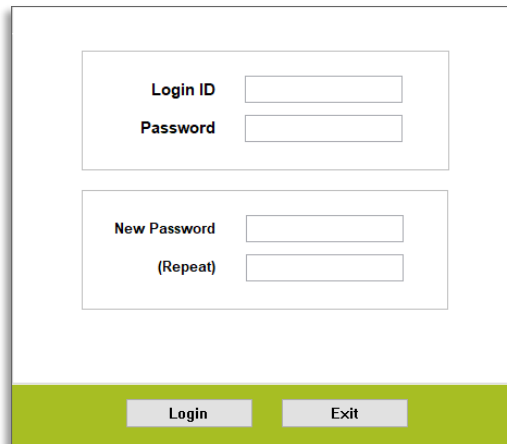


# Electronic Payment File Generator

## Quick Guide

## Section 1 Log in the system

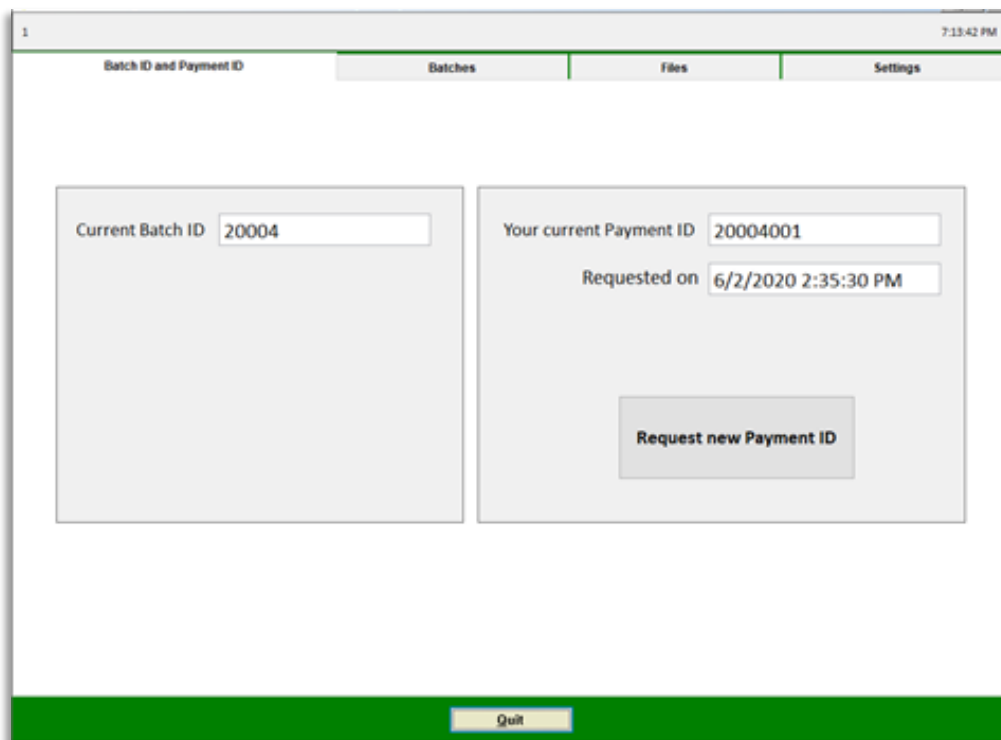
- Enter a valid ID and the associated password to log in.
- Optionally, the user could change the password by filling in the New Password edit boxes. (Note: passwords are case sensitive)



The login form is contained within a white rectangular box with a thin border. It features two main sections. The first section, at the top, contains the labels 'Login ID' and 'Password' next to their respective text input fields. The second section, below the first, contains the labels 'New Password' and '(Repeat)' next to their respective text input fields. At the bottom of the form, there is a green horizontal bar containing two buttons: 'Login' and 'Exit'.

## Section 2 Get a new Payment ID

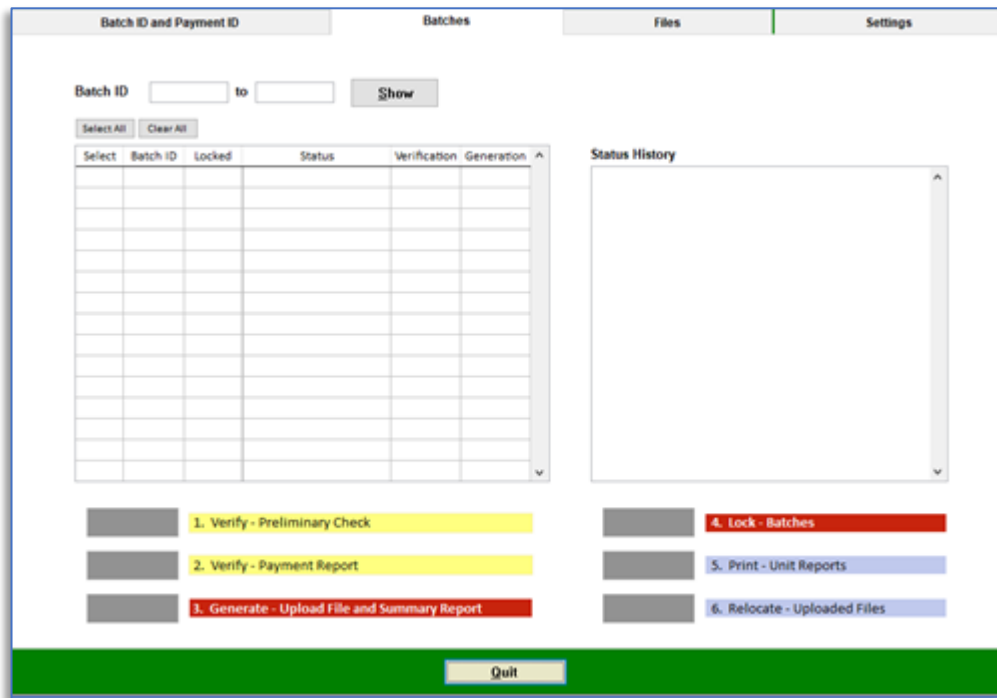
- If you are going to enter payments to the ABSS/MYOB accounting system, get new Payment ID's by clicking on the "Request New Payment ID" button.



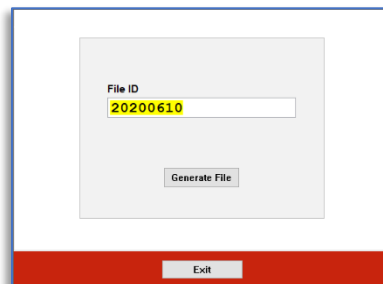
The interface is a window titled 'Batch ID and Payment ID' with a timestamp '7:13:42 PM' in the top right corner. It has a menu bar with 'Batch ID and Payment ID', 'Batches', 'Files', and 'Settings'. The main content area is divided into two panels. The left panel shows 'Current Batch ID' with the value '20004'. The right panel shows 'Your current Payment ID' with the value '20004001' and 'Requested on' with the value '6/2/2020 2:35:30 PM'. Below the right panel is a button labeled 'Request new Payment ID'. At the bottom of the window, there is a green bar with a 'Quit' button.

### Section 3 Processing Payment Batches

- To work with one or more Payment Batches, fill in the “Batch ID ... to” boxes, then click on the “Show” button. The system will read payments from ABSS/MYOB Premier into the system.
- To do a preliminary check on these Payment Batches, click on the grey box on the left of “1. Verify – Preliminary Check”. A report will be produced.
- The second report “2. Verify – Payment Report” not only check for further data errors, it saves individual Payment Batches in the system when the batch is found to be free of errors.



- The third button “3. Generate – Upload File and Summary Report” allows authorized users to generate Upload File from the Payment Batches selected. A small window will pop up for the user to assign an ID to the file.



- A Summary Report will be produced immediately after the file is successfully generated.

- To prevent others from mistakenly changing contents of Payment Batches which have already been completely processed, the fourth button “4. Lock – Batches” allows authorized users to lock selected Batches, one at a time.

A dialog box with a light gray background. At the top, it says "Please enter Batch ID". Below this is a white rectangular text input field. Underneath the input field is a gray button labeled "Lock". At the bottom of the dialog box, centered, is another gray button labeled "Exit". The dialog box is set against a red background.

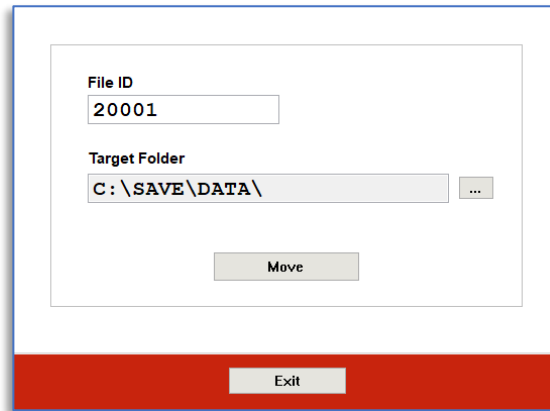
- The button “5. Print – Unit Reports” allows users to produce payment reports for units in the organization. Double-click the File ID edit box to choose from a list of ID’s.

A dialog box with a light gray background. It contains a label "File ID" positioned above a white rectangular text input field. Below the input field is a gray button labeled "Generate Report". At the bottom of the dialog box, centered, is another gray button labeled "Exit". The dialog box is set against a green background.

Time of Generation	File ID	Time Stamp	Batches
2020-06-10 15:08:42	20200610	20200610150842	20002

At the bottom of the table area, there are two gray buttons: "Select" and "Cancel". The table area is set against a green background.

- After a file has been uploaded to the bank, it should be relocated to another folder as archive. The last button “6. Relocate – Uploaded Files” assists authorized users to move upload files one at a time. Click on the small button at right to locate for a Target Folder.



File ID  
20001

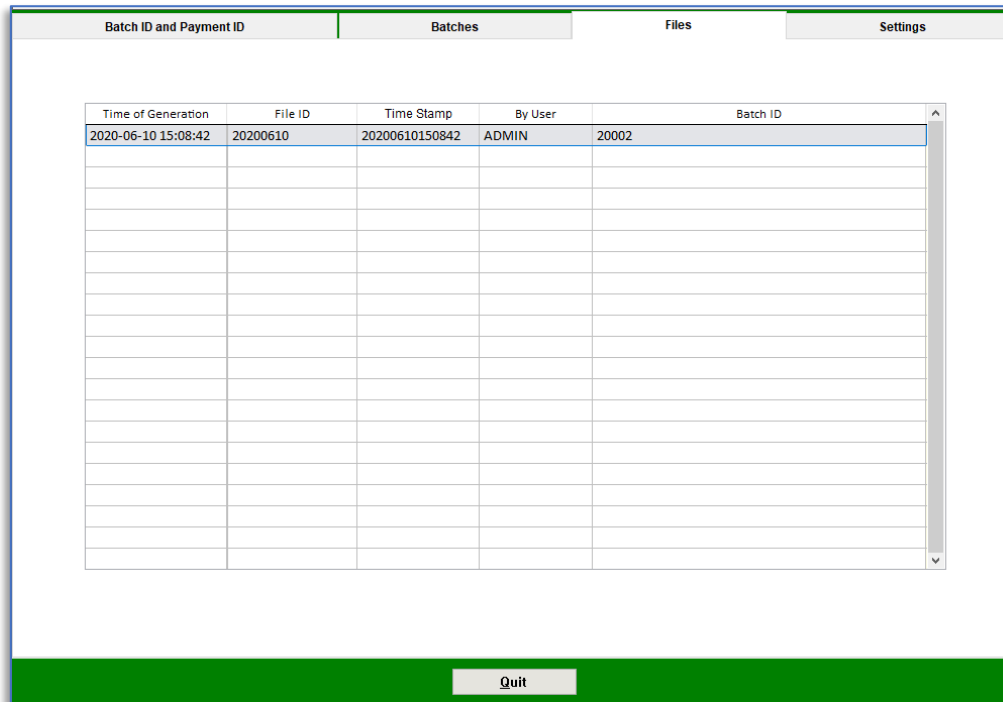
Target Folder  
C:\SAVE\DATA\ ...

Move

Exit

#### Section 4 Review file generation history

- Every time a file is generated, the system records the operation details and show some of the important information in table format.



Batch ID and Payment ID    Batches    Files    Settings

Time of Generation	File ID	Time Stamp	By User	Batch ID
2020-06-10 15:08:42	20200610	20200610150842	ADMIN	20002

Quit

## Section 5 Change system settings

- Authorized users would be able to change important information such as the bank account number for payment.
- “Login ID and Access Rights” allows authorized users to maintain Login ID’s and their access rights to the system functions.
- “Reset File Location” changes the location where upload files are generated.

Batch ID and Payment ID | Batches | Files | Settings

Login ID and Access Rights

Reset File Location

C:\ABSSADDD\UPLOAD FILES\

Connect ABSS / MYOB Data Source

Premier version  v22.3

Locations of MYO file: (e.g. C:\Premier Data\MyCompany.myo)

C:\ABSS\_PRENPLUS\_V22\CLEARHTR.MYO

Code	Company Name	FY	End Mth

Reset HSBC ID

HSBCNET Connect ABC ID

HKHASE ID

Hang Seng Bank Account ID

OK Cancel

Reset Batch ID

Next Batch ID 20 001

OK Cancel

Quit

- “Connect ABSS / MYOB Data Source” changes the location of MYO file to be connected.
- “Reset HSBC ID” changes the three important ID’s for file upload.
- “Reset Batch ID” allows authorized users to change the current Batch ID which affects the Payment ID’s to be generated.