

# Straight Payroll Reference Guide

Standard Chartered Bank (Hong Kong) Limited - Solution Delivery, Wholesale BankStraight2Bank Website: <a href="https://s2b.standardchartered.com">https://s2b.standardchartered.com</a>Straight2Bank Hotline: 852-2282-6363Document: Straight2Bank Payroll Reference Guide (W/O CPRS)Version: Mar 2009







Straight 🖉 Bank

## **Payroll Transaction User Manual**

## Payroll Transaction Flow Chart





## PAYROLL Transaction File Preparation

#### (Section 1)

Open the SAMPLE file <PAYROLL\_NONCPRS.xls>

- 1.1 Enter <"P"> in the first column
- 1.2 Select <Payee's Bank Name>
  - e.g. HSBC BANK HONG KONG 004 (It can be found from the list and the respective bank code will be shown in the column "F" automatically. If the Bank name cannot be found,

please contact Straight2Bank Hotline for assistance.)

- 1.3 Enter < Debit A/C No. (HKD) > for PAYROLL Payment
  - e.g. 44712345678

(It should be SCB account & 11 digits exactly.)

- 1.4 Enter <Payee's Name>
  - e.g. LEE TAI MAN

(It cannot be longer than 35 characters.)

- 1.5 Enter < Employee's Account Number>
  - e.g 123456789012

(NOT includes bank code "004")

(It should be less than or equal to 12 digits.)

- 1.6 Enter <Payment Date (DD/MM/YYYY)>
  - e.g. 30/03/2009

(Date format should be DD/MM/YYYY)

(Payment date is DEBIT DATE "T")

(Employees with SCB accounts will receive the payment

on T+1 and employees with non-SCB accounts will receive

the payment on T+2)

(If T, T+1 or T+2 fall on public holiday, the transaction will be processed on the next business day)

- 1.7 Enter < Payment Amount (HKD) >
  - e.g. 10000 (No Comma)







## PAYROLL Transaction File Preparation

<Enter the subsequency entry into the sample file>

- 1.8 Highlight the first entry and Right Click on the mouse, then Select "Copy"
- 1.9 Select the subsequency row and Right Click on the mouse, then Select "Paste"
- 1.10 Repeat the above steps from 1.2 to 1.9 for entering another PAYROLL details
- 1.11 Save it as CSV Format for file import in Straight2Bank

e.g. File name "PAYROLL\_NONCPRS.csv"

## Section 1.8

	A	В		С
1.		Payee's Bank Name		Debit A/C No. (HKD
2	P	▼ BC BANK HONG KONG 004	6	4471234567
3		- ×	Cut	
4			C	
5			Cob	Υ.
6			Past	:e

## Section 1.9

10000000	1.4.4		-
1		Payee's Bank Name	Debit A/C No. (HKD)
2	Р	HSBC BANK HONG KONG 004	44712345678
3-	T		
4	*	Cut	
5	Ð.	Сору	
7	3	Paste	

## Section 1.10

 •					
A		В	С	D	
	Payee's Ban	( Name	Debit A/C No. (HKD)	Payee's Name 📃 🎽	Employee's Ac
Ρ	HSBC BANK	ONG KONG 004	44712345678	LEE TAI MAN	123456789012
Ρ	HANG SENG B	BANK LTD H K 024	44712345678	LEE SUI MAN	234567890123
Ρ	STANCHART	BK (HK) LTD 003	44712345678	CHAN TAI MAN	345678901234
Ρ	DBS BANK (H	K) LTD H K 016	44712345678	CHAN SUI MAN	456789012345

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 Straight2Bank website
 : <u>https://s2b.standardchartered.com</u>



### Transaction Procedure (Section 2)

#### Website: https://s2b.standardchartered.com

Logon to Straight2Bank by entering website above

#### 2.1 Enter <Group ID>

• e.g. GHK99999

Enter <User ID>

 User ID of approver OR operator, it was assigned by customer in <Straight2Bank Services Setup Form>

Click <Submit> button



Figure 1 – Straight2Bank logon page

#### 2.2 Enter <Password>

 For the first-time logon, password can be found in email sent by <Standard Chartered Bank> with the email address
 <<u>S2BWebProfile@s2bmail.standardcharte</u> red.com> as shown in Figure 3

Click <Proceed> to logon



### Figure 2 – Password authentication





## Transaction Procedure (Section 3)

3.1 After logon to Straight2Bank, move the mouse cursor over the text "Transactions" under <Cash Management>

		Section	3.1		_		
Cash Management					Securitie	s	
Reports	Transactions	Reports	Trans	sactions	Reports		Transaction
Welcome To Straight2Bank							
Straight2Bank Message Center							
Straight2Bank Messages inform you when scheduled queries and other unscheduled events occurred.							

Figure 4 – Main page

#### 3.2 Select <Utilities> and click <Bulk Import>

Cash Ma	nagement	Trade Finance		Securities			
Reports	s Transactions	Reports	Transactions	Reports	Transactions		
	Main		tOD and				
vvei	Payments >	⇒ <sup>straignt∠Bank</sup>					
Straig	Cash Static > Reference	inter					
Straight		n you when scheduled queries and other unscheduled events hav					
occurre	Use Templates		_				
Show :	Utilities >	Bulk Import					
	Authorise >	View Impor	Section 3.2				
		Upload Files					

Figure 5 – Bulk Import





3.3 Choose <File Type> Figure 6 – Import details as "Payments" Cash Management Trade Finance Reports Transactions Reports 3.4 Choose <Template Name> as "PAYROLL" Transad Section 3.4 Section 3.5 Utilities > Bulk | 3.5 Type <Description> Utilities This field is NOT mandatory Bulk Import | View Imported Files | Upload Files | View Uploaded Files | Send File( ) Download Files | Downloa field, you may enter some text Token | VASCO Pin Decryptor | Maintain Templates | File Conversion Utility | for your own reference. Section 3.6 **Bulk Import** 3.6 Click "Browse" and select the File Type \*: Payments • PAYROLL file transaction Template Name : PAYROLL 🗲 (PAYROLL\_NONCPRS.csv) SALARY MAR2009 **Description**: File Name \*: C:VPAYROLL\_NONCPRS.csv Browse. 3.7 Click "Import" button Invoice File : Browse. Import Download Conversion Tool Section 3.7

#### Figure 7 – Transaction File (PAYROLL\_NONCPRS.csv) has been successfully imported

Transactions Utilities > Bulk Import Success						
Utilities Bulk Import   View Imported Files   Upload Files   View Uploa Token   VASCO Pin Decryptor   Maintain Templates   File Co						
File Uploaded Reference Number 20090309id0000009875570 Utilities > View Imported Files	7000					
View Imported Files						
File Reference Number : 2009030	9id000000987557000		File Type	:	Payments	•
Import Date From : 09/03/200	09 🔡	•	Import D	ate To :	09/03/2009	
Sort On : File Refer	rence l		Sort Orde	er:	Descending	Search
Select File Ref No. 5	itatus File Fil Type	le Name	Import Date	Description	Remarks	
C 20090309id000000987557000 50	uccess Payments PA	WROLL_NONCPR5.csv	09/03/2009	SALARY MAR2009	Number of Complete tr Awaiting FX transaction	ansactions 4; Incom ns 0;





## Transaction Procedure

#### (Section 4)

- 4.1 After imported the PAYROLL file successfully, move cursor to <Cash Management> ,<Transactions> , and then click <Payments>
- 4.2 Select <Batch Instructions> in "Payment Tasks"
- 4.3 Check the box of payment you want to group it into one batch. Then Click
   <Batch Selected Instructions>
- 4.3 NEW payment batch has been created with status "Batched" and ready for authorization.

Cash Management			Trade Finance	Securities	
Reports Transactions		Reports Transac	Transactions		
0	Main				
Cas	Payments	S	ection 4.1		
Transac	Cash Static	>	Local Bank Transfer		
Payme	Reference		Book Transfer		

Cash Management		Trade Finance		Securities		Global Market
Reports	Transactions	Reports	Transactions	Reports	Transactions	Reports
Cash Management Transactions > Payments > Batch Instructions						
Payments Tasks Section 4					.2	
Edit / Comple Batches   A	ete Instructions   As uthorise Batches   I	ssign FX Rates Jnauthorise B	s   Undo FX Rates   I atches   Send To Ba	Delete Instru ank   Load Te	ctions Batch Instructer	tions Authorise

#### **Batch Instructions** Search This List : ٦ſ Select Ok Reset Transaction/Related Reference BO Reference Payee/Beneficia Payment Reference Customer Q0001338 20090309id000000987557000 PAY CHAN SUI MAN Q0001337 CHAN TAI MAN $\mathbf{\nabla}$ 20090309id00000987557000 PAY Q0001336 20090309id00000987557000 PAY LEE SUI MAN $\checkmark$ Q0001335 20090309id00000987557000 PAY LEE TAI MAN . Show : All | Selected (4) Batch Selected Instructions Auto Batch Instructions Add To Existing Batch Section 4.4 **Batch Created** Batch C0000014 has been created with a status of Batched Batch Reference No. of Instructions Status Matrix Number C0000014 Batched 4 1 Print Batch Undo Batch Edit Batch Authorise Batch

Figure 9 – Batch Instructions

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# Transaction Procedure (Section 5)

- 5.1 Move the mouse cursor over the text "Transactions" under the category <Cash Management>
- 5.2 Select <Authorise>, click <Payment Batches>

Cash Ma	nagement	Section 5-1		Securities			
Reports	s Transactions	Section 5.1	Reports	Transac			
Wel	Main Payments >	Straight2E	Bank				
Straig	Cash Static > Reference	enter					
Straight		n you when scheduled queries and other unscheduled ever					
Show :	Use Templates Utilities >	Se	ection 5	.2			
Messa	Authorise >	Payment Batches					
	Subject	Payment Instructions	8	R	eceived Da		

Figure 10 – Authorize Payment Batches

5.3 Select the batch to authorise and Click <Authorise Batch>



Figure 11 – Select the batch to authorize





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5.4 Verify the batch details, if there is no discrepancy, click <Save> to proceed



Figure 12 – Authorise Batch

Figure 13 – Data signing 5.6 То continue with your Vasco authorization 1 – Turn on the Vasco by enter your 6 numeric digit PIN 2 – Enter Button "2" to select Transaction 1 2 3 authentication 5 6 3 – Enter the "CHALLENGE NUMBER" and a 8 numeric digits will be generate for 7 8 9 the "RESPONSE CODE" 4 – Press "SUBMIT" for payment approval Figure 14 – Enter PIN Code Welcome Standard Chartered Web Bank - Microsoft Inter 5.7 Use Challenge Code for Authorization 5.8 Enter <Response> from Vasco Challenge And Response Indicates Mandatory Field Challenge : 54486366 Response: Cancel Clear Section 5.8



- 5.9 Verify the status of the batch. If the status is <Fully Signed>, the batch is authorized successfully
- 5.10 If the status is <Fully Signed>, click <Send To Bank> to send the authorised batch to bank

Batch Authorised		Section 5.9			
Batch Reference	No. of Instructions		Matrix Number		
C0000014	4	Fully Signed	1		
Print Batch Unauthorise Batch Send To Bank					
	Sectio	n 5.10			



5.11 Verify if the selected batch has been sent to the bank.

Payments Tasks
Edit / Complete Instructions   Assign FX Rates   Undo FX Rates   Delete Instructions   Batch Instruction Bank   Stop Payment of Instruction   Outgoing Stop Instructions
Payments Home   Search Payments   S Section 5.11
Batch(es) Sent To Bank
The selected batch(es) have been sent to the bank and will now have a statue of Sent To Bank.
Back To Payments

Figure 20 – Batch Sent To Bank

