

PS-WPS Payment file Generator tool

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ProgressSoft Corporation

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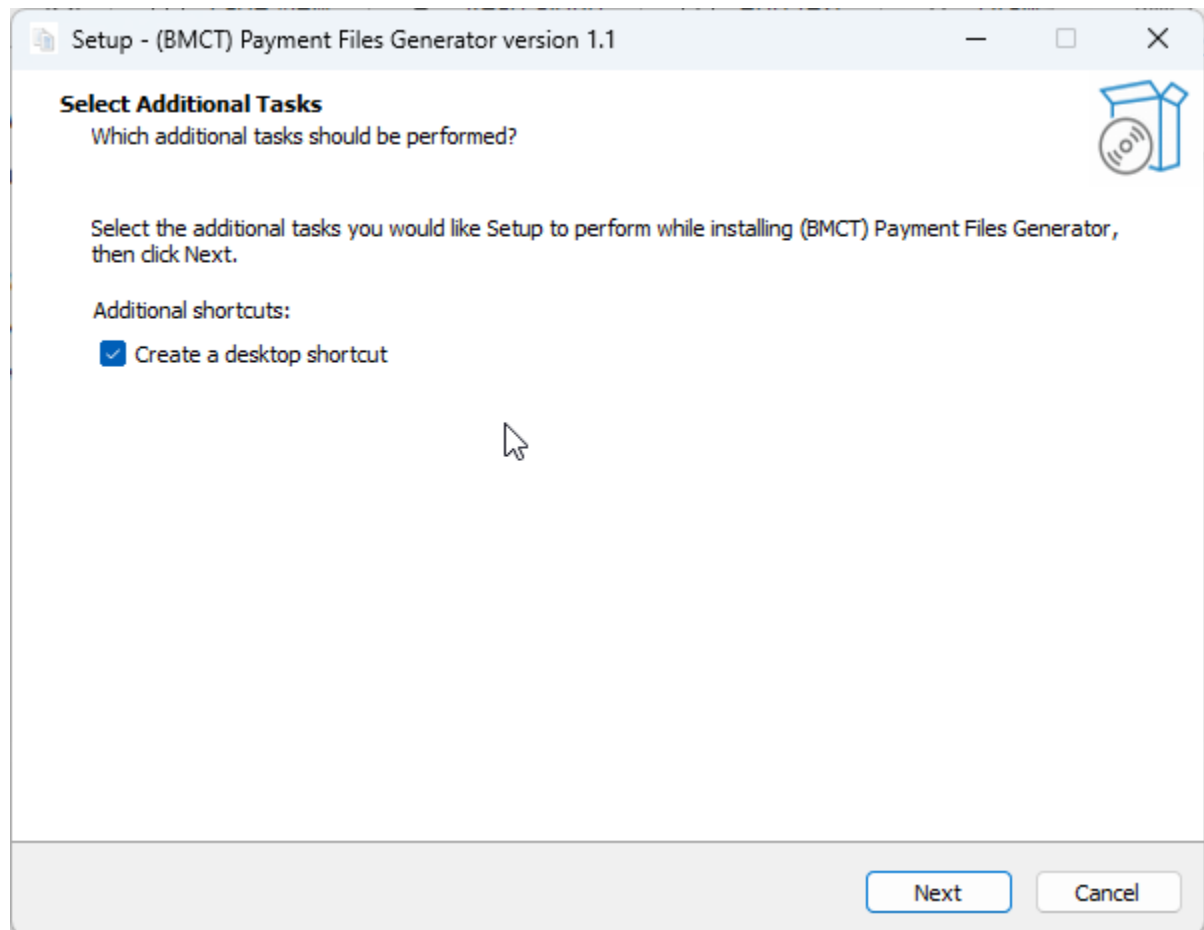
1.Installation and Setup

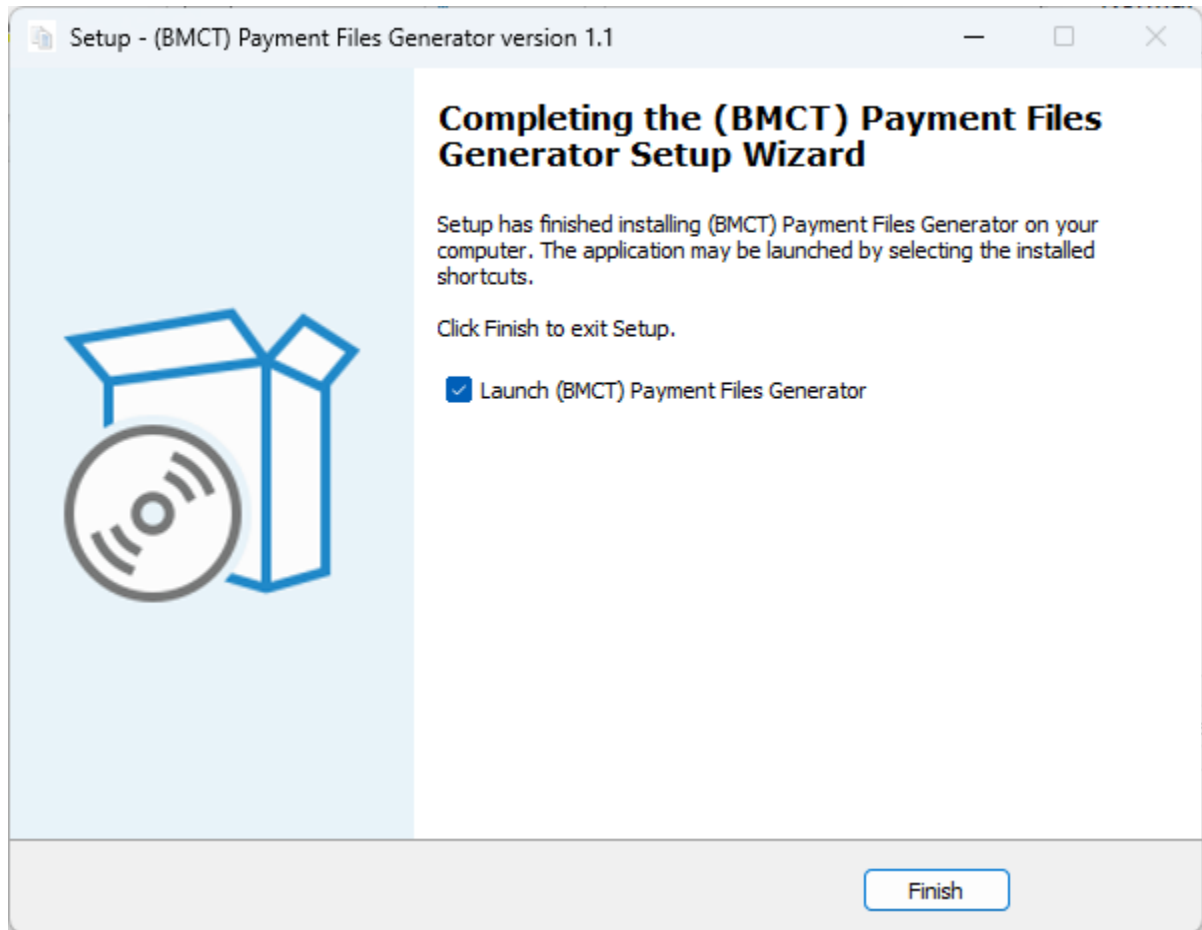
To install payment files generator tool for windows the minimum system requirements:

- 1.Java version 1.8 (Java 8) or higher.
- 2.Storage of no less than 100 KB
- 3.Admin Access right.
4. The tool will utilize the Port 8080 as a local host.

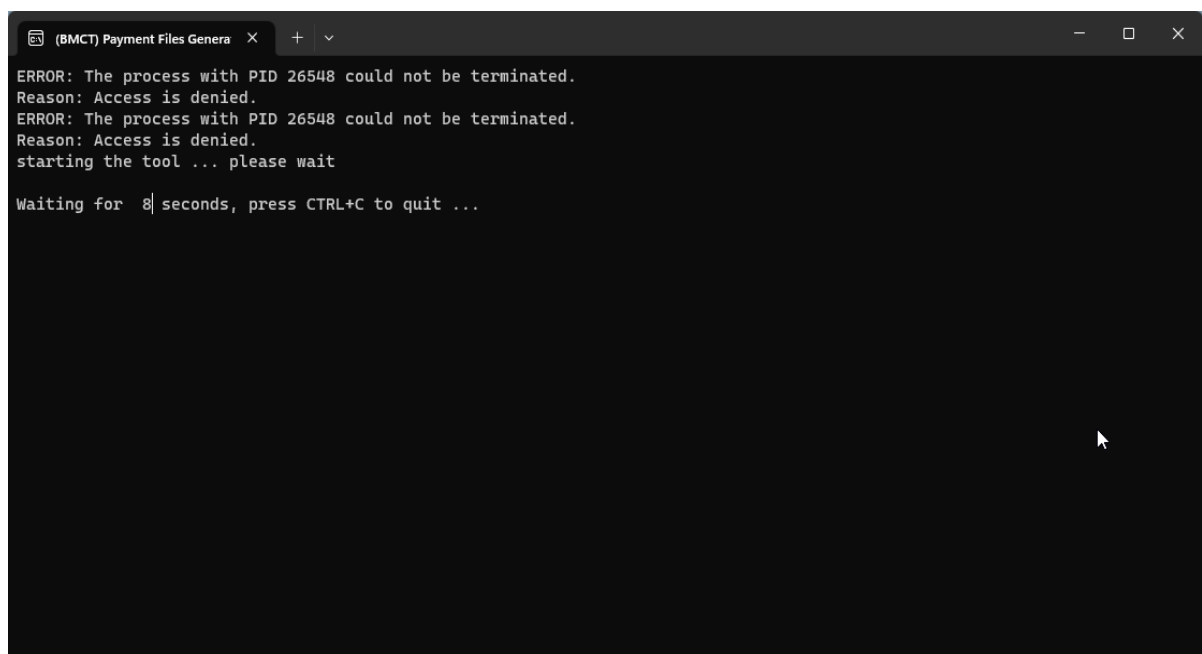
For the setup:

- 1.Download the setup.exe and proceed with the installation by choosing the downloading folder.
- 2.Check box for desktop shortcut.
- 3.finish the setup.





*Note: Please allow 25 seconds for the tool to open in the browser in order to utilize the Port 8080 as a local host.



2. Payment file Generator tool

This manual is to provide the user with the steps to create the below files to be used by the bank to transfer salaries:

1.PS-WPS Payment File Generator Tool

2. Corporate Payments

3. Non WPS (Ministries Payment)



2.1 PS-WPS Payment file Generator tool

This tool generates SIF PDF and SIF Excel forms that are compliant with the Wages protection system. This tool technically validates each field against the CBO regulations to produce an error-free SIF file to be uploaded and processed. The tool also generates two types of PDF files:

1. A payment instruction form that can be customized for each bank will be submitted along with password-protected Excel.
2. barcoded PDF to be scanned and read by the bank for up to 49 records.

2.1.1 overview

This page will show an overview of the simplified form that has been filled by the employer to create the SIF:

Overview\ نظرة عامة	Employer Name / اسم المؤسسة الدافعة CORPCORP	Account Number / رقم حساب المؤسسة 1234567891234567
Employer\ صاحب المؤسسة	Payment Type / نوع الدفعة Late Salary Payment	Employees Records / عدد السجلات 50
Employees\ الموظفين		Total Amount / المجموع OMR 0.000
Home\ الصفحة الرئيسية	Payment Year / سنة الدفع 2023	Payment Month / شهر الدفع 1
		Value Date / تاريخ الاستحقاق 06/02/2023
	Complete Records Count / عدد السجلات الكاملة 0	Incomplete Records Count / عدد السجلات الناقصة 50

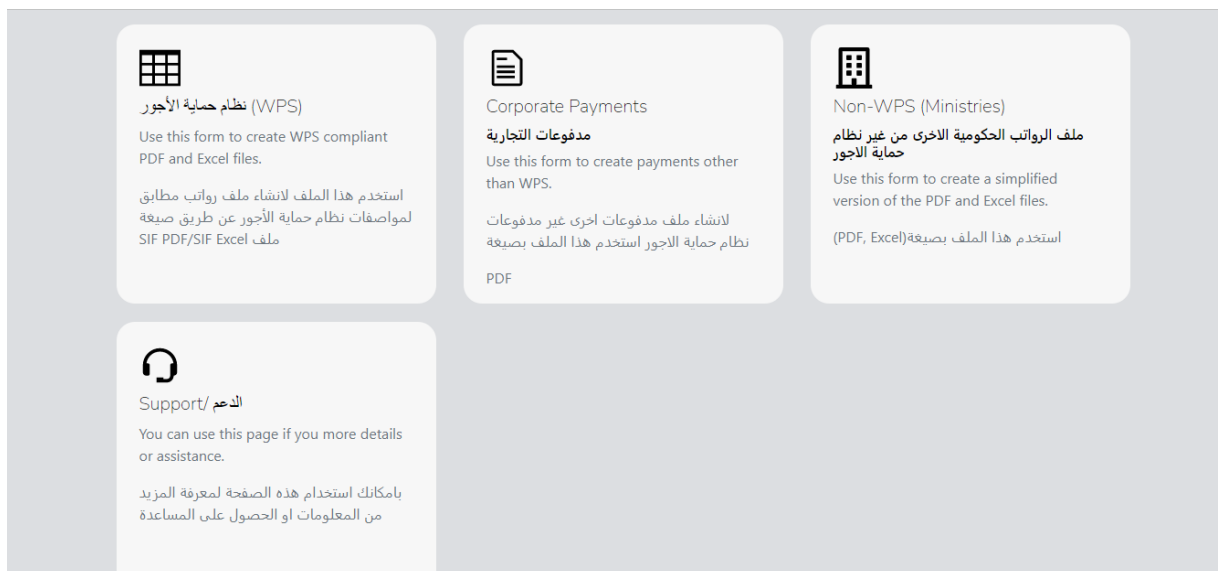
It will contain information about the Employer (corporate) and information about the file records:

- Employer Name / اسم المؤسسة الدافعة
- Account Number / رقم حساب المؤسسة
- Payment Type / نوع الدفعة:
 - 1.monthly salary
 - 2.bouns
 - 3.overtime payment
 - 4.End of services benefits
 - 5.Advance salary payment
 - 6.Allowance
 7. Late salary payment
- Employees Records / عدد السجلات
- Total Amount / المجموع
- Payment Year / سنة الدفع
- Payment Month / شهر الدفع
- Value Date / تاريخ الاستحقاق
- Complete Records Count / عدد السجلات الكاملة
- Incomplete Records Count / عدد السجلات الناقصة

2.1.2 Home

The home button available in all the modules redirect the user to this page and it allows the user to choose what payment files to generate:

- WPS
- Corporates payments
- Non-WPS WPS Payments



* Note: In the event of more details or assistance, the user can use the support to view contacts or more details.

2.1.3 Employer

This page allows the user to fill the employer information, all fields in Red are mandatory and validated against CBO latest validations:

حفظ الملف / Save

Employer Name * اسم المؤسسة الدافعة * <input type="text" value="CORPCORP"/>	Debtor Acc. No. * رقم حساب المؤسسة * <input type="text" value="1234567891234567"/>
Employer CR No. * رقم السجل التجاري للمؤسسة * <input type="text" value="12345678"/>	Payer CR No. * رقم السجل التجاري للمؤسسة الدافعة * <input type="text" value="15915915"/>
Email Address * البريد الإلكتروني * <input type="text" value="email.email@hotmail.com"/>	
Phone Number * رقم الهاتف * <input type="text" value="71522426"/>	Payment Type * نوع الدفعة * <input type="text" value="Late Salary Payment"/>
Salary Frequency * تكرار الراتب * <input type="text" value="Monthly"/>	
Value Date * تاريخ الاستحقاق * <input type="text" value="06/02/2023"/>	Payment Year * سنة الدفع * <input type="text" value="2023"/>
Payment Month * شهر الدفع * <input type="text" value="1"/>	

☐ Include delivery person details in the generated form.

Delivery Person Name * اسم الشخص * <input type="text"/>	Delivery Person ID * الرقم الوطني للشخص * <input type="text"/>
---	--

• User is required to enter and save the below information:

- Employer Name * اسم المؤسسة الدافعة *Field is required.
- Debtor Acc. No. * رقم حساب المؤسسة *Field is required.
- Employer CR No. * رقم السجل التجاري للمؤسسة *Field must not start with a zero
- Payer CR No. * رقم السجل التجاري للمؤسسة الدافعة *Field is required
- Email Address * البريد الإلكتروني *Field is required
- Phone Number * رقم الهاتف *Field is required
- Payment Type * نوع الدفعة *Field is required
- Salary Frequency * تكرار الراتب *Field is required
- Value Date * تاريخ الاستحقاق *Field is required
- Payment Year * سنة الدفع *Field is required
- Payment Month * شهر الدفع *Field is required
- Include delivery person details in the generated form.:

اسم الشخص * Delivery Person Name

الرقم الوطني للشخص * Delivery Person ID

- 1.monthly salary
- 2.bouns
- 3.overtime payment
- 4.End of services benefits
- 5.Advance salary payment
- 6.Allowance
7. Late salary payment

2.1.4 Employees

This page allows the user as an employer to fill the employee's information by adding records, all fields in Red are mandatory and validated against CBO latest validations:

This page allows the user To Add Records (Employees) by entering the below details:

- Account Number
 - Employee Name
 - Bank Name
 - ID Type
 - ID Number
 - Working Days
 - Extra Hours
 - Basic Salary
 - Extra Income
 - Deductions
 - Social Sec. Deductions
 - Net Salary
 - Status: this fields will check red in case of the record is not completed and green in case of completed.
- The user can perform actions to the records by adding extra blank records, deleting selected records, deleting incomplete records, or deleting all records.
 - Upon completion of all records, the user is allowed to export the filled form and authorization letter in PDF with barcode or secured EXCEL format.

2.2 Corporate Payments file Generator tool

For NON-WPS salary payments user as a corporate can use this tool to generate PDF files to submit and authorize the Bank to transfer normal salary.

2.2.1 Overview

This page will show an overview of the simplified form that has been filled by the employer to create the PDF:

<div>Overview\ نظرة عامة</div> <div>Payer\ الدافع</div> <div>Beneficiaries\ المستفيدين</div> <div>Home\ الصفحة الرئيسية</div>	<div>Employer Name / اسم المؤسسة الدافعة</div> <div>AHMED</div>	<div>Account Number / رقم حساب المؤسسة</div> <div>1547894562135485</div>	
	<div>Payment Type / نوع الدفعة</div> <div>loan Disbursement</div>	<div>Employees Records / عدد السجلات</div> <div>50</div>	<div>Total Amount / المجموع</div> <div>OMR 0.000</div>
	<div>Value Date / تاريخ الاستحقاق</div> <div>30/01/2023</div>	<div>Complete Records Count / عدد السجلات الكاملة</div> <div>0</div>	
	<div>Incomplete Records Count / عدد السجلات الناقصة</div> <div>50</div>		

2.2.2 Payer

This page allows the corporate user to fill and save the employer information as a debtor and payer for this transfer, all fields in Red are mandatory:

Overview
نظرة عامة

Payer
الدافع

Beneficiaries
المستفيدين

Home
الصفحة الرئيسية

Payer Name *
اسم الدافع *

Debtor Acc. No. *
رقم حساب المالك *

Email Address *
البريد الالكتروني *

Phone Number *
رقم الهاتف *

Payment Type *
نوع الدفعة *

Value Date *
تاريخ الاستحقاق *

☐ Include delivery person details in the generated form.

Delivery Person Name *
اسم الشخص *

Delivery Person ID *
الرقم الوطني للشخص *

AHMED

1547894562135485

abrar-alraisi@hotmail.com

9749451555555

loan Disbursement

30/01/2023

User has to fill the below information about the Employer (corporate), all fields marked in red are mandatory:

- Payer Name * اسم الدافع *
- Debtor Acc. No. * رقم حساب المالك *
- Email Address * البريد الالكتروني *
- Phone Number * رقم الهاتف *
- Payment Type * نوع الدفعة *
- Value Date * تاريخ الاستحقاق *
- Include delivery person details in the generated form.
- Delivery Person Name * اسم الشخص *
- Delivery Person ID * الرقم الوطني للشخص *

* Payment types are already listed as per the latest CBO purpose code list:

1. Others	21. Loan Disbursement
2. Dividend	22. Municipality Tax
3. Monthly Pension Salary	23. Tourism Tax
4. Charity Payment	24. IPO Subscription
5. Monthly Social Security Salary	25. IPO Refund
6. Social Security One Time Salary	26. Market Shares Payment
7. Deposit Operation	27. Interest Payment
8. Account Management	28. Full And Final Loan Settlement
9. Customer To Corporate	29. Loan Insurance Refund
10. Customer To Customer	30. Mortgage Installment
11. Reversal Debit /Credit Transaction	31. Credit Card Payment
12. Court Order	32. Utility Payment
13. Government Payment	33. Bills To Vendors /Company
14. Government Fee Collection	34. Service Payment
15. Government Penalty Payment	35. Insurance Payment
16. Property Tax	36. Rent Of Lease
17. Corporate Tax	37. Fee Collection
18. Income Tax	38. School Fees
19. Value Added Tax	39. Membership Fees
20. Import Export Tax	

2.2.3 Beneficiaries

This page allows the corporate user to fill and save the employees or beneficiaries information:

User has to fill the below information about the Employer (corporate), all fields marked in red are mandatory:

- Account Number رقم الحساب
- Beneficiary Name اسم الشخص
- Bank Name اسم البنك
- Amount القيمة
- Note ملاحظة
- Status الحالة this fields will check red in case of the record is not completed and green in case of completed.
- The user can perform actions to the records by adding extra blank records, deleting selected records, deleting incomplete records, or deleting all records.

- Upon completion of all records, the user is allowed to export the filled form to PDF or EXCEL.

2.3 Non WPS (Ministries) Payment file Generator tool

For NON-WPS salary payments user performing the payments on behalf of the ministry can use this tool to create PDF files or a simplified excel form to be submitted and to authorize the Bank to transfer the salary.

2.3.1 Overview

This page will show an overview of the simplified form that has been filled by the ministry:

<ul style="list-style-type: none"> Overview \ نظرة عامة Employer \ صاحب المؤسسة Employees \ الموظفين Home \ الصفحة الرئيسية 	Employer Name / اسم المؤسسة الدافعة MINISTRAY OF LABOUR	Account Number / رقم حساب المؤسسة 2545452412121212	
	Payment Type / نوع الدفعة Salary	Employees Records / عدد السجلات 50	Total Amount / المجموع OMR 0.000
	Value Date / تاريخ الاستحقاق 09/02/2023	Complete Records Count / عدد السجلات الكاملة 0	
	Incomplete Records Count / عدد السجلات الناقصة 50		

2.3.2 Employer

This page allows the employer to fill and save the employers information as a debtor and payer for this transfer, all fields in Red are mandatory:

Overview\ نظرة عامة

Employer\ صاحب المؤسسة

Employees\ الموظفين

Home\ الصفحة الرئيسية

Customer Name *
اسم المؤسسة الدافعة

Debtor Acc. No. *
رقم حساب المؤسسة

Email Address *
البريد الالكتروني *

Phone Number *
رقم الهاتف *

Payment Type *
نوع الدفعة *

Value Date *
تاريخ الاستحقاق

☐ Include delivery person details in the generated form.

Delivery Person Name *
اسم الشخص *

Delivery Person ID *
الرقم الوطني للشخص *

MINISTRY OF LABOUR

2545452412121212

EMAIL@hotmail.com

555

Salary

09/02/2023

2.3.3 Employees

This page allows the user To Add Records (Employees) by entering the below details, all fields in Red are mandatory:

Overview\ نظرة عامة

Employer\ صاحب المؤسسة

Employees\ الموظفين

Home\ الصفحة الرئيسية

Filter/بحث

Clear Filter/ تصفية

Actions/إجراءات أخرى

Export to Excel
تحميل بصيغة Excel

Back/السابق

1

Next/التالي

1 - 50 of 50

1

Go/إذهب

Complete Records Count/ 0 : عدد السجلات الكامل

Total Amount/ المبلغ الإجمالي: OMR 0.000

	Account Number رقم الحساب	Employee Name اسم الشخص	Bank Name اسم البنك	Employee ID/# رقم الهوية	Amount المبلغ	Deductions الخصومات	Net Amount صافي الراتب	Note ملاحظة	Status الحالة
<input type="checkbox"/>	1				0.	0.000	0.00		①
	• Required	• Required	• Required		• Min: 0.001		• Net > 0		
<input type="checkbox"/>	2				0.	0.000	0.00		①
	• Required	• Required	• Required		• Min: 0.001		• Net > 0		
<input type="checkbox"/>	3				0.	0.000	0.00		①
	• Required	• Required	• Required		• Min:		• Net > 0		

- Account Number رقم الحساب
- Beneficiary Name اسم الشخص
- Bank Name اسم البنك
- Amount المبلغ
- Note ملاحظة
- Status الحالة this fields will check red in case of the record is not completed and green in case of completed.

- The user can perform actions to the records by adding extra blank records, deleting selected records, deleting incomplete records, or deleting all records.
- Upon completion of all records, the user is allowed to export the filled form in EXCEL format.