

businessONLINE Payments Guide

Basket Payments – Salary Non WPS

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Version 1.0

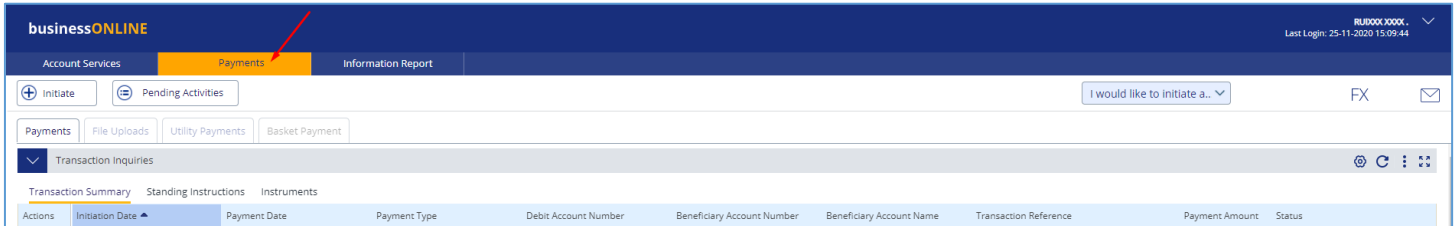
Initiate Basket Payment – Salary non WPS

Please ensure to register the employee(s) before you initiate the Basket Payment – Non WPS (Check Beneficiary & Employee Registration guide).

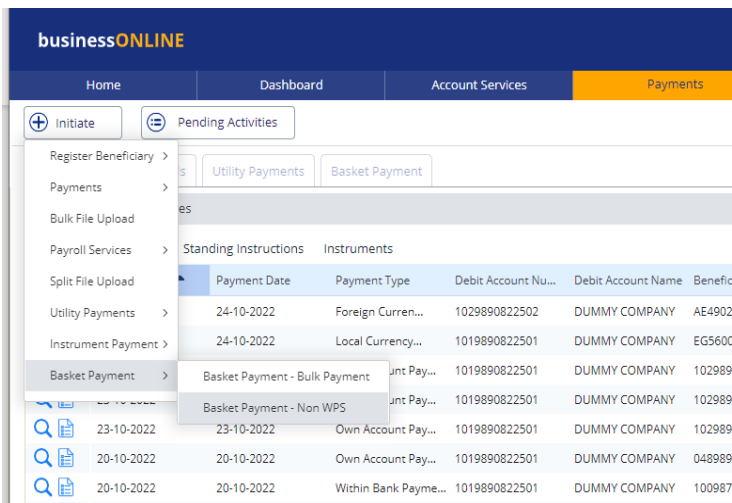
Within Same Bank

(Applicable for Maker and Maker-Authorizer)

Click “Payments” tab > Initiate



Basket Payment > Basket Payment – Non WPS



Basket Payment - Non WPS

Debit Account Type *		Debit Type *	
<input checked="" type="radio"/> Single <input type="radio"/> Multiple		<input checked="" type="radio"/> Single	
Fixed Debit			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Payment Details			
Transfer Type*		Salary Month*	
<input type="text"/>		<input type="text"/>	
Debit Account Number*		Payment Date*	
<input type="text"/>		<input type="text" value="27/10/2022"/>	
Select Beneficiary Type*		Beneficiary Account Number*	
<input type="text" value="Account"/>		<input type="text"/>	
Deal Reference	<input type="text"/>		
Transaction Amount*		Reference in your statement*	
<input type="text"/>		<input type="text"/>	
Basket Reference in your statement	<input type="text"/>		
	Purpose of payment to beneficiary*		
	<input type="text"/>		
<input type="button" value="Add/View Invoice"/>		<input type="button" value="Clear"/> <input type="button" value="Add To Basket"/>	

Debit Account Type:

Single Debit (Default) – User can select single debit account for all payments in the basket.

Multiple Debit – User can select different debit account for each payment in the basket

Fixed Debit: (Applicable for cross currency only)

No (Default) – If user wants to fix the **Payment** amount. Payment amount will be calculated depending on the exchange rate.

Yes – If user wants to fix the **Debit** Amount. Payment amount will be fixed regardless of the exchange rate.

Select transfer type

Basket Payment - Non WPS

Debit Account Type * Single Multiple

Debit Type * Single

Fixed Debit Yes No

Payment Details

Transfer Type *

Salary Month *

Payment Date *

Select debit account number

Basket Payment - Non WPS

Debit Account Type * Single Multiple

Debit Type * Single

Fixed Debit Yes No

Payment Details

Transfer Type *

Salary Month *

Debit Account Number *

Payment Date *

Double-click to select the account directly or use the filter option to look for an account by name, currency, nickname ... etc.

Debit Lookup

Debit Account Number	Currency	Account Name	Bank Name	Branch Name	Account Type
0510000000007	EUR	AMCMA ANWPCNAWAY...	Emirates NBD	DERA BRANCH	CALL ACCOUNT
0510000000008	USD	AMCMA ANWPCNAWAY...	Emirates NBD	DERA BRANCH	CALL ACCOUNT
1020000000002	USD	AMCMA ANWPCNAWAY...	Emirates NBD	GROUP HEAD OFFICE BR...	CURRENT ACCOUNT
1010000000001	AED	AMCMA ANWPCNAWAY...	Emirates NBD	GROUP HEAD OFFICE BR...	CURRENT ACCOUNT

Select Beneficiary Type and Beneficiary account number

Basket Payment - Non WPS

Debit Account Type *		Debit Type *	
<input checked="" type="radio"/> Single <input type="radio"/> Multiple		<input checked="" type="radio"/> Single	
Fixed Debit <input type="radio"/> Yes <input checked="" type="radio"/> No			
Payment Details			
Transfer Type *		Salary Month * ←	
<input type="text" value="Within Bank Payment"/>		<input type="text" value="10-October"/>	
Debit Account Number *		Payment Date *	
<input type="text" value="1019890822501"/>		<input type="text" value="27/10/2022"/>	
Available Balance EGP 408.80			
Select Beneficiary Type * ←		Beneficiary Account Number * ←	
<input type="text" value="Account"/>		<input type="text" value="1009892022701"/>	

Double-click to select the beneficiary

BENEFICIARY INFORMATION

Select Beneficiary Type
 Existing New

Beneficiary Type**

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Bank Name	Branch Name	Beneficiary Bank Country
ABRAR TYRES	ABRXX XXXXX XXXXXXXX	AE440 XXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRK BUILDING	UNITED ARAB EMIRATES
AKBAR ALI KU	AKBXX XXX XX XXX	AE06C XXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRK BUILDING	UNITED ARAB EMIRATES
AL RAS REF DEVI	AL XXX XXX XXXXXXXX XXXXX XXX	AE41 XXX XXX XXX XXXX	ABU DHABI COMMERCIAL BANK	HEAD OFFICE - ABU DHABI SALAM STREE	UNITED ARAB EMIRATES
AL SURAJ TYRES	AL XXXXX XXXXX XXXXXXXX	AE83 XXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRK BUILDING	UNITED ARAB EMIRATES
ALNAVEED	AL XXXXXX XX XXXXXXXX XXXXXXXXXX XXX	AE470 XXXXXXXXXX	NOOR ISLAMIC BANK	DUBAI EMAAR BUSINESS PARK	UNITED ARAB EMIRATES
AMIKAI IYI?	AI XXXXXX XXXXXXXX XXX XXXXXXXX XX	EA06F XXXXXXXXXX	BANK AL JAFRA JEDDAH	--	UNITED ARAB EMIRATES

Beneficiary Nickname

1. Enter Payment amount
2. Provide any reference, this will reflect in your statement
3. Provide Purpose of Transfer
4. Click "Add Invoice details" (Optional)
5. Click on **Add to Basket**

Basket Payment - Non WPS

Debit Account Type *
 Single Multiple

Debit Type *
 Single

Fixed Debit Yes No

Payment Details

Transfer Type*
 Within Bank Payment

Salary Month*
 10-October

Debit Account Number*
 1019890822501

Payment Date*
 27/10/2022

Available Balance EGP 408.80

Select Beneficiary Type*
 Account

Beneficiary Account Number*
 1009892022701

Deal Reference

Transaction Amount*
 EGP 5.00

Reference in your statement*
 Test

Basket Reference in your statement

Purpose of payment to beneficiary*
 Test

Add/View Invoice **Add To Basket**

Once you click "Add to Basket" the payment details will be available in the Summary section.



Summary

From DUMMY COMPANY - 1019890822501

Total 1 Payment(s) EGP 5.00

on Oct 27, 2022

Total Charges (In AED and exclusive of VAT) 0.00

From : DUMMY COMPANY

EGP 5.00



to : RODEEN HESHAM MOAHMED ABDEL AZIZ EL TOUKHY

EGP 5.00

On Oct 27, 2022

Within Bank Payment

Save As Template

Submit

You can re-do the same steps to add other employees' payments to the basket and then **Submit**.

Account

Payment Amount*

Basket Reference in your statement
BASKET REF

Purpose Of Transfer*

Charge Type*

Add/View Invoice Clear Add To Basket

Reference in your statement*

Purpose of payment to beneficiary*

Cancel
Save As Template
Submit

Local Currency & Foreign Currency

Select "Local Currency Payment" or "Foreign Currency Payment" as Transfer Type

Select the salary month

Basket Payment - Non WPS

Debit Account Type *

Single

Multiple

Fixed Debit Yes No

Payment Details

Transfer Type*

Debit Account Number*
Available Balance EGP 382.83

Debit Type *

Single

Salary Month*

Payment Date*

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businessONLINE - SALARYNONWPS - BASKET

Select Beneficiary Account

Basket Payment - Non WPS

Payment Details

Transfer Type*

Foreign Currency Payment

Salary Month*

10-October

Debit Account Number*

1019890822501

Payment Date*

1/11/2022

Available Balance EGP 382.83

Select Beneficiary Type*

Account

Beneficiary Account Number*

Double-click to select the beneficiary

BENEFICIARY INFORMATION

Select Beneficiary Type

Existing New

Beneficiary Type**

Beneficiary Lookup

Beneficiary Nickname	Beneficiary Name	Account Number	Bank Name	Branch Name	Beneficiary Bank Country
ABRAR TYRES	ABRXX XXXXX XXXXXXXX	AE440 XXXXXXXXXX XXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
AKBAR ALI KU	AKBXX XXX XX XXX	AE066 XXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
AL RAS REF DEVI	AL XXX XXX XXXXXXXX XXXXXXXX	AE41 XXX XXX XXX XXX XXX	ABU DHABI COMMERCIAL BANK	HEAD OFFICE - ABU DHABI SALAM STREE	UNITED ARAB EMIRATES
AL SURAJ TYRES	AL XXXXX XXXXX XXXXXXXX	AE83 XXXXXXXXXXXXXXXX	NATIONAL BANK OF RAS AL KHAIMAH	HEAD OFFICE NBRAK BUILDING	UNITED ARAB EMIRATES
ALNAVEED	AL XXXXX XX XXXXXXXX XXXXXXXX XXX	AE470 XXXXXXXXXXXXXXXX	NOOR ISLAMIC BANK	DUBAI EMAAR BUSINESS PARK	UNITED ARAB EMIRATES
AMKAI IH7	AI XXXXXXX XXXXXXX XXX XXXXXXX XX	SA066 XXXXXXXXXXXXXXXX	BANK AL JAFRA JERDAH	-	UNITED ARAB EMIRATES

Beneficiary Nickname

Provide the payment details:

Basket Payment - Non WPS

Payment Details

Transfer Type*

Debit Account Number* Available Balance EGP 382.83

Select Beneficiary Type*

Deal Reference

Transaction Amount* 1 USD = 24.25 EGP; 5.00 USD = 121.25 EGP, Indicative Rate@ 24.25 % [View Buy / Sell rate](#)

Basket Reference in your statement

Charge Type*

- SHA-Charges will be shared
- OUR-Remitter to pay charges
- BEN-Beneficiary to pay charges

Salary Month*

Payment Date*

Beneficiary Account Number*

Reference in your statement*

Purpose of payment to beneficiary*

- Enter **Payment amount**
- Provide any **reference** (this will reflect in your statement)
- Provide **purpose of payment** to beneficiary (will be shown in beneficiary's statement)
- Select **charge type**
- Click **Add to Basket**

You have successfully added the payment for the Beneficiary with other bank

Once you click **“Add to Basket”** the payment details will be available in the **Summary** section.

Basket Payment - Non WPS

Debit Account Type *
 Single Multiple

Debit Type *
 Single

Fixed Debit Yes No

Payment Details
 Transfer Type *

Debit Account Number *

Salary Month *

Payment Date *

Summary

Total SUM of the payment
AED 300.00

From : AMCMA ANWPCNAWAYNAX ERC - 1010000000001
 Total 2 Payment(s) on Oct 13, 2020

From : AMCMA ANWPCNAWAYNAX ERC	AED 100.00	Within Bank Payment
to : EMIRATES	AED 100.00	
On Oct 13, 2020		
From : AMCMA ANWPCNAWAYNAX ERC	AED 200.00	Local Currency Payment
to : LCY BENE	AED 200.00	
On Oct 13, 2020		

Click Submit

Account

Payment Amount *

Basket Reference in your statement

Purpose Of Transfer *

Reference in your statement *

Purpose of payment to beneficiary *

Charge Type *

Review the payment and click Confirm

Debit Account Type: Single Debit Type: Single
 Total 2 Payments Amount AED 300.00

Transfer Type	Debit Account	Beneficiary Account	Payment Date	Payment Amount	Debit Amount
Within Bank Payment	1010000000001 - AMC...	AE000000001011000008...	10/13/2020	100.00 AED	100.00 AED
Local Currency Payment	1010000000001 - AMC...	AE050120000000000000...	10/13/2020	200.00 AED	200.00 AED

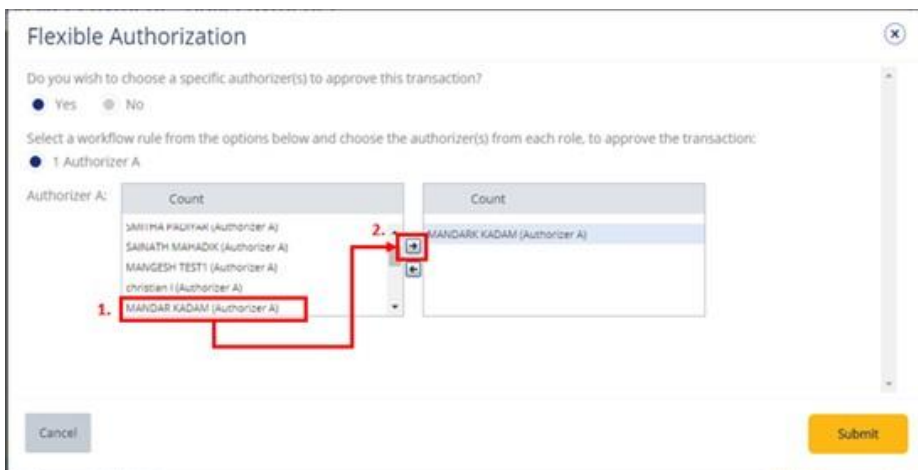
Once confirmed, user will get “Flexible Authorization” pop-up window

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

Click **Submit**



If “Yes”, please select the approver(s) and click **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**

Authorize Basket Payment

(Applicable for Maker-Authorizer and Authorizer)

Payments > Pending Activities



Basket Payment > Basket Payment Authorization

Pending Activities

Transactions	Basket Payments Accept	Basket Payment Authorization	Rejected Basket Payments	RollBack Basket Payments	Ready for Release				
	Basket Reference Number	Customer Reference	Initiation Date	Local Currency	Total Amount in Local Cur...	Total Transactions in the Ba...	Success Transactions in Bas...	Failed Transactions in Basket	Uploaded By
File Upload	<input type="checkbox"/>	1112610229471706	--	26-10-2022	EGP	15.00 2	2	0	Engy Ahmed
Host Upload	<input type="checkbox"/>	1112610229550686	--	26-10-2022	EGP	6.00 2	2	0	Engy Ahmed
Split File Upload	<input checked="" type="checkbox"/>	1110111223855048	--	01-11-2022	EGP	121.25 1	1	0	Engy Ahmed

Close

Reject Authorize

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

New window will pop up for reviewing the transaction details, once verified, click **Authorize**.

Basket Payment - Non WPS - Details

BASKET PAYMENT HEADER		
Basket Reference Number 111011223855048	Transaction Type Basket Payment - Non WPS	Basket Reference in your statement --
Debit Type Single	Status Ready for Authorization	Total Transactions in the Basket 1
Transactions Successfully Uploaded 1	Transactions Failed During Upload 0	Initiated Date & Time 01-11-2022 13:47:45
Initiated By Engy Ahmed	Total Basket Amount (Equivalent in Base Currency) EGP 121.25	Fixed Debit No
Release Date & Time --	Released By --	

Basket Transactions														
Sr. No.	Customer Referenc...	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 Currency
1	test	Foreign Curren...	--	01-11-2022	Engy Ahmed	EG0600100134...	Verified	--	USD	5.00 --		111011223854332	1019890822501	EGP

Close Authorize



Payment Authentication screen; enter TOKEN PIN

Authentication



smartPASS Token*



Cancel



Submit

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

Note - If additional approvals are required, the transaction will move to the next authorizer(s) queue for additional approval(s).

