HOW TO USE
SISTEM
PENJANAAN TEXT
FILE
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1 Introduction

This manual will guide users how to operate this system.

Before you begin
Please make sure that you have successfully installed the Sistem Penjanaan Text File.
Please refer to manual - How to Install Sistem Penjanaan Text File..

** The Installation process only for the first time

2 Start Using the system :
You can start using the system by keyin the User ID and Password.

2.1 LAUNCH TO THE SYSTEM

1) Right click Sistem Penjanaan TEXT File.. icon and ..
2) Click Run as administrator to launch the system

Click Yes to continue
2.2 LOGIN to Sistem Penjanaan Text File

1) User ID: perkeso
2) Password: socso
3) Click OK
2.3 MAIN MENU

2.3.1 EMPLOYER Screen

2.3.1.1 TIPS: How to insert New Employer Detail

Click [Main Menu] -> <Employer Screen> to insert New employer details.

<table>
<thead>
<tr>
<th>Field</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Code</td>
<td>• Key in Employer Code. (eg. X9999999X)</td>
</tr>
<tr>
<td></td>
<td>• This field is mandatory</td>
</tr>
<tr>
<td>Company Registration No.</td>
<td>• Key in Company Registration Number</td>
</tr>
<tr>
<td>Employer Name</td>
<td>• Key in Employer Name</td>
</tr>
<tr>
<td></td>
<td>• This field is mandatory</td>
</tr>
<tr>
<td>Address</td>
<td>• Key in Employer Address.</td>
</tr>
<tr>
<td></td>
<td>• This field is mandatory</td>
</tr>
<tr>
<td>Contact Person</td>
<td>• Key in Contact Person.</td>
</tr>
<tr>
<td>Tel Number</td>
<td>• Key in Employer telephone number.</td>
</tr>
<tr>
<td>Email</td>
<td>• Key in Email Address</td>
</tr>
</tbody>
</table>

1) After keyin all employer details, click Add button to save the employer records.
2) Then the message box will appear. Click OK
3) After that click Close.
2.3.1.2 TIPS: How to Edit/Delete existing employer details

1) Click [Main Menu] -> <Employer Screen> to edit existing employer record

2) Click Find to display employer records

3) Click and select employer code to display employer record

4) Click here if you need to display ALL Employers record

5) Select and Double Click here to display and edit employer record
6) The selected employer record will display on employer screen.
7) After edit employer details, click **Update** to save the record and a message box below will appear.
8) Click **OK**.
9) You can also delete the employer record by click **Delete** button.

9) Then click **Close** and return to the main screen.
## 2.3.2 EMPLOYEE Screen

### 2.3.2.1 TIPS: How to insert New Employee Records

<table>
<thead>
<tr>
<th>Field</th>
<th>Functionality</th>
</tr>
</thead>
</table>
| Employer Code              | • Select employer code.  
                            | • This field is automatically display by system                                                                                     |
| Employer Name              | • Will automatically displayed after the Employer Code selected  
                            | • This field is computed for display                                                                                               |
| IC Number                  | • Key in Old IC or New IC.  
                            | • This field is **mandatory**                                                                                                      |
| Employee Name              | • Key in Employee Name  
                            | • This field is **mandatory**                                                                                                      |
| Date Employment Commenced  | • Key in Date Employment Commenced.  
                            | • Date of commencement of the work. This is a date when an employee start working.  
                            | • This field is **mandatory** for new record.                                                                                       |
| Date Employment Ceased     | • Key in Date Employment Ceased  
                            | • Resign Date                                                                                                                       |
| Salary                     | All remuneration payable in money to an employee is wages for purposes of SOCSO contributions.  
                            | This includes the following payments : -  
                            | • Salary  
                            | • Overtime payments  
                            | • Commissions and service charge  
                            | • Payments for leave; annual, sick, maternity, rest day, public holidays and others  
                            | • Allowances; incentive, shift, food, cost of living, housing and others  
                            | • All the above must be insert at **Salary** field.  
                            | • This field is **mandatory**.                                                                                                                                 |
| Option: Jenis Pertama       | • Payment of the contribution both by employer and employees;  
                            | • All employees who have **not attained 60 years** of age are required to contribute under the first category, except those who have attained **55 years** of age and have no prior contributions before they reach **55 years**  
                            | • Default by system                                                                                                                |
| For CARUMAN PERKESO        |                                                                                                                                              |
| Option: Jenis Kedua         | • Payment of the contribution only by employer;  
                            | • All employees who have **attained** the age of **60 years** or;  
                            | • New employee who has **attained 55 years** of age and have no prior contributions before they reach **55 years**               |
| For CARUMAN PERKESO        |                                                                                                                                              |
| Deduction: Employer        | • Automatically display by system after the salary entered.  
                            | • Computed for display.                                                                                                           |
| Deduction: Employee        | • Automatically display by system after the salary entered.  
<pre><code>                        | • Computed for display.                                                                                                           |
</code></pre>
<table>
<thead>
<tr>
<th>Field</th>
<th>Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduction: Total</td>
<td>• Automatically display by system after the salary entered.</td>
</tr>
<tr>
<td></td>
<td>• Computed for display.</td>
</tr>
</tbody>
</table>

**Option: LAYAK SIP**

For SIP

• Payment of the contribution both by employer and employees;
  
  o All employees who have not attained 60 years of age are required to contribute, except those who have attained 57 years of age and have no prior contributions before they reach 57 years

  • Default by system

**Option: TIDAK LAYAK SIP**

For SIP

• No contribution by employer and employee;
  
  o All employees who have attained the age of 60 years or;
  
  o New employee who has attained 57 years of age and have no prior contributions before they reach 57 years

  • Default by system

**Deduction: Employer**

• Automatically display by system after the salary entered.

• Computed for display.

**Deduction: Employee**

• Automatically display by system after the salary entered.

• Computed for display.

**Deduction: Total**

• Automatically display by system after the salary entered.

• Computed for display.

1) Click [Main Menu] -> <Employee Screen> to insert new employee

2) CARUMAN PERKESO AND SIP page will display on the screen. Please read and understand the term for CARUMAN PERKESO and SIP option before proceed to Employee Screen

3) After that click Proceed
2) Click here and select employer code

3) Key in all employee details - Mandatory fields:
   i) IC Number
   ii) Name
   iii) Date Employment Commenced
   iv) Employee Salary

4) Not Mandatory fields:
   i) Date Employment Ceased

5) Key in Employee Salary and press [Enter] then Deduction amount will automatically displayed by system.

6) Click Add save new employee record and a message will display below

7) Click OK

8) Click Close and return to the main screen
2.3.2.2  TIPS : How to Edit/Delete Existing Employee Records

1) Click [Main Menu] -> [Employee Screen] to edit existing employee record

2) Click Find to display employee records
1) Double Click here to display employee details

2) You can find record by Employee IC No or Employee Name:
   i) Click Find to locate the record
   ii) Then double click the selected record to view employee details.

3) You also can display record according to Display Record by employer code OR [All Employee]

4) Double Click here to display employee details

5) After double click, the selected employee record will display on employee screen

6) After edit employee details, click Update to save the record and a message box below will appear

7) Click OK

8) Click Close and return to main screen

9) You can also delete employee record by click the Delete button
2.3.3 **RESET SALARY**

You can delete All Employee Salary from <Reset Salary> menu.

This menu will make it easier for you if you want to remove salary information for all employees.

1) Select Employer Code
2) Click on **RESET SALARY** button to reset the Employees Salary. After that all employees salary and deductions will reset to 0.00

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2.3.4 **AREA CODE**

For <Area Code> menu, you do not need to fill in information because all the information has been provided. Just ignore this menu.
2.3.5 VIEW

2.3.5.1 TIPS: How to display employer records

Select [MAIN MENU..] -> [View..] and click <Employer Details>

All Employers Details will be displayed on the screen. Click Close and return to main screen.

2.3.5.2 TIPS: How to display employee records

Select [MAIN MENU..] -> [View..] and click <Employee Details>
2.3.6 PRINT REPORT

2.3.6.1 TIPS: How to print Deduction Table – CARUMAN PERKESO

This screen displayed employee details. Click Close and return to.

2) Click [ ] here and select employer code
3) Click OK to display employee records

Select [MAIN MENU..] -> [Print...] -> CARUMAN PERKESO -> <Deduction Table>
2.4 SAVE CONTRIBUTION RECORD TO TEXT FILE

There are 2 options for this process:

1) By All Records:
   - This option will save all employee records in one file for each scheme of CARUMAN PERKESO and SIP:
     o For CARUMAN PERKESO - filename: brg8a.txt
     o For SIP – filename: brg8aSIP.txt

2) By Employer Code:
   - This option will save employee records according to the selected employer.
     The file created is based on employer code:
     o For CARUMAN PERKESO – filename: E2303381K.txt
     o For SIP – filename: E2303381KsIP.txt
2.4.1 TIPS : How to Save Contribution Record To Text File - By All Records

Click [SAVE CONTRIBUTION RECORD TO TEXT FILE…] —> CARUMAN PERKESCO and SIP 

1) Key in Monthly Contribution (eg: 01/2018)
2) Click to select drive
3) Click Yes to continue load data

After the process finished, Total of Record Processed will be displayed on the screen. Then click No and return to main screen

These 2 files Brg8A.txt and Brg8ASIP.txt will create your drive
2.4.2 TIPS : How to Save Contribution Record To Text File - By Employer Code

Click [SAVE CONTRIBUTION RECORD TO TEXT FILE...] →
CARUMAN PERKESO and SIP → <By Employer Code>

1) Key in MONTHLY CONTRIBUTION
   (eg: 01/2018)
2) Click to select employer code
3) Click to select drive
4) Click YES to continue

After the process finished, Total of Record Processed will be displayed on the screen. Then click No and return to main screen

These 2 files (employercode).txt and (employercode)SIP.txt will create your drive
2.5 SECURITY

2.5.1 CHANGE PASSWORD

For security reason please change your password using the features given.

2.5.1.1 TIPS : How to change password

Click [CHANGE PASSWORD]

1) Key in Old Password
2) Key in New Password
3) Key in Confirm Password
4) Click OK

2.5.2 RESET PASSWORD

2.5.2.1 TIPS : How to Reset password

Click [Reset Password]

For safety reasons, please contact PERKESO(1-300-22-8000) to get a password, so you can continue to reset the password.
1) Key in *New Password*
2) Key in *Confirm Password*
3) Click *OK*

The message below will be displayed on the screen. Click *OK*.
2.6 BACKUP

For your safety, please backup your data regularly. This option will help you to recover your data if any problem occurred later.

There are 2 features you need to do for [BACKUP...]:

1) <Employee> - Will backup all employee records and save into a text file name as employeebak.txt
2) <Employer> - Will backup all employer records and save into a text file name as employerbak.txt

2.6.1 EMPLOYEE

2.6.1.1 TIPS : How to Backup for Employee Records

From main screen click [BACKUP...] then click <Employee>

1) Click and Select destination for backup data
2) Click Backup

3) Then this message will appear. Click Yes to proceed the process.

4) After the backup process successfully finished, a message ‘Job Completed’ will appear. Then click OK

5) Then the screen will display the Total of Employee Records backup and the location of backup file
6) Then click Close and back to main screen
2.6.2 EMPLOYER

2.6.2.1 TIPS: How to backup Employer Records

From main screen click [BACKUP...] then click <Employer>

1) Click and Select destination for backup data
2) Click Backup

3) Then this message will appear. Click Yes to proceed the process.

4) After the backup process successfully finished, a message ‘Job Completed’ will appear. Then click OK

5) Then the screen will display the Total of Employer Records backup and the location of backup file
6) Then click Close and back to main screen
2.7 RESTORE

REMINDER: These procedures below need to be taken ONLY if your data is corrupt. Do not try these procedures unless needed.

There are 2 features for [RESTORE...]:

1) <Employee> – This feature will copy all employee records from employebak.txt file into employee database.
2) <Employer> - This feature will copy all employer records from employerbak.txt file into employer database.

All existing records in database will replace by records from backup file

2.7.1 EMPLOYEE

2.7.1.1 TIPS: How to Restore Employee Records

From main screen click [RESTORE...] then click <Employee>

1) Click and select the location of backup file
2) Double Click here and select location of the backup file
3) Select backup file employebak.txt
4) Then click OK
5) Click Yes to confirm restore the employee records
2.7.2 EMPLOYER

2.7.2.1 TIPS: How to Restore Employer Records

From main screen click [RESTORE...] then click <Employer>

1) Click to select the location of backup file

2) Double Click here to select the location of backup file

3) Select backup file employerbak.txt

4) Then click OK

5) Click Yes to confirm restore the employee records

6) After the process completed click OK

7) Total of records restored will display here

8) Click Exit and back to main screen
6) After the process completed click OK

7) Total of records restored will display here

8) Click Exit and back to main screen