

NCP Payments by NAVAX

Manual

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General

NCP Payments is integrated in the financial management of Business Central. The extension **NCP Payments** consists of 2 modules, which are available separately, and adds the following functions to Business Central:

Export

NCPE Payments Export (NCPE Payments Export by NAVAX) extends Dynamics 365 Business Central with the capability to create payment files for submitting to your bank. NCP Payments Export works with payment suggestions (and direct debit suggestions) based on open entries of vendors and customers to create a payment file. This file can then be transferred to your bank via the banking software.

The following formats are supported:

- Non-SEPA-Credit Transfer
- SEPA-Credit Transfer
- SEPA-Direct Debit

Note

SEPA-Direct Debit is only possible for customers.

Import

NCPI Payments Import (NCPI Payments Import by NAVAX) extends Dynamics 365 Business Central with the functionality of importing the payment files that you can download from your bank to use in Business Central in a payment book sheet.

The following formats are supported:

- camt.052 - includes the balance report and the intraday sales. This includes debits and credits to the corresponding accounts. The camt.052 message also contains details of the individual transactions on the accounts.
- camt.053 - provides information about posted transactions on the relevant accounts. It contains the posted transactions, details of the corresponding postings, and the balance notifications for the accounts.
- camt.054 - informs about upcoming and posted transactions and their details.

To be able to use the extension **NCPE Payments Export**, some settings must be done. The module comes with a **Assisted Setup** that helps to configure the necessary parameters for use. To do this, go to **Setup and Extensions > Assisted Setup** from the role center and select the entry **NCPE Payments Export Setup**. The step-by-step wizard guides you through the setup.

Navigation

The NCPE Payments Export or NCPI Payments Import is integrated in the roles of Accountant and Accounting Manager.

Actions, pages and reports that originate from the extension NCPE Payments Export (NCPE Payments Export by NAVAX) will be "[Tell me what you want](#)" recognized.

Use the search term "**Payments Export**" or the alternative search terms "**ncpe**", "**sepa**" and/or "**navax**".

Actions, pages and reports that originate from the extension NCPI Zahlungsverkehr Import (NCPI Payments Import by NAVAX) will be "[Tell me what you want](#)" recognized.

Use the search term "**Payments Export**" or the alternative search terms "**ncpe**" and/or "**navax**".

Setup,

Payments Export Setup Wizard

Before the **NCP Payments Export (NCPE Payments Export by NAVAX)** can be used, its basic functionality must be set up. This wizard will help you to setup the necessary parameters by walking through them step by step, so you can immediately start working with the **NCP Payments Export**.

In the following section the steps with the parameters are explained.

Note

You can skip individual steps at any time and complete the configuration at a later time in the **NCP Payments Export Setup**.

Fields, Page Originator Setup

In the section **Originator Setup** the settings for the export file are defined that specify the originator. If the payment file is exported then this is the data that is that makes your company identifiable as the ordering party. When you start the wizard for the first time, the values from the company information are used for this step.

Name	Specifies the originator name.
Name 2	Specifies an addition to the originator name.
Address	Specifies the address of the originator.
Address 2	Specifies an addition to the address of the originator.
Post Code	Specifies the post code of the originator.
City	Specifies the city of the originator.
Country/Region Code	Specifies the country/region code of the originator used in payment transactions.
Creditor Identifier (CI)	The SEPA Direct Debit Scheme (SDD), requires the mandatory provision of a Creditor Identifier, Creditor ID or CID with each direct debit. This ID is stored in this field.

With next you get to the next setup page of the wizard.

Page, XML Schemas Setup

XML Schemas are required for the generation of SEPA and non-SEPA files. With this wizard you can import predefined schemas.

In order to be able to use them for the export of the payment file for your bank, you must assign the **XML Scheme** to a bank. The association of the schemas to the individual bank accounts is done in the **Bank Account Setup** which you will find later within the wizard. With the action

Download XML Schemas the download and import into the database is started.

Note

The XML Schemas can change or be supplemented in the future. We provide the latest rulebooks online, these updates and changes can be downloaded in the **NCP Payments Export Setup** using the action **XML Schemas**. In the opened page click the action **Download** in the **XML Schemas** setup.

For more information, see Setup, XML Schemas.

Page, SEPA Countries Setup

With this wizard page you can set up the **SEPA countries** in the countries/regions table. The field "SEPA" is set, which is used to identify the participating SEPA countries based on a list of all participating countries. With the action **Setup SEPA Countries** the setup is started.

Page, Bank Codes Setup

With this wizard, you can import bank codes from 3 different sources. You have the choice to download the data from the specific banking institutions or from all of them together. The sources of the data are the European Central Bank, the Austrian National Bank or the Deutsche Bundesbank. This download creates records in the table **Bank Codes**.

Page, Bank Account Setup

In this step the **Bank Account Setup** can be completed. If you click on the action **Open Bank Account Setup**, the page will open where you can enter your bank details and link the **XML Schemas** that you want to use.

For more information, see Setup, Bank Account Setup.

Fields, Payment File Setup

Define here the necessary settings for the creation of the **Payment File**.

Create Bal. Account Line	Here you can configure whether an balanced account line should be created.
Modify allowed after "File Created"	With this option you can determine whether the payment data can still be manipulated after creation.
Payment Notification Nos.	Here the payment notification number series is set up.

The action **Payment File Setup** creates default entries that are not assigned to a specific account. A line is created in the table **Payment File Setup** for each **Payment Type**.

For more information, see Setup, Payment File Setup.

Fields, Payment Notification E-Mail Setup

Use this wizard to configure the necessary parameters for sending the notification e-mails.

Sender Name	Here the sender name of the payment notification e-mails is specified. This is also the name the recipient of the e-mail can see in his e-mail program.
Sender E-Mail	The sender e-mail of the payment notification e-mails is specified here.
CC E-Mail	Here the CC e-mail of the payment notification e-mails is specified.
BCC E-Mail	Here the BCC e-mail of the payment notification e-mails is specified.
HTML Formatted	This value specifies that the payment notification e-mails should be sent in HTML format.

With the action Send Test Message an E-Mail can be sent to check the settings.

Note

Before you can send a test message or use the notification e-mail functionality, you must first complete the **SMTP Mail Setup**. You can find information about this in the Business Central Online Help under [Set Up E-Mail](#)

Page, Language Setup

All the necessary settings for the individual language codes, as well as notification texts and the SEPA mandate texts will be set up on this page. Values can be suggested for the language setup

via the action Initialize Languages. In most cases, no language code is stored for vendors and customers. You should therefore also set up a record without a language code.

Finish Setup

If you click on **Finish** the configuration will be written into the table **NCP Payments Export Setup**.

Setup,

Payments Export Setup

Before the NCPE Payments Export (NCPE Payments Export by NAVAX) extension can be used, it must be set up.

In the window **NCPE Payments Export Setup**, the general settings and defaults are defined.

Important

The trial version expires in 30 days.

After that, the functions of NCPE Payments Export (NCPE Payments Export by NAVAX) can only be used with a valid license.

Please note that the licensing process may take some time.

The license can be applied for or verified using the action **What's New?**.

A browser window is opened.

Then click on **Send License Request** to send an e-mail with your request.

In the following days you will receive an e-mail with further information.

As soon as the licensing is completed (or if a license already exists), the license can be updated using the action **Update License**.

For more information, see **Update License**..

Fields, Suggest Payments

In the section **Suggest Payments** the settings for the creation of the **Payment Suggestions** are defined.

Due Date Calculation	Specifies a date formula with which the Last Due Date field in the Payment Suggestion should be suggested. The date is calculated based on the work date.
Discount Date Calculation	Specifies a date formula with which the field Last Discount Date in the Payment Suggestion should be suggested. The date is calculated based on the work date.
Posting Date Calculation	Specifies a date formular with which the field Posting Date in the Payment Suggestion should be suggested. The date is calculated based on the work date.
External Bank Account Search	Specifies how the field External Bank Account Search (vendor/customer bank account) is determined in the general ledger lines for the Payment Suggestion . The following applies to all options: If the vendor/customer item contains a value in the field 'External Bank Account Search', this value is suggested.

Fields, Originator

In the section **Originator Setup** the settings for the export file are defined. When the payment file is exported, this data is exported to make you or your company identifiable as the ordering party. When you start the wizard for the first time, the values from the company data are used as default values for this step.

Name	Specifies the originator name.
Name 2	Specifies the originator name 2.
Address	Specifies the originator address.
Address 2	Specifies the originator address 2.
Post Code	Specifies the originator post code.
City	Specifies the originator city.
Country/Region Code	Specifies the country code of the ordering party used in payment transactions.
Creditor Identifier (CI)	The SEPA Direct Debit Scheme (SDD), requires the mandatory specification of a Creditor Identifier, Creditor ID or CID with each direct debit. This ID is stored in this field.

Fields, Create Payment File

In the section **Create Payment File** and **Payment File** the settings for the different payment files are defined. You can set up one bank account per payment type that uses this setting. If the field **Bank account number** leaved blank, then this setting applies globally for all bank accounts.

Create Bal. Account Line	Here you can select if a balancing account line should be created.
Modify allowed after "File Created"	With this option you can determine whether the payment data can still be manipulated after file creation.
Payment Notification Nos.	Here the payment notification number series is set up.
Payment Type	Specifies the payment method for which the settings apply. The settings must be defined for all payment types that are in use. The following options are available:

The following options are available:

- Non-SEPA Credit Transfer
- SEPA Credit Transfer
- SEPA Direct Debit

Bank Account No.	<p>Specifies the bank account to which the settings apply. The setting is optional.</p> <p>If no bank account is specified, the settings are valid for all bank accounts for which no special settings exist.</p>
File Name	<p>Specifies the name to be used to save the payment file.</p> <p>The following placeholders can be used in the File Name field:</p> <ul style="list-style-type: none"> • %1,%2,%3,%4,%5 Date of creation (day,week,month,year,year 4 digits) • %6 Bank Account No. • %7 File Reference (Message Reference) • %8 Clearing Entry No. • %9 User-ID • %10 Payment Type
Remittance Info. Length	<p>Shows the maximum number of characters for the payment remittance information..</p>
Remittance Info.	<p>Specifies the structure and values for the remittance information in the payment file.</p> <p>The following Wildcards can be used in this field.</p> <ul style="list-style-type: none"> • %1 Document Type • %2 External Document No. (if available) or Document No. • %3 External Document No. • %4 Document No. • %5 Currency • %6 Amount • %7 Discount • %8 Vendor-/Customer-/Employee-Number • %9 Our Bank Account No. • %10 Gen. Journal Line Description • %11 Document Date • %12 Payment Text <p>Tip</p> <ul style="list-style-type: none"> • Use brackets, for example [Discount:% 7], if you want to output the text only if the placeholder has a value. <p>You can determine the maximum number of characters for the placeholder by specifying a numerical value within angle brackets immediately after the placeholder. Example %1<2> or [Note:</p>

%10<15>].

Collective Transaction	Specifies whether transactions with the same vendor/customer/bank account number, external bank account code, and currency code should be combined when the payment file is created. They are then sent to the bank as collective transactions.
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Always Create Notification	Specifies whether a payment notice should always be generated when the payment file is created, regardless of if the payment remittance information can be transmitted in completely form or not..
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Fields, Pmnt. Notification E-Mail

In the section **Pmnt. Notification E-Mail**, the settings for the notification e-mail sending are configured. If you have created a **Payment File** you can view a list of possible payment notification e-mails on the page **NCP Payment File - Summary** with the action **Payment Notification E-Mail Suggestion**. The parameters you set up in this section will be used as the default value for sending.

HTML Formatted	This value specifies that the payment notification e-mail message should be sent in HTML format.
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Sender Name	Here the sender name of the payment notification e-mail message is specified. This is the name the recipient of the e-mail can see in his e-mail program.
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SenderE-Mail	Here the sender e-mail of the payment notification e-mail message is specified.
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CC E-Mail	Here the CC e-mail of the payment notification e-mail message is specified.
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BCC E-Mail	Here the BCC e-mail of the payment notification e-mail message is specified.
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For more information, see [Tasks, Payment Notification E-Mail Suggestion](#).

Fields, Bank Codes Resources

In the section **Bank Codes Resources** the sources for the **Download** of the bank codes are defined. You can start the **Download** through assisted setup or on the **Bankcodes** page.

EZB Bank Codes URL	Specifies the URL for the download of the bankcodes from European Central Bank
OENB Bank Codes URL	Specifies the URL for the download of the bankcodes from European Central Bank.
DBB Bank Codes URL	Specifies the URL for the download of the bankcodes from German National Bank.

For more information, see [Setup, Bank Codes](#).

Setup, Actions

- **Bank Accounts**

In the window **NCP Payments Bank Account Setup**, all bank accounts required for payment transactions are defined or managed.

For more information, see Setup, Bank Account Setup.

- **Bank Codes**

In this window, the **Bank Codes** and the **SWIFT Codes** of the banks are defined or managed.

For more information, see Setup, Bank Codes.

- **XML Schemas**

XML schemas are required for the creation of SEPA and non-SEPA files. The assignment of the schemes to the individual bank accounts can be done in the **Payments Bank Account Setup**.

For more information, see Setup, XML Schemas.

- **Currencies**

Using this action the currencies can be set up.

- **Countries/Regions**

Using this action, countries/regions can be set up.

For more information, see Setup, Countries/Regions.

- **Languages**

Payment Notification Texts und **SEPA Mandate Texts** are displayed and managed in the **Language Setup** window for each language code.

For more information, see Setup, Languages.

System, Fields

Version	Specifies the currently installed version of the Extension.
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Serial No.	Specifies the serial number of the Extension.
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License Status	Displays the license status of the Extension.
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Delete Data Date Calculation	This allows you to specify the period for deleting the data via Payments Export - Delete Data . Only data that is at least <i>6 months old</i> can be deleted. If the field is empty, the minimum period is used.
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Last Date Archived Files deleted	Shows the date on which Payments Export - Delete Data were last executed.
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Archived Files deleted until	Specifies the date until which archived files were deleted from the clearing entries.
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System, Actions

- **What's New?**

Via **What's New?** you have access to additional information, documents and resources of the Extension.

- **Update License**

Updates the License of the Extension or checks if it is up to date.

Note

The licence must be updated once a year.

In the **NCPE Payments Export Setup**, the expiry date of the license and the remaining days are viewed under **System**.

Within the last 30 days before the license expires, messages will be viewed.

- **Version History**

Views the history, where you can see, which version of the Extension was installed.

- **Send Pmt. Notification Test Message**

This action, gives you the possibility, to test the settings of the payment notice e-mail functionality. If the function is called, the e-mail address to which the payment notice test message is to be sent must be specified in the field **Test message to**.

- **Delete Data**

By creating a payment file, an entry is made in the clearing entries. The created payment file is also saved there. If necessary, you can use this action to remove the archived payment files from the clearing items.

Note

The files can no longer be exported.

For more information, see Appendix, Payments Export - Daten löschen.

Setup,

Zahlungsverkehr Import Einrichtung

Bevor der NCPI Zahlungsverkehr Import (NCPI Payments Import by NAVAX) verwendet werden kann, muss dessen grundlegende Funktionalität eingerichtet werden.

Im Fenster **NCPI Zahlungsverkehr Import Einrichtung** werden die allgemeinen Einstellungen und Vorgaben festgelegt.

Important

Die Testversion läuft in 30 Tagen ab.

Danach können die Funktionen von NCPI Zahlungsverkehr Import (NCPI Payments Import by NAVAX) nur mehr mit einer gültigen Lizenz genutzt werden.

Beachten Sie, dass der Lizenzierungsprozess einige Zeit dauern kann.

Die Lizenz kann über die Aktion **What's New?** beantragt bzw. überprüft werden.

Dabei wird ein Browserfenster geöffnet.

Klicken Sie anschließend auf **Lizenzanfrage senden** um eine E-Mail mit Ihrer Anfrage zu senden.

In den nächsten Tagen erhalten Sie eine E-Mail mit weiteren Informationen.

Sobald die Lizenzierung abgeschlossen ist (oder wenn bereits eine Lizenz vorhanden ist, kann die Lizenz über die Aktion **Lizenz aktualisieren** aktualisiert werden.

Weitere Informationen dazu finden Sie unter **Lizenz aktualisieren**.

TODO

Setup, Bank Account Setup

In the window **NCP Payments Bank Account Setup**, all bank accounts that are required for payment transactions are entered or managed here.

Fields

Bank Account No.	Specifies the bank account number.
Bank Account Name	Shows the bank account number.
Bank Account Country-/Regioncode	View the country-/region code of the bank account. Note The field country/region code must be specified with the current bank account so that the account can be used for payment transactions.
Bank Account IBAN	Shows the IBAN of the bank account.
SEPA Credit Transfer Schema	Specifies which payments XML schema should be used for the SEPA credit transfer. For more information, see Setup, XML Schemas.
SEPA Direct Debit Schema	Specifies the payment transaction XML Schema to be used for SEPA Direct Debit. For more information, see Setup, XML Schemas.
Non-SEPA Credit Transfer Schema	Specifies the payment transaction XML schema to be used for the non-SEPA transfer. For more information, see Setup, XML Schemas.
Originator ID	Specifies the originator ID for the payment transaction XML schemas if required. Note Only fill the originator ID if it is permitted or required in the XML file after consultation your bank.
Originator ID Issuer	Specifies the issuer of the originator ID for the payment transaction XML schemas if required. Note Only specify the issuer of the originator ID if specification in the XML file is permitted or required after consultation your bank.
Charge Account No.	Specifies the expense account for the direct transfer of expenses to a ledger sheet, or the indirect transfer to a ledger sheet via bank account reconciliation.

Action

- **Bank Account Card**

This action opens the **Bank Account Card** where you can specify the details for this bank account.

- **Clearing Entries**

Clearing Entries for the bank account are displayed here. When you create a payment file, a **Clearing Entry** is created for each record.

For more information, see [Archive, Clearing Entries](#).

Setup, Bank Codes

In the page **NCP Payment Transactions Bank Codes** you can manage the bank codes. You have the possibility to import bank codes easily and comfortably from 3 banking institutions.

Note

If there are already records in the table **NCP Bank Code** you will be asked how to proceed. You have different possibilities how the import the data are to be handled.

Fields

SWIFT/BIC Code	Specifies the SWIFT code of the bank.
Bank Branch No.	Specifies the bank branch no. of the bank. If the data was imported via Download , the bank branch no., if available, is only imported and viewed for austrian and german bank institutes.
Name	Specifies the name of the bank institute.
ISO Country Code	Specifies the ISO code for the country or region of the bank.
Adress	Specifies the address of the bank. If the data was imported via the Download , the address, if available, is only imported and viewed for austrian institutes.
Post Code	Specifies the postal code of the bank.
City	Specifies the city of the bank.
County	Specifies the federal region or country of the bank. If the data was imported using the Download , the county, if available, is imported and viewed only for austrian banks.
Telefon No.	Specifies the phone number of the bank. If the data was imported via the Download , the telephone number, if available, is only imported and viewed for austrian banks.
Fax No.	Specifies the fax number of the bank. If the data was imported via the Download , the fax number, if available, is only imported and viewed for austrian banks.
E-Mail	Specifies the e-mail address of the bank. If the data was imported via the Download , the e-mail address, if available, is only imported and viewed for austrian banks.
Website	Specifies the website address of the bank. If the data was imported via the Download , the website address, if available, is only imported and viewed for austrian banks.
Information	Contains further information about the bank. With Download of the German bank codes, the short name of the bank is entered in this field. With the Download of the Austrian bank codes you can see if the bank is the main bank or a branch. This makes it easier to find out whether it is a branch or the main bank

Actions

- **Download**

This action starts the download of predefined **Bank Codes** which you need for the **NCP payments export**. These bank codes are imported from 3 different bank institutions, including the **European Central Bank**, the **Austrian National Bank** and the **Deutsche Bundesbank**. When you start the download, you will be asked from which bank institution the bank codes should be imported or if *All* should be imported from all institutions at the same time..

- **Download - Save as**

Use this action to save the downloaded file to a location on your computer without importing the changes into Business Central, you download the data directly from the respective bank institutions. The export of your bank codes is started using the action **Export**. This allows you to export the existing entries in the table **Bank Codes** to a XML file, which you can also edit manually at any time.

- **Import**

This action starts the import of existing bank codes from an XML file, these can be codes from older systems that you have already configured and exported using the export function.

- **Export**

Exports all bank codes from your database. This exported file can be used for import into other databases.

Setup,

NCP Payments XML Schemas

The EU and the EPC (European Payments Council) are intent on using the XML format as a standard in European payment transactions. At the moment, efforts are being made to minimize the numerous different national variants of payment transaction solutions and ultimately to eliminate them completely. The XML format should replace all other formats in order to standardize the processing of transactions on a technical level Europe-wide. This format is to be introduced and accepted as a standard both in the interbank sector and by customers.

Use this page to manage the XML schemas that are required for exporting the payment file. These schemas are used to map the data from Business Central to the fields in the XML schema file.

Fields

Type	Specifies the type of XML schema. Possible values are: SEPA Credit Transfer , SEPA Direct Debit and Non-SEPA Credit Transfer
Code	Specifies the code of the XML schema. This code meets the SEPA standard of the schema. You can find more information on this on Stuzza
ISO Country Code	Specifies the countries for which the schema is valid. Some countries have different requirements of the ISO standard.
Description	The field Description is a combination of the abbreviation of the field Type, the ISO country code and the rulebook version of the schema. This only applies to downloaded schemas. If you have created a schema yourself, the Description is assigned by you.
IBAN Only possible	The field IBAN Only possible indicates that the schema also supports transactions without the specification of SWIFT Code .
Dom. IBAN Only	The field IBAN Only possible indicates that the schema also supports transactions without the specification of SWIFT Code . If Dom. IBAN Only is set, domestic transactions are also allowed without SWIFT Code .
Int. IBAN Only	The field IBAN Only possible indicates that the schema also supports transactions without the specification of SWIFT Code . If Int. IBAN Only is set, foreign transactions are also allowed without SWIFT Code .

IBAN or Bank Account No. possible	The field IBAN or Bank Account No. possible indicates that the schema also supports transactions without IBAN .
IBAN or Bank Account No.	The field IBAN or Bank Account No. possible indicates that the schema also supports transactions without IBAN . If IBAN or account number is set, the account number of the recipient bank is written to the payment file if no IBAN exists.
Address Specification possible	Indicates that the schema supports address information.
Originator Address	The field Address Specification possible views whether the scheme supports address data. The field Originator Address specifies whether the address data of the originator, which was stored in the NCP Payments Export Setup , should be written to the payment file.
Recipient Address	The field Address Specification possible indicates that the scheme supports address data. The field Recipient Address specifies the address data of the recipient that should be written to the payment file.
Batch Booking	Specifies how the transaction is posted on the bank side. That is, whether it is a collective posting ('Yes') or an individual posting ('No').
Extended Character Set	Specifies if the expanded character set should be activated.
Charges Selection possible	Indicates that the schema allows the specification of charges.
Urgent Payment possible	Indicates that the schema supports urgent payments.
Date of Specification	Specifies the date of the specification.
Last Date Modified (Schema Lines)	Shows whether, and if so, when the schema lines were last changed.

Actions

- **Download**

This action starts the download of predefined **XML schemas** which are required for the **NCPE Payments Export**. These XML schemas are constantly updated and provided.

- **Download - Save As**

Use this action to save the downloaded XML file to a location on your computer without importing the content into your Business Central. This can help you to do necessary modifications for your bank directly in this file before you import it into the database with the action **Import**.

- **Import**

This action starts the import of existing XML schemas from a XML file. These can be codes from older systems that you already have configured and exported using the export function.

- **Export**

Exports all XML schemas from your database. The exported file can be used for import into other databases.

Setup,

XML Schema Values

On this page you will find a list with the available values you can use for **XML Schemas**. The fields are assigned to the lines on the page **NCP Payments XML Schemas**.

For more information, see XML Schemas.

Fields, General

Value	View the placeholder or value that can be used in the XML Schema.
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Description	View further information about the value.
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Setup, Countries/Regions

In this overview you can setup and manage settings for countries and regions.
For more information, see [Change basic settings](#) on Business Central online help.

Fields

Use this setup page to define the settings for the individual countries/regions for your business.

Code	Specifies the country/region of the address.
Name	Specifies the name of the country/region.
ISO-Code	Specifies a two-letter country code defined in ISO 3166-1.
SEPA	Specifies that the country or region participates in SEPA. SEPA (Single Euro Payments Area) aims to use the same procedures and standards for euro payments. If this check mark is not correctly set, no SEPA file can be created for the customers and vendors to which it applies.
ISO Numeric Code	Specifies a three-digit code number defined in ISO 3166-1.
Address Format	<p>Specifies the format of the address that is displayed on external-facing documents. You link an address format to a country/region code so that external-facing documents based on cards or documents with that country/region code use the specified address format.</p> <p>Note If the County field is filled in, then the county will be printed above the country/region unless you select the <i>City+County+Post Code</i> option.</p>
Contact Address Format	Specifies where you want the contact name to appear in mailing addresses.
Intrastat Code	<p>Specifies an Intrastat Code for the country/region you are trading with.</p> <p>For more information, see Intrastat on Business Central online help.</p>
VAT Scheme	Specifies the national body that issues the VAT registration number for the country/region in connection with electronic document sending.

Actions

- **Custom Address Format**

Define the scope and order for fields that make up the country/region address.

- **VAT Reg. No. Formats**

Specifies that the tax registration number for an account, such as customer, corresponds to the standard format for tax registration numbers in an account's country/region.

Setup, Languages

All necessary settings for the individual language codes are set up here. Also the **Payment Notification Texts** and the **SEPA Mandates Texts** can be stored or set up here.

With the **Supported Setup**, values can be suggested for the setup.

Note

In most cases, no language code is stored with the vendors and vendors. Therefore, you should also set up a data record without **language code**.

Fields

Language Code	Specifies the code for the language. If you want to perform setup for vendors and customers who have not defined a language code, leave this field blank. Click the field to view the existing language codes in the Language table.
Language Name	Views the description for the language.
Linked Language Code	Using the field Linked language code allows you to link texts from another language code. This means that the text is not set up with the current language code, but with a linked code.
SEPA Mandates Text Exists	Views if there is a SEPA mandate text for this language setting or not. Click on the field or on the SEPA Mandate Text action to view the text.
Pmnt. Notification Payment File Text	Specifies the text to be used for the payment notification in the payment file. The following placeholders can be used in the Payment Notification Text in Payment File field: %1 Payment Notification No.
Pmnt. Notification E-Mail Subject	Specifies the text that is to be used for the subject of a notification e-mail. The following placeholders can be used in the Notification E-mail Subject field: %1 Notification No.

Actions

- **Pmnt. Notification E-Mail Text**

You can use this action to configure the texts in different languages for the payment notification e-mail messages.

- **SEPA Mandates Text**

With this action the mandate text lines can be defined in different languages. For more information, see Setup, SEPA Mandates Text Lines.

Setup,

SEPA Mandate Text Lines

Before executing a SEPA direct debit, you must have an agreement with the business partner. To do this, you create a SEPA mandate form. You define the text modules for this form as SEPA mandate text.

The best suitable text block is determined in the following order (the first one found is used):

Language Code	Direct Debit Type	Direct Debit Sequence
of the customer	of the mandate	of the mandate
of the customer	of the mandate	"All"
of the customer	"All"	of the mandate
of the customer	"All"	"All"
linked language code	of the mandate	of the mandate
linked language code	of the mandate	"All"
linked language code	"All"	of the mandate
linked language code	"All"	"All"
without language	of the mandate	of the mandate

code

without
language
codeof the
mandate

"All"

without
language
codeof the
mandate

of the mandate

without
language
codeof the
mandate

"All"

Fields

Direct
Debit
Type

Specifies the direct debit type for which the text is valid.

Direct
Debit
Sequence

Specifies the direct debit sequence for which the text is valid.

Text

Specifies the text for the mandate.

Setup,

Customer Bank Account List

In the **Customer Bank Account List** you can create the bank accounts of your customers. You can access the overview by clicking on **Customers-list** or **-card** on **Navigate > Customer > Bank Accounts**.

For more information, see [Setup Bank Accounts](#) on Business Central online help.

Fields

Code	Specifies a code to identify this customer bank account. You can use the same code to link each customer to their bank account (for example, BANKACC1).
Name	Specifies the name of the bank where the customer's bank account is managed.
Country-/Region Code	Specifies the country/region of the address. This field is important, for example, to check if SEPA transactions are allowed for this account.
IBAN	Specifies the bank account's international bank account number.
SWIFT-Code	Specifies the SWIFT code (international bank identifier code) of the bank where the customer has the account.
Phone No.	Specifies the telephone number of the bank where the customer has the bank account.
Contact	Specifies the name of the bank employee regularly contacted in connection with this bank account.
Main Bank Account	<p>in this field, the bank account can be marked as main bank account.</p> <p>Note</p> <p>If a customer has defined more than one bank account, this indicator identifies the bank account as the default for payment suggestions, for example.</p>
SEPA Mandates	Shows the number of SEPA mandates for this bank account. If you click on the number, you will get the details of these SEPA mandates. For more information, see SEPA Mandates .

Actions

- **Direct Debit Mandates**

View or edit the direct debit mandates. The direct debit mandates reflect your agreement with customers to **collect invoice payments** from their bank account.

- **Payment Entries**

All **Payment Entries** to this **Bank Account** are listed here.

Setup,

Vendor Bank Account List

In the **Vendor Bank Account List** you can create the bank accounts of your vendors. You can access the overview by clicking on **Vendors-list** or **-card** on **Navigate > Vendor > Bank Accounts**.

For more information, see [Setup Bank Accounts](#) on Business Central online help.

Fields

Code	Specifies a code to identify this vendor bank account. You can use the same code to link each vendor to their bank account (for example, BANKACC1).
Name	Specifies the name of the bank where the vendor's bank account is managed.
Country-/Region Code	Specifies the country/region of the address. Note This field is important, for example, to check if SEPA transactions are allowed for this account.
IBAN	Specifies the bank account's international bank account number.
SWIFT-Code	Specifies the SWIFT code (international bank identifier code) of the bank where the vendor has the account.
Phone No.	Specifies the telephone number of the bank.
Contact	Specifies the name of the bank employee regularly contacted in connection with this bank account.
Main Bank Account	in this field, the bank account can be marked as main bank account. Note If a vendor has defined more than one bank account, this indicator identifies the bank account as the default for payment suggestions, for example.

Aktionen

- **Payment Entries**

All **Payment Entries** to this **Bank Account** are listed here.

Setup,

Direct Debit Mandates

With the authorization of your customer, you can collect payments directly from the customer's bank account.

In order to be able to process **Direct Debits** you set up the customer's payment method. Finally, set up the direct debit mandate that corresponds to your agreement with the customer to collect payments within a certain period of time.

To advise the bank to transfer the payment amount from the customer's bank account to your company's account, create a direct debit posting that contains information about bank accounts, the sales invoices that are affected, and the direct debit payment instruction. You then export an XML file based on the direct debit entry and send it to your bank for processing.

Note

SEPA direct debits can only be executed for documents with the currency EURO.

Before you can create an XML file with the payment data, you must perform the following setup steps:

- Set up the **bank account** to which the collected amounts from your customers should be posted.
For more information, see Setup, Bank Account Setup.
- Set up the payment method of the customer.
- Set up the direct debit mandate that corresponds to your agreement with the customer to direct debit his payments within a certain period of time.

Fields

ID	Specifies the ID of the direct debit mandate.
Direct Debit Type	Specifies that the mandate is a CORE - basic direct debit, a B2B - company direct debit or a COR1 - basic direct debit with reduced processing time.
Final DD Created	Specifies when the final direct debit was created for this mandate.
First Direct Debit Created	Specifies that the first direct debit was created for this mandate.
Mandate Form Printed	Specifies that the mandate form has been printed for this mandate. This field is set if you called the action Print Mandate Form and you printed the form.
Valid From	Specifies the date when the direct-debit mandate starts.
Valid To	Specifies the date when the direct-debit mandate ends.
Payment Entries Exists	Shows the number of payment entries (regardless of the direct debit sequence) for the mandate.
Customer Bank Account Code	Specifies customer bank account that the direct-debit mandate is activated for. The field is filled automatically.
Date of Signature	Specifies when the direct-debit mandate was signed by the customer.
Payment Type	Specify that the agreement covers several (recurring) or a single (one-off) direct debit.
Blocked	Specifies that the mandate is locked. This is set if, for example, a customer has been declared as insolvent.
Closed	Specifies that the direct-debit mandate is closed, for example because the date in the Valid To field has been exceeded.

Actions

- **Print Mandate Form**

Use this action to print a form that you can then hand over to the customer. It is used to confirm the agreement with the customer to collect his payments within a certain period of time by signing it.

For more information, see Direct Debit Mandate Form.

Export Tasks,

Work with payment transactions

Export

When you make payments to vendors or customers or gather open entries, you post the respective payment entries in a payment or cash receipt journal. These journals have been optimized for applying and executing payments. They contain several powerful features, such as the **Payment Suggestion** function, which helps you to find outstanding payments and insert them into a payment or cash receipt journal. **NCP Payments Export** extends this functionality to enable you to process your payment transactions quickly, easily and in a customer-friendly manner, in compliance with national and international standards. You can export data to a **Payment File** from a payment or cash receipt journal.

Below you will find instructions on how to do this.

Note

You initiate payments to vendors and customers (for example, credit memos) in the payment journal.

In the cash receipt journal, you initiate the collection of payments from customers.

In both cases the following steps will lead you to your goal:

- **Making a payment suggestion**

To create a payment proposal, proceed as follows:

1. In the role center, click - **NCP Payments - Payment Journal** or **Cash Receipt Journal**.
2. Click on Suggest Payments (Suggest Customer Payments, Suggest Vendor Payments or Suggest Employee Payments)

The Vendor Payment Suggestion, Customer Payment Suggestion or Employee Payment Suggestion window opens.

3. Enter the desired parameters.
4. Click on **OK**.

The outstanding entries are determined and written to the journal.

For more information, see Payment Journal.

For more information, see Tasks, Make Payment Suggestions.

- **Creating a Payment File**

To create a **Payment File**, follow these steps:

1. Click (in the journal) on the action **Create Payment File**.
2. Click on **OK** and confirm the message. The payment file is created.

For more information, see [Tasks, Create Payment File](#).

• Getting Payment Information

In the following section you will learn how to get information about the entries in the journal or the created **Payment Files**.

○ The Payment Statistic

With the action **Payment Statistics**, a new page is opened. In the page, a line per payment file that was created from the journal is listed.

For more information, see [REports and Analysis, Payment Statistics](#).

○ Clearing Entries

When a payment file is created, a clearing entry is being created.

To display the clearing entries, proceed as follows:

With the action **Clearing Entries** you open the overview of the **Clearing Entries** for the respective bank account. You will find the action:

- via the role centre under **NCP payments - Clearing Entries**
- in the **Bank Account**
- in the **Payment Entries**
- or in the **Journal**

For more information, see [History, Clearing Entries](#).

○ Payment Entries

When creating the **Payment Files**, **Payment Entries** are being created.

You can open payment entries in the following areas:

- via the role centre under **NCP payments - Clearing Entries** and then the action **Payment Entries**
- in the **Bank Account**
- in the **Payment Entries**
- or in the **Journal**

- on **Customer/Vendor/Employee** with the action **Payment Entries**

For more information, see [History, Payment Entries](#).

• Payment Remittance Entries

Payment entries are created when a payment file is created. They contain information about which entries were cleared by the payment.

1. Open the **Payment Entries** as described above.
2. Click on the button **Remittance Entries**.

An overview of the entries, that were generated for the bank account when the payment file was created, is displayed.

For more information, see [History, Payment Remittance Entries](#).

- **Payment Posting Entries**

When you post the journal, a **Payment Posting Entry** is created, which contains information about the posting.

You can access this overview by clicking on the **No. of Pmt. Posting Entries** field in the **Payment Entry** list.

For more information, see History, Payment Posting Entries.

Export Tasks, Payment Journals

Fields

The table includes following fields:

Posting Date	<p>Specifies the posting date for the entry.</p> <p>Note Please note - it may or may not be the date ON WHICH the payment is posted.</p> <p>Note This field is copied from the payment suggestion, it is also taken into account when determining the discount.</p>
Document No.	<p>The document numbers are numbered in ascending order by the payment suggestion. If a Start from Document No. is set in the payment suggestion, this is used for the first journal line.</p>
External Document No.	<p>Specifies a second document number. This usually refers to the numbering system used by the customer or vendor.</p>
Account Type	<p>Specifies the account type for the field Account No.</p> <p>The following values are available:</p> <ul style="list-style-type: none"> • G/L Account • Customer • Vendor • Bank Account • Fixed Asset • IC Partner • Employee <p>Note If you fill the journal by payment suggestion then only customer and vendor or employee appears in the Account Type.</p>
Account No.	<p>Specifies the account number that the entry on the journal line will be posted to.</p> <p>Note This field is copied from the payment suggestion.</p>
Description	<p>Specifies the description of the entry.</p>

Note

This field is copied from the **payment suggestion**.

Currency Code	Specifies the code of the currency for the amounts on the journal line.
Payment Method Code	Specifies how to make payment, such as with bank transfer, cash, or check.
Amount	Specifies the total amount (including VAT) that the journal line consists of.
Amount (LCY)	Specifies the total amount in local currency (including VAT) that the journal line consists of.
Bal. Account Type	Specifies the type of account that a balancing entry is posted to, such as BANK for a cash account. Note This field is copied from the payment suggestion .
Bal. Account No.	Specifies the number of the general ledger, customer, vendor, or bank account that the balancing entry is posted to, such as a cash account for cash purchases. Note This field is copied from the payment suggestion .
Applied (Yes/No)	Specifies if the payment has been applied.
Applies-to Doc. Type	Specifies the type of the posted document that this document or journal line will be applied to when you post, for example to register payment.
Applies-to Doc. No.	Specifies the number of the posted document that this document or journal line will be applied to when you post, for example to register payment.
Applies-to Doc. Due Date	Specifies the due date from the Applies-to Doc. on the journal line.
Payment Type	Specifies the payment typ for the journal line. The following values are available: <ul style="list-style-type: none"> • Non-SEPA Credit Transfer • SEPA Credit Transfer • SEPA Direct Debit

Note

The field **Payment Type** can already be filled by the payment suggestion. You can only change the value, in a standard setup, as long as the indicator **Payment Created** is not set.

External Bank Account Code	<p>The unique or main bank account of the customer and vendor is automatically filled in this field.</p> <p>Note Here you can change the selected account or afterwards select an account.</p>
Mandate ID	<p>Specifies the mandate identification number.</p> <p>Note This field is only available in the cash receipt journal.</p>
Direct Debit Type	<p>Specifies the direct debit type for the transaction.</p> <p>Note This field is only available in the cash receipt journal. The value of the mandate in the Mandate ID field is automatically applied into this field.</p>
Direct Debit Sequence	<p>Specifies the direct debit sequence</p> <p>Options:</p> <ul style="list-style-type: none"> • One-Off • Recurrent • First • Last <p>Note This field is only available in the cash receipt journal. The value of the mandate is automatically applied in this field.</p>
Original Direct Debit Sequence	<p>The field Original Direct Debit Sequence is being filled if the sequence is changed automatically by the file creation. If the transaction is cancelled, the direct debit sequence is reset.</p> <p>Note This field is only available in the cash receipt journal. The value of the mandate is automatically applied in this field.</p>
Date of Mandate	<p>This field will be filled when you enter the External bank account code field or via the payment suggestion and can be changed in the journal if necessary. The default value is based on the field Date of Signature from the customer bank account card.</p> <p>Note This field is only available in the cash receipt journal.</p>

Payment Reference	Payment reference of the vendor (in the payment journal) or the customer (in the cash receipt journal).
One-Time Transfer	This is the indicator for a one-time instruction. Note This field is being filled by the system when a one-time bank transfer is set up. For more information, see One-Time Transfer.
Payment Status	If the file has already been created, this field is automatically filled with the option File Created .
No. of Payment Entries	Number of payment entries for this journal line.
Execution Date	Date on which the payment will be executed.
Pmt. Notification	If a payment notification exists for this line, the field is automatically filled with the option "Yes". For more information, see Create Payment Notification.
Pmt. Notification No.	The number of the notification. This number is obtained from a number series that you have set up in the NCP Payments Export Setup in the field Payment Notification Numbers . For more information, see NCP Payments Export Setup - Create Payment Files.
Pmt. Notification Printed	Indicates that the payment advice note has already been printed. Note This indicator is automatically set when you execute the Payment Notification E-Mail Suggestion and print the Payment Notification after creating the Payment File .
Pmt. Notification E-Mail Sent	Kennzeichen, dass das Avis bereits versendet wurde. Note This indicator is automatically set when you execute the Payment Notification E-Mail Suggestion and send the Payment Notification via e-mail after creating the Payment File .
Bank Payment Type	Specifies the code for the payment type to be used for the entry on the journal line. Note This field is only available in the payment journal. This field is copied from the payment suggestion

payment suggestion.

Correction	Specifies the entry as a reversal entry. This only causes the entry to be viewed on the "wrong" side with a negative sign on various analyses.
Collective Transaction No.	This field is hidden by default. If the indicator Collective Transaction is not set in the Payments Export Setup (For more information, see Payments Export Setup.), collective transactions are not executed. Lines with the same collective transaction number are combined anyway.

Note

The aggregation only takes place if the following fields are the same for the rows: Payment type, Account Type, Account Number, External Bank Account Code, Currency Code, Direct Debit Type, Direct Debit Sequence, Mandate ID, Date of Mandate. Lines with payment reference are always exported separately.

Actions

- **Suggest Vendor Payments**

This action determines open **Vendor Ledger Entries** according to your settings and inserts them in the journal to proceed the payment transaction.

For more information, see Tasks, Suggest Payments.

- **Suggest Customer Payments**

This action determines open **Customer Ledger Entries** according to your settings and inserts them in the journal to proceed the payment transaction.

For more information, see Tasks, Suggest Payments.

- **Suggest Employee Payments**

This action determines open **Employee Ledger Entries** according to your settings and inserts them in the journal to proceed the payment transaction.

For more information, see Tasks, Suggest Payments.

- **Payment Suggestion List**

Click on the action **Payment Suggestion List** to view the report. The payment suggestion list displays all lines waiting for payment and a summary of the amounts, grouped by bank account and message type.

- **Create Payment File**

The action creates a payment file based on the lines in the journal.

For more information, see Tasks, Create Payment File.

- **Void Payment File**

With this action you can void a previously created payment file. The already exported file

With this action you can void a previously created payment file. The already exported file can no longer be deleted by the application (has to be done manually), but the journal lines can now be modified and you can create a new, corrected payment file.

- **Payment File Test Report**

You can click on the action **Payment File Test Report** to check with preview whether all required informations have been entered.

The report is especially helpful when you are making payments for the first time. You will then see an overview of all missing details. However, you can also try to create the payment file without this test report and correct any error messages manually.

- **Clearing Entries**

When a payment file is created, an entry per file, with the status of the file is created in the Clearing Entry table. This action opens the overview of these entries.

For more information, see History, Clearing Entries.

- **Print Clearing List**

Runs a report that displays detailed information about the created payment file.

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- **Payment Statistics**

This action opens a page with information about the payment file. One line is printed for each payment file created from the journal.

For more information, see Reports and Analysis, Payment Statistics.

- **Notification E-Mail Suggestion**

The payment notification is useful to help the recipient to assign the payment(s). This is particularly true in the case of a collective transfer. Once the payment file has been created, you can send the payment notification by e-mail. Using the action Payment Notification E-mail Suggestion, a suggestion is first created. This suggestion will not be saved, but newly created each time you call the Payment Notification E-mail Suggestion. For more information, see Tasks, Notification E-Mail Suggestion.

- **Print Notification**

The payment notification is useful to help the recipient to assign the payment(s). This is particularly true in the case of a collective transfer. Once the payment file has been created, you can send the payment notification by e-mail. Using the action Payment Notification E-mail Suggestion, a suggestion is first created. This suggestion will not be saved, but newly created each time you call the Payment Notification E-mail Suggestion. For more information, see Tasks, Notification E-Mail Suggestion.

- **Renumber Document Numbers**

If you delete lines in the journal, gaps will occur in the document numbers. If this is a

problem, click on the action **Renumber Document Numbers**. The document number is renumbered for all lines in the journal where neither **Check Printed** nor **Payment File Created** is set.

Note

Document Numbers that have been used in other suggestions are not renumbered.

Export Tasks, Making Payment Suggestions

You start the **Payment Suggestion** in a **Payment Journal**. Depending on which suggestion you start, the **Vendor Payment Suggestion**, **Customer Payment Suggestion**, or **Employee Payment Suggestion** window opens.

The parameters define how the open entries are determined for the payment suggestion, how they are grouped by customer, vendor, or employee, and which data is written to the journal lines.

The following section describes the available parameters:

Find Payments:

Last Payment Date	<p>The payment suggestion only considers entries whose due date is before or on this date.</p> <p>Only entries for which no value is entered in the field On Hold are taken into account.</p>
Find Payment Discounts	<p>Indicator that the payment discount date is taken into account when searching for available payments. Instead of the field Last Due Date, the field Last Payment Discount Date is taken into account.</p>
Last Payment Discount Date	<p>Indicator that the payment discount date is taken into account when searching for possible payments.</p> <p>Instead of the field Last Due Date, the field Last Cash Discount Date is taken into account.</p> <p>If the indicator Consider Payment Discount Tolerance is set, the payment is also taken into account for the payment discount tolerance.</p>
Last Payment Discount Date	<p>If the indicator Find Payment Discount is set, this field (and not the field Last Due Date) is taken into account for filtering by payment discount date. If the field is empty, the field Last Due Date is used to find the items.</p>
Use Vendor Priority	<p>Indicator that the Priority field on the vendor card determines the order in which the vendor entries are suggested for payment.</p> <p>This field is available only for payment suggestions in payment journals.</p> <p>Payments are made until the amount in the field Available Amount (LCY) is consumed.</p>
Available Amount (LCY)	<p>Amount available for payments to vendors.</p> <p>Note</p> <p>This field is only available for payment suggestions in payment journals.</p> <p>Payments to vendors are made (ranked according to vendor priority) until the amount is used up.</p>

Summarize Results:

Summerize per Vendor	Indicator that the lines are summarized per vendor (and currency). Note This field is only available for payment suggestions in payment journals.
Summerize per Customer	Indicator that the lines are summarized per customer (and currency). Note This field is only available for payment suggestions in cash receipt journals.
By Dimension	Select the dimensions by which you want to group the payment suggestions. It is possible for the same combination of <ul style="list-style-type: none"> • Customer/Vendor • Combination of Dimension Values • and Currency to create a line. Note This field is only available if the indicator Summerize per Vendor or Summerize per Customer is set.

Fill in Journal Lines:

Posting Date	Date on which the payments are posted. This field is transferred to the journal lines.
Consider Payment Discount Tolerance	Indicator that the cash discount tolerance date of the individual entries is also taken into account when the payment suggestion is created. You can set the indicator Block Payment Tolerance on the vendor or customer card to block the payment discount tolerance for specific vendors/customers.
Starting Document No.	Document number for the first line of the payment suggestion. Note If the indicator New Doc. No. per Line is not set, this number is applied to every journal line.
New Doc. No. per Line	Indicates that the journal lines are numbered sequentially (starting from the number in the field Starting Document No.).
Bal. Account Type	Type of balancing account (G/L account, bank account). Note The value is taken from the settings for the journal and is predefined. This field is applied to all journal lines.

Bal. Account No.

Number of the balancing account to which the posting is to be posted.

You can enter the account number or select from a drop down list.

Note

The value is taken from the settings for the journal and is predefined.

This field is applied to all journal lines.

Payment Type

Payment type for the journal lines.

The following options are available:

- Direct Debit Suggestion (only available in cash receipt journals)
- Non-SEPA Credit Transfer
- SEPA Credit Transfer
- SEPA Direct Debit (only available in cash receipt journals)

Note

If the field is empty, you must manually specify the payment type in the journal for each line.

For the SEPA Credit Transfer and SEPA Direct Debit payment types, only lines with the ISO currency code "blank" or "EUR" are included in the payment suggestion.

If you select the option **Credit Transfer Suggestion**, the system will try to create a credit transfer in the following order

- SEPA Credit Transfer (if the rules of the external bank account search apply (IBAN, country/region code, SWIFT code available) and the company's bank account contains a SEPA credit transfer scheme.
For more information, see Bank Account Setup.
- Non-SEPA Credit Transfer if your bank account has a non-SEPA credit transfer scheme.

If you choose the option **Direct Debit Suggestion**, the system searches for existing transactions of the customer with this currency code. The system tries to create a **Direct Debit** in the following order

- SEPA Direct Debit (if the rules of the external bank account search apply and the company's bank account contains a SEPA Direct Debit Scheme.
For more information, see Bank Account Setup.

If a transaction is found, the payment type and the external bank account code of the transaction are suggested. If no transaction is found, the system tries to determine the external bank account and payment type according to the rules of the external bank account search.

The external bank account search, especially with the option **Last Transaction/Main Bank Account**, in combination with direct debit/credit transfer suggestion, should provide the best results in

most cases.

For more information, see NCP Payments Export Setup.

Foreign Currency Filter	Indicator that the filter is applied to items with ISO currency codes other than 'blank' or 'EUR'.
Without Reductions	Indicator that entries that would reduce the amount (credit memos, refunds) are not included in the payment suggestion.
Customer/Vendor/Employee	In this filter pane, you can limit the results of the payment suggestion by setting filters on the customer/vendor/employee tables. You can find further information on this under Sorting, Searching, and Filtering
Customer Ledger Entry/Vendor Ledger Entry/Employee Ledger Entry	In this filter pane, you can limit the results of the payment suggestion by setting filters on the customer ledger entry/vendor ledger entry/employee ledger entry tables. You can find further information on this under Sorting, Searching, and Filtering

Export Tasks, One-Time Transfer

You can use a one-time statement to execute a bank transfer ad hoc without having to manage vendors/customers and external bank accounts. In the **Journals** you can define per line if it is a **One-Time Transfer**. To open the page **One-Time Transfer** click on the field **One-Time Transfer** (if no one-time payment has been defined yet, the value of the field is *No*), the page opens and you can set up the **bank account** for this transfer.

Field, External Bank Account

IBAN	Specifies the bank account information of the customer/vendor/employee. Using the External Bank Account Card action in the journal pages, you can now also create a one-time payment transaction if no external bank account code is specified..
SWIFT Code	Specifies the bank account information of the customer/vendor/employee.
Bank Branch No.	Specifies the Bank Branch No.
Bank Name	Specifies the name of the bank.
Bank Address	Specifies the address of the bank.
Bank Address 2	Specifies an addition to the address of the bank.
Bank Post Code Code	Specifies the post code of the bank.
Bank City	Specifies the city of the bank.
Bank Country/Region Code	Specifies the country/region code of the bank.

Fields, Recipient Data

Recipient Name	Specifies the name of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient Name 2	Specifies an addition to the name of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient Address	Specifies the address of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient Address 2	Specifies an addition to the address of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient Post Code	Specifies the post code of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient City	Specifies the city of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>
Recipient Country/Region Code	Specifies the country/region code of the recipient.
	<p>Note</p> <p>If nothing is specified, the data from vendor/customer/employee will be written to the payment file.</p>

Actions

- **Suggest Data**

Using the action **Suggest Data**, the data of the last one-time transaction (with the same account type/account number) can be suggested. The action only brings values if a **Payment File** has already been created for the combination of account type and account number. If, for example, a one-time payment transaction is defined for a line of the type G/L account and a payment file is created, this data can be suggested for the same G/L account in the next one-time payment transaction.

Export Tasks,

Creating A Payment File

To create a **Payment File** go through these steps:

1. Click (in the journal) on the action **Create Payment File**.

In the page that opens, specify which lines are to be exported to the **Payment File**. Select the required lines. Some of the data in the selected lines can still be changed when the payment file is created:

- Specify the **Execution Date** on which the bank should proceed the payments.
- The fields **Direct Debit Type** and **Execution Date One-Off/First Direct Debit** can only be changed for the payment type "SEPA Credit Transfer".
- The field **Charges** can only be changed if the XML schema of the bank account supports charges..

For more information, see XML-Schemas.

2. If you activate the checkbox **Urgent payment**, the execution date is set to the current day. If **Urgent Payment** is not activated, the execution date is set to the following day. For SEPA direct debits with the direct debit type "CORE - basic direct debit", the execution date is set to the current day + 2 days.

3. Click on **OK** and confirm the message.

The payment file is created. The Payment Status field is automatically set to **Created** for all lines exported to the payment file.

Transactions with the same currency codes, debit types, debit sequences and execution date are combined in one file.

Note

When the Collective Transaction option is active in the **NCPE Payment Export Setup** window, journal lines are summarized in the payment file. In this way, they can also perform the collection of a credit memo. If an invoice with a higher absolute amount is to be cleared, the credit memo can also be cleared in the collective transaction. However, the amounts are posted separately in the payment journal.

For more information, see NCP Payments Export Setup.

Export Tasks,

Zahlungsdatei Zusammenfassung

Nachdem die Aktion **Zahlungsdatei erstellen** im Buch.-Blatt erfolgreich durchgeführt wurde und eine **Zahlungsdatei** erstellt, öffnet sich die Seite **Zahlungsdatei Zusammenfassung**. Hier erscheinen Informationen über die erstellte Zahlungsdatei, sie können auf einem Blick sehen mit welchen Einstellungen und welchen Betrag die Datei erstellt wurde. Zusätzlich können sie auch sehen, wieviele Avisos erstellt und ob die Avisos alle gedruckt bzw. gesendet wurden.

Felder

Lfd. Nr.	Zeigt die Postennummer an, die dem Clearingposten zugeordnet wurde. Die Anwendung ordnet jedem Clearingposten eine eindeutige Nummer zu.
Erstellungsdatum	Zeigt das Datum der Erstellung der Zahlungsdatei an
Zahlungsart	Zeigt die Zahlungsart der Zahlungsdatei an.
Bankkontonummer	Zeigt die Bankkontonummer an, für welche die Zahlungsdatei erstellt wurde.
Dateireferenz (Nachrichtenreferenz)	<p>Zeigt die Referenz der Zahlungsdatei an.</p> <p>Note Die Referenz wird beim Erstellen der Zahlungsdatei aus dem aktuellen Datum und der aktuellen Uhrzeit generiert.</p>
Betrag	Zeigt die Summe der Beträge aus den Zahlungsposten.
Betrag (MW)	Zeigt die Summe der Beträge in Mandantenwährung aus den Zahlungsposten.
Anzahl Zahlungsposten	Anzahl aller Zahlungsposten die sich auf diesen Clearingposten beziehen.
Anzahl Avis	Anzahl aller Avis E-Mails die sich auf diesen Clearingposten beziehen.
Avis nicht gedruckt/gesendet	Anzahl aller gedruckten Avis die sich auf diesen Clearingposten beziehen.
Anzahl Bankposten	Anzahl aller Bankposten die sich auf diesen Clearingposten beziehen.

Aktionen

- **Zahlungsdatei exportieren**

Mit dieser Aktion können sie die zuvor erstellte Zahlungsdatei exportieren. Dies startet den Download der Datei auf ihren Computer um sie dann in die Banksoftware ihrer Bank zu importieren.

- **Zahlungsdatei annullieren**

Mit dieser Aktion kann eine erstellte **Zahlungsdatei** annulliert werden. Der Status des Zugehörigen **Clearingposten** wird auf *annulliert* gesetzt.

- **Zahlungsposten**

Öffnet die Übersicht über die **Zahlungsposten** die zu diesem **Clearingposten** verweisen. For more information, see Zahlungsposten.

- **Bankposten**

Öffnet die Übersicht über die **Bankposten** die zu diesem **Clearingposten** verweisen. For more information, see Bankposten.

- **Clearingliste**

Mit dieser Liste erhalten sie Informationen zu dem erstellten **Clearingposten**.

- **Avis E-Mail Vorschlag**

Diese Liste zeigt Informationen zum erstellten **Zahlungsvorschlag** bzw. zur aktuellen Situation (Ausgleich usw.) im Buch.-Blatt an.

- **Avis**

Der Avis ist hilfreich, um den Empfänger die Zuordnung der Zahlung(en) zu erleichtern. Dies gilt insbesondere im Fall einer Sammelüberweisung. Es ist möglich, diese Benachrichtigung per E-Mail zu senden. Nachdem die **Zahlungsdatei** erstellt wurde, kann man den **Avis** drucken, oder per E-Mail verschicken.

Export Tasks,

Notification E-Mail Suggestion

With a payment notification, you can document which open entries you want to pay or collect in the payment file after you have created the payment file. A payment notification is useful (especially for collective transfers) to make it easier for the recipient to identify the payments. By default, a payment notification is created if the remittance info is longer than 140 characters. In this case, a reference to the payment notification is written to the payment file. The payment notification field is set automatically for the line.

Note

In the **NCP Payments Export Setup**, you can specify that a payment notification should always be created. You also define the payment notification texts in the setup. For more information, see **NCP Payments Export Setup**.

Send Payment Notification E-Mail

To send a payment notification suggestion via e-mail, the following steps must be done:

1. Click on the action **Notification E-Mail Suggestion** - you will find the action in the **Payment File - Summary**, which opens after creating the **Payment File**, in the journal or in the **Clearing Entries** list.
2. Select the checkbox **Include Accounts without Pmt. Notification E-Mail** if you also want to include customers and vendors without payment notification e-mail in the report.
3. Set the required filters.
4. Confirm your selection with **OK**.
5. In the window that opens, the data can still be checked and adjusted if necessary. If all lines are correct, the selected payment notification can be sent using the action **Send**. Alternatively, with **Send All** the e-mails can be sent to all proposal lines.

Print Payment Notification

To print the payment notification e-mail suggestion:

1. Click on the action **Notification E-Mail Suggestion** - you will find the action in the **Payment File - Summary**, which opens after creating the **Payment File**, in the journal or in the **Clearing Entries** list.
2. Select the checkbox **Include Accounts without Pmt. Notification E-Mail** if you also want to include customers and vendors without payment notification e-mail in the report.
3. Set the required filters.
4. Click the **Preview** button to check the result of the filtering.
Click the **Print** button to print the report or save it to a file.

