Sohar International

Batch Payments

User Guide

Contents

BATCH PAYMENS

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
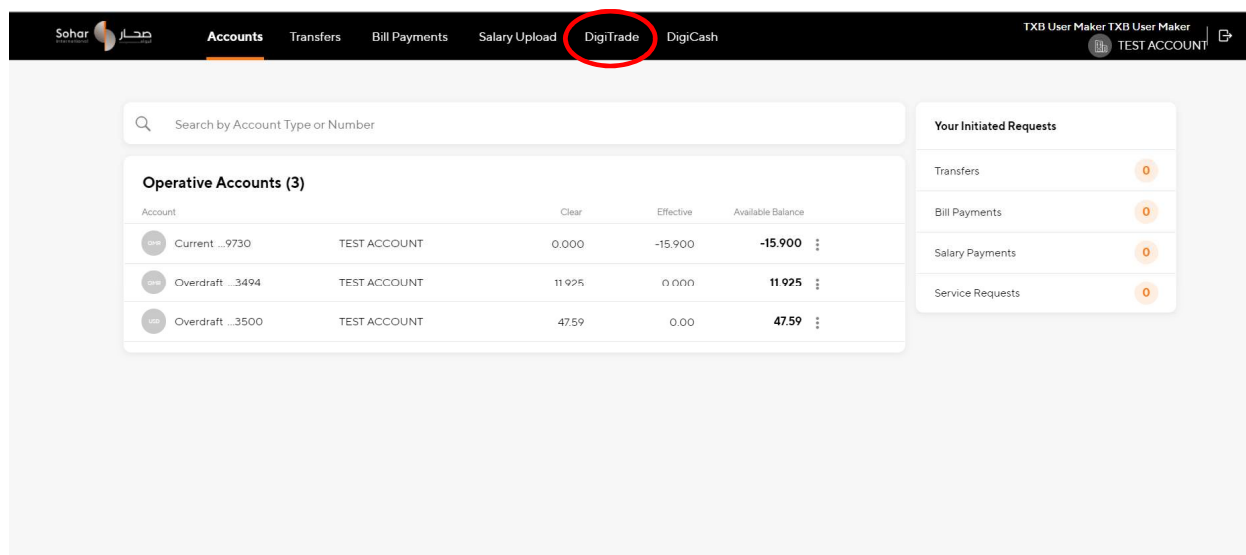
Step 2: Enter Username and Password

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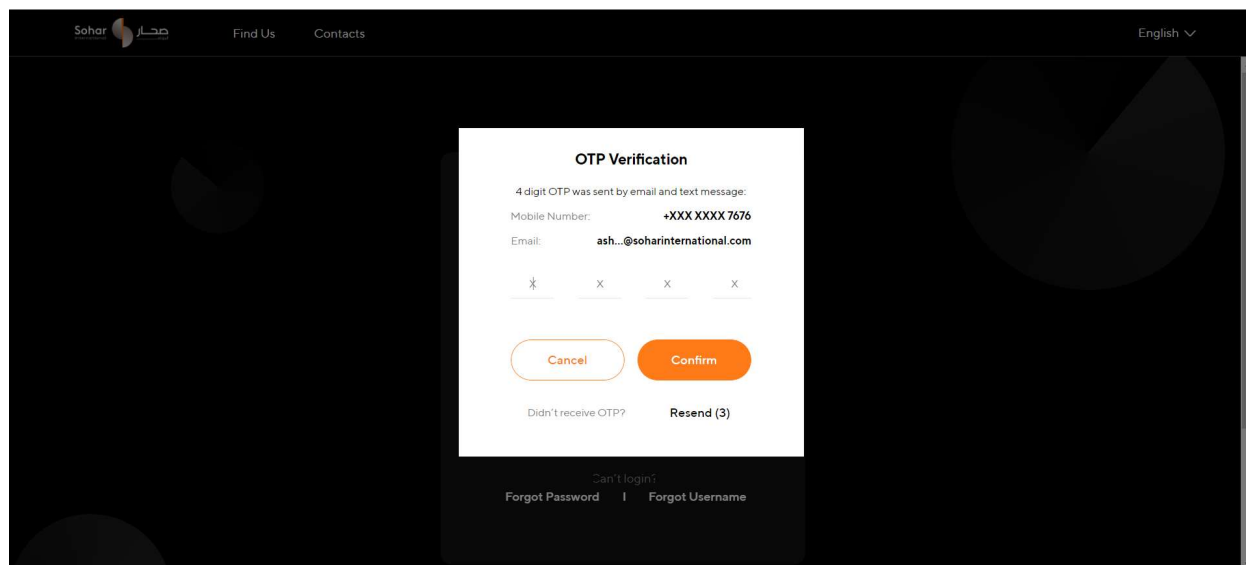
Step 4: Navigating to DigiTrade for uploading the file onscreen - Select DigiTrade from the options at the top

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

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

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.

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

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

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.

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

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

Step 13: On submission the below screen will appear

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

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

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.

Cancel Existing Post Dated Bulk

Search Options											▼

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	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 MT103	OMR	1,861.772	No	28/05/2023	27/05/2023	Yes

Cancel selected transactions

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

Cancel Existing Post Dated Bulk

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

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