

TIMES EPAYROLL GUIDE

How To Generate Bank File

TIMES SOFTWARE PTE LTD

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Created: 30th May 2020

<u>Last Revised By</u>	<u>Date</u>

How to Generate Bank File

After Processing Payroll for the month, when you are ready to submit payment to the bank to credit into employee's bank account

** Please do note to contact your bank to open up a portal for you for iBanking and they should provide you with the relevant file format before we could advice you on which format to use.

Step 1. Setting up the Company's bank account

1.1 Go to **Setup > Company Setup** as shown in *Figure 1.1*.



Figure 1.1 Company Setup

1.2 Next, go to **Company Bank** tab then select your Company Code from the highlighted field. Click 'New' and enter company's bank detail as shown in *Figure 1.2*. Click on 'Save' to save the bank details.



The screenshot shows the 'Company Bank' tab in a software application. The 'Company Code' dropdown menu is highlighted with a red box and contains the text 'TIMES SOFTWARE PTE LTD [TSP]'. Below this, there are input fields for 'Bank Code*' (7171), 'Bank Branch#*' (024), 'Bank AC#*' (8900976543), and 'Bank Name*' (DBS Balestier). At the bottom, there is a table with the following data:

BANK NAME	BANK AC#	BANK CODE	BANK BRANCH	DEFAULT TRANSACT CODE
DBS Balestier	8900976543	7171	024	

Figure 1.2 Company Bank

How to Generate Bank File

1.3 Once Company setup is done. Before generating the file to the bank, it is good to generate Bank/Cheque/ Cash Listing for checking. For this, go to **Reports > Bank Report** shown in *Figure 1.3*.

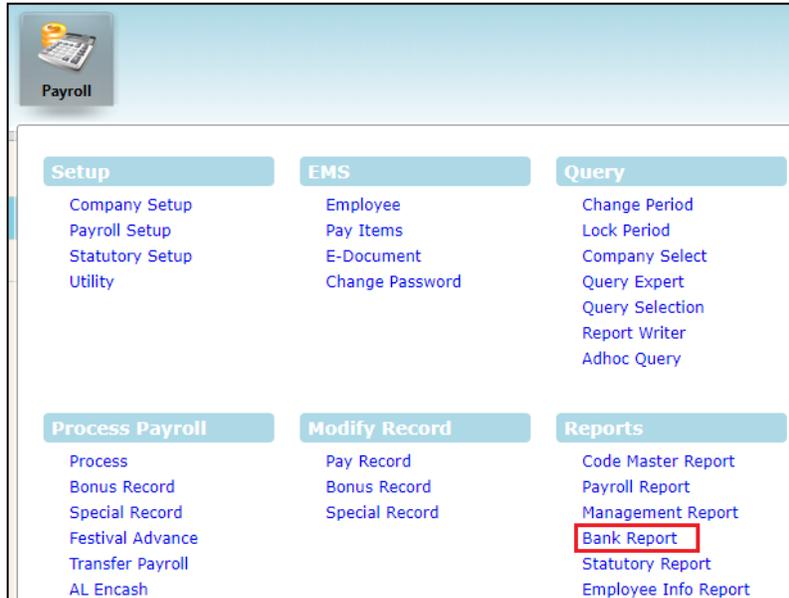
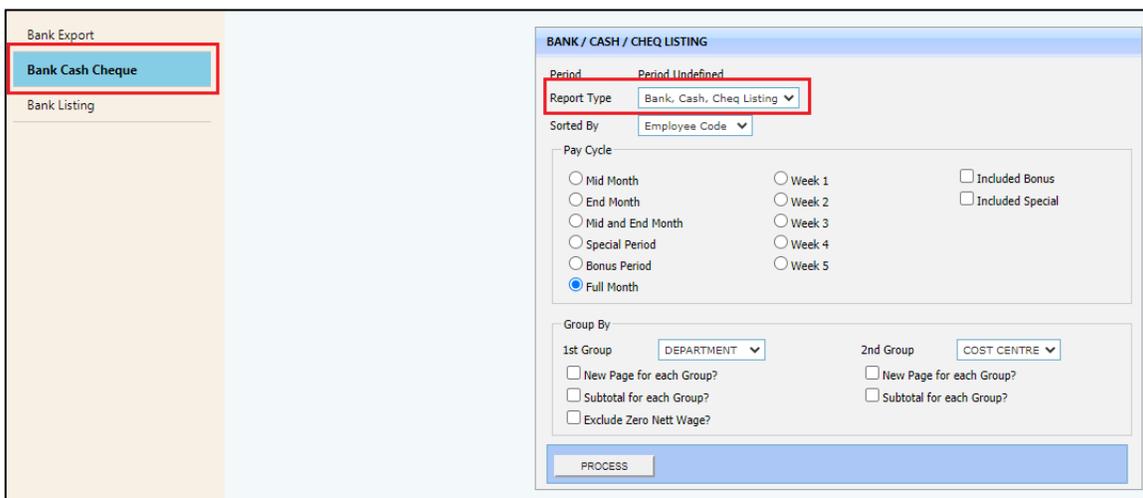


Figure 1.3 Bank Report

1.4 To generate Bank/Cheque/ Cash Listing report, choose **Bank Cash Cheque > Report Type: Bank, Cash, Cheque Listing**. Depending on your job cycle, select the Pay Period that you wish to view and click on Process as shown in *Figure 1.4*.



How to Generate Bank File

TIMES PTE LTD			Print date and time: 30/5/2020 4:37:52 PM					
Net Pay Summary for May-2020			Page 1 of 1					
Full Month			USERID : SUPPORT					
Line No	Emp No	Emp Name	Bank	Cash	Cheque	TT	Negative	Total
DEPARTMENT: CAD DESIGNER								
COST-CENTRE: NONE								
1	1002	ISSAC ANG	11,720.00	0.00	0.00	0.00	0.00	11,720.00
2	1020	NG CHIAN HOW	0.00	6,352.24	0.00	0.00	0.00	6,352.24
Total Employee :			2	11,720.00	6,352.24	0.00	0.00	18,072.24
Total Employee Count:			1	1	0	0	0	2

Figure 1.4 Bank, Cash, Cheque Listing.

Step 2. Generate bank file for uploading

2.1 Once checking is done, go into **Reports > Bank Report > Bank Export** as shown in *Figure 2.1*.

BANK EXPORT INTERFACE

Period : 202005
Select Company: ALL [ALL]

Select Pay Cycle

- Mid Month
- End Month
- Mid and End Month
- Special Period
- Bonus Period
- Week 1
- Week 2
- Week 3
- Week 4
- Week 5

Included Bonus
 Included Special

File Name : AME1
Payment Date : 30/05/2020
Sort By : Default

PROCESS BANK CONTROL REPORT TEMPLATE

Figure 2.1 Bank Export

How to Generate Bank File

2.2 To generate the text file for uploading:

Step1 : Select your company code and which Bank your Company uses to credit payment to employees.

*** Please do note to contact your bank for relevant file format before we could advice you on which format, here are some common files format which are commonly used by majority of our clients*

i. CITIBANK

BANK EXPORT INTERFACE

Period : 202005
Select Company: TIMES SOFTWARE PTE LTD [TSPL]

BANK OF AMERICA - EFD BULK PAYMENT
BANK OF AMERICA (EFD BULK PAYMENT) - CSV
ANZ BANK (G3 FORMAT)
BNP BANK (G3)
CIMB BANK
CIMB BANK (G3)
CITIBANK
CITIBANK (G3)
CITIBANK (NEW FORMAT)
CITIBANK (OLD FORMAT)
DBS BANK
DBS BANK (FEDI)
DBS BANK (G3)
DBS Payment (Remittance) TT payment
DBS IDEAL 3.0 (G3)
DEUTSCHE BANK SINGAPORE
DEUTSCHE BANK SINGAPORE (G3)

Select Pay Cycle
 Mid Month
 End Month
 Mid and End Month
 Special Period
 Bonus Period
 Week 1
 Week 2
 Week 3
 Week 4
 Week 5

Included Bonus
 Included Special

File Name : CITI.txt
Value Date : 30/05/2020
Product Code : PLP
Sort By : Default
Show Period Cycle Query Info :

PROCESS BANK CONTROL REPORT TEMPLATE

ii. DBS

BANK EXPORT INTERFACE

Period : 202005
Select Company: TIMES SOFTWARE PTE LTD [TSPL]

BANK OF AMERICA - EFD BULK PAYMENT
BANK OF AMERICA (EFD BULK PAYMENT) - CSV
ANZ BANK (G3 FORMAT)
BNP BANK (G3)
CIMB BANK
CIMB BANK (G3)
CITIBANK
CITIBANK (G3)
CITIBANK (NEW FORMAT)
CITIBANK (OLD FORMAT)
DBS BANK
DBS BANK (FEDI)
DBS BANK (G3)
DBS Payment (Remittance) TT payment
DBS IDEAL 3.0 (G3)
DEUTSCHE BANK SINGAPORE
DEUTSCHE BANK SINGAPORE (G3)

Select Pay Cycle
 Mid Month
 End Month
 Mid and End Month
 Special Period
 Bonus Period
 Week 1
 Week 2
 Week 3
 Week 4
 Week 5

Included Bonus
 Included Special

File Name : DBS.txt
Value Date : 30/05/2020
Message Sequence No.(5 digits) : 00001
Sender's Convoy ID :
Sort By : Default

PROCESS BANK CONTROL REPORT PARAMETERS TEMPLATE

How to Generate Bank File

iii. OCBC

BANK EXPORT INTERFACE

Period : 202005
Select Company: TIMES SOFTWARE PTE LTD [TSPL]

HSBC BANK SINGAPORE (G3)
MAYBANK
MIZUMI BANK (G3)
OCBC (EASY PAY - ORIGINAL)
OCBC (OBGDATA)
OCBC BANK GIRO/FAST (G3)
SMBC BANK
SMBC BANK (G3)
STANDARD CHARTERED
STANDARD CHARTERED (NEW)
STANDARD CHARTERED (WEB)
STANDARD CHARTERED (WEBBANK IPAYMENT)
STANDARD CHARTERED (WEBBANK IPAYMENT-TT)
STANDARD CHARTERED (G)
BANK OF TOKYO MITSUBISHI (G3)
UDF CONNEXIS CASH G3 VERSION
UNITED OVERSEAS BANK (BIBPLUS)

Select Pay Cycle
 Mid Month Included Bonus
 End Month Included Special
 Mid and End Month
 Special Period
 Bonus Period
 Week 1
 Week 2
 Week 3
 Week 4
 Week 5

File Name : OCBC.txt
Value Date : 30/05/2020
Submission Date : 30/05/2020
Particular :
Batch no(3 digits):
Reference : By Empcode
Sort By : Default
Show Period Cycle Query Info :

PROCESS BANK CONTROL REPORT TEMPLATE

iv. UOB

BANK EXPORT INTERFACE

Period : 202005
Select Company: TIMES SOFTWARE PTE LTD [TSPL]

OCBC (EASY PAY - ORIGINAL)
OCBC (OBGDATA)
OCBC BANK GIRO/FAST (G3)
SMBC BANK
SMBC BANK (G3)
STANDARD CHARTERED
STANDARD CHARTERED (NEW)
STANDARD CHARTERED (WEB)
STANDARD CHARTERED (WEBBANK IPAYMENT)
STANDARD CHARTERED (WEBBANK IPAYMENT-TT)
STANDARD CHARTERED (G)
BANK OF TOKYO MITSUBISHI (G3)
UDF CONNEXIS CASH G3 VERSION
UNITED OVERSEAS BANK (BIBPLUS)
UNITED OVERSEAS BANK (EGG)
UNITED OVERSEAS BANK (MANUAL SUBMISSION)
UNITED OVERSEAS BANK (V2K HASHTOTAL)

Select Pay Cycle
 Mid Month Included Bonus
 End Month Included Special
 Mid and End Month
 Special Period
 Bonus Period
 Week 1
 Week 2
 Week 3
 Week 4
 Week 5

File Name : UGBIddmmNN
Value Date : 30/05/2020
Creation Date : 30/05/2020
UOB Supplied :
Reference :
Bulk Customer Reference :
Service Type : NORMAL
Processing Mode :
Sort By : Default

PROCESS BANK CONTROL REPORT PARAMETERS TEMPLATE

How to Generate Bank File

Step 2: Enter the relevant details for bank file generation.

Common details required:

- Value Date: When is the date where employee's receive Payment
- Creation date: When is the date the bank file was submitted

****Please note that different bank denotes the Value Date differently. Also, settings may differ based on requirement of the Bank Shown in the Highlighted Space in Figure2.2.**

The screenshot shows the 'BANK EXPORT INTERFACE' with the following details:

- Period: 202005
- Select Company: TIMES SOFTWARE PTE LTD [TSPL]
- Bank List (highlighted in red):
 - BANK OF AMERICA - EFD BULK PAYMENT
 - BANK OF AMERICA (EFD BULK PAYMENT) - CSV
 - ANZ BANK (G3 FORMAT)
 - BNP BANK (G3)
 - CIMB BANK
 - CIMB BANK (G3)
 - CITIBANK
 - CITIBANK (G3)
 - CITIBANK (NEW FORMAT)
 - CITIBANK (OLD FORMAT)
 - DBS BANK
 - DBS BANK (FEDI)
 - DBS BANK (G3)
 - DBS Payment (Remittance) TT payment
 - DBS IDEAL 3.0 (G3)
 - DEUTSCHE BANK SINGAPORE
 - DEUTSCHE BANK SINGAPORE (G3)
- Select Pay Cycle:
 - Mid Month
 - End Month
 - Mid and End Month
 - Special Period
 - Bonus Period
 - Week 1
 - Week 2
 - Week 3
 - Week 4
 - Week 5
- Additional Fields (highlighted in red):
 - File Name: DBS_202005.txt
 - Value Date: 30/05/2020
 - Message Sequence No.(5 digits): 00001
 - Sender's Convoy ID: TSPL001
 - Sort By: Default
- Buttons: PROCESS, BANK CONTROL REPORT, PARAMETERS, TEMPLATE

Figure 2.2 Enter Bank Requirement Data

Step 3: When all settings are done, click on Process button as shown in Figure 2.3 and system will download the submission file, usually in .txt format. You may now proceed to perform bank file submission with the downloaded file.

The screenshot shows the 'BANK EXPORT INTERFACE' with the following details:

- File Name: DBS.txt
- Value Date: 30/05/2020
- Message Sequence No.(5 digits): 00001
- Sender's Convoy ID: TSPL001
- Sort By: Default
- Buttons: PROCESS, BANK CONTROL REPORT, PARAMETERS, TEMPLATE
- A large red arrow points to the 'PROCESS' button.
- A file icon labeled 'DBS.txt' is shown at the bottom left, indicating the file has been downloaded.

Figure 2.3 Download Submission File

- End -