

### SALARY File Upload in TEXT Format

User can create a text file for salary upload either in comma separated (,) or pipe separate (|) format.

Steps to create salary file in text format are as mentioned below:

1. The 1st row should contain file header:

<b>Column A</b>	FILEHDR	<b>(Mandatory)</b>
<b>Column B</b>	CORPORATE_ID Max. Length 32	<b>(Mandatory)</b>
<b>Column C</b>	File_Sequence_Number Max. Length 6	<b>(Number, Optional)</b>

**Example:** FILEHDR, XYZLTD, 123 OR FILEHDR| XYZLTD|123

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

<b>Column A</b>	Branch Sol ID	Branch ID of debit account number – 5 Digits	<b>(Mandatory)</b>
<b>Column B</b>	Debit A/C No.	Maximum length 15 characters	<b>(Mandatory)</b>
<b>Column C</b>	Currency code	Maximum length 3 characters	<b>(Mandatory)</b>
<b>Column D</b>	Transaction type	Maximum length 2 characters (DR - debit)	<b>(Mandatory)</b>
<b>Column E</b>	Amount	Maximum length 12 characters	<b>(Mandatory)</b>
<b>Column F</b>	Remarks	Maximum length 13 characters	<b>(Mandatory)</b>

**Example:** 56680,56680XXXXXXXXXX,INR,DR,10.00,SAL MAY 2018  
 or  
 56680|56680XXXXXXXXXX|INR|DR|10.00|SAL MAY 2018

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

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

**Example:** 37890, 37890XXXXXXXXXX,INR,CR,10.00,To Staff 1  
 or  
 37890|37890XXXXXXXXXX|INR|CR|10.00|To Staff 1

4. Consecutive rows to be entered if required as per the format mentioned in point 3 above.

5. Total sum of credit amounts should be same as the debit amount.

6. After preparing the file save it in .txt format.

Sample File (salary.txt) shown below:

```

FILEHDR, XYZLTD, 123
56680,56680XXXXXXXXXX,INR,DR,10.00,SAL MAY 2018
37890, 37890XXXXXXXXXX,INR,CR,10.00,To Staff 1
Or
FILEHDR| XYZLTD|123
56680|56680XXXXXXXXXX|INR|DR|10.00|SAL MAY 2018
37890|37890XXXXXXXXXX|INR|CR|10.00|To Staff 1
  
```