

HOW TO INSTALL/START USING THE E RETURN SOFTWARE VERSION 4.0

IMPORTANT: Always install the software through the administrator role (user) of your PC for proper installation.

- I. **If the employer is already using the version 3.0:** This means that the Crystal Report, Windows Installer and Microsoft .net framework are already installed in your PC.

STEPS:

Download the two files namely setup.exe and eReturn.setup.msi form the efindia website and save it on the PC where you have installed the earlier version.

- a. Go to C Drive>>Program Files>>EPFO>>Ereturn setup>>Apps_code folder.
- b. Copy the est.mdb file and save it at any location of your choice. This file will be required after installation of the new version 4.0.
- c. Uninstall the version 3.0. For this go to Control Panel>>Programs and Features and select e-return setup.
- d. Double click the setup.exe of the version 4.0 that has been downloaded from the efindia website.
- e. The software will be installed.
- f. Again go to C Drive>>Program Files>>EPFO>>Ereturn setup>>Apps_code folder. Paste the est.mdb file that you had copied before uninstalling the version 3.0
- g. There is no need to ADD Establishment. Since the est.mdb file has been pasted, the added establishments will appear in the box.
- h. You can use the software.

- II. **If the software is being installed for the first time:**

STEPS:

- a. Download the following five files from the efindia website.
 1. Crystal Reports 10_5
 2. Dotnet FX35
 3. Windows Installer 3_5
 4. setup.exe
 5. eReturn Setup.msi

Note: The files at serial no 1,2 and 3 above are zip files and you have to unzip them.

- b. Keep all the files in a single folder at any location of your PC. There is no need to open the files of the crystal report or the other files.
- c. Double click the set.exe file.
- d. The software will be installed with all the components.
- e. Download the User Manual, DEMO files. Go through the Manual.
- f. You can start using the software.

CHANGES IN THE VERSION 4.0 OF THE E-RETURN SOFTWARE

The version 3.0 of the e-return software was uploaded on the efindia website on 20.07.2011 and there were several suggestions for the improvement of the same.

The new version 4.0 has the following changes:

1. A report has been provided in the Monthly Return Data upload/entry function. This report can be generated after the data entry/upload.
2. On the screens, Help link has been provided and in case of any problem regarding the function, HELP can be clicked for knowing the details.
3. Entry of Region and Office code in the ADD Establishment Screen has been blocked. The user has to select the office from the list and then the Region ID and Office ID will be displayed in the respective fields. This has been done since in a few cases the employers not aware of the correct region and office codes entered wrong ID and after the completion of data entry realized the error.
4. Provision to delete the Challan saved till its status is FRESH has been provided. In some cases after saving the challan, employers added some members in the wage data and the total dues were not changing, though the remittable amount could be changed. Now you can delete the Fresh Challan and generate a new one. However once the status of challan is changed to Remitted, the challan cannot be deleted.
5. The editing of employer share has been provided. Now in case of a member, you can increase the amount of the employer share. This can be done in the Monthly Return Upload/Data Entry function. The amount however cannot be edited to decrease the amount below the statutory amount (12% or 10% of the wages, less the Pension Contribution). For editing this field, "Whether Contributing on Higher Wages for EPF" should be 'Y' in the Employee details for such member.
6. In case of EDLI Exemption, the months prior to the 'FROM Date' of exemption, the establishment will be treated as Unexempted and EDLI Contribution and Administrative charges will be calculated. From the 'From Date', it will be treated as Exempted and only the EDLI Inspection Charges will be calculated. The 'To date' expiry will however not change the status and the establishment will continue as exempted.
7. Provision has been given to generate supplementary 3A text and pdf file for such members whose details were added later after the generation of the Annual Return. The broken period 3A also can be generated for exited members through the same function.
8. While generating the Annual Return in case of bigger establishments there was feedback that the pdf generation was taking time. Now the text file along with Form 6A will be generated first. The pdf file generation option will come separately, and there will be option to generate the entire file in one go or generate it in parts by selecting member number from and to.
9. In the System Administration Module, a new function has been added for backup and resetting/restoring the data for a particular year. Now you can take periodic backup through this

function and the backup file with date will be stored in BACKUP Folder in the C Drive. You can copy it and save at another location.

In case the data for one complete accounting year is completed and the returns have been generated and submitted, you can reset the data for the previous Accounting Year. In such case the data from the wage related tables will be deleted from the database and stored in the Backup folder. In future if you wish to restore the data for some reason, the function allows you to restore the same. The reset data file should not be removed from the BACKUP File, but you can take a copy and also store it at any other place.

10. Function has been added to generate the ECR for a month. Before uploading the return the employer is advised to verify the data for each member and also after upload compare the data displayed through the digitally signed PDF that will be available on the Employer e-Sewa portal.