

USER GUIDE WPS PDF PAYMENT



INSTALLATION AND SETUP

SYSTEM REQUIREMENTS

Operating System : Windows 10 and above

Java version: Java 1.8 (Java 8) or higher

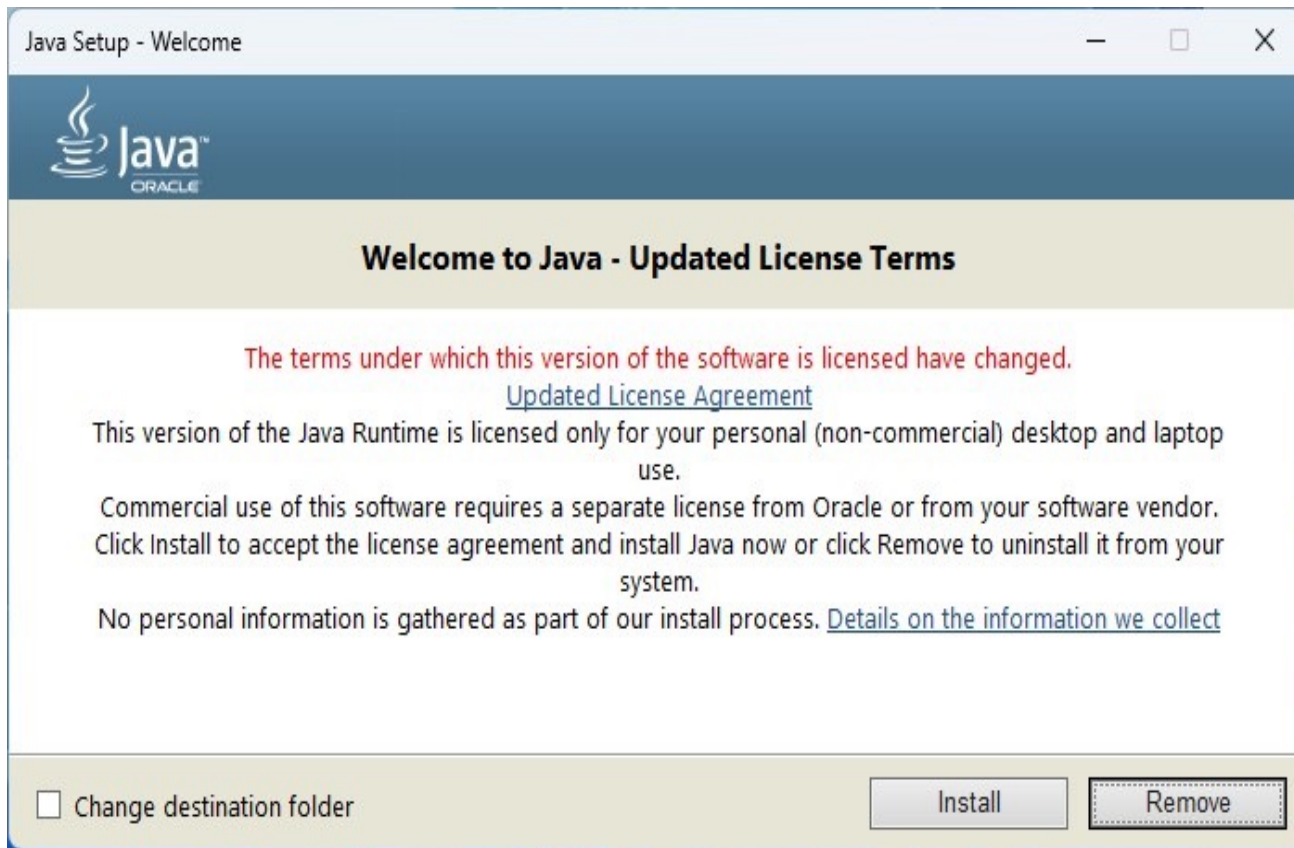
1. Storage of not less than 100 KB
2. Admin Access right.
3. The tool will utilize the Port 8080 as a local host.

INSTALLATION: JAVA

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

The screenshot shows the Oracle Java website's 'Download Java for Windows' page. The navigation bar includes the Java logo, 'Download', 'Developer Resources', and 'Help' links, along with a search bar. The main content area is divided into a sidebar and a main section. The sidebar contains 'Help Resources' (with links like 'What is Java?', 'Remove older versions', 'Disable Java', 'Error messages', 'Troubleshoot Java', 'Other help') and 'Windows 64-bit Users' (with links like 'Do you use both 32-bit and 64-bit browsers?', 'FAQ about 64-bit Java for Windows'). The main section is titled 'Download Java for Windows' and features a sub-heading 'Version 8 Update 361 (filesize: 62.11 MB) Why is Java 8 recommended?' with a release date of 'January 17, 2023'. A prominent yellow box contains 'Important Oracle Java License Information' stating that the Oracle Java License changed for releases starting April 16, 2019. Below this, it mentions that commercial license and support is available with a low cost Java SE Subscription. A warning icon indicates that in Windows 10, the Edge browser does not support plug-ins and therefore will not run Java. A 'More info' link is provided for further details.

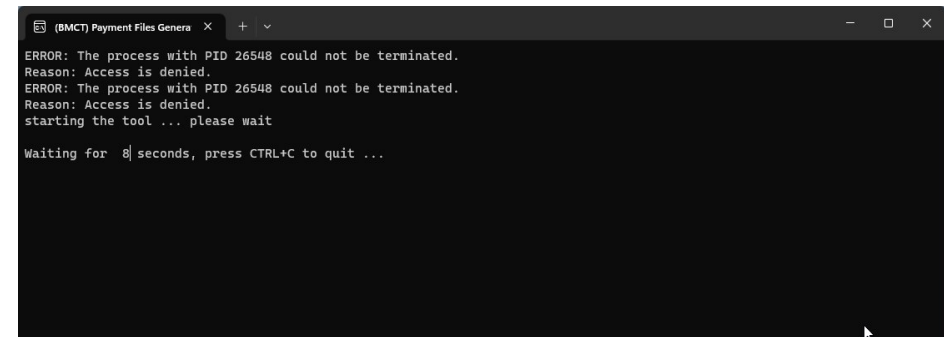
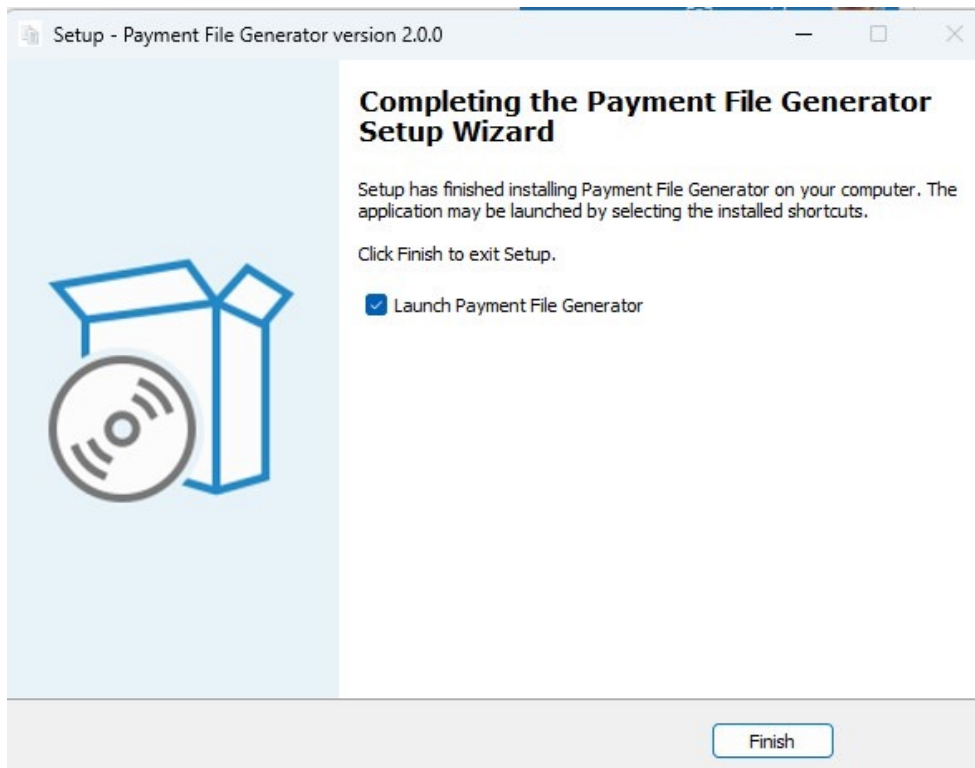
2. Click on download and the below box will appear



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 technical-ly 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:

حفظ الملف / Save

<p>Overview \ نظرة عامة</p> <p>Employer \ صاحب المؤسسة</p> <p>Employees \ الموظفين</p> <p>Home \ الصفحة الرئيسية</p>	<p>Employer Name * اسم المؤسسة الدافعة *</p> <p>Debtor Acc. No. * رقم حساب المؤسسة *</p> <p>Employer CR No. * رقم السجل التجاري للمؤسسة *</p> <p>Payer CR No. * رقم السجل التجاري للمؤسسة الدافعة *</p> <p>Email Address * البريد الالكتروني *</p> <p>Phone Number * رقم الهاتف *</p> <p>Payment Type * نوع الدفعة *</p> <p>Salary Frequency * تكرار الراتب *</p> <p>Value Date * تاريخ الاستحقاق *</p> <p>Payment Year * سنة الدفع *</p> <p>Payment Month * شهر الدفع *</p> <p><input type="checkbox"/> Include delivery person details in the generated form.</p> <p>Delivery Person Name * اسم الشخص *</p> <p>Delivery Person ID * الرقم الوطني للشخص *</p>
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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 الدفعة	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:

1

1 - 50 of 50

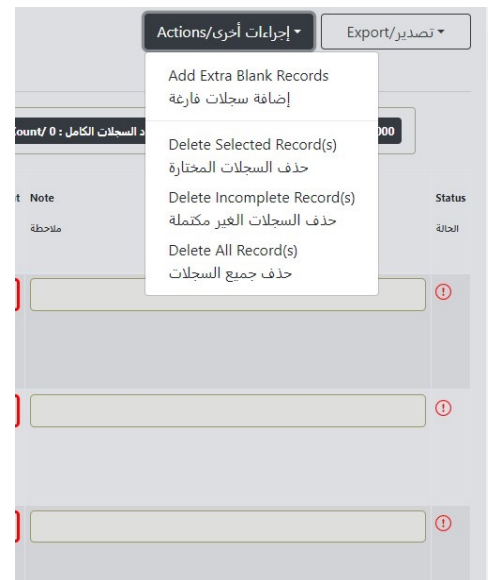
Complete Records Count/ 0 : عدد السجلات الكامل

Total Amount/ المبلغ الإجمالي: OMR 0.000

#	Account Number رقم الحساب	Employee Name اسم الشخص	Bank Name اسم البنك	ID Type نوع التعريف	ID Number رقم الهوية	Working Days أيام العمل	Extra Hours الساعات الإضافية	Basic Salary الراتب الأساسي	Extra Income الإضافي	Deductions الخصومات	Social Sec. Deductions خصومات الضمان الاجتماعي	Net Salary صافي الراتب	Status الحالة
<input type="checkbox"/>	1	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	0	0	0	0	0.000	0.000	<input style="border: 2px solid red;" type="text" value="0.0"/> !	• Net > 0
<input type="checkbox"/>	2	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	0	0	0	0	0.000	0.000	<input style="border: 2px solid red;" type="text" value="0.0"/> !	• Net > 0
<input type="checkbox"/>	3	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="text"/>	0	0	0	0	0.000	0.000	<input style="border: 2px solid red;" type="text" value="0.0"/> !	• Net > 0

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.



Dhofar Bank - WPS



Debit our Account No. _____ 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: INTELLIGENT	Employer CR/NO: 1119	Payer CR/NO: _____
Email Address: A@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	04370	ABAD ULLA	50,000	Bank Muscat
2	0	ABDUL GARFAR	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

Overview \
نظرة عامة

Employer \
صاحب
المؤسسة

Employees \
الموظفين

Home \
الصفحة
الرئيسية

<p>Employer Name / اسم المؤسسة الدافعة </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">MINISTRAY OF LABOUR</p>	<p>Account Number / رقم حساب المؤسسة </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">2545452412121212</p>	
<p>Payment Type / نوع الدفعه </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Salary</p>	<p>Employees Records / عدد السجلات </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">50</p>	<p>Total Amount / المجموع </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">OMR 0.000</p>
<p>Value Date / تاريخ الاستحقاق </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">09/02/2023</p>	<p>Complete Records Count / عدد السجلات الكامله </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">0</p>	<p>Incomplete Records Count / عدد السجلات الناقصه </p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">50</p>

