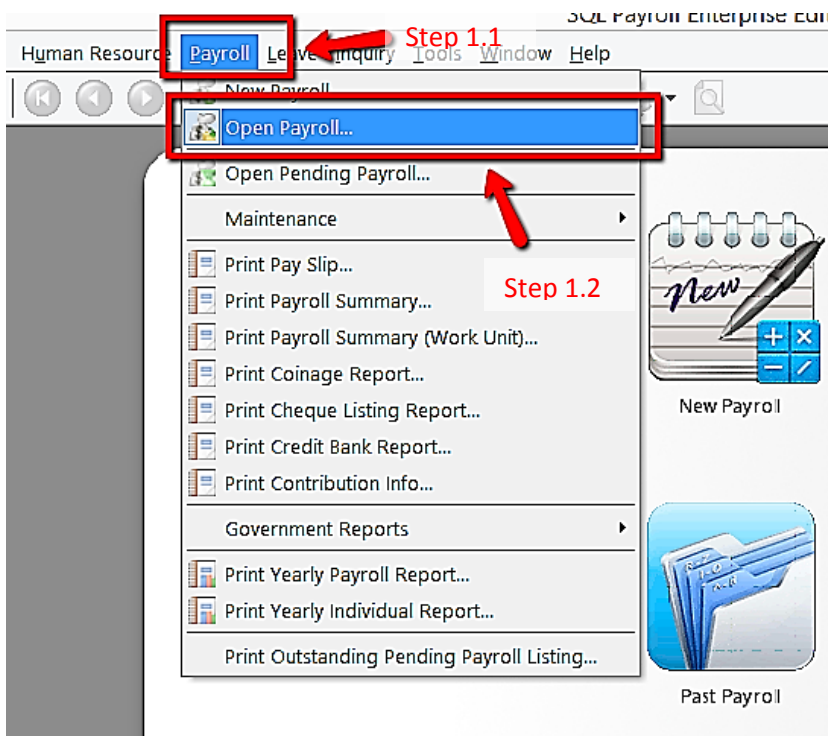# Maintain Employee's Opening Balance

Maintain employee's opening balance is done when the respective employee enter the company in a month **later than January**.
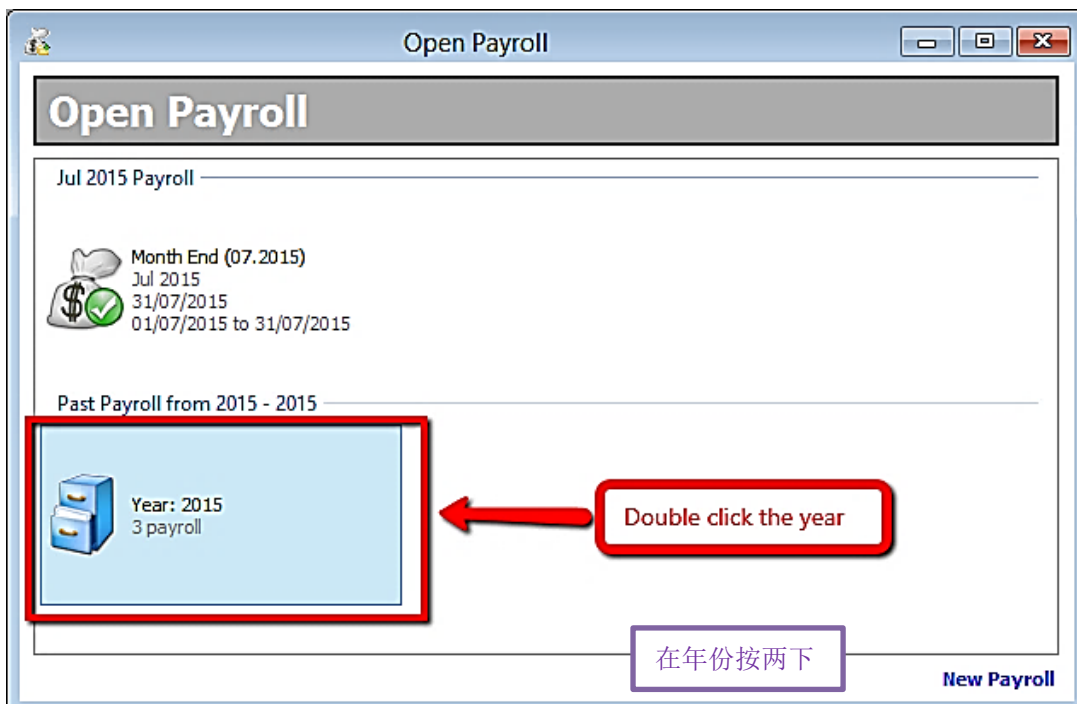
The previous PCB amount is **needed to key in so that the system can correctly calculate** the PCB amount that's needed to pay every month.

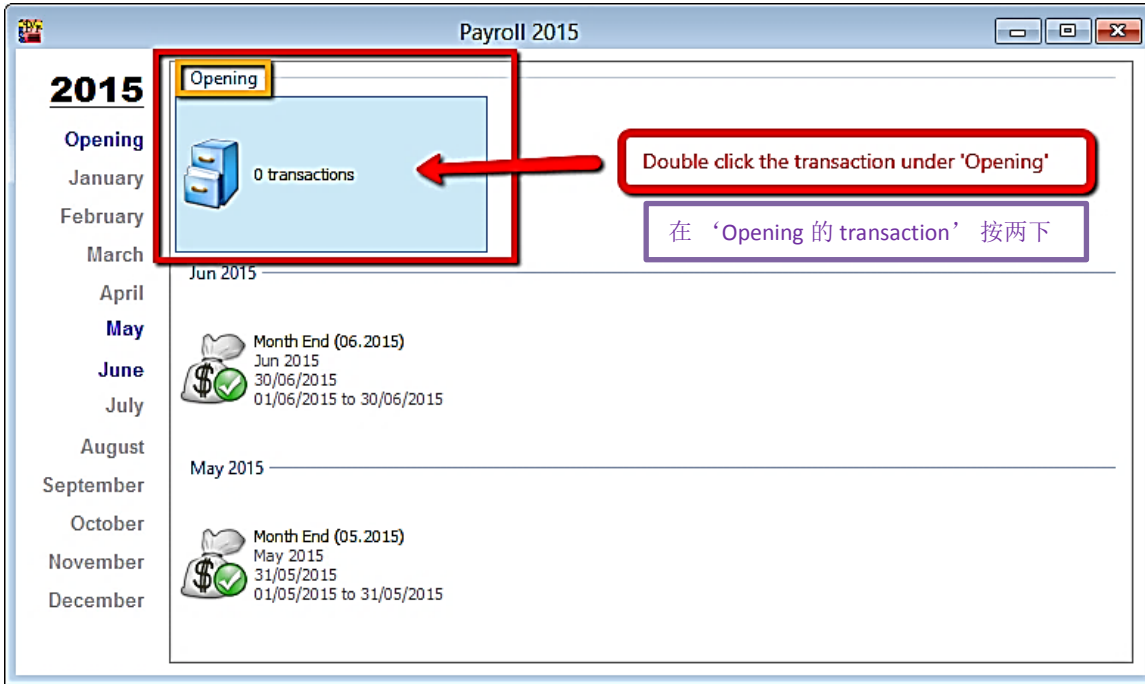CN translation: **1 月后**进公司的员工~~都要~~打 'opening', 这样系统才能真确地算出员工的 PCB

Step 1: Navigate yourself to the open payroll

Step 2: Double click the year in open payroll

Step 3: Double click the transaction under 'Opening'

Step 4: Select the employee by double clicking on its name

Step 5: Key in all the employee's opening balance information

00001				☒

Remember to save after key in

打了之后，记得保存

GENERAL	YTD AMOUNT
Normal Remuneration	
Normal EPF	
Additional Remuneration	
Additional EPF	
Zakat	
Normal PCB	
Additional PCB	

Can enter the amount according to EA form.

这里的资料可以根据 EA form 来输入

TAX EXEMPTED ALLOWANCE	
Petrol (Duties)	
Parking	
Meal	
Child Care	
Phone	
Phone Bills	
Award	
Loan Interest	

Employee themselves need to know if they have any of these in their previous employment

员工本身需要知道是否在之前的工作曾经输入过这些资料

TAX RELIEF ITEMS	
Parent Medical	
Basic Support Equipment	
Education Fee	
Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child)	
Full Medical Examination (Self/Husband/Wife/Child)	
Book Purchase	
Purchase Of Personal Computer For Individuals	
Net Fund In National Higher Education Fund Corporation	
Sports Equipment	
Wife Alimony	
Life Insurance	
Annuity	
Education & Medical Insurance	
Loan Interest	

Mapping of SQL 'opening' to EA form (SQL 'Opening' 与 EA form 的对比)

Special note for additional EPF and additional PCB

-Additional EPF and additional PCB are used when additional remuneration (bonus, commission, paid leave) is given.

-In the EA form, normal EPF and additional EPF is group into one.

-However, SQL recommend users to split the amount for a more detail input.

额外收入（如: 花红，佣金，带薪休假）都会分类在 Additional EPF 和 additional PCB

虽然在 EA form 里，普通 EPF 和 additional EPF 是组合起来了，但是，SQL 建议各位用户把普通 EPF 和 additional EPF 分出来比较好。

For understanding purpose

Wage:
Normal EPF = RM100,000 * 11% = RM11,000

OT:
Normal EPF = RM1,000 * 11% = RM110

Thus, Normal EPF = RM11,110

Bonus:
Add. EPF = RM10,000 * 11% = RM1,100

=====================END=====================