WPS - Salary Form
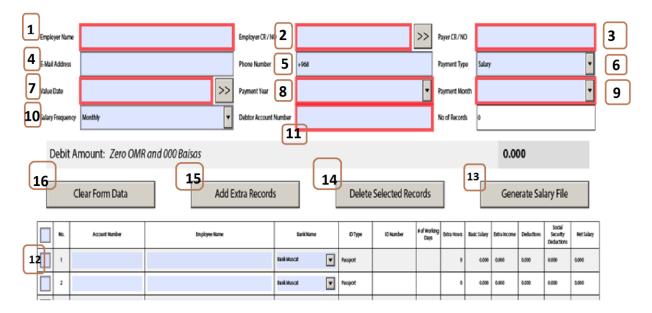

Screen no "1"

1- Input the Name of company its mandatory field.
2- Input the CR NO of the company.
3- Input Payer CR NO which is same as company CR NO, or press 〉〉 which is filed no 2 ..
4- Input the email id where bank can reach to seek clarification in case customer is not reachable on phone.
5- Input the GSM or fixed line number on which the bank can call in case any clarification is required on the salary instruction.
6- Select the right payamnt type from the dropdown .please ensure right value is selected it is the Mandatory filed.
7- Input the date which salary should processed.
8- After selecting the value date user can press 〉〉 by default the year will be selected or user can select the year by dropdown button.
9- By default the payment month will be same as value date .but user can select if it's past or feature month.
10- Select salary frequency if it's monthly or weekly.
11- Input debit account number its mandatory field.
12- Input the Employee details such as account number, name, bank name, ID type, ID number, working days basic salary **these fields are mandatory**.

13- After inputting all required data press "Generate salary file" , the barcode file will be generated as below screen shot '2'.

14- Delete Selected Records: select a specific record and press " delete selected records"
15- Add extra records: to add more records (maximum 102 records)
16- Clear form data: to clear the data in the entire form

Employer Name	WERTERT	Employer CR / NO	345345	Payer CR / NO	345345
E-Mail Address	345345	Phone Number	+968 3563464364	Payment Type	Salary
Value Date	Dec 11, 2017	Year	2017	Month	December
Salary Frequency	Monthly	No of Records	1		

Debit our Account No. 3453463464564574 with bank muscat for 180.000 OMR and credit all accounts below.

Debit Amount: One Hundred Eighty OMR and 000 Baisas

No.	Account Number	Employee Name	Net Salary	Bank Name
1	454564564564564	DFHDFHDFGH	180.000	Bank Muscat
		Subtotal	180.000	

Terms and Conditions:
1) I/We acknowledge and understand that we are solely responsible for the accuracy of any information contained in this salary instruction file and that bank muscat shall be under no obligation to check or ensure that the name of any account holder/beneficiary (as given in my/our instructions) is identical or similar to the name(s) of the account holder(s) according to its records or knowledge and confirm that a transfer or payment to (or from as the case may be) an account having the same number as that given in my/our instructions shall constitute good and complete compliance by the Bank with my/our instructions.
2) I/We acknowledge and understand that bank muscat shall be under no obligation to process a transfer or payment to (or from as the case may be) accounts with incomplete or incorrect details
3) I/We request and authorize the Bank to debit my/our account(s) mentioned in the file with any charges/fees in respect of Salary Processing Services in accordance with the rates published by them from time to time, commencing this date of application and continuing until further notice.
4) I/We understand that any Salary Processing Instruction given by me/us in relation to any account(s) is subject further to the terms and conditions governing such account(s).

Screen no "2"