Chapter 3:Payroll	15

Chapter 2

Company SettingEmployer 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.

Company Details Pa	y Calculation	Pay Calcula	tion[2] Control	Auto Numbering	
Company			98.9.00 h		
Company Name	SAGE	SOFTWARE :	SDN BHD		
Address	Suite	18-6, Let	vel 6, Block	18,	
	Plaza	Sentral,	Jalan Stese	n Sentral 5,	
	Kuala	Lumpur Se	entral	-	
Phone No.	13008	87243			
Fax No.	03-22	614179			
R.O.C. Ref. No.	44138	9-K			
Date of Incorporatio	01/01	/1990			
Country			Payroll Ma	anager	
Country Code	Malaysia	•	Name	AMY	
Currency Symbol	M		NRIC	800101-01-1234	
Month			Position	HR MANAGER	
State of the second	-		Tel.	03-22227999	
This Month This Year	_	8	Fax	03-22614179	
1.12 (A.M.		2012			
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.

Chapter 3:Payroll	1
-------------------	---

The default values whenever user accesses this screen will be:

Organisation Type	BANK	Category	1	

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

🗐 Addresses & Acco	ount No.
Organisation Type	BANK Category 1
Organisation Informat	ion Your Company Registered Information Officer In Charge
Name	BANK
Code	
Branch Name	
Branch Code	
Address	100, JALAN SS100
	51000 KUALA LUMPUR
	Save 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

Organisation Type BAI	NK .	Category 1
Organisation Information	Your Comp	any Registered Information Officer In Charge
Registered Name Account No.		1
APS - Auto Pay Syster	01	State Code
Short Name (APS)		
Given ID (APS)		
Organization ID (APS) Encryption Program Folde		4
APS Format No. In Aps_S	et.DBF	
File Name For Disk/Interne	et fransfer	TEMPFIG1
Field To Store RCFIG	2	10001001
Field To Store RCFIG Field To Store RCFIG2		
and a second second second		

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

Chapter 3:Payroll	20
chapter 5.1 ayron	20

Addresses & Accour Organisation Type BA Organisation Information	ANK Category 1	×
Name Nric Position Tel. Fax E-mail		
	► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►	

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

			LET ADDRESSES & ACCOUNT NO.	
T	PE CATEGO	RY FILEN		
1	BANK	1	112233445566	2
2	BANK	2	Contraction of the second s	
8	BANK	3		
4	BANK			
5	BANK	5		
6	BANK	6		
7	BANK	7		
8	BANK			
9	BANK	9		
10	BANK	10		
11	EFF	1	2233445566	
12	EPF	2		
13	EFF	3		
14	EPE	4		
15	EPT	5		
16	50050	1	3344556677	
				Exit

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

Organisation Type	BANK	Category	2
Organisation Type	DAINK	Category	2

Chapter 3:Payroll	21

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 picon 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

1		
	THE PARTY OF A DOUBLE OF	
in the state		
THE CARDON PLEND	ACCOUNT NO.	
I MARY 1		
3 5555 - 2		
5 NOT 5		
A 53475 - 4		
9 AAR 8		
* 54/0		
7 \$2010 7		
9 SAUK - 9		
* 50/0 F		
11 MARK 11		
12.04		
12 617 - 2		
13 894 9		
18 227 4		
13 849 5		
18 00000 1		

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

and the second se	Your Company Registered Information Officer In Char
Code	KUMPULAN WANG SIMPANAN PEKERJA
Branch Name Branch Code	
Address	

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

rganisation Information	Your Compar	ny Registered Information Officer In Charge	
Registered Name	SAGE SOFTW	ARE SDN BHD	
File No.	2233445566		
EPF Bank Code			
EPF Bank Account No.	-	State Code	
APS - Auto Pay Syste	m		
Short Name (APS)			
Given ID (APS)			
Organization ID (APS)			
Encryption Program Fold	er		
APS Format No. In Aps_	Set.DBF	60. EPF	
File Name For Disk/Interr	net Transfer	EPFORMA2	
Field To Store RCFIG		PAY_TM.EPFCC	
Field To Store RCFIG2		PAY_IM.EPFWW + PAY_	
Field To Store RCFIG3		PAY TM. EPF PAY+PAY TM. EPF PAY	

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
- b. If direct submission to KWSP, ignore the above.
- Step 5At the Officer In Charge tab, key in details of the bank officer.Click Save button to save and store the information

Chapter 3:Payroll	23

Organisation Informa	ton Your Co	mpany Registered I	Information	Officer In Charge
Name	-		1	
Position				
Tel.				
Fax				
E-mail				

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

SOCSO Account Setup

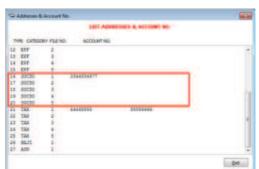
Go to Housekeeping > Setup > Addresses & A/C No. Step 1

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

Туре

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

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

	Your Company Registered Information	
de	THE PROPERTY OF THE PARTY OF THE	
anch Name anch Code		
ess		

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

Organisation Type SO	C50	Categor	¥ 1	
Organisation Information	Your Company	Registered In	formation 0	ffcer In Charge
Registered Name	ABC COMPANY			
File No.	3344556677			
SOCSO Bank Code				
SOCSO Bank Account No		_	State Code	-
APS - Auto Pay Syste				
Short Name (APS)				
Given ED (APS)				
Organization ID (APS)				
Encrypton Program Folde	н —			8
APS Format No. In Aps_S	let.DBF	53. 500	50	
File Name For Disk/Entern	et Transfer	SOCSO		
Field To Store RCFIG		PAY_TM.SC	csocc	
Field To Store RCFIG2		PAY_TM.SC	DCSOWN	
		PAY_TH.SC	CSOCC+PAY_	TM. SOCSOWN
Field To Store ROFIG3				

Notes:

- 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

CARD CONDUCTOR OF A	0CS0 Category 1	Officer In Charge
Name		
Nric		
Position		
Tel.		
Fax		
E-mail		

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 *p*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

			LET AD	INCOME & ACCOUNT NO.	
TY	PE CATEGO	RY FLET	0. ACCOUNT NO		
12	EPE	2			
13	EPE				
14	EPT	4			
15	EPF	. 5			
16	50050	1	3344556677		
17	50050	2			
18	80080	3			
19	50050	4			
20	50050	5		and the second se	
21	TAX	1	44445555	55556666	
	TAX	2			
23	TAX	3			
24	TAX	4			
25	TAX	5			
26	EA71	- 1			
27	A50				

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

Organisation Info	mation Your Company Registered Information Officer In Charge				
Name	LEMBAGA HASIL DALAM NEGERA				
Code					
Branch Name					
Branch Code					
Address	Tingkas 1 Manan, Blok 8A,				
	Kompleks Bangunan Kerajaan				
	Jalan Duta				
	Karung Berkunci 11061				
	50990 Kuala Lumpur				

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

	(
Organisation Information	Your Compar	ny Registered	Information Office	er In Charge
Registered Name	SAGE SOFTW	ARE SDN BI	HD	
Employer File No.	E1234567-1	0		
Income Tax File No.				
PCB Bank Code	35		200.00017	
PCB Bank Account No.	1122223344	556678	State Code	14
APS - Auto Pay Syste	em			
Short Name (APS)			() ·	
Given ID (APS)				
Organization ID (APS)				
Encryption Program Fold	ler			2
APS Format No. In Aps_	Set.DBF	75. T	AX [CIMB]	
File Name For Disk/Internet Transfer		1234567	1009_2011.TXT	
Field To Store RCFIG		PAY TM.	ITAXPCB	
Field To Store RCFIG2		PAY TM.	DED115	
Field To Store RCFIG3				
Field To Store RCFIG4				

- 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

Chapter 3:Payroll	28
-------------------	----

A.56.046600 (1866)	TAX	Shi ha Shi a sa da	1
Organisation Informa	tion	Your Company Registered Information	Officer In Charge
Name			
Nric	E		
Position	E		
Tel.	E		
ax			
mail	E		

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

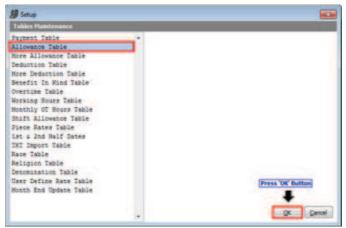
With the required bank and statutory accounts setup completed, we will now proceed to set up the **Allowance** table which will affect the payroll calculation.

This section is left blank intentionally

Allowance Table Setup

Step 1 Go to Housekeeping > Setup > Tables Maintenance

Contract Select Allowance Table and click OK button



- - Check the boxes where applicable if it is subjected to EPF, SOCSO, HRD, NPL, Late, Bonus & OT – please refer to the diagram below
 - Hey in the EA row number as it should appear in Part B of the EA Form
 - Click on the line in the **Relief Code** column to select the relevant code to use, where applicable
 - Click Next button to proceed

N	D	Description	OT1	OTZ	013	OT4	OT5	OT6	EPF	SOC	TAX	HRD	NPL	Late	Bonus	PAY	EA	Relief Code		
		HANDPHONE	1.				<u> </u>	<u> </u>	<u> </u>	<u>11</u>	1	3	1	13	E	1		TR0018		
	2	INCENTIVE	1	1	13	13	13	1	1	1	1	3	13	13	12	1	3			
L		10.41	1				2				1				0	1		TROUT T		
	4	OFF-PETROL		11					<u> </u>	<u>E1</u> -	V	P1	11	1	1	1	1	TRI017 Meal 1		
	5			P1 .	<u> 1</u>	1	1	<u></u>		1	1	2		2	0	1				, Hand Phone Bills, Pager, PDA
	6	in the second second	19	2	6	8	2		1		1	8	8	13	13	1				fit Extended to Maternity, Ayur
	7	ATTN. ALLW.		0	0	8					1	0	1	12	12	2				Interest on Loans up to BM300,
	8	FOOD ALLW.			1	E					V.			2	13	4		IR0021 Offic:		
	9	NO LATENESS	10								1				10	V		TR0022 Non O		
	0	NO ABSENT		1					21	21	1		19	10		V		TR0023 Allow	ance or	Subsidies for Childcare
	1	SHIFT ALL:	1	1	11		1				1		21	11	11	1				
	2	TIP ALL.	11	1	13	8	£1 -	23	20	13	1	1	13	123	173	4				
1	3		10	10	0	2	0	23	10	2	4	2	23	23	10	×.				
1	4		23	23	63	13	0	12	10	1	1	<u>63</u>	13	13	1	V				
	5	2	1	四 :				2		<u> </u>	2	<u>F</u>] (0.	0	1	2				
	6		1	EI (1	E I	1	E	D	1	1	1	1	F	1	1			100	
	7		1	E1	1	E I	FI I	E.	E	1	1	2	1	12	17	1			*	

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

ю.	Description	Note	Day Based		· •		
	Southerse		100000000000000		Note		
2	INCENTIVE	1	1000000001000				
3	MEAL		100000001000		Contribution of attenda	ince to day based allow	ance
4	OFF-PEIROL	5	1000000001000		Leave	Day Based	
5			100000001000	=		2	
6		2	1000000001000		28	3	
7	ATTN, ALLS.		1000000001000		AL	10	
8	FOOD ALLW.	5	1000000001000		MC		
9	NO LATENESS		1000000001000		HT.	1	
10	NO ABSENT		100000001000		MR	10	1
11	SHIFT ALL:	8	1000000001000		CL	1	
12	TIP ALL.	-	1000000001000	_	SL	11	1
18			1000000001000	-	OPL	13	
14			1000000001000		ADJ	2	
15	(A. 1	8	1000000001000		EX		
16	15	2	1000000001000		87	1	
17			1000000001000	+	80	1	1-

Step 4Image: Head of the the Type and Formula setting to ensure correct payroll calculation

No.	Description	Тур	Formula for type F and V	_	1	Variable NDAY
2	INCENTIVE	v		-		DW
	MEAL	F	AW	-		PH AL MC NT MR CL HL OFL ADJ L3
_	OFF-PEIROL	F	28	_		AL.
6		F	2W		=	MT
6		F	AW			MR.
1	ATTN, ALLS,	V	11F(RATIN=0, 30, 11F(RATIN<=1, 20, 0))			CL
. 8	FOOD ALLW.	V	AN - AN * (AB+NPL)/SDOM			HL
_	NO LATENESS	V				OPL
_	NO ABSENT	V.				1.8
	SHIFT ALL:	8				NPL
_	TIP ALL.	v	TIPPOINT*TIPRATE*DW/WDAY			AB
18		Ð				ONFL
-14		Ð				TIPPOINT
15		D		-		TIPRATE
16		D		-	-	LATEHR
	se Attendance (RAT		NPL + AB	-		
-	A CONTRACTOR OF	100				and the second se

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.**

ECE Control Board	Task Flow		
My Favorites Personnel 1st Half Payroll		eck / List Employees	Historical Listing
2nd Half Payroll Government	-	Add / Edit Line No.	
	-	Line No.	Description
New 1st Half Normal Pay 2nd Half Normal Pay Employee		KOJ KANTY SO1 SALES	
Search	More Tasks		
1st Half Normal Pay 2nd Half Normal Pay Employee	Update Leave / Fund Entitled Personnel Reports Add / Edit Category		
		Line No. Description	

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
- $^{\circ}$ 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**

	Task Flow		
My Favorites			
Personnel	Add/Update Employees Cl	neck / List Emp	loyees Historical Listing
S 1st Half Payroll		(C	
S 2nd Half Payroll		Add / Edit	
Government		Category	/ Description
		SUP	SUPERVISOR
🕜 New			
1st Half Normal Pay			-
2nd Half Normal Pay			
Employee			-
	-	-	
🔎 Search	More Tasks		
1st Half Normal Pay	Update Leave / Fund Entitled		
2nd Half Normal Pay		-	-
Employee	Personnel Reports	Category	Description
	Add / Edit Category	EXE	EXECUTIVE
	Add / Edit Line No.	Print	Add Saye Delete Cancel
	Add / Edit Branch		

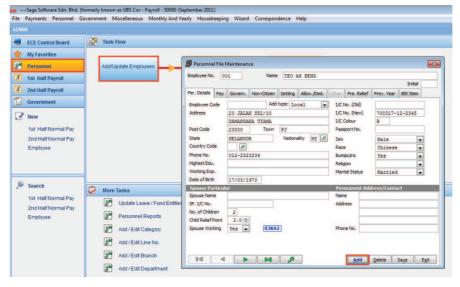
Step 2

Click Add button to key in Category and Description

- \mathcal{A} 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 C 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
Рау	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 1^{st} Half Payroll or 2^{nd} Half Payroll processing. When you process the payroll later, the amount will be deducted accordingly either from 1^{st} Half Payroll or 2^{nd} Half Payroll.

<u> </u>	On the le	eft panel,	click on 2	2 nd Half Pay	roll > A	Advance to	Individual
----------	-----------	------------	------------	--------------------------	----------	------------	------------

File	Payments Personnel G	Government Miscellaneous Monthly And Yearly Housekeeping Wizard Correspondence Help	
ADM			
	ECE Control Board	🚼 Task Flow	
*	My Favorites		
	Personnel	Quick Entry Normal Pay Process Pay Management Reports	
\$	1st Half Payroll		
8	2nd Half Payroll		
10	Government		
3	New 1st Half Normal Pay 2nd Half Normal Pay Employee	Net Pay - Cash / Bank / Thru. Bank Via Diskette Others	
P	Search	More Tasks	
	1st Half Normal Pay 2nd Half Normal Pay Employee	Check Transaction Check Transa	

- Key in the Advance value for those employees who took advance
- Click **Save** button to save and store the information

Employee No.	Basic Rate	Advance	
001	7500.00	2500.00	
002	5000.00	0.00	
ime : 1 iy Rate Type : M	reo ah beng Monthly		Date Commence : 01/01/2008 Date Resign : / /

2. Reporting

a. Listing

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

le [Payments Personnel Gov	ernment Miscellaneous	Monthly And Yearly Housekeeping V	Wizard	Correspondence Help		
DN.	1.1st Half Payroll						
=	2. 2nd Half Payroll	•	1. Add / Update	- N E			
			2, Process Pay 2, Check Transactions 4, View Pay Slip 5, Print Pay Slip		Process Pay	Management Report	
5	6. 2nd Half + Bonus + Cor	mmission + Extra	6. Management Reports				
5	Z. Weekly Payroll 8. Previous Year Earnings		Z. Cash / Bank / Others	•		+	
	Government		8. Advance	•	1. Add / Modify	-	
	N. 1. 1.	Net Pay - Cash / Ba	2. Tip Allowance		2. Listing	Print Pay Slip	
ľ	New	Others	A. Annual Leave To Allowance	•	3. Print Pay Slip		
	1st Half Normal Pay 2nd Half Normal Pay				4. Cash / Bank / Others 5. Thru Bank - Via Disk		
	Employee				6. Line Total Report		
					7. ePayMaster		

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

Advance				
Advance Listing Partial Advance Listing	Employee No. Line No. Branch From Department From Category Employee Code From Confidential Level	ASS	· 2222 · 2222	

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

Advance								×	
				Advance Listing					
P.NO. LI	INE NO.	NAME				B.RATE	adva	NCE	
01 A	cc	TEOH KEE	YONG			5000.00	0 2000).00 ^	
TAL : Preview	Print	Customize					2000		
P <u>r</u> eview	<u>Print</u>	Customize		ADVANCE LISTIN	G			Exit PAGE :	
SAGE SO	FTWARE SD	N BHD		AUGUST 2012					
EMPLOYEE NUMBER	NAME			PAY RAT TYPE	E BA	SIC RATE	ADVANCE	SIGNATUR	E
T001	TEOH KEE Y	ONG		MONTHL	Y	5000.00	2000.00	i.	_
1001	TO TAL FOR	LINE : ACC					2000.00		

Chapter 3:Payroll	39

b. Advance Pay Slip

Payments Personnel Gov	ernment Miscellaneous	Monthly And Yearly	Housekeeping V	Nizard Corresp	ondence Help
1.1st Half Payroll	•		and a subsection	And a second or a new reserver.	
<u>2</u> . 2nd Half Payroll	•	1. Add / Update		•	
3. Bonus 4. Commission 5. Extra	;	2. Process Pay 3. Check Transactio 4. View Pay Slip 5. Print Pay Slip	ns		Process Pay
6. 2nd Half + Bonus + Cor	mmission + Extra 🔹 🕨	6. Management Rep	ports		
		7. Cash / Bank / Oth	hers	•	
	Constant and a second second	<u>8</u> . Advance		<u>1</u> . Add / I	Modify
	Net Pay - Cash / Ba Others	<u>9</u> . Tip Allowance <u>A</u> . Annual Leave To	Allowance	<u>2</u> , Listing <u>3</u> . Print P	
				-	Bank / Others ank - Via Disk
				<u>6</u> . Line To	otal Report
				Z, ePayM	aster

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

Print Pay Slip		
Advance Pay Slip Partial Advance Pay Slip	 By Employee No. From Employee No. To Confidential Level Pay Rate Type Pay Method Pay Slip Date Remark 	Employee No. • P zzzzz P All • All • All • 26/08/2012
	Print with Commer	nce Date

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

Print	Preview	Select Printer		
Directory C:\UBS	SAGE SOFTWARE	SDN BHD	ADVANCE [AUGUST	2012]
Excel	NAME :	TEOH KEE YONG	PAY SLIP DATE :	26/08/2012
Customize		MONTHLY BANK		T001 ACC
	DATE COMMENCE : DATE CONFIRM :		BASIC RATE :	5000.00
	DATE CONFIRM	01/03/2012	ADVANCE :	2000.00
			E MP LOYEE'S SIGN	IATURE

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.

ECE Control Board	Task Flow									
My Favorites										
Personnei	Quick Entry	Norm	al Pay		Proces	is Pav	Manage	ment Reports		
1st Half Payroll		Part of the second				ICC N CONTRACTOR		Second States		
2nd Half Payrol		C 2nd Half P Enployee No.	ayroll - Vier	n Pay Slip		Pay Rate Type	Monthly	Deduction	Amount +	
		Line No.	ACC	_		Pay Kelle Type Pay Method	Benk	ADVANCE	2000.00	
Government	Net Pay - Cash / Bank /	Name	TEOH NE	E YONG						
2 New	Others	DW	26.00	I/C	701225-12					
1st Half Normal Pay		PH	0.00	Work Hours	0.00	Working Days	26.00			
2nd Half Normal Pay		A.	0.00	Lateness	0.00	Basic Rate	5000 00			
and the second second second second		MC	0.00	Early Dep. No Pay Hours	00.0	Piece Pay Basic Pay	0 00			
Employee		MR	0.00	no Pay Hours	0.00	Back Pay	0.00			
		a		Overbrie	Rate	Here Davis	Amount			
		14	0.00	LOTIME	9 620		0.00	T. BAITULMAL F.W. LEVY		
	=	EX.	0.00	L.S.TIMES	14 420		0.00			
Search	-	PT	0.00	2.0 TIMES	19 230	0.00 HRS	0.00			
	More Tasks	AD	0.00	3.0 TIMES	28.850	0.00 HRS	0.00			
1st Half Normal Pay	S Check Transaction		0.00	REST DAY	153.850		0.00			
2nd Half Normal Pay		15	0.00	PLB.HDL.	230.770	0.00 DATS	0.00		1.0	
Employee	S View Pay Slip	1.FL	0.00							
	S Holidays Maintenance	AB	0.00					C Allowance @ Deduc	ction O Other O BIK	
	(a) Howays manner	1.1.1	0.00							
	5 Leaves Maintenance	Basicity, Fee			xs/80			CB Other Ded.	NETT	
	S Director Fee Listing	5000.00		0.00	5000 80	550 00	14.75	0.00 2000.00	2436.25	
	Unrector Fee Listing	0.00	1	0.00	0.00	650.00				
	S Deduction Listing			View C	aculation	Line No.	14 4	D	P Ext	

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 and a second sec File Payments Personnel Government Miscellaneous Monthly And Yearly Housekeeping Wizard Correspondence Help ECE Control Board Stask Flow 👷 My Favorites Personnel Quick Entry Normal Pay Process Pay Management Reports S 1st Half Payroll S 2nd Half Payroll Government Net Pay - Cash / Bank / Others Thru. Bank Via Diskette Print Pay Slip New 1st Half Normal Pay 2nd Half Normal Pay Employee
 - ✓ At Basic Pay & Overtime tab, key in the Working Days and the number of DW (Day Worked) and save the entry

mploy	ee No.	T001	TEO	H KEE Y	ONG				
ine No		ACC	Upd	ate					Line No.
Basic P	ay & Over	time Allowand	tes D	eduction	Other	User	Define Rate	Relief & Rebate	BIK Item
Basic F	Rate	500	0.00	Month	V		Overtime	Hrs/Days	
Workir	ng Days	26.00 Cal	.]	More			1.0 TIME	0.00	HRS
Pay D	avs		N	lo Pay Da			1.5 TIMES	0.00	HRS
DW	26.00			o Pay LS	_	.00	2.0 TIMES	0.00	HRS
PH	0.00		N	o Pay NP	LO	.00	3.0 TIMES	0.00	HRS
AL	0.00		N	o Pay AB	0	.00	REST DAY	0.00	DAYS
MC	0.00	0.00	N	o Pay	0	.00	PUB.HOL.	0.00	DAYS
MT	0.00							Hours	
MR	0.00						Work Hours	0.00	
CL	0.00						Lateness	0.00	
HL	0.00		0.000	2010211			Early Dep.	0.00	
EX	0.00		OOB	(Days)	0.00	2	No Pay Hour	0.00	
PT	0.00								
AD	0.00								
	0.00								

- * Variable Allowances and Deductions should also be maintained, if applicable
- Click Save button to save and store information

Employee No.	T001	TE	OH KEE	YONG					
ine No.	ACC	Up	date				1	Line No.	
Basic Pay & Ov	ertime	Allowances	Deduction	n Othe	r User Define	Rate	Relief & Rebate	BIK Item	
Director Fee	2	An	nount	-	Allowances	1	Ame	ount	
Director Fee		_	0.	00	11. SHIFT ALL	.:		0.00	
Allowances		Ап	ount		12. TIP ALL.			0.00	
1. Handpho	ne		0.	00	13.			0.00	
2. Incentive			0.	00	14.			0.00	
3. Meal			0.1	00	15.		_	0.00	
4.			0.	00	16.			0.00	
5.			0.	00	17.			0.00	
6.			0.				F	More	
7. ATTN. AL	LW.	-	0.1	2028			1	More	
8. FOOD AL	LW.		0.		Devillenter			Days	
	NO LATENESS			0.00 Day Worked 0.00 DW Allowances Adjustment					
0. NO ABSE		-	0.		Dvv Allowances	s Aujus	unenc	0.00	
14	•	Basic Pay & Ov	ACC	Allowance	Update Deduction	Other	User Define Rat	e Relief & R	Line No.
		Deductions	H		Amount		Deductions	and H and the second second	Amount
		1.			0.00		11.		0.00
		2.		-	0.00		12.		0.00
		3.			0.00		13.		0.0
		4.			0.00		14.		0.0
		5.			0.00		15,		0.00
		6.			0.00				Maria
		7.			0.00		Message		More
		8.			0.00		Message		
		9. T. BAITU	12 X 13		0.00				
		10. F.W. LEV	/Y		0.00		Message 2		
							-		

Process Pay

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

- Go to **2nd Half Payroll > Process Pay**
- Click **OK** button to start the payroll process

ECE Control Board	Task Flow		R (
My Favorites Personnel S 1st Half Payroll S 2nd Half Payroll G Government		Normal Pay Process Pay Hanagement Reports	
Kew Ist Hall Normal Pay Ind Hall Normal Pay Employee	Net Pay-Cash / Bank / Others	Process Pay Stip Environ 2d haf sprid par. Stip Environ 100 (2) 2222222 (2) And hun (2) 122222222 (2) Department from (2) 122222222 (2) Otherpore (2) 122222222 (2)	
Search 14 Hall Normal Pay 2nd Hall Normal Pay Employee	Vere Teals Oried: Transaction Vere Pay Stp Holdsty Mantenance Leaves Mantenance Decouder Listing Decuden Listing	Compose Drugbuver Code from (2) - Instances (2) Drugbuver Code from (2) - Instances (2) Druc Drugbuves with Tegative Pay To druck calculation, set both Drugbuve file. Is the same.	

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

Process Pay Process 2nd half p	avrol pav.
in output to a new p	
	100%
rocess completed.	Message
	Process completed.
	ОК

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 · 여 Go to 2nd Half Payroll > Management Report

	File Payments Personnel Go ADMIN		hly And Yearly Housekeeping	Wizard Correspondence Help		
Personnel Course Entry Nermal Pay Process Pay Kanagement Reports Course Entry Deventional Pay Cash Tarrier Convert Tex Haf Normal Pay	ECE Control Board	Task Flow				
Covernment Marc Pay-Call/Bark/ Cohers Lase He. Enclose Nor Pay-Call/Bark/ Enclose Lase He. Protect Search tot Half formal Pay Enclose Marc Tasks Search tot Half formal Pay 2nd Half formal Pay Marc Tasks Search tot Half formal Pay 2nd Half formal Pay Scheck Transado	Personnel	Quick Entry	Normal Pay	Process Pa	Management Reports	
11 Haff Normal Pay Departments 2nd Aaff Normal Pay Project Employee Project Search Employee 1st Haff Normal Pay Secure 2nd Aaff Normal Pay Secure 1st Haff Normal Pay Secure 2nd Aaff Normal Pay Secure 2nd Haff Normal Pay Secure	Government	Net Pay - Cash / Bank / Others	Hanagement Reports Line Ro. Branch	_		
tst Hafttormal Pay 2nd Hafttormal Pay 2nd Hafttormal Pay	2nd Half Normal Pay		Department Project			
1st Hafriomal Pay 3 Check Transadio	🔎 Search	D More Tasks				
Employee		View Pay Slip View Pay Slip Holidays Mainten Leaves Maintena Director Fee Lists			1	-

Select Category and click OK button

- Step 2 $\overset{\circ}{ ext{ }}$ 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

D 2nd Half Payroll								x
Management Reports By	Category							
Employees Pay Summar		 Employee I 	No		P	4	222222	P
Allowance Report	MC2	a second second	100	-				
Deduction Report	MC3	Line No.			2		2222222222	2
Overtime Report	MC4	Branch Fro	m		2	1	2222	2
Leave Report	MC5	Departmen	t From		2	11	2222222222	2
Pieces Done Report	MC6	Category			P		2222222222	P
More Allowance Repor More Deduction Repor		The second second						
Tax Relief Transaction	and a second	Employee (Lode From		2	1	22222222222	z 🖉
Compensation/Gratuit	y Report MC10			_				
Category Total - Pay	Summary Repo	Confidentia						
Category Total - All		Contract W	Vorker	A11	-			
Category Total - Ded	10 100	Report Dat	te	30/09/	2011		-	
Category Total - Over		Paper Size	1 i i	A3				
Category Total - Lear								
Category Total - More Category Total - More	Contraction of the second second second							
saveyer) room								
						Г	<u>O</u> K E	xit
	12					-		
0								
	Print Report						•	
	r interceptore							
		9						
	בא	EL I						
		<u> </u>						
	Print		P	review		9	elect Printe	r
	(. ·	.c <u>n</u> en		-	2000001111100	·
	Directory	C:\U	BSPAY9	0\TE	MB/		1	P
	,							_
		Excel			C	νnα	erter	
		Excel						
	6	ustomize	_			Ca	ncel	
-				CUMMADY	MC1			D.
		2ND HALF PA PRIN	VROLL - PAY))	MC1			PAG
SAGE SOFTWARE SDN BHD				01/55		VEC	TOT	31
NO. EMPLOYEE NAME NUMBER BASIC OVER	TIME AW. GROS	SS DED.	PCB EPF	SOC SO	NETT EPF	YER SOCS	O EPF SOCSO	GROSS T
1 U001 UMMI		<u> </u>	_					
3000.00	3000.0		- 330		2655.25 390	51.6		3000.00 M
EXE 3000.00	3000.0	- 0	- 330	14.75	2655.25 390	51.6	5 720 66.40	3000.00
2 T001 TEOH KEE YONG 5000.00	5000.0	2000.00	- 550	14.75	2435.25 650	51.6	35 1200 66.40	5000.00 M
MGT 5000.00	5000.0		- 550		2435.25 650	51.6		5000.00
TO TAL : 8000.00	8000.0	2000.00	- 880	29.50	5090.50 1040	103.3	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

ECE Control Board	Task Flow							
My Favorites		S 2nd Half Payroll					1	×
Personnel	Quick Entry	Cash / Bank / Others						
1st Half Payroll		Cash Cash		Confidential	F			
2nd Half Payroll		Cheque Bank		Line No. From		8	- 2222222222	P
Government		Old Design Cheque	-	Branch From		P	- 2222	P
New	Net Pay - Cash / Bank / Others	Latest Design Cheque		Department From		2	- 222222222	P
1st Half Normal Pay				Category From		2	· 222222222	2
2nd Half Normal Pay				Employee Code From		2	- 22222222222	1
Employee				Order By Report Date	Name 31/08/2012	•		
				Credit Date	31/08/2012			
				Bank Category	1 💌			
Search				Bank Charges	0.00	1		
y oouron	More Tasks							
1st Half Normal Pay	S Check Transaction			Issue Cheque to Ba	ank			
2nd Half Normal Pay Employee	S View Pay Slip							
	S Holidays Maintenan		-				QK Ex	it.
	- Holidays Maintenan							

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

Print Report		
Print	Pre <u>v</u> iew	Select Printer
Directory C:\UB	SPAY90\TEMP\	P
<u>E</u> xcel		Con <u>v</u> erter
C <u>u</u> stomize		<u>C</u> ancel

1 T001 T 2 U001 U	EOH KEE YONG IMMI IETY AND FIFTY CENTS ONLY	701225-12-1235 880808-08-8181	111234456678 514222998776	2435.2 2655.2
NO. EMP.NO. N		0.0000		1000
Please credit the salar maintained with your t	ry listed to the respective employees' pank.	account on 31/08/2012 a	BANK ACCOUNT NO.	NET PAY
Account No. : 1234334				223
Attn : Officer In Charg	e			
The Manager CIDD BANK BHD 100, JALAN 99100 50100 KUALA LUMPU	R			
Kuala Lumpur Sentral				51/00/201
Plaza Sentral, Jalan S	SDN BHD 441389-K lock 1B.			PAGE : 31/08/201

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
- At the Thru Bank Via Diskette screen, key in the date at Salary Credit Date field
- [•]Click **OK** button to generate the text file.

	D - Payroll - 50000 (August 2012)	
ile Payments Personnel O	overnment Miscellaneous Monthly And Yearly Housekeeping Wizard	Correspondence Help
DMIN		-19 <u></u>
ECE Control Board	Task Flow	🗐 2nd Half Payroll - Thru Bank Via Diskette
🐈 My Favorites		NOT GENERATE
Personnel	Quick Entry Normal Pay	🔶 Bank
5 1st Half Payroll		Category 1
S 2nd Half Payroll		Name CIDD BANK BHD
Government		Branch Code
New	Net Pay - Cash / Bank / Thru. Bank Via Diskette Others	Originator (Company)
1st Half Normal Pay		Account No. 123433456789
2nd Half Normal Pay		ID ID
Employee		APS - Auto Pay System
		APS Number 6
		APS File Name TEST1.TXT
-	1	APS Bank CIMB BANK [E]
🔎 Search	More Tasks	Sage Senerate Cancel
1st Half Normal Pay 2nd Half Normal Pay	S Check Transaction	Sage Scherdure Sance

🗐 Thru Bank Via D)iskette
NOT GENERATE	
Generate ASCII F	ile
Category Confidential Level Order By	1 V Name
Salary Credit Date	28/08/2012
Report Date Prepared By Batch No, Batch Code	1
TO GENERATE APS FOR APS NUMBER	:6

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

c:\ubspay90\ CC:\ Constants Co		 Select
data graphics mycompa netdll photo reports sample tools	Message	Cancel
		ОК

Government Reports Submission

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

File Payments Personnel	Government Miscellaneous Monthly And Yearly
ADMIN	1. EPF Reports
ECE Control Board	2. SOCSO Reports 3. Income Tax Reports

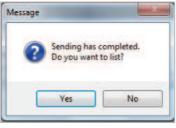
1. EPF Reports

- Go to **Government > EPF Reports**
- $^{\circ}$ click **Preview** or **Print** button to view / print the EPF Form

🍄 Government						*
EPF Reports						
EPF Borang A A EPF View Contribution EPF Borang BBCD EPF Address By Disk	EPF Katego Order By Cek No.	ory	1 💌	0.	•	By Cash
	Name Ext.					:
	Format No Rujukar	n Borang A	2007			Pre-Print Format
	No. of Co Disedia O Nama		the month	h (COMBI)	AM Sank:	format only): 1
	No. KP	03-22227999			14-111-1-	
	Jawatan				Fixed Format	
	No. Tel.				Open Format	
	No. Fax. E-mail	03-226	14179		-	<u>D</u> isk
	Update					OK Exit

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
- $^{\circ}$ 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.

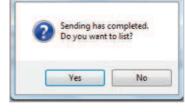
2. SOCSO Reports

- **Go to Government > SOCSO Reports Go to Government > SOCSO Reports**
- $^{\prime \ominus}$ Select SOCSO Borang 8A (Contri.) and click OK button to proceed
- Click **Preview** or **Print** button to view / print the SOCSO Form

SOCSO Borang SA (Contri.) SOCSO View Contribution SOCSO Lampiran A SOCSO Borang 2 (Joined) SOCSO Borang 3 (Resigned) SOCSO - Must Frint	 SOCSO Ka Order By Format For The M Cek No, Name Ext. 	onth Ended	1 • Name SB8A2 • • 31/08/2012	Pre-Print Format
	Disedia	Oleh		
	No. Tel.	03-22227999		
				<u>D</u> isk
	- Undete De	rameter Setting		OK Exit

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



Message

Click Exit button to close and exit from the screen

For Diskette Submission (SOCSO Lampiran A)

 \mathcal{A} User is required to print out **SOCSO Lampiran A** as an attachment.

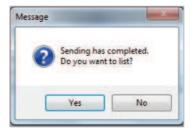
3. Income Tax Reports

- **Go to Government > Income Tax Reports Go to Government > Income Tax Reports**
- A Select CP 39 (Monthly) and click OK button to proceed
- $^{\circ}$ Click **Preview** or **Print** button to view / print the Income Tax Form

Income Tax Reports	21				N. S. P.
CF 39 CF 39 View Contribution CF 39A CF 22 CF 22A CF 25A TF 1 TF 2 TF 3 Mark To Print For Any Fe List EA Form Status List Taxable Figures	Monthly Monthly Monthly Monthly Monthly Monthly	Tax Cate CP8D Gro Order By Format For Buttir-I Bank	up	31/08/2012 1 • All • Name 2009 • Monthly • ank	Send data by diskette Print Prefix 'OS' and 'SG' Print foreign worker DOB Print Header Pre-Print Format
List Relief Claim		Disedi	a Oleh		
List Tax Exempted Allowa	ince	Nama	AMY		
CP 8	Yearly	No. KP	800101-0	1-1234	
CP BA	Yearly	Jawatan	HR MANAG	ER	
CP BC	Yearly	No. Tel.	03-22227		
PCB 2(11)	12 Mths	No. Fax.	03-22614	179	Disk
CP 38	12 Mths				<u>U</u> ISK
List Tax Category Taxable Pay Taxable Pay By Employee	12 Mths	Update P	arameter Sett	ing	OK Exit

For Diskette Submission (CP 39)

- $^{\circ}$ 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



 \mathcal{A} Click **Exit** button to close and exit from the screen

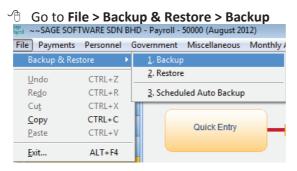
Chapter 4

∠ Administrative Task

In This Chapter

- Backup
- Month End Closing

Backup



- Click on **Browser** button and select thebackup destination path to store your backup data
- Click **Backup** button to start the backup process
- Click **OK** button at the message box
- \mathcal{A} Clcik **Cancel** button to close and exit the backup screen

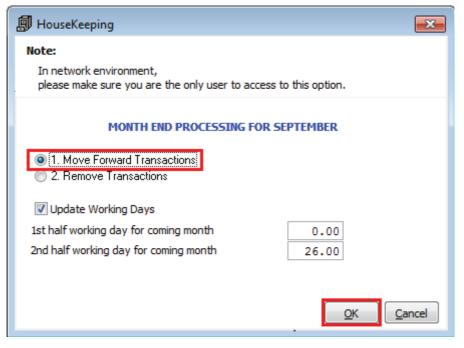
Backup		×
Note: In network environ please make sure y	nment, you are the only user to access to this option.	
Default Folder	c:\ubspay90\mycompany\	
Backup To	c:\backup\	
Backup Progress	100% Item 162 of 162	
File Progress	100% vwgvncal.dbf	
	Message X Backup complete. OK Backup Qance	el

Month End Closing

Go to **Housekeeping > Month End** to perform the month end

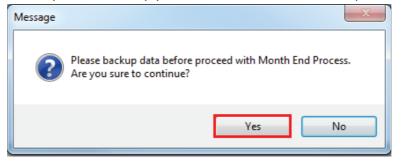
closing process

File Payments Personnel G	overnment Miscellaneous Monthly And Yearly	Housekeeping Wizard	Correspondence	
ADMIN		<u>1</u> . Setup	•	
ECE Control Board	About Your Product	2. Maintain Password		
👷 My Favorites	Sage	Language Language Editor		
Personnel	PAYROLL 2013	3. File Re-organisation		
S 1st Half Payroll		4. Month End		
S 2nd Half Payroll	Malaysia Edition Product Information	5. Year End 6. Enguiries		
Government		Z. Upload Previous Ye	iar	



Chapter 3:Payroll	56

C 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.

Note:	•Keeping		
	work environment, make sure you are the on	nly user to access to this option.	
1.0		100%	
1onth er	nd processing completed.		
	<u></u>	X	
	Message		
	Month e	end processing completed.	
		ОК	ו

*** The End ***