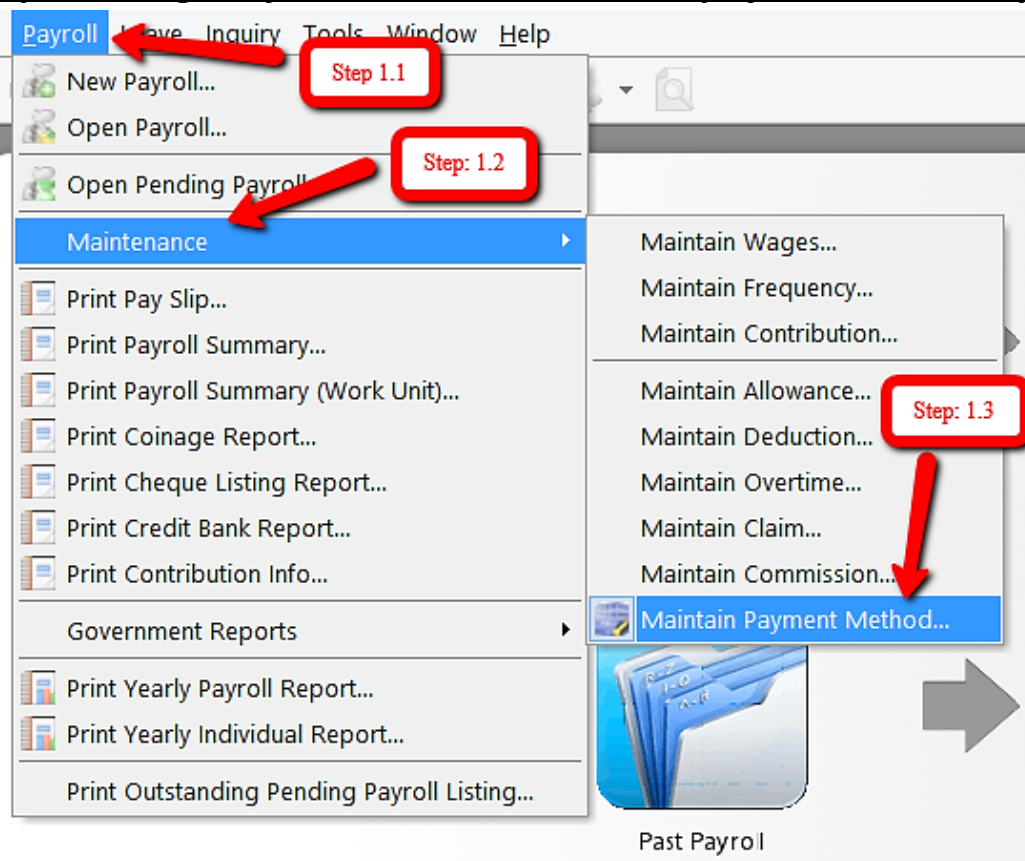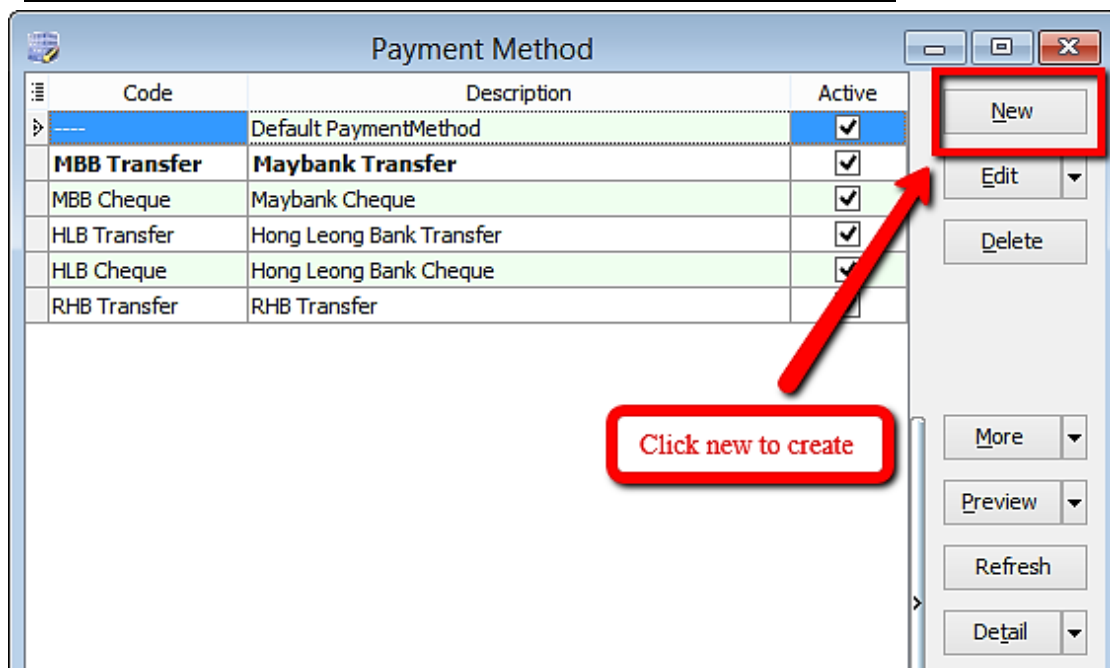# Maintain Payment Method

- Maintain Payment Method helps you to categorise how you want to pay your employee
- This is useful when you have different type of banks (MBB, HLB & etc)
  and method of paying (Cash, Cheque, Transfer)
- At here, we can also set the **auto rounding** so that all payout is round to the nearest 5 cent
  eg: Employee total pay = RM1234.**56**
  After auto rounding, it will become RM1234.**55**

Step 1: Navigate yourself to the maintain payment method panel

Step 2: Click new to create new payment method

Step 3: Key in the information needed

Symbol	Explanation
1)	A unique name for the system to recognise the type of payment method
2)	The details of the payment method
3)	The type of bank
4)	The employer own bank account number
5)	The bank charges whenever a transaction is made by this payment method
6)	The ways of making the payment (cash, cheque, transfer)
7)	Allow 5cents rounding of net pay when 'Payroll rounding' is selected **(Please look at the below page for further explanation)**
8)	The branch of the bank that is going to issue to pay out
9)	The address of the bank

Symbol	Explanation
10)	The person that the employer liaise with the bank
11)	Any additional remarks
12)	The phone number of the bank
13)	The account number/name whereby it is going to record the payment (reference purpose)
14)	Allow this payment method to be selected in: Maintain employee > Payroll Info.
15)	The fax number of the bank
16)	Auto-select this payment method every time in: Maintain employee > Payroll Info.

Explanation of auto rounding

- ## Without auto rounding

Payment Type	Direct Transfer
Net Pay	
Branch	PULAU PINANG

When Net Pay is blank

After month end will show no adjustment.

However, adjustment can be manually change by clicking the up/down arrow beside it

Code	Name
▶ 001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Month End (07.2015) [Period: 07 / 2015]

Welcome | 001

Wages: 1395.31 Loan: -   **LEE CHONG WAI**
Allowance: -   Deduction: -   **Month End (07.2015)**
Overtime: -   EPF: 154.00   Employer EPF: 182.00
Commission: -   SOCSO: 6.75   Employer SOCSO: 23.65
Claims: -
Paid Leave: -
Director Fees: -   CP38: -   Computerized Calculation
Bonus: -   Unpaid Leave: -   PCB: Print PCB - C1
Advance Paid: -   Advance Deduct: -   Gross Zakat: -

Gross Pay: 1,395.31 Gross Deduct: 160.75 Gross Net Pay: 1,234.56 (Adjustment) -
Net Pay: **1,234.56**

5

Process Missing Employee

No adjustment is made here

Gross net pay and net pay is still the same

- ## With auto rounding

Payment Type	Direct Transfer
Net Pay	Payroll Rounding
Branch	PULAU PINANG

When 'Payroll Rounding' is selected in Net Pay

After month end, it will auto adjust

LEE CHONG WAI
Month End (08.2015)

Employer EPF: 182.00
Employer SOCSO: 23.65

Computerized Calculation

PCB: Print PCB - C1

Gross Zakat: -

Gross Net Pay: 1,234.56 (Adjustment) -0.01
Net Pay: **1,234.55**

Adjustment is made automatically

Net pay has reduced to nearest 5 cents

Employee

Code:	001	Job Title:		☑ Active

Name: LEE CHONG WAI

Personal | Grouping | Family | **Payroll Info.** | Allowance | Deduction | Note | History | Child | Attachments

Wages Type:	----	SOCSO No:	
Wages:	1395.31	SOCSO Type:	First Category
Contribution:	----	Tax Branch:	
Frequency:	----	Tax No:	
Payment Method:	MBB Transfer	Marital Status:	Single
Bank:		Spouse Working: ☐	Spouse Disabled ☐
Bank Account No:		Tax Category:	C1
Self Disabled: ☐	Resident ☑	Override Tax Category ☐	
EPF No :			
NK:			
Initial:			

New | Edit | Delete | Save | Cancel | More | Preview | Refresh | Browse

Correct payment method selected in Maintain Employee > Payroll Info.

3

============== END HERE ==============