

Housekeeping

No.	Question	Version	By	On
H-1	What is the difference between Move Forward Transactions and Remove Transactions in Month End menu?	9.0a onwards	SY Low	12/06

Housekeeping◊ Parameter Setup

No.	Question	Version	By	On
H-1-1-1	Can I change This Month (in Housekeeping◊ Setup◊ Parameter Setup) to previous month to view previous month's transactions and reports?	All	Winnie	06/06
H-1-1-2	How to use the Automatic update Basic Rate in Housekeeping◊ Parameter Setup◊ Control?	All	Winnie	06/06
H-1-1-3	Can I block the accessibility of 1st Half Payroll ?	All	Winnie	06/06
H-1-1-4	How to disable the <i>working days</i> auto calculation in 1st Half Payroll ?	All	Winnie	06/06
H-1-1-5	Where to set the maximum pay to calculate hourly rate of pay?	All	Winnie	06/06
H-1-1-6	What is ' Annual Leave Entitle based on ' in Parameter Setup?	9.0b (20-12-05) onwards	SY Low	11/06
H-1-1-7	What is ' Clear advance on month end ' in Parameter Setup◊ Control?	All	Winnie	11/06
H-1-1-8	What is ' Delete advance in transaction ' in Parameter Setup◊ Control?	9.0b (09-11-05) onwards	Winnie	11/06
H-1-1-9	What is ' Check working days balance in transaction ' in Parameter Setup◊ Control?	All	Winnie	11/06
H-1-1-10	What is Deduction No. 15 used as CP38 in Parameter Setup◊ Control?	9.0b (12-04-06) onwards	Winnie	11/06
H-1-1-11	What is Display Annual Leave & Medical Leave balance in transaction in Parameter Setup◊ Control?	All	Winnie	11/06
H-1-1-12	What is EPF paid by employer is taxable in Parameter Setup◊ Control?	9.0b (13-05-06) onwards	Winnie	11/06
H-1-1-13	What is Taxable Extra Amount in Parameter Setup◊ Control?	9.0b (01-11-06) onwards	Winnie	11/06
H-1-1-14	What is Update Company Name to Multi Company Screen in Parameter Setup◊ Control?	9.0b (11-03-06) onwards	Winnie	11/06

Housekeeping◊ Table Maintenance

No.	Question	Version	By	On
H-1-2-1	How many types of allowance are there in Payroll System?	All	Winnie	04/06
H-1-2-2	How to set an allowance only payable in 2nd Half Payroll ?	Windows Version Only	Winnie	04/06
H-1-2-3	Do I need to set formula for Variable Allowance ?	Windows Version Only	Winnie	04/06
H-1-2-4	I have entered allowance into 2nd Half Payroll , but after I processed the pay, it disappears ?	Windows Version Only	Winnie	04/06
H-1-2-5	What does it mean by OT1, OT2, OT3, OT4, OT5 & OT6 in Allowance Table?	9.x Only	Winnie	04/06
H-1-2-6	Where do I add new employee race ?	9.0b (31-03-06) onwards	Winnie	06/06
H-1-2-7	How to key in different allowance amount for a list of employees without using formula?	9.0b (01-11-06) onwards	Winnie	12/06
H-1-2-8	How to set formula for the following attendance allowance ?	Windows Version Only	Winnie	12/06
H-1-2-9	Is there anyway I can update all these in one place : basic rate to Personnel File Maintenance; monthly holiday, rest day & public holiday worked, leave & loan deduction into payroll?	9.0b (01-11-06) onwards	Winnie	12/06

Housekeeping◊ Government Tables

No.	Question	Version	By	On
H-1-3-1	How do I set the Foreign Worker Levy ?	9.0b (31-03-06) onwards	Winnie	06/06

Housekeeping◊ APS

No.	Question	Version	By	On
H-1-4-1	How to set the Auto Pay System (APS) for Malayan Banking Berhad	8.x (4-05-05)	Winnie	03/06

	(MBB) – APS No.1?	onwards		
H-1-4-2	How to set the Auto Pay System (APS) for EON Bank ?	8.x (4-05-06) onwards	Winnie	03/06
H-1-4-3	How to set the Auto Pay System (APS) for OCBC InterBank Giro ?	9.0b (05-10-05) onwards	SY Low	03/06
H-1-4-4	How to set the Auto Pay System (APS) for Public Bank ?	9.0b (05-10-05) onwards	SY Low	03/06
H-1-4-5	How to set the Auto Pay System (APS) for Maybank Autocredit System (MAS) – APS No.28 ?	9.0b (12-09-06) onwards	Winnie	12/06
H-1-4-6	When will the new EPF format be used for diskette submission? How to set the new format for EPF contribution payment via diskette ?	9.0b (16-11-06) onwards	Winnie	12/06
H-1-4-7	When will the new EPF format be used for hardcopy submission? How to set the new format for EPF Form A using pre-printed format?	9.0b (16-11-06) onwards	Winnie	12/06

Personnel

No.	Question	Version	By	On
E-1	What is Last Year December Taxable Amount in <i>Personnel</i> \diamond <i>Add/Update Employees</i> \diamond <i>Setting</i> ?	9.0B (18-01-06) onwards	Winnie	04/06
E-2	What is Initial in Personnel File Maintenance?	All Windows Version	Winnie	05/06
E-3	What is SOCSO Initial in Personnel File Maintenance?	9.0b (18-01-06) onwards	Winnie	05/06
E-4	What to do if employee's EPF contribution, SOCSO contribution and PCB deduction are to be paid by employer ?	9.0b onwards	Winnie	05/06
E-5	How to maintain different amount of fixed allowance by line, branch, department, category of employees?	9.0 (26-07-05) onwards	PC Lim	06/06
E-6	How do I set these 2 fields: EPF (Yee) Formula and EPF (Yer) Formula in Personnel File Maintenance?	9.0b (24-09-05) onwards	VWS	06/06
E-7	What should I do if bonus paid to a foreign worker is not subjected to PCB deduction ?	9.0a (2005) onwards	Winnie	07/06
E-8	What is Convert Cla. Leave To Allowance (<i>Personnel</i> \diamond <i>Update Leave/Fund Entitled</i>)?	9.0b (15-08-04) onwards	Winnie	12/06
E-9	What is Update Allowance And Deduction in <i>Personnel</i> \diamond <i>Update Leave/Fund Entitled</i> ?	9.0b (03-08-05) onwards	Winnie	12/06
E-10	How to handle this: the employer contributes additional 5% of EPF contribution on Basic Pay and Cash In Lieu , other allowances/bonus remain 12%?	All 9.0b onwards	Winnie	12/06
E-11	How to update increment amount for individual staff in Personnel File Maintenance?	9.0b (01-11-06) onwards	Winnie	12/06

Payments

No.	Question	Version	By	On
P-1	How to use Out Of Bound (OOB) in the system for a newly joined employee?	9.0B (31-03-06) onwards	Winnie	05/06
P-2	How to use Out Of Bound (OOB) for employee who has resigned ?	9.0B onwards	Winnie	05/06
P-3	Where do I set a fix amount of PCB for Bonus for an employee?	9.0 onwards	Winnie	06/06
P-4	Where do I set a fix amount of PCB for Commission for an employee?	9.0 onwards	Winnie	06/06
P-5	Where do I set a fix PCB amount for an employee?	All	Winnie	06/06
P-6	How to convert Annual Leave to Allowance ?	9.0b (20-12-05) onwards	SY Low	11/06
P-7	An employee (basic rate RM 1000.00) has an increment in mid month (RM 1500 effective 20 Dec 2006), why does the system show different basic pay (RM 1192.30) compare to the right calculation of RM 1193.55 ?	9.0b (20-12-05) onwards	Winnie	12/06
P-8	When Payroll linked to HRM , the balances of Annual Leave (AL) and Sick Leave (MC) are referred from HRM. Can I have these leaves balances shown in pay slip ?	9.0b (01-09-06) onwards	SY Low	12/06
P-9	The amount (in words) shown in Payments \diamond 2 nd Half Payroll \diamond Cash/Bank/Others \diamond Print Cheque is too long. How to make it in 2 lines?	9.0b (14-07-05) onwards	SY Low	12/06

Government

No.	Question	Version	By	On
G-1	What is Generate EA Form Figures ?	9.0B (18-01-06) onwards	Winnie	04/06
G-2	Why are CP8A (EA Form) for some employees not shown?	9.0b (18-01-06) onwards	Winnie	06/06
G-3	How to handle last year bonus (2005) paid in this year (2006) ? The bonus PCB is to base on last year taxable amount, and will be displayed in this year's EA Form (Part F) as Pembayaran tunggakan ?	9.0b (18-01-06) onwards	SY Low	11/06
G-4	How to handle last year bonus (2005) paid in this year (2006) ? The bonus PCB is to base on last year taxable amount, and will be displayed in last year's EA Form (Part B) ?	9.0b (03-03-06) onwards	SY Low	11/06

Monthly & Yearly

No.	Question	Version	By	On
Y-1	I have just purchased UBS Payroll in August 2006, how do I start and key in previous months' record ?	All Windows versions	SYLow	09/06
Y-2				

Miscellaneous

No.	Question	Version	By	On
M-1	What is Export CSV /TXT File ?	8.3C (28-12-05) onwards	Winnie	11/06
M-2	What is Export / Import Payroll Records ?	9.0b (16-11-06) onwards	Winnie	11/06

General (Others)

No.	Question	Version	By	On
Z-1	Why am I getting this message: Evaluation Limit Reached ?	9.0A onwards	Winnie	05/06
Z-2	What is the limitation of Payroll trial version?	9.0A onwards	Winnie	05/06
Z-3	How to upgrade from version 8.x to 9.x?	9.0A onwards	Winnie	05/06
Z-4	How to upgrade from version 9.x to 9.x?	9.0 onwards	SYLow	09/06
Z-5				