

H-1-4-1 How to set the **Auto Pay System (APS)** for **Malayan Banking Berhad (MBB) – APS No.1?** *Version 8.x (4 May 2005) onwards - Winnie*

Answer:

You should be receiving a diskette (consists of MBB third party program), a user guide and an instructions letter from Malayan Banking officer. Please observe the following steps for setup:

- i. Create a folder in computer hard disk, e.g. C:\MBBAPS
- ii. Insert the diskette given by MBB, copy the files in the diskette and paste onto the folder created e.g. MBBAPS.
- iii. Log on to UBS Payroll System, go to *Housekeeping* ∠ *Setup* ∠ *Addresses & A/c No*, users are required to key in the following details:
 - Organisation Information
 - Name:** Name of the bank (mandatory) E.g.: MALAYAN BANKING BERHAD
 - Code:** Bank code in numeric (optional) E.g.: 27
 - Branch Name:** Location of bank (optional) E.g.: KLCC
 - Branch Code:** Branch code in numeric (optional)
 - Address:** Bank address
 - Your Company Registered Information
 - Registered Name:** Company registered name (mandatory)
 - Account No.:** Company's payroll account number (mandatory)
 - Short Name (APS):** Company's payroll a/c name assigned by the bank (mandatory)
 - Given ID (APS):** Company's ID assigned by the bank (mandatory)
- iv. Go to *Personnel* ∠ *Add/Update Employees*, select employee, click **Personal Details** page and maintain employee's new & old IC number, click **Government** page and maintain employee's bank account number.
- v. Process pay.
- vi. Go to *Payments* ∠ *1st Half Payroll* // *2nd Half Payroll* ∠ *Cash/Bank/Others* ∠ *Thru Bank Via Diskettes* or *Payments* ∠ *Bonus / Commission / Extra* ∠ *Thru Bank Via Disk* or *Payments* ∠ *2nd Half+Bonus+Commission+Extra* ∠ *Thru Bank Via Disk*
(It is also applicable to Advance, Tips Allowance and Weekly Payroll)
click **Save** then click **Generate**, key in the **Salary Credit Date** & click **OK**, select folder e.g. C:\MBBAPS (Payroll details will be sent into this folder), **OK**.
- vii. Go to windows explorer, click on folder C:\MBBAPS, and click on file named **APSECR**, a DOS mode screen (version 3.0) will be prompted (this is MBB's third party program), press the ENTER key on the keyboard.
- viii. A Log On screen will be prompted, type MBB/APS at **Current Password** field (given by MBB, must be in cap lock), key in the new password (e.g. 1234, to be determined by user, maximum 7 characters of numeric/alphanumeric) and second time to confirm the new password. If the Current Password (MBB/APS) was wrongly entered, the user has to repeat step ii, vi, vii & viii.
- ix. User will get a screen with three (3) report options upon successful Log On, key in the report option e.g. 1, press ENTER, key in the numbers of copy to be printed and press any key to start printing, repeat this for report option 2 & 3.
- x. After all the reports have been printed, insert a diskette into Drive A, press any key and the system in DOS mode will start the password encryption and save into the diskette. Press any key to exit once completed and you are now back to the window explorer module (C:\MBBAPS).
- xi. Remove the diskette from the drive and label as follows:
 - Company Name:
 - Name of System: APS Version 3.0 APSECR
 - Name of Diskette: PASSWORD
- xii. Click on file named **APSECR** for the second time, enter the current password with the new password that you have keyed in step viii e.g. 1234, and press ENTER twice.
- xiii. Repeat step ix, the summary data and an instruction letter with hash total will be printed.
- xiv. When printing is completed, insert a diskette into Drive A, press any key and the system will start the data encryption and save into the diskette. Press any key to exit once completed.

- xv. Remove the diskette from the drive and label as follows:
Company Name:
Name of System: APS Version 3.0 APSECR
Name of Diskette: DATA (Original)
- xvi. You are required to send these two (2) diskettes to MBB (First diskette contained password information and second diskette contained payroll data in encrypted form).

H-1-4-2 How to set the **Auto Pay System (APS)** for **EON Bank?**

Version 8.x (4 May 2005) onwards – Winnie

Answer:

Please observe the following steps in UBS Payroll System:

- i. Go to *Housekeeping* ∅ *Setup* ∅ *Parameter Setup*, key in the Payroll Manager particulars.
- ii. Go to *Housekeeping* ∅ *Setup* ∅ *Addresses & A/c No*, user is required to maintain the bank's information and click **Save**, see sample as below:-
Organisation Information
Name: Name of the bank (mandatory) E.g.: EON BANK BERHAD
Code: Bank code in numeric (optional) E.g.: 23
Branch Name: Location of bank (optional) E.g.: AMPANG
Branch Code: Branch code in numeric (optional)
Address: Bank address
Your Company Registered Information
Registered Name: Company registered name (mandatory)
Account No.: Company's payroll account number (mandatory)
APS Format No. In Aps_Set.DBF: 20. EON BANK
- iii. Go to *Personnel* ∅ *Add/Update Employees*, select employee, click **Personal Details** page, maintain employee's new & old I/C number / Passport number for foreign worker, click **Pay** page and set the **Pay Method** to Bank, click **Government** page and maintain employee's **Bank A/C No**, click **Save**.
- iv. Go to *Payments* ∅ *1st Half Payroll / 2nd Half Payroll* ∅ *Cash/Bank/Others* ∅ *Net Pay - Cash/Bank/Others*, select **Bank**, click **OK**, **Preview** and check to make sure the necessary information for all the employees (excluding resigned staff) required by the bank is maintained (e.g. Name, I/C No & Bank Account No).
- v. Process pay.
- vi. Insert a diskette into Drive A.
- vii. Go to: *Payments* ∅ *1st Half Payroll / 2nd Half Payroll* ∅ *Cash/Bank/Others* ∅ *Thru Bank Via Diskettes* or *Payments* ∅ *Bonus / Commission / Extra* ∅ *Thru Bank Via Disk* or *Payments* ∅ *2nd Half+Bonus+Commission+Extra* ∅ *Thru Bank Via Disk*
(It is also applicable to Advance, Tips Allowance and Weekly Payroll)
click **Save** then click **Generate**, key in the **Salary Credit Date** & click **OK**, select Drive A, click **OK** (payroll data is exported into the diskette).
- viii. Next, go to *Miscellaneous* ∅ *Export CSV/Txt File*, set Report To Set to:
16. EON SHORT NOTE REF.TXT
Click **Export**, key in the **Report Date**, click **Ok**, select Drive A (the Short Note contained company's information is sent to the diskette), click **Exit**.

H-1-4-3 How to set the **Auto Pay System (APS)** for **OCBC InterBank Giro?**

Version 9.0b (05 Oct 2005) onwards – SY Low

Answer:

Please observe the following steps in UBS Payroll System:

- a) Go to *Housekeeping* ∅ *Setup* ∅ *Parameter Setup*, key in the Payroll Manager particular.

- b) Go to *Housekeeping* ∅ *Setup* ∅ *Addresses and Account No.*, take note the default bank category is 1, click **List** to select other bank category if necessary.
User is required to maintain the bank's information and click **Save**, see sample as below:-
Organisation Information
Name: Name of the bank, e.g.: OCBC BANK (M) BHD
Code: Bank's Routing Number (provided by the Bank) e.g.: 100002296
Branch Name: Location of the Branch e.g. KL MAIN
Branch Code: Branch code in numeric (provided by the Bank) e.g. 701
Address: e.g. Menara OCBC, 18 Jalan Tun Perak, 50050 Kuala Lumpur
Your Company Registered Information
Registered Name: Company registered name e.g. UBS CORPORATION BERHAD
Account No.: Company's payroll account number e.g. 7010000001
Short Name (APS): Company's payroll a/c name assigned by the Bank e.g. UBS Corp Bhd
Given ID (APS): Assigned by the Bank e.g. ABCDEFGH(Company CIF#)
APS Format No. In Aps_Set.DBF: 27. OCBC
- c) Go to *Personnel* ∅ *Add/Update Employees*, select employee/add new employee, click **Personal Details** page and maintain employee's new & old IC number, click **Government** page and maintain employee's bank account number, see sample as below:
Bank Code: Bank's Routing Number e.g. key in 100002296 if the employee's salary account is with OCBC Bank. If the salary account is with MayBank, key in Routing Number for MayBank: 100002270 (Routing Number is to be obtained from the Bank) and accordingly when other banks are involved.
Bank A/C No.: Employee's salary account number e.g. 123456789
Category: 1 (change accordingly when necessary)
- d) Process pay. Insert a diskette into Drive A.
- e) Go to: *Payments* ∅ *1st Half Payroll / 2nd Half Payroll* ∅ *Cash/Bank/Others* ∅ *Thru Bank Via Diskette* or
Payments ∅ *Bonus / Commission / Extra* ∅ *Thru Bank Via Disk* or
Payments ∅ *2nd Half+Bonus+Commission+Extra* ∅ *Thru Bank Via Disk*
(It is also applicable to Advance, Tips Allowance and Weekly Payroll)
click **Save** then click **Generate**, select the category if necessary, key in the **Salary Credit Date, Report Date** and **Batch No.** (by default is 1, change to 2 if there are 2 submissions in a day). Tick **Generate Instruction Letter** (if user wish to print), click **OK**, select Drive A, click **OK** (payroll data is exported into the diskette).
- f) Submit the diskette to OCBC Bank for Payroll crediting.

H-1-4-4 How to set the Auto Pay System (APS) for Public Bank?

Version 9.0b (05 Oct 2005) onwards – SY Low

Answer:

Please observe the following steps in UBS Payroll System:

- a) Go to *Housekeeping* ∅ *Setup* ∅ *Parameter Setup*, key in the Payroll Manager particular.
- b) Go to *Housekeeping* ∅ *Setup* ∅ *Addresses and Account No.*, take note the default bank category is 1, click **List** to select other bank category if necessary.
User is required to maintain the bank's information and click **Save**, see sample as below:-
Organisation Information
Name: Name of the bank, e.g.: PUBLIC BANK BERHAD
Code: PBBEMYKL (Bank Identifier Code, provided by the Bank)
Address: Address of the Bank
Your Company Registered Information
Account No.: Company's payroll account number e.g. 300002160
Given ID (APS): PBB (as given by the Bank)
APS Format No. In Aps_Set.DBF: 44. PUBLIC BANK BERHAD (E)

- c) Go to *Personnel* ◊ *Add/Update Employees*, select employee/add new employee, click **Personal Details** page and maintain employee's new & old IC number, click **Government** page and maintain employee's bank account number, see sample as below:
Bank Code: *PBBEMYKL (if employee's salary account is with PBB). Key in MBBEMYKL if the salary account is with MBB and accordingly when other banks are involved.*
Bank A/c No.: *1234587456954*
Category: *1 (Change accordingly when necessary)*
- d) Process pay. Insert a diskette into Drive A.
- e) Go to: *Payments* ◊ *1st Half Payroll / 2nd Half Payroll* ◊ *Cash/Bank/Others* ◊ *Thru Bank Via Diskette or Payments* ◊ *Bonus / Commission / Extra* ◊ *Thru Bank Via Disk or Payments* ◊ *2nd Half+Bonus+Commission+Extra* ◊ *Thru Bank Via Disk*
 (It is also applicable to Advance, Tips Allowance and Weekly Payroll)
 click **Save** then click **Generate**, select the category if necessary, key in the **Salary Credit Date** and **Report Date**. Tick **Generate Instruction Letter** (if user wish to print), click **OK**, select Drive A, click **OK** (payroll data is exported into the diskette).
- f) Submit the diskette to Public Bank for payroll crediting.
 Note: For user whom their employees' salary accounts are with various banks e.g. MayBank, Public Bank, Hong Leong Bank, Bumiputra Commerce and et cetera, it is advisable to use UBS Payroll System Version 9.0b (11 March 2006) and onwards.

H-1-4-5 How to set the **Auto Pay System (APS)** for **Maybank Autocredit System (MAS)** – **APS No.28?**

Version 9.0b (12 September 2006) onwards – Winnie

Answer:

You will receive a CD, consists of MBB third party program, user guide and a cover letter from Malayan Banking officer. Please observe the following steps for setup:

- i. Log on to UBS Payroll System, go to *Housekeeping* ◊ *Setup* ◊ *Addresses & Account No*, users are required to key in the following details:

Organisation Information

Name: *Name of the bank (mandatory) E.g.: MALAYAN BANKING BERHAD*

Code: *Bank code in numeric (mandatory) i.e.: 001*

Branch Name: *Location of bank (optional) E.g.: KLCC*

Branch Code: *Branch code in numeric (optional)*

Address: *Bank address*

Your Company Registered Information

Registered Name: *Company registered name (mandatory)*

Account No.: *Company's payroll account number (mandatory)*

Short Name (APS): *Company's payroll a/c name assigned by the bank (mandatory)*

Given ID (APS): *Company's ID assigned by the bank (mandatory)*

APS Format No. In Aps_Set.DBF: *Select APS No.28 (mandatory)*

- ii. Go to *Personnel* ◊ *Add / Update Employees*, select an employee:

a)(**Personal Details** page) maintain employee's new & old IC number

b)(**Government** page) Maintain employee's bank account number

- if employer and employee are having MBB too, then maintain Bank Code as **001**

- for interbank giro (e.g. employer's bank is MBB, employee's bank is PBB, RHB, Ambank, etc), specify each Bank Code. For Payment Mode, refer below:

Payment Mode:

011 – Credit MBB account **(for MBB A/c to MBB A/c, Bank Code: 001)**

Payment credit to MBB Account

012 – Interbank Giro **(for MBB A/c to Other Bank A/c, Bank Code: if any)**

013 – Banker Cheque to Individual --- skip ---

014 – Banker Cheque to Banker --- skip ---

015 – Salary Credit **(for MBB A/c to MBB A/c, Bank Code: 001)**

Employer A/c for salary credit only

- iii. Next, run Process Pay
 - iv. Go to *Payments* ∅ *1st / 2nd Half Payroll* ∅ *Cash / Bank / Others* ∅ *Thru Bank Via Diskettes*, or *Payments* ∅ *Bonus / Commission / Extra* ∅ *Thru Bank Via Disk*, or *Payments* ∅ *2nd Half + Bonus + Commission + Extra* ∅ *Thru Bank Via Disk*
(It is also applicable to Advance, Tips Allowance and Weekly Payroll)
click **Save**, **Generate**, key in the **Salary Credit Date**, click **Ok**, send it to a temporary folder. (**MBBAPS** file will be exported into that folder)
 - v. Install MAS software into your PC
 - vi. Log on to MAS software, with default user ID as **ADMINISTRATOR** and password as **ADMIN123**. You are required to change the password in order to logon the company setup. Minimum 6 character (alpha-numeric) and maximum 16 characters, e.g. 123456
 - vii. To setup company profile, user must key in the information correctly as based on bank cover letter.
 - Company ID:** e.g. 001
 - Originator ID:** refer to bank cover letter. In UBS Payroll System named as Given ID e.g. 00001
 - Branch Code:** refer to bank cover letter, e.g. 11401
 - Account No:** e.g. 514123-123456
 - Company Name:** Registered company name. e.g.: ABC CORPORATION SDN BHD
 - Originator Name:** refer to bank cover letter (as Short Name in UBS Payroll) e.g. ABCCORP
 - Branch Name:** refer to bank cover letter. e.g.: JALAN TUN PERAK
 - MODULE ACCESS:** refer to bank cover letter
- Then click Save button
- viii. You will be able to logon to system, go to *Profile* ∅ *User Profile*, click on *New* button,
 - User ID:** e.g. USER01
 - User Name:** e.g. ALICE CHOO
 - Password:** e.g. 111222
 - Confirm Password:** e.g. 111222
 - Level:** / Data Entry
 - Status:** / ActiveSelect from **Available Company** and click on **>** to **Selected Company** box, click Save.
 - ix. Logout from system. Go to *Main* ∅ *Logout for Other User*. To change the new password for Data Entry user. Type in **User ID:** USER01, **Password:** 111222, system will ask you to key in new password, type new password & confirm new password as 888999.
 - x. To upload salary via MAS, go to *Process* ∅ *Upload*,
 - File Type:** MBB Autocredit
 - Select:** e.g. C:/Payroll/MBBAPS (Note: select All Files for Files of Type if you can't see any file shown in Payroll folder)
 - Description:** e.g.: SALARY – NOVEMBER 2006
 - File Export To:** A:\
 - Process & Export Payment:** You can select either All Payment Type or check related payment mode
 - Print Hardcopy:** print out an instruction letter
 - xi. Insert an empty diskette. Click on Process and system will prompt you the details report, click Printer icon if you wish to print. After completed, system will encrypt the data into diskette, 2 files will be generated as xxxxx.ecr & xxxxxxx.ecr1

H-1-4-6 When will the **new EPF format** be used for diskette submission? How to set the new format for **EPF contribution payment via diskette?**

Version 9.0b (16 November 2006) onwards - Winnie

Answer:

New format of EPF diskette submission will be effective in January 2007 payroll (contribution submission in February 2007). Users need to upgrade to version dated 1 Nov 2006 or after.

User needs to aware of the following steps:

- Go to *Housekeeping* > *Setup* > *Addresses & A/c No*, click on **List** button, double click on “*Type: 1, Category: EPF, File No.:1*” to key in the following details:

Organisation Information

Name: Name of the EPF (mandatory) E.g.: KUMPULAN WANG SIMPANAN PEKERJA

Code: EPF code in numeric (optional)

Branch Name: Location of EPF office (optional) E.g.: JALAN RAJA LAUT, K.L.

Branch Code: Branch code in numeric (optional)

Address: EPF address

Your Company Registered Information

Registered Name: Company registered name (mandatory)

File No.: Company's EPF account number (mandatory)

State Code: - Leave it blank -

Short Name (APS): - Leave it blank -

Given ID (APS): - Leave it blank -

Encryption Program Folder: - Leave it blank-

APS Format No. In Aps_set.DBF: APS format database file (mandatory). E.g.: 60 EPF

File Name For Disk/Internet Transfer: EPFORMA2 (mandatory, auto prompt out once APS_set.dbf has been selected)

Field to Store RCFIG: PAY_TM.EPFCC (mandatory, auto prompt out once APS_set.dbf has been selected)

Field to Store RCFIG2: PAY_TM.EPFWW (mandatory, auto prompt out once APS_set.dbf has been selected)

Click on **Save**.

- Go to *Personnel* > *Add/Update Employees*, in **Personal Details** page maintain employee's new & old IC number, in **Government** page maintain employee's EPF number and category.
- Process pay.
- Go to *Government* > *EPF Reports* > *EPF Borang A*
- Maintain person in charge's name in order to sent EPF contribution data into disk.
- There are two (2) options to submit data into disk:
 - Fixed Format:** Has program in hardcode.
 - i. For users who have more than one EPF category in different directory,
 - ii. For users who have more than one EPF category in the same directory, or
 - iii. One EPF category at one directory.
 - Open Format:** According to APS_Set.dbf setting at No.60
 - iv. Only one category can be generated into diskette.
- **Fixed Format:**
 - i. Click on **Disk**, select **EPF Category From:** E.g.: 1 to **EPF Category To:** E.g.: 1.
By default, the directory has checked, if you have more than one EPF category to send, check the relevant directory and check **Latest Format**. Click on **OK**.
 - ii. Click on **Disk**, select **EPF Category From:** E.g.: 1 to **EPF Category To:** 2, 3, 4 or 5.
Depends on how many EPF categories are maintained and check **Latest Format**, **OK**.
 - iii & iv: Click on **Disk**, select **EPF Category From:** E.g.: 1 to **EPF Category To:** E.g.: 1. and check **Latest Format**. Click on **OK**.
- System will prompt you the Select Directory screen, insert an empty formatted diskette and change from Drive C to **A**. Click on **Select**. System will prompt a message: “Sending has completed. Do you want to list?” You may select “Yes” or “No” to list. Click on **Cancel**.
- Select **EPF Borang BBCD** and click **OK** to print out this letter. Submit the letter together with EPF contribution via diskette.

H-1-4-7 When will the **new EPF format** be used for hardcopy submission? How to set the new format for **EPF Form A** using pre-printed format?

Version 9.0b (16 November 2006) onwards - Winnie

Answer:

New format of EPF form A will be effective in February 2007 payroll (submission of contribution in March 2007). Users need to upgrade to version dated 1 Nov 2006 or later.

User needs to aware of the following steps:

- In *Housekeeping* > *Setup* > *Addresses & A/c No*, click on **List** button, double click on “*Type: 1, Category: EPF, File No.:1*” to key in the following details:

Organisation Information

Name: *Name of the EPF (mandatory) E.g.: KUMPULAN WANG SIMPANAN PEKERJA*

Code: *EPF code in numeric (optional)*

Branch Name: *Location of EPF office (optional) E.g.: JALAN RAJA LAUT, K.L.*

Branch Code: *Branch code in numeric (optional)*

Address: *EPF address*

Your Company Registered Information

Registered Name: *Company registered name (mandatory)*

File No.: *Company's EPF account number (mandatory)*

State Code: - *Leave it blank -*

Short Name (APS): - *Leave it blank -*

Given ID (APS): - *Leave it blank -*

Encryption Program Folder: - *Leave it blank-*

APS Format No. In Aps_set.DBF: *APS format database file (optional). E.g.: 60 EPF*

File Name For Disk/Internet Transfer: *EPFORMA2 (optional, auto prompt out once APS_set.dbf has been selected)*

Field to Store RCFIG: *PAY_TM.EPFCC (optional, auto prompt out once APS_set.dbf has been selected)*

Field to Store RCFIG2: *PAY_TM.EPFWW (optional, auto prompt out once APS_set.dbf has been selected)*

Click **Save**.

- In *Personnel* > *Add/Update Employees*, in **Personal Details** page maintain employee's new & old IC number; in **Government** page maintain employee's EPF number and EPF category.
- Process pay.
- Go to *Government* > *EPF Reports* > *EPF Borang A*, check **Pre-Print Format**, click on **OK**.
- Insert EPF Form A without employees' name into printer & send to print.