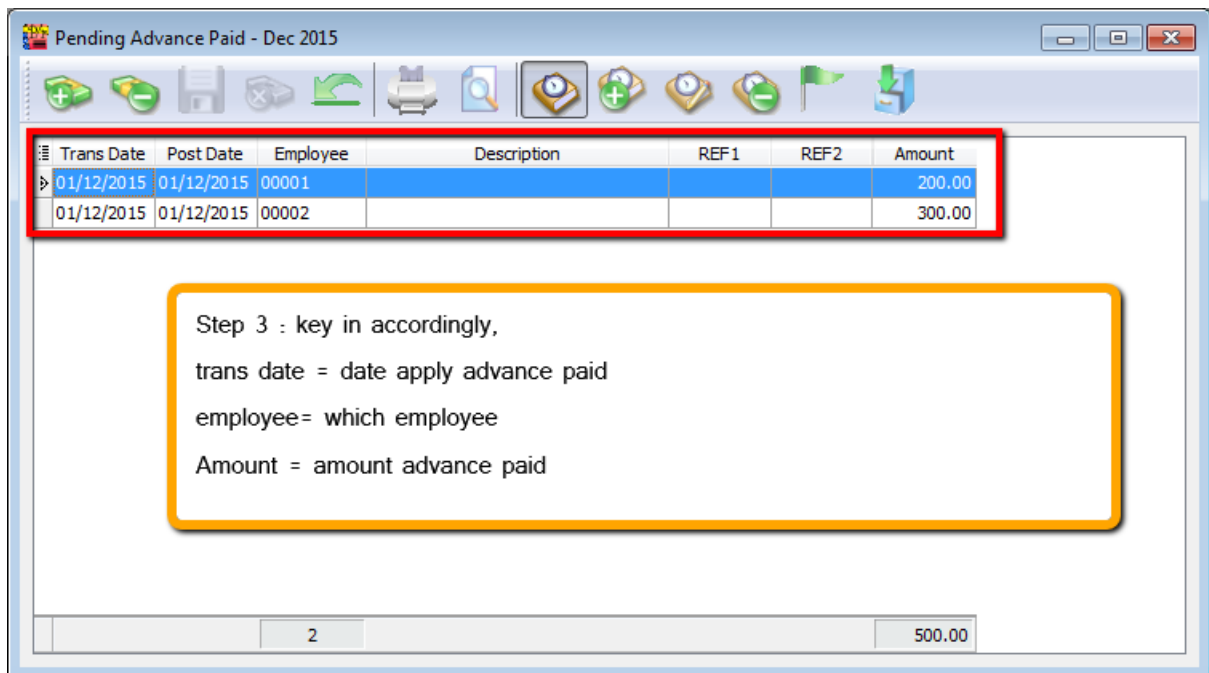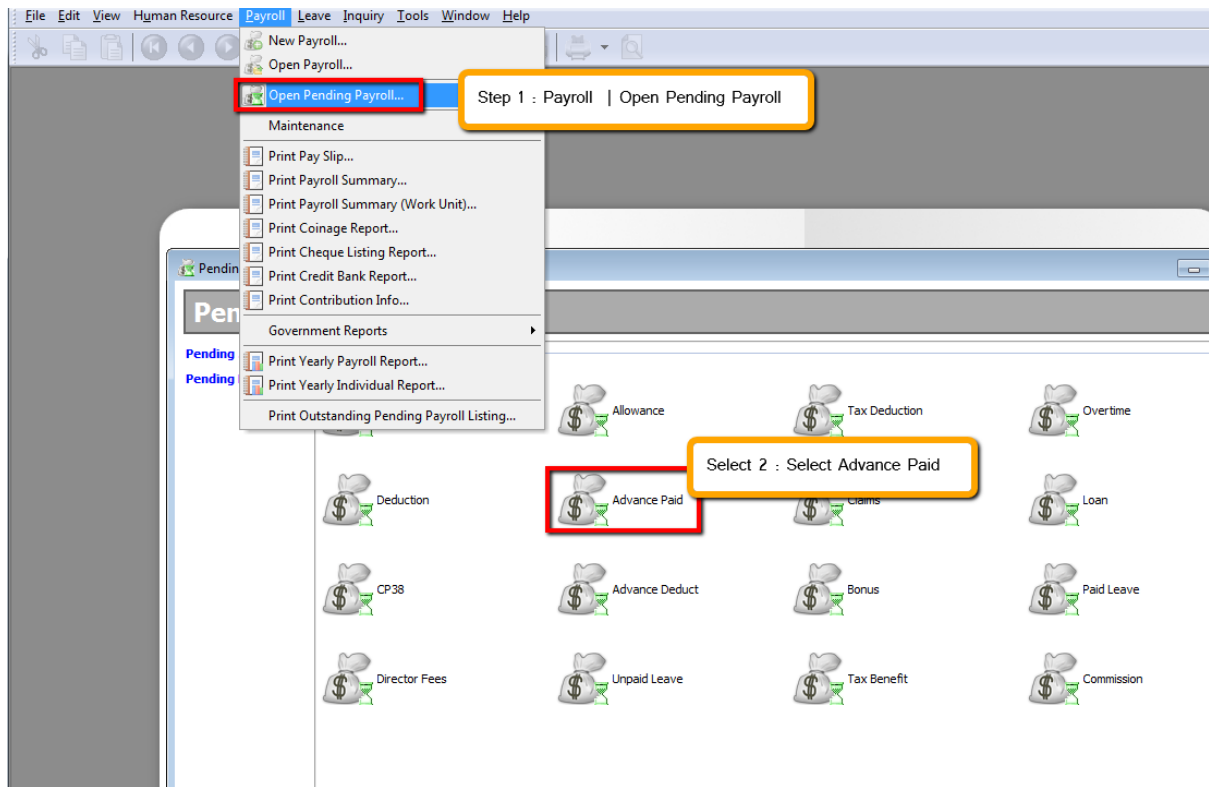How to do Advance Paid?

Employee request advance salary before month end.

Step 1: Payroll | Open Pending Payroll
Step 2: Select Advance Paid

Ad Hoc Payroll Process

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015   Month: 12

Payroll Transaction

Process Date: 01/12/2015

Process From: 01/12/2015   To   31/12/2015   ...   Step 6

Contribution:
- [ ] EPF
- [ ] SOCSO
- [ ] PCB
- ( ) Bonus / Allowance (To input your amount)   ...
- (•) Monthly Fixed Allowance / Pending Payroll   ...   Step 7

Description

Description 1: Ad Hoc (12.2015)
Description 2:
Ref 1:
Ref 2:

step 5

Employee:

	Code	Name
☑	00001	ali
☑	00002	japanese
☑	00003	confirmdateeee
☑	00004	aaa
☑	00005	bbb
☑	00006	ccccc
☑	00007	ddddd

Monthly Fixed Allowance / Pending Payroll

Contribution

Contrib % 100 (for Fixed Transaction)

Fixed Transaction

Allowance: [ ]   ...
Deduction: [ ]   ...
[ ] Wages

Pending Transaction

Allowance: [ ]   ...
Deduction: [ ]   ...

- [ ] Wages
- [ ] Overtime
- [ ] Commission
- [ ] Claims
- [ ] Paid Leave
- [ ] Bonus
- [ ] Director Fees
- [ ] Advance Paid
- [ ] Loan
- [ ] Unpaid Leave
- [ ] Tax CP38

Step 8

OK   Cancel

Step 4 : Payroll | New Payroll
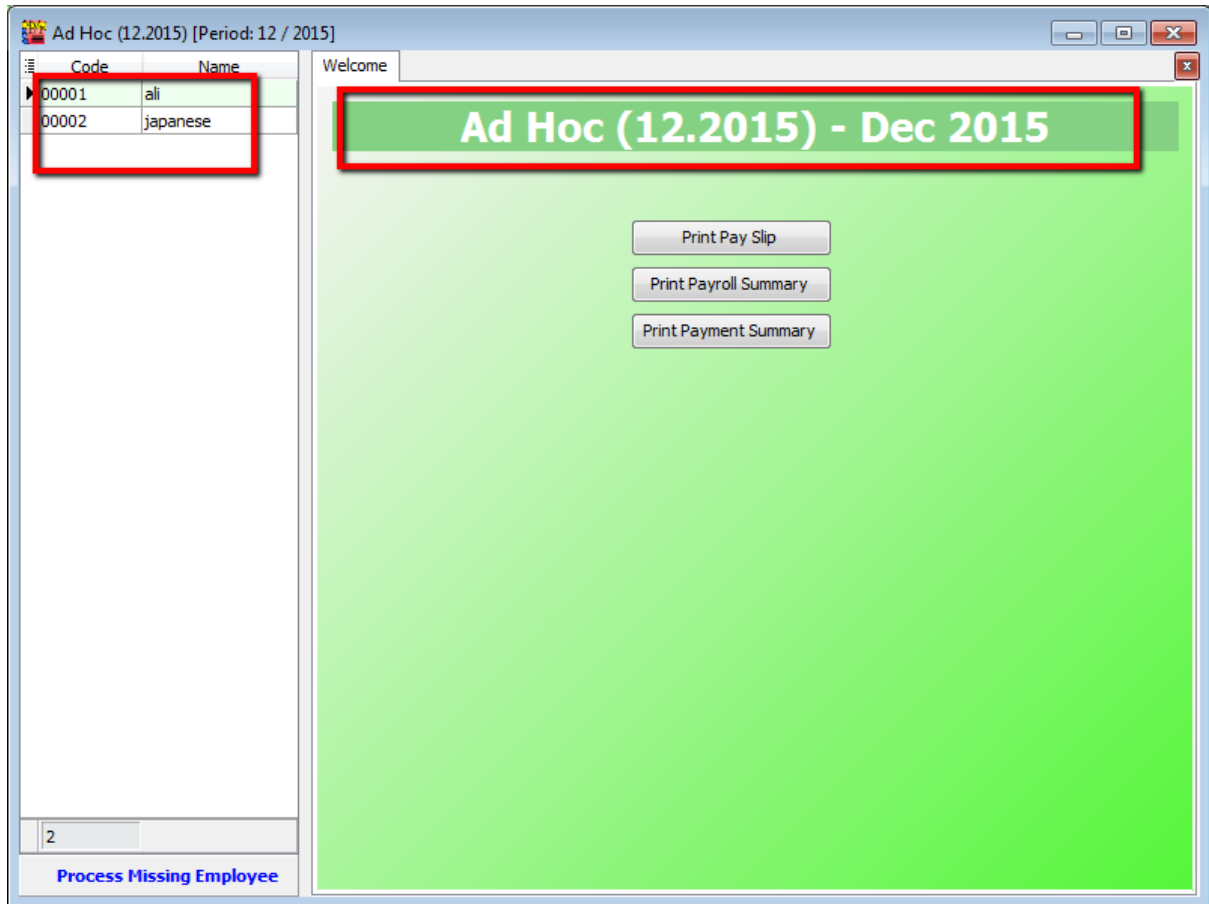
Step 5 : Choose Ad Hoc

Step 6 : set the date when your employee take advance paid

Step 7: Under Process | Choose Monthly Fixed Allowance / Pending Payroll (will come out the diaglog box as pic attached)

Step 8: Tick "Advance Paid"

Step 9 : Process

Step 10 : Process Month end Payroll as usual, you will found there is advance deduct at the month end.

~END~