

G-1 What is **Generate EA Form Figures?** (*Income Tax Reports* ◊ *CP 8A* ◊ *Generate*)

Version 9.0B (18 Jan 2006) onwards – Winnie

Answer:

These settings will affect the outcome of EA Form.

Bonus For Date From ...To ...: key in the dates when bonus is paid for current year, the Bonus date and amount will be shown in EA Form (Part B-1).

Perihal Pembayaran Allowance: key in the description for special allowance, tips... that will be shown in (EA Form Part B-1).

Bonus paid this year on and before @ month taken as last year taxable income: by default @ = 0. If it was last year's bonus paid in this year (let's say January), then replace @ with 1, (or 2 for February, 3 for March...) and click **OK**. The bonus amount will be shown in EA Form (Part F). In such case, do not key in any dates in **Bonus For Date From ...To ...**

If set @ = 0, the bonus dates and amount will be shown in EA Form (Part B1)

Clear 'Details of payments of arrears etc. for previous years': bonus amount previously appeared in EA Form (Part F) will be cleared.

Minimum Pay Required to print EA Form: this is to set the minimum requirement to generate & print EA Forms. When set to 0.00, you may print EA Form for each and every employee in regardless of their level of income. When set to 1000.00, you may only preview/print EA Forms for those employees whose basic rate at RM 1000.00 and above.

G-2 Why are **CP8A (EA Form)** for some employees **not shown?**

Version 9.0b (18 Jan 2006) onwards - Winnie

Answer:

There are 2 possibilities when you encounter such situation:

Possibility 1:

This is due to the *Minimum pay required to print EA Form* setting in *Generate EA Form Figures* module. To check/change the setting, go to *Government* ◊ *Income Tax Reports* ◊ *CP8A*, click *Generate* button, set both fields under *Minimum pay required to print EA Form* to zero, *OK, OK, OK, Preview*.

Possibility 2:

This is because the *Tax Category* is set to X (none) in *Personnel File Maintenance* module. To check/change this, go to *Personnel* ◊ *Add/Update Employees (Government)*, change the *Tax Category* to 1, *Save, Exit*. Then go to *Government* ◊ *Income Tax Reports* ◊ *CP8A*, click *Generate* button, *OK, Preview*.

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?**

Version 9.0b (18 Jan 2006) onwards –SYLow

Answer:

- * *Housekeeping* ◊ *Setup* ◊ *Parameter Setup (Control)*, tick *Bonus PCB calculated based on last year December taxable amount*. (with this, a reminder note will be displayed in red when process bonus pay.)
- * *Personnel* ◊ *Add/Update Employees (Setting)*, key in last December taxable remuneration in *Last year December Taxable Amount* field. **Note:** skip this step in If using version 9.0b(18Jan2006) onwards to run year-end processing,
- * *Payments* ◊ *Bonus* ◊ *Add/Modify* ◊ *Add/Modify Bonus By Amount*
- * *Payments* ◊ *Bonus* ◊ *Process Pay*, then *Listing* to view *Bonus EPF/PCB/SOCSO* amount.
- * Proceed with payroll process and perform *Month End*
- * *Government* ◊ *Income Tax Reports* ◊ *CP 8A*, click on *Generate*

Bonus paid this year on and before @ month taken as last year taxable income: by default @ = 0. For last year's bonus paid in this year (e.g. January), replace @ with **1** (or 2 for February, 3 for March...), click **OK**. The bonus amount will be shown in EA Form (Part F). Do not key in any dates in **Bonus for Date From ... To ...**

If set @ = **0**, the bonus dates and amount will be shown in *EA Form* (Part B1)

- * After generated EA Form figure, select *CP 8A* and click *Ok*, *Preview* EA form. The bonus appears in Part F as *Butiran Pembayaran Tunggakan Dan Lain-lain Bagi Tahun-tahun Terdahulu (Sebelum Tahun Semasa)*

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)**? *Version 9.0b (03 March 2006) and onwards –SYLow*

Answer:

- * In 2005 data directory, backup and run year end.
- * Process bonus of 2005 in this year (2006) January.
- * *Payments* ∅ *Bonus* ∅ *Add/Modify* ∅ *Generate Transfer Bonus*.
- * *Payments* ∅ *Bonus* ∅ *Add/Modify* ∅ *Export Transfer Bonus* to temp file.
- * Login to 2005 data directory (DATA2005).
- * *Payments* ∅ *Bonus* ∅ *Add/Modify* ∅ *Import Transfer Bonus* from temp file.
- * *Government* ∅ *Income Tax Reports* ∅ *CP 8A*, Click *Generate* and **OK**. Click *Ok* to view EA form.

The bonus will show in Part B-1

Note: The Bonus PCB and EPF amount will show in 2007 EA form.