

MASS COLLECT IN BIZNESPL@NET

You may use the Mass Collect module provided that you have relevant authorization rights.



Log into the BiznesPl@net system.

Select **Switch to GOonline Biznes** in the left-side menu, which will take you to the **Mass Collect** module in a new layout.

Click **Payments** in the left-hand side menu.
After clicking the **Payments** module,
a menu will be displayed.



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Display of a list of reports

The system allows to display a list of PTK reports along with basic information (e.g. a list of payments, an aggregate amount, an amount of split payment transfers). A PTK report may be downloaded from the list. Other specifications in the form of PDF or text files are available after ticking relevant checkboxes.

After generating files, they will be available in **Files to download**. Payments may be searched for in the list by e.g. text. You may go from the list to details of the PTK report.

Select **Received Mass Collect**, and a window will appear in which lists of single payments will be displayed.

Mass Collect | Reports | Single payments

Search [] [Q] Account [v] Mass Collect identifier [v] Show filters [v]

<input type="checkbox"/> Posting date	Number of payments and payers Mass Collect identifier	Filename Operation type	Account	Amount Currency / VAT
<input type="checkbox"/> 04.12.2020	(38) Mass Collect Payers: 38 MC ID: -	PTK 38 standard payments		5 978,54 PLN — PLN
<input type="checkbox"/> 04.12.2020	(35) Mass Collect Payers: 35 MC ID: -	.PTK 35 standard payments		8 325,77 PLN — PLN
<input type="checkbox"/> 04.12.2020	(21) Mass Collect Payers: 21 MC ID: -	.PTK 21 standard payments		2 180,43 PLN — PLN

You may view the details of the PTK report along with payments which comprise this report - access from the list of PTK reports.

After clicking the **Single payments** tab, you may view lists of payments which comprise the PTK report/s. Basic information such as accounts linked to the payment, amounts, posting dates and payments are displayed. Confirmations and specifications of payments in the form of PDF or text files may be downloaded after ticking relevant checkboxes. After generating files, they will be available in **Files to download**.

Mass Collect | Reports | Single payments

Search [] [Q] Account [v] Mass Collect identifier [v] Hide filters [v]

Posting date: Today [v] | Payment date [v] | Amount from [] | Amount to [] | Operation type [v]

<input type="checkbox"/> Posting date Payment date	Contractor's name Account Virtual account	Description Operation type	Account	Amount Currency / VAT
<input type="checkbox"/> 04.12.2020 30.11.2020	1020 .1750	Mass collect payment	.1750 0009	316,62 PLN — PLN
<input type="checkbox"/> 04.12.2020 30.11.2020	1160 1750	Mass collect payment	1750 0009	86,78 PLN — PLN
<input type="checkbox"/> 04.12.2020 30.11.2020	.1160 1750	Mass collect payment	1750 0009	1 465,04 PLN — PLN

You may view the details of particular payments - access from the list of payments and details of the PTK report.





Generator of virtual accounts

You may generate virtual accounts individually or collectively. The system will not retain the generated virtual accounts after the end of the process in any of these cases.

Generation of an individual account consists in providing an identifier in a relevant window.

Collective generation consists in importing a text file with an identifier; after they have been generated, virtual accounts will also be available in a text file in **Files to download**.

Virtual accounts generator

Associated VAT account

Account*

Select an account

Mass Collect identifier*


Select Mass Collect identifier

Account generating method

Generate one virtual account

Import file and generate virtual accounts

* Import text file.
A single line should contain information about one payer and end with a line break. Correct character encoding is UTF-8 with BOM or without BOM.

 **Drag and drop file here or [Select file](#)**

The allowed file format is csv, txt, the maximum file size is 10 MB

how to generate virtual accounts

1. Select an account and Mass Collect identifier, then enter the Payer identifier to identify your future payments.
2. Import file and generate virtual accounts
3. Confirm and go to summary to generate accounts



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