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## » Massive Transfers - File Query

### What can I find on this page?

On this page, you can:

- Query the details of the downloaded files.
- Erase the downloaded files.
- Make advanced queries (files with more than 1500 operations)

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

The page consists of the following sections:

#### 1. File of Massive Transfers

In this section a list of files is displayed, arranged as follows:

- Selection column: You can select one or several records.
- File name: Displays the name of the file; by clicking on this link, the file details will be displayed.
- Application date : Format dd/mm/yyyy.
- Sequential: It is the file sequential number.
- Status: Can be *Pending to be transferred*, *Transferred* or *Applied*.

By clicking "Erase", the files that are selected will be eliminated.

On the top of the section, you can find the button "Filter" , by clicking on it, a window will be displayed with different options to filter the information, which are described as follows:

- By key word: Enter a key word to filter.
- By date: Contains the following options:
  - Specific: By selecting this option, the field *From* will be enabled and on the right side a calendar will be displayed, where you have to select the date.
  - By range: By selecting this option, the field *From* and *To* will be enabled and on the right side a calendar will open, where you have to select the date.
- By status: You can select the status:
  - Pending to be transferred
  - Transferred
  - Applied

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.

### 2. Advanced search:

To make an advanced search, follow these instructions:

- In the selection list *Type of Inquiry*, choose any of these two options:
  - Historic
  - Remote
- Enter the date, using the calendar located on the right side of the field Date.
- Enter the sequential number in the field Sequential.
- Enter the name of the file or copy to be saved in the field Save remote file.
- Click "Query", to display the results of your query.
- If the file to query has more than 1500 records, BancaNet Empresarial will send you a message to inform you that the requested file will be available within the next ten minutes.
- If, when making a file query, a window is displayed telling you that a file with the same date, nature and sequential already exists locally, locate the file in the summary list and click on its name to query the detail.

## » Massive Transfers - File Query - Applied summary

### What can I find on this page?

On this page, you can query the detail and content of your file with *Applied* status.

### 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:
- File status
- Sequential:
- Deposit account
- User 1
- User 2
- Authorization: Displays the number of authorization.
- Balance MXN
- Number of operations: Displays the number of operations within the file.
- Total amount MXN Displays the total amount of the operations.

## 2. Registered collections

This section consists of two areas:

- Buttons area: Contains the buttons:
  - Filter: This button displays 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
  - Status:

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

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

## » Massive Transfers - File Query - Transferred summary

### What can I find on this page?

On this page, you can query the details and content of your file with *Transferred* status.

### 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:
- File status
- Sequential:
- Deposit account
- User 1
- User 2
- Authorization: Displays the number of authorization.
- Balance MXN
- Number of operations: Displays the number of operations in the file.
- Total amount MXN Displays the total amount of operations.

## 2. Registered collections

This section consists of two areas:

- Buttons area: contains the buttons:
  - Filter: Displays a window in which you can select different options to filter the information:
    - 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. These can be one or more sections presented in the window.
  - "Print": Prints 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 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

- o Client

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

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

## » Massive Transfers - File Query - Summary pending to transfers

### What can I find on this page?

On this page, you can query the details and content of your file with Pending to be *transferred* status.

### 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:
- File status
- Sequential:
- Deposit account
- Balance MXN
- Number of operations: Displays the number of operations within the file.
- Total amount MXN Displays the total amount of the operations.

#### 2. Registered collections

This section consists of two areas:

- Buttons area: Contains the buttons:
  - o 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.
  - o "Print": Enables to print the *Registered Collections* screen.
  - o "Download": With this button you can download the file in your computer.

- Registered collections area: 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

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

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

### » Massive Transfers - File Query - More than 1500 operations

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

In this page, you can query the details and download the file with *Applied* status (file with more than 1500 operations), to see the details of your 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:
- File status
- Sequential:
- Deposit account
- User 1
- User 2
- Authorization: Displays the number of authorization.
- Balance MXN
- Number of operations: Displays the number of operations within the file.
- Total amount MXN Displays the total amount of the operations.

To download the file, click "Download"; a Windows window will be displayed in which you have to choose the routing to save the file in your computer.

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

### » Massive Transfers - File Query - Remote query summary

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

On this page, you can query the details and content of your file with *Applied* status, and rejected 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:
- File status
- Sequential:
- Deposit account
- User 1
- User 2
- Authorization: Displays the number of authorization.
- Balance MXN
- Number of operations: Displays the number of operations within the file.
- Total amount MXN Displays the total amount of the operations.

##### 2. Registered collections

This section consists of two areas:

- Buttons area: Contains the buttons:
  - "Filter": this button opens a window in which you can select different options to filter the information, they 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 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
    - Status:

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

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