

BanKey Payroll Payments Instructions

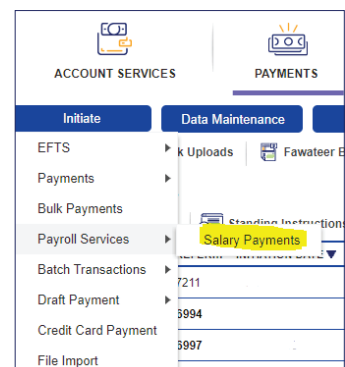
Using the **excel template** (attached), please fill out the necessary information before uploading the file on the portal. Please use the template in the above hyperlink.

Order	Field Name	Type	Format	Description
1	Bank Code	Mandatory	Alphabetic	Bank code from the drop down list
2	Credit Account IBAN	Mandatory	Alpha Numeric (22)	Employee IBAN is required
3	Employee Name	Mandatory	Alphabetic	Employee Name
4	Amount	Mandatory	Numeric	Amount in BHD. Amounts should not have commas. Amount should be limited to 3 decimal places.
5	Debit account IBAN	Mandatory	Alpha Numeric (22)	Debit IBAN number or account number.
6	Value Date	Mandatory	Numeric. DD/MM/YYYY	The date the payroll will be processed. If the value date field is empty, the payment will be considered for the current date.

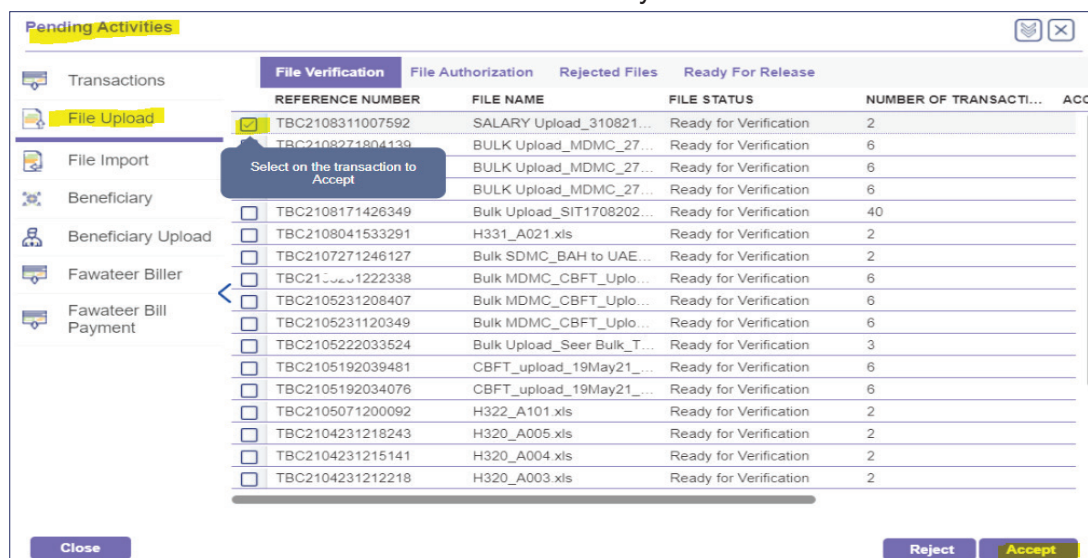
In order to process the salary please find the below Steps:

Access Maker (M or MK) user first and follow these steps:

1. Go to **Payments** select **Initiate** → **Payroll services** → **Salary file upload**, then fill the required Details and upload the file. The template name has to be **“SALARY_GENERIC”**.
2. After uploading the file, the maker user is required to verify the file before it is sent to the authorizer.
3. To **Verify** the file go to **Payments** → **Pending activities** → **file upload**, you'll find the reference on **file verification**. Please tick on the box and choose to either accept the file or reject it.



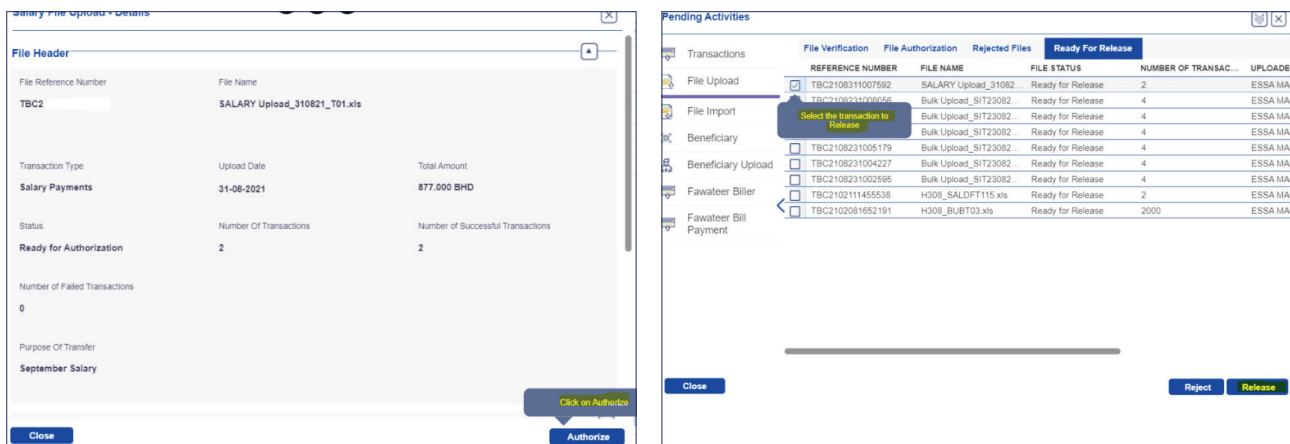
Note: once the file has been verified, only the authorizer(s) will be able to either reject or accept the file. The Maker user will not be able to modify the file.



After the above steps are completed login to the **Checker (C or CH)** user and follow the below:

1. After you login with the checker user go to **Payments** → **Pending activities** then make sure you're in **File upload** then on top of the page click on **file authorization** and **authorize** the payment.
2. For the Final step go to **Payments** → **Pending activities** then make sure you're in **File upload** then on top of the page click on **ready for release** and **Release** the payment.

Note: if the account matrix is jointly or more than one approver is required, then all of the approvers will need to approve the payment but only one user will be required to release the payment.



Transactions	File Verification	File Authorization	Rejected Files	Ready For Release		
	REFERENCE NUMBER	FILE NAME	FILE STATUS	NUMBER OF TRANSAC...	UPLOADE	
File Upload	<input checked="" type="checkbox"/> TBC2108311007582	SALARY Upload_31082	Ready for Release	2	ESSA MA	
	<input type="checkbox"/> TBC2108311008056	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
File Import	<input type="checkbox"/> TBC2108231002596	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
	<input type="checkbox"/> TBC2108231002596	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
Beneficiary	<input type="checkbox"/> TBC2108231005179	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
	<input type="checkbox"/> TBC2108231004227	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
Beneficiary Upload	<input type="checkbox"/> TBC2108231002596	Bulk Upload_SIT23082	Ready for Release	4	ESSA MA	
	<input type="checkbox"/> TBC2102111455538	H308_SALDFT115.xls	Ready for Release	2	ESSA MA	
Fawateer Biller	<input type="checkbox"/> TBC2102081652191	H308_BUBT03.xls	Ready for Release	2000	ESSA MA	
Fawateer Bill Payment						

You may view your salary file upload details by:

1. Go to **Payments** → **Bulk Uploads** → **Salary File Upload**. You will be able to view all of your salary uploads in this module.
2. You may generate a **Credit** and **Debit Advice** by double clicking on the transaction. This will only be available for payments with the status **“processed by bank”**.
3. If the excel sheet had missing information (invalid IBAN, Invalid date...). The status of the payment will be **“Uploaded with errors”**. Double click on the file status and you will be able to view the error description under **file transactions**.

Note: All salary payments on BanKey are reported to the LMRA via WPS which will ensure all of your employees' salary are reported in a correct manner.

Or you may visit the below link for the steps:

<https://bankey.bbkonline.com/iportalweb/iportal/demo/DemoContent/SalaryPayments-Payroll-Initiate.html>