MASS COLLECT

1 In order to go to the Mass Collect module, go to the tab:
Transfers → Mass payments → Mass Collect.

2 Please indicate relevant accounts, *Mass Collect* identifiers and the time frame of payments that you want to verify.

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MASS COLLECT
CONFIRMATION OF A SINGLE TRANSFER

1 In order to go to the view of single transfers,
move the slider to the *Single payments* position.

2 Please select a given operation to see
available options.

3 Then, click the [**Details**] button.

4 In order to generate the file, click the [**Download**] button.
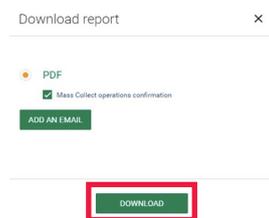
Download report ✕

● PDF
☑ Mass Collect operations confirmation

ADD AN EMAIL

DOWNLOAD

5 The generated file is available on the *Downloads* form in the top right corner of the screen.

Firma ABC
Jan Kowalski   Session time left: 15:00

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MASS COLLECT
PTK REPORT AND LIST OF OPERATIONS IN PDF/XLS/CSV FORMAT

1 Please select the positions for which the *PTK* report or the *list of operations* is to be generated and then click the [**DOWNLOAD**] button.

2 Next, indicate appropriate format and click the [**DOWNLOAD**] button.
PTK reports are generated as an archive file in PDF format.

3 The generated file is available on the *Downloads* form in the top right corner of the screen.

MASS COLLECT
VIRTUAL ACCOUNTS GENERATION

1 In order to generate a virtual account, after going to the *Mass Collect* module, click the [**VIRTUAL ACCOUNTS GENERATOR**] button.

2 Then, specify an account that is to be connected with a *Mass Collect* identifier and select appropriate identifier.

Connected account

Account *	42 1750 0012 0000 0000 3998 7015 ▼
Mass Collect identifier *	0070397 ▼

In order to generate a **single virtual account**, choose the *Single account generator* option, then enter a *Payer identifier* and click [**CONFIRM**].

Generator

Generator type ● Single account generator ○ Many accounts generator (using file)

Payer identifier

Payer identifier *

If you want to send a **file with the list of payers' identifiers** (in CSV format), please indicate *Many accounts generator* option. Then, click the [**SELECT FILE**] button and specify a file to be imported. Next, click the [**CONFIRM**] button.

Generator

Generator type ○ Single account generator ● Many accounts generator (using file)

Payer identifiers list

File * SELECT FILE

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