



**PEOPLE'S
BANK**

PEOPLE'S ETF NET Solution

User Manual for Employer Module Web Application

V1.02

Epic Technology Group

*Epic Techno-Village,
158/1/A, Kaduwela Road, Thalangama,
Battaramulla 10120, Sri Lanka.*

Web: www.epictechnology.lk

Tel: 94-11-2887787

Fax: 94-11-2887727

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1. PREFACE

1.1. PURPOSE OF THIS GUIDE

This document is a reference to the users of employer of the Central Bank and this document provides an overview picture on how to use the main functions and services in the system. The main expectation of this document is to guide the users in the use of the application in a format which is immediately recognized and understood without the need to emphasize on extensive training programs.

1.2. TYPOGRAPHIC CONVENTIONS

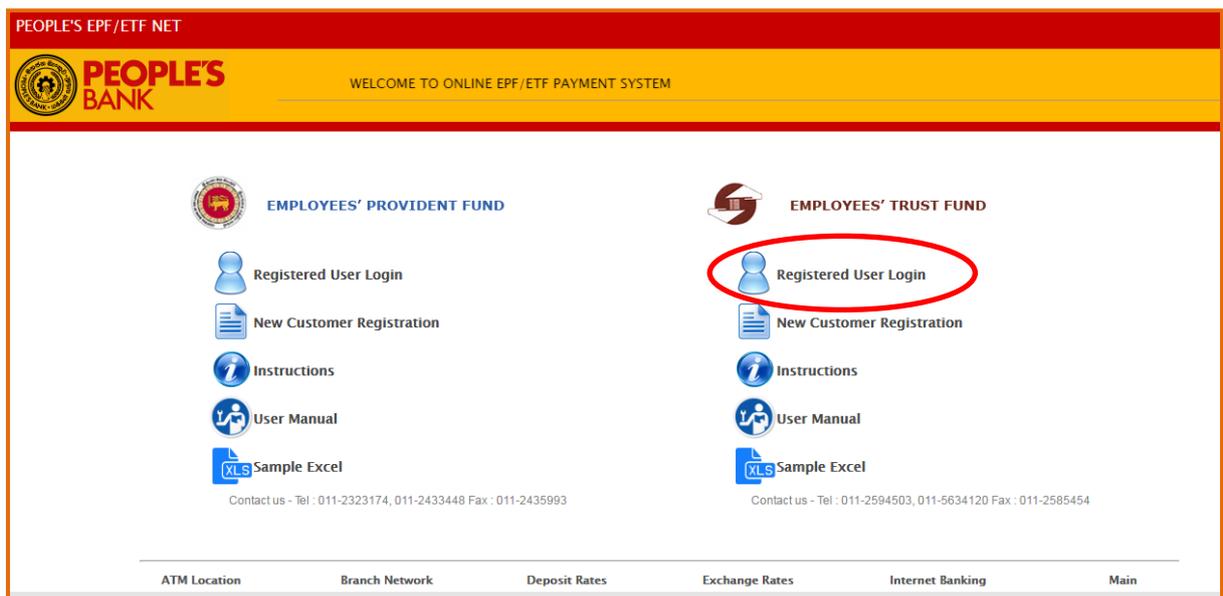
This document uses the following typographic conventions to help you locate and identify information,

<i>Italic text</i>	Identifies new terms, emphasis, titles and identifies text to enter on the keyboard
Bold text	Identifies button names and other items that you can click or touch in the graphical user interface or press on a computer keyboard

2. GENERAL GUIDELINES IN USING THE SYSTEM

2.1. ACCESS TO THE SYSTEM

Go to the URL <https://www.enet.peoplesbank.lk/> to access the welcome page for the People's ETF NET Solution. The following page will be displayed.



Prior to registering with the system, read the instructions given by clicking on the **Instructions** link under EMPLOYEE'S TRUST FUND section. To register with the system, click on **New Customer Registration** link. Registered users can click on **Registered User Login** link to access the log in page.

2.2. LOG IN

The employer can register for the ETF NET solution using the online registration form.

At employer registration, two user accounts are created by default, one at entry level and the other at authorizer level. If additional user accounts are needed, please contact People’s Bank. The username for Inquiry Level users will be given as <ETF No.>11, <ETF No.>22, etc.

The following interface serves as the entry point to the system where user can launch the system by filling user credentials.

The screenshot shows the login page for People's Bank. At the top, there is a yellow header with the bank's logo on the left and the text 'PEOPLE'S BANK' in red on the right. Below the header is a white form area. It contains two input fields: 'Username' and 'Password'. Below these fields is a grey 'Login' button. Underneath the button are two blue links: 'Apply for Registration' and 'Instructions for Employers'. At the bottom of the form area, there is a blue link that says 'Back to Home'.

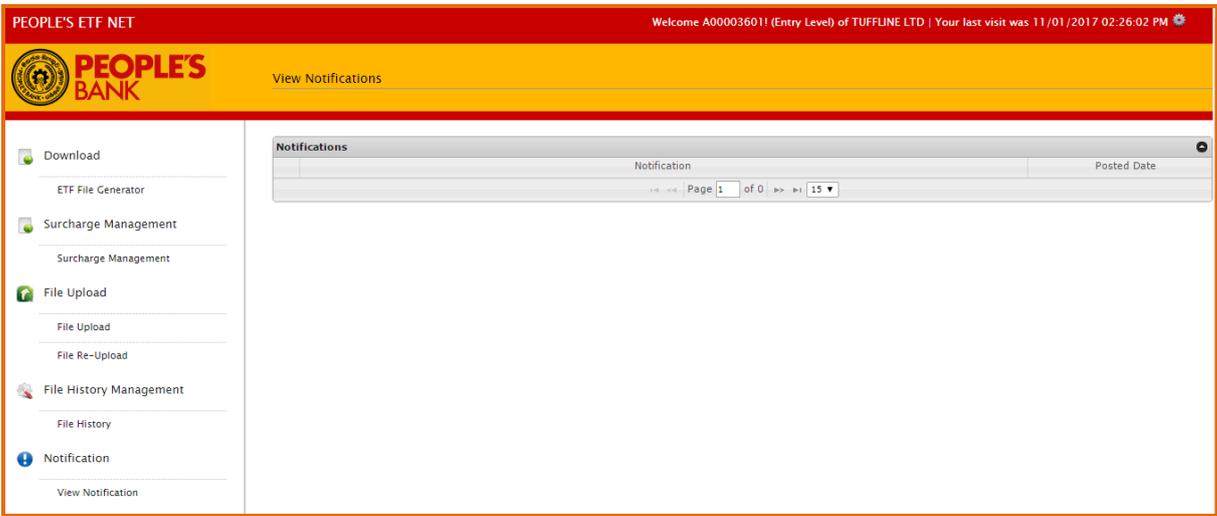
The log-in session is configured to expire if the user leaves the web page inactive for a certain amount of time, which can be configured. This is an added security feature. The user will be displayed an error message, as shown in below, and user will need to re-enter his log in information to access the system.

This screenshot shows the same login page as above, but with an error message. A red-bordered box at the top of the form area contains a red triangle icon and the text 'Access denied. Please login again.' Below this message, the 'Username' and 'Password' input fields, the 'Login' button, and the blue links 'Apply for Registration' and 'Instructions for Employers' are visible. The 'Back to Home' link is also present at the bottom.

2.3. HOME PAGE

Once the Employer logs in, the following menu will be displayed on the application.

The top right corner of the home page provides the user the options to change his password, view his profile information and log out of the system. The username of the user logged in and the date and time of last visit are also displayed in this area, as shown in below.



2.4. CHANGE PASSWORD

The logged in user can use this interface to change the log in password.



Provide the **Current Password** for verification and enter the New Password. Enter new password again on the **New Password** field to check the changed password correctly. The password hint will help to change the current password.

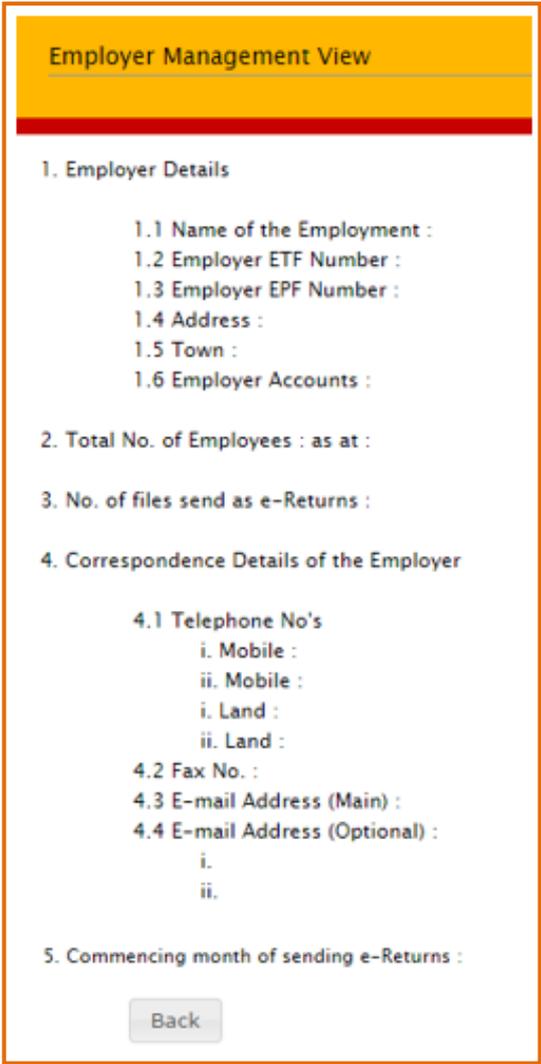
Once the mandatory fields are filled, click **Change Password** button to update the new password. Press **Reset** button to undo the changes.

2.5. VIEW PROFILE

The logged in user can view profile details using the **View Profile** page.



The user can view the summary of user profile details as follows;



2.6. LOG OUT

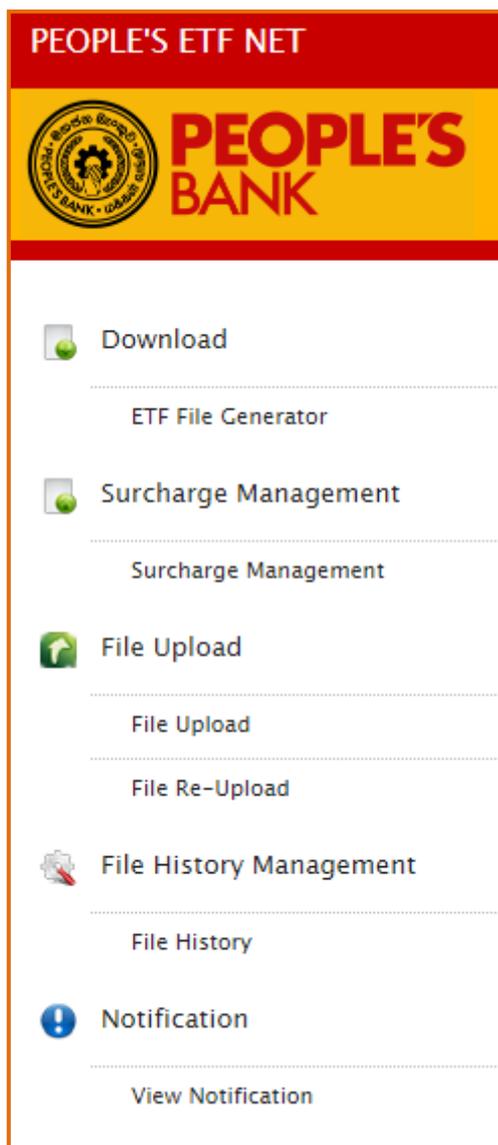
Select **Log Out** from the upper right menu to securely exit of the web application.



3. EMPLOYER APPLICATION FUNCTIONALITIES

A successful login will proceed to the main window of the web application. The *Main Menu* of the system depends on the user levels. Available functionalities are listed in the Main Menu in the left side of the page, providing access to the sections mentioned below;

- Download
- Surcharge Management
- File Upload
- File History Management
- Notification

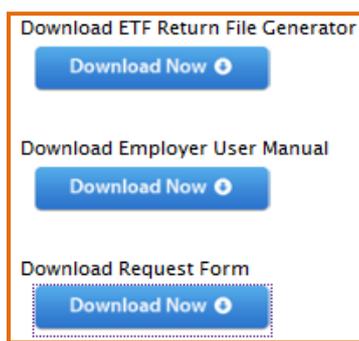


3.1. DOWNLOAD

3.1.1. ETF File Generator

This window allows the employer user to download the ETF Return File Generator application. This application is required to generate the ETF returns files in the format defined by ETF Dept. The application will generate the Contributor File.

Click on the **Download Now** button to proceed with the download. The application will be downloaded as a compressed file, in .zip format. The system facilitates to enter the new NIC [12 digits NIC NUMBER] when generates the EPF file. The user must then install this application.



The User Manual for the File Generator module can also be downloaded from this page.

The Request Form must be downloaded, filled and submitted to People's Bank if the employer requires new user accounts for his company.

NOTE: If the employer generates files without using the provided file generator, please ensure that the naming convention for the Contributor File is adhered to. The naming convention is as follows.

<ETF No with 8 characters><Period><Sequence No>.txt

e.g.: A 1111120130601.txt

The Sequence Number is for identifying between multiple Contributor files created within the same month. The numbering should be applied as 01 for the first file, 02 for the second file, etc.

3.2. SURCHARGE MANAGEMENT

3.2.1. Surcharge Management

This interface can be used by Entry Level users to initiate surcharge payments for late submissions. Enter the From Date, To Date, transaction amount and the Surcharge Reference Number in the interface shown below.

The screenshot shows a web form titled "Surcharge Management". It contains four input fields: "From Date *", "To Date *", "Amount *", and "Reference Number *". Each field has a calendar icon to its right. To the right of the "Amount" field, there is a green text label "Ex : 2500.00". Below the input fields, there is a red text label "Mandatory fields are marked with *". At the bottom of the form, there are two buttons: "Initiate Transaction" and "Reset".

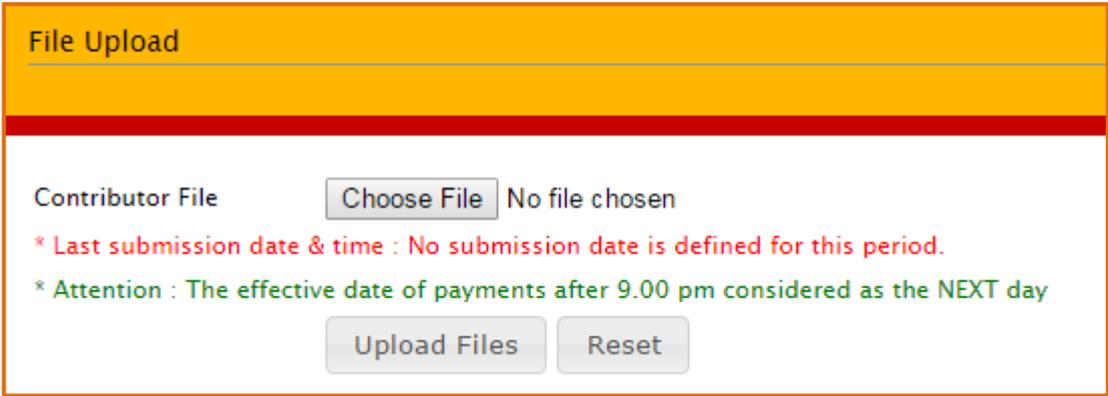
After the transaction is initiated successfully, the following confirmation message will be displayed.

The screenshot shows the same "Surcharge Management" form as above, but with a green confirmation message box at the top. The message reads "Surcharge transaction successfully initiated" with an information icon on the left. The input fields and buttons remain visible below the message.

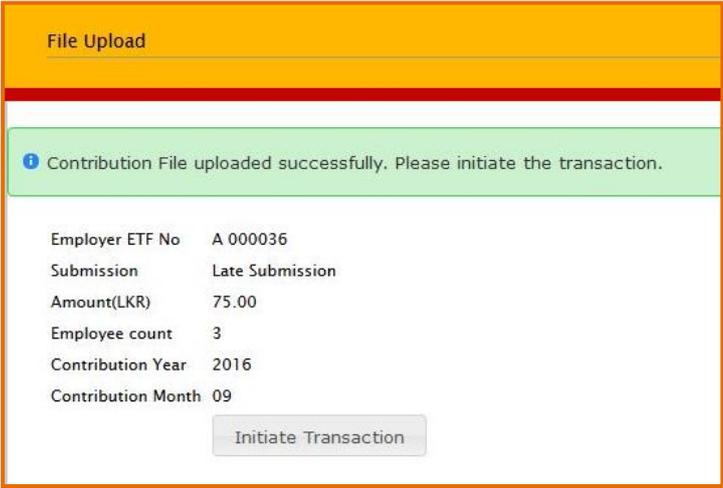
3.3. FILE UPLOAD

3.3.1. File Upload

Employer users must use this interface for uploading text files generated through the ETF Returns Files Generator.



During file upload, verifications will be carried out to ensure that the files are valid. After files have been uploaded the user will be shown the message below.

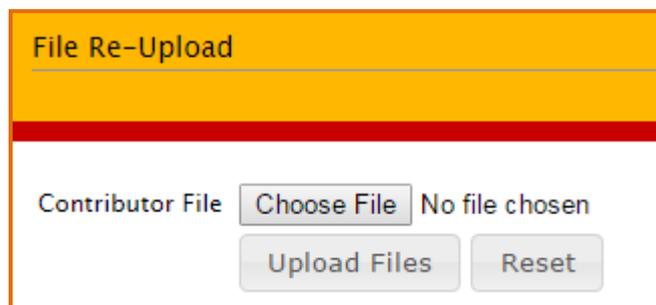


Once the file upload is successful, the Entry Level user must now initiate the online transaction. Click on **Initiate Transaction** button to carry out this task.



3.3.2. File Re-Upload

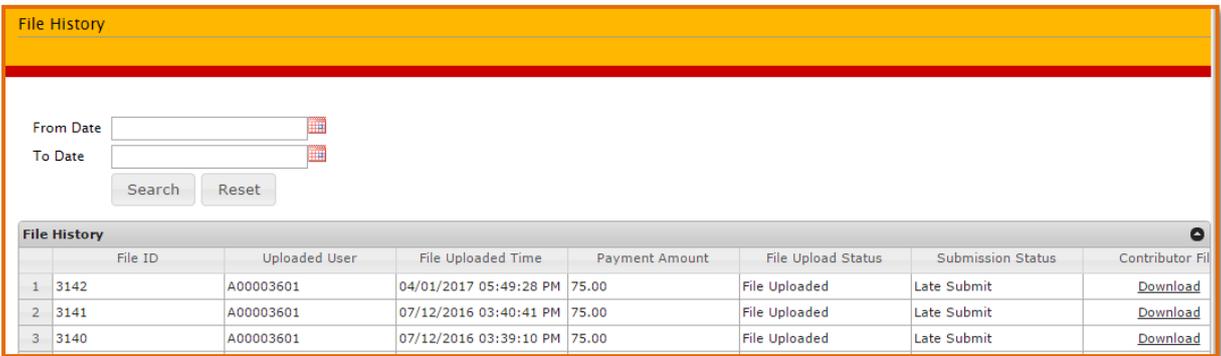
ETF Department authorities may request certain employers to re-send text files with corrections and modifications. This interface enables employer users to re-submit these amended text files. The employer will not be required to re-do the transaction.



3.4. FILE HISTORY MANAGEMENT

3.4.1. File History

Figure below displays the interface through which an employer user can view his/her activity history. All information pertaining to uploading returns files such as submission date, payment amount and date, file upload status, etc. can be viewed. Click on **Download** link to download the Contributor File details.



3.5. NOTIFICATION

3.5.1. View Notification

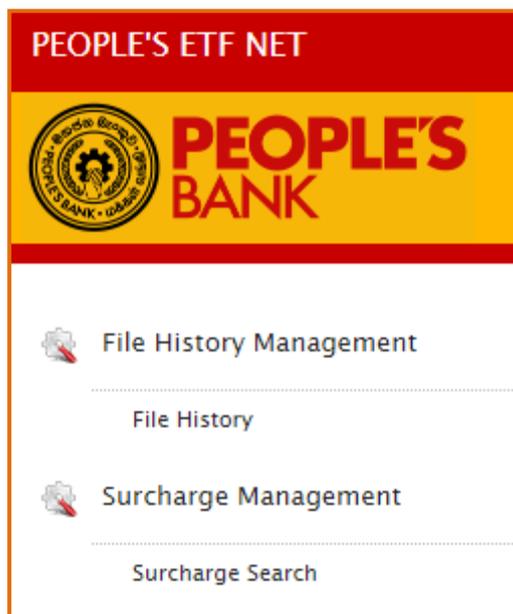
The View Notification page allows seeing the employer notices through this section.



4. PAYMENT INITIATOR APPLICATION FUNCTIONALITIES

A successful login will proceed to the main window of the web application. The *Main Menu* of the system depends on the user levels. Available functionalities are listed in the Main Menu in the left side of the page, providing access to the section mentioned below;

- File History Management
- Surcharge Management



4.1. FILE HISTORY MANAGEMENT

4.1.1. File History

Below screen displays the interface through which an initiator user can view his/her activity history. All information pertaining to uploading returns files such as submission date, payment amount and date, file upload status, etc. can be viewed.

File History

From Date

To Date

**Note : Please make sure you have a PDF reader installed to view reports. Click [here](#) to download if you do not have.

File History											
	File ID	Uploaded User	File Uploaded T	Payment Date	Payment Amou	File Upload Sta	Transaction St	Submission St	Transaction	Reject	Contributor File Pay
1	3142	A00003601	04/01/2017 05:	04/01/2017 05:	75.00	File Uploaded	Transaction Fail	Late Submit	Transaction Fail	--	Download
2	3141	A00003601	07/12/2016 03:	07/12/2016 03:	75.00	File Uploaded	Transaction Per	Late Submit	Transaction can	Reject	Download
3	3140	A00003601	07/12/2016 03:	--	75.00	File Uploaded	Transaction Per	Late Submit	Transaction can	Reject	Download

Click on **Proceed Transaction** link to access the transaction window. Select the account to be debited and click on **Confirm Transaction** button.

The image shows a 'Transaction Summary' form with the following fields and values:

- Employer ETF No: A 000036
- From Account: --Select Account-- (dropdown menu)
- Transfer Amount(LKR): 75.00
- Confirm Transaction: (button)

If the payment is successful, the user will be displayed the following page, which includes a receipt.

The image shows a confirmation page with a green header bar containing the message: "Transaction was successful. Transaction was credited to : Peoples Bank from : WMCA PERERA". Below this is a receipt titled "Employee's Trust Fund -eReturns Payment Receipt" from TUFFLINE LTD, NO 140, COLOMBO 02. The receipt contains the following table:

Employer ETF No	A 000036
Payment Period	2016-10 to 2016-10
Payment Date & Time	11/01/2017 03:42:40 PM
Contribution(LKR)	17,244,508.92
Surcharge(LKR)	0.00
No of Employees	9101
Debited Account	11111111
Reference No	11111111111111

Below the table is a "Generate Receipt" button and a note: "**Note : Please make sure you have a PDF reader installed to view reports. Click [here](#) to download if you do not have."

Click on **Generate Receipt** button to obtain a printable .pdf receipt.

To reject a certain transaction, click on **Reject Transaction** button and to download the contribution file, click on the **Download** link.

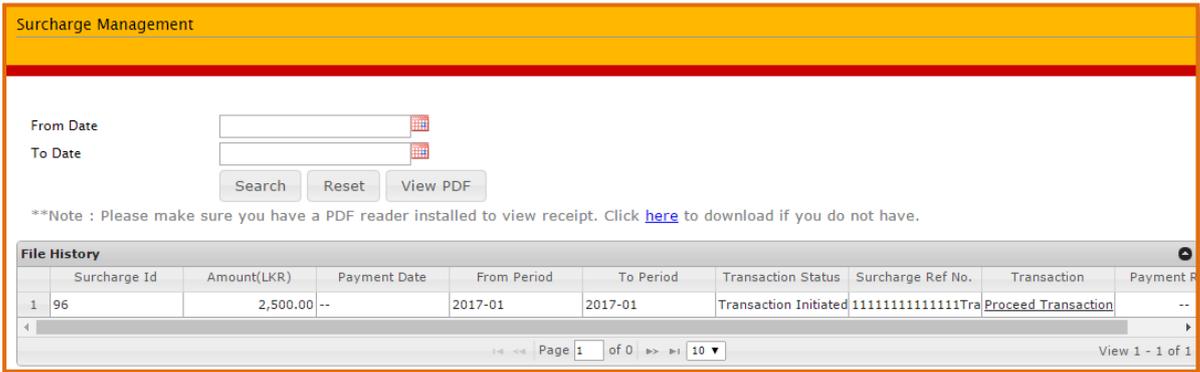
To view the pdf version of file history details, click on the **View PDF** button.

4.2. SURCHARGE MANAGEMENT

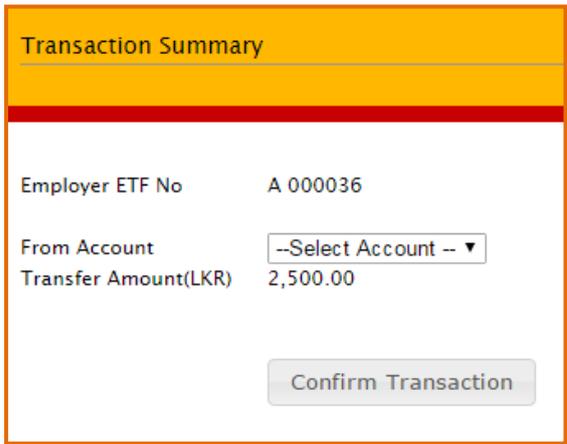
4.2.1. Surcharge Management

The Authorizer User must also authorize surcharge payments initiated by Entry Level users. Click on **Surcharge Search** to check for surcharge payments pending authorization. The following interface will be displayed.

The Authorizer User can obtain a copy of the receipt if required at a later time. Go to File History and search using the date range. The File History window will display search results, as shown in previous page. Click on the **Download** link available in the *Payment Receipt* column to download a copy of the receipt.



If there are no pending surcharge payments, the search area will not display any records. Click on **Proceed Transaction** button to authorize the payment. The user will be directed to the following page, where he can select the account number to be debited.



After the payment has been confirmed, a receipt will be displayed, and the PDF receipt could be downloaded by clicking on **View PDF** button.