
AdmiCash update information 7.9.5.0

Conversion to ISO 20022 / SEPA - Preparation

- This AdmiCash-Update is not important for the AdmiCash base version.
- **For all users AdmiCash creditor version, we recommend that you perform the following steps promptly. Please read the document carefully and proceed as follows.**

Update Banks base:

- Start AdmiCash and open a Company.
- Choose "Master data – Banks base".
- Press the F1 key. The chapter "Banks base" in the manual is displayed.
- Follow these steps to update the banks base.
- This step is necessary to update the IID / BIC / Swift-Adressen of payment institutions.

Setup for originator ISO 20022 / SEPA (XML):

- So far, there have been two procedures for electronic payment transactions. DME for banks and EPO for PostFinance. These are two procedures and two payment files completely different.
- As from 01.01.2018, there will be only the single procedure ISO 20022 / SEPA. PostFinance and the banks can process the new XML file.
- For this in AdmiCash, a **new** originator must be set up for each PostFinance account and each bank account.
- Start AdmiCash and choose "Payments – Setup".
- The list of originator it is displayed. Choose "**Edit – Record**" or press the INSERT key to display the dialog.
- Specify a unique name for the Designation. Use XML_ or ISO_ followed by the abbreviation of the bank and the account number or a text:
 - XML_RB_xxxxxx Account at Raiffeisen Bank
 - XML_CS_xxxxxx Account at Credit-Suisse
 - XML_PF_xxxxxx Account at PostFinance
 - ISO_UBS_xxxxx Account at UBS.
- In this way, you can always see for which payment institution the XML file is intended.
- In "Payment file", choose "ISO 20022 / SEPA (XML)".
- In File name, you again enter the abbreviation of the payment institution.
 - RB_%JJ%...xml Raiffeisen Bank
 - PF_%JJ%...xml PostFinance
- Leave the last part unchanged. This file, e.g. will be created with the name "PF_20170625_12.xml" which means: File for PostFinance, created on 25.06.2017, Content: Order number 12.

Originator

General | Address | Account

Attribution

Designation: XML-RB-Current account 123456

Account book: 1021 RB Current account 123456

Payment file

Bank (DME)

PostFinance (EPO)

ISO 20022 / SEPA (XML)

File name: RB_%JJ%MM%TT_%ANR.xml

OK Close Help

- The designation, is displayed when you create the payment orders for selection. Then use XML_ or ISO_ to highlight that it is an XML file and not a DME or EPO file.
- With the TAB or ENTER key, change to the index card "Address".
- Enter your details according to the contracts with the payment institutions.

Originator

General | Address | Account

Originator

Company, name: Your Name / Your Company

Street: Street (voluntary)

Addition: Addition (voluntary)

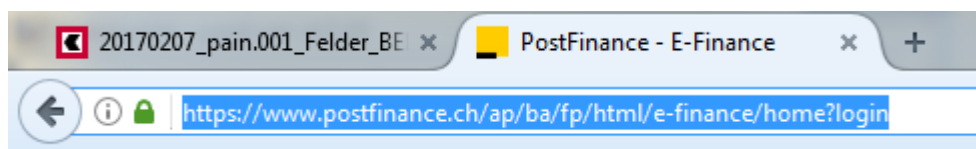
Post code, address: POST C ... Address

Enter your address according to the payment institute's information. In order to do so, please bear in mind the contracts with your bank respectively the PostFinance.

OK Close Help

- With the TAB or ENTER key, change to the index card "Account".

- Enter the IBAN of the account for which the XML file is intended. Normally the BIC and the IID are automatically entered from the base banks. If not, enter only the BIC (e.g. POFICHBEXXX, RAIFCH12345). The BIC (SWIFT address) can be obtained from your bank or can be seen on the contracts.
- Finally, start the Internet Explorer and go to the login page of the bank or PostFinance. Mark the link and copy it with Ctrl+C to the clipboard.



- Paste the link with Ctrl+V in to the line "Internet address".
- Save the originator with OK.
- Repeat this process for each payment institution via which you are making payments.

Remarks:

- With the AdmiCash version 7.9.5.0, you cannot create XML files. This update is for preparation only. With the next update, the XML files can be created and tested in the payment institute.

Update payments base:

- With the introduction of ISO 20022, only the IBAN and the IID or BIC should use. Bank account details such as "123456.H1/12" or similar should no longer used. This can lead to rejections in the future.
- Exception: If the IS has been read with the document reader, the 27 digit reference number is in the column "Account, IBAN". You can leave them or replace with the IBAN.

TT	Currency	Account, IBAN
Bank	OK	000000000000496000001433390
Bank	Document	000000000000496000001744495
Bank	Reader	000000000000558397220100008
ISR		010999992
ISR		012000159
ISR		012000272
Bank	Replaced by IBAN!	123456.H1
Post		190059766
Post		304630106
IBAN		CH5309000000301856402
IBAN		CH5380532000070225527
IBAN		CH660026326310369940B
IBAN		CH5309000000301856402
IBAN		CH5380532000070225527

- Recently, for the payments **Banking, Postal and IBAN**, the **House number** of address of the beneficiary, has to be enter in a separate field. For each payment, we recommend that you enter the street and the house number in the corresponding fields as indicated.
- Choose "Payments – Payment base".
- Move the selection bar with "Down Arrow" on the first payment in the column **TT Post, Bank or IBAN**, and press Enter key (ISR leave out).
- The corresponding dialog displayed.

Bank payment

General | Beneficiary | Detail entries

Abbreviation: Enter a clear and short abbreviation for the payment. You can retrieve it at any time by entering the abbreviation you just chose in order to make a payment.

Bank, Post account, ISR nr., IBAN, scanner, abbreviation:

Options

Add to standing order

Keep information for the next payment

Payment type:

Currency:

Payable amount: Payment conditions Salary payment

Beneficiary

OK Close Help

**Replaced by IBAN!
Leave all others unchanged.**

- If a bank account is registered, replace it with the IBAN.
- Then change to the index card "Beneficiary".

The screenshot shows the 'Bank payment' dialog box with the 'Beneficiary' tab selected. The 'Street, No.' field is highlighted with a red circle, indicating the input fields for 'Street' and 'House no.'. Other visible fields include 'Name' (John Example), 'Addition' (Can be left empty), 'Postcode, town' (3902, Glis), 'Bank account' (123456.H1), and 'Raiffeisenbank Belalp-Simplon'. The 'Intended use of IPI document' section has 'Usual message text' selected. At the bottom, there are 'OK', 'Close', and 'Help' buttons.

- If a street with house number is specified, transfer the house number into the new input field.
- If the input field "Street" empty, you can leave this empty.
- The field "Addition" you can also leave it empty.
- For international payments, please switch to the index card "Payment institute".

The screenshot shows the 'IBAN' dialog box with the 'Payment institute' tab selected. The 'SWIFT address' field is highlighted with a red circle, showing the value 'DEUTDESSXXX'. Other visible fields include 'Name' (Name of the bank), 'Street', 'Addition', 'Post code, town' (D-12345, Town), and 'Execution' (Normal). The 'Charges' section has 'At the expense of the originator' selected. At the bottom, there are 'OK', 'Close', and 'Help' buttons.

- Make sure that BIC/SWIFT address entered and save the entries with OK. Repeat these steps for all entries in the payment base except the ISR payments.

Update standing orders:

- If you have entered standing orders, choose "Payments - Standing Orders".
- The list of standing orders displayed. Check the payments entered in the list and edit them as described above in payments base.

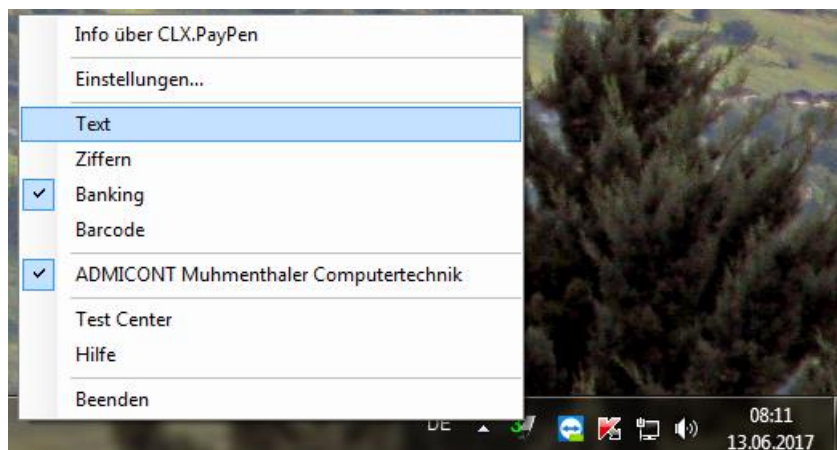
TT	Currency	Amount	Amount CHF	Name
Post		200.00	200.00	Insurance
IBAN		1'000.00	1'000.00	Rent
Bank		2'000.00	2'000.00	Wage

Amount of payments: 3
Total of order: 3'200.00

- Important: Save the standing order with **OK**. With Close, the changes will not save.

Enter payments:

- From now where possible, enter all payments with the IBAN. This applies in particular to the orange payment slips with the reference number. If an IBAN is printed, please use the IBAN.
- If you are using a document reader, you can also scan the IBAN.
- To do this, right-click on the PayPen icon at the bottom right.



- A menu displayed. Click "Text" and scan the IBAN (from the invoice or the IS).
- Then set the document scanner and return to "Banking". This is a suggestion provided by an AdmiCash professional customer of the beautiful canton of Graubünden. Thank you so much and regards 😊.
- For international payments, please always state the BIC / SWIFT address as well as the Name, Postcode and Town of the Payment institution.
- The field "Bank sorting code" should no longer used.
- Also, check the currency base (Master data - Currencies). Make sure that the ISO-Code and the Country code entered correctly.



Abb. ▲	Designation	Country	ISO-Code ⇅	Country code ⇅	rate
• aud	Australischer Dollar	Australien	AUD	AU	0.8600
dkk	Dänische Krone	Dänemark	DKK	DK	0.1700
eurod	Euro	Deutschland	EUR	DE	1.2300
eurof	Euro	Frankreich	EUR	FR	1.2300
euroi	Euro	Italien	EUR	IT	1.2300
gbp	Englisches Pfund	Grossbritannien/Jersey/Guernse	GBP	GB	1.4700
hkd	Hong Kong Dollar	Hong Kong	HKD	HK	0.1200
nok	Norwegische Krone	Norwegen	NOK	NO	0.1500
nzd	Neuseeländischer Dollar	Neuseeland	NZD	NZ	0.7600
sek	Schwedische Krone	Schweden	SEK	SE	0.1400
usd	Amerikanischer Dollar	Vereinigte Staaten von Amerika	USD	US	0.9200
zar	Südafrikanischer Rand	Südafrika	ZAR	ZA	0.0900

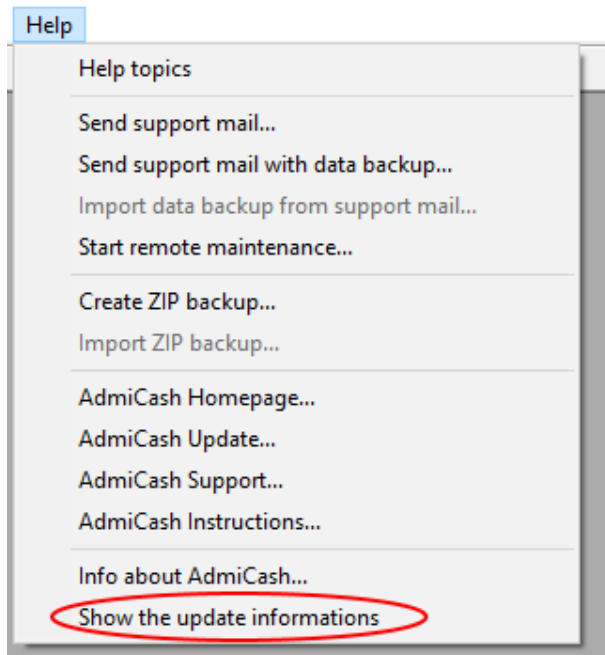
- For ISR payments, "Street", "House number" and "Addition" must not specified.
- For postal payments, can enter either the postal account number or the IBAN.

Preparations for XML test:

- Before passing ISO 20022, the following test procedures are required.
- Therefore, enter as many payments as possible with different transaction types.
- Contact all payment institutions and find out about the test procedure.
- Log in to the test platforms and familiarize yourself with the operation. It makes it easier for you to run the tests.

Notes:

- Under the menu "**Help**" you can diverse functions of help and support.



- The most important are "**Start remote maintenance...**" and "**Info about AdmiCash ...**".
- Can view this information at any time by clicking on "**Show the Update informations**" to see them again.

Exception:

The harmonization of the Swiss payment system entails considerable effort. With our documentation, the introduction of ISO 20022 should be as simple as possible.

We are of course at your disposal during the introduction of ISO 20022 / SEPA. However, the assistance and support are not included and be billed to cost of (Fr.150.00 for hour).