

AGRONetBIZ Section 9: Payee Collection Report

9.1 Download Payee Collection Report

1. Single User, Initiator or Viewer login to AGRONetBIZ website as below.



2. Click "Payee Collection Report" as below.



3. Select "Date" required in the box and click "Next" as below.

The screenshot shows a user interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a welcome message for 'SAMAD AHMAD', login details for Friday, 08 May 2016, and a notification for 1 unread message. Below this is a navigation menu with options: Home, Account and Banking, Payee Collection Report (highlighted with a red arrow), and Reconciliation Report. The main content area is titled 'Step 1/2' and features a form with a 'Date:' label and a text input field containing '16/02/2016'. A 'Next' button is located at the bottom right of the form.

4. Click "Download" to download Payee Collection Report as below.

The screenshot shows the same user interface as the previous step, but now titled 'Step 2/2'. The main content area displays 'Report (s): bpm021518.txt'. Below this, there are two buttons: 'Back' and 'Download'. The sidebar navigation menu remains the same, with 'Payee Collection Report' highlighted.

5. Payee Collection Report will download to computer. Click the Payee Collection Report at your computer to view.