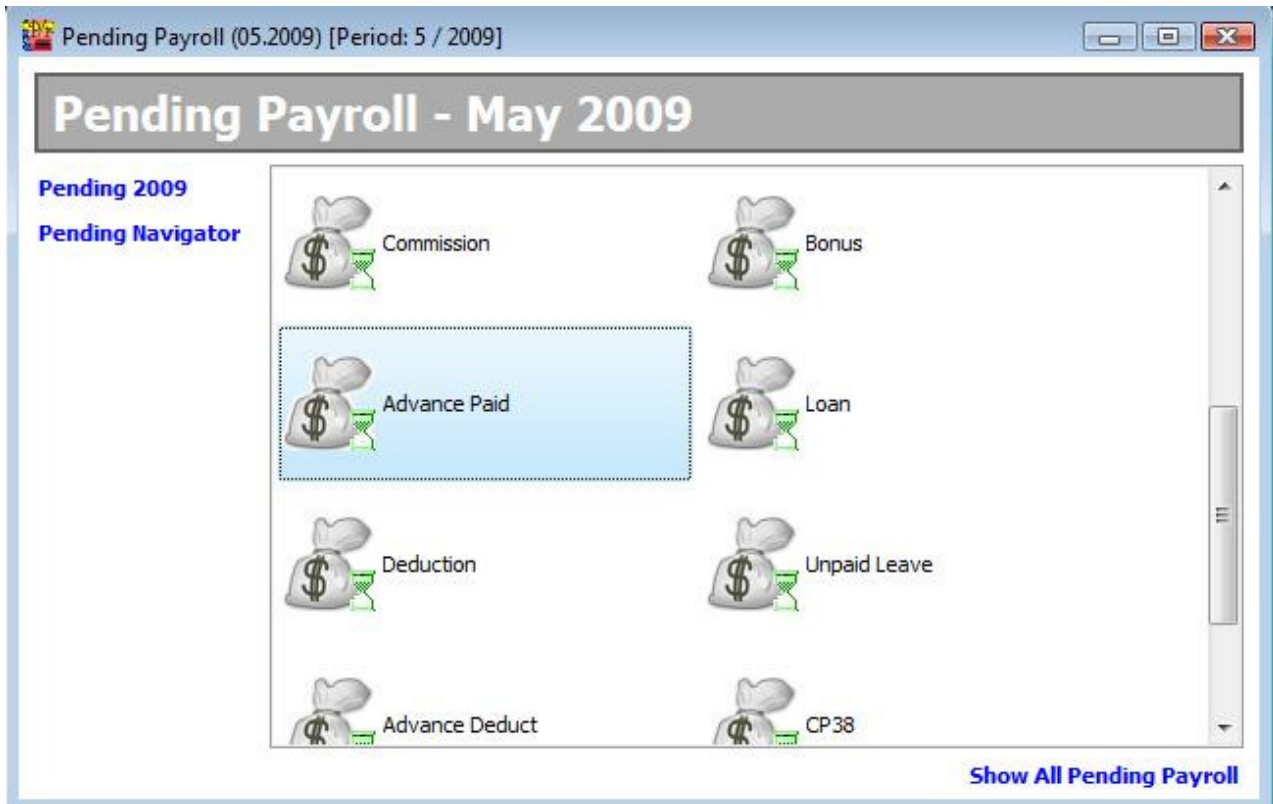


Example

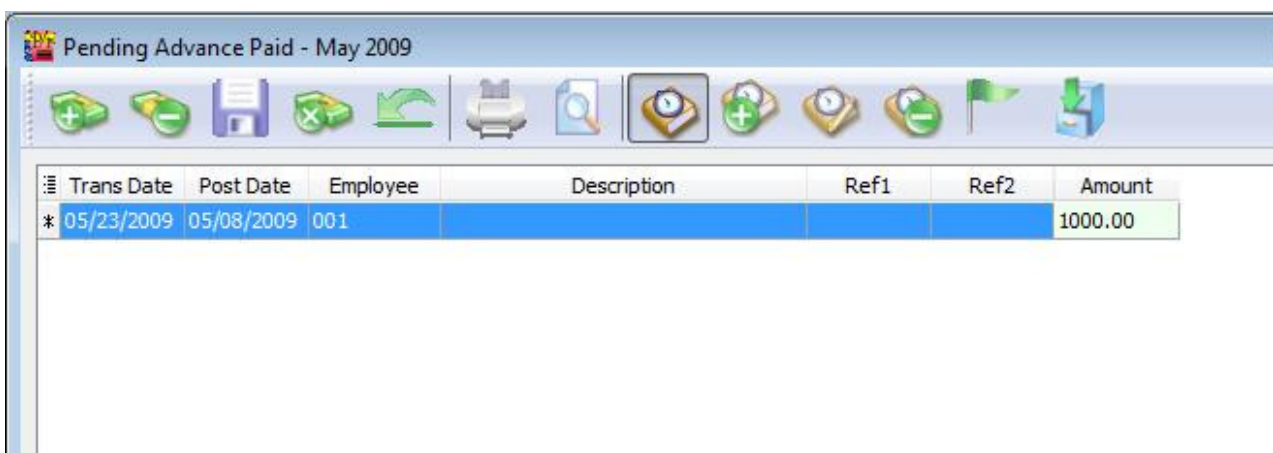
Assume the employee 001 wages is 5000.00, he apply **advance paid** 1000.00 on 08/05/2009. The **advance deduct** 1000.00 will be deducted from employee 001 salary during finalize May 2009 payroll.

Steps

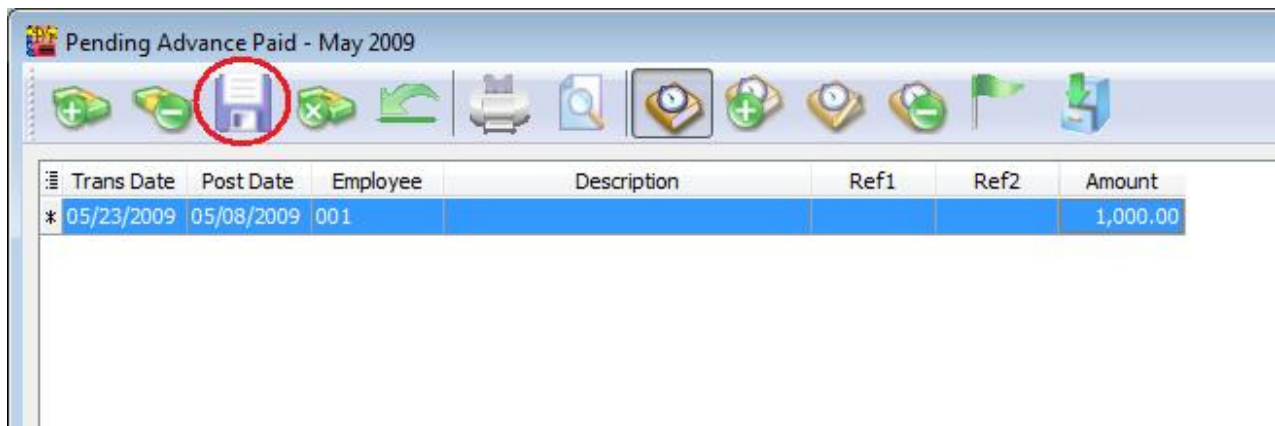
1. Go to Open Pending Payroll > Double click on **Advance Paid**



2. Add a pending advance paid entry > Key-in the post date as **08/05/2009**, employee as **001**, amount as **1000.00**

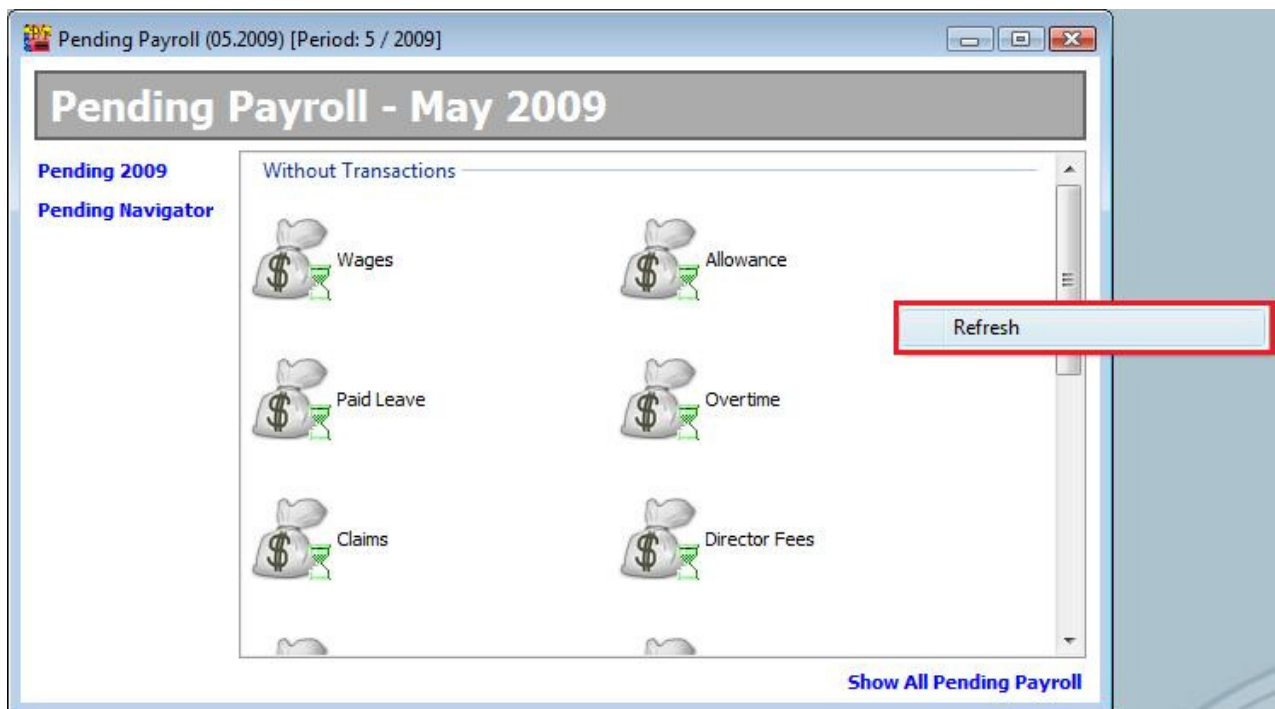


3. Save it

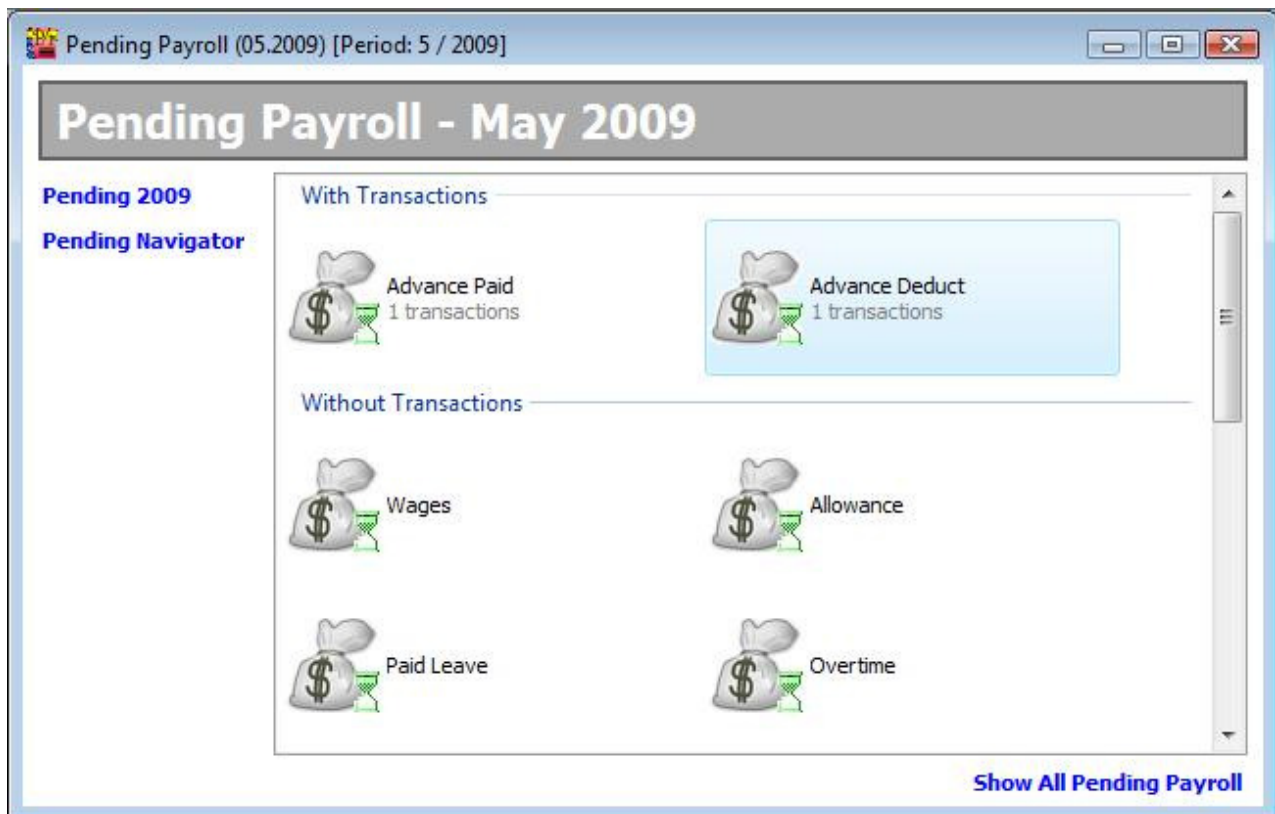


Trans Date	Post Date	Employee	Description	Ref1	Ref2	Amount
* 05/23/2009	05/08/2009	001				1,000.00

4. Right click on Pending Payroll > Refresh



5. The system had automatically added a pending **advance deduct** entry



Pending Advance Deduct - May 2009

Trans Date	Post Date	Employee	Description	REF1	REF2	Amount
05/23/2009	05/31/2009	001				1,000.00

5. Process Ad Hoc Payroll

Ad Hoc Payroll Process

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2009 Month: 5

Payroll Transaction

UTD Contrib %: 100 Process Date: 05/08/2009

Process From: 05/01/2009 To: 05/08/2009

Fixed Transaction

Allowance: ☐ ...

Deduction: ☐ ...

☐ Wages ☐ EPF ☐ SOCSO ☐ PCB

Pending Transaction

Allowance: ☐ ...

Deduction: ☐ ...

☐ Wages ☐ Overtime ☐ Commission

☐ Claims ☐ Bonus ☐ Director Fees ☐ Tax CP38

☐ Paid Leave ☐ Unpaid Leave ☒ Advance ☐ Loan

Description

Description 1: Ad Hoc (05.2009)

Description 2:

Ref 1:

Ref 2:

☐ Generate Default Wages/Allowance/Deduction If Has Pending Transactions

Process

Employee:

	Code	Name
<input checked="" type="checkbox"/>	001	LEE MENG YEW

1

Ad Hoc (05.2009) [Period: 05 / 2009]

Code: 001 Name: LEE MENG YEW

Wages: - Loan: - LEE MENG YEW

Allowance: - Deduction: -

Overtime: - Employer EPF: -

Commission: - SOCSO: - Employer SOCSO: -

Claims: -

Paid Leave: -

Director Fees: - CP38: - EPF: -

Bonus: - Unpaid Leave: - PCB: **Print PCB** -

Advance Paid: 1,000.00 Advance Deduct: - Zakat: -

Gross Pay: 1,000.00 Gross Deduct: - Gross Net Pay: 1,000.00 (Adjustment) -

Net Pay: **1,000.00**

6. Process Final Payroll

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2009 Month: 5

Process Date: 31/05/2009

Description

Description 1: Month End (05.2009)

Description 2:

Ref 1:

Ref 2:

☐ Generate Default Wages/Allowance/Deduction If Has Pending Transactions

Process

Final

Frequency

Ad Hoc

Month End (05.2009) [Period: 05 / 2009]

Welcome 001

Code	Name
001	LEE MENG YEW

LEE MENG YEW

Wages: 5,000.00 Loan: -

Allowance: - Deduction: -

Overtime: -

Commission: -

Claims: -

Paid Leave: -

Director Fees: -

Bonus: -

Advance Paid: -

Employer EPF: 600.00

Employer SOCSO: 51.65

SOC SO: 14.75

CP38: -

Unpaid Leave: -

EPF: 550.00

PCB: Print PCB 234.00

Advance Deduct: 1,000.00

Zakat: -

Gross Pay: 5,000.00 Gross Deduct: 1,798.75 Gross Net Pay: 3,201.25 (Adjustment)

Net Pay: 3,201.25