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### » Upload a file - Validation

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

On this page, BancaNet Empresarial confirms that your computing equipment has the necessary software to import the file.

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

Just wait a few seconds and BancaNet Empresarial will tell you if it is necessary to install additional software to import the file.

### » Upload a file - Validation Active X

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

On this page, BancaNet Empresarial asks you to download and install the additional or missing components to your computing equipment, in order to import the file.

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

Just follow the instructions for the download and installation of the additional components that will enable you to import the file.

### » Upload a file - Massive Transfers

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

On this page, you can select or search the file in your computer, so BancaNet Empresarial can import it.

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

The page consists of the following sections:

##### 1. File

- File selection: Displays the routing of the file to be downloaded.
- "Review": By clicking on this button, a Windows window will be displayed, where you can locate in your computer the file to be downloaded.

Clicking "Validate", a window will be displayed with the number of operations that are being downloaded from the file.

### Upload a file error - duplicate same name

If the name of the file is duplicated, a window will be displayed with the following information:

- Name: Displays the preloaded name to be modified.
- Date: Calendar where you have to select a date for the file.
- Sequential: Displays the preloaded sequential number to be modified.

By clicking "Cancel", the window will close and you will be sent to the download file screen.

By clicking "Save", the modified name will be stored, as long as there is not any other file with the same name.

### » Upload a file - Detail error

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

On this page, you can see the details of the errors the file presented when it was imported by BancaNet Empresarial.

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

The page consists of the following sections:

##### 1. Errors detail

This section contains the following sections:

- Number of records: Displays the number of the record where an error exists.
- Description: Displays a brief description of the error.
- Content of the field: Displays the field where an error exists.

By clicking "Accept", the *Import File* screen will be displayed.

### » Upload - Information error - Not editable layout

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

On this page, you can see the details of the errors the file presented when it was imported by BancaNet Empresarial.

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

The page consists of the following sections:

##### 1. File

- File name: Displays the name of the file to be created.
- Valid records: Displays the number of valid records.
- Invalid records: Displays the number of invalid records.

- Total amount MXN Displays the amount of valid and invalid records.

## 2. Errors detail

This section contains the following sections:

- Number of records: Displays the number of the record where an error exists.
- Description: Displays a brief description of the error.
- Content of the field: Displays the content of the record with wrong information.

By clicking "Accept", the *Import File* screen will be displayed.

## » Upload - Information error - Editable layout

### What can I find on this page?

On this page, you can see the details of the errors the file presented when it was imported by BancaNet Empresarial.

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

The page consists of the following sections:

#### 1. File

In this section the information is arranged as follows:

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

By clicking "Cancel", the *Import File* screen will be displayed.

By clicking "Repair", the Error modification screen will be displayed, where you have to correct the indicated field.

#### 2. Errors detail

This section contains the following sections:

- Number of records: Displays the number of the record where an error exists.
- Description: Displays a brief description of the error.
- Content of the field: Displays the content of the record with wrong information.

### » Upload - Information error - Editable layout - Error modification

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

On this page, you can correct or modify the information of your collection.

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

The page consists of the following sections:

##### 1. Payment registration

For a better identification, the fields highlighted in red are the ones that are pending modification.

- Records pending to be modified: Displays the number of invalid records pending modification.
- Record number: Displays the number of the invalid record pending modification.
- Branch: Field with the number of the branch entered in the collections record.
- Account: Field with the number of the account entered in the collections record.
- Amount Field with the amount entered in the collections record.
- Reference Field with the reference entered in the collections record.
- Client Field with the name of the client entered in the collections record.
- Description: Field with the description entered in the collections record.

**Note:** This information can vary, according to the wrong record.

By clicking "Cancel", the previous screen *Import error information* will be display.

By clicking "Save", the information of the modified record will be stored and the next record to be modified will be displayed, it will also update the number of records pending modification.

##### 2. Errors detail

This section contains the following sections:

- Number of records: Displays the number of the record where an error exists.
- Description: Displays a brief description of the error.
- Content of the field: Displays the content of the record with incorrect information.

### » Upload - Registered payments

#### 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 displays 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: The information is arranged as follows:
  - Selection column: Here 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.

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

### » Upload - 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

The information is arranged as follows:

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

By clicking "Return", you will be sent to the previous screen of *Operations detail*.

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

### » Upload - 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

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

### » Upload - Application - +1500 Massive Transfers

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

On this page, you can see the details 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

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

**Note:** If the transferred file has more than 1500 records, it will be compressed by BancaNet Empresarial; a backup copy will be stored in your computing equipment.