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» File Query- Payroll

What can I find on this page?

On this page, you can see the details of your file operations and perform advanced queries (historical) to recover files that have been sent in the previous sixty days and query the rejected movements of a file transmitted from another medium (remote).

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

The page consists of the following sections:

1. Payments

This section contains the following elements:

- Selection Column: It is disabled when the record has the *Transferred* status.
- File name: Displays the file name.
- File type:
 - Banamex payroll
 - Pagomatico
 - Interbank payroll
 - Interbank pensions
- Date of application: Displays the date of application.
- Sequential: Displays the sequential number.
- Status: Displays the file's status:
 - Transferred
 - Applied
 - Pending transfer
 - Override Actioned
 - Canceled by Client
 - Lacks second signature
 - Actioned by Override
 - Actioned by Cancellation
- "Filter": This button opens a window with the following options to filter the information:
 - By keyword: Text field where you must enter a keyword to filter.
 - By file type:
 - Banamex payroll
 - Pagomatico
 - Interbank payroll
 - Interbank pensions
 - Date of application:

- Specific: Selecting this option will enable the *From* text field.
- By range: Selecting this option will enable the *From* and *To* text field.

By clicking "Cancel", the window will close.

By clicking "Filter", the search results according to the selected criteria will be displayed. The entered criteria to be filtered can be chosen from one or more sections shown in the window.

By clicking "Delete" the selected records will be delete.

2. Advanced Query

To perform an advanced query, follow the following instructions:

- Choose from the *Query Type* selection list, any of these options:
 - Historic
 - Remote
- Select from the selection list *File type*, each of the two options:
 - Banamex payroll
 - Pagomatico
 - Interbank payroll
 - Interbank pensions
 - Card Registration
- Enter the date using the calendar located on the right of the *Date* field.
- Enter the sequential number in the *Sequential* field.
- Enter the name of the file or copy to save in the Save *Remote file* field.
- By clicking "Query", the result of your query will be displayed.

3. Card Registration

In this section the information is broken down as follows:

- File name: Displays the name of the file as a link; When you click on it, it will display the *Query file* screen.
- Registrations requested: Displays the number of registrations requested of each file.
- Date sent: Displays the date each file was sent.
- Sequential: Displays the sequential number of each file.
- Folio: Displays the folio number of each file.
- Status: Displays the status of each file, which can be:
 - Applied
 - Pending transfer
 - Transferred
- *Cancel*: This link is presented for the records with the "Transferred" status; By clicking on it, will display a window allowing you to cancel the file.

- "Filter": This button opens a window with the following options to filter information:
 - By keyword: Text field where you must enter a keyword to filter.
 - Date sent: Contains the following options:

- Specific: Selecting this option will enable the *From* text field.
- By range: Selecting this option will enable the *From* and *To* text field.

By clicking "Cancel", the window will close.

By clicking "Filter", the search results according to the selected criteria will be displayed. The entered criteria to be filtered can be chosen from one or more sections shown in the window.

» File Query- Payroll - Payment details (Pagomatico)

What can I find on this page?

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

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
- Description
- Sequential
- Account withdrawal
- File status
- User 1
- User 2

It also displays a summary of the operations, which contains the following information:

- Operation number: Displays the number of operations of the withdrawals.
- Withdrawals: Displays the amount of the withdrawals.
- Operation number: Displays the number of operations of the deposits.
- Deposits: Displays the amount of the deposits.
- Amount of refund: Displays the amount of the refund.

2. Recorded payments

This section consists of two areas:

- Button area:
 - "Filter": This button opens a window where you can select the following options to filter information:
 - By keyword: Text field where you must enter keyword to filter.
 - By account type: Contains a number of options to filter:
 - Checking
 - CLABE
 - Card
 - Individual entity payment order
 - Legal person payment order
 - By amount: Contains the following options:
 - Specific: Selecting this option will enable the *From* field.
 - By range: Selecting this options will enable the *From* and *To* fields.
 - By clicking "Cancel" will close the window.
 - By clicking "Filter" will display the search results according to the selected criteria. The entered criteria to filter may be chosen from one or more sections presented on the window.
 - "Print": With this button, you can print the *Recorded payments* screen.
 - "Downloads": With this button, you can download the file to your computer equipment.
- Recorded payments area: Information is broken down as follows:
 - "Details" arrow 
 - Payee
 - Number reference
 - Alphanumeric reference
 - Description
 - Number: Displays the consecutive number of the recorded operations in the file.
 - Type
 - Branch
 - Account
 - Amount: Displays the amount of the record selected
 - Status

» File Query- Payroll - Cards Registration

What can I find on this page?

On this page, you can query the details of your file

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
- Sequential
- Folio number
- Status of the file
- Total of requested registrations
- Total of accepted requests
- Total of rejected requests
- Status of accepted contracts
- Status of rejected contracts

2. Accepted requests

This section consists of two areas:

- Button area:
 - "Filter": This button opens a window where you can select different options to filter the information:
 - By keyword: Text field in which you must enter a keyword to Filter.
 - By account type:
 - Checking
 - Card
 - Individual entity payment order
 - Legal person payment order
 - By amount:
 - Specific: Selecting this option will enable the *From* text field.
 - By range: Selecting this option will enable the *From* and *To* text field.
 - By clicking "Cancel", the window will close.

- By clicking "Filter", the search results according to the selected criteria will be display. The entered criteria to filter may be chosen from one or more sections presented on the window.
- "Print": With this button, you can print the *Registered payments* page.
- "Downloads": With this button, you can download the file to your computer equipment.
- File detail area: The information is broken down as follows:
 - "Details" arrow 
 - Name
 - RFC
 - Estimated date of arrival of contract
 - Guide number messaging
 - Card number of canceled card by exchange
 - Status
 - Number: Displays the consecutive number of the recorded registrations in the file.
 - Work unit
 - Type of product
 - Type of delivery
 - Card number

3. Rejected requests

This section consists of two areas:

- Button area:
 - "Filter": This button opens a window where you can select the following options to filter information:
 - By keyword: Text field where you enter a keyword to filter.
 - By account type:
 - Checking
 - Card
 - Individual entity payment order
 - Legal person payment order
 - By amount:
 - Specific: Selecting this option will enable the *From* text field.
 - By range: Selecting this option will enable the *From* and *To* text fields.
 - By clicking "Cancel", the window will close.
 - By clicking "Filter" will display the search results according to the selected criteria. The entered criteria to filter may be chosen from one or more sections presented on the window
 - "Print": With this button, you can print the *Registered payments* screen.
 - "Download": With this button, you can download the file to your computer equipment.

- File details area: Information is broken down as follows:
 - "Details" arrow 
 - RFC
 - Cause of rejection
 - Corrective action
 - Number: Displays the consecutive number of the operations recorded in the file.
 - Work unit
 - Product type:
 - D Payment
 - Pagomatico
 - Company profile
 - Type of delivery: Displays if the type of delivery was done through:
 - Request to the bank
 - *Stock* allocation
 - Name

» Import - SAM confirmation

What can I find on this page?

On this page, you can view the detailed confirmation of your file.

How can I obtain the data of interest to me?

The page contains the following section:

1. File information

- In this section the information is broken down in the following way:
 - File name
 - File type
 - Date

It also shows a summary of the file with the number of registrations for each work unit.

When clicking on the "Return" button, the previous File Selection screen will be displayed. When clicking the "Accept" button, the operation Application screen will be displayed.

» Import - SAM confirmation

What can I find on this page?

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

How can I obtain the data that is of interest to me?

The page contains the following section:

1. File information

- In this section, the information is broken down in the following way:
 - File name
 - File type
 - Date
 - Total records

» Consult File - Payroll - SAM Registrations

What can I find on this page?

On this page, you can consult your file details.

How can I obtain the data that is of interest to me?

The page contains the following sections:

1. Requests Accepted

- File information:
 - File type
 - File name
 - Folio
 - Request date
 - Number of records requested
 - Response date
 - Processed
 - Accepted
 - Rejected

2. Area of buttons:

- Return button: with this button, you can return to the “Consult File” section.
- Download button: with this button, you can download the file to your computer.

» Requests Rejected - SAM

What can I find on this page?

On this page, you can see the details of errors presented when the file imported by BancaNet Empresarial was processed.

How can I obtain the data that is of interest to me?

The page contains the following sections:

1. File information

- File type: it shows the card Registration file.
- File name: it shows the file name.
- Folio: it shows the folio number.
- Request date: it shows the request date.
- Number of records requested: it shows the total number of records.
- Response date: it shows the response date.

2. Detail of errors

- This section contains the following elements:
 - Description: it shows a brief description of the error.

Click on the "Accept" button to display the file Import screen.