

# HAL E-BANK MANUAL

## ADDRESS BOOK



Hal E-Bank version: 17.X.X.21

# Content of Manual

The manual consists of eight content sections and two sub-sections. The current section is highlighted on the list. The manual's content sections are also available online at [www.halcom.rs](http://www.halcom.rs).

1. PAYMENTS
2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
3. REMOTE SIGNING
4. ADDRESS BOOK
5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
7. BANK NOTICES AND MESSAGES TO BANK
8. ADDITIONAL TOOLS AND SETTINGS
9. E-INVOICES

# Table of Contents

<b>ENTERING AND USING DATA IN ADDRESS BOOK .....</b>	<b>4</b>
Selecting Data from Address Book .....	4
Entering New Business Partner and Account into Address Book .....	5
Entering Account of Business Partner Having an Account Abroad .....	6
Entering Additional Account to Existing Business Partner .....	8
<b>WORKING WITH DATA IN ADDRESS BOOK .....</b>	<b>9</b>
Editing Data in Address Book .....	10
Deleting Business Partner from Address Book .....	11
Exporting and Importing Data from/into Address Book.....	12
Procedure of exporting data from address book .....	12
Procedure of importing data into address book .....	13
Address Book Settings .....	14
Entering Business Partner's Data without Use of Address Book .....	15
Searching in Business Partners' Address Book by Partial Name .....	16
Using Capital and Small Letters .....	17

# Entering and Using Data in Address Book

Data from address book are used when entering creditor data into payment orders.

## Selecting Data from Address Book

- 1 From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?« (1c).
- 2 By completing the search fields (name, account and tax number), the list of displayed business partners from the address book is reduced (3). If a business partner is not in the address book yet, save it following the instructions on [page 5](#).

- 3 Select the appropriate business partner from the list. If the account of the selected business partner is not in the address book yet (4), save it following the instructions on [page 8](#).
- 4 Select the appropriate account.
- 5 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

### TIP

Data on partner can be entered into the payment order even without using the address book (data are not saved in the address book). For more information, see [chapter Address book settings](#).

# Entering New Business Partner and Account into Address Book

The screenshot displays two overlapping windows. The 'Address book' window is the primary focus, showing a form for entering a new business partner and account. The form is divided into sections: 'Business partner' (Name: EXPORT COMPANY 2, Address: ADDRESS, City: CITY, Tax number: [empty], Country: SERBIA), 'Account' (Domestic account: 99970005551122241, Foreign account: [empty]), and 'Business partner bank' (Bank's Swift BIC: DEMORSBG, Bank name: DEMO BANKA, Bank address: BEOGRADSKA 39, Bank city: 11000 BEOGRAD, Bank iden.: 908-00000009990999, Bank country: SRBIJA). The 'Address book' window has a 'Selection' tab and buttons for 'New bus. partner', 'Edit bus. partner', 'Delete bus. partner', 'Add account', 'Edit account', 'Delete account', 'OK', and 'Cancel'. The 'PAYMENT ORDER' window is partially visible, showing 'Debtor' (FIZIČKA LICA TEST EBBBG, PR BOJČ 45, LJUBLJANA) and 'Payment details' (TURNOVER OF GOODS AND SERVICES - FINAL CONSUMPTION). The 'PAYMENT ORDER' window has buttons for 'Print', 'OK', and 'Exit'.

- 1 From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?» (1c).
- 2 Click the **New bus. partner** button.
- 3 In the new window, enter business partner's data.
- 4 In the **Acc. number** field, enter the account number and confirm the entry by clicking the **Enter** button<sup>1</sup> (see Tip).

- 5 Confirm the entry of a new business partner and account by clicking the **OK** button.
- 6 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

<sup>1</sup> For domestic accounts, upon exiting the field **Acc. number**, data on the bank where the account is open, will be written. If banks data do not appear and the account number is written correctly, contact Help desk.

## Entering Account of Business Partner Having an Account Abroad

In order to make a payment, apart from the business partner's account number the data on the bank where the account is open is also required. If you are adding a business partner having an account with the foreign bank, which has not yet been saved into the address book, it is necessary to add data on the bank as well.

The screenshot displays the 'Address book' application window. The main window is titled 'Address book' and contains two tabs: '1. List of business partners and their accounts' and '2. Business partner and account'. The '2. Business partner and account' tab is active, showing a form for entering business partner and account details. The form is divided into several sections: 'Business partner' (Name: HALCOM D.D., Address: TRŽAŠKA CESTA 118, City: LJUBLJANA, Country: KOSOVA), 'Account' (Domestic account: SI5633000000000088, Foreign account: selected), and 'Business partner bank' (Bank's Swift BIC: SKBASIZXX, Bank name: SKB BANKA D.D., Bank address: TRŽAŠKA CESTA 118, Bank city: LJUBLJANA, Bank country: SLOVENIA). A checkbox 'Add to address book of banks' is checked. On the right side, there are buttons for 'New bus. partner', 'Edit bus. partner', and 'Delete bus. partner'. At the bottom right, there are buttons for 'Add account', 'Edit account', 'Delete account', 'OK', 'Cancel', and 'Select'. In the background, a 'PAYMENT ORDER' form is visible, showing debtor information (FIZIČKA LICA TEST EBBBG, PR BOJČ 45, LJUBLJANA) and payment details (TURNOVER OF GOODS AND SERVICES – FINAL CONSUMPTION). The 'Creditor' field is highlighted in yellow. The 'Submission date' is 24.05.2010.

- From the payment order, the address book opens up when entering the first letter of the name (1a) or when entering the first number of the business partner's account number (1b). If you have deactivated a mandatory entry into the address book or if you are completing the VP70 payment order, you can open the address book by clicking »?« (1c).
- Click the button New bus. partner.
- In the new window, enter the business partner's data.
- In the Acc. number field, enter the account number.
- Mark »Foreign account«. The fields for entering data on a bank, where the partner has the account open, will pop up.
- Already saved banks will open upon entering SWIFT or Bank name in the drop-down menu. When you select SWIFT or

Name from the drop-down menu, the other data on bank will be completed as well. Continue with step 9.

Continued on next page ...

- 7 If a bank is not found in the drop-down menu, complete the data in entry fields.
  - 8 Select the option **»Add bank into the address book of banks«**. The bank's data
- 9 Confirm the entry of data by clicking the **OK** button.
  - 10 By clicking the **Select** button, the address book closes; the data on selected business partner is transferred into the payment order.

will be saved and upon next use they will be available from the drop-down menu in step 6.

**TIP**

*For entering domestic account, see also chapter Entering new business partner and account into address book, while for entering foreign account see the chapter Entering business partner's account.*

## Entering Additional Account to Existing Business Partner

Multiple bank accounts can be attributed to a business partner saved in the address book.

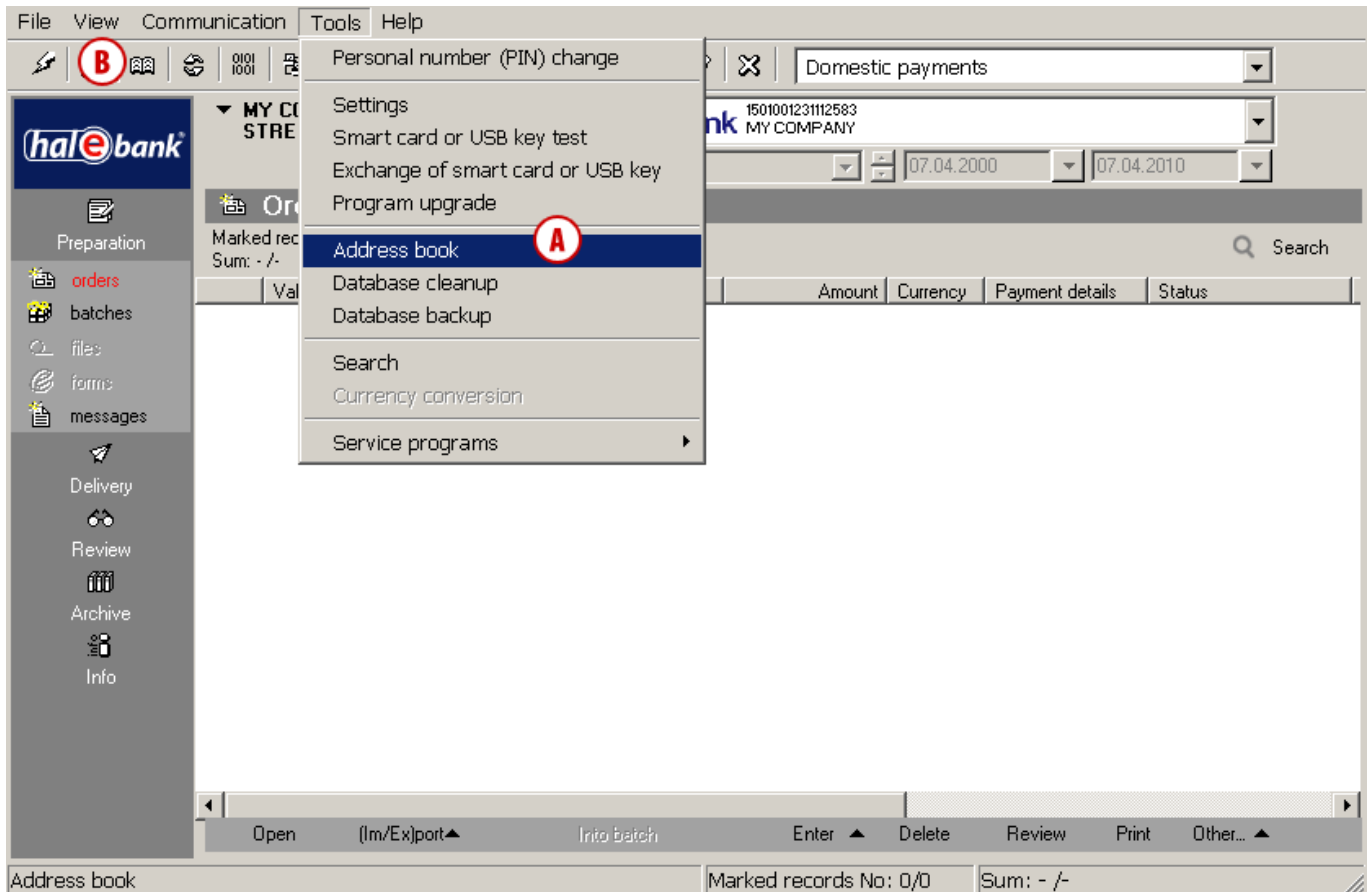
The screenshot illustrates the process of adding a bank account to an existing business partner. It shows two overlapping windows: 'PAYMENT ORDER' and 'Address book'. The 'PAYMENT ORDER' window has fields for Debtor (FIZIČKA LICA TEST EBBBG), Deal type (21), Amount (RSD), and Debtor's account (999-123456789012387). The 'Address book' window shows a list of business partners and their accounts. A search filter is applied, and a specific business partner is selected. The 'Add account' button is clicked, opening a dialog for adding a new account. In this dialog, the account type (Domestic or Foreign) is selected, the account number (5156 010000000 79) is entered, and a note (COMMENT) is added. The 'Add account' button is clicked, and the 'Select' button is clicked to confirm the selection. The 'OK' button is also visible.

- From the payment order, the address book opens up when entering the first letter of the name (1a), when entering the first number of the business partner's account number (1b) or when clicking »?« (1c).
- By completing the search fields (name, account and tax number), the list of displayed business partners from the address book is reduced (3).
- Mark the selected business partner from the list.
- Click the **Add account** button.
- In the **Acc. number** field, enter the account number.
- Select the **account type** (domestic or foreign account).
- In the **Notes** field, you can enter optional notes (e.g. in which currency you pay to the account). The note is later written on the basic list of accounts for a selected business partner (←) and it can simplify the selection among multiple accounts.
- Confirm the data by clicking the **OK** button.
- By clicking the **Select** button, the address book closes; the data on selected business partner together with the account is transferred into the payment order.

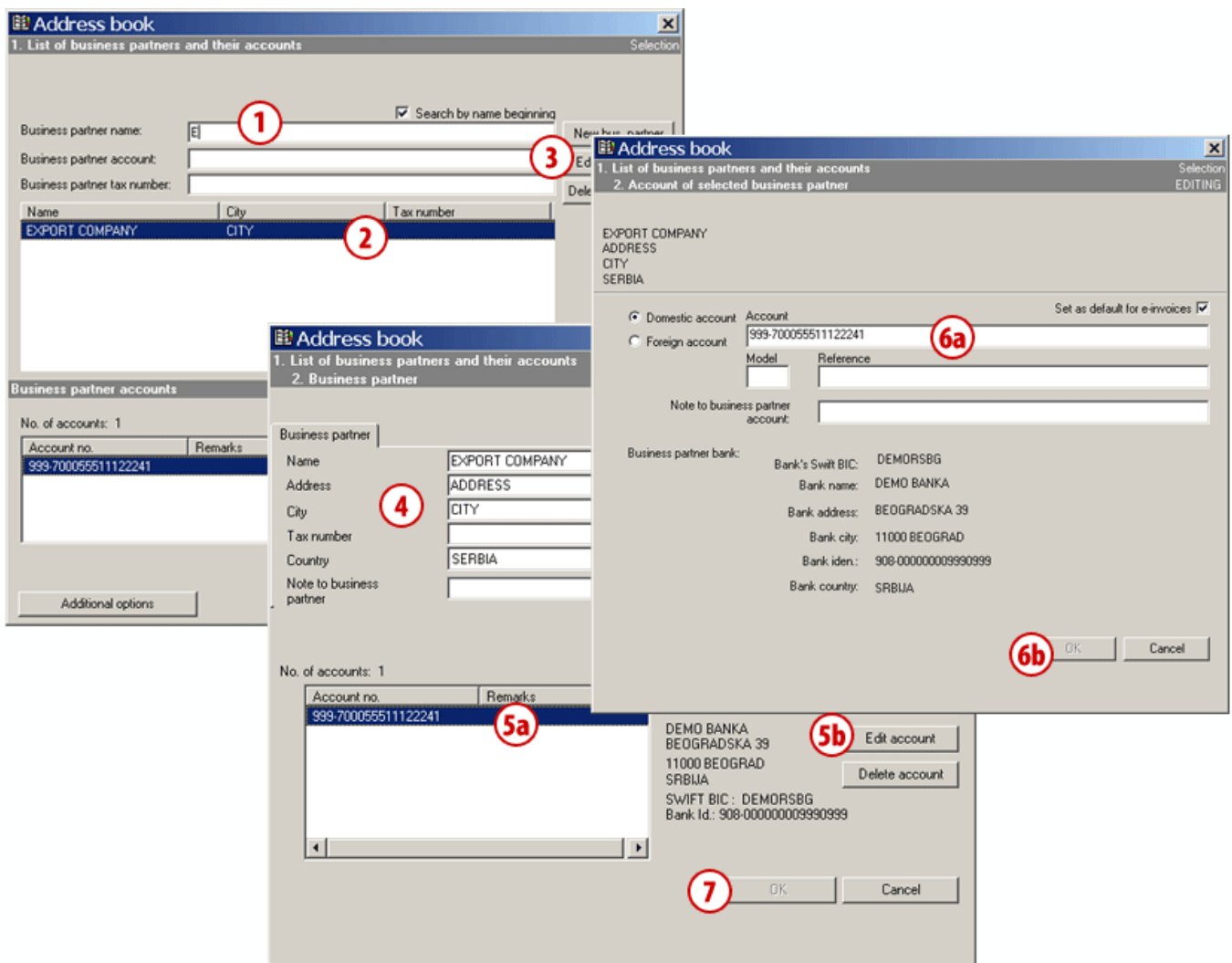


## Working with Data in Address Book

You can open the address book by clicking the menu selection **Tools > Address book (A)** or the **book icon (B)** on the toolbar. In that case, you can only save and edit data on business partners, while for entering into the payment order they are only available from the address book, which opens up during the completion of payment order.



## Editing Data in Address Book



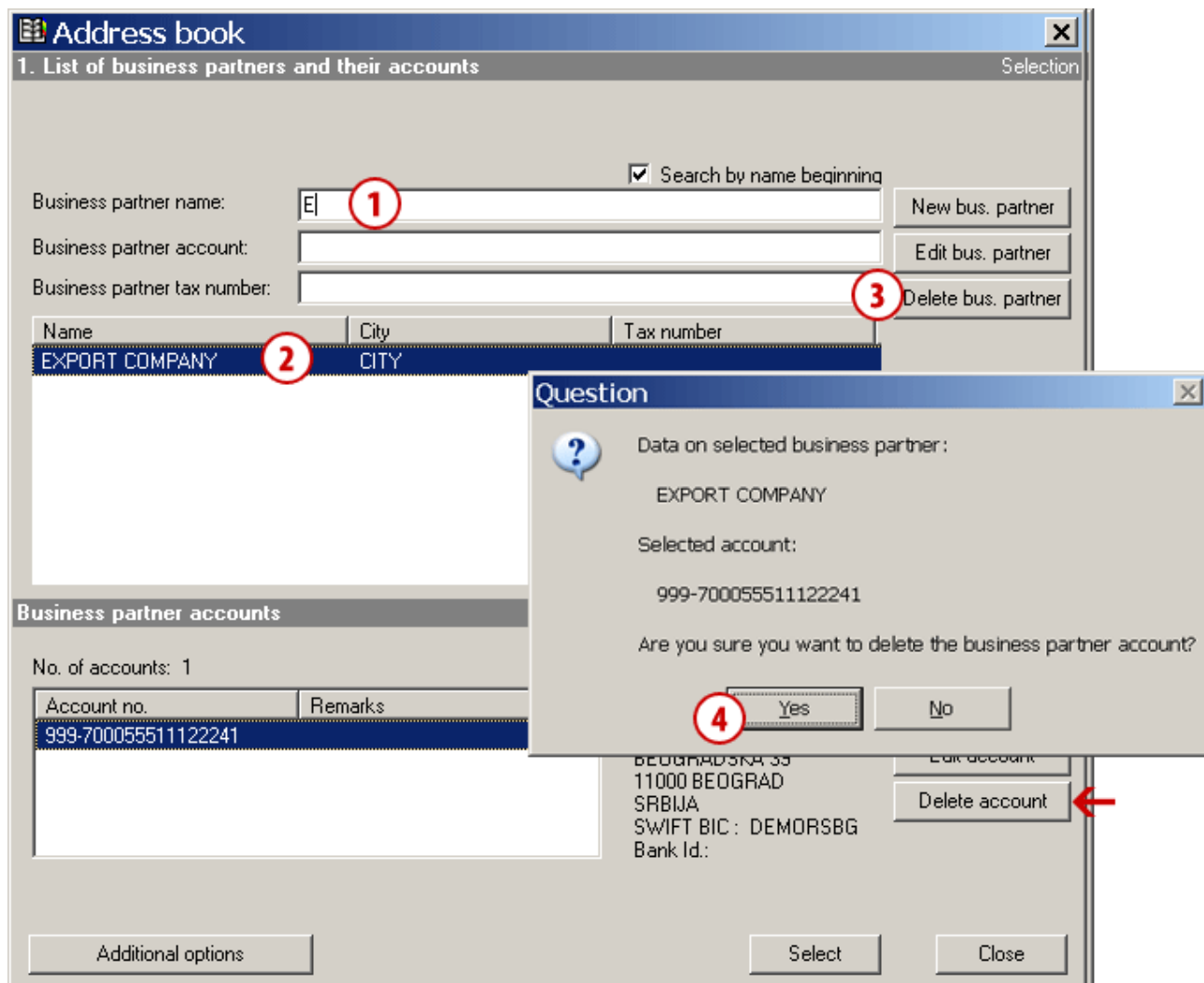
Open the address book using the menu selection **Tools > Address book** or by clicking the book icon on the toolbar.

- 1 The search of a business partner in the address book can be simplified by entering name, account or tax number in the search fields. Only business partners corresponding to the strings entered in the search fields will be written on the list (2).
- 2 From the list, select the business partner for whom you want to correct data.
- 3 Click the **Edit bus. partner** button; the new window with the business partner's data will open. (See Tip).
- 4 Correct the content of data on business partner accordingly.
- 5 If you want to correct the business partner's account, select the appropriate account (5a) and click the **Edit selected account** button (5b).
- 6 In the new window, change the data on the business partner's account (6a). Confirm the corrections by clicking the **OK** button (6b).
- 7 In the window containing business partner's data, confirm the corrections again by using the **OK** button.

### TIP

You can access editing or deleting of a selected account faster by clicking the **Edit selected account** or **Delete selected account** button in the first window of the address book in the right bottom corner.

## Deleting Business Partner from Address Book



Open the address book using the menu selection **Tools > Address book** or by clicking the book icon on the toolbar.

- 1 The search of a business partner in the address book can be simplified by entering name, account or tax number in the search fields. Only business partners corresponding to the strings entered in search fields will be written on the list (2).
- 2 From the list, select a business partner you want to delete.
- 3 Click the **Delete bus. partner** button; the data on business partner you want

to delete will be written in the new window (See Tip).

- 4 Confirm the deletion of data; the selected business partner and all its accounts are deleted.

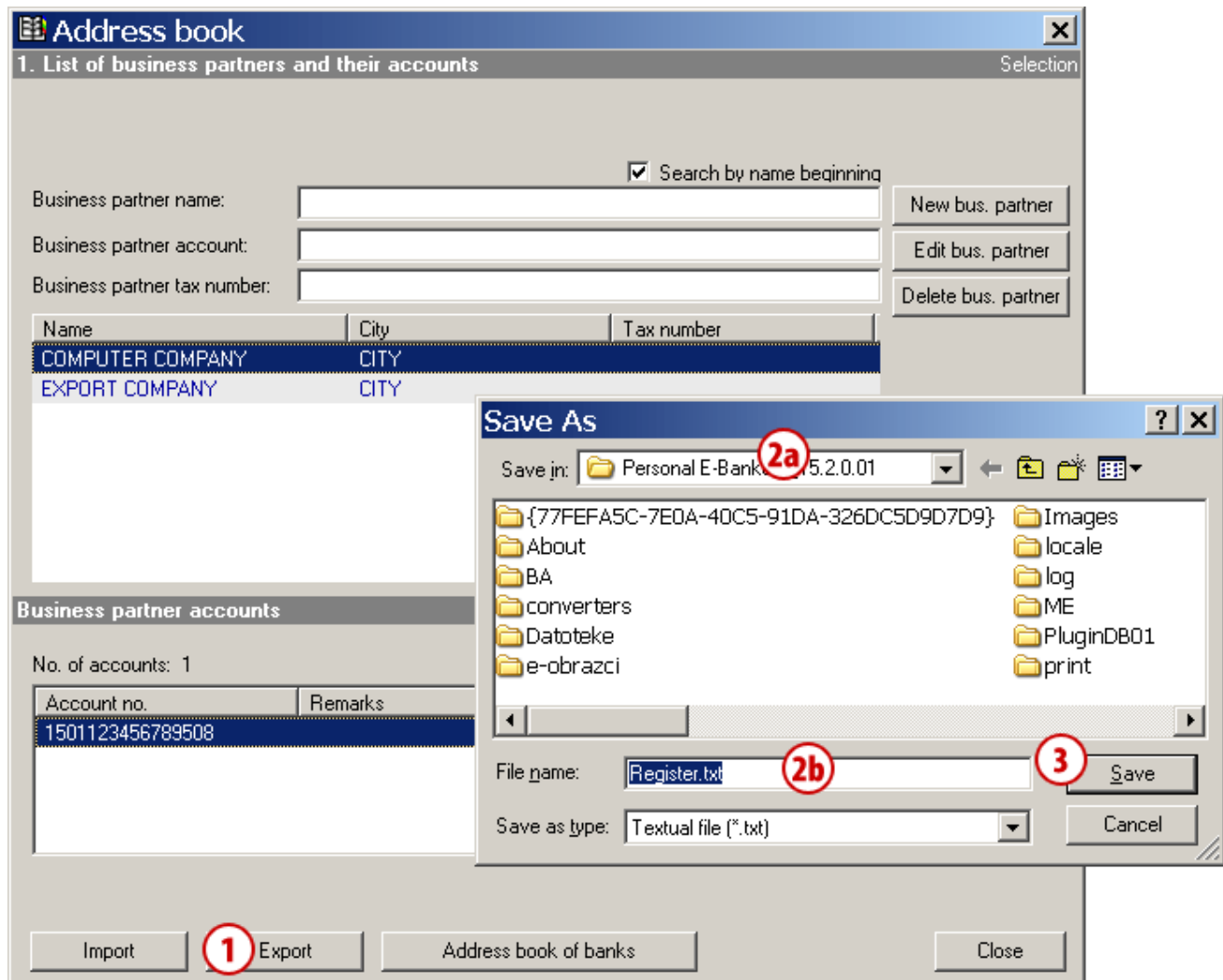
### TIP

*If you want to delete only one account for the selected business partner, you can in the first window of address book select the business partner and the appropriate account and click the **Delete selected account** button (marked with ← in the picture).*

## Exporting and Importing Data from/into Address Book

Data on business partners and their accounts can be **exported** from the address book and used in other programs. Also, the data on business partners and their accounts can be **imported** from other programs (e.g. accounting programs) and in this way we can avoid unnecessary manual data entry.

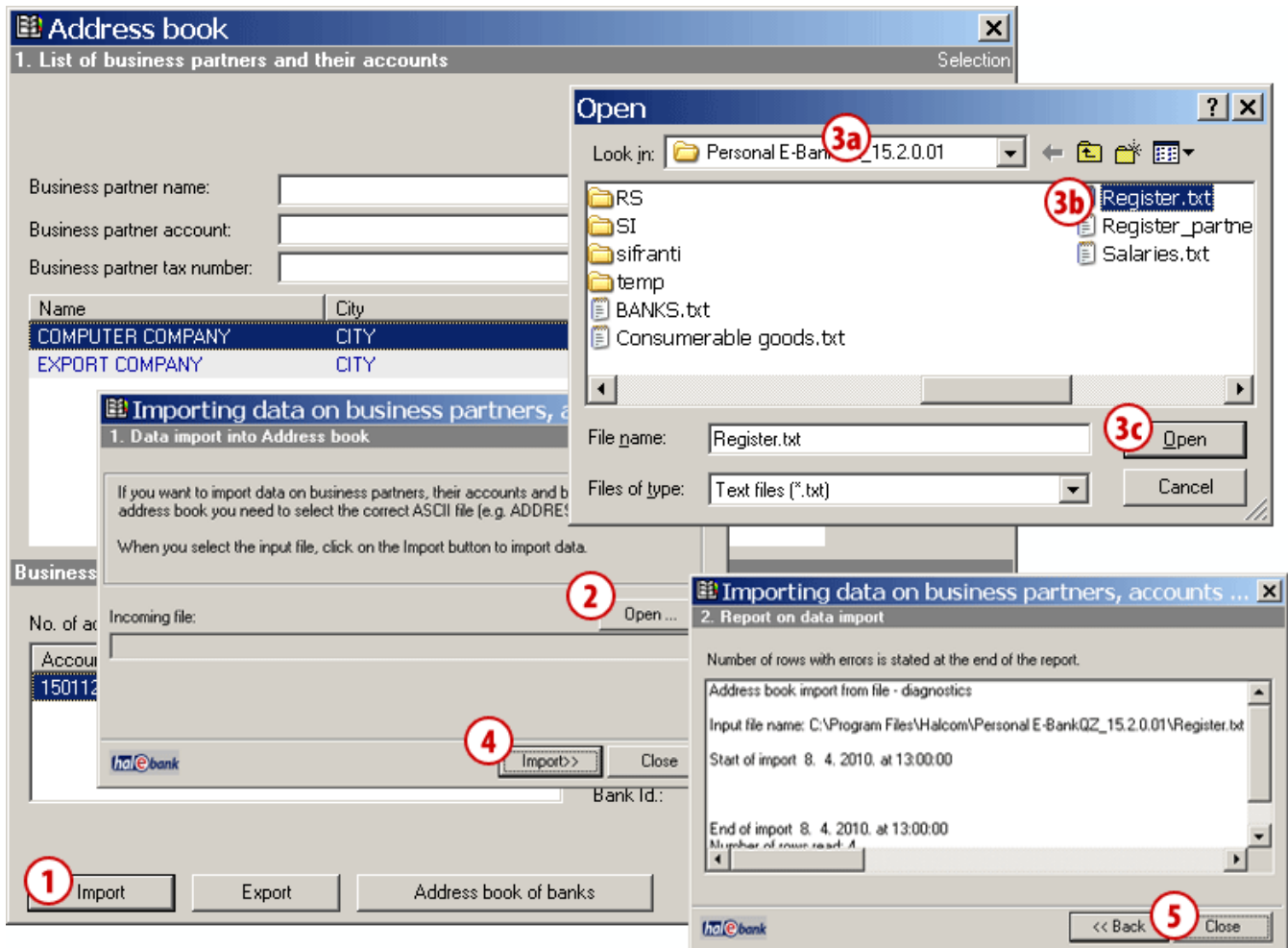
### Procedure of exporting data from address book



Open the address book using the menu selection Tools > Address book or by clicking the book icon on the toolbar.

- 1 Click the **Export** button.
- 2 A new window will open, where you specify the location (2a) and file name (2b), where the exported data will be saved.
- 3 Confirm the export by clicking the **Save** button.  
(If additional warnings show up, close them.)

## Procedure of importing data into address book



Open the address book using the menu selection Tools > Address book or by clicking the book icon on the toolbar.

- 1 Click the **Import** button.
- 2 A new window will open, where you click the **Open** button.
- 3 In the new window, select the location of file (3a) and file (3b), which you want to import. Then, click the **Open** button (3c).
- 4 Confirm import by clicking the **Import** button.
- 5 A new window will open, showing a report on successful import of address book from a file. Close the window by clicking the **Close** button. The data on new business partners and their accounts are saved in the address book.

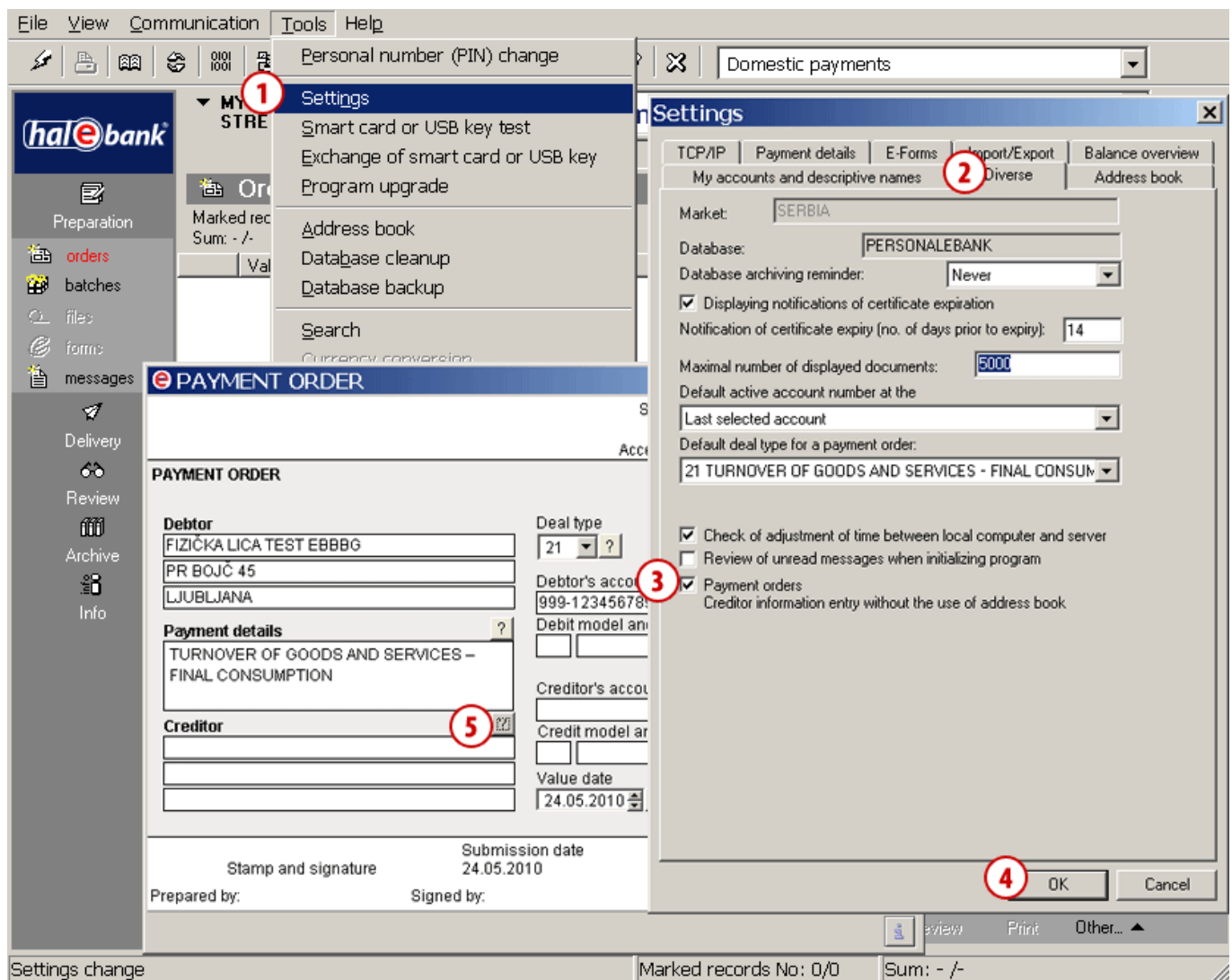
## Address Book Settings

You can set and adjust some functionalities of the address book according to your needs:

- Entry of business partner data without the use of address book (also in payment orders),
- Search in the address book by partial name, and
- Use of capital and small letters.

## Entering Business Partner's Data without Use of Address Book

Business partner data can be entered into the payment order without using the address book. If you only enter data into the payment order, they are not saved in the address book. When making a payment to the same business partner again, instead of using the address book you can duplicate the payment order from the archive or save the payment order as a template.



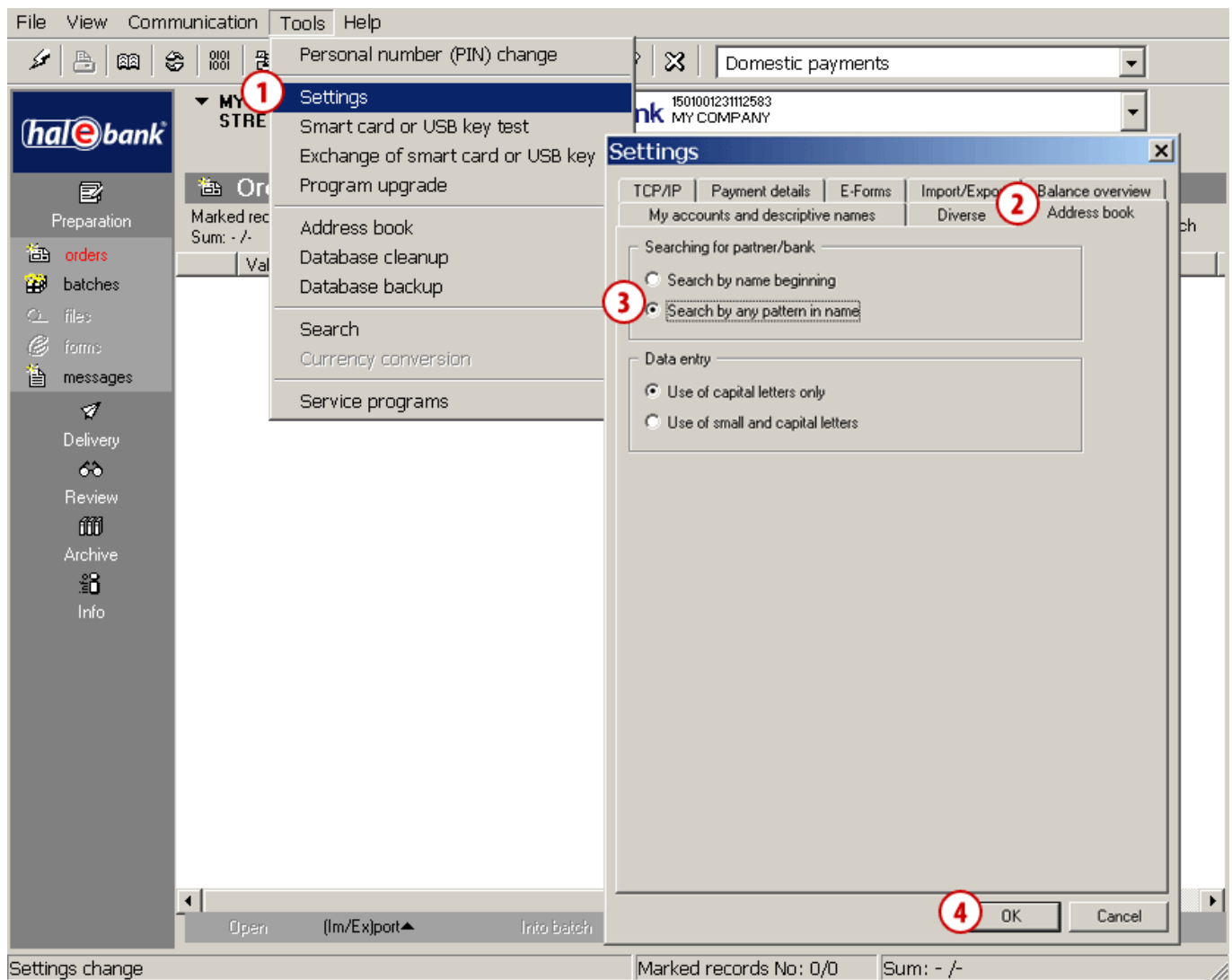
- 1 The entry of data without the use of address book can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Diverse** tab.
- 3 Select »Payment orders - Creditor information entry without the use of address book«.
- 4 Confirm the change.
- 5 When entering business partner data into the payment order, the address book doesn't open automatically. If you want to open the address book during the completion of a payment order, click the »?» button next to the »Name« field.

## Searching in Business Partners' Address Book by Partial Name

Search by the name of business partner or bank is possible by name beginning or by any pattern in the name.

An example: When search by any pattern in a name is activated, the result of search for »Lj« is also EBB Ljubljana, while in case of search by name beginning EBB Ljubljana is a result only for »EB...«.

The default setting is the search by name beginning.



- 1 The search by any pattern in name can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Address book** tab.
- 3 Select »**Search by any pattern in name**«.
- 4 Confirm the change.

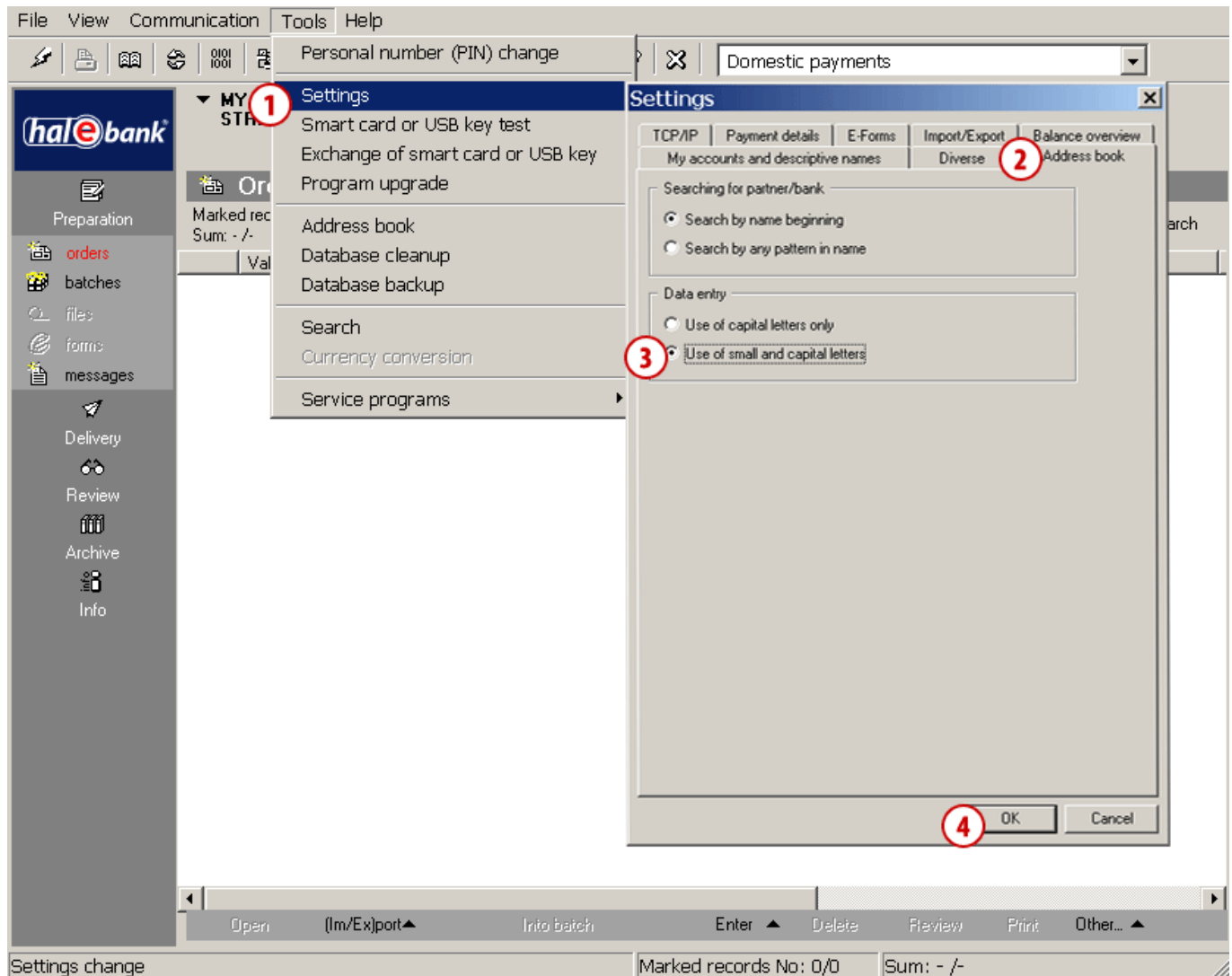
### TIP

*The search by the name beginning can be activated or deactivated also in the address book, by clicking the checkmark in the address book window in the upper middle part (Search by the name beginning).*



## Using Capital and Small Letters

Use of capital letters is set as a default option in the address book, while you can activate the use of capital and small letters in the settings.



- 1 The use of capital and small letters can be activated in the menu selection **Tools > Settings**.
- 2 In the »Settings« window, click the **Address book** tab.
- 3 Select »Use of small and capital letters«.
- 4 Confirm the change.