1 Download the preparatory XLS file from here.

2 Fill in the necessary data carefully according to the notes below:

    ✓ Choose the type of payments: normal or treasury.


    ✓ Fill in the "Urgent" field with 0 (zero) for normal payments and 1 (one) for urgent payments.

    ✓ The "Date" field must follow the format dd/mm/yyyy.

    ✓ Make sure your computer settings are properly configured to correctly import the CSV file. If you encounter problems, you should know that the settings (e.g., changing the date format from "." to "/") can be adjusted as follows: go to *Control Panel – Region – Additional Settings.*

! If the message below appears when opening the file, select "Enable Content".
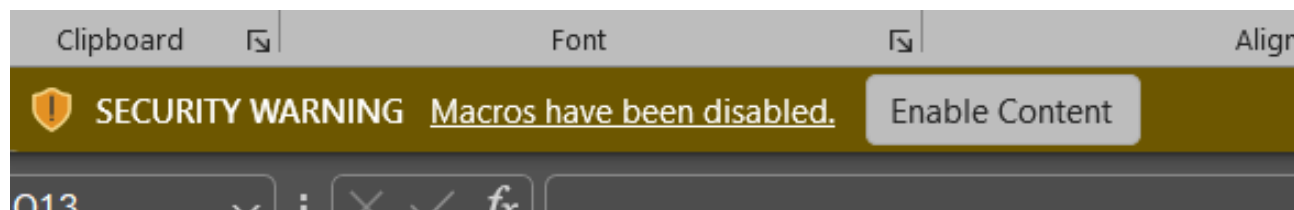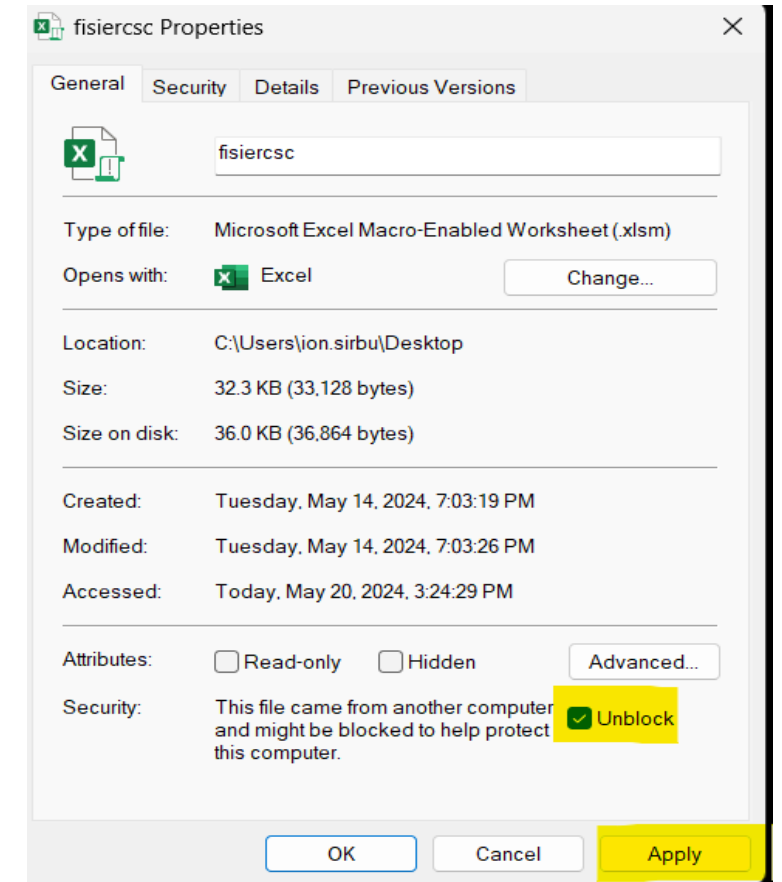
! **If the message below appears when opening the file, select "Enable Content".**
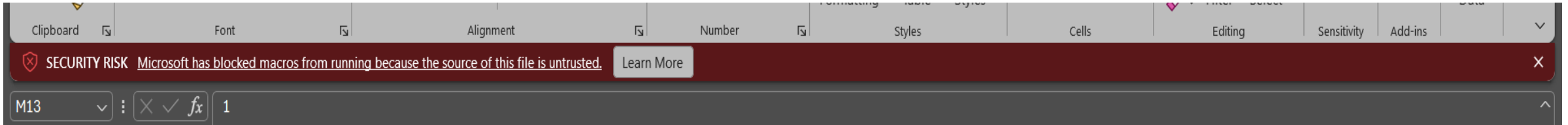
In this case, follow these steps:

1) Open Windows File Explorer and navigate to where you downloaded the file.

2) Right-click on the file and select the Properties option.

3) At the bottom of the General tab, check the Unblock box if it is not already checked.

3 On the Local Disk C partition (which supports the operating system), create a folder named "fisierCSV." This is where the CSV files will be generated.

Devices and drives

Local Disk (C:)
373 GB free of 476 GB

Name

fisierCSV

4 Open the XLS file and access **"Export CSV"** option.

Export CSV

5 Upload the CSV file to Internet Banking from the "Transfers" menu – "Salaries/Payment File" .

The following steps are optional if you wish to check the status / details of the payments.

6 To check the status of the payments, go to "Transaction Status" and then "Show Payment Details" for the desired payment file..
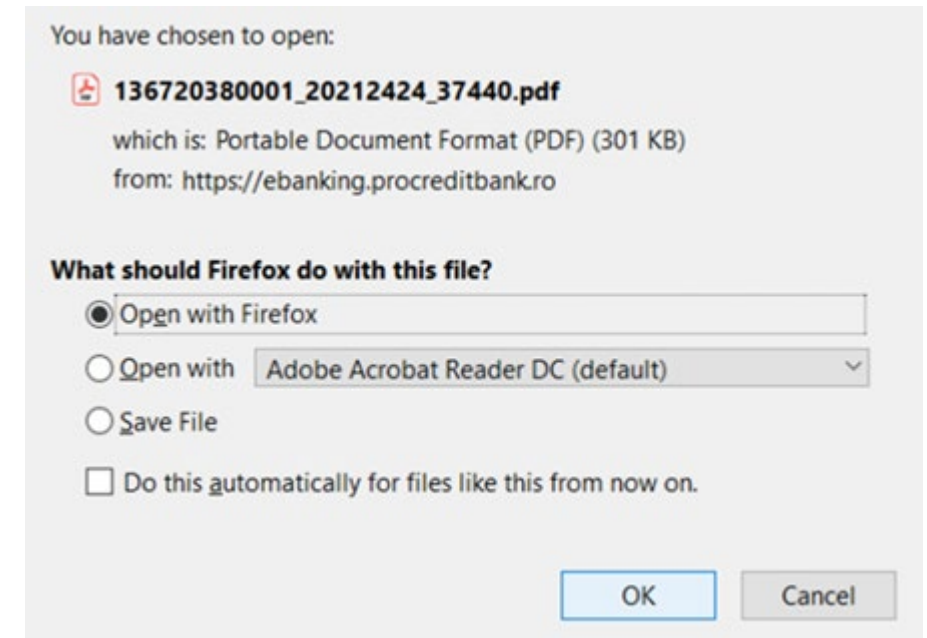

7 A new window will open with general details of the transactions from the file. From "Show Details," you can also download the voucher containing complete details of each individual payment.

8 A window will appear on the screen, and from here you can download the file containing the payment details.

You have chosen to open:

136720380001_20212424_37440.pdf

which is: Portable Document Format (PDF) (301 KB)
from: https://ebanking.procreditbank.ro

What should Firefox do with this file?

◉ Open with Firefox

○ Open with   Adobe Acrobat Reader DC (default)

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

We recommend saving and keeping both completed XLS and CSV files for your own records.

If you have any further questions, please do not hesitate to contact us through your business representative or via our Contact Center.