

# Information on File Structure for Mass Payment Processing

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## General Characteristics

- The files contain two types of entries:
  - ❖ general (header) entry containing information about the initiator of the payment
  - ❖ singular (simple) entry containing the remaining data necessary for filling in the respective document
- All fields of the entry end with the symbol „;”;
- The total number of fields (ending with the symbol „;”) shall correspond to the specified number of fields for the respective form;
  - The symbol „;” shall be entered even in case the respective field is not mandatory;
  - All mandatory fields shall be filled-in with the correct data according to respective format;
- The following specifications are used to define the length of fields:

length	purpose
N	maximum number of characters
N!	exactly n number of characters

- The following specifications are used to define the type of fields:

Type	purpose
N	number field
C	character and number field

- Acceptable use of the symbols supported by the licensed payment systems in the country, according to their instructions;
- The symbol „.” (point) is used as a decimal separator;
- It is mandatory to fill in the decimal separator and the fractional part in the fields where the amount is entered;
- The existing stages of processing the incoming files for mass payments remain the same;
- The existing control of the data validity, to the extent that it does not contradict the existing regulations, remains the same;
- A new control for the validity of the data in relation to the processing of the data is being introduced, in accordance with the existing regulations;

The incoming files processed at the moment are:

### **Local EUR transfer**

This form is intended for payments among clients who are not administrators of state budget loans or administrators of public receivables. This format for EUR credit transfers is only available for transactions towards accounts at UBB AD or other banks and financial institutions in Bulgaria.

### **Header Entry**

number	purpose	size	type	note	required
1	<u>(mass payment)</u>	3!	C	<u>(mass payment)</u>	yes
2	Type of mass payment	2!	C	DP – credit transfer NI – direct debit – is not maintained	yes
3	Date	8!	N	Date of preparation - <u>yyyymmdd</u> format	yes
4	BIC of the payer's bank	8!	C		yes
5	IBAN of payer	22!	C		yes
6	Name of payer	35	C		yes
7	Currency	3!	C	National currency of the country (EUR for euros)	yes
8	Amount	16.2	N	Total amount of the mass payment	yes
9	Number of lines	6	N	Number of single entries	yes
10	Control code	7	C	Not supported	

### **Single Entry**

number	purpose	size	type	note	required
1	Type of mass payment	2!	C	DP – credit transfer NI – direct debit - is not maintained	Yes

2	Name of recipient	35	C		Yes
3	BIC of the recipient's bank	8!	C		Yes
4	IBAN of the recipient	22!	C		Yes
5	Name of the recipient's bank	35	C		Yes
6	Amount	13.2	N		Yes
7	Reason for payment	70	C		Yes
8	Type of document	12	C	Not supported (the old 311,411..)	
9	Payment system	6	C	Possible values are BISERA or TARGET, written in Cyrillic letters	
10	Fees	3	N	002 (shared) to be filled in	
11	Date of execution	8!	N	Date in <u>yyyymmdd</u> format	

### Control, default values and specificities

- The "Date" field in the header entry shall contain a date that corresponds to the current accounting date;
- The "Date of execution" field in the single entry shall contain a date that follows after to the current accounting date;
- If the optional fields are not filled in, the following default values are entered during the import of the mass payment file:
  - ❖ payment system – BISERA;
  - ❖ fees - 002 „Shared fees”;
  - ❖ date of execution – the current accounting date

### ***Payments with a transfer order for a payment to/from the state budget***

This form is intended for payments

- ❖ from accounts held by administrators of public receivables (accounts with an identification number starting with 8);
- ❖ to accounts held by administrators of public receivables (accounts with an identification number starting with 8);
- ❖ from accounts held by administrators of budget loans (accounts with an identification number starting with 3) for payments which are not performed via SEBRA;

### Header Entry

number	purpose	size	type	note	required
1	OBP	3!	C	OBP	Yes
2	Type of mass payment	2!	C	BP - payments to/from the budget	Yes
3	Date	8!	N	Date of preparation - <u>yyyymmdd</u> format	Yes

4	BIC of the payer's bank	8!	C		Yes
5	IBAN of payer	22!	C		Yes
6	Payment type code	6!	N		
7	Name of payer	35	C		Yes
8	Currency	3!	C	National currency of the country (EUR for euros)	Yes
9	Amount	16.2	N	Total amount of the mass payment	Yes
10	Number of lines	6	N	Number of single entries	Yes
11	Control code	7	C	Not supported	

### Single Entry

number	purpose	size	type	note	required
1	Type of mass payment	2!	C	BP - payments to/from the budget	Yes
2	Name of recipient	35	C		Yes
3	BIC of the recipient's bank	8!	C		Yes
4	IBAN of the recipient	22!	C		Yes
5	Payment type code	6!	N		
6	Name of the recipient's bank	35	C		Yes
7	Amount	13.2	N		Yes
8	Reason for payment	70	C		Yes
9	Type of document	12	C	Not supported (the old 313)	
10	BULSTAT of the liable entity	13	N	The correct BULSTAT or 0 (zero) to be filled in	Yes
11	Personal Identity No of the liable person	10	N	The correct Personal Identity Number or 0 (zero) to be filled in	
12	PNF /personal number of a foreigner/ of the liable person	10	N	The correct PNF or 0 (zero) to be filled in	
13	Name of liable person	35	C		Yes
14	Payment system	6	C	Possible values are BISERA, written in Cyrillic letters	
15	Fees	3	N	002 (shared) to be filled in	
16	Date of execution	8!	N	Date in <u>yyyymmdd</u> format	

### Control, default values and specificities

- The "Date" field in the header entry shall contain a date that corresponds to the current accounting date;

- The "Date of execution" field in the single entries shall contain a date that follows after the current accounting date;
- If the optional fields are not filled in, the following default values are entered during the import of the mass payment file:
  - ❖ payment system - BISERA;
  - ❖ fees - 002 „Shared fees”;
  - ❖ date of execution – the current accounting date
- One of the fields for BULSTAT, PIN or PNF is required to be filled in;
- The PIN and PNF fields are mutually exclusive, i.e. one of them shall be left empty;
- The "Payment type code" fields (both in the header and the single entry) are required to be filled in only in case the IBAN identification number begins with 84;
- The "Payment type code" fields (both in the header and the single entry) are required to be filled in with an acceptable code according to the account's identification number in the IBAN;

### ***Payments with budget payment orders***

The form is intended for payments from budget entities included in SEBRA

#### **Header Entry**

number	purpose	size	type	note	required
1	OBP	3!	C	OBP	Yes
2	Type of mass payment	2!	C	SP – budget payments	Yes
3	Date	8!	N	Date of preparation - yyyymmdd format	Yes
4	BAU (Bank Addressable Unit) of the payer's bank	8!	C		Yes
5	Code of the budget administrator	10	N		Yes
6	Name of payer	22	C		Yes
7	Currency	3!	C	National currency of the country (EUR for euros)	Yes
8	Amount	16.2	N	Total amount of the mass payment	Yes
9	Number of lines	6	N	Number of single entries	Yes
10	Control code	7	C	Not supported	

#### **Single Entry**

number	purpose	size	type	note	required
1	Type of mass payment	2!	C	SP – budget payments	Yes

2	Name of recipient	26	C		Yes
3	BIC of the recipient's bank	8!	C		Yes
4	IBAN of the recipient	22!	C		Yes
5	Payment type code	6!	N		
6	Name of the recipient's bank	20	C		Yes
7	Amount	13.2	N		Yes
8	Reason for payment	70	C		Yes
9	Payment type in SEBRA	6	N	2 or 6 positions are to be filled in, according to the guidelines of the Ministry of Finance	Yes
10	Activity Code	4	C	It is not controlled by banks	
11	Date of execution	8!	N	Date in <u>yyyymmdd</u> format	

### Control, default values and specificities

- The "Date" field in the header entry shall contain a date that corresponds to the current accounting date;
- The "Date of execution" field in the single entries shall contain a date that follows after the current accounting date;
  - If the "Date of execution" field is not filled in, the current accounting date is to be filled in during the import of the mass payment;
- The "Payment type code" field is required to be filled in only in case the IBAN identification number begins with 84;
- The "Payment type code" shall be filled in with an acceptable code according to the IBAN account's identification number;