



**PEOPLE'S
BANK**

PEOPLE'S EPF NET Solution

User Manual for EPF Returns File Generator Module

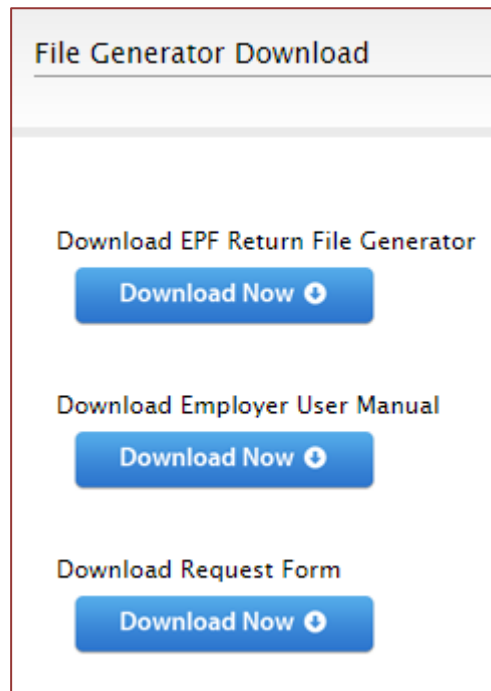
V2.02

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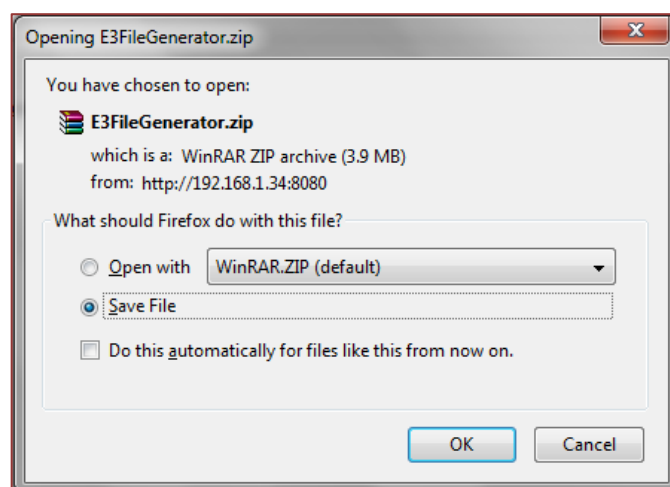
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1. Downloading

To download the EPF Returns File Generator and user manual, navigate to Download ->File Generator window in the E-NET web application and click on “Download Now” button.

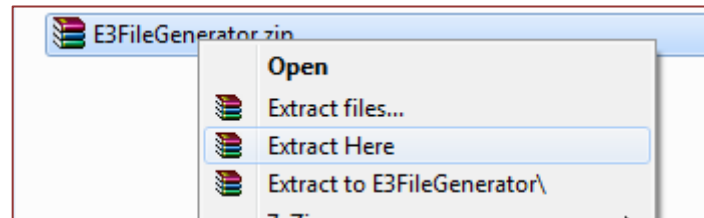


The following dialogue box will appear to save the zip file. Select the “Save File” option and click on “OK” to start downloading.



2. Installation

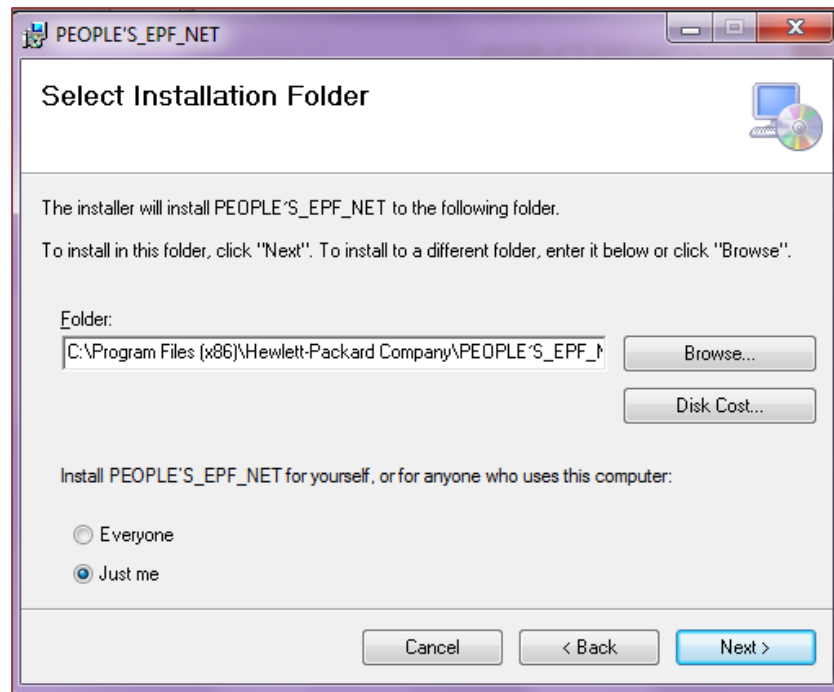
Once the application folder has been successfully downloaded, the user will need to extract the contents from the compressed file, as shown in the figure below.



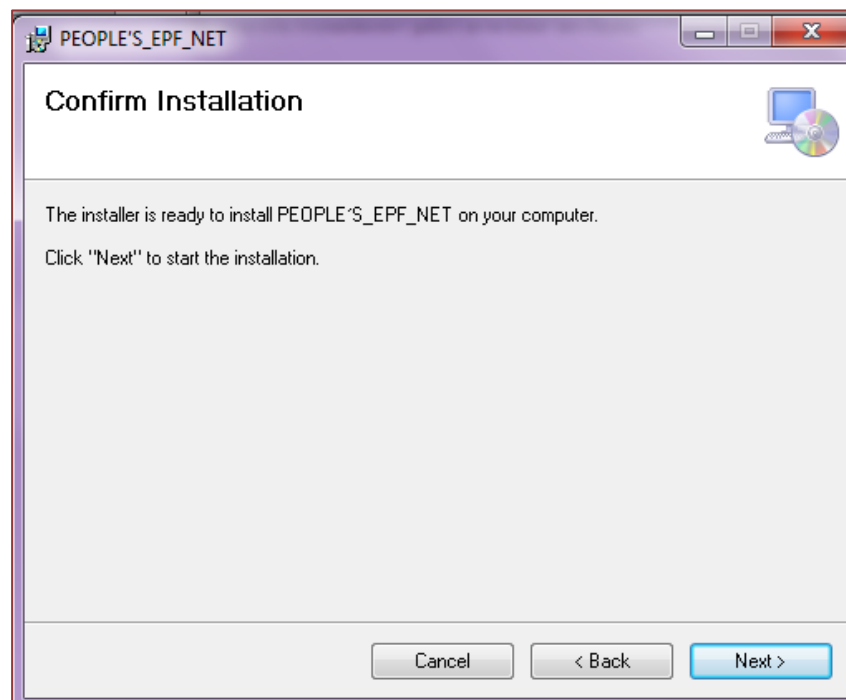
Right click on the compressed file to access the drop-down menu. Once the user clicks on “Extract Here” the file will be extracted to a new folder by the name “Release”. Double click on the “Setup.exe” file available within this folder to commence the installation procedure. The following installation guide will appear.



Click on the “Next” button to proceed with the installation. Following interface will be displayed.

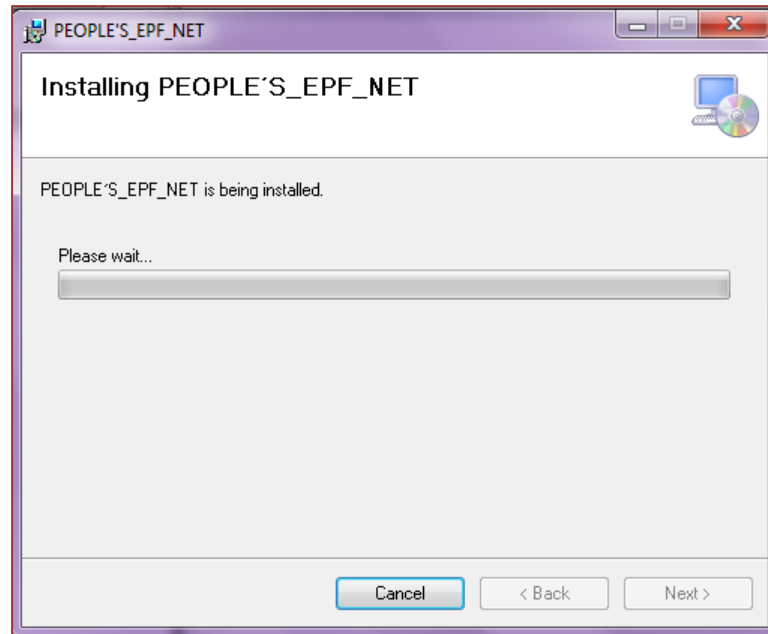


Select the installation path and click on next.

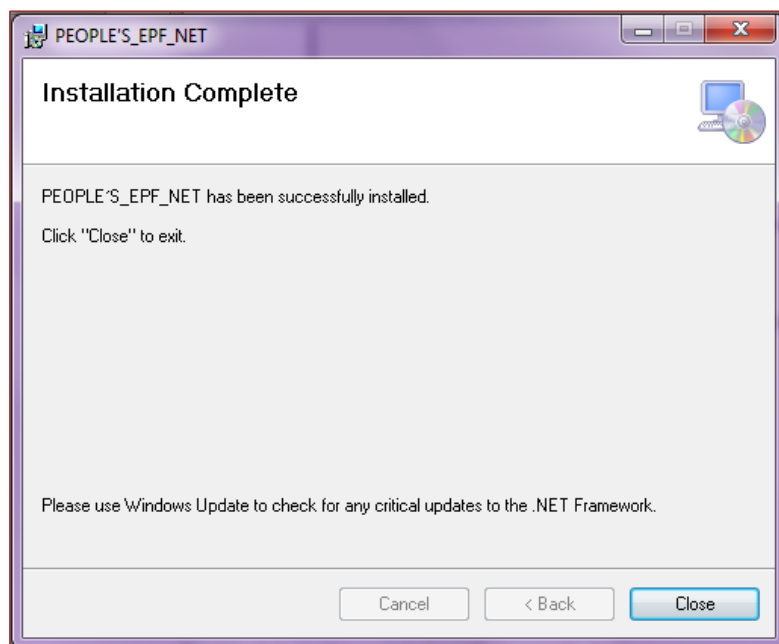


Click "Next" to confirm the installation.

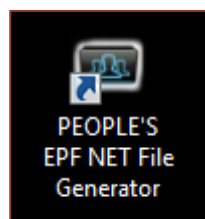
The following window will be displayed when the installation starts.



Click on the “Close” button once the installation is completed. The user will now be able to see the following icon on his desktop.

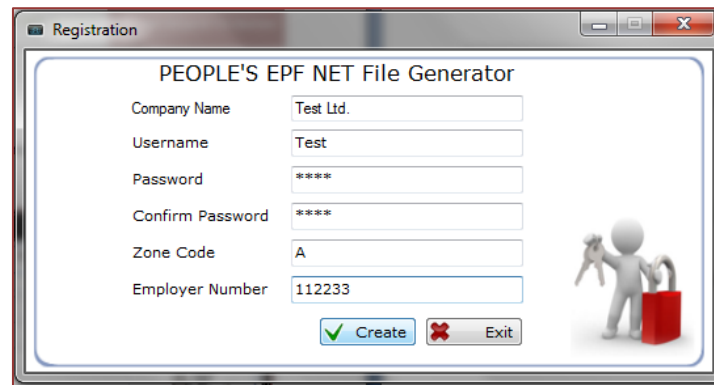


Double click on this icon to launch the application.



3. Log In

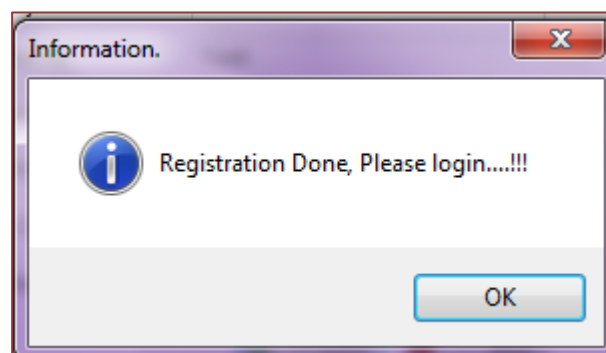
At the initial launch of the application, the user will be presented with the following registration window.



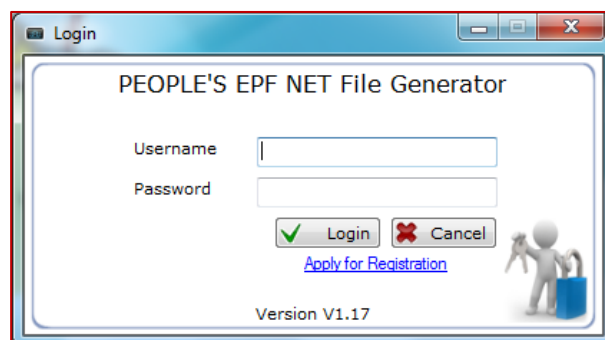
The Registration window for PEOPLE'S EPF NET File Generator contains the following fields and controls:

- Company Name: Test Ltd.
- Username: Test
- Password: ****
- Confirm Password: ****
- Zone Code: A
- Employer Number: 112233
- Buttons: Create (with a green checkmark icon) and Exit (with a red X icon).
- Illustration: A 3D character holding a red bag.

The user must enter his company details, username and password prior to logging in to the system. Click on “Create” after entering above details. If all entered details are accurate, the following confirmation message will appear to the user.



When the user clicks on the “OK” button, he will be directed to a log in page, as shown in figure below. He must now log in with the username and password he specified. The user can also re-register with a different username and a password by clicking on Apply for Registration link.

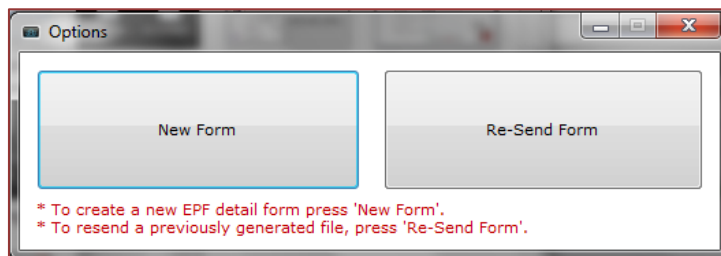


The Login window for PEOPLE'S EPF NET File Generator contains the following fields and controls:

- Username: [Empty text box]
- Password: [Empty text box]
- Buttons: Login (with a green checkmark icon) and Cancel (with a red X icon).
- Link: [Apply for Registration](#)
- Version: V1.17
- Illustration: A 3D character holding a blue bag.

4. Generating Files

Once the user logs in, he will be presented with an Options Page as shown below.



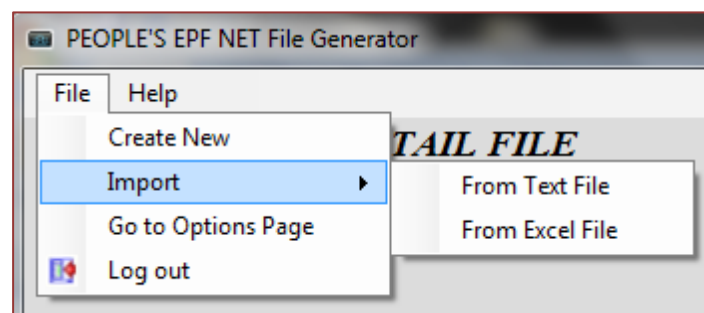
To create new returns files, click on "New Form". To edit and re-submit an existing returns file, click on "Re-Send Form".

4.1. Creating a New File

There are two options available for generating a new Contribution Detail File, namely,

- Creating a new file by entering all records
- Importing an existing text or Excel file and carrying out necessary updates

These options are shown in the "File" menu, as shown below. Click on "Go to Options Page" to go back to the Options.



4.1.1. "Create New"

4.1.1.1. Contribution Detail File

The following interface can be used to create a new Contribution Detail File.

The screenshot shows the 'PEOPLE'S EPF NET File Generator' application window. The title bar includes 'File' and 'Help' menus. The main window is titled 'CONTRIBUTION DETAIL FILE'. On the left, there is a form with the following fields and examples:

- Zone Code: A
- Employer Number: 112233
- Contribution Year Month: 201309 (with a calendar icon and 'Ex: 200901')
- Data Submission Number: (with 'Ex: 12')
- NIC/Passport number: (with 'Ex: 123456789V')
- Last Name: (with 'Ex: ANYNAME')
- Initials: (with 'Ex: X Y Z')
- Member AC Number: (with 'Ex: 123456')
- Employer's Contribution Amount (Rs.): (with 'Ex: 900.00')
- Member's Contribution Amount (Rs.): (with 'Ex: 600.00')
- Total Contribution Amount (Rs.): (with 'Ex: 7500.00')
- Total Earnings(Rs.): (with 'Ex: 7500.00')
- Member status: <select> (with 'Ex: 20.00')
- No. of days worked: (with 'Ex: 001')
- Occupation Classification Grade: (with 'Ex: 001')

Below the form are buttons: 'Clear', 'ADD', 'Delete', and 'To Payment Details Form'. A note at the bottom states 'Mandatory fields are marked with *'. On the right side of the window, there is a table with the following columns: 'NIC/Passport number', 'Last Name', 'Initials', 'Member AC Number', 'Employer's Contribution Amount (Rs.)', 'Member's Contribution Amount (Rs.)', and 'Total Contribution Amount (Rs.)'. The table has one row with an asterisk (*) in the first column, indicating it is a new entry.

Enter data in to all the text fields. Mandatory fields are marked with asterisk sign. Zone Code and Employer Number fields are automatically filled with the details given by the user at the initial log in. The Zone Code, Employer No., Contribution period and Data Submission number should be entered first, as these are common data for each employer record. Click on "Apply" after keying in this data. The other fields will then be enabled for entering data.

After data has been filled in, click on the "Add" button. The entered data will be transferred to the table on the right side, as shown below.

	NIC/Passport number	Last Name	Initials	Member AC Number	Employer's Contribution Amount (Rs.)	Member's Contribution Amount (Rs.)	Total Contribution Amount (Rs.)
▶	887766554V	TEST	A B C	123	900.00	600.00	1500.00
*							

Enter records for each employee, clicking “Add” to add them to the details file. Click on “Clear” to clear the text boxes. Click on “Delete” to delete a selected record.

4.1.1.2. *Payment Detail File*

To generate the Payment Details File, click on “To Payment Details Form” after entering all employee details. The following interface will be displayed.

PEOPLE'S EPF NET File Generator

PAYMENT DETAIL FILE

Zone Code: A

Employer Number *: 112233

Contribution Year and Month *: 201305

Data Submission Number *: 01 Ex: 12

Total Contribution Amount: 2,200.00

Number of members contributed for: 2

Mode Of Payment *: ☒ Direct Debit

Payment Reference *: Bank Code : 7135 A/C No : 254668891354975 Ex: 016000012345678

Date of payment: 20130530

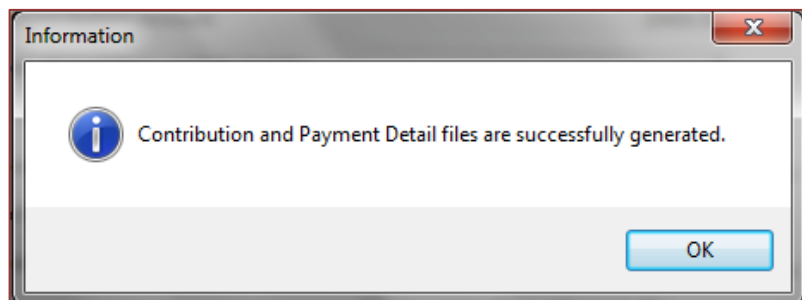
D/OCode: 15 Ex: 12

Mandatory fields are marked with *

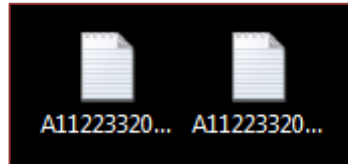
Data that is common to both Contribution Detail File and Payment Detail File are captured by the application and inserted in to the relevant fields of the Payment Detail File automatically. The user needs to enter only the specific data

for this file. Click on the blue links to view reference documents for Payment Reference and D/O Code.

After entering all relevant information, click on “Generate” to create the two files. The user will be prompted to select a location to save the generated files. The following confirmation message will be displayed after successful file generation.



The two files will be visible as follows, in the location specified by the user.



The user will also be presented with a window showing the summary of the details entered in to the system, as shown below.

PEOPLE'S EPF NET File Generator 1/11/2017 4:22:38 PM

PEOPLES BANK

Company Name : A00001
 Employer No. : 01
 Year : 2017
 Month : 1

NIC No.	Employee Name	Member Account No.	Employer's Contribution Amount (Rs.)	Member's Contribution Amount (Rs.)	Total Contribution Amount (Rs.)
123456789V	A B C PERERA	123456	900.00	600.00	1,500.00
922170711V	R SATHEESH	123456	900.00	600.00	1,500.00

Total Employees : 2
 Total Contribution Amount (Rs.) : 3,000.00

Page : 1

4.1.2. Import Existing Files

This feature removes the necessity of re-typing employee details from scratch every month. The employer can simply import the Contribution Detail File that was generated for the previous month, carry out required changes, and re-save the file for the current contribution period.

Click on File -> Import -> From Text File or From Excel File. The user will be prompted to select a previously generated Contribution Detail File. The data in the selected file will then be loaded on to the right hand side screen, as shown below.

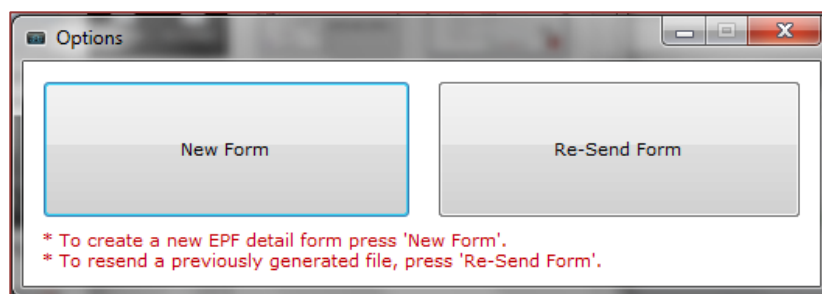
NIC/Passport number	Last Name	Initials	Member AC Number	Employer's Contribution Amount (Rs.)	Member's Contribution Amount (Rs.)	Total Contribution Amount (Rs.)
887766554V	TEST	A B C	123	900.00	600.00	1500.00
112233445V	TESTU	J K L	321	500.00	400.00	900.00
*						

To edit the information of a record click on the arrow head circled in red. The information will be loaded on to the text boxes. If it is necessary to amend the data of the four common fields, click on the “Edit” button to make the necessary changes. Once the change is made, click on “Apply” to save it. This saved information will be made applicable to all the employer records by default. The user can carry out necessary changes, select the relevant contribution period and save the document. Once the Contribution Detail File is prepared, the user can proceed to generate the Payment Detail File, as described in section 4.1.1.2.

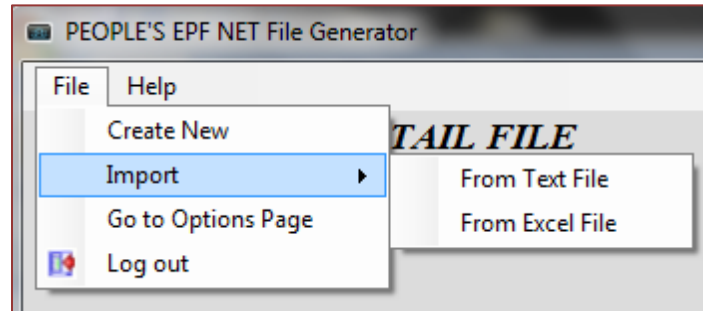
4.2. Resend File Generation

The File Re-Send feature is provided to employers, in the event that Central Bank requests for re-submission of certain files. In order to re-send these files, the employer must generate these files using the File Generator Module.

Select “Re-Send Form” in the Options page.



The user will have access to the File Menu, as shown below. The “Create New” feature is disabled for this operation. Users must import previously sent returns files.



Click on “From Text File” or “From Excel File” to load previous returns files. Once the user selects which file to import, the information in that file will be shown in the display area on the right side of the screen.

To edit the details of a record, click on the arrow on the left side of the record, similar to procedure followed in section 4.1.2. The data will load on to the text fields as shown in below figure.

Field	Value	Example (Ex:)
Zone Code	A	
Employer Number *	123456	
Contribution Year Month *	201305	200901
Data Submission Number *	1	12
NIC/Passport number *	856361659V	123456789V
Last Name *	PETER	ANYNAME
Initials *	S	X Y Z
Member AC Number *	111111	123456
Employer's Contribution Amount (Rs.) *	, 5,000.00	900.00
Member's Contribution Amount (Rs.) *	, 1,000.00	600.00
Total Contribution Amount (Rs.)	6,000.00	
Total Earnings(Rs.) *	, 12,000.00	7500.00
Member status *	<select>	
No. of days worked *	20.00	20.00
Occupation Classification Grade	001	001

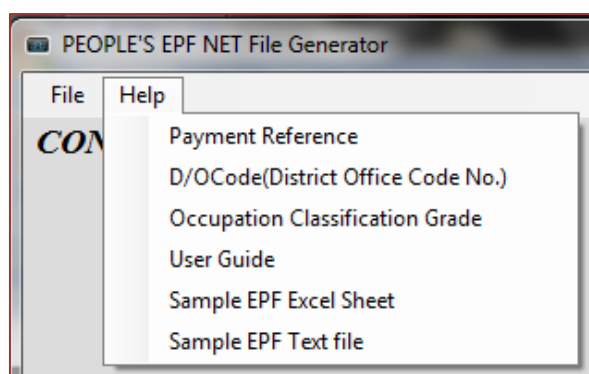
The Re-Send File Generation feature does not allow users to modify the transaction values in the record.

Carry out relevant changes, and proceed to Payment Detail File generation process.

The file names of files to be re-sent contain “R” at the end in order to distinguish them from original files. The files will be visible in the folder location specified by the user.

5. Help Menu

The Help menu will be made available as shown below.



- **Payment Reference** provides the format of the payment reference.
- **D/O Code** provides a document containing the District Office code numbers.
- **Occupation Classification Grade** document
- **User Guide** provides a document that details the guidelines given by Central Bank for the eReturns solution.
- **Sample EPF Excel Sheet**

6. Log out

To log out of the system, click on the “Log out” option on the File Menu.

