

# **MANDATE FACTORY**

## **SAGE BUSINESS EXCHANGE 11.35**

### **Follow-up**

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## 1 Purpose

The aim of this document is to describe the operation of the Mandate Factory module, available in its first version in Sage Business Exchange 11.35.

## 2 Prerequisites for the operation of Mandate Factory

### 2.1 System Administration

In the Parameters tab, select the following options:

- Authorize Scheduled Tasks Launch
- Authorize Asynchronous Tasks Launch

Both authorizations are required to ensure the correct operation of the mandate processing cycle. Each of these points will be described below.

### 2.2 Service Manager

Payment Factory requires to import two services:

- ADMTFR (Online Banking Administration Module)
- MANDATFR (Mandate Factory module from Online Banking)

Optional:

- ADMTFR (Online Banking Payments Module)

**The following actions are carried out in the Service Manager:**

- **Automatically creating File and Transaction services with the package:**  
Depending on the Web modules used, right-click Service Package/Import:  
and select file path "C:\Program Files\XRT\XRT Business Exchange\Scripts\Vfs\ \*.pck" for the required modules (e.g. "administration.pck")
- **Customizing menus of the module:** The menu items can be adapted.  
In the tree structure:
  - Select the menu item to edit, right-click on it and select Properties: the Function Properties window is displayed.
  - On the Format tab, edit the "Long Text" field and save (the change is not applied dynamically, you will need to restart the transaction service).
- **Define the rights required to access the functions.** The table below shows the minimum level of rights required to access the main payment management functions. This minimum level can be modified.

ADMFTFR - {Administration} ParaUser – {User Parameters} ParaRfFR – {Reference Parameters} CTRLKEY – {Key Control} ParaNotf – {Notifications and Alerts} PARNOTFR – {Recipient Groups} ALERTMAN – {Mandate Alerts}	Administration Administration Administration Administration
MANDATFR - {Mandate Factory} <b>ParamFR – {Setup}</b> All Functions - {ICS, filters, export templates} <b>CreManFR – {Creation}</b> Create Mandates <b>ImportFR – {Import}</b> All types – {mandates, mandate migration, SDD links} <b>ModmanFR – {Change}</b> Change Mandates <b>EtatsFR – {Reports}</b> All functions – {mandates ledger, mandates history, mandates - SDD links, debtors report} <b>ProcFR – {Procedures}</b> All functions – {life cycles, import job options} <b>SecFR – {Security}</b> All functions – {access rights to third parties} <b>ExpFR – {Export}</b> All types – {mandates - ICS}	View List View list and enter information View list and enter information View list and enter information View List View list and validation rights View list and administration rights View List

This minimum level can be modified. To do so, in the tree structure:

- Select the function whose level of rights must be modified, then right-click on it and select Properties: the Function Properties window is displayed.
- On the “Privileges” tab, modify the level by selecting/deselecting the boxes and then save (the change is not implemented dynamically, you will need to restart the transaction service)

- [Activate the selected scheduled tasks](#)

In the Administration module, you can use the supplied scheduled tasks to issue alerts

In the Mandate Factory module, the scheduled tasks enable to create PDF files for imported mandates.

All these tasks are disabled by default. Once enabled, they will be triggered (see § System Administration) based on the schedule, according to needs.

## 2.3 Contract Manager

The Contract Manager is used to enter information on creditors issuing mandates:

- Identifications
- Bank Data
- Notification Contract

Due to the double role of SBE – a corporate server and a bank server –, the Entity concept is very broad: it covers the concepts of Holding Company, Subsidiaries, Companies and Financial Institutions.

### Step 1: Creating Creditors

At the root, right-click /New Entity.

To create a Creditor:

- Select the type of Entity – Group/Holding, Subsidiary or Company – and enter an Alias. All information related to the Creditor will have to be completed. A list of the main elements that need to be entered to use entities in the Mandate Factory is given below:
  - Général tab :
    - Corporate Name
    - National Corp. ID
  - physical Address tab:
    - Address
    - ZIP Code
    - City
    - Province:
    - State
    - ISO Country Code
  - Resource tab:
    - You must select at least “Transaction Mode” to be able to use this entity in Online Banking

Once they have been created, the entities are all displayed with the same tree structure:

### Step 2: Creating Operators

To create an operator (user) linked to an entity, right-click on "Financial Operators and Local Profiles / Financial Operators" node in the tree structure of the entity and select New...

Refer to Sage Business Exchange documentation.

### ***Step 3: Creating Local Profiles***

A Profile is a set of common features available to different users.

To create a local profile linked to an entity, right-click on "Financial Operators and Local Profiles / Local Profiles" node in the tree structure of the entity and select New...

Refer to Sage Business Exchange documentation.

### ***Step 4: Setting up Notification Contracts***

This step is required to use the alert features: alerts need the creation of a Notification Contract.

To create a notification contract, right-click: Entity/Contracts/Notification/New Notification.

NB: In order to be able to modify contracts from the Administration module of Online Banking (changing recipients), you must select "Use on Online Banking".

## 3 Operating the Mandate Factory

### 3.1 Work Environment

#### 3.1.1 Mandatory Setup

##### 3.1.1.1 ICS

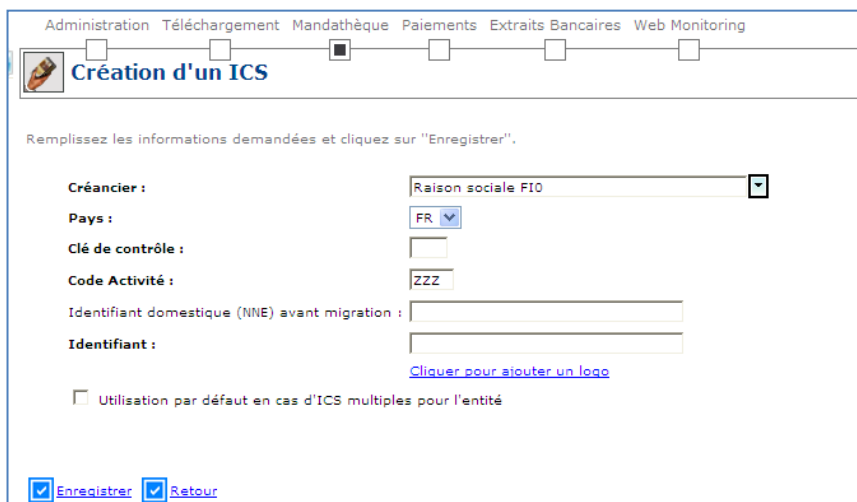
The SEPA Creditor Identifier is a unique reference created for SEPA Direct Debits (SDD). It is composed of the following:

- ISO Country Code (2)
- Check Key (2)
- Activity Code (3)
- Bank Identifier

In Online Banking, go to Configuration/SCI.

##### 3.1.1.1.1 Created

Select "Create" at the bottom of the list.



Note: Bank Identifiers set for Creditors' accounts in the Contract Manager will be used as the default identifiers – however they can be changed.

If a logo was selected, it will be displayed in the PDF file created from the Mandate.

"Default" SCI will automatically be used for mandates created by the Creditor.



Reminder: the "Check SCI" option must be enabled in Administration/User Parameters/Check.

String [Country Code+Key+Activity Code+ID] must be unique.

A check is performed on the length of the Identifier for the following countries:

Country	Code	Length	Example
France	FR	13	FR12ZZZ123456
Belgium	BE	17 or 20	BE68ZZZ0123456789 / BE78ZZZ050D000000008
Germany	DE	18	DE97ZZZ12345678901
Luxembourg	LU	26	LU27ZZZ00000000000123456789
Spain	ES	16	ES97ZZZM23456789

### 3.1.1.1.2 Import

Select "Create" at the bottom of the list.



Expected file structure.

Automatic import using IMPVIR with /F: ICS

### 3.1.1.1.3 Modification - Deletion

Changes you can make in Manual or Import mode:

- the Logo
- the Checkbox for default SCI.

In Manual mode, other information is not available.

Deletion is not possible if the SCI is used for a Mandate – with any status.

## 3.1.2 Optional Configuration

### 3.1.2.1 Life Cycles

The setup of life cycles can be performed for a specific SCI or for all SCIs at the same time.

#### 3.1.2.1.1 Mandate must be

When a Mandate has been created, according to the setup, it needs to be enabled prior to being used and going through its life cycle.

Within a life cycle, some changes applied to the Mandate data will automatically disable it and make it unavailable until further activation.

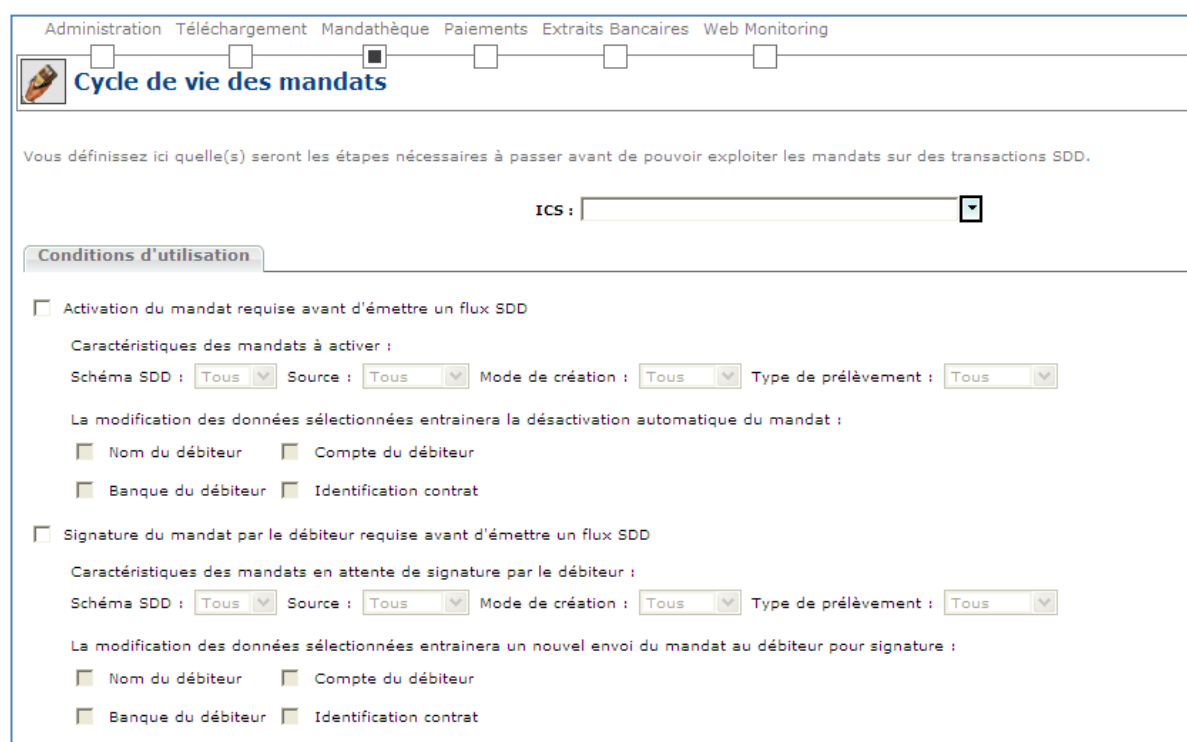
The Mandate status changes from "Disabled" to "Enabled" and vice-versa.

#### 3.1.2.1.2 Debtor's signature required

When a Mandate has been created, according to the setup, it must be sent to the Debtor for signature. The Signed Mandate will be attached to the Mandate in order to be ready for activation, if required (see above).

Within a life cycle, some changes applied to the Mandate data will require a new signature by the Debtor, and make the mandate unavailable until receiving the signature of the modified mandate.

The evolution of the Mandate status will be "Disabled", "Pending for Debtor Signature", "Signed by Debtor" and "Enabled".



### 3.1.2.2 Filters

Filters are selection screens which were previously saved and can be customized by the user.

For Online Banking, access via Configuration/Filters

When it is created, a filter can be declared as:

- Default: the filter will be automatically applied when the associated function is used
- Public: the filter can be used by all the operators of the entity
- Private: the filter can only be used by its creator.

Filters are not mandatory: if no filter is specified for a function, the list will contain all the items ( + depending on the operator's access rights to transaction types...).

Some criteria used to define a filter can be "multiple":

- Mandates Group(s)
- Debtor(s)

Upon selecting these criteria, you can select items in the new open window.

Note that once the elements have been selected, you must click the "Save" button and close the window by clicking X in order to save the criteria in the filter.

- Status

The multiple selection mode is different for this criterion. When enabled (box selected), the combo box opens and multiple selection is made available using the Ctrl key.

When you select a filter, it is automatically applied to the list.

### ***3.1.2.3 Mandate Groups***

You can create Mandate Groups using the Setup/Mandate Groups function.

Each group is identified through a unique description. A list of available mandates is displayed to enable selection. A single Mandate can be linked to several Groups.

## **3.1.3 Debtors Management**

Debtors used by the Mandates Management feature will be linked to the Payment module. However, users will not have to use this module.

### ***3.1.3.1 Using existing Third Parties from Payment module***

In this case, the Debtor is in the third-party database of the Payment module. When creating Mandates in the Mandate Factory, the user will have to select a Third Party.


### ***3.1.3.2 Accessing Third Parties from Mandate Factory***

Sometimes, it may be necessary to create a Debtor or update the information of existing Debtors.

Users will be able to perform these operations only once granted individual or entity-level authorizations.

Authorizations are set up using the Security/Access Third Parties function.

Administration
Téléchargement
Mandathèque
Paielements
Extraits Bancaires
Web Monitoring


**Accès aux tiers**

Vous pouvez à partir de cette liste autoriser ou non un utilisateur à créer ou mettre à jour les informations des tiers à partir des mandats.

Liste des utilisateurs - Page 1/1

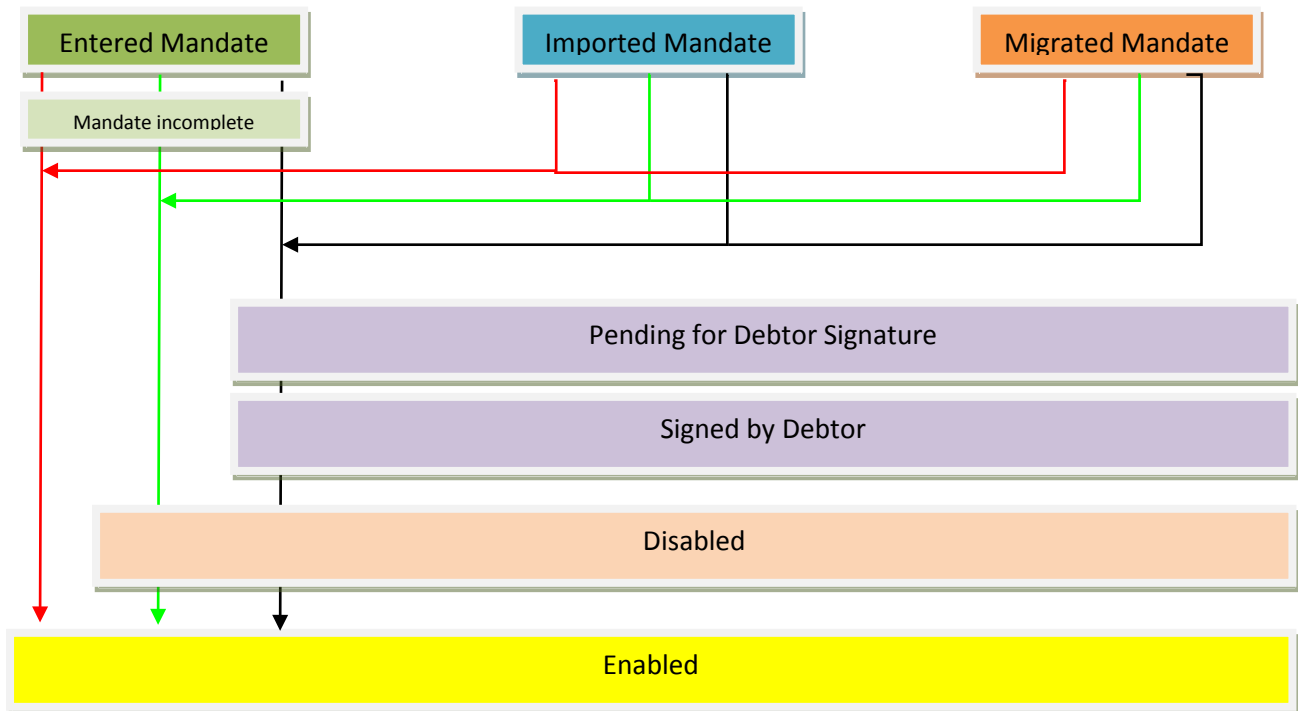
20 résultats par page

Utilisateur	Création de tiers actifs à partir des mandats	Mise à jour de tiers à partir des mandats
<b>FI0 - Raison sociale FI0</b>	<input type="checkbox"/>	<input type="checkbox"/>
FI0OP0 - OP 0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FI0OP1 - OP 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FI0OP2 - OP 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FI0OP3 - OP 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FI0OP4 - OP 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FI0OP5 - OP 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FI0OP6 - OP 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MARIE - Nom Prenom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
XRT - X xrt	<input type="checkbox"/>	<input type="checkbox"/>

☒ Enregistrer
☒ Réinitialiser

## 3.2 Mandates Management

### 3.2.1 Available Cycles



### 3.2.2 Creating Mandates

#### 3.2.2.1 Data Entry

Access is made through Create/Mandate.

Administration Téléchargement Mandathèque Paiements Extraits Bancaires

## Création d'un mandat

Complétez les données du mandat et cliquez sur Enregistrer.

**Identification**

Référence (RUM) :

Schéma SDD :

**Créancier**

Nom :

ICS :

Adresse :

Pays :

**Débiteur**

Nom :

Adresse :

Pays :

IBAN : Pays :  Clé :  Compte :  [Valider l'identifiant bancaire...](#) [Valider la combinaison BIC/IBAN...](#)

E-mail :

**Caractéristiques**

Type de récurrence :

Mandat signé le :  à

Mandat migré : ☐ Oui ☒ Non Date de migration :

**Contrat**

Numéro d'identification :

Description :

Identifiant débiteur :

Le débiteur paie pour le compte de [...]

Le créancier remet les prélèvements pour le compte de [...]

**Informations complémentaires**

A retourner à :

Autres informations :

Langue du formulaire :

☒ Enregistrer ☒ Retour ☒ Effacer ☒ Réinitialiser

The creation form consists of several sections:

- **Mandate Identification**
  1. Schema: SDD or CORE
  2. Unique Mandate Reference (RUM)
- **Creditor**
  1. Name: Entity issued from the Contract Manager
  2. SCI: Default SCI for the Entity  
The Entity's details are automatically defined.
- **Debtor**
  1. Information on the Debtor (selected or created)
  2. Information on Debtor's Bank (BIC, search option)
  3. Information on Debtor's Account (BIC, check option)

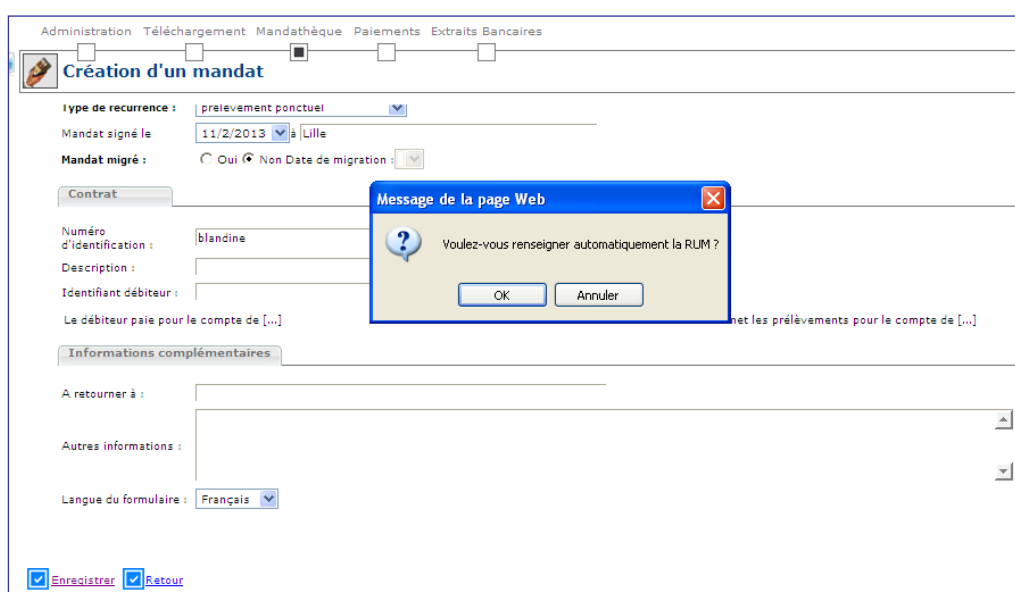
- Mandate Characteristics
  1. Recurrence Type: One-off or Repetitive
  2. Signature Date and Location
  3. Migrated Mandate?
- Details of the underlying Commercial Contract
  1. Contract Reference
  2. Creditor and Debtor Third Parties Identification, if required
- Other Info.
  1. Free-text information
  2. PDF language (5 options: FR, EN, IT, GB, DE)

The Mandate must be saved for further processing ("Save" action): the data is checked (mandatory information, execution date/today's date).

- If some of the information is missing, the Mandate status will be changed to "Incomplete". The Mandate must be completed.
- Once everything is in order, a save confirmation page will display all the Mandate details. To confirm the entry, click "Confirm". To return to the Mandate, click "Cancel". If confirmed, a confirmation page is displayed.

### 3.2.2.1 RUM Management

If left blank, the RUM can be automatically specified when saving a Mandate.



Name Structure of an automatically-defined RUM:

Char. 1-2: Mandate Origin: 00=New – ++ =Migrated  
 Char. 3: SDD Schema: C=Core – B=B2B  
 Char. 4: Type: R=Recurrent – P=One-off  
 Char. 5-12: MMI Creditor Alias  
 Char. 13-14: Year of creation (YY)  
 Char. 15-16: Month of creation (MM)

Char. 17-24: Contract ID (35 char. truncated to 8 char.)  
 Char. 24-35: Sequence No. by Entities (Mandate SBE ID)

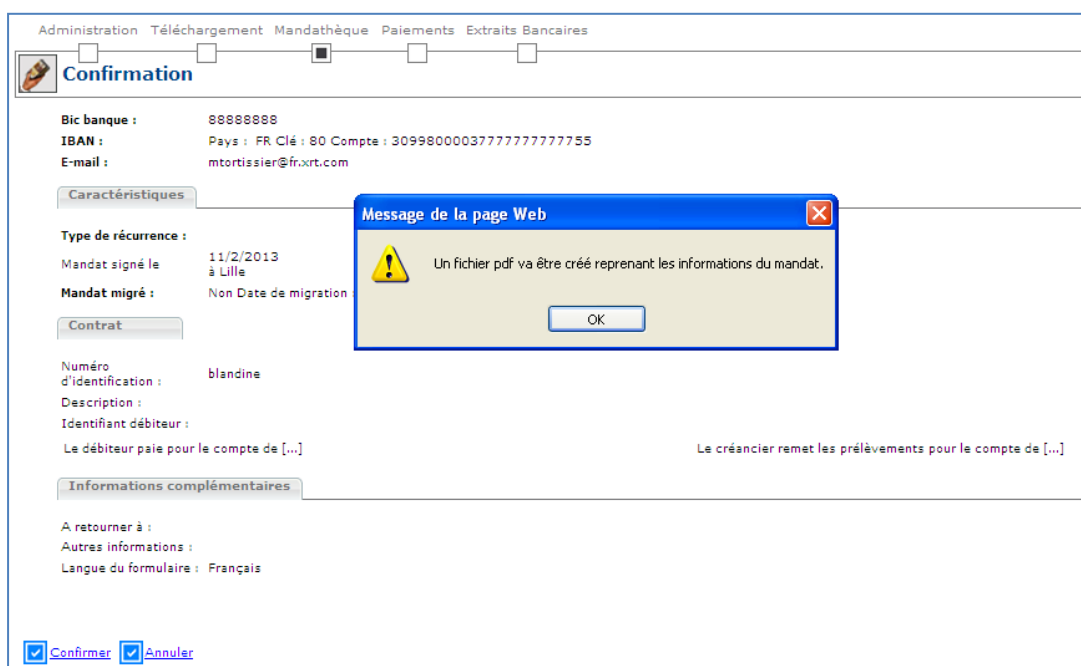
Note: authorized characters are  
 a b c d e f g h i j k l m n o p q r s t u v w x y z  
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
 0 1 2 3 4 5 6 7 8 9  
 / - ? : ( ) . , " + Space

Data not padded

Note: "Contract ID" is not mandatory. If the information has not been specified, the Debtor Code can be used (8 char. max.)

### 3.2.2.1 PDF Creation

Upon confirming the save, a PDF file – "Mandate image" – is created in the selected language.



The screenshot shows the 'Confirmation' page in the Sage R&D MGE application. The page has a navigation bar at the top with links: Administration, Téléchargement, Mandathèque, Paiements, and Extraits Bancaires. The main content area is titled 'Confirmation' and contains several sections:

- Bic banque :** 88888888
- IBAN :** Pays : FR Clé : 80 Compte : 309980000377777777755
- E-mail :** mtortissier@fr.xrt.com
- Caractéristiques :**
  - Type de récurrence :** 11/2/2013 à Lille
  - Mandat signé le :** 11/2/2013
  - Mandat migré :** Non Date de migration
- Contrat :**
  - Numéro d'identification :** blandine
  - Description :**
  - Identifiant débiteur :**
  - Le débiteur paie pour le compte de [...]**
  - Le créancier remet les prélèvements pour le compte de [...]**
- Informations complémentaires :**
  - A retourner à :**
  - Autres informations :**
  - Langue du formulaire :** Français

At the bottom of the page, there are two buttons: ☒ Confirmer and ☒ Annuler.

Overlaid on the page is a 'Message de la page Web' dialog box with a yellow warning icon. The message reads: 'Un fichier pdf va être créé reprenant les informations du mandat.' and has an 'OK' button.




SEPA Direct Debit Mandate CORE		Creditor's logo
Mandate reference ref		
<p>By signing this mandate form, you authorise Raison sociale F10 to send instructions to your bank to debit your account and your bank to debit your account in accordance with the instructions from Raison sociale F10.</p> <p>As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.</p>		
Your name	BENEFICIAIRE1__	
Your address	ADRESSE1 75015 LA VILLE - FR	
E-mail	-E-mail débiteur-	
Your account number	FR5530998000030340089003L BANQUEXX	
Creditor's name	Raison sociale F10	
Creditor identifier	FR78ZZ999999	
Address	1 2 3 -FR	
Type of payment	Recurrent payment	<del>One-off payment</del>
City or town in which you are signing	Location Paris	Date 10/1/2013
Signature(s)	<div></div>	
Details regarding the underlying relationship between the Creditor and the Debtor - for information purposes only.		
Debtor identification code	BENEFICIAIRE1	
Person on whose behalf payment is made		
Name		
Identification code		
If you are paying on your own behalf, leave blank		
Name		
Identification code		
Identification number of the underlying contract		
Description of contract		
Please return to	Creditor's use only	

### 3.2.2.2 Import

Mandates are imported using XML structure (available in the appendix).  
Use the Import/SDD Mandates function to manually start an import job.

Administration
Téléchargement
Mandathèque
Paie
Extrats Bancaires


**Importation des mandats**

Pour importer des mandats, veuillez sélectionner le fichier contenant les informations puis cliquer sur le bouton "Importer".

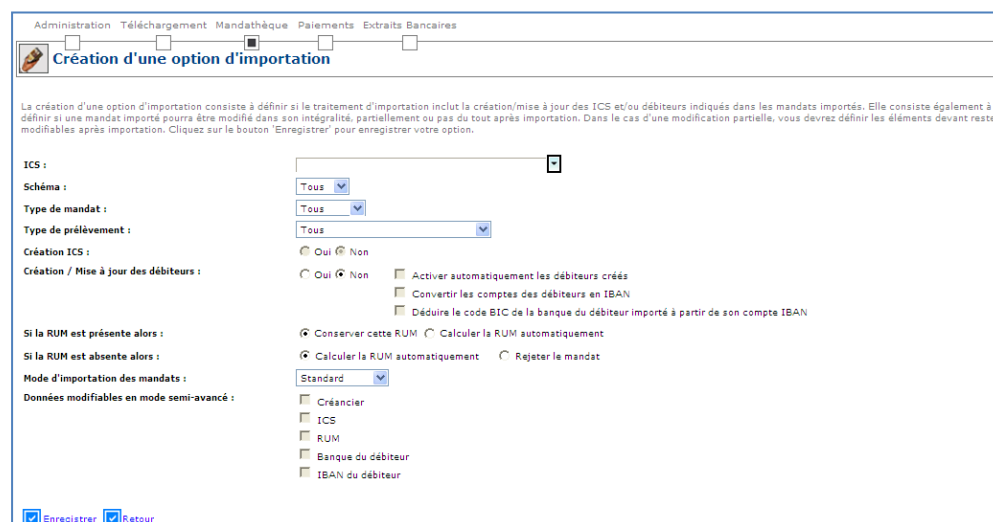
Nom du fichier à importer:

☒ **Importer**

Prior to the import process, a number of options are available to specify the following:

- automatic creation of unknown SCI
- automatic creation of unknown Debtors
- automatic data update for known Debtors
- automatic IBAN conversion of Debtors' accounts
- automatic indication of Debtor's Bank BIC

- RUM management
- data modification for imported Mandates



Administration Téléchargement Mandatèque Paiements Extraits Bancaires

### Création d'une option d'importation

La création d'une option d'importation consiste à définir si le traitement d'importation inclut la création/mise à jour des ICS et/ou débiteurs indiqués dans les mandats importés. Elle consiste également à définir si un mandat importé pourra être modifié dans son intégralité, partiellement ou pas du tout après importation. Dans le cas d'une modification partielle, vous devrez définir les éléments devant rester modifiables après importation. Cliquez sur le bouton "Enregistrer" pour enregistrer votre option.

ICS :

Schéma :

Type de mandat :

Type de prélèvement :

Création ICS : ☐ Oui ☒ Non

Création / Mise à jour des débiteurs : ☐ Oui ☒ Non

Si la RUM est présente alors : ☒ Conserver cette RUM ☐ Calculer la RUM automatiquement

Si la RUM est absente alors : ☒ Calculer la RUM automatiquement ☐ Rejeter le mandat

Mode d'importation des mandats :

Données modifiables en mode semi-avancé :

- ☐ Créancier
- ☐ ICS
- ☐ RUM
- ☐ Banque du débiteur
- ☐ IBAN du débiteur

☒ Enregistrer ☐ Retour

Import jobs can be automatically triggered using IMPVIR with /F : MANDATE

A scheduled task will create PDF files for the imported Mandates.

This task is independent from the Check task.

When trying to view a PDF not yet generated, the following message is displayed: "PDF file is being created".

Reject files have the same structure as for import files, apart from an additional tag for the reason: <mandate> « <reject\_reason> ».

This file can be re-imported without deleting the <reject\_reason> tag.

### 3.2.2.3 Migration

This feature is used to create SDD Mandates from a files in the local format. For France, the format is AFB160.

As the native content of this format does not provide enough information to create SDD Mandates, additional records with an imposed structure will be required.

The structure for additional records is available in the appendix.

Migrations are launched through the Import/Migrate to SDD Mandates function.

### 3.2.3 Mandates "Pending for Debtor Signature" / "Signed by Debtor"

When Debtor's signature is required (see Life Cycles), the Mandate status is "Pending for Debtor Signature". In this particular case, the returned mandate (Signed) will be attached to the original Mandate.

This action is performed using the mandate modification feature, available as an icon on the "Actions" column.

Items "Signed in" and "On" are proposed.

### 3.2.4 Enabling Mandates

This operation is manually performed through the "Change Mandates" command at the bottom of the list. You can select several Mandates to be enabled at the same time.

### 3.2.5 Manually Changing Mandates

"Incomplete" or "Disabled" Mandates are editable.  
The information will be changed according to the type of modification selected.

#### *3.2.5.1 Free Change (prior to 1<sup>st</sup> use)*

All the information is editable (except for restrictions related to life cycles, import option).

#### *3.2.5.2 Change initiated by a Creditor*

The following items can be modified:

- SCI – changing the Activity Code is not considered a modification of the SCI –
- RUM
- Creditor details (name or address):
  - change the name by selecting another entity on the Mandate
  - change the address details in the MMI

#### *3.2.5.3 Change initiated by a Debtor*

The following items can be modified:

- ✓ Account Numbers from the same Bank
- ✓ Bank holding the Account

Provided the debtor update option has been set, the "Bank BIC" and "IBAN" fields of the Debtor group box are editable.

### 3.2.6 Changing Mandates through Import Jobs

As the mandate import structure contains identification information and editable data, import jobs can be used to modify Mandates.

You have to specify the type of modification.

You should pay attention to the mandate status prior to importing modifications: some of the changes will not be carried out (see above).

### 3.2.7 Canceling Mandates

This operation is manually performed through the "Change Mandates" command at the bottom of the list. You can select several Mandates with reasons to be canceled at the same time.

### 3.2.8 Revoking Mandates

This operation is manually performed through the "Change Mandates" command at the bottom of the list. You can select several Mandates with reasons to be revoked at the same time.

### 3.2.9 Closing Mandates

This operation is manually performed through the "Change Mandates" command at the bottom of the list. Select "Cancelled" and/or "Revoked" Mandates and click the "Close" button. Reasons are:

- Mandate closed: Cancelled mandates closed
- Mandate closed: Revoked mandates closed

This operation is automatically performed:

- for final-status Transactions based on a single Mandate with the following reason: Automatic Closing of a Single Mandate
- for the last final-status Transaction based on a recurrent Mandate with the following reason: Automatic Closing of a Recurrent Mandate
- if a Mandate has not been used to create Transactions for 36 months, with the following reason: Automatic Closing of a Lapsed Mandate

### 3.2.10 Reporting and Audit

#### *3.2.10.1 Mandates Ledger*

Access is made through Reports/Mandates Ledger.

The Ledger lists the Mandates with their last known status.

The list can be filtered by applying:

- quick search criteria
- pre-set filters

Administration Téléchargement Mandathèque Paiements Extraits Bancaires Web Monitoring

## Journal des mandats

Vous pouvez établir une liste de mandats en utilisant les critères de recherche rapide ou en sélectionnant un filtre existant. Cette liste est imprimable et exportable sous Excel.





























Recherche rapide

Filtre

RUM :  ICS :  Statut :   
 Schéma :  Mode de création :  Créancier :   
 Débiteur :  Groupe :  Date mandat : De  à

Liste des mandats - Page 1 / 1

20 résultats par page

RUM	Schéma SDD	Créancier	Date du mandat	Débiteur	Statut	Action
00CP132Numéro d526	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 15:35:31	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif	   
00CP132HOLDING525	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 13:01:06	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif	   
00CR132HOLDING524	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:59:23	BENEFICIAIRE1 - BENEFICIAIRE1__	Non Actif	   
00CP132HOLDING522	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:47:01	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif	   
00CP132HOLDING521	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:07:43	-	Incomplet	   
00CR132HOLDING520	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:05:49	-	Incomplet	   
00CP132HOLDING519	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:04:31	-	Incomplet	   

The Ledger enables to perform the following actions:

- modifying a Mandate
- viewing the last PDF file created for a Mandate
- displaying the Mandate history
- accessing Mandate - SDD links

### 3.2.10.2 Mandate History

Access is made through Reports/Mandate History or the dedicated action link from the Ledger.

The Ledger lists the Mandates with their last known status.

The list can be filtered by applying:

- quick search criteria
- pre-set filters

Administration Téléchargement Mandathèque Paiements Extraits Bancaires Web Monitoring

**Historique de mandat**

Sélectionner dans la liste le mandat auquel vous souhaitez accéder et cliquer sur sa RUM pour afficher son historique.

Recherche rapide  Filtre

RUM :  ICS :  Statut :

Schéma :  Mode de création :  Créancier :

Débiteur :  Groupe :  Date mandat : De  à

Liste des mandats - Page 1 / 1

20 résultats par page

RUM	Schéma SDD	Créancier	Date du mandat	Débiteur	Statut
<a href="#">00CP132FI0604</a>	CORE	FI0 - Raison sociale FI0	19/02/2013 11:38:50	BENEFICIAIRE1 - BENEFICIAIRE1__	Non Actif
<a href="#">00CP132Numéro d526</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 15:35:31	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif
<a href="#">00CP132HOLDING525</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 13:01:06	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif
<a href="#">00CR132HOLDING524</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:59:23	BENEFICIAIRE1 - BENEFICIAIRE1__	Non Actif
<a href="#">00CP132HOLDING522</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:47:01	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif
<a href="#">00CP132HOLDING521</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:07:43	-	Incomplet
<a href="#">00CR132HOLDING520</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:05:49	-	Incomplet
<a href="#">00CP132HOLDING519</a>	CORE	HOLDING - Raison sociale HOLDING	13/02/2013 12:04:31	-	Incomplet
<a href="#">00CP132FI0403</a>	CORE	FI0 - Raison sociale FI0	06/02/2013 16:52:01	-	Incomplet
<a href="#">TEST_1</a>	CORE	FI0 - Raison sociale FI0	06/02/2013 16:47:29	BENEFICIAIRE1 - BENEFICIAIRE1__	Actif

Click the RUM hyperlink to access the detailed history of a Mandate.

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**Historique du mandat**

Historique des modifications

Toutes les modifications portées sur ce mandat sont listées ci-dessous. L'historique ne reprend pas les données en cours. Pour retourner à la liste des mandats, cliquez sur le bouton "Retour".

Date et heure	Utilisateur	RUM	ICS	Créancier	BIC Débiteur	IBAN débiteur	Commentaires / Motif	Mandat
Historique des statuts								
Tous les changements de statut du mandat sont listés ci-dessous. Pour retourner à la liste des mandats, cliquez sur le bouton "Retour".								
Date et heure	Utilisateur	Evènement	Statut	Commentaires / Motif				
19/02/2013 11:39:53	OP 0	Désactivation	Non Actif					

☒ Retour

The Mandate history is divided into two parts:

- Modification History: this table lists the essential changes of the mandate data and enables access to the mandate PDF according to the date.
- Status History: this table lists the successive mandate statuses, specifying the operators and the trigger events.

### 3.2.10.3 Mandates-SDD Links

#### 3.2.10.3.1 Using Payment Module

If the Payment module from SBE is used to manage SDD, the links between Mandates and SDD are automatically generated.

### 3.2.10.3.2 Importing Mandates - SDD Links

If SDD are not managed by SBE Payment module, some information must be imported in order to create Mandates - SDD links.

Import jobs can be started through the Import/Mandates-SDD Links command.

The import file structure is available in the appendix.

Automatic import is possible using IMPVIR with /F : UTILMANDAT

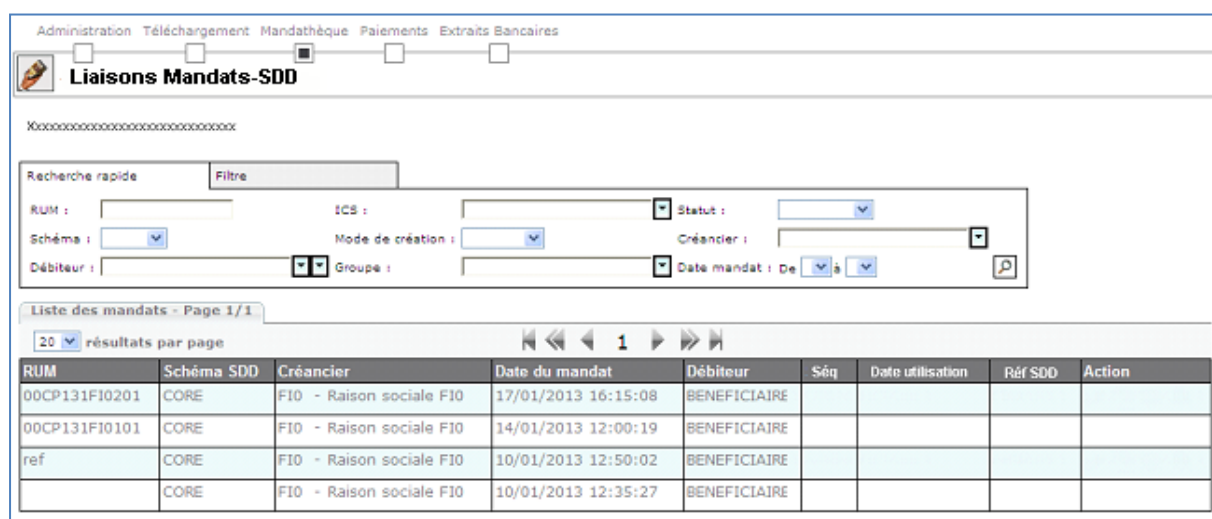
### 3.2.10.3.3 Viewing Mandates - SDD Links

Access is made through Reports/Mandates-SDD Links or the dedicated action link from the Ledger.

The list displays the last known links between Mandates and SDD Transactions.

This list can be filtered by applying:

- quick search criteria
- pre-set filters



The screenshot shows the 'Liaisons Mandats-SDD' interface. At the top, there are navigation tabs: Administration, Téléchargement, Mandatèque, Paiements, and Extraits Bancaires. Below the tabs is a search bar with 'Recherche rapide' and 'Filtre' buttons. The search filters include: RUM (text input), ICS (dropdown), Statut (dropdown), Schéma (dropdown), Mode de création (dropdown), Créancier (text input), Débitteur (dropdown), Groupe (dropdown), and Date mandat (range selector). Below the filters is a table titled 'Liste des mandats - Page 1/1' with 20 results per page. The table has columns: RUM, Schéma SDD, Créancier, Date du mandat, Débitteur, Ség, Date utilisation, Réf SDD, and Action.

RUM	Schéma SDD	Créancier	Date du mandat	Débitteur	Ség	Date utilisation	Réf SDD	Action
00CP131F10201	CORE	F10 - Raison sociale F10	17/01/2013 16:15:08	BENEFICIAIRE				
00CP131F10101	CORE	F10 - Raison sociale F10	14/01/2013 12:00:19	BENEFICIAIRE				
ref	CORE	F10 - Raison sociale F10	10/01/2013 12:50:02	BENEFICIAIRE				
	CORE	F10 - Raison sociale F10	10/01/2013 12:35:27	BENEFICIAIRE				

Click the dedicated action link to access the details of a Mandate - SDD link.

All the SDD Transactions linked to a specific Mandate will be displayed.

### 3.2.10.4 Debtors Report

This report is used to answer a number of questions related to the debtors.

E.g.

- How many Mandates are signed by EN Debtors?
- Which Debtors' Banks have signed a Mandate with me?

Access is made through Reports/Debtors Report.

Administration Téléchargement MandatHèque Paiements Extraits Bancaires Web Monitoring

### Etat sur les débiteurs

A partir de cet état, vous pouvez avoir une vision de vos relations avec vos débiteurs.

Recherche rapide

ICI : ☐ Créancier : ☐

Pays débiteur : ☐ BIC banque débiteur : ☐

Pays banque débiteur : ☐ Statut : ☐

Schéma : ☐

Liste des débiteurs - Page 1/5 - 84 élément(s) trouvé(s)

20 résultats par page

Débiteur	BIC banque débiteur	RUM	Schéma SDD	Créancier	Statut	Origine	Action
888 - 888	XXXXXXX	00CP1305FI01114	CORE	FIO - Raison sociale FIO	En attente d'envoi au débiteur pour signature	Nouveau	
BENEFICIAIRE001 - BENEFICIAIRE001__	BICCODEX	00CP1305FI01113	CORE	FIO - Raison sociale FIO	En attente d'envoi au débiteur pour signature	Nouveau	
-		---	CORE	HOLDING - Raison sociale HOLDING	Incomplet	Nouveau	
-		00CR1305FI01111	CORE	FIO - Raison sociale FIO	Incomplet	Nouveau	
-		00CP1305FI01110	CORE	FIO - Raison sociale FIO	Incomplet	Nouveau	
TIERS_HOLDING_MANDAT_TUNISIE_001 - TIERS_HOLDING_MANDAT_TUNISIE_001	BEITNTTT	00CP1305FI01109	CORE	FIO - Raison sociale FIO	En attente d'envoi au débiteur pour signature	Nouveau	
-		---	CORE	FIO - Raison sociale FIO	Incomplet	Nouveau	
9865467878 - name	BNABFRPP	00CP1304HOLDING1106	CORE	HOLDING - Raison sociale HOLDING	En attente d'envoi au débiteur pour signature	Nouveau	
4545455455 - name	BNABFRPP	00CR1304FI01105	CORE	FIO - Raison sociale FIO	En attente d'envoi au débiteur pour signature	Nouveau	
BENEFICIAIRE1 - BENEFICIAIRE1__	BICCODEX	00CP1304FI01104	CORE	FIO - Raison sociale FIO	En attente d'envoi au débiteur pour signature	Nouveau	
MT1 - DUPONT	BNPPFRPP	00CR1303SAGE7	CORE	FIO - Raison sociale FIO	Actif	Migré	
BENEFICIAIRE002 - BENEFICIAIRE002__3__	BICCODEX	00CP1304FI01102	CORE	FIO - Raison sociale FIO	Signé par le débiteur	Nouveau	
TIERS_MANDATHEQUE_HOLDING_00011 - Blandine ROBOAM	SOGEFRPP	00BP1304FI01101	B2B	FIO - Raison sociale FIO	Actif	Nouveau	
TIERS_MANDATHEQUE_HOLDING_00001 - Hervé Pires	SOGEFRPP	No.Tban.In.File.Import.For.Debtor	CORE	FIO - Raison sociale FIO	Clos	Migré	
TIERS_HOLDING_MANDAT_TUNISIE_001 - TIERS_HOLDING_MANDAT_TUNISIE_001	BEITNTTT	TN000001	CORE	FIO - Raison sociale FIO	Clos	Nouveau	
TIERS_MANDATHEQUE_HOLDING_00004 - Patrick STEPHAN	SOGEFRPP	00CR131Num.Iden203	CORE	FIO - Raison sociale FIO	Non Actif	Nouveau	
TIERS_MANDATHEQUE_HOLDING_00004 - Patrick STEPHAN	SOGEFRPP	00CR131Num.Iden202	CORE	FIO - Raison sociale FIO	Non Actif	Nouveau	
TIERS_MANDATHEQUE_HOLDING_00001 - Hervé Pires	SOGEFRPP	mandat.import.001	CORE	FIO - Raison sociale FIO	Non Actif	Migré	

### 3.2.11 Export

Data can be manually or automatically exported. The application of a filter or a template is not necessary to start an export job.

#### 3.2.11.1 Export Template

Export templates are used to specify:

- the type of information to be exported (SCI, Mandate or Mandates - SDD Links)
- Data to export
- The order in which the data should appear (configurable file structure)

Access is made through Setup/Export Templates.



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**Création d'un modèle d'exportation**

Vous allez définir la présentation des données exportées en terme de contenu et d'affichage. Pour cela, sélectionnez les informations que vous souhaitez exporter et définissez l'ordre de présentation de ces informations en utilisant les boutons « Déplacer vers le haut » et « Déplacer vers le bas ». Une fois votre modèle défini, cliquez sur le bouton << Enregistrer >> pour le sauvegarder.

**Identification**

Libellé :

☒ ICS ☐ Mandat ☐ Liaisons Mandats-SDD

**Caractéristiques**

Liste des champs disponibles :  
 Clé ICS  
 Code activité  
 Flag ICS par défaut  
 Identifiant  
 Identifiant domestique national

Exporter les champs dans cet ordre :

>>> <<<

Déplacer vers le haut Déplacer vers le bas

☒ Enregistrer ☒ Réinitialiser

The list of fields available for export depends on the type of data.

Select the data to export (use the Ctrl key for multiple selection) and click the >>> button to copy them into the "exported" fields area. To change the order of the data, select an item and click the "Move up" and "Move down" buttons.

You can modify export templates at any time.

### 3.2.11.2 Exporting Mandates

Access is made through Export/Mandates.

Administration Téléchargement Mandathèque Paiements Extraits Bancaires Web Monitoring

**Exportation des mandats**

Pour sélectionner les mandats que vous voulez exporter, sélectionner un filtre, un modèle d'export et un format. Une fois que vous avez sélectionné ses items obligatoires, cliquer sur le bouton 'Exporter'

[Liste des traitements d'exportation différés](#)

**Définition**

Type d'exportation : Libre

Filtre appliqué : test2 ☒ Modifier

Modèle d'exportation :  ☒ Modifier

Format :

☒ Exporter ☒ Réinitialiser

Reminder 1: Default filter will be applied prior to the export job..

Reminder 2: Regardless of the number of Mandates being exported, the export process will be run in batch mode. You can view the progress of the batch process by clicking "Display Batch Process List".

Before starting the export:

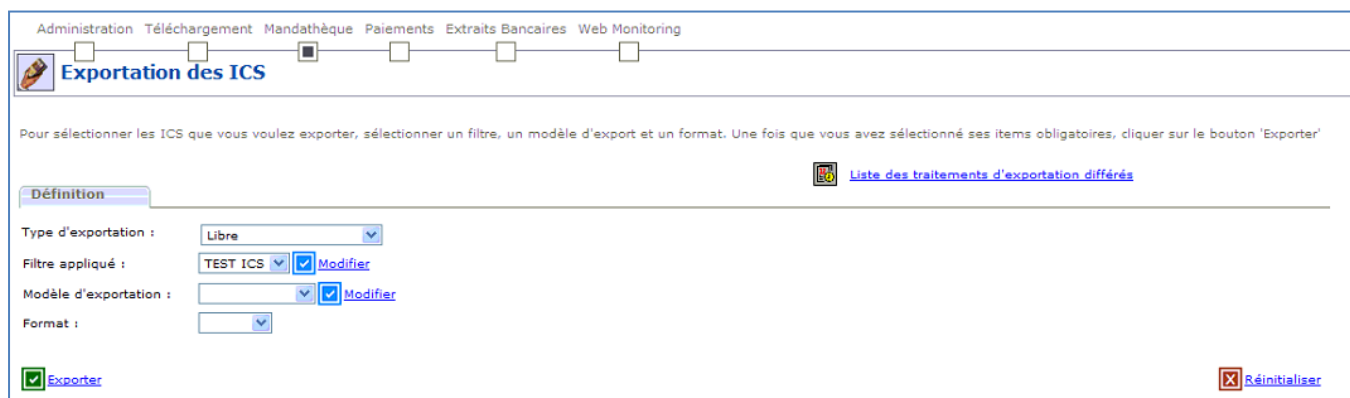
- you can select an export template (otherwise all the available data are exported)
- you must select a file format: ASCII, XML, WORD, EXCEL

The resulting file can be accessed from the list of batch processes on calling the report.

Automatic export is possible using EXPVIR.exe with /T : MTECMANDATS

### 3.2.11.3 Exporting SCI

Access is made through Export/SCI.



Regardless of the number of SCI being exported, the export process will be run in batch mode. You can view the progress of the batch process by clicking "Display Batch Process List".

Before starting the export:

- you can select an export template (otherwise all the available data are exported)
- you must select a file format: ASCII, XML, WORD, EXCEL

The resulting file can be accessed from the list of batch processes on calling the report.

Automatic export is possible using EXPVIR.exe with /T : ICS

### 3.2.11.1 Exporting Mandates - SDD Links

Access is made through Export/Mandates-SDD Links

Regardless of the number of Mandates - SDD Links being exported, the export process will be run in batch mode. You can view the progress of the batch process by clicking "Display Batch Process List".

Before starting the export:

- you can select an export template (otherwise all the available data are exported)
- you must select a file format: ASCII, XML, WORD, EXCEL

The resulting file can be accessed from the list of batch processes on calling the report.

Automatic export is possible using EXPVIR.exe with /T : UTILMANDATS

## 3.2.12 Alerts

### 3.2.12.1 Notification Contracts

The alert mechanism relies on there being one or several notification contracts configured in the Contract Manager.

Access to modify notification contracts depends on access to the PARNOTFR function in the ADMTFR service.

For Online Banking, access via Administration/Notifications and Alerts/Recipient Groups.



**Paramétrage de la notification**

Sélectionnez le contrat de notification que vous désirez modifier en cliquant son groupe de destinataires.

Liste des notifications - Page 1/1

50 résultats par page

Type	Libellé des groupes de destinataire
E-mail	<a href="#">NOTIF MAPI</a>
E-mail	<a href="#">paiement</a>
E-mail	<a href="#">ASUPPRIMER</a>

### 3.2.12.2 Triggering Alerts

Events triggering alerts are configured in the Administration module of Online Banking.

Access to configuring alerts depends on access to the ALERTPAY function in the ADMTFR service.

Access is made through Administration/Notifications and Alerts/Mandate Alerts.

#### 3.2.12.2.1 Alert on Mandate Status

A checkbox precedes each Status item:

- Incomplete
- Disabled
- Enabled
- Awaiting transmission to Debtor for Signature
- Sent to Debtor for Signature
- Signed by Debtor
- Closed
- Revoked
- Cancelled



Alertes sur statut de mandat

1er et 2nd groupes de destinataires

☐ Statut "Incomplet"

[Plus d'options](#)

For each status, you can click on "More Options" to refine the trigger options of the alert.

**Critères supplémentaires**

<input type="checkbox"/> Groupe(s) de mandats	
<input type="checkbox"/> RUM	<input type="text"/>
<input type="checkbox"/> Schéma SDD	<input type="text"/>
<input type="checkbox"/> ICS :	<input type="text"/>
<input type="checkbox"/> Débiteur(s)	
<input type="checkbox"/> Type de prélèvement :	<input type="text"/>
<input type="checkbox"/> Source	<input type="text"/>
<input type="checkbox"/> Mode de création	<input type="text"/>

### 3.2.12.2.2 Alert on Mandate Data

**Alertes sur données des mandats**

<input type="checkbox"/> Un même compte débité est utilisé sur plus de <input type="text"/> mandats avec des adresses de débiteurs différentes	<input type="text"/>	<input type="text"/>	1er et 2nd groupes de destinataires
<input type="checkbox"/> Une même adresse de débiteur apparaît sur plus de <input type="text"/> mandats avec des noms de débiteurs différents	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Le BIC de la banque de débiteur a été modifié plus de <input type="text"/> fois sur une durée de <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	

The trigger events preceded by a checkbox – to enable setup – are the following:

- The same Account is used for more than X Mandates with different Debtor Addresses
- The same Account is used for more than X Mandates with different Debtor Names
- Bank BIC for the debited Account has been modified more than X times over a specified period

The alerts are triggered by scheduled tasks executed from the Service Manager.

## 4 Appendixes

### 4.1 SCI Import Structure

Italic Tags are optional.

<ics_list>	
<ics>	
<creditor>	SBE MMI Alias
<country>	ISO Code
<key>	SCI Key Check Option
<business_code>	If left blank, set to ZZZ
<id_beforemigration>	NIN, 6 char. for FR
<id_ics>	28 char. max.
<logo>	Base64 character string for the image – size <9kb
<default_entity_ics>	TRUE /FALSE

### 4.2 Mandate Import Structure

Italic Tags are optional.

<mandate_list>	
<mandate>	
<key>	
<ics>	
<creditor>	SBE MMI Alias
<country>	ISO Code
<key>	SCI Key Check Option
<business_code>	If left blank, set to ZZZ
<id_beforemigration>	NIN, 6 char. for FR
<id_ics>	28 char. max.
<logo>	Base64 character string for the image – size <9kb
<default_entity_ics>	TRUE /FALSE
<rum>	Mandate Reference, 35 char. max.
<typemodif>	FREE/DEBTOR/CREDITOR
<data>	
<scheme>	CORE/B2B
<rum>	Mandate Reference, 35 char. max.
<creditor>	SBE MMI Alias
<debtor>	
<code>	Third Party Alias
<name>	<i>Debtor Name</i>
<address><line>	<i>Debtor Address</i>
<postalcode>	<i>Debtor ZIP Code</i>
<town>	<i>Debtor City</i>
<country>	ISO Code of Debtor Country
<bank_BIC_code>	Debtor's Bank BIC
<account_IBAN>	Debtor IBAN
<characteristics>	

<dd_type>	RECUR / OOFF
<signature>	
<date>	YYYYMMDD
<place>	35 char. max.
<mandate_type>	NEW / MIGRATE
<migration_date>	DDMMYYYY
<contract>	
<contract_id>	35 char. max.
<description>	35 char. max.
<id_debtor>	35 char. max.
<payment_onbehalfof>	
<name>	70 char. max., Name of Debtor Third Party
<id>	35 char. max., ID of Debtor Third Party
<remittance_onbehalfof>	
<name>	70 char. max., Name of Creditor Third Party
<id>	35 char. max., ID of Creditor Third Party
<additional_information>	
<to_be_returned_to>	140 char. max.
<other_information>	700 char. max.
<form_langage>	DE / GB / ES / FR / IT

### 4.3 Enhanced AFB160 Structure for Mandate Migration

Creation of Records 05 (A,B,C,D) according to the following table:

Record 05A				Mandatory
	Lgth	Start	End	Value, Format
Type	2	1	2	05
Sequence	1	3	3	To
RUM	35	4	38	
SCHEMA	1	39	39	0=CORE, 1=B2B
SDD Type	1	40	40	0=OOFF, 1=RECUR
Signature Date	6	41	46	DDMMYY
Place of Signature	35	47	81	
Mandate Type	1	82	82	0=NEW, 1=MIGRATE
Migration Date	6	83	88	DDMMYY
Contract ID	35	89	123	
Contract Description	35	124	158	
Form Language	2	159	160	DE, GB, ES, FR, IT, RO
Record 05B				optional
		Start	End	Value, Format
Type	2	1	2	05
Sequence	1	3	3	B
Contract - Debtor ID	35	4	38	

Contract - Payment OBO - Name	30	39	68	
Contract - Payment OBO - ID	30	69	98	
Contract - Remittance OBO - Name	30	99	128	
Contract - Remittance OBO - ID	30	129	158	
Filler	2	159	160	
<b>Record 05C</b>				<b>optional</b>
		Start	End	Value, Format
Type	2	1	2	05
Sequence	1	3	3	C
To be returned to	140	4	143	
Filler	17	144	160	
<b>Record 05D</b>				<b>optional</b>
		Start	End	Value, Format
Type	2	1	2	05
Sequence	1	3	3	D
Other Information	140	4	143	
Filler	17	144	160	

OBO = On Behalf Of

## 4.4 Mandates - SDD Links Import Structure

<use_mandate_list>	
<use>	
<mandate>	
<ics>	Full SCI (country code+key+activity code+ID)
<rum>	Mandate Reference
<sequence>	FIRST / RECURn / OOFF / FNAL
<transaction>	
<reference>	SDD Reference
<date>	SDD Execution Date