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» Massive Transfers (TEF)

What can I find on this page?

On this page you can create files

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

The page consists of the following options.

1. New file

Selection list with the option:

- Single withdrawal/Multiple deposits

2. Copy from an existing file

This option enables you to make a copy from an existing file to a new one.

3. Continue payment entry

This option enables you to make or continue the payments entry.

4. Type of operation

Selection list with the options:

- Choose a *default* option
- One withdrawal/Multiple deposits

After completing the required fields, the button "Continue" will be displayed.

New file (Banamex Transfers)

By clicking Create file, the option New file and the type of operation One withdrawal/Multiple deposits, the New file screen will be displayed where you must enter the following information:

1. Type of operation

Selection list with the option:

- One withdrawal/Multiple deposits

2. Type of file

Selection list with the options:

- Banamex Transfers
- Transfers other banks

3. Name of the file

Enter the name used to save the file.

To continue with the process, you have to click "Continue", this will send you to the *General information entry* screen.

» General information entry - Banamex Transfers

What can I find on this page?

On this page, you have to enter the required information to continue with the process of creating a new file.

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

The page consists of the following sections:

1. File information

- File name: Displays the entered name for the file.
- Type of file: Displays the type of file.

2. Date and description

- Date: Calendar on which you have to choose the application date in the format *day/month/year*. By default, the date always is the registration date.
- Sequential: You have to enter a sequential for the file.
- Description: You have to enter a brief description of the file.

3. Withdrawal account

Selection list on which you have to choose the withdrawal account. Displays the alias, account number and the balance.

By clicking "Continue", the entered information will be saved and a window will be displayed in which you have to enter the required information, according with the *Account type* chosen.

Add payments window - Data entry- Banamex Transfers - Checking

In this window, you have to enter the required information, which is arranged as follows:

1. Account type

Selection list with the option:

- Checking

2. Branch

Enter the branch's number.

3. Accounts

Enter the account's number.

4. Payee

Enter the payee's name.

5. Amount

Enter the amount in MXN.

6. Numeric reference

Enter the Numeric reference, which is an associated number to the transfer. If a concentrating account is involved it has to be validated.

7. Alphanumeric reference

Enter some text associated with the transfer.

8. Description

Enter a brief description of the record to add.

Once you have entered all the information in this entry 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.

Add payments window - Data entry - Banamex Transfers - Cards

In this window, you have to enter the required information, arranged as follows:

1. Account type

Selection list with the option:

- Cards

2. Account

Enter the account number

3. Payee

Enter the payee's name

4. Amount

Enter the amount in MXN

5. Numeric reference

Enter the Numeric reference; it is an associated number to the transfer, which must be validated if a concentration account is involved.

6. Alphanumeric reference

You have to enter some 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.

Add payments window -Data entry - Banamex Transfers - Payment order individual entity

In this window, you must enter the required information, arranged as follows:

1. Account type

Selection list with the option:

- Payment order individual entity

2. Branch

Enter the branch number.

3. Last name

Enter the last name.

4. Mother´s maiden name

Enter the mother´s maiden name.

5. Name

Enter the name.

6. Amount

Enter the amount in MXN.

7. Reference:

Enter some associated text to the transfer.

8. Instructions

Enter the instructions.

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.

Add payments window - Data entry- Transfers Banamex - Payment order legal person

In this window, you have to enter the requested information, arranged as follows:

1. Account type:

Selection list with the option:

- Payment order legal person

2. Branch

Enter the branch number

3. Trade name

Enter the trade name

4. Amount

Enter the amount in MXN.

5. Reference

Enter some text associated with the transfer

6. Instructions

Enter the instructions

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.

» Entry data - Registered payments - Banamex Transfers

What can I find on this page

On this page are the payments or operations registered in the file. You can add payments to 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 is arranged as follows

- File name
- Type of file
- Application date
- Description
- Sequential
- Withdrawal account
- Balance MXN
- Number of operations

2. Amount

Enter the amount in MXN.

To modify your file heading, you need to click "Modify", this will open a window with the following information:

- File name: Displays the name of your file (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you have to choose the application date in format day/month/year.
- Sequential: You must enter a sequential for the file.
- File description: You must enter a brief description of the file.
- Withdrawal account: Selection list on which you have to choose the withdrawal account.

To update your information you need to click "Save".

If you do not want to update your information, click "Cancel", the window will close not saving any change.

3. 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 the information.
 - By key Word: Enter a key word to filter.

- By account type: Contains a series of options to filter:
 - Checking
 - Card
 - Payment order individual entity
 - Payment order legal person
- By amount: Contains the following options:
 - Specific: By choosing this option, the field *From* will be enabled.
 - By range: By choosing this option, the fields *From* and *To*, will be enabled.
- By clicking cancel, the window will close.
- By clicking "Filter", the search results according with the chosen criteria will be displayed. The entered criteria to filter can be chosen from one or more sections presented in the window.
- "Print": By clicking on this button, the Registered payments screen will be printed.
- "Download": By clicking on this button, the file will be downloaded from your computer.
- Registered Payments area: The information is arranged as follows:
 - Selection column: Choose or select the records you want to eliminate from the file.
 - "Detail" arrow 
 - Payee
 - Description
 - Reference
 - Instructions
 - Number: Displays the consecutive number of the registered operations in the file.
 - Type:
 - Checking
 - Card
 - Payment order individual entity
 - Payment order legal person
 - 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.

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

» Confirmation screen - Banamex Transfers

What can I find on this page?

On this page, the confirmation of your file details is displayed.

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

The page consists of the following sections:

1. File information

In this section the information is arranged as follows:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment:
 - Checking
 - Cards
 - Payment orders individual entity
 - Payment orders legal person
- Number of operations: Displays the number of operations for each type of payment.
- Amount MXN: Displays the amount of each type of payment.

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

By clicking "Return", you will be sent to the previous screen *Your operations details*.

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

» Application screen - Banamex Transfers

What can I find on this page?

On this page, you can see the details of the file operations application.

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

The page consists of the following sections:

1. File information

In this section the information is arranged as follows:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment:
 - Checking
 - Cards
 - Payment orders individual entity
 - Payment orders legal person
- Number of operations: Displays the number of operations of each of the registrations.
- Amount MXN: Displays the amount of each of the registrations.

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

» General data entry - Transfers to other banks

What can I find on this page?

On this page, you have to enter the required information to continue with the process of creating a new file.

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

The page consists of the following sections:

1. File information:

- File name: Displays the name entered for the file.
- Type of file: Displays the type of file.

2. Date and description

- Date: Calendar on which you have to choose the application date in the format day/month/year. By *default*, the date always is the entering date.
- Sequential: You have to enter a sequential for the file.
- Description: You have to enter a brief description of the file.

3. Withdrawal account:

Selection list in which you have to choose the withdrawal account. Displays the alias, account number and balance.

By clicking "Continue", the entered information will be saved and it will display a window in which you can enter the payments record.

Entry data- Transfers other Banks - CLABE - Individual entity

In this window you have to enter the requested information, which is arranged as follows:

1. Type

Selection list with the option:

- CLABE

2. Individual entity

Choose this option to continue with the registration entry.

3. CLABE

Enter the CLABE number of the receiving bank

4. Bank

After entering the CLABE number, the receiving bank's name will be shown.

5. Last name

Enter the last name.

6. Mother´s maiden name

Enter the mother´s maiden name

7. Name

Enter the name

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the Numeric reference that is a number associated with the transfer, which must be validated if a concentration account is involved.

10. Alphanumeric reference

Enter some text associated with the transfer.

11. Application date

Choose from the selection list the application date:

- Same day
- Next day

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 - Transfers other Banks - CLABE - Legal person

In this window, you have to enter the required information, which is arranged as follows:

1. Type

Choose from the list the option:

- CLABE

2. Legal person

Choose this option to continue with the record entry.

3. CLABE

Enter the CLABE number of the receiving bank.

4. Bank

By clicking the CLABE number, the receiving bank's name will be shown.

5. Trade name

Enter the trade name

6. Amount

Enter the amount in MXN.

7. Numeric reference

Enter the Numeric reference, it is a number associated with the transfer, which must be validated if a concentrating account is involved.

8. Alphanumeric reference

Enter some text associated with the transfer.

9. Application date

Choose from the selection list the application date:

- Same day
- Next day

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- Transfers other Banks - Debit card

In this window, you must enter the required information, which is arranged as follows:

1. Type

Choose from the list the option:

- Debit card

2. Bank

Choose the receiving bank from the selection list.

3. Account

Enter the account number of the receiving bank.

4. Last name

Enter the last name

5. Mother's maiden name

Enter the mother's maiden name

6. Name

Enter the name

7. Amount

Enter the amount in MXN.

8. Numeric reference

Enter the Numeric reference, it is a number associated with the transfer, which must be validated if a concentrating account is involved.

9. Alphanumeric reference

Enter some text associated with the transfer.

10. Application date

Choose from the list the application date:

Same day

Next day

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 - Transfers to Other Banks

What can I find on this page?

On this page, there are the payments of your registered operations in the file. You can add payments to 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 is arranged as follows:

- File name
- Type of file
- Application date
- Description
- Sequential
- Withdrawal account
- Balance MXN
- Number of operations
- Total amount MXN

To modify the heading of your file, you need to click "Modify", this will open a window with the following information:

- Filename: Displays the file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar on which you have to choose the application date in the format day/month/year.
- Sequential: Enter a sequential for the file.
- File´s description: Enter a brief description of the file.
- Withdrawal account: Selection list in which you have to choose the withdrawal account.

To update your information you need to click "Save".

If you do not want to update your information, click "Cancel"; the window will close not saving any change.

2. Registered payments

This section consists of two areas:

- Button area
 - "Filter": This button opens a window in which you can choose the following options to filter the information:
 - By key word: Enter a key word to filter.
 - By account type:

- Checking
- Card
- Payment order individual entity
- Payment order legal person
- By amount:
 - Specific: By choosing this option, the field *From* will be enabled.
 - By range: By clicking this option, the fields *From* and *To* will be enabled.
- By clicking "Cancel", the window will close.
- By clicking "Filter", the search results will be displayed according with the chosen criteria. The entered criteria to filter can be chosen from one or more sections presented in 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.
- *Registered payments* area: The information is arranged as follows:
 - Selection column: Choose the records you want to eliminate from the file.
 - "Detail" arrow 
 - Payee
 - Description
 - Reference
 - Instructions
 - *Number*: Displays the consecutive number of registered operations in the file.
 - Type:
 - Checking
 - Cards
 - Payment order individual entity
 - Payment order legal person
 - Branch
 - Account
 - Amount
 - *Modify*. This link displays a window depending on the account type, with the preloaded information of the registration and the buttons "Cancel" (to close the window) and "Save"(to save the registration modification).

» Confirmation Screen- Transfers to Other Banks

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 contains the following sections:

1. File information:

This section contains the following elements:

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

File summary: It is a chart that displays the following information:

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

At the end, you can see the total number of transactions and import of entries.

By clicking "Return", the previous *Operation Details* screen will be displayed

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

» Application Screen - Transfers to Other Banks

What can I find on this page?

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

How can I obtain the information I am interested in?

The page contains the following sections:

1. File information

This section contains the following elements:

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

File summary: It is a chart that displays the following information:

- Payment type:
 - PIN
 - Debit Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN balance: Displays the import of each payment type.

At the end, you can see the total number of transactions and amount of entries.