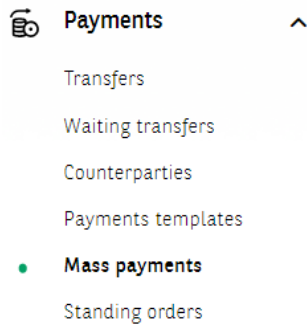# MANUAL - MASS PAYMENTS

Mass Payments Module contains functions thanks to which you will be able to handle mass packages. It is a product independent of payments and a relevant contract must be signed in order to use it.
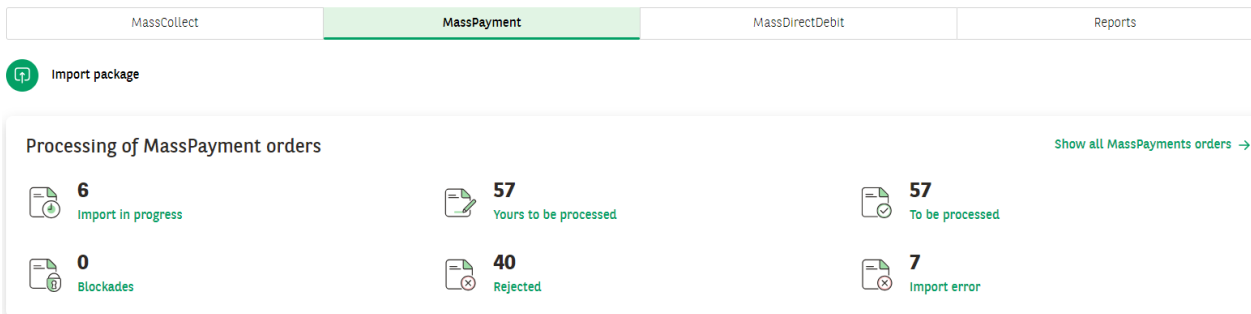
The actions described in this manual may vary, depending on the user's relevant authorisation.

Payments ^

Transfers

Waiting transfers

Counterparties

Payments templates

● **Mass payments**

Standing orders

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

MassCollect	MassPayment	MassDirectDebit	Reports

⊡ **Import package**

Processing of MassPayment orders   Show all MassPayments orders →

6
Import in progress

57
Yours to be processed

57
To be processed

0
Blockades

40
Rejected

7
Import error

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,

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- 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.

MassPayment / MassPayment's package import

MassPayment's package import

Package name*

0 / 35

Package type*

◉ Close ⓘ   ○ Open ⓘ

◯ Change execution date for all payments in package

Character encoding*

Windows-1250 ⌄

Attach file for import

We support files in .zip format to 2 MB. You can attach files in .txt, .csv, .pli formats - we will compress them to .zip.

Drag and drop the item here or Select the file
We support files in .zip format to 2 MB.
We will compress files in .txt, .csv, .pli 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 transfers with information on the error type. For further processing, it is required that all transfers 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.

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MassPayment import summary

Import details `Import to sign`

File name	Package type	Package name
test 2 przelewy_06.pli.zip	👁 **Open**	**test**

✓ Change execution date for all payments in package
   30.10.2023

Checksum
SHA256: **680472e4be7011d3def6cb3fc89a7141de755b40d72266ef565eeefe3adb4166** 📋
MD5: **33d667e587666d45ce3173147bd0396b** 📋
SHA256 compressed file: **680472e4be7011d3def6cb3fc89a7141de755b40d72266ef565eeefe3adb4166** 📋
MD5 compressed file: **33d667e587666d45ce3173147bd0396b** 📋

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.
A widget with grouped file types can be used to navigate to the Orders List.

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 the MassPayment, go to the MassPayment 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 transfers.

If you receive a report from the bank in the RRZ format, after the package has been processed, you can see the completion statuses of the individual transfers in the Details, and you can download the completion confirmation.

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List of orders

Your handlings (216)   To do (224)   ● Rejected (59)   **All**   Go to the waiting transfers processing (0) →

Przelewy   Standing orders   Applications   Agreements   Counterparties   **MassPayment**   MassDirectDebit

| | Execution date From the last 7 days ▾ | Status Selected 2/17 ▾ | Package type ▾ | Show more ▾ |

Search package or transfer 🔍

☐ ▾	Exec. date ⇕ Send. date ⇕	Package name ⇕ Package type ⇕ File name ⇕	Account name ⇕ Account nr ⇕	Amount ⇕ / Currency	Status ⇕ Signature ⇕
☐	26.10.2023 -	test 02 👁 Package opened (transfers: 11) 202310260918_test1.pli.zip	RACHUNEK PŁATNOŚCI MASOWYCH 63 1600 1505 0003 0662 3591 8190	0,54 PLN	Entering ▾
☐	26.10.2023 -	test 02 👁 Package opened (transfers: 11) 202310260918_test1.pli.zip	RACHUNEK PŁATNOŚCI MASOWYCH 63 1600 1505 0003 0662 3591 8190	0,54 PLN	Entering ▴

VAT account number
-

VAT amount
-

Entering
●————————○————————————○————————————————○
Entering   Approval   Sending to execution   Final state
Tomek Stasiak
26.10.2023 • 09:18

CANCEL PACKAGE   DUPLICATE   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 (2)**

File name	Type	Creation date and time
📥 202310191047_test 2 przelewy_06.pli.zre.zip	**Credits sent**	**19.10.2023 • 10:51**
📥 202310191047_test 2 przelewy_06.pli.RRZ.zip	**ReportRRZ**	**19.10.2023 • 10:51**

📥 DOWNLOAD ALL

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 ⌄

☐ ⌄	Date ⇕	Report name ⇕ File name ⇕	Account name ⇕ Account number ⇕	Type ⇕ Product ⇕	
☐	26.10.2023	202310260816_4U36J4_test_WYSZUKIWANIA_V3.txt.err.zip 202310260816_4U36J4_test_WYSZUKIWANIA_V3.txt.err.zip	RACHUNEK BIEZĄCY PROGRESYWNY 95 1750 0009 0000 0000 0088 4189	File rejected MassPayment	⬇ Download