

# HAL E-BANK MANUAL

## ADDRESS BOOK



Hal E-Bank version: 20.X.X.01

# Content of Manual

The manual consists of several content sections. The current section is highlighted on the list. The manual's content sections are also available online at

<http://www.halcom.si/en/support/?action=showEntry&data=379>.

1. PAYMENTS
2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. FILE EXCHANGE
10. E-INVOICES
11. SEPA DIRECT DEBIT
12. SDD REFUSALS AND MANDATES

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# Entering and Using Data in Address Book

Data from address book are used when entering creditor data into payment orders.

## Selecting Data from Address Book

The screenshot shows the 'Address book' dialog box with the following sections:

- 1. List of business partners and their accounts:** A table with columns 'Name', 'City', and 'Tax number'. It lists several business partners, including HALCOM D.D., HRANILNICA IN POSOJILNICA, and HYPO ALPE-ADRIA-BANK D.D.
- Business partner accounts:** A section showing the number of accounts (1) and a list of accounts with their IBANs.
- Buttons:** 'New bus. partner', 'Edit bus. partner', 'Delete bus. partner', 'Add account', 'Edit account', 'Delete account', 'BBAN into IBAN', 'Additional options', 'Select', and 'Close'.

The 'Payment order UPN/SEPA' form in the background has the following sections:

- Debtor:** Fields for IBAN, Reference, Name, Address, City, Country, Purpose code, and Purpose / payment details.
- Creditor:** Fields for Amount, Payment date, Bank BIC, IBAN, Reference, Name, Address, City, and Country.
- Buttons:** 'Print', 'OK', 'Exit', and 'Page 1 from 2'.

- 1 From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?« (1c).
- 2 By completing the search fields (name, account and tax number), the list of displayed business partners from the address book is reduced (3). If a business partner is not in the address book yet, save it following the instructions on [page 6](#).
- 3 Select the appropriate business partner from the list. If the account of the

selected business partner is not in the address book yet (4), save it following the instructions on [page 7](#).

- 4 Select the appropriate account.
- 5 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

### TIP

Data on partner can be entered into the payment order even without using the address book (data are not saved in the address book). For more information, see [chapter Address book settings](#).

# Entering New Business Partner and Account into Address Book

1 From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?« (1c).

2 Click the **New bus. partner** button.

3 In the new window, enter business partner's data.

4 In the **Acc. number** field, enter the account number and confirm the entry by clicking the **Enter** button<sup>1</sup> (see tip). After confirmation of the **Acc. number** entry, a field appears to set the reference type and enter

the reference (4a). (For reference type RF, enter the control numbers in the **Model** field and the rest of the data in the **Reference** field.

If you are entering an account open with a bank outside of Slovenia (»foreign account«), follow the steps as described on **page 6**.

5 Confirm the entry of a new business partner and account by clicking the **OK** button.

6 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

## TIP

For entering domestic account, see also chapter *Entering new business partner and account into address book*, while for entering foreign account see the chapter *Entering business partner's account with a foreign account*

<sup>1</sup> For domestic accounts, upon exiting the field **Acc. number**, data on the bank where the account is open, will be written. If banks

data do not appear and the account number is written correctly, contact Help desk.

## Entering Account of Business Partner Having an Account Abroad

In order to make a payment, apart from the business partner's account number the data on the bank where the account is open is also required. If you are adding a business partner having an account with the foreign bank, which has not yet been saved into the address book, it is necessary to add data on the bank as well.

- 1 From the payment order, the address book opens up when entering the first letter of the name (1a) or when entering the first number of the business partner's account number (1b). If you have deactivated a mandatory entry into the address book or if you are completing the UPN/SEPA payment order, you can open the address book by clicking »?« (1c).
- 2 Click the button **New bus. partner**.
- 3 In the new window, enter the business partner's data.
- 4 In the **Acc. number** field, enter the account number.
- 5 Mark **Foreign account**. The fields for entering data on a bank, where the partner has the account open, will pop up.
- 6 Already saved banks will open upon entering SWIFT or Bank name in the drop-down menu. When you select **SWIFT** or **Name** from the drop-down menu, the other data on bank will be completed as well. Continue with step 9.
- 7 If a bank is not found in the drop-down menu, complete the data in entry fields.
- 8 Select the option **»Add bank into the address book of banks«**. The bank's data will be saved and upon next use they will be available from the drop-down menu in step 6.
- 9 Confirm the entry of data by clicking the **Confirm** button.
- 10 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

# Entering Additional Account to Existing Business Partner

Multiple bank accounts can be attributed to a business partner saved in the address book.

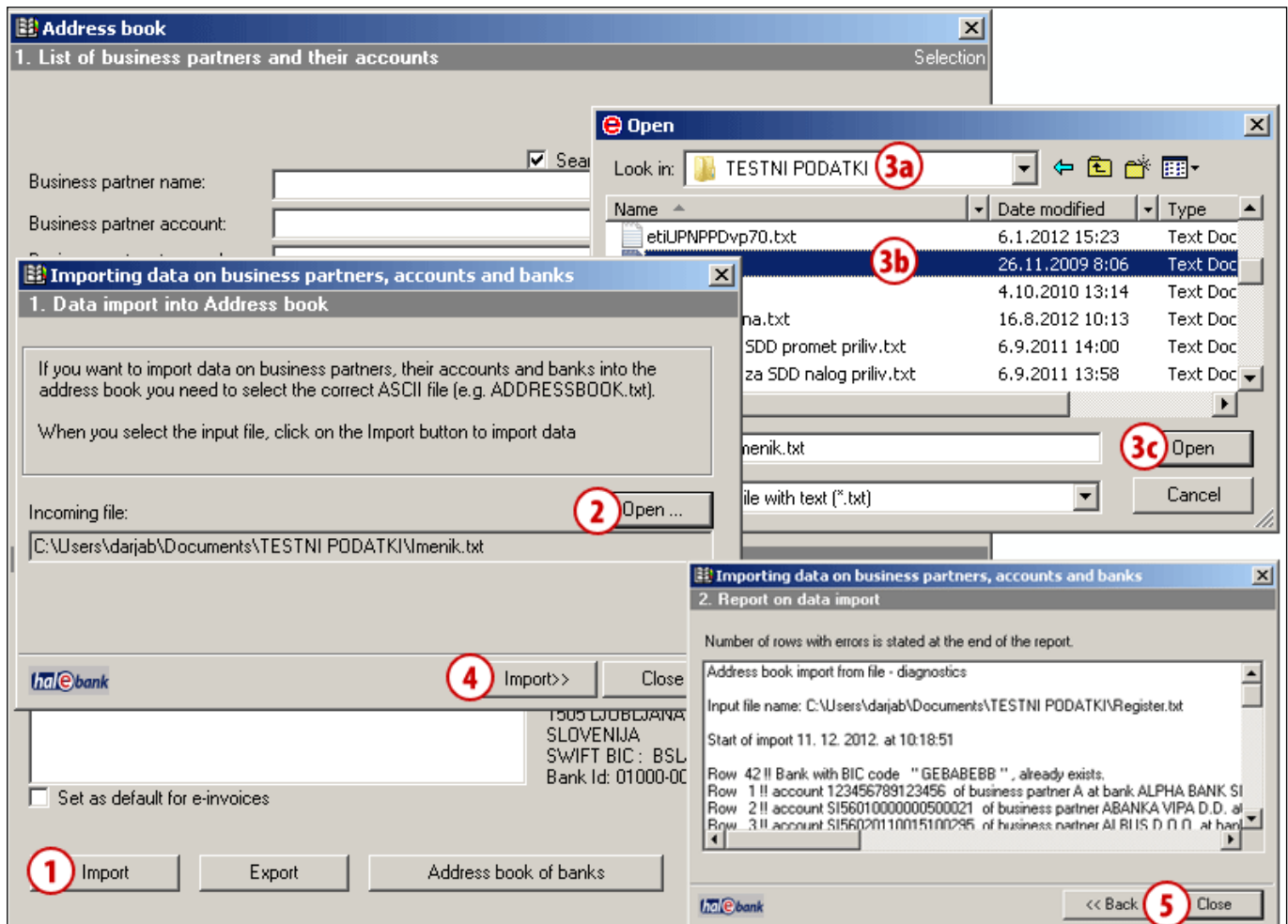
The screenshot shows the 'Payment order' window on the left, the 'Address book' window in the middle, and the 'Business partner accounts' window on the right. The 'Address book' window displays a list of business partners with columns for Name, City, and Tax number. The 'Business partner accounts' window shows details for a selected business partner, including account type (Domestic or Foreign), account number, reference, model, prefix, and a note to the business partner account. The 'Add account' button is highlighted with a red circle and arrow.

- 1 From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?« (1c).
- 2 By completing the search fields (name, account and tax number), the list of displayed business partners from the address book is reduced (3).
- 3 Mark the selected business partner from the list.
- 4 Click the **Add account** button.
- 5 In the **Account** number field, enter the account number. Select a reference type and enter the reference data (5a).
- 6 Select the **account type** (domestic or foreign account).
- 7 In the **Notes** field, you can enter optional notes (e.g. in which currency you pay to the account). The note is later written on the basic list of accounts for a selected business partner (←) and it can simplify the selection among multiple accounts.
- 8 Confirm the data by clicking the **OK** button.
- 9 By clicking the **Select** button, the address book closes; the data on selected business partner together with the account is transferred into the payment order.

## Importing Data into the Address Book

Data on business partners and their accounts can be imported from other programs (e.g. accounting programs) or from existing transaction items from the e-bank.

### Procedure of importing data into the address book



Open the address book using the menu selection **Tools > Address book** by clicking the book icon

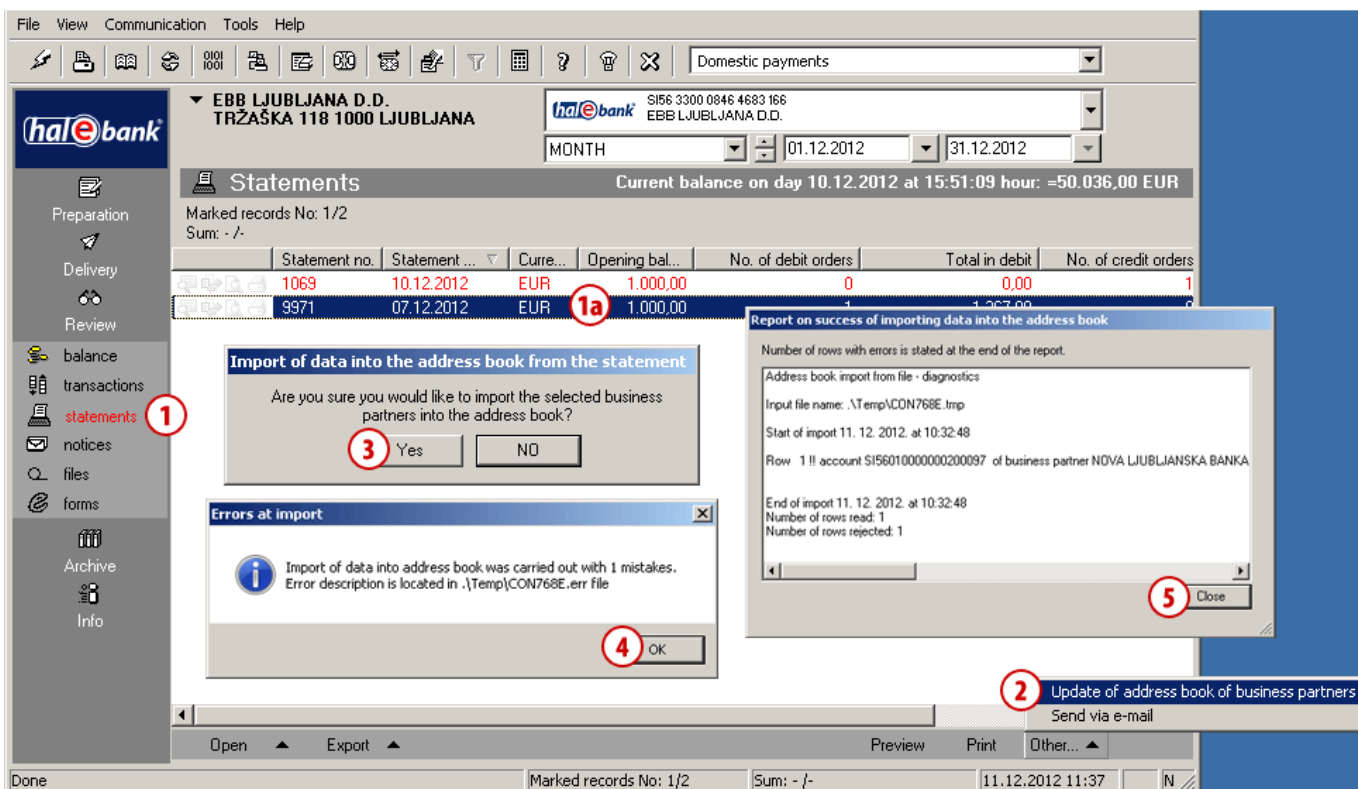


on the toolbar or by pressing **Alt + A**.

- 1 Click the **Import** button.
- 2 A new window will open, where you click the **Open** button.
- 3 In the new window, select the location of file (3a) and file (3b), which you would like to import. Then, click the **Open** button (3c).
- 4 Confirm import by clicking the **Import** button.
- 5 A new window will open, showing a report on successful import of address book from a file. Close the window by clicking the **Close** button. The data on new business partners and their accounts are saved in the address book.



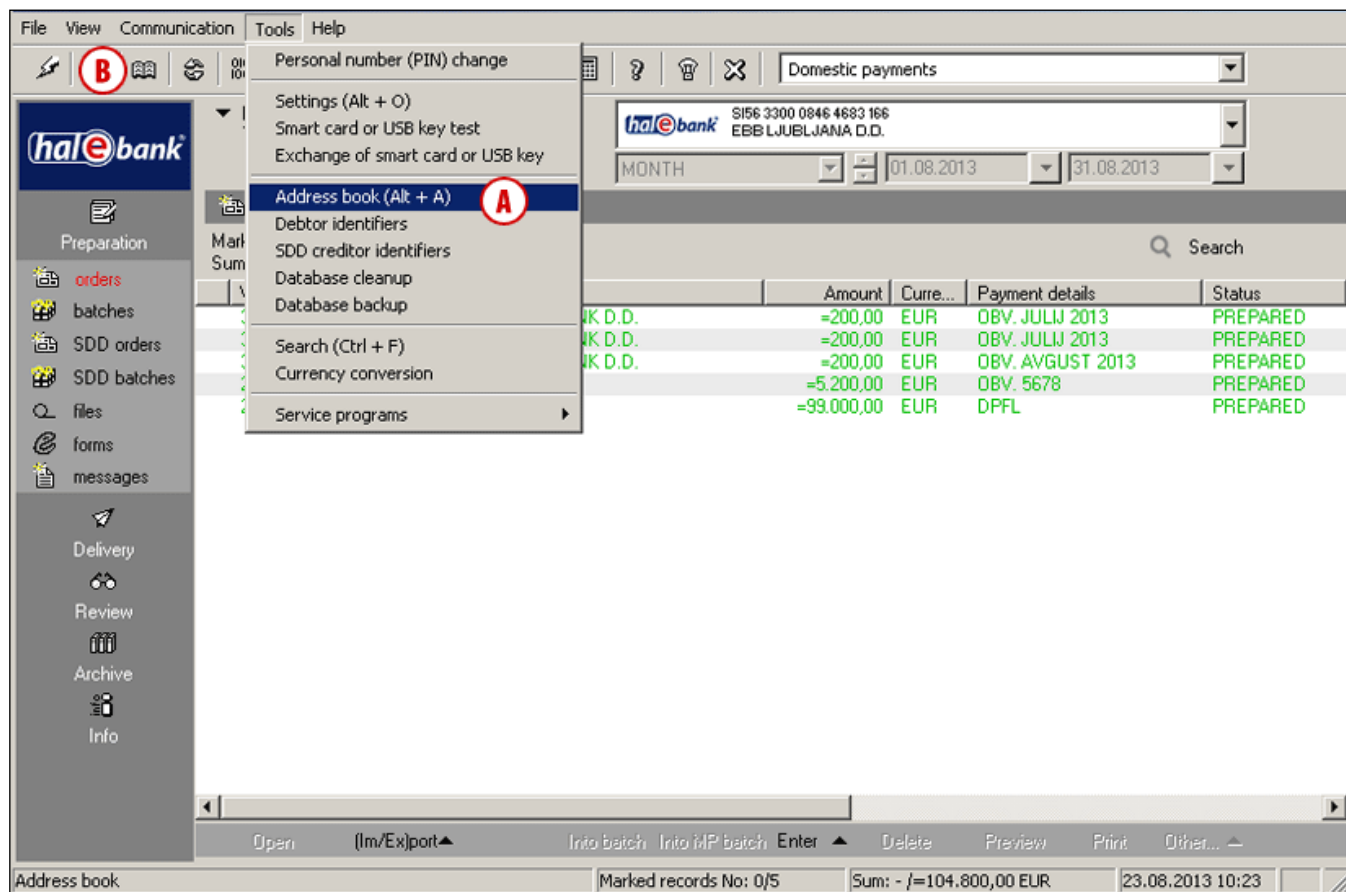
## Procedure of importing data into the address book from transaction items



- 1 In the **Review > statements** folder, select statement **(1a)** (or more statements) from which you would like to import data on business partners into the address book.
- 2 Select the command **Other > Update of address book of business partners**.
- 3 In the window "Import data into address book from statement", confirm the selection. Data on debtors and creditors from debit and credit transaction orders is imported into the address book (name, address and account (no reference data)).
- 4 In case the data on a business partner already exists, the "Errors at import" window opens, which specifies the number of errors (business partners who already exist in the address book). The program will only add data on new business partners into the address book. Close the window.
- 5 The program will display a report on the successful import of data into the address book. Close the window. The data on new business partners and their accounts is stored into the address book.

## Working with Data in Address Book

You can open the address book by clicking the menu selection **Tools > Address book (A)** and the **book icon (B)** on the toolbar or by pressing **Alt + A**. In that case, you can only save and edit data on business partners, while for entering into the payment order they are only available from the address book, which opens up during the completion of payment order.



## Editing Data in Address Book

The screenshot illustrates the process of editing data in the Address Book through several sequential windows:

- Initial Window:** Features search fields for Business partner name (1), Business partner account (3), and Business partner tax number. A table lists business partners with columns for Name, City, and Tax number (2).
- Business Partner Details Window:** Displays fields for Name, Address (4), City, Tax number, Country, and Note to business partner.
- Accounts Window:** Shows a list of accounts with columns for Account no. and Reference (5a).
- Bank Details Window:** Provides details on the bank where the selected account is open, including Bank name, Bank address, Bank city, Bank id, and Bank country (5b).
- Account Selection Window:** Allows selecting a Domestic account or Foreign account (6a) and includes a Note to business partner account field.
- Confirmation Window:** Contains the OK button (6b) to confirm changes.
- Final Confirmation Window:** Includes the OK button (7) and a Close button (8).

Open the address book using the menu selection **Tools > Address book** by clicking the book icon



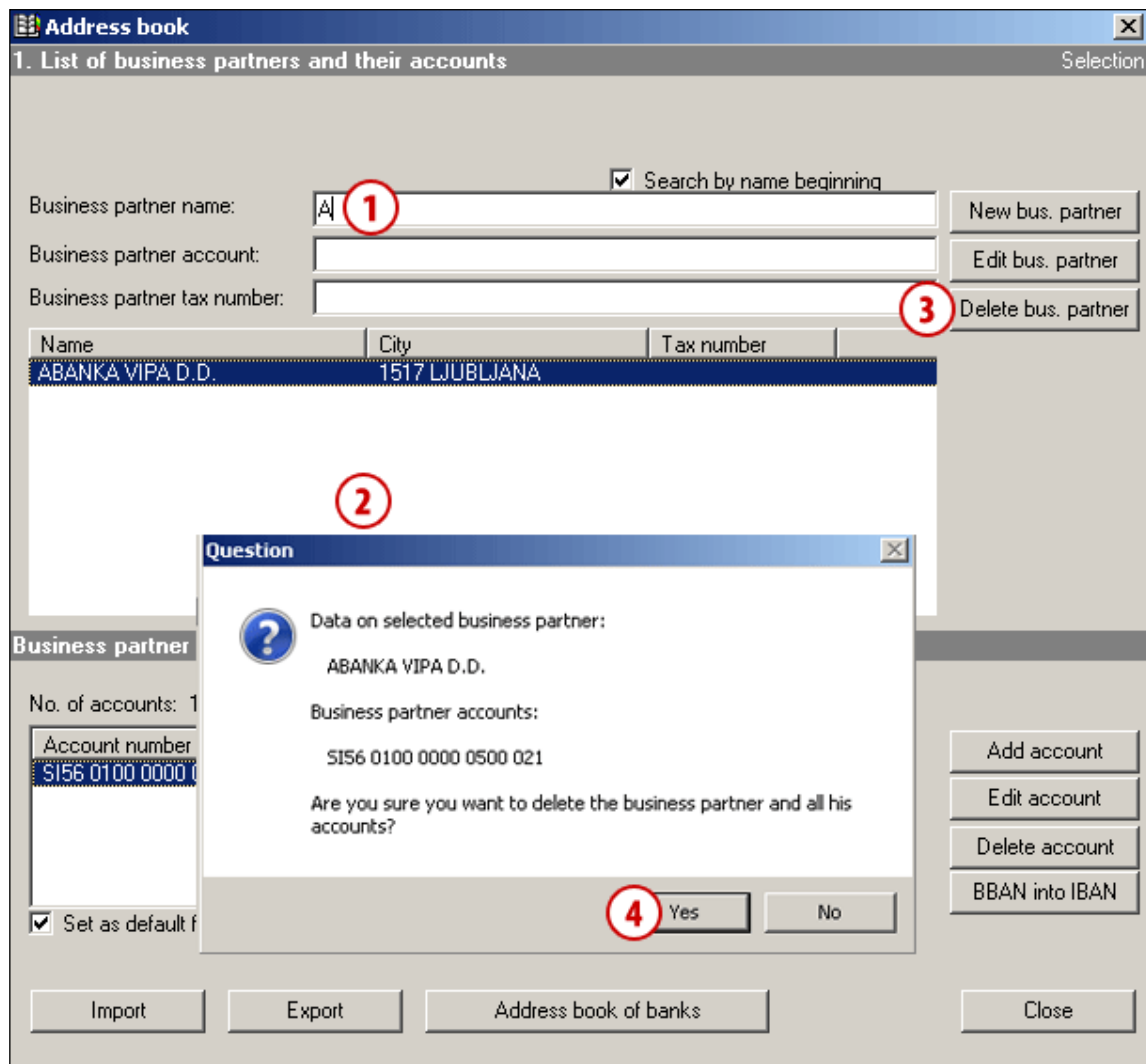
on the toolbar or by pressing **Alt + A**.

- 1 The search of a business partner in the address book can be simplified by entering name, account or tax number in the search fields. Only business partners corresponding to the strings entered in the search fields will be written on the list (2).
- 2 From the list, select the business partner for whom you want to correct data.
- 3 Click the **Edit bus. partner** button; the new window with the business partner's data will open (see tip).
- 4 Correct the content of data on business partner accordingly.
- 5 If you want to correct the business partner's account, select the appropriate account (5a) and click the **Edit account** button (5b).
- 6 In the new window, change the data on the business partner's account (6a). Confirm the corrections by clicking the **OK** button (6b).
- 7 In the window containing business partner's data, confirm the corrections again by using the **OK** button.
- 8 In the List of business partners and their accounts window, close the window by using the **Close** command.

### TIP

You can access editing or deleting of a selected account faster by clicking the **Edit account** or **Delete account** button in the first window of the address book in the right bottom corner.


## Deleting Business Partner from Address Book



Open the address book using the menu selection **Tools > Address book** by clicking the book icon  on the toolbar or by pressing **Alt + A**.

- 1** The search of a business partner in the address book can be simplified by entering name, account or tax number in the search fields. Only business partners corresponding to the strings entered in search fields will be written on the list **(2)**.
- 2** From the list, select a business partner you want to delete.
- 3** Click the **Delete bus. partner** button; the data on business partner you want to delete will be written in the new window (see tip).
- 4** Confirm the deletion of data; the selected business partner and all its accounts are deleted.

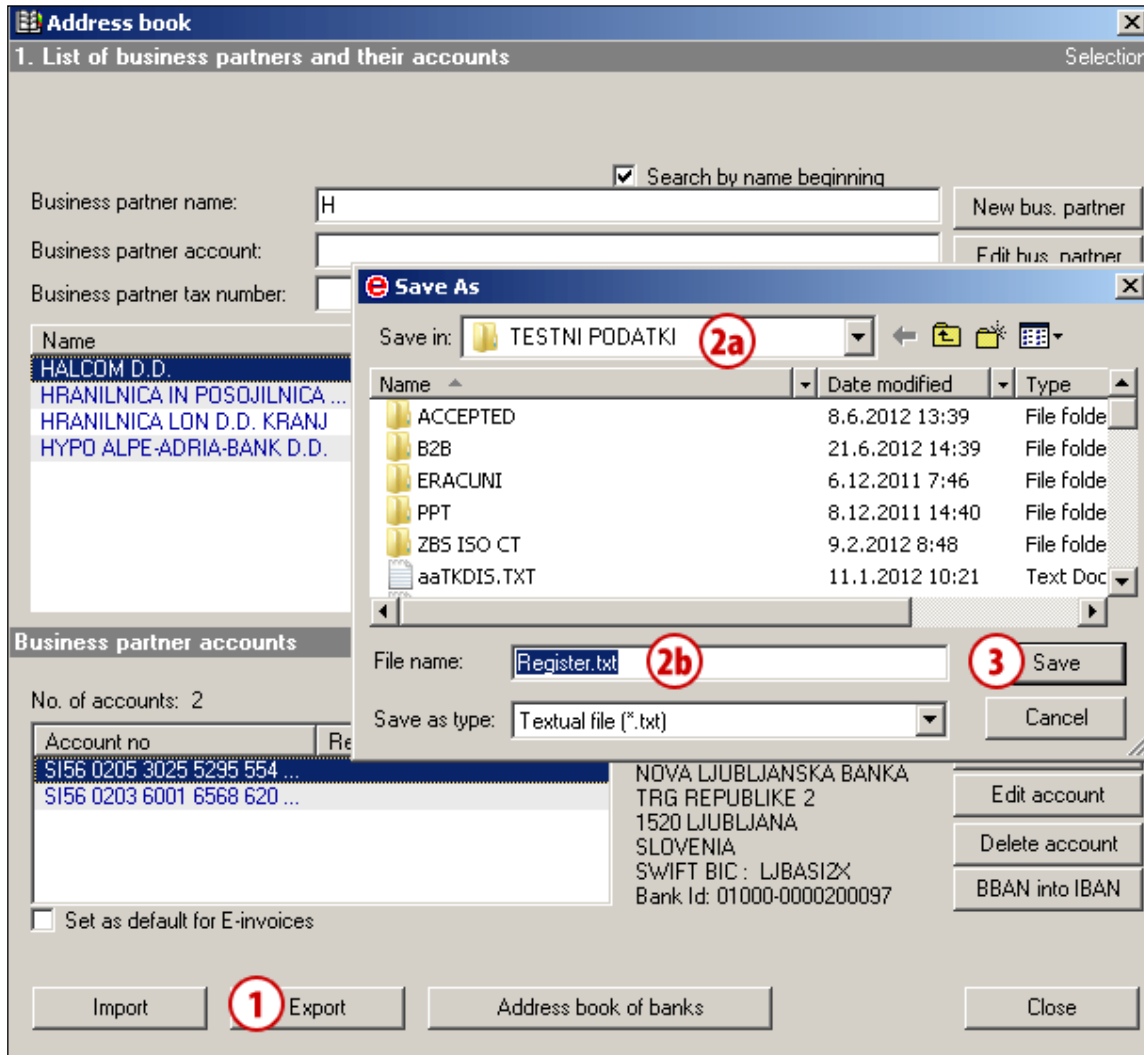
### TIP

*If you want to delete only one account for the selected business partner, you can in the first window of address book select the business partner and the appropriate account and click the **Delete account** button (marked with  in the picture).*

## Exporting Data from the Address Book

Data on business partners and their accounts can be **exported** from the address book and used in other programs.

### Procedure of exporting data from address book



Open the address book using the menu selection **Tools > Address book** by clicking the **book icon**



on the toolbar or by pressing **Alt + A**.

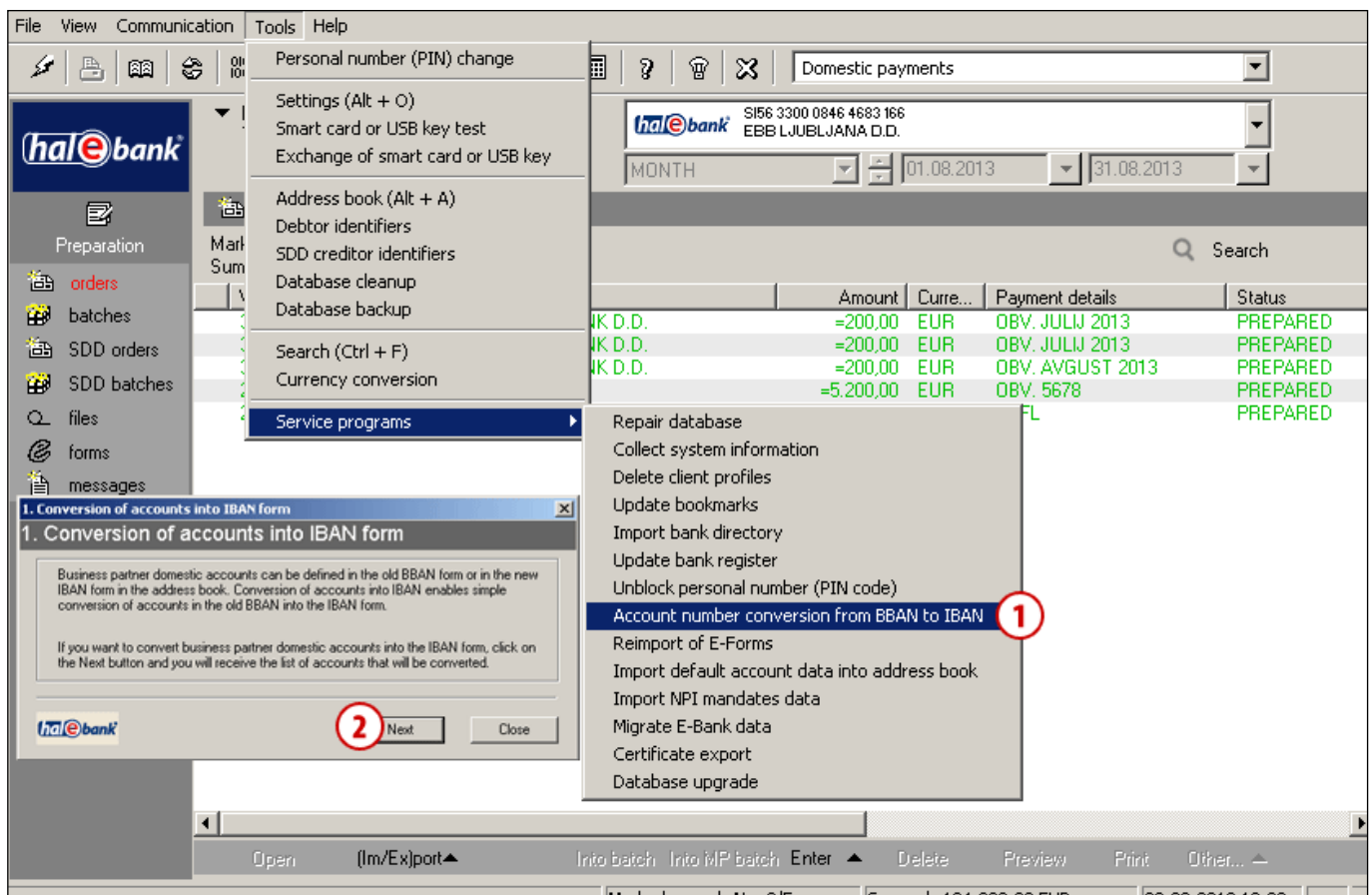
- 1** Click the **Export** button.
- 2** A new window will open, where you specify the location (**2a**) and file name (**2b**), where the exported data will be saved.
- 3** Confirm the export by clicking the **Save** button.  
(If additional warnings show up, close them.)

## Conversion of Accounts into International IBAN Format

Partners' transaction accounts can be written in the Slovenian **BBAN** or in the international **IBAN** format:

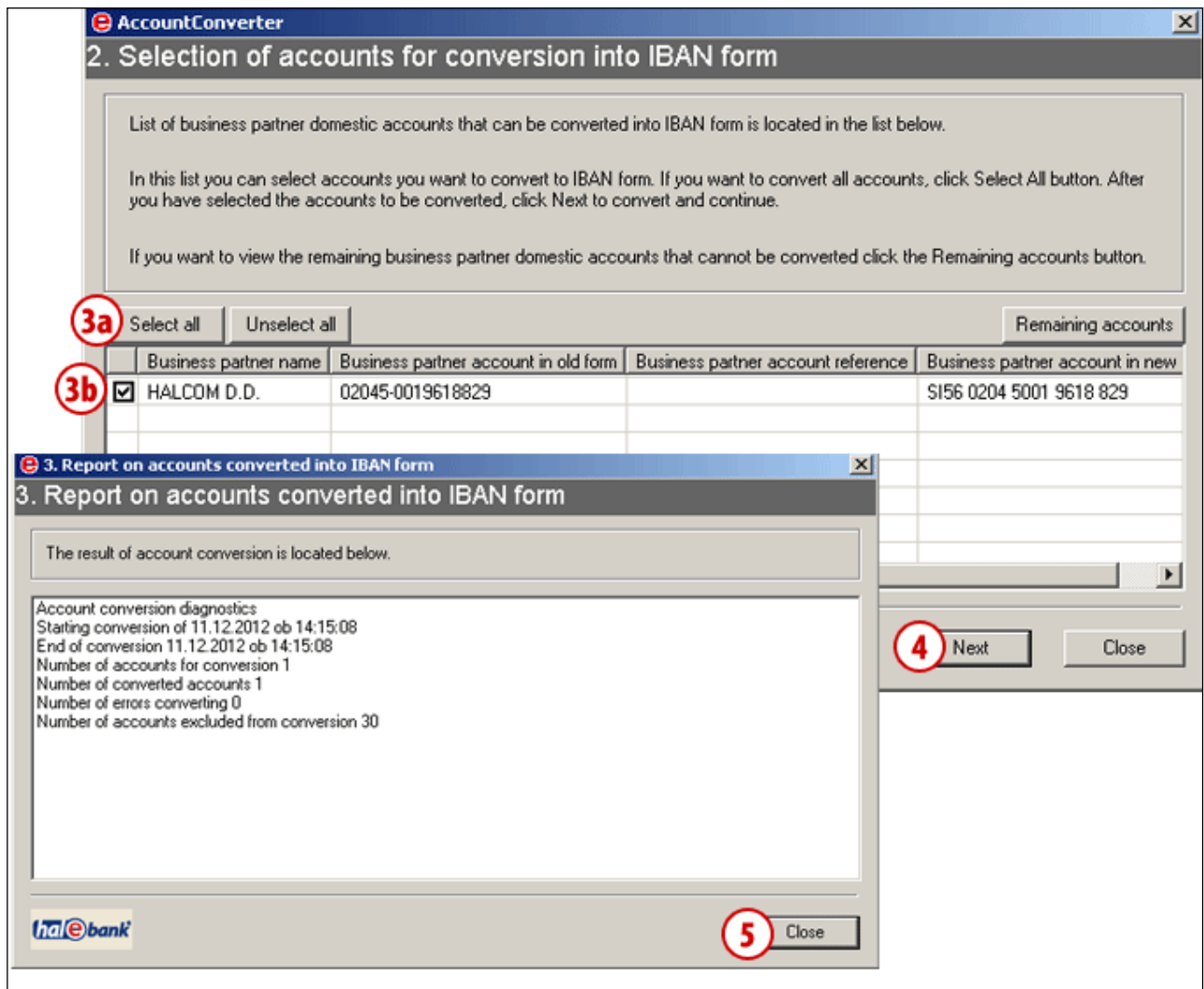
- an example of a transaction account in the Slovenian BBAN format is 05100-8000081860,
- an example of a transaction account in the international IBAN structure is SI56 0510 0800 0081 860.

In the UPN/SEPA order, you can only write accounts in the IBAN format. We recommend you to simply convert all or the selected accounts, which are saved in the address book in the BBAN format, into the newer IBAN format.



- 1 In the menu line, select **Tools > Service programs**. From the range of options, select **Account number conversion from BBAN to IBAN**.
- 2 A new window opens with a short description of the function. Continue by clicking the **Next** button.

Continued on next page ...



- 3 In the new window, a list of accounts is written, which are saved in your address book in the BBAN format. On the list, at the beginning of each row you can mark individual accounts **(3a)** for conversion to IBAN, or you can mark all accounts by clicking the button **Select all (3b)**.
- 4 By clicking the **Next** button, all marked accounts are converted into the IBAN format.
- 5 A new window opens with a report on success of conversion for marked accounts. All accounts which were already written in the IBAN format are excluded from the conversion. Close the window.



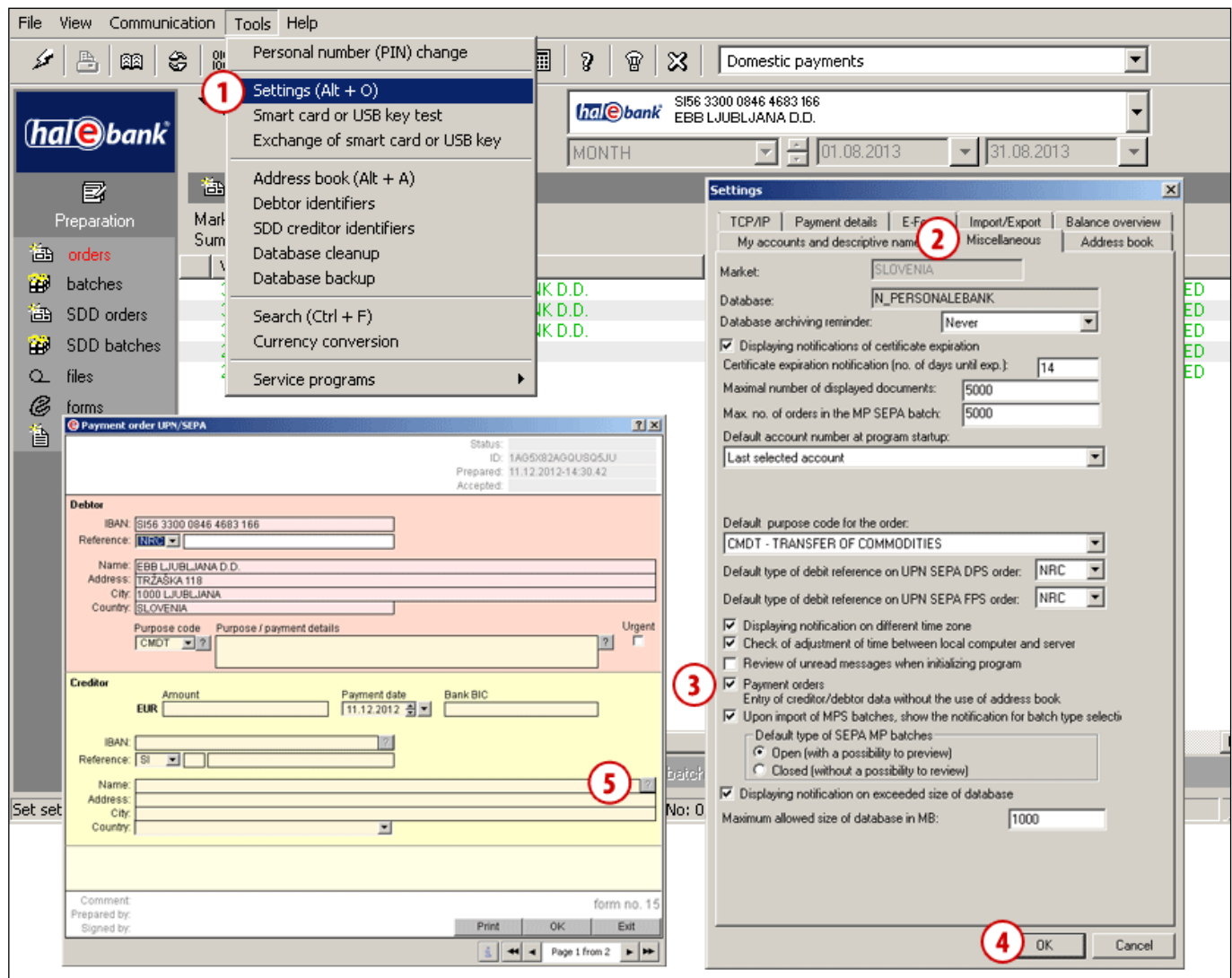
# Address Book Settings

You can set and adjust some functionalities of the address book according to your needs:

- Entry of business partner's data without the use of address book (also in payment orders),
- Search in the address book by partial name, and
- Use of capital and small letters.

## Entering Business Partner's Data without Use of Address Book

Business partner's data can be entered into the payment order without using the address book. If you only enter data into the payment order, they are not saved in the address book. When making a payment to the same business partner again, instead of using the address book you can duplicate the payment order from the archive or save the payment order as a template.



- 1 The entry of data without the use of address book can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Miscellaneous** tab.
- 3 Select »Payment orders - entry of creditor/debtor data without the use of address book«.
- 4 Confirm the change.
- 5 When entering a beneficiary data into the payment order, the address book doesn't open automatically. If you want to open the address book during the completion of a payment order, click the »?» button next to the »Name« field.

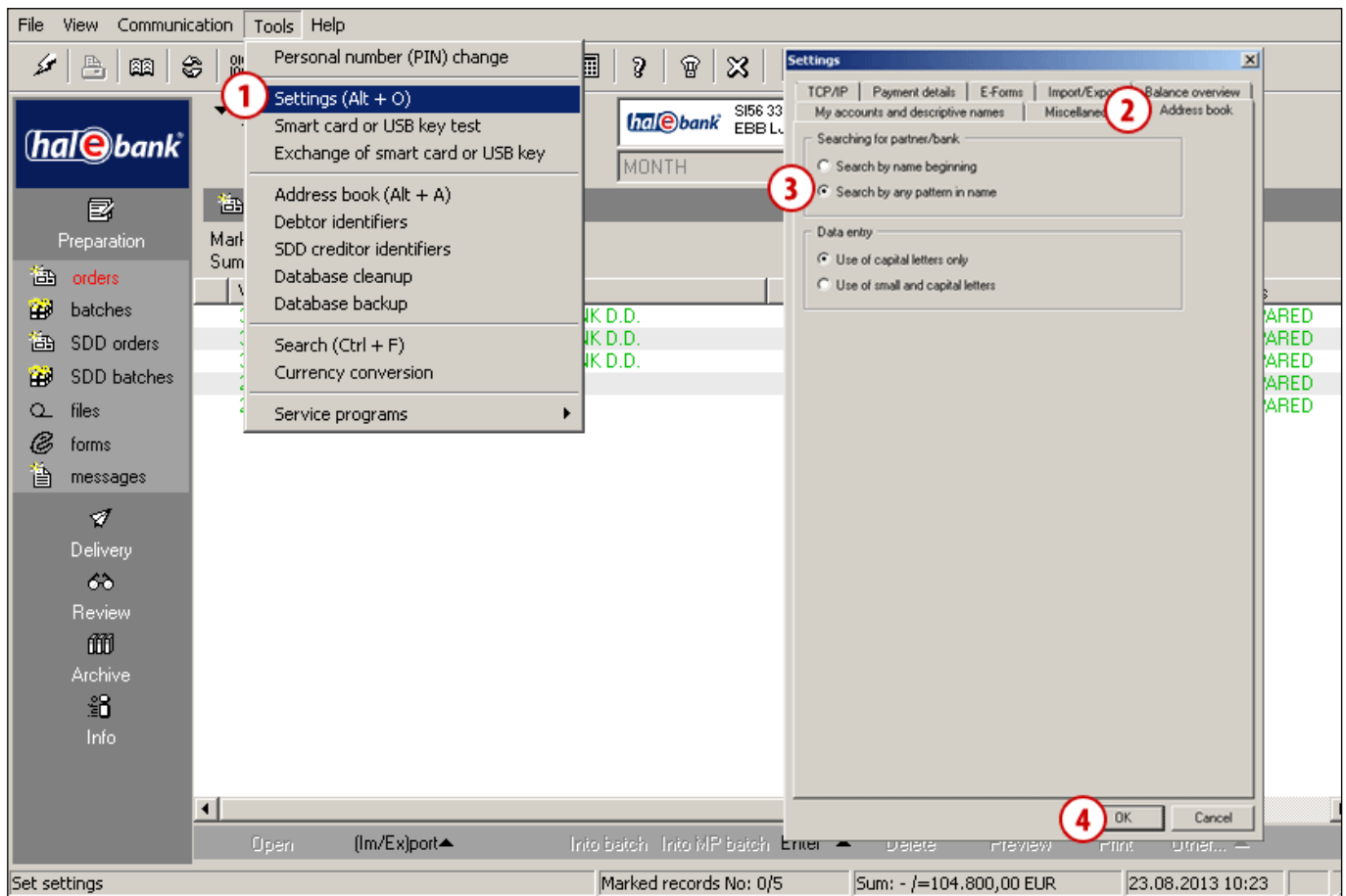


## Searching in Business Partners' Address Book by Partial Name

Search by the name of business partner or bank is possible by name beginning or by any pattern in the name.

An example: When search by any pattern in a name is activated, the result of search for »Lj« is also EBB Ljubljana, while in case of search by name beginning EBB Ljubljana is a result only for »EB...«.

The default setting is the search by name beginning.



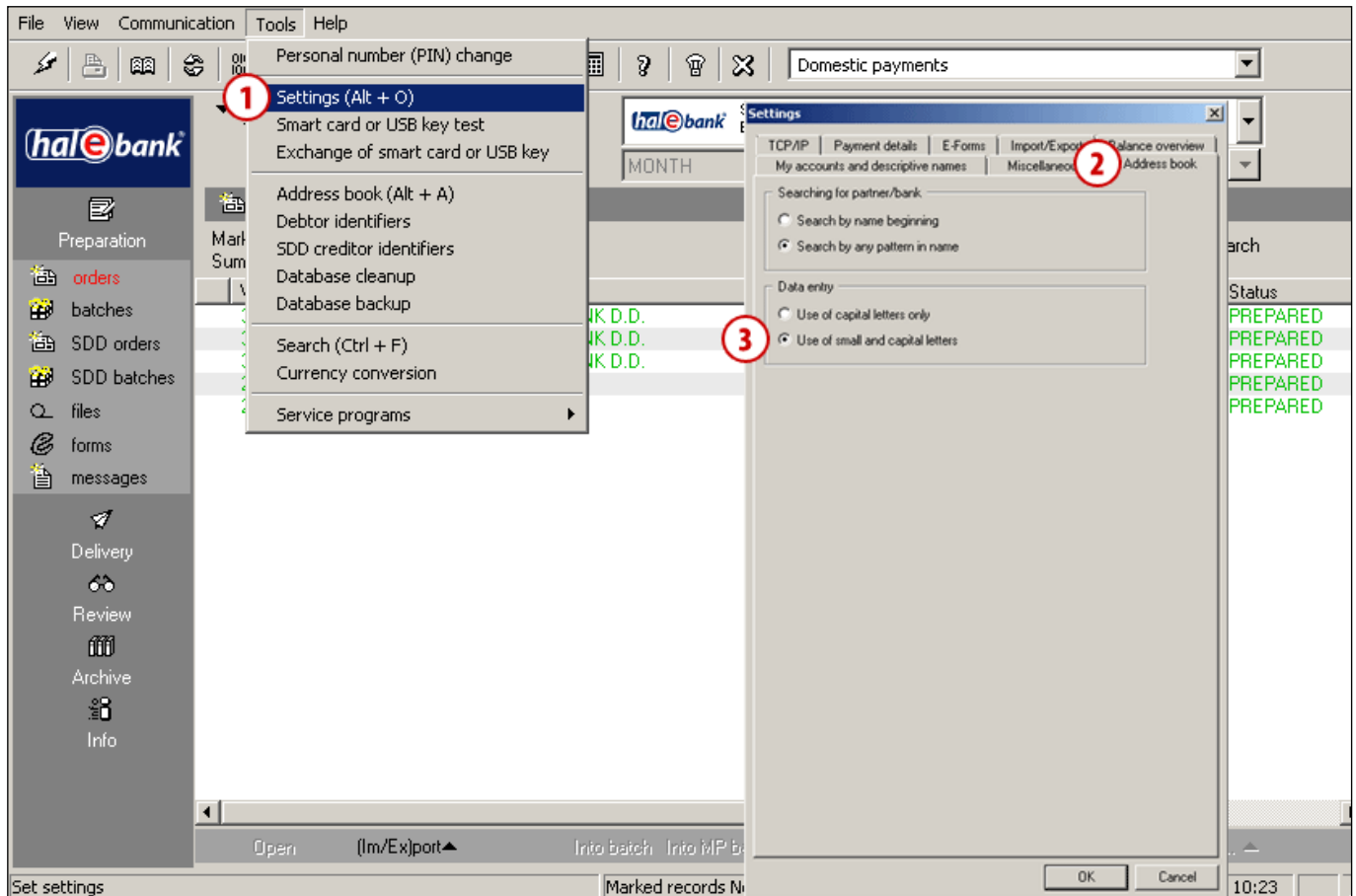
- 1 The search by any pattern in name can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Address book** tab.
- 3 Select »**Search by any pattern in name**«.
- 4 Confirm the change.

### TIP

The search by the name beginning can be activated or deactivated also in the address book, by clicking the checkmark in the address book window in the upper middle part (Search by the name beginning).

## Using Capital and Small Letters

Use of capital letters is set as a default option in the address book, while you can activate the use of capital and small letters in the settings.



- 1 The use of capital and small letters can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Address book** tab.
- 3 Select »Use of small and capital letters«.
- 4 Confirm the change.