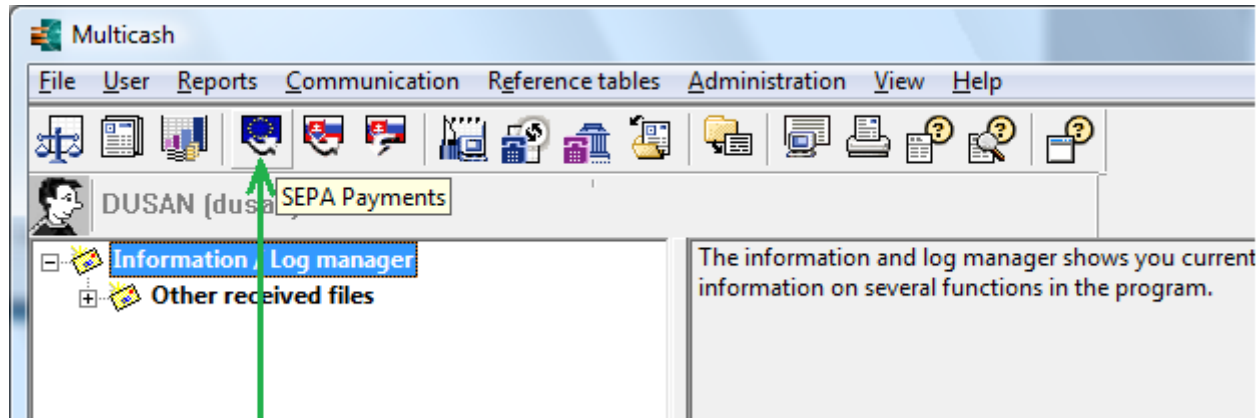


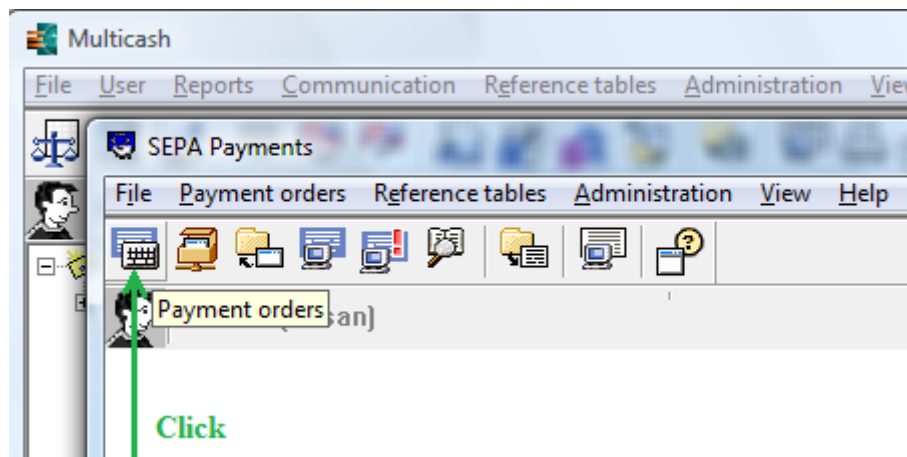
## 1. Open the SEPA module

Click on SEPA icon in the Multicash base modul.

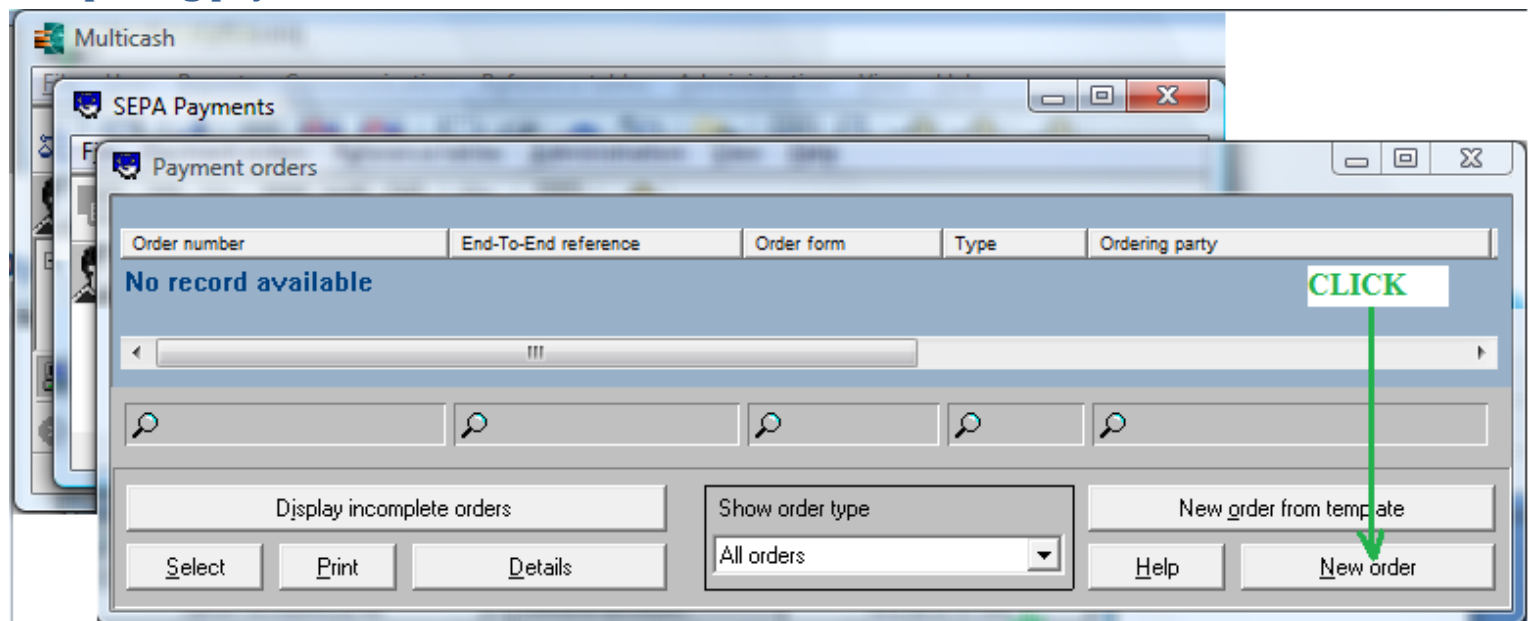


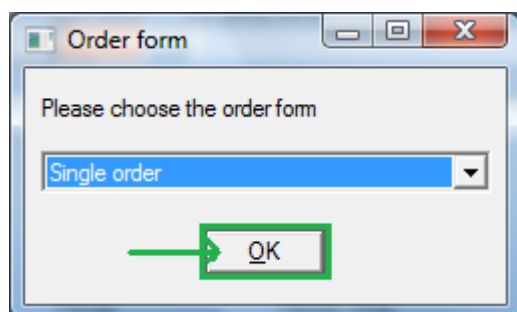
## 2. Opening Payment orders window

After SEPA modul started, click on icon shown below:



## 3. Opening payment form:





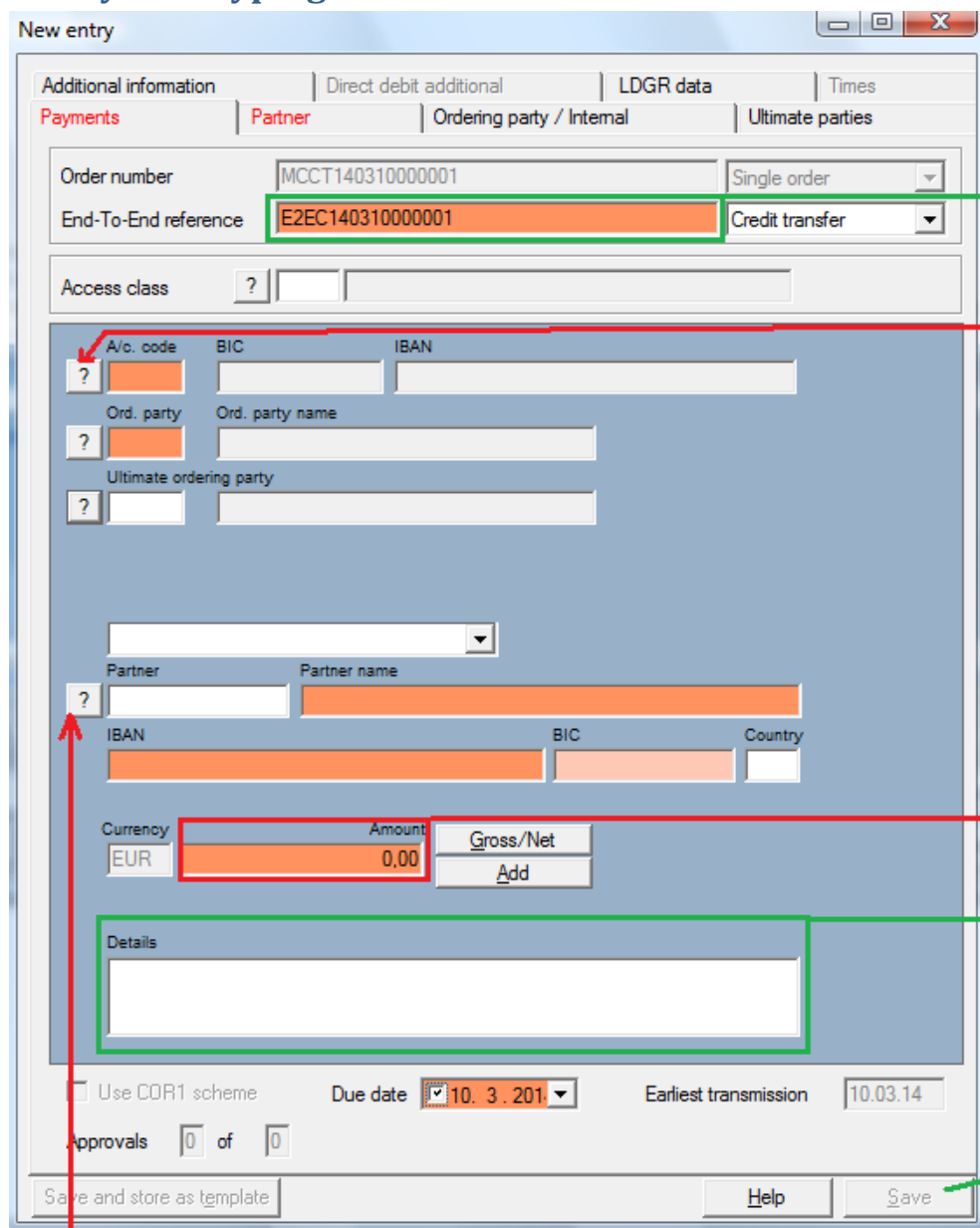
Order form

Please choose the order form

Single order

OK

## 4. Payment typing



New entry

Additional information | Direct debit additional | LDGR data | Times

Payments | Partner | Ordering party / Internal | Ultimate parties

Order number: MCCT140310000001 | Single order

End-To-End reference: E2EC140310000001 | Credit transfer

Access class: ?

A/c. code: ? | BIC: | IBAN: |

Ord. party: ? | Ord. party name: |

Ultimate ordering party: ? |

Partner: ? | Partner name: |

IBAN: | BIC: | Country: |

Currency: EUR | Amount: 0,00 | Gross/Net: | Add: |

Details:

Use COR1 scheme: | Due date: 10. 3. 201. | Earliest transmission: 10.03.14

Approvals: 0 of 0

Save and store as template | Help | Save

1.  
a) Here type E2E reference  
b) If you would like to use symbols VS SS KS, then type it in format like this: /VS1234567890/SS1234567890/KS2551  
Hint: In case of using only VS, the format looks like this: /VS1234567890/SS/KS

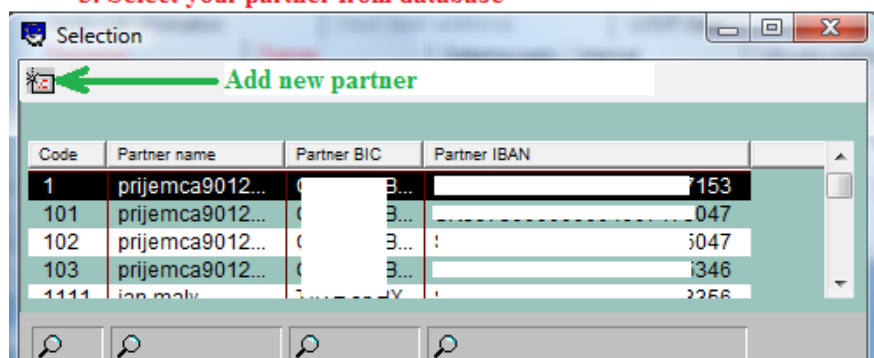
2.  
Select account from which you want to pay.

4.  
Enter the payment amount

5.  
You can type message for recipient

6. At the end Save the payment

3. Select your partner from database



Selection

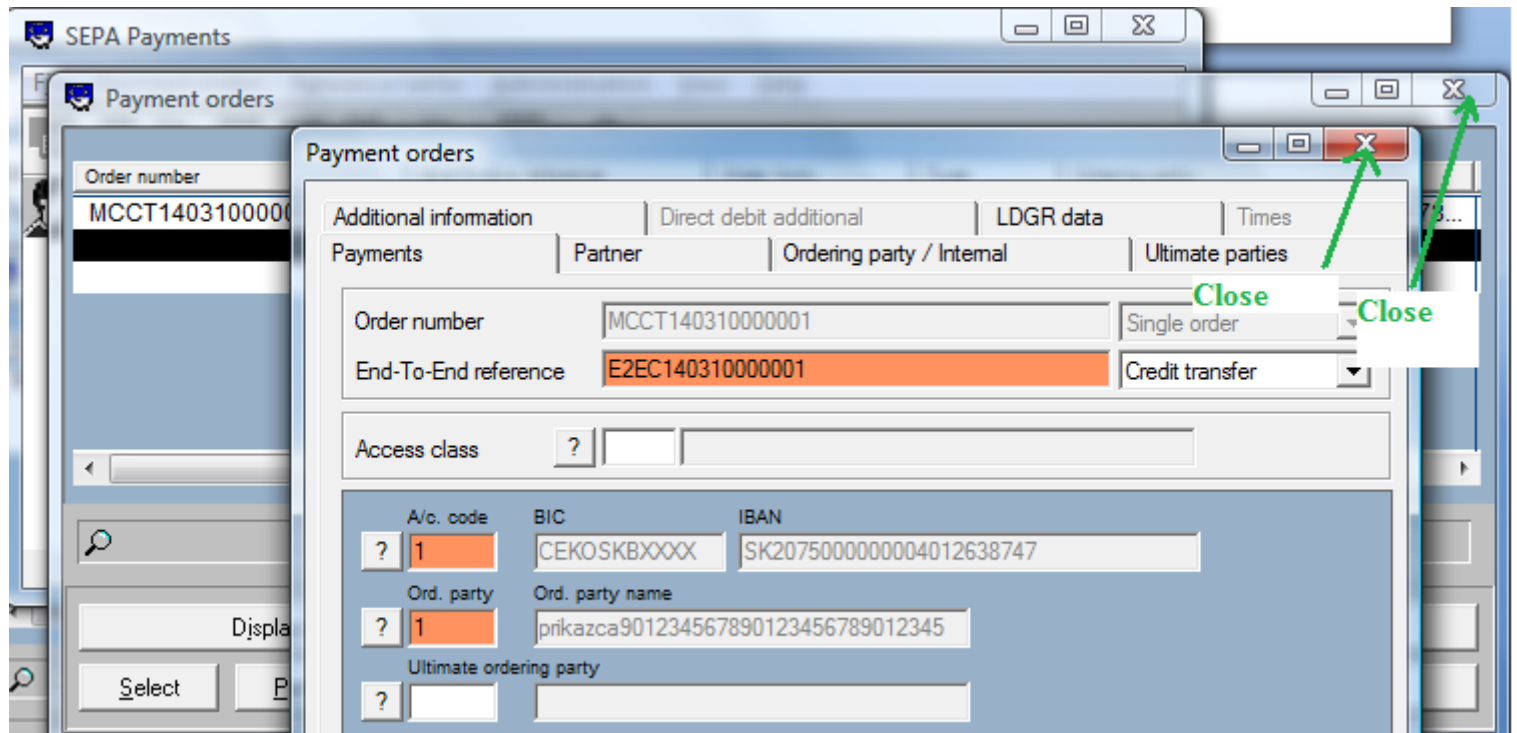
Add new partner

Code	Partner name	Partner BIC	Partner IBAN
1	prijemca9012...	B...	153
101	prijemca9012...	B...	047
102	prijemca9012...	B...	047
103	prijemca9012...	B...	046
1111	jan.maly	B...	256

By the same way you can enter more commands.

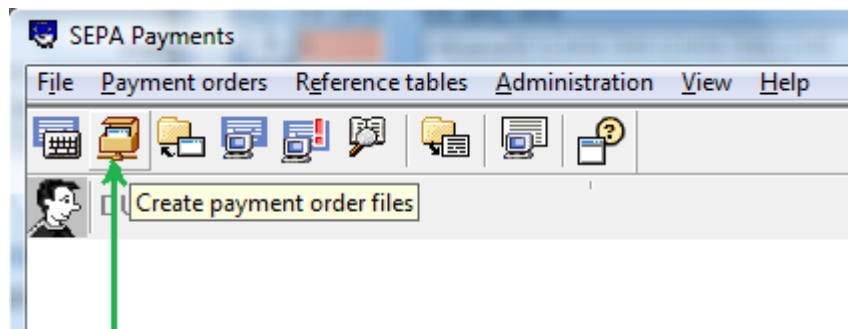
## 5. Closing payment order window

After entering the last payment order, close the payment order window, as shown in figure :

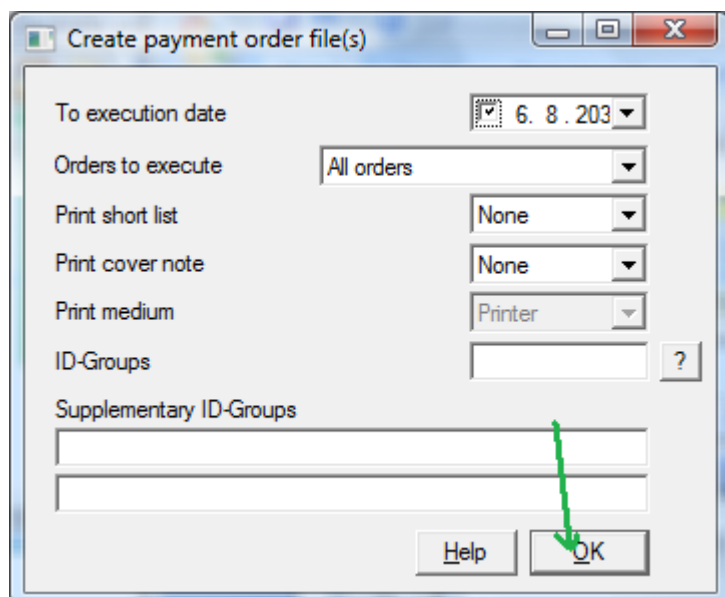


## 6. Creating payment order file

Next step is creating payment file:



In the next window click OK:



Next window:

Orders which can be sent

PLEASE NOTE: Highlighted orders are included in file(s) (Highlight by mouse click or space bar).  
With double-click you can view details of the order.  
PLEASE NOTE: If required, the due date of the direct debit collections is adapted according to the SEPA policies!

BIC	A/c. number	Ordering pa...	Due d...	Curr...	Amount	Partner	Order fo...	No.	Type
<input checked="" type="checkbox"/> C...	1747	prikazca90...	10.03.14	EUR	1,01	prijemca9...	Single o...	MCCT1...	Cre...

checked=payment will be prepared  
for sending

Highlight all      Delete highlights      Help      Create files

In the last window, enter your password:

Include in Comms. batch

Comms. password

**1. Enter your comms password**

with Electronic signature ☒  
Send signature separately ☐  
Sign file(s) immediately ☒ **2. If you want sign immediately check this box**

ES User   
ES password **and enter your password**

Encrypt file(s) ☐  
Compress file(s) ☐

Start Comms. now ☐  
On workstation  **3.**

Help      OK

If you don't want to enter another signature, click No:

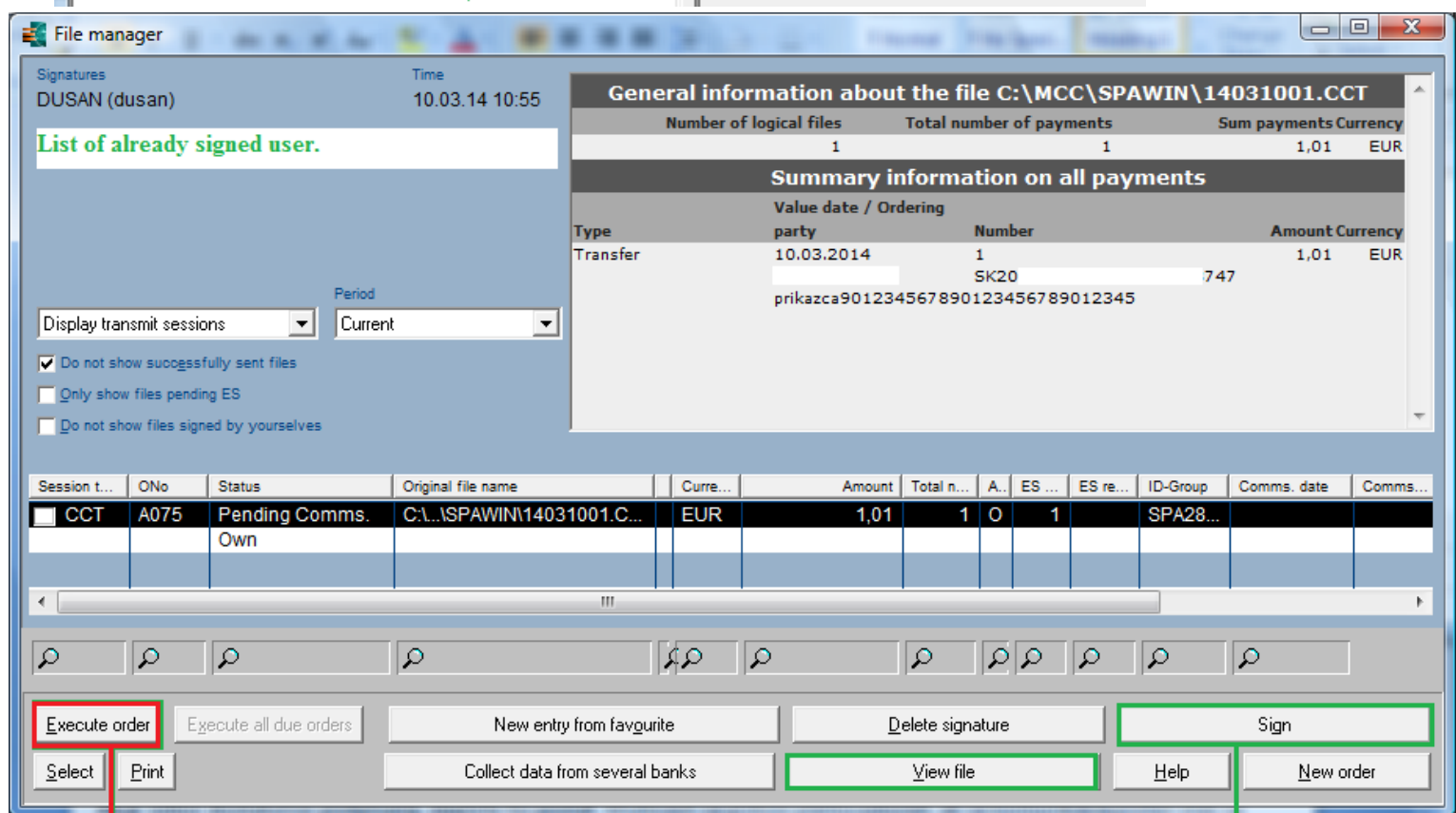
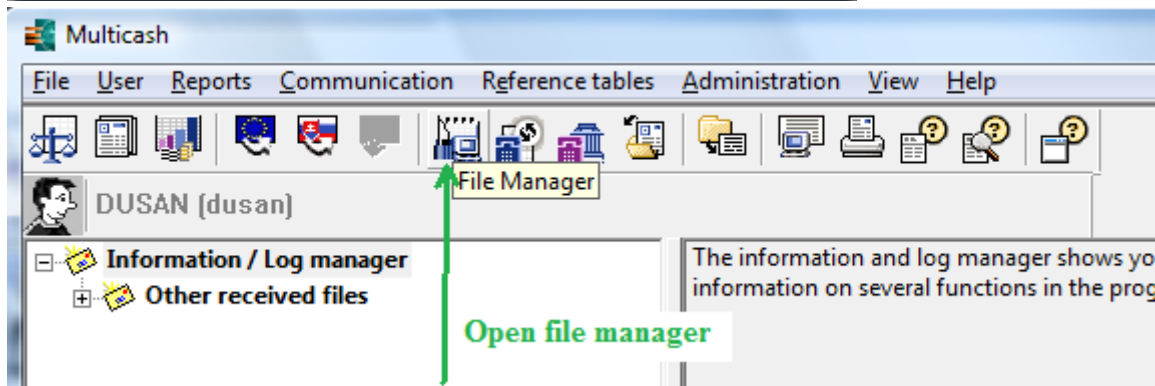
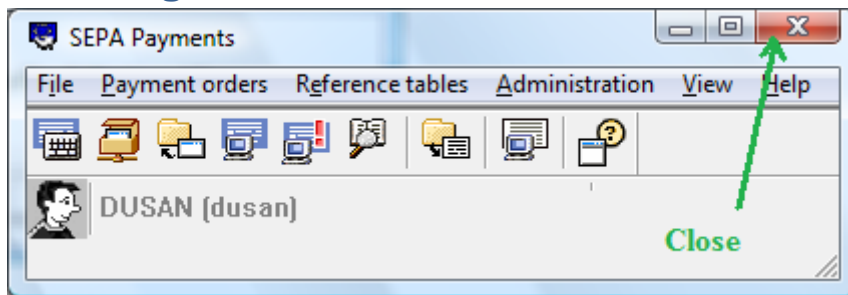
Do you want to make a further signature immediately?

Áno      Nie

Are the files fully signed ?

Áno      Nie

## 7. Returning back to Multicash base module



If the file is completely signed, click on **Execute order**

View a list of payment contained in payment file

sign the payment file

If the file is completely signed, then click on **Execute order**. Multicash try to connect to bank and send the file. If everything goes OK, then the status change:

Session t...	ONo	Status	Original file name	Curre...	Amount	Total n...	A..	ES ...
CCT	A075	ES check OK	C:\...SPAWIN\14031001.C...	EUR	1,01	1	O	1

Possible errors during communication :

Status	Original file name
not successful	C:\...\SPAWIN\14031002.CCT
	(30,0) Public key not validated yet

- Initial letter hasn't been sent to your bank or hasn't yet been processed.
- Error (23,0) Start message decryption error**  
You enter wrong comms password, at the creation of payment file. Right click on the payment file and choose options „Change comms. Password“
- Error (11,0) Transmission interrupted.** Multicash can't establish a connection to bank server. Check your internet connection and try to send file once again.