POHLEDAVKY (OUTSTANDING AMOUNTS)
client format supported by KB
Valid from October 23rd 2010

1   Introduction

1.1   Purpose of this document

The purpose of this document is to describe the POHLEDAVKA format and required validations when IMPORTING data in relation to accounting applications of clients. The above-mentioned IMPORT concerns direct banking channels Mojebanka and Profibanka. Presently, these consist of Mojebanka and Profibanka.

The description is divided into the following sections:

- Import - general description
- Description of import file
- List of validations and types of detected errors.

1.2   Characteristics of the POHLEDAVKA format and working with the list

- A client may use so-called IMPORT to transmit a list of outstanding amounts suggested for pledge (generated in his/her accounting system) to KB.
- The client uses import to transmit batches (list of outstanding amounts) to Mojebanka, Profibanka.
- The bank ensures formal validation and the client is notified whether the batch has been accepted or rejected (including the detected reasons for rejection). In Profibanka, validation is carried out in two steps. In the first step, the list is uploaded to the local database and a formal check is carried out. In the second step, the list is sent to KB, where duplicity of sent outstanding amounts (against lists already sent to the Bank) and their due dates are checked. In Mojebanka, both parts of the validation are carried out simultaneously when the list is sent to KB.
- Received list is assigned a unique identification within the framework of the pledge contract.
- See further chapters of this document for detailed descriptions of validations.

1.3   Checking limits and access

In general, importing can be restricted by:

- *access rights to the pledge contract*

2 Formal check of POHLEDAVKA format

- A POHLEDAVKA file with payments contains one header, "n" payments and one footer.
- Validation of a record length - **fixed 213 bytes**.
- Numerical data is aligned to the right and added zeroes from the left-hand side.
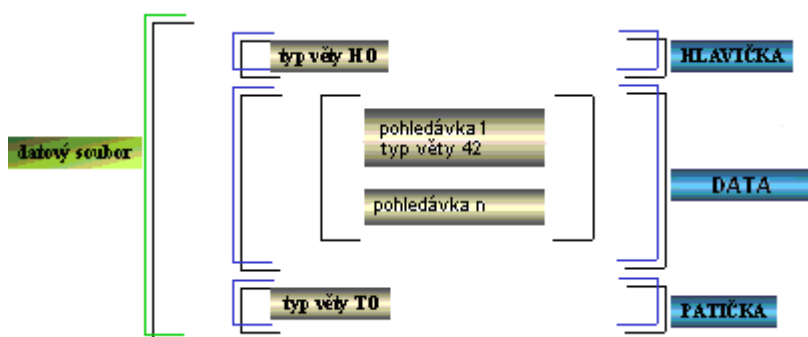- Text strings are aligned to the left and added spaces to the right-hand side.

Figure:
typ věty = type of record
pohledávka = outstanding amount
datový soubor = data file
Hlavička = Header
Patička = Footer

Note: compulsory information is displayed in bold.

Ser. no.	Name	length	offset	data content in MB, PCB services	Validation format
1.	**Type of record**	**2**	**0**	**HO**	**HO - constant**
2.	Filler	9	2	Spaces	
3.	**Creation date**	**6**	**11**	**date of creation of file**	(YYMMDD) **valid date <= systém date**
4.	**Contract number**	**20**	**17**	**Pledge contract number**	(Alphanumerical) **The contract exists, it is active (validity from - until) and the logged-in user is empowered to handle this contract.**
5.	Filler	174	37	Spaces	
6.	**File sentinel**	**2**	**211**	**CRLF**	

Table 1: Transmission file header

Note: In Profibanka, testing is carried out against the local database that must be updated before importing.

Error situations:

Validation / condition	Error message	Rejected
Date of creation of file is later than today's date	Invalid date of creation of file.	file
The contract does not exist.	Invalid contract number.	file
Processing date is older than the date of contract validity	Contract is not yet active.	File

Validation / condition	Error message	Rejected
Displayed in a situation when the processing date is newer than the date of contract termination.	Contract has already been terminated.	file
Power of attorney does not exist for the contract.	No access rights to send a file of outstanding amounts for the particular contract.	file
Type of record different from HO.	The compulsory data - type of record - is not filled in or is filled in incorrectly.	file
	Compulsory data is not filled in or is incorrect.	file

Ser. no.	Name	length	offset	data content in MB, PCB services	Validation format
1.	**Type of record**	**2**	**0**	**TO**	**TO - constant**
2.	Filler	9	2	not used = spaces	
3.	**Creation date**	**6**	**11**	**date of creation of file**	(YYMMDD) **valid date <= systém date**
4.	**Number of records**	**6**	**17**	**number of "42" records in the file**	(Numerical - int) **Number of "42" type of records**
5.	**Checksum**	**18**	**23**	**amount of Total - all "42" records field**	(Numerical - float) **Total of all records of "42" type**
6.	Filler	170	41	presently not used and not checked	
7.	**File sentinel**	**2**	**211**	**CRLF**	

Table 2: Transmission file footer

Error situations:

Validation / condition	Error message	Rejected
Number of records is equal to the number in the Number of records field	Number of records in the file does not match the number in the field.	File
The sum total of all records in the file regardless of the currency must be identical with the check sum.	The sum total of amounts does not match the check sum.	File
Creation date in the Footer must be identical with Creation date in the Header.	Dates are not identical.	File
Type of record different from TO.	The compulsory data - type of record - is not filled in or is filled in incorrectly.	File

Ser.	Name	length	offset	data content in MB, PCB services	Validation format
1.	**Type of record**	**2**	**0**	**42**	
2.	**Outstanding amount number**	**5**	**2**	**Serial number within the list**	(Numerical - int) **Unique within the list**
3.	IČO	10	7	Garnishee's IČO In case of foreign garnishee, put down the pledger's IČO with two digits from the right side.	(Numerical) If it is filled in, then the modulo check for valid ICO will be carried out.
4.	**Name**	**50**	**17**	**Garnishee's name**	**(Alphanumerical) Must not be empty**
5.	**Variable symbol**	**10**	**67**	**Variable symbol of outstanding amount**	(numeric, valid chars 0-9) **Must not be empty**
6.	Invoice number	20	77	Invoice (outstanding amount) number if it is different from VS	Alphanumerical
7.	**Due date**	**6**	**97**	**Due date of outstanding amount**	(YYMMDD) **Valid date**

8.	Date of issue	6	103	Date of issuing the outstanding amount	(YYMMDD) **Valid date**
9.	Amount	15	109	Outstanding amount in halers **without decimal point (comma)**	**Numerical (float)**
10.	Currency	3	124	**ISO code** of currency of outstanding amount	(Alphanumerical) **Exists in the currency library**
11.	Legal title	70	127	Legal title of outstanding amount - Type and number of the document upon the basis of which the outstanding amount arose. (Example: Contract for work no. 12345 dated to 11/11/2001)	(Alphanumerical)
12.	Filler	14	197	Spaces	
13.	CRLF	2	211		

Table 3: Type of record - 42 - POHLEDAVKA - details of listed outstanding amounts

Error situations:

Validation/condition	Error message	Rejected
Number of outstanding amount is unique within the file.	The number of outstanding amount XXX is not unique within the file.	file
Name is filled out.	The required information is not filled out in the XXX record: name.	record
Variable symbol is filled out.	The required information is not filled out in the XXX record: variable symbol.	file
Variable symbol contains valid characters only.	VS in XXX record contains invalid characters.	record
Date of issue is filled out.	The required information is not filled out in the XXX record: date of issue.	record
Due date is filled out.	The required information is not filled out in the XXX record: due date.	file
Amount is filled out, number	The required information is not filled out in the XXX record: amount.	file
Currency is filled out, currency code is in code lists	The required information is not filled out in the XXX record: currency.	file
Due date is in YYMMDD format.	No valid date is specified in the XXX record: due date.	file
Issue date is in YYMMDD format	No valid date is specified in the XXX record: date of issue.	record
Currency exists in currency list.	No valid information - currency - is specified in the XXX record: currency.	file
IČO passed modulo check.	IČO did not pass the check in the XXX record.	record
Record is unique within the file.	Record XXX is not unique within the list.	file

Notes:
- the serial number of the outstanding amount from the list should be substituted for the XXX symbol.
- the record is not unique if any other record within the file corresponds in following parameters:
    1. identical variable symbol
    2. identical date of issue.

If the "Legal title" field is not filled out, the "contract - acc. to invoice" value will be automatically inserted.

Import file extension: **ckm**.

Duplicity of outstanding amounts within one list causes rejection of whole list (see validations above).

- Outstanding amount duplicate to outstanding amounts already sent to the Bank, will be automatically discarded from further processing.
- Outstanding amounts overdue will be processed in the import and received for further processing. However, during automatic assessment of the sent list, they will be suggested for removal. Their final receipt or removal depends on the decision of a responsible KB person.