Basic Operating Rules for SEPA Files With Batch Booking Group of Orders

Basic rules for creation of a SEPA file

A SEPA file can include a maximum of 3000 orders.
A group of orders with Batch Booking tag can include exclusively net salaries and other types of personal income in EUR to individual accounts of employees (IBAN of a private individual is mandatory) with relevant reference number.

A group of Batch Booking orders must not:
- ✓ Include payment orders for salary-based taxes and contributions,
- ✓ Include payment orders for debits based on deductions (alimony payment, loan, credit card,execution, etc.)

Batch Booking group does not allow placing coverage for Payroll Orders with Specification in RBA or other banks.
When creating a Batch Booking group a <BtchBookg> True is mandatory.
When creating a Batch Booking group <CtgyPurp> field, purpose category (SALA) has to be completed on the group level.
When creating a Batch Booking group PBZ and PBO fields are mandatory in accordance with the salary payment models.
When creating a Batch Booking group Remmitance Information is mandatory.
SEPA file must be stored in UTF-8 code page (use of UTF-8-BOM code page is not permitted).

Basic rules for processing of SEPA file with Batch Booking orders

To process a Batch Booking group of orders, the whole group has to be formally correct. Conversion to individual orders is not possible.
If an instruction does not pass a formal syntax check, the whole Batch Booking group is rejected.
If the Batch Booking group includes an instruction for the currency other than EUR, the whole Batch Booking group is rejected.
If the Batch Booking group includes an instruction to the credit of a closed account or the account for payment of
protected income portion, issued by a payer who is not classified as a permitted payer, the whole Batch Booking group is rejected.
It is recommended that SEPA file with Batch Booking group of orders should be initiated in the morning, at least 1 hour prior to the end of cut off time in accordance with the Payment Order Cut-off Time Schedule due to the sensitivity of payment of personal income, in case a file is rejected for reason of formal incorrectness.
If there is insufficient balance in a transaction on the requested value date, **the processing of the Batch Booking group is suspended at the end of the day**. No new value date is set.
If the payer's bank is RBA, and the Batch Booking group includes an instruction for payment to the credit of an account which is dormant/inactive, the whole Batch Booking group is rejected.

User Support
• Testing of SEPA files will be carried out in an appropriate period of time, not longer than 1 business day.
• A SEPA file with Batch Booking can be sent for testing through the RBA iDIREKT internet banking service for business entities by sending an authenticated message including the attachment therein.