



## Generate Contribution Schedule

Click the **Generate** menu under the Contributions header to go to the Generate Contribution Schedule page.

The screenshot shows the 'Generate Contribution Schedule' page in the VNPF Employer Portal. The page has a sidebar on the left with navigation links: Dashboard, CONTRIBUTIONS (with sub-links: Dashboard, Contribution Schedule, Generate, Uploads, History), PAYMENTS (with sub-links: Dashboard, History), ACCOUNT (with sub-links: Dashboard, Employer Ac, Suspense Ac, Surcharge Ac, Bank Charge Ac, Refund Ac, Statements), and EMPLOYEES (with sub-links: Dashboard, Update Employment Details, Active Employees). The main content area is titled 'Generate Contribution Schedule' and contains instructions: 'Use this screen to generate the contribution schedule for your company CS Code. You have to select the CS Code, CS Year and the CS Month to generate a CS File. CS stands for contribution schedule. The CS File will contain all the employees and employed in the prior month to the selected CS Month with their available details at VNPF.' Below the instructions is a form with three input fields: 'CS Code\*' (containing 'bc485'), 'CS Year\*' (containing '2021'), and 'CS Month\*' (containing '6-JUN'). A 'GENERATE' button is to the right of these fields. Below the form, there is an 'Information' section stating: 'The CS file has been generated into your download folder. Please check your download folder.' and a 'Note' stating: 'The Generated CS File can be modified based on the actual details for each employee. Like their personal details and salary details before it can be uploaded through the Upload Contribution File Menu Option. You are requested to cross check all the details in the file to be correct before the file is uploaded.' On the right side of the page, there are three summary sections: 'Quick Links' (with links: Contribution Schedule, Upload Contribution, Clear Suspense, Annual Statement), 'Last Contribution Detail' (showing Amount: 0.00 VUV, Date: May 12, 2020, Due Date: Jun 30, 2021, Status: Pending Submission), and 'Account Summary' (showing Employer: -30,080.00 VUV, Suspense: 0.00 VUV, Surcharge: -24,996.00 VUV, Bank Charge: 0.00 VUV, Refund: 0.00 VUV). At the bottom right, there is an 'Employee Summary' section showing Active Employee: 3, Ex Employee: 0, and Total Branch: 1. The footer of the page contains the text '2019 © VNPF | All Rights Reserved | Disclaimer | Privacy Policy' and a 'Legal Notice' link.

To generate the CS File,

- Select the CS Code, CS Year, CS Month and Click **Generate** button to generate the contribution schedule for every employee present in that contribution month under that Employer.
- The CS file generated will be downloaded into the Download Folder. It can be modified for each employee if there is any correction before uploading it.