

Quick guide

Payments App in Corporates-Portal

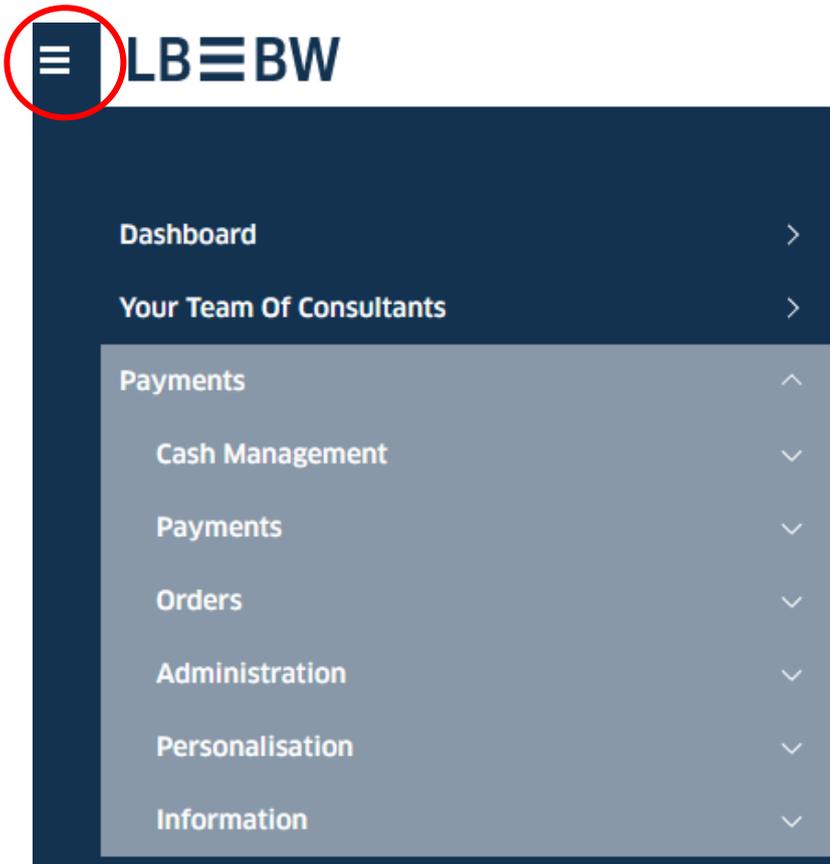
Last updated: November 2022

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1. Navigation

- a) To use the Payments App click the "burger" icon at the top left.
- b) Move your mouse to "Payments" and then select the desired menu.



2. Creation of a payment

- In the "Payments" menu, select the "Create Credit Transfer" (or "Create Direct Debit") menu item.
- In the new screen, select the remitter and beneficiary (or debtor) (you can create a beneficiary/debtor in advance in the "Address Book" menu item).
- By clicking on "+" you can also create a new beneficiary (or debtor) here.
- Enter a remittance information and the amount.
- Click on "Authorise" if you want to send the payment immediately.
- If the payment is to be sent later: click on "Save". In the menu item "Open Payments" it can be edited and authorized then (check and click on "Authorise").

Create Credit Transfer

Template	
Use template	No template selected ▼
Remitter and beneficiary +	
Remitter *	jb records GmbH ▼ 0_1234567-EUR-60050101 DE22 6005 0101 0001 2345 67 Last available value balance EUR 0.00
Beneficiary *	Alwin Ackergaul ▼ + DE54600501017575757575 DE54 6005 0101 7575 7575 75
Payment details	
Remittance information	Invoice 1234 128/140 characters, 0/1 lines
Priority *	Normal ▼
Requested execution date *	30/03/21 📅
Currency * / Amount *	EUR (Euro) ▼ 123.56

Cancel ✕ Authorise 📄 Save 📄 More actions ⋮

Open Payments

Export Print 

Due payments

Create Authorise More actions 

	Type Status	Requested execution date	 	Order reference	Account IBAN	Credit / Debit	Amount Currency	
<input type="checkbox"/>	Batch Ready for authorisation	30/03/21		CCT LHC6	0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	200,000.00 EUR	
<input checked="" type="checkbox"/>	Payment Entered	25/03/21			0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	54,000.00 EUR	
<input type="checkbox"/>	Payment Entered	25/03/21			0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	71.00 EUR	

3. Import of a payment file

- In the "Payments" menu, select the "Import Payment File" menu item.
- Select the appropriate order type ("Product") in the new screen.
- Click on "Browse" and select the affected file in your directory.
- Click on "Import".
- In the menu item "Open Payments" the payment can be authorised (check and click on "Authorise").

Import Payment File

Import options

Import file as * Batch for large files (payment details cannot be displayed) ▾

Format * DE-SEPA-CT ▾

Product * CCT (SEPA credit transfer - German version) ▾

Payment category Standard ▾

Description

File to be imported

File * DTACCT_V30_123_79_ohne-ohne.XML Browse

Cancel Import and nextImport

Open Payments

Export

Print ▾

Due payments				Create ▾	Authorise 	More actions ⋮
	Type Status	Requested execution date	Order reference	Account IBAN	Credit / Debit	Amount Currency
<input checked="" type="checkbox"/>	Batch Ready for authorisation	30/03/21	CCT LHC6	0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	200,000.00 EUR
<input type="checkbox"/>	Payment Entered	25/03/21		0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	54,000.00 EUR
<input type="checkbox"/>	Payment Entered	25/03/21		0_1234567- EUR-60050101 DE22 6005 0101 0001 2345 67	Credit transfer	71.00 EUR

4. Second authorisation of a payment

- If a second authorisation is required to execute a payment, select the "Remote Authorisation" menu item in the "Payments" menu.
- Check the payment and click on "Authorise".

Remote Authorisation Export  Print 

Remote Authorisation

All batches and orders 

[Authorise](#) [Reject](#) [Refresh](#)

 	Status	Status date 	Bank access	Bank order reference	Credit / Debit	Amount Currency	Signatures	
<input type="checkbox"/>	Waiting for remote authorisation	23/03/21 10:16:58 AM	LBBW	CCT LHC5	Credit transfer	71.00 EUR	1	
<input checked="" type="checkbox"/>	Waiting for remote authorisation	18/03/21 12:59:56 PM	LBBW	AZV LH4V	Credit transfer	4,000.00 USD	1	
<input type="checkbox"/>	Waiting for remote authorisation	18/03/21 12:54:57 PM	LBBW	AZV LH4U	Credit transfer	3,000.00 USD	1	
<input type="checkbox"/>	Waiting for remote authorisation	16/03/21 4:47:52 PM	LBBW	AZV LH4T	Credit transfer	0.73 USD	1	

5. Payment history

- In the "Payments" menu, select the "Transmitted Payments" menu item.
- Here you can view payments already made.
- ATTENTION: a change or deletion is no longer possible here!

Transmitted Payments							Export 	Print 
<input type="checkbox"/> All payments 		<input type="button" value="Send"/>		<input type="button" value="Delete"/>		<input <img="" alt="More actions icon" data-bbox="1401 745 1417 768" type="button" value="More actions"/>		
<input type="checkbox"/>	Type Status	Status date 	Order reference	Description	Credit / Debit	Amount Currency		
<input type="checkbox"/>	Payment Waiting for remote authorisation	23/03/21 9:17:49 AM	CCT LHC5		Credit transfer	71.00 EUR		
<input type="checkbox"/>	Batch Rejected by user	18/03/21 4:38:10 PM	CCT LHBU		Credit transfer	3,000.00 EUR		
<input type="checkbox"/>	Payment Waiting for remote authorisation	18/03/21 12:01:00 PM	AZV LH4V		Credit transfer	4,000.00 USD		
<input type="checkbox"/>	Payment Waiting for remote authorisation	18/03/21 11:56:00 AM	AZV LH4U		Credit transfer	3,000.00 USD		
<input type="checkbox"/>	Payment Waiting for remote authorisation	16/03/21 3:49:06 PM	AZV LH4T		Credit transfer	0.73 USD		
<input type="checkbox"/>	Payment Confirmed by bank	05/03/21 10:43:53 AM	CCT LHC4		Credit transfer	71.00 EUR		

6. Creation of a remitter

- In addition to the automatically created "initial" company, you can create additional remitters. In the "Administration" menu, select the menu item "Companies".
- Click on „Create“.
- After filling the master data, click on "Next" to assign individual accounts to the company.

Companies Export  Print 

Companies | Bank Accesses | Accounts | Conversions | Users

Companies

▼ Create Delete Import

▼   **Company** ↑ Source 

<input type="checkbox"/>	jb records GmbH	Manually created
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Create Company: Test Inc. / Master Data

Master Data | Accounts

Origin: Manually created

General settings

Company *	<input type="text" value="Test Inc."/>
Description	<input type="text"/>
Managed by	<input type="text" value="Customer"/> ▼
Parent company	<input type="text" value="No value selected"/> ▼
Country	<input type="text" value="Germany (DE)"/> ▼
State	<input type="text" value="No value selected"/> ▼
National party ID	<input type="text" value="ID as used in country of company"/>
Creditor ID	<input type="text" value="Creditor ID as used for SEPA DD"/>

Cancel × Previous ← Next → Save 

7. Display of account information

- a) Select the "Cash Management" menu.
- b) Click on the "Balances" menu item to display different variants of account balances (e.g. value-dated balances).
- c) Click on the "Account Statements" menu to view the statements of your accounts.
- d) Click on the "Intraday Reports" menu item to view all intraday transactions.
- e) Click on the "Fetch Data" menu item to download account information files (e.g. MT940 format) to your PC.
- f) ATTENTION: the account information will only be displayed in the Payments App for 90 days each from the time of setup!

8. Providing original account statements (BKA)

- a) In the "Information" menu, select the "Document Mailbox" menu item.
- b) Check the desired documents.
- c) Click on "Export", then "Download" to save the files (pdf format) to your PC.
- d) NOTE: the documents will be displayed in the Payments App for 10 years each from the time of setup.

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