What's New

Sage Payroll version 9.9.5.4

Release Date: 8 August 2019

9.9.5.4 Changes

The following enhancements are being released: New LHDN Report – Lampiran B – Swasta 12 Months Generate Employee Details Report in Excel Format System message update for Addresses & Account No. Payslip – V default format updated with Lateness hours and Lateness amount Bank Enhancement Useful fixes

New LHDN Report – Lampiran B – Swasta 12 Months

In this version, we had enhanced 1 new LHDN report which is the Lampiran B – Swasta 12 Months which location at Government \rightarrow Income Tax Report \rightarrow Lampiran B – Swasta 12 Mths.

Due to the limitation of the report preview structure, this report only available in Excel file format. When you click on $Ok \rightarrow It$ will direct you to generate excel format with the selection of employee that you wish to generate.

1. Go to Government \rightarrow Income Tax Reports \rightarrow Lampiran B – Swasta

Income Tax Reports					
CP 25A TP 1 TP 2 TP 3 Mark To Print For Any P List EA Form Status List Taxable Figures List Relief Claim List Tax Exempted on w	Monthly Monthly ay	Tax Cate Employe Employe	egory 1		P P
CP 8 CP 8A CP 8C PCB 2(11) CP 38 List Tax Category Taxable Pay	Yearly Yearly 12 Mths 12 Mths	Diseton Nama No. KP Jawatan No. Tel.	SOMEONE INCHAN 123456-06-5555 PAYROLL MANAGE 03-56321200	RGE 5 ER	
CP 8 CP 8A CP 8C PCB 2(11) CP 38 List Tax Category Taxable Pay Lampiran B - Swasta Taxable B - Swasta	Yearly Yearly 12 Mths 12 Mths 12 Mths	Diseur Nama No. KP Jawatan No. Tel. No. Fax.	SOMEONE INCHAN 123456-06-555 PAYROLL MANAGH 03-56321200 03-74112365	RGE 5 ER	
CP 8 CP 8A CP 8A CP 8C PCB 2(11) CP 38 List Tax Category <u>Taxable Pay</u> <u>Lampiran B - Swasta</u> Taxable Pay By Employee Taxable Pay	Year by Yearly Yearly 12 Mths 12 Mths 12 Mths 12 Mths 12 Mths	Diseun Nama No. KP Jawatan No. Tel. No. Fax. Tarikh	SOMEONE INCHAN 123456-06-555 PAYROLL MANAGE 03-56321200 03-74112365 / /	RGE 5 ER	
CP 8 CP 8A CP 8A PCB 2(11) CP 8C List Tax Category Taxable Pay Taxable Pay Taxable Pay Employee Taxable Pay Taxable Pay Taxable OT/AW/DED	Year y Yearly Yearly 12 Mths 12 Mths 12 Mths 12 Mths 12 Mths 12 Mths	Diseur Nama No. KP Jawatan No. Tel. No. Fax. Tarikh	SOMEONE INCHAN 123456-06-555 PAYROLL MANAGH 03-56321200 03-74112365 / /	RGE 5 ER	∐pdate

2. Go to Government \rightarrow Income Tax Reports \rightarrow Lampiran B – Swasta \rightarrow Update

Update Lar	mpiran B - Swasta	3	
Employee No.	001	KELVIN NG	
Number of c	hildren breakdov	MA .	
File No.	S120847	71	
Number of child	lren qualified for Ta	ax relief.	
1. Child ur	ider age of 18 ye	ars in a current year or child of 18 years and above who is receiving full-time education in a current year.	1
2. Child ov education	er the age of 18 yon in Malaysia or	years and receiving full-time instruction at diploma level onwards in an institution of higher at degree level onwards in an institution of higher education outside Malaysia.	0
Please	ndicate.		
а	Child over the	age of 18 years & study certificate / matriculation level.	
b	Child over the diploma level	age of 18 years & receiving full-time instruction at onwards in an institution of higher education Manysian and the second of the second s	
С	Child over the level onwards	e age of 18 years & receiving full-time instruction and received the state of the s	
3. Disable	child as certified	t by the Department of Social Welfare.	1
4. Disable or at de	child receiving fu gree level onward	urther instruction at diploma level onwards an institution of higher education in Malaysia ds in an institution of higher education outside Malaysia.	1
Please	ndicate.		
а	Disable child institution of h	receiving further instruction at degree level onwards in an ligher education outside Malaysia.	
b	Disable child institution of h	receiving further instruction at diploma level onwards in an ngher education in Malaysia. 0	
•	۹ 🕨		Sa <u>v</u> e E <u>x</u> it

In order to fulfil the data, which need to show in the report, a new screen was enhanced. In this Update screen, you will be able to fill in the number of children which related to the child relief by different category.

Take note: Total number of children which is the fields with blue colour was un-editable due to the information is getting from Personnel \rightarrow Add/Update Employee \rightarrow Spouse Particular \rightarrow More ... \rightarrow Number of children breakdown.

Sage Payroll

3. Go to Government \rightarrow Income Tax Reports \rightarrow Lampiran B – Swasta \rightarrow Ok

A screen will be prompt as you able to choose the employee to be generate in the Lampiran B – Swasta.

🧳 La	Lampiran B - Swasta - Excel Generation							
Pleas	Please select the employees that you wish to generate in Lampiran - B - Swasta.							
		Emp. No.	Name	^				
		001	CHAN SIEW MING	_				
		002	IRENE HOH	_				
		003	DANNY LONG	_				
		004	LAMES GICGS					
		005						
		006	KEN WONG					
		007	TESTING					
		008	FOREIGN LEVY 01					
		009	EMPLOYEE 009 (GRATUITY)					
		010	EMPLOYEE 010 (MID MONTH)					
		011	EMPLOYEE 011 (PR)					
		012	EMPLOYEE 012 (COMPENSATE)					
		013	FOREIGNER 111	*				
			Next	Exit				

4. Click Next → Click Generate Excel. Progress bar will show during the generation. Once it's completed, it will prompt a message box as Lampiran B – Swasta is generated.

🎺 Lampiran B - Swasta - Excel Generation	- • ×
Excel Generation Process	
100%	
001 CHAN SIEW MING	
processing the month of December SAMPLE	•
Microsoft Visual FoxPro X	
Lampiran B - Swasta is generated.	
ОК	
<u>B</u> ack <u>G</u> en	erate Excel

Take note: The excel generation might take up sometimes, depend on the capacity / number of employee that you wish to generate.

5. Below is the sample of the Lampiran B – Swasta Excel generated from Sage Payroll.

A	В	С	D	E	F	G	н	I.	J	К	L	М	N	0	Р	Q	R	S	т
1								DENVA	TA SADAAN	& POTONG			8)					Lar	npiran B - SWASTA
B Potongan	Bagi Tahun:	2019						FLITA	TA JANAAN	a roiono,	AN CONALL	rebacro	01						
4 Nama Ma	iikan:	Lampi	ran B T	Festing Com	pany														
5 Nama Pe	kerja:	KELVI	N NG	coung com	pany					No. K/P :	H012831				No. Ruj. Cu	kai:	S1208471		
7	· ·					BUTIRA	N KATEGOR	PCB PEK	ERJA PADA	TAHUN POT	ONGAN DIL	AKUKAN AI	DALAH SEF	PERTI BERI	KUT				
3 Taraf Perl	ahwinan (tanda	akan	☑):	K1	Bujang														
9				K2	Berkahwin	& pasangan t	idak bekerja	tiada penda	apatan ATAU	suami memp	ounyai lebih	dari 1 isteri 8	& salah seoi	rang tidak b	ekerja / tiada	pendapata	1		
0				K3	Berkahwin	& pasangan b	ekerja / ada	pendapatan	ATAU Janda	/ Duda / Balu	J / Bercerai ((Divorcee) : F	otong man	a yang tidak	berkenaan.				
1 Pekerja te	ah menuntut p	pelepas	an ana	k seperti be	rikut :-							Nota :-							
2				Berumur di	bawah 18 ta	ahun				1	1 orang	Borang ini	i hendaklal	h diisi bagi	kategori pe	ekerja sepe	rti berikut :-		
3				Lebih 18 ta	ihun & belaja	ar peringkat si	ijil / matrikula	si		() orang	1. Pekerja	yang man	a potongar	PCB telah	dilakukan.			
4				Lebih 18 ta	hun & belaja	ar peringkat d	iploma ke ata	s dalam Ma	laysia	() orang	2. Pekerja	yang man	a potongar	PCB tidak	dilakukan,	tetapi mene	rima saraa	n kasar melebihi
5				Lebih 18 ta	hun & belaja	ar peringkat ij	azah ke atas	luar Malays	ia	() orang	RM 2800) dan lebih	sebulan.					
6				Anak Kurar	ng Upaya					1	1 orang	3. Kemuka	akan boran	g ini bersa	ma-sama de	engan satu	SALINAN FO	TOSTAT D	aftar Gaji /
7				Anak Kurar	ng Upaya be	elajar peringka	t ijazah ke at	as luar Mala	aysia	1	1 orang	Payroll	/ Master Pa	ayroll / Pay	roll Listing	/ Slip Gaji	(yang mana	berkenaan)	(
8				Anak Kurar	ng Upaya be	elajar peringka	t diploma ke	atas dalam	Malaysia	() orang	4. Borang	ini boleh d	iperolehi d	alam bentu	ik "softcopy	/". Sila hubu	ngi Unit Ma	jikan Cawangan.
0		_							NURAN S		W I W		- 6						
1									Ê T	· — — ·	VI 🗂								
2 Mengiku	rekod majika	an, PCE	3 peke	rja di atas	dilakukan	mengikut :	KATEGORI	K3KA11	.N/	AN AL									
.3																			
4							L	ain-lain baya	aran / elaun (r	nyatakan jeni: T	s)								
					Vuran							Jumlah	KWSD	Saraan	Potongan	DCB Talah	Potongan		
Bulan	Gaji Pokok	Over	time	Insentif	Pengarah	Komisen	Fixed	Non-fixed	Daily	Shift	Bonus	Saraan	Pekeria	Bersih	Zakat	Dilakukan	CP 38 Telah		Catatan
5												Kasar					Dilakukan		
6 Jan	10000		0		15000	0	60	0	0		0	25060	2750	18460.15	0	3830.1	0		
7 Feb	10000		0		2500		60	0	0		1100	13660	1496	9906 76	0	1522.5	0		
Max	10000		0		2500		00				1100	13000	1450	5500.75		1022.0			
8 Mac	0		0		0	0	0	0	0	(0	0	0	0	0	0		
9 Apr	0		0		0	0	0	0	0	(0 0	0	0	0	0	0	0		
0 Mei	0		0		0	0	0	0	0	(0	0	0	0	0	0	0		
1 Jun	0		0		0	0	0	0	0		0 0	0	0	0	0	0	0		
in Jul																			
0.00	0		0		0	0	0	0	0			0	0	0	0	0	0		
3 Ugos	0		0		0	0	0	0	0	(0	0	0	0	0	0	0		
4 Sept	0		0		0	0	0	0	0	(0 0	0 0	0	0	0	0	0		
S Okt	0		0		0	0	0	0	0	(0 0	0	0	0	0	0	0		
6 Nov	0		0		0	0	0	0	0	0	0 0	0 0	0	0	0	0	0		
7 Dis	0		0		0	0	0	0	0	(0 0	0 0	0	0	0	0	0		
8 Jumlah	20000		0		0	0	120	0	0	(1100	38720	4246	28366.9	0	5352.6	0		
9			-					-									-		
0 Akuan Ma	ijikan												Catatan ma	ajikan :-					
2 Adalah di	sahkan bahawa	a maklu	mat se	eperti yang d	litunjuk di at	tas telah disal	in semula / d	ambil dari re	ekod asal sya	arikat / majika	an.								
3																			

Take note: There's only 1 excel file will be generate even though there's more than 1 employee that you wish to generate. Example, of there's 10 employees, in 1 excel file there's 10 tabs which represent different employee.

Generate Employee Details Report in Excel Format

From this version and onwards, Sage Payroll is now able to generate the Employee Details Report in excel file format.

We enhanced the Generate Report preview at Personnel \rightarrow Personnel Report \rightarrow Generate Reports.

A Personnel	×
Personnel Reports	
Employees Joining Listing Employees Leaving Listing Payroll Information Work Force Analysis Work Force Analysis By Nationality Turn Over Analysis Leave Given / Taken Fund Given / Taken Generate Reports	Title Confidential Pay Status All Order By Line No. Select Address 1 Date Commence Category
Individual Records Work Permit Valid / Expired Date Contract Valid / Expired Date Bumiputra Records Age Listing	Address 2 Date Confirmed Work Hour Table Town Date Resigned Confidential Date of Birth EPF No. Line No. I/C No.(Old) SOCSO No. I/C No.(New) Sex Tax No. Phone No. Marital Status Basic Rate Department Race Pay Rate Type Branch Highest Education Pay Status Passport No. Vorking Experience Pay Status Passport No. Job Title Bank A/C No. QK

With this enhancement, you will be able to generate out employee information in excel format. The preview report format will be removed due to the limited report size structure which unable to preview all the chosen field to be preview in the report.

1. Go to Personnel \rightarrow Personnel Report \rightarrow Generate Reports \rightarrow Choose the field(s) that you wish to generate \rightarrow OK

🔋 Generate f	Report		×
Excel Ge	eneration Process		
1.	Click on Generate if you wish to generate the selected employee detail(s) file in excel formation	ət.	
2.	Click on Exit if you wish to go back to the main screen.		
	P		
	<u>Ge</u> nerate	E <u>x</u> it	

2. Click Generate.

Generate Report		
Excel Generation Process 1. Click on Generate if you wis 2. Click on Exit if you wish to ge	h to generate the selected employee det b back to the main screen.	ail(s) file in excel format.
	Microsoft Visual FoxPro X excel file has been generated OK	
		G <u>e</u> nerate E <u>x</u> it

3. Below is the sample excel file that generated:

4		$\times \checkmark Jx$													
A	в														
	Company: Date:	WJ FOOD ENTERPRISE 28/2/2019													
No.	Employee No.	Employee Name	Address 1	Address 2	Town	Date of Birth	Sex	Marital Status	Race	EPF No.	SOCSO No.	Tax No.	I/C No. (New)	Nationality	
1	001	EMPLOYEE 001	11, Taman Medah		Kuala Lumpur		М	S	M	1234456		S82630912	880901-01-5561	MY	
2	002	EMPLOYEE 002	53, Jalan Industry Park 1/1	Industry Park	Kuala Lumpur		F	s	с	23058123		\$82632345		MY	
3	003	EMPLOYEE 003	40, Jalan Segamat	Taman Segamat	taling			1		93490123		\$82639837		MY	
4	A1099	EMPLOYEE A1099	B104, Lot 104,	Park Condominium	Petaling ay			1	8.4				891020-05-4411	MY	
							_								

System message update for Addresses & Account No.

In this version, we had update and modify the prompt system message for the bank file generation if the addresses & account no. is not set with APS no.

Previously the prompt system message is unclearly and misleading if user wish to generate bank file but did not do the setting at Addresses & Account no. With this update, user will get a clear message on which location to do the setting first before generating any related files.

Area that we had done the system message box update:

- Bank file generation
- EPF file generation
- Socso file generation
- Tax file generation
- EIS file generation

Take an example:

1. User A wish to generate Bank file for Category 2 but did not do the setup at Addresses & Account No.

🗐 Addresses & Account No.	
Organisation Type BANK	Category 2
Organisation Information Your C	Company Registered Information Officer In Charge
Registered Name	
Account No.	
	State Code
APS - Auto Pay System	
Short Name (APS)	
Given ID (APS)	
Organization ID (APS)	
Encryption Program Folder	٩
APS Format No. In Aps_Set.DBF	~
File Name For Disk/Internet Trans	fer
Field To Store RCFIG	TEMPFIG1
Field To Store RCFIG2	
Field To Store RCFIG3	
Field To Store RCFIG4	
04 Þ	Sa <u>v</u> e E <u>x</u> it

2. Go to 2^{nd} Half Payroll \rightarrow Thru Bank Via Diskette \rightarrow Choose category $2 \rightarrow OK \rightarrow$ System will prompt the latest message by telling the user to do the setup first before generating for this bank category.

🗐 Thru Bank Via Diskette	×
NOT GENERATE	
Generate ASCII File	
Category 2 v Confidential Level v	
Orde Bank File Generation × Salar Repc Prep Batd Batd	0
ОК	
TO GENERATE APS FILE : FOR APS NUMBER : 0	
Generate Instruction Letter	cel

Payslip – V Default format updated with Lateness hours and Lateness amount

In this version and onward, Payslip – V default format of Lateness hours and Lateness amount fields are available and included in the payslip. You can now preview the Lateness hours and amount in the Payslip – V.

Take an example,

Employee 112 has the lateness hour 6.20 and lateness deduction amount



Bank Enhancement

UOB Salary File Format

APS No.	Payment type	Enhancement (New/Update)	Details
110	Salary	Update	Updated with the latest new format.

Useful Fixes

Below is the fixes detail that done in this version:

No	Case ID	Solution Area	Brief Description
1	SAP – 654	Income Tax Report	Monthly processing Bonus and commission is not update in EA form.
			 Issue: Monthly processing bonus and commission amount is not updated in EA Form, it will update only when perform recalculate 12 months figure. Resolved: Issue is now fixed. Monthly processing bonus and commission amount will update in EA form.
2	SAP - 508 SAP -	User Right	User right for Add/Update Employee and Generate Employee Socso Table
	685	oser rught	 Issue: Set the user right for unable the access on Add/Update Employee and Generate Employee Socso Table at User Define Menu, however the user still able to access into these 2 functions.
			 Issue is now fixed. If the user ID do not have the user right to access for Add/Update Employee and Generate Employee Socso Table, then the menu will be dim. All setting will be done at User Define Menu.
3	SAP – 505	Bank File	System generate inaccurate IC number in the Hong Leong Payroll bank file.
			 Issue: Employee with IC number starting with 00 is generate inaccurately in the bank file, it generates as 10.
			Resolved: Issue is now fixed. Employee with IC number starting with 00 will be generated as 00 in the Hong Leong bank file at External Application.
4	SAP – 846	Management Report	Management report – Total Line Basic and Gross amount is inaccurate and PCB amount is double up in the report.
			 Issue: Issue happen in 2nd Half Payroll + Bonus + Commission + Extra → Management Report, employee with fixed commission is not added in the total line basic amount.
			Resolved:
			 Issue is now fixed. Employee with fixed commission amount will be show correctly of the Total Line Basic amount, gross amount and PCB amount in the Management Report.
5	SAP – 814	Income Tax Report	TP3 form tax relief amount incorrect.
			 Issue: TP3 form tax relief amount only show as the previous month tax relief amount but not the total amount.
			Resolved: Issue is now fixed. TP3 form tax relief amount should show the total tax relief amount.