

# SQL Payroll

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Published Sept 2007

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# Chapter 1. Getting Started

## 1.1. System Requirements

The following requirements are needed in order to run SQL Suite Application

### 1. For Standalone or Client (Workstation) PC

- Microsoft Windows 2000 and above (recommended Windows XP).
- SVGA - minimum of 65K colors (16-bit) recommended.
- Pentium III and above computer (recommended Pentium IV and above).
- 256 MB of RAM (recommended 512 MB).
- 180 MB of available hard disk space.
- Microsoft Windows Compatible Printer.

### 2. For Server PC

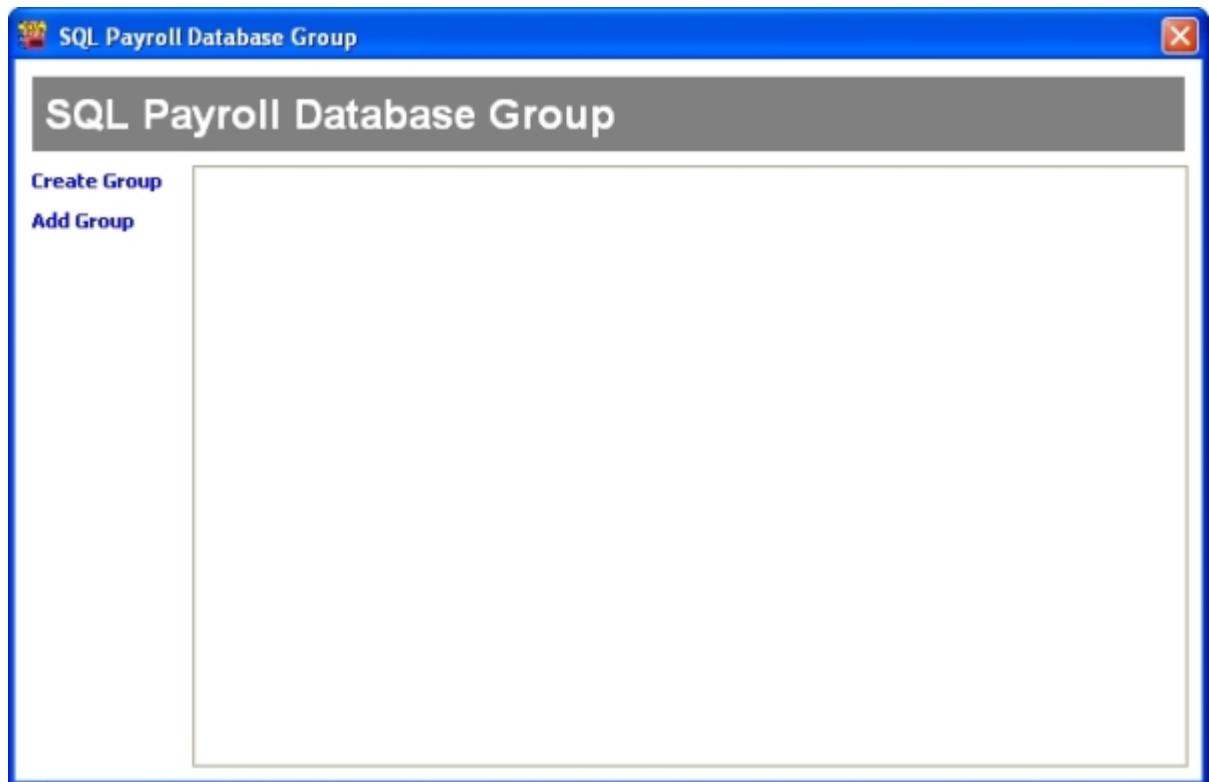
- Microsoft Windows 2000 and above (recommended Windows XP).
- SVGA - minimum of 65K colors (16-bit) recommended.
- Pentium IV and above computer.
- 512 MB of RAM (recommended 1GB).
- 180 MB of available hard disk space.
- Microsoft Windows Compatible Printer.
- 100 Base-T NIC.

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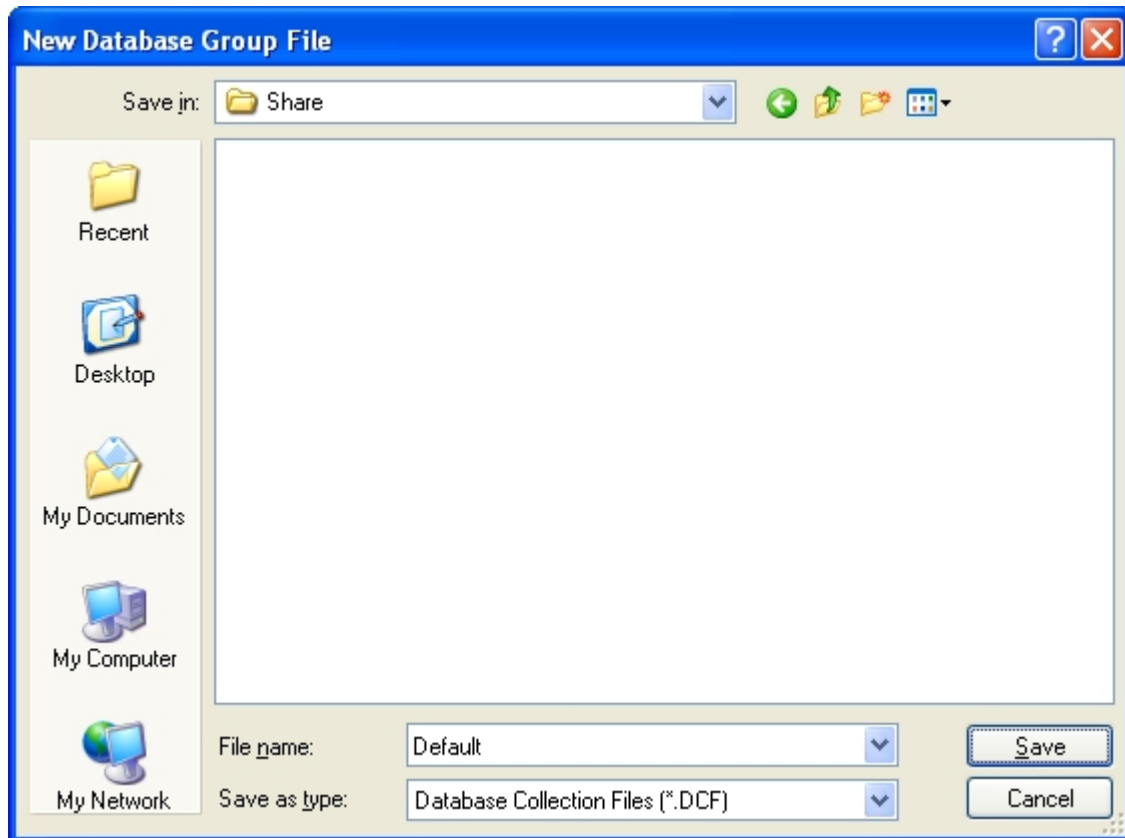
# Chapter 2. Installation

## 2.1. Standalone Installation

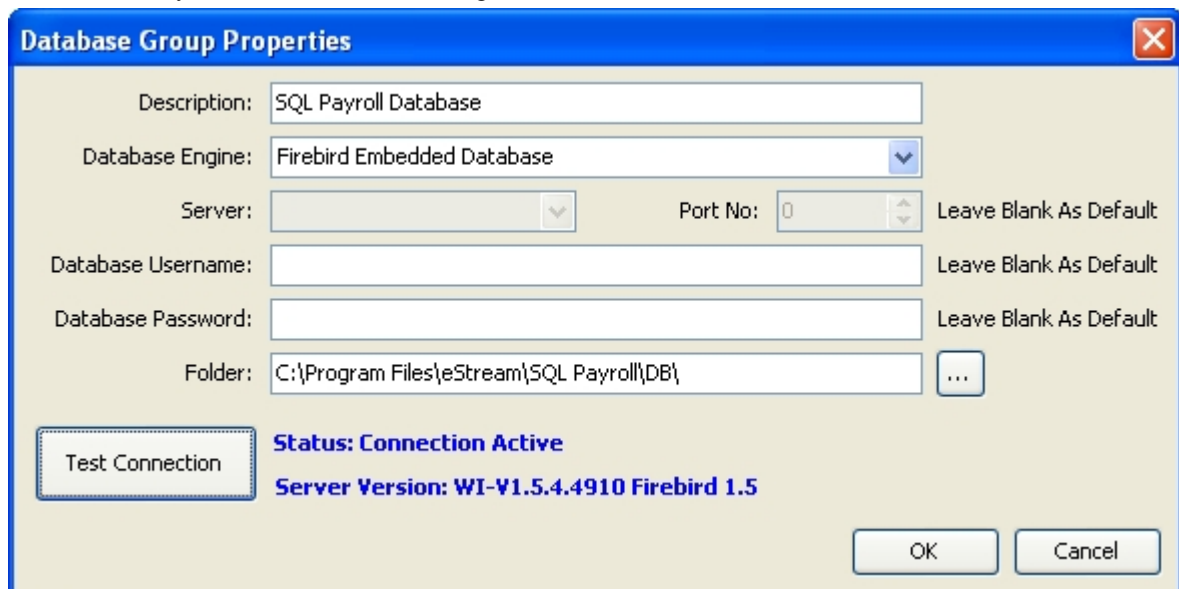
1. Once you finish install the SQL Application, double click the SQL Application icon at the desktop and the below dialog will appear.
2. Click Create Group.



- A. **Create Group** : Use to create multi access server.
  - B. **Add Group** : To add the Existing Group Server.
3. Enter File Name example **Default**. It advisable to not to enter too long name and make sure the name does not had any spacing.



4. Click Save and you will see the below dialog.



- A. **Description** : This is the Group Title. Very useful for user who wanted to access to multiple server. (E.g. Standalone Version)
- B. **Database Engine** : Which Database to be use for the SQL Application. (E.g. *Fire bird Embedded Database*)
- C. **Server** : The Server Name or IP Address. (For Network Installation Only (E.g. *192.168.0.1*))
- D. **Port No** : Is the Port Number to be use by the **Database Engine**.
- E. **Database User name** : **Database Engine** User Name.



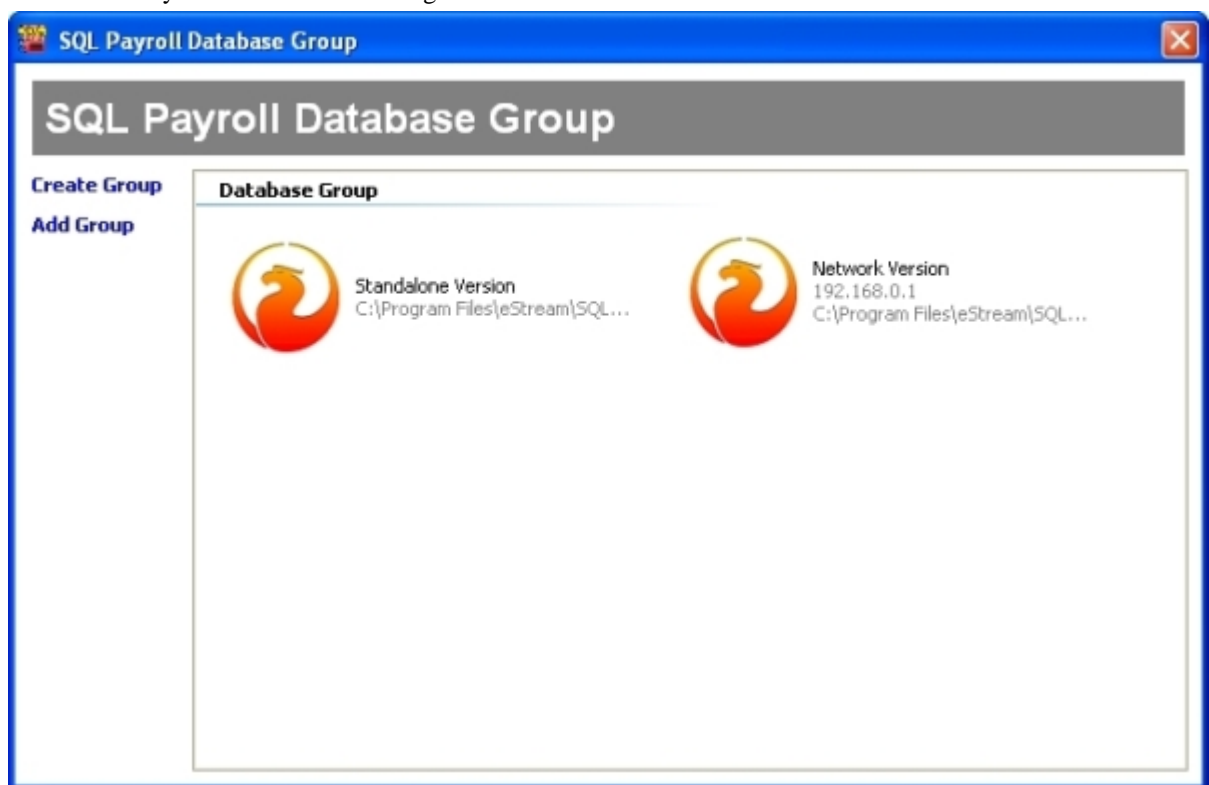
F. **Database Password** : **Database Engine** Password.

G. **Folder** : Show where to keep the database.

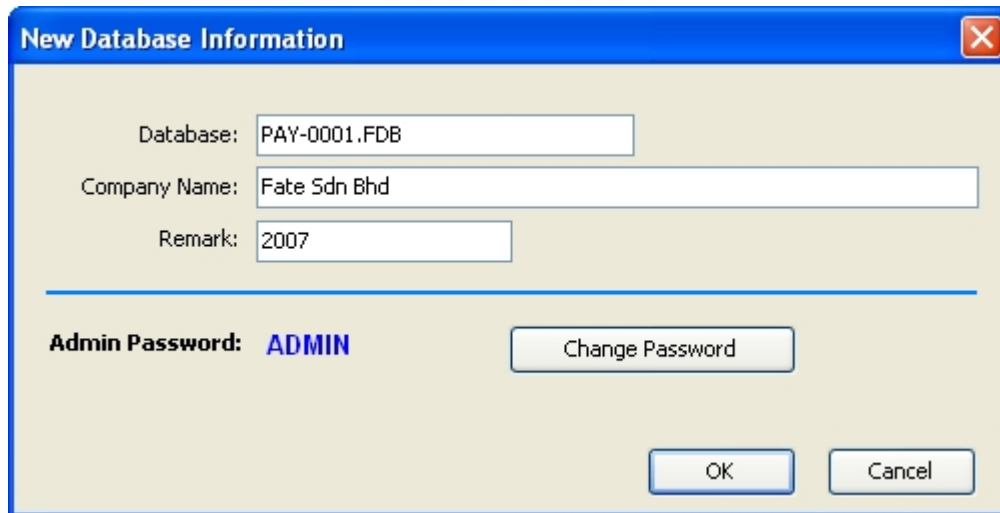
H. **Test Connection** : To check the Connection Status. If the *Status* shown in *Red* color or *Connection Inactive*, make sure

- Database Engine you select is correct and Installed.
- Server Name or IP Address is correct.
- Database Username & Password is Correct.
- Port Number is correct.

5. Click OK and you will see below dialog.



6. Double Click the Icon and you will see below dialog



**New Database Information**

Database: PAY-0001.FDB

Company Name: Fate Sdn Bhd

Remark: 2007

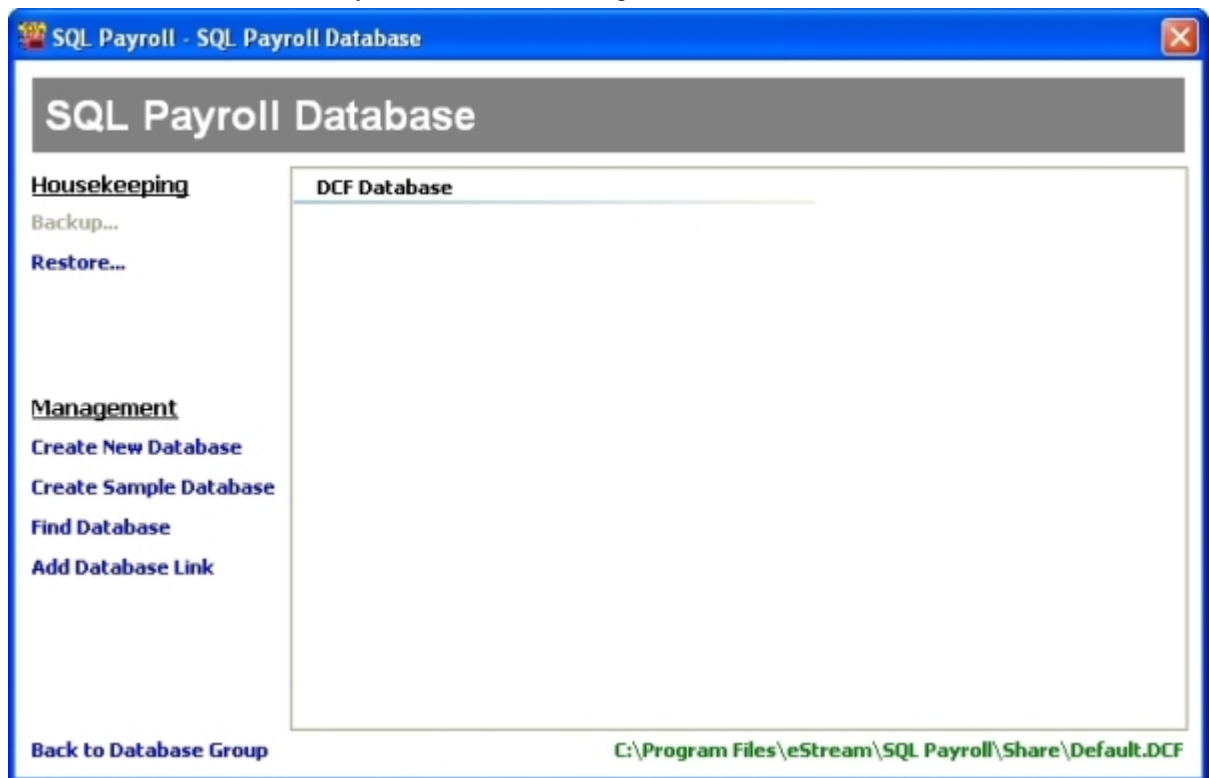
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**Admin Password:** ADMIN

Change Password

OK Cancel

- A. **Backup** : Backup the selected Database.
  - B. **Restore** : Restore the Database from the Backup.
  - C. **Create New Database** : Create actual database.
  - D. **Create Sample Database** : Create a database with sample transaction.
  - E. **Find Database** : To find the lost link database Automatically.
  - F. **Add Database Link** : Manually Add the lost link database
  - G. **Back to Database Group** : Go back to the Database Group Option (Back to Step 5).
7. Click Create New Database and you will see below dialogs.



**SQL Payroll - SQL Payroll Database**

**SQL Payroll Database**

Housekeeping

Backup...

Restore...

Management

Create New Database

Create Sample Database

Find Database

Add Database Link

DCF Database

Back to Database Group

C:\Program Files\eStream\SQL Payroll\Share\Default.DCF

- A. **Database** : Is the Database file Name. May leave it as default.

B. **Company Name** : The company name for the new Database.

C. **Remark** : Additional Information for differentiate the same company name.

D. **Admin Password** : Password for **ADMIN** user. Click the **Change Password** to change the password. Default is **ADMIN**

8. Click OK and you will see the login screen as below.



A. **Logon Automatically** : This useful for single user & single company as you can by pass entering the password.

B. 3 Dot button : Click this button to back to Step 6.

9. Enter ADMIN password and click Log on.

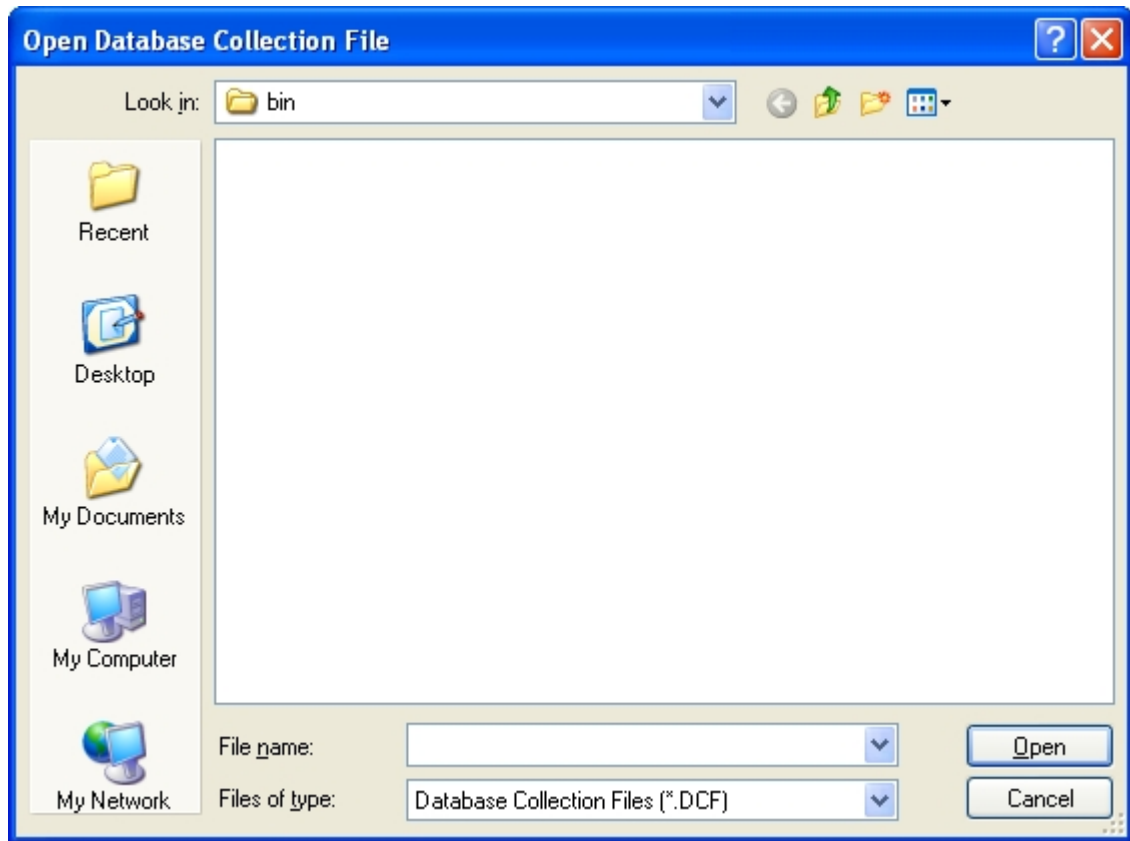
## 2.2. Network Installation

### 2.2.1. At the Server Side

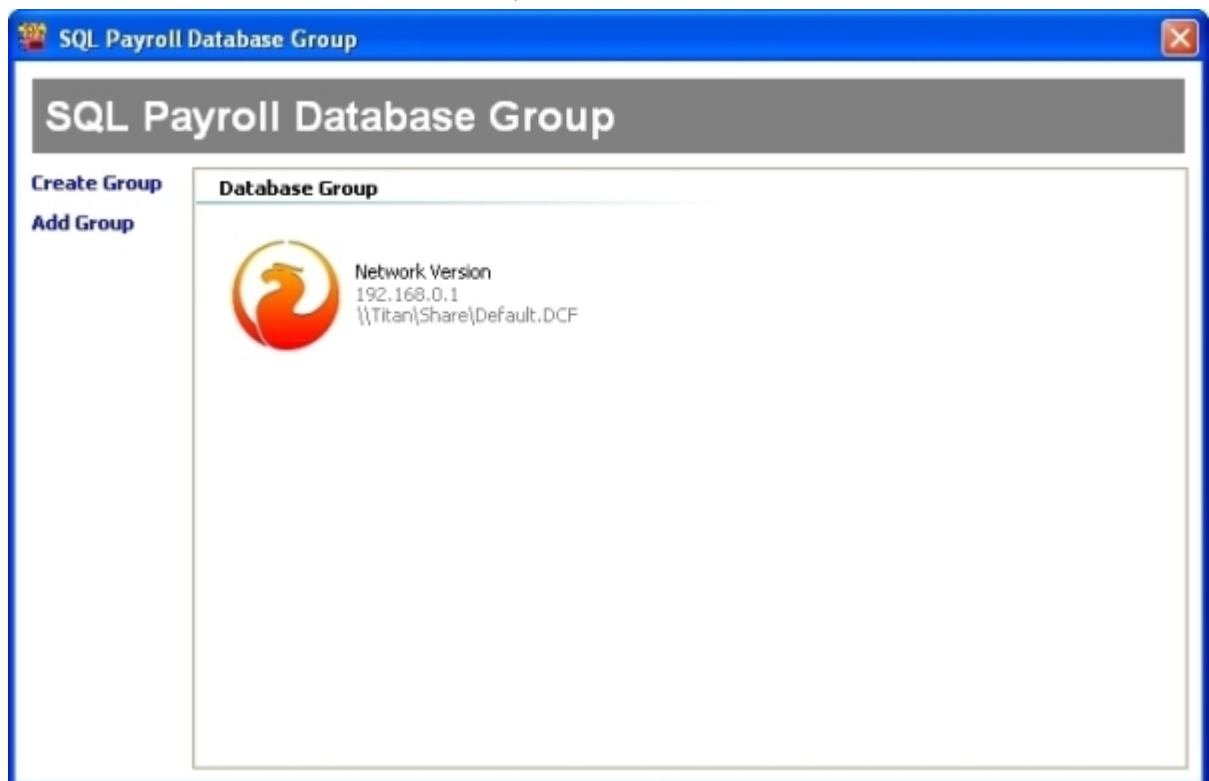
1. Follow the Standalone Installation.
2. Full Sharing the *Share* Folder (in C:\Program Files\eStream\SQL Application).

### 2.2.2. At the Client or Workstation Side

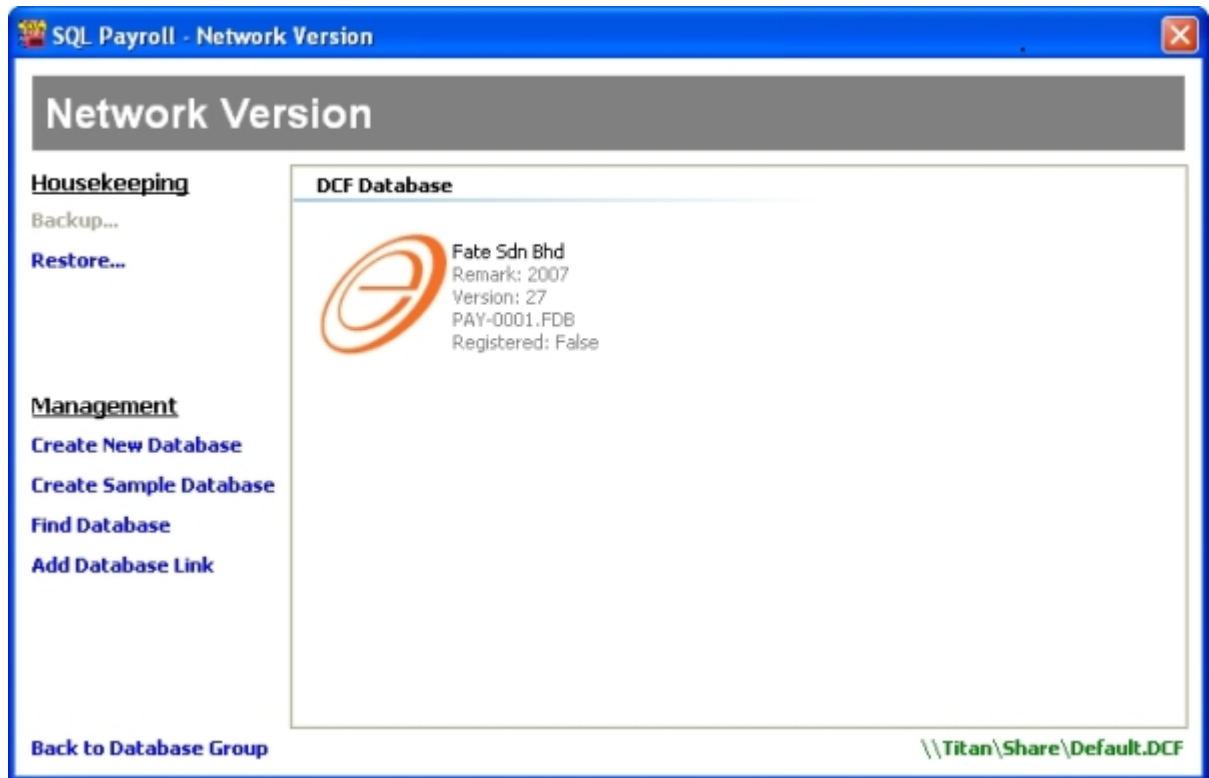
1. Once you finish install the SQL Application, double click the SQL Application icon at the desktop and the below dialog will appear.
2. Click Add Group



3. In the **Look in** look browse to the **Entire Network (My Network Places)** and look for your Server PC Name.
4. In the Server PC folder, double click the *Share / Default.DCF* file.



5. Double Click the Newly Added Database Icon (e.g. *Network Version*) and you will see below dialogs.



















6. Double Click the Company Name where you wanted to enter.
7. Enter Your User Name & Password and Click Log On.

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# Chapter 3. Overview

## 3.1. Features

## 3.2. Standard Functions & Buttons

Button	Shortcut	Description	Button	Shortcut	Description
	<b>Ctrl+X</b>	Cut		<b>Ctrl+E</b>	Edit Current Record
	<b>Ctrl+C</b>	Copy		<b>Ctrl+Del</b>	Delete Current Record
	<b>Ctrl+V</b>	Paste		<b>Ctrl+S</b>	Save Current Record
		First Record		<b>Esc</b>	Cancel Record
		Previous Record		<b>F5</b>	Refresh
		Next Record		<b>Ctrl+F</b>	Find Record
		Last Record		<b>F7</b>	Print
	<b>Insert</b>	Insert New Record		<b>F6</b>	Preview

## 3.3. DataSet Buttons

### 3.3.1. Set 1

Can be found in all Data Entry.



A. **New** : New Records.

**B. Edit :**

I. **Edit** : Edit Current Record

II. **Edit As New** : Copy Current Record and Paste as New Record.

C. **Delete** : Delete Selected record.

D. **Save** : Save current Edited Record.

E. **Cancel** : Cancel current action.

**F. More :**

I. **Copy XXXX** : Copy Current Record.

G. **Preview** : Preview Report

I. **Print** : Print Report

II. **Export To XXXX** : Export To the Specific Report Type.

H. **Browse/ Detail** : Toggle data between Browse and Detail mode.

### 3.3.2. Set 2

Can be found in Report Designer



A. **New** : New Report Format.

B. **Design** : Edit the selected Report.

C. **Delete** : Delete selected Report.

D. **Rename** : Rename the Report Name.

E. **Clone** : Copy to New Report Name or Report Type.

F. **Import** : Import from the other Database.

G. **Export** : Export the Selected Report to other Database.

H. **Close** : Close Current Report Designer.

### 3.3.3. Set 3

Can be found in Lookup



- A. **Save & New** : Save and Click New Record.
- B. **Save** : Save Current Record.
- C. **Close** : Close the window.



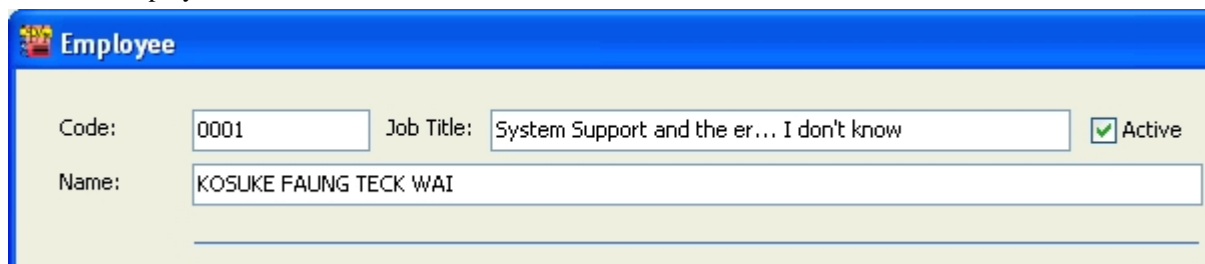
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# Chapter 4. Human Resource

## 4.1. Maintain Employee

### 4.1.1. Personal

Enter the Employee Personal Profile like Gender, D.O.B, Home Address and etc in the Personal Tab.



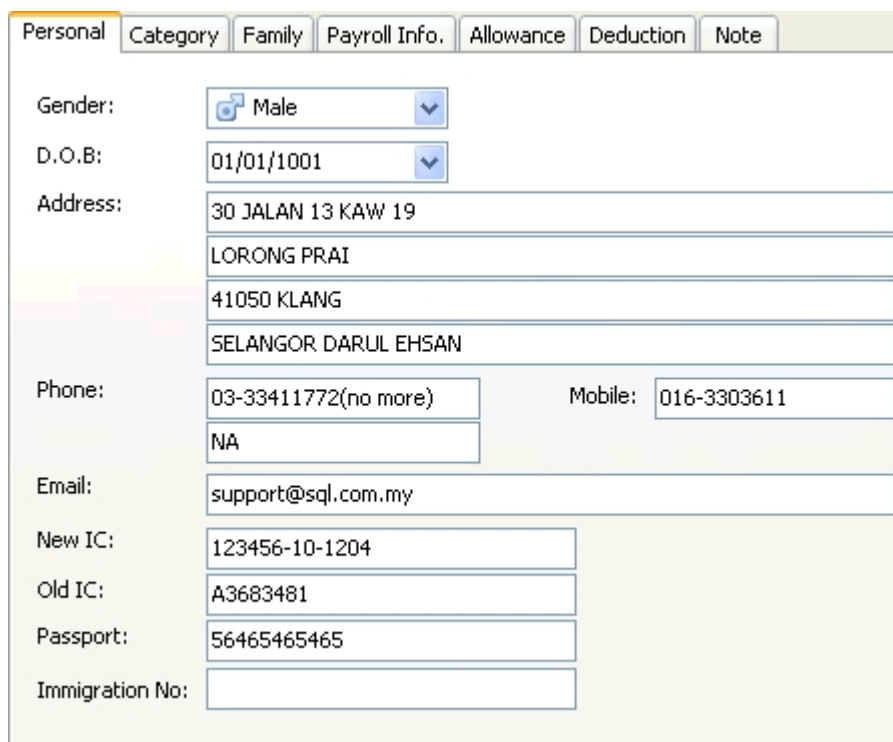
The form is titled "Employee" and contains the following fields:

Code:	0001	Job Title:	System Support and the er... I don't know	<input checked="" type="checkbox"/> Active
Name:	KOSUKE FAUNG TECK WAI			

A. **Code** : Employee Code or Number.

B. **Name** : Full Name of the Employee.

C. **Active** : Untick the Active to indicate the employee is resign



The form is titled "Personal" and contains the following fields:

Gender:	<input checked="" type="checkbox"/> Male		
D.O.B:	01/01/1001		
Address:	30 JALAN 13 KAW 19		
	LORONG PRAI		
	41050 KLANG		
	SELANGOR DARUL EHSAN		
Phone:	03-33411772(no more)	Mobile:	016-3303611
	NA		
Email:	support@sql.com.my		
New IC:	123456-10-1204		
Old IC:	A3683481		
Passport:	56465465465		
Immigration No:			

### 4.1.2. Category

This tab is recording the Employee Category or Group.

Personal	Category	Family	Payroll Info.	Allowance	Deduction	Note
Branch:	BR1		Project:	P2		
HR Group:	Group A		Job:	J2		
Department:	ADMIN		Task:	Salary		
Category:	CAt 22		Calendar:	----		
Country:	MY		Leave Group:	----		
Race:	CH					
Join Date:	08/12/2006					
Confirm Date:	27/12/2006					
Resign Date:						

- A. **Branch** : Which Company Branch he/she is.
- B. **HR Group** : Which Company Human Resource Group he/she in.
- C. **Department** : Which Company Department he/she in.
- D. **Category** : Which Company Category he/she is.
- E. **Project** : Which Company Project he/she is.
- F. **Job** : Which Company Job he/she is.
- G. **Task** : Which Company Task he/she is
- H. **Calender** : Which Calender Type is (For Leave Application)
- I. **Country** : Which Country he/she from.
- J. **Race** : What is he/she Race
- K. **Leave Group** : Which Leave Group he/she is (For Leave Entitlement Calculation)
- L. **Join Date** : When he/she Join the Company.
- M. **Confirm Date** : When he/she Confirm.
- N. **Resign Date** : When he/she Resign from Company.

### 4.1.3. Family

This recording the Employee Spouse or Family Information. Useful for **I.C.E.** (In Case of Emergency).

Personal	Category	Family	Payroll Info.	Allowance	Deduction	Note
Spouse Name:		Sakura Matō				
Spouse Address:		48 JALAN SETIA IMPIAN U13/2H				
		SETIA ALAM SEKSYEN U13				
		40170 SHAH ALAM				
		SELANGOR DE				
Spouse Phone:		03-4646487		Spouse Mobile:		016-4787975
		03-65465548				
Tax Branch:		KLANG				
Tax No:		56498				
Spouse IC No:		987654321081				

#### 4.1.4. Payroll Information

This recording the Payroll Calculation like EPF, Socso & Tax Information.

Personal	Category	Family	Payroll Info.	Allowance	Deduction	Note
Wages Type:		----		SOCSO No:		5sdfa4654
Wages:		2,900.00		SOCSO Type:		1 First Category
Contribution:		----		Tax Branch:		MERU
Frequency:		----		Tax No:		SG123456789-02(1)
Payment Method:		HLB		Marital Status:		Single
Bank Account No:		1234-3234-6547-9875		Tax Deduct Child:		0
EPF No :		2132165		Spouse Working		<input checked="" type="checkbox"/>
NK:		9		Tax Category:		C1
Initial:				EA Serial No:		12354

- A. **Wages Type** : Which Wages type like Daily or Monthly.
- B. **Wages** : Amount per Month or per Day
- C. **Contribution** : Which Contribution Calculation like EPF Rate, Working Per Month and etc.
- D. **Frequency** : How many payment per month.
- E. **Payment Method** : The salary is pay by Cheque or Bank.
- F. **Bank Account No** : Bank Account No (For Bank In or Bank Transfer)
- G. **EPF No** : Employment Provided Fund (**KWSP**) Number. (For Borang A)

H. **NK** : Refer to Borang A NK column.

I. **Initial** : For EPF Borang A Electronic Transfer.

J. **Socso No** : SOSCO Number

K. **Socso Type** : Which SOCSO Type is use to calculate (Norm is First Category)

L. **Tax Branch** : Tax Branch where the employee file is open.

M. **Tax No** : The employee Tax File Number.

N. **Marital Status** : Either Single, Married, Divorce or Widow. (For Tax Calculation (PCB or CP 39))

O. **Tax Deduction Child** : Number of Children which Deductible in Tax Calculation (PCB or CP 39)

P. **Spouse Working** : For Tax Calculation (PCB or CP 39)

Q. **Tax Category** : Tax Calculation Category (May Ignore it cause system will allocate for you)

R. **EA Serial No** : For CP 8A (EA Form)

## 4.1.5. Allowance & Deduction

The fixed Allowance or Deduction for the Employee.

Personal

Category

Family

Payroll Info.

Allowance

Deduction

Note

Allowance	DESCRIPTION	AMOUNT	EPF	SOCSCO	PCB	OT	EA	HRDF
▶HP	hand phone	300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A. **Allowance/ Deduction** : Allowance or Deduction Code.

B. **Description** : Description to shown in Pay slip.

C. **Amount** : Amount to be pay or deduct.

D. **EPF** : Include the calculation of EPF.

E. **SOCSCO** : Include the calculation of SOSCO.

F. **PCB** : Include the calculation of PCB

G. **OT** : Include the calculation of OT.

H. **EA** : Shown in EA Form (CP 8A).

I. **HRDF** : Include the calculation of HRDF (Human Resource Development Fund).

## 4.1.6. Note

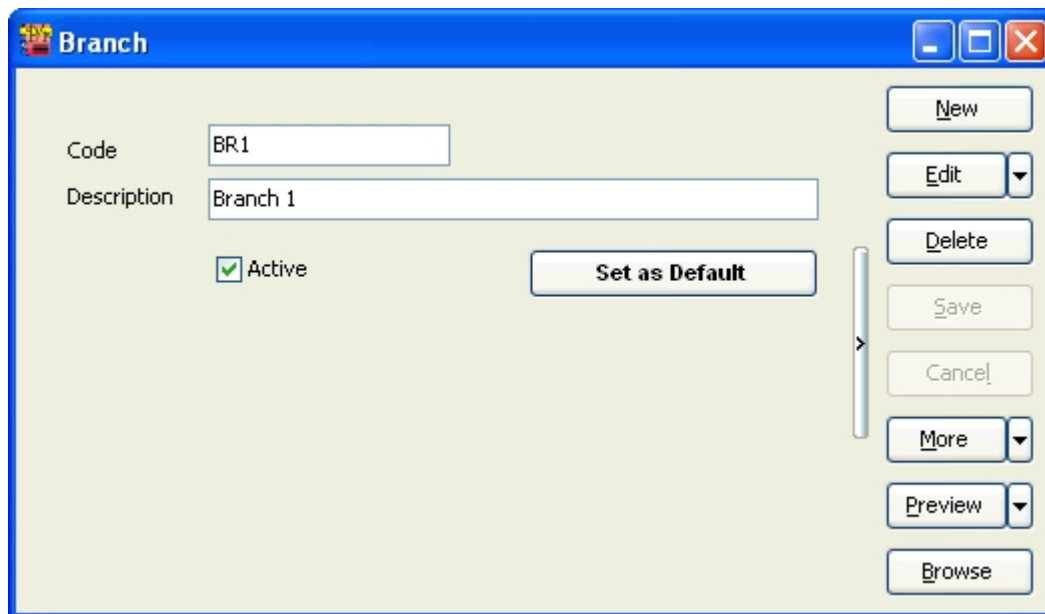
Additional Information and the Employee Photo. Advisable to use JPG format with Max resolution is 300 x 300 dpi.

The screenshot shows a web-based form for Human Resource Maintenance. At the top, there is a horizontal tab bar with the following tabs: 'Personal', 'Category', 'Family', 'Payroll Info.', 'Allowance', 'Deduction', and 'Note'. The 'Note' tab is currently selected and highlighted. Below the tabs, the form is divided into two main sections. On the left, there is a large text area labeled 'Note:' with a light blue border. On the right, there is a photo upload area labeled 'Photo:' with a light blue border and a small icon of a camera in the top right corner. The background of the form is a light beige color.

## 4.2. Human Resource Maintenance

The below screen is applied for the following Maintenance.

- Maintain Branch
- Maintain Department
- Maintain Group
- Maintain Category
- Maintain Project
- Maintain Job
- Maintain Task
- Maintain Race
- Maintain Country



A. **Code** : Code

B. **Description** : Full Description.

C. **Active** : Untick it if the Code is not use anymore.

D. **Set as Default** : If Clicked it will auto select the Code In the New Employee.

---

# Chapter 5. Payroll

## 5.1. New Payroll

Process or create New Payroll.

### 5.1.1. Final

Use to process the Month Pay Salary and Final Pay Salary.

**Final Payroll Process**

- To process the month FINAL payroll -

**Transaction Posting**

Year: 2007 Month: 9

Process Date: 20/09/2007

**Description**

Description 1 : Month End (09,2007)

Description 2 :

Ref 1 :

Ref 2 :

Process

A. **Year** : Year to be process.

B. **Month** : Month to be process.

C. **Process Date** : Posting Date (Norm is end of the Month)

D. **Description 1**: Information to be shown in Open Payroll.

E. **Description 2, Ref 1 & 2** : Additional Information which can be shown in Report Eg. Pay slip.

### 5.1.2. Frequency

Use to process the Payroll which pay not pay on the Last Month (not Last payment of the Month)

**Frequency Payroll Process**

- To process the MID month payroll -

**Transaction Posting**

Year: 2007 Month: 9

**Process Frequency**

Frequency: 1st half

Sequence:

Seq	Day From	Day To	Contrib (%)
1	1	15	50

**Payroll Transaction**

UTD Contrib %: 100 Process Date: 20/09/2007

Process From: 01/09/2007 To: 20/09/2007

**Description**

Description 1: 1st half (09.2007)

Description 2:

Ref 1:

Ref 2:

**Employee:**

Code	Name
0002	Ai Mori
0004	Rinko Jerrard
0008	Mizuho Kazami

3

Process

- A. **Year** : Year to be process.
- B. **Month** : Month to be process.
- C. **Frequency** : Frequency Type to be process.
- D. **Sequence** : Which Sequence to be process from the selected Frequency Type.
- E. **UTD Contribution %** : The % to be paid for EPF, Socso & Tax.
- F. **Process Date** : Posting date.
- G. **Process From & To** : Calculation Range Date.
- H. **Description 1** : Information to be shown in Open Payroll.
- I. **Description 2, Ref 1 & 2** : Additional Information which can be shown in Report Eg. Pay slip.
- J. **Employee** : List of Employee(s) will be process.

### 5.1.3. Ad Hoc

It same like Frequency. The different is the Frequency is keep preselected contribution and employee.



**Ad Hoc Payroll Process**

- To process the MID month Adhoc payroll -

**Transaction Posting**

Year: 2007 Month: 9

**Payroll Transaction**

UTD Contrib %: 100 Process Date: 20/09/2007

Process From: 01/09/2007 To: 20/09/2007

**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 ☐ Advanced ☐ Loan

**Description**

Description 1: Ad Hoc (09.2007)  
Description 2:   
Ref 1:   
Ref 2:

**Employee:**

	Code	Name
<input checked="" type="checkbox"/>	0001	KOSUKE FAUNG TECK WA
<input checked="" type="checkbox"/>	0002	Ai Mori
<input checked="" type="checkbox"/>	0009	Maho Kazami
<input checked="" type="checkbox"/>	0003	Kosuke Ueki
<input checked="" type="checkbox"/>	0004	Rinko Jerrard
<input checked="" type="checkbox"/>	0005	Inumaru
<input checked="" type="checkbox"/>	0006	Seiichiro Sano
<input checked="" type="checkbox"/>	0007	Robert Haydn
<input checked="" type="checkbox"/>	0008	Mizuho Kazami
<input checked="" type="checkbox"/>	0010	Arturia Pendragon aka Se

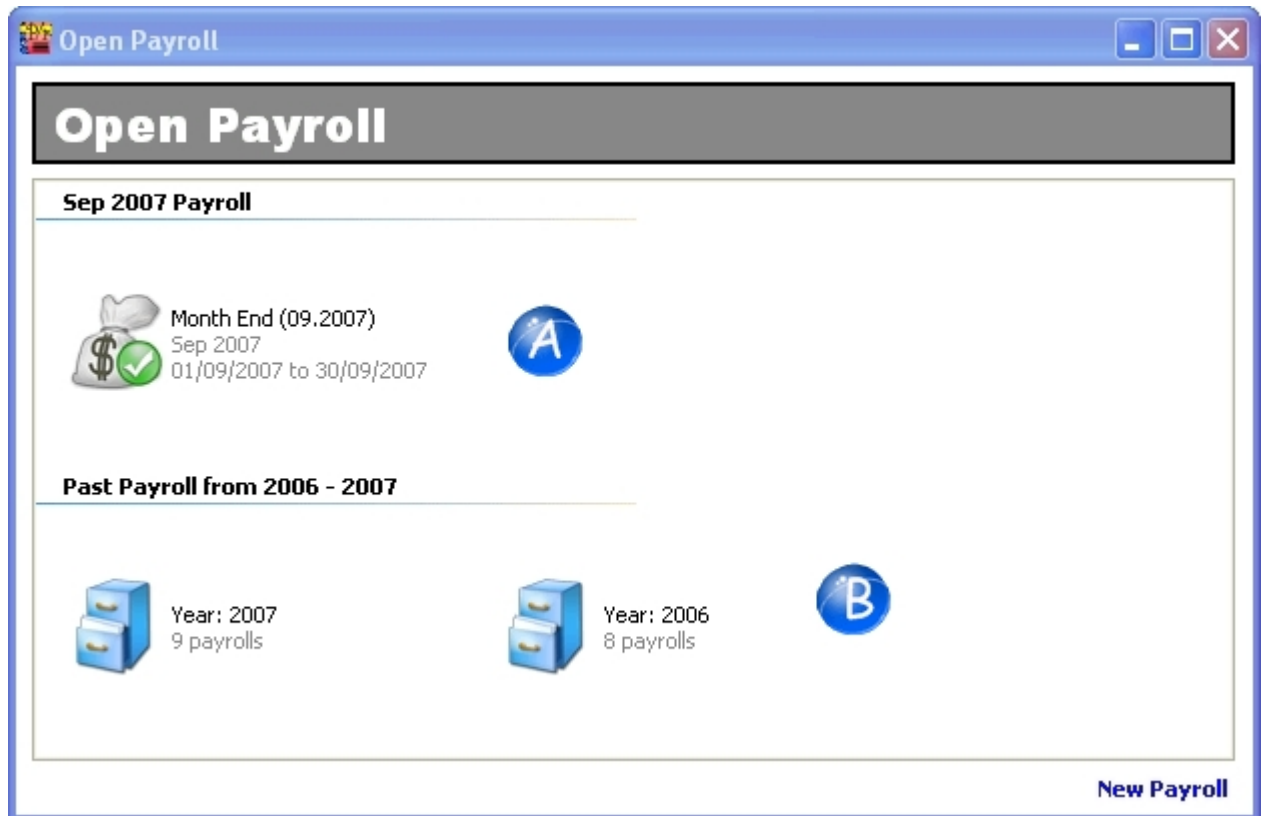
10

Process

- A. **Year** : Year to be process.
- B. **Month** : Month to be process.
- C. **UTD Contribution %** : The % to be paid for EPF, Socso & Tax.
- D. **Process Date** : Posting date.
- E. **Process From & To** : Calculation Range Date.
- F. **Fixed Transaction** : This section is to process the Fixed Transaction which Maintain in Maintain Employee.
- G. **Pending Transaction** : This section is to process the Transaction which had being Maintain in Pending Payroll.
- H. **Description 1**: Information to be shown in Open Payroll.
- I. **Description 2, Ref 1 & 2** : Additional Information which can be shown in Report Eg. Pay slip.
- J. **Employee** : List of Employee(s) to be process

## 5.2. Open Payroll

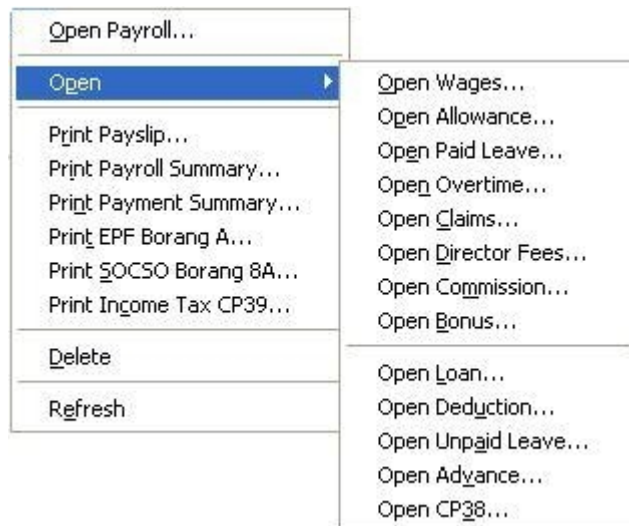
This option is to Open the Past Process Transaction.



A. Show the Current Working Month Process.

B. Past Transaction in Yearly.

Click on the Month icon and Right Click and you will see the below popup menu.



A. **Open Payroll** : Open All Employee for the Selected Month Payroll Process.

B. **Open** : Open All Employee by Type in listing.

C. **Print Payslip** : Print the Pay Slip for the Selected Month.

D. **Print Payroll Summary** : Print Payroll Summary Report for the Selected Month.

E. **Print EPF Borang A** : Print KWSP Borang A for the Selected Month.

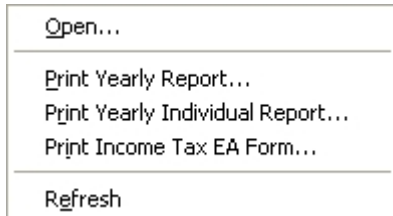
F. **Print SOCSO Borang 8A** : Print Socso Borang 8A for the Selected Month.

G. **Print Income Tax CP 39** : Print Potongan Cukai Berjadual (PCB) for the Selected Month.

H. **Delete** : Delete the Selected Month process.

I. **Refresh** : Refresh the Open Payroll List.

Click on the Year icon and Right Click and you will see the below popup menu.



A. **Open** : Open the Selected whole year Payroll Process.

B. **Print Yearly Report** : Print the Yearly report by Type (E.g. Yearly Wages, Yearly Allowance etc)

C. **Print Yearly Individual Report** : Print Individual Payment Salary Report By Monthly.

D. **Print Income Tax EA Form** : Print the CP 8A form. (For Individual Income Tax)

E. **Refresh** : Refresh the Open Payroll List.

Double click the Month icon and you will see the below dialog.



A. List of Employee Name. Double Click one of the employee to open the detail of payment and you will the below screen.

B. Click any of the button to print the Monthly required reports.

C. **Process Missing Employee** : This to progress the Employee where is not being processed because of Process is done before the Employee Create.

Month End (09.2007) [Period: 09 / 2007]

Code	Name
0001	KOSUKE FAUNG TECK
0002	Al Mori
0003	Kosuke Ueki
0004	Rinko Jerrard
0005	Inumaru
0006	Seichiro Sano
0007	Robert Haydn
0008	Mizuho Kazami
0009	Maho Kazami
0010	Arturia Pendragon

Welcome 0001 0010 0008

**KOSUKE FAUNG TECK W**

Wages:	2,900.00	Loan:	-
Allowance:	810.00	Deduction:	-
Overtime:	-	EPF:	366.00
Commission:	-	SOC50:	14.75
Claims:	-	Employer EPF:	399.00
Paid Leave:	-	Employer SOC50:	51.65
Director Fees:	-	CP38:	-
Bonus:	-	Unpaid Leave:	-
		Advance:	-
		PCB Monthly:	40.00
		Bonus:	-
		Director Fees:	-
		Total:	40.00

Gross Pay: 3,710.00 Gross Deduct: 420.75 Net Pay: 3,289.25

Allowance

Trans Date	Post Date	Code	Description	Amount
11/09/2007	30/09/2007	----	Default Allowance	100.00
11/09/2007	30/09/2007	FUEL	FUEL	400.00
11/09/2007	30/09/2007	All1	all1	1.00
11/09/2007	30/09/2007	All2	all2	2.00
11/09/2007	30/09/2007	All4	all4	3.00
Count = 7				810.00

10

Process Missing Employee

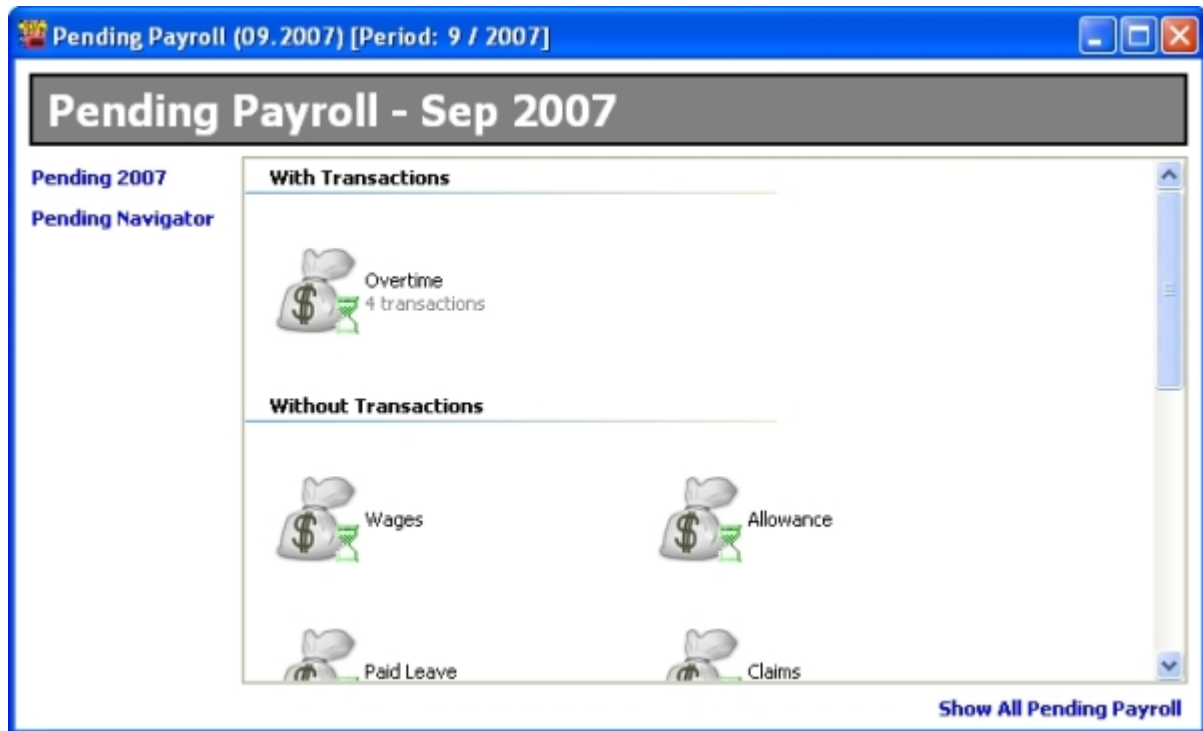
Mouse over the each Type (where it circle with blue color) and click on it to view detail (E.g. Mouse over the Allowance and Click on it and you will see something like the above screen).

A. Money Plus & Money Minus : To add or delete record.

B. Flag : To highlight what is currently added (Only work if the record is in Edit Mode (i.e. The highlight will reset after Click Save).

## 5.3. Open Pending Payroll

Use to record the transaction which to be process at the Process Payroll. By Default it will display the Current Working Month.

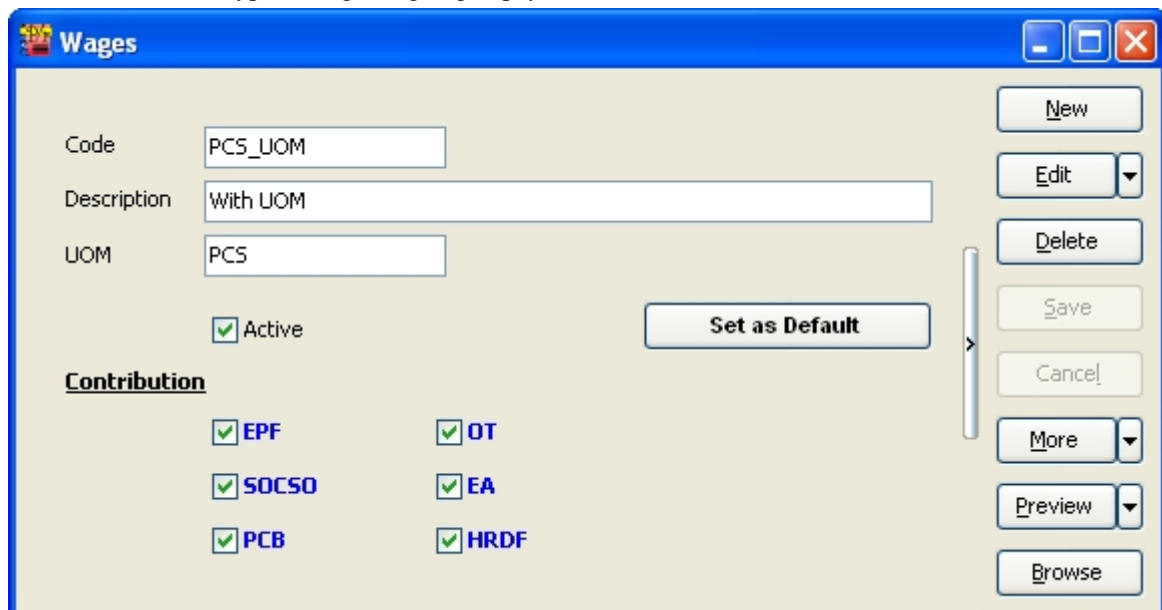


- A. **Pending XXXX** : Show the Current Year Pending Transactions in Monthly. XXXX is the Current Working Year.
- B. **Pending Navigator** : Show the Current Months Pending Transaction in Month View (In Day)
- C. **Show All Pending Payroll** : Show All the Pending Payroll in Yearly.
- D. **With Transaction** : Show which Type which had transactions.
- E. **Without Transaction** : Show which Type which doesn't had the transaction.

## 5.4. Payroll Maintenance

### 5.4.1. Maintain Wages

This to maintain the type of wages is going to pay and the contribution.



- A. **Code** : Wages Code.
- B. **Description** : Full Wages Type Description.
- C. **UOM** : Unit Of Measurement for Wages (e.g. PCS, Day, etc). For Monthly may ignore this field.
- D. **Active** : Untick if the record is no more in use.
- E. **Set as Default** : If Click it will auto Insert on New Employee.
- F. **Contribution** : Does this Wages type need to include the calculation of EPF, SOCSO, PCB, OT, EA & HRDF(Human Resource Development Fund)

## 5.4.2. Maintain Frequency

This to Maintain the number of Payment in a Month.

SEQ	Day From	Day To	Contrib %	EPF	SOCSSO	PCB	Allowance	Deduction
1	1	14	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	15	21	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- A. **Code** : Frequency Code.
- B. **Description** : Full Frequency Type Description.
- C. **Active** : Untick if the record is no more in use.
- D. **Set as Default** : If Click it will auto Insert on New Employee.
- E. In The Grid
- SEQ** : Calculation Sequence. Normally start from 1.
  - Day From & Day To** : Which Range Day to be calculate.
  - Contrib %** : The Percentage to be pay for the Contribution Calculation.
  - EPF, SOCSO, PCB, Allowance & Deduction** : Which Contribution to be calculate.
- The above example is base on the below condition
- From **Day 1 to 14** pay for **30%** for all Contribution and Wages.
  - From **Day 15 to 21** pay for **20%** for all Contribution and Wages.
  - From **Day 22 to end of Month** pay for balance **50%** for all Contribution and Wages.

### 5.4.3. Maintain Contribution

This to record Does the EPF, SOCSO, PCB, EA, HRDF & OT is to be included for Bonus, Director Fee, Pay Leave & Unpaid leave calculation?.

	EPF	SOCSO	PCB	EA	HRDF	OT
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employee EPF Rate: 11%      Working Day Per Month: 26  
Employer EPF Rate: 12%      Working Hour Per Day: 9

☒ Overtime Calculation base on Maintain Employee Setting

A. **Code** : Contribution Code.

B. **Description** : Full Contribution Type Description.

C. **Active** : Untick if the record is no more in use.

D. **Set as Default** : If Click it will auto Insert on New Employee.

E. **Employee & Employer EPF Rate** : The Percentage or Amount for KWSP for Employee & Employer. (For KWSP Borang A).

F. **Working Day Per Month** : Show how many working day per month. (For OT Calculation)

G. **Working Hour Per Day** : Show how many working hours per day. For OT Calculation)

H. **Overtime Calculation base on Maintain Employee Setting** : If Untick the Overtime Calculation will base on the Process Month.

### 5.4.4. Maintain Allowance, Deduction & Commission.

Below screen is apply to Maintain Allowance, Maintain Deduction and Maintain Commission.



A. **Code** : Code.

B. **Description** : Full Description.

C. **Active** : Untick if the record is no more in use.

D. **Set as Default** : If Click it will auto Insert on New Employee and Pay Sheet.

E. **Contribution** : Does this Type payment need to include the calculation of EPF, SOCSCO, PCB, OT, EA & HRDF(Human Resource Development Fund)

## 5.4.5. Maintain Overtime

A. **Code** : Overtime Type Code.

B. **Description** : Full Overtime Type Description.

C. **Rate** : Rate to be pay



D. **Unit Type** : Overtime is calculate on either Daily or Hourly.

- **Daily** : Overtime Amount = (Wages / Working Day Per Month) \* Rate
- **Hourly** : Overtime Amount = ( Wages / Working Day Per Month / Working Hour Per Day) \* Rate

E. **Pay Rate Script** : This is to override the System Overtime Calculation. (Refer to Maintain Script for Detail)

F. **Active** : Untick if the record is no more in use.

G. **Set as Default** : If Click it will auto Insert on Pay Sheet

H. **Contribution** : Does this Overtime type need to include the calculation of EPF, SOCSO, PCB, EA & HRDF(Human Resource Development Fund)

## 5.4.6. Maintain Claim

A. **Code** : Claim Code.

B. **Description** : Full Claim Type Description.

C. **Amount** : Default Claim Amount.

D. **Active** : Untick if the record is no more in use.

E. **Set as Default** : If Click it will auto Insert on Pay Sheet.

## 5.4.7. Maintain Payment Method

This to maintain the Salary Payment type for the particular Employee.

**Payment Method**

Code: MBB ☒ Active

Description: MAYBANK BHD

Bank:

Bank Account No.: 1324657498484

Next Cheque No:

Payment Type: Direct Transfer

Branch: KLANG

Address: MBB ADDR1  
MBB ADDR2  
MBB ADDR3  
MBB ADDR4

Contact Person: who ever know what to do

Reference1:

Reference2:

Phone1: 123

Phone2:

Fax:

GL Account:

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

A. **Code** : Payment Method Code.

B. **Description** : Full Payment Method Description.

C. **Bank** : For Bank Electronic Credit Transfer Only.

D. **Bank Account No** : Company Bank Account Number.

E. **Next Cheque No** : Next Running Check Number.

F. **Payment Type** : Payment Type

- Cash : Pay by Pure Cash (For Coinage Report)
- Cheque : Pay by Cheque (For Cheque Listing Report)
- Direct Transfer : Pay using Direct Debit or One Cheque Pay All Employee or Bank Electronic Credit Transfer (For Credit Bank Report)

G. **Branch** : Bank Branch.

H. **Address** : Bank Address.

I. **Contact Person** : Bank Person In charge.

J. **Reference 1 & 2** : Additional Information.

K. **Phone 1 & 2** : Telephone Number 1 and 2

L. **Fax** : Fax Number

M. **GL Account** : General Ledger Bank Account Code (For Linking with SQL Accounting)

N. **Set as Default** : If Click it will auto Insert on New Employee.

---

# Chapter 6. Leave

## 6.1. Leave Entitlement Processor

The to process the Annual Leave Entitlement. Normally process at the beginning of the year only.



A. **Year** : Select the year to be process.

B. **Process** : Start the Calculation.

## 6.2. Leave Application

This to record the Leave taken by employee.



A. **New Leave Application** : Open the new Leave Application.

B. **Leave Inquiry** : To check which employee is taken what leave type and in which day.

Click on the New Leave Application and you will see below screen.



A. **Employee** : Select the employee to be apply.

B. **Year** : Year to apply.

You will see below screen once you click the **Apply Leave** button.

Date	Leave Type	Description	Day
05/03/2007	AL	Annual Leave	1.0
08/03/2007	AL	Annual Leave	1.0
22/03/2007	MC	Medical Leave	1.0
09/04/2007	MC	Medical Leave	1.0
19/04/2007	AL	Annual Leave	1.0
17/05/2007	AL	Annual Leave	1.0
08/08/2007	MC	Medical Leave	1.0
13/09/2007	MC	Medical Leave	1.0
19/09/2007	AL	Annual Leave	1.0
20/09/2007	AL	Annual Leave	1.0
27/09/2007	MC	Medical Leave	1.0

Leave Type	Entitle	BF	Taken	Balance
AL	16.0	0	0.0	16.0
MC	22.0	0	0.0	22.0

A. This area show the list of leave type which maintain in Maintain Leave Type. Click on any button.

B. Click the date in this area where the particular wanted to take.

C. You can change the Description and Number of day (i.e. From 1 to 0.5 for half day) in this Area.

Right Click at the Year Icon and you will see the below popup menu.

- Open Leave Application...
- Open Leave History...
- Leave Entitlement...
- Refresh

A. **Open Leave Application** : Open the Leave application for all employee.

B. **Open Leave History** : Open the past Leave application by Monthly

C. **Leave Entitlement** : Open the all employee Leave Entitlement List.

**2007 Leave**

Code	Name
0001	KOSUKE FAUNG TECK WAI
0002	Ai Mori
0009	Maho Kazami
0003	Kosuke Ueki
0004	Rinko Jerrard
0005	Inumaru
0006	Seiichiro Sano
0007	Robert Haydn
0008	Mizuho Kazami
0010	Arturia Pendragon

Welcome

## 2007 Leave

Print Leave Application Report

Print Attendance Report

Print Leave Balance Report

Print Yearly Leave Report

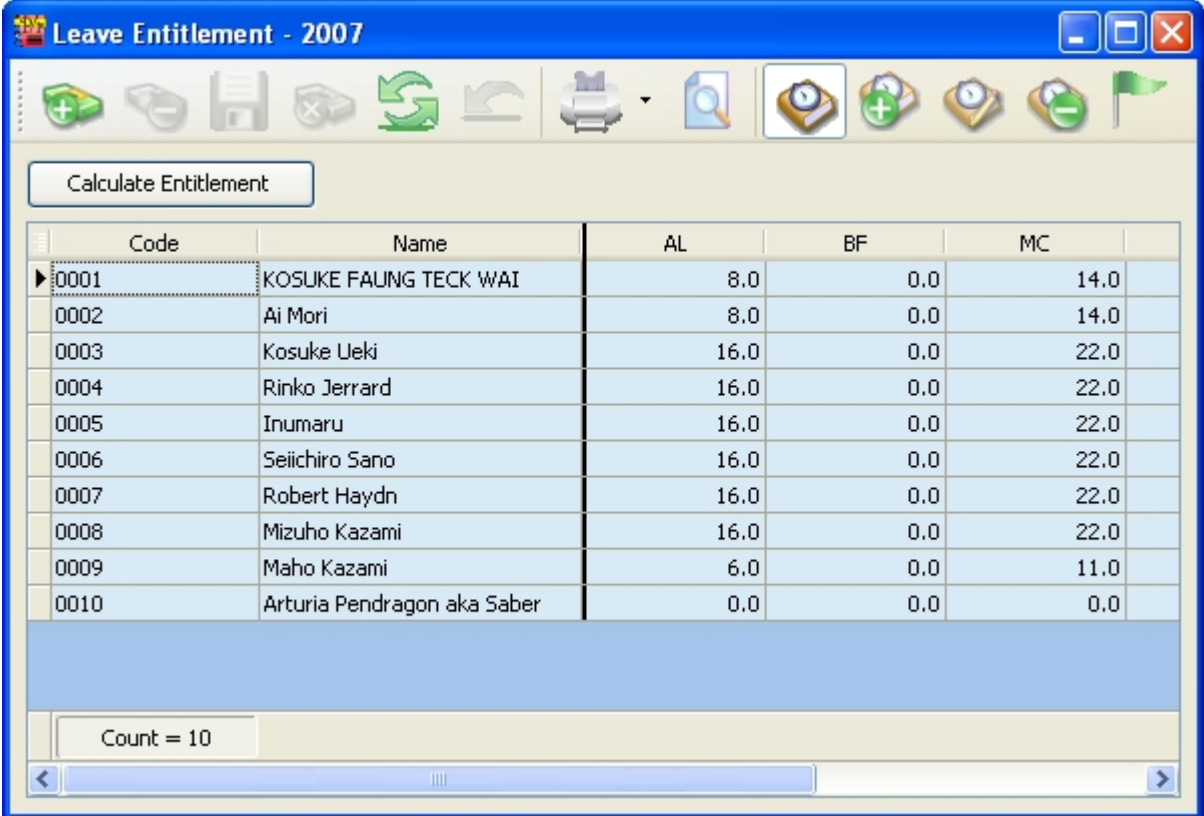
10

**Leave History**

2007

New Application

	Leave Date	Employee	Name	Leave Type	Leave Day
January	02/02/2007	0001	KOSUKE FAUNG TECK WAI	MC	1.0
February	02/02/2007	0009	Maho Kazami	MC	1.0
March	05/02/2007	0001	KOSUKE FAUNG TECK WAI	AL	0.5
April	06/02/2007	0009	Maho Kazami	PL	1.0
May	07/02/2007	0001	KOSUKE FAUNG TECK WAI	NAL	1.0
June	08/02/2007	0001	KOSUKE FAUNG TECK WAI	AL	1.0
July	09/02/2007	0002	Ai Mori	UL	1.0
August	09/02/2007	0009	Maho Kazami	MC	1.0
September	13/02/2007	0009	Maho Kazami	PL	1.0
October	14/02/2007	0001	KOSUKE FAUNG TECK WAI	NAL	1.0
November	14/02/2007	0008	Mizuho Kazami	AL	1.0
December	15/02/2007	0004	Rinko Jerrard	AL	1.0
	15/02/2007	0008	Mizuho Kazami	AL	1.0
	16/02/2007	0001	KOSUKE FAUNG TECK WAI	MC	1.0
	Count = 24				23.5



Code	Name	AL	BF	MC	
0001	KOSUKE FAUNG TECK WAI	8.0	0.0	14.0	
0002	Ai Mori	8.0	0.0	14.0	
0003	Kosuke Ueki	16.0	0.0	22.0	
0004	Rinko Jerrard	16.0	0.0	22.0	
0005	Inumaru	16.0	0.0	22.0	
0006	Seiichiro Sano	16.0	0.0	22.0	
0007	Robert Haydn	16.0	0.0	22.0	
0008	Mizuho Kazami	16.0	0.0	22.0	
0009	Maho Kazami	6.0	0.0	11.0	
0010	Arturia Pendragon aka Saber	0.0	0.0	0.0	

Count = 10

## 6.3. Leave Maintenance

### 6.3.1. Maintain Calender

It maintain the different group of employee or state where their Rest Day or Public Holiday is different from others. This useful in Leave Application

The 'Calendar' window has a title bar with standard window controls. Below the title bar, there is a 'Code' field with a dropdown menu, an 'Active' checkbox, and three buttons labeled 'W', 'R', and 'P'. To the right of these buttons is a text field for 'Annual Rest Days' and a year selector set to '2007'. On the far right, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'More', 'Preview', and 'Browse'.

The main area is divided into two parts. On the left is a list of records with columns 'Date' and 'Description'. The records show dates from January 6 to June 2, 2007, all labeled as 'Rest Day'. On the right is a calendar grid for the year 2007, showing months from January to December. Days are color-coded: blue for 'Working Day', green for 'Rest Day', and red for 'Public Holiday'. The legend at the bottom right indicates these colors: Working Day (blue), Rest Day (green), and Public Holiday (red).

- A. **Code** : Code
- B. **Description** : Full Description.
- C. **Active** : Untick it if the Code is not use anymore.
- D. **Set as Default** : If Clicked it will auto select the Code In the New Employee.
- E. **W, R & P** button : It the Working Day, Rest Day & Public Holiday indicator. Click on of the button (E.g P button) then select which day is the public holiday (e.g. 31 Aug 2007).
- F. **Annual Rest Days** : This to set Rest Day in batch.

The 'Annual Rest Days' dialog box has a title bar with a close button. It contains a 'Year' dropdown menu set to '2007'. Below it is a 'Make every' dropdown menu set to 'Saturday', followed by the text 'as Rest Days'. At the bottom, there are 'OK' and 'Cancel' buttons.

## 6.3.2. Maintain Leave Type

You may create New Leave type (E.g Study Leave) in here.



A. **Code** : Code

B. **Description** : Full Description.

C. **Caption** : Caption to be shown in Leave Application.

D. **Is Entitle** : Is it with Limited Days?

E. **Is Unpaid** : Is under unpaid category?

F. **B.Forward** : Can it be Carried Forward to next year?

G. **Style** : Color Caption to be shown in Leave Application.

H. **Active** : Untick it if the Code is not use anymore.

I. **Set as Default** : If Clicked it will auto select the Code In the New Leave Group.

### 6.3.3. Maintain Leave Group

This to determine how each Leave type is calculated. The script calculation can be change in Maintain Script

Leave Type	Entitle	Process	Amount	BF
AL	Annual Leave Entitlement Policy	Leave Entitlement Processor		
MC	Medical Leave Entitlement Policy	Leave Entitlement Processor		
UL			Leave Calculate Amount	

A. **Code** : Code

B. **Description** : Full Description.

C. **Active** : Untick it if the Code is not use anymore.

D. **Set as Default** : If Clicked it will auto select the Code In the New Employee.

E. **Entitle** : Leave Entitlement Formula for Each year (Eg <2 years - 12 days leave, >2 years - 16 days etc).

F. **Process** : Leave Calculation Formula (Eg. If start work on 6 Sept - the default formula is average by 365 days, from Join date).

G. **Amount** : Leave Calculation Amount Formula (Eg. Default deduction on unpaid leave, is wages/numbers of days in month).

H. **BF** : Number of Leave can be carried forward to next year.

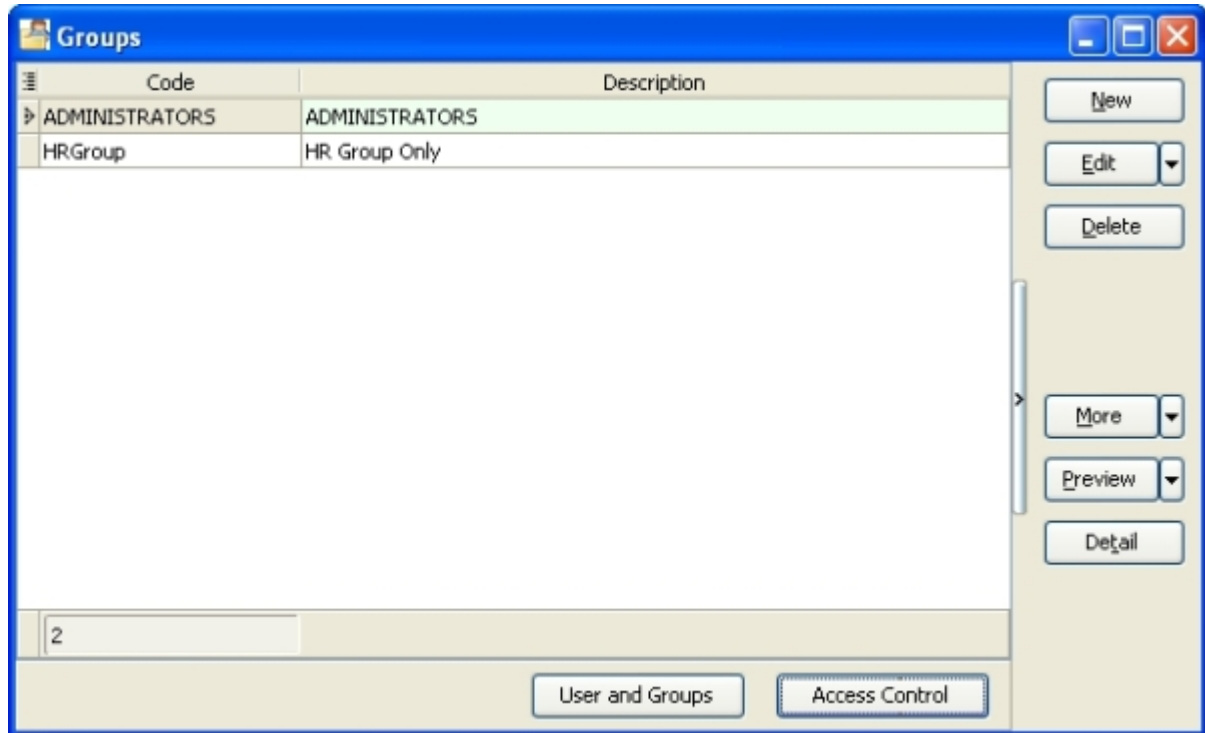
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# Chapter 7. Tools

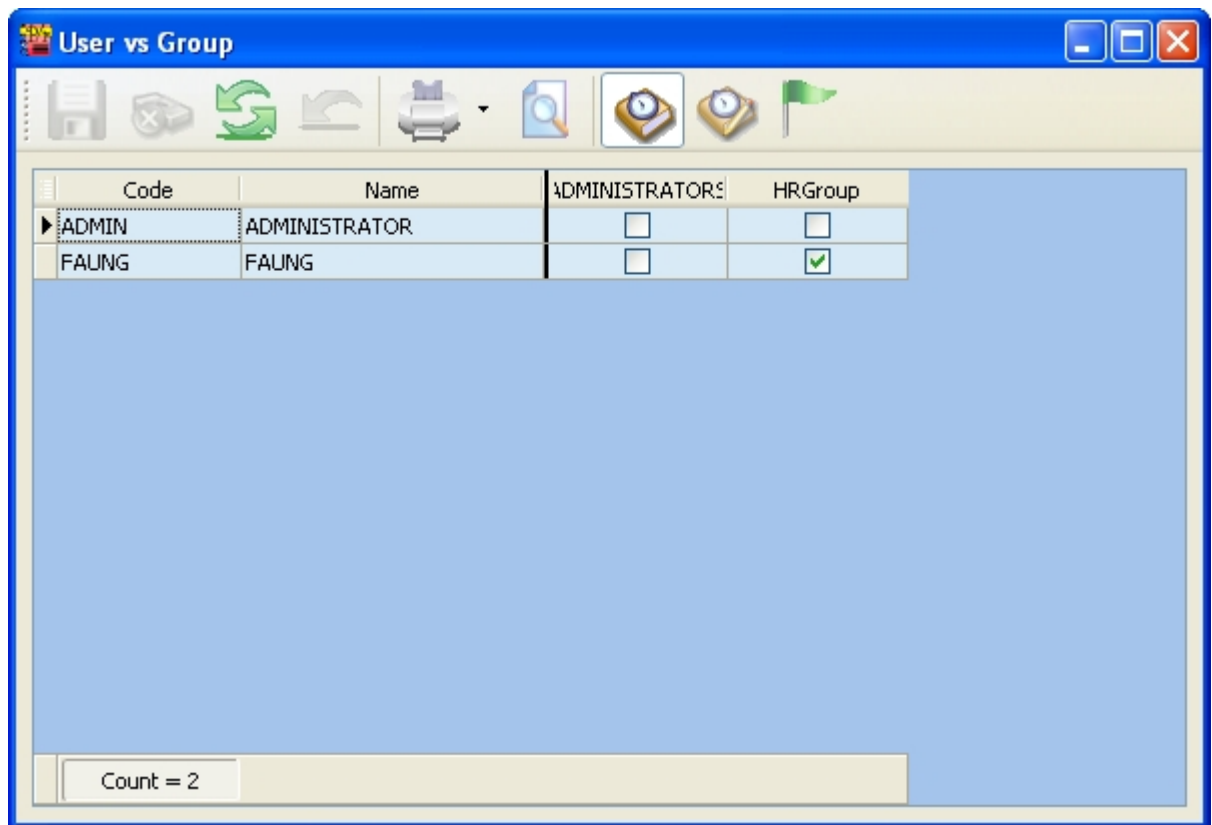
## 7.1. Maintain User Group

This to maintain the User with certain User Right in Group.

Click **Tools | Maintain User Group...** and you will see the below dialog.



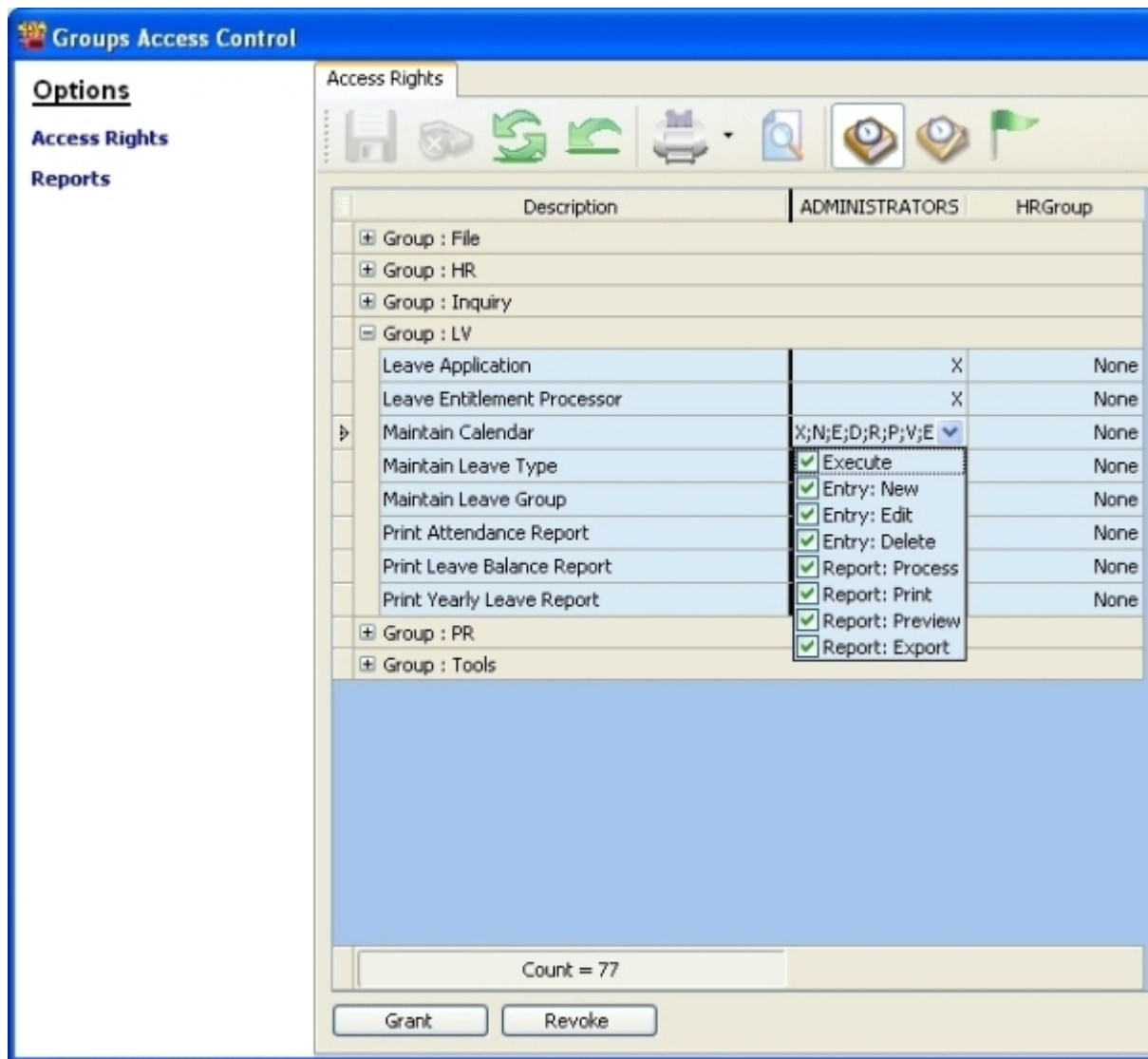
A. **User and Groups** : View in User vs Group.



Code	Name	ADMINISTRATORS	HRGroup
ADMIN	ADMINISTRATOR	<input type="checkbox"/>	<input type="checkbox"/>
FAUNG	FAUNG	<input type="checkbox"/>	<input checked="" type="checkbox"/>

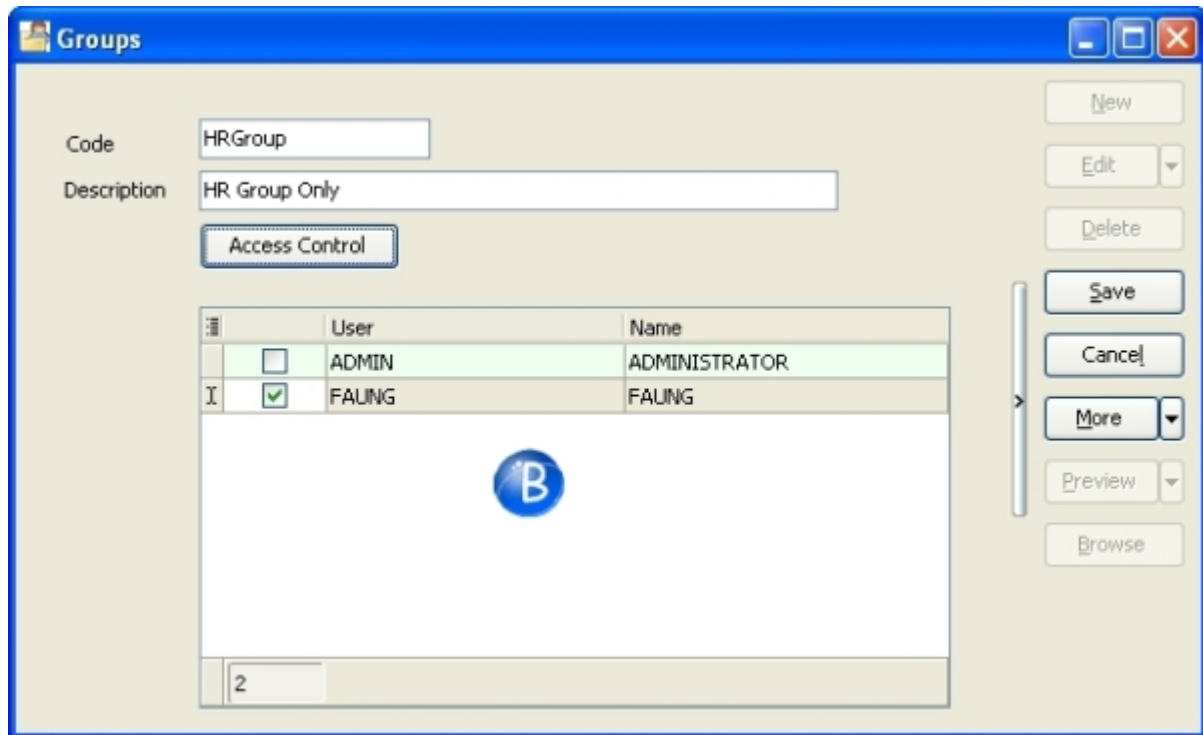
Count = 2

B. Access Control : View by User Right vs User Group



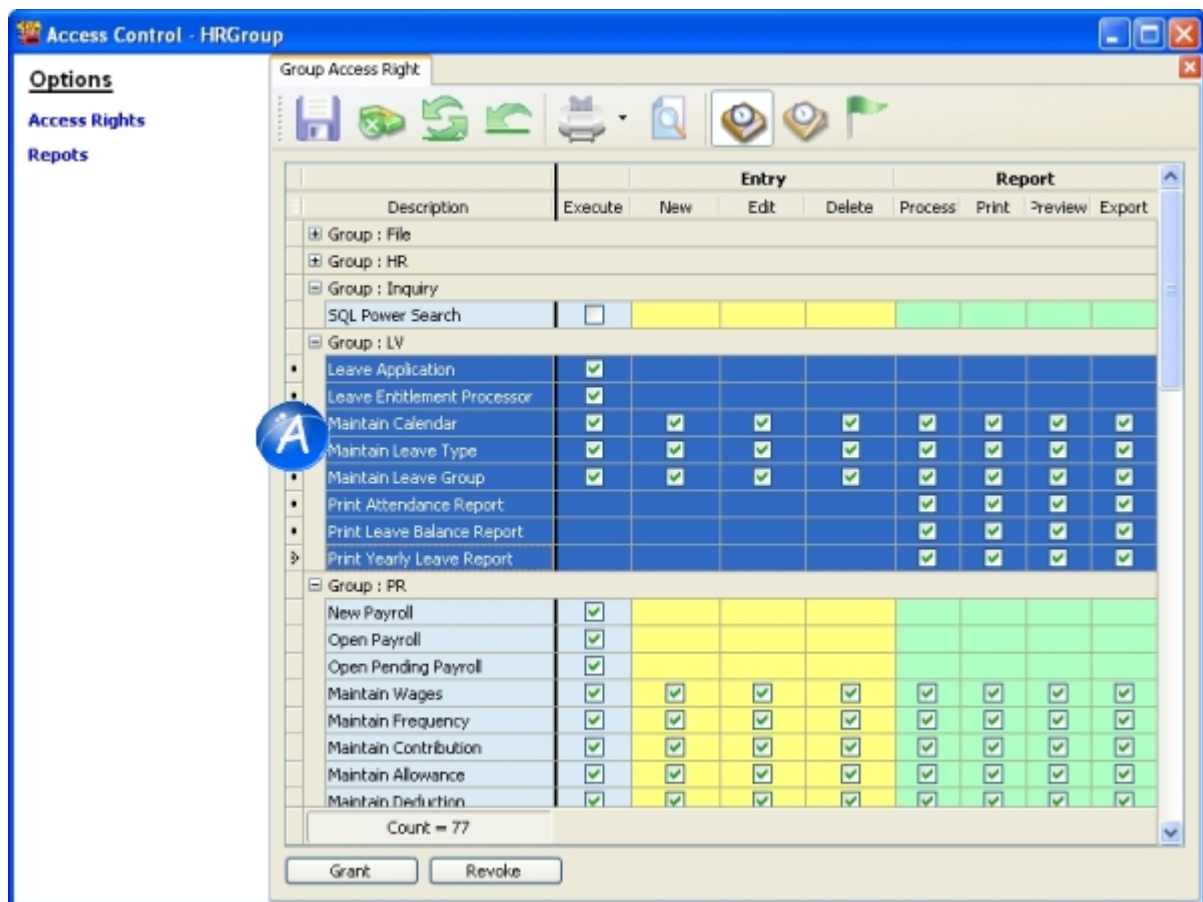
A. **Grant** : Tick All the selected Access Right.

B. **Revoke** : Untick All the selected Access Right.

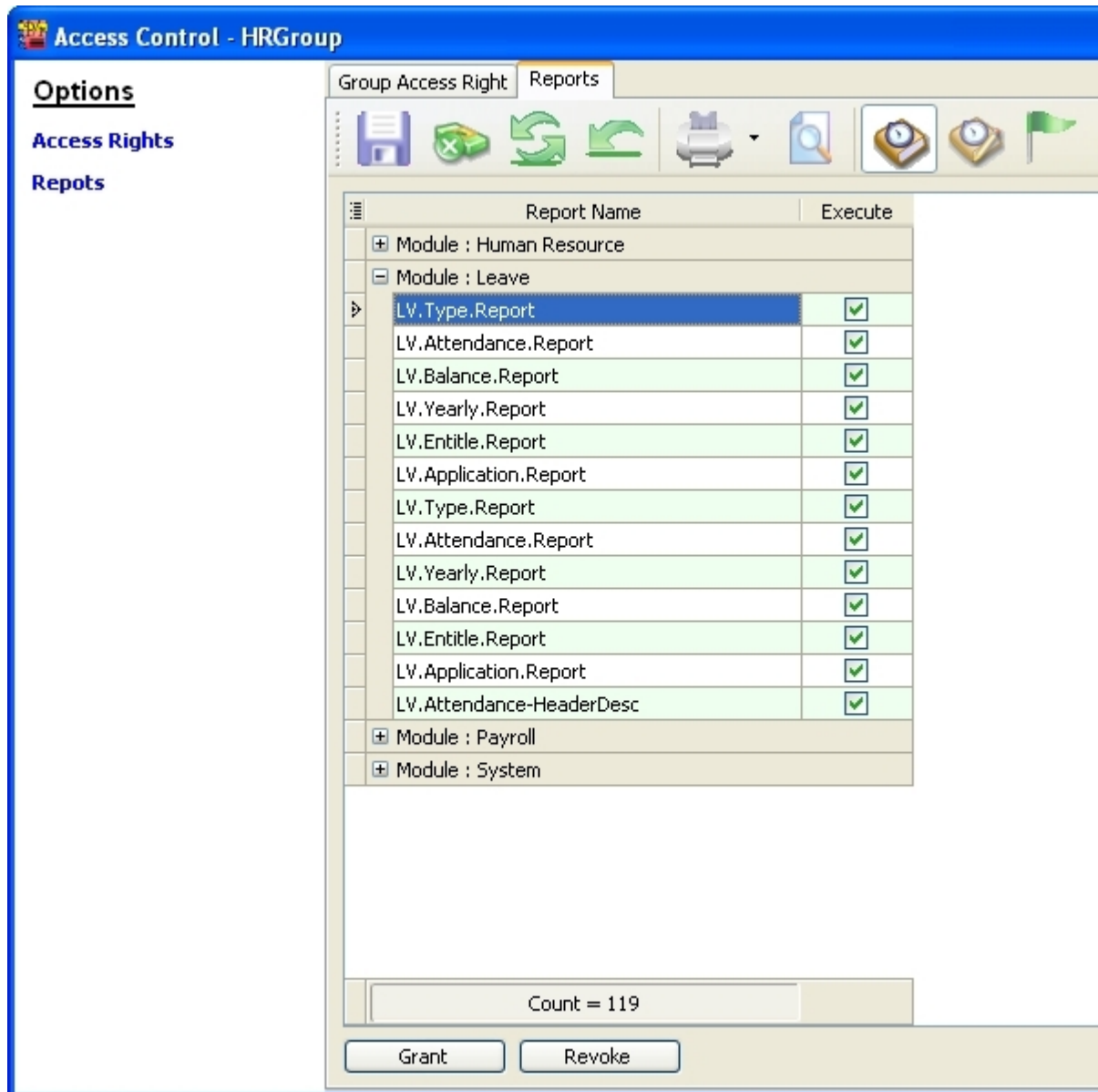


A. **Access Control** : Assign the Access Right to Selected User Group.

B. User List which under this Group Code.



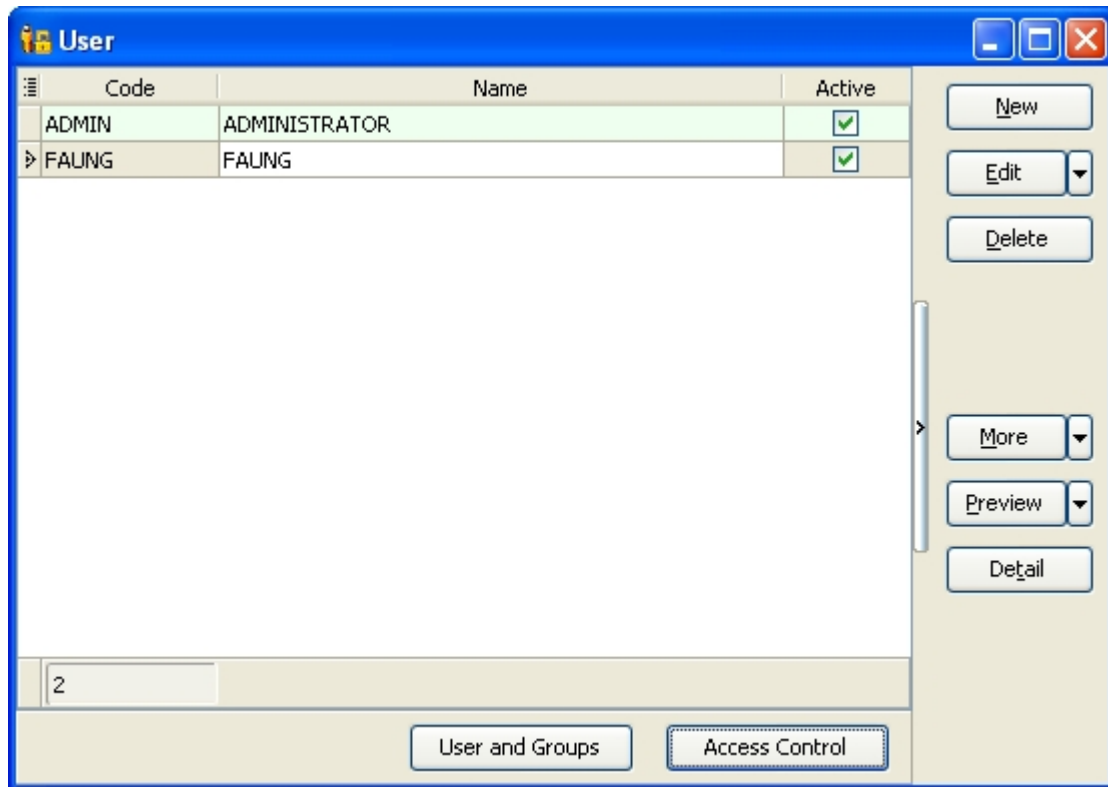
A. Mouse over here and you will see a **Black Arrow**. Click on it to select the whole row.



## 7.2. Maintain User

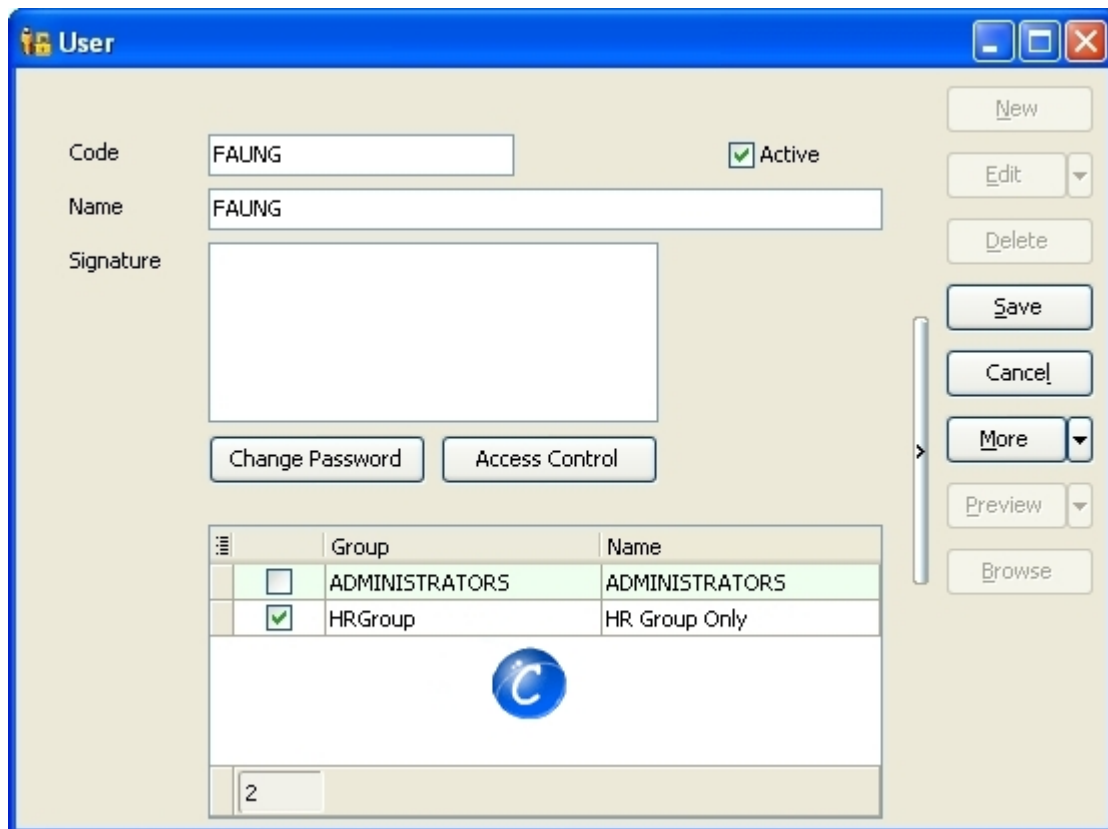
This to maintain who can Login the Application.

Click **Tools | Maintain User ...** and you will see the below dialog.



A. **User and Groups** : View in User vs Group.

B. **Access Control** : View by User Right vs User.



A. **Change Password** : Create or Change the Password.



B. **Access Control** : To override or Assign the Access Right.

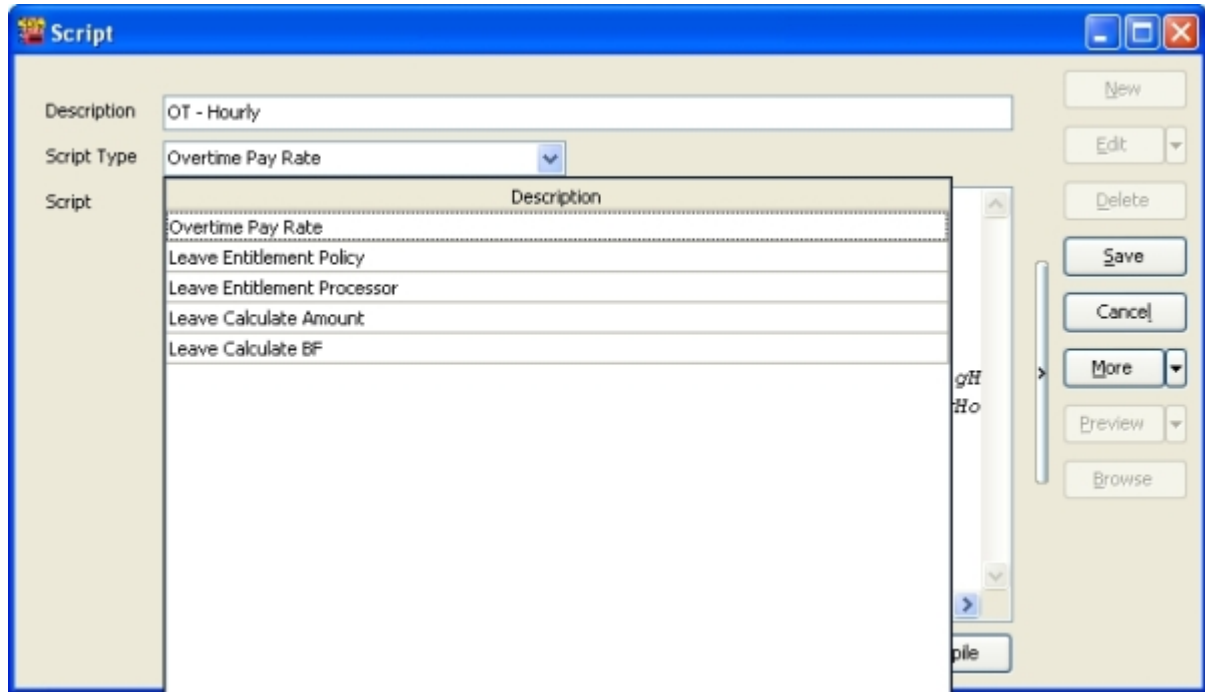
C. List of User Group.

## 7.3. Maintain Script

This use to override the Default System Calculation (e.g. Overtime rate, Leave Entitlement, etc).

In this also can see the Default System Calculation.

The language use in Script is Pascal.



---

# Chapter 8. Electronic Transfer

## 8.1. Salary Transfer

add

## Index

## 8.2. EPF Borang A Transfer

Payment for Monthly KWSP using Magnetic Media (Disc).

Click **Payroll | Government Reports | Print EPF Borang A...** and you will see the below dialog.

Year: 2007 Month: 9

Payment Method:

☐ Cash ☒ Cheque/Money Orders/Others

Apply Preview

EPF.Borang A

Sep 2007

NAME	Employee EPF	EmployerEPF
KOSUKE FAUNG TECK WAI	368.00	401.00
Ai Mori	5.00	5.00
Kosuke Ueki	368.00	401.00
Rinko Jerrard	546.00	596.00
Inumaru	616.00	672.00
	4,763.00	5,195.00

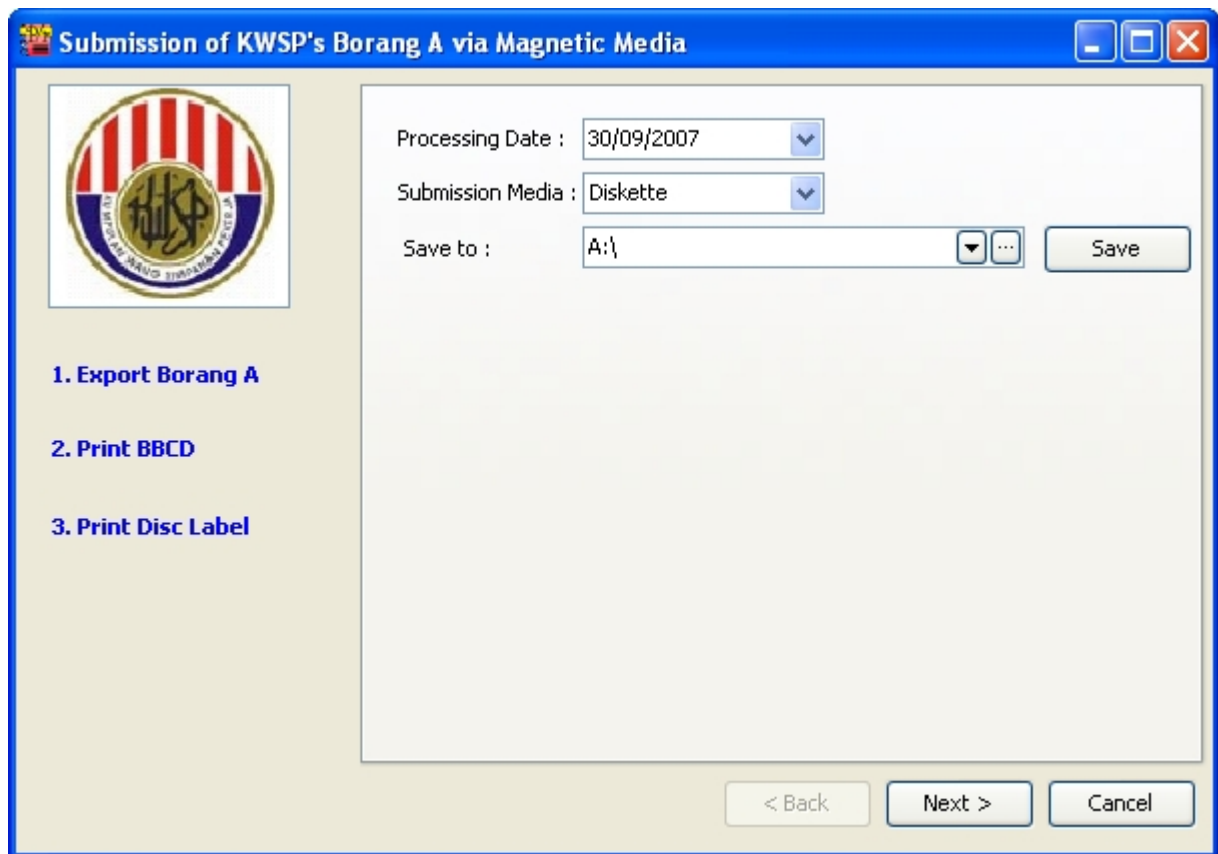
Submission of KWSP's Borang A via Magnetic Media

A. **Year & Month** : Year & Month to be pay.


B. **Payment Method** : Payment By what Cash or Cheque. If other then Cash please enter the Empty box.

C. **Apply & Preview** : Calculate & Preview the report for the condition selected as above.

D. **Submission of KWSP's Borang A via Magnetic Media** : If payment by disc..



**Submission of KWSP's Borang A via Magnetic Media**



**1. Export Borang A**

**2. Print BBCD**

**3. Print Disc Label**

Processing Date : 30/09/2007

Submission Media : Diskette

Save to : A:\


< Back   Next >   Cancel

A. **Processing Date** : Date of Process. Normally end of the month.

B. **Submission Media** : Either via Diskette or CD type.

C. **Save To** : Where to save the output file. Click **Save** button to output the file.

**Submission of KWSP's Borang A via Magnetic Media**



**1. Export Borang A**

**2. Print BBCD**

**3. Print Disc Label**

Payment Method :

Name :

IC No. :

Position :

Phone No. :

A. **Payment Method** : The method of payment.

B. **Name** : Person in charge of payroll.

C. **IC No** : Person in charge NRIC number.

D. **Position** : Person in charge Job Position.

E. **Phone No** : Person in charge Contact Phone Number.

F. **Print** : To Print the Borang Bayaran Caruman Bulanan - Pita/Disket(**BBCD**).

**Submission of KWSP's Borang A via Magnetic Media**

**1. Export Borang A**

**2. Print BBGD**

**3. Print Disc Label**

Employer Name : Sample Company Sdn B

Employer Ref No. : 123450

Name of Person : Saber

Phone No. : 03-33416909

**Submission Type**

☐ Test Diskette/CD FOR TESTING

☒ Production Diskette/CD

Month & Year of Contribution :

MM 10 YYYY 2007

Print

< Back Next > Cancel

A. **Employer Name** : Normally is Company Name.

B. **Employer Ref No** : Is internal reference (not for KWSP).

C. **Name of Person** : Person in charge of payroll.

D. **Phone No** : Person in charge Contact Number.

E. **Submission Type** : For First Time select Test Diskette/CD else Select Production Diskette/CD

F. **Print** : To Print the Disc Label.

## 8.3. SOCSO Borang 8A Transfer

Payment for Monthly SOCSO using Magnetic Media (Disc).

Click **Payroll** | **Government Reports** | **Print SOCSO Borang 8A...** and you will see the below dialog.

**SOCSCO Borang 8A**

Year: 2007 Month: 9

Payment Method:

☐ Cash ☒ Cheque/Money Orders/Others

Apply Preview

SOCSCO.Borang 8A

**Sep 2007**

Employee	Employee Name	Contribution	NRIC
0001	KOSUKE FAUNG TECK WAI	66.40	123456101204
0002	Ai Mori	57.40	123246104767
0003	Kosuke Ueki	66.40	123468-10-1054
0004	Rinko Jerrard	66.40	326534123214
0005	Inumaru	66.40	
Count = 9		588.60	

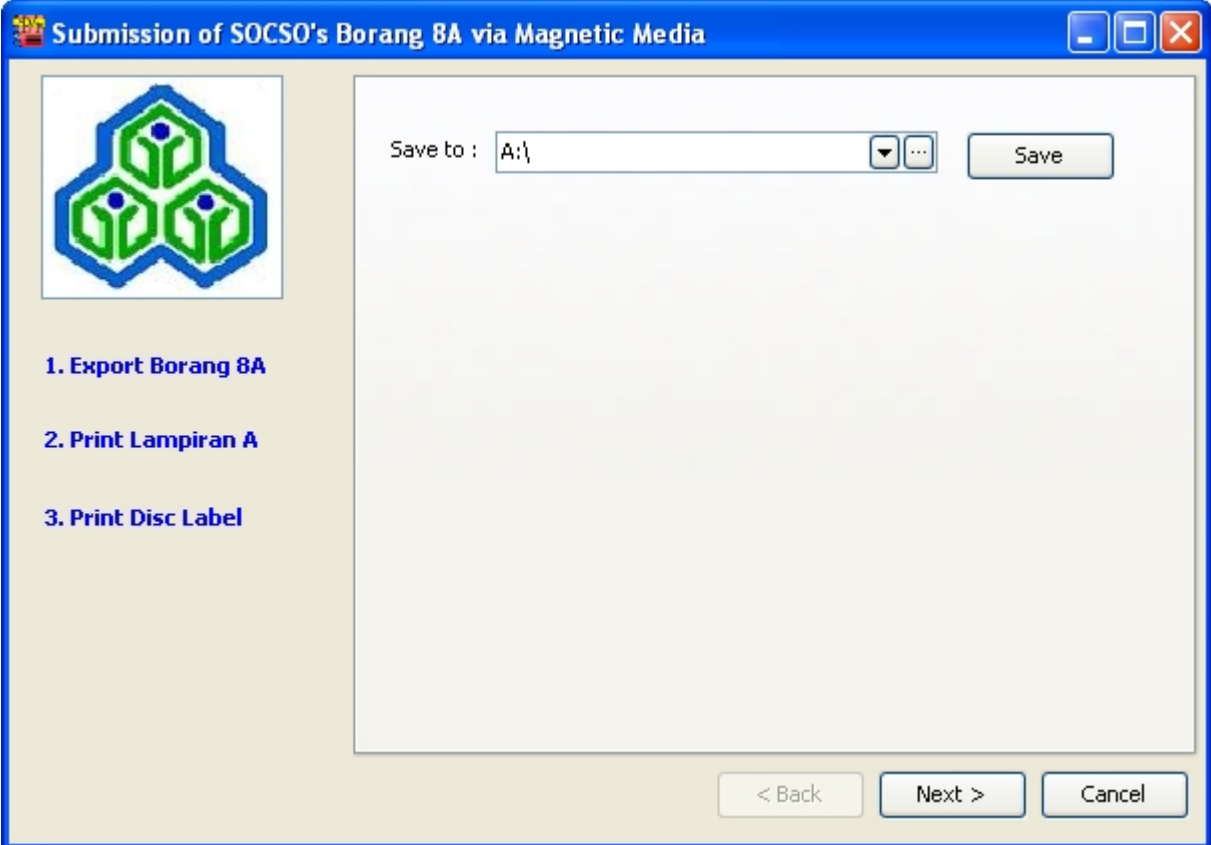
**Submission of SOCSCO's Borang 8A via Magnetic Media**

A. **Year & Month** : Year & Month to be pay.

B. **Payment Method** : Payment By what Cash or Cheque. If other then Cash please enter the Empty box.

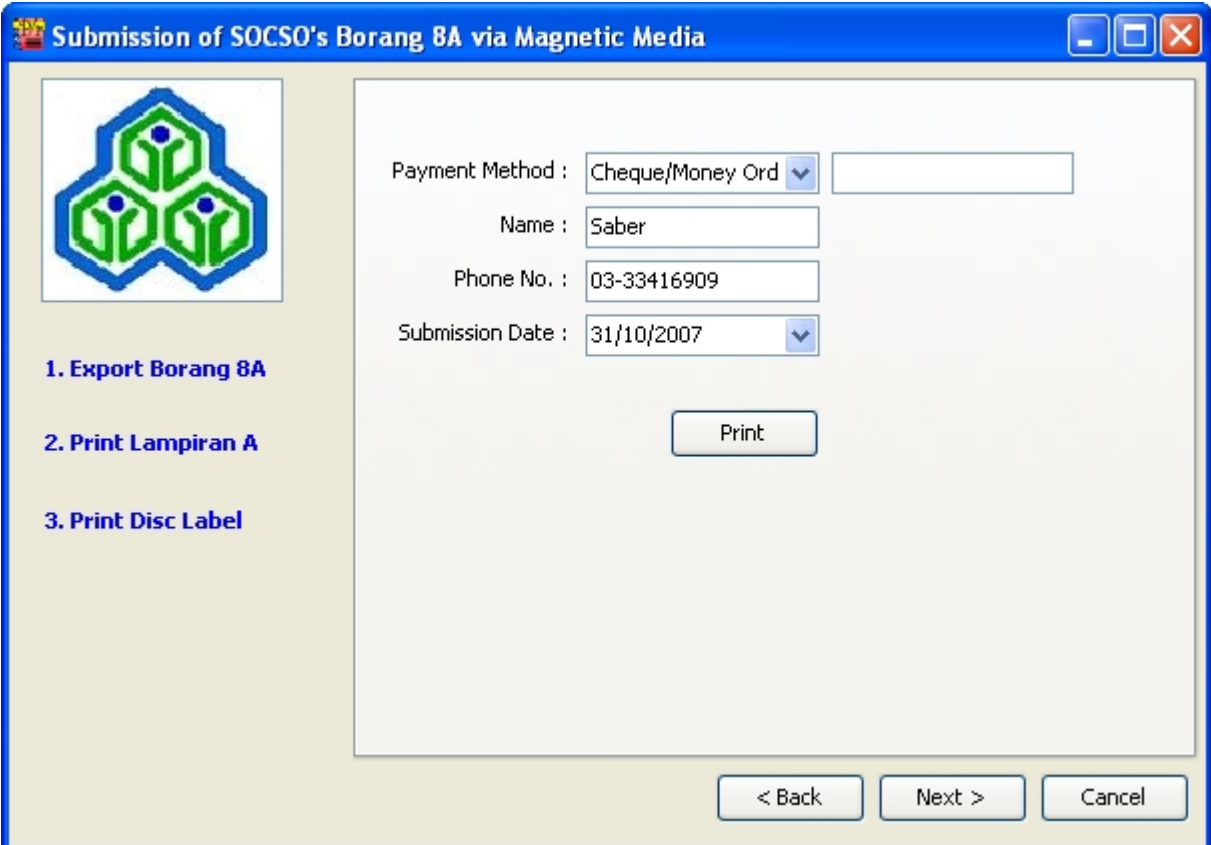
C. **Apply & Preview** : Calculate & Preview the report for the condition selected as above.

D. **Submission of SOCSCO's Borang A via Magnetic Media** : If payment by disc..



The screenshot shows a software window titled "Submission of SOCSO's Borang 8A via Magnetic Media". On the left, there is a logo and a list of steps: "1. Export Borang 8A", "2. Print Lampiran A", and "3. Print Disc Label". The main area on the right is for file saving, with a "Save to :" label, a text box containing "A:\", a dropdown arrow, and an ellipsis button. A "Save" button is to the right. At the bottom, there are "< Back", "Next >", and "Cancel" buttons.

A. **Save To** : Where to save the output file. Click **Save** button to output the file.



The screenshot shows the same software window, now at step "2. Print Lampiran A". The left sidebar remains the same. The main area contains form fields for: "Payment Method :" with a dropdown menu showing "Cheque/Money Ord" and an empty text box; "Name :" with a text box containing "Saber"; "Phone No. :" with a text box containing "03-33416909"; and "Submission Date :" with a dropdown menu showing "31/10/2007". A "Print" button is centered below these fields. At the bottom, there are "< Back", "Next >", and "Cancel" buttons.

A. **Payment Method** : The method of payment.

B. **Name** : Person in charge of payroll.

C. **Phone No** : Person in charge Contact Phone Number.

D. **Print** : To Print the Borang **Lampiran A**.

E. **Submission Date** : Date to submit the Disc.

## 8.4. PCB Borang CP39 Transfer

Payment for Monthly PCB (Borang CP 39) using Magnetic Media (Disc).

Click **Payroll** | **Government Reports** | **Print Income Tax CP39...** and you will see the below dialog.

**PCB Borang CP 39**

Year: 2007 Month: 9

☒ Merge Bonus to current year

Apply Preview

PCB.Borang CP 39

**Sep 2007**

NAME	PCB	CP38
▶ KOSUKE FAUNG TECK WAI	43.00	-
Kosuke Ueki	43.00	-
Rinko Jerrard	187.00	-
Inumaru	265.00	-
Seiichiro Sano	432.00	-
Robert Haydn	629.00	-
Mizuho Kazami	51.00	-
	2,318.00	-

**Submission of LHDN's Borang CP39 via Magnetic Media**

A. **Year & Month** : Year & Month to be pay.

B. **Merge Bonus to current year** : To include the Bonus PCB to current year (i.e. Last year Bonus pay in this year).

C. **Apply & Preview** : Calculate & Preview the report for the condition selected as above.

D. **Submission of LHDN's Borang CP39 via Magnetic Media** : If payment by disc..



The screenshot shows a software window titled "Submission of LHDN's Borang CP39 via Magnetic Media". On the left, there is a sidebar with two options: "1. Export Borang CP39" (highlighted in blue) and "2. Print Disc Label". The main area contains a "Save to :" label followed by a text box with "A:\\" and a dropdown arrow. To the right of the text box is a "Save" button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

A. **Save To** : Where to save the output file. Click **Save** button to output the file.

The screenshot shows the same software window, but now "2. Print Disc Label" is highlighted in the sidebar. The main area contains three input fields: "Employer Name :" with the value "Sample Company Sdn Bhd", "Employer Ref No. :" with the value "87654321-GK", and "Month & Year of Contribution : MM" with a dropdown showing "9" and "YYYY" with a dropdown showing "2007". Below these fields is a "Print" button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

A. **Employer Name** : Normally is the Company Name.

**B. Employer Ref No** : Company Tax Number.

**C. Month & Year of Contribution** : The Year and Month of payment.

**D. Print** : To Print the Borang **Disc Label**.

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## Chapter 9. Statutory / Government Forms



















Below is the list of Government Forms and the usage.

Government	Form	Description
EPF / KWSP	Borang A	Monthly EPF Contribution.
SOCSSO	Borang 8A	Monthly SOCSSO Contribution.
	Borang 2	Newly Join Employee for the Month.
	Borang 3	Resigned Employee for the Month.
IRD / JHD	CP 39	Monthly PCB Contribution.
	CP 39A	Outstanding Monthly PCB / Bonus PCB unpaid
	CP 22	Newly Join Employee for the Month.
	CP 22A	Resigned Employee for the Month.
	CP 159	List of total paid PCB during the Year.
	PCB 2(II)	Receipt on monthly PCB Paid.
	EA	Employee earning report for the Year.

---

# Chapter 10. Fast Report

## 10.1. Design Toobars

Button	Description
	A standard mode of operation, in which a cursor allows to select objects, modify their sizes, etc.
	Dragging a report page.
	Clicking on the left button doubles the zoom(adds 100%), while clicking the right one zooms out by 100%. When holding the left mouse button while dragging, the selected area would be zoomed.
	Clicking on the "Text" object allows editing its contents right on the report page. If you hold the left mouse button when moving the cursor, the "Text" object appears in the selected place, and then its editor launches.
	The button becomes enabled when the "Text" object is selected. When clicking on the "Text" object with the left button, it copies formatting, which has the previously selected "Text" object, into the object.
	Allows creation band on a design page, of an area which has definite behaviour; according to it's type
	Cross Tab.
	DB Cross Tab.
	Print Barcode.
	Displays a formatted text in Rich Text Format (RTF).
	Displays any object using OLE technology.
	Displays gradient background.
	Displays a checkbox with either a check or a cross.
	Displays one or several text lines within the rectangular area.
	Displays a graphic file in "BMP", "JPEG", "ICO" or "WMF" format.
	Allows inserting an additional report design page inside the base one.
	Displays service information (date, time, page number, etc), well as aggregate values.
	"Draw" category represent different geometrical figures (diagonal line rectangle, rounded rectangle, ellipse, triangle, and diamond).

---

# Appendix A. Appendix

## A.1. Frequently Ask Questions

1. What is the different between Entry Date, Trans Date, Post Date & Process Date?

**Entry Date** => When the transaction was entered. For record purpose only.  
=> Not involve any calculation  
**Trans Date** => The Date of the Transaction. For record purpose only.  
=> Use in Pending Payroll  
**Post Date** => The Date of the transaction suppose to post.  
=> Important for payroll processing  
=> Use in Socso8A Report.  
**Process Date** => The payroll process date when this transaction was processed

All report is using the **Process Key** to link only. In order word....  
All only display purpose only.

2. Why the EPF Calculation Incorrect If using Ad Hoc and Final together?

Make sure the **Process Date** for both Process is different else System unable to balance the EPF.

3. What is the Monthly PCB maximum EPF can deduct?

You may refer to <http://www.hasil.org.my/cP/upload/Form/Nyata/NotaPCBWeb.pdf>

4. How is the Bonus PCB is Calculate?

Eg For 2007 (max EPF is RM500 per month)

Basic Salary RM5,000 (less EPF ) =====> monthly PCB payable = RM192  
Bonus RM5,000 or RM417 per month  
So ..... Get RM 5417 (less EPF) =====> monthly PCB payable = RM242

As a result, PCB payable =  $RM(242 - 192) * 12 + RM192 = RM792$

OR

Monthly Basic Salary = RM5,000  
PCB Tax Paid for each month = RM192  
Total Salary received from 01/01/2007 - 31/12/2007

Bonus received = RM5,000  
Bonus distributed to 01/01/2007 - 31/12/2007 =  $RM5,000/12 = RM416.67$

Actual Monthly Basic Salary =  $RM5,000 + RM416.67 = RM 5,416.67$   
Actual PCB Tax suppose to pay for each month = RM242 (refer to PCB Table)

PCB Tax paid for month December =  $RM(242 - 192) * 12 + RM192 = RM792$

OR

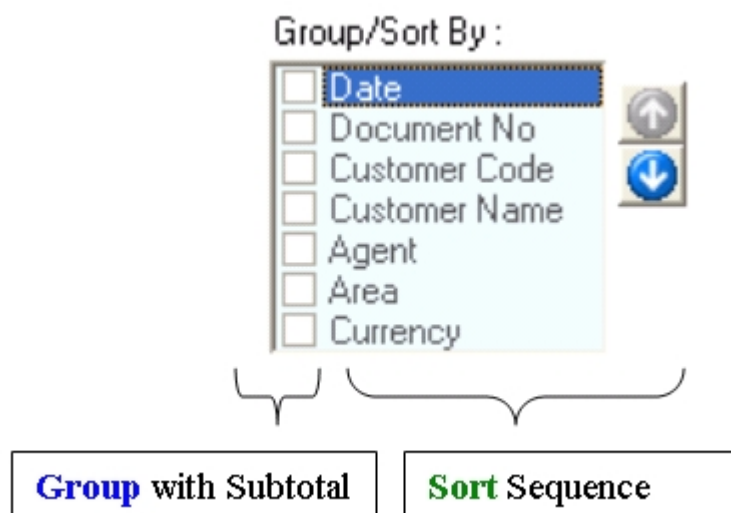
Actual PCB Tax payable from 01/01/2007 - 31/12/2007 is  $RM242 * 12 = RM2,904$   
She has paid PCB of 11 months =  $RM192 * 11 = RM2,112$   
On December she should pay =  $RM2,904 - RM2,112 = RM792$

---

# Appendix B. Appendix

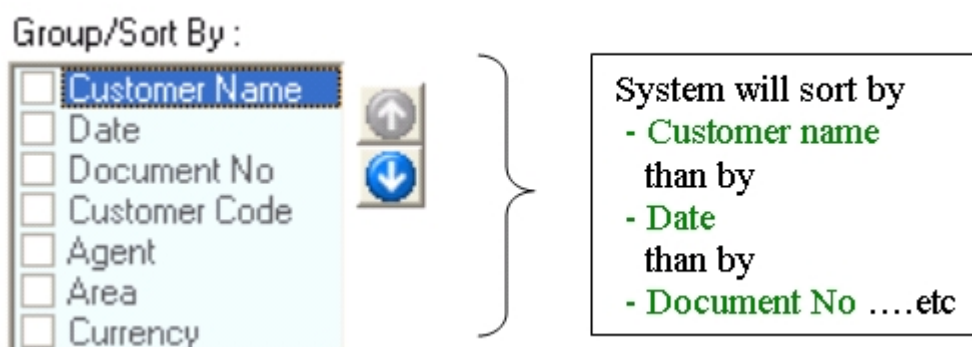
## B.1. SQL Power Report Tools

A typical report box can be seen in all reporting screen in SQL Application. The parameter (Date, Document No etc) will be different for each reporting needs.



In any report presentation, SQL Application our user can Freely manipulate on data **SORTing** & **GROUPing** any combination in report presentation.

**Data Sorting** : In every reports, the default sorting sequence will be by date. For instant, if you want your report to sort by <Customer Name> , than just highlight on <Customer Name>, use arrow key to arrange on the sequence you. Click on <apply> button.



**Data Grouping** : Normally the default setting does not group by any parameter. But if you want your report to group by ie. <Customer Name> , than just check on <Customer Name>, Click on <apply> button to view result in print preview.

Group/Sort By :

<input checked="" type="checkbox"/>	Customer Name
<input type="checkbox"/>	Document No
<input type="checkbox"/>	Date
<input type="checkbox"/>	Customer Code
<input type="checkbox"/>	Agent
<input type="checkbox"/>	Area
<input type="checkbox"/>	Currency

Data Group by **Customer** with **subtotal** will be provided

Data still will sort by  
 - **Document No**  
 than by  
 - **Date** ....etc

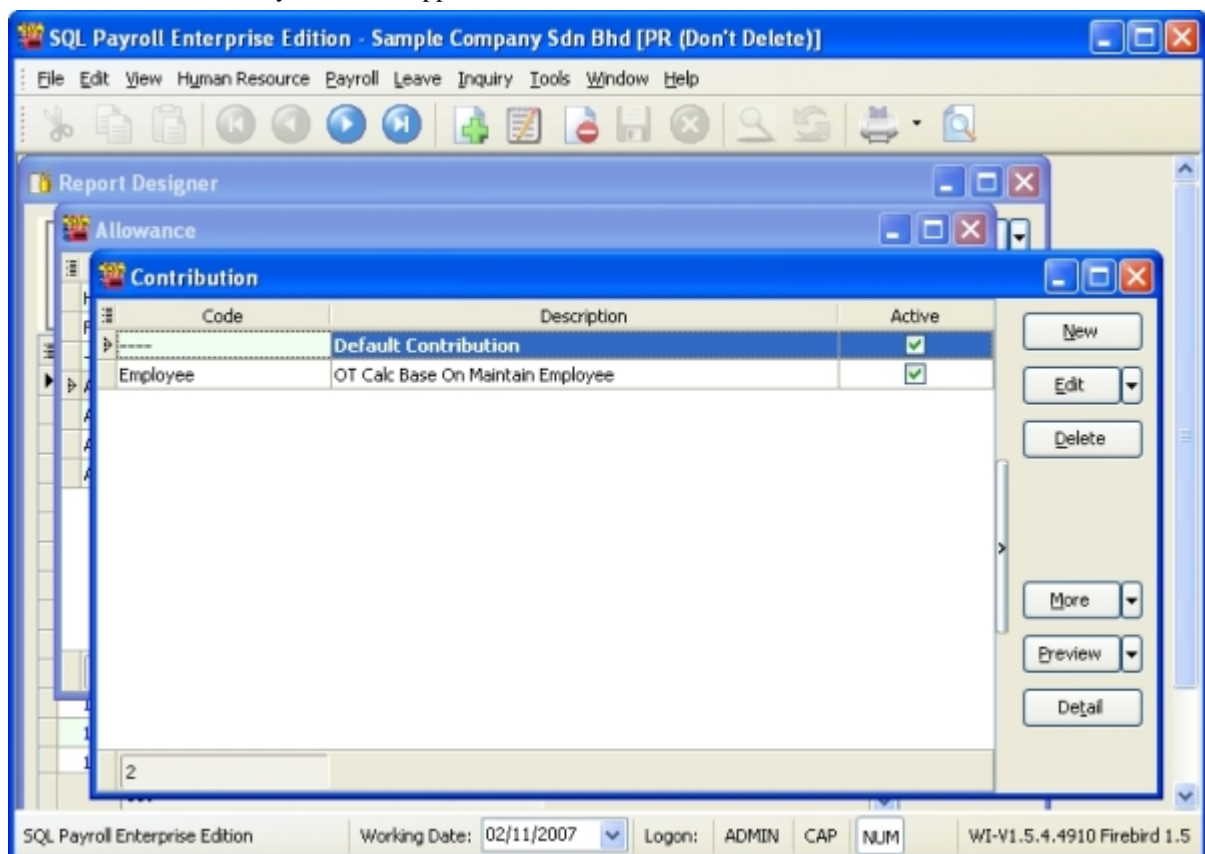
## B.2. Main Form

In SQL Application, you can view the windows in 2 mode.

Just Click View and select you view choice

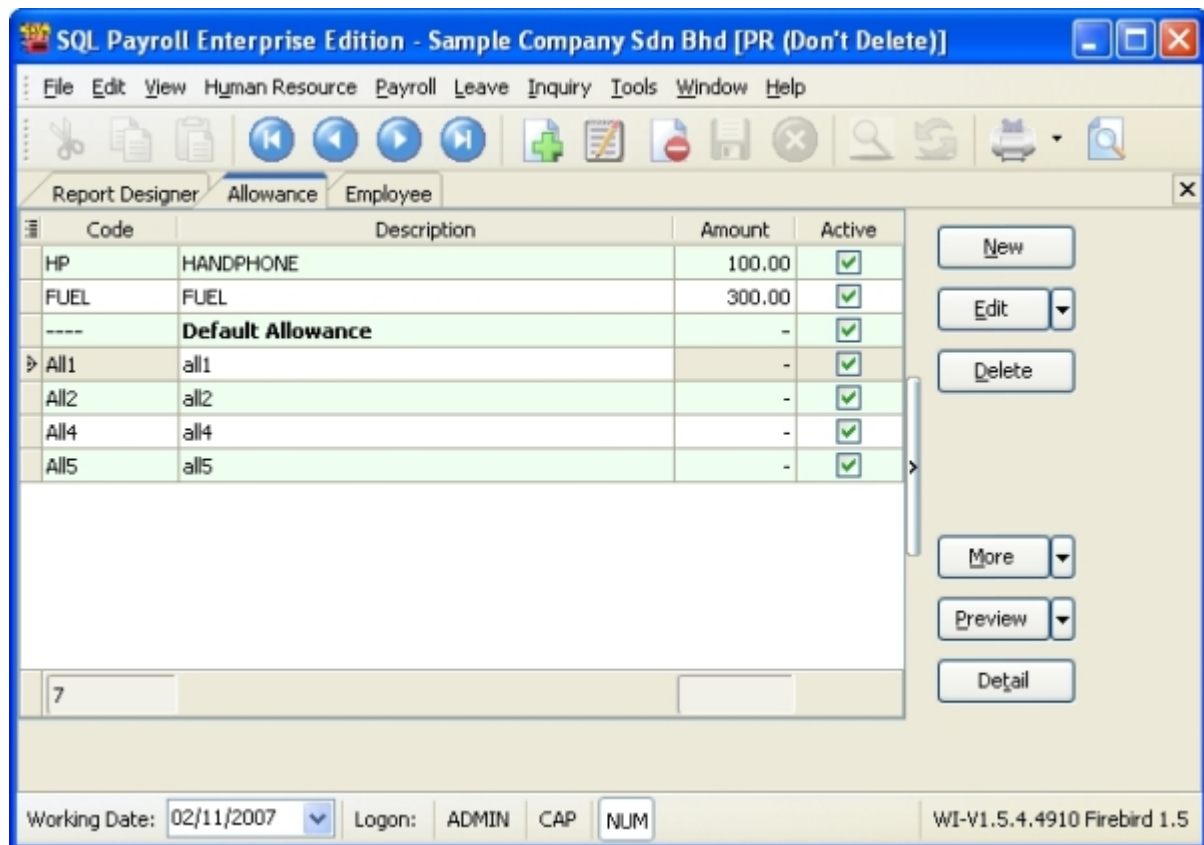
### B.2.1. Multiple Document Interface (MDI) View

This is classic or normally seen in all application.



### B.2.2. Tabbed Docking View

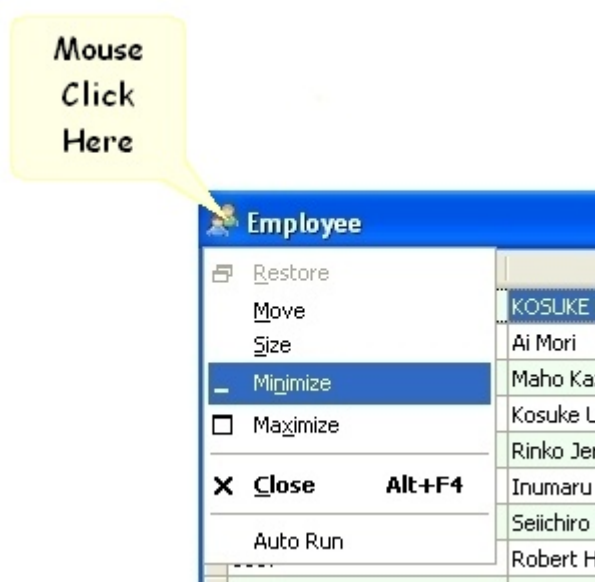
This is new look which also similar like Firefox Explorer or Internet Explore 7.



### B.2.3. Auto Run

You can also set the Auto open the window on login the SQL Application.

This Setting can be enable in MDI View.



## B.3. SQL Power Grid

How SQL GRID can help you throughout the system:



### B.3.1. Build-in MS Excel® Style Data Filtering

To activate this function mouse just over the header you wanted to filter and click down the arrow.

Code	Description	Active
	(All)	<input checked="" type="checkbox"/>
	(Custom...)	<input checked="" type="checkbox"/>
AF	<input type="checkbox"/> AFGHANISTAN	<input checked="" type="checkbox"/>
AL	<input type="checkbox"/> ALBANIA	<input checked="" type="checkbox"/>
DZ	<input type="checkbox"/> ALGERIA	<input checked="" type="checkbox"/>
AS	<input type="checkbox"/> AMERICAN SAMOA	<input checked="" type="checkbox"/>
AD	<input type="checkbox"/> ANDORRA	<input checked="" type="checkbox"/>
AO	<input type="checkbox"/> ANGOLA	<input checked="" type="checkbox"/>
AG	<input type="checkbox"/> ANTIGUA AND BARBUDA	<input checked="" type="checkbox"/>
AR	<input type="checkbox"/> ARGENTINA	<input checked="" type="checkbox"/>
AW	<input type="checkbox"/> ARUBA	<input checked="" type="checkbox"/>
AU	<input type="checkbox"/> AUSTRALIA	<input checked="" type="checkbox"/>
AT	<input type="checkbox"/> AUSTRIA	<input checked="" type="checkbox"/>
AZ	<input type="checkbox"/> AZERBAIJAN	<input checked="" type="checkbox"/>
BS	<input type="checkbox"/> BAHAMAS	<input checked="" type="checkbox"/>
BH	BAHRAIN	<input checked="" type="checkbox"/>
BD	BANGLADESH	<input checked="" type="checkbox"/>
BB	BARBADOS	<input checked="" type="checkbox"/>
BE	BELGIUM	<input checked="" type="checkbox"/>
BZ	BELIZE	<input checked="" type="checkbox"/>
BJ	BENIN	<input checked="" type="checkbox"/>
BM	BERMUDA	<input checked="" type="checkbox"/>
BT	BHUTAN	<input checked="" type="checkbox"/>
233		

Select the *(Custom...)* and you will see as below

Custom Filter

Show rows where:

Description

like

AU%

☒ AND

☐ OR

Use \_ to represent any single character

Use % to represent any series of characters

OK

Cancel

### B.3.2. Automatic Sorting Against an Unlimited Number of Columns

All the grid in our system allows you to sort against one or more columns.

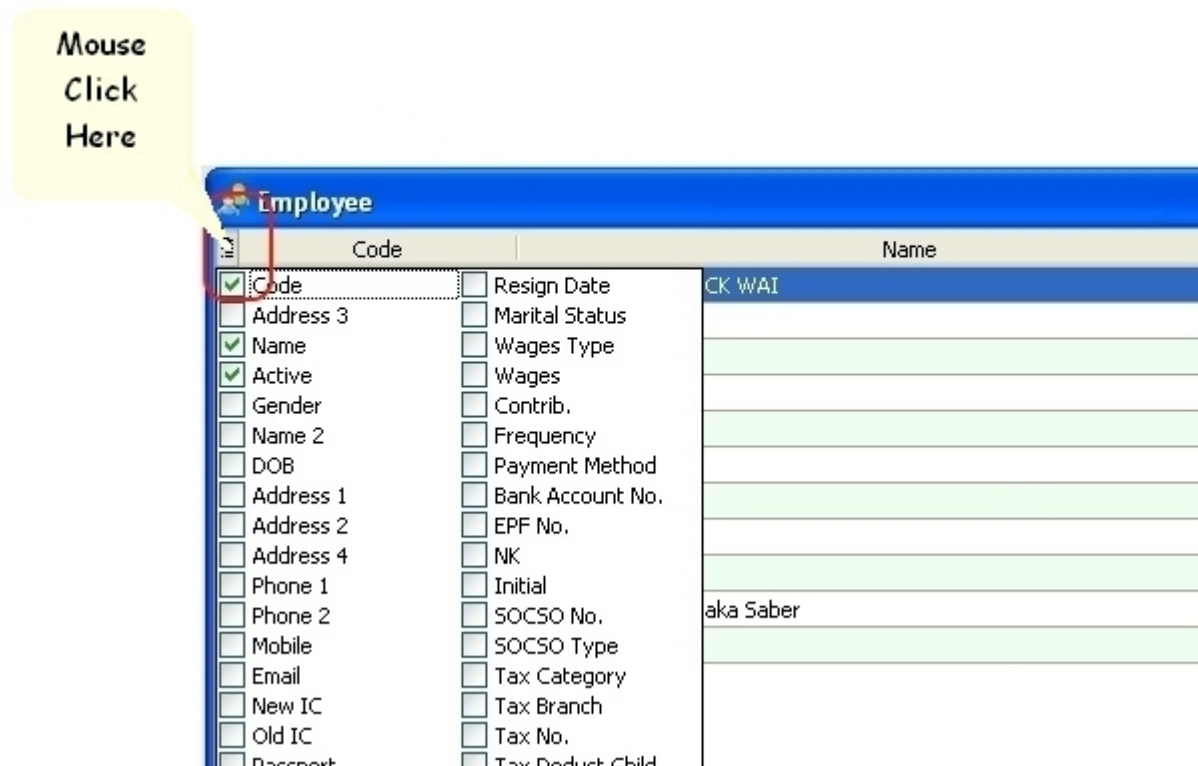
To activate this function : Simply hold your SHIFT key and click on the column header

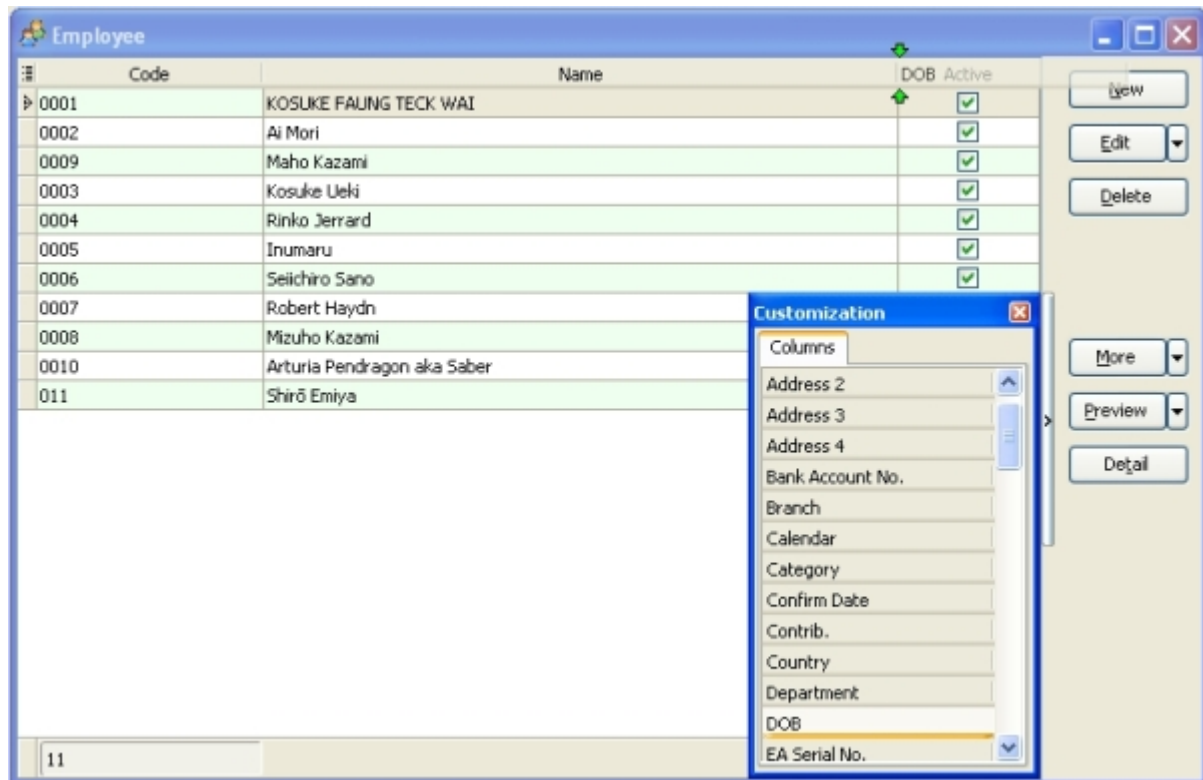
Invoice		
Invoice No	Date	
IV-00008	17/12/2004	30i
IV-00056	04/06/2004	30i
IV-00051	18/03/2004	30i
IV-00052	18/03/2004	30i
IV-00053	18/03/2004	30i

### B.3.3. Automatic Runtime Column Selection

You can easily customize the columns visible on-screen with intuitive drag and drop, just as they can in MS Outlook®.

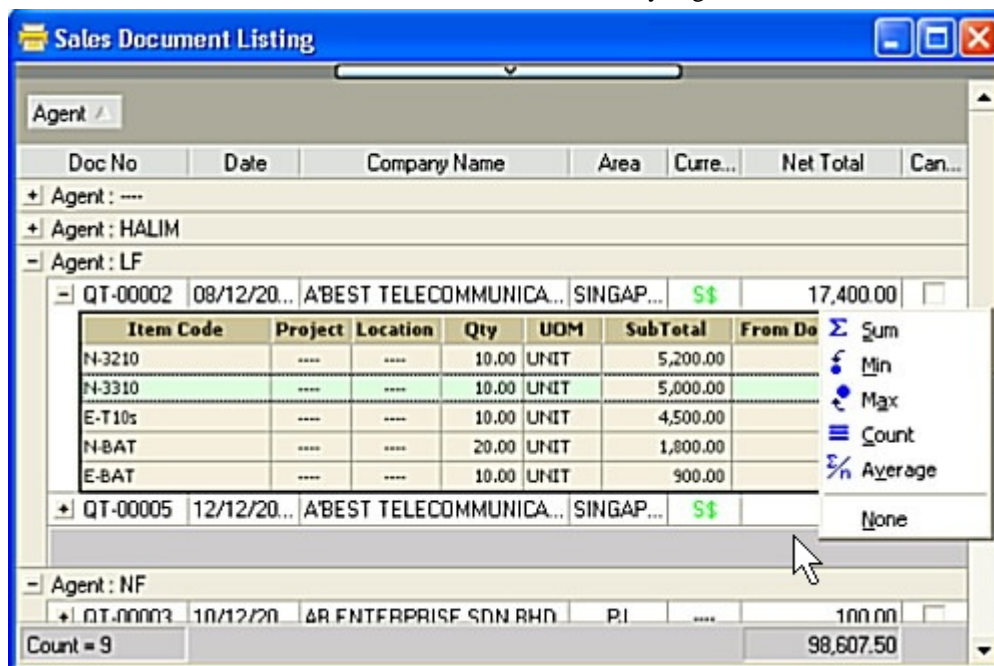
To activate this function : Right click at the column header, choose "Field Chooser" or "Quick Column Customisation"





### B.3.4. Instant Runtime Summaries for All Grouped Nodes and Summaries Footer

To activate this function : You can summarize information by Right click at the footer, choose the formula you want.



### B.3.5. Data Grouping

To activate this function : Simply click on the column header which you wanted to group, drag it and drop it in the Group By Box.

**Sales Document Listing**

Drag a column header here Agent by that column

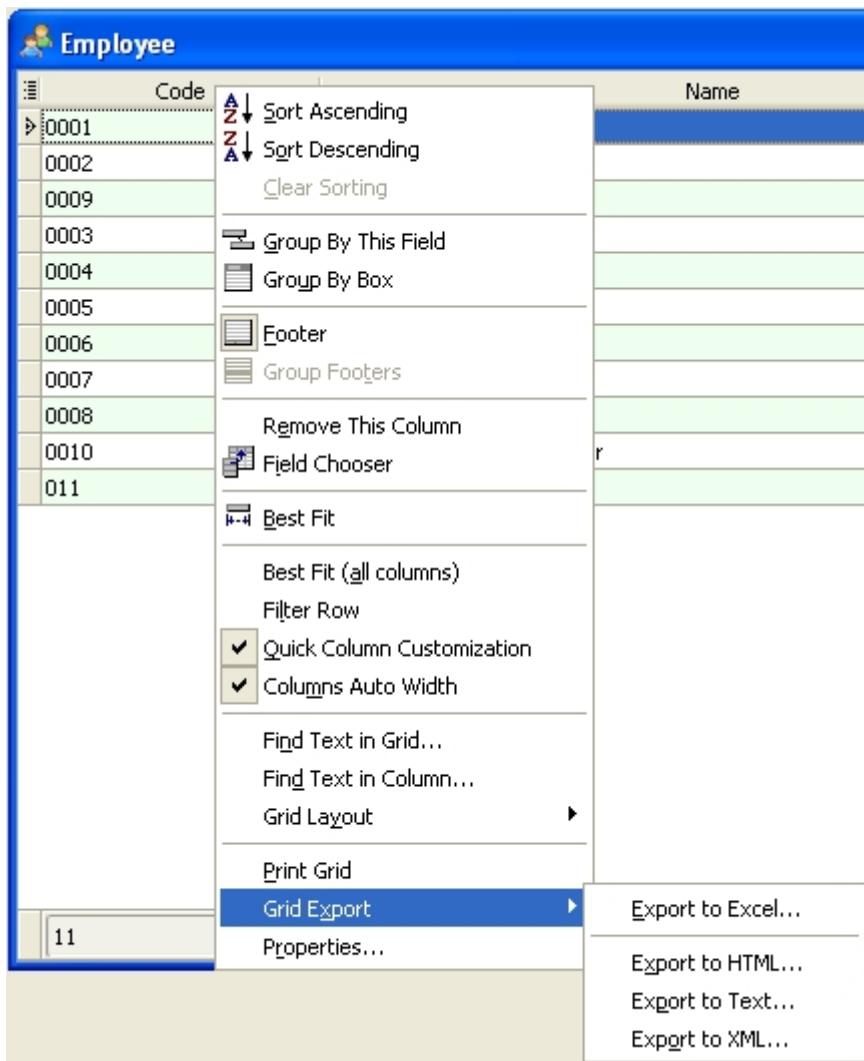
Doc No	Date	Company Name	Agent	Area	Curr...	Net Total	C
+ QT-00009	09/01/2...	ALPHA & BETA COMPUT...	SY	RAWA...	---	5.00	
+ QT-00001	22/01/2...	KITTY SECURITY SDN B...	HALIM	WW	---	80,000.00	
+ QT-00011	15/06/2...	Testing - CR Ctrl	---	---	---	50.00	
- QT-00002	08/12/2...	A'BEST TELECOMMUNI...	LF	SINGA...	S\$	17,400.00	

Item Code	Project	Location	Qty	UOM	SubTotal	From Doc...	From Do
N-3210	---	---	10.00	UNIT	5,200.00		
N-3310	---	---	10.00	UNIT	5,000.00		

### B.3.6. Export to external file format (excel, text, jpeg, html etc.)

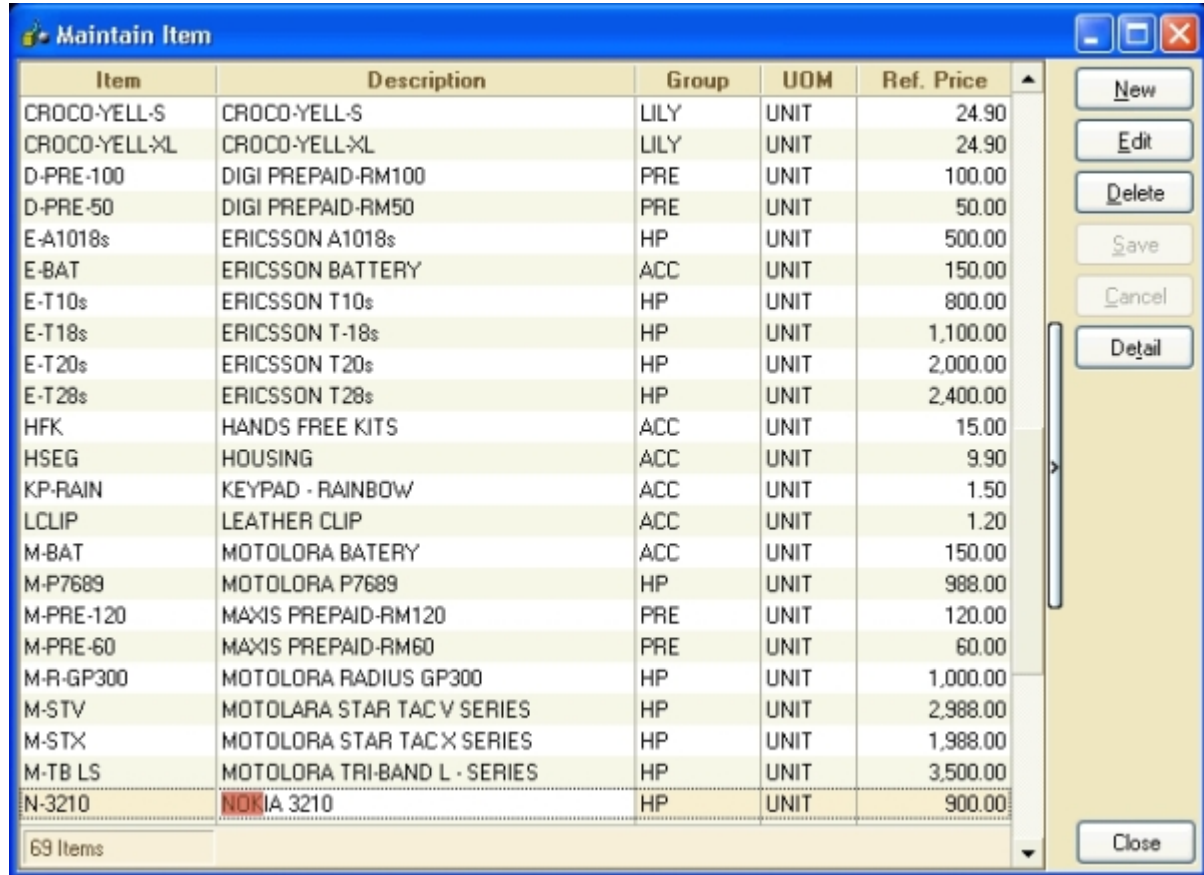
To activate this function : Right click at the column header, choose "Grid Export".



### B.3.7. Incremental Search for each Column

You can instantly locate any information displayed within individual columns without the need to scroll the entire contents of the grid.

To activate this function : Just click on the column you wanted to search and start enter your keywords.



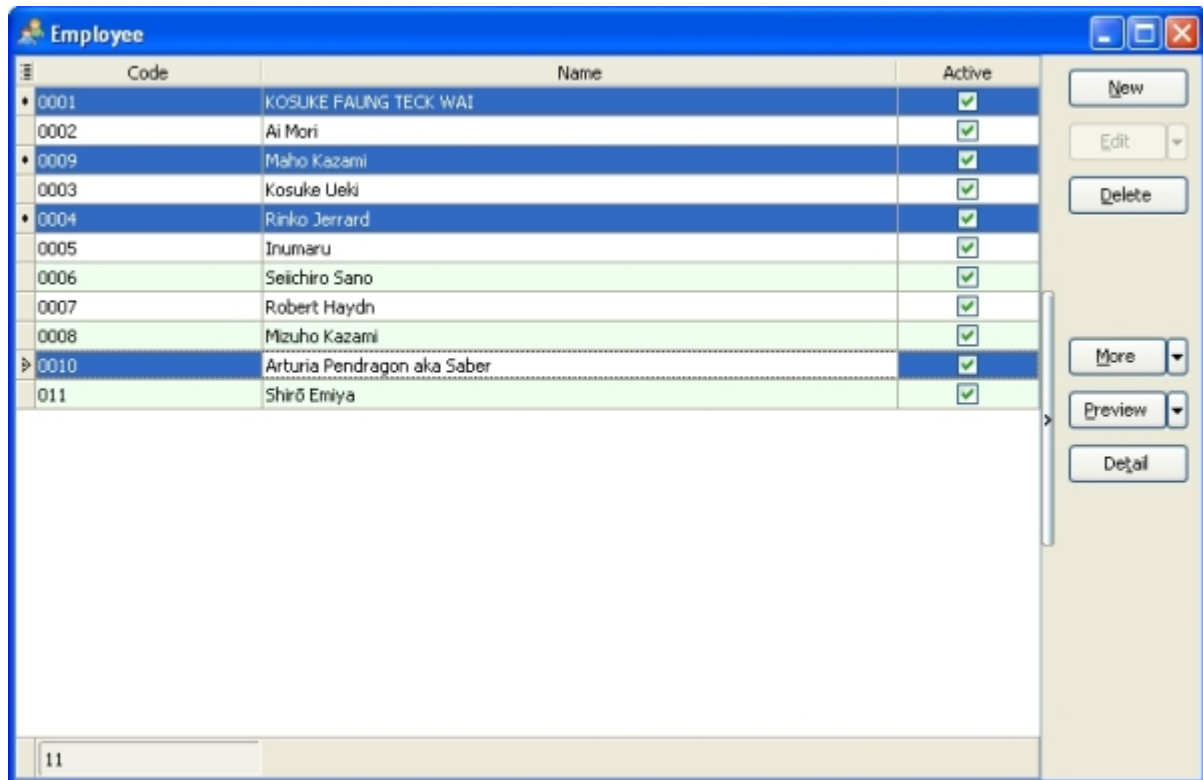
Item	Description	Group	UOM	Ref. Price
CROCO-YELL-S	CROCO-YELL-S	LILY	UNIT	24.90
CROCO-YELL-XL	CROCO-YELL-XL	LILY	UNIT	24.90
D-PRE-100	DIGI PREPAID-RM100	PRE	UNIT	100.00
D-PRE-50	DIGI PREPAID-RM50	PRE	UNIT	50.00
E-A1018s	ERICSSON A1018s	HP	UNIT	500.00
E-BAT	ERICSSON BATTERY	ACC	UNIT	150.00
E-T10s	ERICSSON T10s	HP	UNIT	800.00
E-T18s	ERICSSON T-18s	HP	UNIT	1,100.00
E-T20s	ERICSSON T20s	HP	UNIT	2,000.00
E-T28s	ERICSSON T28s	HP	UNIT	2,400.00
HFK	HANDS FREE KITS	ACC	UNIT	15.00
HSEG	HOUSING	ACC	UNIT	9.90
KP-RAIN	KEYPAD - RAINBOW	ACC	UNIT	1.50
LCLIP	LEATHER CLIP	ACC	UNIT	1.20
M-BAT	MOTOLORA BATTERY	ACC	UNIT	150.00
M-P7689	MOTOLORA P7689	HP	UNIT	988.00
M-PRE-120	MAXIS PREPAID-RM120	PRE	UNIT	120.00
M-PRE-60	MAXIS PREPAID-RM60	PRE	UNIT	60.00
M-R-GP300	MOTOLORA RADIUS GP300	HP	UNIT	1,000.00
M-STV	MOTOLARA STAR TAC V SERIES	HP	UNIT	2,988.00
M-STX	MOTOLARA STAR TAC X SERIES	HP	UNIT	1,988.00
M-TB LS	MOTOLORA TRI-BAND L - SERIES	HP	UNIT	3,500.00
N-3210	NOKIA 3210	HP	UNIT	900.00

69 Items

### B.3.8. Standard and Extended Multi-Selection Support

This is useful for preview selected record only.

To activate this function : Simply hold your CTRL (to Multi Select) or SHIFT(to Range Select) key and click on the record in the grid.



### B.3.9. Find Text With the Grid and Column

To activate this function : Right click at the column header, choose "Find Text in Grid" or "Find Text in Column"

