Corporate Internet Banking



Payroll Module

CIB/CMB User Information Manual





FUNCTION OVERVIEW

This function allows Internet Banking users to perform Payroll services as below:

Perform payroll file upload transaction to be paid out to employees at a giventime within People's Bank Account and Others Bank Account within Sri Lanka.

Allow customer to inquiry on payroll file upload transaction history.

All submitted Payroll File Upload transaction required approver(s) to process the task. Task can be approve or reject. The task end after final approver reject the task.

Payroll File Upload do not have rework/revert function.

PAYROLL FILE UPLOAD

General Description of Functionality

Corporate Internet Banking application allows user to perform Payroll File Upload transaction under 'Bulk Services – Payroll' module. Second factor Authentication - One Time Password (OTP) verification is required prior to update request submission. For OTP, the PIN value is transmitted to Internet Banking user's mobile phone thru SMS or EMAIL address based on user preference during the maintenance session.

General Description of Solution

- Step 1 Go to "Bulk Services" menu option, there are "Payroll" menu option to choose.
- Step 2 Click on "Payroll" menu option, then choose the "Upload File" menu option.
- Step 3 System proceed to "Payroll File Upload Form Page" after user click on "Upload File" menu option.
- Step 4 System proceed to "Payroll File Upload Preview Confirm Page" after user completed data input at "Payroll File Upload Form Page" with click on → button.

If user intend to submit uploaded payroll file

- Step 5 System proceed to "Payroll File Upload Submit Confirm Page" after user click on button at "Payroll File Upload Preview Confirm Page".
- Step 6 User are required input value of Two Factor Authentication (OTP) at "Payroll File Upload – Submit Confirm Page".

If user intend to cancel uploaded payroll file

- Step 5 System proceed to "Payroll File Upload Cancellation Confirm Page" after user click on button at "Payroll File Upload Preview Confirm Page".
- Step 6 User are required input value of Two Factor Authentication (OTP) at "Payroll File Upload – Cancellation Confirm Page".
- Step 7 Recheck the entered data and click on **REQUEST OTP** at Confirm Page.

Step 8 - Enter OTP value that you received thru Mobile phone SMS or EMAIL. Click on submit transaction.

Final Step – Display Result Page with transaction status and application number. Reasons for failed transaction will be displayed. The successful application will send to approval group based on setting in Authorization Matrix for further action.

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Payroll Form				÷	×	
File Format * Please Select	Debit Account No * Please Select					
Choose File No file chosen						
Description *						
Page ID : PAYROLL_FORM						

3.3-1 Payroll File Upload – Form Page

DEFAULT_CUST1 - FIXED LENGTH	LKR 204-2-001-4-0000031	CUST
Total Credited Amount	Total Record	Total S
LKR 28,670.40	3	3
Application Number	Status	Upload
2009290015275217	Upload Success	031,

		 	-	
C	1501			
-	1.21	 	di - 1	

Total SLIPS Record 3

Uploaded By 031, MAKER1 (CORP031~MAKER1)

Uploaded Date 29-09-2020

Description Payroll Upload File - Testing 05

View Detail							۹
Status							
Please Sel	lect						
LINE	DESTINATION BANK CODE	DESTINATION BRANCH CODE	DESTINATION ACCOUNT NO	CREDIT AMOUNT	EFFECTIVE DATE	TRANSACTION TYPE	STATUS
1	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
2	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
3	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
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View Error Detail				
LINE	ERROR MESSAGE			
No Transaction Detail Found				
Showing 0 to 0 of 0 entries		 ×	×	39

Page ID : PAYROLL_PREVIEW



Payroll - Submit

File Name

3

CUST1_12.bt

Total SLIPS Record

031, MAKER1 (CORP031-MAKER1)

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File Format	Debit Account No
DEFAULT_CUST1 - FIXED LENGTH	LKR 204-2-001-4-0000031
Total Credited Amount	Total Record
LKR 28,670.40	3
Application Number	Status
2009290015275217	Upload Success
Uploaded Date 29-09-2020	
Description Payroll Upload File - Testing 05	
Debit Amount	Total Debit Amount
LKR 28,670.40	LKR 28,820.40

View Detail

Status Please Select							
LINE	DESTINATION BANK CODE	DESTINATION BRANCH CODE	DESTINATION ACCOUNT NO	CREDIT AMOUNT	EFFECTIVE DATE	TRANSACTION TYPE	STATUS
1	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
2	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
3	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success

Showing 1 to 3 of 3 entries

Fee and Charges		^
CHARGES TYPE	AMOUNT	
Service Charges	LKR 150.00	
TOTAL	LKR 150.00	

Two Factor Authentication	
Authentication *	
Please Select	

Page ID : PAYROLL_SUBMIT

3.5-1 Payroll File Upload – Submit Confirm Page



CHARGES TYPE	AMOUNT
Service Charges	LKR 150.00
TOTAL	LKR 150.00

age ID : PAYROLL_RESULT

3.6-1 Payroll File Upload – Submit Result Page

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roll Can	ncellation								>
File Format DEFAULT_	CUST1 - FIXED LENG	тн	LKR 204-2-001-4-0	0000031	File Name CUST1_9.b	xt			
Total Credite	ed Amount 70.40		Total Record 3		Total SLIPS R	ecord			
Application 1	Number		Status		Uploaded By				
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Uploaded Da 29-09-202	ate 20								
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Page ID : PAYROLL SUBMIT

3.7-1 Payroll File Upload – Cancellation Confirm Page

S BA	NK NK				Welcome DIALOG 1	FLECOM	*	0	•
roll									
Applicat	tion Successful ion Number 200929	0015275062							
File Format DEFAULT_(CUST1 - FIXED LENG	лн	Debit Account No LKR 204-2-001-4-0	000031	File Name CUST1_9.t	xt			
Total Credited	d Amount 0.40		Total Record 3		Total SLIP'S R 3	ecord			
Application N 200929001	iumber 15275062		Status Cancelled		Uploaded By 031, MAKE	R1 (CORP031~M	AKER1)		
Uploaded Dat 29-09-202	te 10								
Description Payroll Upl	load File - Testing								
ew Detail									a
ew Detail Status Please Sele	ect								٩
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age ID : PAYROLL_RESULT

3.8-1 Payroll File Upload – Cancellation Result Page

PAYROLL FILE UPLOAD TRANSACTION INQUIRY

General Description of Functionality

Corporate Internet Banking allows user to perform Payroll File Upload Transaction Inquiry under "Bulk Services – Payroll" module. Customer can search related inquiry listing records via searching criteria of 'File Name', 'Application Number' or 'Status' within given date range. Customer can view inquiry details from selected listing record.

General Description of Solution

Step 1 – Go to "Bulk Services" menu option, there are "Payroll" menu option to choose.

Step 2 – Click on "Payroll" menu option, then choose the "Inquiry" menu option.

Step 3 – System proceed to "Payroll File Upload Transaction Inquiry – Listing Page" after user click on "Inquiry" menu option.

Step 4 – User allows search selected payroll file upload transaction record by click on **Q** button after input searching criteria (File Name, Application Number or Status) within given date range.

Step 5 – System proceed to "Payroll File Upload Transaction Inquiry – Details Page" after user click on selected inquiry listing record.



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File Name			Application Number		Status Please Se	lect	
From Date 29-08-202	0		To Date 29-09-2020				
CREATED DATE	FILE NAME	DESCRIPT	ION	TOTAL RECORD	TOTAL AMOUNT	APPLICATION NUMBER	STATUS
29-09-2020	CUST1_12.txt	Payroll U	pload File - Testing 05	3	28,670.40	2009290015275234	Pending
29-09-2020	CUST1_10.txt	Payroll U	pload File - Testing 03	3	28,670.40	2009290015275193	Upload Success
29-09-2020	CUST1_9.txt	Payroll U	pload File - Testing 02	3	28,670.40	2009290015275073	Upload Success
29-09-2020	CUST1_9.txt	Payroll U	pload File - Testing	3	28,670.40	2009290015275062	Cancelled
29-09-2020	CUST1_9.txt	Payroll U	pload File - Testing	3	28,670.40	2009290015274902	Upload Failed
28-09-2020	CUST1_8.txt	Upload P	ayroll File	2	19,113.60	2009280015243176	Upload Failed

Showing 1 to 6 of 6 entries

Page ID : PAYROLL_LIST

INE	BANK CODE	BRANCH CODE	DESTINATION ACCOUNT NO	CREDIT AMOUNT	EFFECTIVE DATE	TYPE	STATUS
	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Cancelled
	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Cancelled
	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Cancelled

Page ID : PAYROLL_RESULT

4.3-1 Payroll File Upload Transaction Inquiry – Listing Page



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File Format DEFAULT_CUST1 - FIXED LENGTH	
Total Credited Amount LKR 28,670.40	

Application Number 2009290015275234

Uploaded Date 29-09-2020 Debit Account No LKR 204-2-001-4-0000031

Total Record 3

Status Pending File Name CUST1_12.txt

Total SLIPS Record 3

Uploaded By 031, MAKER1 (CORP031~MAKER1)

Description Payroll Upload File - Testing 05

View Detail

Status							
Please Select							
LINE	DESTINATION BANK CODE	DESTINATION BRANCH CODE	DESTINATION ACCOUNT NO	CREDIT AMOUNT	EFFECTIVE DATE	TRANSACTION TYPE	STATUS
1	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
2	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
3	7083	99	99010002649	LKR 9,556.80	08-08-2017	SLIPS	Validation Success
Showing 1 to 3 o	f 3 entries						« « 1 » »

View Error Detail					
LINE	ERROR MESSAGE				
No Transaction Detail Found					
Showing 0 to 0 of 0 entries		-1	4	>	30

Page ID : PAYROLL_VIEW

4.4-1 Payroll File Upload Transaction Inquiry – Details Page

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PAYROLL FILE UPLOAD APPROVAL PROCESS

General Description of Functionality

All successful submitted Payroll File Upload task must route to approval group based on the Authorization Matrix Setting. Approver go to the Group Task List to find the application, claim and review the application before decide to approve or reject the application.

General Description of Solution

Step 1 – Click on My Task BIB >> Group Task List to view related Payroll File Upload submitted task. Can also search by Category or Sub Category or Application Number. Click **SEARCH** button to search for the task according to search criteria.

Step 2 – Click on the task to view task details and click on CLAIM button to claim the task. Approver also can tick one or multiple check box and click CLAIM button in group task listing to claim multiple task

Step 3 – Claim task will route to My Task. Click on the Task to view task detail. To release the task back to group task pool, click on **RELEASE** Button. To process the Task, click on button. Approval also can tick one or multiple check box and click PROCESS button to process multiple task.

Step 4 – In Process Task screen, choose the action for the task. Click \rightarrow button to proceed. After confirm, input the 2FA (OTP). For OTP, click **REQUEST OTP** and enter OTP value that you received thru Mobile phone SMS or EMAIL. Click \rightarrow to submit the task action.

Step 5 – Display result screen with transaction status and application number. Reasons for failed transactions are displayed. Click on <u>Click for more details</u> hyperlink to view the Application Status. Upon approval, transaction will update accordingly if the task is success.

Related Payroll File Upload transaction will fire to host system to debit lump sum amount from selected corporate CASA account, following by update related debit account details.

After successful debiting account, related payroll file upload task pending for Job Scheduler process time to submit file to FTP IP for further processing from Host system.

While for rejected task, no further action will be taken.



Welcome , 031 CHECKER 1 1

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Group Task List

Catego	ory se Select		Sub Category Please Select		Applicati	on No.	
	APPLICATION NO.	CURRENCY	CATEGORY	SUB CATEGORY	MAKER	DATE ASSIGNED	TASK
	2009290015275234	LKR 28,670.40	Payroll Services	Payroll	031, MAKER1	29-09-2020 12:43:56 PM	Approver
	2009250015238330	GBP 50.00	Remittance Services	Telegraphic Transfer - Favourite Beneficiary Telegraphic Transfer	031, MAKER1	25-09-2020 08:50:48 AM	Approver
	2009070014673036	LKR 100.00	Interbank Fund Transfer Services	Interbank Fund Transfer - Immediate Favourite Interbank Fund Transfer	031, MAKER1	07-09-2020 02:34:53 PM	Approver
	2008270014324187	LKR 123.00	Interbank Fund Transfer Services	Interbank Fund Transfer - Immediate Interbank Fund Transfer	031, MAKER1	27-08-2020 02:20:24 PM	Approver
	2008190014061482	LKR 110.00	Interbank Fund Transfer Services	Interbank Fund Transfer - Immediate Interbank Fund Transfer	031, MAKER1	19-08-2020 08:37:13 AM	Approver
	2008190014061351	LKR 28,670.40	Payroll Services	Payroll	031, MAKER1	19-08-2020 08:37:13 AM	Approver
	2008190014060552	LKR 28,670.40	Payroll Services	Payroll	031, MAKER1	19-08-2020 08:37:13 AM	Approver

Showing 1 to 7 of 7 entries

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age ID : WORKFLOW_LIST

5.3-1 Group Task Listing

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	Sub Category Please Select		Applicat	ion No.					
CURRENCY	CATESORY	SUB CATESORY	MAKER	DATE ASSIGNED		TASE	(
LKR 28,670.40	Payroll Services	Payroll	031, MAKER1	29-09-2020 01:33:52 PM		Арр	rover		
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Page ID : WORKFLOW_LIST



5.4-1 Payroll File Upload – Group Task Detail



ocess Task			÷	÷	
Form Confirm Result					
Application Payroll	Task Approver	Application No. 2009290015275234			
Action *					
Approve					
Remark					
			0.015	00 Word	
			0.01.5	oo word	

5.5-1 Payroll File Upload – Process Task Form Page

BANK		Welcome , 031 CHECKER 1 DIALOG TELECOM	0	*	0	÷	ΰ
ocess Task					÷	>	>
Form Confirm Result							
Application Payroll Action	Task Approver	Application No. 2009290015275234					
Approve Remark							
Two Factor Authentication							
Authentication * Please Select							
ge ID : WORKFLOW_PROCESS_TASK_CO	NFIRM						

BANK		DIALOG TELECOM	
ocess Task			e
Transaction Successful			
Application Number 200929001527 Click for more details	6924		
Form Confirm Sand			
Point General Report			
Application Payroll	Task Approver	Application No. 2009290015275234	
Action			

5.5-3 Payroll File Upload – Process Task Result Page