



**PEOPLE'S
BANK**

PEOPLE'S ETF NET Solution

User Manual for Employer Module Web Application

V1.02

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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

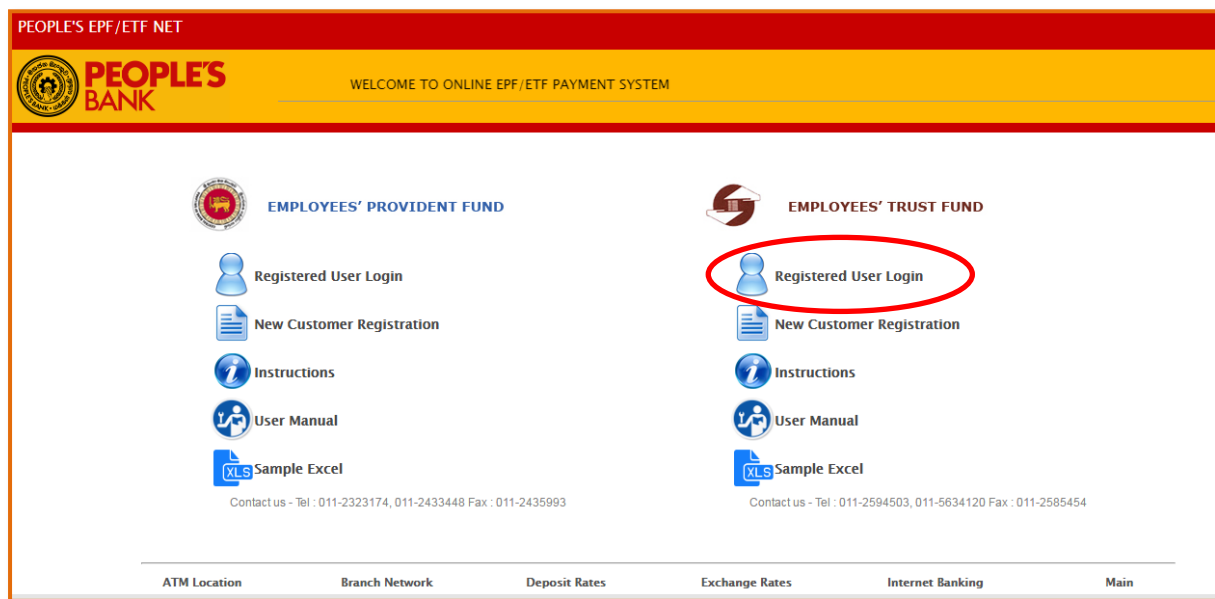
This document uses the following typographic conventions to help you locate and identify information,

<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.



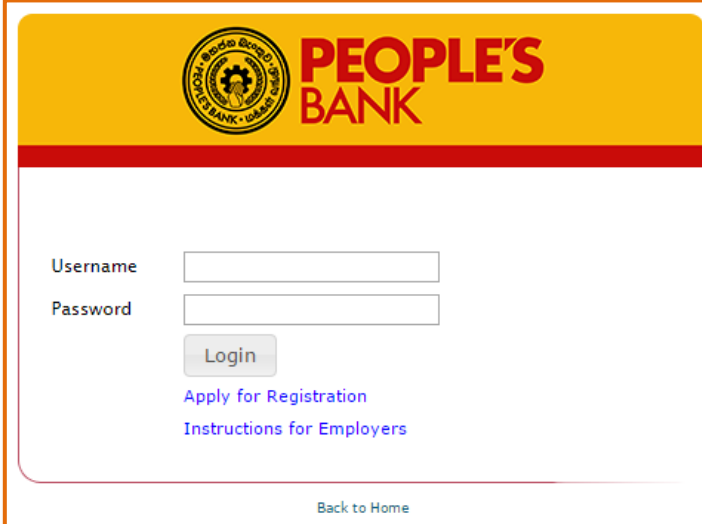
Prior to registering with the system, read the instructions given by clicking on the **Instructions** link under EMPLOYEE'S TRUST FUND section. To register with the system, click on **New Customer Registration** link. Registered users can click on **Registered User Login** link to access the log in page.

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.



PEOPLE'S BANK

Username

Password

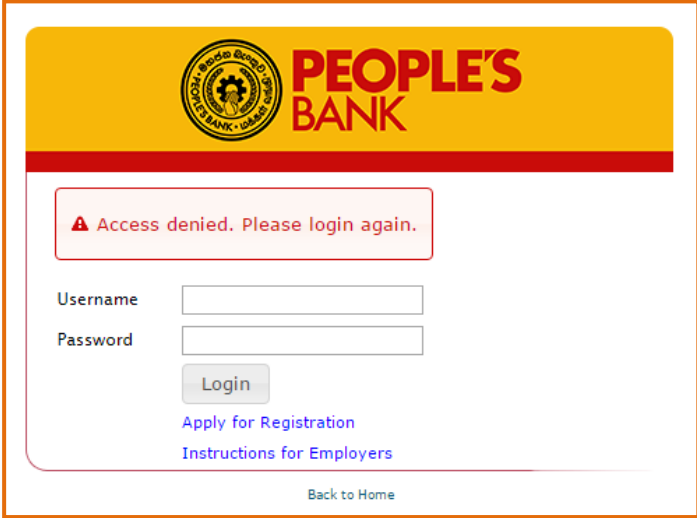
Login

[Apply for Registration](#)

[Instructions for Employers](#)

[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.



PEOPLE'S BANK

⚠ Access denied. Please login again.

Username

Password

Login

[Apply for Registration](#)

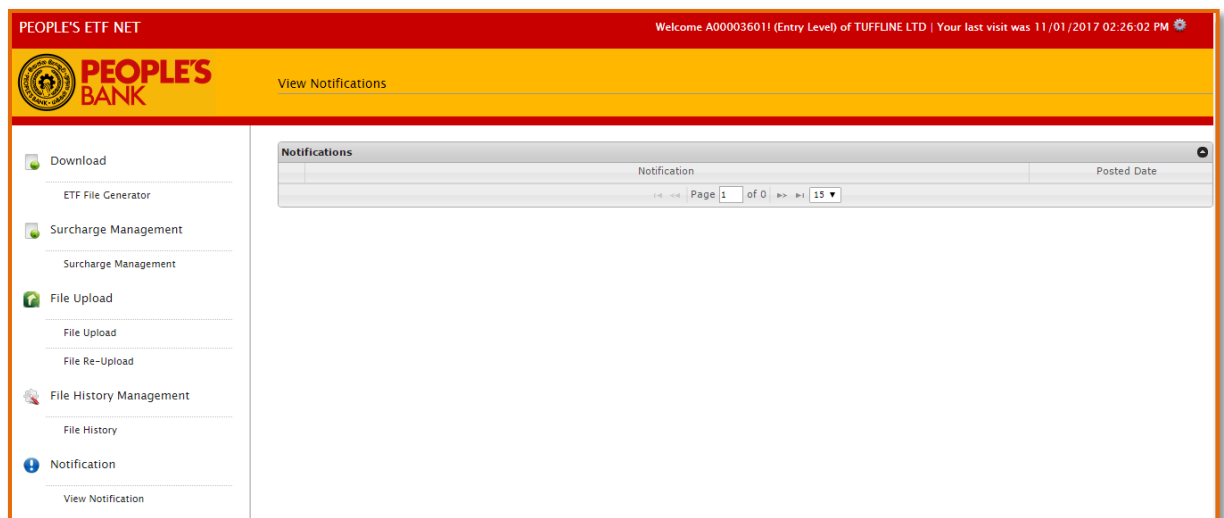
[Instructions for Employers](#)

[Back to Home](#)

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.

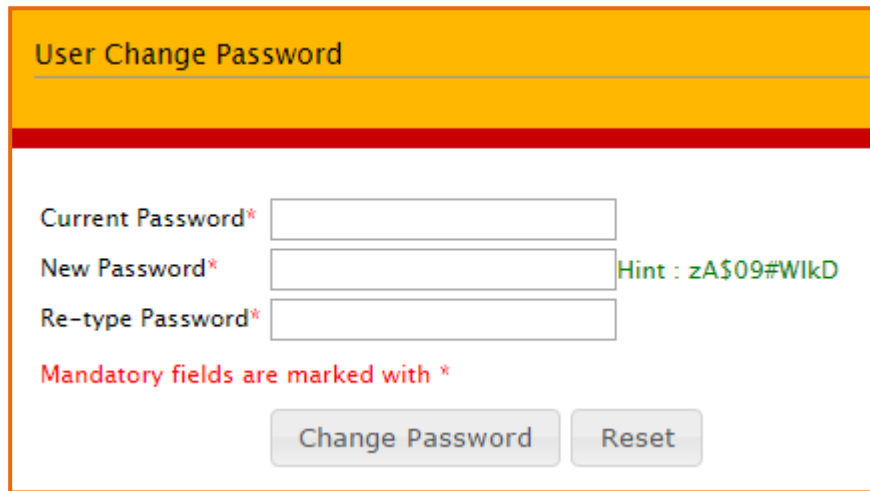


2.4. CHANGE PASSWORD

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.



The image shows a web form titled "User Change Password" with a yellow header. Below the header, there are three input fields: "Current Password*", "New Password*", and "Re-type Password*". To the right of the "New Password*" field, there is a green text hint: "Hint : zA\$09#WikD". Below the input fields, there is a red text note: "Mandatory fields are marked with *". At the bottom of the form, there are two buttons: "Change Password" and "Reset".

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;

Employer Management View

1. Employer Details

1.1 Name of the Employment :
 1.2 Employer ETF Number :
 1.3 Employer EPF Number :
 1.4 Address :
 1.5 Town :
 1.6 Employer Accounts :

2. Total No. of Employees : as at :

3. No. of files send as e>Returns :

4. Correspondence Details of the Employer

4.1 Telephone No's
 i. Mobile :
 ii. Mobile :
 i. Land :
 ii. Land :
 4.2 Fax No. :
 4.3 E-mail Address (Main) :
 4.4 E-mail Address (Optional) :
 i.
 ii.

5. Commencing month of sending e>Returns :

2.6. LOG OUT

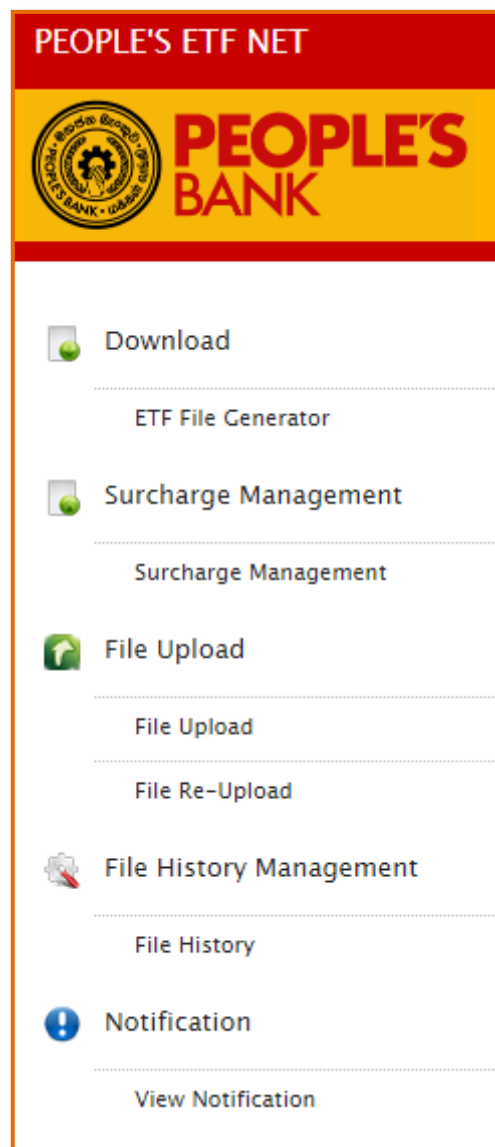
Select **Log Out** from the upper right menu to securely exit of the web application.



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

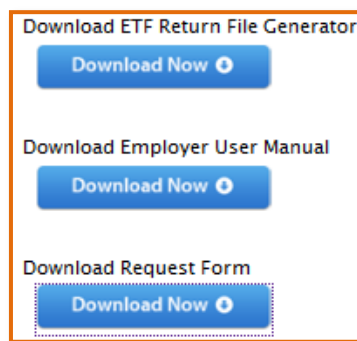


3.1. DOWNLOAD

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

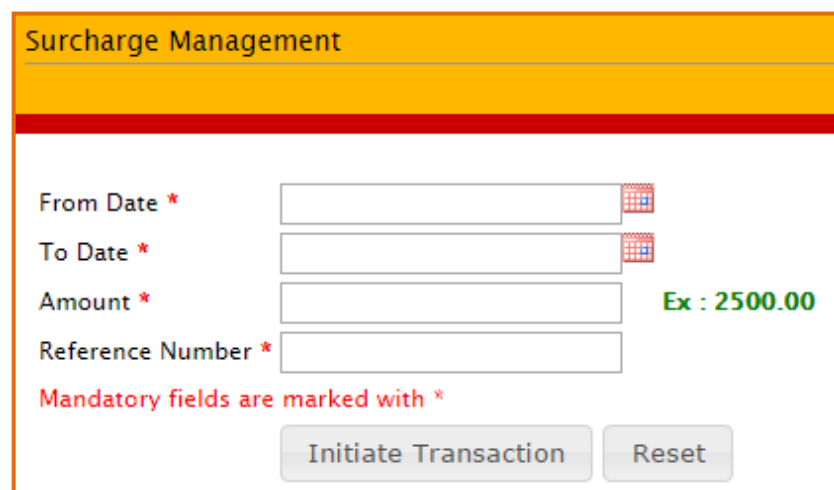
e.g.: A 11111120130601.txt

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.



Surcharge Management

From Date *

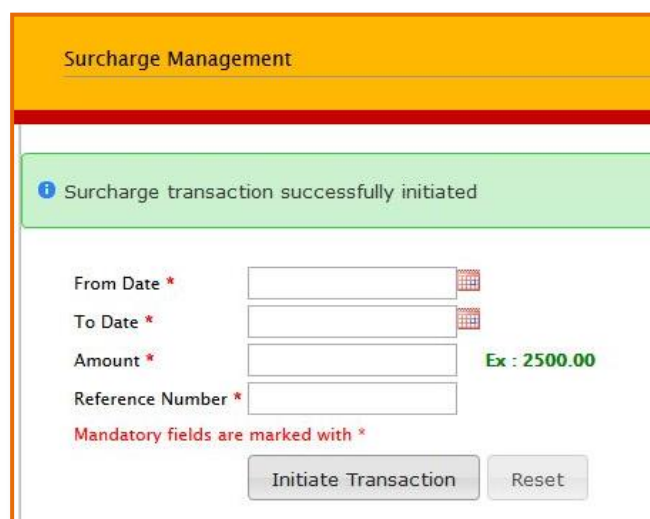
To Date *

Amount * Ex : 2500.00

Reference Number *

Mandatory fields are marked with *

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



Surcharge Management

i Surcharge transaction successfully initiated

From Date *

To Date *

Amount * Ex : 2500.00

Reference Number *

Mandatory fields are marked with *

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.

File Upload

Contributor File No file chosen

* Last submission date & time : No submission date is defined for this period.

* Attention : The effective date of payments after 9.00 pm considered as the NEXT day

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.

File Upload

Contribution File uploaded successfully. Please initiate the transaction.

Employer ETF No	A 000036
Submission	Late Submission
Amount(LKR)	75.00
Employee count	3
Contribution Year	2016
Contribution Month	09

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.

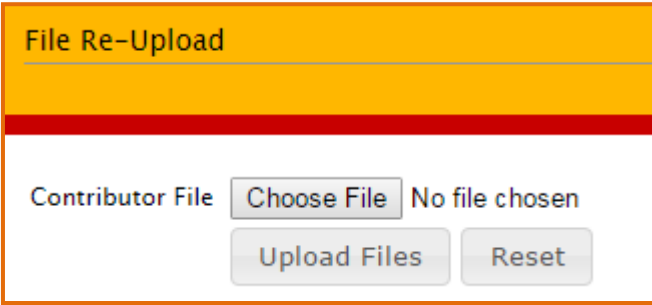


The screenshot shows a web interface titled "File Upload". Below the title bar, there is a green notification box with an information icon and the text "Transaction initiated successfully". Below this, a table displays transaction details:

Employer ETF No	A 000036
Submission	Late Submission
Amount(LKR)	75.00
Employee count	3
Contribution Year	2016
Contribution Month	09

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.



The screenshot shows a web interface titled "File Re-Upload". Below the title bar, there is a section for "Contributor File" with a "Choose File" button and the text "No file chosen". Below this, there are two buttons: "Upload Files" and "Reset".

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.

The screenshot shows the 'File History' interface. At the top, there is a header bar. Below it, there are two date pickers labeled 'From Date' and 'To Date', each with a calendar icon. Below the date pickers are two buttons: 'Search' and 'Reset'. Below these is a table titled 'File History' with a search icon in the top right corner. The table has the following columns: File ID, Uploaded User, File Uploaded Time, Payment Amount, File Upload Status, Submission Status, and Contributor File. There are three rows of data, each with a 'Download' link in the Contributor File column.

	File ID	Uploaded User	File Uploaded Time	Payment Amount	File Upload Status	Submission Status	Contributor File
1	3142	A00003601	04/01/2017 05:49:28 PM	75.00	File Uploaded	Late Submit	Download
2	3141	A00003601	07/12/2016 03:40:41 PM	75.00	File Uploaded	Late Submit	Download
3	3140	A00003601	07/12/2016 03:39:10 PM	75.00	File Uploaded	Late Submit	Download

3.5. NOTIFICATION

3.5.1. View Notification

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

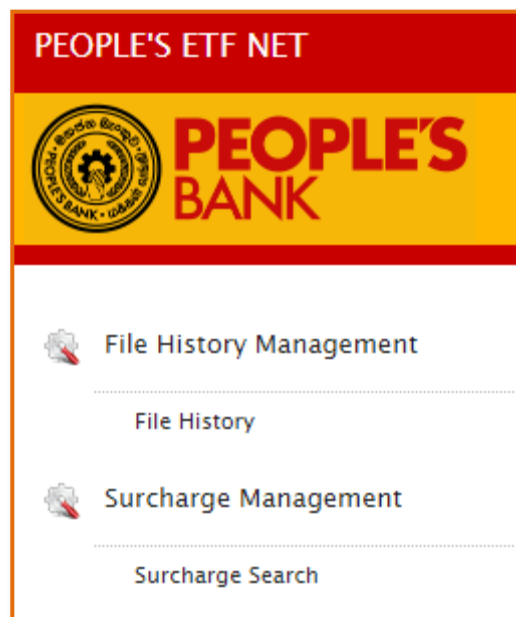
The screenshot shows the 'View Notifications' interface. At the top, there is a header bar. Below it, there is a table titled 'Notifications' with a search icon in the top right corner. The table has the following columns: Notification and Posted Date. There is one row of data. Below the table is a pagination bar showing 'Page 1 of 0' and a dropdown menu set to '15'.

	Notification	Posted Date
1	Test Message	11/01/2017 03:16:19 PM

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

Search

Reset

View PDF

**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.

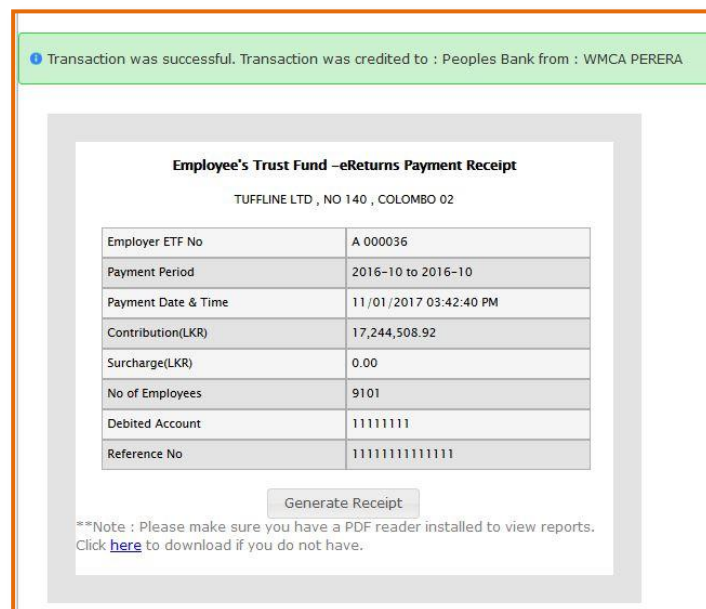


The image shows a 'Transaction Summary' form with a yellow header. It contains the following fields and values:

Employer ETF No	A 000036
From Account	--Select Account--
Transfer Amount(LKR)	75.00

At the bottom right, there is a '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 stating: "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 details:

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. A note at the bottom states: "**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.

The screenshot shows the 'Surcharge Management' interface. At the top, there's a title bar. Below it, a search form with 'From Date' and 'To Date' fields, each with a calendar icon, and 'Search', 'Reset', and 'View PDF' buttons. A note below the buttons says: '**Note : Please make sure you have a PDF reader installed to view receipt. Click [here](#) to download if you do not have.

Below the note is a 'File History' table with the following columns: Surcharge Id, Amount(LKR), Payment Date, From Period, To Period, Transaction Status, Surcharge Ref No., Transaction, and Payment Receipt. The table contains one row with the following data:

	Surcharge Id	Amount(LKR)	Payment Date	From Period	To Period	Transaction Status	Surcharge Ref No.	Transaction	Payment Receipt
1	96	2,500.00	--	2017-01	2017-01	Transaction Initiated	1111111111111111Tra	Proceed Transaction	--

At the bottom of the table, there's a pagination bar showing 'Page 1 of 0' and a 'View 1 - 1 of 1' indicator.

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.

The screenshot shows the 'Transaction Summary' form. It has a title bar. Below it, the form contains the following fields:

- Employer ETF No: A 000036
- From Account: --Select Account -- (dropdown menu)
- Transfer Amount(LKR): 2,500.00

At the bottom of the form, there is a 'Confirm Transaction' button.

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