BancaNet Empresarial

User's Manual

Index

Balances

» Balances

What can I find on this page?

On this page you can see the balance of your different types of accounts.

You will be able to make balance searches for a specific or several accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - With this option, you can see balances for a specific account or several ones.
- Balance Summary
  - The view *Balance Summary* displays a maximum of 50 accounts, regardless the Account type.

Note: You will be able to personalize the Balances Summary view, just click "Personalize view".

- Links or Quick connections
  - These icons will help you to expand and/or contract the different selection lists from the page, or to print the information displayed there.
    - "Expand all" Shows the detail of all the Balance Summary sections.
    - "Contract all" Shows the Account type and the total balance.
    - "Print": Allows you to print the detail of your Balance Summary.
    - "Personalize view": Takes you to the configuration page, where you can choose the view (look) of the Balance Summary screen for each of your accounts.
    - "Notifications" Takes you to the notifications page.
    - "Electronic Account Statements". Takes you to the account statements page.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At Sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds). It will also be displayed the option *See more accounts*.

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Checking

What can I find on this page?

On this page you can see the details of your account, arranged as follows:

Type:	Checking
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Balance:	Positive or negative amount available in the account.

» Master Account

What can I find on this page?

Type:	Master Account
Name	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Balance:	Positive or negative amount available in the account.
Available balance:	Account´s balance:
Deposits of the day:	Sum of the deposits made during the day.
Withdrawals of the day:	Sum of the withdrawals made during the day.
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).

» Credit Card

What can I find on this page?

On this page you can see the details of your account, arranged as follows:

Type:	Credit Card:
Name	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Balance:	Positive or negative amount available in the account.
Minimum Payment:	Minimum amount you have to pay.
Minimum payment not to generate interest:	Amount you have to pay to avoid the payment of interest.
Available credit:	Amount available for financing.
Payment deadline:	Shows the last day to make your card payment.

» Fixed Term Investment

What can I find on this page?

Type:	Fixed Term Investment
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Balance:	Positive or negative amount available in the account.
Investment Number :	Investment folio.
Maturity date:	Day when the investment expires.
Yield of the period:	Amount of the returns obtained by the investment account over a determined period.
Yield:	Amount of the returns obtained by the investment account.

» At sight Investment

What can I find on this page?

Type:	At sight Investment
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Branch	Number of the branch where the account was opened.
Number of orders D/C:	Total of purchasing orders.
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Date of the last movement:	Day in which the most recent operation in the investment was made.

» Investment Funds

What can I find on this page?

On this page you can see the details of your account, arranged as follows:

Type:	Investment Funds:
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Balance:	Positive or negative amount available in the account.
Investment Number :	Investment folio.
Maturity date:	Day when the investment expires.
Yield of the period:	Amount of the returns obtained in the investment account over a determined period.
Yield:	Amount of the returns obtained in the investment account.

» Revolving Credit

What can I find on this page?

On this page you can see the details of your account, arranged as follows:

Type:	Revolving Credit
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Balance:	Positive or negative amount available in the account.
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Minimum payment:	Minimum amount you have to pay.
Payment deadline:	Shows the last day to make the corresponding deposit.
Available credit:	Amount available for financing.

» Checking (detail)

What can I find on this page?

- On this page you can see the details and information of your account. Besides, you will be able to make balance searches for a specific or several accounts.
  - Specific search
    - When displaying the page, the information unit of specific search of balances will remain collapsed (closed).
    - This option enables you to make balance searches for a specific or several accounts.
  - Summary of the account

Type:	Checking (detail)
Name:	Description used to register the account: trade name or alias of the company.
Branch	Number of the branch where the account was opened.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Balance:	Positive or negative amount available in the account.

Deposits subject to collection:	Condition by which the bank takes collection documents and remittances in transit to be credited to the checking accounts of its clients, proceeding to credit the documents after they have been paid (compensated).
Pending deposits:	Deposits in transit to be applied to the account.
Operations of the day:	Detail of the operations made during the day.
Last 4 operations of the day:	The four most recent operations that have altered the balance of the account.
Date:	Day in which a determined operation was made.
Description:	Shows the concepts of the four most recent operations.
Deposits:	Credits made to the client´s account.
Withdrawals:	Debits made to the client´s account.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to enter the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Master Account (detail)

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain collapsed (closed).
  - With this option, you will be able to make balance searches for a specific or several accounts.
- Summary of the account

Type:	Master Account (detail)
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Balance:	Positive or negative amount available in the account.
Available balance:	Account´s balance:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Withdrawals in the day:	Sum of the withdrawals made during the day.
Deposits in the day:	Sum of the deposits made during the day.
Pending authorizations:	Deposits which authorization is in transit.
Interest of the period:	Profit generated over a determined period.
Date of the last movement:	Date of the last transaction made.

- Credit line (overdraft):

Limit:	Maximum amount available in your credit line.
Available:	Amount that you can use from your credit line.

- Credit´s balance

Used Capital:	Amount used from the credit line.
Interest, commissions and IVA:	Amount generated for the use of the credit line.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower part of the page.

2. The filter *Enter branch*, *account number or name* allows you to enter the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Credit Card (detail)

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option enables you to make balance searches for a specific or several accounts.
- Summary of the account

Type:	Credit Card: (detail)
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Total Balance:	Positive or negative amount available in the account.
Payment not to generate interest:	Amount you have to pay to avoid the payment of interest.
Minimum payment:	Minimum amount you have to pay.
Credit limit:	Maximum amount in your financing line.
Available credit:	Amount available for financing.
Cutoff date:	Day in which the financing ends.
Last movement:	Most recent operation.
Date of the last movement:	Date on which the most recent transaction was made.
Deposits of the period:	Payments made over a determined period.
Date of the last deposit:	Date on which the most recent deposit was made.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the accounts Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Fixed Term Investment (detail)

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option enables you to make balance searches for a specific or several accounts.

- Summary of the account

Type:	Fixed Term Investment (detail)
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Investment Number :	Investment folio.
Instrument:	Type of document:
Client´s name:	Account holder:
Type of person:	Individual entity / Legal person
Term:	Period.
Rate:	Interest rate.
Opening date:	Day when the investment was opened.
Maturity date:	Day when the investment expires.
Initial balance:	Amount at the beginning of the operation.
Yield of the period:	Amount of the returns obtained in the investment account over a determined period.
Maturity balance:	Total amount at the conclusion of the investment.
Status:	Current situation of the document.
Cause:	Generated instruction.
Maturity instruction:	Notification generated at the maturity of the document.
Account type Refund:	Collection account of the investment.
Branch of the account Refund:	Administrative office of the investment.
Account number Refund:	Number of the collection account of the investment.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» At Sight Investment

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search:
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option enables you to make balance searches for a specific or several accounts.

- Summary of the account

Type:	At sight Investment
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Balance:	Positive or negative amount available in the account.
Pending orders:	Pending instructions to be applied.
Date of the last movement:	Date on which the most recent transaction was made.
Status of the contract:	Current situation of the investment.
Branch	Number of the branch where the account was opened.
Number of orders D/C:	Total of purchasing orders.
Date of the last movement:	Day in which the most recent operation in the investment was made.
Investment Number:	Investment folio.
Instrument:	Type of document:
Client´s name:	Account holder:
Type of person:	Individual entity / Legal person
Term:	Period.
Rate:	Interest rate.
Opening date:	Day when the investment was opened.
Maturity date:	Day when the investment document expires.
Initial balance:	Initial amount of the investment.
Yield of the period:	Interest generated for the investment over a determined period.
Maturity balance:	Total amount at the conclusion of the investment.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Investment Funds (detail)

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search:
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option enables you to make balance searches for a specific or several accounts.

- Summary of the account

Type:	Investment Funds (detail)
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Investment Number :	Investment folio.
Instrument:	Type of document:
Client´s name:	Account holder:
Type of person:	Individual / Legal entity
Term:	Period.
Rate:	Interest rate.
Opening date:	Day when the investment was opened.
Maturity date:	Day when the investment document expires.
Initial balance:	Initial amount of the investment.
Yield of the period:	Interest generated for the investment over a determined period.
Maturity balance:	Total amount at the conclusion of the investment.
Status:	Current situation of the investment account.
Cause:	Generated instruction.
Maturity instruction:	Notification generated at the maturity of the document.
Account type Refund:	Collection account of the investment.
Branch of the account Refund:	Administrative office of the investment account.
Account number Refund:	Number of the collection account of the investment.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.
2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.
3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.
4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Revolving Credit (detail)

What can I find on this page?

On this page you can see detailed information of your account. Besides, you will be able to make balance searches for a specific or several accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option enables you to make balance searches for a specific or several accounts.

- Summary of the account

Type:	Revolving Credit (detail)
Name:	Description used to register the account: trade name or alias of the company.
Account:	Account number:
Balance:	Positive or negative amount available in the account.
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).
Minimum payment:	Minimum amount you have to pay.
Available credit:	Amount available for financing.
Credit limit:	Maximum amount available in your credit line.
Withdrawals of the cycle:	Debits to the card within a 30 natural day's period.
Deposits of the cycle:	Credits made to the card.
Balance of the last cycle:	Balance to the most recent period.
Cutoff date:	Day in which the financing is cut.
Last deposit:	Most recent credit to the account.
Last operation:	Last transaction made.
Number of withdrawals:	Number of withdrawals from the card.
Date of the last operation:	Date on which the most recent transaction was made.
Total Balance:	Amount financed.
Payment not to generate interest:	Amount you have to pay to avoid the payment of interest.
Minimum payment:	Minimum amount you have to pay.
Credit limit:	Maximum amount available in your credit line.
Available credit:	Amount available for financing.
Last movement:	Most recent transaction made.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

4. To print the detailed summary of your account, just click "Print", located on the upper part of the page.

» Summary Balance Settings

What can I find on this page?

On this page you can administrate the views of Balance Summary.

How can I obtain the information I am interested in?

There are two options:

- Consult/Modify existing view.

  This option allows you to select and see in the screen *Current view* the selected option from the selection list *Saved views*.

  The button "Apply view" will save the selected option as default view in the *Balance Summary.* The Balance Summary screen will immediately show the new view.

- Create a new view

  This option allows you to create new views and enable the Account type selection list. In this list, you can choose one or all types of account (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts). This preference will be displayed in the section Account Selection by clicking "Search".

The blue button (add) will allow you to add the selected accounts to the section *Current view* and it will be active as long as the section *Account Selection* has information.

The red button (remove) will allow you to eliminate the selected accounts from the section Current view and will only be active when there is information in that section.

In the segment Current view up to 50 accounts can be displayed. As you add accounts, the meter, which is located on the upper right of this section, will increase its number. In case you have not selected any account, "0/50" will be displayed in the meter by default.

By clicking "Save", a window will be displayed on which you will be asked to give a name to the created view. You will also have the option to set the created view as Preset view. In this case, the Balance Summary screen will immediately show the new saved view.

To print the complete page, just click "Print", located on the upper part of the page.

Remember:

- You can do the setting of Balance Summary 24 hours a day.

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

Account Statements and Operations

» Account statements

What can I find on this page?

On this page you can see the account statements of your different types of accounts.

How can I obtain the information I am interested in?

- Specific search
    - When displaying the page, the selection list Specific search of your account statements will remain closed.
    - This option allows you to consult your accounts, in order to see the corresponding account statements afterwards.
- Account statements summary.
    - This section displays the account statements by year and by status in PDF format (Portable Document File). To download a file, you have to click on the account statement´s Name:

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).

   The selection list Account number will automatically open, with the 10 accounts you use more frequently (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits, PYME, Investment Funds and All the accounts).

   Afterwards, you must click "Search", located on the lower right side of the screen. The result of your search will be displayed on the lower side of the page.

2. The filter *Enter branch*, *account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information.

   If you enter information in the fields Branch or Account, "Search" will use this information as a filter for the search or consult. Therefore, it will not consider the options displayed on the selection list.

   In case you have two or more accounts, a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

3. The selection lists *Account type* and *Account number* include the option *All*. If you choose this option and click "Search", a window will open with the detail of all your accounts, organized in groups of 10. You can only select the accounts displayed on the page you are looking at, in that moment. If you change the page you will lose any selection you have previously made.

By clicking "Search", the view Account statements Summary will be displayed on the lower part of the screen, where the account statements are displayed by year and by status, in PDF format (Portable Document File). To download each file, you have to click on the account statement name:

» Fiduciary Account Statement

By selecting the *Fiduciary* option in the selection lists *Account type* or *Contract*, the filter *Select a contract* will show the 10 accounts you use more frequently, as well as the option *See all the contracts*.

Once you have selected the contract you want, click "Search". The account statements available for consult will be displayed on the flaps. By clicking See all the contracts, a window will be displayed that will let you see all the available contracts.

Remember:

- For your consult to be successful, you have to fill all the fields with the requested information. On the contrary, the system will tell you which fields are missing to be filled.
- You can make your queries 24 hours a day,

Besides:

- You will be able to end your session whenever you want; just click "Exit" from the principal menu.

» Operations

What can I find on this page?

On this page you can see the account statements of your different types of accounts.

- Specific search
  - When displaying the page, the information unit of specific search of balances will remain closed.
  - This option allows you to consult your accounts, in order to see the corresponding operations.

How can I obtain the information I am interested in?

Specific search: → Just click "Expand" to see the search options.

1. In the filter Account type, select the Account type you want to consult (Checking, Master Account, Cards, Term Investments, At sight Investments, Credits, Revolving Credits PYME, Investment Funds and All the accounts).
2. The filter Select a criterion offers the following options:
   - By day. By choosing this option a text box will be displayed with the selected date, followed by a calendar. This calendar only allows you to choose one date, and then it closes. You will not be able to select future dates. If you click on the text box, the calendar will open automatically.
   - By range of days– By selecting this option two groups of text boxes corresponding to the initial and final date of the range, will be shown, followed by calendars. These calendars will not permit the initial and final date to be the same, or the final before the initial. Both calendars can go from the current to the last month and vice versa. You will not be able to select today´s date or future dates. If you click on the text box, the calendar will open automatically.
   - By period. By selecting this option a selection list will be shown, with the options Current month and Last month in the format month and year (for example: June 2010). This consult can be made up to 12 months into the past.
3. The filter Select a type of movement offers the following options:
   - Deposits and withdrawals. This option will always be visible, regardless the Account type selected.
   - Cash Deposits. This option will be visible when you select Checking with the criteria *By day* and *By range of days.*

- Deposits subject to collection: This option will be visible when you select Checking with the criteria *By day* and the selected date corresponds to the present day.
- Payment by direct billing. This option will be visible when you select *Checking* or *Cards* with the criterion *By period*.
- Overdraft line. This option will be visible when you select *Checking* with the criterion *By period*.

4. In the filter Select the account number you will find the 10 accounts you use more frequently, as well as the option See all the accounts. By selecting this option and click "Search", the accounts will be displayed on the lower part (work area), with the information arranged as follows:

Name:	Description used to register the account: trade name or alias of the company.
Branch	Number of the branch where the account was opened.
Account:	Account number:
Currency:	Shows if the account is in Mexican pesos (MXN) or in American dollars (USD).

   In this chart up to 50 accounts per page will be displayed and you will be able to select one or several accounts.

   After selecting the account(s) and click "Search selection", the consult information will be displayed only for the selected accounts in the work area.

5. The text box *Enter branch, account number or name* allows you to entry the branch, the account number or the account Name: You can make a partial entry of the information; in this case, the search will be made considering the text that coincides with the entered information. If you enter any information in the fields Branch or Account, the button "Search" will apply the consult on all the existing accounts, considering the Account type as well as the criterion and type of movement selected.

By clicking "Search" on the screen *Search of operations*, the operations' summary will be displayed. In this same screen are the buttons "Print" and "Export" which will enable you to print and export the corresponding operations' summaries for the present day and previous days.

» Consult Options

By clicking "Search" on the selection list *Search of operations*, the operations' summary will be displayed. Once there, the buttons "Print" and "Export" will be displayed.

- See on screen: Allows you to see all the operations on screen and export them or print them afterwards.
- Download file in format 1: Allows you to download the file directly in the corresponding format or layout for each transaction.
- Download file in format 2: Allows you to download the file directly in the corresponding format or layout for each transaction.

» Download file

By clicking Download file in format N, the files will be downloaded into your computer in the specified format, according with the search criteria selected.

Note: During the download by file, the operations will not be displayed on the screen.

Depending on the selected format, the download will be made on line and/or by application.

- On line: Applies for the formats of Operations, Account statements on line and Fiduciary.

  By downloading on line, a window will open to inform you that your download is in process.

  By clicking "Cancel", the download will be interrupted. To restart it, you have to do the consult again.

  During the file download, the progress bar will be intermittently lit (it will not show the percent of progress). The same bar will indicate the quantity of operations that are being downloading; this meter will be visible after 500 downloaded operations, updating the number every 500 operations.

- By application: Applies for the format *Account statement by application*.

  By downloading by application, a window will open to inform you that the requested file will be available within the next 10 minutes.

  By clicking "Continue", the window will close.

  The requested files will be displayed under the Specific search information unit, arranged as follows:

  - Hour
  - Branch
  - Account:
  - Currency:
  - Initial date
  - Final date
  - Status (Pending and Complete)
  - File number:
  - Links
  - Update and Download
  - Operations summary

Operations Summary – Current day: current day operations extract

1. In the filter Account type or contract, choose the option → *Checking.*
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of today.
3. In the filter Select types of operation choose among the following options: → Deposits and withdrawals, Cash deposits or Deposits subject to collection.
4. Click "Search".
5. This section is arranged as follows:
    - Branch
    - Account:
    - Initial balance:
    - Final balance
    - Total Deposits
    - Total Withdrawals
    - Currency:

You will be able to export the operations summary by clicking "Export".

Operations summary – Last day: Last day operations extract

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option the field Date will be enabled, where you must choose the date of yesterday.
3. In the filter Select a type of movement choose among the following options: → Deposits and Withdrawals and Cash Deposits
4. Click "Search".
5. This section is arranged as follows:
    - Branch
    - Account:
    - Initial balance:
    - Final balance
    - Total Deposits
    - Total Withdrawals
    - Currency

You will be able to export the operations summary by clicking "Export".

Operations summary – Range of days Extract of operations by intervals of days.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By range of days*. By selecting this option, the field's Initial date and Final date will be enabled, where you have to choose the interval of days you want to see.
3. In the filter Select a type of movement choose the option → Deposits and Withdrawals.
4. Click "Search".
5. This section is arranged as follows:
    - Number:
    - Branch
    - Account:
    - Initial balance:
    - Final balance
    - Total Withdrawals
    - Total Deposits
    - Currency

You will be able to export the operations summary by clicking "Export".

Operations summary – By period: Extract of operations during a determined time.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By range of days*.
3. In the filter Select a type of movement choose among the following options: → Deposits and Withdrawals and Cash Deposits
4. Click "Search".
5. This section is arranged as follows:
    - Branch
    - Account:
    - Initial balance:
    - Final balance
    - Total Deposits
    - Total Withdrawals
    - Currency:

You will be able to export the operations summary by clicking "Export".

Operations summary – By overdraft line: Extract of operations for a determined time and overdraft line.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → Overdraft line.
3. Click "Search".
4. The section Type of overdraft line will be shown, with the following options:
    - Automatic
    - Nocturnal
    - Active
    - Blocked
    - Expired
5. Select any of these options and click "Search".

» Operations details

Operations details – Checking - Today: Transactional detail of the operations made today.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of today.
3. In the filter Select a type of movement, choose among the following options: → Deposits and withdrawals, Cash deposits or Deposits subject to collection.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the details of today´s operations and click on it.
6. This section is arranged as follows:
    - Date:
    - Description:
    - Deposits:
    - Withdrawals:
    - Balance MXN

You will be able to export the operations summary by clicking "Export". 

Operations details – Checking – Today – IDE (tax on cash deposits). Operations detail (cash deposits) made today.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of today.
3. In the filter Select a type of movement ,choose the option: → Cash Deposits IDE.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of today´s operation and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – Today – Subject to collection Operations detail (deposits subject to collection) made today.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of today.
3. In the filter Select a type of movement choose the option: → Deposits subject to collection:
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of today´s subject to collection transactions and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – Last day Operations detail (deposits and withdrawals) made last day.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of last day.
3. In the filter Select, choose a type of movement among the following options: → Deposits and withdrawals, Cash deposits or Deposits subject to collection.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of last day´s operation and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – Last day – IDE (tax on cash deposits). Operations detail (cash deposits IDE) made last day.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By day*. By selecting this option, the field Date will be enabled, where you must choose the date of last day.
3. In the filter Select, choose a type of movement → Cash Deposits IDE.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of last day´s operation and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – Range of days: Operations detail (deposits and withdrawals) made by intervals of days.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By range of days*. By selecting this option, the fields *Initial date* and *Final date* will be enabled, where you have to choose the interval of days you want to see.
3. In the filter Select a type of movement choose the option → Deposits and Withdrawals.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of the operations made in a certain interval and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – Range or days IDE (tax on cash deposits). Operations detail (cash deposits IDE) made by intervals of days.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By range of days*. By selecting this option, the fields *Initial date* and *Final date* will be enabled, where you have to choose the interval of days you want to see.
3. In the filter Select a type of movement choose one of the following options: → Cash deposits IDE or Initial Balance
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of the operations made in a range of days and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – By current period: Operations detail (deposits and withdrawals) made in the current period.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By period*. By selecting this option the field Date will be enabled, where you will be able to choose the current period you want to see.
3. In the filter Select a type of operation, choose among the following options: → Deposits and withdrawals, last Cut off date, last Movement date, Credit line amount, Credit line balance and Credit line availability.
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of current period and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – By previous period: Operations detail (deposits and withdrawals) made in the previous period.

1. In the filter Account type or contract, choose the option → Checking.
2. In the filter *Select a criterion*, choose the option → *By previous period*. By selecting this option, the field *Date* will be enabled, where you will be able to choose the previous period you want to see.
3. In the filter *Select a type of operation,* choose among the following options: → *Deposits and Withdrawals, Written checking, Free checking, Average Balance, Days elapsed, Gross rate, Net rate, Tax withheld, Interest paid.*
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of previous period and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations Details– Card and Revolving Credit PYME (CRP) – By current period: Detail of operations (Deposits and Withdrawals) made with the Card or Revolving Credit PYME by current period.

1. In the filter Account type or contract, choose the option → Card and CRP.
2. In the filter *Select a criterion*, choose the option → *By Current period*. By selecting this option the field Date will be enabled, where you will be able to choose the current period you want to see.
3. In the filter Select a type of operation choose among the following options: → *Account type, Cutoff date, Current Balance, Account, Period, Available balance:*
4. Click "Search".
5. With the cursor, select the account number of the account you want to know the detail of current period and click on it.
6. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations Details– Card and Revolving Credit PYME (CRP) – By previous period: Detail of operations (Deposits and Withdrawals) made with the Card or Revolving Credit PYME by previous period.

1. In the filter Account type or contract, choose the option → Card and CRP.
2. In the filter *Select a criterion*, choose the option → *By previous period*. By selecting this option, the field *Date* will be enabled, where you will be able to choose the previous period you want to see.
3. In the filter *Select a type of movement*, choose among the following options → Last Balance, Payments and Deposits, Purchases and Withdrawals, Current balance, Last cut off date, Commissions and IVA for interest and commissions, Interest for credit.
4. With the cursor, select the account number of the account you want to know the detail of previous period and click on it.
5. This section is arranged as follows:
   - Date:
   - Description:
   - Deposits:
   - Withdrawals:
   - Balance MXN

You will be able to export the operations summary by clicking "Export".

Operations details – Checking – By current and previous period – Payment by direct billing: Detail of operations (Payment by direct billing) made during the current and previous period.

1. In the filter Account type or contract, choose the option → Movement of Checking account.
2. In the filter *Select a criterion*, choose the option → *By current/previous period*. By selecting this option, the field Date will be enabled, where you will be able to choose the period you want to see.
3. In the filter *Select a type of movement* choose among the following options: → Account type, Branch, Movement and Account
4. With the cursor, select the account number of the account you want to know the detail of operations made during previous period and click on it.
5. This section is arranged as follows:
   - Date:
   - Description:
   - Amount
   - IVA
   - Status:

You will be able to export the operations summary by clicking "Export".

» Operations details - Checking - Range or days IDE (tax on cash deposits)

What can I find on this page?

On this page you can see the details of your checking account operations (cash deposits and withdrawals), arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the detail of the operations of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - By current period:

What can I find on this page?

On this page you can see the details of your checking account deposits and withdrawals, arranged as follows:

- Date:
- Description:
- Deposits:

- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - By previous period:

What can I find on this page?

On this page you can see the details of your checking account deposits and withdrawals from some previous period, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations Details - Card and Revolving Credit PYME (CRP) - By current period:

What can I find on this page?

On this page you can see the details of your account or Revolving Credit PYME deposits and withdrawals, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations Details- Card and Revolving Credit PYME (CRP) - By previous period:

What can I find on this page?

On this page you can see the details of your account or Revolving Credit PYME deposits and withdrawals, from some previous period arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - By current and previous period – Payment by direct billing

What can I find on this page?

On this page you can see the details of the debits you have in the Payment by direct billing service, arranged as follows:

- Date:
- Description:
- Amount
- IVA
- Status:

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - Today

What can I find on this page?

On this page you can see the details of the deposits and withdrawals, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - Today - IDE (tax on cash deposits).

What can I find on this page?

On this page you can see the details of the operations (cash deposits and withdrawals) made today, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - Today - Subject to collection

What can I find on this page?

On this page you can see the details of the deposits subject to collection, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

» Operations details - Checking - Last day

What can I find on this page?

On this page you can see the details of the deposits and withdrawals made the previous day, arranged as follows:

- Date:
- Description:
- Deposits:
- Withdrawals:
- Balance MXN

How can I obtain the information I am interested in?

To print the Operations Details of your account, just click "Print", located on the upper part of the page.

Corporate Card

» Balances

What can I find on this page?

On this page you can see options to request information that enables you to have a better control of your Corporate Cards, as well as the information about the operations made by your employees.

- Specific search:
  - To send an application, select the criteria Year and Month and click "Search".
- Work area: Two flaps are displayed:
  - Reports available to be downloaded.
    - Summary chart with the fields: File, Description and Date, as well as the link Download.
  - Applications available to be downloaded. You will be able to download the sent applications and download them.
    - Summary chart with the fields: Consult, Consult Hour and Status, as well as the links Erase and Download.

      By clicking on the link Erase, the application will be eliminated.

How can I obtain the information I am interested in?

To make a consult, select the criteria Year and Month and click "Search".

Next, a window will be displayed with the following message: The requested file will be available within the next 10 minutes. If you want, you can keep working in BancaNet Empresarial and return to this section to download it.

By clicking "Continue", the window will close.

Consult of applications.

By clicking on the link Download, a window will open with the following questions and their corresponding options to answer:

- What type of report do you want to consult?
  - Concentrated Company/Executive
  - Detail of Executive´s delay
  - Consumption by line of business
- How do you want to obtain the results of your consult?
  - See on screen:
  - Download file in text format
  - Download file in format CSV

To see the requested reports on the screen, choose the option *On screen* and click "Accept".

To download the report into your computer, choose one of the following options: Download file text format or Download file CSV format. Click "Accept". To start the download, a Windows dialog window will open.

» Corporate Card: Concentrated Company /Executive Summary

What can I find on this page?

On this page you can see the details of the Concentrated company/Executive of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
  - Name:
  - Address
  - Colony
  - City
  - State
  - Zip code
- Detail of Executive´s delay
  - Previous balance
  - Purchases
  - Withdrawals:
  - Payments
  - Commissions
  - IVA
  - Collection expenses
  - Current Balance
  - Date:
  - Cutoff date:
  - Payment deadline:
  - Accumulated credit
  - Granted credit

Accounts Summary

This section displays the summary of your Corporate Accounts, arranged as follows:

- Accounts
- Executive
- Purchases
- Withdrawals:
- Payments
- Current Balance
- Link Go, enables you to see the detail of the Corporate Account.

By clicking "Export" , you will be able to choose the format of the file to be downloaded, either TXT or CSV.

» Corporate Card Concentrated Company/Executive

What can I find on this page?

On this page you can see the details of the Concentrated company/Executive of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
  - Name:
  - Address
  - Colony
  - City
  - State
  - Zip code
- Summary of the account
  - Account:
  - Executive
  - Payroll
  - Credit limit:
  - Costs center
  - Delays
  - Previous balance
  - Purchases
  - Withdrawals:
  - Payments
  - Commissions
  - IVA
  - Collection expenses
  - Current Balance

By clicking "Export", you will be able to choose the format of the file to be downloaded, either TXT or CSV.

» Corporate Card Detail of Executive´s delay

What can I find on this page?

On this page you can see the details of the Executive´s delay of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
  - Name:
  - Address
  - Colony
  - City
  - State
  - Zip code
- Detail of Executive´s delay
  - Previous balance
  - Purchases
  - Withdrawals:
  - Payments
  - Commissions
  - IVA
  - Collection expenses
  - Current Balance
  - Date:
  - Cutoff date:
  - Payment deadline:

Accounts Summary

This section displays the summary of your Corporate Accounts, arranged as follows:

- Accounts
- Executive
- Purchases
- Withdrawals:
- Payments
- Current Balance
- Link Go, enables you to see the detail of the Corporate Account.

By clicking "Export", you will be able to choose the format of the file to be downloaded, either TXT or CSV.

» Corporate Card Detail of Executive´s delay

What can I find on this page?

On this page you can see the details of the Executive´s delay of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
    - Name:
    - Address
    - Colony
    - City
    - State
    - Zip code
- Summary of the account
    - Account:
    - Executive
    - Payroll
    - Credit limit:
    - Costs center
    - Delays
    - Previous balance
    - Purchases
    - Withdrawals:
    - Payments
    - Commissions
    - IVA
    - Collection expenses
    - Current Balance

By clicking "Export" , you will be able to choose the format of the file to be downloaded, either TXT or CSV.

» Corporate Card Consumptions by line

What can I find on this page?

On this page you can see the details of the consumptions by line of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
  - Name:
  - Address
  - Colony
  - City
  - State
  - Zip code
- Consumption by line of business
  - Previous balance
  - Purchases
  - Withdrawals:
  - Payments
  - Commissions
  - IVA
  - Collection expenses
  - Current Balance
  - Date:
  - Cutoff date:
  - Payment deadline:

Accounts Summary

This section shows the summary of your Corporate Accounts, arranged as follows:

- Concept
- Amount

By clicking "Export", you will be able to choose the format of the file to be downloaded, either TXT or CSV.

» Corporate Card Detail of Consumptions by line of business

What can I find on this page?

On this page you can see the details of the consumptions by line of your Corporate Accounts.

Two columns of information are displayed:

- Client´s information:
    - Name:
    - Address
    - Colony
    - City
    - State
    - Zip code
- Consumption by line of business
    - Previous balance
    - Purchases
    - Withdrawals:
    - Payments
    - Commissions
    - IVA
    - Collection expenses
    - Current Balance
    - Date:
    - Cutoff date:
    - Payment deadline:

By clicking "Export" , you will be able to choose the format of the file to be downloaded, either TXT or CSV.

History Record

» History record

What can I find on this page?

On this page you can see the background of the access and operations made in BancaNet Empresarial, as well as the operations by Electronic Banking registered in your accounts today or in specific periods (up to 30 days before the date of your consult).

How can I obtain the information I am interested in?

In the *Specific search* section are the following search filters:

- Specific search:
  - Filter *Search* → *Select a criterion among the following options:*
    - By day. By selecting this option, a text box will be displayed in front of the selection list, where the selected date will be shown, followed by an unfoldable calendar. This calendar will only allow you to select one date; once the selection is made, it will close. You will not be able to select future dates.
    - By range of days– By selecting this option two groups of text boxes (day, month, year), corresponding to the initial and final date of the range, will be shown, followed by unfoldable calendars. The calendars will not permit you to select today´s date, or any future date. You will not be able to choose the same date for both calendars either, and the second calendar´s date cannot be older than the first calendar´s date. Both calendars can go from the current to the last month and vice versa.
    - By period. By selecting this option a second selection list will be shown, with the options Current month and Last month in the format month and year (for example: June 2010).
    - By movement. By selecting this option a text box corresponding to the authorization, will be displayed in front of the selection list, and three selection lists more for the date (day, month, year). In front of these lists an unfoldable calendar will be shown, which only allows the selection of one date, after which it closes. You will not be able to select future dates.
- The filter Status contains the following options:
  - All
  - Applied
  - Rejected
  - Canceled by rejection
  - Canceled not applied
  - Canceled by petition
  - Received instruction

The following filter is not displayed when the option *By movement* from the previous filter is selected.

- Operations selection options
  - Management and security → show the access summary, facilities modifications, re–assignations, applications and NetKeys blockings, registrations, cancellations and blocking of users, arranged as follows:
    - Date
    - Hour
    - Description
    - Authorization number

        - Status
        - Authorized User 1
        - Authorized User 2
        - Link Go, (enables you to see the detail of the operation).
    - Operations **Banca**Net Empresarial → shows the summary of operations made only by the mean, arranged as follows:
        - Date
        - Description
        - Authorization number
        - Origin Account
        - Destiny Account
        - Service
        - Status
        - Amount
        - Currency
        - Link Go, (enables you to see the detail of the operation).
    - Operations **Banca**Net Empresarial → shows the summary of operations made only by all the electronic means, arranged as follows:
        - Date
        - Description
        - Authorization number
        - Origin Account
        - Destiny Account
        - Means
        - Status
        - Amount
        - Currency
        - Link Go, (enables you to see the detail of the operation).
- By clicking "Search", the search for the selected criteria will be executed. The results will be displayed in the work area, under the area of search.

By clicking "Export", the system will open a window where you can choose the format of your file with the following options:

- Text file fixed format
- Text file variable format → Choose from a selection list the type of separator you want (coma, tabs, dots, etc.), or enter your favorite type in the text box *Other*.
- Excel file.

By clicking "Accept", the system will open a dialog window for you to choose the routing where the file will be saved.

» Management and Security Details - Login

What can I find on this page?

On this page you can see the details of access by user to BancaNet Empresarial, arranged as follows:

- Description
- Application date
- Authorization date
- Authorization number
- Authorized User 1
- Authorized User 2
- IP Address
- Status

» Management and Security Details - Faculties

What can I find on this page?

On this page you can see the details of the modifications of the facilities BancaNet Empresarial, arranged as follows:

- Description:
- Application date
- Authorization date
- Authorization number
- Authorized User 1
- Authorized User 2
- IP Address
- Status

» BancaNet Operations Details

What can I find on this page?

On this page you can see the details of the operations made in BancaNet Empresarial, arranged as follows:

- TransactionName of the transaction
- Application date:
- Authorization date:
- Authorization number
- Service/Mean
- Amount

  - Currency:
  - Status:
  - Exchange rate:
- Representatives
  - Representative 1
  - Representative 2
  - Numerical reference
  - Alphanumerical reference
- Account:
  - Type:
  - Branch
  - Account:
  - Name:
  - Application/value date:

» Electronic Banking Operations Details

What can I find on this page?

On this page you can see the details of the operations made by electronic means, arranged as follows:

  - Transaction name
  - Application date:
  - Authorization date:
  - Authorization number
  - Service/Mean
  - Amount
  - Currency:
  - Status:
  - Exchange rate:
- Representatives
  - Representative 1
  - Representative 2
  - Numerical reference
  - Alphanumerical reference

- Cancellation information
  - Service/Mean
  - Branch
  - Date:
  - Operator
- Origin/Destiny Account
  - Type:
  - Branch
  - Account:
  - Name:
  - Application/value date:

Federal Taxes / Tax Registration

» Tax payments registration - Express Registration

What can I find on this page?

By clicking Federal Taxes, the system will validate if you are registered for the service (taxes). In case you are not registered, the Registration express window will be displayed.

How can I obtain the information I am interested in?

In order to register the federal taxes payment, enter the following information:

1. Enter a maximum amount.
2. Select one of the following options for Period:
    - Daily
    - Weekly
    - Biweekly
    - Monthly
    - Bimonthly
    - Quarterly
    - Semiannual
    - Annual
3. Enter an Alias (optional field) to identify the payment.
4. Click "Accept".

» Tax payment registration - Application

What can I find on this page?

On this page you can see the details of the Federal Tax to be paid registration through an authorization number

How can I obtain the information I am interested in?

The page consists of the following sections:

- Taxes
- Number of establishments
- Maximum amount
- Amount period
- Authorization number
- Alias
- User 1
- User 2

Remember that "Go to summary" takes you back to Taxes and Contributions Summary.

Federal Taxes / Tax Payment

» Tax Payment entry - Concept and Referenced

What can I find on this page?

On this page you have to choose the withdrawal account and the type of tax to be paid.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account:

     Choose from the *Withdrawal Account* selection list, the account that you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

     If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

     In this window, you can only select one account.

2. **Tax**

   Select the type of tax to be paid from the selection list:

   - Provisionary
   - Annual
   - Fiscal credits
   - States
   - Rights, products and exploitation.
   - Referenced

By clicking "Continue", the entry screen corresponding to the type of tax you want to pay will be displayed.

» Tax Payment entry - Provisionary Concept

What can I find on this page?

On this page you can enter the Federal Tax Payment for Provisionary concept.

How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure
   - Select Payments of Provisionary Taxes.

     In this section you can make, in only one transaction, up to ten payments of Federal Tax for Provisionary concept such as:

     - Impuesto sobre la Renta (ISR) – (Income Tax)
     - Impuesto al Activo – (Assets Tax)

- Impuesto al Valor Agregado (IVA) – (VAT)
- Impuesto Especial sobre Producción y Servicios – (Special Tax on Production and Services)
- Impuesto Sustitutivo del Crédito al Salario – (Tax Substitute of the Salary credit)
- Impuesto a la Venta de Bienes y Servicios Suntuarios – (Sales Tax on luxury goods and services)

- To request a Federal Tax Payment by Provisionary concept:

1. Select in Origin Account, the branch and your account number and click "Search". When you have selected the branch and your account number click "Continue".
2. Enter your Registro Federal de Contribuyentes in the corresponding box.
3. Confirm your Registro Federal de Contribuyentes.
4. Click "Continue".
5. If you are an Individual entity, entry:
   - Your father´s last name
   - Your mother´s last name
   - Name(s)
6. If you are a Legal person, entry:
   - Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.
7. Select the Type of Tax to be paid.
8. Enter the Payment Period (Monthly, Bimonthly, Quarterly, or Semiannual). It is important to mention that some periods are disabled depending on the tax to pay.
9. Select the period (month) in which to apply the payment.
10. Select the Fiscal year (year) in which to apply the payment.
11. The option Second Fiscal year is enabled depending on the tax to pay and its period
12. The option Liquidation will be enabled depending on the tax to pay.
13. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
14. Enter the exact amount, with no cents, of your declaration.
15. If the field Tax Over withheld is enabled, enter the exact amount, with no cents, of your declaration.
16. Select the additional debits linked to the selected tax.
17. Enter the exact amount with no cents.
18. Select the additional Applications linked to the selected tax.
19. Enter the exact amount with no cents.
    - If you want to erase any amount from the points 11 or 13, select the amount and click "Delete".
20. If the Amount previous paid, entry the amount previously paid for this tax and period, as well as the date in which you presented the paid amount.
21. Click "Accept" concept.
22. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.
23. In the field Total effectively paid, you can see the total sum of the entered taxes to be paid.

24. With the button Erase concept, you can select a concept and erase it from the Detail box.
25. With the button Erase all, you can eliminate all the entered taxes in the Detail box
26. If you want to pay other type of tax, fill the corresponding information following the same procedure.
27. Enter the Second digital signature only if the representative who is operating the transaction is associated, if not, click on Continue.
28. To confirm your operation, click "Accept".

Important:

- You can enter a maximum of ten tax payments by application.
- If the declarer is a Legal person, it is mandatory to make the tax payment electronically.
- The associated operations require a Second digital signature based on the facilities module.
- If you send one operation and click "Stop", the transaction can be applied (because the application was sent) and you may not receive the response (for having stopped it). Before you make another operation, verify that the transaction was not applied; to do that see the Record.
- If you receive an error message after making the transaction, verify if the amount of Total to be paid was deducted from your funds or reprint your receipt.
- It is fundamental to clarify that unless you have specified the contrary, you cannot make a duplicated payment of the tax the same day.

Duplicated Payment (definition)

When you enter a tax payment with the information of RFC, type of tax, period, fiscal year and type of payment, exactly equal the same day.

- Available hours: 24 hours, 365 days of the year.
- If you want to consult your balance before making a Federal Tax Payment, select the option Balances, in the module Queries.
- To return to the principal menu, end the session or ask for help, any time you can click on the corresponding button for each action.

  If you require advice or more information about the payment and how to present declarations by electronic means, you can come to any Fiscal attention module, or call the SAT call center: from outside Mexico City dial the free number 01 800 904 5000; in Mexico City dial 5227 0297. To call BancaNet Empresarial, from Mexico City call 1226 8867 or from outside Mexico City call 01800 111 2020.

The button Return enables you to make a new selection of the tax you want to pay.

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

» Tax Payment entry - Annual Concept

What can I find on this page?

On this page you can entry the Federal Tax Payment for Annual concept.

How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure
   - Select the form for Federal Annual Taxes

     In this section you can make, in only one transaction, up to ten payments of Federal Tax for Annual concept such as:

     - Impuesto sobre la Renta (ISR) – (Income Tax)
     - Impuesto al Activo – (Assets Tax)
     - Impuesto al Valor Agregado (IVA) - (VAT)
     - Impuesto Sustitutivo del Crédito al Salario - (Tax Substitute of the Salary credit)
     - Impuesto a la Venta de Bienes y Servicios Suntuarios - (Sales Tax on luxury goods and services)
     - Impuesto sobre Tenencia o uso de vehículos - (Road tax)
   - To solicit a Federal Tax Payment by Annual concept:

1. Select in Origin Account, the branch and your account number and click "Search". When you have selected the branch and your account number click "Continue".
2. Enter your Registro Federal de Contribuyentes in the corresponding box.
3. Confirm your Registro Federal de Contribuyentes and click "Continue".
4. If you are an Individual entity, entry:
   - Your father´s last name
   - Your mother´s last name
   - Name(s)
5. If you are a Legal person, entry:
   - Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.
6. Select the Type of Tax to be paid.
7. In the section where Will you present an Accountant´s Opinion is asked, you have to place the mark "P" only if you are going to present the Opinion to SAT: it is not necessary to indicate the declaration date nor the number of operation received from SAT.
8. If you do not preset the Opinion, you have to enter the date you presented the declaration to SAT and the operation number given by SAT.
9. Enter the date of the fiscal year declaration.
10. Enter the number of operation received from SAT. Remember that to make your annual payment you have to send first your annual declaration through the SAT portal; doing this you receive your Operation number receipt.
11. Enter the amount of the profit sharing payment for the workers of the company (PTU).
12. Select the corresponding period for the payment.

13. Select the Fiscal year.
14. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
15. If the section Tax to be paid, enter the exact amount, with no cents, of your declaration.
16. Select the types of concepts for Additional debits that you include in your declaration, entering in the box the exact amount, with no cents, that corresponds to the concept.
17. Select the types of concepts for applications (credits) that you include in your declaration, entering in the box the exact amount, with no cents, that corresponds to the concept.
18. If the field Amount previously paid is enabled, entry the amount previously paid for this tax and period, as well as the date in which you presented the paid amount.
19. If the field *First partial payment amount* is enabled:
20. If your payment is going to be presented in partial payments, enter the exact amount to be paid for your first partial payment for this tax and period.
21. Click "Accept" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
22. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.
23. In the field Total effectively paid, you can see the total sum of the entered taxes to be paid.
24. With the button Erase concept, you can select a concept and erase it from the Detail box.
25. With the button Erase all, you can eliminate all the entered taxes in the Detail box
26. If you want to pay other type of tax, fill the corresponding fields following the same procedure, on the contrary click Continue.
27. Click "Accept" to confirm your operation.

Important:

- You can enter a maximum of ten tax payments by application.
- According with the tax to pay, the corresponding fields for each payment are enabled or disabled.
- If you send one operation and click "Stop", the transaction can be applied (because the application was sent) and you may not receive the response (for having stopped it). Before you make another operation, verify that the transaction has not been applied.
- If you receive an error notification after accepting the concept, verify if the amount of Total to be paid was deducted from your funds or reprint your receipt.
- It is fundamental to clarify that unless you have specified the contrary, you cannot make a duplicated payment of the tax the same day.

Duplicated Payment (definition)

When you enter a tax payment with the information of RFC, type of tax, period, fiscal year and type of payment, exactly equal the same day.

- Available hours: 24 hours, 365 days of the year.
- If you want to consult your balance before making a Federal Tax Payment, select the option Balances, in the module Queries.
- To return to the principal menu, end the session or ask for help, any time you can click on the corresponding button for each action.

- If you require advice or more information about the payment and how to present declarations by electronic means, you can come to any Fiscal attention module, or call the SAT call center: from outside Mexico City dial the free number 01 800 904 5000; in Mexico City dial 5227 0297. To call BancaNet Empresarial, from Mexico City call 1226 8867 or from outside Mexico City call 01800 111 2020.

The button "Return" enables you to make a new selection of the tax you want to pay.

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

» Tax Payment entry - Fiscal Credits Concept

What can I find on this page?

On this page you can enter the Federal Tax Payment for Fiscal Credits concept.

How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure

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To make a new selection of the tax you want to pay, click Return.

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

» Tax Payment entry - States

What can I find on this page?

On this page you can enter the Federal Tax Payment for States concept.

How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure
   - Select the Form of taxes over withheld for States.

     On this page, by charging one of your own accounts incorporated to the Service of Electronic Banking, you can make the payment for States taxes such as:

     - ISR Personas físicas con actividad empresarial, pequeños contribuyentes (REPECOS)
     - ISR Personas físicas con actividad empresarial Régimen Intermedio para Entidades Federativas
     - ISR – IVA Pequeños contribuyentes cuota única
     - IVA Pequeños contribuyentes
     - ISR por enajenación de terrenos y/o construcciones

To solicit a tax payment for States.

1. Select in Origin Account, the branch and your account number and click "Search". When you have selected this data, click "Continue".
2. Enter your Registro Federal de Contribuyentes in the corresponding box.
3. Confirm your Registro Federal de Contribuyentes and click "Continue".
4. Enter: father´s last name, mother´s last name, name(s) (this tax only applies for Individual entities)
5. In Type of Tax, select States, and from the selection list(s) choose the corresponding concept which can be:
   - ISR Personas físicas con actividad empresarial, pequeños contribuyentes (REPECOS)
   - ISR Personas físicas con actividad empresarial Régimen Intermedio
   - ISR – IVA Pequeños contribuyentes cuota única
   - IVA Pequeños contribuyentes
   - ISR por enajenación de terrenos y/o construcciones
     - In the selection list, the option *State of location of property and/or building* is enabled when you are going to pay ISR for selling land and/or buildings. In the other cases is not enabled and you have to keep entering.
6. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
7. Select the period (month) in which to apply the payment.
8. Select the Fiscal year (year) in which to apply the payment.
9. Enter the corresponding amount to tax to be paid, with no cents.
10. Select the additional charges and enter the amount to be paid. By clicking "Return", the information entered will be displayed in the lower screen.
11. Select the Applications and enter the amount to be paid. By clicking "Return", the information entered will be displayed in the lower screen.
12. If you want to erase or change any amount from step 9 ant 10 click "Erase".
13. Enter the amount previous paid, only if it is applicable in your case.
14. Enter the date of the previous payment, only if it is applicable in your case.
15. If your payment is going to be presented in partial payments, and if the field Amount of the first payment is enabled, enter the exact amount of the first payment for this tax and period.
16. Click "Add concept" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
17. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.
18. To confirm the entered information, click "Confirm information"; to confirm they are correct, click "Accept".
19. Click "Continue".

The button Return enables you to make a new selection of the tax you want to pay.

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

» Tax Payment entry - Rights Products and Exploitation Concept

What can I find on this page?

On this page you can enter the Federal Tax Payment for DPA concept.

How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure
    - Select the form for Taxes, Rights, products and exploitation.

      On this page you can make the following payments of Rights, products and exploitation to different government offices:
        - Passport
        - Credential reissuing
        - Tax card reissuing
        - Fiscal identification card reissuing
        - Other rights and obligations

Before you make your payment, it is important to mention that you have to go to the corresponding government office for each concept in order to obtain the reference code of the DPA you need, as well as the amounts that you have to pay. You also have the choice of getting this information by calling them or by entering the corresponding web site, if all you need is the reference code of the DPA to be paid.

Web sites of some institutions:

- Servicio de Administración Tributaria (SAT)

  http://www.sat.gob.mx/sitio_internet/e_sat/oficina_virtual/dpa/per_mor/CatalogoDPA.asp
- Secretaría de Relaciones Exteriores

  http://www.sre.gob.mx/juridicos/#
- Secretaría de Economía

  http://www.economia.gob.mx/?P=2036

To solicit the payment of Taxes, Rights, products and exploitation:

1. Select in Origin Account, the branch and your account number and click "Search". Once you have selected this information click Continue.
2. Entry:
    - Registro Federal de Contribuyentes in the corresponding box (optional)
    - CURP (optional)
        - If you are an Individual entity, entry:
            - Your father´s last name
            - Your mother´s last name (optional)
            - Name(s)
        - If you are a Legal person, entry:
            - Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.

3. Select the Payment Period (Monthly, Bimonthly, Quarterly, Semiannual) of the fiscal year; if you do not require period, select Period Not Applicable; in this case the payment periods will be disabled, and also the ones that follow:
4. Select the Period and the Fiscal year in which the payment is applied (in case it is applicable).
5. Enter the exact amount with no cents.
6. Enter the reference code of the DPA (previously obtained from the corresponding institution).
7. Enter the chain of the institution.
8. Select the corresponding Institution for the payment, for example: Secretaría de Relaciones Exteriores
9. If it is the case, enter the amount of the additional charges, such as: Updating, Surcharges and Correction Fines
10. Once the entry is finished, click "Add" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
11. When displaying the question Do you want to pay IVA? click No–
12. Click Confirm information to confirm the data you just entered, then click "Accept".
13. Click Continue and at last, on "Accept" to confirm the information of the operation.

Important:

- To make the DPA payment it is indispensable to have the right Java version; if you do not have it, after entering the data on the screen and click Add concept, the system will not allow you to continue with the following steps to conclude the operation. The required Java version is Java Plug–in 1.4.2 06 or more recent, which you can obtain and install following the instructions of the Java page Sun Microsystems: http://www.java.com/es/
- If you want to make the payment of different DPA concepts through Banca Electronica Banamex, you must make one banking operation for each of them, with its corresponding receipt of federal contributions, products and exploitation with digital seal.
- You must present your payment receipt (the one you printed) in the same offices you used to do it before. You should not forget that only the payment scheme was modified, not the management of the steps.

The button Return enables you to make a new selection of the tax you want to pay.

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

» Tax payment - Tax payment Application - Concept

What can I find on this page?

On this page you can see the details of the application of the Tax payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

   Formed by alias, account and updated balance.

2. **Tax**

   Presents the tax payment concept.

3. **Payment information**

   Formed by the concepts of the tax payment and contains the following information:

   - Number of folio
   - Name:
   - RFC
   - Total number of payments
   - Amount effectively paid

4. **Detail of the payments**

   Contains the 1/1 payments showing the number it is in relation with a total of payments, followed by this information:

   - Name:
   - RFC
   - ISR Personas físicas con actividad empresarial Régimen Intermedio
     - Period.
     - Fiscal year
     - Type of Payment:
     - Debited to
     - Updated part
     - Credit to salary
     - Amount debited
     - Amount paid

5. **Certificates:**

   Contains the following information:

   - Chain
   - Digital stamp

To print your receipt, just click "Print", located on the upper right part of the page.

» Tax payments - Referenced Payment entry

What can I find on this page?

On this page you can make the payment of Federal Taxes referenced to the scan line that SAT issued to you in the acknowledgment of receipt of the declaration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

    - Withdrawal account:

      Choose from the *Withdrawal Account* selection list, the account that you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

      If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

      In this window, you can only select one account.

2. **Payment information**

    - Scan line SAT: Enter the scan line SAT issued to you:
    - Amount MXN Enter the amount to be paid.

By clicking Return, you will be sent to the Federal Taxes screen so you make, again, the selection of the tax you want to pay.

By clicking "Continue", the Confirmation of the operation screen will be displayed.

» Tax payments - Referenced Payment Confirmation

What can I find on this page?

On this page you can confirm the information of the payment to apply.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

    - Withdrawal account: Presents the name or alias of the account, the number and the balance.

2. **Payment information**

    Contains the information: scan line, date and amount.

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

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

» Tax payments - Referenced Payment Application

What can I find on this page?

On this page you can validate the service registration with an authorization number and the elements described as follows:

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account: Presents the name or alias of the account, the number and the balance.

2. **Payment information**

   Contains the information: scan line, date, amount, user 1 and user 2.

To print your receipt, just click "Print", located on the upper right part of the page.

Taxes and Contributions / SUA / By file

» SUA - File Payments

What can I find on this page?

On this page you can make the payment of the SUA through a file.

What to do if the system detects that your computer does not have the necessary program to import the files?

In case you do not have the program, a window will open with the option Client, to install it, with the following elements:

The Java button helps you to install the component by clicking on it.

1. In order to enable you to make the SUA payment, the file validate program will be downloaded in your computer.
2. This may take a few minutes. Please wait until the screen is fully displayed.
3. Click "Make the Payment".
4. The summary of payments lists the payments made.
5. If you want to see the detail of each of these payments, click "See detail".

This section is arranged as follows:

- File
- Business Registration
- Folio SUA
- Period of Payment:
- Authorization:
- Amount
- Application date:

» SUA - File Payments - Import

What can I find on this page?

On this page you can pay the SUA through the importation of a file.

In order to do this, it is indispensable for you to have the virtual machine Java (Java Runtime Environment →JRE) in your computing equipment.

How can I obtain the information I am interested in?

1. Click "Review".
2. Select the file that contains your payment(s) file(s).
3. Click "Continue".

Payments Summary

It is a section of the page in which you can see the list of payments made.

If you want to see the detail of each of these payments, click "See detail".

The summary of payments will be displayed in a chart with the following columns:

- File
- Business Registration
- Folio SUA
- Period of Payment (yyyymm)
- Authorization:
- Amount
- Application date:
- See detail

By clicking "Continue", the list of files contained in the selected folder will be displayed.

» SUA - File Payments - file selection

What can I find on this page?

On this page you can select the files for payment purposes.

How can I obtain the information I am interested in?

1. Select the file(s) you want to pay going to the selection frame.
2. Click "Validate".

You can send a maximum of 25 files or up to 2 Mb per transfer. If you want to transfer a file larger than 2Mb, select it and click "Validate".

By clicking Return, the window that allows you to select another folder or consult the summary of payments, will open again.

By clicking "Accept", the list of previously selected files will be displayed.

When making a massive importation of SUA files, you can upload the totality of files contained in the selected folder, regardless the quantity or the total weight of the files.

SUA - File Payments - file selection - Error

In case you have chosen more than 25 files, BancaNet Empresarial will display a window telling that you have exceeded the limit of 25 files per transfer.

In case the files, altogether, exceed 2Mb, BancaNet Empresarial will display a window, letting you know.

By clicking "Close", the *Files selection* screen will be displayed.

» SUA - File Payments - file selection - Validation

What can I find on this page?

On this page you can validate the selected files.

How can I obtain the information I am interested in?

1. Validate that the payment in your files was successful, afterwards click Continue.
2. If you want to see the error description of the not transferred files, click on the link No transferable; a window will open explaining the detail of the error.

» SUA - File Payments - Entry

What can I find on this page?

On this page, you can see the details of SUA summary of payments by file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts

- Withdrawal account:

  Choose from the selection list, the account that you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

  If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

  On this window, you can only select one account.

2. Summary of payments

In this section the following information is shown:

- File
- Business Registration
- Folio SUA
- Type of Payment:
- Period of Payment (year/month)
- Total to be paid:
- Detail of the record:
  - Credit to IMSS account
  - Credit to AFORE account
  - Credit to INFONAVIT account

- Summary of totals:
  - Number of files to be transferred
  - Total amount MXN

3. Additional options

- Program to future date: By selecting this option, the following information will be shown:
  - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - Hour: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Authorize remote form: By selecting this option, the following information will be shown:
  - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - Hour: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Maturity date: The maximum date to program is presented and, in consequence, to authorize the file.

Note: The programming and the remote authorization apply for all the batch of files, regardless the fact that each file within the same batch has different programming dates.

By clicking "Continue", the Confirmation of the operation screen will be displayed.

» SUA - File Payments - Confirmation

What can I find on this page?

On this page, you can confirm the information and the payment application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts

Presents the name of the account formed by the alias, the account and the balance.

2. Payment information

- Number of files:
- Total amount MXN

3. Summary of payments

This section presents the following information:

- File
- Business Registration
- Folio SUA

- Type of Payment:
- Period of Payment (year/month)
- Total to be paid:
- Detail of the record:
    - Credit to IMSS account
    - Credit to AFORE account
    - Credit to INFONAVIT account

By clicking "Return", you will be sent to the entry screen, keeping the information previously selected.

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

» SUA - File Payments - Application

What can I find on this page?

On this page, you can see that your payments have been transferred.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

   Presents the name of the account formed by the alias, the account and the balance.

2. **Payment information**

   - Number of files:
   - Total amount MXN
   - Entered by
   - User 1
   - User 2

3. **Summary of payments**

   This section presents the following information:

   - File
   - Business Registration
   - Folio SUA
   - Type of Payment:
   - Period of Payment (year/month)
   - Total to be paid:

- Detail of the record:
  - Credit to IMSS account
  - Credit to AFORE account
  - Credit to INFONAVIT account

» SUA - File Payments - Application - Details

What can I find on this page?

On this page, you can see the details of the application of the SUA payment by file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Payment information**

   This section presents the following information:

   - File
   - Type of Payment:
   - Folio SUA
   - Period of Payment:
   - Application date:
   - Status:
   - Reception folio
   - Authorization:
   - Entered by
   - User 1
   - User 2
   - Withdrawal account:

2. **Detail of the payment**

   This section contains a chart with three columns, each of them with its concept and amount:

   - Credit to IMSS account The concepts that contains are the following:
     - Account 4 Insurances
     - Updating
     - Moratorium surcharges

     Under this column is the total amount.
   - Credit to AFORE account The concepts that contains are the following:
     - Retirement, severance pay and old age
     - Updating

  - Moratorium surcharges
  - Voluntary contributions
  - Complementary contributions

  Under this column is the total amount.

- Credit to INFONAVIT account The concepts that contains are the following:
  - Contributions Housing. Acc. Ind.
  - Contributions Housing. Amort. Loan.
  - Credit authorization:
  - Moratorium surcharges
  - Fine INFONAVIT
  - Donation FUNDEMEX

  Under this column is the total for Housing and total ACV.

At the end of the chart you can see the total payment with the sum of all the totals of the columns.

By clicking "Return", you will be sent to the application (summary) screen.

Taxes and Contributions/ SUA / By Tax Code

Tax Code

» Tax Code - Monthly - Data Entry

What can I find on this page?

On this page, you can make the monthly payment of SUA through the information contained in the tax code.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

- Withdrawal account:

  In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

  Choose from the *Withdrawal Account* selection list, the account you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

  If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

  In this window, you can only select one account.

2. **Payment information**

In this section you must enter the following information:

- Employer Registration Number
- Folio SUA
- Period
- Check digit 1
- Check digit 2
- Fee 4 Insurances MXN

3. **Additional options**

- Schedule for a future date: By selecting this option, the following information will be displayed:
  - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

By clicking “Continue”, the Confirmation screen will be displayed.

» Tax code - Monthly - Confirmation

What can I find on this page?

On this page, you can make the monthly payment of SUA through the information contained in the tax code.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

   Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
   - Employer Registration Number
   - Folio SUA
   - Period
   - Check digit 1
   - Check digit 2
   - Fee 4 Insurances
   - Application date:
   - Total amount MXN

By clicking "Return", the Entry screen will be displayed with the information previously entered.

By clicking “Accept”, a window where you should enter your Challenge number to apply your operation will be displayed.

» Tax code - Monthly - Application

What can I find on this page?

On this page, you can see, through an authorization folio, the application of the SUA monthly payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
   - Employer Registration Number
   - Folio SUA
   - Period
   - Application date:

- User 1
- User 2
- Loan to IMSS account
- Loan to AFORE account
- Loan to INFONAVIT account
- Total

» Tax code - Bimonthly – Data Entry

What can I find on this page?

On this page, you can make the bimonthly payment of SUA through the information contained in the tax code.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts

- Withdrawal account:

  In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

  Choose from the *Withdrawal Account* selection list, the account you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

  If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

  In this window, you can only select one account.

2. Payment information

In this section you have to enter the following information:

- Employer Registration Number
- Folio SUA
- Period
- Check digit 1
- Check digit 2
- RCV
- Housing
- ACV

3. Additional options

Schedule for a future date: By selecting this option, the following information will be displayed:

- Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

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

» Tax code - Bimonthly - Confirmation

What can I find on this page?

On this page, you can confirm your bimonthly payment of SUA through the information contained in the tax code.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts

- Withdrawal account: It consists of the alias, the account and the balance.

2. Payment information

- Employer Registration Number
- Folio SUA
- Period
- Check digit 1
- RCV
- Contribution
- Loan repayment
- Check digit 2
- Application date:
- Total amount MXN

By clicking "Return", you will be sent to the Entry screen with the information previously entered.

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

» Tax code - Bimonthly - Application

What can I find on this page?

On this page, you can see, through an authorization folio, the application of the payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
    - Withdrawal account: It consists of the alias, the account and the balance.
2. **Payment information**
    - Employer Registration Number
    - Folio SUA
    - Period
    - Application date:
    - User 1
    - User 2
    - Loan to IMSS account
    - Loan to AFORE account
    - Loan to INFONAVIT account
    - Total

Taxes and Contributions/SUA/ SIPARE

» SIPARE - Entry

What can I find on this page?

On this page, you can make the SUA–SIPARE payment (Referenced Payment System), collection scheme that allows receiving the payments of the contributions of social security and repayments (IMSS, RCV – Retirement, Severance pay and old age, INFONAVIT) through capture lines.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account:

     Choose from the *Withdrawal Account* selection list, the account you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

     If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

     In this window, you can only select one account.

2. **Payment information**
   - Capture line SIPARE: Enter the capture line SAT issued to you:
   - Amount MXN: Enter the amount to be paid.

3. **Additional options**
   - Schedule for a future date: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Two selection list are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

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

» SIPARE - Rejected Entry

What can I find on this page?

On this page, you can see that your application has been rejected, and the details of the operation.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Details**
    - Capture line SIPARE:
    - Motive of rejection
    - Date:
    - Schedule

» SIPARE - Confirmation

What can I find on this page?

On this page, you can see the details of the confirmation of your payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

    Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
    - Capture line SIPARE:
    - Employer Registration Number
    - Period of Payment:
    - Folio SUA
    - Amount MXN
    - Payment Application date. It is displayed in case the payment has been programmed for a future date.

By clicking "Return", you will be sent to the Entry screen with the information previously entered.

By clicking “Accept”, a window where you should enter your Challenge number to apply your operation will be displayed.

» SIPARE - Application

What can I find on this page?

On this page, you can validate the application of your payment, through and authorization number.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
   - Capture line SIPARE:
   - Employer Registration Number
   - Period of Payment:
   - Folio SUA
   - Amount MXN
   - Payment Application date.

Taxes and Contributions / ISSSTE

» ISSSTE

ISSSTE - Payment - Entry

What can I find on this page?

On this page, you can make the ISSSTE contribution.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**

   - Withdrawal account:

     In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

     Choose from the *Withdrawal Account* selection list, the account you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

     If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

     In this window, you can only select one account.

2. **Payment information**

   In this section you have to enter the following information:

   - Capture line SIPARE:
   - Amount MXN

3. **Additional options**

   - Schedule for a future date: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
   - Remote authorization form: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

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

ISSSTE - Payment - Confirmation

What can I find on this page?

On this page, you can confirm the information of the payment to ISSSTE.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
   - Capture line sequential.
   - Payment center identifier (ICP)
   - Amount of capital plus interest for retirement savings
   - Amount of capital plus interest housing fund
   - Global amount of the payment
   - Type of Payment:
   - Period and year of the payment
   - Expiration date:
   - Capture line type.

By clicking "Return", you will be sent to the Entry screen with the information previously entered.

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

ISSSTE - Payment - Application

What can I find on this page?

On this page, you can see, through an authorization folio, the application of the payment to ISSSTE.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account: It consists of the alias, the account and the balance.

2. **Payment information**
   - Capture line sequential
   - Payment center identifier (ICP)
   - Amount of capital plus interest for retirement savings

- Amount of capital plus interest housing fund
- Global amount of the payment
- Type of Payment:
- Period and year of the payment
- Expiration date:
- Capture line type.
- User 1
- User 2

» Consult - ISSSTE – Entry Data

What can I find on this page?

On this page, you can consult your contributions.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Information Entry area**
   - ICP responsible
   - Number of bimonthly period

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

Consult - ISSSTE - Result

What can I find on this page?

On this page, you can see the details of your Consult.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Contributions to ISSSTE**
   - Payment center identifier (ICP)
   - Period and year of the payment
   - Line
   - Status:
   - Date:
   - Authorization:

Taxes and Contributions / Receipts

» Receipts - Taxes

What can I find on this page?

On this page, you can print your fiscal receipts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Search of receipts:**
    - Type of Payment: Select the Taxes option.
    - Date when the payment was made: Use two calendars to enter a range of dates.
    - Criterion (optional) By selecting this option the following fields open, which have to be filled to do the search:
        - RFC
        - Capture line
        - Authorization number

    Click Search, so BancaNet Empresarial displays the results of the search in the lower part of the page (Federal Taxes section)

» Receipts - Taxes - Result

What can I find on this page?

On this page, you can see the details of the receipts and request their printing.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Search of receipts:**
    - Type of Payment: Select the Taxes option.
    - Date when the payment was made: Use two calendars to enter a range of dates.
    - Criterion (optional) By selecting this option the following fields open, which have to be filled to do the search:
        - RFC
        - Capture line
        - Authorization number

    Click Search, so BancaNet Empresarial Displays the results of the search in the lower part of the page (Federal Taxes section)

2. **Federal Taxes:**

    On this page, you can see the details of the receipts arranged as follows:

    - Date: Date when the payment was made.

- Operation: Type of tax paid.
- Authorization:
- Folio
- Capture line SAT or RFC (depending on the type of tax paid)
- Amount
- "Print": This link opens a window in which the receipts are displayed to be printed.

By choosing a new search criterion of receipts search and click "Search", the search result will be updated.

Transfers / Banamex Own Accounts

» Transfers

What can I find on this page?

On this page, you can make transfers between your accounts, they can be:

- Pesos to pesos
- Dollars to dollars
- Dollars to pesos
- Pesos to dollars

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a transfer:

1. Deposit account

In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Deposit account

In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

3. Transfer information

- The amount can be in pesos (MXN) or in dollars (USD). If any of the selected accounts is in dollars, the tag USD is displayed, as well as the current exchange rate (bank sell price of the day).

Additional options

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- Schedule for a future date:
    - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.

- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

- Remote authorization form: By selecting this option, the following information will be displayed:
  - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.

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

» Confirmation - Transfer between Banamex own accounts

What can I find on this page?

On this page, you can see the details of your transfers before are made.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN or USD: Displays the Account´s balance:

2. Deposit account

- Account: Displays the number, name or alias of the account.
- Balance: Displays the Account´s balance:

3. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It had the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

» Application - Transfer between Banamex own accounts

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Status:**
   - Applied
   - Received instruction
   - The second signature of remote authorization is missing.
   - Pending to be authorized.

2. **Withdrawal account:**
   - Account: Displays the number, name or alias of the account.
   - Balance MXN: Displays the Account´s balance:

3. **Deposit account**
   - Account: Displays the number, name or alias of the account.
   - Balance: Displays the Account´s balance:

4. **Transfer information**

   Contains a summary with the following data:

   - Amount: The amount can be in pesos (MXN) or in dollars (USD).
   - RFC: It is displayed only if this field was selected in the Entry screen.
   - IVA: It is displayed only if this field was selected in the Entry screen.
   - Remote authorization: Indicates if the operation must be authorized by another user.
   - Programmed date It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
   - Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
   - Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
   - Entered by: It is displayed when the transfer is sent by an entry operator user.
   - User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
   - User 2: Displays the name of the user who made the operation, in case a User 2 does not exist, this field will not be displayed.

Transfers / other accounts

» Transfers to other accounts

What can I find on this page?

On this page, you can make transfers to third party accounts, or to other banks, they can be:

- Banamex account to other Banamex account
- Banamex account to other banks (interbank)
- Banamex account to national payment orders
- Banamex account to international payment orders

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a transfer.

1. Origin Account

In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Deposit account or Payee with the options:

In the selection list, choose the accounts previously registered.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

3. Transfer information

- Amount: The amount can be in pesos (MXN) or in dollars (USD). If any of the selected accounts is in dollars, the tag USD is displayed, as well as the current exchange rate (bank sell price of the day).

4. Additional operations

- Concentrating account (Banamex line): This option must be selected only if the destiny account is a concentrating account.
- References: This option is enabled only if your operation is an interbank transfer or a Payment to Third parties Checks Banamex; in this case, the following Entry fields, will open:
  - Numeric reference: This field is mandatory and consists on a number associated to the transfer. It must be validated when it is concentration account.
  - Alphanumeric reference: Mandatory field. Enter some text associated to the transfer.
  - Description: In this field, you have to enter some description associated to the transfer.

- Fiscal vouchers: By selecting this option, the fields RFC and IVA will be displayed so you can enter the corresponding information.
- Schedule for a future date: By selecting this option, the following information will be displayed:
  - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
  - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

By clicking “Continue”, the Confirmation screen will be displayed.

» Confirmation - Transfers to other accounts

What can I find on this page?

On this page, you can see the details of your transfers before are made.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Withdrawal account:**
   - Account: Displays the number, name or alias of the account.
   - Balance MXN or USD: Displays the Account´s balance:
2. **Deposit account**
   - Account: Displays the number, name or alias of the account.

3. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Numeric reference: This option is displayed only if registered it in the previous screen.
- Alphanumeric reference: This option is displayed only if registered it in the previous screen.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Description: Displays the concept of the transfer you registered on the previous screen.

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

» Application - Transfers to other accounts

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Status:

- Applied
- Received instruction
- The second signature of remote authorization is missing.
- Pending to be authorized.

2. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN: Presents the Account´s balance:

3. Deposit account

- Account: Displays the number, name or alias of the account.

4. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Numeric reference: This option is displayed only if registered it in the previous screen.
- Alphanumeric reference: This option is displayed only if registered it in the previous screen.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Description: Displays the concept of the transfer you registered on the previous screen.
- Entered by: It is displayed when the transfer is sent by an entry operator user.
- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation, in case a User 2 does not exist, this field is not displayed.

» Transfers to other accounts - Interbank

What can I find on this page?

On this page, you can make transfers to third party accounts, or to other banks, they can be:

- Banamex account to other Banamex accounts
- Banamex account to other banks (interbank)
- Banamex account to national payment orders
- Banamex account to international payment orders

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a transfer:

1. Origin Account

In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

2. Deposit account or payee

In the selection list, choose the accounts previously registered.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

3. Transfer information

- Amount: The amount can be in pesos (MXN) or in dollars (USD). If any of the selected accounts is in dollars, the tag USD is displayed, as well as the current exchange rate (bank sell price of the day).

4. Additional operations

- Date value: Withdrawal date in the format dd/mm/yyyy (day, month, year).
- Application date: Deposit date in a selection list with the options *Same day* and *24 hours*.
- References: By enabling this option, the following Entry fields will be displayed:
    - Numeric reference: This field is mandatory and contains a number associated to the transfer; it must be validated when it is a concentrating account.
    - Alphanumeric reference: Mandatory field. Enter some text associated to the transfer.
    - Description: In this field, you must enter some description associated to the transfer.
- Fiscal vouchers: By selecting this option, the fields RFC and IVA will be displayed so you can enter the corresponding information.
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
    - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
    - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
    - Message: Here you have to write the message that will be sent to the Payee.

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

» Confirmation - Transfers to other accounts - Interbank

What can I find on this page?

On this page, you can see the details of your transfers before are made.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Withdrawal account:**
   - Account: Displays the number, name or alias of the account.
   - Balance MXN or USD: Presents the Account´s balance:
2. **Deposit account**
   - Account: Displays the number, name or alias of the account.
3. **Transfer information**

   Contains a summary with the following data:
   - Amount: The amount can be in pesos (MXN) or in dollars (USD).
   - Numeric reference: This option is displayed only if registered it in the previous screen.
   - Alphanumeric reference: This option is displayed only if you registered it in the previous screen.
   - RFC: It is displayed only if this field was selected in the Entry screen.
   - IVA: It is displayed only if this field was selected in the Entry screen.
   - Remote authorization: Indicates if the operation must be authorized by another user.
   - Date value: Withdrawal date in the format dd/mm/yyyy (day, month, year).
   - Application date: From a selection list, you choose one out of two options for the deposit date: Same day and 24 hours.
   - Account type: Displays the CLABE or the card number.
   - Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
   - Description: Displays the concept of the transfer you registered on the previous screen.

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

» Application - Transfers to other accounts - Interbank

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Status:**
   - Applied
   - Received instruction
   - The second signature of remote authorization is missing.
   - Pending to be authorized.

2. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN: Presents the Account´s balance:

3. Deposit account

- Account: Displays the number, name or alias of the account.

4. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Numeric reference: This option is displayed only if you registered it in the previous screen.
- Alphanumeric reference: This option is displayed only if you registered it in the previous screen.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Date value: Funds withdrawal date in the format dd/mm/yyyy (day, month, year).
- Application date: From a selection list, you choose one out of two options for the deposit date: Same day and 24 hours.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Description: Displays the concept of the transfer you registered on the previous screen.
- Entered by: It is displayed in case the transfer is sent by an entry operator user.
- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation, in case a User 2 it does not exist, this field is not displayed.

» Transfers to other accounts - National Payment orders

What can I find on this page?

On this page, you can make transfers to third party accounts, or to other banks, they can be:

- Banamex account to other Banamex accounts
- Banamex account to other banks (interbank)
- Banamex account to national payment orders
- Banamex account to international payment orders

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a transfer:

1. **Origin Account**

   In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

   A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Deposit account or payee**

   Selection list with the accounts previously registered.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

3. **Transfer information**

   - Amount: The amount can be in pesos (MXN) or in dollars (USD). If any of the selected accounts is in dollars, the tag USD is displayed, as well as the current exchange rate (bank sell price of the day).
   - See branches directory: By clicking on this link, the window *Branch directory by state* will open, with a selection list that contains the states of the Mexican Republic. By choosing a state, the list of branches will be displayed on the lower part of the page; there you can select one only.

4. **Additional operations**

   - Schedule for a future date: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. You can only select one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
   - Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
   - Remote authorization form: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
   - Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
     - E-mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.

- Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
- Message: Here you have to write the message that will be sent to the Payee.

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

» Confirmation - Transfers to other accounts - National Payment orders

What can I find on this page?

On this page, you can see the details of your transfer before it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN or USD: Presents the Account´s balance:

2. Deposit account

- Account: Presents the payment order and the payee´s name.

3. Transfer information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Branch: Displays the number of the branch (four digits).
- Sender: Name or Trade name of the company.
- Type of Payee: Individual entity or Legal person.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E-mail:
  - Cellular Phone Number:
  - Message:

By clicking "Return", you will be sent to the entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer application screen will be displayed.

» Application - Transfers to other accounts - National Payment orders

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Status:**
   - Applied
   - Received instruction
   - The second signature of remote authorization is missing.
   - Pending to be authorized.
2. **Withdrawal account:**
   - Account: Displays the number, name or alias of the account.
   - Balance MXN or USD: Presents the Account´s balance:
3. **Deposit account**
   - Account: Presents the payment order and the payee´s name.
4. **Transfer information**

   Contains a summary with the following data:
   - Amount: The amount can be in pesos (MXN) or in dollars (USD).
   - Branch: Displays the number of the branch (four digits).
   - Sender: Name or Trade name of the company.
   - Type of Payee: Individual entity or Legal person.
   - Remote authorization: Indicates if the operation must be authorized by another user.
   - Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
   - Programmed schedule: It has the format of 00:00 schedules. It is displayed only if this field was selected in the Entry screen.
   - Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
   - Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
     - E-mail:
     - Cellular Phone Number:
     - Message:
   - Entered by: It is displayed in case the transfer is sent by an entry operator user.

- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation, in case a User 2 it does not exist, this field is not displayed.

» Transfers to other accounts - International Transfer

What can I find on this page?

On this page, you can make transfers to third party accounts, or to other banks, they can be:

- Banamex account to other Banamex accounts
- Banamex account to other banks (interbank)
- Banamex account to national payment orders
- Banamex account to international payment orders

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a transfer.

1. **Origin Account**

   In the filter *Account type* choose one of the following options: Checks, Cuenta Maestra, Cards and Revolving Credits PYME

   A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Deposit account or payee**

   Selection list with the accounts previously registered.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   - Payee bank
     - Account: In case it is registered, it will be displayed automatically and you will not be able to modify it In case it was registered as IBAN, the field will be editable so you can enter the account number.
     - SWIFT/ABA: Will automatically be displayed by selecting the payee of the international transfer.
     - Clearing house (optional) Selection list where you have to select the Clearing house and SWIFT; only the banks associated to the destiny bank are displayed.
     - Account: Enter the associated account to the Clearing house.

3. Transfer information

- Amount: The amount can be in pesos (MXN) or in dollars (USD).

  You can change the value of the currency with the selection list, in the field currency, located to the right of the field Amount. If you choose the currency, USD, the exchange rate (sell price) of the day, will be displayed.

- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the currency you select, on the selection list *Currency*. This field is displayed only if the origin account is in MXN.

4. Additional operations

- Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
- References: This option is enabled if your operation is an interbank transfer or a Payment to Third parties Checks Banamex; in this case, the following Entry fields, will open:
  - Numeric reference: This field is mandatory and contains a number associated to the transfer; it must be validated when it is a concentrating account.
  - Alphanumeric reference: Mandatory field. Enter some text associated to the transfer.
- Description: In this field, you must enter some description associated to the transfer.
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E−mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Message: Here you have to write the message that will be sent to the Payee.

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

» Transfers to other accounts - International Payment orders 2

What can I find on this page?

On this page, you must fill the data of the payer and the payee, in order to complete your transfer.

How can I obtain the information I am interested in?

To continue with your transfer:

1. Payer information

- Name and last name or trade name: Are displayed automatically.
- Address: You have to register here, the payer´s address.
- City/Municipality: You have to register here the city or municipality of the payer.
- Country: Choose from a selection list the country of the payer.

2. Payee information

- Name and last name or trade name: Are displayed automatically.
- Address: You have to register here, the payee´s address.
- City/Municipality: You have to register here the city or municipality of the payee.
- Country: Choose from a selection list the country of the payee.

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

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

» Confirmation - Transfers to other accounts - International Payment orders with notification

What can I find on this page?

On this page, you can see the details of your transfer before it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN or USD: Presents the Account´s balance:

2. Deposit account

- Deposit account or payee International transfer and name.

3. Transfer information

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the currency you selected.
- Exchange rate: Sell bank price of the day.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Payee bank: Bank associated to the destiny bank.
- SWIFT/ABA: Displays the information registered on the Entry screen.
- Account payee: Displays the information registered on the Entry screen.
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Payer: Displays the information registered on the Entry screen.
- Payer´s address: Displays the information registered on the Entry screen.

- City and Country payer: Displays the information registered on the Entry screen.
- Payee: Displays the information registered on the Entry screen.
- Payee´s address: Displays the information registered on the Entry screen.
- City and Country: Displays the information registered on the Entry screen.
- Clearing house Displays the information registered on the Entry screen.
- Clearing house account: Displays the information registered on the Entry screen.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Message: Here you have to write the message that will be sent to the Payee.

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

» Application - Transfers to other accounts - International Payment orders

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Status:**
   - Applied
   - Received instruction
   - The second signature of remote authorization is missing.
   - Pending to be authorized.
2. **Withdrawal account:**
   - Account: Presents the number, name or alias of the account.
   - Balance MXN or USD: Presents the Account´s balance:
3. **Deposit account**
   - Account: Presents the payment order and the payee´s name.
4. **Transfer information**

   Contains a summary with the following data:
   - Amount: The amount can be in pesos (MXN) or in dollars (USD).
   - Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the currency you selected.

- Exchange rate: Sell bank price of the day.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Payee bank: Bank associated to the destiny bank.
- SWIFT/ABA: Displays the information registered on the Entry screen.
- Account payee: Displays the information registered on the Entry screen.
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Payer: Displays the information registered on the Entry screen.
- Payer´s address: Displays the information registered on the Entry screen.
- City and Country payer: Displays the information registered on the Entry screen.
- Payee: Displays the information registered on the Entry screen.
- Payee´s address: Displays the information registered on the Entry screen.
- City and Country: Displays the information registered on the Entry screen.
- Clearing house: Displays the information registered on the Entry screen.
- Clearing house account: Displays the information registered on the Entry screen.
- Notify the payee: Displays the information registered on the Entry screen.
- E-mail: Displays the information registered on the Entry screen.
- Message: Displays the information registered on the Entry screen.
- Entered by: It is displayed in case the transfer is sent by an entry operator user.
- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation; in case a User 2 it does not exist, this field is not displayed.

Payments / Credit Card

» Payment to Banamex Credit Cards

What can I find on this page?

On this page, you can make payments to Banamex Credit Cards.

The origin and destination accounts must be registered previously in BancaNet Empresarial.

How can I obtain the information I am interested in?

To make a Credit Card Payment:

1. **Withdrawal account:**

   In the filter *Account type* choose one of the following options: Checks, Cards (only Debit) and Cuenta Maestra.

   A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Deposit account or Credit Card**

   Selection list with the accounts previously registered; it also Displays the deadline date associated to the card.

3. **Payment information**

   - Minimum Payment MXN: Displays the amount corresponding to the minimum payment of the card.
   - Payment not to generate interest: Displays the amount corresponding to the payment not to generate interest.
   - Other amount MXN: This field allows you to enter an amount different from the minimum payment and the payment not to generate interest.

4. **Additional options**

   - Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
   - Schedule for a future date:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
   - Remote authorization form: By selecting this option, the following information will be displayed:
     - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
     - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

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

» Payment to Other banks Credit Cards

What can I find on this page?

On this page, you can make payments to Credit Cards from other banks.

The origin and destination accounts must be registered previously in **Banca**Net Empresarial.

How can I obtain the information I am interested in?

To make a Credit Card Payment:

1. **Withdrawal account:**

   In the filter *Account type* choose one of the following options: Checks, Cards (only Debit) and Cuenta Maestra.

   A list with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Deposit account or Credit Card**

   Selection list with the previously registered accounts with the name of the bank, currency, account number and name.

3. **Payment information**

   - Amount MXN Enter the amount to be paid.

4. **Additional options**

   - Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:

- Schedule for a future date:
  - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
  - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
  - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Save as frequent operation: By selecting this option, the operation will be saved in frequent operations.
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

By clicking “Continue”, the Confirmation screen will be displayed.

» Confirmation – Payment to Credit Card

What can I find on this page?

On this page, you can see the details of your Credit Card Payment before this is applied,

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account:

- Account: Displays the number, name or alias of the account.
- Balance MXN or USD: Presents the Account´s balance:

2. Deposit account or Credit Card

- Account: Displays the number, name or alias of the account.

3. Payment information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Exchange rate: Sell bank price of the day.
- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the type of withdrawal account you selected.

- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
  - E-mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
  - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
  - Message: Here you have to write the message that will be sent to the Payee.

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", the operation will be applied and the transfer's application screen will be displayed.

» Application - Payment to Credit Card

What can I find on this page?

On this page, you can see the details of your transfer once it is applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Status:**
   - Applied
   - Received instruction
   - The second signature of remote authorization is missing.
   - Pending to be authorized.
2. **Withdrawal account:**
   - Account: Displays the number, name or alias of the account.
   - Balance MXN or USD: Presents the Account´s balance:
3. **Deposit account or Credit Card**
   - Account: Displays the number, name or alias of the account.

4. Payment information

Contains a summary with the following data:

- Amount: The amount can be in pesos (MXN) or in dollars (USD).
- Exchange rate: Sell bank price of the day.
- Amount MXN or USD (conversion): Displays the conversion of dollars to pesos or pesos to dollars, depending on the type of withdrawal account you selected.
- RFC: It is displayed only if this field was selected in the Entry screen.
- IVA: It is displayed only if this field was selected in the Entry screen.
- Remote authorization: Indicates if the operation must be authorized by another user.
- Type of Payee: Displays whether it is an Individual entity or a Legal person.
- Programmed date: It has the format dd/mm/yy (day, month, year) It is displayed only if this field was selected in the Entry screen.
- Programmed schedule: It has the format of 00:00 hours. It is displayed only if this field was selected in the Entry screen.
- Frequent operation: It is displayed only if the operation is saved as frequent, with the word "Yes".
- Notify the payee: By selecting this option, the system will obtain from the accounts catalog the recorded data, which will be editable:
    - E–mail: By selecting this option, the payee´s email will be displayed: if you have not registered it yet, you can do it right there.
    - Cellular Phone Number: By selecting this option, the payee´s cell phone number will be displayed: if you have not registered it yet, you can do it right there (only for Telcel).
    - Message: Here you have to write the message that will be sent to the Payee.
- Entered by: It is displayed in case the transfer is sent by an entry operator user.
- User 1: Displays the name of the user who made the operation, as long as this last one has the faculties to make such operation; on the contrary, this field is not displayed.
- User 2: Displays the name of the user who made the operation; in case a User 2 it does not exist, this field is not displayed.

Payments / Services

» Services Registration

What can I find on this page?

On this page, you can register the Services to be paid. This will be made once, after you have registered it, it will be saved and will be displayed in the payment of Services screen as *Registered Services*.

There is also a *Carousel of services*, with the logos or icons of the principal services, which change automatically every ten seconds. At each end of the carousel, there is an arrow to go through all the services so you can choose one of them just with a click. If you place the cursor on the carousel this will stop automatically.

By clicking on the logo or icon of some service, the corresponding information will be displayed (commercial name, trade name and number of establishment), downloaded in the *Service* section on the same screen.

How can I obtain the information I am interested in?

To register some service:

- Search in the filter *Enter the commercial name or trade name*, enter the commercial name, trade name or establishment number, the system will find the coincidences and will display those that coincide with the common name and then the ones that coincide with the trade name under the text field.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
    - Commercial name
    - Trade name
    - Number of establishment
    - Select Link→, by clicking on this link the corresponding information to the service will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Service* on the same screen.
- Once you choose a record, the chart of the search results will disappear and the fields to register a service will be displayed.

» Services registration - Advanced search

In case you do not remember the commercial name or the trade name, you can use the option *Advanced search*. By clicking the corresponding button, a new content will be displayed on the same screen, which will be divided into two sections. You can make this search by Capture line or by Category. This search is contracted; when unfolded, the following fields are displayed:

- By Capture line: The field Line B is enabled for you to enter the capture line.
- By category: The selection lists *Line of business, State and Commercial name and Trade name* are enabled.

By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:

- Commercial name
- Trade name

- Number of establishment
- *Select* Link→, by clicking on this link the corresponding information to the service will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Service* on the same screen.

Once you choose a record, the chart of the search results will disappear and the fields to register a service will be displayed.

» Service registrations - Entry

The section *Services registration* will be displayed by clicking on a logo from the carousel, or by selecting a service, from the results of the search. The elements to register a service are the following:

1. **Maximum amount MXN**

   In this field, you have to register the maximum quantity or amount to make the payment of the service.

2. **Period of the maximum amount**

   Selection list with the following options:

   - Daily
   - Weekly
   - Biweekly
   - Monthly
   - Bimonthly
   - Quarterly
   - Semiannual
   - Annual

3. **Alias (optional)**

   In this field, you have to enter the name or alias that identifies the Payment of the service in your Frequent operations.

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

» Services registration - Application

What can I find on this page?

On this page, you can see the details of the application of the service registration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Services**

- Commercial name, trade name and establishment number.
- Maximum amount: Displays the applied amount.
- Period of the amount: Displays the applied amount in the Period
- Alias: Displays the alias or name you use to save the service.

By clicking "Continue", the screen to make the payment of the service previously registered, will be displayed.

» Payment of Services

What can I find on this page?

On this page, you can make payments of services previously registered. If you want to register another payment of service, click here.

How can I obtain the information I am interested in?

To make the payment of a service:

1. **Accounts**

   In the filter *Account type,* choose one of the following options: Checks, Cuenta Maestra and Cards.

   The selection list Withdrawals account with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Services**

   - In the filter Registered services, select the service to be paid; here you will be able to see the commercial name, trade name and number of establishment of the service.

     If a payment was registered through express registration, the selection list Registered Services will be disabled and only the name of the service will be displayed.

   - Link to register a service→, by clicking on this link the *Express Services Registration* will be displayed.

3. **Payment information**

   - Capture line: Here you have to enter the capture line of the service payment.
   - Amount MXN: Here you have to enter the quantity or amount to be paid.

4. **Additional options**

   - Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:
   - Schedule for a future date: This option is displayed if the service was registered as a Registration express; it is mandatory to enter the date and the hour.

- Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
    - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
    - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".

By clicking “Continue”, the Confirmation screen will be displayed.

» Payment of services - Concentration account

What can I find on this page?

On this page, you can make payments of services previously registered.

How can I obtain the information I am interested in?

To make the payment of a service:

1. **Accounts**

   In the filter *Account type,* choose one of the following options: Checks, Cuenta Maestra and Cards.

   The selection list Withdrawals account with the ten most frequently used accounts will automatically open, according with the account type you previously selected.

   If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

   In this window, you can only select one account.

2. **Service**

   In the filter Registered services, select the service to be paid; here you will be able to see the commercial name, trade name and number of establishment of the service.

   If a payment was registered through express registration, the selection list Registered Services will be disabled and only the name of the service will be displayed.

   - Register a service: By clicking on this link, the express Services Registration will be displayed.

3. **Payment information**

   - Numeric reference: Here you have to enter the Numeric reference of the payment.
   - Alphanumeric reference: Here you have to enter some reference or description of the payment.
   - Amount MXN: Here you have to enter the quantity or amount to be paid.

4. **Additional options**

   - Fiscal vouchers: By selecting this option, the fields RFC and IVA are displayed:

- Schedule for a future date: This option is displayed if the service was registered as a Registration express; it is mandatory to enter the date and the hour.
- Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
- Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- Remote authorization form: By selecting this option, the following information will be displayed:
    - Date: Using a calendar you can choose the date to apply the operation. This calendar only allows the selection of one date.
    - Schedule: Two selection lists are displayed, one to indicate the hour, with the values "00" to "23"; and another to indicate the minutes, with the values "00", "15", "30" and "45".
- By clicking "Continue", the Confirmation screen will be displayed.

» Payment of services - Confirmation

What can I find on this page?

On this page, you can see the confirmation of the service payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Withdrawal account:**
    - Account: Number, name or alias of the account and balance.
2. **Service**
    - Service Commercial name, trade name.
    - Number of establishment
3. **Payment information**
    - Reference
    - Authorization number
    - Amount
    - Amount of surcharge
    - Amount of discount
    - Total amount of the payment
    - Amount commission payer
    - Amount IVA commission payer
    - Currency:
    - RFC
    - IVA

- Programmed date
- Programmed schedule:

By clicking "Return", you will be sent to the Entry screen, keeping the information previously selected.

By clicking "Accept", a window will be displayed asking you to enter your Challenge to apply your operation.

» Payment of services - Application

What can I find on this page?

On this page, you can see the details of the application of the service payment.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Withdrawal account:**
    - Account: Number, name or alias of the account and balance.
2. **Service**
    - Service Commercial name, trade name.
    - Number of establishment
    - Payment information reference
    - Authorization number
    - Amount
    - Amount of surcharge
    - Amount of discount
    - Total amount of the payment
    - Amount commission payer
    - Amount IVA commission payer
    - Currency:
    - RFC
    - IVA
    - Entered by:
    - User 1
    - User 2
    - Programmed date
    - Programmed schedule:

Payments / By Direct Billing

» Payments by Direct Billing

What can I find on this page?

On this page, you can see the Payments by direct billing bills.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Payments by direct billing**

   Here you will find the Payments by direct billing button, which will take you to the *Payments by direct billing registration*.

2. **Active bills**

   If there are no Payments by direct billing bills, the system will send the message "There are no bills registered.

   If you have active a payment by direct billing bill, these will be displayed with the following data:

   - Account type:
   - Withdrawal account (all the digits of the account must be shown)
   - Payment to
   - Application date:
   - Last modification
   - Maximum amount

   On the right side will be the following links:

   - See background record : Displays the operations of the Payments by direct billing instruction
   - "Modify".
   - Cancel

3. **Canceled bills**

   If there are no Payments by direct billing bills, the system will send the message "There are no bills registered.

   If you have canceled a payment by direct billing bill, these will be displayed with the following data:

   - Account type:
   - Withdrawal account:
   - Payment to
   - Application date:
   - Last modification
   - Maximum amount

   On the right side will be the following links:

   - See background record: Displays the operations of the Payments by direct billing instruction.
   - Reactivate: Permits the reactivation of the Payments by direct billing bill.

» Payment by Direct Billing - Registration

What can I find on this page?

Here you can register or save Payments by direct billing. Once you have registered them, these will be displayed on the *Payments by direct billing Summary* screen.

You will also find a Carousel of bills, with the logos or icons of the principal bills, which will change automatically every ten seconds. On every end of the carousel, there is an arrow to move it and then go through it to select some of the bills with just a click. If you place the cursor on the carousel this will stop automatically.

By clicking on the logo or icon of some bill, the corresponding information will be displayed (commercial name, trade name and number of establishment), downloaded in the *Bill* section on the same screen.

How can I obtain the information I am interested in?

To Register a payment by direct billing.

- Search in the filter *Enter the commercial name or trade name*, enter the commercial name, trade name or establishment number, the system will find the coincidences and will show those that coincide with the common name and then the ones that coincide with the trade name under the text field.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
  - Commercial name
  - Trade name
  - Number of establishment
  - Select Link →, by clicking on this link the corresponding information to the bill will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Bill* on the same screen.

Once you choose a record, the chart of the search results will disappear and the fields to register a bill will be displayed.

» Payments by Direct Billing registrations - Advanced search

In case you do not remember the commercial name or the trade name, you can use the option Advanced search; click a button to display a new content, on the same screen, which, when unfolded, will show the following fields:

1. By category:

- The selection lists *Line of business, State and Commercial name and Trade name* are enabled.
- By clicking "Search", a chart with the results of the specific search will be displayed, with the following elements:
  - Commercial name
  - Trade name

- Number of establishment
- Select Link →, by clicking on this link the corresponding information to the bill will be displayed (commercial name, trade name and number of establishment), downloaded on the section *Bill* on the same screen.

Once you choose a record, the chart of the search results will disappear and the Instruction of Contract registration will be displayed.

» Registration - Instruction of contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bill you selected.

How can I obtain the information I am interested in?

By clicking "Return", the Payments by direct billing registration will be displayed (Last screen→Bill search).

By clicking "Accept", the entry screen of the instruction of the Payments by direct billing will be displayed.

» Payments by Direct Billing – Service registration – Data Entry

What can I find on this page?

On this page, you must choose the withdrawal account and the Payments by direct billing information.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Account:

- Account type: Choose from the selection list the account type to pay the bill.
  - Checks
  - Cuenta Maestra
  - Cards

2. Withdrawal account:

Selection list with the ten most frequently used accounts, according with the account type you previously selected.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number. In this window, you can only select one account.

3. Bill

In this section, the commercial name and trade name that you selected on the search screen are displayed.

4. Payment information

Contains the following information:

- Dynamic fields according with the type of Payments by direct billing you choose.
- Personalized description: Here you have to enter some description related to the Payments by direct billing.

By clicking "Return", the Payments by direct billing registration will be displayed (Last screen→Bill search).

By clicking "Accept" the Confirmation of the instruction of the Payments by direct billing screen, will be displayed.

» Payments by direct billing- Service Registration- Confirmation

What can I find on this page?

On this page, you can see and confirm the Payments by direct billing information.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Withdrawal account

Number, name, alias and balance of the account.

2. Bills

Commercial and trade name chosen in the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing.
- Customized description.

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

» Payments by direct billing- Service Registration - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Withdrawal account**

   Number, name, alias and balance of the account.

2. **Bills**

   Commercial name and trade name you chose on the search screen.

3. **Payment´s information**

   Contains the following elements:

   - Dynamic fields according with the type of bills you choose when you register your Payments by direct billing.
   - Customized description

» Payments by direct billing- Service modification - Contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bills you choose.

How can I obtain the information that I am interested in.

By clicking "Return", the *Payments by direct billing registration* screen will be displayed (Previous screen →Bills search).

By clicking "Accept", the screenshot of the *Payments by direct billing* instruction, will be displayed.

» Payments by direct billing- Service modification – Data entry

What can I find on this page?

On this page, you have to choose the withdrawal account and enter the Payments by direct billing information.

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

To modify Payments by direct billing:

1. **Accounts**

   In the filter *Account type*, choose one of the following options: Checking, Master Card and Cards.

   The *Withdrawal account* selection list, with the ten most frequently used accounts, will automatically be displayed, according with the account type you previously chose.

   If you do not find any of your accounts, click *See all the accounts*, and a window will be displayed with all the accounts, you can search by name, alias, and branch or account number.

   In this window, you can only choose one account.

2. **Bills**

   Displays the commercial name and the trade name of the Payments by direct billing.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you chose for Payments by direct billings.
- Customized description: Here you have to enter some description in reference to the Payments by direct billing.
- By clicking "Return", the *Payments by direct billing registration* screen will open (Previous screen →Bills search).
- By clicking "Accept", the confirmation screen of the *Payments by direct billing* instruction will be displayed.

» Payments by direct billing– Service modification – Confirmation

What can I find on this page?

On this page, you can see and confirm the Payments by direct billing information.

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

The page consists of the following sections:

1. Withdrawal account

Number, name, alias and balance of the account.

2. Bills

Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing
- Customized description.

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

» Payments by direct billing– Service modification - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application.

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

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you chose on the search screen.

3. Payment information

Contains the following elements:

- Dynamic fields according with the type of bills you choose when you register your Payments by direct billing
- Customized description

» Payments by direct billing- Reactivation - Contract

What can I find on this page?

On this page, you can see the contract or the payment policies of the bills you choose.

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

By clicking "Return", the *Payments by direct billing registration* screen will be displayed (Previous screen →Bills search.

By clicking "Return", the *Payments by direct billing registration* screen will open (Previous screen →Bills search.

» Payments by direct billing- Reactivation - Application

What can I find on this page?

On this page, you can see the details of the Payments by direct billing application you reactivated.

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

The page consists of the following sections:

1. Withdrawal account

Number, name or alias and balance of the account.

2. Bills

Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Payment to
- Status
- Bills number
- Registration date

» Payments by direct billing- Cancelation - Confirmation

What can I find on this page?

On this page, you can see the details of the Payments by direct billing you want to cancel.

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

The page consists of the following sections:

1. **Withdrawal account**

   Number, name or alias and balance of the account.

2. **Bills**

   Commercial name and trade name you chose on the search screen.

3. **Payment information**

   Contains the following elements:

   - Payment to
   - Status
   - Bills number
   - Registration date

By clicking “Return”, the *Payments by direct billing registration* screen will open (Previous screen →Bills search).

By clicking “Accept”, a window where you should enter your Challenge number to apply your operation will be displayed.

» Payments by direct billing- Cancelation - Application

What can I find on this page?

On this page, you can see the application of the Payments by direct billing you cancelled.

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

The page consists of the following sections:

1. **Withdrawal account**

   Number, name or alias and balance of the account.

2. **Bills**

   Commercial name and trade name you choose on the search screen.

3. Payment information

Contains the following elements:

- Payment to
- Status
- Bills number
- Registration date
- User 1 and/or User 2

Massive Transfers / Create File

» Massive Transfers – Create Files

What can I find on this page?

On this page, you can create files to make multiple deposits, a withdrawal or a deposit.

How can I obtain the information I am interested in?

The page consists of the following options:

1. **New file**

   This option allows you to create a new file.

2. **Existing file copy**

   This option allows you to make a copy from an existing file to a new one.

3. **Continue payments entry**

   This option allows you to make a payment or continue with the payment entry.

4. **Type of operation**

   Selection list with the following options:

   - Choose an option:
     - One withdrawal/One deposit
     - One withdrawal /Multiple deposits.

After filling the required fields, the button "Continue" will be displayed.

Massive Transfers / One Withdrawal - One Deposit

Massive Transfers (Bursts)

» New file

By choosing this option, the required fields to generate the file, will be displayed:

1. **Type of operation**
   - You must choose one of the following options from the chosen list:
     - One withdrawal/One deposit
     - One withdrawal/Multiple deposits

2. **Filename**

   In this field, you have to register the name you will use to save the file.

3. **Set an application date**

   A calendar in which you have to choose the application date.

By clicking "Continue", the *Add payments to your file* screen, will be displayed.

» Add payments (Bursts)

What can I find on this page?

On this page, you can see the details or summary of the file and the operations registered on it.

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

The page consists of the following options:

1. **File information**
   - File name
   - File summary: Chart with the file operations details, arranged as follows:
     - Number of operations in pesos (MXN) and dollars (USD)
     - Total amount in pesos (MXN) and dollars (USD).

2. **Registered operations**

   In this section you find the buttons "Filter", "Print" and "Download"; under them there is a chart with the following columns:
   - Account number
   - Account type
   - Withdrawal account
   - Deposit account

- Amount
- Currency
- Status
- Modify Link→Displays a window according with the account type, the existing information of the record and the buttons "Close"(close the window) and "Save" (save the modification).
- Arrow or button for "Detail" .
  - RFC: It is presented for Banamex Own Accounts , Other accounts, Credit Card and Payment bills.
  - IVA: It is presented for Banamex Own Accounts, Other accounts, Credit Cards and Payment bills.
  - Application date: It is presented for Banamex Own accounts, Other accounts, Credit Cards, Payment of bills and Protected checkbook.
  - Concentration account: It is presented for Other accounts.
  - Numeric reference: It is presented for Other accounts.
  - Alphanumeric reference: It is presented for Other accounts.
  - Number of establishment: It is presented for Payment bills.
  - Capture Line: It is presented for Payment bills.
  - First Check: It is presented for Protected checkbook.
  - Last check: It is presented for Protected checkbook.
  - Instruction: It is presented for Protected checkbook.
  - Amount per check: It is presented for Protected checkbook.

You can order any of the fields in an ascending or descending way; just click the arrow on the right of each field.

By clicking "Erase" you will eliminate the chosen records.

By clicking "Add payments", the window with the chosen account type fields will be displayed, to enter the payment.

Add payments - Window

In this window, you have to enter the requested information, arranged as follows:

1. Operations

- Type of operation:
  - Banamex Accounts Transfers
  - Other accounts transfers
  - Credit Cards Payment
  - Payment of bills
  - Protected checkbook

2. Accounts

- Withdrawal account: Displays two chosen lists: *Account type and Account*, with the alias, account number and balance.
- Deposit account: Displays two chosen lists: *Account type and Account*, with the alias, account number and balance.

3. Transfer information

- Amount MXN or USD: Field to record the amount in pesos or dollars according with the type of withdrawal or deposit account of the transfer.
- Exchange rate: Sell banking price of the day.
- Amount MXN or USD (exchange rate): Displays the exchange rate from pesos to dollars or dollars to pesos, depending on the withdrawal or deposit account you choose.
- Capture line: Field to enter the bills line to pay (only if you choose *Payment of bills*)

4. Additional options:

- By choosing this option, the RFC and IVA fields will be displayed:
- Set date and application time:
  - Date: Using a calendar you can choose the date when the application should be applied. You can choose only one date.
  - Schedule: Displays two selection lists, one for the hour (with values "0" to "23") and another for the minutes (with values "00", "15", "30" and "45").
- References: If your operation is an interbank transfer or a Banamex Third Party Payment Check, this option is enabled with the following enter fields:
  - Numeric reference: This is a mandatory field and is a number associated with the transfer, which must be validated when a concentration account is involved.
  - Alphanumeric reference: This is a mandatory field and requires entering a text associated with the transfer.
  - Description: In this field, you can enter a description associated with the transfer.
- Concentration account (Banamex Line): You choose this option, only if the destination account is a concentration account.

5. Payment Information

Only if the deposit account is a Banamex Loan.

- Minimum payment MXN: Displays the minimum amount to be paid for the card.
- Payment not to generate interests: Displays the amount to be paid not to generate interests.
- Other amount MXN: Field that allows entering an amount different from the minimum payment and the payment not to generate interests.

6. Bills

Only if you choose *Payment bills* in the selection list.

- Registered bills: Selection list with the registered bills name and the establishment number.

7. Checking

- First check: Field where you must enter the first check number.
- Last check: Field where you must enter the last check number.
- Instruction: Selection list with the options:
  - Activate (release)
  - Activate (release with amount)
  - Deactivate (not released)
  - Prevention for theft / loss
- Amount by check: Field where you must enter the amount in pesos or dollars, according to the type of withdrawal account.

By clicking "End", the window will close and you will lose the registered information.

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

Payments one-one – data enter – Details Filter

By clicking "Filter", a new window will be displayed in which you will be able to choose the following options to filter your search:

1. By key word

You must enter the registered payment key word.

2. By operation type

Set of Options to be filter:

- Banamex Own accounts
- Other accounts
- Credit Cards
- Payment bills
- Protected checkbook

3. Amount

Two options

- Specific
- By range

If you choose *Specific*, only the *From* field will be enabled, if you choose *By range*, the fields *From* and *To* will be enabled.

4. Application date:

Two options:

- Specific
- By range

If you choose *Specific*, only the field *From* will be enabled, if you choose By range, the fields *From* and *To* will be enabled.

By clicking "Cancel", the window will close.

By clicking "Filter", the search result will be displayed according with the chosen criteria. The criteria entered to be filtered can be the selection of one or more sections presented in the window.

» Payment one-one – Confirmation (Bursts)

What can I find on this page?

On this page, you can see the confirmation of the operations to be transferred from the file.

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

The page consists of the following sections:

1. File

This section contains the charts *Transfers and Payments* and *Protected checkbook*; arranged as follows:

- Transfers and payments
  - Type of operation: Banamex Own accounts transfers, Other accounts transfers, Payments of Credit Cards and/or Payment Bills .
  - Number of operations: Presents the number of operations of each currency (MXN or USD) for every type of operation.
  - Total amount: Displays the amount of each currency (MXN or USD) for every type of operation.
  - Total: Displays the total number of transfers and payments (MXN or USD), as well as the total amount (MXN and USD).
- Protected checkbook
  - Instructions: Activate, Deactivate or Prevent theft /loss.
  - Amount of protected checking: Displays the quantity of protected checking for each instruction.
  - Total of operations: Displays the total number of protected checking.

2. Additional Options

- Remote Authorization: If you activate this option, the field *Second digital signature* will be disabled.

- Digital signatures:
  - First digital signature: Field in which you should enter the first digital signature.
  - Second digital signature: Field in which you should enter the second digital signature.

By clicking "Return", the screen previous to your operations details, will be displayed.

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

» Payment one-one – Application (Bursts)

What can I find on this page?

On this page, you can see the details of the application of the operations to be transferred from the file.

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

The page consists of the following sections:

1. File

This section contains the following elements:

- File name
- Transferred operations: Number of transferred operations.
  - Operations Summary: This chart displays the following information:
  - Operation´s status: Applied, Rejected, Received instructions, Second signature is missing and to verify.
  - Number of operations: Displays the number of operations for each status.

2. Payments details

Chart with the operations details and the following information:

- Registration number.
- Type: Displays the account type (Banamex Own accounts, Other accounts, Credit Cards, Payment bills or Protected checkbook).
- Deposit account: Displays the number of the deposit account.
- Amount: Displays the amount of the record payment.
- Currency: Displays the currency of the payment.
- Status: Displays the status (Applied, To verify, Second signature is missing, received instruction or Rejected).
- Authorization: Displays the authorization number of the payment.

If a record has an error or a *Rejected* status, an error message will be displayed under the record with the details of the error for the operations. In the operation status *To verify*, an alert is displayed with its corresponding details.

Massive Transfers / Copy from an existing File

» Copy from an existing file (Bursts)

By choosing this option, a window will be displayed in which you can choose from a selection list, the existing files to create the new file. After choosing the file name, click "Continue".

By clicking "Continue", a window will be displayed in which you must enter the following information:

1. New file name

2. Additional Options

- Erase amounts
- Application date selection

Immediately after, you must click "Save" to complete the creation of the file.

» Copy from an existing file (One withdrawal/Multiple deposits)

If you choose this option a window will be displayed in which you must choose or search a file entering the name, type of file, date and/or sequential. When choosing the file from the results chart, you must click "Continue".

By clicking "Continue", a window will be displayed in which you must enter the following information:

1. New file name

Text box in which you must enter the copy´s name of the file to be duplicated.

2. Date

In a calendar, you must choose the file new copy date.

3. Sequential

Text box in which you must enter the sequential number of the file new copy.

4. Additional options

- Erase amounts: Choose this option if you want the payments amounts to be cero.

To save the file, click "Save", this will close the window and open the *Payments Summary* screen.

Massive Transfers / Continue Data Entry

Massive Transfers - Continue Data Entry

If you choose this option, a window will be displayed in which you must choose or search a file, as well as enter the name, date and sequential. Once you have chosen the file from the results chart, click "Continue".

» Enter - TEF - Registered payments - Banamex Transfers

What can I find on this page?

This page displays the payments or operations registered in the file. You can also add payments to your file.

How can I obtain the information that 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
   - Type of file
   - Application date
   - Description
   - Sequential
   - Withdrawal account
   - Balance MXN
   - Number of operations

2. **Amount**

   Text box in which you must enter the amount in MXN.

To modify your file heading, you need to click "Modify", which will open a window with the following information:

- File name: Displays the name of the file (not modifiable).
- File type: Displays the type of file (not modifiable)
- Application date: Calendar in which you must choose the application date in day/month/year, format.
- Sequential: Text box in which you must enter a sequential for the file.
- File description: Text box in which you must enter a brief description of the file.
- Withdrawal account: Selection list in which you must choose the withdrawal account.

To update your information you need to click "Save"

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

3. Registered Payments

This section consists of two areas:

- Buttons area:
  - Filter: This button opens a window in which you can choose the following options to filter the information:
    - By key Word: Text box in which you must enter a key Word to filter.
    - By account type: Contains a series of options to filter:
      - Checking
      - Card
      - Payment order individual entity
      - Payment order legal person
    - By amount: Contains the following options:
      - Specific: By choosing this option, the text field *From* will be displayed.
      - By range: By choosing this option the texts fields *From* and *To* will be displayed.
    - By clicking "Cancel", the window will close.
    - By clicking "Filter", the results of the search according with the chosen criteria will be displayed. The criteria entered to filter can be chosen among one or more sections presented in the window.
  - "Print": By clicking on this button, the *Registered payments* screen will be printed.
  - "Download": By clicking on this button, the file will be downloaded in your computer.
- *Registered payments* area: The information is arranged as follows:
  - Selection column: Here you select or choose the records you want to eliminate from the file.
  - "Detail" arrow
    - Payee
    - Description
    - Reference
    - Instructions
  - Number: Displays the consecutive number of the registered operations in the file.
  - Type: Displays the account type:
    - Checking
    - Card
    - Payment order individual entity
    - Payment order legal person
  - Branch
  - Account
  - Amount

- Modify: Depending on the account type, this link displays a window. It contains the prerecorded information of the registration and the buttons "Cancel" (to close the window) and "Save" (to save the registration modification).

In case there is an active file, the button "Undo filter" will open; by clicking on it, all the payments charged in the beginning will be displayed.

Note: The first record on the screen is the first the file contains.

Add payments window – Data entry – Banamex Transfers - Checking

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

1. **Account type**

   Selection list with the option:

   - Checking

2. **Branch**

   Enter the branch number.

3. **Accounts**

   Enter the account number.

4. **Payee**

   Enter the payee's name.

5. **Amount**

   Enter the amount in MXN.

6. **Numeric reference**

   Enter the numeric reference, which is a number associated with the transfer, and if a concentration account is involved, must be validated.

7. **Alphanumeric reference**

   Enter some text associated with the transfer.

8. **Description**

   Enter a brief description of the record to be added.

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

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

Add payments window – Data entry- Banamex Transfers - Cards

In this window, you must enter the required information, presented as follows:

1. Account type

Selection list with the option:

- Cards

2. Account

Enter the account number.

3. Payee

Enter the payee´s name.

4. Amount

Enter the amount in MXN.

5. Numeric Reference

Enter the Numeric reference, which is a number associated with the transfer. In case a concentration account is involved, it has to be validated.

6. Alphanumeric reference

Enter some text associated with the transfer.

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

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

Add payments – Window – Banamex Transfers – Payment order individual entity

In this window, you must enter the required information, arranged as follows:

1. Account type

Selection list with the option :

- Payment order individual entity

2. Branch

Enter the branch number.

3. Last name

Enter your last name.

4. Mother's maiden name

Enter your mother´s maiden name.

5. Name

Enter your name.

6. Amount

Enter the amount in MXN.

7. Reference

Enter some text associated with the transfer.

8. Instructions

Enter the instructions

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

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

Add payments window – Data entry – Banamex Transfers – Payment order legal person

In this window, you must enter the required information, arranged as follows:

1. Account type

Selection list with the option:

- Payment order legal person

2. Branch

Enter the branch´s number.

3. Trade name

Enter the trade name.

4. Amount

Enter the amount in MXN.

5. Reference

Enter some text associated with the transfer.

6. Instructions

Enter the instructions

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

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

By clicking "Continue", the *Confirmation* screen will open.

» Confirmation screen – Banamex Transfers

What can I find on this page?

This page displays the confirmation of your file details.

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

The page consists of the following sections

1. File information

On this page the information is arranged as follows:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- Balance MXN

File summary: Chart that displays the following information:

- Type of payment: displays the type of payment.
    - Checking
    - Cards
    - Payment orders individual entity
    - Payment orders legal person
- Number of operations: Displays the number of operations of each type of payment.
- Amount MXN: Displays the amount of each type of payment.
- The total *Number of operations* and the *Amount of the records* l are displayed at the end.

By clicking on "Return", the screen, previous to your operations details, will be displayed.

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

» Application screen – Banamex Transfers

What can I find on this page?

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

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

The page consists of the following section:

1. **File information**

   In this section the information is arranged as follows:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Description
   - Withdrawal account
   - Balance MXN

   File summary: Chart that displays the following information:

   - Type of payment: Displays the type of payment:
     - Checking
     - Cards
     - Payment orders individual entity
     - Payment orders legal person
   - Number of operations: Displays the number of operations of each registration.
   - Amount MXN: Displays the amount of each registration.

   The total number of operations made and the amount of the registrations are displayed at the end.

» Data entry – TEF – Registered payments – Transfers other banks

What can I find on this page?

This page displays your operations payments registered in the file. You can also add payments to your file.

How can I obtain the information that 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
   - Type of file

- Application date
- Description
- Sequential
- Withdrawal account
- Balance MXN
- Number of operations
- Total amount MXN

To modify your file heading, click "Modify", which will display a window with the following information:

- File name: Displays the file name (not modifiable).
- Type of file: Displays the type of file (not modifiable)
- Application date: Calendar on which you have to choose the application date in day/month/year, format.
- Sequential: Text field where you have to enter a sequential for the file.
- File description: Text field where you have to enter a brief description of the file.
- Withdrawal account: Selection list where you have to choose the withdrawal account.

To update your information you have to click "Save"

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

2. Registered payments

This section consists of two areas:

- Buttons area:
    - "Filter". This button opens a window in which you can choose different options to filter information, described as follows:
        - By key Word: You must enter a key Word to filter.
        - By account type:
            - Checking
            - Cards
            - Payment order individual entity
            - Payment order legal person
        - By amount:
            - Specific: By choosing this option, the field *From* will be enabled.
            - By range: By choosing this option, the fields *From* and *To* will be enabled.
        - By clicking "Cancel" the window will close.
        - By clicking "Filter", the search results will be displayed according with the chosen criteria. The criteria entered to filter can be chosen among one or more sections presented in the window.

- "Print": with this button you can print the *Registered payments* screen.
- "Download": With this button you can download the file to your computer.

- *Registered payments* area: The information is arranged as follows:
  - Selection column: Here you choose or choose the records you want to eliminate from the file.
  - *Details*: Displays the following information:
    - Payee
    - Description
    - Reference
    - Instructions
  - *Number*: Displays the consecutive number of registered operations in the file.
  - Type: Displays the account type.
    - Checking
    - Cards
    - Payment orders individual entity
    - Payment orders legal person
  - Branch
  - Account
  - Amount
  - *Modify*. This link opens a window, depending on the account type. Contains the preregistered information of the record and the buttons "Cancel" and "Save" to close the window or save the record modification.

Data entry- Transfers other Banks – CLABE – Individual entity

In this window you must enter the requested information, arranged as follows:

1. **Type**

   Selection list with the option:

   - CLABE

2. **Individual entity**

   Choose this option to continue with the record entry.

3. **CLABE**

   Enter the receiving bank CLABE number.

4. **Bank**

   When you enter the CLABE number, the receiving bank´s name will be shown.

5. **Last name**

   Enter your last name.

6. **Mother´s maiden name**

   Enter your mother´s maiden name.

7. **Name**

   Enter the name

8. **Amount**

   Enter the amount in MXN.

9. **Numeric reference**

   Enter the Numeric reference, which is a number associated with the transfer. In case a concentration account is involved, it must be validated.

10. **Alphanumeric reference**

    Enter some text associated with the transfer.

11. **Application date**

    Choose from the selection list the application date:

    - Same day
    - Next day

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

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

Data entry – Transfers other Banks – CLABE – Legal person

In this window you must enter the requested information, arranged as follows:

1. **Type**

   Choose from the selection list the option:

   - CLABE

2. **Legal person**

   Choose this option to continue with the record entry.

3. **CLABE**

   Enter the CLABE number of the receiving bank.

4. Bank

When you enter the CLABE number, the receiving bank´s name will be shown.

5. Trade name

Enter the trade name.

6. Amount

Enter the amount in MXN.

7. Numeric reference

Enter the Numeric reference, which is a number associated with the transfer. In case a concentrating account is involved, it must be validated.

8. Alphanumeric reference

Enter some text associated with the transfer.

9. Application date

Choose in the selection list the application date:

- Same day
- Next day

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

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

Data entry- Transfers other Banks - Debit Card

In this window you must enter the required information, arranged as follows:

1. Type

Choose from the selection list the option:

- Debit Card

2. Bank

Choose from the selection list the receiving bank.

3. Account

Enter the account number of the receiving bank.

4. Last name

Enter the last name.

5. **Mother's maiden name**

   Enter the mother´s maiden name.

6. **Name**

   Enter the name.

7. **Amount**

   Enter the amount in MXN.

8. **Numeric reference**

   Enter the Numeric reference, which is a number associated with the transfer. If a concentration account is involved, it must be validated.

9. **Alphanumeric reference**

   Enter some text associated with the transfer.

10. **Application date**

    Choose the application date from the selection list:

    - Same day
    - Next day

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

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

By clicking "Continue", the *Confirmation* screen will be displayed.

» Confirmation screen – Transfers other banks

What can I find on this page?

On this page you can see the confirmation of your file details.

How can I obtain the information that 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
   - Type of file
   - Application date
   - Sequential

- Description
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment: Displays the type of payment
  - CLABE
  - Debit card
- Number of operations: Displays the number of operations for each type of payment.
- Amount MXN: Displays the amount of each type of payment.

The number of operations and the amount of the records are displayed at the end.

By clicking "Return", the screen, previous to *your operations details*, will be displayed.

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

» Application screen – Transfers other banks

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 that 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
- Type of file
- Application date
- Description
- Sequential
- User 1
- User 2
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment: Displays the type of payment:
  - CLABE
  - Debit card

- Number of operations: Displays the number of operations for each type of payment.
- Amount MXN: Displays the amount for each type of payment.

The total number of operations and the records amount are displayed at the end.

» Add payments (Bursts)

What can I find on this page?

On this page you can see the details or summary and the file operations recorded on it.

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

The page consists of the following sections:

1. File information

The information in this section is arranged as follows:

- File name
- File summary: Chart with the details of the file operations, arranged as follows:
  - Number of operations in pesos (MXN) and dollars (USD)
  - Total amount in pesos (MXN) and dollars (USD).

2. Registered operations

In this section you find the buttons "Filter", "Print" and "Download" ; under them there is a chart with the following columns:

- Account number
- Account type
- Withdrawal account
- Deposit account
- Amount
- Currency
- Status
- Modify link. Displays a window according with the account type, the preloaded data of the record and the buttons "Close" (close the window) and "Save" (save the modification).
- "Detail" arrow:
  - RFC: It is presented for Banamex Own accounts, Other accounts, Credit card and Payment of bills.
  - IVA: It is presented for Banamex Own accounts, Other accounts, Credit card and Payment of bills.
  - Application date: It is presented for Banamex Own accounts, Other accounts, Credit card, Payment of bills and Protected checkbook.
  - Concentration account: Is presented for Other accounts.

- Numeric reference: Is presented for Other accounts.
- Alphanumeric reference: Is presented for Other accounts.
- Number of establishment: Is presented for Payment bills.
- Capture line: Is presented for Payment bills.
- First Check: Is presented for Protected checkbook.
- Last Check: Is presented for Protected checkbook.
- Instruction: Is presented for Protected checkbook.
- Amount per check: Presented for Protected checkbook.

You can order in ascendant or descendent way any of the fields by clicking on the arrow located on the right of the field.

By clicking "Erase", the chosen records will be eliminated.

By clicking "Add payments" a window with the chosen account type fields will be displayed, to entry the payment.

Add payments - Window

In this window you must enter the required information, arranged as follows:

1. Operations

- Type of operation
  - Banamex Transfers accounts
  - Transfers other accounts
  - Credit cards payments
  - Payment Bills
  - Protected checkbook

2. Accounts

- Withdrawal account: Displays two selection lists: *Account type* and *Account*, with the alias, account number and balance.
- Deposit account: Displays two chosen lists: *Account type* and *Account*, with the alias, account number and balance.

3. Transfer information

- Amount MXN or USD: Field to register the amount in pesos or dollars, according to the type of withdrawal or deposit account of the transfer.
- Exchange rate: Banking sell price of the day.
- Amount MXN or USD (exchange rate): Displays the exchange rate for dollars to pesos or pesos to dollars, depending on the type of withdrawal or deposit account chosen.
- Capture line: Filed to enter the bills line of the bills to be paid (only if you chose *Payment bills*).

4. Additional options

- Fiscal Voucher: By choosing this option, the fields *RFC* and *IVA* will be displayed.
- Set the application date and hour.
  - Date: You can set the date on which the operation must be applied with the use of a calendar.
  - Schedule: Displays two selection lists, one for the hour (with values "00" to "23") and other for the minutes (with values "00", "15", "30" y "45").
- References: if your operation is an interbank transfer or a Banamex Third Parties Payment Checking, this option is enabled with the following entry fields:
  - Numeric reference: This field is mandatory and consists of an associated number to the transfer, which must be validated if a concentration account is involved.
  - Alphanumeric reference: This field is mandatory and requires the entry of some associated text to the transfer.
  - Description: In this field you can enter some description associated with the transfer.
- Concentration account (Banamex Line): You only choose this option if the destination account is a concentration account.

5. Payment information

Only if the deposit account is Banamex Loan.

- Minimum payment MXN: Displays the amount corresponding to the minimum payment to the card.
- Payment not to generate interest: Displays the amount corresponding to the payment not to generate interest.
- Other amount MXN: This field allows you to enter a different amount from the minimum payment and the payment not to generate interests.

6. Bills

Only if you choose *Payment bills* in the selection list.

- Registered bills: Selection list with the registered bills name and the establishment number.

7. Checking

- First check: Enter the first check number.
- Last check: Enter the last check number.
- Instruction. Selection list with the following options:
  - Activate (release)
  - Activate (release with amount)
  - Deactivate (not released)
  - Prevention for theft/loss
- Amount per check: Enter the amount in pesos or dollars according to the type of withdrawal account.

By clicking “Finish”, the window will close and the registered information will be lost.

By clicking “Save”, the information will be saved and the fields cleared for you to keep entering or adding records.

Payments one – one – Data entry- Filter Details

By clicking “Filter”, a window will be displayed in which you can choose the following options to filter your search:

1. **By Key word**

   You must enter the key Word of the registered payment to filter.

2. **By type of operation**
   - Banamex Own accounts
   - Other accounts
   - Credit Cards
   - Payment Bills
   - Protected checkbook

3. **Amount**
   - Specific
   - By range

   If you choose Specific, only the field *From* will be enabled, if you choose *By range*, the fields *From* and *To* will be enabled.

4. **Application date**
   - Specific
   - By range

   If you choose Specific, only the field *From* will be enabled, if you choose *By range*, the fields *From* and *To* will be enabled.

By clicking “Cancel”, the window will close.

By clicking “Filter”, the result of the search will be displayed according to the chosen criteria. The chosen criteria to filter can be the selection of one or more sections presented in the window.

» Payment one - one - Confirmation (Bursts)

What can I find on this page?

On this page you can see the confirmation of the operations to be transfer from the file.

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

The page consists of the following sections:

1. **File**

   This section contains the charts for *Transfers and payments* and *Protected checkbook*, which are arranged as follows:

   - Transfers and payments
     - Type of operation: Transfers Banamex own accounts, Transfers other accounts, Credit Cards payments and/or Payment Bills.
     - Number of operations: Presents the number of operations of each currency (MXN or USD) for each type of operation.
     - Total amount: Displays the amount of each currency (MXN or USD) for each type of operation.
     - Total: Displays the total number of transfer and payments (MXN or USD), as well as the total amount (MXN and USD).
   - Protected checkbook
     - Instructions: Activate, Deactivate or Prevent for theft /loss.
     - Number of protected checking: Displays the number of protected checking for each instruction.
     - Total of operations: Displays the total number of protected checking.

2. **Additional operations**

   - Remote authorization. If you activated this option the field *Second digital signature* will be disabled.
   - Digital signatures:
     - First digital signature: Enter the first digital signature.
     - Second digital signature: Enter the second digital signature.

By clicking “Return”, the previous screen with the details of your operations will be displayed.

By clicking “Accept”, a window where you should enter your Challenge number to apply your operation will be displayed.

» Payment one - one – Application (Bursts)

What can I find on this page?

On this page, you can see the details of the application of the operations to be transfer from the file.

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

The page consists of the following sections:

1. **File**

   This section consists of the following elements:

   - File name
   - Transferred operations: Number of transferred operations.
   - Operations summary: Chart with the following information.
     - Operations status: Applied, Rejected, Received instruction, Second signature is missing and To verify.
     - Number of operations: Displays the number of operations for each status.

2. **Payments details**

   Chart with the operation details and the following information:

   - Registration number.
   - Type: Displays the account type (Banamex Own accounts, Other accounts, Credit card, Payment bills or Protected checkbook.
   - Deposit account: Displays the number of the deposit account.
   - Amount: Displays the amount of the record payment.
   - Currency: Displays the currency of the payment.
   - Status: Displays the status (Applied, Rejected, Received instruction, Second signature is missing and To verify).
   - Authorization: Displays the payment´s authorization number.

If a record has an error or the Rejected status, the error notification will be displayed under the record, with the error details for the operations. In the operations with status *To verify*, an alert is displayed with its details.

Massive Transfers / File Consult

» Massive transfers – File Consult

What can I find on this page?

On this page, you can see the details of your files classified as follows:

- One Withdrawal – Multiple deposits
- One Withdrawal – One deposit

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

The page consists of the following sections:

1. One withdrawal – Multiple deposits

Expandable section: By clicking "Collapse", the list of files can be hidden or visible. This list is presented as follows:

- Selection column: You can choose one or several records.
- File name: By clicking on this link, the file details will be shown.
- Type of file: Selection list with the options:
  - Banamex Transfers
  - Transfers other accounts
  - Referenced payment order
- Application date: Calendar in which you have to choose the application date in day/month/year format.
- Sequential: Displays the sequential number of the file.
- Status: Selection list with the options:
  - Pending to transfer
  - Transferred
  - Applied

By clicking "Erase", the chosen records will be eliminated.

2. Advanced search

Expandable section: By clicking "Collapse", the following elements could be hidden or become visible.

- Type of Consult: Selection list with the options:
  - Remote
  - Historical
  - Referenced payment orders – Answer files
- Type of file: Selection list with the options:
  - Banamex Transfers
  - Transfers to other accounts
- Date: Calendar in which you have to choose the file date in day/month/year format.

- Sequential: Enter the sequential number:
- Save remote file as: Enter the name of the file.

By clicking "Consult", the *Details* screen will be displayed, showing the required file.

3. One withdrawal - one deposit

Expandable section: By clicking "Collapse" , the files list could be hidden or become visible. This list is presented as follows:

- Selection column: One or several records can be chosen.
- File name: Displays the name of the file; by clicking on this link the file details will be shown.
- Number of operations (MXN and USD): Displays the number of operations in pesos and in dollars for the file.
- Total amount (MXN and USD): Displays the total amount in pesos and in dollars for the file.

By clicking "Erase" the chosen records will be eliminated.

By clicking "Share", the file(s) will be released so another user can see them or modify them.

» Payments one - one - Consult - Details (Bursts)

What can I find on this page?

On this page, you can Consult your file details, showing the classified operations summary according with the following status:

- Applied
- Rejected
- Received instructions
- Second signature is missing
- To verify

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

The page consists of the following sections:

1. File information

- File name.
- Transferred operations: Number of transferred operations.
- Pending to transfer: Number of operations pending to be transferred.
- Total file: Total of operations transferred and to be transferred.
- Operations summary: Chart with the following information:
  - Transferred operations status:
    - Applied
    - Rejected
    - Received instructions

        - Second signature is missing
        - To verify
    - Number of operations: Number of operations by status.
    - Total: Total number of operations of each status.

2. Registered operations summary

Chart with the following information:

- Selection column: It is only displayed for the records with status *To verify*, *Rejected* or *Pending to transfer*, you can choose one or several records.
- "Detail" arrow or button
    - Withdrawal account: It is displayed for all the types of account.
    - Currency: It is displayed for all the types of account.
    - RFC: It is displayed for Banamex Own accounts, Other accounts, Credit card and Payment Bills .
    - IVA: It is displayed for Banamex Own accounts, Other accounts, Credit card and Payment Bills .
    - Application date: It is displayed for Own accounts Banamex, Other accounts, Credit card, Payment Bills and Protected checkbook.
    - Concentration account: It is presented for Other accounts.
    - Numeric reference: It is presented for Other accounts.
    - Alphanumeric reference: It is displayed for Other accounts.
    - Establishment number: It is displayed for Payment bills.
    - Capture line: It is displayed for Payment bills.
    - First check: It is presented for displayed checkbook.
    - Final Check: It is displayed for Protected checkbook.
    - Instruction: It is p displayed for Protected checkbook.
    - Amount per check: It is displayed for Protected checkbook.
- Registration number
- Account type: Banamex Own accounts, Other accounts, Credit cards, Payment bills or Protected checkbook.
- Deposit account: Displays the deposit account number.
- Status: Displays the operation status, in this classification:
    - To be verified: It displays an alert among details and registration with the alert message. When the registration has this status, it will present the link "Repair".
    - Transferred.
    - Applied.
    - Rejected: Displays an error among the details and the registration with an error message. When the registration has this status, the link "Repair" will be displayed.
    - Pending to transfer: This record displays the link "Repair".
- *Repair.* Depending on the account type, this link opens a window.

By clicking "Continue", the screen *Files transfer* will be displayed.

In order for you to edit all the records, you have to save a copy of each. By saving one copy, the operations will keep a *Pending* status, which enables you to erase, edit and transfer.

The operations with a status of *Pending* can be eliminated, transmitted, or modified.

The operations with a status *Rejected* can be modified; by clicking *Modify* the status will pass from *Rejected* to *Pending.*

In the file summary, the status (Applied, Rejected, Received instructions, Second signature is missing, To verify) will have a link that will execute an automatic filter on the registered operation list by status.

» Payments one - one - Consult - Details Summary (Totals) (Bursts)

What can I find on this page?

On this page, you can Consult the summary or details of the total amounts by status for each operation type in the file.

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

The page consists of the following sections:

1. **File information**

   File name

2. **Operations summary**

   Displays a chart for each account type:

   - Transfers Banamex own account
   - Transfers other accounts
   - Credit card payment
   - Bill payments
   - Protected checkbook

3. **Status**

   Column that displays the status:

   - Pending for
   - Second signature is missing
   - Received instruction
   - Applied
   - Rejected
   - To validate status

4. **Number of operations**

   Two columns: One displays the number of operations in MXN and the other in USD for each type of status. At the end the total of operations in MXN and USD will be shown.

5. Total amount

Two columns: One displays the total amount in MXN and the other in USD for each type of status. The total amount in MXN and USD will be displayed at the end.

» Payments one - one - Consult - Authorization pending (Bursts)

What can I find on this page?

On this page, you can Consult the summary or details of the authorization pending operations.

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

The page consists of the following sections:

1. File name

2. Status summary

- Chart with the number of operations for each type of status:
  - Transferring pending
  - Second signature is missing
  - Received instruction
  - Applied
  - Rejected
  - To validate
- File total: Displays the sum of all status.
- Selection column: It is shown only for the records with status To verify, Rejected or Transferring pending. You can choose one or several records.
- "Detail" arrow : Depending on the account type, the following information will be displayed.
  - Withdrawal account: It is presented for Banamex Own accounts, Other accounts, Credit Card, Payment Bills and Protected checkbook.
  - Currency: It is presented for Banamex Own accounts, Other accounts, Credit Card, Payment Bills and Protected checkbook.
  - RFC: It is presented for Banamex Own accounts, Other accounts, Credit Card, Payment Bills .
  - IVA: It is presented for Banamex Own accounts, Other accounts, Credit Card, Payment Bills .
  - Application date: It is presented for Banamex Own accounts, Other accounts, Credit Card, Payment Bills or Protected checkbook.
  - Concentrating account: It is presented for other accounts.
  - Numeric reference: It is presented for other accounts.
  - Alphanumeric reference: It is presented for other accounts.
  - Bank: It is presented for Payment Bills.
  - Establishment number: It is presented for Payment Bills
  - Capture line: It is presented for Payment Bills

  - First check: It is presented for Protected checkbook.
  - Last check: It is presented for Protected checkbook
  - Instruction: It is presented for Protected checkbook
  - Amount per check: It is presented for Protected checkbook
- Registration number.
- Account type: Banamex Own accounts, Other accounts, Credit Card, Payment Bills or Protected checkbook.
- Deposit account: Displays the deposit account number.
- Amount: Displays the amount of the account´s operation.
- Status: Displays the status of the operation in this classification:
  - To verify
  - Transferred
  - Applied
  - Rejected
  - Transferring pending

By clicking "Continue", the *Operation confirmation* screen will be displayed.

» Payments one – one – Confirmation – Authorization pending (Bursts)

What can I find on this page?

On this page, you can see the confirmation of the file operations to transfer.

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

The page consists of the following sections:

1. **Transfers and payments**

   Chart with the following information:

   - Type of operation: Displays the type of operation (Transfers Banamex own accounts, Transfers other accounts, Credit card payment and Payment bills).
   - Number or operations: Displays the number of operations in MXN and USD.
   - Total amount: Displays the total amount of the operations in MXN and USD.
   - Displays the total number of operations in MXN and USD, as well as the total amount in MXN and USD.

2. **Protected checkbook**

   Chart with the following information:

   - Displays the options Activate, Deactivate, Prevent for theft / loss and Activation with amount.
   - Number of protected checkbooks: Displays the number or protected checking for each instruction. In the case of *Activation with amount* displays the number of activations and the amount.
   - Total of operations: Sum of the number of protected checking and the activations.

3. Second digital signature

Field to enter the second digital signature.

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

Massive Transfers/One Withdrawal – Multiple Deposits

» Massive Transfers (TEF)

What can I find on this page?

On this page you can create files

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

The page consists of the following options.

1. **New file**

   This option enables you to create a new file.

2. **Copy from an existing file**

   This option enables you to make a copy from an existing file to a new one.

3. **Continue payment entry**

   This option enables you to make or continue the payments entry.

4. **Type of operation**

   Selection list with the options:

   - Choose a *default* option
   - One withdrawal/Multiple deposits

After completing the required fields, the button "Continue" will be displayed.

New file (Banamex Transfers)

By clicking Create file, the option New file and the type of operation One withdrawal/Multiple deposits, the New file screen will be displayed where you must enter the following information:

1. **Type of operation**

   Selection list with the option:

   - One withdrawal/Multiple deposits

2. **Type of file**

   Selection list with the options:

   - Banamex Transfers
   - Transfers other banks

3. **Name of the file**

   Enter the name used to save the file.

To continue with the process, you have to click "Continue", this will send you to the *General information entry* screen.

» General information entry – Banamex Transfers

What can I find on this page?

On this page, you have to enter the required information to continue with the process of creating a new file.

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

The page consists of the following sections:

1. **File information**
   - File name: Displays the entered name for the file.
   - Type of file: Displays the type of file.
2. **Date and description**
   - Date: Calendar on which you have to choose the application date in the format *day/month/year*. By default, the date always is the registration date.
   - Sequential: You have to enter a sequential for the file.
   - Description: You have to enter a brief description of the file.
3. **Withdrawal account**

   Selection list on which you have to choose the withdrawal account. Displays the alias, account number and the balance.

By clicking "Continue", the entered information will be saved and a window will be displayed in which you have to enter the required information, according with the *Account type* chosen.

Add payments window – Data entry- Banamex Transfers - Checking

In this window, you have to enter the required information, which is arranged as follows:

1. **Account type**

   Selection list with the option:
   - Checking
2. **Branch**

   Enter the branch´s number.
3. **Accounts**

   Enter the account´s number.
4. **Payee**

   Enter the payee´s name.
5. **Amount**

   Enter the amount in MXN.

6. Numeric reference

Enter the Numeric reference, which is an associated number to the transfer. If a concentrating account is involved it has to be validated.

7. Alphanumeric reference

Enter some text associated with the transfer.

8. Description

Enter a brief description of the record to add.

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

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

Add payments window – entry – Banamex Transfers - Cards

In this window, you have to enter the required information, arranged as follows:

1. Account type

Selection list with the option:

- Cards

2. Account

Enter the account number

3. Payee

Enter the payee's name

4. Amount

Enter the amount in MXN

5. Numeric reference

Enter the Numeric reference; it is an associated number to the transfer, which must be validated if a concentration account is involved.

6. Alphanumeric reference

You have to enter some text associated with the transfer.

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

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

Add payments window -data entry – Banamex Transfers – Payment order individual entity

In this window, you must enter the required information, arranged as follows:

1. **Account type**

   Selection list with the option:

   - Payment order individual entity

2. **Branch**

   Enter the branch number.

3. **Last name**

   Enter the last name.

4. **Mother´s maiden name**

   Enter the mother´s maiden name.

5. **Name**

   Enter the name.

6. **Amount**

   Enter the amount in MXN.

7. **Reference:**

   Enter some associated text to the transfer.

8. **Instructions**

   Enter the instructions.

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

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

Add payments window – Data entry– Transfers Banamex – Payment order legal person

In this window, you have to enter the requested information, arranged as follows:

1. **Account type:**

   Selection list with the option:

   - Payment order legal person

2. **Branch**

   Enter the branch number

3. **Trade name**

   Enter the trade name

4. **Amount**

   Enter the amount in MXN.

5. **Reference**

   Enter some text associated with the transfer

6. **Instructions**

   Enter the instructions

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

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

» Entry data - Registered payments – Banamex Transfers

What can I find on this page

On this page are the payments or operations registered in the file. You can add payments to your file.

How can I obtain the information that 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
   - Withdrawal account
   - Balance MXN
   - Number of operations

2. Amount

Enter the amount in MXN.

To modify your file heading, you need to click "Modify", this will open a window with the following information:

- File name: Displays the name of your file (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you have to choose the application date in format day/month/year.
- Sequential: You must enter a sequential for the file.
- File description: You must enter a brief description of the file.
- Withdrawal account: Selection list on which you have to choose the withdrawal account.

To update your information you need to click "Save".

If you do not want to update your information, click "Cancel", the window will close not saving any change.

3. Registered payments

This section consists of two areas:

- Buttons area:
  - Filter: This button opens a window in which you can choose the following options to filter the information.
    - By key Word: Enter a key word to filter.
    - By account type: Contains a series of options to filter:
      - Checking
      - Card
      - Payment order individual entity
      - Payment order legal person
    - By amount: Contains the following options:
      - Specific: By choosing this option, the field *From* will be enabled.
      - By range: By choosing this option, the fields *From* and *To*, will be enabled.
    - By clicking cancel, the window will close.
    - By clicking "Filter", the search results according with the chosen criteria will be displayed. The entered criteria to filter can be chosen from one or more sections presented in the window.
  - "Print": By clicking on this button, the Registered payments screen will be printed.
  - "Download": By clicking on this button, the file will be downloaded from your computer.
- Registered Payments area: The information is arranged as follows:
  - Selection column: Choose or select the records you want to eliminate from the file.
  - "Detail" arrow
    - Payee

        - Description
        - Reference
        - Instructions
    - Number: Displays the consecutive number of the registered operations in the file.
    - Type:
        - Checking
        - Card
        - Payment order individual entity
        - Payment order legal person
    - Branch
    - Account
    - Amount
    - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

By clicking "Continue", the *Confirmation* screen will be displayed.

» Confirmation screen - Banamex Transfers

What can I find on this page?

On this page, the confirmation of your file details is displayed.

How can I obtain the information that 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
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment:
  - Checking
  - Cards
  - Payment orders individual entity
  - Payment orders legal person
- Number of operations: Displays the number of operations for each type of payment.
- Amount MXN: Displays the amount of each type of payment.

The total number of operations and the amount of the registrations are displayed at the end.

By clicking "Return", you will be sent to the previous screen *Your operations details*.

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

» Application screen – Banamex Transfers

What can I find on this page?

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

How can I obtain the information that 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
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- Balance MXN

File summary: Chart with the following information:

- Type of payment:
  - Checking
  - Cards
  - Payment orders individual entity
  - Payment orders legal person
- Number of operations: Displays the number of operations of each of the registrations.
- Amount MXN: Displays the amount of each of the registrations.

The total number of operations made and the amount of the registrations are displayed at the end.

» General data entry – Transfers to other banks

What can I find on this page?

On this page, you have to enter the required information to continue with the process of creating a new file.

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

The page consists of the following sections:

1. **File information:**
    - File name: Displays the name entered for the file.
    - Type of file: Displays the type of file.
2. **Date and description**
    - Date: Calendar on which you have to choose the application date in the format day/month/year. By *default*, the date always is the entering date.
    - Sequential: You have to enter a sequential for the file.
    - Description: You have to enter a brief description of the file.
3. **Withdrawal account:**

    Selection list in which you have to choose the withdrawal account. Displays the alias, account number and balance.

By clicking "Continue", the entered information will be saved and it will display a window in which you can enter the payments record.

Entry data- Transfers other Banks – CLABE – Individual entity

In this window you have to enter the requested information, which is arranged as follows:

1. **Type**

    Selection list with the option:

    - CLABE
2. **Individual entity**

    Choose this option to continue with the registration entry.
3. **CLABE**

    Enter the CLABE number of the receiving bank
4. **Bank**

    After entering the CLABE number, the receiving bank´s name will be shown.
5. **Last name**

    Enter the last name.

6. Mother´s maiden name

Enter the mother´s maiden name

7. Name

Enter the name

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the Numeric reference that is a number associated with the transfer, which must be validated if a concentration account is involved.

10. Alphanumeric reference

Enter some text associated with the transfer.

11. Application date

Choose from the selection list the application date:

- Same day
- Next day

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

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

Data entry – Transfers other Banks – CLABE – Legal person

In this window, you have to enter the required information, which is arranged as follows:

1. Type

Choose from the list the option:

- CLABE

2. Legal person

Choose this option to continue with the record entry.

3. CLABE

Enter the CLABE number of the receiving bank.

4. Bank

By clicking the CLABE number, the receiving bank´s name will be shown.

5. Trade name

Enter the trade name

6. Amount

Enter the amount in MXN.

7. Numeric reference

Enter the Numeric reference, it is a number associated with the transfer, which must be validated if a concentrating account is involved.

8. Alphanumeric reference

Enter some text associated with the transfer.

9. Application date

Choose from the selection list the application date:

- Same day
- Next day

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

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

Data entry- Transfers other Banks – Debit card

In this window, you must enter the required information, which is arranged as follows:

1. Type

Choose from the list the option:

- Debit card

2. Bank

Choose the receiving bank from the selection list.

3. Account

Enter the account number of the receiving bank.

4. Last name

Enter the last name

5. Mother´s maiden name

Enter the mother´s maiden name

6. **Name**

   Enter the name

7. **Amount**

   Enter the amount in MXN.

8. **Numeric reference**

   Enter the Numeric reference, it is a number associated with the transfer, which must be validated if a concentrating account is involved.

9. **Alphanumeric reference**

   Enter some text associated with the transfer.

10. **Application date**

    Choose from the list the application date:

    - Same day
    - Next day

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

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

» Data entry – Registered payments – Transfers to Other Banks

What can I find on this page?

On this page, there are the payments of your registered operations in the file. You can add payments to your file.

How can I obtain the information that 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
   - Withdrawal account
   - Balance MXN

- Number of operations
- Total amount MXN

To modify the heading of your file, you need to click "Modify", this will open a window with the following information:

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

If you do not want to update your information, click "Cancel"; the window will close not saving any change.

2. Registered payments

This section consists of two areas:

- Button area
  - "Filter": This button opens a window in which you can choose the following options to filter the information:
    - By key word: Enter a key word to filter.
    - By account type:
      - Checking
      - Card
      - Payment order individual entity
      - Payment order legal person
    - By amount:
      - Specific: By choosing this option, the field *From* will be enabled.
      - By range: By clicking this option, the fields *From* and *To* will be enabled.
    - By clicking "Cancel", the window will close.
    - By clicking "Filter", the search results will be displayed according with the chosen criteria. The entered criteria to filter can be chosen from one or more sections presented in the window
  - "Print": With this button, you can print the *Registered payments* screen.
  - "Download": With this button, you can download the file to your computer.
- *Registered payments* area: The information is arranged as follows:
  - Selection column: Choose the records you want to eliminate from the file.
  - "Detail" arrow
    - Payee

  - Description
  - Reference
  - Instructions
- *Number*: Displays the consecutive number of registered operations in the file.
- Type:
  - Checking
  - Cards
  - Payment order individual entity
  - Payment order legal person
- Branch
- Account
- Amount
- *Modify*. This link displays a window depending on the account type, with the preloaded information of the registration and the buttons "Cancel" (to close the window) and "Save"(to save the registration modification).

» Confirmation Screen- Transfers to Other Banks

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File information:

This section contains the following elements:

- File name
- Type of file
- Date of application
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart that displays the following information:

- Payment type: Displays the payment type
- PIN
- Debit Cards
- Number of transactions: Displays the number of transactions for each payment type.

- MXN balance: Displays the amount of each payment type.

At the end, you can see the total number of transactions and import of entries.

By clicking "Return", the previous *Operation Details* screen will be displayed

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

» Application Screen – Transfers to Other Banks

What can I find on this page?

On this page, you can see the application details of your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File information

This section contains the following elements:

- File name
- Type of file
- Application date
- Description
- Sequential
- User 1
- User 2
- Withdrawal account
- MXN balance

File summary: It is a chart that displays the following information:

- Payment type:
  - PIN
  - Debit Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN balance: Displays the import of each payment type.

At the end, you can see the total number of transactions and amount of entries.

» Confirmation Screen – Transfers to Other Banks

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File information:**

   This section contains the following elements:

   - File name
   - Type of file
   - Date of application
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance

   File summary: It is a chart that displays the following information:

   - Payment type: Displays the payment type
   - PIN
   - Debit Cards
   - Number of transactions: Displays the number of transactions for each payment type.
   - MXN balance: Displays the amount of each payment type.

   At the end, you can see the total number of transactions and import of entries.

By clicking "Return", the previous *Operation Details* screen will be displayed

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

» Application Screen – Transfers to Other Banks

What can I find on this page?

On this page, you can see the application details of your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File information

This section contains the following elements:

- File name
- Type of file
- Application date
- Description
- Sequential
- User 1
- User 2
- Withdrawal account
- MXN balance

File summary: It is a chart that displays the following information:

- Payment type:
  - PIN
  - Debit Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN balance: Displays the import of each payment type.

At the end, you can see the total number of transactions and amount of entries.

Massive Transfers / Upload File

» Uploading a file – Validation (EFT)

What can I find on this page?

On this BancaNet Empresarial page, your computer will have validated software required to import your file.

How can I obtain the information I am interested in?

Just wait for a few seconds and BancaNet Empresarial will let you know if it is necessary for you to install additional software to upload the file.

» Uploading a file – Validation Active X (EFT)

What can I find on this page?

On this BancaNet Empresarial page, you can be asked to download and install additional or missing components in your computer in order to import the file.

How can I obtain the information I am interested in?

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

» Uploading a File (EFT)

What can I find on this page?

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

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File:**
   - Choosing the file: This field displays the routing of the file to be uploaded.
   - "Review" button: By clicking on this button, a Windows screen will open which will allow you to search and find in your computer the file to be uploaded.

By clicking "Validate", a window will be displayed with the number of operations in the file that is being uploaded.

Uploading file error – Duplicate Name

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

- Name: Field in which to modify the name previously uploaded.

By clicking "Cancel", the window will close and return to the *File upload* window.

By clicking "Save", the modified name will be saved as long as there is no other file with the same name.

Uploading file - Error – Duplicate Date and Sequential

If the file to be uploaded has the same date and/or sequential of another file already uploaded, a window will be displayed letting you know that the file was not uploaded and it will ask you to modify the date and/or file sequential.

By clicking "Cancel", the window will close and return to the *Upload* file window.

By clicking "Save", the modifications to the date and/or sequential will be saved.

Uploading file – Error – Duplicate Name, Date and Sequential

If the file to be uploaded has the same name, date and/or sequential as any other file previously uploaded, a new window will be displayed letting you know that the file was not uploaded and will ask you to modify the file name, date and/or sequential.

By clicking "Cancel", the window will close and return to the *Upload* file window.

By clicking "Save", the name, date and/or sequential will be saved.

» Uploading file – Error Detail (EFT)

What can I find on this page?

On this page, you can see the error details for the file that was being imported by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **Error details:**

   The page contains the following sections:

   - File number: Displays the file number with errors.
   - Description: Displays a brief description of the error.
   - Field content: Displays the field that has the errors.

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

» Uploading – Error data – Not Editable Layout

What can I find on this page?

On this page, you can see the error details for the file that was being imported by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File**

- File Name: Displays the file name to be uploaded.
- Valid Files: Displays the number of valid files.
- Invalid files: Displays the number of invalid files.
- Amount: Displays valid and invalid amount of files.

2. **Error details**

This section contains the following elements:

- File numbers: Displays the file number with the error.
- Description: Displays a brief description of the error.
- Field content: Displays the file content with incorrect information.

By clicking "Accept", the Import file window will be displayed.

» Uploading – Error data – Editable Layout

What can I find on this page?

On this page, you can see error details for the file that was being imported by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File**

This section displays the information as follows:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance
- Number of transactions
- Amount: Text field in which you can enter the amount in MXN.

By clicking "Cancel", the *Import file* window will be displayed.

By clicking "Repair", the *Modify errors* window will display and you can be able to correct the indicated field.

2. Error details

This section contains the following elements:

- Number of files: Displays the file number with the error.
- Description: Displays a brief description of the error.
- Field content: Displays the file content with incorrect information.

» Uploading – Error data – Editable Layout – Modification Errors

What can I find on this page?

On this page, you can see error details for the file that was being imported by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page contains the following sections:

1. Payment Registration

Fields highlighted in red are pending for modification.

- Fields Pending modification: Display the number of fields with pending modifications.
- File number: Displays the file number with pending modifications.
- Account type: Displays a list of field types chosen within payment registration.
- Branch: Text field contains the branch number entered in the payment registration.
- Account: Text field containing the account number entered in the payment registration.
- Payee: Text field containing the name of the payee entered in the payment registration.
- Amount: Text field containing the amount in the payment registration.
- Numerical reference: Text field contains numerical reference entered in the payment registration.
- Alphanumeric reference: Text field contains the alphanumeric reference entered in the payment registration.
- Description: Text field contains the description entered in the payment registration.

Note: This data may change depending on the incorrect field.

By clicking "Cancel", the previous *Amount Error* data will be displayed.

By clicking "Save", all modified data will be saved and the next file to be modified will appear. The number of fields pending modification will also be updated.

2. Error details:

This section contains the following elements:

Number of files: Displays the number of fields with errors.

Description: Displays a brief description of the error.

Field content: Displays the content of the file with errors.

» Uploading – Downloaded Payments

What can I find on this page?

On this page, you can see payments or transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File

This section displays the following:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amounts

In order to modify your file heading it is necessary to click "Modify" which will display a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which register a file sequential.
- File description: Text file in which you should enter a brief description of the file.
- Withdrawal account: Selection list, which you should choose the withdrawal file.

Click "Save" to activate your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area:
  - "Filter": This button displays a window in which you can choose the following options to filter your information:
    - By password: Enter a password to filter.

        - By account type:
            - Checks
            - Cards
            - Payment order to individual entity
            - Payment order to legal person
        - By amount:
            - Specific: By choosing this option, you can update the text field *From.*
            - By status: By Choosing this option, you can update the text field *From* and *To.*
        - Clicking "Cancel" button will close the window.
        - Clicking "Filter" will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
    - "Print": Clicking on this button will print the *Registered payments* window.
    - "Download": Clicking on this button will download the file to your computer.
- *Registered payments* area: Information is displayed as follows:
    - Selecting column: You should choose the files you want to delete.
    - "Detail" arrow
        - Payee
        - Description
        - Reference
        - Instructions
    - Number: Displays file consecutive registered transactions number.
    - Type:
        - Checkbook
        - Cards
        - Payment order to individual entity
        - Payment order to legal person
    - Branch
    - Account
    - Amount
    - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification.

In case of an active filter, a "Delete filter" button will appear and display the total of payments downloaded at the beginning.

Note: The first file on the screen is the one in file. Click "Continue" and the *Confirmation* window will be displayed.

» Uploading – Downloaded Payments – OPR

What can I find on this page?

On this page, you can see the payments or filed transactions inside the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File**

   This section contains the following elements:

   - File name
   - Type of file
   - Description
   - Application date
   - Sequential
   - Withdrawal account
   - MXN balance
   - Number of transactions
   - MXN total amounts

   Click "Modify" to modify the header of your file which will open a window that will display you the following information:

   - File name: Displays name of file (not modifiable).
   - Type of file: Displays the type of file (not modifiable).
   - Application date: Calendar where you should Choose the application date as day/month/year.
   - Sequential: Text field in which register the sequential for your file.
   - File description: Enter a brief description of the file.
   - Command: Field text in which you should enter the file command.
   - Withdrawal account: Choosing lists where you should choose the withdrawal account.

It is necessary to click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. **Registered payments**

   This section consists of two areas:

   - Buttons area
     - "Filter": This button opens a window where you can Choose the following options to filter the information:
       - By password: Field text where you should enter a password to filter.

- By account type:
  - Checkbook
  - Cards
  - Payment order to individual entity
  - Payment order to legal person
- By amount:
  - Specific: By Choosing this option, the field text *From* will be enabled.
  - By status: By Choosing this option, the text fields *From* and *To* will be enabled.
- Click "Cancel" to close with window.

- Click "Filter" to display search results according to the criteria you choose. You can enter filter criteria by entering your Choosing in one of more sections display in the window.
- "Print": Click on this button and the *Registered payments* window will print.
- "Download": Click on this button and the file will download to your computer.

- *Registered payments* area: The information will be displayed as follows:
  - Selecting column: This is where you should choose the files you want to delete.
  - "Detail" arrow
    - Payee
    - Description
    - Reference
    - Instructions
  - Number: Displays the sequential numbers of saved transactions in the file.
  - Type:
    - Checkbook
    - Cards
    - Payment order to an individual entity
    - Payment order to a legal person
  - Branch
  - Account
  - Amount
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the "Undo filter" button will appear and it will display the total of downloaded payments.

Note: The first entry you see in the window is the first file.

Click "Continue" and the *Confirmation* window will be displayed.

Uploading – Downloaded Payments – OPR – Add a payment or modify a payment

Register the information you are looking for in this window, which will display as follows:

1. **Type of transaction**

   Selection list with the following options:

   - Expediting the order
   - Canceling the order

2. **Branch**

   Text field where you should enter the branch number.

3. **Payee**

   Text field where you should enter the name of the payee.

4. **Amount**

   Text field where you should enter the MXN balance.

5. **Reference**

   Text field where you should enter text associated with the transfer.

6. **Instructions**

   Text field where you should enter instructions.

7. **Effective date**

   Calendar where you should Choose an effective date for the payment.

Once you have entered all data in this window and clicked "Finish", BancaNet Empresarial will ask if you want to save the registered information. If you choose "Yes", the information will be saved and the window will close. If you choose "No", the window will close automatically and all the registered data will be lost.

By clicking "Save", the information will be saved and the text fields will be automatically deleted so that you can continue entering and adding registries to the file.

» Uploading – Confirmation

What can I find on this page?

On this page, you can see the confirmation of your file details.

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

This section contains the following elements:

1. File

In this section the information is displayed as follows:

- File number
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance

File summary: It is a chart that displays the following information:

- Payment type:
  - Checks
  - Cards
  - Order of payment to an individual entity
  - Order of payment to a legal person
- Number of transactions: Displays the number of transactions for each payment type.
- MXN balance: Displays the amount of each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

By clicking "Return", you can be taken to the previous *Transactions* detail window.

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

» Uploading – Confirmation – OPR

What can I find on this page?

On this page, you can see the confirmation of your file.

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

The page contains the following sections:

1. File

This section contains the following elements:

- File name
- File description
- File status
- Type of file
- Application date

- Sequential
- Issuer
- Command
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amounts

2. Registered payments

This section consists of two areas:

- Buttons area
    - "Filter": Click on this button and a window will be displayed where you can choose the following options to filter information:
        - By password: Field text where you can enter a password to filter.
        - By account type:
            - Checkbook
            - Cards
            - Order of payment to an individual entity
            - Order of payment to a legal person
        - By amount:
            - Specific: By Choosing this option the text field *From* will be enabled.
            - By status: Choose this option to enable the text fields *From* and *To*.
        - Click "Cancel" to close the window.
        - Click "Filter" and your search results will be displayed according to the criteria you choose. The criteria entered to be filtered can be chosen from one or more sections that appear in the window.
    - "Print": Click on this button will print the *registered payments*.
    - "Download": You can download the file to your computer by clicking on this button.
- *Registered payments* area: The information is arranged as follows:
    - "Detail" arrow
        - Instructions
        - Type of transaction
        - Reference
    - Number: Displays the sequential number of saved transactions in the file.
    - Amount: Displays the chosen file amount.

- Payee: Displays the name of the payee.
- Expiration Date: Displays the expiration date in day/month/year format.

By clicking "Return" you can be taken to the previous *Transactions* detail window.

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

» Uploading – Confirmation – Protected Checkbook

What can I find on this page?

On this page, you can find confirmation of the details in your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. **File**

   This section contains the following elements:

   - File name
   - Type of file
   - Description
   - Application date
   - Sequential
   - Withdrawal account
   - MXN balance

   Summary of protected checkbook: It is a chart displaying the following information:

   - Instructions
     - Activate
     - Deactivate
     - Theft /loss prevention
     - Activation with amount:
       - Activations
       - Amount
   - Amount of protected checks
   - Total of operations

By clicking "Return", it will take you to the *Import file* screen.

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

» Uploading – Application

What can I find on this page?

On this page, you can see the details of the application of the file transactions.

How can I obtain the information I am interested in?

This page consists of the following two sections:

1. **File**

   This section contains the following elements

   - File name
   - Type of file
   - Description
   - File status
   - Date of application
   - Sequential
   - Withdrawal account
   - User 1
   - User 2

   File summary: It is a chart that displays the following information:

   - Payment type:
     - Checks
     - Cards
     - Order of payment to an individual entity
     - Order of payment to a legal person
   - Number of transactions: Displays the number of transactions for each entry.
   - MXN balance: Displays the amount of each entry

   The total number of operations and the amount of the registrations are displayed at the end.

» Uploading – Application – OPR

What can I find on this page?

On this page, you can see the details of the application of the file transactions.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File

This section contains the following elements

- File name
- File description
- Type of file
- File status
- Date of application
- Sequential
- Issuer
- Command
- User 1
- User 2
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

» Uploading – Application – Protected Checkbook

What can I find on this page?

On this page, you can see the details of the application of the file transactions.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File

This section contains the following elements:

- File name
- Type of file
- Description
- Application date
- Sequential
- Withdrawal account
- MXN balance

Summary of protected checkbook : It is a chart displaying the following information:

- Instructions:
  - Activate
  - Deactivate
  - Theft prevention/loss
  - Activation with amount
    - Activations
    - Amount
- Amount of protected checkbook
- Total transactions

» Uploading -Application - +1500

What can I find on this page?

On this page, you can see the details of the application of the file transactions.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File

This section contains the following elements:

- File name
- Type of file
- Description
- File status
- Date of application
- Sequential
- Withdrawal account
- User 1
- User 2

File summary: It is the chart displaying the following information:

- Payment type:
  - Checks
  - Cards
  - Order of payment to an individual entity
  - Order of payment to a legal person

- Number of transactions: Displays the number of transactions for each entry.
- MXN balance: Displays the amount of each entry.

The total number of operations and the amount of the registrations is displayed at the end.

Note: If the transferred file surpasses 1500 entries, it will be compacted by BancaNet Empresarial and a copy will be saved as backup in your computer.

» Uploading file – Validation (Bursts)

What can I find on this page?

This BancaNet Empresarial page validates your computer with the necessary software to import the file.

How can I obtain the information I am interested in?

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

» Uploading file – Validation Active X (Bursts)

What can I find on this page?

On this page, BancaNet Empresarial asks you to download and install additional or missing components in your computer for uploading the file.

How can I obtain the information I am interested in?

Just follow instructions to download and install additional components to import the file.

» Uploading file (Bursts)

What can I find on this page?

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

How can I obtain information I am interested in?

The page consists of the following sections:

- File Choosing: Field, which displays the routing of the file to be downloaded.
- "Review" button: Click on this button and a Windows screen will appear where you can navigate and search in your computer the location of the file to be downloaded.

Click "Validate" and a window will be displayed with information on the amount of transaction of the file being downloaded.

Payments one - one – Uploading a File – Duplicate same name

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

- Name: Displays the previously downloaded name needing modification.
- Click "Cancel" and the window will close and return to the *Download the file* screen.
- Click "Save" and the modified name will be saved only if a file with the same name is found.

Payments one – one – Uploading a File – Error more than 1500

If the download file is bigger than 1500 entries, BancaNet Empresarial will open a window informing you that the file is not downloadable because it is bigger than 1500 entries.

Click "Accept" and a window will close and return to the *Download file* screen.

» Payment one-one- Uploading File – Error detail (Bursts)

What can I find on this page?

On this page, you can see the error details when the file was being imported by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File**

   Section with the following elements:

   - File name
   - File summary: Chart with the following data:
     - Valid files: Indicates the number of valid files.
     - Invalid files: Indicates the number of invalid files.
     - Uploading: Indicates files imported.

2. **Error details**

   Section with the following elements:

   - Error summary: Chart with the following data:
     - File number: Indicates the file number with the error.
     - Description: Displays a brief description of the error.

Click "Accept" and *Import file* will be displayed on the screen.

Banamex Payroll / Create a File

» Create a File

What can I find on this page?

On this page, you can create files in order to make multiple deposits or to make a single withdrawal or deposit.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **New file**

   You can create a new file with this option.

2. **Copy from an existing file:**

   You can update a copy from an existing file to a new file with this option.

3. **Continues to enter payments**

   This option allows for the continued entry of payments.

4. **Type of file**

   Selection list of the following options:

   - Banamex payroll
   - Pagomatico
   - Interbank payroll
   - Interbank pensions
   - Card Registration

Click “Continue” the registered data will be stored and you can be able to continue with your transaction.

Banamex Payroll - New File

» Banamex Payroll

New file

When choosing the *New file* option, the *Create file* window will be displayed in which you should enter the following data:

1. **Type of file**

   Choose any option from the following list:

   - Banamex payroll
   - Pagomatico
   - Interbank payroll
   - Interbank pensions
   - Card Registration

2. **File name**

   Enter file name.

3. **Date**

   Choose the date of the new file from the displayed calendar.

4. **Sequential**

   Register the sequential number of the new file.

5. **Withdrawal account**

   Choose the withdrawal account from the following list.

Click "Continue" to continue the process. This will take you to the *Enter general data* screen.

Data entry – Banamex Payroll- Payment to Banamex

Enter the information required in the window, which will be displayed as follows:

1. **Saved transactions**

   Displays the number of saved transactions.

2. **Payment type**

   Selection list with the option:

   - Banamex accounts

3. **Concept**

   Selection list with the option:

   - Payroll

4. Account type

Choose from the Selection list with the option:

- Checkbook

5. Branch

Enter the branch number.

6. Account

Enter account number.

7. Payee (optional)

Enter the name of the payee.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter numeric reference.

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

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

Data Entry - Banamex payroll- Interbank payment - CLABE

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays number of saved transactions.

2. Payment type

Selection list with the option:

- Interbank payment

3. Concept

Selection list with the option:

- Payroll

4. Account type

Choose the option from the Choosing list:

- CLABE

5. **CLABE**

   Enter the CLABE number for the account.

6. **Bank**

   While capturing the CLABE number for the account, the name of the bank where you have your account will appear.

7. **Payee (optional)**

   Enter name of the payee.

8. **Amount**

   Enter the amount in MXN.

9. **Reference**

   Enter text associated with the transfer.

10. **Application date (deposit date)**

    Choose the application date from the Choosing lists:

    - Same day
    - 24 hours

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

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

Data Entry -Banamex Payroll – Interbank Payment – Card

Enter the information required in the window, which will be displayed as follows:

1. **Saved transactions**

   Displays the number of saved transactions.

2. **Payment type**

   Selection list with the option:

   - Interbank payment

3. **Concept**

   Selection list with the option:

   - Payroll

4. **Account type**

    Choose from the Selection list:

    - Card

5. **Card number**

    Enter the card number.

6. **Bank**

    Choose from the Selection list the bank corresponding to the registered card number.

7. **Payee**

    Enter name of the payee.

8. **Amount**

    Enter the amount in MXN.

9. **Reference**

    Enter the reference.

10. **Application date (deposit date)**

    Choose the application date from the Choosing list:

    - Same day
    - 24 hours

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

By clicking “Save”, the information will be saved and the fields automatically cleared so you can keep entering or adding records.

Data Entry – Banamex Payroll – Payment Order

Enter the information required in the window, which will be displayed as follows:

1. **Registered transactions**

    Displays the number of saved transactions.

2. **Payment type**

    Choose from the Selection list:

    - Cash payment order.

3. Concept

Choose from the Selection list:

- Payroll

4. Branch

Choose from the Selection list:

- Branch

5. Payee

Enter the name of payee.

6. Amount

Enter the amount in MXN.

7. Reference

Enter the reference.

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

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

Data Entry – Pagomatico – Checking

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the number of saved transactions.

2. Account type

Choose from the Selection list:

- Checkbook

3. Branch

Enter the branch number.

4. Account

Enter the account number.

5. Payee

Enter the payee number.

6. **Amount**

   Enter the amount in MXN.

7. **Numeric reference**

   Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

8. **Alphanumeric reference**

   Enter text associated with the transfer.

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

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

Data Entry- Pagomatico - Cards

Enter the information required in the window, which will be displayed as follows:

1. **Saved transactions**

   Displays the number of saved transactions.

2. **Account type**

   Choose from the Selection list:

   - Card

3. **Card number**

   Enter the card number.

4. **Payee**

   Enter the payee number.

5. **Amount**

   Enter the amount in MXN.

6. **Numeric reference**

   Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

7. **Description**

   Enter a brief description of the added entry.

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

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

Data Entry – Interbank payroll – CLABE

Enter the information required in the window, which will be displayed as follows:

1. **Saved transactions**

   Displays the number of saved transactions.

2. **Account type**

   Choose from the Selection list:

   - CLABE

3. **CLABE**

   Enter the CLABE account number

4. **Bank**

   Once the CLABE account number is entered, the bank name to which it corresponds will appear.

5. **Father's last name**

   Enter your father's last name.

6. **Mother's last name**

   Enter your mother's last name.

7. **Name**

   Enter your name.

8. **Amount**

   Enter the amount in MXN.

9. **Numeric reference**

   Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

10. **Alphanumeric reference**

    Enter the alphanumeric reference.

11. Application date (deposit date)

Choose from the Selection list:

- Same day
- 24 hours

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

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

Data entry – Interbank payroll – Debit card

Enter the information required in the window, which will be displayed as follows:

1. Saved transactions

Displays the amount of saved transactions.

2. Account type

Choose from the Selection list:

- Card

3. Bank

Selection list from which you should choose the bank that corresponds with the entered card number.

4. Card number

Enter the card number.

5. Father's last name

Enter your father's last name.

6. Mother's last name

Enter your mother's last name.

7. Name

Enter your name.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the numeric reference, which is the number associated with the transfer which should always be validated when it is a concentrated account.

10. Alphanumeric reference

Enter the alphanumeric reference associated with the transfer.

11. Application date (deposit date)

Choose from the Selection list:

- Same day
- 24 hours

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

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

Data Entry – Register Cards – D Payment

Once you choose the option *New file* on the screen *Create file* will appear on the screen in which you should enter the following data:

1. File name

Enter the file name.

2. Sequential

Enter the file's sequential number.

Click "Continue" and a window will open in which you should enter the following data:

1. Workplace

Choose from the Selection list.

2. Card information

- Type of product: Choose from the Selection list:
  - D Payment
- Type of delivery: Choose from the Selection list:
  - Company *stock* assignment
- Assigned card number: Enter the assigned card number.

3. Employee information

- Enter the name
- Enter father's last name
- Enter mother's last name
- Choose the birth date as day/month/year

- Choose your birth country
- Enter your house and street number
- Enter the name of the city
- Enter zip code
- Enter town or delegation name
- Choose the state
- Choose the nationality

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

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

Data Entry – Register Cards – Pagomatico

Enter the information required in the window, which will be displayed as follows:

1. Operations

Saved registrations: Displays number of saved transactions.

2. Workplace

Choose from the Selection list.

3. Card information

- Payment method: Choose from the Selection list:
  - Pagomatico
- Payment assignment: Choose from the Selection list:
  - Employee
  - Company

4. Employee information

- Choose the type of individual entity:
  - National
  - Business
  - Minor
  - Foreigner in the country
  - Foreign business in the country
- Enter the name
- Enter father's last name

- Enter mother's last name
- Enter place of birth
- Choose country of birth
- Choose birth date as day/month/year
- Choose the nationality:
  - Mexican
  - Foreign
- Choose gender:
  - Male
  - Female
- Choose marital status:
  - Single
  - Married
  - Widowed
  - Divorced
  - Married with separate assets
  - Married with joint assets
  - Living together
- Enter CURP (optional)
- Enter street name and home number
- Enter city name
- Enter zip code
- Enter town or delegation name.
- Choose the state
- Enter email (optional)
- Enter home telephone number
- Enter the office telephone number (optional)

5. Additional options

Appoint a payee. Once you Choose this option, you should enter the following data:

- Enter name
- Enter father's last name
- Enter mother's last name
- Choose relationship
  - Title
  - Husband/Wife

- Son/Daughter
- Father/Mother
- Brother/Sister
- Grandparent
- Grandchild
- Next of kin
- None

- Choose birth date as day/month/year
- Choose birth country
- Enter street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Choose the nationality

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

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

Data Entry – Register Cards – Executive profile

Enter the information required in the window, which will be displayed as follows:

1. **Amounts**

   Saved registrations: Displays number of saved transactions.

2. **Workplace**

   Choose from the Selection list.

3. **Card information:**

   - Payment method: Choose from the Selection list:
     - Executive profile
   - Payment assignment: Choose from the Selection list:
     - Employee
     - Company

4. Employee information

- Choose the type of :
  - National
  - Business
  - Minor
  - Foreigner in the country
  - Foreign company in the country
- Enter the name
- Enter father's last name
- Enter mother's last name
- Enter birth place
- Choose birth country
- Choose birth date as day/month/year
- Choose nationality:
  - Mexican
  - Foreigner
- Choose Gender:
  - Male
  - Female
- Choose marital status:
  - Single
  - Married
  - Widowed
  - Divorced
  - Married with separate assets
  - Married with joint assets
  - Living together
- Enter the CURP (optional)
- Enter your street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Enter email address (optional)

- Enter home telephone number
- Enter office telephone number (optional)

5. Additional options

Assign payee. When choosing this option, you should enter the following data:

- Enter name
- Enter father's last name
- Enter mother's last name
- Choose relationship
  - Title
  - Husband/Wife
  - Son/Daughter
  - Mother/Father
  - Brother/Sister
  - Grandparent
  - Grandchild
  - Next of kin
  - Not related
- Choose date of birth as day/month/year
- Choose birth country
- Enter street your street name and house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Enter nationality

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

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

» Data Entry – Registered payments – Banamex payroll

What can I find on this page?

On this page, you can see payments or saved transactions in the file. You can also add payments 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 contains the following elements:

- File name
- Type of file
- Application date
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

In order to modify your file heading, Click "Modify" and a window with the following information will open:

- File name: Displays file name (not modifiable).
- File type: Displays type of file (not modifiable).
- Application date: Calendar in which to Choose application date as day, month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose a withdrawal account.

Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area
  - "Filter": This button opens a window where you can choose the following options to filter information:
    - By password

      Enter a password to filter.

        - By payment type:
            - Banamex
            - Interbank
            - Cash payment order
        - By amount:
            - Specific: Choosing this option will enable the text field *From*.
            - By status: This option will enable text fields *From* and *To.*
        - Click "Cancel" and the window will close.
        - Click the "Filter" button and the search results will be displayed according to the chosen criteria. The criteria that were entered to filter can be chosen from one or more sections in the window.
    - "Print": This button allows you to print the *Registered payments* screen.
    - "Download": This button allows you to download the file to your computer.
- Registered payments area:
    - Selecting column: Here you can choose the transactions you want to delete from your file.
    - "Detail" arrow
        - Concept
        - Account type
        - Bank
        - Branch
        - Payee
        - Application date
        - Reference
    - Number: Displays the consecutive number of registered transactions in the file.
    - Payment type:
        - Banamex
        - Interbank
        - Cash payment order
    - Branch
    - Account
    - Amount
    - Modify: This link displays window with previously downloaded data entry and the "Cancel" button (to close the window) and "Save" button (to save the modified entry).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

» Confirmation Screen- Banamex Payroll

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section contains the following elements:

   - File name
   - Type of file
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance

   File summary: It is a chart displaying the following information:

   - Payment type:
     - Banamex
     - Interbank
     - Cash payment orders
   - Number of transactions: Displays number of transactions for each payment type.
   - MXN amount: Displays the amount for each payment type.

   The total number of operations and the amount of the registrations are displayed at the end.

Click “Return” and it will take you to the previous registered payments By clicking "Return", the previous registered payments screen will be displayed.

By clicking “Accept”, a window where you should enter your Challenge number to apply your operation will be displayed.

» Application Screen – Banamex Payroll

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance
   - User 1
   - User 2

   File summary: It is a chart displaying the following information:

   - Payment type:
     - Banamex
     - Interbank
     - Cash payment orders
   - Number of transactions: Displays number of transactions for each payment type.
   - MXN amount: Displays the amount for each payment type.

   The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry – Registered Payments – Banamex Pagomatico

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments 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 displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance

- Number of transactions
- MXN total amount

If you want to modify your file heading, Click "Modify" and a window will open with the following information to be modified:

- Name of file: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you should Choose the application date as day/month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief file description.
- Withdrawal account: Selection list in which you should choose a withdrawal account

Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information and the window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area
  - "Filter": This button opens a window in which you can choose the following options to filter information:
    - By password: Enter the password to filter.
    - By payment type:
      - Banamex
      - Interbank
      - Cash payment order
    - By amount:
      - Specific: By Choosing this option, *From* will update the *From* text field.
      - By status: By Choosing this option, the *From* and *To* text fields will be updated.
    - Click "Cancel" to close the window.
    - Click "Filter" to display search results with chosen criteria. The filter criteria may be chosen among one or more sections displayed in the window.
  - "Print": This button will print the *Registered payments* window.
  - "Download": This button will download files to your computer.
- Registered payments area: The information is displayed as follows:
  - Selecting column: This is where you choose the files you want to delete.
  - "Detail" arrow
    - Payee
    - Numeric reference
    - Alphanumeric reference

        - Description
    - Number: Displays the consecutive number of saved items in your file.
    - Payment type:
        - Checkbook
        - Cards
    - Branch
    - Account
    - Amount
    - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" and a *Confirmation* screen will be displayed.

» Confirmation Screen – Banamex Pagomatico

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Type of application
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
    - Checkbook
    - Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN amount: Displays the amount of each payment type.

- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" and it will take you to the previous screen of entered payments.

Click "Accept" and a window will open asking you to enter your Challenge in order to apply your entry.

» Screen Application – Banamex Pagomatico

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance
   - User 1
   - User 2

   File summary: It is a chart displaying the following information:

   - Payment type:
     - Checkbook
     - Cards
   - Number of transactions: Displays number of transactions for each payment type.
   - MXN amount: Displays the amount for each payment type.

   The total number of operations made and the amount of the registrations is displayed at the end.

» Data entry – Registered payments – Interbank payroll

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments 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 displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

If you want to modify your file heading, Click "Modify" n and a window will open with the following information to be modified:

- File name: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you should Choose the application date as day/month/year.
- Sequential: Enter a sequential for your file.
- File description: Enter a brief file description.
- Withdrawal account: Selection list which you should Choose a withdrawal account

Click "Save" in order to update your information.

Click "Cancel" if you do not want to update your information and the window will close without saving any changes.

2. Registered payments

This section consists of two areas:

- Buttons area
  - "Filter": This button opens a window in which you can choose the following options to filter information:
    - By password: Enter the password to filter.
    - By payment type:

        - Banamex
        - Interbank
        - Cash payment order
    - By amount:
        - Specific: By choosing this option, *From* will update the *From* text field.
        - By status: By choosing this option, the *From* and *To* text fields will be updated.
    - Click "Cancel" to close the window.
    - Click "Filter" to display search results with chosen criteria. The filter criteria may be chosen among one or more sections displayed in the window.
  - "Print": This button will print the *Registered payments* window.
  - "Download": This button will download files to your computer.
- *Registered payments*: Information is displayed as follows:
  - Selecting column: This is where you choose the files you want to delete.
  - "Detail" arrow
    - Payee
    - Numeric reference
    - Description
  - Number: Displays the consecutive number of saved items in your file.
  - Payment type:
    - CLABE
    - Card
  - Branch
  - Account
  - Amount
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification.

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" and a *Confirmation* screen will appear.

» Confirmation Screen- Interbank payroll

What can I find on this page?

On this page, you can see confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections

1. **File information**

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
  - CLABE
  - Card
- Number of transactions: Displays number of transactions for each payment type
- MXN amount: Displays the amount for each payment type.
- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" in order to return to the previous screen with entered payments.

Click "Accept" and a window will open which will ask that you enter your Challenge in order to apply your transaction.

» Application screen – Interbank payroll

What can I find on this page?

On this page, you can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance

- User 1
- User 2

File summary: It is a chart displaying the following information:

- Payment type:
  - CLABE
  - Card
- Number of transactions: Displays number of transactions for each payment type.
- MXN amount: Displays the amount for each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry - Registrations

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments 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 displays the following:

- File name
- Type of file
- Application date
- Sequential
- Work unit: Displays the description of the work unit.
- Number of registries: Displays the number of registries per work unit.
- Total: Displays the total of registries.

If you want to modify your file heading, Click "Modify" and a window will open with the following information to be modified:

- File name: Displays the name of the file (not modifiable).
- Type of file: Displays the name of the file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Enter a file sequential.

Click "Save" to update your information.

Click "Cancel" button if you do not want to update your information. The window will close without saving any changes.

2. Cards to be registered

This section is comprised of two areas:

- Buttons area
  - ""Filter": This button opens a window in which you can Choose the following options to filter your information:
    - By card number: Field text in which you should enter the card number to filer.

      By product:

      - D Payment
      - Executive profile
    - Click "Cancel" to close with window.
    - Click "Filter" and your search results will be displayed according to the criteria you Chosen. The criteria entered to be filtered can be chosen from one or more sections that appear in the window.
  - "Print": Clicking on this button will print the *Registered payments* window.
  - "Download": You can download the file to your computer by clicking on this button.
- Restricted payment area: The information is displayed as follows:
  - Selecting column: Here you can choose the transactions you want to delete from your file.
  - "Detail" arrow"
    - Type of product
    - Date
    - Schedule
    - Payment form
    - Payment allocation
  - Number: Displays the consecutive number of transactions recorded in the file.
  - Work unit
  - Type of delivery
  - Card number
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

By clicking "Continue", the *Confirmation* screen will be displayed.

» Confirmation screen – Register Cards

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Workplace: Displays a description of the workplace.
   - Number of transactions: Displays number of transactions for each workplace.

Click "Return" and this will take you to the previous *Registered payments* screen.

Click "Accept" and a window will open asking that you enter your Challenge to apply your transaction.

» Application screen – Register Cards

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Workplace: Displays a description of the workplace.
   - Number of transactions: Displays number of transactions for each workplace.

Banamex Payroll /
Copy from an existing file

» Banamex Payroll

What can I find on this page?

On this page, you can create multiple deposits or make a single withdrawal or deposit.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **New file**

   You can create a new file with this option.

2. **Copy from an existing file**

   With this option, you can copy an existing file into a new file.

3. **Continue entering payments**

   You can be able to continue entering payments with this option.

4. **Type of file**

   Selection ling list with the following options:

   - Banamex payroll
   - Pagomatico
   - Interbank payroll
   - Interbank pensions
   - Registration of cards

Click "Continue" and the registered data will be stored allowing you to continue with your transaction.

» Copy from an existing file (Banamex payroll)

If you choose this option, a window will open where you can choose or search a file; enter the name, date or sequential. When choosing the file from the results chart, Click "Continue".

Click "Continue" and it will take you to a window where you can enter the following data:

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Name of file**

   Enter the name of the file to be duplicated.

2. **Date**

   You can see a calendar that will allow you to choose the date of the new file.

3. **Sequential**

   Enter the sequential number for the new file.

4. **Additional options:**

   - Delete entries

Banamex Payroll / Continue entering payments

» Banamex payroll – Create a file – Continue data entry

If you Choose this option, a window will open in which you should choose or search a file; enter the name, date or sequential. Click "Continue" and choose the file from a results chart.

Data Entry – Banamex Payroll – Payment to Banamex

You should enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Payment type**

   Selection list option:

   - Banamex Accounts

3. **Concept**

   Selection list option:

   - Payroll

4. **Account type**

   Choose the following option from the list:

   - Checkbook

5. **Branch**

   Enter the branch number.

6. **Account**

   Enter the account number.

7. **Payee (optional)**

   Enter payee's name.

8. **Amount**

   Enter the amount in MXN.

9. **Numeric reference**

   Enter the numeric reference.

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

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

Data Entry – Banamex Payroll – Interbank Payment - CLABE

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Payment type**

   Selection list option:

   - Interbank payment

3. **Concept**

   Selection list option:

   - Payroll

4. **Account type**

   Choose the following option from the list:

   - CLABE

5. **CLABE**

   Enter the CLABE number.

6. **Bank**

   Once you enter the CLABE account number, you can see displayed the name of the bank that corresponds to the account.

7. **Payee (optional)**

   Enter name of the payee.

8. **Amount**

   Enter the amount in MXN.

9. **Reference**

   Enter the reference associated with the transfer.

10. **Application date (deposit date)**

    Choose date of application from a list of Choosing:

    - Same day
    - 24 hours

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

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

Data Entry – Banamex Payroll – Interbank Payment - Card

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Payment type**

   Selection list option:

   - Interbank payment

3. **Concept**

   Selection list option:

   - Payroll

4. **Account type**

   Choose the following option from the list:

   - Card

5. **Card number**

   Enter the card number.

6. **Bank**

   Once you enter the CLABE account number, you can see displayed the name of the bank that corresponds to the account.

7. **Payee**

   Enter name of the payee.

8. **Amount**

   Enter the amount in MXN.

9. **Reference**

   Enter the reference associated with the transfer.

10. **Application date (deposit date)**

    Choose date of application from a list of Choosing:

    - Same day
    - 24 hours

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

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

Data Entry – Banamex Payroll – Payment order

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Payment type**

   Selection list option:

   - Payment order

3. **Concept**

   Selection list option:

   - Payroll

4. **Branch**

   Choose the following option from the list:

   - Branch

5. **Payee**

   Enter name of the payee.

6. **Amount**

   Enter the amount in MXN.

7. **Reference**

   Enter the reference associated with the transfer.

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

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

Data Entry – Pagomatico – Checkbook

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Payment type**

   Selection list option:

   - Checkbook

3. **Branch**

   Enter branch number.

4. **Account**

   Enter account number.

5. **Payee**

   Enter name of the payee.

6. **Amount**

   Enter the amount in MXN.

7. **Numeric Reference**

   Enter the numeric reference associated with the transfer to be validated from a concentrated account.

8. **Alphanumeric Reference**

   Enter the numeric reference associated with the transfer to be validated from a concentrated account.

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

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

Data Entry – Pagomatico – Card

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Account type**

   Selection list option:

   - Card

3. **Card number**

   Enter card number.

4. **Payee**

   Enter name of the payee.

5. **Amount**

   Enter the amount in MXN.

6. **Numeric Reference**

   Enter the numeric reference associated with the transfer to be validated from a concentrated account.

7. **Description**

   Enter a brief description of the added entry.

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

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

Data Entry – Interbank Payroll – CLABE

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Account type**

   Selection list option:

   - CLABE

3. CLABE

Enter CLABE number.

4. Payee

Enter name of the payee.

5. Bank

Enter the CLABE account number and the name of the bank that corresponds to the account will be displayed.

6. Mother's last name

Enter your mother's last name.

7. Name

Enter your name.

8. Amount

Enter the amount in MXN.

9. Numeric reference

Enter the numeric reference associated with the transfer to be validated from a concentrated account.

10. Alphanumeric reference

Enter text related to this transfer.

11. Application date (deposit date)

Choose the following option for the list of Choosing:

- Same day
- 24 hours

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

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

Data Entry – Interbank Payroll – Debit card

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Account type**

   Selection list option:

   - Card

3. **Bank**

   You should choose from a selection list the name of the bank that corresponds to the card that was entered.

4. **Card number**

   Enter the card number.

5. **Father's last name**

   Enter your father's last name.

6. **Mother's last name**

   Enter your mother's last name.

7. **Name**

   Enter your name.

8. **Amount**

   Enter the amount in MXN.

9. **Numeric reference**

   Enter the numeric reference associated with the transfer to be validated from a concentrated account.

10. **Alphanumeric reference**

    Enter text related to this transfer.

11. **Application date (deposit date)**

    Choose the following option for the list of Choosing:

    - Same day
    - 24 hours

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

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

Data Entry – Card Registration- D Payment

When you choose *New file* on the screen *Create file* is displayed on the screen in which you should enter the following data:

1. **File name**

   Enter the name of the file.

2. **Sequential**

   Enter the sequential number for the file.

Click "Continue" to open a window in which you should enter the following data:

3. **Workplace**

   You should choose the workplace from a list of Choosing.

4. **Employee data**

   - Enter name
   - Enter father's last name
   - Enter mother's last name
   - Choose date of birth as day/month/year
   - Choose birth country
   - Enter street name and your house number
   - Enter city name
   - Enter zip code
   - Enter town or delegation name
   - Choose the state
   - Enter nationality

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

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

» Data Entry - Card Registration - Pagomatico

Enter the information you are searching for, which should be displayed as follows:

1. **Transactions**

   Registered cards. Displays the number of registered transactions.

2. **Workplace**

   Choose workplace from the list of Choosing.

3. **Card information**

   - Payment method: Selection list the following option:
     - Pagomatico
   - Payment assignment: Selection list the following options:
     - Employee
     - Company

4. **Employee data**

   - Choose type of individual entity:
     - National
     - Business
     - Minor
     - Foreigner in the country
   - Enter name
   - Enter father's last name
   - Enter mother's last name
   - Enter birth place
   - Enter birth country
   - Choose birth date as day/month/year
   - Choose nationality:
     - Mexican
     - Foreigner
   - Choose gender:
     - Masculine
     - Feminine
   - Choose marital status:
     - Single
     - Married
     - Widowed

- Divorced
- Married with separate assets
- Married with joint assets
- Living together

- Enter CURP (optional)
- Enter street name and your house number
- Enter city name
- Enter zip code
- Enter city or delegation name
- Choose the state
- Enter email address (optional)
- Enter home telephone number
- Enter office telephone number (optional)

5. Additional options

- Assign payee. Once you Choose this option, you should enter the following data:
  - Enter name
  - Enter father's last name
  - Enter mother's last name
  - Choose relationship
    - Title
    - Husband/Wife
    - Son/Daughter
    - Father/Mother
    - Brother/Sister
    - Grandparent
    - Grandchild
    - Other kinship
    - None
  - Choose birth date as day/month/year
  - Choose birth country
  - Enter street name and your house number
  - Enter city name
  - Enter zip code
  - Enter town or delegation name
  - Choose the state
  - Enter nationality

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

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

Data Entry – Card registration – Executive profile

Enter your search in this window, which will display the information as follows:

1. **Registered transactions**

   Displays number of registered transactions.

2. **Workplace**
   - Choose workplace from list of Choosing.

3. **Card information**

   Payment method: Selection list option:
     - Executive profile
   - Payment assignment: Selection list options:
     - Employee
     - Business

4. **Employee data**
   - Choose type of individual entity:
     - National
     - Business
     - Minor
     - Foreign business in country
   - Enter name
   - Enter father's last name
   - Enter mother's last name
   - Enter birth place
   - Choose birth country
   - Choose birth date as day/month/year
   - Choose nationality:
     - Mexican
     - Foreigner

- Choose gender:
  - Male
  - Female
  - Choose marital status:
    - Single
    - Married
    - Widowed
    - Divorced
    - Married with separate assets
    - Married with joint assets
    - Living together
  - Enter CURP (optional)
  - Enter street name and your house number
  - Enter city name
  - Enter zip code
  - Enter city or delegation name
  - Choose the state
  - Enter email address (optional)
  - Enter home telephone number
  - Enter office telephone number (optional)

5. Additional options

- Assign payee. Once you Choose this option, you should enter the following data:
  - Enter name
  - Enter father's last name
  - Enter mother's last name
  - Choose relationship
    - Title
    - Husband/Wife
    - Son/Daughter
    - Father/Mother
    - Brother/Sister
    - Grandparent
    - Grandchild
    - Other kinship
    - None
  - Choose birth date as day/month/year

- Choose birth country
- Enter street name and your house number
- Enter city name
- Enter zip code
- Enter town or delegation name
- Choose the state
- Enter nationality

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

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

Data Entry – Registered payments – Banamex Payroll

What can I find on this page?

On this page, you can see payments or transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File

This section displays the following:

- File name
- Type of file
- Description
- Application date
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Enter a file sequential.
- File description: Text file in which you should enter a brief description of the file.

- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" to activate your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section is comprised of two areas:

- Buttons area:
  - "Filter": This button opens a window in which you can Choose the following options to filter your information:
    - By password

      Enter a password to filter.
    - By payment method

      Contains the following options:
      - Banamex
      - Interbank
      - Cash payment order
    - By amount:
      - Specific: By Choosing this option, you can update the text field *From.*
      - By status: By Choosing this option, you can update the text field *From* and *To.*
    - Clicking on the "Cancel" button will close the window.
    - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
  - "Print": Clicking on this button will print the *Registered payments* window.
  - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
  - Selecting column: You should Choose the entries you want to delete from the file.
  - "Detail" arrow
    - Concept
    - Account type
    - Bank
    - Branch
    - Payee
    - Application date
    - Reference
  - Number: Displays file consecutive registered transactions number.

- Payment type:
  - Banamex
  - Interbank
  - Cash payment order
- Branch
- Account
- Amount
- Modify: This link displays window with previously downloaded data entry and the "Cancel" button (to close the window) and "Save" button (to save the modified entry.

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file.

Confirmation Screen- Banamex Payroll

What can I find on this page?

On this page, you can see the confirmation of the details of your file

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance

   File summary: It is a chart displaying the following information:

   - Payment type:
     - Banamex
     - Interbank
     - Cash payment orders
   - Number of transactions: Displays number of transactions for each payment type.
   - MXN amount: Displays the amount for each payment type.

   The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" and it will take you to the previous registered payments screen.

Click "Accept" and a window will open asking you to enter your Challenge to apply your transaction.

Application Screen – Banamex Payroll

What can I find on this page?

On this page, you can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance
   - User 1
   - User 2

   File summary: It is a chart displaying the following information:

   - Payment type:
     - Banamex
     - Interbank
     - Cash payment orders
   - Number of transactions: Displays number of transactions for each payment type.
   - MXN amount: Displays the amount for each payment type.

   The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry – Registered payments – Banamex Pagomatico

What can I find on this page?

On this page, you can see payments or transactions within the file. You can also add payments to your file.

How can I obtain the information I am interested in?

The page contains the following sections:

1. File

This section displays the following:

- File name
- Type of file
- Description
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

In order to modify your file heading it is necessary to click "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which Register a file sequential.
- File description: Text file in which you should enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" to activate your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section is comprised of two areas:

- Buttons area:
  - "Filter": This button opens a window in which you can Choose the following options to filter your information:
    - By password

      Enter a password to filter.
    - By payment type
      - Banamex
      - Interbank
      - Cash payment order

- By amount:
  - Specific: By Choosing this option, you can update the text field *From.*
  - By status: By Choosing this option, you can update the text field *From* and *To.*
- Clicking on the "Cancel" button will close the window.
- Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.

- "Print": Clicking on this button will print the *Registered payments* window.
- "Download": Clicking on this button will download the file to your computer.

- Registered payments area:
  - Selecting column: You should Choose the entries you want to delete from the file.
  - "Detail" arrow
    - Payee
    - Numeric reference
    - Alphanumeric reference
    - Description
  - Number: Displays file consecutive registered transactions number.
  - Payment type: Displays payment type.
    - Checkbook
    - Card
  - Branch
  - Account
  - Amount
  - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" n for the *Confirmation* window to be displayed.

Confirmation Screen – Banamex Pagomatico

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
  - Checkbook
  - Card
- Number of transactions: Displays the number of transactions for each payment type.
- MXN amount: Displays the amount of each payment type.
- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" button and it will take you to the previous screen of entered payments.

Click "Accept" button and a window will open asking you to enter your Challenge in order to apply your entry.

Application Screen – Banamex Pagomatico

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance

- User 1
- User 2

File summary: It is a chart displaying the following information:

- Payment type:
  - Checkbook
  - Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN amount: Displays the amount of each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry – Registered Payments – Interbank Payroll

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments 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 displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance
- Number of transactions
- MXN total amount

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which Register a file sequential.
- File description: Text file in which you should enter a brief description of the file.
- Withdrawal account: Selection list in which you should choose the withdrawal file.

Click "Save" button to update your information.

Click "Cancel" button if you do not want to update your information. The window will close without saving any changes.

2. Registered payments

This section is comprised of two areas:

- Buttons area:
  - "Filter": This button opens a window in which you can Choose the following options to filter your information:
    - By password

      Enter a password to filter.
    - By payment type
      - Banamex
      - Interbank
      - Cash payment order
    - By amount:
      - Specific: By Choosing this option, you can update the text field *From.*
      - By status: By Choosing this option, you can update the text field *From* and *To.*
    - Clicking on the "Cancel" button will close the window.
    - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
  - "Print": Clicking on this button will print the *Registered payments* window.
  - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
  - Selecting column: You should Choose the entries you want to delete from the file.
  - "Detail" arrow
    - Payee
    - Numeric reference
    - Description
  - Number: Displays file consecutive registered transactions number.
  - Payment type: Displays payment type.
    - CLABE
    - Cards
  - Branch
  - Account
  - Amount

- Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification).

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" for the *Confirmation* window to be displayed,

» Confirmation Screen – Interbank Payroll

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Description
- Withdrawal account
- MXN balance

File summary: It is a chart displaying the following information:

- Payment type:
  - CLABE
  - Cards
- Number of transactions: Displays the number of transactions for each payment type.
- MXN amount: Displays the amount of each payment type.
- The total number of operations made and the amount of the registrations is displayed at the end.

Click "Return" and it will take you to the previous screen of entered payments.

Click "Accept" and a window will open asking you to enter your Challenge in order to apply your entry.

» Application Screen - Interbank Payroll

What can I find on this page?

On this page can see the details and the approval number of file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the following:

   - File name
   - Type of file
   - Application date
   - Sequential
   - Description
   - Withdrawal account
   - MXN balance
   - User 1
   - User 2

   File summary: It is a chart displaying the following information:

   - Payment type:
     - CLABE
     - Cards
   - Number of transactions: Displays the number of transactions for each payment type.
   - MXN amount: Displays the amount of each payment type.

The total number of operations made and the amount of the registrations is displayed at the end.

» Data Entry -Registration

What can I find on this page?

On this page, you can see payments or saved transactions within the file. You can also add payments 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 displays the following:

- File name
- Type of application
- Sequential
- Workplace: Displays description of workplace.
- Number of registrations: Displays the number of registrations for workplace.
- Total: Displays total of registrations.

In order to modify your file heading it is necessary to click the "Modify" which will open a window that will display the following information:

- File name: Displays file name (not modifiable).
- Type of file: Displays the type of file (not modifiable).
- Application date: Calendar in which you choose the date of application as day/month/year.
- Sequential: Text field in which Register a file sequential.

Click "Save" to update your information.

Click "Cancel" if you do not want to update your information. The window will close without saving any changes.

2. Registered cards

This section is comprised of two areas:

- Buttons area:
  - "Filter": This button opens a window in which you can Choose the following options to filter your information:
    - By card number: Enter the following option to filter data:
    - By type of product:
      - D Payment
      - Executive profile
    - Clicking on the "Cancel" button will close the window.
    - Clicking on the "Filter" button will display search results according to the criteria you chose. The criteria entered to be filtered may be chosen from one or more sections provided in the window.
  - "Print": Clicking on this button will print the *Registered payments* window.
  - "Download": Clicking on this button will download the file to your computer.
- Registered payments area:
  - Selecting column: You should Choose the entries you want to delete from the file.
  - "Detail" arrow
    - Type of product
    - Date

        - Time
        - Payment method
        - Payment assignment
    - Number: Displays file consecutive registered transactions number.
    - Workspace
    - Card number
    - Modify: Depending on the account type it displays a window with the preloaded information of the file and the buttons "Cancel" (to close the window) and "Save" (to save the records modification.

In case there is an active filter, the button "Undo filter" will be displayed; by clicking on it, the totality of the payments downloaded in the beginning will be displayed.

Note: The first record displayed on the screen is the first in the file. Click "Continue" for the *Confirmation* window to be displayed.

Click "Continue" and a confirmation screen will be displayed.

» Confirmation Screen – Card registration

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information

This section displays the following:

- File name
- Type of file
- Application date
- Sequential
- Workplace: Displays description of workplace.
- Number of registrations: Displays number of registrations by workplace.
- Total: Displays total registrations.

Click "Return" and it will take you to the previous screen of entered payments.

Click "Accept" and a window will open asking you to enter your Challenge in order to apply your entry.

» Application Screen – Card Registration

What can I find on this page?

On this page, you can see the details and the authorization number of the file operations.

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

The page consists of the following sections:

1. **File Information**

   This section contains the following elements:

   - File name
   - File type
   - Date of application
   - Sequential
   - Work unit: Displays the description of the work unit.
   - Number of registrations: Displays the number of registrations per work unit.
   - Total: Displays the number of registrations.

Banamex Payroll - Upload File

» Uploading a file – Validation – Configurations

What can I find on this page?

This BancaNet Empresarial page validates that your computer equipment has the software needed to upload the file.

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

Just wait a few seconds and BancaNet Empresarial will tell you if you need to install additional software to upload the file.

» Uploading a file – Validation Active X

What can I find on this page?

This BancaNet Empresarial page requests you to download and install the additional or missing components on your computer equipment so you can upload the file.

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

Just follow the instructions to download and install the additional components that will allow you to upload the file.

» Uploading a file

What can I find on this page?

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

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

The page consists of the following sections:

1. **File**
    - File selection: Field that shows the path for the file to be downloaded.
    - "Browse": By clicking this button, a Window screen will be displayed; there you will need to find the location on your computer for the file to be downloaded.

By clicking "Validate", a window will be displayed where you will see the number of movements that are being downloaded from the file.

» Uploading – Structure error – Layout

What can I find on this page?

On this page, you can see the details of the errors that the file presented when uploaded by BancaNet Empresarial.

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

The page consists of the following sections:

1. **File:**

   In this section the information is broken down as follows:

   - File name: Displays the name of the file to be downloaded.
   - Valid records: Displays the number of valid records.
   - Invalid records: Displays the number of invalid records.
   - Amount: Displays the amount of valid and invalid records.

2. **Error Details**

   - Number of records: Displays the number of records where there is an error.
   - Description: Displays a brief description of the error.
   - Field content: Displays the contents of the record with incorrect information.

   By clicking "Accept", the *Uploading File* screen will display.

» Uploading – Confirmation – Cards Registration

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

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

The page consists of the following sections:

1. **File information**

   In this section the information is broken down as follows:

   - File name
   - File type
   - Date
   - Sequential

Subsequently a summary of the file with the number of registrations per each work unit is displayed.

By clicking "Back", you will be sent to the previous File *selection* screen.

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

» Uploading – Application – Cards Registration

What can I find on this page?

On this page, you can see the details and the authorization number of the application of your file operations.

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

The page consists of the following sections:

1. **File information**
   - File name
   - File type
   - Date
   - Sequential

Subsequently, a summary of the file with the number of registrations per each work unit will be displayed.

» Uploading – Confirmation SAM

What can I find on this page?

On this page, you can see the confirmation of the details of your file.

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

The page consists of the following sections:

1. **File information**
   - File name
   - File type
   - Date
   - Sequential
   - Total records

Also a summary of the file with the number of registrations per each By clicking "Back", and you will be sent to the previous *File selection* screen work unit is displayed.

By clicking "Back", you will be sent to the previous File *selection* screen.

By clicking "Accept" and the *Application of your operation* screen will be displayed.

» Uploading –SAM Application

What can I find on this page?

On this page, you can see the details and the authorization number of the application of your file's operations.

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

The page consists of the following sections:

1. **File information**

   This section contains the following elements:

   - File name
   - File type
   - Date
   - Sequential
   - Total records

Banamex Payroll / File Query

» File Query- Payroll

What can I find on this page?

On this page, you can see the details of your file operations and perform advanced queries (historical) to recover files that have been sent in the previous sixty days and query the rejected movements of a file transmitted from another medium (remote).

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

The page consists of the following sections:

1. **Payments**

   This section contains the following elements:

   - Selection Column: It is disabled when the record has the *Transferred* status.
   - File name: Displays the file name.
   - File type:
     - Banamex payroll
     - Pagomatico
     - Interbank payroll
     - Interbank pensions
   - Date of application: Displays the date of application.
   - Sequential: Displays the sequential number.
   - Status: Displays the file's status:
     - Transferred
     - Applied
     - Pending transfer
   - "Filter": This button opens a window with the following options to filter the information:
     - By keyword: Text field where you must enter a keyword to filter.
     - By file type:
       - Banamex payroll
     - Pagomatico
       - Interbank payroll
       - Interbank pensions
     - Date of application:
       - Specific: Selecting this option will enable the *From* text field.
       - By range: Selecting this option will enable the *From* and *To* text field.

   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 be filtered can be chosen from one or more sections shown in the window.

   By clicking "Delete" the selected records will be delete.

2. Advanced Query

To perform an advanced query, follow the following instructions:

- Choose from the *Query Type* selection list, any of these options:
  - Historic
  - Remote
- Select from the selection list *File type*, each of the two options:
  - Banamex payroll
  - Pagomatico
  - Interbank payroll
  - Interbank pensions
  - Card Registration
- Enter the date using the calendar located on the right of the *Date* field.
- Enter the sequential number in the *Sequential* field.
- Enter the name of the file or copy to save in the Save *Remote file* field.
- By clicking "Query", the result of your query will be displayed.

3. Card Registration

In this section the information is broken down as follows:

- File name: Displays the name of the file as a link; When you click on it, it will display the *Query file* screen.
- Registrations requested: Displays the number of registrations requested of each file.
- Date sent: Displays the date each file was sent.
- Sequential: Displays the sequential number of each file.
- Folio: Displays the folio number of each file.
- Status: Displays the status of each file, which can be:
  - Applied
  - Pending transfer
  - Transferred
- *Cancel*: This link is presented for the records with the "Transferred" status; By clicking on it, will display a window allowing you to cancel the file.

- "Filter": This button opens a window with the following options to filter information:
  - By keyword: Text field where you must enter a keyword to filter.
  - Date sent: Contains the following options:
    - Specific: Selecting this option will enable the *From* text field.
    - By range: Selecting this option will enable the *From* and *To* text field.

  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 be filtered can be chosen from one or more sections shown in the window.

» File Query– Payroll – Payment details (Pagomatico)

What can I find on this page?

On this page, you can query the details of your file.

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

The page consists of the following sections:

1. **File information**

   This section contains the following elements:

   - File name
   - File type
   - Date of application
   - Description
   - Sequential
   - Account withdrawal
   - File status
   - User 1
   - User 2

   It also displays a summary of the operations, which contains the following information:

   - Operation number: Displays the number of operations of the withdrawals.
   - Withdrawals: Displays the amount of the withdrawals.
   - Operation number: Displays the number of operations of the deposits.
   - Deposits: Displays the amount of the deposits.
   - Amount of refund: Displays the amount of the refund.

2. Recorded payments

This section consists of two areas:

- Button area:
    - "Filter": This button opens a window where you can select the following options to filter information:
        - By keyword: Text field where you must enter keyword to filter.
        - By account type: Contains a number of options to filter:
            - Checking
            - Card
            - Individual entity payment order
            - Legal person payment order
        - By amount: Contains the following options:
            - Specific: Selecting this option will enable the *From* field.
            - By range: Selecting this options will enable the *From* and *To* fields.
        - By clicking "Cancel" will close the window.
        - By clicking "Filter" will display the search results according to the selected criteria. The entered criteria to filter may be chosen from one or more sections presented on the window.
    - "Print": With this button, you can print the *Recorded payments* screen.
    - "Downloads": With this button, you can download the file to your computer equipment.
- Recorded payments area: Information is broken down as follows:
    - "Details" arrow
        - Payee
        - Number reference
        - Alphanumeric reference
        - Description
    - Number: Displays the consecutive number of the recorded operations in the file.
    - Type
    - Branch
    - Account
    - Amount: Displays the amount of the record selected
    - Status

» File Query- Payroll – Cards Registration

What can I find on this page?

On this page, you can query the details of your file

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

The page consists of the following sections:

1. **File information**

   This section contains the following elements:

   - File name
   - File type
   - Date
   - Sequential
   - Folio number
   - Status of the file
   - Total of requested registrations
   - Total of accepted requests
   - Total of rejected requests
   - Status of accepted contracts
   - Status of rejected contracts

2. **Accepted requests**

   This section consists of two areas:

   - Button area:
     - "Filter": This button opens a window where you can select different options to filter the information:
       - By keyword: Text field in which you must enter a keyword to Filter.
       - By account type:
         - Checking
         - Card
         - Individual entity payment order
         - Legal person payment order
       - By amount:
         - Specific: Selecting this option will enable the *From* text field.
         - By range: Selecting this option will enable the *From* and *To* text field.

        - By clicking "Cancel", the window will close.
        - By clicking "Filter", the search results according to the selected criteria will be display. The entered criteria to filter may be chosen from one or more sections presented on the window.
    - "Print": With this button, you can print the *Registered payments* page.
    - "Downloads": With this button, you can download the file to your computer equipment.
- File detail area: The information is broken down as follows:
    - "Details" arrow
        - Name
        - RFC
        - Estimated date of arrival of contract
        - Guide number messaging
        - Card number of canceled card by exchange
        - Status
    - Number: Displays the consecutive number of the recorded registrations in the file.
    - Work unit
    - Type of product
    - Type of delivery
    - Card number

3. Rejected requests

This section consists of two areas:

- Button area:
    - "Filter": This button opens a window where you can select the following options to filter information:
        - By keyword: Text field where you enter a keyword to filter.
        - By account type:
            - Checking
            - Card
            - Individual entity payment order
            - Legal person payment order
        - By amount:
            - Specific: Selecting this option will enable the *From* text field.
            - By range: Selecting this option will enable the *From* and *To* text fields.
    - By clicking "Cancel", the window will close.
    - By clicking "Filter" will display the search results according to the selected criteria. The entered criteria to filter may be chosen from one or more sections presented on the window
    - "Print": With this button, you can print the *Registered payments* screen.
    - "Download": With this button, you can download the file to your computer equipment.

- File details area: Information is broken down as follows:
    - “Details” arrow
        - RFC
        - Cause of rejection
        - Corrective action
    - Number: Displays the consecutive number of the operations recorded in the file.
    - Work unit
    - Product type:
        - D Payment
        - Pagomatico
        - Company profile
    - Type of delivery: Displays if the type of delivery was done through:
        - Request to the bank
        - *Stock* allocation
    - Name

Banamex payroll / Cards Management

» Cards Management

What can I find on this page?

On this page, you can manage payroll cards, by just choosing the operation type and entering the required information.

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

The page consists of the following sections:

1. Replacement

In this section, you must enter you must enter the number of payroll cards to be replaced, as well as the current card number, as long as you have a stock available, as described below:

- Enter the card number in text field number 1
- Press the "Enter" key so that the cursor is placed in text field number 2. You can also By clicking in text field number 2 and type in the payroll card number.
- After performing the above action text field number 3 will display and so on until text field number 20.
- If you wish to delete a card number, By clicking "Remove" "–", which is to the right of each field
- Click the "Continue" located on the *Validation* screen.

2. Employee registration who already has a Banamex payroll card

In this section you can register the employees who have a Banamex payroll card. Just follow these instructions:

- Choose from the selection list, the work unit to which the employee belongs.
- Enter the employee's payroll card number in the *Card number* field.
- By clicking "Continue", the *Confirmation* screen will be displayed.

3. Re-assignation of work unit

In this section you can reassign work units to employees. To do so, simply follow these instructions:

- Enter the employee's payroll card number in the *Card number* field.
- Choose from the selection list, the new work unit to which the employee belongs.
- By clicking "Continue", the *Confirmation* screen will be displayed.

» Cards Management – Replacement – Validation

What can I find on this page?

On this page, you can check the results of the validation of the replacement of your payroll cards.

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

The page consists of the following sections:

1. Card replacement

This section presents a summary of the replacement of your cards and is broken down as follows:

- Number: Records the consecutive number of movements.
- Card number: Displays the number of the current payroll card.
- Product type:
  - D Payment
  - Pagomatico
  - Company profile
  - Employee name: Displays the employee's name.
  - RFC: Displays the employee's RFC.

When there is an operation with an error, it will be reported in the "Error number" record, with its respective description. These operations will not be processed.

To repair the record with the error, click "Repair" , the capture where you can correct the error will be displayed.

To continue with the process of replacing payroll cards, clicking "Continue".

» Cards Management – Replacement – Data entry

What can I find on this page?

On this page, you should enter the new payroll card numbers for each of your employees.

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

The page consists of the following sections:

1. Card Replacement

This section displays a summary with the numbers of the payroll cards to be replaced, also a text field where you must enter the new payroll card number for each record.

The information is broken down as follows:

- Number: You must enter the serial of the record number.
- Card number: Displays the payroll card number.
- Product type:
  - D Payment
  - Pagomatico
  - Company profile
- Employee name: Displays the employee's name.
- RFC: Displays the employee's RFC
- Replacement card: Text field where you must enter the new card number.

By clicking "Accept" the *Confirm operation* screen will be displayed.

» Cards Management - Replacement - Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the replacement of payroll cards.

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

The page consists of the following sections:

1. Card replacement

- Total replacements: Displays the number of replacement cards.
- Number: Displays the serial number of the record.
- Card number: Displays the payroll card number.
- Product type:
    - D Payment
    - Pagomatico
    - Company profile
- Employee name: Displays the employee's name.
- RFC: Displays the employee's RFC.
- Replacement card: Displays the number of replacement card.

By clicking "Back", you will be sent to the previous *Entry of number of payroll cards* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Replacement - Application

What can I find on this page?

On this page, you can see the details and the authorization number of the application of replacement of the payroll cards.

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

The page consists of the following sections:

1. Card replacement

- Applied replacements: Displays the number of replacements that were applied.
- Denied replacements: Displays the number of replacements that were denied.
- Total replacements: Displays the number of card replacements.
- Card number: Displays the payroll card number.
- Product type:
    - D Payment
    - Pagomatico

  - Company profile
- RFC: Displays the employee's RFC.
- Replacement card: Displays the replacement card number.
- Folio: Displays the folio number that was generated when applying the operation.

When there is an operation with an error, the error number and its corresponding description will be reported under the registration. These operations will not be processed.

» Cards Management- Employee with card registration – Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the registration of the employee with Banamex Card.

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

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name.
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned.

By clicking "Back", you will be sent to the previous *Cards Management* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Employee with card registration – Application

What can I find on this page?

On this page, you can see the details and authorization number of the registration of the application of the employee that has a Banamex Card

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

The page consists of the following sections:

1. Registration data

- Card number: Displays the employee's payroll card number.
- Name of cardholder: Displays the employee's name..
- RFC: Displays the employee's RFC.
- Work unit: Displays the work unit to which the employee was assigned..
- Date: Displays the date and time when the employee was registered.

» Cards Management- Re-assignation- Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the re–assignation of the work unit to which an employee belongs.

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

The page consists of the following sections:

1. **Registration data**
   - Card number: Displays the employee's payroll card number.
   - Name of cardholder: Displays the employee's name.
   - RFC: Displays the employee's RFC.
   - Work unit: Displays the work unit to which the employee was assigned.

By clicking "Back",, you will be sent to the previous *Cards Management* screen.

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Cards Management- Re-assignation- Application

What can I find on this page?

On this page, you can see the details and the authorization number of the re–assignation of the work unit to which an employee belongs.

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

The page consists of the following sections:

1. **Registration data**
   - Card number: Displays the employee's payroll card number.
   - Name of cardholder: Displays the employee's name..
   - RFC: Displays the employee's RFC.
   - Work unit: Displays the work unit to which the employee was assigned.
   - Date: Displays the date and time when the employee was registered.

Banamex payroll / Reports and contracts

» Reports and contracts- Payroll

What can I find on this page?

On this page, you can view and request different types of reports, as well as print your contracts in PDF format (Portable Document File). For this you must have Adobe Acrobat Reader installed, choose the type of operation required and enter the information requested.

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

The page consists of the following sections:

1. **Query of requested reports in the month**

   In this section you can query the reports that you requested during the month. The information is broken down as follows:

   - Date of application: Displays the date when you requested the report.
   - Report type:
     - Non–personalized cards
     - Personalized cards
     - Outstanding accounts by closure of openings
     - Maturities
   - Work unit: Displays the work unit
   - Product type:
     - D Payment
     - Pagomatico
     - Company profile
   - *Folio*: Is a link with the folio number, which displays the information of the requested report..

   Reports request

   In this section you can request reports to **Banca**Net Empresarial. To do so, simply follow the instructions below:

   - Select from the selection list, a report type:
     - Non–personalized cards
     - Personalized cards
     - Outstanding accounts by closure of openings :
       - With no contract data
       - With contract without documents
       - Complete
     - Maturities
   - Select from the selection list, a work unit.
   - Select from the selection list, a product type:
     - All the cards

- D. Payment
- Pagomatico
- Company profile

- By clicking "Continue" the confirmation screen will be displayed.

2. Printing contracts

In this section, you can download the requested contracts. They will be available seven days after the response date. The information will be broken down as follows:

- Response date: Displays the response date for the contract to be signed.
- Sequential: Displays the sequential number of the contract.
- Folio: Displays the folio number of the contract to be signed.
- Download contract: Link that displays the *Print contracts* screen.

» Reports and contracts- Reports request – Confirmation

What can I find on this page?

On this page, you can see the confirmation and details of the Reports request.

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

The page consists of the following sections:

1. Reports

In this section the information is broken down as follows:

- Report type
- Work unit
- Product type
- Contract status

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

By clicking "Accept" you will be sent to the *Application of the operation* screen.

» Reports and contracts- Reports request – Application

What can I find on this page?

On this page, you can see the details and the authorization number of the report requested.

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

The page consists of the following sections:

1. Reports

In this section the information is broken down as follows:

- Report type
- Work unit
- Product type
- Contract status

Note: The report will be available the next business day, in the *Reports* section.

» Reports and contracts- Query – Personalized cards

What can I find on this page?

On this page, you can see the summary of Personalized cards per work unit.

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

The page consists of the following sections:

1. **Reports**

   This section contains the following elements:

   - Report type
   - Work unit
   - Product type

2. **Work unit**

   This section displays a summary of each work unit, with the following elements:

   - D Payment cards: Displays the number of personalized cards for this type of product.
   - Pagomatico: Displays the number of personalized cards for this type of product.
   - Company profile: Displays the number of personalized cards for this type of product.
   - Total per work unit: Displays the total of Personalized cards per work unit.

   In this summary the following information is broken down:

   - Product type
   - Card number
   - RFC
   - Name
   - Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

If the report is empty, BancaNet Empresarial will inform you that there are no Personalized cards.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

» Reports and contracts- Query - Not-personalized cards

What can I find on this page?

On this page, you can see the summary of Non–Personalized cards per work unit.

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

The page consists of the following sections:

1. **Reports**

   In this section the information is broken down as follows:

   - Report type
   - Work unit
   - Product type
   - Date
   - Folio

2. **Work unit**

   In this section two summaries are shown:

   - Active cards with deposits, no data
   - Active cards without deposits, no data

   For each work unit the following elements are shown:

   - D Payment cards: Displays the number of personalized cards for this type of product.
   - Pagomatico: Displays the number of personalized cards for this type of product.
   - Company profile: Displays the number of personalized cards for this type of product.
   - Total per work unit: Displays the total of Personalized cards per work unit.

   In this summary there are details of it with the following information:

   - Product type
   - Card number
   - Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

If the report is empty, BancaNet Empresarial will inform you that there are no non–Personalized cards.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

» Reports and contracts- Query – Outstanding accounts

What can I find on this page?

On this page, you can see the summary of your outstanding accounts by closure openings.

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

The page consists of the following sections:

1. **Reports**

   This section contains the following elements:

   - Report type
   - Work unit
   - Product type
   - Report content
   - Date
   - Folio

2. **Work unit**

   This section displays a summary of each work unit, with the following elements:

   - D Payment cards: Displays the number of personalized cards for this type of product.
   - Pagomatico: Displays the number of personalized cards for this type of product.
   - Company profile: Displays the number of personalized cards for this type of product.
   - Total per work unit: Displays the total of Personalized cards per work unit.

   In this summary the following information is broke down:

   - Product type
   - Card number
   - RFC
   - Name
   - Opening date

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

» Reports and contracts- Query – Maturities

What can I find on this page?

On this page, you can see the summary of the maturities of your accounts.

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

The page consists of the following sections:

1. **Reports**

   This section contains the following elements:

   - Report type
   - Work unit
   - Product type

2. **Work unit**

   This section displays a summary of each work unit, with the following elements:

   - D Payment cards: Displays the number of personalized cards for this type of product.
   - Pagomatico: Displays the number of personalized cards for this type of product.
   - Company profile: Displays the number of personalized cards for this type of product.
   - Total per work unit: Displays the total of Personalized cards per work unit.

   This summary has the details of it with the following information:

   - Product type
   - Card number
   - RFC
   - Employee name
   - Maturity date
   - Type of delivery (company or bank)

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

» Reports and contracts- Printing of contracts – Payroll

What can I find on this page?

On this page, you can print the payroll cards contract individually

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

The page consists of the following sections:

1. **Printing contracts**

   This section contains the following elements:

   - Date: Displays the date of the contract.
   - Folio: Displays folio of the contract.

2. Work unit

This section displays a summary of each work unit, with the following elements:

- Product type
- *Card Number* → This link opens a window showing the contract in PDF (Portable Document File). You need o have Adobe Acrobat Reader installed.
- Employee name
- RFC
- Status

Each of the columns can be sorted in an ascending or descending form; just by clicking on the arrow on the right of each column name.

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

» Reports and contracts- Printing of contracts - SAM

What can I find on this page?

On this page, you can see the SAM file (Massive Registration System)

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

The page consists of the following sections:

1. File information

This section contains the following elements:

- SAM File type (Massive Registration System)
- File name
- Sequential
- Folio
- Date of application
- Number of records requested
- Date of response
- Processed
- Accepted
- Rejected

By clicking "Back", you will be sent to the previous *Reports and contracts* screen.

If you wish to download the contracts that were registered in SAM (Massive Registration System), by clicking the button; a window will open where you must choose the path to save the file.

Note: The file will be downloaded with a ZIP extension.

Investment / Summary

» Investment - Summary

From the main menu, enter the option *Investments* → *Summary* → *Frequent operations.*

What can I find on this page?

On this page, you can see the history and details of the segmented information by frequent operations.

1. **At sight**

- Operation type: Contains two options:
  - Investment deposit
  - Investment withdrawal
- Investment: Selection list where you must choose the investment contract.
- Amount: Enter the amount or quantity (MXN).
- *Apply*: If you click on this link, it will send you to the confirmation of operation screen.

2. **IOU**

- Operation type: Contains two options:
  - Investment deposit
  - Investment withdrawal
- Retirement/destination account: Selection list where you must choose the account number where the sale or purchase of securities will be deposited or withdrawn, as applicable.
- Deposit account: Displays the account assigned to the investment.
- Amount: Enter the amount or quantity (MXN).
- Apply: If you click on this link, it will send you to the confirmation of operation screen.

3. **Horizon Funds**

- Operation type: Contains two options:
  - Purchase of securities
  - Sale of securities
- Investment/Contract funds: Selection list where you must choose the investment contract.
- Amount/Number of securities: Enter the amount of quantity in pesos (MXN), if you wish to buy securities; enter the amount of securities, if you wish to sell them.
- *Apply*: If you click on this link, it will send you to the confirmation of operation screen.

Schedules

In this section, you can see the application schedules for the following services:

- Investment deposits at sight
- Investment withdrawals at sight
- Opening term investments (IOU)
- Opening term investments (IOU)
- Increased term investments (IOU)
- Decreased term investments (IOU)
- Orders to buy or sell securities of the HORZCOB product in Horizonte funds (liquidity 24 hours)
- Orders to buy or sell securities of the HZMD+.B, HZMDEMP product in Horizonte funds (liquidity 24 hours)
- Orders to buy or sell securities of the HORZONT product in Horizonte funds (liquidity 24 hours)
- Orders to buy or sell securities of the HORZONT+ product in Horizonte funds (liquidity 24 hours)
- Orders to buy or sell securities of the Investment banking product

Investment / At sight

» Investment – At sight

What can I find on this page?

On this page, you can make:

- A deposit into your investment
- A withdrawal from your investment

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

To make a deposit into your investment

1. **Operation type**

   Choose the Make a deposit into your investment option

2. **Accounts**

   Deposit account (investment): Choose from the selection list, the investment in which you want to make the deposit; it displays the account number, the alias and the balance of the investment.

3. **Deposit data**

   - Amount to be deposited (MNX): You must enter the amount or quantity to invest in pesos.
   - Total balance to invest: It is the sum of the balance of the deposit account (investment) plus the amount to be deposited in pesos (MXN). The calculation of this data will be made until you perform any of the following:
     - When you click or move the *mouse* pointer to another field, or when you press the *Tab* or *Enter* keys.

4. **Additional options:**

   - Schedule a future date:
     - Date: Using a calendar you can choose the date to implement the operation. This calendar only allows selecting a single date.
     - Time: There are two selections lists; one of the times that has the values of hours "00" to "23" and another that shows the minute values "00", "15", "30" and "45".
   - Save as frequent operation: When you select this option, the operation will be stored in the frequent operations.

By clicking "Continue" you will be sent to the confirmation of operation page.

To make a withdrawal from your investment

1. **Operation type**

   Select the Make a withdrawal from your investment option.

2. **Accounts**

   Deposit account (investment): Choose from the selection list, the investment in which you want to make the deposit; it shows the account number, the alias and the balance of the investment.

3. **Deposit data**

   - Amount to be deposited (MNX): You must enter the amount or quantity to invest in pesos.
   - Total balance to invest: It is the remainder of the Withdrawal account balance (investment) minus the amount to be withdrawn in pesos. The calculation of this data will be made until you perform any of the following:
     - When you click or move the *mouse* pointer to another field, or when you press the *Tab* or *Enter* keys.

4. **Additional options**

   - Schedule a future date:
     - Date: Using a calendar you can choose the date to implement the operation. This calendar only allows selecting a single date.
     - Time: There are two selections lists; one of the times that has the values of hours "00" to "23" and another that shows the minute values "00", "15", "30" and "45".
   - Save as frequent operation: When you select this option, the operation will be stored in the frequent operations.

By clicking "Continue" you will be sent to the confirmation of operation page.

» Investments – At sight – Deposit confirmation

What can I find on this page?

On this page, you can see the details of your investment deposit, before applying it.

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

The page consists of the following sections:

1. **Withdrawal accounts**

   - Deposit account (investment): The account name or alias and number are displayed.
   - MXN Balance: Displays the balance of the investment account.

2. **Investment data:**

   Contains a summary of the following data:

   - Operation type

- Amount: in pesos (MXN) or dollars (USD)
- Total investment balance
- Yield rate
- Scheduled date
- Frequent operation

By clicking “Back”, you will be sent to the capture screen, saving the previously entered values

By clicking on the “Accept” the operation will be applied; you will be sent to the transfers screen application.

» Investments – at sight – Deposit application

What can I find on this page?

On this page, you can see the details of the investment deposit already applied.

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

The page consists of the following sections:

1. **Status**

   Applied with the authorization number.

2. **Withdrawal accounts**

   - Deposit account (investment): The account name or alias and number are shown.
   - MXN Balance: Displays the balance of the investment account

3. **Investment data:**

   Contains a summary of the following data:

   - Operation type
   - Amount: in pesos (MXN) or dollars (USD)
   - Total investment balance
   - Yield rate
   - Scheduled date
   - Frequent operation
   - Entered by: It is displayed if a data entry user sends the transfer.
   - User 1: Name of the user who performed the operation is displayed, as long as he/she has the authority to conduct such operation; otherwise, it is not displayed.
   - User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not shown.

After hours

If your operation is during after hours (from 9:00 to 16:00 hours), BancaNet Empresarial will ask you to program on a window, where you can select the date on a calendar.

By clicking "Continue", the operation will be applied.

» Investments – At sight – withdrawal confirmation

What can I find on this page?

On this page, you can see the details of the investment withdrawal, before applying it.

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

The page consists of the following sections:

1. **Withdrawal accounts**
    - Deposit account (investment): The account name or alias and number are shown.
    - MXN Balance: Displays the balance of the investment account

2. **Investment data**

    Contains a summary of the following data:

    - Operation type
    - Amount: in pesos (MXN) or dollars (USD)
    - Total investment balance
    - Yield rate
    - Scheduled date
    - Frequent operation

By clicking "Back", you will be sent to the capture screen, saving the previously entered values

By clicking "Accept", you will be sent to the *Application of the operation* screen.

» Investments – At sight – Withdrawal application

What can I find on this page?

On this page, you can see the details of your investment withdrawal already applied.

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

The page consists of the following sections:

1. **Status**

    Applied with the authorization number

2. Account Withdrawal

- Deposit account (investment): The account name or alias and number are shown.
- MXN Balance: Displays the balance of the investment account

3. Investments data

Contains a summary of the following data:

- Operation type
- Amount: in pesos (MXN) or dollars (USD)
- Total investment balance
- Yield rate
- Scheduled date
- Frequent operation
- Entered by: It is displayed if a data entry user sends the transfer.
- User 1: Name of the user who performed the operation is displayed, as long as he/she has the authority to conduct such operation; otherwise, it is not displayed.
- User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not displayed.

After hours

If your operation is during after hours (from 9:00 to 16:00 hours), BancaNet Empresarial will ask you to program on a window, where you can select the date on a calendar.

By clicking the "Continue", your operation will be applied.

Investments / IOU

» Investments - IOU

What can I find on this page?

On this page, you can make deposits or withdrawals to your investments.

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

The page consists of the following sections:

1. **Operation type**

   Select the Make a deposit into your investment option.

2. **Accounts**

   - Withdrawal account: Choose, in the selection list, the account where you want to withdrawal; it shows the account number, the alias and the balance of the investment.
   - Deposit account (Investment): Choose from the selection list, the investment in which you want to make the deposit; it shows the account number, the alias and the balance of the investment.

3. **Investment data**

   - Investment type: You must choose from the selection list, one of the following options:
     - MXN IOU with available capital and interests at the end of the term
     - MXN deposit certificates with monthly available returns
     - DLLS IOU with available capital and interests at the end of the term
     - DLLS deposit certificates with monthly available returns
     - IOU Citi with available capital and interests and the end of the term
     - Citi deposit certificated with monthly available returns
   - Amount to be deposited (MNX): Enter the amount or quantity in pesos to deposit into your investment account.
   - Term in days: By clicking on the calendar icon, located on the right side of the text field, where you must choose the date.

   Note: You cannot select Saturdays or Sundays.

   - Instructions to term: You must choose from the list one of the following options:
     - Reinvest the earned capital and interests to the prevailing rate
     - Reinvest just the capital to the prevailing rate
     - Deposit the earned capital and interests into an account

4. **Additional options**

   Save as frequent operation: If you select this option, the operation will be stored in frequent operations.

By clicking "Continue", the *Confirmation* screen will be displayed.

» Investments - IOU - Confirmation

What can I find on this page?

On this page, you can see the details of your investment deposit, before applying it.

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

The page consists of the following sections:

1. **Accounts**
    - Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
    - Investment contract: The account name or alias and number are shown.
2. **Investment data**

    Contains a summary of the following data:

    - Operation type → Opening r deposit, as the case may be
    - Investment type → IOU MXN
    - Term in days
    - Amount:
    - Maturity instructions
    - Deposit account at maturity
    - Frequent operation

By clicking "Back", you will be sent to the capture screen, saving the previously entered values

By clicking "Accept", the operation will be applied and you will be sent to the transfer application screen.

» Investments - IOU - Application

What can I find on this page?

On this page, you can see the details of your Investment deposit already applied.

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

The page consists of the following sections:

1. **Status**

    Applied with the authorization number.

2. **Withdrawal accounts**
    - Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
    - Investment contract: The account name or alias and number are displayed.

3. Investment data

Contains a summary of the following data:

- Operation type → Opening or deposit
- Investment → IOU MXN
- Term in days
- Amount:
- Maturity instructions
- Deposit account at maturity
- Frequent operation
- Entered by: It is displayed if a data entry user sends the transfer.
- User 1: Displays the name of the user who performed the operation, as long as he/she as the power to do so; otherwise, it is not displayed.
- User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not displayed.

» Investments – IOU – Investing in a new term

What can I find on this page?

On this page, you can make deposits into your investment, since you have investment folios available.

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

The page consists of the following sections:

1. Operation type

Select the Make a deposit into your investment option.

2. Accounts

- Withdrawal account: Choose, in the selection list, the account where you want to withdrawal; it shows the account number, the alias and the balance of the investment.
- Deposit account (Investment): Choose from the selection list, the investment in which you want to make the deposit; it shows the account number, the alias and the balance of the investment.
- Investment number: Selected option that enables the text field to enter the investment number.
- *See investment numbers*: Link that opens a window where you can select the investment numbers, according to the selected investment contract.
- Invest on a new term: You must select this option only if you wish to invest on a new term.

3. Investment data

- Investment type: Choose, in the selection list, one of the following options:
  - MXN IOU with available capital and interests at the end of the term
  - MXN deposit certificates with monthly available returns

  - DLLS IOU with available capital and interests at the end of the term
  - DLLS deposit certificates with monthly available returns
  - IOU Citi with available capital and interests and the end of the term
  - Citi deposit certificated with monthly available returns
- Amount to be deposited (MNX): Enter the amount or quantity in pesos to deposit into your investment account.
- Term in days: By clicking the calendar icon, which is displayed on the right side of the text field, and select the date.

Note: You cannot choose Saturdays or Sundays.

- Instructions to the term: Choose, in the selection list, one of the following options:
  - Reinvest the earned capital and interests to the prevailing rate
  - Reinvest just the capital to the prevailing rate
  - Deposit the earned capital and interests into an account
- Deposit account: List number in which you can select the deposit account at the end of the investment.

4. Additional options:

Save as frequent operation: When you choose this option, the operation will be stored in the frequent operations.

By clicking "Continue", you will be sent to the operation confirmation screen.

» Investments - IOU - investing on a new term - confirmation

What can I find on this page?

On this page, you can see the details of your investment deposit, before applying it.

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

The page consists of the following sections:

1. Accounts

- Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
- Investment contract: The account name or alias and number are shown.

2. Investment data:

Contains a summary of the following data:

- Operation type → Opening or deposit
- Investment number
- Investment type
- Term in days

- Amount:
- Maturity instructions
- Deposit account at maturity
- Frequent operation

B By clicking "Back", you will be sent to the capture screen, saving the previously entered values.

By clicking "Accept", the operation will be applied and you will be sent to the transfer application screen.

» Investments – IOU – Investing on a new term – Application

What can I find on this page?

On this page, you can see the details of your Investment deposit already applied.

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

The page consists of the following sections:

1. **Status**

   Applied with the authorization number.

2. **Withdrawal accounts**

   - Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
   - Investment contract: The account name or alias and number are shown.

3. **Investment data**

   Contains a summary of the following data:

   - Operation type → Opening or deposit
   - Investment number
   - Investment type
   - Term in days
   - Amount:
   - Maturity instructions
   - Deposit account at maturity
   - Frequent operation
   - Entered by: It is displayed if a data entry user sends the transfer.
   - User 1: Displays the name of the user who performed the operation, as long as he/she as the power to do so; otherwise, it is not displayed.
   - User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not displayed.

» Investments - IOU - Increase

What can I find on this page?

On this page, you can make deposits into your Investment, since you have investment folios available

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

The page consists of the following sections:

1. **Operation type**

   Select the Make a deposit into your investment option.

2. **Accounts**

   - Withdrawal account: Choose, in the selection list, the account where you want to withdrawal; it shows the account number, the alias and the balance of the investment.
   - Deposit account (Investment): Choose from the selection list, the investment in which you want to make the deposit; it shows the account number, the alias and the balance of the investment.
   - Investment number: Option that is selected and enables the text field to enter the investment number.
   - *See investment numbers*: Link that opens a window where you can select the investment numbers, according to the selected investment contract.
   - Invest on a new term: You must select this option only if you wish to invest on a new term.

3. **Investment data**

   Amount to be deposited (MNX): You must enter the amount or quantity in pesos to deposit into your investment.

4. **Additional options:**

   Save as frequent operation: When selecting this option, the operation will be saved in frequent operations.

By clicking "Continue", you will be sent to the operation confirmation screen.

» Investments - IOU - Increase - Confirmation

What can I find on this page?

On this page, you can see the details of your investment deposit, before applying it.

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

The page consists of the following sections:

1. **Accounts**

   - Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
   - Investment contract: The account name or alias and number are shown.

2. Investment data

Contains a summary of the following data:

- Operation type → Opening or deposit
- Investment number
- Investment type
- Term in days
- Amount:
- Maturity instructions
- Deposit account at maturity
- Frequent operation

By clicking "Back", you will be sent to the capture screen, saving the previously entered values.

By clicking "Accept", the operation will be applied and you will be sent to the transfer application of screen.

» Investments - IOU - Increase - Application

What can I find on this page?

On this page, you can see the details of your Investment deposit already applied.

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

The page consists of the following sections:

1. Status

Applied with the authorization number.

2. Withdrawal accounts

- Withdrawal account: It shows the account name or alias, the number and the balance in pesos (MXN).
- Investment contract: The account name or alias and number are shown.

3. Investment data

Contains a summary of the following data:

- Operation type → Opening or deposit
- Investment number
- Investment type
- Term in days
- Amount
- Maturity instructions
- Deposit account at maturity

- Frequent operation
- Entered by: It is displayed if a data entry user sends the transfer.
- User 1: Displays the name of the user who performed the operation, as long as he/she as the power to do so; otherwise, it is not displayed.
- User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it not displayed.

» Investments – IOU – Decrease

What can I find on this page?

On this page, you can make withdrawals from your investment.

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

The page consists of the following sections:

1. **Operation type**

   Select the Make a deposit into your investment option.

2. **Accounts**

   - Withdrawal account (Investment contract): Choose, in the selection list, the investment where you want to withdraw; it shows the account number, the alias and investment balance.
   - Investment number: Text field where you must enter investment number.
   - *See investment numbers*: Link that opens a window where you can select the investment numbers, according to the selected investment contract.
   - Deposit account: Selection list where you can choose the deposit account.

3. **Investment data**

   - Withdraw total amount: If you choose this option, you may withdraw the full amount of your investment.

   Note: This option will cancel the investment number.

   - Amount to withdraw MXN: This option is selected and enables a text field where you must enter the amount to withdraw from your investment.

4. **Additional options**

   - Save as frequent operation: If you select this option, the operation will be stored in frequent operations.

By clicking "Continue", you will be sent to the operation confirmation screen.

» Investments – IOU – Decrease – confirmation

What can I find on this page?

On this page, you can see the details of the withdrawal from your investment, before applying it.

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

The page consists of the following sections:

1. **Accounts**
   - Withdrawal account (Deposit Certificate): Shows the account name or alias and the number.
   - Deposit account: Shows the account number, name or alias and the balance in pesos (MXN).
2. **Investment data**

   Contains a summary of the following data:
   - Operation type
   - Investment number
   - Investment type
   - Term in days
   - Amount
   - Maturity instructions
   - Deposit account at maturity
   - Frequent operation

By clicking “Back”, you will be sent to the capture screen, saving the previously entered values

By clicking “Accept” the operation will be applied and you will be sent to the transfer application of screen.

» Investments – IOU – Decrease – application

What can I find on this page?

On this page, you can see the details of your account withdrawal already applied.

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

The page consists of the following sections:

1. **Status**

   Applied with the authorization number.
2. **Withdrawal accounts**
   - Withdrawal account (Deposit Certificate): The account name or alias and number are shown.
   - Deposit account: Shows the account number, name or alias and the balance in pesos (MXN).

3. Investment data

Contains a summary of the following data:

- Operation type
- Investment type
- Investment type
- Term in days
- Amount:
- Maturity instructions
- Deposit account at maturity
- Frequent operation
- Entered by: It is displayed if a data entry user sends the transfer.
- User 1: Displays the name of the user who performed the operation, as long as he/she as the power to do so; otherwise, it is not displayed.
- User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not displayed.

» Investments – IOU – Decrease or cancel – confirmation

What can I find on this page?

On this page, you can see the details of the total investment withdrawal or cancellation, before it is applied.

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

The page consists of the following sections:

1. Accounts

- Withdrawal account (Deposit Certificate): The account name or alias and number are shown.
- Deposit account: Shows the account number, name or alias and the balance in pesos (MXN).

2. Investment data:

Contains a summary of the following data:

- Operation type → Total withdrawal
- Investment number
- Investment type
- Amount

By clicking “Back”, you will be sent to the capture screen, saving the previously entered values

By clicking “Accept” the operation will be applied and you will be sent to the transfer application of screen.

» Investments - IOU - Decrease or cancel - Application

What can I find on this page?

On this page, you can see the details of the total investment withdrawal already applied.

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

The page consists of the following sections:

1. **Status**

   Applied with the authorization number.

2. **Withdrawal accounts**

   - Withdrawal account (Deposit Certificate): The account name or alias and number are shown.
   - Deposit account: Shows the account number, name or alias and the balance in pesos (MXN).

3. **Investment data**

   Contains a summary of the following data:

   - Operation type
   - Investment number
   - Investment type
   - Amount
   - Entered by: It is displayed if a data entry user sends the transfer.
   - User 1: Displays the name of the user who performed the operation, as long as he/she as the power to do so; otherwise, it is not displayed.
   - User 2: Name of the user who performed the operation is displayed; in case there is no User 2, it is not displayed.

Investments / Horizonte funds

» Horizonte funds - Securities Purchase

From the main menu, enter the option *Investment* → *Horizon Funds*.

What can I find on this page?

On this page, you make the purchase of investment securities.

To make the purchase of investment securities, you must provide information in the following fields:

1. **Operation type**

   Choose on the selection list, *Investment/Contract Funds*, the investment contract number.

2. **Accounts**

   Number of securities: You must enter the number of securities you wish to sell.

3. **Investment data**

   Amount expressed in pesos (MNX).

4. **Additional options**

   Schedule a future date:

   - When you select this option, the following data will show:
     - Date: Using a calendar, you can choose the date to apply the operation. This calendar only allows selecting a single date.
     - Time: There are two selection lists, one for the hour, which contains the values of "00" to "23" hours, and the other that represents the minutes with values "00", "15", "30", "45".
   - Remote authorization:

     When you select this option, the following data will show:
     - Date: Using a calendar, you can choose the date to apply the operation. This calendar only allows selecting a single date.
     - Time: There are two selection lists, one for the hour, which contains the values of "00" to "23" hours, and the other that represents the minutes with values "00", "15", "30", "45".
   - Save as Frequent operation:

     When selecting this option, the operation will be saved in frequent operations.

By clicking "Continue", the screen to confirm your operation will be displayed.

Note: If you make the operation after hours, BancaNet Empresarial will display a window,

» Horizonte funds - purchase - confirmation

From the main menu, enter the option *Investment* → *Horizon Funds*.

What can I find on this page?

On this page, you can confirm the purchase of investment securities. This information is reflected in the following fields:

1. **Accounts**

- Investment/Contract fund: It shows the account name or alias and the number.
- MXN balance: It shows the account name or alias and the number.

2. **Investment data**

Contains a summary of the following data:

- Liquidity type
- Operation type
- MXN amount
- Scheduled date
- Frequent operation

Note: Consider that you can save up to ten frequent operations.

Remember that the remote authorization must be made before the scheduled date.

So that you can continue with the securities purchase, you must click "Accept".

By clicking "Back", you will be sent to the capture screen, saving the previously entered values.

» Horizonte funds - purchase - application

From the main menu, enter the option *Investment* → *Horizon Funds.*

What can I find on this page?

On this page, you can see the application of your operation, through an authorization number.

By clicking "Accept", on the confirmation screen, a new screen with the following information will be displayed:

1. **Status**

Applied with the authorization number.

2. **Accounts**

- Investment/Contract fund: Account number (20 spaces).
- The current balance is expressed in pesos (MXN).

3. **Investment data**

- Liquidity type
- Operation type
- MXN amount
- Scheduled date
- Frequent operation
- Recorded by

- Authorizer 1
- Authorizer 2

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

Click the icon on the top right, for printing purposes. The printing will be your proof of operation.

» Horizonte funds – Securities Sale

From the main menu, enter the option *Investment* → *Horizon Funds*.

What can I find on this page?

On this page, you can make the sale of investment securities.

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

To make the sale of investment securities, you must provide the information in the following fields:

1. **Operation type**

   Select the type of operation to be made:

   - Securities sale

2. **Accounts**

   Choose, in the selection list, *Investment Contract/Funds* the investment contract number.

3. **Investment data**

   Number of securities:

   - You must enter the number of securities you wish to sell.

4. **Additional options**

   - Schedule a future date: If you select this option, the following data will be shown:
     - Date: Using a calendar, you can choose the date to apply the operation. This calendar only allows selecting a single date.
     - Time: There are two selection lists, one for the hour, which contains the values of "00" to "23" hours, and the other that represents the minutes with values "00", "15", "30", "45".
   - Remote authorization:

   Selecting this option will show the following data:

     - Date: Using a calendar, you can choose the date to apply the operation. This calendar only allows selecting a single date.
     - Time: There are two selection lists, one for the hour, which contains the values of "00" to "23" hours, and the other that represents the minutes with values "00", "15", "30", "45".
   - Save as Frequent operation:

   When selecting this option, the operation will be saved in the frequent operations.

By clicking "Continue", a screen to confirm your operation will be displayed.

» Horizonte funds - Sale - Confirmation

From the main menu, enter the option *Investment* → *Horizon Funds*.

What can I find on this page?

On this page, you can confirm the sale of investment securities. This information is reflected in the following pieces of information:

1. **Accounts**
   - Investment/Contract fund: Shows the account name or alias and the number.
   - MXN balance: Displays the balance of the investment account
2. **Investment data**

   Contains a summary of the following data:
   - Liquidity type
   - Operation type
   - Number of shares
   - Scheduled date
   - Frequent operation

Note: Consider that you can save up to ten frequent operations.

Remember that the remote authorization must be made before the scheduled date.

So that you can continue with the securities purchase, you must click "Accept".

By clicking "Back", you will be sent to the capture screen, saving the previously entered values.

» Horizonte funds - sale - application

From the main menu, enter the option *Investment* → *Horizon Funds*.

What can I find on this page?

On this page, you can see the application of your operation.

By clicking "Accept", in the confirmation screen will be displayed:

1. **Status**

   Applied with the authorization number.
2. **Accounts**
   - Investment/Contract fund: Account number (20 spaces).
   - The current balance is expressed in pesos (MXN).

3. Investment data

- Liquidity type
- Operation type
- Shares
- Scheduled date
- Frequent operation

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

Click the icon on the top right, for printing purposes. The printing will be your proof of operation.

Users Registration

» Users Registration

What can I find on this page?

On this page, you can add users to operate BancaNet Empresarial, assigning them powers, permissions, passwords and NetKeys.

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

The page consists of the following sections:

1. **Personal data**

   In this section you should record the requested information, which is shown as follows:

   - Record the name
   - Record the last name
   - Record the maiden name
   - Select the frequency of password renewal:
     - Daily
     - Weekly
     - Biweekly
     - Monthly
     - Bimonthly
     - Quarterly

2. **Address and contact details**

   In this section you should record the requested information, which is shown as follows:

   - Record the street and number
   - Record the colony
   - Select the state of Mexico
   - Choose the city
   - Record the Zip code
   - Record the phone
   - Record the cell phone number
   - Record the email

3. **Passwords**

   In this section you should record the requested information, which is shown as follows:

   - Write for the first time the password of the user that you are registering.
   - Confirm the password.

4. NetKeys Assignation

If you have NetKeys available in stock:

- From the selection list *NetKeys,* choose the NetKey that will be assigned to the new user.

If you do not have NetKeys available in stock, select one of the following three options:

- Send NetKey to the address of the legal representative.
- Send NetKey to the previously registered address for the user.
- Send NetKey to another address:
    - Choose from the selection list one of the pre-recorded fiscal addresses, if necessary, record a new shipping address in the following fields:
        - Record the street and number
        - Record the colony
        - Select the state of Mexico
        - Choose the city
        - Record the Zip code
        - Record the phone
        - Record the cell phone number
        - Record the email
        - Choose the type of official identification
        - Military card
        - Professional identification
        - IFE
        - Passport
        - Record the official identification number.
        - Record the validity of the official identification in the three text boxes (dd/mm/yyyy).

To finish, click the box that indicates your acceptance of the NetKey application fee.

Faculties

The modules and sub-modules are assignations of grouped or individual transactions that can be performed with the Digital Signature. These are assignable and/or restricted in a personalized manner for each user.

By assigning a faculty, a menu will open up with the following options:

- Complete module: Selecting this option will assign the complete faculty along with the corresponding submodules. Also you must record the following information there:
    - Select the currency (USD or MXN).
    - Select the level (1 or 2).
    - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.

    - Joint → Record the maximum amount that the user can operate jointly. The default value is ZERO.
    - Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO..
    - Select the operating period:
        - Daily
        - Weekly
        - Biweekly
        - Monthly
        - Bimonthly
        - Quarterly
        - Biannually
        - Annually
        - None
- Restrict module: Selecting this option will show the corresponding submodules for each faculty. Each submodule can be selected independently. Also, you must record the following information:
    - Select the currency (USD or MXN)
    - Select the level (1 or 2)
    - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.
    - Joint → Record the maximum amount that the user can operate jointly. The default value is ZERO.
    - Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO..
    - Select the operating period: maximum amount of operations.
        - Daily
        - Weekly
        - Biweekly
        - Monthly
        - Bimonthly
        - Quarterly
        - Biannually
        - Annually
        - None

Listed below are the Faculties and their respective submodules:

1. **Queries:**

Allows you to check balances, history of movements and account statements of the accounts incorporated as yours, as well as reprinting vouchers.

- Submodule:
  - Query of received payments (TIP)

2. **Transfers between own accounts, investments and contributions:**

It lets you make transfers between your incorporated accounts as your own, investments, contribution payments to IMSS and ISSSTE, Loan Operations and Provider Funding.

- Submodules:
  - Transfers with same currency
  - Transfers from pesos to dollars

3. **Transfers to Other Banamex Accounts and Federal Tax Payment:**

Allows you to make payments to other Banamex Accounts, federal tax payments, Payments by direct billing, and payments through BancaNet Directo.

- Submodules:
  - Payments to other Banamex accounts with same currency
  - Payments to other Banamex Accounts with different currency
  - Federal Tax Payment

4. **Transfers to other bank accounts and payment orders:**

Allows you to make payments to other banks and national and international payment orders.

- Submodules:
  - Interbank payments
  - National payment orders
  - International payment orders

5. **Mass transfers (Payroll, Other Accounts, and Collections**

Allows you to make file inquiries and transfers (includes Automatic Payroll Payment)

- Submodules:
  - File query
  - File transfer

6. **Management Passwords and NetKeys**

It allows managing of security devices (NetKey), as well as the reconfiguration of keys.

7. **Protected checkbook:**

It allows you to protect and request your checks.

8. Management Accounts, Users and Notifications:

It allows you to manage the registration/cancellation/modification of third party accounts, users, and cancellation of own accounts.

- Submodules:
  - Third party account management
  - Notification management

9. PEMEX:

It allows using the operations module for PEMEX.

10. Payments by direct billing collections:

It allows you to make transfers and inquiries from your Payments by direct billing files.

- Submodules:
  - File transfers
  - File query

11. Zero Balance Account – Management Structure:

It allows you to operate and manage the Zero Balance Account module.

12. Confirmations and Settlements:

It allows you to operate the Treasury module.

13. Integrated Payroll - Cards Management:

It allows you to manage your *Payroll* plastics.

14. Integrated Payroll - Dispersion of payments:

It allows you to create, query, and disperse Banamex Payroll payments.

- Submodules:
  - Payroll – Creating files
  - Collection report
  - Commissions
  - Valued forms downloading
  - Valued forms Query
  - Investment Query. Valued forms
  - Valued form detailed query
  - Bill payment query
  - Payments detailed query
  - Voucher reprint request
  - Personalized payments query
  - Personalized payments elimination

- Returned checks query
- Returned checks shipping

15. Bill payments, Credit cards from other banks and departmental:

It allows you to make the payments for bills, Credit Cards from other banks and Departmental Cards.

16. Fiduciary statement:

It allows you to query your fiduciary statement.

Once you have recorded all the data, click "Continue"; the *Confirmation* screen will be displayed.

» Users registration process – Confirmation

What can I find on this page?

On this page, you can see the details of the registration confirmation of a BancaNet Empresarial user.

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

The page consists of the following sections:

1. Personal data

This section displays the following information:

- Name
- Last name
- Maiden name
- Password renewal period

2. Address and contact details

This section displays the following information:

- Street and number
- Colony
- State
- City
- Zip code
- Cell phone
- Email

3. Passwords

This section shows two options for the password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks)*.

4. NetKeys Assignation

This section shows the serial number of the NetKey assigned to the user.

5. Faculties

This section lists the Faculties assigned to the user.

By clicking "Back", the previous confirmation capture screen for registration of users of BancaNet Empresarial will be displayed.

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

» Users registration process – Application

What can I find on this page?

On this page, you can see the details and authorization number of a user's registration to BancaNet Empresarial.

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

The page consists of the following sections:

1. Personal data

This section displays the following information:

- Name
- Last name
- Maiden name
- Password renewal period

2. Address and contact details

This section displays the following information:

- Street and number
- Colony
- State
- City
- Zip code
- Cell phone
- Email

3. Passwords

This section shows two options for the password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks)*.

4. NetKeys Assignation

This section shows the serial number of the NetKey assigned to the user.

5. Faculties

This section lists the Faculties assigned to the user.

Management Users

» Management Users

What can I find on this page?

On this page, you can modify or cancel **Banca**Net Empresarial users, as well as change the status of each one of the users.

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

The page consists of the following sections:

1. Management User

This section displays the following information:

- User name: Shown as a link; when you click on it, a query screen will be displayed where you can modify user information.
- User status
- Active
- Inactive
- Cancelled
- Expired
- Blocked
- NetKey: Displays the serial number of the NetKey assigned to the user.
- NetKey status
- Active
- Inactive
- *Status change* link: This link runs the action contrary to the user's current status, as exemplified below:

Status	Link	Action
Inactive	Activate	When you click on it, the change password screen will be displayed.
Active	Block	When you click on it, a screen will be displayed asking you to confirm if you wish to block the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.
Blocked	Unblock	When you click on it, a screen will be displayed asking you to confirm if you wish to unblock the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.

Expired	Block	When you click on it, a screen will be displayed asking you to confirm if you wish to block the user. If your response is yes, you will be prompted to enter your Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.

- *Cancel* link: When you click on it, a window will appear asking you to confirm if you wish to cancel the user. If you answer is yes, you will be asked to enter you Challenge to apply your operation. Otherwise, just click "Cancel" to close the window.

Once the transaction has been applied, the list of users will be updated showing the new status of the user. When canceling a user, he/she will still show on the list with a "Cancelled" status.

» Query as management user

What can I find on this page?

On this page, you can see the details of a manager user of BancaNet Empresarial.

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

The page consists of the following sections:

1. **Personal data**

   This section displays the following information:

   - Name
   - Last name
   - Maiden name
   - Password renewal period
   - "Modify": When you click this button, the *Personal Data modification* will be displayed.

2. **Address and contact details**

   This section displays the following information:

   - Street and number
   - Colony
   - State
   - City
   - Zip code
   - Cell phone
   - Email
   - "Modify": When you click this button, the *Address and contact modification* screen will be displayed.

3. Passwords

This section displays the following information:

6. Password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks)*.

- "Modify": When you click this button, the *Password modification* screen will be displayed.

4. NetKeys Assignation

This section displays the following information:

- Assigned NetKey: Displays the serial number of the NetKey assigned to the user.
- "Modify": When you click this button, the *NetKeys assignation modification* screen will be displayed.

5. Faculties

This section lists the Faculties assigned to the user.

- "Modify": When you click this button, the *Faculties information modification* screen will be displayed.

» User modification – Data Entry

What can I find on this page?

On this page, you capture the data to modify.

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

The page consists of the following sections:

1. Personal data

In this section you should enter the information you wish to modify, which is shown as follows:

- Record the name.
- Record the last name.
- Record the maiden name.
- Select the renewal period of the password:
  - Daily
  - Weekly
  - Biweekly
  - Monthly
  - Bimonthly
  - Quarterly

By clicking “Back”, you will be sent to the query screen with all the sections that make up a user profile.

By clicking “Continue”, the confirmation screen will be displayed.

» General data modification – Data Entry

What can I find on this page?

On this page, you capture the data to modify.

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

The page consists of the following sections:

1. **Address and contact details**

   This section should register the information you want to modify, which appears as follows:

   - Record Street and number.
   - Record the Colony.
   - Select the state of Mexico.
   - Choose the city.
   - Record the Zip code.
   - Record the phone.
   - Record the cell number.
   - Record the email.

   By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

   By clicking "Continue", the confirmation screen will be displayed.

» Password modification

What can I find on this page?

On this page, you should record the data to modify.

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

The page consists of the following sections:

1. **Passwords**

   In this section you should record the information to modify, which is shown as follows:

   - Enter the password of the user you are canceling.
   - Enter the password confirmation.

   By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

   By clicking "Continue", the confirmation screen will be displayed.

» NetKey Modification

What can I find on this page?

On this page, you capture the data to modify.

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

The page consists of the following sections:

1. **NetKeys Assignation**

   If the NetKey status is "No NetKey" and there are NetKeys in stock, you can choose any of the following 2 options:

   - Assign a NetKey from stock: Choose a NetKey from the *NetKeys* selection list, which will be assigned to the new user.
   - Reassign: Choose a NetKey from the *Users with NetKey* selection list, which will be assigned to the new user.
   - By clicking "Accept", a window where you should enter your Challenge number to apply your operation will be displayed.

   If the NetKey status is "No NetKey" and there are no NetKeys in stock, you can choose any of the following 2 options:

   - Reassign: Choose a NetKey from the *Users with NetKey* selection list, which will be assigned to the new user.
   - Request NetKey: Selecting this option will show the following three options:
   - Send NetKey to the address of the legal representative.
   - Send to the registered address for the user.
   - Send to another address:

     Select from the selection list one of the pre–registered fiscal addresses; or capture the new shipping address, in the following fields:

     - Record the street and number.
     - Record the colony.
     - Select the state of Mexico.
     - Choose the city.
     - Record the Zip code.
     - Record the phone.
     - Record the cell phone number.
     - Record the email.
     - Choose the type of official identification:
     - Military card
     - Professional identification
     - IFE
     - Passport

- Record the number of official identification.
- Record the validity of the official identification in the three text boxes (dd/mm/yyyy).

  To finish, click on the box that indicates your acceptance of the NetKey application fee.

If the status of the NetKey is "Active", you can choose one of the following three options:

- Block
- Cancel
- Cancel and request replacement: Selecting this option will display the following three options:
- Send NetKey to the address of the legal representative.
- Send to the registered address for the user.
- Send to another address:

  Select from the selection list one of the pre-registered fiscal addresses; or capture the new shipping address, in the following fields:

  - Record the street and number.
  - Record the colony.
  - Select the state of Mexico.
  - Choose the city.
  - Record the Zip code.
  - Record the phone.
  - Record the cell phone number.
  - Record the email.
  - Choose the type of official identification:
  - Military card
  - Professional identification
  - IFE
  - Passport
- Record the number of official identification.
- Record the validity of the official identification in the three text boxes (dd/mm/yyyy).

  To finish, click on the box that indicates your acceptance of the NetKey application fee.

By clicking "Back", you will be sent to the query screen with all the sections that make up a user profile.

By clicking "Continue", the confirmation screen will be displayed.

» Faculties modification

What can I find on this page?

On this page, you can capture the data to modify, as well as assign Faculties and submodules to BancaNet Empresarial users.

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

The page consists of the following sections:

1. **Faculties**

   The faculty modules are codes that identify one or more transactions that can be used with the Digital Signature. Each faculty can be assigned to the user.

   When assigning a faculty, a menu will expand with the following options:

- Complete module: Selecting this option will assign the complete faculty along with its corresponding submodules. In addition, you must capture the following information:
  - Select the currency (USD or MXN).
  - Select the level (1 or 2).
  - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.
  - Joint →Record the maximum amount that the user can operate jointly. The default value is ZERO.
  - Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO.
  - Select the term of this faculty:
    - Daily
    - Weekly
    - Biweekly
    - Monthly
    - Bimonthly
    - Quarterly
    - Biannually
    - Annually
    - None
- Restrict module: Selecting this option will display the corresponding submodules to each faculty. Each submodule can be selected. In addition, you must capture the following information:
  - Select the currency (USD or MXN).
  - Select the level (1 or 2).
  - Individual → Record the maximum amount that the user can operate manually. The default value is ZERO.
  - Joint → Record the maximum amount that the user can operate jointly. The default value is ZERO.

- Operable → Record the maximum amount that the user can operate in the established period. The default value is ZERO.
- Select the term of this faculty:
    - Daily
    - Weekly
    - Biweekly
    - Monthly
    - Bimonthly
    - Quarterly
    - Biannually
    - Annually
    - None

Listed below are the Faculties and their respective submodules:

1. Queries:

Allows you to make balance, movement history, and statement queries of the accounts incorporated as your own, as well as reprint your vouchers.

- Submodule
    - Query of received payments (TIP)

2. Transfers between own accounts, investments and contributions:

It lets you make transfers between your incorporated accounts as your own, investments, contribution payments to IMSS and ISSSTE, Loan Operations and Provider Funding

- Submodules
    - Transfers with same currency
    - Transfers from pesos to dollars

3. Transfers to Other Banamex Accounts and Federal Tax Payment:

Allows you to make payments to other Banamex Accounts, federal tax payments, Payments by direct billing, and payments through BancaNet Directo.

- Submodules:
    - Payments to other Banamex accounts with same currency
    - Payments to other Banamex Accounts with different currency
    - Federal Tax Payment

4. Transfers to other bank accounts and payment orders:

Allows you to make payments to other banks and national and international payment orders.

- Submodules:
    - Interbank payments
    - National payment orders

- International payment orders

5. Mass transfers (Payroll, Other Accounts, and Collections

Allows you to make file inquiries and transfers (includes Automatic Payroll Payment).

- Submodules:
  - File Query.
  - File transfer.

6. Passwords and NetKeys Management

It allows you to manage security devices (NetKey), as well as reconfiguration keys.

7. Protected checkbook:

It allows you to protect and request your checks.

8. Accounts, Users and Notifications Manage:

It allows you to manage the registration/cancellation/modification of third party accounts, users, and cancellation of own accounts.

- Submodules:
  - Third party management.
  - Notifications management.

9. PEMEX:

It allows you to use the operations module for PEMEX.

10. Payments by direct billing collections:

It allows you to make transfers and inquiries from your Payments by direct billing files.

- Submodules:
  - It allows you to make file transfers.
  - File Query.

11. Zero Balance Account – Structure Management:

It allows you to operate and manage the Zero Balance Account module.

12. Confirmations and Settlements:

It allows you to operate the Treasury module.

13. Integrated Payroll – Cards Management:

It allows you to manage your Payroll plastics.

14. Integrated Payroll - Dispersion of payments:

It allows you to create, query, and disperse Banamex Payroll payments.

- Submodules:
  - Payroll – Creating files
  - Collection report
  - Commissions
  - Valued Forms Downloading
  - Valued Forms Downloading Query
  - Inv. Valued Forms Query
  - Valued Forms Detailed Query
  - Bill Payments Query
  - Payments detailed Query
  - Sol voucher Reprint
  - Personalized payments Query
  - Personalized payments cancellation
  - Returned checks Query
  - Returned checks shipping

15. Payment of bills, Credit cards from other banks and departmental:

It allows you to make the payments for bills, Credit Cards from other banks and Departmental Cards.

16. Fiduciary statement:

It allows you to make a query your fiduciary statement.

Once you have entered all the data, click "Continue", the confirmation screen will be displayed.

» User modification - Confirmation

What can I find on this page?

On this page, you can see the confirmation of the modification of the user's personal data.

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

The page consists of the following sections:

1. Personal data

This section displays the following information:

- Name
- Last name
- Maiden name
- Password renewal period

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

» Address and contact data modification- confirmation

What can I find on this page?

On this page, you can see the confirmation of the user's modification of address and contact data.

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

The page consists of the following sections:

1. **Address and contact details**

   This section displays the following information:

   - Street and number
   - Colony
   - State
   - City
   - Zip code
   - Cell phone
   - Email

   By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

» NetKey Assignation modification- confirmation

What can I find on this page?

On this page, you can see the confirmation of the modification of the assigning or reassigning of the user's NetKey.

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

The page consists of the following sections:

1. **NetKeys Assignation**

   This section shows the serial number of the NetKey assigned to the user.

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

» Password modification – Confirmation

What can I find on this page?

On this page, you can see the confirmation of the user's password.

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

The page consists of the following sections:

1. **Passwords**

   This section shows two options for the password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks *'s)*.

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

» Faculty modification – confirmation

What can I find on this page?

On this page, you can see the confirmation of the modification of the Faculties and its respective submodules assigned to the user.

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

The page consists of the following sections:

1. **Faculties and assignations**

   This section lists the faculties assigned to the user.

By clicking "Back", the previous capture screen of the user's personal data will be displayed.

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

» User modification – application

What can I find on this page?

On this page, you can see the application and the authorization of the modification of the user's personal data.

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

The page consists of the following sections:

1. **Authorizers**

   This section shows the users who authorize the modification of the requested information.

2. **Personal data:**

   This section displays the following information:

   - Name
   - Last name
   - Maiden name
   - Password renewal period

» Address and contact data modification- application

What can I find on this page?

On this page, you can see the application and the authorization number of the modification of the user's address and contact data.

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

The page consists of the following sections:

1. **Authorizers**

   This section shows the users who authorize the modification of the requested information.

2. **Address and contact details**

   This section displays the following information:

   - Street and number
   - Colony
   - State
   - City
   - Zip code
   - Cell phone
   - Email

» NetKey Assignation modification- application

What can I find on this page?

On this page, you can see the application and authorization number of the user's NetKey assignation or reallocation.

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

The page consists of the following sections:

1. **Authorizers**

   This section shows the users who authorize the modification of the requested information.

2. **NetKeys Assignation**

   This section shows the serial number of the NetKey assigned to the user.

» Password modification – application

What can I find on this page?

On this page, you can see the application and authorization number of the modification of the user's password.

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

The page consists of the following sections:

1. **Authorizers**

   This section shows the users who authorize the modification of the requested information.

2. **Passwords**

   This section shows the password: *Masked by *'s* (asterisks) or *Not visible with *'s (asterisks)*.

» Faculty modification– application

What can I find on this page?

On this page, you can see the application and the authorization number of the modification of the assigned user's Faculties and its respective submodules.

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

The page consists of the following sections:

1. **Authorizers**

   This section shows the users who authorize the modification of the requested information.

2. **Faculties and assignations**

   This section lists the Faculties assigned to the user.

» My profile – Query as any user

What can I find on this page?

On this page, you can query the details of your user account with BancaNet Empresarial, like modifying your password.

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

The page consists of the following sections:

1. **Personal data**

   This section displays the following information:

   - User number
   - Status
   - Name
   - Last name
   - Maiden name
   - Password renewal period

2. **Address and contact details**

   This section displays the following information:

   - Street and number
   - Colony
   - Zip code
   - City
   - State
   - Telephone
   - Cell
   - Email

3. **Passwords**

   In this section you can modify your password to BancaNet Empresarial; just follow the following instructions:

   - Record your new password
   - Record the confirmation of the new password.
   - Click "Accept", a confirmation screen will be displayed.

4. **NetKeys Assignation**

   This section displays the following information:

   - Serial number of the NetKey assigned to the user.
   - Your NetKey current status.

5. **Faculties**

   This section shows the details of the Faculties assigned to the user.

Netkey Multiclients

» NetKey Multiclients

What can I find on this page?

On this page, you can associate the NetKey to more than one client; also, you can see the status of the multiclient access requests (sent or received).

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

The page consists of the following sections:

1. **Users**

   In this section you can associate different clients to a user's NetKey; just follow the following instructions:

   - Select a user from the selection list *Users.*
   - Record the number of the client that you will associate.
   - Record the password with which the user to be associated enters **Banca**Net Empresarial.
   - By clicking "Continue", the confirmation screen will be displayed.

2. **Status of multiclient access requests**

   This section shows two subsections:

   - Requests sent. Displays a list of made requests to associate another client to the user NetKey. The information is broken down as follows:
     - NetKey: Serial number of NetKeys with multiclient.
     - Requesting client/user: Number and name of the user who requests multiclient.
     - Client to associate/client number: Client number that will be associated to the user that requests multiclient.
     - Client to associate/user number: User number for the corresponding client to associate.
     - Status: Status of the request.
   - Requests received. This section shows a list of applications received to associate this client to the user Netkey of another user. The information is broken down as follows:
     - NetKey: Serial number of NetKeys with multiclient.
     - Requesting client/user: Number and name of the user who requests multiclient.
     - Client to associate/client number: Client number that will be associated to the user that requests multiclient.
     - Client to associate/user number: User number for the corresponding client to associate.
     - Status: Status of the request.
     - Authorize: This link will only be displayed if that status of the request is "Pending." By clicking this link, a screen to confirm and authorize the request will be displayed.
     - Reject: This link will only be displayed if the request is "Pending." By clicking this link, a screen where you can confirm and reject the request will be displayed.

» NetKey Multiclients- confirmation

What can I find on this page?

On this page, you can see the confirmation of the authorization or rejection of the NetKeys association request.

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

The page consists of the following sections:

1. **Users**

   This section displays the following information:

   - NetKey: NetKey serial number to associate.
   - Requesting client:
     - Client number: Number of the client you wish to associate to NetKey.
     - User: Complete name of the user you wish to associate to NetKey.
   - Associated client:
     - Client number: Number of client to which the NetKey belongs.
     - User: Complete name of whom the NetKey belongs to.

   By clicking "Back", the previous screen of Multiclient NetKeys will be displayed.

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

» NetKey Multiclient – Application

What can I find on this page?

On this page, you can see the application and the authorization number of the authorization or rejection of the NetKeys association request.

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

The page consists of the following sections:

1. **Authorizers**

   This section displays the users who authorize the modification of the requested information.

2. **Users**

   This section displays the following information:

   - NetKey: NetKey serial number to associate.
   - Requesting client:
     - Client number: Number of the client you wish to associate to NetKey.
     - User: Complete name of the user you wish to associate to NetKey.

- Associated client:
  - Client number: Number of the client to whom the NetKey belongs to.
  - User: Complete name of whom the NetKey belongs to.

Management / Own accounts

» Own accounts screen – Query

What can I find on this page?

On this page, you can see your assigned accounts. If you have the faculty with module 10 assigned, you can query, modify or cancel the accounts that you have incorporated as your own.

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

The page consists of the following sections:

1. **Specific Search**

   To do a specific search, follow the following instructions:

   - Select the *Account type* from the selection list:
     - Checking
     - Master Account
     - Debit Cards
     - Loan
     - IOU Investments
     - At sight Investments
     - Loans, PyME Revolving Loans
     - Horizon Funds
   - (Optional) Enter the account number (for checks), contract number (for Master account, Investment, PyMe Revolving Loans, Loans) or card number (for Credit and Debit Card).
   - In the case of Checks, an additional text box appears where you must can (optional) enter the branch.
   - By clicking "Search", the search results will be displayed at the bottom of the screen.

2. **Accounts accordion**

   This section presents the different types of accounts, which are:

   - Checking
     - Account: Type of Instrument
     - Branch
     - Account number
     - Currency: Currency type (MXN or USD)
     - Alias: Account description
     - Display button: By clicking this button additional account information will be displayed:
       - Name
       - Interbank CLABE
       - Start date
       - Online banking use

- Master Account
  - Account: Type of Instrument
  - Contract: Contract number
  - Currency: Currency type (MXN or USD)
  - Alias: Displays the account description
  - Display button: By clicking this button additional account information will be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use
- Debit Cards
  - Account: Type of Instrument
  - Card: Debit Card number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description
  - Display button: By clicking this button additional account information will be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use
- Loan
  - Account: Type of Instrument
  - Card: Credit Card number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description
  - Display button: By clicking this button additional account information will be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use
- IOU Investments
  - Account: Type of Instrument
  - Contract: Contract number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description

- Display button: By clicking this button additional account information will be displayed:
  - Name
  - Interbank CLABE
  - Start date
  - Online banking use
- At sight Investments
  - Account: Type of Instrument
  - Contract: Contract number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description
  - Display button: By clicking this button additional account information will be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use
- Loans, PyME Revolving Loans
  - Account: Type of Instrument
  - Contract: Contract number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description
  - Display button: By clicking this button additional account information will be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use
- Horizon Funds
  - Account: Type of Instrument
  - Contract: Contract number
  - Currency: Currency type (MXN or USD)
  - Alias: Account description
  - Display button: By clicking this button additional account information be displayed:
    - Name
    - Interbank CLABE
    - Start date
    - Online banking use

Each one of the accounts, regardless of the account type, has two links, which are described below:

- *Modify* link: By clicking here, a screen with the account information will be displayed, where you can modify the alias of the account.
- *Cancel* link: By clicking here, a window where you must confirm if you wish to cancel the selected account will be displayed.

Management / Own Accounts Modify

» Alias modification screen

What can I find on this page?

On this page, you can modify the information of the previously selected account.

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

The page consists of the following sections:

1. **Specific Search**

   To do a specific search, follow these instructions:

   - Select from the selection list the *Account type*:
     - Checking
     - Master Account
     - Debit Cards
     - Loan
     - IOU Investments
     - At sight Investments
     - Loans, PyME Revolving Loans
     - Horizon Funds
   - (Optional) Enter the account number (for checks), contract number (for Master account, Investment, PyMe Revolving Loans, Loans) or card number (for Credit and Debit Card).
   - In the case of Checks, an additional text box appears where you can (optional) enter the branch.
   - By clicking "Search", the search results on the bottom of the screen will be displayed.

2. **Accounts modification**

   This section presents the data of the account you selected:

   - Checking
     - Type
     - Account
     - Branch
     - Account number
     - Currency
     - Interbank CLABE
     - Name
     - Online banking use
     - Alias
   - Master Account
     - Type
     - Account

    - Contract
    - Currency
    - Name
    - Online banking use
    - Alias
- Debit Cards
    - Type
    - Account
    - Card
    - Currency
    - Name
    - Online banking use
    - Alias
- Loan
    - Type
    - Account
    - Card
    - Currency
    - Name
    - Online banking use
    - Alias
- IOU Investments
    - Type
    - Account
    - Contract
    - Currency
    - Name
    - Online banking use
    - Alias
- At sight Investments
    - Type
    - Account
    - Contract
    - Currency
    - Name
    - Online banking use

  - Alias
- Loans, PyME Revolving Loans
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
  - Alias
- Horizon Funds
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
  - Alias

In all type of accounts mentioned above, the *Alias* field is the only one where you can modify the account description.

By clicking "Back", the previous *Account Query* screen will be displayed.

By clicking "Continue", you will be sent to the operation confirmation screen.

» Alias modification screen – confirmation

What can I find on this page?

On this page, you can see the confirmation of the modification of the account alias that you previously selected.

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

The page consists of the following sections:

1. **Account information**

   This section presents the data of the account you selected:

- Checking
  - Type
  - Account
  - Branch
  - Account number
  - Currency

  - Interbank CLABE
  - Name
  - Online banking use
- Master Account
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- Debit Cards
  - Type
  - Account
  - Card
  - Currency
  - Name
  - Online banking use
- Loan
  - Type
  - Account
  - Card
  - Currency
  - Name
  - Online banking use
- IOU Investments
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- At sight Investments
  - Type
  - Account
  - Contract
  - Currency

- Name
- Online banking use

- Loans, PyME Revolving Loans
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- Horizon Funds
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use

2. Modification data

Account alias: Displays the alias of the modified account,

By clicking "Back", the previous capture screen will be displayed.

By clicking "Continue", you will be sent to the operation confirmation screen.

» Alias modification screen – application

What can I find on this page?

On this page, you can see the application and authorization of the modification of the account alias.

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

The page consists of the following sections:

1. Data entry clerk

Displays the data of the user who made the entry but has no Faculties to apply it.

2. Authorizers

Displays the data of the authorized users, whether Individual or joint.

3. Account information

This section presents the data of the account you selected:

- Checking
  - Type
  - Account
  - Branch
  - Account number
  - Currency
  - Interbank CLABE
  - Name
  - Online banking use
- Master Account
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- Debit Cards
  - Type
  - Account
  - Card
  - Currency
  - Name
  - Online banking use
- Loan
  - Type
  - Account
  - Card
  - Currency
  - Name
  - Online banking use
- IOU Investments
  - Type
  - Account
  - Contract

  - Currency
  - Name
  - Online banking use
- At sight Investments
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- Loans, PyME Revolving Loans
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use
- Horizon Funds
  - Type
  - Account
  - Contract
  - Currency
  - Name
  - Online banking use

4. Modification data

Account alias: Displays the alias of the modified account,

Checkbooks / Individual Management

» Checkbook request

What can I find on this page?

On this page, you can select one or several checkbooks, query the status of previous requests, modify a previous request, or cancel checkbook requests.

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

The page consists of the following sections:

1. Checkbook request

- To request one or several checkbooks, follow the following instructions:
  - Select the *Account* in the selection list.
    - Select the option Request one or several Checkbooks.
    - Enter the amount of checkbooks you want to request.
    - By clicking "Continue", the *Confirmation* screen will be displayed.
- To query the status of previous applications:
  - Choose the *Account* in the selection list.
    - Select the Status Query of previous requests.
    - Click "Continue".
- To modify a previous request:
  - Select the Account in the selection list.
  - Select the option *Modify previous request.*
  - Enter the amount of checkbooks you wish to request.
  - By clicking "Continue", the *Confirmation* screen will be displayed.
- To cancel a previous request:
  - Select the Account in the selection list.
    - Select the option *Cancel previous request*.
    - By clicking "Continue", the *Confirmation* screen will be displayed.

2. Modification of status by checks query

- To query or modify the status of a check, follow these instructions:
  - Select the option *By check.*
  - Enter the check number.
  - By clicking "Continue".
- To query or modify the status of a range of check, follow these instructions:
  - Select the option *By check range.*
  - Enter the starting check number.
  - Enter the number of final check.
  - By clicking "Continue".

- To query or modify the status of all checks follow the following instructions:
  - Select the option *By check range.*
  - Enter the starting check number.
  - Enter the number of final check.
  - By clicking "Continue".

3. Protected Checkbook registration

- To register an account to the protected checkbook bill, follow these instructions:
  - Choose from the selection list the account you wish to register to the protected checkbook bill.
  - By clicking "Continue".

» Confirmation screen – request/modify checkbook

What can I find on this page?

On this page, you can confirm the checkbook(s) request(s).

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

The page consists of the following sections:

1. Request information

- Account: Displays the account number.
- Amount of requested checkbooks.

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", the application of your operation screen will be displayed.

» Application screen – Request/modify checkbook

What can I find on this page?

On this page, you can see the application and authorization number of the checkbook request.

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

The page consists of the following sections:

1. Request data

- Account number
- Amount of requested checkbooks
- Initial folio number
- Final folio number

» Results screen –Query of previous requests status

What can I find on this page?

On this page, you can see the results of the status query of previous checkbook requests.

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

The page consists of the following sections:

1. **Status request query**
   - Account details
     - Account
     - Branch number
     - Available checkbooks at branch
   - Previous requests
     - Checkbook type
     - Request date
     - Delivery date
     - Initial folio
     - Final folio
     - Status

By clicking "Back", the previous capture screen will be displayed.

» Confirmation screen – Cancel checkbook

What can I find on this page?

On this page, you can confirm the cancellation of checkbook requests.

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

The page consists of the following sections:

1. **Cancellation data**
   - Account: Displays the account number.

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", the application of your operation screen will be displayed.

» Application screen – Cancel checkbook

What can I find on this page?

On this page, you can see the application and the authorization number of the cancellation of requested checkbooks.

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

The page consists of the following sections:

1. **Cancellation data**
   - Account number
   - Amount of requested checkbooks
   - Initial folio number
   - Final folio number
   - Check numbers by checkbook

» Data Entry screen 2 (Results – modification)

What can I find on this page?

On this page, you can query and/or modify the status of the checks.

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

The page consists of the following sections:

1. **Check status inquiries**
   - Account details
     - Account number
     - Requested check
   - Check details
     - To change the status of the check , follow these instructions:

1. Select the check's folios of those you wish to modify.
2. From the selection list that appears on the bottom of the table, choose one of the status options :
   - Activate (released)
   - Deactivate (not released)
   - Prevention of theft or loss
   - Activate (release with amount): Choosing this option will show a text box where you must enter the amount to be released.
3. By clicking "Accept".

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", a *Confirmation* of your operation screen will be displayed.

» Data Entry screen 2 (Results – confirmation)

What can I find on this page?

On this page, you can see the confirmation of the check status change.

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

The page consists of the following sections:

1. Modification data

- Account number
- Check number
- Check status

By clicking "Back", the previous capture screen will be displayed.

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

» Data Entry screen 2 (results – application)

What can I find on this page?

On this page, you can see the application and authorization number for each check number of status change.

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

The page consists of the following sections:

1. Modification data

- Account number
- Authorization number
- Authorization number 2
- Check number
- Check status

» Clauses screen

What can I find on this page?

On this page, you can see the description of the Protected Checkbook Service contract.

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

The page consists of the following sections:

1. **Individual Management**
   - In this section, the clauses of the Protected Checkbook Service are shown.

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", a *Confirmation of your operation* screen will be displayed.

» Confirmation screen (Protected checkbook)

What can I find on this page?

On this page, you can see the confirmation of the Protected Checkbook Service

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

The page consists of the following sections:

1. **Individual Management**
   - This section contains the following information:
     - Account: Indicates the account number

By clicking "Back", the previous capture screen will be displayed.

By clicking "Accept", the application of your operation screen will be displayed.

» Application Screen (Protected checkbook)

What can I find on this page?

On this page, you can see the application and the authorization number of the Protected checkbook service.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Manage Individual**
   - This section presents the following information:
     - Account: Account number

Checkbooks / Modification by file

» Files download - Selection screen - Sending

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. **Files download**
   - File selection: Displays the routing of the file to be downloaded.
   - "Review" button: By clicking on this button, a Windows screen 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.

2. **Files download**
   - In this section the information is arranged as follows:
     - Selection column: In this column, you can choose several files you want to eliminate, by clicking "Erase".
     - File name: Clicking on the link displayed, the file is downloaded.
     - Application date: Displays the date on which the system applied the instructions.
     - Sequential: Displays the file sequential.
     -
     -
     - Status: Displays the status of the file processing.
   - 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: Here you must enter the key word to filter
     - By application date:

       Contains the following options:
       - Specific: By selecting this option, the field *From* will be enabled and on the right side, a calendar will open, where you have to select the date.
       - By range: By selecting this option, the fields *From* and *To* will be enabled and on the right side a calendar will open, where you have to select the corresponding dates.
   - 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 options presented in the window.

» Confirmation screen

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. **Accounts information**

   In this section the information is arranged as follows:

   - File name: Name of the file previously selected.
   - Type of File: Protected checkbook
   - Instructions: Displays the different types of actions that the file might contain:
     - Activate
     - Deactivate
     - Prevent for theft or loss
   - Quantity of protected checks: Total of checks by type of instruction:
     - Activations
     - Activation with amount

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

By clicking "Accept", the *Operation application* screen will be displayed.

» Application screen

What can I find on this page?

On this page, you can see the application and authorization number of your file detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts information**

   - In this section the information is arranged as follows:
   - File name: Name of the file previously selected.
   - Type of File: Protected checkbook
   - Instructions: Displays the different types of actions that the file might contain:
     - Activate
     - Deactivate
     - Prevent for theft or loss

- Quantity of protected checks: Total of checks by type of instruction:
  - Activations
  - Activation with amount

Configure / Summary of Balances

» Configure / Summary of Balances

What can I find on this page?

On this page, you can set the view of the Balance Summary to be displayed when you enter BancaNet Empresarial.

Note: If it is the first time you set your Balance Summary view, BancaNet Empresarial will inform you that there are no selected accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

Selection of action:

This section consists of three options:

- Create a new view
  - This option enables you to create new views of Balance Summary; just follow this instructions:
  - Click *Create new view.*
  - Register the name of the view.
  - Choose the Account type from the Accounts selection list.
  - Click "Search", which Displays a list of all the accounts according to the account type you previously selected.
  - The account list Displays the following information of the account:
    - Name of the account
    - Branch
    - Account number
    - Button "Add" : Clicking it will enable to add the accounts to the segment Current view.
  - In the segment Current view can be displayed down to 50 accounts. As you add accounts, the meter, which is located on the upper right side of this section, will increase its number. In case you have not selected any account, "0/50" will be displayed by default. This section Displays the following information of the account:
    - Name of the account
    - Branch
    - Account number
    - Button "Remove" : Clicking it will enable you to eliminate the selected accounts from the segment Current view.
  - Click "Save", a window will be displayed informing you that the Balance summary has been successfully saved.
- Query/Modify existing view.
  - This option enables you to query and modify an existing view. To modify a view or Balance Summary follow this instructions:
  - Click Query/Modify existing view.
  - Choose from the stored Views selection, the view you want to modify.

- Click "Select"; a list of the accounts that your view or balance summary contains will be displayed.
- The account list Displays the following information of the account:
  - Name of the account
  - Branch
  - Account number
  - Button "Remove" : Clicking it will enable you to eliminate the selected accounts from the segment Current view.
- To add accounts to your *Existing view*, follow these instructions:
  - Choose the Account type from the Accounts selection list.
  - Click "Search", which Displays a list of all the accounts according to the account type you previously selected.
  - The account list Displays the following information of the account:
    - Name of the account
    - Branch
    - Account number
    - Button "Add" : by clicking on it, you are enabled to add accounts to the segment Current view.
- In the segment Current view can be displayed down to 50 accounts. As you add accounts, the meter, located on the upper right side of this segment, will increase its number; in case you have not selected any account, "0/50" will be displayed by default.
- Click "Save"; a window will be displayed informing you that the changes to Current view have been successfully saved.

- Erase view
  - This option enables you to eliminate an existing view. To eliminate a view or Balance Summary follow this instructions:
    - Click "Erase view"
    - Choose the view you want to eliminate from the *Stored views* selection.
    - Click "Erase view"; a window will be displayed asking you to confirm the elimination of the view.

Configuration / Files Accounts Validation

» Configuration - Files accounts validation

What can I find on this page?

In this section, you can select the massive account types to which the pre– recorded accounts validation will be applied.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Setting/Validation file accounts**
   - Type of File: Displays the types of file on which the validations will be made.
     - Transfers Banamex
     - Transfers other banks
     - Pagomatico
     - Banamex payroll
   - Validation: Displays the status of the validation for the type of file.
     - Active
     - Inactive
   - Link of *Status* By clicking on this link, the activation/deactivation process of the validation for the accounts of files, will be executed.

» Confirmation screen

What can I find on this page?

On this page, you can see the confirmation of the file validation you selected in the previous screen.

How can I obtain the information I am interested in?

1. **Information of File:**

   This section presents the following information:

   - Type of File: Displays the type of file.
   - Validation Displays the updated status for the validation:
     - Active
     - Inactive

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

   By clicking "Accept", a window will be displayed asking you to enter your Challenge to apply your operation.

» Application screen

What can I find on this page?

On this page, you can see the application and authorization number of the modification in the file validation.

How can I obtain the information I am interested in?

The page consists of the following sections:

- Entry operator (if applicable)
    - In this section is displayed the number and name of the representative or user who made the operation.
- Authorizers
    - In this section is displayed the number and name of the representatives or users who authorized the requested modification to the information.
- Files

Type of File: Displays the type of selected file.

Validation displays the new status for the validation or data verification.

Configuration / Upload and Load of files

» Configuration - Upload and Load of files

What can I find on this page?

In this section you can define the files (layout) to upload and download for massive transfers – One withdrawal/One deposit.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Files download/download**

   This section presents the following information:

   - Selection column: Here you can select the files (layout) you want to eliminate.
   - Name. Displays the name used to save the file.
   - Type of File (layout): Displays whether the file (layout) is for download or download of files.
   - Operation: Displays the type of file.
     - Massive Transfers – One withdrawal/one deposit
     - Massive Transfers – One withdrawal/one deposit (with fiscal receipt)
   - Status: Displays the file status (layout)
     - Use
     - Entered
   - Link See/Modify By clicking on this link, the file detail (layout) is displayed.
   - By clicking "Erase", the files (layout) that are selected will be eliminated.
   - By clicking "Add layout", the screen Create a new file (layout) will be displayed.

» Configuration - Upload and Load of files (defining the type of layout)

What can I find on this page?

In this section you can generate layout for Massive Transfers upload and download – One withdrawal/One deposit.

The file types you can generate are:

- Massive Transfers – One withdrawal/one deposit
- Massive Transfers – One withdrawal/one deposit (with fiscal receipt)

How can I obtain the information I am interested in?

To generate layout for upload and download, you have to enter the following information:

- Enter the name of the layout.
- Choose the type of file from the *Operations* selection list.
- Massive Transfers – One withdrawal/one deposit
- Massive Transfers – One withdrawal/one deposit (with fiscal receipt)

- Displays the type of file.
- Download
- Download
- Displays the type of format.
- Fixed length
- Variable length
- If you want to use a layout as default, select the option Use this layout automatically.
- Click "Continue"; a screen with the file (layout) detail will be displayed to be set.
- To return to the previous screen File inquiry (layout), click "Return".

» Configuration - Upload and Load (defining contents of the layout fixed length)

What can I find on this page?

On this page, you can add the transactions that will be charged on your layout and set each of them.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Layout information**

   This section presents the following information:

   - Layout´s name: Displays the name used to save the file.
   - Operation: Displays to which type of operation the layout will be applied.
   - Type of layout: Displays whether the file is for download or download of files.
   - Type of Format: Displays the type of format of the file.
     - Fixed length
     - Variable length
   - Use layout automatically: Displays whether the option to save the layout as default is selected.

2. **Transactions list**

   In this section you can include the file (layout) in the following transactions:

   - Transfers own accounts Banamex
   - Transfers other accounts
   - Transfers accounts Banamex
   - Investments (Deposits)
   - *Investments (withdrawals)*
   - Services and payment orders

   Click include in the layout.

If the type of format is Variable length, each of the transactions will show the following information:

- Other: Here you have to enter the position in which the field will be placed within the layout.
- Field: Displays the name of the field; this will depend on each transaction.
- Format length (characters): Here you have to enter the length number (characters) of the field.
- Maximum length (characters): Displays the maximum length for each field.

If the type of format is Fixed length, each of the transactions will show the following information:

- Selection list on which you have to choose the type of separator you want to use in the layout, the options are:
  - Pipe (l)
  - Space
  - Coma
  -
  - Semicolon
  - Asterisk
  - Other: By selecting this option a text box will be displayed in which you have to enter the type of separator you want for your layout.
- Other: Here you have to enter the position in which the field will be placed within the layout.
- Field: Displays the name of the field; this will depend on each transaction.

To return to the previous screen File inquiry (layout), click "Return".

By clicking "Save", an inquiry screen will be displayed showing the created file (layout) and an application message in the upper part of the screen.

» Configuration - Upload and Load of files (layout modification)

What can I find on this page?

On this page, you can modify the charged transactions in your layout and set each of them.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Layout information

This section presents the following information:

- Layout´s name: Name used to save the file (layout).
- Operation: Type of selected operation to which the layout will be applied.
- Type of layout: Displays whether the file is for download or download of files.
- Type of Format: Displays the type of format of the file.
  - Fixed length
  - Variable length
- Use layout automatically: Selection list that offers the options *Yes* and *No*.

2. Transactions list

In this section you can include or modify the file (layout) with the following transactions:

- Transfers own accounts Banamex
- Transfers other accounts
- Transfers accounts Banamex
- Investments (Deposits)
- *Investments (withdrawals)*
- Services and payment orders

Click Include in the layout.

If the type of format is Variable length, each of the transactions will show the following information:

- Other: Here you have to enter the position in which the field will be placed within the layout.
- Field: Displays the name of the field; this will depend on each transaction.
- Format length (characters): Here you have to enter the length (characters) of the field.
- Maximum length (characters): Displays the maximum length for each field.

If the type of format is Fixed length, each of the transactions will show the following information:

- Selection list: Here you can choose the type of separator you want to use in the layout, the options are:
  - Pipe (I)
  - Space
  - Coma
  - Semicolon
  - Asterisk
  - Other: By selecting this option a text box will be displayed in which you have to enter the type of separator you want for your layout.
- Order: Here you have to enter the position in which the field will be placed within the layout.
- Field: Displays the name of the field; this will depend on each transaction.

To return to the previous screen File inquiry (layout), click "Return".

By clicking "Save", an inquiry screen will be displayed showing the created file (layout) and an application message in the upper part of the screen.

Massive Transfers - Create a File

» Massive Transfers

What can I find on this page?

On this page, you can create files to make multiple collections, copy an existing file, or continue with the collections entry.

How can I obtain the information I am interested in?

The page presents the following options:

1. **New file**

   With this option you create a new file.

2. **Copy of an existing file**

   With this option you can make a copy from an existing file to a new one.

3. **Continue entry of payments**

   With this option you can make or continue the collections entry.

4. **File information**

   - File name:
   - Enter the name of the file to be created.

When you filled the required fields, click "Continue".

Massive Transfers - New File

» Massive transfers - Create file - Data Entry

What can I find on this page?

On this page, you have to enter the required information to continue with the process of creating a new file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**
   - File
   - File name: Displays the entered name for the file.
2. **Date and description**
   - Date: Calendar in which you have to select the application date, in the format day/month/year. The default date is the day in which the inquiry is made.
   - Sequential: Enter a sequential for the file.
   - Description: Enter a brief description of the file.
3. **Account:**
   - Deposit account: Selection list where you have to select the deposit account; Displays the alias, account number and balance.

By clicking "Continue", the information entered will be stored and a window will be displayed in which you have to enter the information.

Massive transfers - Create file - Collections Entry

In this window enter the requested information, Displays 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.

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

» 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: 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.

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

Massive Transfers - Copy from an existing file

Massive Transfers

What can I find on this page?

On this page, you can create files to make multiple collections, copy an existing file, or continue with the collections entry.

How can I obtain the information I am interested in?

The page presents the following options:

1. **New file**

   With this option you create a new file.

2. **Copy of an existing file**

   With this option you can make a copy from an existing file to a new one.

3. **Continue the entry of payments**

   With this option you can make or continue the collections entry.

4. **Files information**

   - Files name:
   - Enter the name of the file to be created.

When you filled the required fields, click "Continue".

Copy of an existing file (Massive Transfers)

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".

By clicking "Continue", you will be sent to a window in which you have to enter the following information:

1. **File new name:**

   Enter the name of the copy of the file to be downloaded.

2. **Date:**

   Using the calendar, choose the date of the new file copy.

3. **Sequential:**

   Enter the sequential number of the new file copy.

4. **Additional options**

   - Erase amounts:

   To save the file, click "Save"; this will close the window and will display the Payments summary screen.

Massive Transfers / Continue Entering Payments

» 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 filed *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

Massive Transfers - Upload File

» 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 filed *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.

Massive Transfers / File Query

» 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, **Banca**Net 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 filed *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
  - 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:
  - 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 filed *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

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.

Universal Collection – Inquiry

» Universal Collection – Inquiry

What can I find on this page?

On this page, you can query your collection reports and download them.

How can I obtain the information I am interested in?

To download your reports, click "Download".

The page consists of the following sections:

1. **Collection Reports**

   This section contains the following elements:

   - Number: It displays the registration number.
   - Collection date: It displays the query date.
   - Folio: It displays the query folio.
   - Status: It displays one of the following options:
     - Complete
     - Outstanding
   - Link *Download*. By clicking on this link, the selected register will be downloaded. If the status is "Outstanding", the link will be disabled.

2. **Collection report application**

   - If you want to query previous dates (not available on the list above), enter the information requested, then click "Request".
     - Date: Select the application date on the calendar.
     - Global account: Choose a registered account from the list.

   By clicking "Request", the screen *Universal collection – Query – Collection Reports* will be displayed.

3. **Request Status**

   The legend "Select the type of operation for the status request and enter the global account to query" is displayed, followed by the next elements:

   - Virtual accounts registration.
   - Assignment / alias modification
   - Global account: On the selection list, you can choose one of the accounts classified as global.

   By clicking "Request", the screen *Universal collection – Query – Status of registration requests,* or, *Universal Collection – Query – Status of modification application* will be displayed.

4. **Virtual Accounts**

   The legend "This report can be requested only once a month" will be displayed, followed by the next elements:

   - Virtual account reports: It displays the virtual accounts report up to the indicated date.

- Status: It displays one of the following options to indicate the report status:
  - Complete
  - Pending
- Link Download: By clicking on this link, the selected register will be downloaded. If the status is "Pending", the link will be disabled.
- Link *Request Month Report:* By clicking on this link, the screen *Universal Collection - Query - Virtual Accounts* will be displayed.

» Query - Collection Reports

What can I find on this page?

On this page, you can request your collection report.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Caption**

   "Your request has been received successfully with the folio number".

2. **Summary**

   This section contains the following elements :

   - Global account: It displays the global account request information.
   - Request date: It displays the query request date.
   - Status: It displays the request status.

Note: The legend "The report will be available for download from tomorrow, during the next 5 days, in the universal collection summary".

» Query - Registration Application Status

What can I find on this page?

On this page, you can see the status of your registration application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Global account**

   It displays the account's name and number.

2. **Summary**

   This section contains the following elements :

   - Global account: It displays the global account application information.

- Number: It displays the registration number.
- Application Date: It displays the application date.
- Folio: It displays the folio number.
- Status: It displays one of the following options to indicate the account status:
  - Rejected
  - Accepted
  - Outstanding
- Link *Download*: By clicking on this link, the selected register will be downloaded. If your status is "Outstanding", the link will be disabled.

» Query – Modification Application status

What can I find on this page?

On this page, you can see the modification requests status.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Global account**

   It displays the account's name and number.

2. **Summary**

   This section contains the following columns:

- Number: It displays the registration number.
- Request date: It displays the application date.
- Folio: It displays the folio number.
- Status: It displays one of the following options to indicate your account status:
  - Rejected
  - Accepted
  - Outstanding
- Download: By clicking on this link, the selected register will be downloaded. If your status is "Outstanding", the link will be disabled.

» Query – Virtual accounts

What can I find in on this page?

In On this page, you can validate the delivery of your virtual accounts application.

The legend "The report will be available for download from tomorrow, during 5 days, in the *Universal Collection* query".

If you want to query your account again, you will be able to do so next month.

Note: This service permits only one query per month.

» Query – Errors – Data Entry

What can I find on this page?

On this page, you can see the errors generated during the data entry.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Collection reports**

   This section comprises a summary with the following columns:

   - Number: It displays the registration number.
   - Query date: It will display the query date.
   - Folio: It displays the folio number.
   - Status: It displays one of the following options to indicate the account status.
     - Complete
     - Outstanding
   - Link Download: By clicking on this link, the selected register will be downloaded. If your status is "Outstanding", the link will be disabled.

   Error messages:

   - Date: Choose the application date on the calendar; if the date is missing, an error message will be displayed below: "enter a date"
   - Global account: On this list, you must select one of the registered accounts. If the registered account is missing, an error message in red will be displayed below: "Select an account".

   By clicking "Request", the collection report re quest will be executed.

2. Requests Status

The following legend will be displayed "Select the type of transaction for the status request and indicate the global account to check", followed by the following elements:

- Registration: This option allows you to register the status request.
- Modifications: This option allows you to make modifications to the status request.
- Global account: Selection list with the registered accounts.

Note: If an account has not been selected, the error message "Select an account" will be displayed.

By clicking "Request", the collection report request will be executed.

3. Virtual Accounts

It displays a summary with the following accounts:

- Virtual account reports: It displays the virtual accounts report up to the indicated date
- Status: It displays one of the following options to indicate the status report:
  - Complete
  - Outstanding
- *Download*: By clicking on this link, the selected register will be downloaded. If your status is "Outstanding", the link will be disabled.

Universal Collection / Register Virtual Accounts

» Register Virtual Accounts – Direct Request

What can I find on this page?

On this page, you can generate a direct request for registering virtual accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Virtual accounts registration**

   This section contains the following elements :

   - Choose the type of application:
     - Direct application
     - Application by file
   - Global account: Choose an account from the list.
   - Number of virtual accounts to request (500 per application at most): Here you must register the number of virtual accounts you want to request.

By clicking "Continue", the transaction confirmation screen will be displayed.

» Register Virtual Accounts – Direct request – Confirmation

What can I find on this page?

On this page, you can confirm the direct request of the virtual accounts registration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Global account**

   It displays the global account.

2. **Virtual accounts requested:**

   It displays the number of virtual accounts requested

3. **Request date**

   It displays the request date.

By clicking "Back", the previous data–entering page will be displayed.

By clicking "Accept", the window, where you must register your Challenge to apply the transaction, will be displayed.

» Register Virtual Accounts – Direct Request – Application

What can I find on this page?

On this page, you can validate the application of your virtual accounts registration through a folio.

How can I obtain the information I am interested in?

The legend "virtual accounts application" will be displayed followed by the following elements:

1. **Global account:**

   It displays the global account.

2. **Virtual accounts requested**

   It displays the number of virtual accounts requested.

3. **Request date**

   It displays the request date

4. **User 1**

   It displays the name of user 1.

5. **User 2**

   It displays the name of user 2.

6. **Request status**

   It displays the request status.

Important: The legend "The requested accounts will be generated from tomorrow and will be available for checking for 5 days".

» Register Virtual Accounts – Request by file

What can I find on this page?

On this page, you can request, through a file, the virtual accounts registration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Virtual accounts registration**

   Select one of the following options:

   - Direct application
   - Application by File

   - File: This text field is followed by the button "Examine", which allows you to select or search a file.

Note: In case the file to import does not correspond to the selected option, an error message will be displayed indicating you should check your format and try to import it again.

In case the file to import contains more than 50 errors, an error message will be displayed indicating you should verify the information, make the necessary modifications and try to download it again.

In case you do not have any accounts incorporated to these services, BancaNet Empresarial will indicate you to ask your executive to activate the service of universal collection for your accounts.

By clicking "Continue", the transaction confirmation screen will be displayed.

Register Virtual Accounts – Application by File – Confirmation

What can I find on this page?

On this page, you can confirm, through a file, the virtual account registration.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File**

   It displays the name of the file.

2. **Global account**

   It displays the global account.

3. **Virtual accounts requested**

   It displays the virtual accounts requested.

4. **Application date**

   It displays the application date.

By clicking "Back", the previous data—entering screen will be displayed.

By clicking "Accept", a window where you must register your Challenge to apply the transaction.

» Register Virtual Accounts – Request by file – Application

What can I find on this page?

On this page, you can validate, through a folio, the application of your virtual account registration application.

How can I obtain the information I am interested in?

The option Virtual Accounts Application will be displayed, followed by the following elements:

1. **File**

   It displays the name of the file.

2. **Global Account**

   It displays the global account

3. Virtual accounts requested

It displays the number of virtual accounts requested.

4. Application date

It displays the application date.

5. User 1

It displays the name of user 1

6. User 2

It displays the name of user 2

7. Application status

It displays the application status.

Important: The following legend will be displayed: "The requested accounts will be generated from tomorrow and will be available for checking for 5 days".

» Register Virtual Accounts – Request by file – Layout error

What can I find on this page?

On this page, you can see the message of the error during the download of a virtual account registration file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File

It contains the following elements:

- File name: It displays the name of the file.
- Valid registers: It displays the total valid registers.
- Invalid registers: It displays the total invalid registers.

2. Error Details

Section followed by a summary with the following columns:

- Registration number: It displays the registration number.
- Description: It displays the description of the register.
- Field: It displays the number of the field where the error is found.

By clicking "Accept", the screen "Accounts registration" will be displayed.

Universal Collection / Virtual Accounts Alias

» Virtual accounts alias - On line

What can I find on this page?

On this page, you can assign an alias to virtual accounts.

How can I obtain the information I am interested in?

The legend "Select the kind of application, enter the required information and click "Continue", will be displayed.

The page consists of the following sections:

1. **Virtual account registration**

   To register a virtual account:

   - Select one of the following options:
     - On line
     - Application by file
   - Register the branch number.
   - Register the virtual account number.
   - Click "Continue", a window will be displayed asking you to register the account alias.
   - Register the account alias.
   - Click "Continue.

» Virtual accounts alias - On line - Confirmation

What can I find on this page?

On this page, you can see the online virtual accounts application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Global account**

   It displays the global account.

2. **Branch**

   It displays the branch number.

3. **Virtual account**

   It displays the virtual account.

4. **Alias**

   It displays the account alias.

By clicking "Back", the previous data—entering screen will be displayed.

By clicking "Accept", a window will be displayed asking you to register your Challenge to apply your transaction.

» Virtual accounts alias – On line – Application

What can I find on this page?

On this page, you can validate, through an authorization folio, the application on line of the virtual accounts alias.

How can I obtain the information I am interested in?

The section *Virtual accounts application* comprises the following elements:

1. **Global account**

   It displays the global account.

2. **Virtual account**

   It displays the virtual account number.

3. **Alias**

   It displays the name of the account alias.

4. **User 1**

   Indicates the name of user 1.

5. **User 2**

   Indicates the name of user 2.

6. **Status**

   It displays the application status.

Other accounts (third parties) / Accounts Registration

» Other accounts Screen-Account registration

What can I find on this page?

On this page, you can register one or several Banamex or interbank third–party accounts, payees to national payment orders and international transfers; Banamex, other Banks, or department stores, third parties' credit cards; as well as payment services establishments.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Account registration

- By clicking "Filter", a window will be displayed where you can select one of the following options to filter the information:
  - By key word: Here you can enter a key word to filter.
  - By account type: Here you can choose one of the following options:
    - Checking account
    - Maestra account
    - Debit card
    - Interbank CLABE
    - Credit card
    - Department store card
    - National payment order
    - International transference
    - Services
    - Cash payment order
  - By amount: Here you can choose one of the following options:
    - Specific: When you select this option the text field Of will be enabled.
    - By range: When you select this option, the fields From and Up to will be enabled.
  - By clicking "Cancel", the window will be closed.
  - By clicking "Filter", the search results will be displayed according to the selected criteria. The criteria entered to filter could be the selection of one or more sections of this window.

In this section you can also see the registered accounts with the information displayed in the following way:

- Selection column: Choose the accounts you want to remove.
- Arrow or "Details" button: It displays the information corresponding to the account type you registered; the information for each account type will be displayed:
  - Checking account
    - Bank
    - Branch
    - Currency

- Alias
- E–mail
- Cell phone number
- Telephone number
- Maestra account
  - Bank
  - Currency
  - Alias
  - E–mail
  - Cell phone number
  - Telephone number
- Interbank Debit card
  - Bank
  - Currency
  - Alias
  - Type of person
  - Payee name/ Company name
  - RFC or CURP
  - E–mail
  - Cell phone number
  - Telephone
- Debit Card
  - Bank
  - Currency
  - Alias
  - RFC o CURP
  - E–mail
  - Cell phone number
  - Telephone
- Department store card
  - Issuer
  - Currency
  - Alias
  - RFC or CURP
  - E–mail
  - Cell phone number
  - Telephone number

- National payment order
  - Type of person
  - Economic Sector
  - Alias
  - RFC or CURP
  - E-mail
  - Cell phone number
  - Telephone
- International Transfer (SWIFT/ABA)
  - Type of payment
  - Bank
  - Country
  - State
  - City
  - SWIFT/ABA
  - Currency
  - Alias
  - Type of person
  - Payee name
  - Economic Sector
  - RFC or CURP
  - E-mail
  - Cell phone number
  - Telephone
- International Transfer (Citi NY DDA)
  - Type of payment
  - Currency
  - Alias
  - Type of person
  - Payee name
  - Economic sector
  - RFC or CURP
  - E-mail
  - Cell phone number
  - Telephone
- International Transfer (IBAN)
  - Type of payment

- Bank
- Country
- State
- City
- SWIFT
- Currency
- Alias
- Type of person
- Payee name
- Economic sector
- RFC or CURP
- E-mail
- Cell phone number
- Telephone

- Services
  - Company name
  - Establishment number
  - Alias
- Account type: It displays the account type:
  - Checks
  - Maestra account
  - Debit card
  - Interbank CLABE
  - Credit card
  - Department store card
  - National payment order
  - International Transfer
  - Services
- Maximum amount
- Period
- *Modify*: By clicking on this link, a window with the predownloaded information from the selected register, will be displayed; by clicking "Cancel" or "Save", you can close the window or save the register modification respectively.

In case there is an active filter, you can click "remove filter", the total payments downloaded at the beginning will be displayed.

To add an account, click "Add an account", a window will be displayed where you must enter the requested information depending on the account type you want to add.

Accounts registration – Checking

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

   Choose from the selection list the following option:

   - Checking account

2. **Branch**

   Register the branch number.

3. **Account**

   Register the account number.

4. **Account alias**

   Register the account alias.

5. **Maximum amount**

   Enter the amount in MXN.

6. **Maximum amount period**

   Select the validity period of the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

7. **E-mail (optional)**

   Register an e–mail.

8. **Cell phone number (optional)**

   Register a cell phone number (ten digits). Telcel only.

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

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

Account registration- Master Account

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

   Select the option from the list:

   - Maestra account

2. **Account**

   Register the account number.

3. **Account alias**

   Register the account alias.

4. **Maximum amount**

   Register the amount in MXN.

5. **Maximum amount period**

   Select the period the maximum amount validity period:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

6. **E-mail (optional)**

   Register an e–mail.

7. **Cell phone number (optional)**

   Register a cell phone number (ten digits). Telcel only.

After registering all this information on the data–entering window, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the registered information will be lost.

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

Modal Account registration – Debit card

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

   From the selection list choose the following option:

   - Debit card

2. **Bank**

   Choose a bank from the selection list.

3. **Account**

   Register the account number.

4. **Account alias**

   Register the account alias.

5. **Maximum amount**

   Register the amount or quantity MXN.

6. **Maximum Amount Period**

   Select the validity period of the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

7. **Type of person**

   - Select the type of person:
     - Individual person
     - Legal entity
   - If you choose “Individual person” , you must enter the following fields:
     - Name
     - Last name
     - Maiden name

- If you select "Legal entity" you must enter the following field:
    - Company name

8. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

9. E-mail (optional)

Register an e–mail.

10. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

By clicking "Continue", the confirmation screen will be displayed.

Account registration - Interbank CLABE

On this page, you must enter the requester information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- CLABE

2. Bank

Choose a bank from the list:

3. Interbank CLABE

Register the interbank CLABE number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount in MXN.

6. Maximum Amount Period

Select the validity period of the maximum amount:

- Daily
- Weekly
- Fortnightly

- Monthly
- Bimonthly
- Three–monthly
- Six–monthly
- Annual

7. Type of person

- Select the type of person:
    - Individual person
    - Legal entity
- If you choose "Individual person" , you must enter the following fields:
    - Name
    - Last name
    - Maiden name
- If you select "Legal entity" you must enter the following field:
    - Company name

8. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

9. E-mail (optional)

Register an e–mail.

10. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration – Credit Card (Banamex)

On this page, you must enter the requested information, which will be displayed as follows:

1. Account type

From the list, choose the following option:

- Credit Card

2. Bank

From the list, choose the following option:

- Banamex

3. Card number

Register the card number.

4. Account alias

Register the account alias.

5. Maximum amount

Register the amount in MXN.

6. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three–monthly
- Six–monthly
- Annual

7. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8. E-mail (optional)

Register an e–mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration – Credit Card (interbank)

On this page, you must register the requested information, which is displayed as follows:

1. **Account type**

   From the list, choose the following option:

   - Credit Card

2. **Bank**

   Choose a bank from the list

3. **Card number**

   Register the card number.

4. **Account alias**

   Register the account alias.

5. **Maximum amount**

   Register the amount MXN.

6. **Maximum amount period**

   Select the validity period for the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

7. **Payee RFC or CURP (optional)**

   Register the payee RFC or CURP.

8. **E-mail (optional)**

   Register an e–mail.

9. **Cell phone number (optional)**

   Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

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Modal Account registration – Department Store Card

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

   From the list, choose the following option:

   - Department store card

2. **Issuer**

   From the list, choose an issuer or instructions:

3. **Card number**

   Register the card number.

4. **Account alias**

   Register the account alias.

5. **Maximum amount**

   Register the amount MXN.

6. **Maximum amount period**

   Select the validity period for the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

7. **Payee RFC or CURP (optional)**

   Register the payee RFC or CURP.

8. **E-mail (optional)**

   Register an e–mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Accounts registration – National payment order

On this page, you must register the requested information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- National payment order

2. Economic Sector

Choose an economic sector from the list.

3. Account alias

Register the account alias.

4. Maximum amount

Register the amount MXN.

5. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three–monthly
- Six–monthly
- Annual

6. Type of person

- Select the type of person:
  - Individual person
  - Legal entity

- If you choose "Individual person" , you must enter the following fields:
    - Name
    - Last name
    - Maiden name
- If you select "Legal entity" you must enter the following field:
    - Company name

7. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

8. E-mail (optional)

Register an e–mail.

9. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration – International Transfer (SWIFT)

On this page, you must enter the requested information, which is displayed as follows:

1. Account type

Choose the following option from the list:

- International transference

2. Type of payment

Choose the following option from the list:

- SWIFT/ABA

3. Economic sector

Choose an economic sector from the list.

4. Bank

Choose a bank from the list.

5. Country

Choose a country from the list.

6. **State**

   Choose a state from the list.

7. **City**

   Choose a city from the list.

8. **SWIFT/ABA**

   Register the SWIFT or ABA key

9. **Account number**

   Register the account number.

10. **Currency**

    Choose the type of currency.

11. **Account alias**

    Register the account alias.

12. **Maximum amount**

    Register the amount MXN.

13. **Maximum amount period**

    Select the validity period for the maximum amount:

    - Daily
    - Weekly
    - Fortnightly
    - Monthly
    - Bimonthly
    - Three–monthly
    - Six–monthly
    - Annual

14. Type of person

    - Select the type of person:
      - Individual person
      - Legal entity
    - If you choose "Individual person" , you must enter the following fields:
      - Name
      - Last name
      - Maiden name

- If you select "Legal entity" you must enter the following field:
    - Company name

15. **Payee RFC or CURP (optional)**

Register the payee RFC or CURP.

16. **E-mail (optional)**

Register an e–mail.

17. **Cell phone number (optional)**

Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration – International Transfer (Citi)

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

Choose the following option from the list:

- International transference

2. **Type of payment**

Choose the following option from the list:

- Citi NYDDA

3. **Economic sector**

Choose an economic sector from the list.

4. **Account number**

Register the account number.

5. **Currency**

Select the type of currency.

6. **Account alias**

Register the account alias.

7. **Maximum amount**

Register the amount in MXN.

8. **Maximum amount period**

   Select the validity period for the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

9. **Type of person**

   - Select the type of person:
     - Individual person
     - Legal entity
   - If you choose "Individual person" , you must enter the following fields:
     - Name
     - Last name
     - Maiden name
   - If you select "Legal entity" you must enter the following field:
     - Company name

10. **Payee RFC or CURP (optional)**

    Register the payee RFC or CURP.

11. **E-mail (optional)**

    Register an e–mail.

12. **Cell phone number (optional)**

    Register a cell phone number (ten digits). Telcel only.

After registering all this information in the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration - International Transfer (IBAN)

On this page, you must enter the requested information, which is displayed as follows:

1. **Account type**

   From the list choose the option:

   - International Transfer

2. **Type of payment**

   Choose the following option from the list:

   - IBAN

3. **Economic sector**

   Choose an economic sector from the list.

4. **Bank**

   Choose a bank from the list.

5. **Country**

   Choose a country from the list.

6. **State**

   Choose a state from the list.

7. **City**

   Choose a city from the list.

8. **SWIFT**

   Register the SWIFT or ABA key.

9. **IBAN**

   Register the IBAN key.

10. **Account number**

    Register the account number.

11. **Currency**

    Select the type of currency.

12. **Account alias**

    Register the account alias.

13. **Maximum amount**

    Register the amount MXN.

14. Maximum amount period

Select the validity period for the maximum amount:

- Daily
- Weekly
- Fortnightly
- Monthly
- Bimonthly
- Three–monthly
- Six–monthly
- Annual

15. Type of person

- Select the type of person:
  - Individual person
  - Legal entity
- If you choose "Individual person" , you must enter the following fields:
  - Name
  - Last name
  - Maiden name
- If you select "Legal entity" you must enter the following field:
  - Company name

16. Payee RFC or CURP (optional)

Register the payee RFC or CURP.

17. E-mail (optional)

Register an e–mail.

18. Cell phone number (optional)

Register a cell phone number (ten digits). Telcel only.

After registering all this information on the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

Account registration – Services

On this page, you must enter the requested information, which is displayed in the following format:

1. **Account type**

   Choose the following option from the list:

   - Services

On the field *Enter the commercial name or company name*, register the commercial name, company name or establishment number. The system will first display the name matches, then the company name matches. This information will be displayed below the text field.

By clicking "Search", the specific search will be carried out. The results will be displayed in a table with the following elements:

- Commercial name
- Company name
- Establishment number
- Link *Select* → By clicking on this link, the information corresponding to the service (commercial name, company name and establishment number), downloaded already on the *Service* field on the same screen.

Once a register is selected, the search results table will disappear and the fields to register a Service will be displayed.

Service registration – Advanced Search

In case you do not remember the commercial name or company name, you can use the option *Advanced Search*. By clicking corresponding icon, a screen divided into two sections will be displayed, in other words, you can carry out this search by capture line or by category. These options will be displayed contracted, when are expanded the following fields will be displayed:

By capture line → The field *Line B* will be enabled to register the capture line.

By category: → The lists *Sector or line of business, State* and *Commercial name and Company name* will be enabled.

By clicking "Search", a specific search will be carried out, which will be displayed in a table with the following elements:

- Commercial name
- Company name
- Establishment number
- Link *Select* → By clicking on this link, the information corresponding to the service will be displayed (commercial name, company name and establishment number), downloaded already on the *Service* field on the same page.

Once a register is selected, the search results chart will disappear and the fields to register a service will be displayed

Service registration - Data entry

The section Service Registration will be displayed by clicking the logo carousel or when you select a service from the search results. The elements that will be displayed to register a Service will be the following:

1. **Maximum Amount MXN**

   Register the maximum amount for making the payment for the Service.

2. **Maximum amount period**

   Select the validity period for the maximum amount:

   - Daily
   - Weekly
   - Fortnightly
   - Monthly
   - Bimonthly
   - Three–monthly
   - Six–monthly
   - Annual

3. **Alias (optional)**

   Register the name or alias to identify the *Service Payment* in your *Payments by direct billing.*

   After registering all the information on this data entering screen, click on t

After registering all this information on the data–entering screen, click "Finish", BancaNet Empresarial will ask you if you want to save the registered information. If you choose "Yes", the information will be saved and the window will be closed; if you choose "No", the window will be closed and the information will be lost.

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

By clicking "Continue", the confirmation screen will be displayed.

» Other accounts screen - Accounts registration -Confirmation

What can I find on this page?

On this page, you can see the confirmation of the account registration detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Account information**

   The information will be displayed as follows:

   - Account type: It displays a list with the types of account that are being registered:
     - Transactional Account

- Maestra account
- Debit card
- Interbank CLABE
- Credit Card
- Department store card
- National payment order
- International Transfer
- Services

- Number of registrations: It displays the number of registrations by account type.

By clicking "Back", the previous data–entering screen will be displayed.

By clicking "Accept", a window will be displayed asking you to register your Challenge to apply your transaction.

» Other accounts screen – Account registration – Application

What can I find on this page?

On this page, you can see the account registration's details and authorization number.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Authorizers**

   It displays what users authorized the account registration.

2. **Accounts information**

   This section contains the following elements:

   - Account type: It displays the types of account that are being registered:
     - Checking account
     - Maestra account
     - Debit card
     - Interbank CLABE
     - Credit Card
     - Department store card
     - National payment order
     - International Transfer
     - Services
   - Number of registrations: It displays the number of registrations by account type.

3. Registered accounts

This section is a summary of the registered accounts and it is displayed the following way::

- Number: It displays the register consecutive number.
  - Account type:
  - Checks
  - Maestra account
  - Debit card
  - Interbank CLABE
  - Credit Card
  - Department store card
  - National payment order
  - International Transfer
  - Services
- Account:: It displays the account number, contract number, card number, CLABE, commercial name of the service and corresponding payee to each account type.
- Maximum amount: It displays the maximum amount set to operate and account.
- Status: It displays the account registration status.

Note: If the registration of an account has been rejected, all the account information will be displayed in red and an error message along with the error number will be displayed below.

Other Accounts (third parties / Accounts Management

» Accounts Management screen

What can I find on this page?

On this page, you can register, check, modify or delete the Banamex and Interbank accounts of third parties; the national payment orders and international transfers payees; credit cards and department store cards; as well as services.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Specific search**

   To make a specific search:

   - Select the account type.
   - Enter the necessary information.
   - Click "Search".

2. **Accordion of accounts by type**

   This sections comprises the types of accounts that are next described:

   - Removal column: Choose the accounts you want to remove.
   - Details Arrow: It displays the information corresponding to the account type registered; next the information that is given on each account type is displayed:
     - Checks
       - Bank
       - Branch
       - Currency
       - Alias
       - E−mail
       - Cell phone number
       - Telephone
     - Maestra account
       - Bank
       - Currency
       - Alias
       - E−mail
       - Cell phone number
       - Telephone
     - Interbank Debit card
       - Bank
       - Currency

    - Alias
    - Type of person
    - Payee name/Company name
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - Debit card
    - Bank
    - Currency
    - Alias
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - Department store card
    - Issuer
    - Currency
    - Alias
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - National Payment order
    - Type of payment
    - Economic sector
    - Alias
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - International Transfer (SWIFT/ABA)
    - Type of payment
    - Bank
    - Country
    - State
    - City

    - SWIFT/ABA
    - Currency
    - Alias
    - Type of person
    - Payee name
    - Economic Service
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - International Transfer (Citi NY DDA)
    - Type of payment
    - Currency
    - Alias
    - Type of person
    - Payee name
    - Economic sector
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone
  - International Transfer (IBAN)
    - Type of payment
    - Bank
    - Country
    - State
    - City
    - SWIFT
    - Currency
    - Alias
    - Type of person
    - Payee name
    - Economic sector
    - RFC or CURP
    - E-mail
    - Cell phone number
    - Telephone

- Services
  - Company name
  - Establishment number
  - Alias
- Account type: It displays the account type
  - Checks
  - Maestra account
  - Debit card
  - Interbank CLABE
  - Credit card
  - Department store card
  - National Payment order
  - International Transfer
  - Services
- Maximum amount
- Period
- Modify: By clicking on this link, a screen with the account information and editable fields to modify it will be displayed.

» Accounts modification screen

What can I find on this page?

On this page, you can modify the account information

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Specific Search**

   To carry out an specific search:

   - Select the account type.
   - Enter the necessary information.
   - Click "Search".

2. **Account modification**

   On this section, the corresponding information of the account type you chose is displayed as follows:

   - Account type:
     - Checking account
     - Maestra account

  - Debit card
  - Credit card
  - International Transfer
  - National payment order
- Modifiable information:
  - Account alias
  - Maximum amount
  - Maximum amount period
  - Payee RFC or CURP
  - E–mail
  - Cell phone number
  - Telephone
- Services:
  - Modifiable information
    - Account alias
    - Maximum amount
    - Period

» Accounts modification screen – Confirmation

What can I find on this page?

On this page, you can see the modifications made to the account information.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Account Information**

   It displays general information on the account, which can vary depending on the account type

2. **Modification information**

   It displays the information you modified on the previous screen, which can vary depending on the account type.

By clicking “Back”, the previous *Account information modification screen* will be displayed.

By clicking “Accept”, a window will be displayed requesting the registration of your Challenge to apply the transaction.

» Account modification screen – Application

What can I find on this page?

On this page, you can see the application and authorization number of the account information modification.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Data entry user**

   It displays the users who enter the information, but who does not have the authorization to apply the transaction.

2. **Authorizers**

   It displays the users that authorized the account information modification.

3. **Account information**

   It displays the account general information, which can vary depending on the account type.

4. **Modification information**

   This section displays the information that was modified on the previous screen, which can vary depending on the account type.

» Accounts screen delete – Confirmation

What can I find on this page?

On this page, you can confirm that you want to remove your accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Account information**

   - Account type: It displays the account type.
   - Number of accounts to delete: It displays the sum of accounts to be deleted.

2. **Accounts to be deleted**

   The information is displayed in the following way:

   - Number: It is the register consecutive number
   - Type: It displays the types of account:
     - Checking account
     - Maestra account
     - Debit card

- Interbank CLABE
- Credit card
- Department store card
- National payment order
- International Transfer
- Services

- Account: It displays the account number, contract number, card number, CLABE, service commercial name and payee, depending on the account type.
- Maximum amount: It displays the maximum amount set to operate the account.
- Period: It displays the period set to operate the account maximum amount.

By clicking "Back", the previous account information modification will be displayed.

By clicking "Accept", a window will be displayed requesting the registration of your Challenge to apply the transaction.

Accounts screen delete – Application

What can I find on this page?

On this page, you can see the application and authorization number to remove your accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Data entry user

It displays the users who register the information, but who does not have the authorization to apply the transaction.

1. Authorizers

It displays the users who authorized the account information modification.

2. Account information

- Account type: It displays the account type.
- Number of removed accounts: It displays the sum of accounts that have been removed.

3. Registered accounts

- Number: It displays the register consecutive number.
- Type: It displays the types of account:
    - Checking account
    - Maestra account
    - Debit card
    - Interbank CLABE

- Credit card
- Department store card
- National payment order
- International Transfer
- Services

- Account: It displays the account number, contract number, card number, CLABE, service commercial name and payee, depending on the account type.
- Maximum amount: It displays the maximum amount set to operate the account.
- Status: It displays the status of the account removal.
  - Applied
  - Rejected
- Authorization: It displays the authorization number with which the account was removed. In case an account removal has been Rejected, the field will be displayed empty.

Other Accounts (third parties) / Download by Application

» Other accounts screen - Download by Application

What can I find on this page?

On this page, you can request a file of all registered accounts or of one specific account type. This file is available to be downloaded.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Download by Application**

   Select the account type:

   - Banamex accounts
   - Other Banks accounts
   - Other Banks credit cards
   - Payment order
   - Department store cards

   Click "Continue".

2. **Files available for download:**

   - Account type: It displays the types of accounts the file contains:
     - Banamex accounts
     - Other Banks accounts
     - Other Banks credit cards
     - Payment order
     - Department store cards
   - Request date: It displays the date in which the query was made. Status: It displays the file status.
     - Outstanding
     - Completed
   - Link of action: The action of this link depends on the file status, there are two possible options:
     - Outstanding – Update
     - Completed – Download

By clicking link *Update*, the file status will be updated (going from *Outstanding* to *Completed*). The link *Update* will then change to *Download*.

Once the files' status is Completed, by clicking *Download* link, the Windows (or the user's browser) download screen will be displayed.

Transfers and Payments / Summary

» Transfers summary

What can I find on this page?

On this page, you can see the summary of your accounts operations and operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Outstanding Authorization

- Individual
  - Selection column: Here you can choose the registers you want to authorize.
  - Type of transaction:
    - Banamex
    - Other accounts
    - Credit cards
    - Services
  - “Details” arrow
    - Name
    - Data entered by
    - User 1
    - Set schedules
    - Numeric reference
    - Alphanumeric reference
  - Withdrawal account: It displays the account number along with a link; by clicking on this link, the details of the account will be displayed.
  - Deposit account: It displays the payment account (account number, card number, CLABE or commercial name of the Service to be paid).
  - Amount: It displays the transaction amount.
  - Currency: It displays the transaction currency.
  - Status: It displays the transaction current status.
  - By clicking “Authorize”, a window asking you to enter a Challenge to apply the transaction will be displayed.
- Files
  - On this section,, the files containing one–to–one payments, with second signature outstanding operations. The information is displayed as follows:
    - Selection Column: Here you can select the registers you want to authorize.
    - File name: It displays the file name along with a link, by clicking on this link, the details of the file will be displayed.
    - Total registers: It displays the total registers the file contains.
    - Total amount: It displays the total amount the file contains.

- By clicking "Authorize" button, a window asking you to enter a Challenge to apply your transaction will be displayed.

2. Programmed operations

- Individual: This section only displays operations not yet applied (programmed at a future date) and that had been entered individually. The information will be displayed as follows:

  Selection column: Here you can select the registers you want to cancel.

  - Type of operation:
    - Banamex own accounts
    - Other accounts
    - Credit cards
    - Services
  - "Details" arrow
    - Withdrawal account balance
    - Name (it will be displayed in case you had modified the account description)
    - Entered by
    - User 1
    - User 2
    - Set schedules
    - Numeric reference
    - Alphanumeric reference
  - Withdrawal account: It displays the account number along with a link; By clicking on this link, the details will be displayed.
  - Deposit account: It displays the payment account information (account number, card number, CLABE or commercial name of the Service to be paid).
  - Currency: It displays the transaction currency.
  - Programmed date: It displays the transaction programming date.
  - Status: It displays the transaction current status.
  - By clicking "Cancel", a new window will be displayed asking you to enter a Challenge to cancel the transaction. To cancel a transaction you must have the authorization corresponding to the type of transaction you want to cancel.
- Files

  On this section, the information is displayed as follows:

  - Selection column: Here you can select the registers you want to cancel.
  - File name: It displays the file a name along with a link, by clicking on this link, the details of the file will be displayed.
  - Total registers: It displays the total registers the file contains.
  - Applied: It displays the amount of registers applied the file contains.
  - Rejected: It displays the amount of registers Rejected the files contains.

- Outstanding: It displays the amount of outstanding registers the file contains.
- Total amount: It displays the operations total amount that the file contains.
- By clicking "Cancel", a new window asking you to enter a Challenge to cancel the transaction will be displayed. To cancel a transaction you must have the authorization corresponding to the type of transaction you want to cancel.

3. Frequent Operations

On this section, your frequent operations will be displayed, of which you can see up to ten. The information is displayed as follows:

- Transfers
  - Selection column: Here you can select the registers you want to remove.
  - Type of transaction:
    - Banamex own accounts
    - Other accounts
  - Withdrawal account: Choose an account from the list, the account number and balance will be displayed:
  - Deposit account: It displays the target account number.
  - Amount: Text field where you must enter the transaction amount.
  - Apply: By clicking on this link, the screen *Transference Confirmation* will be displayed.
  - By clicking "Delete" button, the selected registers will be removed.
- Payments
  - Selection Column: Here you can select the registers you want to remove.
  - Type of transaction:
    - Banamex own accounts
    - Other accounts
  - Withdrawal account: Choose an account from the list, the corresponding account number and balance will be displayed.
  - Deposit account: It displays the target account number.
  - Amount: Text field where you must enter the transaction amount.
  - *Apply:* By clicking on this link, the *Transference Confirmation* screen will be displayed.
  - By clicking "Delete" button, the selected registers will be removed.

4. Payments by direct billing

- Active Services
  - Service: It displays the billed services.
  - "Details" arrow
    - Account number
    - Check digit
    - Personalized description

        - User 1
        - *Modify this billing*: This link takes you to the screen where you can modify the instruction.
        - *Cancel this billing*: This link takes you to the screen where you can cancel the instruction.
        - This information varies according to the type of service that is billed.
    - Withdrawal account: It displays the account number and balance.
    - Payment to: It displays the main piece of information of the service that is billed. For example: In the case of Telmex, the telephone number will be displayed, in the case of CFE, the RPU will be displayed.
    - Registration date: It displays the Payments by direct billing registration date.
    - *See history*: This link allows you to see the operations recently made on your billed service.

5. Schedule

- Transfers and payments
    - It displays the schedules when transfers and payments can be made.

Collection / Report of Payment (TIP)

» Report of Payments

What can I find on this page?

On this page, you can request and check the details of your collection.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Direct query

This section presents the following elements:

- Establishment: List where the registered establishments are displayed.
- Date: List where you can select the date you want.
- Sequential: Text field where you must enter the sequential number.
- Type of report: List with the options:
  - Standard report
  - Expanded report
- Buttons "Check" and "Download": These buttons will be enabled when choosing or entering the information aforementioned. In case the report contains more than a hundred registers, only the "Download" button will be enabled.

By clicking "Download" button, a new window will be displayed with the following information:

2. File information:

This section presents the following elements:

- Collection date: It displays the collection date.
- Sequential: It displays the file sequential number.
- Type of report: It displays the type of report: standard or extended.
- File size: It displays the file size.

To choose format in which you want to download your file, you have two options:

- Format .TXT
- Excel .CSV

By clicking "Cancel" button, the window will be closed.

By clicking "Accept", it will run the Windows action to download the file.

3. Establishment

Section that presents the following elements:

- Collection date: It displays the collection date.
- File size: It displays the file size.
- Sequential: It displays the file sequential number.
- Standard report: It displays the "Check" and "Download" buttons.

- Extended Report: It displays the "Check" and "Download" buttons.

» Report of Payments – Query – Standard

What can I find on this page?

On this page, a standard report and details, of your payments are displayed.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Standard Report**

   This section contains the following elements:

   Establishment number: It displays the establishment number.

   Collection date: It displays the file collection date.

   Sequential: It displays the file sequential number.

   Total registers: It displays the total registers.

   Total amount: It displays the total amount.

2. **Details of Payment methods**

   This section contains the following elements:

   - Details:
     - Branch
     - Cash desk
     - Authorization
     - Payment deadline
   - Number: It displays the register list number.
   - Reference 1: It displays the reference 1.
   - Reference 2: It displays reference 2.
   - Payment method: It displays the payment method.
   - Amount: It displays the amount.
   - Identification: It displays the payment identification.

» Report of Payments – Query – Extended

What can I find on this page?

On this page, you can see an extended report and the details of your units of information payments.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Standard report**

   This section presents the following elements:

   Establishment number: It displays the establishment number.

   Collection date: It displays the file collection date.

   Sequential: It displays the file sequential number.

   Total registers: It displays the total registers.

   Total amount: It displays the total amount.

2. **Details of payment methods**

   This section contains the following elements:

   - Details:
     - Branch
     - Cash desk
     - Authorization
     - Monetary instrument key
     - Payment deadline
   - Number: It displays the register list number
   - Collection deadline: It displays the collection date
   - Reference 1: It displays reference 1
   - Reference 2: It displays reference 2.
   - Payment method: It displays the payment method.
   - Amount: It displays the amount.
   - Identification: It displays the payment identification.

» Report of Payments – Without information

What can I find on this page?

On this page, you can see when there is no information available to display. If you have not yet contracted this service, get in touch with your executive.

How can I obtain the information I am interested in?

To check your information, click following links:

- Standard
- Extended

Suppliers Financing / Suppliers

» Suppliers Financing

What can I find on this page?

On this page, you can make the funding of your receivable accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Funding**

   When you choose this option, the following query criteria will be displayed in order to make the funding of your documents:

   - All registers

   Filters:

   - Buyer RFC: Register the buyer RFC.
   - Due date: Register the due date you want in the format dd/mm/yyyy (day, month, year).
   - Amount range: Register the amount range of the documents you want to query. You can only choose one option; once you have done this Click "Continue".

2. **Documents Query**

   When you select this option, the following query criteria are displayed:

   - All
     - Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".
     - The information displayed is the following:
       - *Details arrow:* It displays additional information on each service:
         - Currency
         - Term
         - Rate
         - Amount paid
         - Instruction number
         - Status
         - Error number
         - Error description
         - Payment method
         - Authorization number
     - Buyer RFC
     - Document number
     - Document amount
     - Currency

- Due date
- Funding cost
- Amount paid
- Payment date

- Funded: When selecting this option:

  Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".

- Settled by TEF: When selecting this option:

  Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue"

- Instruction number: When selecting this option:

  Register the Instruction Number that the system generated as a result of your funding request of several documents. Subsequently, Click "Continue".

  - The information displayed is the following:
    - Buyer RFC
    - Document number
    - Document amount
    - Currency
    - Due date
    - Term
    - Rate
    - Funding cost
    - Amount paid
    - Payment date
    - Authorization number
    - Status
    - Error number
    - Error description

- *Funding Status*: By clicking on this option, the information will be itemized as follows:
  - *Details arrow*: It displays additional information on each service:
    - Currency
    - Applied documents
    - Rejected documents
  - Instruction number
  - Documents total number
  - Documents total amount
  - Funding total cost
  - Total amount paid
  - Status

Suppliers Financing / Buyers

» Buyers

What can I find on this page?

On this page, you can send your files, via BancaNet Empresarial, and receive the notification of deducted documents by their suppliers and make several queries.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Documents query**

   When you select this option, a list with the following options will be displayed:

   - Documents paid to the supplier:

     Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".

   - Valid Documents:

     Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, and year). Afterwards click "Continue".

   - Rejected documents: By clicking on this option:
     - You must select the type of Rejected document you want to query:
       - Sent files
       - TEF
     - Furthermore, you must enter the query period, in other words the Start Date and the Target Date in the format dd/mm/yyyy (day, month, and year). Subsequently, Click "Continue".

   - Sent files status:

     Register the query period of sent files, in other words the Start Date and the Target Date in the format dd/mm/yyyy (day, month, and year). Subsequently, Click "Continue".

   - Notified documents:

     Register the query period of the files sent, in other words, register the *Start Date* and the *Target date* in the format dd/mm/yyyy (day, month, year). Afterwards click "Continue".

2. **File sending**

   By clicking on this option:

   - You must choose any of the following criteria:
     - Open or generate file: Choose this option when you want to query a permanent file previously created or generate a new one from BancaNet Empresarial.
     - File sending: This option proceeds when you send your file.

Pemex / Gas and PB / Invoices

» Invoices – File

What can I find on this page?

On this page, you can choose the type of invoice you want to pay.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File**

   This section contains the following elements:

   - PGPB customer number
   - Checking account
   - Checkbook balance
   - Cash balance
   - Invoices: Text field followed by the columns:
     - Number of Invoices
     - Total amount

By clicking "Make payment", your payment will be made.

If you want to make a prepayment, click "Prepayment".

» Invoices Summary

What can I find on this page?

On this page, you can see the summary of invoices to be paid.

How can I obtain the information I am interested in?

The legend "Select the invoice(s) to be paid and enter the amount, then click on "Continue", will be displayed followed by these elements:

1. **File**

   This section contains the following elements:

   - PGPB customer account number
   - Checking account
   - Checkbook balance
   - Amount of the selected invoices
   - Selected invoices

2. **Details section**

   This section presents the following columns:

   - Type of document

- Document number
- Due date
- Amount to be paid
- Status

To see the details, click the corresponding tab.

By clicking "Continue", a confirmation window will be displayed.

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

» Invoices Summary – Confirmation

What can I find on this page?

On this page, you can see the confirmation of the invoices to be paid.

How can I obtain the information I am interested in?

The legend "Select the invoice(s) to be paid and enter the amount, then click on "Continue", will be displayed followed by these elements:

1. File

This section contains the following elements:

- PGPB customer number
- Checking account
- Checkbook Balance
- Amount of the selected invoices
- Related invoices

Click the tab to see the details of the element you are interested in.

2. Details Section

This section contains the following elements:

- Type of document
- Document number
- Due date
- Amount to be paid
- Status

The legend "Click tab to see the details" will be displayed.

By clicking "Continue", a window requesting you to enter your Challenge to apply the transaction will be displayed.

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

» Invoices – Application

What can I find on this page?

On this page, you can see your invoices paid in the *File* section.

How can I obtain the information I am interested in?

The page consists of the following sections:

File

This section contains the following elements:

- Pemex client number
- Checking account
- Checkbook balance
- Number of selected invoices
- Selected payment amount
- Status
- Authorization
- Representative 1
- Representative 2

Note: To print your payment, click "Print", located at the top right part of the screen.

» Prepayment

What can I find on this page?

On this page, you can make prepayments.

How can I obtain the information I am interested in?

Choose one of the options given in the section File and register the amount to be paid. Click "Continue to apply your operation".

1. File

- PGPB client number
- Checking account: Choose one of the following options:
  - Checkbook balance
  - Cash balance
- Amount to be paid

» Prepayment – Confirmation

What can I find on this page?

On this page, you can see your prepayment confirmation.

How can I obtain the information I am interested in?

This section contains the following elements:

File

- PGPB client account
- Checking account
- Checkbook balance
- Cash balance
- Amount to be paid

By clicking "Continue", a window requesting you to enter your Challenge to apply the transaction will be displayed.

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

» Prepayment – Application

What can I find on this page?

On this page, you can see your prepayment application.

How can I obtain the information I am interested in?

This section contains the following elements:

1. File

- Pemex client number
- Checking account
- Checkbook balance
- Selected Invoice number
- Selected payment amount
- Status
- Authorization
- Representative 1
- Representative 2

Pemex / Gas and PB / Inquiry

» Inquiry Type

What can I find on this page?

On this page, you can request your payments query.

How can I obtain the information I am interested in?

This section contains the following elements:

1. **Query**

   This section contains the following elements:

   - PGPB client number
   - Option: Due date
   - Option: Transaction date
   - Start date
   - Target date

   By clicking "Search", the search action will be executed.

2. **Details section**

   This section contains the following elements:

   - Type of document
   - Document number
   - Due date
   - Amount to be paid
   - Status

By clicking "Accept", the information details will finish.

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

Pemex / Gas and PB / Account Statements

» Account Statements

What can I find on this page?

On this page, you can request your payment statements.

How can I obtain the information I am interested in?

This section contains the following elements:

1. **Query**

   Information unit that presents the following details:

   - PGPB client number
   - Starting date
   - Ending date

   The following legend will be displayed: "Select the dates to query as well as the statement and click "Search"

   By clicking "Search", the search action will be executed.

2. **Details section**

   This section contains the following elements:

   - Type of document
   - Document number
   - Due date
   - Amount to be paid
   - Status

Pemex / Refining

» Additional Services – Pemex, Gas and PB

Refining

What can I find on this page?

On this page, you can select the type of payment.

How can I obtain the information I am interested in?

Enter the requested information; select the type of payment and Click "Continue".

1. **Payment information**

   This section contains the following text fields, where you must enter the requested information:

   - Branch
   - Account
   - Name
   - Type of payment (selection list)
   - Amount
   - Description
   - Pemex ID

By clicking "Search", the search action will be executed.

By clicking "Clear" button, the information registered will be removed for new data entries.

By clicking "Continue", the next selection screen will be displayed.

Search account

What can I find on this page?

On this page, you can choose an account.

How can I obtain the information I am interested in?

This section contains the following elements:

- Type
- Branch
- Account
- Name
- Instrument
- Currency

Once you have chosen an account, Click "Continue".

Confirmation

What can I find on this page?

On this page, you can see the payment confirmation application.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Payment information**

- Origin Account number
- Amount to be paid
- Type of payment
- Description
- Pemex ID

By clicking "Continue", a window will be displayed asking you to enter your Challenge to apply the operations.

By clicking "Back", the data entry screen will be displayed, keeping the information previously entered.

Application

What can I find on this page?

On this page, you can validate the successful payment application.

How can I obtain the information I am interested in?

The page consists of the following sections

1. **Payment information**

- Origin Account number
- Amount to be paid
- Type of payment
- Description
- Pemex ID

Credit Transactions / Inquiry

» Credit Transactions - Inquiry

What can I find on this page?

On this page, you can query your account operations, either by line or by folio.

How can I obtain the information I am interested in?

On this page, you can choose the option you want to query:

- Lines

  The information will be presented as follows:

  - Contract
  - *Line*: By clicking on this link, a window will be displayed asking you to enter a query date, to display the credit line detail.
  - Credit type
  - Currency
  - Dispositions
  - Dispositions date
  - Due date

- Folios

  The information will be presented as follows:

  - Contract
  - Line
  - *Folio*: By clicking on this link, a window with the details of the credit line will be displayed.
  - Credit type: In this window, you can also see the details of payment calendar, you just have to click "Payment calendar".
  - Currency
  - Dispositions
  - Dispositions date
  - Due date

Credit Transactions - Withdrawal

» Credit Transactions – Withdrawal

What can I find on this page?

On this page, you can make withdrawals from your credit lines.

How can I obtain the information I am interested in?

The information is displayed as follows:

- Contract
- Line
- Credit type
- Currency
- Credit amount
- *Available Balance*: By clicking on this link, a window will be displayed asking you to enter the *Requested Amount*, the *Term* and the *Second Digital Signature*. Subsequently, Click "Continue".
- Interest rate

» Credit Transactions – Withdrawals 2

What can I find on this page?

On this page, you can see the confirmation of the withdrawals instructions.

How can I obtain the information I am interested in?

The information is displayed as follows:

- Contract number
- Credit line
- Available balance
- Credit type
- Currency
- Interest rate
- Payment chart
- Payment account
- Requested amount
- Term

To apply the transaction, click "Apply".

» Credit Transactions – Withdrawals 3

What can I find on this page?

On this page, you can see the withdrawal voucher, in accordance with the Credit Opening contract entered into with Banamex.

How can I obtain the information I am interested in?

To obtain the report, click "Print" located at the top of this page.

If you want to see the payment calendar, click "Payment calendar", a new window will be displayed with the following information:

- Contract
- Line
- Folio
- Dates Summary
  - Interest payment date
  - Capital payment date
  - Capital payment amount

To close this window, Click "Continue".

Credit Transactions/ Payments

» Credit Transactions- Payments

What can I find on this page?

On this page, you can make payments corresponding to your credit transactions.

How can I obtain the information I am interested in?

This section contains the following elements:

- Contract
- Line
- *Folio*: By clicking on this link, a window will be displayed asking you to enter the Amount to be paid and the Second Digital signature; afterwards, Click "Continue".
- Credit type
- Currency
- Dispositions amount
- Dispositions date
- Due date

» Credit Transactions- Payments 2

What can I find on this page?

On this page, you can see the payment instructions confirmation.

How can I obtain the information I am interested in?

The information is displayed as follows:

- Contract
- Line
- Folio
- Credit type
- Credit risk:
    - Dispositions amount
    - Dispositions date
    - Due date
    - Day payments
    - Currency
    - Charge account
    - Amount to be paid

- Amount to be paid to today:
  - Current callable capital
  - Current interest
  - Overdue capital
  - Overdue interest
  - Moratorium interest
  - Expenses and commissions
  - IVA
  - Amount to be paid today

To apply this transaction, click "Apply".

» Credit Transactions- Payments 3

What can I find on this page?

On this page, you can see your payments application receipt.

How can I obtain the information I am interested in?

To obtain the report, click "Print" located at the top of this page.

The information is displayed as follows:

- Contract
- Line
- Folio
- Credit type
- Payments application:
  - Current callable capital
  - Current interest
  - Overdue capital
  - Overdue interest
  - Moratorium interest
  - Expenses and commissions
  - IVA
- Balance after transaction:
  - Account balance
  - Credit amount provided to date

Credit Transactions/ Renewals

» Credit Transactions- Renewals

What can I find on this page?

On this page, you can renewal your credit transactions.

How can I obtain the information I am interested in?

This section contains the following elements:

- "Details" button or arrow: By clicking on this button, the following information will be displayed:
- Expenses and commissions
- IVA
- Interest rate
- Contract
- Line
- *Folio*: By clicking on this link, a window will be displayed asking you to enter the *Term* and the *Second Digital* signature. Afterwards click "Continue".
- Credit type
- Currency
- Debit balance
- Current capital
- Current interest

» Credit Transactions- Renewals 2

What can I find on this page?

On this page, you can see the confirmation of your renewal instructions.

How can I obtain the information I am interested in?

The information is displayed as follows:

- Contract
- Line
- Folio
- Credit type
- Credit risk:
  - Dispositions amount
  - Current capital
  - Current Interest
  - Expenses and commissions
  - IVA

- Conditions:
  - Amount to renew
  - Payment chart

To apply the transaction, click “Apply”.

» Credit Transactions- Renewals 3

What can I find on this page?

On this page, you can see the disposition receipt, in accordance with the Credit Opening contract entered into with Banamex.

How can I obtain the information I am interested in?

To obtain the report, click “Print” located at the top of this page.

If you want to see the payment calendar, click “Payment calendar”; a window with the following information will be displayed:

- Contract
- Line
- Folio
- Summary of dates:
  - Interest payment date
  - Capital payment date
  - Capital payment amount

To close this window, Click “Continue”.

Payments by Direct Billing/ Create a file

» Collection – Payments by direct billing – Create a file

What can I find on this page?

On this page, you must choose a date and sequential number to create a file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Information selection:**
    - Presentation date: Select a presentation date on the calendar.
    - Sequential: Enter the sequential number.
    - Click "Continue".

Data entry – Create a file – Data entry

On this page, you must enter the requested information, which is displayed as follows:

1. **Withdrawal account**
    - Choose any of these options:
        - Banamex
        - Other banks
    - If you choose *Other banks*, you must choose the name of the bank from the list.
    - From the list *Account type*, choose one of the following options:
        - Checking account/CLABE
        - Debit card
    - Enter the CLABE account number.
    - Enter the account holder's name.

2. **Collection information**
    - Enter the Service holder's name.
    - Enter the amount in MXN.
    - Enter IVA.
    - Enter the alphanumeric reference of the Service.
    - Enter the *Issuer caption* reference.

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

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

» Collection – Payments by direct billing – Create a file – Details

What can I find on this page?

On this page, you can see the collections and operations registered on the file; 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:**

   This section contains the following elements:

   - File name
   - File type
   - Presentation date
   - Currency
   - Number of operations
   - Total amount MXN
   - Total IVA

2. **Registered collections:**

   This section contains the following elements: Buttons and Registered Payments.

   - Buttons area:
     - "Filter": This button opens a window where you can filter information through the following options:
     - By key word:
     - Text field where you must enter a key word to filter.
     - By amount:

       Contains the following options:

       - Specific: When you select this option, the text field *Of* will be enabled.
       - By range: When you select this option, the text fields *From*. and *Up* to. will be enabled.
     - By clicking "Cancel", the window will be closed.
     - By clicking "Filter", the following search results will be displayed, according to the selected criteria. The entered criteria to filter could be the selection of one or more options presented on this page.
     - "Print": By clicking on this button, the screen "Registered payments" will be printed.
     - "Download": By clicking on this button, the file will be downloaded onto your computer.
   - Registered payments area: On this section, the information is displayed as follows:
     - Selection column: Here you can select the registers you want to remove from the file.

- *Details arrow*: It contains the following information:
  - IVA
  - Service reference
  - Issuer caption reference
- Number: It displays the consecutive number of registered operations in the file.
- Client: It displays the client's name
- Account type
- Charge account
- Amount
- *Modify*: By clicking on this link, a window with the predownloaded information from the selected register, will be displayed; by clicking "Cancel" or "Save", you can close the window or save the register modification respectively.

In case there is a filter activated, the button "Remove filter" will be displayed, by clicking it, the total registered payments in the beginning will be displayed.

Note: The first register that is displayed on the page is the first that the file contains.

By clicking "Continue", the confirmation screen will be displayed.

» Confirmation screen – Collection – Payments by direct billing

What can I find on this page?

On this page, you can see 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:**

   On this section, the information is displayed as follows:

   - File name
   - File type
   - Presentation date
   - Currency
   - Number of operations
   - Total amount MXN
   - Total IVA

By clicking "Back", the previous collection–entering screen will be displayed.

By clicking "Continue", a window will be displayed asking you to enter your Challenge to apply the operations.

» Application Screen – Collection – Payments by direct billing

What can I find on this page?

On this page, you can see the details and authorization number of the file operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **File information**

   This section displays the information the following way:

   - File name
   - File type
   - Presentation date
   - Currency
   - Number of operations
   - Total amount MXN
   - Total IVA

Payments by direct billing/ Upload file

» Uploading a file - Active X validation

What can I find on this page?

On this page, BancaNet Empresarial asks you to download and install the additional or missing components onto your computer to import the file.

How can I obtain the information I am interested in?

Follow the instructions for downloading and installing the additional components that will allow you to import the file.

» Uploading a file

What can I find on this page?

On this page, you can search the file on your computer, so that 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:

  Field displaying the path of the file to be downloaded.
- "Examine" button:

  By clicking on this button, a Windows screen will be displayed, where you can search for a file on your computer for the location of the file to be downloaded.

By clicking "Validate" button, a window with the number of file operations that are being downloaded, will be displayed.

» Uploading - Structure error - Data

What can I find on this page?

On this page, you can see the details of errors on the file importation by BancaNet Empresarial.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File

- File name: It displays the name of the file to be downloaded.
- Valid registers: It displays the number of valid registers.
- Invalid registers: It displays the number of invalid registers.
- Amount: It displays the amount of the valid and invalid registers.
- IVA: It displays the IVA total amount.

2. Details of errors:

- Register number: It displays the number of the register in which there is an error.
- Description: It displays a brief description of the error.

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

» Uploading – Confirmation – File

What can I find on this page?

On this page, you can see the confirmation of your file's detail.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File information:

On this section, the information is displayed as follows:

- File name
- File type
- Presentation date
- Currency
- Number of operations
- Total amount MXN
- Total IVA

By clicking "Back", the previous file selection screen will be displayed.

By clicking "Accept", a window will be displayed asking you to enter your Challenge to apply the transaction.

» Uploading – Application – File

What can I find on this page?

On this page, you can see the details and authorization number of the file transactions.

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 displayed as follows:

- File name
- File type
- Presentation date

- Currency
- Number of operations
- Total amount MXN
- Total IVA

Payments by direct billing / File Query

» Payments by direct billing– File Query

What can I find on this page?

On this page, you can see the details of your file operations. You can also make history queries to recover the files that have been sent.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Files sent to Banamex

- File name: It displays the name of the file.
- Presentation date: It displays the presentation date.
- Sequential: It displays the sequential number.
- Status: It displays the file status, which can be:
  - Pending
  - Applied
  - Rejected
- Pending: It displays the number of pending operations.
- Applied: It displays the number of applied operations.
- Rejected: It displays the number of Rejected operations.
- Total: It displays the total number of file operations.
- By clicking "Update" button, the list of files presented on this section will be updated.

2. Answer files

- File name: It displays the name of the file.
- Presentation date: It displays the presentation date.
- *Query* link: By clicking on this link, the details of the file will be displayed.
- *Download* link: By clicking on this link, the file will be downloaded onto your computer.

To make a history query, follow these instructions:

- Select the presentation date.
- Enter the sequential number of the file.
- By clicking "Continue" button.

3. Registration files

On this section, the information is displayed as follows:

- File name: It displays the name of the file.
- Presentation date: It displays the presentation date.

- *Query* link: By clicking on this link, the details of the file will be displayed.
- *Download* link: By clicking on this link, the file will be downloaded onto your computer.

4. File Backs

- File name: It displays the name of the file.
- Presentation date: It displays the presentation date.
- *Query* link: By clicking on this link, the details of the file will be displayed.
- *Download* link: By clicking on this link, the file will be downloaded onto your computer.

» Payments by direct billing-File Query - History Record

What can I find on this page?

On this page, you can see the details and authorization number of you history query of the file.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. File request

- Presentation date
- Sequential

» Payments by direct billing- File Query - Operations

What can I find on this page?

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

How can I obtain the information I am interested in?

On this page, comprise the following sections:

1. File

On this section, the information is displayed as follows:

- File name
- Sequential
- Presentation Date
- Currency
- Number of operations

2. Registered collections:

This section comprises two areas:

- Buttons area:
  - "Filter": By clicking on this button, a window will be displayed in which you can select different options to filter information, which are next described:
    - By key word:

      Text field where you must enter a key word to filter.
    - By account type: You can choose one of the following options:
      - CLABE
      - Credit/Debit card
    - By amount: You can choose one of the following options:
      - Specific: When you select this option, the field text *Of* will be enabled.
      - By range: When you select this option, the text fields *From* and *Up to* will be enabled.
    - Status: You can choose one of the following options:
      - Applied
      - Rejected
    - By clicking "Cancel", the window will be closed.
    - By clicking "Filter", the search results will be displayed according to the selected criteria. The criteria for filtering can be the selection of one or more options presented On this page,.
  - "Print": By clicking on this button, the window *Registered Collections* will be printed.
  - "Download": By clicking on this button, the file will be downloaded onto your computer.
- Registered payments area: The information is displayed as follows:
  - Details arrow: It contains the following information:
    - Service holder
    - Bank
    - IVA
    - Authorization
    - Caption
    - Reference
  - Number: It displays the consecutive number of the operations registered in the file.
  - Account
  - Account type
  - Amount
  - Status
    - Applied
    - Rejected

In case you have an activated filter, the button "Remove filter" will be appear, which will display the total payments downloaded in the beginning.

Note: The first record displayed on the screen is the first one in the file.

Banamex Notifications

» Banamex notifications

What can I find on this page?

On this page, you can register, cancel or modify any notification, so the representatives incorporated to the Electronic Banking system received the information.

How can I obtain the information I want?

To carry out the aforementioned, you must follow these steps:

1. Choose, on the Mark column, the representative you want to register, cancel or make a modification.
2. Click "Registration/Cancel/Modification".

Important:

- On this page, all the representatives incorporated to the Electronic Banking system are displayed, except those that are cancelled.
- The status "Unsubscribed" means that the representative does not currently receive any type of notification.
- When the representative receives at least one type of notification, his status will be "Subscribed".
- You can only choose one representative at a time to register, cancel or modify a notification.

» Banamex Notifications 2

What can I find on this page?

On this page, you must enter the requested information to continue with the registration, cancel or modification process of any notification.

How can I obtain the information I am interested in?

To carry out the aforementioned, you must follow these steps:

1. Enter e-mail 1, to which BancaNet Empresarial will send notifications.
2. Enter e-mail 2, to which BancaNet Empresarial will send notifications.
3. Enter a cell phone number (10 digits). The Service is only available for Telcel numbers.
4. Click "Next".

» Banamex notifications 3

What can I find on this page?

On this page, you must select the notifications the user will receive via e-mail or cell phone number.

How can I obtain the information I am interested in?

To carry out the aforementioned, you must follow these steps:

1. On the selection list, choose the account where you want to receive the notifications, or choose the option *All accounts*.

2. Select or unmark the delivery means for all notifications for each of the groups.
3. Click “Next”.

» Banamex Notifications – Confirmation

What can I find on this page?

On this page, you can see the confirmation of all the notifications the user will receive via e–mail or cell phone number.

How can I obtain the information I am interested in?

The information will be displayed as follows:

- Email 1: It displays the e–mail 1, where you will receive notifications.
- Email 2: It displays the e–mail 2, where you will receive notifications.
- Cell phone number: It displays the cell phone number, where you will receive notifications.

1. Accounts

- Withdrawal: This indicates the means by which you will receive the notification (e–mail or cell phone) for withdrawal operations.
- Deposit account: This indicates the means by which you will receive the notification (e–mail or cell phone) for deposit operations.

2. Group of notifications

- This indicates the group of notifications and the means by which you will receive the notification (e–mail or cell phone).

To apply the registration, cancel or modification transaction of Banamex Notifications, click “Finish”.

» Banamex Notifications – Application

What can I find on this page?

On this page, you can see the details and authorization number of the registration, cancel or modification transaction of Banamex Notifications.

How can I obtain the information I am interested in?

The information will be displayed as follows:

- Email 1: It displays the e–mail 1, where you will receive notifications.
- Email 2: It displays the e–mail 2, where you will receive notifications.
- Cell phone number: It displays the cell phone number, where you will receive notifications.

1. **Accounts**

- Withdrawal: This indicates the means by which you will receive the notification (e–mail or cell phone) for withdrawal operations.
- Deposit account: This indicates the means by which you will receive the notification (e–mail or cell phone) for deposit operations.

2. **Group of notifications**

- This indicates the group of notifications and the means by which you will receive the notification (e–mail or cell phone).

To apply the registration, cancel or modification transaction of Banamex Notifications, click “Finish”.

Converter

» Converter

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".

Zero Balance Account/ Structures / New

» New

What can I find on this page?

On this page, you can choose the main account and the Level 1 accounts, to make a new structure and get to know the sweep schedule, in other words, the schedule of the instruction for withdraw funds from the selected accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. New structure information

- Enter the name of the new structure. It can be different from the client's name.
- Enter the available accounts, select the main account.

2. Schedule

- A section with five schedule options is displayed.
- You must choose one sweep schedule at least; you can choose up to five different schedules.
- The range of available schedules goes from 8:00 am to 9:40 pm; there must be at least 30 minutes of difference between one sweep schedule and the other.
- The field *Last sweep block* indicates whether the accounts of the structure can or cannot make other operations after the last set sweep.

3. Operating accounts

- It consists of the following lists:
  - Account number
  - Branch
  - Account
  - Name
  - Minimum balance
  - Nature
- By clicking "Add", you can incorporate accounts to the structure. The option *New structure* is the only one that allows you to register Level 1 accounts.
- If you want to add more levels to the structure, once the structure registration process has ended, choose the option *Modify* in the *Structure* menu.
- When you choose the account you want to add to the structure, you will also be able to define the minimum balance that must remain in the account after the sweep.
- An account that is already part of another structure as a link/operative account cannot be registered again in a structure as a link/operative account.
- It is necessary to validate the information that is displayed on the sections *Structure* and *Operating Accounts.*

By clicking "Back", you can make modifications.

By clicking "Accept", you can proceed with the transaction.

Note: The structure starts to operate the next working day, in the first sweep schedule set, once the schedule has been released. To activate such schedule, you must choose the option *Suspend/Activate* on the section Sweeps.

By clicking "Print", you can obtain your registration receipt.

Zero Balance Account/ Structures / Cancel

» Cancel

What can I find on this page?

On this page, you can cancel a structure.

How can I obtain the information I am interested in?

This option cancels the structure completely. If you want to cancel an account within the structure or change a schedule set, choose the option *Modify*.

- Verify that the detail of the accounts that are displayed correspond to the structure you want to cancel completely.
- By clicking "Continue", the structure will be cancelled definitely. From that moment on, sweeps will cease to be made on the accounts registered with that structure.
- The following selecting lists are displayed:
    - Structure number
    - Structure name
    - Branch
    - Main account
    - Name
    - Sublevel
    - Accounts total

To print your receipt, click "Print".

Zero Balance Account/ Structures / Modify

» Modify

What can I find on this page?

On this page, you can modify a structure.

How can I obtain the information I am interested in?

On this section,, you can edit the structure's accounts, levels and schedules. Click the name of the structure you want to modify.

The following information is displayed:

1. **Structure information**
   - Main Account
     - From the list of available accounts, choose another account as main account of the structure.
   - Schedules
     - On this section,, you can modify the five available schedules; the range of available schedules goes from 8:00 am to 9:40 pm; there must be at least 30 minutes of difference between one sweep schedule and the other.
     - You can also activate or deactivate the option *Block* in the last sweep. If you activate this option, no operations will be made on the accounts after the last sweep set.

2. **Operating Accounts**

   This section contains the following elements:

   - Accounts registered in the first level of the structure: On the left of each account the details is displayed, including the account's sublevels.
   - Minimum balance of each account: They can be edited; you can also add and remove the level accounts.
   - To check and/or modify the structure's sublevels, click link displayed in the name of the account.
   - To register another level in the structure, click the name of the main account from the level in which you want to make the registration; a screen will be displayed with the options to add accounts.
   - Each sublevel must be edited individually; or else the modifications made will be lost. If you want to save the information edited, Click "Continue".
   - An account that is already part of another structure as a link/operative account cannot be registered again in a structure as a link/operative account.

Verify the edited information is correct. To continue, click "Accept". To make any changes, click "Back".

The structure has been successfully modified; now all sweeps will be canceled. To activate them, click option *Suspend/Activate* in the *Sweeps* section.

To print your receipt, click "Print".

Zero Balance Account / Structures / Query

» Query

What can I find on this page?

On this page, you can query about the structure.

How can I obtain the information I am interested in?

On this section, you can query the following information:

- Structure number
- Structure name
- Branch
- Main account
- Name
- Sublevels
- Accounts total

On this page, the details of the structure are displayed, which includes the main account, the schedule set and the operating accounts from the structure's first level.

To continue with the details of the structure's sublevels, click the name of the operating account to be queried, the details of the sublevel will be displayed next.

Zero Balance Account / Sweeps / Activate - Deactivate

» Activate/Deactivate

What can I find on this page?

On this page, you can cancel and activate *Sweeps*.

How can I obtain the information I am interested in?

The page consists of the following sections:

- Structure number
- Structure name
- Branch
- Main account
- Name
- Sublevels
- Accounts total

1. Activate / Deactivate

Click the name of the structure whose set schedules you want to cancel or activate.

- This option allows you to activate the sweeps previously set in a structure.
- To activate a specific schedule, select it. To deactivate a schedule, deselect it.
- To modify a schedule, choose the option *Modify* which is on the section *Structures*.

"Continue" button: By clicking it, the activation or deactivation will proceed.

- Verify the information of the schedules to be activated or deactivated.
- To proceed with the operation, click "Accept", to modify the schedules, click "Back".
- The suspension or block of schedules takes place the same working day as the transaction's application.
- In the case of schedules activation, it will automatically take place the working day after the day it was carried out. An exception is made when the Sweep schedule is active and it is canceled due to a modification in the structure made on the very same day; in that case, the release will be displayed the same working day.
- In case you need to make a sweep the same day, choose the option *Force* in the section *Sweeps*.

To print your receipt, click "Print".

Zero Balance Account / Sweeps / Query

» Query

What can I find on this page?

On this page, you can query the operating accounts.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Operating accounts:**

   Selected date's date to query

   - Structure number
   - Structure name
   - Branch
   - Main account
   - Name
   - Sublevels
   - Accounts total

Select the specific date to query, must be a working day, click the name of the structure you want to query.

2. **Structure information**

   Verify the information of the structure to be validated is the one you choose.

   - CBC Structure name
   - Main account
   - Account
   - Branch
   - Level
   - Operating accounts number
   - Select the option *Type of Sweep*:
     - Programmed: It is the one previously established in the structure.
     - Incidental: It is the one that is made through the choice *Incidental Sweep* or *Force Sweeps* in the section Sweeps.
   - Schedule to query

Once you have chosen the type of sweep and the schedule, click "Accept" to proceed with the details of the accounts.

The detailed information on the operations made on the queried sweep, is displayed.

To query the structure's sublevels, click the main account name of the sublevel to be queried.

Zero Balance Account / Sweeps / Temporary Sweep

» Temporary

What can I find on this page?

On this page, you can create a structure.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Structure information**
    - CBC Structure name
    - Level 1 – Main Account
    - Account
    - Last sweep blocked out
2. **Operating accounts**
    - Number
    - Branch
    - Account
    - Minimum Balance
    - Nature

Incidental

- On this page, this function allows you to create a one level structure, which will sweep on line at the moment of its creation.
    - Name the structure and select the main account.
    - Click "Add" to incorporate operating accounts to the structure; next, you can establish a minimum balance for each chosen account.

To proceed with a temporary sweep, Click "Continue".

- Verify the information of the incidental sweep's main account. To edit the information, click "Back". To go on with the sweep, click "Accept".
- The incidental sweep was successfully made. To see the operation details, click the option *Query* in the section *Sweeps*, five minutes after the confirmation.

To obtain the application receipt, click "Print".

Zero Balance Account / Sweeps / Forced Sweep

» Forced

What can I find on this page?

On this page, you can sweep the structure.

How can I obtain the information I am interested in?

The page consists of the following sections:

- Structure number
- Structure name
- Branch
- Main account
- Name
- Sublevels
- Total accounts

Click the name of the structure to which you want to make a forced sweep.

1. Structure information

- It displays the name of the structure and the schedule set.
- On this section, you can select one of these two sweep options: *On line* or *Schedule of application*.
- If you select the option *On line*, the sweep will be made once the transaction is finished.
- If you select the option *Schedule of Application*, you must take into account that there is a 30 minutes difference between the sweeps previously set.

Once the force sweep is defined, Click "Continue".

Structure information

- Verify the information of the structure's main account where you want to make a forced sweep. In case you need to modify the type of sweep (On line or programmed) or/and the schedule, click "Back".

To continue with the transaction, click "Apply".

Structure information

- The forced sweep was successfully made; to see the details of the operations, click option *Query* in the *Sweeps* section.

To obtain the application receipt, click "Print".

Zero Balance Account / Unblock Accounts

» Unblock Accounts

What can I find on this page?

On this page, you can release an account by choosing one from the list.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts release**
   - It is used when the option *Last sweep blocked* has been selected in a structure, which indicates that after the sweep the account will not allow any operations until the next day.
   - Once the specific account is released, the operations can be made from the account.

You must choose the account to release from the list, then Click “Continue”.

2. **Release validation**

   Validate the information of the account to be released. To select another account, click “Back”. To proceed with the release, click “Accept”.

3. **Release confirmation**

   The release was successfully made, so other operations can be made during the day in the released account.

To generate a receipt, click “Print”.

Zero Balance Account / Search Funds / Register

» Register

What can I find on this page?

On this page, you can request the registration of your funds search.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Search of funds:**

- You must give a name to the funds search to be created.
- Subsequently you must choose the drawing or chained account, which if necessary will make use of the funds from the chained accounts

Important note: An account with an overdraft line cannot be a drawing or chained account of a funds search.

- Up to three chained accounts or a selection list must be chosen, in other words, the accounts from which the drawing account (or selection list) takes funds to cover its dispositions; these accounts can actually have an overdraft line.

To proceed with the funds search registration, Click "Continue".

2. **Search Funds validation:**

- Verify the information entered. If you want to modify the drawing or chained account, click "Back", to continue with the registration, click "Accept".

3. **Search Funds confirmation:**

- The funds search has been successfully registered and it will start functioning the next working day from the application day.

To generate your receipt, click "Print".

Zero Balance Account / Search Funds / Cancel

» Cancel

What can I find on this page?

On this page, you can request the search cancel.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Search cancel**

   On the available funds search list, click the name of the search you want to cancel completely.

2. **Search validation**

   Validate if the information presented corresponds to the funds search you want to cancel. To select another search, click "Back", to proceed with the cancel, Click "Continue".

3. **Search Confirmation**

   The funds search has been successfully cancelled.

To generate a receipt, click "Print".

Zero Balance Account / Search Funds / Query

» Query

What can I find on this page?

On this page, you can make a query of your funds search.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Search Funds query**
    - The drawing account and chained account information, queried from the funds search, will be displayed.
    - To edit the accounts, choose the option *Modify* on the section *Search of funds.*

Zero Balance Account / Search Funds / Modify

» Modify

What can I find on this page?

On this page, you can modify the funds search.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Modify the funds search**

    - With Modify option, you can cancel or register a chained account.
    - To register an account, choose the chained accounts that you want to incorporate to the search from the available accounts list.
    - To cancel an account, select it and click "Delete".

To proceed with the changes, Click "Continue".

2. **Modification validation**

    Verify the information of the edited funds search. To make more changes, click "Back"; to proceed with the modification, click "Accept".

3. **Search confirmation**

    The changes to the funds search were successfully made; the medications made will be applied the next working day.

To generate the transaction receipt, click "Print".

Taxes / Summary

» Taxes and contributions summary

What can I find on this page?

On this page, you can see the summary of your contributions, movements and operations.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Authorization pending**

   Contributions: The information is presented as follows:

   - Selection Column: Here you can select the registers you want to authorize
   - Type of operations
   - *Details arrow:* By clicking on this arrow, the following information will be displayed:
     - Name
     - Entered by
   - Withdrawal account: It displays the account number through a link, by clicking it, the details will be displayed.
   - Amount: It displays the transaction amount.
   - Currency: It displays the type of currency of the transaction.
   - Set date
   - Status: It displays the transaction status.
   - By clicking "Authorize" a new window will be displayed asking you to enter a Challenge to apply the transaction.

2. **Programmed payments**

   Contributions: The information is itemized as follows

   - Selection Column: Here you can select the registers you want to authorize
   - Type of operations
   - *Details arrow:* By clicking on this arrow, the following information will be displayed:
     - Name
     - Entered by
   - Withdrawal account: It displays the account number through a link, by clicking it, the details will be displayed.
   - Amount: It displays the transaction amount.
   - Currency: It displays the type of currency of the transaction.
   - Set date
   - Status: It displays the transaction status.
   - By clicking "Cancel", a new window will be displayed asking you to enter a Challenge to cancel the transaction. To do this, you must have the faculties corresponding to the Service you want to cancel.

BancaNet **Empresarial (Module Premium)**

» BancaNet Empresarial Premium

What can I find on this page?

On this page, you can download and install BancaNet Empresarial Premium. Just click on this link.

- Minimum Requirements
  - To install BancaNet Empresarial Premium it's necessary to meet the following minimum requirements:
  - Operating systems Windows XP/Vista/7
  - 1 GB hard drive space
  - Memory of 128 MB or more

Note: To install it is necessary that you have the equipment administrator authorizations; afterwards, a non–privileged user will be able to use the tool.

If you have any questions regarding our product, call the Business call center:

- Mexico City and Metropolitan Area
  - Tel. 1226 8867
- Outside Mexico City
  - Tel. 01 800 111 2020
- E–mail
  - atención_empresarial@banamex.com

Taxes and Contributions / TESOFE

» TESOFE – Data entry

What can I find on this page?

On this page, you can make the payments to TESOFE (Tesorería de la Federación), from the capture line issued by it in its tax return acknowledgment of receipt.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
    - Withdrawal account:
        - Select the origin account (transactional accounts only).
2. **Payment information**
    - Capture line TESOFE: Enter the capture line TESOFE.
    - Amount MXN: Enter the amount you want to pay in national currency.
3. **Additional options**
    - Set a future date: You can set the payment on a future date. If you require a second remotely authorization, select the box that indicates so, if you do not require it, leave it unselected.
        - Date
        - Schedule

Notes:

- Enter the amount in national currencies.
- For programmed operations, you must select a date previous to the maturity of the capture line and a time no later than 10:00 pm.

By clicking "Back", the capture screen will be displayed with the information previously entered.

By clicking "Continue", the confirmation screen will be displayed.

» TESOFE – Confirmation

What can I find on this page?

On this page, you can check the information entered on the TESOFE payment application screen, along with the capture line; you can also confirm or correct the information before making the transaction. Verify that the entered information and amount to pay are correct.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **Accounts**
    - Withdrawal account

2. Payment information

- TESOFE capture line
- Application date
- Application time
- Amount

By clicking “Back”, the capture screen will be displayed with the information previously entered.

By clicking “Continue”, a window will be displayed asking you to enter your Challenge to apply the operations.

» TESOFE – Application

What can I find on this page?

On this page, you can verify the successful application of the payment, by means of an authorization number and a folio.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. Accounts

- Withdrawal account

2. Payment data

- TESOFE capture line
- Application date
- Application time
- Amount
- User 1
- User 2

Notes:

- Remember to keep your transaction number in case of future doubts or clarifications.
- It is important you print the information of the transaction made, since it is your tax receipt before the Tesoreria de la Federacion.

Massive Transfers - New file

» Massive Transfers – New file

What can I find on this page?

On this page, you can generate new files to make one or several deposits.

How can I obtain the information I am interested in?

The page consists of the following sections:

1. **New File:**

   With this option you can create a new file.

   - Type of operation:
     - Choose an option from the list:
       - One withdrawal/Several deposits: This option allows you to make several payments, with a withdrawal from a single account. This operation will be recorded on your statement as a single withdrawal.
       - One withdrawal/one deposit: This option allows you to choose different withdrawal accounts for registering your operations, with individual application date and time. These operations will be recorded on your statement as several withdrawals.

When filling the required fields, the "Continue" button will be displayed.