bank muscat

User Guide for the WPS password protected excel

To Start: Press "Ok"

BankMuscat

Welcome to Bank Muscat Wages Protection Salary P:

This Excel Sheet contains custom-built validations and data entry faciliti:
In order to proceed,(Microsoft 2013) please press the 'Enable Contents' besid

WPS Salary Payment Instruction

You are all set to go now, press 'OK' to proceed

OK

Start Working
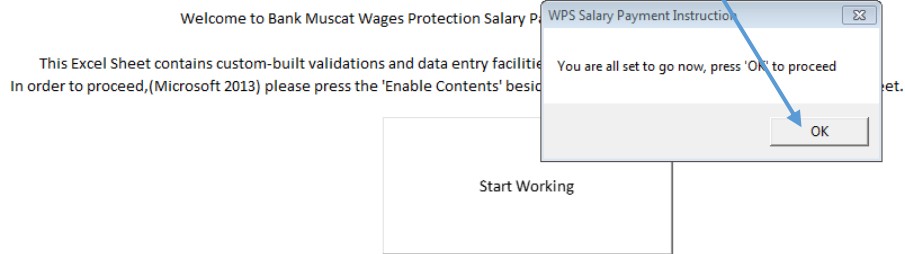
you are If you are using microsoft excel 2007, press the options button besids the security warning then go to:
lacros Setting -(Select) Enable all macros.
xternal Content -(Select) Enable all data connections. AND Enable Auto update for all workbook links.

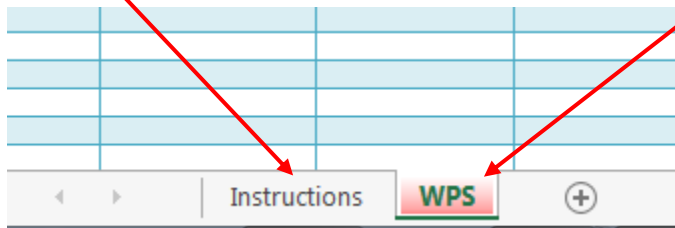# User Guide for the WPS password protected excel

Explanation on the tools :

(a) <u>Print and Generate</u> : This step enables you to print the acknowlegment and the file SIF file which needs to be presented to the bank
(b) <u>Print Excel Sheet</u>: This step enables you to print the excel sheet
(c) <u>Save file as</u>: This function enables you to save the file (to be enable you to use it for the following month, this is not to be used to send the file to the bank"
(d) <u>Display all records</u>: Shows all the records that have been filled
(e) <u>Display incomplete records only</u>: this will show you the records that are not complete or incorrectly filled only.
(f) <u>Clear Table</u>: This enables you to clear all the details in the field.

Instructions on how to fill the fields

The WPS format

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(A) Fill the form in full and ensure that the last column status is " Complete " to check if there are any incomplete records you may select " display incomplete records only"

Employer Company Name	ABC			**Salary Year**		2018								
Employer CR-NO	1234			**Salary Month**		01								
Payer Company Name	ABC			**Value Date**		12/12/2018								
Payer CR-NO	1234			**Payment Type**		Salary								
Payer Account Number	0423101010101010101010			**Payer Email ID:**		abc@abccompany.com								
Payer Bank Short Name	BMCT			**Payer Phone Number:**		247600110								

Information & Control Panel

Print and Generate	Print Excel Sheet	Save File As

Number of Complete Records	3
Number of Incomplete Records	0
Total Salaries Value (OMR)	13,541.000
Reference No.	

Display All Records
Display Incomplete Records Only
Clear Table

Ref No.	Employee ID Type	Employee ID No.	Employee Name	Bank Name	Account Number	Salary Freq.	No. of Working Days	Extra Hours	Basic Salary	Extra Income	Deductions	Social Security Deductions	Net Salary	Notes / Comments	Status
1	C	12313131	jassim	BMUSOMRX	1343434141414	M	12	0.00	12,323.000	23.000	44.000		2.000	12,300.000		Complete
2	P	343353535	khalid	AUBOOMRU	14134434	M	30	0.00	1,232.000	23.000	54.000		3.000	1,198.000		Complete
3	C	23424	tala	OMABOMRUYSR	453545245	M	23	0.00	23.000	23.000	3.000		0.000	43.000		Complete

_____

(B) Press "Print and Generate".
(C) Enter user name and password
(D) Press " Update"

Note: the user name and password is to lock the file from being edited. You would not be able to open it after you press "update". Password does not need to be shared with us.

	2018	
h	01	
	12/12/2018	
pe	Salary	
ID:	abc@abccompany.com	
e Number:	247600110	

Print and Generate
Number of Complete Records
Number of Incomplete Records
Total Salaries Value (OMR)
Reference No.

Account Number	Salary Freq.	No. of				ome
1343434141414	M					3.000
14134434	M					3.000
R 453545245	M					3.000

New File!!! ☒

Authorized Person Name

Authorized Person Civil ID

Update

The generated excel file will be password protected

(E) Press Print to get the acknowlegment. Which is required to be signed and stamped by the authorised signatory and presented to the bank along with company's covering letter.
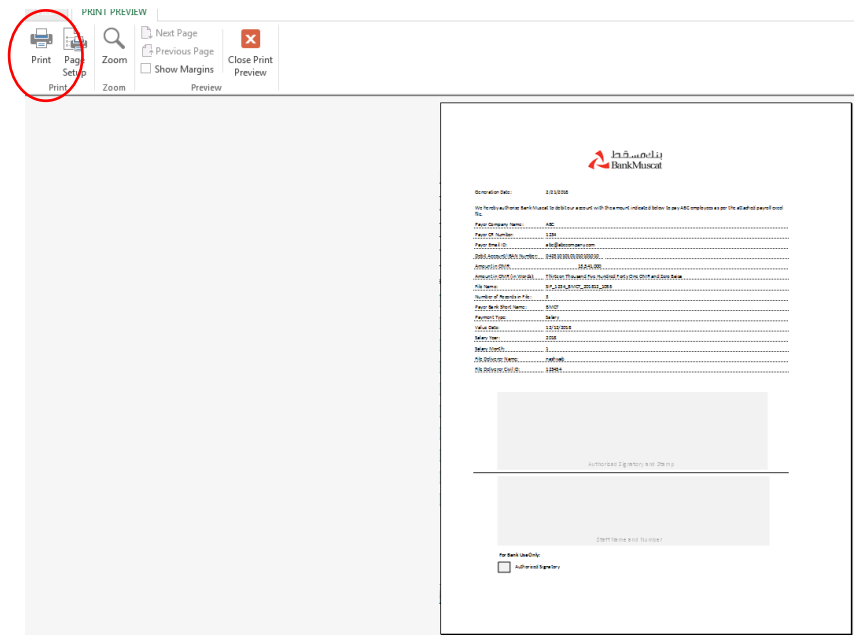
(F) After the document is printed, an automatic notification (below) is generated advising of the SIF file generated . This is the file that is required to be sent to the bank by email for processing.
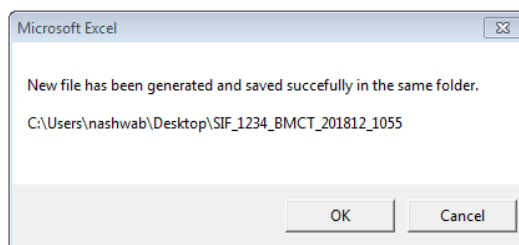
Customer should submit:

1- Customer's instruction on company's letter head
2- Acknowledgment letter print out as per point (E) to branch/head office
3- SIF file generated as per point (F) to be sent via email to branch/branch office