

BOCHK Payroll and Autopay Software (PNA)

Quick User Guide

Thank you for choosing Payroll/Autopay Services of Bank of China (Hong Kong) Limited. Through the new version Payroll and Autopay Software, you can perform corporate payroll and MPF contribution with ease. Moreover, you can use the same software to create Autopay Out and Auto-Collect instructions and Tax Reports easily.

1. Download and Install Software

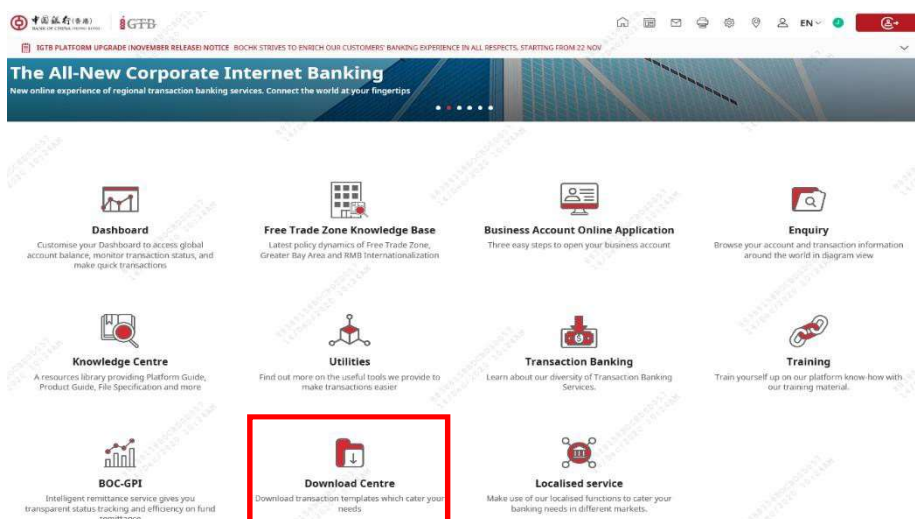
1.1 Through BOCHK website to download

The new Payroll and Autopay Software, and the installation guide download web address:

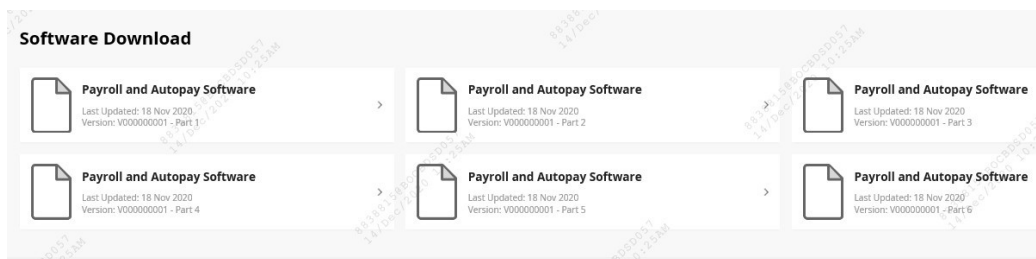
[Home > Corporate Banking > Cash Management Services > Corporate Payment Management Solution > Payroll Service]

(<https://www.bochk.com/en/corporate/cashmgt/paymentmgt/payroll.html>)

1.2 In iGTB NET under “Download Centre” to download Payroll and Autopay Software and under “Knowledge Centre” to download the installation guide.

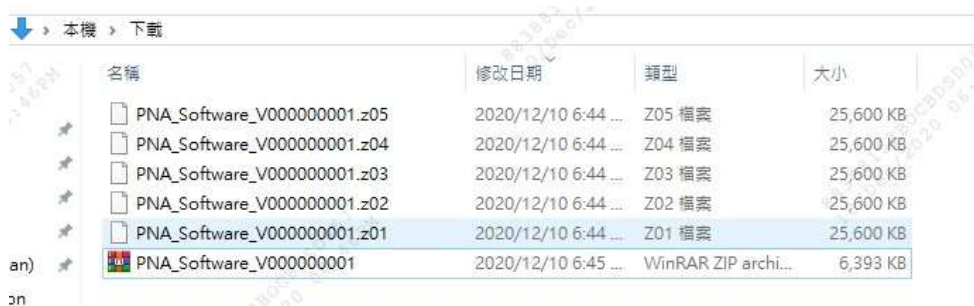


Download and put all 6 files in the same file folder.

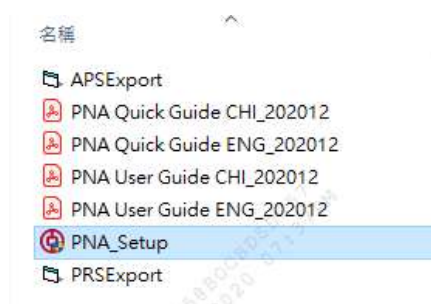


1.3 Install PNA software

Enter above file folder and click PNA_Software.zip to unzip (if you download via our corporate internet banking, similarly you only need to click the file “PNA_Software.zip” among the 6 downloaded files to unzip)



After unzip the file, 7 files will be obtained. Click the file “PNA_Setup.exe” and input installation path to install the software in your PC.



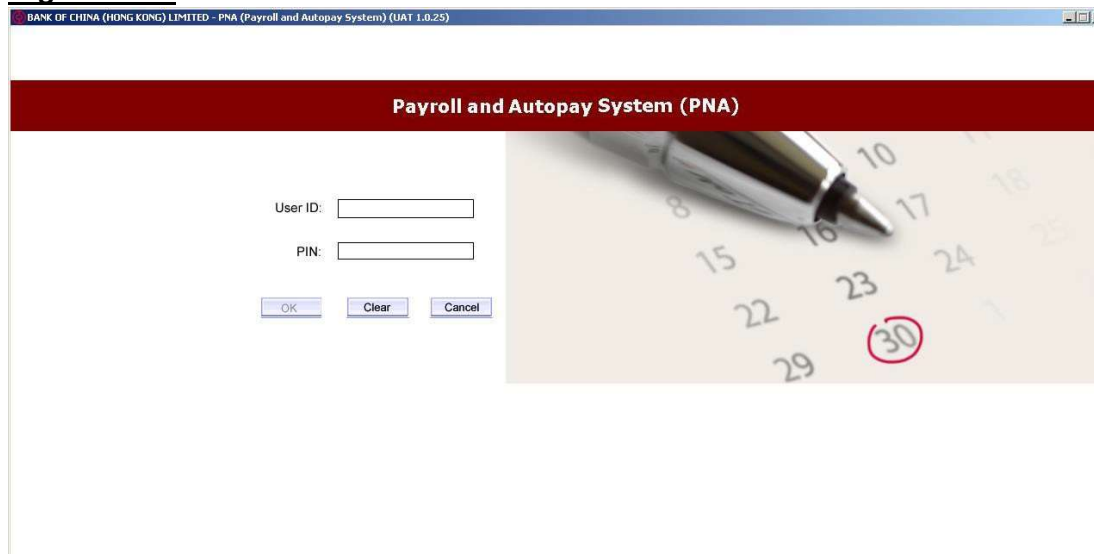
2. Start PNA

2.1 Login

Input User ID and PIN and click OK to login. For first login, you have to change PIN first. Otherwise, you are not allowed to use the functions of PNA.

If you wrongly input PIN for 3 times, your User Account will be locked.

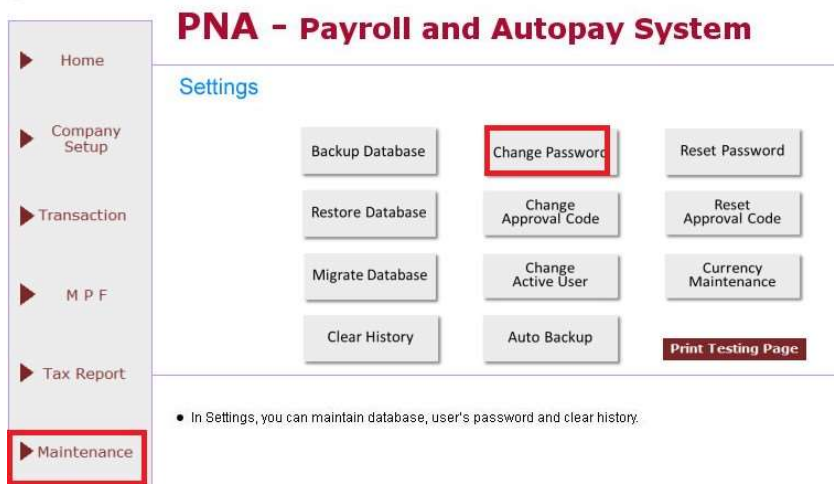
Login Screen



The screenshot shows the 'Payroll and Autopay System (PNA)' login window. The title bar reads 'BANK OF CHINA (HONG KONG) LIMITED - PNA (Payroll and Autopay System) (UAT 1.0.25)'. The main area has a dark red header with the text 'Payroll and Autopay System (PNA)'. Below the header, there are input fields for 'User ID:' and 'PIN:', followed by 'OK', 'Clear', and 'Cancel' buttons. To the right of the input fields is a background image of a pen resting on a calendar with the date '30' circled in red.

2.2 Change PIN

You can click "Change Password" button. New password should be 6-12 alphanumeric characters. New password cannot be the same as old password.

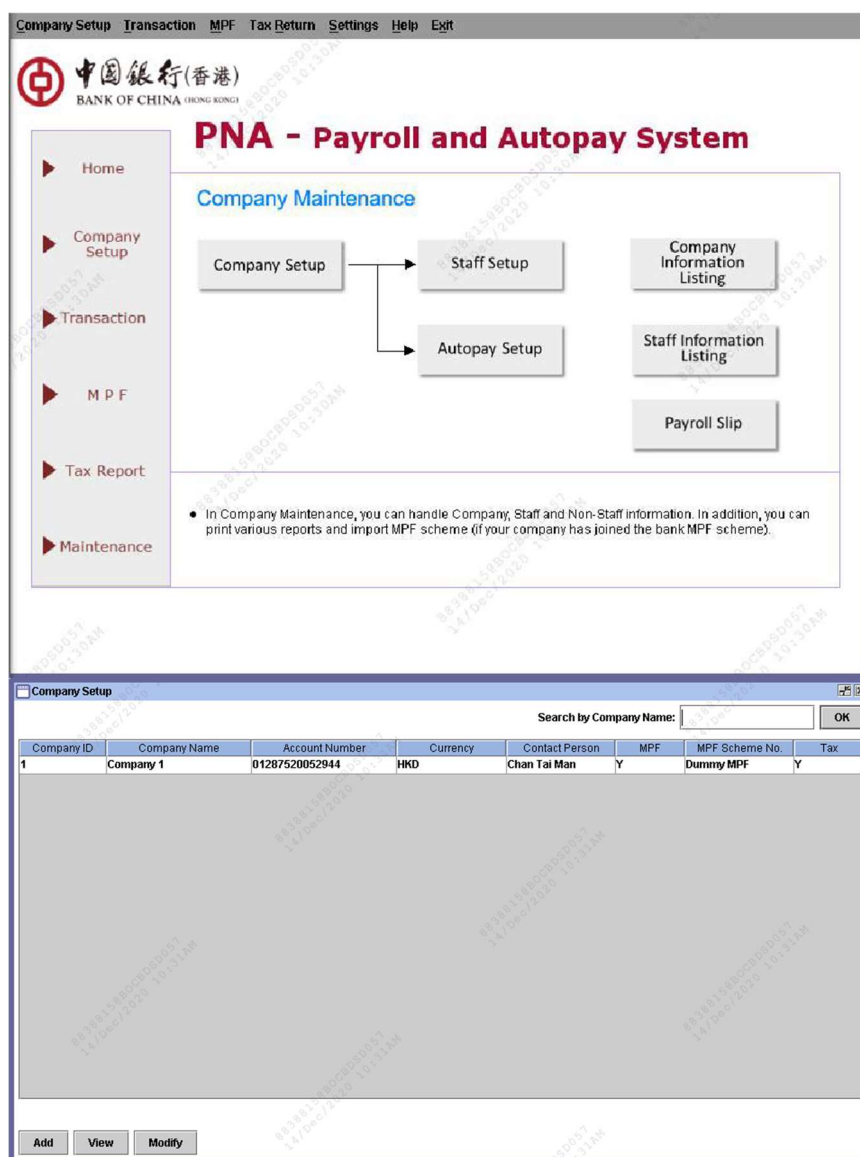


The screenshot shows the 'PNA - Payroll and Autopay System' interface. On the left is a vertical navigation menu with items: Home, Company Setup, Transaction, M P F, Tax Report, and Maintenance (which is highlighted with a red box). The main area is titled 'Settings' and contains several buttons: Backup Database, Change Password (highlighted with a red box), Reset Password, Restore Database, Change Approval Code, Reset Approval Code, Migrate Database, Change Active User, Currency Maintenance, Clear History, and Auto Backup. At the bottom right is a 'Print Testing Page' button. Below the buttons, there is a note: 'In Settings, you can maintain database, user's password and clear history.'

3. Create Company Profile

3.1 Select “Company Setup” -> “Company Setup” function

You can add, change and delete company information records. You can create different companies for different types of transaction. For example, Company 1 for Payroll, Company 2 for Autopay etc.



3.2 Click “New” to add new company information

3.2.1 Checkbox Selection

In the upper part of the company information page, there are four checkboxes: Besides MPF which is enabled by default, other functions are enabled subject to your selection in the application form.

- Payroll – Manage Staff Payroll
- Autopay Out (Payment) – Transfer fund to other designated bank accounts
- Autopay In (Collection) – Collect fund from other designated bank accounts
- MPF

The above functions are automatically generated by the Verification Code printed in the bank notification letter. Verification Code consists of 16 characters. Upon successful application of the bank services, it will be sent to your registered Email address. For existing customers, the bank will send the Verification Code via the same Email address or other mean when there is need.

Please note that the checkboxes will determine which fields must be entered.

3.2.2 Create Company Basic Information

In Company Information, input relevant company information. Those highlighted in red are mandatory. After data input, click “Save” to complete.

3.2.2.1 Migrate database (applicable to existing customers currently using the bank’s old version payroll and autopay software to migrate to PNA)

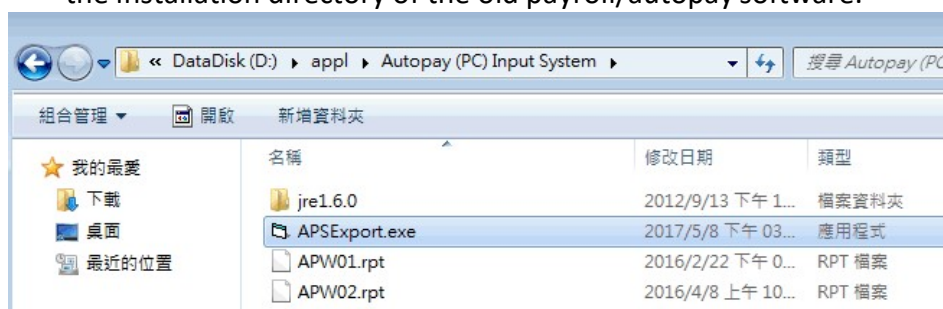
You can migrate the staff data and transaction data from old payroll/autopay software to PNA Software. Firstly, you will need to follow steps I to VII below to export database from old payroll/autopay software. Secondly, you will need to follow steps VIII to XIII to import the database to PNA database.

- I. Among the extracted files from the PNA_Software.zip, which you have downloaded from iGTB NET, copy the “PRSEExport.exe / APSEExport.exe”.

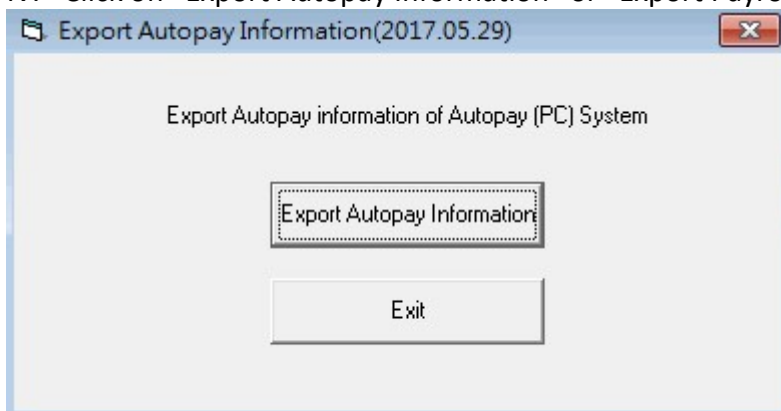
“PRSEExport.exe” is for exporting database from old payroll software, while “APSEExport.exe” is for extracting database from old autopay software.



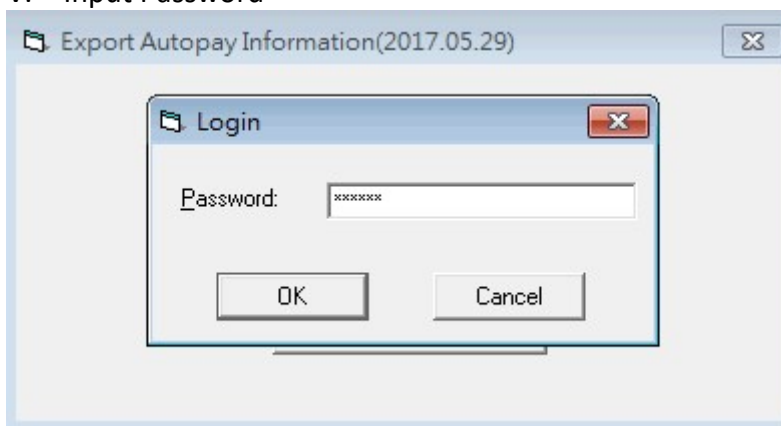
- II. Place the copy of “APSEExport.exe / PRSEExport.exe” under the installation directory of the old payroll/autopay software.
- III. Double click to open the “APSEExport.exe/ PRSEExport.exe” placed under the installation directory of the old payroll/autopay software.



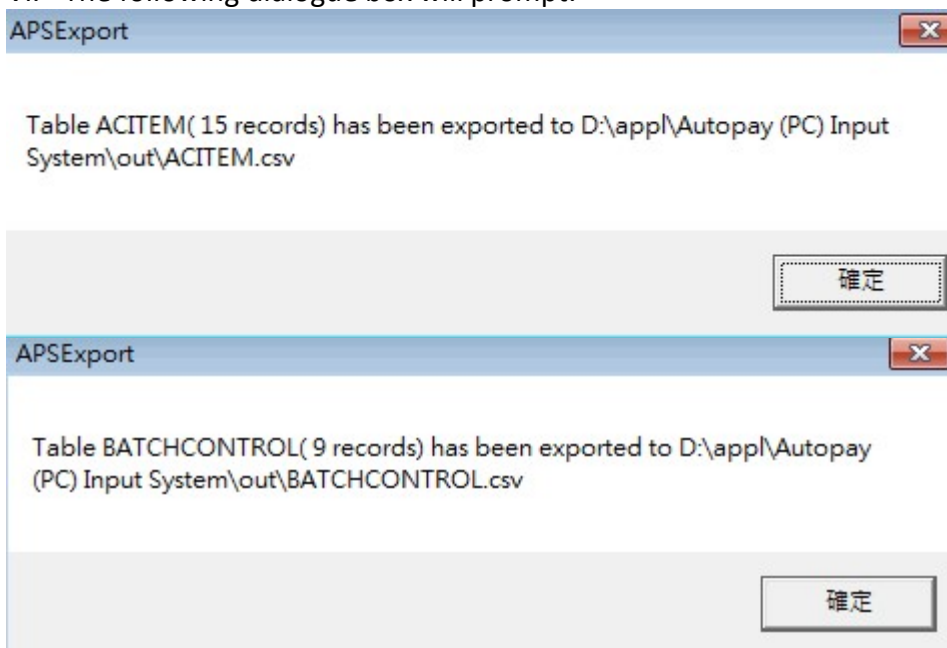
IV. Click on “Export Autopay Information” or “Export Payroll information”



V. Input Password

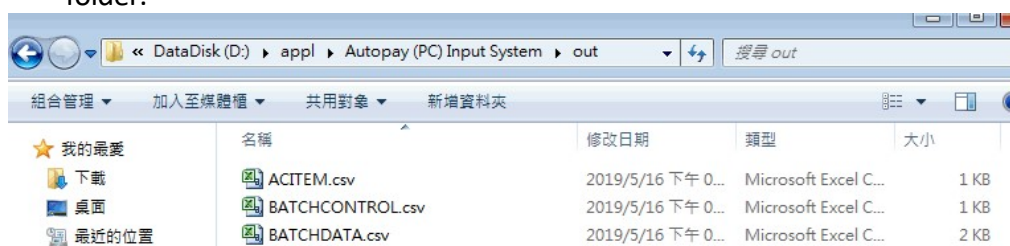


VI. The following dialogue box will prompt.

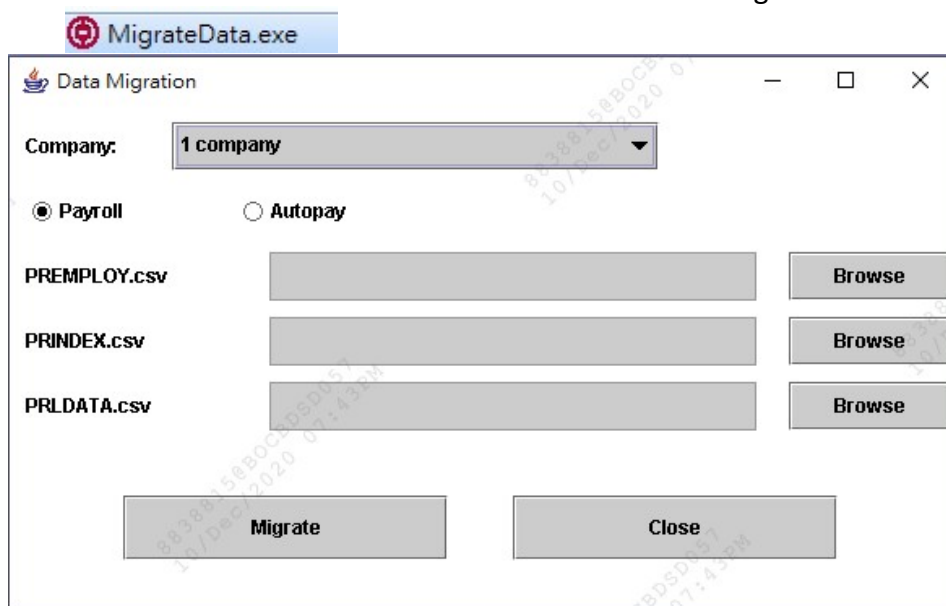


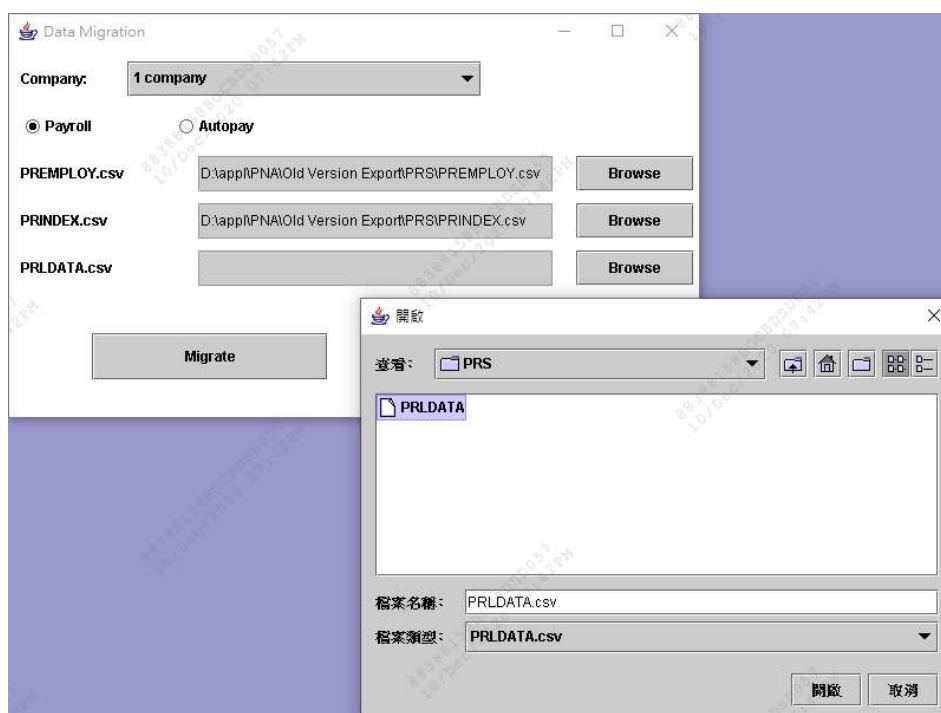


VII. Database records will be automatically generated and saved in “out” folder.



VIII. Go to PNA Software file folder and double click MigrateData.exe





- IX. In Data Migration screen, select relevant company
- X. Select the types of records (Payroll or Autopay) to migrate.
- XI. Browse the exported files stored under the directory in step VII.
- XII. Click “Migrate” to move the database records (.csv) under the company being selected.
- XIII. After finished, the following dialogue box will prompt.



3.2.2.2 Input company information and employee records (applicable to the data records that cannot be imported in section 3.2.2.1.)

Company Information

☒ Payroll
 ☒ Autopay In (Collection)
 ☒ Autopay Out (Payment)
 ☒ MPF

Company ID	2	I.R. File No.*	hhh-123
Company Name*	ABCDEF	Section	hhh
Account No.*	01287520052119	Employer Refe...	123
Account Name*	AAAAAAAAAAAAAAAAAAAA	Year End of Employer's Return*	2022
Account No. Type*	BBAN - Account Number		
Contact Person*	ABC	Submission Date*	25 / 6 / 2016
Currency*	HKD	Title of Signature*	123
Telephone No.*	61616161	Name of Signature*	321
MPF Scheme No.*	Dummy MPF	Proxy ID	
Registered Address			

Bene. Adv. ☒
 Payment Type ☒

Verification Code

Staff Record

Import Staff Export Staff

Autopay Setup

Prev. Employment Txn. Enq.

Change Company Logo

Enquire Scheme Details

Import Scheme Details

MPF Member List

Termination Report

Remove Company Logo

Company Information Listing

Staff Information Listing

Payroll Slip

MPF Pay Slip

New

Modify

Delete

Find

Save

Cancel

Exit

a. Function Dialogue Box

Please refer to section 3.2.1

b. Import Scheme Details (only applicable to customer which has joined MPF Scheme of BOC Prudential)

If you have joined MPF Scheme, you can select to import the scheme data. After you import the scheme, you can enquire relevant scheme information the PNA.

c. Enquire Scheme Details

After successfully imported scheme information, you can use this function to enquire the details, e.g. MPF Contribution information or Voluntary Contribution information

d. Input Staff Records

In Company Information screen, select relevant company and input the staff records under the company. If you have selected Tax Return and input the Termination Date, system will prompt you to input I.R.56F file.

e. Import Staff Records

To avoid data input, you can import staff records available in csv, txt or

excel format. Select Import Staff, a dialogue will prompt to replace existing staff record or not. Detailed step to import staff record, you can refer to the detailed PNA user Guide.

f. Export Staff Record

Select Export Staff to export staff records to excel format file. You can use it to import the record back to system in the future.

g. Reports

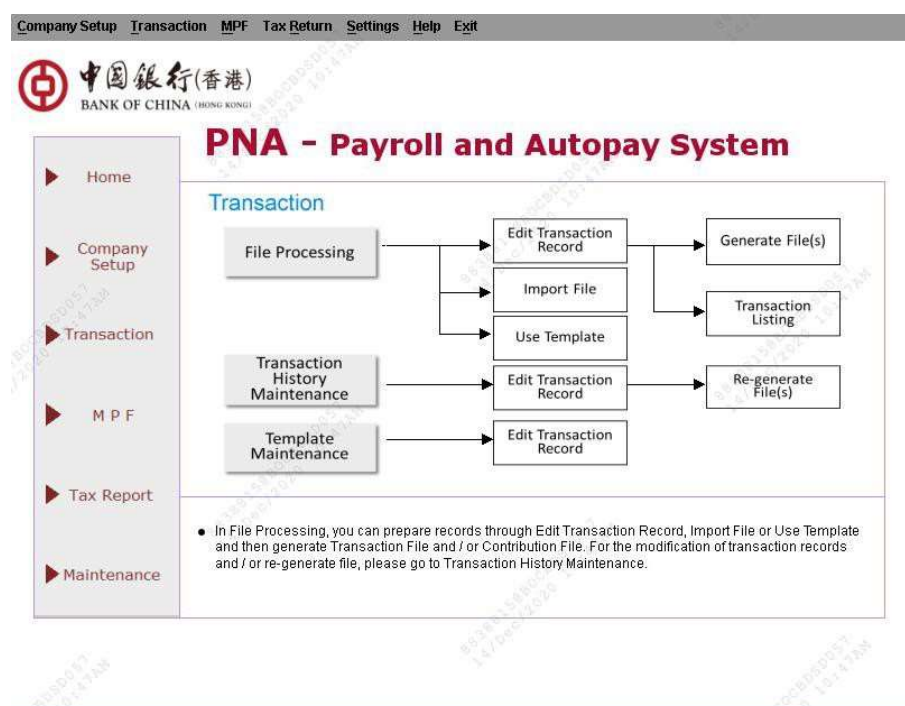
PNA has provided relevant Company Information Listing, Staff Information Listing, Payroll Slip and MPF Pay Slip.

4. Transaction

4.1 Copy past transaction records to create new transaction file (applicable to customers having past transaction records)

If you have past transaction records in old software (e.g. records you have created via section 3.2.2.1) and have imported PNA software or you have used PNA to create payroll or autopay transaction records before, you can use it to create new transaction file quickly.

4.1.1 Select “Transaction” -> “Transaction History Maintenance”



4.1.2 In Transaction History Maintenance, click 「<」 or 「>」 to select the records to export. Click Export Transaction and input file path and file name to export.

Transaction History Maintenance

Transaction History

Batch No. / Entry No. 42 1 Payroll Period End Date 31-Dec-2020

Company ID & Name 1 Company 1 Value Date 11-Dec-2020

Transaction Type PAYROLL HKD Last Modified Date

Remarks Total Amount 46.00

Payment Type 001

Sel	Entry No.	Staff No.	Staff Name	HKID/ Passport No.	Transaction Reference	Debtor Reference	Destination A/C Name	Destination A/C No	Partic
<input type="checkbox"/>	1	11	AAA BBB CCC	PA1122233	(a.) Salary / wages		AAAAAAAAA...	012875200...	
<input type="checkbox"/>	2	11	AAA BBB CCC	PA1122233	(a.) Salary / wages		AAAAAAAAA...	012875200...	
<input type="checkbox"/>	3	11	AAA BBB CCC	PA1122233	(g.) Certain paymen...		AAAAAAAAA...	012875200...	
<input type="checkbox"/>	4	4	CHAN CHEUK KIU	A998980(6)	(a.) Salary / wages		CHAN CHE...	012875200...	
<input type="checkbox"/>	5	9	CHAN SO MAN	S869185(3)	(a.) Salary / wages		CHAN SO ...	012875112...	
<input type="checkbox"/>	6	9	CHAN SO MAN	S869185(3)	(b.) Leave pay		CHAN SO ...	012875112...	
<input type="checkbox"/>	7	9	CHAN SO MAN	S869185(3)	(i.) Education benef...		CHAN SO ...	012875112...	
<input type="checkbox"/>	8	9	CHAN SO MAN	S869185(3)	(l.) Pensions		CHAN SO ...	012875112...	

Filter the above records by -- ALL --

Re-Generate File Remove Batch Remittance Statement Transaction Report Export Transaction

Buttons: Add, Modify, Delete, Find, Save, Cancel, Print List, Exit

Please select path to place the export transaction file.

Select File Path:

Browse

OK Cancel

Save

Save In: PNA Export

Export_batch 35
Export_batch 8

File Name: Export_batch 35.xls

Files of Type: export transaction file(*.xls)

Save Cancel

- 4.1.3 Select “Transaction” -> “File Processing”, click “New”. Input “Payment Type” and then click “Save” to save new transaction batch file.

File Processing

File Processing

Batch No. 36

Company ID & Name 1 Payroll - Company 1

Account No. 01287520052944

Account Name Company 1

Transaction Type PAYROLL HKD

Contact Person Chan Tai Man

Telephone No. 22223333

Total No. of Transaction 0

Total Amount 0.00

Payment Type 001

New

Modify

Delete

Find

< < > >

Save

Cancel

Exit

Edit Transaction Record

Transaction Checklist

Use Template

Generate File

Import File

Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
 Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

- 4.1.4 In File Processing, click Import File and input the file path of export transaction records in section 4.1.2.

Open

Look In: PNA Export

Export_batch 35

Export_batch 8

File Name: Export_batch 35.xls

Files of Type: Transaction Detail database file(*.csv;*.txt;*.xls)

Open Cancel

- 4.1.5 Check the transaction records imported. Click “Add” button to add transaction records to the new transaction batch file.

Company Information

☒ Payroll
 ☒ Autopay In (Collection)
 ☒ Autopay Out (Payment)
 ☒ MPF

Company ID	2	I.R.File No.*	hhh-123
Company Name*	ABCDEF	Section	hhh
Account No.*	01287520052119	Employer Refe...	123
Account Name*	ABBBBBBBBBBBBBBBBBBBBB	Year End of	2022
Account No. Type*	BBAN - Account Number	Employer's Return*	
Contact Person*	ABC	Submission Date*	25 6 2016
Currency*	HKD	Title of Signature*	123
Telephone No.*	61616161	Name of Signature*	321
MPF Scheme No.*	Dummy MPF	Proxy ID	
Registered Address			
Bene. Adv <input checked="" type="checkbox"/> Payment Type <input checked="" type="checkbox"/>			
Verification Code			

Staff Record

Import Staff Export Staff

Autopay Setup

Prev. Employment Txn. Enq.

Change Company Logo

Enquire Scheme Details

Import Scheme Details

MPF Member List

Termination Report

Remove Company Logo

Company Information Listing

Staff Information Listing

Payroll Slip

MPF Pay Slip

4.1.6 In File Processing, click “Edit Transaction Record”. In the Transaction Record screen, you can click “Add”, “Modify” or “Delete” to amend transaction records in the batch file.

File Processing - Edit Transaction Record

Transaction Record

Batch No.:36 No. of Entry:8

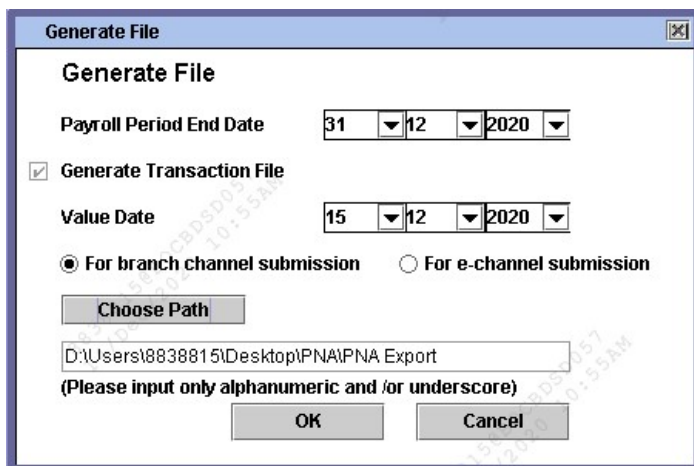
Batch No.	36	Contact Person	Chan Tai Man
Company Name	1 Company 1	Telephone No.	22223333
Account No.	01287520052944	Total No. of Transaction	8
Account Name	Company 1	Total Amount	46.00
Transaction Type	PAYROLL HKD		

Entry No.	Staff Name	HKID/ Passport No.	Transaction Reference	Debtor Reference	Destination A/C Name	Destination A/C No. (please ignore".")	Particular	Amc
1	AAA BBB CCC	PA1122233	(a.) Salary f...		AAAAAAAAAAAAAAAA...	01287520018401		3.00
2	AAA BBB CCC	PA1122233	(a.) Salary f...		AAAAAAAAAAAAAAAA...	01287520018401		30.00
3	AAA BBB CCC	PA1122233	(g.) Certain...		AAAAAAAAAAAAAAAA...	01287520018401		3.20
4	CHAN CHEUK KIU	A998980(6)	(a.) Salary f...		CHAN CHEUK KIU	01287520062482		1.00
5	CHAN SO MAN	S869185(3)	(a.) Salary f...		CHAN SO MAN	01287511244477		2.00
6	CHAN SO MAN	S869185(3)	(b.) Leave ...		CHAN SO MAN	01287511244477		2.10

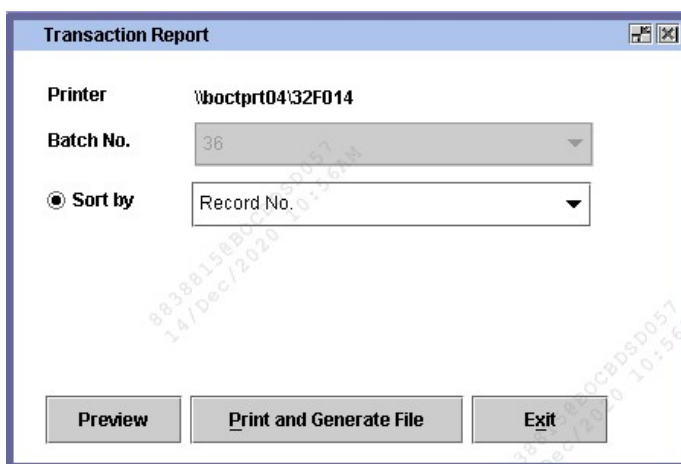
☒ S: Show the entry on Salary Letter & IR forms
 ☒ F: Show the entry on Transaction File
 Total Amount 46.00

Print Screen Add Modify Delete Find Save Cancel Exit

- 4.1.7 In File processing, select Generate File(s). Input Payroll Period End Date and Transaction File “Value Date”. Then, input the file path to save transaction batch file and select the channel to submit the transaction batch file. If you do not specify a path, the files generated will be saved under the current folder.



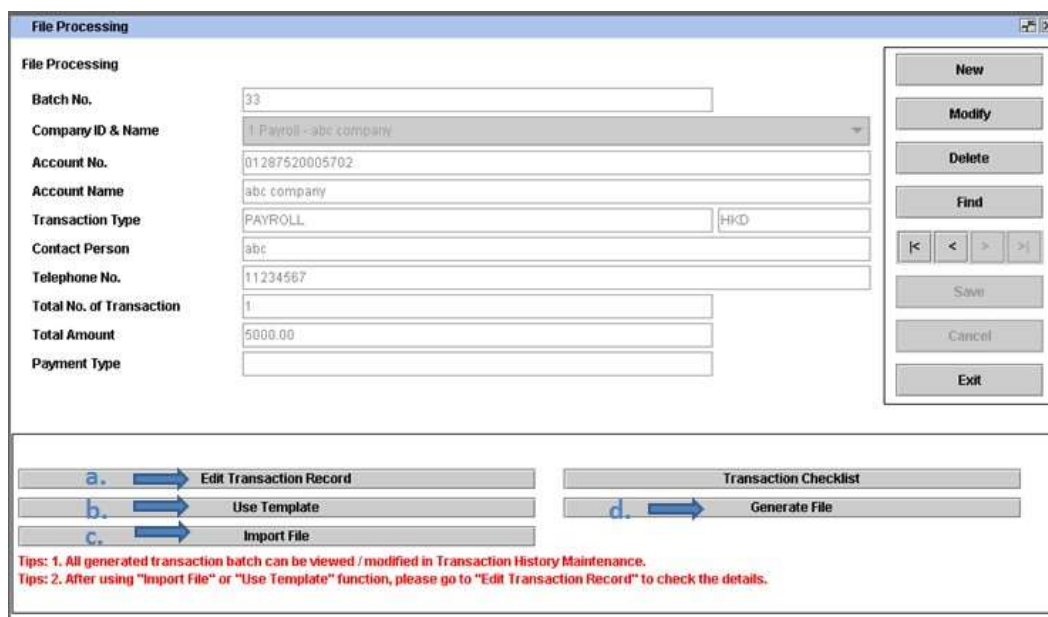
- 4.1.8 Click “OK” and Transaction Report screen will prompt. You can click on “Preview” to preview the transaction report. Afterwards, click “Print and Generate File” to print out the transaction report and create transaction data file.



- 4.1.9 If you select “For branch channel submission”, PNA will create a transaction batch file (Salary.pna) and print out transaction report and relevant consignment form. If you select “For e-channel submission”, PNA will create a transaction batch file (Salary.dat) and print out transaction report.
- 4.2 Create New Transaction Batch File (Applicable to new transaction records. If you have created transaction records via step 4.1, you can skip the section 4.2.)

Select “Transaction” -> “File Processing”. Then, click “Edit Transaction Record” for manual input transaction records or “Import File” to import records saved before to produce new transaction batch file.

Create new Transaction Batch File screen



File Processing

File Processing

Batch No. 33

Company ID & Name 1 Payroll - abc company

Account No. 01287520005702

Account Name abc company

Transaction Type PAYROLL HKD

Contact Person abc

Telephone No. 11234567

Total No. of Transaction 1

Total Amount 5000.00

Payment Type

Actions:

- New
- Modify
- Delete
- Find
- Save
- Cancel
- Exit

Navigation:

- a. Edit Transaction Record
- b. Use Template
- c. Import File
- d. Transaction Checklist
- Generate File

Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
 Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

a. Create Transaction Record by Manual Input

For payroll, you can click “Add” to input transaction records. In pulldown list, select relevant Staff Name and the system will fill in relevant data (e.g. HKID/passport no., beneficiary account number and account name etc.). You only need to input transaction reference and amount. By default, transaction records will be auto-selected “S” and “F” (Select “S” means transaction to be listed in payroll slip and Tax report; Select “F” means transaction will be included in transaction batch file.)

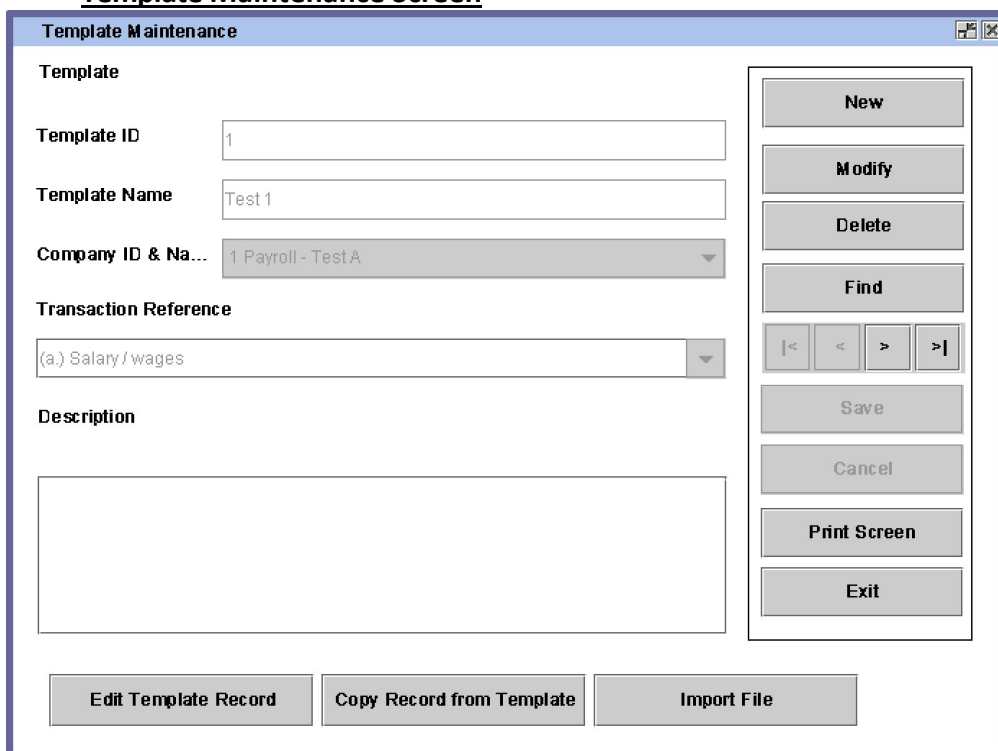
For autopay transaction, you can click “Add” input account name and

amount.

b. Use Template

You can click “Add” to create a new template. System will automatically generate a template no. Select Company and input a template name and then “save” to save the template. In the template, you can click “Edit Template Record” to add new records.

Template Maintenance Screen



The screenshot shows the 'Template Maintenance' window. It contains the following fields and controls:

- Template ID:** A text box containing the value '1'.
- Template Name:** A text box containing the value 'Test 1'.
- Company ID & Na...:** A dropdown menu showing '1 Payroll - Test A'.
- Transaction Reference:** A dropdown menu showing '(a.) Salary / wages'.
- Description:** A large empty text area for entering a description.
- Buttons (Right Side):** A vertical stack of buttons: 'New', 'Modify', 'Delete', 'Find', navigation buttons (|<, <, >, >|), 'Save', 'Cancel', 'Print Screen', and 'Exit'.
- Buttons (Bottom):** Three buttons: 'Edit Template Record', 'Copy Record from Template', and 'Import File'.

c. Import Transaction Batch

Click “Import File” to import transaction records to create new transaction batch file. When “Import File” is selected, a dialogue box will prompt. Click “Open” to import the records. If there is data format mismatch, relevant message will prompt.

For correct import file format, you can refer to detailed PNA User Guide.

File Processing

File Processing

Batch No. 24

Company ID & Name 1 Payroll - uyLI CRAZY

Account No. 01287520017534

Account Name LI CRAZY

Transaction Type PAYROLL HKD

Contact Person TRENT

Telephone No. 24352328

Total No. of Transaction 0

Total Amount 0.00

Payment Type

New
Modify
Delete
Find
< < > >
Save
Cancel
Exit

Edit Transaction Record
Use Template
Import File

Transaction Checklist
Generate File

Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

d. Create transaction batch file

Generate File function can be used to create transaction batch file and/or MPF Contribution File. Input the Value Date and file path to save the file.

File Name

	Payroll	Autopay
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

You can click "OK" to confirm or "Cancel" to go back to previous page.

For transaction file format, please refer to detailed PNA User Guide.

You can preview or print out report and relevant authorization form.

Generate File Screen

Generate File

Generate File

Payroll Period End Date 31 5 2017

☒ Generate Transaction File

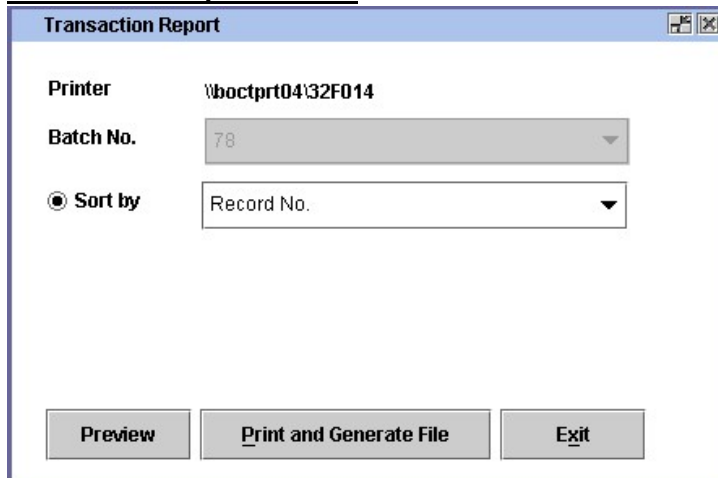
Value Date 30 5 2017

☒ For branch channel submission ☐ For e-channel submission

Choose Path

OK Cancel

Transaction Report Screen



The Transaction Report screen displays the following fields and controls:

- Printer:** \boctprt04\32F014
- Batch No.:** 78 (dropdown menu)
- Sort by:** Record No. (dropdown menu, selected with a radio button)
- Buttons:** Preview, Print and Generate File, Exit

If you do not authorize, system will prompt keep in transaction records.

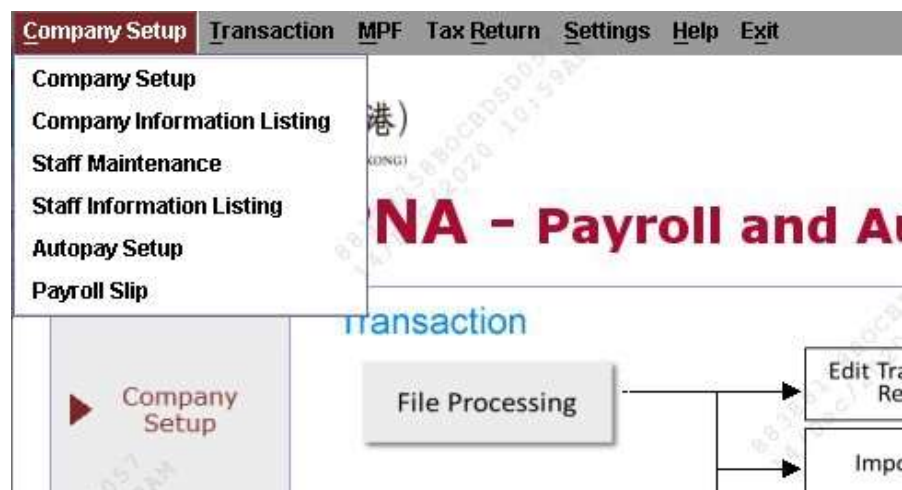
You can click “Print and generate File” and input Approval Code.



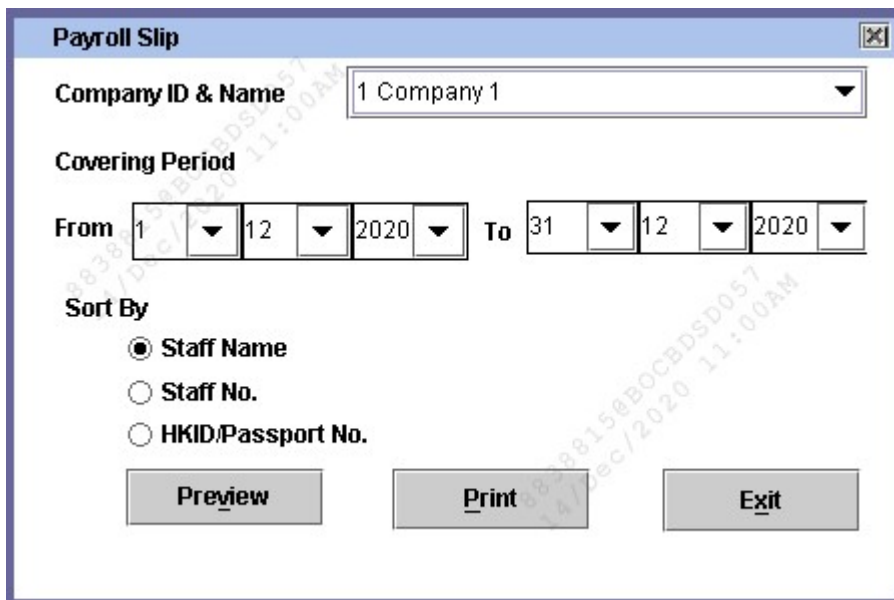
The Approval Code dialog box prompts the user to input an approval code. It includes a text input field and two buttons: OK and Cancel.

5. Print out Payroll Slip

5.1 Select “Company Setup” -> “Payroll Slip”



5.2 In Payroll Slip screen, select Company and input covering period and sorting method. Then, you can preview or print out.



Payroll Slip

Company ID & Name 1 Company 1

Covering Period

From 1 12 2020 To 31 12 2020

Sort By

☒ Staff Name

☐ Staff No.

☐ HKID/Passport No.

Preview Print Exit

6. Tax report

6.1 Create I.R.56B or I.R.56F

PNA Software can provide tax report in electronic mean. For creating tax report, you need to maintain required staff records first.

6.1.1 In "Company Setup" -> "Staff Maintenance" to enter staff records page, select the staff to maintain.

BANK OF CHINA (HONG KONG) LIMITED - PNA (Payroll and Autopay System) (V000)

[Company Setup](#) | [Transaction](#) | [MPF](#) | [Tax Return](#) | [Settings](#) | [Help](#) | [Exit](#)

[Company Setup](#)
[Company Information Listing](#)
[Staff Maintenance](#)
[Staff Information Listing](#)
[Autopay Setup](#)
[Payroll Slip](#)

PNA - Payroll and Au

Welcome for using PNA

With PNA, you can handle

- MPF contribution calculation and generate Contrib
- Payroll, Autopay or Collection and generate Trans
- Tax Return reporting and generate I.R.56B File to

[Company Setup](#)
[Transaction](#)

Staff Maintenance

Company:

Search:

Surname	Othername	Chinese Name	HKID/Passport No.	I.D. Type	Sex	Staff No.	Payroll Account No.	MPF	Tax
AAA	BBB CCC		PA1122233	Passport	Male	11	01287520018401	N	Y
CHAN	CHAN CHAN		PE001122333	Passport	Male		01287511244477	Y	Y
CHAN	CHEUK KIU		A998980(6)	HKID	Male	4	01287520062482	N	Y
CHAN	SO MAN		S869185(3)	HKID	Male	9	01287511244477	N	Y
CHAN	YAT SUM	哈哈	ABCDEFG99912345...	Passport	Female	13	01287520058133	N	Y
CHENG	MEI TING	你好	G046663(7)	HKID	Male	12	00487520026862	N	Y
KAM	WAI HIM		B910778(4)	HKID	Male	2	01287520061955	N	Y
LAM	KA LAM		H362772(3)	HKID	Female	7	01287520065339	N	Y
LEE	KA YIN		C461939(9)	HKID	Female	5	01287520064844	N	Y
LI	HIU YEE		D470702(9)	HKID	Male	3	01287520062123	N	Y
LO	CHING MAN		K188040(3)	HKID	Male	8	01287520065494	N	Y
LUNG	HIU FONG	世雄	E324457(5)	Passport	Male	10	00387511407894	N	Y
SO	WING LAM		D475917(7)	HKID	Female	6	01287520064954	N	Y

6.1.2 After selecting relevant staff record, click “Save” first and then click “Input I.R.56B” or “Input I.R.56F”

Staff Information

☒ Payroll
 ☒ MPF
 ☐ Tax Return
 ☐ Select All
 ☐ Remove All

Surname*	AU	Sex*	Male
Othername*	TSZ FUNG	Title	
Chinese Name		Staff No.	0189
Company ID & Name*	2 ABCDEF	Telephone(M) / Telephone(H)	
Payroll Account No.*	30710123456789012345678	HKID/Passport No.*	Y19 (2)
Payroll Account Name*		I.D. Type*	HKID
Account No. Type*	BBAN - Account Num...	Passport Issue Country/Region	
Payroll Account Bank		Marital Status*	Single
Address* FLT <input type="checkbox"/> FLR <input type="checkbox"/> BLK <input type="checkbox"/>	Spouse's Name		
HSE/Bldg	Spouse's HKID/Passport No.		
EST/ST <input type="checkbox"/> District <input type="checkbox"/> Area* <input type="checkbox"/>	Spouse's I.D. Type		
Date of Birth(dd-mm-yyyy)*	14	7	1998
Date of Employment*	2	7	2013
End of Probation	-	-	-
Date Join Intra-group	-	-	-
Date Join M-Plan*	2	7	2013
Date Join V-Plan	-	-	-
Long Service Pay Amount	Name of Overseas Company		
Severance Pay Amount	Address of Overseas Company		
Termination Date	-	-	-
Termination Reason	Amount		
Principal Employer(if part time)	Payment Advice (Service fee will be charged) N/A		
Employee's Tax File No.	Email Address		
MPF Scheme*	Mobile Number		
Plan No. (M-Plan)*	Effective Date		
M Dummy MPF Q1/12/2000	1	12	2000
Plan No. (V-Plan)	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

6.1.2 In “Input I.R.56B”, click “Add”, “Modify” or “Delete” to input staff residence provided information (if any).

Input - I.R.56B

IR56B

Staff Name Company Name

Particulars of Place of Residence provided

Address	Nature	Period provided (dd-mm-yyyy)		Rent(HK\$) paid during the year			
				Paid to Landlord		Refunded to Employee	Paid to Employer by Employee
		From	To	Employee	Employer		

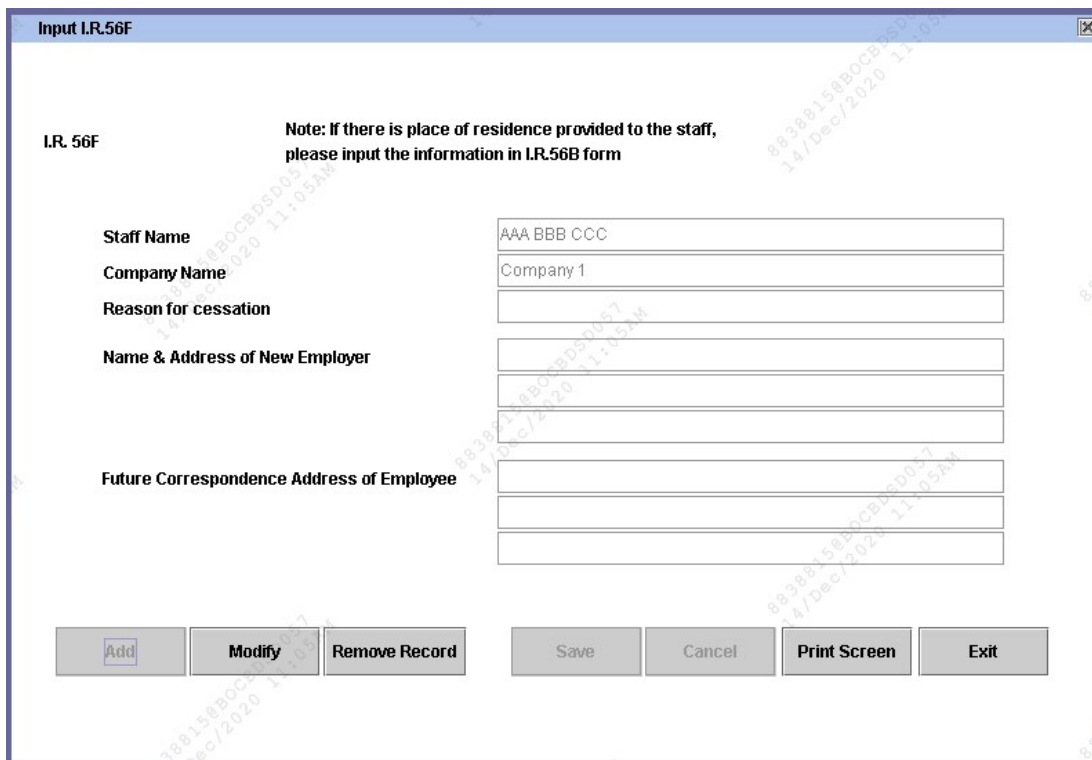
Remarks

REMARKS123REMARKS123

REMARKS123REMARKS123

REMARKS123REMARKS123

6.1.2 In “Input I.R.56F”, click “Add”, “Modify” or “Delete” for staff employee cessation information (if any).



Input I.R.56F

I.R. 56F

Note: If there is place of residence provided to the staff, please input the information in I.R.56B form

Staff Name: AAA BBB CCC

Company Name: Company 1

Reason for cessation:

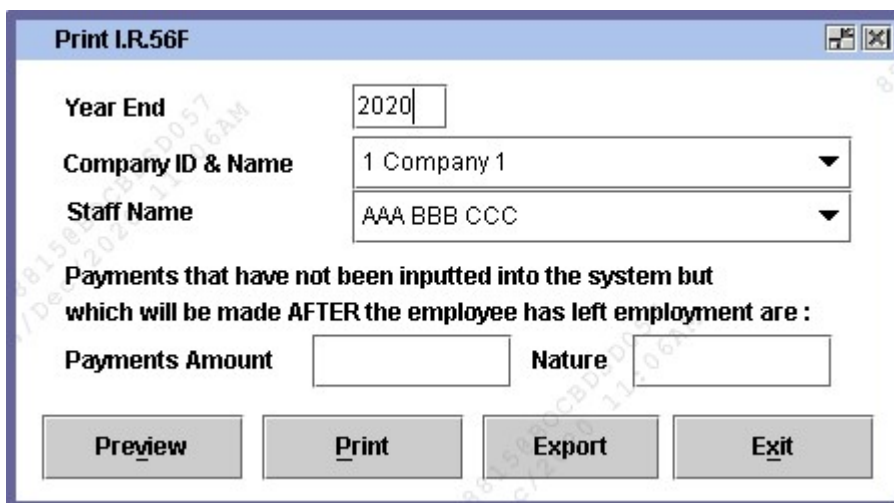
Name & Address of New Employer:

Future Correspondence Address of Employee:

Buttons: Add, Modify, Remove Record, Save, Cancel, Print Screen, Exit

6.2 Create I.R.56B or I.R.56F report

Select Tax Return->Tax Report and File-> I.R.56B / I.R.56F. Under Print I.R.56B or Print I.R.56F, click “Preview”, Print or “Export”.



Print I.R.56F

Year End: 2020

Company ID & Name: 1 Company 1

Staff Name: AAA BBB CCC

Payments that have not been inputted into the system but which will be made AFTER the employee has left employment are :

Payments Amount: Nature:

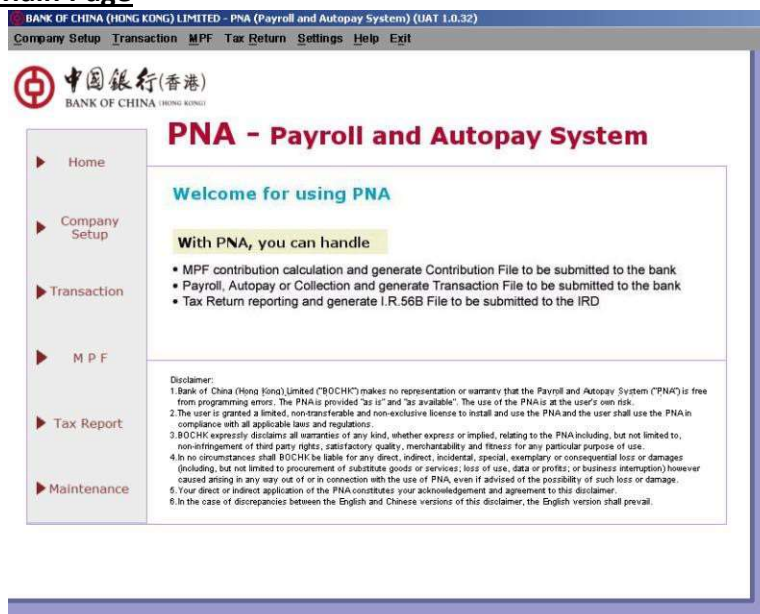
Buttons: Preview, Print, Export, Exit

7. Other functions

7.1 Main Page

After login to system, Main page will be shown. You can select Company Setup, Transaction, MPF, Tax Report and Maintenance.

Main Page



7.2 User Type and Authorities

There are 2 types of users in PNA, Manager and Administrator, with authorities as below.

User ID	Authorities
I. MANAGER	<ol style="list-style-type: none"> 1. Company Maintenance 2. Staff / Non-Staff Record Maintenance 3. Transaction: Edit Transaction Record 4. Template Maintenance 5. MPF 6. Tax Return: Input I.R. forms 7. Transaction: Generate File 8. Transaction History Maintenance 9. Generate IR56B File 10. Tax Return: Print I.R forms 11. Restore Database 12. Migrate Database 13. Backup Database 14. Clear History 15. Change Active User 16. Change Own Password 17. Reset Own Approval Code
II. ADMIN	<ol style="list-style-type: none"> 1. Reset Password 2. Change Password 3. Reset Approval Code 4. Change Approval Code

7.3 Operation Flow Overview

Operation Flow Overview	
A. Input:	
1. Create company record in "Company Setup"	
2. Import MPF Scheme (Applicable to MPF customer of BOCI-Prudential Trustee Ltd only)	
3. Create staff record in "Staff Setup" (for payroll transactions) or autopay record in "Autopay Setup" (for autopay -out or autopay-in transactions)	
B. Process:	
1. In "Transaction", go to "File Processing" to add a transaction batch and then go to "Edit Transaction Record", "Use Template", or "Import File" to create transaction records	
2. Print or preview the "Transaction Listing" before generating file	
3. Click "Generate File" to generate a transaction file or contribution file	
C. Output	
Transaction File / Contribution File / IR56B Files / Reports	
D. Follow Up:	
1. Print transaction report/remittance statement for reference	
2. Have the corresponding "Consignment Letter" for transaction/contribution (if any) files signed by the authorised person(s) with your company chop	
3. Upload transaction (if any) files through Corporate Internet Banking or submit them to your nearest BOCHK branch	
E. Enquiry	
1. Go to "Contribution Enquiry" to view MPF contributions	
2. Go to "Transaction History Maintenance" to view payroll/ autopay-out / autopay-in transactions by batch number	
F. Adjustment:	
Go to "Transaction History Maintenance" to modify transaction records and then re-generate files to confirm the modification(s)	

7.4 Staff Maintenance

Select Company Setup->Staff Maintenance, you can add, enquiry or amend existing staff records. You can search relevant records by staff name or company name.



PNA QUICK GUIDE V1220

a. In Staff Information screen, select functions first.

- Payroll
- MPF
- Tax Return

Please note that information required depends on functions selected.
Functions available depends on total functions the company has applied.

b. I.R. Report

I.R.56B and I.R.56Fare provided. Please input relevant information if Tax Return is selected. Before creating I.R.56B, all relevant staff records for I.R.56B need to be maintained.

7.5 Autopay Setup

Autopay Information

You can “Add”, “Modify” or “Delete” Autopay records being selected.

Autopay Information

☒ Autopay Out (Payment)
 ☐ Autopay In (Collection)
 ☐ Tax Return

Company ID & Name	2 ABCDEF	Sex		<div>New</div> <div>Modify</div> <div>Delete</div> <div>Find</div> <div> <div><</div> <div>></div> </div> <div>Save</div> <div>Cancel</div> <div>Exit</div>
Destination A/C No.	abc__grstuvwx@gma	Title		
Destination A/C Name	WONG YUK WAI KEN	HKID No.		
Destination A/C No. Type	EMAL+ Email A...	Marital Status		
Destination A/C Bank*	012	Spouse's Name		
Business Name of Recipient		Spouse's HKID/Passport No.		
B.R.No. of Recipient		Spouse's ID Type		
Name of Recipient		Spouse's Passport Issue Country/R.		
Chinese Name of Recipient		Capacity		
Payment Advice	N/A	Correspondence Address		
Mobile Number				Input I.R. 56M
Email Address				

a. Functions

Before Input Autopay Information, please select below functions and make relevant data input.

- Autopay Out (Payment)

- Autopay In (Collection)
- Tax Return

Please note that information required depends on functions selected.
Functions available depends on total functions the company has applied.

7.6 MPF

You can input MPF Scheme, setup Voluntary Contribution and enquiry Contribution records.

a Import MPF Scheme File (only applicable to BOC prudential MPF Customers)

Import relevant MPF scheme and the system will calculate relevant contribution information.

b Income Definition (only applicable to BOC prudential MPF Customers)

For Voluntary Contribution, you can setup the income definition.

c Contribution Enquiry

According to the criteria selected, you can enquire staff's contribution amount on a designated date. Contribution Enquiry Report: This report can provide contribution enquiry results. Contribution Record Report: This report can provide contribution history records.

Contribution Enquiry Screen

Contribution Enquiry

Contribution Enquiry

Company ID & Name

1 Test Comp

Covering Period From

22 5 2016

Staff Name

KWAN HENRY

Staff No.

HKID / Passport No.

Sort By

Staff Name

☐ First Contribution Only

Search

Report of Contribution Enquiry

Report of Contribution History

Export File

<

>

<

>

Generate File Date/Time

11/05/2017 01:16:22

(dd/mm/yyyy hh:mm:ss)

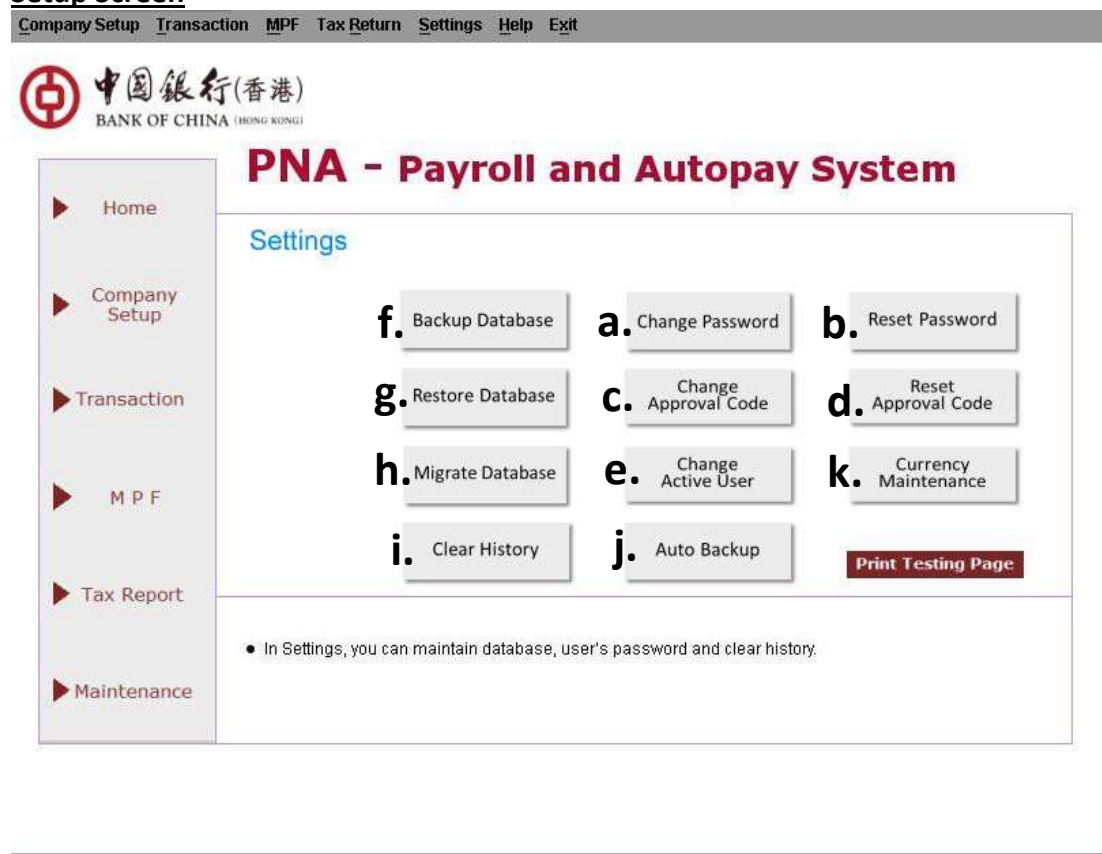
Seq. No.	Staff Name	Plan No.	Covering Period From	Covering Period To	Rel. Income	ER Cont	EE Cont	First Cont
1	KWAN HENRY	M	01-May-2017	31-May-2017	60000.0	1500.0	1500.0	

Exit

7.7 Setup

You can manage the database and user password here.

Setup Screen



a. Change Password

User should regularly change their password. Password should be 6 to 12 characters and cannot be the same as previously used passwords.

b. Reset Password

If user password has been locked, Admin User can reset it.

c. Change Approval Code

User should regularly change their Approval Code. Approval Code should be 6 to 12 characters and cannot be the same as previously used Approval Code.

d. Reset Approval Code (only applicable to Admin User)

If user Approval Code has been locked, Admin User can reset it.

e. Change Active User

This function can change role of users without logout the system. Input user name and password and “OK” or “Cancel” to proceed.

f. Backup Database

This function is used for backup the exiting PNA Database. Click the “Browse” button to choose the destination that you want to backup the database file.

g. Restore Database

This function is used to restore the PNA Database. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed.

h. Migrate Database

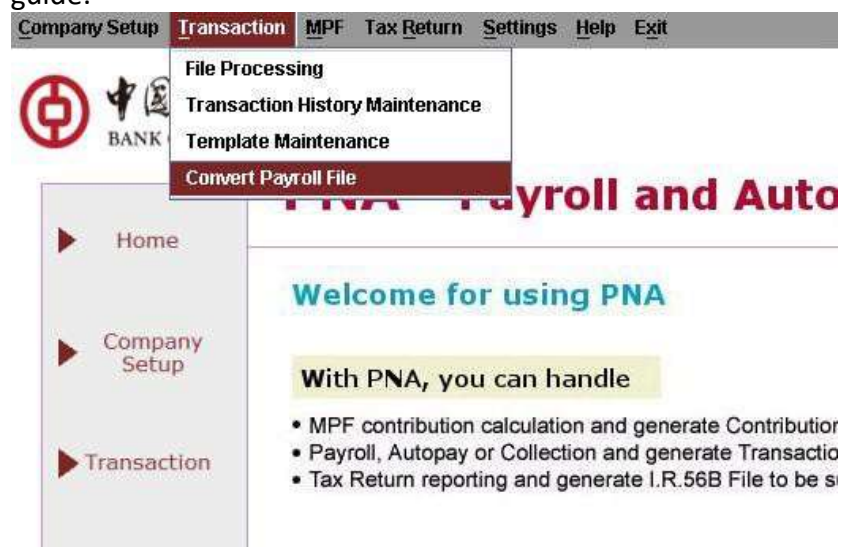
This function is used to migrate database from an old software version to a new PNA software version. For example, software version 1.0 is saved in computer A while software version 2.0 is saved in computer B. Click the “Browse” button to choose the source that you want to restore the file.

i. Auto Backup

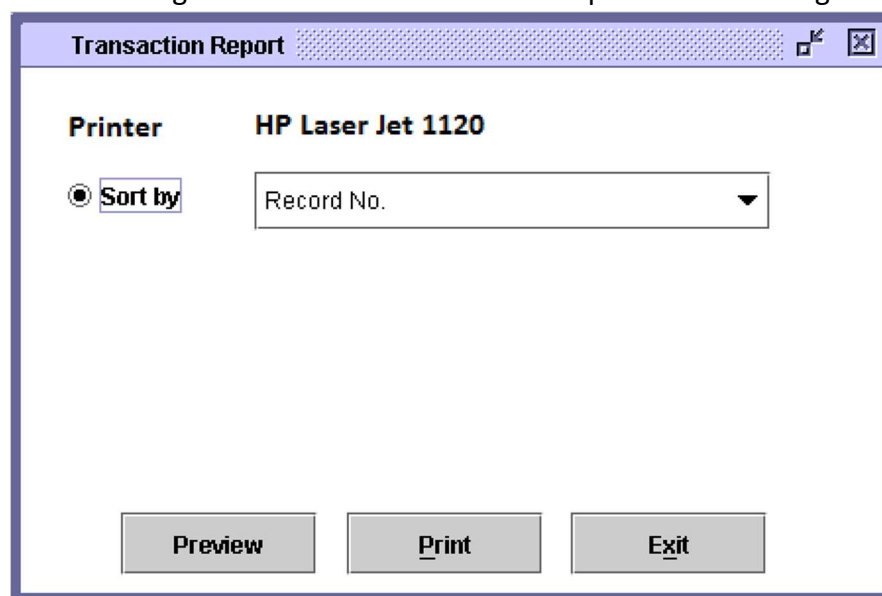
This function is used to auto backup PNA Database. You only need to set once for this function. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

7.8 Convert Payroll or MPF Contribution File

If you use BOC Prudential Software (PayEasy or SmartCon) or other 3rd-party Payroll or MPF Contribution File, you can use this function to convert to KPI encrypted file (.pna) and print out authorization letter that can be submitted to the bank's branch. For detail, please refer to Appendix 7 in PNA detailed user guide.



Window for generation of the transaction report and confirm generation of file.



8. System requirement

Recommended hardware and software

Hardware minimum requirement

1. CPU : Intel Core 2 Duo@2.0GHz
2. VGA Monitor with display resolution: of 1024 x 768
3. (Hard Disk) with storage not less than 1GB RAM
4. CD / DVD writer or
5. USB Thumbflash Drive
6. Printer
7. Mouse

8. OS minimum requirement

Windows 7XP

9. Technical Supports

For enquires on payroll and autopay functions, please contact BOCHK's Corporate Customer Service Hotline at +852 3988 2288. For enquiries on BOC Prudential MPF services, please contact BOCI-Prudential MPF Administration Hotline: +852 2929 3030

Disclaimer

1. Bank of China (Hong Kong) Limited ("BOCHK") makes no representation or warranty that the Payroll and Autopay Software ("PNA") is free from programming errors. The PNA is provided "as is" and "as available". The use of the PNA is at the user's own risk.
2. The user is granted a limited, non-transferable and non-exclusive license to install and use the PNA and the user shall use the PNA in compliance with all applicable laws and regulations.
3. BOCHK expressly disclaims all warranties of any kind, whether express or implied, relating to the PNA including, but not limited to, non-infringement of third-party rights, satisfactory quality, merchantability and fitness for any particular purpose of use.
4. In no circumstances shall BOCHK be liable for any direct, indirect, incidental, special, exemplary or consequential loss or damages (including, but not limited to procurement of substitute goods or services; loss of use, data or profits; or business interruption) however caused arising in any way out of or in connection with the use of PNA, even if advised of the possibility of such loss or damage.
5. Your direct or indirect application of the PNA constitutes your acknowledgement and agreement to this disclaimer.
6. In the case of discrepancies between the English and Chinese versions of this disclaimer, the English version shall prevail.

BOCHK Payroll and Autopay Software (PNA) User guide

Aug 2024

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Introduction

What is PNA?

BOCHK Payroll and Autopay System (PNA) is an integrated system for you to manage autopay and payroll in a single platform. It helps you to prepare autopay and payroll transactions, payroll slips and MPF slips, employer's tax return forms and the data files in online tax return format.

1. Benefits of Using PNA

- Simple - provides a user-friendly interface for inputting staff records and autopay instructions.
- Secure - Usage of checksum function which protects the data files against unauthorized alterations.
- Flexible - accepts transactions imported from Excel / Text files for preparation of autopay instructions.
- Convenient - staff records are organized in a systematic way which helps you prepare tax return in electronic means.

This user guide is written on the basis of the operation system of Windows. Since the operation of different hardware and softwares may vary from this user guide, should you have any query or problem during the installation, please feel free to contact the Bank.

This user guide is only for introducing the operation of PNA.

2. Service Scope

This system provides payroll and autopay transaction functions and accepts below account type and currencies:

2.1. Account Type

2.1.1 Payer

In-group HKD/ CNY current account or HKD/ CNY saving account of BOCHK

2.1.2 Payee

- i) In-group HKD/CNY current account or HKD/CNY saving account BOCHK
- ii) Out-group HKD/CNY account which is not mentioned in the above

2.2. Currency

- i) HKD
- ii) CNY

2.3. System functions:

- i) System provides Tradition Chinese/ Simplified Chinese/ English interface for customer to choose from
- ii) Staff information Management (Staff information, Generation of staff list)
- iii) Payroll Management (Payroll information, Generation of payroll transaction file, Tax return Management)
- iv) MPF Management (MPF calculation, Generation of contribution file)
- v) Autopay Management (Create Autopay-in/ out template , Generation of Autopay-in/ out transaction file)
- vi) Report Management (Payroll slip, Tax Return file (IR56B / IR56F)
- vii) System Maintenance (Create company information, Change password, System setting, Database migration)

3. Hardware minimum requirement

1. CPU: Intel Core 2 Duo@2.0GHz
2. VGA Monitor with display resolution of 1024 x 768
3. (Hard Disk) with storage not less than 1GB RAM
4. CD / DVD writer or USB flash drive
5. Inkjet printer
6. Mouse

3.1 PC minimum requirement

Windows 7

3.2 Paper requirement

A4 paper (Plain)

3.3 CD / DVD/ USB flash drive handling

i. CD

Customer can use CD-R / CD-RW for submitting transaction details to the Bank. The Bank will not return the disc after use.

ii. DVD

Customer can use DVD-R / DVD+R / DVD-RW / DVD+RW for submitting transaction details to the Bank. The Bank will not return the disc after use.

iii. USB Flash Drive

Customer can use USB flash drive for submitting transaction details to the Bank. For the sake of security, it is recommended to replace the USB flash drive periodically.

4. General Functions

4.1 Installing and Uninstalling of PNA Software

4.1.1 Downloading Software

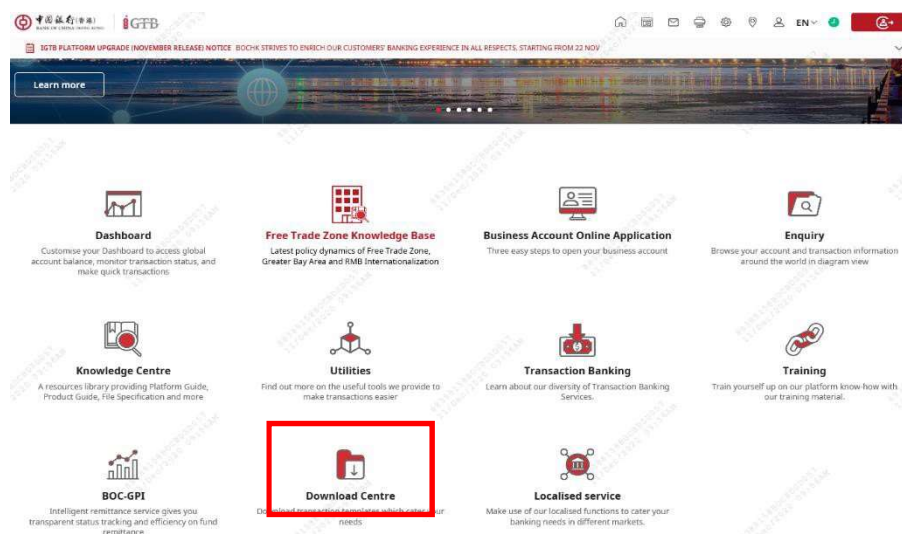
4.1.1.1 Downloading via BOCHK Website

The new Payroll and Autopay Software, and the installation guide download web address:

[Home > Corporate Banking > Cash Management Services > Corporate Payment Management Solution > Payroll Service]

(<https://www.bochk.com/en/corporate/cashmgt/paymentmgt/payroll.html>)

4.1.1.2 Downloading PNA Software from "Download Centre" and installation guide from "Knowledge Centre" of iGTB NET



You will need to download 6 files, which shall be saved under the same directory.



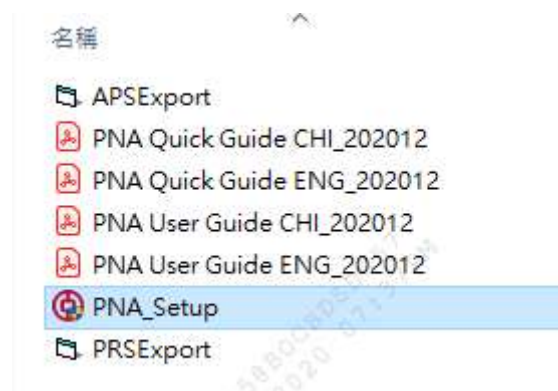
4.1.2 Installing Software

Go to the directory where the downloaded files are saved. Double click “PNA_Software.zip” to extract the files. (If you download the PNA Software from iGTB NET, you will get 6 files in total. Double click “PNA_Software.zip” to extract the files.)

↓ > 本機 > 下載

名稱	修改日期	類型	大小
PNA_Software_V000000001.z05	2020/12/10 6:44 ...	Z05 檔案	25,600 KB
PNA_Software_V000000001.z04	2020/12/10 6:44 ...	Z04 檔案	25,600 KB
PNA_Software_V000000001.z03	2020/12/10 6:44 ...	Z03 檔案	25,600 KB
PNA_Software_V000000001.z02	2020/12/10 6:44 ...	Z02 檔案	25,600 KB
PNA_Software_V000000001.z01	2020/12/10 6:44 ...	Z01 檔案	25,600 KB
PNA_Software_V000000001	2020/12/10 6:45 ...	WinRAR ZIP archi...	6,393 KB

You will get 7 files after extraction. Double click “PNA_Setup.exe” and choose the installation directory to install the software.



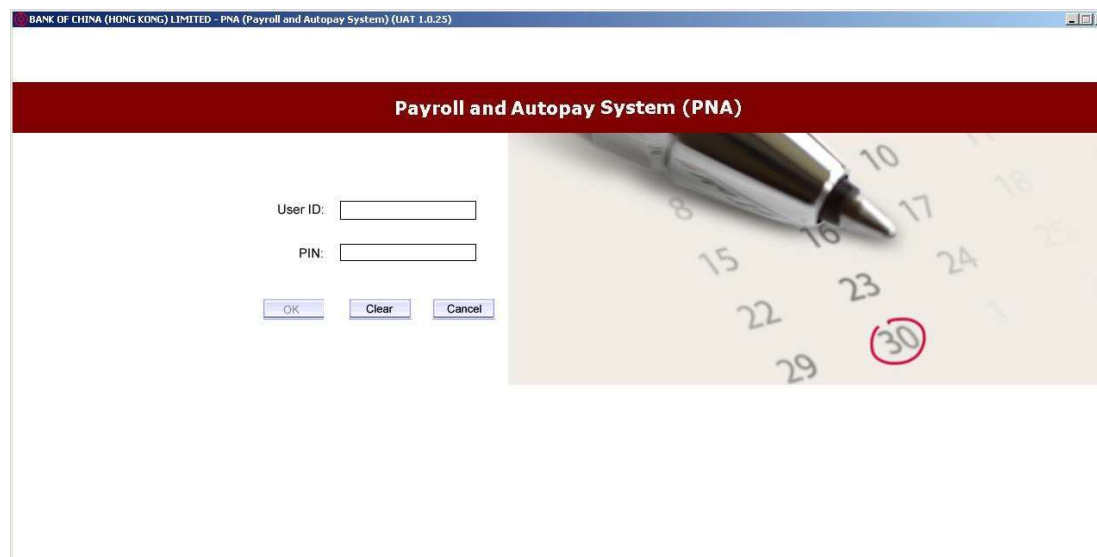
4.1.3 Uninstalling Software

Open “My Computer” and go to the installation directory of the PNA software (eg. C:\PNA\). Double click “Uninstall PNA.exe” to uninstall the PNA Software.

4.2 Login

Please input User ID and PIN to login PNA.

Login Screen



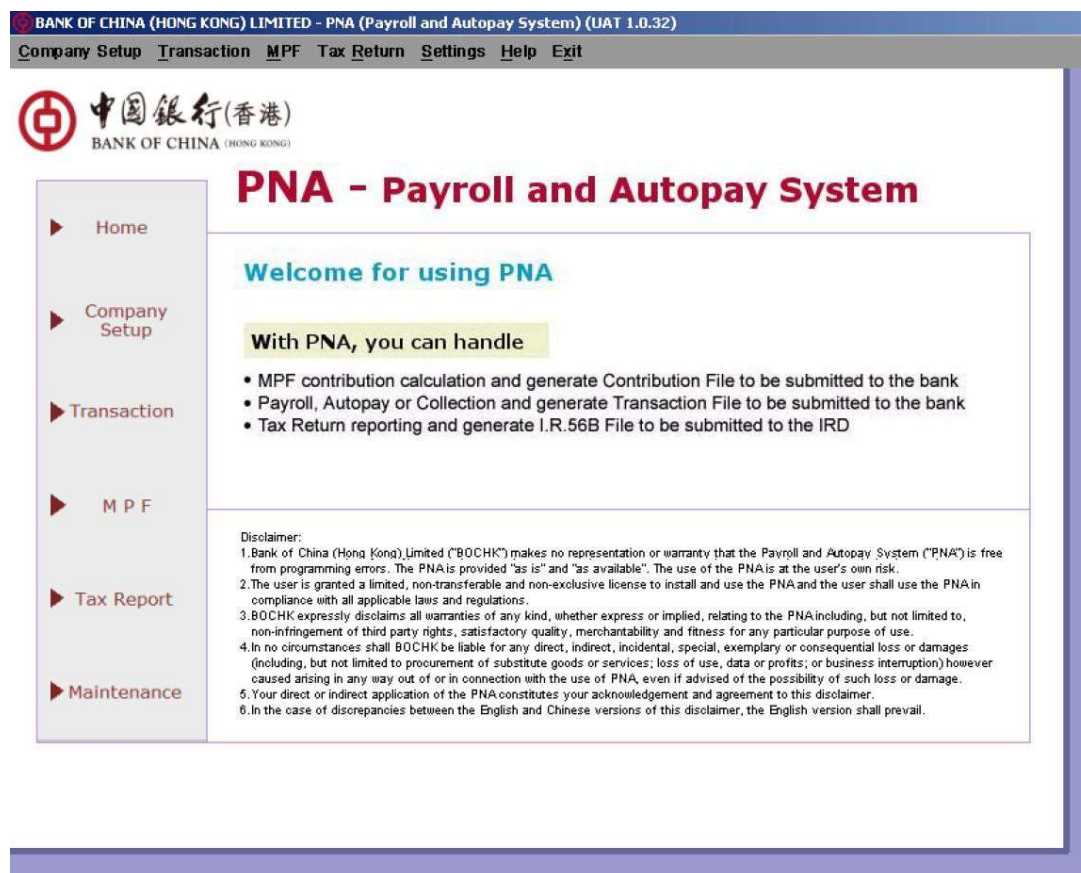
After you click the “OK” button, system will check your user password. If you has entered incorrect password for three times, then your account will be blocked. Please contact your Admin to reset password for you. You can click “Cancel” button to exit the System.

If it is your first time to login the system, you are required to change the password, otherwise, you cannot access all other functions.

4.3 Main Menu


After login to the system, a Main Menu Screen will be shown. Main Menu screen allows you to access different functions provided by the system such as Company Setup, Transaction, Tax return, MPF and Settings etc.

Main Menu Screen



BANK OF CHINA (HONG KONG) LIMITED - PNA (Payroll and Autopay System) (UAT 1.0.32)

Company Setup Transaction **MPF** Tax Return Settings Help Exit

 中國銀行(香港)
BANK OF CHINA (HONG KONG)

PNA - Payroll and Autopay System

Welcome for using PNA

With PNA, you can handle

- MPF contribution calculation and generate Contribution File to be submitted to the bank
- Payroll, Autopay or Collection and generate Transaction File to be submitted to the bank
- Tax Return reporting and generate I.R.56B File to be submitted to the IRD

Disclaimer:

1. Bank of China (Hong Kong) Limited ("BOCHK") makes no representation or warranty that the Payroll and Autopay System ("PNA") is free from programming errors. The PNA is provided "as is" and "as available". The use of the PNA is at the user's own risk.
2. The user is granted a limited, non-transferable and non-exclusive license to install and use the PNA and the user shall use the PNA in compliance with all applicable laws and regulations.
3. BOCHK expressly disclaims all warranties of any kind, whether express or implied, relating to the PNA including, but not limited to, non-infringement of third party rights, satisfactory quality, merchantability and fitness for any particular purpose of use.
4. In no circumstances shall BOCHK be liable for any direct, indirect, incidental, special, exemplary or consequential loss or damages (including, but not limited to procurement of substitute goods or services; loss of use, data or profits; or business interruption) however caused arising in any way out of or in connection with the use of PNA, even if advised of the possibility of such loss or damage.
5. Your direct or indirect application of the PNA constitutes your acknowledgement and agreement to this disclaimer.
6. In the case of discrepancies between the English and Chinese versions of this disclaimer, the English version shall prevail.

Home
Company Setup
Transaction
MPF
Tax Report
Maintenance

4.4 User Types and Functions

There are 2 types of user: Manager and Administrator and their authorities are as follow.

User ID	Authorities
I. MANAGER	<ol style="list-style-type: none"> 1. Company Maintenance 2. Staff / Non-Staff Record Maintenance 3. Transaction: Edit Transaction Record 4. Template Maintenance 5. MPF 6. Tax Return: Input I.R. forms 7. Transaction: Generate File 8. Transaction History Maintenance 9. Generate IR56B File 10. Tax Return: Print I.R forms 11. Restore Database 12. Migrate Database 13. Backup Database 14. Clear History 15. Change Active User 16. Change Own Password 17. Reset Own Approval Code
II. ADMIN	<ol style="list-style-type: none"> 1. Reset Password 2. Change Password 3. Reset Approval Code 4. Change Approval Code

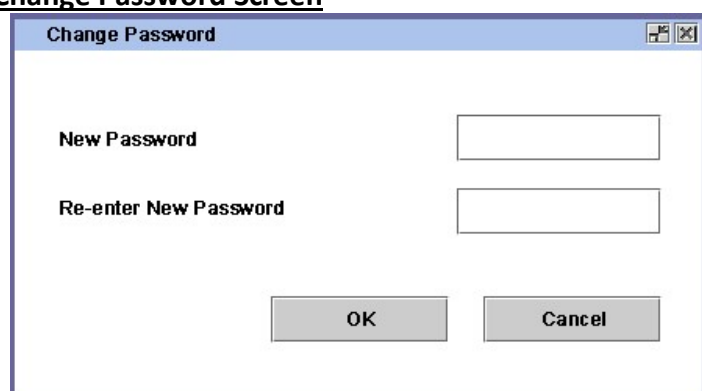
4.5 Change Password

This function allows you to change password. To access the function, you can click the button “Change Password” under the menu of Settings.

Please enter a new password in the textbox and then click “OK”. The password will be changed when a new password and the confirm password are matched. You can click “Cancel” to return to the main menu.

User should change this password after the first login. The new password should be minimum 6 and maximum 12 alphanumeric characters. The new password cannot be the same as the previous one. For the sake of security, please change your password regularly.

Change Password Screen



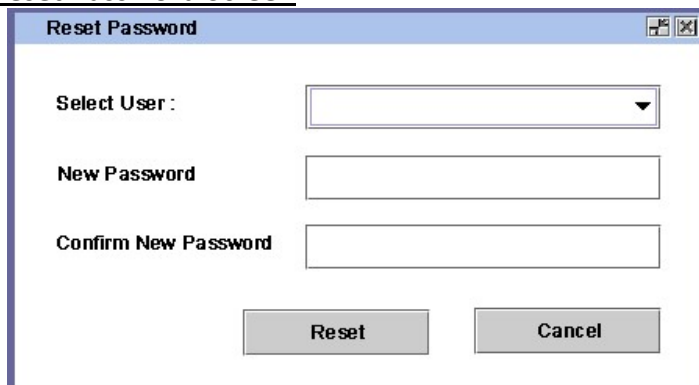
The image shows a 'Change Password' dialog box with a blue title bar. Inside, there are two text input fields. The first field is labeled 'New Password' and the second is labeled 'Re-enter New Password'. Below these fields are two buttons: 'OK' and 'Cancel'.

4.6 Reset Password

To access the function, you can click the button “Change Password” under the menu of Settings.

This function is only available for the “Admin”. Admin can reset password for the user account that was blocked.

Reset Password Screen



The screenshot shows a window titled "Reset Password". Inside the window, there are three input fields: "Select User :" (a dropdown menu), "New Password" (a text box), and "Confirm New Password" (a text box). At the bottom of the window, there are two buttons: "Reset" and "Cancel".

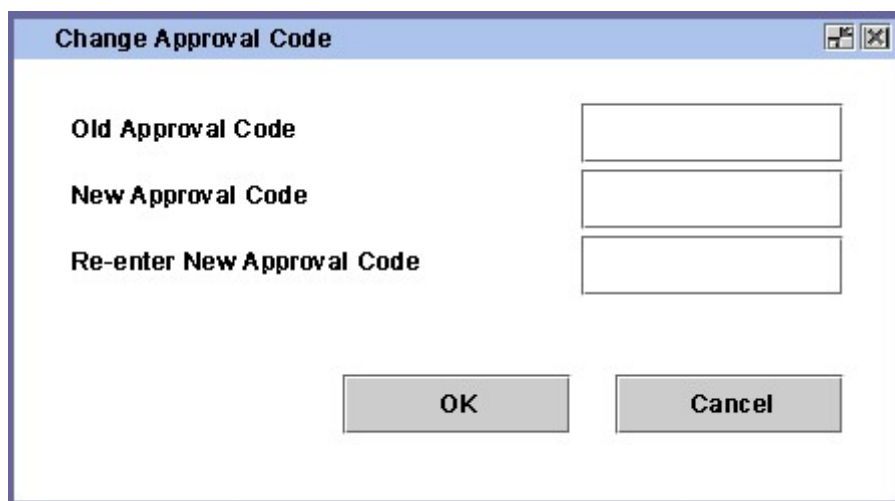
4.7 Change Approval Code

This function allows you to change approval code. To access the function, you can click the button “Change Approval Code” under the menu of Settings.

Please enter a new password in the textbox and then click “OK”. You can click “Cancel” to return to the main menu.

The new approval code should be minimum 6 and maximum 12 alphanumeric characters. It cannot be the same as the previous one. For the sake of security, please change your password regularly.

Change Approval Code Screen

A screenshot of a Windows-style dialog box titled "Change Approval Code". It contains three text input fields labeled "Old Approval Code", "New Approval Code", and "Re-enter New Approval Code". At the bottom, there are two buttons: "OK" and "Cancel".

Change Approval Code	
Old Approval Code	<input type="text"/>
New Approval Code	<input type="text"/>
Re-enter New Approval Code	<input type="text"/>
<div>OK Cancel</div>	

4.8 Reset Approval Code

To access the function, you can click the button “Reset Approval Code” under the menu of Settings.

This function is only available for the “Admin”. Admin can reset approval code to initial value.

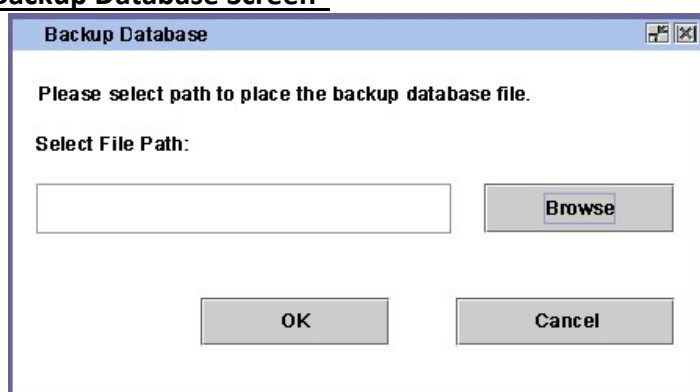
4.9 Backup Database

To access the function, you can click the button “Backup Database” under the menu of Settings.

This function is used for backup the exiting PNA Database. Click the “Browse” button to choose the destination that you want to backup the database file.

You can click “OK” to process or click “Cancel” to return to the main menu.

Backup Database Screen

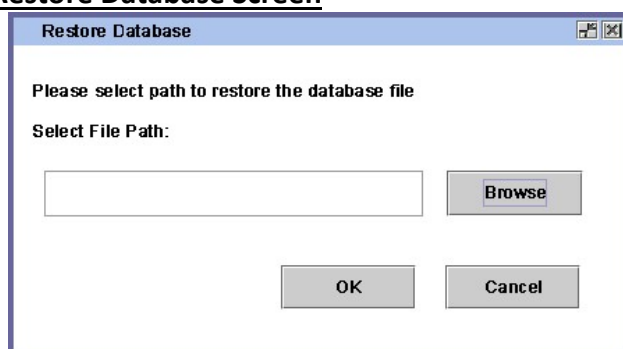


4.10 Restore Database

To access the function, you can click the button “Restore Database” under the menu of Settings.

This function is used to restore the PNA Database. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed.

Restore Database Screen



The dialog box titled "Restore Database" contains the following elements:

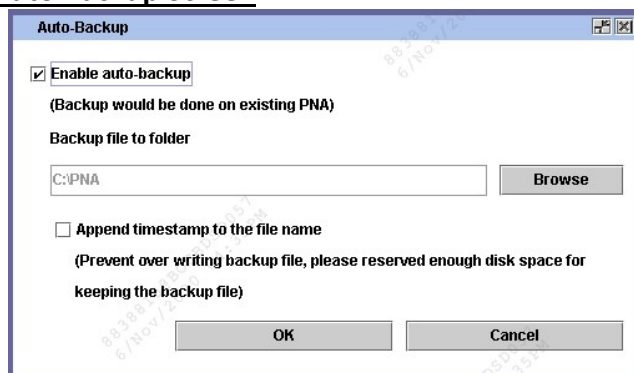
- Text: "Please select path to restore the database file"
- Text: "Select File Path:"
- A text input field.
- A "Browse" button.
- "OK" and "Cancel" buttons at the bottom.

4.11 Auto Backup

To access the function, you can click the button “Auto Backup” under the menu of Settings.

This function is used to auto backup PNA Database. You only need to set once for this function. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

Auto Backup Screen



The dialog box titled "Auto-Backup" contains the following elements:

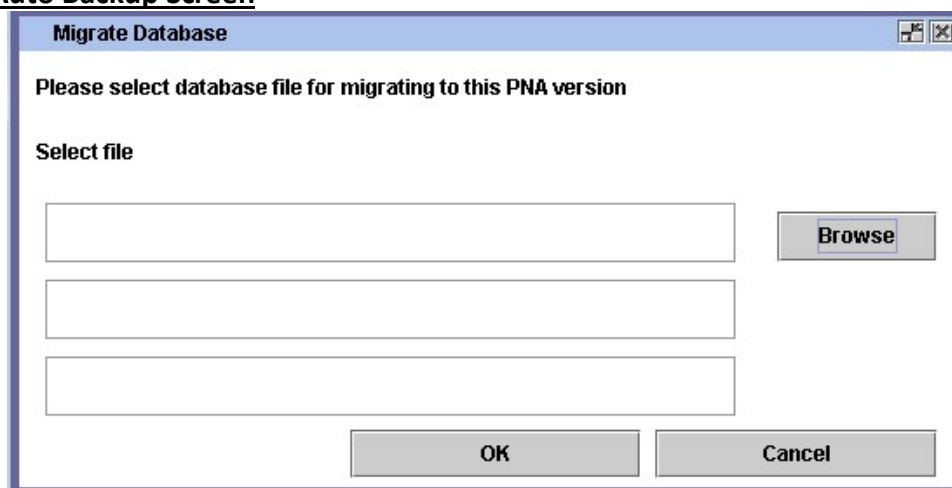
- ☒ Enable auto-backup
(Backup would be done on existing PNA)
- Text: "Backup file to folder"
- A text input field containing "C:\PNA".
- A "Browse" button.
- ☐ Append timestamp to the file name
(Prevent over writing backup file, please reserved enough disk space for keeping the backup file)
- "OK" and "Cancel" buttons at the bottom.

4.12 Migrate Database

To access the function, you can click the button “Migrate Database” under the menu of Settings.

This function is used to migrate database from an old PNA software version to a new PNA software version. For example, software version 1.0 is saved in computer A while software version 2.0 is saved in computer B. Customer needs to make use of this function to migrate the database from computer A to computer B. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

Auto Backup Screen



4.13 Exit

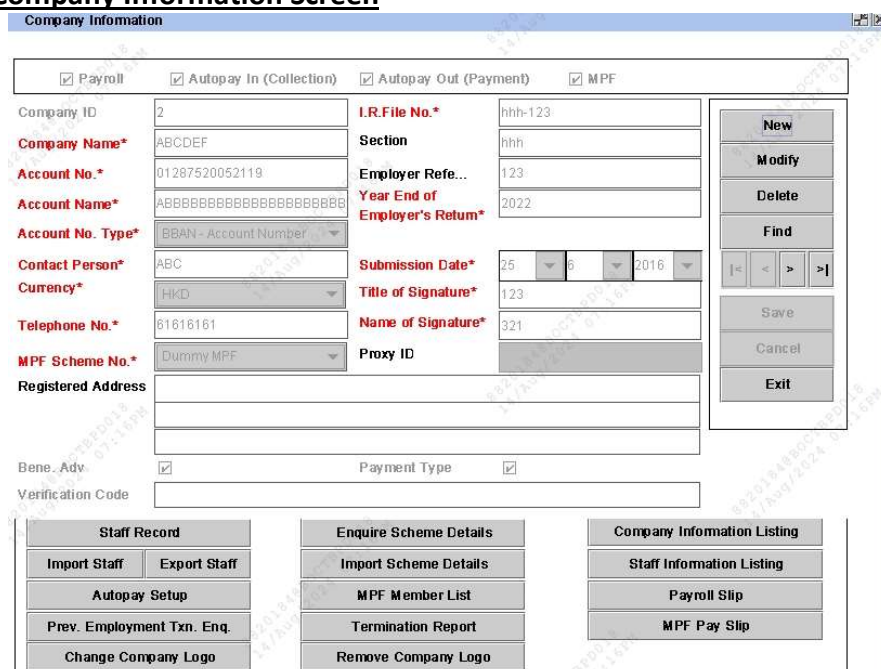
To access the function, you can click the button “Exit” under the menu of Exit. The PNA system will exit and all the current action will not be saved.

5. Company and Staff Maintenance

5.1 Input Company Information

This function is used for maintaining the Company information in the PNA System. You can click the button “Company Setup” under the menu of Company Setup.

Company Information Screen



Company Information

☒ Payroll
 ☒ Autopay In (Collection)
 ☒ Autopay Out (Payment)
 ☒ MPF

Company ID: 2 I.R.File No.*: hhh-123
 Company Name*: ABCDEF Section: hhh
 Account No.*: 01207520052119 Employer Refe...: 123
 Account Name*: ABBBBBBBBBBBBBBBBBBB Year End of Employer's Return*: 2022
 Account No. Type*: BBAN - Account Number
 Contact Person*: ABC Submission Date*: 25/8/2016
 Currency*: HKD Title of Signature*: 123
 Telephone No.*: 61616161 Name of Signature*: 321
 MPF Scheme No.*: Dummy MPF Proxy ID:
 Registered Address:
 Bene. Adv. ☒ Payment Type ☒
 Verification Code:

Buttons: New, Modify, Delete, Find, Save, Cancel, Exit

Bottom Menu:

- Staff Record: Import Staff, Export Staff, Autopay Setup, Prev. Employment Txn. Enq., Change Company Logo
- Enquire Scheme Details: Import Scheme Details, MPF Member List, Termination Report, Remove Company Logo
- Company Information Listing: Company Information Listing, Staff Information Listing, Payroll Slip, MPF Pay Slip

You can click the “New” button to add a new company record. There are following functions: Payroll, Autopay-in, Autopay-out and MPF. Besides MPF, the rest of the functions are enabled based on your selection in the application form. You need to input the fields that are marked in RED. System will check the information after you click the “Save” button. Error message will be prompted if you have missed out the input of any one of the mandatory fields or if the inputted data is found un-matched with the System format. When all the inputted information is valid, the message, “Save record Successfully” will be prompted.

The above functions are controlled by the verification code provided by the Bank. Verification code is required to enter for the company set up for

the first time. It is a code embedded in the password letter provided by the Bank via email sent to the designated email address written in the application form after successful application. It is 16-digit alphanumeric characters. For the amendment of the company information, e.g. adding Autopay-In service, the Bank will issue another email with new verification code.

If you are the MPF customer of BOCI- Prudential Trustee Ltd (BOCI- Prudential), you can use "Import Scheme Details" under this page or under MPF menu to import BOCI-Prudential Scheme. For details, please refer to point 7.1. If you are not the MPF customer of BOCI- Prudential, you can select the "Dummy MPF" plan to calculate MPF. For details, you may refer to point 7.3. If you do not wish to use the MPF function, you may uncheck the MPF selection on staff level under "Staff Setup". For details, you may refer to point 5.2.

You can click "Cancel" button to cancel the current action and return to the previous screen.

You can click the "Modify" button to modify the company record and then click the "save" button to save the record.

You can click the "Delete" button to delete the company record. A confirmation message will be prompted to ensure the delete of the company record. If you click "OK", the company record AND all records related to the company will be deleted at the same time. If you click "Cancel", the delete action will be cancelled.

You can click the "Find" button to find the company information. Simply input the company name and then click "Find Next" to proceed or click "Cancel" to cancel the action and return to the previous screen.

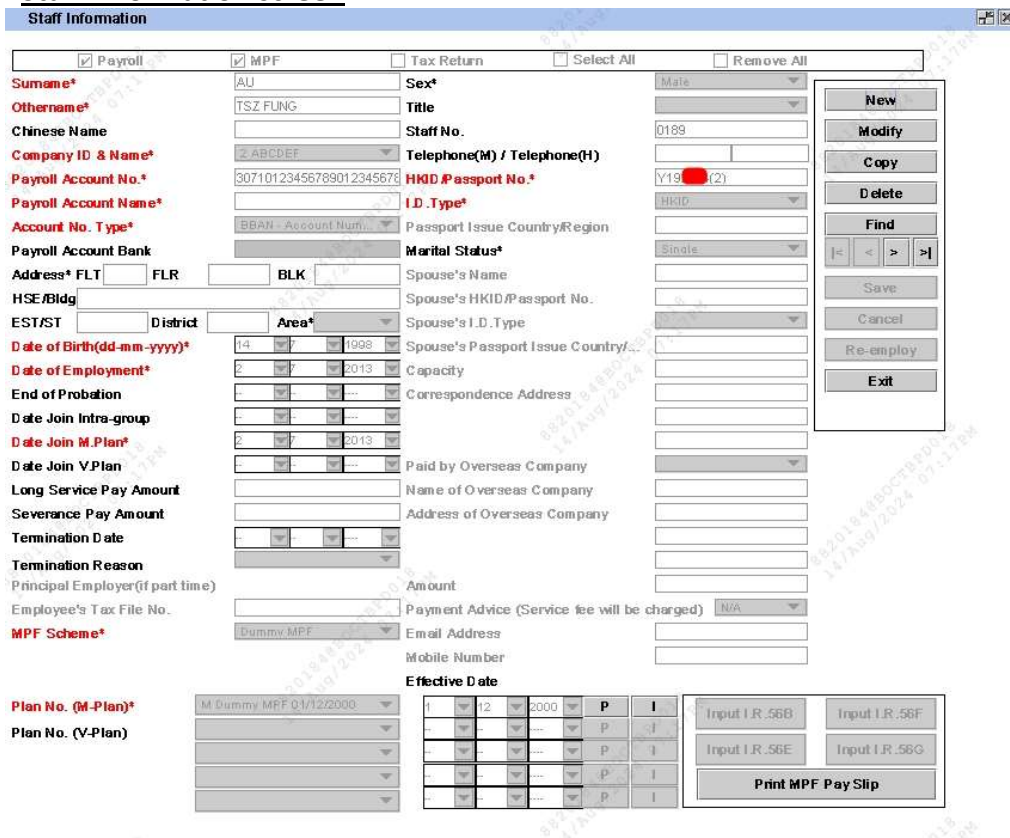
You can click the pervious button ("<") to display the previous company record on the screen according to the company ID sequence and click the next button (">") to display the next company record. On the other hand, you can click the ("|<") to find the first company record and click the (">|") to find the last company record.

You can also add the company logo by press the "Change Company Logo" button, and the company logo will be displayed in the pay slip. The recommend resolution for the image file is 565 x 70 pixels. You can click "exit" to return to the main menu.

5.2 Input Staff Information

This function is used for maintaining the staff records for a company. To access Staff Information, you can click the button “Staff Record” under the menu of “Company Setup”.

Staff Information screen



The screenshot displays the "Staff Information" screen with the following sections and fields:

- Navigation:** Payroll (checked), MPF (checked), Tax Return, Select All, Remove All.
- Personal Information:**
 - Surname*: AU
 - Othername*: TSZ FUNG
 - Chinese Name
 - Company ID & Name*: 2 ABCDEF
 - Payroll Account No.*: 30710123456789012345678
 - Payroll Account Name*
 - Account No. Type*: BBAN - Account Num.
 - Payroll Account Bank
 - Address* FLT, FLR, BLK
 - HSE/Bldg
 - EST/ST, District, Area*
 - Date of Birth(dd-mm-yyyy)*: 14/7/1998
 - Date of Employment*: 2/7/2013
 - End of Probation
 - Date Join Intra-group
 - Date Join M-Plan*: 2/7/2013
 - Date Join V-Plan
 - Long Service Pay Amount
 - Severance Pay Amount
 - Termination Date
 - Termination Reason
 - Principal Employer(if part time)
 - Employee's Tax File No.
 - MPF Scheme*: Dummy MPF
- Identification & Contact:**
 - Sex*: Male
 - Title
 - Staff No.: 0189
 - Telephone(M) / Telephone(H)
 - HKID / Passport No.*: Y19 (2)
 - I.D. Type*: HKID
 - Passport Issue Country/Region
 - Marital Status*: Single
 - Spouse's Name
 - Spouse's HKID/Passport No.
 - Spouse's I.D. Type
 - Spouse's Passport Issue Country/Region
 - Capacity
 - Correspondence Address
 - Paid by Overseas Company
 - Name of Overseas Company
 - Address of Overseas Company
 - Amount
 - Payment Advice (Service fee will be charged): N/A
 - Email Address
 - Mobile Number
- MPF Details:**
 - Plan No. (M-Plan)*: M Dummy MPF 01/12/2000
 - Plan No. (V-Plan)
 - Effective Date: 1/12/2000
 - Buttons: Input I.R. 56B, Input I.R. 56F, Input I.R. 56E, Input I.R. 56G, Print MPF Pay Slip
- Actions:** New, Modify, Copy, Delete, Find, Save, Cancel, Re-employ, Exit.

You can click the “New” button to add a new Staff record. There are three functions for you to select: Payroll, MPF and Tax return. Please check the appropriate checkbox for the staff. You need to input the fields that are marked in RED. System will check the information after you click the “Save” button. Error message will be prompted if either you have missed out the input of any one of the mandatory fields or if the inputted data is found un-matched with the System format. When all the inputted information is valid, the message, “Save record Successfully”, will be prompted. You can click “cancel” button to cancel the current action and return to the previous screen.

If your company only requires the Payroll function, you should only check the “Payroll” checkbox for the staff. Please note that you cannot check the checkboxes that were not selected in the company record. If you do not wish to use the MPF function, you may uncheck the MPF box.

You can click the “Modify” button to modify the staff record and then click the “Save” button to save the record.

You can click the “Delete” button to delete the staff record. A confirmation message will be prompted to ensure the delete of the staff record. If you click “OK”, the staff record will be deleted. If you click “Cancel”, the delete action will be cancelled.

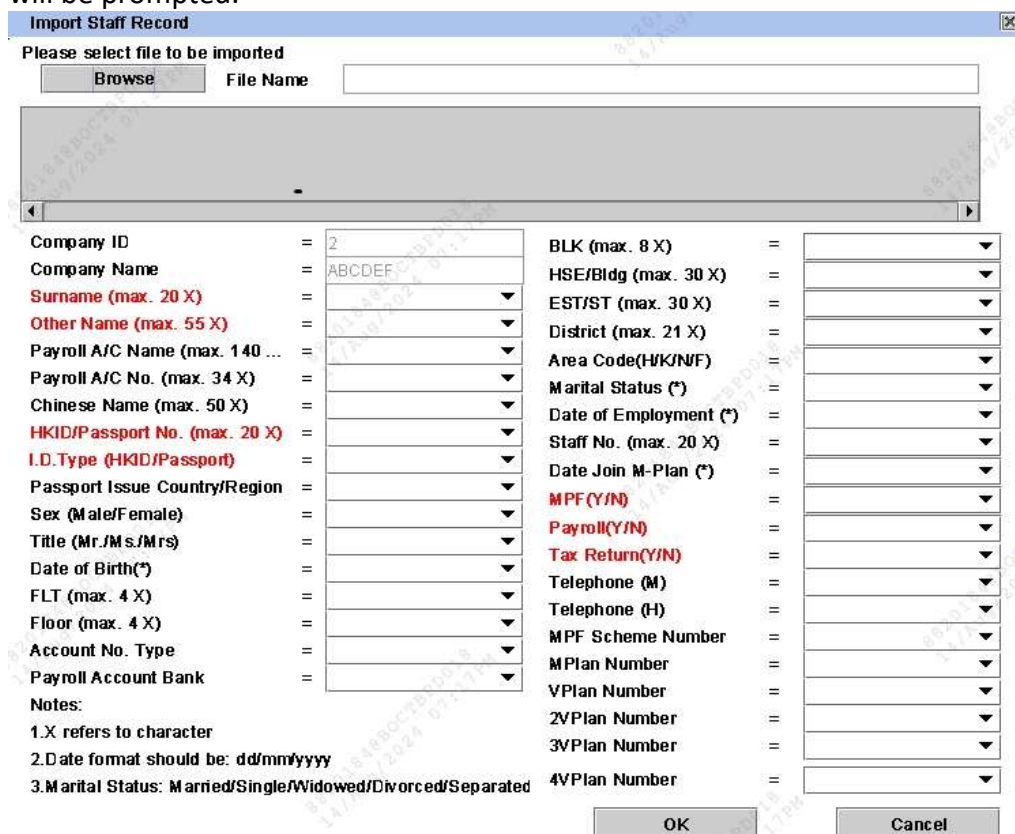
You can click the “Find” button to find the Staff information. You can select to search by Staff Name, HKID/Passport No or Staff No. After inputting the search content, you can click “Find Next” to proceed or click “Cancel” to cancel the action and return to the previous screen.

You can click the pervious button (“<”) to display the previous Staff record on the screen according to the HKID/Passport No. and click the next button (“>”) to display the next staff record. On the other hand, you can click the (“|<”) to find the first staff record and click the (“>|”) to find the last staff record.

You can click “exit” to return to the main menu.

5.3 Input Staff Information (By import function)

To access the function, you can click the button “Import Staff” under Company Information. When you click “Import Staff” button, below dialog will be prompted.



Company ID	=	2	BLK (max. 8 X)	=	
Company Name	=	ABCDEF	HSE/Bldg (max. 30 X)	=	
Surname (max. 20 X)	=		EST/ST (max. 30 X)	=	
Other Name (max. 55 X)	=		District (max. 21 X)	=	
Payroll A/C Name (max. 140 ...)	=		Area Code(H/K/N/F)	=	
Payroll A/C No. (max. 34 X)	=		Marital Status (*)	=	
Chinese Name (max. 50 X)	=		Date of Employment (*)	=	
HKID/Passport No. (max. 20 X)	=		Staff No. (max. 20 X)	=	
I.D. Type (HKID/Passport)	=		Date Join M-Plan (*)	=	
Passport Issue Country/Region	=		MPF(Y/N)	=	
Sex (Male/Female)	=		Payroll(Y/N)	=	
Title (Mr./Ms./Mrs)	=		Tax Return(Y/N)	=	
Date of Birth(*)	=		Telephone (M)	=	
FLT (max. 4 X)	=		Telephone (H)	=	
Floor (max. 4 X)	=		MPF Scheme Number	=	
Account No. Type	=		MPlan Number	=	
Payroll Account Bank	=		VPlan Number	=	
Notes:			2VPlan Number	=	
1.X refers to character			3VPlan Number	=	
2.Date format should be: dd/mm/yyyy			4VPlan Number	=	
3.Marital Status: Married/Single/Widowed/Divorced/Separated					

User can press the “Browse” button, an open file dialog box will be prompted. Please select the source file and then click “Open”. If the file format is correct, the staff record will be displayed in the table on the top of the dialog for preview. User can review and adjust the data column mapping.

However, if the file format is incorrect, a warning message will be prompted after selecting file. Please correct it and then retry later.

Import Staff Record

Please select file to be imported

File Name

Company ID = 2

Company Name = ABCDEF

Surname (max. 20 X) =

Other Name (max. 55 X) =

Payroll A/C Name (max. 140 X) =

Payroll A/C No. (max. 34 X) =

Chinese Name (max. 50 X) =

HKID/Passport No. (max. 20 X) =

I.D.Type (HKID/Passport) =

Passport Issue Country/Region =

Sex (Male/Female) =

Title (Mr./Ms./Mrs) =

Date of Birth(*) =

FLT (max. 4 X) =

Floor (max. 4 X) =

Account No. Type =

Payroll Account Bank =

Notes:

1.X refers to character

2.Date format should be: dd/mm/yyyy

3.Marital Status: Married/Single/Widowed/Divorced/Separated

BLK (max. 8 X) =

HSE/Bldg (max. 30 X) =

EST/ST (max. 30 X) =

District (max. 21 X) =

Area Code(HK/NF) =

Marital Status (*) =

Date of Employment (*) =

Staff No. (max. 20 X) =

Date Join M-Plan (*) =

MPF(Y/N) =

Payroll(Y/N) =

Tax Return(Y/N) =

Telephone (M) =

Telephone (H) =

MPF Scheme Number =

MPlan Number =

VPlan Number =

2VPlan Number =

3VPlan Number =

4VPlan Number =

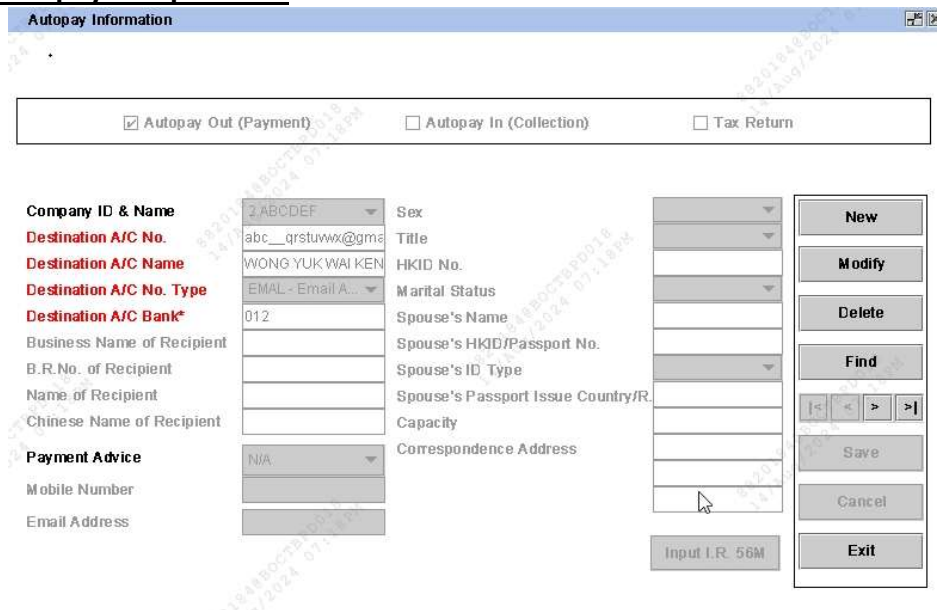
After matching all the required fields, please click “OK” button to proceed. You can view the transaction records by clicking “Staff Maintenance” button under Company Information.

Please refer to Appendix 2 for the Staff Information Import format. For importing Staff Information steps, please refer to point “9.5 Import Staff as a batch” in this document.

5.4 Input Autopay Setup

To access the function, you can click the button “Autopay Setup” under the menu of Company Setup.

Autopay Setup screen



You can click “New” button to add a new non-Staff record for the Company using Autopay or Collection function. Please select the Company ID & Name and then system will auto-select the appropriate checkbox for the non-staff. If either Autopay or Collection checkbox is checked, you are only required to select Company ID & Name, input Destination A/C No. and Destination A/C Name. If tax return checkbox is checked, you are required to input the information for either the individual recipient or business nature of recipient.

You can click the “Modify” button to modify the non-staff record and then click the “Save” button to save the record.

You can click the “Delete” button to delete the non-staff record. A confirmation message will be prompted to ensure the delete of the record. If you click “OK”, the staff record will be deleted. If you click “Cancel”, the delete action will be cancelled.

You can click the “Find” button to find the non-staff information. You can

select to search by Destination A/C Name, Business Name of Recipient or Name of Recipient. After inputting the search content, you can click “Find” to proceed or click “Cancel” to cancel the action and return to the previous screen.

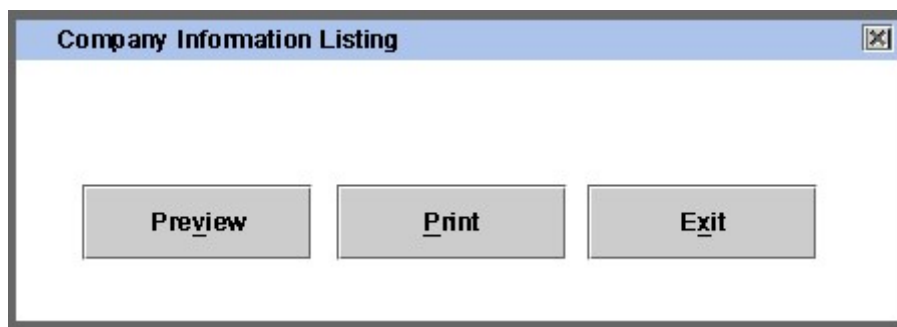
You can click the pervious button (“<”) to display the previous non-staff record on the screen according to the input sequence and click the next button (“>”) to display the next non-staff record. On the other hand, you can click the (“|<”) to find the first non-staff record and click the (“>|”) to find the last non-staff record.

You can click “exit” to return to the main menu.

5.5 Generate Company List

This function allows you to preview and print the company inputted in PNA. To access the function, you can click the button “Company Information Listing” under the menu of Company Setup.

Company Information Listing Screen



Sample of Company Information Listing

COMPANY INFORMATION CHECKLIST		DATE:	25/05/2017
		PAGE:	1
COMPANY NAME	0128750803101		
ADDRESS			
ACCOUNT NUMBER	01287502963164		
ACCOUNT NAME	01287500963169		
TRANSACTION CODE	08 (Collection) CNY		
CONTACT PERSON	01287500963169		
TELEPHONE NUMBER	1231231232		
I.R. FILE NUMBER	123-45		
COMPANY NAME	01287512345678		
ADDRESS			
ACCOUNT NUMBER	01287512345676		
ACCOUNT NAME	01287512345676		
TRANSACTION CODE	08 (Collection) HKD		
CONTACT PERSON	01287512345676		
TELEPHONE NUMBER	01287512345676		
I.R. FILE NUMBER	123-1333		
COMPANY NAME	01287502003104		
ADDRESS			
ACCOUNT NUMBER	01287506963163		
ACCOUNT NAME	asda		
TRANSACTION CODE	08 (Collection) CNY		
CONTACT PERSON	dasd		
TELEPHONE NUMBER	123123122		
I.R. FILE NUMBER	123-23		
COMPANY NAME	Test Comp		
ADDRESS			
ACCOUNT NUMBER	01287512345676		
ACCOUNT NAME	Test Comp		
TRANSACTION CODE	08 (Collection) HKD		
CONTACT PERSON	Henry KWAN		
TELEPHONE NUMBER	12345678		
I.R. FILE NUMBER	131-23		
* * * * * END OF REPORT * * * * *			

5.6 Generate Staff List

This function allows you to preview and print the staff inputted for selected company. To access the function, you can click the button “Staff Information Listing” under the menu of Company Setup.

Staff Information Listing Screen



The screenshot shows a software window titled "Staff Information Listing". Inside the window, there is a label "Company ID & Na..." followed by a dropdown menu showing "1 Test Comp". Below this, there is a "Sort By" section with four radio button options: "Staff Name" (which is selected), "Chinese Staff Name", "HKID / Passport No.", and "Staff No.". At the bottom of the window, there are three buttons: "Preview", "Print", and "Exit".

Sample of Staff Information Listing

Test Comp									
STAFF RECORD LISTING									
DATE: 25/05/2017									
PAGE: 1									
NAME	HKID/PASSPORT NO.		ADDRESS	DATE OF BIRTH	CAPACITY	JOIN DATE	MARITAL	SPOUSE NAME	
STAFF NO.	ISSUE COUNTRY			TITLE	PRINCIPAL EMPLOYER	LEFT DATE			
	PAYROLL AC NO.	SEX	CORRESPONDENCE ADDRESS	EMPLOYEE'S TAX FILE NO.				SPOUSE HKID/PASSPORT NO.	SPOUSE PASSPORT ISSUE COUNTRY
CHAN PETER	P120314	M	FLT 1	2508/1981		2508/2013	S		
	Hong Kong								
	01322923551233								
	PETER ACC		HONG KONG						
KWAN HENRY	A123456789	M	FLT 1	2508/1981		2508/2013	S		
	1234567890								
	Henry ACC1		HONG KONG						
LEE JOEY	C123456	F	FLT 1	2508/1981		2508/2014	S		
	HONG KONG								
	055123456789453								
	JOEY ACC		HONG KONG						
TOTAL NUMBER OF STAFF		3							
*** END OF REPORT ***									

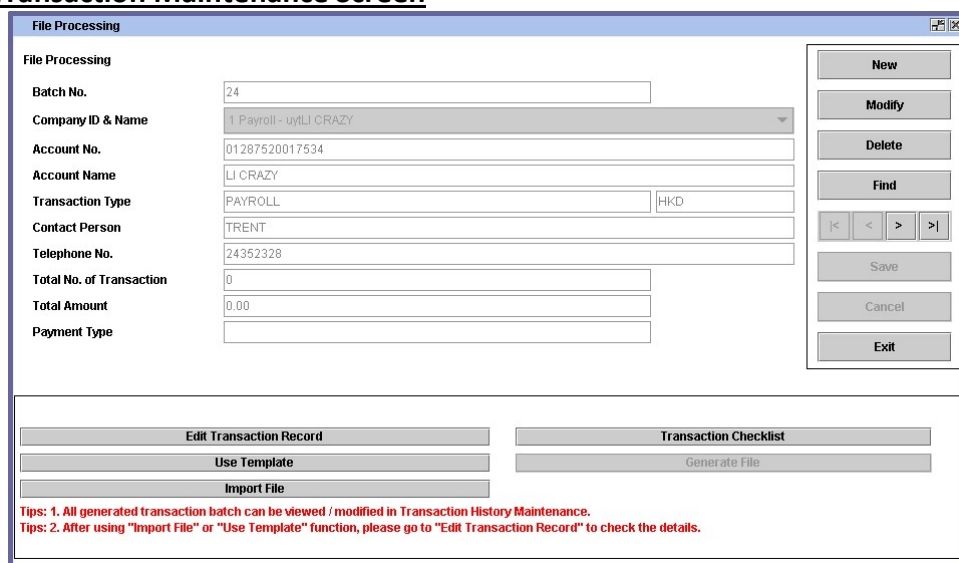
6. Prepare Payroll & Autopay Transactions

6.1 Create Transaction by Manual Input

6.1.1 Create Transaction Records by Manual Input

To access the function, you can click the button “File Processing” under the menu of Transaction.

Transaction Maintenance Screen



The screenshot shows the "File Processing" window with the following fields and controls:

- Batch No.:** 24
- Company ID & Name:** 1 Payroll - uyl LI CRAZY
- Account No.:** 01287520017534
- Account Name:** LI CRAZY
- Transaction Type:** PAYROLL
- Contact Person:** TRENT
- Telephone No.:** 24352328
- Total No. of Transaction:** 0
- Total Amount:** 0.00
- Payment Type:** (empty field)

On the right side, there are buttons: New, Modify, Delete, Find, Save, Cancel, and Exit. Below these are navigation buttons: <K, <, >, >I.

At the bottom, there are buttons: Edit Transaction Record, Use Template, Import File, Transaction Checklist, and Generate File.

Tips:

- 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
- 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

You can click “New” button to add a new transaction batch. The batch number is generated by the System. You need to choose the Company ID & Name for the transaction and then the company information will be shown on the screen automatically. When you click the “Save” button, the message, “Save record successfully” will be prompted. If you want to cancel the add action, you can click “Cancel” button to cancel the current action and return to the previous screen.

If, the indicator “Payment Type” is checked in company setup, the field “Payment Type” will become mandatory and user should enter a value from 001 to 100 as the payment type value.

You can click the “Delete” button to delete the transaction batch. After clicking the “Delete” button, a confirmation message will be prompted to ensure to delete the record. If you click “OK”, the transaction batch will be deleted. If you click “Cancel”, the delete action will be cancelled.

You can find a transaction batch by using the “Find” function. After clicking the “Find” button, please input the transaction batch number, and then click “Find”.

You can click the pervious button (“<”) to display the previous transaction batch on the screen according to the batch number and click the next button (“>”) to display the next transaction batch. On the other hand, you can click the (“|<”) to find the first transaction batch and click the (“>|”) to find the last transaction batch.

6.1.2 Edit Transaction Record by Manual Input

To access the function, you can click the button “Edit Transaction Record” under File Processing.

For payroll, you can input the transaction detail record by clicking the “Add” button. After choosing the Staff Name in the drop-down list, the Staff HKID/Passport No, Destination A/C Name and Destination A/C Number will be automatically displayed for the staff. You only need to select the Transaction Reference and input the Amount. By default, all the transaction records have checked the “S” and “F” checkboxes (When “S” is checked, the transaction record will be shown on Salary Letter and IR forms. When “F” is checked, the transaction record will be shown on Transaction File). The total amount is the sum of the transaction amount with the “F” checkbox being checked. You can click “Save” button after inputting all information or click “cancel” to return to previous page.

You can click “Modify” button to modify the transaction record that is highlighted in purple. After modifying a record, please click “Save” button to proceed or click “Cancel” to return to previous page.

You can click “Delete” button to delete a selected entry that is highlighted in purple. Confirmation message will be prompted to confirm the action, please click “OK” to the delete the entry or click “Cancel” to cancel the action.

You can click the “Find” button to find a transaction entry by Destination A/C Name, Destination A/C No or Transaction Reference.

You can click the “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the File Processing screen.

Edit Transaction Record Screen

File Processing - Edit Transaction Record

Transaction Record
Batch No.:11 No. of Entry:3

Batch No.	11	Contact Person	Henry KWAN
Company Name	1 Test Comp	Telephone No.	12345678
Account No.	01287512345678		
Account Name	Test Comp	Total No. of Transaction	2
Transaction Type	PAYROLL CNY	Total Amount	20002.00

Entry No.	Staff Name	HKID/ Passport No.	Transaction Reference	Debtor Reference	Destination A/C Name	Destination A/C No. (please ignore "-")	Particular	Amc
1	TEST MPF 1	2342342	(a) Salary /...	123123123...	1	11111	qqweqw	20000.
2	CHAN PETER	P120314	(a) Salary /...	123	PETER ACC	01322923551233	1	2.00
3	LEE JOEY	C123456	(c1) Directo...	DER	JOEY ACC	05512345678453	P2	3.00

☒ S: Show the entry on Salary Letter & IR forms
 ☒ F: Show the entry on Transaction File
 Total Amount 20002.00

Print Screen Add Modify Delete Find Save Cancel Exit

6.2 Use of Template

To access the function, you can click the button "Use Template" under File Processing.

This function enables you to select template for generating files. Before you can use this function, please go to Template Maintenance to create template in advance. You need to select Template and then system will automatically show the template summary for you. Click "Add" to add the template records to Edit Transaction Record or "Replace" to replace the records in Edit Transaction Record.

Please refer to Appendix 1 for the Transaction Reference available in PNA.

6.2.1 Create Transaction Records

To access the function, you can click the button "Template Maintenance" under the menu of Transaction.

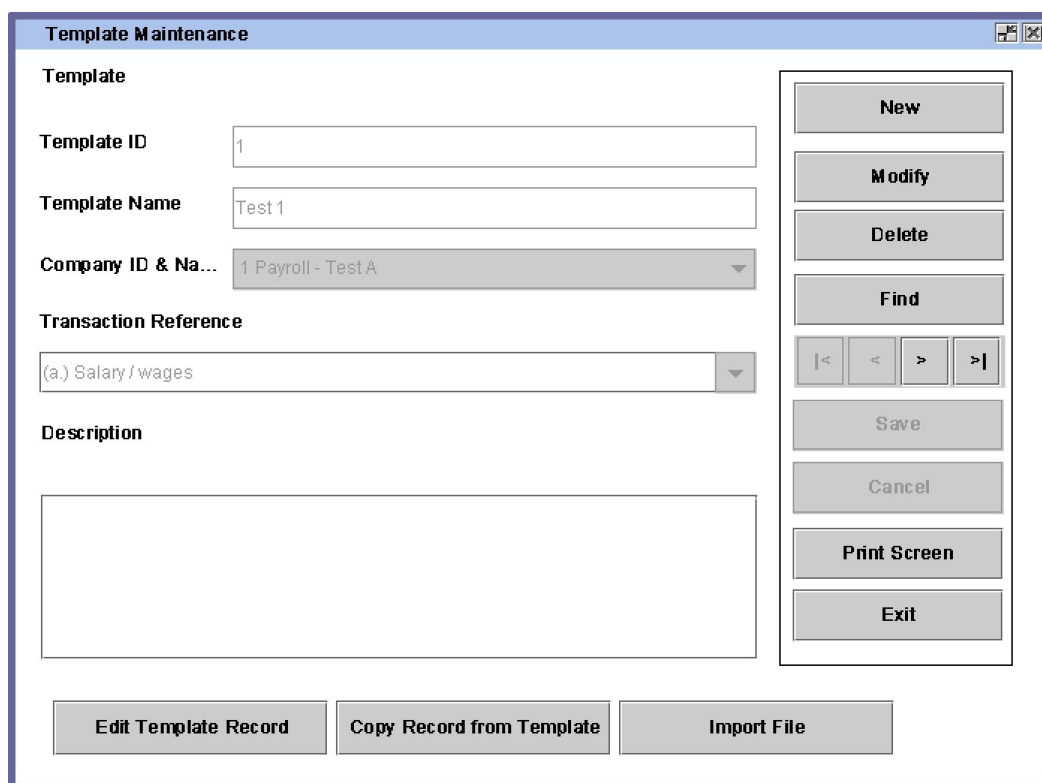
You can click "New" button to add a new template. The template number is automatically generated by the System. You need to input the template name, select Company ID & Name and input the Transaction Reference for the template (optional). You can click "Save" button to save the template or click "Cancel" button to cancel the action. After adding a template, you can click "Edit Template Record" button to add transaction entries. Please input the template records and then click "Save" to save the record.

You can click the “modify” button to modify the existing template information.

You can click the “delete” button to delete template. After clicking the “delete” button, a confirmation message will be prompted to ensure the delete action. You can click “OK” to delete the template or click “Cancel” to cancel the action.

To find a template, you can click the “Find” button and then input the template number, then system will find the template for you.

You can click the pervious button (“<”) to display the previous template record on the screen according to the template Number and click the next button (“>”) to display the next template record. On the other hand, you can click the (“|<”) to find the first template record and click the (“>|”) to find the last template record.



The screenshot shows a software window titled "Template Maintenance". On the left, there are input fields for "Template ID" (containing "1"), "Template Name" (containing "Test 1"), "Company ID & Na..." (a dropdown menu showing "1 Payroll - Test A"), "Transaction Reference" (a dropdown menu showing "(a.) Salary / wages"), and a large empty text area for "Description". On the right side, there is a vertical column of buttons: "New", "Modify", "Delete", "Find", a set of four navigation buttons (|<, <, >, >|), "Save", "Cancel", "Print Screen", and "Exit". At the bottom of the window, there are three buttons: "Edit Template Record", "Copy Record from Template", and "Import File".

6.2.2 Edit Template Record

To access the function, you can click the button “Edit Template Record” under Template Maintenance.

You can input the template record by clicking the “add” button.

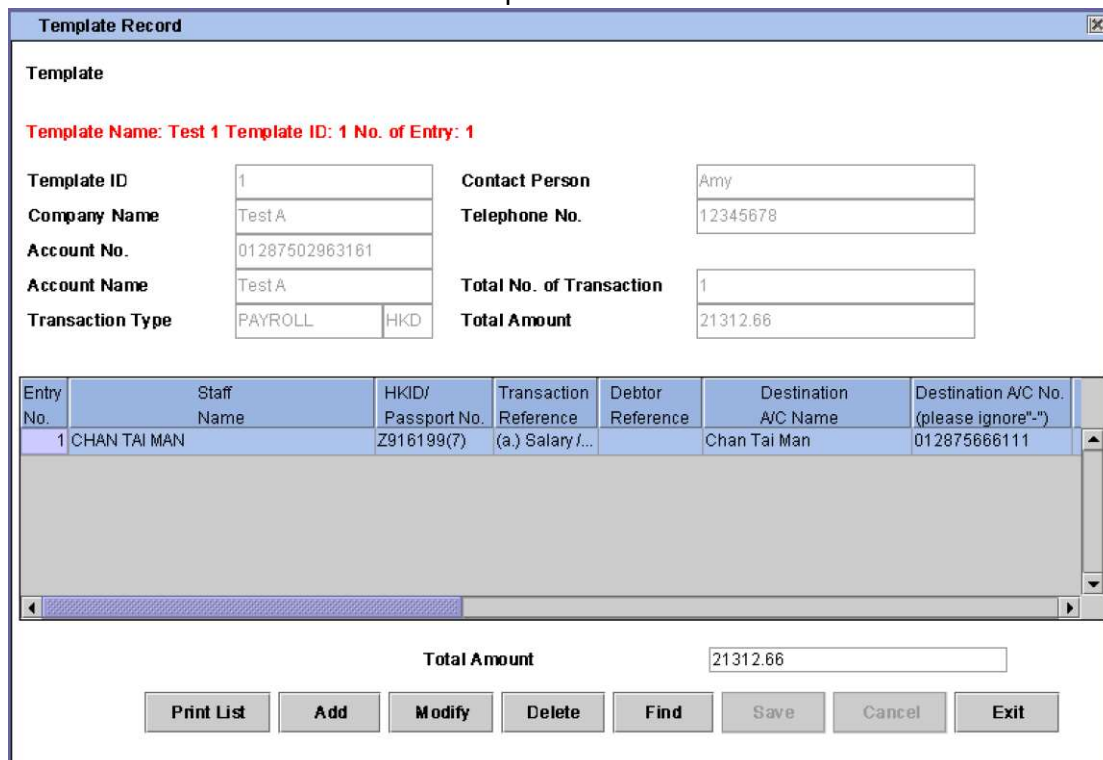
For Payroll template input, by choosing the Staff Name in the drop down list, the Staff HKID, Destination Account Name and Destination Account Number will automatically display according to the Staff Name. Then, you only need to choose the transaction reference and inputs the Debtor Reference (optional) and Amount. By default, all the transaction record will be shown on Salary Letter, IR forms and Transaction File. User can click “save” button to save the inputted entries or clicks “cancel” to return to previous page.

For Autopay In /Autopay Out template input, by choosing the Destination A/C Name in the drop down list, the Destination Account Number will automatically display according to the Destination A/C Name. Then, you only need to input the Debtor Reference and Amount. User can click “save” button to save the inputted entries or clicks “cancel” to return to previous page.

You can click “modify” button to modify the existing record shown on the screen. You can click “delete” button to delete a selected entry that is highlighted in purple. Confirmation message will be prompted to confirm the action, please click “OK” to the delete the entry or click “Cancel” to cancel the action.

You can click “Find” button to find the record by Staff Name, Destination A/C No. or Transaction Reference.

You can click “Print Screen” button to print the current screen.



Template Record

Template

Template Name: Test 1 Template ID: 1 No. of Entry: 1

Template ID	1	Contact Person	Amy
Company Name	Test A	Telephone No.	12345678
Account No.	01287502963161		
Account Name	Test A	Total No. of Transaction	1
Transaction Type	PAYROLL HKD	Total Amount	21312.66

Entry No.	Staff Name	HKID/ Passport No.	Transaction Reference	Debtor Reference	Destination A/C Name	Destination A/C No. (please ignore "-")
1	CHAN TAI MAN	Z916199(7)	(a.) Salary /...		Chan Tai Man	012875666111

Total Amount 21312.66

Print List Add Modify Delete Find Save Cancel Exit

6.2.3 Copy Template

Instead of creating a template manually, the template can also be created by copying from an already defined template. To access the function, you can click the button “Copy Template” under Template Maintenance. Select a template, and then click “Add” to add the transaction records to the new template or click “Replace” to replace the existing transaction records. Please note that the “Transaction Reference” of new template has to be the same as the existing template.

Template Maintenance- Copy Record from Template

Select Template

2 comapny 3

5 30003832208

Company ID &Name

Payroll - Test A

Description

Total No. of Transaction

Total Amount

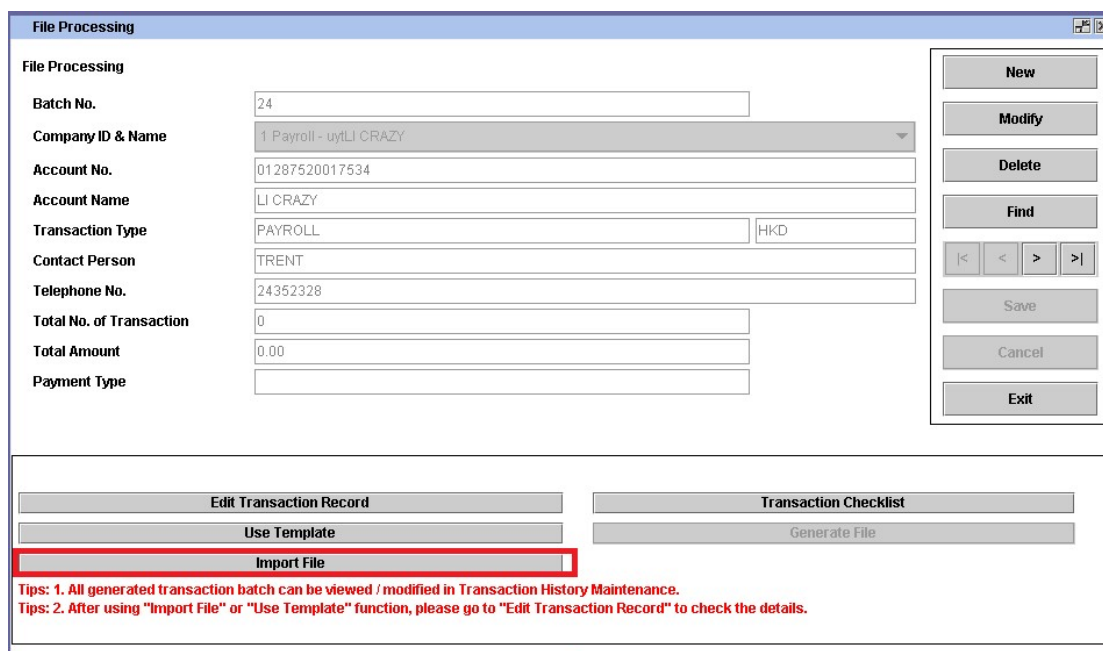
Add

Replace

Exit

6.3 Import File

To access the Import function, you can click the button “Import File” under File Processing. You can create the transaction record by importing Data File. When you click “Import File” button, an open file dialog box will be prompted. Please select the source file and then click “Open”. If the file format is correct, an Import File screen will pop up which enables you to match the corresponding fields in the file to the system. If the field is un-matched with the System, an error message will be prompted. User can adjust the column value by choosing the different column in the drop down list. Please refer to Appendix 6 for Transaction File Format (Import in File Processing). For the steps of batch importing transaction, please refer to point 9.4 “Import Transaction as a batch” for details.



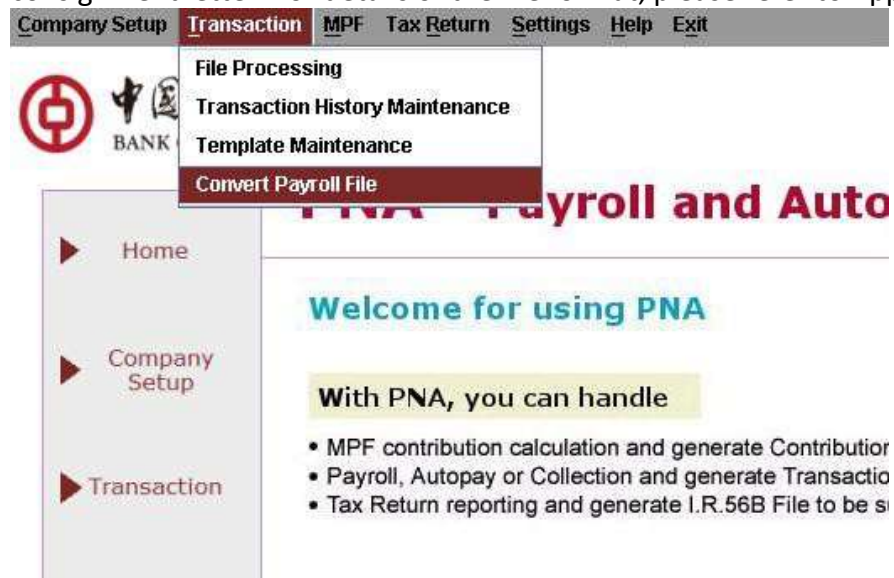
The screenshot shows the 'File Processing' window. On the left, there are input fields for: Batch No. (24), Company ID & Name (1 Payroll - uytLI CRAZY), Account No. (01287520017534), Account Name (LI CRAZY), Transaction Type (PAYROLL), Contact Person (TRENT), Telephone No. (24352328), Total No. of Transaction (0), Total Amount (0.00), and Payment Type. On the right, there is a vertical toolbar with buttons: New, Modify, Delete, Find, navigation arrows, Save, Cancel, and Exit. At the bottom, there are four buttons: Edit Transaction Record, Transaction Checklist, Use Template, and Import File. The 'Import File' button is highlighted with a red rectangle. Below the buttons, there are two tips: 'Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.' and 'Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.'

Company Information																							
<input checked="" type="checkbox"/> Payroll	<input checked="" type="checkbox"/> Autopay In (Collection)	<input checked="" type="checkbox"/> Autopay Out (Payment)	<input checked="" type="checkbox"/> MPF																				
Company ID	2	I.R.File No.*	hhh-123																				
Company Name*	ABCDEF	Section	hhh																				
Account No.*	01287520052119	Employer Refe...	123																				
Account Name*	ABBBBBBBBBBBBBBBBBBB	Year End of	2022																				
Account No. Type*	BBAN - Account Number	Employer's Return*																					
Contact Person*	ABC	Submission Date*	25 / 6 / 2016																				
Currency*	HKD	Title of Signature*	123																				
Telephone No.*	61616161	Name of Signature*	321																				
MPF Scheme No.*	Dummy MPF	Proxy ID																					
Registered Address																							
Bene. Adv. <input checked="" type="checkbox"/> Payment Type <input checked="" type="checkbox"/>																							
Verification Code																							
<table border="1"> <tr> <td colspan="2">Staff Record</td> <td>Enquire Scheme Details</td> <td>Company Information Listing</td> </tr> <tr> <td>Import Staff</td> <td>Export Staff</td> <td>Import Scheme Details</td> <td>Staff Information Listing</td> </tr> <tr> <td colspan="2">Autopay Setup</td> <td>MPF Member List</td> <td>Payroll Slip</td> </tr> <tr> <td colspan="2">Prev. Employment Txn. Enq.</td> <td>Termination Report</td> <td>MPF Pay Slip</td> </tr> <tr> <td colspan="2">Change Company Logo</td> <td>Remove Company Logo</td> <td></td> </tr> </table>				Staff Record		Enquire Scheme Details	Company Information Listing	Import Staff	Export Staff	Import Scheme Details	Staff Information Listing	Autopay Setup		MPF Member List	Payroll Slip	Prev. Employment Txn. Enq.		Termination Report	MPF Pay Slip	Change Company Logo		Remove Company Logo	
Staff Record		Enquire Scheme Details	Company Information Listing																				
Import Staff	Export Staff	Import Scheme Details	Staff Information Listing																				
Autopay Setup		MPF Member List	Payroll Slip																				
Prev. Employment Txn. Enq.		Termination Report	MPF Pay Slip																				
Change Company Logo		Remove Company Logo																					

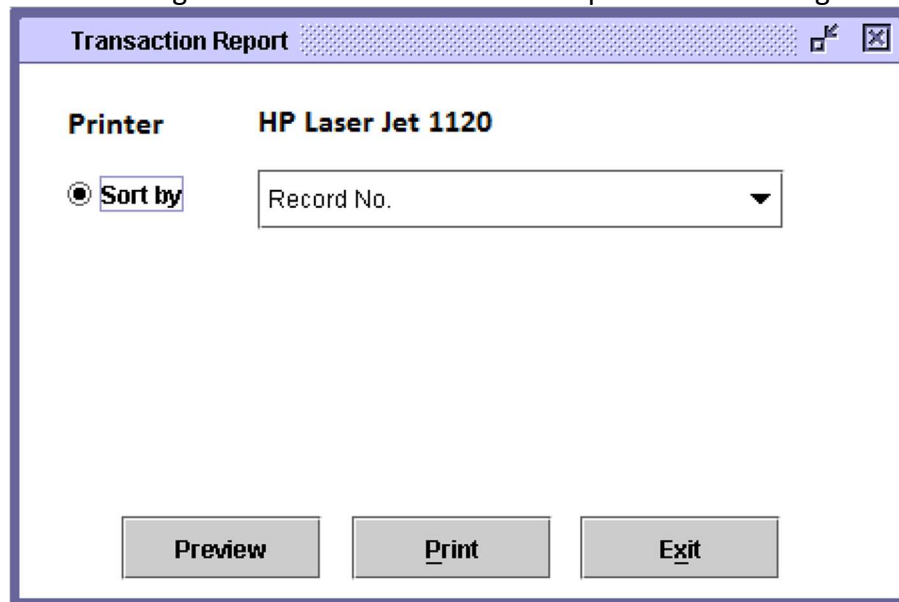
After matching all the required fields, please click “Add” or “Replace” button to proceed. You can view the transaction records by clicking “Edit Transaction Record” button under File Processing.

6.4 Convert Payroll File

This function helps convert payroll file into PKI encrypted (.pna) format and print consignment letter. For details of the file format, please refer to Appendix 7.



Window for generation of the transaction report and confirm generation of file.



6.5 Generate Transaction File

To access the function, you can click the button “Generate File” under File Processing. This function is used for generating the Transaction File and / or Contribution file.

If only payroll checkbox is checked, generate payroll checkbox should be selected and dimmed. Please input value date and select the path for the file by clicking “Choose Path” button, otherwise, the file will be saved on the current directory.

File Name:

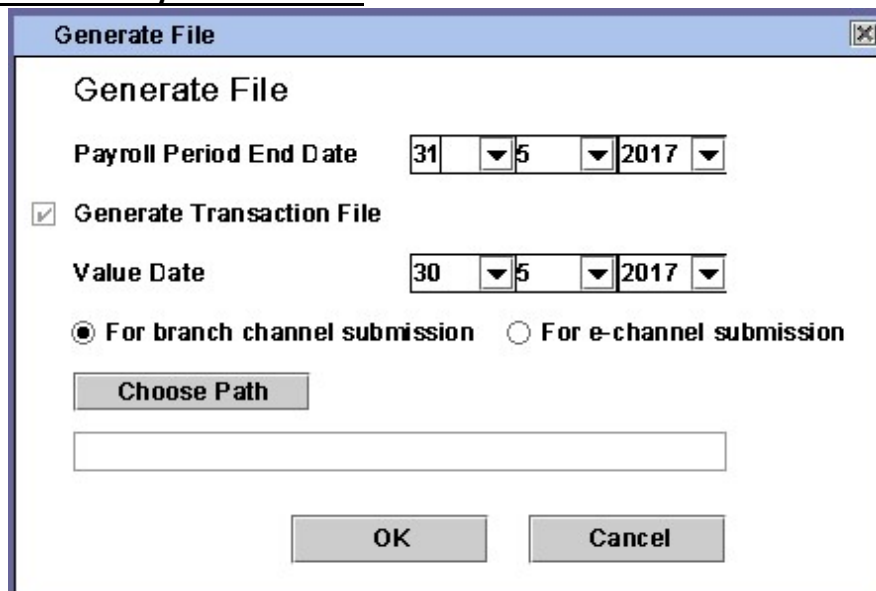
	Payroll	Autopay
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

For the output format of transaction file, please refer to Appendix 5.

You can click “OK” button to generate file and click “Cancel” to return to previous screen.

Please preview and print the Transaction Report for verification while the Consignment will be automatically printed out.

Generate Payroll File Screen



Generate File

Payroll Period End Date 31/5/2017

☒ Generate Transaction File

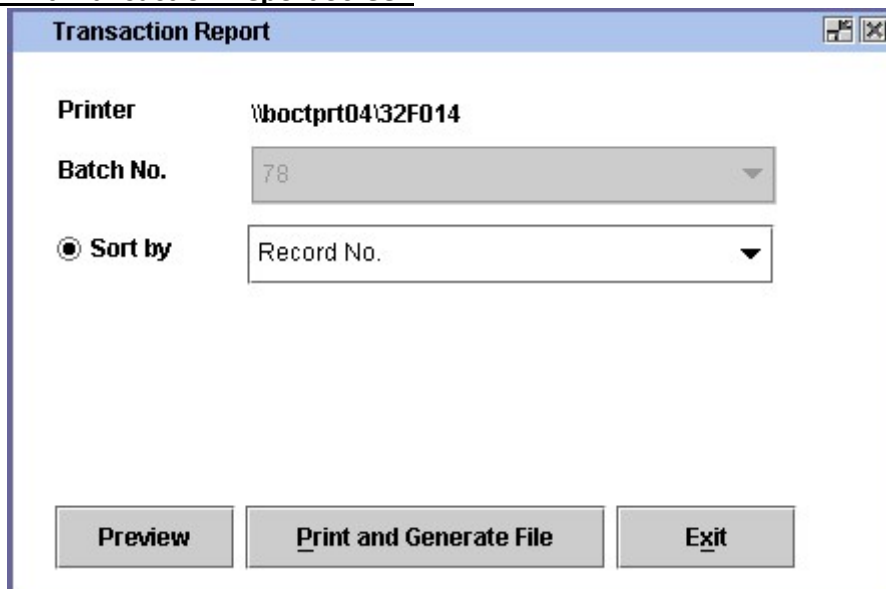
Value Date 30/5/2017

☒ For branch channel submission ☐ For e-channel submission

Choose Path

OK Cancel

Print Transaction Report Screen



The "Transaction Report" dialog box contains the following fields and controls:

- Printer:** A text field with the value "\\boctprt04\32F014".
- Batch No.:** A dropdown menu with the value "78".
- Sort by:** A radio button labeled "Sort by" followed by a dropdown menu with the value "Record No.".
- Buttons:** Three buttons at the bottom: "Preview", "Print and Generate File", and "Exit".

After user clicks the "Print" button, the system will require to input the approval code. If you exit below screen without entering approval code, error message will be prompted to remind you that the transaction record will be saved in transaction history. Please delete the file record if it is not the final version, otherwise it will be used for tax/ MPF purpose, if applicable.



The "Approval Code" dialog box contains the following elements:

- Title:** "Approval Code" with a close button (X).
- Text:** "Please input approval code." followed by a text input field.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Sample of Consignment Letter (Payroll)

To : BANK OF CHINA (HONG KONG) LIMITED

PAYROLL CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED. IN SETTLEMENT OF THE SAID AMOUNT, YOU ARE HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY BANK CHARGES.

VALUE DATE	:	23/08/2017	
ACCOUNT NUMBER	:	01287506963163	
ACCOUNT NAME	:	01287506963163	
PAYMENT TYPE	:		
NO. OF TRANSACTIONS	:	0	(BOCHK ACCOUNT)
	:	2	(OTHER BANKS ACCOUNT)
AMOUNT	:	\$0.00	(BOCHK ACCOUNT)
	:	\$500.24	(OTHER BANKS ACCOUNT)
Total Amount (CNY)	:	\$500.24	
VERIFY CODE	:	6084ec3172c3df61	
FILE NAME	:	Autopay.pna	
CONTACT PERSON	:	Tester	
CONTACT NUMBER	:	12345678	
FOR AND ON BEHALF OF			
Test Company			

AUTHORIZED SIGNATURE(S)

NAME:

DATE:



(FOR BANK USE ONLY)

BRANCH :

CHECKED BY : MARKER :

S.V : SUPERVISOR :

Sample of Consignment Letter (Payment)

To : BANK OF CHINA (HONG KONG) LIMITED

AUTOPAY-OUT (PAYMENT) CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED. YOU ARE
HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY
BANK CHARGES.

VALUE DATE	:	01/09/2017	
ACCOUNT NUMBER	:	01287512345676	
ACCOUNT NAME	:	01287512345676	
PAYMENT TYPE	:	001	
NO. OF TRANSACTIONS	:	0	(BOCHK ACCOUNT)
		1	(OTHER BANKS ACCOUNT)
AMOUNT	:	\$0.00	(BOCHK ACCOUNT)
		\$5,000.00	(OTHER BANKS ACCOUNT)
Total Amount (HKD)	:	\$5,000.00	
VERIFY CODE	:	bfc2ca3e88b31cdd	
FILE NAME	:	Autopay.pna	
		(Please input only alphanumeric and /or underscore)	
CONTACT PERSON	:	Henry	
CONTACT NUMBER	:	12345678	

FOR AND ON BEHALF OF
01287512345676

AUTHORIZED SIGNATURE(S)

NAME:

DATE:



(FOR BANK USE ONLY)

BRANCH :

CHECKED BY : MARKER :

S.V : SUPERVISOR :

Sample of Consignment Letter (Collection)

To : BANK OF CHINA (HONG KONG) LIMITED

AUTOPAY-IN (COLLECTION) CONSIGNMENT

PLEASE PROCESS PAYMENTS IN ACCORDANCE WITH OUR FILE ENCLOSED. IN SETTLEMENT OF THE SAID AMOUNT, YOU ARE HEREBY AUTHORIZED TO DEBIT OUR BELOW ACCOUNT WITH YOU INCLUDING ANY BANK CHARGES.

VALUE DATE	:	14/08/2017	
ACCOUNT NUMBER	:	01287506963163	
ACCOUNT NAME	:	01287502963161	
PAYMENT TYPE	:	002	
NO. OF TRANSACTIONS	:	1	(BOCHK ACCOUNT)
		1	(OTHER BANKS ACCOUNT)
AMOUNT	:	\$20,000.00	(BOCHK ACCOUNT)
		\$123.22	(OTHER BANKS ACCOUNT)
Total Amount (CNY)	:	\$20,123.22	
VERIFY CODE	:	cce4b83a4fe36ef3	
FILE NAME	:	Autopay.pna	
CONTACT PERSON	:	01287502963161	
CONTACT NUMBER	:	12312312	

FOR AND ON BEHALF OF
01287502963161

AUTHORIZED SIGNATURE(S)

NAME:

DATE:



(FOR BANK USE ONLY)

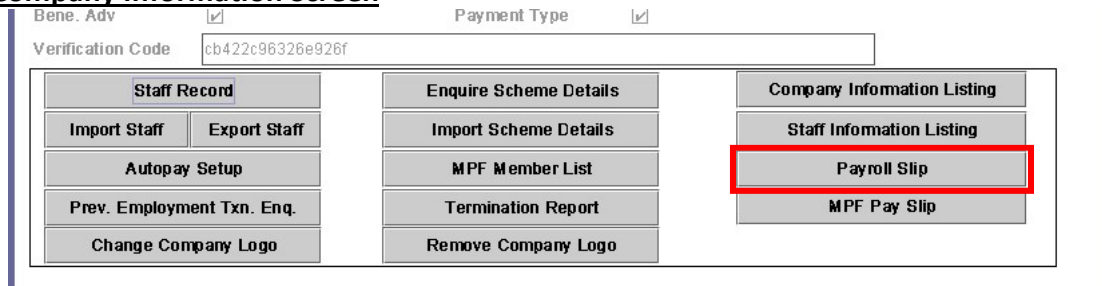
BRANCH :

CHECKED BY : MARKER :

6.6 Generate Payroll Slip

To access the function, you can click the menu “Company Setup” and then click the button “Payroll Slip” on the screen of “Company Information”.

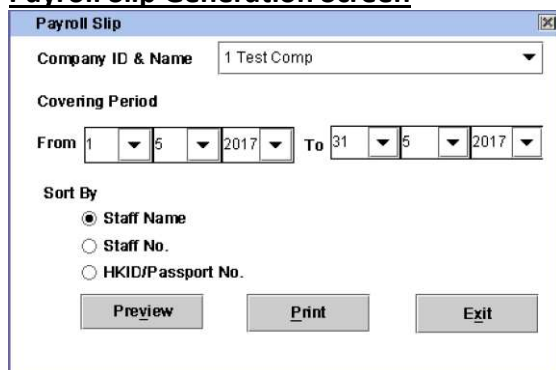
Company Information Screen



The screenshot shows the 'Company Information Screen' with a header bar containing 'Bene. Adv' and 'Payment Type', both with checkmarks. Below the header is a 'Verification Code' field with the value 'cb422c96326e926f'. The main area contains three columns of buttons. The 'Payroll Slip' button in the third column is highlighted with a red rectangle.

Bene. Adv <input checked="" type="checkbox"/>		Payment Type <input checked="" type="checkbox"/>	
Verification Code: cb422c96326e926f			
Staff Record	Enquire Scheme Details	Company Information Listing	
Import Staff Export Staff	Import Scheme Details	Staff Information Listing	
Autopay Setup	MPF Member List	Payroll Slip	
Prev. Employment Txn. Enq.	Termination Report	MPF Pay Slip	
Change Company Logo	Remove Company Logo		

Payroll Slip Generation Screen



The screenshot shows the 'Payroll Slip' window. It has a title bar 'Payroll Slip'. The 'Company ID & Name' dropdown is set to '1 Test Comp'. The 'Covering Period' section shows 'From' as 1/5/2017 and 'To' as 31/5/2017. The 'Sort By' section has three radio buttons: 'Staff Name' (selected), 'Staff No.', and 'HKID/Passport No.'. At the bottom are 'Preview', 'Print', and 'Exit' buttons.

Please select Company ID & Name and the covering period for the salary Letter.

Before printing the Salary Letter, you can select the sorting order that is either by Staff Name, Staff No. or HKID/Passport No.

Sample of Payroll Slip

[CONFIDENTIAL]

SALARY LETTER

COMPANY NAME	: Test Comp		
STAFF NAME	: LEE TAI MAN		
STAFF No.	:		
ACCOUNT NO.	: 012345678123		
HKID/Passport No.	: B123456(8)		
PAYMENT PERIOD FROM	: 01/05/2017	-	31/05/2017
NO. OF WORKING DAY(S)	: 0.0		
NO. OF WORKING HOUR(S)	: 0.0		
UNTAKEN LEAVE	: 0.0		
DEDUCTION FROM WAGES	: 0.0		

DETAIL	:		
(a.) Salary / wages		DATE OF PAYMENT	AMOUNT (HKD)
		31/05/2017	20,000.00
Total :			20,000.00

REMARK :

7. Prepare MPF Contribution File

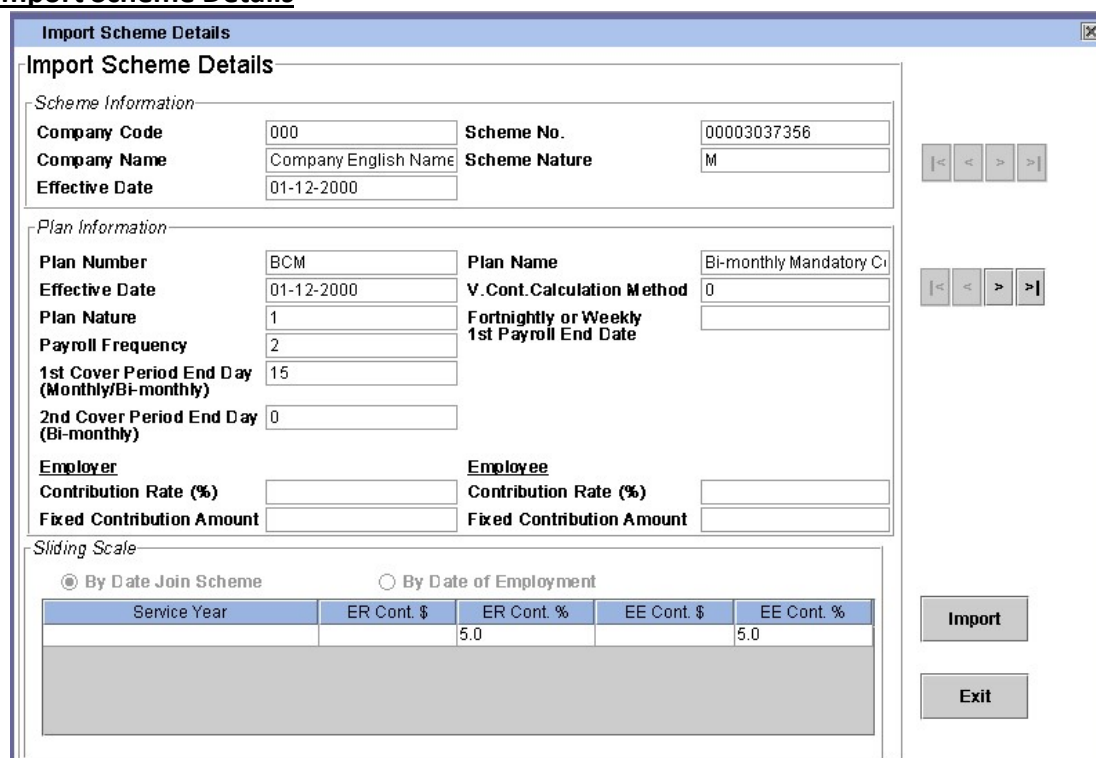
7.1 Import Scheme File (For MPF customer of BOCI-Prudential Trustee Ltd only)

To access the function, you can click the button “Import Scheme Details” under Company Information or under the menu of MPF.

You can input the MPF Scheme Detail by importing Data File. For the details of Scheme file format, please refer to Appendix 3. If the file format is wrong, a warning message will prompt up. The data file data will show on the screen.

An open file dialog box is prompted up. After user finishes selecting the source file, the source file data will be shown in the screen. User can click “|<”, “<”, “>” and “>|” buttons on the screen to navigate between different plans of the scheme. After verifying the data, user may click ‘Import’ button to importing the Scheme Disk or press ‘Exit’ button to cancel the action and return to the previous screen.

Import Scheme Details



Import Scheme Details

Import Scheme Details

Scheme Information

Company Code: 000 Scheme No.: 00003037356
 Company Name: Company English Name Scheme Nature: M
 Effective Date: 01-12-2000

Plan Information

Plan Number: BCM Plan Name: Bi-monthly Mandatory C
 Effective Date: 01-12-2000 V. Cont. Calculation Method: 0
 Plan Nature: 1 Fortnightly or Weekly: 1st Payroll End Date
 Payroll Frequency: 2
 1st Cover Period End Day (Monthly/Bi-monthly): 15
 2nd Cover Period End Day (Bi-monthly): 0

Employer **Employee**

Contribution Rate (%): Contribution Rate (%):
 Fixed Contribution Amount: Fixed Contribution Amount:

Sliding Scale

☒ By Date Join Scheme ☐ By Date of Employment

Service Year	ER Cont. \$	ER Cont. %	EE Cont. \$	EE Cont. %
		5.0		5.0

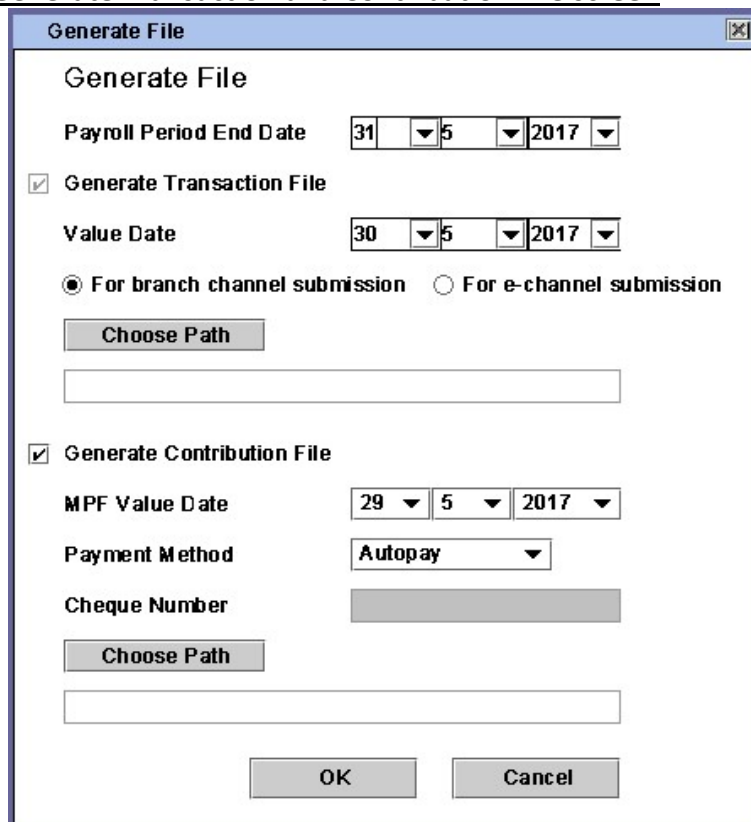
Import

Exit

7.2 Generate Contribution File (For MPF customer of BOCI-Prudential Trustee Ltd only)

This function is used for generating the Transaction File and Contribution File. To access the function, you can click the button “Generate File” under File Processing. The type of file to be generated depends on the checkbox selection on the “Company Information”.

Generate Transaction and Contribution File screen

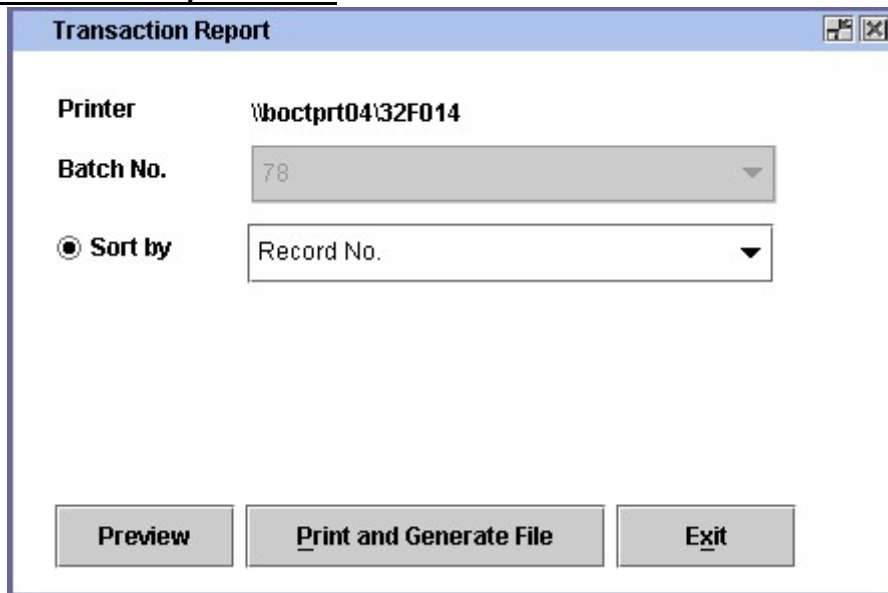


You can click “OK” button to generate file or click “Cancel” to return to previous screen.

If generate file is successful, the screens for printing the following reports will be prompted:

1. “Autopay Transaction Report”
2. “Consignment Letter for PNA Transaction File” will be auto-printed once you preview the “Autopay Transaction Report”
3. “Consignment Letter for MPF Contributions”
4. “Remittance Statement’ for contribution file

Transaction Report screen



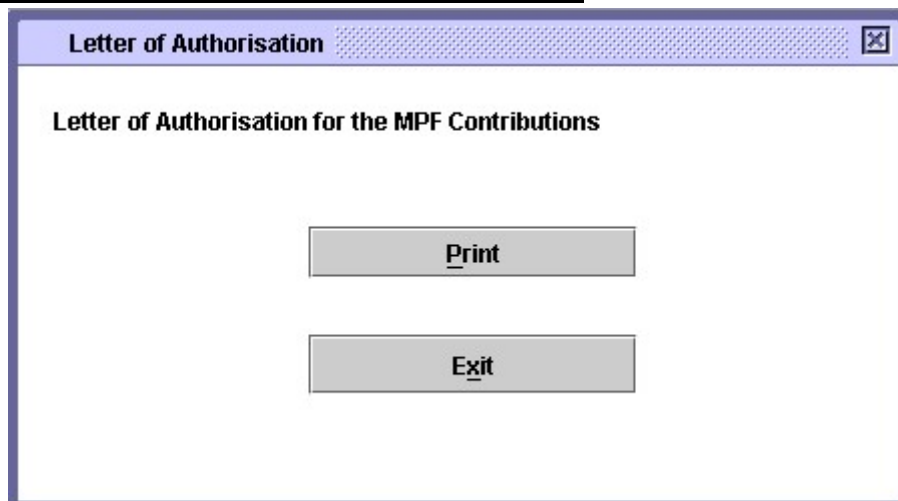
The screenshot shows a window titled "Transaction Report". Inside the window, there are three fields: "Printer" with the value "\\boctprt04\32F014", "Batch No." with a dropdown menu showing "78", and "Sort by" with a radio button selected and a dropdown menu showing "Record No.". At the bottom of the window, there are three buttons: "Preview", "Print and Generate File", and "Exit".

After press the "Print" button, the system will prompt a message dialog to request input of approval code. If the approval code is correct, below action will be performed.

1. Consignment Letter for payroll will be printed;
2. Transaction Report will be printed;
3. The payroll file will be generated to the file path selected.

If you exit below screen without entering approval code, error message will be prompted to remind you that the transaction record will be saved in transaction history. Please delete the file record if it is not the final version, otherwise it will be used for tax/ MPF purpose, if applicable.

Letter of Authorization for MPF Contribution



After press the “Print” button, the system will prompt a message dialog to request input of approval code, if the approval code is correct, below action will be performed.

1. Letter of Authorization for MPF contribution will be printed;
2. The contribution file will be generated to the file path selected.

For the detailed Transaction File output format, please refer to Appendix 5. For the detailed MPF Contribution File output format, please refer to Appendix 4.

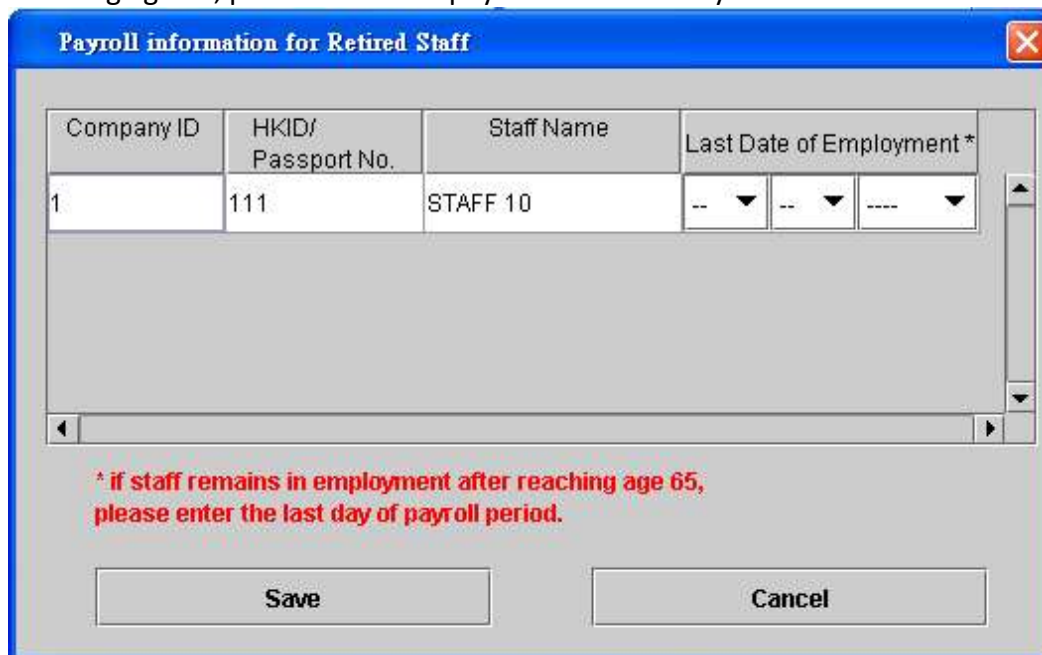
7.3 Default “Dummy MPF” Plan

This default plan assume both employee and employer contribution 5% of the salary monthly with maximum of HKD 1500. This plan cannot be amended. If you do not wish to use the MPF function, you may choose to uncheck the MPF function on staff level under the menu of MPF.

Enquiry Scheme				
<i>Scheme Information</i>				
Company Code	1	Scheme No.	Dummy MPF	
Company Name	love CRAZY888	Scheme Nature	M	
Effective Date	01-12-2000			
<i>Plan Information</i>				
Plan Number	M	Plan Name	Dummy MPF	
Effective Date	01-12-2000	V.Cont.Calculation Method	1	
Plan Nature	1	Could not get the stringFort...		
Payroll Frequency	1	1st Payroll End Date		
1st Cover Period End Day (Monthly/Bi-monthly)	0	Could not get the string		
2nd Cover Period End Day (Bi-monthly)	0			
Employer		Employee		
Contribution Rate (%)		Contribution Rate (%)		
Fixed Contribution Amount		Fixed Contribution Amount		
<i>Sliding Scale</i>				
<input checked="" type="radio"/> By Date Join Scheme		<input type="radio"/> By Date of Employment		
Service Year	ER Cont. \$	ER Cont. %	EE Cont. \$	EE Cont. %
		5.0		5.0

7.4 Member attaining age 65

When preparing contribution file for member who attains age 65 at that payroll period, system will prompt up a sub-screen to ask client input the last date of employment for the retired member during file generation. If that member retains in employment after reaching age 65, please enter the payroll cover end day.



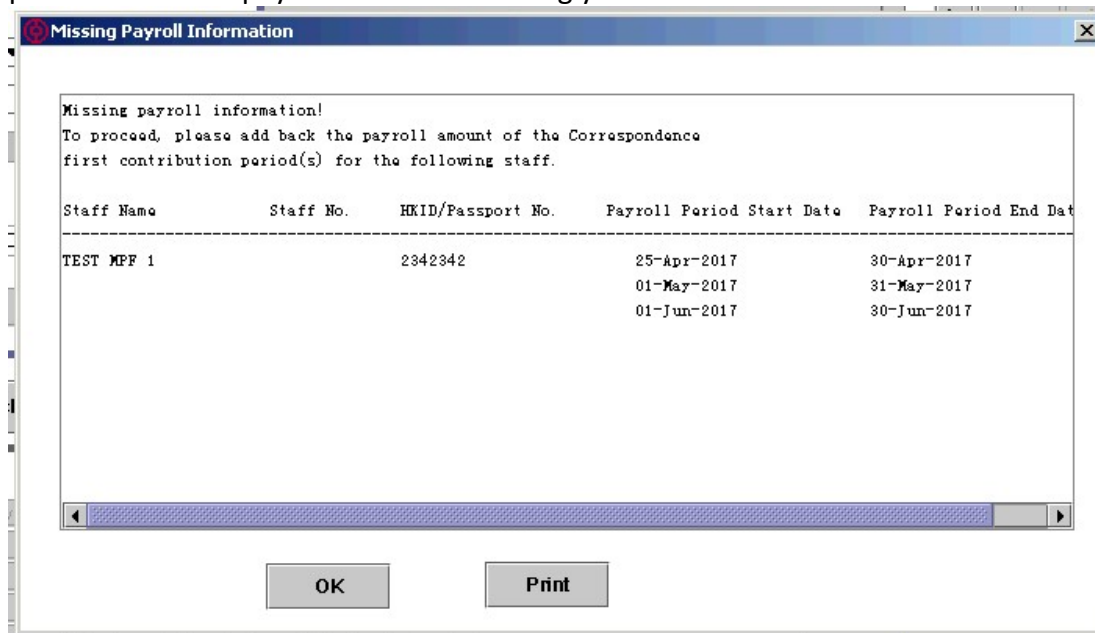
Company ID	HKID/ Passport No.	Staff Name	Last Date of Employment *
1	111	STAFF 10	-- -- ----

*** if staff remains in employment after reaching age 65,
please enter the last day of payroll period.**

Save Cancel

7.5 Missing payroll information for first contribution

During file generation, system will prompt out the member who missed payroll information related to first contribution of previous months and the corresponding file generation cannot be proceed. You need to create new files for these missing payroll information first, if there is no payroll for that member in the previous months, please enter zero payroll amount accordingly.



Missing payroll information!
To proceed, please add back the payroll amount of the Correspondence
first contribution period(s) for the following staff.

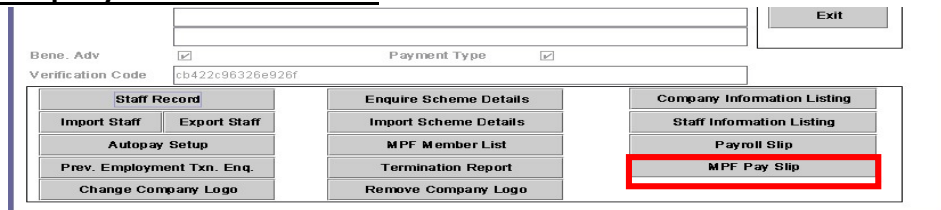
Staff Name	Staff No.	HKID/Passport No.	Payroll Period Start Date	Payroll Period End Date
TEST MPF 1		2342342	25-Apr-2017	30-Apr-2017
			01-May-2017	31-May-2017
			01-Jun-2017	30-Jun-2017

OK Print

7.6 Generate MPF Pay Slip

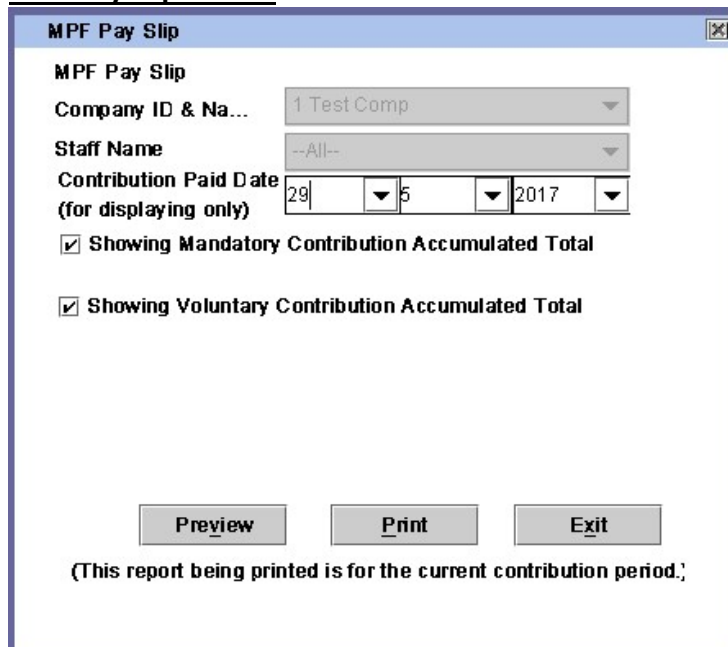
You can print the MPF Pay Slip under Company Information or under individual Staff Information.

Company Information Screen



The screenshot shows the 'Company Information Screen' with a navigation menu on the left and a main content area. The 'MPF Pay Slip' option is highlighted with a red box in the 'Company Information Listing' section of the menu. The main content area includes fields for 'Bene. Adv' (checked), 'Payment Type' (checked), and 'Verification Code' (cb422c96326e926f). An 'Exit' button is located in the top right corner.

MPF Pay Slip Screen



The screenshot shows the 'MPF Pay Slip' screen with the following fields and options:

- MPF Pay Slip** (Title)
- Company ID & Na...** (Dropdown menu showing '1 Test Comp')
- Staff Name** (Dropdown menu showing '--All--')
- Contribution Paid Date (for displaying only)** (Date picker showing 29/5/2017)
- ☒ **Showing Mandatory Contribution Accumulated Total**
- ☒ **Showing Voluntary Contribution Accumulated Total**
- Buttons:** Preview, Print, Exit
- Footer:** (This report being printed is for the current contribution period.)

When you click the "MPF Pay Slip" button, please select the Contribution Paid Date. Also, you can select to show the accumulated of Mandatory Contribution and Voluntary Contribution on the report.

MPF Pay Slip can be sorted by Staff Name, HKID/Passport No. or Staff No.

You can click "Preview" to preview the report or click "Print" to print out the report.

MPF Pay Slip Sample

Pay Slip of MPF Contribution

Employee:	LEE TAI MAN	HKID/Passport # :	B123456(6)
Staff no:		Date printed:	29/05/2017
Scheme no.:	B0C00003037356	Contribution paid date:	29/05/2017
Employer:	Test Comp		

Contribution period 01/05/2017 - 31/05/2017

Gross Salary	20,000.00
Less: Employee's Contribution	1,000.00
Net Pay	19,000.00

Plan	Scheme Salary Relevant Income	Mandatory Contribution Employer	Mandatory Contribution Employee	Voluntary Contribution Employer	Voluntary Contribution Employee
(MCM) HKD	20,000.00	1,000.00	1,000.00	0.00	0.00
Total HKD		1,000.00	1,000.00	0.00	0.00
Accumulated Total: (v plan)	0.00	0.00	0.00	0.00	0.00
From 01/04/2017 (m plan)	20,000.00	1,000.00	1,000.00	0.00	0.00

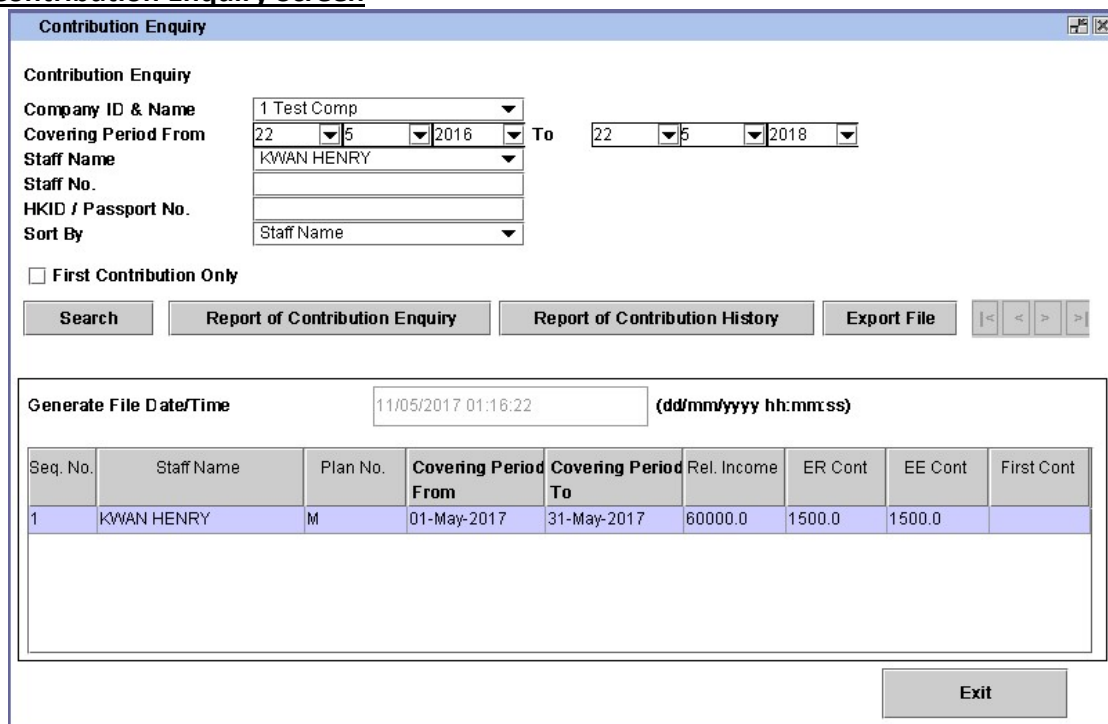
7.7 Contribution Enquiry

To access the function, you can click the button “Contribution Enquiry” under the menu of MPF. The function allows user to enquiry the detail contribution record by

- 1) Contribution covering period,
- 2) Contribution covering period + (Staff Name or Staff HKID or Staff ID) for the selected company

Please select the Company Name in the drop down list and input the covering period that you want to enquire and then click the “Search” button. The result will be shown on the screen. You can click the First Contribution Only checkbox to show the first contribution records only and select the display order by Staff Name, Staff HKID or Staff ID.

Contribution Enquiry Screen



Contribution Enquiry

Contribution Enquiry

Company ID & Name: 1 Test Comp

Covering Period From: 22/5/2016 To: 22/5/2018

Staff Name: KWAN HENRY

Staff No.:

HKID / Passport No.:

Sort By: Staff Name

☐ First Contribution Only

Search Report of Contribution Enquiry Report of Contribution History Export File

Generate File Date/Time: 11/05/2017 01:16:22 (dd/mm/yyyy hh:mm:ss)

Seq. No.	Staff Name	Plan No.	Covering Period From	Covering Period To	Rel. Income	ER Cont	EE Cont	First Cont
1	KWAN HENRY	M	01-May-2017	31-May-2017	60000.0	1500.0	1500.0	

Exit

Export function is provided to export the search result to EXCEL format, please click the “Export File” button. A dialog box will prompt up to ask for the file destination. Click “OK” to process the export function.

You can click the “Report of Contribution Enquiry” button to print out the search results that are shown on the screen.

Report of Contribution Enquiry Screen

Report of Contribution Enquiry

Company Name Test Comp

Sort by

☒ Staff Name
 ☐ Staff No.
 ☐ HKID / Passport No.

Preview

Print

Exit

Sample of Contribution Enquiry Report

Scheme Registration No. : H000011		Report of Contribution Enquiry										DATE: 03/10/2017			
Name of Employer : Wooki												PAGE: 1			
Name of Scheme : HK Productail															
Scheme No. : H000001001234															
Employer Code : 000															
Contribution Period :															
No.	Name of Employee	Staff No.	HKID/ Passport No.	<--- Relevant Contribution Period --->		<--- Relevant Income --->		Employee's Cont.		Employee's Cont.		Total Contribution		Gross Salary	Net Income
				For Employer's Cont.	For Employee's Cont.	Mandatory	Voluntary	Mandatory	Voluntary	Mandatory	Voluntary	Mandatory	Voluntary		
1	YV YV	YV	XXXX	03/08/2017 - 11/08/2017	03/08/2017 - 11/08/2017	2,000.00	0.00	100.00	0.00	0.00	0.00	100.00	0.00 *	2,000.00	2,000.00
				12/08/2017 - 18/08/2017	12/08/2017 - 18/08/2017	2,001.00	0.00	100.03	0.00	0.00	0.00	100.03	0.00 *	2,001.00	2,001.00
				19/08/2017 - 25/08/2017	19/08/2017 - 25/08/2017	1,500.00	0.00	75.00	0.00	0.00	0.00	75.00	0.00 *	1,500.00	1,500.00
				26/08/2017 - 01/09/2017	26/08/2017 - 01/09/2017	1,200.00	0.00	60.00	0.00	0.00	0.00	60.00	0.00 *	1,200.00	1,200.00
				02/09/2017 - 08/09/2017	02/09/2017 - 08/09/2017	3,500.33	0.00	175.02	0.00	0.00	0.00	175.02	0.00 *	3,500.33	3,500.33
				09/09/2017 - 15/09/2017	09/09/2017 - 15/09/2017	2,100.00	0.00	105.00	0.00	105.00	0.00	210.00	0.00 *	2,100.00	1,995.00
				16/09/2017 - 22/09/2017	16/09/2017 - 22/09/2017	3,000.00	0.00	150.00	0.00	150.00	0.00	300.00	0.00 *	3,000.00	2,850.00
				23/09/2017 - 29/09/2017	23/09/2017 - 29/09/2017	2,000.00	0.00	100.00	0.00	100.00	0.00	200.00	0.00 *	2,000.00	1,800.00
				30/09/2017 - 06/10/2017	30/09/2017 - 06/10/2017	14,120.00	0.00	350.00	0.00	350.00	0.00	700.00	0.00 *	14,120.00	13,770.00
						Sub-total:		1,215.07	0.00	705.00	0.00	1,420.07	0.00	11,421.33	10,714.33
						Sub-total:		1,215.07	0.00	705.00	0.00	1,420.07	0.00	11,421.33	10,714.33
												Contribution surcharge (2%)			
												TOTAL:			
														11,421.33	10,714.33
REMARKS: * NET CONTRIBUTION															
*** END OF REPORT ***															

Also, you can click the “Report of Contribution History” button to print out the contribution history of all staff.

Report of Contribution History screen

Report of Contribution History

Company Name Test Comp

Sort by

☒ Staff Name
 ☐ Chinese Staff Name
 ☐ Staff No.
 ☐ HKID / Passport No.

Preview

Print

Exit

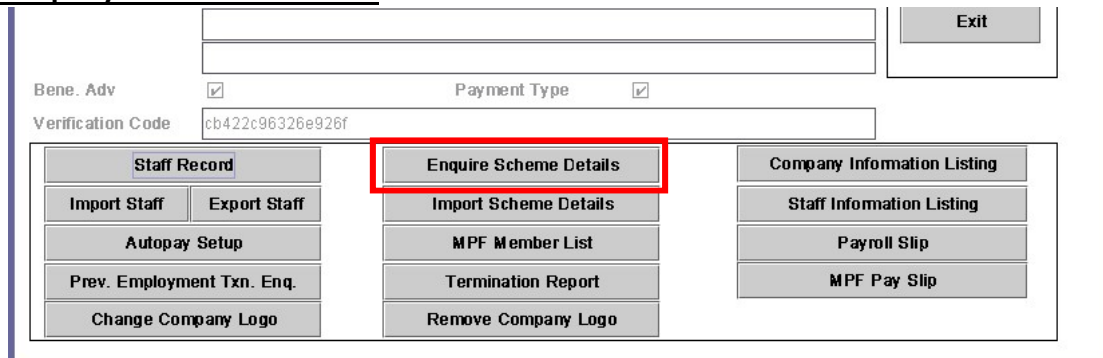
Sample of Contribution History Report

Test Comp				DATE:	29/05/2017
REPORT OF CONTRIBUTION HISTORY				PAGE:	1
Staff Name	CHAN PETER				
Staff No.					
HKID/Passport No.	P120314				
Period	01/05/2017 - 31/05/2017				
Plan No.	Relevant Income	Employee Contribution	Employer Contribution		
=====	=====	=====	=====		
MCM	0.00	0.00	0.00		
=====	=====	=====	=====		
		0.00	0.00		
Staff Name	KWAN HENRY				
Staff No.					
HKID/Passport No.	A123456 (3)				
Period	01/05/2017 - 31/05/2017				
Plan No.	Relevant Income	Employee Contribution	Employer Contribution		
=====	=====	=====	=====		
MCM	0.00	0.00	0.00		
=====	=====	=====	=====		
		0.00	0.00		
Staff Name	LEE JOEY				
Staff No.					
HKID/Passport No.	C123456				
Period	01/05/2017 - 31/05/2017				
Plan No.	Relevant Income	Employee Contribution	Employer Contribution		
=====	=====	=====	=====		
MCM	0.00	0.00	0.00		
=====	=====	=====	=====		
		0.00	0.00		
Staff Name	LEE TAI MAN				
Staff No.					
HKID/Passport No.	B123456 (6)				
Period	01/05/2017 - 31/05/2017				
Plan No.	Relevant Income	Employee Contribution	Employer Contribution		
=====	=====	=====	=====		
MCM	20,000.00	1,000.00	1,000.00		
=====	=====	=====	=====		
		1,000.00	1,000.00		

7.8 Scheme Detail Enquiry

You can enquire the Scheme Details of a company by clicking the “Enquire Scheme Details” button in the screen of “Company Information”.

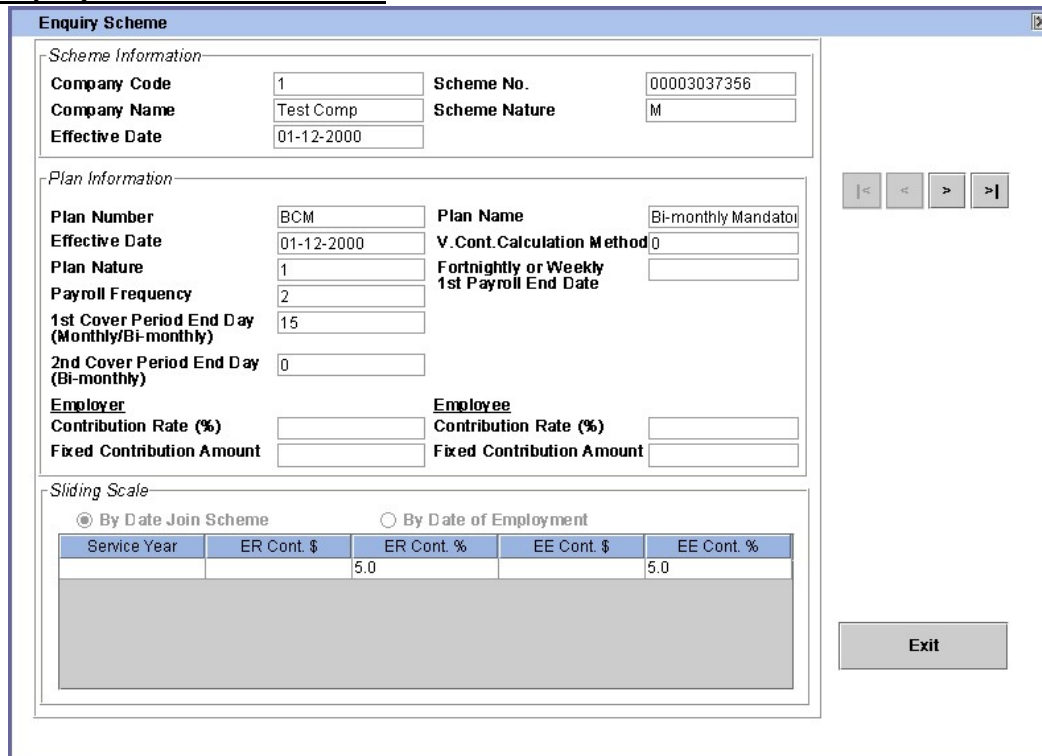
Company Information Screen



The screenshot shows the 'Company Information' screen. At the top, there are two empty text boxes and an 'Exit' button. Below these, there are checkboxes for 'Bene. Adv' and 'Payment Type', both of which are checked. A 'Verification Code' field contains the value 'cb422c96326e926f'. The main area contains several buttons: 'Staff Record', 'Enquire Scheme Details' (highlighted with a red box), 'Company Information Listing', 'Import Staff', 'Export Staff', 'Import Scheme Details', 'Staff Information Listing', 'Autopay Setup', 'MPF Member List', 'Payroll Slip', 'Prev. Employment Txn. Enq.', 'Termination Report', 'MPF Pay Slip', 'Change Company Logo', and 'Remove Company Logo'.

The (“|<”), (“<”), (“>”) and (“>|”) buttons on the right upper side is used for navigating between different plans of the scheme. User can view the plan details such as contribution rate, contribution amount and sliding scale on this screen.

Enquiry Scheme Detail Screen



The screenshot shows the 'Enquiry Scheme' screen. It is divided into three main sections: 'Scheme Information', 'Plan Information', and 'Sliding Scale'.
Scheme Information: Fields include 'Company Code' (1), 'Scheme No.' (00003037356), 'Company Name' (Test Comp), 'Scheme Nature' (M), and 'Effective Date' (01-12-2000).
Plan Information: Fields include 'Plan Number' (BCM), 'Plan Name' (Bi-monthly Mandator), 'Effective Date' (01-12-2000), 'V. Cont. Calculation Method' (0), 'Plan Nature' (1), 'Fortnightly or Weekly' (), 'Payroll Frequency' (2), '1st Payroll End Date' (), '1st Cover Period End Day (Monthly/Bi-monthly)' (15), '2nd Cover Period End Day (Bi-monthly)' (0), 'Employer Contribution Rate (%)' (), 'Employee Contribution Rate (%)' (), 'Fixed Contribution Amount' (), and 'Fixed Contribution Amount' ().
Sliding Scale: There are two radio buttons: 'By Date Join Scheme' (selected) and 'By Date of Employment'. Below them is a table with columns: 'Service Year', 'ER Cont. \$', 'ER Cont. %', 'EE Cont. \$', and 'EE Cont. %'. The first row shows values: 5.0, 5.0, and 5.0. There is an 'Exit' button at the bottom right.

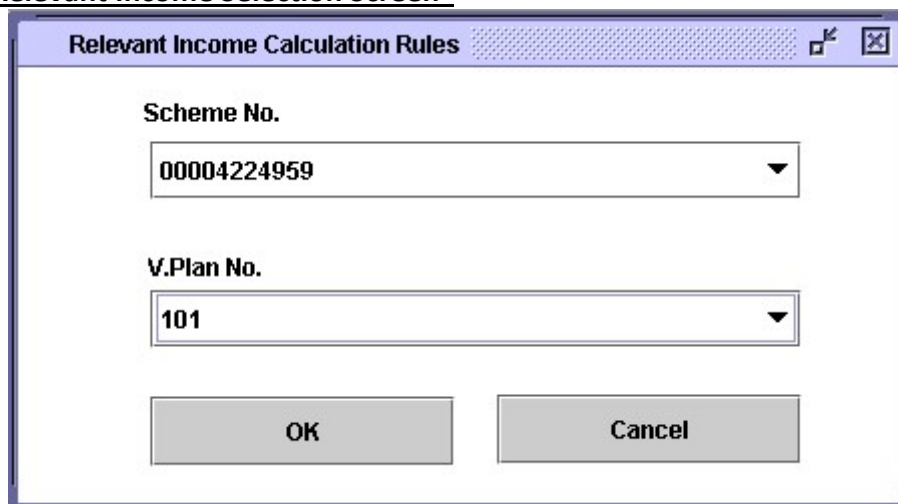
7.9 Relevant Income Calculations Rules

To access the function, you can click the button “Relevant Income Calculation Rules” under the menu of MPF.

You are required to define which payment type (e.g. Salary, Leave Pay) that should be included in the relevant income for each voluntary plan. This setting is automatically applied to all staff whose have selected this voluntary plan.

Select the Scheme No and V.Plan No in the drop down list, and click “OK” button to edit or view the plan detail.

Relevant Income Selection Screen



Please select the Operator and Payment type number in the drop down list. Click “Add” and “Save” to add description or click “Cancel” button to cancel all the added rules that are not yet been saved. “Delete All” button is used for deleting all the rules of the Plan. You can click “exit” to return to the main menu.

Relevant Income for Non-Mandatory Contribution Detail Screen

Relevant Income Calculation Rules

Relevant Income for Voluntary Contribution

Seq.No	Operator	Payment Type Number	Description
1		1	(a.) Salary / wages
2	+	1	(a.) Salary / wages

Add

Delete All

Save

Cancel

Exit

Operator: Payment Type No.:

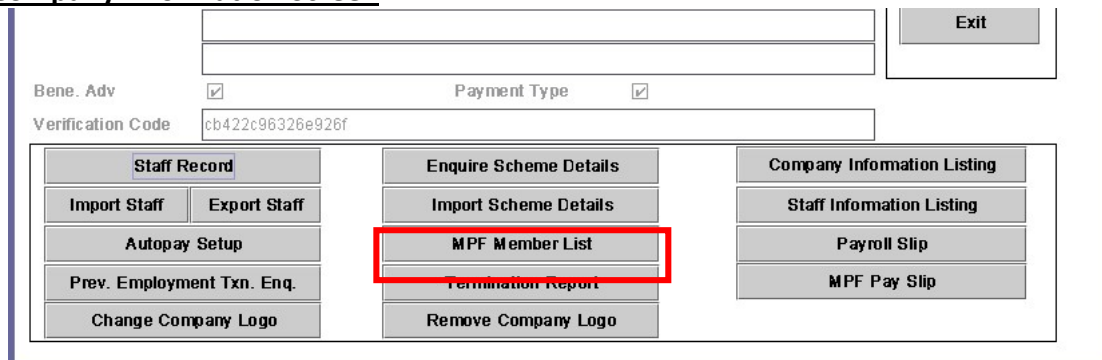
+ 1 (a.) Salary / wages

Payment Ty...	Description
1	(a.) Salary / wages
2	(b.) Leave pay
3	(c1) Director's fee - under employment contract
5	(d.) Commission / fees
6	(e.) Bonus
7	(f.) Back pay, terminal awards, and gratuities, etc.
8	(g.) Certain payments from occupational retirement scheme...
9	(h.) Salaries tax paid by employer

7.10 Generate MPF Member List

This function allows you to preview and print the entire members joined MPF scheme in the selected company in current batch. To access the function, you can click the button “MPF Member List” on the screen of Company Information.

Company Information Screen

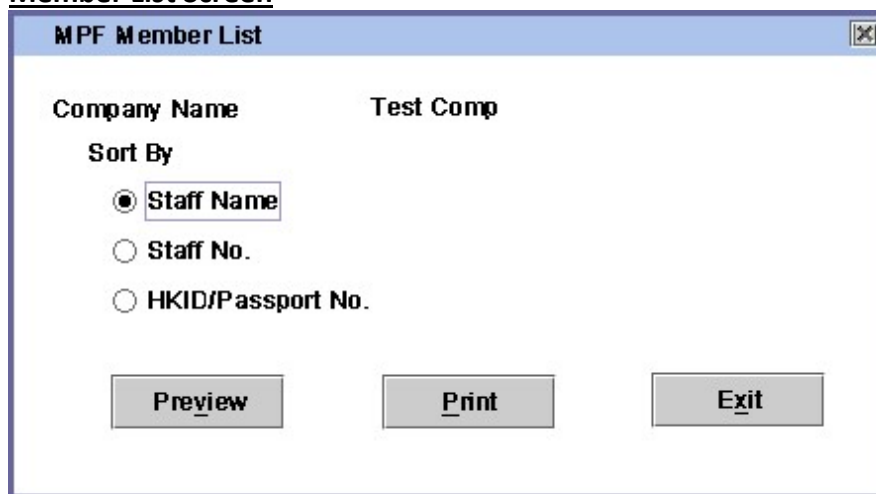


The screenshot shows the 'Company Information Screen' with various fields and buttons. The 'MPF Member List' button is highlighted with a red rectangle.

Fields and buttons visible:

- Exit
- Bene. Adv ☒ Payment Type ☒
- Verification Code: cb422c96326e926f
- Buttons: Staff Record, Enquire Scheme Details, Company Information Listing, Import Staff, Export Staff, Import Scheme Details, MPF Member List (highlighted), Autopay Setup, Prev. Employment Txn. Enq., Termination Report, Change Company Logo, Remove Company Logo, Staff Information Listing, Payroll Slip, MPF Pay Slip.

Member List Screen



The screenshot shows the 'MPF Member List' screen. The 'Company Name' is 'Test Comp'. The 'Sort By' options are 'Staff Name' (selected), 'Staff No.', and 'HKID/Passport No.'. The 'Preview', 'Print', and 'Exit' buttons are at the bottom.

Fields and buttons visible:

- MPF Member List
- Company Name: Test Comp
- Sort By:
 - ☒ Staff Name
 - ☐ Staff No.
 - ☐ HKID/Passport No.
- Preview, Print, Exit

Sample of MPF Member List

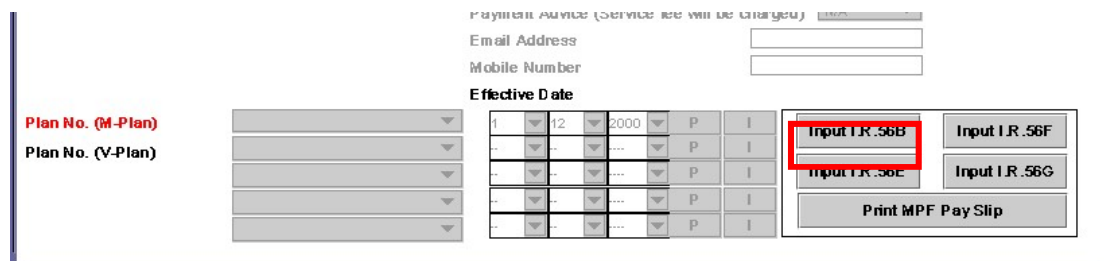
Test Comp							
Member Listing (MPF Scheme)						Date: 29/05/2017	
						Page: 1	
Scheme no.:		B0C00003037356					
Employer code:		000					
Employer name:		Test Comp					
HKID/ Passport No.	Member Name Staff No.	Sex	D.O.B	Latest Relevant Income/ Scheme Salary (HKD)	Plan no.	Last Paid	
			D.O.E			EE Cont	Date From
			D.J.S			EE Cont	Date To
			D.J.V Plan			EE Cont	Date To
P120314	CHAN PETER	M	25/06/1981 25/06/2013 25/06/2013	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
A123456(3)	KWAN HENRY	M	25/06/1981 25/06/2013 25/06/2013	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
C123456	LEE JOEY	F	25/06/1981 25/06/2014 25/06/2014	(No last paid relevant income)	MCM	0.00 0.00	01/05/2017 31/05/2017
B123456(6)	LEE TAI MAN	M	25/06/1980 25/06/2012 25/06/2012	20,000.00	MCM	1,000.00 1,000.00	01/05/2017 31/05/2017
2342342	TEST MPF 1	M	25/03/1981 25/04/2017 25/04/2017	40,000.00	MCM	0.00 0.00	01/05/2017 31/05/2017
Total number of employees		5	*** END OF REPORT ***				

8. Prepare Tax Return

8.1 Input IR56B

This function is used for editing the IR56B record which is under the individual Staff Information screen.

Staff Information Screen



Payment Advice (Service fee will be charged) ☐

Email Address

Mobile Number

Effective Date

Plan No. (M-Plan)	1	2	2000	P	I
Plan No. (V-Plan)				P	I
				P	I
				P	I
				P	I

Input I.R. 56B (highlighted with a red box)

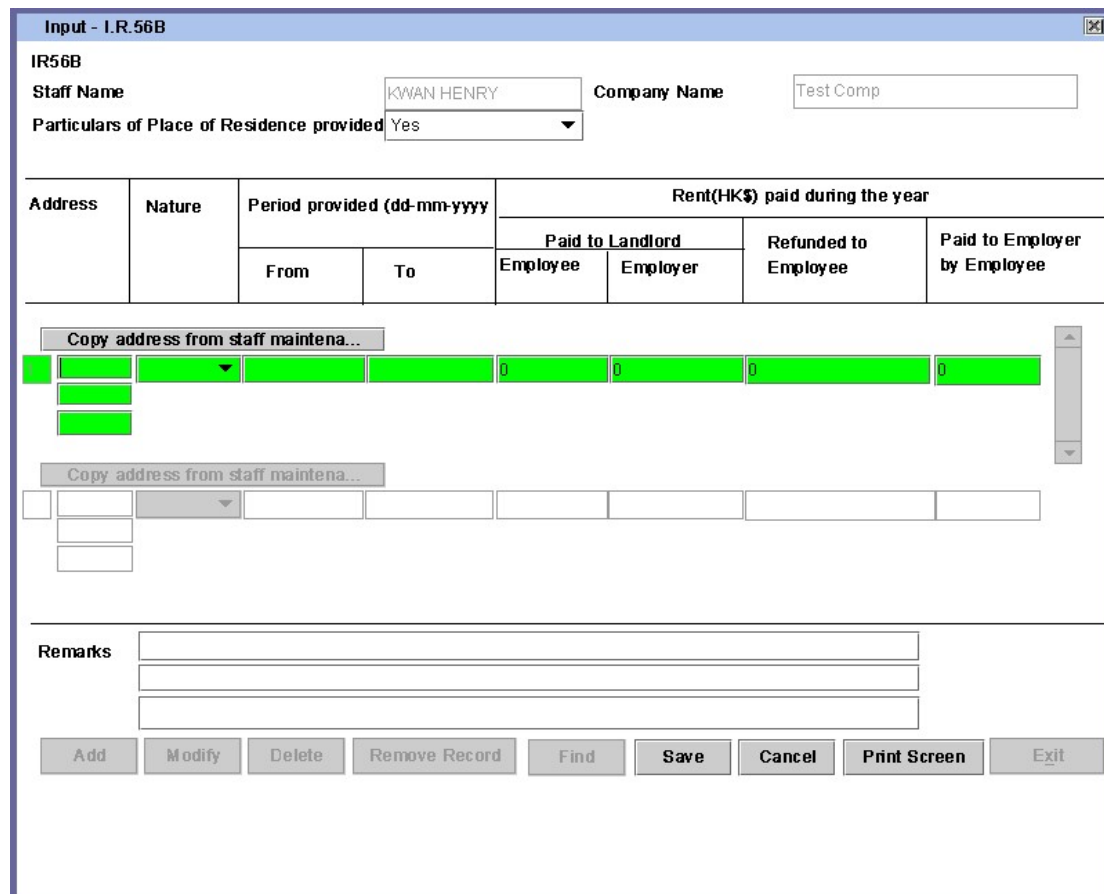
Input I.R. 56F

Input I.R. 56E

Input I.R. 56G

Print MPF Pay Slip

Input IR56B Screen



Input - I.R.56B

IR56B

Staff Name Company Name

Particulars of Place of Residence provided

Address	Nature	Period provided (dd-mm-yyyy)		Rent(HK\$) paid during the year			
		From	To	Paid to Landlord Employee	Employer	Refunded to Employee	Paid to Employer by Employee
Copy address from staff maintena...							
Copy address from staff maintena...							
Copy address from staff maintena...							

Remarks

Add Modify Delete Remove Record Find Save Cancel Print Screen Exit

You can input the IR56B record by clicking the “Add” button. By default, the Particular of Place of Residence is “Yes”. If place of residence is provided, please input the detail information for the place of residence. If place of residence is not provided, please change it to “No”. Click “save” button to save the record or click “cancel” to return to previous page.

You can click “Modify” button to modify the existing record that is highlighted in green.

You can click “delete” button to delete the record that is highlighted in green. Confirmation message will be asked to confirm the action. Please click “OK” to proceed or “Cancel” to cancel the delete.

You can click “Remove Record” button to remove the staff record from IR56B. Confirmation message will be asked to confirm the action. Please click “OK” to proceed or “Cancel” to cancel the delete.

Find function is provided for you to find the record of Place of Residence. Please input the entry number and system will find it for you.

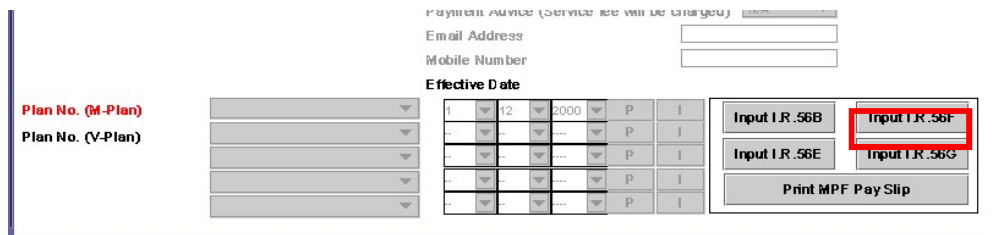
You can click “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the Staff Information screen.

8.2 Input IR56F

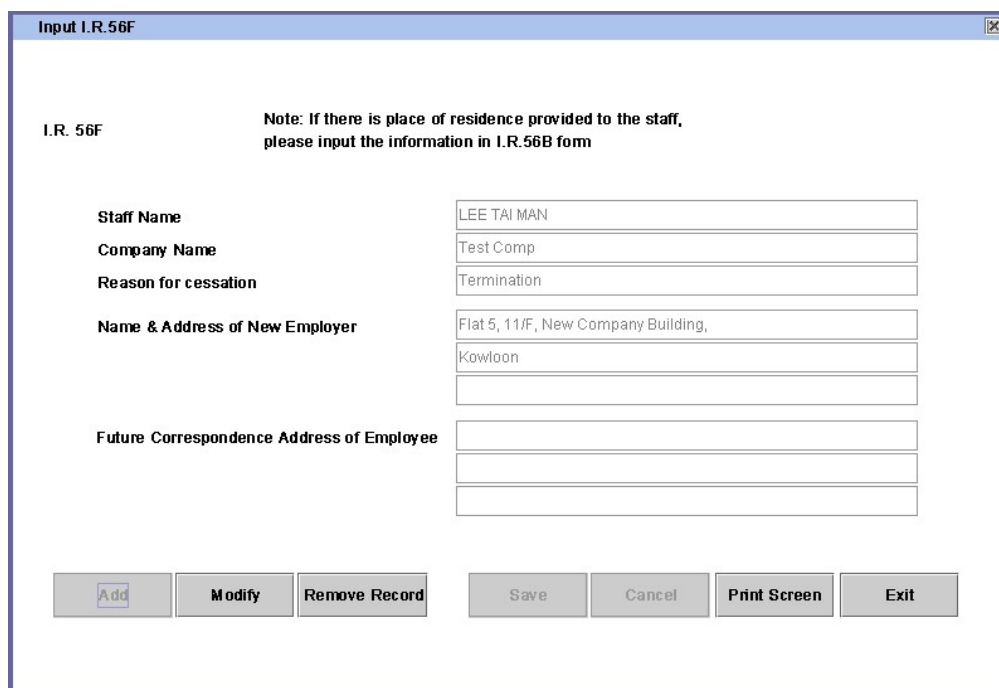
To access the function, you can click the button “Input I.R.56F” in the screen of “Staff Information”.

Staff Information screen



The screenshot shows the 'Staff Information' screen. At the top, there are input fields for 'Email Address' and 'Mobile Number'. Below these is a table for 'Effective Date' with columns for month, day, year, and status. To the right of the table are buttons for 'Input I.R.56B', 'Input I.R.56E', 'Input I.R.56G', and 'Input I.R.56F'. The 'Input I.R.56F' button is highlighted with a red rectangle. At the bottom right is a 'Print MPF Pay Slip' button.

Input IR56F Screen



The screenshot shows the 'Input I.R.56F' screen. It has a title bar 'Input I.R.56F'. Below the title bar, there is a note: 'Note: If there is place of residence provided to the staff, please input the information in I.R.56B form'. The screen contains several input fields: 'Staff Name' (LEE TAI MAN), 'Company Name' (Test Comp), 'Reason for cessation' (Termination), 'Name & Address of New Employer' (Flat 5, 11/F, New Company Building, Kowloon), and 'Future Correspondence Address of Employee'. At the bottom, there are buttons for 'Add', 'Modify', 'Remove Record', 'Save', 'Cancel', 'Print Screen', and 'Exit'.

You can click “Add” button to add the staff record in IR56F.

After filling up the information, you can click “Save” button to save the record or click “cancel” to return to previous page.

You can click “Modify” button to modify the existing record shown on the screen.

You can click “Remove Record” button to remove the staff record from IR56F.
Confirmation message will be asked to confirm the action.

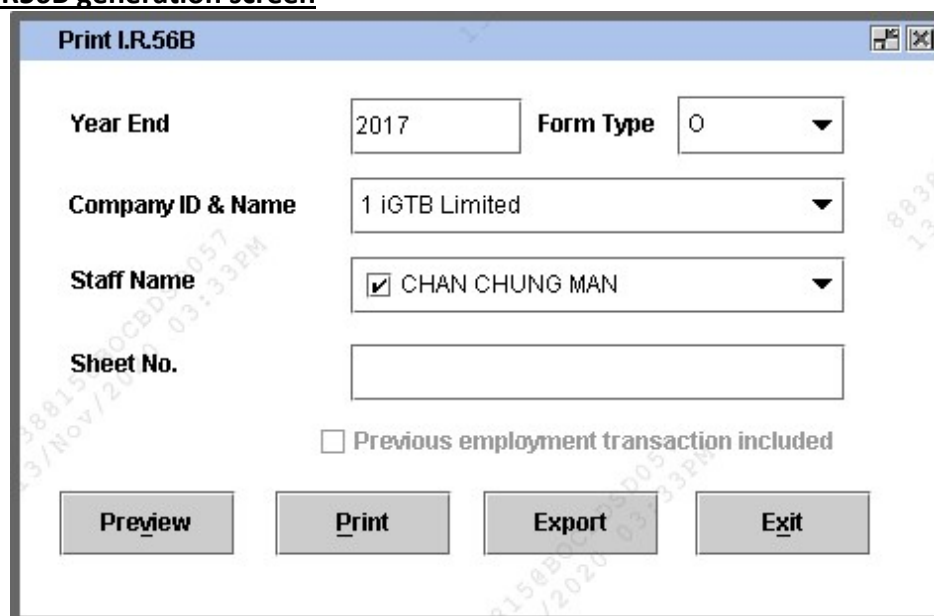
You can click “Print Screen” button to print the current screen.

You can click the “Exit” button to return to the Staff Information screen.

8.3 Generate IR56B

To access the screen, you can click the button “I.R.56B” under the menu of Tax Return. To preview and print the IR56B report, please select the company and staff name and then click the “Preview” and “Print” button. To generate an IP56B report in XML format, click the “Export” button.

IR56B generation screen



Print I.R.56B

Year End: 2017 Form Type: 0

Company ID & Name: 1 iGTB Limited

Staff Name: ☑ CHAN CHUNG MAN

Sheet No.:

☐ Previous employment transaction included

Preview Print Export Exit

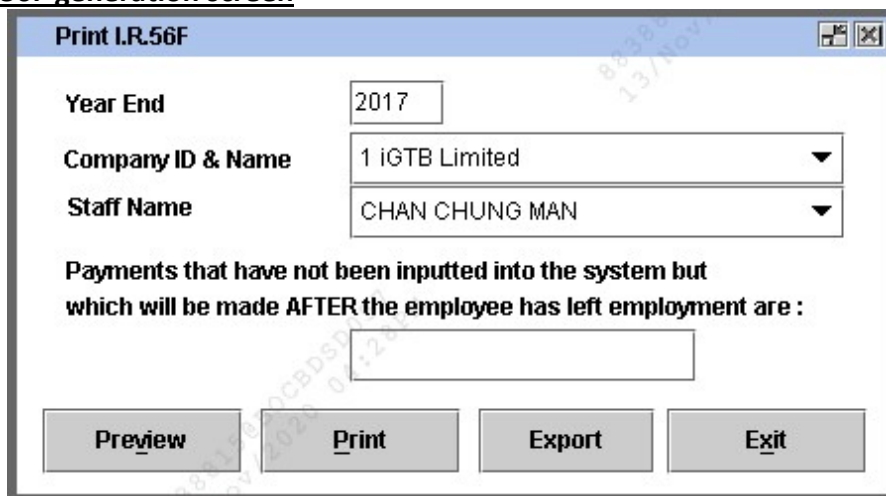
Sample of IR56B

INLAND REVENUE DEPARTMENT EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS FOR THE YEAR FROM 1 APRIL 2017 TO 31 MARCH 2018		
Sheet No.:		000001 ****
1. Employer's file no.: 131-23 Name of employer: Test Comp		
2. Surname of Employee or Pensioner: Given name in full: TAI MAN Full name in Chinese: 李大文	LEE ****	
3. (a) H.K. Identity Card number: (b) Passport Number and country of issue:	B123456(6) ****	
4. Sex (M=Male, F=Female):	M ****	
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married):	1 ****	
6. (a) If married, full name of spouse: (b) Spouse's H.K. Identity Card number: Spouse's passport number and country of issue (if known):		
7. Residential address: FLT 1, TESTING BUILDING, NEW TERRITORIES		
8. Postal address (if different from 7 above):	Same as above	
9. (a) Capacity in which employed: (b) If part time, the name of his/her principal employer (if known):		
10. Period of employment for the year from 1 April 2017 to 31 March 2018:	01/04/2017 to 31/03/2018 ****	
11. Particulars of income accruing for the year from 1 April 2017 to 31 March 2018		
Particulars	Period	Amount (HK\$) EXCLUDE CENTS
(a) Salary/Wages	01042017 - 31032018	20,000
(b) Leave Pay		
(c) Director's Fee		
(d) Commission/Fees		
(e) Bonus		
(f) Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities		
(g) Certain Payments from Retirement Schemes		
(h) Salaries Tax Paid by Employer		
(i) Education Benefits		
(j) Gain realized under share option scheme		
(k) Any Other Rewards, Allowances or Perquisites		
Nature:		
Nature:		
Nature:		
(l) Pensions		
Total:		20,000 ****
12. Particulars of Place of Residence provided: (0=Not provided, 1=Provided)	1 ****	
(a) Address 1: Room 1102 Tai Ming House Tai Ming Est. Nature: Room Period provided: 29052017 - 29032018 Rent paid to Landlord by Employer: HK\$ 20,000 Rent paid to Landlord by Employee: HK\$ 10,000 Rent refunded to Employee by Employer: HK\$ 5,000 Rent paid to Employer by Employee: HK\$ 4,000		
(b) Address 2: Nature: Period provided: Rent paid to Landlord by Employer: HK\$ Rent paid to Landlord by Employee: HK\$ Rent refunded to Employee by Employer: HK\$ Rent paid to Employer by Employee: HK\$		
13. Whether the employee was wholly or partly paid either in Hong Kong or overseas by an overseas company (0=No, 1=Yes) If yes, please state: Name of overseas company: Address: Amount (if known) (This amount must also be included in item 11):	0 ****	
14. Remarks:		
Employer's official chop	Signature: _____ Designation: CEO Date: 27/08/2015	
IR56B		FOR OFFICIAL USE

8.4 Generate IR56F

To access the screen, you can click the button “I.R.56F” under the menu of Tax Return. To preview and print the IR56F report, please select the company and Staff Name and then click the “Preview” and “Print” button. To generate an IP56F report in XML format, click the “Export” button.

IR56F generation screen



Print I.R.56F

Year End: 2017

Company ID & Name: 1 iGTB Limited

Staff Name: CHAN CHUNG MAN

Payments that have not been inputted into the system but which will be made AFTER the employee has left employment are :

Preview Print Export Exit

Sample of IR56F

Select & Zoom

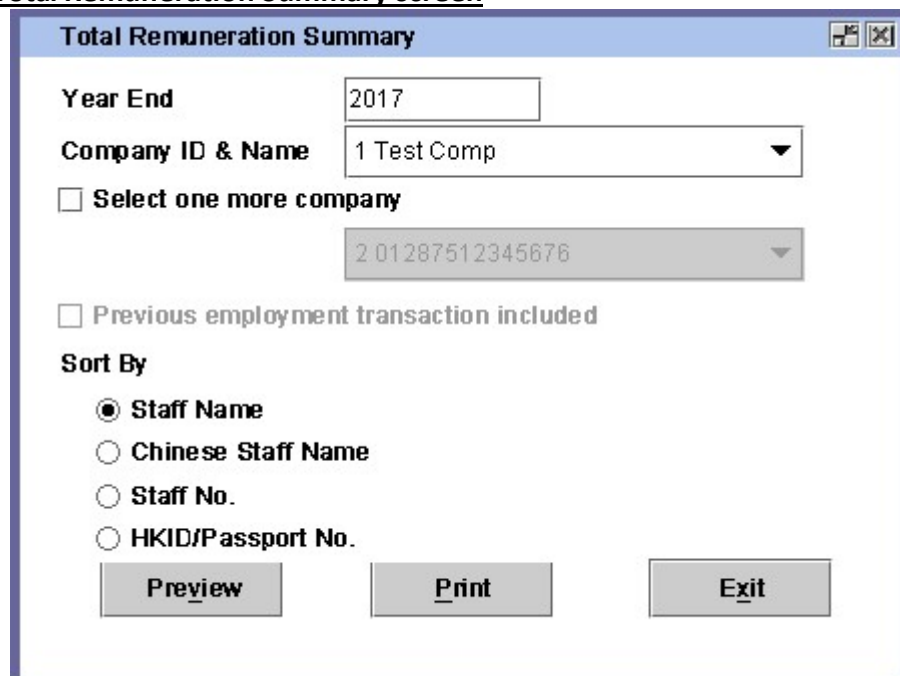
NOTIFICATION (Under Section 52(5) of the Inland Revenue Ordinance, Chapter 112) BY AN EMPLOYER OF AN EMPLOYEE WHO IS ABOUT TO CEASE TO BE EMPLOYED		
Employer's File No.:	131-23	56F
Name of employer:	Test Comp	23 ****
Address of employer:		
Particulars of the Employee:		
1. Name of Employee:	LEE TAI MAN	LEE ****
2. Employee's Tax File No. with this Department:		
3. (a) H.K. Identity Card Number:		B123456(6) ****
(b) Passport number and country of issue (if Employee has no H.K. Identity Card):		
4. Sex (M=Male, F=Female):		M ****
5. Marital status (1=Single/Widowed/Divorced/Living Apart, 2=Married):		1 ****
6. (a) If married, full name of spouse:		
(b) Spouse's H.K. Identity Card Number / Passport Number and country of issue (if known):		
7. (a) Residential address: FLT 1, TESTING BUILDING, NEW TERRITORIES		
(b) Tel. No.:		
8. Postal address [if different from (7) above]:	Same as above	
9. (a) Capacity in which employed:		
(b) If part time, the name of the principal employer (if known):		
10. Expected date of cessation of employment:	31/12/2017	
11. Period of employment from the 1 April last to the last date of employment:	01/04/2017 to 31/12/2017	****
12. Reason of cessation (e.g. resignation, retirement, dismissal etc.):	Termination	
13. Details of income from the 1 April last to the last date of employment:		
Particulars	Period	Amount (HK\$) EXCLUDE CENTS
(a) Salary / Wages / Director's Fee / Pensions	01/04/2017 - 31/12/2017	20,000
(b) Leave Pay		
(c) Commission / Fees		
(d) Payment in Lieu of Notice, Back Pay, Terminal Awards or Gratuities		
(e) Certain Payments from Retirement Schemes		
(f) Salaries Tax Paid by Employer		
(g) Gain realized under share option scheme		
(h) Other Rewards, Allowances or Perquisites e.g. Bonus, Education Benefits, Shares (Nature.....)		
(i) Payments that have not been declared above but which will be made AFTER the employee has left employment are:		
Total:		20,000 ****
14. Particulars of Place of Residence provided:		
(0=Not provided, 1=Provided)		1 ****
Address:	Room 1102 Tai Ming House Tai Ming Est.	
Nature:	Room	
Period provided:	29/05/2017 - 29/03/2018	
Rent paid to landlord by employer:	20,000	
Rent paid to landlord by employee:	10,000	
Rent refunded to employee:	5,000	
Rent paid to employer by employee:	4,000	
15. Whether the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas: (0=No, 1=Yes)		0 ****
If yes, please state:		
Name of overseas company:		
Address:		
Amount (if known) (This amount must also be included in item 13):	0	
16. Name and Address of New Employer (if known):	Flat 5, 11/F, New Company Building, Kowloon	
17. Future Postal Address of Employee:		
18. To the best of my knowledge, this employee will NOT be leaving Hong Kong after cessation of employment.		
Signature:	Designation: CEO	
Name: Henry	Date: 29/05/2017	
IR56F		FOR OFFICIAL USE

8.5 Total Remuneration Summary

To access the function, you can click the button “Total Remuneration Summary” under the menu of Tax Return. This report shows the summary of total remuneration of the staff of the selected company within a specified financial year. Please input the “Year End”, select the Company ID & Name and sorting order.

You can preview and print the Total Remuneration Summary report.

Total Remuneration Summary screen



The screenshot shows a software window titled "Total Remuneration Summary". It contains the following fields and controls:

- Year End:** A text box containing "2017".
- Company ID & Name:** A dropdown menu showing "1 Test Comp".
- ☐ **Select one more company:** A checkbox with a corresponding dropdown menu showing "2 01287512345676".
- ☐ **Previous employment transaction included:** A checkbox.
- Sort By:** A group of four radio buttons:
 - ☒ **Staff Name**
 - ☐ **Chinese Staff Name**
 - ☐ **Staff No.**
 - ☐ **HKID/Passport No.**
- Buttons:** Three buttons at the bottom: "Preview", "Print", and "Exit".

Sample of Total Remuneration Summary

Test Comp							DATE:	22/05/2017
TOTAL REMUNERATION SUMMARY							PAGE:	1
FOR THE YEAR 2017 - 2018								
STAFF NAME	APR	JUN	AUG	OCT	DEC	FEB		
HEAD/PASSPORT NO.	MAY	JUL	SEP	NOV	JAN	MAR	TOTAL	
STAFF NO.								
JSMAN HENRY								
A123456 (3)	60,000.00						60,000.00	

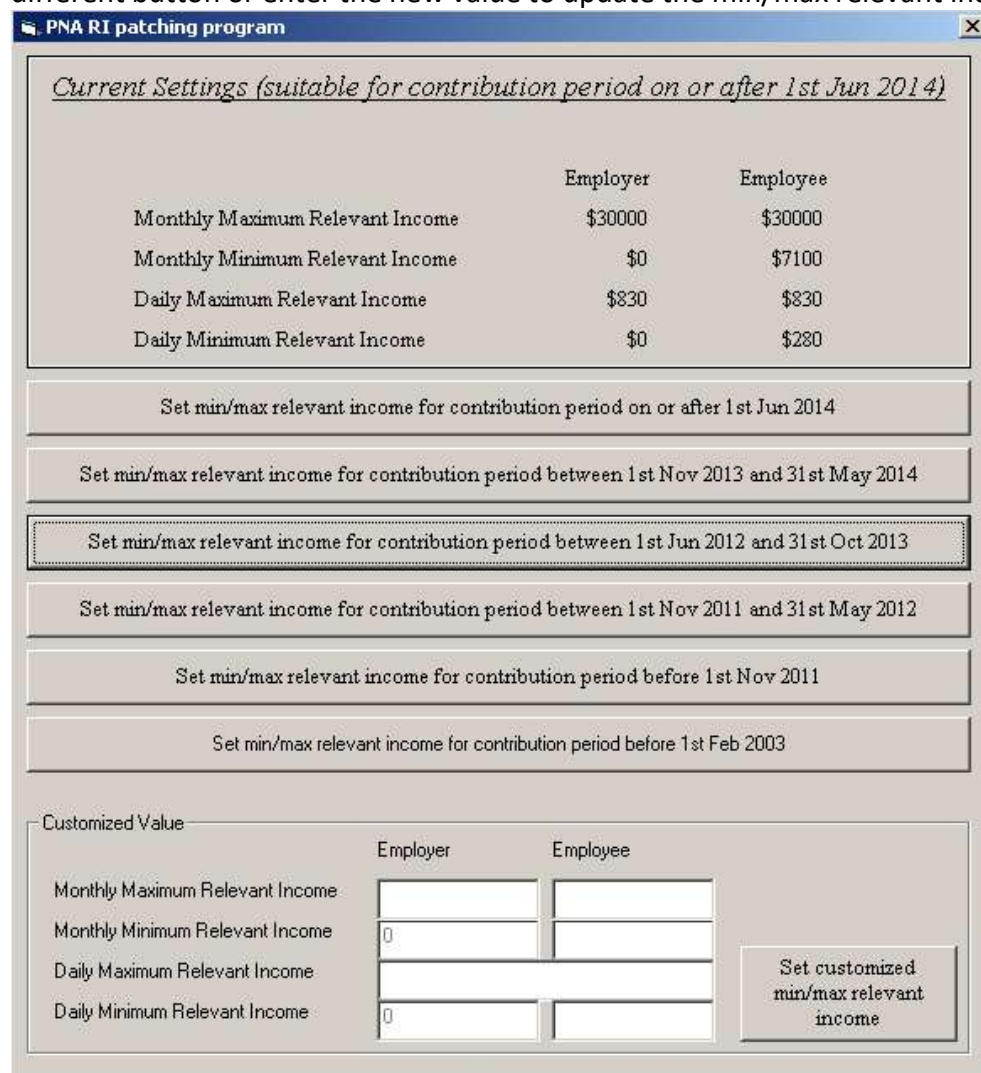
TOTAL :	60,000.00						60,000.00	
=====								
NO. OF STAFF LISTED:	1							
* * * END OF REPORT * * *								

9. Miscellaneous

9.1 Update Min/Max Relevant Income patch for MPF contribution

If user want to generate previous payroll transaction where the min/max relevant income for MPF contribution is different from existing value (e.g. the max. relevant income is 25,000 between 1st Nov 2013 and 31st May 2014). User must apply min/max relevant Income patch before generation.

1. Under the installation folder (i.e. C:\Program Files(x86)\PNA), execute the patch "PNA_RI_PATCH.exe".
2. Below screen will be shown after login. User can choose the period by pressing different button or enter the new value to update the min/max relevant income.



PNA RI patching program

Current Settings (suitable for contribution period on or after 1st Jun 2014)

	Employer	Employee
Monthly Maximum Relevant Income	\$30000	\$30000
Monthly Minimum Relevant Income	\$0	\$7100
Daily Maximum Relevant Income	\$830	\$830
Daily Minimum Relevant Income	\$0	\$280

Set min/max relevant income for contribution period on or after 1st Jun 2014

Set min/max relevant income for contribution period between 1st Nov 2013 and 31st May 2014

Set min/max relevant income for contribution period between 1st Jun 2012 and 31st Oct 2013

Set min/max relevant income for contribution period between 1st Nov 2011 and 31st May 2012

Set min/max relevant income for contribution period before 1st Nov 2011

Set min/max relevant income for contribution period before 1st Feb 2003

Customized Value

	Employer	Employee
Monthly Maximum Relevant Income	<input type="text"/>	<input type="text"/>
Monthly Minimum Relevant Income	<input type="text"/>	<input type="text"/>
Daily Maximum Relevant Income	<input type="text"/>	<input type="text"/>
Daily Minimum Relevant Income	<input type="text"/>	<input type="text"/>

Set customized min/max relevant income

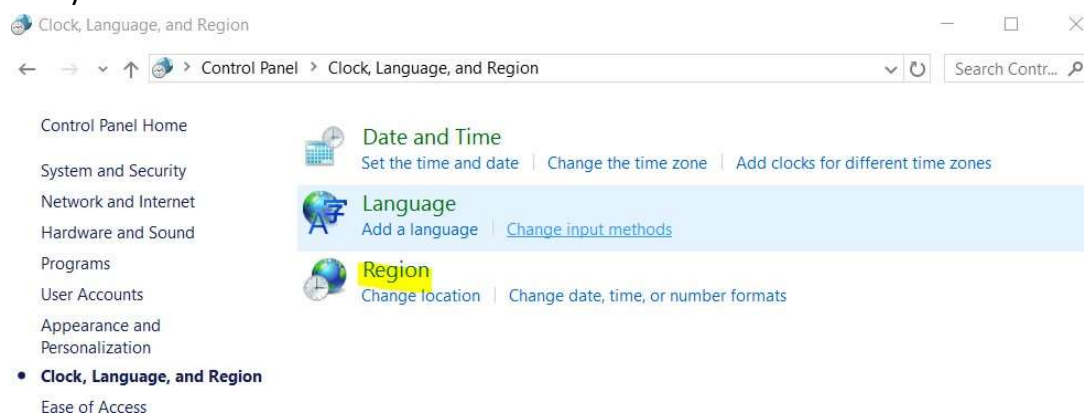
* Please resort the latest min/max relevant income value after generation.

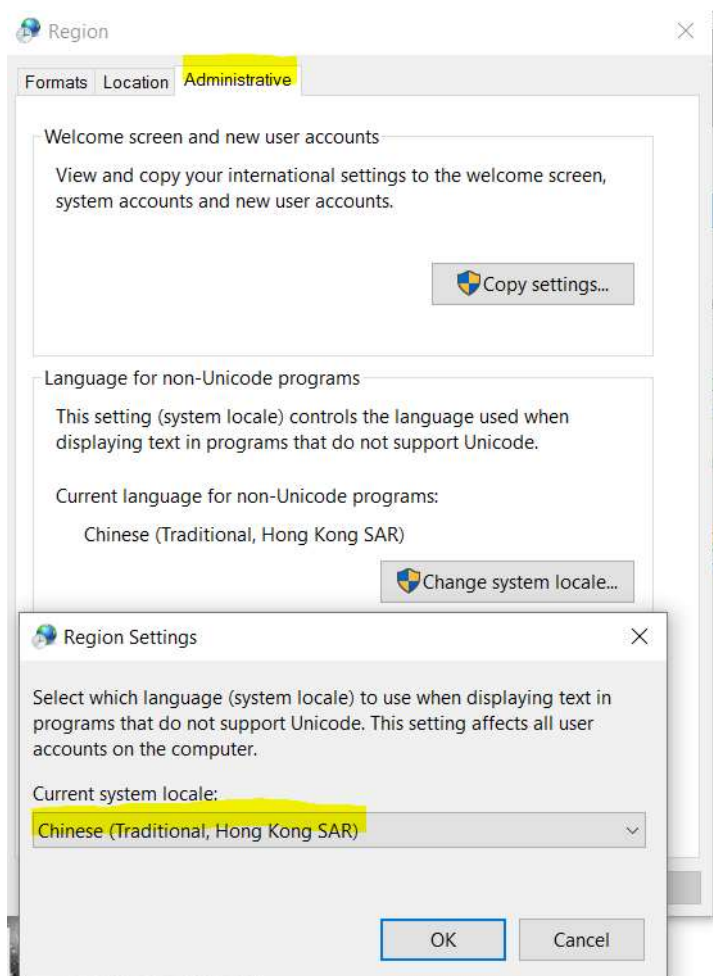
9.2 Bank code checking

There will be some validation on the account no. applied in PNA, if the account no. inputted is not belonged BOCHK, the prefix of the account no. should be one of the valid bank code in Hong Kong. If a new code is added, you can also update the bankcode.txt to add the new bank code.

9.3 Chinese Character Display

1. If the Chinese Character cannot be displayed properly, please go to Control Panel ->Setting -> Clock, Language, and Region ->Region ->Administrative ->Change System locale





2. Chinese character should be normally displayed



The 'Staff Information' form displays the following data:

Surname*	HO	Sex*	Male
Othername*	KWONG PUI	Title	Mr.
Chinese Name	何廣沛	Staff No.	hkp0123456789
Company ID & Name*	1 kkk non-payment-tr...	Telephone(M) / Telephone(H)	
Payroll Account No.*	003686322	HKID/Passport No.*	H455270(0)
Payroll Account Name*	ho kwong pui	I.D.Type*	HKID
Address* FLT 1 FLR 1 BLK 1		Passport Issue Country	
HSE/Bldg 123 bldg		Marital Status*	Single

9.4 Import Transaction as a batch

1. Recommend to "Export Transaction" at the Transaction History Maintenance

Transaction History Maintenance

Transaction History

Batch No. / Entry No.

Company ID & Name Value Date

Transaction Type Last Modified Date

Remarks

Payment Type Total Amount

Buttons: Add, Modify, Delete, Find, Save, Cancel, Print List, Exit

Sel	Entry No.	Staff No.	Staff Name	HKID/ Passport No.	Transaction Reference	Debtor Reference	Destination A/C Name	Destination A/C No	Partic
<input type="checkbox"/>	1					trent	HUI TRENT	250389862...	
<input type="checkbox"/>	2					trent	SO WING H...	012873101...	

Filter the above records by

Buttons: Re-Generate File, Remove Batch, Remittance Statement, Transaction Report, **Export Transaction**

2. Use the exported excel file as a template to input relevant staff /Autopay details

testingexportapo.xls [相容模式] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Staff_HKID	TRANREF	TRANREF	DEBTOR	AC_Name	AC_No	Amount	Particular	WORK_D	WORK_H	UNTAK	DEDUCTI	REMARK	REMARK	REMARK	EMAIL_A	SMS_ADVICE		
1	1			trent	HUI TRENT	250389862	213.46		0	0	0	0				Y	Y		
2	2			trent	SO WING H...	012873101	132.46		0	0	0	0				Y	Y		

3. Import the filled excel file back to PNA software at Transaction ->File Processing ->Import File

File Processing

File Processing

Batch No. 23

Company ID & Name 2 Autopay In (Collection) - abc limited

Account No. 01287508049915

Account Name abc limited

Transaction Type COLLECTION USD

Contact Person trent

Telephone No. 12345678

Total No. of Transaction 0

Total Amount 0.00

Payment Type 003

☐ Show Lump Sum in Transaction File

Tips: 1. All generated transaction batch can be viewed / modified in Transaction History Maintenance.
Tips: 2. After using "Import File" or "Use Template" function, please go to "Edit Transaction Record" to check the details.

9.5 Import Staff as a batch

1. Input a few staff record at Company Setup ->Company Information ->Staff Record

Staff Information

☒ Payroll
 ☒ MPF
 ☐ Tax Return
 ☐ Select All
 ☐ Remove All

Surname* AU Sex* Male
 Othername* TSZ FUNG Title
 Chinese Name Staff No. 0189
 Company ID & Name* 2 ABCDEF Telephone(M) / Telephone(H)
 Payroll Account No.* 30710123456789012345678 HKID / Passport No.* Y18 (2)
 Payroll Account Name* I.D. Type* HKID
 Account No. Type* BBAN - Account Num. Passport Issue Country/Region
 Payroll Account Bank Marital Status* Single
 Address* FLT FLR BLK Spouse's Name
 HSE/Bldg Spouse's HKID/Passport No.
 EST/ST District Area* Spouse's I.D. Type
 Date of Birth(dd-mm-yyyy)* 14 7 1998 Spouse's Passport Issue Country/Region
 Date of Employment* 2 7 2013 Capacity
 End of Probation Correspondence Address
 Date Join Intra-group
 Date Join M-Plan* 2 7 2013
 Date Join V-Plan
 Long Service Pay Amount Paid by Overseas Company
 Severance Pay Amount Name of Overseas Company
 Termination Date Address of Overseas Company
 Termination Reason
 Principal Employer(if part time) Amount
 Employee's Tax File No. Payment Advice (Service fee will be charged) N/A
 MPF Scheme* Dummy MPF Effective Date
 Plan No. (M-Plan)* M Dummy MPF Q1/12/2000
 Plan No. (V-Plan)

Input I.R. 56B Input I.R. 56F
 Input I.R. 56E Input I.R. 56G
 Print MPF Pay Slip

2. "Export Staff" at the Company Setup -> Company Information

Company Information

☒ Payroll
 ☒ Autopay In (Collection)
 ☒ Autopay Out (Payment)
 ☒ MPF

Company ID	3	I.R.File No.*	lui-12347896
Company Name*	mcronald co ltd	Section	lui
Account No.*	01267600013348	Employer Refer...	12347896
Account Name*	mcronald co ltd	Year End of Employer's Return*	2016
Contact Person*	trent	Submission Date*	18 / 4 / 2017
Currency*	HKD	Title of Signature*	manager
Telephone No.*	123456789	Name of Signature*	trent
MPF Scheme No.*	BOC MPF		
Registered Address			

Bene. Adv ☒
 Payment Type ☒

Verification Code

Staff Record

Import Staff **Export Staff**

Autopay Setup

Prev. Employment Txn. Enq.

Change Company Logo

Enquire Scheme Details

Import Scheme Details

MPF Member List

Termination Report

Remove Company Logo

Company Information Listing

Staff Information Listing

Payroll Slip

MPF Pay Slip

3. Use the excel exported as the template to bulk input staff information

Staff Maintenance

Company: 3 mcronald co ltd

Search: OK

Surname	Othname	Chinese Name	HKID/Passport No.	I.D. Type	Sex	Staff No.	Payroll Account No.	MPF	Tax
HO	KWONG PUI MATTHEW	何廣沛	P12345679	Passport	Male	00432896532	Y	Y	
HUI	TRENT	李峰	P12345678	Passport	Male	ht0123456...	2503895323	Y	Y
LI	FUNG	李峰	O286719(3)	HKID	Female	#23137902...	01287505896794	Y	Y
LO	WING LOK	盧永樂	Z161855(6)	HKID	Male	lw012345...	01287505895212	Y	Y

exportstaffsample.xls [相容模式] - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Surname	Other_Nan	Staff_ac	N Staff_ac_n	C_name	HKid_num	id_type	Issue_Cou	Sex	Title	DOB	R_flat	R_floor	R_block
2	HO	KWONG F	ho kwong	004328965	何廣沛	P12345679	Passport	uk	Male	Mr.	27/03/1983	8	3	abc bldg
3	HUI	TRENT	hui trent	250389532	李峰	P12345678	Passport	uk	Male	Mr.	08/04/1983	8	8	312 bldg
4	LI	FUNG	li fung	012875058	李峰	O286719(3)	HKID		Female	Ms.	15/03/1983	8	8	abc bldg
5	LO	WING LOK	lo wing lok	012875058	盧永樂	Z161855(6)	HKID		Male	Mr.	12/04/1983	3	1	def bldg

4. Import the filled excel file back to PNA software at Company Setup ->Company Information ->Import Staff

Company Information

☒ Payroll
 ☒ Autopay In (Collection)
 ☒ Autopay Out (Payment)
 ☒ MPF

Company ID	2	I.R.File No.*	hhh-123
Company Name*	ABCDEF	Section	hhh
Account No.*	01287520052119	Employer Refe...	123
Account Name*	ABBBBBBBBBBBBBBBBBBB	Year End of Employer's Return*	2022
Account No. Type*	EBAN - Account Number		
Contact Person*	ABC	Submission Date*	25 / 6 / 2016
Currency*	HKD	Title of Signature*	123
Telephone No.*	81616161	Name of Signature*	321
MPF Scheme No.*	Dummy MPF	Proxy ID	
Registered Address			

Bene. Adv. ☒
 Payment Type ☒

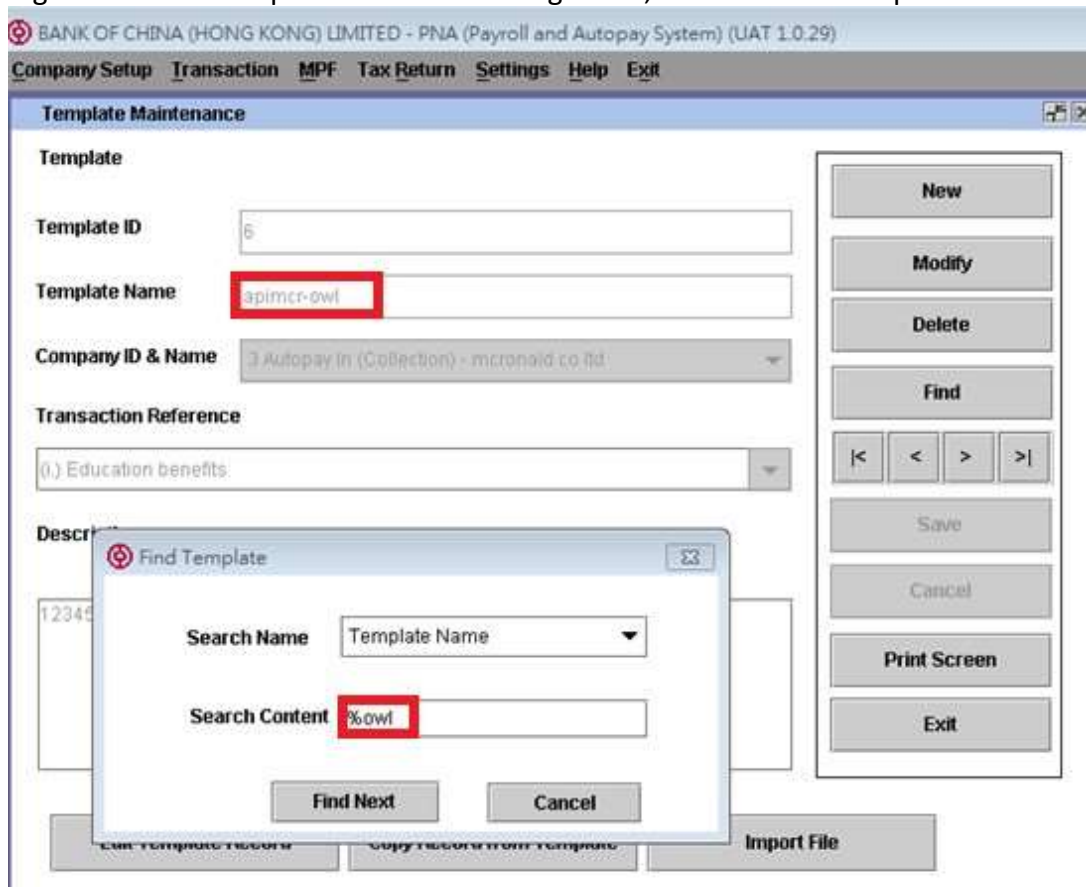
Verification Code

Staff Record <input type="button" value="Import Staff"/> <input type="button" value="Export Staff"/>	Enquire Scheme Details <input type="button" value="Import Scheme Details"/> <input type="button" value="MPF Member List"/> <input type="button" value="Termination Report"/> <input type="button" value="Remove Company Logo"/>	Company Information Listing <input type="button" value="Staff Information Listing"/> <input type="button" value="Payroll Slip"/> <input type="button" value="MPF Pay Slip"/>
--	---	--

9.6 “Find” Function

If you need to search a particular name that is not at the starting position, % needed to be added as the prefix.

e.g. To search a template name with string “owl”, click “Find” and input “%owl”



The screenshot displays the PNA (Payroll and Autopay System) UAT 1.0.29 interface. The main window is titled "Template Maintenance" and contains the following fields:

- Template ID:** 6
- Template Name:** apimcr-owl (highlighted with a red box)
- Company ID & Name:** 3 Autopay In (Collection) - mcdonald co ltd
- Transaction Reference:** (i.) Education benefits

On the right side of the window, there is a vertical toolbar with the following buttons: New, Modify, Delete, Find, navigation arrows (<, >, <|, >|), Save, Cancel, Print Screen, and Exit.

A "Find Template" dialog box is open in the foreground, showing:

- Search Name:** Template Name
- Search Content:** %owl (highlighted with a red box)
- Buttons: Find Next, Cancel

10. Migration from old system

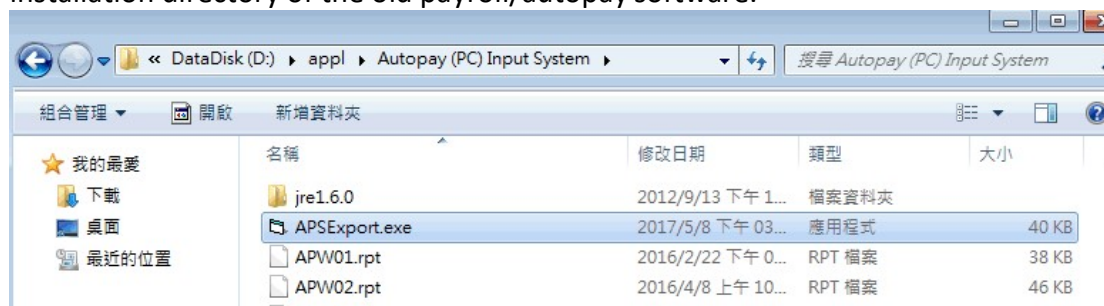
You can migrate the staff data and transaction data from old payroll/autopay software to PNA Software. Firstly, you will need to follow steps 1 to 7 below to export database from old payroll/autopay software. Secondly, you will need to follow steps 8 to 13 to import the database to PNA database.

1. Among the extracted files from the PNA_Software.zip, which you have downloaded from iGTB NET, copy the "PRSEExport.exe / APSEExport.exe".

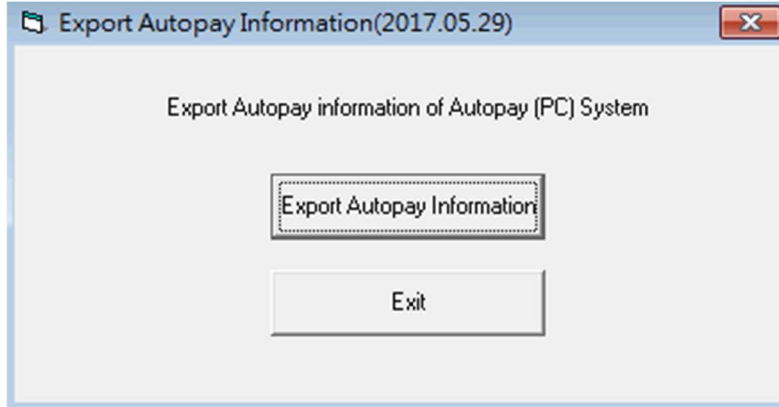
"PRSEExport.exe" is for exporting database from old payroll software, while "APSEExport.exe" is for extracting database from old autopay software.



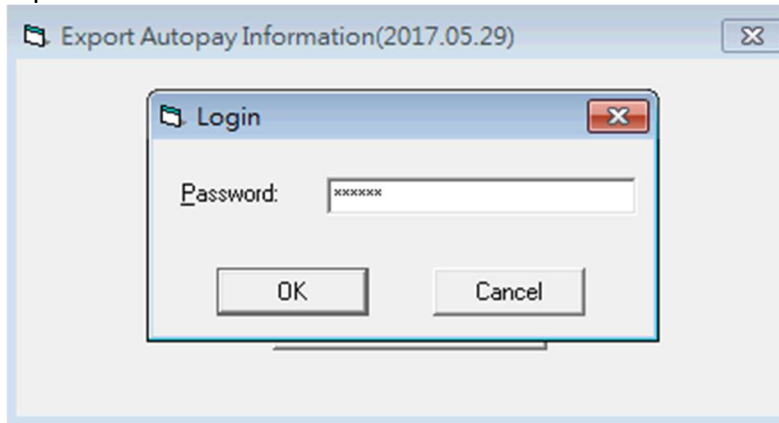
2. Place the copy of "APSEExport.exe / PRSEExport.exe" under the installation directory of the old payroll/autopay software.
3. Double click to open the "APSEExport.exe/ PRSEExport.exe" placed under the installation directory of the old payroll/autopay software.



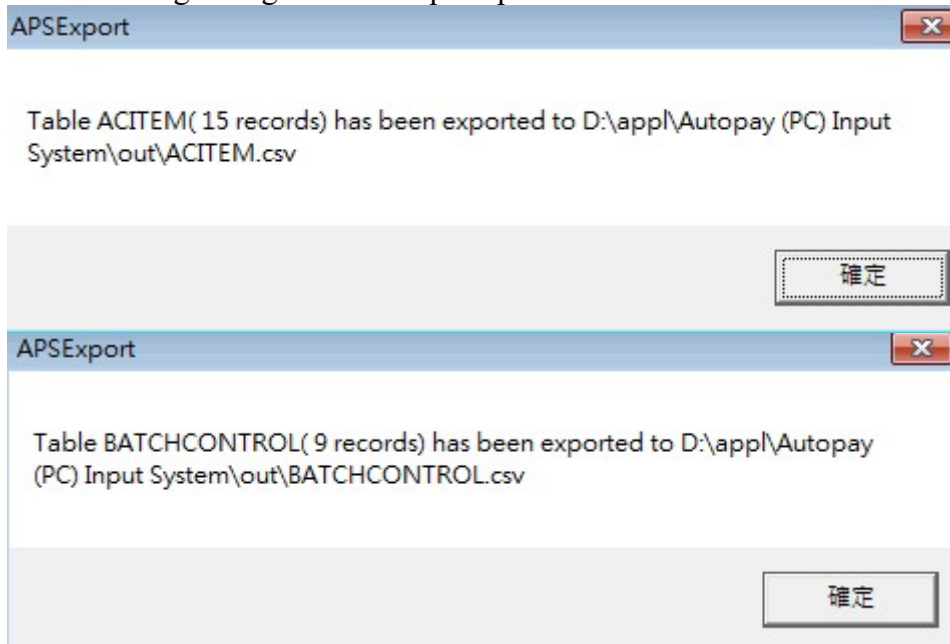
4. Click on “Export Autopay Information” or “Export Payroll information”



5. Input Password

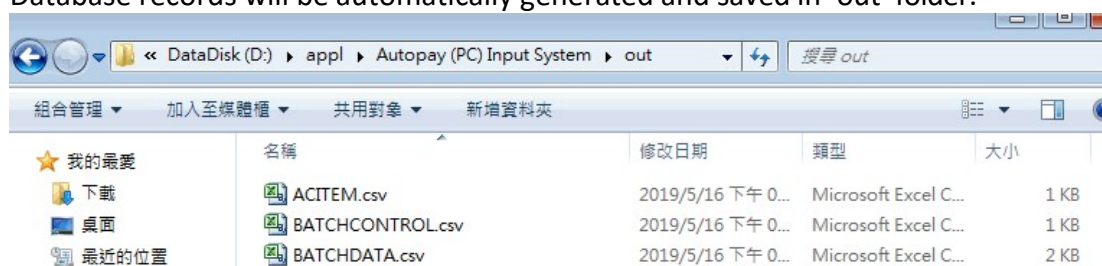


6. The following dialogue box will prompt.

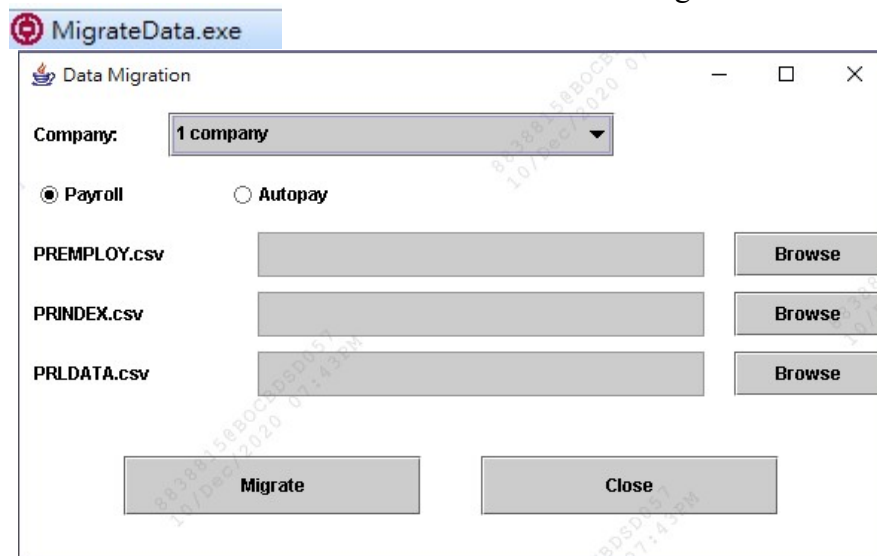


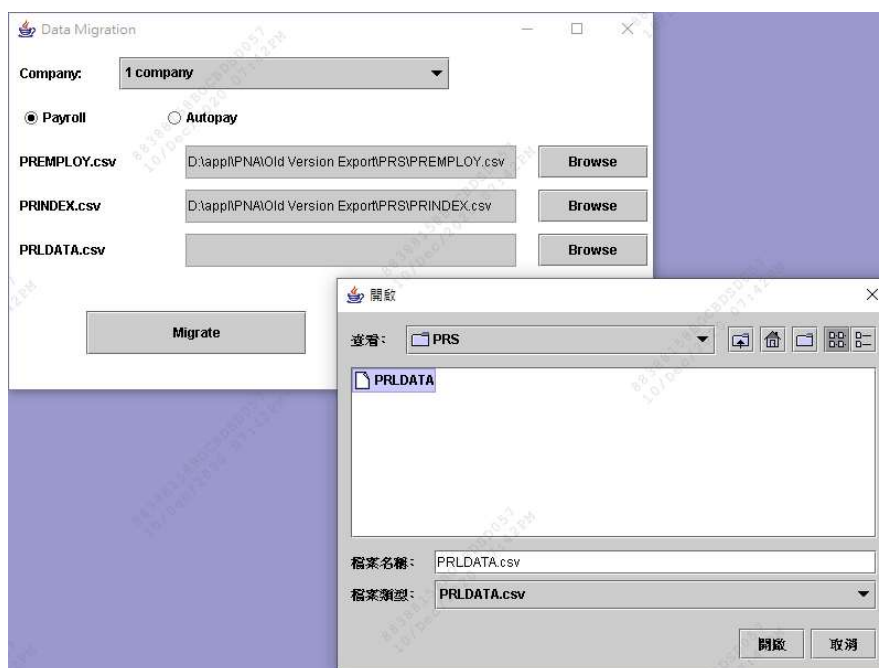


7. Database records will be automatically generated and saved in 'out' folder.



8. Go to PNA Software file folder and double click MigrateData.exe





9. In Data Migration screen, select relevant company
10. Select the types of records (Payroll or Autopay) to migrate.
11. Browse the exported files stored under the directory in step 7.
12. Click 'Migrate' to move the database records (.csv) under the company being selected.
13. After finished, the following dialogue box will prompt.



Appendix 1 – Transaction Reference available in PNA

English	Traditional Chinese	Simplified Chinese
(a.) Salary / wages	(a.) 薪金 / 工資	(a.) 薪金 / 工资
(b.) Leave pay	(b.) 假期工資	(b.) 假期工资
(c1) Director's fee - under employment contract	(c1) 董事袍金 - 根據僱傭合約	(c1) 董事袍金 - 根据雇佣合约
(c2) Director's fee - no employment contract	(c2) 董事袍金 - 無僱傭合約	(c2) 董事袍金 - 无雇佣合约
(d.) Commission / fees	(d.) 佣金 / 費用	(d.) 佣金 / 费用
(e.) Bonus	(e.) 花紅	(e.) 花红
(f.) Back pay, terminal awards, and gratuities, etc.	(f.) 補發薪金，退休或終止服務時的獎賞和酬金等	(f.) 补发薪金，退休或终止服务时的奖赏和酬金等
(g.) Certain payments from occupational retirement scheme / MPF scheme	(g.) 職業退休計劃 / 強積金計劃的款項	(g.) 职业退休计划 / 强积金计划的款项
(h.) Salaries tax paid by employer	(h.) 僱主代付的薪俸稅	(h.) 雇主代付的薪俸税
(i.) Education benefits	(i.) 教育費福利	(i.) 教育费福利
(j.) Gain realized under share option scheme	(j.) 在股份認購計劃中所賺取的收益	(j.) 在股份认购计划中所赚取的收益
(k1) 1st other rewards, allowances or perquisites	(k1) 第一其他報酬，津貼或額外賞賜	(k1) 第一其他报酬，津贴或额外赏赐
(k2) Housing allowance, housing benefits	(k2) 住房津貼，住房福利	(k2) 住房津贴，住房福利
(k3) 3rd other rewards, allowances or perquisites	(k3) 第三其他報酬，津貼或額外賞賜	(k3) 第三其他报酬，津贴或额外赏赐
(l.) Pensions	(l.) 退休金	(l.) 退休金
(1.) Severance payments, long service payments	(1.) 遣散費，長期服務金	(1.) 遣散费，长期服务金
(21) Loan or advance of money from the employer	(21) 僱主的貸款或墊款	(21) 雇主的贷款或垫款

(22) Loan or advance of money releases in consideration of the employee's employment	(22) 免除作為僱用該僱員的代價的貸款或墊款	(22) 免除作为雇用该雇员的代价的贷款或垫款
(3.) Non-monetary benefits (meals, uniforms, travelling, medical service, life insurance, furniture or education)	(3.) 非金錢利益(膳食，制服，旅遊，醫療服務，人壽保險，傢俬或教育)	(3.) 非金钱利益(膳食，制服，旅游，医疗服务，人寿保险，傢俬或教育)
(4.) Payments after the cessation of employment	(4.) 於受僱終止後獲發的款項	(4.) 于受雇终止后获发的款项
(5.) Income in a contribution period	(5.) 供款期的入息	(5.) 供款期的入息
(6.) An outsider is an agent of the employer and pays at the direction and on behalf of the employer	(6.) 第三者是僱主的代理人，並應僱主的指示及代表僱主支付款項	(6.) 第三者是雇主的代理人，并应雇主的指示及代表雇主支付款项
(7.) Reward not for services (marriage, personal reasons (reward for passing examination))	(7.) 不屬於服務的獎勵(結婚，個人原因(考試獎勵))	(7.) 不属于服务的奖励(结婚，个人原因(考试奖励))
(8.) Payment to employee (termination of an employment, medical claims reimbursements)	(8.) 支付給僱員(終止僱用，醫療索償)	(8.) 支付给雇员(终止雇用，医疗索偿)
(9.) Reimbursement allowance (professional organisation membership, education, travel, medical treatment, meal allowance, subsistence allowance)	(9.) 發還津貼(專業機構會籍，教育，旅遊，醫療計劃，膳食津貼，生活津貼)	(9.) 发还津贴(专业机构会籍，教育，旅游，医疗计划，膳食津贴，生活津贴)
(t1) Cash realized from selling the marketable goods	(t1) 出售適銷貨品所得的現金	(t1) 出售适销货品所得的现金

(t2) Cash realized from selling the marketable goods to employer	(t2) 出售適銷貨品給僱主所得的現金	(t2) 出售适销货品给雇主所得的现金
(11) Share Option	(11) 股份認購權	(11) 股份认购权
(w1) Direct paid by customer or distributed from the tips box without any intervention by the employer	(w1) 顧客直接給予或小費錢箱中不受僱主干預的分配	(w1) 顾客直接给予或小费钱箱中不受雇主干预的分配
(w2) Tips or service charge collected by employer and distributing to employee in prorate	(w2) 由僱主收集然後按比例分配的小費或服務費	(w2) 由雇主收集然后按比例分配的小费或服务费
(14) Payment for the expenses included in the performance of duty (entertainment allowance, uniform laundry allowance, mobile phone services charges allowance and mileage duty allowance)	(14) 支付包含在履行職務中的開支(酬酢津貼，制服洗熨津貼，流動電話服務收費津貼和出差交通津貼)	(14) 支付包含在履行职务中的开支(酬酢津贴，制服洗熨津贴，流动电话服务收费津贴和出差交通津贴)
(15) Payment in lieu of notice made by a relevant employee to employer or a deduction may be made from the income payable to a relevant employee	(15) 向僱主支付代通知金或僱主須從應支付給有關僱員的入息中扣減款項	(15) 向雇主支付代通知金或雇主须从应支付给有关雇员的入息中扣减款项

(16) Expenses which have been borne by the employer on a relevant employee's behalf (e.g. personal long distance calls telephone charges)	(16) 僱主為有關僱員承擔的支出(例如私人長途電話費)	(16) 僱主為有關僱員承擔的支出(例如私人长途电话费)
(10a) Employee compensations/damages (payment of compensation under Employees Compensation Ordinance, damages or compensations received as determined by courts or other tribunals)	(10a) 僱員補償 / 賠償(根據僱員補償條例支付的補償，由法院或其他法庭裁定的補償或賠償)	(10a) 僱員补偿 / 赔偿(根据雇员补偿条例支付的补偿，由法院或其他法庭裁定的补偿或赔偿)
(10b) Payment in lieu of notice (made by employers to employees)	(10b) 代通知金(支付給僱員)	(10b) 代通知金(支付给雇员)

Appendix 2 – Staff Information File Import Format

File Name : User defined + ('.xls', '.dbf', '.txt') e.g. import.xls
 File Type : .xls (Excel 97-2003), .dbf (dBaseIV), txt (csv)
 Character Set : ASCII
 Date field format : MM-DD-YYYY

The interface file can be one of the three formats: xls, dbf and txt. The first line of the file contains field names.

For Excel files:

It should be Excel 97-2003 format, with the first row containing field names.

For txt file:

It should be a comma-delimited text file, with the first row containing field names. For numeric fields, please make sure every row's value has the same number of decimal places. For character fields, please make sure every row's value has a prefix ('), e.g. '01501234567890

Format 1:

#	Field Name	Format	Max Size (Byte)	Remark
1	Surname	Character	20	
2	Other_Name	Character	55	
3	Staff_ac_Name	Character	20	
4	Staff_ac_number	Character	18	
5	C_name	Character	50	
6	HKid_number	Character	20	
7	Id_type	Character	8	
8	Sex	Character	6	
9	Title	Character	30	
10	DOB	Date	10	Date of birth
11	R_flat	Character	10	The combined text: R_flat & R_floor & R_block will also be inserted into addr1
12	R_floor	Character	10	The combined text: R_flat & R_floor & R_block will also be inserted into addr1

13	R_block	Character	30	The combined text: R_flat & R_floor & R_block will also be inserted into addr1
14	R_building	Character	30	R_building will also be inserted into addr2
15	R_street	Character	30	The combined text: R_street & R_district will also be inserted into addr3
16	R_district	Character	50	The combined text: R_street & R_district will also be inserted into addr3
17	M_status	Character	12	Marital Status
18	DOE	Date	10	Date of Employment
19	Staff_id	Character	20	
20	DJMP	Date	10	Date join M-Plan

Format 2 (This is mainly for customer used BOCHK Payroll (PC) System previously. BOCHK Payroll (PC) System exports the data in below format and it can be uploaded to PNA directly.)

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding P RS (client) information
1	EMPL_ID	Character	8	Y	僱員編號
2	EM_STATUS	Character	1	Y	現有員工/離職員工
3	SURNAME	Character	20	Y	姓氏
4	O_NAME	Character	55	Y	名字
5	BANK_ACC	Character	15	Y	銀行賬號
6	IN_GP_FLAG	Character	1	Y	集團內賬戶/集團內賬戶
7	ID_NO	Character	9		香港身份證號碼
8	PASSPORT	Character	40		護照號碼及發證國家
9	SEX	Character	1		性別
10	MARITAL	Character	1		婚姻狀況
11	ADDRESS	Character	90		住址
12	CO_ADDRESS	Character	60		通訊地址
13	POSIT	Character	40		受僱職位

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
14	PRIN_EMPL	Character	30		主要僱主名稱
15	START_DATE	Date	8		受僱日期
16	END_DATE	Date	8		離職日期
17	Q_FLAG	Character	1		有關居住所的資料
18	OVER_FLAG	Character	1		有關由海外公司支付人
19	REMARK	Character	60		備註
20	CHINAME	Character	50		中文名稱
21	TAXFILE	Character	13		僱員於稅務局的稅務檔案號碼
22	AREA	Character	1		地區
23	SPOUSE	Character	50		更多配偶資料 > 配偶姓名
24	S_ID	Character	9		更多配偶資料 > 配偶香港身份證號碼
25	S_PASSPORT	Character	40		更多配偶資料 > 配偶護照號碼及發證國家
26	Q1_ADDRESS	Character	110		更多居所資料 > 有關提供居所的資料(1) 地址
27	Q1_NATURE	Character	19		更多居所資料 > 有關提供居所的資料(1) 類型
28	Q1_PERIOD	Character	26		更多居所資料 > 有關提供居所的資料(1) 居所計算期間
29	Q1_RENT1	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱主給業主的租金)

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
30	Q1_RENT2	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱員給業主的租金)
31	Q1_RENT3	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱主發還給僱員的租金)
32	Q1_RENT4	Character	7		更多居所資料 > 有關提供居所的資料(1) 租金(由僱員付給僱主的租金)
33	Q2_ADDRESS	Character	110		更多居所資料 > 有關提供居所的資料(2) 地址
34	Q2_NATURE	Character	19		更多居所資料 > 有關提供居所的資料(2) 類型
35	Q2_PERIOD	Character	26		更多居所資料 > 有關提供居所的資料(2) 居所計算期間
36	Q2_RENT1	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱主給業主的租金)
37	Q2_RENT2	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱員給業主的租金)

#	Field Name	Format	Max Size (Byte)	Mandatory	Corresponding PRS (client) information
38	Q2_RENT3	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱主發還給僱員的租金)
39	Q2_RENT4	Character	7		更多居所資料 > 有關提供居所的資料(2) 租金(由僱員付給僱主的租金)
40	O_CONCERN	Character	60		更多的海外公司資料 > 海外公司名稱
41	O_ADDRESS	Character	60		更多的海外公司資料 > 海外公司地址
42	O_AMOUNT	Character	20		更多的海外公司資料 > 款額(如知道)

Appendix 3 – Scheme Information File Import Format

The file created is a plain text file, with a header record, surcharge percentage records, public holiday records, and scheme detail records. Each file contains one scheme information for the company.

Filename: SSSSSSSSSSEEE.dat
 where SSSSSSSSSS is the scheme number
 EEE is the employer code

Character Set: ASCII

Field delimiter: Tab (Hex 09)

Record format: Variable

Record terminator: Carriage return + Line feed (Hex 0D + 0A)

Header Record:

Field Name	Format	Remarks
Magic Word (Identifier)	Character (Fixed)	Default value = 'New Scheme'
Version No.	Character	
Download Date	MM-DD-YYYY	
No of Scheme Headers	Integer	Always 1
No of Public Holiday Records	Integer	Always 0
No of Surcharge % Records	Integer	Always 0

Scheme Details consists of Scheme Header and Plan Details.

Scheme Header: [only one scheme header record in a file]

Field Name	Format	Max Size (Byte)	Remarks
Scheme No	Character	11	
Service Provider Code	Character	10	
BR No.	Character	30	Always "
Scheme Effective Date	MM-DD-YYYY	10	
Company Name	Character	100	
Employer Code	Character	3	
Scheme Type	Character	1	'M' - MPF, 'O' - ORSO
Trustee Name	Character	100	Always "
Trustee Bank Code	Character	3	Always "
Trustee Branch Code	Character	3	Always "
Trustee Bank A/C No	Character	30	Always "

Broker Code	Character	30	Always “
No of Plans	Integer	4	Without decimal point

Plan Details: [can be more than one plan record]

Field Name	Format	Max Size (Byte)	Remarks
Plan No	Character	5	
Mandatory	Integer	1	(1=yes, 0=no)
Effective Date	MM-DD-YYYY	10	
Irregular Voluntary Contribution	Integer	1	(1=yes, 0=no)
Voluntary Contribution Calculate Method	Integer	1	1- Income x Cont%, 2- Income x Cont% - Mandatory Cont, 3- Fixed Cont Amount 4- (Income – Max) x Cont% 5- Irregular Amount specified at EE level in PNA (Irregular Voluntary contribution = ‘1’) 6- Fixed Cont Amount x Cont% - MC 7- Lower (Income x Cont%, Fixed Cont Amount) - MC
Max Income	Decimal	12	Always ‘0’
Min Income	Decimal	12	Always ‘0’
Cont Terms	Integer	1	1 – Date Join Scheme 2 – Date Employed
Months of Service(1)	Integer	3	Default value = 0, e.g., 119 means 0-119 months use this sliding entry
EE Cont % (1)	Decimal	6	Default value = 0.00
ER Cont % (1)	Decimal	6	Default value = 0.00
EE Cont Amt (1)	Decimal	12	Default value = 0.00
ER Cont Amt (1)	Decimal	12	Default value = 0.00
Months of Service(2)	Integer	3	Default value = 0 e.g., 179 means 120-179 months use this sliding entry

EE Cont % (2)	Decimal	6	Default value = 0.00
ER Cont % (2)	Decimal	6	Default value = 0.00
EE Cont Amt (2)	Decimal	12	Default value = 0.00
ER Cont Amt (2)	Decimal	12	Default value = 0.00
Months of Service(3)	Integer	3	Default value = 0 e.g., 999 means 180-999 months use this sliding entry
EE Cont % (3)	Decimal	6	Default value = 0.00
ER Cont % (3)	Decimal	6	Default value = 0.00
EE Cont Amt (3)	Decimal	12	Default value = 0.00
ER Cont Amt (3)	Decimal	12	Default value = 0.00
Months of Service(4)	Integer	3	Default value = 0
EE Cont % (4)	Decimal	6	Default value = 0.00
ER Cont % (4)	Decimal	6	Default value = 0.00
EE Cont Amt (4)	Decimal	12	Default value = 0.00
ER Cont Amt (4)	Decimal	12	Default value = 0.00
Months of Service(5)	Integer	3	Default value = 0
EE Cont % (5)	Decimal	6	Default value = 0.00
ER Cont % (5)	Decimal	6	Default value = 0.00
EE Cont Amt (5)	Decimal	12	Default value = 0.00
ER Cont Amt (5)	Decimal	12	Default value = 0.00
Months of Service(6)	Integer	3	Default value = 0
EE Cont % (6)	Decimal	6	Default value = 0.00
ER Cont % (6)	Decimal	6	Default value = 0.00
EE Cont Amt (6)	Decimal	12	Default value = 0.00
ER Cont Amt (6)	Decimal	12	Default value = 0.00
Months of Service(7)	Integer	3	Default value = 0
EE Cont % (7)	Decimal	6	Default value = 0.00
ER Cont % (7)	Decimal	6	Default value = 0.00
EE Cont Amt (7)	Decimal	12	Default value = 0.00
ER Cont Amt (7)	Decimal	12	Default value = 0.00
Months of Service(8)	Integer	3	Default value = 0
EE Cont % (8)	Decimal	6	Default value = 0.00
ER Cont % (8)	Decimal	6	Default value = 0.00
EE Cont Amt (8)	Decimal	12	Default value = 0.00
ER Cont Amt (8)	Decimal	12	Default value = 0.00
Months of Service(9)	Integer	3	Default value = 0
EE Cont % (9)	Decimal	6	Default value = 0.00

ER Cont % (9)	Decimal	6	Default value = 0.00
EE Cont Amt (9)	Decimal	12	Default value = 0.00
ER Cont Amt (9)	Decimal	12	Default value = 0.00
Months of Service(10)	Integer	3	Default value = 0
EE Cont % (10)	Decimal	6	Default value = 0.00
ER Cont % (10)	Decimal	6	Default value = 0.00
EE Cont Amt (10)	Decimal	12	Default value = 0.00
ER Cont Amt (10)	Decimal	12	Default value = 0.00
Reserved Number Field 1	Integer	3	Always '0'
Reserved Number Field 2	Integer	3	Always '0'
Reserved Number Field 3	Integer	3	Always '0'
Reserved Number Field 4	Integer	3	Always '0'
Salary Calculation	Integer	1	For M-Plan, always '0' For V-Plan, always '1'
Start Working Age (For mandatory only)	Integer	3	Always '18'
Retirement Age	Integer	3	Always '65'
Reserved Number Field 5	Decimal	6	Always '0'
Reserved Number Field 6	Decimal	12	Always '0'
Reserved String Field 1	Character	4	Always 4 spaces
Plan Name	Character	100	
Pay Cycle	Integer	1	1- Monthly 2 - Bi-monthly 3 – Fortnightly 4 – Weekly
Fortnightly or Weekly First Payroll End Date	MM-DD-YYYY	10	Default value = 10 spaces
Monthly or Bi-monthly First Cover End Day	Integer	2	0 : Month end 1-30 : Specific Day
Bi-monthly 2nd Cover End Day	Integer	2	1-30

Appendix 4 – MPF Contribution File Output Format

File Name : <<Scheme no.>> + “BOCIP” + <<9999>>.uue
- Scheme no. is a unique identification assigned by the Trustee to each customer.
- 9999 = unique sequence no. that starts with 1 for the first upload and increased by one for each upload

Character Set : ASCII

Record format : Variable length

Record terminator: Carriage return + Line feed (Hex 0D + 0A)

Field format : Variable length

Field terminator : Tab (Hex 09)

Date field format : YYYYMMDD

The interface file consists of a header record, followed by employee information record(s), and then contribution batch(es). All fields are terminated by tab, except the last field of a record which is terminated by carriage return + line feed. The last record of the file should also be terminated by carriage return + line feed. All fields are compulsory.

Contribution Header Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'X' – Control record
2	ASL Client ID	Character	10	
3	Version	Character	15	Always 'ASLV01.0'
4	Transaction Reference	Character	16	This reference will be used by trustee to refer to the original MPF file when answering customer enquiries.
5	Create Date	Character	8	Format YYYYMMDD
6	Create Time	Character	6	Format HHMMSS
7	Employer ID	Character	11	
8	MPF Scheme Code	Character	7	
9	Payroll Start Date	Character	8	Format YYYYMMDD
10	Payroll End Date	Character	8	Format YYYYMMDD
11	Payment Method	Character	4	AP – Autopay / CAQ – Cheque / CASH – Cash
12	Unused field	Character	13	Space
13	Carriage return + Line feed	Character	2	

Contribution Detail Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'D' – MPF Contribution Detail
2	HKID / Passport Number	Character	40	
3	Plan Number	Character	4	
4	Contribution Period Start Date	Character	8	Format YYYYMMDD
5	Contribution Period End Date	Character	8	Format YYYYMMDD
6	Relevant Income	Character	12	Format 9(9).99
7	Employer Mandatory Contribution	Character	8	Format 9(5).99
8	Employee Mandatory Contribution	Character	8	Format 9(5).99
9	Employer Voluntary Contribution	Character	9	Format 9(6).99
10	Employee Voluntary Contribution	Character	9	Format 9(6).99
11	Carriage return + Line feed	Character	2	

Contribution Control Record

#	Field Name	Format	Length	Remark
1	Record Type	Character	1	Always 'X' – Control record
2	Total Member Count	Character	5	Format 9(5)
3	Record Count	Character	7	Format 9(7)
4	Control MC Total	Character	15	Format 9(12).99
5	Control VC Total	Character	15	Format 9(12).99
6	Unused field	Character	64	Space
7	Carriage return + Line feed	Character	2	

Appendix 5 – Transaction File Output Format

File Name:

	Payroll	Autopay
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

Record Format: ASCII

For branch channel submission Format:

Field No.	Rel Pos.	Field Len.	Type	Description
Header Record				
1	1	14	Number	Company A/C No. 公司戶帳號
2	3	50	String	Company A/C Name 公司戶帳號
3	53	8	Number	Effective Date 檔案生效日期
4	61	5	Number	Total Quantity 總交易筆數
5	66	11	Number	Total Amount 總交易金額
6	75	3	String	Currency 交易貨幣
7	78	3	Number	Payment Type 付款類別
8	81	4	String	Transaction Type 交易種類 'PRPT' – 發薪交易 'AIPT' – 自動轉賬收款交易 'AOPT' – 自動轉賬付款交易
Data Record				
1	1	14	String	ORIG-ACNO 發動戶帳號
2	15	20	String	ORIG-NAME 發動戶帳號
3	35	2	String	TX-TYPE 交易類別 (Option: CR - CREDIT DR – DEBIT)
4	37	15	String	DEST-ACNO 被動戶帳號
5	52	20	String	DEST-NAME 被動戶戶名
6	72	11	Number	PAY-AMT 付款金額 FORMAT: 999999999999

7	83	18	String	DEBTOR REFERENCE 備查號
8	101	6	String	PARTICULARS 備註
9	107	50	String	Email Address 電郵地址
10	157	50	String	Mobile Number 手提電話號碼

For E-channel Submission Format:

Field No.	Rel Pos.	Field Len.	Type	Description
Data Record				
交易資訊(Detail Record)				
1	1	1	Character	Control value - Default value "1".
2	2	15	Character	Destination Account No. has to be digit - Length 7-15 digit
3	17	20	Character	Destination Account Name - Mandatory - Only accept 0-9 A-Z &'()*+,-./\$=Space
4	37	12	Character	Amount - Mandatory - right justify if less than 12 digits - Less than 9999999999.99
5	49	18	Character	DEBTOR REFERENCE - Optional - Only accept 0-9 A-Z &'()*+,-./\$=Space
6	67	6	Character	PARTICULARS - Optional - Only accept 0-9 A-Z &'()*+,-./\$=Space
附加通知資料 – Max 2 records allowed				
Only for Payroll and Autopay				
1	1	1	Character	Control value - Default value "2" - If PAYMENT TYPE =000, no need to input If PAYMENT TYPE = non-000, optional to input
2	2	1	Character	Notification - Mandatory - Only accept "M", "S" (M- Email address, S-SMS) - If PAYMENT TYPE =000, no need to input - If PAYMENT TYPE = non-000, optional to input

3	3	50	Character	Notification address/ number <ul style="list-style-type: none"> - Only accept 0-9 A-Z &'()*+,-./\$=Space - If PAYMENT TYPE =000, no need to input - If PAYMENT TYPE = non-000, optional to input
控制紀錄(Control Record)				
1	1	4	Character	Control value <ul style="list-style-type: none"> - Payroll - 'PRPT' - Autopay-In - 'PTAD' - Autopay-Out - 'PTAC'
2	5	14	Character	Originating Account No. <ul style="list-style-type: none"> - Account has to be one of the following types: <ol style="list-style-type: none"> 1. HKD Saving 2. HKD Current 3. MTC Saving 4. MTC Current 5. USD Current - Must be one of the account number retrieved during login
3	19	50	Character	Originating Account Name. <ul style="list-style-type: none"> - Mandatory - Only accept 0-9 A-Z &'()*+,-./\$=Space
4	69	3	Character	Currency <ul style="list-style-type: none"> - Mandatory - Must be same as the payment type currency
5	72	8	Character	Effective Date <ul style="list-style-type: none"> - Mandatory - Format: YYYYMMDD
6	80	6	Character	Total Transaction No. <ul style="list-style-type: none"> - Must be digit - Right justify with 0 - Max 20,000 Txn
7	86	15	Character	Total Transaction Amount <ul style="list-style-type: none"> - Must be digit - Format: 12(9).99 and right justify - Right justify with space. Less than 99999999999.99
8	101	3	Character	Payment Type <ul style="list-style-type: none"> - Must be digit - right justify if with 0 in front (Only accept 000-100. If blank, default as 000).

9	104	30	Character	CFI C/S Particular - Mandatory - Enter Space
10	134	10	Character	Software version - Mandatory - Enter Space
11	144	7	Character	Reserve - Enter Space no matter Payment Type =000 non-000

Appendix 6 – Transaction File Format (Import in File Processing)

For the steps of batch importing transaction, please refer to point 9.4 “Import Transaction as a batch” for details.

File Name : User defined + (.xls) e.g. import.xls

File Type : .xls (Excel 97-2003)

Character Set : ASCII

Record format : Variable length

For Excel files:

It should be Excel 97-2003 format, with the first row containing field names.

#	Field Name	Format	Max Size (Byte)	Remark
1	Staff HKID	Character	20	
2	Transaction Ref. (e.g. (a.), (b.))	Character	20	
3	Transaction Reference Description	Character	200	
4	Account Name	Character	20	
5	Account Number	Character	15	
6	Amount	Number		
7	Particular	Character	6	
8	Send email advice	Character	1	Y/N
9	Send SMS advice	Character	1	Y/N

Appendix 7 – Transaction File Format (Import in Convert Payroll File)

“Convert Payroll File” function helps converting payroll file into PKI encrypted (.pna) file and with consignment letter printed.

File Name : User defined + ('.txt') or ('.dat') e.g. import.xls or import.dat

File Type : .txt or .dat

Character Set : ASCII

Record format: Variable length

For txt/dat files:

It should be text format.

	Field Name	Format	Mandatory (M)/ Optional (O)	Max Size (Byte)	Remark
1	Account No.	Number	M	15	- Numeric only, if BOCHK account, account no. should be 14 characters, otherwise allow account no. from 7 to 15 characters. - Left alignment, if not enough 15 characters, remain character leave space.
2	Account Name	String	In-group account - O; Out-group account - M	20	- Left alignment, if not enough 20 characters, remain character leave space.

3	Amount	Number	M	12	- Value from 0.01 to 999999999.99 - Right alignment, with 2 decimal places (e.g. 1000 should input 1000.00). If not enough 12 characters, remain character leave space
4	Reference	String	O	18	- Left alignment, if not enough 18 characters, remain character leave space.
5	Part.	String	O	6	- Left alignment, if not enough 6 characters, remain character leave space.
6	Status	String	NA	1	- Leave space
7	Carriage Return /Line Feed	String	M	2	- ASCII codes 13 and 10 (HEX 0D , 0A)

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