

MultiCash[®]

Quick Reference for Administrators

User Manual

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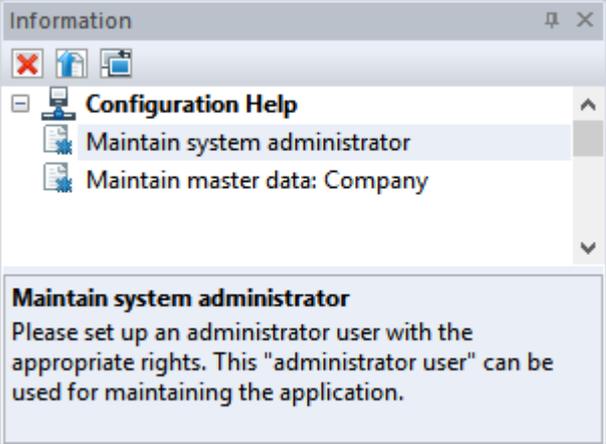
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System configuration with Configuration Help (formerly known as Configuration Wizard):

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.

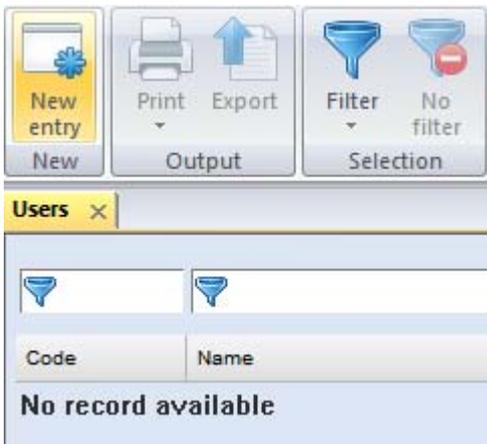
A **double click** on each function entry opens the corresponding target dialog for accomplishing the described action. After this the respective entry in the configuration help disappears.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as ADMIN2 user				
1	Maintain system administrator (mandatory)		Administration / User	1.2.1

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 User

User | Functional Profile | Access Classes | Data Profile

User-ID: ADMINIST Name: System administrator

System Profile

Password: [masked]

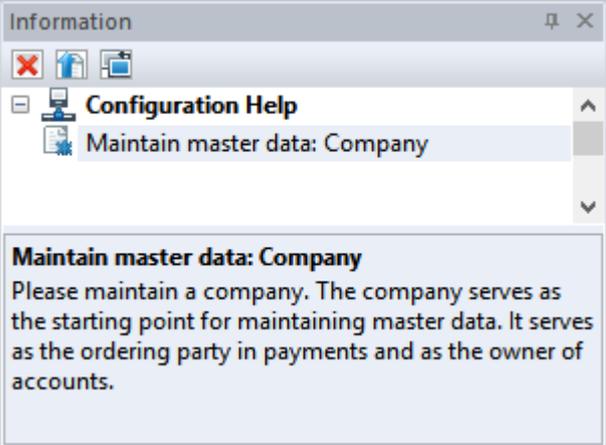
Language: GB

Administrator:

Group for functional profile: [dropdown]

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 displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as ADMIN2 user				
2	Maintain master data: Company (mandatory)		Master data/ Company	1.2.1

Maintain the company data subsequently.

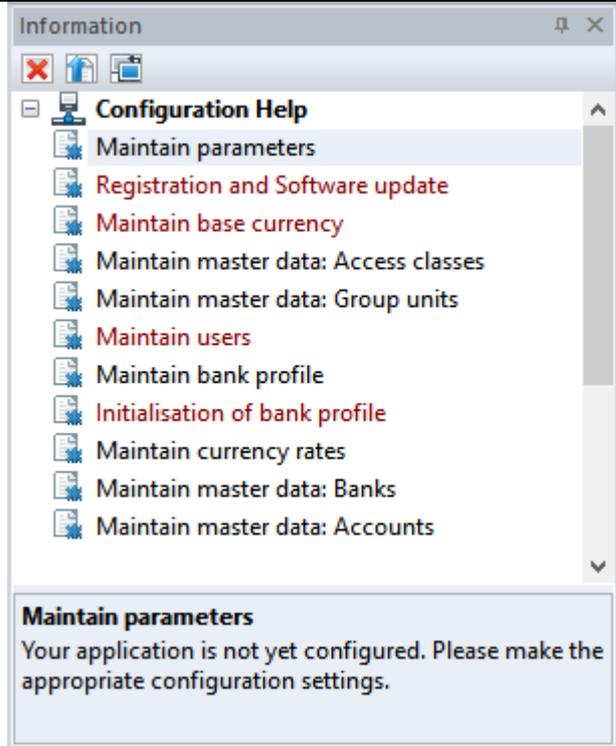


The screenshot shows a window titled "Company" with standard window controls (minimize, maximize, close). The form contains the following fields and elements:

- Company ID:** A text box containing the word "COMPANY".
- Company:** A text box containing "Company name".
- Company 2:** An empty text box.
- Street:** An empty text box.
- Post code / Town:** Two adjacent empty text boxes.
- Country:** A dropdown menu with a question mark icon, currently showing "GB" and "UNITED KINGDOM (GREAT BRITAIN)".
- State / Federal state / Region:** An empty text box.
- Post office box:** An empty text box.
- Contact:** An empty text box.
- Phone:** An empty text box.
- Fax:** An empty text box.
- E-Mail:** An empty text box.

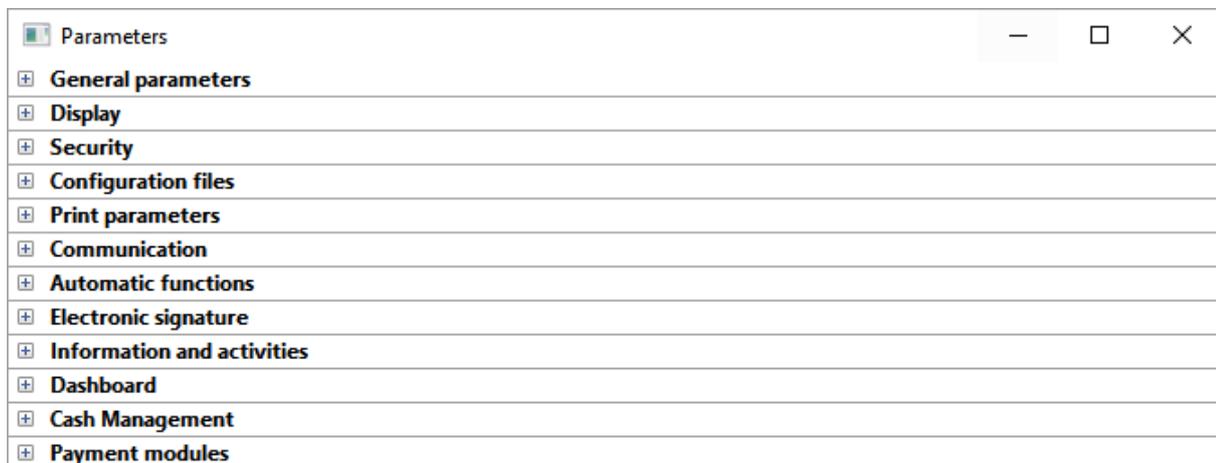
At the bottom right of the window, there are two buttons: "Help" and "Save".

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 displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
1	Maintain parameters (optional)		Administration / Parameters	2.1

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

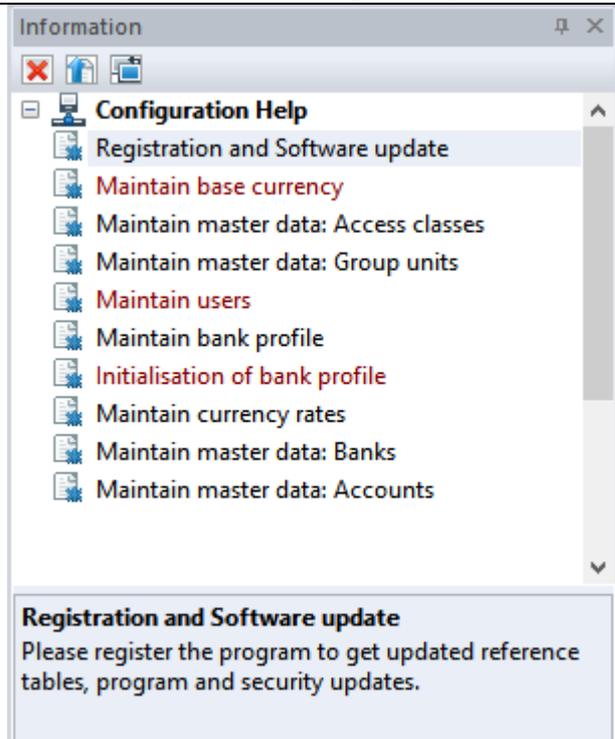
- Communication parameters / proxy settings
- Communication manager / automatic export of received files and path for the automatic export
- Electronic signature / storage device / USB stick



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	<input checked="" type="checkbox"/>
Generate user passwords automatically	<input type="checkbox"/>
Approval for User Activation	<input type="checkbox"/>
Logon with external system	<input type="checkbox"/>

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

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
2	Registration and Software update (mandatory)		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.

✕

Scope of registration

If you do not register the software, no information about your environment 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.

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.

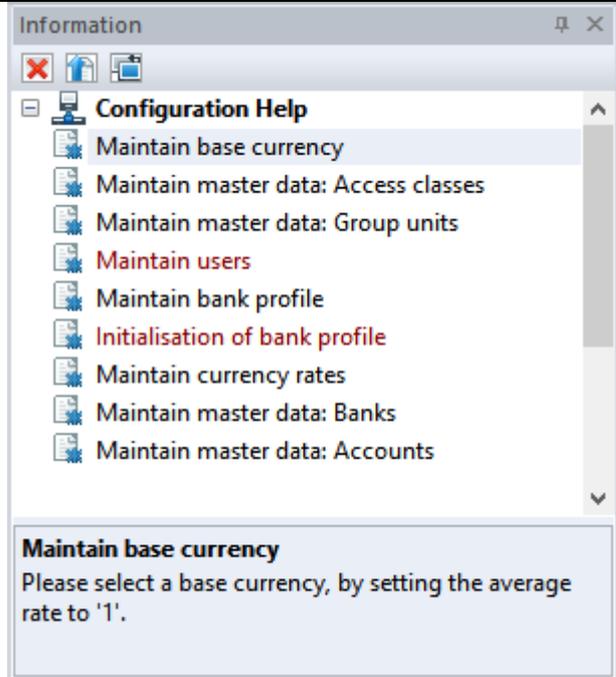
Complete software updates

After successful registration you receive a customer ID on the update server.

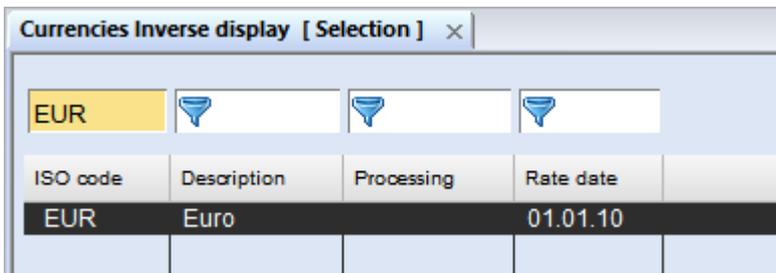
Customer ID

Help
Confirm and send registration

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

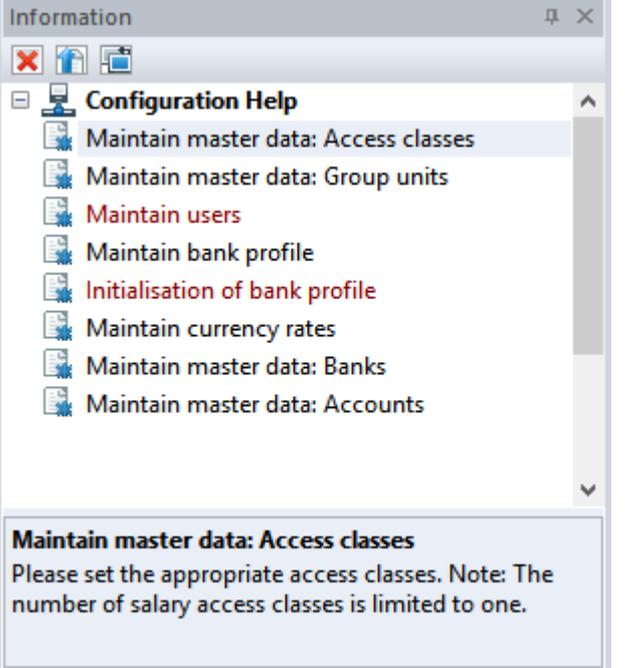
No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
3	Maintain base currency (mandatory)		Master data/ Currencies	3.6

Select a currency first.

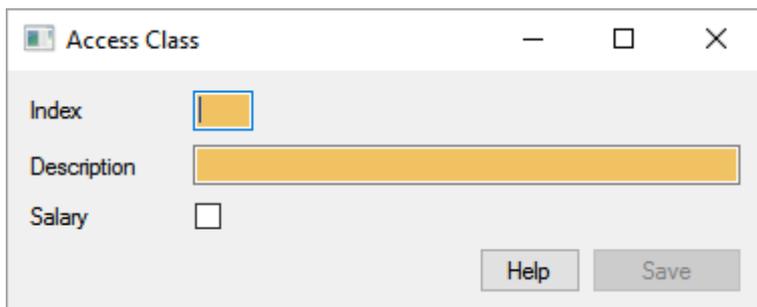


By setting the current middle rate of one currency =1 you specify it as base currency of the system.

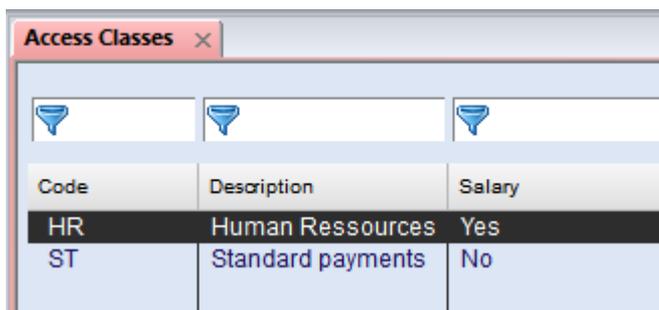
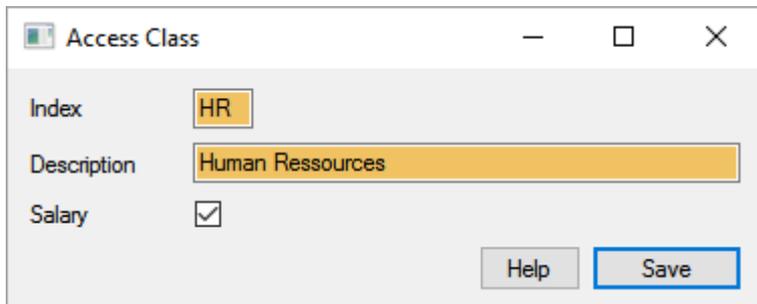
If you want to use the access control for confidential payments, you create the required **access classes** then.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
4A	Maintain master data: Access classes (optional)		Master data/ Access classes	2.6

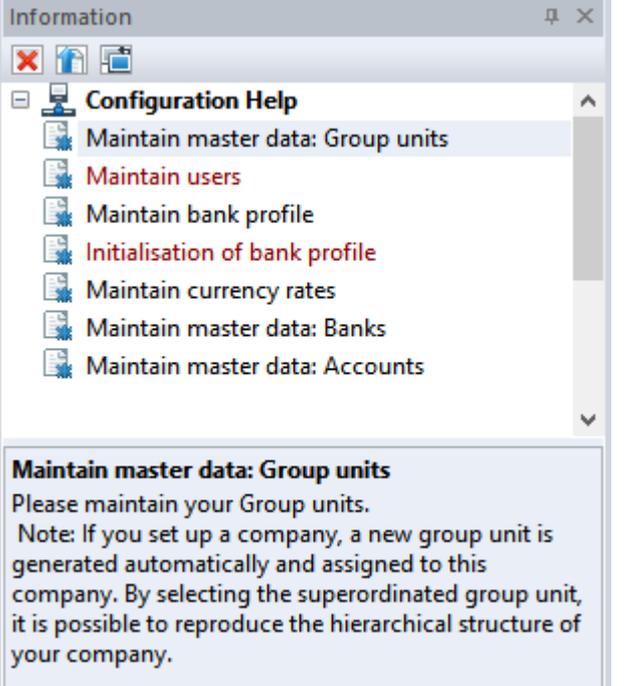
Specify the access classes of the system.



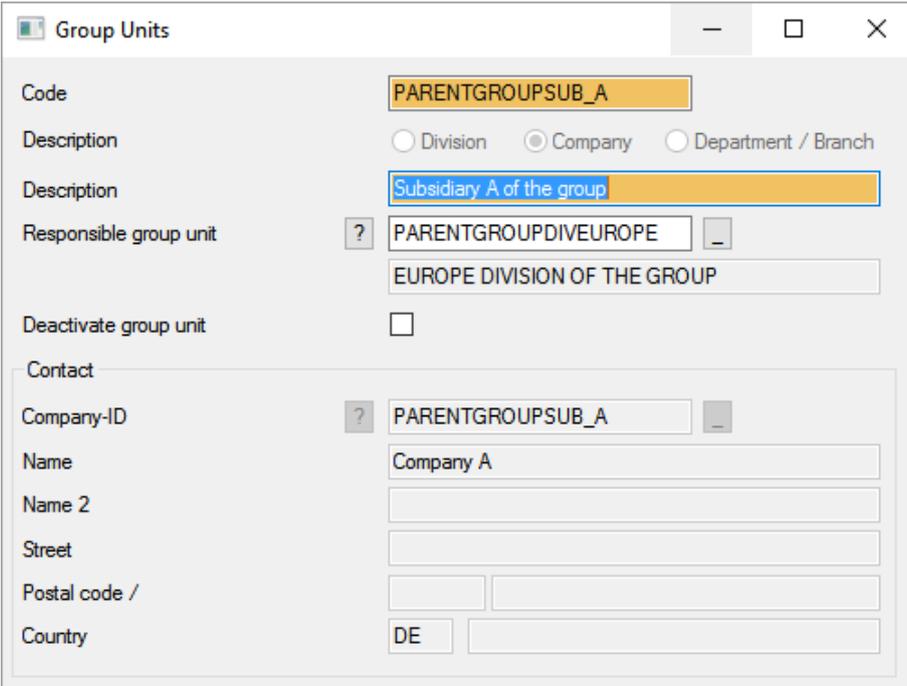
Please note that there can be only one access class marked as "Salary".



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 displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
4B	Maintain master data: Group units (optional) only, if the additional module "Group administration" has been installed		Master data/ Group units	2.7

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

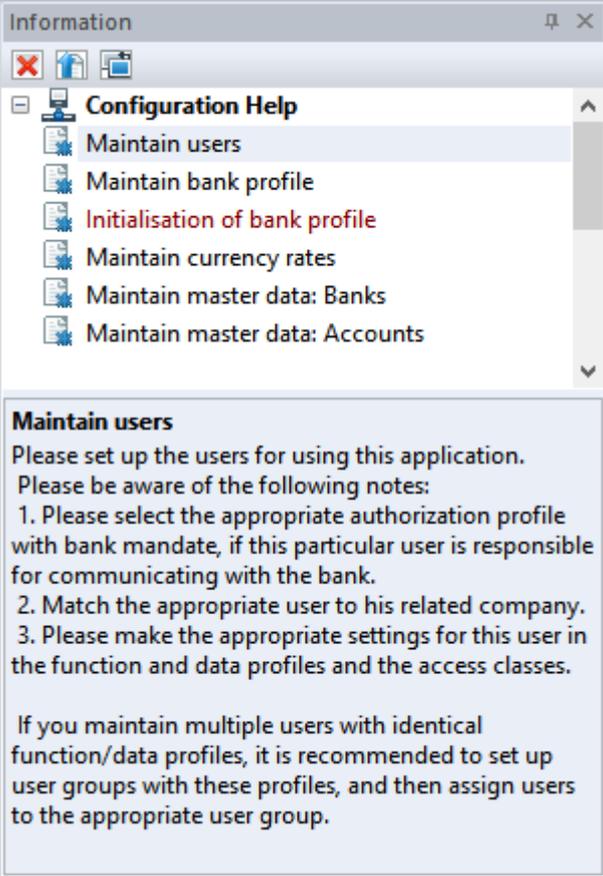


By allocating "Responsible group units" you map the company's hierarchy.

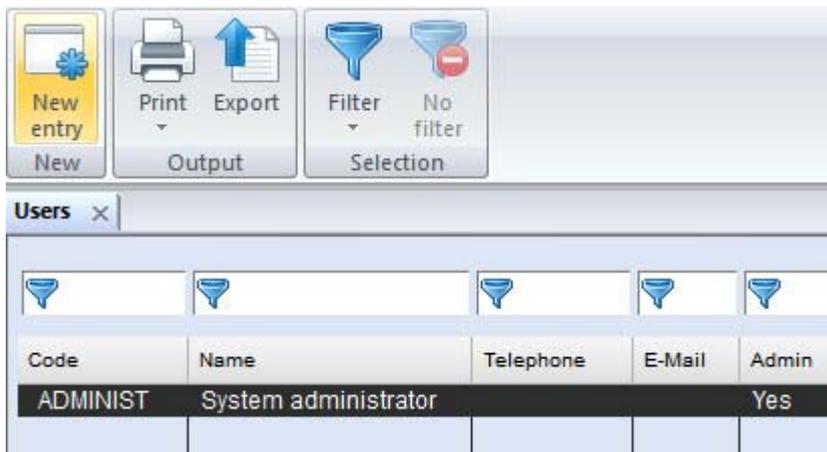
Include in that way the full organizational structure of your company.

Code	Description	Type	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 displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
5	Maintain master data: users (mandatory)		Master data/ Users	2.4

Enter further users.



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

New User

User | Functional Profile | Access Classes | Data Profile

User-ID **JSM** Name **John Smith**

System Profile

Password

Language **GB** ▾

Administrator

Group for functional profile

Authorization

Authorization profile **Approval and bank authorization** ▾

Signature medium **Database** ▾

2. Allocate the company to each user.

Contact

Company ? **COMPANY** Company name

Department

Phone

Email

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.

Contact

Company ? **COMPANY** Company name

Department

Phone

Email

Example for an appropriate email:

MultiCash 4: Information about your first program access

Gesendet: Mi 22.03.2017 16:39

An:

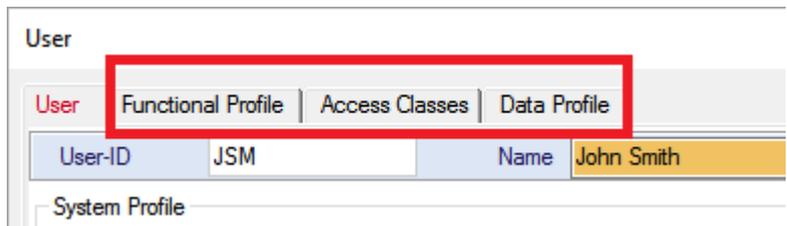
Nachricht  COF_OEBMCC33U_5796_170322163744123_1.PDF (187 KB)

Dear colleague,

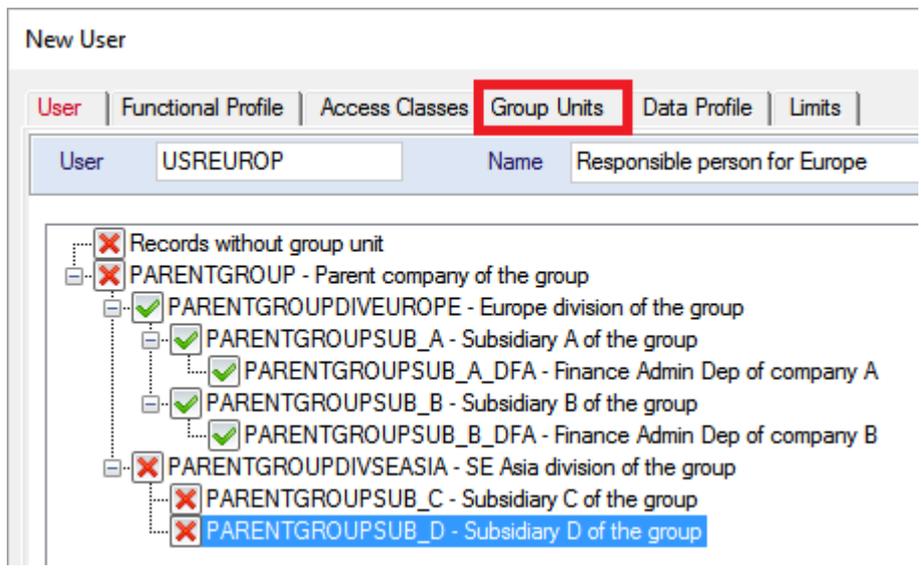
attached you are receiving information on the initial program access to MultiCash 4.

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.



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



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.

User

User
Functional Profile
Access Classes
Data Profile

User-ID	JSM	Name	John Smith
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System Profile

Password

Language GB

Administrator

Group for functional profile

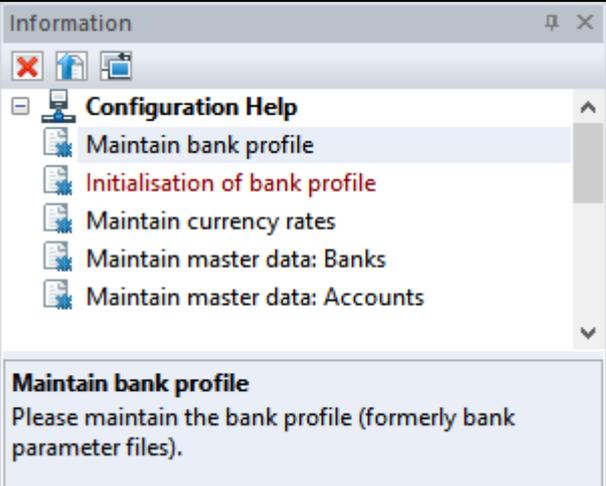
ADMIN
 AUDIT
 FINANCE
 PMTENTRY
 SIGNATUR

Authorization

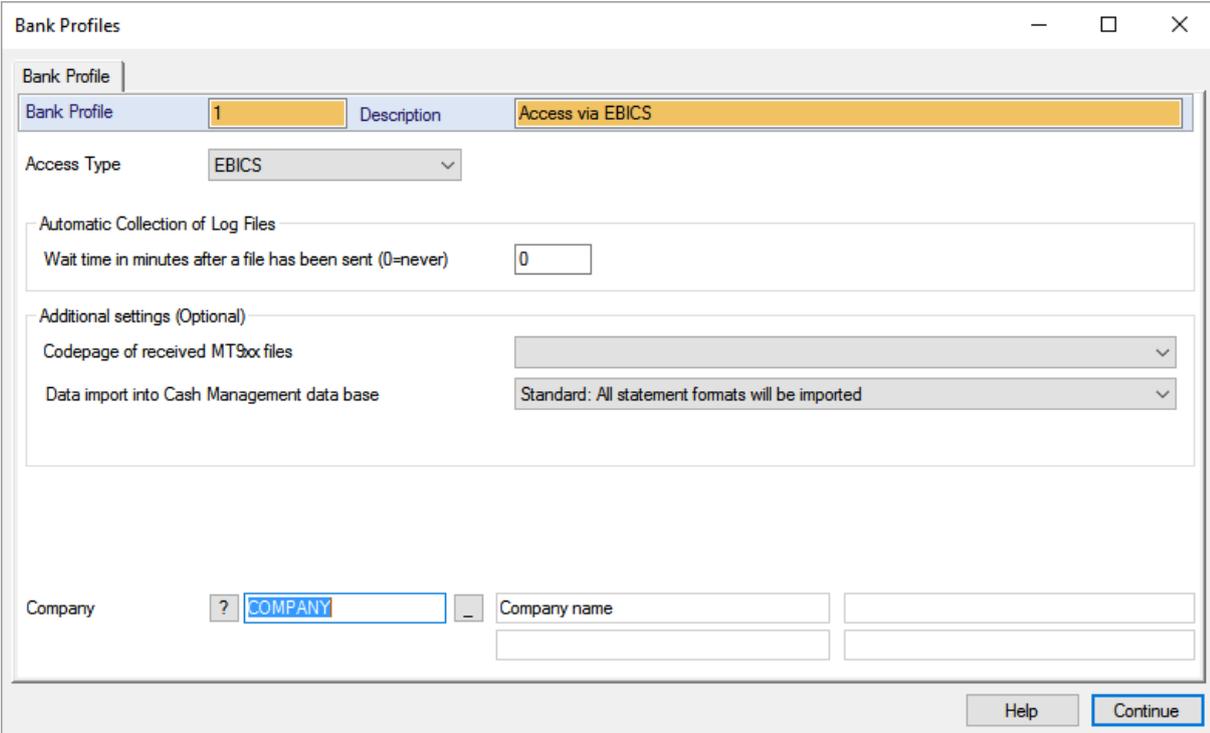
Authorization profile

Signature medium

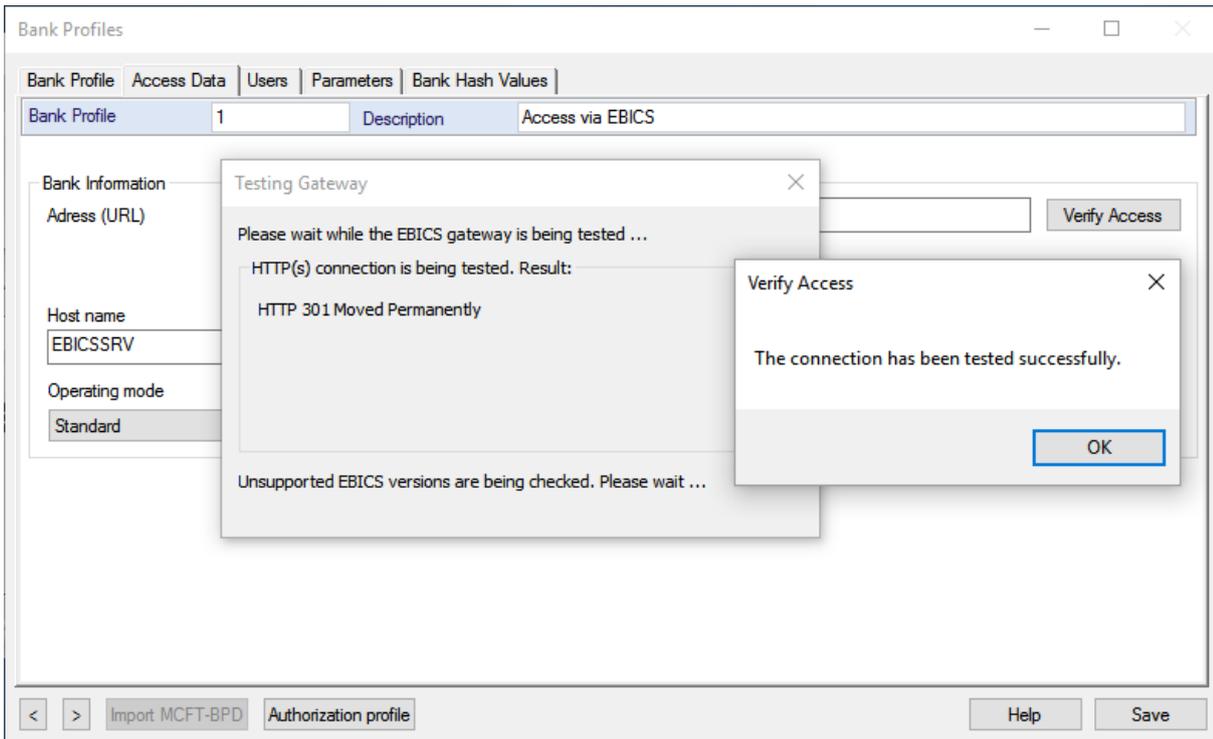
Maintain the **bank profiles** of the system then.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
6	Maintain bank profile (optional)		Communication/ Bank profiles	4.1

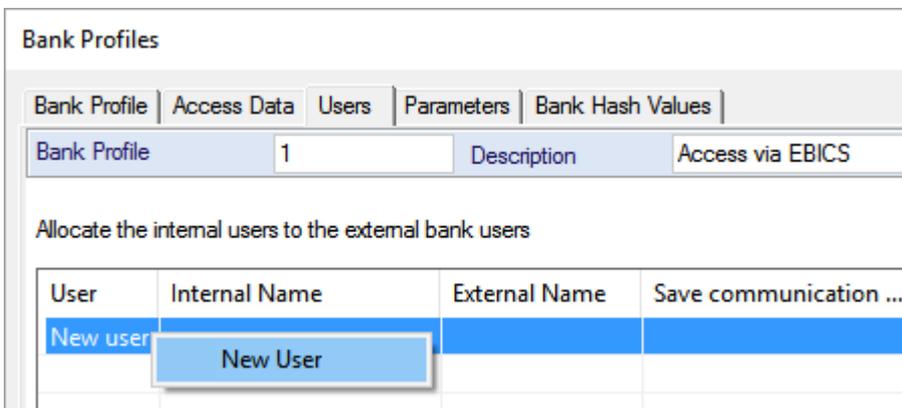
Specify a bank access (e.g. for the access type EBICS). Allocate also the company.



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



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 | Parameters | Bank Hash Values

Bank Profile: 1 Description: Access via EBICS

Allocate the internal users to the external bank users

User	Internal Name	External Name	Save communication ...	Standard user
JSM	John Smith	MKA10019	No	Yes
New user				

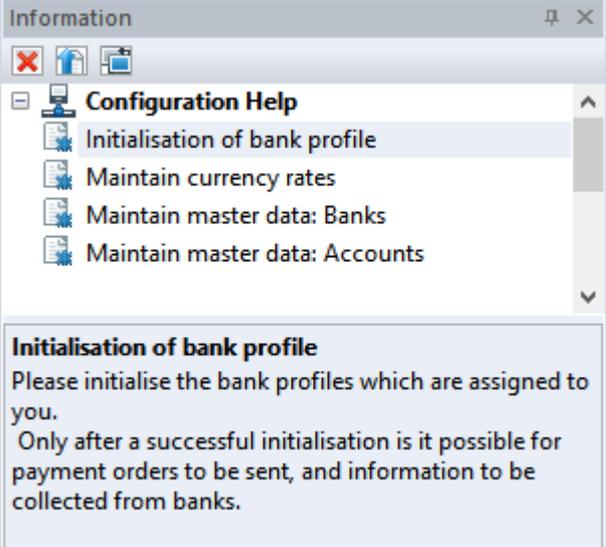
Afterwards the bank access remains in the status "New" (yellow traffic light symbol).

Bank Profiles x

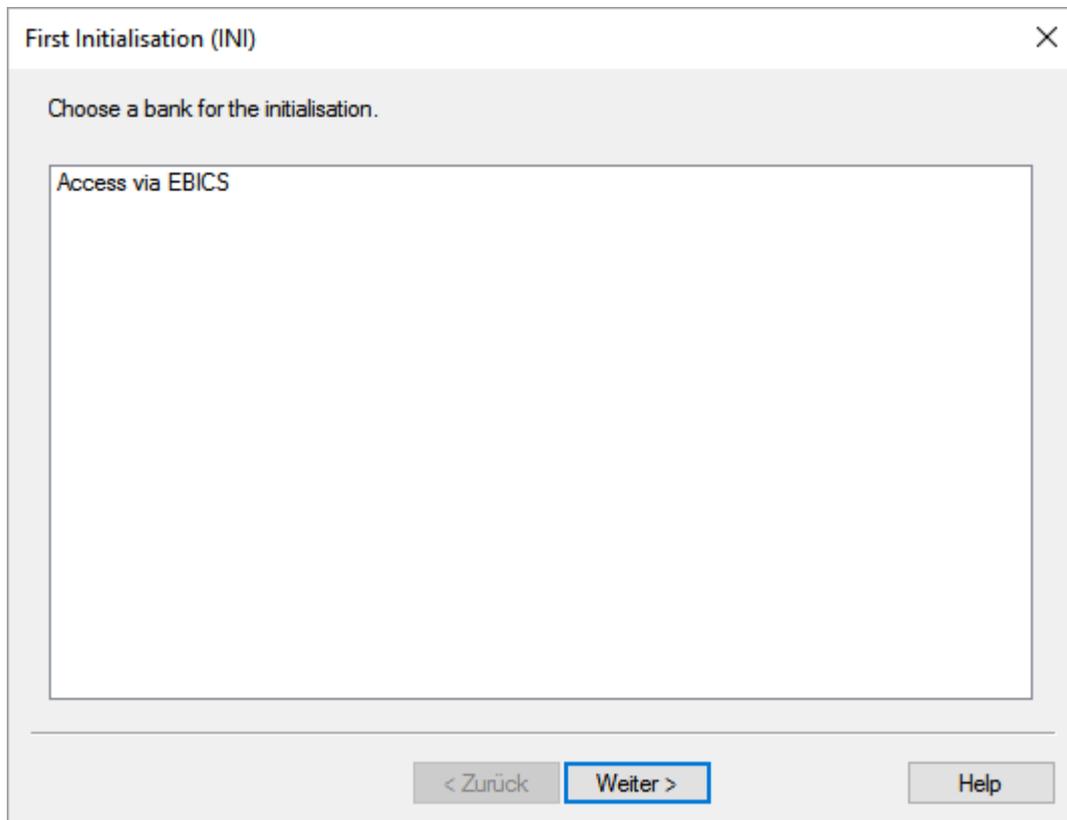
Bank Profile | Description | Client ID | Log version | Authentication status of the bank

1	Access via EBICS	MKA10000	H004	New
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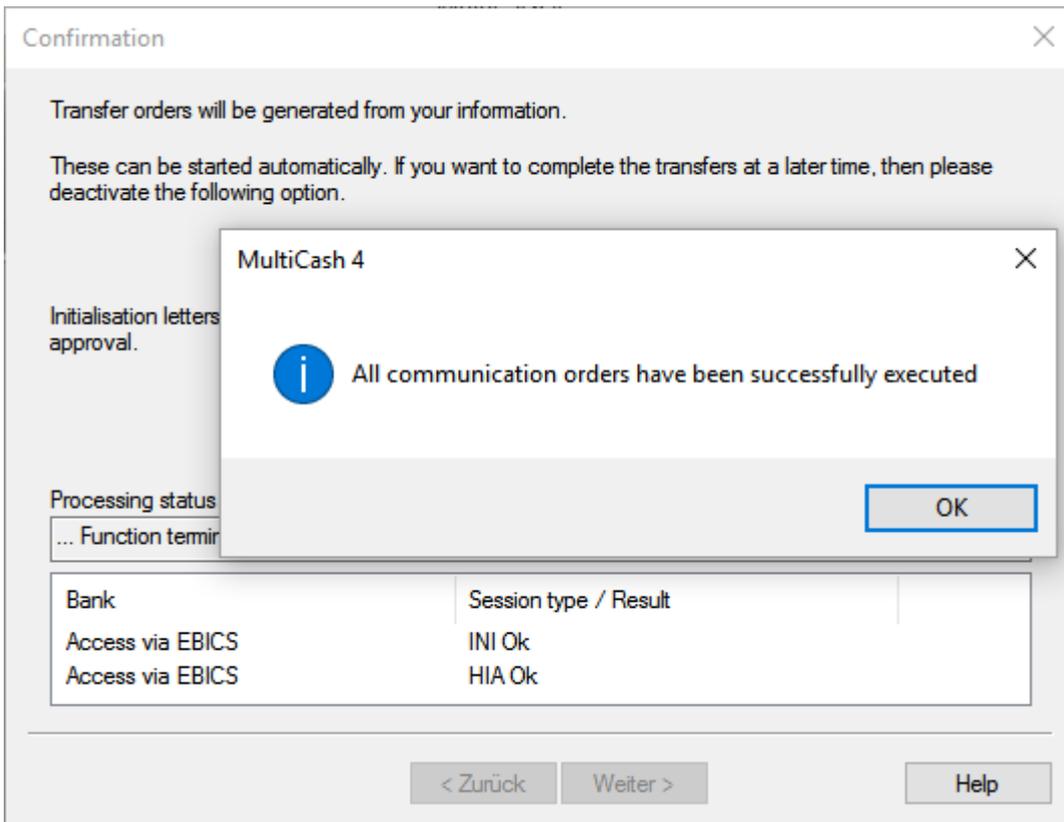
Then you have to make a new logon and to accomplish a first **initialization** with every bank authorized user, but at least with the default user.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as user				
7	Initialisation of bank profile (mandatory)		Communication/Initialisation	4.2

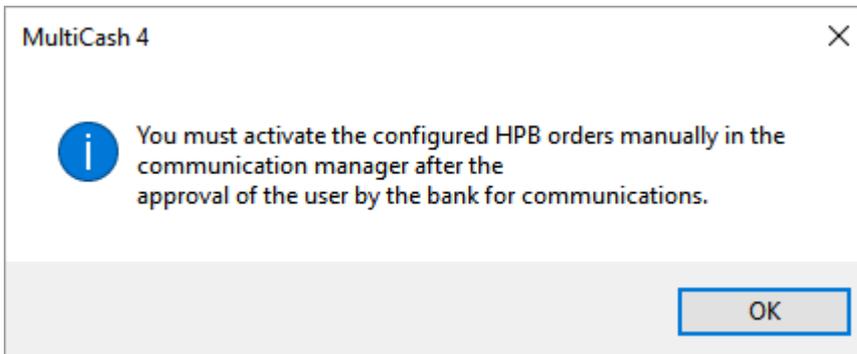
Select the bank access to be initialized, follow the instructions and start the initialization.



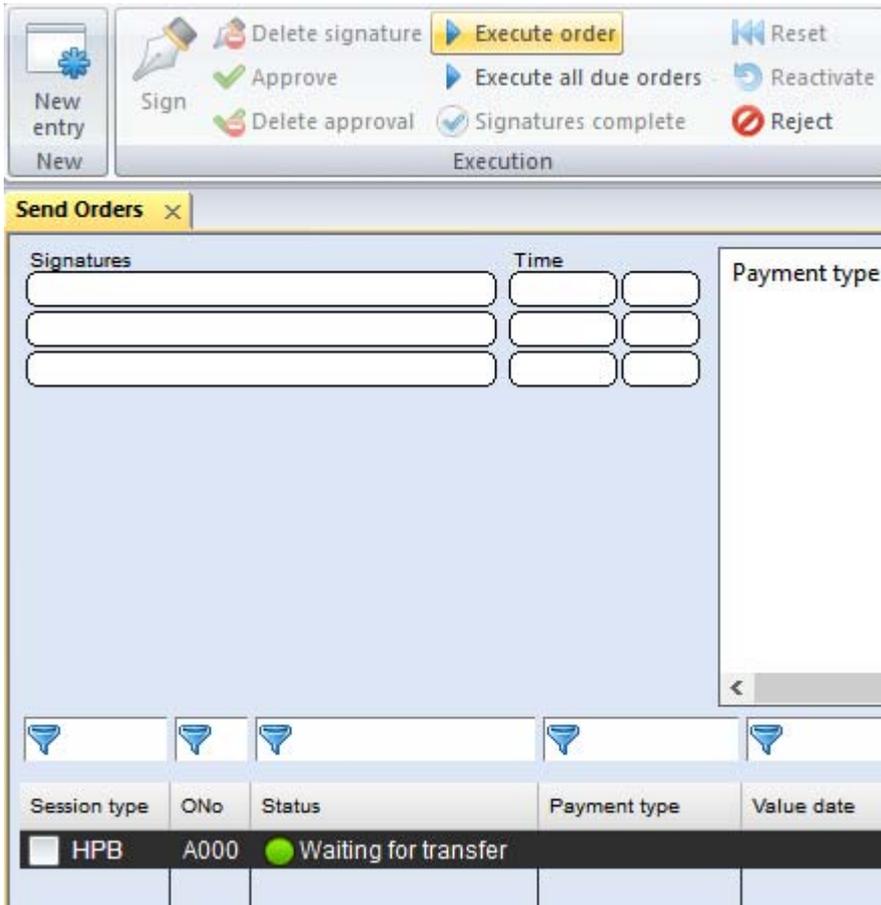
Then confirm the successfully transmitted initialization orders with **[OK]**.



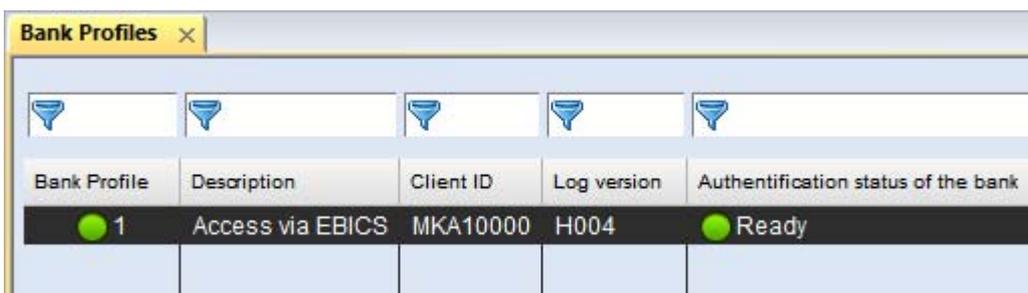
Confirm also the message on the prepared HPB orders with **[OK]**. Then you have to await the activation of your users by the bank.



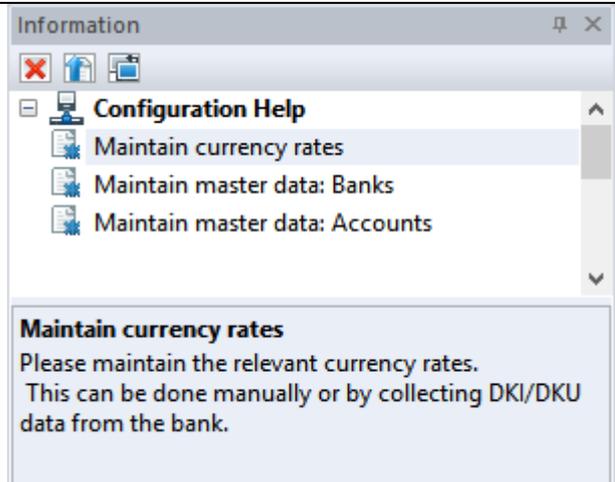
After activation by the bank you have to execute the HPB send order (to request the bank keys) in the communication manager.



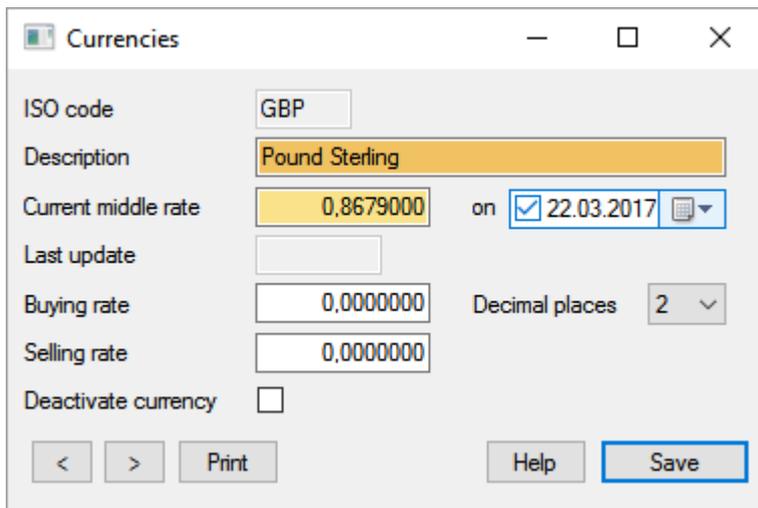
After successful collection of the bank keys the bank access switches to the status "**Ready**" (green traffic light symbol).



Maintain the required **currency rates** subsequently.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
8	Maintain currency rates (optional)		Master data/ Currencies	3.6

The maintenance of the exchange rates can be made manually.



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) ▼

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 Save

[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.

Session type	Status	Bank name	Group ID	Date transfer
<input type="checkbox"/> HKD	● Waiting for transfer	Access via EBICS		
<input type="checkbox"/> HEV	<input checked="" type="checkbox"/> OK	Access via EBICS	_ASSHE01	22.03.17

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

Activate testing

Use electronic signature for payment authorization

Payment status report (HAC/ACK) instead of client log (PTK)

Last collected bank parameters on :

Collection Orders | Input | Bank Profiles | **Authorization profile bank - Overview** ×

Authorization profile bank - Overview
23.03.2017, 09:13:46
Page 1 of 101

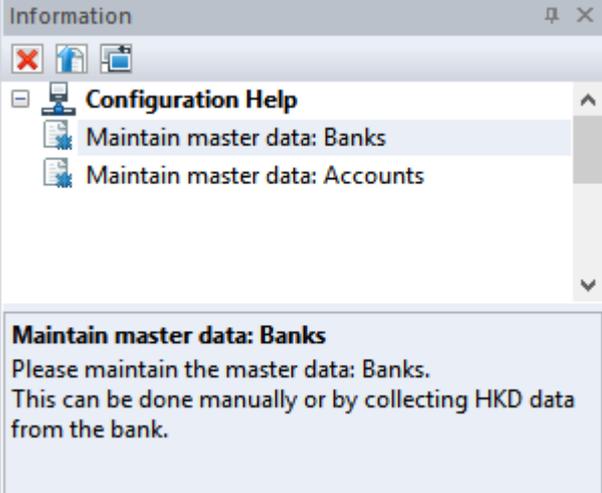
Bank Profile:

Session type	Direction	EG debit
AIA	Send	1

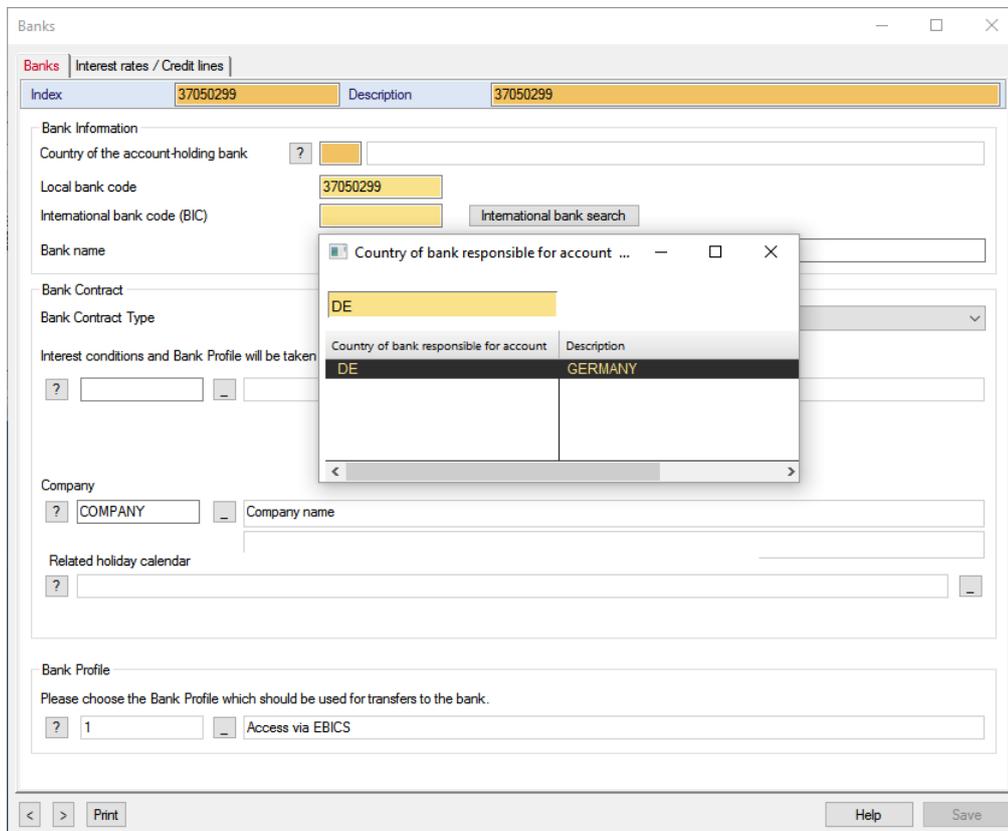
User : User:

Session type	Signature classes	Currency	Amount ceiling
AIA			

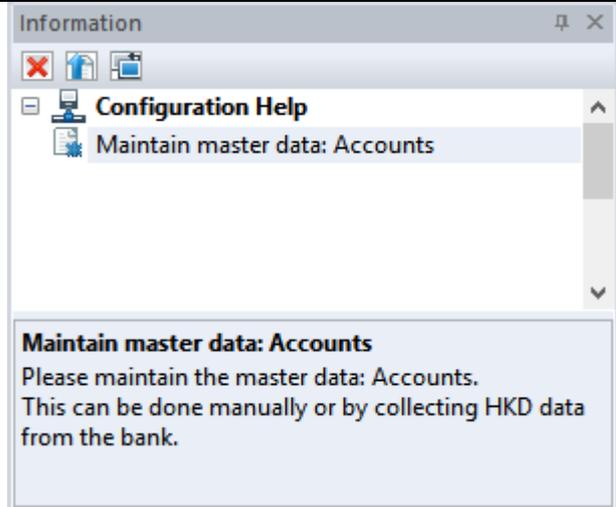
Instead of via HKD retrieval, you can also maintain the master data manually (**banks** and accounts). Sometimes also a "revision" of the data collected by HKD is necessary.

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
9	Maintain master data: Banks (optional)		Master data/Banks	3.2

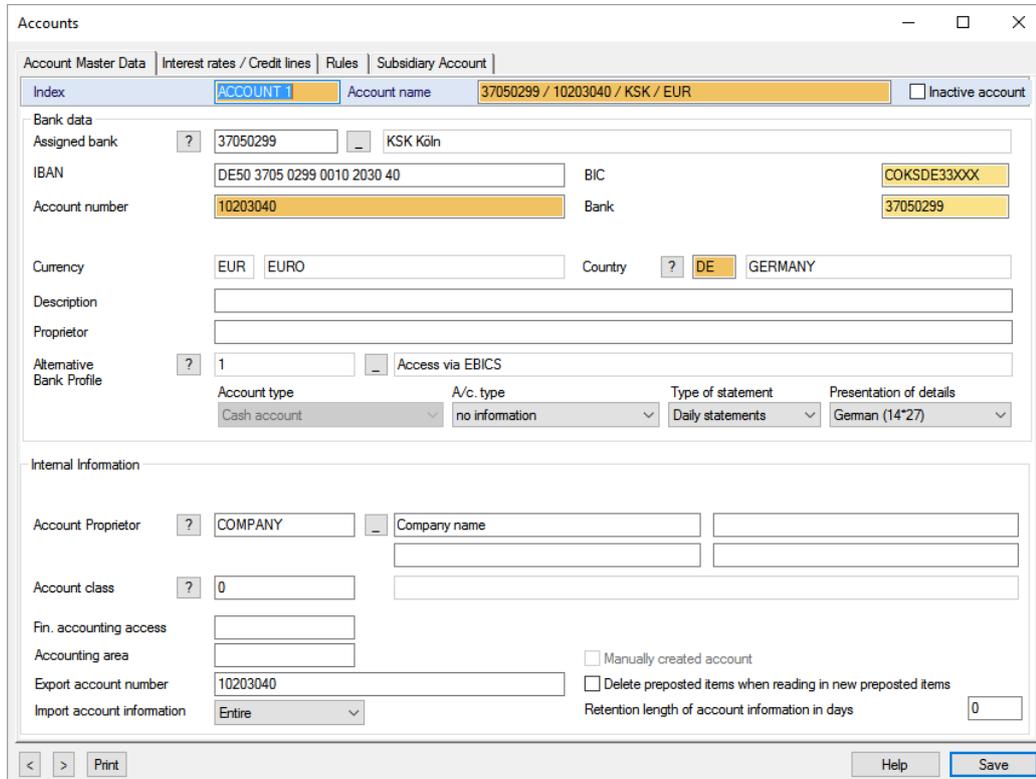
Check and maintain missing data in the automatically filled master data, in particular access key (field index), BIC, country code.



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

No.	Function (required action)	Description (function and text displayed in the comment section of the information pane)	Target dialog	Chapter in the User Manual
Logon as system administrator (=administrative rights set)				
10	Maintain master data: Accounts (optional)		Master data/Accounts	3.3

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).



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.

Accounts

Account Master Data | Interest rates / Credit lines | **Rules** | Subsidiary Account

Index	2	Account name	SEPA account
-------	---	--------------	--------------

Balance ceiling

Base amount

Include account in disposition

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

Information for payment modules

Payment function

Bank/account information for different payment systems

Module	Bank	Account number

No restrictions

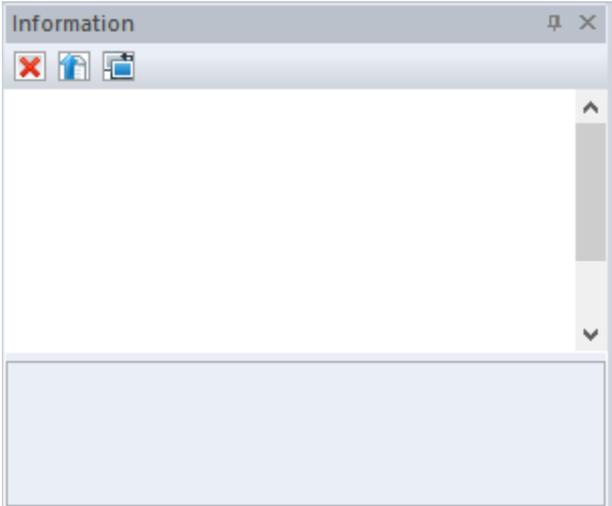
No restrictions

Generally excluded from payments

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.