

Straight  Bank **Payroll Reference Guide**

Standard Chartered Bank (Hong Kong) Limited - Solution Delivery, Wholesale Bank

Straight2Bank Website: <https://s2b.standardchartered.com>

Straight2Bank Hotline: 852-2282-6363

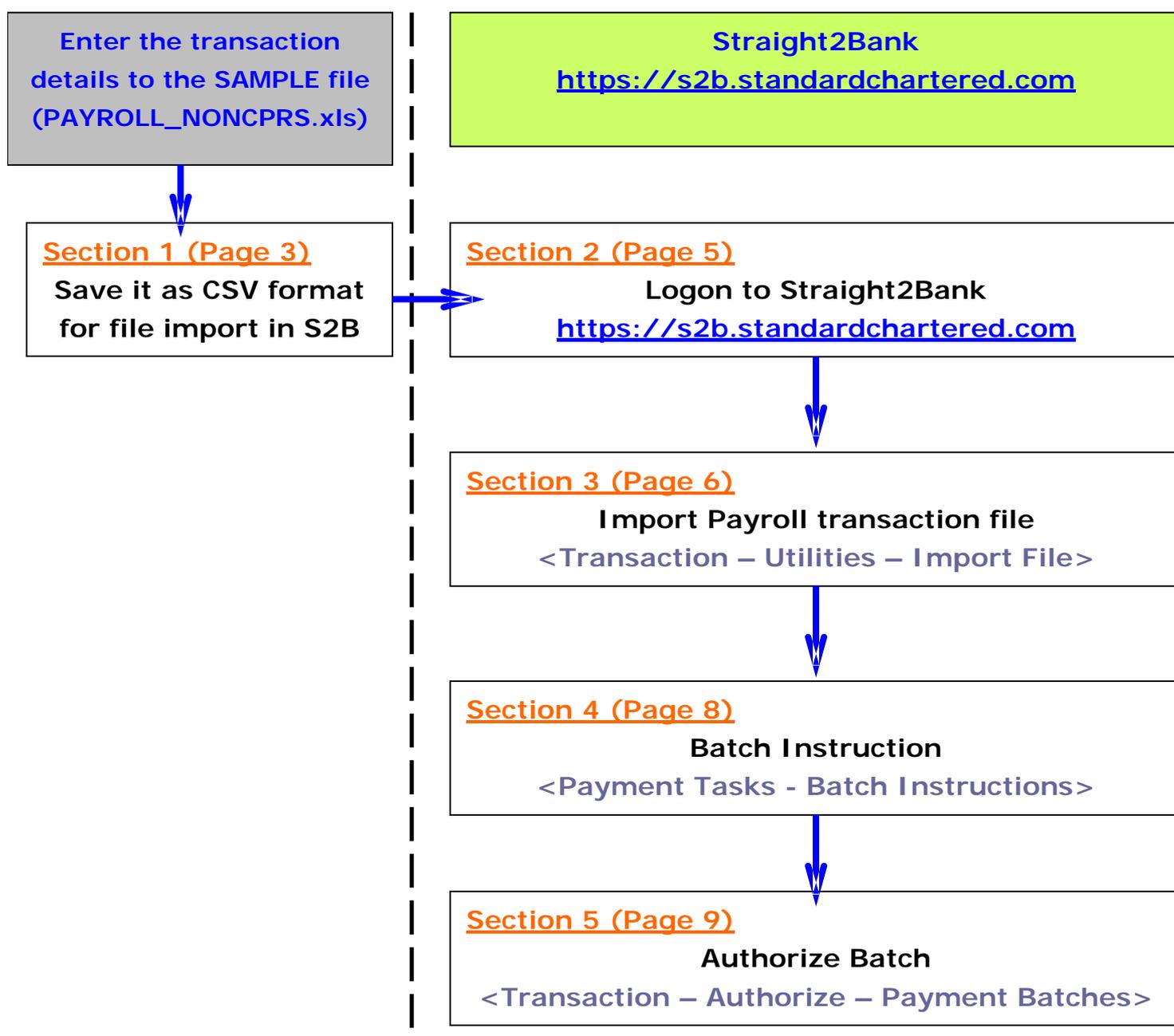
Document : Straight2Bank Payroll Reference Guide (W/O CPRS)

Version : Mar 2009



Payroll Transaction User Manual

Payroll Transaction Flow Chart

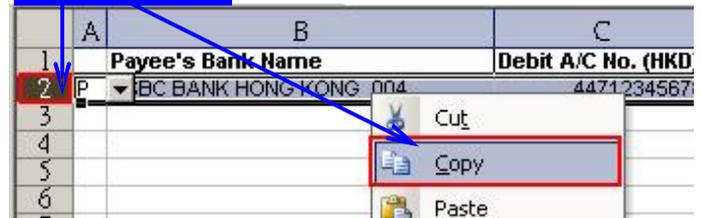


PAYROLL Transaction File Preparation

<Enter the subsequence entry into the sample file>

- 1.8 Highlight the first entry and Right Click on the mouse, then Select "Copy"
- 1.9 Select the subsequence 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



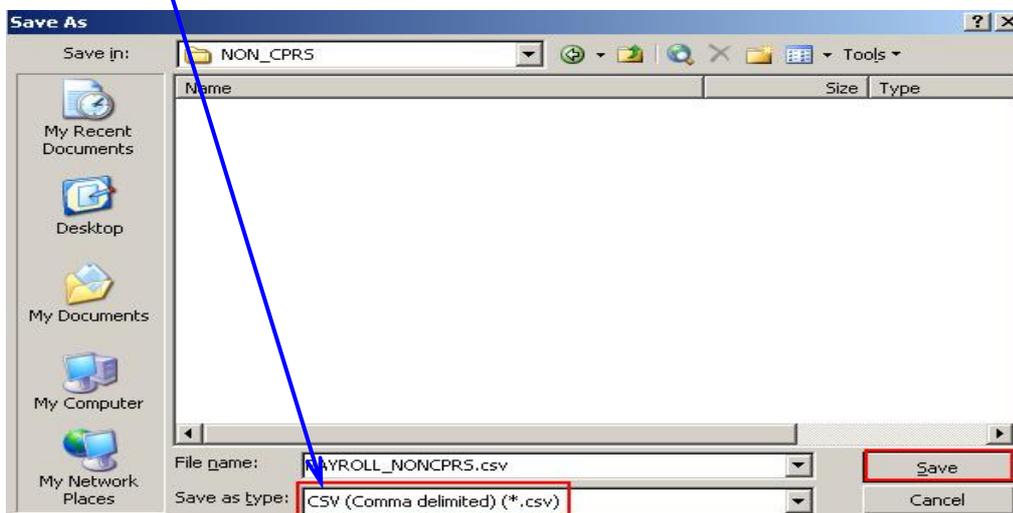
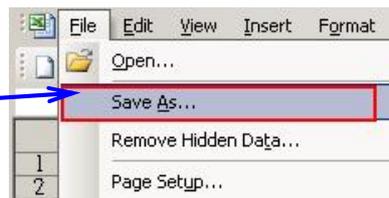
Section 1.9



Section 1.10

	A	B	C	D	E
		Payee's Bank Name	Debit A/C No. (HKD)	Payee's Name	Employee's Ac
P		HSBC BANK HONG KONG 004	44712345678	LEE TAI MAN	123456789012
P		HANG SENG BANK LTD H K 024	44712345678	LEE SUI MAN	234567890123
P		STANCHART BK (HK) LTD 003	44712345678	CHAN TAI MAN	345678901234
P		DBS BANK (HK) LTD H K 016	44712345678	CHAN SUI MAN	456789012345

Section 1.11



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

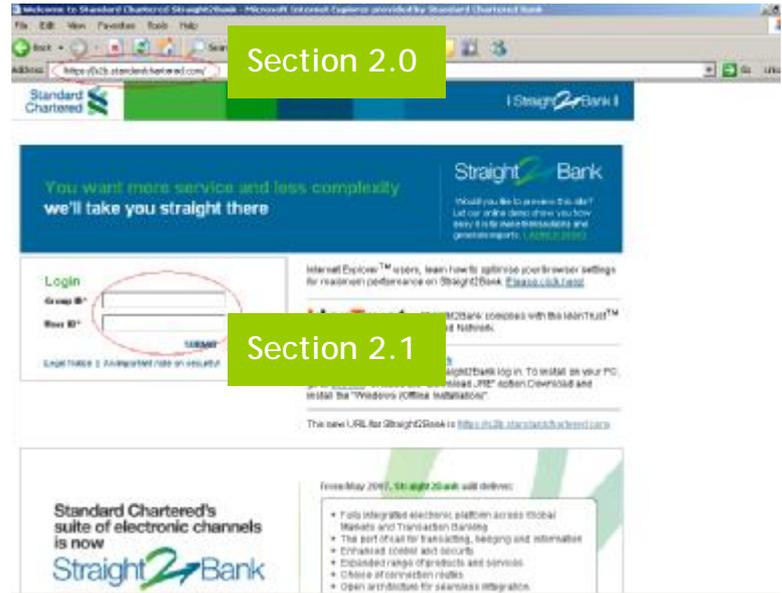


Figure 1 – Straight2Bank logon page

2.2 Enter <Password>

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

Click <Proceed> to logon

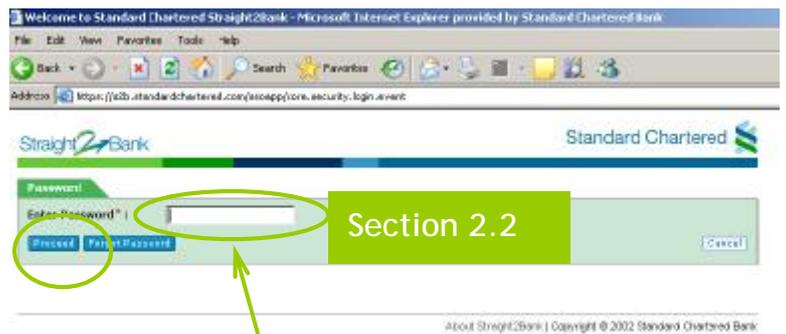


Figure 2 – Password authentication

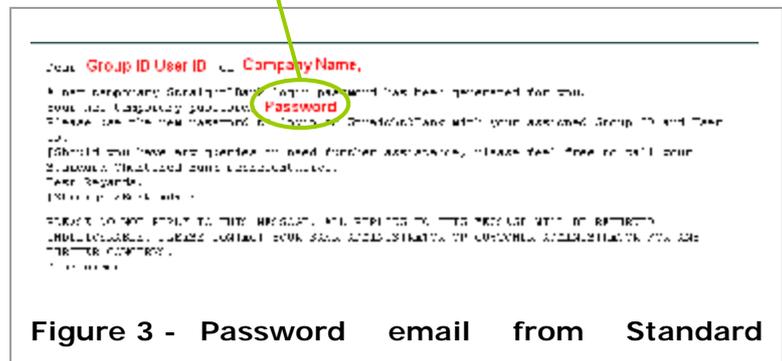


Figure 3 - Password email from Standard

Transaction Procedure

(Section 3)

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

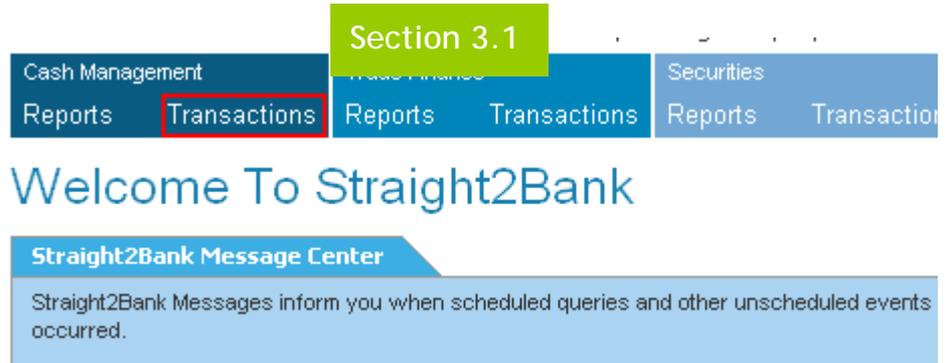


Figure 4 – Main page

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

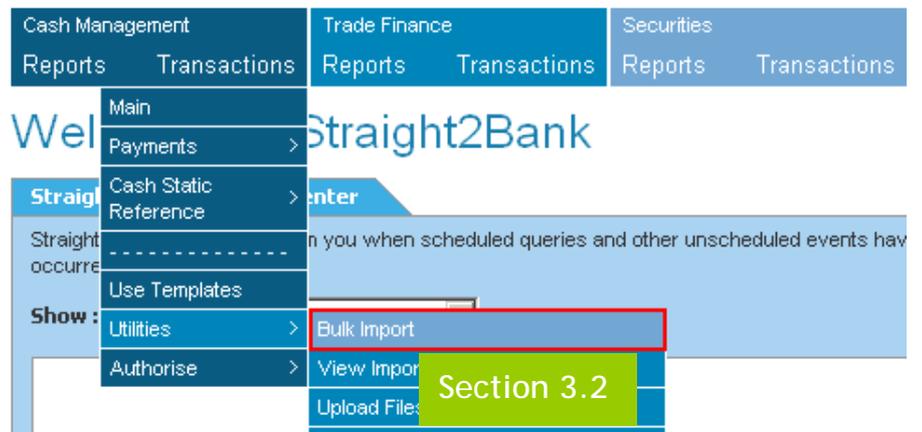


Figure 5 – Bulk Import

- 3.3 Choose <File Type> as "Payments"
- 3.4 Choose <Template Name> as "PAYROLL"
- 3.5 Type <Description>
 - This field is NOT mandatory field, you may enter some text for your own reference.
- 3.6 Click "Browse" and select the PAYROLL transaction file (PAYROLL_NONCPRS.csv)
- 3.7 Click "Import" button

Figure 6 – Import details

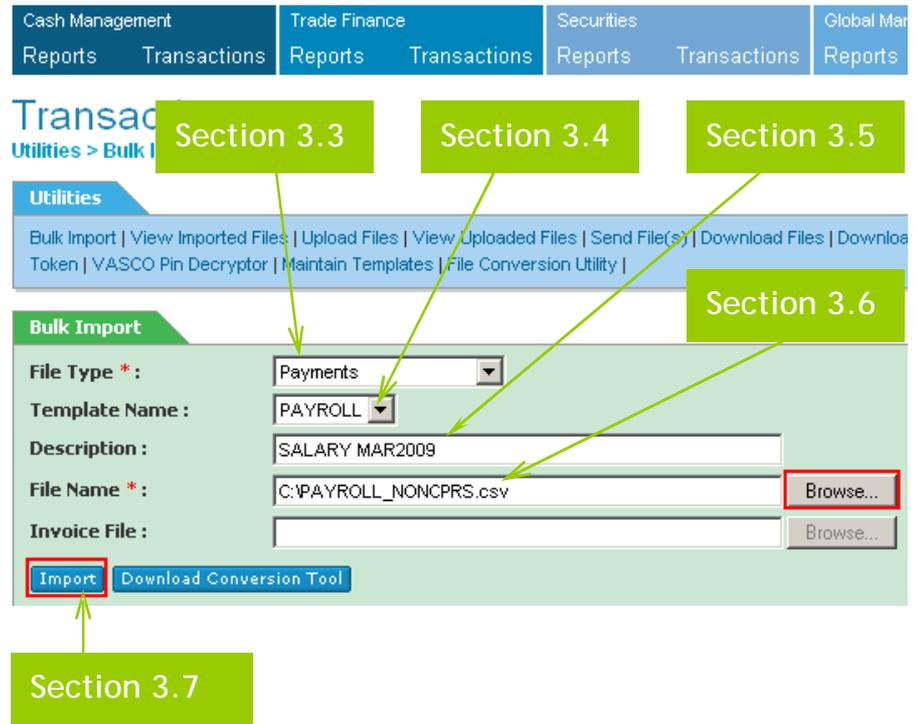
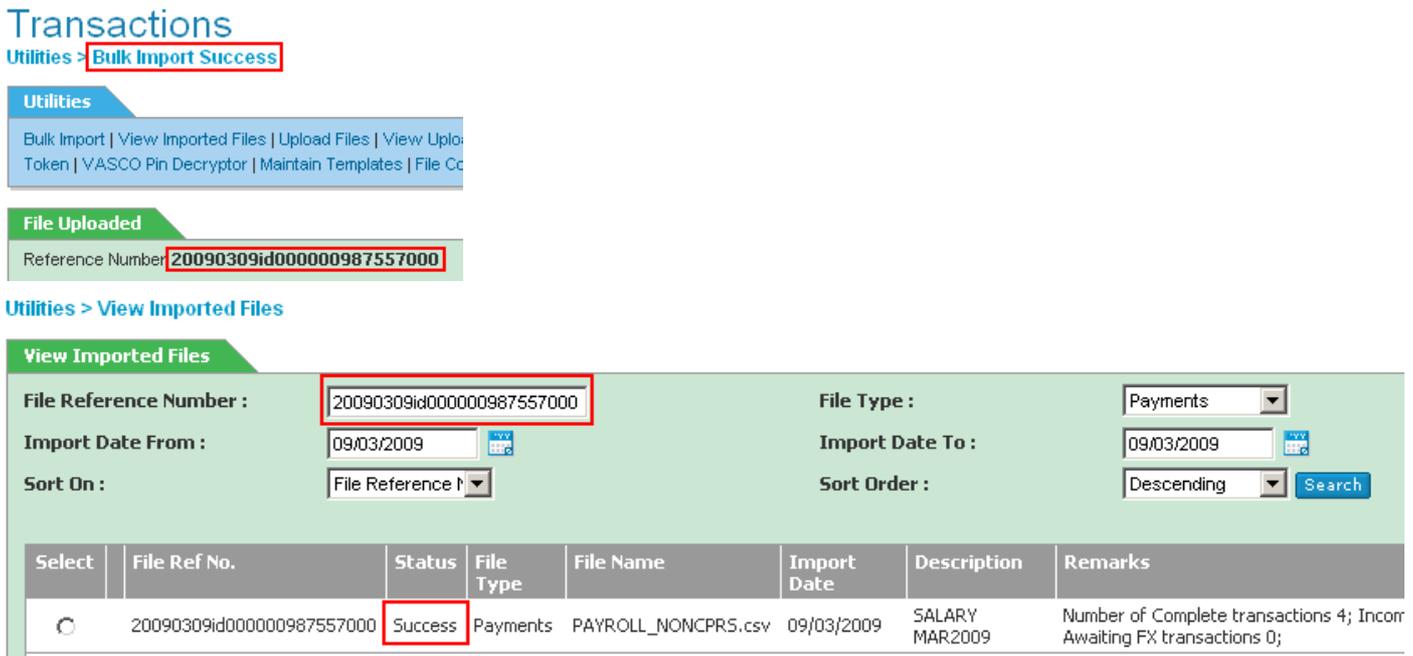


Figure 7 – Transaction File (PAYROLL_NONCPRS.csv) has been successfully imported



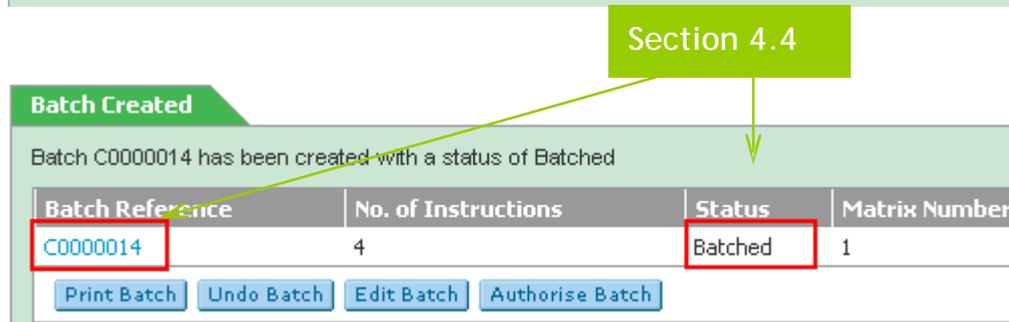
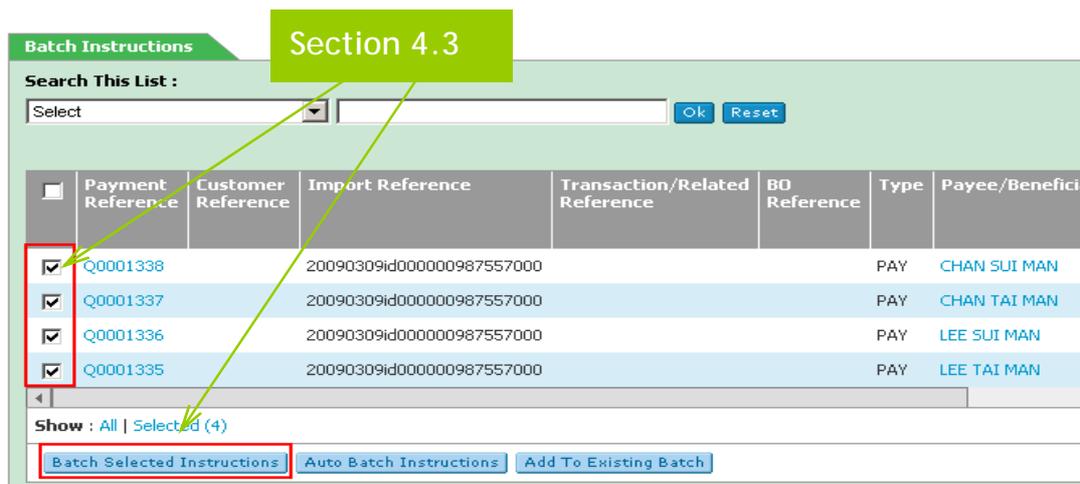
Transaction Procedure

(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.



Figure 9 – Batch Instructions



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>

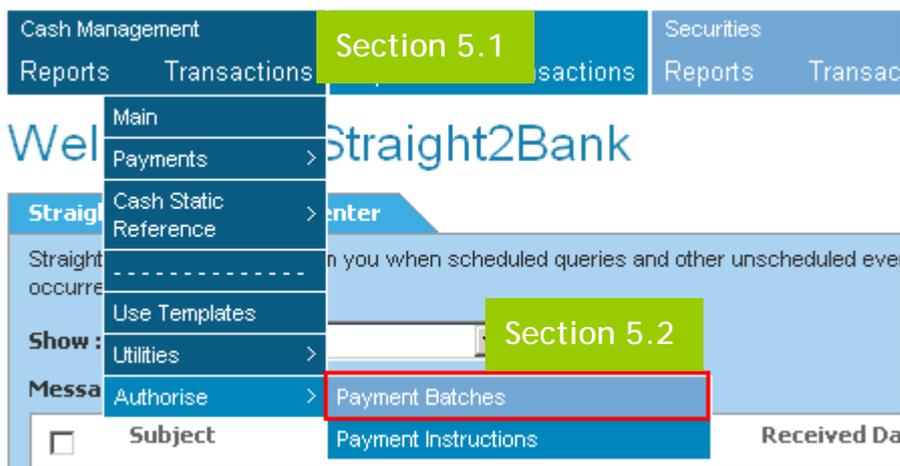


Figure 10 – Authorize Payment Batches

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

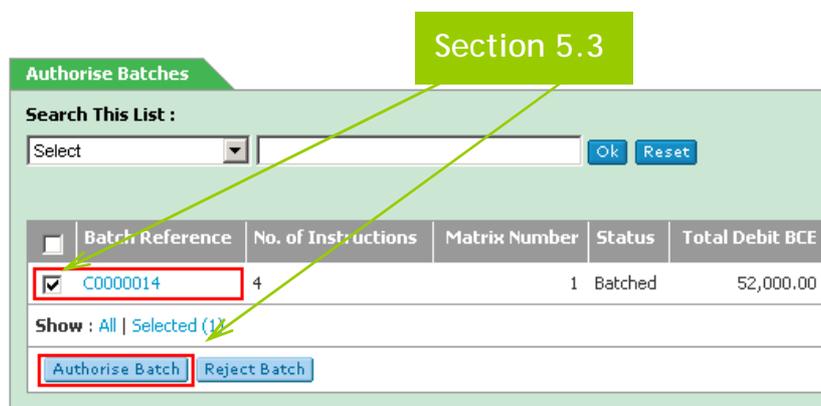


Figure 11 – Select the batch to authorize

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

Section 5.4

Batch Reference	Total DR BCE	Authorisation Matrix	Highest DR BCE	Authoriser 1	Authoriser 2
C0000014	52000	1	16,000.00	None	None

Save

Figure 12 – Authorise Batch

5.6 To continue with your Vasco authorization

Figure 13 – Data signing



- 1 – Turn on the Vasco by enter your 6 numeric digit PIN
- 2 – Enter Button “2” to select Transaction authentication
- 3 – Enter the “CHALLENGE NUMBER” and a 8 numeric digits will be generate for the “RESPONSE CODE”
- 4 – Press “SUBMIT” for payment approval

Section 5.6

5.7 Use Challenge Code for Authorization

Figure 14 – Enter PIN Code

Section 5.7

5.8 Enter <Response> from Vasco

Welcome Standard Chartered Web Bank - Microsoft Internet Explorer

Challenge And Response * Indicates Mandatory Field

Challenge : 54486366

Response :

Submit **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

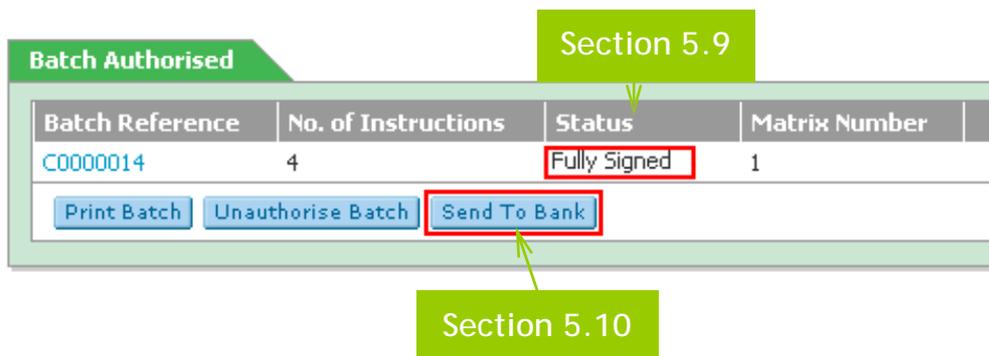


Figure 15 – Batch Authorised

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

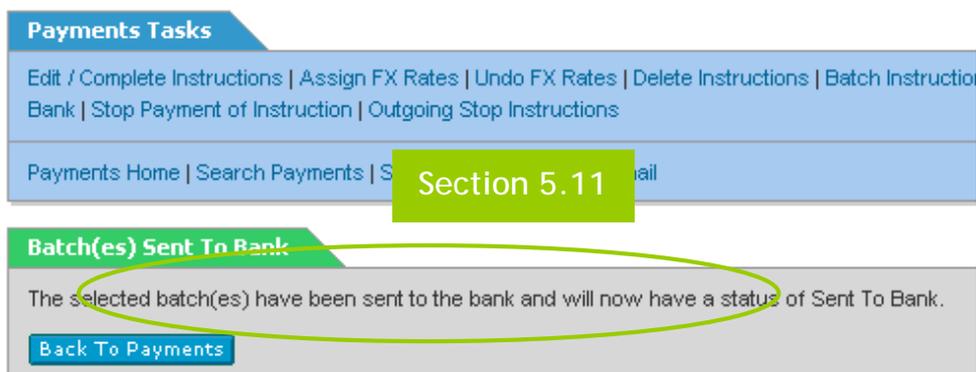


Figure 20 – Batch Sent To Bank