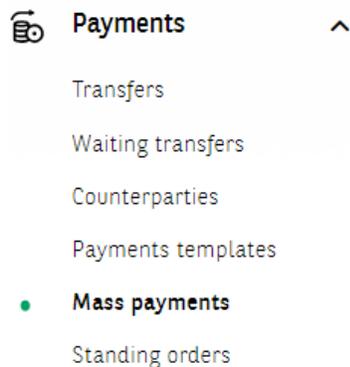


MANUAL - MASS DIRECT DEBIT

The **Mass Direct Debit Module** contains functions thanks to which you will be able to process mass direct debit packages and direct debits. This product is independent of payments. To be able to use it, you need to sign a relevant agreement.

The actions described in this manual may vary, depending on the user's relevant authorisation.



Import of files

To import files, go to the *MassPayment*, which is located in the *Payments* menu, then to the *MassPayment* tab, then click on the *Import Package* icon.

Mass payments



On the next screen, we select the import parameters:

- package name - a name to help users search the list of orders and identify orders;
- types of packages
 - *Closed* - orders in the package are hidden;
 - *Open* - orders in the package are visible.
- Change the execution date of all transfers in the package - optional field, thanks to its activation, from the calendar you can select an execution date of orders different than in the imported file.
- Character encoding - the selection should be consistent with the character encoding (i.e. writing of Polish characters) in the imported file.
- A field for selecting or dragging the imported file, according to the extensions and size specified in the window. The same file cannot be imported more than once. The imported file may be zipped (zip) or unzipped. In the latter case, the system will automatically perform the packaging of the file into the zip format.



MassDirectDebit / Import of a MassDirectDebit package

Import of a MassDirectDebit package

Package name

Package type*

Open  **Closed** 

Change the date of execution for all direct debits in the package

Character coding*

Windows-1250 

Attach file for import

We support files in .zip format to 3 MB. You can attach files in .txt, .csv, .pld formats - we will compress them to .zip.



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

We support files in .zip format to 3 MB.
We will compress files in .txt, .csv, .pld formats to .zip.

After a successful first check of structure correctness, the system shows an import summary appropriate to the situation. In the case of errors in individual orders, the tabs present the incorrect direct debits with information on the error type. For further processing, it is required that all direct debits in the package meet the requirements. If the file check is successful, you will be able to sign the import action with the authorisation method you have. This is not the signing of package associated with the acceptance scheme.

Import details Import for signature

File name test mdd.txt.zip	Package type 👁️ open	Package name test
--------------------------------------	--------------------------------	-----------------------------

✓ Change the date of execution for all direct debits in the package
2023-10-31

Checksum

SHA256: **b2bf0e8e49e47016776238d3e7b0b23c2d15194dc85a93c9aaff81d4228ebf60** 📄

MDS: **eb5916bf39a8eb231c03aa7e0acd7c1** 📄

SHA256 of a compressed file: **b2bf0e8e49e47016776238d3e7b0b23c2d15194dc85a93c9aaff81d4228ebf60** 📄

MDS of a compressed file: **eb5916bf39a8eb231c03aa7e0acd7c1** 📄

In some situations, the import of a file may take longer, in which case the file should be signed on the list in the Orders Handling. An appropriate message will inform you of this.

Signing of packages.

All packages, once imported, can be found on the Orders List in the Orders Handling. The lists are subdivided by module, according to the user's authorisation. To view the packages relating to Direct Debits, go to the MassDirectDebit tab.

Packages can be searched and filtered. Information on the most important characteristics of a package can be viewed by expanding the record on the list. The package can be signed from this level in accordance with the acceptance scheme. If the file was not signed at the time of import (status Import to be signed), the import action can be also completed here.

You can go to the Package Details, where you will find more information on the order and the list of direct debits.

Statuses of packages relate to their processing, use reports to identify the status of Direct Debits execution.

Your handlings
To do
Rejected
All

Go to the waiting transfers processing →

Przelewy
Standing orders
Applications
Agreements
Counterparties
MassPayment
MassDirectDebit

🔍

Execution date
From the last 7 days

Status

Package type

Show more ▾

Date of exec. ▾ Date of sending ▾	File name ▾ Package type ▾	Account name ▾ Account number ▾	Amount ▾ / Currency	Status ▾ Signature ▾	▾
31.10.2023 -	202310311459_test mdd.txt.zip 👁️ The package is open (direct debits: 10)	RACHUNEK BIEŻĄCY	4,79 PLN	Entered	▾
30.10.2023 30.10.2023	202310300724_MASS DD pod EQ 4U89DT.txt.zip 👁️ The package is open (direct debits: 10)	RACHUNEK BIEŻĄCY	4,78 PLN	Sent TS	▾
-	202310121026_MASS DD pod EQ 4U69DTV2.txt.zip 👁️ The package is closed (direct debits: -)	-	- PLN	Import error	▾



31.10.2023 202310311459_test mdd.txt.zip RACHUNEK BIEŻĄCY 4,79 PLN Entered

The package is open (direct debits: 10)

Package name	VAT account number	VAT amount
test	-	-

Creation manner

Package imported

Entered

Creation/Importing

Tomek Stasiak
31.10.2023 • 15:00

Approval pending

Sending

Final status

CANCEL THE PACKAGE DETAILS SIGN / SEND

Report downloading

Once the package has been sent and processed, in the reports section, in the details of the package, a report is provided informing you of the completion status. The type of report depends on the completion status.

Reports (1)

File name	Type	Date and time addition
 202310311459_test mdd.txt.wys.zip	Debits sent	31.10.2023 • 15:07

Reports Module

Reports related to the completion of packages can also be downloaded from the *Reports* tab, which can be found in the menu under *Mass Payments* in the *Payments* group.

Reports can be downloaded individually or in groups by selecting more than one.

Reports can be searched and filtered.



Mass payments

MassCollect	MassPayment	MassDirectDebit	Reports
-------------	-------------	-----------------	---------

Reports

Search Delivery date: **From the last 7 days** Account: Type: [Show more](#)

<input type="checkbox"/> <input type="text"/> Date <input type="text"/>	<input type="text"/> Report name <input type="text"/> <input type="text"/> File name <input type="text"/>	<input type="text"/> Account name <input type="text"/> <input type="text"/> Account number <input type="text"/>	<input type="text"/> Type <input type="text"/> <input type="text"/> Product <input type="text"/>	<input type="text"/>
<input type="checkbox"/> 31.10.2023	202310311459_test mdd.txt.wys.zip 202310311459_test mdd.txt.wys.zip	RACHUNEK BIEŻĄCY 34 1750 0009 0000 0000 0384 7958	Debits sent MassDirectDebit	<input type="text"/> Download
<input type="checkbox"/> 30.10.2023	10300.RRP.zip 10300.RRP.zip	RACHUNEK BIEŻĄCY 34 1750 0009 0000 0000 0384 7958	RRP's report debit status MassDirectDebit	<input type="text"/> Download

New Direct Debit

The module allows you to enter single direct debits. To import files, go to the *MassPayment*, which is located in the *Payments* menu, then to the *MassDirectDebit* tab, then click on the *New direct debit* icon.

To complete a direct debit, you need to fill in the required fields (marked with an asterisk).

In direct debits you may use both payment templates and counterparties of the *Payer* type.



FIRMA60422 MAROSZEK ŻBIKOWSKI PARDA

Account*

Select account ▼

Payer

Counterparty

Select counterparty ▼ Select from the list

Counterparty name*

0 / 70 ✎

Counterparty address

0 / 70 ✎

Counterparty account number*

Add payee to contractors list

Update the payer in the counterparties list

Split payment 🔄

Amount*

0,00

PLN

Execution date*

31.10.2023 📅

Payee's Tax Identification Number* /NIP/

5212887341

Payment ID* /IDP/

Payment description /TXT/

0 / 89 ✎

Save as a new payment template

Update the template on the templates list

✕ CLEAR FORM

To execute direct debits, you need to add them to a package.

CREATE PACKAGE

ADD TO PACKAGE

A direct debit may be added to a ready package. After clicking *Add to package*, a list of packages will be displayed to which a direct debit may be added. You may also create a new package using the *Create a package* button.

The packages created are handled in the same way as imported packages.

Statuses of packages relate to their processing, use reports to identify the status of *Direct Debits* execution.



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Create package

Package data
Order amount in PLN
111,00 PLN
Kind
Open package
Package name (max. 35 characters)

Add to package

Summary
Order amount in PLN
222,00 PLN

Exec. date Entry date	File name Type	Amount / Currency	Status Signature
<input type="radio"/> 31.10.2023	20231031151808_ .txt.zip Open package (direct debits: 1)	11,00 PLN	Entered

If necessary, a direct debit may be deleted from the package. This can be done by using the Delete from the package instruction on the list of direct debits in the package details.

Deleting a direct debit is permanent, it will not be visible in the system.

Amount ⇅
VAT amount ⇅
Currency

11,00 PLN ⋮
Delete from the package



MASS DIRECT DEBIT IN GOonline Biznes 7

Import of files with consents for direct debits

The module allows you to import files with consents for direct debits. To import files, go to the *MassPayment*, which is located in the Payments menu, then to the *MassDirectDebit* tab, then click on the Import consents for direct debit icon.

Attach the files in accordance with the fields displayed on the screen:

Import of consents for direct debit

Company*

Imported files with consents

To avoid any potential errors when importing the consents for a direct debit, we recommend you to attach one file in .txt format and scans of the consents in .pdf format.

TXT file



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

Maximum size of one file = 6MB | up to 1 files | Total size of files = 90MB

Scans of the consents in PDF*



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

Maximum size of one file = 6MB | up to 99 files | Total size of files = 90MB



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