

# 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.

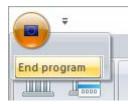
ntry Import	Delete several	Approval Paym by account run	ent
v	Edit	Execution	Journal
		7	7
Reference	Order form	Payment type	Ordering party
123456789	0 Standing order	Transfer	FIRMA2
123456789	0 Template	Transfer	FIRMA2
	ers × Reference 123456789	ers × Reference Order form 1234567890 Standing order	Image: Search / Replace       Image: Search / Replace         Image: Search / Replace       Approval Payment by account run Execution         Image: Search / Replace       Edit         Image: Search / Replace       Image: Search / Replace         Image: Search / Replace       Image: Search / Replace

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

	Home	Payments	Master Data	Administration	Information
Banks /	Accounts	Ordering Par Parties	tners Mandates		
Bank	Data	Ge	eneral		

#### By the way:

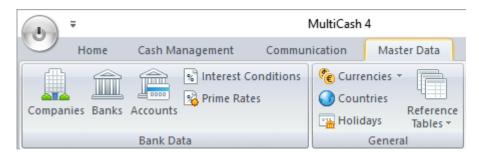
To quit the module, use the **End program** button from the left.



#### **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.

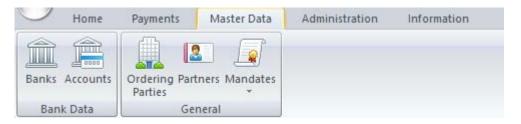
The **master data** of the banks, accounts and ordering parties (companies) are mainly **maintained in the core module centrally** and used in all payment modules.



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	- D >
Banks Index COLSDE33	Description SPARKASSE KOELNBONN (FORMER STADTSP
International Bank Identifier Code (BIC)	COLSDE33 Centrally
Local Bank Identifier	37050198
Bank Name	SPARKASSE KOELNBONN (FORMER STADTSP
Group unit	PARENTGROUPSUB_A SUBSIDIARY A OF THE GROUP
Bank access	1 EBICS 1
Type of file creation	DE 🗸
Type of file creation Single booking allowed	DE ~
Single booking allowed	
Single booking allowed Urgent transfer allowed	
Single booking allowed Urgent transfer allowed Suppress purpose code for urgent payments	<ul> <li>✓</li> <li>✓</li> <li>module-specifically</li> </ul>
Single booking allowed Urgent transfer allowed Suppress purpose code for urgent payments Urgent transfer order type	<ul> <li>✓</li> <li>✓</li> <li>module-specifically</li> </ul>
Single booking allowed Urgent transfer allowed Suppress purpose code for urgent payments Urgent transfer order type Structured payment details possible	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Single booking allowed Urgent transfer allowed Suppress purpose code for urgent payments Urgent transfer order type Structured payment details possible Instruction Priority HIGH allowed	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Single booking allowed Urgent transfer allowed Suppress purpose code for urgent payments Urgent transfer order type Structured payment details possible Instruction Priority HIGH allowed	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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

🔳 Acc	ounts			_		×
Index	ACCOUNT1	Description	MAIN ACCOUNT 37050198 / 3363332200 / EUR			
Bank a	ccounts					
Local ba	ank code (BSC)	37050198	Special bank code			
Bank na	ime	Sparkasse KölnBonn				
Account	t number	33633322	Special account			
Bank ac	cess					
Compan	у	COMPANY A				
Currency	y .	EUR EURO				
Internal	fields					
Custome	er number	1234567890	According to base definition			$\sim$
Ledger a	a/c. number					
Account	t class	0				
< >	Print			Help	Sa	ive

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

a) the necessary **criteria** are fullfilled (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.

A	ccounts							
1	Account Master	Data   Inte	erest rates / Cred	it lines Ru	les	Subsidiary Acc	ount	
	Index		33633322	00	Acc	ount name	COLSDE33 /	3363332200 /
	Balance ceiling	I					0,00	
	Base amount					(	0,00	
		ngle bookir eeded for ti	ng orders for cas ne automatic det		e nee	ded order type – SEPA Credit Tra	ansfer	
	Order type fo	r foreign p	ayment		AZV	Foreign paymen	ts file	
	Batch reference		cash optimization	n bookings				7777777777
	Payment fun				Non	estrictions		
	Bank/accou Module	nt informat Bank	ion for different p Account num		Gene No p	estrictions erally excluded fr ayments from thi ayments to this a	s account	

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

Ordering Party			_		×
Index	COMPANY				
		Information for Foreign Payme	ents		
Name	Company name	COMPANY NAME			
Street					
Town					
Contact partner					
< > Print			Help	Sav	e

	Home Payment	ts Master Da	ta Administ	tration Informat
New entry	🗙 Delete several	Journal -	Print Export	Filter No
New	Edit	Journal	Output	Selection
Partner	×  			
Index 7	Name	BIC	IBAN	í.
2	Thierry Talon	SOGE	RPP FR1	4 2004 1010 0505
11	Austrian partner	TESTA	FBANK1 AT6	1 1904 3002 3457 3

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

Enter all necessary information of the beneficiary then.

Partner Internal Details   Index 2   Adress   Company   Name   Thierry Talon   Street   City   Area code   Country   Pank   IBAN   FR14 2004 1010 0505 0001 3M02 606   International bank identifier code (BIC)   Name			
Index 2   Adress   Company   Name   Thieny Talon   Street   City   Area code   Country   Pank   Bank   IBAN   FR14 2004 1010 0505 0001 3M02 606   International bank identifier code (BIC)   SOGEFRPP   BIC Search	P	artner	
Adress   Company   Name   Thierry Talon   Street   City   Area code   Country   Panil   Bank   IBAN   FR14 2004 1010 0505 0001 3M02 606   International bank identifier code (BIC)   SOGEFRPP   BIC Search		Partner Internal Details	
Company		Index	2
Street   City   Area code   Country   Panal   Bank   IBAN   IBAN   FR14 2004 1010 0505 0001 3M02 606   International bank identifier code (BIC)   SOGEFRPP   BIC Search			
City		Name	Thierry Talon
Area code			
Country     ?       Email       Bank       IBAN       FR14 2004 1010 0505 0001 3M02 606       International bank identifier code (BIC)       SOGEFRPP       BIC Search			
Email       Bank       IBAN       FR14 2004 1010 0505 0001 3M02 606       International bank identifier code (BIC)       SOGEFRPP       BIC Search			
Bank IBAN FR14 2004 1010 0505 0001 3M02 606 International bank identifier code (BIC) SOGEFRPP BIC Search		Country ?	
IBAN FR14 2004 1010 0505 0001 3M02 606 International bank identifier code (BIC) SOGEFRPP BIC Search		Email	
International bank identifier code (BIC) SOGEFRPP BIC Search		Bank	
		IBAN	FR14 2004 1010 0505 0001 3M02 606
Name		International bank identifier code (BIC)	SOGEFRPP BIC Search
		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.

Accounts	Ordering Parties	Beneficiaries 🔀
7	7	Close
Index	Name	International Bank Identifier Code (BIC)
1	THIERRY TALON	SOGEFRPPXXX

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**.

7					
Order number	Reference	Order form	Payment type	Ordering party	Ordering party account
0 1	1234567890	Single payment	Transfer	FIRMA2	37050198/3363332
0 2	1234567890	Single payment	Transfer	FIRMA2	37050198/3363332
<b>9</b> 1	1234567890	Standing order	Transfer	FIRMA2	37050198/3363332
1	1234567890	Template	Transfer	FIRMA2	37050198/3363332

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

New New	ventry Import template	🔁 Delete severa			<ul> <li>O History</li> <li>☐ Journal ▼</li> </ul>	Print
N	lew	Edit	Exec	tution	Journal	Ou
New E	-					
New E	ntry ntry of a record		7	7		
New E	-	Order form	Payment type	Ordering par	V I	ty accour

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 — 🗆 🗙
Payments Beneficiary Instructions Internal data Times
Order Number 1 Single payment V Transfer V
Access class ?
Account code Account name
Ordering party code Ordering party name
Cost allocation O Transfer fees > Ord. party / Third-party fees > Ben.
Fees account     Fees account name       ?
Beneficiary index     Beneficiary name     Country       ?
Currency     Amount     Amount in EUR     Net / Gross       ?     0,00     0,00     Total
Reference
Details
Approvals 0 of 1 Due date 03.05.2017 V Earliest transmission 03.05.17
Save and store as template 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.

Edit payment orders - 🗆 🗙						
Payments Beneficiary Instructions Internal data Times						
Order Number         1         Single payment         Transfer         V						
Access class ?						
Account code Account name       ACCOUNT 2    37050198 / 3363332200 / SSK / EUR						
Ordering party code     Ordering party name       ?     COMPANY       _     COMPANY NAME						
Cost allocation         0 Transfer fees > Ord. party / Third-party fees > Ben.						
Fees account     Fees account name       ?     ACCOUNT 2    37050198 / 3363332200 / SSK / EUR						
Beneficiary index     Beneficiary name     Country       ?     1						
BIC         A/c. number / IBAN           SOGEFRPPXXX         FR14 2004 1010 0505 0001 3M02 606						
Currency     Amount     Amount in EUR     Net / Gross       ?     EUR     1.000,00     1.000,00						
Reference Details						
Approvals 0 of 1 Due date 03.05.2017 V Earliest transmission 03.05.17						
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.

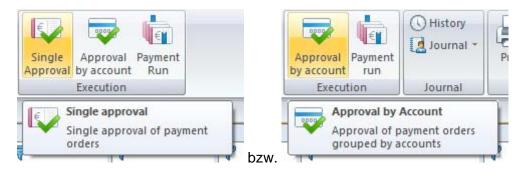
The payment can be approved directly following input **in the same dialog** using the [*Approval*] button.

dit payment orders - $\Box$ X						
Payments Beneficiary Instructions Internal data Times						
Order Number 1 Single payment V						
Access class ?						
Account code Account name       ACCOUNT 2     37050198 / 3363332200 / SSK / EUR						
Ordering party code Ordering party name COMPANY COMPANY NAME						
Cost allocation         0 Transfer fees > Ord. party / Third-party fees > Ben.						
Fees account     Fees account name       ?     ACCOUNT 2       37050198 / 3363332200 / SSK / EUR						
Beneficiary index     Beneficiary name     Country       ?     1						
BIC A/c. number / IBAN SOGEFRPPXXX FR14 2004 1010 0505 0001 3M02 606						
Currency     Amount     Amount in EUR     Net / Gross       ?     EUR     1.000,00     1.000,00						
Reference Details						
Approvals 0 of 1 Due date 03.05.2017 V Earliest transmission 03.05.17						
< > Print Approval Help Save						

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

Edit payment orders ×							
7	7	7	7				
Order number	Reference	Order form	Payment type				
<b>—</b> 1		Qinalo poymor	at Transfor				
	View de	tails					
	Delete r	ecord		I			
1	Add as t	emplate					
	Approva	l.					
		e the width of all co the original seque	olumns nce of the columns	2			
				_			

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



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

Edit payment orders ×							
7	7	7	7				
Reference	Order form	Payment type	Ordering party				
	Single payment	Transfer	COMPANY NAME				
	7	Reference Order form	Reference Order form Payment type				

## 4 How to accomplish a payment run?

New New	entry Import	Contraction Contractico Contra		al Payment	🕓 History 🛃 Journal 👻	Print
N	ew	Edit	Exe	cution	Journal	Outp
Edit payment o		Payment R Set up and	un transfer of pay	ments		
	(T-1)		9	9		
4			V	V	14	
Order number	Reference	Order form	Payment type	Ordering part		ty account

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.

Create Payment File(s)		_		>	<
To execution date		03	.05.2017	~	
Orders to be executed	[	All payments		~	
Group ID					?
Group ID supplement					
		Help	OK		

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

	Home	Payments	Master data	Administr	ation Informat
Package	OD	ark elete mark			
-	Edit				
	Prepare	i <b>ng of the Paym</b> es the marked pa for delivery.		9	
Order nu	umber	Reference	Order form	Order type	Ordering party
	1	1234567890	Single payment	Transfer	FIRMA2
	2	1234567890	Single payment	Transfer	COMPANY B

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

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

Home I	Payments Mas	ter data	Administration	Information	
Start payment run Edit					
Start Paymen Enters the pay Out-Tray for s bank(s).					
File name	National bank ID	Bank profile	Session type	Total amount	Currency
1707050001.AZV	37050198	EBICS 1	AZV	123,00	EUR
1707050002.AZV	37050299	EBICS 1	AZV	2 000,00	EUR

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.

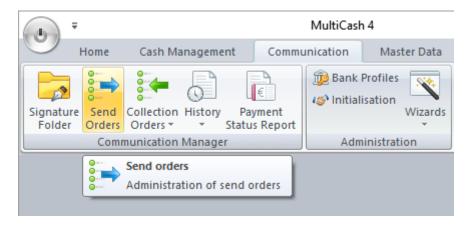
Finally, click on [**OK**]. The payment run in the payment module is finished.

Include in Comms. Batch	_	$\times$
Comms. password	•	
With electronic signature Sign file immediately		$\square$
ES User	JSM	
ES Password		
	Help	ОК

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?

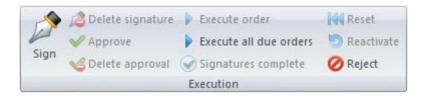
Open the Communication Manager in the core module by clicking the [**Send orders**] button from the **Communication** tab.



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

Send Orders	×				
Signatures (JSM (John S	smith)		ime 03.05.17)(16:20)	Payment type Transfer Foreigi	Value date n 03.05.17
		-		۲.	
Session type	ONo	Status	Original file name		Payment type
AZV	A010	🔵 Waiting for transfer	E:\AZVWIN\17	05030001.AZV	Foreign payments
EUE	A000	OWaiting for ES	D:\AZV\1702160	0001.EUE	Foreign payments
TOO T	A000	OWaiting for transfer	D.ICCT/170208	0001 CCT	Transfer

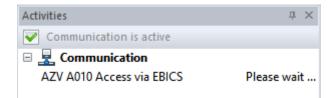
If approvals or electronic signatures for the authorization of the payments are still open, they can be accomplished by authorized persons in the Communication Manager using appropriate functions for the **Approval** and the **Signing**.



In the "Waiting for transfer" status you send the package to by 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.)

ent	Communication	Master Data	Administration	Information	
Exe Exe Exe Exe Exe Exe Exe Exe Exe Exe	ecute order ecute all due orders gnatures complete ution	Reset Reactivate	Print Export	C Research	Filter No Filter Selection
S	xecute order tart the transmission rders	n of all selected		1 <u>e</u> 05.17)(16:20)	Payment type Transfer Foreign
	10000				<
			Q	7	<
	Session type	ONo Status		<b>Original file name</b>	
		A010 🔵 Wai		-	

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



Send Orders	×			
Signatures (JSM (John S	mith)		ime 3.05.17)(16:20)	Payment type Transfer Foreign
				<
	7	7	7	
Session type	ONo	Status	Original file name	
AZV	A010	✓ OK	E:\\AZVWIN\17	05030001.AZV
EUE	A000	OWaiting for transfer	D:\AZV\1702160	001.EUE
ССТ	A000	Waiting for transfer	D:\CCT\170208	0001.CCT

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).

Bank Profiles			
Bank Profile Access Da	ata Users Parar	neters Bank Hash	/alues
Bank Profile	1	Description	Access via EBICS
Access Type	EBICS	$\sim$	
-Automatic Collection of Wait time in minutes af	-	sent (0=never)	1

The program generates an automatic PTK collection order for this.

Send Orders Co	ellection Orders ×			
7	7	<b></b>	7	7
Session type	Status	Bank name	Group ID	Date transfer
📃 РТК	💂 Transfer started	Access via EBICS	_AUTO	

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

#### verification OK".

Signatures JSM (John S	Smith)		ime 03.05.17)(16:20)	Payment type Transfer Foreigr	Value date 03.05.17
7	7	<b>T</b>	7	<	
Session type	ONo	Status	Original file name		Payment type
AZV	A010	S verification OK	E:\\AZVWIN\17	05030001.AZV	Foreign payments
ELIE	1000		D-147141702160		Coroian novmor

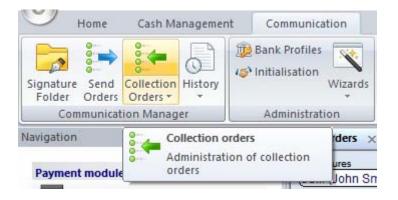
In the detailed view of the database record you can check the result of the transmission / the ES check on the **Transfer/ES log** property page.

Send Orders																	_		×
Remote Data Tra	insmissio	n Trans	sfer/ES	Log S	ubsequer	nt Proces	ssing	and Tra	ansfer Para	meters	1								
Order type / nr.	A	ZV	A010						Bank I	D	1			Status	ES	verifica	ation OK	(	
Message	A	ZV Foreig	gn paym	ents file					Bank r	ame	Acce	ess via E	BICS						
	Host Auft Kund Teil	name rag e nehme	: : : er :	EBIC Ausl MKA1 MKA1	SSRV andsz 0000 0000	ahlu MKA1	ng: 00:	sverk 19 MK		atei JSM	GB			AZV	в07	12			^
	Kun Auf	dennu trago	ummer geber	:	L		: : : (	12345 COMPA 03.05	67890 NY NA .17						==				
	Ban Kon Kon Aus	kleit towäł tonum	tzahl nrung mmer ingst	Ø ermi			: H : 3 : H : 3 : (	EUR 37050 EUR 33633 03.05	32200										
									00000		-								

## 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).

Collection Ord	lers ×			
7	7	7	7	7
Session type	Status	Bank name	Group ID	Date transfer
STA	😑 Waiting for transfer	Access via EBICS	18 20	dit. Afr

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

New entry New	xecute all due orders Execution	Reject	Print	Export	Filter No + filter Selection	
	Execute order Start the transmission of orders	f all selected	_	7		
				1.11	W N	1 W

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	<b>V</b>
Automatic conversion of account statements into TXT	<b>V</b>
Plan data reconciliation	<b>V</b>

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

Activities	<b>џ</b> ×
Communication is active	
Automatic functions	
Import account information E:\MC	
Automatic conversion of account st	Please wait
Plan data reconciliation E:\MC4GB\	Please wait

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



Account name				<u>Ac</u>	count class		_
(37050299/10203	3040/KS	K/EUR			(		_)
IBAN account numbe	er			BI	c .	Curre	
DE50 3705 0299	0010 203	0 40		(c	OKSDE33XXX	(EUR	
Bank	Account n	umber					
(37050299 )	1020304	10		)			
(KSK Köln				)			
(KSK Köln			- 16				
	7	7	-		7	7	<b>7</b>
(KSK Köln	No.	Currency	Date	Opening balance	Total Debits	Total Credits	Closing balance
7	No. 130	Currency EUR	1 V	¥	Y	<b>V</b>	Closing balance 67.686.825,48

#### 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.

New entry	<ul> <li>Execute order</li> <li>Execute all due ord</li> </ul>	ers · 🔊 Reactivate Ø Reject	Print Export	Filter No filter
New	Execut	ion	Output	Selection
ollection	n Orders 🗙			
0.1459154	enningskalt 774			
9	9	9	9	9
7	7		7	
-		Bank name	Group ID	Date transfer
Session No. rec	type Status		Group ID	Date transfer
Session			Group ID	Date transfer

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.

Collection Orders			_		×
Collection order Scheduling					
Favorites					$\sim$
Bank Access	s via EBICS (1)				$\sim$
Order type STA R	eceive account data				$\sim$
Start transfer directly Time period Collect data from/until	From Until	03.05.2017 ~			
Other Transfer Password ID group ? Access class ?					
l			Help	Si	ave

Collection Orders				_		$\times$
Collection order Scheduling						
◯ Once	Daily	⊖ Weekly	◯ Monthl	у		
Start date Time from to End date	<ul> <li>☑ 03.05.2017</li> <li>☑ 00:00:01</li> <li>☑ 03.05.2017</li> </ul>	•	16:50:29		4	
	✓ Monday ✓ Friday	✓ Tuesday ☐ Saturday	Wednesday		Thursday	
	Repeat:	Every hour	V Until su	ıcessful		
			ŀ	lelp	Sa	ve
				1010	00	

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

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.

Home	Cash Ma	anagemen	t Communication	Master Data Administr
Signature Folder Orders	Collection Orders *	History	Bank Profiles	Manage Key Devices
Communicat	Orde	er Batch	Administration	Electronic Signature
			on order batches stration of collection orde	er

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

_	Home	Cash Manage	ment	Communication	Mas	ter Data	Adn
New entry	ê ▶ Exec ê∥ Edit	ute		Print	Export	Filter	No filter
New		Order bat	ch	Outp	out	Sele	tion
order B	atch ×	-		2		9	
	n type	Status	1	ank name		oup ID	

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

New Order Batch		×
Abbreviation for order	batch:	
	Help	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.

Collection orders will be generated from your information. This is usually configured so that the transfer is started automatically on the given due dates. Or you can start these orders manually at your chosen time. Start communication manually. Defined collection oders to your banks Communication manually. Defined collection oders to your banks Communication and a banks Communication manually. Defined collection oders to your banks Communication and a ban	
Defined collection oders to your banks       Mark order type to be collected from all banks         Image:	
Git In Troum Barcebartholmat         ST1 Account statements SWIFT (FR) non EL         ST2 Account statements CFONB (FR) poled         ST3 Account statements CFONB (FR) individi         ✓ STA Receive account data         STF Receive CFONB account data         TPS Get standing orders         UPD Get update files         VMF Receive CFONB pre-posted items (short)         VMK Receive pre-posted items (medium)	

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

Or you can start these orders manually at your chosen time. Start communication manually.

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

Scheduling				×
○ Once	Daily	⊖ Weekly	O Monthly	,
Start date Time from to End date	<b>04.05.2017</b> 10:26:15 04.05.2017		10:26:15	\$
	☑ Monday ☑ Friday ☑ Repeat:	☑ Tuesday ☐ Saturday Every hour	✓ Wednesday □ Sunday ✓ Until su	⊡ Thursday cessful
			< Zurück Weiter >	Help

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

er Password	
Bank(s)	Access via EBICS (1)
You will have I	to enter the valid transfer passwords for each of the chosen banks now.
If you have the	e 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 on
	Use identical communications password for all banks
Communicati	ions Password
Please ente	er your valid communications password. This is needed by the bank to validate the transfer.
	Communications Password
	< Zurück Weiter > H

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.

Save Changes		×
Your changes are being saved.		
	Zuriel Fadio dellas	
	< Zurück Fertig stellen Help	<b>)</b>

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

7			7	
Session type	Status	Bank name	Group ID	Date transfer
STA	Transfer started	Access via EBICS	STA_COLL	