



Updating postal codes and Bank Master

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More information: docs.swissalary.ch



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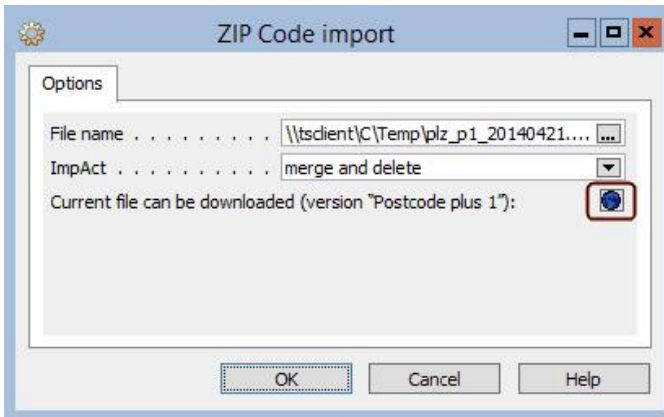
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1 Updating postal codes

1.1 Downloading the file from the Internet

You can read postal codes in SwissSalary BAU/NAV under Setup → Generally → ZIP Codes.

The following window appears:



Click this icon (hyper link) to open MAT[CH] website: <http://www.post.ch/en/post-startseite/post-adress-services-match/post-direct-marketing-datengrundlage/post-adress-services-downloadcenter.htm>. Click **Postcode Plus 1**: on the home page (see image below)

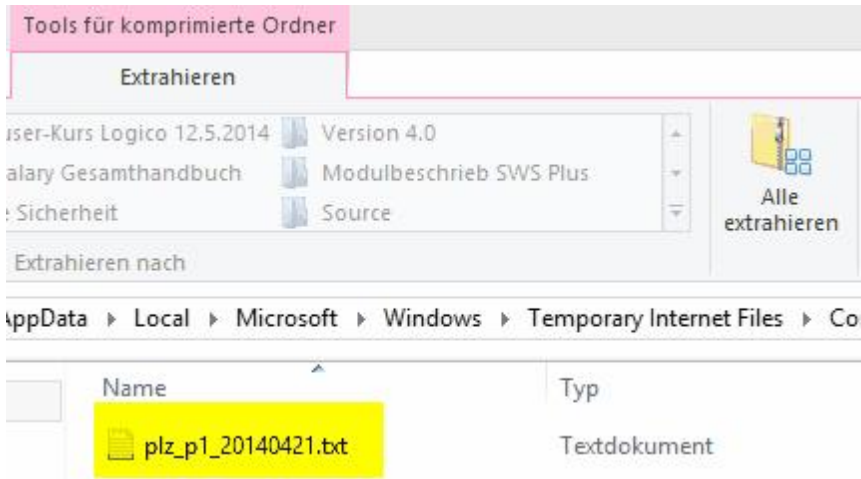
Product	File type	Date	Valid from	Archive
Postcode light	Postcode light (69.83 kB)	01.05.2014	05.05.2014	
Postcode plus 1	Postcode plus 1 (101.73 kB)	01.05.2014	05.05.2014	Archive
Postcode plus 2	Postcode plus 2 (19.24 kB)	01.05.2014	05.05.2014	Archive
Postcode community	Postcode community (18.78 kB)	01.05.2014	05.05.2014	

Save the zip file to a drive, e.g., on the desktop or in My Documents.

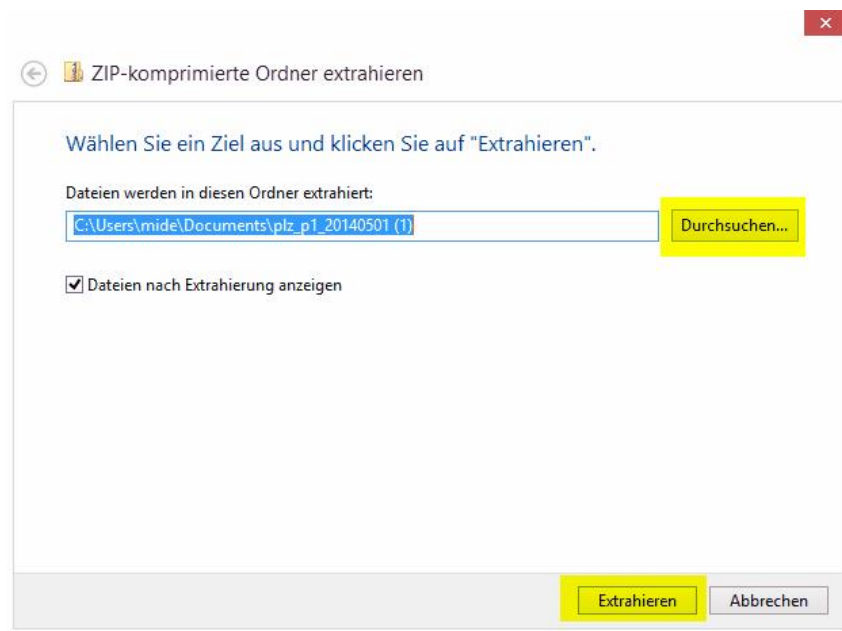
1.2 Unzipping the file with WinZip

Now unzip the file. Open zip file; it will open with WinZip.

Depending on the version of WinZip the procedure can vary slightly. Select the file and click "**Extract**".




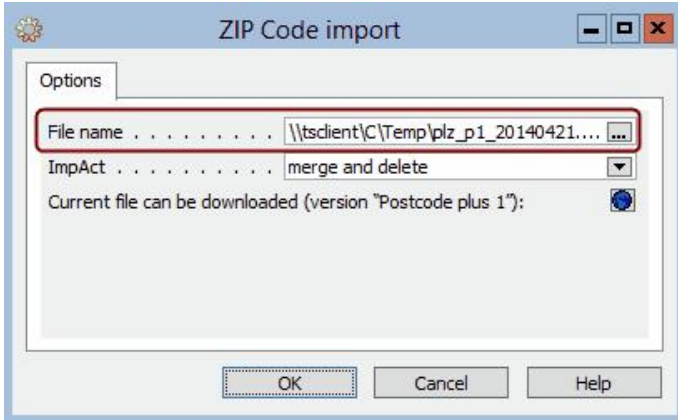
Provide the path where the file should be written and again click "**Extract**". Now the file is unzipped and available in the selected folder.



HINT: Instead of the **Extract** function to open the file, you can click **plz_p1_XXXXX** with your left mouse button, drag it to the desktop and release the mouse button to drop it. This is another way of unzipping the file.

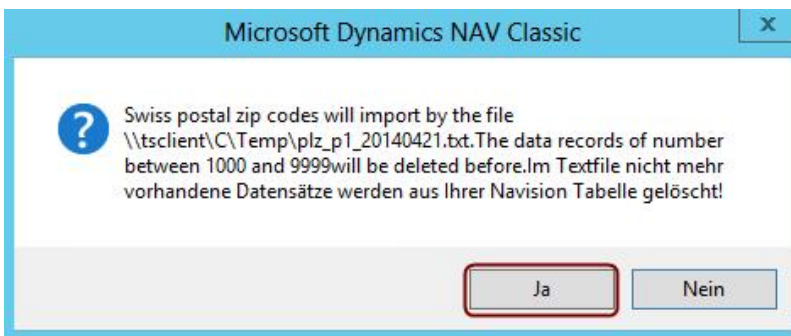
1.3 Importing data in SwissSalary BAU/NAV

Now return to **SwissSalary BAU/NAV** and locate the unzipped file by clicking  in **Windows Explorer**. Transfer the file **plz_I_XXXXX** by opening it. The name of the file path appears in the view.

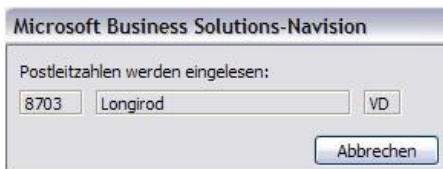


Now click **OK**.

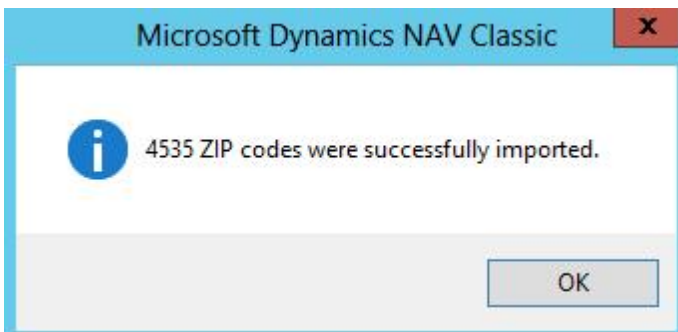
Answer the security question by choosing **"Yes"**.



The records will be imported:



Confirm the final message by clicking **"OK"**.



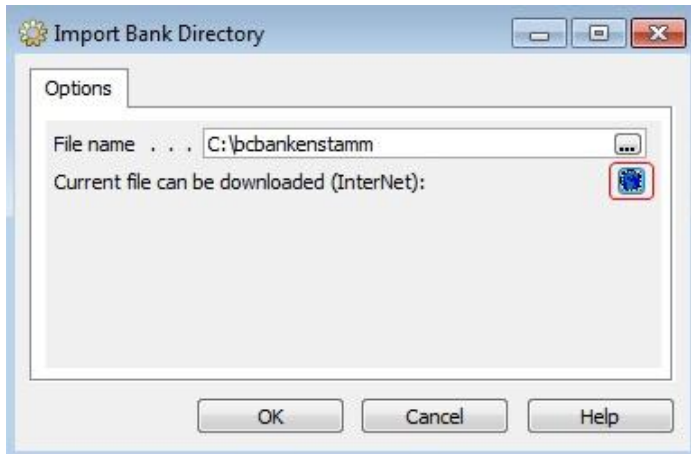
Postal codes are now up to date.

2 Updating Bank Master

2.1 Downloading the file from the Internet

You can read **Bank Master** in **SwissSalary BAU/NAV** under **Setup** → **Generally** → **Bank Directory**. Click **Function** → **Import**.

The following window appears:



Click this icon (**hyper link**) to open the website of **Swiss Interbank Clearing**: http://www.six-interbank-clearing.com/de/tkicch_onlineservices_downloadbcbankmasterdata.htm/tkicch_onlineservices.htm. Click **Download BC Bank Master** on the home page (see image below)

BC Bank Master (ASCII) (see image below).

Download BC Bank Master

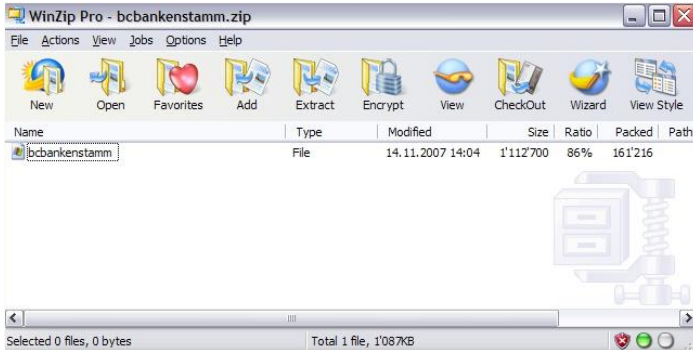
The daily updated BC Bank Master in ASCII or Excel format as well as in form of an electronic offline index can be downloaded until further notice free of charge.

-  BC Bank Master (ASCII)
-  BC Bank Master (Excel)
-  Records description BC Bank Master data structure for the ASCII and Excel files
-  Electronic BC Index with offline inquiry functions

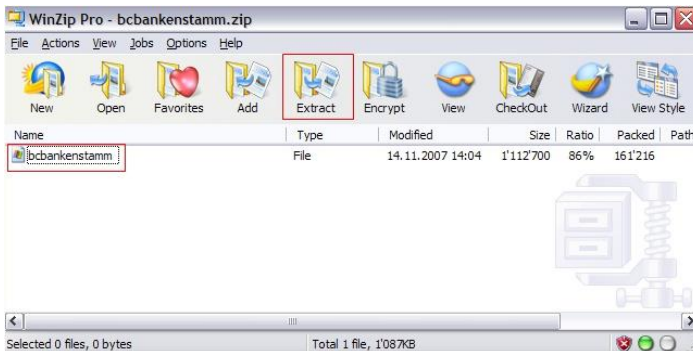
Save the **zip file** to a drive, e.g., on the **desktop** or in **My Documents**.

2.2 Unzipping the file with WinZip

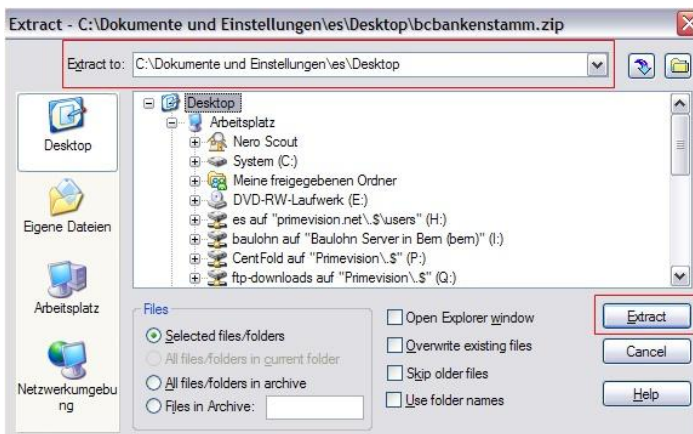
Now unzip the file. Open zip file  bcbankenstamm.zip 158 KB ; it will open with WinZip.



Depending on the version of WinZip the procedure can vary slightly. Select the file and click "Extract".




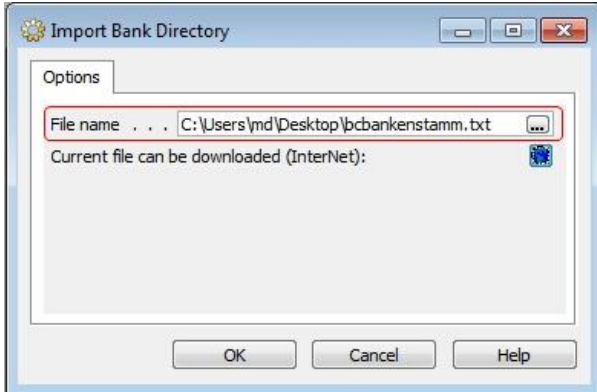
Provide the path where the file should be written and again click "Extract". Now the file is unzipped and available in the selected folder.



HINT: Instead of the **Extract** function to open the file, you can click **bcbankenstamm** with your left mouse button, drag it to the desktop and release the mouse button to drop it. This is another way of unzipping the file.

2.3 Importing data in SwissSalary BAU/NAV

Now return to **SwissSalary BAU/NAV** and locate the unzipped file by clicking  in **Windows Explorer**. Transfer the file **bcbankenstamm** by **opening** it. The name of the file path appears in the view.



Now click **OK**.

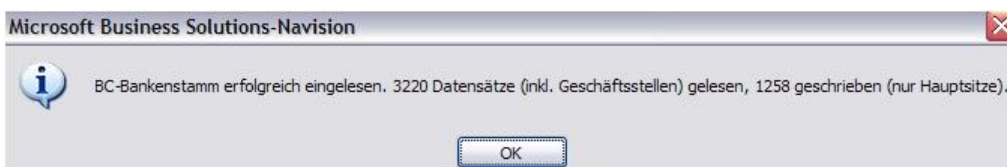
Answer the security question by choosing **"Yes"**.



The records will be imported:



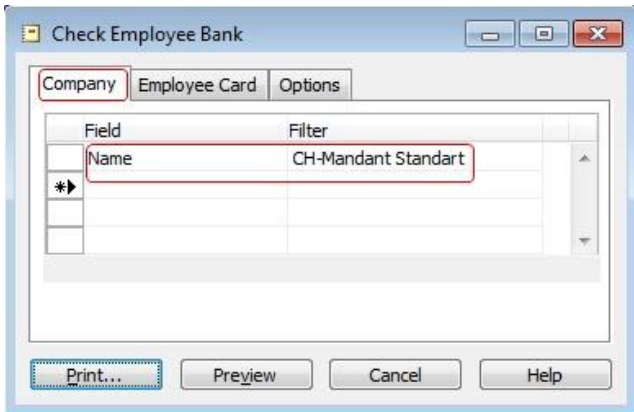
Confirm the final message by clicking **"OK"**.



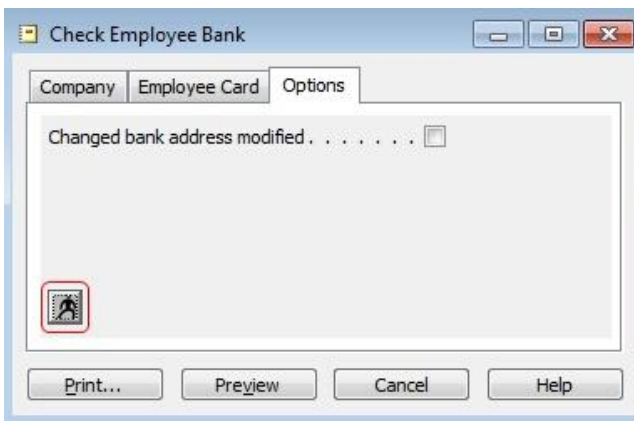
The **Bank Master** is now up to date.

2.4 Monitoring the changed bank details and clearing numbers

To monitor the **changes in the employees' bank details** you are provided with the function **Analyze staff banks**. This type of analysis is cross-client. Filter the required clients under tab Client:



In tab **Options** you can choose whether you want to monitor **all employees** or only the **active** ones:



Open the Analysis via **side view** or **print it out** (see image below)

Mandant	Personalnr.	Name Vorname	Pos.	Clearingnr.	Fehler Beschreibung
Demo	1006	Schmoocker Rudolf	1	6350	Clearing Nummer existiert nicht mehr!
Demo	1022	Asilani Kamer	1	6350	Clearing Nummer existiert nicht mehr!
Demo	1023	Asilani Baftija	1	6350	Clearing Nummer existiert nicht mehr!
Demo	1032	Fetahaj Nuredin	1	6350	Clearing Nummer existiert nicht mehr!

If you see the text **Clearing number does not exist anymore!** you must take action. Check the bank details of the employee in their **Employee Card** -> **tab Bank** and correct the **clearing number**.

If you see the text **Bank details changed!** you can start the analysis again, and set the check mark for **Write the changed bank details** in tab **Options**. Start **Side view** again. After all steps the bank details will be renewed for all employees.

NOTE:

You can execute this list repeatedly. After you have corrected the clearing numbers of staff banks, the list will be empty.

2.5 HINT: IBAN number conversion

On the Swiss Interbank Clearing website at

http://www.sic.ch/de/tkicch_home/tkicch_onlineservices/tkicch_onlineservices_inquiryiban.htm you can convert existing **bank accounts or postal accounts to IBAN numbers**.

Inquiry IBAN

IBAN is the acronym for International Bank Account Number, a payment transactions standard in Switzerland and throughout Europe. The IBAN tool enables individual IBAN calculations of conventional bank account numbers from Switzerland and Liechtenstein.



IBAN Tool (Windows DLL)
Created by: Federli Informatik AG, 8330 Pfäffikon

Version: 19.1.1.2
Valid until: 31.12.2011

BC Number: [Inquiry BC Number](#)

Account:

IBAN:
Postal Account:
BC:
Status:

SIX Interbank Clearing takes all due care to ensure that the calculation of an IBAN occurs accurately. Nevertheless, we cannot provide a guarantee regarding the accuracy and completeness of the calculation or the existence of a corresponding bank account number. Breakdowns cannot be ruled out. Therefore, the calculation takes place at your own risk.

To get your **IBAN number** you need to provide only your **clearing number (BC)** and **account number**.