

Export

in GOonline Biznes



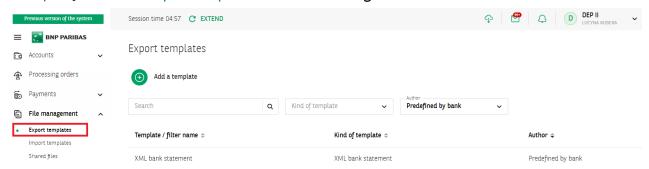
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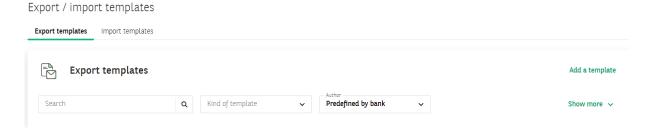


1. Defining export template - new template

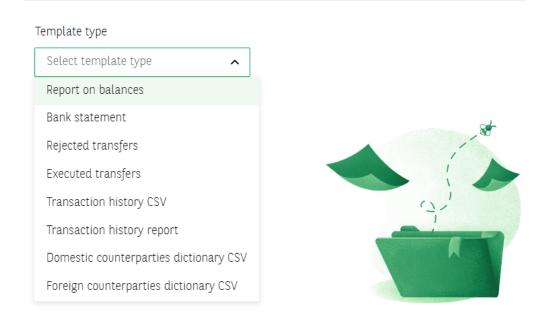
To export files, select **Export templates** in the **File management** module.



On the list of templates click on Add a template.



Add an export template



Select template type

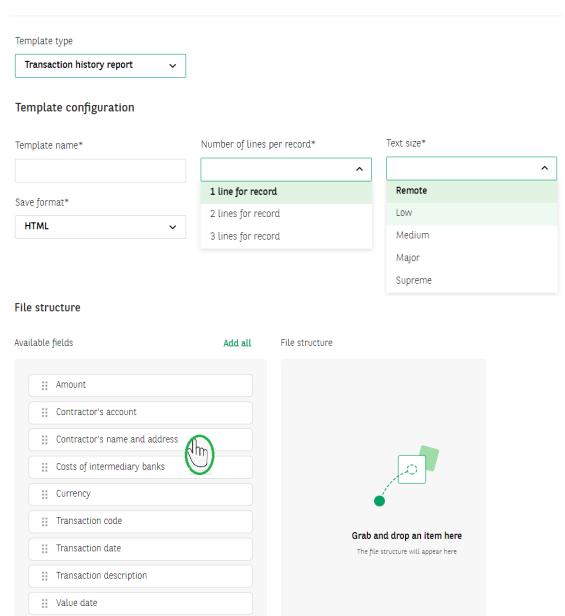
To define the file structure

Defining export templates consists in:



- selecting template type the next part of the form (on change) will be displayed after you have selected template type;
- specifying template name mandatory field;
- determining the format: HTML or Pfd;
- selecting the number of lines per record (available options: 1 line, 2 lines or 3 lines per record);
- selecting text size (from small to large);
- selecting or grabbing and dropping selected or all fields for the file structure.

Add an export template



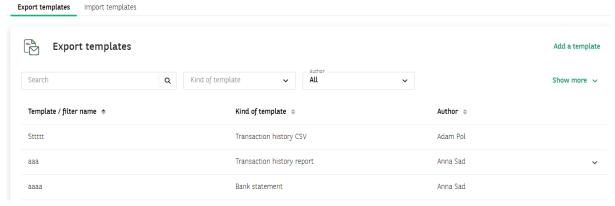
When defining a new export template, you will see a list with the names of fields available for a given template type on the screen. To define your own file structure, move all or the selected fields to the right to the **File structure** column. Their order on the list is the same as the order of the lines in the file.

To change the order of the fields hold a given field and move it up or down.



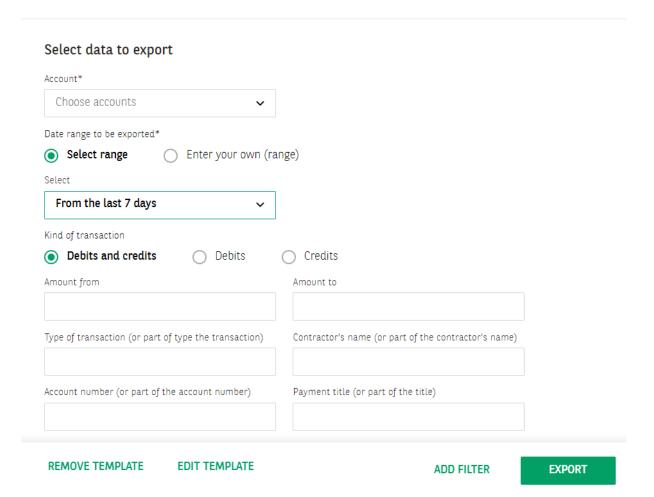
The saved template is available on the templates list.

Export / import templates



The next step is to click on template name or type and start defining filters for a given template.

aaa



After you have selected or marked the selected fields, click on **EXPORT**.

To define your own settings for a given template you can add a filter by clicking on ADD FILTER.

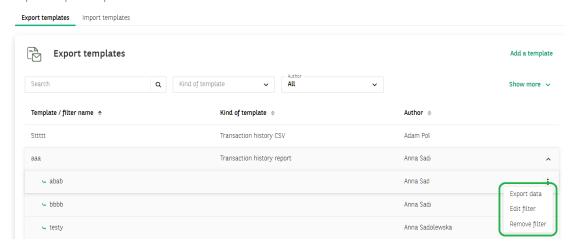




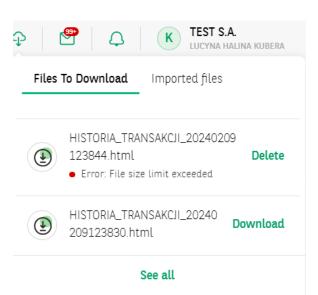
The saved filter will be available on the templates list with the icon filter name.

Adding a filter is necessary, among others, for an export with the use of GOconnect Biznes.

Export / import templates



Exported files are available after selecting the icon



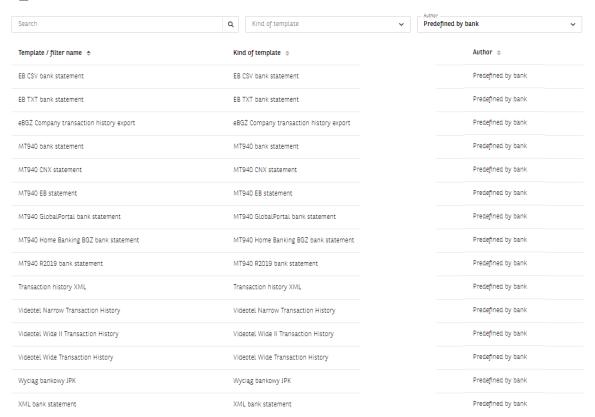
2. Predefined export templates

To import orders, you have to choose a template from the list of available templates.



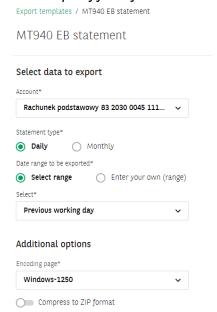
List of predefined import templates:





Depending on the selected template, the list includes names of the fields available for a given template type.

An example of fields for a bank statement



In the field **Additional options** select the file code page (the available code pages are: Windows-1250, ISO-8859-2, CP 852, ANSI – without Polish characters, UTF-8, UTF-8 with BOM);

The switch



will allow you to compress the file to ZIP format.

3. Export - CNX MT940 Statement

Clicking on the name of the template will take you to the format that allows to:

- selecting accounts for which statements will be exported;
- determining the date range of the generated statement;
- selecting the option to hide transactions related to automated overnight deposits;
- code page selection (available variants: Windows-1250, ISO-8859-2, CP 852, ANSI, UTF-8);
- selecting the compression option of the generated file to the zip format.

Note: export for the pre-defined CNX MT940 Statement will be possible only if the user has the rights to:

- 1. performing export in accordance with the currently held authorizations;
- 2. performing export from a given account, from template or filter details, if the user has the right to view the given account (or higher permissions);
- 3. Bank Statement form in the case of lack of authorization during the export attempt, the message "Attention! No entitlement to the statement" will be displayed.

Description of the export template CNX MT940 Statement

Format	Description
non-revolving	only digits
and	only letters
С	alphanumeric characters
Х	any alphanumeric characters including commas, spaces, etc.
Necessity status	M - mandatory field, O - optional field, C - conditional field
d	amount with a comma as a decimal separator

Example:

2n - up to two digits;

3!a - always 3 letters;

4*35x - max. 4 lines, each up to 35 characters.

Tag	Field length	M/O	Block description	
Header	57x	М	The header is the same for all MT940 statements, i.e. it has the value:	
			1/ F01BNPAPLPXAXXX0000000000, 2/ I940BNPAFRPPAXXXU3003	
:20:	13 a	М	field always filled with text TELEREPORTING	
Exa	ample	:20:TELEREPORTING		
:21:	13 a	M	field always filled with text TELEREPORTING	
Exa	ample	:21:TELERE	PORTING	
:25:	34x	М	account number from which the statement is generated (presented	
			in IBAN format)	
Exa	ample	:25:PL07160011980002002214741011		
:28C:	3!n/4!n/3!a	М	Statement number: 3 digits/year/BPL	
Exa	ample	28C:036/2009/BPL		
		М	The initial balance of the account may be a credit or debit balance.	
			In the case of zero value, the balance presented as credit (e.g.	
			:60F:C080506EUR0,00)	
	1!a	M	C – credit balance, D – debit balance	
	6!n	M	osting date presented in YYMMDD format	
3!a M curr		М	currency code ISO 4217, e.g. EUR	
		М	Amount with a comma as a decimal separator. Format:	
			00000000000,00 (with no leading zeros), e.g. 333.33.	
Exa	ample	:60F:C0805	80506EUR1211771,46	
:61: O field with transaction details		field with transaction details		

	6!n	М	Value date in YYMMDD format (if there is no value date, then insert posting date).		
	4!n	0	posting date in MMDD format		
	1a or 2a	М	C – credit, RC – credit conta entry, D – debit, RD – debit contra entry		
15n		М	Amount with a comma as a decimal separator, e.g. 771,68 (with no leading zeros).		
1!a		М	Fixed value N		
	3!a	М	Accounting code according to the SWIFT standard – value from transaction code dictionary in KAS (e.g. COM, MSC, STO).		
	16x	M	Bank reference – 1 to 16 alphanumeric characters. Referen number e.g. CENT91026H003424. If there is no reference "NONREF" is inserted.		
	16x	М	After "//" sign there are Bank references, e.g. CENT91026H003424. If there is no references, "NONREF" is inserted.		
	35x	М	Short name of the contractor from the contractor database in BP. If there is no short name, the line is completely omitted.		
Ex	ample	61:0805060 GINCZELEW	0506D5,81NCOM CENT91026H003424// CENT91026H003424		
:86:	6*65x	0	Payment details. Each value field starts a fixed text (code word, e.g.: "/TYPE/") according to the following data. If the values are empty, then for the required fields code words are presented and the values are empty, while for optional fields code words and values are omitted. Subsequent values separated by a slash "/".		
TYPE		М	/TYPE/ - after this fixed value the type of transaction is presented		
/ORDP/		M for	Contractor name beginning with "/ORDP/" text, presented		
RP Petrol/		incoming, O for	before value of that field – it is beneficiary name in the case of incoming transfers, or beginning with "/BENM/" text presented		
		outcoming	before value of that field – it is beneficiary name in the case of outcoming transfers. Example: /ORDP/PIR POCZTA POLSKA WPL+/ – for incoming, or		
ACC		0	/BENM/NARODOWY BANK POLSKI/ – for outcoming. Beneficiary's account number in IBAN format. A constant		
ACC			/ACC/ value is inserted before the account number, both for incoming and outgoing transfers, e.g. /INFO/PL68160011270003012206975001		
/OCMT/		0	After fixed text /OCMT/ currency code is inserted – always EUR, e.g. /OCMT/EUR		
/EXCH/		0	/EXCH/ - exchange rate		
/REMI/		M	After fixed text /REMI/ values being the payment details are inserted, e.g. /REMI/INVOICES NO.2023500 / 20235568.20236498		
/OBK/ RP /BBK/		0	After a fixed text (code word) /OBK/ the value "contractor's bank name" is displayed for incoming transfers or /BBK/ in the case of the "contractor's bank name" for outgoing transfers, e.g.		
/OBEN/	70x	0	/OBK/NBPLPLPWXXX/ or /BBK/NBPLPLPWXXX/ Applies only to SEPA. After a fixed code word /OBEN/ , enter the beneficiary's name for outgoing payments (max 70x).		
/RREA/		0	Applies only to SEPA. Code word required in the case of a transaction rejection – after a constant text /RREA/ insert the reason for rejection.		
/ETEI/		0	Applies only to SEPA. Customer references, e.g. /ETEI/PLE2E CASE337C/		
DT		0	/DT/ - after this fixed value, the type of accounting mechanism is presented		
INTR:		0	/INT/ - after this fixed value, the interest rate of the deposit is presented in the format: 000,000 (e.g. 3.65).		
FI		0	/FI/ - after this fixed value, predicted interest is presented in the format: 000000000000000000000000000000000000		
SD		0	/SD/ - after this fixed value, the date of opening the deposit is presented in the format: YYYY.MM.DD (e.g. 2011.07-28		

ED		0	/ED/ - after this fixed value, the end date of the non-renewable deposit is presented in YYYY.MM.DD format, e.g. 2011.07.29. For renewable deposits, the value from the message (2099-12-31) is always omitted (it is not presented).			
NG		0	/NG/ - after this constant value information is presented whether the deposit is being negotiated (Y/N flag - "Y" for the negotiated, "N" otherwise).			
/EXCH/		0	/EXCH/ - Exchange rate			
КВ		0	/KB/ - after this fixed value the amount in the quoted currency and the symbol of the quoted currency are presented.			
:62F:		М	The final balance of the account, may be a credit or debit balance. In the case of zero value, the balance presented as credit (e.g. :62F:C080506EUR0,00).			
	1!a		C – credit balance, D – debit balance			
	6!n		posting date presented in YYMMDD format			
	3!a		currency code ISO 4217			
	15n		Amount with a comma as the decimal separator, e.g. 725,10 (with no leading zeros).			
E:	xample	:62F:C08	:62F:C080506EUR1468996,05			
		0	warning: Tag 64 is presented in MT940 only when the value date of one (or more) transactions is different from the date of the statement. Available balance (Tag 64) = final balance (:62F:)			
1!a			C – credit balance, D – debit balance			
4!n			posting date presented in YYMMDD format			
3!a			currency code ISO 4217			
15d			Amount with a comma as the decimal separator, e.g. 725,10 (with no leading zeros).			
E:	xample	: :64:D08	81017PLN310000			
:65:		0	warning: Tag 65 is presented in MT940 only when the value date of one (or more) transactions is different from the date of the statement.			
	1!a		C – credit balance, D – debit balance			
6!n			posting date presented in YYMMDD format			
3!a			currency code ISO 4217			
15n			Amount with a comma as the decimal separator, e.g. 725,10 (with no leading zeros).			
Example		:65:D081	L018PLN310000			
Footer 6x M The footer contains the same information		The footer contains the same information for all statements – it is supplemented with the value "-}{5:}".				

The fields ":61:" and ":86:" can appear in the statement many times.

If the field with the status "O" (optional) does not contain a value, it should not appear in the field ":86:". In case of export from several accounts, sections for given accounts will be separated by a hyphen ("-"). The file exported by the "Export from multiple accounts" button will contain the final balance after each statement, and then Tag 64 and 65 (if the date of the currency is different). After the last operation on a given day Tag 86: wil appear, and before the next extract Tag 20:.

Example:

1/F01BNPAPLPXAXXX0000000000, 2/I940BNPAXXXXXXXXXXU3003

:20:TELEREPORTING

:21:TELEREPORTING

:25:03001-105681-000-75-EUR

:28C:00089/00001

:60F:C080507EUR1468996,05

:61:0805090507D5,82NCOM08507091839E0200//35-SS-RIB53463

:86:INVOICE.250932 522/08

:61:0805080507D5,82NCOMTFMI512995810508//35-SS-RIB53466

:86:INV:080417/254410-080418/254546

: 61/ 1008090809D3822, 2/ 35-SK-ELX45115

:86:/TYPE/773/ISSUED TRF//REMI/BPSS GISNOMI ALSTOM SALES AS ON 04 08

2010 QUOTING REF 428455//BENM/GINCZELEWSKI JACEK//INFO/PL70105015

751000002218706451//BBK/10501575 ING O. REG.WROCLAW/

:86:TRESSE METALLIQUE J. FORISSIER PL92175010480000000008914087



```
INV.804422
                           MME077
     CZESCI DO WYR.
:61:0805070507D20,46NCOM5421
:61:0805070507D21,81NCOM5421
:61:0805070507D21,81NCOM5421
:61:0805070507D36,35NCOM5421
:86:CTS SAPLAST
                            FR9130002085710000061804D21
  INV.304772
                           MPL143
      GRANULAT PVC
:61:0805070507D382,46NTRF5421
:61:0805090507D1555,36NTRF5421
:86:TRESSE METALLIQUE J. FORISSIER
                                   PL92175010480000000008914087
  INV.804422
                           MME077
      CZESCI DO WYR.
:61:0805070507D2900,NTRF5421
:61:0805070507D4380,NTRF5421
:86:BAYER INTERNATIONAL S.A.
                                 DE05680800300724760600
                             MPL117
  INV.8249006377
     TWORZYWO
:61:0805070507D5112,36NTRF5421
:61:0805070507D10788,48NTRF5421
:61:0805070507D13642,25NTRF5421
:61:0805070507D25443,NTRF5421
:61:0805070507D26335,04NTRF5421
                            FR9130002085710000061804D21
:86:CTS SAPLAST
  INV.304772
                           MPL143
     GRANULAT PVC
:61:0805070507D33184,8NTRF5421
:61:0805090507C2781,15NTRFNONREF//35-SS-RIB53463
:86:INVOICE.250932
                             522/08
(:62F:):C080507EUR1347849,01
-}{5:}
```

Example for field: 86 after changes concerning the display of additional information:

Example for deposit:

86:/TYPE/511/WEWNĘTRZNY CREDIT//OCMT/EUR//REMI/Uzn. depoz. O/N/ /INT/3,65//FI/345,56//SD/200711//ED/2011.03.28//NG/Y

Example for currency conversion:

:86:/TYPE/225/PRZELEW WYSŁ-PLANET//BENM/Polska Telefonia Cyfrowa Sp. Z O. O. AL. Jerozolimskie 181, 02-222 Warszawa - the following accounts: 800023504100/OCMT/EUR//REMI/FV nr: 519481340611//BBK/BH C-la/Spee dcollect//EXCH/3,000//KB/30000,00USD/



4. Export - Daily statement (MT940)

The MT940 message containing a collective daily statement from FBP contains label **STARTSUM** in the field :20.

Structure of daily statement

Markings included in the format descriptions

Markings included in the format descriptions						
Column "Maximur	Column "Maximum length in bytes"					
V	=	Variable field length				
f	=	Fixed field length				
Column "Format"						
an	=	Alphanumeric characters Letters A to Z, digits 0 to 9, no special characters				
non-revolving	=	Numeric characters Only digits 0 to 9, no special characters				
Column "Mandato	ry/optional"					
0	=	optional field				
M	=	mandatory field				
YY	=	year number without age marks (ie. 03 24 87				
MM	=	month with leading zeros (ie. 04 11.				
DD	=	day with leading zeros (ie. 01, 14, 27, 31				

General scheme of MT940 message

Field name	Values put in the field				
:20:	beginning of the message				
:25:	Holder's account number in IBAN				
:28C:	MultiCash statement number				
:60F:	Initial balance and date				
:61:	transaction line				
:86:	transaction details				
:62F	final balance and date				

Detailed arrangement of information in the transaction line (:61:)

Field name	Values put in the field
Value date Posting date Debit marker DR / credit marker CR	precisely 6 alphanumeric characters; date in YYMMDD format precisely 4 numeric characters; 1 to 2 characters C = Credit, RC = Reversal credit, D = Debit, RD = Reversal debit and the third letter of an ISO code, e.g. CN - when the code is PLN; CD - when the code is USD etc.;
total Accounting code	1 to 15 numeric characters; sum in decimal format; precisely 4 alphanumeric characters. N + 3 characters of transaction code;
Client's references	1 to 16 numeric characters. Client's RNR ID. If not provided, it is replaced by NONREF;
Bank's references	Identifier of the booked payment on the Bank's side.

Detailed arrangement of information in the transaction details line (:86:)

Field code	Maximum length	Format	M/O	Name	Comments
	3 f	an	М	Bank transaction code	New codes will be added for Split Payment
00	27 v	and	0	posting description	New codes will be added for Split Payment
20-26	8*27 v	an	0	Payment details	Transaction description For Split Payment (example): ^20/VAT/23,00/IDC/555555555/IN^21V/ FV12345/TXT/ZA TOWAR I U^22SLUGI

27	1*27 v	an	0	Virtual account number in the AIP service	If the payee identification service is activated on the basis of the account, its full NRB (26 digits) is presented
28-29	2*27v	an	0	Additional information about the transaction	E.g. currency conversion parameters
30	12 v	an	0	Contractor's bank number	For accounts in the IBAN PL format, the checksum and the contractor bank number (i.e. ccaaaaaaaa) are transferred. For accounts in the NRB format, only account number of the contractor's bank is transferred.
31	34 v	an	0	Contractor's account number if IBAN (can be preceded by the "/" sign).	Contractor's account number if it is in IBAN format (then subfield is 38 omitted). Foreign account numbers can be preceded by the "/" sign.
32-33	54 v	an	0	Contractor's name and address, 2 x 27 characters	
38	34 f	n	0	Contractor's account numer in NRB format	Full account number in NRB format (then subfield 31 is omitted).
60-63	108 v	an	0	Additional description	Additional description of a transaction

An example of the MT940 statement:

:25:PL68160011270003012206715001 :28C:160/2009/BPL :60F:D090903PLN000002623569,48 61/ 0909030903CN0000000004988, 2/ CENT1231283123 :86:723^00PRZELEW OTRZ ELIXIR ^34000 ^32TRANSPORT REGIONALNY^33T PIOTR GORA UL. OGRODOWA ^3882106000760000326000742451 ^62A 18 55-106 KRAKOW ^3838160011690003013153742001 61/ 0908030803CN000000010866, 2/ CENT1231283124 :86:632^00POLEC ZAPťATY UZNANI ^34000 ^30 ^31 ^20/NIP/5213110552/IDP/037635/^21TXT/ KOSMOWSKA 1393/07/200 ^229/RTL ^32PRESTIGE - MAGDALENA KOSMOWSKA 60 61/ 0909040903CN000000152500, 2/ CENT1231823125 :86:723^00PRZELEW OTRZ ELIXIR ^34000 ^2209r. albumy historyczne ^32TRANSPORT REGIONALNY^33ALFRED ZIELONY LUBLIN 2 ^3849958410212003030054250001 ^62A 55-095 LUBLIN 61/ 0908040803CN000000032500, 2/ CENT1231823127 :86:723^00PRZELEW OTRZ ELIXIR ^34000 ^32SOPOCKIE TOWARZYSTWO UBEZPI^33ECZEN. ERGO HESTIA S.A. UL. ^3819114010650000227556432117 ^62HESTII 1 81-731 SOPOT 61/ 0908030803CN000000668198, 2/ CENT1231823129 :86:761^00ZLECENIE SALDO ^34000 ^30 ^31 ^20zlecenie saldo 3011/3012 AI^21P ^32 :62F:D090803PLN000001753385,79