Pursuant to item 11 of the Instructions for submitting data in the internal and external clearing, the National Bank of the Republic of Macedonia – Payment Systems Department adopted the following

TECHNICAL INSTRUCTIONS
for using the application
for electronic entry of data on the
internal and external clearing operations

These Instructions explain the manner and the form of submitting data by the institution responsible for conducting payment operations (hereinafter: bank) on the internal and external clearing operation by electronic way.

1. ACCESSING THE E-SYSTEM FOR SUBMITTING DATA

For electronic entry of data on the internal and external clearing operation, the bank should use application located in the IT system for submitting data to the National Bank of the Republic of Macedonia.

1.1. Dial-up access

For access to the IT system for submitting data to the National Bank of the Republic of Macedonia, the bank should first connect to the National Bank of the Republic of Macedonia through the dial-up connection. In order to make the dial-up connection, the following parameters should be entered in the fields designated for the bank:

- Tel. No.:	100 410
- User name:	<dial-up name> (already existing)
- Password:	<dial-up password> (already existing)
-Type of dial-up server:	PPP: Internet, Windows NT Server, Windows 98
- Enable Software compression:	selected
- Allowed Network Protocols:	TCP/IP
- Server Assigned IP address:	selected
- Server assigned name server addresses:	selected
- Use IP header compression:	selected
- Use default gateway on remote network:	selected

Dial-up access is allowed only by certain telephone numbers, the bank is required to state on the enclosed application form.

The dial-up access to the National Bank of the Republic of Macedonia is **strictly controlled, recorded and oversighted,** and those who attempt to abuse it shall be called to account.

1.2. Access to the data transferring application

The access to the application shall be made through browser. Since the access to the web site, where the application is located, is controlled, Internet Explorer, 5.0 or more updated version shall be used. The browser is free of charge and may be taken from the Internet at the address:

http://www.microsoft.com/windows/IE/

The application shall be started by entry of the following address in the Internet Explorer address field:

http://195.26.128.203/platnisistemi

If you have operation system Windows 2000, an authentication window will appear on the screen, where the following shall be entered:

Username: <user name for application>

Password: <password for application>

Domain: **intraweb**

If you use another operation system and/or browser, and no other Domain field to fill out, the user name will be entered by the prefix "intraweb\", as follows:

Username: **intraweb**\ <user name>

Password: <password>

After the bank logs in the web page: **http://195.26.128.203/platnisistemi**, and enters the user name and the password, a page opens where in the upper right corner of the window it shows the participant in the MIPS who logged in for entry of data.

The menu options are the following:

- Entry of new report

- Error correction

- Info/Help

2. DATA ENTRY

2.1. Entry of new report

This option helps entry of the report of the participant in the MIPS on the previous working day (by 12:00) or on the current working day (after 12:00).

The data entry may be done in two ways: mannually (record by record) or by database upload.

2.1.1. Way of entry no. 1: manual entry

Two options of the pull down menu "Entry of new report" should be selected: "Manual entry" and "Entry of individual data".

In the first option "Manual entry", the participant in MIPS with whom an external clearing was conducted should first be selected, and than to fill out the inflow and outflow fields for "Number of transactions" and "Amount" through KIBS and MIPS.

The fields for number of orders shall be filled out with whole-number values, while the fields for amount, in case there are decimals, may end with .00 or .50.

Note: In order to enter data on **internal clearing** of the bank in the first option "Manual entry", first the same bank should be selected and than the fields "Number of transactions" and "Amount" should be recorded in the MIPS columns.

When data on inflow and outflow is submitted from/to "100-NBRM", all accounts are taken as accounts, other than the accounts of the institutions responsible for payment operations, the Treasury account and the cash account, for which there is a special information.

In the second option "Entry of individual data" seven fields should be filled out with whole-number values (the entry is done only once):

- Total number of depositors who have opened accounts in the bank,
- Total number of opened accounts in the bank,
- Total number of accounts reported to ERIS,
- Total number of accounts blocked at an initiative of the bank,
- Total number of depositors blocked at an initiative of the bank
- Total number of accounts blocked at an initiative of another bank,
- Total number of depositors blocked at an initiative of another bank.

2.1.2. Way of entry number 2: entry of data by database upload

This way provides carrying out database upload of the link "database upload" from the pull down menu "Entry of new report" with database being prepared in advance with certain format. One should only write down the path to the database or by the browse click to get to the desired database, and than to click Transfer.

In order the data from the database to be considered received, the contents of the database, specified by these Instructions, should be precisely defined.

The database should be in .csv format (comma separated values). All data in this format made of one syllable (row) are separated by comma (","). This format may be obtained, for example, by export from MS Excel.

The data in the database should be in the following format:

Sorting syllable of the database (first row in the database)		
Column number	Name	Format
1	Date	dd.mm.gggg
2	Sorting code of the bank that submits the report	###
3	Total number of depositors who have opened accounts in the bank	####…
4	Total number of accounts in the bank	####…
5	Total number of accounts reported in ERIS	####…
6	Total number of accounts blocked at initiative of the bank	####…
7	Total number of depositors blocked at initiative of the bank	####…
8	Total number of accounts blocked at initiative of another bank	####…
9	Total number of depositors blocked at initiative of another bank	####…

Individual syllable of the database (each of the other rows that follow the first one)		
Column number	Name	Format
1	Sorting code of the bank (to/from)	###
2	Total number of orders for **outflows** through MIPS	####…
3	Amount of **outflows** through MIPS	####.##
4	Number of orders for **outflows** through KIBS	####…
5	Amount of **outflows** through KIBS	####.##
6	Number of orders for **inflows** through MIPS	####…
7	Amount of **inflows** through MIPS	####.##
8	Number of orders for **inflows** through KIBS	####…
9	Amount of **inflows** through KIBS	####.##

Note: In the second way, in order to enter data on **internal clearing** of the bank, the sorting code of the bank that submits the data should be entered in the "sorting code" field and than the fields "Number of transactions" and "Amount" to be recorded in the MIPS columns.

An example of accurate database is available at the link "Info/help", in the lowest part of the link page "link" (this example refers to an example of a bank with sorting code 999).

3. ERROR CORRECTION

If some data stated in the report do not match with the data of the respective participant in MIPS, a status "Error" appears against the respective participant and the application automatically sends an e-mail to the participants data of which do not match in the comparison. The e-mail is sent to the addresses given by the participants in MIPS at a special enclosed form.

If the respective data match, "OK" status appears, and these data may not change. The "OK" status appears always in the lines that present the following data on inflow and outflow:

- NBRM accounts (sorting code 100, excluding the institutions responsible for the payment operations and the Treasury account)

- Treasury account

- Cash

- Internal operations.

If "Wait" status appears, it means that the respective participant failed to send a report and the data may not be compared.

The pull down menu "Error correction" includes two options:

- "Change incorrect data" and

- "Add data for previous date"

3.1. Change of incorrect data

Data with "Error" status may correct on the link "Change incorrect data" from the pull down menu "Error correction". All records which are incorrectly matched with the respective participant (with an "Error" status) or the data which are not matched appear here, because the respective participant failed to send data ("Wait" status). The data with "Wait" status and the data with "Error" status may be changed on the link "Change" or to be deleted on the link "Delete".

3.2. Adding data for previous date

This option from the pull down menu "Error correction" is used if no data for previous data is sent. Thus, the date should be in correct format (dd.mm.yyyy) and the participant in MIPS the inflows and outflows are directed to should be selected. Then the fields are filled out with correct data.