

# Alpha Mass Payments

MASS COLLECTION AND PAYMENT ELECTRONIC SERVICE

User manual

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## 1. INTRODUCTION

The Alpha Mass Payments service is a modern technology platform that enables Companies partnering with Alpha Bank to execute Mass Payment and Collection orders via the Internet in an easy, secure, fast and fully automated manner.

Transactions may concern:

- either debiting a business account and crediting the accounts of third parties, as in the case of Payroll or payments of third parties.
- or crediting a business account and debiting the accounts of third parties, as in the case of collections from customers.

Especially for cases of collection, authorisation is required for direct debiting of your customer/partner accounts.

All Mass Payments and Collection orders are made by sending ISO 20022 XML files.

### **Subscription Process**

The following are required for your Company to take advantage of the Alpha Mass Payments Service's current capabilities:

- Signing the Alpha Mass Payments Service Agreement, which specifies all subscription parameters to be included in the service.
- Determining the Users who will manage your Company's Mass Orders through the Service.
- Receiving User Codes and Passwords for the service.

### **Credit/Debit Code (CDC)**

Based on its selections in the contract with the Bank, Credit/Debit Codes are created for each partner company, which are managed by the company through the service.

A Credit/Debit Code may either debit business accounts or credit them - but not both. For example, payrolls and collections from customers cannot be made with the same Credit/Debit Code.

### **Work Flow**

To proceed with a mass payment, you need to create a task and assign it an import status.

A task includes, but is not limited to:

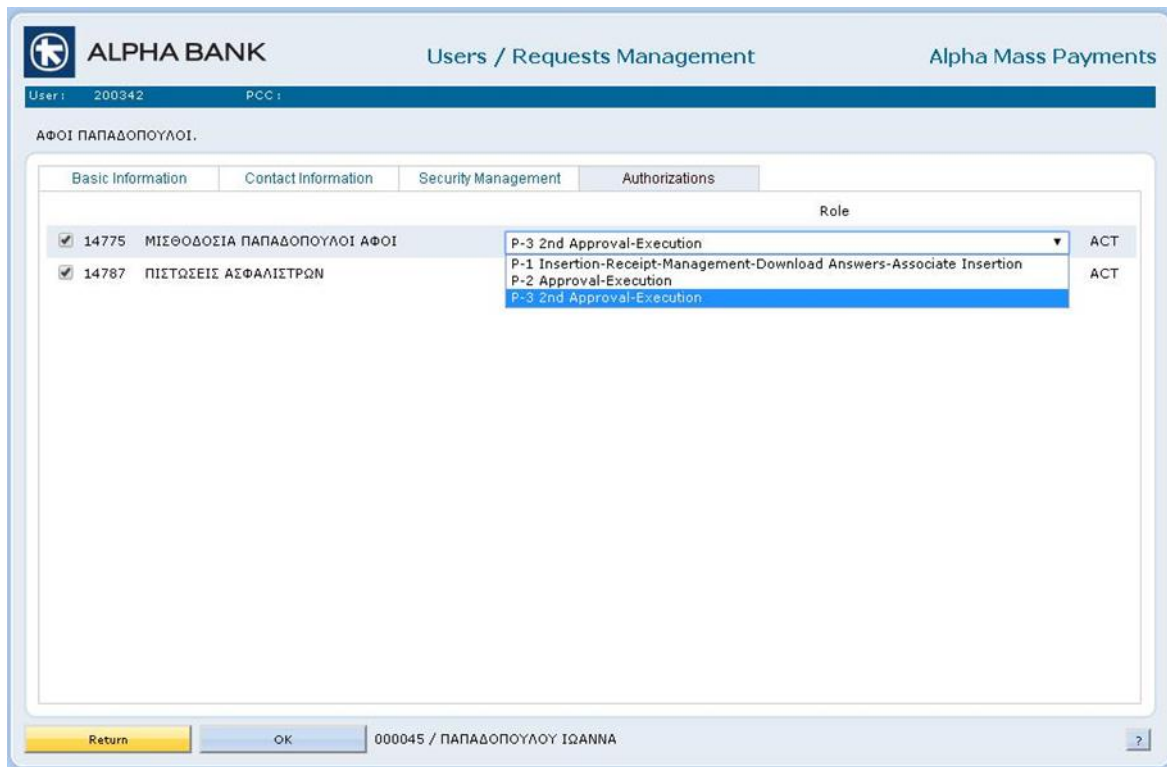
- the selected Credit/Debit Code
- the business account to be debited or credited in each case
- the subscriptions to Payroll/Partner accounts to be either debited or credited, with the corresponding amounts
- the Payment Date.

The task must then be sent for Execution to the Bank. When the Bank executes the task (Payment Date), the task is completed and the response file for this task becomes available.

## Approval Levels

A company can have one of the following options in relation to the approval levels for a task:

- **No Approval:** All users (P0) have the same rights and authorisation. Any user can create a task and send it to the Bank for execution.
- **One Approval Level:** The users specified include users (P1) who create the tasks and assign them an import status and others (P2) who check them and either forward them to the Bank for execution or delete/reject them.
- **Two Approval Levels:** The users specified include users (P1) who create the tasks and assign them an import status, others (P2) who check them and provide the first approval and finally those (P3) who perform the final check, provide the second approval and send them to the Bank for execution or reject them.



The screenshot shows the 'Users / Requests Management' interface for 'Alpha Mass Payments'. The user is logged in as 'User: 200342' with 'PCC:'. The user being managed is 'ΑΦΟΙ ΠΑΠΑΔΟΠΟΥΛΟΙ'.

The interface has tabs for 'Basic Information', 'Contact Information', 'Security Management', and 'Authorizations'. The 'Authorizations' tab is active, showing a table of user roles and their status.

Role	Status
14775 ΜΙΣΘΟΔΟΣΙΑ ΠΑΠΑΔΟΠΟΥΛΟΙ ΑΦΟΙ	P-3 2nd Approval-Execution
14787 ΠΙΣΤΩΣΕΙΣ ΑΣΦΑΛΙΣΤΡΩΝ	P-1 Insertion-Receipt-Management-Download Answers-Associate Insertion
	P-2 Approval-Execution
	P-3 2nd Approval-Execution

At the bottom, there are buttons for 'Return' and 'OK', and a footer showing '000045 / ΠΑΠΑΔΟΠΟΥΛΟΥ ΙΩΑΝΝΑ'.

Users and their authorisations can be defined for each Credit/Debit Code separately.

Note that all users, regardless of authorisation level, have the ability to access task information and receive response files.

## 2. ORDER TYPES FOR MASS PAYMENTS

With Alpha Mass Payments, you can manage:

➤ **Mass Credit Orders** related to:

- ✓ Payroll Credit for your Business
- ✓ Mass opening of payroll accounts and creation of a web banking connection for the beneficiaries-employees of the company for the deposit program "Alpha Payroll".
- ✓ Payments / Transfers to accounts held inside and outside the Bank with SEPA characteristics, which include import payments related to intra-Community acquisition of goods (simple imports) within the European Union ("AEIS Payments").
- ✓ Payments outside the SEPA (non SEPA) specifications with the option to execute a transaction with an indication URGENT (ie same day transfer of funds) and / or with an indication of coverage of OUR expenses (ie charging the principal with all transaction costs). Includes Simple Imports ("AEIS" transactions) for payments in Euro and foreign currencies related to acquisition of goods within and outside the European Union.
- ✓ Payment of debts of third party beneficiary companies / organizations ("Beneficiary Organizations") using a special payment reason code which has been indicated by the Beneficiary Organizations.
- ✓ Payment of Labor ticket

➤ **Mass Debit Orders** related to:

- ✓ Collection of debts from your Customers
- ✓ Collection of instalments and subscriptions
- ✓ Other Mass Debits you are interested in

with **simultaneous debit or credit (as appropriate) to/from one of the predefined payment accounts** that you have declared.

To execute Mass Payment/Collection Orders, you must sign the required contract documents at your Collaborating Branch.

### 3. TYPES OF MASS PAYMENT FILES

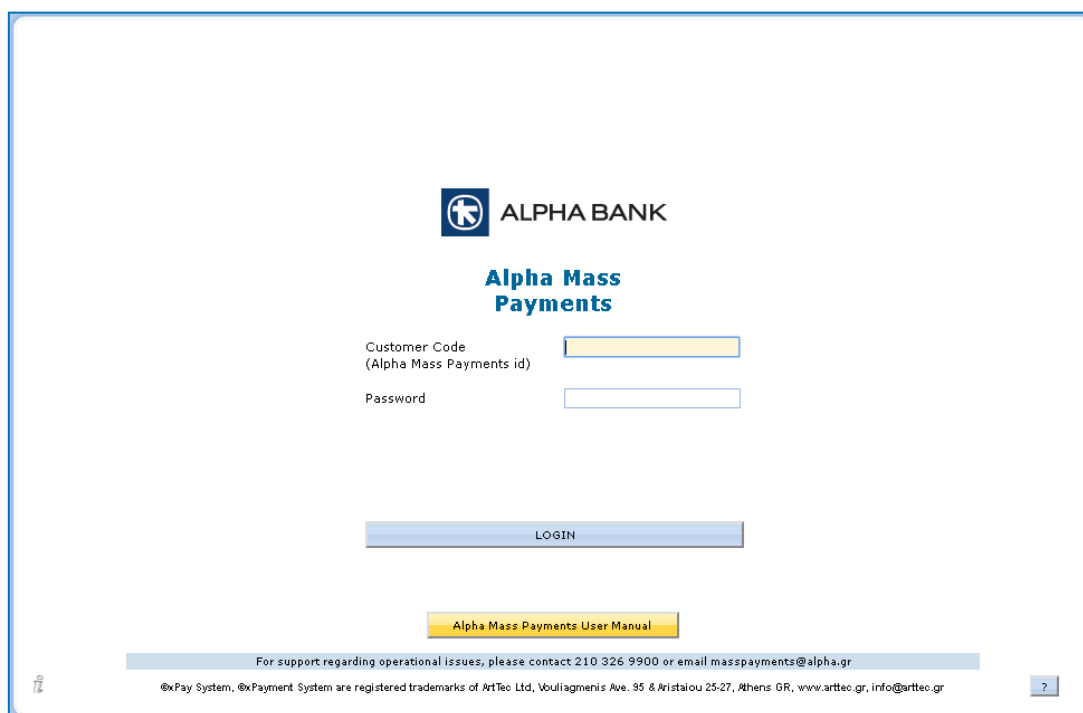
Through the Alpha Mass Payments Service, you can send your Payments:

- With ISO 20022 XML files

### 4. ACCESS TO THE ALPHA MASS PAYMENTS SERVICE

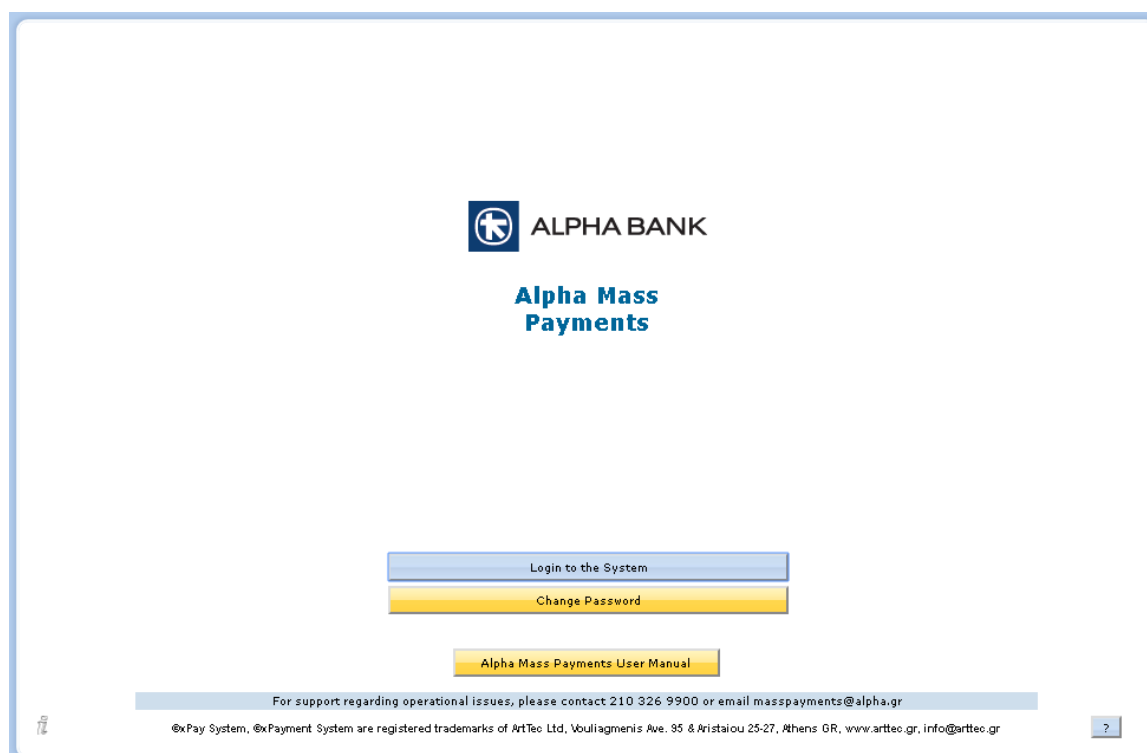
In your browser, go to the [www.alpha.gr](http://www.alpha.gr) website, select the Business section, then the myAlpha subsection and finally the Mass Payments service.

By selecting Log in, you are transferred to the screen below, enter your **Customer Code**, **Password**, and select **LOGIN**.



The screenshot shows the Alpha Mass Payments login interface. At the top, the Alpha Bank logo and name are displayed. Below this, the title "Alpha Mass Payments" is centered. The login form consists of two input fields: "Customer Code (Alpha Mass Payments id)" and "Password". Below these fields is a blue "LOGIN" button. At the bottom of the form, there is a yellow button labeled "Alpha Mass Payments User Manual". A footer bar contains support information: "For support regarding operational issues, please contact 210 326 9900 or email masspayments@alpha.gr". At the very bottom, there is a small copyright notice: "©xPay System, ©xPayment System are registered trademarks of ArtTec Ltd, Vouliagmenis Ave. 35 & Aristaïou 25-27, Athens GR, www.arttec.gr, info@arttec.gr" and a help icon (?) on the right.

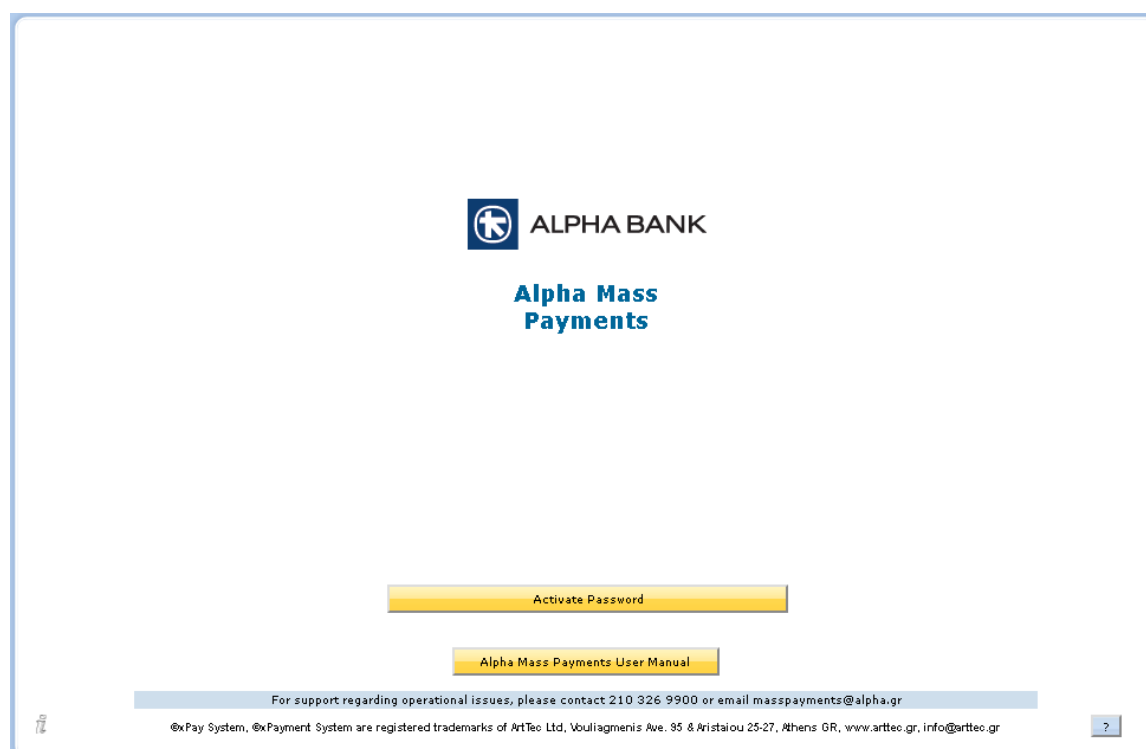
After successfully entering the codes, the following screen appears:



Select **Sign in to the System** to access the service home screen with all available options.


## 5. PASSWORD ACTIVATION

If this is the first time you sign in to the Service with a **Temporary Password**, after successful registration, the following activation screen appears, where you select **Activate Password**.



On the screen that appears, type the **Temporary Password** again, and the **New Password** you want and select **Activate Password**.

Activate Password

 **ALPHA BANK**

**Alpha Mass  
Payments**

Temporary Password

New Password

Verify New Password

Activate Password

Return

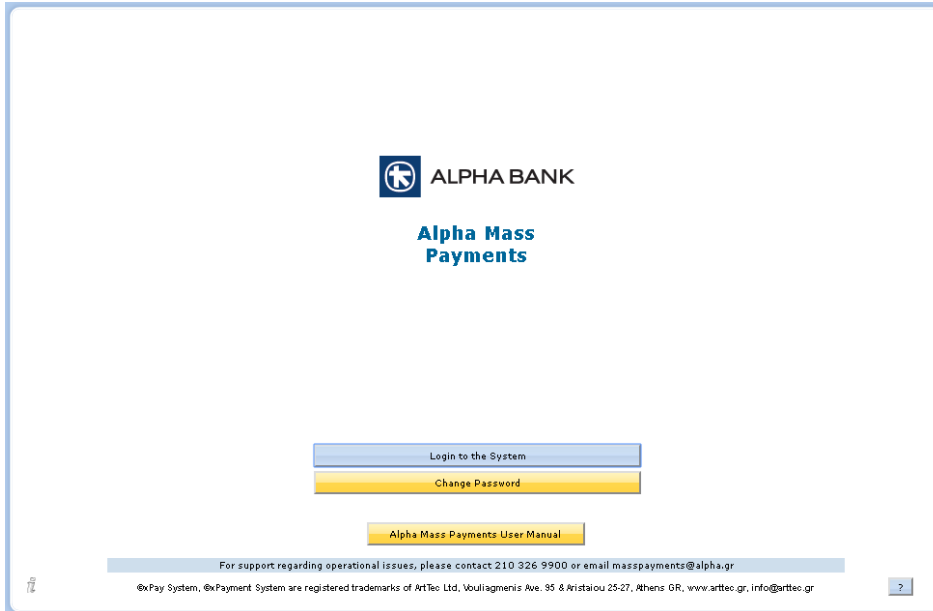
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?



## 6. CHANGE PASSWORD

After successful registration of your personal codes, you have the option to change your Password. Select **Change Password** from the following screen.




You will be taken to the screen below; here, type your old Password and then your new Password and verify it. The new Password, which should obey to the following rules:

- consists of at least eight (8) alphanumeric Latin characters, up to maximum of thirty (30) characters
- must not include the Customer Code or part of three (3) characters from the Customer Code
- Consists of characters at least from three (3) from the following four (4) categories:
  - Numeric digits [0-9]
  - Latin uppercase characters [A-Z]
  - Latin lowercase characters [a-z]
  - Special characters !@#\$\$%

Please note that the Password:

- remains active for three months and you will be asked to replace it by the end of the quarter.
- is personal and should not be shared with others.
- if it is entered incorrectly five times, the system will lock you up and will not allow you access to the service

Change Password



**ALPHA BANK**

**Alpha Mass Payments**

Previous Password

New Password


Verify New Password

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The first time you enter with the Temporary Password sent to you by the Bank, the system will promptly ask you to replace it.

## 7. SERVICE HOME SCREEN - TASK MANAGEMENT

After your **Login to the System**, the **Task Manager** service home screen is displayed with the set of options available:



**ALPHA BANK**

**Task Management**

**Alpha Mass Payments**

User : 201100

PCC :

**Task Management**

**NHTECHTNETB ΠΗΒΧΛΕ ΒΒΥΒΤΩΛ ΩΞΡΒΖΖΕΤ**

**X Task Management**

- [1. Files Receipt](#)
- [2. Execute Jobs](#)
- [3. Jobs Information](#)
- [4. Download Electronic Accounts Statements](#)
- [5. Administrative Tasks](#)
- [6. Mass Opening of Accounts](#)

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### 1. Receive Files

Through this option, you can create a payment task from properly formatted ISO 20022 XML (\*.xml) files from a local drive and send mass payments to be executed by the bank.

### 2. Task Execution

With this option, you can send the tasks you have entered to the application for execution to the bank.

### 3. Task Information

This option is a tool for monitoring the current status of your tasks as well as your Payment Details history. Using this option, you **can also delete** any tasks that are being executed or edited, where permitted in each case, and produce **a SEPA response file (pain002.xml)**.

### 4. Downloading Electronic Account Statements

On this screen, you can search for and export available electronic account statements, either individually or grouped in a file.

### 5. Management tasks

This option allows you to manage the list of Employees/Partners and Credit/Debit Code available to your business and find sample files.


### 6. Mass opening of accounts

This option allows you to carry out mass opening of accounts Alpha Payroll Account with a file upload which includes the employees' details.

## 8. RECEIVE FILES

This option allows you to send your Payments through **ISO 20022 XML files**.

Select **Receive Files** from the Home Page to access the screen:


**ALPHA BANK**

Create a New Job

Alpha Mass Payments

User: 200396

PCC:

Reception, Validation & Import Mass payment Orders Process

File type:

<Select Category>

<Select Category>

Payments

Collection

Vehicle circulation tax

Mandates

Επιλογή αρχείου

Δεν επιλέχθηκε κανένα αρχείο.

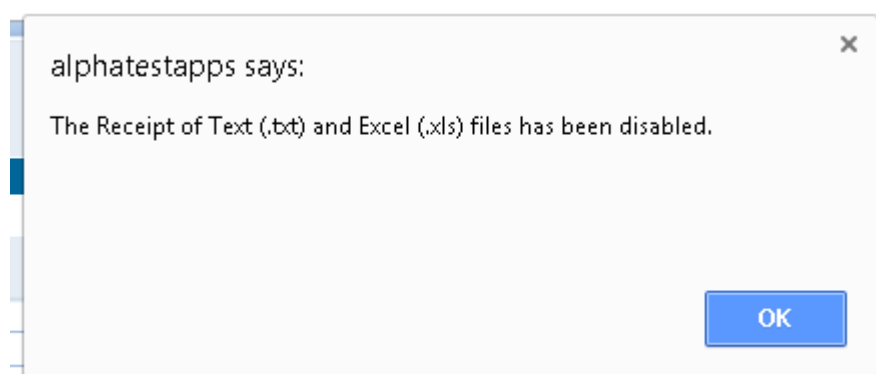
Receipt

Return to Task Management


?

Choose **Select File**, look for the desired file on your disk and select **Open**. The local file name will appear in the field. Then select **Receive** and **Yes** in the system prompt for confirmation. The file you selected will be thoroughly checked and a series of messages will inform you about managing any errors.

If you have received a file in an old format (incompatible with Regulation (EU) 260), the system will display an information message stating that "Receiving Text (.txt) and Excel (.xls) files has been disabled".



After successfully receiving a file of any type, the system will display the information of the task to be imported.



**ALPHA BANK**

Create a New Job

Alpha Mass Payments

User : STEFI1      PCC :

**Reception, Validation & Import Mass payment Orders Process**

Select a Job in the table and click Edit to edit the payment Orders found in your file.

Edit/Modify Job

Job Display

Jobs to be imported

S/N	Processed Job	Account Number	Date	Payment Orders Number	Amount	Cooperation Code
1	No	GR4101401060106002320003019	25/09/2018	6	39.25	14779
2	No	GR4101401060106002320003019	26/09/2018	6	39.25	14779
3	No	GR4101401060106002320003019	27/09/2018	6	39.25	14779

Number of File payment Orders :


Total Amount of File :

Return to Task Management

Return to File Reception

Send to be Imported

To proceed with **Send to Import**, you must check the accuracy of any individual tasks. A file may contain more than one task; select Accept by selecting each one and selecting “edit task” on the next screen. Once all individual tasks have been accepted, the Send to Import button appears on the Create New Task home screen, where all individual tasks must be marked “Yes” in the Edited field


**ALPHA BANK**

Edit/Modify Job

Alpha Mass Payments

User : STEFI1      PCC : 14779

**Reception, Validation & Import Mass payment Orders Process**

ΡΗΓΟΠΟΥΛΟΣ Α.Ε.,
ΜΙΣΘΟΔΟΣΙΑ

Select or check the Cooperation Code, fill in or check the remaining necessary information, and then Click Accept.

Cooperation Type : 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ  
Job ID : W200343180924000314779000001

File Name : AMP2003431477920180924101\_pain001.xml  
Cooperation Code : 14779 Select

Detailed Table of Payments

S/N	Credit Account Number	Name / Company Name	Payment Reason	Payment Ar
1	GR0601401010101002310007583	NOTPROVIDED	online elegxos egkyr	
2	GR3301401010101002310008164	NOTPROVIDED	online elegxos egkyr	
3	GR3401401010101002310008631	NOTPROVIDED	online elegxos egkyr	
4	GR2101401060106002101007546	NOTPROVIDED	online elegxos egkyr	

payment Orders Number : 6
Total Amount : 39.25

Payment Date : 25/09/2018  
Debit Account Number : GR4101401060106002320003019 Select  
Job Description : ΜΙΣΘΟΔΟΣΙΑ - ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-01


Return to Task Management
Return to the Jobs to be imported
Accept

?

After verifying the correctness of the data and completing all necessary fields, you can proceed with the **Send to Import** option.

Select **Send to Import**; a confirmation message showing the number of entries and the total amount will be displayed. If you agree, select **Yes**.

If the file contains invalid account numbers, the system will flag them in red on receipt.


**ALPHA BANK**

Execute Jobs

Alpha Mass Payments

User : 200396      PCC : 14873

**Validation & Execution Job Process**

ΜΙΧΑΗΛ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)
ΜΙΣΘΟΔΟΣΙΕΣ

Check carefully the imported payment Orders and the remaining necessary Information, and then Click Send to be Executed.

Cooperation Type : 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ  
 Job ID : W200396181115000214873000001

File Name : AMP2003961487320181115003\_PAIN001  
 Cooperation Code : 14873

Detailed Table of Payments

S/N	Credit Account Number	Name / Company Name	Payment Reason	Payment
1	GR0801401060106002101008362	BENEFICIARY 1	NOVEMBER PAYROLL	
2	GR080140106010600210100836N	BENEFICIARY 2		
3	GR1601401060106002340001862	BENEFICIARY 3	NOVEMBER PAYROLL	
4	GR4301401060106002002007786	BENEFICIARY 4	NOVEMBER PAYROLL	

payment Orders Number : 3  
 Total Amount : 3,550.00  
 Payment Date : 15/11/2018  
 Debit Account Number : GR2101401060106002101007546  
 Job Description : ΜΙΣΘΟΔΟΣΙΕΣ

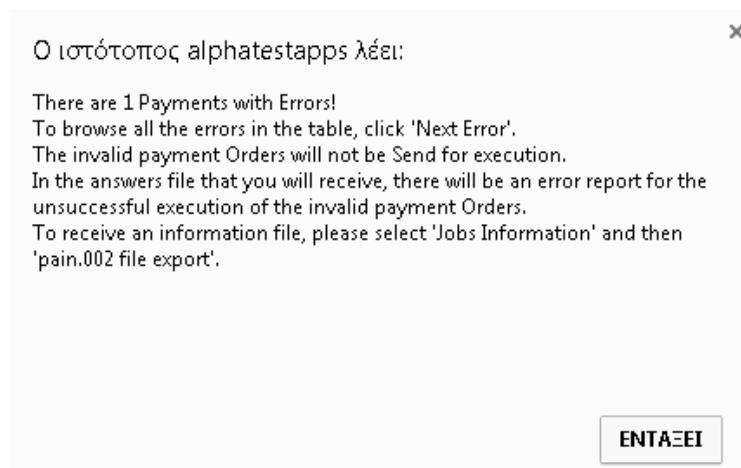
Debit Reason : November Payroll  
 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-000001

Return to Task Management    Return to Saved Jobs

Send to be Executed

The system will notify you through the following message that the file will be accepted even though there are incorrect accounts. Entries containing invalid account numbers will be excluded when the file is processed and will be marked with the reason for rejection “NOT ACCEPTABLE ACCOUNT” in the response file.

The same message will also appear during Task Execution.




Successful import returns the message “*Your Payments have been sent to import*”. The task has now been imported. To send it to the Bank for execution, you must go to the **Task Execution** menu.

Note that if you do not press the Send to Import button to execute the above procedure but instead press either the **Back to Receive File** or **Return to Task Manager** button, the receipt of that file is not completed, so the whole procedure must be repeated from the start.

Select **Back to Task Manager** to return to the Task Manager home screen.

At any time, you can go back to the main menu by selecting **Back to Task Manager** or import a new file by selecting **Back to Receive File** at the bottom of the screen.


**ALPHA BANK**

Create a New Job
Alpha Mass Payments

User : STEFI1
PCC : 14779

Reception, Validation & Import Mass payment Orders Process

ΜΙΣΘΟΔΟΣΙΑ

Provided you have checked all the Jobs, proceed with Send to be imported.

Edit/Modify Job
Job Display

Jobs to be imported

S/N	Processed Job	Debit Account Number	Payment Date	Payment Orders Number	Payment Amount	Cooperation Code
1	Yes	GR4101401060106002320003019	25/09/2018	6	39.25 14779	W20034318092
2	Yes	GR4101401060106002320003019	26/09/2018	6	39.25 14779	W20034318092
3	Yes	GR4101401060106002320003019	27/09/2018	6	39.25 14779	W20034318092

Number of File payment Orders : 18
Total Amount of File : 117.75

Return to Task Management
Return to File Reception
Send to be Imported

### Comments:

- Compatibility with Regulation (EU) 260

On all screens where the account field appears, it contains the account number in **IBAN format**. Additionally, where the Payment Details Panel is available in the application, the extra **Remittance Info field is included**, which is displayed on the beneficiary's account statement.

- The files to be received have a strictly structured format, as determined by the bank. Files deviating from this format shall not be accepted by the system. The maximum number of entries in the files to be received is 20,000.
- The Payment date displayed on the screen is the date you have declared in your file and is also the date on which your order will be executed as well as the credit/debit value for your accounts. A valid date must be a business date, greater than or equal to the date of sending and less than or equal to 31 business days from the date of sending. If you are sending the payment to Alpha Mass Payments on a non-business date (Saturday, Sunday, bank holidays), the order is received and executed on the payment date you have entered. After 20:00h, no tasks with a current payment date can be entered.
- If the credit/debit code you choose does not match that of the file, the system will display an error message and reject the file.
- If the file contains zero-amount payments, they will not be sent for execution.
- Each file received through the application is a separate task, where you can see in detail the contained payment orders by pressing View Task or by double-clicking on it in the Tasks to Import panel. As regards



however the receipt of xml files in particular, each xml file payment group is also a separate task that must be “Accepted” in order to proceed to Send to Import.

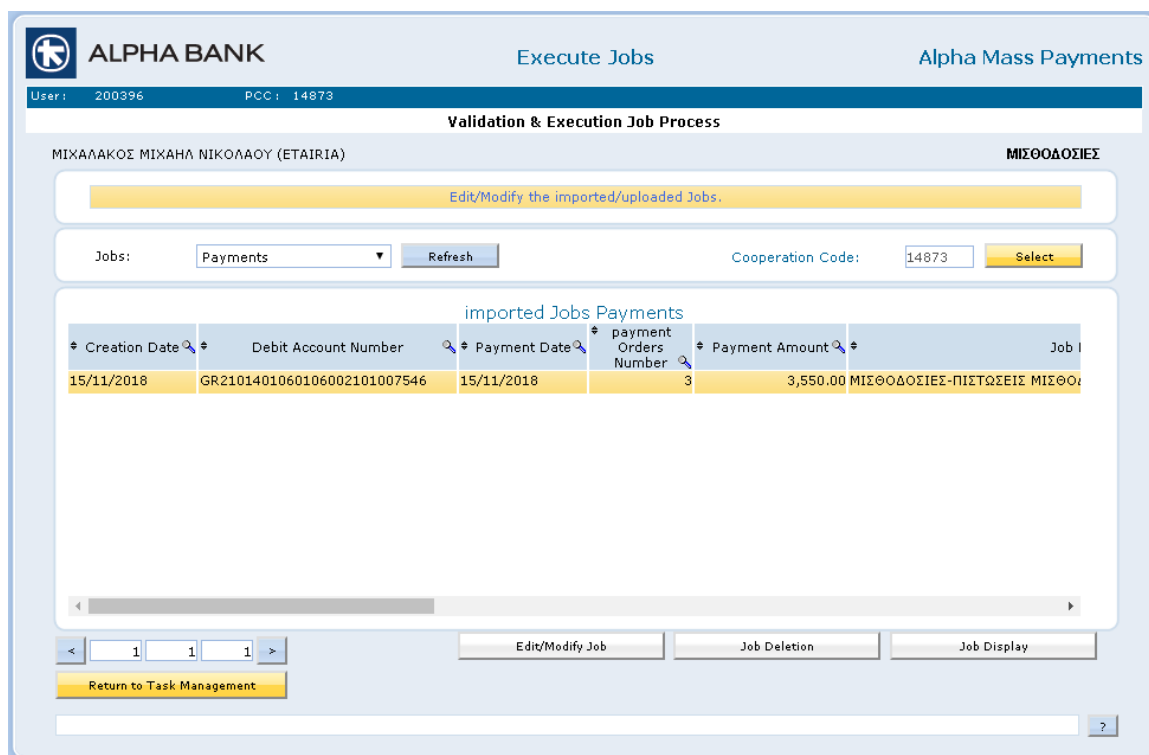
## 9. TASK EXECUTION

You can assign an Import status to your tasks using any of the manners detailed above.

In order to send your task to the Bank for execution on the Payment Date you have selected, you need to proceed to Task Execution.

From the service home screen, select the second **Task Execution** option to access the screen with all the Import status tasks you can execute.

By moving the grey scroll bar on the right, you can see other columns with task information.



**ALPHA BANK** Execute Jobs Alpha Mass Payments

User: 200396 PCC: 14873

**Validation & Execution Job Process**

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ) ΜΙΣΘΟΔΟΣΙΕΣ

Edit/Modify the imported/uploaded Jobs.

Jobs: Payments Refresh Cooperation Code: 14873 Select

imported Jobs Payments


Creation Date	Debit Account Number	Payment Date	payment Orders Number	Payment Amount	Job ID
15/11/2018	GR2101401060106002101007546	15/11/2018	3	3,550.00	ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΕΣ

1 1 1

Return to Task Management Edit/Modify Job Job Deletion Job Display

To proceed with the execution of a task, select it and then choose **Edit Task**. If you just want to check it, you choose **View Task**. Deleting a task is not allowed on this screen; if you want to delete a task in “Import” or “In Edit” mode, you need to go to **Task Information**. Deleting is possible on a case-by-case basis.

Once you select **Edit Task**, you will be taken to the following screen, where you will see all the details of the selected task.


**ALPHA BANK**

Execute Jobs

Alpha Mass Payments

User: 200396    PCC: 14873

**Validation & Execution Job Process**

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)
ΜΙΣΘΟΔΟΣΙΕΣ

Check carefully the imported payment Orders and the remaining necessary Information, and then Click Send to be Executed.

Cooperation Type: 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ  
 Job ID: W200396181115000614873000001

File Name: AMP2003961487320181115009\_PAIN001  
 Cooperation Code: 14873

Detailed Table of Payments

S/N	Credit Account Number	Name / Company Name	Payment Reason	Payment
1	GR0801401060106002101008362	BENEFICIARY 1	NOVEMBER PAYROLL	
2	GR1601401060106002340001862	BENEFICIARY 2	NOVEMBER PAYROLL	
3	GR4301401060106002002007786	BENEFICIARY 3	NOVEMBER PAYROLL	

payment Orders Number: 3  
 Total Amount: 3,550.00  
 Payment Date: 15/11/2018  
 Debit Account Number: GR2101401060106002101007546  
 Job Description: ΜΙΣΘΟΔΟΣΙΕΣ

Debit Reason: November Payroll  
 - ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-000001

Return to Task Management
Return to Saved Jobs

Send to be Executed

Once you have checked the task, you can proceed with sending it to the Bank to be executed on the selected date by selecting **Send to Execute**.


A confirmation message will appear, showing the number of entries, the total amount and the company's Account Number. If you agree, select **Yes** to continue. Upon completion, a message indicating successful receipt by the Bank is displayed.

You cannot make any changes to the task information on the Task Execution screen.

## Comments

The execution of the payments included in the task, is carried out according to the file execution mode, which has been configured for the Credit/Debit Code (CDC) chosen by the company. The execution modes for a payment orders file are explained in the Alpha Mass Payments Technical and Operational Specifications document. The corresponding information messages appear on the screen.

- If the Credit/Debit Code (CDC) is configured with the option “Complete Amount Block”, when Send to Execute is selected all the tasks concerning payments in the same file should be send for execution. If the available balance in the debited account does not suffice to cover the total amount, a warning message will appear; here, you can choose YES to continue or NO to abandon the process. If you select YES, the payment file will be received for execution and will remain pending until your company has credited the debited account with an appropriate amount to enable it to be debited in order to execute the task. This procedure must be completed until 20:00 on the day the file is send, otherwise the file is rejected. Additionally, until 20:00 on the day the file is send the approvals must be given, in case your business has opted to use approval levels.


**ALPHA BANK**  
 User : 203018 PCC : 1410  
**TEST COMPANY**  
 Check carefully the i  
 Cooperation Type : 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ  
 Job ID : W2030182  

S/N	Credit Account Nu
1	GR780140101010021013
2	GR720140101010023102
3	GR940140101010023400

 payment Orders Number : 3  
 Total Amount : 3,000.00  
 Payment Date : 12/04/2023  
 Debit Account Number : GR45014010101002320023392  
 Job Description : ΟΛΙΚΗ ΟΛΕΣ  
 Return to Task Management Return to Saved Jobs  
 Please wait while a Check is being performed and the payment Orders are sent to be Executed.

ampuat1web.alpha.gr:9443 says

**CAUTION!**  
This Job has an indication of Total Execution. In order to proceed for Execution, there is 1 more Job left to be sent for Execution, that has been created by the same import file.


**Confirmation**  
An Upload for execution of 3 payment Orders, of Payment Amount 3000.00 with Payment Date 12/04/2023 and Debit of your Account GR45014010101002320023392 will be performed.

Yes No

Debit Reason : ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-000002

Send to be Executed

- If the Credit/Debit Code (CDC) is configured with the option “Complete Amount Block per payment group”, when Send to Execute is selected the specific task is send for execution. If for one task (payment group of the file or a set of payment groups with common characteristics), the balance of the debit account is not sufficient by the end of the time window for sending the orders to be executed, according to the date of their execution that has been set, then the job is rejected.


**ALPHA BANK**  
 User : 203018 PCC : 1410  
**TEST COMPANY**  
 Check carefully the i

amputat1web.alpha.gr:9443 says  
 Your Job has been received and will be executed soon.  
 Please click 'Return to Task Management', and select 'Jobs Information' to be informed about the progress of your Job.
 

OK

**Alpha Mass Payments**

Cooperation Type : 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ File Name : AMP2030181410420230410002\_PAIN001  
 Job ID : W2030182

S/N	Credit Account Nu
1	GR78014010101010021013
2	GR72014010101010023102
3	GR94014010101010023400

**Confirmation**  
  
 An Upload for execution of 3 payment Orders, of Payment Amount 3000.00 with Payment Date 11/04/2023 and Debit of your Account GR4501401010101002320023392 will be performed.  
  

Yes

No


payment Orders Number : 3  
 Total Amount : 3,000.00  
 Payment Date : 11/04/2023  
 Debit Account Number : GR4501401010101002320023392 Select  
 Job Description : ΟΛΕΣ ΔΕΣΜΕΥΣΗ - ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-000001

Return to Task Management Return to Saved Jobs

Send to be Executed

Please wait while a Check is being performed and the payment Orders are sent to be Executed.

- If the Credit/Debit Code (CDC) is configured with the option “Without Amount Block”, when Send to Execute is selected the specific task is send for execution. If for some reason a task to be executed cannot be executed by the execution date set, it will be cancelled, and the file reception process will have to be repeated. The payment orders included in the task, are executed gradually according to the available account balance at the execution date.


**ALPHA BANK**  
 User : 203018 PCC : 1409  
**TEST COMPANY**  
 Check carefully the i  
 Cooperation Type : 000199 ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ  
 Job ID : W2030182  

S/N	Credit Account Nu
1	GR780140101010021013
2	GR720140101010023102
3	GR940140101010023400

 payment Orders Number : 3  
 Total Amount : 3,000.00  
 Payment Date : 11/04/2023  
 Debit Account Number : GR45014010101002320023392  
 Job Description : ΟΛΕΣ ΟΙ ΠΛΗΡΩΜΕΣ  
 Return to Task Management Return to Saved Jobs

amputat1web.alpha.gr:9443 says  
 Your payment Orders have been received. Please ensure that the debit account has sufficient balance, since the job will be executed without prior blocking of the amount, as you have selected.  
 OK

**Alpha Mass Payments**  
 Send to be Executed.  
 Payment Reason Payment  
 < 1 3 3 >  
 Next Error  
 Debit Reason : ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ-000001  
 Send to be Executed

**Confirmation**  

An Upload for execution of 3 payment Orders, of Payment Amount 3000.00 with Payment Date 11/04/2023 and Debit of your Account will be performed.

Please wait while a Check is being performed and the payment Orders are sent to be Executed.

## Companies with Approval Levels

If your company has chosen one approval level for its payments, only users with this authorisation (P2) will have access to the Task Execution option.

If your company has chosen two levels of approval for its payments, first, in the Task Execution option, the user with the corresponding authorisation (P2 - first approval) must provide the first approval and then the user with second approval authorisation (P3) must provide approval for sending the task for execution.

## Application working hours

Receive Files:

- For Execution on a Payment Date after the current day: round the clock. To execute the file on the next working day, the receipt of the file must have taken place on the previous working day of the Payment Date, by 20:00 for interbank transfers. A file can be received for same-day execution of interbank transfers only if the orders for which it is supported are marked as High Priority and the file has been received until the cut-off of the respective currency.
- For the execution of Simple Imports, the file can be received on the Payment Date until 16:00 for execution with Normal priority and until the cut-off of the respective currency for execution with High priority.

Tasks are executed every hour from 09:00 to 16:00 and 3 times from 17:30 to 20:30. Tasks for Simple Imports payments and interbank transfers with High priority are executed from 08:30 to 16:30.

Detailed information regarding the timing of receiving and executing Files, is available in the Technical and Operational Specifications of the Alpha Mass Payments Service.

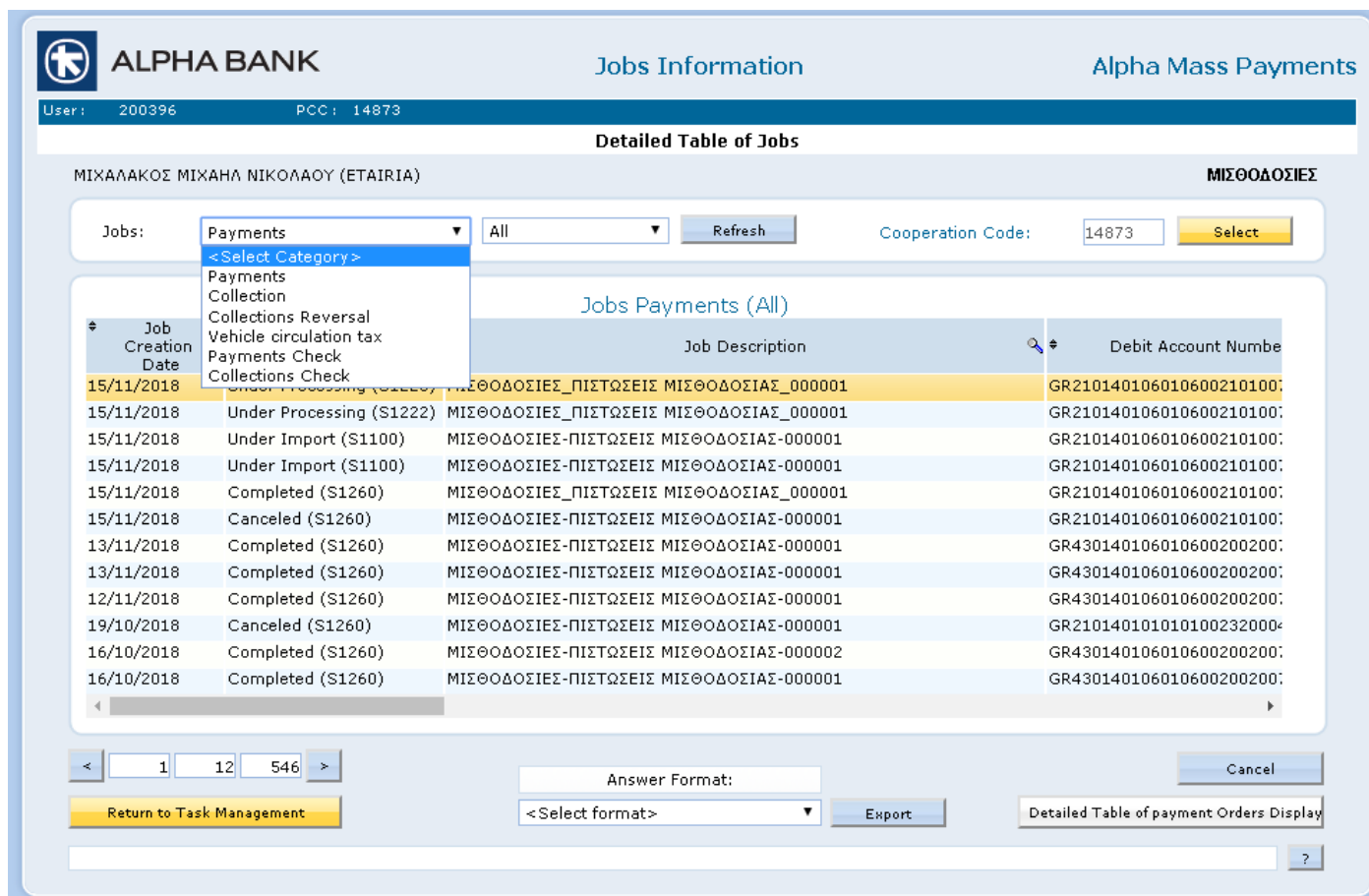
## Pricing

The pricing of Alpha Mass Payments for sending mass interbank order files is set at the subscription level for each new subscriber to the service and is determined by signing the product contract.

## 10. TASK INFORMATION

This option is a monitoring tool that allows you to track the progress of your payments and search for your payment history information for each of your company's Credit/Debit Codes. Under certain conditions, it also allows you to delete a task that is in "Import" or "Edit" mode,

After selecting **Task Info** from the service home screen, you must select the task category you are interested in, and the Credit/Debit Code at the top right of the screen. Once you select the Credit/Debit Code from the panel, all tasks sorted by date, starting from the most recent, will appear on the screen.



The screenshot displays the 'Jobs Information' section of the Alpha Bank interface. At the top, the user is identified as 'User: 200396' and 'PCC: 14873'. The main heading is 'Detailed Table of Jobs' for 'ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)'. A dropdown menu for 'Jobs:' is open, showing categories like 'Payments', 'Collection', and 'Collections Reversal'. The 'Cooperation Code' is set to '14873'. The table, titled 'Jobs Payments (All)', lists various payment tasks with columns for 'Job Creation Date', 'Job Description', and 'Debit Account Number'. The tasks are sorted by date, with the most recent at the top. At the bottom, there are navigation controls, an 'Answer Format' dropdown, and an 'Export' button.

Job Creation Date	Job Description	Debit Account Number
15/11/2018	Under Processing (S1222) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100:
15/11/2018	Under Import (S1100) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100:
15/11/2018	Under Import (S1100) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100:
15/11/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100:
15/11/2018	Canceled (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100:
13/11/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200:
13/11/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200:
12/11/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200:
19/10/2018	Canceled (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140101010100232000:
16/10/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000002	GR430140106010600200200:
16/10/2018	Completed (S1260) ΜΙΣΘΟΔΟΣΙΕΣ-ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200:


Through the drop down list options at the top left, you can display the set of tasks that meet one of the selected search criteria, which are:

- **To be Received:** Payments sent to the Bank but that have not yet been finally received.
- **Saved:** Payments you have saved, but have not sent to import yet.
- **Import:** Your imported payments that you still have to execute and send to the Bank.
- **For Approval:** Your payments that have been received by the Bank, but whose amount has not been approved yet in the account chosen.
- **Edit:** Your payments that have been received by the Bank, whose amount has been approved in the account chosen and whose execution is under way.
- **Completed:** Your executed payments. For these payments, you can download a payment document in xml and **PDF** format.
- **New Refunds:** Your refunds for your interbank payments
- **Cancelled:** Payments that have been cancelled by you or the Bank.
- **All:** All your payments, regardless of status, in chronological order.

By moving the grey scroll bar on the right, you can see other columns with information about each task, such as Sent Value, Sent Entries, Total Executed Value, Transaction ID, Transaction Category etc.

Select a task by clicking on the desired row in the table. Once you have selected a task, you can see more information about it by choosing **Display Detailed Order List** in the bottom right (or just double-click on the desired task).

For completed tasks in the last column - Display - you will see the final result of each entry. Non-completed entries are marked in red, accompanied by a description of the reason.


**ALPHA BANK**

Detailed Table of payment Orders

Alpha Mass Payments

User: 200396

PCC: 14873

Job ID :

State :

Table of payment Orders

Payment Reason	Payment Amount	Remittance Information	Reference Order	Description
	1,200.00	NOVEMBER PAYROLL	NOTPROVIDED	NONEXISTENT ACCOUNT
NOVEMBER PAYROLL	1,000.00		NOTPROVIDED	SUCCESSFUL OPERATION
NOVEMBER PAYROLL	1,300.00		NOTPROVIDED	SUCCESSFUL OPERATION
NOVEMBER PAYROLL	1,250.00		NOTPROVIDED	SUCCESSFUL OPERATION

<

1

4

>

Account Number :

Return to Table of Jobs


Search

## Response Files

Response files for completed tasks can be exported in **PDF (Receipt)** and xml format.

The options for receiving response files are only displayed under the task panel after you have chosen to display only Completed Tasks for the selected Credit/Debit Code (Select **Completed** in the list).




**ALPHA BANK**

Jobs Information

Alpha Mass Payments

User: 200396
PCC: 14873

**Detailed Table of Jobs**

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)
ΜΙΣΘΟΔΟΣΙΕΣ

Jobs: Payments

All  
 To be Imported  
 Under Import  
 To be Approved  
 Under Processing  
 Completed  
 Canceled  
 New Returns

Refresh
 Cooperation Code: 14873 Select

#	Job Creation Date	State	Job Description	Debit Account Number
15/11/2018	Under Processing (S1222)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
15/11/2018	Under Processing (S1222)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
15/11/2018	Under Import (S1100)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
15/11/2018	Under Import (S1100)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
15/11/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
15/11/2018	Canceled (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR210140106010600210100;
13/11/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200;
13/11/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200;
12/11/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200;
19/10/2018	Canceled (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR2101401010100232000;
16/10/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000002	GR430140106010600200200;
16/10/2018	Completed (S1260)	ΜΙΣΘΟΔΟΣΙΕΣ_ΠΙΣΤΩΣΕΙΣ	ΜΙΣΘΟΔΟΣΙΑΣ_000001	GR430140106010600200200;

< 1 12 546 >

Answer Format:  
 <Select format>

Export

Detailed Table of payment Orders Display

Select the task for which you want to receive a response file; under the task panel, select the file format you want to download from the drop-down menu and finally select **Export**. The file will be saved on your computer.

In the company's account movements, the reason given for completed tasks, depending on the type of task, will be Payroll Debits, Other Debits, Other Credits and accordingly Payroll Credits, Other Credits, Other Debits in Payroll/Partner Accounts.

Additionally, once you selected a task and browse to the Detailed Order table, you can download for each successfully executed interbank order the copy of the Swift message of the outbound remittance in pdf format. You can download by selecting Export if the column "Payment message" has the value Yes.

**ALPHA BANK** **Detailed Table of payment Orders** **Alpha Mass Payments**

User : 203024 POC : 14131

Job ID : T203024250123000714131000001 State : Completed (S1260)

Description	Indication	Rejection Indication	Return Indication	Payment Message
ACCEPTABLE RECORD	0100			Yes

Message Format: Pdf Account Number : Search

Return to Table of Jobs

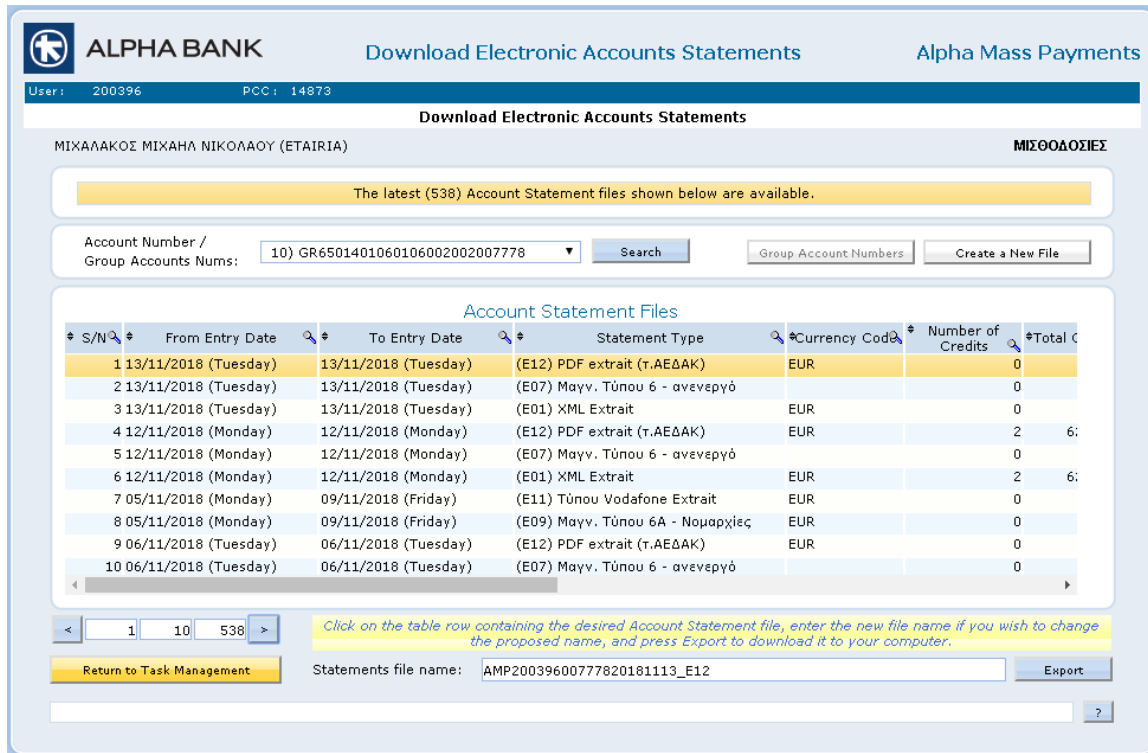
Payment messages are available for a period of up to 2 months.

### Comments:

- Task and payment panels can display up to 15 entries. If there are more entries, you can use the two navigation keys at the bottom left (arrows).
- Users can cancel tasks that are being imported, saved or not yet approved by selecting **Cancel**. Cancelled tasks are transferred to the **Cancelled** panel and a SEPA response file (pain002.xml) is generated. Please note that, the cancelation of a task from a CDC configured with the option "Complete Amount Block" is not available when an other task which was included in the same File has been already executed.
- The indication Cancelled may also appear for a task not cancelled by you personally. Cancellation of the task may have been made by the **Bank's Central Service** or automatically by the **system itself** if an error occurred during processing.

## 11. DOWNLOAD ELECTRONIC ACCOUNT STATEMENTS

Using **Download Electronic Account Statements**, you can search for and export older statements, either individually or as a group of accounts, but also dynamically create a new file (on demand).



**ALPHA BANK** Download Electronic Accounts Statements Alpha Mass Payments

User: 200396 PCC: 14873

**Download Electronic Accounts Statements**

ΜΙΧΑΗΛΑΚΗΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ) ΜΙΣΘΟΔΟΣΙΕΣ

The latest (538) Account Statement files shown below are available.

Account Number / Group Accounts Nums: 10) GR6501401060106002002007778 Search Group Account Numbers Create a New File

**Account Statement Files**


S/N	From Entry Date	To Entry Date	Statement Type	Currency Code	Number of Credits	Total C
1	13/11/2018 (Tuesday)	13/11/2018 (Tuesday)	(E12) PDF extrait (τ.ΑΕΔΑΚ)	EUR	0	
2	13/11/2018 (Tuesday)	13/11/2018 (Tuesday)	(E07) Μαγν. Τύπου 6 - ανεπεργύ		0	
3	13/11/2018 (Tuesday)	13/11/2018 (Tuesday)	(E01) XML Extrait	EUR	0	
4	12/11/2018 (Monday)	12/11/2018 (Monday)	(E12) PDF extrait (τ.ΑΕΔΑΚ)	EUR	2	6:
5	12/11/2018 (Monday)	12/11/2018 (Monday)	(E07) Μαγν. Τύπου 6 - ανεπεργύ		0	
6	12/11/2018 (Monday)	12/11/2018 (Monday)	(E01) XML Extrait	EUR	2	6:
7	05/11/2018 (Monday)	09/11/2018 (Friday)	(E11) Τύπου Vodafone Extrait	EUR	0	
8	05/11/2018 (Monday)	09/11/2018 (Friday)	(E09) Μαγν. Τύπου 6Α - Νομαρχίες	EUR	0	
9	06/11/2018 (Tuesday)	06/11/2018 (Tuesday)	(E12) PDF extrait (τ.ΑΕΔΑΚ)	EUR	0	
10	06/11/2018 (Tuesday)	06/11/2018 (Tuesday)	(E07) Μαγν. Τύπου 6 - ανεπεργύ		0	

Click on the table row containing the desired Account Statement file, enter the new file name if you wish to change the proposed name, and press Export to download it to your computer.

Return to Task Management Statements file name: AMP20039600777820181113\_E12 Export

From the service home screen and once older statements have been produced, you can select the file you want and click **Export**.

If you wish to export bundled account statements, after arranging with the Bank to create the desired groups of accounts, select the desired group from the list [1], click on Search [2], choose the one you want from the list of generated statements [3] and click **Export**.


**ALPHA BANK**

Download Electronic Accounts Statements

Alpha Mass Payments

User: 200396 PCC: 14873

1

2

4

Download Electronic Accounts Statements

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)

ΜΙΣΘΟΔΟΣΙΕΣ

The latest (150) Account Statement files shown below are available.

Account Number / Group Accounts Num: 14) Group extrait τίνου Ε06 Search Group Account Numbers Create a New File

3

Account Statement Files

S/N	From Entry Date	To Entry Date	Statement Type	Currency Code	Number of Credits	Total C
1	14/11/2018 (Wednesday)	14/11/2018 (Wednesday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
2	13/11/2018 (Tuesday)	13/11/2018 (Tuesday)	(Ε06) Μαγν. Τίνου 5	EUR	1	
3	12/11/2018 (Monday)	12/11/2018 (Monday)	(Ε06) Μαγν. Τίνου 5	EUR	2	6:
4	07/11/2018 (Wednesday)	07/11/2018 (Wednesday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
5	06/11/2018 (Tuesday)	06/11/2018 (Tuesday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
6	05/11/2018 (Monday)	05/11/2018 (Monday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
7	02/11/2018 (Friday)	02/11/2018 (Friday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
8	01/11/2018 (Thursday)	01/11/2018 (Thursday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
9	18/10/2018 (Thursday)	18/10/2018 (Thursday)	(Ε06) Μαγν. Τίνου 5	EUR	0	
10	17/10/2018 (Wednesday)	17/10/2018 (Wednesday)	(Ε06) Μαγν. Τίνου 5	EUR	0	

1 10 150

Click on the table row containing the desired Account Statement file, enter the new file name if you wish to change the proposed name, and press Export to download it to your computer.

Return to Task Management Statements file name: AMP200396MULTI1181114\_E06 Export

Using the button **Account No. of Group** [4], you can see the accounts of the respective group.

To create a new file dynamically, click **Create New File** and select the account, the type of statement and the date you are interested in.

Create a New File

Account Number: <Select Account Number>

Statement Type: <Select Statement Type>

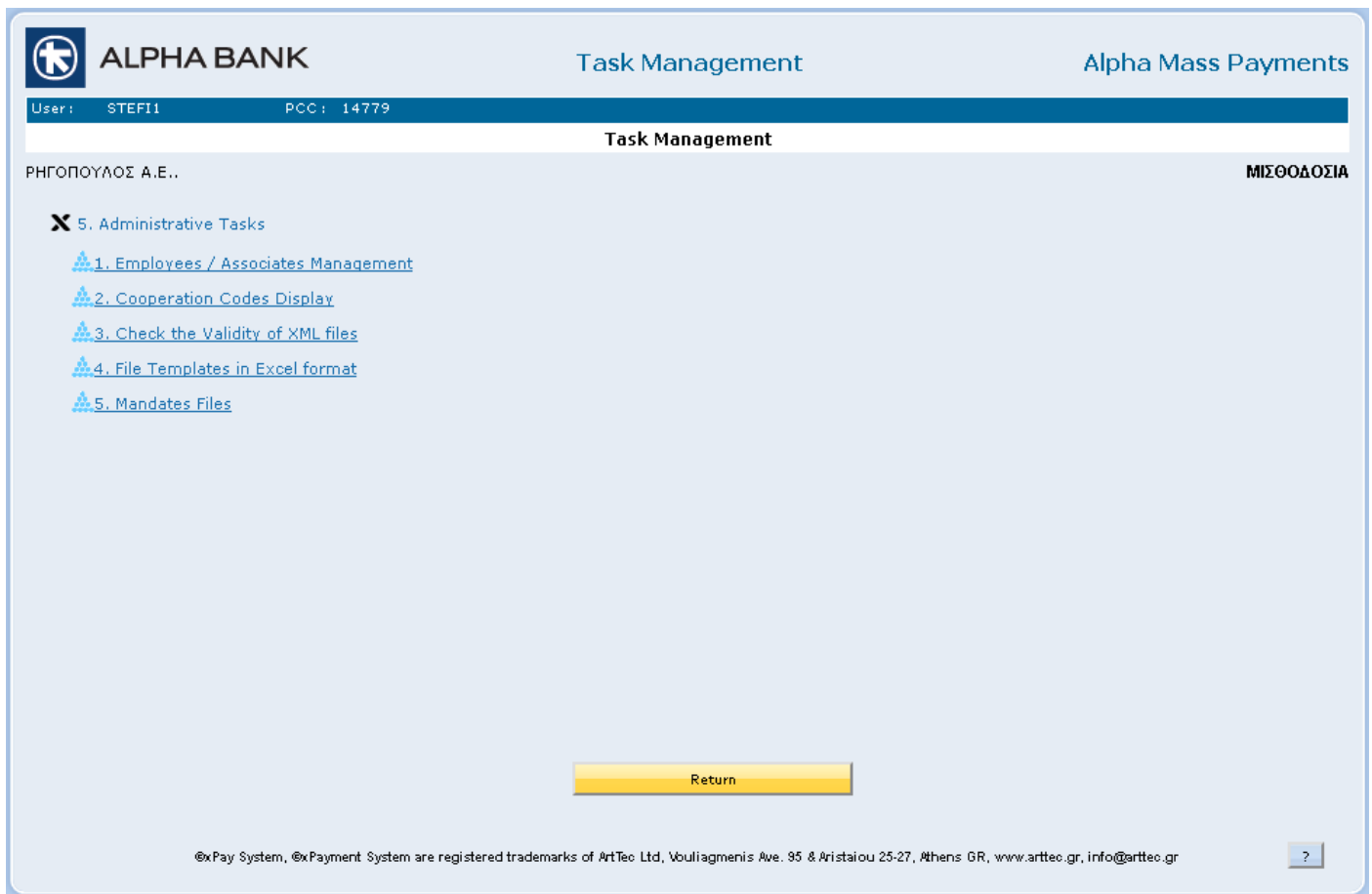
Transaction Date:

Return OK

## 12. MANAGEMENT TASKS

This screen displays the following options:

1. Employee / Partner Management
2. Show Credit/Debit Codes
3. XML File Validity Check
4. File Templates in Excel format
5. Assignment Files



**ALPHA BANK** Task Management Alpha Mass Payments

User: STEF11 POC: 14779

**Task Management**

ΡΗΓΟΠΟΥΛΟΣ Α.Ε., ΜΙΣΘΟΔΟΣΙΑ


**X** 5. Administrative Tasks

- [1. Employees / Associates Management](#)
- [2. Cooperation Codes Display](#)
- [3. Check the Validity of XML files](#)
- [4. File Templates in Excel format](#)
- [5. Mandates Files](#)

Return

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In more detail, use the **Employee / Partner Management** option to check and modify the information of partners for each Credit/Debit Code you maintain in the application.


**ALPHA BANK**

**Employees / Associates Management**

**Alpha Mass Payments**

User: STEFI1      PCC: 14779

**Employees / Associates Management - Cancellation**

ΡΗΓΟΠΟΥΛΟΣ Α.Ε..

**ΜΙΣΘΟΔΟΣΙΑ**

Employees / Associates: All

Cooperation Code : 14779 Select

**Employees / Associates (All)**

Registration Number	Payment Reason	Account Number	Account Indicator	Last Indication
00005	TEST1	GR06014010101002310007583	Open	Canceled

1   1   1

Add


Account Num. :

Search

Return to Task Management

Modify

Use **Show Credit/Debit Codes** to access your company's code list and the corresponding authorisations for each one.


**ALPHA BANK**

**Cooperation Codes Display**

**Alpha Mass Payments**

User: 200396      PCC: 14897

**Cooperation Codes Display**

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)

**ΧΡΕΩΣΕΙΣ DMF**

ΜΙΧΑΛΑΚΟΣ ΜΙΧΑΗΛ ΝΙΚΟΛΑΟΥ (ΕΤΑΙΡΙΑ)

**Table of Cooperation Codes**

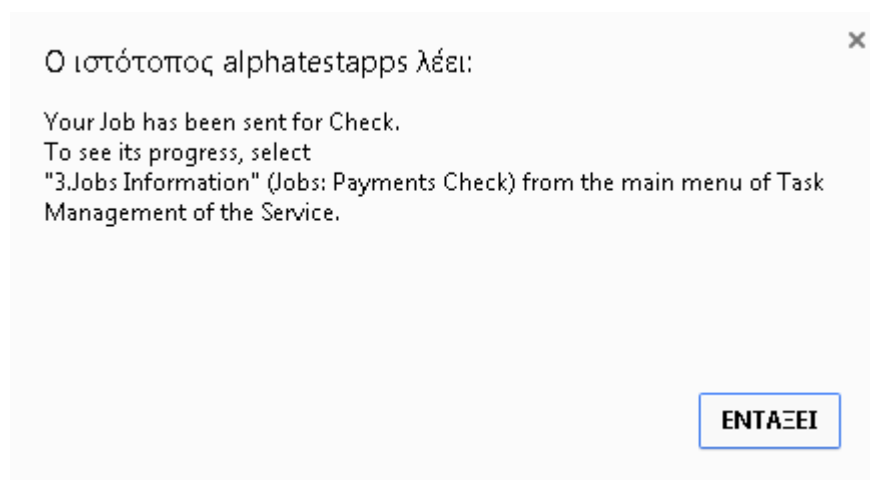
Cooperation Code	Cooperation Description	Cooperation Type	Authorization
14873	ΜΙΣΘΟΔΟΣΙΕΣ	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	P000
14875	ΠΙΣΤΩΣΕΙΣ ΔΕΣΜΕΥΣΗ	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	P000
14889	ΠΑΓΙΑ ΕΝΤΟΛΗ ΚΑΡΤΑΣ		
14897	ΧΡΕΩΣΕΙΣ DMF	ΧΡΕΩΣΕΙΣ ΔΙΑΦΟΡΩΝ ΠΛΗΡΩΜΩΝ	P000
14916	ΜΙΣΘ ΚΡΥΠΤ	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	
14926	CRYPTOGRAPHISI STEFANIAS	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	
14930	CRYPTO STEFI NO2	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	
14935	ΠΙΣΤΩΣΕΩΝ ΑΥΤΟΜΑΤΗ ΕΠΕΞΕΡΓΑΣΙΑ ΟΧΙ	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	P000
14937	ΧΡΕΩΣΕΩΝ ΑΝΕΥ ΑΝΑΘΕΣΕΩΝ	ΧΡΕΩΣΕΙΣ ΠΡΟΜΗΘΕΥΤΩΝ	
14938	ΧΡΕΩΣΕΩΝ CMF	ΧΡΕΩΣΕΙΣ ΑΣΦΑΛΙΣΤΡΩΝ	
14941	ΜΙΣΘΟΔΟΣΙΑ	ΠΙΣΤΩΣΕΙΣ ΜΙΣΘΟΔΟΣΙΑΣ	

1   11   11

Return to Task Management

View Authorizations Display

Use the option “XML File Validity Check” to select an xml file you wish to upload to the Service for a validity check. If the file structure is correct, a corresponding success message will be displayed.




If the file structure is not correct, a message will be displayed showing the errors in the file.

Note that you need to use real production data in this file; the system will even detect cases where the file has already been received.

Please note that this option is only used to check files and not to record and run files. Once it has been successfully checked, you will need to follow the file download and run procedure, as stated in previous sections.

The screens used to check the file are the same as those for the file download and run process.

In the **File Templates in Excel format**, you can export standard Payment, Collection and Road Tax template files.


**ALPHA BANK**

File Templates in Excel format

Alpha Mass Payments

User : 200396
PCC :

Download File Templates

MIXAΛAKOΣ MIXAHΛ NIKOΛAIOY (ETAIRIA)
MISΘOΔOΣIEΣ

Template Category :

Payments
<Select Category>
Payments
Collection
Vehicle circulation tax

Export


Cooperation Code :

Select

Return to Task Management

?

Use **Assignment Files** to download assignment or rejection files.


**ALPHA BANK**

Mandates Files

Alpha Mass Payments

User : STEFI1
PCC : 14779

Download Mandates / Rejection Files

ΡΗΓΟΠΟΥΛΟΣ Α.Ε..
MISΘOΔOΣΙΑ

Select the Category for which you wish to receive a Mandates File, and then select the desired Cooperation Code.

Files Category :

<Select Category>
<Select Category>
Mandates requests Rejections
Mandates in Alpha Bank Networks

Refresh

Cooperation Code :

14779

Select

Mandates files

Creation Date - Time
Results File Name
Received File Name
Reference Id

Select Files Category

0 0 0

Return to Task Management

?



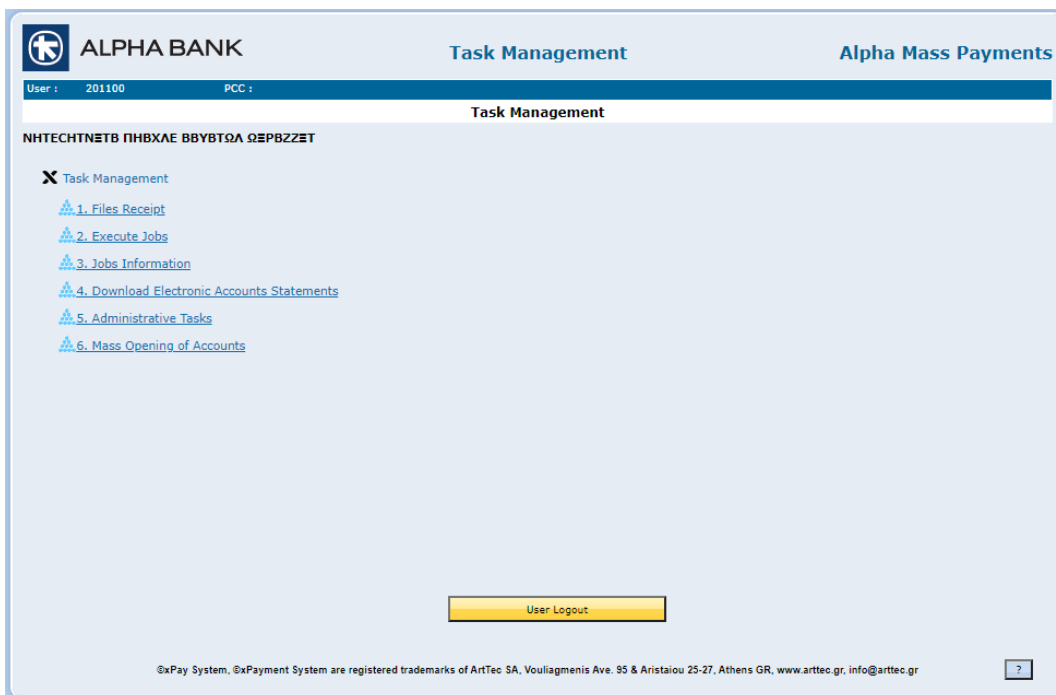
## 13. MASS OPENING OF PAYROLL ACCOUNTS

Alpha Mass Payments supports the process of mass opening Alpha Payroll Accounts, by providing the functionality to upload a file with the employee details of your business, through the application.

In particular, through the Alpha Mass Payment application you are able to:

- Upload the xlsx file for Mass Opening of Payroll Accounts (MAI)
- Proceed with any correction may needed. Alpha Mass Payments informs the user for file errors, in pop-up messages during the file import.
- Receive the response file including the account numbers (MAO). The response file is produced when the related procedures for account opening are completed by the Bank.

For the import and processing of the Mass Opening of Payroll Accounts files, the Alpha Mass Payments application has the Mass Account Opening option.



From this option:

- The MAI file is imported
- The file validity checks are performed
- Provided that the check was successful, the user can monitor the processing progress of the file
- Following the completion of the account opening procedures by the Bank, the user can receive the response MAO file

In order, for the MAI file to be received by the system, the checks must be successful. As long the checks are not successful, the file can not be received and progress.

### A) SUCCESSFUL FILE IMPORT

The user selects the file and imports it for validity check. To continue select Yes at Import Confirmation, for the file to be received.

**ALPHA BANK** **Mass Accounts** **Alpha Mass Payments**

User : 203018 PCC :

**Mass payment Orders Check Process**

Choose File MAI1010023200233922024010401.xlsx Check

Input File Name: Returned File Name:

**Confirmation**  
Do you want to import the file?

Yes No

S/N User Code Receiving File Date File Time Input File

Return to Task Management Download Reply File

The file is successfully received, and the user is informed.

**ALPHA BANK** **Alpha Mass Payments**

User : 203018 PCC :

**ampuat1web.alpha.gr:9443 says**  
The file MAI1010023200233922024010401.xlsx was successfully received!

OK

Choose File No file chosen Check

Input File Name: Medium of Received File

Returned File Name: Processing Step:


Search

**Mass Account Opening Files**

S/N User Code Receiving File Date Received File Time Response File Date Response File Time Input File

Return to Task Management Download Reply File

By selecting search filters, for example Medium of Received File and then Search, the user can monitor the file. Information is provided, for example: Input file name and Response file name, date and time of input and response file, step, medium of received file.


**ALPHA BANK**

**Mass Accounts**

**Alpha Mass Paym**

User : 203018    PCC :

**Mass payment Orders Check Process**

No file chosen


Input File Name:     Medium of Received File:

Returned File Name:     Processing Step:

**Mass Account Opening Files**

Received File Time	Response File Date	Response File Time	Input File Name	Response File Name	Step	Medium
11:03			MAI10100232002339220211209I		200	WEB
16:45			MAI10100232002339220220119I		200	WEB
10:34			MAI10100232002339220220628I		200	WEB
14:53			MAI10100232002339220240104I		150	WEB

As soon the procedures are completed successfully by the Bank, the file reaches the step 300 – Successful reply to Client and the response file MAO becomes available. The user can receive it by selecting Download Reply File.


**ALPHA BANK**

**Mass Accounts**

**Alpha Mass Payments**

User : 203018    PCC :

**Mass payment Orders Check Process**


No file chosen

Input File Name:     Medium of Received File:

Returned File Name:     Processing Step:

**Mass Account Opening Files**

Date	Received File Time	Response File Date	Response File Time	Input File Name	Response File Name	Step	
	11:51	09/05/2023	20:18	MAI10100232002339220230503I	MAO1010023200233922023050301.XL	300	F
	11:03			MAI10100232002339220211209I		200	W
	13:45			MAI10100232002339220220620I		200	F
	10:14			MAI10100232002339220220216I		200	F
	16:45			MAI10100232002339220220119I		200	W
	12:57			MAI10100232002339220231004I		200	F
	11:29			MAI10100232002339220211229I		200	C
	10:34			MAI10100232002339220220628I		200	W


**ALPHA BANK**

User : 203018 PCC :

**ampuat1web.alpha.gr:9443 says**

The reply fileMAO1010023200233922023050301.XLSXwas sent successfully! Please press the "Download Reply" button to receive it.

**OK**

**Alpha Mass Payments**

Choose File | No file chosen

Check

Input File Name:

Returned File Name:

Medium of Received File

Processing Step: 300 Successful Reply to Clie

Search

**Mass Account Opening Files**

S/N	User Code	Receiving File Date	Received File Time	Response File Date	Response File Time	Input Fil

Return to Task Management

Download Reply File

The response file MAO has the following columns completed:

- Company code
- Payroll account number
- Payroll account IBAN

## B) NOT SUCCESSFUL FILE IMPORT

In case the file has errors, they are detected during the file import and the receiving of the file is not completed.

The user is informed about the file error with a pop up message. As a result, the user can proceed with the needed corrections and upload the file again. Following the successful validity check the file is received successfully.

The following screens show file errors and the relevant message that informs the user.

ALPHA BANK

Mass Accounts

Alpha Mass Pa

203024 PCC :

Mass payment Orders Check Process

rowse... No file selected.

Check

File Name:

Medium of Received File

ed File Name:

Processing Step:

Search

User Co

Input

(1st worksheet) The total amount of detail records does not match the real number of records found in the 2nd worksheet.

OK

Return to Task Management

Download Reply File

ALPHA BANK

Mass Accounts

Alpha Mass Pa

203024 PCC :

Mass payment Orders Check Process

rowse... No file selected.

Check

File Name:

Medium of Received File

ed File Name:

Processing Step:

Search

User Code

Receivir

Input

(1st worksheet) The file identity does not match with the date and S/N stated in the file name.

OK

Return to Task Management

Download Reply File

ALPHA BANK Mass Accounts Alpha Mass Pay

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03024 PCC :

**Mass payment Orders Check Process**

---

No file selected.

---

File Name:  Medium of Received File   
 Edited File Name:  Processing Step:

(1st worksheet) The company VAT number (1342763607) does not comply with the VAT number (134276360) who's customer CPAYID is 203024.

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ALPHA BANK Mass Accounts Alpha Mass Pa

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03024 PCC :

**Mass payment Orders Check Process**

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No file selected.

---

File Name:  Medium of Received File   
 Edited File Name:  Processing Step:

(2nd worksheet) The surname requires upper case greek or latin characters (20 chars.) (Line 2)

(2nd worksheet) The name requires upper case greek or latin characters (25 chars.) (Line 2)

(2nd worksheet) The father's name requires upper case greek or latin characters (25 chars.) (Line 2)

(2nd worksheet) The mother's name requires upper case greek or latin characters (25 chars.) (Line 2)

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## 14. SENDING ISO 20022 XML FILES

Instructions for creating ISO 20022 XML files can be found on the Bank's website at [www.alpha.gr](http://www.alpha.gr).

## 15. CONTACT US

For Alpha Mass Payments operational support issues, please contact us at **210 326 9900** or by email at [masspayments@alpha.gr](mailto:masspayments@alpha.gr).

## 16. TROUBLESHOOTING

In the event of an unsuccessful upload of the AMP file through your browser, in contact with your telecommunications provider, try the following troubleshooting steps which are related to most common reasons of failure to complete the upload of the file through the Web Client and are not related to the Alpha Bank's systems.

- If two separate internet lines are being used for internet connection, you should ensure that the computer terminals which are used to process AMP service files are connected only to a specific single line.
- Disable IPV6 (if applicable).
- Disable port forwarding (if applicable).
- Disable the Firewall (available either from a self-Service portal your telecommunications provider may have, or from your own software).
- In the case a proxy server is being used, check the applied proxy policies, as they might not allow the upload of the file.
- Try uploading the file through a VPN provider.