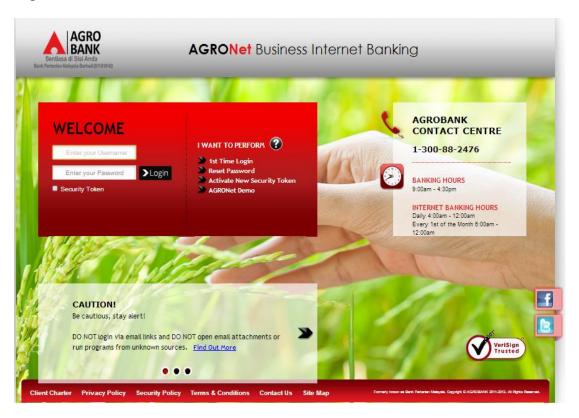# AGRONetBIZ Section 16:
Payroll – Multiple Payment

16.1 Single User – Execute Transaction

1. Login to AGRONetBIZ website as below.
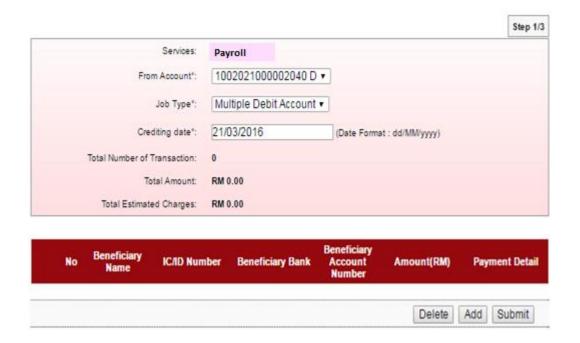

2. Click "Payroll" and choose "Multiple Payment".
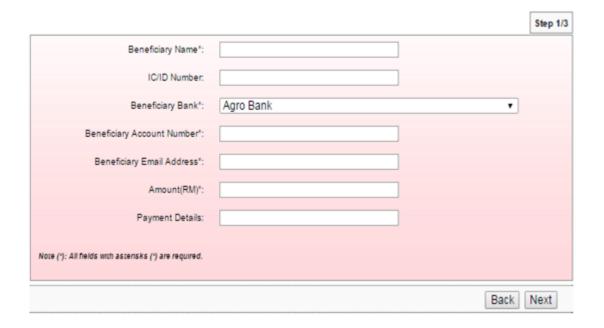
3. Click "Create New" as below.

4. For step 1/3 of "Payroll – Multiple Payment"; complete as requested below.
   i) From Account (account to debit).
   ii) Job Type (Single Debit Account – display single debiting at Transaction History; Multiple Debit Account – display multiple debiting at Transaction History)
   iii) Crediting date
   iv) Click Submit
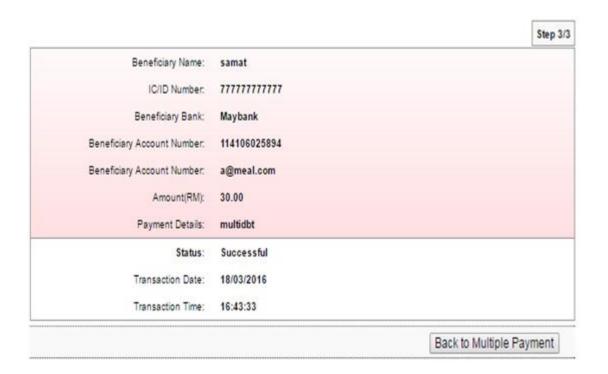
Payroll - Multiple Payment

Step 1/3

Services:	Payroll
From Account*:	1002021000002040 D ▾
Job Type*:	Multiple Debit Account ▾
Crediting date*:	21/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	0
Total Amount:	RM 0.00
Total Estimated Charges:	RM 0.00

No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail

Delete   Add   Submit

5. The system displays "Payroll – Add Multiple Payment" (step 1/3) as below.

Payroll - Add Multiple Payment

Step 1/3

Beneficiary Name*:	
IC/ID Number:	
Beneficiary Bank*:	Agro Bank ▾
Beneficiary Account Number*:	
Beneficiary Email Address*:	
Amount(RM)*:	
Payment Details:	

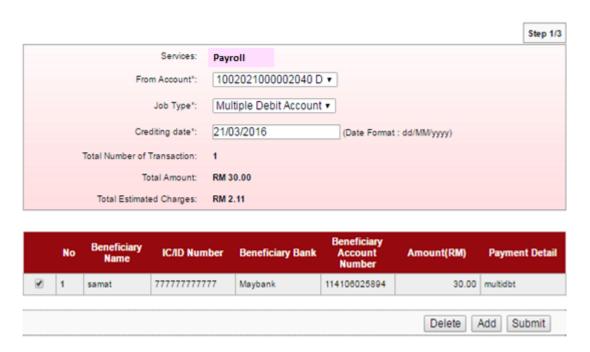Note (*): All fields with asterisks (*) are required.

Back   Next

6. To add a transaction in "Payroll – Add Multiple Payment" (step 1/3); complete as requested below.

   i) Beneficiary Name.

   ii) IC/ID Number (optional to key in)

   iii) Beneficiary Bank

   iv) Beneficiary Account Number

   v) Beneficiary Email Address

   vi) Amount

   vii) Payment Details (optional to key in)

   viii) Click Next

7. Click "Confirm" to confirm add transaction at step 2/3.

8. The system shows add transaction is "Successful" at step 3/3.
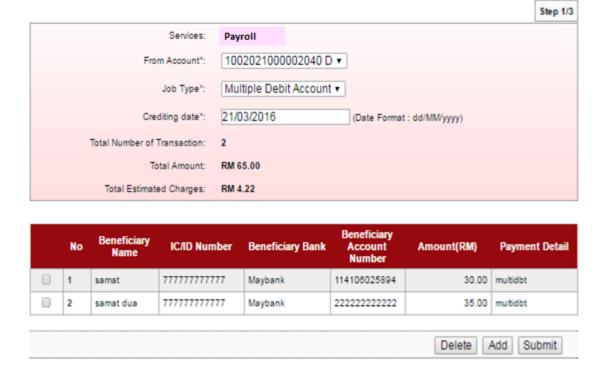
9. Click "Back to Multiple Payment" to see the transaction has been added as below.

Payroll - Multiple Payment

Step 1/3

Services:	**Payroll**
From Account*:	1002021000002040 D ▾
Job Type*:	Multiple Debit Account ▾
Crediting date*:	21/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	1
Total Amount:	**RM 30.00**
Total Estimated Charges:	**RM 2.11**

	No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail
☑	1	samat	777777777777	Maybank	114106025894	30.00	multidbt

Delete Add Submit

10. To add another transaction, click "Add" and follow step number 6 – 8 as above.

11. When complete add transaction, click "Submit" to submit multiple payment as below.
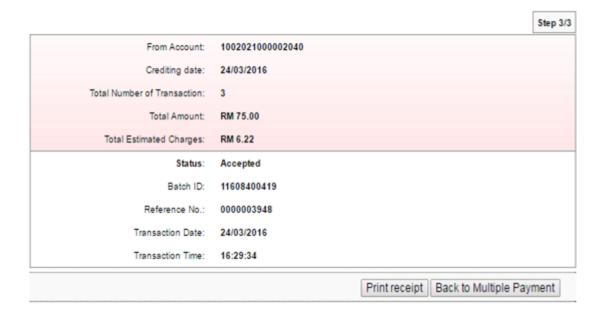
Payroll - Multiple Payment

Step 1/3

Services:	**Payroll**
From Account*:	1002021000002040 D ▾
Job Type*:	Multiple Debit Account ▾
Crediting date*:	21/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	2
Total Amount:	**RM 65.00**
Total Estimated Charges:	**RM 4.22**

	No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail
☐	1	samat	777777777777	Maybank	114106025894	30.00	multidbt
☐	2	samat dua	777777777777	Maybank	222222222222	35.00	multidbt

Delete Add Submit

12. Key in Security Token PIN and Click Confirm.

Payroll - Multiple Payment

Step 2/3

From Account:	1002021000002040
Crediting date:	21/03/2016
Total Number of Transaction:	2
Total Amount:	RM 65.00
Total Estimated Charges:	RM 4.22

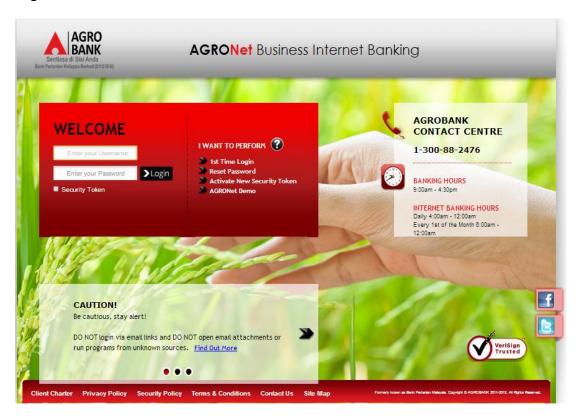▸ Enter Security Token PIN number: ••••••

[Back] [Confirm]

13. The system shows transaction is "Accepted" at step 3/3. Click "Print Receipt" to print transaction receipt or click "Back to Multiple Payment" back to "Payroll – Multiple Payment" screen.

Payroll - Multiple Payment

Step 3/3

From Account:	1002021000002040
Crediting date:	24/03/2016
Total Number of Transaction:	3
Total Amount:	RM 75.00
Total Estimated Charges:	RM 6.22
Status:	Accepted
Batch ID:	11608400419
Reference No.:	0000003948
Transaction Date:	24/03/2016
Transaction Time:	16:29:34

[Print receipt] [Back to Multiple Payment]
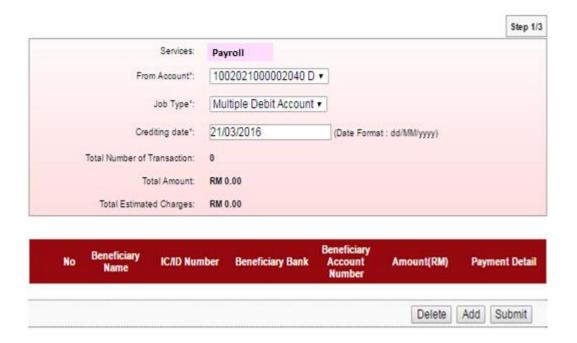
16.2 Initiator – Initiate Transaction

1. Login to AGRONetBIZ website as below.

2. Click "Payroll" and choose "Multiple Payment".

3. Click "Create New" as below.
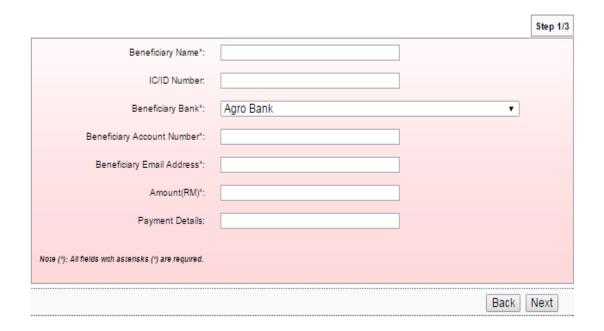
4. For step 1/3 of "Payroll – Multiple Payment"; complete as requested below.
    i) From Account (account to debit).
    ii) Job Type (Single Debit Account – display single debiting at Transaction History; Multiple Debit Account – display multiple debiting at Transaction History)
    iii) Crediting date
    iv) Click Submit
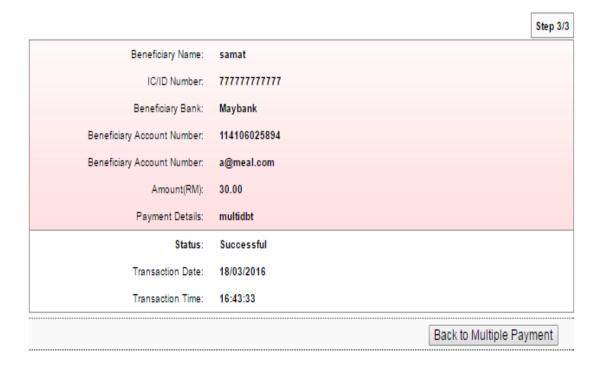
Payroll - Multiple Payment

Step 1/3

Services:	**Payroll**
From Account*:	1002021000002040 D ▾
Job Type*:	Multiple Debit Account ▾
Crediting date*:	21/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	0
Total Amount:	RM 0.00
Total Estimated Charges:	RM 0.00

No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail

Delete | Add | Submit

5. The system displays "Payroll – Add Multiple Payment" (step 1/3) as below.

Bulk Payment - Add Multiple Payment

Step 1/3

Beneficiary Name*:	
IC/ID Number:	
Beneficiary Bank*:	Agro Bank ▾
Beneficiary Account Number*:	
Beneficiary Email Address*:	
Amount(RM)*:	
Payment Details:	

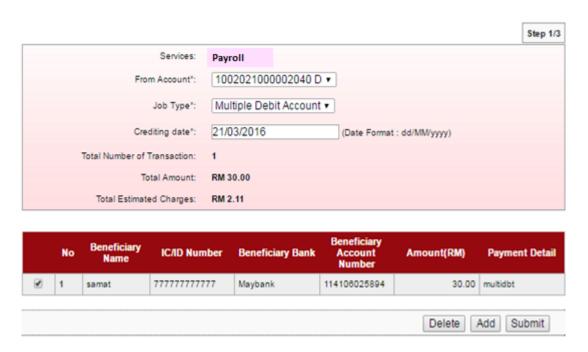Note (*): All fields with asterisks (*) are required.

Back | Next

6. To add a transaction in "Payroll – Add Multiple Payment" (step 1/3); complete as requested below.
   i) Beneficiary Name.
   ii) IC/ID Number (optional to key in)
   iii) Beneficiary Bank
   iv) Beneficiary Account Number
   v) Beneficiary Email Address
   vi) Amount
   vii) Payment Details (optional to key in)
   viii) Click Next

7. Click "Confirm" to confirm add transaction at step 2/3.

8. The system shows add transaction is "Successful" at step 3/3.

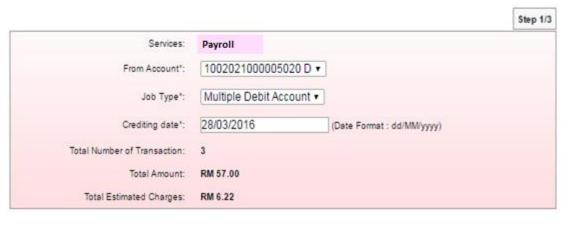**Bulk Payment - Add Multiple Payment**

		Step 3/3
Beneficiary Name:	samat	
IC/ID Number:	777777777777	
Beneficiary Bank:	Maybank	
Beneficiary Account Number:	114106025894	
Beneficiary Account Number:	a@meal.com	
Amount(RM):	30.00	
Payment Details:	multidbt	
Status:	Successful	
Transaction Date:	18/03/2016	
Transaction Time:	16:43:33	

Back to Multiple Payment

9. Click "Back to Multiple Payment" to see the transaction has been added as below.

Payroll - Multiple Payment

Step 1/3

Services:	Payroll
From Account*:	1002021000002040 D ▼
Job Type*:	Multiple Debit Account ▼
Crediting date*:	21/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	1
Total Amount:	RM 30.00
Total Estimated Charges:	RM 2.11

	No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail
☑	1	samat	777777777777	Maybank	114106025894	30.00	multidbt

Delete Add Submit

10. To add another transaction, click "Add" and follow step number 6 – 8 as above.

11. When complete add transaction, click "Submit" to submit multiple payment as below.

Payroll - Multiple Payment

Step 1/3

Services:	Payroll
From Account*:	1002021000005020 D ▼
Job Type*:	Multiple Debit Account ▼
Crediting date*:	28/03/2016 (Date Format : dd/MM/yyyy)
Total Number of Transaction:	3
Total Amount:	RM 57.00
Total Estimated Charges:	RM 6.22

	No	Beneficiary Name	IC/ID Number	Beneficiary Bank	Beneficiary Account Number	Amount(RM)	Payment Detail
☐	1	SAMAT	1111111111111	Agrobank	1002021000002040	12.00	
☐	2	SAMAT	111111111111	Maybank	114106025894	20.00	
☐	3	SAMAT	1111111111111	Maybank	222222222222	25.00	

Delete Add Submit

12. Click Confirm.

Payroll - Multiple Payment

Step 2/3

From Account:	1002021000005020
Crediting date:	28/03/2016
Total Number of Transaction:	3
Total Amount:	RM 57.00
Total Estimated Charges:	RM 6.22

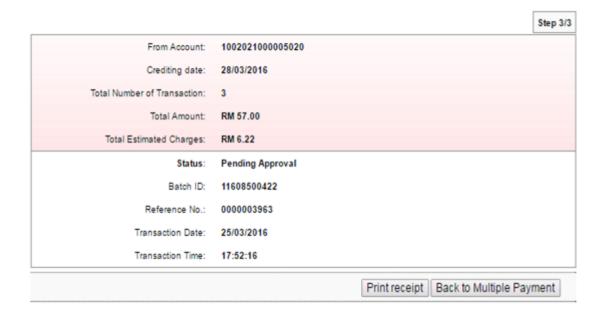[Back] [Confirm]

13. The system shows transaction is "Pending Approval" at step 3/3. Click "Print Receipt" to print transaction receipt or click "Back to Multiple Payment" back to "Payroll – Multiple Payment" screen.
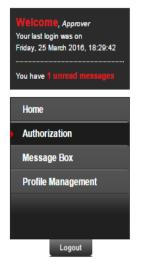
Payroll - Multiple Payment

Step 3/3

From Account:	1002021000005020
Crediting date:	28/03/2016
Total Number of Transaction:	3
Total Amount:	RM 57.00
Total Estimated Charges:	RM 6.22
Status:	Pending Approval
Batch ID:	11608500422
Reference No.:	0000003963
Transaction Date:	25/03/2016
Transaction Time:	17:52:16

[Print receipt] [Back to Multiple Payment]

16.3   Approver – Approve Transaction

1. Login to AGRONetBIZ website as below.

2. Click "Authorization" and select related transaction to Approve as below.

3. Choose "Approve", key in Security Token PIN and click "Confirm" as below.

Payroll - Multiple Payment

Batch ID:	11608500422
From Account:	1002021000005020
Total Number of Transaction:	3
Total Amount:	RM 57.00
Crediting date:	28/03/2016
Remarks:	
Status:	Pending Approval
IB Reference No.:	0000003963
Initiator name:	ROSLI AHMAD
Initiator Date:	25/03/2016 17:52:16
Approver Status:	⦿Approve ◯Reject
Remarks:	

▸ Enter Security Token PIN number: ••••••

Download | Clear | Cancel | Confirm

4. The system shows transaction is "Accepted" as below.

Authorization

You have authorise this transaction successfully.
To view your transaction status, please check your online transaction history.

Transaction Type:	Payroll - Multiple Payment
IB Reference No.:	20160325000000003963
Approver Status:	Approved
Remarks:	-
Status:	Accepted [The success of your transfer is conditional to the accuracy of information provided]

16.4 Payroll History

1. Click "Payroll" and choose "Payroll History".

2. After did transaction for Payroll, status of the transaction displays at Payroll History as below.
   i) Single User

Payroll History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11604200158	16/02/2016	3	RM 300.00	Ready for Processing

   ii) Multiple User – transaction is pending approval

Payroll History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11604900186	19/02/2016	10	RM 1,000.00	Validated(Pending Approval)

   iii) Multiple User – transaction has been approved

Payroll History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11604200158	16/02/2016	3	RM 300.00	Ready for Processing

16.5   Failed Payroll Transaction Record

1. Click "Payroll" and choose "Failed Payroll Transaction Record".

2. Failed   Payroll   Transaction   Record   displays   failed   Payroll   transaction   only.
    Click "Download" to download details of failed Payroll transaction as below.

Failed Payroll Transaction Record

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status	
11604100149	13/02/2016	6	RM 30,000.00	Failed	Download

3. A text file (contain details of failed Payroll transaction) will download to computer.

4. Click the text file at your computer to view.