Checklist for service agencies with ERP systems integrated with SEB

Information to service agencies

If you work in an ERP system integrated with SEB, you will be able to send and receive your customer's payments directly in the ERP. This helps you and your customers in transitioning to payments in the ISO format.

Follow the steps to implement the solution.

STEP 1: Make sure you have access to an ERP integrated with SEB.

- **You work in an ERP system that is integrated with SEB.** Your customer needs to connect to "Automatisk bokföringstjänst (Automatic Accounting)" before proceeding to step 2. You will find a checklist for your customers attached to this document.
- **You work directly in your customer's ERP system, and it is integrated with SEB**. The customer needs to connect to "Automatisk bokföringstjänst (Automatic Accounting)" You will find a checklist for your customers attached to this document.

ERP providers integrated with SEB (see bottom of page)

Read more and connect to "Automatisk bokföringstjänst (Automated accounting)" (Swedish)

- You and/or your customer work in ERP systems that are not integrated with SEB. Then you need to go through a bank integrator - an independent third-party supplier - who is a partner of SEB. See separate checklist for this.

Bank integrators connected to SEB (see bottom of page)

Checklist for service agencies with connection to a bank integrator (pdf)

> **FACT BOX: Automatisk bokföringstjänst (Automated accounting)**
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> Automatisk bokföringstjänst (Automatic accounting) is a way to easily automate accounting with new, smart technology. In the internet bank, you connect your bank account to your ERP system or accounting application. This way you can save time, get better control and be sure that all the numbers are correct.

STEP 2: Preparations.
- Make sure together with your ERP provider that your company is correctly configured and activated for automatic file transfer.
- Choose three of your SEB customers as pilot users. This is an important step to make sure that process flows between you and the ERP system as intended. If needed, check with your ERP provider so you together can detect errors that need to be changed without affecting all your SEB customers.
- Your three pilot customers need to join "Automatisk bokföringstjänst (Automatic Accounting)" service at SEB. A checklist for your customers can be found further down in this document.

- You need to inform your customers about which ERP provider you have chosen, as they must sign a power of attorney that the ERP provider may send payment files to their selected accounts and receive account feedback from these accounts.
- SEB customers must activate the connection to your chosen ERP provider when they connect to "Automatisk bokföringstjänst (Automatic Accounting)" for the connection to you as a service agency to be correct.
- This connection also means that your customers will transit over to payments in the ISO 20022 file format.

[Read more and connect to "Automatisk bokföringstjänst (Automated accounting)" (Swedish)](#)

STEP 3: Activating the service.
- When your customers have completed the connection to the ERP system via "Automatisk bokföringstjänst (Automatic Accounting)", SEB will automatically activate it within three banking days. If you want the service to start later, you can ask customers to fill in the desired date (possible to choose a date 3 months ahead in time). Remember to ensure that the service is also activated by the ERP system provider.
- All supplier payments at Bankgirot must be made for your customers before they are activated for "Automatisk bokföringstjänst (Automatic Accounting)" at SEB. Delete or advance if your customers have upcoming payments or credit notes. If you do not do this, you will need to book the payments manually afterwards.
- If the ERP provider offers the option to choose where the payment file is to be signed, you need to decide whether it should be done in SEB's internet bank or in the ERP system. Our recommendation is that your customers sign the file themselves. If you make the choice that signing should take place in SEB's internet bank and you as a service agency should sign for your customers, then you need to have access to the account. The customer's administrator can give you authorisation through a power of attorney.
- If your ERP provider offers an option for OCR control, you need to work with them to decide how you want it to work.

STEP 4: Check and test.
- Once your three pilot customers have activated the service in "Automatisk bokföringstjänst (Automatic Accounting) towards your ERP provider, the ERP provider will receive a message from SEB that the customer is onboarded. After that, it is important that your ERP provider activates the service on their side and confirm to the customers and to you that their connection is ready. Only after this, your customer can start to send payments.
- Ask your customers to check the integration and verify that the service works by sending some small payments to/from their accounts and bankgiro numbers.
- We recommend that you have a close dialogue with your ERP provider and customers during the process.

STEP 5: Refer the rest of your SEB customers for activation.
- When all steps above have been completed and no anomalies are detected you as service agency can start referring customers to connect via "Automatisk bokföringstjänst (Automatic Accounting)" in SEB's internet bank.

If help with activation is needed, please contact your ERP provider or your SEB customers. If your customers need help, please refer them to our corporate customer service at seb.se.

Checklist for SEB customers using a service agency with an ERP system integrated with SEB

For SEB customers.

The payments market is in a transitional phase, moving towards payments in ISO format. Your service agency has chosen to cooperate with one of SEB's integrated ERP providers to be able to send and receive payments in the new ISO format.

For this connection to work, you as a customer in SEB must activate it. Follow the steps below to activate the connection your service agency has chosen towards SEB.

1. Make sure that there are no future payments or credit notes at Bankgirot. These will not be available when you move to ISO reporting.
2. If the final signing of payment files is to take place in SEB's internet bank, you must decide whether your service agency should be authorised to sign files for you. If so, administer the power of attorney via your internet bank. Note that the service agency will then have access to all information on your account and your bankgiro number.
3. Make sure you have received information from your service agency about which ERP provider they have chosen.
4. Log on to Business Arena to join "Automatisk bokföringstjänst (Automatic accounting)". This service will automatically make the transition for your company over to the new ISO 20022 payment format.

[Read more and connect to" Automatisk bokföring (Automated accounting)" (Swedish)](#)

5. In Business Arena, select "Products and services" in the menu, and then "Automatic accounting". In the next step, you choose the ERP provider your service agency has informed you about.
6. Follow the steps in the connection process. Keep the following in mind when consulting your service agency.

    a. Select the account number to be connected to the service.

    b. Remember to choose which bankgiro number to link to the service. This is especially important if your company has multiple bankgiro numbers linked to the same account number.

    c. Confirm with your service agency which type of OCR control you should choose (if it is an option).

    d. Choose a start date for the service together with your service agency. If no start date is selected, the service will be activated by SEB within three banking days (you can choose a date 3 months ahead in time). It is important to remember that the service also needs to be activated by the ERP provider to work. Please contact your service agency to check this.

    e. If possible, decide in dialogue with your service agency whether final signing should take place at SEB or at the ERP system.

7. Connection complete.
    a. Please note that you must wait for a confirmation from your service agency that the connection is complete before you can send files in the new ISO 20022 format.

b. **If using C&I Online**: If you are currently using C&I Online, please contact your SEB representative who will help you with the connection. The permissions for who can sign contracts digitally for your company need to be in place for the connection to work.

Keep in mind, if you send files via BG-link and salary files in BG format, remember to contact SEB for help closing them down. If not, billing for these services will proceed.

If you do not have the opportunity to log in to SEB's Business Arena to connect your company to "Automatisk bokföringstjänst (Automated accounting)", or if you for some other reason need help with the connection, please contact your corporate customer service at seb.se.

[Företagskundservice (Corporate customer service) (seb.se)](#)