

易出糧

PayEasy

版本Version 5.1L

升級指南

Upgrade Guide

中銀國際英國保誠信託有限公司
BOCI-Prudential Trustee Limited

易出糧版本 5.1L 的軟件改良項目

項目	軟件改良	簡單描述
1.	更新中國銀行（香港）有限公司發薪檔案的檔案格式	中國銀行（香港）有限公司將於 2025 年 3 月中更新發薪檔案的檔案格式，因此易出糧亦作出相應更新。

SOFTWARE AMENDMENT FOR PAYEASY VERSION 5.1L

Item	Software Amendment	Simple Description
1.	Upgrade Bank of China (Hong Kong) Limited's payroll file specification	Bank of China (Hong Kong) Limited would change their Payroll File Specification with effective from middle March 2025. Accordingly, PayEasy will be upgraded to new version to incorporate the change.

注意事項 Important Notice

1. 建議用戶在進行易出糧軟件升級前，應先將現有資料儲存備份。
Before upgrading the PayEasy Software, it is strongly recommended that you should execute the back up process for your existing data.
- 2 此升級軟件只適用於易出糧 4.1 版本或以後的版本。
The software upgrade must be performed on PayEasy version 4.1 or later version.

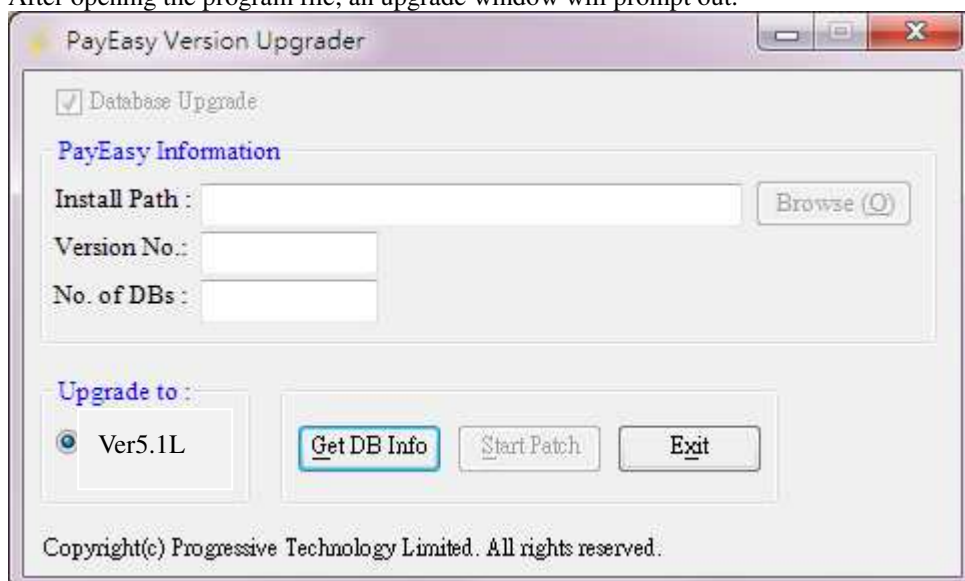
步驟一 Step 1

將易出糧 5.1L 版本的光碟放入光碟機中，以下視窗將會顯示於螢光幕上，然後按「升級」按鈕。
After inserting the PayEasy Version 5.1L CD to the CD Driver, a flash screen will prompt out. Press "Upgrade".



步驟二 Step 2

開啟程式後，升級視窗將會顯示於螢光幕上。
After opening the program file, an upgrade window will prompt out.



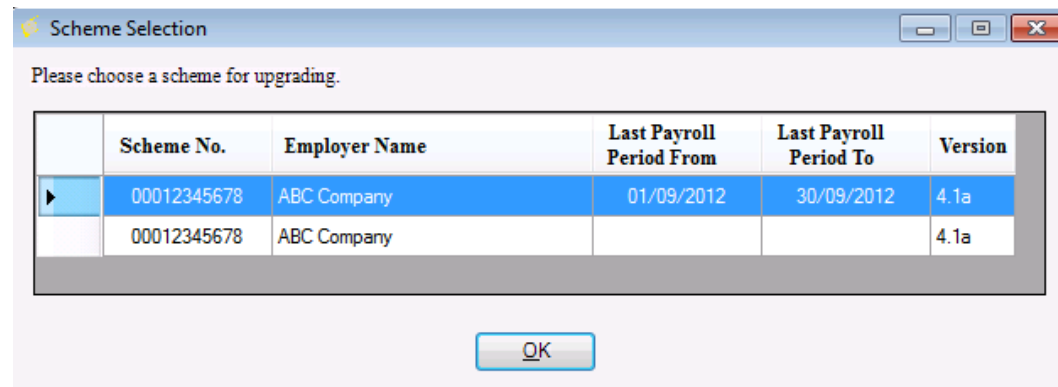
步驟三 Step 3

按「Get DB Info」按鈕，若閣下現正使用易出糧5.0之前的版本，以下視窗會於「Last Payroll Period From」與「Last Payroll Period To」顯示現有易出糧軟件上一期的出糧期。若要於升級後的易出糧保留舊有紀錄，請選擇已顯示上一期出糧期的選項，然後按「OK」。

如以下視窗沒有顯示，請跳至下一步驟。

After pressing “Get DB Info” button, if you are using earlier version other than Payeasy version 5.0, the below window will prompt out and show the last payroll period under “Last Payroll Period From” and “Last Payroll Period To”. If you would like to keep the previous record in upgraded PayEasy, please select the one with the latest contribution period and press “OK”.

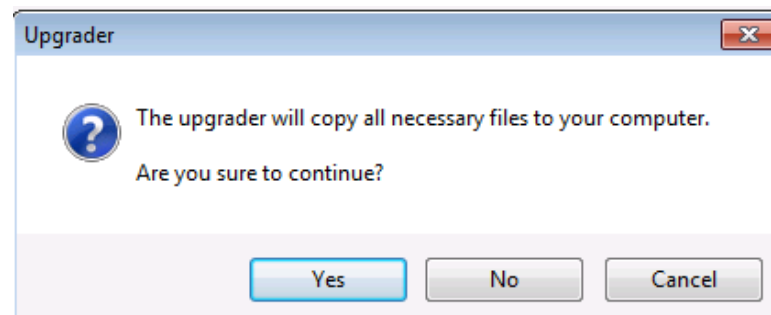
If the below window is not shown, please skip to next step.



步驟四 Step 4

程式會顯示一個訊息提示在更新時會複製所有更新檔於易出糧內，現有檔案將會被替換成有關升級的檔案。

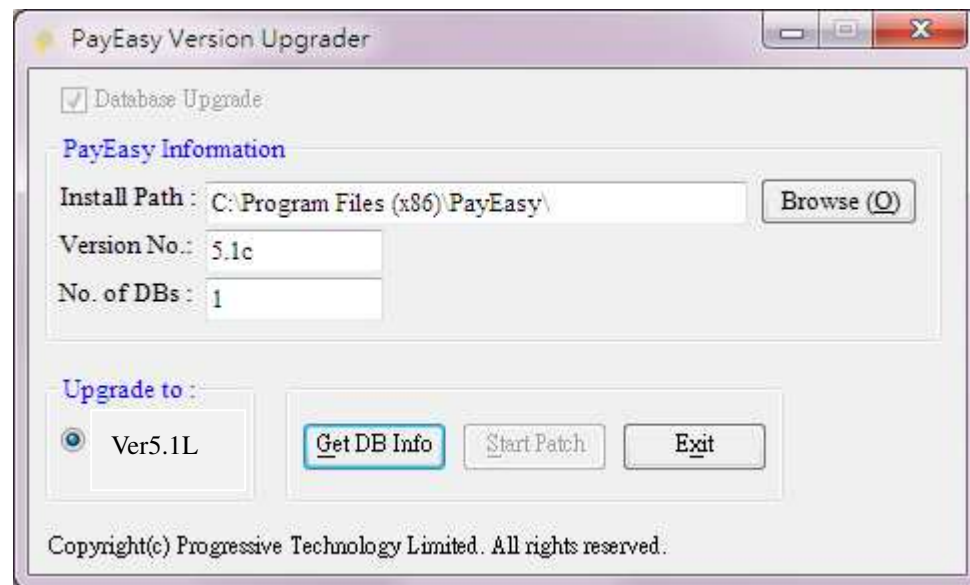
A message box will prompt out to remind you that the files will be replaced by files related to upgrade process.



步驟五 Step 5

按「Yes」按鈕，以下視窗會顯示現有程式資料。

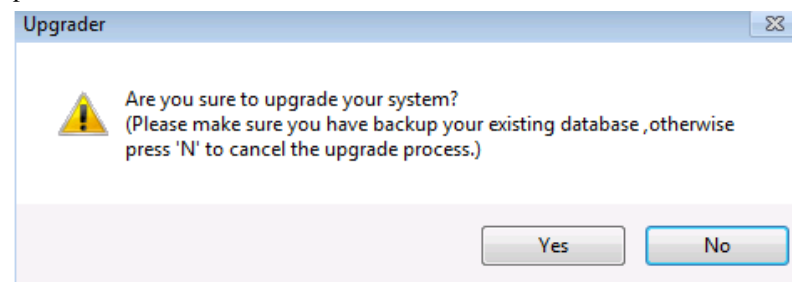
After pressing “Yes” button, the window will display your existing program information.



步驟六 Step 6

按「Start Patch」按鈕，程式會顯示一個訊息提醒將資料儲存備份並確認是否繼續進行升級。請按「Yes」繼續程序或「No」取消程序。

After pressing “Start Patch”, a message box will prompt out to remind you of the back up process and to ask for confirmation for the upgrade process. You can press “Yes” to continue or “No” to cancel the process.



步驟七 Step 7

當升級程序完成後，程式會顯示一個確認訊息。

After the upgrade process finishes, a message will prompt out.

