



# **The Counterparty Converter Tool User's guide**

**Version 1.3**

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# 1 Purpose

In the context of SEPA (Single European Payment Area) Isabel is confronted with a clear customer need to assist with their migration towards a fully SEPA compliant context. This means that users will need to alter their internal working method to manage counterparties. SEPA introduces the requirement to use an IBAN (International Bank Account Number) & BIC (Bank International Code) instead of the old structured account numbers in BBAN (Belgium Bank Account Number) format (\*). Isabel starts from the assumption that it is better to always provide a BIC-code even if a bank offers this optionally as an added value service.

(\*) BBAN format is the bank account format XXX-XXXXXXX-XX.

The **Counterparty Converter Tool** addresses three business needs:

- **Converting beneficiaries from your accountancy application to Isabel 6 in IBAN**  
Accounting packages have a lot of old account numbers that need to be replaced by the new IBAN account numbers + BIC-codes. The conversion tool allows an output & input stream from an accounting package in structured XML or TXT. The converted files will contain both old and new account numbers.
- **Converting beneficiaries from IBS5 (Isabel Business Suite 5.0) to Isabel 6 in IBAN**  
In the context of the migration to Isabel 6 and SEPA, IBS5 customers need a migrated database. Therefore, the update of the local database of the user is foreseen in the upgrade procedure.
- **Quick conversion from one account number in IBAN**  
Customers can perform a single conversion of an old account number in a new one + BIC-code.

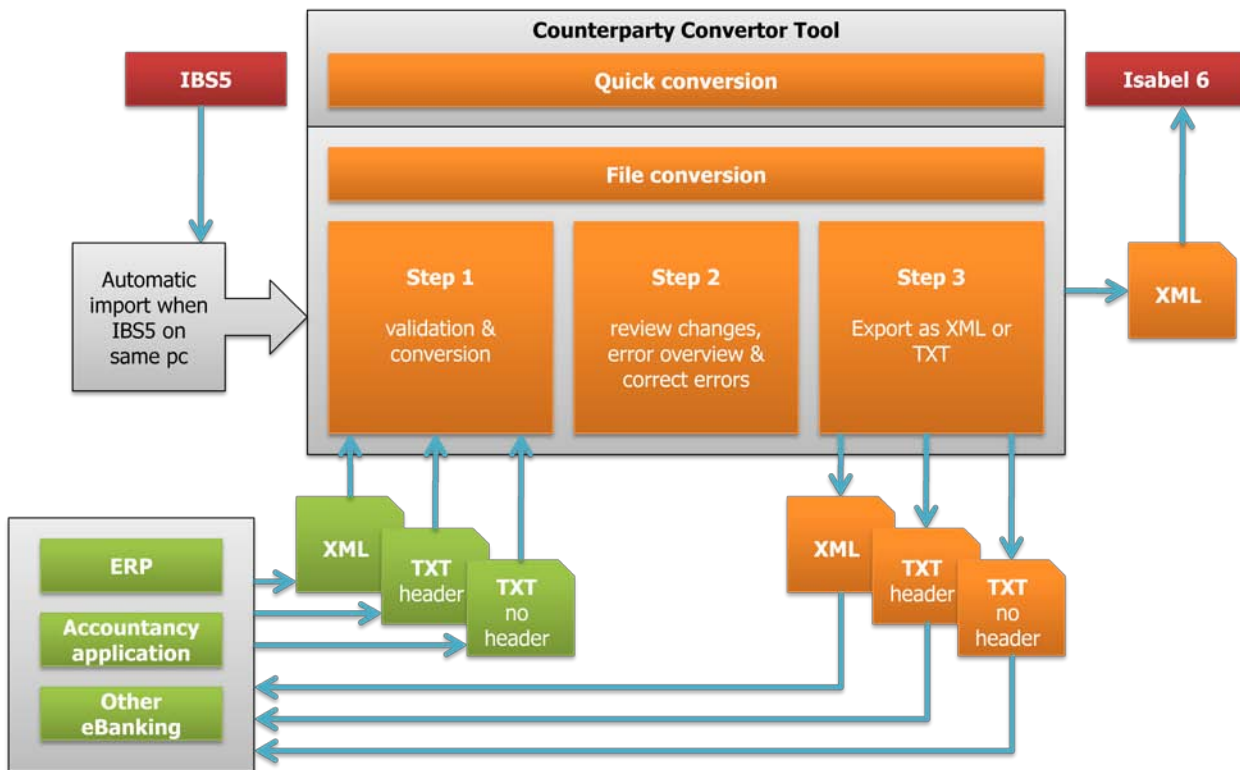
The scope is limited to the Belgian case as it is already today; both ERP packages and Isabel databases offer the possibility to store IBAN & BIC for non-Belgian accounts.

This document describes the Isabel **Counterparty Converter Tool** that is designed to address the business needs described above.

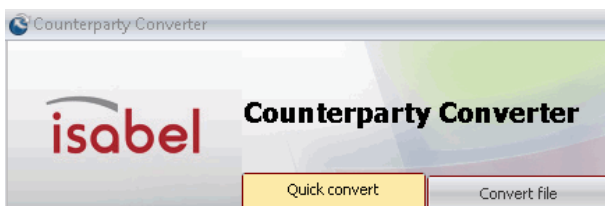
## **Note**

*Although there may be debtor and circular cheque information associated to certain counterparties, **only Belgian beneficiary account information** will be converted. As direct debit is not yet available in the SEPA context, this data will go through the **Counterparty Converter Tool** without being processed.*

## 1.1 Functional Description



The **Counterparty Converter Tool** is a standalone application which can work offline (without an internet connection). The tool has two possible flows which are represented as tabs on the entry screen as shown on the screen capture. The main tabs are the **'Quick convert'** and the **'Convert file'** tab.



### 1.1.1 Quick Convert tab

The tool enables the user to enter a Belgian account number (BBAN code), and to generate the IBAN, the BIC and the bank's details by clicking the **Convert** button.

## 1.1.2 Convert file tab

The '**Convert file**' tab enables the user to perform a complete upload. This upload can have two different sources.

### 1.1.2.1 Upload from IBS5

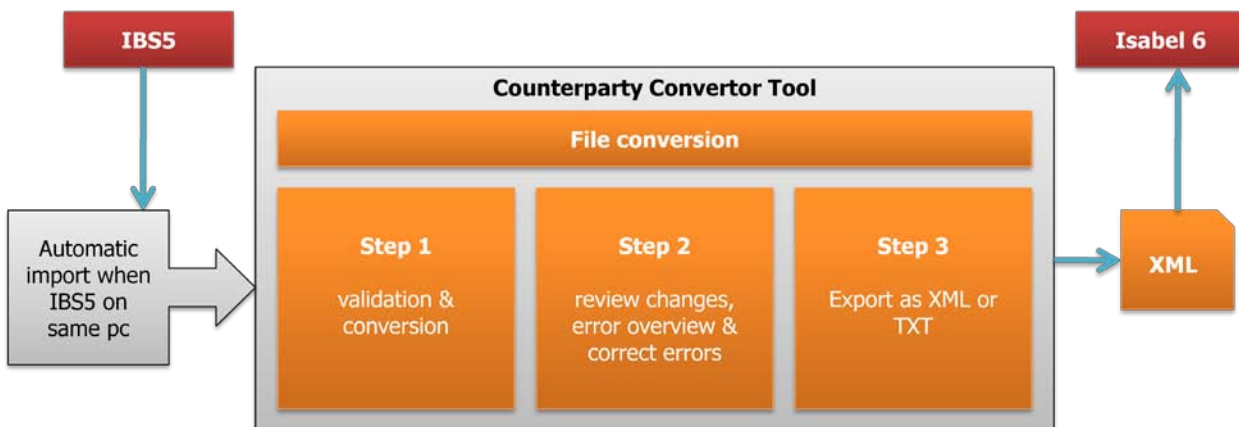
The **Counterparty Converter Tool** uses automatic import to retrieve the counterparty file from IBS5. Therefore the user has a user-friendly process at his/her disposal.

This also means that IBS5 must be installed on the same pc and must be fully operational.

A user-friendly interface guides the user through the conversion process by showing clear visual feedback and step by step instructions.

After uploading, the user is guided through a three step process:

- 1) If the validation is successful then the uploaded file is validated and converted.
- 2) The table is returned in a visual context to show the results of the process. It also shows with clear visual indications for which accounts errors have been generated. These errors can then be corrected in the same table.
- 3) When all errors have been fixed, the file can be saved as an XML file which can be imported into Isabel 6. The user also has the opportunity to select which counterparties to save.



**i Note**

*Only XML files can be imported into Isabel 6.*

### 1.1.2.2 Upload from a third party application

Companies have also the ability to upload counterparties from their ERP or accountancy application to the Isabel 6 application. They can use the tool to convert their counterparty-accounts to IBAN and BIC. The resulting file can then be uploaded to Isabel 6 (only XML format), or even imported back into their ERP or accountancy application (XML or TXT format).

The **Counterparty Converter Tool** can accept 3 different file formats:

- XML file
- TXT file with a header
- TXT file without a header

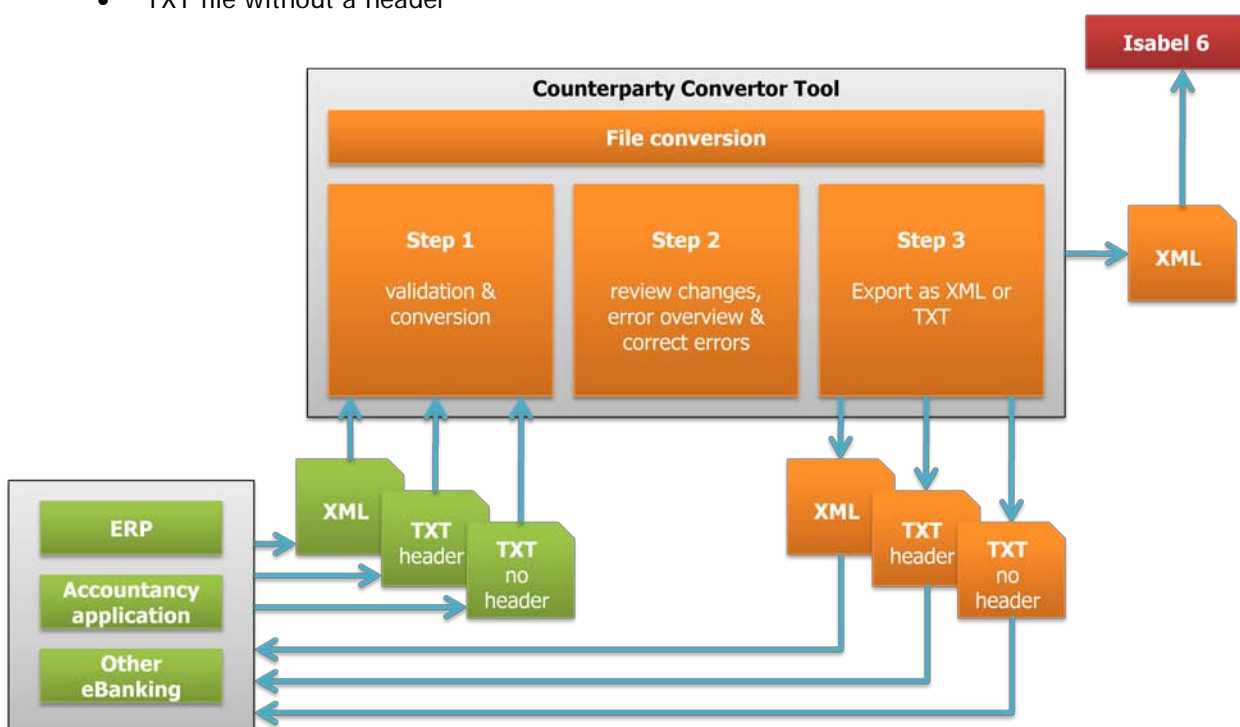
A user-friendly interface guides the user through the conversion process by showing clear visual feedback and step by step instructions.

After uploading, the user is guided into a three step process:

- 1) If the validation is successful then the uploaded file is validated and converted.
- 2) The table is returned in a visual context to show the results of the process. It also shows with clear visual indications for which accounts errors have been generated. These errors can be corrected in the same table.
- 3) When all errors have been fixed, the file can be saved. The user also has the opportunity to select which counterparties to save.

There are three possible file formats to export:

- XML file
- TXT file with a header
- TXT file without a header



## 2 How can I Install the Counterparty Converter Tool?

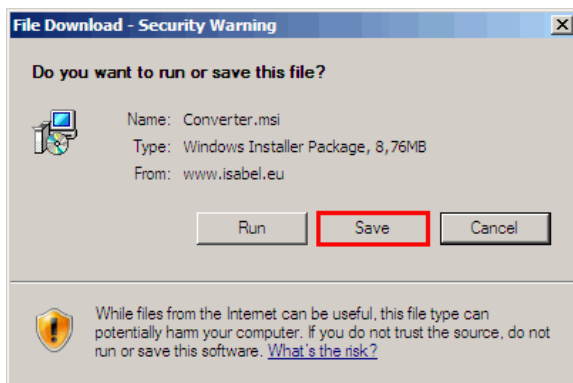
### 2.1 System requirements

To be able to use the **Counterparty Converter** tool (16 bit application), you will need one the following supported Windows versions:

- Windows 2000
- Windows XP
- Windows Vista: the application has to be installed with administrator rights.
- Windows 7: the application has to be installed with administrator rights.

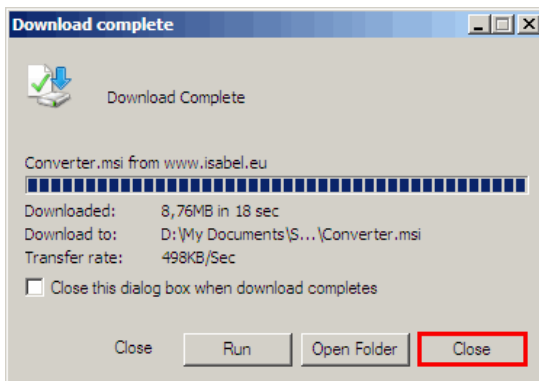
### 2.2 Installation steps

- 1) Navigate to <http://www.isabel.eu/support6/en-US/download.php>.
- 2) Go to the **Counterparty Converter** section and click on the appropriate language installation file of your choice. Next the window **File Download - Security Warning** appears.

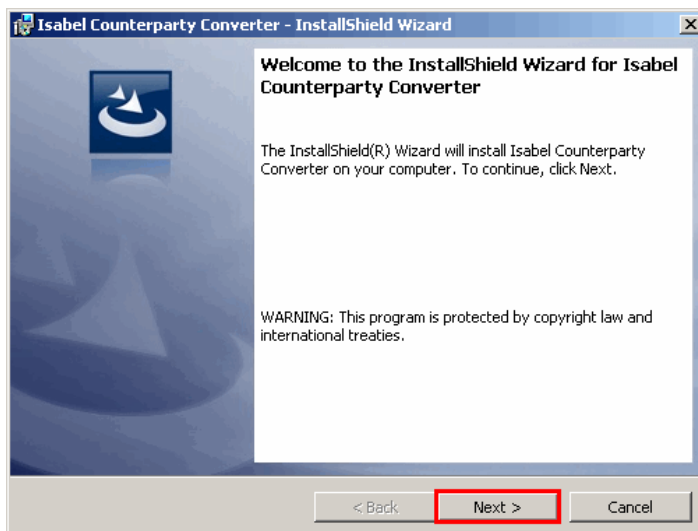


- 3) Click on the **Save** button. Next the **Save As** window appears.
- 4) Click on the **Save** button to start the download of the Counterparty Converter Tool. Next the **Download progress** window appears. Afterwards the **Download complete** window appears.

- 5) Click on the **Close** button if the **Download complete** window does not close automatically after the download is completed.

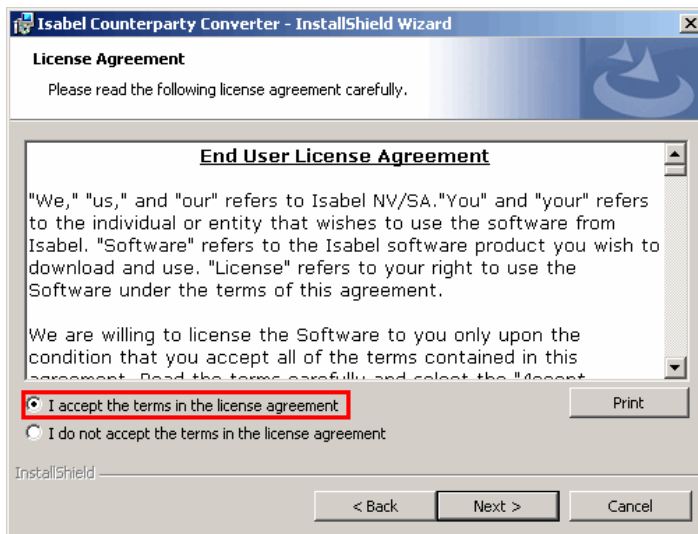


- 6) Navigate to the location where you have downloaded the **Counterparty Converter Tool** and double click on the **Converter.msi** file. Next the welcome window of the **Counterparty Converter Tool** appears.
- 7) Click on the **Next** button to proceed. Next the **License Agreement** window appears.

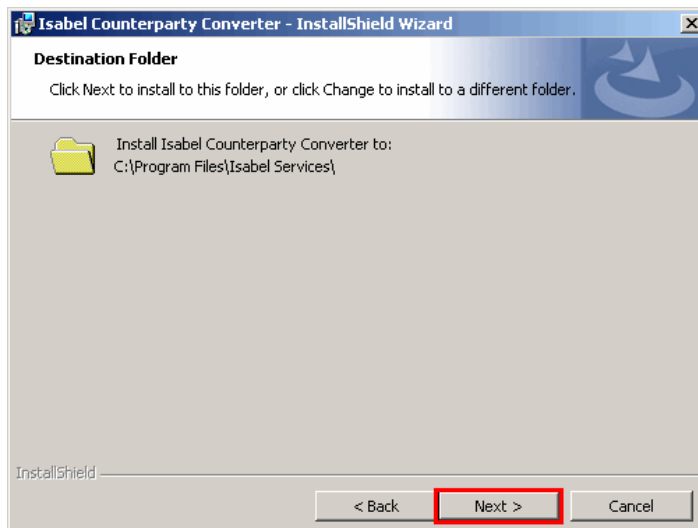




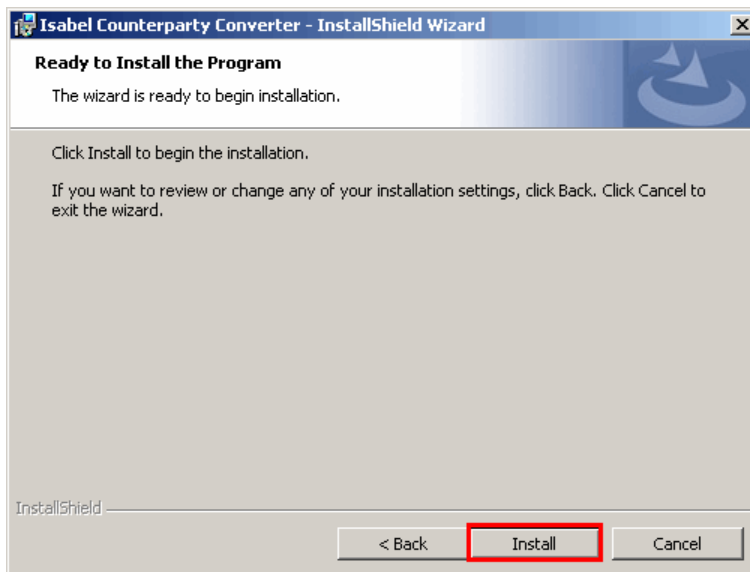
- 8) Select the option **"I accept the terms in the License Agreement"** and click the **Next** button to proceed. Next the **Destination folder** window appears.



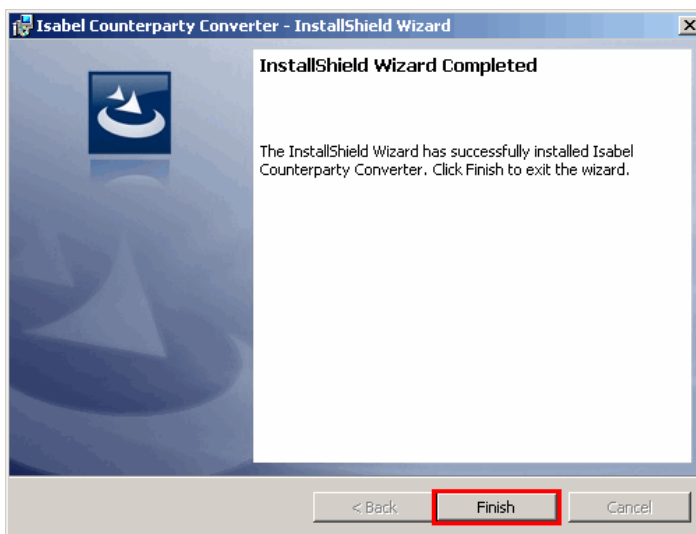
- 9) Click the **Next** button. Next the **Ready to Install the Program** window appears.



- 10) Click on the **Install** button. The installation of the **Isabel Counterparty Converter** is performed. Next The InstallShield Wizard Completed window appears.



- 11) Click on the **Finish** button to end the installation process.



## 3 Starting the Isabel Counterparty Converter

- 1) Click on the **Start** button in the lower left corner of the screen
- 2) Click on the **All programs** button
- 3) Click on the **Isabel Services** button
- 4) Click on the **Isabel Counterparty Converter** button. The program will now be launched.

## 4 Updates for the Counterparty Converter Tool

### 4.1 BIC reference file update

The downloadable installation package of the **Counterparty Converter Tool** contains an embedded BIC reference file.

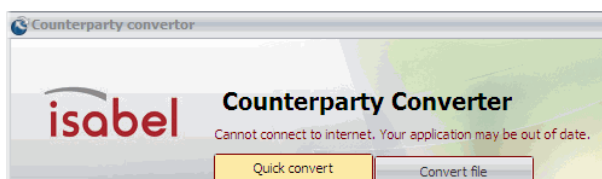
The table has two features:

- It contains conversion rules for the BIC codes.
- It maps the bank identification code of the local account number (first 3 digits of the account number) to a BIC code.

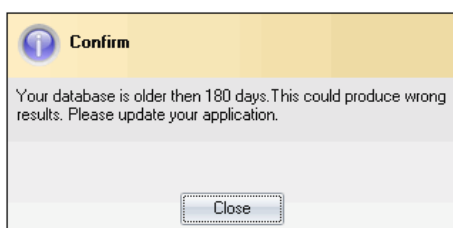
The tool connects to the server every time the application is started, to check whether the embedded BIC reference file is up-to-date.

If the server hosts a more recent version of the BIC table, the tool will download it without notification.

In case no connection can be made (due to no or restricted web access, firewall ...), a warning message will be shown on top.



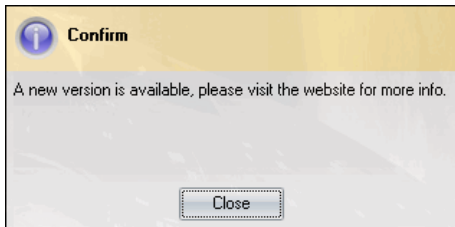
When the BIC reference file has not been updated for 6 months or more the following popup warning message will appear: **"Your database is older than 180 days. This could produce wrong results. Please update your application"**.



Click the **Close** button. As a result the **Counterparty Converter Tool** main window appears.

If the tool is able to connect to the server on the internet, the database will be updated automatically in the background.

When checking whether the BIC reference file has been updated on the server, the application also checks whether there is a newer version of the tool available. If there is a newer version available, this will be mentioned as a warning message before the tool launches.



The newer version will not be downloaded automatically, but you can download and install it via the following link: <http://www.isabel.eu/support6/en-US/download.php>.

## 5 Conversion of a single account number

You can convert a single Belgian resident account number from BBAN format into an IBAN account number and corresponding BIC code. This process will also deliver you the bank name and address.

There are two major sections in the 'Quick convert' tab; the 'Input Basic Bank Account Number' and the 'Generated IBAN-number and BIC-code'.

Quick convert | Convert file

Input Basic Bank Account Number

BBAN country: BE

BBAN number: [ ]

Convert | Clear fields

Generated IBAN-number and BIC-code

IBAN number: [ ] | IBAN country: [ ]

BIC code: [ ]

Formatted: [ ]

Bank name: [ ]

Street: [ ]

City: [ ] [ ]

Enter the BBAN formatted account number into the **BBAN number** field.

If the account number is typed correctly then it is validated as a correct account number and is displayed in green.

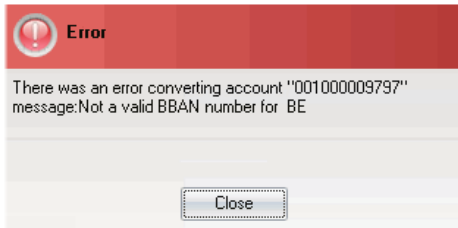
Input Basic Bank Account Number

BBAN country: BE

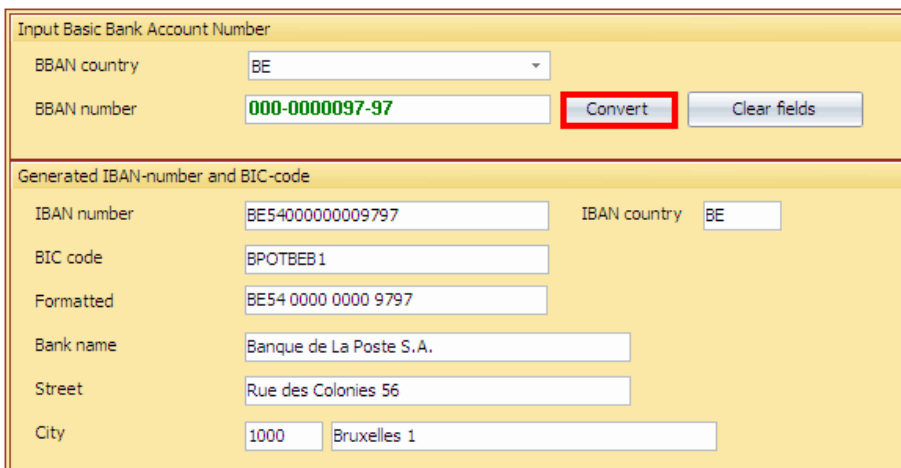
BBAN number: 000-0000097-97

Convert | Clear fields

If the account number does not meet the requirements of the BBAN format then a popup error message appears. Click the **Close** button of the error message and click the **Clear fields** button and next enter a valid BBAN account number.



If the BBAN account number is validated as correct, click the **Convert** button to retrieve the **IBAN number** and the **BIC code**. The corresponding address of the bank is also shown.

The interface is divided into two sections. The top section, "Input Basic Bank Account Number", has a "BBAN country" dropdown set to "BE" and a "BBAN number" text field containing "000-0000097-97". To the right of the text field are two buttons: "Convert" (highlighted with a red box) and "Clear fields". The bottom section, "Generated IBAN-number and BIC-code", displays the results: "IBAN number" is "BE54000000009797", "IBAN country" is "BE", "BIC code" is "BPOTBEB1", "Formatted" is "BE54 0000 0000 9797", "Bank name" is "Banque de La Poste S.A.", "Street" is "Rue des Colonies 56", and "City" is "1000 Bruxelles 1".

If you want to convert another account number, click the **Clear fields** button and start over again.

**i Note**

*You can type the BBAN account number without additional format characters (ex: 000000009797) or in the more commonly used format (ex: 000-0000097-97). Virtually any separators are possible (including underscore, dot, slash, dash ...).*

## 6 Conversion of a file containing a list of account numbers

On the 'Convert file' tab there are two possible choices which are visualised by radio buttons.

Select import file

Import BBAN accounts from Isabel 5

Import BBAN accounts from the file I select

### 6.1 Import BBAN accounts from IBS5

This option is only available when IBS5 is installed on the same computer as you have installed the **Counterparty Converter Tool**. If it is not, this option will be disabled and grayed out as shown in the above example.

Choosing this option will trigger an automatic import of all counterparties from IBS5 instead of that you start IBS5, export the file from the application and then import it in the **Counterparty Converter Tool**. The **Counterparty Converter Tool** will perform all these actions for you.

### 6.2 Import BBAN accounts from the file I select

This is the second option within the file conversion. It allows you to upload a file created by a third-party application (ex.: accountancy applications, ERP, other eBanking applications, ...).

This file, which can have the extension TXT or XML, should first be created by the third-party application and must follow the structure of the file format as it is described in this document. This file can then be imported into the **Counterparty Converter Tool**.

#### 6.2.1 Step 1: Selecting the file for import

- Navigate to the file location where you have saved the file which contains the beneficiaries you wish to import.
- Select the file and click the "Import >>" button.

Select import file

Import BBAN accounts from Isabel 5

Import BBAN accounts from the file I select

Desktop

Name	Size	Type	Date
BeneficiaryAccount.txt	1 KB	Text Document	21/0
BeneficiaryAccount.xml	1 KB	XML Document	21/0

Selected file : D:\My Documents\System\Desktop\BeneficiaryAccount.txt

Import >>

## 6.2.2 Step 2: Review before converting

When the beneficiaries are imported you select the beneficiaries you wish to convert and you can correct possible errors. By default, all the beneficiaries are checked before import.

The process also shows you in a separate section the total of errors that are found.

Message			
IBAN errors :	35	BIC errors :	44
Circular cheques:	2	Debtors:	10

All counterparties are visualised in the table below the **Message** area containing the following information:

- The '**Beneficiary info**' which contains information from the imported file
- The '**Conversion info**' which contains information gathered from the imported file by the **Counterparty Converter Tool**.

Beneficiary info				Conversion info			
Export	Alias	Name	Account country	Original account	IBAN account	SWIFT-code (BIC)	Conversion comment

The errors found are displayed in red in the related column.

### ★ Voorbeeld

*The BIC cell is displayed in red for an account for which no BIC information could be retrieved. In the column 'Conversion Info' a message 'No BIC found' will appear.*

All values correctly added during the conversion process are highlighted in green. The original values will remain in white, so you can clearly identify the original values of the counterparty file.

In case there are counterparties with several account numbers, each account number is displayed on a separate line.

The following errors can occur:

- No BIC found or BIC invalid:
  - When the protocol number (first 3 digits of an account number) cannot be retrieved from the database table. This can occur when Belgium is chosen as account country, but a foreign account number is entered.
  - When a BIC code already present in the original imported file does not occur in the database table.
- Local Account Number invalid or no mapping available:
  - When the check digits are not correct.
  - It could be that an account number does not belong to an officially supported range. When this occurs, you should contact your bank to ask for more information.
- IBAN invalid:
  - When the IBAN is already in the original imported file and the check digits are not correct.

To correct errors, alter the cells which are highlighted in red. If the altered information is correct, the cell will change to green.

### 6.2.3 Step 3: Export the file

If you have checked all the imported beneficiaries and corrected all the errors found, you are ready to export. If you have beneficiaries in your list which you do not want to export, you can unselect it in the **Export** column.

Beneficiary info				
Export	Alias	Name	Account country	Original account
<input checked="" type="checkbox"/>	Alias 1	Jan	BE	BE54000000009797
<input type="checkbox"/>	Alias 2	Jan	BE	BE54000000009797

Click the **Next** button to continue.

Quick convert

Convert file

Message

IBAN errors : 0      BIC errors : 0

Circular cheques: 0      Debtors: 0

Review changes

Drag a column header here to group by that column

Beneficiary info				Conversion info			
Export	Alias	Name	Account country	Original account	IBAN account	SWIFT-code (BIC)	Conversion comment
<input checked="" type="checkbox"/>	Alias 1	Jan	BE	BE54000000009797	BE54000000009797	BPOTBEB1	IBAN is valid and BIC is generated
<input type="checkbox"/>	Alias 2	Jan	BE	BE54000000009797	BE54000000009797	BPOTBEB1	IBAN is valid and BIC is generated

The **Select export filename** window appears.

If you want to use the exported file for import in Isabel 6, you choose the XML file format. The tool also offers you the possibility to choose the TXT format which you can use for your own accounting applications. Only the XML format option is described in this document.

Click the **Browse** button to select where you wish to save the file.

Select export filename

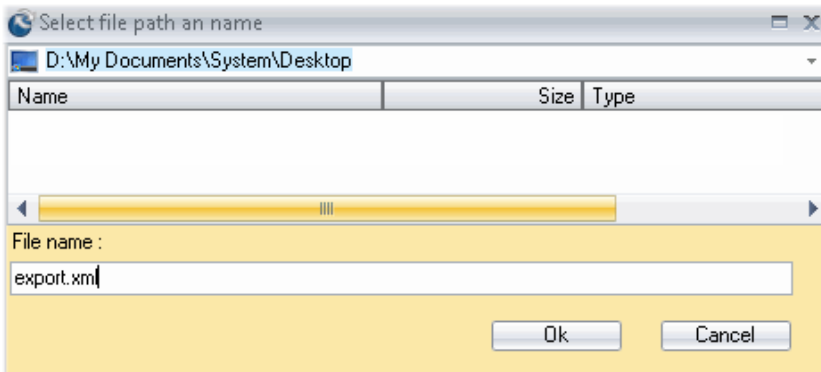
Select export format

Export as XML

Export as TXT

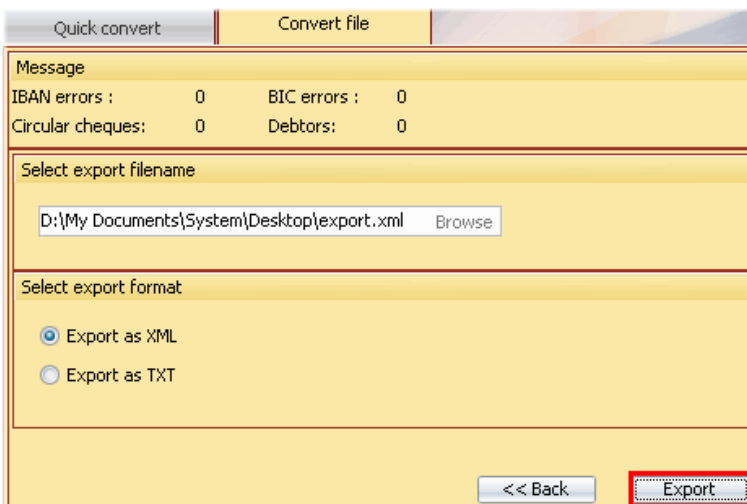
In the browse window, navigate to the file location where you wish to save the XML file. Type the file name of your choice. When done, click the **Ok** button to confirm.





As a result both file location and file name are filled in the **Browse** field of the **Select export filename** window.

Click on the **Export** button to proceed.

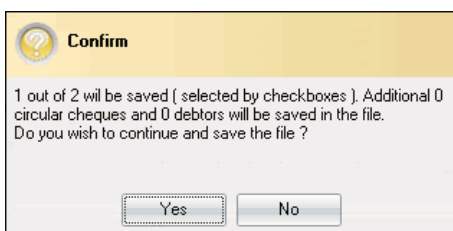


In case you have unselected counterparties in the **Review changes** window, you will receive a confirmation window that shows an overview of what will be exported.

In case there are still errors in the table in the **Review changes** window (highlighted in red), the following message appears:

**'... out of ... counterparties will be saved (selected by checkboxes), of which some still contain errors. Please see cells in red. Additional ... circular cheques and ... debtors will be saved in the file.'**

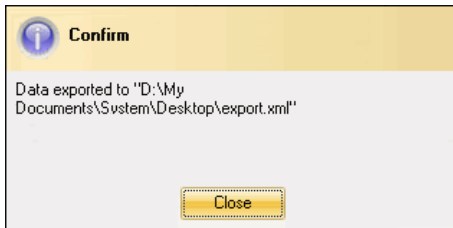
In case there are no errors in the table in the **Review changes** window, the following message appears:  
**'... out of ... counterparties will be saved (selected by checkboxes). Additional ... circular cheques and ... debtors will be saved in the file.'**



Click the **Yes** button to confirm.

As a result a confirmation window appears.

Click the **Close** button to confirm.



## 7 Compatible files for import of Counterparty data

As described earlier in this document, there are three possible file formats which can be used to import data into the **Counterparty Converter Tool**:

- XML file (structured file)
- TXT file with a header (flat file)
- TXT file without a header (flat file)

### 7.1 What is a Flat File?

A flat file is a computer file that can only be read or written sequentially. It consists of one or more records. Each record is specified in a single line and contains one or more field instances. Each field instance can contain a data value, or be omitted.

Often each field has a fixed width. In the common case when all the fields and all the records have a fixed width, the flat file can be called a fixed width file.

In a variable width record the fields are separated using a special character such as the tab character, the comma, or the semicolon. For this particular case the semicolon is used.

### 7.2 What is an XML file?

The Extensible Markup Language (XML) is a general-purpose markup language. It is classified as an extensible language because it allows its users to define their own elements. Its primary purpose is to facilitate the sharing of structured data across different information systems, particularly via the Internet. It is used both to encode documents and serialize data. In the latter context, it is comparable with other text-based serialization languages.

There are two levels of correctness of an XML document:

- A **well-formed** document conforms to all of XML's syntax rules. For example, if a start-tag appears without a corresponding end-tag, it is not well-formed. A document that is not well-formed is not considered to be XML; a conforming parser is not allowed to process it.
- A **valid** document additionally conforms to some semantic rules. These rules are either user-defined, or included as an XML schema or DTD. For example, if a document contains an undefined element, then it is not valid; a validating parser is not allowed to process it.

## 7.3 Compatible Flat File without a header for Import of Counterparty data

### 7.3.1 What is the layout of a Flat File without a header?

A line or record can contain the following **field blocks**:

- Counterparty + Circular cheque info (BeneficiaryCircularChequeInfo); OR
- Counterparty + Account number (BeneficiaryAccount); OR
- Counterparty + Direct Debit number (DebtorDirectDebitNumber).

#### **Warning**

Since the field delimiter is the semicolon, it is important not to use this character inside any field.

### 7.3.2 Definition of the different field blocks

#### 7.3.2.1 Field block 'Counterparty' (mandatory)

FIELD	NAME	TYPE	LENGTH	CONTENT
XC1	Account country	A	2	Alphabetical ISO country code of the counterparty's account
XC2	Alias	AN	64	Short name or code for internal use in your company - optional
XC3	Name	AN	64	Full name of the counterparty
XC4	Address	AN	64	Address of the counterparty
XC5	Postcode	AN	64	Postcode of the counterparty
XC6	City	AN	64	City of the counterparty
XC7	Country	A	2	Alphabetical ISO country code of the counterparty
XC8	Email	AN	256	Email Address of the counterparty - optional
XC9	Telephone	AN	32	Telephone number of the counterparty- optional
Y	Selection field	N	1	The selection field decides if there is a third block on the line and if there is, which kind of block. This Selection field has an integer value between 1 and 3: <b>1:</b> this field will be followed by a BeneficiaryCircularChequeInfo block. <b>2:</b> this field will be followed by a BeneficiaryAccount block. <b>3:</b> this field will be followed by a DebtorDirectDebitNumber block.

Format:

XC1;XC2;XC3;XC4 ;XC5 ;XC6 ;XC7 ;XC8 ;XC9 ;Y

### 7.3.2.2 Field block 'BeneficiaryCircularChequeInfo' (optional)

FIELD	NAME	TYPE	LENGTH	CONTENT
XCC1	Method	AN	12	<b>9900000000065</b> : ordinary cheque, to be sent to the beneficiary customer; <b>9910000000044</b> : circular cheque, to be sent and paid to the beneficiary customer himself; <b>9940000000078</b> : ordinary circular cheque, to be remitted to the ordering customer; <b>9950000000057</b> : circular cheque, to be remitted to the ordering customer and to be paid to the addressee himself
XCC2	Language	N	1	<b>0</b> : not given <b>1</b> : Dutch <b>2</b> : French <b>3</b> : German
XCC3	Title	N	1	<b>0</b> : no title <b>1</b> : Mr. <b>2</b> : Mrs. <b>3</b> : Miss <b>4</b> : Mr. and Mrs. <b>5</b> : Mr. or Mrs. <b>6</b> : Mrs.Widow
XCC4	Charges	N	1	<b>0</b> : SHA: shared charges (omitted in implementation) <b>1</b> : BEN: all charges borne by beneficiary <b>2</b> : OUR: all charges borne by ordering customer

Format:

XC1;XC2;XC3;XC4;XC5;XC6;XC7;XC8;XC9;**1**;XCC1;XCC2;XCC3;XCC4



**Note**

Only one BeneficiaryCircularChequeInfo field block is allowed per Counterparty.

### 7.3.2.3 Field block 'BeneficiaryAccount' (optional)

FIELD	NAME	TYPE	LENGTH	CONTENT
<b>XCA1</b>	Account_IBAN	AN	64	At least one of these 3 fields needs to be filled. Following combinations are allowed: <ul style="list-style-type: none"> <li>Account_IBAN and Account_Free</li> <li>Account_IBAN and Account_Local</li> </ul> Following combinations are NOT allowed: <ul style="list-style-type: none"> <li>Account_Local and Account_Free</li> </ul> If the Account_Local is filled, no other representations are allowed. Else both Account_IBAN and Account_Local are allowed.
<b>XCA2</b>	Account_Local	AN	64	
<b>XCA3</b>	Account_Free	AN	64	
<b>XCA4</b>	BankSwift	AN	12	The BankSwift field is optional (for example, it is not set up for Belgian Bank Accounts used in domestic Belgian transactions) and should be a valid BIC code.

Format:

XC1;XC2;XC3;XC4;XC5;XC6;XC7;XC8;XC9;**2**;XCA1;XCA2;XCA3;XCA4

### 7.3.2.4 Field block 'DebtorDirectDebitNumber' (optional)

FIELD	NAME	TYPE	LENGTH	CONTENT
<b>XCD1</b>	Identifier	N	6	Internalserial number given by IBS5
<b>XCD2</b>	DirectDebitNumber	AN	32	Direct debit number of the counterparty
<b>XCD3</b>	EndDate	N	6	The format for the EndDate is: 'ddMMyy'.
<b>XCD4</b>	Amount	N	Free	Optional field when it concerns a fixed amount to be transferred.
<b>XCD5</b>	Currency	AN	3	Currency (optional)
<b>XCD6</b>	Refund		3	Yes/No (optional)
<b>XCD7</b>	Message	AN	Free	The communication to the beneficiary, as it will appear in your account statements (optional)
<b>XCD8</b>	Reference	AN	Free	A structured message to the beneficiary (optional)

Format:

XC1;XC2;XC3;XC4;XC5;XC6;XC7;XC8;XC9;**3**;XCD1;XCD2;XCD3;XCD4;XCD5;XCD6;XCD7;XCD8

### 7.3.2.5 Examples

#### Two counterparties and each counterparty has a local account number:

The content of the input file looks as follows:

```
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;2;;000000009797;  
BE;Alias02;Alias02;Adres02;1000;Brussel;BE;email02@email.be;02/222.22.21;2;;199031760115;
```



#### Note

An input file should always contain BBANs formatted like "XXXXXXXXXXXX" instead of "XXX-XXXXXXXX-XX".

After output to a TXT file, the content of the output file looks as follows:

```
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;2;BE5400000009797;00000000  
9797;;BPOTBEB1  
BE;Alias02;Alias02;Adres02;1000;Brussel;BE;email02@email.be;03/222.22.21;2;BE83199031760115;19903176  
0115;;CREGBEBB
```

The **Counterparty Converter Tool** has added the IBAN account number and the BIC code.

#### One counterparty with a local account number and a circular cheque:

The content of the input file looks as follows:

```
BE;Mol;MOL;MOLDREEF;3724;VLIERMAAL;BE;;;2;;000318036122;;  
BE;Mol;MOL;MOLDREEF;3724;VLIERMAAL;BE;;;1;991000000044;1;1;1;
```

After output to a TXT file, the content of the output file looks as follows.

```
BE;Mol;MOL;MOLDREEF;3724;VLIERMAAL;BE;;;2;BE06000318036122;000318036122;;BPOTBEB1  
BE;Mol;MOL;MOLDREEF;3724;VLIERMAAL;BE;;;1;991000000044;1;1;1
```

As you can see, the **Counterparty Converter Tool** has added the IBAN account number and the BIC code. It has also retaken the information of the circular cheque.

#### One counterparty with a local account number and a debtordirectdebitnumber:

The content of the input file looks as follows:

```
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;2;;000000009797;  
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;3;2;000100000229;041205;1,05  
;EUR;YES;MESSAGE;*  
**000/0000/00505***;
```

After output to a TXT file, the content of the output file looks as follows.

```
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;2;BE5400000009797;00000000  
9797;;BPOTBEB1  
BE;Alias01;Alias01;Adres01;1000;Brussel;BE;email01@email.be;02/222.22.20;3;2;000100000229;041205;1,05  
;EUR;YES;MESSAGE;*  
**000/0000/00505***;
```

The **Counterparty Converter Tool** has added the IBAN account number and the BIC code. It has also retaken the information of the debtordirectdebitnumber.

## 7.4 Compatible Flat File with a header for Import of Counterparty data

### 7.4.1 What is the layout of a Flat File with a header?

The **Counterparty Converter Tool** will check within the flat file if somewhere in the first line the '**ACCOUNTNUMBER**' item can be found. If this is the case, then the flat file is considered as a flat file with header. If not, then it is a flat file without header. This first line is called the header.

If in the first line the '**BICCODE**' item is found, then the corresponding BIC code is also controlled.

#### ★ Example

```
.....ACCOUNTNUMBER.....  
1;2;3;4;5;6;00000008888;8;9;10;11;12;13;14;
```

'**ACCOUNTNUMBER**' is situated after the 6<sup>th</sup> semicolon in the first line. This means that in the following lines, all the account numbers to be migrated, also have to be situated after the 6<sup>th</sup> semicolon. If, for example in an input file, '**ACCOUNTNUMBER**' is situated after the first semicolon, all the following lines must have their account numbers also after the first semicolon.

A flat file with a header only concerns the conversion of account numbers. Conversion of circular cheques or direct debit numbers is not possible with a flat file with a header.

You can only export a flat file with a header to another flat file (TXT). Therefore it is not possible to export to an XML file.

### 7.4.2 Examples

#### ★ Example that shows different account numbers to be converted

```
;;;ACCOUNTNUMBER;;; Alias01;Name01;Address01;00000008888;4;5;6;  
Alias02;Name02;Address02;00000006666;4;5;6; Alias03;Name03;Address03;00000003333;4;5;6;
```

After conversion the output file looks like this:

```
EXPIBANACCOUNTNUMBER;EXPBICCODE;;;ACCOUNTNUMBER;;;  
BE5600000008888;BPOTBEB1;Alias01;Name01;Address01;00000008888;4;5;6;  
BE0700000006666;BPOTBEB1;Alias02;Name02;Address02;00000006666;4;5;6;  
BE7900000003333;BPOTBEB1;Alias03;Name03;Address03;00000003333;4;5;6;
```

The **Counterparty Converter Tool** has added two fields in front of all the records and within the header:

- **EXPIBANACCOUNTNUMBER**: which contains the converted account number into IBAN format;
- **EXPBICCODE**: which contains the corresponding BIC code

## 7.5 Compatible XML File for Import of Counterparty data

### 7.5.1 What is the layout of this XML file?

A record can contain the following **field blocks**:

- Counterparty; OR
- Counterparty + Circular cheque info (BeneficiaryCircularChequeInfo); OR
- Counterparty + Account number (BeneficiaryAccount); OR
- Counterparty + Direct Debit number (DebtorDirectDebitNumber).

### 7.5.2 Definition of the different field blocks

#### 7.5.2.1 Field block 'Counterparty' (mandatory).

##### ★ Example

```
<Import>
<Counterparties>
<Counterparty>
<AccountCountry>BE</AccountCountry>
<Alias>Alias 1</Alias>
<Name>Jan</Name>
<Address>Keizerinlaan</Address>
<Postcode>1000</Postcode>
<City>BRUSSEL</City>
<Country>BE</Country>
<EMailAddress>Jan@jansens.be</EMailAddress>
<Telephone>012345678</Telephone>
</Counterparty>
</Counterparties>
</Import>
```

Explanation of the fields:

FIELD	TYPE	LENGTH	CONTENT
<b>AccountCountry</b>	A	2	Alphabetical ISO country code of the counterparty's account
<b>Alias</b>	AN	64	Short name or code for internal use in your company - optional
<b>Name</b>	AN	64	Full name of the counterparty
<b>Address</b>	AN	64	Address of the counterparty
<b>Postcode</b>	AN	64	Postcode of the counterparty
<b>City</b>	AN	64	City of the counterparty
<b>Country</b>	A	2	Alphabetical ISO country code of the counterparty
<b>EMailAddress</b>	AN	256	Email Address of the counterparty- optional
<b>Telephone</b>	AN	32	Telephone number of the counterparty- optional
<b>Selection Field</b>	AN	64	Depending on the counterparty information, there can be (not obligatory) a subsidiary information ranging from: <ul style="list-style-type: none"> <li>• BeneficiaryCircularCheque</li> <li>• BeneficiaryAccount</li> <li>• DebtorDirectDebitNumber</li> </ul>



### 7.5.2.2 Field block 'BeneficiaryCircularChequeInfo' (optional)

#### ★ Example

```

<Import>
<Counterparties>
<Counterparty>
<AccountCountry>BE</AccountCountry>
<Alias>Alias 1</Alias>
<Name>Jan</Name>
<Address>Keizerinlaan</Address>
<Postcode>1000</Postcode>
<City>BRUSSEL</City>
<Country>BE</Country>
<EMailAddress>jan@janssens.be</EMailAddress>
<Telephone>0123456789</Telephone>
<BeneficiaryCircularChequeInfo>
<Method>990-0000000-65</Method>
<CHQ_Language>1</CHQ_Language>
<CHQ_Title>1</CHQ_Title>
<CHQ_Charges>0</CHQ_Charges>
</BeneficiaryCircularChequeInfo>
</Counterparty>
</Counterparties>
</Import>

```

Explanation of the fields:

FIELD	TYPE	LENGTH	CONTENT
<b>Method</b>	AN	12	Depending on the kind of cheque, this information can be: <ul style="list-style-type: none"> <li>• 990-0000000-65: ordinary circular cheque, to be sent to the beneficiary customer;</li> <li>• 991-0000000-44: circular cheque, to be sent and paid to the beneficiary customer himself;</li> <li>• 994-0000000-78: ordinary circular cheque, to be remitted to the ordering customer;</li> <li>• 995-0000000-75: circular cheque, to be remitted to the ordering customer and to be paid to the addressee himself.</li> </ul>
<b>Language</b>	N	1	Possible languages are: <ul style="list-style-type: none"> <li>• 0: Not given</li> <li>• 1: Dutch</li> <li>• 2: French</li> <li>• 3: German</li> </ul>
<b>Title</b>	N	1	Possible titles are: <ul style="list-style-type: none"> <li>• 0: no title</li> <li>• 1: Mr.</li> <li>• 2: Mrs.</li> <li>• 3: Miss</li> <li>• 4: Mr. and Mrs.</li> <li>• 5: Mr. or Mrs.</li> <li>• 6: Mrs. Or Widow</li> </ul>
<b>Charges</b>	N	1	Possible types of charges are: <ul style="list-style-type: none"> <li>• 0: SHA =&gt; shared charges (omitted in implementation)</li> <li>• 1: BEN =&gt; all charges borne by beneficiary</li> <li>• 2: OUR =&gt; all charges borne by ordering customer</li> </ul>

### 7.5.2.3 Field block 'BeneficiaryAccount' (optional)

#### ★ Example

```

<Import>
<Counterparties>
<Counterparty>
<AccountCountry>BE</AccountCountry>
<Alias>Alias 1</Alias>
<Name>Jan</Name>
<Address>Keizerinlaan</Address>
<Postcode>1000</Postcode>
<City>BRUSSEL</City>
<Country>BE</Country>
<EMailAddress>Jan@jansens.be</EMailAddress>
<Telephone>012345678</Telephone>
<BeneficiaryAccounts>
<BeneficiaryAccount>
<Identifier>56</Identifier>
<Account_IBAN>BE54000000009797</Account_IBAN>
<Account_Local>000000009797</Account_Local>
<Account_Free></Account_Free>
<BankSwift>BPOTBEB1</BankSwift>
<Amount>0</Amount>
<Currency>EUR</Currency>
<Communication></Communication>
</BeneficiaryAccount>
</BeneficiaryAccounts>
</Counterparty>
</Counterparties>
</Import>

```

Explanation of the fields:

FIELD NAME	TYPE	LENGTH	CONTENT
<b>Identifier</b>	N	6	Internal serial number given by Isabel Business Suite 5.0
<b>Account_IBAN</b>	AN	64	Account number in IBAN format
<b>Account_Local</b>	AN	64	Account number in BBAN format
<b>Account_Free</b>	AN	64	Account number in free format
<b>BankSwift</b>	AN	12	BIC code (optional)
<b>Currency</b>	AN	3	Currency (optional), provided as default value.
<b>Amount</b>	N	Free	Mandatory field when it concerns a fixed amount to be transferred. Default value = 0.
<b>Communication</b>	AN	Free	The communication to the beneficiary as it will appear in your account statement (optional).

At least one of the 3 fields (Account\_IBAN, Account\_Local or Account\_Free) needs to be filled.

The following combinations are allowed:

- Account\_IBAN and Account\_Free;
- Account\_IBAN and Account\_Local

The following combinations are NOT allowed:

- Account\_Local and Account\_Free

If the Account\_Local field is filled, no other representations are allowed. Otherwise, both Account\_IBAN and Account\_Local are allowed.

The BankSwift field is optional (for example, it is not set up for Belgian Bank Accounts used in domestic Belgian transactions) and should be a valid BIC code.

#### 7.5.2.4 Field block 'DebtorDirectDebitNumber' (optional)

##### ★ Example

```
<Import>
<Counterparties>
<Counterparty>
<AccountCountry>BE</AccountCountry>
<Alias>Alias 1</Alias>
<Name>Jan</Name>
<Address>Keizerinlaan</Address>
<Postcode>1000</Postcode>
<City>BRUSSEL</City>
<Country>BE</Country>
<EMailAddress>Jan@jansens.be</EMailAddress>
<Telephone>012345678</Telephone>
<DebtorDirectDebitNumbers>
<DebtorDirectDebitNumber>
<Identifier></Identifier>
<DirectDebitNumber>0123456789</DirectDebitNumber>
<EndDate>311208</EndDate>
<Amount></Amount>
<Currency></Currency>
<Refund></Refund>
<Message></Message>
<Reference></Reference>
</DebtorDirectDebitNumber>
</DebtorDirectDebitNumbers>
</Counterparty>
</Counterparties>
</Import>
```

Explanation of the fields:

FIELD	TYPE	LENGTH	CONTENT
<b>Identifier</b>	N	6	Internal serial number given by Isabel Business Suite 5.0
<b>DirectDebitNumber</b>	AN	32	Direct debit number of the counterparty
<b>EndDate</b>	N	6	The format for the EndDate is: 'ddMMyy'.
<b>Amount</b>	N	Free	Optional field when it concerns a fixed amount to be transferred.
<b>Currency</b>	AN	3	Currency (optional)
<b>Refund</b>		2	Allowed values: "YE"/"NO" (optional)
<b>Message</b>	AN	Free	The communication to the beneficiary as it will appear in your account statement (optional).
<b>Reference</b>	AN	Free	A structured message to the beneficiary (optional).