



Sohar International

# Batch Payments

User Guide



## Contents

<b>BATCH PAYMENS</b> .....	2
<b>INTRODUCTION TO BATCH PAYMENT</b> .....	2
<b>HOW TO ACCESS THE DIGITAL PLATFORM TO UPLOAD BATCH FILE AND AUTHORIZE THE TRANSACTION</b> .....	3
<b>Future Value Dated Batches</b> .....	10
<b>Canceling Post Dated Batches</b> .....	10



# BATCH PAYMENTS

## INTRODUCTION TO BATCH PAYMENT

- Batch payment option will be used to make Domestic and International Fund transfers using file upload
- Each file may contain up to 500 transactions
- Batch file can be used for transfer
  - Within Own Accounts (In Sohar International(SI))
  - Third party payments
    - Within Sohar International
    - Outside Sohar International
    - Foreign Currency Transfers
- Batch payment processing does not require beneficiary registration
- Batch payment requires a file to be prepared and uploaded on the platform
- Two different file formats to be used, one for processing domestic OMR payments and another for FCY payments





## HOW TO ACCESS THE DIGITAL PLATFORM TO UPLOAD BATCH FILE AND AUTHORIZE THE TRANSACTION

**Step 1:** Open the url:


<https://online.soharinternational.com/apps/SoharWeb/# frmLoginLanguage>

**Step 2:** Enter Username and Password

Sohar  Find Us Contacts English 

Login to Wholesale Banking Digital Services

testuserm1

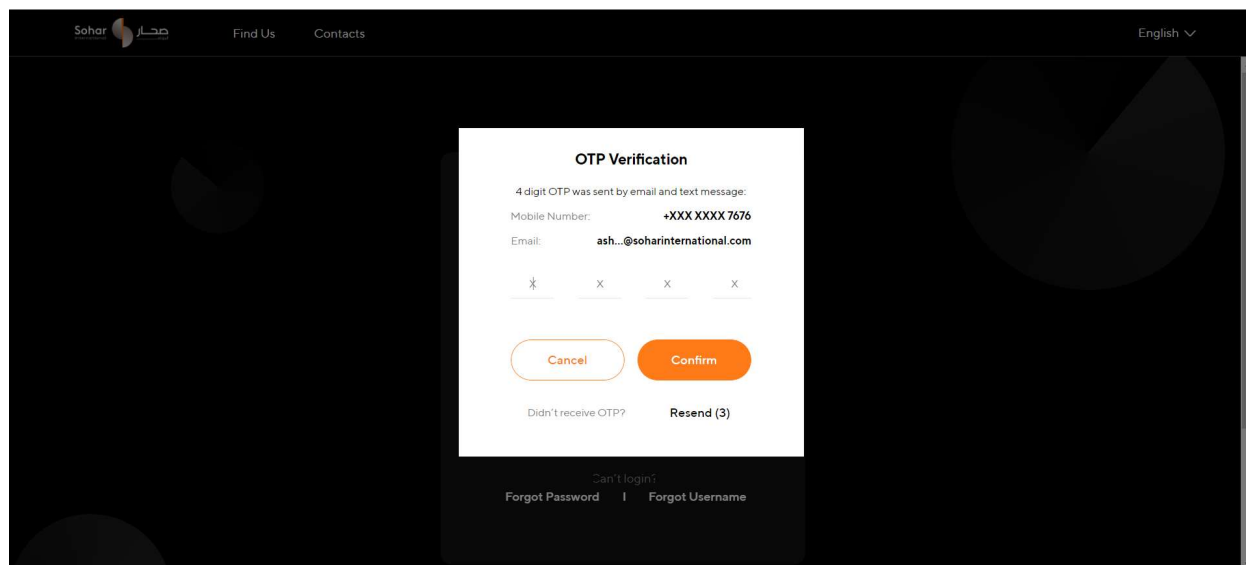
•••••••• 

Login

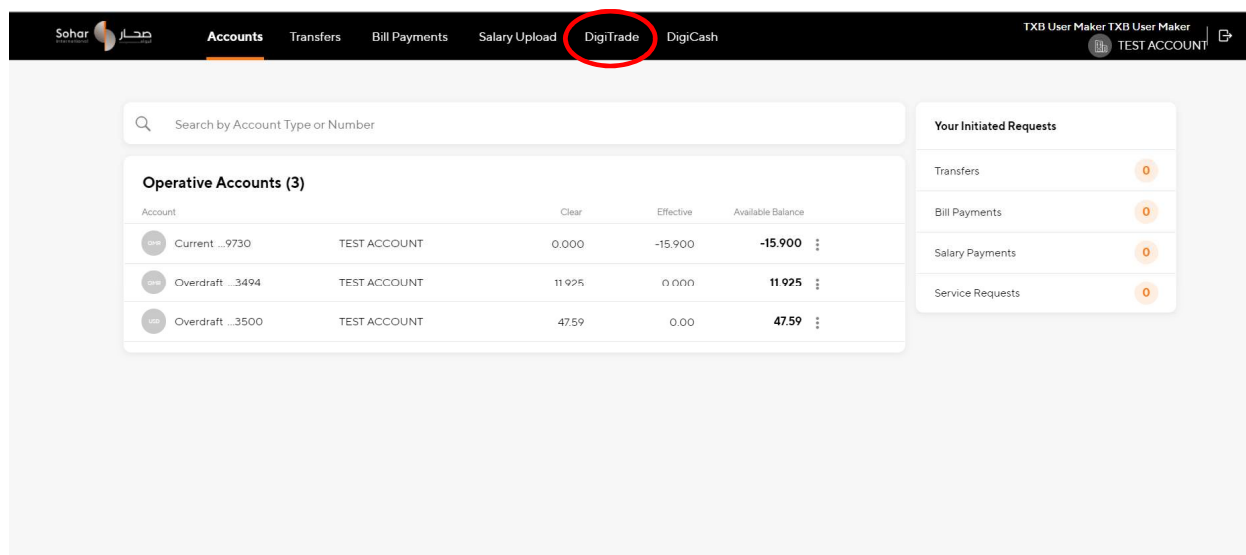
Can't login?  
Forgot Password | Forgot Username



Step 3: System prompts for OTP (OTP delivered to the user via SMS to the registered mobile number and via email to the registered email id)



Step 4: Navigating to DigiTrade for uploading the file onscreen - Select DigiTrade from the options at the top



Step 5: On the DigiTrade landing page click on Batch payments under the 'Payments' menu

The screenshot shows the Sohar International dashboard. At the top, there is a navigation bar with 'Sohar International' logo and menu items: Account Services, Trade Services, Administration, Common Services, and Payments. A dropdown menu is open under 'Payments', showing options: Fund Transfers, Batch Payment, Bulk Payments, and Beneficiary Master. Below the navigation, there are three main sections: 'Ongoing Tasks' (empty), 'Upcoming Events' (table of recent pending transactions), and 'Recent Notifications' (table of recent notifications). On the right side, there is a calendar for May 2023 and a 'DHL Tracking System' widget.

System ID	Type	Product Status	City	Amount	Date
F122900000024289	New	Uncommitted	OMR	1,000	18/05/2022
F122900000009899	New	Uncommitted	AJD	100.00	28/05/2022
88027000000009026	New	Uncommitted	OMR	52,480,625	19/05/2022
88027000000009897	New	Uncommitted	OMR	42,508,066	19/05/2022
88027000000009665	New	Uncommitted	OMR	6,126,298	19/05/2022

System ID	Bank Ref	Type	Date	Status
S229000000000666		New	19/05/2022	●
S229000000000657		New	19/05/2022	●
S229000000000620		New	19/05/2022	●
S229000000000643		New	19/05/2022	●
S229000000000630		New	19/05/2022	✖

Step 6: On the Batch Payment Screen, click on From Upload.

The screenshot shows the 'Batch Order Module Presentation' screen. The 'Initiation' dropdown menu is open, and 'From Upload' is highlighted with a red circle. Other options in the menu include 'Edit Transactions', 'Retrieve Unsigned', and 'Uploaded File Results'. The main content area contains a description of the batch payment module and a 'Within Sohar International' section.

Step 7: Upload the payment file and select if you need single payment amount to be debited or multiple payment amount to be debited to transfer payment to beneficiaries.

The screenshot shows the 'Upload Batch Order Initiation' screen. The 'Initiation' dropdown menu is open, and 'From Upload' is selected. The main content area contains a form for 'General Details' and 'File Upload Details'. The 'General Details' section includes fields for 'Entry' (CO08260100), 'Description', 'Reference', and 'File type' (Payment). The 'Debit type' is set to 'Multiple Debit Multiple Credit (MDMC)'. The 'File Upload Details' section shows a table with one file uploaded: 'batch' with file name 'MOHAMEDENI-COVER-01MAY2022.csv'. There are 'Upload', 'Cancel', and 'Help' buttons at the top and bottom right of the form.

Title	File Name
batch	MOHAMEDENI-COVER-01MAY2022.csv



Step 8: On the Batch Payment Screen, click on Uploaded file results to access the uploaded file.

**Sohar International** | Account Services | SCF Services | Trade Services | Administration | English | Messages | Authorize | My Profile | Logout

Initiation

- From Upload
- Edit Transactions
- Retrieve Unsigned
- Uploaded File Results**

### Batch Order Module Presentation

From this screen, the user is able to access the **Batch Payment** module within DigiTrade. The customer can upload multiple Domestic & International payment transactions through a single file. Please note that there are cut-off timings for batch payment processing.

**Domestic Payments**  
Within Sohar International

Step 9: The file will be available in the uploaded file results with status as “ Successful”. (In case of unsuccessful upload, the same will appear as ‘Failed’ and a file will be pushed to Batch\_Error folder with record wise details of the validation failure

**Sohar International** | Account Services | SCF Services | Trade Services | Administration | English | Messages | Authorize | My Profile | Logout

Initiation

- From Upload
- Edit Transactions
- Retrieve Unsigned
- Uploaded File Results
- Pending Batches

### List of File Upload Results

Search Options: 1-100 of 750 items | 10 | 25 | 50 | 100 | 1 2 3 4 5 6 7

File System Id	Entity	Entity/Applicant Name	File Type	Product Group	Product Type	File Name	Upload Date	User Name	With FX (Y/N)	Status	Actions
SE23050000119606	C008260100	Test Account	Payment	RYMT	*	Test File Upload.txt	27/05/2023	MOAMMED SUMAYA	Yes	Successful	

Step 10: User to click on the folder icon to verify the batch file and submit for next level submission. On clicking the folder icon, the user will be able to see the batch file.

**Sohar International** | Account Services | SCF Services | Trade Services | Administration | English | Messages | Authorize | My Profile | Logout

Initiation

- From Upload
- Edit Transactions
- Retrieve Unsigned
- Uploaded File Results
- Pending Batches
- Batch Payment Inquiry

### List of Batch Transactions from Uploaded file

Search Options: 1-2 of 2 items | 10 | 25 | 50 | 100 | 1

System ID	File System Id	Entity	Product Type	Records	Ccy	Amount	User Name	Has Special FX (Y/N)	Status	Input Date	
	BK23050000119611	SE23050000119606	C008260100	Bulk Upload Payment MT103	3	OMR	1,905,354	MOAMMED SUMAYA	Yes	Incomplete (Draft)	27/05/2023
	BK23050000119619	SE23050000119606	C008260100	Bulk Upload Payment MT103	3	OMR	1,861,772	MOAMMED SUMAYA	No	Incomplete (Draft)	27/05/2023



### Step 11: On clicking the icon highlighted above, user will land on the below page

**Sohar** | Account Services | SCF Services | Trade Services | Administration | Common Services | Payments | Messages | Authorize | My Profile | Logout

**Initiation**

- From Upload
- Edit Transactions
- Retrieve Unassigned
- Uploads of file Results

**Pending Batches**

- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance
- Batch Files Maintenance
- Cancel Post Dated Batches

### Open Draft Batch Order

Save Submit Template Cancel Help

**General Details**

Entity: CO08260100	System ID: BK2305000019619
Bank: Sohar International Bank SAOG	Template ID: [ ]
Transfer From: OMR 00 [ ] Current Account	Parent Reference: SE2305000019606 (Initiation source)
Product Type: MT 103 Telegraphic Transfer	Application Date: 27/05/2023
Product Group: Payment	* Transfer Date: 28/05/2023
Bulk Description: [ ]	Bulk Customer Reference: BK2305000019619

**Bulk Summary**

Total amount of records: OMR 1,661,772      Highest Amount of records: OMR 634,695

No. of records: 3

Add transaction

Search Options: 1 - 3 of 3 items      10 | 25 | 50 | 100

System ID	Account Number	Beneficiary Name	City	Amount	Status	Product Status
F12305000019620	E:6A6A8902504504048	ZAKARIA DEYANIKH AL ANAL MEZE	EUR	1,500.00	Incomplete	Pending
F12305000019621	E:08A88902504504088	YAHYA KAHALIF A SAID AL HMMAR	EUR	1,500.00	Incomplete	Pending
F12305000019622	E:7A888902504502009	BASHAR BASHAR SAIF AL HADH	EUR	1,600.00	Incomplete	Pending

Save Submit Template Cancel Help

### Step 12: User can verify all the details and submit the batch for authorization

**Sohar** | Account Services | SCF Services | Trade Services | Administration | Common Services | Payments | Messages | Authorize | My Profile | Logout

**Initiation**

- From Upload
- Edit Transactions
- Retrieve Unassigned
- Uploads of file Results

**Pending Batches**

- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance
- Batch Files Maintenance
- Cancel Post Dated Batches

### Open Draft Batch Order

Save Submit Template Cancel Help

**General Details**

Entity: CO08260100	System ID: BK2305000019619
Bank: Sohar International Bank SAOG	Template ID: [ ]
Transfer From: OMR 00500004045 Current Account	Parent Reference: SE2305000019606 (Initiation source)
Product Type: MT 103 Telegraphic Transfer	Application Date: 27/05/2023
Product Group: Payment	* Transfer Date: 28/05/2023
Bulk Description: [ ]	Bulk Customer Reference: BK2305000019619

**Bulk Summary**

Total amount of records: OMR 1,661,772      Highest Amount of records: OMR 634,695

No. of records: 3

Add transaction

Search Options: 1 - 3 of 3 items      10 | 25 | 50 | 100

System ID	Account Number	Beneficiary Name	City	Amount	Status	Product Status
F12305000019620	E:6A6A8902504504048	ZAKARIA DEYANIKH AL ANAL MEZE	EUR	1,500.00	Incomplete	Pending
F12305000019621	E:08A88902504504088	YAHYA KAHALIF A SAID AL HMMAR	EUR	1,500.00	Incomplete	Pending
F12305000019622	E:7A888902504502009	BASHAR BASHAR SAIF AL HADH	EUR	1,600.00	Incomplete	Pending

Save **Submit** Template Cancel Help





### Step 13: On submission the below screen will appear

**Submit Batch Order Initiation**

Your transaction BK23050000119619 has been submitted for next level authorization.  
Review and print the transaction details.

### Step 14: Transaction authorization:

- The transaction has now moved to the authorization workflow
- The Authorizer can login to the platform as demonstrated above and come to the batch payment screen
- Under initiation click on the “Retrieve Unsigned”
- This screen gives the Authorizer the option to authorize all the unauthorized batches in a single click
- The Authorizer can either open the individual batch file by clicking on each of the transactions or click on the check box highlighted below to select all the transactions and submit the same to the next authorizer

**List of Unsigned Batch Orders**

Search Options  
1 - 8 of 8 items | 10 | 25 | 50 | 100 | 1

<input type="checkbox"/>	System ID	Entity	Entity/Applicant Name	Records	Ccy	Amount	Value Date	Application Date	Status	Users
<input type="checkbox"/>	BK23050000119619	C008260100	Test Account	3	OMR	1,861,772	28/05/2023	27/05/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23050000119588	C008260100	Test Account	3	OMR	1,905,354	27/05/2023	27/05/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23050000119438	C008260100	Test Account	2	OMR	2,000	25/05/2023	25/05/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23050000119430	C008260100	Test Account	2	OMR	2,000	26/05/2023	25/05/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23050000105907	C008260100	Test Account	4	OMR	361,175	05/05/2023	05/05/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23040000099251	C008260100	Test Account	2	OMR	400,000	18/04/2023	18/04/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23030000091982	C008260100	Test Account	1	EUR	98.35	14/03/2023	14/03/2023	Uncontrolled (Pending Authorise)	
<input type="checkbox"/>	BK23030000091965	C008260100	Test Account	5	OMR	427,725	14/03/2023	14/03/2023	Uncontrolled (Pending Authorise)	

Submit



- Initiation
- From Upload
- Edit Transactions
- Retrieve Unsigned
- Uploaded File Results
- Pending Batches
- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance

### List of Unsigned Batch Orders

Search Options

1 - 8 of 8 items | 10 | 25 | 50 | 100 | 1

<input checked="" type="checkbox"/>	System ID	Entity	Entity/Applicant Name	Records	Ccy	Amount	Value Date	Application Date	Status	Users
<input checked="" type="checkbox"/>	BK23050000119619	C00826100	Test Account	3	OMR	1,861,772	28/05/2023	27/05/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23050000119588	C00826100	Test Account	3	OMR	1,905,354	27/05/2023	27/05/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23050000119438	C00826100	Test Account	2	OMR	2,000	25/05/2023	25/05/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23050000119430	C00826100	Test Account	2	OMR	2,000	26/05/2023	25/05/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23050000105907	C00826100	Test Account	4	OMR	361,175	05/05/2023	05/05/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23040000099251	C00826100	Test Account	2	OMR	400,000	18/04/2023	18/04/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23030000099982	C00826100	Test Account	1	EUR	98.35	14/03/2023	14/03/2023	Uncontrolled (Pending Authorise)	
<input checked="" type="checkbox"/>	BK23030000099965	C00826100	Test Account	5	OMR	427,725	14/03/2023	14/03/2023	Uncontrolled (Pending Authorise)	

Step 15: In case the authorizer wants to see the details of the batch, he/she may click on the batch id to open the transaction and post verification submit the same to the next level authorization or release to the bank

- Edit Transactions
- Retrieve Unsigned
- Uploaded File Results
- Pending Batches
- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance
- Batch Files Maintenance
- Cancel Post Dated Batches

General Details

Bank: Sohar International Bank SAOG	System ID: BK23050000119619
Transfer From: OMR 00000000000000000000 Current Account	Entity: C008261000
Product Type: MT 103 Telegraphic Transfer	Parent Reference: SE23050000119606 (Initiation source)
Product Group: Payment	Application Date: 27/05/2023
	Transfer Date: 28/05/2023
	Bulk Customer Reference: BK23050000119619

Bulk Summary

Total amount of records: OMR 1,861,772	Highest Amount of records: OMR 634,695
No. of records: 3	

Search Options

1 - 3 of 3 items | 10 | 25 | 50 | 100 | 1

System ID	Account Number	Beneficiary Name	Ccy	Amount	Status	Product Status
F1230500019620	IB 66A88970238028548	ZAKARIAH BINTI HANAL MEZ	EUR	1500.00	Uncontrolled	Pending
F1230500019621	IB 66A88970238028548	WATIHA BINTI HANAL MEZ	EUR	1500.00	Uncontrolled	Pending
F1230500019622	IB 72A88970238028548	MADHAN BINTI HANAL MEZ	EUR	1600.00	Uncontrolled	Pending

Comments (for return)



Step 16: In case step performed by the last authorizer, then the transaction released to the bank and the below screen will appear

Once the batch file authorized, the file processed and response file sent back to the BATCH\_OUT folder at the client side

### Future Value Dated Batches

- Future value dated batches, once authorized will be scheduled by the system for release on the value date specified in the batch file
- These batches will be auto released on the date of the transaction without any user intervention

### Canceling Post Dated Batches

- In case of future dated batches the Client has the option to cancel the same if required from the below screen
- Under batch payments, the User may click on the option highlighted below.
- This will give the list of all the Future dated batches, which have been authorized and available for execution
- The user may select the batch and cancel the same.

- Initiation
- Pending Batches
- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance
- Batch Files Maintenance
- Cancel Post Dated Batches

## Cancel Existing Post Dated Bulk

Search Options

1-1 of 1 items

System ID	Entity	Entity/Applicant Name	Bank Ref	Records	Product Type	Ccy	Amount	PAB	Transfer Date	Application Date	Post Dated
BK23050000119619	C008260100	Test Account		3	Bulk Upload Payment M1003	OMR	1,861,772	No	28/05/2023	27/05/2023	Yes

Cancel selected transactions

- Initiation
- Pending Batches
- Batch Payment Inquiry
- Rejected and Cancelled Batch Payments
- Batch Maintenance
- Batch Files Maintenance
- Cancel Post Dated Batches

## Cancel Existing Post Dated Bulk

Your Transaction Bulk BK23050000119619 has been successfully cancelled.  
Review and print the transaction details.

END OF DOCUMENT