

businessONLINE Payments Guide

Salary WPS File-upload

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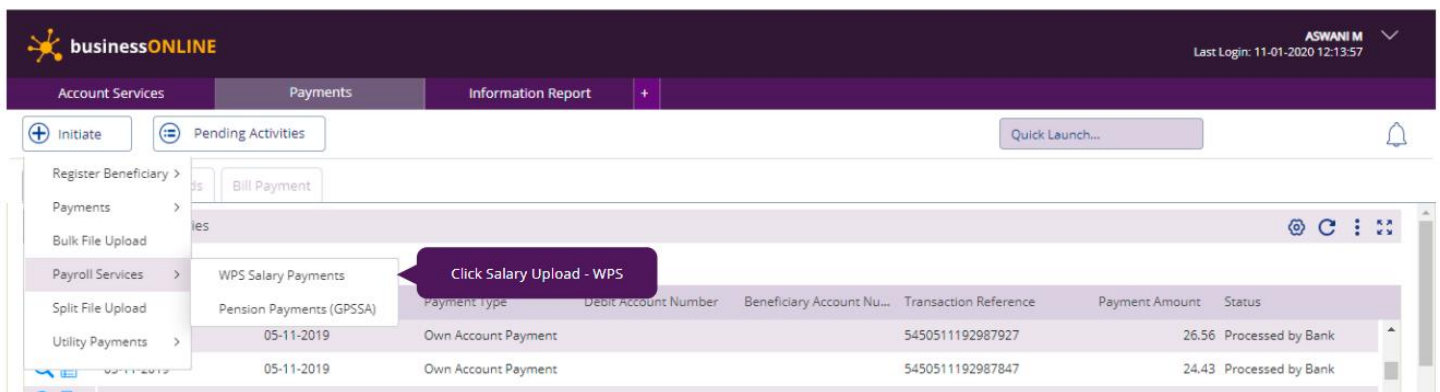
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Version 1.0

Initiate Salary WPS File-upload

(Applicable for Maker and Maker-Authorizer)

Payments tab > Initiate > Payroll Services > WPS Salary Payment



Prepare the salary WPS file (.SIF) Format and upload

Need help with salary WPS file creation? Please check [Salary WPS File Creation Guide](#).

Once the file is ready, Click on **Add** Icon to upload the file

Salary Upload - WPS

File Details*

WPS (Wage Protection System)

FILE DETAILS

Transaction Type*

Salary Upload - WPS

Template Name*

Salary Upload - WPS Template

Template Details

File Name*

ADD...

DEBIT INFORMATION

Debit Account*

Currency

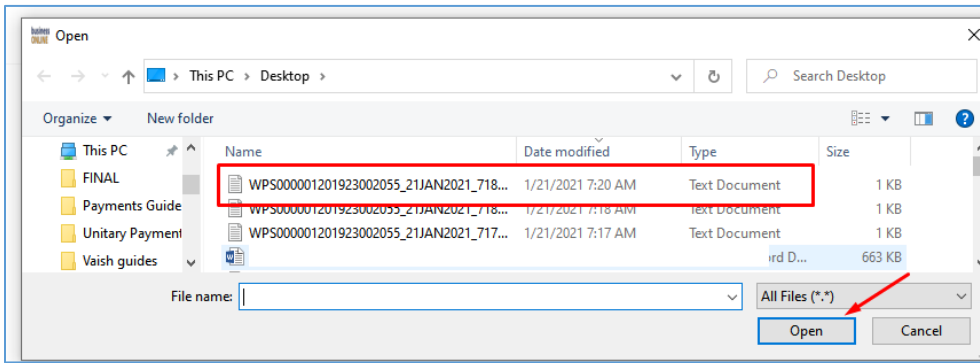
Account Name

Available Balance

Country

Cancel Clear Submit

Select the file and click **Open**



Click to choose the debit account

DEBIT INFORMATION

Debit Account* Currency -- Account Name --

Available Balance -- Country --

Double click to select Debit account

Account Lookup

Debit Account Number	Currency	Account Name	Bank Name	Branch Name	Account Type	Account Nickname	Country
37XXXXXXXXXX	EUR	EXXXXXXXXXXX	Emirates Islamic	EI OPERATIONS	CURRENT ACCOUNT	--	UNITED ARAB EMIRATES
37XXXXXXXXXX	AED	EXXXXXXXXXXX	Emirates Islamic	EI OPERATIONS	CURRENT ACCOUNT	--	UNITED ARAB EMIRATES
37XXXXXXXXXX	USD	EXXXXXXXXXXX	Emirates Islamic	EI OPERATIONS	CURRENT ACCOUNT	--	UNITED ARAB EMIRATES
37XXXXXXXXXX	AED	EXXXXXXXXXXX	Emirates Islamic	EI OPERATIONS	CURRENT ACCOUNT	--	UNITED ARAB EMIRATES

Select a debit account by double-clicking a row / record

Provide reference in your statements and click **Submit**

PAYMENT INFORMATION

Value Date: 31-03-2022

Reference in your statement **: Salary March 21

Buttons: Cancel, Clear, Submit

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

Salary Upload - WPS

File Details

WPS (Wage Protection System)

FILE DETAILS

Transaction Type

Salary Upload - WPS

Template Name

Salary Upload - WPS Template

File Name

0000000000001200807202000.SIF

DEBIT INFORMATION

PAYMENT INFORMATION

Value Date

31-03-2021

Reference in your statement

Salary March 21

Cancel

Back

Confirm

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

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number 1113103214725009

Date/Time 31-03-2021 14:29:59

Status Ready for Verification

Transaction Type Salary Upload - WPS

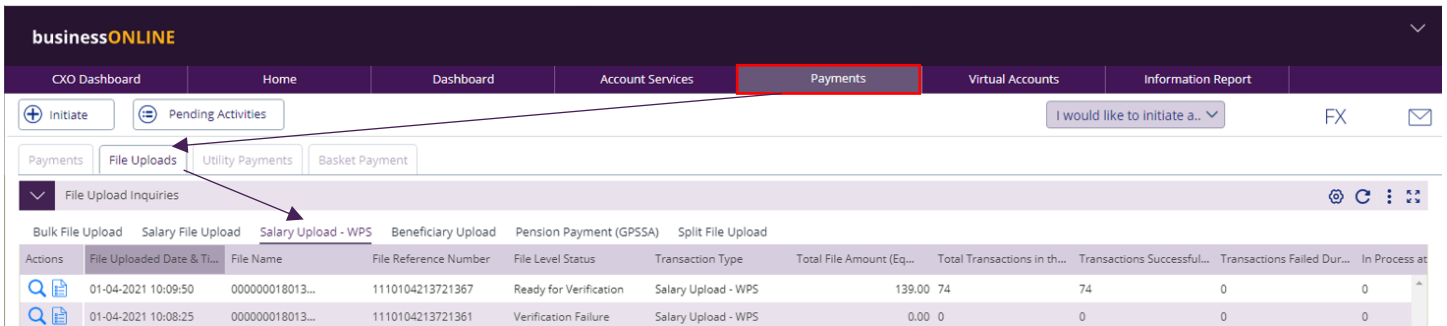
TRANSACTION INFORMATION

Salary Upload - WPS has been uploaded successfully.

Close

View Salary WPS File Status

Payments > File Uploads > Salary Upload - WPS

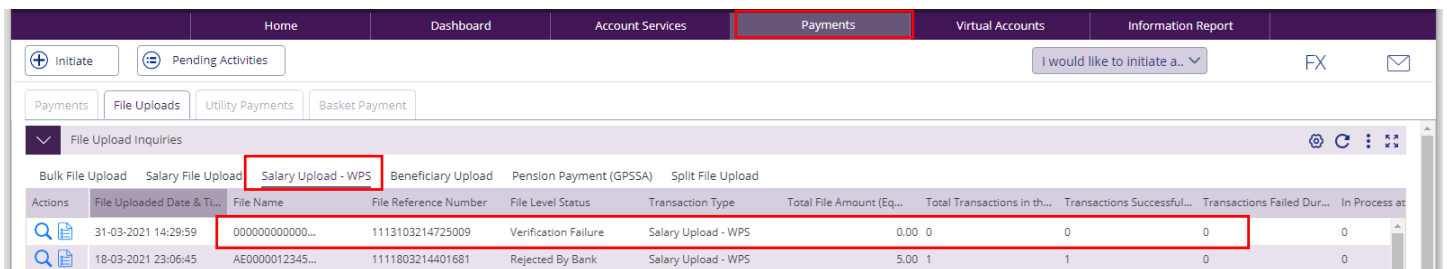


Actions	File Uploaded Date & T...	File Name	File Reference Number	File Level Status	Transaction Type	Total File Amount (Eq...	Total Transactions in th...	Transactions Successful...	Transactions Failed Dur...	In Process at
	01-04-2021 10:09:50	000000018013...	1110104213721367	Ready for Verification	Salary Upload - WPS	139.00	74	74	0	0
	01-04-2021 10:08:25	000000018013...	1110104213721361	Verification Failure	Salary Upload - WPS	0.00	0	0	0	0

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

View Salary File failure reason

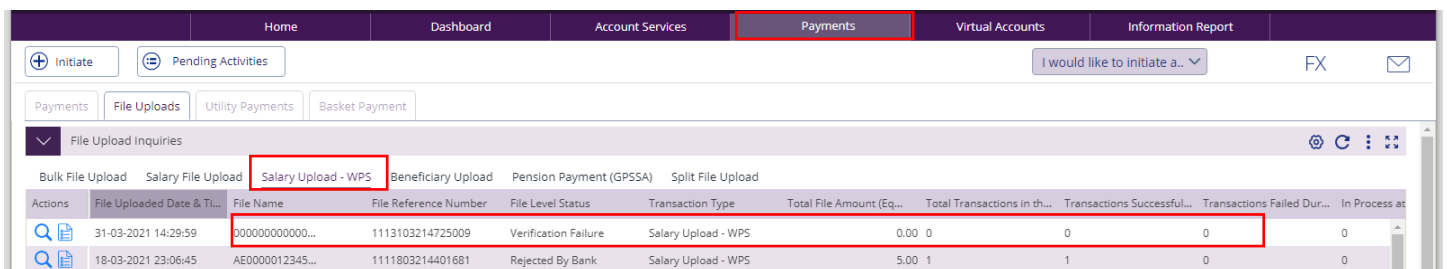
If the file level status is **“Verification Failure”** or **“Rejected By Bank”**, you need to **double-click** on the record to view the failure reason.



Actions	File Uploaded Date & T...	File Name	File Reference Number	File Level Status	Transaction Type	Total File Amount (Eq...	Total Transactions in th...	Transactions Successful...	Transactions Failed Dur...	In Process at
	31-03-2021 14:29:59	000000000000...	1113103214725009	Verification Failure	Salary Upload - WPS	0.00	0	0	0	0
	18-03-2021 23:06:45	AE0000012345...	1111803214401681	Rejected By Bank	Salary Upload - WPS	5.00	1	1	0	0

Example (1) **Verification Failure**

Double click on the record



Actions	File Uploaded Date & T...	File Name	File Reference Number	File Level Status	Transaction Type	Total File Amount (Eq...	Total Transactions in th...	Transactions Successful...	Transactions Failed Dur...	In Process at
	31-03-2021 14:29:59	000000000000...	1113103214725009	Verification Failure	Salary Upload - WPS	0.00	0	0	0	0
	18-03-2021 23:06:45	AE0000012345...	1111803214401681	Rejected By Bank	Salary Upload - WPS	5.00	1	1	0	0

Scroll down to view the failure reason

Salary File Upload - Details

Reject Reason
 File validation failed.
 Employer Id does not belong to the GCIF/Debit Account no

Close

Example (2) – Rejected By Bank

Scroll down and Double-click to view the record level failure in details.

Salary File Upload - Details

20-03-2021 16:04:07

Reject Reason

Rejected

SCR Transaction												
Actions	Record Type	Error Description	Employer ID	Agent Routing C...	Creation Date	Creation Time	Salary Month	EDR Count	Payment Curren...	Amount	Employer Refere...	Status
	SCR	--	AE00000123456		2021-03-18	0842	012021	1	AED	5.00	EISB3R3Track1	PASS

File Transactions											
Actions	ee ID	Agent Routing Code	Employee Account N...	Pay Start Date	Pay End Date	Days in Period/Conve...	Fixed Income/Medi...	Variable Income	Leave Days/Leave En...	Status	
	97973112	703420114	AE	01-01-2021	31-01-2021	31	5.00	0.00	0	Rejected by bank	

Close

EDR Upload Detail

Record Type	Employee ID
EDR	
Agent Routing Code	Employee Account Number
Pay Start Date	Pay End Date
01-01-2021	31-01-2021
Days in Period	Fixed Income
31	5.00
Variable Income	Leave Days
0.00	0
Status	
Rejected by bank	
Error Desc	
00105097973112 Invalid employee id.	

Close

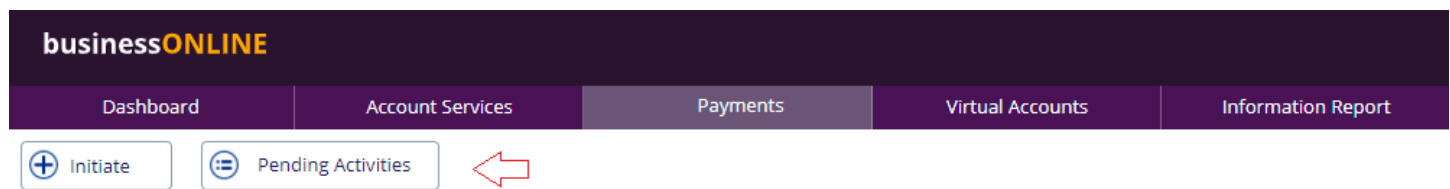
Re-upload the file after you apply the required correction.

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

Verify Salary WPS File

(Applicable for Maker and MakerAuthorizer)

Payments tab > Pending Activities



The screenshot shows the businessONLINE navigation bar with tabs for Dashboard, Account Services, Payments, Virtual Accounts, and Information Report. Below the tabs are buttons for 'Initiate' and 'Pending Activities', with a red arrow pointing to the 'Pending Activities' button.

Go to **File Upload** > **File Verification** > **Select** the record

Pending Activities ⌂ ⋮ ×

File Verification	File Accept	File Authorization	Rejected Files	File Rollback	Ready For Release				
File Reference Number	File Name	Total Transactions in the...	Transactions Successful...	Transactions Failed Duri...	Base Currency	Equivalent Amount in ...	Status		
<input checked="" type="checkbox"/>	1110104213721367	00000001801362104010...	74	74	0	AED	139.00	Ready for Verification	
<input type="checkbox"/>	1111001213713170	Friday_DFT_JFT_BT_Sal1...	8	8	0	AED	252.99	Ready for Verification	
<input type="checkbox"/>	1111001213713168	Friday_DFT_JFT_BT_SD1...	8	8	0	AED	252.99	Ready for Verification	

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

Salary File Upload - Details ⌂ ×

FILE HEADER		
File Reference Number	File Name	Transaction Type
1110104213721367	0000000180136210401092224.SIF	WPS (Wage Protection System)
Debit Type	Reference in your statement	File Level Status
Single	REF	Ready for Verification
Total Transactions in the file	Transactions Successfully Uploaded	Transactions Failed During Upload
74	74	0
In Process at Bank	Processed by Bank	Rejected by Bank
--	--	--
File Uploaded Date & Time	Uploaded By	Total File Amount (Equivalent in Base Currency)
01-04-2021 10:09:50	--	AED 139.00
Release Date & Time	Released By	Debit Account Number
--	--	

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**

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No



Select a workflow rule from the options below and choose the authorizer(s) from each role, to approve the transaction:

1 Maker Authorizer

Maker Authorizer:

Count	Count
ei makauth (Maker Authorizer)	
Arun One (Maker Authorizer)	
MONZER AHMAD KENDAKJI (Maker Authorizer)	
EI DEMO USER (Maker Authorizer)	

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: 1110104213721367

Date/Time: 01-04-2021 10:10:47

Status: Pending for Accept

Transaction Type: Salary Upload - WPS

TRANSACTION INFORMATION

Salary Upload - WPS has been verified successfully.

Close

Authorize Salary WPS File

(Applicable for Maker-Authorizer and Authorizer)

Payments > Pending Activities

businessONLINE

Dashboard Account Services Payments Virtual Accounts Information Report

Initiate Pending Activities

File Upload > File Authorization > Select the file

Pending Activities

Transactions File Upload Split File Upload

File Reference Number	File Name	Status	Total Transactions in the...	Transactions Successful...	Transactions Failed Duri...	Base Currency	Equivalent Amount in ...
<input checked="" type="checkbox"/>	1110104213721367	00000001801362104010...	Ready for Authorization	74	74	0	AED 139.00

Close Reject Authorize

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

View the salary file upload details and click **Authorize**

Salary File Upload - Details

FILE HEADER

File Reference Number 1110104213721367	File Name 0000000180136210401092224.SIF	Transaction Type WPS (Wage Protection System)
Debit Type Single	Reference in your statement REF	File Level Status Ready for Authorization
Total Transactions in the file 74	Transactions Successfully Uploaded 74	Transactions Failed During Upload 0
In Process at Bank --	Processed by Bank --	Rejected by Bank --
File Uploaded Date & Time 01-04-2021 10:09:50	Uploaded By --	Total File Amount (Equivalent in Base Currency) AED 139.00
Release Date & Time --	Released By --	Debit Account Number

Close Authorize

Scroll the page down > Select **OTP** or **Token** > enter the PIN code > click **“Submit”**

Authentication

Authentication Type*

- OTP
- Hard Token

Token PIN*

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

Confirmation
✕

▼ TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1110104213721367
Date/Time	01-04-2021 10:11:39
Status	Ready for Release
Transaction Type	Salary Upload - WPS

▼ TRANSACTION INFORMATION

Salary Upload - WPS has been authorized successfully.

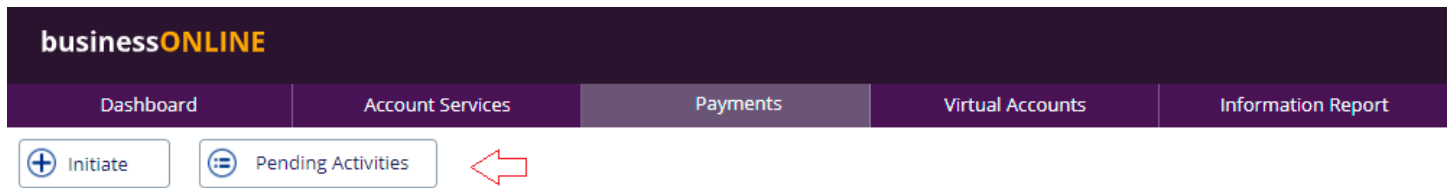
Close

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

Release Salary Payment

Payments > Pending Activities



The screenshot shows the businessONLINE navigation bar with the following tabs: Dashboard, Account Services, Payments, Virtual Accounts, and Information Report. Below the navigation bar are two buttons: 'Initiate' and 'Pending Activities'. A red arrow points to the 'Pending Activities' button.

Go to File Upload > Ready for Release

Tick on the file to view and verify the details

Pending Activities C : X

Transactions	File Verification	File Accept	File Authorization	Rejected Files	File Rollback	Ready For Release			
File Upload	Actions	File Reference Number	File Name	Status	Total Transactions in th...	Transactions Successfu...	Transactions Failed Du...	Base Currency	Equivalent Amount L...
<input checked="" type="checkbox"/>		1110104213721367	0000000180136210401...	Ready for Release	74	74	0	AED	139.00

Click on Release once verified all details are correct

Salary File Upload - Details X

FILE HEADER		
File Reference Number 1110104213721367	File Name 0000000180136210401092224.SIF	Transaction Type Salary Upload - WPS
Debit Type Single	Reference in your statement REF	File Level Status Ready for Release
Total Transactions in the file 74	Transactions Successfully Uploaded 74	Transactions Failed During Upload 0
In Process at Bank ..	Processed by Bank ..	Rejected by Bank ..
File Uploaded Date & Time 01-04-2021 10:09:50	Uploaded By ..	Total File Amount (Equivalent in Base Currency) AED 139.00
Release Date & Time ..	Released By ..	Debit Account Number

Close Release

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

Click on Release

Salary File Upload - Details

File Uploaded Date & Time 01-04-2021 10:09:50	Uploaded By ..	Total File Amount (Equivalent in Base Currency) AED 139.00
Release Date & Time ..	Released By ..	Debit Account Number

Actions	Record Type	Error Description	Employer ID	Agent Routing C...	Creation Date	Creation Time	Salary Month	EDR Count	Payment Curren...	Amount	Employer Referenc...	Status
	SCR	--			2021-04-01	0922	012021	74	AED	139.00	SALARYWPSLIEN...	PASS

Actions	Record Type	Error Description	Employee ID	Agent Routing Code	Employee Account N...	Pay Start Date	Pay End Date	Days in Period/Conve...	Fixed Income/Medi...	Variable Inco...
	EDR	--			48...	01-01-2021	31-01-2021	31		1.00
	EDR	--			9...	01-01-2021	31-01-2021	31		1.00
	EDR	--			..	01-01-2021	31-01-2021	31		1.00
	EDR	--			44...	01-01-2021	31-01-2021	31		1.00
	EDR	--			...	01-01-2021	31-01-2021	31		1.00
	EDR	--			5...	01-01-2021	31-01-2021	31		1.00

Close Release

Once released, user will get "Confirmation" pop-up window with status shows "Sent to Bank"

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number: 1110104213721367

Date/Time: 01-04-2021 10:12:02

Status: Sent to Bank

Transaction Type: Salary Upload - WPS

TRANSACTION INFORMATION

Salary Upload - WPS has been released successfully.

Close