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## » Payment to Banamex Credit Cards

### What can I find on this page?

On this page, you can make payments to Banamex Credit Cards.

The origin and destination accounts must be registered previously in BancaNet Empresarial.

### How can I obtain the information I am interested in?

To make a Credit Card Payment:

### 1. Withdrawal account:

In the filter *Account type* choose one of the following options: Checks, Cards (only Debit) and Cuenta Maestra.

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 or Credit Card

Selection list with the accounts previously registered; it also Displays the deadline date associated to the card.

### 3. Payment information

- Minimum Payment MXN: Displays the amount corresponding to the minimum payment of the card.
- Payment not to generate interest: Displays the amount corresponding to the payment not to generate interest.
- Other amount MXN: This field allows you to enter an amount different from the minimum payment and the payment not to generate interest.

### 4. Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- Schedule for a future date:
  - $\circ~$  Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - 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:
  - $\circ~$  Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - 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".

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- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E-mail: By selecting this option, the payee's email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee's cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

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

### » Payment to Other banks Credit Cards

#### What can I find on this page?

On this page, you can make payments to Credit Cards from other banks.

The origin and destination accounts must be registered previously in BancaNet Empresarial.

#### How can I obtain the information I am interested in?

To make a Credit Card Payment:

#### 1. Withdrawal account:

In the filter *Account type* choose one of the following options: Checks, Cards (only Debit) and Cuenta Maestra.

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 or Credit Card

Selection list with the previously registered accounts with the name of the bank, currency, account number and name.

#### 3. Payment information

• Amount MXN Enter the amount to be paid.

#### 4. Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- Schedule for a future date:
  - $\circ~$  Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.

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- 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:
  - $\circ~$  Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - 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.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E-mail: By selecting this option, the payee's email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee's cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

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

### » Confirmation - Payment to Credit Card

### What can I find on this page?

On this page, you can see the details of your Credit Card Payment before this is applied,

### 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: Presents the Account's balance:

### 2. Deposit account or Credit Card

• Account: Displays the number, name or alias of the account.

### **3.** Payment information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Exchange rate: Sell bank price of the day.
- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the type of withdrawal account you selected.
- 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.

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- 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".
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E-mail: By selecting this option, the payee's email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee's cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

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.

## » Application - Payment to Credit Card

### 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 or USD: Presents the Account's balance:

### 3. Deposit account or Credit Card

• Account: Displays the number, name or alias of the account.

### 4. Payment information

Contains a summary with the following data:

• Amount: The amount can be in pesos (MXN) or in dollars (USD).

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- Exchange rate: Sell bank price of the day.
- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the type of withdrawal account you selected.
- 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.
- Type of Payee: Displays whether it is an Individual entity or a Legal person.
- 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".
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - $\circ~$  E-mail: By selecting this option, the payee's email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee's cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.
- Entered by: It is displayed in case 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 it does not exist, this field is not displayed.