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» Collection - Payments by direct billing- Create a file

What can I find on this page?

On this page, you must choose a date and sequential number to create a file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Information selection:

- Presentation date: Select a presentation date on the calendar.
- Sequential: Enter the sequential number.
- Click "Continue".

Data entry - Create a file - Data entry

On this page, you must enter the requested information, which is displayed as follows:

1. Withdrawal account

- Choose any of these options:
 - Banamex
 - Other banks
- If you choose *Other banks*, you must choose the name of the bank from the list.
- From the list *Account type*, choose one of the following options:
 - Checking account/CLABE
 - Debit card
- Enter the CLABE account number.
- Enter the account holder's name.

2. Collection information

- Enter the Service holder's name.
- Enter the amount in MXN.
- Enter IVA.
- Enter the alphanumeric reference of the Service.
- Enter the *Issuer caption* reference.

After you have entered all the information on this capture page, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information entered will be lost.

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

» Collection - Payments by direct billing- Create a file - Details

What can I find on this page?

On this page, you can see the collections and operations registered on the file; you can also add collections to your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File:

This section contains the following elements:

- File name
- File type
- Presentation date
- Currency
- Number of operations
- Total amount MXN
- Total IVA

2. Registered collections:

This section contains the following elements: Buttons and Registered Payments.

- Buttons area:
 - "Filter": This button opens a window where you can filter information through the following options:
 - By key word:
 - Text field where you must enter a key word to filter.
 - By amount:
 - Contains the following options:
 - Specific: When you select this option, the text field *Of* will be enabled.
 - By range: When you select this option, the text fields *From.* and *Up to.* will be enabled.
 - By clicking "Cancel", the window will be closed.
 - By clicking "Filter", the following search results will be displayed, according to the selected criteria. The entered criteria to filter could be the selection of one or more options presented on this page.
 - "Print": By clicking on this button, the screen "Registered payments" will be printed.
 - "Download": By clicking on this button, the file will be downloaded onto your computer.
 - Registered payments area: On this section, the information is displayed as follows:
 - Selection column: Here you can select the registers you want to remove from the file.
 - *Details arrow.* It contains the following information:

- IVA
- Service reference
- Issuer caption reference
- Number: It displays the consecutive number of registered operations in the file.
- Client: It displays the client's name
- Account type
- Charge account
- Amount
- *Modify*: By clicking on this link, a window with the predownloaded information from the selected register, will be displayed; by clicking "Cancel" or "Save", you can close the window or save the register modification respectively.

In case there is a filter activated, the button "Remove filter" will be displayed, by clicking it, the total registered payments in the beginning will be displayed.

Note: The first register that is displayed on the page is the first that the file contains.

By clicking "Continue", the confirmation screen will be displayed.

» Confirmation screen - Collection - Payments by direct billing

What can I find on this page?

On this page, you can see confirmation of your file detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information:

On this section, the information is displayed as follows:

- File name
- File type
- Presentation date
- Currency
- Number of operations
- Total amount MXN
- Total IVA

By clicking "Back", the previous collection-entering screen will be displayed.

By clicking "Continue", a window will be displayed asking you to enter your Challenge to apply the operations.

» Application Screen - Collection - Payments by direct billing

What can I find on this page?

On this page, you can see the details and authorization number of the 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 information the following way:

- File name
- File type
- Presentation date
- Currency
- Number of operations
- Total amount MXN
- Total IVA