» User's Manual



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Empresarial

BancaNet



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» Transfers

What can I find on this page?

On this page, you can make transfers between your accounts, they can be:

- Pesos to pesos
- Dollars to dollars
- Dollars to pesos
- Pesos to dollars

The origin and destination accounts must be registered previously in **Banca**Net Empresarial.

How can I obtain the information I am interested in?

To make a transfer.

1. Deposit account

In the filter Account type choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on See all the accounts; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Deposit account

In the filter Account type choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on See all the accounts; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

3. Transfer information

• The amount can be in pesos (MXN) or in dollars (USD). If any of the selected accounts is in dollars, the tag USD is displayed, as well as the current exchange rate (bank sell price of the day).

Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- Schedule for a future date:
 - o Date: Using a calendar you can choose the date to apply the operation. You can only select one date.

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- o Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
 - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.
 - o Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.

By clicking "Continue", the Confirmation screen will be displayed.

» Confirmation - Transfer between Banamex own accounts

What can I find on this page?

On this page, you can see the details of your transfers before are made.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN or USD: Displays the Account's balance:

2. Deposit account

- Account: Displays the number, name or alias of the account.
- Balance: Displays the Account's balance:

3. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It had the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

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» Application - Transfer between Banamex own accounts

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Status:

- Applied
- Received instruction
- The second signature of remote authorization is missing.
- Pending to be authorized.

2. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN: Displays the Account's balance:

3. Deposit account

- o Account: Displays the number, name or alias of the account.
- o Balance: Displays the Account's balance:

4. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Entered by: It is displayed when the transfer is sent by an entry operator user.
- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation, in case a User 2 does not exist, this field will not be displayed.