

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*:

File*: Pay4Ex.xlsx

Note ()- All fields with astensks (*) are required.*

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:

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

Step 3/3

From Account:	1002021000002040
Total Number of Transaction:	3
Total Amount:	500
Crediting date:	19/02/2016
Remarks:	PAYMACS-3RD
Status:	Accepted
Batch ID:	11604900185
Reference No.:	0000003549
Transaction Date:	18/02/2016
Transaction Time:	15:46:42

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*:

File*: Pay4Ex.xlsx

Note (*): All fields with asterisks (*) are required.

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 asterisks (*) 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

Step 3/3

From Account*:	1002021000005020
Total Number of Transaction:	6
Total Amount:	300
Crediting date:	13/02/2016
Remarks:	PAYROLL EXCEL

Status:	Pending Approval
Batch ID:	11604100149
Reference No.:	0000003412
Transaction Date:	10/02/2016
Transaction Time:	17:06:00

Print receipt
Upload Another File

15.3 Approver – Approve Transaction

1. Login to AGRONetBIZ website as below.



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

Welcome, Approver
Your last login was on
Tuesday, 08 March 2016,
15:31:58

You have **1 unread messages**

- Home
- Authorization**
- Message Box
- Profile Management

Logout

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	08/01/2016 13:07:08	Payment to Registered Payee Corporation	1007021000057792 1007391000058724	RM 12.00
0000002946	08/01/2016 13:05:30	Payment to Registered Payee Corporation	1007021000057792 1002021000019446	RM 888.00
0000002945	08/01/2016 13:05:13	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 88.00
0000002944	08/01/2016 13:04:58	Payment to Registered Payee Corporation	1007021000057792 1002021000022540	RM 99.00
0000002943	08/01/2016 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.

Welcome, Approver
Your last login was on
Wednesday, 10 February 2016,
17:10:11

You have **1 unread messages**

- Home
- Authorization**
- Message Box
- Profile Management

Logout

Payroll - File Upload

Batch ID:	11604100149
From Account:	1002021000005020
Total Number of Transaction:	6
Total Amount:	RM 300.00
Charges:	RM 0.00
Crediting date:	13/02/2016
Remarks:	PAYROLL EXCEL
Status:	Pending Approval
IB Reference No.:	0000003412
Initiator name:	ROSLI AHMAD
Initiator Date:	10/02/2016 17:06:00
Approver Status:	<input checked="" type="radio"/> Approve <input type="radio"/> Reject
Remarks:	<input type="text" value="PAYROLL EXCEL"/>

Enter Security Token PIN number:

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

Welcome, Approver
Your last login was on
Wednesday, 10 February 2016,
17:10:11

You have **1 unread messages**

- Home
- Authorization**
- Message Box
- Profile Management

Authorization

You have authorised this transaction successfully.
To view your transaction status, please check your online transaction history.

Transaction Type:	Payroll - File Upload
IB Reference No.:	2016021000000003412
Approver Status:	Approved
Remarks:	PAYROLL EXCEL
Status:	Accepted [The success of your transfer is conditional to the accuracy of information provided]

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 ID	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.