

# How to Upload Payroll in Straight2Bank Classic

Before payroll upload is possible, the following mapping files will be required (an encoded plain text file and an excel spreadsheet) - Request your relationship manager or our call centre agents to send them to you:



BULK\_PAYROLL\_031  
02019\_002652.txt



Microsoft Excel  
Worksheet

# 1

## (one-off activity) Uploading the text file:

- Download the plain text file and save it in your desktop
- On Straight2Bank, navigate to: Cash Management > Transactions > Utilities > Manage File Format Mapping:



- Click on *Import* at the bottom of the page:

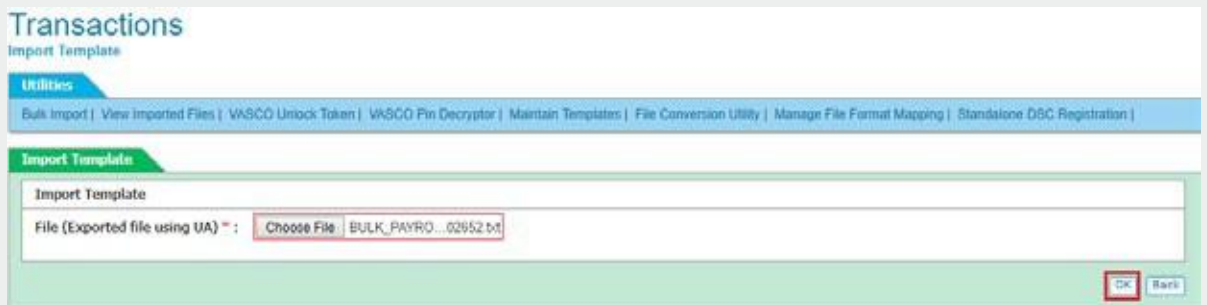


# How to Upload Payroll in Straight2Bank Classic

d. Click on *Choose File*:



e. Browse your computer to where the plain text file was saved and select it. Click OK in Straight2Bank



f. The following confirmation will be displayed:

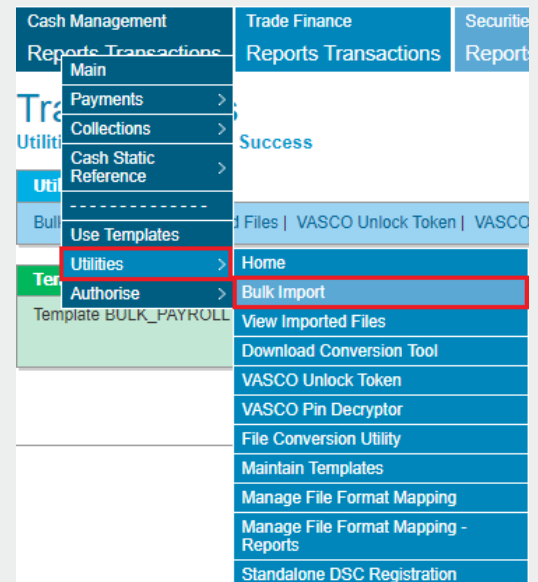


# How to Upload Payroll in Straight2Bank Classic

## 2

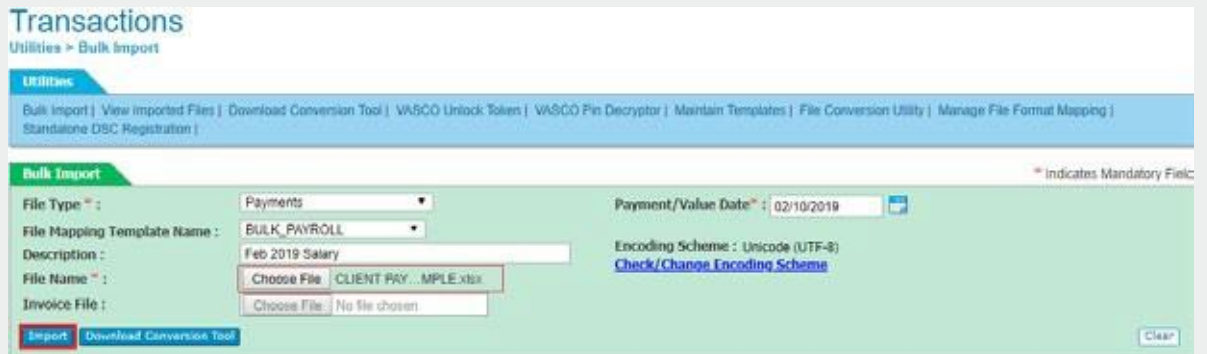
### (regular / monthly activity) Uploading the excel file:

- a. Download the Excel spreadsheet and populate it with your payment information maintaining the format shown (*do not wrap or merge any cells*). Fill in the fields (Account Name, Bank Code (*must be 2 digits*), Branch Code (*must be 3 digits*), Account Number and Amount) correctly. Once done, save it in your desktop.  
To ensure that there is a zero (0) before every account number or branch codes that begin with a zero; key in an apostrophe before typing in the zero, i.e. '0100...
- b. On Straight2Bank, navigate to: Cash Management > Transactions > Utilities > Bulk Import:
- c. Complete the Bulk Import section as follows:
  - Under File Type, choose Payments
  - Under File Mapping Template Name, choose Bulk\_Payroll
  - Under Payment / Value Date, select the appropriate date by clicking on the displayed calendar icon
  - Under Description, key in any desirable narration
  - Under File Name, click on Choose File:




# How to Upload Payroll in Straight2Bank Classic


- d. Browse your computer to where the Excel file is saved and select it. Click *Import* in Straight2Bank:



- e. A lengthy import reference number will be displayed. Click on *View Imported Files* within the Utilities tab:



- f. Under File Type, choose *Payments*. Click on the blue *Search* button:



# How to Upload Payroll in Straight2Bank Classic

g. A search result will be displayed. Confirm that the Status and Remarks columns are like the ones below (incomplete transactions should zero):

**Transactions**  
Utilities > View Imported Files

**View Imported Files**

File Name :  File Status :

File Reference Number :  File Type :

Import Date From :  Import Date To :

Sort On :  Sort Order :

Select	File Ref No.	Status	File Type	File Name	Imported Date and Time	User	Description	Remarks	Batch References
<input type="checkbox"/>	201910024000000721415000	Success	Payments	Copy of ABM CONSULT - SAMPLE MWP UPLOAD FILE.xlsx	02/10/2019 01:20:09 PM	1406933	---	Number of Complete transactions 2; Incomplete transactions 0; Awaiting FX transactions 0;	<a href="#">View</a>

Records 1 to 2

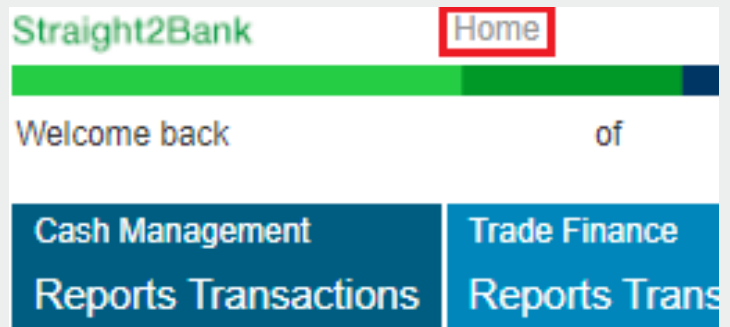
If there were 10 beneficiaries in the excel file, the number of “complete” transactions should be 10, et cetera.

# How to Upload Payroll in Straight2Bank Classic

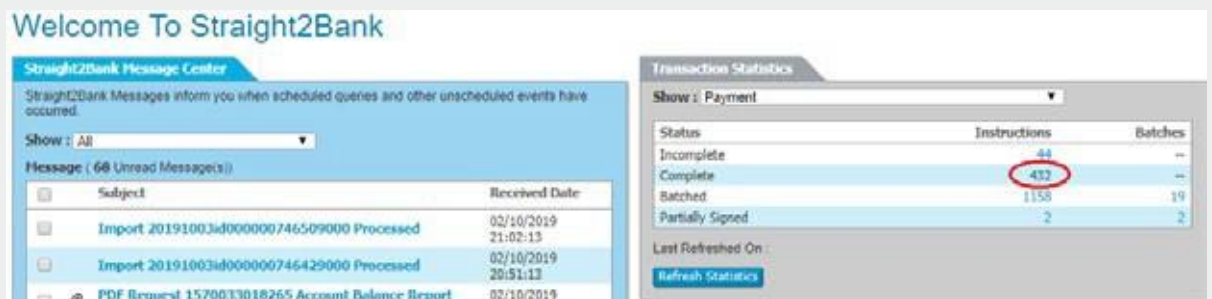
## 3

(regular / monthly activity)  
Batching the payments:

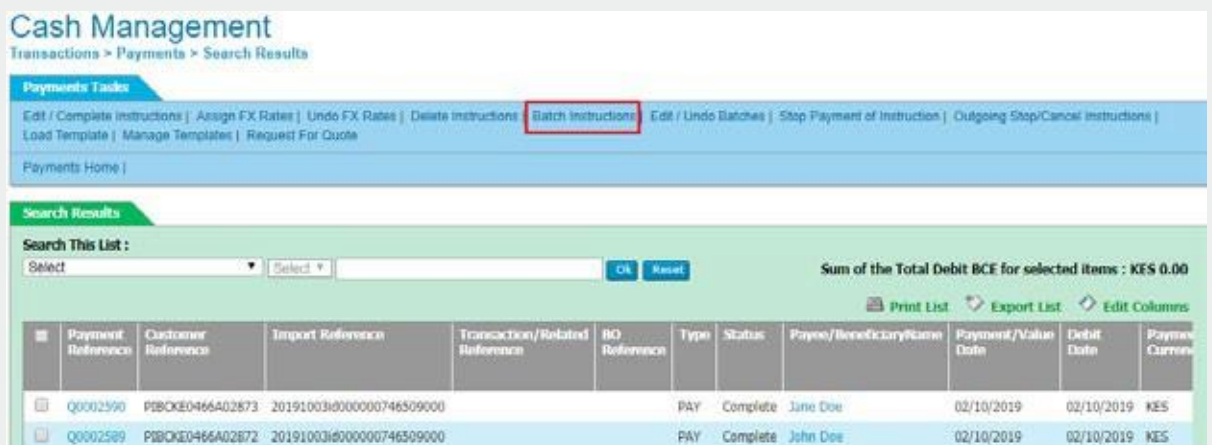
a. Click on *Home* at the top:



b. Click on the number showing under *Complete – Instructions*:



c. Click on *Batch Instructions*:





- d. Select the checkboxes next to the transactions requiring batching, and then click on Batch Selected Instructions at the bottom:

**Batch Instructions**

Search This List :

Sum of the Total Debit BCE for selected items : KES 0.00

[Print List](#) [Export List](#) [Edit Columns](#)

<input type="checkbox"/>	Payment Reference	Customer Reference	Import Reference	Transaction/Related Reference	BO Reference	Type	Payee/Beneficiary/Name	Payment/Value Date	Debit Date	Payment Currency	T. Amt (Paym. Cur)
<input checked="" type="checkbox"/>	Q0002590	PBCKE0466A02873	20191003d000000746509000			PAY	Jane Doe	02/10/2019	02/10/2019	KES	400,00
<input checked="" type="checkbox"/>	Q0002589	PBCKE0466A02872	20191003d000000746509000			PAY	John Doe	02/10/2019	02/10/2019	KES	500,00

Show : All | Selected (0)

Records 1 to 10

- e. A batch number starting with letter "C" will be displayed. Click on Request for Authorisation at the bottom or Click on Authorise Batch if you are an approver.

**Cash Management**

Transactions > Payments > Batch Created

**Payments Tasks**

[Edit / Complete Instructions](#) | [Assign FX Rates](#) | [Undo FX Rates](#) | [Delete Instructions](#) | [Batch Instructions](#) | [Edit / Undo Batches](#) | [Stop Payment of Instruction](#) | [Outgoing Stop/Cancel Instructions](#) | [Load Template](#) | [Manage Templates](#) | [Request For Quote](#)

[Payments Home](#)

**Batch Created**

Select	Batch Reference	No. of Instructions	Status	Matrix Number	Total Debit BCE	Total Debit ACE	Batched By	Batched On
<input checked="" type="checkbox"/>	C0000026	2	Batched	1	900,000.00	900,000.00		02/10/2019 22:13:28

# How to Upload Payroll in Straight2Bank Classic

- f. Click on the checkboxes next to the approvers who should authorise the batch, and then click on Request at the bottom:

**Request Authorisation by Email**

Select the approver(s) from the below list and click Request button to request authorisation by Email.

<input type="checkbox"/>	User ID	User Name	Sign Type
<input type="checkbox"/>	Approver's User ID	Approver's User Name	A
<input type="checkbox"/>	Approver's User ID	Approver's User Name	A

**Request**
Cancel

Straight2Bank will send an email to each approver requesting them to log in and authorise the batch number in question. Once they approve and send to bank, the payroll will be processed with employees who are banking with SCB getting their salaries real-time.

For further assistance, our Support Team is available 24/7 through the following channels:  
 Email: [Businessclient.Service@sc.com](mailto:Businessclient.Service@sc.com) | Phone: +254 020 329 3901 / +254 703 093 901