

MANUAL FOR CLIENTS

MODULE: PAYMENTS in GOonline Biznes

The **Payments** module contains functions which will allow you to get informed about all transactions executed on your account/s. The new layout and navigation facilitate monitoring and management of the company's finance.

PAYMENTS

New automatic forms which recognise the transfer type: tax, ZUS (Social Security Office), KRUS (Farmers' Social Security Fund), Split Payment and adapt the questionnaire.

New **Payments** tab broken down into categories of orders;

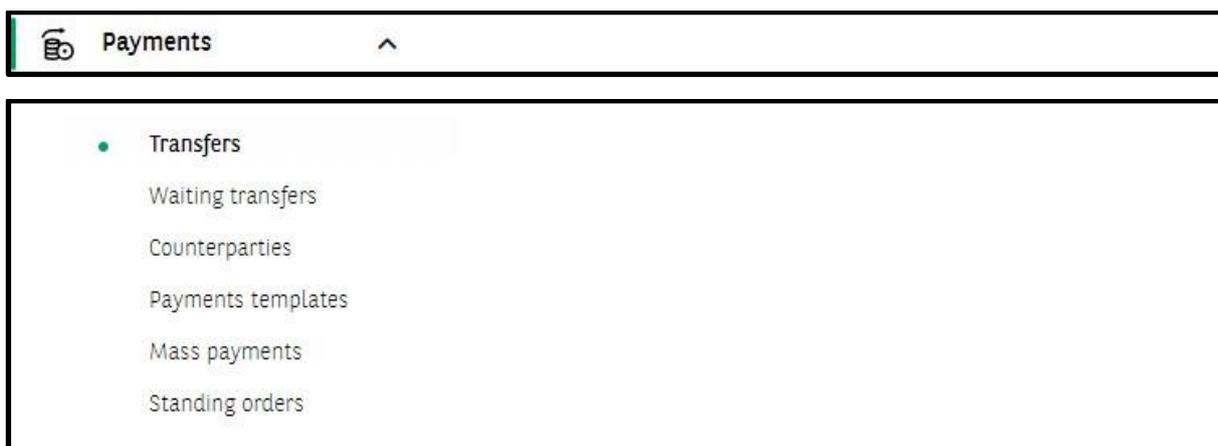
Transfer grouping in many types of packages, e.g. hidden or closed for edition;

New items

The menu layout in the module has not changed, but new items have appeared:

Payments

- Transfers
- Waiting transfers.
- Counterparties
- Payment templates
- Mass payments
- Standing orders



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PROCESSING ORDERS

List of orders

Your handlings (3582) To do (6126) Rejected (670) All Go to the waiting transfers processing (0) →

Transfers (3462) Standing orders Applications Counterparties (117) MassPayment (3) MassDirectDebit

Search Date of execution: From the last 30 days Status Kind Show more

Exec. date	Title	Account name	Recipient	Amount	Currency	Status
Entry date	Type	Account nr	Account nr			Signature
28.06.2023	FV1212	Drugi rachunek podstawo...	TEST s.c.	0,01 PLN		Partially Sign
28.06.2023	Domestic	44 1600 1127 0000 0000 0000...	83 1140 2004 0000 0000 0000 0020 ✓			

The **Transfers**, **Standing orders**, **MassPayment**, **MassDirectDebit** tabs are broken down into categories of orders (similarly as for applications). If you have counterparties, then such tab will also appear in their account. The **Waiting transfers** will be displayed in the view (in the top right-hand corner, above the list of orders). You can apply filters to the list of orders.

Transfers (3462) Standing orders Applications Counterparties (117) MassPayment (3) MassDirectDebit

Search Date of execution: From the last 30 days Status Kind Show less

Type Realization mode Date of insertion From account

Currency Amount from Amount to White List

Introduced by Modified by Authorized by Imported by

You can also go to the **Waiting transfers** from the panel for transfers level:

Outgoing payments

Domestic Internal Foreign RPI

Domestic transfer Split payment transfer Tax transfer

Express transfer Standing order

Import from file

Select payments template

Select from the list

GO FURTHER

Processing of payment orders Show all payments →

139 Yours to be processed 173 To be processed 3 Rejected

Waiting transfers

0 Waiting transfers



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TRANSFERS

Acceptance of transfers

Modification of acceptance mechanisms is a change which is invisible yet favourable to you. Its purpose is to optimise transaction limit utilisation. It will allow to order various types of transfers: Express Elixir, internal transfer, Sorbnet and to group them in many types of packages, e.g. hidden or closed for edition.

Domestic transfer form

Form in the basic view:

You can enter the transfer data manually, use payment templates created before or select a counterparty saved on the list. When completing the transfer data, you may also create a new template or modify the existing one. From the transfer form level you may also create or modify counterparties.

The form automatically recognises the transfer type: tax, ZUS, KRUS, Split Payment, etc. suggesting extension with additional fields. It also allows to check the counterparty's account against the VAT payers white list. It also allows to send a payment confirmation to the indicated e-mail address.

When entering the account to ZUS/KRUS, information on the VAT account which you will use in the settlement of this transaction is displayed. When you fill in, e.g. the field with the counterparty's data with data with the tax microaccount number, a recommendation to change the form to a tax transfer will be displayed. Once a proposal of change is approved, a form with the fields typical of a tax transfer will open:



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Domestic transfer

Select template ▼ [Select from the list](#)

Sender

Company
TEST

Account / funds available*

Select account ▼

Recipient

Counterparty

Select counterparty

Name / Name and surname of the recipient*

Recipient's address

Recipient's account number*

88 1010 0071 2221 0326 1891 5184 ×

Tax office number: change the transfer type to tax transfer to execute the transaction

Check the account on the VAT taxpayer White List

Contractor's tax ID

Add payee to contractors list

Update the selected payee details in the contractors list

Transfer details

Split payment ⓘ

Amount* 0,00 PLN Execution date* 29.06.2023 📅

Title* 0 / 140 📝

Send confirmation to e-mail

Save as a new statement template

Update the template in the templates list

Attention! ×

If you want to make a transfer to a Tax Office, select tax transfer. Do you want to change the form to tax transfer?

⌚ Cut-off times for outgoing transfers ✕ CLEAR FORM

Tax transfer

Select template ▼ [Select from the list](#)

Sender

Company
TEST

Account / available balance*

Select account ▼

Receiver

Payment form symbol / SFPI*

Type or select. ▼ Other tax authority

Transfer data

Amount* 0,00 PLN Execution date* 29.06.2023 📅

Standard transfer
In the payee account on the next business day the latest.

Instant transfer (Express ELIXIR)
In the service availability times only.

Tax payer data

Identifier type* /TI/ NIP - tax identification number ▼ NIP number* 5261008546

Billing period* /OKR/ Month ▼

Month* ▼ Year* ▼

Liability identifier /TXT/

Send confirmation to e-mail

Save as a new statement template

Update the template in the templates list

⌚ Cut-off times for outgoing transfers ✕ CLEAR FORM



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From the transfer form level it is also possible to display fields needed for ordering a Split Payment transfer:

In the **Transaction history** you may go to the details of a specific transaction. For transactions executed from the new **Payment** module level, you may go into the details of such payment and then execute the transfer again:

After **Go to the payment details** is selected, a summary will be displayed:



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Processing orders / testy

testy

Order details NEW

Recipient

Counterparty name TEST	Counterparty address 01-123 WOLA	Account number / Bank name 45 1140 2004 0000 0000 0000 0020 <small>mBank O.BankiDetal.</small>
Title testy		Amount / Fee due 0,01 PLN 0,00 PLN
Execution date 28.06.2023	Enter date 28.06.2023	Transfer type Domestic

Order details

- Detailed information
- VAT taxpayer White List
- Order history
- Comments (0)

Detailed information

Sender

Company / Customer number TEST 239918	Name / account number Główny rachunek podstawowy 71 1600 1127 0000 0000 0000 0001	Name / Fee account number Główny rachunek podstawowy 71 1600 1127 0000 0000 0000 0001
Transfer ID d8eb853263234c818916ac8ece4a539c		

CREATE SIMILAR

By selecting the **Create similar** button, a payment form will be displayed:

Domestic transfer

Select template ▼ | Select from the list

Sender

Company
TEST Cash Management

Account / funds available*
Główny rachunek podstawowy
71 1600 1127 0000 0000 0000 0002 106,98 PLN ▼

Recipient

Counterparty
Select counterparty Select from the list

Name / Name and surname of the recipient*
FIRMA 5 / 70

Recipient's address
01-123 WOLA 11 / 70

Recipient's account number*
45 1140 2004 0000 0000 0000 0020 x
mBank O.BankiDetal.

Check the account on the VAT taxpayer White List

Contractor's tax ID

Add payee to contractors list

Update the selected payee details in the contractors list

Transfer details

Split payment ⓘ

Amount* PLN | Execution date* 📅

Title*
testy 5 / 140

Enter the customer reference number ⓘ

Standard transfer
The recipient will receive it at least on the next business day

SORBNET transfer
Performed in real time, carried out during the SORBNET system operating hours, additionally payable

Express Elbox transfer
In the service availability times only

Send confirmation to e-mail

Save as a new statement template

Update the template in the templates list

🕒 Cut-off times for outgoing transfers ✕ CLEAR FORM

CANCEL
CONFIRM



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