

User Guide

VE Khas (i-Account) v3.0.0



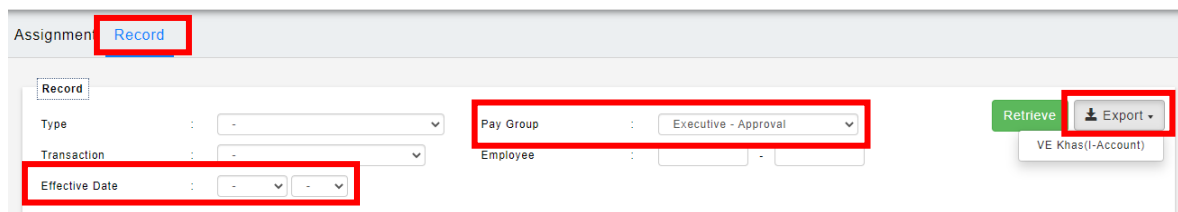
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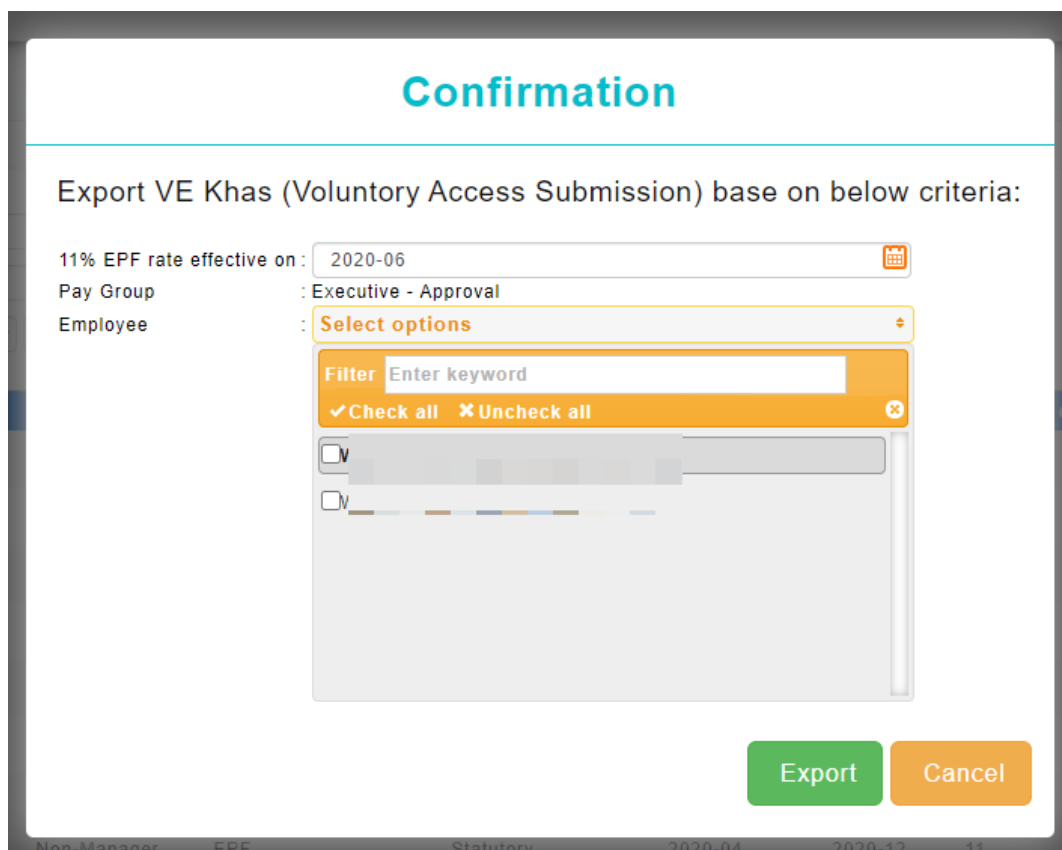
VE Khas (i-Account)

Export Voluntary Access File

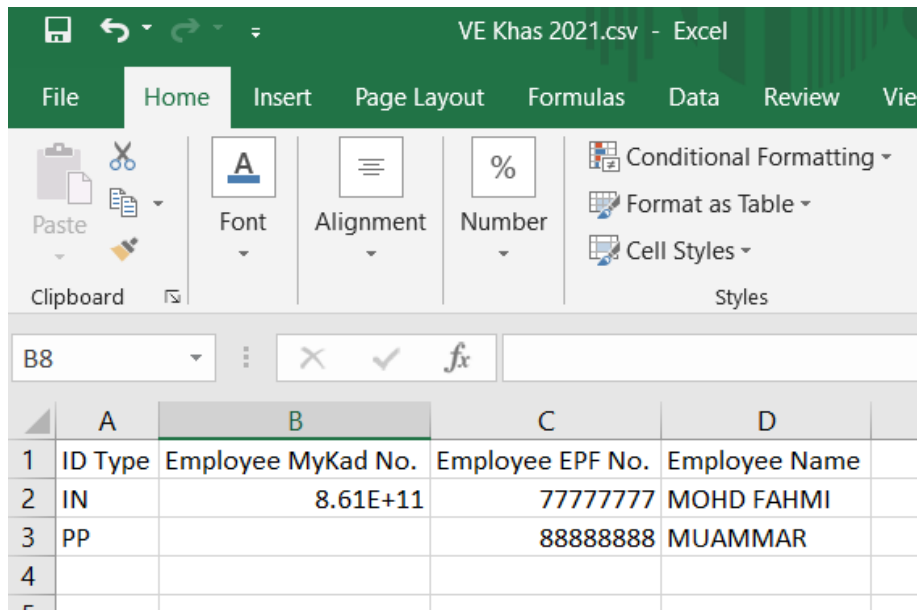
1. First, you will have to assign the Voluntary EPF Percentage (Eg: 11%) through the "Payroll -> Assign Allow/Ded" module.
2. After the assignment, to download the VE Khas submission file, please access to the "Record" tab.
3. There is a "Export" button on the right to export the submission file based 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.



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.



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



	A	B	C	D
1	ID Type	Employee MyKad No.	Employee EPF No.	Employee Name
2	IN	8.61E+11	77777777	MOHD FAHMI
3	PP		88888888	MUAMMAR
4				