

How to organize import of payment orders from the bookkeeping software to the Norvik VISION v.3.XX system?

The present guide is made for specialists, who develop and maintain the bookkeeping software. The guide contains the description of the import file format and the guide to the utility for importing of payment orders into the Norvik VISION system.

The guide is applicable if the bookkeeping software allows making amendments and supplements.

● Import:

1. The import is made with the help of the utility **import.exe**. This utility may be launched exclusively from the catalogue of the Norvik VISION system, but irrespective of catalogue location.
2. Information about the route to the import file and to the utility base is read from the file **Vision.ini** (lines *ImportPath=* and *DataBasePath=* respectively).
3. By launching the utility **import.exe** in the command line, you may get the reference and syntax of the keys.
4. For import you can write your own command file or use **import.bat** from the installation directory.
5. Payment orders are imported from the text format (**ASCII**) files. Each line of the text in the format file is interpreted as a record of one payment order, which is composed in the certain sequence. Value fields in the line are separated by commas.

By default, the system recognises the following file names:

- **lspmtin.txt** - payment orders in EUR
- **ccpmtin.txt** - currency transfers
- **fxpmtin.txt** - currency conversion requests

You also may use your own names and separate routes for each type of document.

6. When launched, the utility browses the catalogue specified in the file **Vision.ini** and automatically, without additional confirmation on your part, processes the found files.
7. The utility **import.exe** keeps log of the operations, saving them in the file **import.log**.
8. The utility checks the structure of the document: file structure, availability and sizes of all fields.
9. **Attention!** The content of documents, currency codes and the like are not checked.
10. Upon successful completion of the operation the imported **ASCII-files** will be deleted by default. In case of unsuccessful completion of the operation the system will show an error message.
11. The imported documents are assigned a double number. The first half of the number is a unique internal number in the Norvik VISION system; the second half of the number is the imported number, which is present when it is required. The numbers are divided by a fraction.
12. The imported documents in the Norvik VISION system are assigned a respective status.
13. It is recommended to check all the documents prior to their signing and sending to the Bank. There are given the formats of the files for import of data below.

● File formats:

When creating an import file it is obligatory to use DOS-encoding when writing a script in Russian and Latvian.

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1. Fields that are used in creating of the file may be of several types:
 - **N** – Digit field without a decimal part (integer).
 - **D** – Date field DD.MM.YYYY.
 - **\$** – Money field, 10 signs before the comma and 2 signs after it. The decimal part is separated by comma.
 - **An** – symbol field, of n-length.
2. Each line of a respective **ASCII-file** represents the record of one single document in the form of sequence of value fields separated by commas:
 - 2.1. Values of symbol fields (type **An**) must be included in the double (") or single (') inverted commas. Inside the field the combination of symbols (',) (',) (',) (',) are not recommended. But if You choose to use them, signs must be separated by space.
 - 2.2. In the amount field (**\$**) the decimal part is separated by a full stop. 10 signs before the comma and two signs after it.
 - 2.3. The document number must be the whole number.
 - 2.4. Please remember: one payment document -> one line in the file.
 - 2.5. Symbols **0-9, A-Z** are allowed in the payer's subaccount fields. Symbols: **0-9, A-Z, /, -, ** are allowed in fields for accounts (subaccounts) and codes of beneficiary Banks. Symbols **0-9, A-Z** are allowed in fields for codes of Bank branches.
 - 2.6. The fields **ClientTaxID, BeneTaxID** may specify:
 - Payer's/beneficiary's registration number with the Register of Enterprises of the Republic of Latvia (9 digits)
 - Taxpayer's code in the Republic of Latvia (11 digits)
 - VAT Taxpayer's code PVN in the Republic of Latvia ('LV'+11 digits) for tax payments.
 - Person's identity number in the Republic of Latvia in the following format: DDM MYY-12345.
 - 2.7. The field **PaymentCode** must specify the external payment code according to the Bank of Latvia's registry of external payments.
 - 2.8. Field **Charges** specify from whom the transfer charges will be collected:
 - **"O"** – from the payer
 - **"B"** – from the beneficiary.
 - 2.9. The urgency of the payment is specified in the field **PaymentType**:
 - **"S"** – standard
 - **"U"** – urgent (for currency transfers only)
 - **"E"** – express
 - 2.10. Field **TestKey** may or may not contain the test number (telex key). It is to be filled in if you additionally use telex key tables or the DigiPass device. This field must contain one number without separators in case of use of the code table. The field must contain two numbers separated by the symbol "-" in case of use of the device DigiPass, e.g. 12-123456 (12 – signature number without the letter "B", 123456 – the signature itself).

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● Specifications for salary transfer import:

1. Transfers to a card account.

1.1. In case of a transfer to the card account, the field **BeneBankCorrAccNo** must specify the card account number, and not the card number.

1.2. In order to avoid confusion with numeration of transfers, the number of the settlement account from which the money will be distributed among the card accounts must be clearly specified in the bookkeeping software.

2. Salary statements

In order to receive salary statement convenient for processing, the following information must be imported from the bookkeeping software to the field **Comment**:

- Type of operation **SALARY/ADVANCE ALGA/AVANSE**;
- Salary transfer period;
- Beneficiary's name;
- Person **identifier** (job contract number or identity number).

● Appendix | Transfers in Euro Area

Field	Type of field	Note
PmtNo	N	Document number (max. 9999999)
Date	D	Date (DD.MM.YYYY)
Reserved	A1	Reserved Field.
Reserved	A1	Reserved Field.
ClientAccNo	A21	Payer's account (21 symbols)
Beneficiary	A70	Beneficiary's Name
BeneBank	A70	Beneficiary Bank
BeneBankCode	A9	Beneficiary Bank Code
BeneBankCorrAccNo	A21	Beneficiary's Account
Reserved	A1	Reserved Field.
Amount	\$	Amount (max. 9999999999,99) separator full point.
Reserved	A1	Reserved Field.
Comment	A140	Payment Details (up to 140 symbols)
Reserved	A1	Reserved Field.
TestKey	A10	Test Key (DigiPass)
ClientName	A60	Payer's Name
BeneBankBranch	A3	Beneficiary Bank Branch Code
ClientTaxID	A13	Payer's Reg. No./ Identity No. (Residents)
BeneTaxID	A13	Beneficiary's Reg. No./Identity No. (Residents)
BeneCountry	A2	Beneficiary Country ISO Code (LV, RU, US, etc.)
PaymentCode	A3	External Payment Code (Resident -> Non-resident)
PaymentType	A1	Urgency of Payment (S/E)

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Example:

"11","16.03.2015","",""," LV00LATB0000000000000000"," Test Beneficiary "," A/S CITADELE BANKA","PARXLV22"," LV00PARX0000000000000000","","23404.58",""," PAYMENT DETAILS (INFORMATION FOR BENEFICIARY)","",""," Test Sender",""," LV400000000000"," LV400000000000","LV","","S"

Currency Transfers

Field	Type of Field	Note
PmtNo	N	Document Number (max. 9999999)
Date	D	Date (DD.MM.YYYY)
ClientAccNo	A21	Payer's Account (21 symbols)
Beneficiary	A55	Beneficiary's Name
BeneAddr1	A55	Beneficiary's Address 1
BeneAddr2	A55	Beneficiary's Address 2
BeneAddr3	A55	Beneficiary's Address 3
BeneAccNo	A55	Beneficiary's Account
BeneBank	A100	Beneficiary Bank
BeneBankAddr1	A70	Beneficiary Bank Address 1
BeneBankAddr2	A70	Beneficiary Bank Address 2
BeneBankAddr3	A11	Beneficiary Bank SWIFT code
IntBank1	A70	Intermediary Bank
IntBank2	A70	Intermediary Bank's Address
IntBank3	A11	Intermediary Bank's SWIFT code
Amount	\$	Amount (max. 9999999999,99) separator full stop.
Currency	A3	Currency Code (LVL, RUR, USD, etc.)
Comment	A140	Payment Details (up to 140 symbols)
Charges	A1	Charges (B/O)
Reserved	A1	Reserved Field
TestKey	A10	Test Key (DigiPass)
ClientName	A55	Payer's Name
ClientTaxID	A13	Payer's Reg. No. / Identity No. (Residents)
BeneTaxID	A13	Payer's Reg. No. / Identity No. (Residents)
BeneCountry	A2	Beneficiary Country ISO Code (LV, RU, US , etc.)
PaymentCode	A3	External Payment Code
PaymentType	A1	Urgency of Payment (S/U/E)

Example:

"22","05.04.2015","LV00LATB0000000000000000","beneficiary name","","","AD1200012030200359100100","
"BENBANK","","","BANKAD22","","","0.01","USD","test import currency payment order",
"B","","","my name","123456-12345","123456789","AD","","E"

Note

The total size of the fields (Beneficiary, BeneAddr1, BeneAddr2, BeneAddr3) altogether must not exceed 140 symbols, at that the maximum size of each of the fields remains. The same rule applies to the combination of fields (BeneBank, BeneBankAddr1, BeneBankAddr2, BeneBankAddr3) and (IntBank1, IntBank2, IntBank3).

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Currency Exchange Requests

Field	Type of Field	Note
PmtNo	N	Document Number (max. 9999999)
Date	D	Date (DD.MM.YYYY)
ClientAccNoFrom	A21	Account From Which Currency Is To Be Debited (21 symbols)
ClientAccNoTo	A21	Account To Which Currency Is To Be Credited (21 symbols)
AmountFrom	\$	Amount Debited (max. 9999999999,99)
AmountTo	\$	Amount Credited (max. 9999999999,99)
CurrencyFrom	A3	Debited Currency Code
CurrencyTo	A3	Credited Currency Code
Rate	A60	Currency Conversion Details (rate, agreement)
Reserved	A1	Reserved Field
TestKey	A10	Test Key
ClientName	A60	Payer's Name

Example

"33","20.04.2015","LV00LATB00000000000000","LV00LATB00000000000001",100.00,,"EUR","USD",
0.566",",",",",my name"

Note

When making conversion of currency, only one amount may be specified, i.e. either the amount to be debited (**AmountFrom**) or the amount to be credited (**AmountTo**).