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### » Reports and contracts- Payroll

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

On this page, you can view and request different types of reports, as well as print your contracts in PDF format (Portable Document File). For this you must have Adobe Acrobat Reader installed, choose the type of operation required and enter the information requested.

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

The page consists of the following sections:

##### 1. Query of requested reports in the month

In this section you can query the reports that you requested during the month. The information is broken down as follows:

- Date of application: Displays the date when you requested the report.
- Report type:
  - Non-personalized cards
  - Personalized cards
  - Outstanding accounts by closure of openings
  - Maturities
- Work unit: Displays the work unit
- Product type:
  - D Payment
  - Pagomatico
  - Company profile
- *Folio*: Is a link with the folio number, which displays the information of the requested report..

##### Reports request

In this section you can request reports to BancaNet Empresarial. To do so, simply follow the instructions below:

- Select from the selection list, a report type:
  - Non-personalized cards
  - Personalized cards
  - Outstanding accounts by closure of openings :
    - With no contract data
    - With contract without documents
    - Complete
  - Maturities
- Select from the selection list, a work unit.
- Select from the selection list, a product type:
  - All the cards

- D. Payment
- Pagomatico
- Company profile
- By clicking "Continue" the confirmation screen will be displayed.

### 2. Printing contracts

In this section, you can download the requested contracts. They will be available seven days after the response date. The information will be broken down as follows:

- Response date: Displays the response date for the contract to be signed.
- Sequential: Displays the sequential number of the contract.
- Folio: Displays the folio number of the contract to be signed.
- Download contract: Link that displays the *Print contracts* screen.

## » Reports and contracts- Reports request - Confirmation

### What can I find on this page?

On this page, you can see the confirmation and details of the Reports request.

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

The page consists of the following sections:

#### 1. Reports

In this section the information is broken down as follows:

- Report type
- Work unit
- Product type
- Contract status

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

By clicking "Accept" you will be sent to the *Application of the operation* screen.

## » Reports and contracts- Reports request - Application

### What can I find on this page?

On this page, you can see the details and the authorization number of the report requested.

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

The page consists of the following sections:

### 1. Reports

In this section the information is broken down as follows:

- Report type
- Work unit
- Product type
- Contract status

Note: The report will be available the next business day, in the *Reports* section.

## » Reports and contracts- Query - Personalized cards

### What can I find on this page?

On this page, you can see the summary of Personalized cards per work unit.

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

The page consists of the following sections:

#### 1. Reports

This section contains the following elements:

- Report type
- Work unit
- Product type

#### 2. Work unit

This section displays a summary of each work unit, with the following elements:

- D Payment cards: Displays the number of personalized cards for this type of product.
- Pagomatico: Displays the number of personalized cards for this type of product.
- Company profile: Displays the number of personalized cards for this type of product.
- Total per work unit: Displays the total of Personalized cards per work unit.

In this summary the following information is broken down:

- Product type
- Card number
- RFC
- Name
- Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

If the report is empty, BancaNet Empresarial will inform you that there are no Personalized cards.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

### » Reports and contracts- Query - Not-personalized cards

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

On this page, you can see the summary of Non-Personalized cards per work unit.

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

The page consists of the following sections:

##### 1. Reports

In this section the information is broken down as follows:

- Report type
- Work unit
- Product type
- Date
- Folio

##### 2. Work unit

In this section two summaries are shown:

- Active cards with deposits, no data
- Active cards without deposits, no data

For each work unit the following elements are shown:

- D Payment cards: Displays the number of personalized cards for this type of product.
- Pagomatico: Displays the number of personalized cards for this type of product.
- Company profile: Displays the number of personalized cards for this type of product.
- Total per work unit: Displays the total of Personalized cards per work unit.

In this summary there are details of it with the following information:

- Product type
- Card number
- Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

If the report is empty, BancaNet Empresarial will inform you that there are no non-Personalized cards.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

### » Reports and contracts- Query - Outstanding accounts

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

On this page, you can see the summary of your outstanding accounts by closure openings.

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

The page consists of the following sections:

##### 1. Reports

This section contains the following elements:

- Report type
- Work unit
- Product type
- Report content
- Date
- Folio

##### 2. Work unit

This section displays a summary of each work unit, with the following elements:

- D Payment cards: Displays the number of personalized cards for this type of product.
- Pagomatico: Displays the number of personalized cards for this type of product.
- Company profile: Displays the number of personalized cards for this type of product.
- Total per work unit: Displays the total of Personalized cards per work unit.

In this summary the following information is broke down:

- Product type
- Card number
- RFC
- Name
- Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

### » Reports and contracts- Query - Maturities

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

On this page, you can see the summary of the maturities of your accounts.

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

The page consists of the following sections:

##### 1. Reports

This section contains the following elements:

- Report type
- Work unit
- Product type

##### 2. Work unit

This section displays a summary of each work unit, with the following elements:

- D Payment cards: Displays the number of personalized cards for this type of product.
- Pagomatico: Displays the number of personalized cards for this type of product.
- Company profile: Displays the number of personalized cards for this type of product.
- Total per work unit: Displays the total of Personalized cards per work unit.

This summary has the details of it with the following information:

- Product type
- Card number
- RFC
- Employee name
- Maturity date
- Type of delivery (company or bank)

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

### » Reports and contracts- Printing of contracts - Payroll

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

On this page, you can print the payroll cards contract individually

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

The page consists of the following sections:

##### 1. Printing contracts

This section contains the following elements:

- Date: Displays the date of the contract.
- Folio: Displays folio of the contract.

##### 2. Work unit

This section displays a summary of each work unit, with the following elements:

- Product type
- *Card Number* → This link opens a window showing the contract in PDF (Portable Document File). You need to have Adobe Acrobat Reader installed.
- Employee name
- RFC
- Status

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

### » Reports and contracts- Printing of contracts - SAM

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

On this page, you can see the SAM file (Massive Registration System)

#### 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:

- SAM File type (Massive Registration System)
- File name
- Sequential
- Folio
- Date of application
- Number of records requested
- Date of response
- Processed
- Accepted
- Rejected

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

If you wish to download the contracts that were registered in SAM (Massive Registration System), by clicking the button; a window will open where you must choose the path to save the file.

**Note:** The file will be downloaded with a ZIP extension.