



USER'S MANUAL

eLEMENT@

INTERNET BANKING FOR CORPORATE
AND MSE CUSTOMERS

SALARIES FILE

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1. SALARIES FILE

The menu "*Salaries file*" enables the transfer of the file relating to the payments to customer accounts and it is intended for cumulative payment of salaries, dividends, scholarships and other types of payments. The file contains the analytic data for posting of individual payments (salaries) to customer accounts.

The file has to be in ASCII format, while the structure of the syllable has to be in line with the defined specification. The name of the file has to be exactly defined with the *.TXT extension. The number of files that can be sent within a day is unlimited. The name of the file should not be repeated regardless of the day i.e. date of sending the file. If for some reason you have deleted the transferred file and you wish to transfer it again to the host of the bank, the name of the file should be changed also.

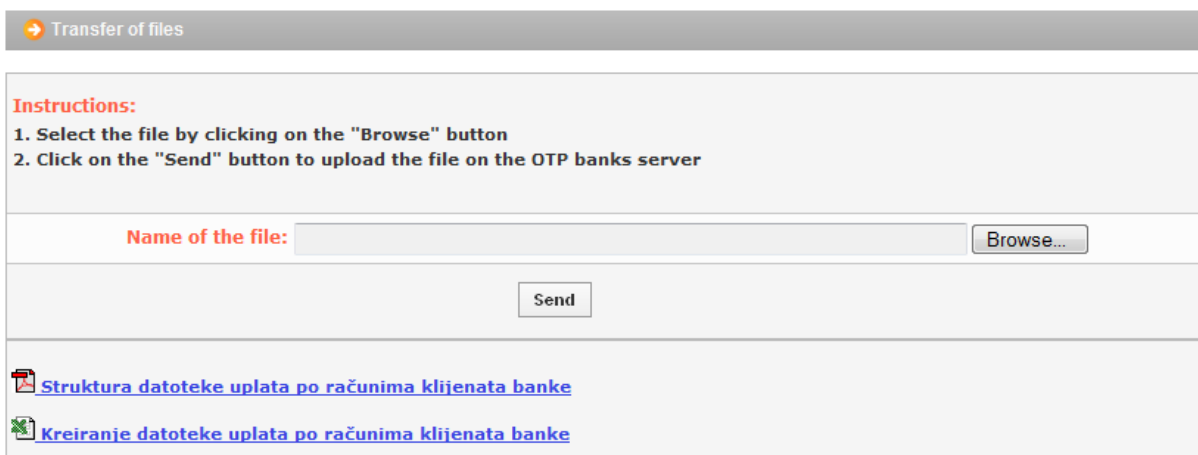
An example for the file name: PLAC123456781309200701.TXT description: salaries file, customer registration number 12345678, created as at 13/09/2007, first file of the day.

See the description of the structure of the salaries file on the following links:

- a.) Version with the REGISTRATION NUMBER: Structure of the file for payments to customers' accounts
- b.) Version with the taxpayer number: Structure of the file for payments to customers' account.

1.1. File transfer

Upon selecting "*File transfer*" in the menu "*Salaries file*" the user interface will appear which will enable the selection of the wanted payments file and sending of the file to the bank's server (Picture 1).



Picture 1. Transfer of the payments file

Upon selecting the option "Browse" choose the file you wish to send to the bank via internet. Once you have chosen the file, confirm sending of the file by clicking on "Send". If the file has been chosen and sent appropriately, the following message will appear on the screen: "The payments file has been successfully transferred to the OTP banka server".

If the file doesn't have the adequate mandatory extension (*.TXT), or if it has the extension *.TXT and if it's not saved in ASCII format, the following message will appear on the screen: "The file does not have the adequate contents. Transfer is not possible!"

If the file is transferred in text format, and if it doesn't have the adequate contents, the file will be accepted but in the list of sent files the error message will read as follows: "The length of the leading syllable (first syllable) is not correct (it has to contain 210 characters)", which implies the following:

a) that you have sent the file with the payment data, but formatting is incorrect (the syllable doesn't have the proper structure), or

b) that there are no payment data in the sent file at all.

1.2. The overview of salaries files

After the successful file transfer, you may see the data on the file in the transaction "The overview of payments files"

After selecting the wanted criteria (status of files) and the period, the list of files will appear on the screen (Picture 2)

Overview of files containing deposits
<< Back

Payer account HR1824070001100000002 - DEMO TVRTKA D.O.O.

Status of the file All For the period from 10.12.2014 to 10.12.2014 Access

Overview of payment files for all files

Number	Account	File name	Date of payment (execution)	Order No.	Status	Overview	Create an order
	Date			Total amount			
32593	HR1824070001100000002	PLAC742040127442108201405.bt	21.08.2014	2	Neautorizirana	Records	
	10.09.2014			10.955,00			
32592	-	PLAC742040127442108201403.bt			Greška	Error	
32590	HR1824070001100000002	PLAC742040127442108201401.bt	21.08.2014	3	Autorizirana	Records	Created
	10.09.2014			11.500,00			

- After successful transfer, files should be authorized (command: Authorize file in the "Salary files" menu).
- After authorization, a joint order should be created using the "Order" command in the Create Order column.
- Once created, a payment order needs to be authorized (command: Authorize order in the "HRK Menu") and sent for execution (command: Send order for execution in the "HRK Menu").
- If a created order is not sent for execution or if it is deleted, the transferred file will not be processed.

Picture 2. The overview of the payments files

In the list of files set forth in this example there are three files of which one is not correct and one has the "error" mark under the status field. The description of the error may be seen by selecting the option "Error". The first file is correct and it has the status "unauthorised". Detailed contents of the file may be seen by selecting the option "Syllables" (link on the right side of the separate description of the file). By selecting the relevant option for the "unauthorised" file (eg. PLAC123456781309200701.TXT) you will see the analytic overview of the orders contained in the sent file.

1.3. File authorisation

After the file transfer to the Bank, the next step is the authorisation of the file. In this transaction you perform the digital endorsement by writing the PIN.

By choosing "Files authorisation" in the menu "Salaries file", a question will appear on the screen where you should write the date when you transferred the file to the Bank (picture 3). In majority of cases it will be the current date therefore it will already be written in the necessary fields.

➔ Overview of files containing deposits
<< Back

Payer account: HR1824070001100000002 - DEMO TVRTKA D.O.O.

Status of the file Unauthorized For the period from 10.12.2012 to 10.12.2014 Access

Authorize payment files. for unauthorized files

Number	Account		File name	Date of payment (execution)	Order No.		Status	Authorize
	Date				Total amount			
32607	HR1824070001100000002		UN20140910OTP.bt	10.09.2014	45		Neautorizirana	Authorize
	10.09.2014				95.488,50			

Picture 3. Authorisation of the payments files

If you want to authorise a particular file select the option "File authorisation" on the right in a particular line. A table with the file information (data: file name, SHA1, order number, total amount, the person who created it, date of creation) will appear on the screen and by selecting the option "Endorse" authorise the file by entering the PIN. Once the PIN is entered, the confirmation on the successful authorisation appears on the screen. If you want to cancel the authorisation, select the option "Cancel" before entering the PIN. Each file has to be authorised separately.

1.4. File deletion

By choosing "File deletion", the option of deleting the files per statuses and periods when they were entered will appear on the screen. By choosing the criteria, the list of files that can be deleted appears on the screen (Picture 4.).

→ Delete files containing deposits << Back

Payer account: HR1824070001100000002 - DEMO TVRTKA D.O.O.

Status of the file: All **For the period from:** 10.12.2012 **to:** 10.12.2014 Access

Delete payment files. for all files						
Number	Account	File name	Date of payment (execution)	Order No. 1	Status	Delete
	Date			Total amount		
32562	- 15.07.2014	PLACE00001.bt			✖ Obrisana	
32561	- 15.07.2014	PLACE00002.bt			✖ Greška	✖ Delete file
32560	- 15.07.2014	PLACE00003.bt			✖ Greška	✖ Delete file
32559	HR1824070001100000002 15.07.2014	PLACE00004.bt	15.07.2014	6 33.398,64	ℹ Neautorizirana	✖ Delete file

Picture 4. Deletion of the payments files

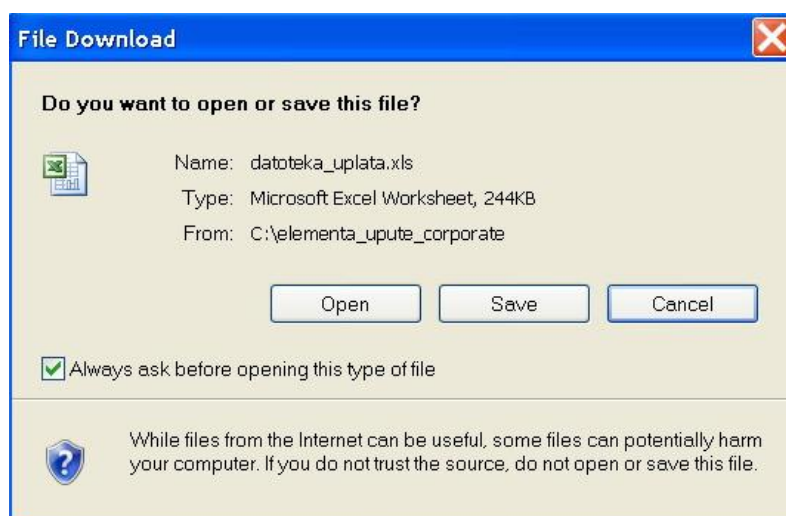
You can delete the sent file with the following statuses: ERROR or UNAUTHORISED. The process of deleting is initiated by clicking on the transaction “File deletion”. It is not possible to delete the files with the status “COMPLETED” or “AUTHORISED”. If however the files with the status “Completed” need to be deleted, it can be done in the menu “KUNE” until the ORDER in the file is assigned the status “Sent to the recipient” i.e. “Completed”.

File deletion is digitally endorsed with a PIN. After the deletion, the file may be re-sent to the bank with the same name (e.g. following the correction)

Help in creating the file

The method of creating the payments file by using the downloaded excel file is described further below.

Step 1) Upon the selection of the option of downloading the excel file, a message will appear on the screen and it will read as follows (Picture 5.):

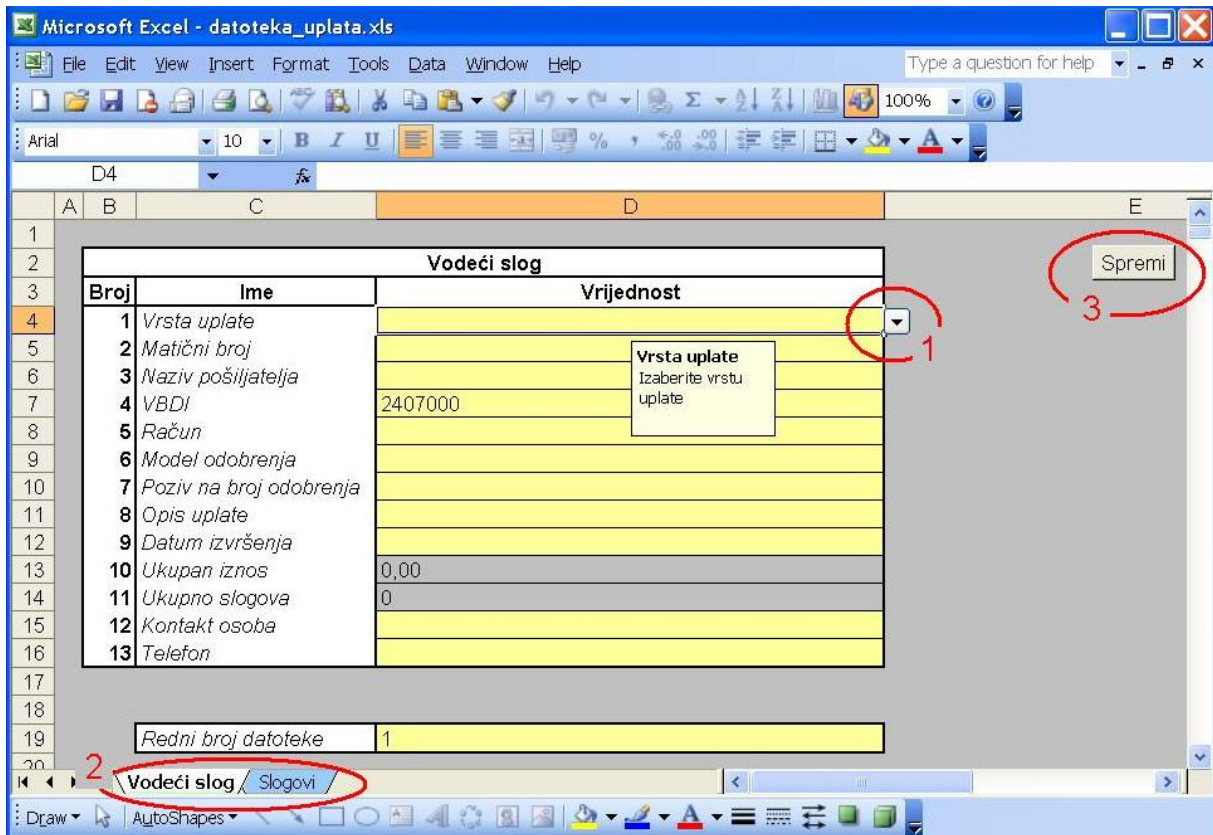


Picture 5. The message appearing upon file download

Select the option "Save", and save the excel file on a local disc of the workstation. The name of the file is "file_payment.xls". If you want to give up, select the option "Cancel". Remember the place where you saved the excel file.

Step 2) Run the downloaded file "file_payment.xls" from the place you saved it in the local disc. The MS Excel programme will run automatically. Before doing anything it is necessary to select the option Enable Macros.

Step 3) excel environment and the table named Leading syllable will appear on the screen. Main features of the payer that are to be implemented in the leading syllable of the future text of the payment files are entered in this table. Only fields in yellow (Picture 6) should be completed, Important options are marked with red colour.



Picture 6

Description of entry fields

01	Type of payment	<p>On the above picture this field is marked with the number 1. Select one type of payment from the offered list. No other random entry is possible.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Vodeći slog</th> </tr> <tr> <th style="width: 70%;"></th> <th style="width: 30%;">Vrijednost</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">PLAĆA</td> <td style="background-color: yellow;">▼</td> </tr> <tr> <td>OBUSTAVE</td> <td></td> </tr> <tr> <td>DIVIDENDE</td> <td></td> </tr> <tr> <td>STIPENDIJE</td> <td></td> </tr> <tr> <td>HONORARI</td> <td></td> </tr> <tr> <td>NAJMOVI</td> <td></td> </tr> <tr> <td>OSTALO</td> <td></td> </tr> </tbody> </table>	Vodeći slog			Vrijednost	PLAĆA	▼	OBUSTAVE		DIVIDENDE		STIPENDIJE		HONORARI		NAJMOVI		OSTALO	
Vodeći slog																				
	Vrijednost																			
PLAĆA	▼																			
OBUSTAVE																				
DIVIDENDE																				
STIPENDIJE																				
HONORARI																				
NAJMOVI																				
OSTALO																				

02	Registration number	a.) Registration number of the small business or company (length: 7 (or 8) characters) b.) In the TIN versions- taxpayer number of the corporate entity is entered
03	Name of the sender	Name of the small business or company.
04	VBDI	Depository institution's number (7 digits 2407000)
05	Account	Giro account of the small business or company (10 digits)
06	Model	17 (example for salary payment)
07	Remittance number (example for SALARY)	500412481159-MMMMMMMMM "MMMMMMMM" is the registration number of the small business or company (equally as in field 02)
08	Description	Random description
09	Date of transaction	Date in the format dd.mm.gggg when all the orders in the file payments were executed
10	Total amount	The filed is automatically completed once the individual syllables have been entered and it represents the sum of all the payments from the payments file.
11	Total syllables	The field is automatically completed once the individual syllables have been entered and it represents the total number of syllables of the payments file
12	Contact person	Name and surname of the contact person in the company/small business
13	Phone	Phone number of the contact person
14	File sequence number	If more files on payments are prepared in a day, enter the sequence number of the file. E.g. if the file is second in a day, number 2 is entered. If only one file is prepared, enter the number 1.

If you are creating a file for other types of payments (dividend, scholarships, honorariums etc.), look for the information on the model and remittance number in the business unit of the bank.

Step 4) Entry of data in the table "Leading syllable". The table is completed by entering the accurate data in the yellow fields. The accuracy of data entered in particular fields is controlled. If the entered data don't meet the requirements i.e. if they are not entered properly, a message on the type of error will appear following which it is necessary to correct the incorrect data.

Example of completing the table "Leading syllable" (Picture 7.):

Vodeći slog		
Broj	Ime	Vrijednost
1	Vrsta uplate	PLAĆA
2	Matični broj	12345678
3	Naziv pošiljatelja	TO Primjer
4	VBDI	2407000
5	Račun	1100000018
6	Model odobrenja	17
7	Poziv na broj odobrenja	500412481159- 12345678
8	Opis uplate	Plaće djelatnika
9	Datum izvršenja	30.01.2008
10	Ukupan iznos	0,00
11	Ukupno slogova	0
12	Kontakt osoba	Ana Anić
13	Telefon	077-123-456

Spremi

Redni broj datoteke: 1

Navigation: Vodeći slog / Slogovi

Picture 7.

Note: If you have chosen the version with the taxpayer number, the taxpayer number of the corporate entity is entered in the second column.

Step 5) After the entry of data important for creating the leading syllable within the payment files, individual payment syllables are entered in the table "Syllables" (marked with the red arrow in the picture above). By selecting the table "Syllables", new fields appear on the screen as follows (Picture 8).

Pojedinačni slogovi				
Račun klijenta	Iznos transakcije	Redni broj	Opis uplate	ID korisnika

Picture 8.

Description of the options:

Add a row	This option enables the entry of data in the table "Individual syllables"
Change a row	This option enables the change of the entered data in the table "Individual syllables"
Delete fields	This option enables you to delete the data entered in the table "Individual syllables"

Description of the columns of the table "Individual syllables"

Client's account	The account of the user i.e. payee is entered (length: 10 digits)
Transaction amount	The paid amount is entered in HRK
Sequence number	This field is automatically updated in the table

Description of the payment	Description specified in the table "Leading syllable" is copied. A random description for each syllable or row separately is also possible in this field.
User's ID	This field is not mandatory

By selecting the option "Add a row", fields to be filled in appear on the screen as follows (Picture 9):

Picture 9.

The number of the entry is visible in the screen (e.g. No. 3 Means that data are to be entered in the row 3 of the table "Individual syllables"). The other fields are described right above the screen shot "Entry of syllable". After the mandatory fields have been completed, add a syllable in the table with the option "Add a syllable".

An example of how the table "Individual syllables" should look like after adding two payment syllables i.e. two rows (Picture 10):

B		C		D		E		F	
Dodaj redak		Izmijeni redak						Obriši polja	
Pojedinačni slogovi									
Račun klijenta		Iznos transakcije		Redni broj		Opis uplate		ID korisnika	
3200570717		3.750,22		1		Plaće djelatnika			
3200570717		4.250,00		2		Plaća djelatnika			
Vodeći slog		Slogovi							

Picture 10.

After the individual payment syllables have been entered, it is necessary to go back to the table "Leading syllable" (marked with a red arrow in the picture above). The fields showing the total amount and total number of syllables will be automatically updated in the table (10 and 11).

Vodeći slog		
Broj	Ime	Vrijednost
1	Vrsta uplate	PLAĆA
2	Matični broj	12345678
3	Naziv pošiljatelja	TO Primjer
4	VBDI	2407000
5	Račun	1100000018
6	Model odobrenja	17
7	Poziv na broj odobrenja	500412481159-12345678
8	Opis uplate	Uplata plaće
9	Datum izvršenja	30.01.2008
10	Ukupan iznos	8.000,22
11	Ukupno slogova	2
12	Kontakt osoba	Ana Anic
13	Telefon	077-123-456

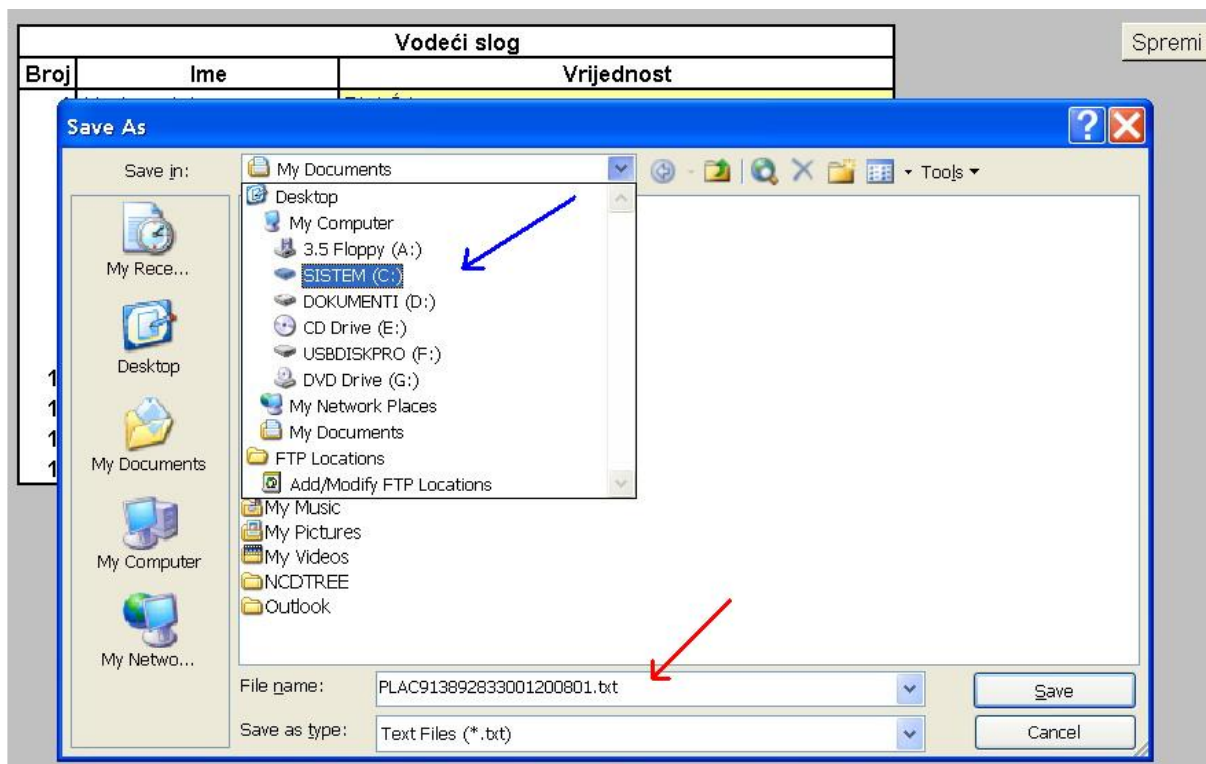
Spremi

Redni broj datoteke: 1

Picture 11.

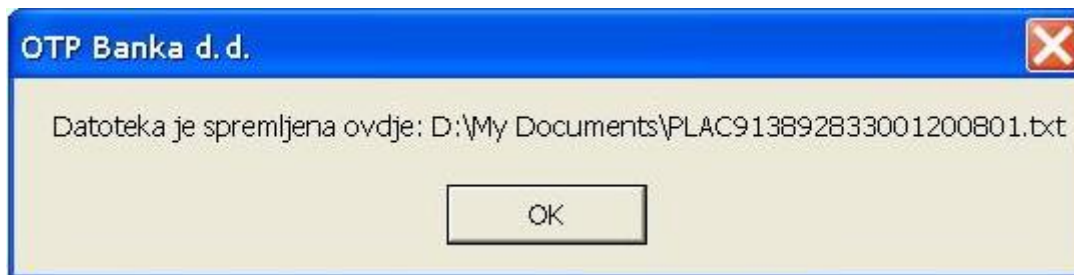
It is possible to go back to the table “Syllables” in order to enter individual items subsequently. If individual items are entered, it is necessary to create a file in the text (ASCII) format by choosing the option “Save” marked with the red arrow in the Picture 11. The option “Save” will run the processes of creating and saving of payment files on the local disc of the workstation. The procedure is described further below.

Step 6) After choosing the option “Save” the file saving environment will appear on the screen as it is shown in picture 12.:



Picture 12.

Choose the local disc and the folder where you wish to save the created file (marked with the blue arrow). The procedure shall assign a name to the file according to the suggested structure in this instruction. Marked with red arrow. The name can be changed. Once you have chosen the place where you wish to save the files, with the suggested or changed name, the file is stored on the local disc by selecting the option "Save". Once the files are successfully stored, the message as described in the Picture 13. will appear on the screen.



Picture 13.

In the confirmation of saving the payments files, the precise route i.e. the place of the saved payments files in the text format can be seen. The file transfer is performed by choosing the "File transfer" in the menu "Salaries file"

The completed excel file, as the source of creating the texts of payment files may also be saved with the completed data. It may serve as a template for future preparation of the payments file in the text format. Important: the excel file is not sent to the bank.