

HAL E-BANK MANUAL

REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS



Hal E-Bank version: 21.X.X.01

Content of Manual

The manual consists of several content sections. The current section is highlighted on the list. The manual's content sections are also available online at www.eng.halcom.si/support.

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. FILE EXCHANGE
10. E-INVOICES
11. SEPA DIRECT DEBIT
12. SDD REFUSALS AND MANDATES

Table of Contents

Reviewing Received and Sent Orders and Documents	4
Reviewing Received Documents and Notices	5
Account Balance.....	6
Adjusting Account Balance View	7
Transactions	9
Filtering and Searching Transaction Items	9
Working with Transaction Items	11
Standard Export of Transaction Items.....	12
Expanded Export of Transaction Items.....	12
Exporting refused SDD orders	14
Statements	15
Archive of Sent Orders and Batches	17
Filtering and Searching Archived Orders.....	18
Working with Sent Orders.....	20
Rejected Orders and Reason for Rejection.....	21
Archive of Batches	22

Reviewing Received and Sent Orders and Documents

In the **Review** folder (A), you access all the documents and information sent to the e-bank by your bank (balance, transactions, statements and notices), while in the **Archive** folder (B) you can access all the orders and documents, which you sent to the bank via the E-Bank.

The screenshot displays the Hal E-Bank software interface. The top menu includes File, View, Communication, Tools, and Help. The main window shows the account information for EBB LJUBLJANA D.D. with a balance of -34,836.00 EUR as of 07.12.2012. The interface is divided into several sections:

- Review (A):** This section contains summary statistics for current transactions, orders on waiting for today, and future dated orders.

1. CURRENT TRANSACTIONS	2. ORDERS ON WAITING FOR TODAY	3. FUTURE DATED ORDERS
- number of debits: 0	- number of orders/batches in the bank: 0	- number of orders/batches in the bank: 0
- sum of debits: =0,00	- sum of orders/batches in the bank: =0,00	- sum of orders/batches in the bank: =0,00
- number of credits: 1	- number of orders/batches in E-Bank: 0	- number of orders/batches in E-Bank: 0
- sum of credits: =15.200,00	- total amount of orders/batches in E-Bank: =0,00	- total amount of orders/batches in E-Bank: =0,00
- current balance: =50.036,00		
- date of the last data acquisition: 13.12.2012 09:32		
- Archive (B):** This section shows a table of transactions for the account HYPO ALPE-ADRIA-BANK.

Bank	Account	Currency	Current balance	Booked bala...	Current debits	Nt
HYPO ALPE-ADRIA-BANK	SI56 3300 0846 4...	EUR	50.036,00	34.836,00	0,00	
TOTAL FOR TN (...)			EUR	=50.036,00	=34.836,00	=0,00

The interface also includes a sidebar with navigation options like Preparation, Delivery, Review, balance, transactions, statements, notices, files, forms, Archive, and Info. The bottom status bar shows 'PREPARED ...', 'Marked records No: 1/1', and 'Sum: =50.036,00 EUR/=50.036,00 EUR'.

WARNING

*For users of Hal E-Bank/Personal, the data you access via the e-bank are saved locally on the computer where the electronic bank is installed, while for users of Hal E-Bank/Corporate the data are saved on the computer accessed by all e-bank users (a server). If in case of technical problems of a computer or server you lose data, the bank will be able to ensure you data only for a few recent months. Therefore, we recommend you regularly backup your data. For more information, please read the sections **Installation and Upgrading** and **Additional Tools and Settings**.*

Reviewing Received Documents and Notices


In the **Review** folder (A), you can review the following:

- Account balance,
- Transactions,
- Statements,
- Bank notices
(see the section *Bank notices and messages to bank*),
- Files
(see the section *File Exchange*),
- Forms
(see the section *File Exchange*).

The screenshot shows the 'hal ebank' software interface. The left sidebar contains a 'Review' folder marked with a red circle and the letter 'A'. The main window displays account information for 'EBB LJUBLJANA D.D.' and a table of transactions. The table has columns for Bank, Account, Currency, Current balance, Booked balance, and Current debits. The data shows a current balance of 50.036,00 EUR and a booked balance of 34.836,00 EUR.

Bank	Account	Currency	Current balance	Booked bala..	Current debits	Nu
HYPO ALPE-ADRIA-BANK	SI56 3300 0846 4...	EUR	50.036,00	34.836,00	0,00	
TOTAL FOR TN (...)			=50.036,00	=34.836,00	=0,00	

WARNING

You acquire all the data available in the **Review** folder when refreshing data (clicking the icon ). In order for the data to be as accurate as possible, we recommend that you refresh data prior to each review. By refreshing data, you will acquire all the latest data on balances and processed documents (transaction items, statements and notices).

Account Balance

In the folder **Review > Balance (A)**, basic data on booked **(B)** and current (interim) balance **(C)** is displayed as well as the number and the total sum of orders on waiting for today **(D)** and future dated orders **(E)**.

You can review current balance details (interim transactions) by clicking the **Transactions** command **(F)**. A window will appear with interim transaction items.

The screenshot shows the 'hal ebank' interface for EBB LJUBLJANA D.D. The main content area displays the following summary statistics:



- Booked balance:** =34.836,00 EUR
- Booked balance date:** 07.12.2012, 09:46:11
- 1. CURRENT TRANSACTIONS (D):**
 - number of debits: 0
 - sum of debits: =0,00
 - number of credits: 1
 - sum of credits: =15.200,00
- 2. ORDERS ON WAITING FOR TODAY (E):**
 - number of orders/batches in the bank: 0
 - sum of orders/batches in the bank: =0,00
 - number of orders/batches in E-Bank: 0
 - total amount of orders/batches in E-Bank: =0,00
- 3. FUTURE DATED ORDERS (E):**
 - number of orders/batches in the bank: 0
 - sum of orders/batches in the bank: =0,00
 - number of orders/batches in E-Bank: 0
 - total amount of orders/batches in E-Bank: =0,00
- Current balance (C):** =50.036,00
- date of the last data acquisition:** 13.12.2012 09:32

The table below shows the account details:

Bank	Account	Currency	Current balance	Booked bala...	Current debits	Number	Curre
HYPO ALPE-ADRIA-BANK	S156 3300 0846 4...	EUR	50.036,00	34.836,00	0,00	0	
TOTAL FOR TN (...)			EUR	=50.036,00	=34.836,00	=0,00	=

At the bottom of the interface, the **Transactions (F)** button is visible, along with a status bar showing 'Marked records No: 1/1' and 'Sum: =50.036,00 EUR/=50.036,00 EUR'.

WARNING

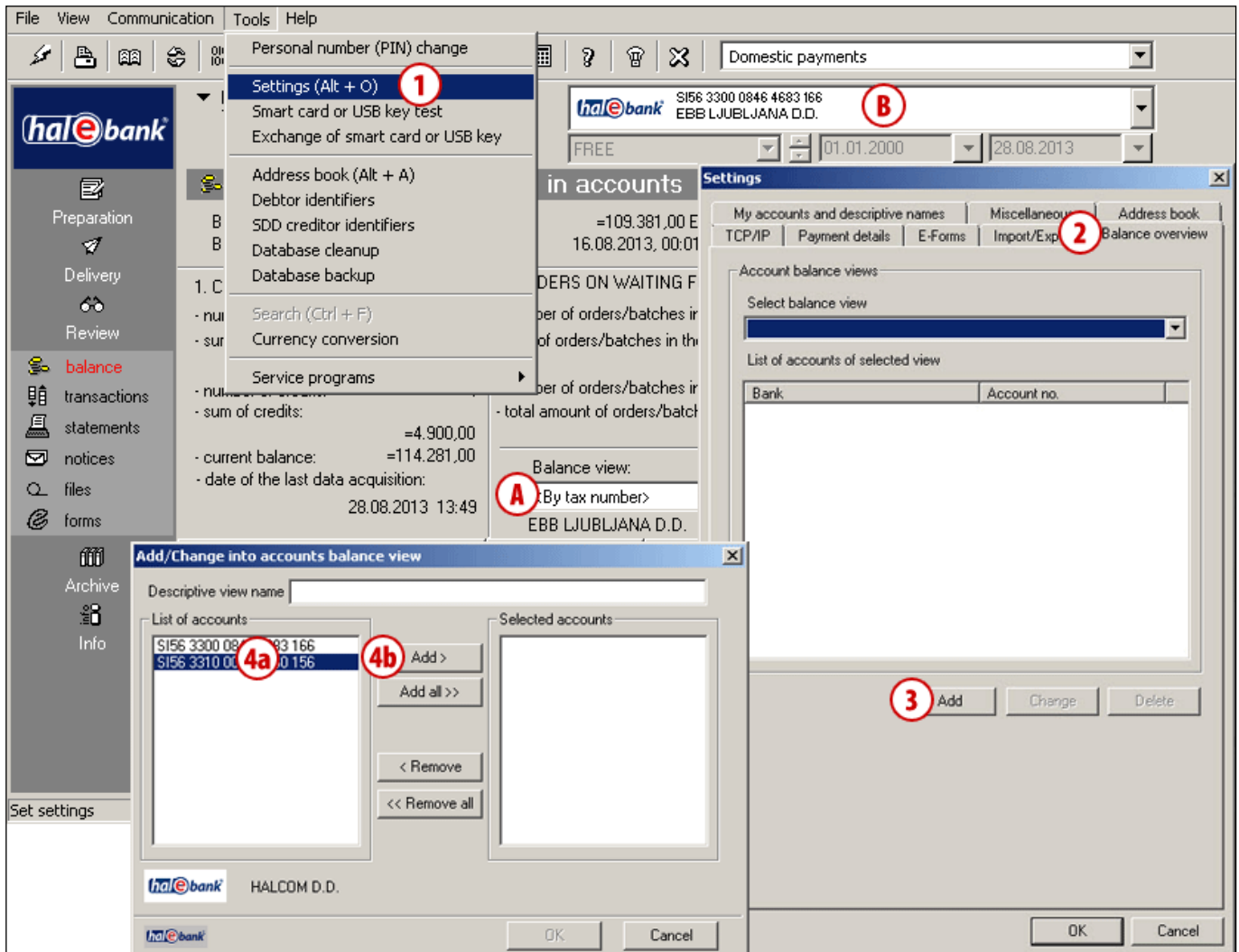
The current balance data is not calculated in the electronic bank, but you acquire it when refreshing data by clicking the icon , marked with an arrow  in the figure). Displayed balances are informative and depend on the data acquired from the bank during refreshing.

The time of the last refreshing and data acquisition is written in the e-bank below the current balance **(C)**, while the date and time of the last acquired booked balance is written below the displayed booked balance **(B)**.

Adjusting Account Balance View

In order to achieve better transparency when working with multiple accounts, you can adjust account balance view.

The default balance view is by tax number (A) - in the balance window, balance for all accounts of a specific company is displayed according to the selected account (B). However, you can adjust the balance view according to your preferences and in the view you can combine different accounts you are authorized for (regardless of tax number). For instance, you can adjust the view and review for a group of subsidiaries.



- 1 You can adjust the balance view in the menu selection **Tools > Settings (Alt + O)**.
- 2 Select the **Balance overview** tab.
- 3 Click the **Add** button.
- 4 A list of all the accounts you are authorized for will open. On the left side of the list, select the accounts (4a), for which you would like a shared review of balance, and click the **Add** button (4b). The selected accounts will move to the right side.

REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS

The screenshot shows the 'Balance and transactions in accounts' window. The main area displays account information for 'EBB LJUBLJANA D.D.' and a table of transactions. A dialog box titled 'Add/Change into accounts balance view' is open, showing a list of accounts and a 'Selected accounts' list. The dialog box has a 'Descriptive view name' field containing 'HAL' (marked with a red circle 5) and an 'OK' button (marked with a red circle 6). The 'Balance view' dropdown menu is set to '<By tax number>' (marked with a red circle 7).

Bank	Account	Currer
HYPO ALPE-ADRIA-BANK	S156 3300 0846 4...	EUR
TOTAL FOR TN (... EUR		

- 5 In the **Descriptive view name** field, enter the name for a group of accounts which you selected.
- 6 Confirm the entry by clicking **OK**.
- 7 Select the balance view for a new group in the drop-down menu **Balance view**.

Transactions


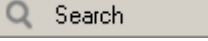
For all changes of account balance, the bank prepares transaction items which can be inflows, outflows, rejected orders, inflows cancellation, outflows cancellation and cancelled orders.

In the folder **Review > Transactions (A)**, a list of transaction items corresponding to the selected time period will open **(B)** (see tip).



Filtering and Searching Transaction Items

You can simplify the search of a specific transaction item by sorting them by columns (click on the column name) **(C)**. If there are too many transaction items, you can help yourself by filtering, which limits the displayed data values.

The screenshot shows the 'Transactions' review window in the hal ebank application. The main window displays a table of transactions with columns for 'Booki...', 'Value/pay...', and 'Debit ar...'. A search dialog box titled 'Searching through active map documents' is open, allowing users to filter transactions based on various criteria like 'Debit account no.', 'Currency code', 'Booking date', and 'Value/payment date'. The search dialog has a 'Search' button (3) and a 'Cancel' button. The main window also has a search bar (1b) and a search icon (1) in the toolbar. The left sidebar shows the 'transactions' folder (A) selected. The date range (B) is set from 01.01.2000 to 28.08.2013. The current balance is shown as =114.281,00 EUR.

- 1 Turn the search on by clicking  on the toolbar, by clicking the button  or by using the command **Ctrl + F**.
- 2 A new window will open, where you enter the criteria by which you want to search transaction items.
- 3 Turn the search on by clicking the **Search** button. The displayed transaction items correspond to the criteria as defined in step 2.

TIP

In order to have displayed data updated, we recommend that you refresh them prior to each review (click the  icon, marked with arrow  in the Figure). Also, check the time period for which the transaction items are displayed (B).

REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS

File View Communication Tools Help

Domestic payments

hal ebank

EBB LJUBLJANA D.D.
TRŽAŠKA 118 1000 LJUBLJANA

SIB6 3300 0846 4683 166
EBB LJUBLJANA D.D.

FREE

01.01.2000

28.08.2013

4a

Transactions

Current balance on day 23.08.2013 at 00:01:13 hour: =114.281,00 EUR

Marked records No: 0/1
Sum: - / =2.500,00 EUR

4b Show all

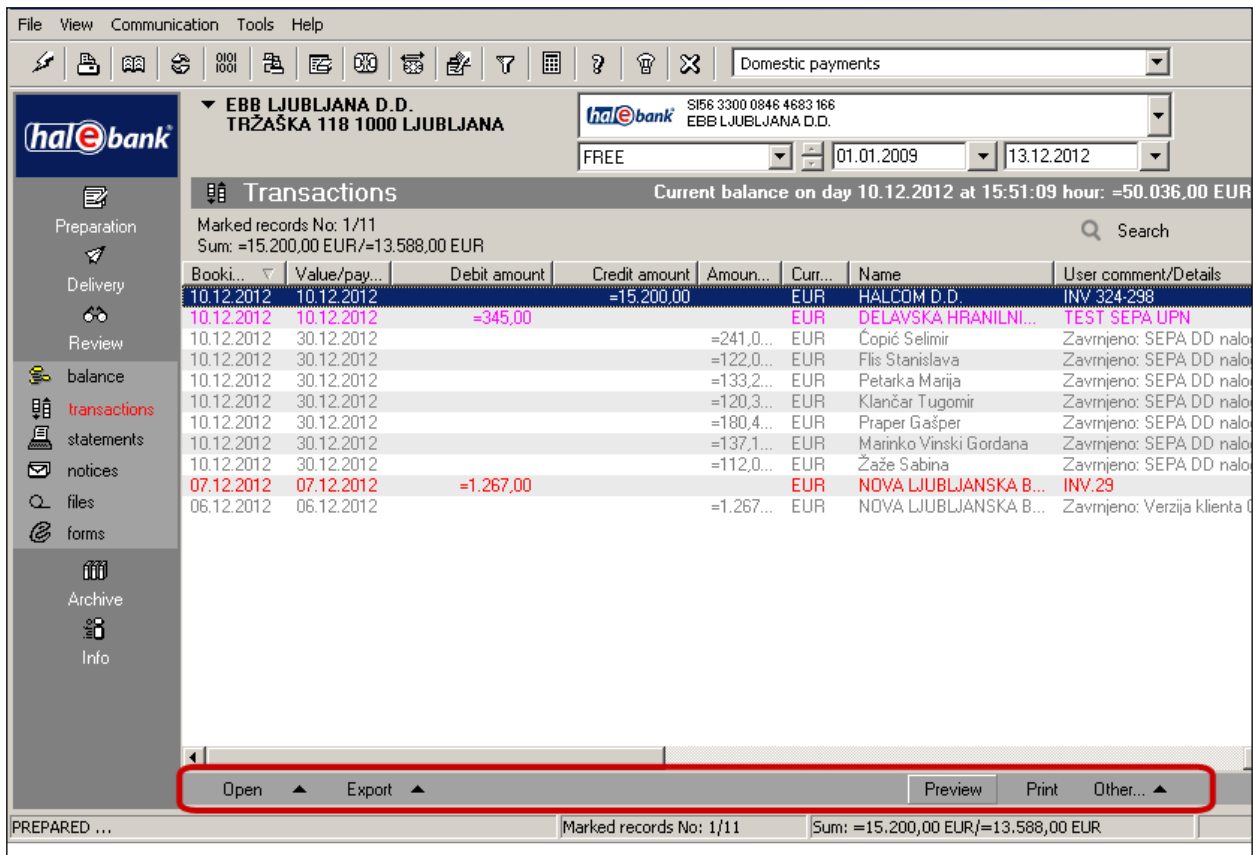
Booki...	Value/pay...	Debit amount	Credit amount	Amoun...	Curr...	Name	User comment/Details
14.08.2013	14.08.2013		=2.500,00		EUR	HYPO ALPE-ADRIA-BA...	OBROK 8

Open Export Preview Print Other...

- 4 The transaction items shall remain filtered until the search is turned off by clicking the  icon (4a) or by clicking the button  (4b).

Working with Transaction Items

Each transaction item can be opened and its details can be printed, exported or related to the order, to which it refers (if the item is related to a payment made through the E-Bank).



Opening transaction items (by double-clicking a transaction item, using the **Open** command > **Open** or by using the command **Ctrl + O**).

The transaction item details are displayed in the form. They can also be printed.

Reference (the command **Open** > **Reference**)

If the transaction item refers to a payment made through the e-bank, you open the order to which a transaction item refers.

Exporting transaction items¹

Transaction items can be exported into a file, which is then imported into other programs (for instance, accounting ones). Transaction items can be exported in a standard manner, while with expanded export you can define some of the export parameters on your own (see tip).

Printing transaction items (the **Print** command or the command **Ctrl + P**)

Multiple transaction items can be marked at the same time and printed in the form of a statement (see tip).

Other

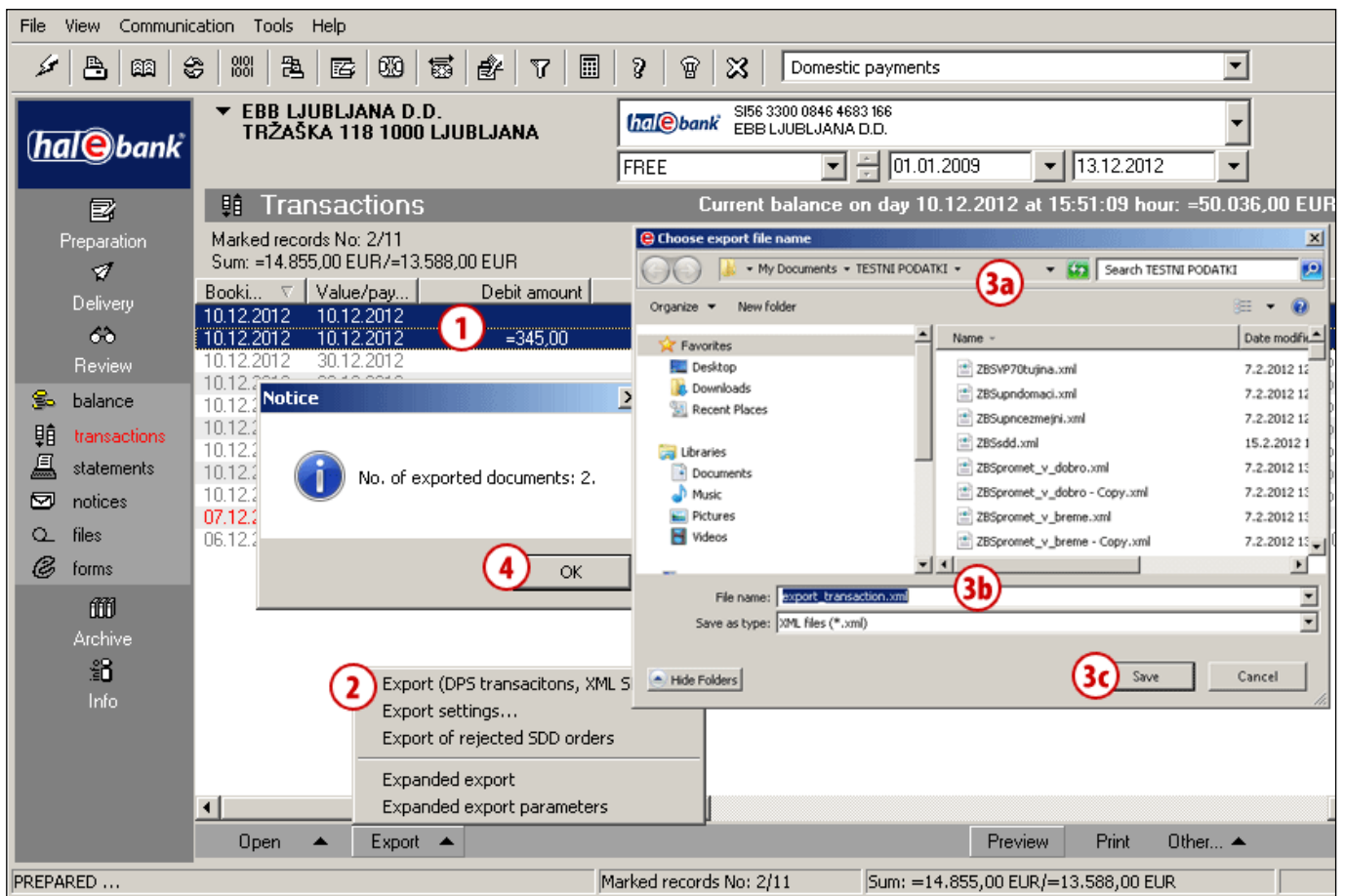
A comment can be added to an order, payment confirmation as well as the list of rejected/cancelled orders can be reviewed and printed.

TIP

*How to select multiple transaction items? While pressing **CTRL** on the keyboard (for individual selection) or **SHIFT** (for a group), select transaction items by using left mouse key. The selected items are highlighted.*

¹ You can find more information on import and export formats at the following web site: www.eng.halcom.si/support

Standard Export of Transaction Items



- 1 Mark the transaction item you want to export. Multiple items can be marked (see tip).
- 2 Click **Export > Export**.
- 3 In the window which opens, specify a location (3a) and file name (3b) where you want the exported data to be saved and save the data (3c).
- 4 Confirm the notification on the number of exported transaction items and the export is completed.

TIP

How to select multiple transaction items? While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select transaction items by using left mouse key. The selected items are highlighted

Expanded Export of Transaction Items

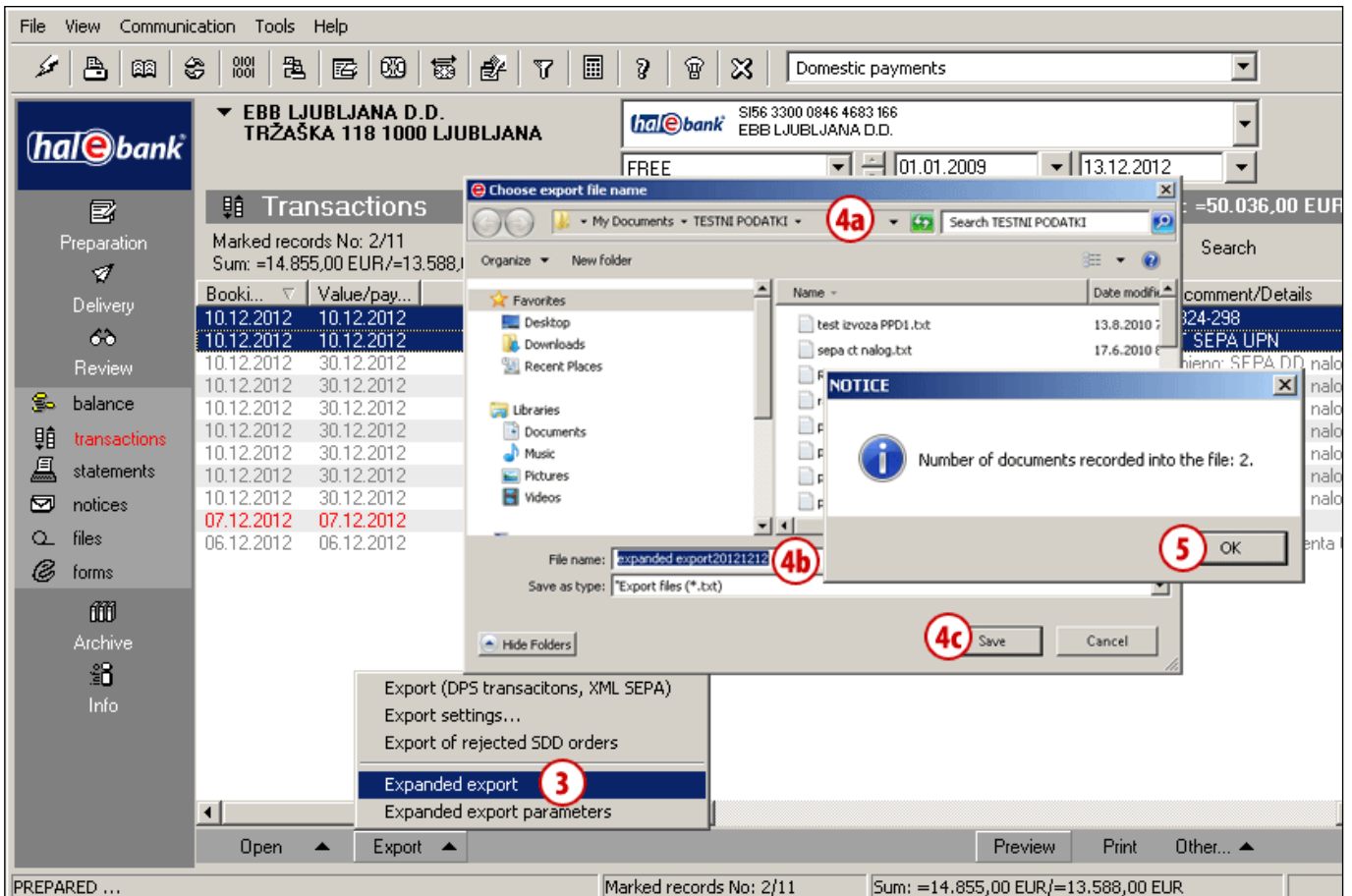
The screenshot shows the 'Transactions' page in the hal ebank interface. A table of transactions is displayed with columns for 'Booki...', 'Value/pay...', 'Debit amount', and 'Credit...'. A red circle '1' highlights a transaction on 23.08.2013 with a debit amount of -35.01. A context menu is open over this transaction, with 'Expanded export parameters' selected, indicated by a red circle '2a'. The 'Expanded export parameters' dialog box is open, showing various options for export. A red circle '2b' highlights the 'Debit amount' checkbox. A red circle '2c' highlights the 'Data delimiter' field, which is set to '#'. A red circle '2d' highlights the 'Save' button at the bottom right of the dialog box.

Booki...	Value/pay...	Debit amount	Credit...
23.08.2013	23.08.2013	=35.01	=1.
23.08.2013	23.08.2013		=1.
23.08.2013	23.08.2013		=1.
23.08.2013	23.08.2013		=1.
16.08.2013	16.08.2013		=3.
14.08.2013	14.08.2013		=2.
14.08.2013	14.08.2013		=1.
14.08.2013	14.08.2013		=1.
14.08.2013	14.08.2013		=1.
14.08.2013	14.08.2013		=1.
13.08.2013	13.08.2013		=1.
13.08.2013	13.08.2013	=1.111,00	
13.08.2013	13.08.2013		=1.
13.08.2013	13.08.2013	=1.501,00	
13.08.2013	13.08.2013		=1.
13.08.2013	13.08.2013		
13.08.2013	13.08.2013		

- 1 Mark the transaction item you want to export. Multiple items can be marked (see tip).
- 2 If you want to change the parameters which exported transaction items should contain, click the **Export > Expanded export parameters (2a)**. A new window will open, where you can mark various parameters (2b), which exported transaction items should contain. In the **Data delimiter field (2c)**, from the drop-down menu you can select a data delimiter which enables you to create a data format for simple import of data in any other application or spreadsheet. Confirm the selected parameters by clicking **Save (2d)**. The expanded export parameters settings will remain saved, so that parameters should not be set at each expanded export (if you don't want to change them).

Continued on next page ...

TIP
How to select multiple transaction items? While pressing **CTRL** on the keyboard (for individual selection) or **SHIFT** (for a group), select transaction items by using left mouse key. The selected items are highlighted.



- 3 Continue the expanded export by clicking the command **Export > Expanded export**.
- 4 In the new window, select the location (4a) and file name (4b), where the exported data should be saved. Save the data (4c).
- 5 The selected transaction items are exported into the selected file. Confirm the notification on number of exported transaction items and the export is completed.

Exporting refused SDD orders

From the folder **Review > Transactions**, it is possible to export refused SDD orders (SDD orders, which have not been executed or were refused and do not represent transactions).

You can find out more about the export of refused SDD orders in the section of the Manual on Sepa direct debit.

Statements

The statements are intended to display booked balance and are sent by the bank for each account and currency separately.

In the folder **Review > Statements (A)**, a list of statements will open corresponding to the selected time period **(B)**. Each statement can be printed, while its general data can be opened and exported **(C)**.

File View Communication Tools Help

Domestic payments

hal e bank

EBB LJUBLJANA D.D.
TRZAŠKA 118 1000 LJUBLJANA

ljal e bank SI56 3300 0846 4693 166
EBB LJUBLJANA D.D.

FREE 01.01.2009 13.12.2012

Statements Current balance on day 10.12.2012 at 15:51:09 hour: =50.036,00 E

Marked records No: 1/2
Sum: - /-

	Statement no.	Statement ...	Curre...	Opening bal..	No. of debit orders	Total in debit	No. of credit o
	1069	10.12.2012	EUR	1.000,00	0	0,00	
	9371	07.12.2012	EUR	1.000,00	1	1.267,00	

Open Export Preview Print Other...

Opening statement

By double-clicking the statement, using the command **Open > General data** or by using the command **Ctrl + O**, you open the selected statement's general data. By using the command **Open > Details**, you open the statement's details. In a detailed statement display, you can sort the displayed statements by clicking the column title and you can simplify the search and adjust the display to your own needs. The statements prepared in such a way can also be printed.


Exporting statements¹

Statements can be exported into a file, which is then imported into other programs (for instance, accounting ones). Statements can be exported in a standard manner, while with expanded export you can define the export parameters on your own. The procedure for standard and expanded export is the same as for exporting transaction items and is described on [pages 11 and 13](#).

¹ You can find more information on import and export formats at the following web site: www.eng.halcom.si/support

Statement review (the **Review** command)

With the selected command, the statement will be displayed in the printing format. Multiple statements can be marked (see tip).

The reviewed statements are marked with the icon .

Printing statement (the **Print** command or the command **Ctrl + P**)

Multiple statements can be marked at the same time and printed out (see tip).

The printed statements are marked with the icon .

Updating the Business Partners' Address Book (the command **Other**)

Based on the transaction items in the statement, you can use the command to update the Business Partners' Address Book. The step-by-step instructions for the update are described in the manual Address Book.

Sending statement (the command **Other**)

You can send the selected statement directly from your e-bank to the selected e-mail address. Simply select the statement, click the **Other > Send via e-mail** command and a new e-mail will open in your program for sending e-mail with the statement that you have selected attached to it.

Save statement in pdf format (the command **Other**)

The statement can be saved in the pdf format. Select the statement, click the **Other > Save as PDF command**, select the location to which you wish to save the statement and save it. A notification on the location of the saved file is displayed. Close it.

TIP

How to select multiple statements?

While pressing CTRL on the keyboard (for individual selection) or SHIFT (for a group), select statements by using left mouse key. The selected statements are highlighted.

Archive of Sent Orders and Batches

In the **Archive** folder (A), you can access all the documents and messages, which you sent to the bank via the e-bank (orders, batches, SDD orders...). You can also restrict the time period for which you want to review the sent documents (B).

The screenshot shows the hal ebank interface. The main content area displays the 'Orders archive' section with the following data:

Marked records No: 0/4
Sum: - / =18.079,00 EUR

	Value/paym...	Credit	Amount	Curre...	Payment details	Status
N	10.12.2012	DELAVSKA HRANILNICA D.D. LJUBLJANA	=345,00	EUR	TEST SEPA UPN	BOOKED
	10.12.2012	HALCOM D.D.	=15.200,00	EUR	INV 324-298	BOOKED
	07.12.2012	NOVA LJUBLJANSKA BANKA D.D.	=1.267,00	EUR	INV.29	BOOKED
	06.12.2012	NOVA LJUBLJANSKA BANKA D.D.	=1.267,00	EUR	INV.29	REJECTED

The sidebar on the left contains the following navigation options: Preparation, Delivery, Review, Archive, orders (A), batches, SDD orders, SDD batches, files, forms, messages, and Info. The 'orders' folder is highlighted with a red circle 'A'. The top right area shows a dropdown menu with 'FREE' selected, highlighted with a red circle 'B'. The status bar at the bottom displays 'PREPARED ...', 'Marked records No: 0/4', and 'Sum: - / =18.079,00 EUR'.

Archive of Orders

In the folder **Archive > Orders (A)**, all the orders are displayed, which you sent to the bank in the selected time period **(B)**.


Filtering and Searching Archived Orders

You can simplify the search of archived orders by sorting by columns (click the column title) **(C)**. If there are too many orders, you can filter them. In this way, you limit the displayed data value.

The screenshot shows the 'hal@bank' software interface. The main window is titled 'Orders archive' and displays a table of records. The table has columns for 'Value/paym...' and 'Credit'. The records are as follows:

Value/paym...	Credit
N 10.12.2012	DELAVSKA HRANILNICA
10.12.2012	HALCOM D.D.
07.12.2012	NOVA LJUBLJANSKA BA
06.12.2012	NOVA LJUBLJANSKA BA

The search dialog box is open, showing search parameters. The search button is highlighted with a red circle (3).

- 1 Turn the search on by clicking the icon  on the toolbar **(1a)**, by clicking the **Search** button **(1b)** or by using the command **Ctrl + F**.
- 2 A new window will open, where you enter the criteria for searching through orders.
- 3 Turn the search on by clicking the **Search** button. The displayed orders correspond to the criteria defined in the step 2.

Continued on next page ...

REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS

File View Communication Tools Help

Domestic payments

hal ebank

EBB LJUBLJANA D.D.
TRŽAŠKA 118 1000 LJUBLJANA

SI56 3300 0846 4683 166
EBB LJUBLJANA D.D.

FREE 01.01.2009 13.12.2012

4

Orders archive



Marked records No: 0/1
Sum: - /=-345,00 EUR

Show all

	Value/paym...	Credit	Amount	Curre...	Payment details	Status
N	10.12.2012	DELAVSKA HRANILNICA D.D. LJUBLJANA	=345,00	EUR	TEST SEPA UPN	BOOKED

Open Export Duplicate Cancellation Delete Preview Print

PREPARED ... Marked records No: 0/1 Sum: - /=-345,00 EUR

- 4 The orders will remain filtered as long as the search is not turned off by clicking the  icon (4a) or by clicking the  button (4b).

Working with Sent Orders

Orders in the folder **Archive > Orders (A)** can be reviewed, exported, duplicated, cancelled, deleted and printed.

The screenshot shows the 'Orders archive' window in the halebank software. The window title is 'EBB LJUBLJANA D.D. TRŽAŠKA 118 1000 LJUBLJANA'. The interface includes a menu bar (File, View, Communication, Tools, Help), a toolbar, and a sidebar with navigation options like Preparation, Delivery, Review, Archive, orders (A), batches, SDD orders, SDD batches, files, forms, messages, and Info. The main area displays a table of orders with the following data:

	Value/paym...	Credit	Amount	Curre...	Payment details	Status
N	10.12.2012	DELAVSKA HRANILNICA D.D. LJUBLJANA	=345,00	EUR	TEST SEPA UPN	BOOKED
	10.12.2012	HALCOM D.D.	=15.200,00	EUR	INV 324-298	BOOKED
	07.12.2012	NOVA LJUBLJANSKA BANKA D.D.	=1.267,00	EUR	INV 29	BOOKED
	06.12.2012	NOVA LJUBLJANSKA BANKA D.D.	=1.267,00	EUR	INV 29	REJECTED

At the bottom of the window, a red box highlights the following buttons: Open, Export, Duplicate, Cancellation, Delete, Preview, and Print.

Open (the command **Open > Open** or the command **Ctrl + O**)

By using the command or by double-clicking, you open a payment order.

Order reference (the command **Open > Reference**)

With a reference, you open the batch in which the order was sent to the bank. In a window that opens, batch details as well as signers are visible.

Exporting order (the command **Export > Export**)

Archived orders can be exported into a file, which is then imported into other programs (e.g., accounting ones). The order export procedure is the same as the standard export of transaction items, which is described on [page 11](#). You can also export orders from the archive into order templates (the command **Export > Export templates**) (see tip).

Duplicating orders (the **Duplicate** command)

With the selected command, an archived order is transferred into the folder **Preparation > Orders**. In this way, you avoid entering the data again for a new payment to the same creditor.

Order cancellation (the **Cancellation** command)

Request for cancellation can be sent only for orders having the »SENT« status and which have not yet been processed in the bank. Upon sent request for cancellation, the status of selected order changes to »IN CANCELLATION« and then in case of successful cancellation into »CANCELLED«.

Deleting orders (the **Delete** command or the command **Alt + D**)

Only the orders which are finally processed from the bank's point of view can be deleted. These are the orders with the »BOOKED« status and are already paid, or orders having the status »REJECTED« or »CANCELLED«, which will not be paid.

WARNING

*By using the **Delete** command, the order is only deleted from the list in your archive, but it is not cancelled!*

TIP

You can find more information on import and export formats at the following web site:

wwweng.halcom.si/support

Rejected Orders and Reason for Rejection

If an order in the Archive folder has the »REJECTED« status, it means that the bank has already processed the order, but the payment was not and will not be made.

The reason for rejection is written in the rejected transaction item.

The screenshot shows the halébank software interface. On the left, a sidebar contains navigation options: Preparation, Delivery, Review, balance, transactions (1), statements, notices, files, forms, Archive, and Info. The main window displays a list of transactions for EBB LJUBLJANA D.D. The 'transactions' folder is selected, and a transaction from 13.08.2013 is highlighted in grey (2a). A context menu is open over this transaction, showing 'Open (Ctrl + O)' (2b) and 'Reference'. The detailed view of the rejected transaction is shown on the right, with the 'Additional data' field circled (3), containing the text: 'Nalog - zamjenj - Znesek SEPA naloga (ID=1AG5X82AJ188EEFQ) =1.500.000,00 EUR presega mejni znesek 50000 EUR'.

Booki...	Value/pay...	Debit amount
23.08.2013	23.08.2013	
23.08.2013	23.08.2013	=35,01
23.08.2013	23.08.2013	
23.08.2013	23.08.2013	
13.08.2013	16.08.2013	
14.08.2013	14.08.2013	
14.08.2013	14.08.2013	
14.08.2013	14.08.2013	
14.08.2013	14.08.2013	
14.08.2013	14.08.2013	
13.08.2013	13.08.2013	=1.111,00
13.08.2013	13.08.2013	
13.08.2013	13.08.2013	=1.501,00
13.08.2013	13.08.2013	
13.08.2013	13.08.2013	

- 1 The rejected transaction item is written in the folder **Review > Transactions** in grey color.
- 2 Select the rejected transaction item (2a) and open it (2b).
- 3 The reason for order rejection can be read in the bottom row of the form.

Archive of Batches

In the folder **Archive > Batches (A)**, all the batches are saved, which you sent to the bank via the e-bank in the selected time period **(B)**. All unbound batches are also saved.

All the batches can be opened (the **Open** command), deleted (the **Delete** command), more detailed information can be reviewed (orders in the batch, batch signers, and payment date), printed (the **Print** command).

The screenshot shows the hal ebank software interface. The main window displays the 'Batches archive' with a table of documents. A red circle '1' highlights the 'DPS Payment or...' row. A red circle '2' highlights the 'Open' button at the bottom. A red circle '3' highlights the 'List of orders in batch' button in the 'Batch opening' window. A red circle '4' highlights the 'Close' button in the 'Batch opening / Batch payment orders' window. A red circle '5' highlights the 'Close' button in the 'Included orders' window. The interface also shows the bank name 'hal ebank', account details, and a date range from 01.01.2009 to 14.12.2012.

Documents type	Number of docu...
DPS Payment or...	1
DPS Payment or...	1
DPS Payment or...	2
DPS Payment or...	1
DPS Payment or...	1
DPS Payment or...	1
DPS Payment or...	1

Value/payment	Document ty...	Credit	Amount	Currency	Payment details	S
14.12.2012	UPN/SEPA PA...	HALCOM D.D.	+5.200,00	EUR	INV. 405	B
14.12.2012	UPN/SEPA PA...	HALCOM D.D.	+9.999,00	EUR	INV. 99	B

- 1 Select the batch you want to verify details for.
- 2 Double-click the batch, click the command **Open** or open the batch using the command **Ctrl + O**.
- 3 A window will open with batch details and batch signers.
By clicking the **List of orders in the batch** command, you open a list of orders included into a selected batch. If you have chosen the batch MP SEPA - closed, this command is not available.
- 4 Close the window containing a list of orders in the batch by clicking the **Close** button.
- 5 Close the window containing batch details by clicking the **Close** button.