

businessONLINE Payments Guide

Salary WPS – Basket Payment

Table of Contents

Initiate Basket Payment - WPS.....	2
Authorize Basket Payment - WPS.....	6
Releasing Basket Payment - WPS.....	7

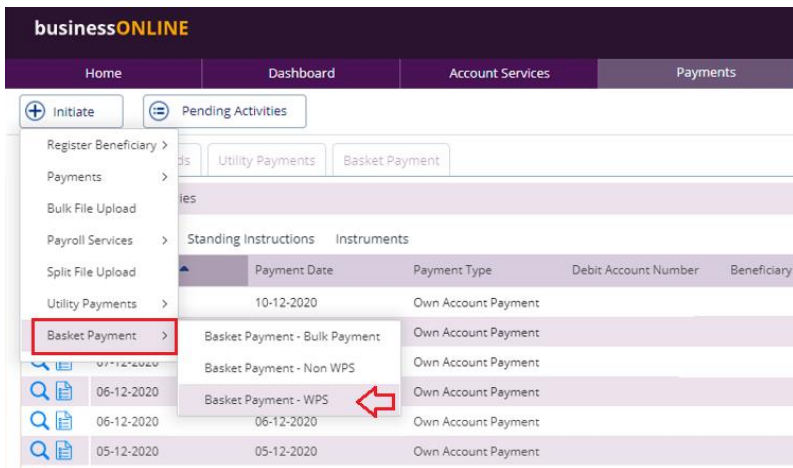
Version 1.0

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

Initiate Basket Payment - WPS

(Applicable for Maker and Maker-Authorizer)

Payments tab > Initiate > Basket Payment > Basket Payment – WPS



Select Employer MOL ID

Basket Payment - WPS

Payment Details

Debit Type : Single

Employer MOL ID* ↓

--Select--

--Select--

000000034523

000000240323

000000875772

Employer Routing Code*

Payment Date*

Summary

Note – Employer MOL ID should be pre-registered by the admin user.

Select Debit Account

Basket Payment - WPS

Payment Details

Debit Type : Single

Employer MOL ID*

Employer Routing Code*


Debit Account*

Payment Date*

Summary


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
35 001 	AED	MYCARYN NCYAYNANY ...	Emirates Islamic	EI BANIYAS	INVSAVINGS ACCOUNT

Select Employee MOL ID ⊗

Basket Payment - WPS

Employee MOL ID* <input type="text"/> 	Employee Name* <input type="text"/>	Summary
IBAN/Account* <input type="text"/>	Currency* <input type="text"/>	
Bank Routing Code* <input type="text"/>	Salary Month* <input type="text"/>	
	--Select-- <input type="text"/>	

Double-click to select the employee

Employee Lookup ⊗

Beneficiary ID	Employee MOL ID	Employer MOL ID	Beneficiary Name	Country Code	Account Name
FABCardIBANREG	5556 566	00 5772	REGFABFinal	EI	REGFABFinal
REGFABCard	454 1545	00C 72	REG FAB Card IBAN Final	EI	REG FAB Card IBAN F
WPSENBDEmp2	30428 17067	00 5772	AAMCPPN AXCPXYCAY ...	AE	AAMCPPN AXCPXYC
RAKBankEmp1	1002 3086110	00 772	JIBI	EI	JIBI
WPSEIEmp2	00 14921	00000 72	MMYXYMY YAAAX AAPP...	EI	MMYXYMY YAAAX A

1. Select **Salary Month** and **Year**
Pay Period will be automatically populated after you select the Salary Month and YearDays on leave without pay (**optional**)
2. Enter Salary amount (**Income Fixed amount and Variable amount**)
Click **Add/View** Additional details for allowances such as Housing, Conveyance, Medical, Annual Passage, Overtime, All other allowances or Leave allowance (**optional**)
3. Enter any reference for yourself
4. Click **Add to Basket**
5. Click again **Employee MOL ID** look up to add more employees if required.
Otherwise, click on **Submit**

Variable Payment Details

Particulars	Amount
Housing Allowance	<input type="text" value="5.00"/>
Conveyance Allowance	<input type="text" value="0.00"/>
Medical Allowance	<input type="text" value="0.00"/>
Annual Passage Allowance	<input type="text" value="0.00"/>
Overtime Allowance	<input type="text" value="0.00"/>
All Other Allowance	<input type="text" value="0.00"/>
Leave Allowance	<input type="text" value="0.00"/>
Total	5.00 AED

OK

Basket Payment - WPS

Employer MOL ID*

Debit Account*
 Available Balance AED 262.92

Employee MOL ID*

IBAN/Account*

Bank Routing Code*

Pay Period*

Income Fixed Component*
 Enter Fixed Salary

Total Salary*

Employer Routing Code*

Payment Date*

Employee Name*

Currency*
 Select Salary Month and Year

Salary Month*

Leave Period*
 (In Days) **Enter days on leave without pay**

Income Variat

Employer Reference Number
 Enter any Reference (i.e. Salary for Mar 2021)

Click here if there is any Variable Pay details to be entered. Enter the required details and click 'OK'

Add/View Additional Details

Click Add to Basket

Clear

Add To Basket

You have successfully added the Employee in the basket payment - WPS

Basket Payment - WPS

Payment Details		Debit Type : Single		Summary	
Employer MOL ID* 000000875772	Employer Routing Code* 703420114	Employer MOL ID : 000000875772 Total 1 Payment(s) (in debit account currency)	Salary Month :April 2021 AED 15.00	From : MYCARYN NCYAYNANY XXP to : MMYXYMY YAAAX AAPPY AX AAAE On May 5, 2021	
Debit Account*	Payment Date* 5/5/2021	AED 15.00 AED 15.00			

Available Balance 262.92

Click **Submit**

Note – You can save the transaction as a **template** to use it for future payments.

Income Fixed Component* 0.00	Income Variable Component* 0.00	Add/View Additional Details	Clear	Add To Basket
Total Salary* 0	Employer Reference Number Sal for Apr 2021			

Cancel
Save As Template
Submit

You will be directed to a new screen to review Basket Payment – WPS details.

Click **Confirm** if all details are correct.

Basket Payment - WPS : Review

Employer MOL ID: 000000875772 Salary Month: April 2021
 Total 2 Payments Amount AED 20.00

Debit Account	Employer Reference No	Employee MOL ID	Employee A/C Number	Income Fixed Compo...	Income Variable Com...
35	1 AED	Sal for Apr 2021	00301089114921	AE820340003578210433...	10.00 AED
35	1 AED	Sal for Apr 2021	30428078787067	AE660260000959017028...	5 AED
					1.00 AED

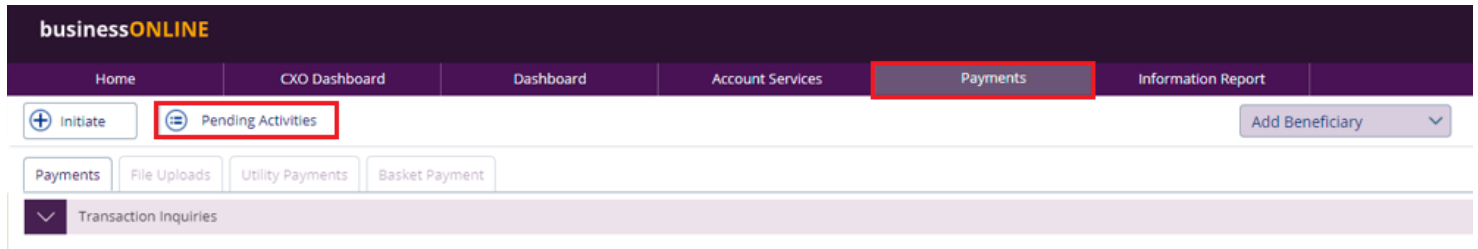
Cancel
Confirm

The Basket Payment – WPS is now submitted successfully.

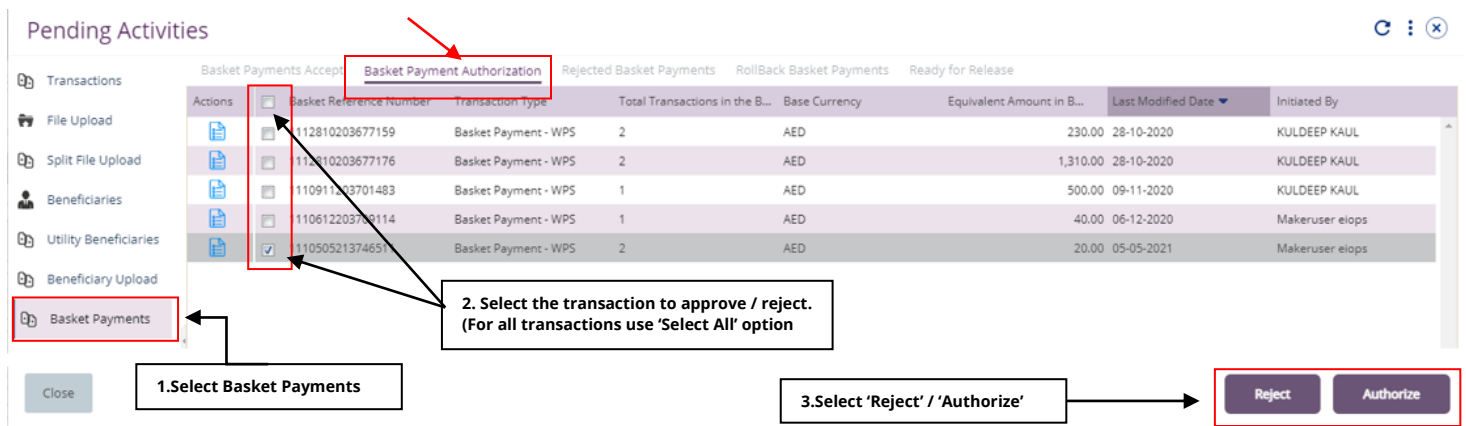
Authorize Basket Payment - WPS

(Applicable for Maker-Authorizer and Authorizer)

Payments tab > Pending Activities



Basket Payment > Basket Payment Authorization

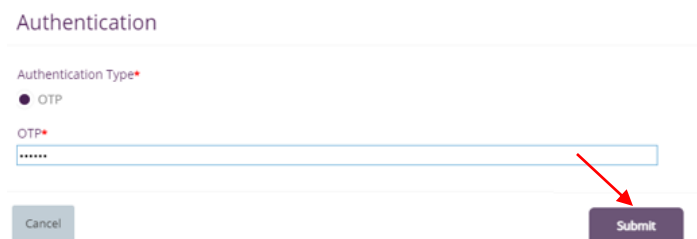


Verify all details and click **Authorize**.

Basket Payment - WPS - Details



Enter the OTP (SMS PIN) or Token PIN and click **Submit**

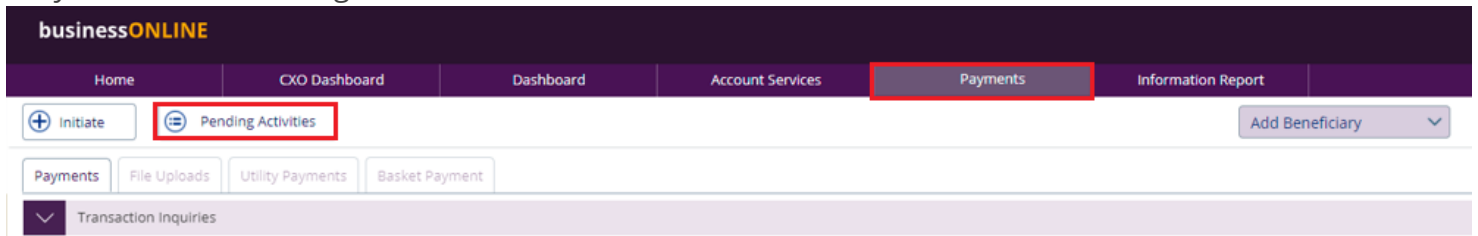


Once submitted, user will get "Confirmation" pop-up window.

Releasing Basket Payment - WPS

(Applicable if release option is enabled)

Payments tab > Pending Activities



Basket Payments > Ready for release

Pending Activities

Ready for Release

Actions	Basket Reference Number	Transaction Type	Total Transactions in the B...	Base Currency	Equivalent Amount in B...	Last Modified Date	Initiated By
<input checked="" type="checkbox"/>	1110505213746511	Basket WPS Initiation	2	AED	20.00	05-05-2021	Makeruser eiops

1. Select Basket Payments

2. Select the transaction to approve / reject. (For all transactions use 'Select All' option)

3. Select 'Reject' / 'Release'

Close

Reject Release

Disclaimer: Transactions pending in the release queue for more than 30 days would be auto Rejected.
*Select all" checkbox will allow user to submit only 101 records at a time

New window will pop up to review the details.

- Click on Release if all details are correct
- Click on Reject for any discrepancy or incorrect details

Basket Payment - WPS - Details ✕

BASKET PAYMENT HEADER

Basket Reference Number 11105 46511	Transaction Type Basket WPS Initiation	Basket Reference in your statement --
Debit Type Single	Status Ready for Release	Total Transactions in the Basket 2
Transactions Successfully Uploaded 2	Transactions Failed During Upload 0	Initiated Date & Time 05-05-2021 17:53:07
Initiated By Makeruser eiops	Total Basket Amount (Equivalent in Base Currency) AED 20.00	Release Date & Time --

Close
Reject
Release

Once all details have been verified, Click on **Release**.

EDR Transaction

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	--	30428078787067	302620122	AE660260000959017...	01-04-2021	30-04-2021	30		4.00
	EVP	--	00301089114921	703420114	5.00	--	--	0.00		0.00
	EVP	--	30428078787067	302620122	0.00	--	--	0.00		0.00
	EDR	--	00301089114921	703420114	AE820340003578210...	01-04-2021	30-04-2021	30		10.00

Close
Reject
Release

Transaction is now released and sent to the bank for processing.

Confirmation ✕

TRANSACTION REQUEST INFORMATION

Transaction Reference Number 11105 46511

Date/Time 09-05-2021 17:05:56

Status Sent to Bank

Transaction Type Basket Payment - WPS

TRANSACTION INFORMATION

Basket Payment - WPS has been released successfully.

Close