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» Report of Payments

What can I find on this page?

On this page, you can request and check the details of your collection.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Direct query

This section presents the following elements:

- Establishment: List where the registered establishments are displayed.
- Date: List where you can select the date you want.
- Sequential: Text field where you must enter the sequential number.
- Type of report: List with the options:
 - Standard report
 - Expanded report
- Buttons "Check" and "Download": These buttons will be enabled when choosing or entering the information aforementioned. In case the report contains more than a hundred registers, only the "Download" button will be enabled.

By clicking "Download" button, a new window will be displayed with the following information:

2. File information:

This section presents the following elements:

- Collection date: It displays the collection date.
- Sequential: It displays the file sequential number.
- Type of report: It displays the type of report: standard or extended.
- File size: It displays the file size.

To choose format in which you want to download your file, you have two options:

- Format .TXT
- Excel .CSV

By clicking "Cancel" button, the window will be closed.

By clicking "Accept", it will run the Windows action to download the file.

3. Establishment

Section that presents the following elements:

- Collection date: It displays the collection date.
- File size: It displays the file size.
- Sequential: It displays the file sequential number.
- Standard report: It displays the "Check" and "Download" buttons.

- Extended Report: It displays the “Check” and “Download” buttons.

» Report of Payments - Query - Standard

What can I find on this page?

On this page, a standard report and details, of your payments are displayed.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Standard Report

This section contains the following elements:

Establishment number: It displays the establishment number.

Collection date: It displays the file collection date.

Sequential: It displays the file sequential number.

Total registers: It displays the total registers.

Total amount: It displays the total amount.

2. Details of Payment methods

This section contains the following elements:

- Details:
 - Branch
 - Cash desk
 - Authorization
 - Payment deadline
- Number: It displays the register list number.
- Reference 1: It displays the reference 1.
- Reference 2: It displays reference 2.
- Payment method: It displays the payment method.
- Amount: It displays the amount.
- Identification: It displays the payment identification.

» Report of Payments - Query - Extended

What can I find on this page?

On this page, you can see an extended report and the details of your units of information payments.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Standard report

This section presents the following elements:

Establishment number: It displays the establishment number.

Collection date: It displays the file collection date.

Sequential: It displays the file sequential number.

Total registers: It displays the total registers.

Total amount: It displays the total amount.

2. Details of payment methods

This section contains the following elements:

- Details:
 - Branch
 - Cash desk
 - Authorization
 - Monetary instrument key
 - Payment deadline
- Number: It displays the register list number
- Collection deadline: It displays the collection date
- Reference 1: It displays reference 1
- Reference 2: It displays reference 2.
- Payment method: It displays the payment method.
- Amount: It displays the amount.
- Identification: It displays the payment identification.

» Report of Payments - Without information

What can I find on this page?

On this page, you can see when there is no information available to display. If you have not yet contracted this service, get in touch with your executive.

How can I obtain the information I am interested in?

To check your information, click following links:

- Standard
- Extended