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.

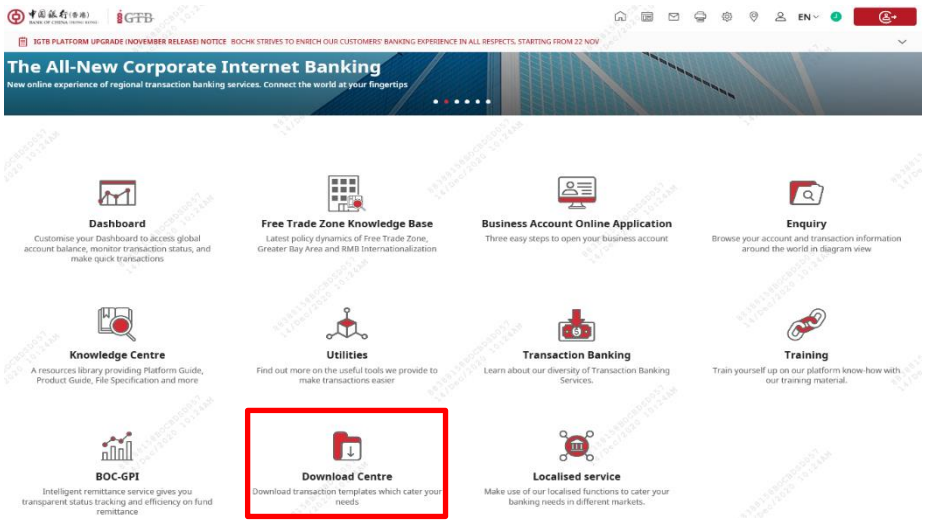
1. Download and Install Software

1.1 Through BOCHK website to download

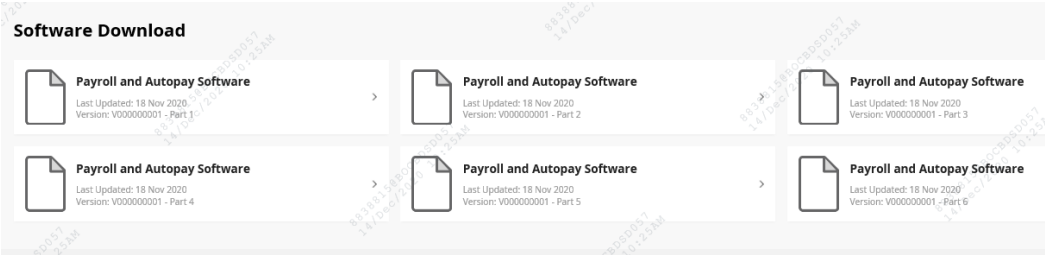
The new Payroll and Autopay Software, and the installation guide download web address:
[Home > SME in One > e-Commerce Services > BOC Corporate Banking Services Online]
(http://www.bochk.com/tc/smeinone/ecomm/cbsonline.html)

[Home > Corporate Banking > e-Commerce Services > BOC Corporate Banking Services Online]
(http://www.bochk.com/tc/corporate/ecomm/cbsonline.html)

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

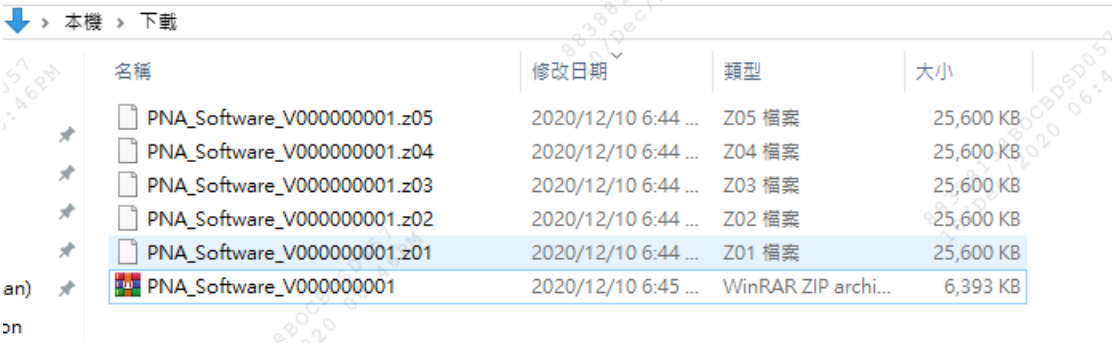


Download and put all 6 files in the same file folder.

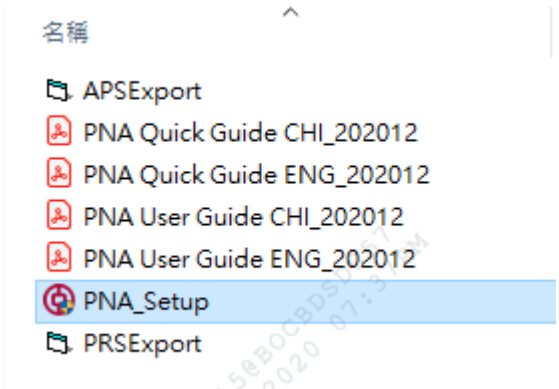


1.3 Install PNA software

Enter above file folder and click PNA_Software.zip to upzip (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.



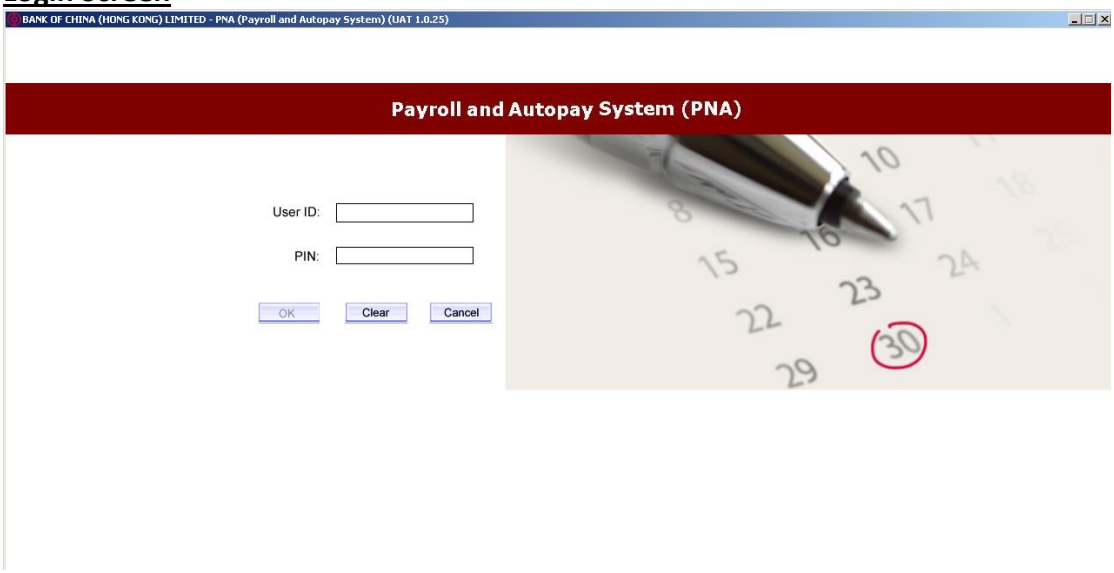
2. Start PNA

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.

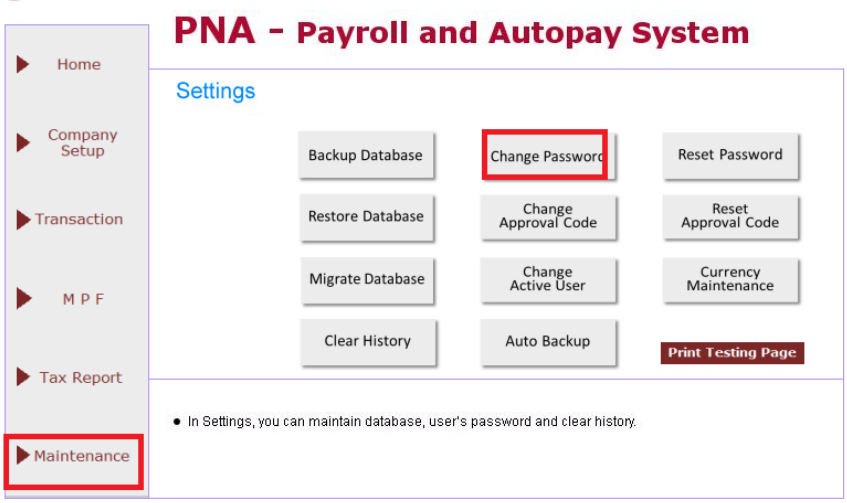
If you wrongly input PIN for 3 times, your User Account will be locked.

Login Screen



2.2 Change PIN

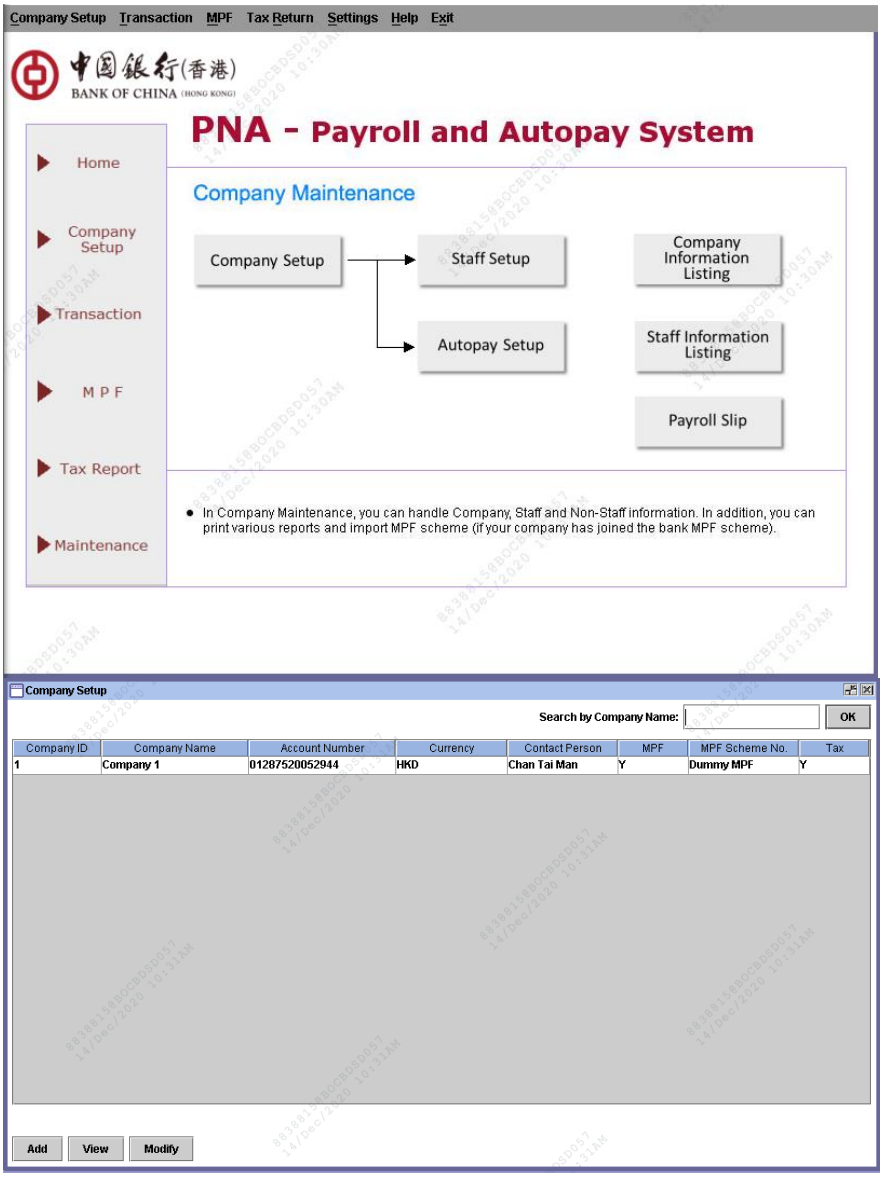
You can click “Change Password” button. New password should be 6-12 alphanumeric characters. New password cannot be the same as old password.



3. Create Company Profile

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

You can add, change and delete company information records. You can creates 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

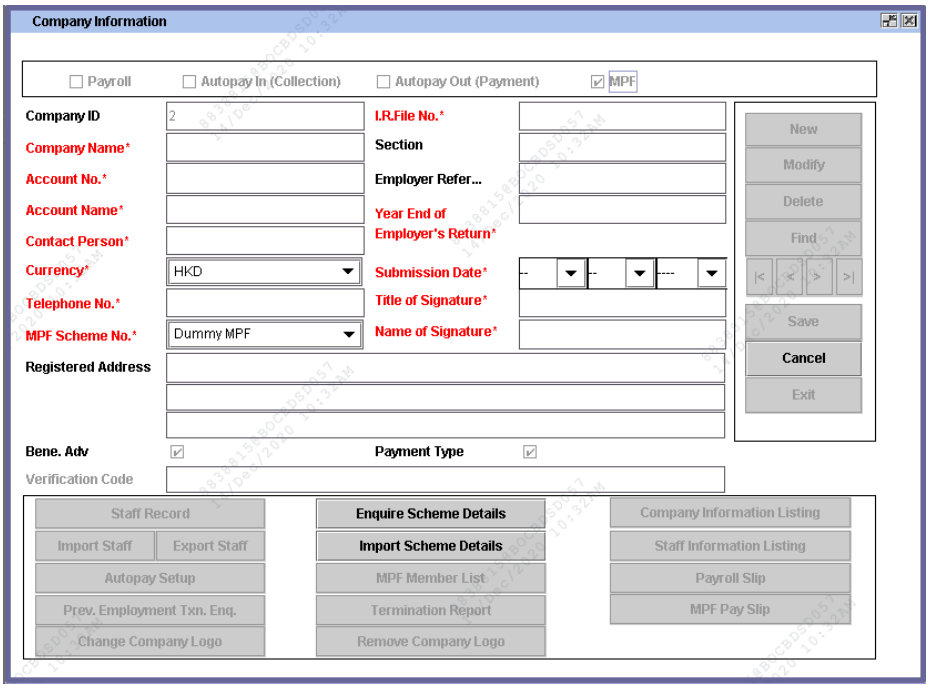
3.2.1 Checkbox Selection

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

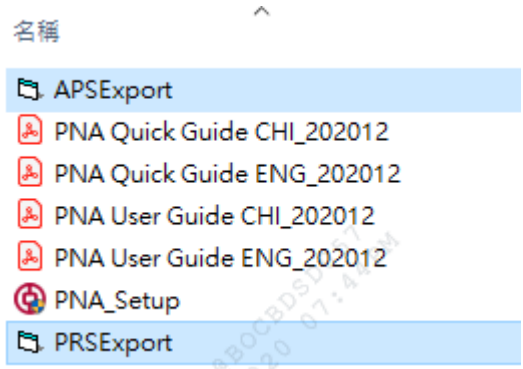
In Company Information, input relevant company information. Those highlighted in red are mandatory. After data input, click “Save” to complete.

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.

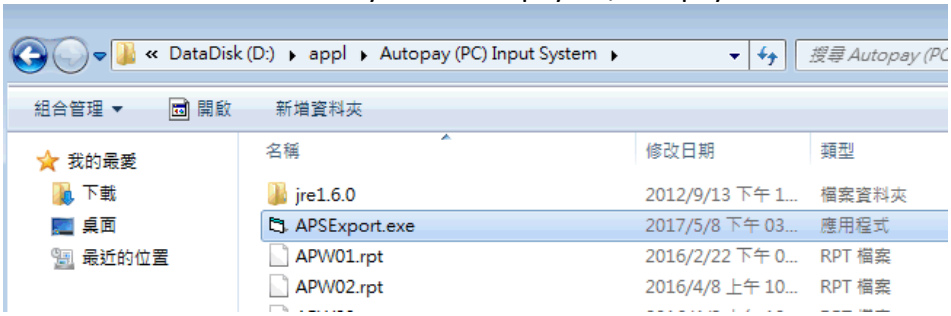
I. Among the extracted files from the PNA_Software.zip, which you have downloaded from iGTB NET, copy the ”PRSExport.exe / APSExport.exe”.

”PRSExport.exe” is for exporting database from old payroll software, while ”APSExport.exe” is for extracting database from old autopay software.

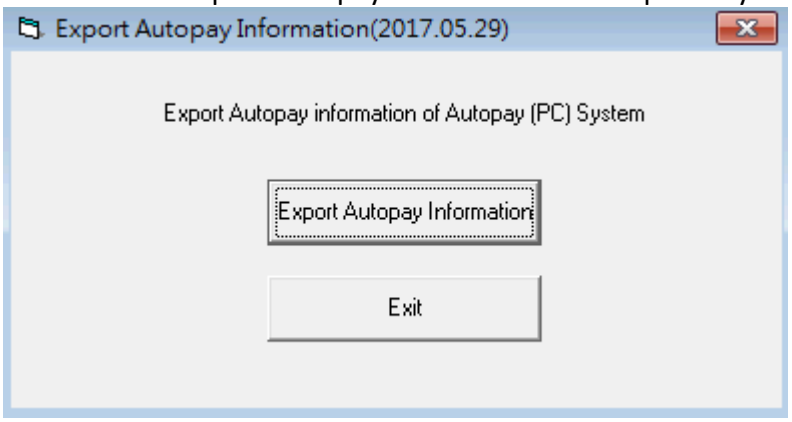


II. Place the copy of ”APSExport.exe / PRSExport.exe” under the installation directory of the old payroll/autopay software.

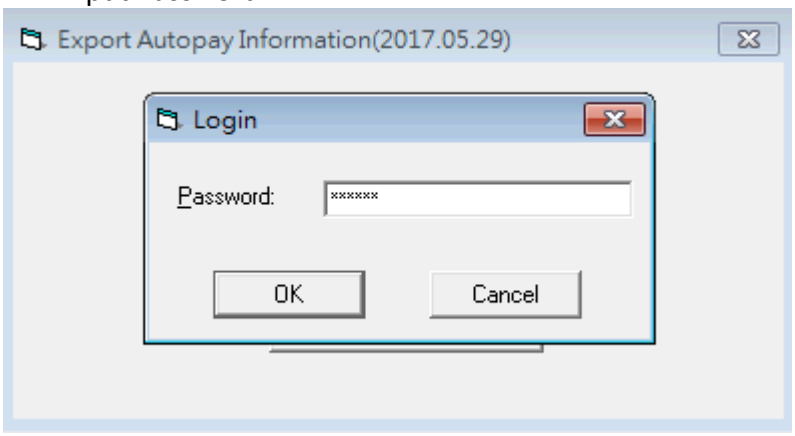
III. Double click to open the ”APSExport.exe/ PRSExport.exe” placed under the installation directory of the old payroll/autopay software.



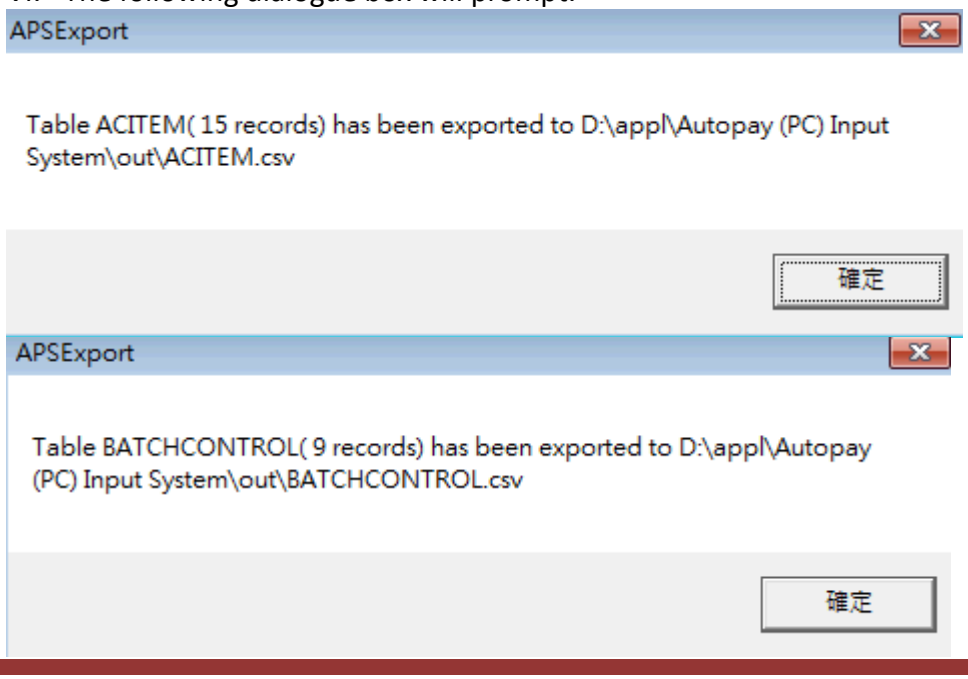
IV. Click on “Export Autopay Information” or “Export Payroll information”



V. Input Password

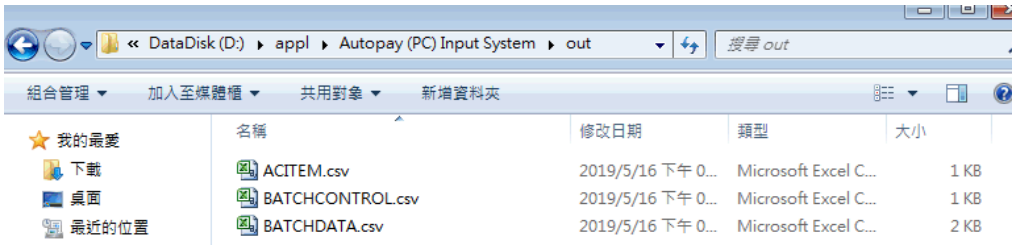


VI. The following dialogue box will prompt.

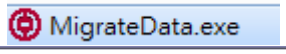


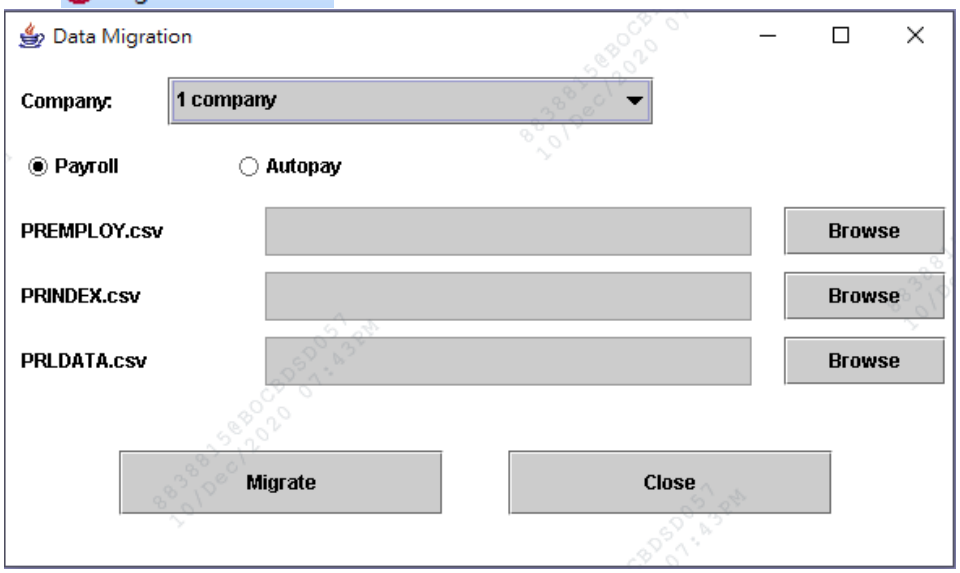


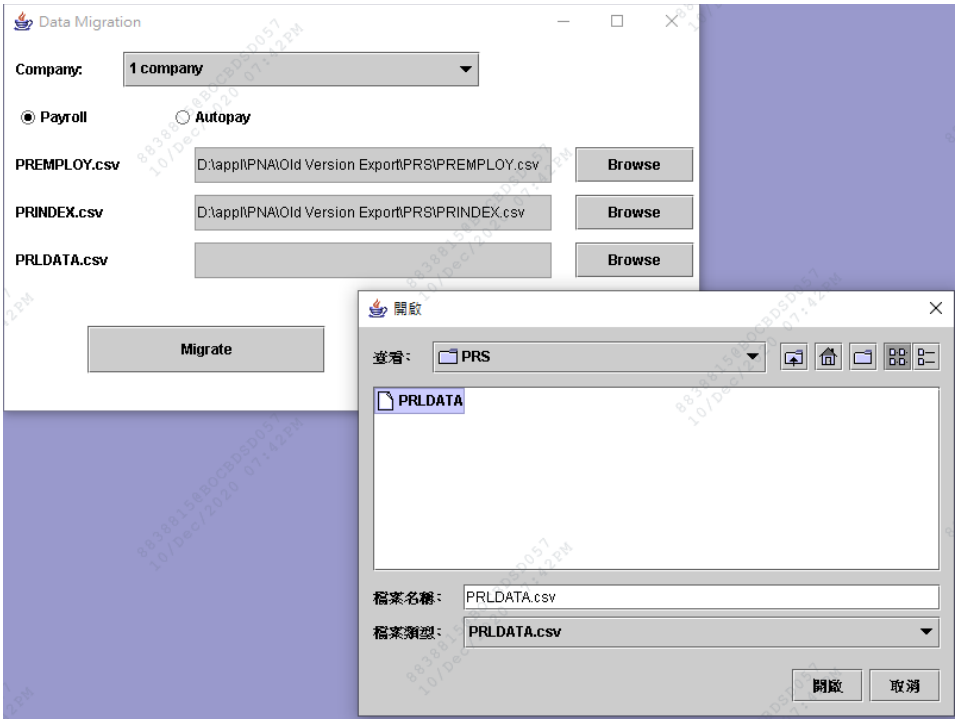
VII. Database records will be automatically generated and saved in "out" folder.



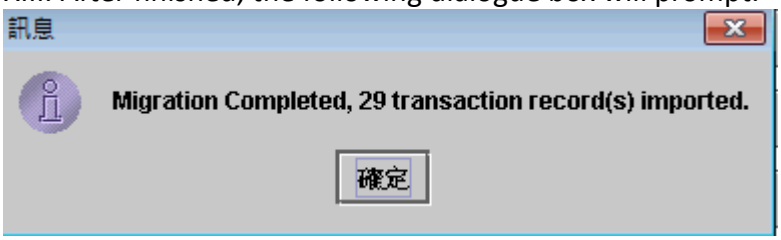
VIII. Go to PNA Software file folder and double click MigrateData.exe



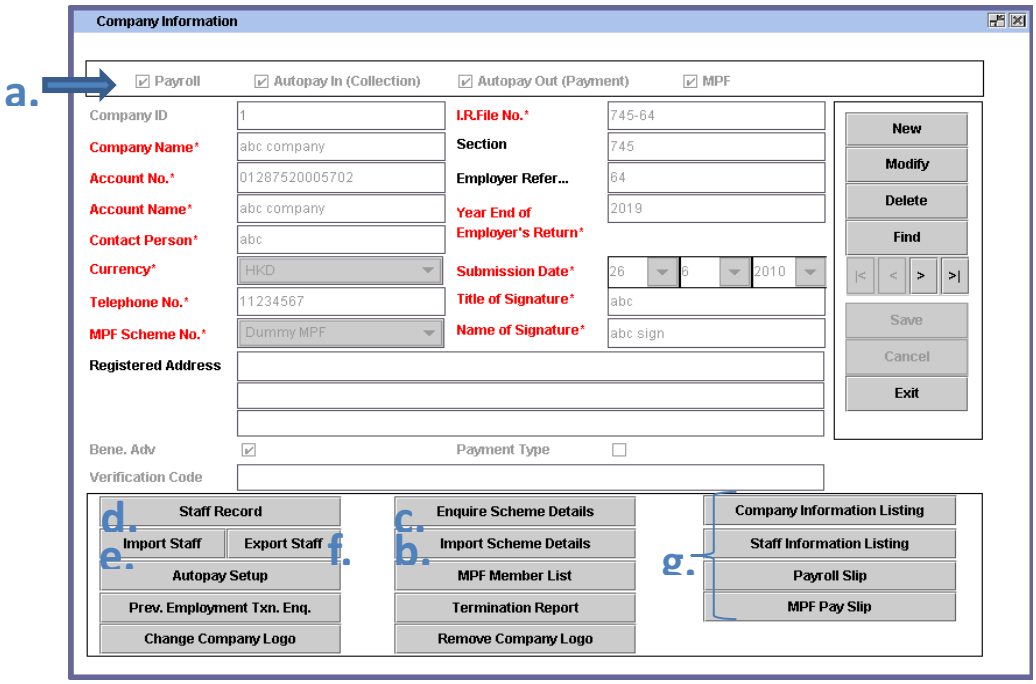




IX. In Data Migration screen, select relevant company
X. Select the types of records (Payroll or Autopay) to migrate.
XI. Browse the exported files stored under the directory in step VII.
XII. Click “Migrate” to move the database records (.csv) under the company being selected.
XIII. After finished,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



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

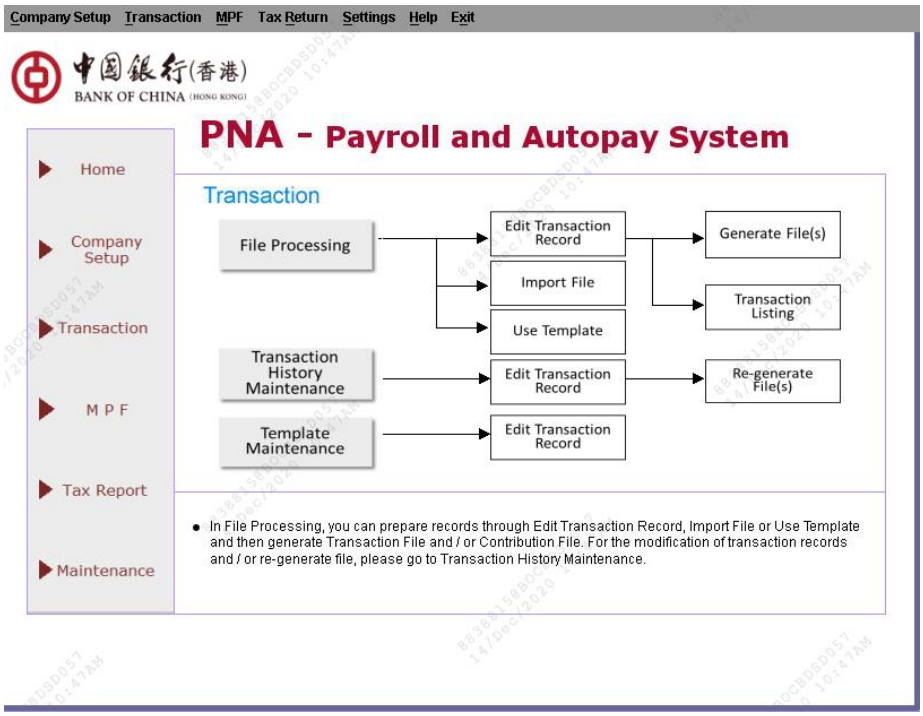
PNA has provided relevant Company Information Listing, Staff Information Listing, Payroll Slip and MPF Pay Slip.

4. Transaction

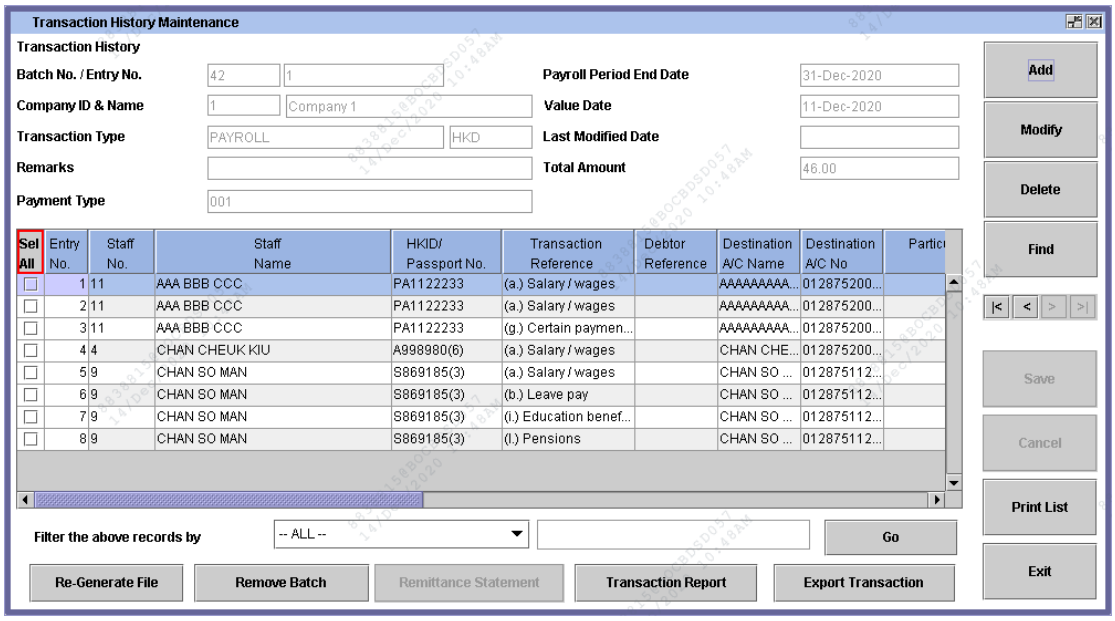
4.1 Copy past transaction records to create new transaction file (applicable to customers having past transaction records)

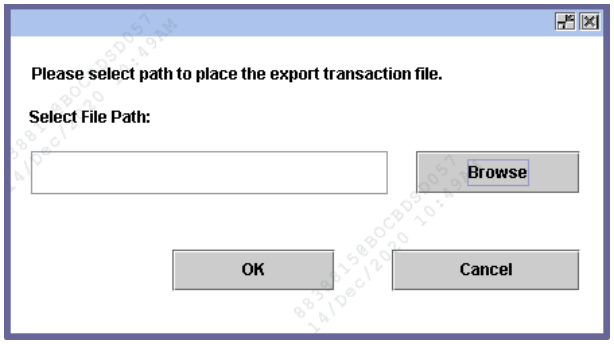
If you have past transaction records in old software (e.g. records you have created via section 3.2.2.1) and have imported PNA software or you have used PNA to create payroll or autopay transaction records before, you can use it to create new transaction file quickly.

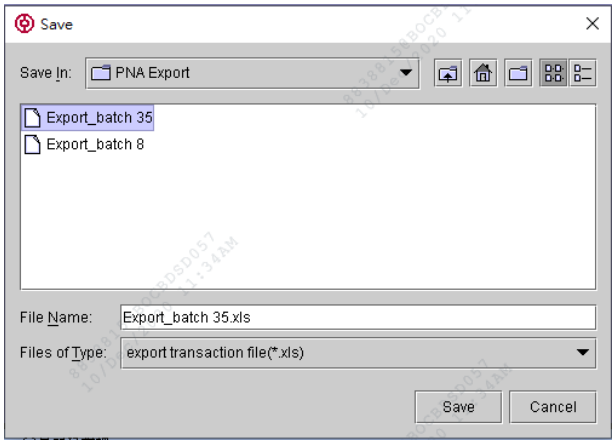
4.1.1 Select “Transaction“ -> “Transaction History Maintenance”



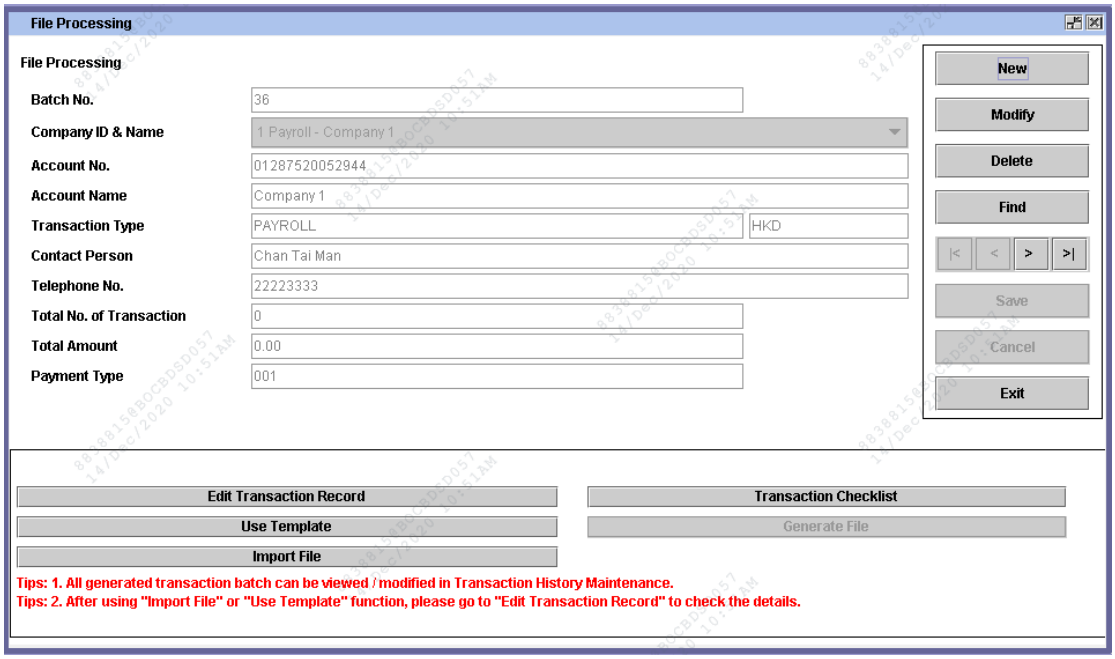
4.1.2 In Transaction History Maintenance, click「＜」or「＞」to select the records to export. Click Export Transaction and input file path and file name to export.



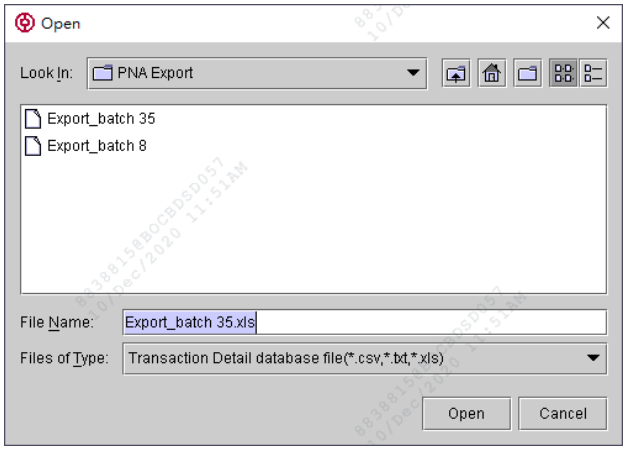




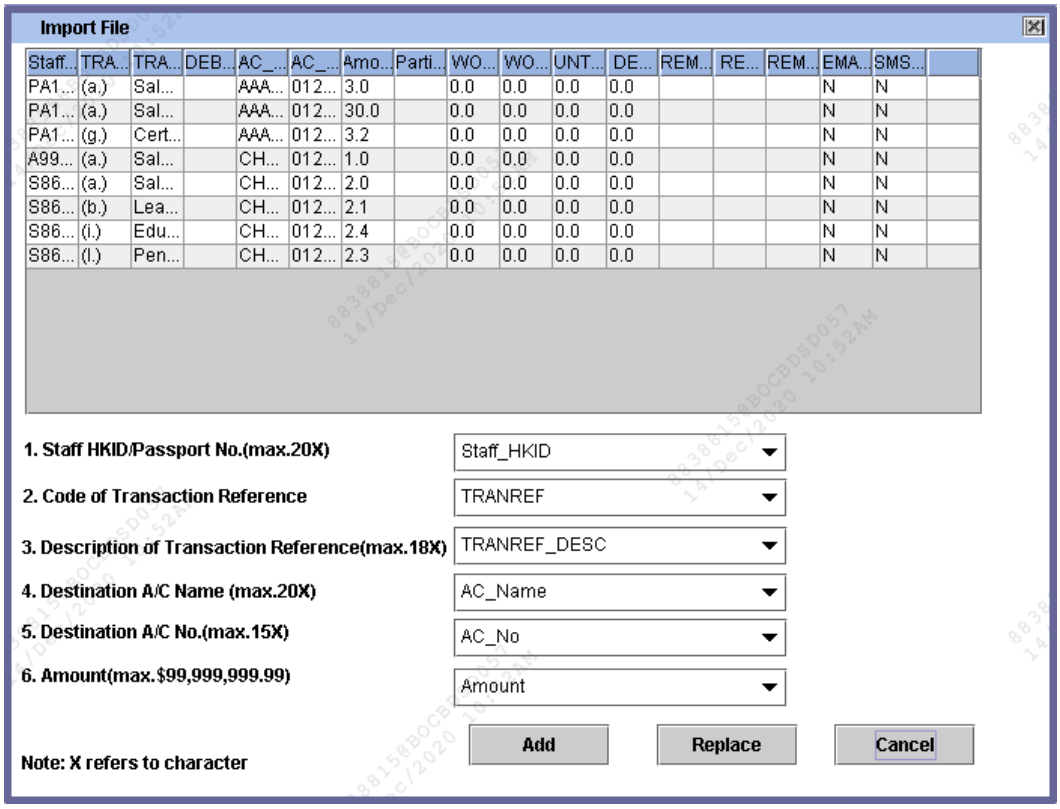
4.1.3 Select “Transaction” -> “File Processing”, click “New”. Input “Payment Type” and then click “Save” to save new transaction batch file.



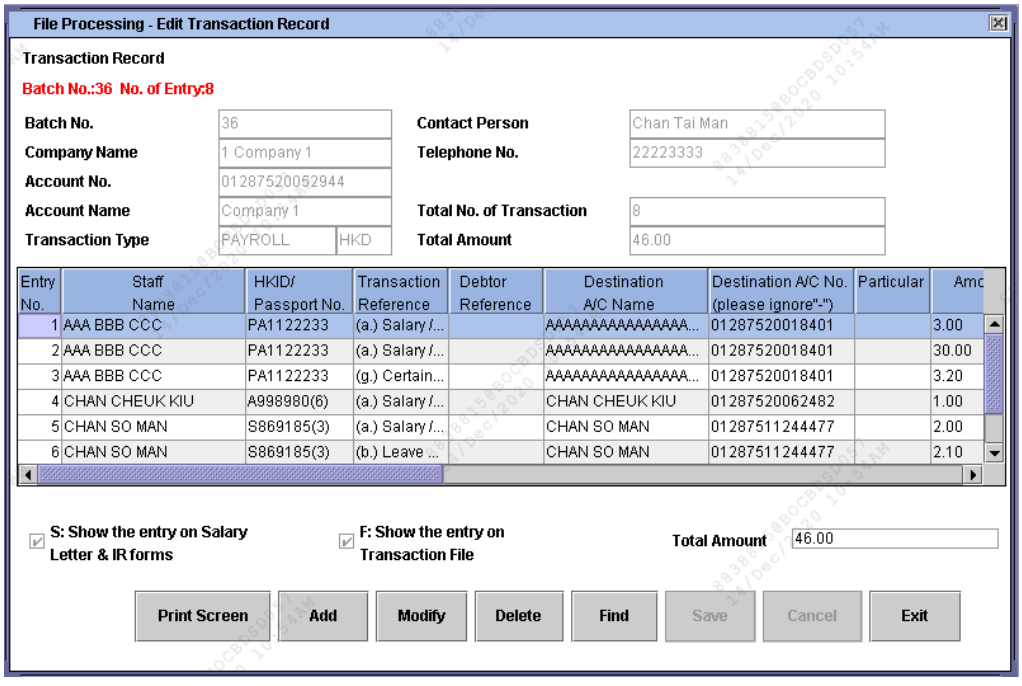
4.1.4 In File Processing, click Import File and input the file path of export transaction records in section 4.1.2.



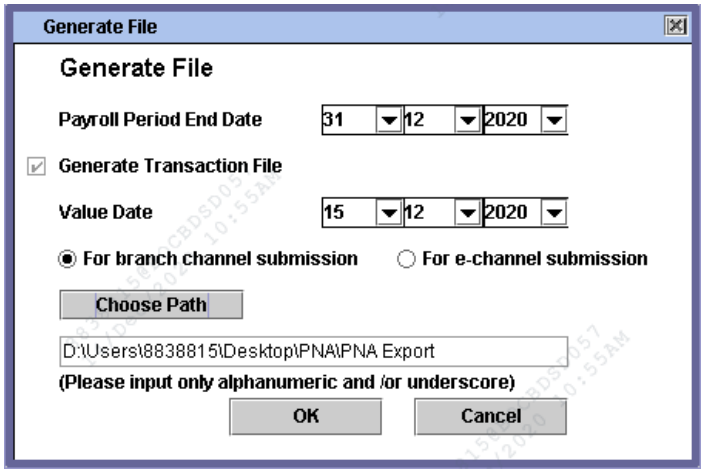
4.1.5 Check the transaction records imported. Click “Add” button to add transaction records to the new transaction batch file.



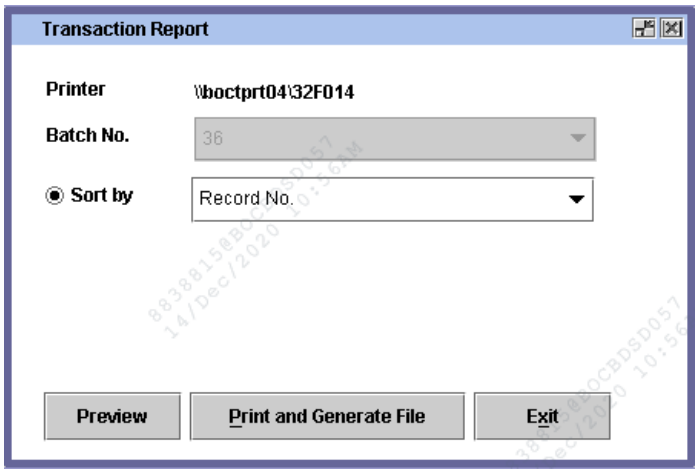
4.1.6 In File Processing, click “Edit Transaction Record”. In the Transaction Record screen, you can click “Add”, “Modify” or “Delete” to amend transaction records in the batch file.



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.

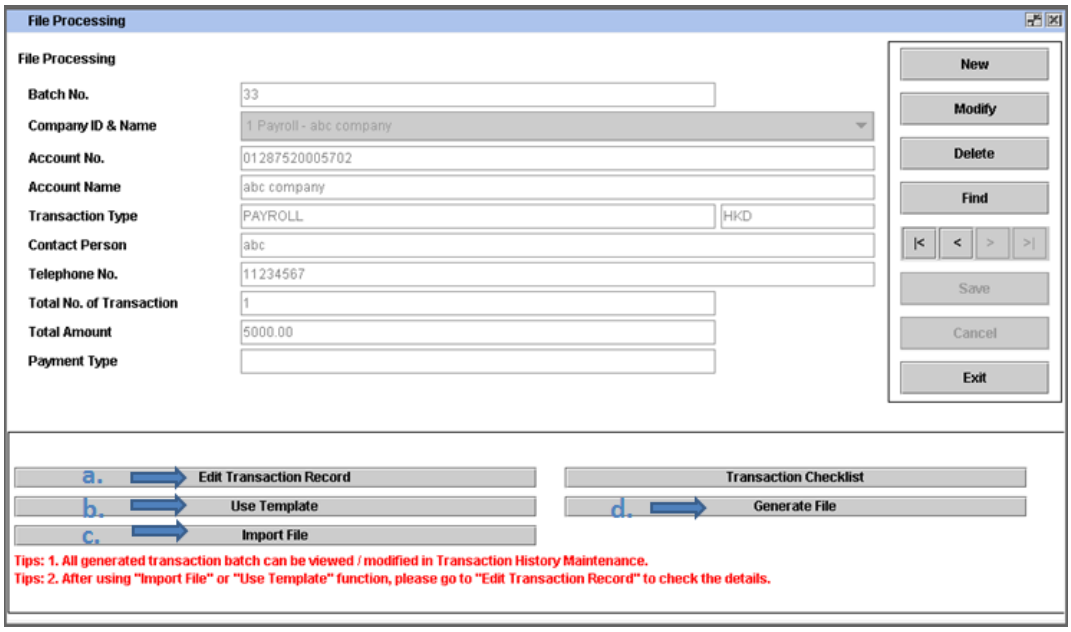


4.1.9 If you select “For branch channel submission”, PNA will create a transaction batch file (Salary.pna) and print out transaction report and relevant consignment form. If you select “For e-channel submission”, PNA will create a transaction batch file (Salary.dat) and print out transaction report.

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



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.)

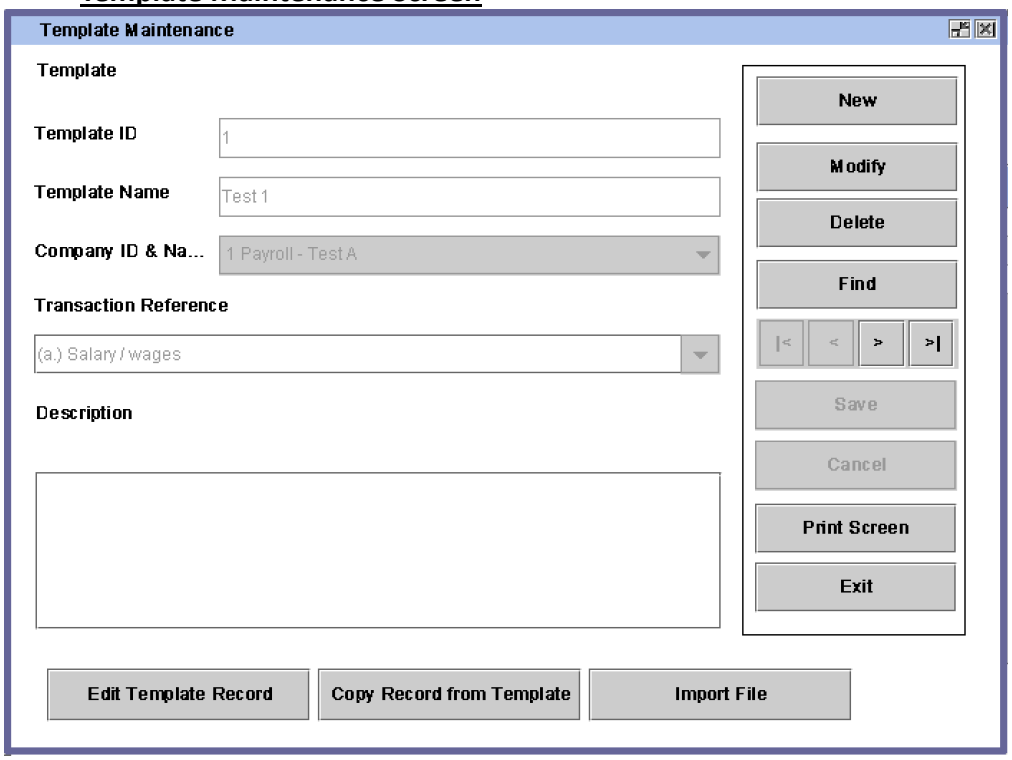
For autopay transaction, you can click “Add” input account name and

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.

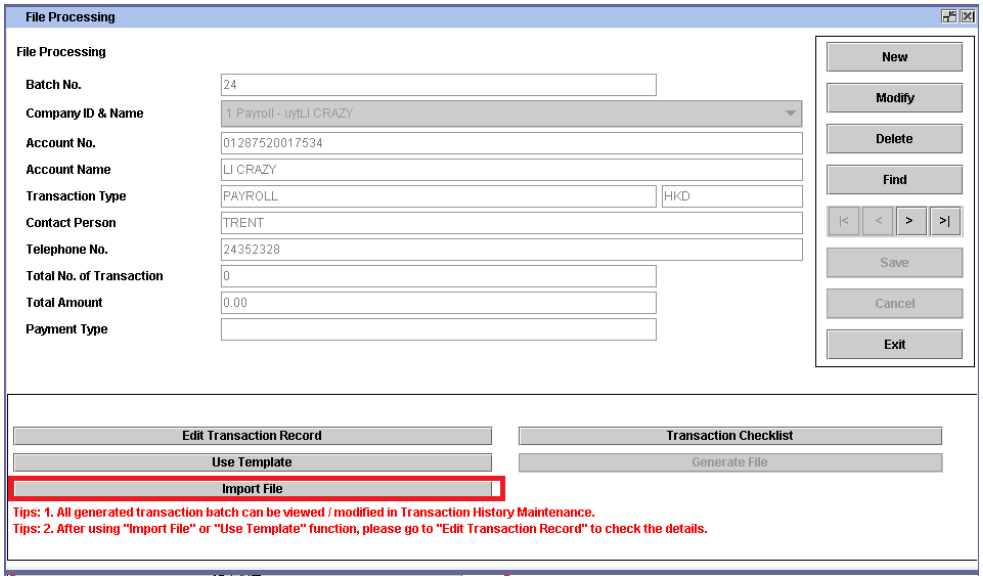
Template Maintenance Screen



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.



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

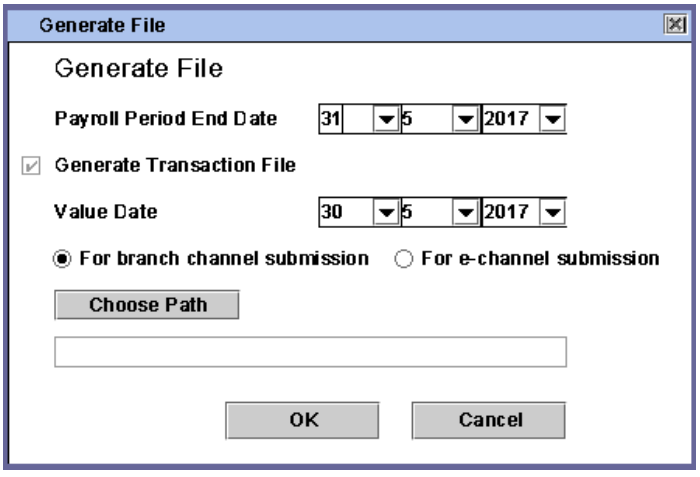
	Payroll	**Autopay**
For branch channel submission	Salary.pna	Autopay.pna
For e-channel submission	Salary.dat	Autopay.dat

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

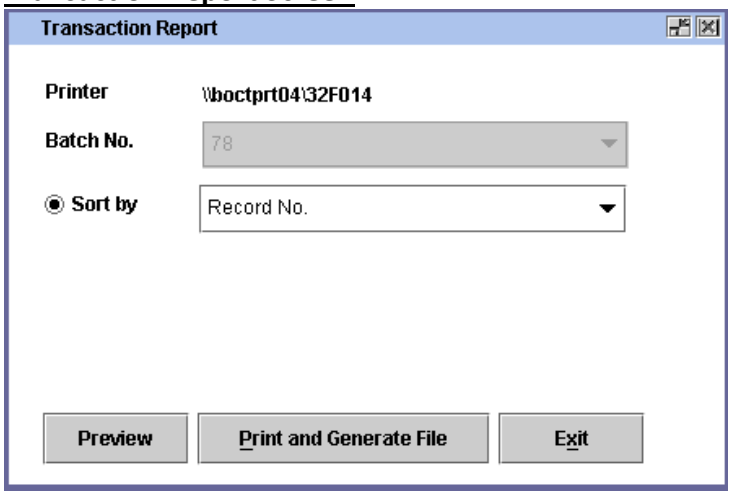
For transaction file format, please refer to detailed PNA User Guide.

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

Generate File Screen



Transaction Report Screen



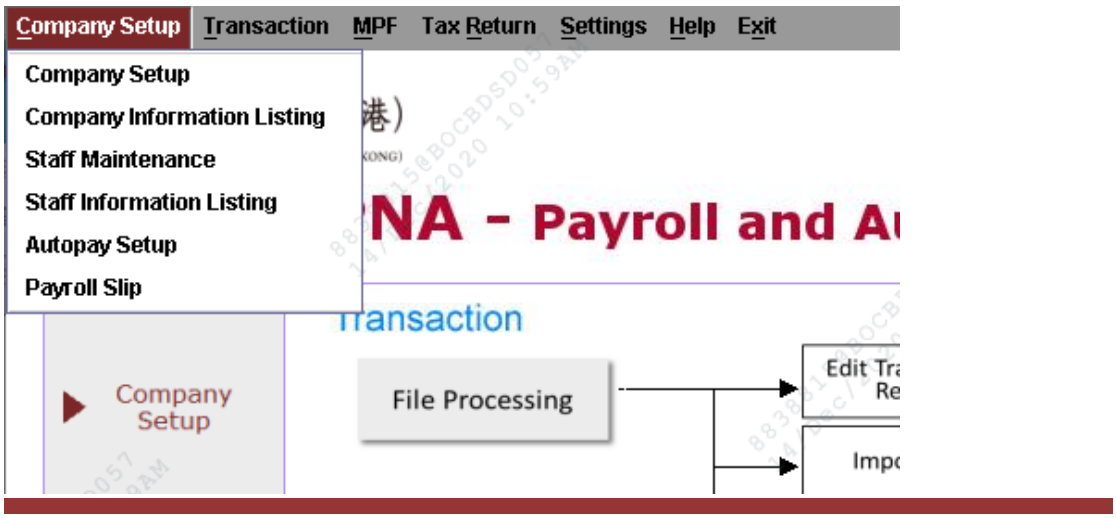
If you do not authorize, system will prompt keep in transaction records.

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

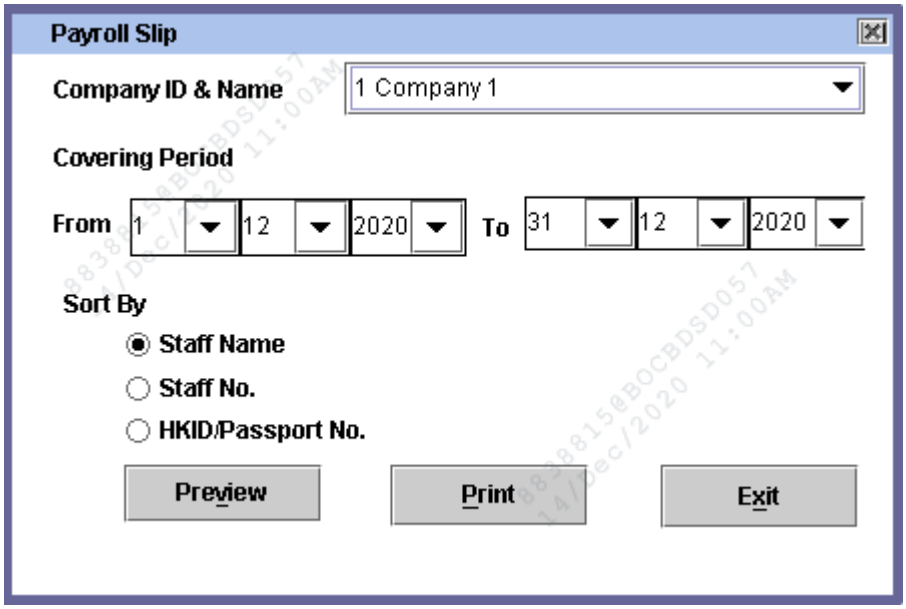


5. Print out Payroll Slip

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.

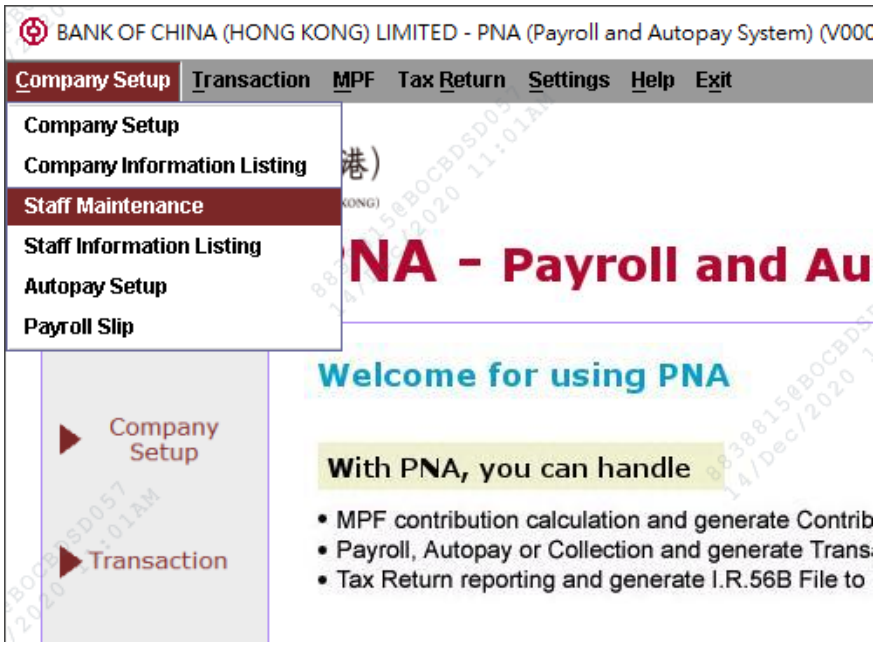


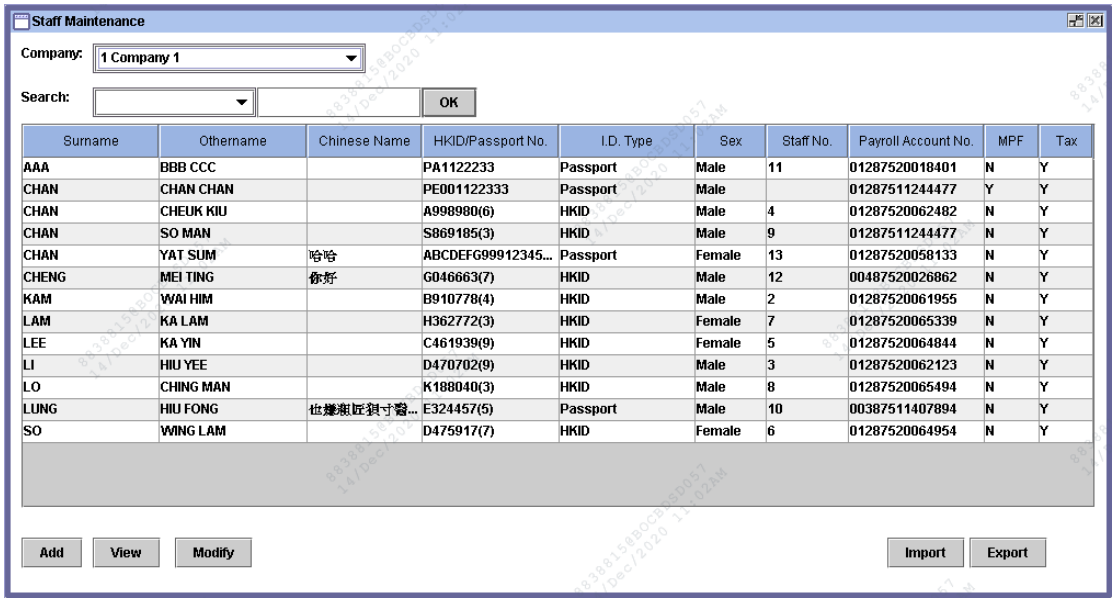
6. Tax report

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.

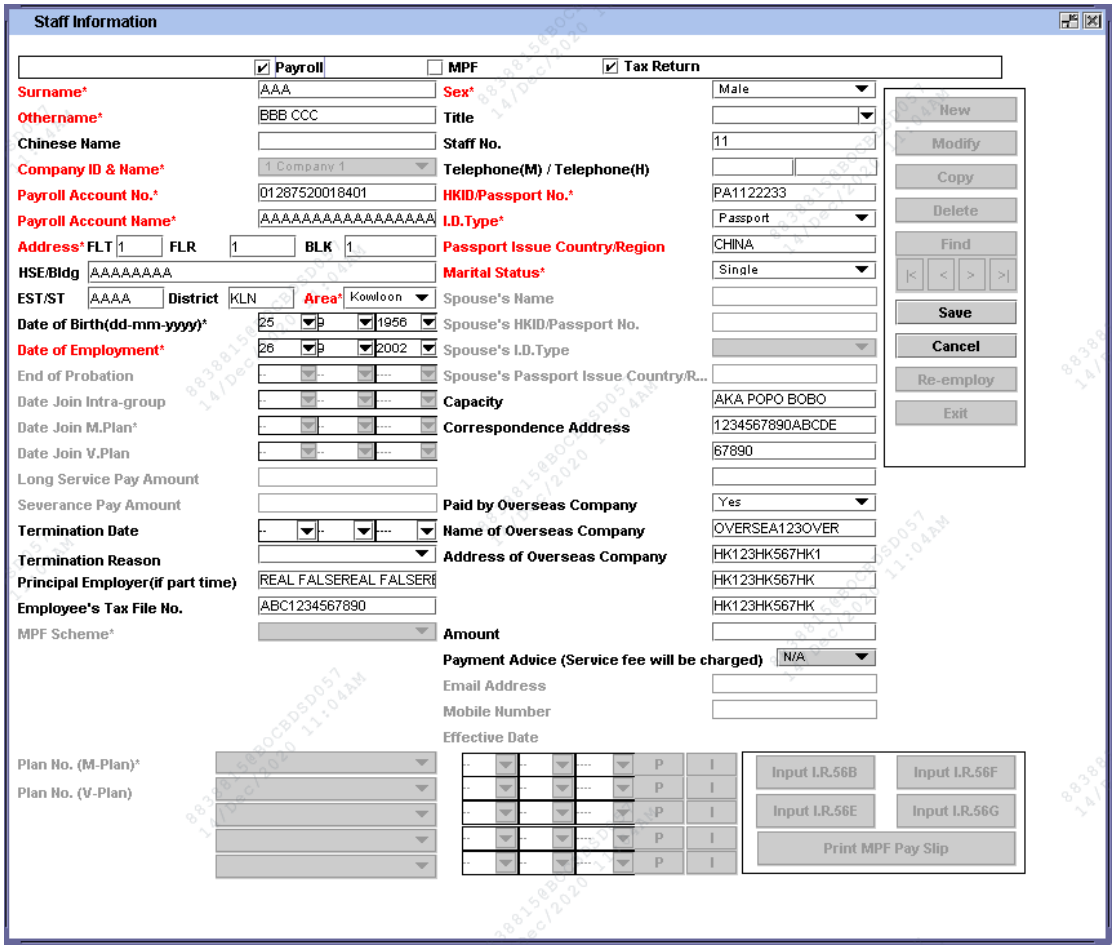
6.1.1 In “Company Setup” -> ”Staff Maintenance” to enter staff records page, select the staff to maintain.



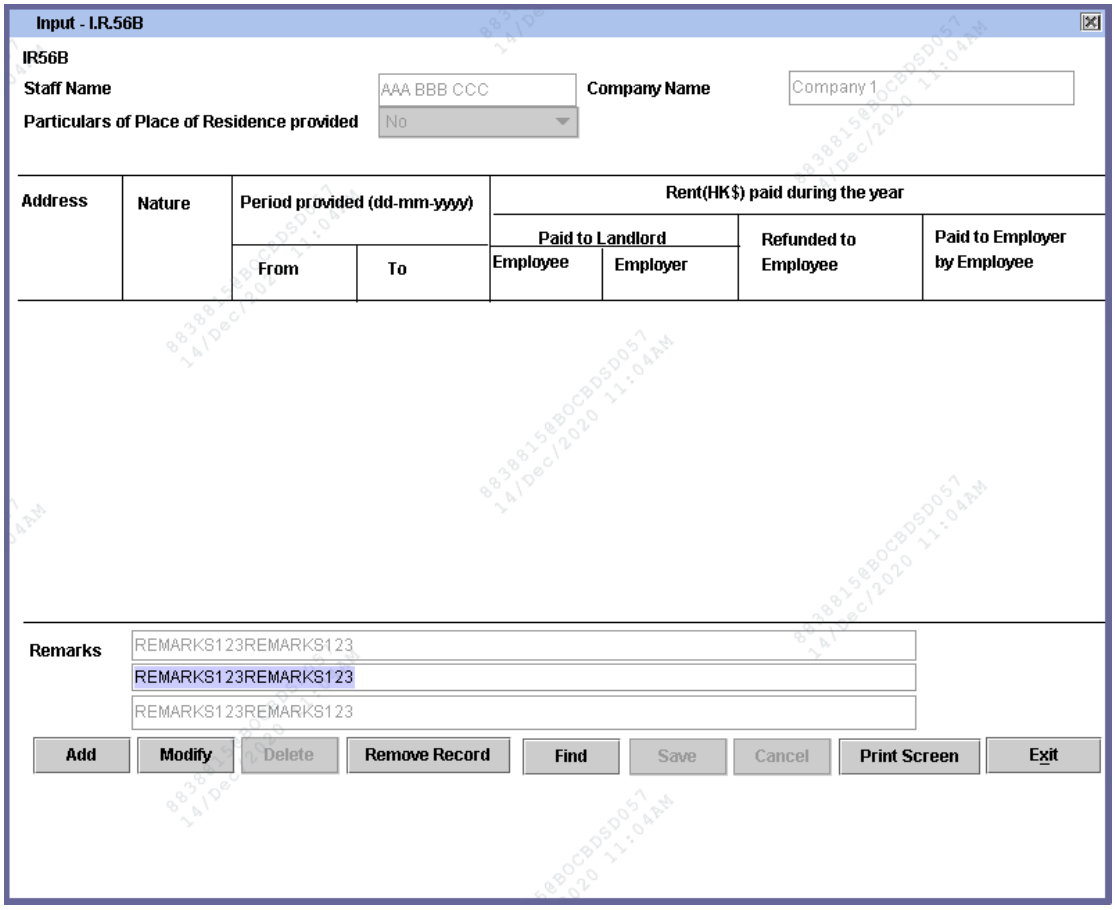


Surname	Othername	Chinese Name	HKID/Passport No.	I.D. Type	Sex	Staff No.	Payroll Account No.	MPF	Tax
AAA	BBB CCC		PA1122233	Passport	Male	11	01287520018401	N	Y
CHAN	CHAN CHAN		PE001122333	Passport	Male		01287511244477	Y	Y
CHAN	CHEUK KIU		A998980(6)	HKID	Male	4	01287520062482	N	Y
CHAN	SO MAN		S869185(3)	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	也嫌濃匠狽寸醫...	E324457(5)	Passport	Male	10	00387511407894	N	Y
SO	WING LAM		D475917(7)	HKID	Female	6	01287520064954	N	Y

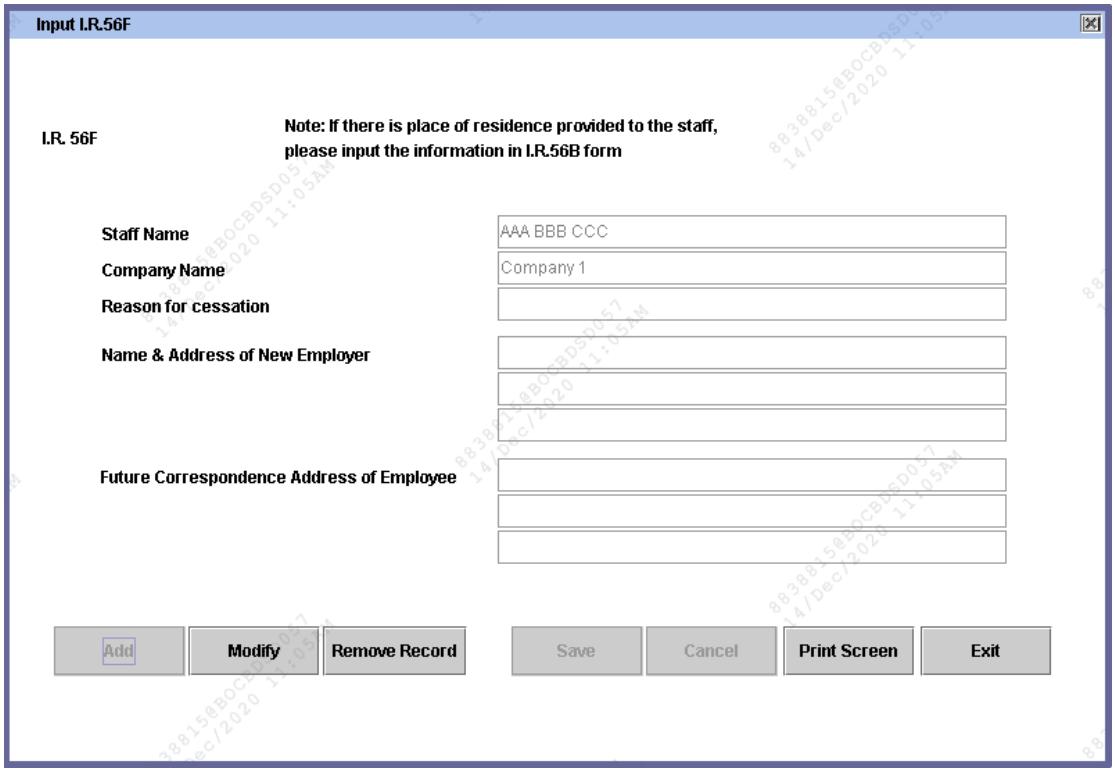
6.1.2 After selecting relevant staff record, click “Save” first and then click “Input I.R.56B” or ”Input I.R.56F”



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

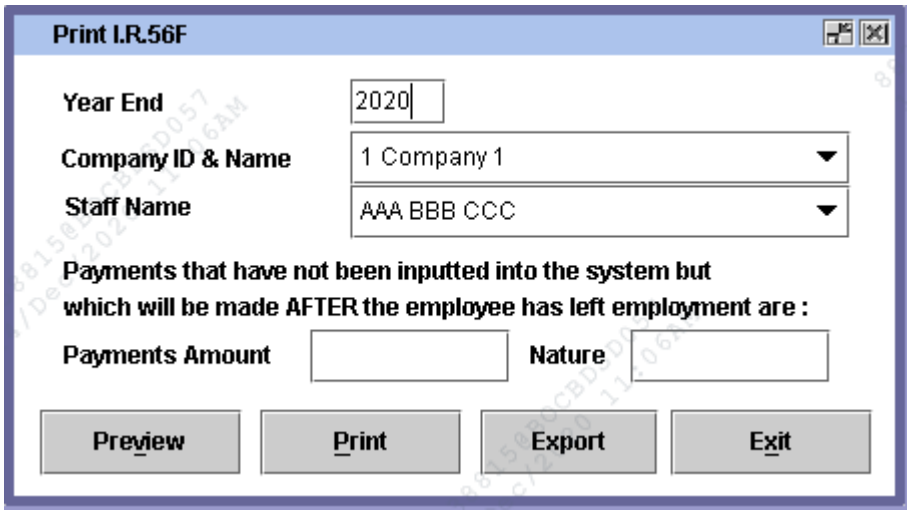


6.1.2 In “Input I.R.56F”, click “Add”, “Modify” or “Delete” for staff employee cessation information (if any).



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”.

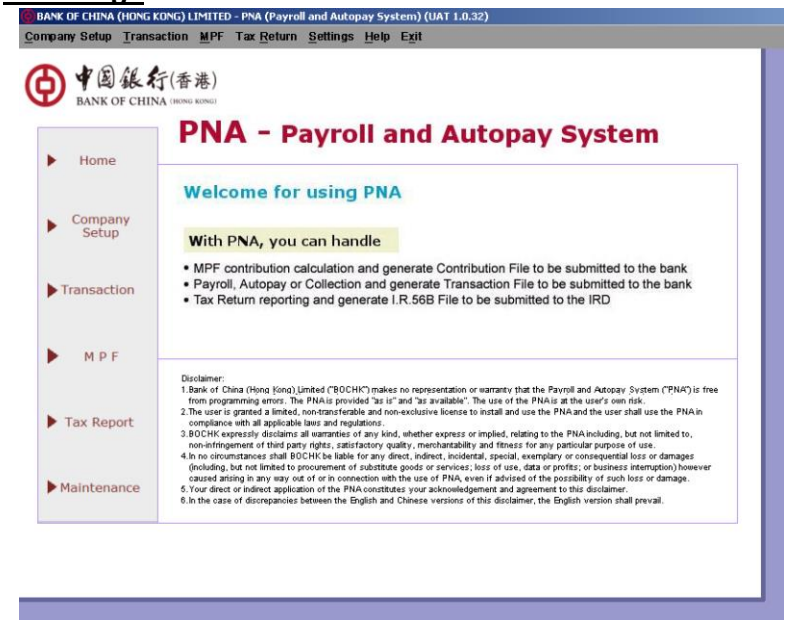


7. Other functions

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.

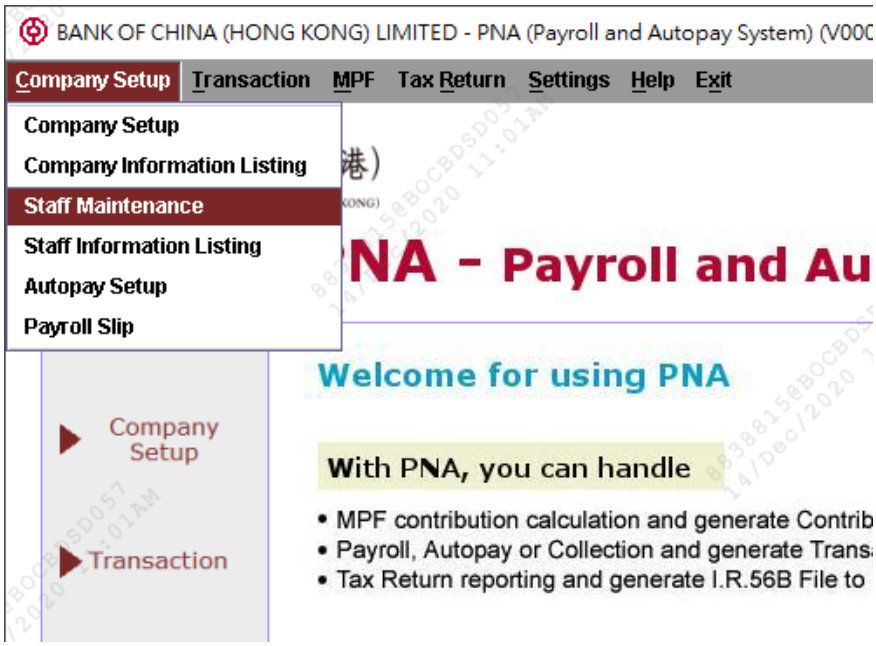
User ID	Authorities
I. MANAGER	1. Company Maintenance 2. Staff / Non-Staff Record Maintenance 3. Transaction: Edit Transaction Record 4. Template Maintenance 5. MPF 6. Tax Return: Input I.R. forms 7. Transaction: Generate File 8. Transaction History Maintenance 9. Generate IR56B File 10. Tax Return: 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	1. Reset Password 2. Change Password 3. Reset Approval Code 4. Change Approval Code

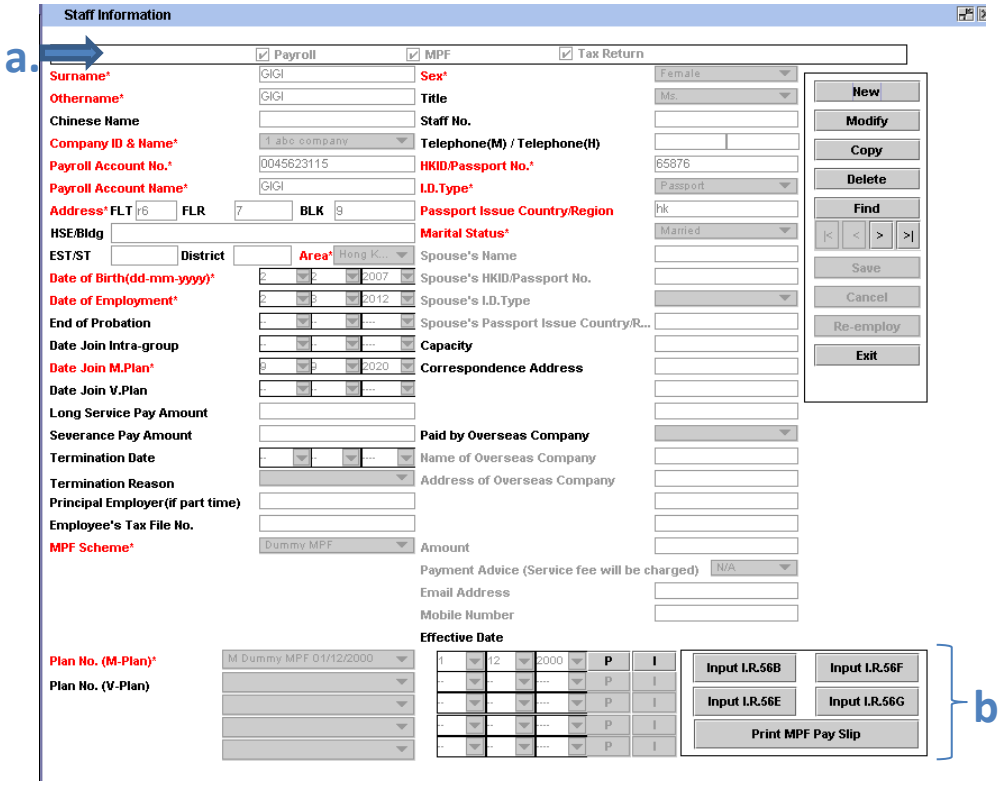
7.3 Operation Flow Overview

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.





a. In Staff Information screen, select functions first.

- Payroll
- MPF
- Tax Return

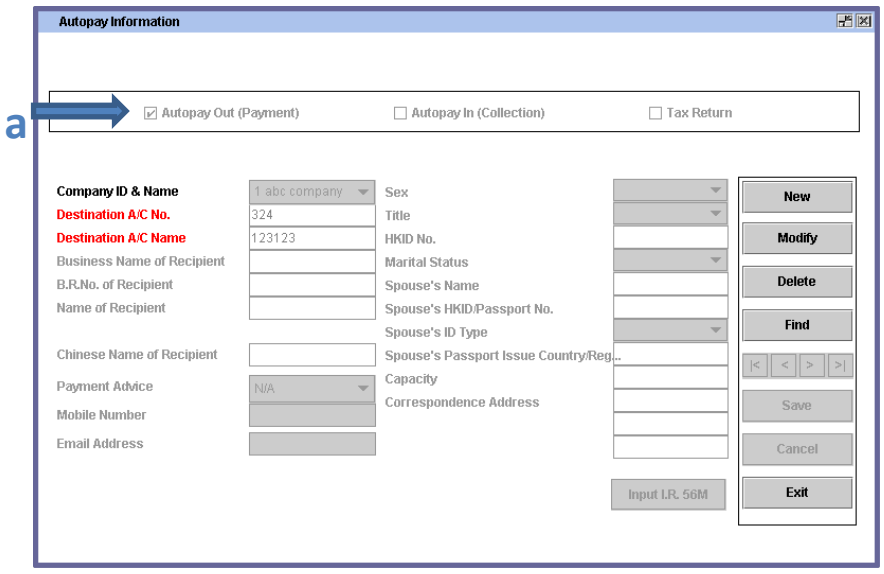
Please note that information required depends on functions selected. Functions available depends on total functions the company has applied.

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.



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)

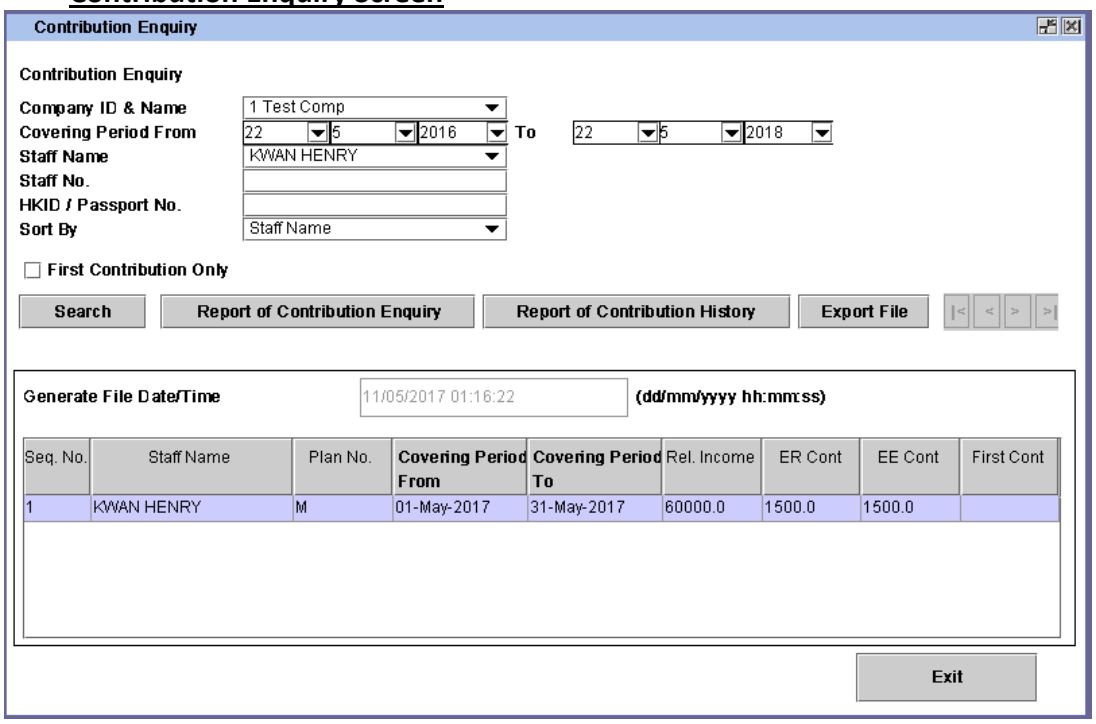
Import relevant MPF scheme and the system will calculate relevant contribution information.

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 recxords.

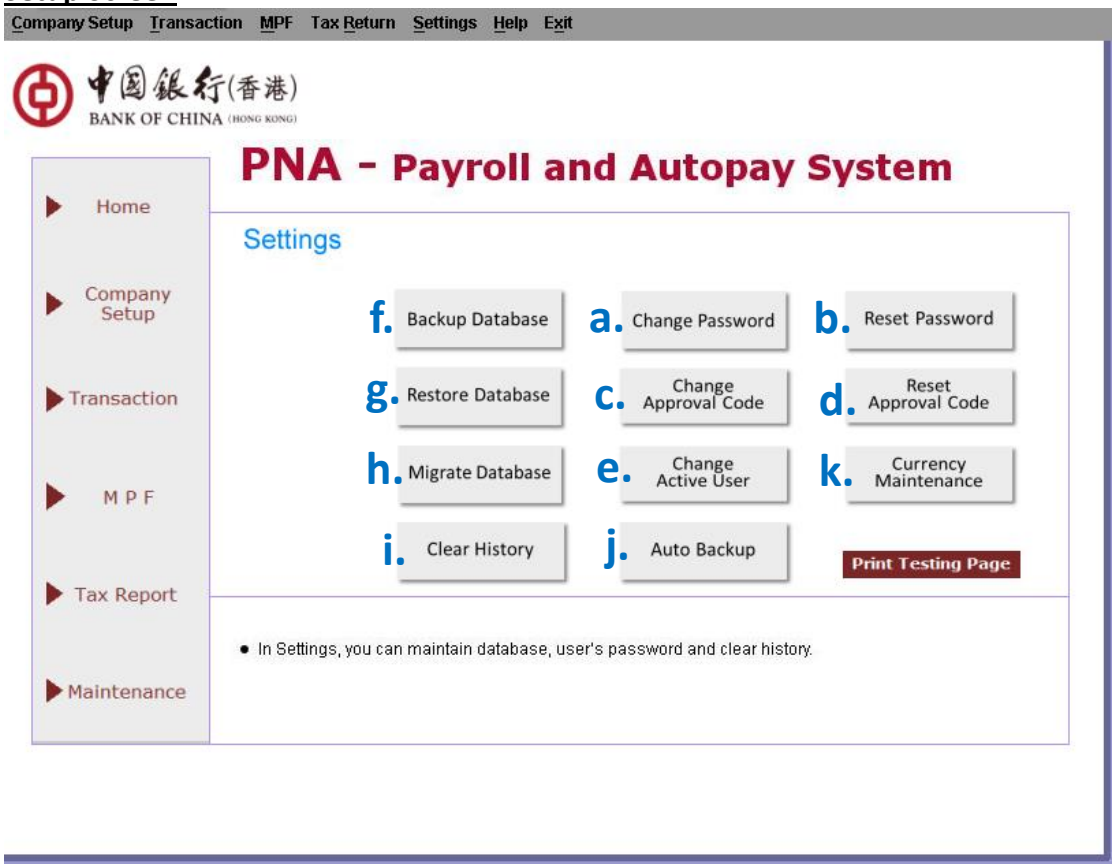
Contribution Enquiry Screen



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

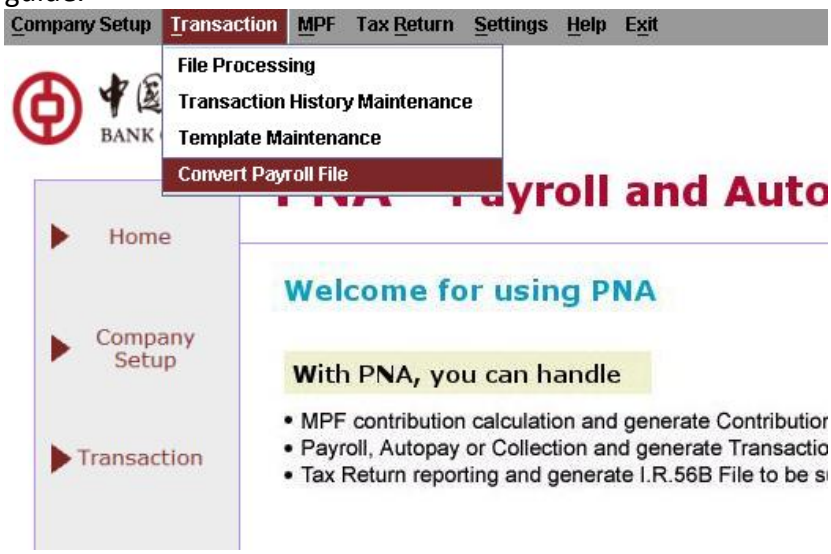
This function is used to migrate database from an old software version to a new PNA software version. For example, software version 1.0 is saved in computer A while software version 2.0 is saved in computer B. Click the “Browse” button to choose the source that you want to restore the file.

i. Auto Backup

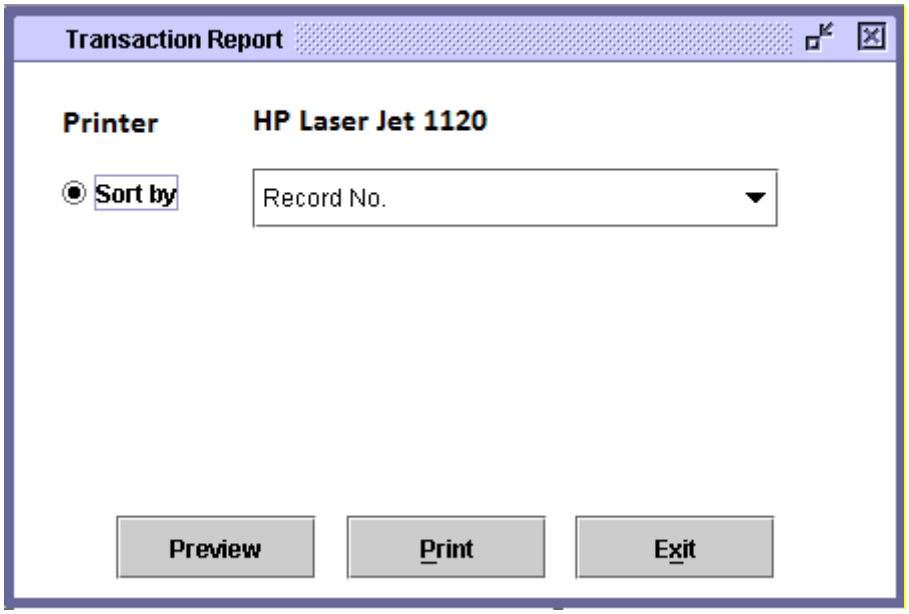
This function is used to auto backup PNA Database. You only need to set once for this function. Click the “Browse” button to choose the source that you want to restore the file. After click the “Browse” button, an open file dialog will be displayed. You may choose to append timestamp to the file name.

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 then than 1GB RAM
4. CD / DVD writer or
5. USB Thumbflash Drive
6. Printer
7. Mouse
8. OS minimum requirement

Windows 7XP

9. Technical Suppports

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

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