

Index

» Massive Transfers	2
Copy of an existing file (Massive Transfers)	2

» Massive Transfers

What can I find on this page?

On this page, you can create files to make multiple collections, copy an existing file, or continue with the collections entry.

How can I obtain the information I am interested in?

The page presents the following options:

1. New file

With this option you create a new file.

2. Copy of an existing file

With this option you can make a copy from an existing file to a new one.

3. Continue the entry of payments

With this option you can make or continue the collections entry.

4. Files information

- Files name:
- Enter the name of the file to be created.

When you filled the required fields, click "Continue".

Copy of an existing file (Massive Transfers)

If you choose this option, a window will open in which you have to select or search a file; entry the name, the date or the sequential. When you have chosen the file from the results chart, click "Continue".

By clicking "Continue", you will be sent to a window in which you have to enter the following information:

1. File new name:

Enter the name of the copy of the file to be downloaded.

2. Date:

Using the calendar, choose the date of the new file copy.

3. Sequential:

Enter the sequential number of the new file copy.

4. Additional options

- Erase amounts:

To save the file, click "Save"; this will close the window and will display the Payments summary screen.