

ProCash General Pension & Social Security Authority (GPSSA) Payment

Table of Contents

1.	General Pension & Social Security Authority (GPSSA) Payment	2
1.1	Single Payment	2
1.1.1	Initiate by selecting a beneficiary	2
1.1.2	Initiate by selecting a payment type	10
1.2	Bulk Payment via front end or H2H	11
1.3	Frequently Asked Questions	13

1. General Pension & Social Security Authority (GPSSA) Payment

This guide will describe how to perform a GPSSA payment. The below chapters will explain how to do it by the following two options available in ProCash:

- Initiating a payment request – Single Payment
- Uploading a file with multiple entries – Bulk payment

1.1 Single Payment

The journey to perform a single payment request can start by selecting the beneficiary or selecting the payment type. Sub chapters below will showcase these two journeys.

1.1.1 Initiate by selecting a beneficiary

To initiate a payment by selecting a beneficiary you must click on the “Initiate by selecting a Beneficiary” option (image 1) available under the initiate page.

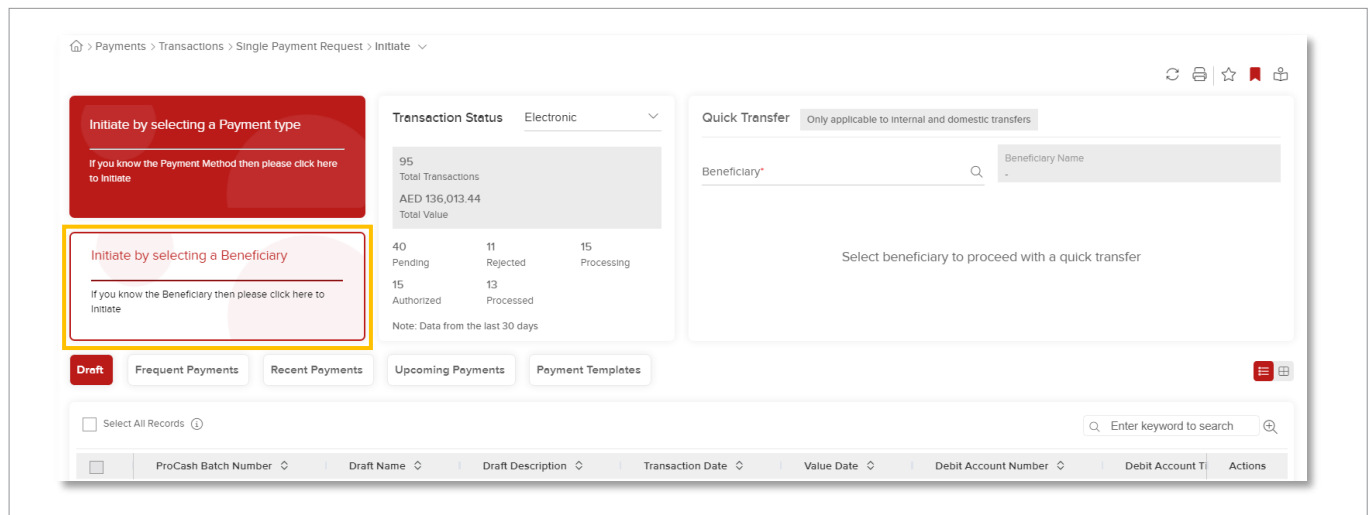


Image 1 – GPSSA | Single Payment – Initiate Screen

Upon selection of this option, you will be directed to the “Beneficiary & Additional Details” screen as shown below where you need to provide the beneficiary details either by selecting an existing beneficiary or by creating a new one (image 2).

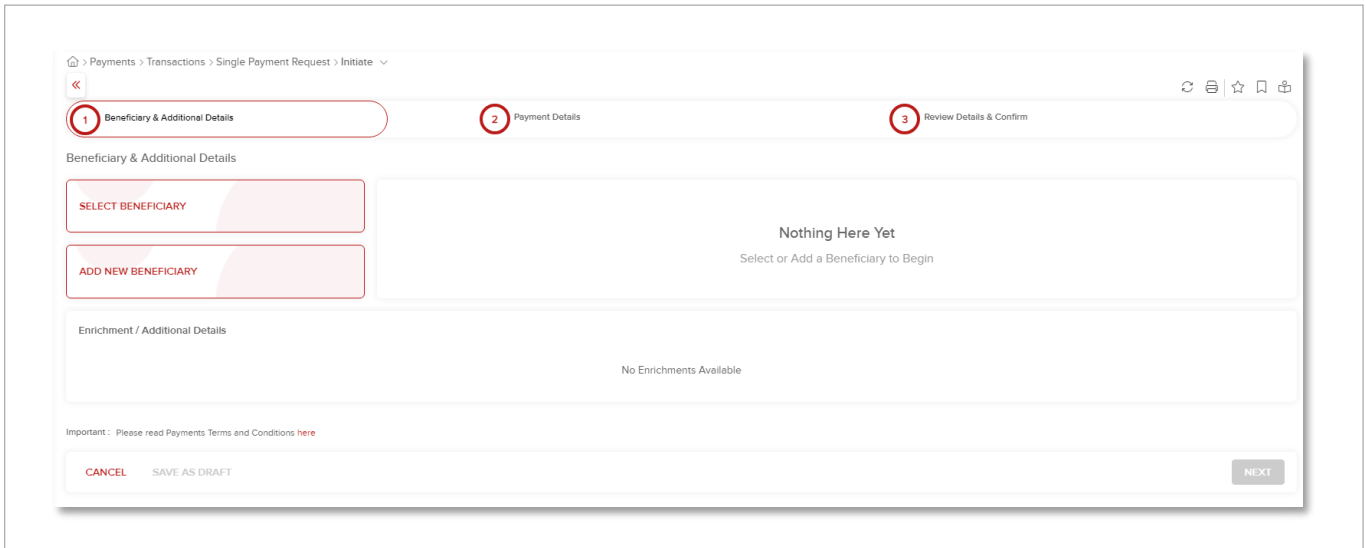


Image 2 – GPSSA | Single Payment – Beneficiary & Additional Details

i) Initiating a payment by selecting an existing beneficiary:

Once you click the “Select Beneficiary” option, a list with all registered beneficiaries is displayed and you must choose the respective GPSSA beneficiary to proceed with the payment (image 3).

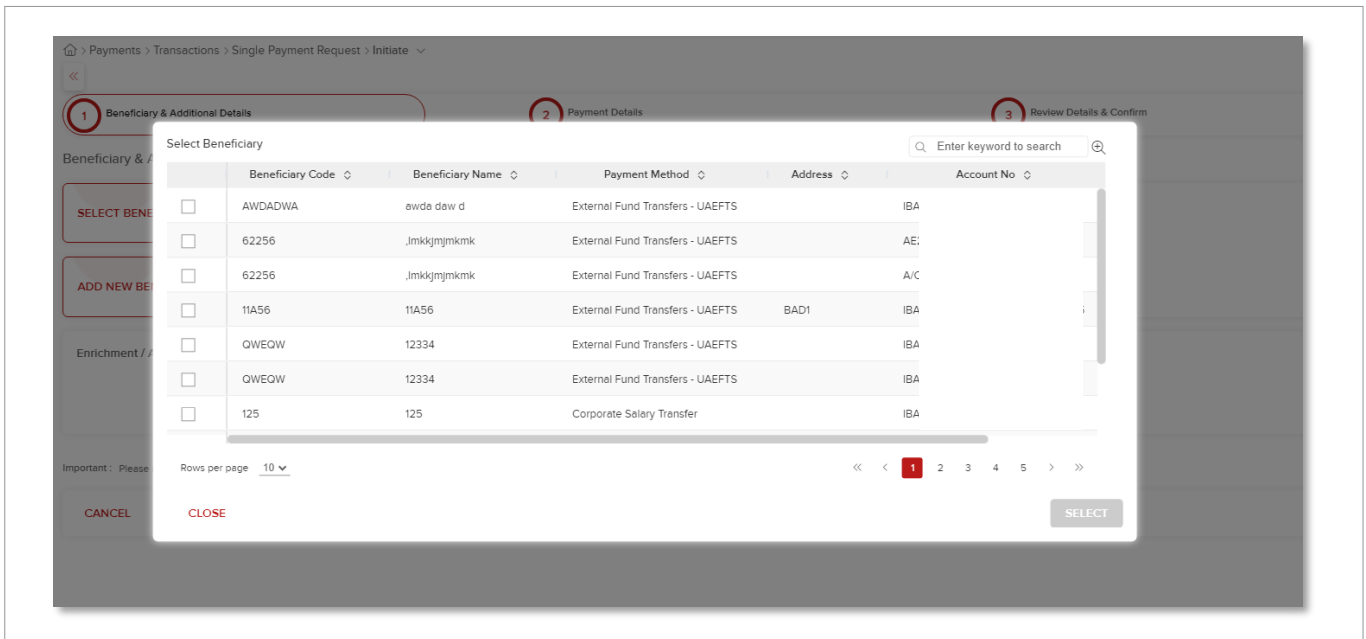


Image 3 – GPSSA | Single Payment – Select Beneficiary

After selecting the required GPSSA beneficiary by clicking on the “Select” button, the system will navigate you back to the “Beneficiary & Additional Details” screen wherein a pop-up message asking to provide the invoice number will be displayed (image 4).

In the same screen you are also required to provide other details such as: charge, remittance purpose, and remittance details. Once these details are given then click the “Next” button to proceed with the payment (image 4).

Image 4 – GPSSA | Single Payment – Beneficiary & Additional Details (2)

Once the beneficiary information is provided you will be directed to the “Payment Details” page where you are required to provide the payment details (image 5)

Image 5 – GPSSA | Single Payment – Payment Details

In the payment details page, you will need to provide the following information (image 6):

- **Corporate Reference Number** – A unique reference number for your tracking and reconciliation purpose.
- **Debit Account Number** – Account number from which the funds will be debited.
- **Payment Instruction** – Valid Invoice Number. (Note: In case of an invalid/inactive invoice number, the system will prompt an error message as shown below. In case of valid/active invoice number then the amount will be auto fetched by the system).

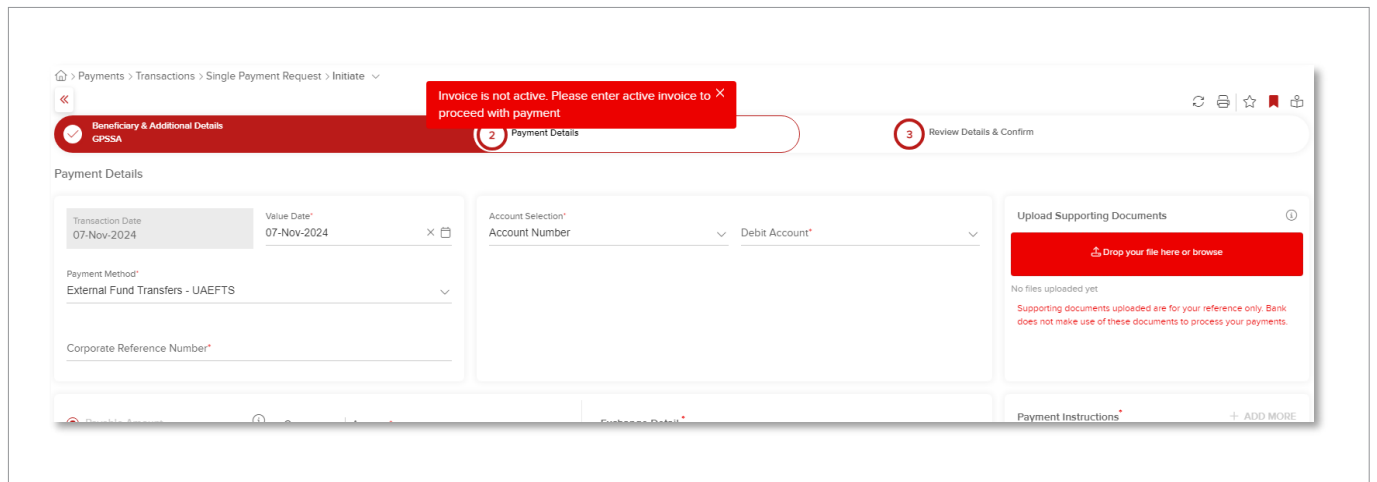


Image 6 – GPSSA | Single Payment – Payment Details

After providing all the details, click on the “Review” button (available on the below right corner of this page) and you will be redirected to the screen shown on image 7 where you can review the payment details and finally submit the payment by selecting the “Submit” button.

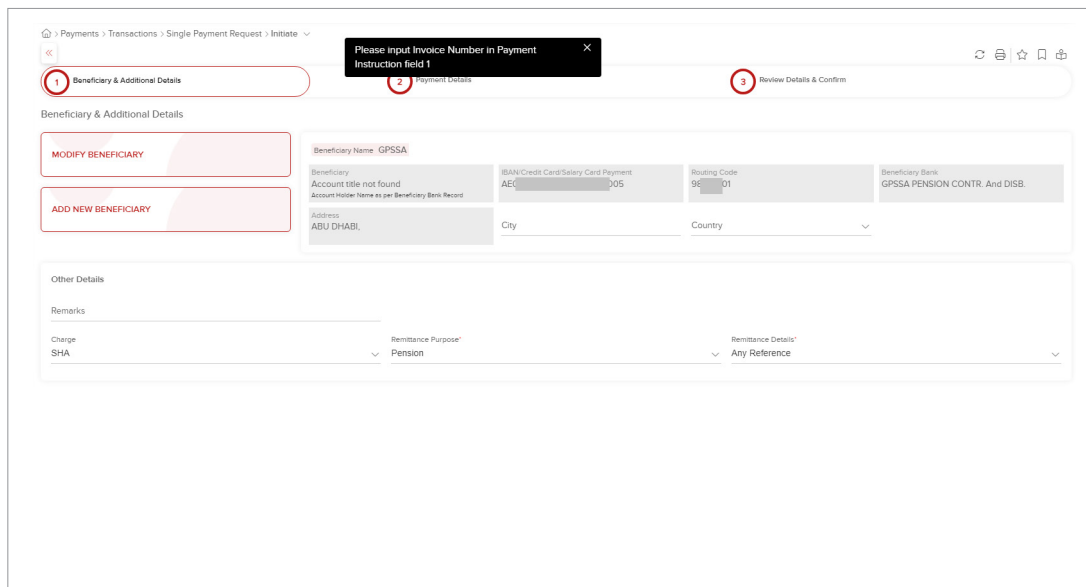


Image 7 – GPSSA | Single Payment – Review Details & Submit

In case you are a Super User, you will receive below pop-up to input token to approve the payment (image 8). Upon successful submission, a second pop-up will appear with the details (image 9).

If you are a maker, you will only get the pop-up displayed on image 9 and the payment will land in the pending list so that the checker can approve it.

In case the Send to bank queue is enabled, then the payment should be released from the Send to bank module (Refer to the respective Send to bank guide).

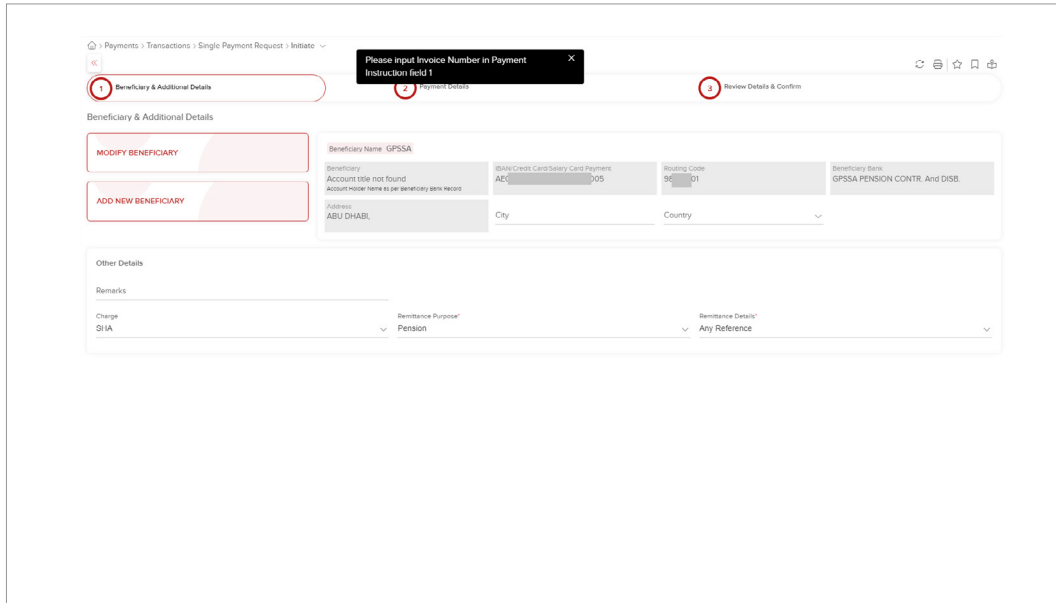


Image 8 –GPSSA | Single Payment –Token OTP

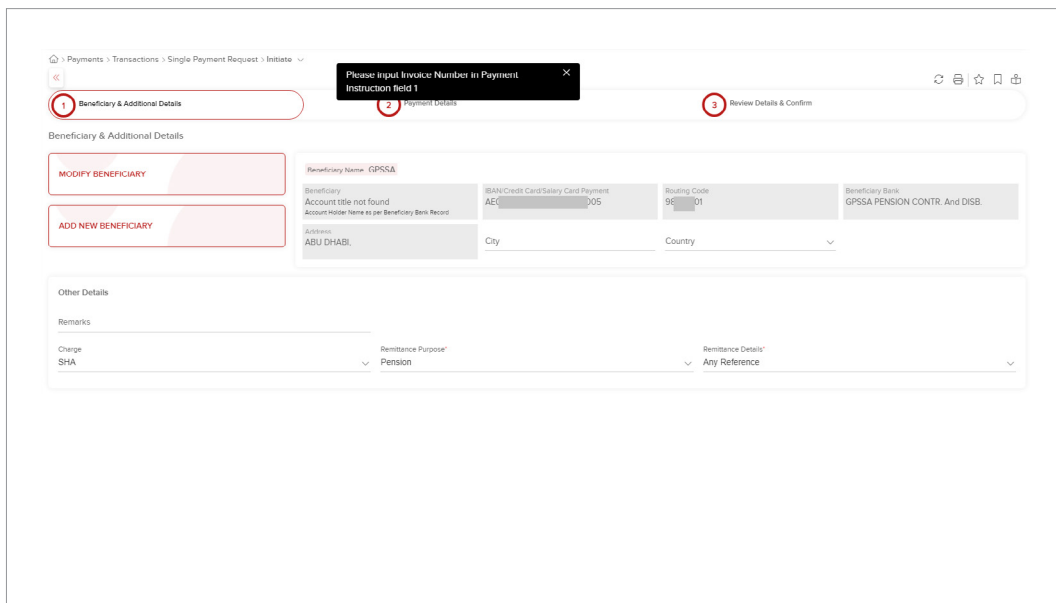


Image 9 –GPSSA | Single Payment – Success Pop-up

ii) Initiating a payment to a beneficiary that hasn't been registered:

When selecting the option "Add Beneficiary" (refer to image 4), you will be navigated to the below two screens where you need to fill in all the required beneficiary details (image 10 & 11).

Image 10 –GPSSA | Single Payment – Add New Beneficiary

Image 11 –GPSSA | Single Payment – Add New Beneficiary

After providing the beneficiary details, press the “Add” button shown on image 11 and the system will navigate you to the screen below wherein two pop-ups will be displayed (image 12).

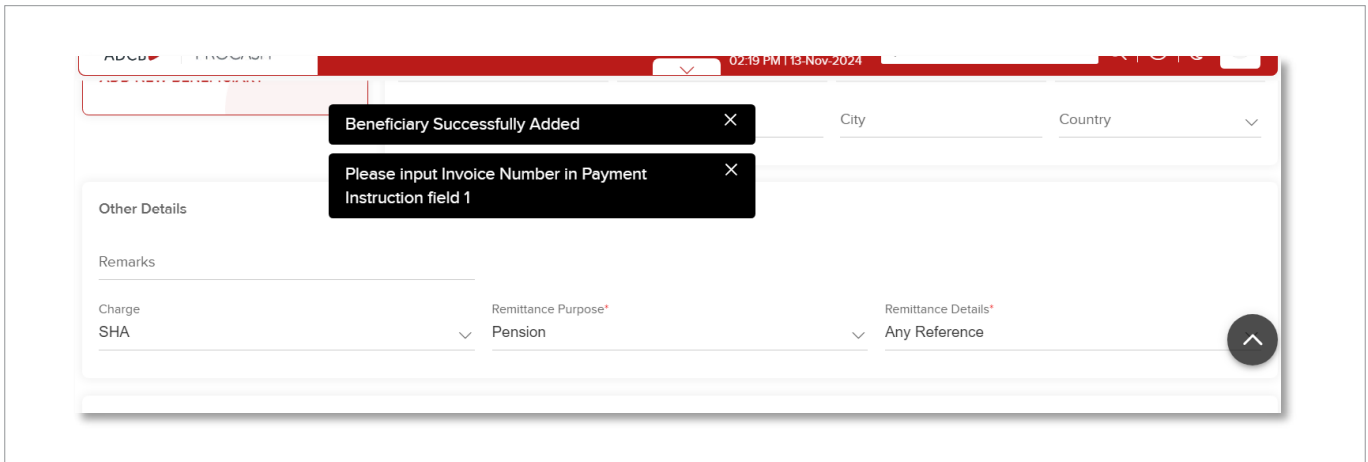


Image 12 –GPSSA | Single Payment – Pop up

After providing the remaining details (charge, remittance purpose, and remittance details) you must select the “Next” button to proceed to the Payment details screen wherein you need to provide the following information (image 13):

- **Corporate Reference Number** – A unique reference number for your tracking and reconciliation purpose.
- **Debit Account Number** – Account number from which the funds will be debited.
- **Payment Instruction** – Valid Invoice Number. (Note: In case of an invalid/inactive invoice number, the system will prompt an error message as shown below. In case of valid/active invoice number, the amount will be auto fetched by the system).

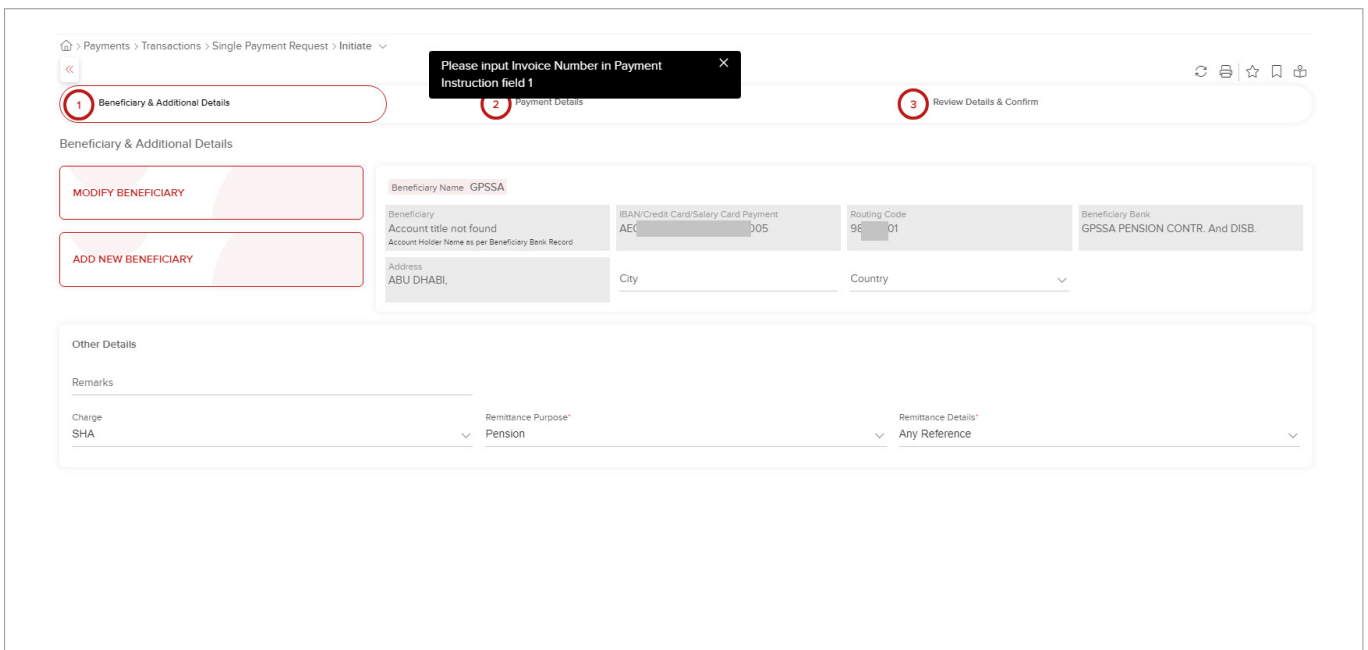


Image 13 –GPSSA | Single Payment – Pop up

Once all the details are given you must click on the “Review” button, and you will be directed to a screen with all the payment details for your review (image 14). If everything is ok, you can submit the payment by selecting the “Submit” button.

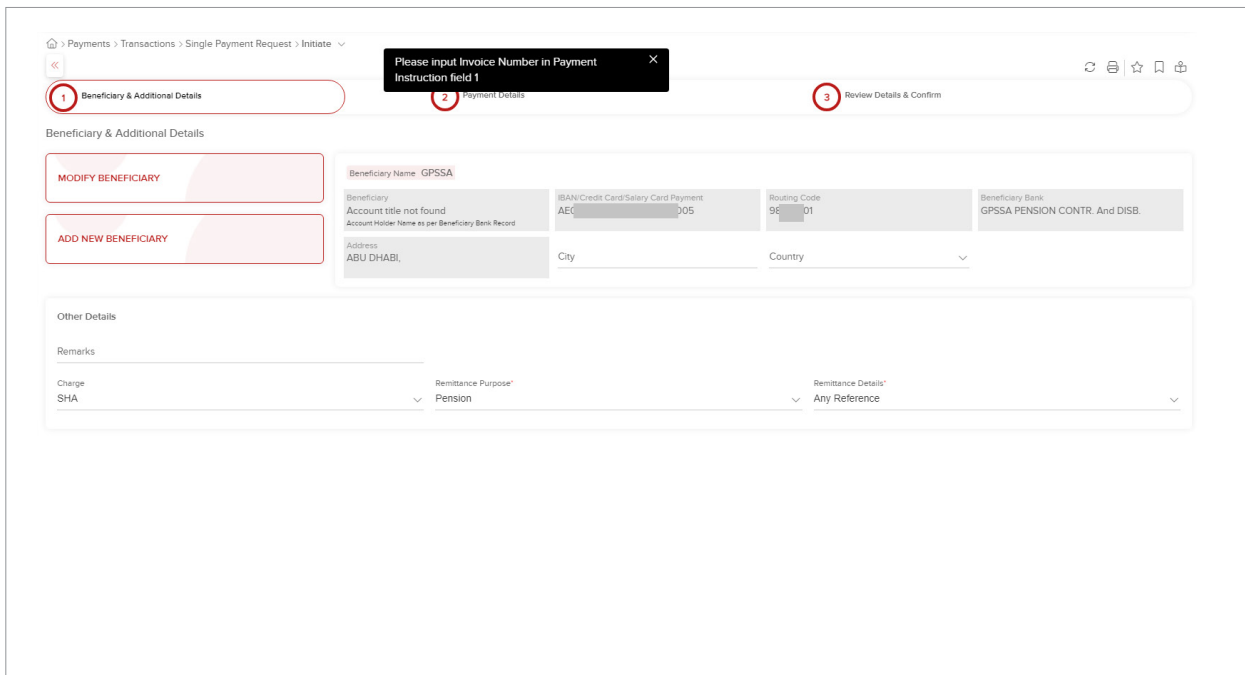


Image 14 – GPSSA | Single Payment – Review Details & Submit

In case you are a Super User, you will receive the below pop-up to input token to approve the payment (image 15). Upon successful submission, a second pop-up will appear with the details (image 16).

If you are a maker, you will only get the pop-up displayed on image 16 and the payment will land in the pending list so that the checker can approve it.

In case the Send to bank queue is enabled, then the payment should be released from the Send to bank module. (Refer to the respective Send to bank guide)

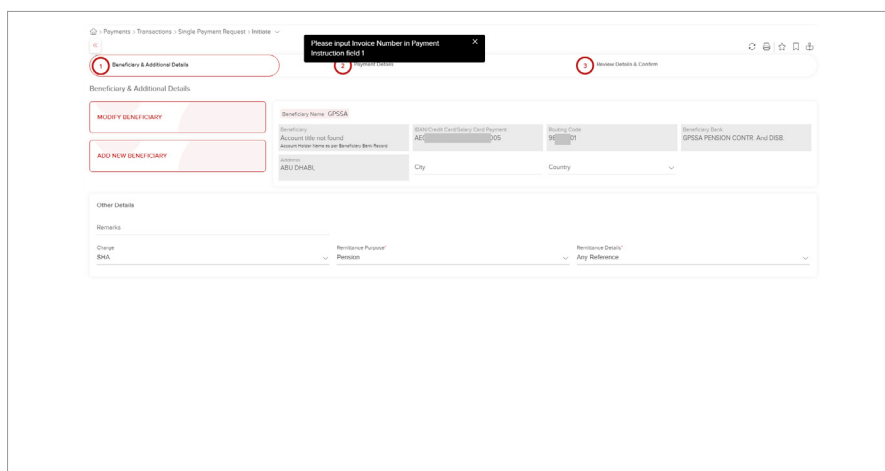


Image 15 –GPSSA | Single Payment –Token OTP

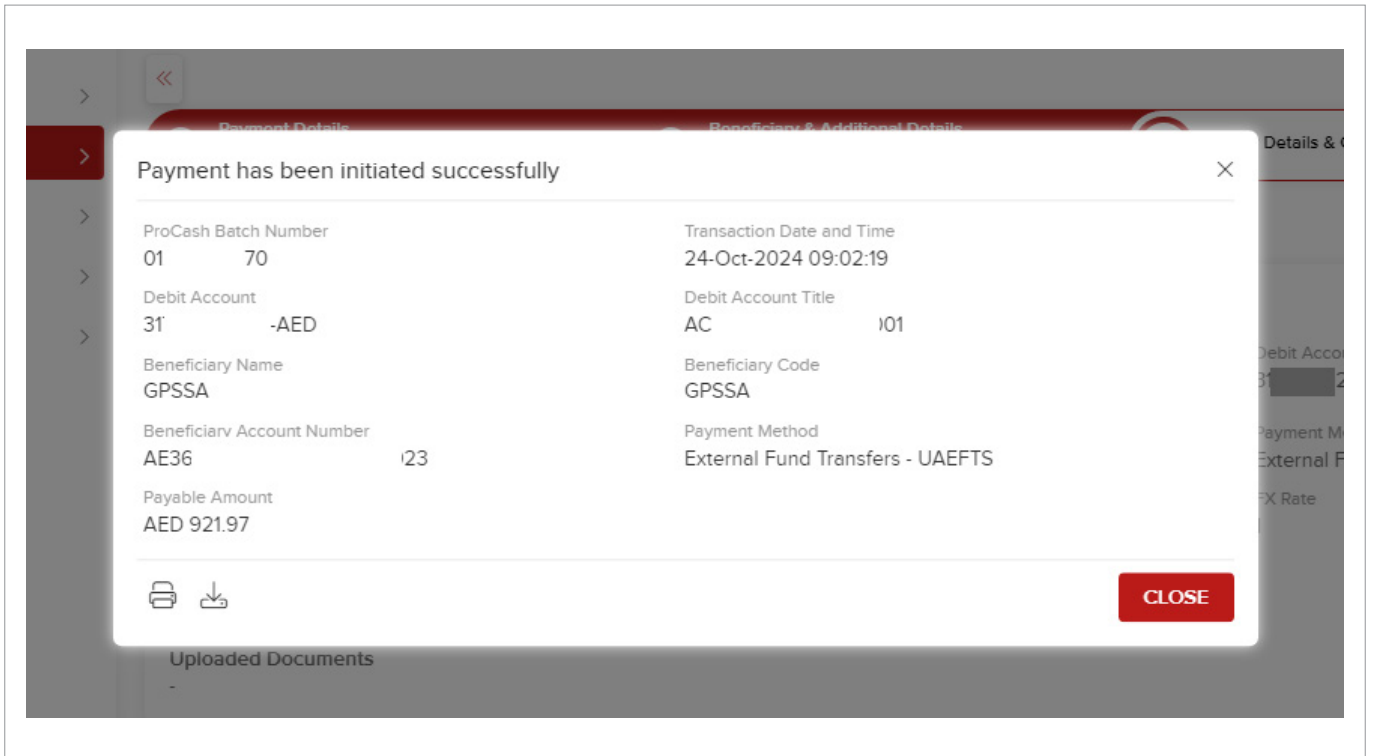


Image 16 – Single Payment GPSSA | Success Pop-up

1.1.2 Initiate by selecting a payment type

It is also possible to initiate a GPSSA payment by first selecting a payment type and then the beneficiary. For this, the journey will start by asking you to provide the payment details (refer to screen 13) and then to provide the beneficiary details, which can be given either by selecting an existing beneficiary or by adding a new one.

To provide the beneficiary, please refer to the steps mentioned above in chapter 1.1.1. as the journey will be the same. Nevertheless, to have the best experience, it is highly recommendable to initiate a GPSSA payment by following the approach mentioned in chapter 1.1.1.

1.2. Bulk Payment via front end or H2H

To initiate GPSSA payments by uploading a file with multiple payments you should:

- i) Navigate to the bulk payment upload screen by selecting “Bulk Payment Request” under Transactions (image 17).

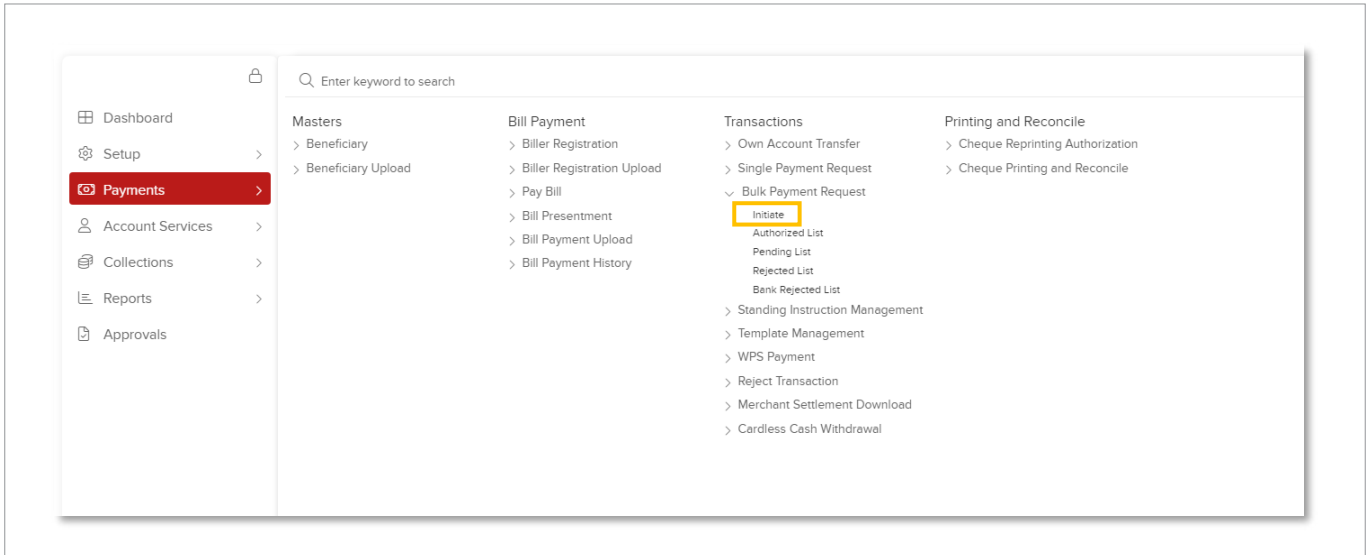


Image 17 – Bulk Payment GPSSA | Bulk Payment - Initiate

- ii) Select on Bulk File Upload to initiate a bulk payment for GPSSA (image 18).

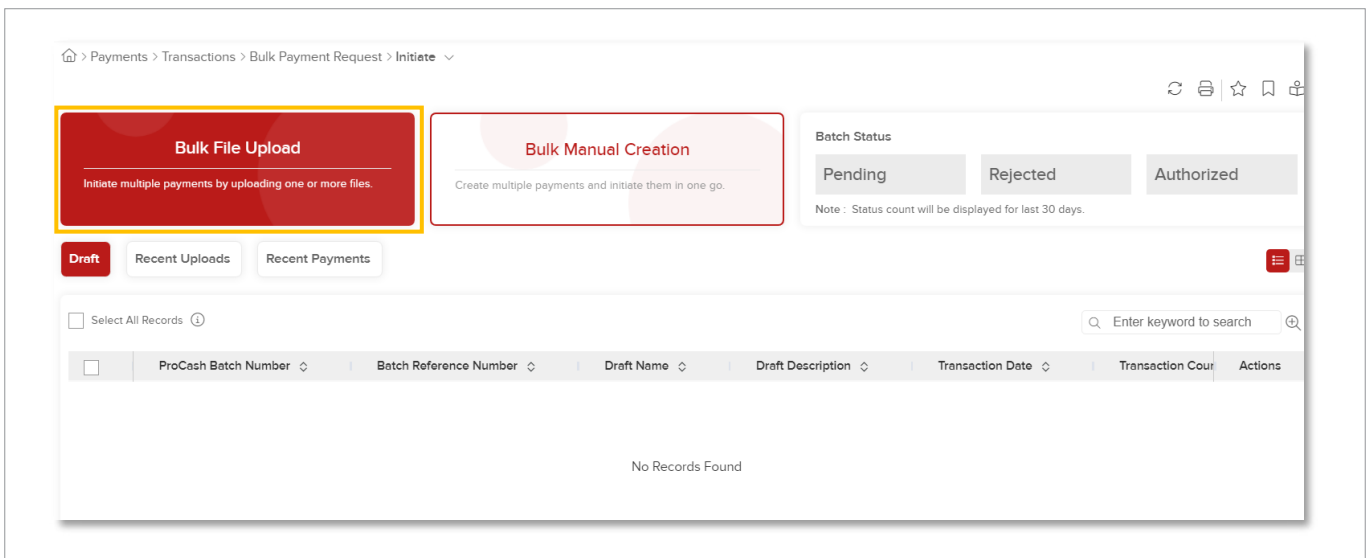


Image 18 – Bulk Payment GPSSA | Bulk Payment – File Upload

iii) Please use the respective file upload template shared by the bank to process your payments. Note that a maximum of 20 GPSSA payments can be processed per file (image 19).

The screenshot shows the 'Bulk Payment Request > Initiate' form. The 'Transaction Date' is set to '21-Nov-2024'. The 'Select Template' dropdown is highlighted with a yellow box. Below it are two file upload sections: 'Upload Payment File*' and 'Supporting Document'. Both sections have a red button that says 'Drop your file here or browse' and a message 'No files uploaded yet'. A disclaimer is visible at the bottom, and there are 'CANCEL' and 'SUBMIT' buttons.

Image 19 – Bulk Payment GPSSA | Bulk Payment – File Upload template

Once the file is uploaded, please press “Submit” to proceed with the payment. Apart from this, it is important to consider the following:

- **Invoice number must be given in the payment details 1 field.** In case of incorrect invoice number, the system will not process the payment with an error message.
- **Payable amount should be given as per the invoice generated by GPSSA.** In case the amount is not as per invoice, the system will not process the payment with an error reason as Incorrect Amount.
- Beneficiary account should be selected with respective GIBAN with **respect to the invoice number inputted in the payment detail 1 field.**
- Remittance code should be provided as **PEN** and Charge type as **SHA**.

1.3. Frequently Asked Questions.

To access the FAQ pertaining to GPSSA please refer to the below link:

- <https://www.adcb.com/en/multimedia/pdfs/2024/october/maashi-portal-faqs.pdf>

PROCASH | بنك أبوظبي التجاري
ADCB 

adcb.com