SmartCon v1.6.6

What's new in this version:

1. Update company logo

BOCI-Prudential SmartCon (Semi-Monthly) - User Guide

This user guide helps you to prepare Remittance Statements, print Pay Record and Contribution Summary and generate auto-pay files. Please refer to the following requirements :

1. This Calculator works with "Microsoft Excel 2000"and its later upgraded versions.
2. Under English version of Windows XP, please install EastAsian Language Support. (Pls. refer to the Windows XP Install disc)
3. Under Excel environment, the security setting should set to "Medium" or "Low".
4. Under Excel version of Office 2000, the security level should set to "Medium" and enable the options "Trust all installed add-in and templates" and "Trust access to Visual Basic Project" in the Trust Sources tab.
5. Under Excel version of 2007, the Macro Settings in the Trust Center should set to "Enable" and enable the option "Trust access to the VBA project".
6. This Calculator only works with monthly (Mpfcal_BOCI_Monthly.xls) or semi-monthly (Mpfcal_BOCI_Semi_Monthly.xls) contribution periods.
7. This Calculator cannot exclude contribution for age below 18 or above 64.
8. This Calculator only generates the auto-pay files to the PC Payroll and CIB auto-pay systems for the Bank of China (Hong Kong), Nanyang Commercial Bank Limited and Chiyu Banking Corporation Limited.
9. This Calculator cannot handle the following condition:
   a. New employees records with employment period less than 60 days.
   b. Contribution for the new employee's employment date before 1 Feb, 2003 (Semi-Monthly).

Please read the following Disclaimer before use.

Disclaimer

By installing, copying or otherwise using the BOCI-Prudential SmartCon (the "Calculator"), you acknowledge that you have read and agreed to the terms herein.
BOCI-Prudential Trustee Limited ("BOCIP") grants you a non-exclusive license to use the Calculator free of charge. You should not lease, sell, distribute, transfer, copy and modify the Calculator.
The Calculator is licensed to you on an "as is" basis. BOCIP makes no warranty, guarantee or representation of any kind in relation to the Calculator. In no event shall BOCIP be liable to you for any loss, damage, costs and expenses caused by or in relation to the use of the Calculator.

(1) <u>Procedures</u>

1. Double click to start the "Calculator ".
2. Click the [Enable Macros] button (or select "Macros" under "Tools").

   <u>Previous version user – copy existing member information & input "Date of Birth" and "Date of Employment" (Steps 3 to 9)</u>
3. Open previous version SmartCon.
4. Copy "Name of Employee", "HKID Card No.", "Employee Voluntary Fixed Amount", "Basic Salary", "Relevant Income", "Account Number" & "Account Name" in yellow zone of the part 2 of the "calculator" worksheet. (Please select corresponding column, choose "selective paste" under "Edit" function.)
5. Paste the data to the "Conversion to Part 2" worksheet of new SmartCon.
6. Input all copied members corresponding "Date of Birth" & "Date of Employment".
7. Click

.
8. Click "Yes" in the prompt screen if you want to clear the data in the "Conversion to Part 2".
9. If data migration is not successful, please go to the worksheet "Error" for details.

   <u>First time user - fill in Scheme and Company information (Steps 10 to 13: Green area)</u>

10. Default scheme name “BOC-Prudential Easy-Choice MPF Scheme”.
11. Enter company name, address, contact and most importantly, the participating number. If the auto-pay function is used, please enter Employer bank account name and Employer bank account number.
12. Follow this step only if there are voluntary contributions: -
    a. Enter the percentage of voluntary contribution for employer and/ or employee.
    b. The percentage will apply to Relevant Income (R) or Basic Salary (B).
    c. Whether the mandatory contribution will be deducted from the voluntary contribution.
    d. Whether a fixed amount of contribution will be added to the voluntary contribution.
13. The Net Pay to be shown on the Pay Record is equal to the (R) or (B) deducting the employee contribution.

<u>Update the Payroll data for each contribution: monthly (Steps 15 to 29: Yellow area) / semi-monthly (Steps 14 to 29: Yellow area)</u>

14. Select “Month end” or “Specific day” as contribution end day setting. If “Specific day” is selected, please enter “1st Salary cover end day” and “2nd Salary cover end day”.
15. Enter the start date and end date of the contribution period.
16. Enter new employee(s) details to Part I.
17. Press

button to add a new row if you need to input more new employee records.
18. Enter existing employees to Part II for first time user, or via

button to move the new employee information to Part II.
19. Press

button to add a new row if you need to input more existing employee records.
20. Enter employee(s) who are terminated within this contribution period to Part III. Note that if a member has completed 60 days of service but leaving his/her employment within this same contribution period, his/her record should be input into both Part I and III.
21. Press

button to add a new row if you need to input more terminated employee records.
22. Print the Remittance Statement after data entry.
23. If incorrect data is detected, amend record and print again.
24. Input the Contribution Pay Date before printing of the Pay Record.
25. Press

button to print the Pay Record for each Member.
26. Verify and sign the remittance statement and send it along with the contribution payment to BOCIP.
27. Press

button to save the current contribution records.

Note: Make sure to perform this step only once for each contribution period.

28. In the case the reversal of step 27 is required due to amendment of payroll records, go to the “History” page and delete all current contribution records and press the

button again.

29. Press

button, enter the start and end dates to summarize the contribution within the period for tax reporting. This summary can be printed through normal printing function under Excel environment. (It is recommended to close all other application programs.)

<u>Data migration from Part 2 to Part 3 (to notify leaving employee(s) details to BOCIP)</u>

1. Copy data in yellow zone of the part 2 of the "calculator" worksheet and paste the data to the "conversion to Part 3" worksheet. (Please select corresponding column, choose "selective paste" under "Edit" function.)
2. Go back to the "Calculator" worksheet.
3. Delete data which have been pasted to the "conversion to Part 3" worksheet in yellow zone of Part 2.
4. Click

.
5. A message box is prompted after the process completion and ask whether you want to clear the data in the "conversion to Part 3" worksheet.
6. Click "Yes" if the data migration is successful.
7. If data migration is not successful, please go to the "Error" worksheet for details.

<u>Generate Autopay files for uploading to PC Payroll or CIB System</u>

1. Click "Generate PC Payroll and CIB Interface file and Preview" button.
2. Select "Yes" to generate the autopay file.
3. Input the effective date for autopay upload
4. Select "PC Payroll interface file format" or "CIB interface file format".
5. Click "Yes" to confirm the file generation process.
6. Click "Yes" to confirm the location in which the autopay file is saved.
7. Click "Yes" to confirm the location in which the contribution file is saved.
8. Check the payroll information for each employees on the payroll report and print the payroll report.
9. If there is any modification for the autopay information, please go to "PayrollCIBPreview" worksheet to modify the payroll information, and then click "Re-generate PC Payroll and CIB Interface file" button on "PayrollCIBPreview" worksheet, repeat step 2 to step 5 for generation of new autopay file and payroll report.

(2) <u>Notes</u>

1. For employee who joins the company during the contribution period, prorating of relevant income is required. For example, if the date of employment is 15 December and relevant income is HK$20,000 the relevant income for the first contribution month is HK$20,000 x 17/31.
2. Employees with no relevant income should also list "0" on the Remittance Statement.
3. Contribution periods starting before 01 Feb 2003, partial Mandatory Contribution is calculated according to method B from MPFA.
4. Pay Record will only be printed for employees with names shown under the "Name of Employee" column.
5. If a new employee is employed for less than 60 days and his salary is paid by auto-pay, please add his salary information to the "PayrollCIBPreview" sheet directly.
6. Employer account number must be input as the Bank of China (Hong Kong), Nanyang Commercial Bank Limited or Chiyu Banking Corporation Limited account number and would not accept the input of other bank account numbers.

7. The Bank of China (Hong Kong), Nanyang Commercial Bank Limited and Chiyu Banking Corporation Limited account number is a 14-digit numeric number.
8. If a bank account number is consisted of numeric characters and other characters, please only input the numeric portion of this number.
9. If an employee uses the Bank of China (Hong Kong), Nanyang Commercial Bank Limited and Chiyu Banking Corporation Limited Bank account for autopay, the length of bank account number must be a 14-digit numeric number.
10. If an employee uses other bank account for autopay, the length of the Bank account number must be a 7 to 15 digits numeric number.
11. Employer and employee bank account name will only accept the input of English name.
12. Allowed to input different date formats that accepts and includes “dd/mm/yyyy”, “mm/dd/yyyy” and “yyyy/mm/dd”.