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'

Sample:

	A	B	C	D	E
1	BSP	81992806	144	Wages	VOLA LEWAI
2	BSP	81493524	99.36	Wages	SITIVENI CAVUILAGI
3	BSP	11378560	77.28	Wages	PITA DURE NADORE
4	BSP	82279349	129.2	Wages	SOLOMONE VINAKAINAVONU
5	BSP	82075403	75.16	Wages	PANAPASA RABULU SUNAKI
6	BRED	166001010	85.1	Wages	SEKOPE KOROI LUVUIWASA
7	BSP	82260973	56	Wages	ISAIA NAINOCA
8	BSP	11240917	221.8	Wages	TARUSILA KUMITABUA TAMANIVULAGI
9	BSP	82216050	34.8	Wages	ILISAVANI BUSA
10	BSP	82304469	70	Wages	MILISAINI RADOVU VISILOTO
11	BSP	82230336	56	Wages	AISAKE TUICAKEA VAKALOLOMA
12	BSP	81094154	150	Allowanc	JOLAME TAMANIVULAGI

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

Home	Payments & Transfers	Authorisations 0	Management & Maintenance	Enquiries	Services

Multiple & Group	Interaccount	Payee & Biller	Mobile Top Ups	Batch	Foreign Currency

Choose Option ○ View Batch History ⦿ Initiate Batch Payment

Account	Payment Type	Single Debit Narration	Total Payment Amount
Select Account	⦿ Salary Payments		FJD
	○ Vendor Payments		Available Profile Limit : 20,000.00 FJD

Import Payment List

	Choose File	ⓘ Upload Instructions

Proceed

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

Account
BUSINESS BANKING CHEQUE ACCOUN

Available Balance

Payment Type
Salary Payment

Single Debit Narration
W

Total Payment Amount
1,198.70 FJD

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	11378860	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

The following screen is displayed. Select Proceed.

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