

# Enterprise

by HansaWorld

Integrated Accounting,  
CRM and ERP System for  
Mac OS X, Windows,  
Linux, iOS, Android and AIX

Purchase Ledger Export Functions

Program version: 7.1 131231

© 2014 HansaWorld Ireland Limited, Dublin, Ireland

# Preface

The Enterprise by HansaWorld range of products contains a number of powerful accounting, CRM and ERP systems for the Windows, Mac OS X, Linux, iOS, Android and AIX environments.

The programs are designed to make administration and accounting as easy and fast as possible. They are similar in operation regardless of platform. In the specific areas where there are significant differences, these are described and illustrated in full. In all other cases illustrations are taken from the Windows 7 version.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of HansaWorld software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software Licence Agreement. All rights reserved.

# Contents

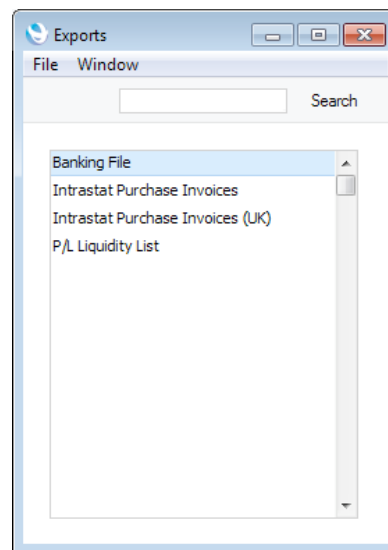
Exports.....	4
Introduction .....	4
Banking File .....	5
Australia - ABA .....	10
Czech - ABO .....	11
Czech - CITI bank .....	12
Denmark - BGBank .....	13
Denmark - Den Denske Bank .....	13
Denmark - Jyske Bank .....	14
Denmark - Midtbank .....	14
Denmark - SYDBANK .....	15
Denmark - Unibank .....	15
Finland - SEPA (Foreign Country Payment not selected) .....	16
Finland - SEPA (Foreign Country Payment selected) .....	17
Hungary - HVB .....	18
Latvia - FidaVista .....	18
Lithuania - LITAS-ESIS 1.1 (Foreign Country Payment not selected) .....	19
Lithuania - LITAS-ESIS 1.1 (Foreign Country Payment selected) .....	20
Namibia .....	21
New Zealand - ANZ, New Zealand - ASB, New Zealand - BNZ, New Zealand - KiwiBank, New Zealand - National Bank and New Zealand - Westpac .....	22
Norway - DnB Telepay, Norway - K-Link, Norway - SparNett, Norway - Postbanken and Norway - Telepay 2 (Foreign Country Payment not selected) .....	23
Norway - DnB Telepay, Norway - K-Link, Norway - SparNett, Norway - Postbanken and Norway - Telepay 2 (Foreign Country Payment selected) .....	24
Poland - BPH .....	26
Poland - ING Bank .....	26
Poland - Reiffaisen Bank .....	27
Sweden - Handelsbanken, Sweden - Nordea, Sweden - SE-Banken and Sweden - Swedbank (Foreign Country Payment not selected) .....	28
Sweden - Handelsbanken (Foreign Country Payment selected) .....	29
Sweden - Nordea and Sweden - SE-Banken (Foreign Country Payment selected) .....	30
Sweden - Swedbank (Foreign Country Payment selected) .....	32
Sweden - PlusGiro .....	33
UK - BACS .....	34
Intrastat Purchase Invoices .....	35
Intrastat Purchases Invoices (UK) .....	37
Open Purchase Invoices .....	39
P/L Liquidity List .....	40

# Exports

## Introduction

The 'Exports' function allows you to export certain information from your Enterprise by Hansa database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, you can import the information into other Enterprise by HansaWorld databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that you can also print reports to disk, so most of the information that is stored in an Enterprise by HansaWorld database is available to other applications via the medium of the text file.

To begin exporting, click the [Routines] button in the Master Control panel. A list of routines appears: click the [Exports] button in the list of routines to open the 'Exports' list illustrated below. This lists the Exports that you can produce from the Purchase Ledger. You can also use the Ctrl-E (Windows and Linux) or ⌘-E (Mac OS X) keyboard shortcut to open the 'Exports' list. Double-click the item that you need in the list. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



There is also one Export function relevant to the Purchase Ledger in the Integration module. To use this function, you must log in as a Person whose Access Group explicitly grants full access to the Integration module. Change to the Integration module, and then proceed as described in the previous paragraph.

## Banking File

Select this option when you want to export a selection of Payments from your Purchase Ledger. You can send the resulting files to your bank for use by a credit transfer system. These files will therefore take the place of printed payment orders.

The format of the export files created by this function is dependent on the Payment File Format chosen in the Bank Transfer setting. The function is not operational in every country; please refer to your local HansaWorld representative for full details.

**Payment No.**

**Range Reporting**

Numeric

Enter a Payment Number to export a single Payment, or a range of Payment Numbers separated by a colon (:).

If you choose the Unexported Only option below, only Payments in the range that have been Ordered but not approved will be exported. An exception to this is when you are using the Namibia Payment File Format, in which case both Ordered and approved Payments will always be exported.

If you are using the Namibia Payment File Format, you must specify a Payment Number or a range of Numbers: nothing will be exported if you leave this field empty.

**Only Sent Currency**

**Paste Special**

Currency register, System module

Enter a Currency here if you only want to export Payment rows with a particular Currency.

You can use this field with the following Payment File Formats—

- Czech - ABO (Only Payment rows with the specified Currency as Bank Currency will be exported.)
- Czech - CITI bank (Only Payment rows with the specified Currency as Bank Currency will be exported.)
- All New Zealand banks (Only Payment rows with the specified Currency as Bank Currency will be exported.)
- All Norwegian banks (Only Payment rows with the specified Currency as Sent Currency will be exported. If you select the Foreign Country Payment option below, you must also specify a Currency in this field. Otherwise, specifying a Currency is optional.)

#### Character Set

##### Default taken from

Local Machine setting, User Settings module (Default Export Codepage field)

##### Paste Special

Choices of possible entries

Specify here the character set that you want to be used in the export file.

In most cases, you should ignore this field as the character set will be determined by the Payment File Format. However, if you are using the Finland - SEPA Payment File Format, some banks will require files using UTF-8 and some ISO-8559-1. Specify here which one is to be used.

If you use the DOS Format option below, the character set will be CP437, irrespective of the Payment File Format and the character set chosen here.

#### Pay Method

Depending on the Payment File Format you are using, you will sometimes be able to insert a flag into an export file that signifies the urgency of the payments in that file. Select the appropriate option here.

You can use this option together with the following Payment File Formats when also selecting the Foreign Country Payment option—

- Finland - SEPA
- Lithuania - LITAS-ESIS 1.1
- Sweden - Handelsbanken
- Sweden - Nordea
- Sweden - SE-Banken
- Sweden - Swedbank

You can use this option together with the following Payment File Formats when not selecting the Foreign Country Payment option—

- Latvia - FidaVista
- Lithuania - LITAS-ESIS 1.1

If you are using the following Payment File Formats and do not select the Foreign Country Payment option, you will also be able to choose a Payment Method using the options on the 'Bank' card of an individual Payment. If you choose "Express" or "Extra Urgent" here in the specification window, all Payments will be so marked in the export file. If you choose "Normal", only those Payments that you have individually marked as "Express" or "Extra Urgent" will be so marked in the export file.

- Finland - SEPA

Please refer to the descriptions of the individual Payment File Formats beginning on page 10 below for more details.

## Status

Use these options to choose whether to export all Payments in the range or only those that have not been exported before. The Unexported Only option will also prevent approved Payments from being exported.

Note that the same flag is used to keep a record of whether a particular Payment has been printed and whether it has been exported. So, printing an Ordered Payment will prevent it being exported using the Unexported Only option. Similarly, exporting an Ordered Payment will prevent it being printed by the Cheque Document and Payment Form documents using the Unprinted Only option.

These options are not used if you are using the Namibia Payment File Format. In this case, all Ordered and approved Payments in the range will always be exported, and the act of exporting will not set the flag to prevent further exporting or printing.

## Bankfees

**Default taken from** Payment Settings setting,  
Purchase Ledger

Depending on the Payment File Format you are using, you will sometimes be able to insert a flag into export files that signifies who will pay any bank fees incurred when processing payments. Select the appropriate option here.

You can use this option together with the following Payment File Formats when also selecting the Foreign Country Payment option—

- Lithuania - LITAS-ESIS 1.1
- All Norwegian banks
- Sweden - Handelsbanken
- Sweden - Nordea
- Sweden - SE-Banken
- Sweden - Swedbank

You can use this option together with the following Payment File Formats when not selecting the Foreign Country Payment option—

- Finland - SEPA

- Latvia - FidaVista

Please refer to the descriptions of the individual Payment File Formats beginning on page 10 below for more details.

**Bank 1/Bank 2**

You can use these options with the following Payment File Formats as follows—

- Sweden - SE-Banken (When Foreign Country Payment is selected, this option changes the flag that is exported in RT3 position 74 (i.e. immediately before the Supplier's Country) (Bank 1 causes "0" to be exported, Bank 2 causes "1" to be exported)).

**Prod. No.**

**Default taken from** Bank Transfer setting, Purchase Ledger (Prod. No. field)

Specify here a Production Number to be included in the export file.

You can use this field together with the following Payment File Formats—

- All Norwegian banks (Specify the division code for your bank branch, to be included in positions 60-70 in the first line of the export file.)
- Sweden - PlusGiro (Enter a single digit, to be exported as character 13 in the first line of the export file. "1" will be exported if you leave the field blank.)

**Pay on Due Date**

**Default taken from** Payment Settings setting, Purchase Ledger

Use this option to control whether the exported payments are to be executed on the current date (not selected) or on the Due Dates of the Purchase Invoices being paid (selected).

You can use this option together with the Payment File Formats listed below when not selecting the Foreign Country Payment option.

- Finland - SEPA
- Sweden - Handelsbanken
- Sweden - Nordea
- Sweden - PlusGiro
- Sweden - SE-Banken
- Sweden - Swedbank

Please refer to the descriptions of the individual Payment File Formats beginning on page 10 below for more details.

**DOS Format**

**Default taken from** Payment Settings setting, Purchase Ledger

This option ensures the character set used in the export file will be CP437.

**Foreign Country Payment**

You can use this option together with the Payment File Formats listed below to create files containing international



payments. These files have different formats compared to those containing domestic payments.

The primary purpose of this option is to change the export format from domestic to international. Depending on the Payment File Format you are using, it usually does not act as a filter: i.e. it does not separate domestic and international Payments so that only the international ones are exported. You should therefore do this yourself by entering relevant ranges of Payment Numbers in the Payment No. field above, to ensure that domestic and international Payments aren't mixed in the same file.

If a Payment File Format is not listed below, it should be assumed that selecting this option will either not change the format of the export file or create an empty file.

- Finland - SEPA (If Foreign Country Payment is not selected, Payment rows where the Bank Currency is not Base Currency 1 will not be exported. If Foreign Country Payment is selected, domestic and international Payments will not be separated.)
- Lithuania - LITAS-ESIS 1.1 (Domestic and international Payments will not be separated.)
- All Norwegian banks (If you specify a Currency in the Only Sent Currency field above, only Payment rows with that Currency as Sent Currency will be exported. If Foreign Country Payment is not selected, specifying an Only Sent Currency is optional. If Foreign Country Payment is selected, you must specify an Only Sent Currency, otherwise nothing will be exported.)
- Sweden - Handelsbanken (Domestic and international Payments will not be separated. )
- Sweden - Nordea (Domestic and international Payments will not be separated.)
- Sweden - SE-Banken (Domestic and international Payments will not be separated.)

### **One Payment per Supplier**

If a Payment record contains more than one row paying the same Supplier, you can use this option with the Payment File Formats listed below if you would like those rows to be treated as a single payment in the export file (i.e. issuing a single payment order to the bank).

If you are using this option, note that there may not be enough space to show all the Purchase Invoice numbers being paid (depending on the length of the numbers) so it is recommended that you send this information separately to the Supplier.

If you select this option when you are using one of the Payment File Formats listed below, all Payments in the range will be exported on a One Payment per Supplier basis. If you do not select this option, only those Payments where the Payment Format (on the 'Bank' card) is "Per Supplier" will be exported on that basis.

- Finland - SEPA (the One Payment per Supplier option is only used when the Foreign Country Payment option is not selected).
- All New Zealand banks
- UK - BACS

This option has no effect when you are using the Payment File Formats listed below. However, Payments where the Payment Format is Per Supplier will be exported on that basis—

- Poland - BPH

The following Payment File Formats will always export Payments as if this option has been selected—

- Latvia - FidaVista
- Namibia
- Poland - ING Bank
- Poland - Reiffaisen Bank

### Batch Booking

#### Default taken from

Payment Settings setting,  
Purchase Ledger

Use this option together with the Finland - SEPA Payment File Format. It causes "true" or "false" to be exported in the tag <BtchBookg>. If you do not select this option, "false" will be exported, signifying that the payment transactions will be processed separately on the bank side.

Click the [Run] button in the Button Bar to proceed. Enterprise by HansaWorld will open a dialogue box where you can name the export file and specify where it is to be saved. Enter a name for the file. Click [Save] or press the Enter key. The export file will be created and saved. When the export finishes, you can close the 'Export' window using the close box and then send the resulting file to your bank after checking.

In the following sections, the various Payment File Formats are listed individually, providing some guidance about where to enter information in order for it to be included correctly in export files. Not every Payment File Format will be available in every country. Please refer to your local HansaWorld representative for more details and for advice about the suitability of a particular Payment File Format for your requirements.

## Australia - ABA

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Australia - ABA Payment File Format.

### Configuration

1. In the Banks setting—
  - a. Enter a record for your own Bank. The Code should be the three-letter bank acronym code (ANZ, CBA, WBA, etc.).
  - b. Enter your APCA User Number in the Payments field on the 'Banking File' card.

2. In the Contact records for each Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account field.
  - b. Enter the name of the Supplier's bank in the Account Operator field.
  - c. Enter the branch identifier or BSB of the Supplier's bank in the BSB field. When exporting, a hyphen will be inserted automatically as the fourth character if it is missing.
  - d. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and from there to the Bank Reference field in each Payment row.
3. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode.
  - b. Enter the name of your bank in the Bank Name field.
  - c. Enter the branch identifier or BSB of your bank in the BSB field. When exporting, a hyphen will be inserted automatically as the fourth character if it is missing.
  - d. Enter your Bank on flip D using 'Paste Special'.

#### **Payments**

4. Add a Reference to each Payment header. If a Payment row does not have a Bank Reference, the Reference from the Payment header will be exported instead (positions 63-80).

#### **Exporting**

5. For a Payment row to be exported, the To Bank A/C in the row and the Own Bank A/C in the Payment header must both not be blank.

### **Czech - ABO**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Czech - ABO Payment File Format.

#### **Configuration**

1. In the Company Info setting, ensure the Company Name is correct.
2. In the Contact records for each Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account field.
  - b. Enter the branch code of the Supplier's bank in the Sort Code field.
3. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode.
  - b. Enter the branch code of your bank in the Sort Code field.

#### **Purchase Invoices**

4. Specify a Supp. Inv. No. in each Purchase Invoice.

### Payments

5. Enter a Reference Number on flip G of each Payment row. In the export file, this will be added to the Sort Code of the Supplier's bank as a suffix.

### Exporting

6. If you specify a Currency in the Only Sent Currency field in the specification window, only Payment rows with that Currency as Bank Currency will be exported.

## Czech - CITI bank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Czech - CITI bank Payment File Format.

### Configuration

1. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers.
  - b. Enter the bank branch code in the Sort Key field.
2. In the Contact records for each Supplier—
  - a. Specify the Supplier's Bank in the Account Operator field using 'Paste Special'.
  - b. Enter the Supplier's bank account number in the Bank Account field.
  - c. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and exported from there.
3. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode.
  - b. Enter the name of your bank in the Bank Name field.

### Purchase Invoices

4. Specify a Reference in each Purchase Invoice.

### Exporting

5. If you specify a Currency in the Only Sent Currency field in the specification window, only Payment rows with that Currency as Bank Currency will be exported.

## Denmark - BGBank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - BGBank Payment File Format.

### Configuration

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your bank account number in the Bank 2 field.
2. In the Contact records for each Supplier—
  - a. The address in the first Invoice Address field will be exported.
  - b. Enter the Supplier's bank account number in the Bank Account field.

### Purchase Invoices

3. Specify a Supp. Inv. No. in each Purchase Invoice (will only be exported when the Supplier's bank account number is not known).

### Exporting

4. For a Payment row to be exported, the To Bank A/C must not be blank.
5. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
6. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Denmark - Den Danske Bank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - Den Danske Bank Payment File Format.

### Configuration

1. In the Company Info setting, ensure the Company Name is correct.
2. In the Contact records for each Supplier—
  - a. Enter the address using the first and second Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

4. Specify a Supp. Inv. No. in each Purchase Invoice (will only be exported when the Supplier's bank account number is not known).

### Exporting

5. For a Payment row to be exported, the To Bank A/C must not be blank.

6. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
7. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Denmark - Jyske Bank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - Jyske Bank Payment File Format.

### Configuration

1. In the Contact records for each Supplier—
  - a. The address in the first Invoice Address field will be exported.
  - b. Enter the Supplier's bank account number in the Bank Account field.
2. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

3. Specify a Supp. Inv. No. in each Purchase Invoice.

### Exporting

4. For a Payment row to be exported, the To Bank A/C must not be blank.
5. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
6. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Denmark - Midtbank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - Midtbank Payment File Format.

### Configuration

1. In the Contact records for each Supplier, enter the Supplier's bank account number in the Bank Account field.
2. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

3. Specify a Supp. Inv. No. in each Purchase Invoice (will only be exported when the Supplier's bank account number is not known).

### Payments

4. Add a Reference to each Payment header.

### Exporting

5. For a Payment row to be exported, the To Bank A/C must not be blank.

6. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
7. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Denmark - SYDBANK

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - SYDBANK Payment File Format.

### Configuration

1. In the Banks setting, enter a separate record for each Bank used by your Suppliers. Only the Code and Name are required in each record.
2. In the Contact records for each Supplier—
  - a. Enter the address using the first three Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

4. Specify a Supp. Inv. No. in each Purchase Invoice.

### Exporting

5. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
6. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Denmark - Unibank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Denmark - Unibank Payment File Format.

### Configuration

1. In the Company Info setting, ensure the Company Name is correct.
2. In the Contact records for each Supplier—
  - a. Enter the address using the first, second and third Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

4. Specify a Supp. Inv. No. in each Purchase Invoice (will only be exported when the Supplier's bank account number is not known).

## Exporting

5. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
6. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.

## Finland - SEPA (Foreign Country Payment not selected)

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Finland - SEPA Payment File Format, for domestic payments.

### Configuration

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your company's address in the first two Address fields (street in the first field, post code and town in the second field) and the Country field. The Country must use the two-character ISO format (i.e. "FI"). All three fields must be filled in for the address to be exported.
  - c. Optionally enter a Bank Customer ID. This will be used if the Bank ID Code in a Bank record is blank (point 2c below).
2. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers, and one for your own Bank.
  - b. Specify a BIC (SWIFT) in each Bank record.
  - c. For your own Bank, enter the Account (IBAN), Bank ID Code (i.e. business ID or customer number at the bank) and, if you will be sending Payments in Currencies other than the Euro, an Exchange Rate Contract Number.
  - d. If a Bank is outside the EU, specify a Clearing Code (use the ISO format i.e. five-character country code followed by a bank identifier), up to four lines of address and a Country (two-character ISO format).
3. In the Contact records for each domestic Supplier—
  - a. Enter the address using the second and third Invoice Address fields (street in the second field, post code and town in the third field) and the Country field (Country must use the two-character ISO format). All three fields must be filled in for the address to be exported.
  - b. Enter the Supplier's bank account number in the IBAN Code field or, if it is not in IBAN format, in the Bank Account or Bank Account 2 fields.
  - c. Enter the Supplier's Bank in the Account Operator field using 'Paste Special'.
4. In the Payment Modes setting, enter your Bank on flip D of each Payment Mode using 'Paste Special'.



### Payments

5. Add a Bank Reference to each Payment row (flip H). This will be copied from the Reference in each Purchase Invoice being paid, and is the comment that will be visible to the Supplier.
6. Select "Per Supplier" as the Payment Format on the 'Bank' card if appropriate.
7. Select "Express" or "Extra Urgent" as the Payment Method if appropriate.

### Exporting

8. For a Payment row to be exported, the Bank Currency must be Base Currency 1.
9. Select "Express" or "Extra Urgent" as the Pay Method in the 'Specify Banking File' window if appropriate. This will cause "URGP" to be exported in the tag <Prtry> in <SvcLvl>. If selected, all Payments will be exported as "URGP". If not selected, only those Payments marked "Express" or "Extra Urgent" in step 7 above will be exported as "URGP".
10. Select "Shared" as the Bankfees option in the 'Specify Banking File' window if appropriate. This will cause "SLEV" to be exported in the tag <ChrgBr>. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.
11. Select Pay on Due Date if appropriate. Selecting this option will export the current date for each Payment in the tag <ReqdExctnDt>. Otherwise, the later of the Payment Date from the Payment and the current date will be exported.
12. If a Payment record contains more than one row with the same Supplier, you can select One Payment per Supplier if you want those rows to be grouped together in the export file. If selected, all Payments will be exported on a One Payment per Supplier basis. If not selected, only those Payments where the Payment Format is Per Supplier (step 6 above) will be exported on that basis.
13. Deselect Batch Booking if the payment transactions will be processed separately on the bank side. This option causes "true" or "false" to be exported in the tag <BtchBookg>.

### Finland - SEPA (Foreign Country Payment selected)

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Finland - SEPA Payment File Format, for international payments.

### Configuration

1. In the Company Info setting, ensure the Reg. No. is correct.
2. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers.
  - b. Specify a BIC (SWIFT) in each Bank record, and up to three lines of address.

3. In the Contact records for each international Supplier—
  - a. Enter the address using the first three Address fields.
  - b. Enter the country where the Supplier is located in the Country field (two-character ISO format).
  - c. Enter the Supplier's bank account number in the IBAN Code field or, if it is not in IBAN format, in the Bank Account or Bank Account 2 fields.
  - d. Enter the Supplier's Bank in the Account Operator field using 'Paste Special'.
4. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

5. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Exporting**

6. Select the appropriate Pay Method option in the 'Specify Banking File' window. "M" will be exported if Normal is selected or "P" otherwise.

### **Hungary - HVB**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Hungary - HVB Payment File Format.

#### **Configuration**

1. In the Company Info setting, enter your company's bank account number in the Bank 1 field. This will be used if the Bank A/C No. in a Payment Mode is blank.
2. In the Contact records for each Supplier, enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Exporting**

4. A Payment row will only be exported if the Bank Currency is Base Currency 1.

### **Latvia - FidaVista**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Latvia - FidaVista Payment File Format.

#### **Configuration**

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter the VAT Reg. No. of your company.
  - c. Enter the Country (two-character ISO format i.e. "LV").

2. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers, and one for your own Bank.
  - b. Specify a BIC (SWIFT) in each Bank record.
  - c. For your Suppliers' Banks, the address in the first Address field will be exported.
3. In the Contact records for each Supplier—
  - a. The address in the first Invoice Address field will be exported.
  - b. Specify a Reg. No. 1 or VAT Reg. No.
  - c. Enter the country where the Supplier is located in the Country field (two-character ISO format).
  - d. Enter the Supplier's bank account number in the Bank Account field.
  - e. Enter the Supplier's Bank in the Account Operator field using 'Paste Special'.
4. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

5. Specify a Reference or a Supp. Inv. No. in each Purchase Invoice.

#### **Exporting**

6. Select the appropriate Pay Method option in the 'Specify Banking File' window. "N" will be exported in the tag <Priority> if Normal is selected, "U" if Express is selected or "X" if Extra Urgent is selected.
7. Select the appropriate Bankfees option in the 'Specify Banking File' window. "OUR" will be exported in the tag <Comm> if We Pay is selected, "BEN" if Suppliers Pay is selected or "SHA" if Shared is selected. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.

### **Lithuania - LITAS-ESIS 1.1 (Foreign Country Payment not selected)**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Lithuania - LITAS-ESIS 1.1 Payment File Format, for domestic payments.

#### **Configuration**

1. In the Company Info setting—
  - a. Ensure the Company Name and Reg. No. are correct.
  - b. Enter your company's bank account number in the Bank 2 field. This will be used if the Bank A/C No. in a Payment Mode is blank.

2. In the Contact records for each domestic Supplier—
  - a. Enter the Supplier's address using the first two Invoice Address fields.
  - b. Enter the Supplier's company registration number in the Reg. No. 1 field.
  - c. Enter the Supplier's code for your company in the Their Customer Code field.
  - d. Enter the Supplier's bank account number in the Bank Account field.
  - e. If the Supplier has a Purch. Invoice To Supplier, follow steps (a)-(c) above for that Invoice To Supplier. All Supplier details in the export file except the bank account number will be taken from the Invoice To Supplier. The bank account number in the export file will be taken from the To Bank A/C field in each Payment row. This field takes its default from the Supplier, not the Invoice To Supplier, so be sure to specify the correct Bank Account in the Supplier record.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

4. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Exporting**

5. Each Payment record should only contain payments (rows) to one Supplier. If a Payment record contains payments to more than one Supplier, it will not be exported.
6. Select the appropriate Pay Method option in the 'Specify Banking File' window. "1" will be exported in the fourth column in the export file (Mokejimo rūs (Prioritetas)) if Normal is selected, "2" otherwise.

### **Lithuania - LITAS-ESIS 1.1 (Foreign Country Payment selected)**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Lithuania - LITAS-ESIS 1.1 Payment File Format, for international payments.

#### **Configuration**

1. In the Company Info setting, enter your company's bank account number in the Bank 2 field. This will be used if the Bank A/C No. in a Payment Mode is blank.
2. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers.
  - b. Specify a BIC (SWIFT) in each Bank record, and two lines of address.
  - c. Specify a Clearing Code (use the ISO format i.e. five-character country code followed by a bank identifier).

3. In the Contact records for each international Supplier—
  - a. Enter the Supplier's address using the first two Invoice Address fields.
  - b. Specify the Supplier's Bank in the Account Operator field using 'Paste Special'.
  - c. Enter the Supplier's bank account number in the Bank Account field.
  - d. If the Supplier has a Purch. Invoice To Supplier, follow steps (a)-(b) above for that Invoice To Supplier. All Supplier details in the export file except the bank account number will be taken from the Invoice To Supplier. The bank account number in the export file will be taken from the To Bank A/C field in each Payment row. This field takes its default from the Supplier, not the Invoice To Supplier, so be sure to specify the correct Bank Account in the Supplier record.
4. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### **Purchase Invoices**

5. Specify a Supp. Inv. No. in each Purchase Invoice.

### **Exporting**

6. Each Payment record should only contain payments (rows) to one Supplier. If a Payment record contains payments to more than one Supplier, it will not be exported.
7. Select the appropriate Pay Method option in the 'Specify Banking File' window. "1" will be exported in the fourth column in the export file (Mojejimo ruis (Prioritetas)) if Normal is selected, "2" if Express is selected or "3" if Extra Urgent is selected.
8. Select the appropriate Bankfees option in the 'Specify Banking File' window. "1" will be exported in column 31 in the export file (Uzsienio banko mokesčiai) if We Pay is selected, "3" if Suppliers Pay is selected or "2" if Shared is selected. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.

## **Namibia**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Namibia Payment File Format.

### **Configuration**

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your bank account number in the Bank 1 field (11 characters will be exported).
  - c. Enter the Sort Code (branch code) of your bank in the Bank 2 field (six characters will be exported).
2. In the Contact records for each Supplier, enter the Supplier's bank account number in the Bank Account field and the branch code of the branch where the account is held in the Sort Code field. This information will be exported

from the Contact records for each Supplier, not from the Payment rows. So if you forget to enter a Supplier's bank details before entering a Payment, you can make the correction in the Supplier record before exporting. However, any changes that you make to a Supplier's bank details in a Payment row won't be exported.

### Payments

3. Each Payment record should only contain payments (rows) to one Supplier. If a Payment record contains payments to more than one Supplier, it will be exported incorrectly.

### Exporting

4. You must specify a Payment No. or range of Payment Nos. in the specification window.

## New Zealand - ANZ, New Zealand - ASB, New Zealand - BNZ, New Zealand - KiwiBank, New Zealand - National Bank and New Zealand - Westpac

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the various New Zealand bank Payment File Formats.

### Configuration

1. In the Company Info setting, ensure the Company Name is correct (not needed for National Bank).
2. In the Banks setting—
  - a. Enter a record in this setting for your own Bank (only needed for ANZ and BNZ).
  - b. Enter your Subscriber ID in the Sort Key field (only needed for ANZ (16 characters) and BNZ (seven characters)).
  - c. Enter the appropriate Payment File Format in this Bank record ('Banking File' card): you must set a Payment File Format both in each Bank record and in the Bank Transfer setting.
3. In the Contact records for each Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account field. This should consist of a Bank ID, Branch Code, Account Number and a Suffix.
  - b. Enter the branch code of the branch where the account is held in the BSB field (not needed for Westpac).
  - c. If the Supplier has a Factoring Supplier, follow steps (a) and (b) above for that Factoring Supplier. Payments will be sent to the Factoring Supplier.

4. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode. This should consist of a Bank ID, Branch Code, Account Number and a Suffix (not needed for ANZ or National Bank).
  - b. Enter the branch code of the branch where the account is held in the BSB field (not needed for Westpac).
  - c. If your bank is ANZ or BNZ, enter it on flip D using 'Paste Special'. This will allow the Subscriber ID to be included in the export file.

#### **Purchase Invoices**

5. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Payments**

6. If you enter a Reference in a Payment header, it will be exported if the BSB in the Payment header is empty (in the 'Reference' position) or if the BSB in a Payment row is empty (in the 'Other Party Reference' position).

In the case of ASB and Westpac, the Reference will always be exported.

7. Select "Per Supplier" as the Payment Format on the 'Bank' card if appropriate.

#### **Exporting**

8. The Payment File Format will be determined by the first Payment in the range (i.e. it will be taken from the Bank record specified in the Payment Mode, or from the Bank Transfer setting). Any Payment using a different Payment File Format will not be exported.
9. If you specify a Currency in the Only Sent Currency field in the specification window, only Payment rows with that Currency as Bank Currency will be exported.
10. If a Payment record contains more than one row with the same Supplier, you can select One Payment per Supplier if you want those rows to be grouped together in the export file. If selected, all Payments will be exported on a One Payment per Supplier basis. If not selected, only those Payments where the Payment Format is Per Supplier (step 7 above) will be exported on that basis.

### **Norway - DnB Telepay, Norway - K-Link, Norway - SparNett, Norway - Postbanken and Norway - Telepay 2 (Foreign Country Payment not selected)**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the various Norwegian bank Payment File Formats, for domestic payments.

#### **Configuration**

1. In the Company Info setting—
  - a. In the Bank Customer ID field, enter your company's VAT number with non-numeric characters removed. For example, if your company's VAT number is NO 987654321 MVA, enter 987654321.

- b. Enter your bank account number in the Bank 1 field.
  2. In the Bank Transfer setting—
    - a. Specify a User on the 'Norway' card.
    - b. Optionally, enter the division code for your bank branch in the Prod. No. field.
  3. In the Contact records for each domestic Supplier—
    - a. Enter the address using the first three Address fields. The third field should contain the four-digit postal code (in "XXXX" or "N-XXXX" format) and the town, separated by a space.
    - b. Enter the Supplier's bank account number in the Bank Account field.

#### **Purchase Invoices**

4. Enter a KID Code for each Purchase Invoice in the Reference field. The code will be checked for validity.

#### **Exporting**

5. For a Payment row to be exported, the To Bank A/C must not be blank.
  6. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
  7. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.
  8. If you specify a Currency in the Only Sent Currency field in the specification window, only Payment rows with that Currency as Sent Currency will be exported.
  9. Specify the division code for your bank branch in the Prod. No. field in the 'Specify Banking File' window (if you entered one in the Bank Transfer setting in step 2b, it will be copied to the 'Specify Banking File' window as a default). This will be included in positions 60-70 in the first line of the export file.

### **Norway - DnB Telepay, Norway - K-Link, Norway - SparNett, Norway - Postbanken and Norway - Telepay 2 (Foreign Country Payment selected)**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the various Norwegian bank Payment File Formats, for international payments.

#### **Configuration**

1. In the Company Info setting—
    - a. In the Bank Customer ID field, enter your company's VAT number with non-numeric characters removed. For example, if your company's VAT number is NO 987654321 MVA, enter 987654321.
    - b. Enter your bank account number in the Bank 1 field.



2. In the Bank Transfer setting—
  - a. Specify a User on the 'Norway' card.
  - b. Optionally, enter the division code for your bank branch in the Prod. No. field.
3. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers.
  - b. Specify a BIC (SWIFT) in each Bank record, or a Name and three lines of Address.
  - c. Enter a division code (bank branch code) in the Sort Key field in each Bank record.
  - d. Enter the Supplier's bank account number in the Account (IBAN) field. This means you will need a unique Bank record for each Supplier.
4. In the Contact records for each international Supplier—
  - a. Enter the address using the first three Address fields.
  - b. Enter the country where the Supplier is located in the Country field (two-character ISO format).
  - c. Enter the Supplier's Bank in the Account Operator field using 'Paste Special'.
  - d. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and exported from there.

#### **Purchase Invoices**

5. Specify a Reference or a Supp. Inv. No. in each Purchase Invoice.

#### **Exporting**

6. For a Payment row to be exported, the To Bank A/C must not be blank.
7. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
8. If the total amount payable to a Supplier in a single Payment record is negative, that Supplier's Payment rows will not be exported.
9. You must specify a Currency in the Only Sent Currency field in the specification window. Only Payment rows with that Currency as Sent Currency will be exported.
10. Specify the division code for your bank branch in the Prod. No. field in the 'Specify Banking File' window (if you entered one in the Bank Transfer setting in step 2b, it will be copied to the 'Specify Banking File' window as a default). This will be included in positions 60-70 in the first line of the export file.
11. Select the appropriate Bankfees option in the 'Specify Banking File' window. "OUR" will be exported if We Pay is selected or "BEN" otherwise. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.

## Poland - BPH

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Poland - BPH Payment File Format.

### Configuration

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your company's address in the first three Address fields.
  - c. Enter your bank account number in the Bank 1 field. This will be used if the Bank A/C No. in a Payment Mode is blank.
2. In the Contact records for each Supplier—
  - a. Enter the address using the first three Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

In most banking file exports, the payer bank account will be taken from the Payment Mode specified in the Payment header. Poland - BPH is unusual in that you can specify a Payment Mode in a Payment row and the payer bank account will be taken from there.

### Purchase Invoices

4. Specify a Supp. Inv. No. in each Purchase Invoice.

### Payments

5. Ticking the Foreign Payment box on the 'Bank' card will prevent a Payment from being exported.
6. Select "Per Supplier" as the Payment Format if appropriate. If a Payment record contains more than one row with the same Supplier, this option will cause those rows to be grouped together in the export file. The One Payment per Supplier option in the 'Specify Banking File' window has no effect, so this instruction will be taken from Payment records only.

## Poland - ING Bank

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Poland - ING Bank Payment File Format.

### Configuration

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your company's address in the first three Address fields.
  - c. Enter your bank account number in the Bank 1 field. This will be used if the Bank A/C No. in a Payment Mode is blank.

2. In the Contact records for each Supplier—
  - a. Enter the Supplier's address using the first three Invoice Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

4. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Exporting**

5. For a Payment row to be exported, the Bank Currency must be Base Currency 1 or blank.

### **Poland - Reiffaisen Bank**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Poland - Reiffaisen Payment File Format.

#### **Configuration**

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your company's address in the first three Address fields.
  - c. Enter your bank account number in the Bank 1 field: this will be used if the Bank A/C No. field in a Payment Mode is empty.
2. In the Contact records for each Supplier—
  - a. Enter the address using the first three Address fields.
  - b. Enter the Supplier's bank account number in the Bank Account field.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

4. Specify a Supp. Inv. No. in each Purchase Invoice

#### **Exporting**

5. A Payment row will only be exported if the Bank Currency is Base Currency 1 or blank.

## Sweden - Handelsbanken, Sweden - Nordea, Sweden - SE-Banken and Sweden - Swedbank (Foreign Country Payment not selected)

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the various Swedish bank Payment File Formats, for domestic payments.

### Configuration

1. In the Contact records for each domestic Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account or Bank Account 2 field. If the Supplier's bank account is held at the bank selected as the Payment File Format, enter the Supplier's bank account number in the Bank Account 2 field. Otherwise, enter it in the Bank Account field. For example, if the you are using the Sweden - Nordea Payment File Format and the Supplier's bank account is held at the Nordea bank, use the Bank Account 2 field. If it is held at a different bank, use the Bank Account field. If you are using the Sweden - Swedbank Payment File Format and the Supplier's bank account is held at Swedbank, use the Bank Account 2 field. and so on.
  - b. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and exported from there.
2. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

3. Specify a Reference or a Supp. Inv. No. in each Purchase Invoice.

### Payments

4. Information will be exported in different formats depending on whether the Supplier's bank account is held at the bank selected as the Payment File Format. This is determined by checking whether the To Bank A/C in a Payment row is the same as the Bank Account (account at a different bank) or the Bank Account 2 (account at the same bank) in the Contact record for the Supplier. If the To Bank A/C in a row does not match either of the Bank Accounts in the Contact record, the row will not be exported correctly. Therefore, you should not change the To Bank A/C in any Payment row.

### Exporting

5. For a Payment row to be exported, the To Bank A/C must not be blank.
6. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
7. Select Pay on Due Date in the 'Specify Banking File' window if appropriate. Selecting this option will cause the later of the Payment Date and the Due Date of the Purchase Invoice being paid to be exported for each Payment. Otherwise, the Payment Date of each Payment will be exported.

## Sweden - Handelsbanken (Foreign Country Payment selected)

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Sweden - Handelsbanken Payment File Format, for international payments.

### Configuration

1. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers, and one for your own Bank.
  - b. Specify a BIC (SWIFT) in each Bank record.
  - c. For your own Bank, enter the Account (IBAN) of your bank account.
  - d. For your Suppliers' Banks, specify a Clearing Code (use the ISO format i.e. five-character country code followed by a bank identifier).
2. In the Payment Codes setting, enter Payment Codes as listed at <http://www.skatteverket.se>.
3. In the Bank Transfer setting, enter an N/L Method and a Contract. The N/L Method will be exported in RT6 position 80 and, if the N/L Method is "T", the Contract will be exported in RT6 positions 45-54.
4. In the Contact records for each international Supplier—
  - a. Enter the address using the first, second and third Address fields.
  - b. Enter the Supplier's bank account number in the IBAN Code field or, if it is not in IBAN format, in the Bank Account field. The IBAN format is recommended for cross-border payments within Europe, and mandatory for payments in EUR within the EU, EES and Switzerland.
  - c. In the Sort Code field, enter the two-character ISO Country Code of the country where the Supplier's bank is located. Using the Sort Code field for this purpose allows a Supplier and its bank to be located in different countries.
  - d. If you enter the Supplier's Bank in the Account Operator field using 'Paste Special', the Clearing Code and BIC (SWIFT) will be exported from that Bank record to RT4 positions 44-67 and 68-78 respectively. In this case, the Supplier's bank account number in (b) above should be in IBAN format because "BP" will be exported in positions 79-80.  
  
Otherwise, you should enter the Clearing Code in the Bank Account 2 field and the BIC (SWIFT) in the Account Operator field, to be exported in RT4 positions 44-67 and 68-78 respectively.
  - e. If you enter a Payment Code for a Supplier, it will be copied to each Purchase Invoice and from there to each Payment row.
  - f. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and from there to the Bank Reference field in each Payment row (flip H).

5. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode (Bankgiro number).
  - b. Enter “SE” in the Sort Code field.
  - c. Enter your Bank on flip D using ‘Paste Special’.

#### **Purchase Invoices**

6. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Payments**

7. Ensure each Payment row has a Payment Code and a Bank Reference (both flip H).

#### **Exporting**

8. For a Payment row to be exported, the To Bank A/C must not be blank.
9. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
10. Select the appropriate Bankfees option in the ‘Specify Banking File’ window. “9” will be exported in RT3 position 78 if We Pay is selected, “1” if Suppliers Pay is selected or “0” otherwise. You can use the Payment Settings setting to choose which option in the specification window will be selected by default. “0” is the most common option.
11. Select the appropriate Pay Method option in the ‘Specify Banking File’ window. “T” will be exported in RT3 position 79 if Express or Extra Urgent is selected, “C” if Normal is selected and the Type of the Payment Mode is “Received Cheques” or “Own Cheques”, or “B” otherwise.

### **Sweden - Nordea and Sweden - SE-Banken (Foreign Country Payment selected)**

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Sweden - Nordea and Sweden - SE-Banken Payment File Formats, for international payments.

#### **Configuration**

1. In the Company Info setting—
  - a. Ensure the Company Name is correct.
  - b. Enter your company’s address in the first three Address fields.
2. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers, and one for your own Bank.
  - b. Specify a BIC (SWIFT) in each Bank record.
  - c. For your own Bank, enter the Account (IBAN) of your bank account.
  - d. For your Suppliers’ Banks, specify a Clearing Code (use the ISO format i.e. five-character country code followed by a bank identifier), and the

Supplier's Account Number in IBAN format in the Account (IBAN) field. This means you will need a unique Bank record for each Supplier.

3. In the Contact records for each international Supplier—
  - a. Enter the address using the first, second and third Address fields.
  - b. Enter the country where the Supplier is located in the Country field (two-character ISO format).
  - c. The Nordea and SE-Banken exports do not use the Payment Code field or the Payment Codes setting. Instead you should enter a three-character payment code for each Supplier in the Sort Code field, referring to the list at <http://www.skatteverket.se>. It will be copied to each Purchase Invoice and from there to each Payment row (exported in RT7 positions 9-11).
  - d. If you enter the Supplier's Bank in the Account Operator field using 'Paste Special', the BIC (SWIFT), Account (IBAN) and Clearing Code will be exported from that Bank record to RT4 positions 9-20, 21-50 and 51-80 respectively.

Otherwise, you should enter the BIC (SWIFT) in the Account Operator field, the Supplier's bank account number in the Bank Account field and the Clearing Code in the Bank Account 2 field, to be exported in RT4 positions RT4 positions 9-20, 21-50 and 51-80 respectively.
4. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

#### **Purchase Invoices**

5. Specify a Supp. Inv. No. in each Purchase Invoice.

#### **Payments**

6. Ensure each Payment row has a Sort Code (i.e. payment code).

#### **Exporting**

7. For a Payment row to be exported, the To Bank A/C must not be blank.
8. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
9. Select Bank 1 or Bank 2 as appropriate in the 'Specify Banking File' window. "0" will be exported in RT3 position 74 if Bank 1 is selected or "1" if Bank 2 is selected (Sweden - SE-Banken only, Sweden - Nordea will create an empty file if Bank 2 is selected).
10. Select the appropriate Bankfees option in the 'Specify Banking File' window. "2" will be exported in RT3 position 78 if We Pay is selected or "0" otherwise. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.
11. Select the appropriate Pay Method option in the 'Specify Banking File' window. "1" will be exported in RT3 position 80 if Express is selected or "0" otherwise.

## Sweden - Swedbank (Foreign Country Payment selected)

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Sweden - Swedbank Payment File Format, for international payments.

### Configuration

1. In the Banks setting—
  - a. Enter a separate record for each Bank used by your Suppliers, and one for your own Bank.
  - b. Specify a BIC (SWIFT) in each Bank record.
  - c. For your own Bank, enter the Account (IBAN) of your bank account.
  - d. For your Suppliers' Banks, specify a Clearing Code (use the ISO format i.e. five-character country code followed by a bank identifier), and the Supplier's Account Number in IBAN format in the Account (IBAN) field. This means you will need a unique Bank record for each Supplier. The first three characters of the Code in each Bank record should be the appropriate payment code for the Supplier (RT7 positions 9-11).
2. In the Contact records for each international Supplier—
  - a. Enter the address using the first, second and third Address fields.
  - b. Enter the country where the Supplier is located in the Country field (two-character ISO format).
  - c. If you enter the Supplier's Bank in the Account Operator field using 'Paste Special', the BIC (SWIFT), Account (IBAN) and Clearing Code will be exported from that Bank record to RT4 positions 9-20, 21-50 and 51-80 respectively. Note that the first three characters of the Account Operator will also be exported as the payment code, in RT7 positions 9-11 as the Swedbank export does not use the Payment Code field or the Payment Codes setting.

Otherwise, you should enter the BIC (SWIFT) in the Account Operator field, the Supplier's bank account number in the Bank Account field and the Clearing Code in the Bank Account 2 field, to be exported in RT4 positions RT4 positions 9-20, 21-50 and 51-80 respectively. In this case, no payment code will be exported unless you enter them in the Bank Code fields in Purchase Invoices yourself.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

4. Specify a Supp. Inv. No. and a Bank Code (i.e. payment code) in each Purchase Invoice.

### Exporting

5. For a Payment row to be exported, the To Bank A/C must not be blank.
6. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).



7. Select the appropriate Bankfees option in the 'Specify Banking File' window. "2" will be exported in RT3 position 78 if We Pay is selected or "0" otherwise. You can use the Payment Settings setting to choose which option in the specification window will be selected by default.
8. Select the appropriate Pay Method option in the 'Specify Banking File' window. "1" will be exported in RT3 position 80 if Express is selected or "0" otherwise.

## Sweden - PlusGiro

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the Sweden - PlusGiro Payment File Format.

### Configuration

1. In the Company Info setting—
  - a. Ensure the Company Name and Telephone Number are correct.
  - b. Enter your Customer Number at PlusGiro in the Bank Customer ID field.
  - c. Enter your bank account number in the Bank 2 field: this will be used if the Bank A/C No. field in a Payment Mode is empty.
2. In the Contact records for each Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account or Bank Account 2 field. If the Supplier's bank account is a PlusGiro account, enter the Supplier's bank account number in the Bank Account 2 field. Otherwise, enter it in the Bank Account field.
  - b. If you enter a Reference for a Supplier, it will be copied to each Purchase Invoice and exported from there.
3. In the Payment Modes setting, enter your bank account number in the Bank A/C No. field in each Payment Mode.

### Purchase Invoices

4. Specify a Reference or a Supp. Inv. No. in each Purchase Invoice.

### Payments

5. Information will be exported in different formats depending on whether the Supplier's bank account is a PlusGiro account. This is determined by checking whether the To Bank A/C in a Payment row is the same as the Bank Account (account is not a PlusGiro account) or the Bank Account 2 (account is a PlusGiro account) in the Contact record for the Supplier. If the To Bank A/C in a row does not match either of the Bank Accounts in the Contact record, the row will not be exported correctly. Therefore, you should not change the To Bank A/C in any Payment row.

### Exporting

6. A Payment record will only be exported if the Currency in the footer is SEK, EUR or blank.
7. A Payment row will only be exported if the I. Cur. on flip B is SEK, EUR or blank.

8. The Invoice No. in a Payment row must refer to a valid Purchase Invoice (i.e. Prepayments and On Account Payments will not be exported).
9. Select Pay on Due Date in the 'Specify Banking File' window if appropriate. Selecting this option will cause the Due Date of the Purchase Invoice being paid to be exported for each Payment. Otherwise, the Payment Date of each Payment will be exported. In both cases, if the date is in the past, the current date will be exported.
10. Specify a single-digit Prod. No. in the specification window, to be exported as character 13 in the first line of the export file. If you leave the field blank, "1" will be exported. You can set a default value for this field in the Bank Transfer setting.

## UK - BACS

This section contains some guidance about where to enter information in order for it to be included correctly in Banking File export files when they are produced using the UK - BACS Payment File Format.

### Configuration

1. In the Contact records for each Supplier—
  - a. Enter the Supplier's bank account number in the Bank Account field and the Sort Code of the Supplier's bank in the Sort Code field (without hyphens). This information will be exported from the Contact records for each Supplier, not from the Payment rows. So if you forget to enter a Supplier's bank details before entering a Payment, you can make the correction in the Supplier record before exporting. However, any changes that you make to a Supplier's bank details in a Payment row won't be exported.
  - b. If the Supplier has a Factoring Supplier, follow step (a) above for that Factoring Supplier. Payments will be sent to the Factoring Supplier.
2. In the Payment Modes setting—
  - a. Enter your bank account number in the Bank A/C No. field in each Payment Mode.
  - b. Enter the Sort Code of your bank in the Sort Code field (without hyphens).

### Purchase Invoices

3. Specify a Supp. Inv. No. in each Purchase Invoice.

### Payments

4. Select "Per Supplier" as the Payment Format on the 'Bank' card if appropriate.

### Exporting

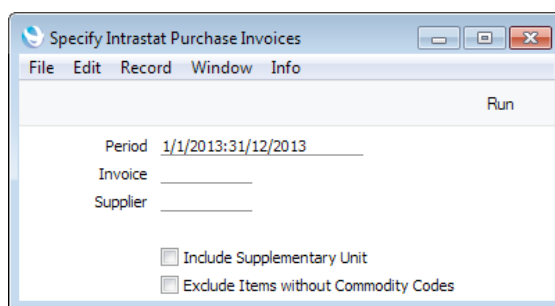
5. If a Payment record contains more than one row with the same Supplier, you can select One Payment per Supplier if you want those rows to be grouped together in the export file. If selected, all Payments will be exported on a One Payment per Supplier basis. If not selected, only those Payments where the Payment Format is Per Supplier (step 4 above) will be exported on that basis.

## Intrastat Purchase Invoices

Use this function to export information from Purchases Invoices received from Suppliers in the Inside EU and Inside EU (Post VAT) Zones, to satisfy Intrastat reporting requirements.

This function will only export information from Purchases Invoices received from Suppliers in the Inside EU and Inside EU (Post VAT) Zones that have connected Purchase Orders. Much of the exported information will be taken from those connected Purchase Orders.

If you will be using this function, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number in the Company Info setting in the System module. The Commercial Registration Number should be a three-digit branch identifier, required if you will be submitting Intrastat returns from different branches using the same VAT Number.



### Period

#### Paste Special

Reporting Periods setting,  
System module

Specify the export period: all Purchase Invoices with Transaction Dates that fall within the period specified here that are from the Inside EU and Inside EU (Post VAT) Zones will be included in the export file.

The period must consist of a calendar month, or a number of calendar months, otherwise no Purchase Invoices will be exported.

### Invoice

#### Range Reporting

Numeric

If necessary, enter here the internal Purchase Invoice Number of the Purchase Invoice (or range of Purchase Invoices) you wish to include in the export file.

### Include Supplementary Unit

By default, the following information will be exported from each Purchase Invoice row: Commodity Code of the Item, Sum from the connected Purchase Order row converted to your home Currency (Base Currency 1), Delivery Terms from the connected Purchase Order, credit flag ("6" for a Credit Note, "10" for an Invoice), Weight of the Item (Weight \* Quantity from the Purchase Order row), Country from the Supplier, (empty), Delivery Mode from the connected Purchase Order, Country of Origin from the Purchase Item for the Item/Supplier combination and the Purchase Order Number.

If you use this option, the Quantity from the connected Purchase Order row will be exported as well, between the Weight and the Country from the Supplier.

**Exclude Items without Commodity Codes**

Use this option if you want to exclude from the export file any Items which do not have Commodity Codes.

Click the [Run] button in the Button Bar to proceed. Enterprise by HansaWorld will open a dialogue box where you can name the export file and specify where it is to be saved. Enter a name for the file. Click [Save] or press the Enter key. The export file will be created and saved. When the export finishes, you can close the 'Export' window using the close box.

## Intrastat Purchases Invoices (UK)

Use this function to export Intrastat information in the format required by the HMRC in the UK (CSV02).

If you will be using this function, you should carry out the following configuration work to ensure the correct information is included in the export files—

1. In the Company Info setting, make sure you have recorded your Company Name, VAT Number and Commercial Registration Number. The Commercial Registration Number should be a three-digit branch identifier, required if you will be submitting Intrastat returns from different branches using the same VAT Number.
2. In the Contact records for each Supplier—
  - a. Enter the country where the Supplier is located in the Country field (two-character ISO format). In the case of domestic Suppliers, enter “GB” (do not leave the field empty) to ensure their transactions are not included.
  - b. Enter Purchase Del. Terms for each Supplier.
  - c. Ensure each Supplier is in the correct Zone.
3. In the Item register—
  - a. Ensure each Item has a Commodity Code. Items without Commodity Codes will not be exported.
  - b. Ensure each Item has a Weight (in kg).
4. In each Purchase Invoice, ensure the Item and Quantity fields on flip B of each row are filled out correctly. If you will be creating Purchase Invoices from Purchase Orders (using the 'Create Purchase Invoice' Operations menu function), make sure you have chosen the Consolidate by Items and Project or Transfer Each Row Separately options in the Purchase Invoice Settings setting. These will ensure the appropriate information is transferred from Purchase Orders to Purchase Invoices automatically.

**Period**

**Paste Special**

Reporting Periods setting,  
System module

Specify the export period.

If you choose to export Based On Purchase Invoices, all Purchase Invoices with Invoice Dates that fall within the period specified here that are from the Inside EU and Inside EU (Post VAT) Zones will be included in the export file.

If you choose to export Based On Goods Receipts, all Goods Receipts with Transaction Dates that fall within the period specified here that are from the Inside EU and Inside EU (Post VAT) Zones will be included in the export file.

The period must consist of a calendar month, or a number of calendar months, otherwise no Purchase Invoices or Goods Receipts will be exported.

<b>Invoice/GR No.</b>	<b>Range Reporting</b>	Numeric
	If necessary, enter here the Number of a Purchase Invoice or Goods Receipt (depending on the Based On option that you choose) that you wish to include in the export file. You can also enter a range of Numbers separated by a colon (:).	
<b>Supplier</b>	<b>Paste Special</b>	Suppliers in Contact register
	<b>Range Reporting</b>	Alpha
	Specify a Supplier to include Purchase Invoices or Goods Receipts received from that Supplier in the export file. If you choose to export Based On Purchase Invoices, you can also enter a range of Suppliers separated by a colon (:).	
<b>Based On</b>	Use these options to specify whether the information in the export file will be taken from Purchase Invoices or from Goods Receipts.	

#### Purchase Invoices

For a Purchase Invoice to be exported, it must meet the following conditions—

- The Country in the Contact record for the Supplier must not be “GB”.
- The Purchase Invoice must be from the Inside EU or Inside EU (Post VAT) Zones.

#### Goods Receipts

For a Goods Receipt to be exported, it must meet the following conditions—

- The Country in the Contact record for the Supplier must not be “GB”.
- If the Goods Receipt was created from a Purchase Order (i.e. if the Purch. Order No. field on the 'Terms' card of the Goods Receipt is not blank), the Purchase Order must be from the Inside EU or Inside EU (Post VAT) Zones.
- If the Goods Receipt was not created from a Purchase Order, the Supplier must be from the Inside EU or Inside EU (Post VAT) Zones.

Click the [Run] button in the Button Bar to proceed. Enterprise by HansaWorld will open a dialogue box where you can name the export file and specify where it is to be saved. Enter a name for the file. Click [Save] or press the Enter key. The export file will be created and saved. When the export finishes, you can close the 'Export' window using the close box.

## Open Purchase Invoices

This Export function in the Integration module will export all approved unpaid Purchase Invoices in the system. You can use the resulting file to help with a change of financial systems or when creating a new database at the start of a financial year.

Use the Backup Comment to place a short description in the export file (up to 40 characters are permitted). This comment will be shown in the list of importable files that will appear when you use the 'Automatic' Import function in the System module (and also when you create a new database using the [Import Textbackup] button in the 'Welcome to Enterprise by HansaWorld' window).

When you import the file into a new database, the Purchase Invoices will be shown as approved, but no Nominal Ledger Transactions will be created (you should enter opening balances to the Nominal Ledger separately).

If you select the Create Payments for Partly paid Invoices option before creating the export file, approved Payments will be created in the new database for the paid amounts on part-paid Purchase Invoices (again with no corresponding Nominal Ledger Transactions). If you select this option, you should also specify the Payment Mode that will be used in these Payments (using 'Paste Special' if necessary), the Payment Date and the first Payment Number. Payment Numbers will be generated by the export function, not when the file is imported, so be sure to choose a First Payment Number that does not conflict with any Payments already in the new database. If you do not specify a First Payment Number, Payments in the new database will be numbered from 1. If you do not choose a Payment Mode, the first Payment Mode in the setting in the exporting database will be used.

If you also need Prepayments and On Account Payments to be transferred to the new database, select the Include On Account Payment option. You should only use this option if you also select the Create Payments for Partly paid Invoices option as it will have no effect otherwise. Prepayments and On Account Payments will be imported to the new database as On Account Payments.

You must specify a Payment Date, even if you choose not to use the Create Payments for Partly paid Invoices option.

If any of the amounts are in Currency, be sure to import all Currency and Exchange Rate records to the new database before importing the Invoices.

## P/L Liquidity List

Use this function to export approved unpaid Purchase Invoices to a file that can then be used by a spreadsheet or page make-up program. The file contains the Due Date, Invoice Date, Purchase Order Number, Invoice Number, Supplier Name and the unpaid amount of each open Purchase Invoice.

When you select the function, the 'Specify P/L Liquidity List' window will open. Leave the single field blank if you need to export all open Purchase Invoices, or enter a Purchase Invoice Number or range of Numbers. Then, click the [Run] button to start the export process.

