

USER GUIDE
WAGES PROTECTION
SYSTEM (WPS) FILES

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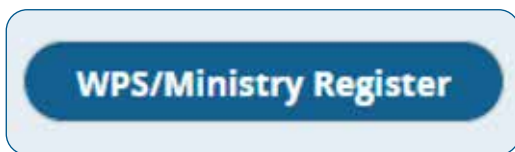
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Complete WPS Registration

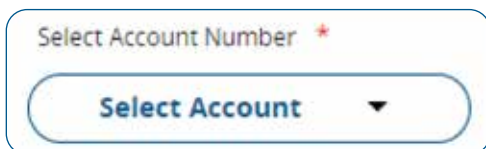
1. Go to **Transfers** ▶ **Initiate Transfer**



2. On top right of screen ▶ **Click on WPS/Ministry Register**



a) **Select** Default Debit Account Number for WPS Transfers



b) From Select Sector ▶ Choose **Private sector***

*(Please ensure to select Private sector for your corporate, Public sector is for Government Entities only).



c) After selecting Private sector ▶ Click on **Next**



d) Enter newly received **OTP** ▶ Click on **Submit** to proceed further



Initiate WPS File Transfer

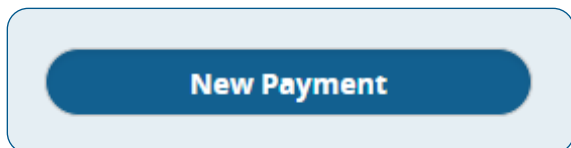
1. Go to **Transfers** » **Initiate Transfer**



2. Under **Transfers** » **Corporate Salary Processing via WPS**



a) **Corporate Salary Processing via WPS** » Click on **New Payment**



b) Click on **Download Template** to download Excel-macro *xlsm file for WPS File



After clicking on the hyperlink, the file will be automatically downloaded in default downloaded files (i.e. Downloads folder for Windows OS)

1. File Name: SIF_CRNumber_AHLI_YYYYMMdd_001

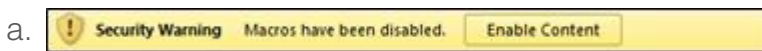
a. First: Rename **CR Number** with your Commercial Registration Number

- If your Commercial Registration Number is 123456, **CRNumber** » **123456**

b. Second: Rename **YYYYMMdd** with date of targeting to upload the file:

- yyyy = 2021 | MM = 01 | dd = 20 » **20210120**

- c. Third: Rename **001** with any **sequential number***
 - *Note: You set 001 as first sequence name for the new value day
 - d. Fourth: After renaming your excel-macro file based on above examples, the file should be as follows ► **SIF_123456_AHLI_20210120_001**
 - e. SIF and AHLI should never be changed
 - SIF: Salary Information File | AHLI: Ahli Bank
2. After renaming the file, open the file with activated version of Microsoft Excel and enable content if required.



- b. Excel-macro file will contain the 3 sheets:
 - WPS Guide: Follow the instructions to fill the records
 - WPS Record: Filling sheet and converting to text file to upload in ahliNET
 - SWIFT Codes OMN: Oman SWIFT Codes for beneficiary banks
- c. Fill all the required values as per the instruction and click on **Convert Excel to Text**

Convert Excel to Text

- Once the above button is clicked, file will validate all the records and if any error occurred, the same will be highlighted for user to modify
 - Once the file has validated all values, a message will appear as follows: "File converted successfully and saved to <File Root>"
- d. Return to **Corporate Salary Processing via WPS** and select the converted file *.txt to upload by clicking **Choose File:**



- e. Insert **Notes/Comments** for the required WPS file to process:



- f. Click on **Next** to process further and system will validate the file and comments.
- g. To view the batch details ► **Click here to view the Summary Batch**

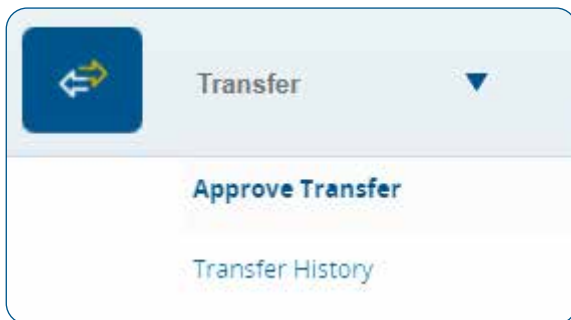
Corporate Salary Processing via WPS	
Payment Type	Corporate Salary Processing via WPS
File Name	SIF [REDACTED] AHLI_20201227_002.txt
Batch Reference Number	TEST CHARGE 06122020
From Account	5101008048001
Total Amount	89,745.058
Number of Transfers	11
Payment Date	27-12-2020
Notes/Comments	TEST WPS FILE
Click here to Summary the Transfers in the batch	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

h. Click on Submit and enter the newly received OTP to proceed further

Corporate Salary Processing via WPS	
Payment Type	Corporate Salary Processing via WPS
File Name	SIF [REDACTED] AHLI_20201228_002.txt
Batch Reference Number	TEST CHARGE 06122020
From Account	5101008048001
Total Amount	89,745.058
Number of Transfers	11
Payment Date	28-12-2020
Notes/Comments	TEST WPS
Click here to Summary the Transfers in the batch	
OTP	
Enter OTP	
<input type="text"/>	
Resend OTP	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Verify/Approve WPS File Transfer (For Verifiers and Authorizers)

1. Go to **Transfers** » **Verify/Approve Transfer**



2. Under **Payment Status** > Transfer Type: **Salary Processing via WPS - Salary View/Reject** » **View**

Transfer Type	Initiated By & Initiated On	Batch Number	File Name	Debit Account Number	Number of Transaction	Total Amount	View/Reject
Corporate Salary Processing via WPS - Salary	SAM1127 & 2020-12-28	TEST CHARGE 06122020	SIF_ [REDACTED] _AHLI_20 201228_002.txt	[REDACTED]	11	89,745.058 OMR	View Reject

3. Under **Salary Transfer** » **Verify/Approve**

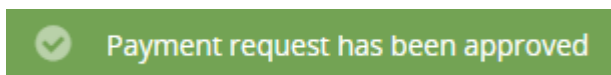
a. To view the batch details » **Click here to view the Summary Batch**

Salary Transfer	
Transfer Type	Corporate Salary Processing via WPS
File Name	SIF_ [REDACTED] _AHLI_20201228_002.txt
Batch Reference Number	TEST CHARGE 06122020
Total Amount	89,745.058 OMR
Number of records	11
Initiator Comment	TEST WPS
CheckerComment	TEST WPS
WPS Type	Salary
Click here to view the Summary Batch	
Cancel Approve Reject	

b. Click on Submit and enter the newly received OTP to proceed further

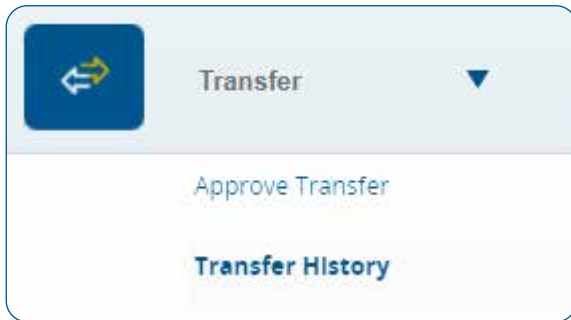
Salary Transfer	
Transfer Type	Corporate Salary Processing via WPS
File Name	SIF [REDACTED] AHLI_20201228_002.txt
Batch Reference Number	TEST CHARGE 06122020
Total Amount	80,745.058QMR
Number of records	11
Initiator Comment	TEST WPS
CheckerComment	TEST WPS
WPS Type	Salary
Click here to view the Summary Batch	
Comment/Notes	
Notes/Comments *	
TEST VERIFY OR APPROVE	
OTP	
Enter OTP	
<input type="text" value="[REDACTED]"/>	
Resend OTP	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

c. Message will appear on top-left of the screen "Payment request has been approved"



View WPS Transfer History and Report

1. Go to **Transfers** ▶ **Transfer History**



2. Under **Bulk/Salary Transfer History**:
 - a. Select date range from the 2 fields

From Date

30-12-2020



To Date

30-12-2020



- b. Select the debited account for the WPS Transfer

Transfer Type

Select Transaction Type



- c. Select Transfer Type ▶ Corporate Salary Processing via WPS

From Account

Select Account



3. File details will appear below the Search Criteria screen

S.NO	filename	Uploaded By / Uploaded On	Total Amount	From Account Number	Corporate Salary WPS Type	Actions
1	SIF_ [REDACTED]_AHLI_20201228_002.txt	San1127 / 28-12-2020	89745.058	5101008048001	Salary	

- a. Click on Download icon to download the WPS Summary Report ▶▶
- b. Click on View icon to view the status of the WPS File

NOTE: Should you require any further support, you may contact us at: Islamic.CIB@ahlibank.com