**Instructions for creating of files for opening of accounts/cards to employees
and of files for mass payments**
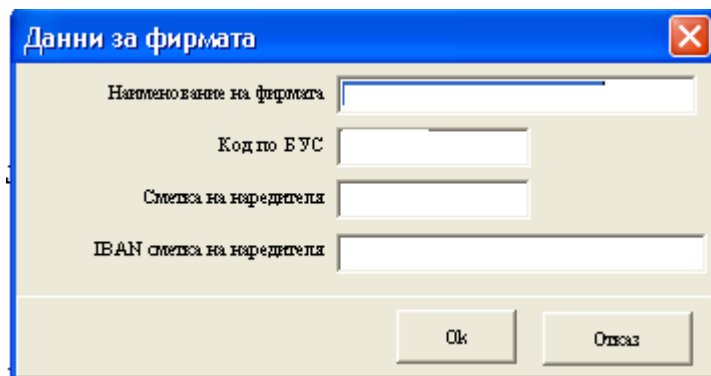

1. Entering the system

Start and unzip the file StaffExe.zip from our web page. It extracts in a folder named StaffExe, to a location of your choice on your computer. The archive contains the file staffnew.exe.

Start the file staffnew.exe. The following screen will appear:
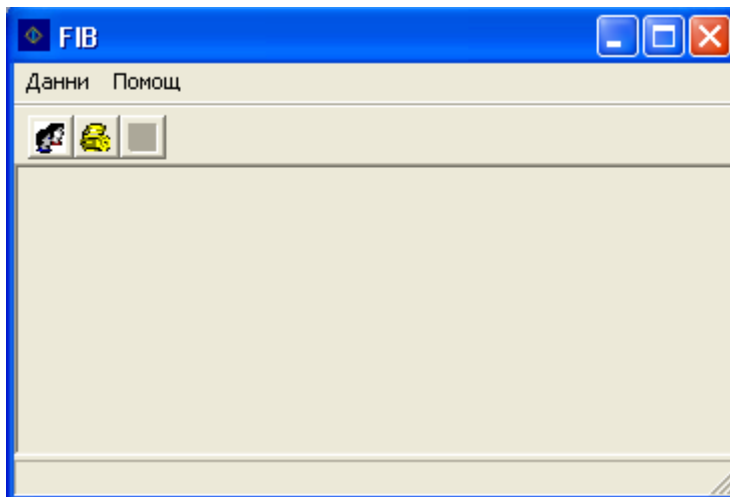
If this is the first time you enter our program, you will need to enter your company details. Select the menu „Data"(Данни), „Company details"(Данни за Фирмата). The following screen will appear:

Complete the fields Name of the company (Наименование на фирмата) and IBAN account of the payer (IBAN на сметката на наредителя). That has to be the account you have specified in your contract for mass payments with Fibank from which you will subsequently initiate your mass payment orders. Do not enter anything in the BUS code(Код по БУС) and Account of the payer(Сметка на наредителя) fields. Finally, press the "OK" button.

2. Creating of files for opening of accounts/cards to employees

2.1. Data on employees

Before you can create a file with details of the employees to whom you wish cards to be issued (accounts to be opened) it is necessary to enter their details into the system. Subsequently, these details will also be used for mass payments.

Select the menu „Data"(Данни), „Employees"(Персонал), "New"(Нов) and create an entry for each employee. The following fields are mandatory:

Name of the titleholder (Име на титуляря)
Personal citizen's number (ЕГН)
Date of birth (Дата на раждане)
ID document number (номер на паспорт/лична карта)
Date of issue of ID document (дата на издаване на паспорт/лична карта)
ID document issued by (паспорт лична карта издадена от)
Address-city/town (адрес – населено място)
Address-street, number (адрес – улица, номер)
IBAN account (IBAN сметка) – if the person already has an account opened with Fibank.

After creating the entry for the last employee, select "End" (Край).

2.2. Creating a file

To create a file with the entered data on employees who do not have opened accounts / issued cards with Fibank, click on the diskette icon located on the right of the menu bar. A screen will appear asking for the file name and saving location. After selecting those, press "Save". Then send the created ***.txt** file to the Bank.
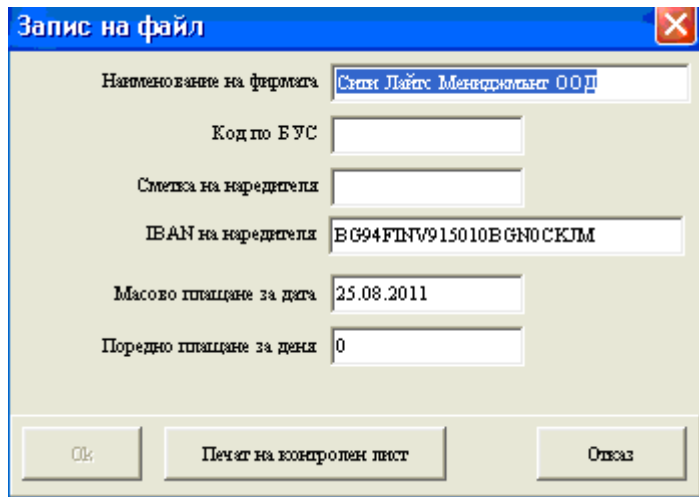
3. Creating a mass payment file

From the start menu select „Data"(Данни), „Mass payment"(Масово плащане).
In case you have successfully created a list of employees from the "Employees"(Персонал) menu, this screen should display a list of those for whom you have completed the "IBAN account" (IBAN сметка) field, provided they are not in the "Left" category. Before creating the file, you have several options:
- Entering of a common reason for all payments to employees, e.g. "Salary". Press the "Reason"(Основание) button and enter the desired information.
- Entering of individual reasons, or changing the payment amounts for any of the employees by pressing the "Edit"(Редактиране) button or double-clicking the client's entry.

To create a mass payment file, click on the diskette icon located on the right of the menu bar.
A screen will appear asking you to re-confirm the company details and the IBAN account of the payer; if you wish you can change them at this point. If the file you are preparing will be provided to Fibank on another date in the future, you can select it on that screen. In case you are performing a mass payment through the Virtual Banking Branch (e-fibank) the date of execution has to be the present one.

Select „Print control sheet"(Печат на контролния лист). For this purpose you should have a printer installed on your computer. You should use the data from the control sheet when you complete the mass payment form at an office of the Bank, or in the Virtual Banking Branch. Continue by pressing the „OK" button. A final message will appear on the screen with the file name and the saving location. This has to be the folder where you originally extracted the StaffExe file from our website.
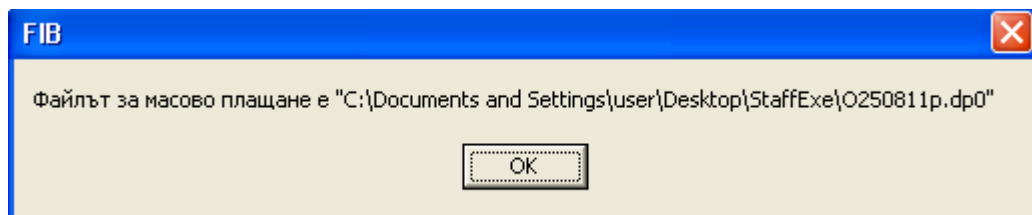
In order to execute a mass payment you should submit the completed mass payment form, the printed control sheet, and the mass payment file saved on an electronic medium, at an office of the Bank. If the payment is executed over the Internet, you will need to open the online mass payment form and complete all the data required for the transaction.