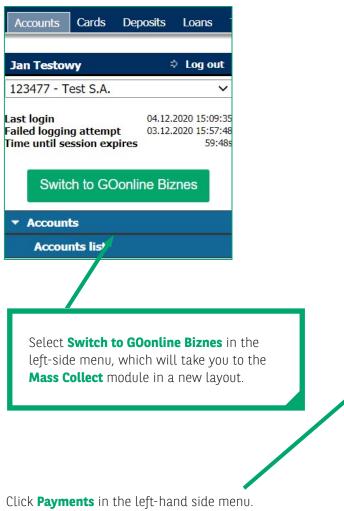
## MASS COLLECT IN BIZNESPL@NET

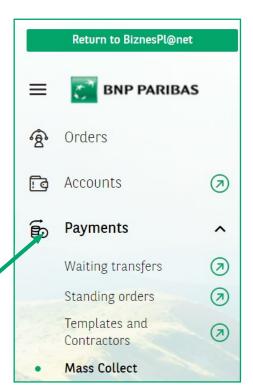
You may use the Mass Collect module provided that you have relevant authorization rights.



## Log into the BiznesPl@net system.



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





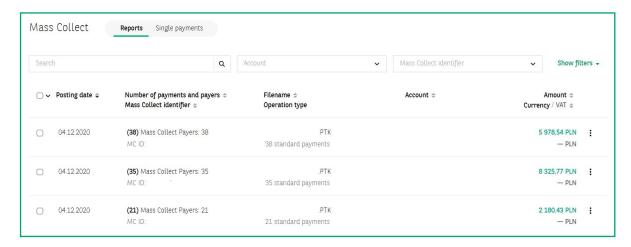


## Display of a list of reports

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.

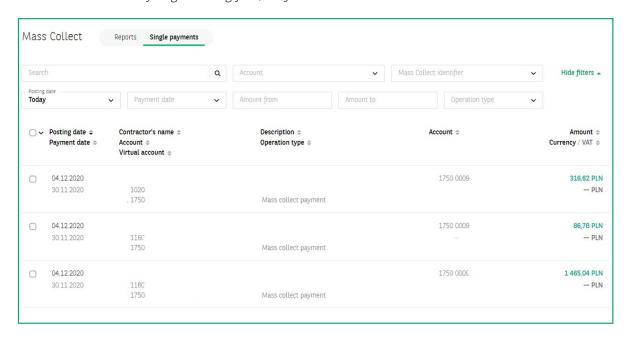
After generating files, they will be available in **Files to download**. Payments may be searched for in the list by e.g. text. You may go from the list to details of the PTK report.

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



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**.



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**.

