# HAL E-BANK MANUAL



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

- 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

	Address book
	1. List of business partners and their accounts Selection
	Search by name beginning
	Business pather name: H (2) New bus, pather
	Business partner account: Edit bus, partner
	Business partner tax number: Delete bus, partner
	Name City Tax number
	HALCOM D.D. 1000 LIUBLIANA 3 43353126 HRANILNICA IN POSOJILNICA 5271 VIPAVA 3
Payment order UPN/SEPA     Sta	HRANILNICA LON D.D. KRANJ 4000 KRANJ
Prepa Accer	
Debtor	
IBAN: SI56 3300 0846 4683 166	
Reference: NRC	Business partner accounts
Name: EBB LJUBLJANA D.D.	No. of accounts: 1 Details of the bank where the
Address: TRŽAŠKA 118 City: 1000 LJUBLJANA	Account no Add account is open : Add account
Country: SLOVENIA	SIS6 0205 3025 5235 554 4 Edit account
Purpose code Purpose / payment details	Delete account
CMDT 2	BBAN into IBAN
Creditor	
Amount Payment date Bank Bli	
EUR 11.12.2012	Additional options 5 Select Close
IBAN: (1b)	
Reference: SI	
Name: H (1a)	
Address:	
Country:	
Comment:	form no. 15
Prepared by:	rint OK Exit
	🚊 🔫 🖌 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 <u>business partner</u> 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 <u>the account</u> 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

	Address book				×		×
	1. List of business partner		ounts		ction		Selection
	2. Business partner and	account		ADDI1	ION		
	Business partner Identifiers				2	by name beginning	
	Name	EBB	-			(	New bus. partner
	Addres:	TRŽAŠKA CEST	A 118 (3)				Edit bus. partner
	City	LJUBLIANA					Delete bus. partner
	Tax number				2	umber 📃	·
	Country	SLOVENIA			•		
	Note to business partner				- 1		
					_		
		Account SI56 3300 0000	0000.099	Set as default for e-invoices	- 1		
	$\sim$	Reference	Model Heference				
Payment order UPN	C Foreign accol (4a)	RF 💌					-1
	Note to b	business partner			-14		
	During a set of	account			10		
Debtor	Business partner bank: B	Bank's Swift BIC:	HAABSI22			the bank where the	
IBAN: SI56 330		Bank name:	HYPO ALPE-ADRIA-BANK D.D.			ccount is open :	Add account
Reference: NRC 💌		Bank address:	DUNAJSKA 117			SLOVENIJE SKA 35	Edit account
Name: EBB LUL		Bank city:	1000 LJUBLIANA		L L	JBLJANA	
Address: TRŽAŠK City: 1000 LJI		Bank Id:	01000-0003300023			IJA IC: BSLJSI2K	Delete account
Country: SLOVEN		Bank country:	SLOVENIA		F	01000-0000100090	BBAN into IBAN
Purpose					-1		
,				50K Cancel			
Creditor						6 Select	Close
EUR .			-				
IBAN: 1 Reference: SI	<u>)</u>	2					
	<u></u>		(1				
Address:	<u> </u>			9			
City: Country:							
Comment							
Prepared by:				no. 15			
Signed by:				Exit			
			B Page 1 from 2	<b>b b b</b>			

- 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

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

<sup>&</sup>lt;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

# 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.

	😫 Address book				X		
	1. List of business partr		unts		Selection		
	2. Business partner a	and account			ADDITION		Selection
							Selection
	Business partner Identifie	rs					
	Name	JANSSEN PHNJ				ch by name beginning	
	Addres:	TURNHOOTSWE	G 30				New bus, partner
	City	2340 BEERSE					Edit bus, partner
	Tax number						Delete bus. partner
	Country	BELGIUM			•	x number	
	Note to business partner						
	C Domestic account	Account BE872300528530	94 (4)				
😢 Payme	<ul> <li>Foreign account</li> </ul>	Reference	Model Reference				
	(F) Note	RF  to business partner	170 1123		_		
	9	account					
Debtor	Business partner bank:	Bank's Swift BIC:	GEBABEBB		-		
18	burn.	Bank name:	FORTIS BANK N.V.	-	6.	of the bank where the d account is open :	
Refere			BRUSSELS 15	$\bigcirc$			Add account
Na			BRUSSELS	0		A SLOVENIJE ENSKA 35 LJUBLJANA	Edit account
Addre		Bank Id:				ENIJA	Delete account
Cou		Bank country:	BELGIUM		F	T BIC : BSLJSI2X Id: 01000-0000100090	BBAN into IBAN
	Add to a	ddress book of banks					
	U			<u>9 ок</u>	Cancel		1
Creditor						10 Select	Close
	EUR		0.11.2012 췽 💌				
		13					
18	AN: (1b)		2				
Referen	nce: SI						
Na				(1	c) 🔟		
Addre	rss: City:						
Cou	ntry:		<b>N</b>				

- 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 dropdown 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.

Payment order UPN/SEPA	<u>علا</u>	🔡 Address book			×
	ID: 1778P2FA0P1N/4L0	1. List of business partne	ers and their accounts		Selection
	Prepared 30.11.2012-09.27.30 Accepted				
Debtor					
IBAN: \$156 0201 0025 8361 794		During and the second		Search by name beginning	
Name: EEB LUBLANAD 0.0.		Business partner name:	<u>H(2)</u>		New bus. partner
Address: L-U.U.B.JANA City: TRZAŠIKA 118		Business partner account:			Edit bus, partner
Country SLOVENA		Business partner tax numbe	c .		Delete bus. partner
Purpose code Purpose / payment details	Urgent	Name	City	Tax number	
JOHNT 211		HALCOM D.D. HRANILNICA IN POSOJIL	1000 LJUBLIANA NICA 5271 VIPAVA	43353126	
Creditor Amount Playment date	Bank BIC	HRANILNICA LON D.D. K			
EUR 30.11.2012		HYPO ALPE-ADRIA-BANK	D.D. 1000 LJUBLIANA		
Reference: SI	$\frown$				
Name: - (1a)	(1c) <u>u</u>				
Address City		Business partner account	ls .		
👪 Address book		×			
1. List of business partners and their accounts		Selection	1	Details of the bank where the selected account is open :	
2. Account of selected business partner		ADDITION	Remarks		Add account
		0		NOVA LJUBLJANSKA BANKA TRG REPUBLIKE 2	Edit account
HALCOM D.D.				1520 LJUBLJANA SLOVENIA	Delete account
TRŽAŠKA CESTA 118,				SWIFT BIC : LJBASI2K	
1000 LJUBLJANA SLOVENIA			ices	Bank Id: 01000-0000200097	BBAN into IBAN
SECTEMBS .					
Domestic account Account	Set as (	default for e-invoices	. 1	G Select	Close
C Foreign account SI56 0203 6001 6568 620	(5)		14 	Jeweer	
Reference Model	Reteren	-			
(6) si 💌 00	212 00				
Note to business partner	~				
account:	7)				
Business partner bank: Bank's Swift BIC:	LJBASI2K				
	NOVA LJUBLJANSKA BANKA D.D.				
	TRG REPUBLIKE 2				
Bank city: 1	1520 LJUBLJANA				
Bank Id: 0	01000-0000200097				
Bank country: §	SLOVENIA				
	$\sim$				
	(8)ок	Cancel			
	9				

- 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

🗒 Address book			×	
1. List of business partners and their accounts		Selec	tion	
	😑 Open			×
Business partner name:	Look in: 🚺	TESTNI PODATKI 30	- 🗢 🖿	
Business partner account:	Name 🔶	Dvp70.txt	▼         Date modified         ▼           6.1.2012 15:23	Type 🔺 Text Doc
Importing data on business partners, accounts and banks	1225.	<u>دا</u> (3b)	26.11.2009 8:06	Text Doc
1. Data import into Address book			4.10.2010 13:14	Text Doc
		na.txt	16.8.2012 10:13	Text Doc
If you want to import data on business partners, their accounts and banks i	into the	SDD promet priliv.txt za SDD nalog priliv.txt	6.9.2011 14:00 6.9.2011 13:58	Text Doc Text Doc 🖵
address book you need to select the correct ASCII file (e.g. ADDRESSBO		za SDD halog prillv.txt	6,9,2011 13:50	
When you select the input file, click on the Import button to import data				
There you delet the input hit, offer of the import butter to import acta		nenik.txt	(3)	Open
		ile with text (*.txt)	<b>_</b>	Cancel
Incoming file:	Open			///
C:\Users\darjab\Documents\TESTNI PODATKI\Imenik.txt				
		mporting data on business parti	ners, accounts and banks	×
	Ζ.	Report on data import		
	Nu	umber of rows with errors is stated at the	e end of the report.	
hal@bank (4) Import>>	Close A	ddress book import from file - diagnostic	18	<b>_</b>
	JUBLJANA	put file name: C:\Users\darjab\Docum	ents\TESTNI PODATKI\Regis	ter.txt
SLOVE	NIJA SU BIC: BSL	art of import 11. 12. 2012. at 10:18:51		
Bank lo	± 01000-00 B	ow 42 !! Bank with BIC code "GEBA ow 1 !! account 123456789123456 o		DUA DANK CI
Set as default for e-invoices	B	ow 2 II account 123408 00000000000 ow 3 II account \$156010000005000 ow 3 II account \$1560201100151002	21 of business partner ABANK	A VIPA D.D. al
Import Export Address book of banks				_
		Ebank	<< Back	5 Close

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

an 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

File View Communio	nication Tools Help	
1 🕹 📾 🗧	중   888   跑   蹬   1   1   1   1   1   1   1   1   1	
(hale)bank	* EBB LJUBLJANA D.D.         SI56 3300 0846 4683 166         *           TRŽAŠKA 118 1000 LJUBLJANA         Image: Si56 3300 0846 4683 166         *           MONTH         *         *         01.12.2012         *	
e	Statements Current balance on day 10.12.2012 at 15:51:09 hour: =50.036,00 EUR	
Preparation	Marked records No: 1/2 Sum: - /-	
Delivery	Statement no. Statement ∇ Curre Opening bal No. of debit orders Total in debit No. of credit orders	
60 Review	Apple A         1069         10.12.2012         EUR         1.000,00         0         0,00         1           Provide A         9971         07.12.2012         EUR         1         1.000,00         1	
<ul> <li>balance</li> <li>transactions</li> <li>statements</li> <li>notices</li> <li>files</li> <li>forms</li> <li>Archive</li> <li>Info</li> </ul>	Import of data into the address book from the statement         Are you sure you would like to import the selected business partners into the address book?         3 Yes         No         Errors at import         Import of data into address book was carried out with 1 mistakes.         Error description is located in .\Temp\CON768E.err file	
	4 ok     2 Update of address book of busine	ess partners
	Send via e-mail	
	Open A Export A Preview Print Other A	
Done	Marked records No: 1/2 Sum: - /-  11.12.2012 11:37 N //	

- 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.

File View Communi	ation	Tools Help												
🖉 🚯 📾 🗧	8 8	Personal number (PIN) change		3	8	$\boxtimes$	Dome	stic payı	ments				-	
(hal@bank	<b>•</b>	Settings (Alt + O) Smart card or USB key test Exchange of smart card or USB key		hal MON	ebank	SI56 EBB	3300 0846 LJUBLJAI	NA D.D.	01.08.20	13 💌	31.08.20	13	• •	
Preparation	Mark Sum	Address book (Alt + A) Debtor identifiers SDD creditor identifiers Database cleanup										Qs	earch	
batches		Database backup	K	D.D.				Amount	Curre EUR	Payment d OBV, JULI			Status PREPARED	
🔠 SDD orders 🔐 SDD batches		Search (Ctrl + F) Currency conversion		D.D. D.D.			= = =5.1	200,00 200,00 200,00	EUR EUR EUR	OBV. JULI OBV. AVG OBV. 5678	J 2013 UST 2013		PREPARED PREPARED PREPARED	
Q_ files Ø forms ∰ messages		Service programs	•				=99.1	000,00	EUR	DPFL			PREPARE	
<b>₽</b> Delivery														
60 Review														
Archive ≝∎ Info														
	•													•
		Open (Im/Ex)port <b>a</b>	Into	batch	Into MF	<sup>o</sup> batch	Enter		elete	Preview	Print	Othe	đ 📤	
Address book			1	1arked	records	s No: 0,	/5	Sum:	- /=104.	.800,00 EUR	23	.08.201	3 10:23	

### **Editing Data in Address Book**

😫 Address book		×
1. List of business partners and their accounts		Selection
	arch by name beginning	
Business partner name:	0	us. partner
Business partner account: Business partner tax number:	3 Edit bu	X Address book
	Tax number	U 1. List of business partners and their accounts Selection 2. Account of selected business partner EDITING
HALCOM D.D. 1000 LJUBLJANA	43353126	
HRANILNICA IN POSOJILNICA 5271 VIPAVA HRANILNICA LON D.D. KRANJ 4000 KRANJ		HALCOM D.D. TRŽAŠKA CESTA 118,
HYPO ALPE-ADRIA-BANK D.D. 1000 LJUBLJANA		1000 LIUBLIANA SLOVENIA
1. List of business partners and their accounts		C Domestic account Account Set as default for E-invoices
2. Business partner		C Foreign accor
Bus Business partner Identifiers		Note to business partner account:
Name HALCOM D.D. Address TP A CESTA 118.		
Address TF A CESTA 118, City TRADICISION City		Bank's Swift BIC: UBASIZK Bank's Swift BIC: UBASIZK Bank name: NDVA LJUBLIANSKA BANKA D.D.
Tax number 43353126		Bank address: TRG REPUBLIKE 2
Country SLOVENIA		Bank city: 1520 LJUBLIANA
Note to business partner		Bank ld: 01000-0000200097
Г. <sup>с</sup>		Bank country: SLOVENIA.
- No. of accounts:		6b OKCancel
Account no Rep \$156 0203 6001 6569 620	Details on the bank where the selected account is open:	
SI56 0205 3025 5295 554		Edit account Add account
	TRG REPUBLIKE 2	NOVA LJUBLJANSKA BANKA
	SLOVENIA	Delete account TRG REPUBLIKE 2 Edit account 1520 LJUBLJANA
	Bank ld: 01000-0000200097	SLOVENIA Delete account SWIFT BIC : LJBASI2X
		Bank Id: 01000-0000200097 BBAN into IBAN
		Cancel
		ess book of banks 8 Close

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

an 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 patner'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**

👪 Address book		×	
1. List of business partners and their accounts Selection			
Business partner nar	me: Al (1)	New bus, partner	
Business partner acc	count:	Edit bus, partner	
Business partner tax	number:	Delete bus. partner	
	City Tax number 1517 LJUBLJANA		
ABANKA VIPA D.D	. TST/ LJUBLJANA		
	( <b>2</b> )		
	Question		
Business partner	Data on selected business partner:	_	
	ABANKA VIPA D.D.		
No. of accounts: 1 Account number	Business partner accounts:		
SI56 0100 0000 (	5156 0100 0000 0500 021	Add account	
	Are you sure you want to delete the business partner and all his accounts?	Edit account	
		Delete account	
Set as default f	4 Yes No	BBAN into IBAN	
Import	Export Address book of banks	Close	

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

- an 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 for 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

😫 Address book				
1. List of business partners and	their accounts		Selection	
	🔽 Search by nam	ie beginning		
Business partner name:			New bus, partner	
Business partner account:			Editibus partner	
Business partner tax number:	😑 Save As		×	
Name	Save in: 🕕 TESTNI PODATKI ( 2a)	- 🗧 🗲 🗈	💣 🎟 -	
HALCOM D.D. HRANILNICA IN POSOJILNICA	Name 🔺	- Date modified	▼ Type ▲	
HRANIENICA IN POSOJENICA HRANIENICA LON D.D. KRANJ	ACCEPTED	8.6.2012 13:39		
HYPO ALPE-ADRIA-BANK D.D.	🔋 🐌 в2в	21.6.2012 14:3	39 File folde	
	I ERACUNI	6.12.2011 7:46	5 File folde	
	PPT 🔋	8.12.2011 14:4	40 File folde	
	🔒 ZBS ISO CT	9.2.2012 8:48	File folde	
	aaTKDIS.TXT	11.1.2012 10:2	21 🛛 Text Doc 🚽	
	•		•	
Business partner accounts	File name: Register.txt (2b)		3 Save	
No. of accounts: 2			Connect	
Account no Re	Save as type: Textual file (*.txt)	<u> </u>	Cancel	
SI56 0205 3025 5295 554 SI56 0203 6001 6568 620	NOVA LJUBLJA TRG REPUBLIK		Edit account	
	1520 LJUBLJAN			
	SLOVENIA SWIFT BIC : LJ		Delete account	
	Bank Id: 01000-		BBAN into IBAN	
Set as default for E-invoices		_		
	Address book of banks		Close	

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

an the toolbar or by pressing Alt + A.

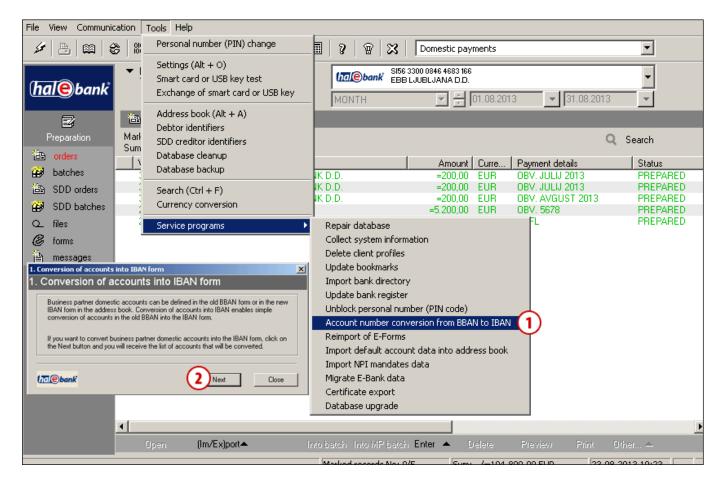
- 1 Click the **Export** button.
- 2 A new window will open, where you specify the location (2a) and file name (2b), where the exported data will be saved.
- 3 Confirm the export by clicking the Save button. (If additional warnings show up, close them.)

## 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.



- 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 ...

	E	Accoun	tConverter			×
	2	. Sele	ction of acc	ounts for conversion int	o IBAN form	
	List of business partner domestic accounts that can be converted into IBAN form is located in the list below.					
	In this list you can select accounts you want to convert to IBAN form. If you want to convert all accounts, click Select All button. After you have selected the accounts to be converted, click Next to convert and continue.					
		If you (	want to view the rem	maining business partner domestic acco	ounts that cannot be converted click th	e Remaining accounts button.
	37		all Unselect a	ll.		Remaining accounts
		Busi	ness partner name	Business partner account in old form	Business partner account reference	Business partner account in new
	ЗЬ	🗹 HAL	COM D.D.	02045-0019618829		SI56 0204 5001 9618 829
			ounts converted in		×	
3.	керо	ort on a	ccounts con	verted into IBAN form		
	The resu	ult of accou	nt conversion is locat	ed below.		
			P			
	Starting c	conversion onversion o	diagnostics f 11.12.2012 ob 14:1 .12.2012 ob 14:15:0	5:08	(	
	Number o	of accounts	for conversion 1	5		4 Next Close
	Number o	of errors con				
	Number of accounts excluded from conversion 30					
(	na@ba	ank			5 Close	

- 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.

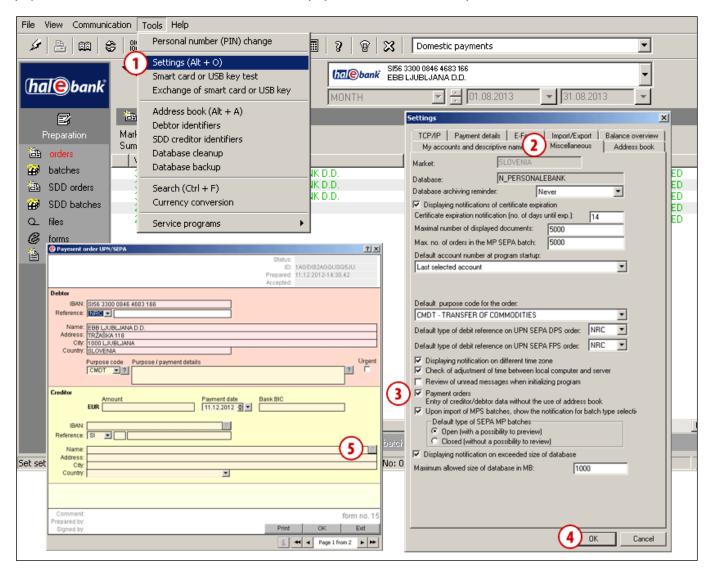
# **Address Book Settings**

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.

File View Communic	ation Tools Help		
🖌 占 📾 🔮	Personal number (PIN) change	II ? @ X Settings	×
(hal@bank	Settings (Alt + O) Smart card or USB key test Exchange of smart card or USB key	TCP/IP   Payment details   E-Forms   Import/Expr My accounts and descriptive names   Miscellane 2 Address book Searching for partner/Dank	
Preparation	Address book (Alt + A) Debtor identifiers Sum Database cleanup Database backup Search (Ctrl + F)	3     C     Search by any pattern in name       Data entry     C     Use of capital letters only       IK D.D.     C     Use of small and capital letters       IK D.D.     IK D.D.	ARED ARED ARED ARED
🗃 SDD batches	Currency conversion		ARED
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v Delivery Review Mini Archive ≗∎ Info			
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	Open (Im/Ex)port <b></b>	Into batch Into MP batch Enter – parete – rreview – rtinit utner	
Set settings		Marked records No: 0/5 Sum: - /=104.800,00 EUR 23.08.2013 10	:23

- 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.

File View Communic	ication Tools Help	
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(hal@bank	Settings (Alt + O)         Smart card or USB key test         Exchange of smart card or USB key         MONTH         Settings         MONTH    Settings	
Image: Preparation         Image: Preparation	Address book (Alt + A)     Debtor identifiers       Sum     SDC creditor identifiers       Database cleanup     Case of the second by any pattern in name       Database backup     K D.D.       Search (Ctrl + F)     K D.D.       Currency conversion     It to D.       Service programs     Vise of small and capital letters	ED ED ED
Set settings	Marked records Nr Lancer 10:23	

- 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.