

# csv-import in Telebanking Pro

## Templates

You can import a csv file into Telebanking Pro with a predefined design. Depending on the order type, please use the csv templates that can be downloaded from Telebanking Pro via Export Center.

Below is an overview of the csv templates to be used, depending on the order type:

Order type	Template to use
SEPA transfer (including collective order)	Überweisung_Vorlage.csv
non-SEPA transfer	Überweisung_Vorlage.csv
Express transfer	Überweisung_Vorlage.csv
SEPA direct debit (including collective order)	Lastschrift_Vorlage.csv
SEPA B2B direct debit (including collective order)	Lastschrift_Vorlage.csv

## Using Microsoft Excel

We recommend that you use Microsoft Excel to edit the csv template. The following guide assumes that Microsoft Excel is being used to edit the csv template.

Please fill in the csv template from line 2 - the column names in line 1 must not be changed.

## Order types

The following order types are supported during csv import:

- SEPA transfer
- SEPA transfer - collective order
- non-SEPA transfer
- Express transfer
- SEPA Direct Debit (CORE)
- SEPA B2B Direct Debit
- SEPA direct debit collective order (CORE)
- SEPA B2B direct debit collective order

You will find the corresponding guide on the following pages.

## Guide / transfer (including collective order)

You can use the *Überweisung\_Vorlage.csv* template for the following order types:

- SEPA transfer
- SEPA transfer - collective order
- non-SEPA transfer
- Express transfer

The values in the second column (between the columns "Spaltenbezeichnung" and "Inhalt") indicate whether it is a compulsory or an optional field.

**C = Compulsory cell** (this cell must be filled with content)

**O = Optional cell** (the filling of this cell is optional)

If you do not wish to fill in the optional cells, just leave them empty.

In the column "Befüllungsregeln / Zeichensatzbeschreibung" (Filling rules / character set description) you will find values such as "A 70" in some lines.

"A 70" stands for: alphanumeric with a maximum of 70 characters.

Spaltenbezeichnung		Inhalt	Beschreibung	Befüllungsregeln / Zeichensatzbeschreibung
Auftragsart (Order type)	<b>C</b>	CT EIL	<b>CT</b> for SEPA and non-SEPA transfer <b>EIL</b> for express transfer	See details below <i>content</i>
Auftraggeber-IBAN (Client-IBAN)	<b>C</b>		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Auftraggeber-BIC (Client-BIC)	<b>C</b>		custom content	[AZ] {6,6} [A-Z2-9] [A-NP-Z0-9] ([A-Z0-9] {3,3}) {0,1}
Auftraggeber-Name (Client name)	<b>C</b>		custom content	A 70
Betrag (Amount)	<b>C</b>		custom content	Values from 0.01 to 999999999,99 are allowed "," as a decimal indicator 2 decimal places - must be filled if there are decimal places other than 0 a maximum of 9 digits before the decimal point Overall length: 11 without a comma
Auftragswaehrung (Currency of order)	<b>C</b>		ISO code of the currency	for SEPA e.g. <b>EUR</b> (see also ISO Currency Code List on page 9)
Empfaenger-IBAN (Receiver-IBAN)	<b>C</b>		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Empfaenger-BIC (Receiver-BIC)	<b>C</b>		custom content	[AZ] {6,6} [A-Z2-9] [A-NP-Z0-9] ([A-Z0-9] {3,3}) {0,1}
Empfaenger-Name (Receiver name)	<b>C</b>		custom content	A 70
Durchfuehrungsdatum (Execution date)	<b>O</b>	DD.MM.YYYY	If this cell is left blank the execution date will be set to today or the next banking day	See details below <i>content</i>

Zahlungsreferenz (Payment reference)	<input type="radio"/>		Either payment reference or reason for payment	A 35
Verwendungszweck (Reason for payment)	<input type="radio"/>		Either payment reference or reason for payment	A 140
Sammelauftrag (Collective order)	<input type="radio"/>	J N	<b>J</b> for "Yes" <b>N</b> for "No"	See details below <i>content</i>
Bezeichnung des Sammelauftrags (Name of the collective order)	<input type="radio"/>		custom content	A 35
Auftraggeber-Anschrift (Client address)	<input type="radio"/>		custom content	A 140
Empfaenger-Anschrift (Receiver address)	<input type="radio"/>		custom content	A 140
Auftraggeberreferenz (Customer reference)	<input type="radio"/>		custom content	A 35
Art der Zahlung (Type of payment)	<input type="radio"/>		Category Purpose Code	See list of Category Purpose Codes (page 7)
Geschaeftsfallcode (Business case code)	<input type="radio"/>		Purpose Code	See list of Purpose Codes (pages 7 & 8)
Abweichender Auftraggeber (Deviating client)	<input type="radio"/>		custom content	A 70
Abweichender Empfaenger (Deviating receiver)	<input type="radio"/>		custom content	A 70
Einzelbuchung gewuenscht (Single booking desired)	<input type="radio"/>	J N	<b>J</b> for "Yes" <b>N</b> for "No"	See details below <i>content</i>
Spesenoption (Charging options)	<input type="radio"/>	SLEV SHAR DEBT CRED	<b>SLEV</b> - for SEPA transfers <b>SHAR</b> - for splitting of the charges (nonSEPA) <b>DEBT</b> - Charges borne by the client (nonSEPA) <b>CRED</b> - Charges borne by recipients (nonSEPA)	See details below <i>content</i>
<b>Collective order transfer - SEPA ONLY</b>				
<b>If a collective order transfer is desired, the following information must be correct and filled in identically for all individual orders that are to be included in the collective order. Optional cells must either be filled the same for all, or remain empty for all orders in the collective order.</b>				
Auftragsart (Order type)	<input type="radio"/>	CT	All orders must comply with the SEPA criteria	See details below <i>content</i>
Bezeichnung des Sammelauftrags (Name of the collective order)	<input type="radio"/>		custom content	A 35
Auftraggeber-IBAN (Client-IBAN)	<input type="radio"/>		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Auftraggeber-BIC (Client-BIC)	<input type="radio"/>		custom content	[AZ] {6,6} [A-Z2-9] [A-NP-Z0-9] ([A-Z0-9] {3,3}) {0,1}
Auftraggeber-Name (Client name)	<input type="radio"/>		custom content	A 70
Auftragswaehrung (Currency of order)	<input type="radio"/>	EUR		See details below <i>content</i>

Durchfuhrungsdatum (Execution date)	O	DD.MM.YYYY	If this cell is left blank for all individual orders of the collective order then the execution date will be set to today or next banking day	See details below <i>content</i>
Auftraggeber-Anschrift (Client address)	O		custom content	A 140
Art der Zahlung (Type of payment)	O		Category purpose code	See list of Category Purpose Codes (page 7)
Abweichender Auftraggeber (Deviating client)	O		custom content	A 70
Sammelauftrag (Collective order)	C	J	J for "Yes"	See details below <i>content</i>
Einzelbuchung gewuenscht (Single booking desired)	O	J N	J for "Yes" N for "No"	See details below <i>content</i>
Spesoption (Charging options)	O	SLEV	SLEV - for SEPA transfers	See details below <i>content</i>

## Guide / SEPA direct debit (including collective order)

You can use the *Lastschrift\_Vorlage.csv* template for the following order types:

- SEPA Direct Debit (CORE)
- SEPA direct debit collective order (CORE)
- SEPA B2B Direct Debit
- SEPA B2B direct debit collective order

The values in the second column (between the columns "Spaltenbezeichnung" and "Inhalt") indicate whether it is a compulsory or an optional field.

**C = Compulsory cell** (this cell must be filled with content)

**O = optional cell** (the filling of this cell is optional)

If you do not wish to fill in the optional cells, just leave them empty.

In the column "Befüllungsregeln / Zeichensatzbeschreibung" (Filling rules / character set description) you will find values such as "A 70" in some lines.

"A 70" stands for: alphanumeric with a maximum of 70 characters.

Spaltenbezeichnung		Inhalt	Beschreibung	Befüllungsregeln / Zeichensatzbeschreibung
Auftragsart (Order type)	C	SDD	SDD - for SEPA direct debit	See details below <i>content</i>
Auftraggeber-IBAN (Client-IBAN)	C		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Client name (Auftraggeber-Name)	C		custom content	A 70
Creditor ID	C		custom content	A 35

Betrag (Amount)	C		custom content	Values from 0.01 to 999999999.99 are allowed "," as a decimal indicator 2 decimal places - must be filled if there are decimal places other than 0 a maximum of 9 digits before the decimal point Overall length: 11 without a comma
Zahlungspflichtiger-IBAN (Payer IBAN)	C		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Zahlungspflichtiger-Name (Payer Name)	C		custom content	A 70
Mandatsreferenz (Mandate reference)	C		custom content	A 35
Mandatsausstellungsdatum (Mandate date of issue)	C	DD.MM.YYYY		See details below <i>content</i>
Mandatstyp (Mandate type)	C	CORE B2B	<b>CORE</b> - for the normal SEPA direct debit <b>B2B</b> - for the SEPA B2B direct debit	See details below <i>content</i>
Mandatsgueltigkeit (Mandate validity)	O	RCUR	<b>RCUR</b> - Recurring direct debit	See details below <i>content</i>
Faelligkeitsdatum (Due date)	O	DD.MM.YYYY	If this cell is left blank then the due date will be set to the next business day	See details below <i>content</i>
Zahlungsreferenz (Payment reference)	O		Either payment reference or reason for payment	A 35
Verwendungszweck (Reason for payment)	O		Either payment reference or reason for payment	A 140
Sammelauftrag (Collective order)	O	J N	<b>J</b> for "Yes" <b>N</b> for "No"	See details below <i>content</i>
Bezeichnung des Sammelauftrags (Name of the collective order)	O		custom content	A 35
Auftraggeber-Anschrift (Client address)	O		custom content	A 140
Zahlungspflichtiger-Anschrift (Payer address)	O		custom content	A 140
Auftraggeberreferenz (Customer reference)	O		custom content	A 35
Art der Zahlung (Type of payment)	O		Category Purpose Code	See list of Category Purpose Codes (page 7)
Geschaeftsfallcode (Business case code)	O		Purpose Code	See list of Purpose Codes (pages 7 & 8)
Abweichender Auftraggeber (Deviating client)	O		custom content	A 70
Abweichender Zahlungspflichtiger (Deviating payer)	O		custom content	A 70
Einzelbuchung gewünscht (Single booking desired)	O	J N	<b>J</b> for "Yes" <b>N</b> for "No"	See details below <i>content</i>

**SEPA Direct Debit collection mandate**

If a SEPA direct debit collection order is desired, the following information must be correct and must be filled identically for all individual orders that are to be included in the collective order. Optional cells must either be filled the same for all, or remain empty for all orders in the collective order.

Bezeichnung des Sammelauftrags (Name of the collective order)	C		custom content	A 35
Auftraggeber-IBAN (Client-IBAN)	C		custom content	[AZ] {2,2} [0-9] {2,2} [a-zA-Z0-9] {1,30}
Auftraggeber-Name (Client name)	C		custom content	A 70
Creditor ID	C		custom content	A 35
Mandatstyp (Mandate type)	C	CORE B2B	<b>CORE</b> - for the normal SEPA direct debit <b>B2B</b> - for the SEPA B2B direct debit	See details below <i>content</i>
Faelligkeitsdatum (Due date)	O	DD.MM.YYYY	if this cell is left blank then the due date will be set to the next business day	See details below <i>content</i>
Mandatsgueltigkeit (Mandate validity)	O	RCUR	<b>RCUR</b> - Recurring direct debit	See details below <i>content</i>
Abweichender Auftraggeber (Alternative client)	O		custom content	A 70
Auftraggeber-Anschrift (Client address)	O		custom content	A 140
Art der Zahlung (Type of payment)	O		Category Purpose Code	See list of Category Purpose Codes (page 7)
Sammelauftrag (Collective order)	C	J	<b>J</b> for "Yes"	See details below <i>content</i>
Einzelbuchung gewuenscht (Single booking desired)	O	J N	<b>J</b> for "Yes" <b>N</b> for "No"	See details below <i>content</i>

## Category Purpose Codes in Telebanking Pro

If you wish to specify the Category Purpose Code for an order, please enter the appropriate 4-digit value in the "Code" column from the table below in the appropriate cell in the csv template.

Code	Name
CASH	Cash Management
INTC	Intra Company Payment
TRAD	Trade Services
SALA	Salary payment
PENS	Pension payment
TAXS	Tax payment
TREA	Treasury Payment
INTE	Interest

## Purpose Codes in Telebanking Pro

If you wish to specify the Purpose Code for an order, please enter the appropriate 4-digit value in the "Code" column from the table below in the appropriate cell in the csv template.

Code	Name	Code	Name
SUBS	Subscription	AGRT	Agricultural Transfer
ALMY	Alimony payments	CLPR	Car Loan Principal Repayment
EDUC	Education	LIFI	Life Insurance
RLWY	Railway	SUPP	Supplier Payments
BONU	Bonus Payment	LIMA	Liquidity Management
BUSB	Bus	SALA	Salary payment
CASH	Cash Management	TRPT	Road Pricing
CSDB	Cash Disbursement	RENT	Rent
DEPT	Deposit	NETT	Netting
COLL	Collection Payment	PENS	Pension payment
SCVE	Services	LBRI	Labor Insurance
INTC	Intra Company Payment	WHLD	Withholding
ENRG	Energies	RIMB	Reimbursement of a previous erroneous transaction
FORW	Forward Foreign Exchange	CHAR	Charity Payment
FXNT	Foreign Exchange Related Netting	TAXS	Tax Payment
PHON	Telephone Bill	ELEC	Electricity
AIRB	Air Transport	STDY	Study
GASB	Gas	TELI	Telephone-Initiated Transaction
FEES	Fees	TBIL	Telecommunications bill
PPTI	Property Insurance	INSU	Insurance Premium
CBTV	Cable TV Bill	ADVA	Advance Payment
FAND	Financial Aid in case of Natural Disaster	TRAD	Trade Services
INPC	Insurance Premium Car	GDSV	Purchase Sale of Goods and Services
BECH	Child Benefit	GSCB	Purchase Sale of Goods and Services with Cashback
HLTI	Health Insurance	WTER	Water charges
LOAN	Loan	HLRP	Housing Loan Repayment
LOAR	Loan Repayment	INTE	Interest

## ISO currency code list

Please refer to the "ISO code" column for the correct ISO code of the desired currency.

ISO code	Name of the currency	ISO code	Name of the currency
AED	UAE Dirham	MAD	Moroccan Dirham
AUD	Australian dollar	MUR	Mauritius Rupee
BGN	Bulgarian Lew	MXN	Mexican Peso
CAD	Canadian Dollar	NOK	Norwegian Krone
CHF	Swiss Franc	NZD	New Zealand Dollar
CNY	Yuan Renminbi	PHP	Philippine Piso
CZK	Czech Koruna	PLN	Zloty
DKK	Danish Krone	QAR	Qatari Rial
EUR	Euro	RON	Romanian Leu (NEW)
GBP	British Pound	RSD	Serbian Dinar
HKD	Hong Kong Dollar	RUB	Russian Ruble (new)
HRK	Kuna	SAR	Saudi Riyal
HUF	Forint	SEK	Swedish Krona
ILS	New Israeli Sheqel	SGD	Singapore Dollar
INR	Indian Rupee	THB	Baht
JOD	Jordanian Dinar	TND	Tunisian Dinar
JPY	Yen	TRY	Turkish Lira (new)
KES	Kenyan Shilling	USD	U.S. Dollar
KRW	WON	ZAR	Rand
KWD	Kuwaiti Dinar		