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### What can I find on this page?

On this page, you can convert your payroll files, massive transference files, etc, into the format you want so you can use of them.

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

Select the format in which you want to process the file:

#### 1. Banamex

When you select this option, the following fields will be displayed:

- *Original File*: It displays the path of the file to be downloaded.
- "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
- *Final File name*: Enter the name of the file.
- Finally, click "Generate".

#### 2. Excel

When you select this option, the following fields will be displayed:

- *Original File*: It displays the path of the file to be downloaded.
- "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
- *Final File name*: Enter the name of the file.
- Finally, click "Generate".

#### 3. Personalized (text)

- New Format
  - *Original File* (compulsory): It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - *Format file* (optional): It displays the format of the file to be downloaded.
  - Click "Verify".
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
- Online format
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Final File name: Enter the name of the file.
  - Finally, click "Generate".

- Existent Format (on your PC)
  - *Format*: It displays the format of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Final File name: Enter the name of the file.
  - Finally, click "Generate".

#### 4. Personalized (Excel)

- New format
  - *Original File* (compulsory): It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - *Format file* (optional): It displays the format of the file to be downloaded.
  - Click "Verify" button..
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
- Online Format
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Final File name: Enter the name of the file.
  - Finally, click "Generate".
- Existent Format (on your PC)
  - *Format*: It displays the format of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Final File name: Enter the name of the file.
  - Finally, click "Generate".

#### 5. Report

- When you select this option, the following fields will be displayed:
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Finally, click "Generate".

### 6. Special text:

- When you select this option, the following fields will be displayed:
  - Original File: It displays the path of the file to be downloaded.
  - "Examine" button: By clicking it, a Windows screen will be displayed, in which you can search for the location on your computer of the file to be downloaded.
  - Finally, click "Generate".