# HAL E-BANK MANUAL

## FILE EXCHANGE

**hal e bank**®

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 *wwweng.halcom.si/support*.

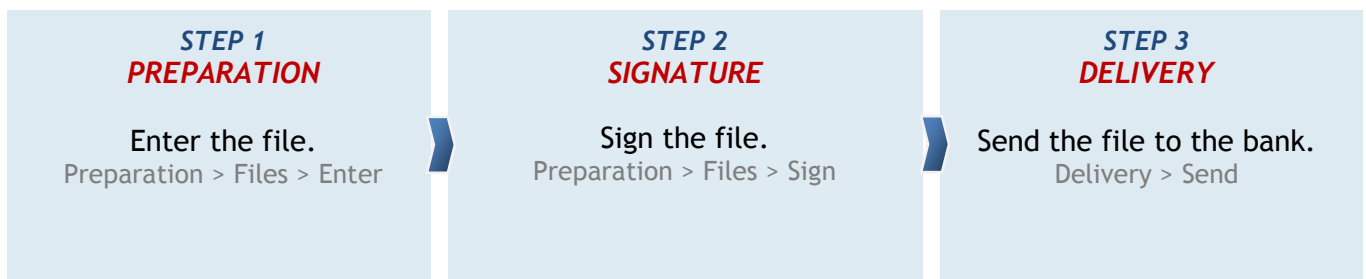# Table of Contents

# FILE EXCHANGE

In this section, you will learn how to use Hal E-Bank for the exchange of different files you are sending to the bank or that you receive from the bank.

-4-

# Exchanging Files with Bank

Hal E-Bank enables the exchange of optional files between the user and the bank. The bank specifies types of files for exchange with a codebook. The user receives it at refreshing of data. The Bank may optionally change the set of file types intended for the exchange.

The procedure of preparing exit files (the files sent by you to the bank):

1) You enter the files prepared in the back-office system (accounting program) into Hal E-Bank (step 1),
2) Sign the files (step 2),
3) Send to the bank - deliver (step 3).

| STEP 1 PREPARATION | STEP 2 SIGNATURE | STEP 3 DELIVERY |
|---|---|---|
| Enter the file. Preparation > Files > Enter | Sign the file. Preparation > Files > Sign | Send the file to the bank. Delivery > Send |

File structures are mutually agreed upon among banks and prescribed. At entering, the accuracy of entry structure is being verified for different files.

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IMPORTANT NOTE

Not all banks support file exchange. In such cases, this functionality is invisible or inactive.

For banks that support this functionality, the set of file types that can be exchanged with each particular bank, may vary.
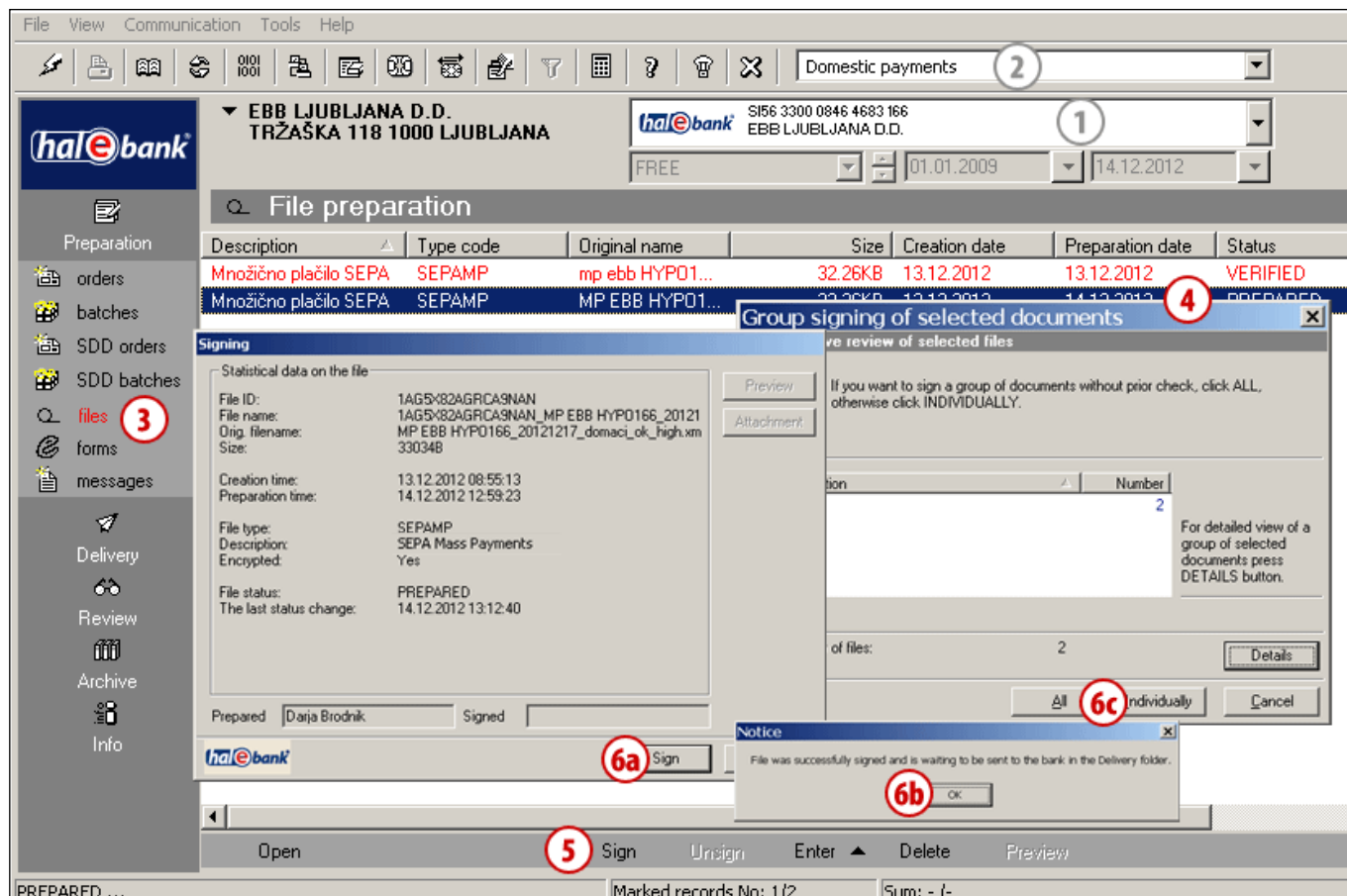
# File Entry (Step 1)
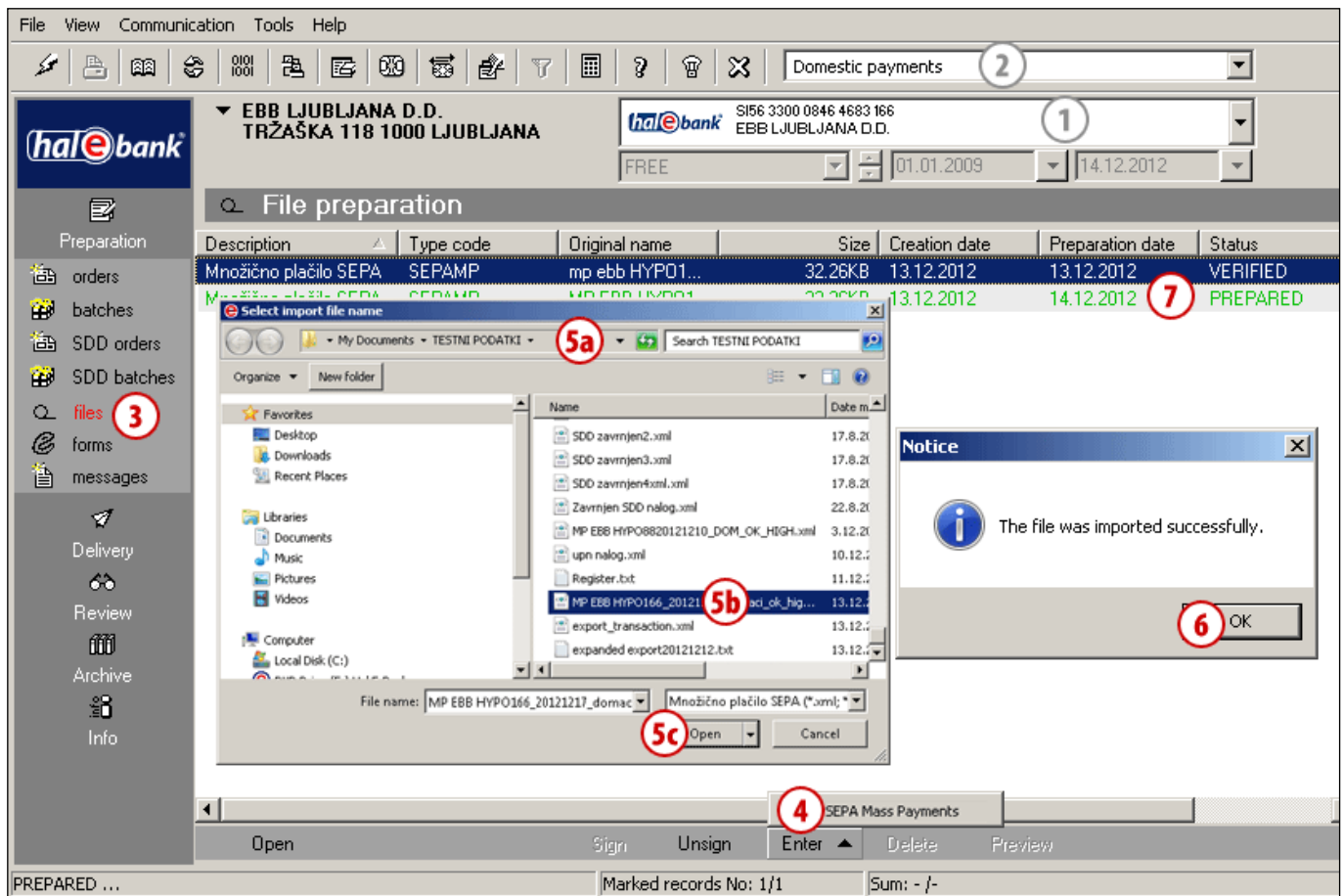


1. Select a debit account.

2. Select a type of operations.

3. Enter the folder **Preparation > Files**.

4. Select the **Enter** command and choose the requested file type for exchange from the list.

5. If the **Enter** command is not active, the program doesn't have file codebook. Try to refresh data.
   *The set of possible file types is subject to an agreement with the bank.*

6. A window for selection of files opens up. Find a path to the file **(5a)**, which

you would like to enter. Select the file **(5b)** and confirm by clicking **Open (5c)**.

7. A window with a notification on the successful import of files or on errors appears. Confirm the notification.
   *In case of errors, it is necessary to fix the structure of file for entry and to enter it into Hal E-Bank.*

8. Entered file is listed on a list of prepared files. The file is displayed in green color and its status is »PREPARED«.

# Sign File (Step 2)

Only files written in green color with the status »PREPARED« can be signed.



1   Select a debit account.
2   Select a type of operations.
3   Enter the folder **Preparation > Files**.
4   Select one or more prepared files, which you would like to send (see Tip).
5   Select the **Sign** command.
6   If you selected:
   a.  One file,
       in the Signing dialogue window confirm file signature with the **Sign** command **(6a)**.
       *(You can cancel the signing of file by using the **Cancel** command or press the <Esc> button.)*
       A notification on successful signing of file will appear; you should confirm it **(6b)**;

   b.  Multiple files,
       in the window »Group signing of selected documents«, sign all files (the **All** button) or individual file (the **Individual** button) **(6c)**.

   *Signed file is displayed in red color, with the status »VERIFIED«. Such a file is also visible in the **Delivery** folder, where it waits for you to send it to the bank.*

   *TIP*
   *How can you select multiple files?*
   *While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select files by using the left mouse key. The selected files are highlighted.*

# Send File to Bank (Step 3)

Signed files are located in the **Delivery** folder.
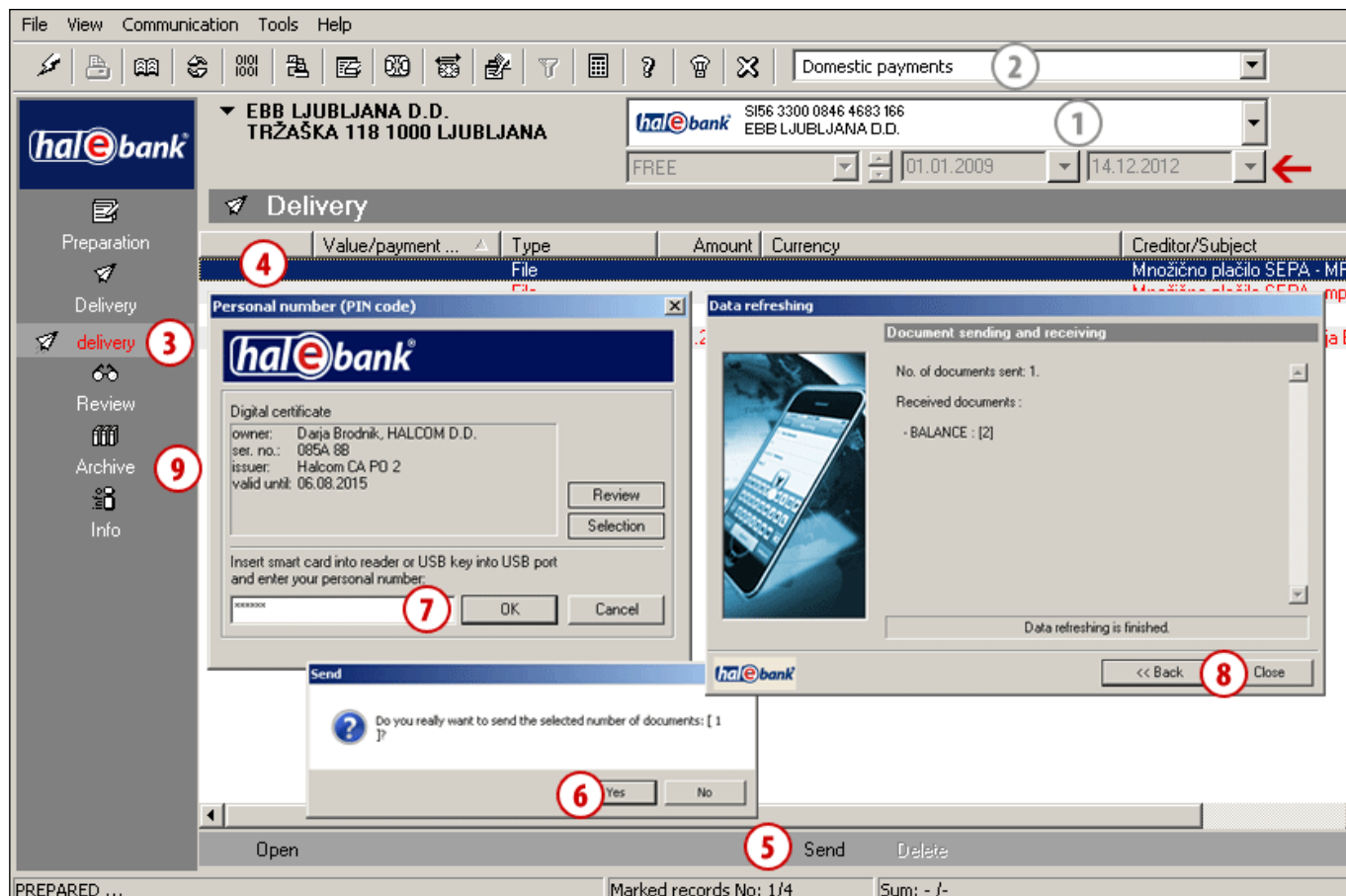


1. Select a debit account.
2. Select a type of operations.
3. Enter the **Delivery** folder.
4. Select one or more files, which you would like to send (see Tip).
5. Select the **Send** command **(Alt + S)**.
6. In the »Send« window, confirm that you would like to send files.
7. In the window »Personal number (PIN code)«, enter your PIN code and click **OK**.
8. The window »Refreshing data« appears. Wait until the end of sending documents and refreshing, then click **Close**.
9. Sent files are located in the file archive (**Archive > Files**).

*(Successfully sent files are moved from the folder **Preparation > Files** into the folder **Archive > Files**, where they obtain the status "SENT". They are also removed from the Delivery folder.*
*If you don't see them, check the settings of selected time period [on the picture, marked with arrow ⬅]).*

**TIP**
*How can you select multiple files?*
*While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select files by using the left mouse key. The selected files are highlighted.*

# Deleting File

Files can be deleted. The procedure depends on the status of files.
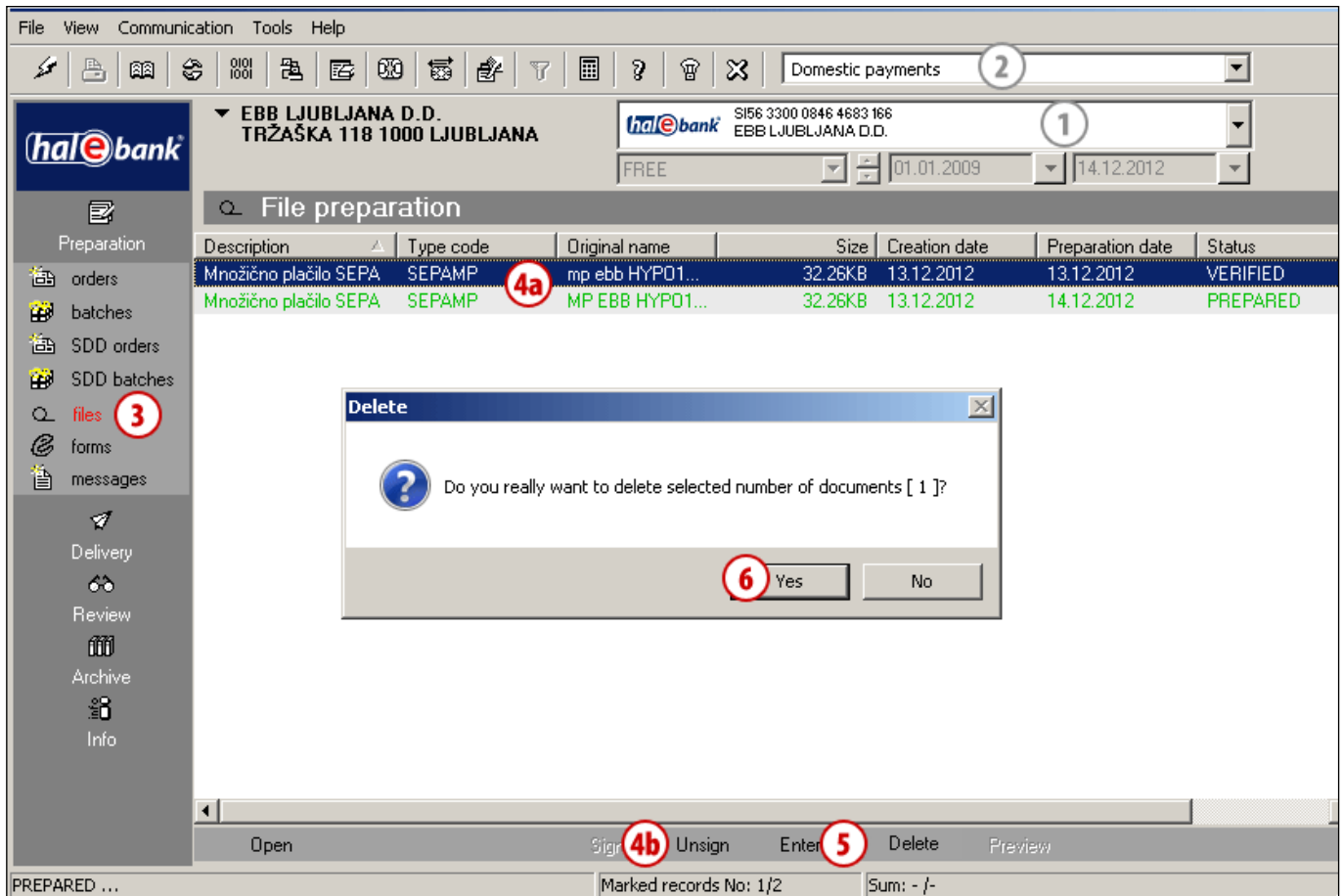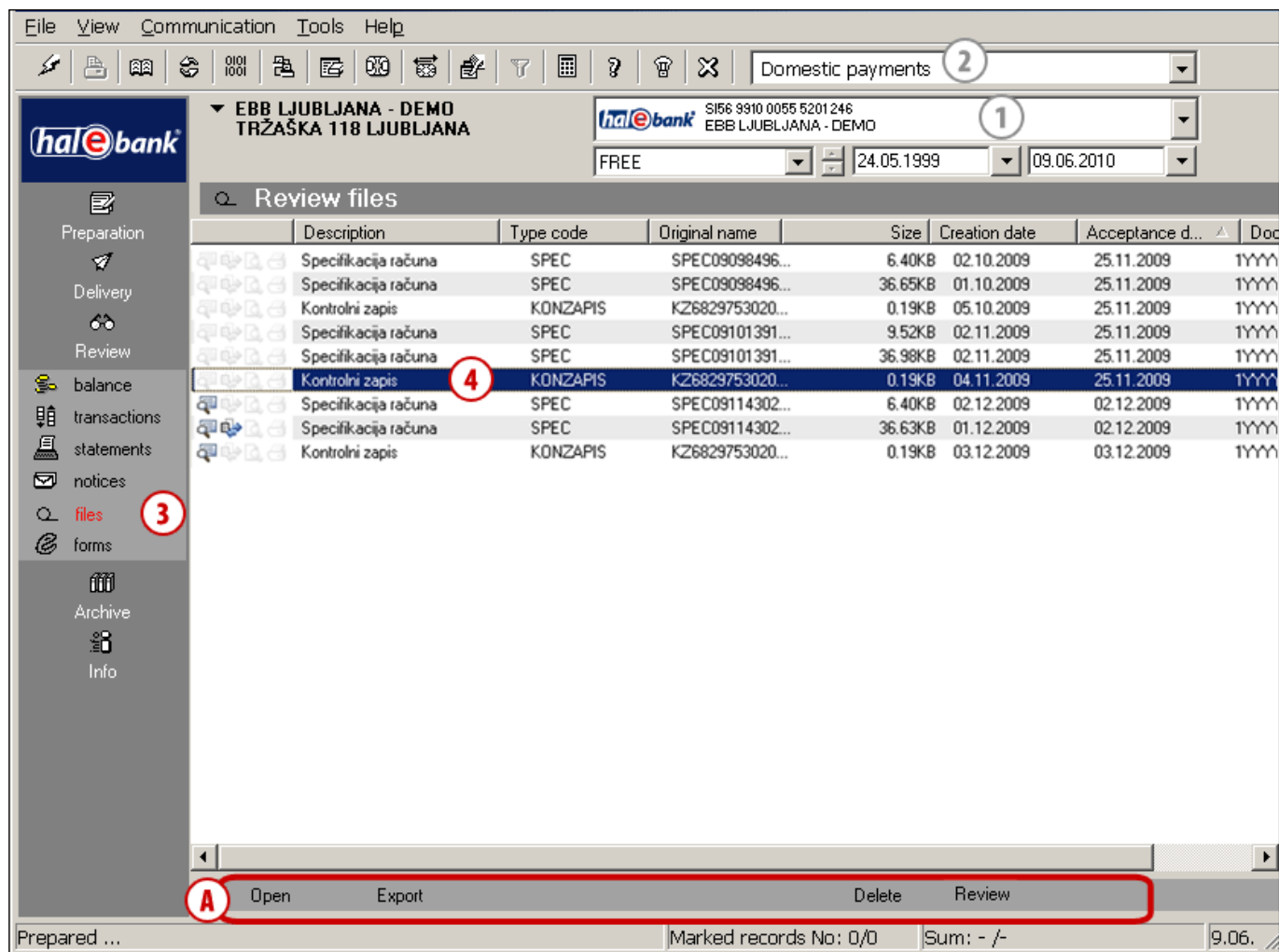


1. Select a debit account.
2. Select a type of operations.
3. Enter the **Preparation** folder**.**
4. Select the file **(4a)**. If the file has the status PREPARED (file is not signed yet), continue with step 5.
   If the file has the status VERIFIED (file is already signed), it has to be unsigned first.
   Select the **Unsign** command **(4b).**
5. Select the **Delete** command **(Alt + D)** (see Tip).
6. Confirm file deletion.

> **TIP**
> *Selected files can be deleted by using the »Delete« button. The Delete command is also available by right-clicking the order, which you want to delete.*

# Review of Received Files

In the **Review/Files** folder, the files, which you have received from the bank, are displayed.



1 Select a debit account.

2 Select a type of operations.

3 Enter the **Review > Files** folder.

4 Select the file, which you would like to review.

The selected file can be (A):

## Opened

A file can be opened by double-clicking ob by clicking **Open**.
*Files, which have been opened, are marked with an icon.*

## Exported

Files can also be exported. Export of files is the same as export of transaction items or export of statements (see section Review of balances, transactions, and statements,

chapter Export of transactions and statements). *Files, which were exported, are marked with an icon.*

## Deleted

Selected file can be deleted by clicking **Delete (Alt + D).** Confirm the deletion.
Deletion of files can be canceled by clicking **Cancel**.

## Reviewed

You can review the file by marking it and by clicking **Review**. Taking into account the type of file (txt, pdf …), the program opens, which displays the file.
*It depends on operation system settings (can be set in explorer) which program opens a specific type of file.*

# Export of File for your Back-office System (Accounting Program)
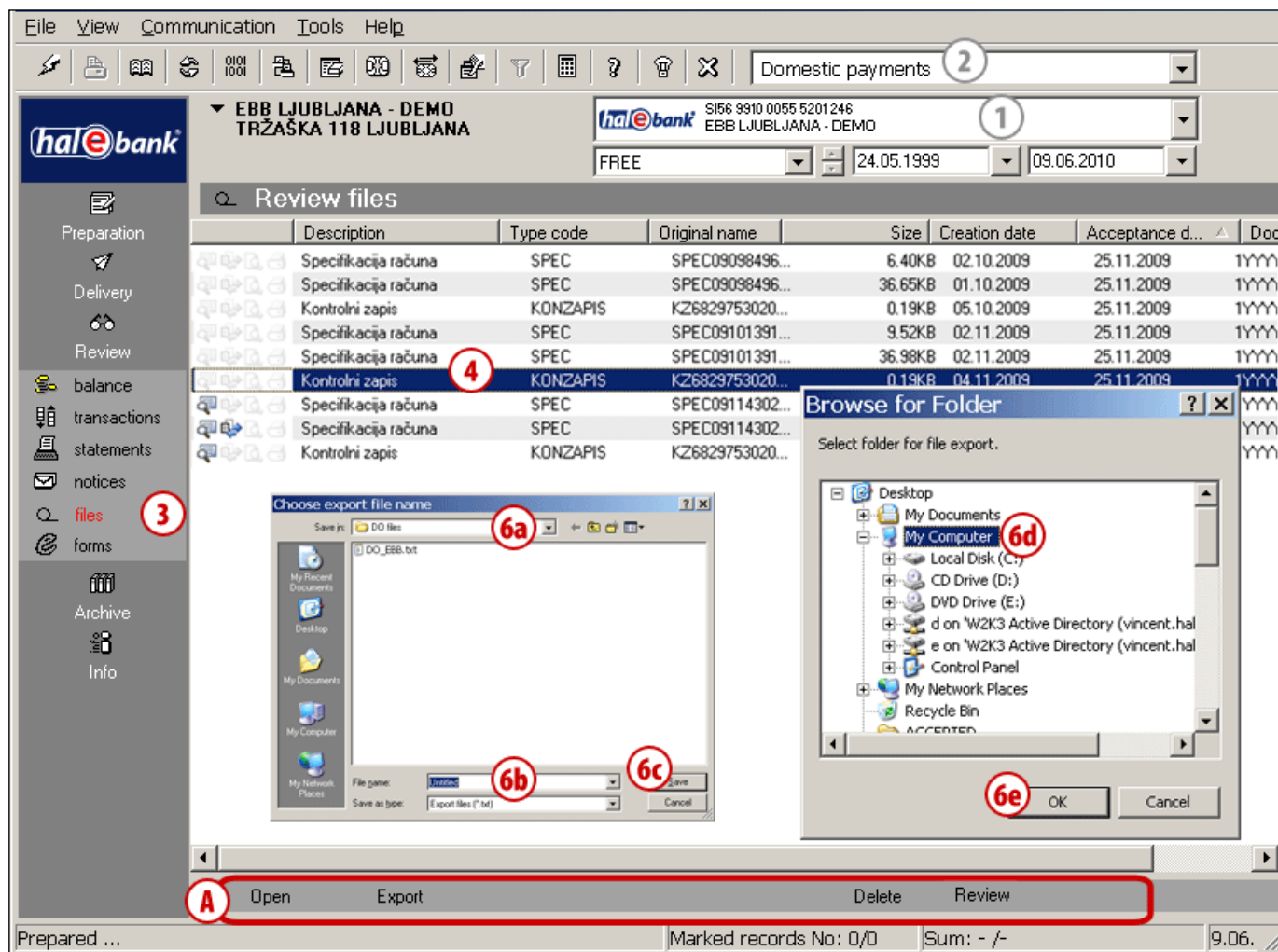


1. Select a debit account.
2. Select a type of operations.
3. Enter the folder **Review > Files.**
4. Select one or more files, which you would like to export (see tip).
5. Select the **Export** command.
6. If you selected:
   a. One file,
      in the window which opens, look for the folder to which you would like to export a file **(6a)**. The file can be renamed **(6b)**. Select the **Save** command **(6c)**;

   b. Multiple files,
      in the window which opens, look for the folder to which you would like to export files **(6d)**. Select the **Save** command **(6e)**.

> **TIP**
> *How can you select multiple files?*
> *While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select files by using the left mouse key. The selected files are highlighted.*