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Sohar international

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CORPORATE **USER GUIDE**

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INTRODUCTION

Integrated with Corporate Internet Banking, the salary upload feature allows you to easily keep track of and manage bulk salary payments. This guide will take you through everything you need to know regarding the salary upload feature, so you're ready to win.

By registering and activating your internet banking account, you can avail the benefits of the salary upload feature.



HOW TO REGISTER YOUR ACCOUNT



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	Sohar Internation	Unsdaccibe	Tue, 18 Aug. 16:53 (23 hours ago) 🛱 🔦 🊦	
U		Sohar محمدار المعالية International		
		Your username: vpetrov To activate your account, <u>click/herre</u> or paste the following link on your brow https://appsadminconsole.konylabs.net:8443 /Console/kdw The link will expire in 24 hours, so please use it n	iser: 3/admon right away.	
		Regards, Sohar International Bank team		
		•		

Post enrollment, you will receive an email to your registered email ID





Sohar 🌗	محا		English ¥
		Create Password	
		To safeguard your personal info, please create secure password.	
		Password	
		Confirm Password	
		Password must contain: at least one Uppercase	
		at least one Lowercase at least one Number at least one Special character (1)	
		from 8 to 24 characters	
		Cancel Continue	
		•	





You will receive an OTP on your registered mobile number Enter the OTP to successfully complete the registration process





HOW TO LOGIN TO INTERNET BANKING



Sohar محسار Find Us Contacts	English V
Login to Wholesale Banking Digital Username Password Ø	
Can't login? Reset credentials	

Click the link to launch internet banking, and enter your registered user name and password.



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	_		Step	2		
Sohar 🌗 محار	Accounts Salary Upload					🗗
Current Account (1) Account Cr	empany	Clear	Effective	Available Balance	Requests Salary Payments	80
Current						
			•			

You will now be able to view all your operative accounts, and the Salary Module feature





HOW TO UPLOAD SALARY



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Accounts Salary Upload
Accounts Salary Upload
Salary Upload
Salary Payment Download Template file
Salary History Clear
Amount
Payment Date Entry Type Status Amount
08 December 2021 File Upload • Success OMR 6.110 🕟
03 November 2021 File Upload Success OMR 4.030
28 October 2021 File Upload • Success OMR 5.477 📀
28 October 2021 File Upload • Success OMR 3.863 📀
27 October 2021 File Upload • Success OMR 3.030 🛇
27 October 2021 File Upload Success OMR 4.632
27 October 2021 File Upload • Success OMR 4.205 🕟
27 October 2021 File Upload or Success OMR 5.090 😔

Select Salary Payment or download the Excel template to view previous salary uploads and their status.



Sohar 🖣	Accounts Salary Upload	
	Salary Payer Add information about Payer in order to process with Salary Payment Payment Type	
	Charity Payment Monthly Pension Salary Overtime Payment December Salary Frequency Monthly	
	Cancel Continue	



Step 3

For Salary Upload, you have two options - Add Records or Import Data



If you select Add Records, you are required to fill in all the mandatory fields, review and submit



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Step 4

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ohar 🌗 🕰 🗛	Accounts	Sala	ry Upload															ď	Sohar 🌗	محكر	Accounts	Salary Upload			
	Sala	ary F	Records									9	. NI V	+ Add Reco	•	Import Data	1						ſ		
		Na I	Employee Name	ID Type		10 Number	Rece	iving Bank	Account Number	Workin Days	g Ertra Hours	Basic Salary	Ertraincome	Deduction	Securbecurity Deduction	Net Salary		Ψ						Confir	m Salary Pa
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		2	VSAL	Civil D		88879679	Alvy	¢18. −	502004622400	20	0	3	0	0	0	1.000								Payment Type:	Salary
0					_		1.		v															Payer Account Number	Current 4657
-) This Pi	C > Desktop	p > Te	est Data	~	0	A	Search Ter	st Data																Salary Year:	2021
ganize - New folder							1																	Salary Month:	December
Quick access	Name		A	Date mo	dified		Type		Size															Records:	2
Desktop 🖈	Copy of S	SanityC al Char	heckResult_1310	10/13/20	021 1:58 021 11:1	8 PM 18 AM	Microsoft Microsoft	t Excel W., t Excel C.,	17															Debit Amount:	OMR2.000
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RAMU	ValidNon	Sohar	Accounts + Closed - 2	10/25/20	021 2:11	I PM	Microsoft	t Excel C	1															Total Public Amounts	0403.050
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You can also fill the required salary data in the salary file and share it to the local drive





HOW TO APPROVE SALARY TRANSFERS



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ohar مطارع Accounts Salary Uplo	ad			D
Current Account (1)			Approvals	
Account Company Current4657 QOOS AL BURAIMI TRADING	Clear E	Available Balance 53.356 19,949,235.356	Salary Payments	98
			Requests	
			Salary Payments	23
		•		





Step 2

							_
Accou	Ints Salary Upload			چمار 🖣 <u>Sohar</u>	Accounts Salary Upload		
< Back						Confin	
Transfers (30)	Bill Payments (18)	Salary Payments (08)				Comm	
Handroid (00)	Sin r dymones (10)					Payment Type:	
Date	Entry Type	Payment Type	Amount			Payer Account Number:	
09 December 2021	File Upload	Salary				Salary Year:	
07 December 2021		Salary				Salary Month:	
Company Daily Limit:	OMR 50,000.000					Records:	
Remaining Daily Limit:	OMR 50,000.000					Debit Amount:	
From Account::	017020004657					Charges:	
File Name:	SIF_1175391_BSHR_20211209_0	001.csv				Total Debit Amount:	
Salary Year:	2021						
Salary Month:	December					Charges Account:	
Number of Records:	2						
Created by:	Salary Upload	Review Records	Reject Approve			Cance	Ы
				′			

In the approval section, you can view Salary sent for approval and take necessary action (Reject, Review or Approve)

If the file is rejected, it will not be sent for processing. You can view the rejected file along with reason for rejection





HOW TO CHECK SALARY HISTORY



_	_ Step 1						
Sohar Sohar	Accounts Salary Upload	d					
	Salary Upload						
		E Salary Payment	Dov	Ko vnload Template file			
	Salary History	5		Cle	ar		
	Payment Date	Entry Type	Status	Amount			
	08 December 2021	File Upload	 Success 	OMR 6.110	\odot		
	03 November 2021	File Upload	 Success 	OMR 4.030	\odot		
	28 October 2021	File Upload	Success	OMR 5.477	\odot		
	28 October 2021	File Upload	Success	OMR 3.863	\odot		
	27 October 2021	File Upload	Success	OMR 3.030	\odot		
	27 October 2021	File Upload	 Success 	OMR 4.632	\odot		
-							

You can view the file status under the history section (In Progress, Rejected, Partially Rejected or Success)



The file status will be updated in the front end every one hour

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