

The course of a SEPA This is a short description of how to send a SEPA Direct Debit collection via Business **Direct Debit** Online. In the following sections you can follow, step by step, the course of sending a SEPA Direct Debit collection via Business Online. Send SEPA Direct Debit files 1. 2. Check collections 3. Close folder and authorize collections 4. Rejection of files 5. Check status on collections online Receive SEPA Direct Debit status files 6. 7. See booked collections Send SEPA Direct Debit You may send SEPA Direct Debit collections and cancellations via Business files Online. Choose List of folders and search for local files on the location where you store your SEPA Direct Debit files.

olders	Collections	Debtors	Creditor information
t of folders (Collection	List of collections	List of debtors	Basic information
rvice)	Create collection	Create debtor	List of creditor accounts
eate folder (Coll <mark>List of folde</mark> rvice)	rs (Collection Service)		Create creditor account
			List e-Invoice senders
			Create e-Invoice sender
ad more about Collecti	on Service		

In the function arrow you then choose *Send folder* or you select several files you wish to send and then you click on the *Send folder* button.

# **Check collections** Before the collections are executed, you have the option of checking the number and sum of your collections. You can check your collections via *List of folders* in the menu.

The *List of folders* contains the folders you have worked with today. You also have the option of searching for folders from earlier dates.

- The column *Status* shows whether the folder is open, closed or rejected by the bank.
- The column *Checksum* shows the sum of the collections in the folder.
  - The column *Number* shows how many collections there are in the folder.
- The column *Could not be processed* shows the number of erroneous collections that could not be processed.



List of fo	lders								Ģ
Search									
> Extend	ed search o	riteria							
Fo	lder name	<ul> <li>Status</li> </ul>	Status last changed	Checksum	Number	Bulk debiting	Not Auth. auth.	Ready Processed to be processed	Could not be processed
	062013- 1133-15	Opened by 061133	03.06.2013	12,40	1		1		
	062013- 1133-11	Opened by 061133	03.06.2013	19,34	1		1		
	062013- 1133-10	Opened by 061133	03.06.2013	19,34	1		1		
Send f	olders	Close folders	Delete folders	Create fol	der	Create file o	order		

You can see basic information on the collections by

- Clicking on the function arrow on the left of the current folder
- Selecting the menu point *List collections*.

Search criteria							
Extended search criteria							
ist collections	st	Checksum Nu	mber	Bulk debiting	Not Auth. auth.	Ready Processed to be	Coul not b
Create collection						processed	processe
Authorise all collections and close folder		10.10					
Delete folder (also deletes collections in the folder)	3	12,40	1		1		
view folder details Edit folder details	3	19,34	1		1		

Now you will see a list of the collections in the folder.

List of c	collections					2
👻 Search	i criteria					
Show ca folder:	ollections in the	KGIG	<b>•</b>			
Creditor	-:		•			
Debtor 1	ID:					
Invoice	no.:					
Collectio	on type:					
Paymen	t date:		<b></b>			
Show ca	ollections that:	🔽 Missing authorisa	tion and closing of	folder		
		🔽 are ready to be p	processed			
		🔽 have been proce	ssed			
		🔽 deleted				
		🔽 has errors				
		🗹 paid				
		🔽 Unpaid				
			Sea	arch		
Number	of collections per pag	e 40 🔹				
	Amount <b>*</b> Currency <b>*</b>	🔹 Payment date 🔻	Debtor ID 🔻	Invoice no. 🔻	Status 🔻	Collection type
	<u>50,00</u> EUR	08.10.2010	MANDATVIBH01		Missing authorisation	SEPA Direct Del
Image: A start of the start	<u>49.999,99</u> EUR	08.10.2010	MANDATVIBH01		Missing authorisation	
	<u>2,01</u> EUR	08.10.2010	MANDATVIBH01		Missing authorisation	SEPA Direct Del
	<u>1,00</u> EUR	08.10.2010	MANDATVIBH01		Missing authorisation	SEPA Direct Del
Creat	e collection					

A folder with status Opened by xxxxx is a draft and the collections in the folder will not be



#### authorize collections

executed. In a folder with the status *Closed by xxxxx*, we will execute the collections at the earliest 14 calendar days before the due date, if the conditions are right.

When you want to close the folder and approve the collections, you must select *List of folders* in the Top menu.

Danske Bank	My shortcuts 🔻	r Administration <del>v</del> eA	rchive 🔻 Contact and help 🔻
Home Accounts Payments	Files Collection Service M	arkets Online Trade Finance	
Folders	Collections	Debtors	Creditor information
List of folders (Collection	List of collections	List of debtors	Basic information
Service)	Create collection	Create debtor	List of creditor accounts
Create folder (Collection Service)	List or collections		Create creditor account
			List e-Invoice senders
			Create e-Invoice sender
Read more about Collection	n Service		
Gettingstarted			
Collection Service			

- Click on the function arrow to the left of the current folder.
- Select the menu point *Close folder and authorize all collections*.
- Enter the security code to give the collections a digital signature.
- Click on the *OK* button.

Your collections are now authorized and the folder is closed. The collections are now ready to be executed and have status "*Ready for processing*" or "*Processed*".

Rejection of filesA folder with status "*Rejected by the bank*" will not be executed and the status text indicates<br/>that the format validation on the file has failed.<br/>If you need to know the reason for the rejection please contact EDI support.Check status on collections<br/>onlineYou can check the status on your collections in Business Online by using the menu



ne Accounts Payment	s Files Collection Service	e Markets Online Trade Fi	nance
Folders	Collections	Debtors	Creditor information
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Service)	Create collection	Create debtor	List of creditor accounts
Create folder (Collection Service)	List of collect	uons	Create creditor account
			List e-Invoice senders
			Create e-Invoice sender
Read more about Collecti	on Service		
Gettingstarted			
Collection Service			

In List of collections you must search for the collections you would like to check.

• The column *status* shows the current status for each collection.

Please be advised that status can change from "*Paid*" to "*Not paid*" if the debtor rejects the collection after paying it.

List of c	ollections					?
> Search	criteria					
Number	of collections per page	40 💌				
	Amount <b>*</b> Currency <b>*</b>	Payment date 🔻	Debtor ID 🔻	Invoice no. 🔻	Status 🔻	Collection type
	<u>50,00</u> EUR	24.09.2010	MANDATVIBH01		Deleted	SEPA Direct Debi
	50,00 EUR	21.09.2010	MANDATVIBH01		Paid	SEPA Direct Debit
	50,00 EUR	24.09.2010	MANDATVIBH01		Paid	SEPA Direct Debit
Create	collection					

You can see an extended status text for each collection by

- Clicking on the function arrow to the left of the current collection
- Selecting the menu point *Show collection*.
- Opening the section Status details in the screen Show collection

You can now see the basic information on the collection, including the extended status text.

Show collection	
Collection saved in the folder:	E2E-TVISEndtoEnd2-4. Closed
Creditor:	TVIS - 7139080469
Debtor ID:	TORBENB2B1
Collection type:	SEPA Direct Debit
Originator's reference:	InstructionID
Amount:	5,02 EUR
Payment date:	18.10.2010
Payer's name:	Debtor Name
✓ Status details	
Collection status:	Unpaid
Extended status text:	Return: Reason not specified (MS03)
Last changed by:	287168
Technical references	
Copy collection	



#### **Receive SEPA Direct Debit status files**

If you wish to receive status files for the collections you send via us you have to state it in each SEPA Direct Debit file. The status files are stored on your PC.

When you want to download a file from the Bank, use the function *List of files from the bank*. You can find the function in the Top menu:

Danske Bank	My shortcuts	→ Administration →	eArchive 🔻 Contact and hel
Home Accounts Payments	Files Cards Collection Se	rvice Markets Online T	rade Finance Additional services
	Files from the bank	Files to the bank	
Create file registration - Fi	List of files from the bank	List of files to the bank	
Placement:	List of file orders		
Send as BACS file:	Create file order		
Bulk debiting:	Read more about Files		
Confidential:	Settings	Gettingstarted	Find it fast
Further registration	File settings	Files	Cut-off times
OK Cancel	Settings for closing of folders with Files to the bank		
Page downloaded 12:05 - 16.07.201			

The below screen will appear if you use File Transfer Classic. The screen will look a bit different in case you use File Transfer Light. Please refer to the Getting Started documents describing these options.

*List of files from the bank* contains files with file type *Collection Status (Collection Service)* and file order name *SEPA Direct Debit status-xx.XML*, where *xx* is a serial number.

List of files from the	bank							[?]
<ul> <li>Search criteria</li> </ul>								
O File order name:	✓							
• File type:	Collection stat	tus (Collection Servic	e) 🗸					
File status:	Being crea	ated						
	✓ Created							
	Generated - No data							
Cannot be created								
Downloaded								
List files for the period:	07/27/2015	. 07/28	8/2015					
Ordered by:	✓ User:	Group:	All users 🗸					
		O User number:	<b>~</b>					
	✓ System							
			Search					
File order nar	ne		File type		Status	Date	Time	Ordered by
SEPA Direct De	bit Status-04	<b>Retrieve file</b>	Collection status (Co	llection Service)	Created	07/28/2015	05.03	System
SEPA Direct De	bit Status-03	Retrieve file	Collection status (Co	llection Service)	Created	07/28/2015	05.03	System
SEPA Direct De	bit Status-02	<b>Retrieve file</b>	Collection status (Co	llection Service)	Created	07/28/2015	05.03	System
SEPA Direct De	bit Status-01	Retrieve file	Collection status (Co	llection Service)	Created	07/28/2015	05.03	System
Retrieve files	List of fil	e orders Cre	eate file order					



Please be advised that status can change from "*Paid*" to "*Not paid*" if the debtor rejects the collection after paying it.

See paid collections

You can see the paid collections:

- In Account statement in Business Online
- On the paper account statement
- Via electronic account statements which can be retrieved under *List of files from the bank*

Page help

You can get more help with filling out each field on the page. Click on the question mark in the top, right-hand corner of the page to get page help and select the subject you want to know more about.

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#### **Related topics:**

• Files from the bank