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Export Voluntory Access File

- First, you will have to assign the Voluntary EPF Percentage (Eg: 11%) through the "Payroll -> Assign Allow/Ded" module.
- 2. After the assignment, to download the VE Khas submission file, please access to the "**Record**" tab.
- 3. There is a "**Export**" button on the right to export the submission file based on the assignment made in the "Assignment" tab itself.
- 4. *Note:* The selected input like "*Effective Date*" and "*Pay Group*" will take into consideration for the export criteria.

Record	- v	Pay Group	: Executive - Approval	Retrieve ± Export -
Transaction :	· · · · · · · · · · · · · · · · · · ·	Employee		VE Khas(I-Account)

- 5. When clicked on the "VE-Khas (i-Account)", the pop up screen as below will display the export criteria, such as "Effective on", "Pay Group" and "list of employee" that be able to select by the admin as well.
- 6. *Note:* The employee that listed in the selection is based on the *selected effective date* and the *EPF rate is 11%* only.

Confirmation								
Export VE Khas (Voluntory Access Submission) base on below criteria:								
11% EPF rate effecti	ive on : 2020-06							
Pay Group	: Executive - Approval							
Employee	: Select options +							
	Filter Enter keyword							
	✓Check all ×Uncheck all 8							
	Export Cancel							
Non Managar EDE								

7. Click "Export" to export the information into an Excel File as per below sample.

÷ `¢ •				VE Khas 2021.csv - Excel						
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Pa	ste pboard	F	A font A	Iignment	Numl Tr	ber	For Col	nditiona mat as 1 I Styles Sty	l Formattin <u>c</u> Table - r les] -
	А		В			С			D	
1	ID Type	Emplo	oyee Myk	Kad No.	Employ	/ee [EPF No.	Employ	yee Name	
2	IN		8	.61E+11		77	777777	MOHD	FAHMI	
3	PP					88	888888	MUAN	IMAR	
4										
-										