

# ProCash Wages Protection System (WPS)

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## 1. WPS

This guide provides you with a detailed explanation on how to perform, authorise or reject WPS transaction in ProCash. You will also find a description on useful features like transactions summary page or quick links.

For information on other ProCash modules or other payment types, please refer to their respective guides.

### 1.1. Summary Screen

To see the Summary screen of WPS request module, select the "Payments" tab, which is available on the left panel. Follow the steps given below (Image 1).

- i) Select "Payments" tab on the left panel
- ii) Select "WPS Payment" option under Transaction module
- iii) Select "Initiate" option

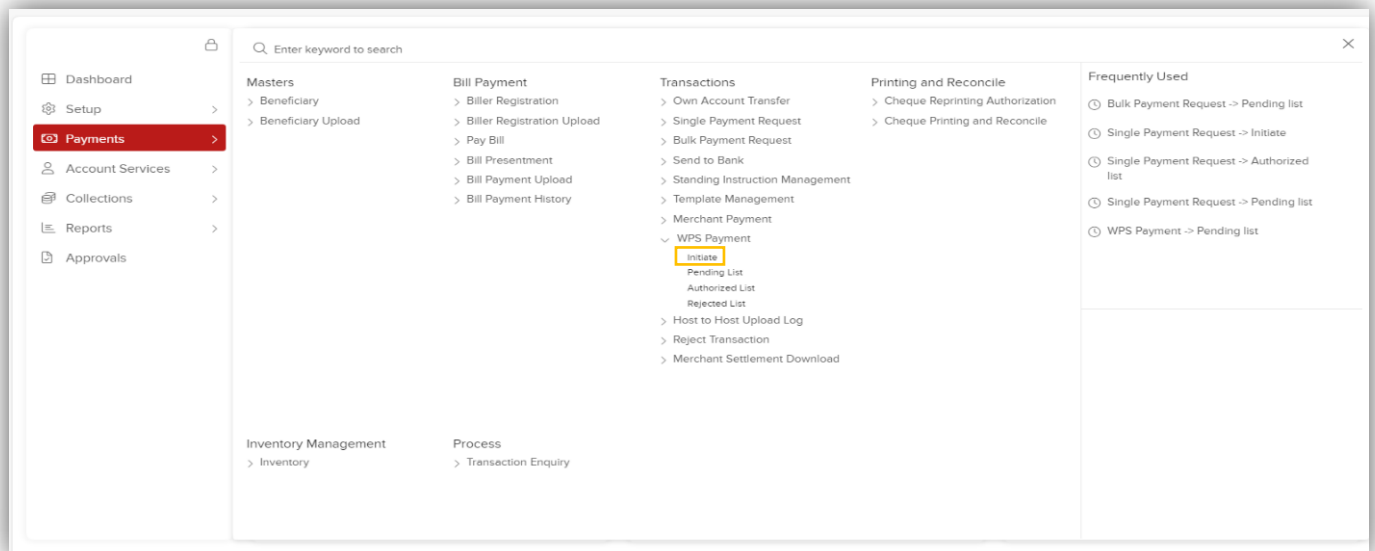
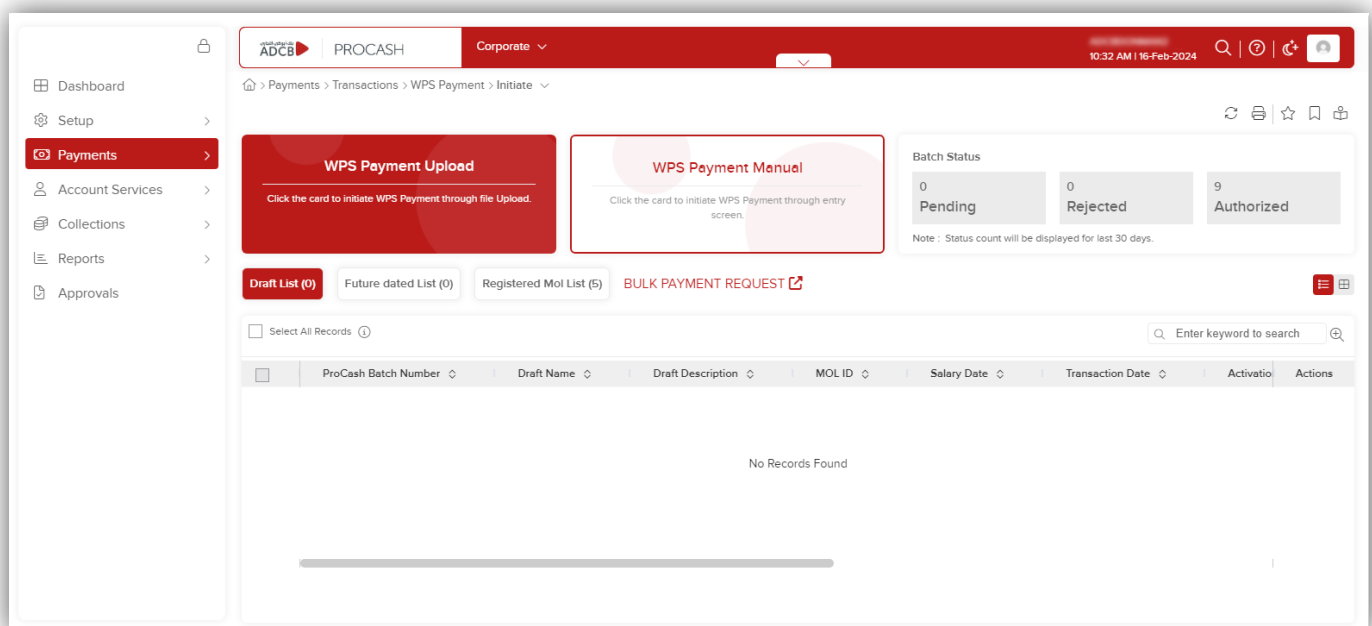


Image 1 – WPS Request | Initiate option

On the “Initiate” page, you can carry out WPS payments by selecting one of the below two options:

- WPS Payment upload: This option is used to initiate WPS via uploading a file. When this option is selected, you will land on the “Initiation” page (a more detailed explanation is mentioned in chapter 1.2)
- WPS Payment manual: This option can be used to initiate multiple payments at the same time. You will need to manually input the information of each payment. Once all the payments are ready, then you can process all of them at one go (a more detailed explanation is mentioned in chapter 1.3)

In addition to these two options, you can view the transactions initiated through WPS module as of the present day, as of the present week or, as of the present month. The given statuses are Pending, Rejected and Authorized.



**Image 2 – WPS Payment | Initiate option**

Also, on the same page you can:

- See the WPS payment under draft stage by selecting “Draft List” option
- See your future payments by selecting “Future Dated List” option
- See the registered MOL by selecting “Registered Mol List” option
- Also have the option to do bulk payments by selecting “BULK PAYMENT REQUEST”

## 1.2. WPS Payment Upload

To initiate a WPS payment by uploading a file, you must follow the steps given below:

- i) Select "WPS Payment Upload" option (Image 2)
- ii) Select "Activation Date"
- iii) Select the "MOL ID"
- iv) Select "Account Number" or "Virtual Account"
- v) Select "Debit Account"
- vi) Select "Drop your file here or browse"
- vii) Once uploaded, you can see the file name and size with complete confirmation
- viii) Select "Submit" to proceed with the WPS payment or cancel it (Image 3)
- ix) Once uploaded, you will see a message saying "WPS Payment uploaded successfully"

The screenshot shows the 'WPS Payment Upload' interface in the PROCASH system. The interface is divided into a left sidebar with navigation options (Dashboard, Setup, Payments, Account Services, Collections, Reports, Approvals) and a main content area. The main content area has a red header with 'PROCASH' and 'Corporate' dropdowns. Below the header, there is a breadcrumb trail: 'Payments > Transactions > WPS Payment > Initiate'. The main form contains several fields: 'Transaction Date' (16-Feb-2024), 'Activation Date\*' (16-Feb-2024), 'MOL ID\*', 'Account Selection\*' (Account Number), and 'Debit Account\*'. There are two red upload buttons labeled 'Drop your file here or browse'. Below the first button, it says 'No files uploaded yet'. Below the second button, it says 'No files uploaded yet' and 'Supporting documents uploaded are for your reference only. Bank does not make use of these documents to process your payments.' At the bottom, there is a 'CANCEL' button and a 'SUBMIT' button. An important note at the bottom reads: 'Important: Please read Payments Terms and Conditions here'.

**Image 3 – WPS Payment | WPS Payment Upload**

You can also provide supporting documents with remarks for checker; however, this is a non-mandatory option. Also, there is a limit of 5 files that can be uploaded in a single upload and the maximum size is 5MB per file.

### 1.3. WPS Payment Manual

To initiate a WPS Payment Manual Request from the Payment tab available on the left panel, you must first follow the below steps:

Select "WPS Payment Manual" option (Image 4).

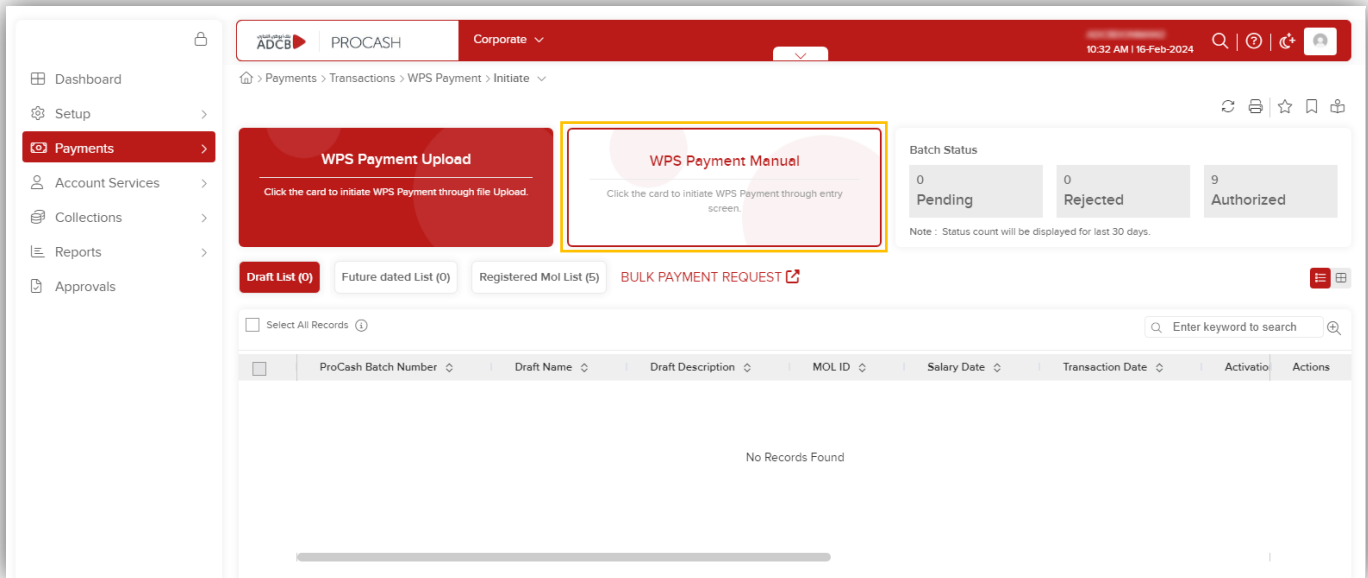


Image 4 – WPS Payment | WPS Payment Manual Initiate option

Once this option is selected, you are redirected to the Initiate page (Image 5) where you need to provide the company details.

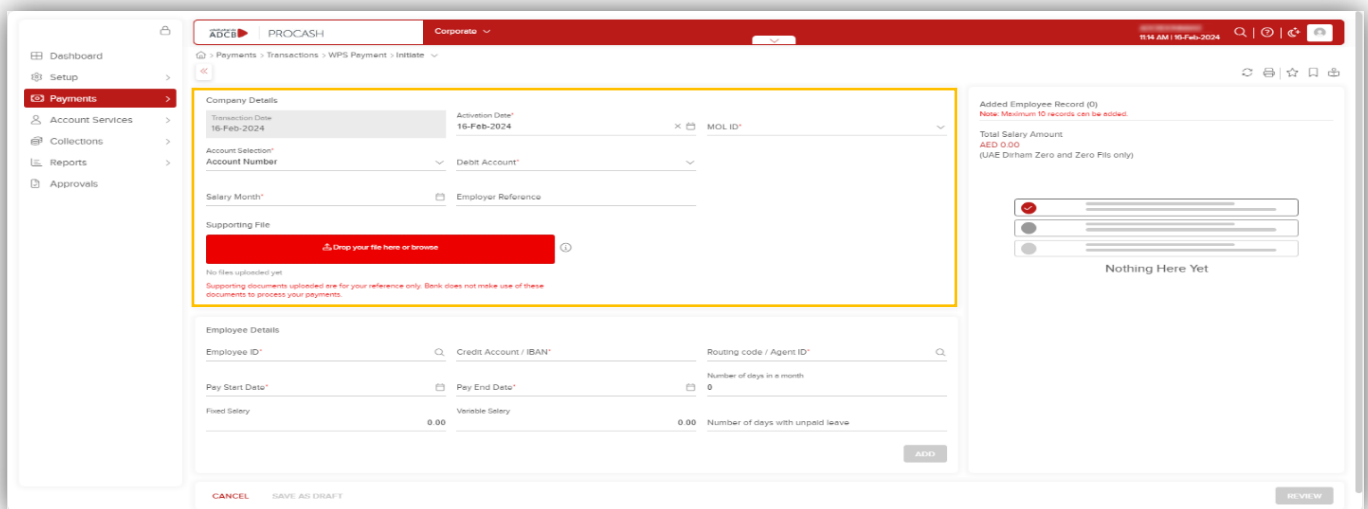


Image 5 – WPS Payment | Initiate option | Batch details

After providing the company details, the next step is to provide the employee details. For that to occur, you must fill all the mandatory information like employee ID, credit account/IBAN, routing code/Agent ID, pay start date, pay end date.

Once all the information is provided, you can save (Image 6) or proceed with the transaction.

**Image 6 – WPS Payment | Transaction details**

Once all transactions are created, you can review the details, save it as a draft or cancel it, as illustrated in the above image (Image 6).

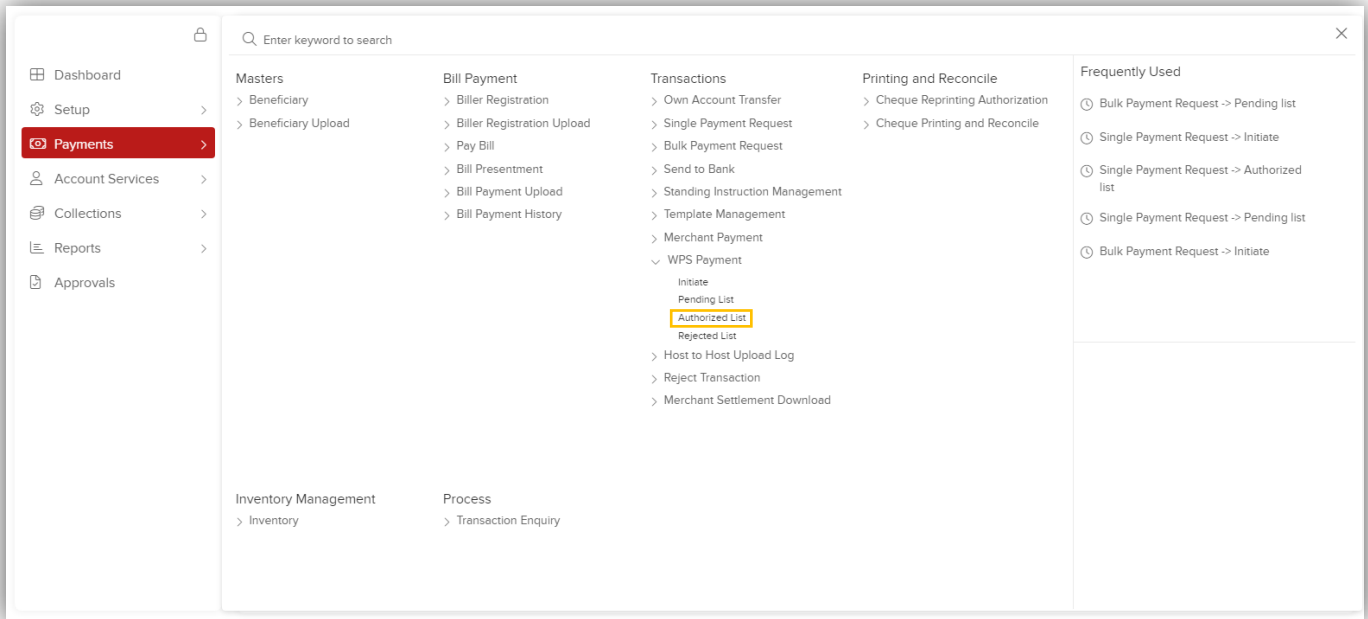
#### 1.4. List

In ProCash you will be able to access the beneficiary list which contains all the authorized, pending, rejected and disabled beneficiaries and respective information. Also, you will be able to perform multiple actions for each list.

#### 1.5. Authorization List

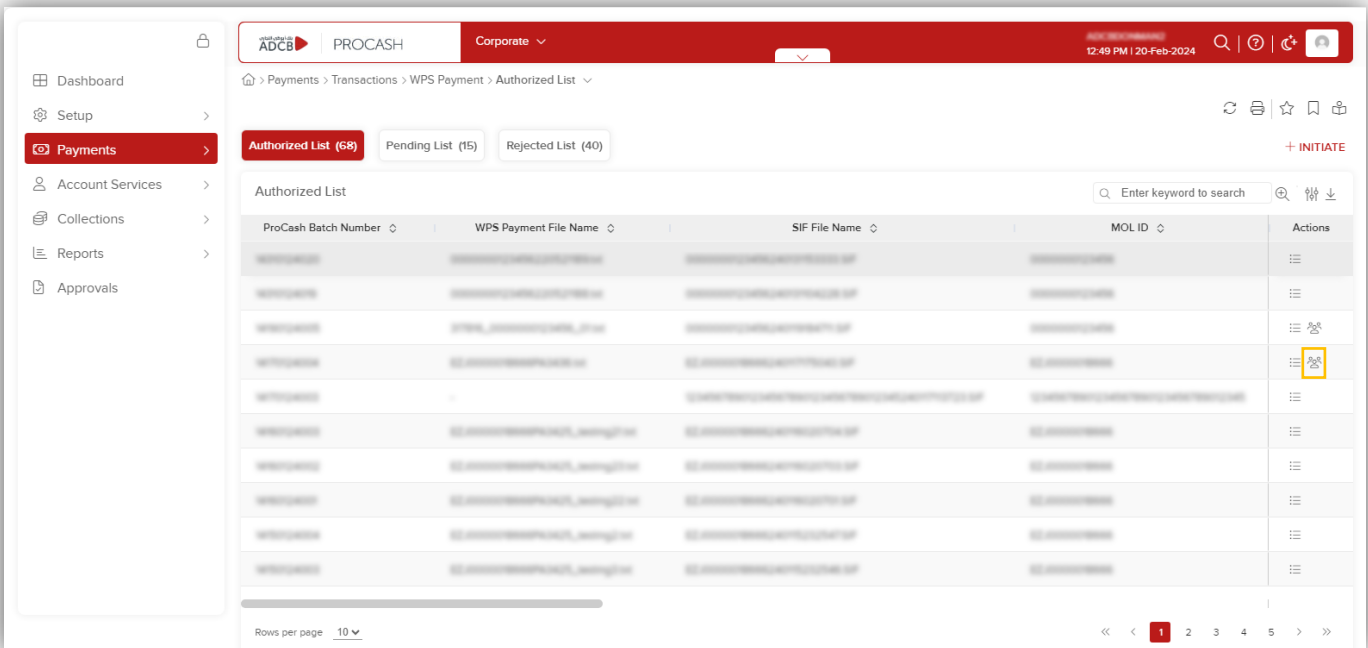
To see the authorized WPS Payment Request, follow the steps given below (Image 7).

- i) Select "Payments" tab on the left panel
- ii) Select "WPS Payment" option under Transaction module
- iii) Select "Authorized List" option



**Image 7 – WPS Payment | Authorized List option**

After landing on the Authorized List page (Image 8), you will be able to see a list with all authorized transactions in a table format. Under 'Actions' column, you will be able to view each transaction's details and respective authorizers, if applicable.



**Image 8 – WPS Payment | Authorized List page**

To view the details of a specific transaction, select the eye icon under 'Actions' columns. A screen with all information about the selected transaction will come up. To go back to the Authorized List page, just press the "Back" button (Image 9).

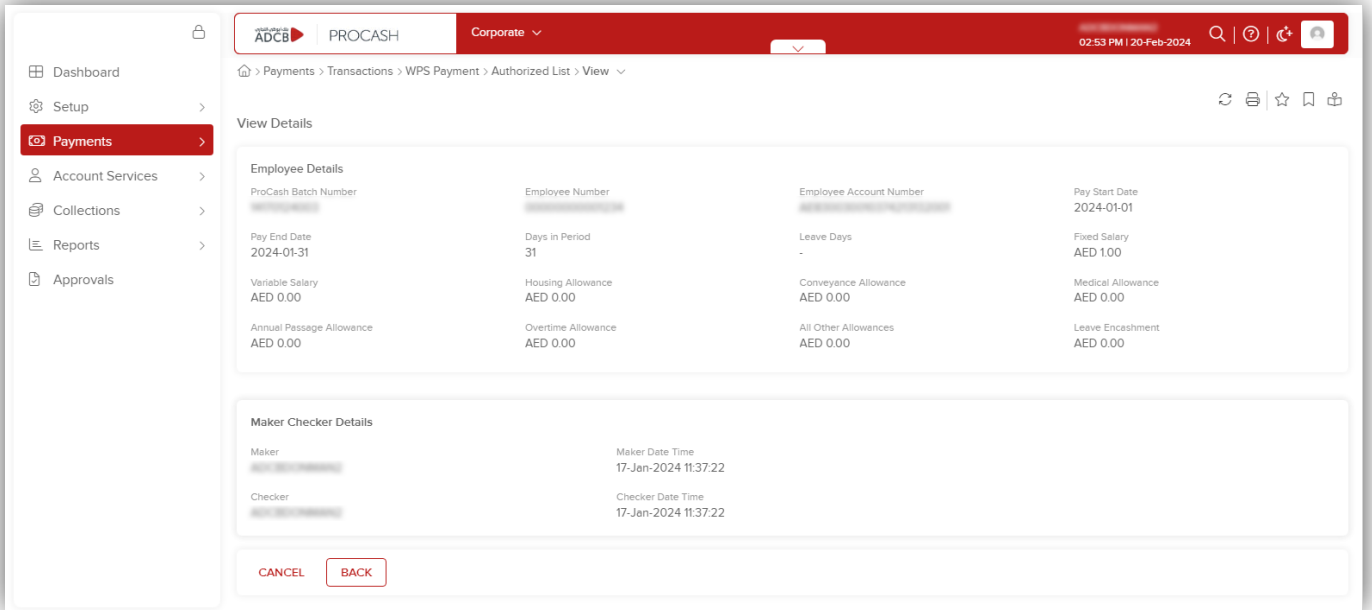


Image 9 – WPS Payment | Transaction Details from Authorized List

To view all authorisers of a specific transaction, you just need to select the users icon under the Actions column. To go back to the Authorized List page, just press the "Close" button (image 10).

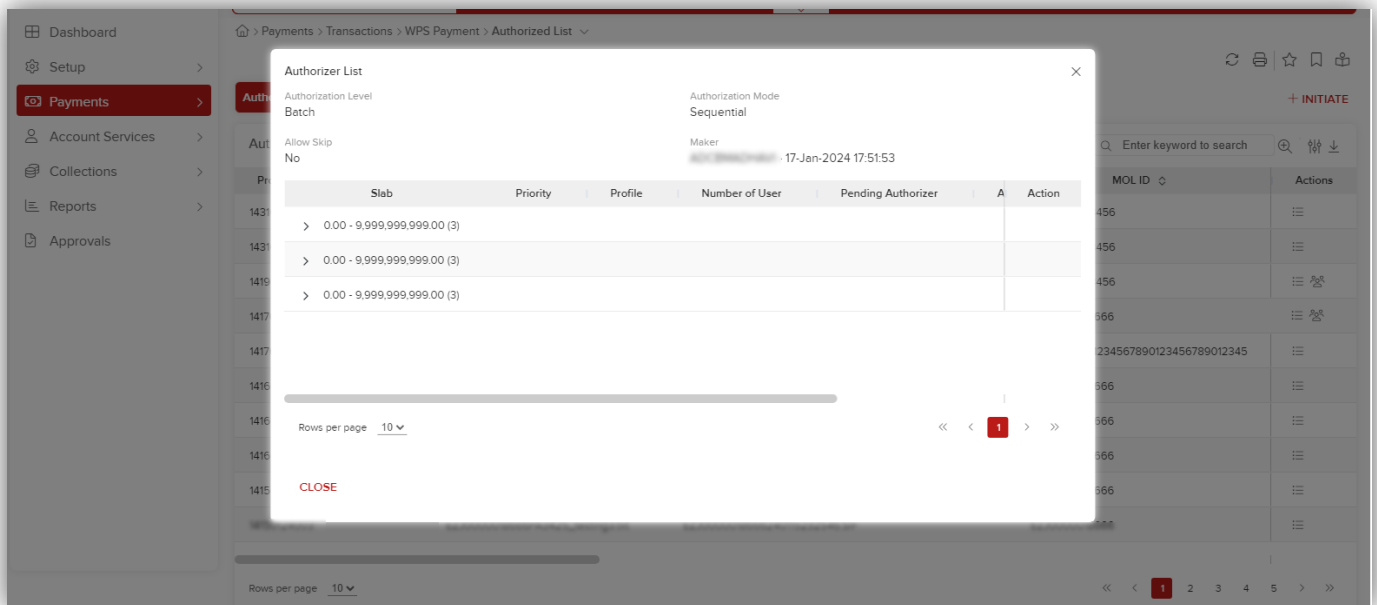


Image 10 – WPS Payment | Authorizers from Authorized List

### 1.6. Pending List

To see the Pending WPS Payment, follow the steps given below (Image 11).

- i) Select "Payments" tab on the left panel
- ii) Select "WPS Payment" option under Transaction module
- iii) Select "Pending List" option

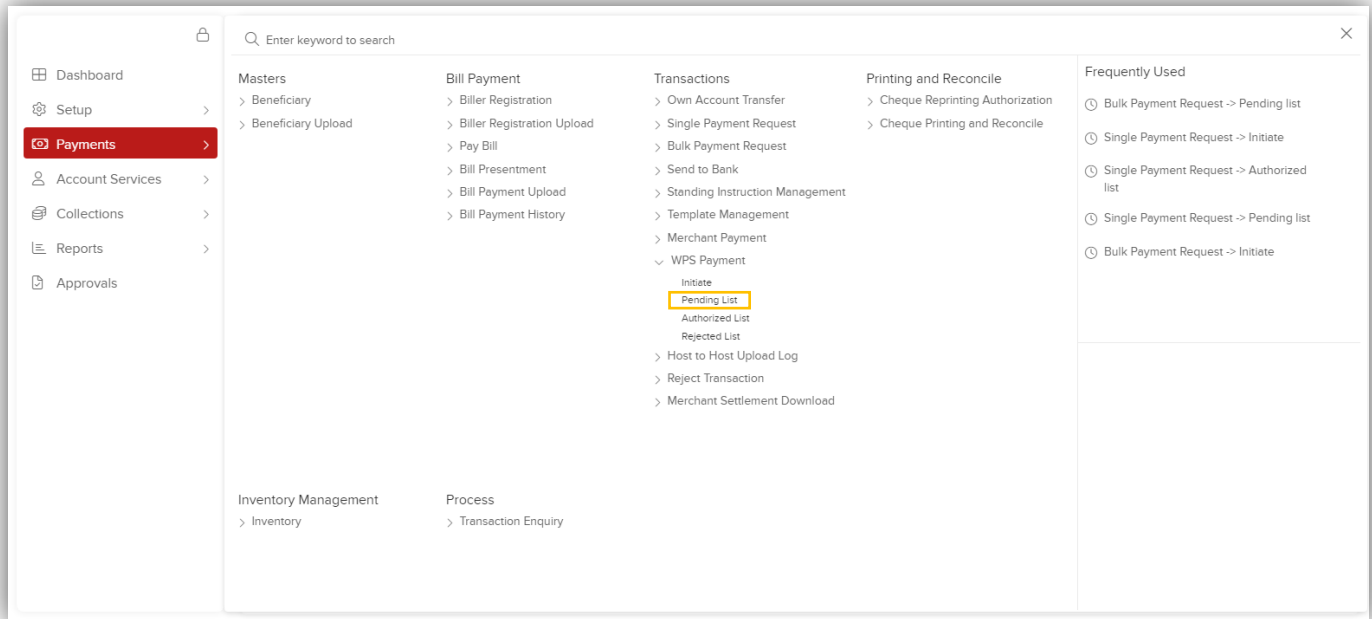


Image 11 – WPS Payment | Pending List option

After landing on the Pending Authorization List page (Image 12), you can see a list in a table format with all transactions that are pending to be authorised. You can also perform some actions available in the last column of this table.

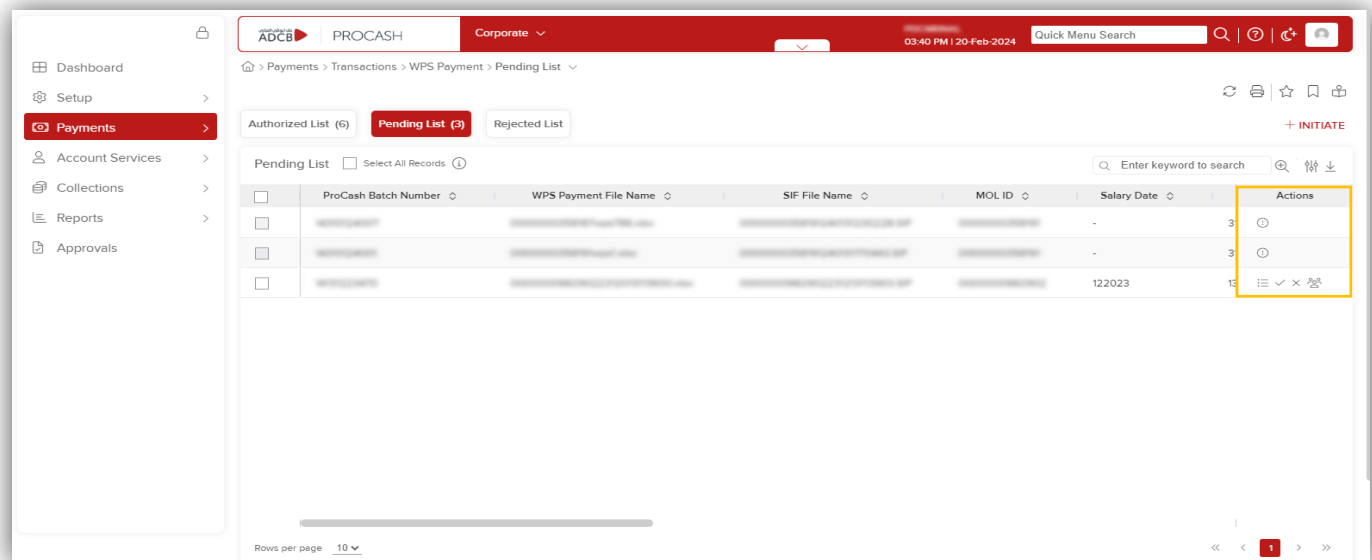


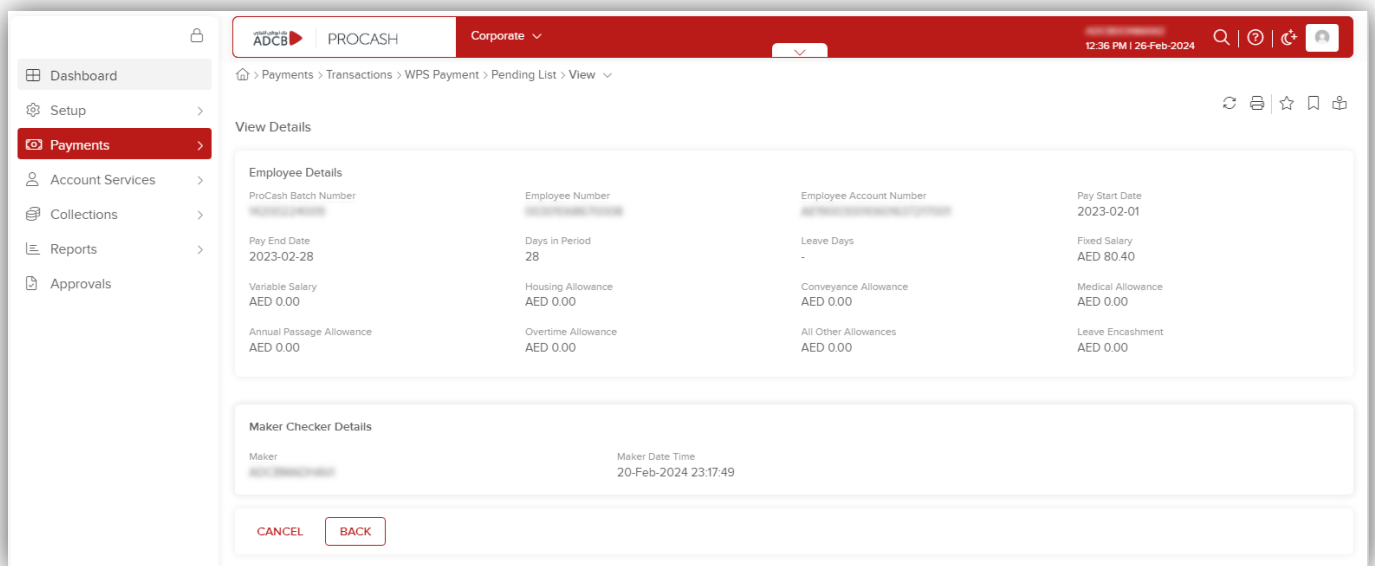
Image 12 – WPS Payment | Pending List option

In this page, you can also customise your columns and save the respective customisation at any time.

Under 'Actions' column (last column on Image 12) you will be able to:

- View errors on each file, re-upload, edit, delete, view authorizers, resend alerts or go back to previous list screen (Image 12)
- You can also view each transaction's details by selecting the eye icon; once this option is selected, a page with the respective transaction's details is displayed (Image 13)

For a more detailed explanation about the transaction initiation process, please refer to chapter 1.2 & 1.3.



**Image 13 – WPS Payment | Transaction details from Pending List page**

- Approve a transaction by selecting the check icon: When choosing this option, the OTP must be provided; once done, select the "Submit" option (Image 14)
- Reject a transaction by selecting the cross icon: When rejecting a transaction, a reason for the rejection is required (Image 15)

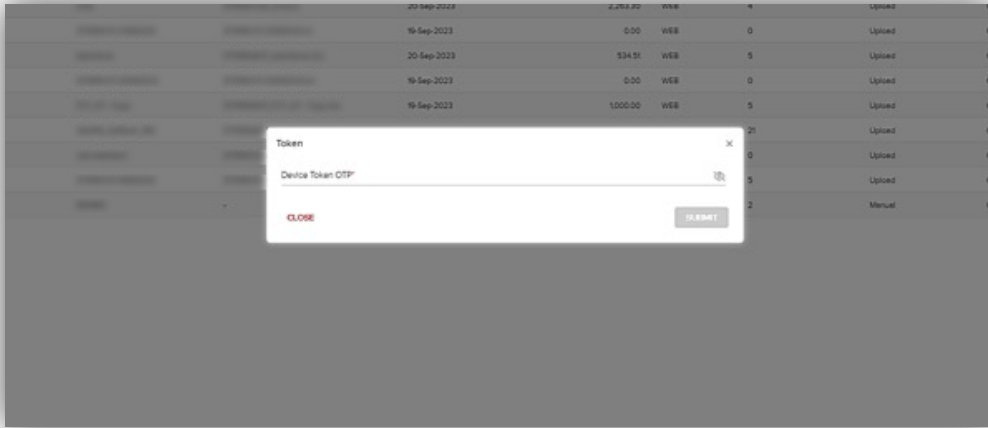


Image 14 – WPS Payment | Device OTP transaction from Pending List page

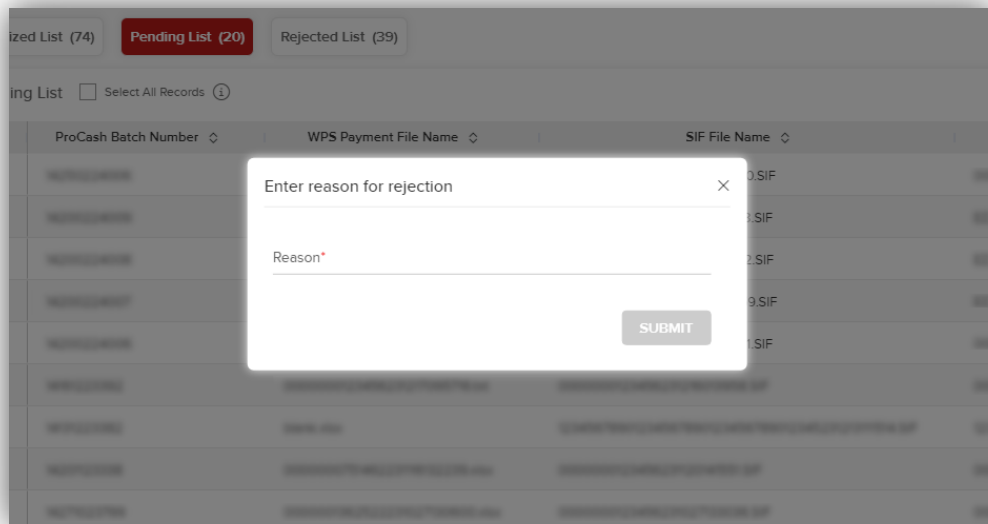


Image 15 – WPS Payment | Reason of Rejection for a transaction from Pending List page

- View respective authorisers by selecting the users icon: On selecting the Authorizers List icon, a list with the authoriser’s details is displayed (Image 16)

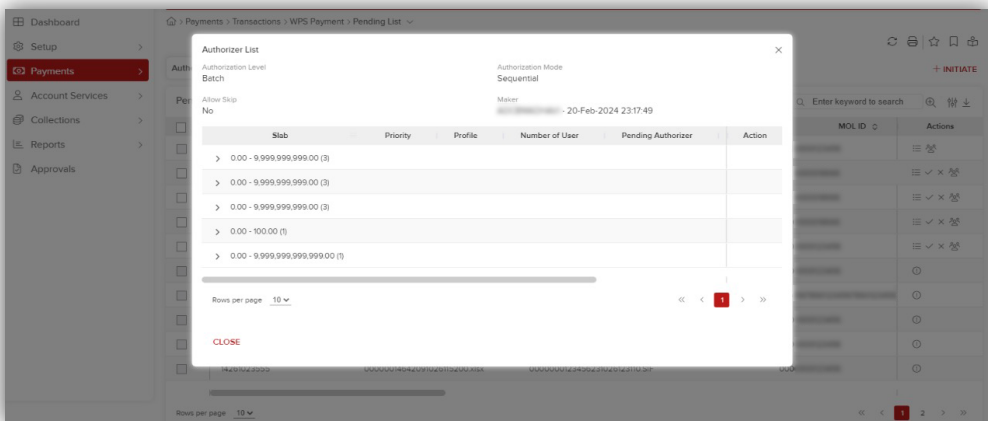


Image 16 – WPS Payment | View Authorizer from Pending List

### 1.7. Rejected List

To see the Rejected List of WPS Payment, follow the steps given below (Image 17).

- i) Select "Payments" tab on the left panel
- ii) Select "WPS Payment" option under Transaction module
- iii) Select "Rejected List" option

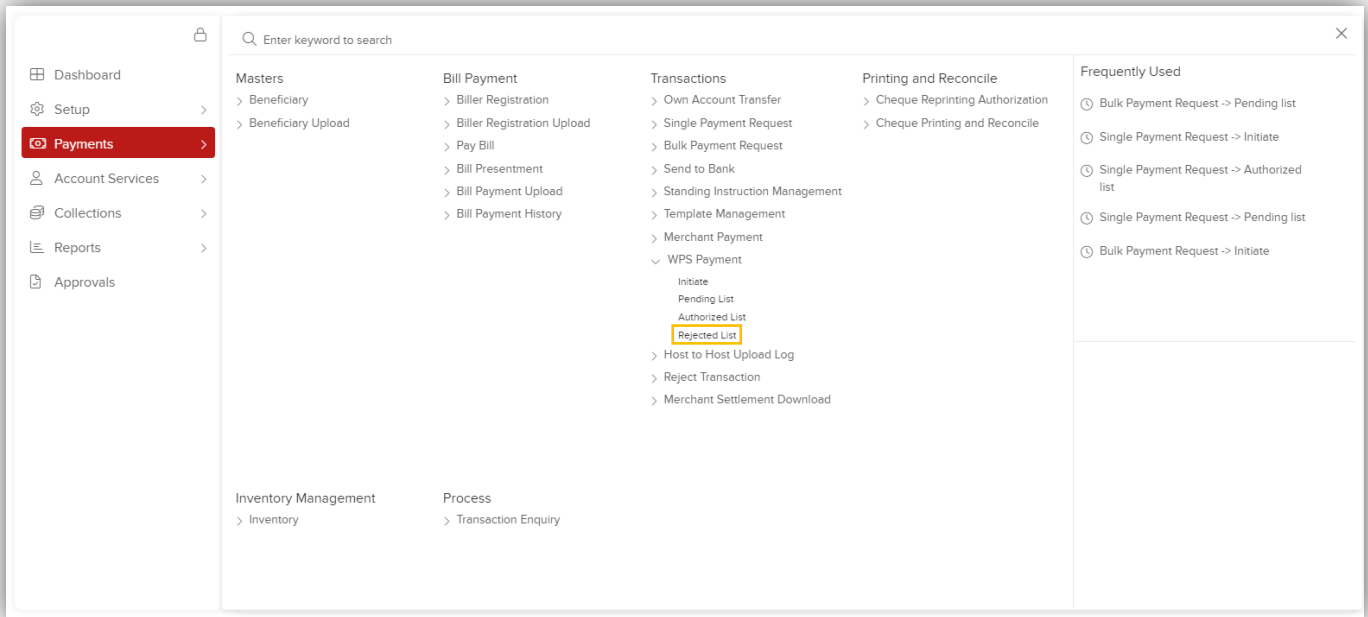


Image 17 – WPS Payment | Rejected List option

In the Rejection List page, you can see a list in a table format of all rejected transactions. In this page, you can also customise your columns and save the respective customisation any time (Image 18).

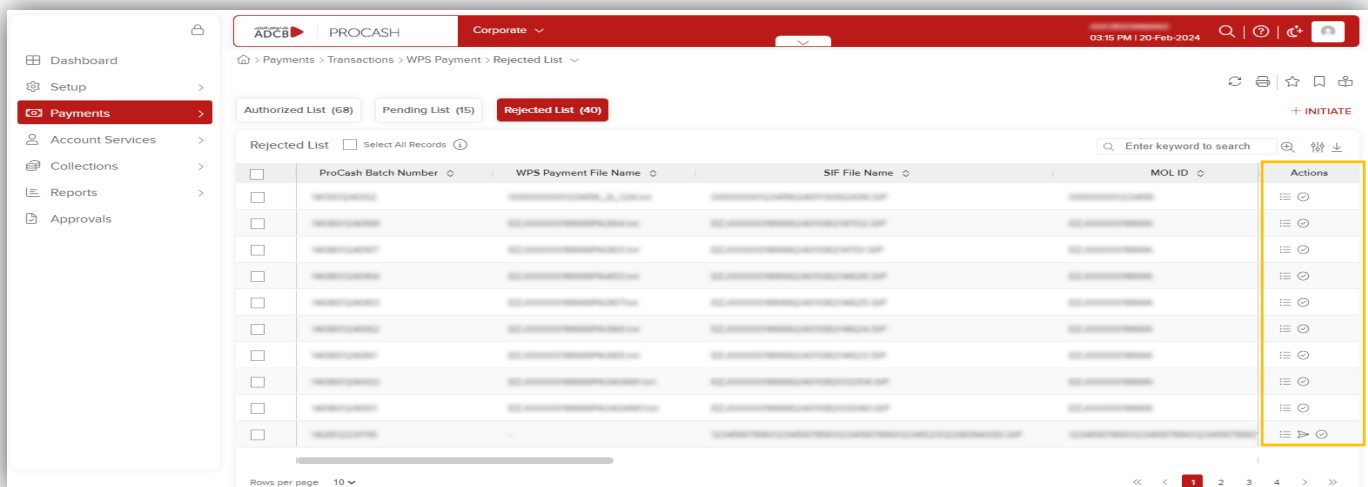


Image 18 – WPS Payment | Rejected List page

Under 'Actions' column (Image 18), you will be able to:

- View each payment's details by selecting the eye icon: Once this option is selected, a page with the respective transaction's details is displayed
- Resubmit by selecting the arrow icon: After selecting the arrow icon to resubmit a payment, you land on the transaction initiation screen. To go back to the previous screen, select the "Back" button

**Image 19 – WPS Payment | Resubmitting Transaction from Reject List page**

- Accept the rejection by selecting the check mark icon: After accepting the rejection, the transaction will be removed from the Rejected List and will be moved to the Authorization List