

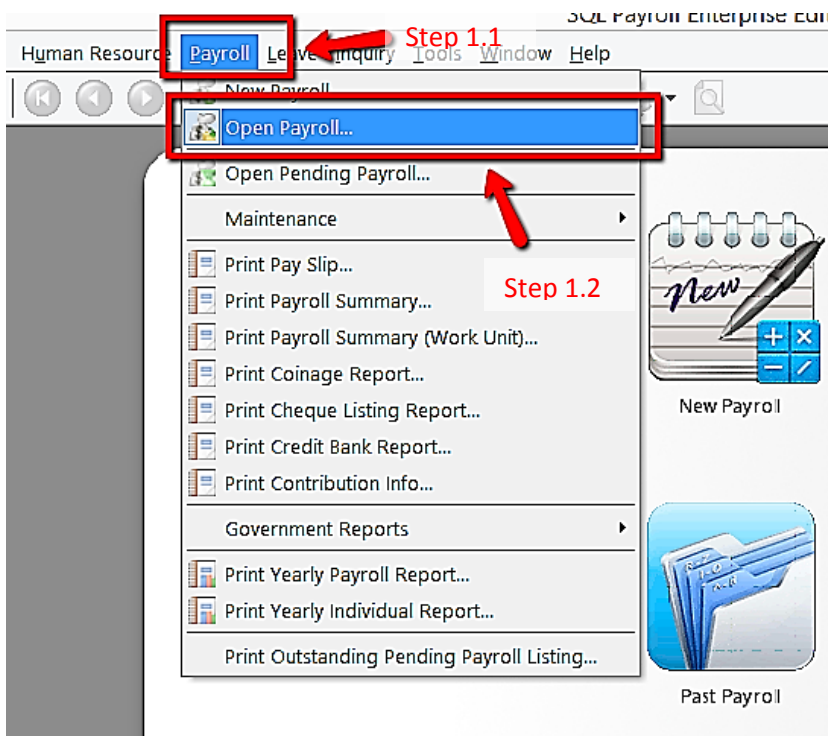
Maintain Employee's Opening Balance

Maintain employee's opening balance is done when the respective employee enter the company in a month **later than January**.

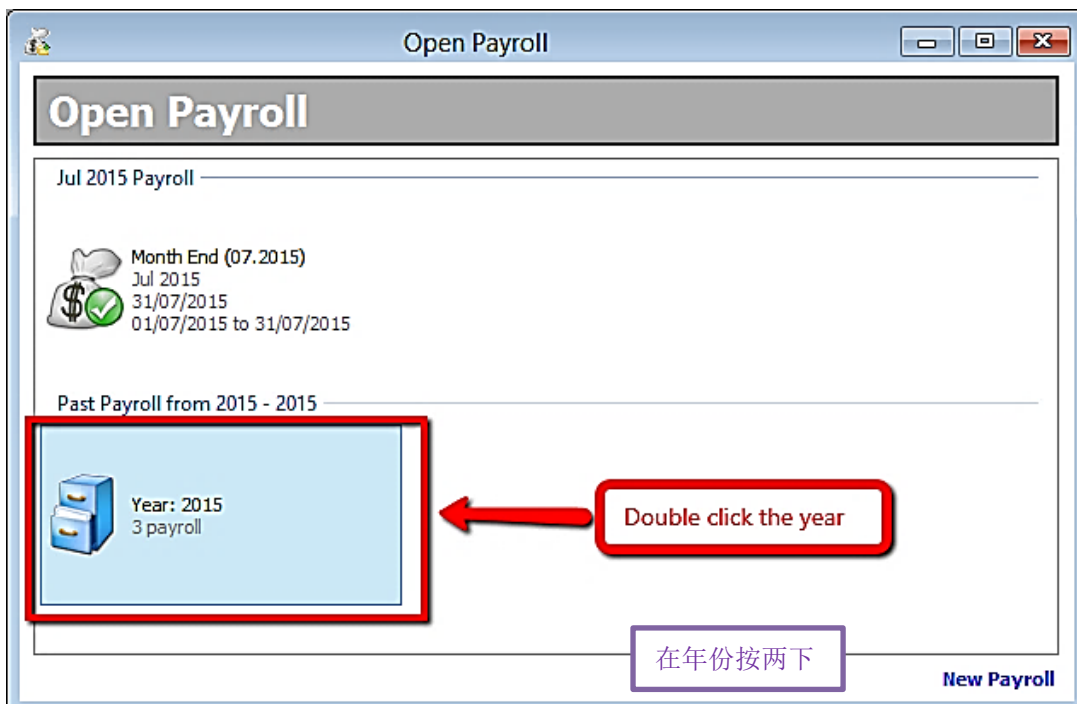
The previous PCB amount is **needed to key in so that the system can correctly calculate** the PCB amount that's needed to pay every month.

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

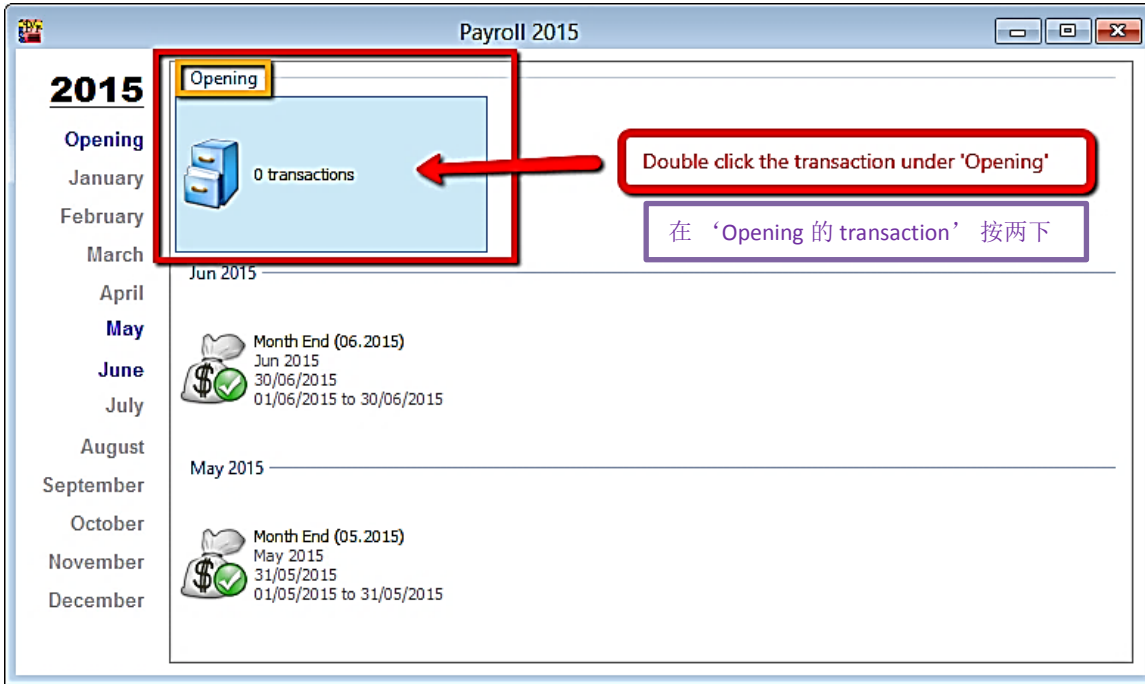
Step 1: Navigate yourself to the open payroll



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	<input type="text"/>
Normal EPF	<input type="text"/>
Additional Remuneration	<input type="text"/>
Additional EPF	<input type="text"/>
Zakat	<input type="text"/>
Normal PCB	<input type="text"/>
Additional PCB	<input type="text"/>

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	YTD AMOUNT
Petrol (Duties)	<input type="text"/>
Parking	<input type="text"/>
Meal	<input type="text"/>
Child Care	<input type="text"/>
Phone	<input type="text"/>
Phone Bills	<input type="text"/>
Award	<input type="text"/>
Loan Interest	<input type="text"/>

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	YTD AMOUNT
Parent Medical	<input type="text"/>
Basic Support Equipment	<input type="text"/>
Education Fee	<input type="text"/>
Medical Expense For Difficult To Cure Disease (Self/Husband/Wife/Child)	<input type="text"/>
Full Medical Examination (Self/Husband/Wife/Child)	<input type="text"/>
Book Purchase	<input type="text"/>
Purchase Of Personal Computer For Individuals	<input type="text"/>
Net Fund In National Higher Education Fund Corporation	<input type="text"/>
Sports Equipment	<input type="text"/>
Wife Alimony	<input type="text"/>
Life Insurance	<input type="text"/>
Annuity	<input type="text"/>
Education & Medical Insurance	<input type="text"/>
Loan Interest	<input type="text"/>

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

SQL side

EA form

GENERAL

(1) Normal Remuneration

(2) Normal EPF

(3) Additional Remuneration

Additional EPF

(4) Zakat

(5) Normal PCB

Additional PCB

TAX EXEMPTED ALLOWANCE

Petrol (Duties)

Parking

Meal

Child Care

Phone

Phone Bills

Award

Loan Interest

B EMPLOYMENT INCOME, BENEFITS AND ALLOWANCES/PERQUISITES/GIFTS/BENEFITS (Excluding Tax Exempt) RM

(1) Gross salary, wages or leave pay (including overtime pay)

(3) Fees (including director fees), commissions or bonuses

Gross tips, perquisites, awards/rewards or other allowances (Details of payment)

Income tax borne by the employer in respect of his employee

2. Value of benefits-in-kind:

(a) Motorcars (Actual date provided) (i) Nilai Kereta dan petrol
(Type Year Model) (ii) Nilai Pemandu

(b) Electricity, water, telephone and other benefits

(c) Value of household benefits : (*Delete whichever is not relevant)

(i) Semi-furnished with furniture*/*air-conditioners*/*curtain*/*carpets*, or

(ii) Fully-furnished with kitchen equipment, crockery, utensils and appliance, or

(iii) Separate items: Furniture and fittings
Kitchen equipment
Entertainment and recreation

(d) Household servant and gardener

(e) Benefit of leave passage for travel

(f) Others (for example food and garments)

3. Value of living accommodation provided (Address)

4. Refund from unapproved Pension/Provident Fund, Scheme or Society

5. Compensation for loss of employment

C PENSIONS AND OTHERS

1. Pensions

2. Annuities or other Periodical Payments

TOTAL 1

D TOTAL DEDUCTION

(5) 1. Current Year's Monthly Tax Deductions (MTD) remitted to LHDNM
CP 38 Deductions

(4) Deductions for Zakat remitted to the collection authority of Malaysian zakat

E CONTRIBUTIONS TO APPROVED PENSION/PROVIDENT FUND, SCHEME OR SOCIETY

Name of Provident Fund KWSP

(2) Amount of contribution (state the employee's share of contribution only) RM 1,325.00

F PARTICULARS OF PAYMENT IN ARREARS AND OTHER PAYMENTS IN RESPECT OF PRECEDING YEARS (PRIOR TO CURRENT YEAR)

Year of which Paid	Type of Income	Total Payment (RM)	EPF Contribution (RM)	Monthly Tax Deductions (MTD)

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

7.2015 [Period: 07 / 2015]

CHONG

Month End (07.2015)

Wages: 100,000.00	Allowance: -	Overtime: 1,000.00	Commission: 0.00	Claims: -	Paid Leave: -	Director Fees: -	Bonus: 10,000.00	Advance Paid: -

Gross Pay: 111,000.00 Gross Deduct: 36,791.45 Gross Net Pay: 74,208.55 (Adjustme

Employee EPF	
EPF Normal:	11,110.00
EPF Additional:	1,100.00

Employee PCB	
PCB Normal:	21,816.66
PCB Additional:	2,500.04