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» Massive Transfers (Bursts)

New file

By choosing this option, the required fields to generate the file, will be displayed:

1. Type of operation

- You must choose one of the following options from the chosen list:
 - One withdrawal/One deposit
 - One withdrawal/Multiple deposits
- You must select one of the following options from the list:
 - Single withdrawal/Single deposit

2. Filename

- In this field, you have to register the name you will use to save the file.
- Field in which you must record the name under which the file will be saved.
- When you click the "Continue" button, the Add Payments to your file screen will appear.

3. Set an application date

A calendar in which you have to choose the application date.

By clicking "Continue", the *Add payments to your file* screen, will be displayed.

» Add payments (Bursts)

What can I find on this page?

On this page, you can see the details or summary of the file and the operations registered on it.

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

The page consists of the following options:

1. File information

- File name
- File summary: Chart with the file operations details, arranged as follows:
 - Number of operations in pesos (MXN) and dollars (USD)
 - Total amount in pesos (MXN) and dollars (USD).

2. Registered operations

In this section you find the buttons "Filter" , "Print"  and "Download" ; under them there is a chart with the following columns:

- Account number
- Account type
- Withdrawal account
- Deposit account
- Amount
- Currency
- Status
- Modify Link → Displays a window according with the account type, the existing information of the record and the buttons "Close" (close the window) and "Save" (save the modification).
- Arrow or button for "Detail" 
 - RFC: It is presented for Banamex Own Accounts, Other accounts, Credit Card and Payment bills.
 - IVA: It is presented for Banamex Own Accounts, Other accounts, Credit Cards and Payment bills.
 - Application date: It is presented for Banamex Own accounts, Other accounts, Credit Cards, Payment of bills and Protected checkbook.
 - Concentration account: It is presented for Other accounts.
 - Numeric reference: It is presented for Other accounts.
 - Alphanumeric reference: It is presented for Other accounts.
 - Number of establishment: It is presented for Payment bills.
 - Capture Line: It is presented for Payment bills.
 - First Check: It is presented for Protected checkbook.
 - Last check: It is presented for Protected checkbook.
 - Instruction: It is presented for Protected checkbook.
 - Amount per check: It is presented for Protected checkbook.

You can order any of the fields in an ascending or descending way; just click the arrow on the right of each field.

By clicking "Erase" you will eliminate the chosen records.

By clicking "Add payments", the window with the chosen account type fields will be displayed, to enter the payment.

Add payments - Window

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

1. Operations

- Type of operation:
 - Banamex Accounts Transfers
 - Other accounts transfers

- Credit Cards Payment
- Payment of bills
- Protected checkbook

2. Accounts

- Withdrawal account: Displays two chosen lists: *Account type and Account*, with the alias, account number and balance.
- Deposit account: Displays two chosen lists: *Account type and Account*, with the alias, account number and balance.

3. Transfer information

- Amount MXN or USD: Field to record the amount in pesos or dollars according with the type of withdrawal or deposit account of the transfer.
- Exchange rate: Sell banking price of the day.
- Amount MXN or USD (exchange rate): Displays the exchange rate from pesos to dollars or dollars to pesos, depending on the withdrawal or deposit account you choose.
- Capture line: Field to enter the bills line to pay (only if you choose *Payment of bills*)

4. Additional options:

- By choosing this option, the RFC and IVA fields will be displayed:
- Set date and application time:
 - Date: Using a calendar you can choose the date when the application should be applied. You can choose only one date.
 - Schedule: Displays two selection lists, one for the hour (with values "0" to "23") and another for the minutes (with values "00", "15", "30" and "45").
- References: If your operation is an interbank transfer or a Banamex Third Party Payment Check, this option is enabled with the following enter fields:
 - Numeric reference: This is a mandatory field and is a number associated with the transfer, which must be validated when a concentration account is involved.
 - Alphanumeric reference: This is a mandatory field and requires entering a text associated with the transfer.
 - Description: In this field, you can enter a description associated with the transfer.
- Concentration account (Banamex Line): You choose this option, only if the destination account is a concentration account.

5. Payment Information

Only if the deposit account is a Banamex Loan.

- Minimum payment MXN: Displays the minimum amount to be paid for the card.
- Payment not to generate interests: Displays the amount to be paid not to generate interests.
- Other amount MXN: Field that allows entering an amount different from the minimum payment and the payment not to generate interests.

6. Bills

Only if you choose *Payment bills* in the selection list.

- Registered bills: Selection list with the registered bills name and the establishment number.

7. Checking

- First check: Field where you must enter the first check number.
- Last check: Field where you must enter the last check number.
- Instruction: Selection list with the options:
 - Activate (release)
 - Activate (release with amount)
 - Deactivate (not released)
 - Prevention for theft / loss
- Amount by check: Field where you must enter the amount in pesos or dollars, according to the type of withdrawal account.

8. Payment to GDF

- You must select the operation type: "Payment to GDF."
- Once you have made your selection, fields will appear so that you can transfer your payment to GDF.
- Enter the payment details and click on the "Continue" button.

Details will then appear regarding the item to be paid together with the additional information, which must be entered before clicking on the "Save and continue" button of the GDF Payment.

If you click on the "Finish" button you will close the entry screen.

By clicking "End", the window will close and you will lose the registered information.

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

Payments one-one - data enter - Details Filter

By clicking "Filter" , a new window will be displayed in which you will be able to choose the following options to filter your search:

1. By key word

You must enter the registered payment key word.

2. By operation type

Set of Options to be filter:

- Banamex Own accounts
- Other accounts
- Credit Cards
- Payment bills
- Protected checkbook

3. Amount

Two options

- Specific
- By range

If you choose *Specific*, only the *From* field will be enabled, if you choose *By range*, the fields *From* and *To* will be enabled.

4. Application date:

Two options:

- Specific
- By range

If you choose *Specific*, only the field *From* will be enabled, if you choose *By range*, the fields *From* and *To* will be enabled.

By clicking "Cancel", the window will close.

By clicking "Filter" , the search result will be displayed according with the chosen criteria. The criteria entered to be filtered can be the selection of one or more sections presented in the window.

» Payment one-one - Confirmation (Bursts)

What can I find on this page?

On this page, you can see the confirmation of the operations to be transferred from the file.

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

The page consists of the following sections:

1. File

This section contains the charts *Transfers and Payments* and *Protected checkbook*; arranged as follows:

- Transfers and payments
 - Type of operation: Banamex Own accounts transfers, Other accounts transfers, Payments of Credit Cards and/or Payment Bills .
 - Number of operations: Presents the number of operations of each currency (MXN or USD) for every type of operation.
 - Total amount: Displays the amount of each currency (MXN or USD) for every type of operation.
 - Total: Displays the total number of transfers and payments (MXN or USD), as well as the total amount (MXN and USD).
- Protected checkbook
 - Instructions: Activate, Deactivate or Prevent theft /loss.
 - Amount of protected checking: Displays the quantity of protected checking for each instruction.

- Total of operations: Displays the total number of protected checking.

2. Additional Options

- Remote Authorization: If you activate this option, the field *Second digital signature* will be disabled.
- Digital signatures:
 - First digital signature: Field in which you should enter the first digital signature.
 - Second digital signature: Field in which you should enter the second digital signature.

By clicking "Return", the screen previous to your operations details, will be displayed.

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

» Payment one-one - Application (Bursts)

What can I find on this page?

On this page, you can see the details of the application of the operations to be transferred from the file.

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

The page consists of the following sections:

1. File

This section contains the following elements:

- File name
- Transferred operations: Number of transferred operations.
 - Operations Summary: This chart displays the following information:
 - Operation´s status: Applied, Rejected, Received instructions, Second signature is missing and to verify.
 - Number of operations: Displays the number of operations for each status.

2. Payments details

Chart with the operations details and the following information:

- Registration number.
- Type: Displays the account type (Banamex Own accounts, Other accounts, Credit Cards, Payment bills or Protected checkbook).
- Deposit account: Displays the number of the deposit account.
- Amount: Displays the amount of the record payment.
- Currency: Displays the currency of the payment.
- Status: Displays the status (Applied, To verify, Second signature is missing, received instruction or Rejected).
- Authorization: Displays the authorization number of the payment.

If a record has an error or a *Rejected* status, an error message will be displayed under the record with the details of the error for the operations. In the operation status *To verify*, an alert is displayed with its corresponding details.