

MultiCash[®]/MultiCash Transfer[®]

International Payments MT 101 (RFT) 3.20

[+ International Direct Debits MT 104 (IDD)]
[+ Priority Payments MT 103+]

User Manual


Omikron Systemhaus GmbH & Co. KG
Von-Hünefeld-Str. 55
D-50829 Cologne (Germany)

Tel.: +49 (0)221 -59 56 99 -0
Fax: +49 (0)221 -59 56 99 -7

info@omikron.de
www.omikron.de

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.

Copyright

© 2001-2015 Omikron Systemhaus GmbH & Co. KG

All rights reserved.

No part of this document may be translated or edited by any means, including, but not limited to, electronic or mechanical.

All information contained in this manual has been collected and tested with the highest possible accuracy. However, mistakes can never totally be excluded. Omikron can take no responsibility and assumes no liability for any alleged or actual damage arising from incorrect information in this documentation. Suggestions for improvement, reports on mistakes and any kind of qualified criticism will be appreciated.

Omikron Systemhaus

Table of Contents

Table of Contents: Chapter 1	1-1
1 Introduction.....	1-2
1.1 The International Payments module (RFT)	1-2
1.2 Installation.....	1-5
1.3 Starting the program / Exit	1-5
1.4 User interface.....	1-6
1.4.1 RFT menu bar	1-7
1.4.2 RFT toolbar	1-7
1.4.3 Database overview	1-9
1.4.4 Input mask / record window (detailed view).....	1-13
1.5 Standard functions.....	1-15
1.5.1 Selecting data via [Select]	1-15
1.5.2 Outputting data via [Print]	1-18
Sorting	1-18
Output device.....	1-19
Navigation in screen lists	1-21
Report types.....	1-21
1.5.3 Database-supported entry via [?]	1-22
Table of Contents: Chapter 2	2-1
2 Administration	2-2
2.1 RFT parameters	2-2
2.1.1 General property page (parameters)	2-3
2.1.2 Payments property page.....	2-7
2.1.3 File creation property page	2-10
2.2 Import / Export functions.....	2-12
2.2.1 General information	2-13
2.2.2 Control files for defining output or input files.....	2-14
2.2.2.1 General property page	2-16
2.2.2.2 Fields property page	2-20
2.2.3 Export (Generate output file).....	2-22
2.2.4 Import (Input a text file)	2-23
2.2.5 Delete reference tables	2-24
2.3 Display text files	2-25
2.4 Master data log	2-27
Table of Contents: Chapter 3	3-1
3 Reference tables.....	3-2
3.1 Currencies reference table	3-4
3.2 Countries reference table	3-6
3.3 Account holders/Ordering parties reference table.....	3-7
3.4 Banks reference table	3-11
3.5 Accounts reference table.....	3-15
3.5.1 Account master data property page	3-16
3.5.2 Supplementary information property page.....	3-18
3.5.3 Other banks involved property page	3-20
3.6 Partners reference table	3-21
3.6.1 Partner data property page.....	3-22
3.6.2 Account details property page.....	3-24
3.7 Standard texts reference table	3-26

Table of Contents: Chapter 4	4-1
4 International payment orders	4-2
4.1 Edit payment orders	4-3
4.1.1 Orders property page	4-6
4.1.2 Partner data property page	4-11
4.1.3 Partner bank property page	4-13
4.1.4 Involved banks property page	4-15
4.1.5 Times property page	4-17
4.1.6 Supplementary information property page	4-20
4.1.7 Addition for direct debits property page	4-24
4.1.8 Using templates	4-26
4.1.9 Edit collective orders	4-28
4.2 Edit Priority Payments	4-34
Table of Contents: Chapter 5	5-1
5 Approval	5-2
5.1 Single approval	5-3
5.2 Approval by account	5-7
Table of Contents: Chapter 6	6-1
6 File creation	6-2
6.1 Create payment order files	6-3
6.2 Display payment order files	6-11
6.3 Create RFTFIBU.TXT	6-13
Table of Contents: Chapter 7	7-1
7 Additional functions for orders / payment order files	7-2
7.1 View due orders	7-2
7.2 Search / Replace data in orders	7-4
7.3 Delete orders	7-5
7.4 Payment history	7-7
7.5 Import payment order files	7-10
Table of Contents: Chapter 8 (Annex)	8-1
A Format specifications	8-2
A1 Reference tables	8-2
A2 RFTFIBU.TXT	8-7
A3 RFT file	8-11
A4 IDD file	8-25
A5 X03 file	8-41
A6 Export from History database	8-44
Index	I-1

Table of Contents: Chapter 1

	Page
1 Introduction.....	1-2
1.1 The International Payments module (RFT)	1-2
1.2 Installation.....	1-5
1.3 Starting the program / Exit	1-5
1.4 User interface.....	1-6
1.4.1 RFT menu bar	1-7
1.4.2 RFT toolbar	1-7
1.4.3 Database overview	1-9
1.4.4 Input mask / record window (detailed view)	1-13
1.5 Standard functions.....	1-15
1.5.1 Selecting data via [<i>Select</i>]	1-15
1.5.2 Outputting data via [<i>Print</i>]	1-18
1.5.3 Database-supported entry via [<i>?</i>]	1-22

1 Introduction

International Payments (MT101) = RFT module 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 (MT101) = RFT module** to create, edit and administer payment orders in SWIFT format MT 101.

The Add-On **International Direct Debits (MT104) = IDD module** offers additionally the option to generate direct debit orders in SWIFT format MT 104.

Using a further Add-On for the RFT, you can create **Priority Payments (MT 103+)** in SWIFT format MT 103+.

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 (RFT)

Use the **International Payment Orders (MT 101)** module to administer and generate payment order files based on the SWIFT MT 101 format.

The payment order (Request for Transfer - RFT) is used to move funds from one or more accounts of an Ordering customer. This account/these accounts are maintained either at a receiving financial institution or at an account servicing institution. Alternatively, it/they may be Ordering customer account/accounts which the instructing customer is explicitly authorized to debit.

The order will be either transferred to the receiving institution via the sender bank or the order will be submitted directly to the ordering institution.

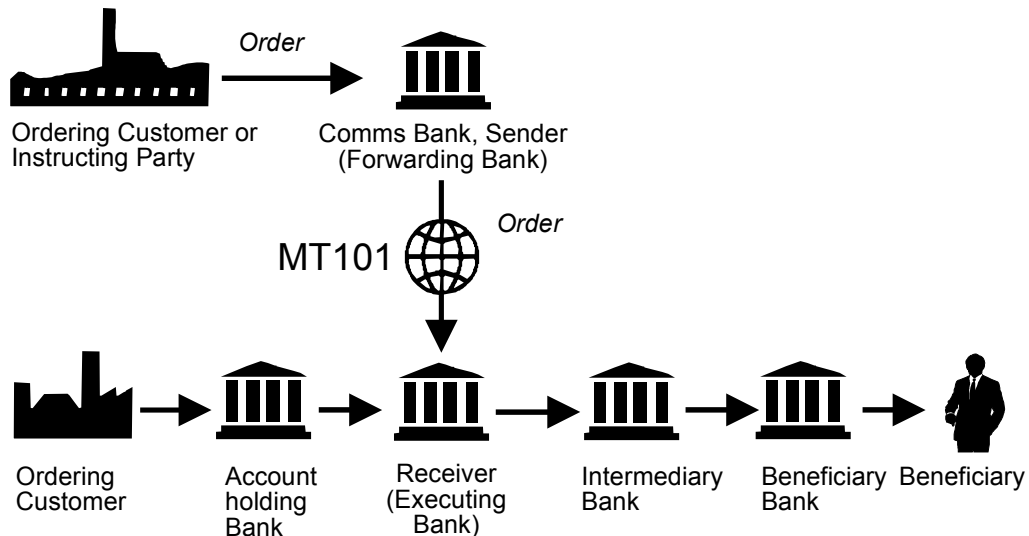
The MT 101 format message is sent by a sending financial institution on behalf of a non-financial institution account owner, i.e. the Ordering customer or the instructing party. After receipt by the receiving financial institution, it is processed either by this receiving financial institution itself or by the account servicing financial institution.

The MT 101 message can be used:

- to transfer funds between accounts of the Ordering customer
- to transfer funds to a third party, either domestically or internationally.

A description of the structure of the MT 101 format (RFT file) is contained in the **Annex**.

The complete chain of parties and the transaction flow is shown in the following illustration:

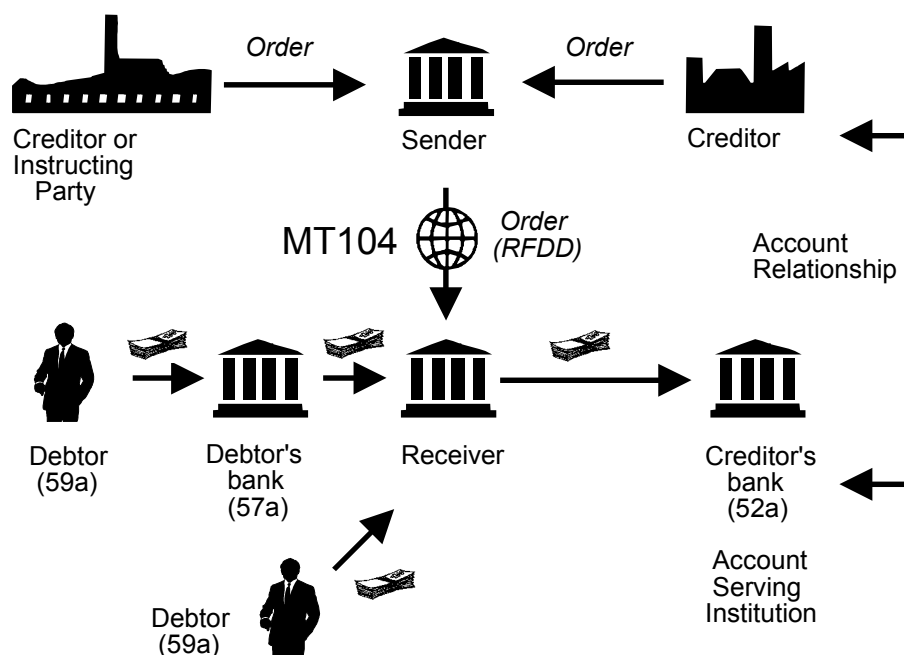


Use the Add-On **International Direct Debits (MT104)** to administer and create direct debit order files on the basis of the MT 104 format (Session type IDD).

The MT 104 is used to route instructions between financial institutions which concern customer direct debits. The MT 104 is sent by the Comms. bank to a financial institution on behalf of a payment receiver/an instructing party who gives thus the instruction to execute the direct debit collection from the account of the payor and to make the subsequent credit on the account of the payment receiver. Direct debits can only be executed within the same country, i. e. the location of the bank of the payment receiver and that of the payor must match.

The description on the structure of the MT 104 format (IDD file) can be found in the **Annex**.

The entire chain of parties and the transaction flow for the MT 104 (type RFDD = Request for Direct Debit) is explained with the following illustration:



Use the Add-On **Priority Payments (MT103+)** to administer and create urgent Euro payments with same-day availability of the funds on the basis of the MT 103+ format (Session type X03).

The description on the structure of the MT 103+ (X03 file) format can be found in the **Annex**.

Use for **International Payments (RFT)** to transmit the created payment order files online to your bank using the Communications Module (Comms. Module), a key component of the Core module.

There is a variety of further links between the Core module and the International Payments module, for example "plan data" for Ordering customers **and** Intracompany Partners accounts.

The databases needed to enter payment orders for **International Payments (RFT)** can be maintained manually or populated with data contained in export files.

You can also use the 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 RFTFIBU.TXT. The structure of RFTFIBU.TXT is described in the **Annex**.

Information on the functions mentioned above is contained in the other chapters of this Help System/User Manual.

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.

If you install one or more Add-Ons later separately, the additional options within the RFT module are only available after successful activation in the functional profile (see next chapter).

1.3 Starting the program / Exit

To start the program, you need to have

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

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

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

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

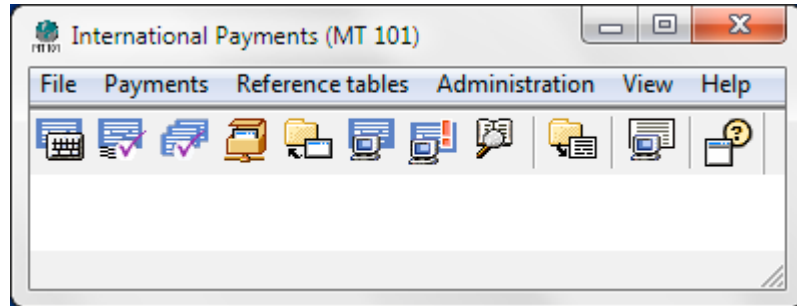
If due **Variable amount orders** (see Chapter 4.1.5 *Variable amount orders*) are found, a message shows the order number used to add these to the database as single orders. You must select the new single orders in the database, enter an amount and - depending on the settings in the RFT parameters - approve the orders before they can be added to a payment order file.

Exit **International Payments (RFT)** 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 RFT module, e.g. 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 RFT 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 RFT 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 RFT online Help system.

1.4.2 RFT toolbar

A number of the most frequently required program functions from the menus for working with the 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 "International Payments" icon (corresponds to the command "Enter payments" in the -Payments- menu) to enter new payment orders and view and edit existing payment orders (see Chapter 4).





















Use the "Priority Payments" icon (corresponds to the "Priority Payment" command in the -Payments- menu) to create and edit urgent Euro payments (see Chapter 4.2).



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



	Use the "Approval by account" icon (corresponds to the "Approval by account" command in the -Payments- / -Approval- menu) to approve several payment orders separately for each account (see Chapter 5.2).	
	Use the "File creation" icon (corresponds to the "Create SWIFT" command in the -Payments- menu) to create a SWIFT format payment file(see Chapter 6).	
	Use the "Import file" icon (corresponds to the "Import SWIFT" command in the -Payments- menu) to import payments files into the Order database of the RFT module (see Chapter 7.5).	
	Use the "View SWIFT files" icon (corresponds to the "Display SWIFT" command in the -Payments- menu) to view and print SWIFT files (see Chapter 6.2).	
	Use the "Due orders" icon (corresponds to the "Display due orders" command in the -Payments- menu) to view and print due orders (see Chapter 7.1).).	
	Use the "Payment history" icon (corresponds to the "History" command in the -Payments- menu) to view data relating to the processing of payment orders (see Chapter 7.4).	
	Use the "Generate export" icon (corresponds to the "Execute export" command in the -Administration-/ -Import/Export- menu) to create export files for external databases (see Chapter 2.2.3).	
	Use the "View file" icon to view the content of any text file (see Chapter 2.3). (The icon corresponds to the "Display text files" command in the -Administration- menu.)	
	Use the "Info" icon (corresponds to the homonymous menu item "Info" In the -Help- menu) to obtain information concerning the program version and the DLLs used.	

1.4.3 Database overview

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

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

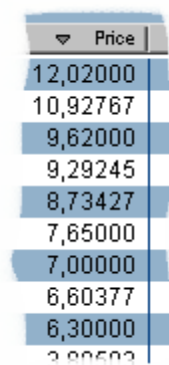
In the **display area** of a database overview, you will generally find **list boxes**, which permit you to change the display of the records in the record list. The list boxes can be identified by the (▾) at the right end of the field. Clicking on the arrow displays all of the available options. You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

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

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

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

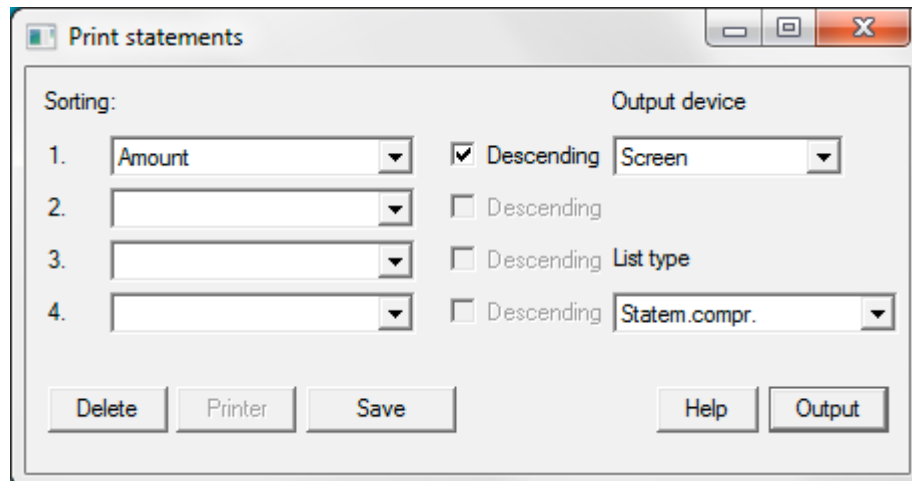
The shown records can be **sorted in ascending or descending order** by **clicking the column header** according to the sequence of the chosen column.



▾ Price
12,02000
10,92767
9,62000
9,29245
8,73427
7,65000
7,00000
6,60377
6,30000
3,88500

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

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

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

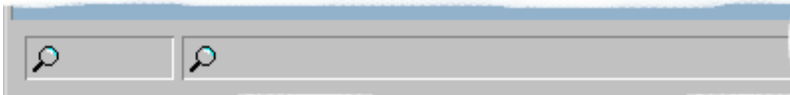
Choose **-View details-** to open the record window (e.g. the detailed view of the order database) for the

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

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

Quick selection of records

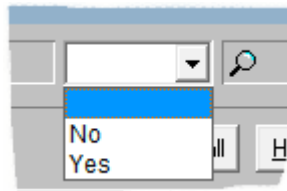
Below the record lists (within database overviews and selection lists) you can execute a quick selection "by mouse click" using specific fields to restrict the number of the records shown.



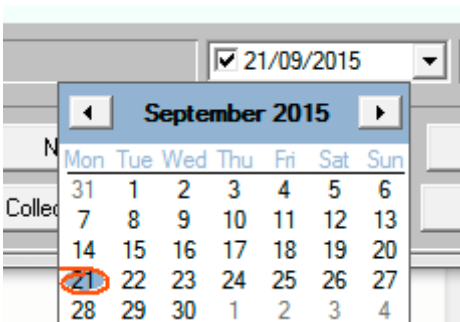
Each field is allocated to the appropriate column of the record list above and can be filled with a selection criterion for the relevant column. The selection criterion is either entered as "Text" (e.g. an initial letter is sufficient)



or as predefined value chosen from a list box



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



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

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

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

Every database overview also includes the standard functions [**Select**], [**Print**] and [**Help**].

1.4.4 Input mask / record window (detailed view)


Input mask:




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

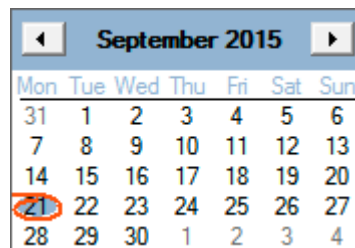
When you select a box by pressing **<TAB>** or **<Shift>+<TAB>**, the cursor marks the start of the input box so that you can start entering your data straight away. If you click in the box, the cursor marks the spot that you have clicked.

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


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

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

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



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

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

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

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

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

Record window:

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

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

- | | |
|-------------------|---|
| [<] | Page back
Clicking on this button once or several times moves you back one or more entries. |
| [>] | Page forward
Clicking this button once or several times moves you forward one or more entries. |
| [Go to] | displays a particular record if you do not wish to use the [<] and [>] functions.

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

[Go to] is also important for network operation. Clicking on [Go to] causes the program to read the current version of the database. |
| [Delete] | removes an entry from the order database. Confirm with [Yes] to delete the entry. [No] will return you to the detailed view without deleting the entry. |
| [OK] or
[Save] | confirms the modified entry in the record window and updates the existing entry in the database. |

1.5 Standard functions

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

1.5.1 Selecting data via [**Select**]

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

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

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

Click on the drop-down arrow to the right.

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

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

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

A key to the operators:

less than Values less than the selection limits entered in column 3 will be included in the selection.

greater than All values greater than the selection limit will be included in the selection.

equal to The selection covers only those values that are equal to the selection limit. Records will also be located if the selection value covers only part of the selected values.

Example: Holder *equal to* Smith
The selection also includes holders with names such as Smith, Goldsmith, Blacksmith, Smith-Jones, etc.

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

less than or equal to

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

greater than or equal to

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

exactly equal to

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

Example: Holder *exactly equal to* Smith
This selection will only include Ordering parties with the name Smith but not with the name Goldsmith.

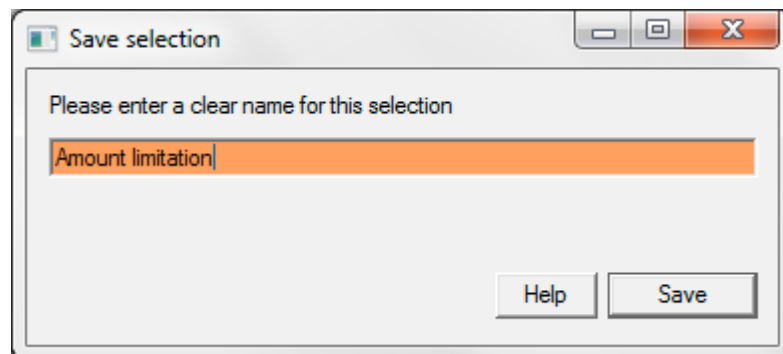
 **Please note:**

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

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

Save selections:

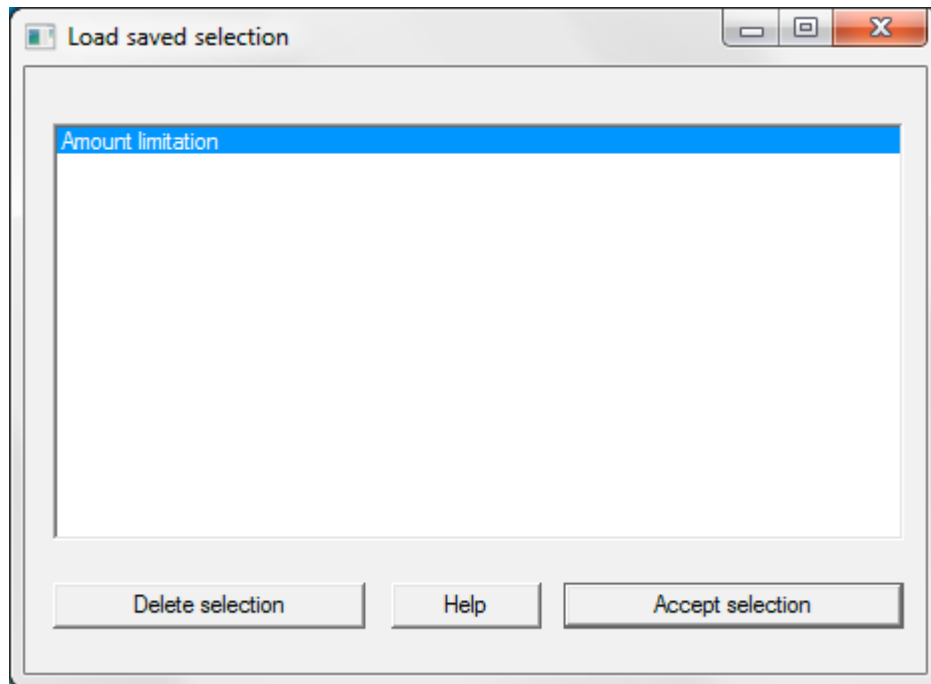
Selections can be saved under a name. To do so, click on the [**Save criteria**] button. Then a window opens, in which you allocate a clear name for the selection created.



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

Load selections:

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



To accept a saved selection in the dialog box of the selection criteria, choose the required selection from the list of the saved selections and click then the **[Accept selection]** button. If you want to delete a saved selection, highlight it and then choose the **[Delete selection]** button.

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

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

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

Enhancing the selection dialog:

Please note:

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

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

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

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

1.5.2 Outputting data via *[Print]*

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

To prepare the output, proceed as follows:

 **Please note:**

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

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

If present, use the following buttons:

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

to access the other functions.

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

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

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

[Help] opens the context-sensitive Help.

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

Sorting

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

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

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

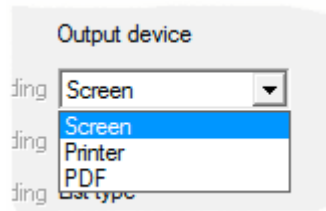
| The default setting performs sorts in **ascending** order (0 - 9; A - Z).

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

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

Output device

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



You can output data to

- **Screen**

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

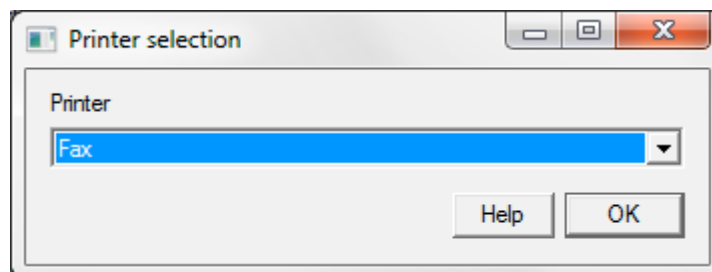
For information about navigating through screen lists, please see the associated section on navigation in screen lists.

or

- **Printer**

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

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



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

or as

- **PDF**

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

As soon as the output device "PDF file" has been chosen, the [...] button next to it is shown. Use this to open a window where you can set, as and when required, the directory differently behind "Search in:" where the PDF file shall be saved (default is here the directory "Own files" of the current Windows User). As soon as you confirm the predefined or changed directory using [**Open**], the PDF files are stored from this point of time on in the directory chosen by you. Even

after changing the directory name, PDF files are stored under `..\MCCWIN\USERS\<User name>`, if [**Cancel**] is chosen here. Furthermore, you can change the predefined name of the PDF file by editing in the field "File name:".



Please note:

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

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

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

Navigation in screen lists

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



in the toolbar to scroll up and down.

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

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



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

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



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

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

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

Report types

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.

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.

Table of Contents: Chapter 2

	Page
2 Administration	2-2
2.1 RFT parameters	2-2
2.1.1 General property page (parameters)	2-3
2.1.2 Payments property page.....	2-7
2.1.3 File creation property page	2-10
2.2 Import / Export functions.....	2-12
2.2.1 General information	2-13
2.2.2 Control files for defining output or input files.....	2-14
2.2.2.1 General property page	2-16
2.2.2.2 Fields property page	2-20
2.2.3 Export (Generate output file).....	2-22
2.2.4 Import (Input a text file)	2-23
2.2.5 Delete reference tables	2-24
2.3 Display text files	2-25
2.4 Master data log	2-27

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:

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

2.1 RFT parameters

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



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

The functions of the parameters on the following property pages

- General
- Payments
- File creation

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

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

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

2.1.1 General property page (parameters)

Parameter International Payments (MT 101)

General | Payments | File creation

User-specific parameters

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

General parameters

- Lead time for setting up variable amount orders as single orders
- Base currency
- Generate plan data automatically? ☒
- Change Partner table without changing existing orders ☐
- Set up standing orders as single orders ☒
- Generate RFTFIBU.TXT automatically ☐
- Maintain master data log ☒
- Accept account group of user on importing files ☐
- Do not allow due date on weekend ☐
- Partner a/c. numbers are by default IBAN a/c. numbers ☐
- Support Forex contracts ☒
- Support Central Bank Reporting ☐
- Support charges account ☐

Print Help Save

User specific parameters:

Selection before approval by account?

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

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.

Selection before deletion?

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

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 single 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 RFT module.

Accept accounts and Ordering parties automatically on import?

If you check this parameter, accounts and/or Ordering customers not yet stored in the relevant databases are **automatically** added to these databases when payment order files are imported. If you do not check this box, a dialog box appears when you import payment order files, containing details about the accounts and Ordering customers not yet stored in the databases. You can supplement and modify these details. Confirm with [**OK**] to add the dialog box entries to the relevant database. Instructions on how to import payment order files are contained in Chapter 7.5: *Import payment file*.

Selection before showing templates

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

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

Selection before master data log

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

Manual setting of template numbers

If you have checked this parameter and you have saved the payment order as a template by clicking on the [**Save and store as template**] button or by using menu item -Add as template- (right mouse button) [see Chapter 4.1.8: *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.

General parameters:

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.

Base currency

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

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

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

Generate plan data automatically

This parameter applies only if you are using a Cash Management program and RFT 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 Partners (reference) table without affecting existing orders

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



Please note:

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

Standing orders set up as single orders

If you have checked this parameter, a single order will be generated from the approved standing order instead of the standing order being directly added to a payment order file when due. If you have checked (an) approval (s) on the *Payments property page*, the single order will first have to be approved before it can be added to a payment order file. This procedure is identical to the procedure for valuable amount orders described in Chapter 4.1.5.

Generate RFTFIBU.TXT automatically

If you do not check this parameter, you suppress the creation/updating of export file RFTFIBU.TXT following the generation of a payment order file (cf. Chapter 6.3: *Create RFTFIBU.TXT*). RFTFIBU.TXT is a file containing one line in ASCII format for each order transferred to the payment order file. You can, for example, import it into your ledger accounting system if required. You can specify the order fields to be added to RFTFIBU.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 RFT module. The master data log contains all activities relating to master data administration (e.g. new entries, deletions and alterations in the reference tables and the Order database). Print the master data log using menu item -Master data log-. The master data log can only be printed via

this menu item; you cannot print it using the DOS PRINT command

 **Please remember...**

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

Accept account group of user on import

Using this parameter you decide whether the account group of the current user should be accepted or not when entering new accounts on payment orders import (cf. Chapter 7.5: *Import payment order file*). If the parameter is set, the account is saved together with the account group of the user currently logged on. If the parameter is not set, the account group "0" is allocated to the new account.

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: *Partners reference table*).

Support reference for Forex contracts?

If you have checked the "Support reference for forex contract?", the *supplementary information property page* also contains a text box labelled "Rate/Reference for forex deal" (see Chapter 4.1.6). You can access the foreign currency names in the Currencies database using the [?]. If a particular rate has been agreed, you must enter a contract number or similar reference.

Support Central bank reporting?

If you have checked the "Support Central Bank reporting?" parameter, the *supplementary information property page* also contains a box labelled "Central Bank Report" (see Chapter 4.1.6). This provides you with 3 lines in which you can enter, for example, a return text.

Support charges account?

If you have checked the "Support charges account" parameter, the *supplementary information property page* also contains a box labelled "Charges a/c" (see Chapter 4.1.5). This provides you with one line in which you can add an account number for a charges account which you can choose from the accounts reference table by clicking [?].

2.1.2 Payments property page

The screenshot shows a Windows-style dialog box titled "Parameter International Payments (MT 101)". It has three tabs: "General", "Payments" (which is selected), and "File creation".

Defaults for new entries

- Prompt transaction type ☐
- Prompt ordering party account ☐
- Prompt ordering party ☐
- Prompt ID-Group ☐
- Prompt access class ☐
- Predefine ID-Groups for entry with user name ☐
- Predefine cost allocation with

Approvals

- No. of approvals required
- Amount from which 2 approvals are
- Keyer of payment order may not approve this ☐

Payment history

- Maintain payment history? ☒
- Delete payment history after how many days (0 = never)

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

New entry of payment orders:

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

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

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

Default values are only shown for the boxes checked in the "New payment default values" dialog box

Choose between:

Prompt transaction type

The transaction type 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 Ordering party

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

Prompt ID-Group

The ID-Group of the most recent new entry will be suggested on the *Supplementary information property page* (Chapter 4.1.6) on payment entry.

Prompt access class

The access class of the most recent new entry will be suggested on the *Orders property page* (Chapter 4.1.1) on payment entry.

Predefine details of charges with

If you highlight this parameter, on payment input the "Charges" field on the *Orders property page* (Chapter 4.1.1) will be predefined with the entry selected here.

You have the choice between:

- Share charges (Default)
- All charges to be borne by the Ordering customer
- All charges to be borne by the Partner.

Predefine ID-Groups for entry with user names

If you highlight this parameter, the "ID-Group" field on the *Supplementary information property page* (Chapter 4.1.6) is predefined on payment input with the name of the user who entered it. If different users have to enter payment orders within a network and have to create their own payment files, the orders can be selected easily later on using the user names (as ID-Group).

Approvals:

No. of approvals

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

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

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

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

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

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

Editor may not approve

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: *Approval*). The approval can be made only by another user authorized to approve.

Payment history:

Maintain payment history

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

2.1.3 File creation property page

The screenshot shows a Windows-style dialog box titled "Parameter International Payments (MT 101)". It has three tabs: "General", "Payments", and "File creation", with "File creation" being the active tab. The dialog is divided into three main sections:

- Structure of files:** This section contains a sub-section titled "Default Comms. bank:". Below it, there are three input fields. The first field is preceded by a question mark icon and contains a question mark. The second field is labeled "S.W.I.F.T." and the third is labeled "Bank name/Town".
- Sequence of file creation:** This section contains two items, each with a small icon and a checkbox:
 - "View orders to be included in file (with option to exclude)" with a checked checkbox.
 - "View created RFT files before preparing to send" with a checked checkbox.
- Printouts after file creation:** This section contains three items, each with a small icon and a dropdown menu:
 - "Output device" with a dropdown menu showing "Printer".
 - "No. of cover notes" with a dropdown menu showing "None".
 - "List type at file creation" with a dropdown menu showing "None".

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

Structure of files:

Default Comms. bank:

When you choose a bank from the list of the possible Comms. banks using [?], this will be used by default for executing the Comms.

After pressing the [?], the selection dialog for the Comms. bank appears. In a window, all saved Comms. banks will be displayed. By double clicking the mouse or by positioning the cursor and confirming <**Return**> you choose that Comms. bank that shall be accessed by default during the Comms.

If you have chosen a Comms. bank, thus this will be entered on the *Involved banks property page* when entering payment orders (see Chapter 4.1.4).

Control options for file creation:

View orders to be included in file (with option to exclude)

If you have checked this parameter, a dialog box will be displayed when writing a file to the hard disk or to a diskette which allows you to define which orders are to be added to the payment order file.

I.e. you have the option by simply highlighting the relevant orders to ignore these orders purposefully and thus to exclude them from file creation (see Chapter 6.1: *Create payment order files*).

View created files before preparing to send

If you have checked this parameter, the dialog box "Display files to be sent" will appear while writing a file to the hard disk or to a diskette in which all the files that have been created are displayed (see Chapter 6.1: *Create payment order files*).

Printouts after file creation:

Print medium

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

- Printer and
- PDF.

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

Number of cover notes

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

You can change this default at any time in the dialog box for creating payment order files (see Chapter 6.1: *Create payment order files*).

List type at file creation

Using this presetting you define whether the printout of a short list, a complete list or no list printout shall be prompted when creating a payment order file. You choose the desired type of list by clicking first on the drop-down arrow at the right next to the field and then on one of the listed entries.

You can change this default at any time in the dialog box for creating payment order files (see Chapter 6.1: *Create payment order files*).

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 6.3: *Create RFTFIBU.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 RFTFIBU.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

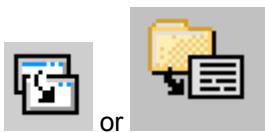
Export files are text files containing user-defined data from the reference tables and the Order database. These text files can be easily imported and edited by other programs.

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 ...**

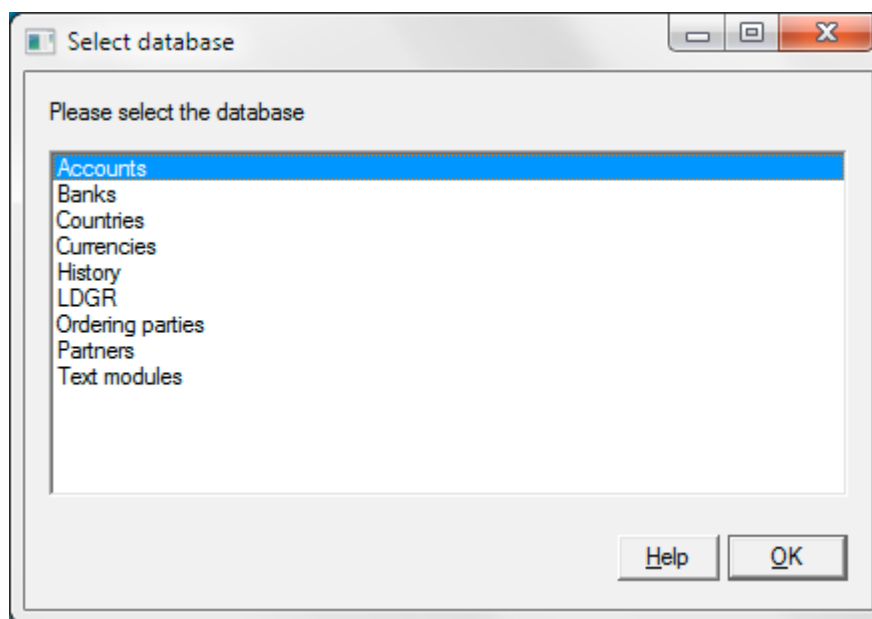
By default, the control files are located in subdirectory..\DAT of the Payments module; and this directory will first be searched by the program for control files.

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
- Countries
- Currencies
- History
- LDGR
- Ordering parties
- Partners

- Text modules

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

- **Open an existing control file**

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

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

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

2.2.2.1 General property page

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

A key to the fields, you need to define:

Description

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

Separator

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

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

Description

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

Print in autoroutine

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

Save with selection?

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

Output file

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

Sorting

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

Date format

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

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

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

Date separator

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

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

Decimal separator

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

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

Text fields inv. commas

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

Compress fields

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

Output in Windows character set

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

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

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

Field names in line 1

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

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

Search for / create Import / Export file in user directory

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

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

Prompt name of export / import file

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

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

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

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

Overwrite existing text file

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

Call batch after creating Export file

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

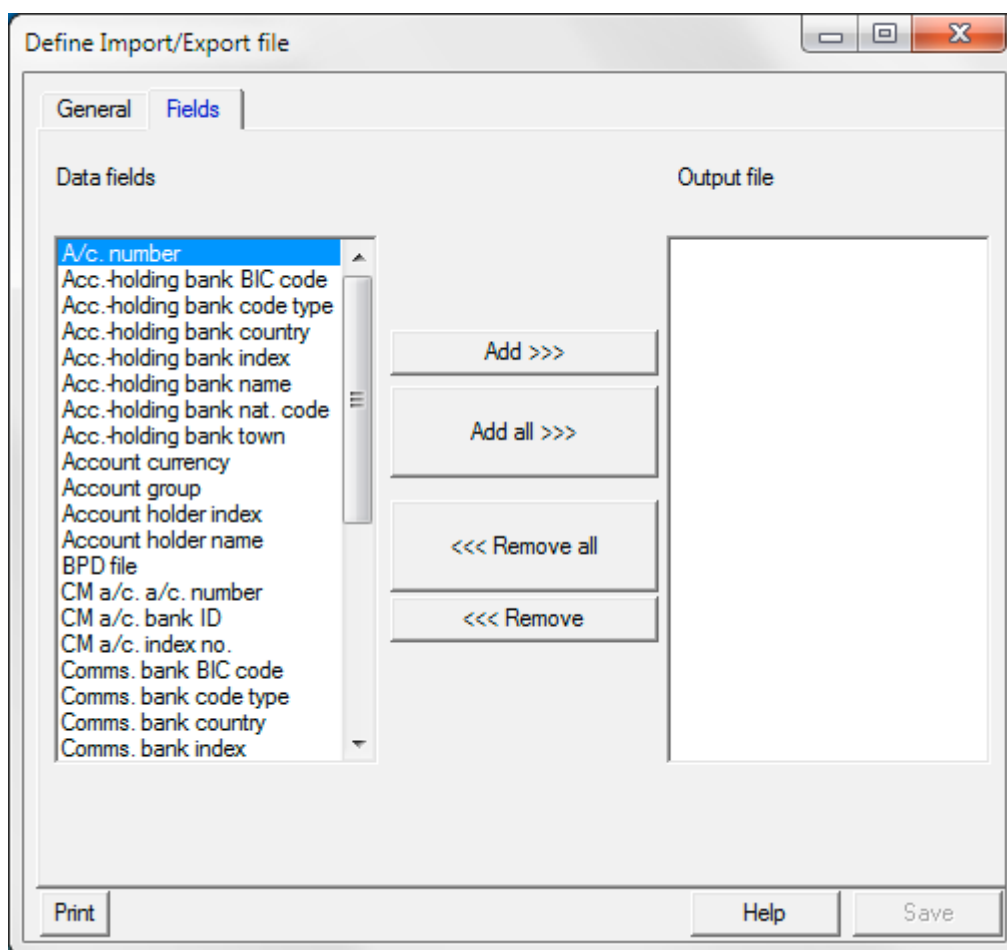
In the batch file the name of the created text file can be requested. The request can be done using the following parameter: %1 = name of the created text file.

2.2.2.2 Fields property page

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

Incidentally:

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



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

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

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

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

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

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

in the left-hand list.

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

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

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

2.2.3 Export (Generate output file)

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

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



Please note ...

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

A list box then displays all of the control files present in the directory \RFTWIN\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 ..\RFTWIN\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 ..\RFTWIN\DAT for files with the extension ".WVD" that define the structure of the text files to be imported. The files found will be shown in a list box. Position the cursor and confirm your selection with <Return>, or click the [OK] button to select the export file to be accessed during the import process.

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

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

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

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

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

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



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

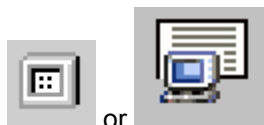
A message reminds you that when the selected file is imported, all entries in the database with an index (code, ID) which is identical to the index of the file being imported will be deleted. You must confirm with [**Yes**] to start the import routine for deletion.

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

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

2.3 Display text files

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



to select files 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



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

Click on the



to print a copy of the file.

Using the following button



you will get the printout as PDF file.

```
{1:F01POBADEFFXXXX0000000000}{2:I101CIPRDEXXXXXXN}{3:{113:XXXX}}{4:
POBADEFF
CIPRDEXX
101
:20:1509210100000002
:28D:1/1
:50H:/DE32780550500200041366
MAG-NUM INC.
GENERAL A/C
BAHNHOFSTRASSE 30
CH/ZURICH
:52A:SPKFDEFICHT
:30:150921
:21:2007072400000001
:23E:NETS
:23E:EQUI
:32B:EUR5000,00
:56A:DRESDEFF
:57A:HSBCCNSHBJG
:59:/60648929889
WUNG LU MANUFACTURING
23 XIAN MEN WAI AVE.
CN/BEIJING
:71A:SHA
:21:2007120500000002
:23E:NETS
:23E:EQUI
:32B:EUR1000,00
:56A:DRESDEFF
:57A:HSBCCNSHBJG
:59:/60648929889
WUNG LU MANUFACTURING
23 XIAN MEN WAI AVE.
CN/BEIJING
:71A:SHA
:21:2015092100000003
:23E:NETS
:23E:EQUI
:32B:EUR1000,00
:50L:1/SMITH JOHN
:56A:DRESDEFF
:57A:HSBCCNSHBJG
:59:/60648929889
WUNG LU MANUFACTURING
23 XIAN MEN WAI AVE.
CN/BEIJING
:71A:SHA
-}
```

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.

Log print
Page 1 of 54
Go to page:

Request For Transfer (MT 101)
Master data log 21/09/15 16:37

Payment orders

Date	Time	Function	Menu item
18/09	17 : 22	NEW ENTRY	PAYMENT ORDERS

Code	Ordering party	Partners
Standing order 1	4	THIERRY TALON
	Index 4	Index 1
	Account data 1	FR PARIS Account data FR1420041010050500013M02606 SOGEFRPP FR SOCIETE GENERALE FR
		Executing bank COLSDE33
	Instructions	Details LOREM IPSUM DOLOR SIT AMET. CONSECT ETUER ADIPISCING ELIT, SED DIAM NON UMMY NIBH EUISMOD TINCIDUNT UT LAOR EET DOLORE MAGNA ALIQUAM ERAT VOLUT
	Entered by 1	Approver 2. Approver
	First execution 18/09/15	Last execution

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.

Table of Contents: Chapter 3

	Page
3 Reference tables.....	3-2
3.1 Currencies reference table	3-4
3.2 Countries reference table	3-6
3.3 Account holders/Ordering parties reference table.....	3-7
3.4 Banks reference table	3-11
3.5 Accounts reference table.....	3-15
3.5.1 Account master data property page	3-16
3.5.2 Supplementary information property page.....	3-18
3.5.3 Other banks involved property page.....	3-20
3.6 Partners reference table	3-21
3.6.1 Partner data property page.....	3-22
3.6.2 Account details property page.....	3-24
3.7 Standard texts reference table	3-26

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 RFT module uses a total of 7 reference tables:

- Currencies
- Countries
- Account holder/Ordering parties
- Banks
- Accounts
- Beneficiaries
- Standard texts

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.

Below the database overview, there is each time a line for the **Quick selection** of records.

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.

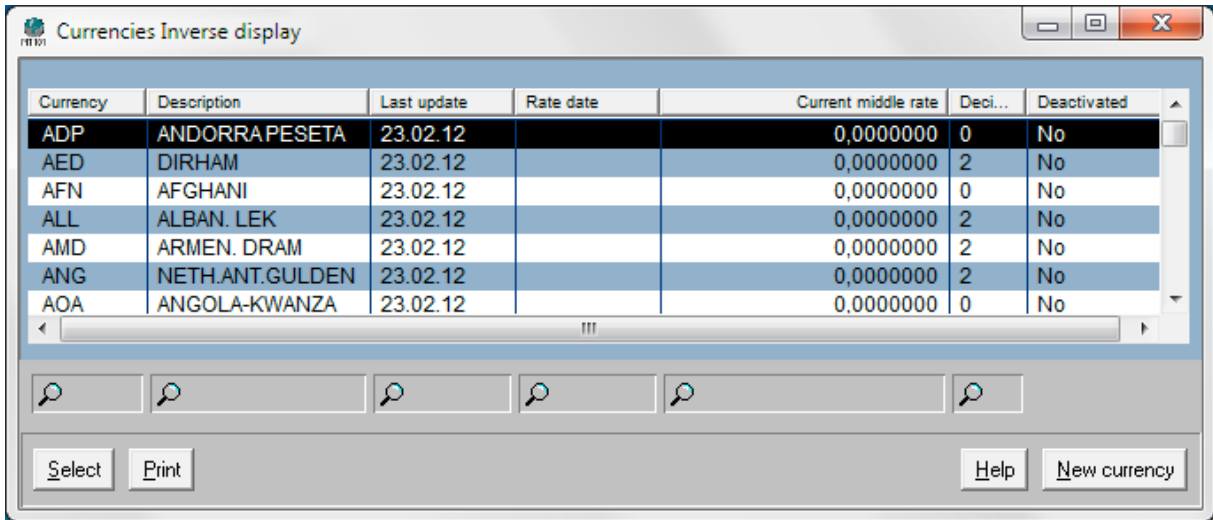
If, furthermore, the parameter "**Editor may not approve**" has been activated, the approval of a blocked record may not be made by the editor of a payment order but must be made by **another** User authorized to approve.

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 and 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.



The screenshot shows a window titled "Currencies Inverse display" with a table of currencies. The table has columns: Currency, Description, Last update, Rate date, Current middle rate, Deci..., and Deactivated. The data is as follows:

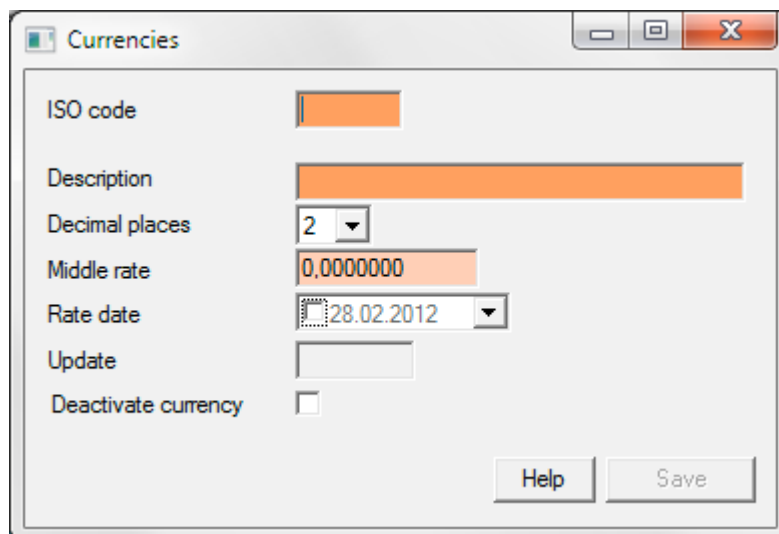
Currency	Description	Last update	Rate date	Current middle rate	Deci...	Deactivated
ADP	ANDORRAPESETA	23.02.12		0,0000000	0	No
AED	DIRHAM	23.02.12		0,0000000	2	No
AFN	AFGHANI	23.02.12		0,0000000	0	No
ALL	ALBAN. LEK	23.02.12		0,0000000	2	No
AMD	ARMEN. DRAM	23.02.12		0,0000000	2	No
ANG	NETH.ANT.GULDEN	23.02.12		0,0000000	2	No
AOA	ANGOLA-KWANZA	23.02.12		0,0000000	0	No

Below the table are search icons and buttons: Select, Print, Help, and 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 screenshot shows a dialog box titled "Currencies" with 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 28.02.2012
- 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 MT101 orders. If you have generated MT101 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 MT101 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. For example it is "1" for US\$, CAN\$ and GBP, "100" for Swiss Francs etc.

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.

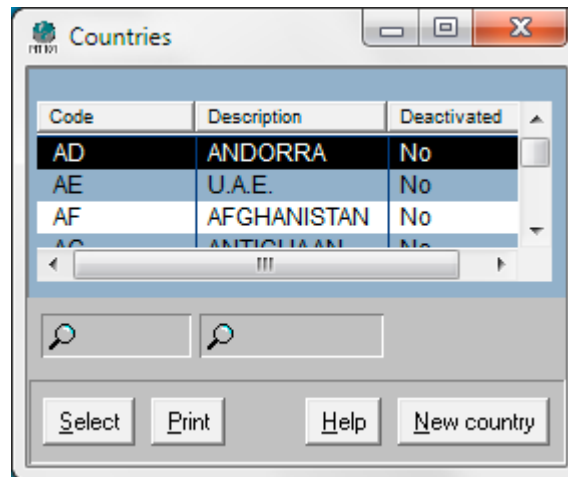
The "DKI files" delivered by the bank with the exchange rate information in indirect quotation can be transferred to the program for updating the Currency database using the session type **DKI** ("Collect currency rates (Inverse display)").

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 Countries reference table

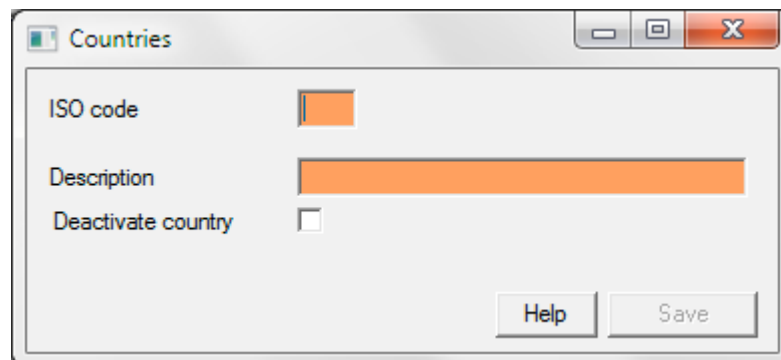
Selecting the menu item -Reference tables- / -Countries- opens a database overview displaying all of the countries in the reference table, together with their details. Move up and down the list with the "Up" and "Down" arrow keys or with <PgDn> / <PgUp> or use the scroll bar.



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

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

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



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

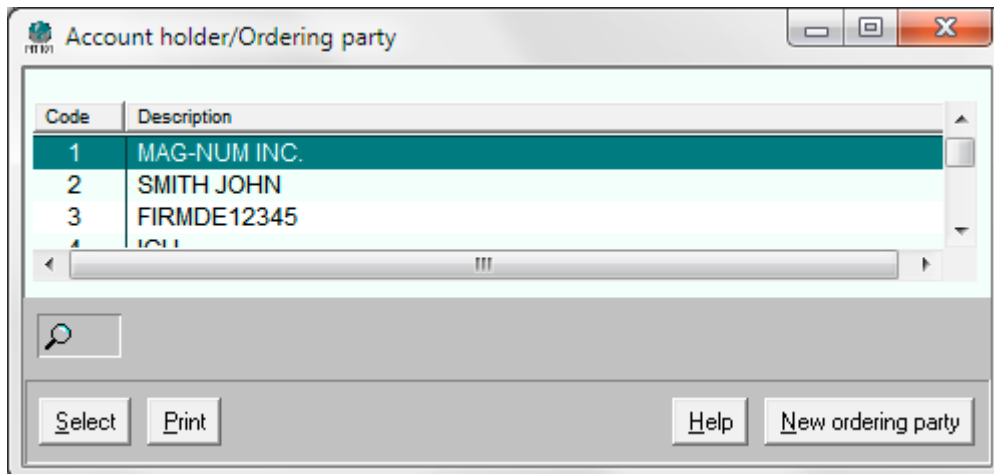
After you have entered the country code, enter the **name** of the country to which the code refers.

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

3.3 Account holders/Ordering parties reference table

The Account holders/Ordering parties reference table contains the address data of the Account holders/Ordering parties or the Instructing parties.

Selecting menu item –Reference tables- / -Account holders/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.

According to codes possibly already allocated, the program prompts continually a new Ordering party **code** that you can overwrite, as required, with a max. 4-digit numeric code in order to identify the database entry.

While the subfield 1 of the field :50a: (field for the account owner/ordering party or instructing party in the respective message) is filled with the account number usually, for the subfield 2 (**name and address**) different options are available:

1)

If you choose the first option in the "Address line(s)" section, then for the ordering customer (option H in the RFT or K in the IDD) or the instructing party (option L in the RFT) a total of four **standard address lines** with 35 characters each is available, where the first line with the **name** is mandatory. Beside two name lines two further lines for the **street** and for **country** and **town** are available, where the country code can be taken from the Countries reference table using the [?].

Example:

Result (extract from the message):

```
:50H:/12345678
MAG-NUM INC.
GENERAL A/C
BAHNHOFSTRASSE 30
CH/ZURICH
```

2)

In the RFT you have the possibility of entering the **address lines** also in a **structured** way. Select the second option (option F in the RFT) to do so. Here also four lines are maximum available. How to fill them, you have to decide first in each case by selecting options from a list. The following options are available, which can be combined (nearly) in any order:

Code (this is transferred to the message)	Meaning	Explanation
1	Name of the ordering customer	Name of the ordering customer, strictly according to SWIFT first the surname, then the given name(s)
2	Address line	can be used to provide for example, street name and number, or building name
3	Country and Town	ISO country code followed by town (complemented by e.g. zip code), country subdivision (e.g. state, province etc.
4	Date of birth	strictly according to SWIFT in the YYYYMMDD format)
5	Place of birth	ISO country code followed by place of birth
6	Customer Identification Number	ISO country code followed by the issuer of the number and the Customer identification, e.g. for U.S. persons an identifying number like the social security number or the tax identification number (TIN) is required from every customer opening an account
7	National Identity Number	ISO country code followed by an alternative number, which can prove the identity of the banking customer, e.g. Identity Card ("Personalausweis") Number in Germany

You can choose the country from the Countries reference table by clicking on [?] in each case.

 **Please note in this context:**

The codes 2 and 3 or 4 and 5 can only occur combined with each another, i.e. if an address line was selected, also a line with country and place must follow, or if a date of birth was selected, the place of birth must also be added.

Example:

Address line(s)

Option

☐ Standard Address Lines (:50H/L: - :50K/L: with IDD)

☒ Structured Address Lines (:50F: - not usable for IDD)

☐ Account Holder/Ordering Party with SWIFT-registered BEI (:50G/C: - :50A/C: with IDD)

Name of Orderin

Address Line

Country and Tow

Result (extract from the message):

```
:50F:/12345678
1/SMITH JOHN
2/299, PARK AVENUE
3/US/NEW YORK, NY 10017
```

3)

After all you have the possibility, to identify the ordering customer (option G in the RFT or A in the IDD) or the instructing party (option C in the RFT) by means of a SWIFT registered **BEI** (=Business Entity Identifier). Non-banking organizations can be addressed within the SWIFT net using these identification codes. Select the third option for this. Then one field is available for the input of the BEI.

Example:

Address line(s)

Option

☐ Standard Address Lines (:50H/L: - :50K/L: with IDD)

☐ Structured Address Lines (:50F: - not usable for IDD)

☒ Account Holder/Ordering Party with SWIFT-registered BEI (:50G/C: - :50A/C: with IDD)

SWIFT-BEI

Result (extract from the message):

```
:50G:/12345678
FIRMDE12345
```

Finally you can enter a **Description** for a more detailed characterization of the database entry.

3.4 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.

Bank (Index)	Name	S.W.I.F.T	Country code	Nat. Clearing System	Nat. Bank ID	Type of bank
CIPRDEXX		CIPRDEXX				Exec. bank/Comms./I
COBADEFF370		COBADEFF370				Exec. bank/Comms./I
COBADEFFXXX		COBADEFFXXX				Exec. bank/Comms./I
COBAESMX	COMMERZBANK AG	COBAESMX	ES	ES		Exec. bank/Comms./I
COLSDE33	SPARKASSE KOELNBONN	COLSDE33	DE	BL	37050198	Exec. bank/Comms./A
DRESDEFF		DRESDEFF				Exec. bank/Comms./I
MOBASK23BIC		MOBASK23BIC				Exec. bank/Comms./I
POBADEFF		POBADEFF				Exec. bank/Comms./I
RZOOAT2L545		RZOOAT2L545				Exec. bank/Comms./I
SOGEFRPP		SOGEFRPP				Exec. bank/Comms./I

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.

First, it is necessary to determine the function of the entered bank, i. e. to define which role it plays within the transaction flow.

For this, highlight the corresponding option under **functions of the bank** by ticking the respective field. You can choose between the functions as:

- Executing bank (Receiver; Abbr.: Exec. bank)
- Comms. bank (Sender; Abbr.: Comms.)
- Account-holding bank (Field :52a;; Abbr. A/c.)
- Partner bank (Field :57a;; Abbr. Benef.)
- Intermediary bank (Field :56a;; Abbr. IB)

Depending on the functions that the entered bank includes, combinations, i. e. multiple highlights, of the entered functions are also possible. Depending on the chosen function, further fields in the input mask become active, such as the option to enter the BPD file for a Comms. bank or the option to enter lead time for a executing bank (see below).

Please note:

If the **bank** is defined as a **Executing Bank** or **Comms Bank**, you **must** enter the **SWIFT Code (BIC)**.

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 using the [**Search**] button. 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 going. The found words (with bank name, SWIFT address and bank town) will be viewed in a list below. If necessary, you must 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 and further bank data will then be included into the superior dialog box.

For an executing bank or a Comms. bank the entry from the field "SWIFT address" will be transferred to the field "**Code for Routing Header**" (BIC of Receiver or Sender in the message header), filled right-aligned with "X".

In case your bank has planned this, you have additionally the option after clicking the "**With Terminal-ID**" option to enter a so-called Terminal-ID in place 9 of the code [e.g. the following code consists of

the 8-digit SWIFT address (=BANKDEFF), Terminal-ID (=T) and 3-digit branch number (=370): BANKDEFFT370].

In case the SWIFT address of the bank is unknown or cannot be found using the search function, please highlight the corresponding check box ("**Unknown**") behind the field for the SWIFT code. It will then be required to fill further mandatory fields (national bank code, name, town, country). For more detailed information on this, see further below.

If you define a bank as **one of the other bank types** (i.e. neither executing bank nor Comms. bank), you can **optionally** enter the SWIFT Code if you wish, but may also enter only **national Bank ID(s)** and address.

In the case of Country Codes AT, AU, CA, CH, DE, GB, IT and US, the national Bank ID has a specific name, e. g. in Germany the national bank ID is called Bankleitzahl.

If, for example, your ordering institution in Germany is not contained for any reason in the SWIFT database, you can just enter this using your bank code and the address.

To enter the respective national code, using first the [?] you access the Countries reference table in order to define the **country** in which the entered bank can be found.

If the Country Code has not yet been stored in the Countries reference table, you can add it by entering the ISO Code in the appropriate text box and confirming with TAB or by pressing the [?] button again. After that, a selection list opens with the option to make a new entry using a special button. Enter then the new country description into the appearing input mask.

Click [**Save**] to save the data to the Countries reference table. The data is then available when you enter new orders by clicking on [?].

Country Code	Country	Clearing System Type	Name of National Bank ID
AT	Austria	AT	Bankleitzahl
AU	Australia	AU	Bank State Branch (BSB) Code
CA	Canada	CC, CH, CP	Canadian Payments Association (CPA) Payment Routing No.
CH	Switzerland	SW, CC	Clearing Code
DE	Germany	BL	Bankleitzahl
ES	Spain	ES	Domestic Interbanking Code
GB	United Kingdom	SC	Sort Code
HK	Hong Kong	HK	Bank Code
IR	Ireland	IE	National Clearing Code (NSC)
IT	Italy	IT	Domestic Identification Code
NZ	New Zealand	NZ	
PT	Portugal	PT	National Clearing Code
SU	Russia	RU	Central Bank Identification Code
US	USA	SC, FW	Sort Code, Fedwire Routing No.

Depending on the size of the database delivered by your bank, you have here the option to search nationally or world-wide for **Bank IDs** using the [**Search**] button. In the fields with the **selection criteria** (bank ID, 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 going. The words found (with bank name, bank ID and bank town) will be displayed in a list below. If necessary, you must change your search item and repeat the search.

Choose the appropriate Bank ID by clicking on it and confirm your selection with [**OK**] or double-click the desired entry; the bank ID and further bank data will then be included into the main dialog box, in Germany, for example, the 8-digit Bankleitzahl (bank code).

If the bank to be entered has an identification, which is different from the clearing system code and derives from the IBAN, then you can enter this in the field within the "Bank identification according to IBAN account numbers" section after ticking the check box "**Different from clearing system code**".

If not already filled by data transfer, you enter the **address** of the bank. 2 lines are available for entering the bank **name**, and 1 each for the **street** and **town** (including postcode). You can transfer the **country** code from the Countries reference table by clicking the [?] button as described above.

When allocating the "Comms. bank" function to a bank, you activate the option to enter the **bank parameter file**.

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.

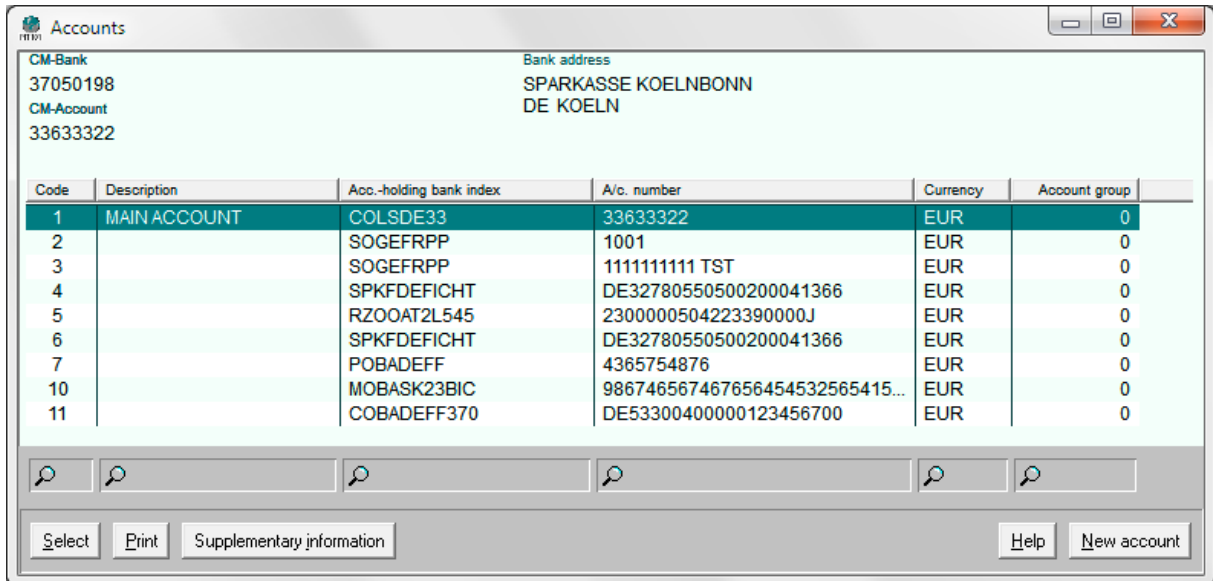
When defining the function of the bank as "Executing bank", it is possible to enter **lead time for the executing bank**. By entering a number of lead time, you specify a period in which the orders can be sent before the due date (predefined is 0). (Use this entry to adapt this period to country-specific requirements.) The earliest possible date of a transmission results thus from the included due date less the number of lead time. If you choose "0", the earliest transmission corresponds to the due date; the field "Earliest transmission" then does not appear on the *Orders property page*.

Finally, you can enter an up to 11-digit alphanumeric index of your choice for the newly entered bank in the field "**Bank index**". This *can* also be the SWIFT code of the bank if you have found the bank using the search function and the field has been filled correspondingly.

3.5 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.



Code	Description	Acc.-holding bank index	A/c. number	Currency	Account group
1	MAIN ACCOUNT	COLSDE33	33633322	EUR	0
2		SOGEFRPP	1001	EUR	0
3		SOGEFRPP	111111111 TST	EUR	0
4		SPKFDEFICHT	DE32780550500200041366	EUR	0
5		RZOOAT2L545	2300000504223390000J	EUR	0
6		SPKFDEFICHT	DE32780550500200041366	EUR	0
7		POBADEFF	4365754876	EUR	0
10		MOBASK23BIC	986746567467656454532565415...	EUR	0
11		COBADEFF370	DE53300400000123456700	EUR	0

Buttons at the bottom: Select, Print, Supplementary information, Help, New account

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.

In addition to the standard functions [**Select**], [**Print**] and [**Help**], the button bar section in the database overview offers a button for the new entry of account data.

Click on the [**New account**] function in the database overview to add a new entry. Three property pages for entry are available here:

- 3.5.1 *Account master data property page*
- 3.5.2 *Additional information property page*
- 3.5.3 *Other banks involved property page*

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

3.5.1 Account master data property page

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

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. You can, however, enter a different account name manually.

If you do not use this copy function you have to fill the remaining fields manually.

When entering data of the **Account servicing institute** (SWIFT address, bank name, town 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.

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

If the a/c. number to enter is a so-called **IBAN a/c. number**, please highlight thus the corresponding check box to the right of the section headline "Ordering institution". The field "A/c. number" can then be used for entering the bank details according to international standard (IBAN = International Bank Account Number).

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

ccppbbbbbbbbbaaaaaaaaaaaaaaaaaaaaaa

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

You can also enter the **Account currency** manually or transfer it from the Currencies database by clicking [?]. The ISO Currency Code and Currency Name are now entered in the applicable boxes.

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".

Enter the details of the **Account holder** manually or transfer them from the Ordering customers database by clicking [?]. The Ordering customer Code and Name boxes now contain the applicable entries.

If an entered account holder/ordering party code is not yet available in the reference table Account holder/Ordering party, you can enter this using the New entry option. It will then be immediately available for selection for further entering processes using the [?].

3.5.2 Supplementary information property page

Using the *Supplementary information property page* you have the option to specify an authorization, to enter a registration reference, to allocate the entered account to other statement data and to allocate a bank parameter file to the account.

Authorization (Field :25:)

This line can be used by entering a text or a character string, for example, for an additional security feature as a digital signature that was agreed between Account holder/Ordering party and the account-holding bank.

Registration reference for direct debits (Field :21E: of IDD file):

Enter the reference of the registration here, which entitles the payment receiver to the participation in the direct debit procedure.

The screenshot shows a software window titled "Accounts". It has three tabs: "Account data", "Supplementary information", and "Other banks involved". The "Supplementary information" tab is selected. Inside this tab, there are several input fields and buttons:

- Index:** A small text box containing the number "3".
- Description:** A larger empty text box.
- Authorisation (:25:):** A text box for entering a security feature or digital signature.
- Link to a Cash Management account:** A section containing a button labeled "Link" and a text box for specifying the account.
- Individual BPD file:** A section containing a button with a question mark "?" and a text box for specifying a file.

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

Link to a Cash Management account:

The [**Link**] button 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 RFT, 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 Cash Management – Chapter 6.1: *Plan data reconciliation*.

If you have entered the **name** of account at the beginning on the *Account data property page* using the **[Import data from Cash Management account]** button, the fields are already filled under "Link to a Cash Management account". Otherwise, you can also collect the details by clicking on the **[Link]** button. As soon as you have clicked on the button, a selection list opens in which all saved entries from the Account master database of the Cash Management module will be listed. With the scroll bar at the right-hand side of the window as well as the arrow keys **<PgUp>** / **<PgDn>** you page back and forward in the listing. You double click the entry to be collected. The selection list will be closed; you are now again on the *Internal Information property page*. The fields with the bank code and the a/c. number are filled according to your selection.

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*.

Individual bank parameter file:

Click on the **[?]** button to select the **individual bank parameter file** (BPD). This is followed by a message relating to the selection of the BPD. Click on **[Yes]**, if you wish to select a BPD on a diskette; click on **[No]**, if the desired BPD is located on your hard disk.

A list box shows all *.BPD files saved in the default directory **..\DAT** or on diskette. Click on the mouse or position the cursor and confirm with **[OK]** to select the *.BPD file to be accessed during file transfer. 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.

3.5.3 Other banks involved property page

The screenshot shows a software window titled "Accounts". It has three tabs: "Account data", "Supplementary information", and "Other banks involved". The "Other banks involved" tab is selected. Inside this tab, there are two main sections. The first section, labeled "...for the Comms.", contains a table with two columns: "S.W.I.F.T." and "Bank name/Town". The first row of this table has a button with a "?" icon. The second section, labeled "...for the execution", also contains a table with the same two columns and a "?" button in the first row. Above these sections, there are fields for "Index" (containing the number 3) and "Description". At the bottom right of the window are "Help" and "Save" buttons.

Finally, specify the **Sender (Bank for Comms.)** by accessing the Banks database using the [?] button. You can only select banks which you have defined as Senders when you entered the bank data.

In the same way, specify the **Receiver (Bank for execution)** by clicking [?] to access the Banks database. You can only select banks which you have defined as Receivers when you entered the bank data.

3.6 Partners reference table

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

Choosing menu item –Reference tables- / -Partners- opens a database overview containing all partners 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.

Code	Pure cheque receiver	Intra-company	Own SWIFT address	Name	Town	A/c. number
1	No	No	No	THIERRY TALON	PARIS	FR1420041010050500013M02606
2	No	No	No	TIM TESTUSER	12345 TESTORT	10203040

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 partners. The boxes in the Partners dialog box are the same as those in the input dialog box for a new partner.

In addition to the standard functions [**Select**], [**Print**] and [**Help**], the button bar section in the database overview offers a button for the new entry of account data.

Click on the function [**New partner**] in the database overview to add a new entry. Two property pages are available for entry here:

- 3.6.1 *Partner data property page*
- 3.6.2 *Account data property page*

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

Please note:

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

3.6.1 Partner data property page

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

The screenshot shows a 'Partner' dialog box with the following elements:

- Partner** | **Account details** (tabs)
- Beneficiary**: Text field (highlighted in orange)
- Partner group**: Text field
- ...with own Swift address**: Check box (unchecked)
- Only for cheques**: Button
- Address data**: Group box containing:
 - Name**: Text field (highlighted in orange)
 - Street**: Text field
 - Postcode / Town**: Text field
 - Country**: Text field with a dropdown arrow
- Details**: Group box containing:
 - Insert text block...**: Button
 - Large empty text area
- Intra-company Partner**: Check box (unchecked)
- Cash Management account**: Text field
- Help** and **Save**: Buttons at the bottom right

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

To identify the **partner 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 *Partner data property page*.

If the Partner has an **own Swift address**, please highlight the corresponding check box and enter behind it the Swift address. Further fields do not need to be filled then.

If the partner is a cheque receiver, click on the [**Only for cheques**] button in order to mark the data record accordingly. Then only address data must be entered. The *Account data property page* is inactivated correspondingly.

If the partner does not have an own Swift address, you have to give details in the first line of the name as well as in the fields for street, town and country.

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 choose the **land** from the Countries reference table by clicking on [?].

In addition to the Partner, you can enter default **details** that shall be used for payment orders to the relevant Partner. On top of this, you can facilitate this job by including text modules already entered in the Standard texts reference table using the [**Insert text block ...**] button into the details field.

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

By the way:

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

3.6.2 Account details property page

If the partner entered is marked as cheque receiver, the *account data property page* is inactive, since no further data are necessary.

The fields Beneficiary code and partner group are transferred from the *Partner property page* and are already entered.

Then enter the Beneficiary's **account number** manually in the corresponding field.

The screenshot shows the 'Partner' dialog box with the 'Account details' tab selected. The form is organized into several sections:

- Beneficiary**: A text field with an orange highlight.
- Partner group**: A text field.
- IBAN a/c. number**: A checkbox that is currently unchecked.
- A/c. number**: A text field with an orange highlight.
- Partner bank (if necessary - see help)**: A checkbox that is currently checked.
- S.W.I.F.T. address**: A text field with an orange highlight and a 'Search' button.
- National code**: A section containing a 'Country' dropdown menu and a 'Search' button.
- Address**: A section containing fields for 'Name', 'Street', 'Town', and 'Country'.
- Intermediary bank**: A section containing a checkbox, a 'S.W.I.F.T.' text field, and a 'Bank name/Town' text field.

At the bottom right of the dialog box, there are 'Help' and 'Save' buttons.

If the a/c. number to enter is a so-called **IBAN a/c. number**, please highlight thus the corresponding check box before the section headline. The field "A/c. number" can then be used for entering bank details according to international standard (IBAN = International Bank Account Number).

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

ccppbbbbbbbbbaaaaaaaaaaaaaaaaaaaaaa

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

The function of the (account-holding) **Partner bank** can be assumed by the Executing bank (cf. Chapter A.3: *RFT file*). In this case no further data entry is necessary and the tick in the appropriate check box ahead has to be removed. This also applies to some countries, in which no bank address can or may be entered.

If entries for the partner bank (SWIFT address, bank name, town etc.) should be made, you can access the entries in the reference table Banks using the [**Import from Banks reference table**] button provided that you have already included records there. You can only select banks which you have defined under "Functions of the bank" as partner bank when you entered the bank data. However, you have also the option to enter the bank code manually as well as to enter a new bank.

For this, you can have found the **SWIFT** address of the bank comfortably using a search function. Click then on the [**Search**] button next to the word SWIFT 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 going. The found words (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 into the superior dialog box.

If the SWIFT address of the bank is unknown or cannot be found using the search function, please highlight the corresponding check box ("**Unknown**") behind the field for the SWIFT code. It will then be required to fill further mandatory fields (national code, address). For more detailed information on this, see the Chapter 3.4: *Banks reference table* under "National code".

In addition you can allocate an **intermediary bank** to the partner.

On choosing this partner at payment creation the intermediary bank will be preset on the *Involved banks property page* (see Chapter 4.1.4) with the entry made here.

To do so you have the option either to enter immediately the bank code or using the [?] to access the entries in the Banks reference table. You will only be offered that banks for selection that you have defined as intermediary bank when entering the bank data under "Functions of the bank".

An Intermediary Institution is a financial institution between the Receiver and the Account with Institution through the transaction must pass. The Intermediary Institution may be a branch or affiliated of the Receiver or the Account with Institution, or an entirely different financial institution.

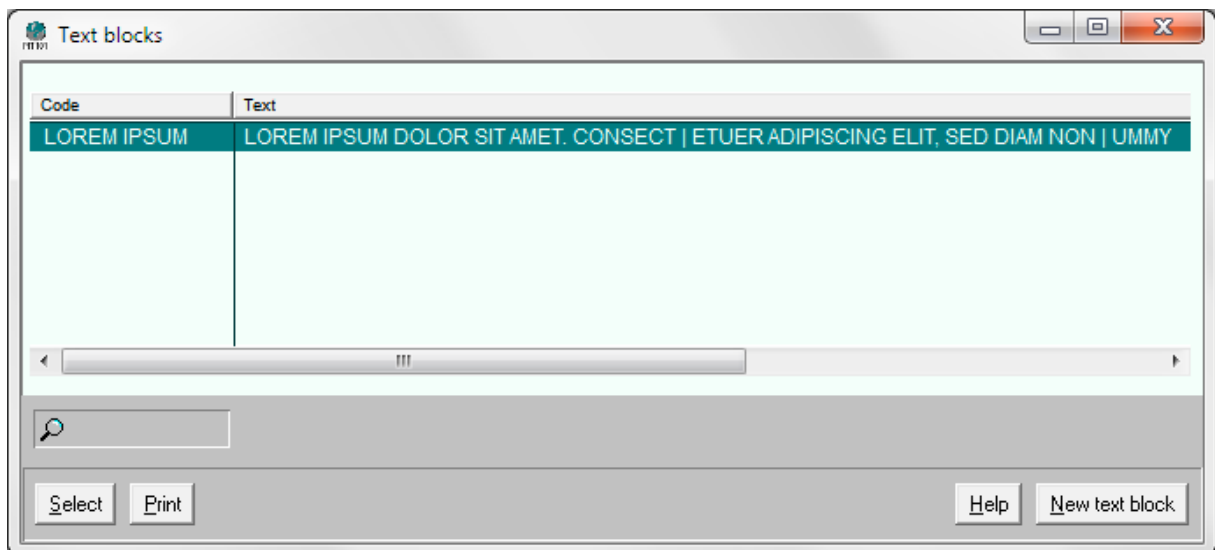
 **Please note:**

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

3.7 Standard texts reference table

The Text blocks reference table stores standard texts which you can use as payment details (remittance information) when entering payment orders and as default payment details (default remittance information) when populating the Partners reference table.

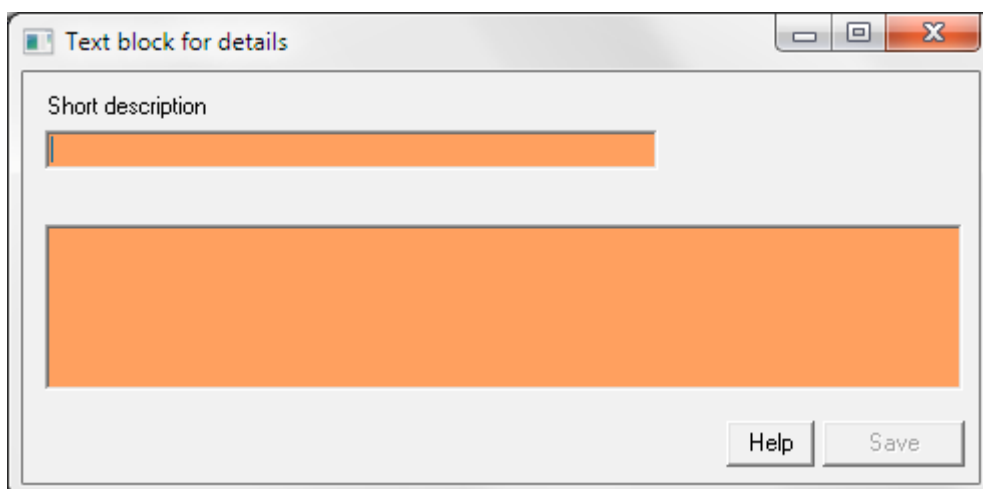
Choosing menu item –Reference tables- / -Text blocks- opens a database overview containing all standard texts stored in the reference table. Move up and down the list with the "Up" and "Down" arrow keys and with <PgDn> / <PgUp>. Alternatively you can use the scroll bar on the right-hand side of the window.



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 currencies. The boxes in the Standard texts dialog box are the same as those in the dialog box for adding a new standard text.

Click [**New text block**] to add a new entry.



The program then prompts you to enter a max. 20-digit alphanumeric text block **Short description** to identify the database entry. 4 lines of 35 characters are available for entering the text block.

When you have highlighted the parameter "**Support Central Bank Report**" (see Chapter 2.1.1: *General parameters property page*), also message texts for Central Bank Report can be entered in the Text block database. In this case, a check box "Text block for" appears next to the field "Short description" where you have to highlight either the option "Details" or the option "Central Bank Report" in order to define of which type the text block to enter is.

When entering payments, you can insert these text blocks on the *Supplementary information property page* into the field "Central Bank Report" simply using a button.

Table of Contents: Chapter 4

	Page
4 International payment orders	4-2
4.1 Edit payment orders	4-3
4.1.1 Orders property page	4-6
4.1.2 Partner data property page	4-11
4.1.3 Partner bank property page	4-13
4.1.4 Involved banks property page	4-15
4.1.5 Times property page	4-17
4.1.6 Supplementary information property page	4-20
4.1.7 Addition for direct debits property page	4-24
4.1.8 Using templates	4-26
4.1.9 Edit collective orders	4-28
4.2 Edit Priority Payments	4-34

4 International payment orders

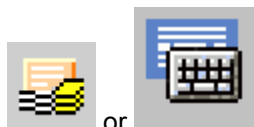
The functions for editing payment orders are described in detail in the following chapters:

Use the -Enter payment- function to edit (modify, delete, view, print) international payment orders based on the SWIFT MT101/MT104 format. New payment orders are also added using this section of the program. Here you add new payment orders, which is described in detail in the following Chapters

- 4.1 Edit payment orders
 - 4.1.1 Orders property page
 - 4.1.2 Partner data property page
 - 4.1.3 Partner bank property page
 - 4.1.4 Involved banks property page
 - 4.1.5 Times property page
 - 4.1.6 Supplementary information property page
 - 4.1.7 Addition for direct debits property page
 - 4.1.8 Using templates
 - 4.1.9 Edit collective orders
- 4.2 Edit Priority Payments

4.1 Edit 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 MT101/MT104 formats. New payment orders are also added using this section of the program.

The orders database overview shows, depending on the selection of the **order type shown** (first list box in the functional area below the database records), payment orders in form of

- Single orders,
- Standing orders,
- Variable amount orders,
- Templates and
- Collective orders,

provided that these have already been entered. Using the entry -All- you can have viewed all session types together in the overview. Moreover, you can affect the view of orders using the list boxes **approval status shown** as well as **status shown** in the functional area.

If you want to control the display owing to the viewed approval status, you can choose between

- Approval- compatible
- Ready-approved
- Non-approval-compatible and
- All (orders).

Owing to the status, the presentation can be controlled by means of the entries

- Correct
- Defective
- Defective HDB references
- Changed HDB references or
- All.

Order type	No.	Session Type	Reference	Ordering party	Partners	Amount	Currency	Due date	Approval status	Status	Urgent...	Intra-compa...
Single orders	24	Transfer	2007120600000001	MAG-NUM INC.	NITR...	123,456,78...	EUR	21/09/15	(0/1) Approval(s) possible	OK	No	No
Single orders	25	Transfer	2007120600000003	POBADEFF 4365754876	DIE B... 8674...	987,654,32...	EUR	21/09/15	(0/1) No approval(s) possi...	Defective	No	No
Single orders	26	Transfer	2015092100000004	MAG-NUM INC.	NITR...	123,456,78...	EUR	21/09/15	(0/1) Approval(s) possible	OK	No	No
Single orders	27	Transfer	2015092100000005	POBADEFF 4365754876	DIE B... 8674...	987,654,32...	EUR	21/09/15	(0/1)	Defective	No	No

Supplementary information

Select

Print

Shown Order form

All

Approval status shown

All

Status shown

All

New order from template

Help

New order

For each record, the order type, the order number, details about Ordering party/Bank/Account, details about Partner/Bank/Account, the amount, the currency, the due date, the approval status and status as well as details, whether the payment is an urgent or an intra-company payment, and finally the partner group will be entered in corresponding columns. Especially the two columns "approval status" and "status" give notes to what extent the payment orders are complete and approved for further processing.

Thus you learn in the column "Approval status" whether the approval of a payment order is possible or not or whether the order has perhaps already been approved (Status: OK). Additionally, you get a credit/debit display for the number of approvals (e. g. 0/1 means: no approval given for a required approval). If no approval is possible, you get a precise note on the possible reasons in the column "Status". If, for example, mandatory fields are not filled after importing payment orders, the order will be marked as "Defective" in the column Status. Then you can complete this after starting the order by adding missing fields and thus make it approval-compatible. The status "Changed HDB references" or "HDB references defective" indicates that, after creating the payment order, inadmissible manipulations (change or deletion) have been made for the records of the reference tables that have been used in this order. If necessary, the blocked records must first be approved again by another person before a final approval and further update of the payment order can be made (for this, see the Chapter for the Check and approval mechanism for record changes in the reference tables).

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

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

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

[New order]

opens the dialog box for adding new payment orders. That means if there are displayed only "Single orders" in the database overview by choosing the appropriate entry for the displayed order form, you can only enter single orders via the [**New order**] button; when choosing the entry "Standing orders" you can enter only standing orders correspondingly, etc. If, however, you have displayed all payment orders via the setting "All", the selection of the different order forms is made only after pressing the [**New order**] button on the *Orders property page*.

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

4.1.1: *Orders property page*

4.1.2: *Partner data property page*

4.1.3: *Partner banks property page*

4.1.4: *Involved banks property page*

4.1.5: *Times property page*

4.1.6: *Supplementary information property page*

4.1.7: *Addition for direct debits property page*

You will find some more information on the entering of collective orders in chapter:

4.1.9: *Edit collective order*

[New order using template]

opens the template database. Here you can select from all available templates. This is described in further detail in Chapter 4.1.8: *Using templates*.

[Details] displays additional information like Comms. bank, Executing bank and 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 4.1.8) and generate single orders from standing orders and variable amount orders on a deviating date (see Chapter 4.1.5).

The boxes in the "Payments" dialox box are the same as those in the input mask for adding a new payment which is described on the following pages.

4.1.1 Orders property page

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

- Select order type
- Assign order number
- Define payment type
- Define Business Type Code
- Assign access class
- Enter Ordering customer account
- Enter Ordering customer/Account holder
- Enter currency and amount
- Enter Beneficiary
- Enter Payment details
- Define details of charges
- Define order reference
- Number of approvals
- Define execution date

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.

Depending on the **order type** selected in the database overview, the form in the input mask will already be populated (single order, standing order, variable amount order, template or collective order).

If, however, you have chosen "All" in the database overview and after pressing the [**New order**] button, you must first choose the required order form on this property page from the following options:

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

For collective orders use the entry "single order" together with the [**Collective order**] button. Choose the appropriate order type by clicking it and confirm your selection by clicking [**OK**].

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**].

Define business type

Use this list here to choose between "Credit transfer", "Cheque payment" or "Commercial invoice". According to your selection, one line of the instructions on the *Supplementary information property page* is filled with the chosen payment type. Please note that for cheque payment the combination with a number of other instructions is excluded (see Chapter 4.1.6: *Supplementary information property page*).

In the context with the following field, you have to bear in mind that a cheque payment can never be "urgent".

When choosing a direct debit order, the *Addition for direct debits property page* is activated (see Chapter 4.1.7).

Define payment type

In addition, you can define for the payment order using two check boxes whether this is an "Urgent order" or a "Intra-company order". Also here, according to your selection per chosen check box, one line of the instructions on the *Supplementary information property page* is filled with the chosen payment type.

If you have chosen "Cheque payment" before, the "Urgent order" check box is deactivated.

For the meaning of the [**Collective order**] button refer to Chapter 4.1.9: *Edit collective orders*.

Assign access class

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

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

If you have set the parameter **Prompt access class** on the *Payments property page* in RFT parameters (see Chapter 2.1.2), the access class will be automatically predefined from the order added before.

Enter Ordering customer account

Entering the Ordering customer account accesses data in a database. Click[?] to view a list of all bank details stored in the "Accounts" database. Position the cursor and confirm with <Return> or double-click to select the bank details. You can restrict the records listed by entering selection criteria in the boxes at the bottom of the list box.

The account data is transferred to the Account code, Bank Code and Account number boxes. The following field for the Ordering party will also be filled with the details for the account holder.

If the "**Prompt ordering cust. a/c**" parameter is checked on the *Payments property page* (see Chapter 2.1.2 -Administration- / - RFT parameters-), the Ordering customer account of the most recent order is suggested.

Note: You can also enter the Account code under which the record is stored in the database (if known) directly into the "Account code" box.

If you enter an Account code not stored in the database and confirm with TAB, a dialog box opens in which you can enter account data. Click [**Save**] to store this data in the "Accounts" database, where it will be available in future for new entries by clicking[?].

Enter Ordering customer/Account holder

If the Ordering customer is a party other than the account owner entered when you selected the account (see above), access the data in the Ordering parties/Account holders reference table. When you click [?], a dialog box opens listing all Ordering customers stored in the database. Position the cursor and confirm with <Return> or double-click to select an Ordering customer for the payment order. You can restrict the records listed by entering selection criteria in the boxes at the bottom of the list box.

The Ordering customer data appears in the relevant boxes. The Ordering customer code and line 1 of the Ordering customer name, as well as the country in which the Ordering customer is domiciled, are immediately visible.

(If you select an Ordering customer other than the account owner, the text box labels for Ordering party and Ordering party name changed to Instructing party and Name of Instructing party.)

If the "**Prompt ordering customer**" parameter is checked on the *Payments property page* (see Chapter 2.1.2 -Administration- / - RFT parameters-), the Ordering customer of the most recent order is suggested.

Note: instead of selecting the Ordering customer with the [?] button, you can also enter the Ordering customer code under which the record is stored in the database (if known) directly into the "Ordering customer" box.

If you enter an Ordering customer code not used in the database and confirm with TAB, a dialog box opens in which you can enter Ordering customer data. Click [**Save**] to store this data in the Ordering party (Ordering customer) database, where it will be available in future for new entries by clicking [?].

Enter Currency and Amount

Click [?] and select a **currency** from the Currencies reference table to specify the currency in which the amount will be entered in the payment order. You can restrict the records listed by entering selection criteria in the boxes at the bottom of the list box.

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

Enter Partner

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

The Partner data is transferred to the appropriate boxes. The Partner Code, line 1 of the Beneficiary name, "Location" of the partner (Country code), Account no. and Bank Code are displayed immediately.

Incidentally:

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



Please note:

If the partner of the order is not stored in the partners reference table, you have to enter partner index name manually and to add partner data using the new entry function.

Enter Payment details

4 lines are available for entering the Payment details (remittance information).

You can also access payment details (remittance information) stored in the Standard texts reference table by clicking [**Insert text block...**]. Position the cursor and confirm with <Return> or double-click to select the standard text you want to use as the remittance information. You can restrict the records listed by entering selection criteria in the boxes at the bottom of the list box.

The standard text is entered in the appropriate lines of the Payment details box. You can change any default entries. All alphabetical entries are converted into CAPITAL (UPPER CASE) LETTERS.



Please note:

To ensure full compliance with SWIFT standards, lines 2 to 4 of the payment details (remittance information) may not start with ":" or "-". An error message appears if you enter these characters.

Define details of charges

Choose between

- Share charges (Default)
- All charges to be borne by the Ordering customer
- All charges to be borne by the Partner.

The field can be predefined under -Administration- / -RFT parametes- using the parameter **"Predefine details of charges with"** on the *Payments property page* (see Chapter 2.1.2).

Specify an Order reference

The program suggests an Order reference in the general format YYYYMMDDnnnnnnnn, where nnnnnn is a eight-digit number which increases as orders are entered. This is preceded by the date, consisting of the year, month and day. You can edit this reference to meet your own requirements.

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- / -RFT parameters- on the *Payments property page* (see Chapter 2.1.2).

Define due date / earliest transmission (only when entering lead time)

The "Due date" describes the time when the single order shall be posted at the executing bank. If lead time has been defined for the executing bank, the field "Earliest transmission" will be additionally displayed. The date included there describes the time from which a payment order can be added to a payment order file at the earliest and then sent to the executing bank (see Chapter 6.1: *Create payment order files*).

As a rule, the payment order file will be created on the same day and transferred to the bank. For this reason, each field is predefined with the current system date.

As due date, the system date can remain or you can choose any future date. For the earliest transmission, only one date is possible that is within the valid lead time period (see Chapter 3.4: *Banks reference table*). Thus, for example, when defining four lead days for the executing bank, you can choose the date for the transmission only from the period of up to four days before the due date.

You can choose the dates for the due date and the earliest transmission according to the rules described above using the calendar.

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

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

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

4.1.2 Partner data property page

As soon as you click on the tab of the *Partner data property page*, a further input mask appears in which you can enter other data of the partner, such as name, address and account details. As a rule, the details, especially the **index**, have already been entered if you have entered the partner on the *Orders property page* using the [?] button.

Payment orders

Orders | **Partner data** | Partner bank | Banks involved | Times | Supplementary information | Addition for direct debits

Order form: Single orders | Order number: 25 | Business type: Transfer | ☐ Urgent order | ☐ Intra-company order

Index: ? 2 | ... with own Swift address: ☐ | Include Partner in reference table

Partner group

Address data

Name: TIM TESTUSER
TESTSTREET 1
12345 TESTTOWN

Country: ? GB | VEREINIGTES KÖNIGREICH

Account details | IBAN a/c. number: ☐

10203040

☒ Partner bank (if necessary - see help)

Import from Banks reference table

S.W.I.F.T.: COKSDE33 | Bank name/Town: KREISSPARKASSE KOELN

DE | BL

< > Go to Delete Print Include as template Help Save

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

In addition, the field "**Partner group**" can be filled here with a max. 10-digit numeric code; this field can also be predefined using an entry in the field "Partner group" on the *Partner 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 data to the Beneficiaries database. It will then be available when you enter new payment orders by clicking on [?].

The "Code" box is not populated and the [**Include in reference table**] button remains inactive in the case a **one-off Beneficiary**.

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



Please note:

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

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

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

In case the Partner has an **own Swift address**, please highlight the corresponding check box and enter behind it the Swift address. Further fields do not need to be filled then.

Otherwise, you have to give details for the **address data** in the first line of the name as well as in the fields for the street, town and country.

To add the **name**, two lines are available, for **street** and **town** (including postcode, ZIP code and similar details) one line is each available. You can transfer the Country code from the Countries reference table by clicking the [?] button as described above.

The entry of the **account details** of the partner follows. You have to enter the account number manually in the corresponding field.

If the a/c. number to enter is a so-called **IBAN a/c. number**, please highlight thus the corresponding check box before the section headline. The field "A/c. number" can then be used for entering the bank details according to international standard (IBAN = International Bank Account Number).

The function of the (account-holding) **Partner bank** can be assumed by the Executing bank (cf. Chapter A.3: *RFT file*). In this case no further data entry is necessary and the tick in the appropriate check box ahead has to be removed. This also applies to some countries, in which no bank address can or may be entered.

If entries for the partner bank (SWIFT address, bank name, town etc.) should be made, you can access the entries in the reference table Banks using the [**Import from Banks reference table**] button provided that you have already included records there. You can only select banks which you have defined under "Functions of the bank" as partner bank when you entered the bank data.

4.1.3 Partner bank property page

As soon as you have clicked on the tab of the *Partner bank property page*, a supplementary dialog box to add the account details and the data of the partner bank opens. As a rule, the details, especially the **account details**, have already been entered if they have been entered on the *Partner data property page*.

The screenshot shows the 'Payment orders' dialog box with the 'Partner bank' tab selected. The 'Orders' tab is also visible. The 'Order form' is set to 'Single orders', 'Order number' is '25', and 'Business type' is 'Transfer'. There are checkboxes for 'Urgent order' and 'Intra-company order'. The 'Account details' section includes an 'IBAN a/c. number' field with the value '10203040'. Below this is a checked box for 'Partner bank (if necessary - see help)'. To the right is the 'S.W.I.F.T. address' field with the value 'COKSDE33'. There is a button 'Import from Banks reference table' and a 'Search' button. The 'National code' section shows 'Country' as 'DE' and 'DEUTSCHLAND'. The 'Address' section shows 'Name' as 'KREISSPARKASSE KOELN', 'Street', 'Town', and 'Country' as 'DE' and 'DEUTSCHLAND'. At the bottom are buttons for '<', '>', 'Go to', 'Delete', 'Print', 'Include as template', 'Help', and 'Save'.

The function of the (account-holding) **Partner bank** can be assumed by the Executing bank (cf. Chapter A.3: *RFT file*). In this case no further data entry is necessary and the tick in the appropriate check box ahead has to be removed. This also applies to some countries, in which no bank address can or may be entered.

If entries for the partner bank (SWIFT address, bank name, town etc.) should be made, you can access the entries in the reference table Banks using the [**Import from Banks reference table**] button provided that you have already included records there. You can only select banks which you have

defined under "Functions of the bank" as partner bank when you entered the bank data. However, you have also the option to enter the bank code manually as well as to enter a new bank. For this, you can have found the **SWIFT** address of the bank comfortably using a search function. Click then on the [**Search**] button next to the word SWIFT 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 going. The found words (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 then 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 into the superior dialog box.

If the SWIFT address of the bank is unknown or cannot be found using the search function, please highlight the corresponding check box ("**Unknown**") behind the field for the SWIFT address. It will then be required to fill further mandatory fields (national bank code, name, town, country). For more detailed information on this, see Chapter 3.4: *Banks reference table* under "National code".

4.1.4 Involved banks property page

The *Involved banks property page* is used to enter the executing bank and the intermediary bank besides displaying the Comms. bank.

Comms. bank display

If the field "... for Comms." does not already contain the Default Comms. bank from the *File creation property page* under the RFTparameters (see Chapter 2.1.3), you have to enter the Coms. bank, or an error message will appear.

Payment orders

Orders | Partner data | Partner bank | **Banks involved** | Times | Supplementary information | Addition for direct debits

Order form: Single orders | Order number: 25 | Business type: Transfer | ☐ Urgent order | ☐ Intra-company order

Other banks involved

...for the Comms.

S.W.I.F.T.		Bank name/Town
COLSDE33	COLSDE33	SPARKASSE KOELNBONN
DE	BL 37050198	KOELN

...for the execution

S.W.I.F.T.		Bank name/Town
[?] COLSDE33	COLSDE33	SPARKASSE KOELNBONN
DE	BL 37050198	KOELN

Intermediary bank

S.W.I.F.T.		Bank name/Town
[?]		

< > Go to Delete Print Include as template Help Save

Enter executing bank and intermediary bank

For the executing bank or the intermediary bank, you have the option either to enter immediately the bank code or using the [?] to access the entries in the Banks reference table. You will only be offered that banks for selection that you have defined as executing bank or as intermediary bank when entering the bank data under "Functions of the bank".

An Intermediary Institution is a financial institution between the Receiver and the Account with Institution through the transaction must pass. The Intermediary Institution may be a branch or affiliated of the Receiver or the Account with Institution, or an entirely different financial institution.

4.1.5 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.

Payment orders

Orders | Partner data | Partner bank | Banks involved | **Times** | Supplementary information | Addition for direct debits

Order form: Standing order | Order number: 1 | Business type: Transfer

☐ Urgent order
☐ Intra-company order

First time: 18/09/2015
 Last time: 21/09/2015
 Last execution:
 Due date: 21/09/2015
 Frequency: monthly

Frequency options:
 weekly
 all 10 days
 2-weekly
 half monthly
monthly
 bimonthly
 quarterly
 half yearly
 yearly

< > Go to Delete Print Include as template Help 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 10 days
- Fortnightly
- Half-monthly
- Monthly
- Every 2 months
- Quarterly
- Half-yearly
- Annually

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

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



Please note:

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

Approval is necessary even if the Approvals parameter (see Chapter 2.1.2: *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.



Please note:

If the parameter "**Set up standing orders as single orders**" is checked on the *General property page* (see Chapter 2.1.1), this automatic adding will be stopped and in case of due date, a single order will be generated first from the approved standing order. 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 RFT-Approval- parameters, this order must also be approved.

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

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

4.1.6 Supplementary information property page

To add the available payment order, you can enter supplementary information. You open the *Supplementary information property page* by clicking on the corresponding tab.

The screenshot shows the 'Payment orders' dialog box with the 'Supplementary information' tab selected. The dialog has a title bar with standard window controls. Below the title bar is a tabbed interface with tabs for 'Orders', 'Partner data', 'Partner bank', 'Banks involved', 'Times', 'Supplementary information' (active), and 'Addition for direct debits'.

Under the 'Supplementary information' tab, there are several sections:

- Order form:** A dropdown menu showing 'Single orders'.
- Order number:** A text field containing '25'.
- Business type:** A dropdown menu showing 'Transfer'.
- Urgent order:** An unchecked checkbox.
- Intra-company order:** An unchecked checkbox.
- ID-Group / ID-Group completions:** A section with a dropdown menu showing '?' and two empty text fields.
- A/c. group of ordering party account:** A text field containing '0'.
- Instructions:** A vertical list of seven dropdown menus, each showing a downward arrow.
- Agreements for Forex:** An unchecked checkbox.
- Currency:** A dropdown menu showing '?'.
- Contract rate:** A text field containing '0.00000'.
- Original amount ordered:** A text field containing '0.00'.
- Contract reference:** An empty text field.

At the bottom of the dialog, there is a row of buttons: '<', '>', 'Go to', 'Delete', 'Print', 'Include as template', 'Help', and 'Save'.

ID-Group / ID-Group supplement:

At the top the dialog box contains two lines where you can enter an **ID-Group** and an **ID-Group supplement**.

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 "**Prompt ID-Group**" on the *Payments property page* in the RFT parameters, each ID-Group will be prompted from the order added before.

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

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

Account group of ordering party account:

Here the Account group of the ordering party account is displayed (see Chapter 3.5.1: *Account data property page*).

Instructions:

First of all you have the option to fill six lines with "**Instructions**" to the bank, whereas some are already filled when choosing the business type (cheque/commercial payment) and the check boxes for the payment type (urgent/intra-company) on the *Orders property page* (see Chapter 4.1.1). Choose the instructions using the drop-down arrow at the right. Beside the instructions already mentioned

- Cheque payment (CHQB)
- Commercial payment (CORT)
- Urgent order (URGP)
- Intra-company order (INTC)

the following instructions can be available:

In the request for direct debit (RFDD), you can choose between

- Pre-Authorised (AUTH)
- Not Pre-Authorised (NAUT)
- Returned direct debit (RTND) [not in case of Dresdner Bank offices]
- [(bilaterally) agreed instruction codes]

The instruction codes according to SWIFT or with validity for all banks as well as the corresponding rules are added by an INI file named MCCRFTSWIFT.INI (in ..\MCCWIN\DAT). Details on the individual instruction codes and the valid rules can be found in the annex in the explanations to the field :23E: (see Chapter A.3: *RFT file*).

After selection of an instruction code the further selection can be reduced, because certain combinations of instructions according to the Swift rules are not possible: e.g. net settlement and gross settlement; telephone notification, net settlement, gross settlement with cheque payment! Details on the instruction code combinations excluding each other can also be found in the annex in the explanations to the field :23E:.

Some instruction codes require additional input, like the codes PHON (telephone number), CMT0 (floor amount), REPA (e-Payments reference) and OTHR (bilateral agreed instruction code).

Advice beneficiary by phone (PHON)	
+41 21 123456789	
Instruction to top account above a floor amount (CMT0)	
1000 EURO	
Payment with e-Payment reference (REPA)	
PAY63564563156PAL5134651652456	
Bilaterally agreed code (OTHR)	
RED EAGLE	

For an equivalence payment (instruction code EQUI) the original amount of order (field :33B:) has to be entered beside currency and reference in the "Forex" area.

<input checked="" type="checkbox"/> Agreements for Forex	
Currency	Contract rate
? CHF	0.00000
Original amount ordered	
840.00	
Contract reference	
HAPI365546563MAG	

The transaction amount (field :32B:) is "zero" in this case.

Currency	Amount
? EUR	0.00

More instruction codes (OTHR) can be added by an INI file containing instruction codes bilaterally agreed with the bank. In this case, the name of the file is built from the module abbreviation, the SWIFT code of the bank and the suffix INI (i.e. MCCRFT[BIC].INI likewise in ..\MCCWIN\DAT).

The maximum number of instruction codes can also be reduced via INI files.

Charges account (optional):

If you have highlighted the parameter **"Support charges account"** in the RFT parameters on the *General parameters property page*, the *Supplementary information property page* will be enhanced by the field **"Charges account"**. Here one line is available to add an a/c. number for a charges account from the Accounts reference table using the [?].

Foreign exchange contracts (optional):

If you have highlighted the parameter **"Support foreign exchange contracts"** in the RFT parameters on the *General property page*, the *Supplementary information property page* will be enhanced by the field **"Agreements for Forex"**.

You can gather the name of the **currency** after clicking the above check box using the [?] from the Currencies reference table. Behind it, fill the field "**Agreed rate**" with the underlying rate value of the business.

Enter the original amount of the order (the amount which you enter in your own books) in the "**Original order amount**" box.

If a special rate has been agreed under "Rate/Reference for forex deal", you must enter, for example, a contract number or similar reference in the "**Contract**" box.

Central Bank report (optional):

If you have highlighted the parameter "**Support Central Bank Report**" in the RFT parameters on the *General property page*, the *Supplementary information property page* will be enhanced by the field "**Central Bank Report**". Here three lines are available to you in order to enter, for example, a supplementary message text which you can also take from the Text blocks reference table using the [**Insert text block**] button. After pressing the button, all text blocks saved in the corresponding Reference table that you have marked as "Text block for Central Bank Report" when entering will be offered to you in list form.

4.1.7 Addition for direct debits property page (Add-On)

This property page is only available, if the Add-On for International Direct Debits (MT 104) is installed.

For direct debits different additional fields must be filled, depending on the respective direct debit business type.

Payment orders

Orders | Partner data | Partner bank | Banks involved | Times | Supplementary information | **Addition for direct debits**

Order form: Single orders | Order number: 27 | Business type: General direct debit | ☐ Urgent order | ☐ Intra-company order

References

Mandate Reference (:21C:):

Direct Debit Reference (:21D:):

Registration Reference (:21E:):

Charges

Senders Charges (:71F:): ? 0.00

Receiver's Charges (:71G:): ? 0.00

Transaction Type Code (:26T:):

< > Go to Delete Print Include as template Help Save

References:

Mandate Reference (Field :21C: of IDD file):

Enter here the reference of the direct debit agreement, which has been made between the payment receiver and the payor (e. g. in Germany the reference of the direct debit authorization (Einzugsermächtigung) or of the direct debit order (Abbuchungsauftrag)).

Direct Debit Reference (Field :21D: of IDD file):

Enter here the reference of the direct debit, which is used for the further identification of the direct debit transaction.

Registration Reference for direct debits (Field :21E: of IDD file):

This field contains the reference of the registration, which entitles the payment receiver to the participation in the direct debit procedure.

The field is filled using the corresponding entry for the respective account on the *Supplementary information property page* (see Chapter 3.5.2)

Transaction type code (Field :26T: of IDD file):

This field describes type, intention and/or reason for the underlying transaction, e.g. invoices, subscriptions, instalments.

The codes to be chosen via list box must have been agreed bilaterally.

For this, the transaction codes are added using an INI file, containing the transaction codes agreed bilaterally with the bank. The name of this file is in this process built from the module code, the SWIFT code of the bank and the ending INI (also MCCIDD[BIC].INI in ..\MCCWIN\DAT).

Charges:

If the order is not a request for direct debit (RFDD), the page is supplemented by fields for the charges:

Sender's Charges of (Field :71F: of IDD file):

Enter here the currency and amount of the charges for the Sender for the individual transaction. In this case, choose the currency using the [?] from the Currencies reference table.

Receiver's Charges (Field :71G: of IDD file):

Enter here the currency and the amount of the charges for the Receiver for the individual transaction. In this case, choose the currency using the [?] from the Currencies reference table.

If the order is a returned direct debit (RTND), the page is supplemented by a further field:

Sender to Receiver Information (Field :72: of IDD file):

In this big text field, you as the sender of the original message can transmit additional information to the receiver concerning the reason of return (e.g. cancellation, rejection or withdrawal). For your entries, six times 35 characters are available.

4.1.8 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**].

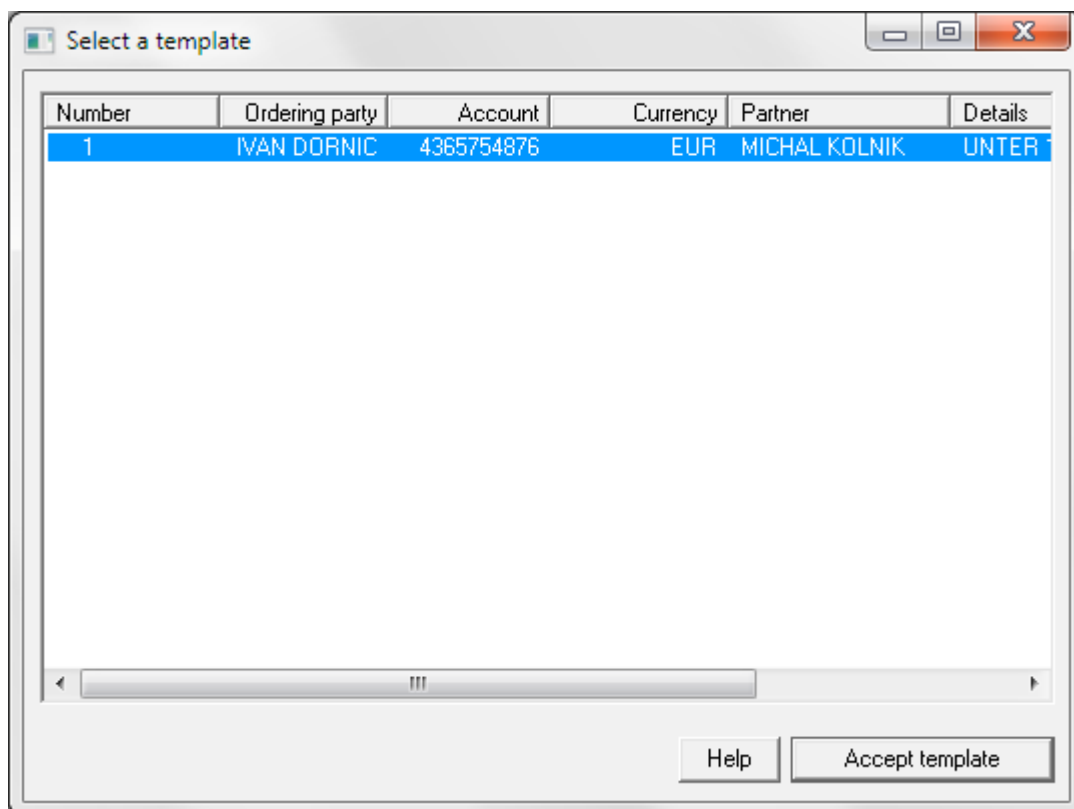
A **message** informs you in either case that a new template or a new record has been added to the Order database. Clear the message by clicking on [**OK**].

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 partner bank code, partner account number, partner name, code 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.

4.1.9 Edit collective orders

A collective order is a payment order consisting of several single orders. The ordering party account is debited in a total (total of single orders).

If collective orders have already been entered, these are listed besides the other payment orders in the common database overview of the payment orders; title: Enter payments, for better discrimination in the following text described as "Database overview 1") and marked in the column Order form as "Collective order" (provided that "All" has been chosen as shown order form).

Example database overview 1 (common view):

Enter payments

Comms. bank
COLSDE33
KOELN

Executing bank
COLSDE33
KOELN

Order type	No.	Session Type	Reference	Ordering party	Partners	Amount	Currency	Due date	Approval status	Status
Collective order	1	Transfer	2015091800000001	ICH COLSDE33 33633322	Collective order No. of orders: 5	15.000.00	EUR	18/09/15	(0/5) Approval(s) possible	OK

Supplementary information: Select Print

Shown Order form: Collective Orders

Approval status shown: All

Status shown: All

New order from template: Help New order

If "Collective orders" have been chosen as shown order form, the display restricts to collective orders already available. In the collective orders listed, you can find the label collective order and the number of the contained single orders in the column Partner/Bank/Account. You can find the batch total in the column Amount.

To enter a new collective order, use the [**New order**] button(--> Entry 1) in the button bar section of the database overview 1.

Double-click a collective order to open a second database overview displaying the single orders contained in the collective order (database overview of batch single orders; title: Payment orders – Collective order n, whereas n represents the order number of the collective order, for better distinction in the following shortly called "Database overview 2").

Example database overview 2:

Payment orders - Collective order 1

Collective Order Reference 2015091800000001	Ordering party ICH	Comms. bank COLSDE33 KOELN
Number of Suborders 5	A/c. number 33633322	Executing bank COLSDE33 KOELN
Collective Order Amount EUR 15,000.00	Account-holding bank SPARKASSE KOELNBONN	

Order type	No.	Session Type	Reference	Partners	Amount	Approval status	Status	Urge...	Intra...	Partner gr...
Single orders	2	Transfer	2015091800000003	THIERRY TALON SOCIETE GENERALE FR142004101005050...	1,000.00	(0/1) Approval(s) possible	OK	No	No	0
Single orders	3	Transfer	2015091800000004	THIERRY TALON SOCIETE GENERALE FR142004101005050...	2,000.00	(0/1) Approval(s) possible	OK	No	No	0
Single orders	4	Transfer	2015091800000005	THIERRY TALON SOCIETE GENERALE FR142004101005050...	3,000.00	(0/1) Approval(s) possible	OK	No	No	0
Single orders	5	Transfer	2015091800000006	THIERRY TALON SOCIETE GENERALE FR142004101005050...	4,000.00	(0/1) Approval(s) possible	OK	No	No	0
Single orders	6	Transfer	2015091800000007	THIERRY TALON SOCIETE GENERALE FR142004101005050...	5,000.00	(0/1) Approval(s) possible	OK	No	No	0

!!!

Approval status shown: All Status shown: All

Select Print Help New order

Above the actual record list with the batch single orders, the display area shows the data of the so-called batch master record (data which is identical for all single orders of a batch) such as batch reference, ordering party, a/c. number, account-holding bank, Comms. bank and executing bank. Moreover, the number of single orders contained in the batch and the batch total (total of single orders in the batch) are displayed here.

If you want to enter further single orders to be added to the already existing collective order, use the **[New order]** button (--> Entry 2) in the button bar section of the database overview 2 for this purpose.

Double-click a batch single order to open a dialog box in which you can edit (change, delete) the individual payment orders as usual.

Payment orders - Collective order 1

[Orders](#) | [Partner data](#) | [Partner bank](#) | [Banks involved](#) | [Times](#) | [Supplementary information](#) | [Addition for direct debits](#)

Order form: | Order number: | Business type:

☐ Urgent order
☐ Intra-company order

Collective order

Access class:

Ordering party account: | Bank (Index):

Ordering party = ☒ Account holder ☐ Other ordering party

| Country:

Currency: | Amount: | Amount in base currency:

Partner: | Name: | Country:

A/c. number: | Bank:

Details:

Cost allocation: | Reference:

Master record | No. of orders: | Total amount: | Collective orders reference:

Approval status: | Earliest transmission: | Due date:

If you wish to change the master data valid for all batch single orders, use the **[Master record]** button for this. Press the button to display the batch master record.

Payment orders

Orders | Partner data | Partner bank | Banks involved | Times | Supplementary information | Addition for direct debits

Order form: Collective order | Order number: 1 | Business type: Transfer | ☐ Urgent order | ☐ Intra-company order

Access class: ?

Ordering party account: ? 1 33633322 | Bank (Index): COLSDE33

Ordering party = ☒ Account holder ☐ Other ordering party | Country: ?

Currency: ? EUR

Reference: 2015091800000001

Approval status: No Approval possible | Earliest transmission: 18/09/2015 | Due date: 18/09/2015

Help Save

Use the "Orders" property page to make changes for the ordering party account, the ordering party and the currency. Use the property pages "Involved banks" or "Supplementary information" to make further changes.

Entry 1:

In the database overview 1, press the [**New order**] button to open a dialog box then which corresponds to the usual dialog box for single orders. Enter all required data and press the [**Batch**] button before saving in order to mark this single order as part of a batch.

Confirm with [**Save**] to enter further single orders as part of a collective order until you close the entry using the close button.

The screenshot shows the 'Payment orders' dialog box with the 'Orders' tab selected. The 'Order form' is set to 'Single orders', 'Order number' is '39', and 'Business type' is 'Transfer'. The 'Urgent order' and 'Intra-company order' checkboxes are unchecked, while the 'Collective order' checkbox is checked. The 'Access class' field contains a question mark. The 'Ordering party account' field also contains a question mark, and the 'Bank (Index)' field is empty. The 'Ordering party' is set to 'Account holder' (selected with a radio button), and the 'Country' field is empty. The 'Currency' field contains a question mark, 'Amount' is '0', and 'Amount in base currency' is '0.00'. The 'Partner' field contains a question mark, and the 'Name' and 'Country' fields are empty. The 'A/c. number' and 'Bank' fields are empty. The 'Details' section has an 'Insert text block...' button. The 'Cost allocation' is set to 'Split charges', and the 'Reference' field contains '2015092100000039'. At the bottom, 'No. of orders' is '0', 'Total amount' is '0.00', and 'Collective orders reference' is '2015092100000002'. The 'Approval status' is 'Ready', 'Earliest transmission' is '21/09/2015', and 'Due date' is '21/09/2015'. The bottom buttons are 'Save and store as template', 'Help', and 'Save'.

Below the "normal" dialog box for payment orders, in case of the batch entry, the number of the (individual) orders, the total amount (total of single orders entered so far) and the batch reference are displayed additionally. For possibly required changes for the master data of the batch, the [**Master record**] button is available (for usage, see above).

Entry 2:

In the database overview 2, press the **[New order]** button to open a dialog box in which you then can enter further single orders for an existing collective order.

Payment orders - Collective order 1

Orders | Partner data | Partner bank | Banks involved | Times | Supplementary information | Addition for direct debits

Order form: Single orders | Order number: 39 | Business type: Transfer | ☐ Urgent order | ☐ Intra-company order | Collective order

Access class: ?

Ordering party account: 1 | 33633322 | Bank (Index): COLSDE33

Ordering party = ☒ Account holder ☐ Other ordering party

4 | ICH | Country: ?

Currency: EUR | Amount: 0.00 | Amount in base currency: 0.00

Partner: ? | Name: | Country: ?

A/c. number: | Bank:

Details

Insert text block...

Cost allocation: Split charges | Reference: 2015092100000039

No. of orders: 5 | Total amount: 15,000.00 | Collective orders reference: 2015091800000001

Approval status: Ready | Earliest transmission: 21/09/2015 | Due date: 21/09/2015

Go to | Help | Save

For the new single order, define only the payment amount, choose a Partner and confirm with **[Save]**. Subsequently, you can enter further single orders until you close the entry using the close button.

Below the "normal" dialog box for payment orders, in the case of the batch entry, the number of (individual) orders, the total amount (total of single orders entered so far) and the batch reference are displayed in addition. For possibly required changes for the master data of the batch, the **[Master record]** button is available (for usage, see above).

4.2 Edit Priority Payments (Add-On)

This function is only available, if the Add-On for EBA Priority Payments (MT 103+) is installed.

Start the "Priority Payments" function by clicking on the



icon or select menu item -Payments- / -Priority Payment-.

Use the "Priority Payments" function to edit (modify, delete, view, print) international payment orders based on the SWIFT MT103+ formats. New payment orders are also added using this section of the program.

After starting the "Priority Payments" function, a database overview will appear. Use the "Up" and "Down" arrow keys and <PgDn> / <PgUp> to move up and down the database overview. Alternatively you can use the scroll bar on the right-hand side of the window.

Order type	No.	Session Type	Reference	Ordering party	Partners	Amount	Curre...	Due date	Approval status	Status	Intra...	Partner gr...
Collective ...	2	Priority Payment	2015092100000002		Collective order No. of orders: 0	0.00	EUR		OK (0/0)	OK	No	0

Supplementary information: [Select] [Print] Shown Order form: [Collective Orders] Approval status shown: [All] Status shown: [All] New order from template: [Help] [New order]

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

The selected record will be displayed in a dialog box, where it can be modified or deleted. Use the [<] [>] buttons to page to further Priority Payments.

Click on [**New order**] to add a new payment.

The input masks correspond to those already described for payment orders (see property pages under Chapter 4.1: *Edit payment orders*).

Since Priority Payments are urgent and individual payments (only in Euro) with same-day availability of the funds, some conditions must be fulfilled, in order to enable a straight through processing (see Chapter A5: *X03 file*). The input options are reduced accordingly.

Approval, file creation etc. are made afterwards by the usual mechanisms valid for all payments order files equally.

Table of Contents: Chapter 5

	Page
5 Approval	5-2
5.1 Single approval.....	5-3
5.2 Approval by account.....	5-7

5 Approval

Payment orders (single orders, collective orders, standing and variable amount orders) must be approved before they are added to a payment order file (cf. Chapter 6: *File creation*).

You can suppress approval of payment orders 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 4.1.5: *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

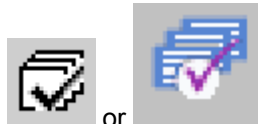
- by clicking on



or

for single approvals

or



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- / -RFT parameters- on the *General 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 partner 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* partner. 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

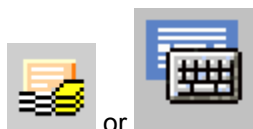
- choosing menu item -Payments- / -Approval- / -Single approval-

or

- by clicking on the icon  or .

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 together with ist approval status similiar to the order overview.

Collective orders are listed besides the other payment orders in the common approval overview of payment orders; title: Single approval, (for better discrimination in the following text called "Approval overview 1") and marked in the column Order form as "Collective order" (provided that "All" has been chosen as shown order form).

Example approval overview 1 (common view):

Single approval													
Order type	No.	Session Type	Reference	Ordering party	Partners	Amount	Curre...	Due date	Approval status	Status	Urge...	Intra...	Partner gr...
Single orders	24	Transfer	2007120600000001	MAG-NUM INC.	NITRAM...	123,456,78...	EUR	21/09/15	(0/1)	OK	No	No	0
				POBADEFF	DIE BAN...				Approval(s) possible				
Single orders	25	Transfer	2007120600000003	4365754876	8674376...	987,654,32...	EUR	21/09/15	(0/1)	OK	No	No	0
				ICH	TIM TEST...				Approval(s) possible				
Single orders	26	Transfer	2015092100000004	33633322	10203040	123,456,78...	EUR	21/09/15	(0/1)	OK	No	No	0
				MAG-NUM INC.	NITRAM...				Approval(s) possible				
Single orders	27	Transfer	2015092100000005	POBADEFF	DIE BAN...	987,654,32...	EUR	21/09/15	(0/1)	OK	No	No	0
				4365754876	8674376...				Approval(s) possible				
				ICH	THIERRY...								

Shown Order form
Single orders

Approval status shown
All

Status shown
All

To approve the complete collective order, use the menu entry –Approval- in the context menu (right mouse button) after selecting the corresponding record in the database overview.

For approved collective orders, you can cancel the approval again by choosing the –Delete approval- option.

Double-click a collective order to open a further database overview displaying the single orders contained in the collective order (approval overview of batch single orders; title: Payment orders, for better distinction in the following shortly called "Approval overview 2").

Example approval overview 2:

Single approval

Order type	No.	Session Type	Reference	Ordering party	Partners	Amount	Curre...	Due date	Approval status	Status	Urge...	Intra...	Partner gr...
Single orders	24	Transfer	2007120600000001	MAG-NUM INC.	NITRAM ...	123,456,78...	EUR	21/09/15	(0/1)	OK	No	No	0
Single orders	25	Transfer	2007120600000003	POBADEFF 4365754876 ICH	DIE BAN... 8674376... TIM TEST...	987,654,32...	EUR	21/09/15	(0/1)	OK	No	No	0
Single orders	26	Transfer	2015092100000004	MAG-NUM INC. 33633322	NITRAM ... 10203040	123,456,78...	EUR	21/09/15	(0/1)	OK	No	No	0
Single orders	27	Transfer	2015092100000005	POBADEFF 4365754876 ICH	DIE BAN... 8674376... THIERRY...	987,654,32...	EUR	21/09/15	(0/1)	OK	No	No	0

Supplementary information

Select

Print

Shown Order form

Single orders

Approval status shown

All

Status shown

All

Help

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

Click the button to change the labelling in [**Display all orders**]. Click this button to change again to a view with all orders.

Double-click or right-click and click on -View details- to view the payment order (or for collective orders the single order) you want to approve.

From the column "**Approval status**" you can gather how many approvals have already been made for this order and how many approvals are required. The approval itself is made by clicking the [**Approval**] button or after selecting the corresponding record in the approval overview 2 directly by pressing the right mouse button and selecting -Approval-.

If

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

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

- **only a single approval** is necessary, the user who has entered the payment order can approve the order. After clicking on **[Approval]**, the button label changes to **[Remove approval]**. Clicking on **[Remove approval]** cancels the approval. Click on the right mouse button and select – Approval- to approve an order in the approval overview 2 or cancel an approval by selecting the option –Cancel approval-
- **two approvals** are necessary, the user entering the order can enter the **first approval**. After clicking on **[Approval]**, the button label changes to **[Remove approval]**. Clicking on **[Remove approval]** cancels the first approval. Select the –Delete approval- option in the context menu to cancel the approval again.

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

For all actions, you can also use the context menu.

To approve the order, it must be approved again by both users.

Payment orders

Orders | Partner data | Partner bank | Banks involved | Times | Supplementary information | Addition for direct debits

Order form: Single orders | Order number: 2 | Business type: Transfer

☐ Urgent order
☐ Intra-company order

Collective order

Access class

Ordering party account: 1 | 33633322 | Bank (Index): COLSDE33

Ordering party = ☒ Account holder ☐ Other ordering party

4 | ICH | Country

Currency: EUR | Amount: 1,000.00 | Amount in base currency: 1,000.00

Partner: 1 | Name: THIERRY TALON | Country: FR

A/c. number: FR1420041010050500013M02606 | Bank: SOCIETE GENERALE

Details

Cost allocation: Split charges | Reference: 2015091800000003

Approval status: Approval possible | Earliest transmission: 18/09/2015 | Due date: 18/09/2015

< > Go to Help Approval

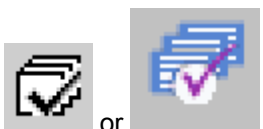
5.2 Approval by account

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- / -RFT parameters- on the *Payments parameters property page* (cf. Chapter 2.1.2) using the parameter "**No. of approvals**". If **two approvals** are specified (incl. optional specification of the minimum amount requiring two approvals), both approvals **CANNOT** be entered **by the same user**.

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

If you have checked the parameter "**Selection before approval by account**" on the *User property page* (-Administration- / -RFT parameters-), 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.

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 (-) (account debit), direct debits with a plus sign (+) (account 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./BankID/A/c. no.
1 / COLSDE33 / 33633322 / EUR

Value-dated balance including approved records: -1,990,129,332.00
Balance of non-approved records: 0.00
Balance of approved records: 1,975,324,642.00

Order type	No.	Session Type	Reference	Ordering party	Partners	Currency	Amount
✓ Single orders ...	25	Transfer ...	2007120600000003	SMITH JOHN	TIM TESTUSER	EUR	987,654,321.00
✓ Single orders ...	27	Transfer ...	2015092100000005	SMITH JOHN	THIERRY TALON	EUR	987,654,321.00
✓ Standing order ...	1	Transfer ...	2015091800000002	ICH	THIERRY TALON	EUR	1,000.00
✓ Collective order...	1	Transfer ...	2015091800000001	ICH		EUR	15,000.00

Highlight all Delete highlight(s) 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 order type, order number, name of the ordering party, partner, currency, payment amount and due date.

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 property page*, (-Administration-, -RFT parameters-) 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.

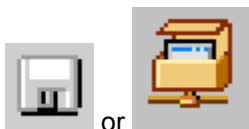
Table of Contents: Chapter 6

	Page
6 File creation	6-2
6.1 Create payment order files	6-3
6.2 Display payment order files.....	6-11
6.3 Create RFTFIBU.TXT	6-13

6 File creation

A payment order file contains due and approved International Payment orders. The structure of the different files is described in detail in the **Annex**.

To create a payment order file click on



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.

You can assign a BPD file **afterwards**. to bank connections without BPD linkage.

If

you have checked the parameter "**Generate plan data automatically**" in menu item - Administration- / -RFT 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 partner. The "second line of the details" is filled with the name of the Intra-Company partner in this case.

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

or by clicking on



(see Chapter 6.2: *Display payment order files*).

6.1 Create payment order files

Follow these steps to create a payment order file:

- Define due date
- Specify the Comms. Bank (only with single-bank-oriented file creation)
- Specify the Executing Bank (only with single-bank-oriented file creation)
- Enter Ordering customer / Account owner (only with single-bank-oriented file creation)

Specify file creation parameters:

- Specify control options
- Select number of cover notes
- Select list type
- Define output medium

Click [**OK**] to confirm these entries and create a payment order file. As soon as the payment order file is created, the orders added to the payment order file are deleted from the Order database.

If you want to prepare the payment order file for a Comms. session, there are a number of further steps necessary:

- Enter the Comms. password
- Check ES
- Check Compression

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

The procedure for creating the payment order files is as follows:

Define time frame for file creation

All orders with dates up to and including the **execution date** (=due date) entered here can be added to the payment order file. The program prompts the system date in the text box.

If you have set the parameter Lead time in the *banks reference table*, the system date will be increased by the maximum number of lead time days (within all banks stored in the corresponding reference table). You can overwrite this with a date of your choice or use the program's calendar function.

Type of file creation:

After defining the setup period, you have the choice between a **universal** (Multi-Bank) file creation and a **single bank-oriented** file creation (according to the selection to be made subsequently). For the universal file creation, the following selection options are deactivated and you continue directly with the Creation parameters.

If you have chosen the single bank-oriented type of file creation, a number of selection options will open. If you wish to choose a Comms. bank, an Executing bank or an Account holder/Ordering party, you must first activate the [?] -button by clicking on the check box at the beginning of each line.

Specify Comms. Bank (only with single bank-oriented file creation)

After ticking the appropriate check box you can either enter the Bank Code directly or access the Banks database by clicking [?]. You can only view those banks which you specified as type of bank "Comms. Bank" when you entered the bank data.

If you specified a SWIFT Code on the *File creation property page* using the parameter "**Default Comms. Bank**" the applicable bank is entered in the fields when the file is created.

If you have already created payment order files, the boxes contain the details from the most recent entry.

Specify Executing Bank (only with single bank-oriented file creation)

After ticking the appropriate check box you can either enter the Bank Code directly or access the Banks database by clicking [?]. You can only view those banks which you specified as type of bank "Executing Bank" when you entered the bank data.

If you have already created payment order files, the boxes contain the details from the most recent entry.

Specify Ordering Customer/Account holder (only with single bank-oriented file creation)

Here you can either the Ordering customer Code directly or click [?] to access the Ordering customers stored in the Ordering customers database (Ordering party database).

If you have already created payment order files, the boxes contain the details from the most recent entry.

File creation parameters:

Control options:

The two following dialogs are optional and can be predefined using the parameter "**View orders to be included in file (with option to exclude)**" and "**View created files before preparing to send**" on the *File creation property page*. However, they can also be activated or deactivated here using the following parameters.

View orders to be included in file (with option to exclude)

Using this field you influence the further Screen Displays by overlaying or shielding the so-called preview dialog. If you have already set a highlight in the RFT parameters on the File creation property page, thus this appears here in the dialog box.

View created files before preparing to send

Using this field you influence the further Screen Displays by overlaying or shielding the so-called file list. If you have already set a highlight in the RFT parameters on the File creation property page, thus this appears in the dialog box.

Printouts after file creation:

Select number of cover notes

Define how many cover notes you want to output.

Choose between:

- None
- One
- Two.

If you have already predefined the "**Number of cover notes**" on the *File creation property page* in the RFT parameters, the number appears here. You can change it if you wish.

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

Select list type

Here you can decide by choosing from the list box "Order list" whether and which list you wish to print.

You have the choice between:

- None,
- Overview,
- Compact
- and
- Complete.

If you have already predefined the parameter "**List type at file creation**" on the *File creation property page* in the RFT parameters, the entry appears here. You can change it if you wish.

Output medium

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

- Printer and
- PDF.

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

Enter ID Groups

ID-Group/supplementary ID-Groups are used to limit the orders included in the payment order file.

Specify the **ID-Group** or choose it using [2] from the central *ID-Groups reference table* saved in the Core module, only those approved orders with the same ID-Group will be added to the payment order file to be created afterwards.

The same applies with **supplementary ID-Groups**. To supplement the ID-Group a further line is available.

Enter the ID-Group in the payment order using the *Supplementary information property page* (see Chapter 4.1.6) or it will already be predefined there.

Start creating the payment order file(s) by confirming your entries with [**Continue**].

Add orders to the file

When you have highlighted the option "**View orders to be included in file (with option to exclude)**" on the *File creation property page* or on the introductory file creation dialog box, a selection window with the orders to be included will be overlaid after confirming with [**Continue**]. Here all orders available to be added to the payment order file(s) will be displayed, whereas a line exactly corresponds to an order. If required, you can prevent certain orders from being added to the payment order file by unchecking one (or more) of the orders.

Orders which can be sent

Please note: Highlighted orders will be added to the file(s) (Highlight by mouse or space bar).
Display details by double clicking the complete order.

Bank code	A/c. number	Due date	Session type	Currency	Payment amount	Partner	Ordering party	Type	No.
✓ POBADEFF	4365754876	21/09/15	Credit transfer	EUR	123,456,789.000	NITRAM ...	MAG-NUM INC.	Single order	24
✓ COLSDE33	33633322	21/09/15	Credit transfer	EUR	987,654,321.000	TIM TEST...	1/SMITH JOHN	Single order	25
✓ POBADEFF	4365754876	21/09/15	Credit transfer	EUR	123,456,789.000	NITRAM ...	MAG-NUM INC.	Single order	26
✓ COLSDE33	33633322	21/09/15	Credit transfer	EUR	987,654,321.000	THIERRY...	1/SMITH JOHN	Single order	27
COLSDE33	33633322	21/09/15	Credit transfer	EUR	15,000.000	5 Orders	ICH	Collective order	1

Highlight all Delete highlight(s) Help Create file(s)

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

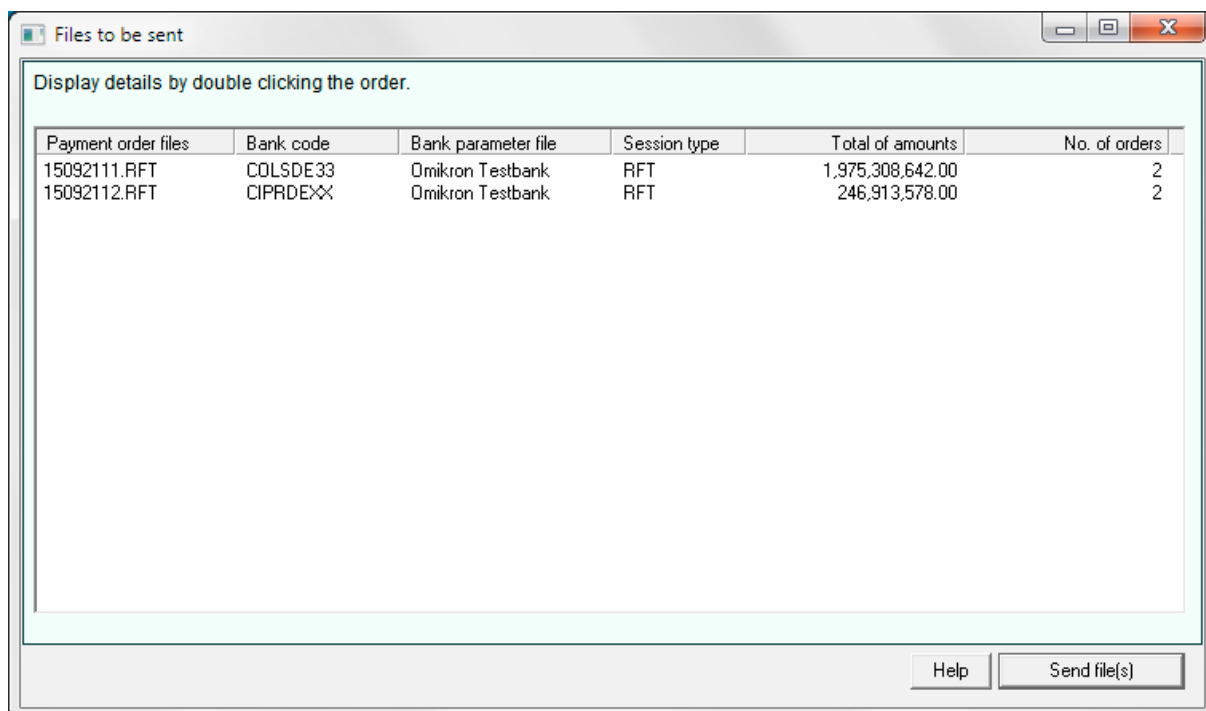
You can view the details of each order by double-clicking on the respective order.

You continue to create the payment order file(s) by adding the highlighted orders to the file(s) using the [**Create file(s)**] button.

Files to be sent

When you have highlighted the option "**View created files before preparing to send**" on the *File creation property page* or on the introductory file creation dialog box, a selection window with the created files will be shown after pressing [**Create file(s)**]. Afterwards a selection window with the files to be sent, will be displayed.

Per bank, a payment order file will be sent by the program for each session type. The program suggests a name in the format YYMMDDnn.* (e.g. 15122301.RTF) as the file name.



After clicking [**Send file(s)**] and completing the subsequent Comms.dialog dialog boxes, the selected files are added to the File Manager.

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.

After the preparation to send., some steps concerning the subsequent Comms. follow.

The steps in the overview:

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

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

The individual steps for sending payment order files in detail:

Select bank (only for single bank-oriented file creation)

If you have not already assigned the bank parameter file to the corresponding bank (or account) when maintaining the reference tables, a window appears to select the bank/BPD file afterwards.

*.**BPD** files are **bank parameter data files**. A *.BPD file contains key data for one bank link.

*.BPD files are needed to install the transmission path between the Core module and the bank, to lock this path and to transmit and download data.

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

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

The following list box displays all bank parameter files saved in the default directory ..\MCCWIN\DAT or the EPFT BPD files on 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 ("Send file"), which is differently arranged according to the selected transmission method.

Enter the Comms. password

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

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

Check ES

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

Information on the ES is contained in the User Manual and context-sensitive Help for the ES module.

Check the box only if you want to sign the payment order file electronically before transmission.

Send ES separately

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

Distributed signature

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

Sign file(s) directly

If you check the "**Sign file directly**" box, the dialog box for signing with ES medium follows immediately after this dialog. Alternatively, an entry is made in the File Manager, where you have the option of signing.

Confirm the prompt for inserting the ES medium by clicking the **[OK]** button. Subsequently, the fields "**ES user**" (default is current user) and "**ES password**" will be shown, which should be filled accordingly.

Activate encryption

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

Activate compression

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

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

Check "Start Comms. now"

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

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

If you have checked the **"Sign file directly"** box, you will now be asked to issue your Electronic Signature using the chosen ES medium.

The "Transfer" (more exactly: the preparation of the payment order file for the transfer via Comms.) is now completed (a corresponding Comms. batch has been included in the file manager of the Core module).

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

Sample cover note:

C O V E R N O T E
=====

Electronic Funds Transfer MT 101
Multiple Order for International Transfers

File name C:\320\MultiCash\RFTWIN\09090901.RFT

User name : OMIKRON SYSTEMHAUS
Comms Bank : BANKDEFFX370
Executing Bank : BANKDEFFX370
Due date : 09.09.09
Checksum* : 00782:>1

Ordering Party		(Instructing Party)		
Ord.Inst.	A/c. Number	Currency	Amount	No.

GIOVANNI DI LAURA				
COLSDE33	111111111111111111	EUR	5,254.00	1

No. records		EUR	5,254.00	1

Place / Date :
Signature :

* Checksum means a value, which also can contain special characters, calculated over the created physical file by the program for check purposes. This value can be compared after transmission of the file on the bank side with the value calculated there over the file in the same manner and thus be used for transport protection.

6.2 Display payment order files

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

Start the function by clicking on



or by choosing menu item -Payments- / -View payment order file-.

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

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

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

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

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

Lists are output in fixed formats which you cannot change.

Choose between the following list types:

- **Overview**
The "Overview" list contains a header describing the payment order file. The header contains file name, BIC of Sender and Receiver, the sender reference as well as the due date.
All orders in the payment order file are then displayed with the order reference, business type, payment amount, partner bank connection and address, ordering party bank connection and address and information on charges.
The list is terminated by an area where the number of the transmitted orders and the amount totals are listed.
- **Compact**
The list type "Compact" corresponds to a large extent to the list type "Overview". Only the addresses of partner and ordering party are omitted.
- **Complete**
The list type "Two lines" corresponds to a large extent to the list type "Overview". However, the display is enhanced by remittance information and instruction data.
- **Cover note**
The structure of the cover note corresponds to that of the print output, which is created during file creation. You can output a cover note for any payment order file at any time.

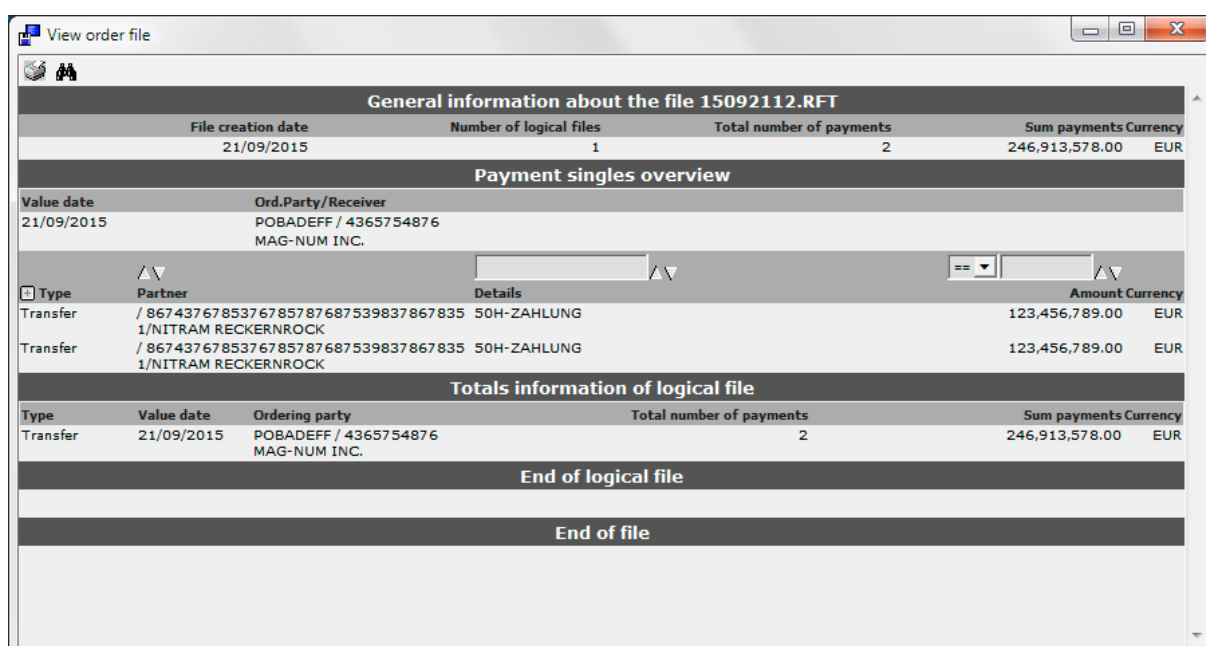
In the button bar section you will find one more button besides the [**Printer**] selection function and the standard [**Help**] function. The [**Output**] button initiates data output to the specified output device in the specified list type.

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

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

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

Subsequently, the output of data starts.



General information about the file 15092112.RFT				
File creation date	Number of logical files	Total number of payments	Sum payments	Currency
21/09/2015	1	2	246,913,578.00	EUR
Payment singles overview				
Value date	Ord.Party/Receiver			
21/09/2015	POBADEFF / 4365754876 MAG-NUM INC.			
Type	Partner	Details	Amount	Currency
Transfer	/ 8674376785376785787687539837867835	50H-ZAHLUNG	123,456,789.00	EUR
	1/NITRAM RECKERNROCK			
Transfer	/ 8674376785376785787687539837867835	50H-ZAHLUNG	123,456,789.00	EUR
	1/NITRAM RECKERNROCK			
Totals information of logical file				
Type	Value date	Ordering party	Total number of payments	Sum payments Currency
Transfer	21/09/2015	POBADEFF / 4365754876 MAG-NUM INC.	2	246,913,578.00 EUR
End of logical file				
End of file				

If you have selected the screen output, additional options are available in the file display.

6.3 Create RFTFIBU.TXT

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

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

RFTFIBU.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 RFTFIBU.TXT is contained in the **Annex**.

Table of Contents: Chapter 7

	Page
7 Additional functions for orders / payment order files.....	7-2
7.1 View due orders.....	7-2
7.2 Search / Replace data in orders	7-4
7.3 Delete orders.....	7-5
7.4 Payment history.....	7-7
7.5 Import payment order files	7-10

7 Additional functions for orders / payment order files

This Chapter describes the additional functions contained in the -Payments- menu.

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

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

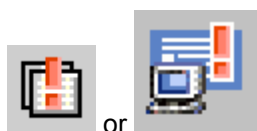
An additional function is available which applies to existing payment order files which can be imported into the Order database for payments (**Import payment file**).

7.1 View due orders

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

Start the -View due orders- function either

- by clicking on



or

or

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

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

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

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

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

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

Depending on the number of records stored, your computer may require several seconds until all due payment orders have been identified in the database and presented in a list.

Due orders Page 1 of 2 Go to page:

Due Orders

21/09/15 17:46 Page 1

Code	Ordering party	Partners	
Single orders	Transfer		
2	ICH	THIERRY TALON	1,000.00 EUR
	Index 4	Index 1	Equivalent amount (in base ccy) 1,000.00 EUR
	ICH Account data 33633322	Account data FR1420041010050500013M02606	Order type Single orders Due date exceeded 18/09/15
	COLSDE33 DE BL 37050198 SPARKASSE KOELNBONN Instructions	SOGEFRPP SOCIETE GENERALE Details	Executed approvals: 1
			Charges Split charges
3	ICH	THIERRY TALON	2,000.00 EUR
	Index 4	Index 1	Equivalent amount (in base ccy) 2,000.00 EUR
	ICH Account data 33633322	Account data FR1420041010050500013M02606	Order type Single orders Due date exceeded 18/09/15
	COLSDE33 DE BL 37050198 SPARKASSE KOELNBONN Instructions	SOGEFRPP SOCIETE GENERALE Details	Executed approvals: 1
			Charges Split charges

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	23.12.2015

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	Amount
2. Column	1. Field	300
3. Column	1. Field	3000

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

The replacement operation can be run

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

The button bar contains the following functions:

[Automatic replace]

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

[Replace on prompt]

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

Each record corresponding to these criteria is shown with its key data in a new dialog box. Click on the **[Replace]** button to replace the fields using the criteria you have entered in the lower half of the dialog box. Click on the **[Next]** button to skip this record without replacing any data and display the next record matching the search criteria.

7.3 Delete orders

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

If you have checked the parameter "**Selection before deletion**" on the *General property page* (-Administration-, -RFT parameters-), 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.

Once you have confirmed the details in the selection dialog box with **[OK]**, a list appears on the screen showing the payment orders to be deleted with the order number, order type, payment type, Bank Code, account number, Beneficiary name, currency and amount. The payment orders listed are sorted in ascending order by order number. The list may extend over several pages.

Delete orders

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

Order type	No.	Subo...	Session Type	Reference	Ordering party	Partners	Currency
Single orders	2	1	Transfer	...	2015091800000003	ICH	THIERRY TALON
Single orders	3	1	Transfer	...	2015091800000004	ICH	THIERRY TALON
Single orders	4	1	Transfer	...	2015091800000005	ICH	THIERRY TALON
Single orders	5	1	Transfer	...	2015091800000006	ICH	THIERRY TALON
Single orders	6	1	Transfer	...	2015091800000007	ICH	THIERRY TALON
Single orders	35		Priority Payment	...	NONREF	ICH	TARGET2-TEIL...
Single orders	36		Priority Payment	...	NONREF	ICH	TARGET2-TEIL...
Single orders	37		Priority Payment	...	NONREF	ICH	TARGET2-TEIL...
Single orders	38		Priority Payment	...	NONREF	ICH	TARGET2-TEIL...
Single orders	39		Transfer	...	2015092100000041	ICH	THIERRY TALON
Standing order	1		Transfer	...	2015091800000002	ICH	THIERRY TALON
Template	1		Transfer	...		ICH	THIERRY TALON
Collective order	1		Transfer	...	2015091800000001	ICH	NO. OF ORDER...

Check all Uncheck all Help Delete orders

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

The individual orders are checked with a tick at the beginning of each line. This check means that the order will be deleted. If you do not want to delete an order in the list, click on the corresponding record to remove the 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**" under -Administration- / -RFT parameters- on the *General 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.

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

You can close the list at all times using the close button without deleting any payment orders.

7.4 Payment history

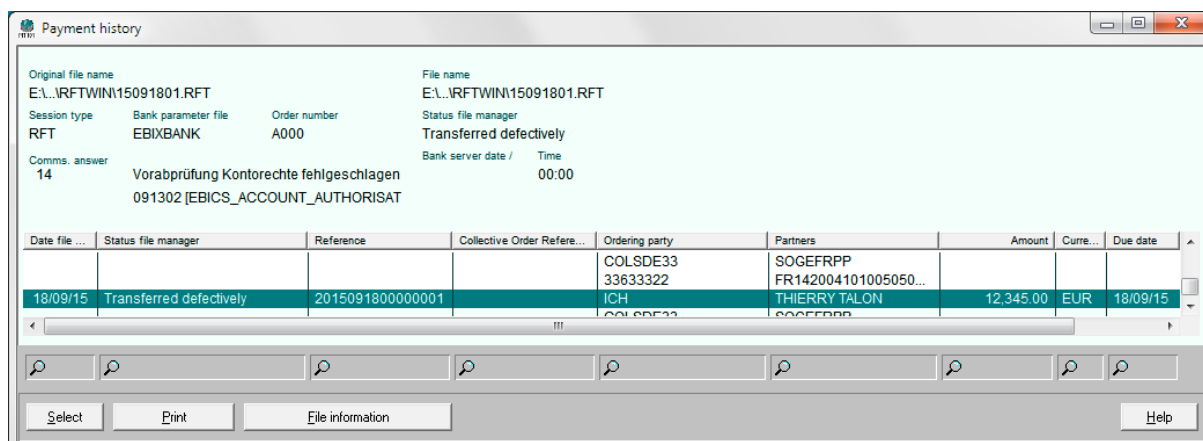
Click on the icon



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

This opens the Order history database overview in which the processing information of all payment orders is saved, provided that is, that you have checked the parameter **"Maintain payment history"** (cf. Chapter 2.1.2: *Payments property page*). The period of time for which this information is saved is specified using the RFT 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.



In addition to the standard buttons **[Select]**, **[Print]** and **[Help]** the button bar of the database overview also contains a **[File information]** button which displays additional information relating to a selected order such as the original file name, file name, session type, bank parameter file, order number, Comms. status and Comms. return.

If a created payment order file is imported using the function -Import payment order file- (see Chapter 7.5), all contained orders in the payment history are set to the status "Deleted", provided that the Deletion of the imported file has been initiated after the import.

Orders from files which have been deleted in the file manager itself also receive the status "Deleted" (for the other stati, see Chapter 7.1.1: *Database overview file manager* in the basic documentation concerning the communication). The information also regarding these orders with status "Deleted" will be automatically removed from the view in the payment history. This happens definitely only after the expiry of the deletion period.

To view the processing information relating to a single payment order, select the corresponding database entry by positioning the cursor and confirming with **<Return>** or a double-click. You can also open a record by clicking on it with the right mouse button and then selecting the menu item -View details-.

A dialog box opens which contains various property pages very similar to those used for order entry.

As Payment history is **merely 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 **Orders property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.1: *Orders property page*). In addition, the access class is displayed here.

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

The boxes on the **Partners bank data property page** are the same as the boxes in the dialog box containing the partner bank data (cf. Chapter 4.1.3: *Partner bank data property page*).

The layout of the **Banks involved property page** corresponds to the presentation at the time of entry (cf. Chapter 4.1.4: *Involved banks property page*).

The boxes on the **Times property page** are the same as the boxes in the input mask for entering orders (cf. Chapter 4.1.5: *Times property page*).

The boxes on the **Supplementary information property page** largely correspond to the fields in the payment order input mask (cf. Chapter 4.1.6: *Supplementary information property page*).

The fields on the **Addition for direct debits property page** correspond to the fields of the dialog box when entering orders (see Chapter 4.1.7: *Addition for direct debits property page*).

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

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

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

Payment history

Orders | Partner data | Partner bank | Banks involved | Times

Supplementary information | Addition for direct debits | File

Order number: 1 | Single orders |

Payment course

	User	Date	Time	User	Date	Time
Entered by	1	18/09/15	16:38			
Approvals	1	18/09/15	16:48			00:00
File creation	1	18/09/15	16:59			
Signatures	1	18.09.15	16:57			
Comms.	MKA10011	18/09/15	17:45	Bank server		00:00

Comms. information

Session: RFT | Bank parameter file: EBIXBANK | Order number: A000 | Status: Transferred defectively

Comms.:

14 | Vorabprüfung Kontorechte fehlgeschlagen | 091302 | EBICS_ACCOUNT_AUTHORISAT

Original file name: E:\...\RFTWIN\15091801.RFT | File name: E:\...\RFTWIN\15091801.RFT

< > Print Create single payment Help

7.5 Import payment order files

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



to import existing payment order files to the Order database created using the RFT module or external programs.

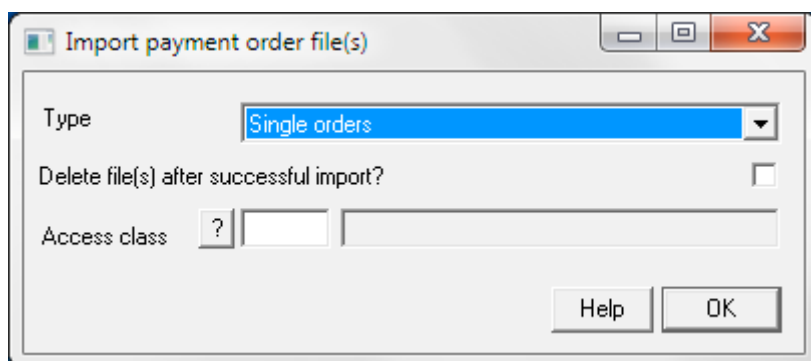
The program assumes that the files to be imported are stored in the directory ..\RFTWIN. You can also select other directories. The payment order files found in the selected directory will be presented in a list box.

With the list box "File type" you can decide, whether all payment order files, the RFTFIBU.TXT file or all ASCII files for import/export (*.TXT) should be shown.

Double-click to select a file to be imported.

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

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



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

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

If you have set the parameter "**Accept a/c. group of user on import**" on the *General property page*, the a/c. group of the current user will be accepted on import.

If the parameter has not been set, the a/c. group saved together with the file remains and the imported orders are visible according to the a/c. group only for staff with this a/c. group.

Confirm your entries with [OK].

If it is detected during the following import that an (collective) order contains a (collective order) reference already assigned on this day, a further dialogue opens offering a **suggestion** for a valid (collective order) reference number.

Below the existing value the suggestion for a reference is shown, which you can amend if necessary or confirm directly using the **[OK]** button.

If you do not like to confirm each correction prompt individually with **[OK]** due to the high number of orders per file, you have the possibility by ticking the **"Should correction suggestions for the following references be accepted likewise?"** check box, to let this correction procedure run completely automatically for the following (collective) orders of the currently imported file. Afterwards (collective) orders with invalid (collective order) references are tagged automatically with valid (collective order) references.

Correction of data

Reference of an order already executed today cannot be allocated today once again
Please accept the prompt or enter another reference for the order to import!

Existing value: 2009040100000001

Prompt: 2015092100000007

Should correction suggestions for the following references to be accepted likewise? ☐

Help OK

Import payment file

Adjustments of the order references

Logical file (or collective order)	1
Payment order	1

Please wait a moment...

If the payment order file to be imported contains any errors, the import sequence will be halted opening a dialogue. In the dialogue the path of the imported file as well as advices on possible error causes are shown. Close this window by clicking the **[Exit]** button as well as a further message display by pressing **[OK]**.

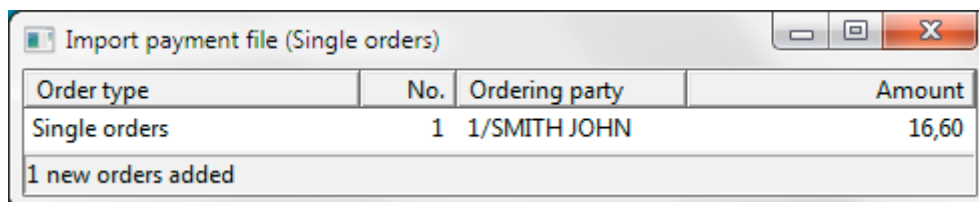
Rectify the errors identified in the original file and then choose menu item -Payments- / -Import payment file- again.

The payment order files to be imported contain Ordering party and Account data, together with other information. During the import process, the program will check whether the Ordering party and the Account data are already contained in the reference tables.

If this is not the case, a dialog box opens and you are prompted to enter the missing data. Assigning an Ordering party or Account code allows the records to be imported into the corresponding reference

tables.

As soon as the import sequence has been completed all the imported orders are displayed in a list. Click on the close button to quit this list and return to the main application window.



Order type	No.	Ordering party	Amount
Single orders	1	1/SMITH JOHN	16,60

1 new orders added



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.

Table of Contents: Chapter 8 (Annex)

	Page
A Format specifications	8-2
A1 Reference tables	8-2
A2 RFTFIBU.TXT	8-7
A3 RFT file	8-11
A4 IDD file	8-25
A5 X03 file	8-41
A6 Export from History database	8-44

A Format specifications

The **Annex** contains specifications of the formats used for International Payments (RFT). Additions will be made to the list of formats in line with new program releases.

The **Annex** currently contains the following sections:

- A1: Reference tables
- A2: RFTFIBU.TXT
- A3: RFT file
 - Examples
- A4: IDD-Datei
 - Example
- A5: X03 file
 - Example
- A6: Export from History database

A1 Reference tables

Seven reference tables are required to enter payment orders in International Payments (RFT or MT101).

You can enter the data into the reference tables manually, or populate the databases with text files. Manual entry into the databases is described in Chapter 3: *Reference tables*. Information on importing text files is contained in Chapter 2.2.4: *Import (Input a text file)*.

Key to columns in the descriptions of the records:

No.	=	Consecutive field number
Type	=	Field type
		a = alphanumeric field
		n = numeric field
		x = date field in format DD.MM.YY
		y = check box field
		m = list box field
Length	=	Field length

Text file for Currencies reference table

No.	Type	Length	Description
1	a	3	ISO Currency Code
2	a	20	Name
3	n	1	Decimal places: 0 1 2 3
4	n	15	Inverse middle rate
5	n	15	Middle rate
6	n	4	Currency factor (not with inverse display)
7	x	8	Exchange rate date
8	x	8	Definition date
9	y	4	Activate currency: Yes/No

Text file for Countries reference table

No.	Type	Length	Description
1	a	2	ISO-Country Code
2	a	30	Description
3	a	7	Short description
4	y	4	Activate currency: Yes/No

Text file for Account holders/Ordering parties reference table

No.	Type	Length	Description
1	n	4	Index
2	a	35	Description
3	a	11	SWIFT: BIC Code
4	y	4	SWIFT: registered BEI: Yes/No
5	m	3	Status: 0 = OK 1 = Approval necessary
6	y	4	Standard address lines: Yes/No
7	y	4	Structured address lines: Yes/No
8	a	35	Address line 1
9	a	35	Address line 2
10	a	35	Address line 3
11	a	35	Address line 4
12	n	8	Organizational unit

Text file for Banks reference table

No.	Type	Length	Description
1	a	11	Bank Index
2	y	4	No SWIFT User / unknown: Yes/No
3	a	11	SWIFT address / BIC code
4	y	4	Routing Header with terminal ID: Yes/No
5	a	12	Routing Header
6	y	4	Function as Receiver
7	y	4	Function as Sender
8	y	4	Function as Account Servicing Institution
9	y	4	Function as Beneficiary's bank
10	y	4	Function as Intermediary bank
11	a	2	National code type
12	a	25	National bank code
13	y	4	Nat. code not in table: Yes/No
14	a	35	Address Name 1
15	a	35	Address Name 2
16	a	35	Address Street
17	a	35	Address Town with postcode
18	a	2	Address ISO Country Code
19	a	30	Address Country name
20	a	8	BPD file
21	n	2	Lead time
22	y	4	SWIFT address /BIC code not in table: Yes/No
23	m	3	Status: 0 = OK 1 = Approval necessary
24	y	4	TARGET2 member: Yes/No

Text file for Accounts reference table

No.	Type	Length	Description
1	n	4	Account Code
2	n	5	Cash Management Account Code No.
3	a	11	Cash Management Account Bank Code
4	a	24	Cash Management a/c No.
5	a	27	Name of Account
6	y	4	IBAN account: Yes/No
7	a	11	Account Servicing institution: index
8	a	11	Account Servicing institution: SWIFT address
9	a	35	Account Servicing institution: name
10	a	2	Account Servicing institution: national code index
11	a	20	Account Servicing institution: national code
12	a	35	Account Servicing institution: town
13	a	2	Account Servicing institution: ISO code of the country
14	a	34	Account Number
15	a	3	ISO Currency Code
16	n	4	Account Owner index
17	a	35	Name of Account Owner
18	a	11	Sender: index
19	a	11	Sender: SWIFT address
20	a	35	Sender: name
21	a	2	Sender: national code index
22	a	20	Sender: national code
23	a	35	Sender: town
24	a	2	Sender: ISO code of the country
25	a	11	Executing Bank: index
26	a	11	Executing Bank: SWIFT address
27	a	35	Executing Bank: name
28	a	2	Executing Bank: national code index
29	a	20	Executing Bank: national code
30	a	35	Executing Bank: Town
31	a	2	Executing Bank: ISO code of the country
32	a	2	Account group
33	n	35	Registration reference (Field :23E:)
34	a	8	BPD file
35	m	3	Status: 0 = OK 1 = Approval necessary
36	n	8	Organizational unit

Text file for Partners reference table

No.	Type	Length	Description
1	a	10	Beneficiary Code
2	y	4	Only cheque: Yes/No
3	y	4	Own SWIFT address: Yes/No
4	a	11	SWIFT address / BIC code
5	a	35	Name 1
6	a	35	Name 2
7	a	35	Street
8	a	35	Town with postcode
9	a	2	ISO country code
10	a	35	Default Details 1
11	a	35	Default Details 2
12	a	35	Default Details 3
13	a	35	Default Details 4
14	y	4	Intra Company Payment: Yes/No
15	n	5	Cash Management Account Code No.
16	a	12	Cash Management Account Bank Code
17	a	24	Cash Management a/c No.
18	y	4	With partner institute (field :57:): Yes/No:
19	y	4	IBAN account: Yes/No
20	y	4	SWIFT code unknown: Yes/No
21	a	34	Account number
22	a	11	Beneficiary Bank: Index
23	a	11	Beneficiary Bank: SWIFT address
24	a	25	Beneficiary Bank: National code index
25	a	2	Beneficiary Bank: National code
26	a	35	Beneficiary Bank: Name 1
27	a	35	Beneficiary Bank: Name 2
28	a	35	Beneficiary Bank: Street
29	a	35	Beneficiary Bank: Town with postcode
30	a	2	Beneficiary Bank: ISO country code
31	m	3	Status: 0 = OK 1 = Approval necessary
32	n	10	Partner group
33	n	8	Organizational unit
34	y	4	TARGET2 member: Yes/No

Text file for Text blocks reference table

No.	Type	Length	Description
1	a	20	Text Code
2	y	4	Central Bank Reporting: Yes/No
3	a	35	Text line 1
4	a	35	Text line 2
5	a	35	Text line 3
6	a	35	Text line 4

A2 RFTFIBU.TXT

If you have checked parameter “**Generate RFTFIBU.TXT automatically**” on the *General parameters property page* in menu item -Administration- / -RFT parameters, **RFTFIBU.TXT** is generated or updated whenever a payment order file is created.

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

RFTFIBU.TXT contains all payments data necessary for further processing. You can export this file, for instance, to your general ledger (financial accounting) system.

Key to columns in the descriptions of the records:

No. = Consecutive field number
 Type = Field type
 a = alphanumeric
 n = numeric 0 to 9
 x = Date field in format DD.MM.YY
 y = check box field
 m = list box field

Length = field length

Structure of RFTFIBU.TXT (with all fields):

No.	Type	Length	Description
1	m	3	Order type: 0 = Single order 1 = Standing order 2 = Variable amount order 3 = Template order
2	n	6	Order number
3	m	3	Session type: 0 = Transfer 1 = Cheque payment (CHQB) 2 = Commercial payment (CORT) 3 = Request for direct debit (RFDD) 4 = Returned direct debit (RTND) 5 = Direct debit (DD)
4	y	4	Urgent: Yes/No
5	y	4	Intra-Company: Yes/No
6	a	35	Instruction 1 - Field :23E:
7	a	35	Instruction 2 - Field :23E:
8	a	35	Instruction 3 - Field :23E:
9	a	35	Instruction 4 - Field :23E:
10	a	35	Instruction 5 - Field :23E:
11	a	35	Instruction 6 - Field :23E:

12	m	3	Status of approval: 0 = OK (0/0) 1 = OK (1/1) 2 = OK (2/2) 3 = Approval possible (0/1) 4 = Approval possible (0/2) 5 = Further approval possible (1/2) 6 = No approval possible (0/1) 7 = No approval possible (0/2) 8 = No approval possible (1/2)
13	a	16	Order reference
14	a	16	Collective order reference
15	y	4	IBAN: Yes/No
16	y	4	With partner institute (field :57:): Yes/No
17	a	2	Access class
18	a	10	ID-Group
19	a	35	Supplementary ID-Group
20	a	11	Account Servicing Institution (52a) - SWIFT address
21	a	35	Account Servicing Institution - Name
22	a	2	Account Servicing Institution - Nat. Code Index
23	a	20	Account Servicing Institution - Nat. Bank Code
24	a	35	Account Servicing Institution - Town
25	a	2	Account Servicing Institution - ISO Country code
26	a	4	Account code
27	a	34	Account number
28	a	3	Account currency
29	n	4	Account Owner - Index
30	a	35	Ordering Party - Description
31	a	11	Ordering Party - SWIFT code
32	a	35	Ordering Party - Address line 1
33	a	35	Ordering Party - Address line 2
34	a	35	Ordering Party - Address line 3
35	a	35	Ordering Party - Address line 4
36	a	35	Ordering Party - Name
37	a	35	Ordering Party - Name 2
38	a	35	Ordering Party - Street
39	a	35	Ordering Party - Town
40	a	2	Ordering Party - Country
41	a	4	Instructing Party -Index
42	a	35	Instructing Party - Description
43	a	11	Instructing Party - SWIFT code
43	a	2	Instructing Party - Country
44	a	35	Instructing Party - Name
45	a	35	Instructing Party - Address line 1
46	a	35	Instructing Party - Address line 2
47	a	35	Instructing Party - Address line 3
48	a	35	Instructing Party - Address line 4
49	a	3	Currency
50	n	18	Amount
51	n	22	Amount in base currency
52	a	3	Base currency
53	a	35	Details - Line 1
54	a	35	Details - Line 2
55	a	35	Details - Line 3
56	a	35	Details - Line 4

57	a	11	Sending Institution - Index
58	a	11	Sending Institution - SWIFT address
59	a	35	Sending Institution - Name
60	a	2	Sending Institution - Nat. Code Index
61	a	20	Sending Institution - Nat. Bank Code
62	a	35	Sending Institution - Town
63	a	2	Sending Institution - ISO Country code
64	a	11	Receiving Institution - Index
65	a	11	Receiving Institution - SWIFT address
66	a	35	Receiving Institution - Name
67	a	2	Receiving Institution - Nat. Code Index
68	a	20	Receiving Institution - Nat. Bank Code
69	a	35	Receiving Institution - Town
70	a	2	Receiving Institution - ISO Country code
71	a	11	Intermediary Institution - Index
72	a	11	Intermediary Institution (56a)- SWIFT address
73	a	2	Intermediary Institution - Nat. Code Index
74	a	25	Intermediary Institution - Nat. Bank Code
75	a	35	Intermediary Institution - Name
76	a	35	Intermediary Institution - Town
77	a	2	Intermediary Institution - ISO Country code
78	a	3	FOREX contract - Currency
79	n	12	FOREX contract - Rate
80	n	18	FOREX contract - Original amount
81	a	16	FOREX contract - Reference
82	a	10	Partner - Index
83	y	4	Partner - Partner - Option A (own Swift address): Yes/No
84	a	11	Partner - SWIFT/BEI
85	a	35	Partner - Name
86	a	35	Partner - Name 2
87	a	35	Partner - Street
88	a	35	Partner - Town
89	a	2	Partner - Country
90	a	34	Partner - Account number
91	a	11	Beneficiary's Bank (57a)- Index
92	y	4	Beneficiary's Bank - SWIFT code unknown: Yes/No
93	a	11	Beneficiary's Bank - SWIFT address
94	a	2	Beneficiary's Bank - Nat. Code Index
95	a	25	Beneficiary's Bank - Nat. Code
96	a	35	Beneficiary's Bank - Name
97	a	35	Beneficiary's Bank - Name 2
98	a	35	Beneficiary's Bank - Street
99	a	35	Beneficiary's Bank - Town
100	a	2	Beneficiary's Bank - ISO Country code
101	a	11	Partner - CM Bank code
102	a	24	Partner - CM Account number
103	m	3	Charges management: 0 = Share charges 1 = All charges for Ordering Customer 2 = All charges for Beneficiary
104	n	4	Charges account - Code
105	a	27	Charges account - Description
106	a	11	Charges account - Bank Code
107	a	34	Charges account - Account number
108	x	8	Due date

109	a	35	IDD field :21C: (Mandate Reference)
110	a	35	IDD field :21D: (Direct Debit Reference)
111	a	35	IDD field :21E: (Registration Reference)
112	a	3	IDD field :26T: – Transaction Type Code
113	a	3	IDD field :71G: (Charges of Receiver) – Currency
114	n	20	IDD field :71G: (Charges of Receiver) – Amount
115	a	3	IDD field :71F: (Charges of Sender) – Currency
116	n	20	IDD field :71F: (Charges of Sender) – Amount
117	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
118	a	35	IDD field :72: (Sender to Receiver Information) – Line 2
119	a	35	IDD field :72: (Sender to Receiver Information) – Line 3
120	a	35	IDD field :72: (Sender to Receiver Information) – Line 4
121	a	35	IDD field :72: (Sender to Receiver Information) – Line 5
122	a	35	IDD field :72: (Sender to Receiver Information) – Line 6
123	a	35	IDD field :77B: (Central bank reporting) - Line 1
124	a	35	IDD field :77B: (Central bank reporting) - Line 2
125	a	35	IDD field :77B: (Central bank reporting) - Line 3
126	n	8	Organizational unit
127	a	4	X03: field 23B

A3 RFT file

Each RFT file (SWIFT MT101 format file) consists of a SWIFT header (optional), the MUG (message user group), a common sequence A, and sequence B, which contains the details of the transaction.

Sequence A, General Information, is a single occurrence mandatory sequence and contains information to be applied to all individual transactions detailed in sequence B.

Sequence B, Transaction Details, is a repetitive sequence. Each occurrence provides details of one individual transaction. Fields which appear in both sequences are mutually exclusive (apply to fields 50a C or L, 50a F, G or H, 52a).

The parties (see Chapter 1.1) are not necessarily different entities. The first column shows the parties that can be omitted in an MT101, either because their function is not present or the function is assumed by a party in the second column:

If the following party is missing...		Their function is assumed by...	
50a C/L	Instructing Party	50a F / G / H	Ordering Customer
52a	Account Servicing Institution	R	Receiver (or the institution determined from the account number in field 50H)
56a	Intermediary	57a	Account With Institution
57a	Account With Institution	R	Receiver (or the institution determined from the account number in field 59)

The maximum length of the messages when sent within the SWIFT network is 10,000 characters. The module also forms a new logical file after each 10,000 characters. The length can be modified by a setting in the MCCRFTSWIFT.INI from ..\MCCWIN\DAT.

Rules (Conditions):

C1)

If an exchange rate is given in field 36, the corresponding forex deal must be referenced in field 21F.

Sequence B If field 36 is...	Sequence B then field 21F is...
Present	Mandatory
Not present	Optional

C2)

In each occurrence of sequence B, if field 33B is present and amount in field 32B is not equal to zero, then field 36 must be present, otherwise field 36 is not allowed.

Within the same occurrence of sequence B		
If field 33B is ...	And amount in field 32B ...	Then field 36 is ...
Present	Equals zero	Not allowed
Present	Not equals zero	Mandatory
Not present	Not applicable	Not allowed

C3)

If there is only one debit account, the ordering customer must be identified in field 50a (option F, G or H) in sequence A. Conversely, if multiple debit accounts are used, they must be identified for every transaction in field 50a (option F, G or H) of sequence B.

Consequently, field 50a (option F, G or H), must be present in either sequence A or in each occurrence of sequence B, but must never be present in both sequences, nor be absent from both sequences.

Sequence A if field 50a (option F, G or H) is ...	In every occurrence of sequence B then field 50a (option F, G or H) is ...
Present	Not allowed
Not present	Mandatory

C4)

Field 50a (option C or L), may be present in either sequence A, or in each occurrence of sequence B, but must not be present in both sequences A and B.

Sequence A If field 50a (option C or L) is...	Sequence B then field 50a (option C or L) is...
Present	Not allowed
Not present	Optional in any occurrence

C5)

If field 33B is present in sequence B, its currency code must be different from the currency code in field 32B in the same occurrence of sequence B.

Examples:

Valid:

:32B:USD1000,
:33B:CHF1200,

:32B:CHF1200,
:33B:USD1000,

Invalid:

:32B:USD1000,00
:33B:USD1000,

:32B:CHF1200,
:33B:CHF1000,00

C6)

Field 52a may be present in either sequence A or in each occurrence of sequence B, but must not be present in both sequences.

Sequence A if field 52a is...	Sequence B then field 52a is...
Present	Not allowed
Not present	Optional

C7)

If field 56a is present, field 57a must also be present.

If field 56a is...	then field 57a is...
Present	Mandatory
Not present	Optional

C8)

If field 21R is present in sequence A, then in each occurrence of sequence B, the currency code in fields 32B must be the same.

C9)

In each occurrence of sequence B, the presence of fields 33B and 21F is dependent on the presence and value of fields 32B and 23E as follows:

Within the same occurrence of sequence B			
If amount in field 32B ...	And field 23E is ...	Then field 33B is ...	and field 21F is ...
Equals zero	Present and code equals EQUI	Mandatory	Optional
Equals zero	Present and code not equals EQUI	Not allowed	Not allowed
Equals zero	Not present	Not allowed	Not allowed
Not equals zero	Not applicable	Optional	Optional

MT101 Usage Rules:

- If field 21R is present in sequence A, and field 28D indicates that more than one message is chained for this request for transfer instruction, the currency code must be the same for all occurrences of field 32B in sequence B of all chained messages.
- In case of an equivalent amount transfer, identified with the code EQUI in field 23E, the transaction amount in field 32B must equal zero.
- In case of sweeping, topping or zero balancing operations, identified with a code in field 23E, the transaction amount in field 32B can equal zero.
- In case field 28D indicates that messages are chained, all messages belonging to the same chain must have exactly the same sender's reference in field 20.
- In case field 28D indicates that messages are chained, sequence A must be repeated and be identical for all messages belonging to the same chain.
- When the currency of the settlement amount is in euro and it is necessary to indicate the equivalent in National Currency Denomination, the following guideline applies:
 - field 32B contains the euro amount, to be executed by the receiver;
 - field 33B contains the currency and value of the instructed amount i.e. the NCD amount, equivalent to field 32B;
 - field 36 (due to rule 2) contains the fixed conversion rate between the euro and the National Denomination Currency amounts;
 - field 21F (due to rule 1) contains the value "NONREF".

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
		x = alphanumeric field
		n = numeric field
Description	=	Additional description of the field

SWIFT header format:**1) Basic Header Block**

Example: {1:F 01 RZBAATWWXXXX 0000 000000}

Field	Description	Entry
		CR LF
{	Start of block indicator	Constant {
1	Block identifier	Constant 1
:	Separator	Constant :
F	Application Identifier	Constant F (Financial)
01	Data Unit	Constant 01 (User to user or system message)
RZBAATWWXXXX	BIC of sender or code for routing header	Forwarding bank from MUG
0000	Input Session Number	Constant 0000
000000	Input Sequence Number	Constant 000000
}	End of block indicator	Constant }

2) Application Header Block

Example: {2:I 101 COBADEFFXXXX N}

Field	Description	Entry
{	Start of block indicator	Constant {
2	Block identifier	Constant 2
:	Separator	Constant:
I	Input Identifier	Constant I
101	Message Type	Constant 101
COBADEFFXXXX	BIC of receiver or code for routing header	Executing bank from MUG
N	Priority	Constant N
}	End of block indicator	Constant }

3) User Header Block

Example: {3:{113:XXXX}}

Field	Description	Entry
{	Start of block indicator	Constant {
3	Block identifier	Constant 3
:	Separator	Constant :
{		Constant {
113		Constant 113
:	Separator	Constant :
XXXX	Banking Priority	Constant XXXX
}}	End of block indicator	Constant }}

4) Text Block

Field	Description	Entry
{	Start of block indicator	Constant {
4	Block identifier	Constant 4
:	Separator	Constant :
		CR LF
Text block with message MT101 (see below)		Text block from input file, one sequence A with corresponding B-sequences
		CR LF
-}	End of block indicator	Constant -}

MT101 record format:**MUG (message user group)**

No. / Name	M / O	Format	Description
Sender	m	11x	SWIFT code of Forwarding bank
Receiver	m	11x	SWIFT Code of Executing bank
Message Type	m	3n	In this case: always 101

**Please note:**

As default, routing header and MUG are created.

This setting can be modified via MCCRFTSWIFT.INI in the directory ..\MCCWIN\DAT.

Mandatory Sequence A: General Information

No. / Name	m / o	Format	Description
:20: Sender's Reference This field specifies the unique reference to the entire message. The reference must be unique for each message (or chain of messages) and is part of the message identification and transaction identification which is to be used in related queries, cancellations, etc.	m	16x	This reference is composed as follows: The first 8 digits represent the file name without extension: the first 6 digits from this sub-group are the date (in format YYMMDD); the next 2 digits from this sub-group represent a counter, which is stored as internal field in the central parameter file of the module to be increased per payment file. They are stored in the rft.par, in order to avoid duplicates, even if the payment files are not present any more. The next 8 digits represent a counter, which is increased per A-level present in a file.
:21R: Customer specified Reference	o	16x	This field specifies the reference to the entire message assigned by either the: instructing party, when present or ordering customer, when the instructing party is not present. When this field is present, the ordering customer requests a single debit entry for the sum of the amounts of all transactions in the instruction, even if this instruction is chained in several messages. If the field is not used, all debit items are posted individually.
:28D: Message Index/Total	m	5n/5n	In this case: always 1/1 This field chains different messages by specifying the sequence number in the total number of messages. Both the message index and the total number of messages allow the receiver to check that all transactions to be executed have been received.
:50a: Instructing Party a stands for option C or L	o	Option C : only SWIFT address 8x[3x] Option L : 35x Ordering Customer name and date (Party identifier)	This field specifies the customer which is authorized by the Account Owner/Account Servicing Institution to order: -all transactions of the message, when used in sequence A, -all transactions in the particular occurrence of Sequence B, when used in sequence B. This field must only be used when the Instructing Customer is not also the Account Owner.

:50a: Ordering Customer a stands for option F, G or H	o	<p>Option F: /34x (Account) + c/33x (Name + Address)</p> <p>Option G: /34x Account + 8x[3x] (BEI)</p> <p>Option H: /34x (Account) 4 * 35x (Name + Address)</p>	<p>This field identifies the Account Owner whose account is to be debited with: -all transactions in sequence B. Both the account number of the ordering customer at the Receiver or at the account servicing institution and the name and address or the BEI of the ordering customer must be present.</p> <p>With option F: c = Codes cf. Chapter 3.3: <i>Account owners/Ordering parties reference tables</i>. Rules and language dependent labelling of the field:50F: is controlled via the MCCRFTSWIFT.INI in the ..MCCWIN\DAT directory.</p>
:52a: Account Servicing Institution a stands for Option A or C	o	<p>Option A: BIC Code (= SWIFT Code) with 8 or 11 digits alpha-numeric</p> <p>Option C: /34x (party identifier) Party Identifier may be used to indicate a national clearing system code. Examples in next column</p>	<p>This field specifies the Account Servicing Institution -when other than the Receiver- which services the account of the Account Owner to be debited. This is applicable even if field 50a Ordering Customer contains an IBAN.</p> <p>Examples: CH: :52C://SW (5) DE: :52C://BL (8) GB: :52C://SC (6) US: :52C://FW (9) The country-specific names of codes (abbreviated here) such as Clearing Code, Bankleitzahl, Sort Code and Fedwire Code are followed by the actual codes (the number of digits of the applicable code is shown above in brackets)</p>
:30: Requested Execution Date	m	6n (valid date in format YYMMDD)	<p>This field specifies the date an which all transactions appearing in sequence B should be initiated by the executing bank. The requested execution date represents the date on which the Ordering Customer's account(s) is (are) to be debited. Depending on country-specific banking practice, the Requested Execution Date may not be equal to the <i>Interbank Value Date</i>.</p>
:25: Authorization	o	35x	This field specifies additional security provisions (e.g. a digital signature) between the Ordering Customer/Instructing Party and the Account Servicing Financial Institution.

----->

Mandatory Repetitive Sequence B: Transaction Details

No. / Name	M / O	Format	Description
:21: Transaction Reference	m	16 x	This field specifies the unambiguous reference for the individual transaction contained in a particular occurrence of sequence B. In transaction specific queries, cancellations, etc., the Sender's Reference together with this Transaction Reference provides the transaction identification.
:21F: F/X Deal Reference	o	16x	This field specifies the foreign exchange contract reference between the Ordering Customer and the Account Servicing Financial Institution. The following code may be used: NONREF (There is no underlying foreign exchange deal to this transaction).

----->

:23E: Instruction Code (Additional Information)* PHON This transaction requires the beneficiary to be contacted by telephone and should be followed by the appropriate telephone number. This code is meant for the last financial institution in the chain. REPA This transaction has a related e-Payments reference. RTGS This transaction contains a payment that should be settled via a real time gross settlement system, if available. URGP This transaction contains a time sensitive payment which should be executed in an expeditious manner.	o	4a [/30x]	This field specifies instructions for the Account Servicer of the Ordering Customer. One of the following codes must be used: CHQB This transaction contains a request that the beneficiary be paid via issuance of a cheque. CMSW This transaction contains a cash management instruction, requesting to sweep the account of the ordering customer. CMTO This transaction contains a cash management instruction, requesting to top the account of the ordering customer above a certain floor amount. The floor amount, if not pre-agreed by the parties involved, may be specified after the code. CMZB This transaction contains a cash management instruction, requesting to zero balance the account of the ordering customer. CORT This transaction contains a payment that is made in settlement of a trade, eg, foreign exchange deal, securities transaction. EQUI This transaction contains an instruction requesting to pay the beneficiary customer an amount in one currency, equivalent to an instructed amount in a different currency. INTC This transaction contains an intra-company payment, ie, a payment between two companies belonging to the same group. NETS This transaction contains a payment that should be settled via a net settlement system, if available. OTHR Used for bilaterally agreed codes/information. The actual bilateral code/information needs to be specified in Additional Information. (to be continued in the first row)
--	---	-----------	---

-----|

*Additional Information is only allowed when Instruction Code consists of one of the following codes: CMTO, PHON and OTHR.

In each occurrence of sequence B: when this field is used more than once, the following combinations are not allowed:

CHQB with CMSW
CHQB with CMTO
CHQB with CMZB
CHQB with CORT
CHQB with NETS
CHQB with PHON
CHQB with RTGS
CHQB with URGF
CMSW with CMTO

CMSW with CMZB
 CMTO with CMZB
 CORT with CMSW
 CORT with CMTO
 CORT with CMZB
 CORT with REPA
 EQUI with CMSW
 EQUI with CMTO
 EQUI with CMZB
 NETS with RTGS.

For example:

Valid:

:23E:CHQB

:23E:CORT

Invalid:

:23E:CHQB

:23E:URGP

:23E:NETS

:23E:RTGS

In each occurrence of Sequence B: when this field is repeated, the same code word must not be present more than once.

Code REPA indicates that the payment is the result of an initiation performed via an e-payments product between the customers. This code is intended for the beneficiary's bank who should act according to the specifications of the e-payments product.

The use of EQUI is subject to agreements between the ordering customer and beneficiary customer and between the ordering customer and his account servicing institution.

To facilitate the receiving bank's processing when multiple codes are used, the codes must appear in the following order:

- Instructions for the receiver of the message (CMSW, CMTO, CMZB, INTC, REPA, CORT, URGF)
- Codes impacting the routing or composition of the resulting payment message (NETS, RTGS)
- Codes containing instructions for one of the following parties in the transaction chain (CHQB, PHON)
- Information codes (OTHR)

:32B: Currency/Transaction Amount	m	3a15n	<p>This field specifies the currency and the amount of the subsequent transfer to be executed by the Receiver.</p> <p>Currency must be a valid ISO 4217 currency code. The integer part of the Amount must contain at least one digit, without any leading zeros. The decimal comma is mandatory and is included in the maximum length. The number of digits following the comma must not exceed the maximum number allowed for the specific currency.</p> <p>The amount is subject to deduction of the Receiver's/Beneficiary's Bank's charges if field :71A: is BEN or SHA.</p>
--	---	-------	---

<p>:56a: Intermediary a stands for Option A, C or D</p> <p>Party Identifier may be used to indicate a national clearing system code.</p> <p>Option A is the preferred option. If the intermediary cannot be identified by a BIC, option C should be used containing a 2!a clearing system code preceded by a double slash '//'. Option D must only be used when there is a need to be able to specify a name and address, eg, due to regulatory considerations.</p>	o	<p>Options A and C see field :52a; Option D:</p> <p>e.g. for countries other than specified under C: specification of country (mandatory) and complete address: 4 * 35x</p>	<p>This field specifies the Financial Institution between the Receiver and the Account with Institution through which the transaction must pass. The Intermediary may be a branch or affiliate of the Receiver or the Account With Institution, or an entirely difference financial institution.</p> <p>When one of the codes //FW (with or without the 9-digit number), //AU, //SC or //CP is used, it should appear only once and in the first of the fields 56a and 57a of the payment instruction. When it is necessary that an incoming S.W.I.F.T. payment be made to the party in this field via Fedwire, US banks require that the code //FW appears in the optional Party Identifier of field 56a or 57a.</p>
<p>:57a: Account With Institution a stands for Option A, C or D</p> <p>Party Identifier may be used to indicate a national clearing system code.</p> <p>Option A is the preferred option. If the account with institution cannot be identified by a BIC, option C should be used containing a 2!a clearing system code preceded by a double slash '//'. Option D must only be used when there is a need to be able to specify a name and address, eg, due to regulatory considerations.</p>	o	<p>Option A, C or D as for field :56a:</p>	<p>This field specifies the Financial Institution -when other than the Receiver- which services the account for the Beneficiary Customer. This is applicable even if field 59 contains an IBAN.</p> <p>When one of the codes //FW (with or without the 9-digit number), //AU, //SC or //CP is used, it should appear only once and in the first of the fields 56a and 57a of the payment instruction. When it is necessary that an incoming S.W.I.F.T. payment be made to the party in this field via Fedwire, US banks require that the code //FW appears in the optional Party Identifier of field 56a or 57a.</p>

<p>:59a: Beneficiary customer</p> <p>Option F is activated by setting the entry 59=59F in the section [FieldDefinitions] in the MCCRFTSWIFT.INI or other bank-specific INI files. Address lines are then converted into appropriate lines of option F.</p>	m	<p>No option letter: [/34x] (Account) 4*35x (Name + Address)</p> <p>Option A: [/34x] (Account) 8a[3a] BIC Code</p> <p>Option F: [/34x] (Konto) 4*(1!n33x) (Nummer und Name + Adresse)</p>	<p>This field identifies the beneficiary of the subsequent operation from the particular occurrence of sequence B.</p> <p>With option F the number must be used as follows:</p> <p>1/[Name of the beneficiary customer]</p> <p>2/[Address line] z. B. street name, building name, post office box number</p> <p>3/[Country and town] The first occurrence of number 3 must be followed by a slash and the ISO country code. e.g.: 3/CN, optionally a further slash followed by additional details, e.g.: 3/BE/BRUSSELS Additional detail for the town can be complemented by e.g. postal code or country subdivision: e.g.: 3/US/POUGHKEEPSIE, NEW YORK 12602 3/DUTCHES</p>
<p>:70: Payment details (Remittance Information)</p> <p>For national clearing purposes, the Sender must check with the Receiver regarding length restrictions of field 70. The information specified in this field is intended only for the beneficiary customer, ie, this information only needs to be conveyed by the Receiver. Multiple references can be used, if separated with a double slash, '//'. Code must not be repeated between two references of the same kind.</p>	o	4*35x	<p>This field specifies details of the individual transactions which are to be transmitted to the Beneficiary Customer. One of the following codes may be used, placed between slashes:</p> <p>INV Invoice (followed by the date, reference and details of the invoice). RFB Reference for the beneficiary customer (followed by up to 16 characters). ROC Ordering customer's reference.</p> <p>Example: :70:/RFB/BET072 :70:/INV/abc/SDF-96//1234-234///ROC/98IU87</p>

:77B: Regulatory Reporting	o	3*35x In addition to narrative text, the following line formats may be used: Line 1 /8a/2!a [//additional information] (Code) (Country) (Narrative) Lines 2-3 [//continuation of additional information]] (Narrative)	This field specifies code(s) for the statutory and/or regulatory information required by the authorities in the country of the Receiver or the Sender/originating customer. When the residence of either the ordering customer or beneficiary customer is to be identified, the following codes may be used, placed between slashes ('/') ORDERRES Residence of ordering customer BENEFRES Residence of beneficiary customer Country consists of the ISO country code of the country of residence of the ordering customer or beneficiary customer. The information specified must not have been explicitly conveyed in another field.
:33B: Currency/Original Ordered Amount	o	3a15n	This field specifies the original currency and amount as specified by the Ordering Customer, when different from the transaction currency and amount specified in field :32B: . Currency must be a valid ISO 4217 currency code . The integer part of Amount must contain at least one digit. A decimal comma is mandatory and is included in the maximum length. The number of digits following the comma must not exceed the maximum number allowed for the specified currency.
:71A: Details of Charges (Code)	m	3a	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: OUR (All transaction charges for the subsequent credit transfer are to be borne by the ordering customer.) SHA (All transaction charges other than the charges of the financial institution servicing the ordering customer account are borne by the beneficiary customer.) BEN (All transaction charges, including the charges of the financial institution servicing the ordering customer's account, for the subsequent credit transfer(s) are to be borne by the beneficiary customer.)

:25A: Charges Account	o	/34x	This field specifies the Ordering Customer's account number to which applicable transaction charges should be separately applied. When used, the account number must be different from the account number specified in field :50a: Ordering Customer.
:36: Exchange Rate	o	12n	This field specifies the exchange rate applied by the ordering customer/instructing party when converting the original ordered amount to the transaction amount. The integer part of Rate must contain at least one digit. A decimal comma is mandatory and is included in the maximum length.

-----|

(-----> -----| = Repetition)

**Please note:**

If address lines were filled with ISO country codes (e.g. in the fields 50F, 50H, 56D, 57D, 59), then in the file these codes are separated from the place by "/" respectively (thus e.g. GB/PLACE or 3/GB/PLACE).

On the import of files also "-" is accepted as separator between country code and place.

Example of MT101 RFT file (with complete SWIFT header):

[illegible]

Example of MT101 RFT file (without complete SWIFT header):

```
{-  
SOLTDE34XXX  
COLSDE33XXX  
101  
:20:0201150100000001  
:28D:1/1  
:50H:/1111111111111111111111111111111111  
SONNENSCHHEIN  
SUSI  
ZUR SONNE 5  
AT/34436 LICHTERLOH  
:30:020108  
:21:200201020003  
:32B:EUR432,00  
:59:/4578463576437567346576347567346573  
SMARTMANN  
JONNY  
TRENSESTR. 37  
DE/67567 REBESLOH  
:70:SALARY  
:71A:SHA  
-}
```

A4 IDD file

Each IDD file (SWIFT MT104 format file) consists of a SWIFT header (optional), the MUG (message user group), a common sequence A, and sequence B, which contains the details of the transaction, and, if applicable, the sequence C.

Sequence A, General Information, is a single occurrence mandatory sequence and contains information to be applied to all individual transactions detailed in sequence B.

Sequence B, Transaction Details, is a repetitive sequence. Each occurrence provides details of one individual transaction.

Field sequence C, details on the settlement, is an optional field sequence once occurring and contains further information on the settlement for all messages contained in field sequence B (not allowed for RFDD).

The parties (see Chapter 1.1) are not necessarily different entities. The first column shows the parties that can be omitted in an MT104, either because their function is not present or the function is assumed by a party in the second column:

If the following party is missing...		Their function is assumed by...	
52a	Creditor's bank	S or R	Sender (for DD) or Receiver for (RFDD)
50C or 50L	Instructing Party		Creditor
57a	Debtor's bank	R	Receiver

The maximum length of the messages when sent within the SWIFT network is 10,000 characters. The module also forms a new logical file after each 10,000 characters. The length can be modified by a setting in the MCCIDDSWIFT.INI from ..\MCCWIN\DAT.

SWIFT Rules (Conditions):

C1)

Presence of Field 23E:

Sequence A If field 23E is ...	Sequence B then field 23E is...
Present and = RFDD	Mandatory in all occurrences
Present and not = RFDD	Not allowed
Not present	Mandatory in all occurrences

C2)

Presence of Field 50a:

Sequence A If field 50a (option A or K) is ...	In every occurrence of Sequence B then field 50a (option A or K) is ...
Present	Not allowed
Not present	Mandatory in all occurrences

C3)

Presence of Fields 21E, 26T, 52a, 71A, 77B and field 50a (option C or L):

Sequence A If field 21E is ...	Sequence B then field 21E is ...
Present	Not allowed
Not present	Optional

Sequence A If field 26T is ...	Sequence B then field 26T is ...
Present	Not allowed
Not present	Optional

Sequence A If field 52a is ...	Sequence B then field 52a is ...
Present	Not allowed
Not present	Optional

Sequence A If field 71A is ...	Sequence B then field 71A is ...
Present	Not allowed
Not present	Optional

Sequence A If field 77B is ...	Sequence B then field 77B is ...
Present	Not allowed
Not present	Optional

Sequence A If field 50a (option C or L) is ...	Sequence B then field 50a (option C or L) is ...
Present	Not allowed
Not present	Optional

C4)

Presence of Field 50a as a function of field 21E:

Sequence A If field 21E is ...	Sequence A then field 50a (A or K) is...
Present	Mandatory
Not present	Optional (see C2)

Sequence B If field 21E is ...	Sequence B then field 50a (A or K) is ...
Present	Mandatory
Not present	Optional (see C2, C12)

C5)

Presence of Field 72 as a function of field 23E:

Sequence A If field 23E is ...,	Sequence A then field 72 is...
Present und gleich RTND	Mandatory
Present und ungleich RTND	Not allowed
Not present	Not allowed

C6)

Presence of Field 71F and 71G:

Sequence B If field 71F is ...	Sequence C then field 71F ...
Present	Mandatory
Not present	Not allowed

Sequence B If field 71G is ...	Sequence C then field 71G is...
Present	Mandatory
Not present	Not allowed

C7)

In each occurrence of sequence B, if field 33B is present then the currency code or the amount, or both, must be different between fields 33B and 32B.

Examples:

Valid	Invalid
:32B:USD1, :33B:USD2,	:32B:USD1, :33B:USD0001,
:32B:USD1, :33B:CHF1,	:32B:USD1, :33B:USD1,00
:32B: USD1, :33B: CHF2,	:32B:USD1,00 :33B:USD0001 ,

C8)

In any occurrence of sequence B, if field 33B is present and the currency codes in fields 32B and 33B are different, then field 36 must be present. Otherwise, field 36 must not be present.

C9)

If sequence C is present and if the amount in field 32B of sequence C is equal to the sum of the amounts of the fields 32B of sequence B, then field 19 must not be present. Otherwise field 19 must be present.

C10)

If field 19 is present in sequence C then it must be equal to the sum of the amounts in all occurrences of field 32B in sequence B.

C11)

The currency code in the amount fields, i.e., fields 32B in sequences B and C, must be the same for all occurrences of these fields in the message.

The currency code in the charges fields 71F (in sequences B and C) must be the same for all occurrences of these fields in the message.

The currency code in the charges fields 71G (in sequences B and C) must be the same for all occurrences of these fields in the message.

C12)

Sequence A If field 23E is ...,	Sequence A then field 21R ...	Sequence B and the fields 21E, 50a (A or K), 52a, 71F and 71G are ...	and Sequence C is ...
Present and = RFDD	Optional	Not allowed	Not allowed
Present and not = RFDD	Not allowed	Optional	Mandatory
Not present	Not allowed	Optional	Mandatory

C13)

Sequence A If field 23E is ...	User Header then field 119 is ...
Present and = RFDD	Mandatory and must contain RFDD
Present and not = RFDD	Not allowed
Not present	Not allowed

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
 x = alphanumeric field (special case a: only upper case letters, special case c: only upper case letters + digits)
 n = numeric field
 Description = Additional description of the field

SWIFT header format:**1) Basic Header Block**

Example: {1:F 01 RZBAATWWXXXX 0000 000000}

Field	Description	Entry
		CR LF
{	Start of block indicator	Constant {
1	Block identifier	Constant 1
:	Separator	Constant :
F	Application Identifier	Constant F (Financial)
01	Data Unit	Constant 01 (User to user or system message)
RZBAATWWXXXX	BIC of sender or code for routing header	Forwarding bank from MUG
0000	Input Session Number	Constant 0000
000000	Input Sequence Number	Constant 000000
}	End of block indicator	Constant }

2) Application Header Block

Example: {2:I 101 COBADEFFXXXX N}

Field	Description	Entry
{	Start of block indicator	Constant {
2	Block identifier	Constant 2
:	Separator	Constant:
I	Input Identifier	Constant I
104	Message Type	Constant 104
COBADEFFXXXX	BIC of receiver or code for routing header	Executing bank from MUG
N	Priority	Constant N
}	End of block indicator	Constant }

3) User Header Block (please note C13)

Example: {3:{119:RFDD}}

Field	Description	Entry
{	Start of block indicator	Constant {
3	Block identifier	Constant 3
:	Separator	Constant :
{		Constant {
119		Constant 119
:	Separator	Constant :
RFDD	Type of direct debit	Konstante RFDD
}}	End of block indicator	Constant }}

4) Text Block

Field	Description	Entry
{	Start of block indicator	Constant {
4	Block identifier	Constant 4
:	Separator	Constant :
		CR LF
Text block with message MT104 (see below)		Text block from input file, one sequence A with corresponding B-sequences
		CR LF
-}	End of block indicator	Constant -}

MT104 record format:**MUG (message user group)**

No. / Name	M / O	Format	Description
Sender	m	11x	SWIFT code of Forwarding bank
Receiver	m	11x	SWIFT Code of Executing bank
Message Type	m	3n	In this case: always 104

**Please note:**

As default, routing header and MUG are created.

This setting can be modified via MCCIDDSWIFT.INI in the directory ..\MCCWIN\DAT.

Mandatory Sequence A: General Information

No. / Name	m / o	Format	Description
:20: Sender's Reference This field specifies the unique reference to the entire message. The reference must be unique for each message (or chain of messages) and is part of the message identification and transaction identification which is to be used in related queries, cancellations, etc.	m	16x	This reference is composed as follows: The first 8 digits represent the file name without extension: the first 6 digits from this sub-group are the date (in format YYMMDD); the next 2 digits from this sub-group represent a counter, which is stored as internal field in the central parameter file of the module to be increased per payment file. They are stored in the rft.par, in order to avoid duplicates, even if the payment files are not present any more. The next 8 digits represent a counter, which is increased per A-level present in a file.
:21R: Customer specified Reference	o C12	16x	This field specifies the reference to the entire message assigned by either the: instructing party, when present or ordering customer, when the instructing party is not present. When this field is present, the ordering customer requests a single debit entry for the sum of the amounts of all transactions in the instruction, even if this instruction is chained in several messages. If the field is not used, all debit items are posted individually.

:23E: Instruction Code	m/o	4a [/30x]	<p>This field identifies the type of the direct debit instruction contained in the message:</p> <p>AUTH This message contains pre-authorized direct debit instructions which are processed according to the terms and conditions of the direct debit contract and/or –agreement.</p> <p>NAUT This message contains not pre-authorized direct debit instructions.</p> <p>RFDD = Request for Direct Debit (p). This message contains requests for direct debit collection.</p> <p>RTND = Returned (w). Returned direct debit</p> <p>OTHR Used for bilaterally agreed codes/information, which are specified in the second sub-field.</p>
:21E: Registration Reference Not available if filled in any sequence B	o C3	35x	This field contains the reference of the registration, which entitles the payment receiver to the participation in the direct debit procedure.
:30: Requested Execution Date	m	6n (valid date in format YYMMDD)	<p>This field describes the desired execution date, valid for all transactions contained in the MT104-message.</p> <p>The desired execution date is the date when the Sender bank expects that the Receiver bank executes all transactions of sequence B.</p>
:51A: Sending institution	o	Option A : Party identifier [/34x] BIC (=SWIFT address) with 8 or 11 digits alpha-numeric	This field identifies the Sender of the message.

:50a: Creditor (a stands for option A or K) or Instructing Party (a stands for option C or L)	o C2+4	Option K : A/c. number, name and address /34x 4*35x; for RFDD sub-field a/c. number mandatory , otherwise optional Option L : 35x Ordering Customer name and date (party identifier)	This field describes the Creditor, to whose account all transactions of sequence B are credited. The account is kept with the Sender bank or the Account Servicing Institution, which is specified in field :52a:. If not identical, the field can be used for the instructing party (option L).
:52A: Account Servicing Institution (Creditor's bank)	o C3	Option A : BIC Code (= SWIFT Code) with 8 or 11 digits alpha- numeric	This field describes the Creditor's bank, even if field 50K contains an IBAN.
:26T: Transaction Type Code Not available if filled in any sequence B	o C3	3x	This field describes type, intention and/or reason for the underlying transaction, e.g. invoices, subscriptions, instalments. The codes must be agreed bilaterally.

:77B: Regulatory Reporting Not available if filled in any sequence B.	o C3	3*35x In addition to narrative text, the following line formats may be used: Line 1 /8a/2!a [//additional information] (Code) (Country) (Narrative) Lines 2-3 [//continuation of additional information] (Narrative)	This field specifies code(s) for the statutory and/or regulatory information required by the authorities in the country of the Receiver or the Sender/originating customer. When the residence of either the ordering customer or beneficiary customer is to be identified, the following codes may be used, placed between slashes ('/') ORDERRES Residence of ordering customer BENEFRES Residence of beneficiary customer Country consists of the ISO country code of the country of residence of the ordering customer or beneficiary customer. The information specified must not have been explicitly conveyed in another field.
:71A: Details of Charges (Code) Not available if filled in any sequence B.	o C3	3c	This field indicates which party assumes the corresponding charges for the following direct debits [RFDD]. One of the following code words must be used: BEN (All transaction charges are paid by the payor.) OUR (All transaction charges are paid by the payment receiver.) SHA (All transaction charges, with the exception of the charges of the financial institution (Receiver), with which the account of the payment receiver is kept, are paid by the payor [RFDD].)
:72: Sender to Receiver Information Only available if field 23B in sequence A is equal to RTND.	o C5	6*35x The first element of the first line must be either /RETN/ or /REJT/.	This field specifies additional information of the Sender of the original message to the Receiver for the reason of return (e. g. cancellation, rejection or withdrawal).

----->

Mandatory Repetitive Sequence B: Transaction Details

No. / Name	M / O	Format	Description
:21: Transaction Reference	m	16 x	This field specifies the unambiguous reference for the individual transaction contained in a particular occurrence of sequence B. In transaction specific queries, cancellations, etc., the Sender's Reference together with this Transaction Reference provides the transaction identification.

----->

23E: Instruction Code (Additional Information)* * Additional information is only allowed when the field Instruction Code contains the following code: OTHR. Field :23: is for Dresdner Bank offices repetitive (in contrast to SWIFT). When creating a MT104 message to third-party banks, each code word may be used only once.	o C1	4c [/30x]	This field describes or specifies more exactly the type of the direct debit instruction (e. g. country-specific peculiarities). One of the following codes must be used: AUTH This transaction contains a pre-authorized direct debit instruction, which is processed according to the terms and conditions of the direct debit contract and/or agreement. NAUT This transaction contains a not pre-authorized direct debit instruction. OTHR/... Used for bilaterally agreed codes/information (additional information). The agreed code/information is indicated in the second sub-field. The code word OTHR/... can be indicated several times.
---	-------------	-----------	---

-----|

:21C: Mandate Reference (e.g. in Germany reference of the direct debit authorization (Einzugsermächtigung) or of the direct debit order (Abbuchungsauftrag))	o	35x	This field contains the reference of the direct debit agreement, which has been made between the creditor and the debtor.
:21D: Direct Debit Reference	o	35x	This field is used for the further identification of the direct debit transaction.

:21E: Registration Reference	o C3 and C12	35x	This field contains the reference of the registration, which entitles the creditor to the participation in the direct debit procedure.
:32B: Currency/Transaction Amount	m	3a15n	This field describes the currency code and the amount, which is debited to the account of the debtor. If the field :71A: contains BEN or SHA, charges are added. The account of the debtor is indicated in field 59. Currency must be a valid ISO 4217 currency code. The integer part of the Amount must contain at least one digit, without any leading zeros. The decimal comma is mandatory and is included in the maximum length. The number of digits following the comma must not exceed the maximum number allowed for the specific currency.
:50a: Creditor (a stands for option A or K) or Instructing Party (a stands for option C or L)	o C2-4 und C12	Option K : Account number, Name + Address /34x 4*35x Option L : 35x Ordering Customer name and date (party identifier)	This field describes the Creditor to whose account all transactions from sequence B are credited. The account is kept at the Sender bank or the Account Servicing Institution, which is specified in field :52a:.. If not identical, the field can be used for the instructing party (option L).
:52A: Account Servicing Institution (Bank of the Creditor)	o C3 und C12	Option A : BIC Code (= SWIFT Code) with 8 or 11 digits alpha-numeric	This field specifies the Account Servicing Institution of the Creditor, even if field 50K contains an IBAN.
:57a: Bank of the Debtor a stands for option A, C or D	o	Option A : BIC-Code (=SWIFT address) with 8 or 11 digits Option C : /34x A/c. number Option D : 4 * 35x Name and address	This field describes the bank, if different from the Receiver bank, which keeps the account (the accounts) of the debtor and executes the corresponding transactions. It can be used even if field 59 contains an IBAN.

:59: Debtor	m	[/34x] A/c. number 4 * 35x Name + address	This field describes the debtor whose account is debited according to the direct debit instruction.
:70: Payment details (Remittance Information) For national clearing purposes, the Sender must check with the Receiver regarding length restrictions of field 70. The information specified in this field is intended only for the beneficiary customer, ie, this information only needs to be conveyed by the Receiver. Multiple references can be used, if separated with a double slash, '//'. Code must not be repeated between two references of the same kind.	o	4*35x	This field specifies details of the individual transactions which are to be transmitted to the Beneficiary Customer. One of the following codes may be used, placed between slashes: INV Invoice (followed by the date, reference and details of the invoice). IPI Unique reference, which identifies a corresponding international payment instruction (followed by up to 20 characters). RFB Reference for the beneficiary customer (followed by up to 16 characters). ROC Ordering customer's reference. EXAMPLE :70:/RFB/BET072 :70:/INV/abc/SDF-96//1234-234///ROC/98I U87
:26T: Transaction Type Code	o C3	3x	This field describes type, intention and/or reason for the underlying transaction, e.g. invoices, subscriptions, instalments. The codes must be agreed bilaterally.

:77B: Regulatory Reporting	o C3	3*35x In addition to narrative text, the following line formats may be used: Line 1 /8a/2!a [//additional information] (Code) (Country) (Narrative) Lines 2-3 [//continuation of additional information] (Narrative)	This field specifies code(s) for the statutory and/or regulatory information required by the authorities in the country of the Receiver or the Sender/originating customer. When the residence of either the ordering customer or beneficiary customer is to be identified, the following codes may be used, placed between slashes ('/') ORDERRES Residence of ordering customer BENEFRES Residence of beneficiary customer Country consists of the ISO country code of the country of residence of the ordering customer or beneficiary customer. The information specified must not have been explicitly conveyed in another field.
:33B: Currency / Original Ordered Amount	o	3a15n	This field specifies the original currency and amount as specified by the Ordering Customer, when different from the transaction currency and amount specified in field :32B: . Currency must be a valid ISO 4217 currency code . The integer part of Amount must contain at least one digit. A decimal comma is mandatory and is included in the maximum length. The number of digits following the comma must not exceed the maximum number allowed for the specified currency.
:71A: Details of Charges (Code)	o C3	3a	This field indicates which party assumes the corresponding charges for the following direct debits [RFDD]. One of the following code words must be used: BEN (All transaction charges are paid by the payor.) OUR (All transaction charges are paid by the payment receiver.) SHA (All transaction charges, with the exception of the charges of the financial institution (Receiver), with which the account of the payment receiver is kept, are paid by the payor [RFDD].)
:71F: Charges of Sender	o C6+ C12	3a15n	This field describes currency and amount of the charges for the Sender for the individual transaction.
:71G: Charges of Receiver	o C6+ C12	3a15n	This field describes currency and amount of the charges for the Receiver for the individual transaction.

:36: Exchange Rate	o C8	12n	This field describes the exchange rate which is used to convert the original amount from field :33B: into the currency of the transaction amount (field :32B:). The integer part of Rate must contain at least one digit. A decimal comma is mandatory and is included in the maximum length.
------------------------------	-------------	-----	---

-----|

(-----> -----| = Repetition)

Structure of sequence C: Details of settlement (not for RFDD):

No. / Name	M / o	Format	Description
:32B: Currency and settlement amount	m C12	3a15n	This field describes the currency code and the entire settlement amount. If charges are directly settled, the settlement amount can also contain these charges.
:19: Sum of amounts	o C9, C12	17n	This field contains the sum of all transaction amounts from field 32B in sequence B. It exists exactly if this sum deviates from the sum in field 32B above.
:71F: Sum of charges of the Sender	o C6, C12	3a15n	This field describes currency and the sum of the amounts of the charges for the Sender.
:71G: Sum of charges of the Receiver	o C6, C12	3a15n	This field describes currency and the sum of the amounts of the charges for the Receiver.
:53a: Correspondent of Sender	o	Option A : Party identifier [/34x] BIC-Code (=SWIFT address) with 8 or 11 digits alpha-numeric Option B : Party identifier [/34x] Place [35x]	This field describes, where required, the account or a branch of the Sender via which the Sender wants to be reimbursed by the Receiver.

 **Please note:**

If address lines were filled with ISO country codes (e.g. in the fields 50K, 53D, 57D, 59), then in the file these codes are separated from the place by "/" respectively (thus e.g. GB/PLACE). On the import of files also "-" is accepted as separator between country code and place.

Example of MT104 IDD file (with complete SWIFT header):

```
{1:F01COLSDE33XXXX0000000000}{2:I104COLSDE33XXXXN}{3:{119:RFDD}}{4:
COLSDE33
COLSDE33
104
:20:0404050100000001
:23E:RFDD
:30:040405
:50K:/1111111111
BANKING GMBH
BANKSTRASSE
DE/KOELN
:71A:SHA
:21:20040405000000069
:32B:EUR100,00
:52A:COLSDE33
:57D:ABN AMRO BANK FRANKFURT
DE-FRANKFURT, MAIN
:59:/FR7620041010050500013402606
THIERRY TALON
RUE DE RIVOLI 645
FR/PARIS
:70:KUNDENNR:
-}
```

A5 X03 file

With the Priority Payments defined by the EBA (**E**uro **B**anking **A**ssociation) same-day transfers in Euro can be accomplished. The file type for these Priority Payments, generated by the program, is *.X03. This type of file contains a SWIFT message in the MT 103+ format.

This message type is used for payment orders, where -from view of the sender- either the ordering party, the beneficiary or both do not have the status of a financial institute.

The message **MT 103+** enables the exchange of individual customer payments using a limited range of fields and format options of the MT 103, so that thereby a straight through processing (**STP**) is ensured.

For the filing of the MT 103+ the following pre-conditions must be met:

- SWIFT conditions for the MT 103+ (cf. SWIFT User Handbook)
- Bilateral filling rules, e.g. for Commerzbank: Receiver and sender BIC must be filled with the COBA country BIC in each case
- Reference in field 20 and 108 must be filled with NONREF
- Customer reference can be filled into field 70 if need be
- Field 23B must be filled with SPRI
- Field 23E may only contain SDVA or INTC if necessary
- The value date may only be three working days in advance and must be equal to one working day (according to TARGET2 calendar)
- Fields 50 and 59 must contain an IBAN
- Country code in the IBAN from field 50 must match the ordering party code
- Field 52 must contain the appropriate country-COBA-BIC of the customer
- Fields 53, 54 and 56 must not be filled
- Field 57 must contain a Priority Payments member, who is a direct TARGET2 member

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
		x = alphanumeric field
		n = numeric field
Description	=	Additional description of the field

Characteristics in the user header block 3:

- Field 108 always NONREF
- STP flag in field 119

MT 103+ message format:

No. / Name	m / o	Format	Description
:20: Reference of the Sender	m	16 x	always NONREF
:23B: Bank Operation Code	m	4a	always SPRI

----->

:23E: Instructions	o	4a	only the following Codes are possible: INTC Intra-company transfer SDVA Same-day value availability
------------------------------	---	----	---

-----|

:32A: Value date / Currency (only EUR) / Amount	m	6n3a15n	
:33B: Currency / Instructed amount	m	3a15n	
:50K: Ordering customer	m	/34x (Account) 4 * 35x (Name + Address)	
:52A: Ordering party bank	o	4a2a2c[3c] (BIC)	
:57A: Beneficiary bank	m	4a2a2c[3c] (BIC)	
:59: Beneficiary	m	/34x (Account) 4 * 35x (Name + Address)	
:70: Remittance Information	o	4*35x	a customer reference can be entered her if necessary
:71A: Charges	m	3a	Code word: SHA OUR BEN

(-----> -----| = Repetition)

**Please note:**

If address lines were filled with ISO country codes (e.g. in the fields 50K, 59), then in the file these codes are separated from the place by "/" respectively (thus e.g. GB/PLACE).
On the import of files also "-" is accepted as separator between country code and place.

Example of X03 file in MT103+ format:

```
{1:F01COBADEFFX3700000000000}{2:I103COBADEFFX370N}{3:{108:NONREF}{119:STP}}{4:
:20:NONREF
:23B:SPRI
:23E:INTC
:32A:091020EUR89998,00
:33B:EUR90000,00
:50K:/DE533004000000123456700
AUFTRAGGEBER
NAME
STRASSE
DE/51234 ORT
:52A:COBADEFF370
:59:/DE60700517550000007229
TARGET2-TEILNEHMER
NAME
STRASSE
DE/21234 ORT
:70:KUNDENREFERENZ
VERWENDUNGSZWECKZEILE 1
VERWENDUNGSZWECKZEILE 2
VERWENDUNGSZWECKZEILE 3
:71A:SHA
-}
```

A6 Export from History database

Since the version 3.20 the export of the history database is supported (cf. Chapter 7.4: *Payment history*). An import of the history database is naturally not possible.

Use menu item -Administration- / -Import/Export- / -Define control file- (Chapter 2.2.2) to determine which information from the history database 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 field
 m = list box field

Length = Field length

Text file for payment history:

No.	Type	Length	Description
1	a	8	Electronic Signature 1
2	a	8	Date of Electronic Signature 1
3	a	5	Time of Electronic Signature 1
4	a	8	Electronic Signature 2
5	a	8	Date of Electronic Signature 2
6	a	5	Time of Electronic Signature 2
7	a	8	Electronic Signature 3
8	a	8	Date of Electronic Signature 3
9	a	5	Time of Electronic Signature 3
10	a	8	Electronic Signature 4
11	a	8	Date of Electronic Signature 4
12	a	5	Time of Electronic Signature 4
13	a	8	Electronic Signature 5
14	a	8	Date of Electronic Signature 5
15	a	5	Time of Electronic Signature 5
16	a	8	Electronic Signature 6
17	a	8	Date of Electronic Signature 6
18	a	5	Time of Electronic Signature 6
19	a	8	ID Group in File Manager
20	x	8	Date of Comms.
21	z	5	Time of Comms.
22	x	8	Bank system date (Date of Comms. on bank side)
23	z	5	Bank system time (Time of Comms. on bank side)
24	a	50	Original file name
25	a	3	Session type
26	a	8	Name of bank parameter file (BPD)
27	n	2	Comms. return code

28	a	40	Return code Line 1
29	a	40	Return code Line 2
30	m	3	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
31	a	50	Import/export file name
32	a	4	Comms. order reference
33	a	8	User of keying
34	x	8	Date of keying
35	z	5	Time of keying
36	a	8	User 1st approval
37	a	8	User 2nd approval
38	x	8	Date of 1st approval
39	x	8	Date of 2nd approval
40	z	5	Time 1st approval
41	z	5	Time 2nd approval
42	a	8	User of file creation
43	x	8	Date of file creation
44	z	5	Time of file creation
45	m	3	Order type: 0 = Single order 1 = Standing order 2 = Variable amount order 3 = Template 4 = Collective order
46	n	6	Order number
47	m	3	Business type: 0 = Transfer 1 = Cheque payment (CHQB) 2 = Commercial payment (CORT) 3 = Request for direct debit (RFDD) 4 = Returned direct debit (RTND) 5 = Direct debit (DD)
48	y	4	Urgent: Yes/No
49	y	4	Intra-Company: Yes/No
50	a	35	Instruction 1 - Field :23E:
51	a	35	Instruction 2 - Field :23E
52	a	35	Instruction 3 - Field :23E
53	a	35	Instruction 4 - Field :23E
54	a	35	Instruction 5 - Field :23E
55	a	35	Instruction 6 - Field :23E
56	a	16	Order reference
57	a	16	Collective order reference
58	y	4	IBAN: Yes/No
59	a	2	Access class
60	a	10	ID-Group
61	a	30	Supplementary ID-Group
62	n	4	Account index
63	n	34	Ordering party account number

64	a	3	Account currency
65	n	4	Account Owner - Index
66	n	4	Ordering Party - Index
67	a	35	Ordering Party - Description
68	a	11	Ordering Party - SWIFT code
69	a	35	Ordering Party - Address line 1
70	a	35	Ordering Party - Address line 1
71	a	35	Ordering Party - Address line 1
72	a	35	Ordering Party - Address line 1
73	a	3	Currency
74	n	18	Amount
75	n	22	Amount in base currency
76	a	3	Base currency
77	a	35	Details - Line 1
78	a	35	Details - Line 2
79	a	35	Details - Line 3
80	a	35	Details - Line 4
81	a	11	Sending Institution - Index
82	a	11	Receiving Institution - Index
83	a	11	Intermediary Institution - Index
84	a	3	FOREX contract - Currency
85	n	12	FOREX contract - Rate
86	n	18	FOREX contract - Original amount
87	a	16	FOREX contract - Reference
88	a	10	Partner - Index (Short name)
89	a	35	Partner-Name 1
90	a	35	Partner-Name 2
91	a	35	Partner - Street
92	a	35	Partner - Town
93	n	2	Partner - Country
94	a	34	Partner - Account number
95	a	11	Beneficiary's Bank (57a)- Index
96	a	4	Beneficiary's Bank - SWIFT code unknown: Yes/No
97	a	11	Beneficiary's Bank - SWIFT address
98	a	2	Beneficiary's Bank - Nat. Code Index
99	a	25	Beneficiary's Bank - Nat. Bank Code
100	a	35	Beneficiary's Bank - Name
101	a	35	Beneficiary's Bank - Name 2
102	n	35	Beneficiary's Bank - Street
103	a	35	Beneficiary's Bank - Town
104	a	2	Beneficiary's Bank - ISO Country code
105	a	11	Partner - CM Bank code
106	a	24	Partner - CM Account number
107	m	3	Charges management: 0 = Share charges 1 = All charges for Ordering Customer 2 = All charges for Beneficiary
108	a	4	Charges account - Index
109	x	8	Due date
110	n	35	IDD field :21C: (Mandate Reference)
111	n	35	IDD field :21D: (Direct Debit Reference)
112	n	35	IDD field :21E: (Registration Reference)
113	n	3	IDD field :26T: – Transaction Type Code
114	a	3	IDD field :71G: (Charges of Receiver) – Currency
115	n	20	IDD field :71G: (Charges of Receiver) – Amount
116	a	3	IDD field :71F: (Charges of Sender) – Currency
117	n	20	IDD field :71F: (Charges of Sender) – Amount

118	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
119	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
120	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
121	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
122	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
123	a	35	IDD field :72: (Sender to Receiver Information) – Line 1
124	n	8	Organizational unit

Index**-A-**

A/c. group 3-17
Accept account group of user on import 2-6
Access class 4-8
Access permissions for the RFT module 1-5
Account details property page 3-24
Account holders reference table 3-7
Account master data property page 3-16
Account, approval by 5-7
Accounts reference table 3-15
Activate compression 6-9
Activate encryption 6-9
Add accounts and Ordering customers automatically 2-4
Add new collective orders 4-28
Add new control file 2-14
Add new payment orders 4-3
Add new templates 4-26
Add orders 6-6
Add payment order files 7-10
Add to RTF file 6-6
Adding templates 4-26
Addition for direct debits property page 4-24
Additional functions for orders / payment order files 7-2
Adjusting column widths in database overviews 1-10
Administration 2-2
AND operation 1-15
Approval 5-2
Approval by account 5-7
Approval check
 default 2-4
Approvals, number of 4-10
Approve standing orders 5-5
Approve variable amount orders 5-5
Assign order number 4-6
Authorization 3-18
Automatic plan data administration 6-2
Automatic replacement 7-4
Autoroutines 1-5

-B-

Backup copy 6-3, 6-8
Bank diskette 6-8
Bank parameter data file 6-8
Bank parameter for Comms. bank 3-14
Bank selection afterwards 6-8
Banks reference table 3-11
Base currency 2-5
Batch call after creating Export file 2-19
Beneficiary account number is IBAN account number by default 2-6
Button bar 1-11, 1-12

-C-

Cash Management A/c no. 3-18
Change partners (reference) table without affecting existing orders 2-5
Check boxes in the database overview display area 1-9
Check ES 6-8
CM account data import 3-16
Comms. bank at file creation 6-4

Comms. bank display 4-15
Comms. password 6-8
Compact 6-11
Complementary plan data records 5-2, 6-2
Complete 6-11
Compress fields 2-18
Control file description 2-16
Control file, adding 2-14
Control file, open 2-15
Control files for defining output or input files 2-14
Cost settlement 4-10
Countries reference table 3-6
Cover note 6-11
Cover notes on file creation 2-11
Create payment order files 6-3
Create RFTFIBU.TXT 6-13
Creation of payment order files 6-2
Currencies reference table 3-4
Currency factor 3-5
Current user 1-6

-D-

Database overview 1-9
Database supported entry via [?] 1-21
Database-select using [?] 1-21
Date format 2-17
Date separator 2-17
Decimal places 3-5
Decimal separator 2-18
Default
 approval check 2-4
 delete check 2-4
Define business type 4-7
Define details of charges 4-10
Define due date 4-10
Define formats for output / import files 2-16
Define payment type 4-7
Delete check
 default 2-4
Delete orders 7-5
Delete payment orders 7-5
Delete reference tables 2-24
Delimiter 2-16
Delimiters in text files for export 2-13
Detailed view 1-12
Direct debits property page 4-24
Display area 1-9
Display due orders 7-2
Display payment order files 6-11
Display text files 2-25
Distributed signature 6-9
DKI 3-5
DKU 3-5
Do not allow due date at weekend 2-6
Due single orders message when starting the program 2-4
Due single orders message when the program starts 2-4

-E-

Edit collective orders 4-28
Edit payment orders 4-3
Edit Priority Payments 4-34
Editor may not approve 2-9

Electronic Signature 6-8
Electronic Signature check box 6-8
Enhancing the selection dialog 1-16
Enter Account holder 4-8
Enter amount 4-9
Enter currency 4-9
Enter executing bank and intermediary bank 4-15
Enter ID Groups 4-20
Enter Ordering customer 4-8
Enter Ordering customer account 4-8
Enter Partner 4-9
Enter payment details 4-9
ES 6-8
Executing bank at file creation 6-4
Exit RFT 1-5
Export 2-22
Export file, output in Windows character set 2-18
Export from History database 8-44

-F-

Field names in line 1 2-18
Fields property page 2-20
File creation 6-2
Files to be sent 6-7
First payment date 4-17
FLAM 6-9
Format description IDD 8-25
Format description RFT 8-11
Format RFTFIBU.TXT 8-7
Format specifications 8-2
Format X03 file 8-41
Formats reference tables 8-2
Frankenstein Lidzba Access Method 6-9
Frequency 4-18

-G-

General information on import / export 2-13
General property page 2-16
General property page (parameters) 2-3
Generate output file 2-22
Generate plan data automatically 2-5, 5-2
Generate RFTFIBU.TXT automatically 2-5, 6-13
Group default 3-19, 3-22

-H-

History 7-7

-I-

IBAN a/c. number 3-16, 3-24, 4-12
IBAN-account number, format description 3-16, 3-24
Icon bar 1-6, 1-7
ID Group at file creation 6-6
IDD file format 8-25
Identify group 3-19, 3-22
ID-Group supplement at file creation 6-6
Import / Export functions 2-12
Import payment order files 7-10
Import reference tables) 2-23
Input into date fields via keyboard 1-12
Input mask 1-12
Install Add-Ons 1-5
Installation 1-5
intermediary bank 3-25
International payment orders 4-2
International Payment parameters 2-2
International Payments 1-2

Intracompany payments 3-23
Introduction 1-2
Inverse display of currencies 3-5
ISO Currency Code 3-4

-L-

Last payment 4-18
Last payment date 4-17
Lead time for variable amount orders 2-5
Lead time period 3-14
List boxes in the display area of database overviews 1-9
List type at file creation 2-11
List type selection 6-5
Load selections 1-15
Logical operators 1-14

-M-

Maintain master data log 2-5
Maintain payment history 2-9
Manual setting of template numbers 2-4
Master data log 2-27
Menu bar 1-6, 1-7
Menus and their functions 1-7
Middle rate 3-5
Most frequently required program functions 1-7

-N-

Navigation in screen lists 1-20
New entry of collective orders 4-28
No. of approvals 2-8
Number of approvals 4-10
Number of cover notes 2-11, 6-5

-O-

Open control file 2-15
Operators 1-14
Option to ignore orders when creating file 2-11
Order history 7-7
Ordering Customer/Account holder at file creation 6-4
Ordering parties reference table 3-7
Orders property page 4-6
Other banks involved property page 3-20
Output cover notes 6-5
Output device 1-18
Output export file in Windows character set 2-18
Output medium at file creation 6-5
Outputting data via [Print] 1-17
Overview of payment order file 6-11
Overwrite existing text file 2-18

-P-

Parameter View created files before preparing to send 6-5
Parameter View orders to be included in file (with option to exclude) 6-5
Partial update on import 2-23
Partner bank property page 4-13
Partner data property page 3-22
Partners reference table 3-21
Payment frequency 4-18
Payment history 7-7
Payment order file creation 6-3
Payment order files display 6-11
Payment order files import 7-10
Payment orders, add new 4-3

Payment orders, delete 7-5
Payments property page 2-7
Performance features 1-2
Predefine details of charges 2-8
Predefine ID-Groups for entry with user names 2-8
Print function 1-17
Print medium at file creation 2-11
Program installation 1-5
Program interface 1-6
Program window 1-6
Program, exit 1-5
Program, start 1-5
Prompt access class 2-8
Prompt ID-Group 2-8
Prompt name of export / import file 2-18
Prompt Ordering party 2-8
Prompt ordering party account 2-8
Prompt transaction type 2-8

-Q-

Quick selection of records 1-11

-R-

Rate date 3-5
Record list 1-9
Record table 1-9
Record window 1-12
Reference table Account holders/Ordering parties 3-7
Reference table Accounts 3-15
Reference table Banks 3-11
Reference table Countries 3-6
Reference table Currencies 3-4
Reference table Partners 3-21
Reference table text blocks 3-26
Reference tables 3-2
Reference tables formats 8-2
Reference tables, deletion 2-24
Reference tables, import 2-23
Replace / Search data in payment orders 7-4
Replace on prompt 7-4
Report types 1-20
Restoring the best column widths for the database overview 1-10
RFT autoroutines 1-5
RFT file format 8-11
RFT module 1-2
RFTFIBU.TXT creation 6-13
RFTFIBU.TXT format 8-7
RFTFIBU.TXT, generate automatically 2-5

-S-

Save selections 1-15
Scrolling in database overviews 1-10
Search / Replace data in payment orders 7-4
Search or write Import or Export file in user directory 2-18
Select BPD file afterwards 6-8
Selecting data 1-14
Selection basis 1-14
Selection before approval by account 2-3
Selection before deletion 2-4
Selection before master data log 2-4
Selection before showing templates 2-4
Selection dialog, enhanced 1-16
Selection limits 1-14
Selection list box 1-21
Selection loading 1-15

Selection storage 1-15
Send ES separately 6-9
Separator 2-16
Separator for dates 1-15
Set numbers for templates manually 2-4
Short list at file creation? 2-11
Sign file directly 6-9
Single approval 5-3, 5-5
Sorting 2-22
Sorting 1-17
Specify an order reference 4-10
Specify earliest transmission 4-10
Standard function Print 1-17
Standard function, Select 1-14
Standard function, Selection 1-14
Standard functions 1-14
Standard texts reference table 3-26
Standing orders as single orders 2-5
Start Comms. now 6-10
Start RFT 1-5
Starting the program 1-5
Status bar 1-6
Structure of RFTFIBU.TXT 8-7
Supplementary information property page 3-18
Support charges account 2-6
Support reference for foreign exchange contract 2-6
Support regulatory reporting 2-6

-T-

Template 4-26
Template 4-26
Template numbers to be set manually 2-4
Term of payment 3-14
Text file for Account holders reference table 8-3
Text file for Accounts reference table 8-5
Text file for Banks reference table 8-4
Text file for Countries reference table 8-3
Text file for Currencies reference table 8-3
Text file for Ordering parties reference table 8-3
Text file for Partners reference table 8-6
Text file for payment history 8-44
Text file for Text blocks reference table 8-6
Time frame for file creation 6-3
Times property page 4-17
Title bar 1-6
Toolbar 1-6, 1-7
Two approvals 5-5
Txt fields inv. commas 2-18

-U-

Update of currencies 3-5
User interface 1-6

-V-

Value date in plan data 5-2, 6-2
Variable amount orders 1-5
View created files before preparing to send 2-11
View due orders 7-2
View order at file creation 2-11
View orders to be included in file (with option to exclude) 2-11

-W-

Wheel mouse 1-10

-X-

X03 file format 8-41