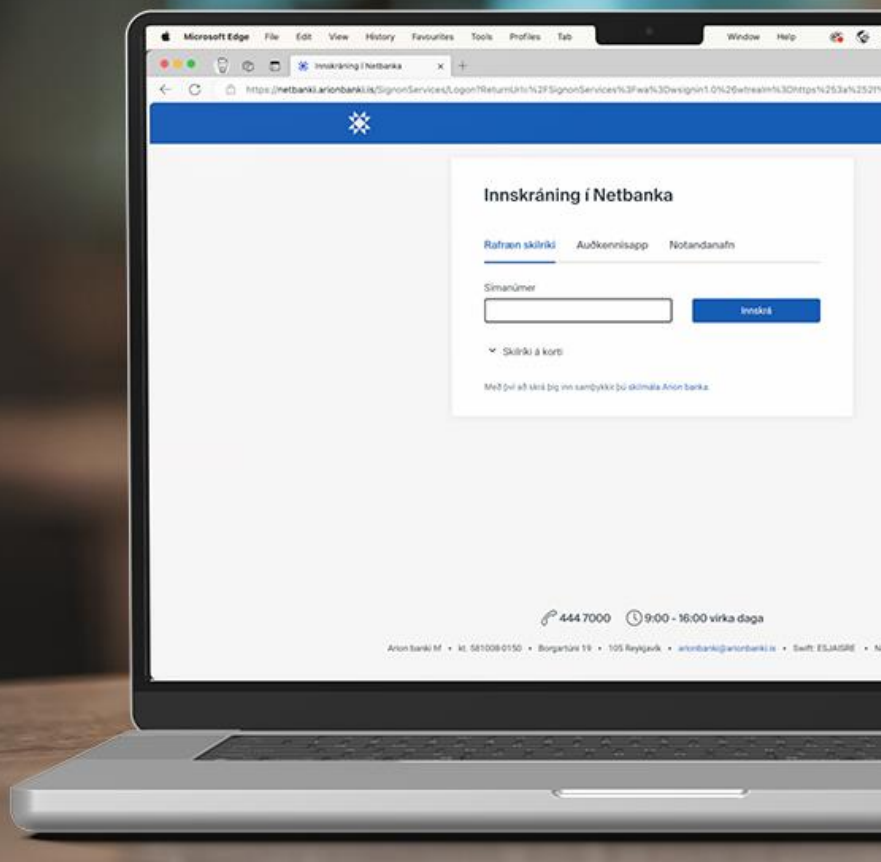
Electronic documents



Electronic documents

Electronic documents 2
Who are electronic documents designed for? 2
Main advantages of electronic documents 2
Savings 2
Types of electronic documents 2
Installation of electronic documents 3
Data files 3
File names 3
Templates 3
Sending electronic documents 4
Accounting system 4
Online Banking 5
Help 5

Electronic documents

Arion Bank enables companies with accounting/payroll systems to send electronic documents to their customers' online bank. Electronic documents include pay slips, statement of earnings, bills, business reports, invoices and passwords and these documents can be displayed in the recipient's online bank.

Issuing electronic documents is far more efficient than sending paper documents. It saves money on postage fees, stationery, labour and printing. Transactions are environmentally friendly and Online Banking's security measures prevent unauthorized access. The documents are stored for 7 years in the recipient's digital files.

Who are electronic documents designed for?

The service can be used by all companies, institutions, local authorities and NGOs who wish to send electronic documents from their accounting and payroll systems to their customers' online bank accounts.

Main advantages of electronic documents

- Far less expensive than issuing paper documents
- Electronic documents reach the recipient quicker
- Access by unauthorized persons is restricted by Online Banking's security measures
- The electronic document reaches the recipient securely and it means that paper documents are not left lying around in unsecured post boxes or drawers
- Environmentally friendly
- All documents in a single location in Online Banking documents are stored for 7 years
- Electronic documents can be viewed at any time

Savings

- Paper
- Printing
- Postage fees
- Labour

Types of electronic documents

- Pay slips
- Statements of earnings
- Bills
- Passwords
- Statements
- Invoices

Installation of electronic documents

Software technicians can help set up the link to the company's accounting/payroll system. Further technical information can be found here.
https://ws.b2b.is/Documents/

The link to the document service page is here:
https://ws.b2b.is/Documents/20130101/DocumentService.svc

Each electronic document basically needs two files. Firstly, a template which sets out the appearance of the document. The template is set up once at the start for each type of electronic document. Secondly, there is a data file with the information contained in the electronic documents. The available formats are XML or PDF.

Data files

Each file can be a **maximum of 20 MB**.
Each data file must contain the same type of electronic document. This means that one file can contain multiple pay slips but not pay slips and passwords.

File names

File names of data files should have the following format:
IdentityNumberofCompanyDocumentType_DDMMYYYY_NrSent.xxx

- **IdentityNumberofCompany:** ID number of company to which the data sent in belongs
- **DocumentType:** Description of document, e.g. LS is Icelandic abbreviation for *launaskrá* or payroll
- **DDMMYYY:** Stands for day month and year. 12082021 therefore stands for 12th August 2021
- **NrSent:** Number. Starts at 01 and goes up to 99. Designed to differentiate between files, e.g. if more than one file is sent to the publication system on the same day.
- **xxx:** represents file type, e.g. xml stands for XML files and txt for text files etc.
- Example of a file name: 1234567890**LS**_26082019_01.xml. "**LS**" in the file name stands for the Icelandic word for "payroll", GS for the Icelandic word for bill and "PW" for password.

Templates

The design of an electronic document is determined by its template. In the case of pay slips/statements of earnings, the template for common types of payroll systems can often be found at Reiknistofa bankanna (RB). Templates for other types of electronic document need to be specially designed.

Sending electronic documents

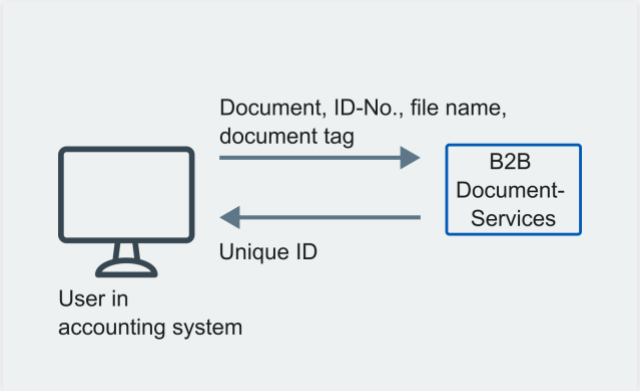
Before sending documents, Arion Bank needs to register the company in the RB publication system and a service agreement needs to be entered into. Please contact the Bank's corporate business services to set up a connection.

Documents can either be sent via Arion Bank Online Banking or via the company's accounting system. The service receives electronic documents and forwards them to RB (Ark system) for publication in all online banks.

Access is the same as for Online Banking. Users identify themselves with a username and a password and communications with the user's system are controlled with electronic ID.

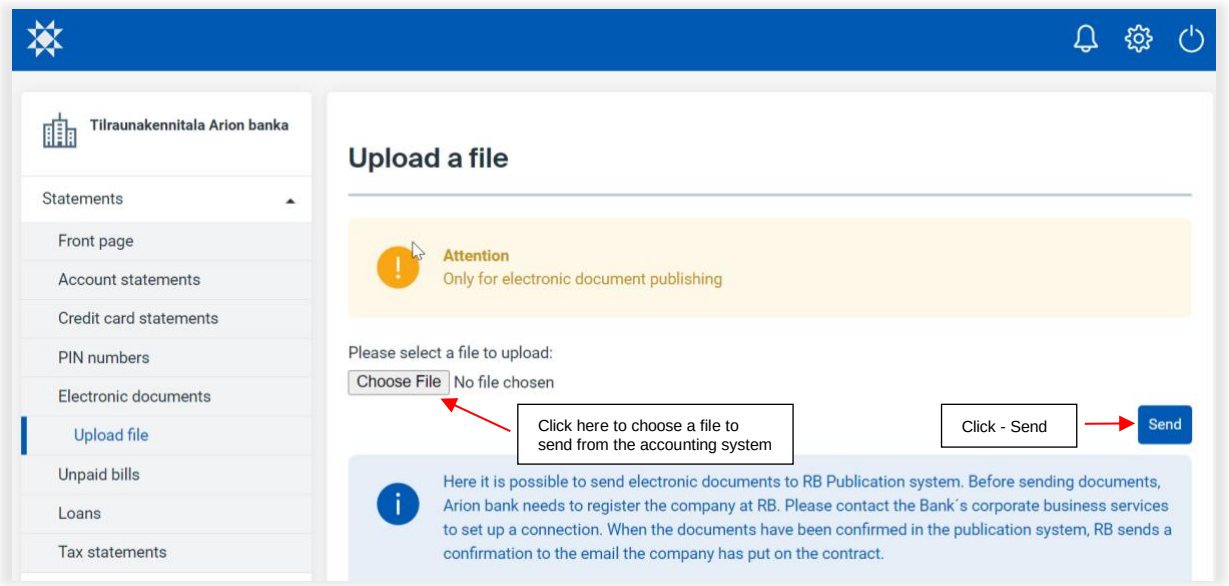
Accounting system

1. The file (e.g. payroll) is created in the accounting system.
2. File is given name in the correct format:
   IdentityNumberofCompanyTypeofDocument_DDMMYYYY_NrSent.xxx
3. The file is sent directly from the system without using Online Banking. This is B2B web service and you must have electronic ID to sign documents.



Online Banking

1. The file is created in the accounting system and saved under the correct file name: **IdentityNumberofCompanyTypeofDocument_DDMMYYYY_NrSent.xxx**
2. Log in to Online Banking at www.arionbanki.is
3. Choose **Statements** in the menu on the left.
4. Choose **Electronic documents**
5. Choose **Upload file**
6. Choose the file you wish to send, **Choose File** and click **Send** to send the file
7. Confirmation by e-mail received from RB – Ark Publication system



Costs

The cost for each sent document is set out in the list of fees and charges at any given time. There is also an initial fee and connection fee (see list of fees and charges). This is a one-off fee paid when the company first appears in the RB Publication System.

Help

At Arion Bank we care about our customers and do our best to provide outstanding service. If you require any assistance or further information, please contact the Call Centre on (+354) 444 7000, webchat on the Bank's homepage www.arionbanki.is or talk to an advisor at one of our branches.