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» Banamex Payroll

New file

When choosing the *New file* option, the *Create file* window will be displayed in which you should enter the following data:

1. Type of file

Choose any option from the following list:

- Banamex payroll
- Pagomatico
- Interbank payroll
- Interbank pensions
- Card Registration

2. File name

Enter file name.

3. Date

Choose the date of the new file from the displayed calendar.

4. Sequential

Register the sequential number of the new file.

5. Withdrawal account

Choose the withdrawal account from the following list.

Click "Continue" to continue the process. This will take you to the *Enter general data* screen.

Data entry - Banamex Payroll- Payment to Banamex

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Payment type

Selection list with the option:

- Banamex accounts

3. Concept

Selection list with the option:

- Payroll

4. Account type

Choose from the Selection list with the option:

- Checkbook

5. Branch

Enter the branch number.

6. Account

Enter account number.

7. Payee (optional)

Enter the name of the payee.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter numeric reference.

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Banamex payroll- Interbank payment - CLABE

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays number of saved transactions.

2. Payment type

Selection list with the option:

- Interbank payment

3. Concept

Selection list with the option:

- Payroll

4. Account type

Choose the option from the Choosing list:

- CLABE

5. CLABE

Enter the CLABE number for the account.

6. Bank

While capturing the CLABE number for the account, the name of the bank where you have your account will appear.

7. Payee (optional)

Enter name of the payee.

8. Amount

Enter the amount in MXN.

9. Reference

Enter text associated with the transfer.

10. Application date (deposit date)

Choose the application date from the Choosing lists:

- Same day
- 24 hours

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry -Banamex Payroll - Interbank Payment - Card

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Payment type

Selection list with the option:

- Interbank payment

3. Concept

Selection list with the option:

- Payroll

4. Account type

Choose from the Selection list:

- Card

5. Card number

Enter the card number.

6. Bank

Choose from the Selection list the bank corresponding to the registered card number.

7. Payee

Enter name of the payee.

8. Amount

Enter the amount in MXN.

9. Reference

Enter the reference.

10. Application date (deposit date)

Choose the application date from the Choosing list:

- Same day
- 24 hours

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Banamex Payroll - Payment Order

Enter the information required in the window, which will be displayed as follows:

1. Registered transactions

Displays the number of saved transactions.

2. Payment type

Choose from the Selection list:

- Cash payment order.

3. Concept

Choose from the Selection list:

- Payroll

4. Branch

Choose from the Selection list:

- Branch

5. Payee

Enter the name of payee.

6. Amount

Enter the amount in MXN.

7. Reference

Enter the reference.

Once you have entered all the information in this capture window and click "Finish", **BancaNet** Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Pagomatico - Checking

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Account type

Choose from the Selection list:

- Checkbook

3. Branch

Enter the branch number.

4. Account

Enter the account number.

5. Payee

Enter the payee number.

6. Amount

Enter the amount in MXN.

7. Numeric reference

Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

8. Alphanumeric reference

Enter text associated with the transfer.

Once you have entered all the information in this capture window and click "Finish", **BancaNet** Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry- Pagomatico - Cards

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Account type

Choose from the Selection list:

- Card

3. Card number

Enter the card number.

4. Payee

Enter the payee number.

5. Amount

Enter the amount in MXN.

6. Numeric reference

Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

7. Description

Enter a brief description of the added entry.

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Interbank payroll - CLABE

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Account type

Choose from the Selection list:

- CLABE

3. CLABE

Enter the CLABE account number

4. Bank

Once the CLABE account number is entered, the bank name to which it corresponds will appear.

5. Father's last name

Enter your father's last name.

6. Mother's last name

Enter your mother's last name.

7. Name

Enter your name.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

10. Alphanumeric reference

Enter the alphanumeric reference.

11. Application date (deposit date)

Choose from the Selection list:

- Same day
- 24 hours

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data entry - Interbank payroll - Debit card

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the amount of saved transactions.

2. Account type

Choose from the Selection list:

- Card

3. Bank

Selection list from which you should choose the bank that corresponds with the entered card number.

4. Card number

Enter the card number.

5. Father's last name

Enter your father's last name.

6. Mother's last name

Enter your mother's last name.

7. Name

Enter your name.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

10. Alphanumeric reference

Enter the alphanumeric reference associated with the transfer.

11. Application date (deposit date)

Choose from the Selection list:

- Same day
- 24 hours

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Register Cards - D Payment

Once you choose the option *New file* on the screen *Create file* will appear on the screen in which you should enter the following data:

1. File name

Enter the file name.

2. Sequential

Enter the file's sequential number.

Click "Continue" and a window will open in which you should enter the following data:

1. Workplace

Choose from the Selection list.

2. Card information

- Type of product: Choose from the Selection list:
 - D Payment
- Type of delivery: Choose from the Selection list:
 - Company *stock* assignment
- Assigned card number: Enter the assigned card number.

3. Employee information

- Enter the name
- Enter father's last name
- Enter mother's last name
- Choose the birth date as day/month/year
- Choose your birth country

- Enter your house and street number
- Enter the name of the city
- Enter zip code
- Enter town or delegation name
- Choose the state
- Choose the nationality

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Register Cards - Pagomatico

Enter the information required in the window, which will be displayed as follows:

1. Operations

Saved registrations: Displays number of saved transactions.

2. Workplace

Choose from the Selection list.

3. Card information

- Payment method: Choose from the Selection list:
 - Pagomatico
- Payment assignment: Choose from the Selection list:
 - Employee
 - Company

4. Employee information

- Choose the type of individual entity:
 - National
 - Business
 - Minor
 - Foreigner in the country
 - Foreign business in the country
- Enter the name
- Enter father's last name
- Enter mother's last name

- Enter place of birth
- Choose country of birth
- Choose birth date as day/month/year
- Choose the nationality:
 - Mexican
 - Foreign
- Choose gender:
 - Male
 - Female
- Choose marital status:
 - Single
 - Married
 - Widowed
 - Divorced
 - Married with separate assets
 - Married with joint assets
 - Living together
- Enter CURP (optional)
- Enter street name and home number
- Enter city name
- Enter zip code
- Enter town or delegation name.
- Choose the state
- Enter email (optional)
- Enter home telephone number
- Enter the office telephone number (optional)

5. Additional options

Appoint a payee. Once you Choose this option, you should enter the following data:

- Enter name
- Enter father's last name
- Enter mother's last name
- Choose relationship
 - Title
 - Husband/Wife
 - Son/Daughter
 - Father/Mother

- Brother/Sister
- Grandparent
- Grandchild
- Next of kin
- None
- Choose birth date as day/month/year
- Choose birth country
- Enter street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Choose the nationality

Once you have entered all the information in this capture window and click "Finish", BancaNet Empresarial will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry - Register Cards - Executive profile

Enter the information required in the window, which will be displayed as follows:

1. Amounts

Saved registrations: Displays number of saved transactions.

2. Workplace

Choose from the Selection list.

3. Card information:

- Payment method: Choose from the Selection list:
 - Executive profile
- Payment assignment: Choose from the Selection list:
 - Employee
 - Company

4. Employee information

- Choose the type of :
 - National

- Business
 - Minor
 - Foreigner in the country
 - Foreign company in the country
- Enter the name
- Enter father's last name
- Enter mother's last name
- Enter birth place
- Choose birth country
- Choose birth date as day/month/year
- Choose nationality:
 - Mexican
 - Foreigner
- Choose Gender:
 - Male
 - Female
- Choose marital status:
 - Single
 - Married
 - Widowed
 - Divorced
 - Married with separate assets
 - Married with joint assets
 - Living together
- Enter the CURP (optional)
- Enter your street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Enter email address (optional)
- Enter home telephone number
- Enter office telephone number (optional)

5. Additional options

Assign payee. When choosing this option, you should enter the following data:

- Enter name
- Enter father's last name
- Enter mother's last name
- Choose relationship
 - Title
 - Husband/Wife
 - Son/Daughter
 - Mother/Father
 - Brother/Sister
 - Grandparent
 - Grandchild
 - Next of kin
 - Not related
- Choose date of birth as day/month/year
- Choose birth country
- Enter street your street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Enter nationality

Once you have entered all the information in this capture window and click "Finish", **BancaNet Empresarial** will ask you if you want to save the information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the entered information will be lost.

By clicking "Save", the information will be saved and the fields automatically cleared so you can keep entering or adding records.

» Data Entry - Registered payments - Banamex payroll

What can I find on this page?

On this page, you can see payments or saved transactions in the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section contains the following elements:

- File name
- Type of file
- Application date
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

In order to modify your file heading, Click "Modify" and a window with the following information will open:

- File name: Displays file name (not modifiable).
- File type: Displays type of file (not modifiable).
- Application date: Calendar in which to Choose application date as day, month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose a withdrawal account.


Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area
 - "Filter": This button opens a window where you can choose the following options to filter information:
 - By password
Enter a password to filter.
 - By payment type:
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: Choosing this option will enable the text field *From*.
 - By status: This option will enable text fields *From* and *To*.
 - Click "Cancel" and the window will close.

- Click the "Filter" button and the search results will be displayed according to the chosen criteria. The criteria that were entered to filter can be chosen from one or more sections in the window.
 - "Print": This button allows you to print the *Registered payments* screen.
 - "Download": This button allows you to download the file to your computer.
- Registered payments area:
 - Selecting column: Here you can choose the transactions you want to delete from your file.
 - "Detail" arrow 
 - Concept
 - Account type
 - Bank
 - Branch
 - Payee
 - Application date
 - Reference
 - Number: Displays the consecutive number of registered transactions in the file.
 - Payment type:
 - Banamex
 - Interbank
 - Cash payment order
 - Branch
 - Account
 - Amount
 - Modify: This link displays window with previously downloaded data entry and the "Cancel" button (to close the window) and "Save" button (to save the modified entry).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

» Confirmation Screen- Banamex Payroll

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section contains the following elements:

- File name
- Type of file
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
 - Banamex
 - Interbank
 - Cash payment orders
- Number of transactions: Displays number of transactions for each payment type.
- MXN amount: Displays the amount for each payment type.

The total number of operations and the amount of the registrations are displayed at the end.

Click "Return" and it will take you to the previous registered payments. By clicking "Return", the previous registered payments screen will be displayed.

By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

» Application Screen - Banamex Payroll

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Sequential
- Description
- Withdrawal account
- MXN balance

- User 1
- User 2

File summary: It is a chart displaying the following information:

- Payment type:
 - Banamex
 - Interbank
 - Cash payment orders
- Number of transactions: Displays number of transactions for each payment type.
- MXN amount: Displays the amount for each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry - Registered Payments - Banamex Pagomatico

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

If you want to modify your file heading, Click "Modify" and a window will open with the following information to be modified:


- Name of file: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you should Choose the application date as day/month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief file description.
- Withdrawal account: Selection list in which you should choose a withdrawal account

Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information and the window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area
 - "Filter": This button opens a window in which you can choose the following options to filter information:
 - By password: Enter the password to filter.
 - By payment type:
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: By Choosing this option, *From* will update the *From* text field.
 - By status: By Choosing this option, the *From* and *To* text fields will be updated.
 - Click "Cancel" to close the window.
 - Click "Filter" to display search results with chosen criteria. The filter criteria may be chosen among one or more sections displayed in the window.
 - "Print": This button will print the *Registered payments* window.
 - "Download": This button will download files to your computer.
 - Registered payments area: The information is displayed as follows:
 - Selecting column: This is where you choose the files you want to delete.
 - "Detail" arrow 
 - Payee
 - Numeric reference
 - Alphanumeric reference
 - Description
 - Number: Displays the consecutive number of saved items in your file.
 - Payment type:
 - Checkbook
 - Cards
 - Branch
 - Account
 - Amount

- Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" and a *Confirmation* screen will be displayed.

» Confirmation Screen - Banamex Pagomatico

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1.File information

This section displays the following:

- File name
- Type of file
- Type of application
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
 - Checkbook
 - Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN amount: Displays the amount of each payment type.
- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" and it will take you to the previous screen of entered payments.

Click "Accept" and a window will open asking you to enter your Challenge in order to apply your entry.

» Screen Application - Banamex Pagomatico

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- User 1
- User 2

File summary: It is a chart displaying the following information:

- Payment type:
 - Checkbook
 - Cards
- Number of transactions: Displays number of transactions for each payment type.
- MXN amount: Displays the amount for each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data entry - Registered payments - Interbank payroll

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1.File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

If you want to modify your file heading, Click "Modify" n and a window will open with the following information to be modified:

- File name: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you should Choose the application date as day/month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief file description.
- Withdrawal account: Selection list which you should Choose a withdrawal account


Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information and the window will close without saving any changes.

2.Registered payments

This section consists of two areas:

- Buttons area
 - "Filter": This button opens a window in which you can choose the following options to filter information:
 - By password: Enter the password to filter.
 - By payment type:
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: By choosing this option, *From* will update the *From* text field.
 - By status: By choosing this option, the *From* and *To* text fields will be updated.
 - Click "Cancel" to close the window.

- Click "Filter" to display search results with chosen criteria. The filter criteria may be chosen among one or more sections displayed in the window.
- "Print": This button will print the *Registered payments* window.
- "Download": This button will download files to your computer.
- Registered *payments*: Information is displayed as follows:
 - Selecting column: This is where you choose the files you want to delete.
 - "Detail" arrow 
 - Payee
 - Numeric reference
 - Description
 - Number: Displays the consecutive number of saved items in your file.
 - Payment type:
 - CLABE
 - Card
 - Branch
 - Account
 - Amount
 - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" and a *Confirmation* screen will appear.

» Confirmation Screen- Interbank payroll

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections

1.File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description

- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
 - CLABE
 - Card
- Number of transactions: Displays number of transactions for each payment type
- MXN amount: Displays the amount for each payment type.
- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" in order to return to the previous screen with entered payments.

Click "Accept" and a window will open which will ask that you enter your Challenge in order to apply your transaction.

» Application screen - Interbank payroll

What can I find on this page?

On this page, you can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

2.File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- User 1
- User 2

File summary: It is a chart displaying the following information:

- Payment type:
 - CLABE
 - Card
- Number of transactions: Displays number of transactions for each payment type.
- MXN amount: Displays the amount for each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry - Registrations

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Work unit: Displays the description of the work unit.
- Number of registries: Displays the number of registries per work unit.
- Total: Displays the total of registries.

If you want to modify your file heading, Click "Modify" and a window will open with the following information to be modified:

- File name: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Enter a file sequential.


Click "Save" to update your information.

Click "Cancel" button if you do not want to update your information. The window will close without saving any changes.

2. Cards to be registered

This section is comprised of two areas:

- Buttons area
 - "Filter": This button opens a window in which you can Choose the following options to filter your information:
 - By card number: Field text in which you should enter the card number to filter.
 - By product:
 - D Payment
 - Executive profile

- Click "Cancel" to close with window.
- Click "Filter" and your search results will be displayed according to the criteria you Chosen. The criteria entered to be filtered can be chosen from one or more sections that appear in the window.
- "Print": Clicking on this button will print the *Registered payments* window.
- "Download": You can download the file to your computer by clicking on this button.
- Restricted payment area: The information is displayed as follows:
 - Selecting column: Here you can choose the transactions you want to delete from your file.
 - "Detail" arrow" 
 - Type of product
 - Date
 - Schedule
 - Payment form
 - Payment allocation
 - Number: Displays the consecutive number of transactions recorded in the file.
 - Work unit
 - Type of delivery
 - Card number
 - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

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

» Confirmation screen - Register Cards

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1.File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential

- Workplace: Displays a description of the workplace.
- Number of transactions: Displays number of transactions for each workplace.

Click "Return" and this will take you to the previous *Registered payments* screen.

Click "Accept" and a window will open asking that you enter your Challenge to apply your transaction.

» Application screen - Register Cards

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1.File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Workplace: Displays a description of the workplace.
- Number of transactions: Displays number of transactions for each workplace.