

Hong Leong Bank

e-Payment Services System

User Manual

Client Desktop Application

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1. Introduction

1.1 Overview of Client Desktop Application

Client Desktop Application provides the platform for the Hong Leong Bank ~~e-Payment C~~customers to generate the ~~payment encrypted~~ files for both Payroll and EPF. The file generated at the Client Desktop will be encrypted for data integrity purposes. These files will than ~~can~~ be saved into any ~~means payment media~~ such as ~~diskette~~, CD or thumb drive to be uploaded at any Hong Leong Bank branches.

There are 2 modules under client desktop as follows:

1. Basic Customer Set Up

This module is for the customer to set up their profile once they have completed the registration process at Hong Leong Bank branch.

2. Generate Autopay File

This module is for the customer to generate the payment file (Payroll and KWSP) to be submitted to the branch for processing.

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1.2 Preparing the payroll template

To assist e-Payment customer to prepare the payment file (EPF / Payroll) to be generated at Client Desktop Application, the bank has provided an Excel Spreadsheet for the customer to key in the required information with the labels and the field length information provided.


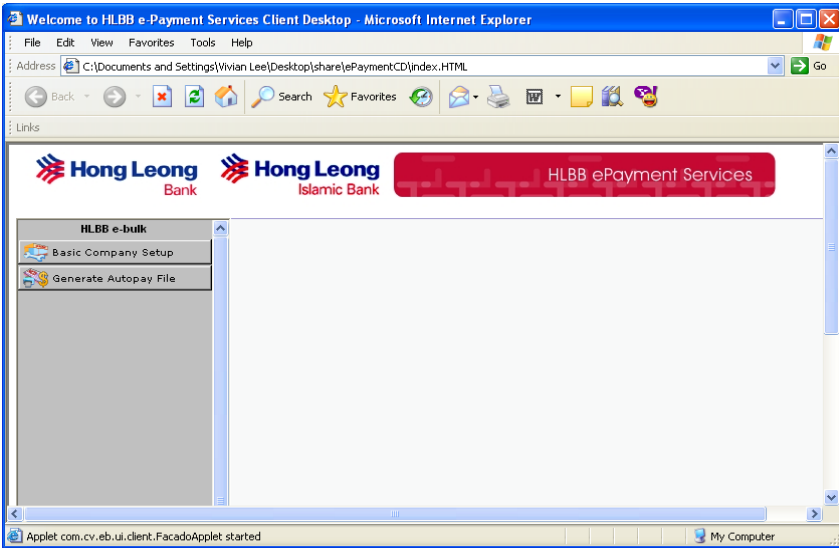
If you are using different type of file format, for example you have your own Human Resource / Payroll Software, the information is to be populated into HLBB Excel spreadsheet with the labels provided.

Please refer to Section 5 for the Excel Spreadsheet details.

2. ~~System Access~~Basic Company Setup

This ~~section provides the step-by-step guide on how to perform the customer profile set up.~~section provides a step-by-step guide on how to access the Client Desktop Application.

2.1 Start the Application

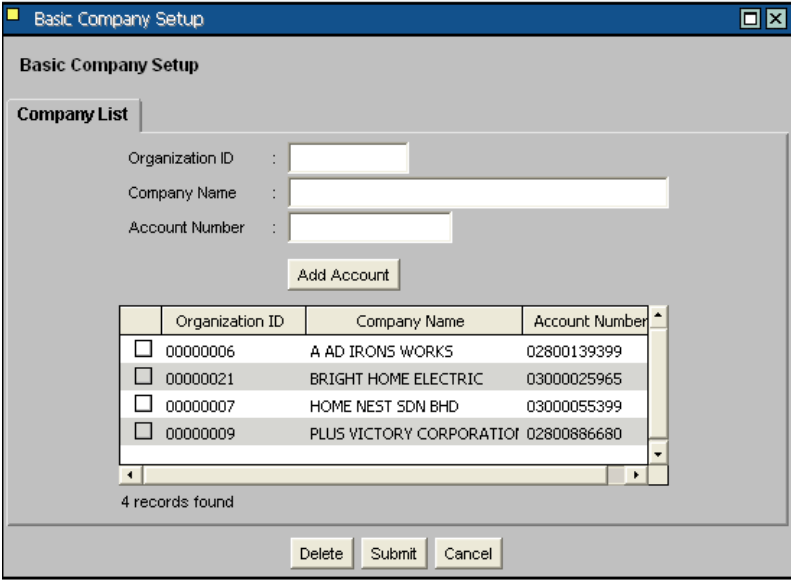
Step	Action
1.	<p>Click on the Client Desktop Application Icon at your computer desktop.</p> 
2.	<p>Click on the Basic Company Setup button to setup the company accounts.</p> 

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Step 1: Click on the Client Desktop Application Icon at the customer computer desktop.

Step	Action
3	<p>Key in respective fields and click "Add Account". Input the Organisation ID provided by Hong Leong Bank during registration at branch. The ID is printed on the confirmation slip upon successful registration. Customer can maintain more than one account by updating the fields and click "Add Account"</p> 

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If the account is added wrongly, check the checkbox next to the Organization ID for the selected account and click on the "Delete" button.

Basic Company Setup

Basic Company Setup

Company List

Organization ID :

Company Name :

Account Number :

	Organization ID	Company Name	Account Number
<input checked="" type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399
<input checked="" type="checkbox"/>	00000021	BRIGHT HOME ELECTRIC	03000025965
<input type="checkbox"/>	00000007	HOME NEST SDN BHD	03000055399
<input type="checkbox"/>	00000009	PLUS VICTORY CORPORATION	02800886680

4 records found

Step

Action

5

Once all the records has been added or deleted accordingly, click on the "Submit" button

Basic Company Setup

Basic Company Setup

Company List

Organization ID :

Company Name :

Account Number :

	Organization ID	Company Name	Account Number
<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399

1 record found

Confirm

Are you sure you want to submit these informations?

~~2.1.5~~

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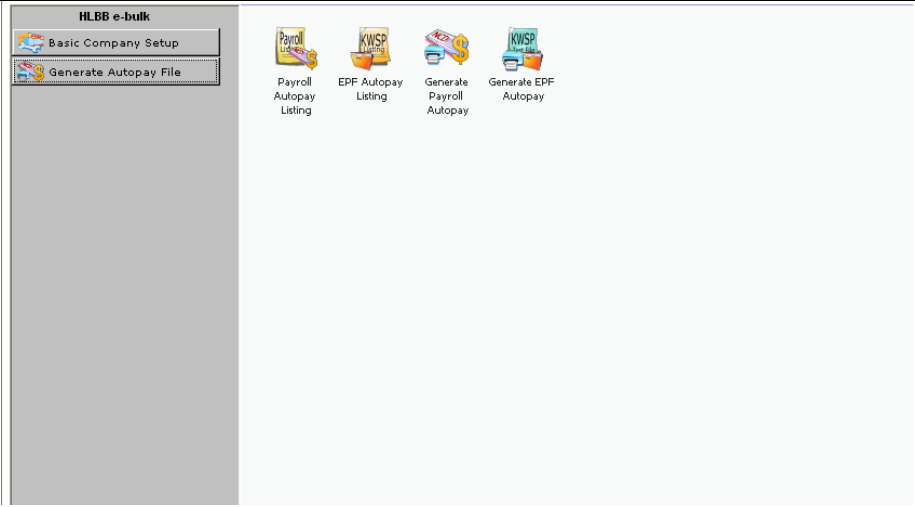
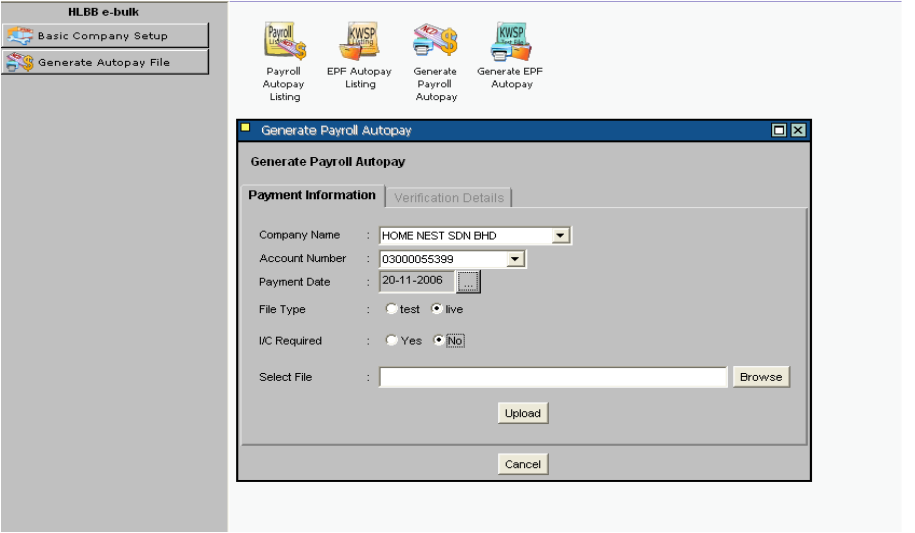
~~2.3.~~ Generate Payroll Autopay Files

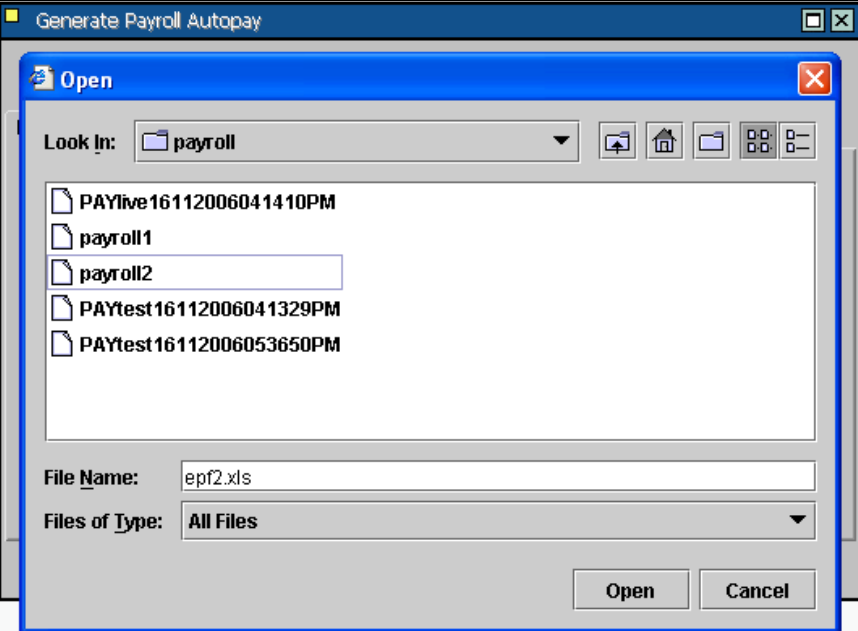
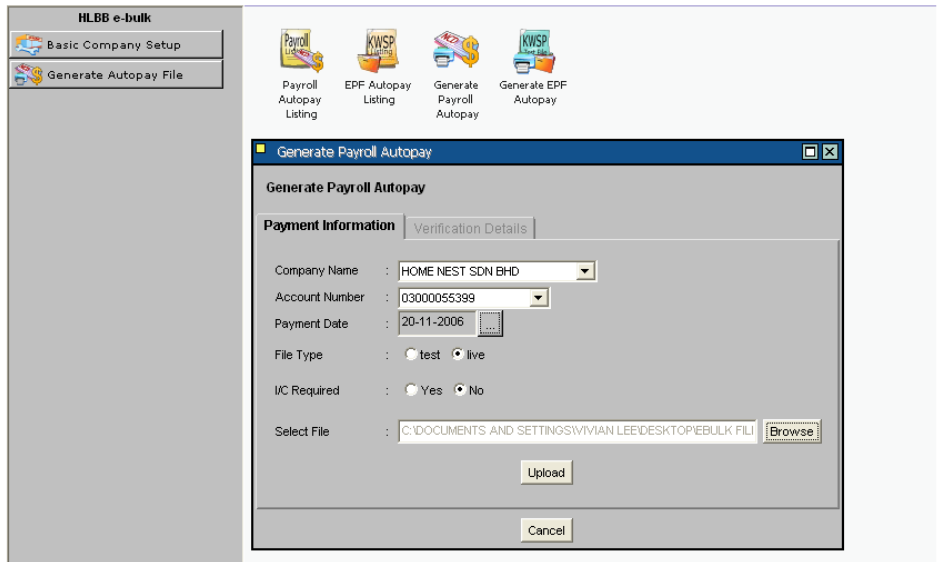
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3.1 Generate Payroll Auto Pay

This section provides the step-by-step guide on how to generate the payroll text file in a standard format.

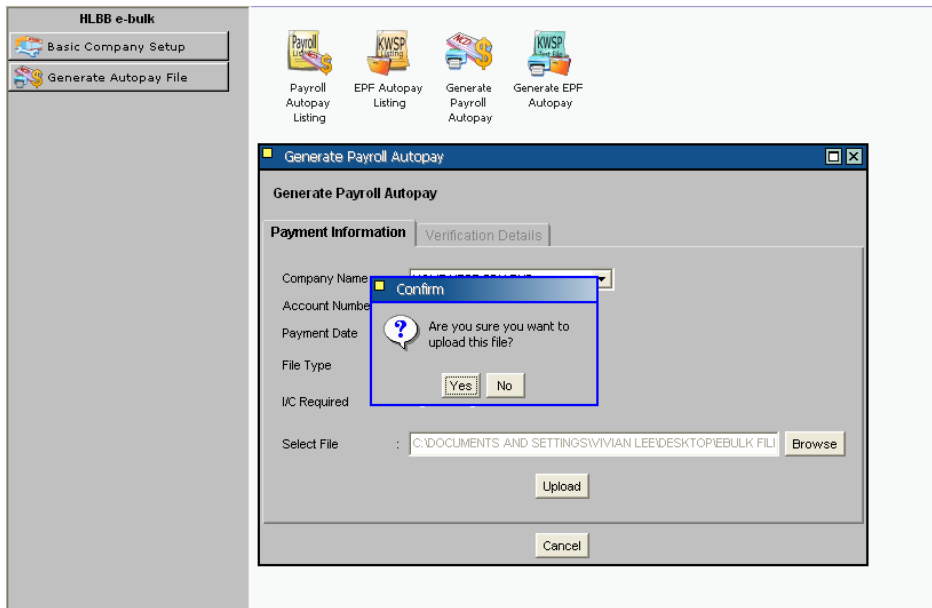
Step	Action
1	Click on the Generate Autopay File on the left hand side menu bar. Double click on the Generate Payroll Autopay icon.

	
2	<p>Fill in the information accordingly by selecting the company name, account number, payment date, file type and whether IC checking is required for IBG transactions.</p> 
Step	Action
3	Click "Browse" button to search for Payroll file prepared in excel format as per HLBB format. Click "Open" after file is selected.

	
<p>4</p>	<p>Click "Upload" to generate the file.</p> 
<p>Step</p>	<p>Action</p>

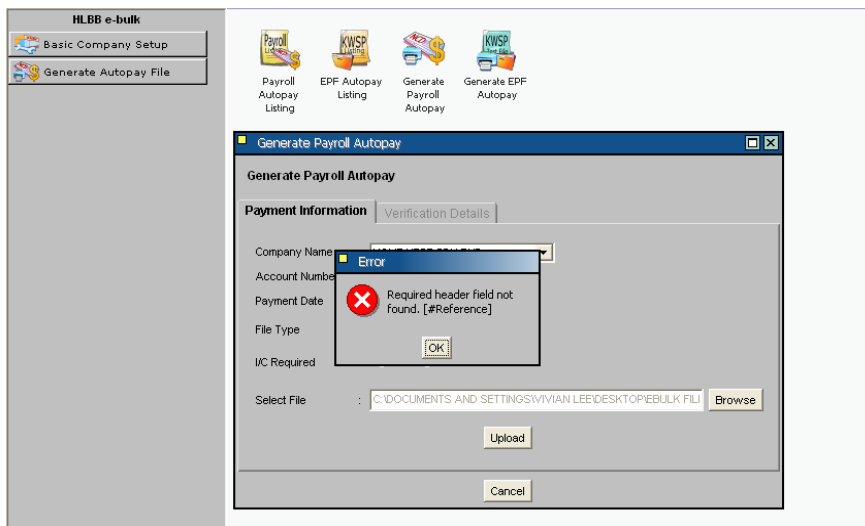
5

There will be a confirmation screen and click “Yes” to upload.

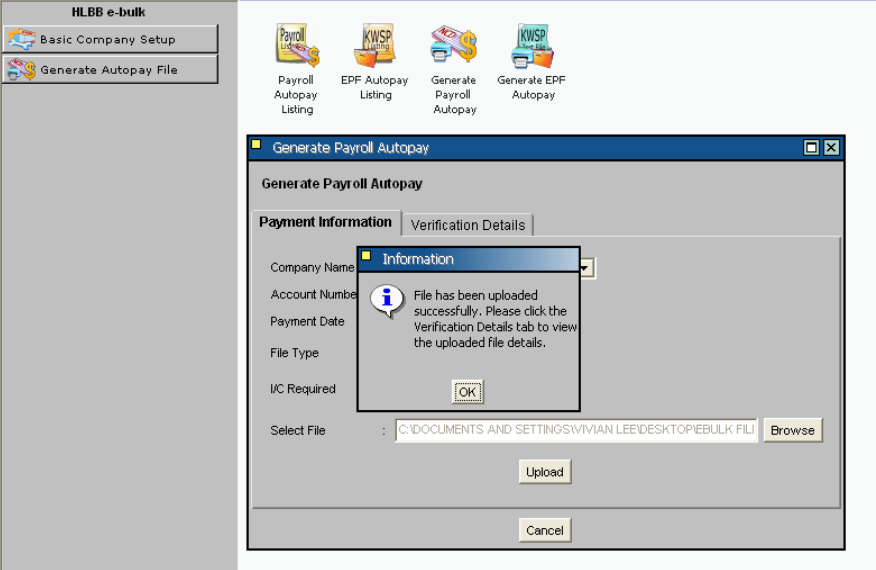
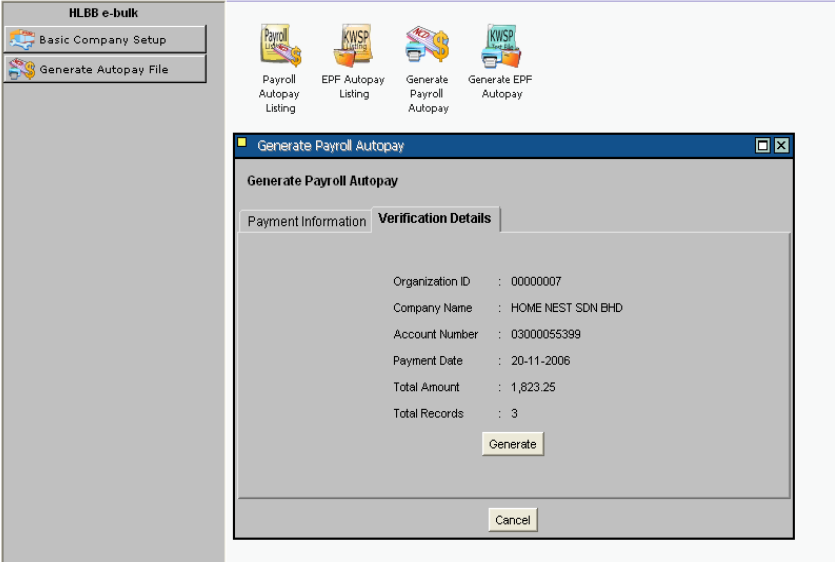


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If there is any error with the file uploaded, an error message will be displayed accordingly.

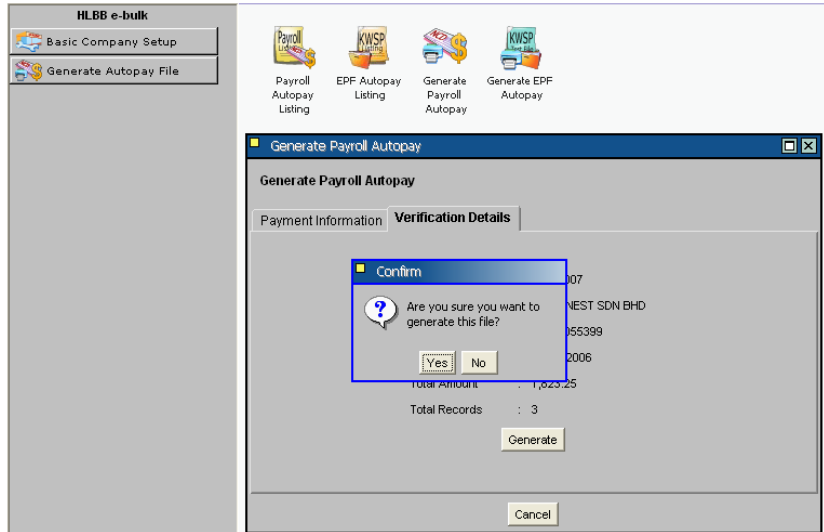


Step	Action
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7	<p>If the file is successfully uploaded, an information screen will be displayed. Click "OK" and Verification Details tab is enabled</p> 
8	<p>Click "Generate" button on the Verification Details tab to generate the payment file.</p> 
Step	Action

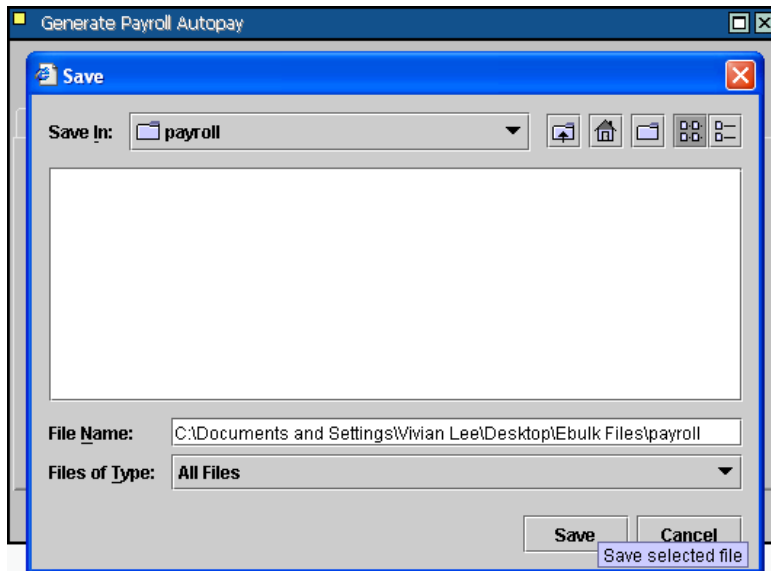
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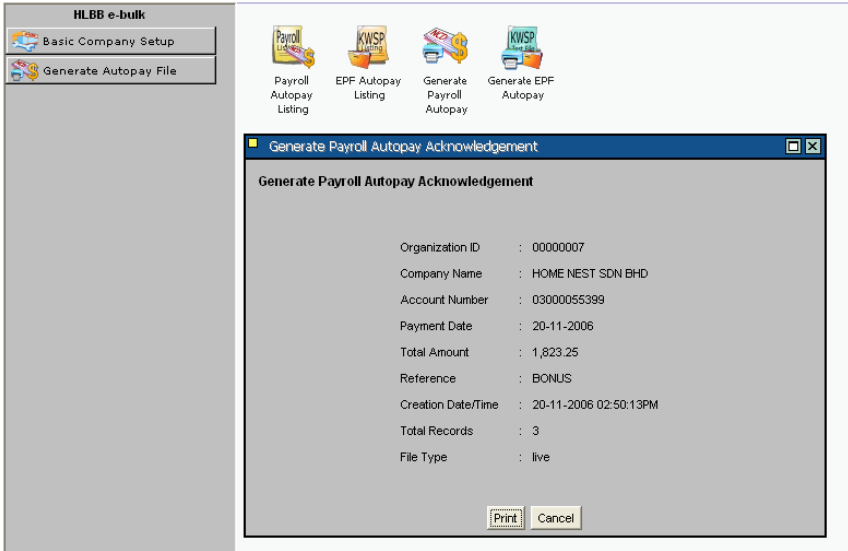
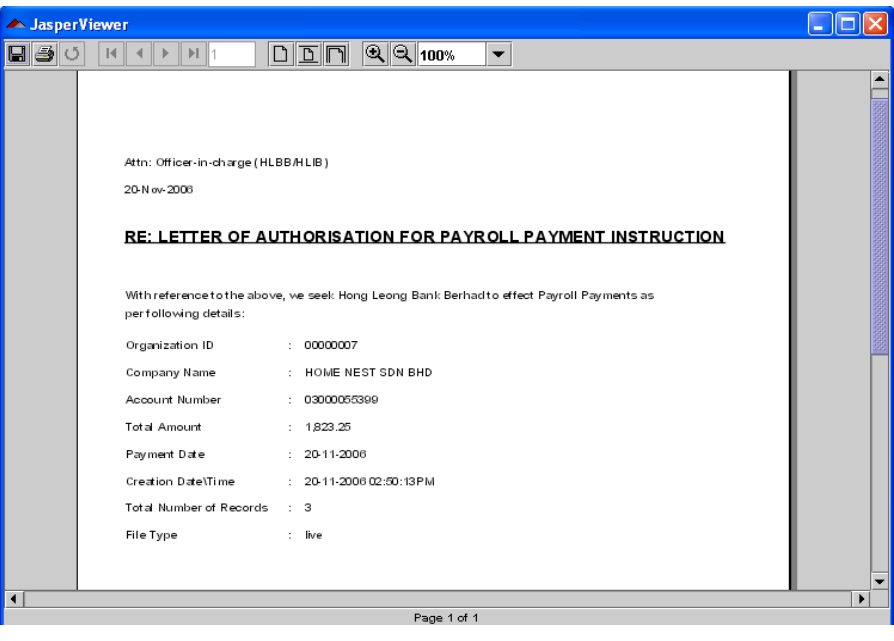
A confirmation screen will be prompted and click "Yes" to proceed.



10









Customer will be asked on the location where the payment files to be saved at. Click "Save" and the payment file is saved accordingly.

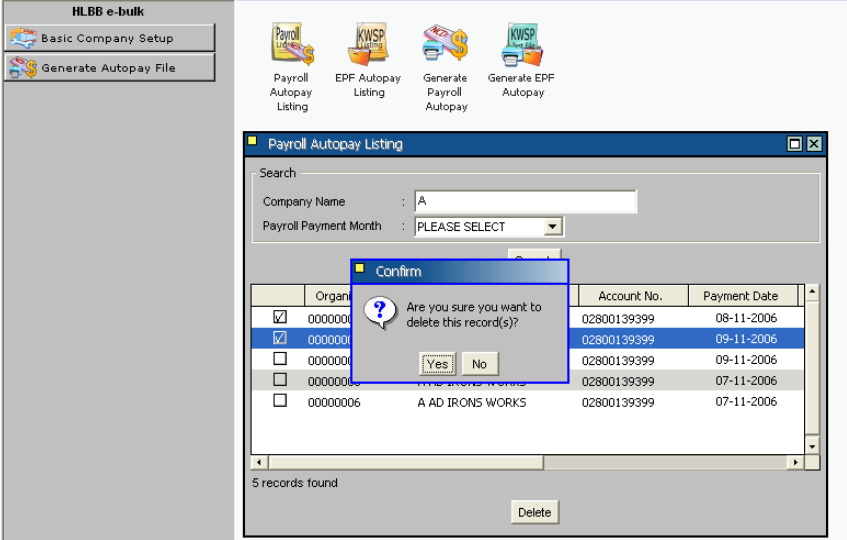


Step	Action
11	<p>An acknowledgement screen will be displayed with the details. Click "Print" to print the authorization letter.</p> 
12	<p>Click on printer icon at the top of this screen to print the authorisation letter.</p> 

3.2 Payroll Listing

This section provides a step-by-step guide on how to search and view Payroll Files that have been generated.

Step	Action																														
1	<p>Click on the Generate Auto Pay File on the left hand side menu bar. Double click on the Payroll Autopay Listing Icon.</p> <div><div><div>HLBB e-bulk</div><div>Basic Company Setup</div><div>Generate Autopay File</div></div><div><div>Payroll Autopay Listing</div><div>EPF Autopay Listing</div><div>Generate Payroll Autopay</div><div>Generate EPF Autopay</div></div></div>																														
2	<p>Key in any search criteria and click on the "Search" button. A list of payroll files uploaded earlier will be displayed.</p> <div><div><div>HLBB e-bulk</div><div>Basic Company Setup</div><div>Generate Autopay File</div></div><div><div>Payroll Autopay Listing</div><div>EPF Autopay Listing</div><div>Generate Payroll Autopay</div><div>Generate EPF Autopay</div></div><div><div>Payroll Autopay Listing</div><div><div>Search</div><div>Company Name : A</div><div>Payroll Payment Month : PLEASE SELECT</div><div>Search</div></div><table><thead><tr><th></th><th>Organization ID</th><th>Company Name</th><th>Account No.</th><th>Payment Date</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>00000006</td><td>A AD IRONS WORKS</td><td>02800139399</td><td>08-11-2006</td></tr><tr><td><input type="checkbox"/></td><td>00000006</td><td>A AD IRONS WORKS</td><td>02800139399</td><td>09-11-2006</td></tr><tr><td><input type="checkbox"/></td><td>00000006</td><td>A AD IRONS WORKS</td><td>02800139399</td><td>09-11-2006</td></tr><tr><td><input type="checkbox"/></td><td>00000006</td><td>A AD IRONS WORKS</td><td>02800139399</td><td>07-11-2006</td></tr><tr><td><input type="checkbox"/></td><td>00000006</td><td>A AD IRONS WORKS</td><td>02800139399</td><td>07-11-2006</td></tr></tbody></table><div>5 records found</div><div>Delete</div></div></div>		Organization ID	Company Name	Account No.	Payment Date	<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399	08-11-2006	<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399	09-11-2006	<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399	09-11-2006	<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399	07-11-2006	<input type="checkbox"/>	00000006	A AD IRONS WORKS	02800139399	07-11-2006
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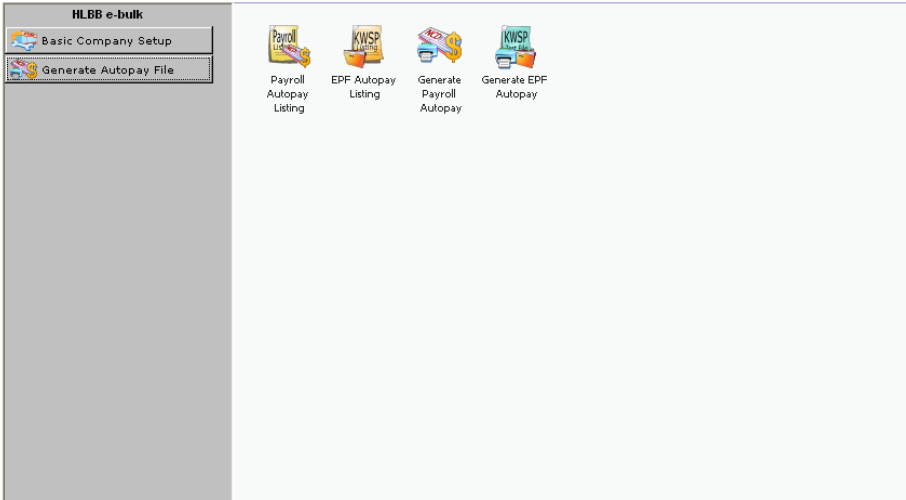
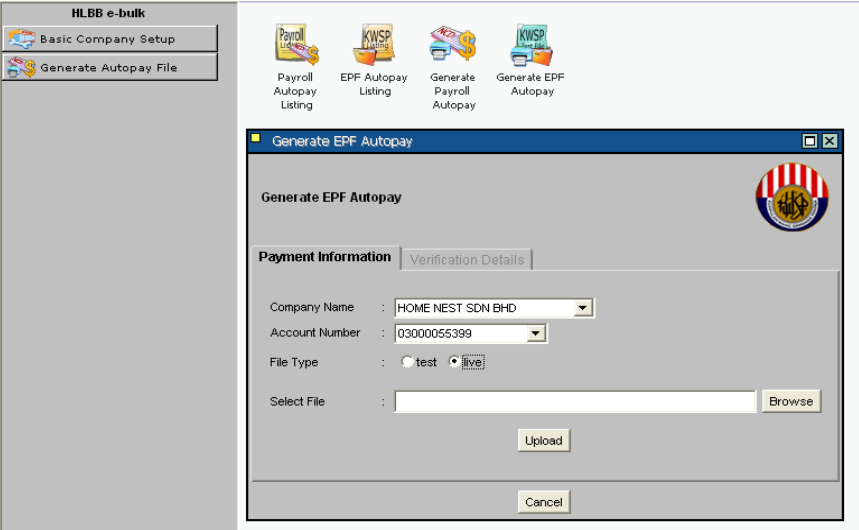
Step	Action
3	<p>To delete records, check the checkbox next to the Organization Id and click "Delete". A confirmation screen will be prompted out and click "Yes" to confirm delete payroll files. The deleted files will be removed from payroll listing.</p>  <p>The screenshot shows the HLBB e-bulk application interface. On the left, there are buttons for 'Basic Company Setup' and 'Generate Autopay File'. The main area displays four icons: 'Payroll Autopay Listing', 'EPF Autopay Listing', 'Generate Payroll Autopay', and 'Generate EPF Autopay'. The 'Payroll Autopay Listing' window is open, showing a search section with 'Company Name' set to 'A' and 'Payroll Payment Month' set to 'PLEASE SELECT'. Below this is a table with columns 'Organi...', 'Account No.', and 'Payment Date'. The table contains five rows of data. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete this record(s)?' with 'Yes' and 'No' buttons. The 'Delete' button is visible at the bottom of the window.</p>

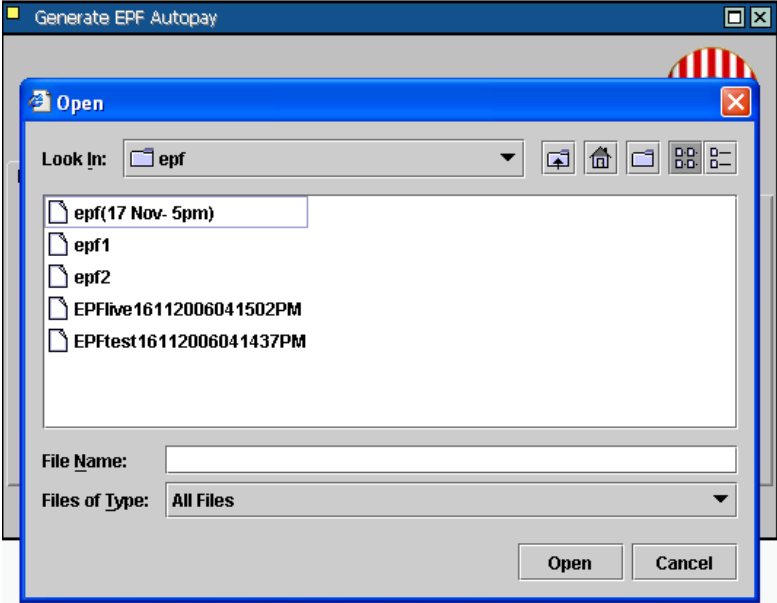
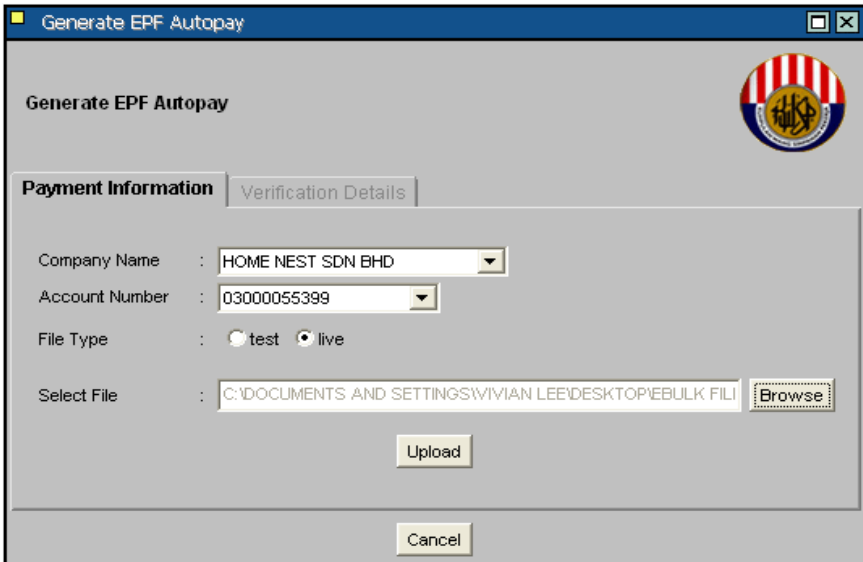
2.4. Generate EPF Autopay Files

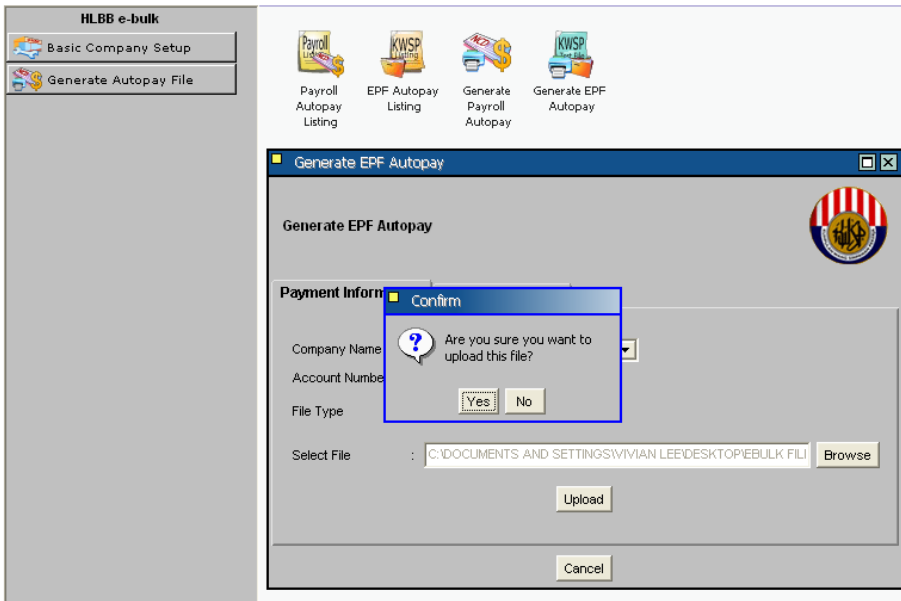
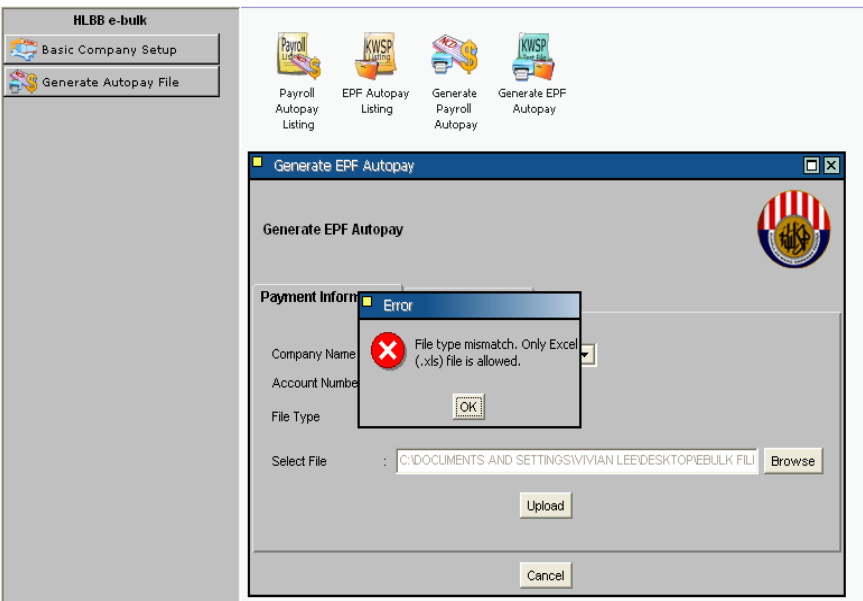
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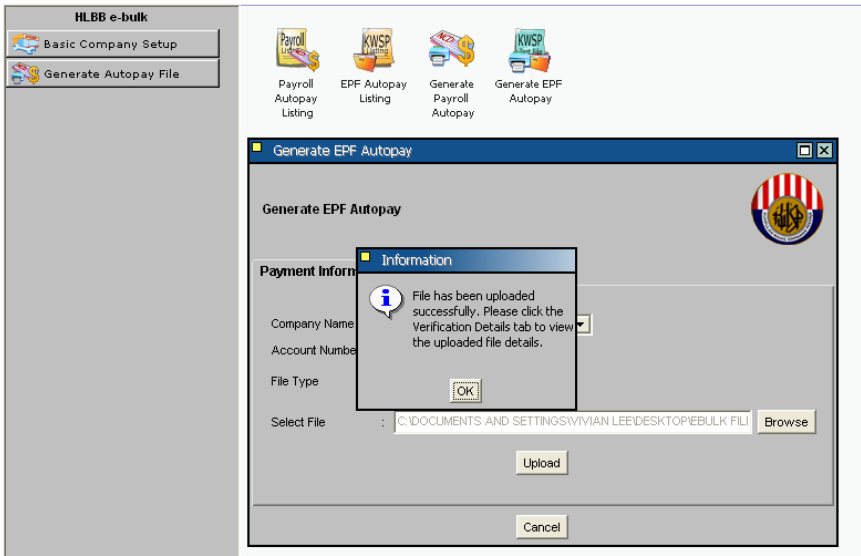
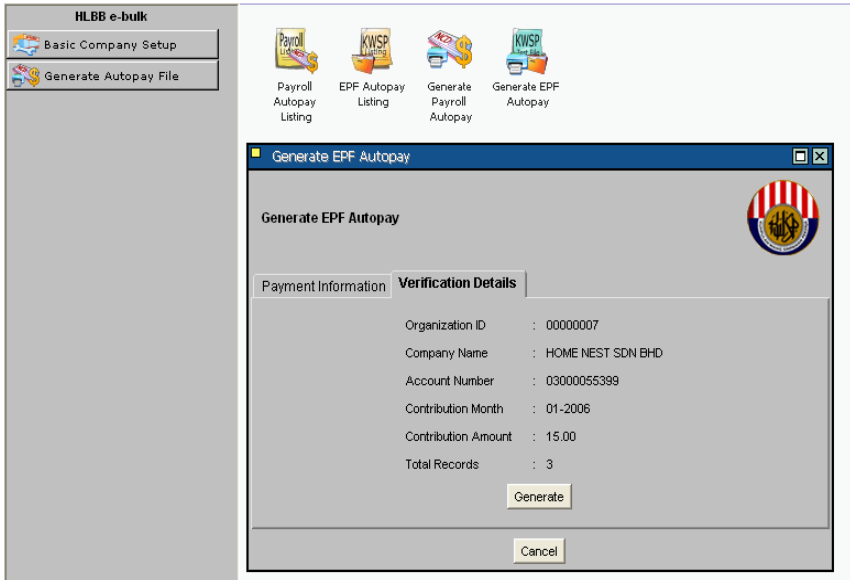
4.1 Generate EPF Auto Pay

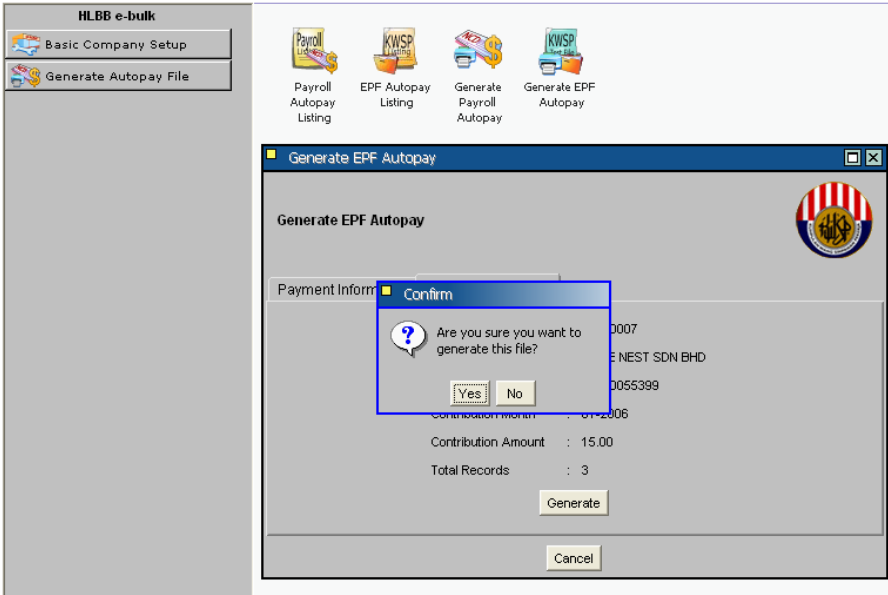
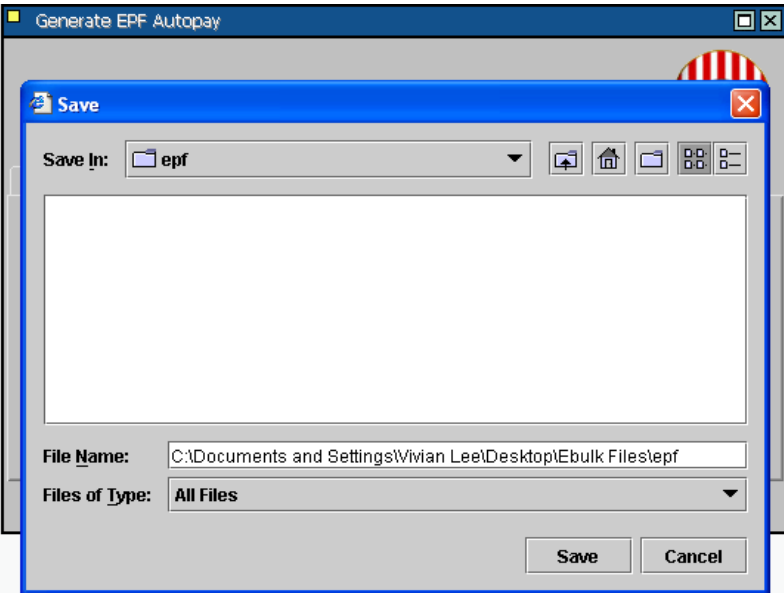
This section provides a step-by-step guide on how to generate EPF text file in a standard format.

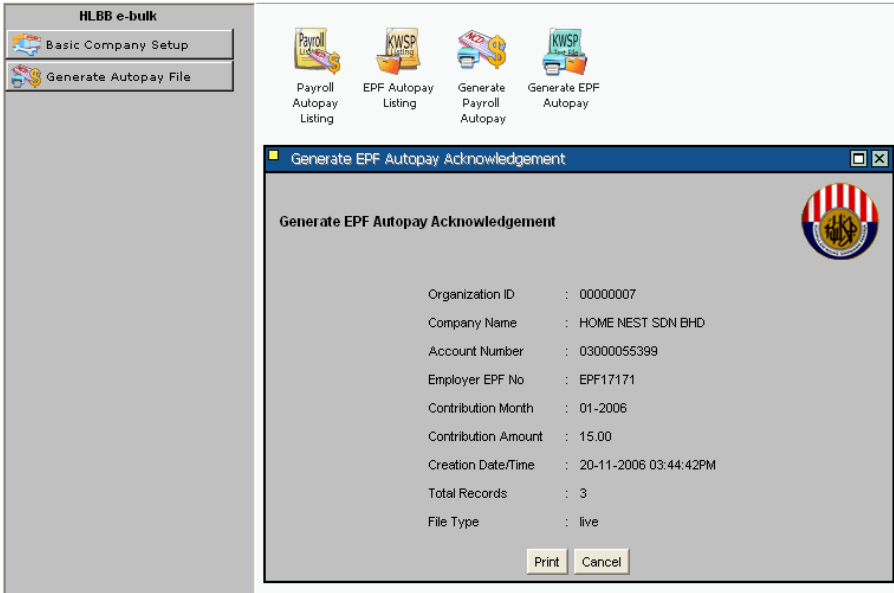
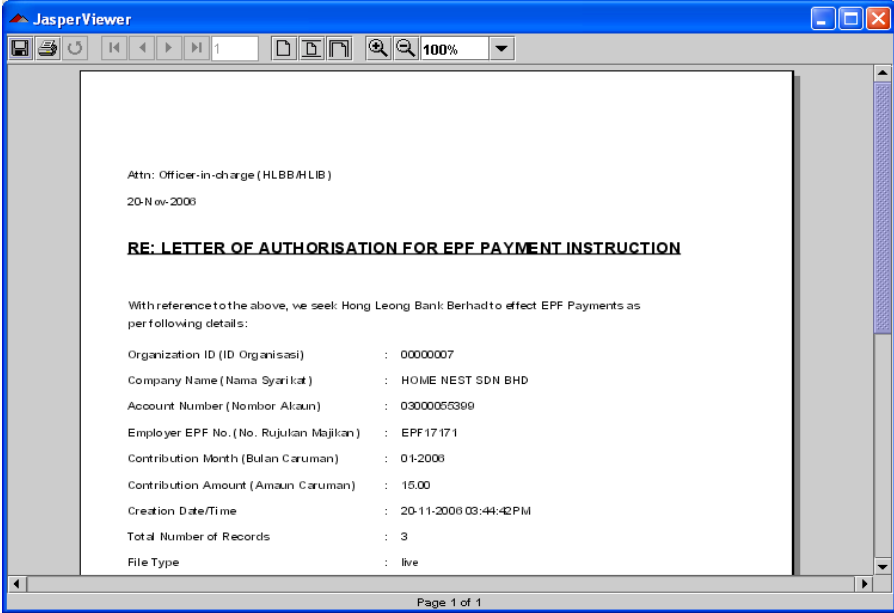
Step	Action
1	<p>Click on the Generate Auto Pay File on the left hand side menu bar. Double click on the Generate EPF Autopay Icon.</p> 
2	<p>Key in the information accordingly by selecting the company name, account number and file type.</p> 

Step	Action
3	<p>Click "Browse" button to search for EPF file prepared in excel format as per HLBB format. Click "Open" after file is selected.</p> 
4	<p>Click "Upload" to generate the file.</p> 

Step	Action
5	<p>There will be a confirmation screen and click "Yes" to upload.</p> 
6	<p>If there is any error with the file uploaded, an error message will be displayed accordingly.</p> 

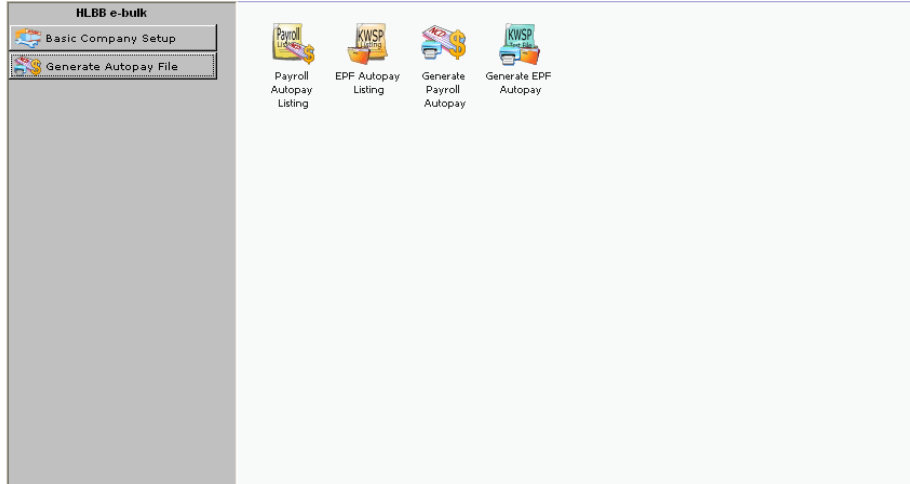
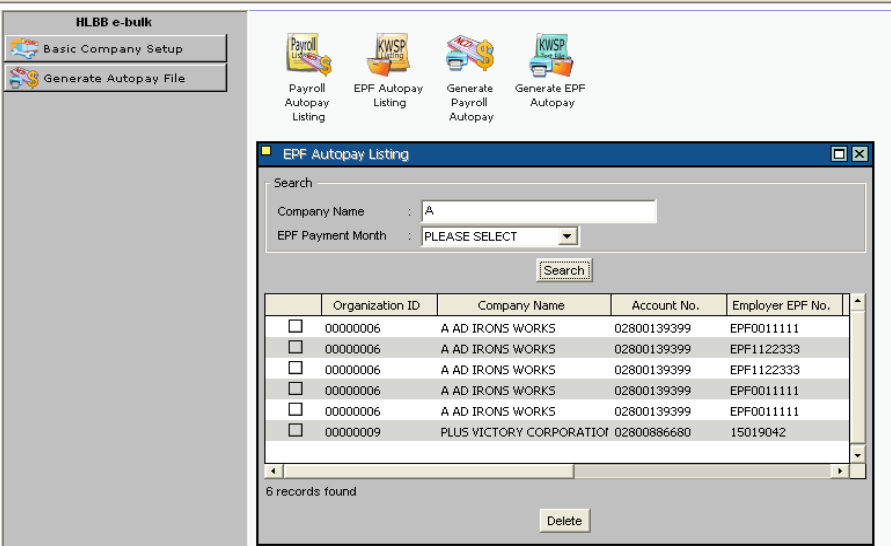
Step	Action
7	<p>If the file is successfully uploaded, an information screen will be displayed. Click "OK" and Verification Details tab is enabled</p> 
8	<p>Click "Generate" on the Verification Details tab to generate payment file.</p> 

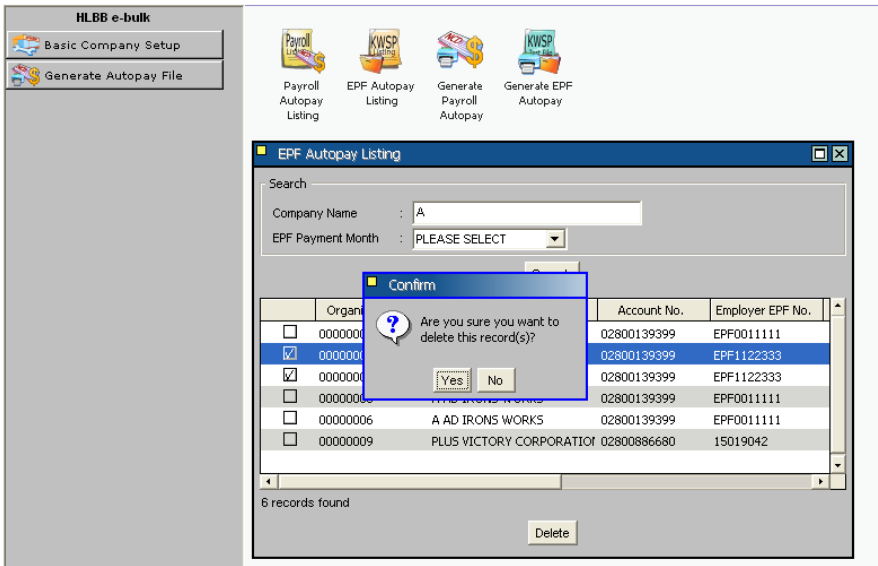
Step	Action
9	<p>A confirmation screen will be prompted out and click "Yes" to proceed.</p> 
10	<p>Customer will be asked on the location where EPF files to be saved at. Click "Save" and the file is saved accordingly.</p> 

Step	Action
11	<p>An acknowledgement screen will be displayed with the details. Click "Print" to print the authorization letter.</p> 
12	<p>Click on printer icon at the top of this screen to print the authorisation letter.</p> 

4.2 EPF Autopay Listing

This section provides a step-by-step guide on how to search and view EPF Files that have been generated.

Step	Action
1	<p>Click on the Generate Autopay File on the left hand side menu bar. Double click on the EPF Autopay Listing icon.</p> 
2	<p>Key in any search criteria and click on the "Search" button. A list of EPF files uploaded earlier will be displayed.</p> 

Step	Action
3	<p>To delete records, check the checkbox next to the Organization Id and click "Delete". A confirmation screen will be prompted out and click "Yes" to confirm delete EPF files. The deleted files will be removed from EPF Autopay listing.</p>  <p>The screenshot shows the 'EPF Autopay Listing' application window. On the left, there is a sidebar with 'HLBB e-bulk' and two buttons: 'Basic Company Setup' and 'Generate Autopay File'. The main area contains four icons: 'Payroll Autopay Listing', 'EPF Autopay Listing', 'Generate Payroll Autopay', and 'Generate EPF Autopay'. The 'EPF Autopay Listing' icon is selected. The application window has a search section with 'Company Name' (A) and 'EPF Payment Month' (PLEASE SELECT). Below the search is a table with columns: 'Organ', 'Account No.', and 'Employer EPF No.'. The table contains 6 records. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete this record(s)?' with 'Yes' and 'No' buttons. The 'Delete' button is at the bottom right of the application window.</p>

2.5. Excel File Format

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5.1 EPF File Format

Member EPF No	Employee IC No	Employee Name Line 1	Employee Internal Id	Employer Contribution	Member Contribution	Member Wages
11186702	660407065433		768676	372.00	341.00	2930.00
11411373	690314115187		567565	452.00	324.00	2230.00

If you are using the excel spreadsheet provided by the bank, please ensure that all information required is keyed in the respective column prior to generation of file.

Warning : Please do not delete or edit the labels highlighted in green.

If you are populating the data from your own internal system, please refer to the attached file format (Appendix 1). Ensure that the information is populated to the respective columns including the labels highlighted in green.

Warning : Please use the exact labels naming highlighted in green.

 Hong Leong Bank e-Payment Services EPF File Format	Appendix 1
	Version 1.0

File Description

EPF Contribution File (e-Payment Services)	
File Type	Microsoft Excel
Attachment	Attachment 1a : List of State Code
Remarks	The file must carry the exact label naming for each column highlighted in green in the sample spreadsheet.

Required Information	Column In Excel / Labels	Length	Type	Mandatory / Optional
Header				
Employer EPF No. (Nombor Rujukan Majikan)	Employer EPF Number	19	Char	Mandatory
Contribution month. Example: 07 for July contribution payment (Bulan Caruman)	Contribution Month	2 (MM)	Num	Mandatory
Contribution year. (Tahun Caruman)	Contribution Year	4 (YYYY)	Num	Mandatory
Employer State Code. Refer to Appendix 1a for list of State Code. (Kod Negeri)	State Code	2	Num	Mandatory
Employer contact person.	Contact Person Name	40	Char	Mandatory
Employer contact person phone number. Example: 012-2063526	Contact Phone Number	11	Char	Mandatory
Value is "N" and "S" "N" for 1 st contribution payment for the month. "S" for supplementary payment.	Payment Indicator	1	Char	Mandatory
Running sequence number to indicate number of contribution for the month. "00" for 1 st contribution of the month. Increase by 1 for subsequent contribution. (Nombor Lembaran)	Sequence Number	2	Num	Mandatory
Record Details				
Employee EPF Number (No Ahli)	Member EPF Number	11	Char	Mandatory
Employee IC No (Nombor Kad Pengenalan Ahli)	Employee IC No	15	Char	Mandatory
Employee Name (Nama Ahli)	Employee Name	40	Char	Mandatory
Employee Internal ID (Leave column blank if it is not essential)	Employee Internal ID	20	Char	Optional

 Hong Leong Bank e-Payment Services EPF File Format	Appendix 1
	Version 1.0

Required Information	Column In Excel / Labels	Length	Type	Mandatory / Optional
EPF Employer Contribution Amount. Pelase ensure there is no add sen value in the amount. (Caruman Majikan)	Employer Contribution	V(13,2)	Num	Mandatory
Member Contribution. Pelase ensure there is no add sen value in the amount. (Caruman Ahli)	Member Contribution	V(13,2)	Num	Mandatory
Member salary amount (Gaji Bulanan Ahli)	Member Wages	V(13,2)	Num	Mandatory

 Hong Leong Bank e-Payment Services EPF File Format	Appendix 1a
	Version 1.0

List of EPF State Code

State Code	Bank Name
01	Johor
02	Kedah
03	Kelantan
04	Melaka
05	Negeri Sembilan
06	Pahang
07	Pulau Pinang
08	Perak
09	Perlis
10	Selangor
11	Terengganu
12	Sabah
13	Sarawak
14	Wilayah Persekutuan KL
15	Wilayah Persekutuan Labuan
16	Wilayah Persekutuan Putrajaya

 Hong Leong Bank e-Payment Services EPF File Format	Appendix 2
	Version 1.0

File Description

e-Payment Payroll File	
File Type	Microsoft Excel
Attachment	Appendix 2a : List of Bank Code
Remarks	The file must carry the exact label naming for each column highlighted in green in the sample spreadsheet.

Required Information	Column In Excel / Labels	Length	Type	Mandatory / Optional
Header				
Payment Reference e.g. Bonus or Payroll Jan	Reference	20	Char	Mandatory
Record Details				
Beneficiary bank. Refer to Attachment 2a for List of Bank Code	Bank Code	4	Char	Mandatory
Beneficiary account number where the payment is to be credited	Account Number	20	Num	Mandatory
Beneficiary Name	Beneficiary Name	40	Char	Mandatory
Beneficiary IC Number. This field is mandatory if the customer requires IC No checking done for account where bank code is other than HLBB. (Leave column blank if ID validation is not required)	IC Number	12	Num	Optional
Employee Internal ID for reference (Leave column blank if it is not essential)	Employee Internal ID	20	Char	Optional
Customer Reference (Leave column blank if it is not essential)	Customer Reference	30	Char	Optional
Salary amount to be credited to beneficiary account.	Salary Amount	V(9,2)	Num	Mandatory
Beneficiary contact no. This field is mandatory for beneficiary account where bank code is other than HLBB. Leave blank for HLBB account. Example: If bank code is OCBC, then this field is mandatory; 012-2048925	Contact Number	11	Char	Optional

 e-Payment Services EPF File Format	Appendix 2A
	Version 1.0

List of Bank Code

Bank Code	Bank Name
HLBB	Hong Leong Bank Berhad
PABB	Affin Bank Berhad
ALBB	Alliance Bank Berhad
AMBB	AmBank Berhad
BIMB	Bank Islam Malaysia Berhad
BMMB	Bank Muamalat Malaysia Berhad
BKRM	Bank Kerjasama Rakyat Malaysia
BCBB	Bumiputra Commerce Bank Berhad
CITI	Citibank Malaysia Berhad
EONB	EON Bank Berhad
HSBC	HSBC Bank Malaysia Berhad
MBBB	Maybank Berhad
OCBC	OCBC Bank Malaysia Berhad
PBBB	Public Bank Berhad
RHBB	RHB Bank Berhad
SBBB	Southern Bank Berhad
SCBB	Standard Chartered Bank Berhad
BSNB	Bank Simpanan Nasional Berhad

Updated as at March 2007.