

# How to import documents to Business Online from external programs

1.1 Open “Payments” then click on “Import & Uploads”.



1.2 Choose appropriate mode for import:

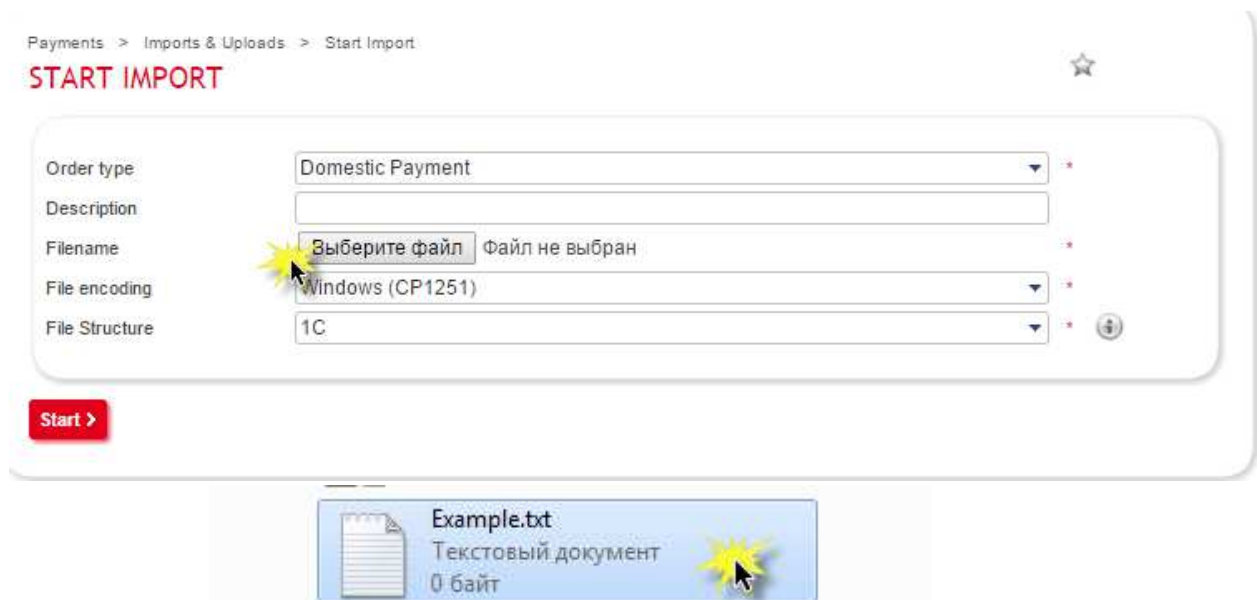
Import mode

- Allows you to upload a pack of documents .
- Allows you to upload separate orders (**Separate Package** mode must be turned on in the **Settings - Internet Banking** menu)

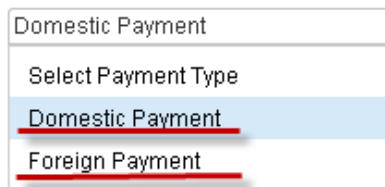
Upload mode

- Uploads pack of documents as a whole package
- Doesn't allow you to edit or move out documents from the package

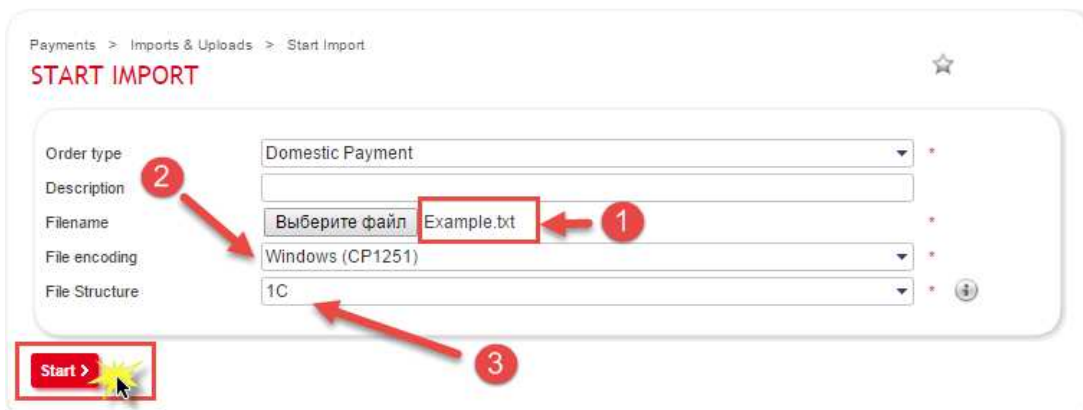
1.3 Choose file for upload:



#### 1.4 Select necessary payment type:



#### 1.5 Set up all the necessary settings (example for 1C bookkeeping software is given in the picture below) and click “Start”:

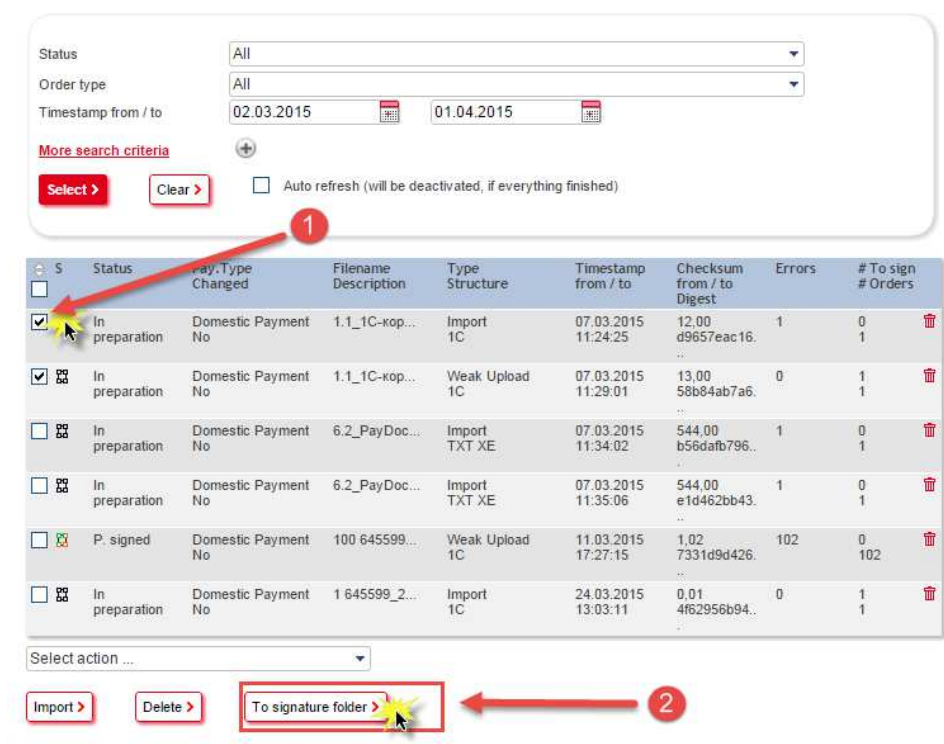


#### 1.6 The system will automatically turn to **Package Overview** screen where all the imported/processing documents are listed. Click **Select** button to find out current package status.

Import/upload of a large amount of documents may take some time. You can continue working in the system and turn back to the imported files later.

#### 1.7 Wait while package status changes to **In preparation** or **To sign**.





#### 1.8 Package which has **In preparation** status is needed to be taken to the **Signature** section. Put checkbox for one or few packages and click **To signature folder**.



**1.9** If the packages are in **To sign** status it means that are already in the **Signature folder**. You need to proceed to the **Signature folder** and sign the documents.

Signature

## SIGNATURE FOLDER

Document type:

Company:



Account:

Date from / to:   Last days:

Transactions:  Do not show orders signed by me  Show orders I can sign

[More search criteria](#)

result max. 10000 lines

Status	Document type	Account	Date from / to	No	Amount from / to	Curr
<input type="checkbox"/>	N of signs	Order details				
<input type="checkbox"/> 	Package		07.03.2015			
	All Orders			1		
	To be signed orders			1		
	Package digest			58b84ab7a6574ce5ea3c54e53af8a		
	Checksum			13,00		