

Chapter 2

 **Company Setting**

 **Employer Information**

In This Chapter

- ▶ Parameter Setup
 - ▶ Bank & Statutory Accounts
 - ▶ Allowance Table
 - ▶ Personnel File Maintenance
-

Parameter Setup

Note : All new companies created in the system **MUST** have relevant information set in the **Parameter Setup** first before the system can generate your company payroll correctly.

- ☞ Go to **Housekeeping > Setup > Parameter Setup**
- ☞ Click on each of the tab, **Company Details, Pay Calculation, Pay Calculation (2) & Control** to check on the default values provided in the system. You may change where necessary to suit your company's requirements.

The screenshot shows the 'Parameter Setup' window with the following data:

Company	
Company Name	SAGE SOFTWARE SDN BHD
Address	Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
Phone No.	1300887243
Fax No.	03-22614179
R.O.C. Ref. No.	441389-K
Date of Incorporation	01/01/1990

Country		Payroll Manager	
Country Code	Malaysia	Name	AMY
Currency Symbol	RM	NRIC	800101-01-1234
Month		Position	HR MANAGER
This Month	8	Tel.	03-22227999
This Year	2012	Fax	03-22614179

Report Date : 31/08/2012

Upon completion of the parameter setup, your next step will be to set up the bank and other statutory accounts like EPF, SOCSO, Tax, Haji and ASN via **Housekeeping > Setup > Addresses & A/C No.**

There are three (3) tabs, **Organisation Information, Your Company Registered Information & Officer In Charge**, available for you to key in relevant information related to the **Organisation Type** selected at the header.

The default values whenever user accesses this screen will be:

Organisation Type	BANK	Category	1
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So, let us begin with the Bank Account setup and then move down the list.

Bank Account Setup

Step 1 Go to **Housekeeping > Setup > Addresses & A/C No.** With the **Organisation Type** defaulted to Bank, proceed to key in information for each of the tab

Step 2 At **Organisation Information** tab, key in the bank information for **Bank Code**, **Branch Name** and **Branch Code** and click **Save** button to save and store the information

Note: Code, Branch Name & Branch code are provided by the bank

The screenshot shows a software window titled "Addresses & Account No." with a close button in the top right corner. At the top, there are two input fields: "Organisation Type" with the value "BANK" and "Category" with the value "1". Below these are three tabs: "Organisation Information" (which is selected and highlighted with a dotted border), "Your Company Registered Information", and "Officer In Charge". The "Organisation Information" tab contains several input fields: "Name" (with "BANK" entered), "Code", "Branch Name", and "Branch Code". These four fields are enclosed in a red rectangular box. Below them is an "Address" section with two lines of text: "100, JALAN SS100" and "51000 KUALA LUMPUR". At the bottom of the window, there is a row of navigation buttons: a double left arrow, a single left arrow, a single right arrow, a double right arrow, and a magnifying glass icon. To the right of these buttons are two buttons: "Save" (highlighted with a red box) and "Exit".

Step 3 At **Your Company Registered Information** tab, key in your company **Registered Name** & company bank **Account Number**. Click **Save** button to save and store the information

At the **APS – Auto Pay System** section, key in the information provided by the bank when you register for the banking facilities

The screenshot shows a software window titled "Addresses & Account No." with a close button in the top right corner. The window is divided into several sections:

- Organisation Type:** A dropdown menu set to "BANK".
- Category:** A dropdown menu set to "1".
- Organisation Information:** A tabbed interface with two tabs: "Your Company Registered Information" (which is selected and highlighted with a red border) and "Officer In Charge".
- Registered Name:** A text input field.
- Account No.:** A text input field with a red "1" next to it.
- State Code:** A text input field.
- APS - Auto Pay System:** A section with several input fields:
 - Short Name (APS)
 - Given ID (APS)
 - Organization ID (APS)
 - Encryption Program Folder (with a folder selection icon)
 - APS Format No. In Aps_Set.DBF (with a dropdown arrow)
 - File Name For Disk/Internet Transfer
 - Field To Store RCFIG (with the value "TEMPFIG1" entered)
 - Field To Store RCFIG2 (with a red "2" next to it)
 - Field To Store RCFIG3
 - Field To Store RCFIG4
- Navigation:** A row of buttons at the bottom including back, forward, and search icons, along with "Save" and "Exit" buttons. The "Save" button is highlighted with a red border.

Step 4 At the **Officer In Charge** tab, key in details of the bank officer. Click **Save** button to save and store the information.

Addresses & Account No.

Organisation Type Category

Organisation Information | Your Company Registered Information | Officer In Charge

Name

Nric


Position

Tel.

Fax

E-mail

Save Exit

Note: If you are using more than one bank services, you may continue with the set up for other banks by clicking on the  icon. There are ten (10) bank categories available for your setup requirement

Addresses & Account No.

LIST ADDRESSES & ACCOUNT NO.

TYPE	CATEGORY	FILE NO.	ACCOUNT NO.
1	BANK	1	112233445566
2	BANK	2	
3	BANK	3	
4	BANK	4	
5	BANK	5	
6	BANK	6	
7	BANK	7	
8	BANK	8	
9	BANK	9	
10	BANK	10	
11	EFF	1	2233445566
12	EFF	2	
13	EFF	3	
14	EFF	4	
15	EFF	5	
16	SOCSD	1	3344556677

Exit


☞ Double-click on sequence 2 (**Bank; Category 2**) and repeat Steps 2 – 4 to key in the relevant information

Organisation Type Category

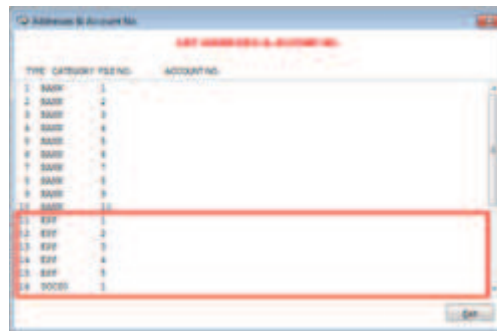
After setting up the bank account(s), we will proceed to the EPF account setup.

EPF Account Setup

Step 1 Go to **Housekeeping > Setup > Addresses & A/C No.**

Step 2 Click on the  icon to select **EPF** for the **Organisation Type**
 double-click to select any of the five (5) available EPF categories.

Note: The selected EPF category will then be displayed onto the **Organisation Type** field



Step 3 At **Organisation Information** tab, key in the information for **Name, Code, Branch Name** and **Branch Code** and click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: EPF Category: 1

Organisation Information | Your Company Registered Information | Officer In Charge

Name: KUMPULAN WANG SIMPANAN PEKERJA

Code:

Branch Name:

Branch Code:

Address:

Save Exit

- Step 4 At **Your Company Registered Information** tab, key in your company **Registered Name & File No.** Click **Save** button to save and store the information

The screenshot shows a software window titled "Addresses & Account No." with three tabs: "Organisation Information", "Your Company Registered Information", and "Officer In Charge". The "Your Company Registered Information" tab is active. It contains the following fields:

- Organisation Type: EPF
- Category: 1
- Registered Name: SAGE SOFTWARE SDN BHD
- File No.: 2233445566
- EPF Bank Code: (empty)
- EPF Bank Account No.: (empty)
- State Code: (empty)
- APS - Auto Pay System section:
 - Short Name (APS): (empty)
 - Given ID (APS): (empty)
 - Organization ID (APS): (empty)
 - Encryption Program Folder: (empty)
 - APS Format No. In Aps_Set.DBF: 60. EPF
 - File Name For Disk/Internet Transfer: EPFORMA2
 - Field To Store RCFIG: PAY_TM.EPFCC
 - Field To Store RCFIG2: PAY_TM.EPFW + PAY_
 - Field To Store RCFIG3: PAY_TM.EPF_PAY+PAY_TM.EPF_PAY_B+EP
 - Field To Store RCFIG4: (empty)

At the bottom of the window, there are navigation buttons (back, forward, search) and "Save" and "Exit" buttons.

Notes:

- At the **APS – Auto Pay System** section, the related information is defaulted upon selection of the EPF category. The information on **EPF Bank Code and APS – Auto Pay System** can be obtained from the respective bank
- If direct submission to KWSP, ignore the above.

- Step 5 At the **Officer In Charge** tab, key in details of the bank officer. Click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: EPF Category: 1

Organisation Information | Your Company Registered Information | Officer In Charge


Name
Nric
Position
Tel.
Fax
E-mail


Save Exit

With EPF account setup completed, we will now proceed to set up the SOCSO account

SOCSO Account Setup

Step 1 Go to **Housekeeping > Setup > Addresses & A/C No.**

Step 2 Click on the  icon to select **SOCSO** for the **Organisation Type**

 double-click to select any of the five (5) available SOCSO categories.

Note: The selected SOCSO category will then be displayed onto the **Organisation Type** field

Addresses & Account No.

SET ADDRESSES & ACCOUNT NO.

TYPE	CATEGORY	FILE NO.	ACCOUNT NO.
12	EPF	2	
13	EPF	3	
14	EPF	4	
15	EPF	5	
16	SOCSO	1	3344336611
17	SOCSO	2	
18	SOCSO	3	
19	SOCSO	4	
20	SOCSO	5	
21	TAX	1	44445555 55556666
22	TAX	2	
23	TAX	3	
24	TAX	4	
25	TAX	5	
26	RAJZ	1	
27	ASH	1	

Get

- Step 3 At **Organisation Information** tab, key in the information for **Name, Code, Branch Name** and **Branch Code** and click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: SOCSO Category: 1

Organisation Information | Your Company Registered Information | Officer In Charge

Name: PERTUBUHAN KESELAMATAN SOSIAL

Code: [Empty]

Branch Name: [Empty]

Branch Code: [Empty]

Address: [Four empty lines]

Save Exit

- Step 4 At **Your Company Registered Information** tab, key in your company **Registered Name & File No.** Click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: SOCSO Category: 1

Organisation Information | Your Company Registered Information | Officer In Charge

Registered Name: ABC COMPANY

File No.: 3344556677

SOCSSO Bank Code: [Empty]

SOCSSO Bank Account No: [Empty] State Code: [Empty]

APS - Auto Pay System

Short Name (APS): [Empty]

Given ID (APS): [Empty]

Organization ID (APS): [Empty]

Encryption Program Folder: [Empty]

APS Format No. In Aps_Set.DBF: SS, SOCSO

File Name For Disk/Internet Transfer: SOCSO

Field To Store RCF1G: PAY_TM.SOCSSOCC

Field To Store RCF1G2: PAY_TM.SOCSSOWM

Field To Store RCF1G3: PAY_TM.SOCSSOCC+PAY_TM.SOCSSOWM

Field To Store RCF1G4: [Empty]

Save Exit

Notes:

- a. At the **APS – Auto Pay System** section, the related information is defaulted upon selection of the SOCSO category. The information on **SOCSO Bank Code and APS – Auto Pay System** can be obtained from the respective bank
- b. If direct submission to PERKESO, ignore the above


Step 5 At the **Officer In Charge** tab, key in details of the bank officer. Click **Save** button to save and store the information

The screenshot shows a software window titled "Addresses & Account No." with a close button in the top right corner. At the top, there are two dropdown menus: "Organisation Type" set to "SOCSO" and "Category" set to "1". Below these are three tabs: "Organisation Information", "Your Company Registered Information", and "Officer In Charge", with the latter being the active tab. The main area contains a form with the following fields: Name, Nric, Position, Tel., Fax, and E-mail. A red rectangular box highlights the entire form area. At the bottom of the window, there are several navigation buttons (back, forward, search) and two buttons labeled "Save" and "Exit".

Next, let us proceed to set up the Tax account.

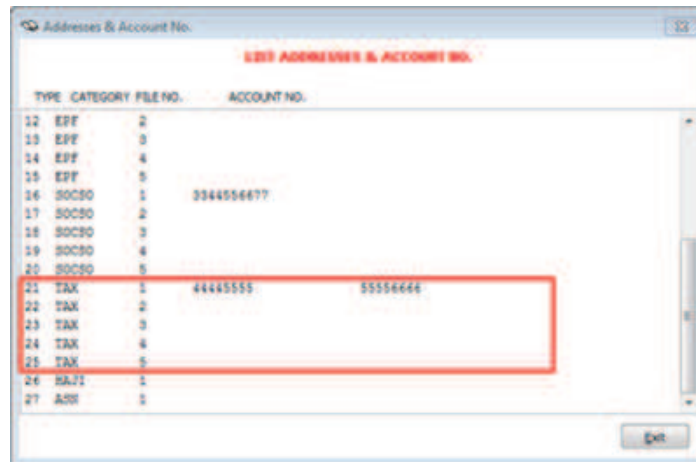
Tax Account Setup

Step 1 Go to **Housekeeping > Setup > Addresses & A/C No.**

Step 2 Click on the  icon to select **TAX** for the **Organisation Type**

- ☞ double-click to select any of the five (5) available TAX categories.

Note: The selected TAX category will then be displayed onto the **Organisation Type** field



Step 3 At **Organisation Information** tab, key in the information for **Name, Code, Branch Name** and **Branch Code** and click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: TAX Category: 1

Organisation Information | Your Company Registered Information | Officer In Charge

Name: LEMBAGA HASIL DALAM NEGERA

Code: []

Branch Name: []

Branch Code: []

Address: Tingkat 1 Kanan, Blok 8A, Kompleks Bangunan Kerajaan, Jalan Duta, Karung Berkunci 11061, 50990 Kuala Lumpur

Save Exit

- Step 4 At **Your Company Registered Information** tab, key in your company **Registered Name & File No.** Click **Save** button to save and store the information

The screenshot shows a software window titled "Addresses & Account No." with a close button in the top right. The window is divided into several sections:

- Organisation Type:** TAX
- Category:** 1
- Organisation Information:** This section is highlighted with a red border and contains:
 - Registered Name:** SAGE SOFTWARE SDN BHD
 - Employer File No.:** E1234567-10
 - Income Tax File No.:** (empty)
- Officer In Charge:** (empty)
- PCB Bank Code:** 35
- PCB Bank Account No.:** 1122223344556678
- State Code:** 14
- APS - Auto Pay System:**
 - Short Name (APS):** (empty)
 - Given ID (APS):** (empty)
 - Organization ID (APS):** (empty)
 - Encryption Program Folder:** (empty)
 - APS Format No. In Aps_Set.DBF:** 75. TAX [CIMB]
 - File Name For Disk/Internet Transfer:** 12345671009_2011.TXT
 - Field To Store RCFIG:** PAY_TM.ITAXPCB
 - Field To Store RCFIG2:** PAY_TM.DED115
 - Field To Store RCFIG3:** (empty)
 - Field To Store RCFIG4:** (empty)

At the bottom of the window, there are navigation buttons (back, forward, search) and "Save" and "Exit" buttons.

Note: At the **APS – Auto Pay System** section, the related information is defaulted upon selection of the **TAX** category. The information on **PCB Bank Code** and **APS – Auto Pay System** can be obtained from the respective bank.

- Step 5 At the **Officer In Charge** tab, key in details of the bank officer. Click **Save** button to save and store the information

Addresses & Account No.

Organisation Type: TAX Category: 1

Organisation Information Your Company Registered Information Officer In Charge

Name: _____

Nric: _____

Position: _____

Tel.: _____

Fax: _____

E-mail: _____

Navigation buttons: [Back] [Forward] [Search] [Home] [Refresh]

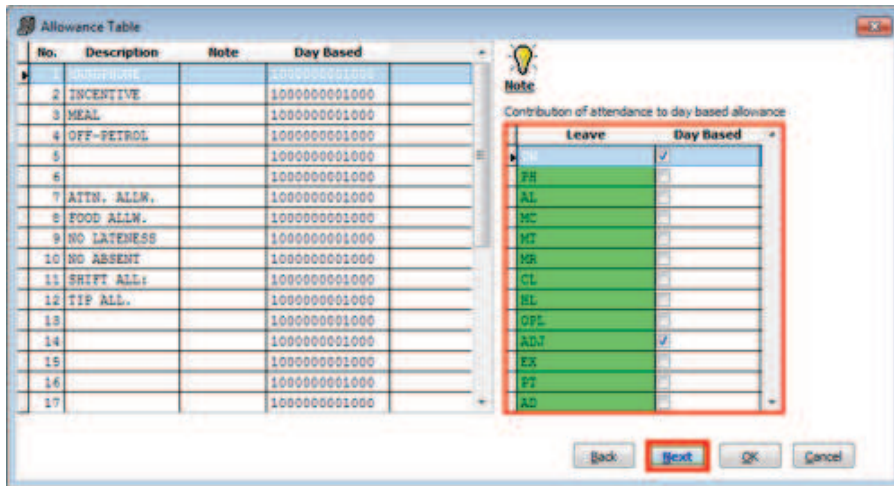
Buttons: Save Exit

Run Steps 1 – 5 if you are required to set up the accounts for **Haji** and **ASN**.

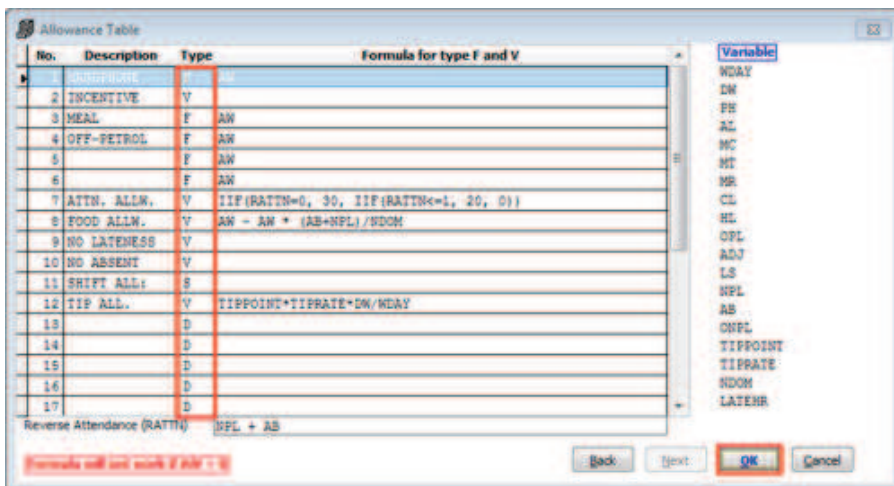
With the required bank and statutory accounts setup completed, we will now proceed to set up the **Allowance** table which will affect the payroll calculation.

This section is left blank intentionally

- Step 3
- ☞ Click on the relevant checkboxes in the **Day Based** column for those allowances that are subjected to attendance for payroll processing
 - ☞ Click **Next** button to proceed



- Step 4
- ☞ Check the **Type** and **Formula** setting to ensure correct payroll calculation



The Abbreviation code list for setting the **Type** :

- F** – Fixed Allowance
- V** – Variable Allowance
- S** – Shift Allowance
- D** – Daily Allowance

With all the control settings done, we will now proceed to set up the employee's record.

This section is left blank intentionally

Personnel File Maintenance

Personnel menu is the place for you to maintain employee's information. Appended below is the set up flow for proper sequence of setting up the employee record to ease your payroll processing and reporting:

Step	Maintenance File	Remarks
1	Employees' Line No.	For 1 st level grouping of employees
2	Employees Categories	For 2 nd level grouping of employees
3	Employee Personal Details	Individual employee record

1. Employees' Line No. Maintenance

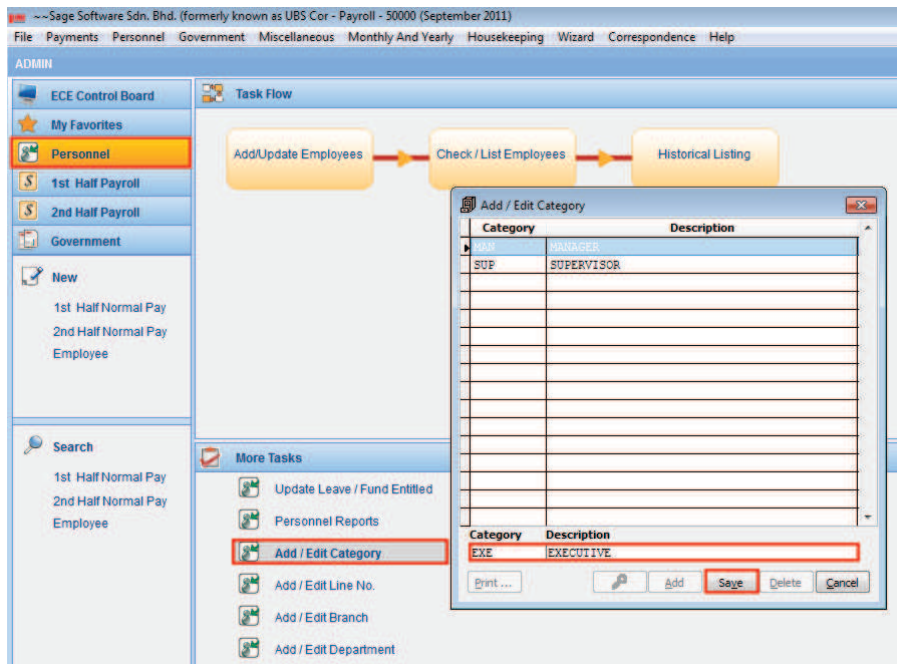
Step 1 On the left panel, click on **Personnel > Add/Edit Line No.**

The screenshot displays the Sage Software Sdn. Bhd. payroll system interface. The main window shows a 'Task Flow' diagram with three steps: 'Add/Update Employees', 'Check / List Employees', and 'Historical Listing'. A 'More Tasks' panel on the left lists various actions, with 'Add / Edit Line No.' highlighted. An 'Add / Edit Line No.' dialog box is open, showing a table with columns 'Line No.' and 'Description'. The table contains two rows: '001' with 'ADMIN' and 'S01' with 'SALES'. Below the table, there is a search field containing 'MGT' and 'MANAGEMENT', and buttons for 'Print ...', 'Add', 'Save', 'Delete', and 'Cancel'.

- Step 2
- ☞ Click **Add** button to key in Line No and Description
 - ☞ Click **Save** button to save and store the information
 - ☞ Click **Cancel** button upon completion
 - ☞ Click **Exit** button to close the listing screen

2. Employee's Categories Maintenance

- Step 1 On the left panel, click on **Personnel > Add/Edit Category**



- Step 2
- ☞ Click **Add** button to key in Category and Description
 - ☞ Click **Save** button to save and store the information
 - ☞ Click **Cancel** button upon completion
 - ☞ Click **Exit** button to close the listing screen

3. Employee Personal Details

- Step 1
- ☞ On the left panel, click on **Personnel > Add/Update Employees** to open the **Personnel File Maintenance** screen
 - ☞ Click **Add** button to create new employee and personal details in the **Per. Details** tab

- Step 2
- ☞ Key in relevant particulars required in the following tabs:

Tab	Purpose
Pay	for employment details and pay package
Govern.	for Bank, EPF, SOCSO & Tax setting
Non-Citizen	for non-local (expatriate)
Setting	for settings that affect payroll calculation
Allow./Ded.	for setting of values on allowances and deductions for payroll calculation
Pre. Relief	Information on previous employment
Prev. Year	for input of arrears (amount unpaid) from previous year
BIK	for setting of values on Benefit In Kind

- ☞ Click **Save** button to save and store information after completing each tab

Chapter 3

Payroll

In This Chapter

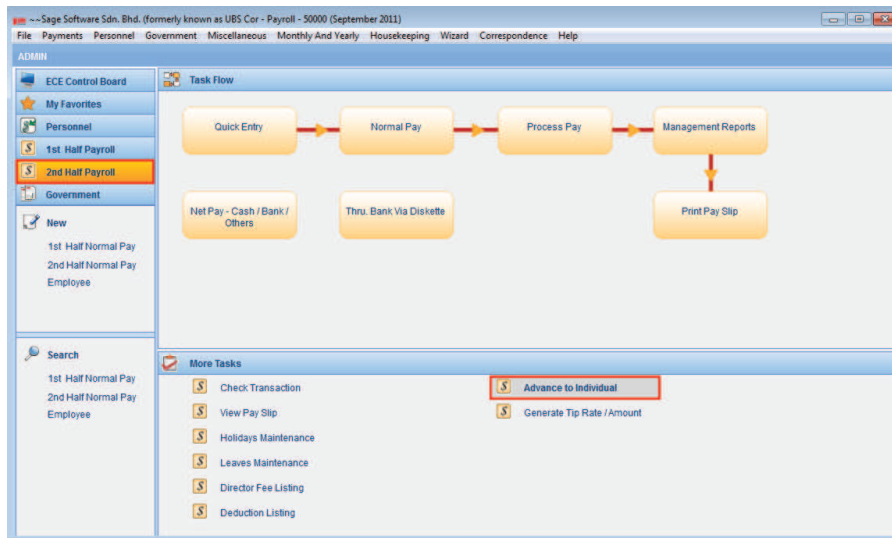
- ▶ Advanced Pay
 - ▶ Update Pay
 - ▶ Process Pay
 - ▶ Reports
 - ▶ Government Reports Submission
-

Advanced Pay

1. Update Advance Pay

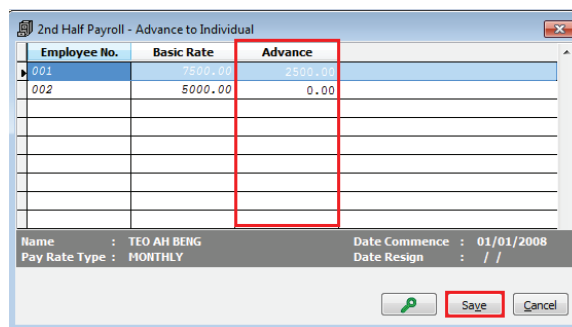
Advance Pay is a sum of money paid in advance to an employee before 1st Half Payroll or 2nd Half Payroll processing. When you process the payroll later, the amount will be deducted accordingly either from 1st Half Payroll or 2nd Half Payroll.

On the left panel, click on **2nd Half Payroll > Advance to Individual**



Key in the **Advance** value for those employees who took advance

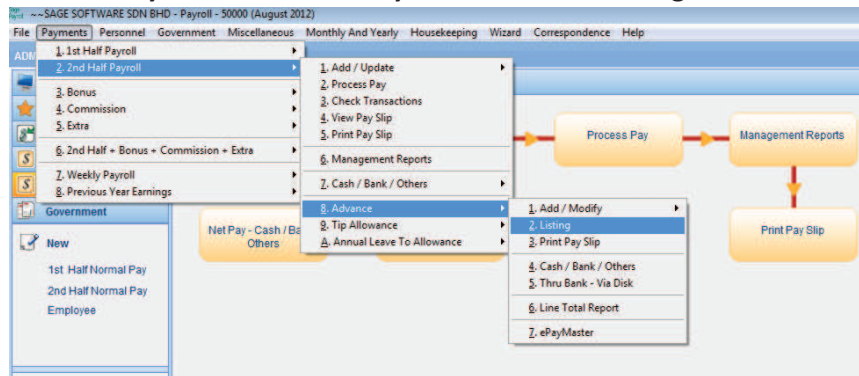
Click **Save** button to save and store the information



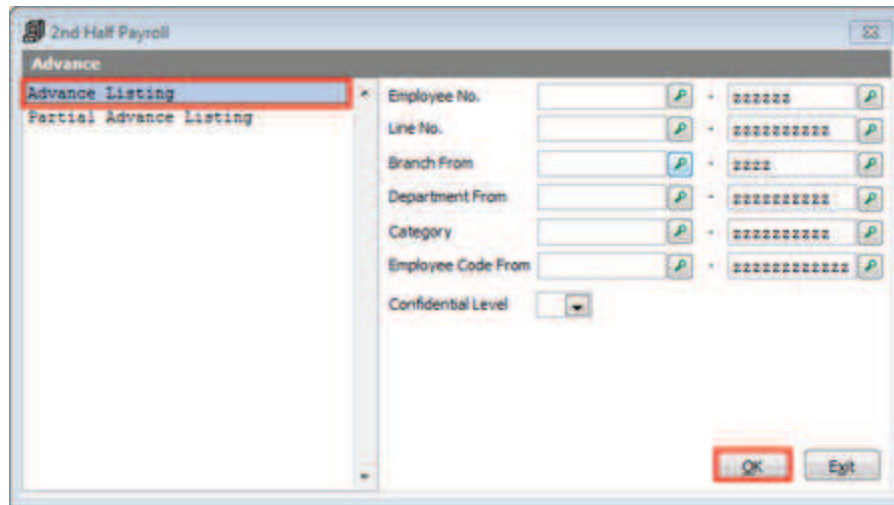
2. Reporting

a. Listing

Go to **Payments > 2nd Half Payroll > Advance > Listing**



Click **OK** button to print out **Advance Listing**



Click **Preview** or **Print** button to view / print the Advance Listing report

Advance

Advance Listing

EMP. NO.	LINE NO.	NAME	B. RATE	ADVANCE
T001	ACC	TEOH KEE YONG	5000.00	2000.00
TOTAL :				2000.00

Preview Print ... Customize Exit

ADVANCE LISTING
AUGUST 2012

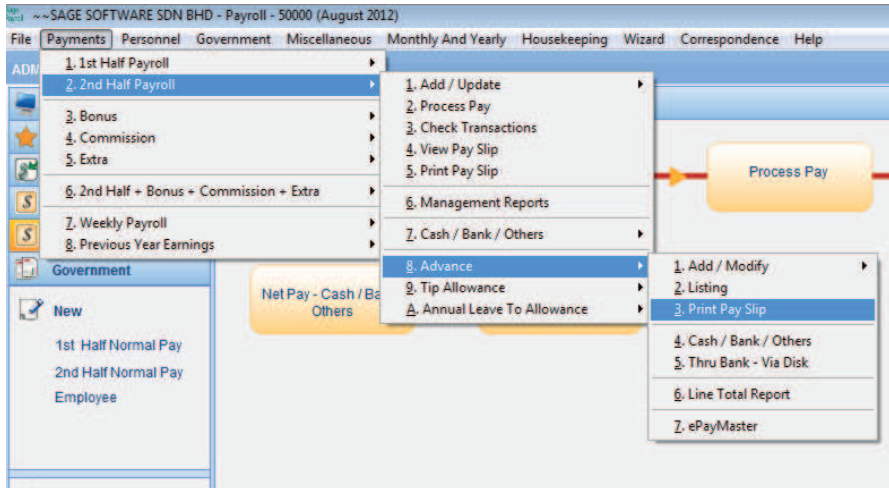
PAGE : 1

SAGE SOFTWARE SDN BHD

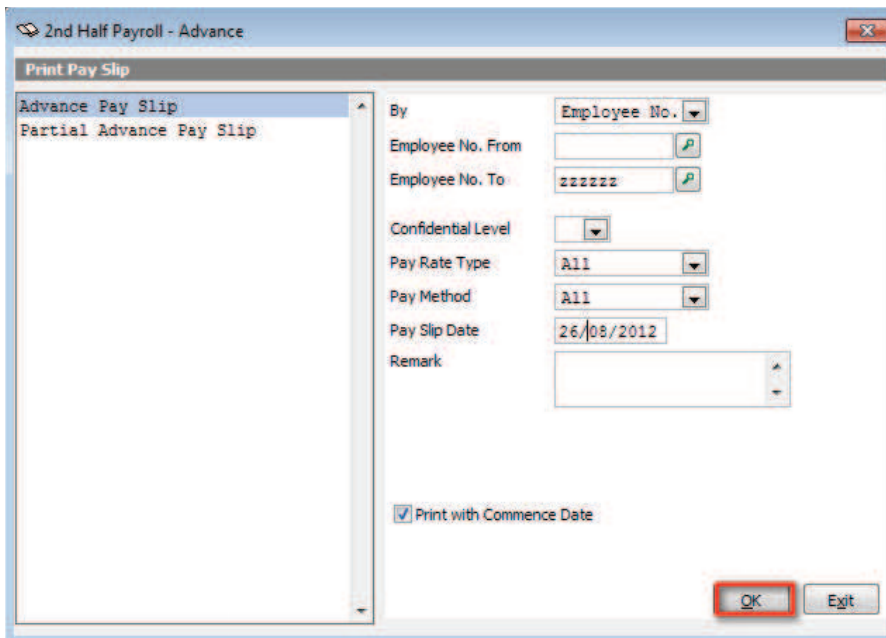
EMPLOYEE NUMBER	NAME	PAY RATE TYPE	BASIC RATE	ADVANCE	SIGNATURE
T001	TEOH KEE YONG	MONTHLY	5000.00	2000.00	
TOTAL FOR LINE : ACC				2000.00	
TOTAL :				2000.00	

b. Advance Pay Slip

Go to **Payments > 2nd Half Payroll > Advance > Print Pay Slip**



Click **OK** button to print the Advance Pay Slip



Click **Preview** or **Print** button to view / print the Advance Pay Slip

The screenshot shows a 'Print Report' dialog box with three buttons: 'Print ...', 'Preview', and 'Select Printer'. A red arrow points to the 'Preview' button. Below the dialog is a preview of an advance pay slip for August 2012 for employee TEOH KEE YONG. The slip includes details such as pay rate type (MONTHLY), pay method (BANK), and a total advance amount of 2000.00. There is a line for 'EMPLOYEE'S SIGNATURE' at the bottom.

SAGE SOFTWARE SDN BHD		ADVANCE [AUGUST 2012]	
NAME	: TEOH KEE YONG	PAY SLIP DATE	: 26/08/2012
PAY RATE TYPE	: MONTHLY	EMPLOYEE NO.	: T001
PAY METHOD	: BANK	LINE NO.	: ACC
DATE COMMENCE	: 02/03/2012	BASIC RATE	: 5000.00
DATE CONFIRM	: 01/05/2012	ADVANCE	: <u>2000.00</u>
		EMPLOYEE'S SIGNATURE	

Note: You will have to process the payroll first (refer to Process Pay steps on Pg 41) for the Advance Pay to take effect and be updated into the 2nd Half Payroll > View Pay Slip > Other Deduction.

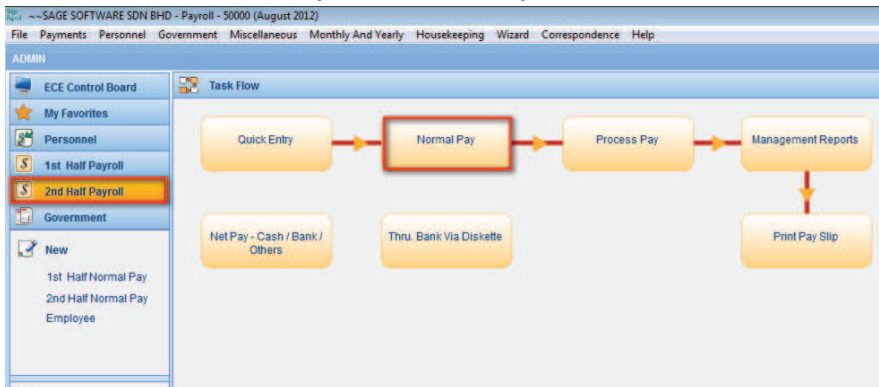
The screenshot shows the main payroll software interface. A 'Task Flow' bar at the top indicates the process: Quick Entry -> Normal Pay -> Process Pay -> Management Reports. The '2nd Half Payroll' is selected in the left-hand menu. The 'View Pay Slip' window is open, displaying a detailed breakdown of earnings and deductions for employee TEOH KEE YONG. The 'Deduction' column shows a total of 2000.00, which is highlighted in red. The 'NETT' amount at the bottom is 4423.26.

Code	Description	Rate	Hours	Amount	Deduction
DU	28.00 L/C	701229-12-1235		28.00	
PH	0.00 Work Hours	0.00	Working Days	28.00	
AL	0.00 Latecomer	0.00	Basic Rate	5000.00	
MC	0.00 Early Dep.	0.00	Piece Pay	0.00	
MT	0.00 No Pay Hours	0.00	Basic Pay	5000.00	
MR	0.00		Back Pay	0.00	
CL	0.00 Overtime	Rate	Hours	Amount	
HL	0.00 1.0 TIME	9.0000	0.00	HRIS	0.00
EX	0.00 1.5 TIMES	14.0000	0.00	HRIS	0.00
PT	0.00 2.0 TIMES	18.0000	0.00	HRIS	0.00
AD	0.00 3.0 TIMES	28.0000	0.00	HRIS	0.00
RS	0.00 REST DAY	150.0000	0.00	DRHS	0.00
NR	0.00 PUB/NTL	200.7700	0.00	DRHS	0.00
AR	0.00				
AR	0.00				
Basic Pay	5000.00				
OT Pay	0.00				
Grand Total	5000.00		14.75	0.00	2000.00
NETT					4423.26

Update Pay

You will be required to update the pay information before processing payroll. Follow the steps below to update the pay information:

Go to **2nd Half Payroll > Normal Pay**



At **Basic Pay & Overtime** tab, key in the Working Days and the number of DW (Day Worked) and **save** the entry

2nd Half Payroll - Normal Pay [August '2012]

Employee No. T001 TEOH KEE YONG
Line No. ACC Update

Basic Pay & Overtime | Allowances | Deduction | Other | User Define Rate | Relief & Rebate | BIK Item

Basic Rate 5000.00 Monthly
Working Days 26.00 Del. More...

Pay Days		No Pay Days	
DW	26.00	No Pay LS	0.00
PH	0.00	No Pay NPL	0.00
AL	0.00	No Pay AB	0.00
MC	0.00	No Pay	0.00
MT	0.00		
MR	0.00		
CL	0.00		
HL	0.00		
EX	0.00		
PT	0.00		
AD	0.00		
	0.00		

Balance 0.00

OOB (Days) 0.00 ?

Overtime		Hrs/Days	
1.0 TIME		0.00	HRS
1.5 TIMES		0.00	HRS
2.0 TIMES		0.00	HRS
3.0 TIMES		0.00	HRS
REST DAY		0.00	DAYS
PUB.HOL.		0.00	DAYS

Hours	
Work Hours	0.00
Lateness	0.00
Early Dep.	0.00
No Pay Hour	0.00

Del. Pay Save Exit

- ☞ Variable **Allowances** and **Deductions** should also be maintained, if applicable
- ☞ Click **Save** button to save and store information
- ☞ Click **Exit** button to close and exit from screen

2nd Half Payroll - Normal Pay [August '2012]

Employee No. T001 TEOH KEE YONG
 Line No. ACC Update

Basic Pay & Overtime **Allowances** Deduction Other User Define Rate Relief & Rebate BIK Item

Director Fee	Amount	Allowances	Amount
Director Fee	0.00	11. SHIFT ALL:	0.00
		12. TIP ALL:	0.00
		13.	0.00
		14.	0.00
		15.	0.00
		16.	0.00
		17.	0.00

Allowances	Amount
1. Handphone	0.00
2. Incentive	0.00
3. Meal	0.00
4.	0.00
5.	0.00
6.	0.00
7. ATTN. ALLW.	0.00
8. FOOD ALLW.	0.00
9. NO LATENESS	0.00
10. NO ABSENT	0.00

Day Worked Days
 DW Allowances Adjustment 0.00

More...

2nd Half Payroll - Normal Pay [August '2012]

Employee No. T001 TEOH KEE YONG
 Line No. ACC Update

Basic Pay & Overtime Allowances **Deduction** Other User Define Rate Relief & Rebate BIK Item

Deductions	Amount	Deductions	Amount
1.	0.00	11.	0.00
2.	0.00	12.	0.00
3.	0.00	13.	0.00
4.	0.00	14.	0.00
5.	0.00	15.	0.00
6.	0.00		
7.	0.00		
8.	0.00		
9. T. BAITULMAL	0.00		
10. F.W. LEVY	0.00		

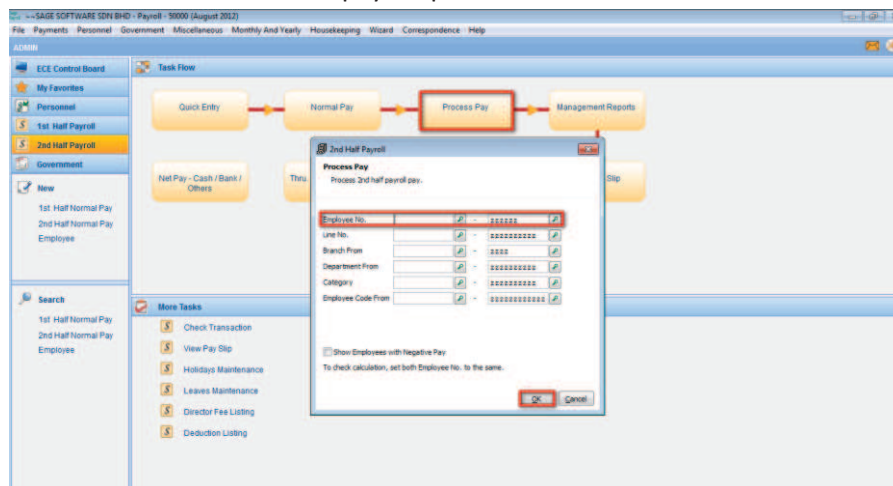
Message
 Message
 Message 2

Del. Pay Save Exit

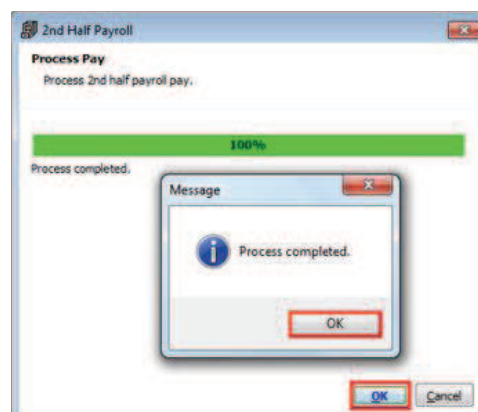
Process Pay

To run the payroll process in the system, follow these few simple steps:

- ☞ Go to **2nd Half Payroll > Process Pay**
- ☞ Click to select staff to process payroll selectively or leave it open to process payroll for all staff
- ☞ Click **OK** button to start the payroll process



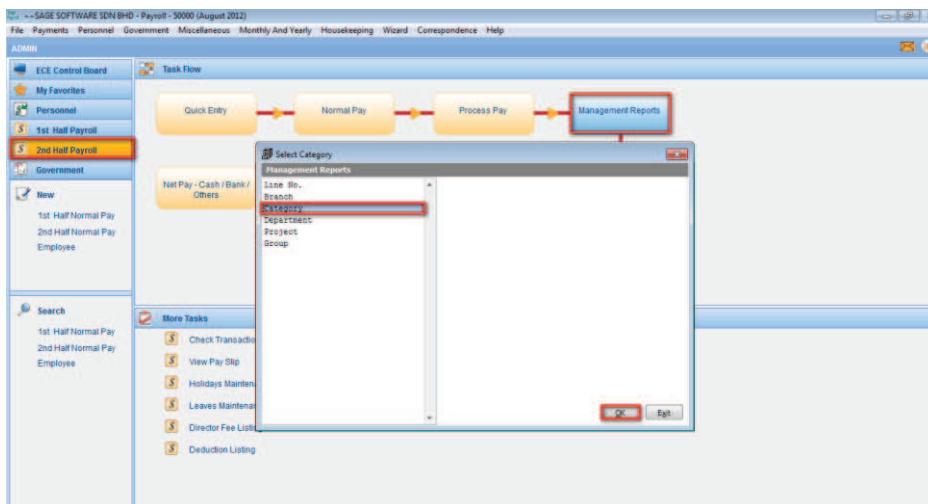
- ☞ Upon completion of the process, a message box will be prompted.
- ☞ Click **OK** button to close and exit the payroll process screen



Management Reports

After payroll processing, you may print out monthly management reports such as Employee Pay Summary, Allowance Report, Deduction Report and so forth.

- Step 1
- ☞ Go to **2nd Half Payroll > Management Report**
 - ☞ Select **Category** and click **OK** button



- Step 2
- ☞ Select required report from the list of management reports
 - ☞ At the **Paper Size** field, click on the drop down icon to select and set the required paper size for the selected report
 - ☞ Click **OK** button
 - ☞ At the print dialog box, click **Preview** or **Print** button to view / print the selected report

2nd Half Payroll

Management Reports By Category

- Employees Pay Summary MC1
- Allowance Report MC2
- Deduction Report MC3
- Overtime Report MC4
- Leave Report MC5
- Pieces Done Report MC6
- More Allowance Report MC7
- More Deduction Report MC8
- Tax Relief Transaction List MC9
- Compensation/Gratuity Report MC10
- Category Total - Pay Summary Report
- Category Total - Allowance Report
- Category Total - Deduction Report
- Category Total - Overtime Report
- Category Total - Leave Report
- Category Total - More Allowance Report
- Category Total - More Deduction Report

Employee No. [] - [ZZZZZZ] []

Line No. [] - [ZZZZZZZZZZ] []

Branch From [] - [ZZZZ] []

Department From [] - [ZZZZZZZZZZ] []

Category [] - [ZZZZZZZZZZ] []

Employee Code From [] - [ZZZZZZZZZZZZ] []

Confidential Level []


Contract Worker [All] []


Report Date [30/09/2011]


Paper Size [A3] []

[OK] [Exit]

Print Report

 **Print ...**

 **Preview**

 **Select Printer**

Directory [C:\UBSPAY90\TEMP\] []

[Excel ...] [Converter]

[Customize] [Cancel]

2ND HALF PAYROLL - PAY SUMMARY MC1 PAGE 31/0

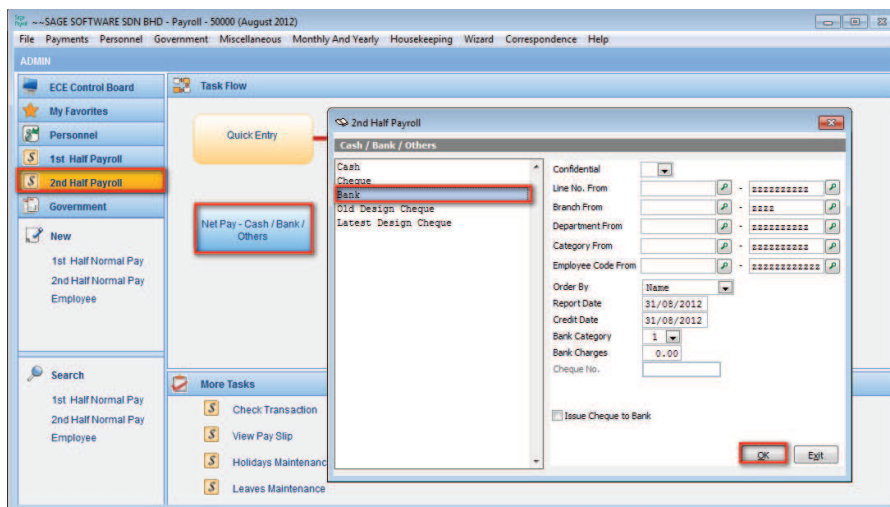
SAGE SOFTWARE SDN BHD PRINTED BY PIN 0

NO.	EMPLOYEE NAME NUMBER	BASIC	OVERTIME	AW.	GROSS	DED.	PCB	EMPLOYEE		NETT	EMPLOYER		TOTAL		MONTHLY GROSS	TYP
								EPF	SOCSO		EPF	SOCSO	EPF	SOCSO		
1	U001 UMMI	3000.00	-	-	3000.00	-	-	330	14.75	2655.25	390	51.65	720	66.40	3000.00	M
	EXE	3000.00	-	-	3000.00	-	-	330	14.75	2655.25	390	51.65	720	66.40	3000.00	
2	T001 TEOH KEE YONG	5000.00	-	-	5000.00	2000.00	-	550	14.75	2435.25	650	51.65	1200	66.40	5000.00	M
	MGT	5000.00	-	-	5000.00	2000.00	-	550	14.75	2435.25	650	51.65	1200	66.40	5000.00	
	TOTAL :	8000.00	-	-	8000.00	2000.00	-	880	29.50	5090.50	1040	103.30	1920	132.80	8000.00	

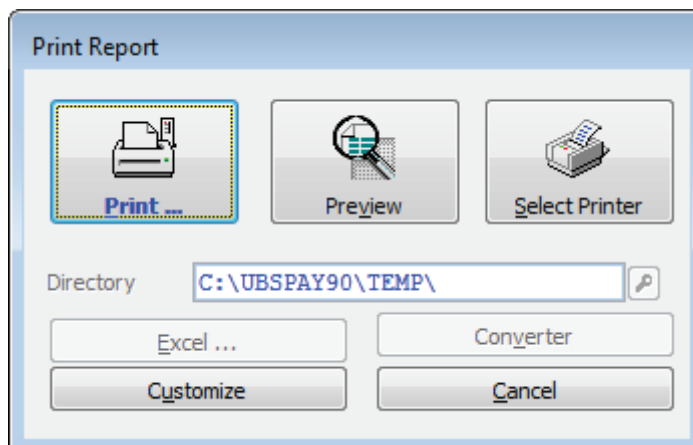
Bank Reports

1. Bank Listing

- ☞ Go to **2nd Half Payroll > Net Pay – Cash/Bank/Others**
- ☞ Click to select **Bank** from the list
- ☞ Click **OK** button to proceed



- ☞ At the print dialog box, click **Preview** or **Print** button to view / print the bank listing report

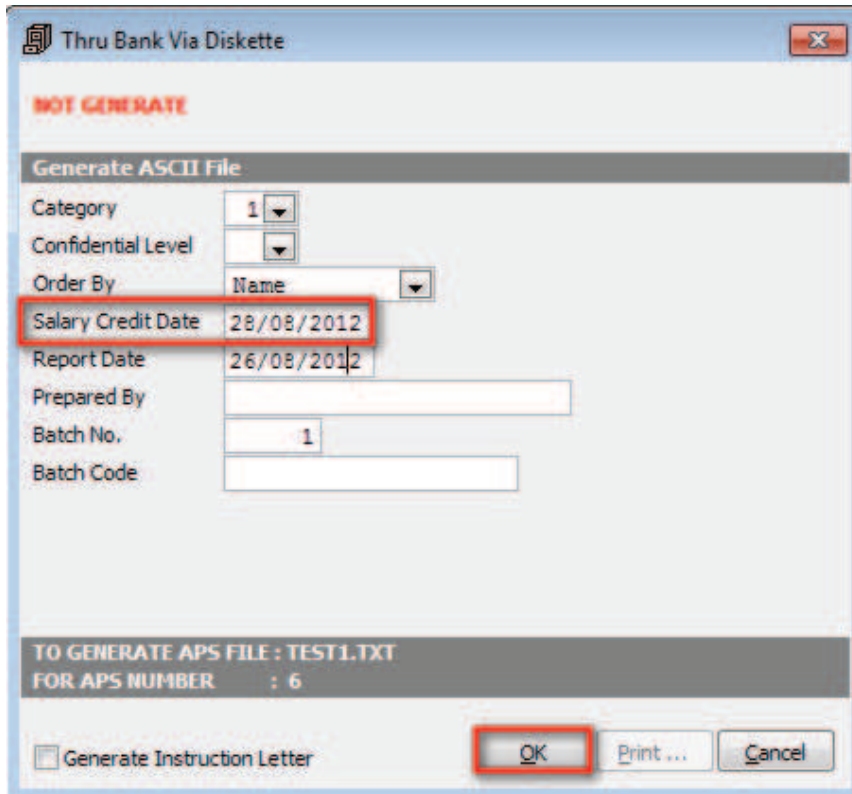
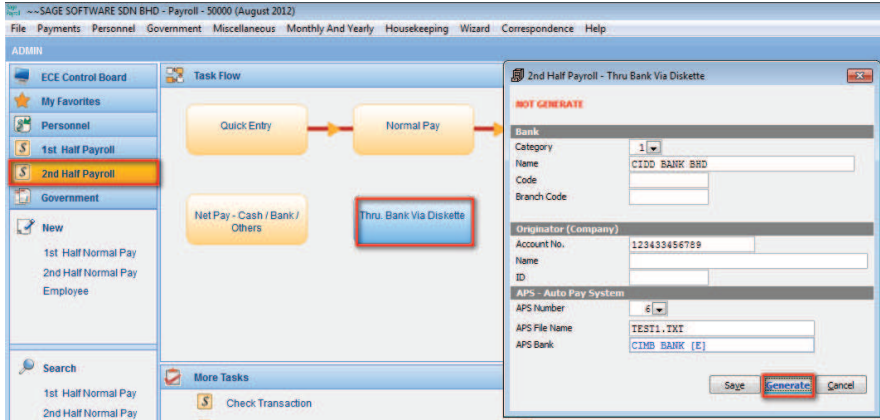


SAGE SOFTWARE SDN BHD 441389-K					PAGE : 1
Suite 1B-6, Level 6, Block 1B, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral					31/08/2012
The Manager CIBD BANK BHD 100, JALAN 99100 50100 KUALA LUMPUR					
Attn : Officer In Charge					
Account No. : 123433456789					
Please credit the salary listed to the respective employees' account on 31/08/2012 and debit the total amount to our account maintained with your bank.					
NO.	EMP.NO.	NAME	IC NO.	BANK ACCOUNT NO.	NET PAY
1	T001	TEOH KEE YONG	701225-12-1235	111234456678	2435.25
2	U001	UMMI	880808-08-8181	514222998776	2655.25
FIVE THOUSAND NINETY AND FIFTY CENTS ONLY				Total to be credited :	<u>5090.50</u>
Thank You.					
Yours Faithfully, SAGE SOFTWARE SDN BHD			Prepared by :	_____	
_____			Verified by :	_____	
Authorised Signature(s)			Approved by :	_____	

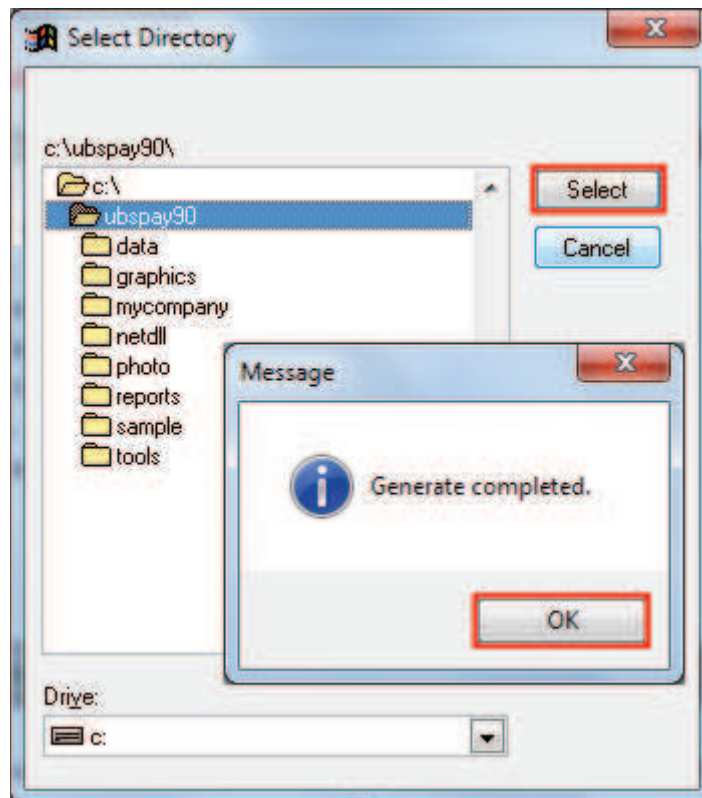
2. Online/Diskette Submission

To submit via diskette or online to bank, follow the steps below:

- ☞ Go to **2nd Half Payroll > Thru Bank Via Diskette**
- ☞ Click **Generate** button to proceed
- ☞ At the **Thru Bank Via Diskette** screen, key in the date at **Salary Credit Date** field
- ☞ Click **OK** button to generate the text file.

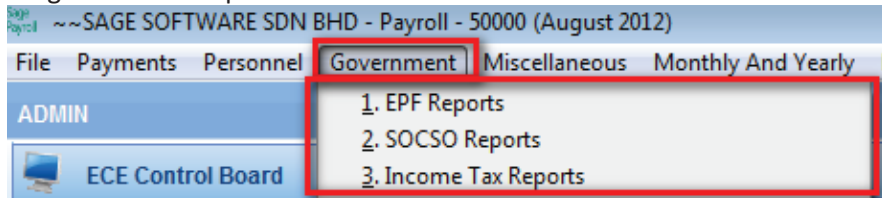


- ☞ Click **Select** button to select a directory to save the text file for submission
- ☞ Click **OK** button at the message dialog box



Government Reports Submission

All government reports are located in the **Government** menu

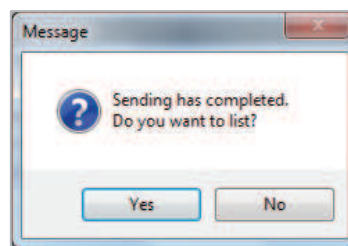


1. EPF Reports

- ☞ Go to **Government > EPF Reports**
- ☞ Select **EPF Borang A** and click **OK** button to proceed
- ☞ click **Preview** or **Print** button to view / print the EPF Form

For Diskette Submission (EPF Borang A)

- ☞ Click to select **Open Format** option
- ☞ Click **Disk** button to proceed
- ☞ Click **Select** button to select a directory to save the text file for submission
- ☞ Click **Yes** button on the dialog box to view the list; or **No** button to close dialog box
- ☞ Click **Exit** button to close and exit from the screen



For Diskette Submission (EPF Borang BBCD)

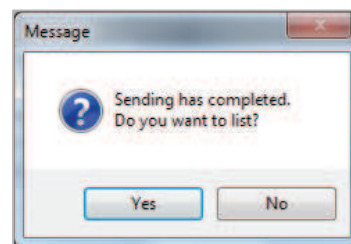
- ☞ User is required to print out EPF **Borang BBCD** as an attachment.

2. SOCSO Reports

- ☞ Go to **Government > SOCSO Reports**
- ☞ Select **SOCSO Borang 8A (Contri.)** and click **OK** button to proceed
- ☞ Click **Preview** or **Print** button to view / print the SOCSO Form

For Diskette Submission (SOCSO Borang A)

- ☞ Click **Disk** button to proceed
- ☞ Click **Select** button to select a directory to save the text file for submission
- ☞ Click **Yes** button on the dialog box to view the list; or **No** button to close dialog box
- ☞ Click **Exit** button to close and exit from the screen



For Diskette Submission (SOCSO Lampiran A)

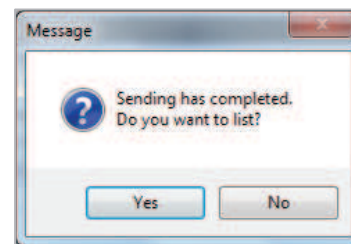
- ☞ User is required to print out **SOCSO Lampiran A** as an attachment.

3. Income Tax Reports

- ☞ Go to **Government > Income Tax Reports**
- ☞ Select **CP 39 (Monthly)** and click **OK** button to proceed
- ☞ Click **Preview** or **Print** button to view / print the Income Tax Form

For Diskette Submission (CP 39)

- ☞ Click **Disk** button to proceed
- ☞ Click **Select** button to select a directory to save the text file for submission
- ☞ Click **Yes** button on the dialog box to view the list; or **No** button to close dialog box
- ☞ Click **Exit** button to close and exit from the screen



Chapter 4

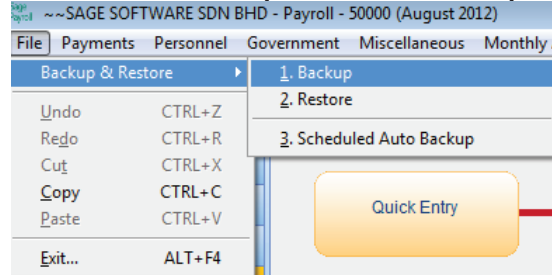
Administrative Task

In This Chapter

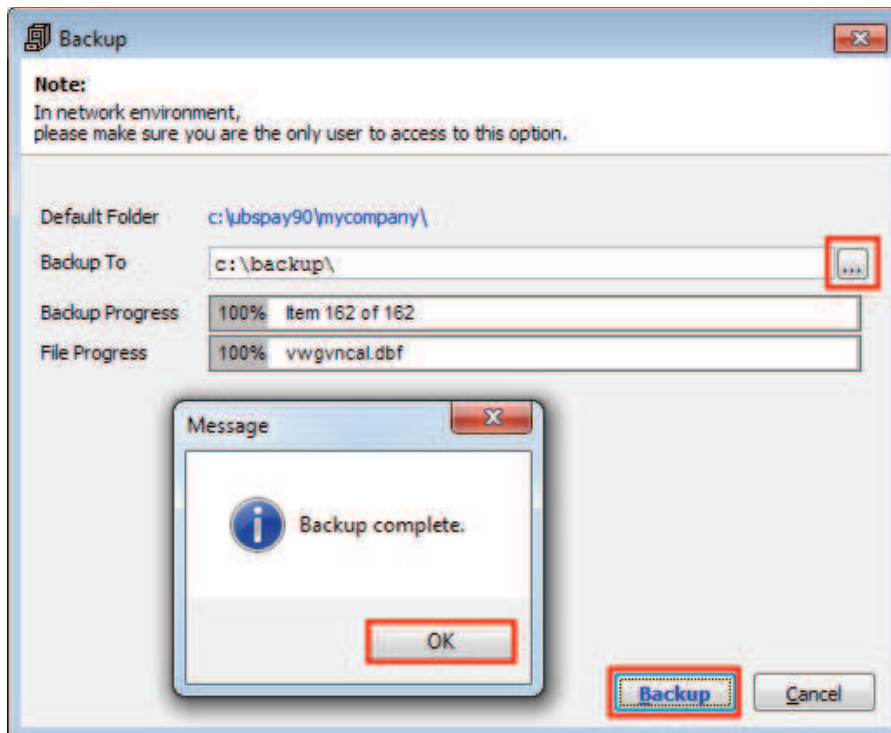
- ▶ Backup
 - ▶ Month End Closing
-

Backup

Go to **File > Backup & Restore > Backup**



- ☞ Click on **Browser** button and select the backup destination path to store your backup data
- ☞ Click **Backup** button to start the backup process
- ☞ Click **OK** button at the message box
- ☞ Click **Cancel** button to close and exit the backup screen

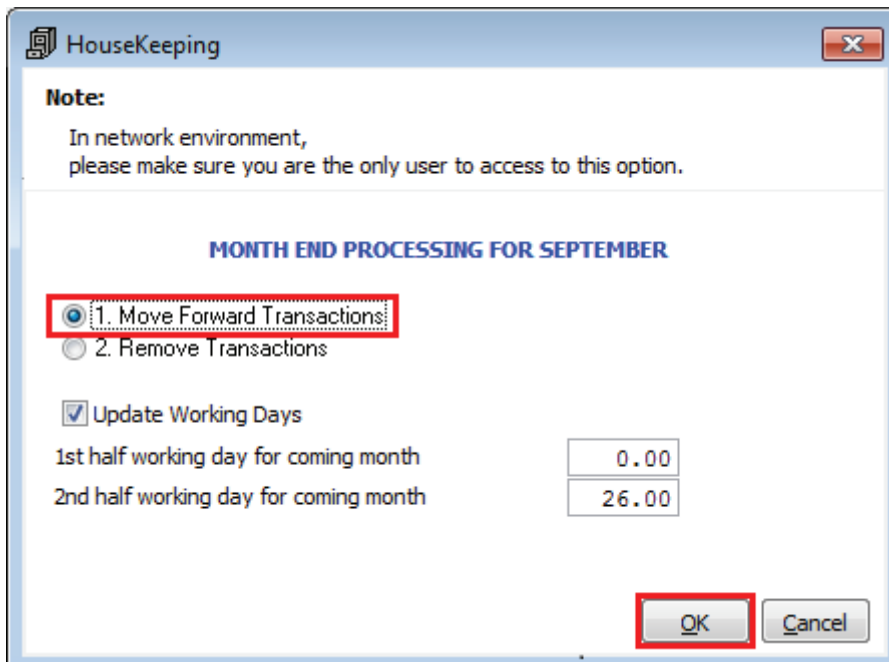


Month End Closing

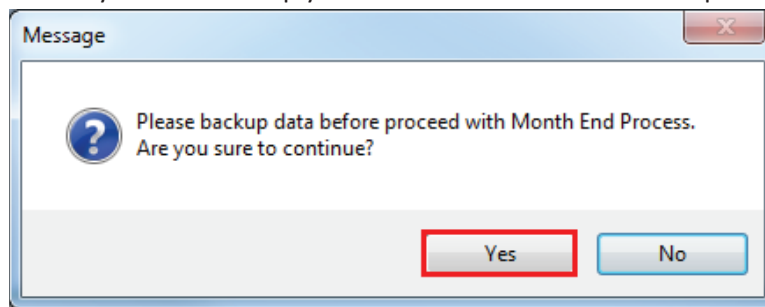
- Go to **Housekeeping > Month End** to perform the month end closing process



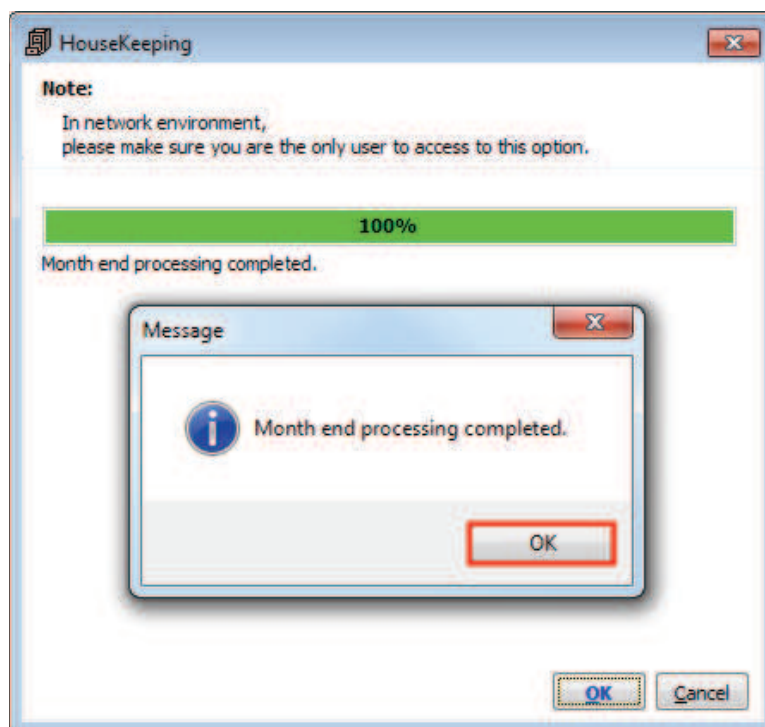
- Select option as indicated below and click **OK** button to proceed



- ☞ Ensure you have backup your data and click **Yes** button to proceed



- ☞ A message box will be prompted upon completion of the month end process. Click **OK** button to close and exit the screen.



*** The End ***
