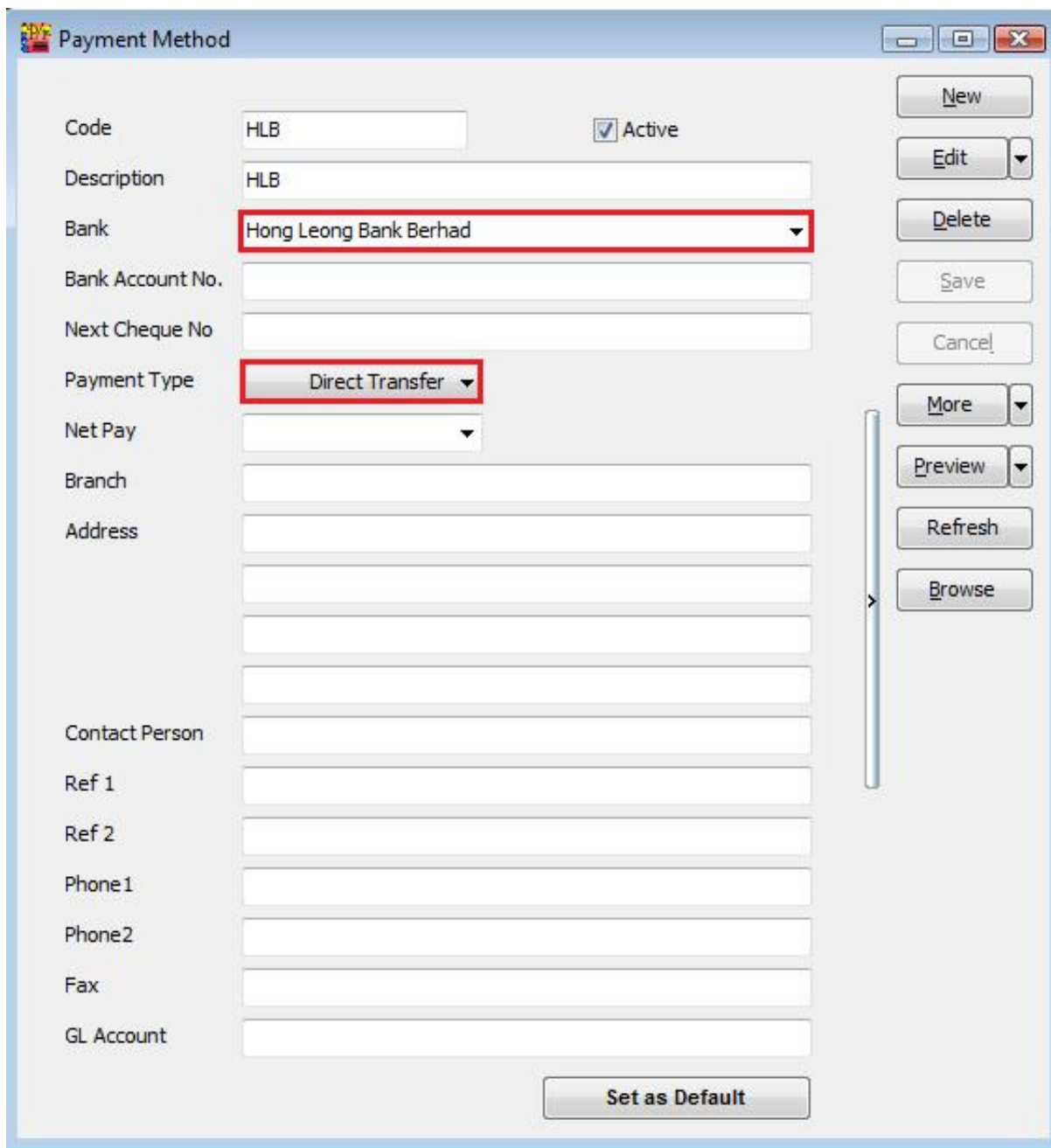


Credit Bank Report - Hong Leong Bank

Hong Leong Bank GIRO

You must have MS Excel in your machine. The **highlighted** area represent **compulsory fields**.

1. Maintain Payment Method



Payment Method

Code: HLB ☐ Active

Description: HLB

Bank: Hong Leong Bank Berhad

Bank Account No.:

Next Cheque No.:

Payment Type: Direct Transfer

Net Pay:

Branch:

Address:

Contact Person:

Ref 1:

Ref 2:

Phone1:


Phone2:

Fax:

GL Account:

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse, Set as Default

2. Maintain Employee

 **Employee**

Code: 002

Job Title:

☒ Active

Name: **LEE KHAR SIONG**

Personal

Category

Family

Payroll Info.


Allowance

Deduction

Note

History

Attachments

Gender:  Male

D.O.B: //

Address:

Phone:

Mobile: 012-6258930

Either one must has value

Email:

New IC: **831220-03-5201**

Old IC:

Passport:

Immigration No:

Change Password

Employee

Code: 002 Job Title: ☒ Active

Name: LEE KHAR SIONG

Personal Category Family Payroll Info. Allowance Deduction Note History Attachments

Wages Type: ---- SOCSCO No:

Wages: 9,999.00 SOCSCO Type: 1 First Category

Contribution: ---- Tax Branch:

Frequency: ---- Tax No:

Payment Method: HLB Marital Status: Single

Bank: Hong Leong Bank Berh Tax Deduct Child:

Bank Account No: 00011122222 Spouse Working ☐ Spouse Disabled ☐

Self Disabled ☐ Resident ☒ Tax Category: C1

EPF No : EA Serial No:

NK:

Initial:

Note:

- **Employee Code** cannot exceed **20 characters**
- **Employee Name** cannot exceed **40 characters**
- **Employee Bank** cannot be **United Overseas Bank (Malaysia) Berhad** or **Deutsche Bank (Malaysia) Berhad**
- **Employee Bank Account No.** must be **numeric** and cannot exceed **20 digits**

4. Credit Bank Report > Electronic Credit Transfer

Payroll Credit Bank Report

Process: 1
Payment Method: HLB

Apply

Credit Bank Report

Month End (01.2009) Preview

Drag a column header here to group by that column

Employee	Name	NRIC	Account No	Net Pay
001	LIM LEE YUNG	831007045175	1111111111131111:	2,625.40
002	LEE KHAR SIONG	831220035201	00011122222	7,555.75

2

Hong Leong Bank

Reference : Payroll

Save to : C:\Users\Tony\Desktop

Save

5. Output, Payroll.xls

	A	B	C	D	E	F	G	H	I	J	K
1	Reference	Payroll									
2	Bank Code	Account	Beneficiary	IC Number	Employee	Customer	Salary Amount	Contact Number			
3	RHBB	11111111	LIM LEE	83100704	001		2625.40	126256750			
4	HLBB	00011122	LEE KHA	83122003	002		7555.75				
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											