

businessONLINE Payments Guide

Salary File Upload

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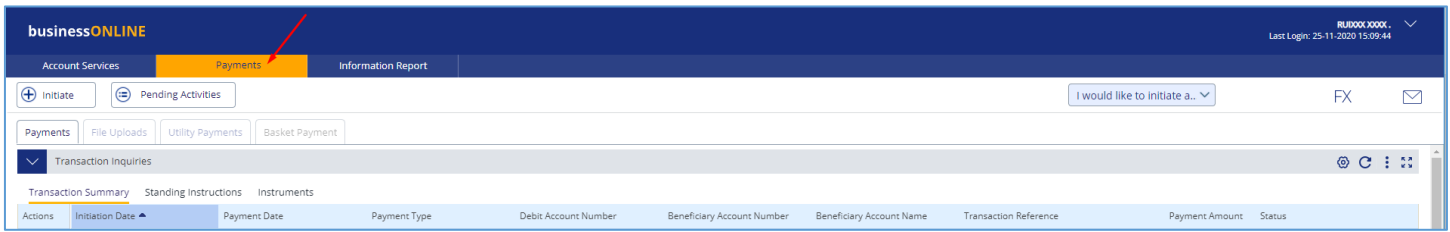
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Version 1.0

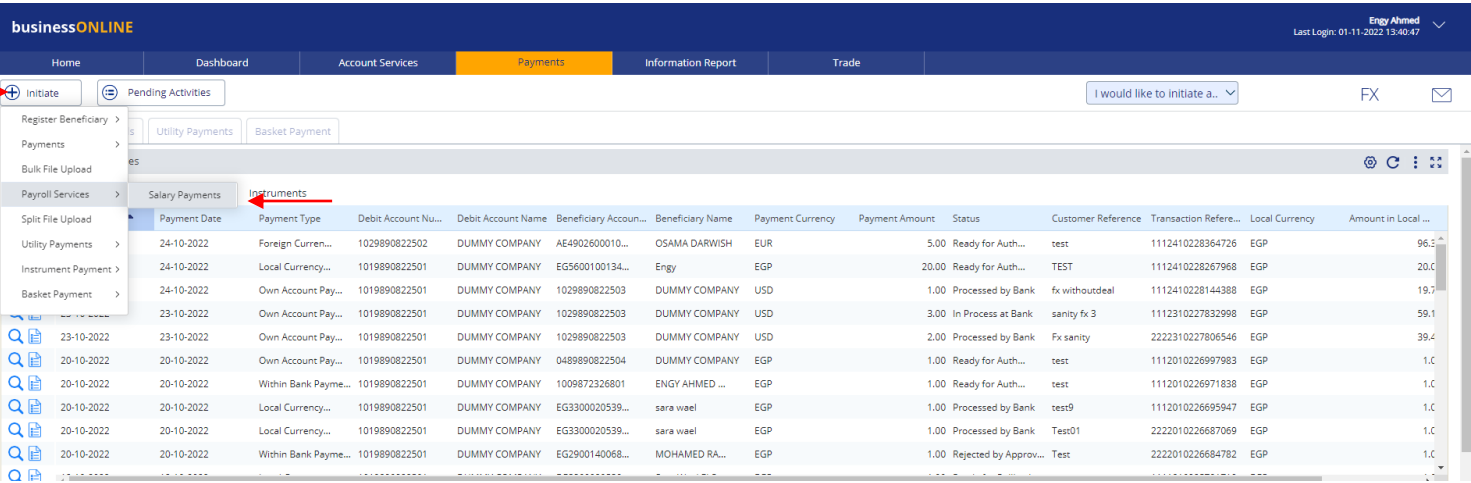
Initiate Salary File Upload

(Applicable for Maker and Maker-Authorizer)

Click "Payments"



Click **Initiate > Payroll Services > Salary Payment**



Select **Template Name** from the dropdown list

Salary Payments

FILE DETAILS

Transaction Type*
Salary Payments

Template Name*
Select
WITHIN BANK
EXTERNAL PAYMENT XLS

DEBIT INFORMATION

Debit Type*
Single

PAYMENT INFORMATION

Fixed Debit
No

Salary Month*
Select

Reference in your statement**

Cancel Clear Submit

Once selected, click on **Template details** to view the content/format and to download the template

Salary Payments



FILE DETAILS

Transaction Type*

Salary Payments

Template Name*

WITHIN BANK

Template Details



File Name*

+ ADD...

DEBIT INFORMATION

Debit Type*

● Single

PAYMENT INFORMATION

Fixed Debit

● Yes

● No

Value Date**

02-11-2022

Salary Month*

Select

Reference in your statement**

Cancel

Clear

Submit

Click on "Download"

Template Details

Template Name WITHIN BANK	Date Format DD-MM-YYYY
File Type Excel[.xls]	Field Separator ..

Field Name	Data Type	Field Length	Required	Sequence	Default value	Description
Transaction Type Code	CHAR	3	Y	1	--	Product Coder ...
Debit Account No.	CHAR	23	Y	2	--	Debit Account No.
Beneficiary Name	CHAR	70	Y	3	--	Beneficiary Name
Beneficiary Account No.	CHAR	34	Y	4	--	Beneficiary Account No.
Transaction Currency	CHAR	3	Y	5	--	Transaction Currency
Transaction Amount	CHAR	15	Y	6	--	Transaction Amount
Purpose Of Payment	CHAR	135	N	7	--	Purpose Of Pa...

Close Download

Open the downloaded file

Fill out the file as per the Header row and **save** the file

Transaction Type Code	Debit Account No.	Beneficiary Name	Beneficiary Account No.	Transaction Currency	Transaction Amount	Purpose Of Payment
BT	1019890822501	Engy Ahmed	1009872326801	EGP	5	salary


Click on "ADD" to upload the file

Salary Payments

FILE DETAILS

Transaction Type*
Salary Payments

Template Name*
WITHIN BANK Template Details

File Name*
ADD... 

DEBIT INFORMATION

Debit Type*
 Single

PAYMENT INFORMATION

Fixed Debit
 Yes No

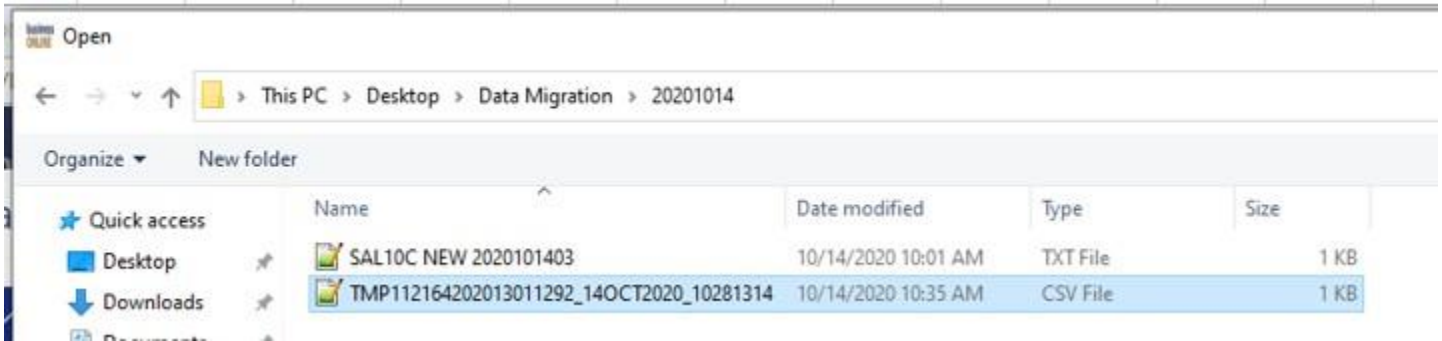
Value Date**
02-11-2022

Salary Month*
Select

Reference in your statement**

Cancel Clear Submit

Select the file





Select Salary Month, provide payment reference and click on Submit

Salary Payments

Transaction type: Salary Payments

Template Name: WITHIN BANK [Template Details](#)

File Name: 
TMP112407202225040001_02NOV2022_15321314.xls 


DEBIT INFORMATION


Debit Type: Single

PAYMENT INFORMATION

Fixed Debit: Yes No

Value Date: 02-11-2022

Salary Month: 10-October 

Reference in your statement: Test 

Once submitted, you will get a summary page to review and confirm the details.

Salary Payments

FILE DETAILS

Transaction Type: Salary Payments
Template Name: WITHIN BANK
File Name: TMP112407202225040001_02NOV2022_15321314.xls

DEBIT INFORMATION

Debit Type: Single

PAYMENT INFORMATION

Fixed Debit: No
Salary Month: 10-October
Reference in your statement: Test

Click "Confirm" if all details are correct, else, user can click "Cancel" or "Back".

Confirmation ✕

▼ TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1111410203934481
Date/Time	14-10-2020 10:38:52
Status	Ready for Verification
Transaction Type	Salary Payments

▼ TRANSACTION INFORMATION

Salary Payments has been uploaded successfully.

Close

View Salary File Status

Payments > File Uploads > Salary File Upload

Actions	File Uploaded Date & Time	File Name	File Reference Number	File Level Status	Total File Amount (Equivalent in Base Currency)	Total Transactions in the File	Transactions Successfully Uploaded	Transactions Failed During Upload
	20-12-2020 12:54:16	ENBD_PROD R...	1112012203572922	Ready for Verification	70,810.03	13	9	4
	23-11-2020 15:39:58	SALARY_Prepai...	1112311203529694	Processed By Bank	1.00	1	1	0
	23-11-2020 13:15:14	SALARY_Prepai...	1112311203529049	Processed By Bank	3.00	4	3	1
	23-11-2020 13:12:49	SALARY_Prepai...	1112311203529032	Verification Failure	0.00	4	0	4

The file level status should be **“Ready for Verification”** so that you can proceed with verification step.

View Salary File failure reason

If the file level status is **“Verification Failure”**, you need to double click on the record to view the failure reason.

Scroll-down

FILE HEADER		
File Reference Number	File Name	Transaction Type
1112311203529032	SALARY_Prepaid19112020C3.xls	Salary Payments
Debit Type	Reference in your statement	File Level Status
Single	PREPAY f	Verification Failure
Total Transactions in the file	Transactions Successfully Uploaded	Transactions Failed During Upload
4	0	4
In Process at Bank	Processed by Bank	Rejected by Bank
0	0	0
File Uploaded Date & Time	Uploaded By	Total File Amount (Equivalent in Base Currency)
23-11-2020 13:12:43	SMITHA PADIYAR	AED 0.00

1. File level validation
2. Record level validation
3. Move the mouse over the record to view the error description

Salary File Upload - Details

Reject Reason
Business Validation Failed
Business Validation for All Transactions Failed

1

File Transactions

Sr. No.	Customer Reference	Payment Type	Release Date & Time	Payment Date	Beneficiary Name	B...	Record Status	Error Description	Payment Currency	Paym
1	PREPAID10	Within Bank Payme...	--	19-11-2020	PREPAID3	AE21	Verification Failure	Column : PAYM... 3 AED		
2	PREPAID08	Within Bank Payme...	--	19-11-2020	PREPAID1	4241	Verification Failure	Column : PAYMENT DATE - Cannot be less than current date.		
3	BT001	Within Bank Payme...	--	19-11-2020	TBS DEMO ACCOU...	AE11	Verification Failure	Column : PAYM...	AED	
4	PREPAID11	Within Bank Payme...	--	19-11-2020	TBS DEMO ACCOU...	3075	Verification Failure	Column : PAYM...	AED	

2

3

Close

4. Double-click to view the record level failure in details.

File Upload Detail

Exchange Rate: 1

Charge Type: --

Sender purpose code: --

Purpose of Payment to Beneficiary: PREPAID IBAN

Receiver Purpose code: --

Intermediary Bank SWIFT/ BIC code: --

Intermediary Bank Name: --

Beneficiary Nickname: --

Reject Reason
Column : PAYMENT DATE - Cannot be less than current date.

Close

Re-upload the file after you apply the required correction.

The file level status should be **“Ready for Verification”** so that you can proceed with verification step.

Verify Salary File upload

(Applicable for Maker and MakerAuthorizer)

Click **Payments > Pending Activities**

Go to **File Upload > File Verification > Tick on the record to view the payment details**

Pending Activities

File Verification	File Authorization	Rejected Files	File Rollback	Ready For Release							
File Reference Number	Customer Reference	File Name	File Upload Date	Local Currency	Total Amount in Local ...	Total Transactions in File	Transactions Uploaded S...	Transactions Failed Duri...	Uploaded By		
<input checked="" type="checkbox"/>	1110211224518183	Test	TMP1124072022250400...	02-11-2022	EGP	5.00	1	1	0	Engy Ahmed	
<input type="checkbox"/>	1112510228933299	Test	TMP1124062022250400...	25-10-2022	EGP	394.60	3	1	2	Engy Ahmed	
<input type="checkbox"/>	1111210223180853	--	NEW TEMP external.xls	12-10-2022	EGP	5.37	2	1	1	OSAMA El Hoshiy	
<input type="checkbox"/>	1111210223175697	--	NEW TEMP BT.xls	12-10-2022	EGP	39.37	2	2	0	OSAMA El Hoshiy	
<input type="checkbox"/>	1111010221922561	--	TEMP TEST.xls	10-10-2022	EGP	27.56	6	5	1	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226160885	--	Special chc 3.xls	06-09-2022	EGP	186,566.89	6	6	0	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226158518	--	Special chc 2.xls	06-09-2022	EGP	186,535.40	6	1	5	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226158174	--	Special chc 1.xls	06-09-2022	EGP	49.85	6	6	0	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226145811	--	error test 5.xls	06-09-2022	EGP	21.24	6	3	3	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226138399	--	error test 3.xls	06-09-2022	EGP	32.74	6	6	0	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226134284	--	error test 2.xls	06-09-2022	EGP	20.24	6	2	4	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226127346	--	error test 1.xls	06-09-2022	EGP	31.74	6	5	1	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226125072	--	sanity test4 4.xls	06-09-2022	EGP	12.50	6	4	2	OSAMA El Hoshiy	
<input type="checkbox"/>	1110609226107643	--	sanity test4 2.xls	06-09-2022	EGP	25.44	6	3	3	OSAMA El Hoshiy	
<input type="checkbox"/>	1110108221456278	--	test DD1.xls	01-08-2022	EGP	3.00	5	3	2	OSAMA El Hoshiy	
<input type="checkbox"/>	1110108221450563	--	test DD11.xls	01-08-2022	EGP	1.00	4	1	3	OSAMA El Hoshiy	
<input type="checkbox"/>	1112205229278124	--	Copy of Copy of test bulk...	22-05-2022	EGP	6.99	3	3	0	Rudeen Hesham	
<input type="checkbox"/>	1112205229277694	--	Copy of test bulkkk.xls	22-05-2022	EGP	6.99	3	3	0	Rudeen Hesham	
<input type="checkbox"/>	1112205229277250	test Riky 1	TMP1122142022220254...	22-05-2022	EGP	0.50	2	1	1	Ramy Kamel	
<input type="checkbox"/>	1111605227145653	--	test ara12.xls	16-05-2022	EGP	10.00	1	1	0	OSAMA El Hoshiy	
<input type="checkbox"/>	1112403229175310	test r	test bulkkk.xls	24-03-2022	EGP	7.00	3	3	0	Rudeen Hesham	
<input type="checkbox"/>	1112403229167043	--	Rulkk111.xls	24-03-2022	EGP	7.00	3	2	1	Salma Khaled	

Click on **Accept** if all details are correct

Salary File Upload - Details

FILE HEADER													
File Reference Number 1110211224518183			File Name TMP112407202225040001_02NOV2022_15321314.xls				Transaction Type Salary Payments						
Debit Type Single			Reference in your statement Test				File Level Status Ready for Verification						
Total Transactions in the file 1			Transactions Successfully Uploaded 1				Transactions Failed During Upload 0						
In Process at Bank --			Processed by Bank --				Rejected by Bank --						
File Uploaded Date & Time 02-11-2022 13:39:59			Uploaded By Engy Ahmed				Total File Amount (Equivalent in Base Currency) EGP 5.00						
Fixed Debit No			Release Date & Time --				Released By --						

File Transactions														
Sr. No.	Customer Refere...	Payment Type	Release Date & Tl...	Payment Date	Beneficiary Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Reference N...	Transaction ID	Account Number	Debit Curren
1	--	Within Bank Pym...	--	02-11-2022	Engy Ahmed	1009872326801	Verified	--	EGP	5.00	--	1112211029572853	1019890822501	EGP

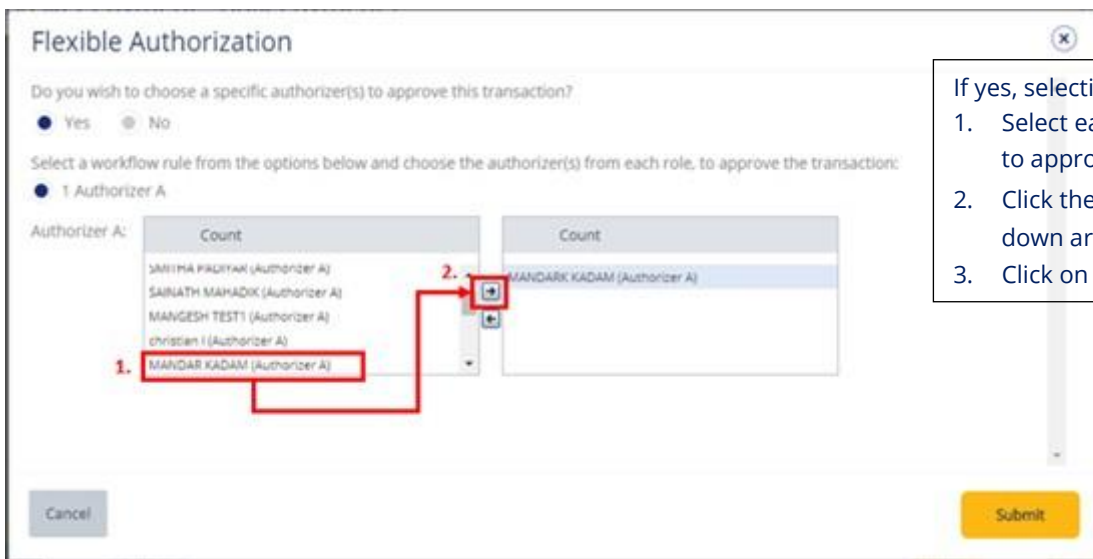
Close Accept



Once confirmed, user will get “Flexible Authorization” pop-up window.

- Select “No” if transaction will be approved by the default approver
- Select “Yes” if a specific authorizer is required to approve the transaction

Click on **Submit**



If yes, selection of authorizers will show.

1. Select each authorizers that required to approve
2. Click the top arrow to Add or the down arrow to remove
3. Click on **Submit**

Once submitted, user will get “Confirmation” pop-up window.

Confirmation ✕

▼ TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1111410203934481
Date/Time	14-10-2020 10:43:16
Status	Pending for Accept
Transaction Type	Salary Payments

▼ TRANSACTION INFORMATION

Salary Payments has been verified successfully.

Close

Authorize Salary File Upload

(Applicable for Maker-Authorizer and Authorizer)

1. Payments > Pending Activities

businessONLINE

Dashboard
Account Services
Payments
Information Report

+ Initiate

⊖ Pending Activities

←

1. Click on Pending Activities

2. Go to File Upload > File Authorization
3. **Tick** on the file to view and verify the details

Pending Activities 🔄 ⌵

File Verification
File Authorization
Rejected Files
File Rollback
Ready For Release

	File Reference Number	Customer Reference	File Name	File Upload Date	Local Currency	Total Amount in Local ...	Total Transactions in File	Transactions Uploaded S...	Transactions Failed Duri...	Uploaded By
<input checked="" type="checkbox"/>	1110211224518183	Test	TMP1124072022250400...	02-11-2022	EGP	5.00	1	1	0	Engy Ahmed
<input type="checkbox"/>	1112510228928220	test	TMP1124062022250400...	25-10-2022	EGP	15.00	3	2	1	Engy Ahmed

*Select all checkbox will allow user to submit only 50 records at a time.

Close
Reject
Authorize

4. Click on **Authorize** once verified all details are correct

Page will direct you to the summary that shows all transaction has been verified.

5. Click on **Authorize**

Salary File Upload - Details ⌵

FILE HEADER

File Reference Number 1110211224518183	File Name TMP112407202225040001_02NOV2022_15321314.xls	Transaction Type Salary Payments
Debit Type Single	Reference in your statement Test	File Level Status Ready for Authorization
Total Transactions in the file 1	Transactions Successfully Uploaded 1	Transactions Failed During Upload 0
In Process at Bank --	Processed by Bank --	Rejected by Bank --
File Uploaded Date & Time 02-11-2022 13:39:59	Uploaded By Engy Ahmed	Total File Amount (Equivalent in Base Currency) EGP 5.00
Fixed Debit No	Release Date & Time --	Released By --

File Transactions 🔄 ⌵

Sr. No.	Customer Refere...	Payment Type	Release Date & TI...	Payment Date	Beneficiary Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Reference N...	Transaction ID	Account Number	Debit Curren
1	--	Within Bank Paym...	--	02-11-2022	Engy Ahmed	1009872326801	Verified	--	EGP	5.00	--	1112211029572853	1019890822501	EGP

Close
Authorize

Scroll the page down > Select **Token** > enter the PIN code > click **“Authorize”**

Authentication ✕

smartPASS Token*

Once submitted, user will get “Confirmation” pop-up window.

Confirmation ✕

TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1111410203934481
Date/Time	14-10-2020 11:07:06
Status	Sent to Bank
Transaction Type	Salary Payments

TRANSACTION INFORMATION

Salary Payments has been released successfully.

Note:

- If **additional approvals** are required, the transaction will move to the next authorizer(s) queue for additional approval(s).
- If **“Releaser”** is required, the transaction will be available in “Ready for Release” status after the payment is authorized and the releaser need to release it to the bank for processing through below option
Pending Activities > Transactions > Ready for Release