



**PEOPLE'S  
BANK**

# **PEOPLE'S                      ETF                      NET Solution**

## **User Manual for ETF Returns File Generator Module**

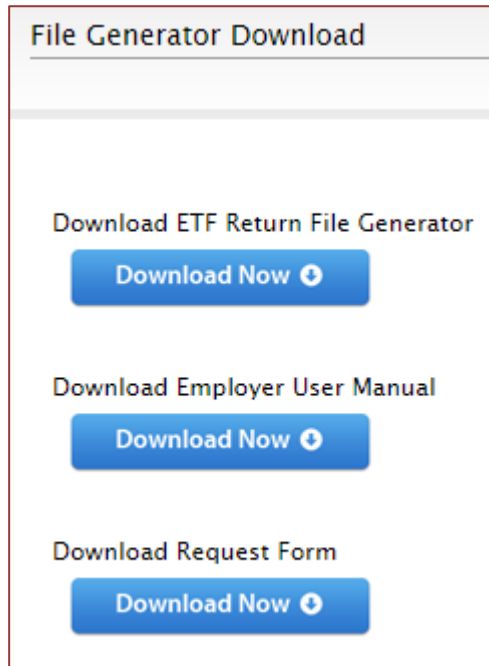
**V1.02**

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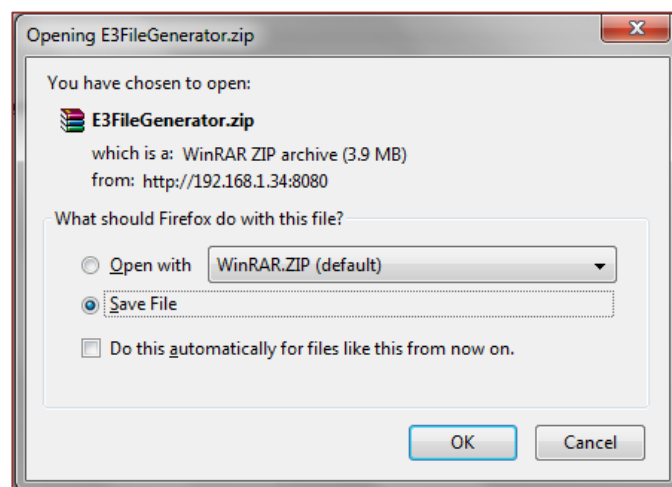
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## 1. Downloading

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

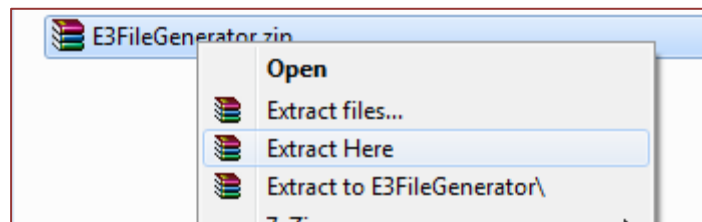


The following dialogue box will appear to save the zip file. Select the “Save File” option and then click on “OK” to start downloading.

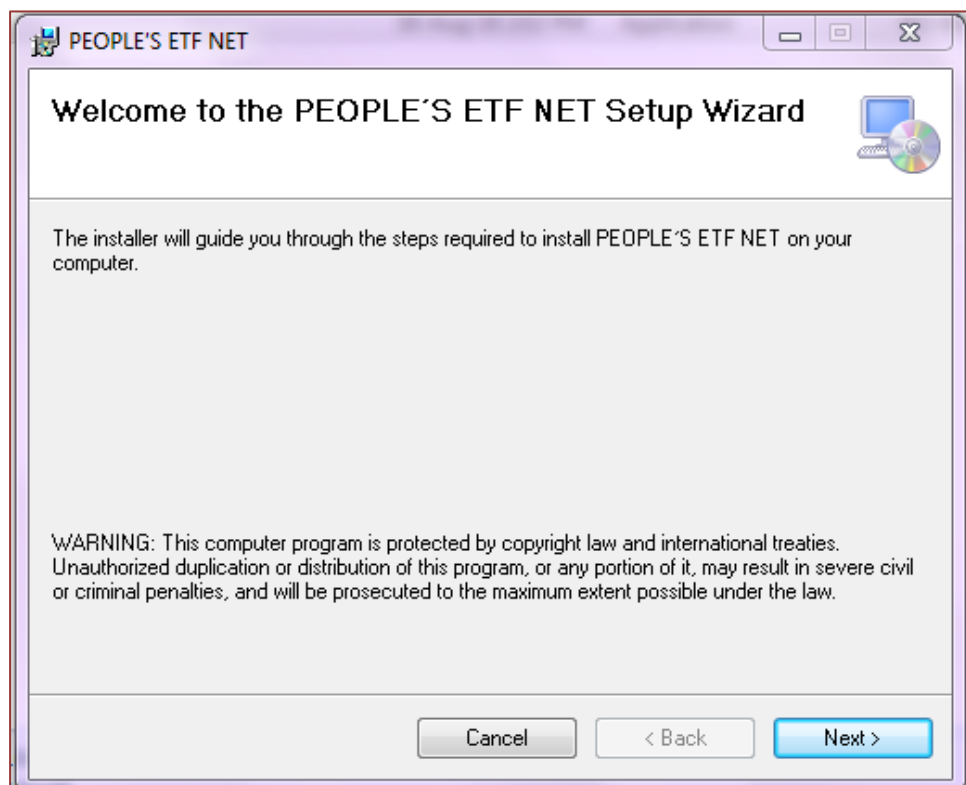


## 2. Installation

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

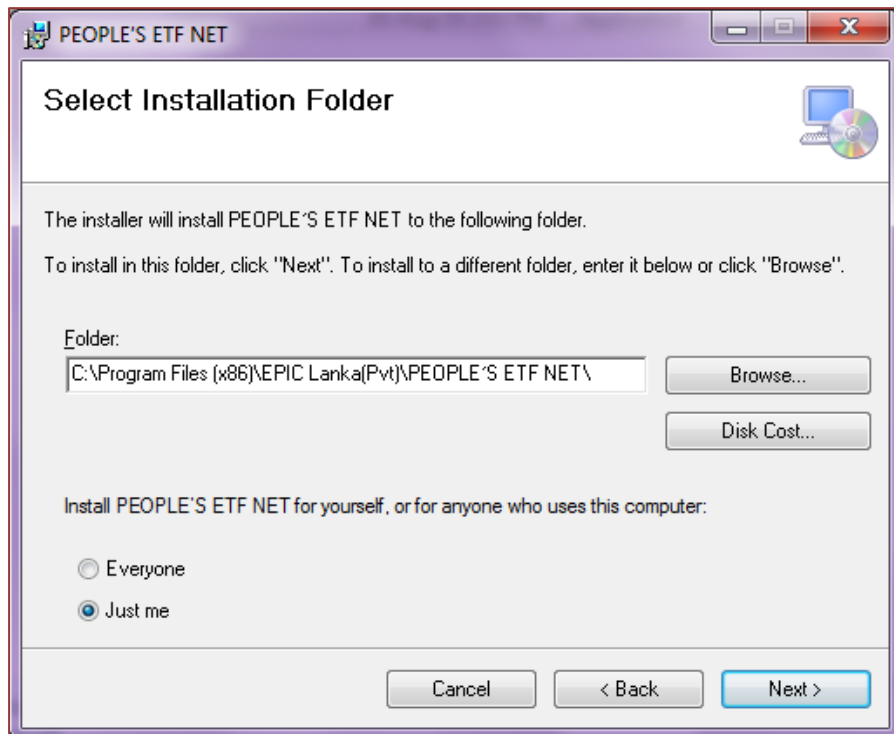


Right, click on the compressed file to access the drop-down menu. Once the user clicks on “Extract Here”, the file will be extracted to a new folder. Double click on the “Setup.exe” file available within this folder to commence the installation procedure. The following installation guide will appear.

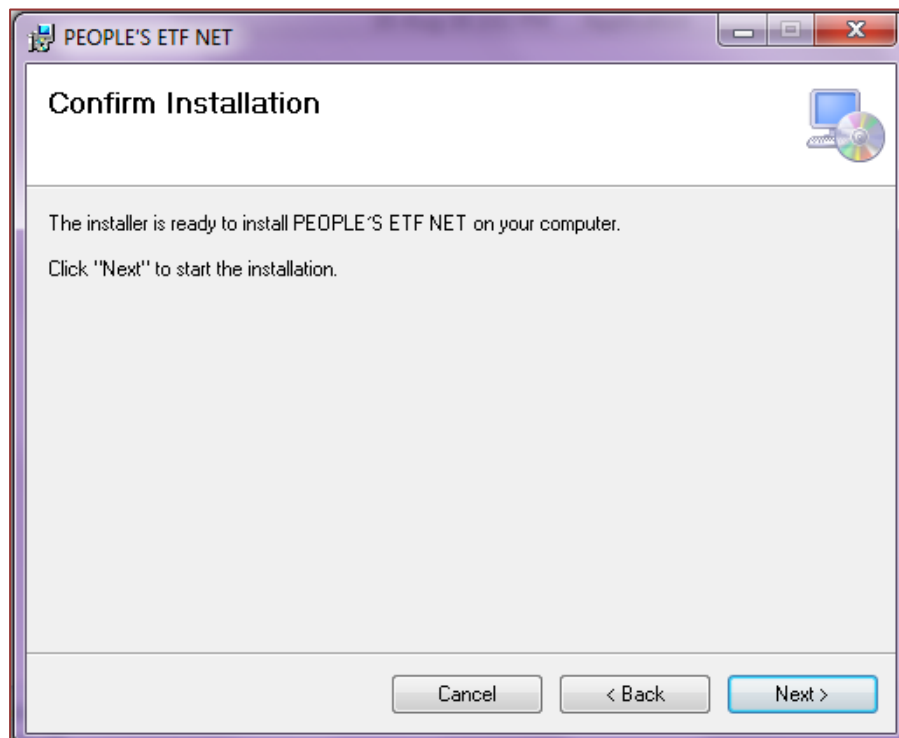


Click on the “Next” button to proceed with the installation. The following interface will be displayed.

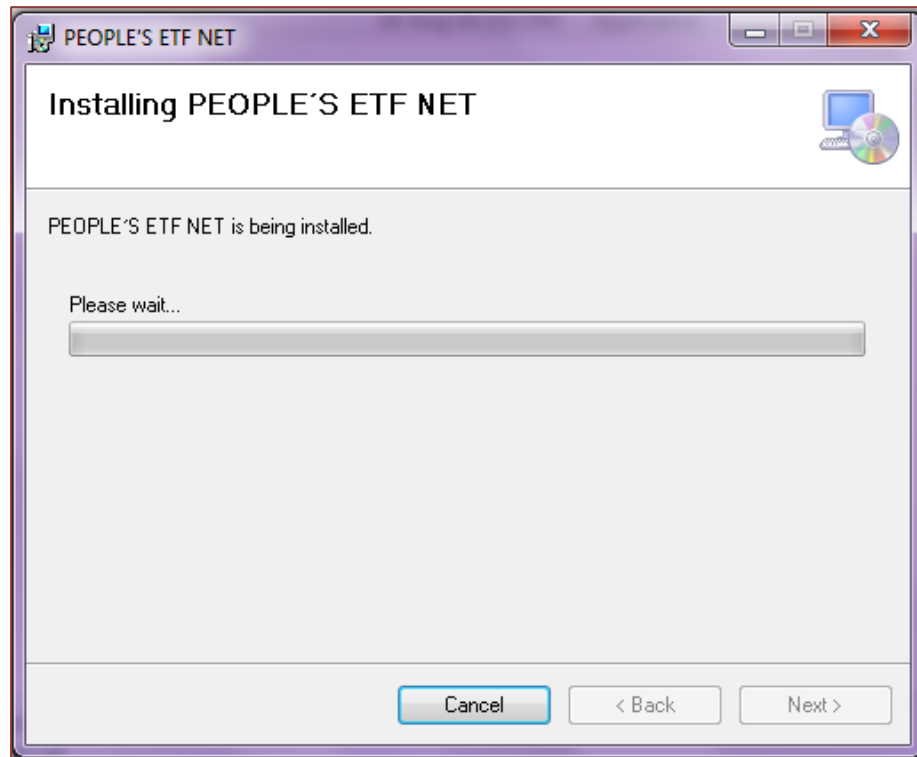
Select the installation path and click on Next button.



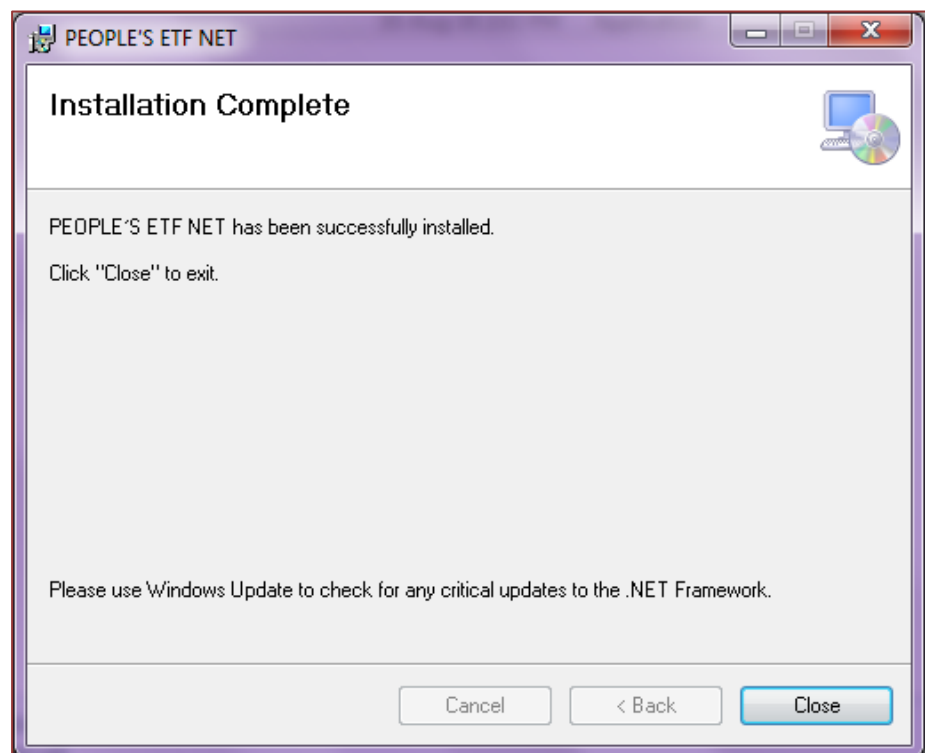
Click "Next" button to confirm the installation.



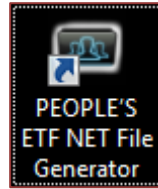
The following window will be displayed when the installation starts.



Click on the "Close" button once the installation is completed.

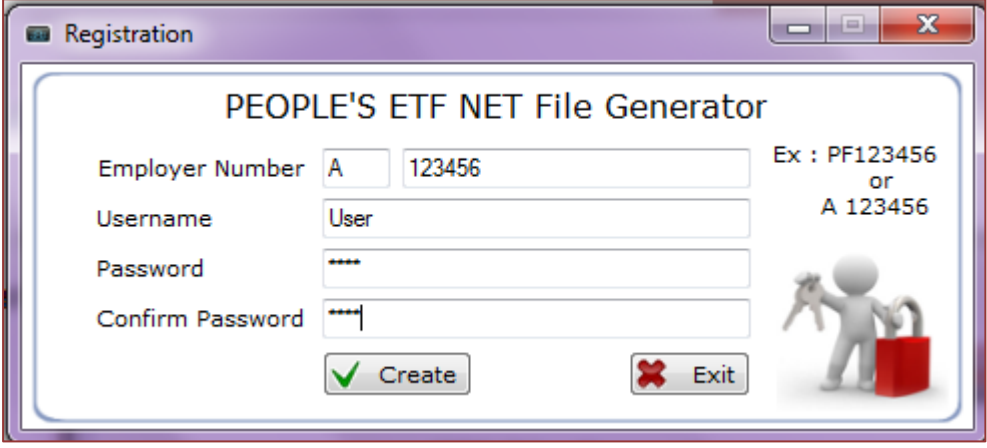


The user will be able to see the following icon on his desktop.  
Double click on this icon to launch the application.



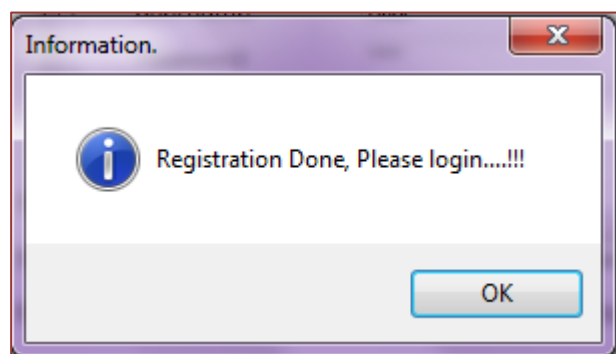
### 3. Log In

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



The registration window is titled "Registration" and contains the text "PEOPLE'S ETF NET File Generator". It features four input fields: "Employer Number" (with a dropdown menu showing "A" and a text box containing "123456"), "Username" (containing "User"), "Password" (masked with four asterisks), and "Confirm Password" (masked with four asterisks). To the right of these fields, an example is provided: "Ex : PF123456 or A 123456". Below the input fields are two buttons: a green "Create" button with a checkmark icon and a red "Exit" button with an 'X' icon. On the right side of the window, there is a 3D illustration of a person holding a key and standing next to a red box.

The user must enter his Employer Number, Username, and password prior to logging into 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 login page, as shown in the 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 screenshot shows a Windows-style login window titled "Login". The window has a purple title bar with standard minimize, maximize, and close buttons. The main content area is white and contains the title "PEOPLE'S ETF NET File Generator" in bold. Below the title are two input fields: "Username" and "Password". To the right of the "Password" field is a small 3D character holding a blue bag. Below the input fields are two buttons: "Login" (with a green checkmark icon) and "Cancel" (with a red X icon). Below these buttons is a blue hyperlink labeled "Apply for Registration". At the bottom center of the window, the text "Version V1.16" is displayed.

Login

PEOPLE'S ETF NET File Generator

Username

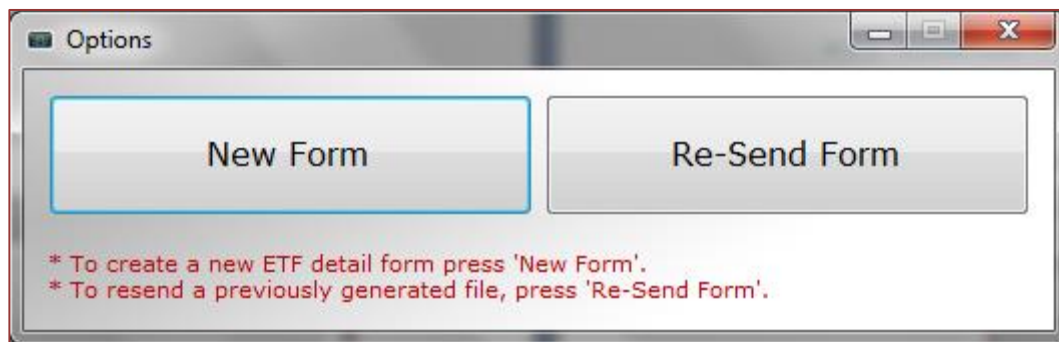
Password

[Apply for Registration](#)

Version V1.16

## 4. Generating Files

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



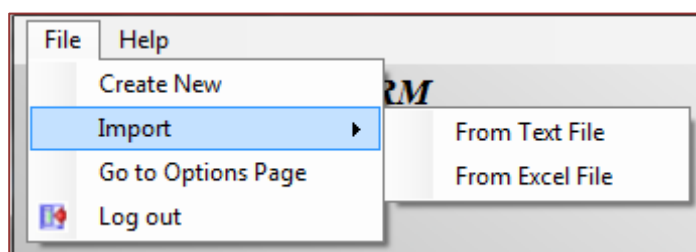
To create new returns files, click on "New Form". To edit and re-submit an existing returns file, click on "Re-Send Form".

### 4.1. Creating a New File

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

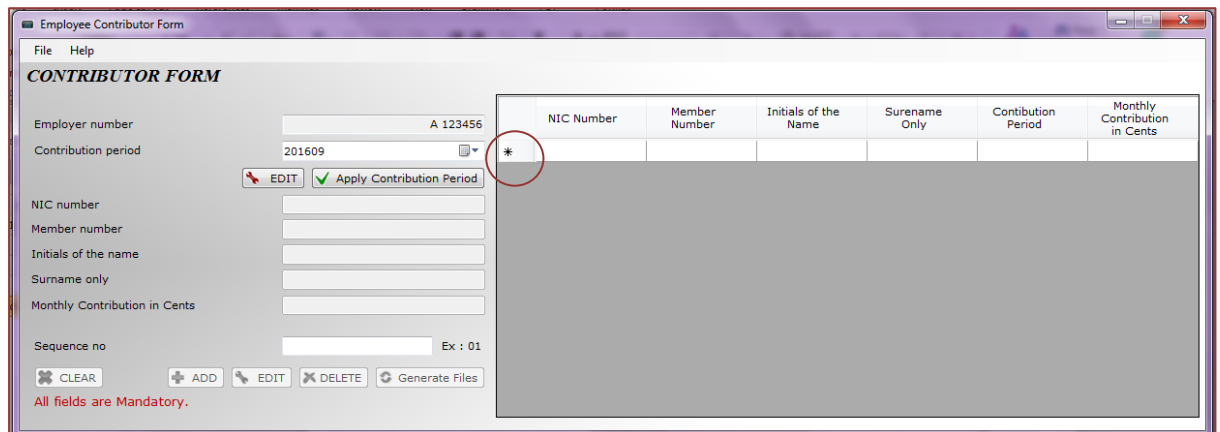
- Creating a new file by entering all records
- Importing an existing text or Excel file and carrying out necessary updates

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"

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



The screenshot shows the 'Employee Contributor Form' window. On the left, there are input fields for 'Employer number' (pre-filled with 'A 123456'), 'Contribution period' (pre-filled with '201609'), 'NIC number', 'Member number', 'Initials of the name', 'Surname only', and 'Monthly Contribution in Cents'. Below these are 'Sequence no' and 'Ex : 01'. At the bottom are buttons for 'CLEAR', 'ADD', 'EDIT', 'DELETE', and 'Generate Files'. A red circle highlights an asterisk (\*) in the 'NIC Number' column of the table on the right. The table has columns for 'NIC Number', 'Member Number', 'Initials of the Name', 'Surname Only', 'Contribution Period', and 'Monthly Contribution in Cents'. A note at the bottom left states 'All fields are Mandatory.'

Enter data into all the text fields. Mandatory fields are marked with asterisk sign. The Employer Number field is automatically filled with the details given by the user at the initial registration. The Contribution period should be entered first, as this is common data for each employee record. Click on "Apply Contribution Period" after keying in this data. The other fields will then be enabled for entering data. The Sequence number is used for identification between multiple files created within the same month. Enter 01 for the first file generated, 02 for the 2nd file, etc.

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.

Enter records for each employee, clicking "Add" to add them to the details file. Click on "Clear" to clear the text boxes.

To delete a record, first select the record and click once on the arrow icon circled in red in above screen shot. The data will load onto the text box fields. Click on "Delete" to delete a selected record.


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

The file will be visible in the location specified by the user.

#### 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 Contributor 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 Contributor File. The data in the selected file will then be loaded on to the right-hand side screen, as shown below.

	NIC Number	Member Number	Initials of the Name	Surname Only	Contribution Period	Monthly Contribution in Cents
	801012549V	123456	S A A T	SILVA	201306	1050050
	814512156V	123455	S D R P	PERERA	201306	2010050
*						

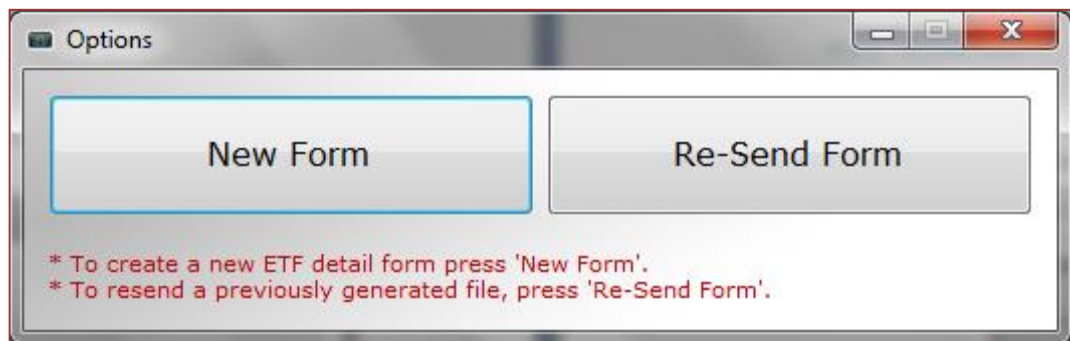
To amend the Contribution Period, click on the “Edit” button to make the necessary changes. Once the change is made, click on “Apply Contribution Period” to save it. This saved information will be made applicable to all the employer records by default.

To add the details of a new employee, follow the procedure described in Section 4.1.1.

To edit the information of a record click on the arrow head circled in red. The information will be loaded onto the text boxes. Carry out necessary changes and click on “Edit” to save. Once all changes are completed, click on “Generate Files” to generate and save the Contributor File.

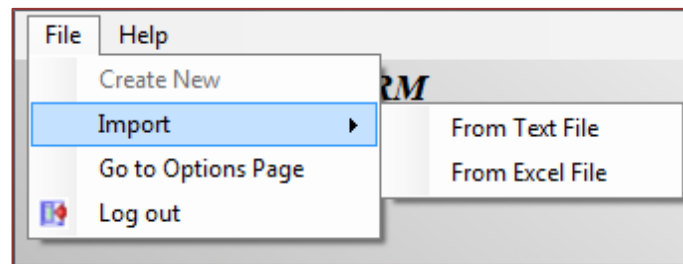
## 4.2. Resend File Generation

The File Re-Send feature is provided to employers, in the event that ETF Dept 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 the procedure followed in section 4.1.2. The data will load on to the text fields as shown in below figure.

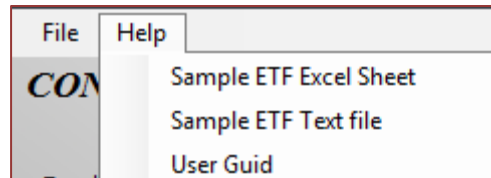
The Re-Send File Generation feature does not allow users to modify the transaction values in the record.

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.

NIC Number	Member Number	Initials of the Name	Surname Only	Contribution Period	Monthly Contribution in Cents
801012549V	123456	S A A T	SILVA	201306	1050050
814512156V	123455	S D R P	PERERA	201306	2010050

## 5. Help Menu

The Help menu will be made available as shown below.



- **Sample ETF Excel Sheet** provides the Excel format of the Contributor File.
- **ETF Text File** provides the text file format of the Contributor File.
- **User Guide** provides a user manual for the File Generator

## 6. Log out

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

