

SALARY File Upload in CSV Format

Open MS Excel, Type details & save as .csv file format (instead of .xls or .xlsx):
Do not enter any “,” (comma) in any field.

1. The 1st row should contain file header:

- Column A** FILEHDR **(Mandatory)**
- Column B** CORPORATE_ID Max. Length 32 **(Mandatory)**
- Column C** File_Sequence_Number Max. Length 6 **(Number, Optional)**

A	B	C
FILEHDR	CORPORATE_ID	File_Sequence_Number

Example :

A	B	C
FILEHDR	SMPLTD	1123

2. The 2nd row should contain debit account details:

- Column A** Branch Sol ID **(Mandatory)**
- Column B** Debit A/C No. **(Mandatory)**
- Column C** Currency code **(Mandatory)**
- Column D** Transaction type **(Mandatory)**
- Column E** Amount **(Mandatory)**
- Column F** Remarks **(Mandatory)**

A	B	C	D	E	F
Branch sol id	Debit account no	Currency code(INR)	Transaction Type (DR)	Amount	Remarks

Example:

A	B	C	D	E	F
56680	56680XXXXXXXXXX	INR	DR	100.5	staff salary

3. The 3rd row should contain credit account details:

Column A	Branch Sol ID	Branch ID of debit account number – 5 Digits	(Mandatory)
Column B	Credit A/C No.	Maximum length 15 characters	(Mandatory)
Column C	Currency code	Maximum length 3 characters (INR)	(Mandatory)
Column D	Transaction type	Maximum length 2 characters (CR – credit)	(Mandatory)
Column E	Amount	Maximum length 12 characters	(Mandatory)
Column F	Remarks	Maximum length 13 characters	(Mandatory)

A	B	C	D	E	F
Branch sol id	Credit Account number	Currency code(INR)	Transaction Type (CR)	Amount	Remarks

Example:

A	B	C	D	E	F
43720	43720XXXXXXXXXX	INR	CR	100.5	STAFF1 SAL

- Consecutive rows to be entered if required as per the format mentioned in point 3 above.
- Total sum of credit amounts should be same as the debit amount.
- After preparing the file in MS Excel, Save it in CSV (MS-DOS)(* .csv) format.

Sample File (salary.csv) shown below:

A	B	C	D	E	F
FILEHDR	SMPTPVT LTD	21882			
56680	56680XXXXXXXXXX	INR	DR	100.5	staff salary
56680	56680XXXXXXXXXX	INR	CR	50.25	Staff 1
47320	047320XXXXXXXXXX	INR	CR	50.25	Staff 2