

SEPAeditor

Simplify your SEPA payments

PRODUCT BROCHURE

SEPAeditor

V 2.0

CONTENTS

1. FEATURES	3
A. Basics	3
B. Entry/import of SEPA orders	3
1. Online entry	3
2. Importing files.....	4
3. Managing SCTs (SEPA Credit Transfers).....	4
4. Managing SDDs (SEPA Direct Debits)	4
C. Converting order files to the SEPA standard	5
D. SEPAeditor security.....	5
E. Managing the database of your third parties.....	7
2. SUBSCRIPTIONS	7
A. Basics	7
B. Rates	8
3. TERMS OF USE	8
4. SEPA	8
A. General overview of SEPA.....	8
B. SEPA Credit Transfer	9
C. SEPA Direct Debit	9
D. Bank details and formats in the SEPA zone	10
5. ABOUT US	10

FEATURES

A. Basics

What is SEPAeditor?

SEPAeditor allows you to create files, containing SEPA orders, ready to send to your bank. Based on your preferences you can enter the data for your orders, import data from a text file with separators or an Excel file, or convert an old standard bank transfer file.

After setting up your preferences, you can send the SEPA file to your bank, either via its website or using your transmission software.



SEPAeditor is offered to you in a free version (maximum 500 orders per month) or by subscription with no time commitment (unlimited number of orders).

B. Entry/import of SEPA orders

In SEPAeditor, you can enter the data for your orders as you prefer:

- By online entry
- By importing them from a text file with separators

1. **Online entry**

The intuitive ergonomics of SEPAeditor allows you to familiarize yourself with the fields of the SEPA standard. Moreover, SEPAeditor provides you with a range of advanced functions to save you from boring repetitive tasks:

- **Third-party database**
To avoid repetitive entries, you can register the names, bank details and other information about people you deal with (suppliers, employees, etc.) in a database which can be created either by entering or importing the data.
- **Pre-defined templates**
You can define order templates in advance to generate recurring identical payments (transfers for salary payments, direct debits for subscriptions etc.)

2. Importing files

By applying user-definable import templates, SEPAeditor can be adapted to suit your organization.

You can define the sequence of the data and the separator in your import files. When you import the data, SEPAeditor will warn you about any discrepancies with clear and explicit error messages.

Once the data have been imported using SEPAeditor, you can amend each order individually on the screen before generating the SEPA file. SEPAeditor allows you to save and reuse multiple import formats.

3. Managing SCTs (SEPA Credit Transfers)

Once the data has been imported or entered online, SEPAeditor allows you to manage your payment orders in a screen which matches the SEPA Credit Transfer (pain.001.001.03). The mandatory fields are indicated by colour-coding and the data is checked using the rules established by the EPC (European Payments Council).

To make daily use simpler, SEPAeditor offers you:

- The option of saving and reusing recurring lists (salary payments, for example)
- A rapid data entry form for mass payments (list entry)
- Applying the same comment to all payment orders

For each of your transfers, SEPAeditor provides you with a summary (total amount, number of orders, account debited, etc.), which you can print at any time. Once the SCT payment file has been generated, SEPAeditor suggests sending a personalized email automatically to each third party involved, to inform them about the amount paid, the reason and the payment date.

4. Managing SDDs (SEPA Direct Debits)

Once the data has been imported or entered online, SEPAeditor allows you to manage your collection orders in a screen which matches the SEPA Direct Debit (pain.008.001.02). The mandatory fields are indicated by colour-coding and the data is checked using the rules established by the EPC (European Payments Council).

SEPAeditor helps you manage the specific data for the SDD: Unique Mandate Reference (UMR), transaction type (First, OneOff, Recurrent, Last), the SEPA Creditor Identifier (SCI) and the date the mandate was signed.

To simplify day-to-day use, SEPAeditor provides you with:

- An option to save and reuse templates of recurring lists (collecting subscriptions, rents, license fees, etc.)
- A rapid data entry form for mass collections (list entry)
- Applying the same comment to all orders with just one click

For each of your payments, SEPAeditor provides you with a summary (total amount, number of orders, account credited, etc.) that you can print at any time.

SEPAeditor has a function to amend a mandate. It allows you to define a change to a Unique Mandate Reference (UMR), a change to a name or creditor identification, or a change to the debtor account.

C. Converting order files to the SEPA standard

SEPAeditor allows you to convert files of transfer payment orders or direct debits created from the old banking standards to the SEPA XML format.

If your payment or collection management software generates bank files using a standard for which a conversion module is available in SEPAeditor (check the roadmap for implementation of conversion modules at www.sepaeditor.com), you can import these files and output the equivalent file in the SEPA XML format.

SEPAeditor does the conversion by carrying out the following operations:

- Calculating the IBAN
- Automatically assigning one end-to-end reference
- Updating the mandate data from the database, and including any mandate changes which need to be declared

Once the SEPA file is produced by SEPAeditor, all you need to do is send it to your bank, either via their website, or using your remote upload software.

In addition, do not forget that you can always import the data for your orders in the form of a text file with a separator (either "csv" or "txt" types) and create a SEPA XML file matching those orders.

D. SEPAeditor security

SEPAeditor guarantees you maximum security at every level:

- Access to the application
- User rights
- Traceability
- Confidentiality
- Integrity of the data
- Independence

Access to the application

Access to the SEPAeditor software is secured by user name and password. Without these identifiers, it is impossible to access the application. The password must contain at least 8 characters, with at least 1 number, 1 letter and 1 symbol.

Access to SEPAeditor is blocked after 5 failed attempts to connect, or after the user has been inactive for 6 months.

The administrator has available a system of defining preferences to add more complexity to these basic rules, if they wish. In particular, access to the application can be controlled by a personal digital certificate.

User rights

In SEPAeditor, you can register as many users as you want. Each of them has their own login details.

The administrator defines for each user the area in which they can work (permitted functions, database access, approved bank accounts, etc.). They can manage precisely the rights of each person with access to the application.

Only the administrator can manage user access rights. They can add or modify users and their rights without the need for confirmation from anyone else. As soon as a user logs in, they can access the functions for which they have been authorized. Equally, if the administrator deactivates some or all of the functions for a user, this deactivation takes effect immediately.

Traceability

SEPAeditor offers full traceability of which actions users have carried out. The administrator can find out quickly and accurately where each action originated, whatever it may be. To do this, we provide you with a multi-criteria search engine.

All issued orders are saved online for 60 days. The audit trail can be viewed and printed. The transfers of SCT payments and SDD direct debits can be exported as text or Excel or PDF format.

Confidentiality

The exchange of data between your computer and the SEPAeditor software over the internet complies with the security recommendations issued by the ANSSI (the French Network and Information Security Agency). Your data is therefore encrypted in accordance with the TLS/SSL standard, which means that they are coded so a third party cannot read them. The TLS/SSL protocol was designed to protect and keep confidential communication between the SEPAeditor server and software customers.

SEPAeditor also has an authentication certificate. This certificate, obtained from the certification authority Thawte, enables your browser to verify the sending server's identity when exchanging information with SEPAeditor.

Integrity of the data

The data saved in SEPAeditor are stored in two data centers that are ISO 27001 certified, which is the top level of certification for information security.

In order to guarantee you 24/7 availability, there is redundancy for all the equipment used (servers, hard disks, power supplies, high-speed connections etc.). A backup of your data is realized in real time on a backup server. Therefore, the system guarantees that none of your data will be lost in the event of a failure.

Independence

You are the owner of the data saved in SEPAeditor. So you can export these in Excel at any time, without needing to involve a SEPAeditor technician.

The data for your suppliers or customers are saved in the software, not on the banks' Internet sites. Therefore, if you decide to change banks, you do not need to worry about migrating your data. The administrator is totally independent in managing the setup (creating/deleting users, preferences, accounts, etc.) and no outside support is needed.

E. Managing the database of your third parties

To make processing your orders simpler, SEPAeditor allows you to set up your own database of third parties, organized as multi-company and multi-bank:

- Creation by entry or import
- Classification into user-definable groups (defaults are: employees, suppliers and customers)
- Protection and access controls by user
- Search function for duplicate accounts

You are the owner of this information and you have centralized and secure management of your data. In particular, you can export your database in Excel format at any time.

2. SUBSCRIPTIONS

A. Basics

[Take advantage of the free version to get started with SEPA](#)

Whatever you needs may be and however they change, your subscription will change with your level of usage:

- You only process a few transactions each month? Choose the free version
- You need unlimited transactions? Choose the monthly flat-rate fee

Both subscriptions to SEPAeditor give you access to all the application's functionality, allowing you to create your SEPA transaction files:

- Entry of SCT and SDD orders
- Conversion of old standard files to SEPA

With no upfront investment, no implementation costs, no contract term, SEPAeditor is available immediately: don't wait, switch to SEPA now!

B. Rates

Starter or Optimum, choose the one that suits your volume of transaction.

	SEPAeditor STARTER	SEPAeditor OPTIMUM
Monthly flat-rate	0€	20 €
Number of users connected simultaneously	unlimited	unlimited
Number of 3rd parties saved in database	unlimited	unlimited
Number of orders sent included in the flat-rate	500 / month	1,000 / month
Rates for more than 100 orders per month	Not permitted	More than 1,000 orders: €0.01/order

3. TERMS OF USE

General conditions of use for SEPAeditor can be downloaded from www.sepaeditor.com.

4. SEPA

A. General overview of SEPA

SEPA is the European area within which payment methods are being harmonized (the definitive and mandatory end to the use of national payment methods is planned for 1 February 2014).

So economic agents in the SEPA zone (companies, traders, individuals, public authorities) will be able to carry out payments in euro within this area as easily as they can in their own country.

The SEPA zone includes 33 countries:

- The 28 member states of the EU
Iceland, Liechtenstein and Norway
(members of the European Free Trade Association)
- Switzerland
- Monaco

Benefits

The aim of the SEPA project is to create *"an integrated retail payments market which is competitive and innovative, for all payments in euro"* (European Central Bank, 2006).

By offering technical, legal and price structures which are similar in all the countries in the zone, SEPA makes it possible to:

- Simplify payments handling
- Reduce processing costs, thanks to the introduction of common standards
- Reduce bank charges by creating greater competition between players within the zone
- Speed up payments
- Make cross-border transfers easier

B. SEPA Credit Transfer

The SEPA payment (SCT, SEPA Credit Transfer) is a payment transaction in euro between accounts located within the SEPA zone.

It has the following features:

- The destination account and bank are identified using the combined BIC/IBAN
- 140 characters of descriptive text
- Turnaround time of 1 working day

Costs are automatically split between:

- The sender (for the costs from his bank)
- The beneficiary (for the costs from his bank)

C. SEPA Direct Debit

The SEPA direct debit (SDD) is used for debit transactions carried out in euro within the SEPA zone.

It has the following features:

- An authorization known as a "mandate" is given by the debtor to the creditor
- Identification of the debtor thanks to the combined BIC/IBAN
- Issue of an advance notification (or notice of direct debit) before the first collection
- 140 characters of descriptive text
- Issue of the debit order between 5 and 2 days prior to the payment due date

The SEPA direct debit includes the following information:

- The unique mandate reference (UMR): a code which enables each direct debit to be identified
- The payment status (transaction type):
 - OneOff - for a direct debit made once only
 - First - for the first direct debit of a series
 - Recurrent - for the recurring transactions in a series
 - Final - for the final direct debit in a series

D. Bank details and formats in the SEPA zone

Bank details

Bank accounts in the SEPA zone are defined using an IBAN (International Bank Account Number, which identifies the account) and a BIC (Bank Identifier Code, which identifies the bank).

File formats

All the SEPA payment instruments follow the ISO 20022 standard for transfer files. This standard is based on the XML language.

5. ABOUT US

Experts in financial transactions since 1984

SEPAeditor is a software developed by Exalog. Founded in 1984 and based in France, Exalog specializes in producing financial transaction management software systems.

Exalog's software are available in SaaS mode (Software as a Service) 24 hours a day.

11,000 companies, of all different sizes, in 100 countries use Exalog's software which process more than 175 million banking transactions annually. Seven European banks offer Exalog's software directly to their own corporate clients.