is filled with "NOTPROVIDED".

**Predefine single payment**

If this parameter is checked, the **"Single payment"** check box (in the file BtchBookg=false) on the *Payments property page* (see Chapter 4.1.1) is activated for banks, where the option **"Single booking possible"** (see Chapter 3.2: *Reference table Banks*) is used. This activation works:

- a) always on payment entry,
- b) on the import of payment files, if the flag BtchBookg=true is set or not available,
- c) on the import of TXT files, if the flag is not available.

For banks, which have the option "**Single booking possible**" not set, always BtchBookg=true is set.

#### Payment history:

##### **Maintain payment history**

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

Enter the number of days for which this information is to be saved behind the field "**Delete payment history after how many days**". The default setting is 14 days.

##### **Please note:**

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

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

## 2.1.4 File creation parameters property page

The screenshot shows the 'SEPA Parameters' dialog box with the 'File creation' tab selected. The dialog has a title bar with standard window controls. Below the title bar are five tabs: 'General', 'Approvals', 'Payments', 'File creation' (selected), and 'Mandates'. The 'File creation' tab contains three sections:

- Type of file creation:** A group box containing three items, each with a person icon and a checkbox:
  - 'Switch off multiple file creation' (checked)
  - 'With preview' (checked)
  - 'With display of files after creation' (checked)
- Printouts for file creation:** A group box containing three items, each with a person icon and a dropdown menu:
  - 'Print medium' (dropdown set to 'PDF')
  - 'Short list at file creation' (dropdown set to 'None')
  - 'No. of cover notes for file creation on hard disk' (dropdown set to 'None')
- Prepare file for Comms.:** A group box containing one item:
  - 'Prepare file for Comms. is mandatory' (checkbox, unchecked)

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

### Type of file creation:

#### **Switch off multiple file creation**

Select this parameter if you want to create files for a single bank. When you activate this parameter the following parameter will also appear: Prepare file for Comms. is mandatory.

#### **With preview**

If you have highlighted this parameter, an overview will be shown to you at file creation, in which you can exactly define, which orders should be added to the payment order 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, 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.

**Short list at file creation**

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

Use this parameter to specify whether and how a summary will be printed when creating a payment order file. The settings you select by clicking on items in the list box are transferred to the payment order file creation dialog box.

Choose between:

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

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

**Number of cover notes for file creation on hard disk**

Use this parameter to define whether the program will suggest that no, one or two cover notes will be printed when a payment order file is written to the hard disk. Select the number of cover notes 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 payment order files (s. Chapter 6.1).

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

If you have checked the parameter "Prepare file for Comms. is mandatory", you have to exit the preparing windows "Files to be sent" and "Include in Comms. batch" regularly (see Chapter 6.1: *Single-bank oriented file creation*) in order to prepare the payment order file for Comms. and make it directly available for execution in the File manager. On the other hand in the case of abort using the close button no payment order file is created and the payments remain in the order database.

If the parameter "Prepare file for Comms. is mandatory" is **not** checked, the payment order file will be created also in the case of quitting the preparing windows via close button.

After closing the dialog, in which the created file is shown, a file open box appears, in which you can freely define storage place and name of the file. Even if this window is also aborted, the procedure is cancelled after a further security prompt and the generated file is deleted.

For Comms. this file however must be added to a Comms. batch using the [**New order**] button in the File manager (see Comms. Chapter 5.1.1: *Database overview: File Manager* in the Core module).

## 2.1.5 Mandates property page

*This property page is only available, if the additional module "SEPA Mandate Administration Plus" has been installed.*

The screenshot shows a window titled "SEPA Parameters" with a tabbed interface. The "Mandates" tab is selected. The window contains three main sections: "Pre-notifications", "Time limits / lead times (in days)", and "Forms".

Section	Parameter	Value
Pre-notifications	Generate pre-notification	<input checked="" type="checkbox"/>
Time limits / lead times (in days)	Feedback expected until	7
	Lead time pre-notifications	17
	Lead time mandate expiry warning	60
Forms	No. of standard mandate forms	1
	No. of mandate forms B2B	1

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

### Pre-notifications:

#### **Generate pre-notifications**

This parameter is used to control, whether pre-notifications should be generated from this mandate administration.

### Time limits / lead times (in days):

#### **Feedback expected until**

Using this parameter you can set a deadline before retrying to get feedback again.

#### **Lead time pre-notifications**

Via this parameter you specify the lead time days for pre-notifications before the date of the first payment execution.

#### **Lead time mandate expiry warning**

Via this parameter you can set lead time days for the warning before the expiry of the mandate.

### Forms:

#### **No. of standard mandate forms**

This parameter sets the number of form copies, which should be attached to the letter in standard mandates.

#### **No. of mandate forms B2B**

This parameter sets the number of form copies, which should be attached to the letter in B2B mandates.

## 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: *Generate SPAFIBU.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 reference tables
- 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 output files for the reference tables or before importing text files, you must define **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

Input/output 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



Test 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 databases 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 added 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*).

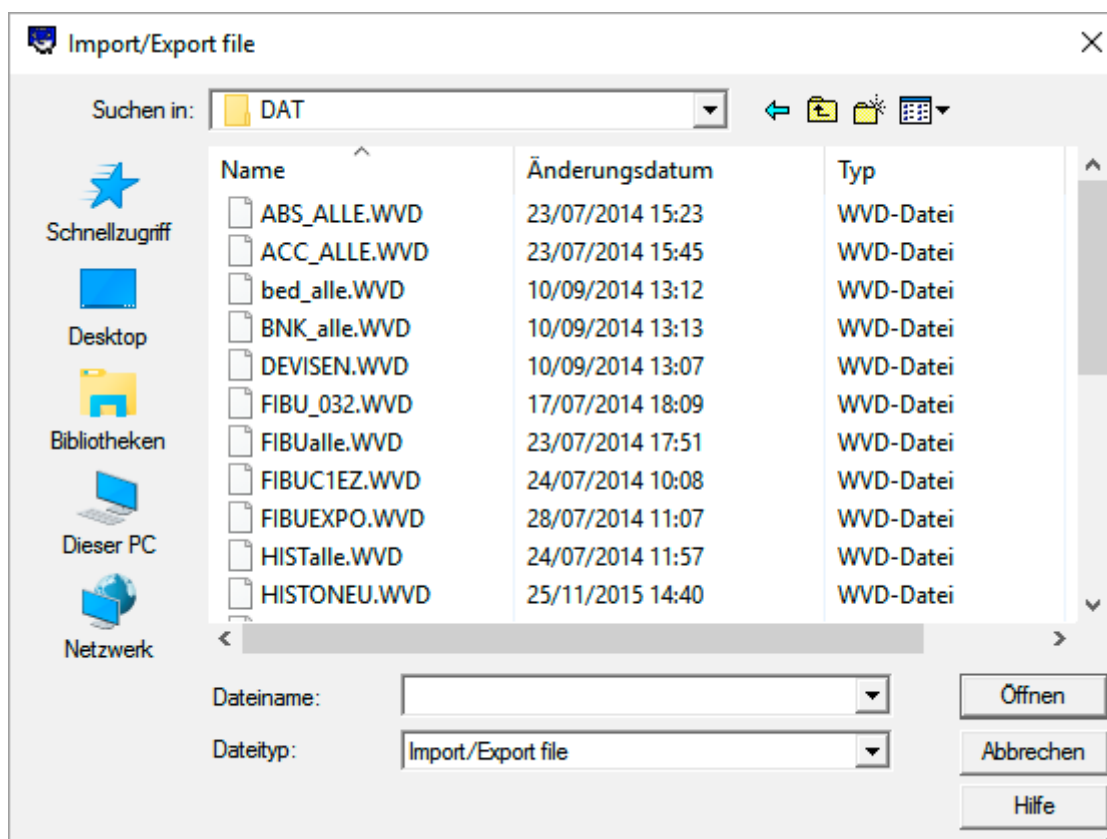
## 2.2.2 Control files for defining output or import files

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 / 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 ...

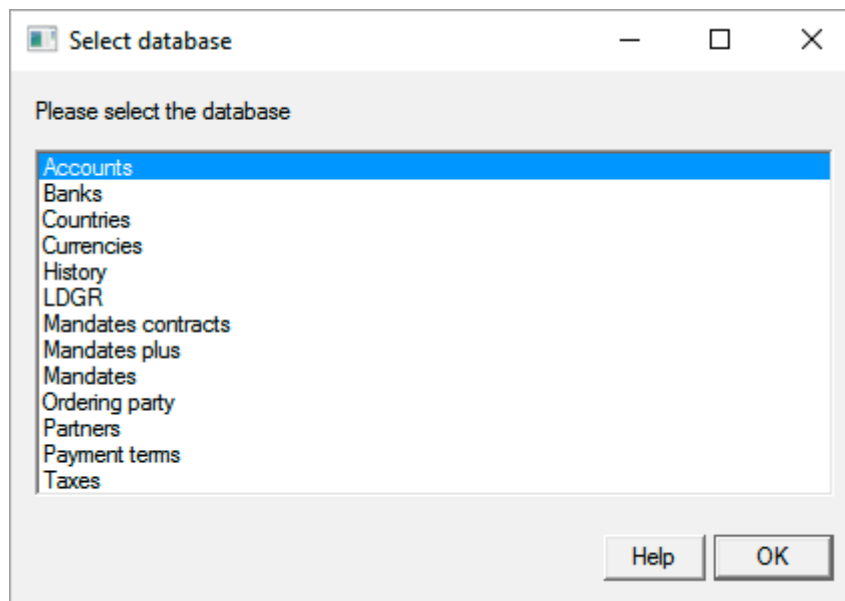
By default, the control files are located in subdirectory ..\DAT of the Payments module; and this directory will first be searched by the program for control files.

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 automatically assigned 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
- Countries
- Currencies
- History
- LDGR
- Mandates
- Mandates Plus
- Ordering parties
- Partners
- Payment terms
- Taxes

Confirm your selection by clicking on [**OK**] or double-clicking on the required 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 first control 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.

The screenshot shows a window titled "Define Import/Export file" with a "General" tab selected. The "File name" field contains "NEU" and the "for" field contains "SPAMANDP". The "Description" field is empty. The "Separator" is set to a semicolon (;) and there is an "Output Autoroutine" button next to it. The "Date format" is set to "Windows standard". The "Date separator" is a forward slash (/) and the "Decimal separator" is a period (.). There are several checkboxes: "Text fields inv. commas" (checked), "Compress fields" (unchecked), "Output in Windows character set" (checked), "Field names in line 1" (checked), "Search for / create import / export file in user directory" (unchecked), "Prompt name of export / import file" (checked), "Overwrite existing text file" (unchecked), and "Call batch after creating export file" (unchecked). At the bottom are "Print", "Help", and "Save" buttons.

A key to the fields, which 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 export/import 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. Furthermore the not printable characters **B** (or b) [for "blank"] or **N** (or n) [for "no separator"] can be used.

#### Please note:

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

**[Output Autoroutine]**

Use this button to output export files automatically. Select the **[Output Autoroutine]** button to access the dialog box "Store print" in which you can define and save a report so that you can edit or execute it at a later time in the Core module after selecting the menu item - Administration- /-Predefined reports-. The boxes essentially correspond to those described in the Core module - Chapter 6.8.2: *Define reports*, but there is a slight difference with respect to their arrangement:

**Text field**

Enter a description of the report in the text field which will improve your orientation when processing the report in the Core module.

**Printing in autoroutines**

Use this function to define at what interval the automatic print routines are initiated when starting the program. You can select between "After Comms." (Printing is effected after each data communication), "Daily", "Weekly" and "Monthly". Selecting the option "never" stops the automatic print routines and "Current data" limits the data that will be printed to new data added in the current session. Records that have already been printed are not considered.

**Save with selection?**

If you activate this option, 7 selection boxes each with 3 columns will be added to the dialog box which you can use to define the selection criteria. In the first column, select one field from the list of all fields available for the selected database. If, for example, you want to create an export file on the basis of the "Countries" database, you will only be able to select from "Code" and "Description". You set an absolute value in the **third** column, e.g. a number, and an **Operator** which defines the ratio between field and value in the **second** column.

**Output file**

If you marked the parameter "**Prompt name of export / import file**" on the *General property page* while defining the control file, the drive and path of the export file will also be displayed now or a list box can be displayed by clicking on [?] in which you can select the output file (\*.TXT) or create a new one.

**Private order**

If you check the "**Private?**" box, the output order will be treated as private and only you will be permitted to output this order. Afterwards, this output order will only be outputted by the autoroutines when you have started the program.

**Sorting**

You can define the content and sequence of the first four fields of the export file in the list boxes

provided here. Select one of the various field names from the list boxes which vary depending on the database selected. The default setting is an **ascending** sort sequence (A-Z, 1-100). If, however, you want a descending sort sequence, check the **"descending"** box (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.

#### Txt fields inv. commas

Specify whether text fields in the export file to be created 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. The lines of the export file then have different lengths. Check the box if you want to compress the fields.

#### Output in Windows character set

The setting in this field will depend on whether you want to use a Windows or a DOS program to process the export file.

This is of particular importance if special characters are used, as Windows and DOS use different code sets.

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

#### Field names in line 1

Export files (output files) do not normally contain field names. Check this box if you want to add the field names to the 1st line of the export file in the sequence of the fields. However, you can only add field names if the output file to be created (extension: .TXT) has not yet been stored in directory \DAT in the Core module

This function supports processing in spreadsheet applications such as Microsoft Excel as the result is that the field name can be used automatically 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.

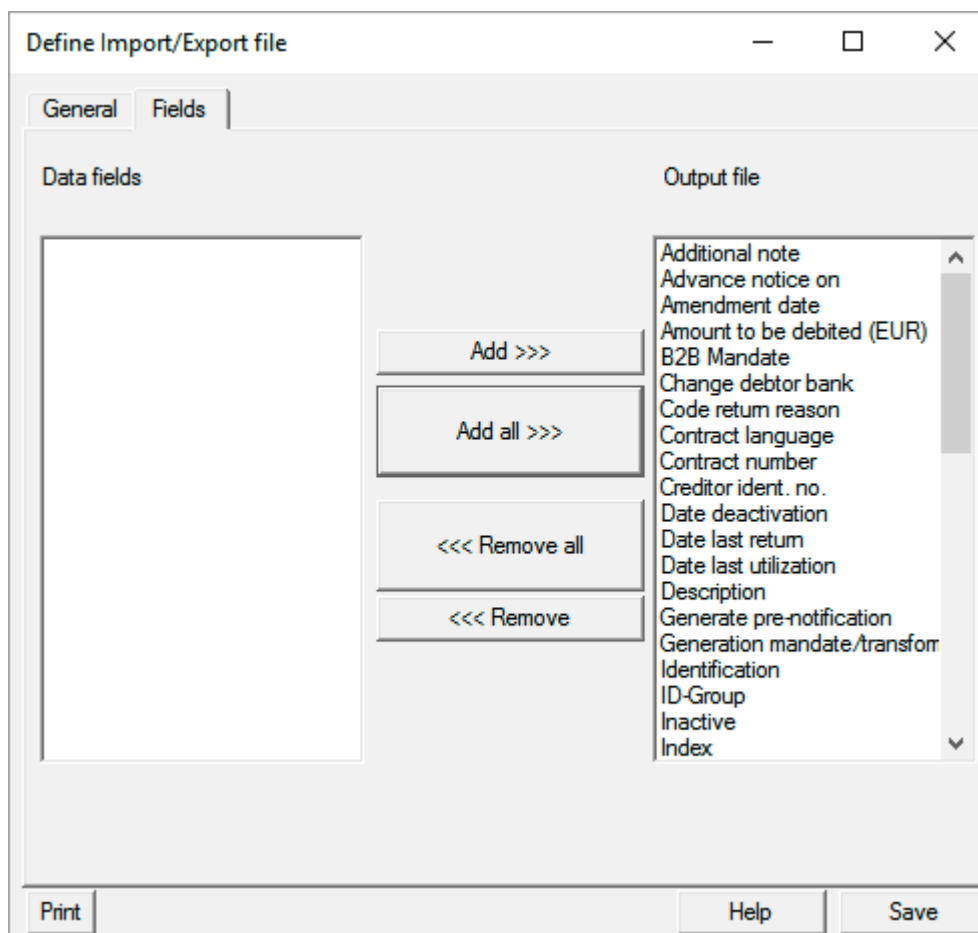
In the batch file the name of the created text file can be requested. The request can be done using the following parameter: %1 = name of the created text file.

### 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 of the dialog box, select the field name which you want to appear first in the output file. Then click on [**Add >>>**]. The field name disappears from the list and appears at the top of the right-hand dialog box 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 secure all entries on the property page and to return to the main window.

### 2.2.3 Export (Generate output file)

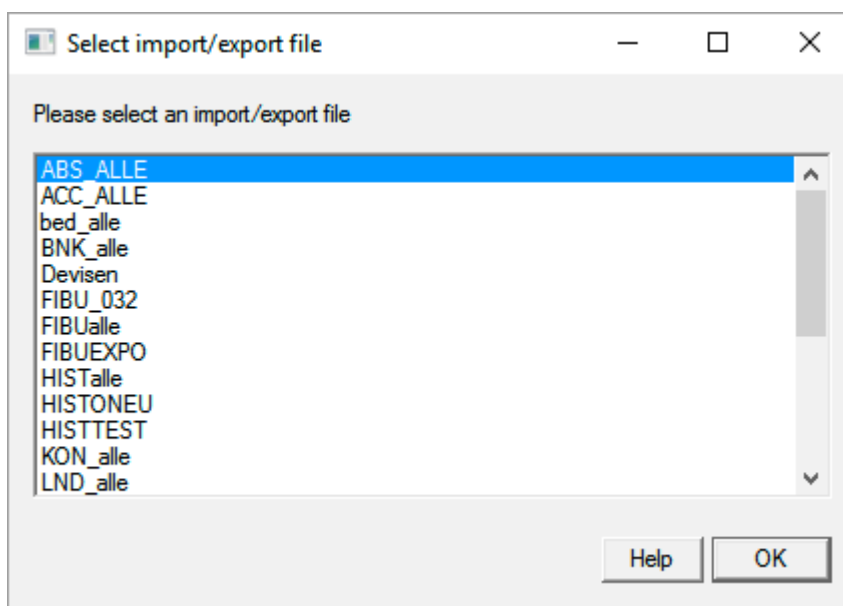
Menu item -Administration- / -Import/Export- / -Execute Export- relates to the control files you have defined using menu item -Maintain Import / Export file-.

Create an output file (= \*.TXT file) on the basis of a control file by selecting the -Export- function from the Administration menu or by clicking on the corresponding icon:



#### Please note ...

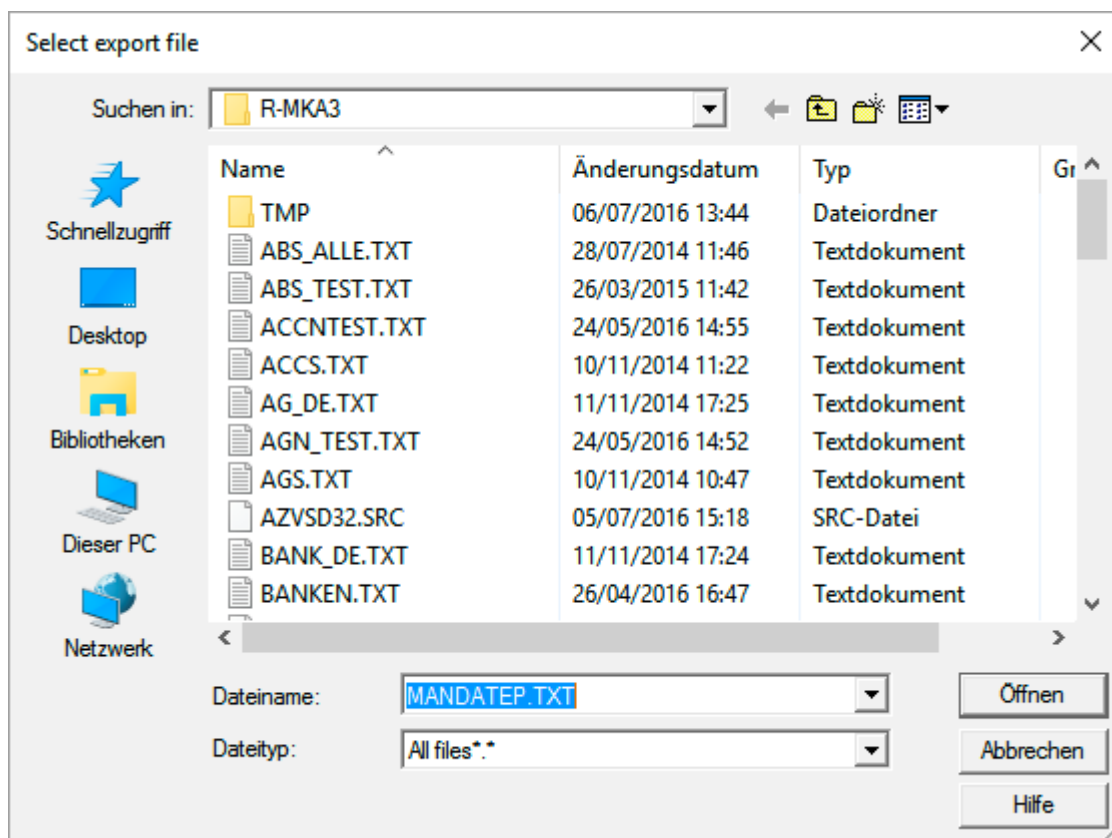
If you have activated the "**Function menu**" parameter in menu item -Administration- / -System parameters- in the Core module on the *General system parameters* property page, menu item -Export- is **no longer** contained in the Administration menu. You can then select this item using the keyboard in the -Functions- menu under -Execute Export-.



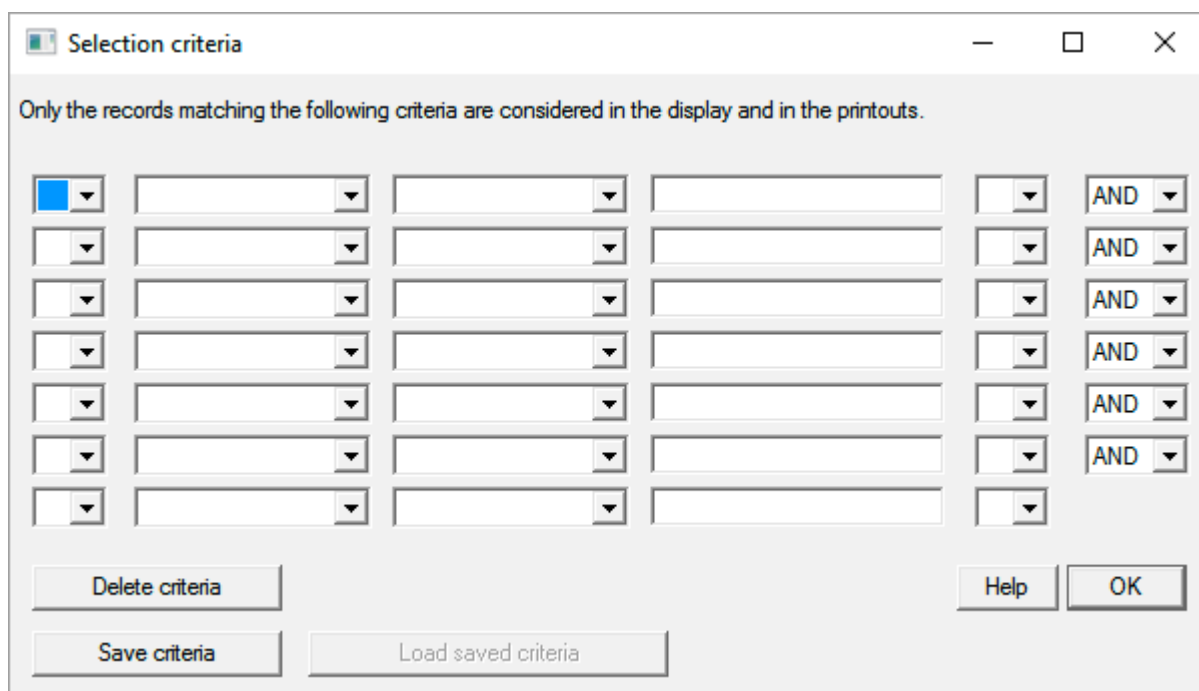
A window then displays all control files present in directory ..\SPAWIN\DAT. Position the cursor and confirm with <Return> or click and press the [OK] button to select the control file to be used for generating (creating, updating) an output file.

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.

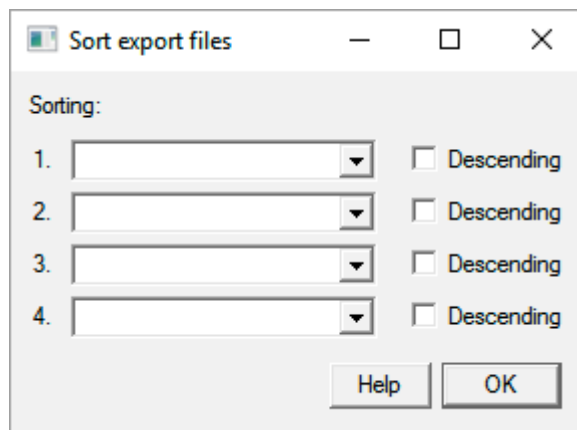
If you have marked the parameter "**Prompt name of export / import file**" on the *General property page* for the control file, a list box will now appear from which you can select the output file (\*.TXT) or create a new one.



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 output file. In total, a **fourfold sort** is possible. To open the selection box for the first sort criterion, click on the drop-down arrow to the right.



Position the cursor and confirm your selection with **<Return>** or click on the field name to be used as the first sort criterion. The standard (default) sort is ascending order (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 reference tables

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 \SPAWIN\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

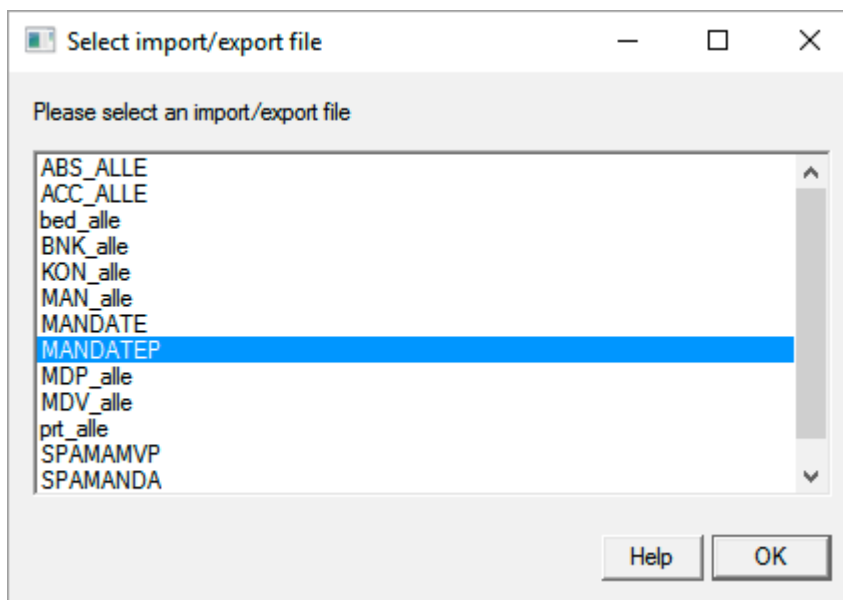
**Please note:**

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.

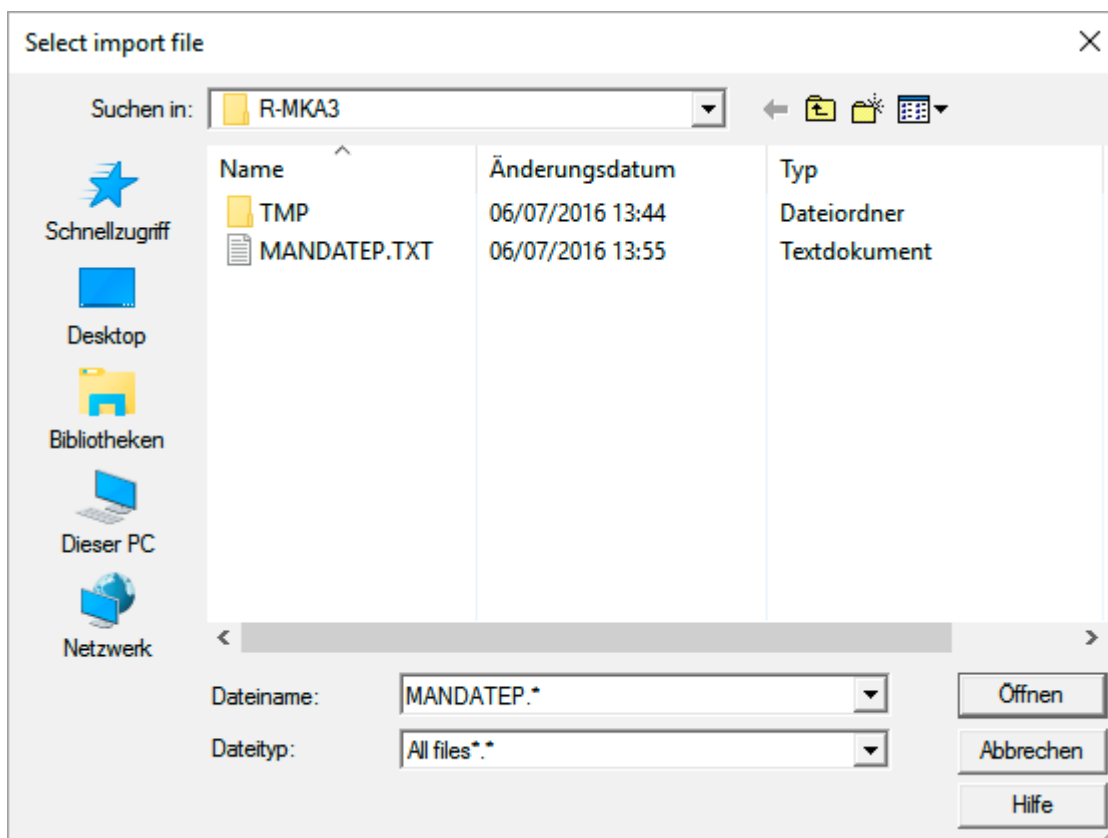
In the first step, the program searches in directory ..\SPAWIN\DAT for files with the extension ".WVD" defining the structure of the text files to be imported. The files identified are shown in a list box. Position the cursor and confirm your selection with <Return>, or click on the [OK] button or double-click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

If you have checked on the parameter "**Prompt name of export / import file**" in the *General property page* while defining the control file, a list box will be now be displayed in which you can select the 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.

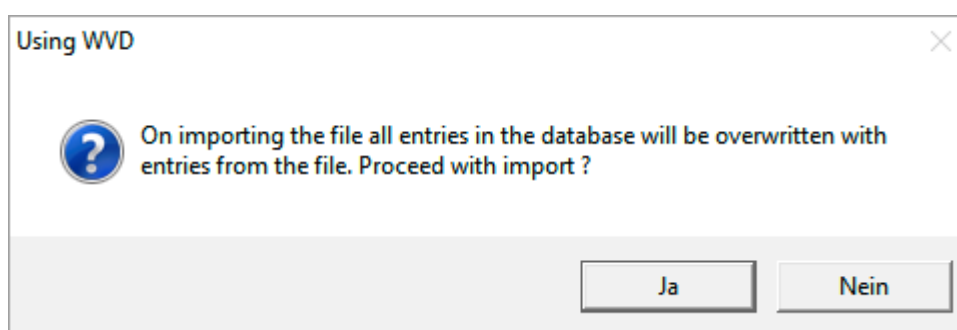


The program then accesses the TXT file with the same name in the ..\MCCWIN\DAT directory of the Core module.



Please ensure that the text file (ASCII file) you have selected is also suitable for importing into the reference table. 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.

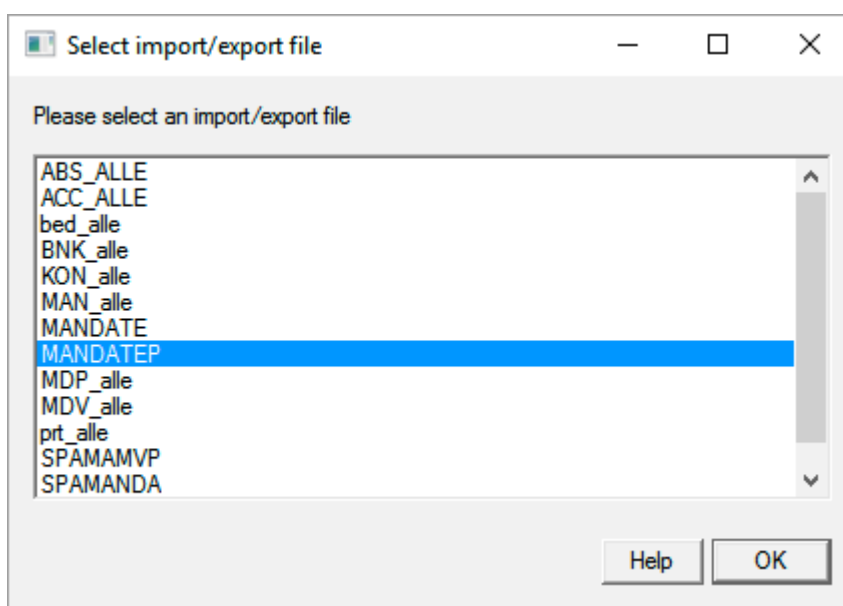
To do so, you need

- a corresponding control file with the extension ".WVD" in the directory ..\SPAWIN\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

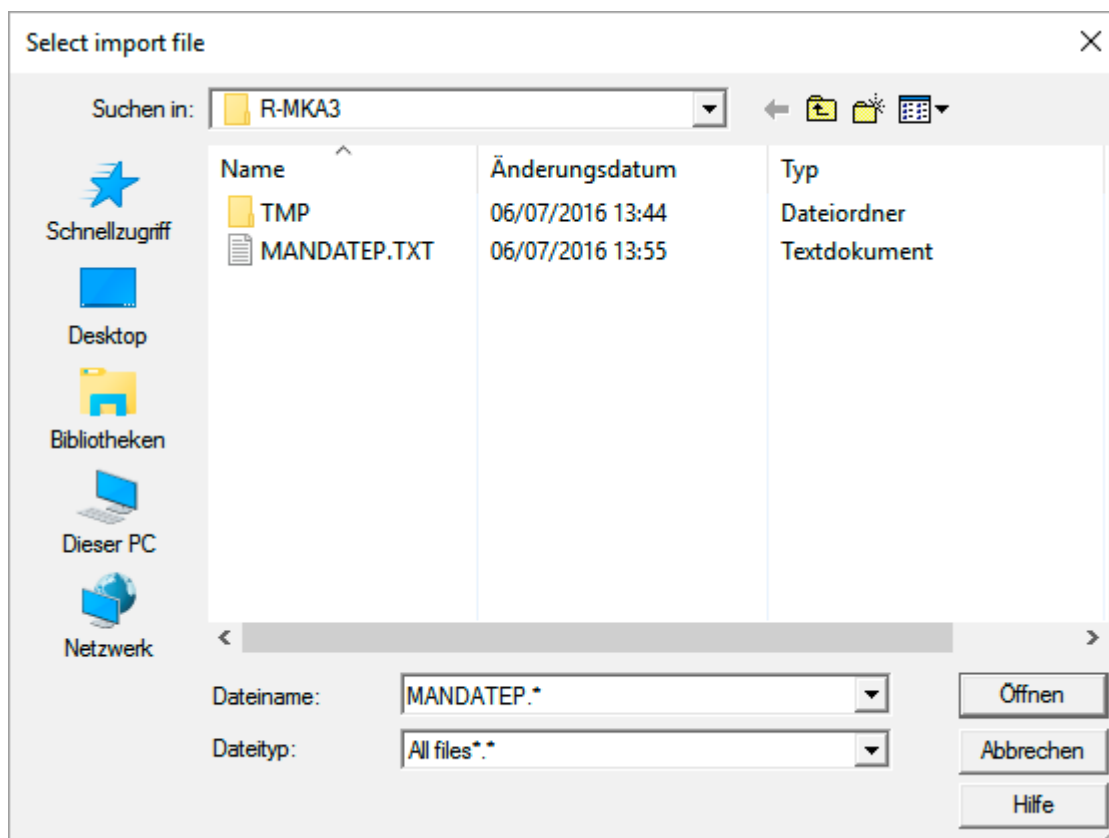
In the first step, the program searches in directory ..\SPAWIN\DAT for files with the extension ".WVD" that define the structure of the text files to be imported. The files found will be shown in a list box. Position the cursor and confirm your selection with <Return>, or click on the [OK] button to 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 be appear from which you can explicitly select the desired import file (\*.TXT).

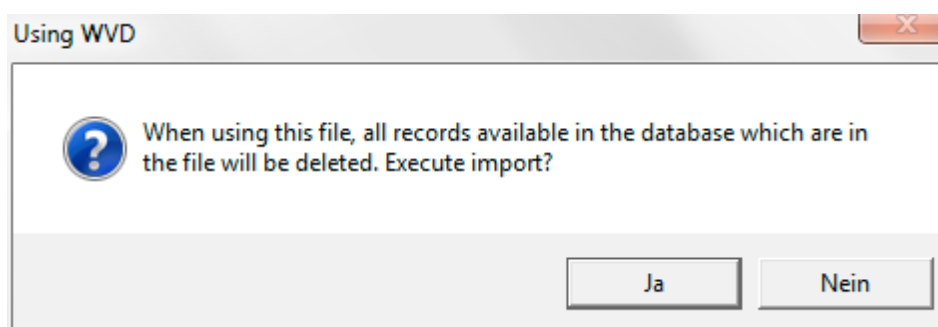
Select the import file that should, for example, be imported into the Beneficiaries reference table and then click on the [**Open**] button.

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.

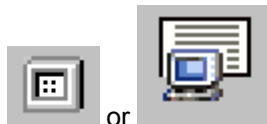


The import process is a background operation. All that you will see is a message showing the current total number of imported records. As soon as the import process has been completed, the program returns to the main application window.

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

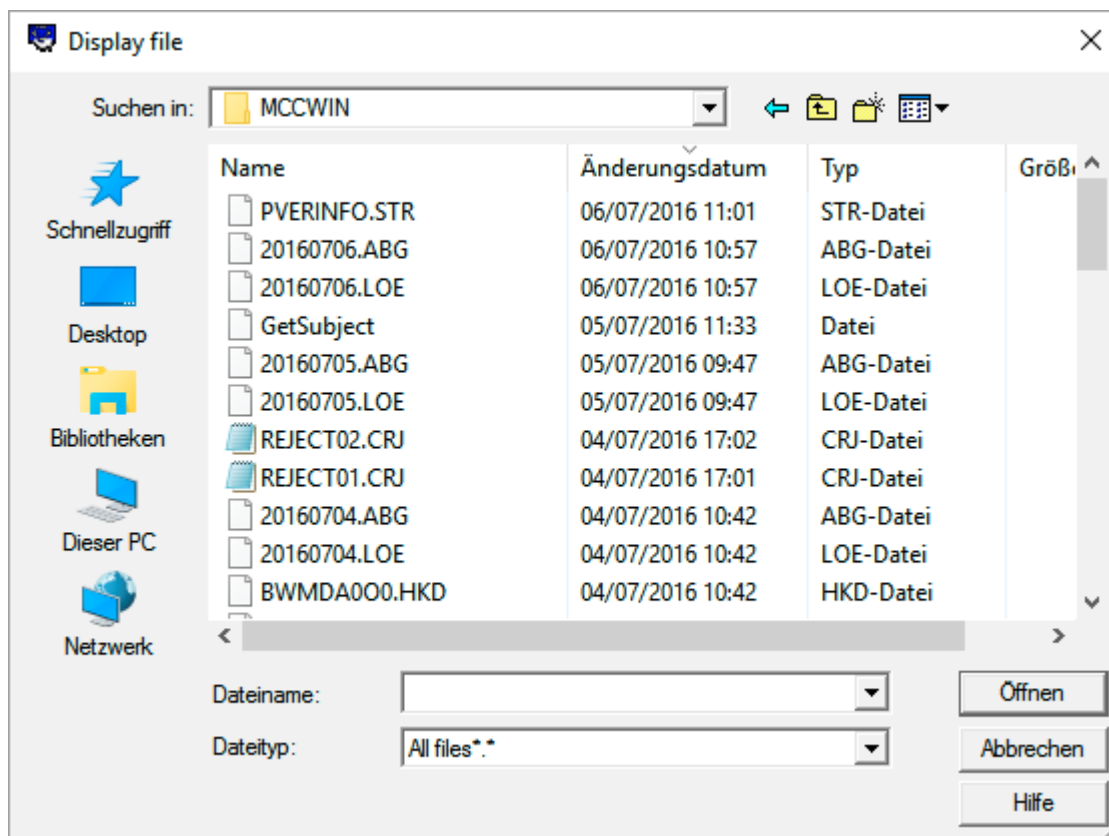


to select files from existing subdirectories and view them on the screen.

### Please note ...

If you have activated the "**Function menu**" parameter on the *General system parameters property page*, menu item -Display text files- is **no longer** contained in the Administration menu. You can then select this item using the keyboard with the menu item -Functions- under -Display text files-.

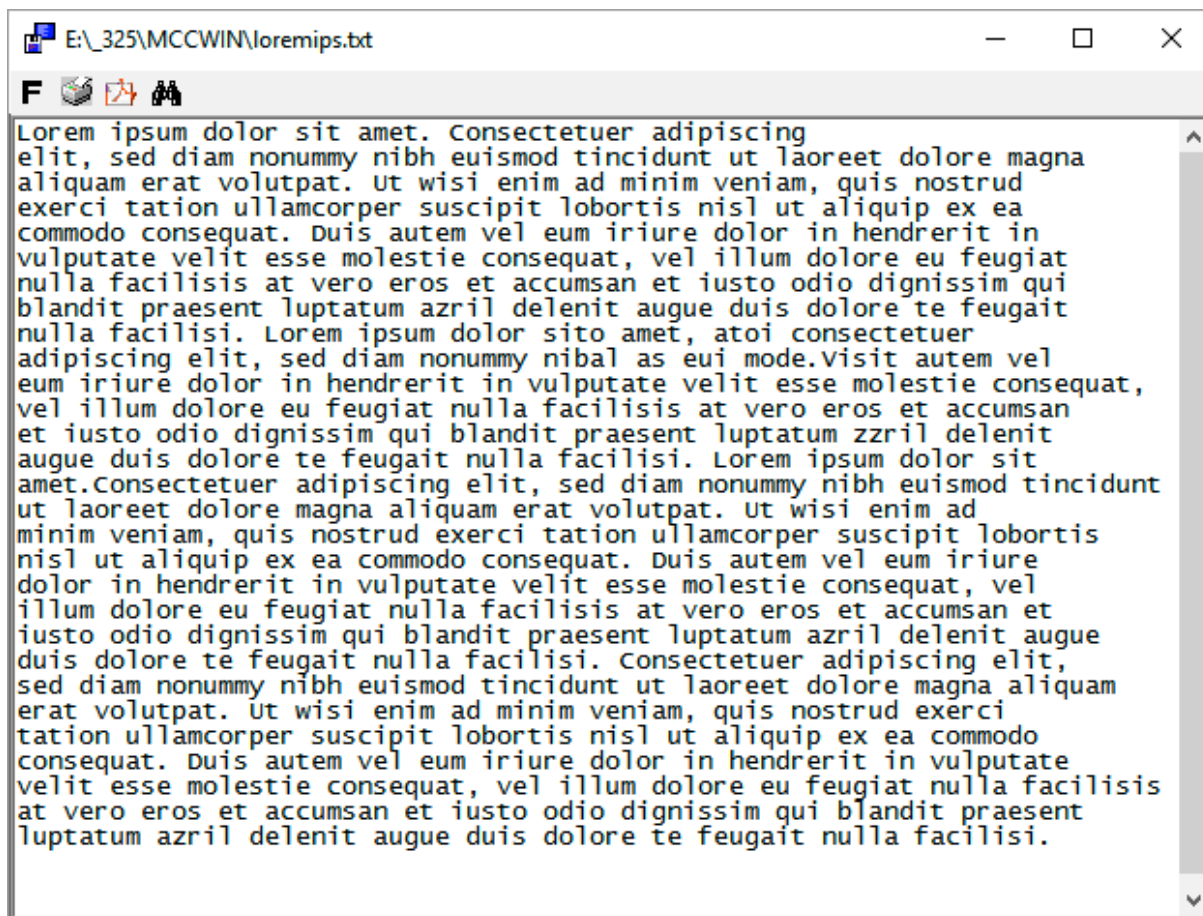
A selection dialog box divided into several sections is then displayed.



The window shows the names of all the files that are saved in the current folder. If you want to open a file that is saved in another folder, first click on the arrow beside the field "Find in:" and then on the data carrier on which the folder is saved. You may have to use the scroll bar to display further folders.

Double-click on the folder which contains the required file and then select the file you want to open by double-clicking on it, clicking on it with the mouse and then clicking on [**Open**] or by positioning the cursor and confirming with **<Return>**.

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



Click on the icon



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. Depending on the operating system further options for the font specification within the file display are available.

Click on the



to print a copy of the file.

Using the following button



(PDF file)

you will get the printout as PDF file.

You can search the content of the file by clicking on the



(Search text)

icon.

This will open a dialog box in which you can enter the text you wish to find. Start the search operation by clicking on the [**Continue search**] button or pressing the Return key.

You can specify your search using the check boxes "**Search only complete word**" or "**Case sensitivity**".

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 and the file has been searched completely. Answer the prompt "Do you wish to continue the search?" with [**Yes**] or [**No**] accordingly.

If you choose [**Yes**], a new search starts at the beginning of the file after clicking on the [**Continue search**] button. With [**No**] the search will be terminated.

During the search you can terminate it at any time using the [**Cancel**] button.

## 2.4 Master data log

A master data log will be maintained only if you check the parameter "**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, 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 on the drop-down arrow and clicking on 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.

Log print

Page 1 of 11    Go to page: [ ]    06/07/16    14:11    Page 1

### SEPA payments Master data log

Date	Time	Function	Menu item	User
05/07/16	16 : 20 : 07	NEW ENTRY	BANKS	1
<div> <div> BIC COOPCHBB69A </div> <div> Address BANCA COOP SA Bank parameter file MCFT-BANKZUGANG ZUR TESTBANKST Single booking possible No Urgent transfer allowed No Structured details possible No Aviso permitted No Payment reversal is supported No </div> <div> Type file creation SEPA CH </div> </div>				

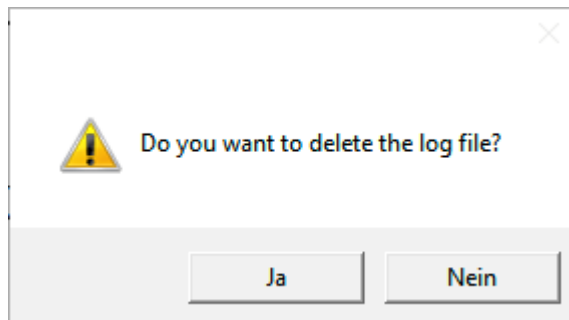
### SEPA payments

Date	Time	Function	Menu item	User
05/07/16	16 : 20 : 07	NEW ENTRY	BANKS	1

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 output has been finished, a message asks you if you want to delete the log file. Click 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.

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### 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 the item -Reference tables- in the **menu bar**.

The reference tables contain data that you can access while creating a payment order. The data in the reference tables is available in the text boxes and can be accessed by clicking on the [?] button to open the respective selection list box.

The SEPA Payments module uses a total of eight reference tables:

- Countries
- Banks
- Ordering parties
- Accounts
- Partners
- Taxes
- Payment terms
- Mandates (in case of installation of the Direct Debit module) or Mandate Admin Plus (in case of installation of the further additional module)

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 reference tables is contained in Chapter 2.2.4. An explanation of the data structure required can be found 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 for Accounts and Partners. The [**Additional information**] button displays additional information in the display section for the selected (= highlighted) record.

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.

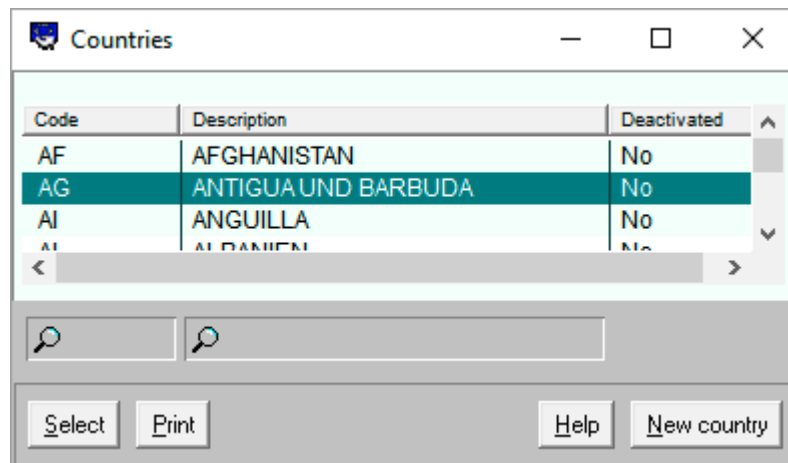
If, furthermore, the parameter "**Editor of the payment order may not approve this**" has been activated, the approval of a blocked record may not be made by the editor of a payment order but must be made by **another** user authorized to approve.

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

### 3.1 Countries reference table

Selecting the menu item -Reference tables- / -Countries- opens a database overview displaying all of the countries in the reference table, together with their details. Move up and down the list with the "Up" and "Down" arrow keys or with <PgDn> / <PgUp> or use the scroll bar.

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



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

To add a new entry, click on [**New Country**] in the database overview.

ISO code:

Description:

Deactivate country: ☐

Buttons: Help, Save

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.

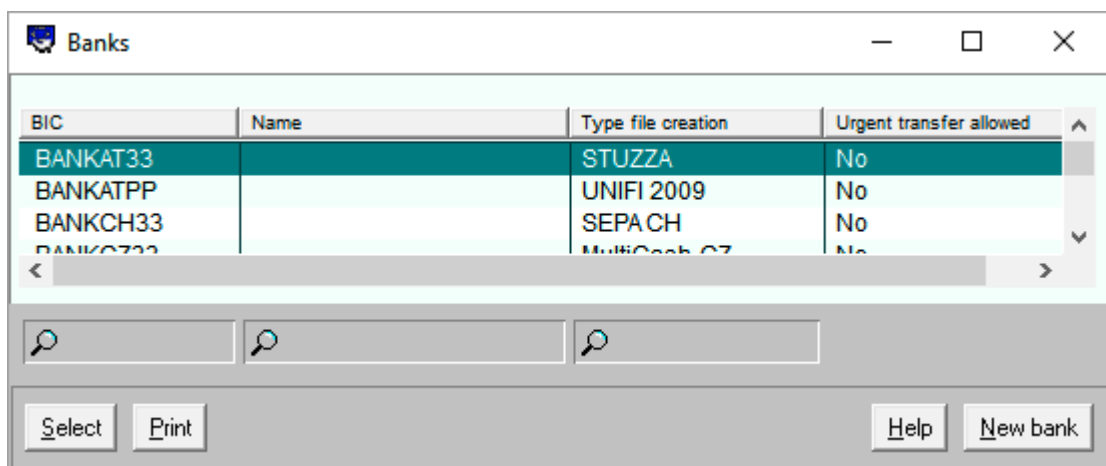
Use the checkbox "**Deactivate country**" to deactivate a defined country for a certain time, without completely removing the country from the database.

### 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 of the banks stored in the reference table, together with their details. Use the "Up" and "Down" arrow keys and <PgDn> / <PgUp> to move up and down the list. Alternatively you can use the scroll bar on the right-hand side of the window.

In the banks overview it is immediately apparent in addition to the supported schema whether urgent payments are supported.



The screenshot shows a window titled 'Banks' with a table containing the following data:

BIC	Name	Type file creation	Urgent transfer allowed
BANKAT33		STUZZA	No
BANKATPP		UNIFI 2009	No
BANKCH33		SEPACH	No
BANKG733		MultiCash G7	No

Below the table are three search input fields with magnifying glass icons. At the bottom are four buttons: 'Select', 'Print', 'Help', and 'New bank'.

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

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

To add a new entry, click on the function [**New Bank**] in the database overview.

**Banks**

BIC **BANKDE** BIC search

Name

Street

Town

Bank parameter file ?

Lead time for file creation 0

Type of file creation ZKA

Single booking possible ☐

Urgent transfer allowed ☐

Suppress purpose code for urgent payments ☐

Session type urgent payments CCU

Structured details possible ☐

Aviso permitted ☐

Payment reversal is supported ☐

Local bank

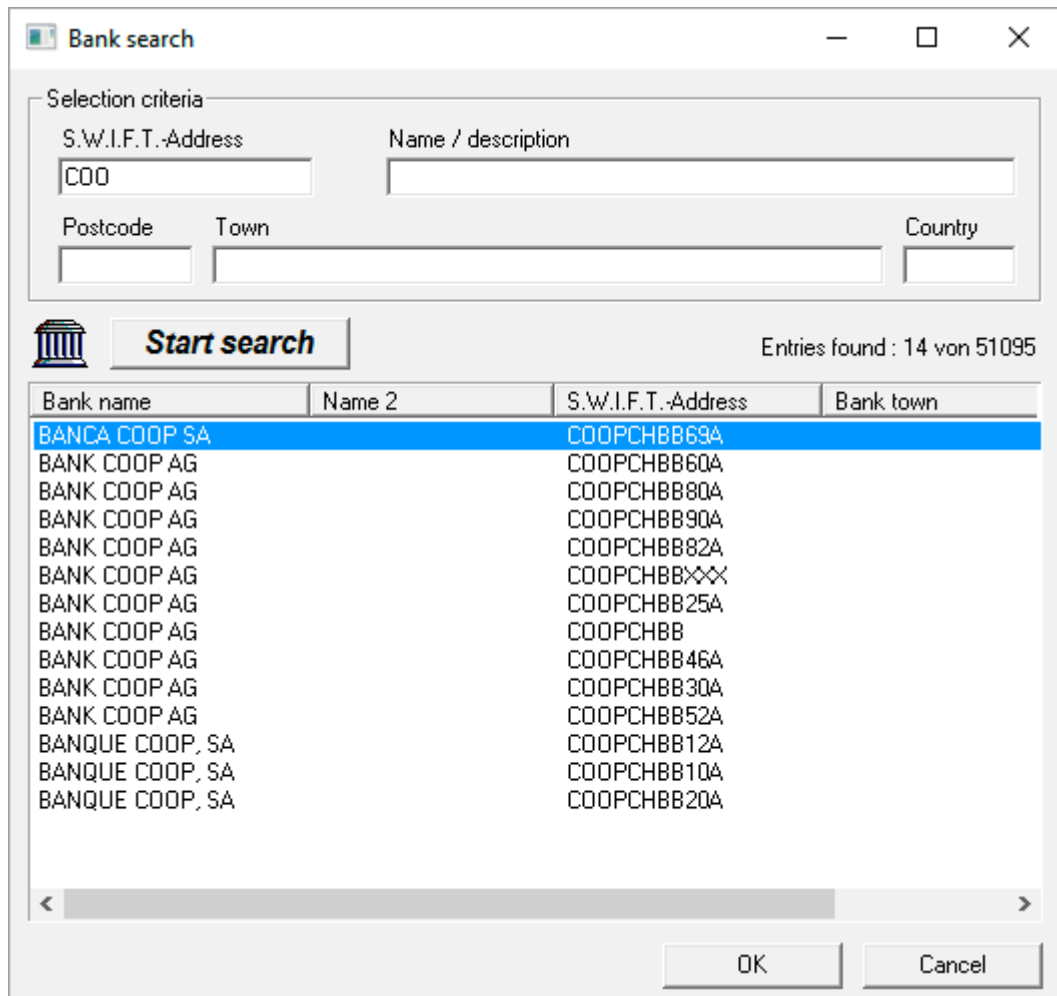
Receiving party

Help Save

The program prompts you to enter the **BIC** (**B**usiness **I**dentifier **C**ode = SWIFT Code/Address) of the new bank. For this, click on the [**BIC search**] button next to the input field to open the dialog box for the BIC search.

Depending on the size of the database delivered by your bank, you have here the option to search nationwide or worldwide for SWIFT addresses. In the fields with the **selection criteria** (SWIFT address, name/description, (postcode,) town or country), you can enter text strings or parts of it; and by clicking on the [**Start search**] button you can get the search started. The words found (with bank name, SWIFT address and bank town) will be viewed in a list below. If necessary, you have to change your search item and repeat the search.

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



The dialog box titled "Bank search" contains a "Selection criteria" section with input fields for "S.W.I.F.T.-Address" (containing "COO"), "Name / description", "Postcode", "Town", and "Country". Below this is a "Start search" button with a bank icon. To the right of the button, it says "Entries found : 14 von 51095". Below the button is a table with four columns: "Bank name", "Name 2", "S.W.I.F.T.-Address", and "Bank town". The table lists 14 entries, with the first one highlighted in blue. At the bottom right are "OK" and "Cancel" buttons.

Bank name	Name 2	S.W.I.F.T.-Address	Bank town
BANCA COOP SA		COOPCH8869A	
BANK COOP AG		COOPCH8860A	
BANK COOP AG		COOPCH8880A	
BANK COOP AG		COOPCH8890A	
BANK COOP AG		COOPCH8882A	
BANK COOP AG		COOPCH88XXX	
BANK COOP AG		COOPCH8825A	
BANK COOP AG		COOPCH88	
BANK COOP AG		COOPCH8846A	
BANK COOP AG		COOPCH8830A	
BANK COOP AG		COOPCH8852A	
BANQUE COOP, SA		COOPCH8812A	
BANQUE COOP, SA		COOPCH8810A	
BANQUE COOP, SA		COOPCH8820A	

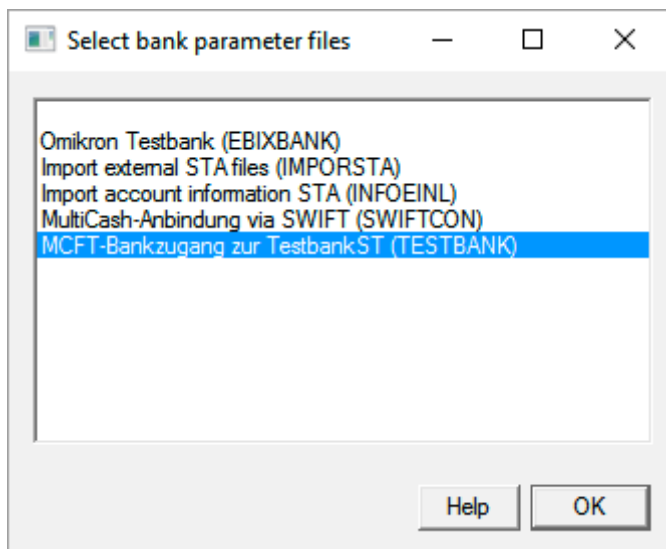
Then enter the **name** and the address (**street, town**) of the bank.

To select the **bank parameter file** (BPD file), choose the [?].

If the parameter "**Prompt EPFT bank parameter files also from external medium**" (see Chapter 6.1.2 in Core module) has been set, a prompt for inserting the medium appears, if not already happen.

Press [**Yes**] if you want to choose a BPD file from the medium (and the medium is inserted). Choose [**No**] if only the BPD files available on your hard disk should be provided for selection. Using [**Cancel**] you can quit this prompt.

The following list box displays all BPD files saved in default directory `..MCCWINDAT` or on the medium (drive letter of the medium in brackets behind the BPD file name).



Double-click or click/position the cursor and press **[OK]** to choose the BPD file which should be accessed for communication with the bank.

**Please note:**

With Multi-bank file creation (see Chapter 6.2) the BPD must have been selected **before** generally for a bank or for an individual account (see Chapter 3.4), since orders with a bank account, for which no BPD was selected, are ignored in payment order file creation. The appropriate orders will be rejected as defective.

Quit the list using the close button and assign a suitable BPD.

With single-bank oriented file creation (see Chapter 6.1) you nevertheless can add orders to banks or from accounts without having made a BPD allocation and assign a BPD only short before sending the file (see Chapter 6.1.1).

**Lead time for creating file**

Here you can define a lead time by entering the required number of lead days (bank-specific; maximum is 99). During this time the orders will be due (field "To execution date" at file creation) and can be sent. Orders lying beyond this time frame will be shown as due orders (displayed using the **[Due orders]** button) 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. After changes on the lead time days, the order database must be searched in order to adapt the lead time period. An appropriate confirmation prompt appears.

**Type of file creation**

Select the file creation format/scheme defined for your country from a list, e.g. for Germany "ZKA", for Austria "STUZZA" etc.

If **Single booking** is available at your bank, tick the appropriate check box. In the payment entry mask a check box is then available, by which the payment can be marked as single payment. If not checked, batch booking is made.

Using the **"Urgent transfer allowed"** check box you can define, whether urgent transfers are also available alongside to normal transfers. If this box is checked, urgent transfer can be chosen as payment type at payment entry.

If an already entered but in the case of switching from Transfer to Urgent transfer obsolete payment purpose should be deleted, the **"Suppress purpose code for urgent payments"** check box has to be ticked.

Use the "**Session type urgent payments**" parameter to specify the session type, which is supported for urgent payments by the bank. You can choose via list box between session type "CCU" or "CCT".

If there are "**Structured details possible**", tick the appropriate check box. Then, on payments entry a selection list box "Display details" is available on the *Payments property page*, which you can use to switch between the unstructured and the structured details entry option.

If the parameter "**Aviso permitted**" is checked, an appropriate field is activated in the payments entry for payment orders concerning ordering party accounts of this bank. If the field is ticked there, the field "Instruction for Debtor Agent" in the file is filled with "AVISO" (only for central bank data Bulgaria in UNIFI 2009).

The parameter "**Payment reversal is supported**" is only available, if the additional module "**SEPA Payment Reversal**" is installed. If this parameter is activated, the generation of payment reversals for payment orders concerning ordering party accounts of this bank is allowed.

In the scheme for Italy you have to enter a **Local bank** (code) here.

In Austria (file creation format: STUZZA) a bank server identification (Receiving party ID), which is communicated to you by your bank, is to be entered in the **Receiving party** field.

### 3.3 Ordering parties reference table

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

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

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

Code	Name	Town
5	NAME/IBANC	KOELN
6	Auftraggeber in Deutschland	KOELN
7	Ordering party name	Ordering party town
8	AUFRAGGEBERNAME/ORT/PLZ	AUFRAGGEBERORT

Buttons: Select, Print, Help, New ordering party

The selected record will be displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] 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.

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.

Two lines are available for entering the ordering party **name**, plus one each for the **street** and **town** (incl. postcode). The first line of the name is a mandatory field.

You can use the [?] button to access entries in the Country database when entering the name of the **Country** in which the ordering party resides. The country boxes now contain entries corresponding to your selection.

For sending E-Mail, an E-Mail address can be entered here.

#### Creditor identification no. = Identification no. of the direct debit presenter

The SEPA direct debit procedure requires an account-independent and unique feature to identify the direct debit creditor. This creditor identification number (creditor identifier = CI) is a SEPA-wide harmonized and standardized number, with which the presenter of a direct debit can be clearly identified. In Germany e.g. this number is issued by the German Federal Bank. Enter the issued identification number here. Presented direct debits cannot be processed without this number.

The creditor identification number is structured as follows (example for Germany):

**AANNZZZXXXXXXXXXXX**

a = 2 alphabetic digits for the ISO country code of the county issuing the creditor identifier

n = 2 numeric digits for check digits (analog IBAN check digits)

z = 3 alphanumeric digits for the creditor business code (with this, several direct debits presenting entities in a company can be identified; the default is "ZZZ"; blanks, special characters and mutated vowels (umlauts) are not allowed here)

x = max. 28 digits for a national identification feature (e.g. in Germany 11 digits in consecutively ascending numbering, where the eighth digit of the creditor identification number is always occupied with "0" until further notice)

#### Identification

Here you can enter a unique identification attribute for an organization or a person (labelled by a "priv." placed behind).

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

- BIC (Bank Identifier Code according to ISO/SWIFT)
- IBEL (International Business Entity Identifier)
- BEI (Business Entity Identifier)
- EANGLN (Global Location Number according to the rules of the European Association for Numbering)

- USCHU (Universal Identification provided by CHIPS (U.S. Clearing House Interbank Payments System))
- DUNS (Data Universal Numbering System for companies provided by Dun & Bradstreet)
- Bank Party Identification
- Tax Identification Number
- Proprietary Identification
- Drivers Licence Number (priv.)
- Customer Number (priv.)
- Social Security Number (priv.)
- Alien Registration Number (priv.)
- Passport Number (priv.)
- Tax Identification Number (priv.)
- Identity Card Number (priv.)
- Employer Identification Number (priv.)
- Date And Place Of Birth [place, date and country have to be entered] (priv.)
- Other Identification (priv.)
- Other Identification (Organization)
- Central Bank ID (Organization)
- Clearing ID (Organization)
- Country ID code (Organization)
- Customer Number (Organization)
- Employer ID (Organization)
- GS1GLN (Global Location Number issued by GS1 (Global Standards One in Brussels), also EAN Address Code) (Organization)
- SIREN (=Système d'Identification du Répertoire des Entreprises) Enterprise ID in France (Organization)
- SIRET (=Système d'Identification du Répertoire des Etablissements) Commercial units ID in France (Organization)

**Please note:**

If for a customer direct debits should be created using the file creation procedure SEPA CH (Switzerland), the field "Other Identification (Organisation)" must be selected and filled.

A **multi-purpose field** is available, which can be used for example for internal IDs of the ordering party.

If Central Bank data are required (as in Bulgaria), they can be entered via [**Bulgarian declaration data**] button.

### 3.4 Accounts reference table

The Accounts reference table contains the Ordering Party's bank details including account numbers. By entering the bank name, you can access the bank details in the Banks reference table.

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

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

The screenshot shows a window titled 'Accounts'. At the top, it displays bank details: 'Bank code Cash Management' with value '37010050', 'Bank name' with value 'Stadtsparkasse', and 'A/c. no. Cash Management' with value '4365754876EUR'. Below this is a table with 5 columns: Code, Description, BIC, IBAN, and A/c. group. The table contains 5 rows of account data. Row 3 is highlighted. Below the table are five search fields with magnifying glass icons. At the bottom are buttons for 'Select', 'Print', 'Additional information', 'Help', and 'New a/c.'.

Code	Description	BIC	IBAN	A/c. group
1	AUFTRAGGEBERKONTO 1	COLSDE33XXX	DE97370501980033633322	0
2	AUFTRAGGEBERKONTO 2	COLSDE33XXX	DE43370502990033633322	0
3	ORDERING PARTY ACCOUNT 1	COLSDE33XXX	DE97370501980033633322	0
4	KONTO 1	COKSDE33XXX	DE50370502990010203040	0
5	KONTOW/SUBUNC NCH II TEL	BANKDE33	DE60700517550000007220	0

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

To add a new entry, click on [**New Account**] in the database overview.

You will be prompted to enter a max. 4-digit numeric Account code to identify the reference table entry. One line is available for the account **description**, which can be entered manually or by clicking on the [**Cash Management account**] button (see below).

You can, however, enter a different account name manually. You must then fill in the remaining fields.

You can enter the Account **Currency** manually or select it by clicking on [?].

The screenshot shows the 'Accounts' window with the following fields and values:

- Code:** 11
- Description:** (empty)
- Currency:** ?
- IBAN:** (highlighted in orange)
- Bank BIC:** ?
- BIC search:** (button)
- Name:** (empty)
- Street:** (empty)
- Town:** (empty)
- Bank parameter file:** ?
- LDGR account:** (empty)
- Ordering party:**
  - Code:** ?
  - Name:** (empty)
- Cash Management account:**
  - Cash Management account:** (dropdown menu)
  - 37010050** (input field)
  - 4365754876EUR** (input field)
- A/c. group:** 0

Buttons at the bottom: Help, Save

As account number the **IBAN**(IBAN = International Bank Account Number) must be specified in the appropriate box (input in "paper representation" is possible).

The max. 34 digits long IBAN will be checked for correct entry. The structure of the IBAN account number 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)

When the IBAN is printed it is split into groups of four characters separated by blanks to ensure easy recognition ("paper representation"):

## IBAN

DE97 3705 0198 0033 6333 22

If the account data are only available as national account number and bank code, the additional module "**IBAN Finder**" enables the conversion of the account data into IBAN and BIC (SWIFT address).

Bank:

Bank data such as the **SWIFT address** and the **name** of the bank can be copied from the Banks reference table by clicking on [?] provided, of course, that you have already entered records there. You can also enter the SWIFT Code manually and add a new bank by entering the SWIFT Code, confirming with <**TAB**> and then entering the data in the input mask. The SWIFT Code and bank name fields will now contain the entry that you selected.

**Please note:**

If you enter a SWIFT Code manually that is not found in the Banks reference table but is available via [**SWIFT search**] and then confirm with <**TAB**> or by clicking on [?] once again, the bank name will be displayed and the New entry of the appropriate bank into the Banks reference table is offered.

If you enter a SWIFT Code manually which is neither stored in the Banks reference table nor available via [**SWIFT search**] and then confirm with <**TAB**> or by clicking on [?] once again, the input mask for entering bank data opens. Click on [**Save**] to enter the data into the Banks reference table. It will then be available for selection whenever you enter new payment orders by clicking on [?].

Click on the [?] button to select the **bank parameter file** (BPD) as it is described for the Banks reference table (see Chapter 3.2).

The selection of a bank parameter file for an account must only be made if another bank parameter file should be allocated to the account as is generally selected for the bank.

The **LDGR account** no. (Ledger account number) is entered manually.

The LDGR a/c no. box allows you to link payments for the current account with accounts in your internal accounting system. You can then use suitable export files to process the payments of the current account in the LDGR programs using this LDGR a/c number.

Entries in this box do not affect payments themselves.

You can enter a maximum eight-digit sequence of numbers for a LDGR account in this box.

#### Ordering party:

The Ordering party data can be copied from Ordering party reference table by clicking on [?] provided, of course, that you have already entered records there. You can also enter the Ordering party manually and add an Ordering party by entering the Bank Code No., confirming with <TAB> and then entering the data in the input mask. The "Ordering party **code**" and "Ordering party **name**" boxes will now contain the entry you have selected.

#### CashManagement account:

You can use this button to copy data from accounts that have already been created in the Core module (Cash Management). This is recommended if you intend to use the -Plan data- function in the Core module. When you import the data, the fields for the bank details will already be filled in.

#### **By the way:**

You can cut off the connection to the cash management account by pressing the [ \_ ] button.

The "Cash Management account" box allows you to assign payments for the current account to a specific Cash Management account (=CM account) for which e.g. statements are collected by 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*), which is to be automatically reconciled with the received statement data, it is only necessary to perform an allocation using the field "Cash Management account" if the Bank Codes or account numbers are different from those of the CM account are used (e.g. if the SWIFT code have been altered in the SEPA module, but only the Sort code has been altered in the Core module).

If the account data that is entered manually is identical to that of the existing CM account with regards to the Bank Code / account number, this allocation need not be performed. The plan data that is then generated for the Payments account will be reconciled automatically with the statement data of the CM account as a result of the matching Bank Code and account number. Information about criteria for plan data reconciliation can be found in the Cashmanagement 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 3-digit numeric account code, whose permissible value is dependent 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 assigned to an A/c. group other than "0", he can only enter this account group or "0".

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

If you change the default "0" to another value between "1" and "255", only one user with the corresponding A/c group can perform actions on the accounts (view and edit accounts or payment orders from these accounts) that have been assigned to this account group or to account group "0".

### 3.5 Partners reference table

The "Partners" reference table contains the name, address and bank details of the Partners.

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

Use the [**Display incomplete orders**] toggle button to limit the display to incomplete partners. After clicking the button, the labelling changes to [**Display all orders**]. Click this button to switch to the view with all partners.

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

Code	Name	BIC	IBAN
PARTNERNA1	PARTNERNAME / ZAHLUNGSPFL 1	COLSDE33XXX	DE97370501980033633322
PARTNERNAM	PARTNERNAME	COKSDE33XXX	DE50370502990010203040
PARTOHNBIC	Empfänger ohne BIC ("IBAN only")		DE97370501980033633322

The selected record will be displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] to page to other Partners. The fields in the Partners dialog box are the same as the input mask for a new partner.

To add a new entry, click on [**New Partner**] in the database overview.  
Two property pages are available for entry here:

- 3.5.1 *Partner property page*
- 3.5.2 *Additional information property page*

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

**Please note:**

When you are **entering a payment order**, if you enter data on the *Partner property page* that 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 note also:**

Subsequent changes to the Partners database do not affect the payment record, if you have checked the parameter "**Change partner (reference) table without changing existing orders?**" (see chapter 2.1.1: *General property page*), as the Partners 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.

### 3.5.1 Partner property page

Double-click or select the -Details dialog box- in the context menu of the database overview to open the details dialog box for Partner data or else select the [**New partner**] function to display a *Partner property page* which is practically “empty”.

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

Using the field "**Company**" you specify, whether the partner is a company. Only for companies labelled appropriately you can enter B2B direct debit mandates later on.

Two lines are available for entering the Partner **name**, plus one each for the **street**, **town** and **postcode** (Postleitzahl etc.). The first line of the name is mandatory.  
You can use the [?] button to access entries in the Country database when entering the name of the **country** in which the Partner resides. The country boxes now contain entries corresponding to your selection.

The screenshot shows a software window titled "Partners" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside, there are two tabs: "Partner" (selected) and "Additional information".

The "Partner" tab contains the following fields and controls:

- Code:** A text box containing "PARTNERNAM".
- Address:** A section header.
- Company:** A checkbox that is checked.
- Name:** A text box containing "PARTNERNAME". Below it is a sub-field "Partner name".
- Street:** A text box containing "Partner street".
- Town:** A text box containing "12345 Partner town".
- Postcode:** A text box.
- Country:** A dropdown menu with a "?" button to its left. The selected value is "DE" and the full name "DEUTSCHLAND" is displayed to the right.
- EMail:** A text box.
- Cash Management a/c.:** A section header.
- Own account:** A checkbox that is unchecked.
- Cash Management a/c.:** A text box containing "37010050" and "4365754876EUR".
- IBAN:** A text box containing "DE50370502990010203040".
- Bank:** A section header.
- BIC:** A text box containing "COKSDE33XXX". To its right is a "BIC search" button.
- Name:** A text box.
- Identification:** A dropdown menu.

At the bottom of the window, there is a toolbar with the following buttons: "<", ">", "Go to", "Delete", "Print", "Help", and "Save".

For sending E-Mail, an E-Mail address can be entered here.

CashManagement account:

You can mark the **"Own account"** box to indicate that the Beneficiary is an in-house Beneficiary. Plan data is recorded for in-house Partners 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.

**By the way:**

You can cut off the connection to the cash management account by pressing the [ \_ ] button.

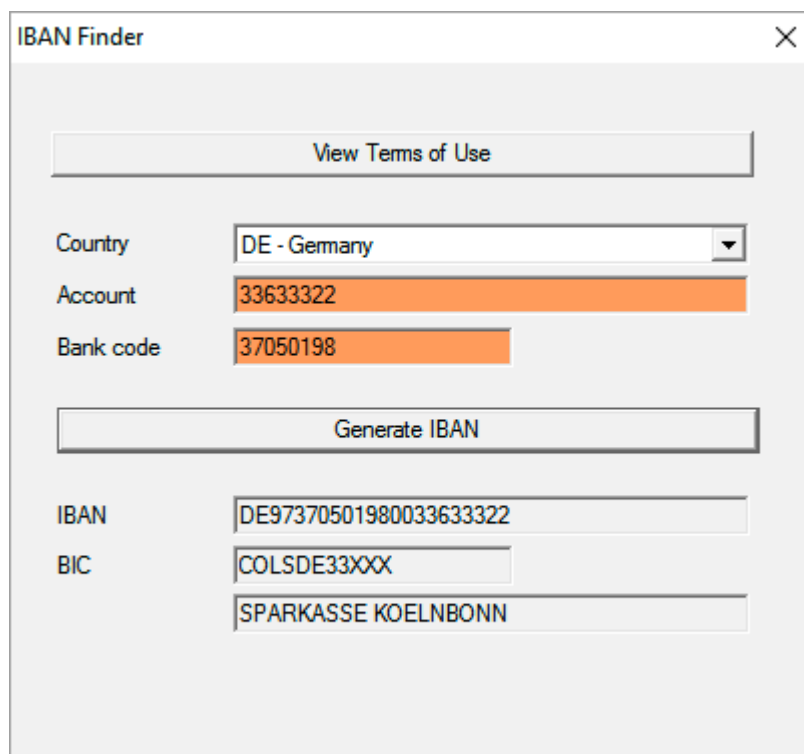
You have to enter (maybe later) the Partners **IBAN** (IBAN = International Bank Account Number) manually ("weak" mandatory field). The field will be checked for correct entry of the IBAN account number.

The structure of the IBAN account number (max. 34 digits) is as follows:

**ccppbbbbbbbbbaaaaaaaaaaaaaaaaaaaaaa**

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)

If the account data are only available as national account number and bank code, the additional module **"IBAN Finder"** enables the conversion of the account data into IBAN and BIC (SWIFT address).



IBAN Finder

View Terms of Use

Country: DE - Germany

Account: 33633322

Bank code: 37050198

Generate IBAN

IBAN: DE97370501980033633322

BIC: COLSDE33XXX

SPARKASSE KOELNBONN

Bank:

The bank data identifies the partner's bank account. The filling of the "**BIC**" is now optional in the SEPA area. Nevertheless it is useful to identify the bank of the partner. Click on the [**BIC search**] button next to the input field to open the dialog box for the BIC search.

Depending on the size of the database delivered by your bank, you have here the option to search nationally or world-wide for SWIFT addresses. In the fields with the **selection criteria** (SWIFT address, name/description, (postcode,) town or country), you can enter text strings or parts of it; and by clicking on the [**Start search**] button you can get the search started. The words found (with bank name 1+2, SWIFT address and bank town) will be viewed in a list below. If necessary, you have to change your search item and repeat the search.

Choose the appropriate BIC by clicking on it and confirm your selection with [**OK**] or double-click the desired entry; the BIC will then be included in the appropriate field. Two lines are available for displaying the bank **name**.

The dialog box titled "Bank search" contains a "Selection criteria" section with input fields for "S.W.I.F.T.-Address" (containing "COK"), "Name / description", "Postcode", "Town", and "Country". Below this is a "Start search" button with a bank icon. To the right of the button, it says "Entries found : 3 von 51095". Below the button is a table with the following data:

Bank name	Name 2	S.W.I.F.T.-Address	Bank town
KREISSPARKASSE KOELN		COKSDE33DOT	
KREISSPARKASSE KOELN		COKSDE33	
KREISSPARKASSE KOELN		COKSDE33XXX	

At the bottom of the dialog box are "OK" and "Cancel" buttons.

**Identification**

Here you can enter a unique identification attribute for an organization or a person (labelled by a "priv." placed behind).

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

- BIC (Bank Identifier Code according to ISO/SWIFT)
- IBEI (International Business Entity Identifier)
- BEI (Business Entity Identifier)

- EANGLN (Global Location Number according to the rules of the European Association for Numbering)
- USCHU (Universal Identification provided by CHIPS (U.S. Clearing House Interbank Payments System))
- DUNS (Data Universal Numbering System for companies provided by Dun & Bradstreet)
- Bank Party Identification
- Tax Identification Number
- Proprietary Identification
- Drivers Licence Number (priv.)
- Customer Number (priv.)
- Social Security Number (priv.)
- Alien Registration Number (priv.)
- Passport Number (priv.)
- Tax Identification Number (priv.)
- Identity Card Number (priv.)
- Employer Identification Number (priv.)
- Date And Place Of Birth [place, date and country have to be entered] (priv.)
- Other Identification (priv.)
- Other Identification (Organization)
- Central Bank ID (Organization)
- Clearing ID (Organization)
- Country ID code (Organization)
- Customer Number (Organization)
- Employer ID (Organization)
- GS1GLN (Global Location Number issued by GS1 (Global Standards One in Brussels), also EAN Address Code) (Organization)
- SIREN (=Système d'Identification du Répertoire des Entreprises) Enterprise ID in France (Organization)
- SIRET (=Système d'Identification du Répertoire des Etablissements) Commercial units ID in France (Organization)

### 3.5.2 Additional information property page

Internal data such as **Customer number**, **LDGR debtors (receivables) account** and **LDGR creditors (payables) account** is entered manually.

A default of the **payment details** is only then useful if always the same details, e.g. "Tax number 201/000/9811", "Rent house Emilstraße 5" etc. should be in the payment order details (see *Payments property page*) for this partner.

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

The screenshot shows a software window titled "Partners" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there are two tabs: "Partner" and "Additional information", with the latter being the active tab. The "Additional information" tab contains several input fields and sections:

- Code:** A text box containing the value "PARTNERNAM".
- Internal Data:** A section header.
- Customer number (internal):** An empty text box.
- LDGR receivables account:** An empty text box.
- LDGR payables account:** An empty text box.
- Payment details:** A section header.
- Default details:** A large, empty text area.
- Group:** A text box containing the value "1234567890".

At the bottom of the window, there is a horizontal bar containing several buttons: "<", ">", "Go to", "Delete", "Print", "Help", and "Save".

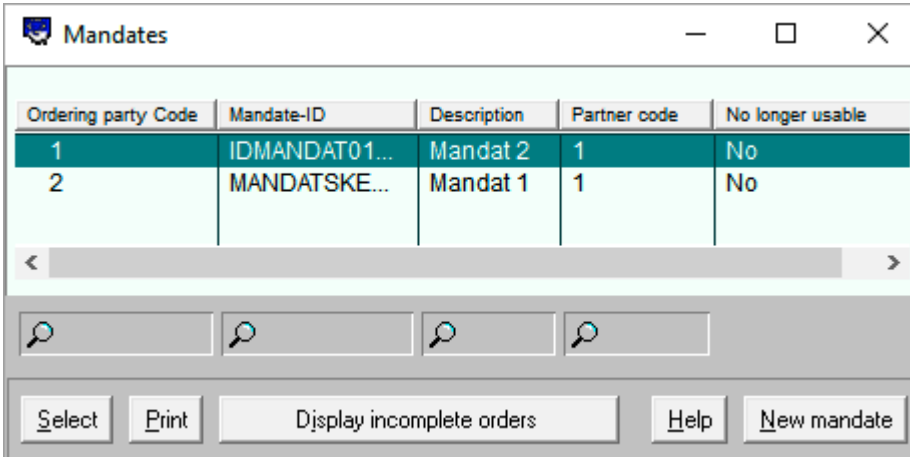
If Central Bank data are required (as in Bulgaria), they can be entered via [**Bulgarian declaration data**] button.

### 3.6 Mandates reference table (only, if Direct Debit module is installed)

Via direct debit mandate a debtor authorizes the creditor to debit his account by direct debit. At the same time he instructs his bank to debit his account by the presented direct debits. The Mandates reference table includes information on these direct debit mandates.

Selecting the menu item -Reference tables- / -Mandates- opens a database overview containing all of the Mandates stored in the reference table. Use the "Up" and "Down" arrow keys and <PgDn> / <PgUp> to move up and down the list. 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 then press <Return>, double-click or click the right mouse button and click on -View details-.



Ordering party Code	Mandate-ID	Description	Partner code	No longer usable
1	IDMANDAT01...	Mandat 2	1	No
2	MANDATSKE...	Mandat 1	1	No

The selected record will be displayed in a dialog box, where it can be modified or deleted. Use the [<] and [>] to page to other Mandates. The fields in the Mandates dialog box are the same as the input mask for a new mandate, which is described in the following.

For a new entry, select in the database overview the [**New mandate**] function. There two property pages are then available for the entries:

- 3.6.1 *Basic information property page*
- 3.6.2 *Amendment details property page*

To add the entries to the database, confirm finally with [**Save**].

### 3.6.1 Basic information property page

After a double-click or using the -Detailed view- from the context menu of the database overview, the detailed view of the mandate data opens or after selecting the **[New mandate]** function, an "empty" *Basic information property page* is displayed.

The screenshot shows a window titled "Mandates" with a close button (X) in the top right corner. Inside the window, there are two tabs: "Basic infos" (selected) and "Amendment details". The "Basic infos" tab contains the following fields and controls:

- Mandate-ID:** A text field containing "IDMANDAT012345678901234567890123456".
- Description:** A text field containing "Mandat 2".
- Date of signature:** A date picker showing "24/08/2016".
- Partner:** A field with a search icon (?) and a dropdown menu showing "1", with a text field below it containing "PARTNER 1".
- Ordering party:** A field with a search icon (?) and a dropdown menu showing "1", with a text field below it containing "AUFTRAGGEBER 1".
- Creditor identification no.:** A text field containing "DE98ZZZ09999999999".
- Include in reference table:** A checkbox that is currently unchecked.
- Mandate:** A dropdown menu showing "recurrent".
- B2B:** A checkbox that is currently unchecked.
- Mandate framework:** A checkbox that is currently unchecked.
- Last used:** A date picker showing "06/07/2016".
- Utilization:** A text field containing "0".
- No longer usable:** A checkbox that is currently unchecked.

At the bottom of the window, there are several buttons: "<", ">", "Go to", "Delete", "Print", "Help", and "Save".

#### Mandate-ID (mandate reference)

Enter here the unique reference of the direct debit mandate .

#### Description

As description (for a more exact, unique description of the mandate entry) one line with 35 characters is available.

#### Date of signature

Enter here the date of the signature (less than or equal to system date) on the direct debit mandate with the assistance of the calendar function.

#### Partner

Enter here the ordering party (code, name) of the direct debit (creditor).  
When entering the Partner, you can access the entries of the Partner database using the [?].  
The fields for the Partner code and for the Partner name are then filled according to your selection.

**Ordering party**

Enter here the ordering party (code, name) of the direct debit.

When entering the ordering party, you can access the entries of the Ordering party database using the [?]. The fields for the ordering party code, for the ordering party name and for the creditor identification no. (see below) are then filled according to your selection.

**Creditor identification no. = Identification no. of the ordering party of the direct debit**

The creditor identification number saved for the presenter of the direct debit is displayed here (cf. to Chapter 3.3: *Ordering parties*).

If there is no creditor identification number stored for the ordering party, you can add it here. Presented direct debits cannot be processed without this number.

The creditor identification number is structured as follows (example for Germany):

**AANNZZZXXXXXXXXXX**

a = 2 alphabetic digits for the ISO country code of the country issuing the creditor identifier

n = 2 numeric digits for check digits (analog IBAN check digits)

z = 3 alphanumeric digits for the creditor business code (with this, several direct debits presenting entities in a company can be identified; the default is "ZZZ")

x = max. 28 digits for a national identification feature (e.g. in Germany 11 digits in consecutively ascending numbering, where the eighth digit of the creditor identification number is always occupied with "0" until further notice)

Using the [*Include in reference table*] function you can transfer the creditor identification number to the Ordering parties reference table then.

**Mandate type**

Using this list box you decide, whether the entered mandate is a mandate to be used **one-time** (for a one-off payment) or is a mandate to be used **several times** (for recurrent payments). For "B2B" mandates the appropriate check box need to be ticked.

**Mandate framework**

The selection of the option "**Mandate framework**" has the effect that in standing orders with an end date the last direct debit is not sent with the flag "FNAL" and the mandate remains active.

**Date last utilization**

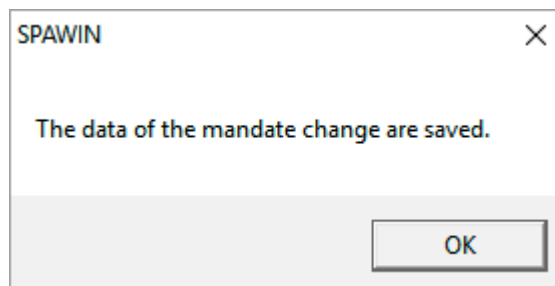
Under "**Last used**" is displayed, when the mandate has been used the last time. The field "**Utilization**" shows, how often the mandate has already been used.

**No longer usable**

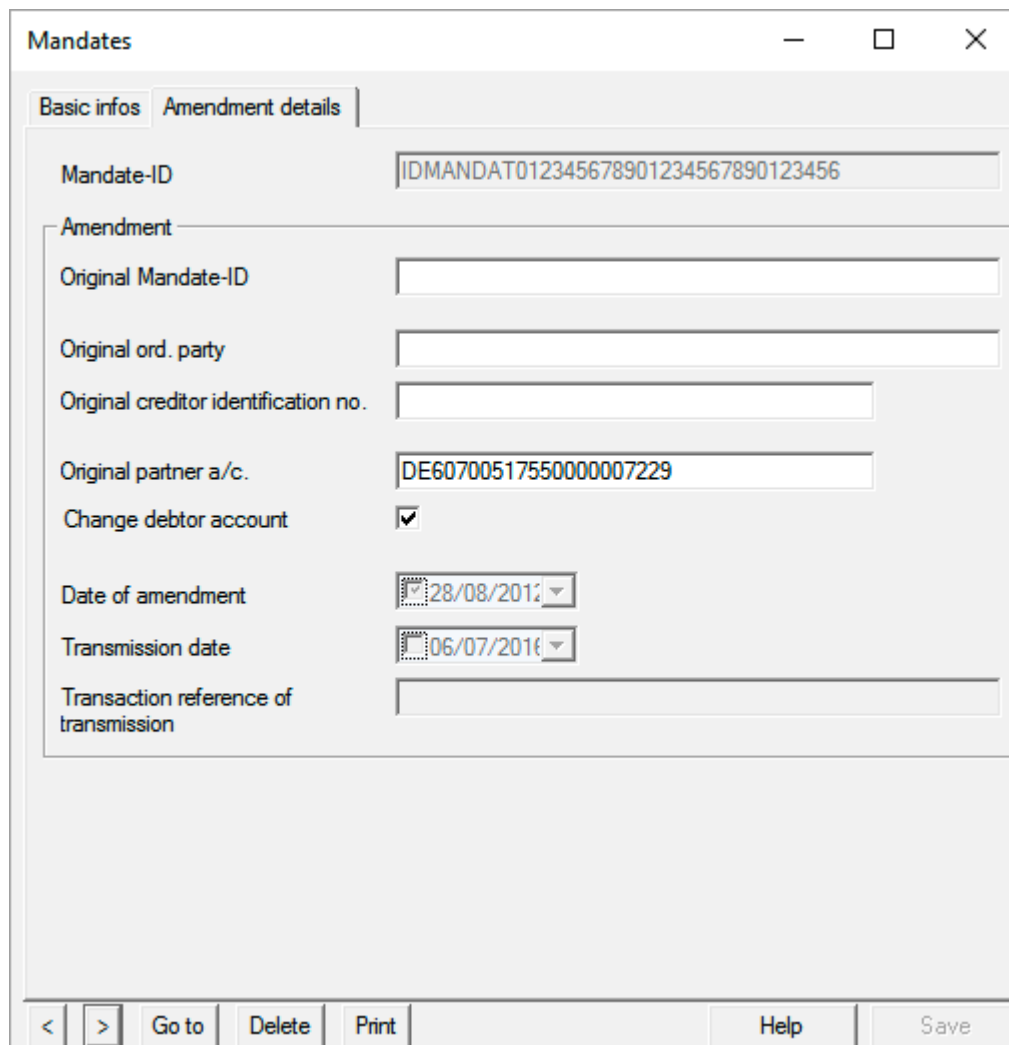
As soon as a one-time usable mandate has been used once or the usability period (can be configured) of a several times usable mandate has expired they are flagged as "**no longer usable**". No longer usable mandates can be removed by an automatic delete function (to be activated by a system parameter).

### 3.6.2 Amendment details property page

The SDD formats allow to notify amendments of the mandate data to the debtor. If an existing mandate is changed on the *Basic information property page*, the original data are transferred to appropriate data fields on this property page. Confirm the message on this with [OK].



The **Mandate-ID** is always transferred from the *Basic information property page*.

A screenshot of a software window titled "Mandates". It has two tabs: "Basic infos" and "Amendment details", with the latter being active. The window contains several input fields and a checkbox. The "Mandate-ID" field is pre-filled with "IDMANDAT012345678901234567890123456". The "Amendment" section includes fields for "Original Mandate-ID", "Original ord. party", "Original creditor identification no.", "Original partner a/c." (pre-filled with "DE60700517550000007229"), "Change debtor account" (checked), "Date of amendment" (calendar icon, pre-filled with "28/08/2012"), "Transmission date" (calendar icon, pre-filled with "06/07/2016"), and "Transaction reference of transmission". At the bottom, there is a toolbar with buttons: "<", ">", "Go to", "Delete", "Print", "Help", and "Save".

Amendment (except the date fields and the transaction field all fields can be overwritten):

In the case of a direct debit mandat amendment the original data are displayed here.

**Original mandate ID**

If the mandate ID was modified, the original mandate ID is displayed here.

**Original ordering party (creditor)**

If the ordering party was modified, the original ordering party (creditor) is displayed here.

**Original creditor ID**

The ID no. of the direct debit presenter (=creditor ID) associated with the original ordering party is displayed here.

**Original partner a/c.**

The a/c. number associated with the original partner is displayed here.

**Change debtor account**

A change of the debtor account is indicated by using the mit **Change debtor account** check box. In this case the code "SMNDA" (=Same Mandate with a New Debtor Account) is written to the SEPA file.

**Amendment date**

In the case of any change of a direct debit mandate the system date is set as amendment date.

**Transmission date**

As soon as the changed data were sent, the transmission date is registered here.

**Transaction reference of the transmission**

The transaction reference (=order number) of the transmission, with which the mandate amendment was notified, is also stored here.

### 3.7 Taxes reference table

Various tax rates can be saved in the Taxes reference table.

Choosing menu item -Reference table- / -Taxes- opens a database overview containing all taxes 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.

Code	Text	Tax rate	Tax a/c.	Revenue a/c.
1	Mehrwertsteuer / VAT	19.00	11111111	22222222

Below the table is a scroll bar and a toolbar with icons for search, select, print, help, and new tax. At the bottom are buttons labeled 'Select', 'Print', 'Help', and 'New Tax'.

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 [>] to page to other taxes. The boxes in the Taxes dialog box are the same as the input dialog box for a new tax.

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

The dialog box has a tab labeled 'Taxes'. It contains the following fields:

- Tax code: 2
- Text: (empty text box)
- Tax rate: 0.00
- LDGR tax a/c.: (empty text box)
- LDGR revenue a/c.: (empty text box)

At the bottom right are buttons labeled 'Help' and 'Save'.

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

Then enter description of the tax code (**Text**) and the **Tax rate** in %. Two further boxes are available for the **LDGR (ledger) tax** and **revenue accounts**.

### 3.8 Payment terms reference table

Various payment agreements / models can be saved in the Payment terms reference table.

Choosing menu item -Reference tables- / -Payment terms- opens a database overview containing all payment terms 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.

Code	Text	Percentage	Deduction a/c.	Deduction type
1	Barzahlungsrabatt / Cash discount	3.00	33333333	Discount

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 [>] to page to other payment terms. The boxes in the Payment terms dialog box are the same as the input dialog box for new payment terms.

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

The program prompts you to enter a max. 3-digit numeric Payment terms **code** to identify the reference table entry.

Then enter the description of the payment terms (**Text**) and the **percentage rate** for any deduction. Another box is provided for the **LDGR (ledger) deduction account**.

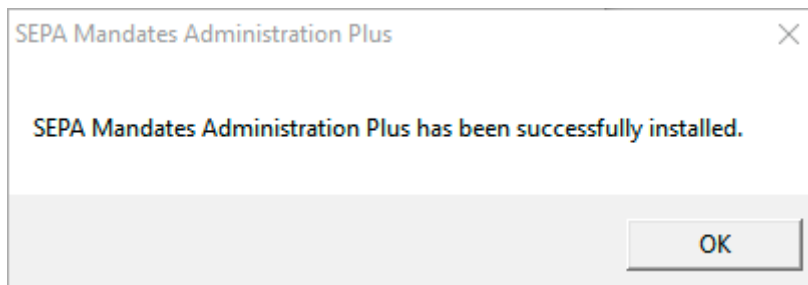
Select the **Deduction type** by clicking on the drop-down arrow at the right. A list box appears with the following options:

- Discount
- Rebate
- Bonus
- Other

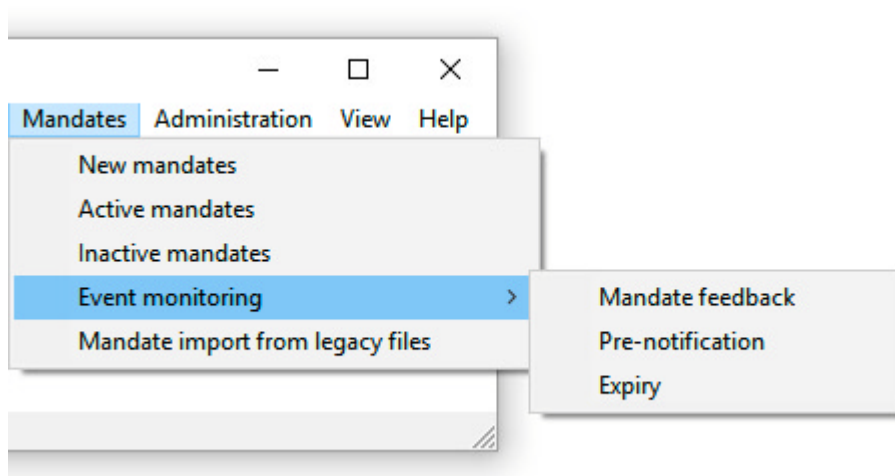
Double-click your choice to transfer it to the Deduction type box. Double-click to close the selection list box.

### 3.9 SEPA Mandate Admin Plus (additional module)

*The functions described in this chapter are only available if the additional module "SEPA Mandate Admin Plus" has been installed.*



After installing the additional module, a separate **-Mandates-** menu is available. Then the mandates can no longer be accessed using the **-Reference tables-** menu.



According to the processing concept, a mandate can be found in different database overviews depending on the status of processing.

First of all under **-New mandates-** (Entry of new (also incomplete) mandates)

Later under **-Active mandates-** (Research the active mandates)

Finally under **-Inactive mandates-** (Research the inactive mandates=mandate history)

If actions on the part of the user are necessary, the mandates can be found even for a short time in the menu item

**-Event monitoring-** under other sub-menu items, until the relevant action has been accomplished:

- Mandate feedback-** (Feedback action relating to mandate collection)
- Pre-notification-** (Generate due pre-notifications)
- Expiry-** (Overview of soon-expiring mandates)

Selecting the appropriate menu item opens a database overview containing all of the mandates of a specific processing status. Use the "Up" and "Down" arrow keys and <PgDn> / <PgUp> to move up and down the list. Alternatively you can use the scroll bar on the right-hand side of the window.

The 'New mandates' dialog box displays a table with the following data:

Ordering party Code	Mandate-ID	Partner code	Inactive	Reason deactivation	Date deactivation
1	@20141023162722...	PARTNERNAM	No		
1	@20151109134437...	2	No		
2	1	PARTNERNAM	No		
3	20131107151805219	PARTNEU	No		
3	@20151127094947	AT OHNERIC	No		

Below the table, there are search filters and a 'Selection of mandates' dropdown menu. The bottom buttons are 'Select', 'Print', 'Help', and 'New mandate'.

In the overview the following selection options for mandates are available:

The 'Selection of mandates' dropdown menu is open, showing the following options:

- Incomplete only
- Complete only before sending forms
- Waiting for feedback
- Feedback open | follow up

Example "Waiting for feedback":

The 'Waiting for feedback' dialog box displays a table with the following data:

Ordering party Code	Mandate-ID	Partner code	Inactive	Reason deactivation	Date deactivation
6	20140827132222681	PARTOHNBIC	No		

Below the table, there are search filters and a 'Selection of mandates' dropdown menu. The bottom buttons are 'Select', 'Print', 'Help', and 'New mandate'.

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

The selected record will be displayed in a dialog box, where it can be modified or deleted. Use the [**<**] and [**>**] to page to other mandates. The fields in the mandates dialog boxes are the same as the input masks for a new mandate, which is described in the following.

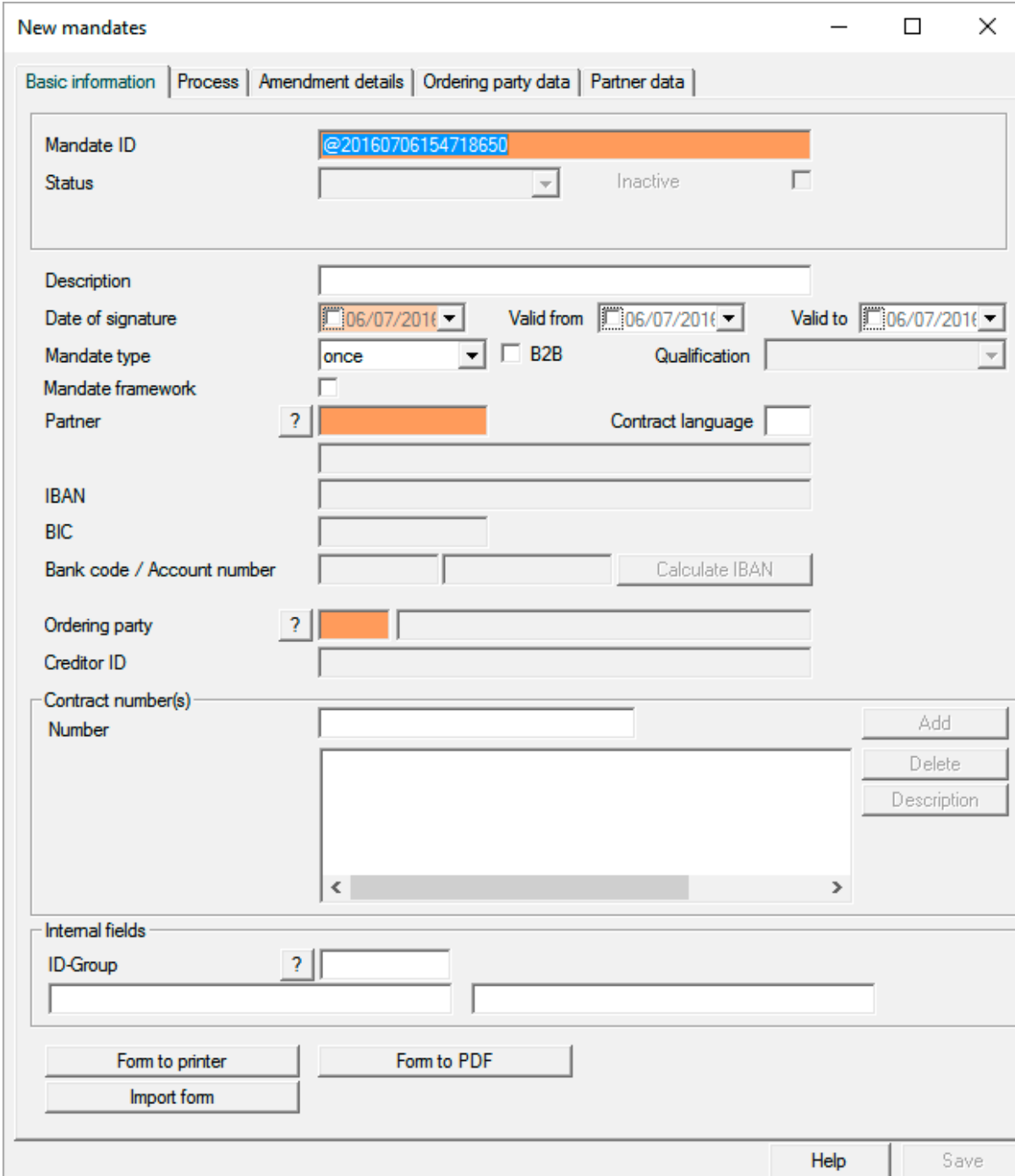
For a new entry, select in the database overview the [**New mandate**] function. There following property pages are then available for the entries:

- 3.9.1      *Basic information property page*
- 3.9.2      *Process property page*
- 3.9.3      *Amendment details property page*
- 3.9.4      *Ordering party data property page*
- 3.9.5      *Partner data property page*

To add the entries to the database, confirm finally with [**Save**].

### 3.9.1 Basic information property page

After a double-click or using the -Detailed view- from the context menu of the database overview, the detailed view of the mandate data opens or after selecting the **[New mandate]** function, an "empty" *Basic information property page* is displayed.



**New mandates**

Basic information | Process | Amendment details | Ordering party data | Partner data

Mandate ID: @20160706154718650

Status:  Inactive ☐

Description:

Date of signature: 06/07/2016 Valid from: 06/07/2016 Valid to: 06/07/2016

Mandate type: once ☐ B2B Qualification:

Mandate framework: ☐

Partner: ?  Contract language:

IBAN:

BIC:

Bank code / Account number:   Calculate IBAN

Ordering party: ?

Creditor ID:

Contract number(s):

Number:

Add Delete Description

Internal fields

ID-Group: ?

Form to printer Form to PDF Import form

Help Save

#### Mandate ID (mandate reference)

For new mandates a **mandate ID** (unique mandate reference) need to be entered. How the field is filled by automatic procedures see below under → Automatic mandate creation).

**Status**

Using status flags and date fields (see *Process property page*) for actions planned and actually carried out the accomplishment of the respective action is supported.

The following status flags are provided for a mandate:

Status	Explanation
Partially entered	<p>The mandate was entered (automatically), but remains incomplete. This status is used when on saving still necessary data fields are not filled.</p> <p>Status <span>Partially entered</span></p>
Completely entered	<p>The mandate is filled completely (except the date of signature), but the form is still not generated.</p> <p>Status <span>Completely entered</span></p>
Form sent	<p>The mandate form has been sent.</p> <p>Status <span>Form sent</span></p>
Mandate active	<p>The mandate has been activated after the return of the signed mandate form by clicking on the "Activate" button.</p> <p>Status <span>Mandate active</span></p>
Mandate inactive	<p>This status has been set manually or automatically by expiry (in the case of several times usable mandates) or by returns (some reason codes).</p> <p>Status <span>Mandate inactive</span></p>

Using the "**Inactive**" check box a mandate can be deactivated manually.

**Description**

As **description** for a more exact characterization of the mandate entry, one line with 35 characters is available. How the field is filled by automatic procedures see below under → Automatic mandate creation).

**Date of signature**

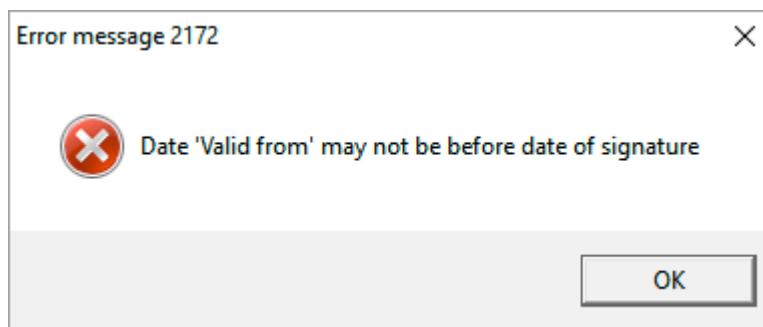
Enter here the **date of the signature** (less than or equal to system date) on the direct debit mandate (with system date as default, selection via calendar function ).

A mandate can also be equipped with a validity date in the future. As long as the "**valid from**" date is in the future, the mandate cannot be used.

The validity of a mandate can be limited by an entry in the field "**valid until**" (e.g. after cancellation of the mandate). As soon as the field "**valid until**" is exceeded, the mandate will be deactivated.

Entries are checked für plausibility.

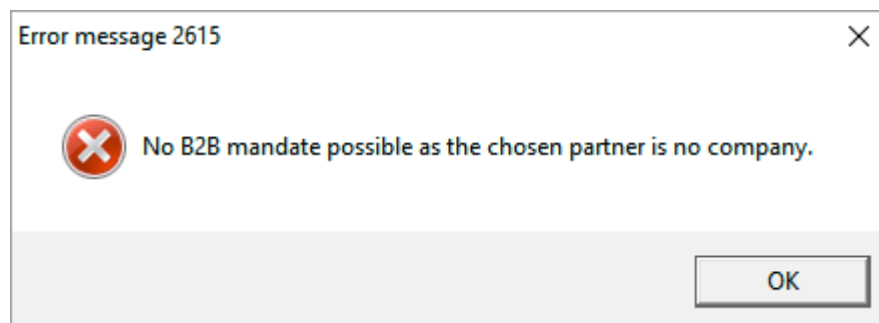
Example:



### Mandate type

Here, a distinction is to be made via list box between mandates for one-off payments (mandate type "**once**") and for recurrent payments (mandate type "**recurrent**") as well as between mandates for core direct debits (checkbox "**B2B**" unchecked) and for business direct debits (checkbox "**B2B**" checked). B2B direct debits require B2B mandates!

For B2B direct debit mandates only partners labelled as company may be used. Otherwise, an error message is displayed.



### Qualification

Under **Qualification** it is recorded, whether the mandate was generated by **conversion** (from a direct debit authorization) or whether an **amendment** (of an existing SEPA mandate) has been made. This field remains blank if a new mandate is entered.

**Mandate framework mandate**

The selection of the option "**Mandate framework**" has the effect that in standing orders with an end date the last direct debit is not sent with the flag "FNAL" and the mandate remains active.

**Partner / Contract language**

The selection of the payment partner is also necessary, who can be added via [?] from the entries in the **Partner** reference table. The fields for the Partner code and for the Partner name are then filled according to your selection. The further partner data can be viewed using the *Partner data property pages*.

If the information on the partner is still incomplete, the required mandate data can be collected using ready-made → mandate forms (see below).

If the **contract language** (country code) of the debtor is known, the specific → mandate forms (see below) in the appropriate language can be generated in dependency of and in connection with the type of mandate.

As you know, for SEPA direct debits, the entry of the **IBAN** (international account number) and **BIC** (international bank code) is necessary.

If the payment partner provides only the national bank code (BLZ) and account number, then IBAN and BIC can be generated by clicking on the [**Calculate IBAN**] button.

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

- Partner:** A dropdown menu with a question mark icon and the value '5'.
- Contract language:** A dropdown menu with the value 'GB'.
- Partner name / Debtor:** A text field containing '5'.
- IBAN:** An empty text field.
- BIC:** An empty text field.
- Bank code / Account number:** Two text fields containing '37050299' and '10203040' respectively.
- Calculate IBAN:** A button.

First enter bank code and account number. Then click on the [**Calculate IBAN**] button. The result is entered in the fields "IBAN" and "BIC".

The screenshot shows the same form as before, but with the following updated values:

- IBAN:** DE50370502990010203040
- BIC:** COKSDE33XXX

**Ordering party**

To be identifiable as payment recipient on the direct debit mandates (and the → mandate forms), the own data should be added here using the [?] from the entries in the **Ordering party** reference table. The fields for the ordering party code, for the ordering party name and for the creditor identification no. are then filled according to your selection. The further partner data can be viewed using the *Ordering party data property pages*.

Here is in particular the **creditor identification number** (also named UCI=Unique Creditor Identifier) important which is used for the unique identification of the direct debit creditor. This must be requested from and assigned by the central issuing institution –the German Federal Bank- beforehand and must be entered in the ordering party data.

You can find more about the creditor identification number in Chapter 3.3: *Ordering parties*.

### Contract number(s)

If direct debit mandates have been granted as part of contracts, additional information can be stored regarding the respective contracts, as and if required. Here, the **contract numbers** can be stored referring to the mandate. By clicking the corresponding buttons you can **[Add]** or **[Delete]** contract number(s) or enter a **[Description]** for this.

### Internal field

**ID-Group** an the fields for ID-Group supplements are criteria to be filled individually, which can be used for selection at later stages.

### Mandate forms

Subsequently, the appropriate forms can either be printed directly using the **[Form to printer]** button or can first be generated via **[Form to PDF]** button as PDF file, which can then be sent by e-mail.

In addition to the mandate forms cover letters are provided for printing and e-mailing, which can be sent alone (e.g. for rededication of legacy direct debits or pre-notifications) or together with the mandate form as attachment.

Special mandate forms are supported for the case that BIC and IBAN are not yet known.

Overview of the supported variants:

Process	Cover letter	Attachments
New mandate	Request for mandate Cycle 1	Mandate form 2 x (can be controlled by parameter)
New mandate Follow-up letter	Request for mandate Cycle n	Mandate form 2 x (can be controlled by parameter)
Conversion of legacy agreements: Direct debit authorization	Rededication notification	-
Conversion of legacy agreements: Direct debit order	Conversion letter B2B Cycle 1	Mandate form 3 x (can be controlled by parameter)
Conversion of legacy agreements: Direct debit order	Conversion letter B2B Cycle n	Mandate form 3 x (can be controlled by parameter)

Follow-up letter		
Pre-notification	Pre-notification	-

You can find more information about the concerning templates in the Chapter A5: *Form templates*.

Example of a form for a one-off core direct debit mandate with request of BIC and IBAN:

<p>SEPA Direct Debit Mandate</p> <p>Creditor:</p> <p>Ordering party name / Payee Street of the ording party 345 67890 Town of the ording party</p> <p>Creditor identifier: DE98ZZZ09999999999</p> <p>Mandate reference : 20140117113943038</p> <p>By signing this mandate form, you authorize (A) Ordering party name / Payee, to send once an instruction to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from Ordering party name / Payee.</p> <p>As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.</p> <p>Debtor:</p> <p>Partner name / Debtor 5 Partner without BIC / IBAN Partner street 678 90123 Partner town UNITED KINGDOM</p> <p>Debtor's bank/account:</p> <p>BIC _____</p> <p>IBAN _____</p> <p>_____ Location, date and signiture(s) of the debtor(s)</p>
--

Example of a form for a multiple usable B2B direct debit, with BIC and IBAN already known:

```
SEPA-Business-to-Business Direct Debit Mandate

Creditor:

Ordering party name / Payee
Street of the ordering party 345
67890 Town of the ordering party

Creditor identifier: DE98ZZZ09999999999

Mandate reference : 20140117114502968

By signing this mandate form, you authorize
(A) Ordering party name / Payee,
to send instructions to your bank to debit your account
and
(B) your bank to debit your account in accordance with the instructions
from Ordering party name / Payee.

This mandate is only intended for business-to-business transactions.
You are not entitled to a refund from your bank after your account has
been debited, but you are entitled to request your bank not to debit
your account up until the day on which the payment is due.

Debtor:

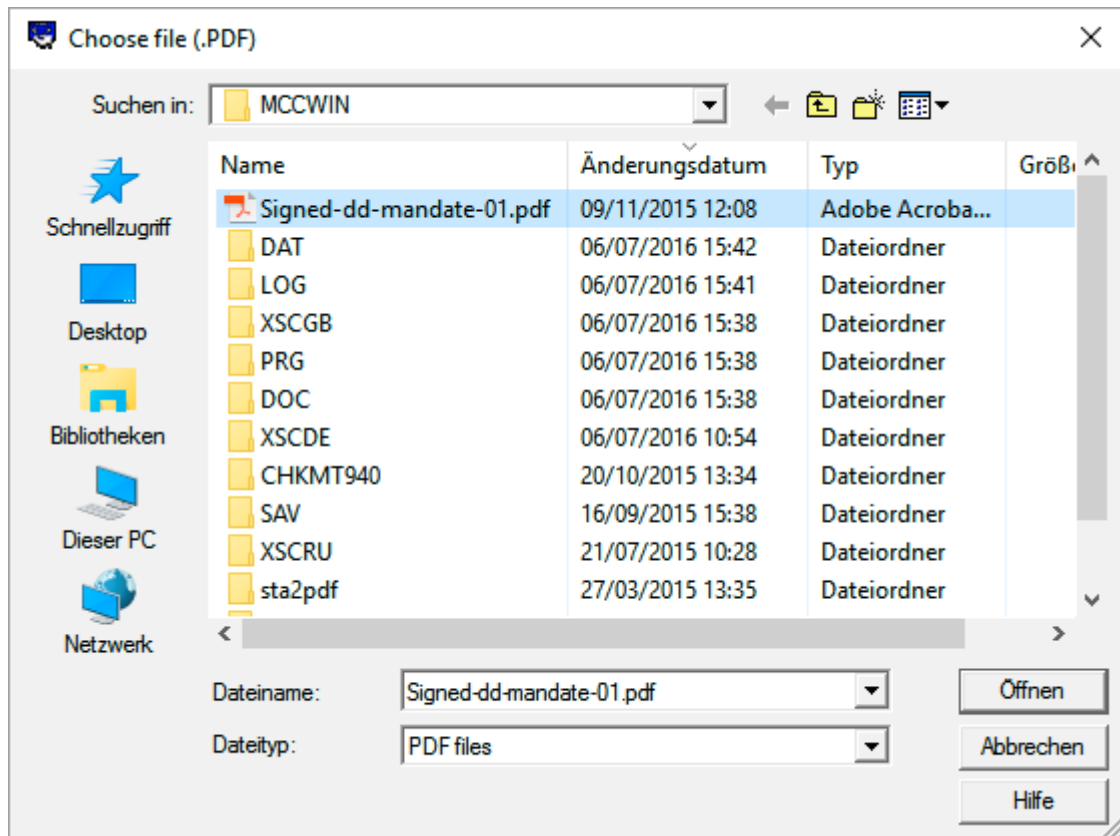
Partner name / Debtor 2
Company customer, data complete
Street of the debtor 345
67890 Town of the debtor
UNITED KINGDOM

Debtor's bank/account:

BIC COKSGBPP
IBAN GB29NWBK60161331926819

_____  
Location, date and signature(s) of the debtor(s)
```

The SEPA direct debit includes the obligation for storing the original mandates. For this reason, alongside the entry of the data, the electronic reproduction of the original written document, scanned for example by a scan service, can be added as PDF file to the mandate by clicking on the **[Import document]** button. Using this interface, also digital mandate forms in any other formats can be added to the internal data. Clicking the button opens a dialog for selecting the respective PDF file.



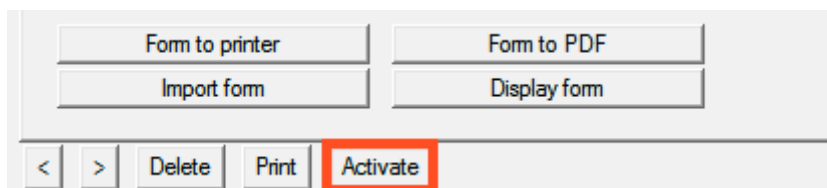
Choose the corresponding PDF file and confirm by clicking on the **[Open]** button. After clicking the **[Save]** button, the document is then available at any time for display by clicking the **[Display document]** button.



The storage of the imported PDFs is made in the Core module directory ..\DAT\SPMDAT with the structure:

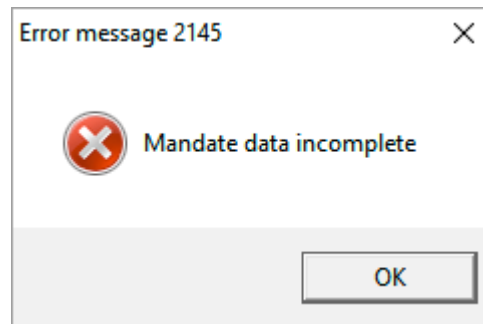
<Creditor identification number>-<Mandate reference>-<Mandate version>.<Original extension>.

To activate a new mandate, click on the **[Activate]** button all below.



The mandate can then be viewed using the menu item **-Active mandates-**.

If data are still incomplete, this will be notified accordingly.



An active mandate can be reset to the status "New" using the [**Reset**] button and can then be modified under **-New mandates-**.

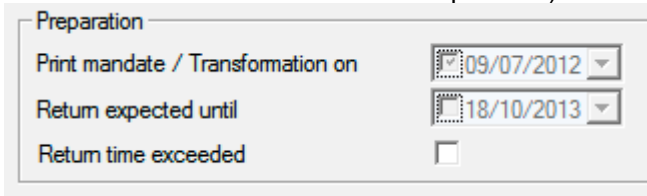


**Automatic mandate creation**

Mandates can be automatically created from the following source data:

1. Import of DTAUS direct debit files (see below to menu item –**Mandate import from legacy files-**)
2. Data import from old modules
3. CSV import (format descriptions see Chapter A1: Reference tables)

Regardless of the data source, the following options are supported and beside ordering party and partner data (names and bank details) the following mandate fields are filled:

Field	Explanation
<b>Mandate ID</b>	Depending on the configuration: a) the field remains empty and need to be filled later b) to be filled automatically according to defined rule (SPAMDDEF.INI)
<b>Date of signature</b>	On import from old modules or formats to be filled with a) 09.07.2012 (starting from this date, the rededication of a direct debit authorization ("Einzugsermächtigung") in a SEPA direct debit mandate is possible)  b) specification from SPAMDDEF.INI
<b>Mandate category (mandate type)</b>	Core or B2B, to be filled with a) Default: Mandate for core direct debits b) Mandate for B2B direct debits, if type can be derived from source format=direct debit write-off ("Abbuchungsauftrag") (text code 04) or equivalent from foreign countries. In this case, the company flag is set in the associated partner master data record. c) specification from SPAMDDEF.INI
<b>Sequence type (mandate type)</b>	Once or several times, to be filled a) Default: usable one b) Usable several times, if the sequence typ can be derived from the source format, i.e. from single payment „Once“, from all other types „Several times“ c) specification from SPAMDDEF.INI
<b>Utilization</b> (see Process property page)	Number of the already accomplished utilizations: a) from non-executed orders and default records empty, from executed, standing orders / variable amount orders 1 b) specification from SPAMDDEF.INI

for item 1:

Import of mandate information from DTAUS files using the menu item –**Mandate import from legacy files-**:

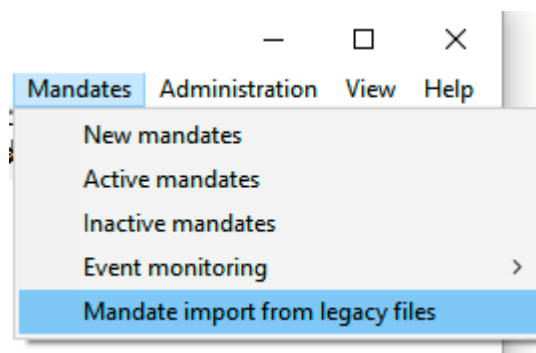
Mandate information can also be extracted from existing DTAUS direct debit files. The **direct debit type** is derived from the text code available in the DTAUS file (direct debit collection (text code 05) => core direct debit, direct debit write-off (text code 04) => B2B direct debit).

**Mandate ID**, **creditor ID** and **signature date** as well as the **execution frequency** are expected in the first four details lines of the DTAUS file to be converted. This information has to be flagged by the following keywords:

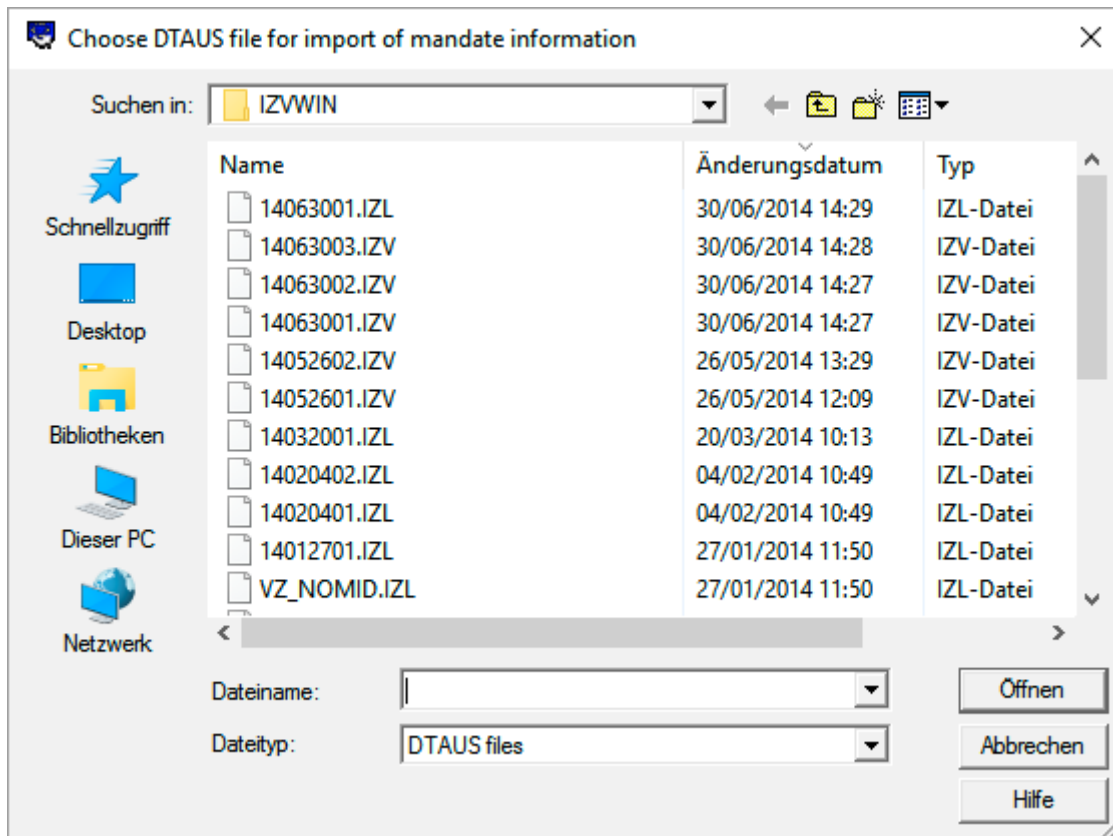
<b>MID/</b>	Mandate ID (Please note: caused by restrictions of the DTAUS format only 27 characters are available for mandate ID incl. keyword and slash)
<b>CI/</b>	Creditor ID (for the structure see Chapter 3.3: <i>Ordering Party reference table</i> )
<b>SIGN/</b>	Date of Signature (of the mandate) as YYYY-MM-DD with subsequent slash (Please note: the slash as separator from the SEQT field can be replaced by a blank)
<b>SEQT/</b>	Sequence Type The following values are possible here: OOF      One-off payment FRST      First payment RCUR      Recurrent payment FNAL      Final payment

Example for a DTAUS direct debit file with details structured accordingly:

To import the mandate information, start menu item –**Mandate import from legacy files**–.



Subsequently, a dialog box for selecting the DTAUS file is opened.



After confirmation by clicking the [**Open**] button, a new direct debit mandate is created using the available data. Information on the import can be found in a message box.

Mandate import from legacy files			
Mandate-ID	Signature date	Ordering party Code	Creditor ident. no.
MANDAT-AUS-DTAUS-LS-04-	07/11/13	12	DE98ZZZ0999999999
1 Mandates allocated or added			

Close the message box using the close button.

The mandates created by data import can be found in the overview "New mandates" or "Active mandates" depending on the "filling status".

### 3.9.2 Process property page

The processing of mandates is according to the following processing concept. There are certain actions depending on the processing status of a mandate.

#### Preparation phase (Overview -New mandates-)

Data entry (maybe incomplete)	<=>	Pending, until complete
Mandate form: generate / send	<=>	Supervision of feedback, retry if required

#### Active phase (Overview -Active mandates-)

Pre-notification plan / send	<=>	Supervision of due date
Recording of utilization	<=>	Supervision of frequency
Recording of rejects	<=>	Supervision of frequency / Deactivation

#### Inactive phase (Overview -Inactive mandates-)

Deactivation (manually, automatically)	<=>	Supervision of expiry / Archiving
---	-----	-----------------------------------

The accomplishment of the respective actions is supported by status indicators (see *basic information property page*) and date fields for actions planned and actually carried out.

The information transfer is made by entries in the information and log manager (ILM). In addition, the relevant mandates can be selected in the respective menu items.

**Preparation phase:**

First of all, if data exists, this has to be imported automatically or to be entered manually. The mandate data can be stored incomplete.

The missing data or all data when entering a new a mandate (always with B2B direct debit mandates) of the debtor should be requested from the debtor using mandate forms.

Appropriate → mandate forms (see Basic information property page) can be generated for this, which will be sent to the debtor.

As long as BIC and IBAN of the debtor are still missing, the field "Contract language", that determines the form's language, is still empty. The field is preset by the country from the partner IBAN. Should mandate forms be produced in the German language, the field has to be filled with "DE".

Then create the → mandate forms using the corresponding buttons (see Basic information property page) and send them.

Preparation:

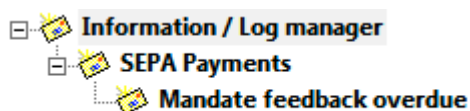
The print date is recorded on the process property page in the preparation section ("**Print mandate**") and the date of the expected return is set.

The expected date of the mandate return ("**Feedback expected until**") is filled on mandate creation as follows: print date + number of days from the mandate parameter "**Feedback expected until**".

Event to be monitored in this case:

Time limit / Event	Triggering	Menu item	Alerting (ILM)
Mandate feedback	Flag "Feedback time expired"	Event monitoring / Mandate feedback	"Mandate feedback overdue"

Display in the ILM:



After exceeding the expected feedback date the indicator "**Feedback time expired**" is set.

Feedback expected until	<input type="text" value="24/01/2014"/>
Feedback time expired	<input checked="" type="checkbox"/>

The debtor gives the mandate subsequently by completing the mandate form, signing it and returning it to the payee. The completion of the mandate entry can be started again at any time, by double-clicking the corresponding entry from the database overview "New mandates".

The mandate data can now be completed, the signed form can be filed electronically and the mandate can be activated finally (see Basic information property page). As an active mandate it is accessible using the menu item **-Active mandates-** then.

**Active phase:**Pre-notification:

Generally, the debtor need to be informed in advance about an upcoming SEPA direct debit. This can be done for example by means of a payment plan, which will be communicated to the debtor in the context of the annual consumption billing.

If these pre-notifications should be generated separately by the mandate administration, a corresponding parameter is to be set ("**Generate pre-notifications**").

Also an appropriate time limit (before debiting) need to be set ("**Lead time pre-notifications**"). The debtor must be informed at least 14 days in advance of the direct debit. Depending on the notification medium additional times such as postal delivery times are to be considered.

Then, at the same time an entry is created under -Event monitoring- / -**Pre-notification**-. The mandates shown here meet the following conditions:

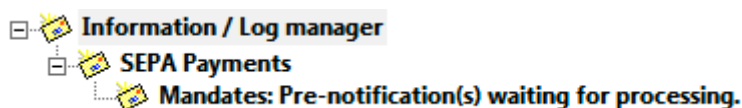
- It is a current mandate.
- No pre-notification has been accomplished.
- No direct debit has been executed with this mandate.

Ordering party Code	Mandate-ID	Partner code	Inactive	Reason deactivation	Date deactivation
1	@20140123165759773	PARTNEU	No		14/12/16
3	@20151127094947746	AT_OHNEBIC	No		
6	20140827132222681	PARTOHNBIC	No		

Event to be monitored in this case:

Time limit / Event	Triggering	Menu item	Alerting (ILM)
Pre-notification	Mandate parameter "Generate pre-notification"	Event monitoring / Pre-notification	"Mandates: Pre-notification(s) waiting for processing"

Display in ILM:



Double clicking the mandate entry opens the detailed view. The fields "**Next collection date**" and "**Collection amount (EUR)**" should be filled so that these values can be inserted in the pre-notification letter.

Pre-notification

Generate pre-notification ☒

Next collection date  Collection amount (EUR)

At the latest when the pre-notification is due (the deadline, set in the parameters, is exceeded), the pre-notification of the debtor must be made by means of a corresponding letter.

Similar to the creation of mandate forms a letter with the pre-notification can be generated by either clicking on the [**Pre-notification print**] button to print it or by clicking the [**Pre-notification PDF**] button to generate it as PDF file first, which can then be sent, for example, by e-mail.

Pre-notification print Pre-notification PDF

Import form

< > Delete Print Help Save

Example (Pre-notification letter):

PreNotification.PDF - Adobe Reader

Datei Bearbeiten Anzeige Fenster Hilfe

1 / 1 98,7%

29.01.14

Direct Debit Collection  
Mandate : 20140117114502968  
Creditor Identifier: DE9822209999999999

Dear Sirs,

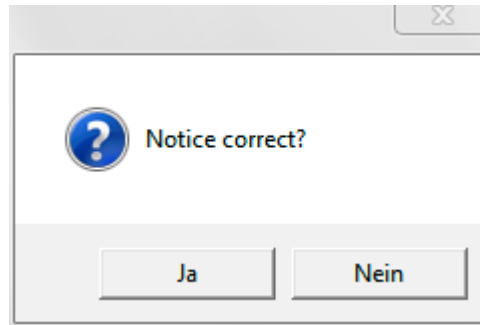
We like to inform you that we will collect the agreed direct debit based on the mandate mentioned above. We will debit your account

BIC COKSGBPP  
IBAN GB29NWBK60161331926819

with 1.234.567,89 Euros on 14.02.14.

Best regards,  
Ordering party name / Payee

You must confirm subsequently the correct generation of the corresponding print job or the PDF file with [**Yes**]. In the case of [**No**] the entry remains in the database.



In the Pre-notification section it is noted behind "**Last pre-notification created on**" when the pre-notification has been sent.

Pre-notification	
Generate pre-notification	<input type="checkbox"/>
Next collection date	22/07/2016
Next pre-notification date	06/07/2016
Last pre-notification created on	06/07/2016

After the sending of the pre-notification, the mandate entry can only be accessed using the database **-Active mandates-**.

#### Utilization:

In the Utilization section usage on the *Process property page* characteristics of the mandate utilization are displayed.

Under "**Last utilization date**" it is indicated when the mandate has been used last. In the field "**Utilization cycles**" it is noted how often the mandate has already been used.

Utilization	
Utilization cycles	1
Reject reason	
Last utilization date	06/07/2016
Date of last reject	06/07/2016

#### Utilization set manually:

In special cases, it may be necessary to correct these fields manually (for example, if a direct debit sent to a bank could not be executed and should be executed once again after correction with the original sequence label). The correction will be recorded in the system log.

Returns:

If returns occur, so the date of the last return is recorded, together with the return reason.

Some returns automatically result in the deactivation of the concerned mandate:

SEPA-R-Code	Explanation
AC04	Closed account number
AC06	Blocked account
MD01	No mandate
MD07	End customer deceased

Monitoring of the utilization:

In connection with the mandate type the system then decides on the further usability and with it on the validity of the mandates.

As soon as a simply usable mandate has been used once or if in case of several times usable mandates the usability period (configurable) has expired, these mandates are flagged as **"no longer usable"**. Expired mandates can be removed using an automatic delete function (to be activated using a system parameter).

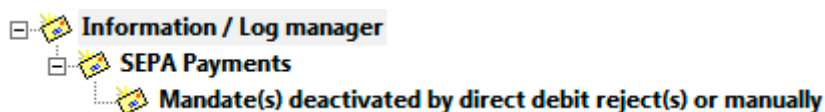
#### Transition to the inactive phase:

Deactivation:

Event to be monitored in this case:

Time limit / Event	Triggering	Menu item	Alerting (ILM)
Deactivation	Flag "Inactive" can be set manually; it is set automatically on expiry or by some returns	Inactive mandates	"Mandates deactivated by direct debit reject(s) or manually"

Display in ILM:



Deactivation by manual setting of the flag **"Inactive"** is possible.

#### Active mandates

In the field "**Deactivation reason**" the way in which the mandate was deactivated is recorded (Expired/Deactivated manually/Collection return). The date of the deactivation will be registered behind "**Deactivation date**".

Example:

Deactivation

Deactivation reason: Deactivated manually

Deactivation date: 06/07/2016

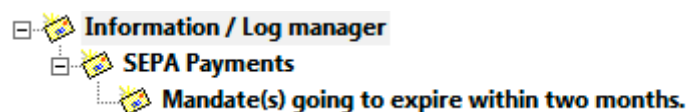
Expiration warning active: ☐

Apart from the previously mentioned inactivation reasons a recurring mandate expire by non-usage, if after the first direct debit within a period of 36 months the mandate was not used again. Before expiry it can be warned accordingly.

Event to be monitored in this case:

Time limit / Event	Triggering	Menu item	Alerting (ILM)
Expiry	Mandate parameter "Lead time mandate expiry warning"	Event monitoring / Expiry	"Mandate(s) going to expire within two months"

Display in ILM:



Warning time reached:

Deactivation

Deactivation reason:

Deactivation date: 06/07/2016

Expiration warning active: ☒

You can react on this, if necessary, with a new direct debit.

Otherwise, it expires:

Deactivation

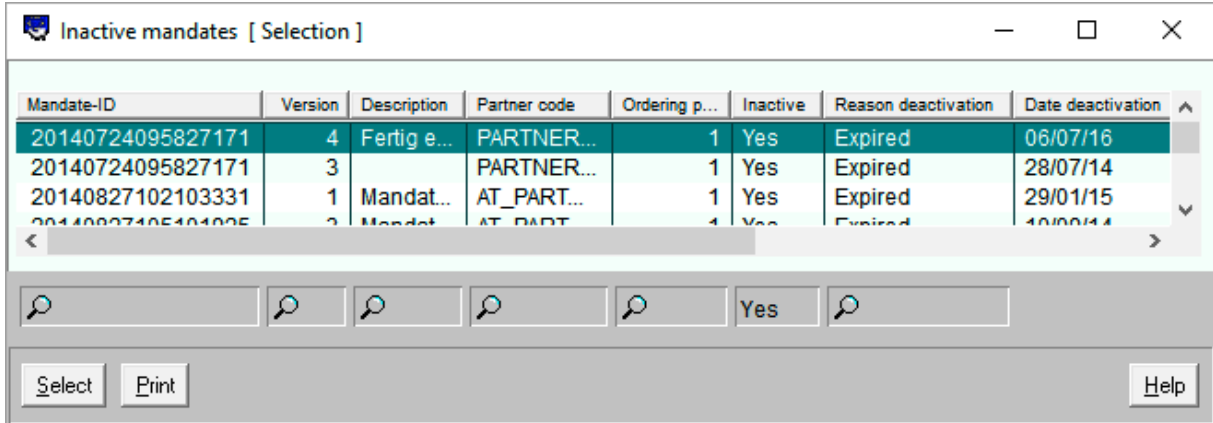
Deactivation reason: Expired

Deactivation date: 06/07/2016

Expiration warning active: ☒

**Inactive phase = Mandate history:**

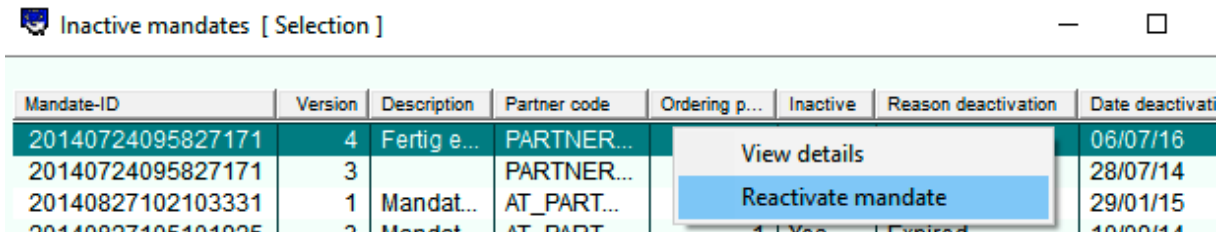
Invalid, i.e. no longer usable direct debit mandates are automatically moved to the overview **-Inactive mandates-**. Use this to retrieve all information in the long term view until the final deletion.



Mandate-ID	Version	Description	Partner code	Ordering p...	Inactive	Reason deactivation	Date deactivation
20140724095827171	4	Fertig e...	PARTNER...	1	Yes	Expired	06/07/16
20140724095827171	3		PARTNER...	1	Yes	Expired	28/07/14
20140827102103331	1	Mandat...	AT_PART...	1	Yes	Expired	29/01/15
20140827102103331	2	Mandat...	AT_PART...	1	Yes	Expired	29/01/15

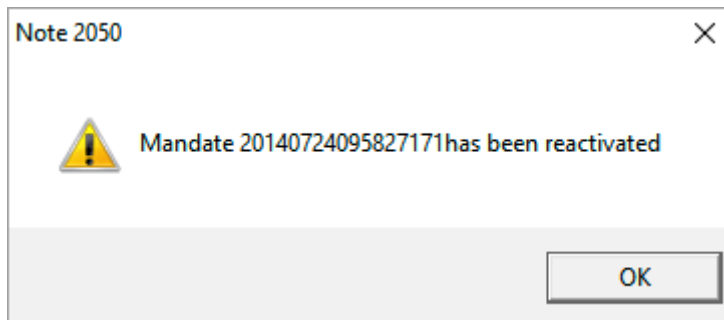
Below the table are search filters and buttons: Select, Print, and Help.

An inactivated mandate can be reactivated using an appropriate entry in the context menu of the respective record.



Mandate-ID	Version	Description	Partner code	Ordering p...	Inactive	Reason deactivation	Date deactivation
20140724095827171	4	Fertig e...	PARTNER...				06/07/16
20140724095827171	3		PARTNER...				28/07/14
20140827102103331	1	Mandat...	AT_PART...				29/01/15
20140827102103331	2	Mandat...	AT_PART...				29/01/15

Context menu options: View details, Reactivate mandate.



Double-click on a corresponding database entry to open the respective detailed view.

As the mandate history is a **sole display function**, data can only be viewed here, but no longer be processed. For this reason, the corresponding fields appear inactive.

The dialogs largely correspond to the corresponding dialogs for the entry/editing of new/current mandates. In addition to the mandate ID the **version** of the mandate is displayed here.

Inactive mandates

Basic information

Process

Amendment details

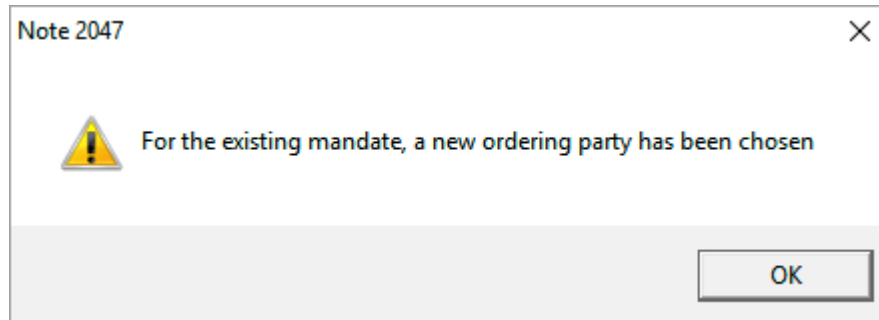
Ordering party data

Partner data

Mandate ID	20140827132459896	4
Status	<div></div>	Inactive <input checked="" type="checkbox"/>

### 3.9.3 Amendment details property page

The SEPA direct debit scheme requires that changes on the mandate data must be notified to the debtor. To be able to do this these must be recorded accurately first. If an existing mandate is changed on the *Basic information property page*, the original data are transferred to appropriate data fields on this property page. Confirm the message on this with [OK].



Amendment (except the date fields and the transaction field all fields can be overwritten):

In the case of a direct debit mandat amendment the original data are displayed here.

**Original mandate ID**

If the mandate ID was modified, the original mandate ID is displayed here.

**Original ordering party (creditor)**

If the ordering party was modified, the original ordering party (creditor) is displayed here.

**Original creditor ID**

The ID no. of the direct debit presenter (=creditor ID) associated with the original ordering party is displayed here.

**Original partner a/c.**

The a/c. number associated with the original partner is displayed here.

**Change debtor account**

A change of the debtor account is indicated by using the mit **Change debtor account** check box. In this case the code "SMNDA" (=Same Mandate with a New Debtor Account) is written to the SEPA file.

**Amendment date**

In the case of any change of a direct debit mandate the system date is set as amendment date.

**Transmission date**

As soon as the changed data were sent, the transmission date is registered here.

**Transaction reference of the transmission**

The transaction reference (=order number) of the transmission, with which the mandate amendment was notified, is also stored here.

## Active mandates

Basic information	Process	Amendment details	Ordering party data	Partner data
<div>Mandate ID</div> <div>MANDATSID0123456789RCURB2B</div>				
<div>Status</div> <div>Mandate active</div>				
<div>Amendment</div>				
<div>Original mandate ID</div> <div>MANDATSID0123456789B2B</div>				
<div>Original ordering party (creditor)</div> <div></div>				
<div>Original creditor ID</div> <div></div>				
<div>Original partner a./c.</div> <div></div>				
<div>Change debtor account</div> <div><input type="checkbox"/></div>				
<div>Amendment date</div> <div>17/11/2014</div>				
<div>Transmission date</div> <div>06/07/2016</div>				
<div>Transaction reference of transmission</div> <div></div>				

### 3.9.4 Ordering party data property page

The ordering party data can be viewed at any time using the *Ordering party data property page*.

Active mandates

Basic information		Process		Amendment details		Ordering party data		Partner data	
Mandate ID		MANDATSID0123456789RCURB2B							
Status		Mandate active							
Ordering party									
Code		7							
Name		Ordering party name							
		Company name							
Street		Ordering party street							
Town		Ordering party town							
Postal code		12345							
Country		DE GERMANY							
EMail		name@company.de							
Creditor ID		DE98ZZZ999999999							
Identification									

### 3.9.5 Partner data property page

The partner data can be viewed at any time using the *Partner data property page*.

#### Active mandates

Basic information | Process | Amendment details | Ordering party data | Partner data

Mandate ID

MANDATSID01234567890OFFCOR

Status

Mandate active

Partner

Code

PARTNERNAM

Company

☒

Name

PARTNERNAME

Partner name

Street

Partner street

Town

12345 Partner town

Postal code

Country

DE GERMANY

E-Mail

Customer number (internal)

Cash Management account

37010050 4365754876EUR

IBAN

DE50370502990010203040

BIC

COKSDE33DOT

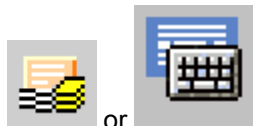
Identification

**Table of Contents: Chapter 4**

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<b>4 Payment orders .....</b>	<b>4-2</b>
<b>4.1 Edit payment orders .....</b>	<b>4-3</b>
<b>4.1.1 Payments property page.....</b>	<b>4-5</b>
<b>4.1.2 Partner property page .....</b>	<b>4-15</b>
<b>4.1.3 Ordering party / Internal property page.....</b>	<b>4-17</b>
<b>4.1.4 Ultimate parties property page.....</b>	<b>4-19</b>
<b>4.1.5 Additional information property page .....</b>	<b>4-21</b>
<b>4.1.6 Direct debit additional property page (only if Direct Debits module is installed).....</b>	<b>4-22</b>
<b>4.1.7 LDGR data property page .....</b>	<b>4-24</b>
<b>4.1.8 Times property page .....</b>	<b>4-26</b>
<b>4.1.9 Reversal property page (only if additional module is installed).....</b>	<b>4-30</b>
<b>4.1.10 Using templates.....</b>	<b>4-31</b>

### 4 Payment orders

Click on



or choose menu item -Payment orders- / -Payment orders- to start the Payment orders function. Use this function to edit (alter, delete, view, print) SEPA payment orders. 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 Partners property page
- 4.1.3 Ordering parties / Internal property page
- 4.1.4 Ultimate parties property page
- 4.1.5 Additional information property page
- 4.1.6 Direct debits additional property page
- 4.1.7 LDGR data property page
- 4.1.8 Times property page
- 4.1.9 Reversal property page (only if additional module is installed)
- 4.1.10 Using templates

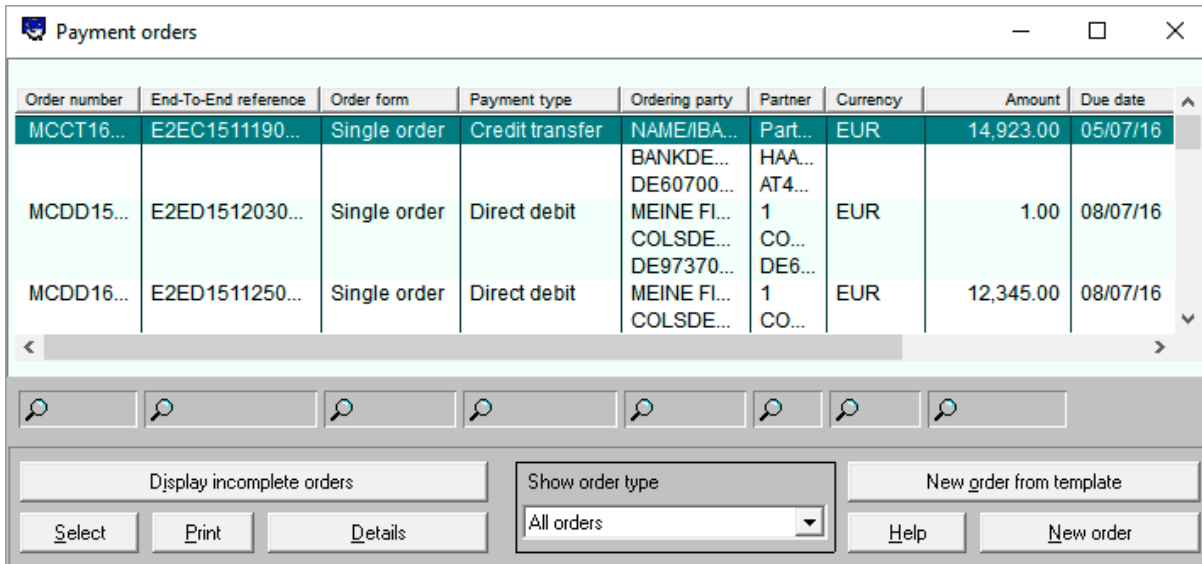
## 4.1 Edit payment orders

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

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

Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>.

Alternatively you can use the scroll bar on the right-hand side of the window.



Order number	End-To-End reference	Order form	Payment type	Ordering party	Partner	Currency	Amount	Due date
MCCT16...	E2EC1511190...	Single order	Credit transfer	NAME/IBA...	Part...	EUR	14,923.00	05/07/16
MCDD15...	E2ED1512030...	Single order	Direct debit	BANKDE... DE60700... MEINE FL... COLSDE... DE97370...	HAA... AT4... 1 CO... DE6...	EUR	1.00	08/07/16
MCDD16...	E2ED1511250...	Single order	Direct debit	MEINE FL... COLSDE...	1 CO...	EUR	12,345.00	08/07/16

Below the table is a control bar with the following elements:

- A row of seven magnifying glass icons for search.
- A button labeled "Display incomplete orders".
- A dropdown menu labeled "Show order type" with "All orders" selected.
- A button labeled "New order from template".
- A row of four buttons: "Select", "Print", "Details", and "Help".
- A button labeled "New order".

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:

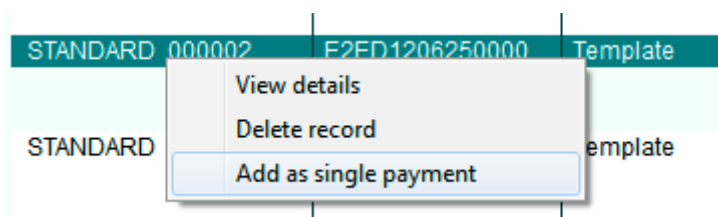
- 4.1.1: *Payments property page*
- 4.1.2: *Partners property page*
- 4.1.3: *Ordering parties / Internal property page*
- 4.1.4: *Ultimate parties property page*
- 4.1.5: *Additional information property page*
- 4.1.6: *Direct debits additional property page*
- 4.1.7: *LDGR data property page*
- 4.1.8: *Times property page*
- 4.1.9: *Reversal property page*

**[New order from template]** opens the template database. Here you can select from all available templates. This is described in further detail in Chapter 4.1.10: *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 4.1.10) and generate single orders from standing orders and variable amount orders on a deviating date (see Chapter 4.1.8). Via context menu you can generate single orders from standard orders.



### 4.1.1 Payments property page

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

- Select order type
- Assign order reference
- Enter end-to-end reference
- Specify payment type
- Assign access class
- Enter ordering party account
- Enter ordering party
- Enter ultimate ordering party
- Select payment purposes
- Enter partner
- Enter payment amount
- Enter details
- Display number of approvals
- Define execution date

If you have set the corresponding parameter in the parameter settings, the mandatory fields will be shown in highlighted form.

Each pre-setting can be changed by you naturally.

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

#### 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 in the SEPA parameters the **Always prompt order type** parameter on the *Payments property page*, the prompt for the order type is always made before each further payment order added newly. Otherwise, a default is made according to the order type chosen at the first time in a new entry cycle.

Payment orders

Additional information | Direct debit additional | LDGR data | Times | Reversal

Payments | Partner | Ordering party / Internal | Ultimate parties

Order number: MCCT160705000001 | Single order

End-To-End reference: E2EC151119000001 | Credit transfer

Access class: ?

A/c. code: ? 3 | BIC: COLSDE33XXX | IBAN: DE97370501980033633322

Ord. party: ? 5 | Ord. party name: NAME/IBANC

Ultimate ordering party: ?

Type of payment (batch): TAXS - Tax Payment | Single payment ☒

Payment purpose: | Regulatory Reporting:

Partner: ? | Partner name: 1

IBAN: DE60700517550000007229 | BIC: COKSDE33XXX | Country:

Currency: EUR | Amount: 14,923.00 | Gross/Net: | Add: | Regulatory Reporting:

Display details: Unstructured

Details:

☐ Use COR1 scheme | Due date: 06/07/2016 | Earliest transmission: 06/07/16

Approvals: 0 of 1

< > Delete Print Help Save

### Allocation of order number

As with standing and variable amount orders, single orders are identified by a unique order number. The program allocates the order number (order reference, point-to-point reference) automatically.

### Enter End-to-End reference

The **End-to-End reference** is used for the unique identification of the transaction and is passed throughout the entire processing chain to the partner. The program prompts the lowest end-to-end reference not yet filled.

You accept the prompted end-to-end reference using **<TAB>** or a mouse click in another field, add or overwrite it by the entry of an end-to-end reference (max. 35 characters) of your choice.

If the end-to-end reference entered by you is already filled, the program allocates - as soon as you have confirmed the entries using [**Save**] - the next higher end-to-end reference not yet filled.

### Specify payment type

Click on the drop-down arrow to open the list box for payment types and choose, if allowed for your Bank (cf. Chapter 3.2), between

- Credit transfer,
- Direct debit,
- B2B direct debit or
- Urgent transfer.

If the SEPA parameter "**Prompt payment type**" (see Chapter 2.1.3: *Payments property page*) is checked, the payment type of the most recent order will be suggested.

### 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** in the SEPA parameters (cf. to Chapter 2.1.3: *Payments property page*), the access class will be automatically predefined from the order added before.

### 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 appears in the relevant boxes: Account code, SWIFT Code and IBAN are immediately displayed.

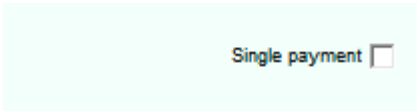
**Incidentally:** You can also enter the account code under which the record is stored in the reference table (if known) directly into the "Account code" box.

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 SEPA parameter "**Prompt ordering party account**" (see Chapter 2.1.3: *Payments property page*) is checked, the bank details of the ordering party of the most recent order will be suggested.

### Define single payment

If the account of a bank was selected, which allows single bookings (see Chapter 3.2: *Banks reference table*), then the "**Single payment**" checkbox is switched on.

A screenshot of a software interface showing a light green rectangular box. Inside the box, the text "Single payment" is followed by an unchecked checkbox.

Single payment ☐

With this, you determine whether the payment posted as single booking or as batch booking. This check box can be predefined using the parameter **"Predefine single payment"** vorbelegt werden.

### Enter Ordering party

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

If the SEPA parameter **"Prompt ordering party"** (see Chapter 2.1.3: *Payments property page*) is checked, the Ordering party of the most recent order will be suggested.

### Enter ultimate ordering party

If deviating from the account owner an ultimate ordering party should be entered, access the ordering parties reference table using the [?], of already stored. The chosen data is then added to the appropriate **"Ultimate ordering party"** fields.

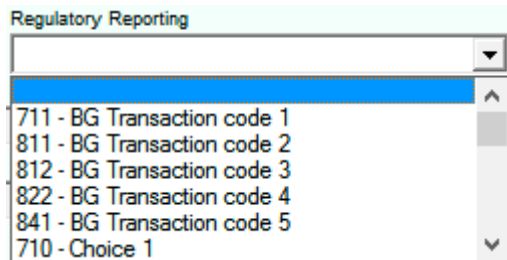
### Select payment purposes

Depending on the selected account, i.e. the chosen bank/country specific file creation format/scheme, different lists with payment purpose code are provided. These codes are used to control the processing at the receiving institute. Codes for the **Payment purpose on batch level** (*Category Purpose Code*) and for the **Payment purpose on transaction level** (*Purpose Code*) are displayed.

Type of payment (batch)	Payment purpose
CORT - Trade Settlement Payment	ACCT - Account Management
CASH - Cash Management Transfer	ADMG - Administrative Management
DIVI - Dividend	ADVA - Advance Payment
GOVT - Government Payment	AEMP - Active Employment Policy
HEDG - Hedging	AGRT - Agricultural Transfer
INTC - Intra-Company Payment	AIRB - Air

### Regulatory Reporting (only Slovak Republic)

In the Slovak Republic, a code for the regulatory reporting is required, which can be selected here together with the appropriate text from a list box.



Regulatory Reporting

- 711 - BG Transaction code 1
- 811 - BG Transaction code 2
- 812 - BG Transaction code 3
- 822 - BG Transaction code 4
- 841 - BG Transaction code 5
- 710 - Choice 1

### Enter Partner

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

The Partner data is transferred to the appropriate boxes. The Partner Code, line 1 of the Partner name, SWIFT Code and IBAN as well as the country of the Partner are displayed immediately. Make additions and/or changes of the partner data using the *Partner property page* and save the entries there using the **[Include in reference table]** button.

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

### Incidentally:

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

### Please note:

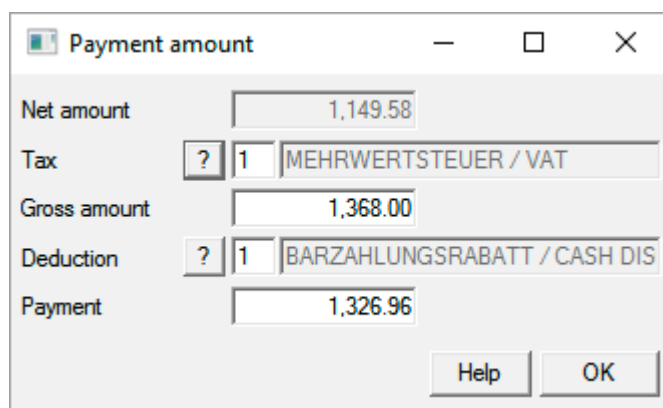
If the Partner is not stored in the Partners reference table, enter the Partner Code manually. Other Partner data is entered using the *Partner property page* and saved by clicking on the **[Include in reference table]** button.

### Currency of payment amount

The ISO code of the currency of the payment amount is predefined with "EUR" (Euro).

### Enter payment amount

You can enter the amount to be transferred or debited as a gross or a net amount after clicking on **[Gross/Net]**. The payment amount is the amount you enter, adjusted for the entries under "Tax" and/or "Deduction".



Payment amount

Net amount	1,149.58	
Tax	[?] 1	MEHRWERTSTEUER / VAT
Gross amount	1,368.00	
Deduction	[?] 1	BARZAHLUNGSRABATT / CASH DIS
Payment	1,326.96	

Help OK

Once more, you access the reference tables in the case of the tax and deduction fields, provided, of course, that records have already been saved there. Click on [?] to view a list of the data stored in the "Tax" or "Deductions" reference tables. Selection is effected by double-clicking with the mouse. If you know the record number under which the entry is stored in the database, you can also enter this number in the relevant box. Confirm your entries with [OK].

If the "**Prompt tax**" or "**Prompt deduction**" parameters (see Chapter 2.1.3: *Payments property page*) have been checked, the tax or deduction type of the most recent entry is suggested.

Use the button [Add] to enter up to three invoices with invoice numbers and amounts in this dialog box and then calculate the total payment amount by pressing [OK].

Invoice no.	Gross amount
Invoice 1 EUR 123.00 -3.69-	123.00
Invoice 2 EUR 456.00 -13.68-	456.00
Invoice 3 EUR 789.00 -23.67-	789.00

Amounts with a minus sign (-) can also be entered here. When entering the information, press <TAB> to move from one box to the next.

Both single amount and discount (if entered under [**Gross/Net**]) are each attached to the invoice number, provided that the space of 35 characters per details line allows this.

After you click on [OK], the total payment amount is transferred to the dialog box for entering payment orders.

If foreign payments exceed 12.500 EUR, the message "**Payment may require return**" will be shown, indicating that reporting to the German Federal Bank is required.

Using the [**Regulatory Reporting**] button you can switch to the Z4-AWV CBD module (Payment property page / Declarations property page), if installed.

For Austrian Tax Office Payments a special input dialog is available under the [**Enter tax payment**] button.

**Tax payment: Credits and receivables**

Tax number: 09 123456 7

Tax type	Period	Period field	Amount
1. ?	04.08.2016	04.08.2016	0,00
2.			0,00
3.			0,00
4.			0,00
5.			0,00
6.			0,00

**Miscellaneous**

Receivables: 1.000,00

Credit: 0,00

**WARNING!**  
The entry of WRONG TAX CODES can lead to wrong allocations at the tax office!

Transfer amount: 1.000,00

OK

### Display details

If an account is chosen from a bank, which supports structured details (stored in the bank record by checking the parameter **Structured details possible**; see Chapter 3.2: *Banks reference table*), the selection list box "Display details" is shown. Using this box you are able to select between the unstructured and the structured input option for the details.

Display details: Structured

Creditor reference

Type: Structured communication reference

RF98123456789012345678901

of: Biller

Using the **structured details** you e.g. have the possibility to input a Creditor reference according to ISO standard 11649 (Structured Creditor Reference). This allows billers the automatic reconciliation of the incoming payments with the outstanding invoices.

**Enter details (unstructured)**

To enter details in the unstructured way, 140 characters altogether are available. Information on how to use Wildcards to generate variable details can be found below.

**Using wildcards in payment details**

You will often find yourself using standing and variable amount orders with payment details whose month or year must be changed to the current month or year.

There are two ways to do this:

1) By updating manually using the **[Replace]** function. This function is described in detail in Chapter 7.2: *Search / Replace data in payment orders*.

2) By entering wildcards when you define payment details:

You can use the variables "\$M" or "%M" and "\$J" or "%J" as wildcards, where "M" stands for the month and "J" stands for the year. Directly after these variables, you can specify how many months and/or years should be added to or subtracted from the current month and/or year. The variables "M" and/or "J" are replaced when the file is created. **They always relate to the month or year of the due date.**

**Example 1:**

You are entering monthly rent payments. The payment details should show the current month. The first rent payment is for November 2013.

Generate a variable amount order and set the due date to 01.11.2013 (1st of November 2013). Enter "monthly" as the payment cycle. Enter "Rent \$M 20\$J" as the payment details. When the payment date 01.11.2013 is reached, the payment details "Rent November 2013" are in the file created.

When the due date 01.12.2013 is reached, the payment details in the file are "Rent December 2013".

The variable displayed in the payment order always remains the same, i.e. it is not updated to e.g. "Rent December 2013".

**Example 2:**

You want to make yearly bonus payments. The payment details should show the current year. The first bonus is payable on the 27th of December 2013 for January 20014.

Generate a variable amount order and set the due date to 27.12.2013. Set the payment cycle to "yearly". Enter "Bonus \$J+1" as the payment details. Once the payment date 27.12.2013 has been reached, the payment details in the file are "Bonus 2014". When the due date 27.12.2014 is reached, the payment details entry will be "Bonus 2015".

The variable displayed in the payment order always remains the same, i.e. it is not updated to "Bonus 2014" or "Bonus 2015".

The combination of the variables "\$M", "%M", "\$J" and "%J" and the addition of months or years (e.g. "\$M+3" for quarterly payments) or the subtraction of months or years (e.g. "\$M-3" for retroactive quarterly payments) thus offers you a wide variety of options.

**Display number of approvals**

The "Number of approvals" will only be populated after the order has been saved. For verification purposes, the number of approvals already entered is displayed together with the total number of Approvals specified via the menu item -Administration- / -SEPA parameters- on the *Payments property page*.

**Define execution date**

For single orders, the **"Due date"** describes the time when the order shall be executed at the bank.

The **"Earliest transmission"** describes the date, from which a payment order can be added to a payment order file at the earliest and sent to the bank (see Chapter 6: *Create payment order files*).

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).

On new entry, first only the execution date at the bank can be set in the field "Due date".

Therefore, the system date can remain or you can choose any future date using the calendar.

After this the field "Earliest transmission" will be filled with the execution date minus lead time (at the earliest the system date).

If for a credit transfer single order a due date is selected, which coincide with a weekend, the due date will be shifted to the workday **before** the weekend.

If for a direct debit single order a due date is selected, which coincide with a weekend, the due date will be shifted to the workday **after** the weekend (by taking into account the submission deadlines, see below).

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*.

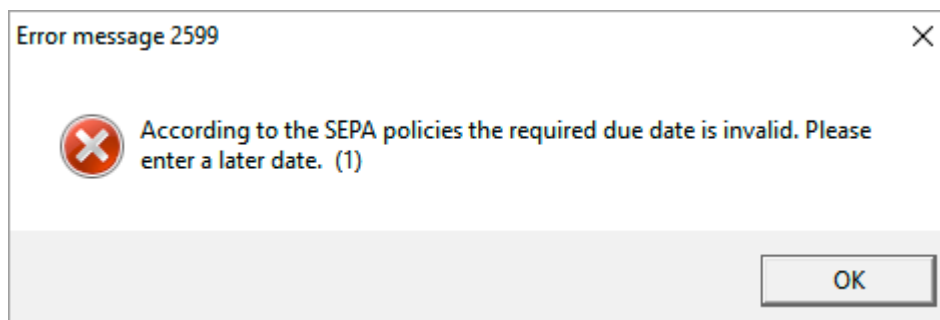
For **SEPA credit transfers**, the due date is the date on which the bank should process the transfer.

For **SEPA direct debits**, the due date is the requested collection date, i.e. bank booking day (working day), on which the account of the debtor is debited and the equivalent amount is credited on the creditor's account. In order that the debtor and its bank have enough time to make all intended preparations provided by the SEPA scheme, direct debits must be submitted according to the SEPA rules in compliance with appropriate **submission deadlines** to debtor's bank.

The processing on customer side and on bank side can take some of time so that in the electronic banking environment the current day after cut-off time, default 15:00 o'clock, is not counted and another day is added as buffer.

Depending on the fields "Payment type" and "Repetition frequency" (on the *Direct debits additional property page*) the field "Due date" is filled accordingly.

If a mismatching due date is entered manually, the following error message is shown:



**Please note:**

If the submission deadlines for SEPA direct debit collections are not met, your bank may refuse the processing of your collection order.

For the due date of standing orders and variable amount orders see Chapter 4.1.8: *Times property page*.

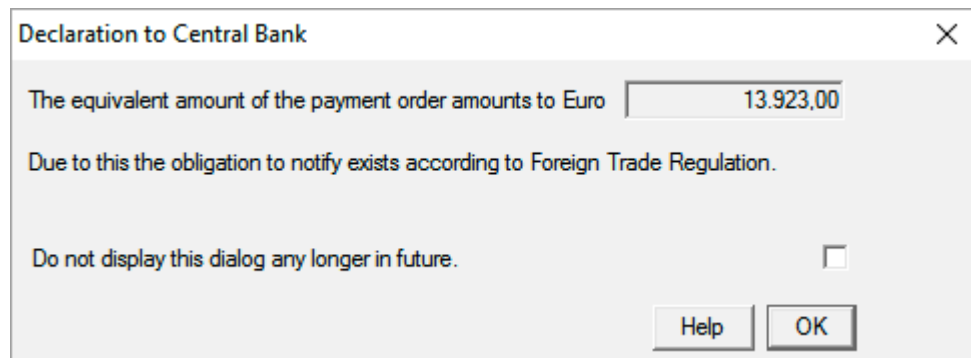
After populating the boxes on the various property pages, save your entries by clicking on **[Save]**.

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.

**Please note:**

If the payment is mandatory for reporting, an appropriate message opens after clicking on the **[Save]** button.



Confirm this message by clicking on **[OK]**. Then the Z4-AWV CBD module (Payment property page / Declarations property page ) is called, if installed.

If the message should no longer be displayed, tick the appropriate check box.

## 4.1.2 Partner property page

### Code, Address, Country, Cash Management account, Bank data of the Partner

As soon as you click on the tab on the Partner property page a dialog box appears in which you can enter other Partner data such name, address, bank details and CM data. These entries are normally already recorded if you have already entered the Partner on the *Payments property page* using the [?] button.

The screenshot shows a 'Payment orders' dialog box with the following structure:

- Tabs:** Additional information, Direct debit additional, LDGR data, Times, Reversal. The 'Additional information' tab is active, showing sub-tabs: Payments, Partner, Ordering party / Internal, and Ultimate parties.
- Order number:** MCCT160705000001
- End-To-End reference:** E2EC151119000001
- Order type:** Single order (dropdown)
- Transfer type:** Credit transfer (dropdown)
- Code:** [Empty field]
- Group:** [Empty field]
- Include in reference table:** [Button]
- Company:** [Checkbox]
- Address:**
  - Name:** 1
  - Street:** [Empty field]
  - Town:** [Empty field]
  - Country:** ? [Empty field]
- Cash Management a/c.:**
  - Own account:** [Checkbox]
  - Cash Management a/c.:** [Empty field]
  - IBAN:** 37010050
  - BIC:** 4365754876EUR
- Bank:**
  - IBAN:** DE60700517550000007229
  - BIC:** COKSDE33XXX
  - BIC search:** [Button]
  - Name:** [Empty field]
- Identification:** [Empty field]
- Payment details:**
  - Miete \$M &J:** [Empty field]
- Buttons:** <, >, Delete, Print, Help, Save

Enter the data for the partner as described in Chapter 3.5: *Partners 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 *Additional information property page* (see Chapter 3.5.2).

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 data to the Partners reference table. It will then be available when you enter new payment orders by clicking on [?].

The "Code" box is not populated and the [**Include in reference table**] button remains inactive in the case a **one-off Partner**. After you have populated the remaining boxes on the *Partner property page*, save your entries by clicking on [**Save**]. The Partner data on the *Payments property page* is now in accordance with the entries you have selected. A Partner code is not entered for partners.

**Please note:**

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

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

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

### 4.1.3 Ordering party / Internal property page

Ordering party / Ordering party bank:

#### Ordering party data / Ordering party bank data

This property page also provides detailed Ordering party data/Ordering party bank data. It is, however, not possible to edit Ordering party data/Ordering party bank data here.

Payment orders				
Additional information	Direct debit additional	LDGR data	Times	Reversal
Payments	Partner	Ordering party / Internal	Ultimate parties	
Order no.	MCCT160705000001		Single order	
End-To-End reference	E2EC151119000001		Credit transfer	
Ordering party				
NAME/IBANC				
WEG 1				
KOELN				
DE GERMANY				
06/07/2016				
Ordering party bank				
COLSDE33XXX				
Stadtsparkasse				
Einzelsatzbuchung möglich				
Internal data				
Supplementary ID-Groups		ID-Group	?	
Entered by	2	1. Approval		2. Approval
<div> <div>&lt;</div> <div>&gt;</div> <div>Delete</div> <div>Print</div> <div>Help</div> <div>Save</div> </div>				

#### Internal data:

#### **Internal data**

The "**Internal data**" are designed for data required to describe the order or further processing.

#### **ID-Group / Supplementary ID-Groups**

"**ID Groups**" are criteria used to select particular payment orders at a later stage. ID Groups are displayed, for example, when you choose [**Select**] in the Selection dialog box or when you Create payment order files.

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-Group for input with user name**" on the *Payments property page* in the SEPA 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 SEPA parameters, each ID-Group will be prompted from the order added before.

To add the supplementary ID-Groups two further lines are available.

#### **Entered by, 1. Approval, 2. Approval**

Finally, it is displayed here who has entered the order or who has made approvals.

#### 4.1.4 Ultimate parties property page

Ultimate Partner (*Ultimate Creditor/Debtor*):

## Ultimate partner data

If an ultimate partner not identical to the respective account owner is known, then this partner can be entered here. If already stored, the ultimate partner can be chosen from the *Partners reference table* using the [?] button, e.g. the ultimate beneficiary in the case of a credit transfer.

Enter name, address and identification of the ultimate partner otherwise manually.

Payment orders		—	□	✕
<b>Additional information</b>	<b>Direct debit additional</b>	<b>LDGR data</b>	<b>Times</b>	<b>Reversal</b>
<b>Payments</b>	<b>Partner</b>	<b>Ordering party / Internal</b>	<b>Ultimate parties</b>	
Order number	MCCT160705000001	Single order ▼		
End-To-End Reference	E2EC151119000001	Credit transfer ▼		
<b>Ultimate Partner</b> <div style="margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">?</span> <input style="width: 100px;" type="text"/> <input style="background-color: #f0f0f0; padding: 2px 10px; margin-left: 10px;" type="button" value="Include in reference table"/> </div> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text"/>  <input style="width: 100%;" type="text"/>  Street <input style="width: 100%;" type="text"/>  Town <input style="width: 100%;" type="text"/>  Postcode <input style="width: 60%;" type="text"/> <span style="background-color: #f0f0f0; width: 40%;"></span>  Country <span style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">?</span> <input style="width: 20px;" type="text"/> <span style="background-color: #f0f0f0; width: 70%;"></span>  Identification <input style="width: 100%;" type="text"/> ▼  <input style="width: 100%; background-color: #f0f0f0;" type="text"/> </div>				
<b>Ultimate ordering party</b> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text"/>  <input style="width: 100%;" type="text"/>  <input style="width: 100%;" type="text"/>  <input style="width: 100%;" type="text"/>  <input style="width: 100%;" type="text"/> </div> <div style="margin-top: 20px;"> <input style="width: 100%;" type="text"/> ▼ <div style="float: right; text-align: right;">  06/07/2016 ▼ </div> </div> <div style="margin-top: 10px;"> <input style="width: 100%;" type="text"/>  <input style="width: 100%; background-color: #f0f0f0;" type="text"/> </div>				

<
▶
Delete
Print
Help
Save

Ultimate Ordering Party (*Ultimate Debtor/Creditor*):

**Ultimate ordering party data**

If an ultimate ordering party not identical to the respective account owner is known, then this can be entered here. The complete data of an ultimate ordering party can be displayed here for your information, if selected on the *Payments property page* and already stored in the *Ordering parties reference table*. It is, however, not possible to edit the ultimate ordering party data here.

### 4.1.5 Additional information property page

#### Instructions

Additional information such as instructions to your bank can be entered on this property page.

Entries can only be made here, if the chosen scheme supports this (at the moment with the formats UNIFI and STUZZA).

If extensive regulatory reporting is required (e.g. as in Bulgaria), these data can be entered using a separate property page.

The screenshot shows a window titled "Payment orders" with standard window controls (minimize, maximize, close). The window contains a tabbed interface with the following tabs: "Payments", "Partner", "Ordering party / Internal", "Ultimate parties", "Additional information", "Direct debit additional", "LDGR data", "Times", and "Reversal". The "Additional information" tab is currently selected. Within this tab, there are two rows of input fields. The first row contains "Order number" with the value "MCCT160705000001" and a dropdown menu set to "Single order". The second row contains "End-To-End Reference" with the value "E2EC151119000001" and a dropdown menu set to "Credit transfer". Below these fields is a section labeled "Instructions" with a large, empty text area for input.

#### 4.1.6 Direct debit additional property page (only if Direct Debits module is installed)

Direct debit-specific information can be entered on this property page.

**Payment orders**

Payments	Partner	Ordering party / Internal	Ultimate parties
Additional information	Direct debit additional	LDGR data	Times
			Reversal

Order number: MCDD160704000005    Single order

End-To-End reference: E2ED151125000001    Direct debit

Repetition frequency: One off

Include in reference table

Mandate-ID: ? MANDATSID012345678900FFB2B

Description:

Signature date: 17/09/2014

Mandate framework: ☐

Creditor identification no.: DE98ZZZ09999999999

**Mandate amendment**

Date of amendment: 12/05/2015

Original Mandate-ID: MANDAt01

Original ord. party: AUFTRAGGEBERNAME

Original creditor identification no.:

Original partner a/c.:

Change debtor bank: ☐

Transmit mandate amendments: No

< > Delete Print Help Save

##### Repetition frequency

Use a selection list box to choose whether the direct debit is a first, one-off, recurrent or a final direct debit.

##### **Mandate-ID**

To enter the Mandate-ID, you can access the entries of the Mandates reference table using the [?].

On mandates selection only the partner chosen on the *Payments property page* is displayed, since only its mandates may be assigned.

The fields **mandate-ID** (mandatory field), **description**, **signature date** (mandatory field) and **creditor identification no.** (display only; need to be entered for the ordering party before) are then filled according to your choice.

The selection of the option "**Mandate framework**" has the effect that in standing orders with an end date the last direct debit is not sent with the flag "FNAL" and the mandate remains active.

Click on the [**Include in reference table**] button to add new data to the *Reference table Mandates*. The new data then will be available when you enter new payment orders by clicking on [?].

It is also possible to enter **one-off mandates**, since the mandate fields (mandate-ID, date of signature) are stored in the payment record.

##### Mandate amendment:

In case of a modified direct debit mandate the original information (**Mandate-ID, ordering party, creditor identification number, a/c. number**) is also shown (cf. to Chapter 3.6.2: *Amendment details property page*).

##### **Transmit mandate amendments** (only possible with repetition frequency "Recurrent" or "Final")

If the direct debit amendments were not yet transmitted, the field is filled with "**Yes**". On file creation this amendment information is written into the file. Besides this, the fields "Transmission date" and "Transaction reference of the transmission" are filled in the mandate administration cf. to Chapter 3.6.2: *Amendment details property page*).

At the next direct debit entry the field is filled with "**No**" then.

This mechanism ensures that the data is transmitted exactly once. After this the change details are only transmitted if the selection field is set to "Yes" explicitly.

If an unchanged mandate is selected, the field is empty.

### 4.1.7 LDGR data property page

#### View LDGR data

Click on the LDGR data property page if you want to view the Ledger Accounting System data (**LDGR data**) calculated from the data already entered.

The screenshot shows a software window titled "Payment orders" with standard window controls (minimize, maximize, close). The window contains several tabs: "Payments", "Partner", "Ordering party / Internal", "Ultimate parties", "Additional information", "Direct debit additional", "LDGR data" (which is the active tab), "Times", and "Reversal".

Under the "LDGR data" tab, there are two rows of input fields:

- Order number: MCCT160705000001
- End-To-End Reference: E2EC151119000001

Below these are two dropdown menus:

- Single order (selected)
- Credit transfer (selected)

The main section of the form contains the following fields:

- Deduction amount: 0.00
- Tax amount: 0.00
- LDGR payables a/c.:
- LDGR receivables a/c.:
- Tax rate in %: 0.00
- LDGR tax a/c.:
- LDGR revenue a/c.:
- Deduction rate in %: 0.00
- LDGR deduction a/c.:
- Deduction type: Discount (selected from a dropdown)
- A/c. name: ORDERING PARTY ACCOUNT 1

At the bottom of the window, there is a toolbar with the following buttons: "<", ">", "Delete", "Print", "Help", and "Save".

The following data will then be displayed:

- Deduction amount
- Tax amount
- LDGR payables (creditors) account
- LDGR receivables (debtors) account
- Tax rate in %
- LDGR tax a/c
- LDGR revenue account
- Deduction rate in %
- LDGR deduction a/c
- Deduction type
- Account name

The LDGR data cannot be edited here.

### 4.1.8 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.

The screenshot shows a software window titled "Payment orders" with standard window controls (minimize, maximize, close). The window contains several tabs: "Payments", "Partner", "Ordering party / Internal", "Ultimate parties", "Additional information", "Direct debit additional", "LDGR data", "Times" (which is the active tab), and "Reversal".

Under the "Times" tab, there are two rows of input fields:

- Order number: MCDD151203000001
- End-To-End reference: E2ED151203000001

Below these are five rows of date and frequency fields:

- First time: 07/12/2015 (with a calendar icon)
- Last time: 07/12/2015 (with a calendar icon)
- Last execution: 03/12/15
- Due date: 07/12/2015 (with a calendar icon)
- Frequency: Weekly

At the bottom of the window, there is a row of buttons: "<", ">", "Delete", "Print", "Help", and "Save".

**Standing orders** are orders that have a fixed payment cycle.

Specify the **First** and **Last time** 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 execution**" 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.

In the case of standing orders, the "Due date" is not entered until you have confirmed your entries in the standing order dialog box 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: *Approvals 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: *Approvals 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.

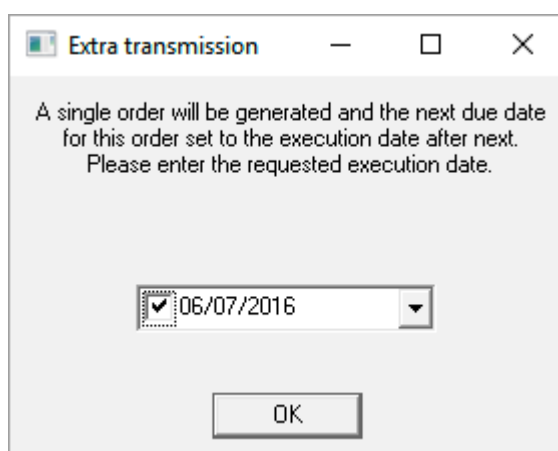
If the orders should be provided a certain time **before** the due date, a lead time can be defined using the parameter **"Lead time for setting up variable amount orders as single orders"** on the *General (parameters) property page*. This lead time affects that the orders are provided as single orders **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 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 SEPA-Approval- parameters, this order must also be approved.

The order is only added to the Payment order file when the next payment order 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. Enter the required execution date and confirm with **[OK]**.



The following applies to the **due dates of standing orders and variable amount orders**:

For the fields **"First time"** and **"Last time"** dates on weekends are allowed, since these are used for the calculation of the frequency (e.g. "execution always on the first day of the month").

The due date (ReqExecutionDate/ReqCollectionDate) is checked for each execution and adjusted if necessary as follows:

- a) Credit transfers: Shift to the workday **before** the weekend
- b) Direct debits: Shift to the workday **after** the weekend, taking into account the submission deadlines

For the earliest transmission the following applies:

- a) Credit transfers: due date minus lead time days of the ordering party bank, at the earliest the system date
- b) Direct debits: like a), also check whether due date minus submission deadline is greater / equal to the calculated transmission date, otherwise the due date is shifted to the future

### 4.1.9 Reversal property page (only if additional module is installed)

***The property page can only be selected, if the additional module "SEPA Payment Reversal" is installed.***

If payment reversal are allowed (bank-specific parameter see Chapter 3.2), payment reversals can be initiated from the payment history (see Chapter 7.4).

The basic data, which cannot be changed, are taken from the archived entry and are inserted as new order in the order (Payment type: Direct debit reversal, label in the order number: MCPR... (=Message Customer Payment Reversal)).

#### Payment orders

Order number	End-To-End reference	Order form	Payment type
MCPR160704000001	E2ED151125000001	Single order	Direct debit reversal

Then you have to enter the reason for the reversal on this property page. This can be done by selecting one from the official **Code list for reversal reasons** (Reversal Reason Codes).

Reason of reversal	AC04 - Closed Account Number
	AC04 - Closed Account Number
	AG02 - Invalid Bank Operation Code
	AM05 - Duplication
	MD01 - No Mandate
	MD05 - Collection Not Due
	MS02 - Not Specified Reason Customer Generated
	MS03 - Not Specified Reason Agent Generated
TM01 - Cut Off Time	

Additionally a **free text** field can be filled.

Payment orders

— □ ×

Payments	Partner	Ordering party / Internal	Ultimate parties
Additional information	Direct debit additional	LDGR data	Times Reversal

Order number	MCPR160704000001	Single order
End-To-End Reference	E2ED151125000001	Direct debit reversal

Reason of reversal	MS02 - Not specified reason customer generated

### 4.1.10 Using templates

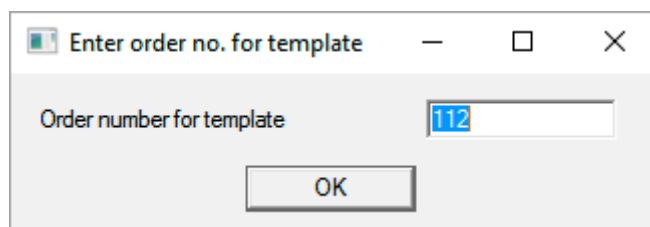
**Templates** are fully completed payment orders with the exception of the amount and the due date.

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.

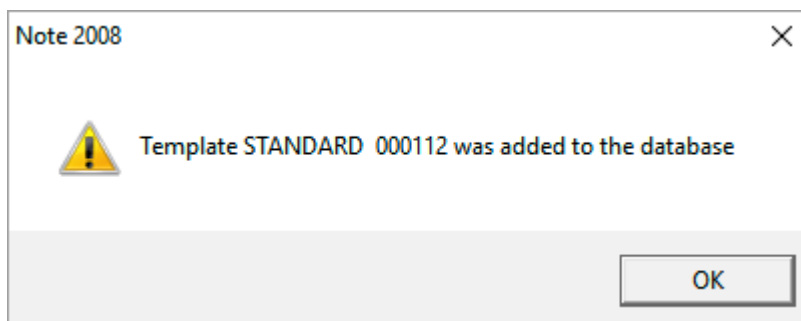
In addition, you have the option to generate a template after selecting the order type "Templates" explicitly and to save it (even incompletely!).

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 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**].



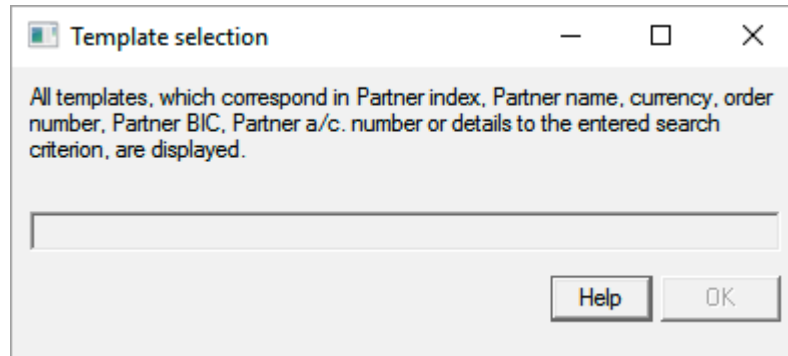
#### Select an existing template

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.

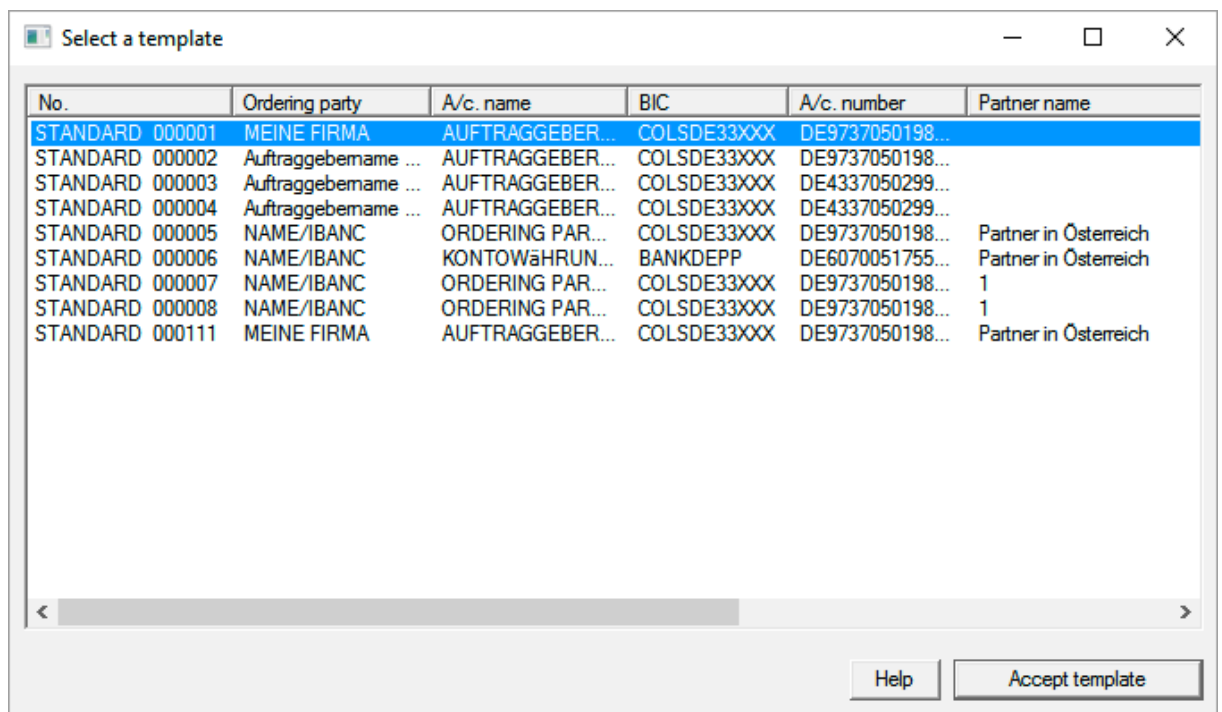
If you have checked the parameter "**Selection before showing templates**" (see Chapter 2.1.1: *General property page*), a selection dialog box opens before selecting the template in which you can restrict the number of templates.

You have the option to select within template number, ordering party name, a/c. name, Swift address, a/c. number, Partner name, currency and 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 dialog box 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 dialog box which now opens contain data except for the amount and the due date boxes.

For direct debit templates, the following applies:

After the first creation of a direct debit from a template, the repetition frequency (sequence type) is automatically changed from "First" to "Recurrent" in the template.

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## 5 Approvals

Payment orders (single orders, standing and variable amount orders) must be approved before they are added to a payment order file (cf. Chapter 6: *Create payment order files*) or, for cheques, output to a cheque printer.

You can suppress approval of single orders (credit transfers, direct debits (Core/B2B), urgent transfers, payment reversals) with the parameter "**No. of approvals**" (see Chapter 2.1.2: *Approvals property page*) by setting the No. of approvals to **-None-**.

Regardless of the value entered under "No. of approvals" (cf. Chapter 4.1.8: standing and variable amount orders *Standing orders* and *Variable amount orders*) must be approved.

Start the "**Approval**" function

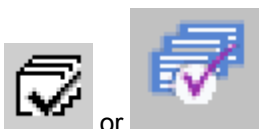
- by choosing menu item -Payment orders- / -Approvals-

or

- by clicking on



for single approvals or



for approval by account.

After choosing -Approvals- from the menu bar, a submenu appears containing the items

- Single approval
- Account by account approval.

If

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

and

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

then

all orders are added (credit transfers or direct debits) to the Planning database after approval. all orders are added to the Planning database after approval. Please note, that the ordering party account must be connected with the Cash Management account. Information on plan data is contained in the User Manual and Help texts for the Cash Management module.

All orders are stored in the Planning database with their key data. The "**Value date**" box contains the execution date of the order. The beneficiary name is entered in the **first line of the details**. The **second line of the details** is filled with the first line of the order details.

*Intra-Company-Payments* ("Own account") cause two entries with details 1 / 2 and value date, but with an opposite algebraic sign of the amount: One record as described above for the Cashmanagement account of the ordering party. A second entry for the Cashmanagement account of the *Intra-Company* beneficiary. The first line of the details is filled with the ordering party name in this case.

**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 payment entry.

## 5.1 Single approval

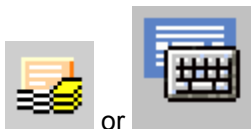
Start the "Single approval" function by

- choosing menu item -Payment orders- / -Approvals- / -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 -Payment orders- / -Approvals- / -Single approval- the database overview for the payment orders already entered appears.

Single approval Single orders

PLEASE NOTE: If required, the due date of the direct debit collections is adapted according to the SEPA policies!

Order number	End-To-End reference	Order form	Payment type	Ordering party	Partner	Currency	Amount	Due date	Approvals	from
MCCT160705000001	E2EC151119000001	Single order	Credit transfer	NAME/IBANC COLSDE33X... DE9737050...	1 COKSDE... DE60700...	EUR	14.923.00	06/07/16	0	1
MCDD151204000001	E2ED151203000001	Single order	Direct debit	MEINE FIRMA COLSDE33X... DF9737050	1 COKSDE... DF60700	EUR	1.00	08/07/16	1	1

Select Print Details Do not display approved ones Show order type Single orders Help

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

Use the **[Do not display approved ones]** 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
- and
- Due orders

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

Report type -Overview- lists all the orders in the database with their key data. Report type -Due orders- lists only the due orders, closing with a balance of the individual items listed.

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 [**Approve**] 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 payment order file.

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

- **only a single approval** is necessary, the user who has entered the payment order can approve the order (unless the parameter "**Editor of payment order may not approve this**" has been set; see also Chapter 2.1.2: *Approvals property page*). After clicking on [**Approve**], the button label changes to [**Cancel approval**]. Clicking on [**Cancel 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** (unless the parameter "**Editor of payment order may not approve this**"; see above). After clicking on [**Approve**], the button label changes to [**Cancel approval**]. Clicking on [**Cancel 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 [**Approve**] for this new user. As soon as this second user has approved the order, the button label changes to [**Cancel approval**] to allow both approvals to be reversed. To approve the order, it must be approved again by both users.

The screenshot shows a software window with a light blue header. Below the header, there are three input fields: a checkbox labeled 'Use COR1 scheme' which is unchecked, a 'Due date' field with a calendar icon and the date '06/07/2016', and an 'Earliest transmission' field with the date '06/07/16'. Below these fields is a section labeled 'Approvals' showing '0 of 1'. At the bottom of the window, there is a row of buttons: '<', '>', 'Print', 'Help', and 'Approval'.

As the detailed view of the payment approval is primarily a **display function**, the data can be viewed here but cannot be edited. The corresponding boxes are therefore inactive.

The boxes on the **Payments property page** thus correspond to the fields in the dialog box for payment orders entry (cf. Chapter 4.1.1: *Payments property page*).

For direct debits, the due date is matched according to the SEPA guidelines if necessary.

The boxes on the **Partner** property page are the same as the boxes in the dialog box for partner data entry (cf. Chapter 4.1.2: *Partner property page*).

The boxes on the **Ordering party / Internal** property page are the same as the boxes in the dialog box for ordering party data entry (cf. Chapter 4.1.3: *Ordering party / Internal property page*).

The boxes on the **Ultimate parties** property page correspond to the fields in the dialog box for ultimate ordering parties/partners (cf. Chapter 4.1.4: *Ultimate parties property page*).

The boxes on the **Additional information** property page are the same as the boxes in the appropriate dialog box (cf. Chapter 4.1.5: *Additional information property page*).

The boxes on the **Direct debit additional** property page (only available in case of installation of the SEPA Direct Debit module) correspond to the fields in the dialog box for additional direct debit data entry (cf. Chapter 4.1.6: *Direct debits additional property page*).

The boxes on the **LDGR data** property page correspond to the fields in the dialog box for LDGR data entry (cf. Chapter 4.1.7: *LDGR data property page*).

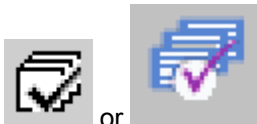
The boxes on the **Times** property page are the same as the boxes in the appropriate dialog box (cf. Chapter 4.1.8: *Times property page*).

The boxes on the **Reversal** property page are the same as the boxes in the appropriate dialog box (cf. Chapter 4.1.9: *Reversal property page*).

## 5.2 Approval by account

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

- choosing menu item -Payment orders- / -Approvals- / -Approval by account -
- or
- by clicking on the icon

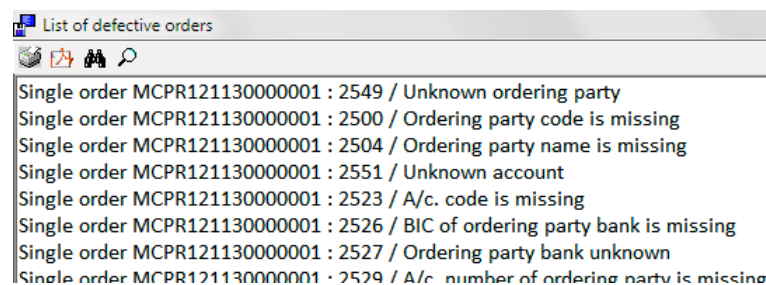



The number of approvals that are required can be set by the parameter "**No. of approvals**" on the *Approvals property page* (see Chapter 2.1.2) access from the menu item -Administration- / -SEPA parameters-. If two approvals are specified (incl. the optional parameter of the amount above which two approvals are required), both approvals **CANNOT** be entered **by the same user**.

If you are not authorized 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.

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

If you try to approve orders by account from included third-party files, thus incomplete orders are listed in a "list of defective orders".



Using the button  (symbol "Process 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 / BIC / IBAN / A/c. currency".

**Approval by account**

NOTE: Marked entries will be approved. (Mark with mouse or space-bar)  
 With double-click you can view details of the order  
 PLEASE NOTE: If required, the due date of the direct debit collections is adapted according to the SEPA policies!

Account / BIC / IBAN / A/c. currency  
 1 / COLSDE33XXX / DE97370501980033633322 / EUR

Value-dated balance including approved records: 2.00  
 Total of non-approved records: 0.00  
 Total of approved records: -12,347.00

Order form	Payment type	Order number	Ordering party	Partner	Currency	Amount	Due date
✓ Single order ...	Direct debit ...	MCDD160704000005	MEINE FIRMA	1	EUR	12,345.00	13/07/16
✓ Standing order ...	Direct debit ...	MCDD151203000001	MEINE FIRMA	1	EUR	1.00	

Highlight all      Delete highlight(s)      Help      Approve orders

The upper part of the dialog box shows the account balance (**value-dated balance including approved records**), the balance of non-approved records as well as the balance of approved records 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 account by account approval that 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 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 records** is derived from the amounts of the payment orders **not** checked in the current account by account approval.

The program calculates the **total of approved records** 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 account by account approval 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 and payment type, name of Ordering party, name of Partner, 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 account by account approval procedure.

**Please note:**

The payment orders displayed for account by account approval are normally shown as orders awaiting approval. However, if you have checked "**Default approvals to NO**" on the *General (parameters) property page*, the payment orders listed for account by account approval 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 check mark. You can use [**Delete highlight(s)**] 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 approval is to be effected for the "ticked" orders, select the [**Approve orders**] function.

For direct debits, the due date is matched according to the SEPA guidelines if necessary.

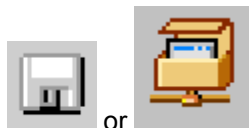
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## 6 Create payment order files

All due and approved payment orders are saved to a payment order file.

To write a payment order file, click on



or choose menu item -Payment orders- / -Create payment order files-.

### Please note:

Payment order files must be linked with a suitable **bank parameter file** (BPD) in order to define the comms process. We recommend to connect the BPD file to the bank or account data already at the first data entry in the corresponding reference tables.

If you edit orders with bank connections **without BPD** linkage, the result depends on the type of file creation (see chapter 2.1.4: *File creation property page*).

With **Single bank-oriented file creation** it is possible to assign a BPD file **afterwards**.

With **Multi-bank file creation** these orders will not be processed. These orders will be recorded in a list.

If

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

then

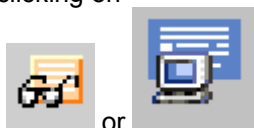
for the orders added to the payment order file a record is entered in the Planning database, separated for transfers and direct debits respectively. Please note, that the ordering party account must be connected with the Cash Management account. Information on plan data is contained in the User Manual and Help texts for the Cash Management module.

As **"first line of the details"** the payment order file name and the creation date is entered; the **"second line of the details"** is occupied with the name of the ordering party. The **"Value date"** box contains the creation date of the file.

*Intra-Company-Payments* ("Own account") cause two entries with details 1 / 2 and value date, but with an opposite algebraic sign of the amount: One record as described above for the Cashmanagement account of the ordering party. A second entry for the Cashmanagement account of the Intra-Company beneficiary. The "second line of the details" is filled with the name of the Intra-Company beneficiary in this case.

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

or by clicking on



(see Chapter 6.3: *Display payment order files*).

## 6.1 Single bank-oriented file creation

If you have checked the parameter **"Switch off multiple file creation"** on the *File creation property page*, a dialog box opens in which you can enter the specifications for the payment order file you are going to create.

Follow these steps to create a payment order file:

- Enter the name of the payment order file
- Define time frame for file creation
- Enter ID Groups
- Specify payment type
- View due orders
- Enter Ordering party
- Enter Bank Code
- Select a summary list
- Define the number of cover notes
- Define output medium

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

**Create payment order file**

Name payment order file: 16070701

Execution date up to: 17/07/2011

ID-Group: ?

Supplementary ID-Groups:

Payment type: Credit transfer

Ordering party: ?

Ordering party bank: ?

Print short list: None

Print cover note: None

Print medium: PDF

Existing payment order files:

15112303.CCT	15112501.CD1	15120302.CD1	16070401.CD
15112304.CCT	15112601.CPR	16070401.CCT	16070402.CC
15112501.CCU	15120301.CD1	16070401.CCU	16070501.CC

< >

Due orders Help OK

The individual steps for single bank-oriented file creation:

#### Enter payment order file name

The program prompts the name in the "**Name of payment order file**" text box according to this general file name convention: **YYMMDDnn**, composed of the system date and a consecutive number, e.g. 16122301.

You can overwrite this with a file name of your choice. The file is stored in directory `..\SPAWIN` under the name you have entered. The extension is set according to the chosen payment type.

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

The payment order file is automatically deleted from directory `..\SPAWIN` after transmission to the bank.

#### Define time frame for file creation

All orders with dates **up to the execution date** entered here can be added to the payment order file.

If you have included lead time days for file creation in the *Banks reference table*, the system date is increased by the highest number of these days used. In addition to the lead time days also the submission deadlines for direct debits must be considered at this point. Therefore, always a date in the future will be shown even if lead time days for all bank are equal to "0".

You can overwrite the prompt with a date of your choice between the system and the proposed date in the future or choose it using the calendar function.

#### Enter ID-Group

ID-Group/supplementary ID-Groups are used to limit the orders included in the payment order file. Specify the ID-Group in the payment order using the *Ordering party / Internal property page* (see Chapter 4.1.3).

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. The same applies with **supplementary ID-Groups**. To supplement the ID-Group two further lines are available.

If you choose an ID-Group the Comms. batch has the same ID-Group in the File manager (see chapter 5.1.1 of the Core module). Otherwise the program generates an ID-Group.

#### Specify payment type

You can create payment order files for a specific payment type. Click on the drop-down arrow to the right to open the list box.

Choose between

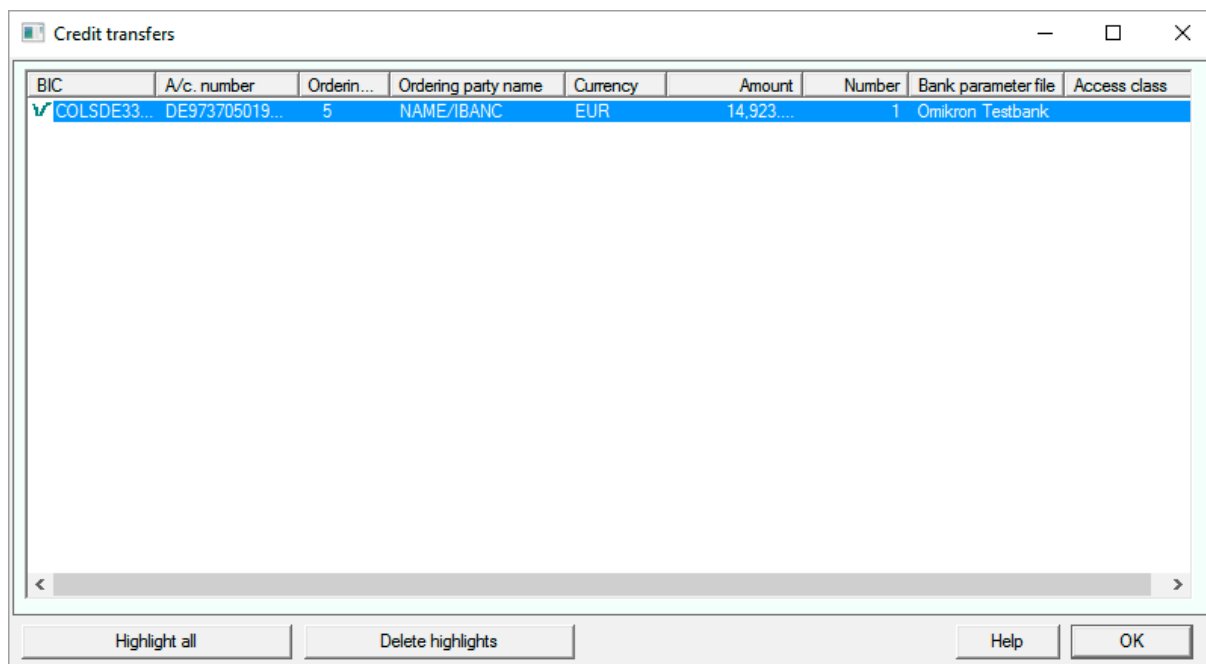
- **Credit transfer**
- **Direct debit**
- **B2B direct debit**
- **Urgent transfer**
- **Direct debit reversal**

#### View due orders

Click on [**Due orders**] (down on the left) to view due payment orders.

Depending on the chosen time frame, ID-Group/supplementary ID-Group(s) and payment type, a database overview with the respective due orders is displayed after clicking on [**Due orders**].

The essential details such as Swift address, a/c. number, ordering party code, ordering party name, currency, sum of amounts, number of the respective orders, name of bank parameter file and access class are listed for each ordering party bank connection.



Click the individual records to check (tick) the wanted bank connection.

To remove the (all) highlight(s), press the **[Delete highlights]** button. Use the **[Highlight all]** button to mark all orders at once (of course, with the single bank-oriented file creation only the selection for one bank is possible).

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 connection (**Ordering party + Ordering party bank**) 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 parties reference table.

#### Enter Ordering party bank

To enter the Ordering party bank, either enter

- the corresponding bank code
- or
- choose the bank using the **[?]** from the list of all ordering party banks saved in the Banks reference table.

**Select a short list printout**

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

Choose between:

- None
- One-line
- Two-line and
- Complete.

Using the SEPA parameter "**Short list at file creation**" on the *File creation property page* the selection can be predefined. Of course, this pre-setting can be changed here.

**Select the number of cover notes**

Here you can 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.

Using the SEPA parameters "**No. of cover notes at file creation on hard disk**" on the *File creation property page* the selection can be predefined. Of course, this pre-setting 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 SEPA 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 SPADATEI.PDF is made in the directory of the user..MCCWIN\USERS\<User name>.

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

**Display orders which can be sent**

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 displayed after you have confirmed the "Create file" window with **[OK]**.

All of the orders that are waiting to be added to the payment order file will be displayed here, where each line corresponds to one order. If required, you can remove some of the orders to be added to the payment order file by unchecking 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 highlights]** button. Use the **[Highlight all]** button to mark all orders at once.

You can view the details of each order by double-clicking on the respective order.  
For direct debits, the due date is matched according to the SEPA guidelines if necessary.

Create the payment order file by adding the checked orders to the file using the **[Create files]** button.

Orders which can be sent

PLEASE NOTE: Highlighted orders are included in file(s) (Highlight by mouse click or space bar).  
With double-click you can view details of the order.  
PLEASE NOTE: If required, the due date of the direct debit collections is adapted according to the SEPA policies!

BIC	A/c. number	Ordering party	Due date	Currency	Amount	Partner	Order form	No.
✓ COLSDE33...	DE9737050198...	NAME/IBANC	07/07/16	EUR	14,923.00	1	Single order	MCCT160705000001

Highlight all      Delete highlights      Help      Create files

### Display files to be sent

If you have checked the **"With display files after creation"** option on the *File creation property page*, a list box showing all the files which can be sent will be displayed after you have confirmed the "Create file" window with **[OK]** or -if activated- the "Orders which can be sent" window with **[Create files]**.

Files which can be sent (ID-Group file manager: SPA27191)

PLEASE NOTE: View details by double clicking the order.

Payment order files	BIC	Bank parameter file	Session type	Total of amounts	No. of orders
16070701.CCT	COLSDE33XXX	Omikron Testbank	CCT	14,923.00	1

Help      Prepare files for Comms.

In the window title bar the ID-Group is shown, which is used for the Comms. batch of the file in the file manager of the Core module. Usually this is an automatically generated ID consisting of the abbreviation SPA and a number of five digits.  
If you have specified an ID-Group in the "Create file" window before, it will be used instead.

You can view the details of the appropriate file by double-clicking on the respective entry.

After pressing the [**Prepare files for comms.**] button and, if applicable, further prompts concerning Comms. (see below), 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.

After the preparation to send., some steps concerning the subsequent Comms. follow.

The steps in the overview:

- Select bank (if BPD file has not been assigned before 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 bank** (only for single bank-oriented file creation)

If you have not already assigned the bank parameter file to the corresponding bank (or account) when maintaining the reference tables, a window appears to select the bank/BPD file afterwards.

\*.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.

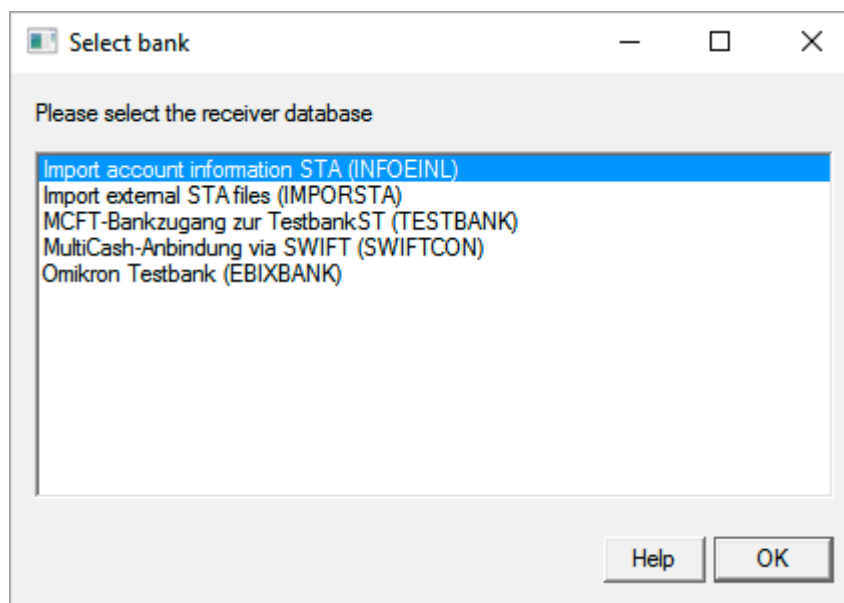
The \*.BPD files to be used are either on a separate disk ("**Bank diskette**") or stored in a directory on the hard disk with the default directory name ..\DAT in the Core module.

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 following list box displays all bank parameter files saved in the default directory ..MCCWIN\DAT or the EPFT BPD files on external medium (if the system parameter "**Prompt EPFT bank parameter files also from external medium**" is set on the *Program property page* cf. Chapter 6.1.2 in Core module) and the medium has been inserted [drive letter in brackets behind the BPD file name].

Press [**Yes**] if you want to choose a BPD file from medium (and the medium has been inserted). Choose [**No**] if only the BPD file(s) on the hard disk should be available for selection. Use [**Cancel**] to terminate the prompt.

Double-click or click / position the cursor and press [**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 ("Send file"), which is differently arranged according to the selected transmission method.

#### Enter the Comms. password

The payment order file saved on the hard disk and which will be added to a Comms. session file must be protected by entering a **Comms. password**, if it was not stored in the bank parameter file, so that it can be automatically sent to your bank.

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. Further information is contained in the documentation on the Comms. module.

#### Check ES

Check the "**with (bank specific) 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 MCFT, EBICS or FTAM / FTP.

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 payment order file electronically before transmission.

The screenshot shows a Windows-style dialog box titled "Include in Comms. batch". It has standard window controls (minimize, maximize, close) in the title bar. The dialog is organized into several sections. The first section is labeled "Comms. password" and contains a single-line text input field. The second section, titled "With Electronic signature", contains three checkboxes: "With Electronic signature" (checked), "Send signature separately" (unchecked), and "Initiate distributed signature" (unchecked). The third section contains two checkboxes: "Encrypt file" (checked) and "Compress file" (checked). The fourth section contains a checkbox for "Start Comms. now" (unchecked) and a label "On workstation" followed by a dropdown menu currently showing "Own". At the bottom right of the dialog are two buttons: "Help" and "OK".

**Send ES separately**

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

**Distributed signature**

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

**Sign file directly**

If you check the "**Sign file directly**" box, the dialog box for signing with ES medium follows immediately after this dialog. Alternatively, an entry is made in the File Manager, where you have the option of signing.

Confirm the prompt for inserting the ES medium by clicking the **[OK]** button. Subsequently, the fields "ES user" (default is current user) and "ES password" will be shown, which should be filled accordingly.

**Activate encryption**

Check the "**Encrypt file(s)**" 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*).

**Activate 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 payment order file before transmission.

### Check **"Start Comms. now"**

If you have checked **"Start Comms. now"**, the payment order file is sent to the selected bank immediately via Comms. (if necessary, after some steps concerning ES). 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 (list box **"On workstation"**).

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

If you have checked the **"Sign file directly"** box, you will now be asked to issue your Electronic Signature using the chosen ES medium.

The "Transfer" (more exactly: the preparation of the payment order file for the transfer via Comms.) is now completed (a corresponding Comms. batch has been included in the file manager of the Core module).

If you have ticked the **"Start Comms. now"** box, the Comms. batch is executed immediately afterwards.

## 6.2 Multi-bank file creation

If you have **not** checked the parameter "**Switch off multiple file creation**" on the *File creation property page*, a shorter dialog box is opened in which you can enter the specifications for the Payment order file(s) you are going to create.

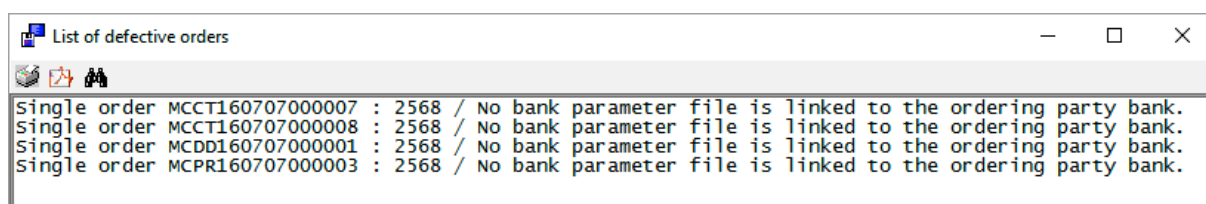
To create a payment order file using the multi-bank procedure you simply have to carry out the following steps:

- Define time frame for file creation
- Select a summary list printout
- Define the number of cover notes
- Define output medium
- Enter an ID-Group

Confirm these entries with [**OK**]. The payment order file(s) will then be created.

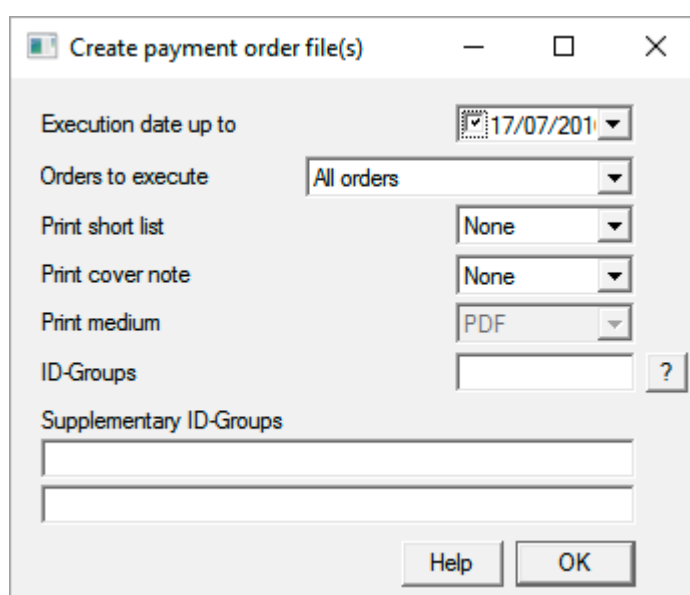
**Please note:**

Orders with a bank connection, for which no BPD was selected **before**, are rejected as defective on payment order file(s) creation.



Each of the following dialogs for order display or file display can be deactivated using the parameters "**With preview**" and "**With display of files after creation**" on the *File creation property page*.

As soon as the payment order file is created, the orders added to the payment order file are 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 the execution date** entered here can be added to the payment order file.

If you have included lead time days for file creation in the *Banks reference table*, the system date is increased by the highest number of these days used. In addition to the lead time days also the submission deadlines for direct debits must be considered at this point. Therefore, always a date in the future will be shown even if lead time days for all bank are equal to "0".

You can overwrite the prompt with a date of your choice between the system and the proposed date in the future or choose it using the calendar function.

#### Select a short list printout

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

Choose between:

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

Use the SEPA 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 possibly.

You can select between:

- none,
- one or
- two

cover notes.

Use the SEPA 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 SEPA 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 SPADATEI.PDF is made in the directory of the user ..\MCCWIN\USERS\<User name>.

#### Enter ID-Group

ID-Group/supplementary ID-Groups are used to limit the orders included in the payment order file. Specify the ID-Group in the payment order using the *Ordering party / Internal property page* (see Chapter 4.1.3).

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 added to

the payment order file(s) to be created afterwards. The same applies with **supplementary ID-Groups**. To supplement the ID-Group two further lines are available.

If you choose an ID-Group the Comms. batch has the same ID-Group in the File manager (see chapter 5.1.1 of the Core module). Otherwise the program generates an ID-Group.

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

### Display orders which can be sent

If you have checked the **"With preview"** option on the *File creation property page*, a preview showing all the orders which can be added to the payment order file(s) are shown after you have confirmed the "Create file(s)" window by clicking the **[OK]** button. All orders which can be sent will be displayed (i.e. a BPD file has to be added to the appropriate banks **before**). Each line corresponds to one order. If required, you can remove some of the orders to be added by unchecking one (or more) of the orders.

BIC	A/c. number	Ordering party	Due date	Currency	Amount	Partner	Order form	No.	Type
✓ COLSDE33...	DE9737050198...	MEINE FIRMA	11/07/16	EUR	1.00	1	Single order	MCDD151204000001	Direct debits
✓ COLSDE33...	DE9737050198...	MEINE FIRMA	11/07/16	EUR	12,345.00	1	Single order	MCDD160705000001	Direct debits
✓ COLSDE33...	DE9737050198...	MEINE FIRMA	07/07/16	EUR	12,345.00	1	Single order	MCPR160704000001	Payment reversals

Click the individual records to remove or set again the highlight (tick). To remove the (all) highlight(s), press the **[Delete highlights]** button. Use the **[Highlight all]** button to mark all orders at once.

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

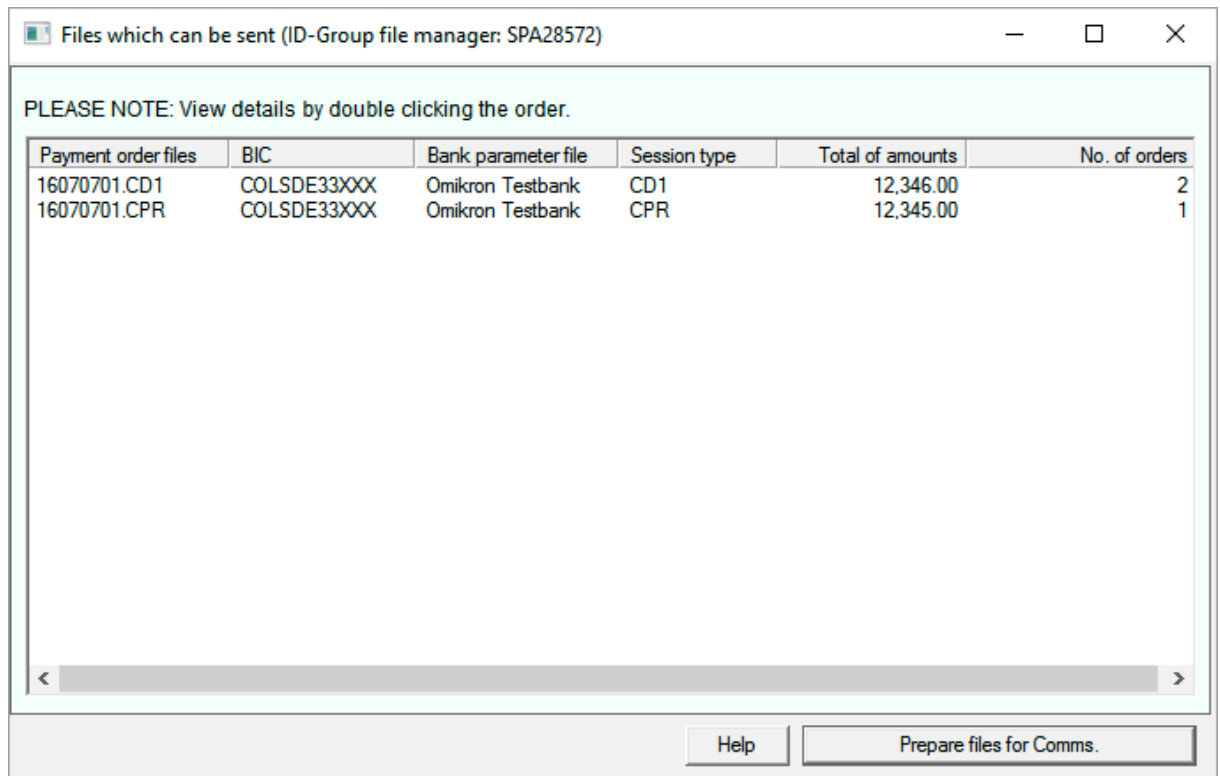
Create the payment order file(s) by adding the checked orders to the file(s) using the **[Create files]** button.

### Display 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 which can be sent will be displayed after you have confirmed the "Create file" window with **[OK]** or -if activated- the "Orders which can be sent" window with **[Create files]**. With multi-bank file creation the program will send one payment order file per bank.

The name of the payment order files generated using the multi-bank procedure has the format **YYMMDDnn.\***, e.g. 16122301.CCT.

In the window title bar the ID-Group is shown, which is used for the Comms. batch of the file in the file manager of the Core module.



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

After pressing the [**Prepare files for comms.**] button and subsequent filling of the Comms. dialog (for further procedure, see Chapter 6.1), the multi-bank file creation is completed.

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

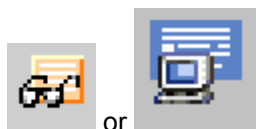
**Please note:**

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

### 6.3 Display payment order files

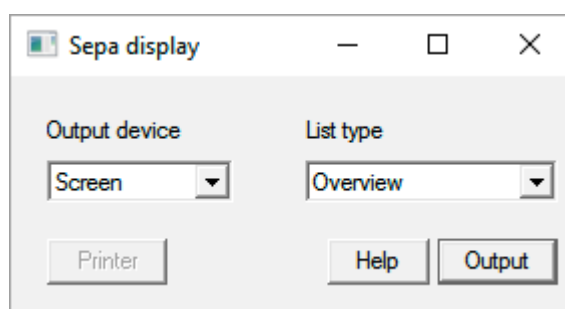
Choose -Display payment order files- to view payment or print different list types (e. g. Overview, Cover note) for the payment order files stored on the hard disk.

Start the function by clicking on



or by choosing menu item -Payment orders- / -Display payment order files-.

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, payment type, Bank Code, account number, Ordering party name as well as date of file creation and execution date.

All orders in the payment order file are then displayed with the Beneficiary name, Bank Code and beneficiary account number, the first line of payment details, text code, 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 their totals are listed as well as checksums for account number and Bank Code.

#### Cover note

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

#### Complete

The list type "Complete" corresponds to a large extent to the list type "Overview". Details for each payment order are listed in complete form, that means with a maximum of 14 lines of details for each order.

**Two lines**

The list type "Two lines" corresponds to a large extent to the list type "Overview". However the first two lines of the details are only listed for each order.

**Compressed**

The header of this list type contains besides the page number, user name, time and date the substantial file information: File name and date of file creation.

The payment order file information is compressed to one line for each customer/account combination. Each line contains besides the bank code account number and customer name, execution date, total of account numbers, total of bank codes, number of orders and total of their amounts.

The list is terminated by the total of the transmitted orders and the the total of amounts per payment order file.

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

After pressing the [**Output**] button a dialog box opens for the selection of the payment order file to be displayed or printed. The dialog box displays the names of the payment order files that are in the current directory ..\MCCWIN (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, additional options are available in the file display.

General information about the file 16070701.CD1					
Number of logical files		Total number of payments		Sum payments	Currency
2		2		12,346.00	EUR
Payment singles overview					
Ord.Party/Receiver COLSDE33XXX / DE97370501980033633322 MEINE FIRMA					
<input type="checkbox"/> Type	Value date	Partner	Details	Amount	Currency
Debit (1)	11/07/2016	1 / COKSDE33XXX / DE60700517550000007229	Miete Dez.8J EREF+E2ED151203000001	1.00	EUR
Totals information of logical file					
Type	Value date	Ordering party	Total number of payments	Sum payments	Currency
Debit	11/07/2016	COLSDE33XXX / DE97370501980033633322 MEINE FIRMA	1	1.00	EUR
End of logical file					
Payment singles overview					
Ord.Party/Receiver COLSDE33XXX / DE97370501980033633322 MEINE FIRMA					
<input type="checkbox"/> Type	Value date	Partner	Details	Amount	Currency
Debit (1)	11/07/2016	1 / COKSDE33XXX / DE60700517550000007229	Miete July8J EREF+E2ED140721000004	12,345.00	EUR
Totals information of logical file					
Type	Value date	Ordering party	Total number of payments	Sum payments	Currency
Debit	11/07/2016	COLSDE33XXX / DE97370501980033633322 MEINE FIRMA	1	12,345.00	EUR
End of logical file					
End of file					

### 6.4 Generate SPAFIBU.TXT

If you have checked the parameter "**Generate SPAFIBU.TXT automatically**" in the menu item - Administration- / -SEPA parameters- on the *General property page*, the **SPAFIBU.TXT** will be created or updated whenever you create a payment order file.

Each order in the payment order file corresponds to one line in SPAFIBU.TXT. In menu item -Administration- / -Import/Export- / -Maintain Import/Export file-, you can define the information in the payment that is to be adopted in the SPAFIBU.TXT file.

SPAFIBU.TXT contains all payments data necessary for further processing and can, for instance, be exported to your general ledger (financial accounting) system. Information on the structure of SPAFIBU.TXT is contained in the **Annex**.

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### 7 Additional functions for orders / payment order files

This Chapter describes the additional functions contained in the -Payment orders- 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 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.

Use the **Import payment order files** function to import already completed payment order files to the Order database of the Payments module.

Use the **Import reject files** function to allocate files with reject information to the payment order files in the history.

## 7.1 View due orders

Use this function to view or print 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 time days**)

Start the -View due orders- function either

- by clicking on



or

- by choosing menu item -Payment orders- / -View 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.  
  
The screen or printed list concludes with a balances line (separate for transfers, direct debits, express transfers and cheques).
- **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.
- **by accounts**  
The due payment orders are displayed sorted by accounts.

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

## SEPA payments

### Due payments

07/07/16

11:09

Page 1

Order number MCCT160707000001			
End-To-End reference E2EC151119000001			
Ordering party NAME/IBANC	Partner 1	Currency EUR	Amount 14,923.00
BIC COLSDE33XXX	BIC COKSDE33XXX	Order form Single order	Due on 07/07/16
IBAN DE97 3705 0198 0033 6333 22	IBAN DE60 7005 1755 0000 0072 29	Payment type Credit transfer	Approvals 0

#### Balances of listed single items (EUR)""

	Credit transfers	Direct debits	B2B-Direct debits	Urgent transfers	Direct debit reversals
No.: Amount	1 14,923.00	0 0.00	0 0.00	0 0.00	0 0.00
Total number 1	Total balance 14,923.00				

## 7.2 Search / Replace data in orders

Use the Search / Replace function to find and replace payment details, amounts, due dates, etc. in existing payment orders. Start the function by choosing menu item -Payment orders- / - Search/Replace-.

Use the upper section of the dialog box to specify the criteria to be used to **search** records. You can use three different fields as limiters. Enter the field name in the first column, the operator in the 2nd column and the relevant field contents in the 3rd column.

### Example 1:

1. Column	1. Field	Due date
2. Column	1. Field	equal to
3. Column	1. Field	23.12.2016

If you define more than one criterion, these 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 2:

1. Column	1. Field	Details
2. Column	1. Field	DISCOUNT
3. Column	1. Field	REBATE

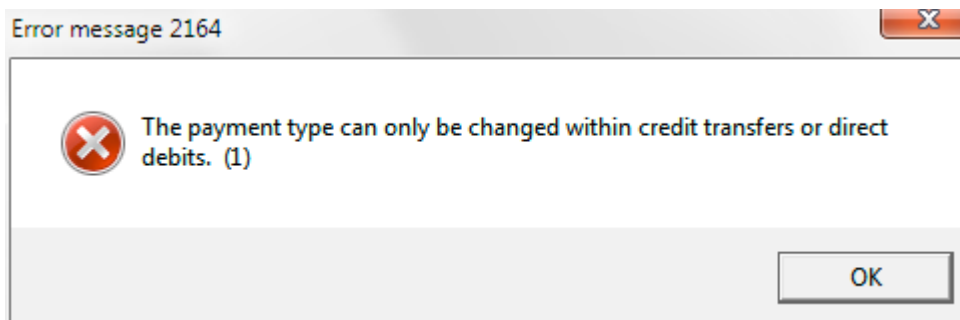
The following also applies here: If you enter more than one criterion, they will be linked by an AND operation.

**Please note:**

Replacement operations concerning the payment type can only be accomplished within the respective variants for credit transfers and direct debits, i.e.:

Transfers ↔ Urgent transfers

Direct debits ↔ B2B direct debits (only, if an appropriate mandate is linked to this payment)



The replacement operation can be run

automatically

or

with a prompt (Replace with prompt).

**[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. Press the [**Replace**] button to replace the fields using the criteria you have entered in the lower half of the dialog box. If, however, you select the [**Continue**] this record will be skipped without replacing any data and the next record corresponding to the search criteria will be displayed.

Each record corresponding to these criteria is shown with its key data in a new dialog box. Press the [**Replace**] button to replace the fields using the criteria you have entered in the lower half of the dialog box. Press the [**Continue**] button to skip this record without replacing any data. The program shows the next record corresponding to the criteria. You can quit the "Find / Replace" function by choosing [**Exit**] to return to the main application window.

### 7.3 Delete orders

Choose 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 account by account approval 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, payment type, order number, ordering party, partner, currency, amount and due date.

The payment orders listed are sorted in ascending order by order number. The list may extend over several pages.

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

Order form	Payment type	Order number	Ordering party	Partner	Currency	Amount	Due date
<input checked="" type="checkbox"/> Single order	Credit transfer...	MCCT160707000001	NAME/IBANC	1	EUR	14.923.00	07/07/16
<input checked="" type="checkbox"/> Standing order ...	Direct debit ...	MCDD151203000001	MEINE FIRMA	1	EUR	1.00	
<input checked="" type="checkbox"/> Template	Direct debit ...	STANDARD 000001	MEINE FIRMA		EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000002	AUFTRAGGEBERNAME...		EUR	0.00	
<input checked="" type="checkbox"/> Template	Direct debit ...	STANDARD 000003	AUFTRAGGEBERNAME...		EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000004	AUFTRAGGEBERNAME...		EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000005	NAME/IBANC	PARTNER IN ÖSTERREICH	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000006	NAME/IBANC	PARTNER IN ÖSTERREICH	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000007	NAME/IBANC	1	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000008	NAME/IBANC	1	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000009	NAME/IBANC	1	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000010	NAME/IBANC	1	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000111	MEINE FIRMA	PARTNER IN ÖSTERREICH	EUR	0.00	
<input checked="" type="checkbox"/> Template	Credit transfer...	STANDARD 000112	NAME/IBANC	1	EUR	0.00	

Buttons: Highlight all, Delete highlight(s), Help, Delete orders

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 mark.

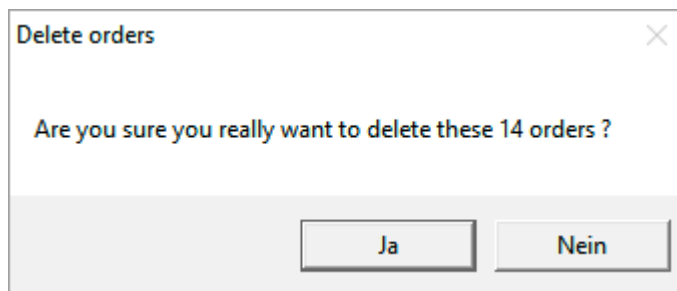
You can use the **[Delete highlight(s)]** button to remove all of the marks at once. Alternatively, you can mark all of the unmarked records at the one time by clicking on **[Highlight all]**.

**Please note:**

The payment orders displayed for deletion are normally shown as orders awaiting deletion. However, if you have checked the default setting "**Default delete to NO**" on the *General parameters property page*, the entries listed for deletion are **not** checked. This means that each payment order to be deleted must be checked separately.

If the "ticked" orders are to be deleted, click on **[Delete orders]**. The program removes the checked payment orders from the database.

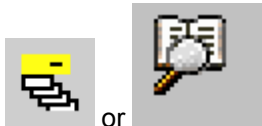
The program deletes the highlighted payment orders after confirming a concluding security prompt with **[Yes]** from the database.



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

or choose menu item -Payment orders- / -Payment history- to start the -Payment history- function.

This opens the Order history 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: *Payments property page*). The period of time for which this information is saved is specified using the SEPA parameter **"Delete payment history after how many days"**. Afterwards, the corresponding entries are automatically deleted from the payment history.

The **database overview** displays per payment order the date of file creation, the type of payments, the ordering party and the partner each with bank details as well as amount, currency, due date and the status of the order in the file manager.

The screenshot shows a window titled "Payment history" with a table of payment orders. The table has columns: File creation date, Payment type, Ordering party, Partner, Currency, Amount, Due date, Revoked, and Reject. The first row shows a Direct debit reversal for MEINE FIRMA on 07/07/16 for 12,345.00 EUR. Below the table are search filters and buttons: Select, Print, File information, and Help.

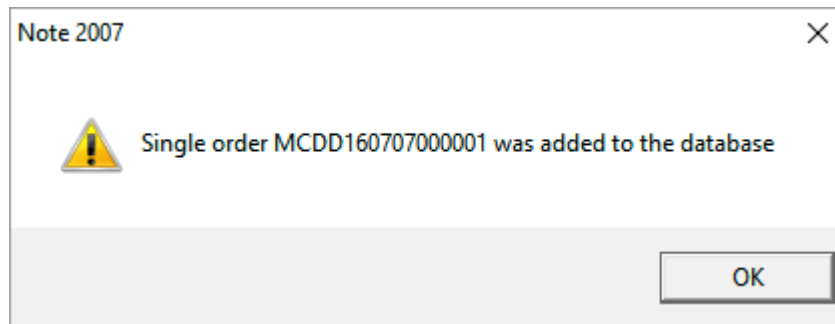
File creation date	Payment type	Ordering party	Partner	Currency	Amount	Due date	Revoked	Reject
07/07/16	Direct debit reversal	MEINE FIRMA	1	EUR	12,345.00	07/07/16	No	No
		COLSDE33X...	COKS...					
		DE97370501...	DE607...					

You can generate a new single order from this historical view of the chosen order (i. e. also from orders with status "Deleted", see below) by clicking the appropriate record, opening the context menu via right mouse button and choosing menu item **-Generate single payment-**. (The same function can be opened from the detailed (see below) view using the [**Generate single payment**] button in the functional area.)

Date file	Type	Ordering party	Partner	Currency	Amount	Due date	Status file manager	Revoked	Reject	
21.06.12	Direct debit	Auftragge...	Part...	EUR	12.345,00	28.06.12	Transferred defectively			
		POBADE...	COL...							
		DE60700...	DE9...							

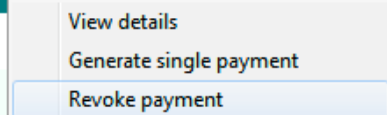
View details  
Generate single payment

Directly after the clicking, a copy of the order is available for processing under -Payment orders-.

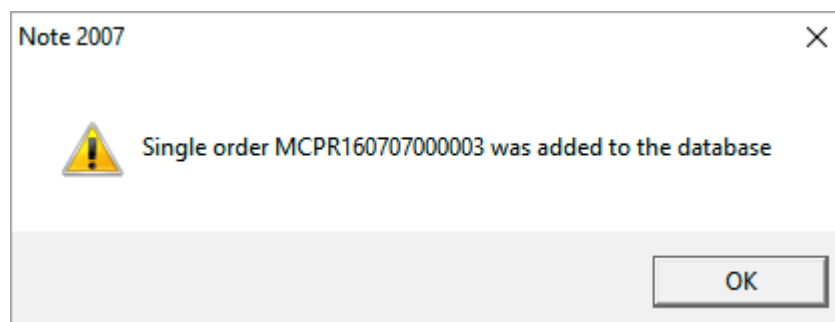


If **payment reversals** are allowed for certain orders (bank specific parameter see Chapter 3.2), payment reversals can be initiated for a single payment via context menu additionally.

Date file	Type	Ordering party	Partner	Currency	Amount	Due date
24.10.12	Direct debit	Auftraggebername	Bedienername	EUR	1.234.567,89	31.10.12
24.10.12	Direct debit	NI 18FBRK02062	DE503705020	EUR	9.876.543,21	31.10.12



Also in this case, a copy of the order is available for entering reversal reasons under -Payment orders-.



The reversed order is labelled accordingly.

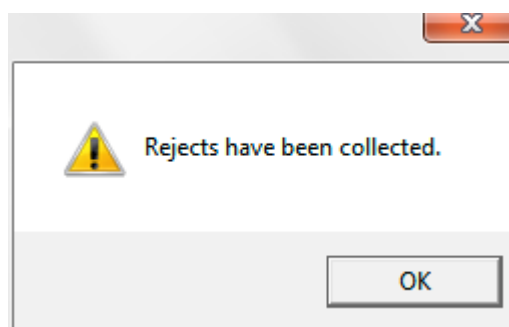
Date file	Type	Revoked	Reject
22.10.12	Direct debit	Yes	No

After specifying the reason of the reversal, approval and subsequent file creation, the reverse transaction is also archived in the history.

Example (direct debit order and corresponding reversal):

Date file	Type	Ordering party	Partner	Currency	Amount	Due date	Revoked
22.10.12	Direct debit	Auftraggebername FRBKNL2LXXX NL18FRBK02962...	Partnername COLSDE33XXX DE973705019...	EUR	1.234.567,89	29.10.12	Yes
22.10.12	Direct debit reversal	Auftraggebername FRBKNL2LXXX NL18FRBK02962...	Partnername COLSDE33XXX DE973705019...	EUR	1.234.567,89	22.10.12	No

Reject information is extracted on program start automatically from incoming Payment Status Report files (pain.002) and processed accordingly. For the status reconciliation in history appropriate information is also be interpreted from MT940 and CAMT transactions.



Rejects of SEPA orders (so-called R transactions) result in a status change of the corresponding history record in the column **Reject**. Reject reasons can be displayed using appropriate property pages (*Reject infos (file) property page* / *Reject infos (transaction) property page*).

Currency	Amount	Due date	Revoked	Reject
EUR	8.888,88	11.09.14	No	Yes
EUR	9.999,99	11.09.14	No	Yes

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 5.1.1: *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.

A dialog box opens which contains various property pages very similar to those used for order entry. As Payment history is primarily a **display function**, the data can be viewed here but cannot be edited. The corresponding boxes are therefore inactive.

However, you can generate a new single order from this historical view of the chosen order (i. e. also from orders with status "Deleted") by clicking the [**Generate single payment**] button in the functional area. Open the same function in the database overview by right-clicking and choosing menu item – Generate single payment-. Directly after the clicking, a copy of the order is available for processing in Enter payments.

The name of the file from which the selected order originates can be seen in the title of the dialog box. The order number, date on which the file was created, order type (single order etc.) and payment type (credit transfer etc.) is displayed in the header of each property page.

The boxes on the **Payments property page** largely correspond to the fields in the payment order dialog box (cf. Chapter 4.1.1: *Payments property page*).

The boxes on the **Partner property page** are the same as the boxes in the dialog box containing the Beneficiary/Payor data (cf. Chapter 4.1.2: *Partner property page*).

The boxes on the **Ordering party / Internal property page** are the same as the boxes in the dialog box for entering orders (cf. Chapter 4.1.3: *Ordering party / Internal property page*). In addition, the access class is displayed here.

The boxes on the **Ultimate parties property page** are the same as the boxes in the dialog box for the ultimate ordering parties/partners (cf. Chapter 4.1.4: *Ultimate parties property page*).

The boxes on the **Additional Information property page** are the same as the boxes in the appropriate dialog box (cf. Chapter 4.1.5: *Additional information property page*).

The boxes on the **Direct debit additional property page** (only available in case of installation of the SEPA Direct Debit module) largely correspond to the fields in the payment order dialog box for the additional direct debit data (cf. Chapter 4.1.6: *Direct debits additional property page*). The gross amount and net amount of the order are also displayed.

The boxes on the **LDGR data property page** largely correspond to the fields in the LDGR data dialog box (cf. Chapter 4.1.7: *LDGR data property page*). The gross amount and net amount of the order are also displayed.

Click on the **File** tab to obtain additional information relating to 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 initiated Comms.

Payment order from file 16070701.CPR

Payments	Partner	Ordering party / Internal	Ultimate ordering party	Additional information
Direct debit additional	LDGR data	File	Reject infos (file)	Reject infos (transaction)
Reversal				

Order number	MCPR160704000001	Single order
End-To-End reference	E2ED151125000001	Direct debit reversal
Creation	07/07/16	

Payment history						
	User	Date	Time	User	Date	Time
Entered by	1	04/07/16	16:35			
Approvals			00:00			00:00
File creation	2	07/07/16	10:48			
Signatures						
Comms.			00:00	Bank server		00:00

Comms. information			
Session type	Bank parameter file	Order number	Status file manager
CPR	EBIXBANK	A010	Waits for Comms.-Pin
Comms. answer			
0			
Original file name		File name	
E:\...\SPAWIN\16070701.CPR		E:\...\SPAWIN\16070701.CPR	

< > Generate single payment Print Help

Additional details relating to the Comms. status are also displayed. These details correspond to the information which can be obtained by clicking on the [**File information**] button in the database overview.

Using the **Reject infos (file)** property page you can view in case of rejects corresponding information (concerning the file), provided that status files with this information have been imported automatically or by using the menu item *-Import Reject files-* in menu *-Payment orders-* (see Chapter 7.6).

Payment order from file 14091101.CCT

Payments	Partner	Ordering party / Internal	Ultimate ordering party	Additional information
Direct debit additional	LDGR data	File	Reject infos (file)	Reject infos (transaction)
Reversal				

Order number	MCCT140911000001	Single order
End-To-End reference	E2EC140911000001	Credit transfer

File reference	File created	Imported
REJECT01	04.07.16 10:38	04.07.16

File information

Status	
Reject party	
Reason	

Additional status information

--

< > Generate single payment Print Help

Using the **Reject infos (transaction)** property page you can view in case of rejects corresponding information (concerning the transaction), provided that status files with this information have been imported automatically or by using the menu item *-Import Reject files-* in menu *-Payment orders-* (see Chapter 7.6).

Payment order from file 14091101.CCT

Payments	Partner	Ordering party / Internal	Ultimate ordering party	Additional information	
Direct debit additional	LDGR data	File	Reject infos (file)	Reject infos (transaction)	Reversal

Order number	MCCT140911000001	Single order
End-To-End reference	E2EC140911000001	Credit transfer

Status identification	Imported
Status-ID	04.07.16

**Payment information**

Status	
Reject party	
Reason	MD04 InvalidFileFormatForGroupingIndicator

**Additional status information**

--

< > Generate single payment Print Help

The boxes on the **Reversal** property page (visible, if additional module is installed) correspond to the fields in the Reversal dialog box (cf. to Chapter 4.1.9: *Reversal property page*).

Payment order from file 16070701.CPR

Payments	Partner	Ordering party / Internal	Ultimate ordering party	Additional information
Direct debit additional	LDGR data	File	Reject infos (file)	Reject infos (transaction)
Reversal				

Order number: MCPR160704000001      Single order

End-To-End: E2ED151125000001      Direct debit reversal

Reason of reversal:

The following **Reports** (list types) are available for outputting the payment history:

Print history

Sorting:      Output device

1.       ☐ Descending      Screen

2.       ☐ Descending

3.       ☐ Descending      List type

4.       ☐ Descending      Overview

Overview  
Complete  
Order confirmation  
Item by item

Delete      Printer      Save

#### Overview

The historical data are listed with their **key** data.

#### Complete

The historical data are listed **completely**.

#### Order confirmation

This type of payment confirmation may be required in some countries.

## SEPA payments

## Order confirmation

10.08.17

14:24

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Credit transfer    übermittelt am 10.08.17, 13:30	
Bankzugang:	EBIXBANK
Teilnehmerkennung:	MKA10011
Auftragskennung:	CCT / A0B1
Übermittlungsstatus:	ES check successful
Ordering party	
Kontoinhaber:	Auftraggeber in der Schweiz
BIC / IBAN:	COXSDE33XXX / DE50370502990010203040
Partner	
Name:	PARTNERNAME / ZAHLUNGSPFL 1
BIC / IBAN:	COLSDE33XXX / DE97370501980033633322
Überweisungsdaten	
Amount:	EUR 12.345,00
Details:	
Date:	10.08.17
End-To-End reference:	E2EC170629000001
Order number:	MCCT170810000001
<p>           Lorem ipsum dolor sit amet. Consectetur adipisicing elit, sed diam non            Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper s            Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse m            et accusan et iusto odio dignissim qui blandit praesent luptatum azri            123456789012345678901234567890123456789012345678901234567890         </p>	

## Single printout

With this type of list, all data from a single record is printed on a separate page.

In the "Overview" and "Complete" lists (separated by transfers and direct debits), the transaction amount and the number of the included transactions are outputted per currency.

## 7.5 Import payment data

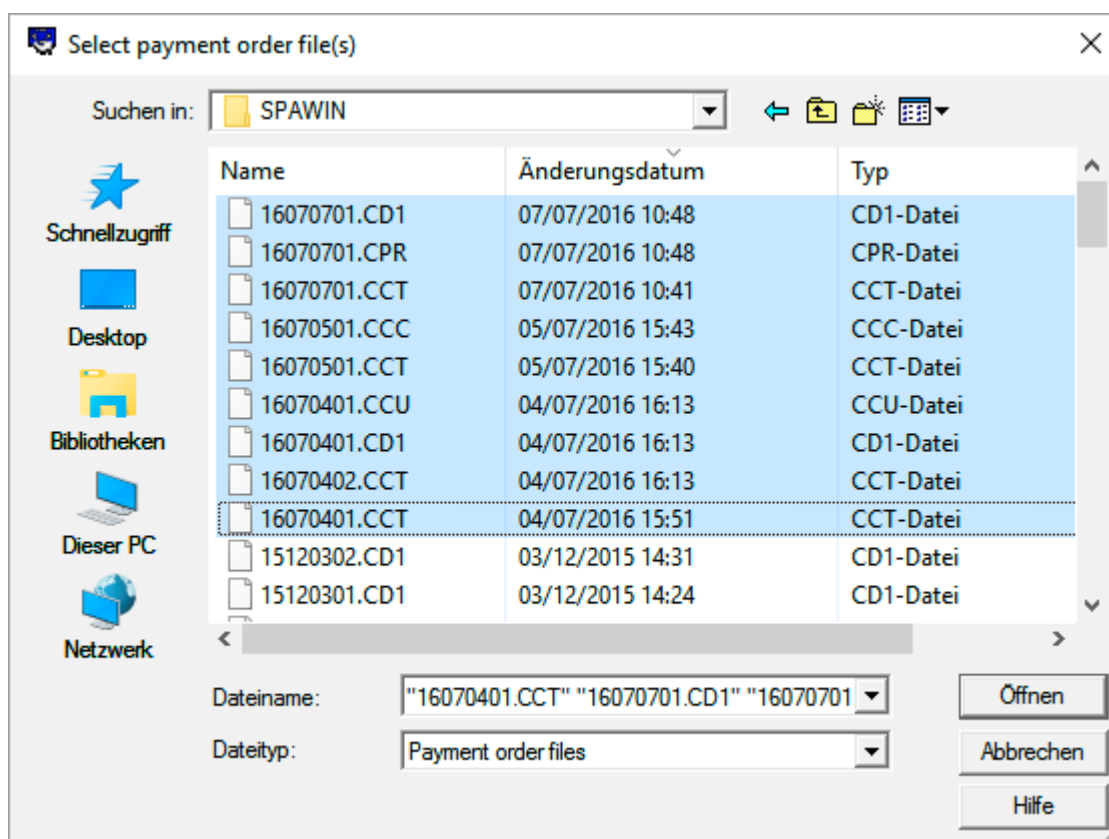
Choose menu item -Payment orders- / -Import payment order files- or click on the icon



to import existing payment order files created in the SEPA module or external programs or import files with appropriate payment data into the order database.

The program assumes by default that the payment files to be edimport are located in directory ..\SPAWIN. The selection of other directories is possible (e.g. for the import of appropriate import files). The files available in the corresponding directory are offered for import. Using the selection list box "File type" you have the option to limit the selection to payment order files (\*.CCT etc.), to the import file SPAFIBU.TXT or to import files with other names (\*.TXT).

What was already said about the import of reference table data (see Chapter 2.2.4: *Import reference tables*) also applies to the SPAFIBU.TXT (see Chapter 6.4: *Generate SPAFIBU.TXT*) or other import files.

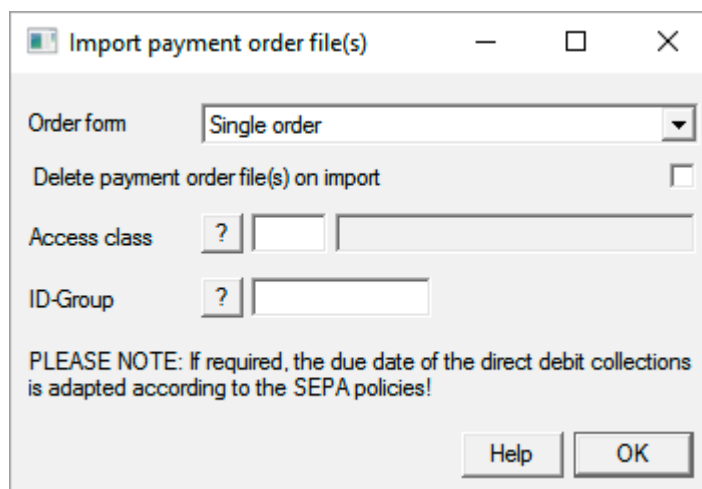


On the import of TXT files (deviating from the import of SEPA files) the following is accomplished:

1. If the mandate contained in the TXT file cannot be found in the mandate table for the ordering party, the data is entered without link to the reference tables as payment record.
2. If the mandate is found in the mandate table, all mandate and partner data from the module's reference tables is taken and linked to the payment (Note: mandate and partner data included in the TXT file is replaced if applicable).

The reference tables are **not** extended by the creditor ID contained in the TXT file. However, the creditor ID is required in the WVD control file for the export. Here, it can be exported from the reference tables then.

Double-click to select the file(s) to be imported.



Select an entry from the "**Order type**" menu in the following dialog to import the orders into the Order database as

- Single order
- Standing order
- Variable amount order
- Template

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.

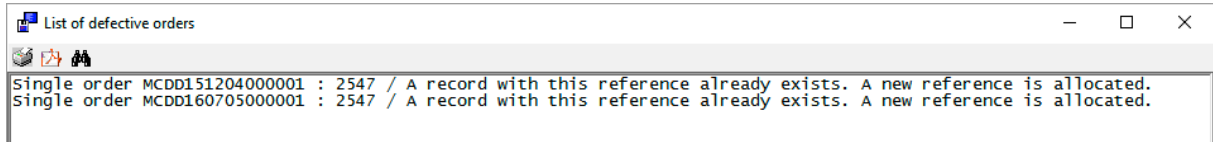
In the same way, an **ID-Group** can be assigned for the orders which can be imported. To choose the ID-Group for the orders, you access the data of the *ID-Groups reference table* from the Core module using the [?], provided that records have already been added there. Position the cursor and confirm with <Return> or double-click to choose one of the available ID-Groups which you want to allocate to the payment orders in order to add a grouping option.

On importing direct debits, the due date is checked and, if necessary, is matched according to the SEPA guidelines.

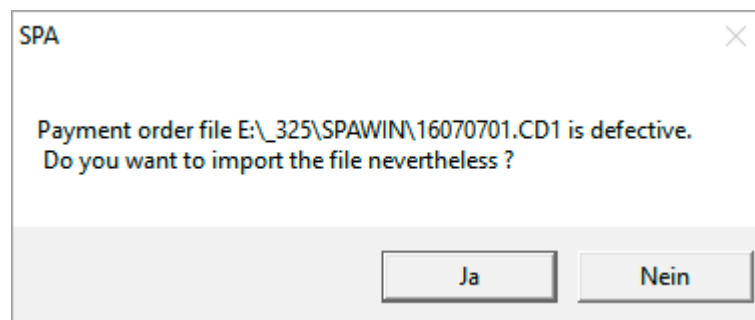
Confirm your entries with [OK].

The import sequence is halted if the payment order file to be imported contains serious errors. Close the error message with **[OK]**.

If it is detected, that the file contains errors, however at least one record can be imported, the following message appears and the import can be continued if necessary. Quit the message by using the close button **[x]** of the window.



Subsequently you can choose whether the import shall be continued nevertheless (**[Yes]**) or whether the import shall be cancelled (**[No]**).

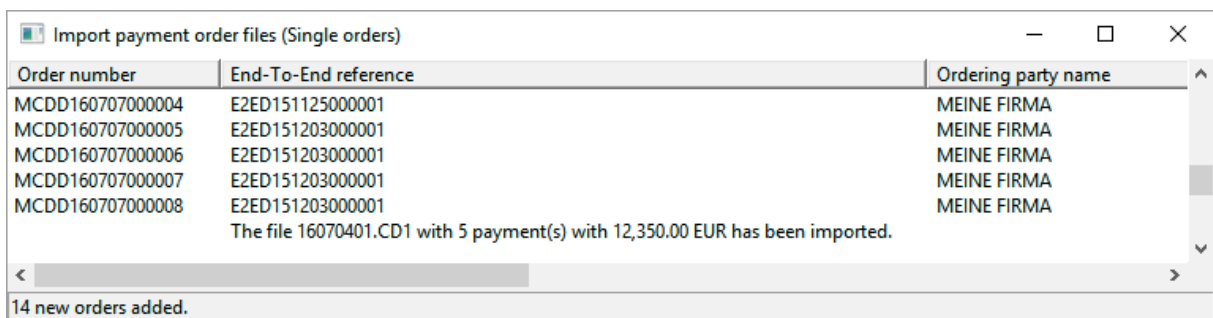


The payment order files to be imported contain Ordering party and Account data. During the import sequence, the program checks whether the Ordering party and the Account data are already contained in the reference tables.

If this is not the case, a dialog box opens and you are prompted to enter the missing data. Allocating an Ordering party or Account code allows the (sub)records to be imported into the relevant reference tables.

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 for new accounts. If the parameter has not been set, the new account gets the a/c. group "0".

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 default payment cycle is "weekly". If necessary, change the default values manually.

The imported single, standing or variable amount orders are **not** approved.

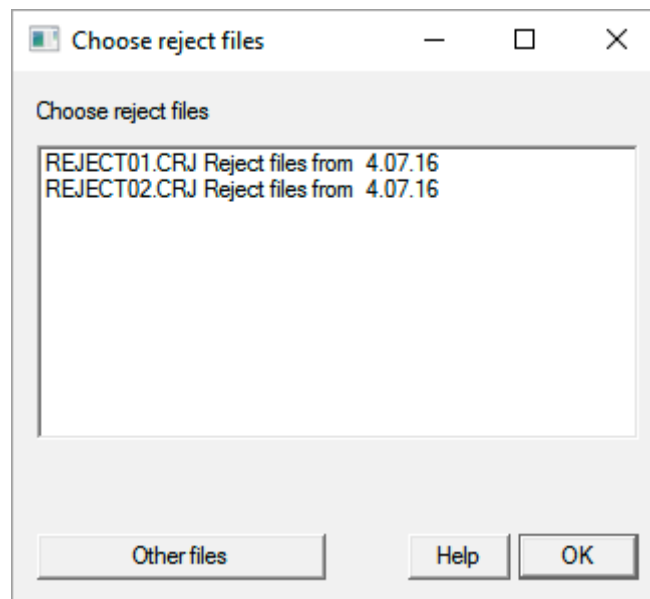
## 7.6 Import reject files

Use menu item -Payment orders- / -Import reject files- to import reject files (\*.CRJ, \*.CDR, \*.CRC, \*.CBC, \*.CRZ, \*.CDZ) into the SEPA module.

CRJ, CRC, CRZ = Reject information status file for credit transfer

CDR, CBC, CDZ = Reject information status file for direct debits

After starting the menu item, a list box opens, listing all reject files available in the ..\MCCWIN directory.

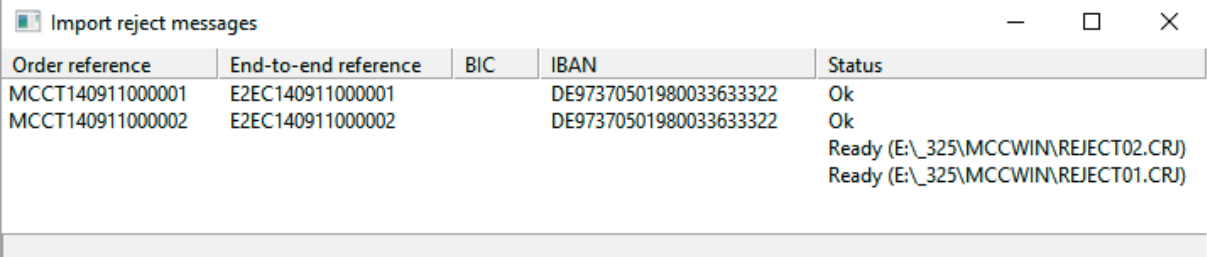


Use the [**Other files**] button to search also for a reject file in another folder. The reject files available in the corresponding directory are offered for import.

Choose that file(s) which shall be imported by clicking and confirming with [**Open**] or by a double-click.

If the reject file to be imported shows errors and if problems occur during the allocation, a corresponding window is displayed. Confirm the error messages in each case with [**OK**].

As soon as the import sequence is completed, for files which could have been allocated successfully the status "OK" is displayed (use the close button to return to the main application window).



Order reference	End-to-end reference	BIC	IBAN	Status
MCCT140911000001	E2EC140911000001		DE97370501980033633322	Ok
MCCT140911000002	E2EC140911000002		DE97370501980033633322	Ok Ready (E:\_325\MCCWIN\REJECT02.CRJ) Ready (E:\_325\MCCWIN\REJECT01.CRJ)

Subsequently you can view the reject information under -Payment orders- / -Payment history-(see Chapter 7.4).

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### A Format descriptions

The **Annex** contains descriptions of the formats used in the SEPA module. Additions will be made to the list of formats in line with new program releases.

The **Annex** currently contains the following chapters:

- A1: Reference tables
- A2: SPAFIBU.TXT
- A3: SEPA Payment order files
- A4: Export from History database
- A5: Form templates

## A1 Reference tables

Eight reference tables are used to assist the keying of SEPA payment orders in the SEPA Payments module (SPA).

You can enter the data into the reference tables manually, or populate the reference tables with text files. Manual entry into the reference tables is described in Chapter 3: *Reference tables*. Information on importing text files is contained in Chapter 2.2.4: *Import text files into database*.

### 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
	m	= list box (text field)
Length	=	Field length

## Text file for Countries reference table

No.	Type	Length	Description
1	a	2	ISO-Country Code
2	a	30	Country name
3	a	7	Country short name
4	y	4	Activate currency: Yes/No

## Text file for Banks reference table - Database SPABANK

No.	Type	Length	Description
1	n	11	BIC
2	a	35	Bank name 1
3	a	35	Bank name 2
4	a	35	Street
5	a	35	Town
6	a	30	Bank parameter file description
7	a	8	BPD file name
8	n	2	Lead time days
9	m	3	Type of file creation: - 0 = Container version (BdB) - 1 = DK format - 2 = Extended Grouping Options (SIZ format) - 3 = Omikron (MultiCash format) - 4 = STUZZA format - 5 = MultiCash-CZ format - 6 = UNIFI format - 7 = MultiCash-HU format - 8 = MultiCash-CEE format - 9 = MultiCash-PL format -10 = MultiCash-SK format -11= UNIFI-2009 format -12= SEPA-CH format -13= SEPA-IT format
10	y	4	Single booking possible: Yes/No
11	y	4	Urgent transfer allowed: Yes/No
12	m	3	Session type for urgent payments: 0 = CCT 1 = CCU
13	y	4	Structured details: Yes/No
14	y	4	Aviso permitted: Yes/No
15	y	4	Payment reversal is supported: Yes/No
16	t	12	Local bank
17	a	35	Receiving party

## Text file for Ordering parties reference table - Database SPAABS

No.	Type	Length	Description
1	n	4	Ordering party code
2	a	35	Ordering party name 1
3	a	35	Ordering party name 2
4	a	35	Ordering party name 3
5	a	35	Ordering party Street
6	a	35	Ordering party Town
7	a	16	Post code
8	a	2	ISO Country Code Ordering party Country
9	a	64	E-Mail address of the ordering party
10	a	35	Creditor identification number
11	m	3	Ordering party identification: 0 = None 1 = BIC 2 = IBEI 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
12	a	35	Identification Field 1
13	a	35	Identification Field 2
14	x	8	Date of birth
15	a	2	Country of birth
16	a	35	Multi-purpose field
17	n	8	Organizational unit

## Text file for Accounts reference table - Database SPAKONTO

No.	Type	Length	Description
1	n	4	Account code
2	a	27	Account description
3	a	3	ISO currency code
4	n	24	Cash Management a/c no.
5	a	11	Cash Management SWIFT Code
6	n	8	LDGR account number
7	a	11	BIC
8	a	34	IBAN
9	a	35	Bank name 1
10	a	35	Bank name 2
11	a	35	Street
12	a	35	Town
13	n	4	Ordering party code
14	n	3	Account group
15	a	8	Organizational unit
16	a	35	Ordering party name
17	a	30	Bank parameter file description
18	a	8	BPD file name
19	n	5	Index CM account

## Text file for Partners reference table - Database SPAPART

No.	Type	Length	Description
1	a	10	Partner code
2	y	4	Company: Yes/No
3	a	35	Partner Name 1
4	a	35	Partner Name 2
5	a	35	Partner Street
6	a	35	Partner Town
7	a	16	Post Code
8	a	2	ISO Country Code Partner Country
9	a	64	E-Mail address of the partner
10	a	11	BIC
11	a	34	IBAN
12	a	35	Bank name 1
13	a	35	Bank name 2
14	a	35	Bank Street
15	a	35	Bank Town
16	y	4	Own account: IntraCompany: Yes/No
17	n	5	Cash Management account code
18	a	24	Cash Management account no.
19	a	11	Cash Management bank code
20	n	10	Partner group

21	m	3	Partner identification: 0 = None 1 = BIC 2 = IBEI 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
22	a	35	Identification Field 1
23	a	35	Identification Field 2
24	x	8	Date of birth
25	a	2	Country of birth
26	n	10	Receivables LDGR a/c
27	n	10	Payables LDGR a/c
28	n	20	Customer no.
29	a	140	Default payment details
30	n	8	Organizational unit

**Text file for Mandates reference table (only in case of installed Direct Debit module)**

No.	Type	Length	Description
1	a	35	Index
2	a	35	Mandate ID (mandate reference)
3	a	35	Mandate description
4	x	8	Signature date Mandate
5	a	10	Partner code
6	a	35	Partner name
7	a	11	BIC
8	a	24	IBAN
9	n	4	Ordering party code
10	a	35	Ordering party name
11	a	35	Creditor identification number
12	m	3	Mandate type: 0 = Usable one time 1 = Usable several times
13	y	4	B2B mandate: Yes/No
14	x	8	Date last utilization
15	y	4	No longer usable: Yes/No
16	a	35	Original mandate ID
17	a	70	Original ordering party (creditor)
18	a	35	Original Creditor identification number
19	y	4	Change debtor account (SMNDA): Yes/No
20	a	34	Original a/c. number (IBAN)
21	x	8	Amendment date (of the mandate)
22	x	8	Transmission date (of the mandate amendment)
23	a	35	Transaction reference (of the transmission)
24	y	4	Master mandate: Yes/No
25	n	8	Organizational unit

**Text file for Mandates Administration Plus (only in case of installed additional module SEPA Mandates Administration Plus) – Database SPAMANDP**

No.	Type	Length	Description
1	a	35	Index
2	a	35	Mandate ID (mandate reference)
3	a	35	Description (of the mandate)
4	x	8	Signature date (Date of Signature)
5	a	10	Partner code
6	a	35	Partner name
7	a	11	BIC
8	a	34	IBAN
9	n	4	Ordering party code
10	a	35	Ordering party name
11	a	35	Creditor identification number
12	a	35	Contract number
13	m	3	Mandate type: 0 = Usable one time 1 = Usable several times
14	y	4	B2B mandate: Yes/No

15	m	3	Mandate status: 0 = empty 1 = partially entered 2 = completely entered 3 = form sent 4 = mandate active 5 = mandate inactive
16	x	8	Valid from
17	x	8	Valid to
18	m	3	Qualification: 0 = empty 1 = Conversion 2 = Amendment
19	a	2	Contract language
20	a	10	ID-Group
21	a	30	ID-Group supplement 1
22	a	30	ID-Group supplement 2
23	y	4	Inactive: Yes/No
24	a	128	Sight format (PDF)
25	n	2	Utilization (of the mandate )
26	x	8	Date last utilization
27	x	8	Date (first) execution
28	n	14	Amount to be debited (EUR)
29	x	8	Pre-notification due
30	x	8	Generation mandate (form) / transformation on
31	x	8	Feedback expected until
32	y	4	Feedback time expired
33	y	4	Generate pre-notification: Yes/No
34	x	8	Next pre-notification date
35	y	4	Pre-notification due: Yes/No
36	a	4	Code return (reject) reason
37	a	105	Text for reject reason
38	x	8	Date last return (reject)
39	m	3	Reason deactivation: 0 = empty 1 = expired 2 = manually deactivated 3 = caused by reject
40	x	8	Date deactivation
41	y	4	Warning time reached before expiry: Yes/No
42	a	35	Original mandate ID
43	a	70	Original ordering party
44	a	35	Original Creditor identification number
45	y	4	Change debtor account (SMNDA): Yes/No
46	a	34	Original a/c. number (IBAN)
47	x	8	Amendment date (of the mandate)
48	x	8	Transmission date (of the mandate amendment)
49	a	35	Transaction reference (of the transmission)
50	y	4	Master mandate: Yes/No
51	n	8	Organizational unit

**Text file for Mandates Administration Plus (only in case of installed additional module SEPA Mandates Administration Plus) – Database SPAMANDV**

No.	Type	Length	Description
1	a	35	Index
2	a	35	Contract number
3	a	128	Description

**Text file for Taxes reference table**

No.	Type	Length	Description
1	n	3	Tax code
2	a	35	Text
3	n	5	Tax rate
4	n	8	LDGR tax a/c
5	n	8	LDGR revenue a/c

**Text file for Payment terms reference table**

No.	Type	Length	Description
1	n	3	Payment terms code
2	a	35	Description
3	n	5	Percentage rate
4	n	8	LDGR deduction a/c
5	n	1	Deduction type 0 = Discount 1 = Rebate 2 = Bonus 3 = Other

## A2 SPAFIBU.TXT

If you have checked the "**Generate SPAFIBU.TXT automatically**" parameter in menu item - Administration- / -SEPA parameters- **SPAFIBU.TXT** will be created or updated whenever you create a payment order file.

Each line in SPAFIBU.TXT file corresponds to one order. Define the information in the payment order appearing in SPAFIBU.TXT in menu item -Administration- / -Import/Export- / -Maintain Import/Export file-.

SPAFIBU.TXT contains all 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  
     y = Check box  
     m = List box (Text field)  
 Length = minimum field length

### Structure of SPAFIBU.TXT (with all fields):

Field	Type	Length	Description
1	a	35	Order number / Order reference
2	a	35	End-to-End Reference
3	n	1	Order type: 0 = Single order 1 = Standing order 2 = Variable amount order 3 = Standard order
4	n	1	Payment type: 0 = Credit transfer 1 = Direct debit 2 = B2B direct debit 3 = Urgent transfer 4 = DD reversal
5	n	1	Use COR1: 0 = no 1 = yes
6	y	a	Single payment: Yes/No
7	m	3	Type of payment (Austria): 0 = Not specified 1 = Tax payment 2 = Salary payment 3 = Pension payment
8	a	3	Currency
9	n	14	Amount
10	n	4	Ordering Party Code
11	a	35	Ordering Party Name 1
12	a	35	Ordering Party Name 2

13	a	35	Ordering Party Street
14	a	35	Ordering Party Town
15	a	2	Ordering Party Country
16	a	11	Ordering Party Bank BIC
17	a	34	Ordering Party IBAN
18	a	35	Ordering Party Bank Name 1
19	a	35	Ordering Party Bank Name2
20	a	35	Ordering Party Bank Street
21	a	35	Ordering Party Bank Town
22	m	3	Ordering Party Identification: 0 = None 1 = BIC 2 = IBEI 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
23	a	35	Ordering Party ID Field 1
24	a	35	Ordering Party ID Field 2
25	x	8	Ordering Party Date of birth
26	a	2	Ordering Party Country of birth
27	a	35	Multi-purpose field
28	n	4	Account Code
29	a	10	Partner Code
30	a	35	Partner Name 1
31	a	35	Partner Name 2
32	y	4	Company: Yes/No
33	a	35	Partner Street
34	a	35	Partner Town
35	a	2	Partner Country
36	a	11	Partner Bank BIC
37	a	34	Partner IBAN
38	n	10	Partner Group
39	a	35	Partner Bank Name 1
40	a	35	Partner Bank Name 2

41	a	35	Partner Bank Street
42	a	35	Partner Bank Town
43	m	3	Partner Identification: 0 = None 1 = BIC 2 = IBEL 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number 11 = Customer Number 12 = Social Security Number 13 = Alien Registration Number 14 = Passport Number 15 = Tax Identification Number (priv.) 16 = Identity Card Number 17 = Employer Identification Number 18 = Date And Place Of Birth 19 = Other Identification 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
44	a	35	Partner ID Field 1
45	a	35	Partner ID Field 2
46	x	8	Partner Date of birth
47	a	2	Partner Country of birth
48	a	140	Details
49	a	140	Default details
50	n	4	Tax code
51	t	35	Tax description
52	n	14	Net amount
53	n	14	Gross amount
54	n	14	Payment amount
55	n	4	Payment term code
56	a	35	Payment term description
57	a	10	Ultimate Partner Code
58	a	35	Ultimate Partner Name 1
59	a	35	Ultimate Partner Name 2
60	a	35	Ultimate Partner Street
61	a	35	Ultimate Partner Town
62	a	16	Ultimate Partner Post Code
63	a	2	Ultimate Partner Country
64	a	30	Ultimate Partner Country Description

65	m	3	Ultimate Partner Identification: 0 = None 1 = BIC 2 = IBEI 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
66	a	35	Ultimate Partner ID Field 1
67	a	35	Ultimate Partner ID Field 2
68	x	8	Ultimate Partner Date of birth
69	a	2	Ultimate Partner Country of birth
70	n	4	Ultimate Ordering Party Code
71	a	35	Ultimate Ordering Party Name 1
72	a	35	Ultimate Ordering Party Name 2
73	a	35	Ultimate Ordering Party Street
74	a	35	Ultimate Ordering Party Town
75	a	2	Ultimate Ordering Party Country
76	a	30	Ultimate Ordering Party Country Description

77	m	3	Ultimate Ordering Party Identification: 0 = None 1 = BIC 2 = IBEI 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
78	a	35	Ultimate Ordering Party ID Field 1
79	a	35	Ultimate Ordering Party ID Field 2
80	x	8	Ultimate Ordering Party Date of birth
81	a	2	Ultimate Ordering Party Country of birth
82	a	140	Instructions
83	t	4	Payment Purpose (Code)
84	m	3	Type of Creditor reference: 0 = Dispatch advice 1 = Foreign exchange deal reference 2 = Purchase order 3 = Remittance advice message 4 = Related payment instruction 5 = Structured communication reference
85	a	35	Creditor reference issuer
86	a	35	Creditor reference
87	m	3	Direct debit repetition cycle: 0 = One-Off 1 = First 2 = Recurrent 3 = Final
88	x	35	Mandate ID (mandate reference)
89	x	35	Description of the mandate
90	x	8	Date of signature (Mandate)
91	y	4	Master mandate: Yes/No
92	x	35	Creditor identification number
93	x	8	Due date
94	a	30	ID-Group Supplement 1
95	a	30	ID-Group Supplement 2

96	a	10	ID-Group Cash Management
97	n	3	Account group
98	n	8	Organizational unit
99	a	2	Access class
100	a	24	Account number Cash Management
101	a	11	Bank code Cash Management
102	n	10	LDGR creditor account
103	n	10	LDGR debtor account
104	n	8	LDGR tax account
105	n	8	LDGR deduction account
106	m	3	Reversal reason: 0 = empty 1 = AC04 – Closed Account Number 2 = AG02 – Invalid Bank Operation Code 3 = AM05 - Duplication 4 = MD01 – No Mandate 5 = MD05 – Collection not due 6 = MS02 – Not Specified Reason Customer Generated 7 = MS03 - Not Specified Reason Agent Generated 8 = TM01 – Cut Off Time
107	a	105	Text for reversal reason
108	n	1	Approvals
109	m	3	Payment cycle: 0 = Weekly 1 = Every 10 days 2 = Fortnightly 3 = Half-monthly 4 = Monthly 5 = Every 2 months 6 = Quarterly 7 = Half-yearly 8 = Yearly
110	x	8	First time
111	x	8	Last time
112	x	8	Last execution

### **A3 SEPA Payment order files**

Starting from the specified dates the SEPA payments module generates payment files according to the then applicable regulations (currently SEPA rulebooks 6.0 and 7.0). On import into the payment module and on sending third-party files, old and new formatted files are supported in parallel.

For the supported formats and session types, see the following document

**SEPA-TechInfo-GB.PDF**

in the ZIP archive TechDoc.ZIP.

## A4 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 data base is naturally not possible.

Use menu item -Administration- / -Import/Export- / -Maintain Import/Export 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
	m	= list box (text field)
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	8	Date of Comms.
21	z	5	Time of Comms.
22	x	8	Bank system date (Date of Comms. on bank side)
23	z	5	Bank system time (Time of Comms. on bank side)
24	a	50	Original file name
25	a	3	Session type
26	a	8	Bank parameter file (BPD)
27	n	2	Comms. answer
28	a	40	Answer code 1
29	a	40	Answer code 2
30	a	50	File name
31	a	4	Comms.session number
32	a	8	User of keying
33	x	8	Date of keying
34	z	5	Time of keying
35	a	8	User of file creation
36	a	8	User 1st approval
37	a	8	User 2nd approval
38	x	8	Date of 1st approval
39	x	8	Date of 2nd approval
40	x	8	Date of file creation
41	z	5	Time 1st approval
42	z	5	Time 2nd approval
43	z	5	Time of file creation
44	a	35	Order number
45	a	35	End-to-End reference
46	m	3	Payment type: 0 = Credit transfer 1 = Direct debit 2 = B2B direct debit 3 = Urgent transfer 4 = DD reversal
47	y	4	Use COR1: Yes/No
48	m	3	Order type: 0 = Single order 1 = Standing order 2 = Variable amount order 3 = Template order
49	n	4	Ordering party code
50	a	35	Ordering party name
51	n	35	Ordering party name 2
52	a	35	Ordering party town
53	a	2	Ordering party country

54	m	3	Ordering party identification: 0 = None 1 = BIC 2 = IBEL 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number (priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (Organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
55	a	35	Ordering party ID 1
56	a	35	Ordering party ID 2
57	x	8	Ordering party Date of birth
58	a	2	Ordering party Country of birth
59	a	35	Multi-purpose field
60	a	11	(Ordering party) BIC
61	a	34	(Ordering party) IBAN
62	a	35	Partner name
63	a	11	Partner BIC
64	n	34	Partner IBAN
65	a	35	Partner street
66	a	35	Partner town
67	a	2	Partner country
68	n	10	Partner group

69	m	3	Partner identification: 0 = None 1 = BIC 2 = IBEL 3 = BEI 4 = EANGLN 5 = USCHU 6 = DUNS 7 = Bank Party Identification 8 = Tax Identification Number 9 = Proprietary Identification 10 = Drivers Licence Number(priv.) 11 = Customer Number (priv.) 12 = Social Security Number (priv.) 13 = Alien Registration Number (priv.) 14 = Passport Number (priv.) 15 = Tax Identification Number (priv.) 16 = Identity Card Number (priv.) 17 = Employer Identification Number (priv.) 18 = Date And Place Of Birth (priv.) 19 = Other Identification (priv.) 20 = Other Identification (organization) 21 = Central Bank ID (Organization) 22 = Clearing ID (Organization) 23 = Country ID code (Organization) 24 = Customer Number (Organization) 25 = Employer ID (Organization) 26 = GS1GLN (Organization) 27 = SIREN (Organization) 28 = SIRET (Organization)
70	a	35	Partner ID 1
71	a	35	Partner ID 2
72	x	8	Partner Date of birth
73	a	2	Partner Country of birth
74	a	3	Currency
75	n	14	Payment amount
76	a	140	Details
77	n	4	Ultimate Partner code
78	a	35	Ultimate Partner name 1
79	a	35	Ultimate Partner name 2
80	a	35	Ultimate Partner street
81	a	35	Ultimate Partner town
82	a	16	Ultimate Partner post code
83	a	2	Ultimate Partner country
84	n	4	Ultimate Ordering party code
85	a	35	Ultimate Ordering party name 1
86	a	35	Ultimate Ordering party name 2
87	a	35	Ultimate Ordering party street
88	a	35	Ultimate Ordering party town
89	a	2	Ultimate Ordering party country
90	a	35	Mandate-ID (mandate reference)
91	a	35	Description (of the mandate)
92	x	8	Signature date
93	a	35	Creditor identification number
94	a	35	Original mandate ID
95	a	70	Original ordering party (creditor)
96	a	35	Original creditor ID
97	y	4	Change debtor bank (SMNDA): Yes/No
98	a	34	Original a/c. number

99	m	3	Reason for reversal: 0 = empty 1 = AC04 – Closed Account Number 2 = AG02 – Invalid Bank Operation Code 3 = AM05 - Duplication 4 = MD01 – No Mandate 5 = MD05 – Collection not due 6 = MS02 – Not Specified Reason Customer Generated 7 = MS03 - Not Specified Reason Agent Generated 8 = TM01 – Cut Off Time
100	a	105	Text for revocation (reversal)
101	x	8	Due date
102	n	2	Status file manager: 0 = Not included 1 = Pending ES 2 = Pending Comms. 3 = OK 4 = Defectively transferred 5 = Rejected 6 = Deleted 7 = ES check OK 8 = ES error 9 = Comms. initiated 10 = Pending Comms.-PIN
103	a	30	ID group supplement 1
104	a	30	ID group supplement 2
105	a	10	ID group
106	n	3	Account group
107	n	8	Organizational unit
108	a	2	Access class
109	y	4	Revoked: Yes/No
110	y	4	Reject: Yes/No
111	a	35	File reference (message identification)
112	a	8	Creation date
113	a	8	Imported on
114	a	4	Status of file
115	a	35	Reject party name (group)
116	a	12	Reject party BIC (group)
117	a	4	Reject reason (group)
118	a	35	Other reason (group)
119	a	105	Additional information (group)
120	a	35	Status identification
121	a	4	Status of payment
122	a	35	Reject party name (payment)
123	a	12	Reject party BIC (payment)
124	a	4	Reject reason (payment)
125	a	35	Other reason (payment)
126	a	105	Additional information (payment)
127	a	250	Reject reason text
128	y	4	Mandate framework: Yes/No

## A5 Print templates (DVL files)

A DVL file (DVL = print template) is a **text file** which can be edited with any editor, which produces **ASCII** texts. This file describes exactly the structure of the corresponding form.

Additional information can be found in the following sub-chapters

- File storage and language control
- Templates and usage rules
- Structure of DVL files
- Example for DVL files
- Customizing DVL files

### File storage and language control

To define the various forms Omikron template files are used (\*.DVL). Multiple languages can be supported by storing the control files in directories according to the following rules:

German forms (DE)	:	...\SPAWIN\DVL.DE
Englisch forms (GB)	:	...\SPAWIN\DVL.GB
Default forms	:	...\SPAWIN\DVL.DEF

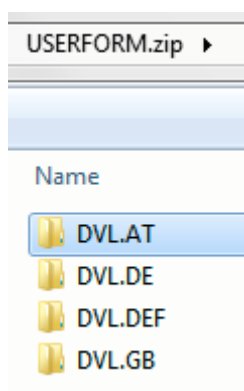
Depending on field "Contract language", the DVL file is used from the language directory or (if not present) from the default directory.

Each installation set of the module "Mandate Administration Plus" contains two archives with the DVL files:

1. In the module's language <ll>: SPADVL<>. ZIP, i.e. for DE e.g.: SPADVLDE.ZIP
2. In default language: SPADDEF.zip (GB language as default)

Customized form control files can be added to the installation set in an USERFORM.ZIP archive. In this archive, a directory structure is expected analog to the subdirectories in the ...\SPAWIN directory containing the form files to be used, e.g.:







DVL.DEF – Default form  
 DVL.DE – Forms for German debtors  
 DVL.AT – Forms for Austrian debtors



Customized template files are not overwritten by a new installation. The files of the installation package are installed in addition to the already existing template files using the name extension

#### \*\_Template.DVL

Example:

 Prenotification_Template.DVL	DVL.DEF
 Prenotification.DVL	DVL.DEF
 Prenotification_Template.DVL	DVL.GB
 Prenotification.DVL	DVL.GB
 Prenotification_Template.DVL	DVL.DE
 Prenotification.DVL	DVL.DE

#### Templates and usage rules

At the moment the following forms are defined:

Form	Mandate type 1	Mandate type 2	Control file
Core mandate (for one-off direct debits)	One-off	-	Mandate-OOFF-STD-n.DVL*
B2B mandate (for one-off direct debits)	One-off	B2B	Mandate-OOFF-B2B-n.DVL*
Core mandate (for recurrent direct debits)	Recurrent	-	Mandate-RCUR-STD-n.DVL*
B2B mandate (for recurrent direct debits)	Recurrent	B2B	Mandate-RCUR-B2B-n.DVL*
Pre-Notification			Prenotification.DVL

\*) n = Flag, whether BIC and IBAN are not included (0) or included (1) in the form.

Appropriate letters are provided for the different use cases. At the moment the following letters are defined:

Cover letter	Mandate type 1	Mandate type 2	Control file
Rededication of an existing direct debit authorization	-	-	Switch-XXXX-STD-1.DVL
Conversion from direct debit orders: A signature for a SEPA B2B direct debit mandate is requested for the existing contractual relationship.	-	B2B	Switch-XXXX-B2B-1.DVL

For cover letters the following file naming convention applies:

<MsgType>-<MandateType1>-<MandateType2>-<IBAN>[-<FeedbackCycle>][-<ReturnReason>].DVL

**MsgType**

Key word, which defines the type of letter:

Mandateletter	Mandate form with letter for mandate request
Switch	Conversion letter
Prenotification	Pre-Notification
Deactivation	Mandate deactivation letter after returned direct debit

**MandateType1**

Label for one-off/recurrent mandates:

OOFF = one-off (mandates only)  
 RCUR = recurrent (mandates only)  
 XXXX = wildcard for letters, where the mandate type 1 is irrelevant

**MandateType2**

Analog to mandate form:

STD = Standard (Mandate, Switch)  
 B2B = B2B (Mandate, Switch)  
 XXX = wildcard for letters, where the type of direct debit is irrelevant

**IBAN**

Label, whether BIC and IBAN are available for the partner and can be entered in the form (Mandate, Switch):

0 = No  
 1 = Yes

**FeedbackCycle**

For mandate only: Number of the current feedback cycle, i.e. 1 for the first cycle, 2 for the second, etc. until 9. beim ersten Durchlauf 1, beim zweiten 2 usw. bis 9. If no appropriate form is defined, the last available is used.

**ReturnReason**

For deactivation only: Return reason in case of deactivation by direct debit return, with XXXX for default cases.

**Structure of DVL files**

The DVL files contain several pages, which represent the following text blocks:

Page 1 (##PAGE=0): Mandate form or formal conversion letter

Page 2 (##PAGE=1): Subject for email

Page 3 (##PAGE=2): Email text

The following data fields, which can be used as wildcards in the text of the DVL files, are exported to the form processor:

Keywords (field names)	Content	Remarks
AEMAIL	Ordering party: E-Mail address	
ALAND	Ordering party: Country	
ALANDCODE	Ordering party: Country code	
ANAME1	Ordering party: first line of the name	
ANAME2	Ordering party: second line of the name	
ANAME3	Auftraggeber: third line of the name	

Keywords (field names)	Content	Remarks
AORT	Ordering party: Town	
ASTR	Ordering party: Street	
BETRAG	Amount of first execution (in EUR)	For pre-notifications only
DATUM	Print date	
DEAUSF	Date of the first execution	For pre-notifications only
DOFSIGN	Date of signature	
EINREICHER	Ordering party: Creditor ID	
FEEDBACK	Feedback date	
IBAN	Partner: IBAN	
MANDAT	Mandate ID	
PEMAIL	Partner: E-Mail address	
PLAND	Partner: Country	
PLANDCODE	Partner: Country code	
PNAME	Partner: first line of the name	
PNAME2	Partner: second line of the name	
PORT	Partner: Town	
POSTCODE	Partner: Post code	
PSTR	Partner: Street	
SWIFT	Partner: SWIFT address / BIC	

## Example for DVL files

Switch-XXXX-STD-1.DVL (GB):

##FIELDS

MANDAT	T	0	35
DOFSIGN	x	96	8
PNAME	T	24	35
PNAME2	T	94	35
PSTR	T	164	35
PORT	T	234	35
PLANDCODE	t	304	2
PLAND	T	16	30
SWIFT	t	316	11
IBAN	T	622	34
ANAME1	T	16	35
ANAME2	T	86	35
ANAME3	T	744	35
EINREICHER	T	317	34
ASTR	T	156	35
AORT	T	226	35
ALANDCODE	t	296	2
ALAND	T	16	30
AEMAIL	T	1024	64
PEMAIL	T	90	64
FEEDBACK	x	2984	8

##PAGE=0

@(+BOLD)@(ANAME1)@(-BOLD)  
 @(ASTR)  
 @(AORT)

Datum: #(DATUM)

Mandate reference: @(+BOLD) #(MANDAT)@(-BOLD)  
 Creditor identification no. : @(+BOLD) #(EINREICHER)@(-BOLD)

@(+BOLD)Conversion of direct debits from direct debit authorisation  
 to SEPA-direct debits and further use of your direct debit  
 authority@(-BOLD)

Dear customer,

for payments with you we use direct debits.

As contribution to the creating of a Single Euro Payment Area, SEPA  
 we change over to SEPA-direct debits.

The direct debit authority you gave us will be used as a  
 SEPA direct debit mandate in the future.

This direct debit mandate will be featured by:

- the mandate reference and
- our Creditor identification no. also named above

both named above. These information will be stated at all direct debits.

Since this conversion is driven by us, you do not need to do anything.

The moment, as of which we use the mandate will be communicated to you  
 separately.

Direct debits will be payed furthermore from your following account:

IBAN: @(+BOLD)@(IBAN)@(-BOLD)  
 BIC: @(+BOLD)@(SWIFT)@(-BOLD)

In the case that this informations should not be valid anymore, we  
 beg you for written notification until @(+BOLD)@(FEEDBACK)@(-BOLD).

You will find your IBAN and BIC also on your account statement  
for example.

In future we will inform you at the latest one day before bank debit  
of the current amount. We will use the following  
e-mail-Address to do so: @(+BOLD)@(PEMAIL)@(-BOLD)

In case of any questions concerning this letter do not hesitate to  
contact us via: @(+BOLD)@(AEMAIL)@(-BOLD)

Best regards

@(+BOLD)@(ANAME1)@(-BOLD)

#FF

##PAGE=1

Conversion to SEPA-direct debits

##PAGE=2

Dear ladies and gentlemen,

in europe the new payment procedure SEPA is introduced. The direct debit  
authority you gave us will be used as a SEPA direct debit mandate in the  
future.

From the attachement you will see the details.

Best regards

@(ANAME1)

## Example PDF:

Ordering party name / Payee Street of the ording party 345 67890 Town of the ording party	Datum: 24.01.14
---	-----------------

Mandate reference: MANDAT-AUS-DTAUS-LS-05-  
Creditor identification no. : DE98ZZZ09999999999

Conversion of direct debits from direct debit authorisation  
to SEPA-direct debits and further use of your direct debit  
authority

Dear customer,

for payments with you we use direct debits.  
As contribution to the creating of a Single Euro Payment Area, SEPA  
we change over to SEPA-direct debits.  
The direct debit authority you gave us will be used as a  
SEPA direct debit mandate in the future.  
This direct debit mandate will be featured by:  
- the mandate reference and  
- our Creditor identification no. also named above  
both named above. These information will be stated at all direct debits.  
Since this conversion is driven by us, you do not need to do anything.

The moment, as of which we use the mandate will be communicated to you  
separately.  
Direct debits will be paid furthermore from your following account:

IBAN: GB29NWBK60161331926819  
BIC: COKSGBPP

In the case that this informations should not be valid anymore, we  
beg you for written notification until 31.01.14.  
You will find your IBAN and BIC also on your account statement  
for example.  
In future we will inform you at the latest one day before bank debit  
of the current amount. We will use the following  
e-mail-Address to do so: mka@omikron.de

In case of any questions concerning this letter do not hesitate to  
contact us via: mka@omikron.de

Best regards

Ordering party name / Payee

For MultiCash Transfer a command line tool SPMExec.exe exists, which searches the databases for open mandates and due pre-notifications and creates the corresponding messages. This call can be started from the command line or integrated in a MultiCash Transfer job, which cyclically searches the databases and generates the corresponding messages e.g. as e-mails (you can find more information on this in the SEPA-TechInfo document concerning parameter MVPlusLogLevel).

The e-mails are filled thereby as follows:

Field	Content
E-Mail address	E-Mail address from partner record
Reply address	E-Mail address from process definition (e-mail gateway property page)
Subject	from page 2 of the DVL file (##PAGE=1)
Body	from page 3 of the DVL file (##PAGE=2)
Attachment	from page 1 of the DVL file (##PAGE=0), output in PDF format

Example (mandate form sent by e-mail):

### Mandateform

sepatestcenter@omikron.de

Die unnötigen Zeilenumbrüche des Nachrichtentextes wurden automatisch entfernt.

Gesendet: Mo 03.02.2014 17:06

An: mka@omikron.de

Nachricht 0.mail.Mandate.PDF (3 KB)

Dear ladies and gentlemen,

in europe the new payment procedure SEPA is introduced. To hand in direct debits we need a signed mandate from you.  
From the attachement you will see the details.

Best regards

### Customizing DVL files

Fields are addressed generally as follows:

Leading sign (Field name)

Leading sign:

# = print field with following blanks

@ = truncate following blanks

Parentheses mark the beginning and end of the field definition:

( = Start of the field definition

) = End of the field definition

The text of a DVL file can be adapted from the row below the entry ##PAGE=0.

The font size can be defined using @ (+SIZE $n$ ), e.g.: @ (+SIZE80)

Text between @ (+BOLD) and @ (-BOLD) is printed bold.

The entry keywords/field names in parentheses results in the output of the appropriate database field, for example, when specifying @ (ANAME1) the content of the database field "Ordering party name 1" (line 1 of the ordering party name) is printed.

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