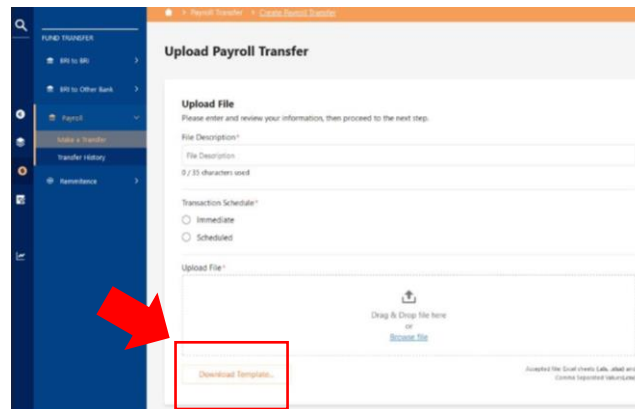# Upload Instruction

1. Users are expected to have a file format to upload payroll data.
2. Users can download payroll format file templates via the add ons screen, by selecting the template download field.

3. The template download field will provide 2 (two) download types for payroll, csv and excel format.
4. Users can fill in all the data in the payroll file template with the following details.
   a) Name, payroll beneficiary name (required),
   b) Account, account number of the destination of the BRI Bank payroll recipient - 15 digits (required),
   c) Amount, the value of payroll recipient amount can use decimal up to two digits decimal by using a period as a separator (required),
   d) E-mail, the e-mail address for the notification recipient (optional),
   e) Customer Reference number, unique identification to distinguish data between records, this field will be validated and required to be unique between records (required),
   f) Beneficiary Bank, the destination bank for payroll is currently support only for fellow BRI (optional),
   g) Beneficiary Address, payroll destination bank address (optional),
   h) Count, contains total record data in 1 (one) file can use the formula =COUNT(range data),

i) Total, containing the total amount value payroll can use the formula =SUM(range data),

j) Check, containing validated account number (optional),

k) Value Date, contains the date the transaction will be executed with the format (DDMMYYYY)

DD = Date

MM = Month

YYYY = Year

l) Debit Account, contains the account number that will be used as the source of funds. The system will validate the authority of the account number into the role - account access.

5. Users can fill in data on the payroll file template maximum 50,000 records / file or not exceed a size of 5MB per file (both csv, xls and xlsx formats).

6. Users can perform file conversion if they want to run a payroll format file using csv (comma separated value).

7. User fills in the description file field as a remark on payroll transactions with a maximum of 35 characters and the special characters allowed are .,/-_%@&

8. Choose a transaction schedule, whether the transaction will be executed immediately after approval or will be executed on the expected date and time (schedule).

9. Browse or select the payroll file to run.

10. Click submit to run the payroll and the system will validate the input data.

11. Payroll data will be processed in accordance with the approval mechanism that has been formed in workflow management.