

## Index

» Pending Authorization

2

## » Pending Authorization

### What is on this page?

On this page you can Consult, Authorize or Decline all the operations you perform on BancaNet Empresarial.

- Management
  - Functions (Add, Delete/Modification)
  - User Management (Add, Delete/Modification, Change of Status)
  - NetKey Management
  - Remove Own Accounts
- Transfers and Payments
  - Own Accounts
  - Other Accounts (Interbank, Payment Orders, Banamex Third Parties)
  - Payment for Services
  - Payments to TDC
- Taxes and Contributions
  - Payment to GDF
  - Payment to SUA
  - Referenced Taxes
- Investments
  - On Demand
  - Promissory Note
  - Horizonte Funds
  - Banamex Funds

### How can I access the information that interests me?

The page consists of the following sections:

#### 1. Management

- Accounts
  - Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or Decline so long as your operations have **"Pending Authorization"** or **"Missing Second Signature"** status.
  - Operation Type
    - Remove Own Account
  - Alias: provide the Alias of the account.
  - Issue Date: Shows the date on which the operation was carried out.
  - Due Date: Shows the date by which you can authorize the operation; if you do not authorize by that date, the operation will be automatically cancelled.
  - Status: Shows the current status of the operation.
    - Pending Authorization
    - Missing Second Signature
    - Applied
    - Declined

- When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
  - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
  - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).
  - Users
- Detail Arrow: When you click on the arrow, additional information will appear on the selected operation.
  - The following links are shown for the Add User operation:
    - Show detail link: opens a window providing details of the selected operation. This link only appears with **"Pending Authorization"** or **"Missing Second Signature"** status.
    - See status link: opens a window providing details of the selected operation. This link only appears with **"Applied"** status.
- Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or Decline so long as your operations have **"Pending Authorization"** or **"Missing Second Signature"** status.
- Operation Type
  - Remove User
  - Change User Status
  - Remove and request NetKey
  - Remove NetKey
  - Modify Contact Information
  - Change Personal Information
  - Assign and Reassign NetKey
  - Add User
- User Name: shows the Representative Number and the full name of the user for whom the modification is being made.
- Issue Date: Shows the date on which the operation was carried out.
- Due Date: Shows the date by which you can authorize the operation; if you do not authorize by that date, the operation will be automatically cancelled.
- Status: Shows the current status of the operation.
  - Pending Authorization
  - Missing Second Signature
  - Applied
  - Declined
- When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
  - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
  - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).

- Functions
  - Detail Arrow: When you click on the arrow, additional information will appear on the selected operation.
  - Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or Decline so long as your operations have **"Pending Authorization"** or **"Missing Second Signature"** status.
  - User Name: shows the Representative Number and the full name of the user for whom the modification is being made.
  - Issue Date: Shows the date on which the operation was carried out.
  - Due Date: Shows the date by which you can authorize the operation; if you do not authorize by that date, the operation will be automatically cancelled.
  - Status: Shows the current status of the operation.
    - Pending Authorization
    - Missing Second Signature
    - Applied
    - Declined
  - Show detail link: opens a window providing details of the selected operation. This link only appears with **"Pending Authorization"** or **"Missing Second Signature"** status.
  - See status link: opens a window providing details of the selected operation. This link only appears with **"Applied"** status.
  - When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
    - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
    - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).

## 2. Transfers and Payments

- Individual
  - "Detail" Arrow 
    - Name
    - Captured By
    - User 1
    - Time scheduled
    - Numeric reference
    - Alphanumeric reference
  - Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or decline so long as your operations have **"Pending Authorization"** or **"Missing Second Signature"** status, together with the functions and amounts (individual, joint, operable) necessary to carry out this operation.
  - Operation Type:

- Banamex
- Other Accounts
- Credit Cards
- Services
- Withdrawal account: Select the account from the list; it will show the account number and the corresponding balance.
- Deposit account: Shows the details of the account to be credited (account number, card number, IBAN or the commercial name of the service to be paid).
- Amount: Shows the amount of the operation.
- Scheduled date: Shows the date on which the operation will be applied once it has been authorized.
- Status: Shows the current status of the operation.
  - When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
    - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
    - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).

### 3. Taxes and Contributions

Contributions: The information is presented in the following manner:

- *Detail* Arrow: The following information will appear when you click on this arrow:
  - Name
  - Captured By
- Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or decline so long as your operations have "**Pending Authorization**" or "**Missing Second Signature**" status, together with the functions and amounts (individual, joint, operable) necessary to carry out this operation.
- Operation Type
- Withdrawal account: Shows the account number by means of the link; the details will appear when it is clicked.
- Amount: Shows the amount of the operation.
- Scheduled date
- Status: Shows the status of the operation.
- When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
  - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
  - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).

## 4. Investments

- Individual
  - "Detail" Arrow 
    - Captured By
    - Authorizer 1
    - Time scheduled
  - Authorize/Decline selection column: Here you can select up to 10 records per page, which you can authorize or decline so long as your operations have **"Pending Authorization"** or **"Missing Second Signature"** status, together with the functions and amounts (individual, joint, operable) necessary to carry out this operation.
  - Operation Type:
    - On Demand
    - Horizonte Funds
  - Withdrawal account: shows the account number.
  - Deposit account: Shows the details of the account to be credited.
  - Amount: Shows the amount of the operation.
  - Currency
  - Scheduled date: Shows the date on which the operation will be applied once it has been authorized.
  - Status: Shows the current status of the operation.
    - When you click the "Accept" button, a confirmation window will appear showing the operations you wish to Authorize or Decline; "Cancel" and "Continue" buttons appear at the bottom.
      - The "Cancel" button closes the window and cancels the operation (Authorize/Decline).
      - The "Continue" button will ask you to enter a Challenge to enable the operation (Authorize/Decline).