

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

Quick Reference for Users

*User Manual*

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## 1 Preliminary remarks

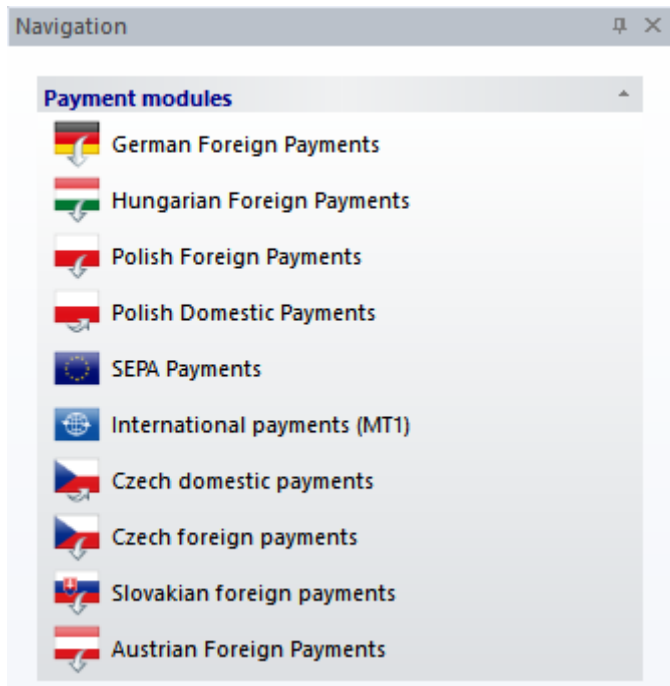
The version 4 comes up with a new interface for the modules of the MultiCash<sup>®</sup> or MultiCash Transfer<sup>®</sup> program system ("Ribbons and Panes").

This document describes the handling of the most important functions of the **payment modules**. Here you learn, inter alia, how to enter and approve payment orders, how to accomplish a payment run and how to transmit sending packages.

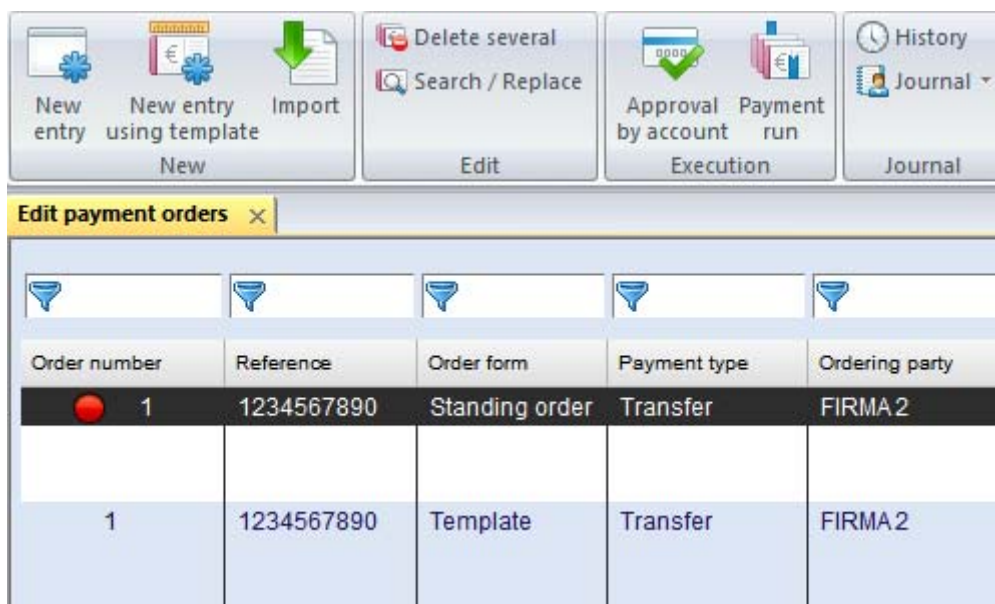
Finally, you learn how to collect the related **account information**.

### 1.1 Open and close Payment modules

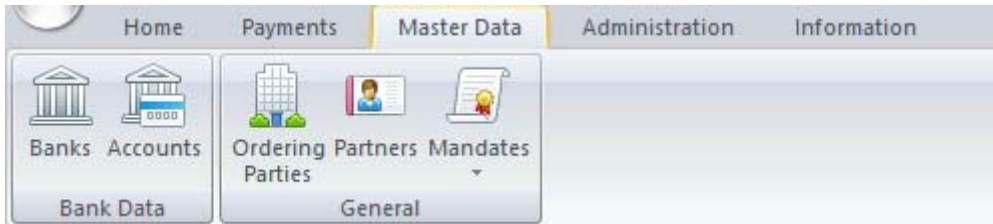
To start a payment module, click in the Core module on the appropriate entry in the navigation pane.



Subsequently, the **initial screen** opens directly to the respective order management of the relevant payment module.



Using appropriate tabs from the ribbon -Master Data for example- you open the various functions of the module.



**By the way:**

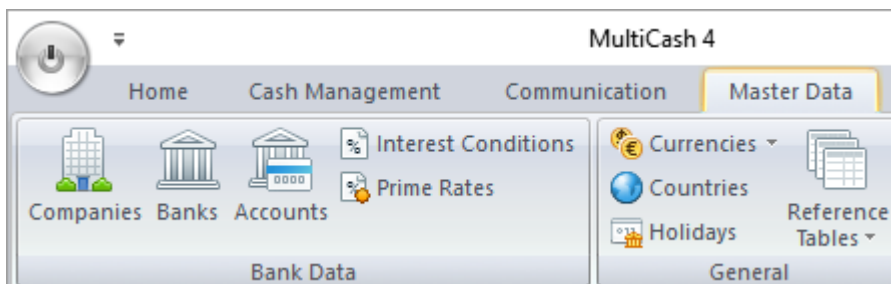
To quit the module, use the **End program** button from the left.



## 1.2 Preparing steps: Maintenance of the master data

Master data reference tables facilitate the keying of payment orders by storing all frequently used data (e.g. banks, accounts, ordering parties, partners etc.) permanently. The data in the reference tables is available in the text boxes and can be accessed by clicking on the [?] button to open the respective selection list box.

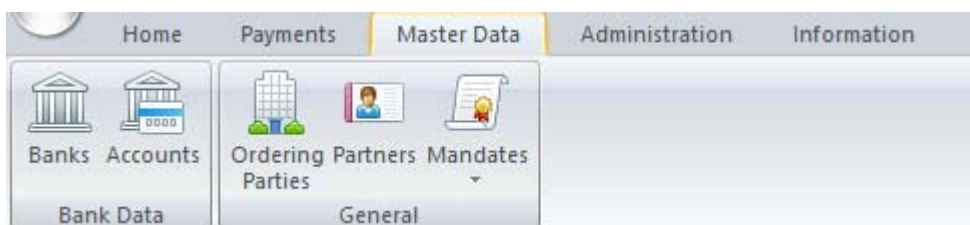
The **master data** of the banks, accounts and ordering parties (companies) are mainly **maintained in the core module centrally** and used in all payment modules.



If need be, some additional **module-specific fields** have to/can be filled in the respective payment module.

Beneficiary/partner data are always created and maintained module-specifically.

You can access the payment module's master data by clicking the appropriate **Master data** tab.



Thus, the basic bank data is maintained centrally in the core module, but for example, for SEPA payments, the scheme used by the respective bank for file creation must be defined in the master database Banks of the SEPA Payments module.

The banks created in the core module are only available in the respective payment modules if the necessary **criteria** are met (e.g. country, BIC, etc.). The exact criteria can be found in the module-specific documentation in the chapter concerning the banks.

Banks
— □ ×

Index	Description	
COLSDE33	SPARKASSE KOELNBONN (FORMER STADTSP	

International Bank Identifier Code (BIC)	<input type="text" value="COLSDE33"/>	<b>centrally</b>
Local Bank Identifier	<input type="text" value="37050198"/>	
Bank Name	<input type="text" value="SPARKASSE KOELNBONN (FORMER STADTSP"/>	
Group unit	<input type="text" value="PARENTGROUPSUB_A"/>	<input type="text" value="SUBSIDIARY A OF THE GROUP"/>
Bank access	<input type="text" value="1"/>	<input type="text" value="EBICS 1"/>

Type of file creation	<input type="text" value="DE"/>	<b>module-specifically</b>
Single booking allowed	<input checked="" type="checkbox"/>	
Urgent transfer allowed	<input checked="" type="checkbox"/>	
Suppress purpose code for urgent payments	<input type="checkbox"/>	
Urgent transfer order type	<input type="text" value="CCU"/>	
Structured payment details possible	<input type="checkbox"/>	
Instruction Priority HIGH allowed	<input type="text" value="For payments"/>	
- activate for salary payment automatically	<input type="checkbox"/>	

< > Print
Help Save

For **accounts** it can be that you have to add a customer number (e.g. here in the German FP).

Accounts
— □ ×

Index	Description	
ACCOUNT1	MAIN ACCOUNT 37050198 / 3363332200 / EUR	

<b>Bank accounts</b>		
Local bank code (BSC)	<input type="text" value="37050198"/>	Special bank code <input type="checkbox"/>
Bank name	<input type="text" value="Sparkasse KölnBonn"/>	
Account number	<input type="text" value="33633322"/>	Special account <input type="checkbox"/>
Bank access	<input type="text"/>	<input type="text"/>
Company	<input type="text" value="COMPANY A"/>	
Currency	<input type="text" value="EUR"/>	<input type="text" value="EURO"/>

<b>Internal fields</b>		
Customer number	<input style="background-color: yellow;" type="text" value="1234567890"/>	<input type="text" value="According to base definition"/>
Ledger a/c. number	<input type="text"/>	
Account class	<input type="text" value="0"/>	

< > Print
Help Save

The accounts entered in the Core module are only available in the respective payment modules, if

a) the necessary **criteria** are fulfilled (e.g. country, IBAN, BIC, currency etc.) [The exact criteria can be found in the module-specific documentation in the chapter concerning the accounts.]

and

b) on the **"Rules"** tab under "Information for payment modules" **"No restrictions"** (default) is configured for the account.

The screenshot shows the 'Accounts' configuration window with the 'Rules' tab selected. The account index is 3363332200 and the account name is COLSDE33 / 3363332200 / . The 'Balance ceiling' and 'Base amount' are both set to 0,00. The 'Include account in disposition' checkbox is checked, while 'Generate single booking orders for cash optimization' is unchecked. Under 'Information needed for the automatic detection of the needed order type', the order type for domestic transfer is 'CCT SEPA Credit Transfer' and for foreign payment is 'AZV Foreign payments file'. The 'Batch reference to ID the cash optimization bookings' is '777777777'. The 'Information for payment modules' section shows the 'Payment function' dropdown menu open, with 'No restrictions' selected. Below this, there is a table for 'Bank/account information for different payment systems' with columns for 'Module', 'Bank', and 'Account number'. The dropdown menu also lists other options: 'Generally excluded from payments', 'No payments from this account', and 'No payments to this account'.

For **Ordering parties** it may be possible e.g. to add an additional contact partner.

The screenshot shows the 'Ordering Party' configuration window. The 'Index' is 'COMPANY'. The 'Information for Foreign Payments' section is visible, with 'COMPANY NAME' entered in the 'Name' field. There are also fields for 'Street', 'Town', and 'Contact partner'. At the bottom, there are navigation buttons '<', '>', and 'Print', along with 'Help' and 'Save' buttons.



New records for **Beneficiaries/Partners** are added by using the [**New entry**] button.

Index	Name	BIC	IBAN
2	Thierry Talon	SOGEFRPP	FR14 2004 1010 0505
11	Austrian partner	TESTATBANK1	AT61 1904 3002 3457 3
10	Swiss partner	KBAGCH22XXX	CH88 0076 1016 1000

Enter all necessary information of the beneficiary then.

Partner

Partner | Internal Details

Index: 2

Address

Company:

Name: Thierry Talon

Street:

City:

Area code:

Country: ?

Email:

Bank

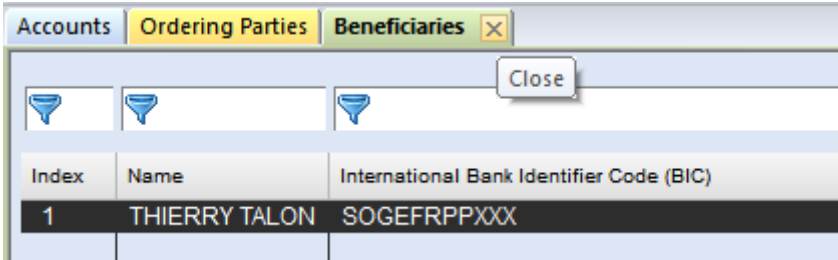
IBAN: FR14 2004 1010 0505 0001 3M02 606

International bank identifier code (BIC): SOGEFRPP

Name:

Always keep in mind: To add the entries to the databases, you have to confirm the entries in each case by clicking on the [**Save**] button.

Use the close button to exit the databases respectively.



Index	Name	International Bank Identifier Code (BIC)
1	THIERRY TALON	SOGEFRPPXX

Now you can enter payment orders to your bank.

## 2 How to enter a payment order?

After calling a Payments module, the program starts directly with the view on the **order administration**.

Order number	Reference	Order form	Payment type	Ordering party	Ordering party account
1	1234567890	Single payment	Transfer	FIRMA 2	37050198 / 3363332
2	1234567890	Single payment	Transfer	FIRMA 2	37050198 / 3363332
1	1234567890	Standing order	Transfer	FIRMA 2	37050198 / 3363332
1	1234567890	Template	Transfer	FIRMA 2	37050198 / 3363332

An overview (with possibly already entered payments) is displayed. To enter new payments, click on the **[New entry]** button.

Home | Payments | Master data | Administration | Information

New entry | New entry using template | Import | Delete several | Search / Replace | Approval by account | Payment run | History | Journal | Print | Out

New Entry  
New Entry of a record

Order number	Reference	Order form	Payment type	Ordering party	Ordering party account
1	1234567890	Single payment	Transfer	FIRMA 2	37050198 / 3363332

The payment input mask opens. Now fill the boxes of the order with the necessary data, either manually or by using the master data via [?] buttons.

**Please note: All fields highlighted with a special color are mandatory fields and must be filled.**

Edit payment orders
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Payments | 
 Beneficiary | 
 Instructions | 
 Internal data | 
 Times

Order Number	1	Single payment	Transfer
--------------	---	----------------	----------

Access class	?	
--------------	---	--

Account code	?		Account name
	-		

Ordering party code	?		Ordering party name
	-		

Cost allocation
0 Transfer fees > Ord. party / Third-party fees > Ben.

Fees account	?		Fees account name
	-		

Beneficiary index	?		Beneficiary name		Country
	-				
		BIC	A/c. number / IBAN		

Currency	Amount	Amount in EUR	
?		0,00	0,00
			Net / Gross
			Total

Reference
Details

Approvals	0	of	1	Due date	<input checked="" type="checkbox"/> 03.05.2017	Earliest transmission	03.05.17
-----------	---	----	---	----------	--	-----------------------	----------

Save and store as template	Help	Save
----------------------------	------	------

Subsequently, you can see a completely filled transfer order. Confirm with the [**Save**] button finally.

*Tip: It is possible to save the payment as template in order to be able to use this later as a template. In this case, click on the [**Save and store as template**] button.*

The screenshot shows a software window titled "Edit payment orders" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with several sections:

- Navigation tabs:** Payments | Beneficiary | Instructions | Internal data | Times
- Order Information:** Order Number: 1; Single payment (dropdown); Transfer (dropdown)
- Access class:** A field with a question mark icon and an empty input box.
- Account Information:**
  - Account code: ACCOUNT 2; Account name: 37050198 / 3363332200 / SSK / EUR
  - Ordering party code: COMPANY; Ordering party name: COMPANY NAME
  - Cost allocation: 0 Transfer fees > Ord. party / Third-party fees > Ben. (dropdown)
  - Fees account: ACCOUNT 2; Fees account name: 37050198 / 3363332200 / SSK / EUR
- Beneficiary Information:**
  - Beneficiary index: 1; Beneficiary name: THIERRY TALON; Country: FR
  - BIC: SOGEFRPPXXX; A/c. number / IBAN: FR14 2004 1010 0505 0001 3M02 606
- Payment Details:**
  - Currency: EUR; Amount: 1.000,00; Amount in EUR: 1.000,00
  - Buttons: Net / Gross, Total
  - Reference: Empty text field
  - Details: Two empty text fields
- Approval and Timing:**
  - Approvals: 0 of 1
  - Due date:  03.05.2017 (dropdown)
  - Earliest transmission: 03.05.17
- Bottom Bar:**
  - Buttons: Save and store as template, Help, Save

Afterwards, the order appears in the order administration.

### 3 How to approve a payment order?

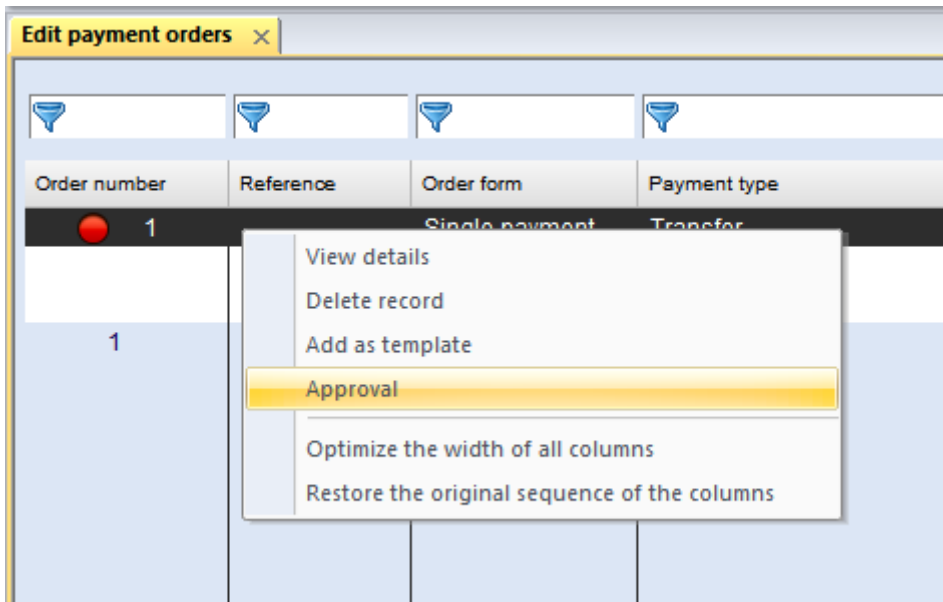
Usually, payments need to be approved by authorized persons.

The payment can be approved directly following input **in the same dialog** using the **[Approval]** button.

The screenshot shows the 'Edit payment orders' dialog box with the following fields and values:

- Order Number:** 1
- Single payment:** Selected
- Transfer:** Selected
- Access class:** ?
- Account code:** ACCOUNT 2
- Account name:** 37050198 / 3363332200 / SSK / EUR
- Ordering party code:** COMPANY
- Ordering party name:** COMPANY NAME
- Cost allocation:** 0 Transfer fees > Ord. party / Third-party fees > Ben.
- Fees account:** ACCOUNT 2
- Fees account name:** 37050198 / 3363332200 / SSK / EUR
- Beneficiary index:** 1
- Beneficiary name:** THIERRY TALON
- Country:** FR
- BIC:** SOGEFRPPXXX
- A/c. number / IBAN:** FR14 2004 1010 0505 0001 3M02 606
- Currency:** EUR
- Amount:** 1.000,00
- Amount in EUR:** 1.000,00
- Buttons:** Net / Gross, Total
- Reference:** (Empty field)
- Details:** (Two empty fields)
- Approvals:** 0 of 1
- Due date:**  03.05.2017
- Earliest transmission:** 03.05.17
- Buttons:** <, >, Print, **Approval** (highlighted), Help, Save

From the overview this can be made using an appropriate context menu item.

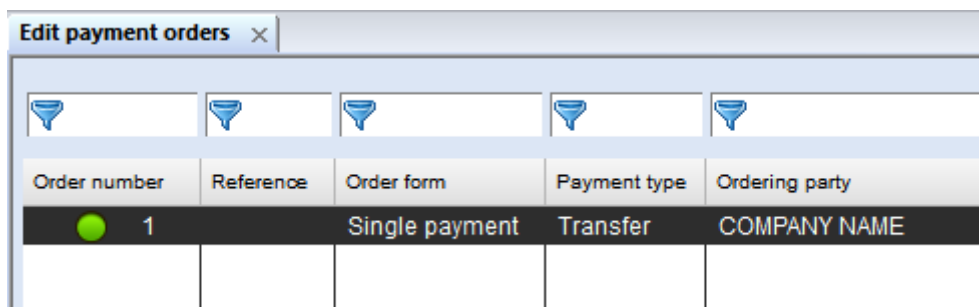


Approval is also possible using the respective separate functions for Single approval or Approval by account.



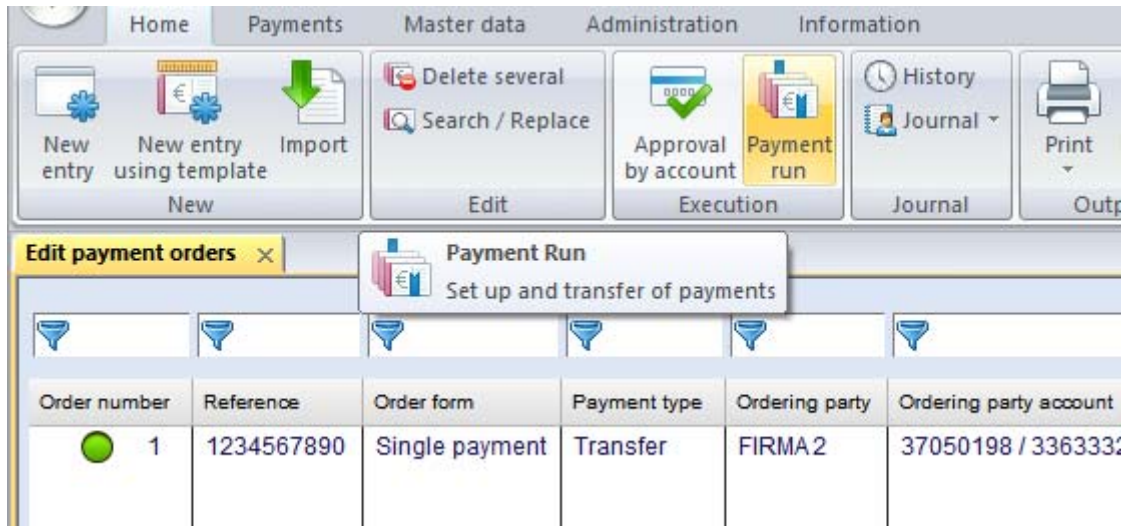
bzw.

Orders ready for sending can be identified by a **green traffic light symbol** then.

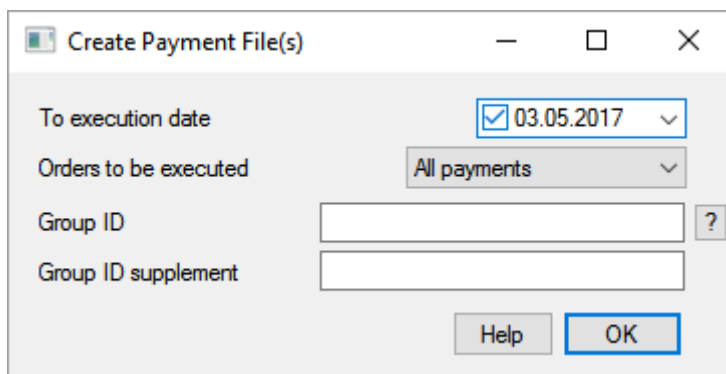


## 4 How to accomplish a payment run?

Initiate the payment run from the order administration using the [**Payment run**] button.



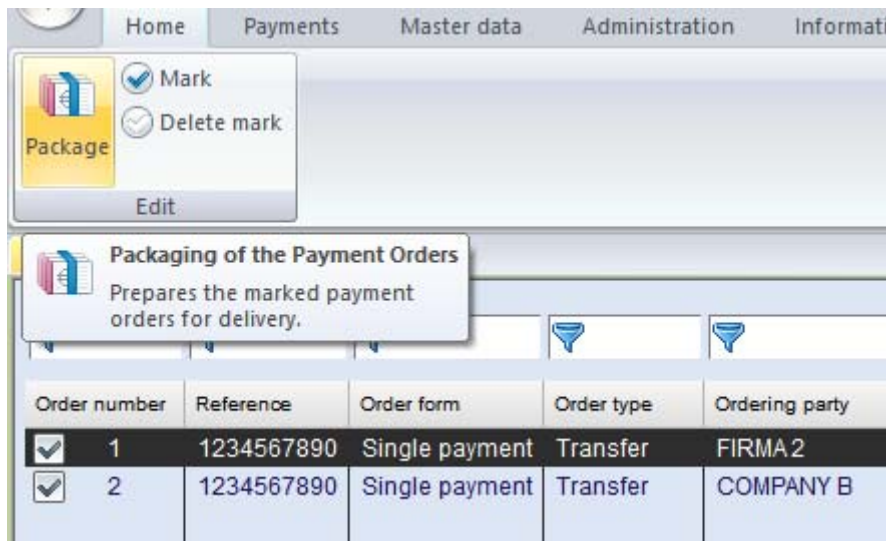
First, a dialog opens where you can enter selection criteria for the payment run.



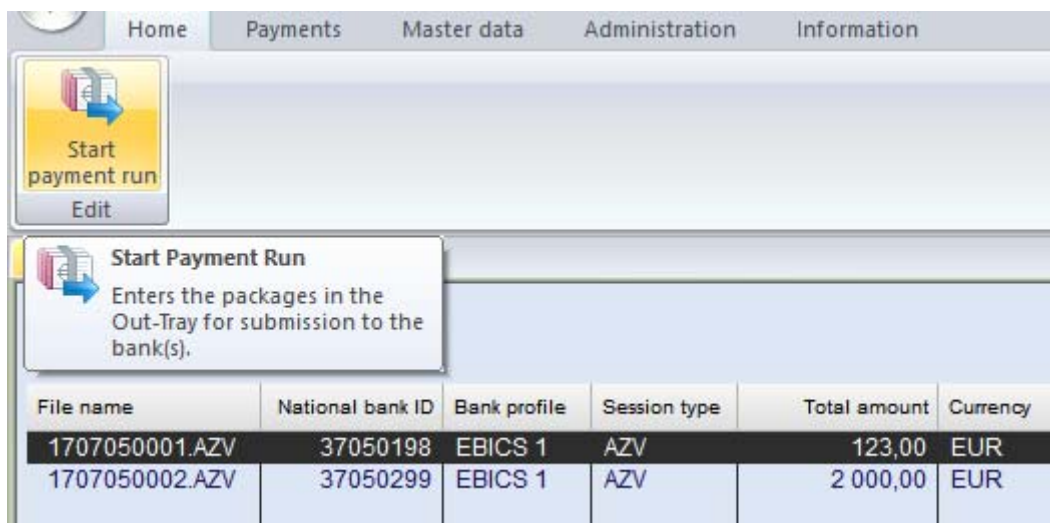
Confirm this dialog with [**OK**] concludingly. You switch to an overview showing the payment orders to be packaged.



Continue the payment run by combining the marked orders with the [**Package**] button.



A further overview opens showing the created package(s).

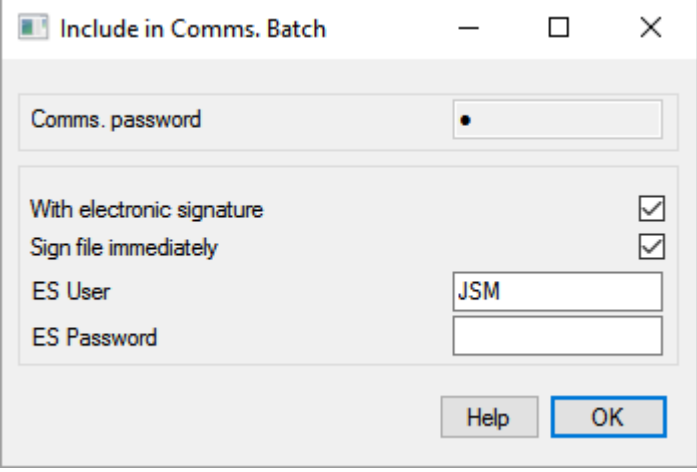


After clicking the [**Start payment run**] button the package(s) is/are ready to be send. I.e., the created transmission packages (files) are included in the send orders of the communication manager subsequently.

Enter in the following dialog further information on the send order like the **Comms. password**.

If authorized you can add an **electronic signature** to the package.

Finally, click on [**OK**]. The payment run in the payment module is finished.



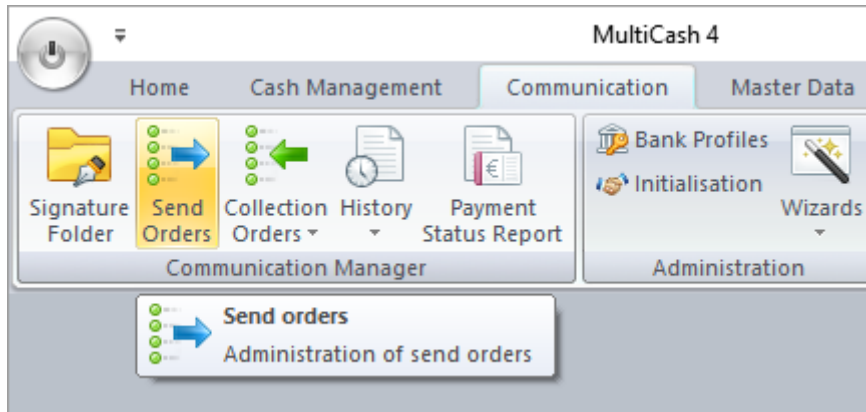
The screenshot shows a dialog box titled "Include in Comms. Batch". It contains the following fields and options:

- Comms. password:** A text input field containing a single dot (•).
- With electronic signature:** A checkbox that is checked.
- Sign file immediately:** A checkbox that is checked.
- ES User:** A text input field containing the text "JSM".
- ES Password:** An empty text input field.
- Buttons:** "Help" and "OK" buttons are located at the bottom right of the dialog.

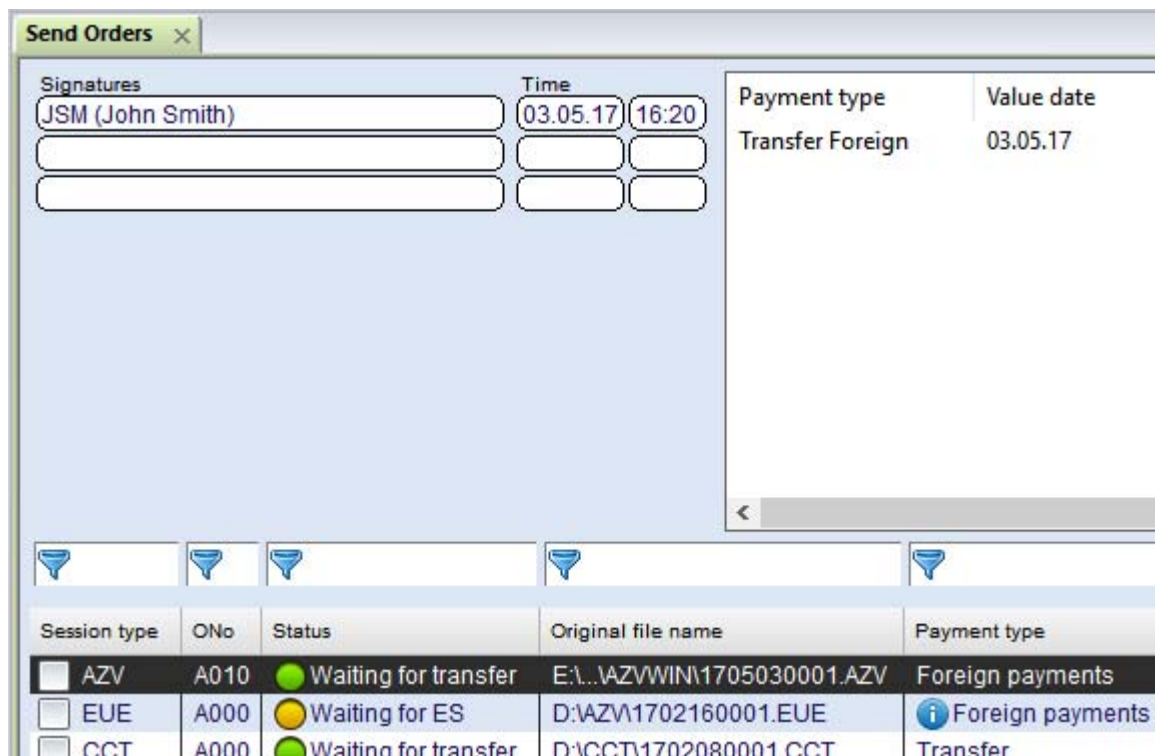
The authorization of the packages (internal approvals, electronic signatures) can also be made later in the Communication Manager by persons with appropriate authorizations.

## 5 How to transmit a sending package?

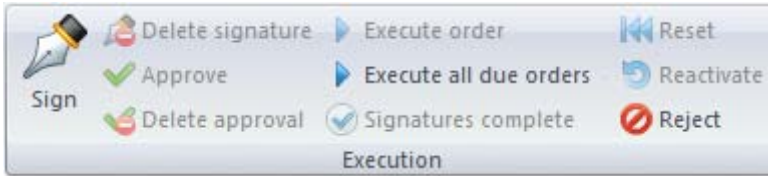
Open the Communication Manager in the core module by clicking the [**Send orders**] button from the **Communication** tab.



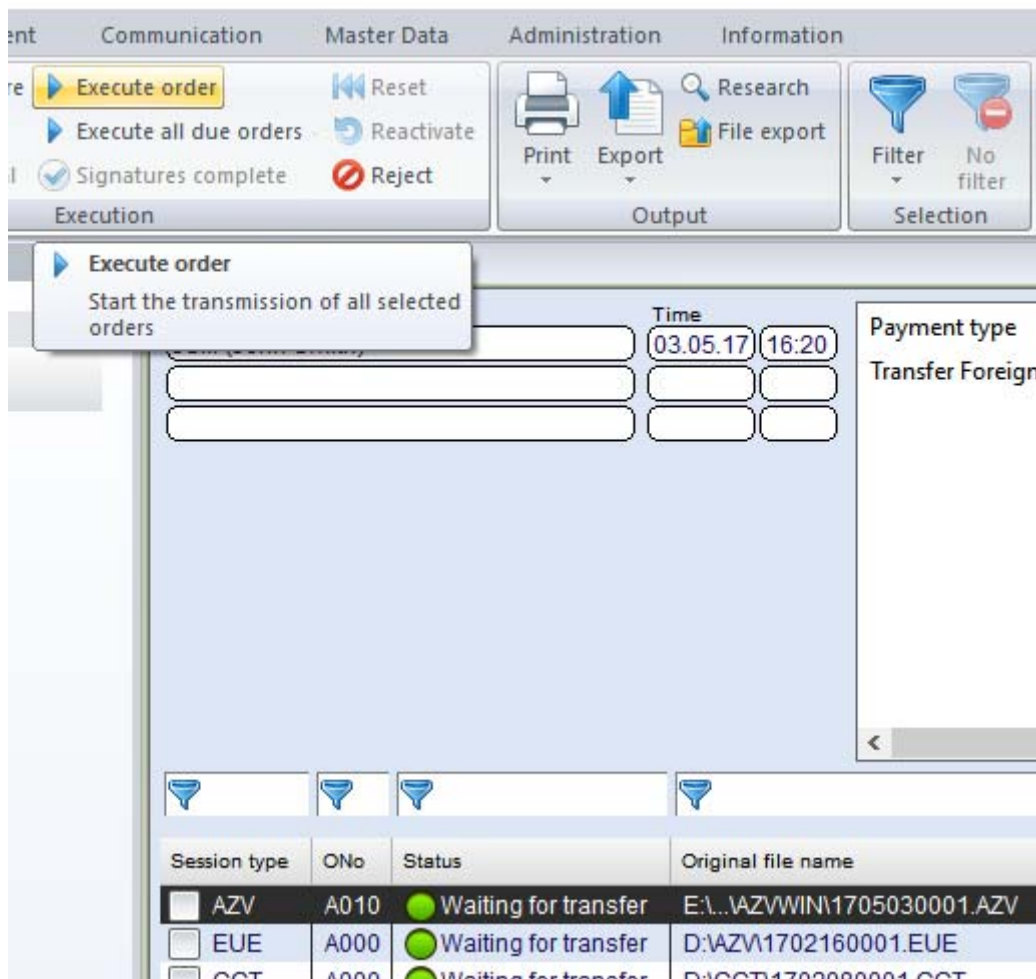
A database overview is opened showing the send orders pending transmission, the newest at the top.



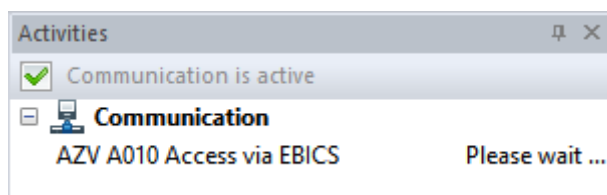
If approvals or electronic signatures for the authorization of the payments are still open, they can be accomplished by authorized persons in the Communication Manager using appropriate functions for the **Approval** and the **Signing**.



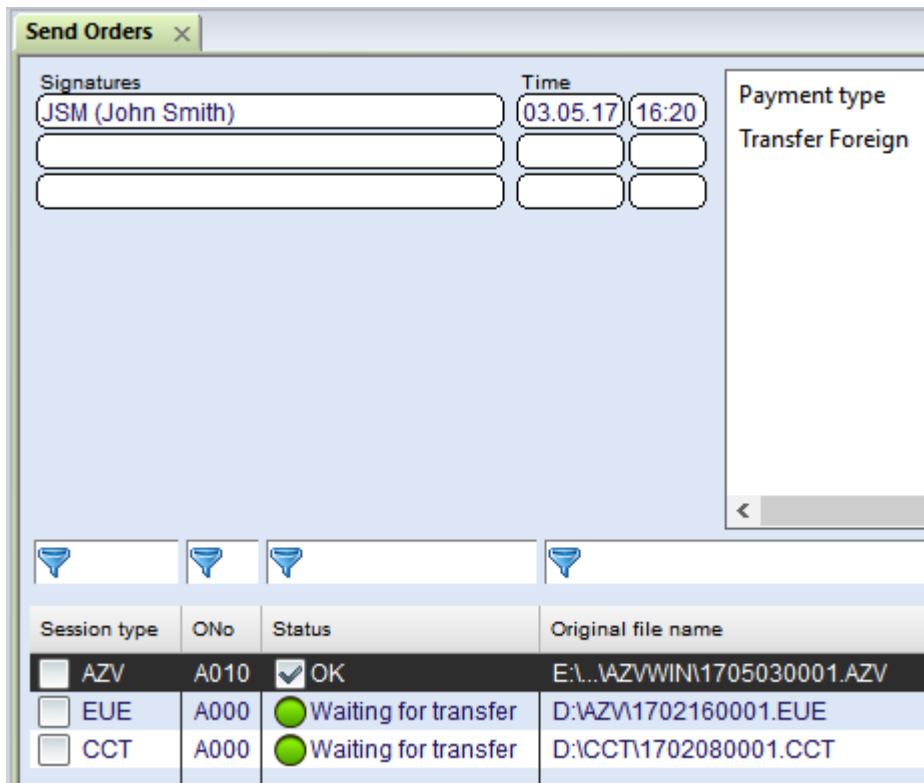
In the "**Waiting for transfer**" status you send the package to be transmitted by clicking the [**Execute order**] button. (You can send several packages all at once, if you mark several packages via check box in the session type column.)



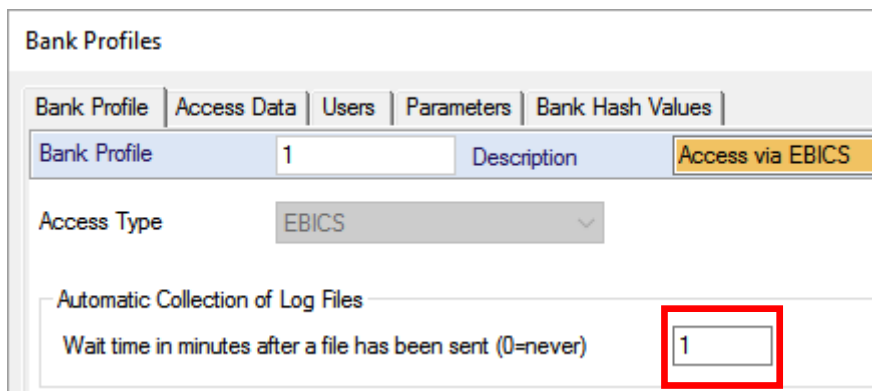
Then, the transmission to the bank(s) follows.



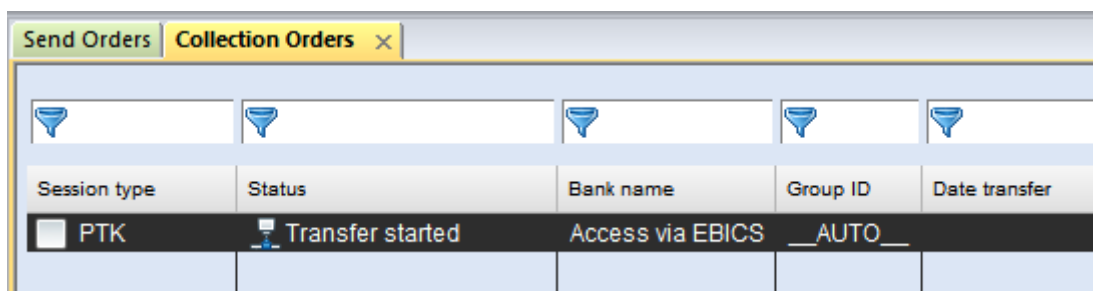
After completing the transmission successfully the status of the send order is set to "OK".



The check whether the payment(s) has(have) been accepted by the bank(s) is usually done by an **automated collection of a log** (definable in the respective bank profile and depending on the communication method used, here for example with EBICS after one minute).

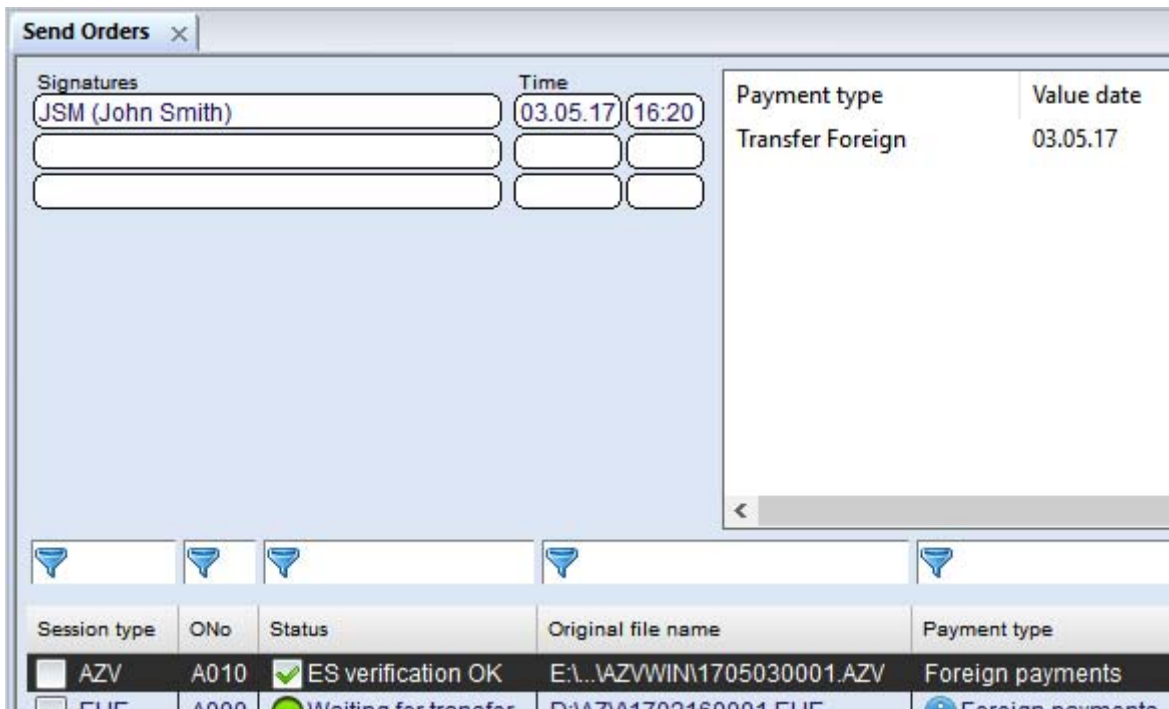


The program generates an automatic PTK collection order for this.

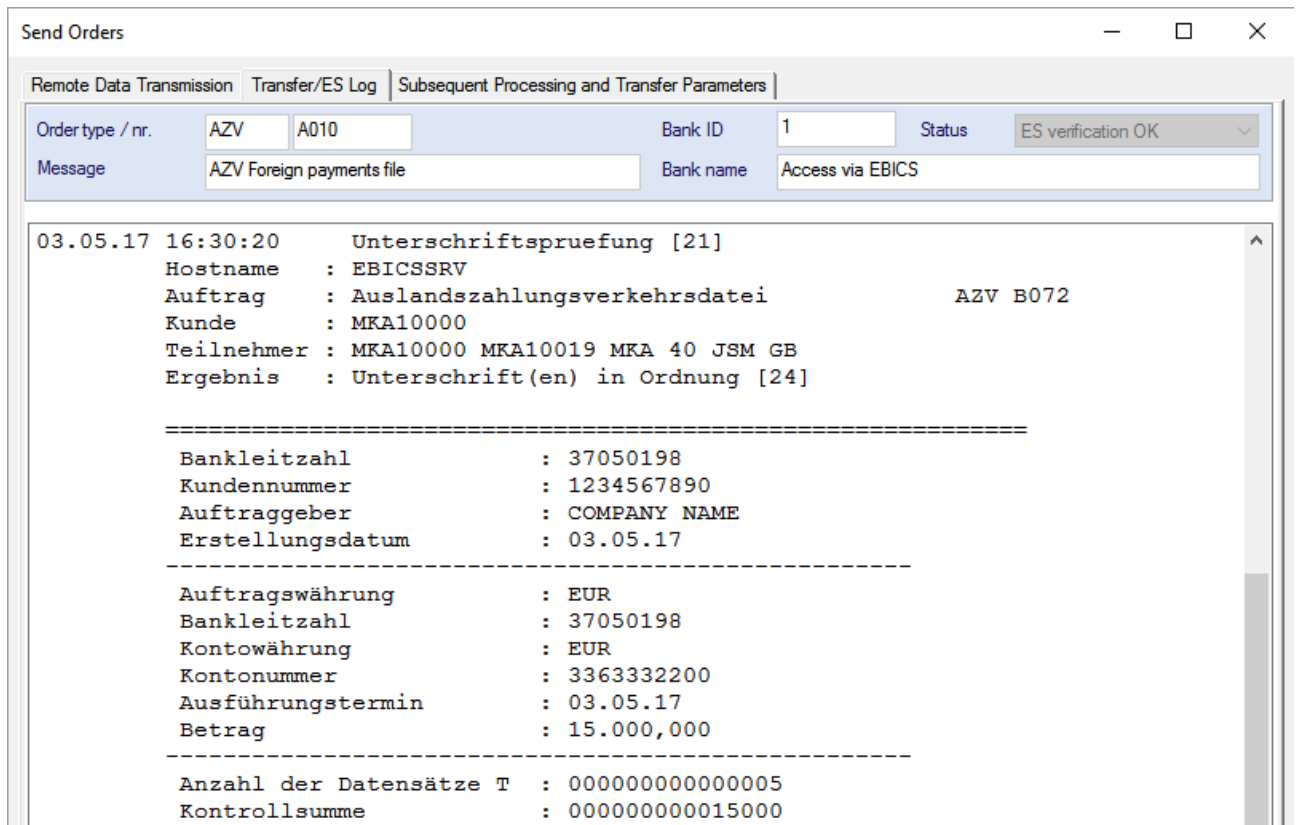


After processing the collected log information the transmission is finished with the status "ES"

verification OK".



In the detailed view of the database record you can check the result of the transmission / the ES check on the **Transfer/ES log** property page.

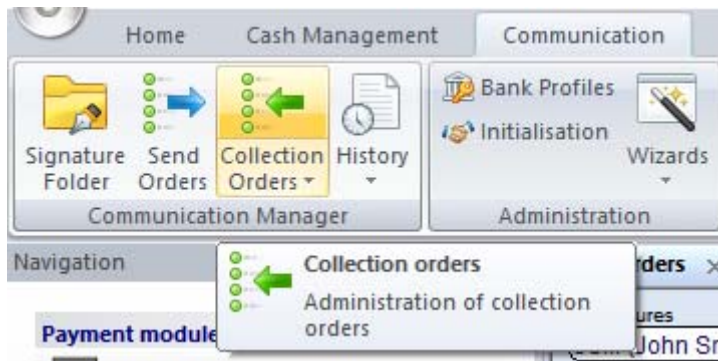




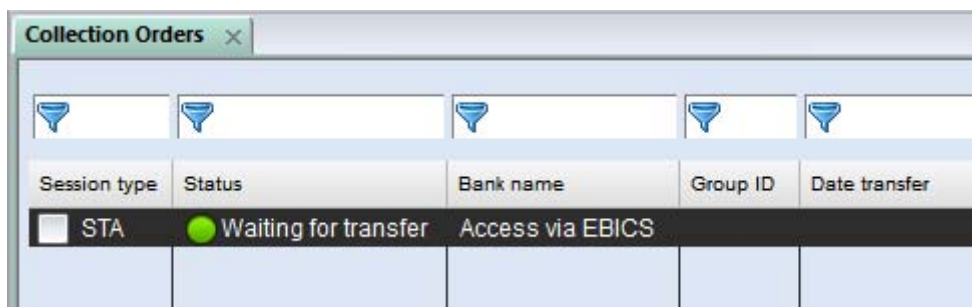
## 6 Ho to collect the related statement info?

The account information provided by the bank(s) can be collected at defined times automatically or if needed ad once –depending on the provided format e.g. as STA = SWIFT daily statement- using appropriate collection orders.

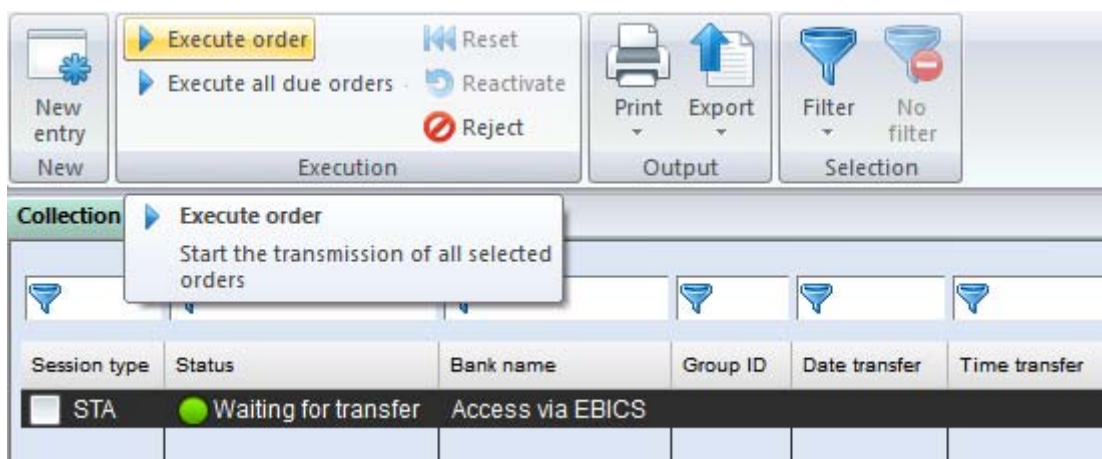
To do this, click the [**Collection orders**] button in the Communication Manager.



A database overview opens with collection orders defined appropriately (more details on this in the two following chapters).



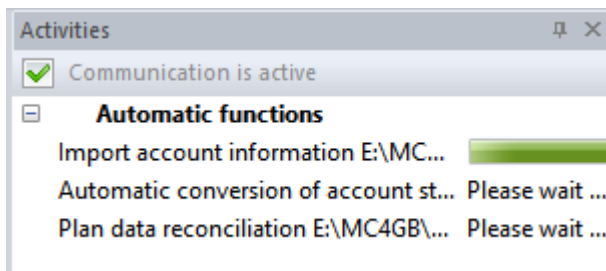
At the defined time, or manually triggered by you using the [**Execute order**] button, the collection of the account information starts.



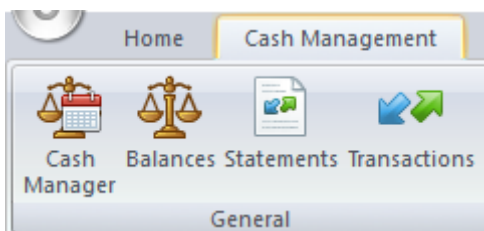
With parameters the system can be configured in that way, that the collected account information is imported automatically into the databases, a plan data reconciliation is accomplished, etc.

Automatic functions	
Import account information	<input checked="" type="checkbox"/>
Automatic conversion of account statements into TXT	<input checked="" type="checkbox"/>
Plan data reconciliation	<input checked="" type="checkbox"/>

The processing of these automatic functions is visible in the activities panel.



Then, the booking of the transmitted payments can be controlled in the different views of the **Cash Management**, e.g. as balances, statements etc.



**Balances** x

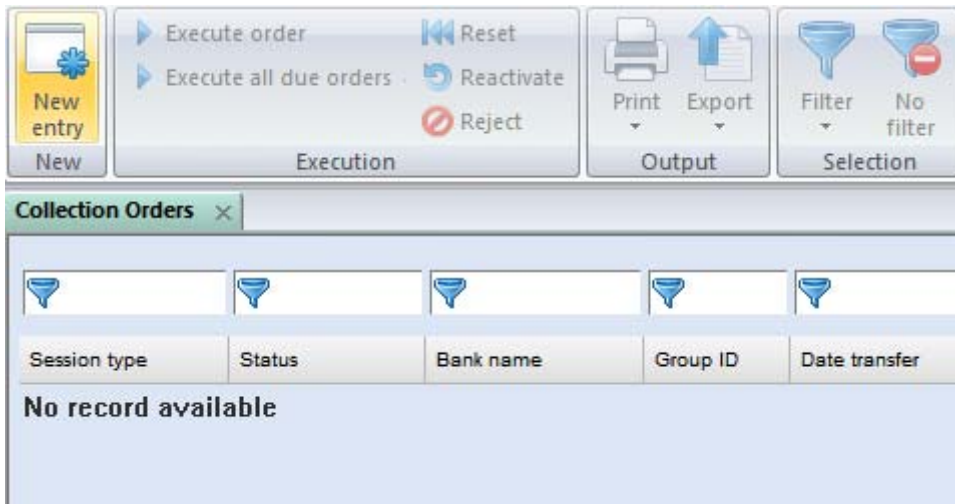
Account name: 37050299 / 10203040 / KSK / EUR  
 Account class: 0  
 IBAN account number: DE50 3705 0299 0010 2030 40  
 BIC: COKSDE33XXX  
 Currency: EUR  
 Bank: 37050299  
 Account number: 10203040  
 KSK Köln

Index account	No.	Currency	Date	Opening balance	Total Debits	Total Credits	Closing balance
ACCOUNT 1	130	EUR	03.05.17	67.700.404,48	13.579,00	0,00	67.686.825,48
ACCOUNT 2	300	EUR	03.05.17	544.135.678,40	9.700,00	0,00	544.125.978,40

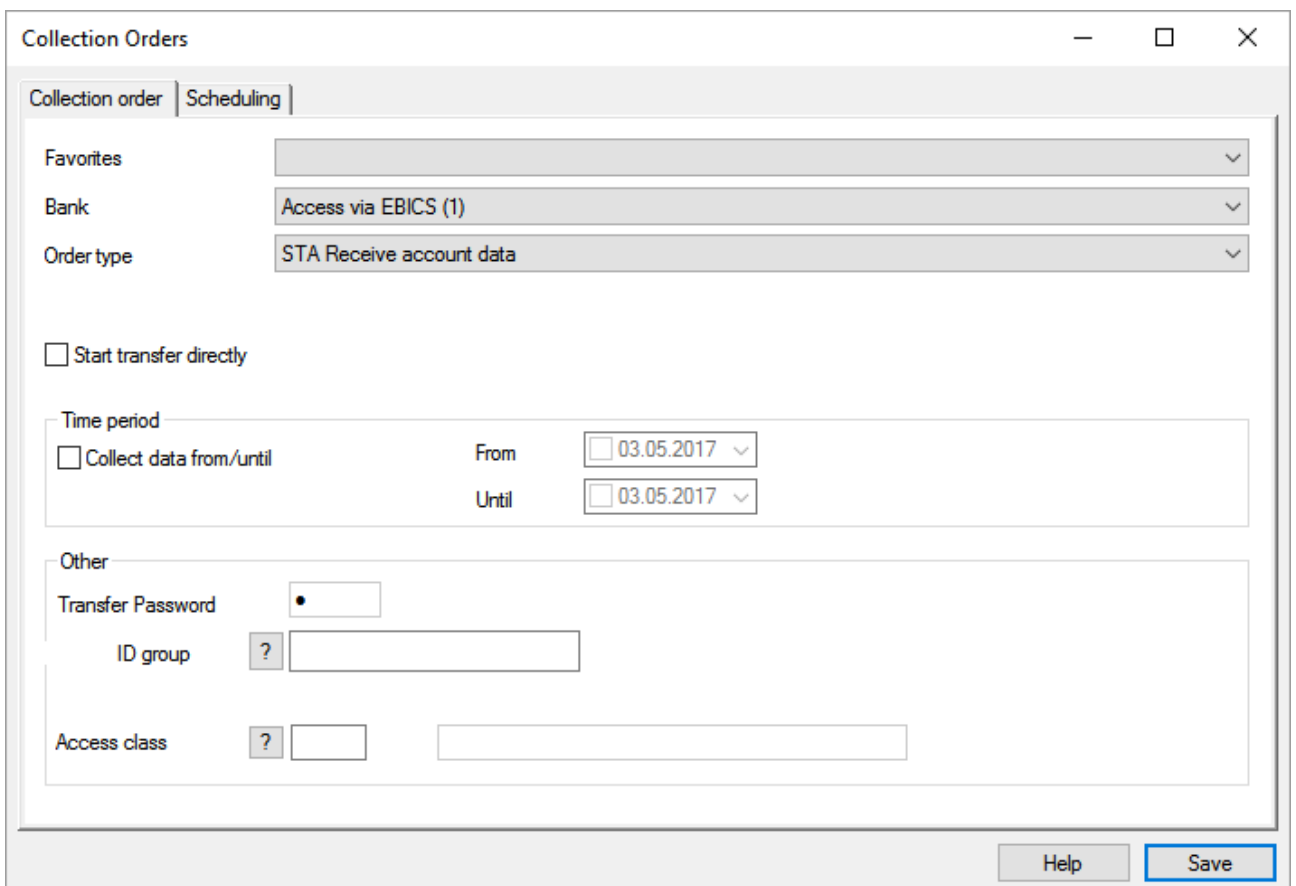


### 6.1 Define a single collection order

To define a single collection order, use the [**New entry**] button from the overview of the **collection orders**.



In the following **Collection order** dialog you select the respective bank and the order type for the account information. A transfer password also need to be entered.



In the **Scheduling** dialog you specify, when the collection order should be started.

Collection Orders

Collection order | Scheduling

Once
  Daily
  Weekly
  Monthly

Start date:  03.05.2017

Time from to:  00:00:01  16:50:29

End date:  03.05.2017

Monday
  Tuesday
  Wednesday
  Thursday

Friday
  Saturday
  Sunday

Repeat: Every hour
  Until successful

Help Save

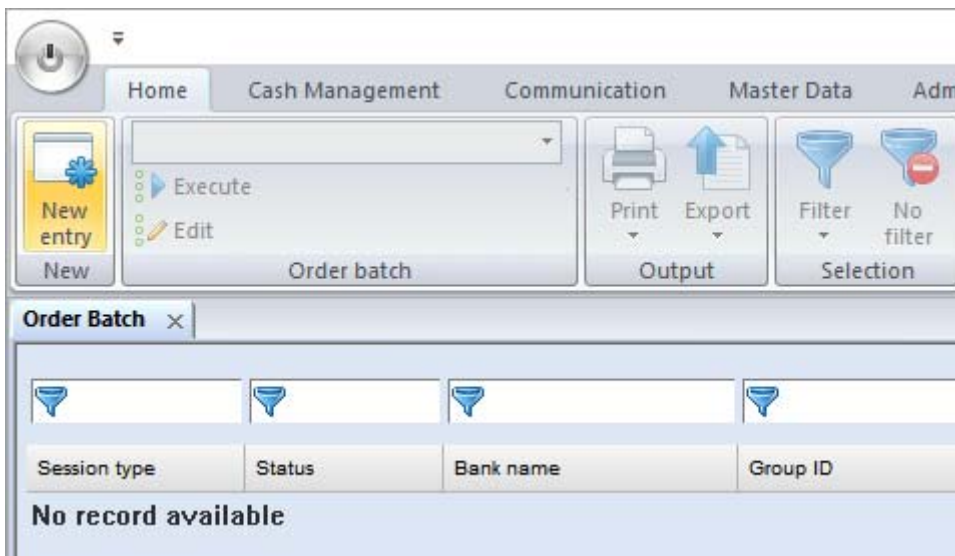
Finish the new entry by confirming with [**Save**]. The collection starts at the defined time.

## 6.2 Define a collection from all banks

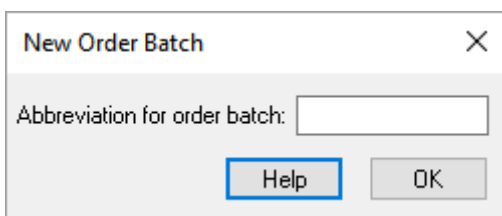
To specify this type of collection, select the lower part of the [**Collection orders**] split-button.



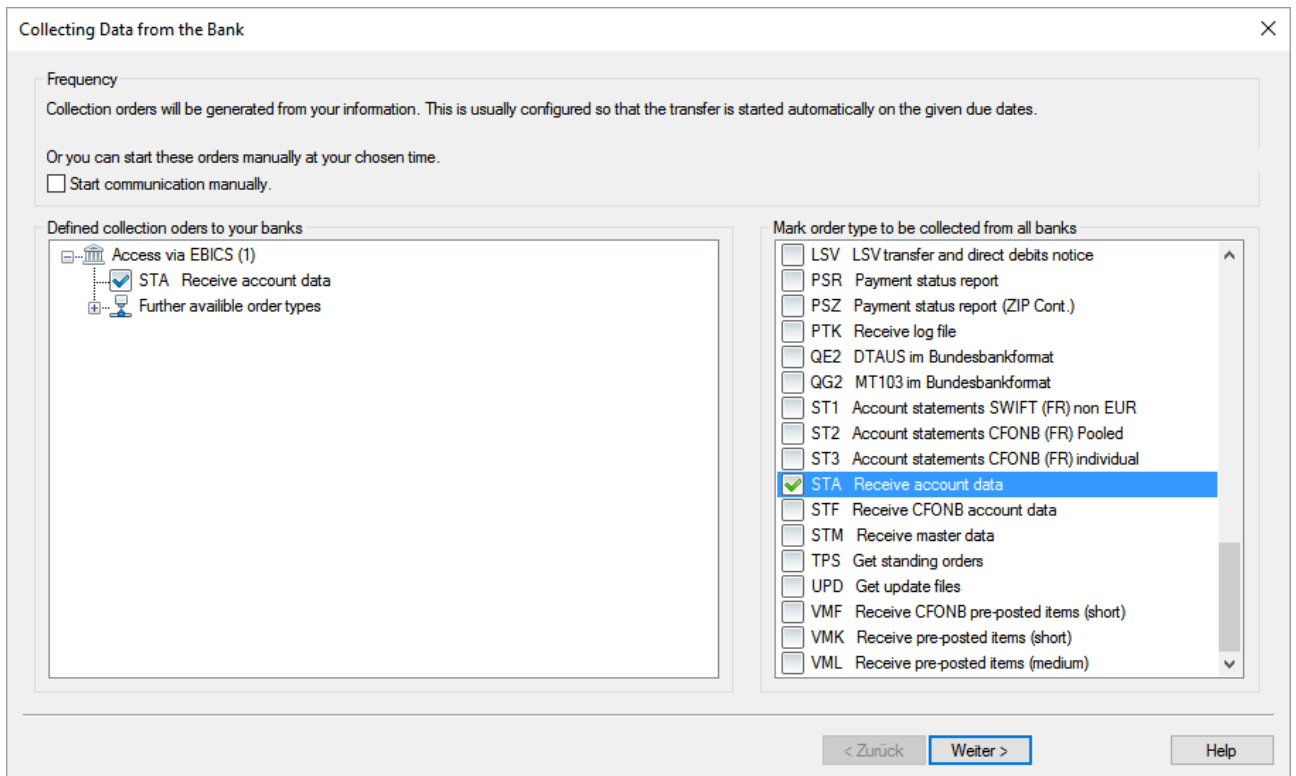
Choose also here the [**New entry**] button.



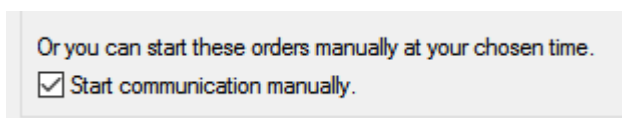
Enter an abbreviation for the new **order batch** first and confirm it with [**OK**].



On the right side, tick the **order type** to be collected from all banks, e.g. STA. It will then be allocated to the **banks** shown on the left side.



If the batch should be started at a favored time **manually**, an appropriate check box need to be ticked.



After pressing [**Next >**] you otherwise switch to the already known dialog for **Scheduling** the collection.

**Scheduling**

Once
  Daily
  Weekly
  Monthly

Start date:  04.05.2017  
 Time from to:  10:26:15  
 End date:  04.05.2017

Monday
  Tuesday
  Wednesday
  Thursday  
 Friday
  Saturday
  Sunday

Repeat:  Every hour
  Until successful

< Zurück **Weiter >** Help

Specify the time of execution and press the [**Next >**] button subsequently.

**Enter Password**

Bank(s): Access via EBICS (1)

You will have to enter the valid transfer passwords for each of the chosen banks now.

If you have the same communications password for all of the chosen banks, mark this in this in the following field, then you only have to enter the communications password once.

Use identical communications password for all banks

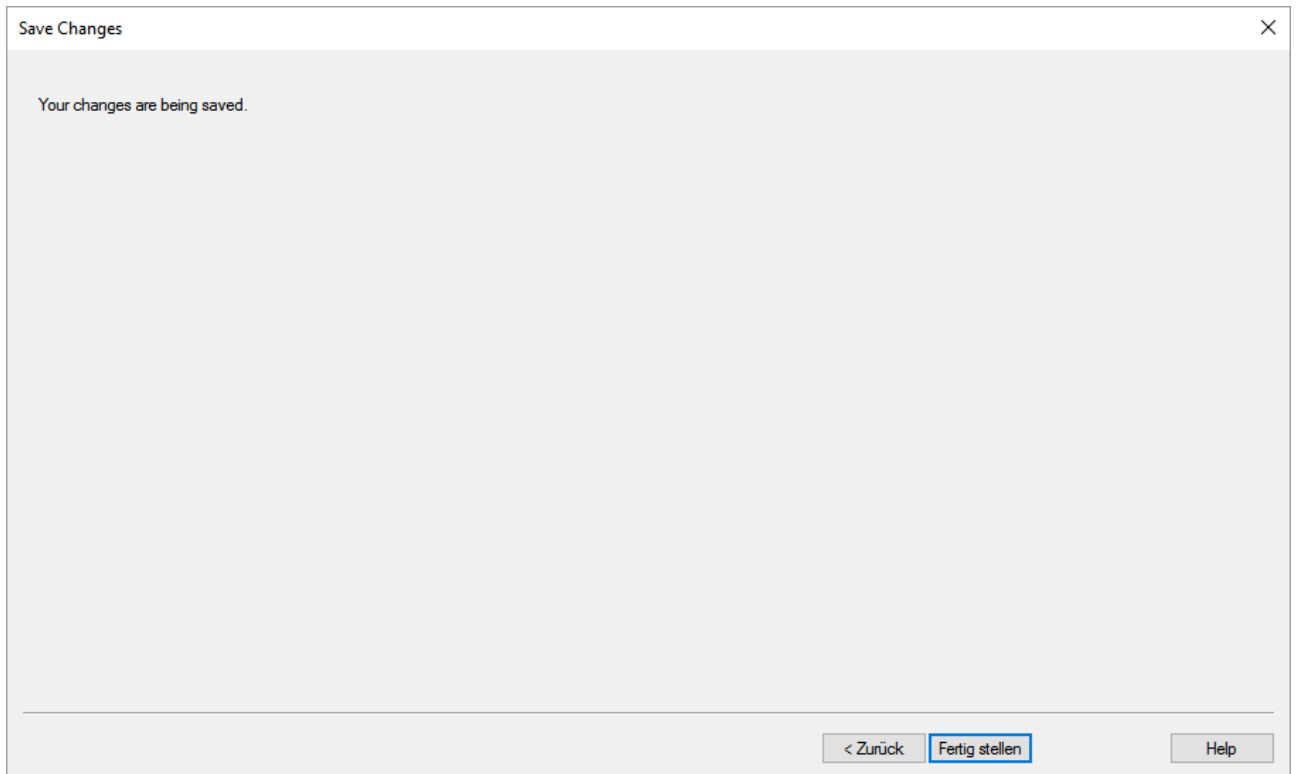
Communications Password

Please enter your valid communications password. This is needed by the bank to validate the transfer.

Communications Password: [password field]

< Zurück **Weiter >** Help

If you use the same communications password for all selected banks, you can let the corresponding check box "**Use identical communications password for all banks**" be checked. Enter the communications password and click again on the [**Next >**] button.



Using the [**Finish**] button the communication jobs to the banks are generated from your data and started according to the definition.

Session type	Status	Bank name	Group ID	Date transfer
STA	Transfer started	Access via EBICS	STA_COLL	