بنك ظفار
BankDhofar

USER GUIDE
WPS PDF PAYMENT

INSTALLATION AND SETUP

SYSTEM REQUIREMENTS

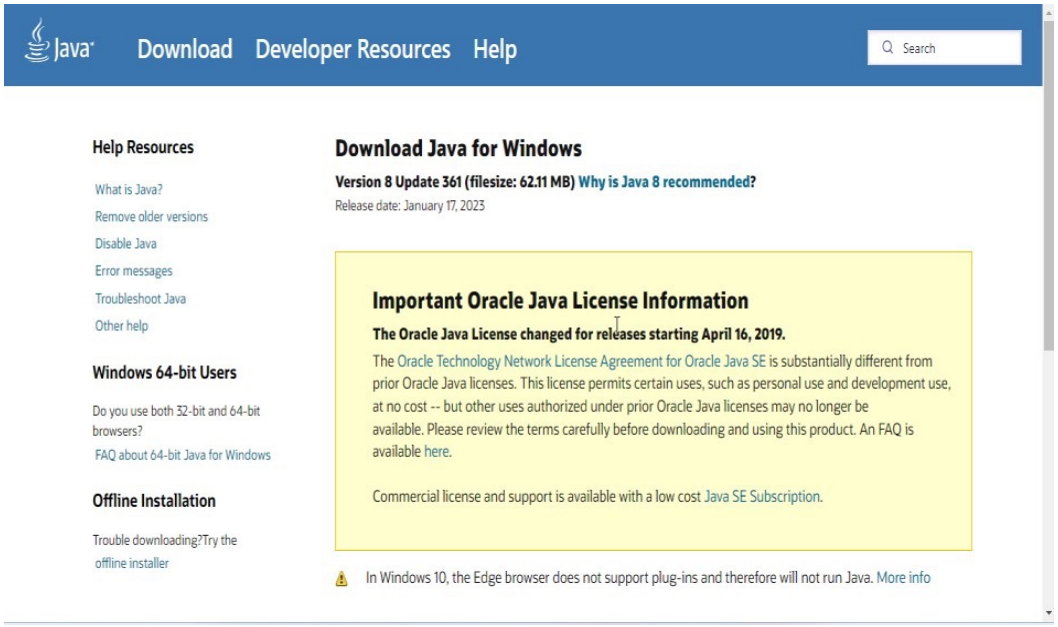
Operating System : Windows 1o and above

Java version: Java 1.8 (Java 8) or higher

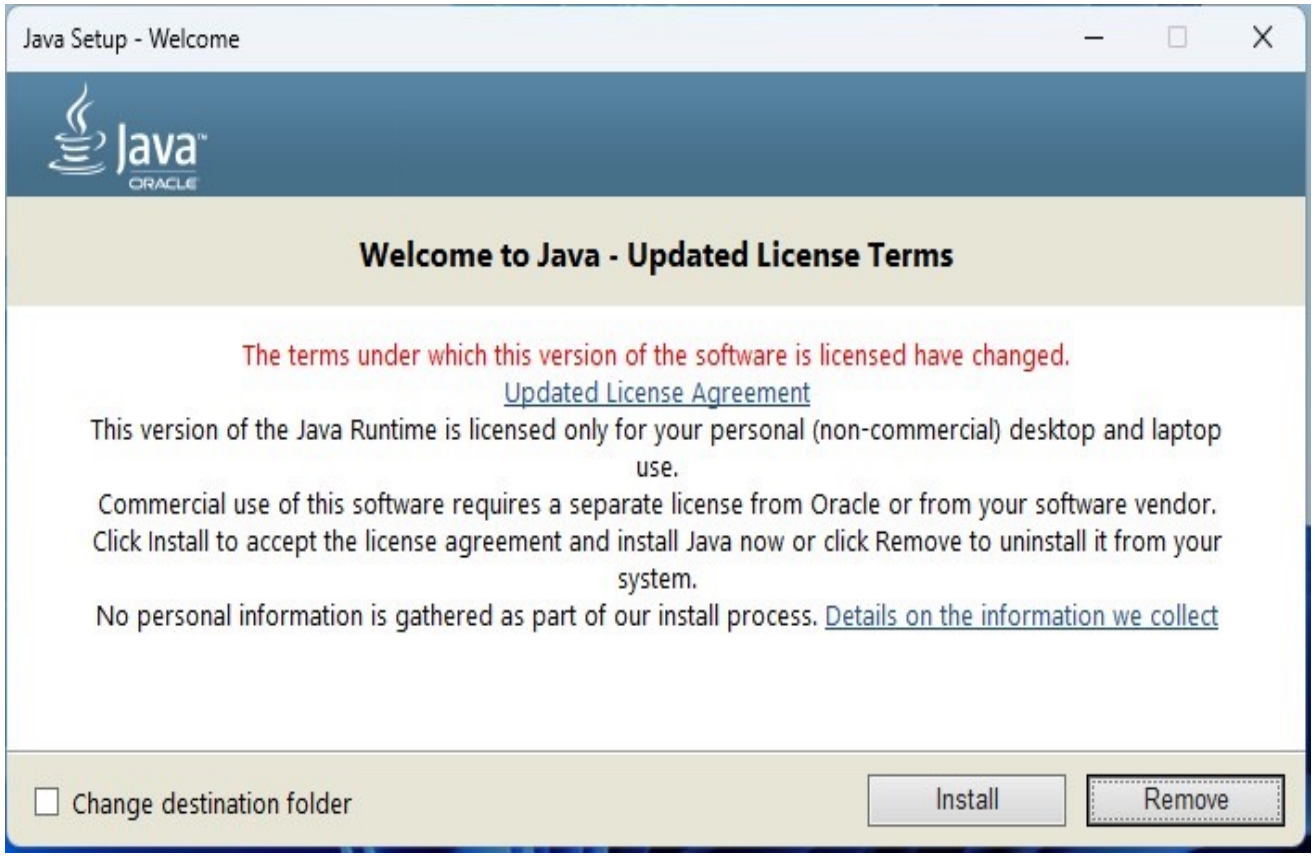
1. Storage of not less than 100 KB
2. Admin Access right.
3. The tool will utilize the Port 8080 as a local host.

INSTALLATION: JAVA

1. Download the specified Java version and follow the below instructions for installation:



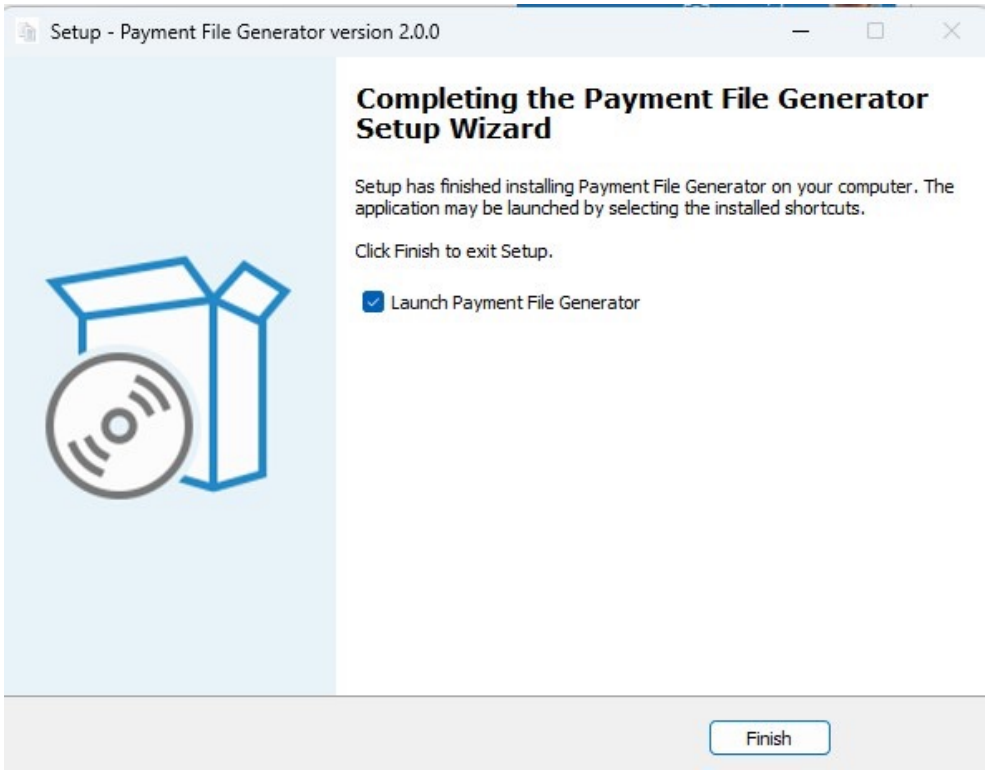
2. Click on download and the below box will appear

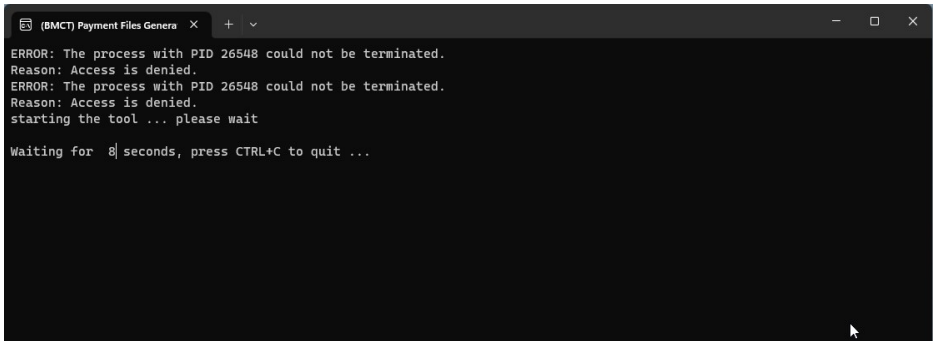


3. Follow the installation instructions and Java 8 will be installed.

INSTALL PAYMENT FILE GENERATOR

1. Download the setup.exe provided
2. Proceed with the installation by choosing the downloading folder.
3. Check box for desktop shortcut.
4. Complete the setup.
5. Once installation is completed, the tool will automatically open in the default web browser





Note: It will take around 25 seconds for the tool to open in the browser to utilize the Port 8080 as a local host.

GENERATE WPS PDF FILE

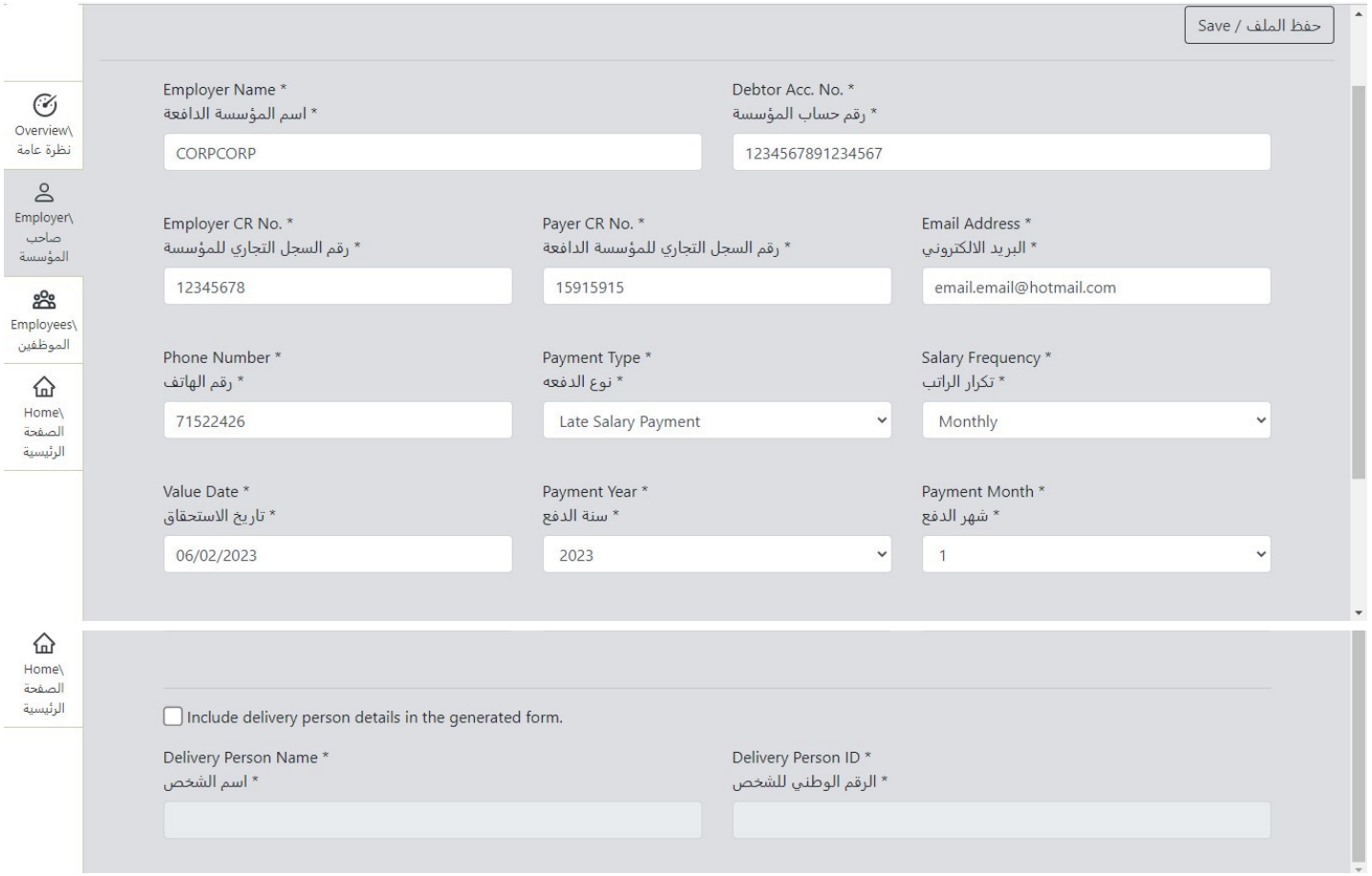
This tool generates SIF (Salary Information File) PDF for that is complaint with the Wages Protection System. This tool technically creates a PDF file that validates each field with the CBO requirements and generates a PDF file. The 2D barcoded PDF file will be scanned by the bank for up to 100 records.

ENTER EMPLOYER DETAILS

1. Open Payment File generator
2. Click on WPS Option

3. Click on the Employer Button

   This page allows the user to fill the employer information, all fields in this section are mandatory and are validated against CBO latest validations:



Field Name		Notes
Employer Name	اسم المؤسسة الدافعة	Name of the employer
Debtor Acc No	رقم حساب المؤسسة	Account number from which salary is debited
Employer CR No	رقم السجل التجاري	CR Number of the employer
Payer CR No	للمؤسسة الدافعة	CR Number of the employer
Email Address	البريد الالكتروني	Email address registered with the bank
Phone Number	رقم الهاتف	Phone number registered with the bank
Payment Type	نوع الدفعه	Select the option from the dropdown (Monthly salary, Bonus, Allowance, End of Service Benefit, Overtime Payment, Late Salary Payment, Advance Salary Payment)
Salary Frequency	تكرار الراتب	Enter the frequency of salary disbursement
Value Date	تاريخ الاستحقاق	Enter the date when the salary has to be disbursed
Payment Year	شهر الدفع	Enter the Payment year
Delivery Person Name	اسم الشخص	Enter the name of the Delivery person who will be submitting the PDF to the branch
Delivery Person ID	الرقم الوطني للشخص	ID of the delivery person.

4. After all the fields are filled up, click on Save to save the form

Note:

a) If the payment type selected is Advanced salary, payment month should be after passing first week from current month

b) If the payment type selected is late salary, payment month is before current month and current date passed first week of this month

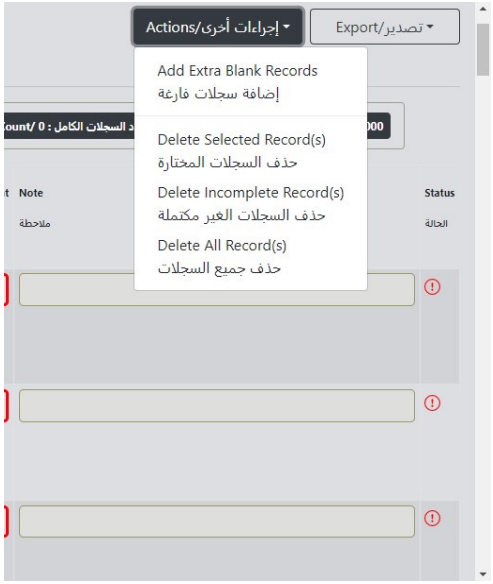
c) The employer information saved will be saved for future use. The employer can change the payment type, salary frequency, value date, payment year accordingly for every new payment request.

ENTER EMPLOYEE DETAILS

This page allows the user as an employer to fill the employee's information by adding records, all fields in Red are mandatory and validated against CBO latest validations:

Field Name	Description
Account Number	Employee Account Number
Employee Name	Name of the Employee
Bank Name	Bank Name to which the Salary is to be transferred
ID Type	Select the ID type
ID Number	Enter the ID Number
Working Days	
Extra Hours	
Basic Salary	
Extra Income	
Deductions	
Social Sec Deductions	
Net Salary	
Status	This field will be marked in red in case of the record is not completed and green if completed.

ADD OR DELETE RECORDS



ADDING RECORDS

- To Add More Records, click on actions drop down and select add Extra blank records.

DELETE RECORDS

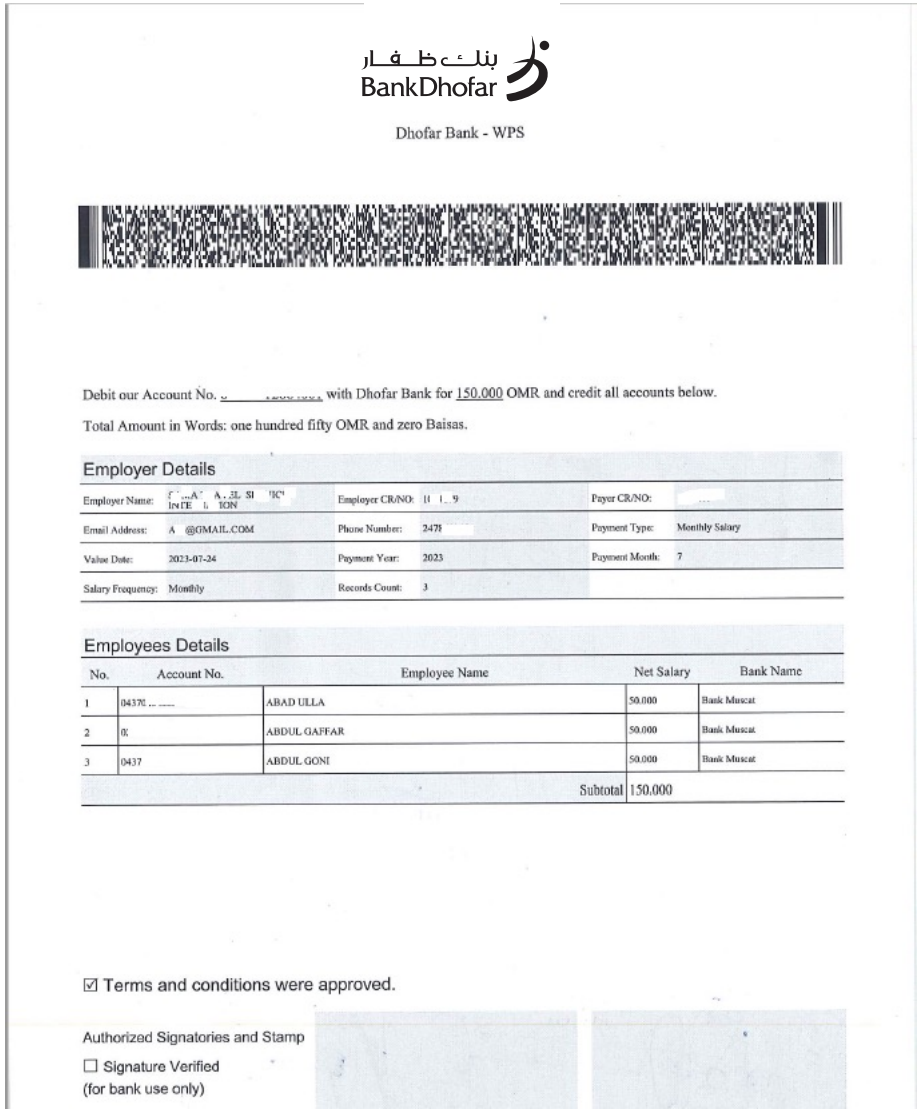
- Select the records to be deleted, click on the actions dropdown and select Delete Records
- To Delete Incomplete or blank records, click on actions drop down and select delete incomplete records
- To Delete all records, click on actions dropdown and select delete all records.

EXPORT TO PDF FILE

After entering the details for all the employees, click on export to generate the PDF file

Note:

The details entered once will remain unchanged unless the employer decides to modify them. If any changes occur, the employer will have to update or enter the new salary amount accordingly.



بنك ظفار
BankDhofar

Dhofar Bank - WPS

Debit our Account No. [redacted] with Dhofar Bank for 150.000 OMR and credit all accounts below.

Total Amount in Words: one hundred fifty OMR and zero Baisas.

Employer Details

Employer Name:	[redacted]	Employer CR/NO:	[redacted]	Payer CR/NO:	
Email Address:	[redacted]@GMAIL.COM	Phone Number:	2478	Payment Type:	Monthly Salary
Value Date:	2023-07-24	Payment Year:	2023	Payment Month:	7
Salary Frequency:	Monthly	Records Count:	3		

Employees Details

No.	Account No.	Employee Name	Net Salary	Bank Name
1	0437[redacted]	ABAD ULLA	50.000	Bank Muscat
2	0[redacted]	ABDUL GAFFAR	50.000	Bank Muscat
3	0437	ABDUL GONI	50.000	Bank Muscat
		Subtotal	150.000	

☑ Terms and conditions were approved.

Authorized Signatories and Stamp

☐ Signature Verified
(for bank use only)

Sign on All the pages and submit to the branch

OVERVIEW

This Tab allows the user to have a simplified view of the last details that was filled by the employer