

Index

» Banamex payroll - Create a file - Continue data entry	2
Data Entry – Banamex Payroll – Payment to Banamex	2
Data Entry – Banamex Payroll – Interbank Payment - CLABE	3
Data Entry – Banamex Payroll – Payment order	5
Data Entry – Pagomatico – Checkbook	6
Data Entry – Pagomatico – Card	7
Data Entry – Interbank Payroll – CLABE	7
Data Entry – Interbank Payroll – Debit card	9
Data Entry – Card Registration– D Payment	10
Data Entry – Card Registration – Pagomatico	11
Data Entry – Card registration – Executive profile	13
Data Entry – Registered payments – Banamex Payroll	15
» Confirmation Screen- Banamex Payroll	17
» Application Screen - Banamex Payroll	18
» Data Entry - Registered payments - Banamex Pagomatico	18
Confirmation Screen – Banamex Pagomatico	20
Application Screen – Banamex Pagomatico	21
» Data Entry - Registered Payments - Interbank Payroll	22
Confirmation Screen – Interbank Payroll	24
» Application Screen - Interbank Payroll	24
» Data Entry -Registration	25
» Confirmation Screen - Card registration	27
» Application Screen - Card Registration	27

» Banamex payroll - Create a file - Continue data entry

If you Choose this option, a window will open in which you should choose or search a file; enter the name, date or sequential. Click "Continue" and choose the file from a results chart .

Data Entry - Banamex Payroll - Payment to Banamex

You should enter your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Payment type

Selection list option:

- Banamex Accounts

3. Concept

Selection list option:

- Payroll

4. Account type

Choose the following option from the list:

- Checkbook

5. Branch

Enter the branch number.

6. Account

Enter the account number.

7. Payee (optional)

Enter payee's name.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the 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 your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Payment type

Selection list option:

- Interbank payment

3. Concept

Selection list option:

- Payroll

4. Account type

Choose the following option from the list:

- CLABE

5. CLABE

Enter the CLABE number.

6. Bank

Once you enter the CLABE account number, you can see displayed the name of the bank that corresponds to the account.

7. Payee (optional)

Enter name of the payee.

8. Amount

Enter the amount in MXN.

9. Reference

Enter the reference associated with the transfer.

10. Application date (deposit date)

Choose date of application from a list of Choosing:

- 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 your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Payment type

Selection list option:

- Interbank payment

3. Concept

Selection list option:

- Payroll

4. Account type

Choose the following option from the list:

- Card

5. Card number

Enter the card number.

6. Bank

Once you enter the CLABE account number, you can see displayed the name of the bank that corresponds to the account.

7. Payee

Enter name of the payee.

8. Amount

Enter the amount in MXN.

9. Reference

Enter the reference associated with the transfer.

10. Application date (deposit date)

Choose date of application from a list of Choosing:

- 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 your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Payment type

Selection list option:

- Payment order

3. Concept

Selection list option:

- Payroll

4. Branch

Choose the following option from the list:

- Branch

5. Payee

Enter name of the payee.

6. Amount

Enter the amount in MXN.

7. Reference

Enter the reference 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 - Checkbook

Enter your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Payment type

Selection list option:

- Checkbook

3. Branch

Enter branch number.

4. Account

Enter account number.

5. Payee

Enter name of the payee.

6. Amount

Enter the amount in MXN.

7. Numeric Reference

Enter the numeric reference associated with the transfer to be validated from a concentrated account.

8. Alphanumeric Reference

Enter the numeric reference associated with the transfer to be validated from a concentrated account.

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 - Card

Enter your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Account type

Selection list option:

- Card

3. Card number

Enter card number.

4. Payee

Enter name of the payee.

5. Amount

Enter the amount in MXN.

6. Numeric Reference

Enter the numeric reference associated with the transfer to be validated from 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 your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Account type

Selection list option:

- CLABE

3. CLABE

Enter CLABE number.

4. Payee

Enter name of the payee.

5. Bank

Enter the CLABE account number and the name of the bank that corresponds to the account will be displayed.

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 associated with the transfer to be validated from a concentrated account.

10. Alphanumeric reference

Enter text related to this transfer.

11. Application date (deposit date)

Choose the following option for the list of Choosing:

- 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 your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Account type

Selection list option:

- Card

3. Bank

You should choose from a selection list the name of the bank that corresponds to the card that was entered.

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 associated with the transfer to be validated from a concentrated account.

10. Alphanumeric reference

Enter text related to this transfer.

11. Application date (deposit date)

Choose the following option for the list of Choosing:

- 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 - Card Registration- D Payment

When you choose *New file* on the screen *Create file* is displayed on the screen in which you should enter the following data:

1. File name

Enter the name of the file.

2. Sequential

Enter the sequential number for the file.

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

3. Workplace

You should choose the workplace from a list of Choosing.

4. Employee data

- Enter name
- Enter father's last name
- Enter mother's last name
- Choose date of birth as day/month/year
- Choose birth country
- Enter street name and your 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 - Card Registration - Pagomatico

Enter the information you are searching for, which should be displayed as follows:

1. Transactions

Registered cards. Displays the number of registered transactions.

2. Workplace

Choose workplace from the list of Choosing.

3. Card information

- Payment method: Selection list the following option:
 - Pagomatico
- Payment assignment: Selection list the following options:
 - Employee
 - Company

4. Employee data

- Choose type of individual entity:
 - National
 - Business
 - Minor
 - Foreigner in the country
- Enter name
- Enter father's last name
- Enter mother's last name
- Enter birth place
- Enter birth country
- Choose birth date as day/month/year
- Choose nationality:
 - Mexican
 - Foreigner
- Choose gender:
 - Masculine
 - Feminine
- Choose marital status:
 - Single
 - Married
 - Widowed

- Divorced
- Married with separate assets
- Married with joint assets
- Living together
- Enter CURP (optional)
- Enter street name and your house number
- Enter city name
- Enter zip code
- Enter city or delegation name
- Choose the state
- Enter email address (optional)
- Enter home telephone number
- Enter office telephone number (optional)

5. Additional options

- Assign 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
 - Other kinship
 - None
 - Choose birth date as day/month/year
 - Choose birth country
 - Enter street name and your 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 - Card registration - Executive profile

Enter your search in this window, which will display the information as follows:

1. Registered transactions

Displays number of registered transactions.

2. Workplace

- Choose workplace from list of Choosing.

3. Card information

- Payment method: Selection list option:
 - Executive profile
- Payment assignment: Selection list options:
 - Employee
 - Business

4. Employee data

- Choose type of individual entity:
 - National
 - Business
 - Minor
 - Foreign business in country
- Enter 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 CURP (optional)
- Enter street name and your house number
- Enter city name
- Enter zip code
- Enter city or delegation name
- Choose the state
- Enter email address (optional)
- Enter home telephone number
- Enter office telephone number (optional)

5. Additional options

- Assign 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
 - Other kinship
 - None
 - Choose birth date as day/month/year

- Choose birth country
- Enter street name and your 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 transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File

This section displays the following:

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

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

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

- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" to activate 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 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 password
Enter a password to filter.
 - By payment method
Contains the following options:
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: By Choosing this option, you can update the text field *From*.
 - By status: By Choosing this option, you can update the text field *From* and *To*.
 - Clicking on the "Cancel" button will close the window.
 - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
 - "Print": Clicking on this button will print the *Registered payments* window.
 - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
 - Selecting column: You should Choose the entries you want to delete from the file.
 - "Detail" arrow 
 - Concept
 - Account type
 - Bank
 - Branch
 - Payee
 - Application date
 - Reference
 - Number: Displays file consecutive registered transactions number.
 - 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 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
- 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 made and the amount of the registrations is displayed at the end.

Click “Return” and it will take you to the previous registered payments screen.

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

» Application Screen - Banamex 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:

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 transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File

This section displays the following:

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

In order to modify your file heading it is necessary to click "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which Register a file sequential.
- File description: Text file in which you should enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" to activate 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 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 password
Enter a password to filter.
 - By payment type
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: By Choosing this option, you can update the text field *From*.
 - By status: By Choosing this option, you can update the text field *From* and *To*.

- Clicking on the "Cancel" button will close the window.
- Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
- "Print": Clicking on this button will print the *Registered payments* window.
- "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
 - Selecting column: You should Choose the entries you want to delete from the file.
 - "Detail" arrow 
 - Payee
 - Numeric reference
 - Alphanumeric reference
 - Description
 - Number: Displays file consecutive registered transactions number.
 - Payment type: Displays payment type.
 - Checkbook
 - 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" n for the *Confirmation* window to be displayed.

Confirmation Screen - Banamex Pagomatico

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
- Description
- Withdrawal account
- MXN balance

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

- Payment type:
 - Checkbook
 - Card
- 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" button and it will take you to the previous screen of entered payments.

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

Application Screen - 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 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.

» 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

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which Register a file sequential.
- File description: Text file in which you should enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" button 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. Registered payments

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 password
Enter a password to filter.
 - By payment type
 - Banamex
 - Interbank
 - Cash payment order
 - By amount:
 - Specific: By Choosing this option, you can update the text field *From*.
 - By status: By Choosing this option, you can update the text field *From* and *To*.
 - Clicking on the "Cancel" button will close the window.
 - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
 - "Print": Clicking on this button will print the *Registered payments* window.
 - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
 - Selecting column: You should Choose the entries you want to delete from the file.
 - "Detail" arrow
 - Payee
 - Numeric reference
 - Description
 - Number: Displays file consecutive registered transactions number.
 - Payment type: Displays payment type.
 - CLABE
 - 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" for the *Confirmation* window to be displayed,

Confirmation Screen - Interbank Payroll

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
- Description
- Withdrawal account
- MXN balance

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

- Payment type:
 - CLABE
 - 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.

» Application Screen - Interbank 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

- 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
 - 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.

» Data Entry -Registration

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 application
- Sequential
- Workplace: Displays description of workplace.
- Number of registrations: Displays the number of registrations for workplace.
- Total: Displays total of registrations.

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

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

Click "Save" 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 cards

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: Enter the following option to filter data:
 - By type of product:
 - D Payment
 - Executive profile
 - Clicking on the "Cancel" button will close the window.
 - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
 - "Print": Clicking on this button will print the *Registered payments* window.
 - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
 - Selecting column: You should Choose the entries you want to delete from the file.
 - "Detail" arrow 
 - Type of product
 - Date
 - Time
 - Payment method
 - Payment assignment
 - Number: Displays file consecutive registered transactions number.
 - Workspace
 - 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. Click "Continue" for the *Confirmation* window to be displayed.

Click "Continue" and a confirmation screen will be displayed.

» Confirmation Screen - Card registration

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 description of workplace.
- Number of registrations: Displays number of registrations by workplace.
- Total: Displays total registrations.

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.

» Application Screen - Card Registration

What can I find on this page?

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

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

The page consists of the following sections:

1. File Information

This section contains the following elements:

- File name
- File type
- Date of application
- Sequential
- Work unit: Displays the description of the work unit.
- Number of registrations: Displays the number of registrations per work unit.
- Total: Displays the number of registrations.