## Loading a Salary Batch Payment on Online Plus:

1. Create a Salary Listing on Microsoft excel sheet.

Each Payment record should be entered on a separate column in the file i.e. Payee Bank Code, **Payee** Account Number, Amount, Payee Statement Reference and Payee Name

- Column A Enter Payee Bank Code (Support Bank Codes are: "BSP", "ANZ", "WBC", "BRED" and "BOB")
- **Column B** Enter **Payee Account Number** (Account numbers with the maximum length of 17 numeric digits only. Eg '80008756125478562')
- **Column C** Enter **Amount** (*Payment amount with maximum length of 14 digits and 2 digits after the decimal point. Eg 3505.50. Values without decimal points will be taken as it is. Eg '1000' will be accepted as \$1,000 for transfer*)
- **Column D** Enter **Payee Statement Reference/Narration** (Payment narration of maximum length of 16 alphanumeric characters only. Eg 'Payroll ID 7234'
- **Column E** Enter **Payee Name** (Name with maximum length of 40 alphanumeric characters. Eg 'Mathew'

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3	BSP		11378560	77.28	Wages	PITA DU	RE NADO	RE				
4	BSP		82279349	129.2	Wages	SOLOMO	NE VINA	KAINAVONU				
5	BSP		82075403	75.16	Wages	PANAPA	SA RABU	LU SUNAKI				
6	BRED		166001010	85.1	Wages	SEKOPE	KOROI LU	VUIWASA				
7	BSP		82260973	56	Wages	ISAIA NA	INOCA					
8	BSP		11240917	221.8	Wages	TARUSIL		ABUA TAMAN	IVULA	GI		
9	BSP		82216050	34.8	Wages	ILISAVA	NI BUSA					
10	BSP		82304469	70	Wages	MILISAI	NI RADOV	<b>U VISILOTO</b>				
11	BSP		82230336	56	Wages	AISAKE	UICAKEA	VAKALOLON	1A			
12	BSP		81094154	150	Allowanc	JOLAME	TAMANI	VULAGI				

## Note:

The order of the details for each Payment record should be as in the sequence of the list mentioned above.

Please take note of the total value of salary amount.

Please split the batch file into multiple Payment lists if the file contains more than 800 payees.

2. Once entries are done, save excel in the following format type (CSV comma delimited):

File name:	Salary
Save as type:	CSV (Comma delimited)

3. Log onto to Online Plus & Load File.

*Click onto Payments & Transfer > Select Batch > Select Initiate Batch Payment > Select Account to be debited > Enter narration > Enter Total Payment Amount.* 

Select "Choose File" > select your saved salary excel on your PC> Select Proceed

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K Multiple & Group	*∰+ Interaccount	$\begin{array}{c} \ensuremath{{\mathbb{Q}}} \ensuremath{{\mathbb{Q}}}$	☐ Mobile Top Ups	Batch	S Foreign Currency
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Import Payment List		Choose File	d Instructions		
					Proceed

4. The following listing will be displayed. Verify the details before you click Confirm

Account BUSINESS BAI Available Balan	NKING CHEQUE ACCOUN				Fayment Type Salary Payment Single Debit Narration W Total Payment Amount 1,198 70 FJD							
Payment Reco	Payment Records											
Line No.	Payee Name	Amount		Bank Code		Account Number		Statement Reference				
1	VOLA LEWAI	144.00		BSP		81992806		Wages				
2	SITIVENI CAVUILAGI	99.36		BSP		81493524		Wages				
3	PITA DURE NADORE	77.28		BSP		11378560		Wages				
4	SOLOMONE VINAKAINAVONU	129.20		BSP		82279349		Wages				
5	PANAPASA RABULU SUNAKI	75.16		BSP		82075403		Wages				
6	SEKOPE KOROI LUVUIWASA	85.10		BRED		166001010		Wages				
7	ISAIA NAINOCA	56.00		BSP		82260973		Wages				
8	TARUSILA KUMITABUA TAMANIVULAGI	221.80		BSP		11240917		Wages				
9	ILISAVANI BUSA	34.80		BSP		82216050		Wages				
10	MILISAINI RADOVU VISILOTO	70.00		BSP		82304469		Wages				
11	AISAKE TUICAKEA VAKALOLOMA	56.00		BSP		82230336		Wages				
12	JOLAME TAMANIVULAGI	150.00		BSP		81094154		Allowance				
Back								Cancel	Confirm			

## Batch Authorisation

An authoriser will log into Internet Banking and select the Authorisation Tab > Select Batch Payment

BSP	Welcome EC SPORTS & SOCIAL (HSOLOMON1) Your Last Login 19/03/2020 11:40 AM									
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Transfer & Payee Payments (0)										
Biller Payments ( 0)	t To Account Number	To Account Name	Amount	Currency	Creat	ed By	Date & Time	Туре	1st Authoriser	2nd Authoriser
Amend Recurring & Future Payments ( 0)			No resu	ults found						
Batch Payment (1)										
Mobile Top Up Payments ( 0)										
FCY Transfers and Payments ( 0	)									

The following screen is displayed. Select Proceed.

BSP				Welcome EC SPORTS & SOCIAL (HSOLOMON1) Your Last Login 19/03/2020 11:40 AM					
di Home	<b>*</b> ∰ <b>→</b> Payments & Transfers	Authoris	1 sations	🗶 Management & M	aintenance	Enquiries		Services	
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Batch Payment (1	) Refresh								
A									
Account Number	Account Name	Amount (FJD)	Created By	Da	te & Time	1st Authoriser	2nd Authoris	er	
7880929	Account Name . Digital Social Club Account	Amount (FJD) 120.00	Created By elina11	Da 06/03/2	te & Time 2020 10:28 Al	1st Authoriser	2nd Authoris	er ^	
7880929 Payment Type	Account Name . Digital Social Club Account : Salary Payment	Amount (FJD) 120.00	Created By elina11 Authorisation	Da 06/03/2 1s Due	. <b>te &amp; Time</b> 2020 10:28 Al : 1	<b>1st Authoriser</b>	2nd Authoris	er ^	
Payment Type Narration	Account Name	Amount (FJD) 120.00	Created By elina11 Authorisation	Da 06/03/2 1s Due	1020 10:28 At	1st Authoriser	2nd Authoris	er ^	

The salary listing will be displayed. Authoriser have the option to Cancel, Reject or Authorise a batch.

Payment Records						
Line No.	Payee Name	Amount (FJD)	Bank Code	Account No.	Payee Statemen	t Reference
1	JONE	120.00	BSP	7126528	EMPLOY	'EE 1
			Cancel		Reject	Authorise