

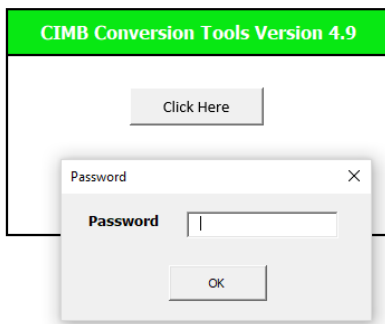
## How to prepare Payroll instuction file

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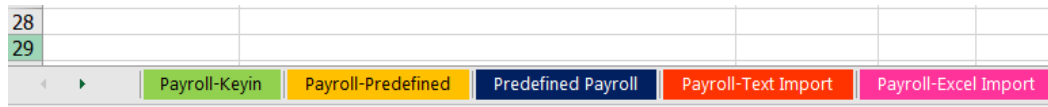
Method 1 Prepare instruction file with self-development by company’s developer using CIMB text file formatting guideline

Method 2 Prepare instruction file using Excel Conversion Tool

Step 1 To open an **Excel Conversion Tool** file, enter **password (provides by CIMB Thai)** to access the file.



Step 2 When entering the data entry, notice the sheet below. There are 5 tabs as follows:



- |                      |  |
|----------------------|--|
| Payroll-Keyin        | Company’s administrator can create payroll instruction by manual for each record. The data records will be remembered automatically for using next time.                     |
| Payroll-Predefined   | Company’s administrator can select the empyee record from predefined table to make the money transfer instuction.  |
| Payroll-Predefined   | Company’s administrator can create predefined employee’s data : employee name, account number, and etc. into the predefined table  |
| Payroll-Text Import  | Company’s administrator can choose the text file from ERP system to create CIMB Payroll instruction file. (Please contact TB hotline to prepare mapping first.)              |
| Payroll-Excel Import | Company’s administrator can choose the excel file from ERP system to create CIMB Payroll instruction file. <b>(Note Please contact TB hotline to prepare mapping first.)</b> |

Step 3 Click on the sheet Payroll-Keyin to prepare the information.

Step 4 Choose the company’s account number for debiting money in Debit A/C and specific the effective date of transferring in Value Date

<b>Debit A/C</b>	TestAcc1 - 7002635993	<b>Total Txn.</b>	2
<b>Value Date</b>	15/12/2015	<b>Total Amt.</b>	300.00
<b>Format Value Date: dd/MM/20yy</b>			
Verify & Export		RTB	Clear Data
Seq.	Beneficiary Name	Account No.	Amount
1	นายทดสอบ นามสกุลทดสอบ	1234567890	100.00
2	Mr. Sam	4582167956	200.00

Step 5 Provides the employee details for each records

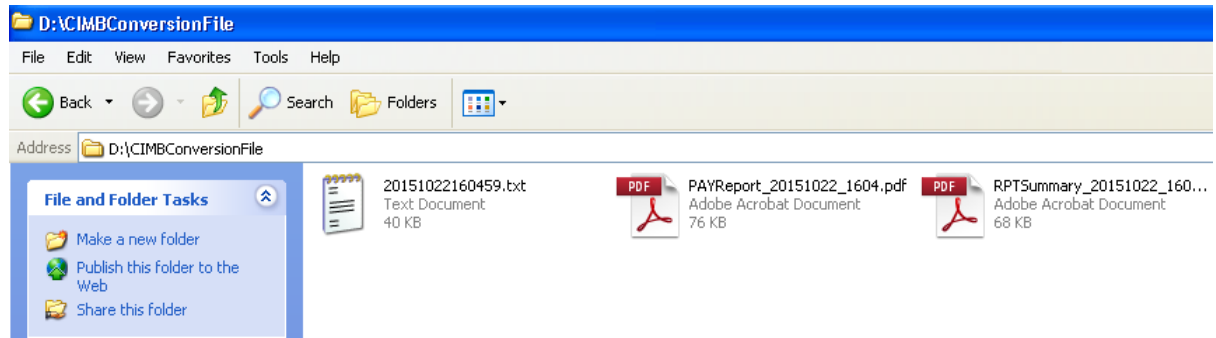
A	B	C	D	E	F	G	H
<b>Debit A/C</b>	TestAcc1 - 7002635993	<b>Total Txn.</b>	2				
<b>Value Date</b>	15/12/2015	<b>Total Amt.</b>	300.00				
<b>Format Value Date: dd/MM/20yy</b>							
Verify & Export		RTB	Clear Data				
Seq.	Beneficiary Name	Account No.	Amount	Ref No.	Charge to Mobile	Email	
1	นายทดสอบ นามสกุลทดสอบ	1234567890	100.00		OUR	test@hotmail.com	
2	Mr. Sam	4582167956	200.00		BEN 0819107163	sam@hotmail.com	

- 5.1 Seq. refers to the system generating’s order number
- 5.2 Beneficiary Name refers to the employee name
- 5.3 Account No. refers to the employee’s account number.
- 5.4 Amount refers to the amount transferred.
- 5.5 Ref No. refers to other information or reference code.
- 5.6 Charge to refers to choose the method to charge the party who will bear all fees
  - OUR is Charge to Company
  - BEN is Charge to Employee
- 5.7 Mobile refers to the transaction notify messages via mobile. (Additional fee charge per mobile number)
- 5.8 Email refers to the transaction notify message via email. (Free of charge)

Step 6 After filling out the payroll transfer information, press Verify & Export button.

A	B	C	D	E	F	G	H
<b>Debit A/C</b>	TestAcc1 - 7002635993	<b>Total Txn.</b>	2				
<b>Value Date</b>	15/12/2015	<b>Total Amt.</b>	300.00				
		<b>Format Value Date: dd/MM/20yy</b>					
<input type="button" value="Verify &amp; Export"/>		<input type="text" value="RTB"/>		<input type="button" value="Clear Data"/>			
Seq.	Beneficiary Name	Account No.	Amount	Ref No.	Charge to	Mobile	Email
1	นายทดสอบ นามสกุลทดสอบ	1234567890	100.00		OUR		test@hotmail.com
2	Mr. Sam	4582167956	200.00		BEN	0819107163	sam@hotmail.com

Step 7 Three files are derived as follows:-



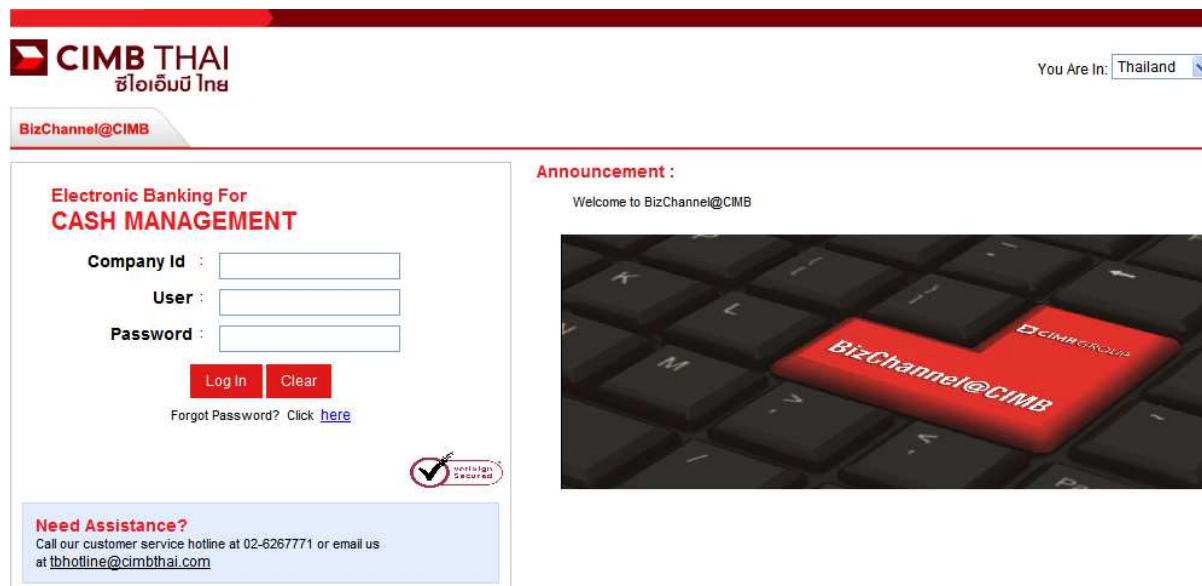
Instruction text file      Text Instruction file for uploading.

PAYReport                      The instruction report file.

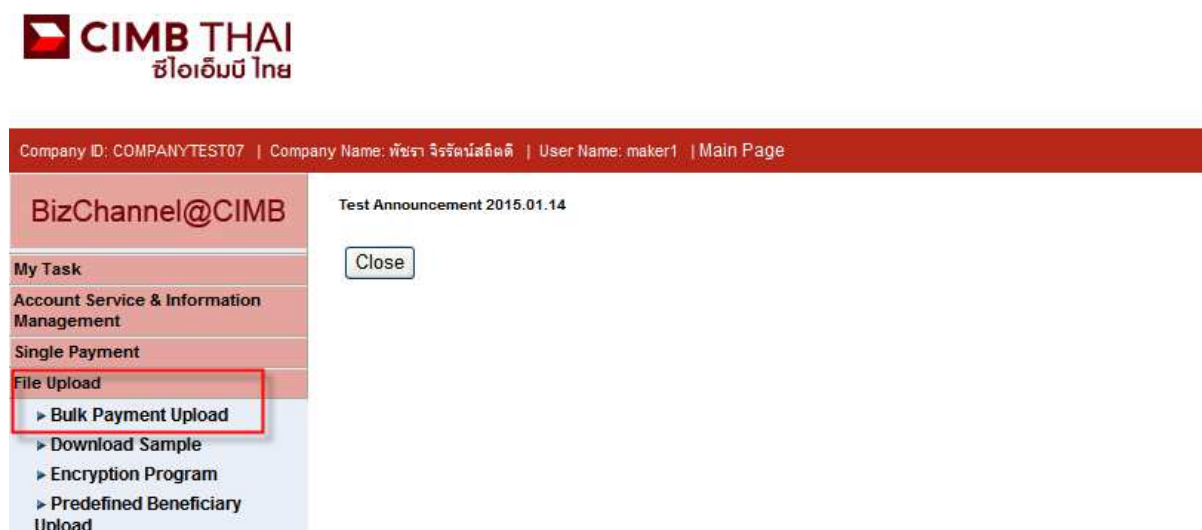
RPTSummary                    The summarize instruction report file.

## How to makes instruction file uploading into BizChannel system

Step 1 Open internet browser <https://www.bizchannel.cimbthai.com> website. Login with company id, username (provides by CIMB Thai), and password.



Step 2 Click on main menu File Upload and then click Bulk Payment Upload sub-menu



Step 3 Choose **TXT** in File Format

**Bulk Payment Upload**

**File Detail**

On Behalf of Company\* : COMPANYTEST07 - บริษัท จีรทัศน์สกลดี

File Format Name\* : RTB Standard Payment File Upload

File Format\* : **TXT**

File Type\* :  Non Encrypted  Encrypted

File Upload\* :

Step 4 Click Browse... button in File Upload and then choose the instruction file and then press the Confirm button.

**Bulk Payment Upload**

**File Detail**

On Behalf of Company\* : COMPANYTEST07 - บริษัท จีรทัศน์สกลดี

File Format Name\* : RTB Standard Payment File Upload

File Format\* : TXT

File Type\* :  Non Encrypted  Encrypted

File Upload\* : D:\RTB UAT\UAT DDR\

Step 5 The summarise instruction will displays about the totally number of transaction records, the totally amount of all transactions, and etc. Please kindly beware crosscheck first and then click on Submit button.

**Bulk Payment Upload**

**File Detail**

On Behalf of Company : COMPANYTEST07 / บริษัท จีรทัศน์สกลดี

Debit Account : 7002635993 / สาขาเชียงใหม่ ( THB )

File Format Name : XLS

File Type : Non Encrypted

File Upload : 07\_PAY File Import 111.xls

Batch Reference No. : PAY15121501

Uploaded By : 07CORPMAKER

Total Records : 5

Total Amount : 1,501.50 THB

Total Fee : -

Total Actual Fee : -

Total Debit Amount : -

**Group List**

Group	Document Code	Value Date	Service	Total Records	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)
1	275426	15-12-2015	Payroll	5	1,501.50	-	-	-

Note To crosscheck the records detail please click on **the number of the Total Records** when you finish checking click the Close button

**Bulk Payment Upload**

**Group 1**

No.	Value Date	Service	Beneficiary Account No.	Beneficiary Name	Charge Instruction	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)
1	15-12-2015	Payroll	7000150034	นาง ก	Our	100.10	0.00	0.00	100.10
2	15-12-2015	Payroll	7000802973	นาง ข	Our	200.20	0.00	0.00	200.20
3	15-12-2015	Payroll	7000150046	น.ส. ค	Our	300.30	0.00	0.00	300.30
4	15-12-2015	Payroll	7000151067	Mr. A	Our	400.40	0.00	0.00	400.40
5	15-12-2015	Payroll	7000155639	Ms. B	Our	500.50	0.00	0.00	500.50

Step 6 Once the transaction has been submitted successfully, there will be a message awaiting approval (blue letters), press Done button.

**Bulk Payment Upload**

• Message: This transaction is waiting for approval

**File Detail**

On Behalf of Company	: COMPANYTEST07 / พัชรา จิรรัตน์สกลิตดี	Uploaded By	: 07CORPMAKER
Debit Account	: 7002635993 / สาขาซีพี อุดรธานี ( THB )	Total Records	: 5
File Format Name	: XLS	Total Amount	: 1,501.50 THB
File Type	: Non Encrypted	Total Fee	: -
File Upload	: 07_PAY File Import 111.xls	Total Actual Fee	: -
Batch Reference No.	: PAY15121501	Total Debit Amount	: -

**Group List**

Group	Transaction Reference No.	Document Code	Value Date	Service	Total Records	Amount (THB)	Fee Amount (THB)	Actual Fee Amount (THB)	Debit Amount (THB)	
1	1512158453630247	275426	15-12-2015	Payroll	5	1,501.50	-	-	-	<a href="#">Workflow List</a>

Step 7 You can check the awaiting approvers list by click on Workflow List

**Workflow List**

**Approval Matrix List**

Schema	Number of Approval	Number of User	Company	User Group
SchemaA	1	1	พัชรา จิรรัตน์สกลิตดี (COMPANYTEST07)	GroupA
OR				
SchemaB	1	1	พัชรา จิรรัตน์สกลิตดี (COMPANYTEST07)	GroupB

**Approver List**

User Group	User Id	User Name
GroupA	07CORPAUTH1	auth1
GroupB	07CORPAUTH2	auth2

## How to check the transaction status

Step 1 Company's administrator (Maker role) and approver can check the transactions status by click on My Task menu and then Transaction Status sub-menu

By default, the previous transaction status will automatically display in pending table



Company ID: COMPANYTEST09 | Company Name: QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD QWERTYUIOPASD | User Name: maker1 | Main Page

**BizChannel@CIMB** Test Announcement 2015.01.14

Close

**My Task**

- ▶ Pending Task
- ▶ Remote Approval
- ▶ **Transaction Status**
- ▶ Master Transaction Status

Step 2 The awaiting transaction for approval. Please notify the approver makes approval before service cut-off time.

**Transaction Status**

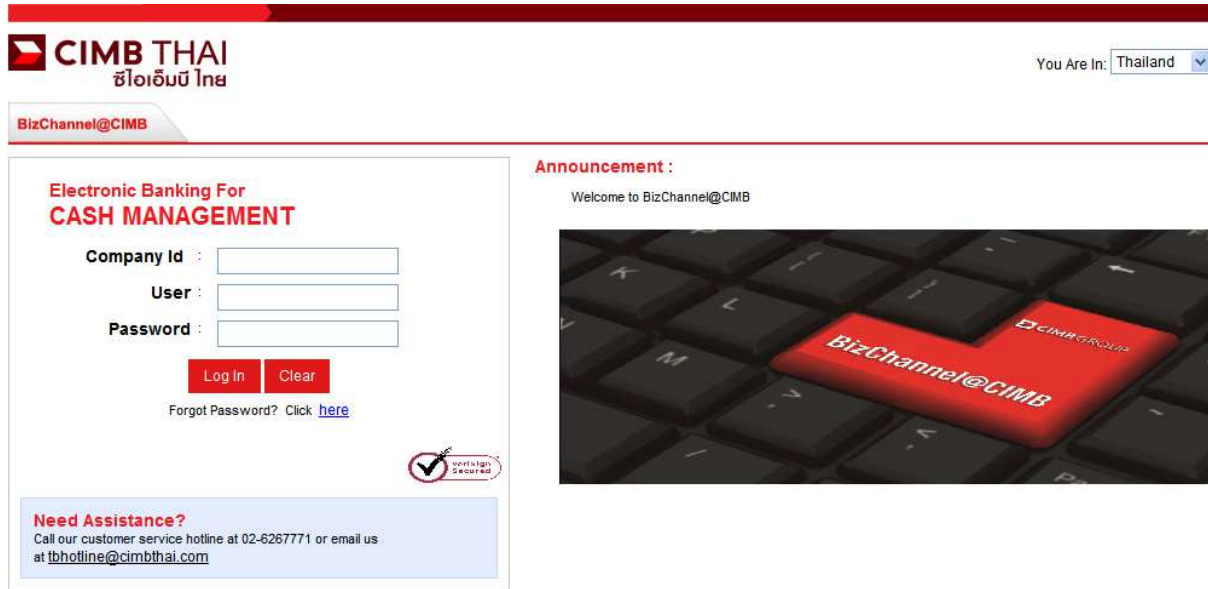
Transaction Reference No. \* :   
 Document Code \* :   
 Batch / Customer Reference No. \* :   
 Date Range \* :  Created Date  Value Date  
 14/12/2015 - 15/12/2015 (dd/mm/yyyy)  
 Service : ALL  
 Company Account :   
 Transaction Status : ALL

Search

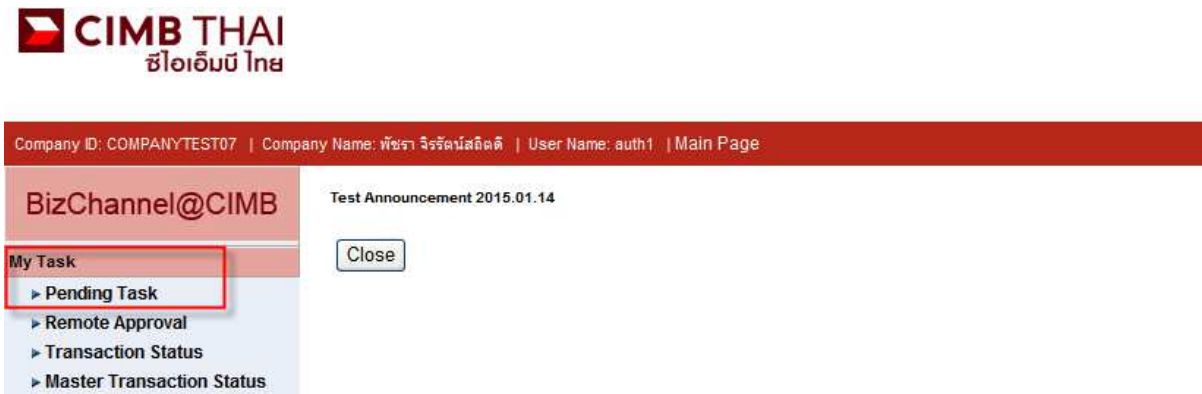
Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
15-12-2015 16:24:10	<u>1512158453630247</u>	275426	PAY15121501	Bulk Payment Upload - Payroll	7002635993, บัญชีเงินเดือน (THB)	THB 1,501.50	15-12-2015	Pending Approval

## How to approve transaction (For Approver Role)

Step 1 Open internet browser <https://www.bizchannel.cimbthai.com> website. Login with company id, username (provides by CIMB Thai), and password.



Step 2 Click on My Task menu and then click Pending Task sub-menu



Step 3 The pending approval transactions will be displayed automatically in table, Approver can select multiple transaction by check mark at the records and then press Approve

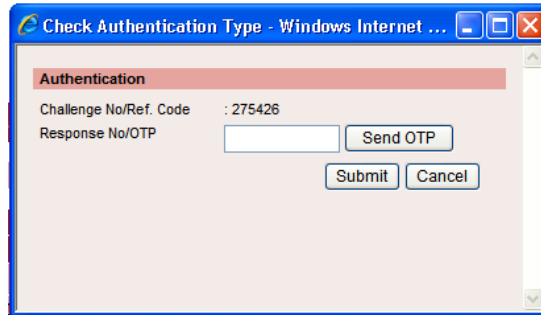
All Task Listing		Verify / Approve								
Pending Task Listing										1 - 1 of 1 transaction(s)
No.	<input type="checkbox"/>	Created Date	Document Code	Batch / Customer Reference No.	Feature	On behalf of Company	Company Account	Transaction Amount	Maker User ID / Maker User Name	Status
1	<input checked="" type="checkbox"/>	15-12-2015 16:24:09	275426	PAY15121501	Bulk Payment Upload	COMPANYTEST07 / บริษัท จีซีเอ็มบีไทย	7002635993 / ซีไอเอ็มบีไทย (THAI BAHT)	THB 1,501.50	07CORPMAKER / maker1	Approver Task Advance



The system will be asking for the authorized code

**For Token device** Please find the Response No from the token device by press APP1 and then input the Challenge No that displays on prompt screen.

**For Mobile authorized** Click on Send OTP button to get OTP code via SMS



Step 4 Once the approver completed approval process the Approval Status will displays as A - Approved

Verify / Approve

Pending Task

Bulk/Payroll Payment Management

No.	Created Date	Document Code	Batch / Customer Reference No.	Feature	On behalf of Company	Company Account	Beneficiary Account	Total Record	Transaction Amount	Beneficiary Bank	Value Date	Maker User ID / Maker User Name	Status	Approval Status
1	15-12-2015 16:24:09	275426	PAY15121501	Bulk Payment Upload	COMPANYTEST07 / บริษัท จีเอ็มเอ็มแอล	7002635993 / สาขากรุงเทพฯ (THAI BAHT)	Multiple Beneficiaries	5	THB 1,501.50	CIMB Thai	15-12-2015	07CORPMAKER / maker1	Approver Task Advance	A

\*Note  
 A = Approved  
 P = Pending Approve  
 S = Executed with Successful  
 F = Executed with Failure  
 R = Rejected  
 D = Deleted  
 W = Withdrawn

Print Save As Approve / Reject others

Step 5 The transaction status will be changed to Pending Execute until reach the effective date that the company’s administrator mentions on the instruction file. (You can see in **My Task > Transaction Status** menu)

Transaction Status

Transaction Reference No. \* :

Document Code \* :

Batch / Customer Reference No. \* :

Date Range \* :  Created Date  Value Date  
 : 05/01/2016 - 06/01/2016 (dd/mm/yyyy)

Service : ALL

Company Account :

Transaction Status : ALL

Search

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
06-01-2016 15:20:19	1601061548562736	935491		In-House Transfer - Direct Credit	8000167119, บัญชีฝากพิเศษ(THB)	THB 10.00	08-01-2016	Pending Execute

Step 6 When reach the effective date, the transaction status will be changed to Processing by Bank until completed process

**Transaction Status**

Transaction Reference No. \* :   
 Document Code \* :   
 Batch / Customer Reference No. \* :   
 Date Range \* :  Created Date  Value Date  
 : 14/12/2015 - 15/12/2015 (dd/mm/yyyy)  
 Service : ALL  
 Company Account :   
 Transaction Status : ALL

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
15-12-2015 17:15:00	<u>1512158453630247</u>	275426	PAY15121501	Bulk Payment Upload - Payroll	7002635993, สำนักบัญชี บริษัทมหาชน(THB)	THB 1,501.50	15-12-2015	Processing by Bank

Step 7 When the processing is completed, the transaction status will be changed to Executed Successfully. Otherwise, please kindly contact TB Hotline for more detail.

**Transaction Status**

Transaction Reference No. \* :   
 Document Code \* :   
 Batch / Customer Reference No. \* :   
 Date Range \* :  Created Date  Value Date  
 : 14/12/2015 - 15/12/2015 (dd/mm/yyyy)  
 Service : ALL  
 Company Account :   
 Transaction Status : ALL

Last Action Date	Transaction Reference No.	Document Code	Batch / Customer Reference No.	Service	Company Account	Amount	Value Date	Transaction Status
15-12-2015 17:15:00	<u>1512158453630247</u>	275426	PAY15121501	Bulk Payment Upload - Payroll	7002635993, สำนักบัญชี บริษัทมหาชน(THB)	THB 1,501.50	15-12-2015	Executed Successfully