## AGRONetBIZ Section 15:

# Payroll – File Upload

#### 15.1 Single User – Execute Transaction

1. Login to AGRONetBIZ website as below.



- 2. Click "Payroll" and choose "File Upload".
- 3. For Step 1/3; select "File Type", click "Choose file" and click "Next" to upload file as below.

Payroll - File Upload

		Step 1/3
File Type*:	Excel ▼	
File*:	Choose file Pay4Ex.xlsx	
Note (*): All fields with asterisks (*) ar	e required.	
	Clear	Next

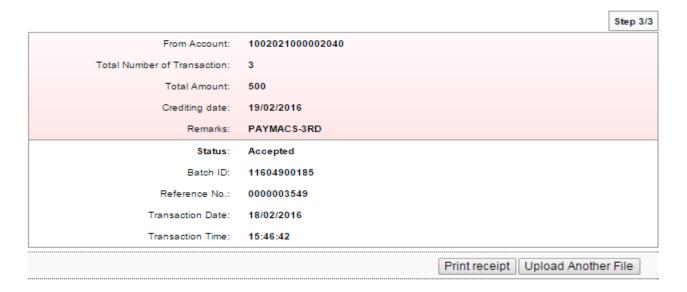
- 4. For step 2/3; complete as requested below.
  - i) Job Type (Single Debit Account display single debiting at Transaction History; Multiple Debit Account display multiple debiting at Transaction History)
  - ii) From Account (account to debit).
  - iii) Total Number of Transaction (Number of transaction created in the file uploaded).
  - iv) Total Amount (Total amount in the file uploaded).
  - v) Crediting date
  - vi) Remarks (optional to key in)
  - vii) Key in Security Token PIN
  - viii) Click Confirm

Payroll - File Upload

			Step 2/3
From Account*:	1002021000002040 D ▼		
Total Number of Transaction*:	3		
Total Amount*:	500		
Crediting date*:	19/02/2016	(Date Format : dd/MM/yyyy)	
Remarks:	PAYMACS-3RD		
Note (*): All fields with asterisks (*) are required.			
Enter Security Token PIN number:			
			Back Confirm

5. The system shows transaction is "Accepted" at step 3/3. Click "Print Receipt" to print transaction receipt or click "Upload Another File" to do another file upload.

Payroll - File Upload



#### 15.2 Initiator – Initiate Transaction

1. Login to AGRONetBIZ website as below.



- 2. Click "Payroll" and choose "File Upload".
- 3. For Step 1/3; select "File Type", click "Choose file" and click "Next" to upload file as below.

Payroll - File Upload

		Step 1/3
File Type*:	Excel ▼	
File*:	Choose file Pay4Ex.xlsx	
Note (*): All fields with asterisks (*)	are required.	
	Clear	Next

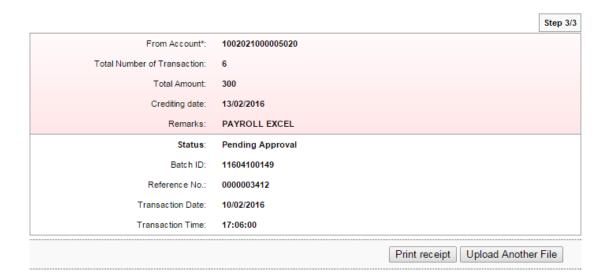
- 4. For step 2/3, complete as requested below.
  - i) Job Type (Single Debit Account display single debiting at Transaction History; Multiple Debit Account display multiple debiting at Transaction History)
  - ii) From Account (account to debit).
  - iii) Total Number of Transaction (Number of transaction created in the file uploaded).
  - iv) Total Amount (Total amount in the file uploaded).
  - v) Crediting date
  - vi) Remarks (optional to key in)
  - vii) Click Confirm

Payroll - File Upload

			Step 2/3
From Account*:	1002021000002040 D ▼		
Total Number of Transaction":	3		
Total Amount*:	500		
Crediting date":	19/02/2016	(Date Format : dd/MM/yyyy)	
Remarks:	PAYMACS-3RD		
Note (*): All fields with astensks (*) are required.			
			Back Confirm

5. The system shows transaction is "Pending Approval" at step 3/3. Click "Print Receipt" to print transaction receipt or click "Upload Another File" to do another file upload.

Payroll - File Upload

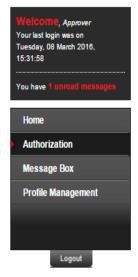


#### 15.3 Approver – Approve Transaction

1. Login to AGRONetBIZ website as below.

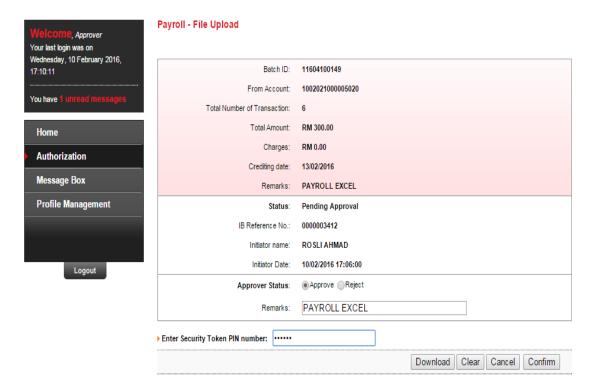


2. Click "Authorization" and select related transaction to Approve as below.

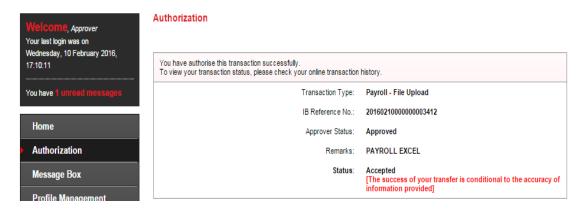


IB Reference No. Transaction Date		Transaction Type	From Account To Account	Amount	
0000003803	08/03/2016 15:29:21	Payroll - File Upload	1002021000005020	RM 288.00	
0000003802	08/03/2016 15:27:34	Bulk Payment - File Upload	1002021000005020	RM 248.00	
0000003801	08/03/2016 15:26:10	Bulk Payment - File Upload	1002021000005020	RM 208.00	
0000003186	12/01/2016 11:17:47	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 222.00	
0000003170	12/01/2016 10:38:07	Payment to Registered Payee Corporation	1007021000057792 1002021000022540	RM 303.00	
0000002947	06/01/2016 13:07:06	Payment to Registered Payee Corporation	1007021000057792 1007391000058724	RM 12.00	
0000002946	06/01/2016 13:05:30	Payment to Registered Payee Corporation	1007021000057792 1002021000019446	RM 888.00	
0000002945	06/01/2016 13:05:13	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 88.00	
0000002944	06/01/2016 13:04:56	Payment to Registered Payee Corporation	1007021000057792 1002021000022540	RM 99.00	
0000002943	06/01/2016 13:04:42	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 99.00	

3. Choose "Approve", key in Security Token PIN and click "Confirm" as below.



4. The system shows transaction is "Accepted" as below.



### 15.4 Payroll History

- 1. Click "Payroll" and choose "Payroll History".
- 2. After did transaction for Payroll, status of the transaction displays at Payroll History as below.
  - i) Single User

#### Payroll History

Batch ID Crediting date		Total Number of Transaction	Total Amount	Status
11604200158	16/02/2016	3	RM 300.00	Ready for Processing

ii) Multiple User – transaction is pending approval

#### Payroll History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11604900186	19/02/2016	10	RM 1,000.00	Validated(Pending Approval)

iii) Multiple User – transaction has been approved

## **Payroll History**

Batch ID Crediting date		Total Number of Transaction	Total Amount	Status
11604200158	16/02/2016	3	RM 300.00	Ready for Processing

#### 15.5 Failed Payroll Transaction Record

- 1. Click "Payroll" and choose "Failed Payroll Transaction Record".
- 2. Failed Payroll Transaction Record displays failed Payroll transaction only. Click "Download" to download details of failed Payroll transaction as below.

#### **Failed Payroll Transaction Record**

Batch I	) Crediting date	Total Number of Transaction	Total Amount	Status	
11604100149	13/02/2016	6	RM 30,000.00	Failed	Download

- 3. A text file (contain details of failed Payroll transaction) will download to computer.
- 4. Click the text file at your computer to view.