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Massive Transfers - Create file - Continue Entering Payments

If you choose this option, a window will open in which you have to select or search a file; entry the name, the date or the sequential. When you have chosen the file from the results chart, click "Continue".

» Data Entry - Registered Payments - Banamex Transfers

What can I find on this page?

In this page, the collections or operations recorded in the file are displayed, 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 information

This section is arranged as follows:

- File name:
- Type of File:
- Application date:
- Description:
- Sequential:
- Deposit account
- Balance MXN
- Account number
- Total amount MXN

If you want to modify the heading of your file, click "Modify"; this will open a window and show the following information to be modified:

- File name: Displays the name of the file (not modifiable)
- Type of File: Displays the type of file (not modifiable).
- Application date: Calendar on which you have to select the application date, in the format day/month/year.
- Sequential: Enter a sequential for the file.
- File 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, click "Save".

If you do not want to update your information, click "Cancel", this will close the window without saving any change.

2. Registered collections

This section consists of two areas:

- Buttons area: contains the buttons:
 - Filter: This button opens a window where you can select different options to filter the information, this are:
 - By key word: Enter a key word to filter.
 - By amount: Contains the following options:
 - Specific: By selecting the option, the field *From* will be enabled.
 - By range: By selecting the option, the fields *From* and *To* will be enabled.
 - 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 filter, can be one or more sections presented in the window.
 - "Print": Enables to print the *Registered Collections* screen.
 - "Download": With this button you can download the file in your computer.
 - Registered collections area: In this section the information is arranged as follows:
 - Selection column: Here select or choose the records you want to eliminate from the file.
 - Detail arrow: contains the following information:
 - Description:
 - Reference
 - Number: Displays the consecutive number of the registered operations in the file.
 - Branch
 - Account:
 - Amount
 - Client
 - "Modify". This link displays a window with the preloaded information of the record and the buttons "Cancel" and "Save", to close the window or save the record modifications, respectively.

In case you have an active filter, the button "Undo filter" will be displayed, this will show the totality of the collections downloaded in the beginning.

Note: The first record you can see on the screen is the first in your file.

Massive Transfers - Create a file - Transfers Data Entry

In this window enter the requested information, displayed as follows:

1. Branch

Enter the number of the branch..

2. Account:

Enter the account number.

3. Amount

Enter the amount in pesos (MXN).

4. Reference

Enter some text associated with the transfer.

5. Client

Enter the client's name.

6. Description:

Enter a brief description of the collection.

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

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

By clicking "Return", the Confirmation screen will be displayed.

» Massive Transfers - Create file - Confirmation

What can I find on this page?

On this page, you can see the 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

In this section the information is arranged as follows:

- File name:
- Application date:
- Description:
- Sequential:
- Deposit account
- Balance MXN
- Account number
- Total amount MXN

By clicking "Return", the previous screen will be displayed.

By clicking "Accept", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

» Massive Transfers - Create file - Application

What can I find on this page?

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

How can I obtain the information 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:
- Application date:
- Description:
- Sequential:
- Deposit account
- User 1
- User 2
- Balance MXN
- Account number
- Total amount MXN