

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

International Payments MT 100 (INT) 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

**International 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 **International Payments** module to create, edit and administer payment orders. The module also prepares the transmission of your payment orders to one or more banks.

**Additional benefits:**

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

### 1.1 The International Payments module (INT)

The "**International Payments**" module (MT100) - or simply: **INT** - is installed as a component of the Core module.

Use the INT module to create and administer payment files (SWIFT files) based on the SWIFT MT100 format. You can transmit MT100 files online to your bank using the Communications Module (Comms. Module), a key component of the Core module. You can also send the SWIFT files you have created offline to your bank on diskette.

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

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

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

### 1.2 Installation

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

There are two ways of doing this under Windows:

1. When installing the Electronic Banking Program Systems, check the name of the supplementary module. It will then be installed together with the Core module (see Documentation on Core module).

2. If you do not want to install the supplementary module directly, click on "Run" in the Windows Start menu and then select the file

**setup.exe**

from the directory with the supplementary module on the installation CD-ROM and start the installation process with [**OK**]. Then follow the instructions issued by the installation program.

### 1.3 Starting the program / Exit

To start the program, you need to have

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

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

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

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

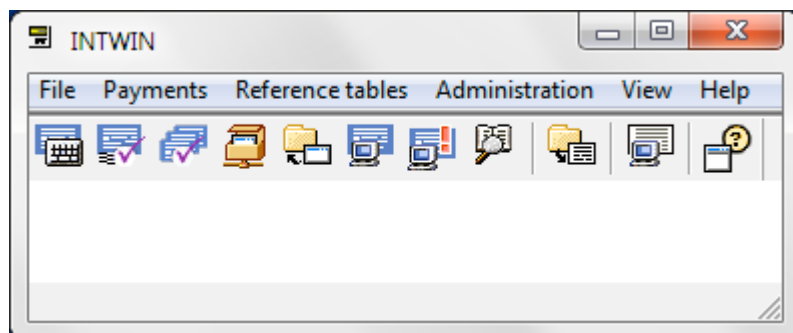
If due **Variable amount orders** (see Chapter 4.1.6: *Variable amount orders*) are found, a message shows the order number used to add these to the database as single orders. You must select the new single orders in the database, enter an amount and - depending on the settings in the INT parameters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

Exit **International Payments** by choosing menu item -File- / -Exit program-.

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 INT 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 INT 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 INT menu bar

### File

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

### Payments

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

### Reference tables

This menu allows you to populate and edit reference tables 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 INT online Help system.

## 1.4.2 INT toolbar

A number of the most frequently required program functions from the menus for working with the INT 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 command "Enter payments" in the - Payments- menu) to enter new payment orders and view and edit existing payment orders (see Chapter 4).	
	Use the "Single approval" icon (corresponds to the "Single approval" command in the - Payments- / -Approval- menu) to enter single approvals for payment orders (see Chapter 5.1).	
	Use the "Approval by account" icon (corresponds to the "Approval by account" command in the -Payments- / -Approval- menu) to approve several payment orders separately for each account (see Chapter 5.2).	
	Use the "Create payment order files" icon (corresponds to the "Create payment order files" command in the -Payments- menu) to create a SWIFT format payment file (see Chapter 6).	
	Use the "Import payment order files" icon (corresponds to the "Import payment order files" command in the -Payments- menu) to import payments files into the Order database of the MT100 module (see Chapter 7.5).	
	Use the "Display payment order files" icon (corresponds to the "Display payment order files" command in the -Payments- menu) to view and print SWIFT files (see Chapter 6.3).	
	Use the "Display due orders" icon (corresponds to the "Display due orders" command in the -Payments- menu) to view and print due orders (see Chapter 7.1).	
	Use the "Payment history" icon (corresponds to the "Payment history" command in the - Payments- menu) to view data relating to the processing of payment orders (see Chapter 7.4).	
	Use the "Execute export" icon (corresponds to the "Execute export" command in the - Administration- / -Import/Export- menu) to create export files for external databases (see Chapter 2.2.3).	
	Use the "Display text files" icon to view the content of any text file (see Chapter 2.3). (The icon corresponds to the "Display text files" command in the -Administration- menu.)	
	Use the "Info" icon (corresponds to the menu item "Info" In the -Help- menu) to obtain information concerning the program version and the DLLs used.	

### 1.4.3 Database overview

After starting a function (e.g. Enter payments), a database overview will open displaying all of the data stored in the system (in this case, the payment orders). Database overviews are divided into three sections:

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

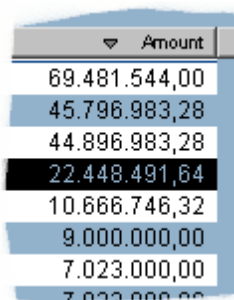
In the **display area** of a database overview, you will generally find **list boxes**, which permit you to change the display of the records in the record list. The list boxes can be identified by the (▼) at the right end of the field. Clicking on the arrow displays all of the available options. You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

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

The **record list** shows a list of the records.

These are displayed in a **table** with the column labels in the table header (in the so-called column header).

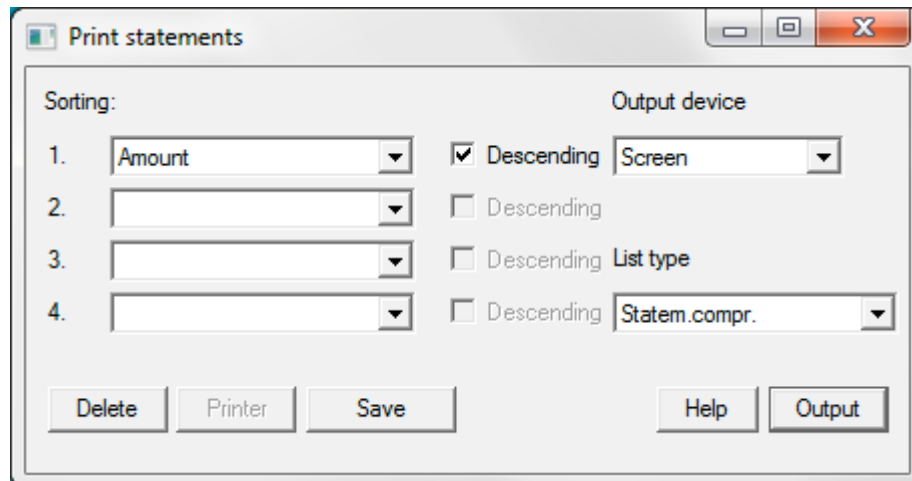
The shown records can be **sorted in ascending or descending order** by **clicking the column header** according to the sequence of the chosen column.



▼ Amount
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

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

A chosen sorting is automatically passed on the print function.



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

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



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



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



**Please note:**

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

To make it easier to distinguish between the individual records, alternating colours are used for the background of the lines (records). You can set these colours on the *Colour settings property page* (see Chapter 6.1.3 of Core module). If there are more records in the database than will fit on a single page, you can use the scroll bar, the page up/down keys or the cursor keys to scroll through the other records. If you have what is known as a wheel mouse, you can use its wheel to navigate through the database overview.

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

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

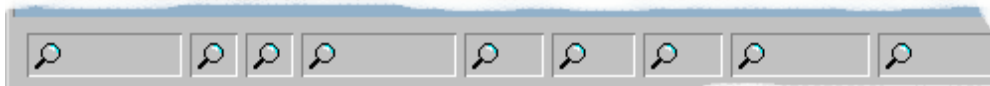
Choose **-View details-** to open the record window (e.g. the detailed view of the order database) for the

relevant database, in which all of the selected record's data can be viewed and as a rule also modified. Details regarding the Record window can be found in Chapter 1.4.4.

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

### Quick selection of records

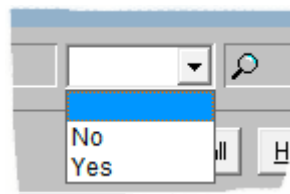
Below the record lists (within database overviews and selection lists) you can execute a quick selection "by mouse click" using specific fields to restrict the number of the records shown.



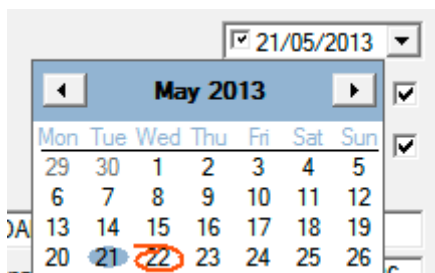
Each field is allocated to the appropriate column of the record list above and can be filled with a selection criterion for the relevant column. The selection criterion is either entered as "Text" (e. g. an initial letter is sufficient)



or as predefined value chosen from a list box



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



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

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

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

## 1.4.4 Input mask / Record window (Detailed view)

### Input mask:

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

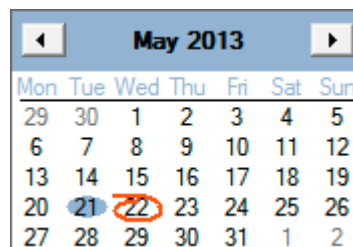
When you select a box by pressing **<TAB>** or **<Shift>+<TAB>**, the cursor marks the start of the input box so that you can start entering your data straight away. If you click in the box, the cursor marks the spot that you have clicked.

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

Mandatory fields and what are known as soft mandatory fields are marked in the colours that you selected on the *Mandatory fields / Fonts property page* (see Chapter 6.1.7 in Core module).

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

In **date fields** (📅 21/05/2013 ▼), 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>[&lt;]</b>                   | <b>Page back</b><br>Clicking on this button once or several times moves you back one or more entries.   |
| <b>[&gt;]</b>                   | <b>Page forward</b><br>Clicking this button once or several times moves you forward one or more entries.  |
| <b>[Go to]</b>                  | displays a particular record if you do not wish to use the [ <b>&lt;</b> ] and [ <b>&gt;</b> ] 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. |
| <b>[Delete]</b>                 | 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.   |
| <b>[OK]</b> or<br><b>[Save]</b> | 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** 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*.

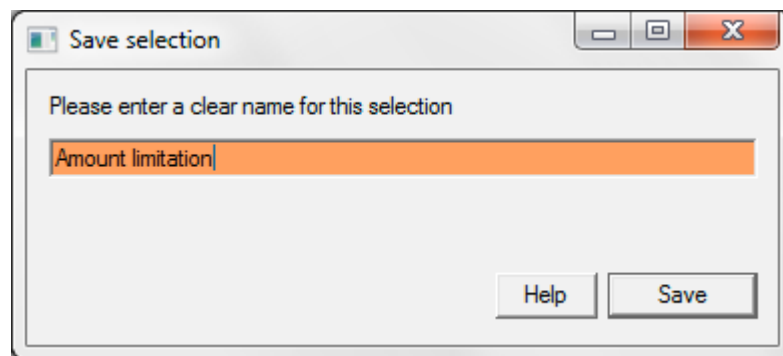
**Please note:**

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:**

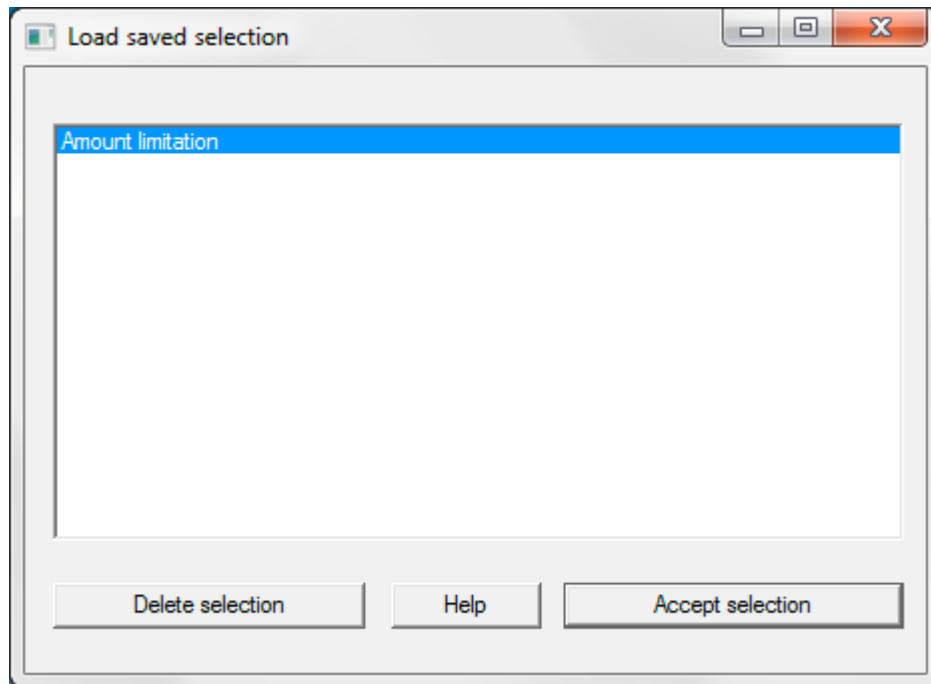
Selections can be saved under a name. To do so, click on the [**Save criteria**] button. Then a window opens, in which you allocate a clear name for the selection created.



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 as 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 the Core module: *Define reports*).

[**Help**] opens the context-sensitive Help.

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

## Sorting

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

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

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

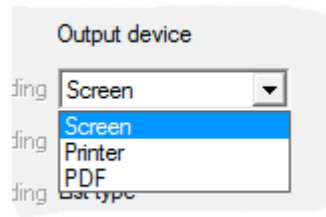
The default setting performs sorts in **ascending** order (0 - 9; A - Z).

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

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

## Output device

Specify the **Output device** in the list box at the right.



You can output data to

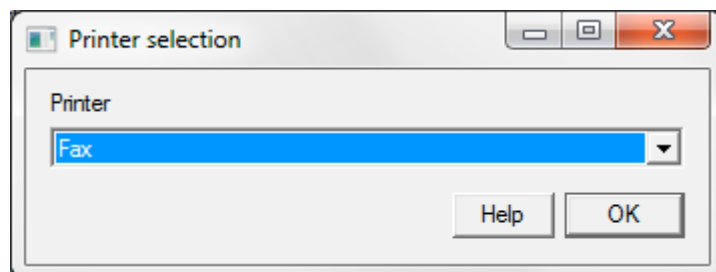
- **Screen**  
The data is output as a list on the screen. The list header contains the name of the database, the date and the time of creation as well as the number of pages. The records are displayed with their key data in columns that are described in the column headers.

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

or

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

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



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

or as

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

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

## Navigation in screen lists

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



in the toolbar to scroll up and down.

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

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



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

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



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

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

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

### Report types

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

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

You can, for example, select from:

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

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

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

- **By accounts**  
Payment orders with the same ordering party account will be listed in a table. A table header contains a description of the individual columns.

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

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

- **By currency**  
All payment order are displayed or printed with their key data sorted by order currency.
- **Item by item**  
Each payment order is displayed or printed on a separate page with all its data.

### 1.5.3 Database-supported entry via [?]

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

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

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

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

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

Select a function from the following menu items:

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

### 2.1 International Payments parameters

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



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

The functions of the parameters on the following property pages

- General
- Payments
- File creation

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

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

Symbol	Parameter type	Maintenance by ...
None	<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

The screenshot shows a Windows-style dialog box titled "Parameters for International Payments". It has three tabs: "General", "Payments", and "File creation". The "General" tab is selected. Inside the dialog, there is a section titled "General parameters" containing a list of settings, each with a small person icon on the left and a checkbox on the right. The settings are:

- Default of no for approvals by account ☐
- Default of no for deletion ☐
- Message for due orders at logon ☐
- Selection before approval by account and deletion ☐
- Add reference tables automatically on import ☐
- Selection before showing templates ☐
- Selection before master data log ☐
- Manual setting of template order numbers ☐
- Lead time for setting up variable amount orders as single orders
- Base currency  (with a dropdown arrow) and "EURO" text
- Generate plan data automatically ☒
- Change beneficiary table without changing existing orders ☐
- Set up standing orders as single orders ☐
- Generate MTFIBU.TXT automatically ☐
- Maintain master data log ☒
- Accept account group of user on import ☐
- Do not allow due date at weekend ☐
- Beneficiary account number is IBAN number by default ☐
- SHA for charges ☐

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

General parameters:**Default of NO for approval by account**

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

**Default of NO for deletion**

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

**Message for due orders at logon**

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

**Import reference tables automatically on (file) import**

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

**Selection before showing templates**

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

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

**Selection before master data log**

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

**Manual setting of template numbers**

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

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

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

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

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

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

**Base currency**

Enter the ISO Code of the currency into which the amount of a payment order should be converted.

The conversion is based on the details in the Currenciesreference table. Fill the field "**Base currency**" manually with the corresponding ISO code or click the [?] from the Currencies reference table, provided that you have added records there.

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

of the payment amount in the payment order currency.

**Lead time for variable amount orders**

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

**Generate plan data automatically**

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

**Change beneficiary (reference) table without affecting existing orders**

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

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

**Fees with SHA?** If you check this parameter, a new item (SWIFT code word **SHA(RE)**) will be available in the list box in the order entry dialog box which you can use to split charges (cf. Chapter 4.1.1: *Payments property page*: Allocate fees).

**Set up standing orders as single orders**

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

**Generate MTFIBU.TXT automatically**

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

**Maintain master data log**

Checking this parameter box specifies that a master data log will be maintained for the INT 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 files*). 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.

### **Do not allow due date at weekend**

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

### **Beneficiary account number is IBAN account number by default**

Checking this parameter box specifies a beneficiary account as IBAN account by default on new entry, that means the account number has to be entered as International Bank Account Number. The appropriate check box will then already be marked. This default can be modified there at any time (see Chapter 3.6: *Beneficiaries reference table*).

### **SHA for charges**

If you check this parameter, a new item (SWIFT code word **SHA**(RE)) will be available in the list box in the order entry dialog box which you can use to split charges (cf. Chapter 4.1.1: *Payments property page*: Assign charges).

## 2.1.2 Payments property page

The screenshot shows a window titled "Parameters for International Payments" with three tabs: "General", "Payments", and "File creation". The "Payments" tab is selected. It contains three sections: "New entry of payment orders" with six checkboxes (all unchecked), "Payment history" with a checked "Maintain payment history" checkbox, a text input for "Delete payment history after how many days" set to "0", and a red warning message, and "Approvals" with a dropdown for "No. of approvals" set to "One" and an unchecked checkbox for "Creator of the payment must not approve this". At the bottom are "Print", "Help", and "Save" buttons.

Section	Parameter	Value / Status
New entry of payment orders	Prompt ordering party	<input type="checkbox"/>
	Prompt ordering party account	<input type="checkbox"/>
	Prompt ID-group	<input type="checkbox"/>
	Prompt access class	<input type="checkbox"/>
	Always prompt order form	<input type="checkbox"/>
	Predefine ID-groups for entry with user name	<input type="checkbox"/>
Payment history	Maintain payment history	<input checked="" type="checkbox"/>
	Delete payment history after how many days	0
Approvals	No. of approvals	One
	Creator of the payment must not approve this	<input type="checkbox"/>

### New entry of payment orders:

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

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

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

Choose between:

### **Prompt Ordering party**

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

### Prompt Ordering party account

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

### Prompt ID-Group

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

### Prompt access class

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

### Always prompt order type

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

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

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

### Predefine ID-Groups for entry with user names

If you highlight this parameter, the "ID-Group" field on the *Supplementary information property page* is predefined e.g. 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.

### Payment history:

#### Maintain payment history

Checking this INT parameter box specifies that a master data log will be maintained for the INT 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**".



#### **Please note:**

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

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

### Approvals:

#### No. of approvals

Use this parameter to tell the program whether none, one or two approvals are required.

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

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

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

### **Editor of the payment must not approve this**

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

### 2.1.3 File creation property page

Parameters for International Payments

General | Payments | File creation

Type of file creation

- ☒ Switch off multiple file creation
- ☒ With preview
- ☒ With display of files after creation

Printouts for file creation

- ☒ Print medium: Printer
- ☒ Short list at file creation: None
- ☒ No. of cover notes for file creation on hard disk: None
- ☒ No. of cover notes for file creation on diskette: One

General parameters

☒ Default file reference:

Routing

- ☐ Routing for all orders
- ☐ Routing via comms. bank

Prepare file for comms.

- ☐ Prepare file for comms. is mandatory

Backup files in directory DTASAVE for file creation on diskette

Delete backup files after how many days: 0

Print Help Save

#### Type of file creation:

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

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

##### **With preview**

If you have highlighted this parameter, an overview will be shown to you at file creation on hard disk or diskette, in which you can exactly define, which orders should be added to the SWIFT file to be created (see Add orders to payment order file in Chapter 6.1).

##### **With display of files after creation**

If you have highlighted this parameter, an overview will be shown to you at file creation on hard disk or diskette, in which all payment order files prepared for sending are listed (see Files to be sent in Chapter 6.1).

Printouts for file creation:**Print medium**

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

- Printer and
- PDF.

Using this parameter the selection of the output medium at file creation can be predefined (see Chapter 6.1). This presetting can be changed there, naturally.

**Short list at file creation**

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

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

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

Choose between:

- None
- Overview and
- Complete.

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

You can change this default at any time in the dialog box for creating SWIFT files (see Chapter 6.1.1: *Single bank-oriented file creation on diskette*).

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

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

You can change this default at any time in the dialog box for creating SWIFT files (see Chapter 6.1.2: *Single bank-oriented file creation on diskette*).

General parameters:**Default file reference**

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

Routing:**Routing for all orders**

If you check this default setting, a routing instruction will be added to the MT 100 files (SWIFT files) to be created before each payment order. This means that routing is effected for **all** orders and not only those that involve a Correspondent bank (cf. Chapter 3.2: *Banks reference table*).

Check box "Correspondent bank"). This parameter can be deactivated by selecting Routing via Comms. bank.

### Routing via Comms. bank

If you check this parameter, routing will be effected by the Comms. bank entered when creating the SWIFT file. If this parameter has been checked, you will be able to enter the SWIFT Code of this Comms. bank in a separate box when entering the bank details in the *Accounts reference table*.

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 6.1.1: *Single-bank oriented file creation on hard disk*) in order to prepare the payment order file for Comms. and make it available in the File manager directly for execution. 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. 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).

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

### Delete backup files after how many days

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

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

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

## 2.2 Import / Export functions

The program's import / Export functions allow you create text files with reference table data and files which form the basis for ledger accounting system (cf. Chapter 6.4: *Create MTFIBU.TXT*) and import external text files into the reference tables.

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

- Define control file
- Export
- Import
- Delete reference tables

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

- 2.2.1: *General information*

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

Instructions for creating a control file are contained in chapters

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

### 2.2.1 General information

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

These text files are created

- by selecting the menu item -Administration - / -Import/Export- / -Execute Export-.

or

- by clicking on



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

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

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

## 2.2.2 Control files for defining output or input files

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

To generate an output (export) file or to import an input file, a **control file** is required that contains the information required for the export or import of data. This file is used to define which fields are to be added in the respective output file or adopted from the import file. Control files can be modified at any time to meet changing needs.

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



### Please note ...

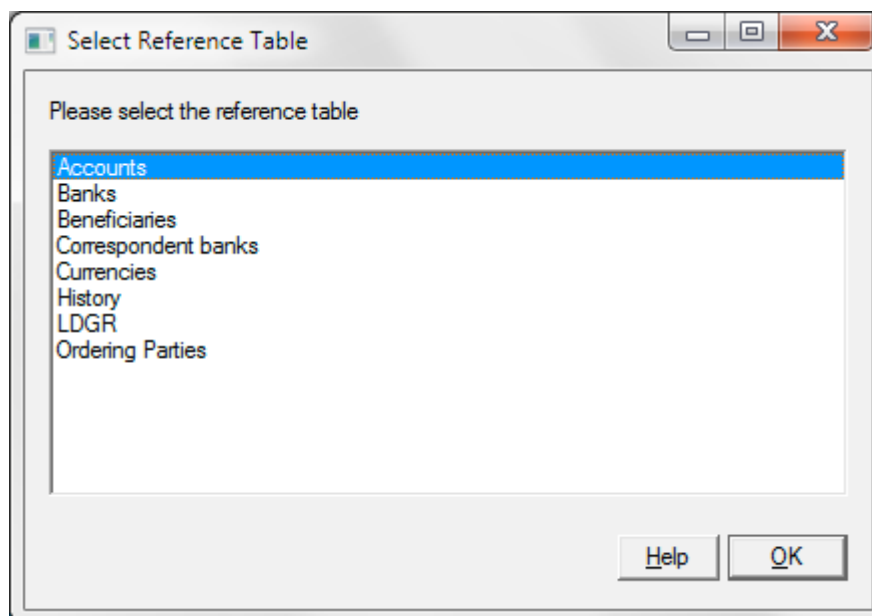
By default, the control files are located in subdirectory..\\DAT of the Payments module; and this directory will first be searched by the program for control files.

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

- **Open a new control file**

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

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



Choose between the following databases:

- Accounts
- Banks
- Beneficiaries
- Correspondent banks
- Currencies
- History
- LDGR

- Ordering parties

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

- **Open an existing control file**

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

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

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

### 2.2.2.1 General property page

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

The screenshot shows a Windows-style dialog box titled "Define Import/Export file". It has two tabs: "General" and "Fields". The "General" tab is active. The "File name" field contains "TEST" and the "for" field contains "MKONTEN". The "Description" field is empty. The "Separator" field has a dropdown menu showing a comma character. The "Date format" field has a dropdown menu showing "Windows standard". The "Date separator" and "Decimal separator" fields both have dropdown menus showing a comma character. There are several checkboxes: "Text fields inv. commas", "Compress fields", "Output in Windows character set", "Field names in line 1", "Search for / create import / export file in user directory" (with a note: "(It is recommended to store these files in the workstation directory of the core module)"), "Prompt name of export / import file" (with a note: "(Default is the workstation- or possibly the user directory of the core module)"), "Overwrite existing text file", and "Call batch after creating export file". At the bottom, there are three buttons: "Print", "Help", and "Save".

A key to the fields, you need to define:

#### Description

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

#### Separator

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

You can use , ; : etc. as a delimiter. If a **0 (zero)** is entered for the delimiter, this will be converted to a hexadecimal „0“; a „T“ will be converted to hexadecimal 9, in other words the **TAB** character. 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 print export files automatically. If you click on [Output Autoroutine], the dialog "Store print" will open in which you can define and save a predefined report, which can later be accessed for further editing or execution under the menu item -Administration- /- Predefined reports-. The fields correspond, in largest part, to those describe in Chapter 6.8.2: Define reports, they are just organised somewhat differently.

#### Text field

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

#### Printing in autoroutines

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

#### Save with selection?

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

#### Output file

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

#### 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

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

#### Date format

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

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

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

**Date separator**

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

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

**Decimal separator**

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

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

**Text fields inv. commas**

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

**Compress fields**

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

**Output in Windows character set**

The setting to be made here depends on whether a Windows or a DOS program will be used to further process the export file.

This is particularly important in the event that special characters are used, since Windows and DOS programs use different code sets.

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

**Field names in line 1**

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

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

**Search for / create Import / Export file in user directory**

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

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

**Prompt name of export / import file**

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

This list box will be displayed when:

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

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

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

**Overwrite existing text file**

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

**Call batch after creating Export file**

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

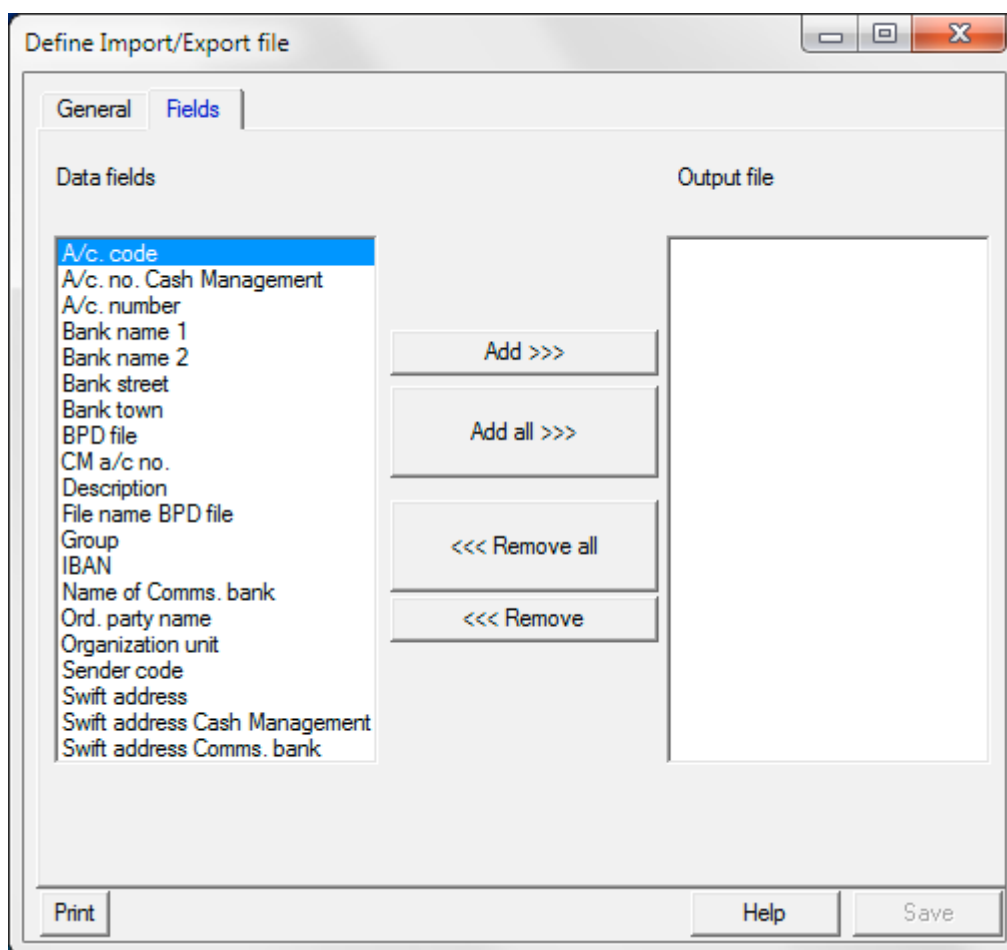
In the batch file the name of the created text file can be requested. The request can be done using the following parameter: %1 = name of the created text file.

## 2.2.2.2 Fields property page

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

### Incidentally:

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



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

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

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

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

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

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

in the left-hand list.

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

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

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

### 2.2.3 Export (Generate output file)

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

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



#### Please note ...

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

A list box then displays all of the control files present in the directory `..MT100WIN\DAT`. Position the cursor and confirm with <Return> or click on the entry and then click on [OK] or double-click to select the control file to be used for generating (creating, updating) an export file.

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

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

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

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

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

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

## 2.2.4 Import (Input a text file)

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

To do so, you need

- a corresponding control file with extension ".WVD" in directory ..\MT100WIN\DAT (see Chapter 2.2.2: *Control files for defining output or input files*)
- and
- an Import file=text file (ASCII file) with the same name with the extension ".TXT" and a structure corresponding to the control file in directory ..\MCCWIN\DAT



### Please note:

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

In the first step, the program searches in the directory ..\MT100WIN\DAT for files with the extension ".WVD" that define the structure of the text files to be imported. The files found will be shown in a list box. Position the cursor and confirm your selection with <Return>, or click the [OK] button to select the export file to be accessed during the import process.

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

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

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



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

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

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

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

## 2.2.5 Delete reference tables

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

To do so, you need

- a corresponding control file with the extension ".WVD" in the directory ..\MT100WIN\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 ..\MT100WIN\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 Banks 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>.

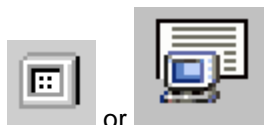
A message reminds you that when the selected file is imported, all entries in the database with an index (code, ID) which is identical to the index of the file being imported will be deleted. You must confirm with [**Yes**] to start the import routine for deletion.

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



or

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



### Please note ...

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

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

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

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

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

Click on the icon



(Change font)

to switch between the Windows and DOS character sets if needed. This function makes it possible to properly display files that were generated by DOS programs. Depending on the operating system further options for the font specification within the file display are available.

Click on the



(Print text)

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

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

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

Date	Time	Function	Menu item	User
23/01/14	10 : 47 : 45	NEW ENTRY	IMPORT FILE	1

Code	Ordering party	Beneficiary	Curr.	Amount
2	1 ICH	YOU	EUR	12,345.00

WEG 1	HIER	Swift address	A/c. code	A/c. number	IBAN	Charges
WEG 1	HIER	COLSDE33	1	DE9737050198003363322	11111111111111111111	BEN

Date	Time	Function	Menu item	User
23/01/14	10 : 47 : 45	NEW ENTRY	IMPORT FILE	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 item -Reference tables- in the **menu bar**.

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

The INT module uses a total of 6 reference tables:

- Currencies
- Banks
- Correspondent banks
- Accounts
- Ordering parties
- Beneficiaries

You can populate the reference tables in two ways:

- by entering data manually
- by importing text files

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

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

The

- [**Additional information**]

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

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

This protection extends to the reference tables Account holder/Ordering party, Banks, Accounts and Partners.

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

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

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

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

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

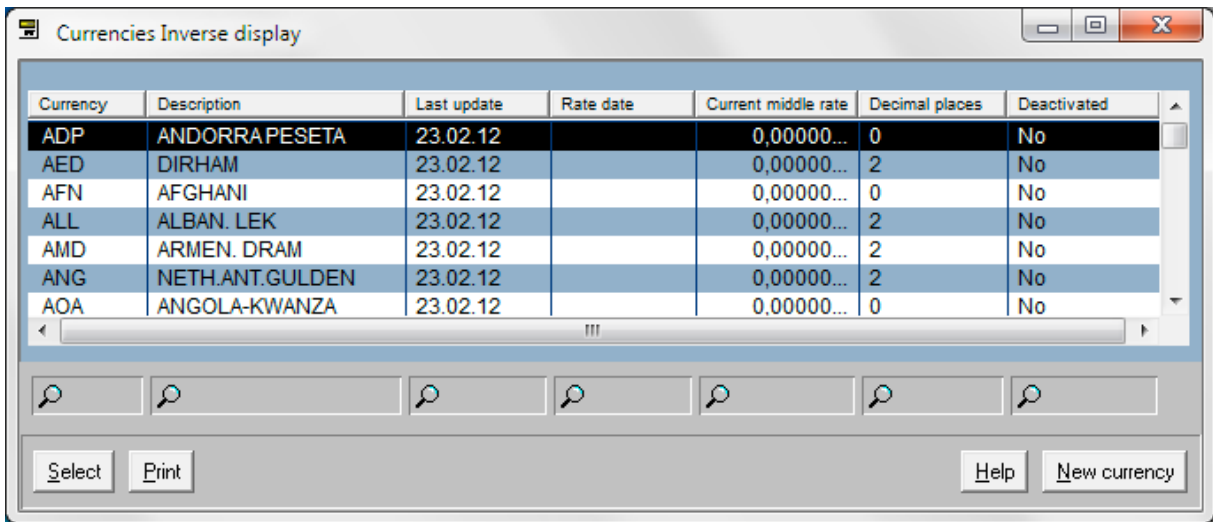
If, furthermore, the parameter "**Editor of the payment must not approve this**" has been activated, the approval of a blocked record may not be made by the editor of a payment order but must be made by **another** User authorized to approve.

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

### 3.1 Currencies reference table

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

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



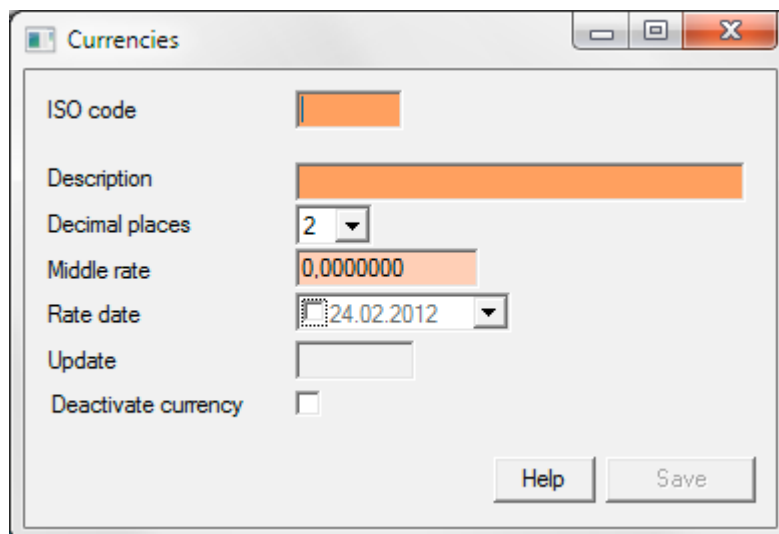
Currency	Description	Last update	Rate date	Current middle rate	Decimal places	Deactivated
ADP	ANDORRAPESETA	23.02.12		0,00000...	0	No
AED	DIRHAM	23.02.12		0,00000...	2	No
AFN	AFGHANI	23.02.12		0,00000...	0	No
ALL	ALBAN. LEK	23.02.12		0,00000...	2	No
AMD	ARMEN. DRAM	23.02.12		0,00000...	2	No
ANG	NETH.ANT.GULDEN	23.02.12		0,00000...	2	No
AOA	ANGOLA-KWANZA	23.02.12		0,00000...	0	No

Below the table are search icons and buttons: Select, Print, Help, New currency.

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

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

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



The dialog box contains the following fields and controls:

- ISO code: Text input field
- Description: Text input field
- Decimal places: Spin box set to 2
- Middle rate: Text input field with value 0.0000000
- Rate date: Date picker set to 24.02.2012
- Update: Text input field
- Deactivate currency: Check box (unchecked)
- Buttons: Help, Save

The program prompts you to enter the 3-digit **ISO-Code** to identify the reference table entry.

To explain the ISO code, you must enter a **description** in the following line.

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

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

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

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

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

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

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

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

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



**Please note...**

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

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

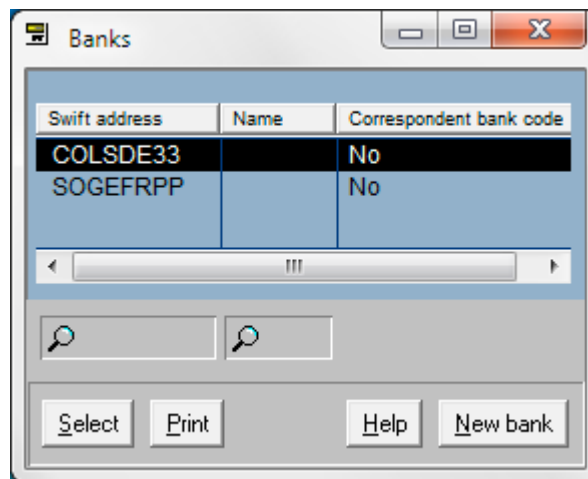
You can continue to import currency rate data in the "classic" display –if offered- using the session type **DKU** ("Collect currency rate information").

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

### 3.2 Banks reference table

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

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



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

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

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

Swift address  Bank search

Name

Street

Town

Correspondent bank ? ☐

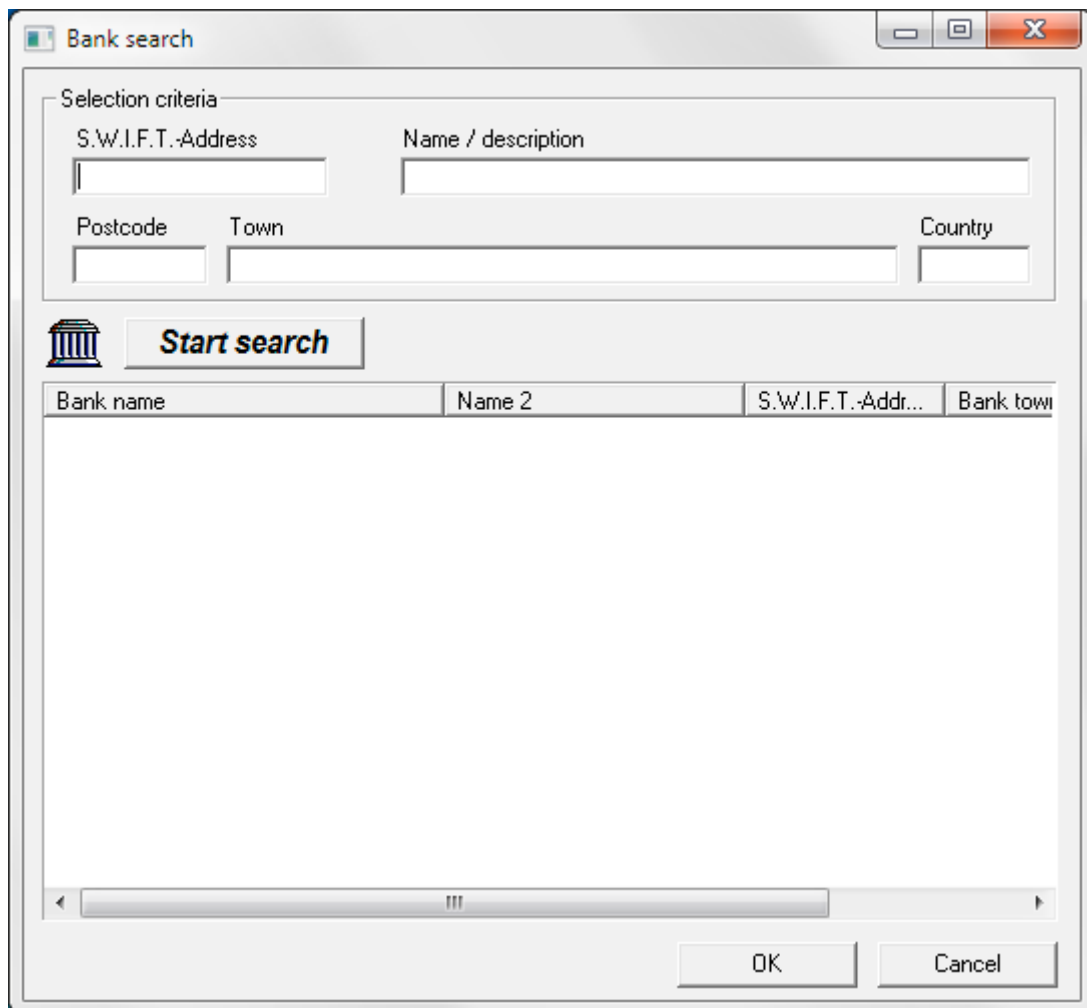
Bank parameter (BPD) ?

Lead time for creating file

Help Save

The program prompts you to enter the **SWIFT address** of the new bank. For this, click on the [**Bank search**] button next to the input field to open the dialog box for the bank 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, 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 SWIFT code by clicking on it and confirm your selection with [**OK**] or double-click the desired entry; the SWIFT code will then be included in the appropriate field.



The image shows a 'Bank search' dialog box with a title bar containing a minimize, maximize, and close button. Inside the dialog, there is a 'Selection criteria' section with four input fields: 'S.W.I.F.T.-Address', 'Name / description', 'Postcode', and 'Town'. A 'Country' label is positioned to the right of the 'Town' field. Below these fields is a button with a classical building icon and the text 'Start search'. Underneath the button is a table with four columns: 'Bank name', 'Name 2', 'S.W.I.F.T.-Addr...', and 'Bank town'. The table is currently empty. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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

Checking the "**Correspondent bank**" box affects the generation of a payment order. You must then enter the Correspondent bank ("Routing") in addition to the Ordering party bank details.

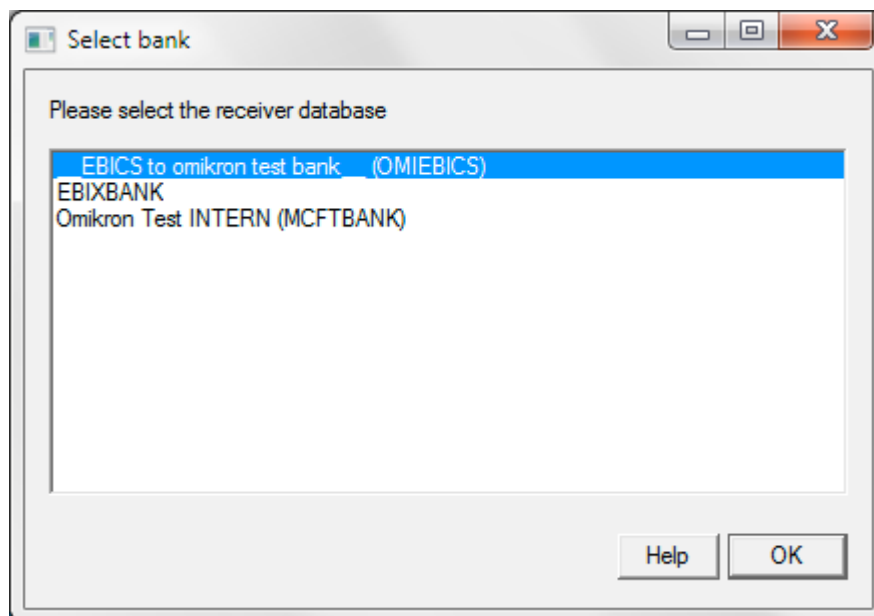
Routing means that routing instructions are prefixed to each payment order in the case of MT 100 files generated using the -Create SWIFT file- function. The routing entry contains the Correspondent bank details.

Your bank's Customer Services Dept. will advise you whether this Ordering party bank has one or more correspondent banks.

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

If the parameter "**Prompt EPFT bank parameter files also from floppy disk**" (see Chapter 6.1.2 in Core module) has been set, a prompt for inserting the diskette appears, if not already happen. Press [**Yes**] if you want to choose a BPD file from diskette (and the diskette 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 ..\MCCWIN\DAT or on diskette (disk drive 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. During this time the orders will be due and can be sent (default is 0). Orders lying beyond this time frame will be shown as due orders as soon as their payment date falls within the chosen time-frame. It is only possible to transfer orders that are within the time frame.

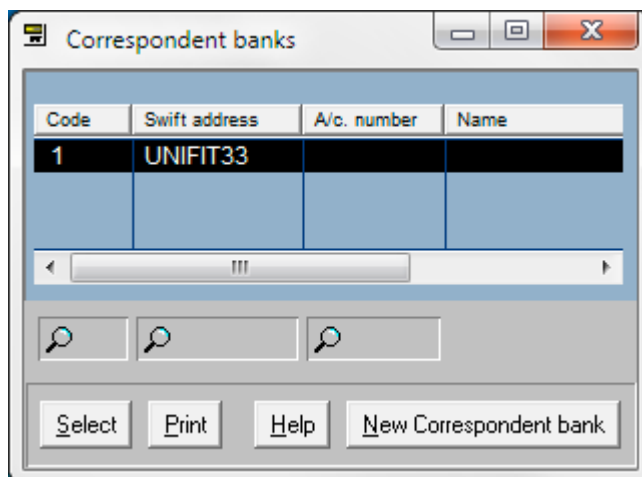
If you choose "0", only orders that were entered on or before the system date will be considered due.

### 3.3 Correspondent banks reference table

The data in the Correspondent banks reference table is needed to generate a payment order if you have checked the "**Correspondent bank**" box for a particular bank in the Banks reference table. Together with the bank details of the Ordering party, you must also enter the Correspondent bank. The Correspondent bank data is transferred to the MT100 file created using the -Create SWIFT file function.

Your bank's **Customer Services Dept.** will advise you whether this Ordering party bank has one or more correspondent banks.

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



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

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

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

The program prompts you to enter the **SWIFT address** to identify the reference table entry.

You will then have to enter the address of the bank (**name, street, town**) and the **account number**.

The screenshot shows a software window titled "New entry of correspondent banks". The window contains the following elements:

- Code:** A single-line text input field.
- Swift address:** A single-line text input field.
- Bank search:** A button located to the right of the Swift address field.
- Name:** A multi-line text input field consisting of three stacked boxes.
- Street:** A single-line text input field.
- Town:** A single-line text input field.
- A/c. number:** A single-line text input field.
- Help:** A button located at the bottom right of the form area.
- Save:** A button located to the right of the Help button.

### 3.4 Accounts reference table

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

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

The screenshot shows a window titled 'Accounts'. At the top, there are labels for 'Swift address Cash Management', 'Bank name', and 'A/c. no. Cash Management'. Below these is a table with the following data:

A/c. code	Description	Swift address	A/c. number	Group
1		COLSDE33	DE97370501980033633322	0
2		SOGEFRPP	7564765478654875847584758973...	0

Below the table is a scroll bar. At the bottom of the window, there are four search icons, a 'Select' button, a 'Print' button, an 'Additional information' button, a 'Help' button, and a 'New account' button.

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

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

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

The program prompts you to enter a max. 4-digit numeric **Account code** to identify the reference table entry. One line is available to explain the account code or enter the **description** of the account. The entry can be effected manually or by clicking on the [**Cash Management account**] button.

You can use this button to copy data from accounts which 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 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.

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

Enter the **account number** manually in the next box.

When entering bank data (**SWIFT address** etc.) you can use the [?] button to access the entries in the Banks reference table provided, of course, that records have already been saved there. You can also enter the Bank Code manually and add a new bank by entering the Bank Code, confirming with <TAB> and entering the data in the input mask. The "Name", "Street" and "Town" boxes now contain the entry you have selected.

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

Details relating to the **Cash Management account** are entered if you copied the account name at the start by clicking on the [**Cash Management account**] button. The SWIFT address and Account no. boxes contain the details you have selected.

The "Cash Management account" box allows you to assign payments for the current account to a certain Cash Management account (=CM account) for which statements are downloaded in the Core module. If you want to generate plan data for this CM account (to do so you must have set the parameter "**Generate plan data automatically**" on the *General parameters property page*; see

Chapter 2.1.1) which is to be automatically reconciled with the statement data received, you will only have to effect an allocation using the field "Cash Management account" if different Bank Codes or account numbers to those of the CM account are used (e.g. if the country specific Bank Code has been used as bank identifier in INT, but the SWIFT address has been used in the Core module).

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

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

The "A/c group" box contains a 3-digit numeric account code, the approved value of which depends on the group to which the current user is allocated in the Core module (cf. Chapter 5.4.1: *User property page*). If the user has been allocated an A/c. group unequal to "0", he can only enter this A/c. group or "0".

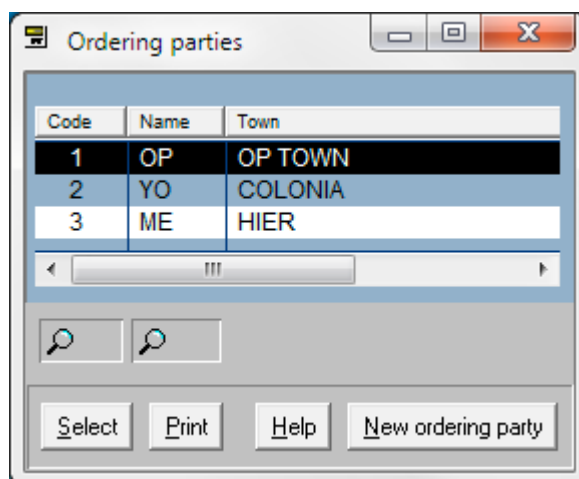
The default account group entered in the box is "0". This means that all users have unlimited access to this account.

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

### 3.5 Ordering parties reference table

The Ordering parties reference table contains the Ordering parties address data.

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



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

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

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

Ordering Party Code: 4

Name:

Street:

Town:

Buttons: Help, Save

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

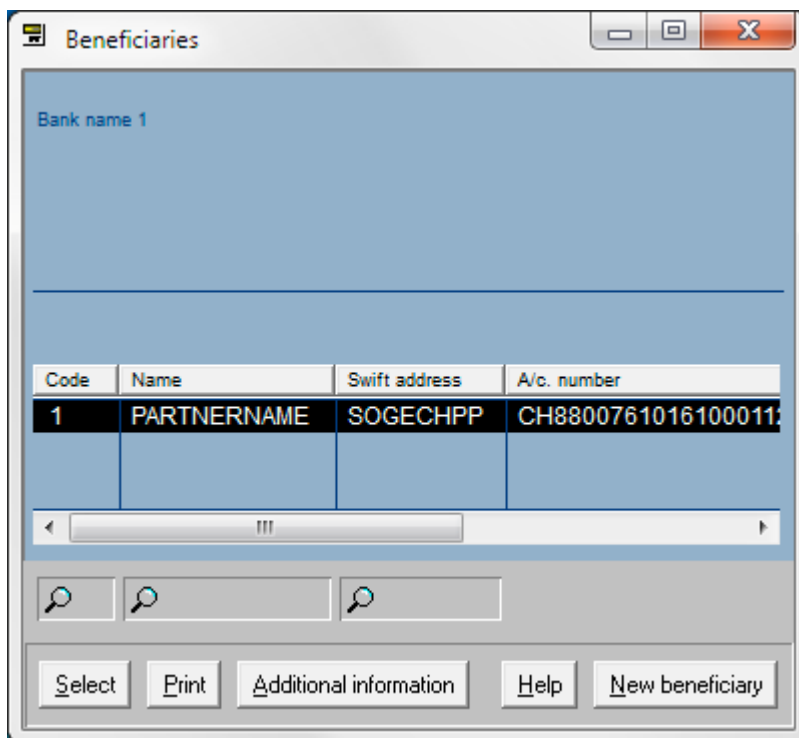
Two lines are available for entering the Ordering party **name**, plus one each for the **street** and **town** (incl. postcode).

The first line of the name as well as street and town are mandatory fields.

### 3.6 Beneficiaries reference table

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

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



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

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

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

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

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

You can mark the "**Own account**" box to indicate that the Beneficiary is an in-house Beneficiary. Plan data is recorded for in-house Beneficiaries accounts in the same way as for Ordering party accounts. If the code "Intracompany" is set, the [**CM a/c.**] 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.

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

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

The screenshot shows a window titled "New entry of Beneficiary". It contains several input fields and checkboxes. The "Code" field is at the top. Below it is the "Beneficiary address" section with fields for "Name", "Street", and "Town". There are checkboxes for "Own account" and "CM a/c.", and a "Group" text field. Below these are "Cash Management a/c." fields. The "Bank" section includes "Swift address", "Name", "Street", and "Town" fields, along with a "Bank search" button. At the bottom, there are "A/c. number" and "IBAN" fields, with an "IBAN" checkbox. "Help" and "Save" buttons are at the bottom right.

When entering **bank data**, the **SWIFT address** identifies the bank details of the Beneficiary. 2 lines are available for the **bank name**, plus 1 each for the **street** and **town** (incl. postcode etc.).

Then enter the Beneficiary's **account number**.

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

If you have set the "**Beneficiary account number is IBAN account number by default**" parameter on the *General parameters property page* (see. Chapter 2.1.1), the check box will be marked already.

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

**ccppbbbbbbbbbaaaaaaaaaaaaaaaaaa**

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



**Please note:**

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



**Please also note:**

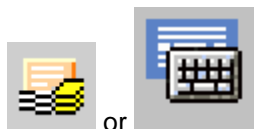
Subsequent changes to the Beneficiaries database do not affect the payment record if you have checked the parameter "**Change beneficiary (reference) table without changing existing orders**" (see Chapter 2.1.1: *General parameters property page*), as the Beneficiaries index is then deleted whenever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

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### 4 Payment orders

Select the payments entry function by clicking on



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

Use the -Enter payment- function to edit (modify, delete, view, print) international payment orders based on the SWIFT MT100 format. New payment orders are also added using this section of the program.

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

- 4.1 Edit payment orders
- 4.1.1 Payments property page
- 4.1.2 Beneficiary property page
- 4.1.3 Details property page
- 4.1.4 Supplementary information property page
- 4.1.5 Ordering party data property page
- 4.1.6 Times property page
- 4.1.7 Using templates

## 4.1 Edit payment orders

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

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

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

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

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

No.	Order form	Ordering party	Beneficiary	Currency	Amount	Due to	Approvals	of
1	Single order	ICH	YOU	EUR	1,000.00	23/01/14	0	1
2	Single order	COLSDE33 DE9737050...	POBADEFF 1111111111...	EUR	12,345.00	23/01/14	0	1
3	Single order	ICH	YOU	EUR	12,345.00	23/01/14	0	1
		COLSDE33 DE9737050...	POBADEFF 1111111111...	EUR	12,345.00	23/01/14	0	1
		ICH	TU	CHF	574,647.00	23/01/14	0	1
		SOGEFRPP	SOGEITRR	CHF	574,647.00	23/01/14	0	1

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

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

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

4.1.1: *Payments property page*

4.1.2: *Beneficiary property page*

4.1.3: *Details property page*

4.1.4: *Additional information property page*

4.1.5: *Ordering party data property page*

4.1.6: *Times property page*

**[New order using template]**

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

**[Details]**

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

To edit an existing record, select the corresponding entry by positioning the cursor and confirming with **<Return>**, by clicking the right mouse button and clicking on -View details- or by double-clicking the left mouse button. The selected record is displayed in a dialog box, where it can be modified or deleted. Use the [**<**] and [**>**] buttons to page to further payment orders.

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

### 4.1.1 Payments property page

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

- Assign order number
- Select order type
- Assign access class
- Enter Beneficiary
- Enter currency and payment amount
- Allocate fees
- Enter Payment details
- Enter Ordering party
- Specify a reference
- Enter Ordering party account
- Specify number of approvals
- Define execution date

**Single orders**

Payments | Beneficiary | Details | Additional information | Ordering party | Times

Order number: 1 | Order type: Single order | Urgent: ☒

Access class: ?

Beneficiary: ?

Beneficiary name: YOU

Beneficiary street: ALLEE 1

Beneficiary town: DORT

Swift address: POBADEFF | A/c. number: 11111111111111111111

Currency: EUR | Amount: 1,000.00 | Amount in EUR: 1,000.00 | Charges: BEN

Details:

Account code: 1 | Swift address: COLSDE33 | A/c. number: DE97370501980033633322

Ordering party: 1 | Ordering party name: ICH | Reference: 476526246572435

Approvals: 0 from 1 | Due date: 23/01/2014 | Earliest transmission: 23/01/14

< > Go to Delete Print Help Save

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

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

Each pre-setting can be changed by you naturally.

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

### Assign order number

As with standing and variable amount orders, single orders are identified by an order number. The program suggests the lowest order number not yet assigned.

Accept the suggested order number with <**TAB**> or overwrite the value with a number of your choice.

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

### Select order type

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

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

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

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

Using an additional check box, you can define, whether the order should be "**urgent**". In this case, one line is hidden on the additional information property page and an appropriate code is set in the field :72:.

### 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 [2], provided that records have already been added there. Position the cursor and confirm with <**Return**> or double-click to choose an access class from the available access classes which you want to assign to the payment order in order to "tag" the record with it.

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

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

### Enter Beneficiary

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

The Beneficiary data is transferred to the appropriate boxes. The Beneficiary Code, line 1 of the Beneficiary name, Bank Code and Account no. are displayed immediately. Make additions and/or changes of the beneficiary data using the *Beneficiary property page* and save the entries there using the [**Include in reference table**] button.

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

#### Enter Currency and Amount

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

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

#### Assign charges

Choose between

- **BEN**(eficiary) = All fees debited to the Beneficiary
- **OUR** = All fees debited to the Ordering party

to specify which party pays fees and charges. If the INT parameter "**SHA for charges**" is checked on the *General parameters property page*, the option

- **SHA**(re) = Splitting charges

will also be available in the list box. More details can be found in Annex under the explanations relating to cost settlement (box: **71A:**)

Click on the drop-down arrow to the right and then on the option you want to select.

#### Enter details

4 lines are available for entering the details. The first two are displayed in the input mask.

Click the corresponding tab to open the *Details property page* on which you can enter further payment details.

#### Enter Ordering party account

When entering the Ordering party account, you also use the [?] button to access the data in the Accounts reference table. The account data is transferred to the Account code, SWIFT Code, and Account number fields.

The data regarding the ordering party will also be filled.

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

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

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

#### Enter Ordering party

When entering the Ordering party, you also use the [?] button to access the data in the Ordering

party accounts reference table. The Ordering party data appears in the relevant boxes: The Ordering party number and line 1 of the Ordering party name are immediately visible.

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

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

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

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

#### Specify a reference

Enter an alphanumeric customer reference (max. 16 characters) for your own information.

#### Specify number of approvals

The "Number of approvals" box will only be populated after the order has been saved. For verification purposes, the number of approvals already entered (Actual number) is displayed together with the total number of approvals specified via menu item -Administration- / -INT-Parameters- on the *Payments property page* (see Chapter 2.1.2).

#### 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 SWIFT file*).

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).

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

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

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

## 4.1.2 Beneficiary property page

### Code, Address, Beneficiary account, Bank details, Cash Management account of the Beneficiary

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

The screenshot shows a software window titled "Single orders" with a tabbed interface. The "Beneficiary" tab is active. The form includes the following elements:

- Order information:** "Order number" field with value "1", a "Single order" dropdown menu, and an "Urgent" checkbox that is checked.
- Code field:** An empty text box next to an "Include in reference table" button.
- Address section:** A group box containing "Name" (YOU), "Street" (ALLEE 1), and "Town" (DORT) fields.
- Cash Management section:** A group box with "Own account" (checkbox), "CM a/c." (text box), "Group" (text box), and "Cash Management a/c." (text box).
- Bank section:** A group box with "Swift address" (POBADEFF), "Name", "Street", "Town", and "A/c. number" (IBAN 11111111111111111111) fields. A "Bank search" button is also present.
- Navigation and Action buttons:** A row of buttons at the bottom including "<", ">", "Go to", "Delete", "Print", "Help", and "Save".

Enter the data for the beneficiary as described in Chapter 3.6: *Beneficiaries reference table*.

In addition, under Cash Management account, the field "Group" can be filled here with a max. 10-digit numeric code; this field can also be predefined using an entry in the field "Group" on the *Beneficiaries property page* (see Chapter 3.6.1).

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

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

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

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



**Please note:**

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

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

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

### 4.1.3 Details property page

#### Enter details

4 lines are available for entering the details. The first two are displayed in the input mask.

Information on how to use Wildcards in Details can be found below.

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

Under the "Details" tab, there is a form with the following elements:

- A row containing an "Order number" field with the value "1", a dropdown menu currently showing "Single order", and a checkbox labeled "Urgent" which is checked.
- A section titled "Details" containing four empty text input lines.

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

#### Using wildcards in Details

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

There are two ways of doing this:

- By updating manually using the [**Replace**] function. This function is described in detail in Chapter 7.2: *Search/Replace data in orders*.
- 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 SWIFT 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 2007.

Generate a variable amount order and set the due date to 1.11.2007 (1st of November 2007). Enter "monthly" as the payment cycle. Enter "Rent \$M 2007" as the payment details. When the payment date 01.11.2007 is reached, the payment details "Rent November 2007" are in the DTAUS file created.

When the due date 01.12.2007 is reached, the payment details in the DTAUS file are "Rent December 2007".

The variable displayed in the payment order always remains the same, i.e. it is not updated to e.g. "Rent December 2007".

#### 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 2007 for January 2008.

Generate a variable amount order and set the due date to 27.12.2007. Set the payment cycle to "yearly". Enter "Bonus \$J+1" as the payment details. Once the payment date 27.12.2007 has been reached, the payment details in the DTAUS file are "Bonus 2008". When the due date 27.12.2008 is reached, the payment details entry will be "Bonus 2009".

The variable displayed in the payment order always remains the same, i.e. it is not updated to "Bonus 2008" or "Bonus 2009".

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.

#### 4.1.4 Additional information property page

##### Enter Correspondent bank

A Correspondent bank is a bank located abroad with which the Ordering party bank (located in Germany) has a cooperation arrangement. If you have checked "**Correspondent bank**" in the Banks reference table, a routing entry is added to the SWIFT MT 100 format file before each payment order. The routing entry contains the Correspondent bank details.

The screenshot shows a software window titled "Single orders" with several tabs: Payments, Beneficiary, Details, Additional information (selected), Ordering party, and Times. The "Additional information" tab contains the following fields and controls:

- Order number:** A text box containing "1".
- Single order:** A dropdown menu.
- Urgent:** A checked checkbox.
- Correspondent bank section:**
  - Code / Swift address:** A text box with a selection icon (?) to its left.
  - Name:** A text box.
  - Street:** A text box.
  - Town:** A text box.
  - A/c. number:** A text box.
- Additional information section:**
  - A text box.
  - A dropdown menu.
  - Free text file:** A section with a selection icon (?) to its left.
- Supplementary ID-Groups section:**
  - ID-Group:** A text box with a selection icon (?) to its left.
- Approval section:**
  - Creator:** A text box containing "1".
  - 1. Approval:** A text box.
  - 2nd Approval:** A text box.
- Bottom bar:** Buttons for navigation (<, >) and actions (Go to, Delete, Print, Help, Save).

Clicking on [?] opens a selection list box containing all banks stored in the Correspondent banks reference table. Position the cursor and confirm with **<Return>** or double-click to select one of the banks.

The Correspondent bank data appears in the corresponding boxes: The SWIFT address and line 1 of the bank name are immediately visible. Other data can be viewed by clicking on the tab on the *Ordering party data property page*.

##### Specify further additional information

You can enter up to 3 lines manually. The third line is hidden, if it is an urgent order.

Three further fields are reserved for fixed supplementary information:

- Benonly
- Cheque
- Hold

Click on the drop-down arrow and then click on one of the options in the list.

##### **Attach a free format message**

Use the [?] to choose any text file which shall be attached to the payment order.

The text selection window shows the files which are located in the current folder.

The dialog box displays the names of the files that are in the current directory. If you wish to open a 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, double-click on it, click on it once and then on [**Open**] or position the cursor on it and confirm with <**Return**>.

The field "Free text file" displays then the path entry for the chosen file.

##### **Enter ID Groups**

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

When defining the **ID-Group** for the order, you access the data of the *ID-Groups reference table* from the Core module using the [?], provided that records have already been added there.

Position the cursor and confirm with <**Return**> or double-click to choose an ID-Group from the available ID-Groups which you want to assign to the payment order.

If you have set the parameter "**Predefine ID-Groups for input with user name**" on the *Payments property page* in the INT 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 INT parameters, each ID-Group will be prompted from the order added before.

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

##### **Keyer of payment, Approval 1, Approval 2**

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

## 4.1.5 Ordering party data property page

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

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

Single orders

Payments | Beneficiary | Details | Additional information | **Ordering party** | Times

Order number: 1    Single order: [dropdown]    Urgent: ☒

**Ordering party**

ICH

WEG 1

HIER

**Ordering party bank**

SPK KOELN

< > Go to Delete Print Help Save

### 4.1.6 Times property page

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

- Standing orders
- Variable amount orders

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

The screenshot shows a 'New Standing orders' window with several tabs: Payments, Beneficiary, Details, Additional information, Ordering party, and Times. The 'Times' tab is active. It contains the following fields and controls:

- Order number:** A text box containing the value '1'.
- Standing order:** A dropdown menu currently showing 'Standing order'.
- Urgent:** A checkbox that is checked.
- First time:** A date picker showing '23/01/2014'.
- Last time:** A date picker showing '23/01/2014'.
- Last execution:** An empty text box.
- Due date:** A text box showing '23/01/14'.
- Frequency:** A dropdown menu showing 'Monthly'. The dropdown is open, displaying a list of options: Weekly, Every 10 days, Fortnightly, Half monthly, Monthly (highlighted in blue), Bimonthly, Quarterly, Half yearly, and Yearly.
- Earliest transmission:** This label is present but has no associated input field visible.

At the bottom of the window, there are three buttons: 'Save and store as template', 'Help', and 'Save'.

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

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

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

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

Choose one of the following cycles:

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

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

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



**Please note:**

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

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

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

If the orders should be provided a certain time **before** the due date, a lead time can be defined using the parameter "**Lead time for setting up variable amount orders as single orders**" on the *General (parameters) property page*. This lead time affects that the orders are provided as single orders **before the due date**. If this parameter is set to "0", the variable amount orders are set up as single orders at the entered due date.

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

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

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

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

## 4.1.7 Using templates

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

You can generate a template by saving the payment order using the [**Save and store as template**] button after you have populated the order input masks.

In addition, you have the option to generate a template after selecting the order type "Templates" explicitly and to save it (even incompletely!).

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

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

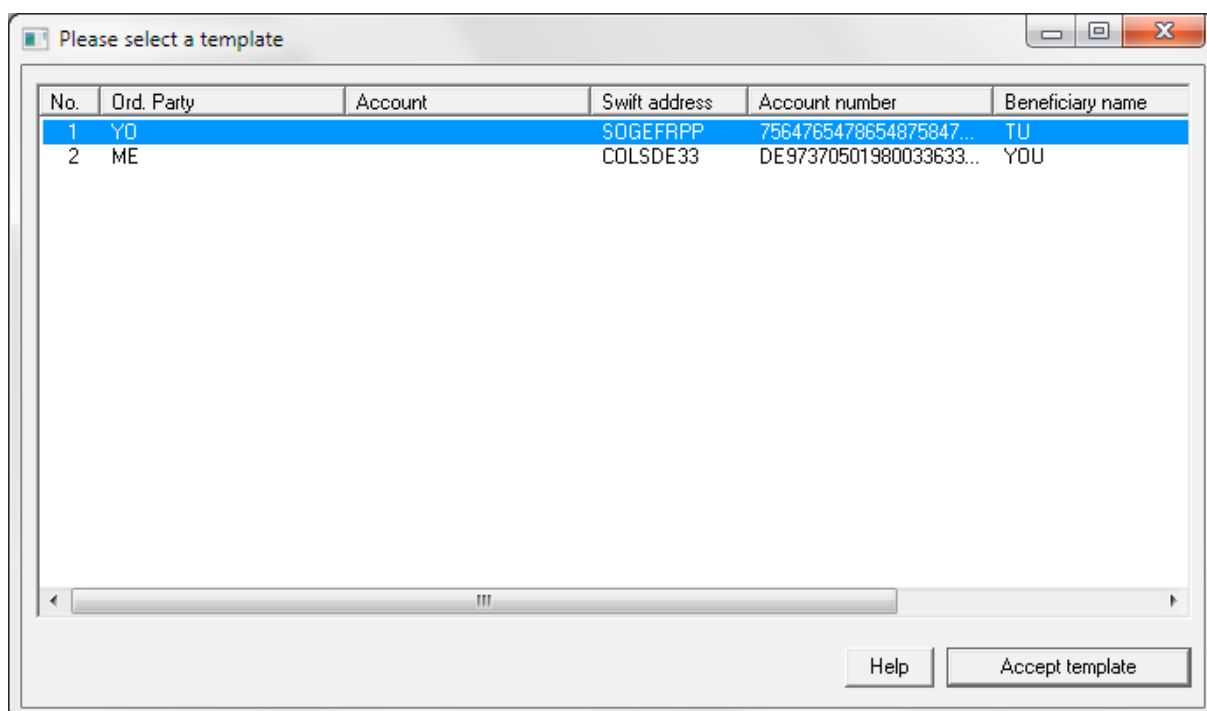
A **message** informs you in either case that a new template or a new record has been added to the Order database. Clear the message by clicking on [**OK**].

### Select an existing template

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

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

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



If

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

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

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## 5 Approvals

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

You can suppress approval of single orders (credit transfer, express transfer) with the parameter "**No. of approvals**" (see Chapter 2.1.2: *Payments property page*) by setting the No. of approvals to **-None-**.

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

Start the "**Approval**" function

- by selecting menu item -Payments- / -Approval-

or

- by clicking on



for single approvals or



for approval by account.

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

- Single approval
- Approval by account.

If

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

and

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

then

all orders are added to the Planning database after approval. 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

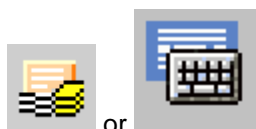
Start the "Single approval" function by

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



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

To **modify** entries, click on



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

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

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

Single approval Single orders									
No.	Order form	Ordering party	Beneficiary	Curre...	Amount	Due to	Approvals	of	
1	Single order	ICH	YOU	EUR	1,000.00	23/01/14	1	1	
		COLSDE33	POBADEFF			Urgent			
		DE9737050198003363322	11111111111111111111111111111111						
2	Single order	ICH	YOU	EUR	12,345.00	23/01/14	1	1	
		COLSDE33	POBADEFF						
		DE9737050198003363322	11111111111111111111111111111111						
3	Single order	ICH	TU	CHF	574,647.00	23/01/14	1	1	
		SOGEFRPP	SOGEITRR			Urgent			
		756476547865487584758...	11111111111111111111111111111111						

Use the [**Hide approved orders**] 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 [**Approval**] button or by clicking the right mouse button and clicking on -Approval- after opening the database overview.

If

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

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

- **only a single approval** is necessary, the user who has entered the payment order can approve the order (unless the parameter "**Editor of payment order may not approve this**" has been

set; see also Chapter 2.1.2: *Payments 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 .

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*).

The boxes on the **Beneficiary property page** are the same as the boxes in the dialog box for Beneficiary data entry (cf. Chapter 4.1.2: *Beneficiary property page*).

The boxes on the **Details property page** are the same as the boxes in the dialog box for payment details entry (cf. Chapter 4.1.3: *Details property page*).

The boxes on the **Additional information property page** are the same as the boxes in the dialog box for additional data entry (cf. Chapter 4.1.4: *Additional information property page*).

The boxes on the **Ordering party property page** correspond to the fields in the dialog box for Ordering party data entry (cf. Chapter 4.1.5: *Ordering party property page*).

The boxes on the **Times property page** are the same as the boxes in the appropriate dialog box (cf. Chapter 4.1.6: *Times property page*).

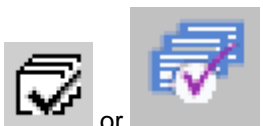
## 5.2 Approval by account

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

- choosing menu item -Payments- / -Approval- / -Approval by account-

or

- by clicking on the icon




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

If you are not 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 default parameter "**Selection before approval by account and deletion**" on the *General (parameters) property page*, a selection dialog box opens before the orders to be approved are displayed. Use this dialog box to define Selection criteria for limiting the payment orders to be listed.

If you try to approve orders by account from included third-party files, thus incomplete orders are listed in a "list of defective orders".

Using the button  (symbol "Update orders") you switch from this view into the database overview of payment orders, where you can display incomplete orders in order to re-process them specifically. After completing the orders, close the database overview and the list. Then the approval by account will be continued.

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

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

The account balance is calculated from

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

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

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

**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

A/c. / SWIFT address / A/c. number / A/c. currency  
2 / SOGEFRPP / 756476547865487584758973965006 / EUR

Value-dated balance incl. approved orders: -19,131,980.38  
Total of non-approved orders: 0.00  
Total of approved orders: 19,131,980.38

Order form	No.	Ordering party	Beneficiary	Currency	Amount	Due to
✓ Single order ...	3	ICH	TU	CHF	574,647.00	23/01/14
✓ Single order ...	4	ICH	TU	CHF	11,234,567.89	23/01/14
✓ Single order ...	7	ME	TU	CHF	11,234,567.89	23/01/14
✓ Single order ...	8	ME	TU	CHF	574,647.00	23/01/14

Check all    Uncheck all    Help    Approve orders

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

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

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

The payment orders are listed in the database overview with their key data, such as the order number, order type and payment type, name of Ordering party, Beneficiary, currency and payment amount.

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



**Please note:**

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

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

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

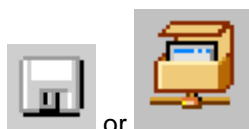
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## 6 Create SWIFT files

SWIFT-format files (MT100) contain due and approved payment orders. The structure of the SWIFT file corresponds to the specifications defined for electronic file transfer defined by the banks and savings banks organisations (for the format description see Chapter A.3: *MT100 file* in the **Annex**).

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



or

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



### **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 2.1.3: *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- / -INT parameters- on the *General (parameters) property page*

**then**

for each order added to the payment order file a record is entered in the Planning database. 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 execution date of the order.

*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 -Payments- / -View payment order file-

or by clicking on



(see Chapter 6.3: *Display payment order files*).

The SWIFT file can be

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

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

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

## 6.1 Single bank-oriented file creation

If you have checked the parameter **"Switch off multiple file creation"** on the *File creation parameters property page*, an input mask opens in which you can enter the specifications for the SWIFT file you are going to create.

Create file

Create file on: Hard disk

Name order file: 14012301

To execution date: 23/01/201

ID-Group: ?

Supplementary ID-Groups:

Reference number: Due orders

Ordering Party: ?

Comms. Bank / OP bank: ?

Correspondent bank: ?

Print short list: None

Print cover note: None

Print medium: Printer

Existing SWIFT files:

Help OK

Follow these steps to create a SWIFT file:

- Specify the output drive
- Enter SWIFT file name  
(only when writing file to hard disk)
- Define the time frame for file creation
- Enter ID Groups
- Enter a reference (number)
- View due orders
- Enter the Ordering party
- Enter the Comms. bank / Ordering party bank
- Enter the SWIFT address of the Correspondent bank
- Select short list
- Define the number of cover notes
- Define output medium

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

The individual steps for single bank-oriented file creation:

#### Specify output medium

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

Choose between:

- Hard disk
- Drive A:
- Drive B:

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



#### Please note:

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

#### Enter SWIFT file name (only when writing file to hard disk)

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. 14042301.INT.

You can overwrite this with a file name of your choice. The file is stored in directory **..INTWIN** under the name you have allocated with the extension "INT".

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

The SWIFT file is automatically deleted from directory **..INTWIN** after transmission to the bank.

If **Drive A:** or **Drive B:** is selected as the output drive, the "SWIFT file name:" is populated with a default name. For output to disk, the file name is always **"DTINT"**.

#### Define time frame for file creation

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

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. You can overwrite the prompt with a date of your choice within this time frame or choose it using the calendar function.

#### Enter ID Group

ID Groups are used to limit the orders included in the payment order file. Specify the ID-Group in the payment order using the *Additional information property page* (see Chapter 4.1.4).

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.

#### Enter a reference (number)

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

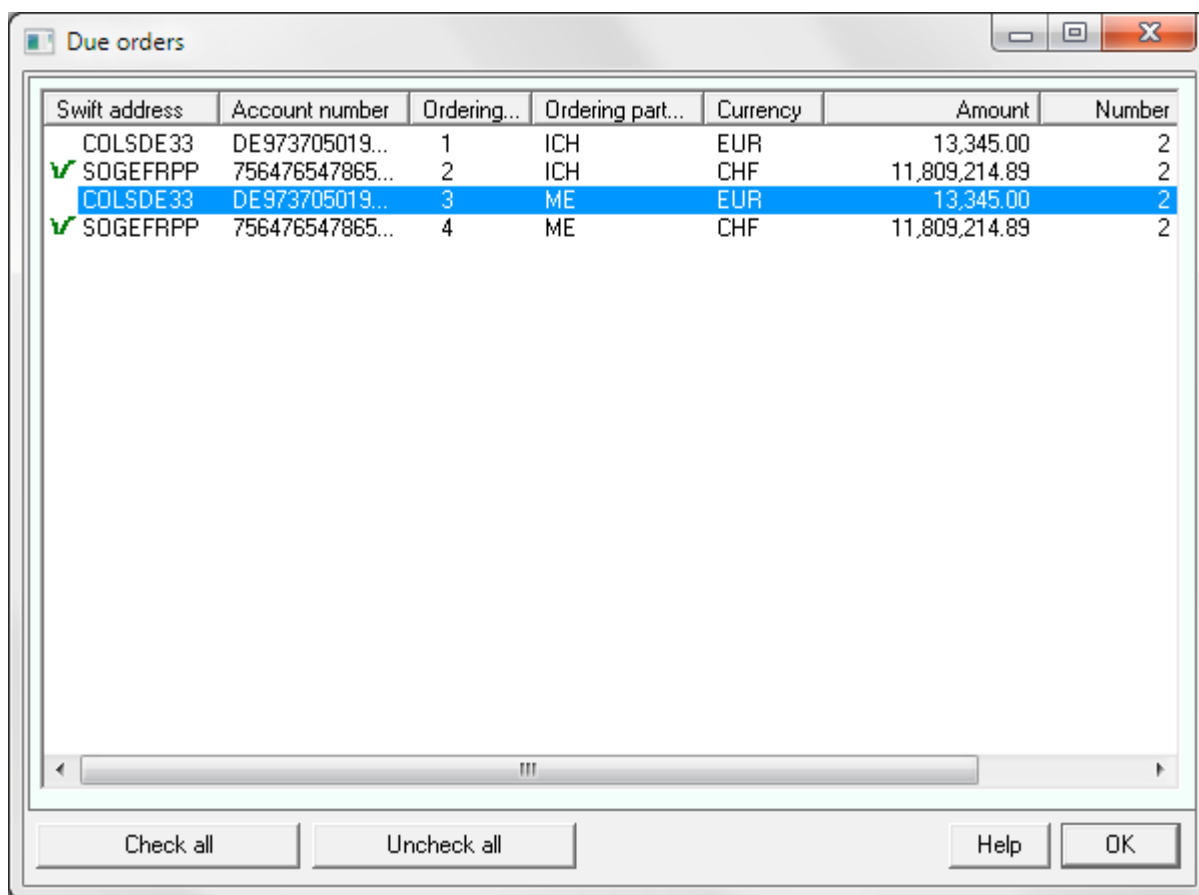
**View due orders**

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

Depending on the chosen time frame and ID-Group/Supplementary ID-Group(s), 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 and 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 remove or set again the highlight (tick). To remove the (all) highlight(s), press the [**Uncheck all**] button. Use the [**Check 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 + Comms./Ordering party bank**) have already been filled.



Swift address	Account number	Ordering...	Ordering part...	Currency	Amount	Number
COLSDE33	DE973705019...	1	ICH	EUR	13,345.00	2
✓ SOGEFRPP	756476547865...	2	ICH	CHF	11,809,214.89	2
COLSDE33	DE973705019...	3	ME	EUR	13,345.00	2
✓ SOGEFRPP	756476547865...	4	ME	CHF	11,809,214.89	2

**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 SWIFT address of Comms. bank or Ordering party bank

When entering the SWIFT address of the Comms. bank (if you have selected the parameter **"Routing via Comms. bank"** on the *File creation property page*) or the Ordering party bank either

- enter the corresponding SWIFT Code
- or**
- select the bank by clicking on [?] to view the list box containing all Banks already stored in the database.

### Enter the SWIFT address of the Correspondent bank

Either

- enter the corresponding SWIFT Code
- or**
- select the Correspondent bank by clicking on [?] to view the list box containing all Correspondent banks already stored in the database.

### 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 INT 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.

With file creation on hard disk you can select between:

- None
- One      or
- Two

cover notes.

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

- one      or
- two.

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

### Output medium

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

- Printer and
- PDF.

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

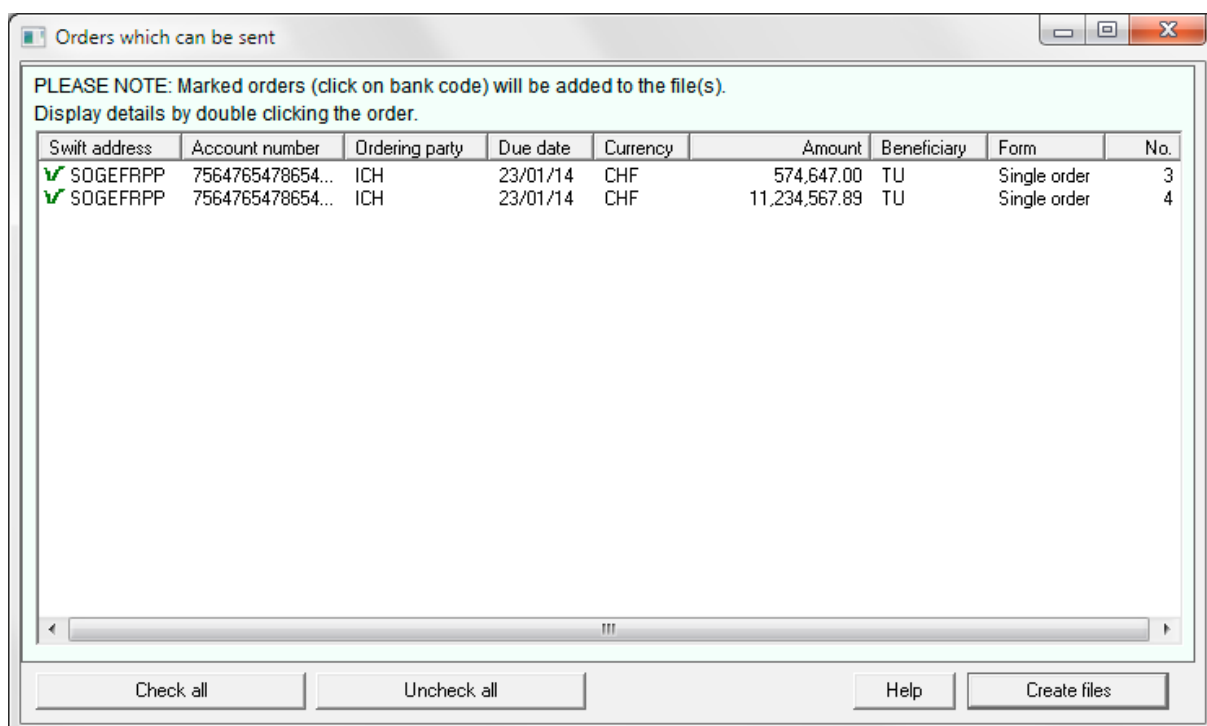
For the option PDF, you have the option to predefine the place of storage and the name of the PDF file using the [...]. By default, the print in the file INTDATEI.PDF is made in the directory of the user..MCCWIN\USERS\<User name>.

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.



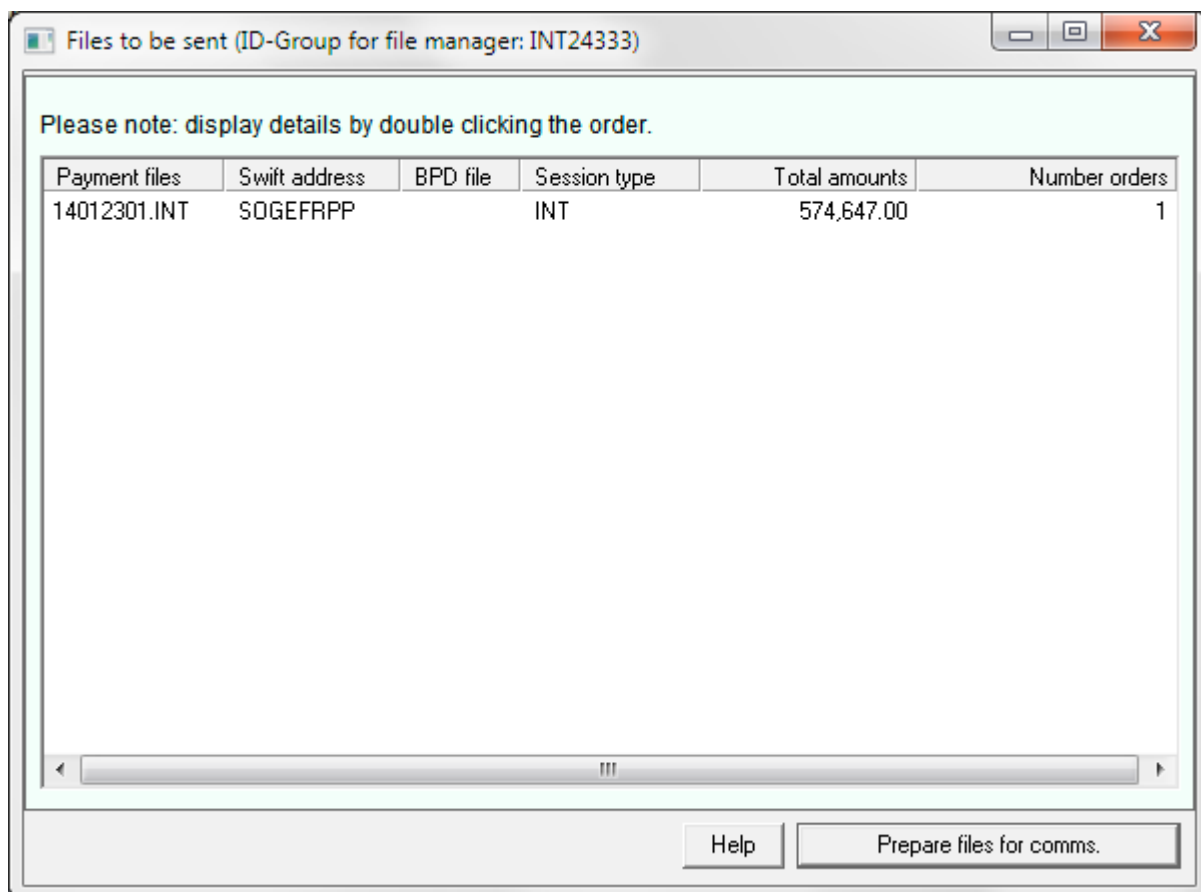
Click the individual records to remove or set again the highlight (tick). To remove the (all) highlight(s), press the **[Uncheck all]** button. Use the **[Check all]** button to mark all orders at once.

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

Create the payment order file by adding the checked orders to the file using the **[Create files]** button.

#### 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]**.



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 INT 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 Chapter 6.1.1), the file creation is completed.

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



**Please note:**

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

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

- Hard disk,
- Diskette.

### 6.1.1 ... on hard disk (with subsequent Comms.)

If you have chosen as output medium the file creation on hard disk, some steps concerning the subsequent Comms. follow after the preparation to send.

The steps in the overview:

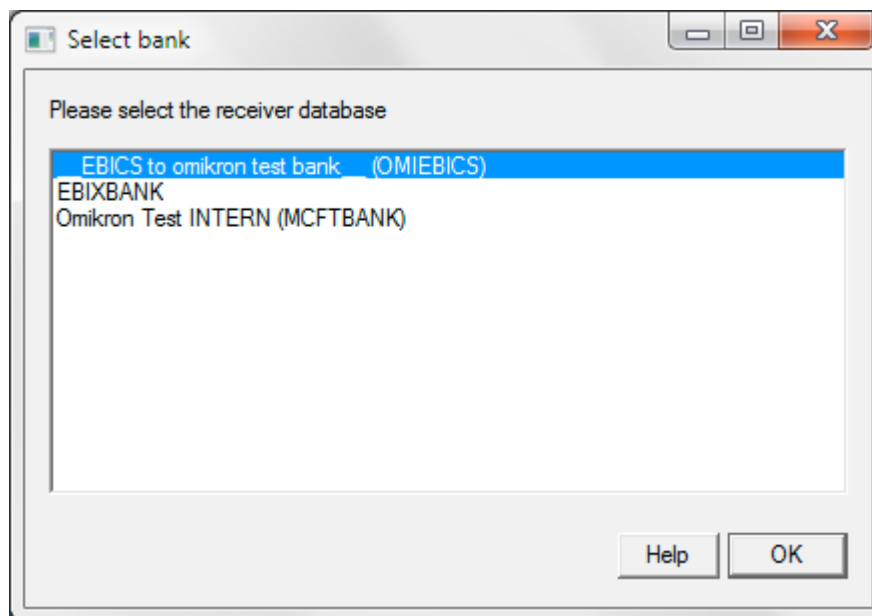
- Select bank (if BPD file has not been assigned before in the banks reference table)
- Enter the Comms. password
- Check ES
- Send ES separately
- Activate encryption
- Check Compression
- Check "Start Comms. now"

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

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 diskette (if the system parameter "**Prompt EPFT bank parameter files also from floppy disk**" is set on the *Program property page* (cf. Chapter 6.1.2 in Core module) and the diskette has been inserted [drive in brackets behind the BPD file name].

Press [**Yes**] if you want to choose a BPD file from diskette (and the diskette 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 ("Include in Comms. batch"), which is differently arranged according to the selected transmission method.

### Enter the Comms. password

The SWIFT file saved on the hard disk and which will be added to a Comms. session file must be protected by 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. Information is contained in the User Manual or in the context-sensitive Help for the Comms. module

### Check ES

Check the "**with Electronic Signature**" box only if you have installed the **ES** (= Electronic Signature) supplementary module and you wish to transfer the data to the bank using MCFT 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 SWIFT file electronically before transmission.

#### 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**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 SWIFT file before transmission.

#### Check "Start Comms. now"

If you have checked "**Start Comms. now**", the SWIFT 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 preparation of the payment order file for transmission via Comms. is now completed (a corresponding Comms. batch has been included in the file manager of the Core module).

If you have ticked the "**Start Comms. now**" box, the Comms. batch is executed immediately afterwards.

## 6.1.2 ... on diskette



### Please note:

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

If you have chosen as output medium the file creation on diskette, you have to execute after the final confirmation with [**OK**] only one further step:

- Insert diskette

The SWIFT file will then be saved to the diskette.

At the same time, a **backup copy** of the SWIFT file is stored in subdirectory ..\DTASAVE. The name of the saved SWIFT file comprises the year (YY), month (MM), day (DD) and a serial number (nn). The serial number restarts every day with **1** for each day. The extension of the backup copy is always ".INT".

General file name convention: YYMMDDnn.INT

Depending on the setting you have specified for the INT parameter "**Delete backup files after how many days**" (cf. *File creation parameter property page*), the backup copies of the SWIFT files are automatically deleted on expiry of the period entered in the box.

If the parameter is set to "0 days", the backup copies will not be deleted by the program. They can only be deleted at operating system (DOS or Windows) level using DEL.

This is followed by the printing of the

- Disk cover notes.

The program then returns to the main window.

The orders added to the SWIFT file are deleted from the Orders database.

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

### Insert diskette

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

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

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

Confirm with [**Delete files**] to delete the files.

Alternatively, select [**Display files**] to view the files saved on the diskette or quit by closing the window.

This returns you to the Create SWIFT dialog box, where you can confirm again with [**OK**] once you have replaced the diskette in Drive A: or B: with an alternative (blank) diskette.

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

### Display orders which can be sent

If you have checked the "**With preview**" option on the *File creation property page*, a preview

opens as described in Chapter 6.1 showing all orders to be added, after you have confirmed the "Create file" window with [**OK**].  
Finally click the [**Create files**] button.

**Display created file**

If you have checked the "**Display files after creation**" option on the *File creation property page*, a list box showing all of the files to be added, i.e. to be sent, will be displayed after you have confirmed the "Create file" window with [**OK**] or -if activated- the "Orders which can be sent" window with [**Create files**].

You can view the details of the appropriate file by double-clicking on the respective entry.

After pressing the [**Continue**] button and the file creation is completed with the output of the cover note.

**Disk cover note**

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

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

**Please note:**

A cover note can also be output later to screen, printer or PDF using the function - Payments- / -Display payment order file-.

**Sample disk cover note:**

COVER NOTE

Electronic Payment MT100  
File for international payments

File name DTINT.INT  
User name OMIKRON  
Customer name NAME  
Address STREET  
TOWN

Date	CCY	Number	Amount	Swift	A/c. no
30.06.07	EUR	1	3,000.00	COLSDE22	01234567890

CCY	Number	Amount
EUR	1	3,000.00

Number of records 1  
Total amount 3,000.00

Town / Date .....  
Signature .....

### 6.2 Multi-bank file creation creation on hard disk (with subsequent Comms.)

If you have **not** checked the parameter "**Switch off multiple file creation**" on the *File creation parameters property page*, a shorter dialog box will be opened in which you can enter the specifications for the SWIFT file you are going to create.

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

- Define time frame for file creation
- Select a short list
- 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 will be deleted from the Order database.

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

#### Define time frame for file creation

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

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. You can overwrite the prompt with a date of your choice within this time frame or choose it using the calendar function.

#### Select a short list printout

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

## 6.2 Multi-bank file creation creation on hard disk (with subsequent Comms.)

---

Choose between:

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

Use the INT 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 INT 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 INT 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 INTDATEI.PDF is made in the directory of the user ..\MCCWIN\USERS\<User name>.

### Enter ID-Group

ID-Groups are used to limit the orders included in the payment order file. Specify the ID-Group in the payment order using the *Additional information property page* (see Chapter 4.1.4).

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 SWIFT 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**).

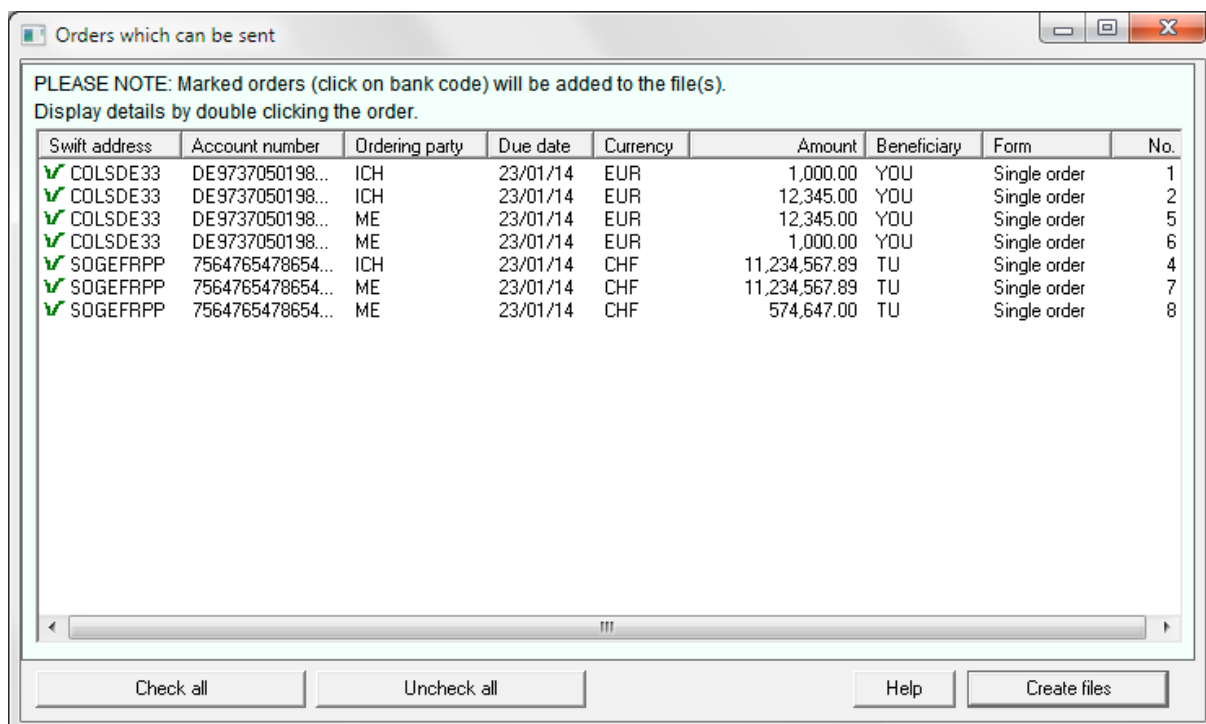
Each line corresponds to one order. If required, you can remove some of the orders to be added by unchecking one (or more) of the orders.

Click the individual records to remove or set again the highlight (tick). To remove the (all) highlight(s), press the **[Uncheck all]** button. Use the **[Check all]** button to mark all orders at once.

## 6.2 Multi-bank file creation creation on hard disk (with subsequent Comms.)

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

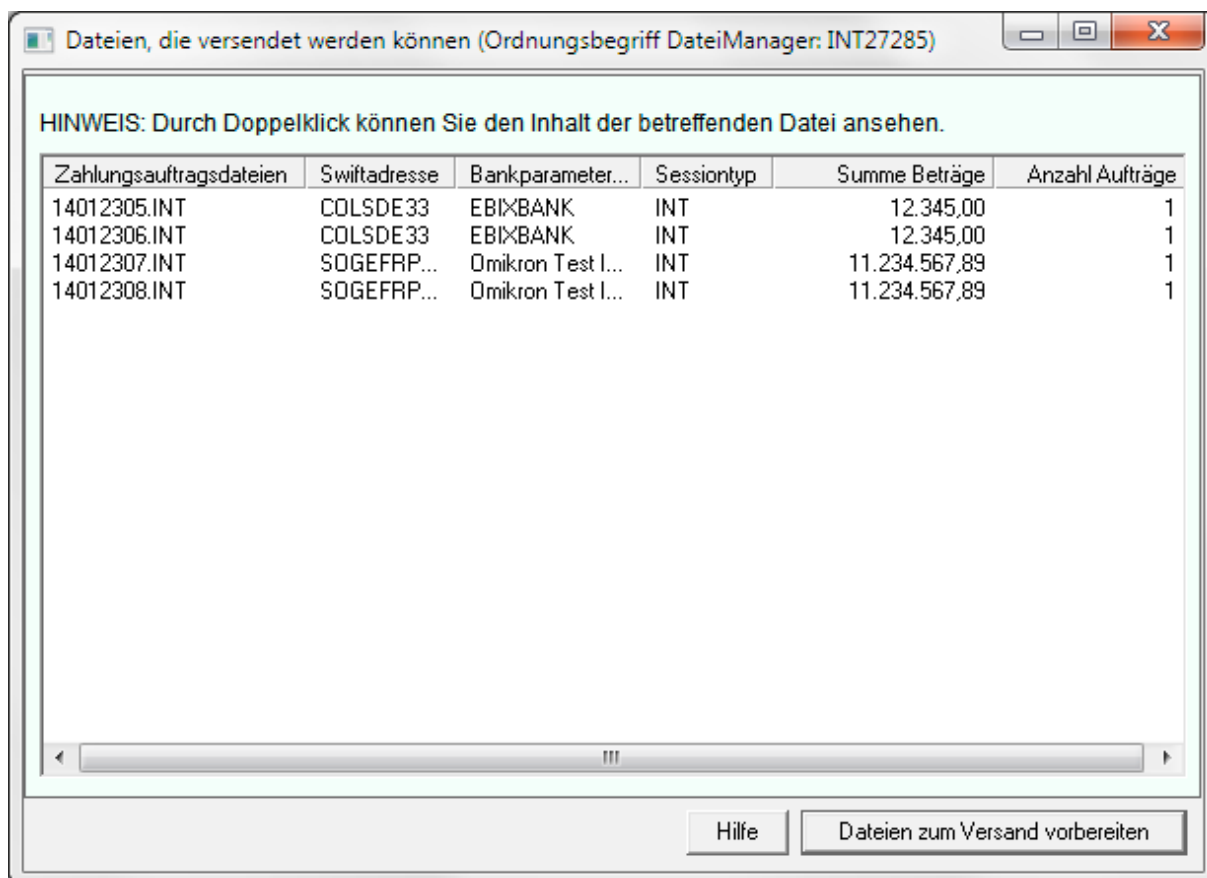
Create the payment order file(s) by adding the checked orders to the file(s) using the **[Create files]** button.



### 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 sends one payment order file per bank.

## 6.2 Multi-bank file creation creation on hard disk (with subsequent Comms.)



Zahlungsauftragsdateien	Swiftadresse	Bankparameter...	Sessiontyp	Summe Beträge	Anzahl Aufträge
14012305.INT	COLSDE33	EBIXBANK	INT	12.345,00	1
14012306.INT	COLSDE33	EBIXBANK	INT	12.345,00	1
14012307.INT	SOGEFRP...	Omikron Test I...	INT	11.234.567,89	1
14012308.INT	SOGEFRP...	Omikron Test I...	INT	11.234.567,89	1

The name of the SWIFT file generated using the multi-bank procedure has the format **YYMMDDnn.\*** e.g. 14082301.INT.

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 6.1.1), 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 or on the diskette.

Start the function by clicking on



or by choosing menu item -Payments- / -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, Bank Code, Ordering party name as well as a file reference.

All orders in the payment order file are then displayed with the Bank Code, Beneficiary account number, Ordering party account number, ISO currency code and amount. Each line corresponds to one order.

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

- **Cover note**

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

- **Complete**

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

- **Two lines**

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

- **Item by item**

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

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



### 6.4 Generate MTFIBU.TXT

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

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

MTFIBU.TXT contains all payment data necessary for further processing and can, for instance, be exported to your general ledger (financial accounting) system. Information on the structure of MTFIBU.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 -Payments- menu.

They include functions to assist you in the administration of your orders such as **View due orders**, a function which allows you to alter orders already created with the greatest of ease (**Search / Replace**) as well as a delete function for orders that are no longer required (**Delete orders**).

The **Payment history** function allows you to track the individual processing steps of an order from the time of creation right up to the transmission of the payment order file.

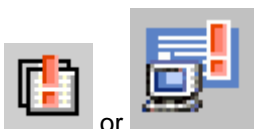
An additional function is available which applies to existing payment order files which can be imported into the Order database for payments (**Import SWIFT file**).

### 7.1 Display due orders

Use this function to view or print - in tabular form - all orders whose due dates are before the current system date, which are due on the system date **or** which are due between the system date and system date + a number of days (depending on the number of **Lead days**)

Start the -Display due orders- function either

- by clicking on



or

- by choosing menu item -Payments- / -Display due orders-.

A **sorting dialog box** is immediately displayed into which you can enter your sort criteria.

Specify the **Output device** in the list box at the right.

Specify the report type in the **List type** box at the right of the dialog box. Choose between

- **Overview**  
The due payment orders are listed in a table with their **key** data.
- **Compressed**  
This option provides a summarised overview of all due orders.
- **Complete**  
The due payment orders are listed in a table with **all** their data.

Open the report by clicking on [**Output**].

## 7.1 Display due orders

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

### International Payments

#### Due payments

24.02.12 15:53 Page 1

Code	Ordering party	Beneficiary	Currency	Amount
1	YO	TU	CHF	11.234.567,89
	Swift address SOGEFRPP A/c. number 756476547865487584758973965006	Swift address SOGETRTR A/c. number 11111111111111111111111111111111	Order form Single	Due to 24.02.12 Approvals 1
2	YO	TU	CHF	574.647,00
	Swift address SOGEFRPP A/c. number 756476547865487584758973965006	Swift address SOGETRTR A/c. number 11111111111111111111111111111111	Order form Single	Due to 24.02.12 Approvals 0
3	ME	YOU	EUR	12.345,00
	Swift address COLSDE33 A/c. number DE97370501980033633322	Swift address POBADEFF A/c. number 11111111111111111111111111111111	Order form Single	Due to 24.02.12 Approvals 0
4	ME	YOU	EUR	1.000,00
	Swift address COLSDE33	Swift address POBADEFF	Order form Single	Due to 24.02.12

## 7.2 Search / Replace data in orders

Use the Search / Replace function to search and replace payment details, due dates, etc. in existing payment orders. Start the function by choosing menu item -Payments- / -Search / Replace-.

Use the upper section of the dialog box to specify the data to be used for **searching** records. The records can be restricted in three ways. Enter the field name in the first column, the operator in the second and the appropriate field contents in the third column.

**Example:**

1. Column	1. Field	Due date
2. Column	1. Field	equal to
3. Column	1. Field	23.12.2013

If you enter more than one criterion, they will be linked by an AND operation.

The lower section of the dialog box is reserved for details about the field contents to be replaced. Enter the field which is to have its contents replaced in the first column. Enter the existing contents in the 2nd column and the new field contents in the 3rd column.

**Example:**

1. Column	1. Field	Details
2. Column	1. Field	DISCOUNT
3. Column	1. Field	REBATE

The following also applies here: If you enter more than one criterion, they will be linked by an AND operation.

The replacement operation can be run

- automatically
- **or**
- with a prompt (*Replace with prompt*).

The button bar contains the following functions:

**[Automatic replace]**

The program searches the Order database for records with the same criteria as described in the upper section of the dialog box. The content of the fields in these records will immediately be replaced with the criteria you have entered in the lower section of the dialog box.

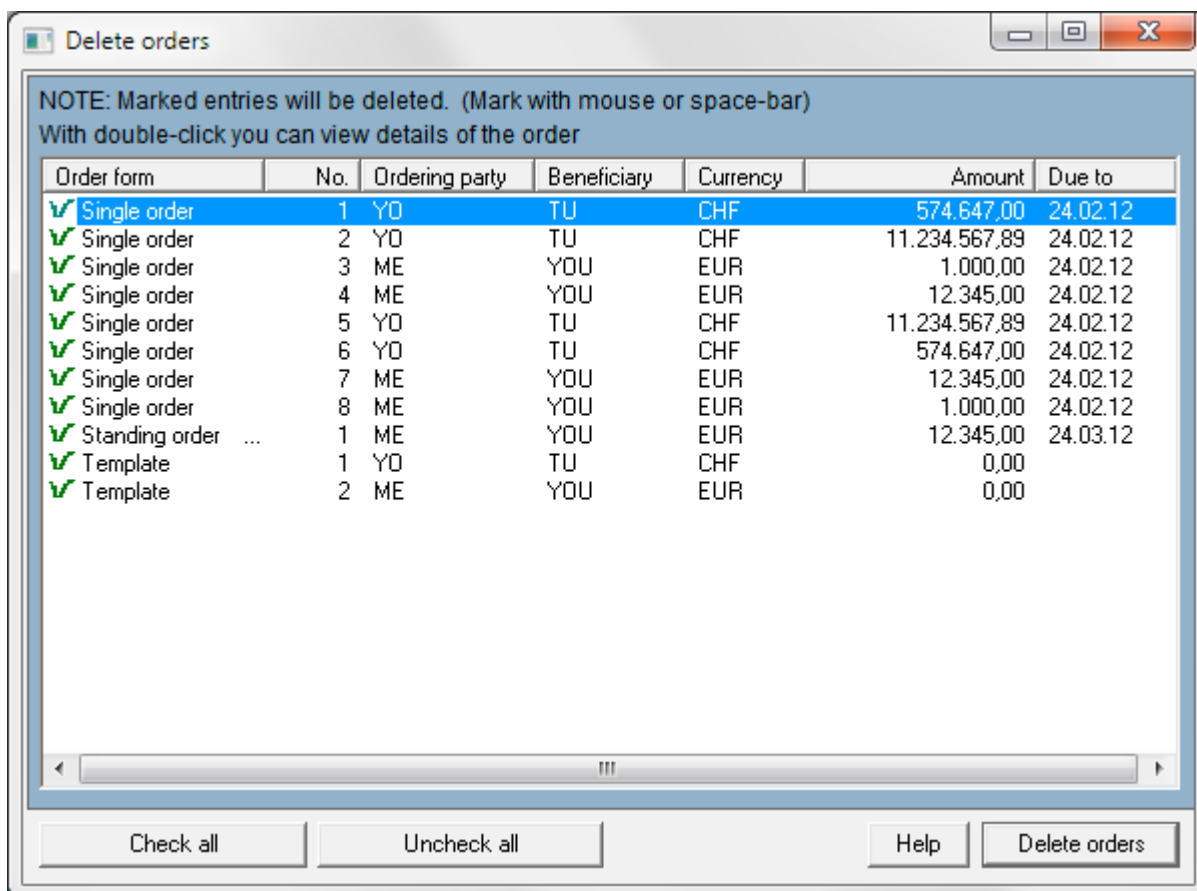
**[Replace on prompt]**

The program searches the Order database for records with the same criteria as described in the upper section of the dialog box.

Each record corresponding to these criteria is shown with its key data in a new dialog box. 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

Select the menu item **-Payments- / -Delete orders-** to delete payment orders. This function is particularly useful if you want to **delete several payment orders**. You can remove individual payment orders from the Orders database by selecting the appropriate record in the database overview, clicking the right mouse button to open the drop-down menu and selecting the **-Delete record-** option or by selecting the appropriate record in the database overview (double-click on the **-View details-** option) and click on the **[Delete]** button in the dialog box.



If you have checked the default parameter **"Selection before approval by account and deletion"** on the *General (parameters) property page*, a selection dialog box appears after you have selected menu item **-Delete orders-** in which you can specify Selection criteria for the orders you want to delete.

If you have confirmed the entries in the selection list box with **[OK]**, a screen list opens in which the payment orders to be deleted are displayed with order type, order number, payment type, ordering party, beneficiary, currency, amount and due date.

The payment orders listed are sorted in ascending order by order number. The list may extend over several pages.

Double-click an order to display the detailed view of the respective order.

The individual orders are checked with a tick at the beginning of each line. This check means that the order will be deleted. If you do not want to delete an order in the list, click on the corresponding record to remove the check mark. You can use the **[Delete highlights]** button to remove all check marks at once. Alternatively, you can check all unchecked records at the one time by clicking on **[Highlight all]**.



**Please note:**

The payment orders displayed for deletion will normally be shown check marked as orders awaiting deletion. However, if you have checked the default setting "**Default of NO for deletion**" on the *General (parameters) property page*, the entries listed will **not** be checked for deletion. This means that each payment order to be deleted must be check marked separately.

You can use the [**Delete highlights**] button to remove all check marks at once. Alternatively, you can check all unchecked records at the one time by clicking on [**Highlight all**].

If the "ticked" orders are to be deleted, click on [**Delete orders**]. The program removes the checked payment orders from the database.

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

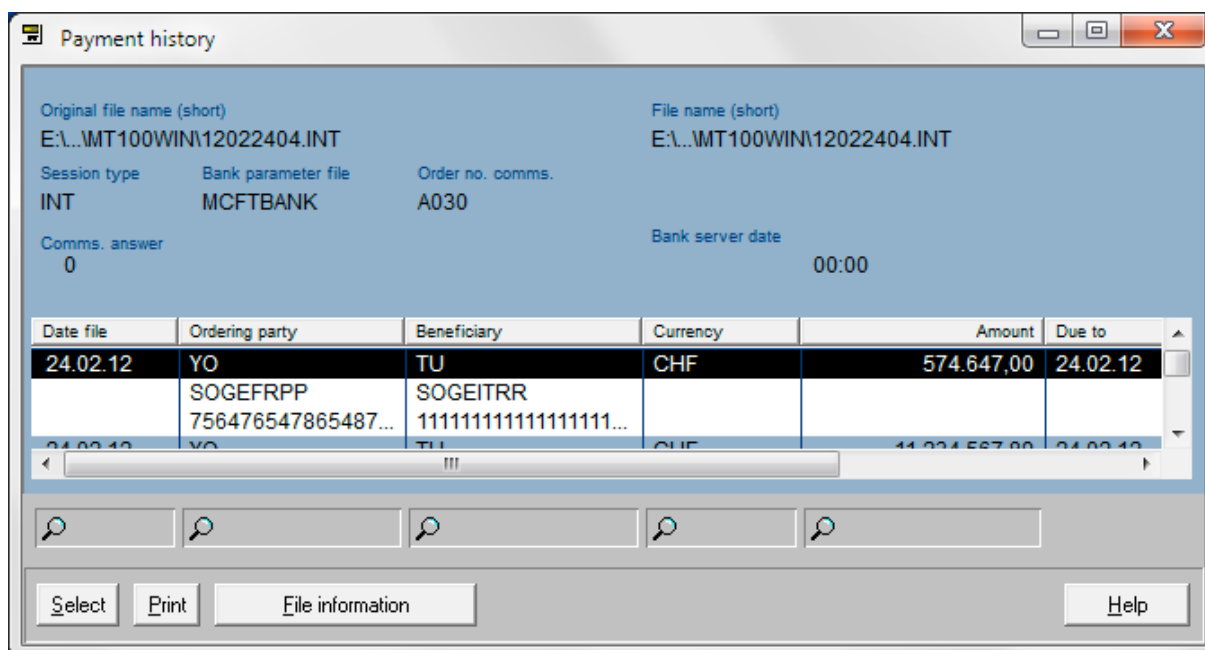


or

or choose menu item -Payments- / -Payment history- to start the -Payment history- function.

This opens the Order history database overview in which the processing information of all payment orders is saved, provided that is, that you have checked the parameter **"Maintain payment history"** (cf. Chapter 2.1.2: *Payments property page*). The period of time for which this information is saved is specified using the INT parameter **"Delete payment history after how many days?"**. Afterwards, the corresponding entries are automatically deleted from the payment history.

The overview displays per payment order the date of file creation, the type of payments, the ordering party and the beneficiary each with bank details as well as amount, currency, due date and the status of the order in the file manager.



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.

To view the processing information relating to a single payment order, select the corresponding

database entry by positioning the cursor and confirming with <**Return**> or a double-click. You can also open a record by clicking on it with the right mouse button and then selecting the menu item -View details-.

A dialog box opens which contains various property pages very similar to those used for order entry. As Payment history is **strictly a display function**, the data can be viewed here but cannot be edited. The corresponding boxes are therefore inactive.

However, you can generate a new single order from this historical view of the chosen order (i. e. also from orders with status "Deleted") by clicking the [**Generate single payment**] button in the functional area. Open the same function in the database overview by right-clicking and choosing menu item – Generate single payment-. Directly after the clicking, a copy of the order is available for processing in Enter payments.

The name of the file from which the selected order originates can be seen in the title of the dialog box. The order number, date on which the file was created, order type (single order etc.) and payment type (credit transfer etc.) is displayed in the header of each property page.

The boxes on the **Payments property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.1: *Payments property page*).

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

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

The boxes on the **Additional information property page** are the same as the boxes in the input mask for entering orders (cf. Chapter 4.1.4: *Additional information property page*). In addition, the access class is displayed here.

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

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

The user, date and time of the action is displayed along with the person who entered the order, the person who approved the order, (up to two approvals), the person who created the order, the person(s) who issued signatures (up to six signatures) and the person who started the Comms. session.

Payment order from file 12022404.INT

Payments | Beneficiary | Details | Additional information | Ordering party | File

Order number: 2    Creation: 24.02.12    Single order

History			User	Date	Time	User	Date	Time
Creator	1	24.02.12	14:49					
Approvals	2	24.02.12	15:53					00:00
File creation	2	24.02.12	15:58					
Signatures								
Comms.	10001001		00:00	Bank system				00:00

Comms.

Session type: INT    Bank parameter file (BPD): MCFTBANK    Order number: A030    Status file manager: Waits for comms.-Pin

Comms. answer: 0

Original file name: E:\...\MT100WIN\12022404.INT    File name: E:\...\MT100WIN\12022404.INT

< >    Generate single payment    Print    Help

Additional details regarding the Comms. status will also be displayed. These details correspond to the information which can be obtained by clicking on the [**File information**] button in the database overview.

## 7.5 Import SWIFT files

Choose menu item -Payments- / -Import payment order file- or click on



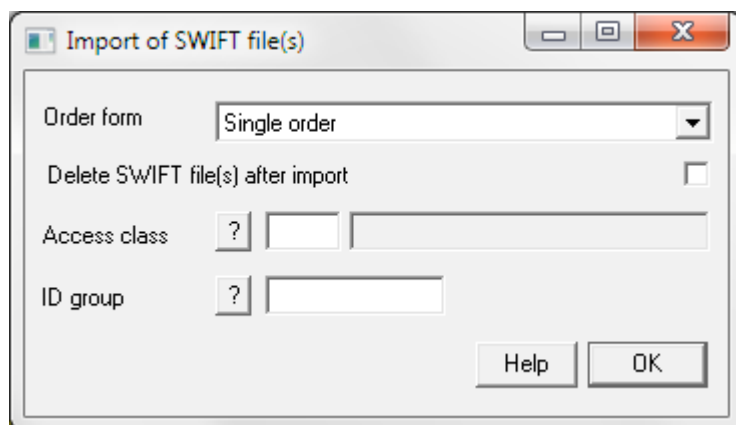
to import existing SWIFT files to the Order database created using the INT module or external programs.

The program assumes that the files to be imported are stored in the directory ..\MT100WIN. You can also select other directories. The SWIFT files found in the selected directory will be presented in a list box. With the list box "File type" you can decide, whether all payment files (\*.INT), the MTFIBU.TXT import file or all ASCII files for import/export (\*.TXT) should be shown.

Double-click to select the file(s) to be imported.

Select an entry from the "Type" menu in the following dialog to import the orders into the Order database as

- Single orders
- Standing orders
- Variable amount orders
- Templates



Check the box "**Delete payment order file(s) after import**" if the selected payment order file(s) is(are) to be deleted after it(they) has(have) been imported into the Order database.

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

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.

Confirm your entries with **[OK]**.

The import sequence is halted if the payment order file to be imported contains any errors and a message is displayed.

Subsequently you can choose whether the import shall be continued nevertheless (**[Yes]**) or whether the import shall be cancelled (**[No]**).

Rectify the errors identified in the original file, if need be, and then restart the -Import payment order files- function.

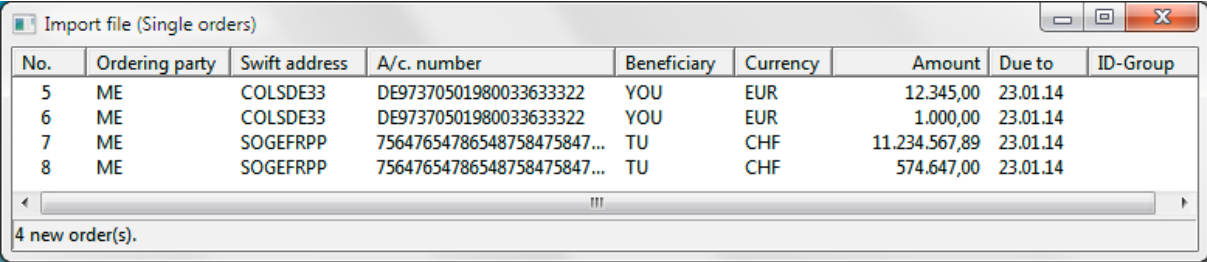
The payment order files to be imported contain Ordering party and Account data. During the import sequence, the program checks whether the Ordering party and the Account data are already contained in the reference tables.

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.

If the parameter has not been set, the 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.



No.	Ordering party	Swift address	A/c. number	Beneficiary	Currency	Amount	Due to	ID-Group
5	ME	COLSDE33	DE97370501980033633322	YOU	EUR	12.345,00	23.01.14	
6	ME	COLSDE33	DE97370501980033633322	YOU	EUR	1.000,00	23.01.14	
7	ME	SOGEFRPP	75647654786548758475847...	TU	CHF	11.234.567,89	23.01.14	
8	ME	SOGEFRPP	75647654786548758475847...	TU	CHF	574.647,00	23.01.14	

4 new order(s).



**Please note:**

The **due date** of the imported payment orders (single, standing or variable amount orders) corresponds to the due date of the underlying order. You must make any changes to each single order manually. Templates do not have a due date.

In the case of **standing and variable amount orders**, the due date is entered in the "First time" box. The "Last time" box is blank. The payment cycle is "Monthly". If necessary, change the default values manually.

The imported single, standing or variable amount orders are **not** approved.

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## 8 Format descriptions

The **Annex** contains descriptions of the formats used for International Payments. 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: MTFIBU.TXT
- A3: MT100 file
- A4: Export from History database

### A1 Reference tables

Six reference tables are required to enter payment orders in International Payments (INT or MT100). 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 reference tables*.

#### 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 = Field to be checked  
 Length = Field length

#### Text file for Currencies reference table

No.	Type	Length	Description
1	a	3	ISO Currency Code
2	a	20	Name
3	x	8	Definition date
4	x	8	Exchange rate date
5	n	15	Middle rate
6	n	4	Currency factor
7	n	15	Inverse middle rate
8	n	1	Decimal places: 0 1 2 3

## Text file for Banks reference table

No.	Type	Length	Description
1	a	11	SWIFT Code
2	a	35	Name 1
3	a	35	Name 2
4	a	35	Street
5	a	35	Town
6	y	4	Routing via correspondent bank: Yes/No
7	a	30	Bank parameter file description
8	n	2	Lead time days
9	a	8	BPD file name

## Text file for Correspondent banks reference table

No.	Type	Length	Description
1	a	11	SWIFT code
2	a	35	Name 1
3	a	35	Name 2
4	a	35	Street
5	a	35	Town
6	a	34	Account no.

## Text file for Accounts reference table

No.	Type	Length	Description
1	a	4	Account code
2	a	27	Name
3	n	24	Cash Management a/c no.
4	a	11	Cash Management SWIFT Code
5	a	11	Bank SWIFT Code
6	a	34	Account no.
7	a	35	Bank name 1
8	a	35	Bank name 2
9	a	35	Bank street
10	a	35	Bank town
11	a	11	Comms. bank SWIFT Code
12	a	35	Comms. bank name
13	n	4	Ordering party code
14	n	2	Account group
15	a	35	Ordering party name
16	a	30	Name of bank parameter file
17	a	8	BPD file name
18	y	4	IBAN account: yes/no
19	n	5	Cash Management a/c index

**Text file for Ordering parties reference table**

No.	Type	Length	Description
1	n	4	Ordering party no./ Ordering party code
2	a	35	Name 1
3	a	35	Name 2
4	a	35	Street
5	a	35	Town

**Text file for Beneficiaries reference table**

No.	Type	Length	Description
1	a	10	Beneficiary code
2	a	35	Name 1
3	a	35	Name 2
4	a	35	Street
5	a	35	Town
6	a	11	Bank SWIFT Code
7	a	34	Account no.
8	a	35	Bank name 1
9	a	35	Bank name 2
10	a	35	Bank street
11	a	35	Bank town
12	y	4	IntraCompany / Own Account: Yes/No
13	n	5	Cash Management a/c index
14	a	24	Cash Management a/c no.
15	a	11	Cash Management SWIFT Code
16	n	10	Beneficiary group
17	y	4	IBAN account: Yes/No

## A2 MTFIBU.TXT

If you have checked the "**Generate MTFIBU.TXT automatically**" parameter in menu item - Administration- / -INT parameters- **MTFIBU.TXT** will be created or updated whenever you create a SWIFT MT100 file.

Each line in MTFIBU.TXT file corresponds to one order. Define the information in the payment order appearing in MTFIBU.TXT in menu item -Administration- / -Import/Export- / -Maintain Import/Export file-.

MTFIBU.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
min.	=	minimum field length
max.	=	maximum field length
*	=	The maximum field length is defined by the number before the "." (point). The maximum field length includes the delimiter for decimal places and the number of decimal places. The number of decimal places is shown by the number before the "." (point).

## Structure of MTFIBU.TXT (with all fields):

Field	Type	min.	max.	Description
1	n	1	6	Order no.
2	a	0	3	ISO Currency Code
3	n	1	19	Amount
4	a	0	16	Reference
5	n	1	4	Ord. party code
6	a	0	35	Ord. party name 1
7	a	0	35	Ord. party name 2
8	a	0	35	Ord. party street
9	a	0	35	Ord. party town
10	a	0	11	SWIFT Code Ord. party bank
11	a	0	34	Account no. Ord. party Bank
12	a	0	35	Ord. party bank name 1
13	a	0	35	Ord. party bank name 2
14	a	0	35	Ord. party bank street
15	a	0	35	Ord. party bank town
16	a	0	35	Beneficiary name 1
17	a	0	35	Beneficiary name 2
18	a	0	35	Beneficiary street
19	a	0	35	Beneficiary town
20	a	0	11	SWIFT Code Ben. bank
21	a	0	34	Account no. Ben. bank
22	a	0	35	Ben. bank name 1
23	a	0	35	Ben. bank name 2
24	a	0	35	Ben. bank street
25	a	0	35	Ben. bank town
26	a	0	35	Details 1
27	a	0	35	Details 2
28	a	0	35	Details 3
29	a	0	35	Details 4
30	a	0	35	Suppl. info. 1
31	a	0	35	Suppl. info. 2
32	a	0	35	Suppl. info. 3
33	n	1	1	Suppl. info. 4: 0 = (blank) 1 = BENONLY
34	n	1	1	Suppl. info. 5: 0 = (blank) 1 = CHEQUE
35	n	1	1	Suppl. info. 6: 0 = (blank) 1 = HOLD
36	n	1	1	Expenses: 0 = BEN 1 = OUR
37	x	8	8	Due date
38	y	0	0	Routing Yes/No
39	a	0	11	SWIFT Code Correspondent bank
40	a	0	35	Correspondent bank name
41	a	0	34	Correspondent bank account
42	a	0	11	SWIFT Code Comms. bank

## A3 MT100 file

Each SWIFT MT100 file contains a file header and - if necessary - one or more file routing headers, plus the data of the payment orders (text blocks).

### Key to columns in the description of the records:

No. / Name	=	No. and name of the field
m / o	=	Value of the field
		m = mandatory
		o = optional
Format	=	Length and format of the field
		a = alphanumeric field
		n = numeric field
		F = Fixed number of characters
		V = Variable no. of characters
Description	=	Additional description of the field

The following convention applies:

### File Header

The delimiter before each field number, e.g. ":01:" is the character string <CR><LF> (ASCII 13 + 10) for electronic file transfer payments and <@><@> (ASCII 64 + 64) for BTX (Videotex) credit transfers.

No. / Name	m / o	Format	Description
:01: Reference	m	16 a V	Reference No..
:02: Total amount	m	17 n V	Check sum
:03: No. orders	m	5 n V	Number of payment orders contained in the file
:04: Paying Bank	m	11 a V	SWIFT Code of the paying bank
:05: Ordering party	m	4* 35 a V	Ordering party name and address
:06: User no.	o	8 a V	Ordering party user no. at the paying bank (from *.BPD file). The user no. is entered only if the file is written to hard disk.
:07: File name	o	12 a V	Name under which the file is stored on the hard disk

### File Routing Header

Header before each payment order if the "Correspondent bank" box is checked in the Ordering party database for the relevant Ordering party bank. If you have checked the "Routing for all orders?" parameter in MT 100 parameters, a routing header will be generated for each order irrespective of the Ordering party bank.

No. / Name	m / o	Format	Description
<b>1:</b> Basic Header Block F01 xxxxxxxxxxxx  mmdd nn  rrrr	m	3 a F 11 a F  4 n F 2 n F  4 n F	Constant SWIFT Code of the delivering bank (account holder bank) Date in format MMDD Consecutive numbering of files generated per day Consecutive numbering per record in a file
<b>2:</b> Application Header Block I100 xxxxxxxxxxxx  U2	m	4 a F 11 a F  2 a F	Constant SWIFT Code of Ordering party bank Constant
<b>3:</b> Text Block	m	x a V	x = Number of payment orders as per following definition

### Payment Orders

No. / Name	m / o	Format	Description
<b>:20:</b> Reference	m	16 a V	Reference no.
<b>:32A:</b> Order description <i>Sub-field 1 :</i> Preferred execution date <i>Sub-field 2 :</i> Currency <i>Sub-field 3 :</i> Amount	m  o  m m	24 a V  6 n F  3 a F 15 n V	Explanations to the order  Date in format YYMMDD  ISO Currency Code  Amount with comma (,) as decimal sign
<b>:50:</b> Ordering party	m	4* 35 a V	Name and address of Ordering party; account no. is inserted in field <b>:52a:</b> <i>Sub-field 1.</i>

<b>:52a:</b> Ordering party bank  OPTION A <i>Sub-field 1 :</i> Prefix  Account no. <i>Sub-field 2 :</i> SWIFT code  OPTION D <i>Sub-field 1 :</i> Prefix  Account no. <i>Sub-field 2:</i> Address Ordering party bank	m	3 a F  34 a V  11 a V  3 a F  34 a V  4* 35 a V	/C/ = Credit /D/ = Debit Account no.  SWIFT Code of Ordering party bank  /C/ = Credit /D/ = Debit Account no.  Name and address of Ordering party bank
<b>:53a:</b> Correspondent bank of Ordering party bank in Country of currency  OPTION A <i>Sub-field 1 :</i> Prefix  Account no.  <i>Sub-field 2:</i> SWIFT Code  OPTION D <i>Sub-field 1 :</i> Prefix  Account no.  <i>Sub-field 2 :</i> Address of Correspondent bank	o	3 a F  34 a V  11 a V  3 a F  34 a V  4* 35 a V	/C/ = Credit /D/ = Debit Account no. of Ordering party bank at Correspondent bank  SWIFT Code of Correspondent bank  /C/ = Credit /D/ = Debit Account no. of Ordering party bank at Correspondent bank  Name and address of Correspondent bank
<b>:57a:</b> Beneficiary bank  OPTION A SWIFT Code  OPTION D Address of Beneficiary bank	m	11 a V  4* 35 a V	SWIFT Code of Beneficiary bank  Name and address of Beneficiary bank

<b>:59:</b> Beneficiary <i>Sub-field 1:</i> Account no.  <i>Sub-field 2:</i> Address of Beneficiary	m	34 a V  4* 35 a V	Account no. of Beneficiary  Name and address of Beneficiary
<b>:70:</b> Payment details	o	4* 35 a V	Payment details 1 to 4
<b>:71A:</b> Fees	m	3 a F	This field specifies which party will bear the applicable charges for the subsequent transfer of funds. One of the following code words must be used: <b>BEN</b> (All transaction charges are to be borne by the Beneficiary Customer.) <b>OUR</b> (All transaction charges are to be borne by the Ordering Customer.) If parameter "Fees with SHA is checked: <b>SHA</b> (All transaction charges other than the charges of the Financial Institution servicing the Ordering Customer account are borne by the Beneficiary Customer.)
<b>:72:</b> Supplementary information	o	6* 35 a V	/BENONLY/ /CHEQUE/ /HOLD/ plus 3 lines for free text; with one line filled with /URGENT/ in the case of an urgent order

**Example 1: MT 100 format**

Payment order without correspondent bank

```
### Header information:
:01:12345678      ### Reference number
:02:1000,00       ### Total amount of all orders in the file
:03:1             ### Number of records in the file
:04:MEPKDE22BIC   ### SWIFT Code of Ordering party bank
:05:AG            ### Ordering party: Name
AG 2. ZEILE       ### Name Line 2
AG STRASSE        ### Street
AG ORT            ### Town
:06:10011110     ### User number
:07:INTZV.INT     ### File name

:20:12345678
:32A:951130USD1000,00
:50:AG
AG 2. ZEILE
AG STRASSE
AG ORT
:52A:/D/1234567890-1
MEPKDE22BIC
:57A:MLDSDE22BIC
:59:/3333333333
EMPF
EMPF 2. ZEILE
EMPF STRASSE
EMPF ORT
:70:ZWECK 1
ZWECK 2
ZWECK 3
ZWECK 4
:71A:BEN
:72:/BENONLY/
/CHEQUE/
/HOLD/
INFO 1
INFO 2
INFO 3
```

**Example 2: MT100 format**

Payment order with correspondent bank

```

      ### Header information:
:01:12345678      ### Reference number
:02:1000,00      ### Total amount of all orders in the file
:03:1            ### Number of records in the file
:04:MEPKDE22BIC  ### SWIFT Code of Ordering party bank
:05:AG          ### Ordering party: Name
AG 2. ZEILE      ### Name Line 2
AG STRASSE      ### Street
AG ORT          ### Town
:06:10011110    ### User number
:07:INTZV.INT    ### File name

{1:F01KISSDE77BIC1130040001}{2:I100STFSDE66BICU2}{4:
:20:12345678
:32A:951130USD2000,00
:50:AG
AG 2. ZEILE
AG STRASSE
AG ORT
:52A:/D/1234567890-2
STFSDE66BIC
:53A:/D/1234567890
KISSDE77BIC
:57A:MLDSDE22BIC
:59:/3333333333
EMPF
EMPF 2. ZEILE
EMPF STRASSE
EMPF ORT
:70:ZWECK 1
ZWECK 2
ZWECK 3
ZWECK 4
:71A:BEN
:72:/BENONLY/
/CHEQUE/
/HOLD/
INFO 1
INFO 2
INFO 3
}

```

## 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  
  
 Length = Field length

### Text file for payment history

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

26	a	8	Name of bank parameter file (BPD)
27	n	2	Comms. return code
28	a	40	Return code 1
29	a	40	Return code 2
30	a	128	File name WVD
31	a	8	User of keying
32	a	8	User of file creation
33	a	8	User 1st approval
34	a	8	User 2nd approval
35	x	8	Date of 1st approval
36	x	8	Date of 2nd approval
37	x	8	Date of file creation
38	x	8	Date of keying
39	z	5	Time 1st approval
40	z	5	Time 2nd approval
41	z	5	Time of file creation
42	z	5	Time of keying
43	n	6	Order number
44	n	1	Order type: 0 = Single order 1 = Standing order 2 = Variable amount order 3 = Template
45	a	16	Reference
46	n	3	Ordering party code
47	a	35	Ordering party name 1
48	a	35	Ordering party name 2
49	a	35	Ordering party street
50	a	35	Ordering party town
51	n	4	Account code
52	a	27	Account description
53	n	11	Swift address
54	n	34	Ordering party account number
55	a	35	Ordering party bank name 1
56	a	35	Ordering party bank name 2
57	a	35	Ordering party bank street
58	a	35	Ordering party bank town
59	a	11	Comms. bank Swift address
60	a	10	Beneficiary code
61	a	35	Beneficiary name 1
62	a	11	Beneficiary Swift address
63	a	34	Beneficiary account number
64	a	35	Beneficiary name 2
65	a	35	Beneficiary street
66	a	35	Beneficiary town
67	n	10	Beneficiary group
68	a	35	Beneficiary bank name 1
69	a	35	Beneficiary bank name 2
70	a	35	Beneficiary bank street
71	a	35	Beneficiary bank town
72	a	11	Correspondent bank code
73	a	11	Correspondent bank Swift address
74	a	3	Currency (ISO code)
75	n	19	Payment amount
76	a	35	Details 1
77	a	35	Details 2
78	a	35	Details 3

79	a	35	Details 4
80	a	35	Additional information 1
81	a	35	Additional information 2
82	a	35	Additional information 3
83	n	1	Additional information 4: 0 = (empty) 1 = BENONLY
84	n	1	Additional information 5: 0 = (empty) 1 = CHEQUE
85	n	1	Additional information 6: 0 = (empty) 1 = HOLD
86	n	1	Charges: 0 = SHA 1 = OUR 2 = BEN
87	x	8	Due date
88	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
89	a	30	ID group supplement 1
90	a	30	ID group supplement 2
91	n	3	Account group
92	a	2	Access class

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