

MultiCash[®]

Quick Reference for Administrators

User Manual

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System configuration with Configuration Help (formerly known as Configuration Wizard):

After installation of the preferred program variant (cf. to User Manual Chapter 1.1) a configuration help with several items appears in the information pane. Mandatory actions are marked in red. A **double click** on each function entry opens the corresponding target dialog for accomplishing the described action. After this the respective entry in the configuration help disappears.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	of	Target dialog	Chapter in the User Manual
Log	on as ADMIN2 user				
1	Maintain system administrator (mandatory)	Information 4 × Configuration Help Maintain system administrator Maintain master data: Company		Administration / User	1.2.1
		Maintain system administrator Please set up an administrator user with the appropriate rights. This "administrator user" can be used for maintaining the application.			

In the first access to the program in a new environment, the master password file that is created during the installation is required, with which you will be automatically logged in as special administrator ADMIN2. For safety reasons this ADMIN2 user is only allowed to set up administrative user groups and administrator users.



Enter as ADMIN2 user a system administrator (user with administrative rights).

New entry	Print Export	Filter No
New	Output	Selection
sers ×		

New User							
User F	unctional Profile	Access Cla	sses	Data Pi	rofile		
User-ID	ADMINIS	ST		Name	System	administra	ator
- System F	Profile						
Passwor	rd		•••	•••			
Languag	ge					GB	\sim
Administ	rator						\checkmark
Group fo	or functional profil	e		[\sim

This "system administrator" then needs to log on following to step 2 and makes the further configuration.

In a further step you have to enter the **company** data.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as ADMIN2 use			
2	Maintain master data: Company (mandatory)	Iaintain master ata: Company mandatory) Information Image: Company mandatory (Company mandatory) Image: Company mandatory (Company mandatory) <td< td=""><td>Master data/ Company</td><td>1.2.1</td></td<>	Master data/ Company	1.2.1
		Maintain master data: Company Please maintain a company. The company serves as the starting point for maintaining master data. It serves as the ordering party in payments and as the owner of accounts.		

Maintain the company data subsequently.

New entry	Print Export	Filter No
New	Output	Selection
ompani		
7		

Company		_		×
Company ID	COMPANY			
Company	Company name			
Company 2				
Street				
Post code / Town				
Country ?	GB UNITED KINGDOM (GREAT BRI	TAIN)		
State / Federal state / Region				
Post office box				
Contact				
Phone				
Fax				
E-Mail				
		Help	Save	e

Now log out as ADMIN2 and log on again as "system administrator" (cf. to User Manual Chapter 1.2.3). Here, a password change for the newly logged-on user is carried out first. As administrator start with the maintenance of the **parameters**.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as system admi			
1	Maintain parameters (optional)	Information X × Configuration Help Maintain parameters Registration and Software update Maintain base currency Maintain master data: Access classes Maintain master data: Group units Maintain users Maintain bank profile Maintain bank profile Maintain currency rates Maintain master data: Banks Maintain master data: Accounts Maintain master data: Accounts Maintain parameters Your application is not yet configured. Please make the appropriate configuration settings.	Administration / Parameters	2.1

After the logon as system administrator you camn maintain the system parameters, e.g.

- Communication parameters / proxy settings
- Communication manager / automatic export of received files and path for the automatic export
- Elektronic signature / storage device / USB stick

Parameters	_	×
General parameters		
Display		
Security		
Configuration files		
Print parameters		
Communication		
Automatic functions		
Electronic signature		
Information and activities		
Dashboard		
🗄 Cash Management		
Payment modules		

If you wish the sending of access data via email, the corresponding parameter under Security/User administration should be activated.

Security				
General				
User administration				
Send access data via email	1			
Generate user passwords automatically				
Approval for User Activation				
Logon with external system				

Then, the **registration** of the program and the configuration of **software updates** follows.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)		
2	Registration and Software update (mandatory)	Information Image: Second system Image: Second system	Administration / Software update	2.9

Here, you can register your software for automated updates or software updates (additional service).

If you register the software, your software producer provides a **free basic update** as service for the following key standard tables and processing rules:

- Sets of rules for IBAN and Euro processing
- Bank code tables for Germany, Austria and Switzerland
- Register of banks supporting SEPA in Europe (SCL Directory)
- Access data of many EBICS bank servers

Optionally, your software licensor provides a service for **complete software updates** for the software modules obtained from him. If this option is activated and chosen, you receive new software versions in addition to the basic updates which you can install according to your organisational rules at the time defined by you. It is no problem to skip an update. Later then you receive a new enhanced update package if other components shall be updated.

	\times
Scope of registration	
If you do not registration will be sent. However, you will not receive any updates.	
○ No registration and no updates	
When you register the software you will receive free updates to standard tables and processing rules.	
O Free basic updates	
Software update service is available for you. If you choose this option, you will get new versions for the components supported by this service in addition to the default update described above.	u
Complete software updates	
After successful registration you receive a customer ID on the update server.	
Customer ID	
Help Confirm and send registration	

That is followed by defining a **base currency** for the system.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	of	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)			•
3	Maintain base currency (mandatory)	stem administrator (=administrative rights set) h base / tory) Information Image: Configuration Help Image: Maintain base currency Image: Maintain master data: Access classes Image: Maintain users Image: Maintain bank profile Image: Maintain currency rates Image: Maintain master data: Banks Image: Maintain master data: Accounts	Master data/ Currencies	3.6	
		Maintain base currency Please select a base currency, by setting the average rate to '1'.			

Select a currency first.

Currencies Inverse display [Selection] \times					
EUD.		_	_		
EUR					
ISO code	Description	Processing	Rate date		
EUR	Euro		01.01.10		

By setting the current middle rate of one currency =1 you specify it as base currency of the system.

Currencies		— C	x c
ISO code	EUR		
Description	Euro		
Current middle rate	1,000000	on 🗹 01.01.20)10 🔲 🔻
Last update			
Buying rate	0,000000	Decimal places	2 ~
Selling rate	0,000000		
Deactivate currency			
< > Print	t	Help	Save

If you want to use the access control for confidential payments, you create the required access classes then.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	of	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)			
4 A	Maintain master data: Access classes (optional)	Information Image: X Image: X Image: X Im		Master data/ Access classes	2.6
		Maintain master data: Access classes Please set the appropriate access classes. Note: The number of salary access classes is limited to one.			

Specify the access classes of the system.

-	
Description	
	Description



Please note that there can be only one access class marked as "Salary".

Access C	lass	_		×
Index	HR			
Description	Human Ressources			
Salary	\checkmark			
		Help	Sav	/e

Access Classes	×	
7	7	7
Code	Description	Salary
HR	Human Ressources	Yes
ST	Standard payments	No

If the **additional module "Group administration"** is installed to manage a corporate hierarchy, you can maintain the **group units** now.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)		
4B	Maintain master data: Group units (optional) only, if the additional module "Group administration" has been installed	Information Image: X Image: X Image: X Im	Master data/ Group units	2.7
		Maintain master data: Group units Please maintain your Group units. Note: If you set up a company, a new group unit is generated automatically and assigned to this company. By selecting the superordinated group unit, it is possible to reproduce the hierarchical structure of your company.		

Maintain your group structure using the "Group Units" function.

Group Units		-		\times
Code	PARENTGROUPSUB_A			
Description	O Division O Compar	ny 🔿 Depai	tment / Br	anch
Description	Subsidiary A of the group			
Responsible group unit	PARENTGROUPDIVEUR	OPE _		
	EUROPE DIVISION OF T	HE GROUP		
Deactivate group unit				
Contact				
Company-ID	? PARENTGROUPSUB_A	_		
Name	Company A			
Name 2				
Street				
Postal code /				
Country	DE			

By allocating "Responsible group units" you map the company's hierarchy.

Group Units				_		×
Code		PARENTGRO	DUPSUB_A_DF/	A		
Description		ODivision	○ Company	Departr	ment / Bra	nch
Description		Finance Admi	n Dep of compa	ny A		
Responsible group unit	?	PARENTGRO	DUPSUB_A	_		
		SUBSIDIARY	A OF THE GRO	DUP		
Deactivate group unit						

Include in that way the full organizational structure of your company.

Group Units [Selection] ×			
7	7	7	\
Code	Description	Туре	ID parent group unit
PARENTGROUP	Parent company of the group	Division	
PARENTGROUPDIVEUROPE	Europe division of the group	Division	PARENTGROUP
PARENTGROUPDIVSEASIA	SE Asia division of the group	Division	PARENTGROUP
PARENTGROUPSUB_A	Subsidiary A of the group	Company	PARENTGROUPDIVEUROPE
PARENTGROUPSUB_A_DFA	Finance Admin Dep of company A	Department	PARENTGROUPSUB_A
PARENTGROUPSUB_B	Subsidiary B of the group	Company	PARENTGROUPDIVEUROPE
PARENTGROUPSUB_B_DFA	Finance Admin Dep of company B	Department	PARENTGROUPSUB_B
PARENTGROUPSUB_C	Subsidiary C of the group	Company	PARENTGROUPDIVSEASIA
PARENTGROUPSUB_D	Subsidiary D of the group	Company	PARENTGROUPDIVSEASIA

Now, maintain the **users** who want to work with the system.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	of	Target dialog	Chapter in the User Manual
Log	on as system admi	inistrator (=administrative rights set)			•
5	Maintain master data: users (mandatory)	Information X X X X X X X X X X X X X X X X X X X		Master data/ Users	2.4

Enter further users.

New entry	Print Export	Filter No * filter			
New	Output	Selection			
Jsers ×					
7	7		7	7	7
Code	Name		Telephone	E-Mail	Admin
ADMIN	IIST System	administrator			Yes

1. If the user should communicate with the bank, select a corresponding authorization profile with **bank authorization**.

ew User				
User Functional Profile	Access Classes	Data P	rofile	
User-ID JSM		Name	John Smith	
System Profile				
Password		•		
Language			GB	\sim
Administrator				
Group for functional pro	file			\sim
				_
Authorization				
Authorization profile	Approval and bank	authoriza	tion	\sim
Signature medium	Database			\sim

2. Allocate the company to each user.

Contact			-	
Company ?	COMPANY	Company name	Phone	
Department			Fmail	
			Emai	

2.b Enter the email address of the appropriate user via the contact data, so that when clicking on [*Save*] the user will automatically get an email with the initial password allocated by you.

Company ? COMPANY Company name _ Phone	Contact		
	Company ? COMPANY Company na	Phone	
Department Email	Department	Email	

Example for an appropriate email:

MultiCash 4: Information about your first program access

Gesendet:	Mi 22.03.2017 16:39
An:	
🖂 Nachrio	ht 🗾 COF_OEBMCC33U_5796_170322163744123_1.PDF (187 KB)

Dear colleague,

attached you are receiving information on the initial program access to MultiCash 4.

Yours sincerely. Your administration team.

3. Meet in the functional and data profile, as well as in the access classes (and if necessary organizational units) the required settings for each user, if not already done so through a group allocation.

User								
User	Function	al Profile	Access Cl	asses	Data Pr	ofile		
User-	ID	JSM			Name	John	Smith	
Syster	n Profile							

If the additional module Group administration is installed, also on the Group Units property page the relevant settings need to be made.

New User					
User Fu	nctional Profile	Access Classes	s Group L	Jnits	Data Profile Limits
User	USREUROP		Name	Respo	onsible person for Europe
	ecords without gro ARENTGROUP - F PARENTGROU PARENTGR PARENTGF PARENTGF PARENTGROU PARENTGF PARENTGF	up unit Parent company PDIVEUROPE OUPSUB_A - TGROUPSUB_B - TGROUPSUB_B - TGROUPSUB_C - OUPSUB_C -	y of the gro - Europe d Subsidiary J _A_DFA - F Subsidiary I _B_DFA - F SE Asia din Subsidiary I Subsidiary I	up ivision A of the inance B of the inance vision o C of the D of th	of the group e group Admin Dep of company A e group Admin Dep of company B of the group e group e group

3.b [optional] If you maintain several users with identical functional / data profiles, it is advisable to define these profiles in **the user groups** (Chapter 2.5) and then assign them to the users.

ser		
User Functional F	rofile Access Classes Data	Profile
User-ID JS	M Name	John Smith
System Profile		
Password	leset password	
Language		GB 🗸
Administrator		
Group for functiona	l profile	~
Authorization		ADMIN AUDIT FINANCE
Authorization profile	Approval and bank authoriz	
Signature medium	Database	

Maintain the **bank profiles** of the system then.

No.	Function (required action)	Description (function and text diplayed in the comment see the information pane)	ction	of	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)				
6	Maintain bank profile (optional)	Information Information Image: Second system Image: Second system </th <th>ф ×</th> <th></th> <th>Communi- cation/ Bank profiles</th> <th>4.1</th>	ф ×		Communi- cation/ Bank profiles	4.1
		Maintain bank profile Please maintain the bank profile (formerly bank parameter files).				

Specify a bank access (e.g. for the access type EBICS). Allocate also the company.

Bank Profiles		_		×
Bank Profile				
Bank Profile Description	Access via EBICS			
Access Type EBICS ~				
Automatic Collection of Log Files				-1
Wait time in minutes after a file has been sent (0=never)	0			
Additional settings (Optional)				
Codepage of received MT9xx files				~
Data import into Cash Management data base	Standard: All statement formats will be imported			~
Company ? COMPANY _ C	Company name			
		Help	Conti	nue

Record the access data to the bank. If necessary, you can check the access using a button directly.

Bank Profiles				- 🗆 🛛
Bank Profile Access Data	a Users Parameters Bank Hash	Values		
Bank Profile	1 Description	Access via EBICS		
Bank Information Adress (URL)	Testing Gateway		×	Verify Access
Host name EBICSSRV	Please wait while the EBICS gatewa HTTP(s) connection is being tester HTTP 301 Moved Permanently	y is being tested d. Result: V	/erify Access	×
Operating mode Standard			The connection has been tested	OK
	Unsupported EBICS versions are be	ing checked. Please wait		
< > Import MCFT-B	Authorization profile		I	Help Save

Map on the users property page via the entry "**New User**" the respective users (internal name) and their associated external names (from the access data of the bank).

Bank Profiles	;					
Bank Profile	Access Data	Users Par	ameters	Bank Hash	Value	3
Bank Profile	1		Desc	ription	Ac	cess via EBICS
Allocate the i	nternal users to	the external b	ank user	s		
User	Internal Nam	ie	Externa	al Name	Save	communication
New user	New Us	er				

ank Profile	5						
Bank Profile	Access Data	Users	Paran	neters Bank Hash	n Val	lues	
Bank Profile	1			Description		Access via EBICS	
Allocate the	internal users to	the exten	aal bar				
				ik users			
User	Internal Nan	ne		External Name	Sa	ve communication	Standard user
User JSM	Internal Nan John Smith	ne		External Name	Sa	we communication	Standard user Yes

Afterwards the bank access remains in the status "New" (yellow traffic light symbol).

Bank Profiles ×						
7	7	7	7			
Bank Profile	Description	Client ID	Log version	Authentification status of the bank		
01	Access via EBICS	MKA10000	H004	ONew		

Then you have to make a new logon and to accomplish a first **initialization** with every bank authorized user, but at least with the default user.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as user			
7	Initialisation of bank profile (mandatory)	Information X A X Configuration Help Initialisation of bank profile Maintain currency rates Maintain master data: Banks Maintain master data: Accounts	Communi- cation/ Initialisation	4.2
		Initialisation of bank profile Please initialise the bank profiles which are assigned to you. Only after a successful initialisation is it possible for payment orders to be sent, and information to be collected from banks.		

Select the bank access to be initialized, follow the instructions and start the initialization.

First Initialisation (INI)	×
Choose a bank for the initialisation.	
Access via EBICS	
< Zurück Weiter > He	elp

Then confirm the successfully transmitted initialization orders with [OK].

Confirmation			
Transfer orders will b	be generated from yo	our information.	
These can be starte deactivate the follow	ed automatically. If yo wing option.	ou want to complete the transfers at a	a later time, then please
	MultiCash 4		×
Initialisation letters approval.		amunication orders have been su	secretully everyted
		innunication orders have been su	eccessiony executed
Processing status Function termir		innunication orders have been su	OK
Processing status Function termir Bank		Session type / Result	
Processing status Function termir Bank Access via EBICS		Session type / Result	
Processing status Function termir Bank Access via EBICS Access via EBICS		Session type / Result INI Ok HIA Ok	

Confirm also the message on the prepared HPB orders with [*OK*]. Then you have to await the activation of your users by the bank.



<u>After</u> activation by the bank you have to execute the HPB send order (to request the bank keys) in the communication manager.

New S entry	ign	Delete signature Approve Delete approval	Execute order Execute all due orders Signatures complete	Reset
Send Orders	×		Execution	
Signatures				Payment type
				<
7	7			<

After successful collection of the bank keys the bank access switches to the status "**Ready**" (green traffic light symbol).

Bank Profiles	×			
7	V	7	7	7
Bank Profile	Description	Client ID	Log version	Authentification status of the bank
01	Access via EBICS	MKA10000	H004	Ready

Maintain the required currency rates subsequently.

No.	Function (required action)	Description (function and text diplayed in the comment section the information pane)	n of	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)			
8	Maintain currency rates (optional)	Information 4 × Configuration Help 4 Maintain currency rates Maintain master data: Banks Maintain master data: Accounts		Master data/ Currencies	3.6
		Maintain currency rates Please maintain the relevant currency rates. This can be done manually or by collecting DKI/DKU data from the bank.			

The maintenance of the exchange rates can be made manually.

Currencies		- 🗆 ×
ISO code	GBP	
Description	Pound Sterling	
Current middle rate	0,8679000	on 🔽 22.03.2017 🗐 🔻
Last update		
Buying rate	0,000000	Decimal places $2 \sim$
Selling rate	0,000000	
Deactivate currency		
< > Print	t	Help Save

Alternatively, the exchange rates can be retrieved from your bank using a DKI (or DKU) collection order (communication manager / collection orders), if supported by the bank.

Collection Orders	-		×
Collection order Scheduling			
Favorites			~
Bank Access via EBICS (1)			\sim
Order type DKI Exchange rates invers			~
✓ Start transfer directly Time period Collect data from/until From 23.03.2017 ∨ Until 23.03.2017 ∨			
Other Transfer Password ID group ? Access class ?			
[Help	S	ave

[optional] **Retrieval of a HKD** (=customer and user information) (communication manager / collection orders).

The banks and accounts master data are then automatically imported and also the company of the bank access is applied automatically as ordering party for the banks.

Set up a HKD collection order (to retrieve the customer and user information) and execute the order.

Collection Orders	_		×
Collection order Scheduling			
Favorites			~
Bank Access via EBICS (1)			\sim
Order type HKD Customer- and user information			~
Start transfer directly Time period Collect data from/until From Until 23.03.2017 v			
Other Transfer Password ID group ? Access class ?			
	Help	Sa	ave

Pession type	Status	Bank name	Group ID	Date transfer
7	7		7	7
ollection Or	ders ×			
entry New	Execution	Reject +	tout	 filter Selection
New New	Execute all due orders	Reactivate Print	Export Fil	ter No
			1 - 1 -	

The authorizations at the bank can now be displayed using appropriate buttons.

Activate testing Use electronic signature for payment Payment status report (HAC/ACK) inst	authorization tead of client log (PTK)	
Last collected bank parameters on :	23.03.17	
< > Import MCFT-BPD Authorizat	ion profile	
Collection Orders Input Bank Profiles	Authorization profile bank - Overview \times	
Authorization pro	ofile bank - Overview	23.03.2017, 09:13:46 Page 1 of 101
Bank Profile: 1		
Bession type Direction ES debit AIA Send 1		
User: MKA10001 Bession type Bignature	e classes Durrency	Amount celling

AIA

Instead of via HKD retrieval, you can also maintain the master data manually (**banks** and accounts). Sometimes also a "revision" of the data collected by HKD is necessary.

No.	Function (required action)	Description (function and text diplayed in the comment section o the information pane)	f Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)		
9	Maintain master data: Banks (optional)	Information X The second sec	Master data/ Banks	3.2
		Maintain master data: Banks Please maintain the master data: Banks. This can be done manually or by collecting HKD dat from the bank.		

Check and maintain missing data in the automatically filled master data, in particular access key (field index), BIC, country code.

Banks			- 🗆 ×
Banks Interest rates / Credit lines 37050299	Description	37050299	
Bank Information Country of the account-holding bank Local bank code International bank code (BIC) Bank name Bank Contract Bank Contract Bank Contract Company Company Company Company Company Company Company Company	Country of bank response DE Country of bank response DE	International bank search responsible for account X sible for account Description GERMANY	
Related holiday calendar ? Bank Profile Please choose the Bank Profile which should I	pe used for transfers to the b	bank.	
? 1 _ Access vi	a EBICS	H	elp Save

Finally, the **accounts** master data can be revised.

No.	Function (required action)	Description (function and text diplayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Log	on as system admi	nistrator (=administrative rights set)		
10	Maintain master data: Accounts (optional)	Information X X Configuration Help Maintain master data: Accounts Maintain master data: Accounts V Maintain master data: Accounts Please maintain the master data: Accounts.	Master data/ Accounts	3.3
		This can be done manually or by collecting HKD data from the bank.		

Check and maintain missing data in the automatically filled master data, in particular access key (field index), account name, country code, account number / if necessary: different account number for payments (under Rules).

Accounts						_		×
Account Master Data Interest r	rates / Credit lines Rules Subsidiary Acc	ount						
Index	ACCOUNT 1 Account name	37050299 / 102	03040 / KSK / E	UR		🗌 Ina	ictive acc	count
Bank data Assigned bank ?	37050299 KSK Köln							
IBAN	DE50 3705 0299 0010 2030 40		BIC		CC	DKSDE3	3XXX	
Account number	10203040		Bank		37	7050299		
Currency	EUR		Country	? DE GERMANY				
Proprietor								-
Alternative ? Bank Profile	Access via	EBICS		Type of statement	Presentation	n of detai	ils	
	Cash account 🗸 🗸	no information	~	Daily statements ~	German (14	4* 27)		~
Internal Information								
Account Proprietor ?	COMPANY _ Company n	iame						
Account class ?	0							
Fin. accounting access								
Accounting area			Manually cr	eated account				
Export account number	10203040		Delete prep	osted items when reading in	new prepos	sted item	s	
Import account information	Entire ~		Retention lengt	th of account information in	days		0	
< > Print					He	lp	Sa	ve

The accounts entered here are only available in the respective payment modules, if

a) the necessary criteria are filled (e.g. country, BIC, etc.) and

b) on the "Rules" tab under "Information for payment modules" "**No restrictions**" (default) is configured for the account.

ccounts							
Account Master Da	ata Inte	rest rates / Credit lines	Rules	Subsidiary Acco	unt		
Index		2	Acc	ount name	SEPA account		
Balance ceiling				0,00			
Base amount				0.	00		
Generate single booking orders for cash optimization Information needed for the automatic detection of the needed order type Order type for domestic transfer Order type for foreign payment							
Batch reference to ID the cash optimization bookings							
Payment function			No re	estrictions			
Bank/account information for different payment sys Generally excluded from					m payments		
Module	Bank	Account number	No payments from this account No payments to this account				

After that, the configuration is completely "finished".



The installed users can now work after an appropriate logon with the system.