

USER GUIDE

WPS PDF PAYMENT

INSTALLATION AND SETUP

SYSTEM REQUIREMENTS

Operating System: Windows 10 and above

Java version: Java 1.8 (Java 8) or higher

1. Storage of not less than 100 KB
2. Admin Access right.
3. The tool will utilize the Port 8080 as a local host.



INSTALLATION: JAVA

1. Download the specified Java version and follow the below instructions for installation:



Java Download Developer Resources Help

Q Search

Help Resources

- What is Java?
- Remove older versions
- Disable Java
- Error messages
- Troubleshoot Java
- Other help

Windows 64-bit Users

Do you use both 32-bit and 64-bit browsers?
FAQ about 64-bit Java for Windows

Offline Installation

Trouble downloading? Try the offline installer

Download Java for Windows

Version 8 Update 361 (filesize: 62.11 MB) Why is Java 8 recommended?
Release date: January 17, 2023

Important Oracle Java License Information

The Oracle Java License changed for releases starting April 16, 2019.

The Oracle Technology Network License Agreement for Oracle Java SE is substantially different from prior Oracle Java licenses. This license permits certain uses, such as personal use and development use, at no cost -- but other uses authorized under prior Oracle Java licenses may no longer be available. Please review the terms carefully before downloading and using this product. An FAQ is available [here](#).

Commercial license and support is available with a low cost Java SE Subscription.

 In Windows 10, the Edge browser does not support plug-ins and therefore will not run Java. [More info](#)



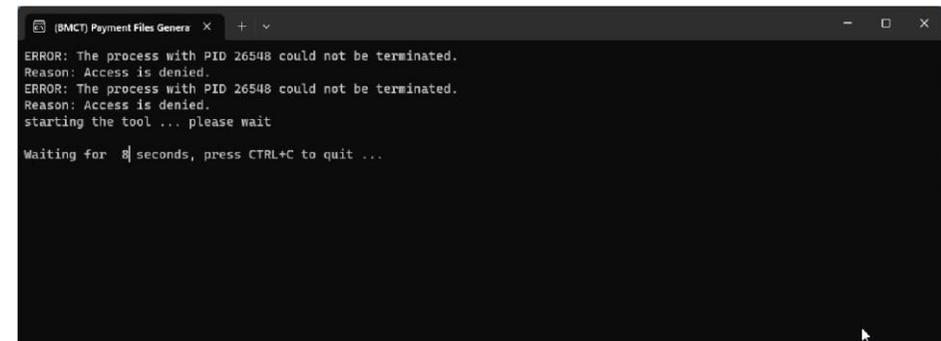
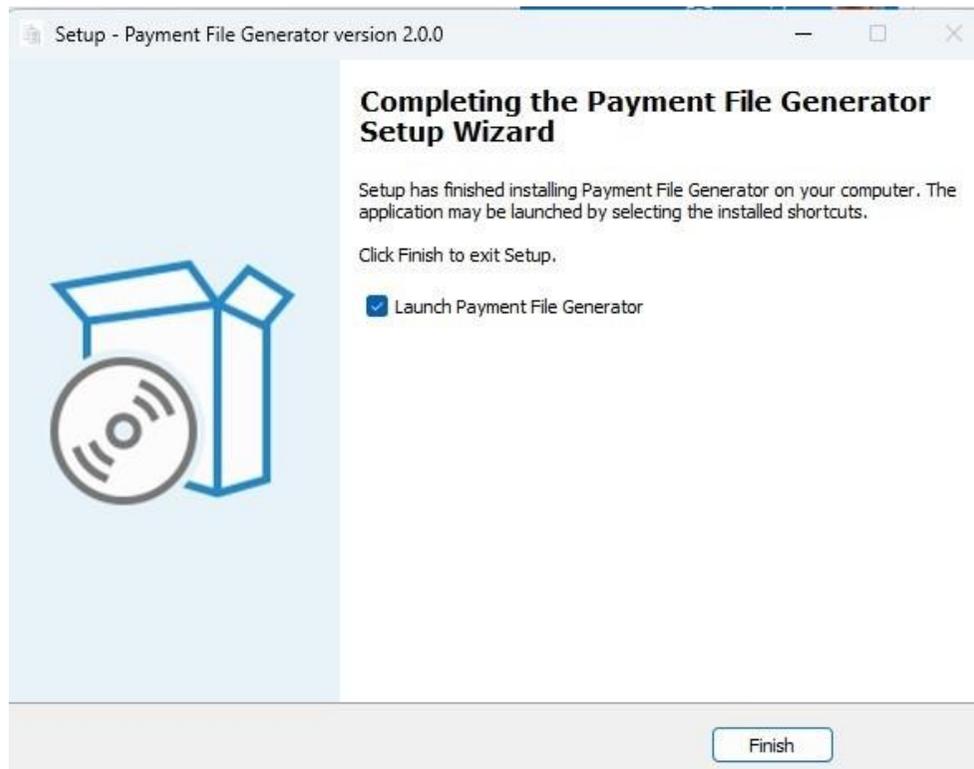
2. Click on download and the below box will appear



3. Follow the installation instructions and Java 8 will be installed.

INSTALL PAYMENT FILE GENERATOR

1. Download the setup.exe provided
2. Proceed with the installation by choosing the downloading folder.
3. Check box for desktop shortcut.
4. Complete the setup.
5. Once installation is completed, the tool will automatically open in the default web browser





Note: It will take around 25 seconds for the tool to open in the browser to utilize the Port 8080 as a local host.

GENERATE WPS PDF FILE

This tool generates SIF (Salary Information File) PDF for that is complaint with the Wages Protection System. This tool technically creates a PDF file that validates each field with the CBO requirements and generates a PDF file. The 2D barcoded PDF file will be scanned by the bank for up to 100 records.

ENTER EMPLOYER DETAILS

1. Open Payment File generator
2. Click on WPS Option





3. Click on the Employer Button

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

حفظ الملف / Save

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

Include delivery person details in the generated form.

<p>Delivery Person Name * اسم الشخص *</p> <input type="text"/>	<p>Delivery Person ID * الرقم الوطني للشخص *</p> <input type="text"/>
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Field Name		Notes
Employer Name	اسم المؤسسة الدافعة	Name of the employer
Debtor Acc No	رقم حساب المؤسسة	Account number from which salary is debited
Employer CR No	رقم السجل التجاري	CR Number of the employer
Payer CR No	للمؤسسة الدافعة	CR Number of the employer
Email Address	البريد الإلكتروني	Email address registered with the bank
Phone Number	رقم الهاتف	Phone number registered with the bank
Payment Type	نوع الدفعه	Select the option from the dropdown (Monthly salary, Bonus, Allowance, End of Service Benefit, Overtime Payment, Late Salary Payment, Advance Salary Payment)
Salary Frequency	تكرار الراتب	Enter the frequency of salary disbursement
Value Date	تاريخ الاستحقاق	Enter the date when the salary has to be disbursed
Payment Year	شهر الدفع	Enter the Payment year
Delivery Person Name	اسم الشخص	Enter the name of the Delivery person who will be submitting the PDF to the branch
Delivery Person ID	الرقم الوطني للشخص	ID of the delivery person.



4. After all the fields are filled up, click on Save to save the form

Note:

- a) If the payment type selected is Advanced salary, payment month should be after passing first week from current month
- b) If the payment type selected is late salary, payment month is before current month and current date passed first week of this month
- c) The employer information saved will be saved for future use. The employer can change the payment type, salary frequency, value date, payment year accordingly for every new payment request.



ENTER EMPLOYEE DETAILS

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:

1

1 - 50 of 50

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	ID Type نوع التعريف	ID Number رقم الهوية	Working Days أيام العمل	Extra Hours الساعات الإضافية	Basic Salary الراتب الأساسي	Extra Income الدخل الإضافي	Deductions الخصومات	Social Sec. Deductions خصومات الضمان الاجتماعي	Net Salary صافي الراتب	Status الحالة
<input type="checkbox"/>	1	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input style="border: 2px solid red;" type="text" value="0.0"/>	<input type="button" value="!"/>			
		• Required							• Net > 0				
<input type="checkbox"/>	2	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input style="border: 2px solid red;" type="text" value="0.0"/>	<input type="button" value="!"/>			
		• Required							• Net > 0				
<input type="checkbox"/>	3	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input style="border: 2px solid red;" type="text" value="0.0"/>	<input type="button" value="!"/>			
		• Required							• Net > 0				





Field Name	Description
Account Number	Employee Account Number
Employee Name	Name of the Employee
Bank Name	Bank Name to which the Salary is to be transferred
ID Type	Select the ID type
ID Number	Enter the ID Number
Working Days	
Extra Hours	
Basic Salary	
Extra Income	
Deductions	
Social Sec Deductions	
Net Salary	
Status	This field will be marked in red in case of the record is not completed and green if completed.



ADD OR DELETE RECORDS



ADDING RECORDS

- To Add More Records, click on actions drop down and select add Extra blank records.

DELETE RECORDS

- Select the records to be deleted, click on the actions dropdown and select Delete Records
- To Delete Incomplete or blank records, click on actions drop down and select delete incomplete records
- To Delete all records, click on actions dropdown and select delete all records.

EXPORT TO PDF FILE

After entering the details for all the employees, click on export to generate the PDF file Note:

The details entered once will remain unchanged unless the employer decides to modify them. If any changes occur, the employer will have to update or enter the new salary amount accordingly.





Dhofar Islamic Bank - WPS



Debit our Account No. 01636024883001 with Dhofar Islamic Bank for 400,000 OMR and credit all accounts below.

Total Amount in Words: four hundred OMR and zero Baisas.

Employer Details

Employer Name:	OMAN GAS COMPANY SAOC	Employee CR/NO:	0544130	Paper CR/NO:	0544130
Email Address:	abc@gmail.com	Phone Number:	99265160	Payment Type:	OverSea Payment
Value Date:	2025-04-10	Payment Year:	2025	Payment Month:	4
Salary Frequency:	Monthly	Records Count:	3		

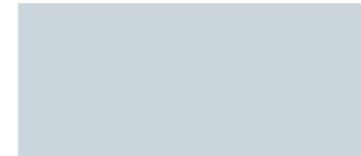
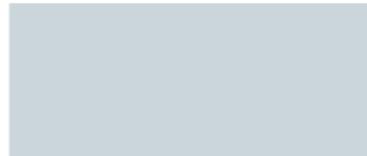
Employees Details

No.	Account No.	Employee Name	Net Salary	Bank Name
1	00546037152002	SANDRA	100.000	Makara (Islamic)
2	0001485304000	YANE	200.000	Bank Dhofar
3	1051580690017	KHALID AL FARSI	100.000	Bank Dhofar
Subtotal			400.000	

Terms and conditions were approved.

Authorized Signatories and Stamp

Signature Verified
(for bank use only)



Sign on All the pages and submit to the branch





OVERVIEW

This Tab allows the user to have a simplified view of the last details that was filled by the employer

Overview \ نظرة عامة

Employer \ صاحب المؤسسة

Employees \ الموظفين

Home \ الصفحة الرئيسية

Employer Name / اسم المؤسسة الدافعة	Account Number / رقم حساب المؤسسة	
MINISTRAY OF LABOUR	2545452412121212	
Payment Type / نوع الدفعه	Employees Records / عدد السجلات	Total Amount / المجموع
Salary	50	OMR 0.000
Value Date / تاريخ الاستحقاق	Complete Records Count / عدد السجلات الكامله	
09/02/2023	0	
Incomplete Records Count / عدد السجلات الناقصه		
50		



