

Payments with the Corporate Portal





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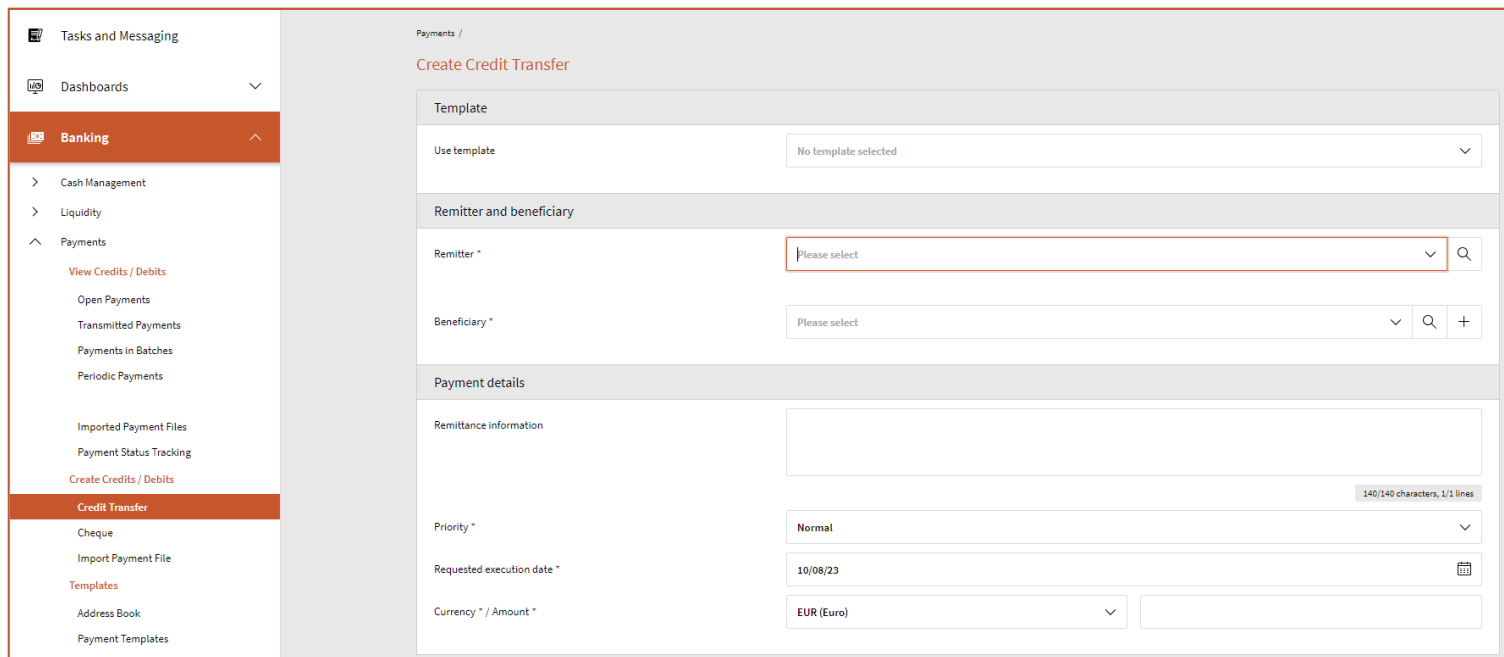
1 Manual payment entry



Manual payment entry

Overview

The payment creation can be accessed from the menu **Banking > Payments > Credit Transfer**



The screenshot displays the 'Create Credit Transfer' interface within the Berenberg Corporate Portal. The left sidebar contains a navigation menu with the following items: 'Tasks and Messaging', 'Dashboards', 'Banking' (highlighted), 'Cash Management', 'Liquidity', 'Payments' (expanded), 'View Credits / Debits', 'Open Payments', 'Transmitted Payments', 'Payments in Batches', 'Periodic Payments', 'Imported Payment Files', 'Payment Status Tracking', 'Create Credits / Debits', 'Credit Transfer' (highlighted), 'Cheque', 'Import Payment File', 'Templates', 'Address Book', and 'Payment Templates'. The main content area is titled 'Payments / Create Credit Transfer' and is divided into three sections: 'Template', 'Remitter and beneficiary', and 'Payment details'. The 'Template' section includes a 'Use template' dropdown menu currently set to 'No template selected'. The 'Remitter and beneficiary' section features 'Remitter *' and 'Beneficiary *' dropdown menus, both currently set to 'Please select'. The 'Payment details' section includes a 'Remittance information' text area (140/140 characters, 1/1 lines), a 'Priority *' dropdown menu set to 'Normal', a 'Requested execution date *' field set to '10/08/23', and a 'Currency * / Amount *' field set to 'EUR (Euro)'. The interface is clean and professional, with a light gray background and orange accents for the sidebar and header.



Manual payment entry

1

Use template

In this drop-down list you can select a credit transfer template that already contains some data and can be used as a basis for your payment. This field is only displayed if at least one template is stored. See page 12 point 13.

The screenshot shows a web interface for creating a credit transfer. At the top, there is a breadcrumb 'Payments /' and a title 'Create Credit Transfer'. Below this is a section titled 'Template'. Inside this section, there is a label 'Use template' followed by a dropdown menu. The dropdown menu currently displays 'No template selected' and has a downward arrow icon on the right.

2

Remitter

In this drop-down list you have to select a combination of a company and an account to be used as the remittance account. For each entry, the last available value date balance is displayed.

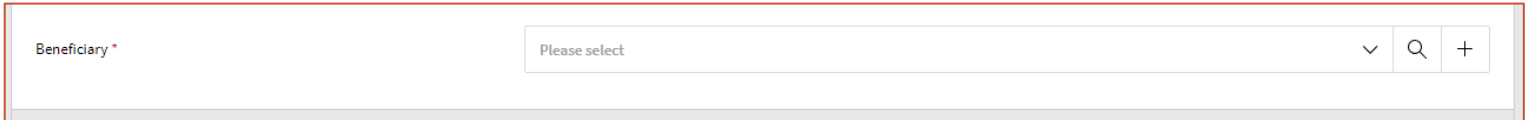
The screenshot shows a web interface for entering remitter and beneficiary information. The section is titled 'Remitter and beneficiary'. Below the title, there is a label 'Remitter *' followed by a dropdown menu. The dropdown menu currently displays 'Please select' and has a downward arrow icon on the right. There is also a search icon (magnifying glass) to the right of the dropdown menu.

Manual payment entry

3

Beneficiary

This drop-down list displays the available addressees from the address book including their accounts that can be used for transfers. Please select a combination of an addressee and an account to be used as beneficiary. Click on the "magnifying glass" icon to display the list of all addressees to select the desired one. If you click on the "+" icon, the Beneficiary field will become an input field where you can enter the details of a new beneficiary that has not yet been created in the address book.

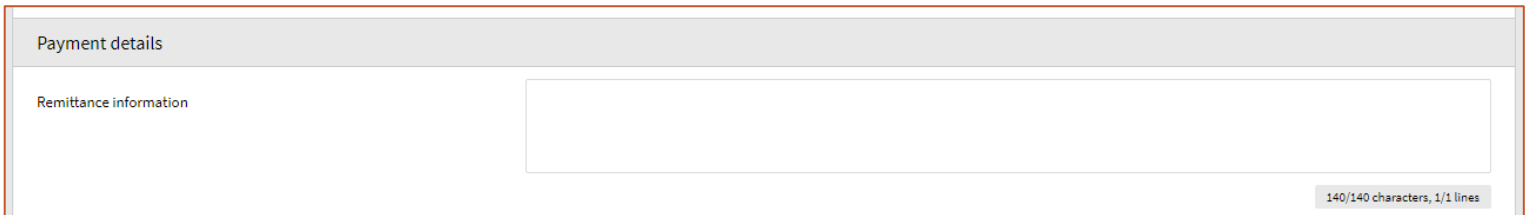


The screenshot shows a form field labeled "Beneficiary *". Inside the field, the text "Please select" is displayed. To the right of the text are three icons: a downward arrow (dropdown), a magnifying glass (search), and a plus sign (add new).

4

Remittance Information

Please enter a reason for payment in this field. By default, you can enter an unstructured text. Below the text field, the number of remaining lines and characters for each format is displayed.



The screenshot shows a form section titled "Payment details". Under this title, there is a sub-label "Remittance information" next to a large text input field. At the bottom right of the input field, a status bar displays "140/140 characters, 1/1 lines".

Manual payment entry

5

Priority

The priority can be changed from Normal to Urgent for **SEPA payments**. For urgent international payments see page 14 point 15.

Priority *	Normal	▼
Requested execution date *	10/08/23	📅
Currency * / Amount *	EUR (Euro)	▼

6

Requested execution date

Enter the desired execution date by clicking the calendar icon next to the field and selecting a date from the displayed calendar or entering a date directly into the input field (format: DD/MM/YY). By default today's date is filled in.

Priority *	Normal	▼
Requested execution date *	10/08/23	📅
Currency * / Amount *	EUR (Euro)	▼



Manual payment entry

7

Currency / Amount

Please enter the amount to be transferred and select a currency from the drop-down list box.

Priority *	Normal	▼
Requested execution date *	10/08/23	📅
Currency * / Amount *	EUR (Euro)	▼

8

Extended mode

You can switch between **Regular mode** and **Extended mode** using the tabs. For Extended mode see p. 13.

Further payment details	
	Regular mode Extended mode
Payment type *	International credit
Format *	DE-DTAZV

9

Booking type

In this field you can specify how the payment should be represented in bank statements:

- If you do not make a selection in this field, the type of booking will be selected by the system. A default value can be set for this option in the Personal Settings (**Banking > Personalisation > General Settings**).
- If you select the **Single booking in account statement** option, this payment will be shown individually in the bank statement - even if it is executed as part of a collective posting. Payment details such as amount, reason for payment and beneficiary (depending on the posting system) are displayed individually for each payment from the collective order.
- If you select the **Batch booking in account statement** option, you will see less information in the bank statement, i.e. only one posting for all payments in a collective order. Details of individual payments are not visible with this option.

Product *	CCT (SEPA credit transfer - German version) ▼
Booking type	Single booking in account statement ^
References	No value selected
Payment reference	Batch booking in account statement
Receiver reference	Single booking in account statement



Manual payment entry

10

Payment level

The default setting for this field is **Standard**; i.e. you want to make a payment outside your company. For a payment within your company, you can alternatively select **Intra-Company**.

Payment category *	Standard
Payment level *	Standard
Charge bearer	Share

11

Charge baere

Charge options (only for AZV)

- **Shared (SHA)** (default) = Both parties each bear the order-related costs of their payment service provider.
- **Originator (OUR)** = The ordering party bears the order-related costs of both payment service providers alone.
- **Beneficiary (BEN)** = The beneficiary bears the order-related costs of both payment service providers alone. These costs are deducted from the transfer amount.

Manual payment entry

12

Payment type (CCT only)

In the Payment type and Payment type category fields you can enter additional information about the type of transaction.

E.g. **SALA (Salary payment)** for salary payments.

Business function	
Payment category *	Standard
Business type	SALA (Salary payment)
Business type category	SALA (Salary payment)



Manual payment entry

13

Finalise payment entry

Authorise: Click the Authorise button to authorise the payment.

Save: Click the Save button to save the payment and close the page. This does not authorise the payment.

More actions:

- **Save and next** to save the payment and then directly open a new page to create another new payment.
- **Save as incomplete** to save the payment with the status **Incomplete**. This may be necessary, for example, if not all data is available yet.
- **Save as template** to save the payment as a template.

Cancel: Click this button to close the page without saving the payment.

The screenshot shows a web form for manual payment entry. At the top, there are two input fields: 'Charge bearer' and 'Share'. Below these fields is a horizontal bar. At the bottom left, there is a 'Cancel' button with a close icon. At the bottom right, there are three buttons: 'Authorise' with a document icon, 'Save' with a floppy disk icon, and 'More actions' with a vertical ellipsis icon. The 'More actions' menu is open, showing three options: 'Save and next', 'Save as incomplete', and 'Save as template'.



Manual payment entry

Advanced mode

14

Payment means details

In this field you can specify additional information about the payment.

For example:

- The Central Bank of the United Arab Emirates mandates the use of "Purpose Codes" when processing payments. This applies from 01.09.2018 for all payments to the credit of accounts in the United Arab Emirates, regardless of the payment currency. Please enter the **Purpose Code** in this field.
- If you would like to specify (optionally) a correspondent bank (BIC) with your payment, please enter it in this field (e.g. "via SIGNUS33").

Instructions	
Payment means	Normal transfer 
Payment means details	<input type="text"/>
Payment channel	Standard 



Manual payment entry

Advanced mode

15

Payment channel

Please select **Telex** or **SWIFT urgent** for international urgent payments (AZV).

Instructions	
Payment means	Normal transfer ▼
Payment means details	
Payment channel	Standard ▼

16

Payment reference

[Optional] Can be freely documented by the ordering party (e.g. reference no.); This information is not forwarded to the beneficiary.

References	
Payment reference	
Receiver reference	



Manual payment entry

Advanced mode

17

Payment level

[optional] Indicate here if this is an intercompany booking.

Business function	
Payment category *	Standard
Payment level *	Standard

18

Charge bearer

Charge options (only for AZV)

- **Shared (SHA)** (default) = Both parties each bear the order-related costs of their payment service provider.
- **Originator (OUR)** = The ordering party bears the order-related costs of both payment service providers alone.
- **Beneficiary (BEN)** = The beneficiary bears the order-related costs of both payment service providers alone. These costs are deducted from the transfer amount.

Charges regulation	
Charge bearer	Share
Charges account	No value selected

2 Special cases



Special cases

General

Beyond the usual data (beneficiary and IBAN) you have received additional ones.

Possible cases (examples only!):

- The beneficiary does not have his own account at the destination (e.g. wages to seafarers are transferred to a collective account at a bank in the port of destination).
- The recipient bank is not connected to the SWIFT network.
 - Payment through a correspondent bank
 - US Wire Payment



Special cases

Special case 1

1

Payment details

You have been given an account that is in the name of a bank and not in the name of the payee. In addition, a correspondent bank is listed.

The details are in English, as these usually come from foreign recipients.

However, the designations may differ.

Intermediary Institution/ Correspondent Bank	Raiffeisen Bank International AG, Vienna, Austria. SWIFT: RZBAATWW
Account with Institution	Account: 001-22.333.444 BNB-Bank, Minsk, Belarus SWIFT: BLNBBY2X
Beneficiary Customer	Account: BY99BLNB12345678901234567890; IGOR Vxxxxxxx, passport 0987654321



Special cases

Special case 1

2

Input in the payment entry

Select the **Remitter account** and, if it does not already exist, create a new entry for the beneficiary/beneficiaries using the **+** - icon.

Create Credit Transfer

Template

Use template

No template selected

Remitter and beneficiary

Remitter *

Please select

Beneficiary *

Please select



Special cases

Special case 1

3

Entering the recipient data

In the **Beneficiary** field, specify the name of the receiving bank (here: **BNB Bank**).

In the **Beneficiary account/ IBAN** field enter the account number of the destination bank (here: **00122333444**).

In the field **Beneficiary bank code / BIC** enter also the value of the **beneficiary's bank** (here: **BLNBBY2XXX**).

- A BIC has eleven digits, so it is padded with XXX at the end.

In the **Remittance information** you enter the data of the final recipient (here: **IGOR V. incl. its IBAN**).

For legitimization by the recipient bank, an **ID number** has also been included here.

After entering the amount, the input mask expands downwards (see next page).

Beneficiary *	<input type="text" value="BNB-Bank"/>	↻
Beneficiary account / IBAN *	<input type="text" value="00122333444"/>	
Beneficiary bank code / BIC	<input type="text" value="BLNBBY2XXX"/>	🔍
Beneficiary account country *	<input type="text" value="Belarus (Weißrussland) (BY)"/>	
<input type="checkbox"/> Save in address book		
Payment details		
Remittance information	<input type="text" value="ACC BY99BLNB12345678901234567890, IGOR Vxxxxxxxx, passport 0987654321"/>	



Special cases

Special case 1

4

Entering the correspondent bank

Select the **Extended Mode** tab under **More Payment Details** by clicking on it.

Under **Instructions** in the **Payment means details** field, add the BIC of the correspondent bank with the prefix "via" (here: **RZBAATWW**).

- (Cf. page 13 field 14 in these instructions)

<div>Regular mode</div> <div>Extended mode</div>	
Payment classification	
Country of execution	Germany (DE)
Payment type *	Internationale Überweisung
Format *	DE-DTAZV
Product *	AZV (German foreign credit transfer)
Booking type	Single booking in account statement
Instructions	
Payment means	Normal transfer
Payment means details	via RZBAATWW
Payment channel	Standard



Special cases

Special case 2

1

Create a US Wire payment

To create a wire payment, you will usually receive so-called "wire instructions" from the recipient. This document usually contains all the information needed to create the payment. For this example we use the following "Wire instructions":

Beneficiary Name: Example Company

Beneficiary Bank: National Iron Bank

Beneficiary Account #: 001234567

Receiving Bank: M&T Bank

M&T Bank Swift Code: MANTUS33

Receiving Account #: 678001234

Please keep in mind that you might receive wire instructions from your payees in a different structure to the example above!



Special cases

Special case 2

2

Create a US Wire payment

In the **Beneficiary** field, enter the name of the SWIFT beneficiary bank:
(here: **M&T Bank**)

In the **Beneficiary account/ IBAN** field of the beneficiary, enter the account number of the SWIFT beneficiary bank: (here: **678001234**)

In the field **Beneficiary bank code/BIC**, enter the BIC code of the SWIFT beneficiary bank (here: **MANTUS33**).

- A BIC has eleven digits, so it is padded with XXX at the end.

In the field **Remittance information** you specify the data of the final recipient (here: for further credit **Example Company, National Iron Bank ACC 001234567**)

Beneficiary *	<input type="text" value="M&T Bank"/>	↺
Beneficiary account / IBAN *	<input type="text" value="678001234"/>	
Beneficiary bank code / BIC	<input type="text" value="MANTUS33XXX"/>	🔍
Beneficiary account country *	<input type="text" value="Vereinigste Staaten (US)"/>	▼
<input type="checkbox"/> Save in address book		
Payment details		
Remittance information	<input type="text" value="FFC Example Company, National Iron bank ACC 001234567"/>	

3 Upload payment files





Upload payment files

Requirements

- A payment transaction file contains all the necessary data for the execution of payments (transfers, direct debits).
- It is always an advantage if data only has to be entered once. If your data on invoices, accounts receivable and accounts payable are already recorded in an external software (e.g. financial accounting), they can possibly be exported into a payment file.
- The upload to the Berenberg Corporate Portal is possible in the following file formats possible:
 - SEPA payments
 - DE-SEPA-CT (bank transfers, file extension **XML**)
 - DE-SEPA-SD (direct debits, file extension **XML**)
 - **CSV** (exclusively for bank transfers)
 - Foreign payments (non-SEPA)
 - DE-DTAZV (bank transfers, file extension **AZV**)
 - **CSV** (exclusively for bank transfers)
- **XML** and **AZV files** comply with the EDI standard and can usually be generated/exported directly by a financial/accounting software. Ask your software support about the possibilities.
- **CSV files do** not comply with the dial-up standard and are created manually/must be created manually. (You can find the requirements to the structure on the following pages). Ask your software support if your software can be configured accordingly.



Upload payment files

Requirements - CSV files

- The individual data (columns) in CSV files are separated by separators, e.g. comma or semicolon.
- You specify the separator used when you create the CSV file (recommended: semicolon).
- Which separator the CP recognizes as such during import you set here:
Banking > Personalization > Personal settings > General settings in the field **Field separator for CSV** (confirm setting afterwards at the bottom right by saving). Standard = semicolon.
- Discrepancies will result in rejection of the CSV file on or after upload.

The screenshot shows the 'Personalisation' settings page in the Berenberg Corporate Portal. The left sidebar contains a navigation menu with the following items: Personalisation (expanded), Personal Settings, General Settings (highlighted in orange), Preferred Countries, Preferred Currencies, Credentials, INI Letters, Configure Devices, Registered Devices, Alerting, Alert Setup, Alert Channel Setup, Information, FXnow, Portfolios, and Credit Cards. The main content area is divided into several sections: 'Preferred date format' and 'Preferred time format' both set to '[browser-default]'; 'Payment-related settings' with 'Default booking type' set to 'Single booking in account statement'; 'Cash-management-related settings' with 'Reference currency' set to 'EUR (Euro)'; 'CSV settings' with 'Field separator for CSV' set to 'Semicolon' (highlighted in orange); 'Filter settings' with 'Filter display' set to 'Tab'; and 'Filter display' set to 'Blank'. The 'Field separator for CSV' dropdown menu is open, showing options: Tab, Blank, Comma, Colon, and Semicolon (highlighted in orange).



Upload payment files

File structure: CSV SEPA payments

- Deviations from the file structure specified here will result in rejection of the file during upload!
- The **length** column specifies the maximum length of the content, spaces count.

column	field name	alphanumeric=an numeric=n alphabetic=a	length	mandatory=m optional=o	addinional info to the content
A	End-To-End Reference	an	max. 35	m	freely selectable, but must be unique. E.g. an invoice number
B	Remitter account BIC	an	11	m	no spaces
C	Remitter account IBAN	an	max. 34	m	no spaces
D	Remitter name	an	70	m	
E	Remitter address line 1	an	max. 35	o	
F	Remitter address line 2	an	max. 35	o	
G	Remitter country	a	2	o	double-digit, acc. ISO-3166 Alpha-2
H	Beneficiary name	an	max. 35	m	
I	Beneficiary town	an	max. 35	o	
J	Beneficiary country	a	2	o	double-digit, acc. ISO-3166 Alpha-2
K	Beneficiary SWIFT	an	11	m	no spaces
L	Beneficiary IBAN	an	max. 34	m	no spaces
M	Payment Currency	a	3	m	triple-digit, acc. ISO 4217
N	Amount	n	max. 14	m	decimal separator = . (dot)
O	Execution date	n	8	m	format YYYYMMDD
P	Remittance information	an	max. 140	o	
Q	Booking type	n	1	o	0=batch, 1=single payments
R	Priority	n	1	o	0=standard (1=urgent, not supported)
S	Payment reference	an	max. 35	o	



Upload payment files

File structure: CSV foreign payments

- Deviations from the specified file structure will lead to the rejection of the file during upload!
- The **length** column specifies the maximum length of the content, spaces count.

column	field name	alphanumeric=a numeric=n alphabetic=a	length	mandatory=m optional=o conditional=c	additional info to the content
A	Beneficiary Name Line1	an	max. 35	m	
B	Beneficiary Name Line2	an	max. 35	o	
C	Beneficiary Address	an	max. 35	o	street and house number
D	Beneficiary Postcode / Town	an	max. 35	o	
E	Beneficiary Country	an	2	o	double-digit, acc. ISO-3166 Alpha-2
F	Beneficiary Bank Code	an	11	m	SWIFT BIC or Bank code with clearing system code, if necessary
G	Beneficiary Bank Name Line 1	an	max. 35	m	
H	Beneficiary Bank Name Line 2	an	max. 35	o	
I	Beneficiary Bank Address	an	max. 35	o	
J	Beneficiary Bank Postcode / Town	an	max. 35	o	
K	Beneficiary Bank Country	an	2	o	double-digit, acc. ISO-3166 Alpha-2
L	Beneficiary Account number	an	max. 34	m	IBAN or account No (no spaces)
M	Remitter Name	an	max. 35	m	
N	Remitter Address	an	max. 35	m	
O	Remitter Postcode / Town	an	max. 35	m	
P	Remitter Country	an	2	m	double-digit, acc. ISO-3166 Alpha-2
Q	Remitter state	an	max. 35	o	
R	Remitter National Party ID	an	max. 35	o	e.g. the VAT ID or commercial register number of the remitter
S	Remitter Account Number	an	max. 34	m	IBAN or account No (no spaces)
T	Remitter Account Currency	a	3	o	triple-digit, acc. ISO 4217
U	Remitter Bank Code	n	11	m	SWIFT BIC oder Bank code with clearing system code, if necessary
V	Amount	n	max. 21	m	with decimal separator . (dot) and decimal places
W	Payment Currency	an	3	m	triple-digit, acc. ISO 4217
X	Execution date	an	8	m	format YYYYMMDD
Y	Remittance Information 1	an	max. 35	o	
Z	Remittance Information 2	an	max. 35	o	
AA	Remittance Information 3	an	max. 35	o	
AB	Remittance Information 4	an	max. 35	o	
AC	Instruction payment means	n	1	o	0=payment (1=cheque no longer supported)
AD	Instruction payment means details	an	max. 30	o	
AE	Instruction payment channel	n	1	o	0=Standard, 1=Telex or SWIFT urgent, 2=NETS
AF	Instruction payment channel detail	an	max. 30	o	
AG	Other instructions	an	max. 30	o	
AH	Advice to beneficiary	n	1	o	1=by phone
AI	Advice details	an	max. 30	o	
AJ	Charges account number	an	max. 34	o	IBAN or Account No (no spaces)
AK	Charges account currency	a	3	o	triple-digit, acc. ISO 4217
AL	Charges bank code	an	11	o	SWIFT BIC or Bank code mit clearing system code, if necessary
AM	Priority	n	1	o	0=normal, 1=urgent
AN	Booking type	n	1	o	0=batch, 1=single payments
AO	Charge Bearer	n	1	o	0=SHA, 1=BEN, 2=OUR
AP	Payment reference	an	max. 20	c	
AQ	Receiver reference	an	max. 20	o	



Upload payment files

File structure SEPA XML files

- In contrast to CSV files, the structure and layout of SEPA XML files is standardised.
- The specifications can be found in this document available online (<https://www.ebics.de/de/datenformate>):
Appendix_3_Data_formats_X.Y.pdf ("X.Y" here stands for the current version).
- Title of the document is:

Attachment 3
of the interface specification for
Remote Data Transmission between Customer and
credit institution in accordance with the DFÜ Agreement
"Specification of Data Formats"
Version X.Y of [date]
valid from [date]
Final Version



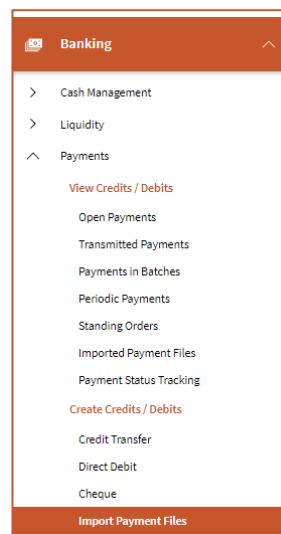
Uploading a payment file

1

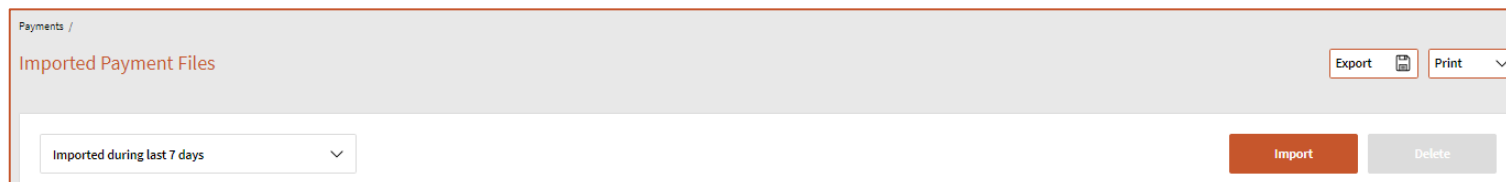
Import file

You have two options for accessing the upload screen for payment files:

1. Banking > Payments > Import Payment Files



2. Banking > Payments > Imported Payment Files > Import



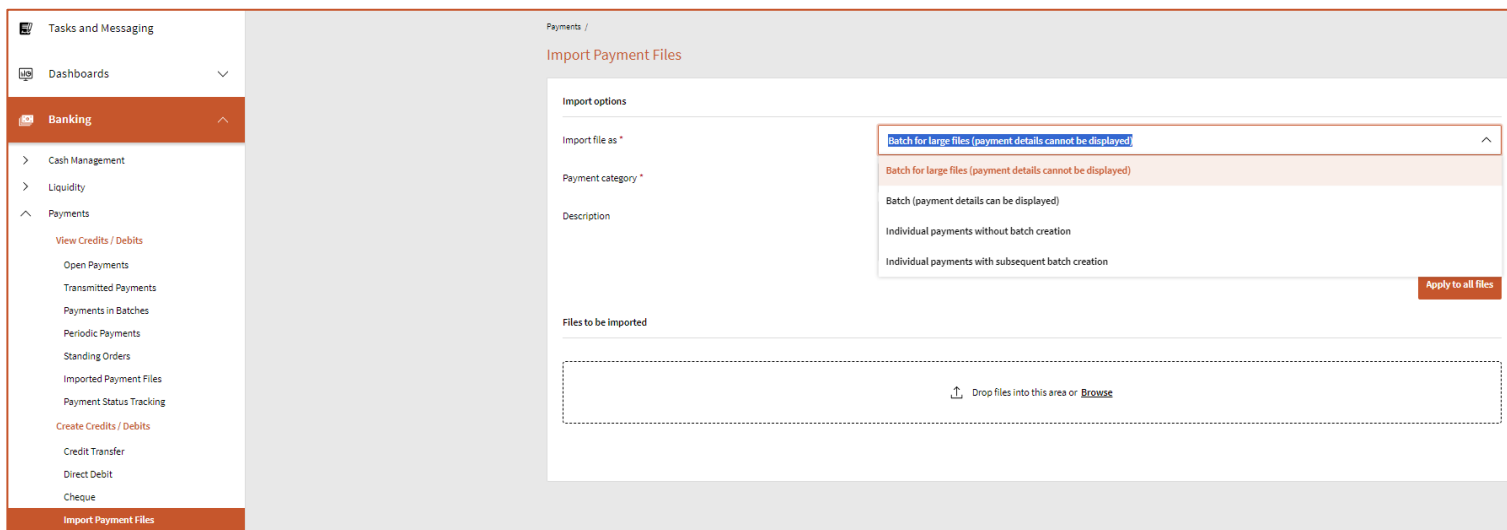
Uploading a payment file

2

Import options - Import file as

To import payment files, please choose between the following options

- **Batch for large files (payment details cannot be displayed without payment details)** for **XML**
The payments are created as a collective order, whereby the details of the contained payments are not visible in the overview.
- **Collective order (with payment details)** for **XML**
The payments are created as a collective order, whereby the details of the payments contained are visible in the overview.
- **Individual payments without collective order creation** for **XML and CSV**
The payments on the payment file are created as individual payments.
- **Individual payments with subsequent collective order creation** for **XML and CSV**
The payments are created as a collective order, whereby the details of the payments contained are visible in the overview.



The screenshot shows the 'Import Payment Files' interface in the Berenberg Corporate Portal. On the left is a navigation menu with categories: 'Tasks and Messaging', 'Dashboards', 'Banking' (selected), 'Cash Management', 'Liquidity', and 'Payments'. Under 'Payments', there are sub-options: 'View Credits / Debits', 'Open Payments', 'Transmitted Payments', 'Payments in Batches', 'Periodic Payments', 'Standing Orders', 'Imported Payment Files' (selected), 'Payment Status Tracking', 'Create Credits / Debits', 'Credit Transfer', 'Direct Debit', and 'Cheque'. The main content area is titled 'Payments / Import Payment Files'. It contains a form with the following sections:

- Import options:**
 - Import file as ***: A dropdown menu with the selected option 'Batch for large files (payment details cannot be displayed)'. Other visible options are 'Batch for large files (payment details cannot be displayed)' (highlighted in orange), 'Batch (payment details can be displayed)', 'Individual payments without batch creation', and 'Individual payments with subsequent batch creation'.
 - Payment category ***: A dropdown menu.
 - Description**: A text input field.
- Files to be imported:**
 - A dashed box containing the text 'Drop files into this area or Browse' with a small upload icon.

An 'Apply to all files' button is located at the bottom right of the 'Import options' section.



Uploading a payment file

3

Import options – Further import options

Payment category

Is filled automatically.

Payment category *	Standard	▼
--------------------	----------	---

Description

[optional] Space for your individual description for better identification of the file(s), e.g. "Salaries July". This information is internal and is not transmitted.

Description	
-------------	--

Save new addressees

[optional] Check the box if address data from the import should be transferred to your address book*.

<input type="checkbox"/> Save new addressees
--

*Prerequisite is the right to edit address book entries.

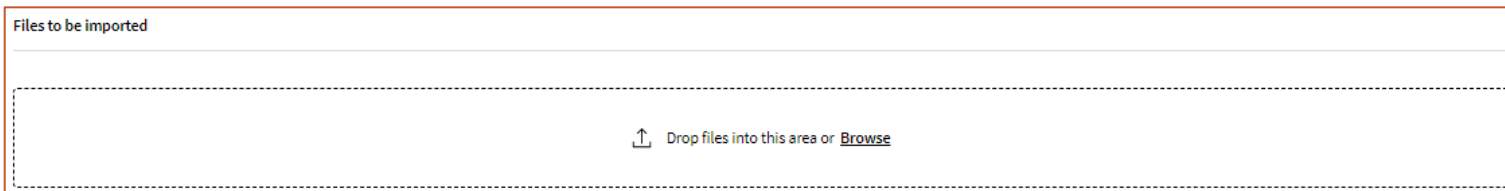
Not possible when selecting **Collective order for large files (without payment details)** in **Import file as**.

Uploading a payment file

4

Files to be imported

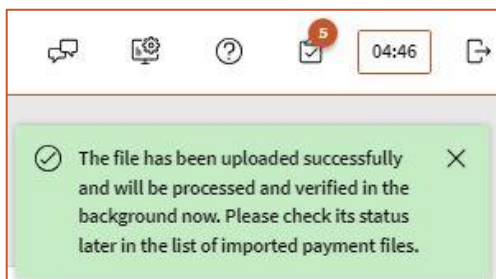
Your payment files can be stored here simply by drag & drop, even several at once. You can also load them via **Browse**.



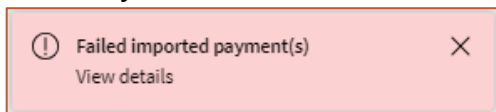
Files to be imported

Drop files into this area or [Browse](#)

The upload runs in the background, you can continue working in the portal during the upload.



If the system detects errors in a file, you will receive a warning:



Click on **View details** to open the **Imported Payment Files** menu and display the error message (see next page).

Uploading a payment file

5

Imported payment files

After the upload has been completed, the files will be displayed under **Banking > Payments > Imported Payment Files**.

Status	Import date	Imported by	Format	Product	Order reference	File	File size	Description
Waiting for execution	28/02/24 9:16:36 AM	E-Sign Alle Konten mit einzelner Berechtigung	CSV - domestic and SEPA credit transfers			Testzahlung DE-SEPA-CT_falscher Auftraggeber_2.csv	290 B	
Error	27/02/24 2:39:32 PM	E-Sign Alle Konten mit einzelner Berechtigung	CSV - domestic and SEPA credit transfers			Testzahlung DE-SEPA-CT_falscher Auftraggeber_2.csv	290 B	
Successful	27/02/24 2:39:32 PM	E-Sign Alle Konten mit einzelner Berechtigung	CSV - domestic and SEPA credit transfers			CSV payment file test_correct file_3.csv	321 B	
Error	27/02/24 10:00:14 AM	E-Sign Alle Konten mit einzelner Berechtigung	CSV - domestic and SEPA credit transfers			Testzahlung DE-SEPA-CT_Trennzeichen_2.csv	290 B	
Successful	27/02/24 9:42:59 AM	E-Sign Alle Konten mit einzelner Berechtigung	CSV - domestic and SEPA credit transfers			CSV payment file test_correct file_2.csv	318 B	
Error	23/02/24 10:52:45 AM	E-Sign Alle Konten mit einzelner Berechtigung	DE-OTAZV	AZV (German foreign credit transfer)		[REDACTED].csv	17.21 KB	


In the **Status** column, you can see whether the upload of individual files was successful.

- **Waiting for execution:** The file has been successfully uploaded and is being checked in the background. The payments are not yet visible under **Open Payments**.
- **Successful:** The file has been successfully imported and the payments it contains are ready for release (**Banking > Payments > Open Payments**)
- **Error:** Click on the corresponding line to display the detected error. These files are not processed further and must be uploaded again after correction.






Uploading a payment file

Imported payment files





- You can use the filter function  to search the payment files by column and, for example, display older files (default display: Imported during the last 7 days)
- You can remove selected files (check the box in front) from the view using the **Delete** button

Payments /


Imported Payment Files Export  Print 

Imported during last 7 days 


Import Delete



	Status	Import date 	Imported by 	Format	Product	Order reference	File	File size	Description 
<input type="checkbox"/>	Waiting for execution				and SEPA credit		Testzahlung DE-SEPA-CT_falscher Auftraggeber_2.csv	290 B	
<input checked="" type="checkbox"/>	Error				and SEPA credit		Testzahlung DE-SEPA-CT_falscher Auftraggeber_2.csv	290 B	
<input type="checkbox"/>	Successful				and SEPA credit		CSV payment file test_correct file_3.csv	321 B	
<input checked="" type="checkbox"/>	Error				and SEPA credit		Testzahlung DE-SEPA-CT_Trennzeichen_2.csv	290 B	
<input type="checkbox"/>	Successful				and SEPA credit		CSV payment file test_correct file_2.csv	318 B	
<input checked="" type="checkbox"/>	Error	23/02/24 10:52:45 AM	E-Sign Alle Konten mit einzelner Berechtigung	DE-DTAZV	AZV (German foreign credit transfer)		ESM SG TT 23022024(2).csv	17.21 KB	



3 of 6 entries selected

Entries per page 15  < 1 >

Please decide between absolute and relative filtering and complete the respective fields to filter the list.

☐ No value selected 

From  To 

Cancel  Apply 

4 Release and Payment status





Release and payment status

Release of payments

1

Open payments

The **Open Payments** page contains a list of all payments that require user input or at least attention, e.g. payments that have not yet been (sufficiently) authorised.

By clicking on **Authorise**, an authorised user can also do this directly for a selected order.

Click on a line to display the details of an entry.

Via **Create** you can directly enter new payments, via **Create – Batch** you can also combine previously selected (checked) orders.

The drop-down menu at the top left offers ready-made filters (page 37).

Type	Status	Requested execution date ↑	Order reference	Account IBAN	Credit / Debit	Amount Currency
Batch	Ready for authorisation	15/05/23	AZV A002	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,000.00 USD
Batch	Ready for authorisation	15/05/23	AZV A004	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,250.00 USD
Batch	Ready for authorisation	15/05/23	AZV A006	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,250.00 USD
Batch	Ready for authorisation	15/05/23	AZV A007	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,250.00 USD
Payment	Entered	15/05/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,250.00 USD
Payment	Incomplete	26/05/23		current account - 20120000 DE36 2012 0000	Credit transfer	1.00 USD
Payment	Entered	10/07/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,000.99 USD
Payment	Entered	10/07/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,000.99 USD
Batch	Ready for authorisation	17/07/23	CCT A00L	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	150.00 EUR
Payment	Partially authorised	17/07/23	AZV A00L	Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,000.99 USD
Payment	Entered	17/07/23		current account - 20120000 DE36 2012 0000	Credit transfer	1.00 USD
Payment	Entered	17/07/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	1,000.00 USD
Payment	Entered	31/07/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	4.99 EUR
Payment	Entered	24/08/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	100.10 EUR
Payment	Entered	24/08/23		Lfd. Konto - 20120000 DE35 2012 0000	Credit transfer	500.50 EUR



Release and payment status

Release of payments

2

Transmitted payments

The **Transmitted Payments** page contains those payments that no longer require user input, for example, payments that have been fully authorised and subsequently already sent to the bank.

The status of the respective payment (from page 38) is displayed in gray in the left column.

Type	Status	Status date	Order reference	Description	Credit / Debit	Amount Currency
Payment	Sent to bank	08/08/23 11:11:53 AM	AZV A005		Credit transfer	1.00 USD
Batch	Sent to bank	08/08/23 10:07:32 AM	AZV A00R		Credit transfer	2.00 USD
Batch	Sent to bank	08/08/23 10:07:18 AM	AZV A00Q		Credit transfer	2.00 USD
Batch	Rejected by user	08/08/23 10:04:00 AM	AZV A00P		Credit transfer	2.00 USD
Batch	Rejected by user	08/08/23 10:03:24 AM	AZV A00O		Credit transfer	2.00 USD
Payment	Rejected by user	08/08/23 9:58:42 AM	AZV A00N		Credit transfer	1.00 USD
Payment	Rejected by user	08/08/23 9:58:09 AM	AZV A00M		Credit transfer	1.00 USD
Payment	Sent to bank	08/08/23 9:48:32 AM	AZV A00L		Credit transfer	1.00 USD
Payment	Sent to bank	08/08/23 9:32:34 AM	AZV A00K		Credit transfer	1.00 USD
Payment	Sent to bank	08/08/23 9:26:22 AM	AZV A00J		Credit transfer	1.00 USD
Payment	Rejected by user	08/08/23 8:44:18 AM	AZV A00I		Credit transfer	800,000.00 USD
Payment	Rejected by user	08/08/23 8:44:18 AM	AZV A00F		Credit transfer	\$10,000.00 USD

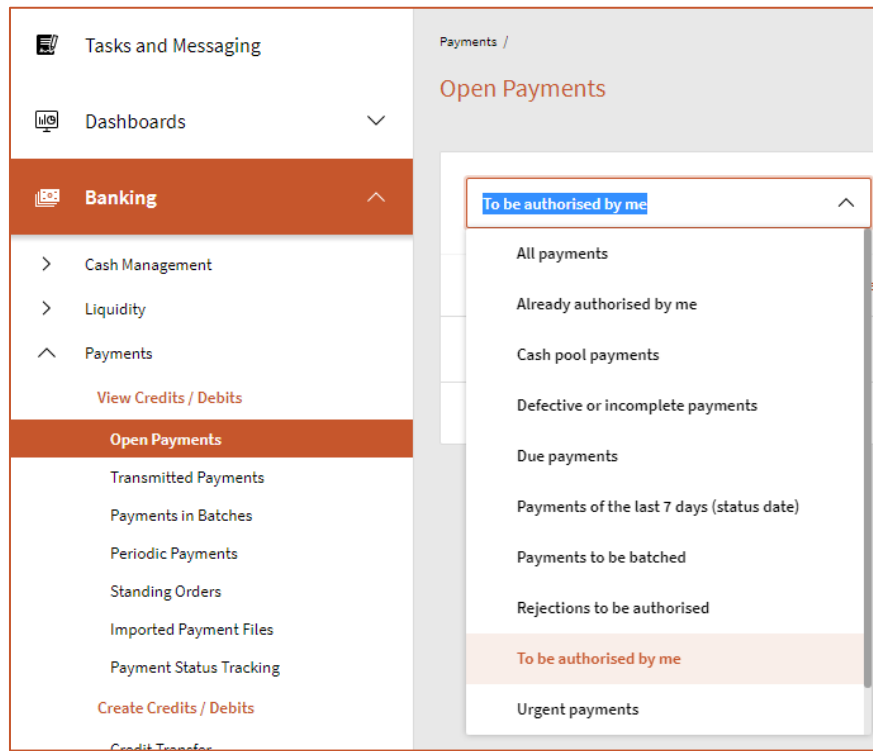


Release and payment status

Release of payments

3 To be authorised by me

You can use the drop-down menu in the upper left corner to display targeted payments that can be authorised by you.





Release and payment status

Payments status

1

Payment status for "Open payments"

Payments that are not displayed in this menu can be viewed in the **Transmitted Payments** menu.

The most common statuses under **Banking > Payments > View Credits / Debits > Open payments** are:

- Entered → The payment has been entered, but still needs to be authorised.
- Partially authorised → Signatures have already been obtained, but still not enough for execution.
 - When you open the payment by clicking on it, you can either **Authorise** it at the bottom right or view other **Possible Signees** under **More Actions**.
- Rejected by user → The payment was rejected by a user with in the Corporate Portal.



Release and payment status

Payments status

2

Payment status for Transmitted payments

By the status of a payment you can see, for example, whether the submission to the bank was successful.

The most common statuses under **Transmitted Payments** are:

- Send to bank → The payment has been transferred, **but not yet confirmed** by the bank.
- Confirmed by bank → The **receipt** of the payment order has been confirmed, **not the execution**.
- Rejected by the bank → One or more signatures were invalid.
 - Open the payment and select **More Actions > View journal** in the bottom right corner for more details.
- Send failure, able to retry → During transmission, an error has occurred and the payment could not be processed by the Bank.
 - Open payment by clicking on it and at the bottom right **More actions > Resend** or **Reject**.

IMPORTANT: To receive the status messages from the bank, a corresponding job must be set, see next page.



Release and payment status

Payments status

3

Status updated for third-party bank accounts

In order for the current status of a payment to be displayed to you, it must be collected from there.

If sent and fully authorised and the payments remain in the status "Transmitted to bank", this order may be missing.

1. Log in to the Corporate Portal as an administrator.
2. Open **Banking > Administration > Bank Accesses**.
3. Click on the desired bank access.
4. Approximately in the middle of the screen you can control the automatic status retrieval. When the setting is active it looks like this:

Order prefix (A-Z) *	<input type="text" value="A"/>
	<input checked="" type="checkbox"/> Automatic fetching of bank status report
Bank status report	<input type="text" value="PTK"/>
Delay in minutes *	<input type="text" value="10"/>

5

SWIFT GPI - Payment Status Tracking



SWIFT GPI - Payment Status Tracking

1

Overview

With this **dashboard widget** you can overview the status of your outgoing AZV payments. Via the **Go to overview** button you can switch to the **Banking > Payments > Payment status tracking** menu and view more details.

2

Payment status

By clicking on a payment, you can view the current status and location of the payment.

