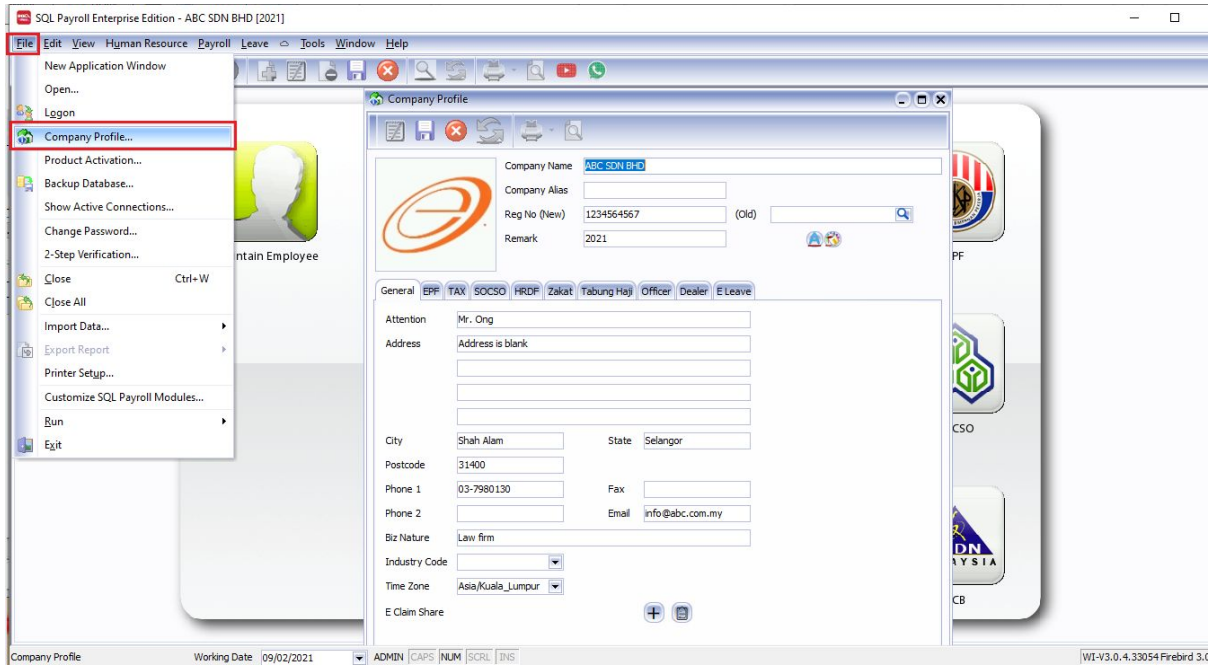


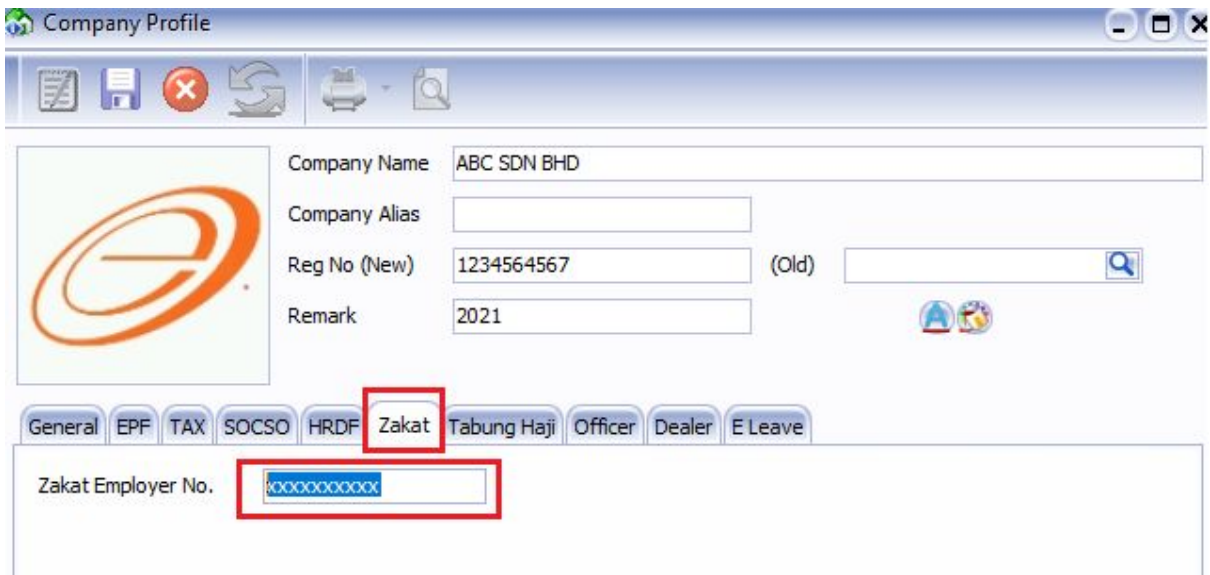
Zakat and Tabung Haji

Step 1:

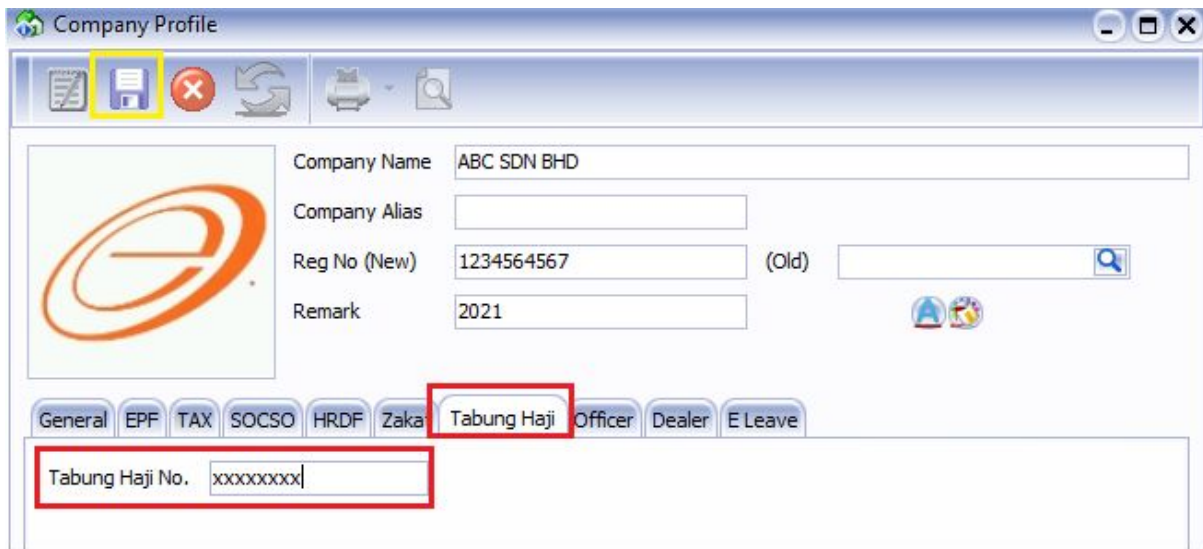
Go to File -> Company Profile



Click Zakat and key in Zakat Employer Number :

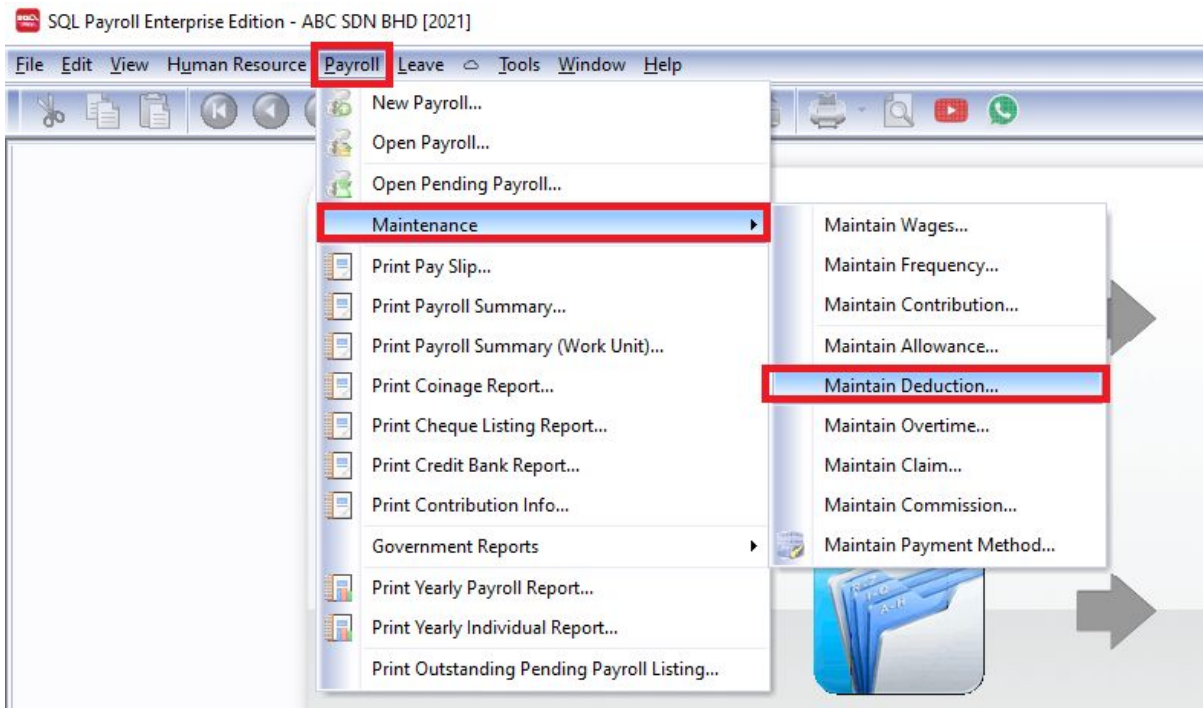


Click Tabung Haji and key in your company's Tabung Haji Number . Press SAVE once you have keyed in.

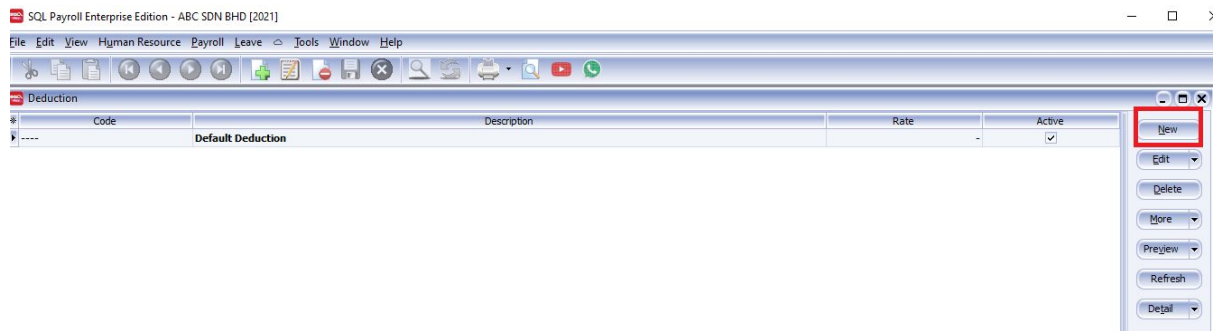


Step 2 :

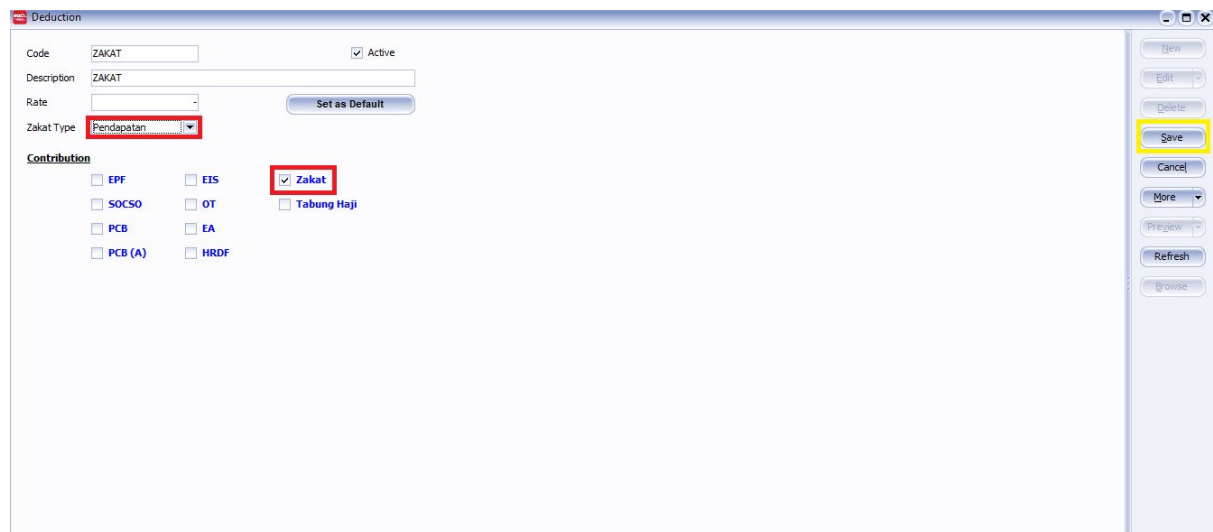
Go to Payroll -> Maintenance -> Maintain Deduction :



Create a new Deduction by clicking the NEW button .



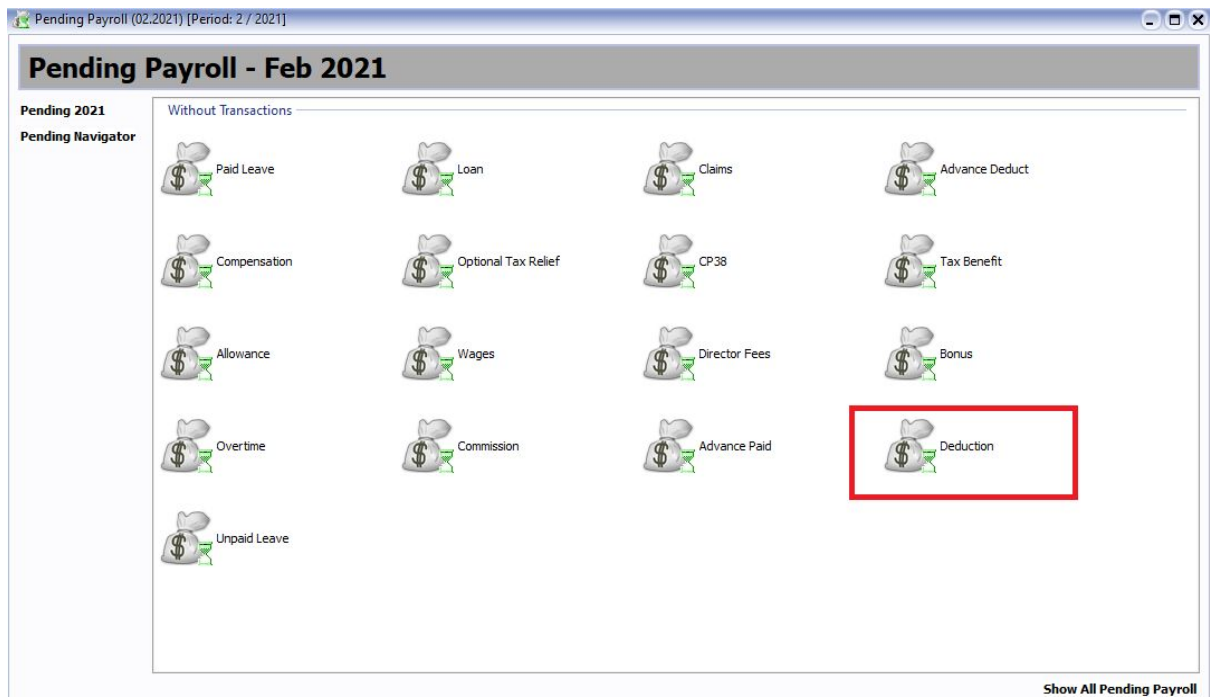
Create ZAKAT deduction following these steps , remember to press SAVE .



Create Tabung Haji deduction by Pressing the NEW button and follow the image. Remember to press SAVE .



Once you have created the 2 new deduction, please go to Payroll -> Open pending payroll and key in your deduction.



Select the employee name , and key in the deduction amount for Zakat and Tabung Haji . Press Save.

Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount
09/02/2021	09/02/2021	005	ZAKAT	ZAKAT	1.00	50.00	50.00
09/02/2021	09/02/2021	005	TABUNG...	TABUNG HAJI	1.00	100.00	100.00

When you process your month end, you will see the Deduction amount as well as the gross Zakat that you keyed in Pending Payroll.

Month End (02.2021) [Period: 02 / 2021]

* Code	Name
00001	AMY LOI YOKE MEI
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	ALI MOHD

Welcome x 005 x

ALI MOHD
Month End (02.2021)

Wages: 5,000.00 Loan: -
 Allowance: 750.00 Deduction: 150.00
 Overtime: - EPF: 638.00 Employer EPF: 696.00
 Commission: - SOCSO: 19.75 Employer SOCSO: 69.05
 Claims: - EIS: 7.90 Employer EIS: 7.90
 Director Fees: - Gross Zakat: 50.00
 Bonus: - CP38: - PCB Print PCB: 46.70
 Others: - Unpaid Leave: - C2.KAS (Computerized Calcula...
 Advance Paid: - Advance Deduct: - Adjustment: -

Gross Pay: 5,750.00 Gross Deduct: 862.35 **NET PAY 4,887.65**

Payroll Info x Deduction x

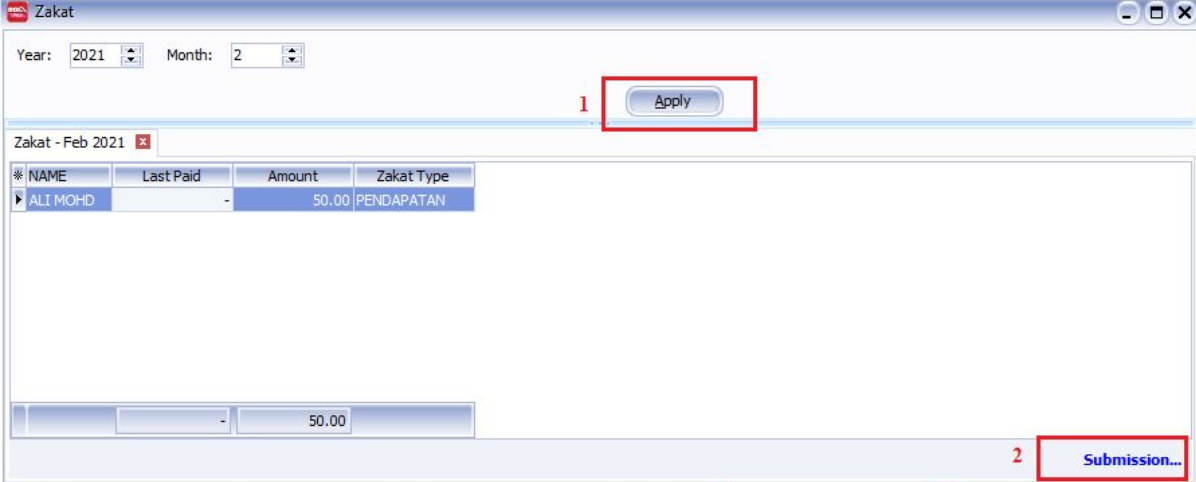
* Trans Date	Post Date	Employee	Code	Description	Work Unit	Rate	Amount
28/02/2021	28/02/2021	005	ZAKAT	ZAKAT	1.00	50.00	50.00
28/02/2021	28/02/2021	005	TABUNG...	TABUNG HAJI	1.00	100.00	100.00

Where to print Zakat & Tabung Haji report ?

Zakat :

Menu: Payroll | Government Reports | Print Zakat..

Select the Year and Month , press the Apply button. Once you see the employee name, press the word "Submission":

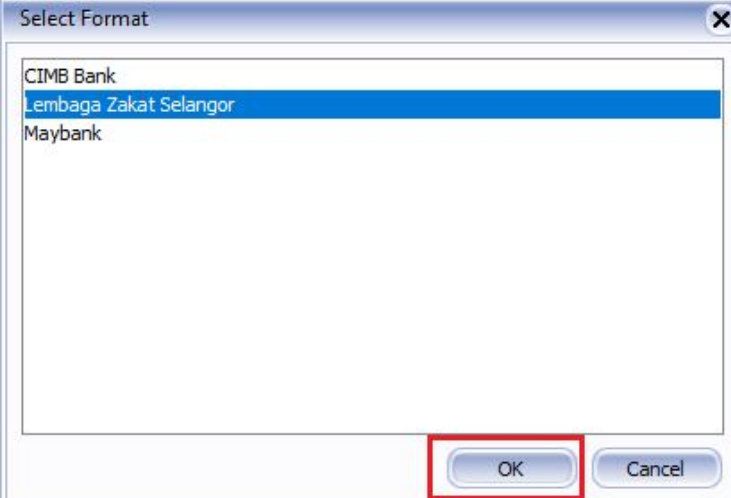


The screenshot shows a window titled "Zakat" with the following elements:

- Year: 2021, Month: 2
- An "Apply" button (labeled 1) is highlighted with a red box.
- A table titled "Zakat - Feb 2021" with the following data:

* NAME	Last Paid	Amount	Zakat Type
▶ ALI MOHD	-	50.00	PENDAPATAN
- A summary bar at the bottom shows a total amount of 50.00.
- A "Submission..." button (labeled 2) is highlighted with a red box.

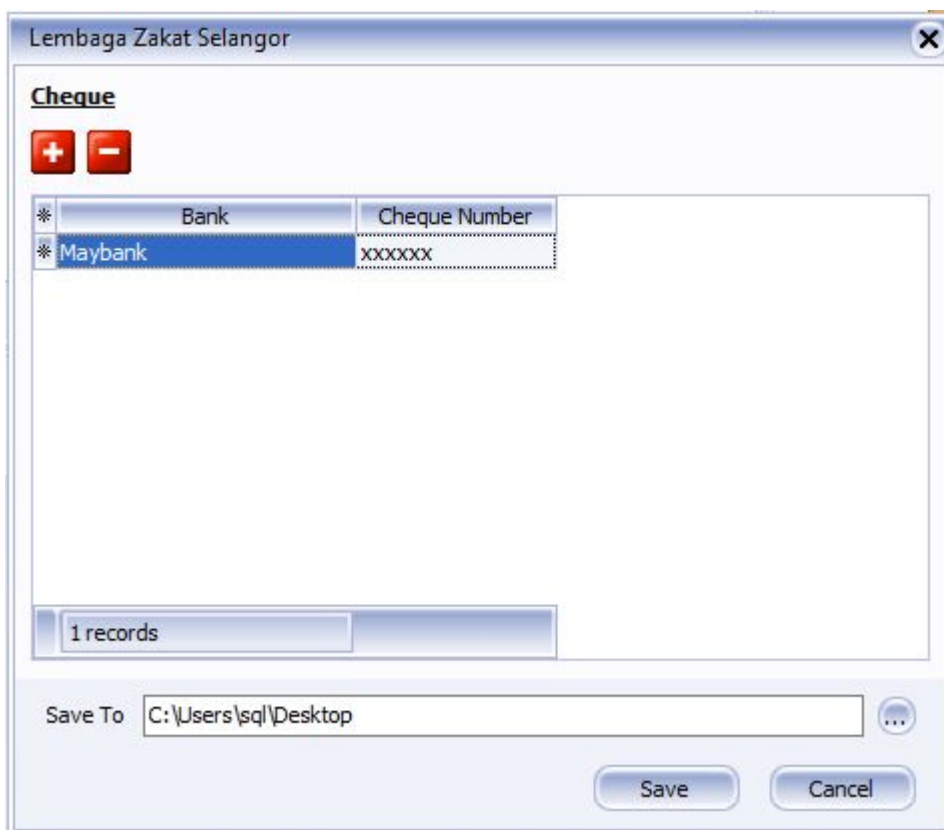
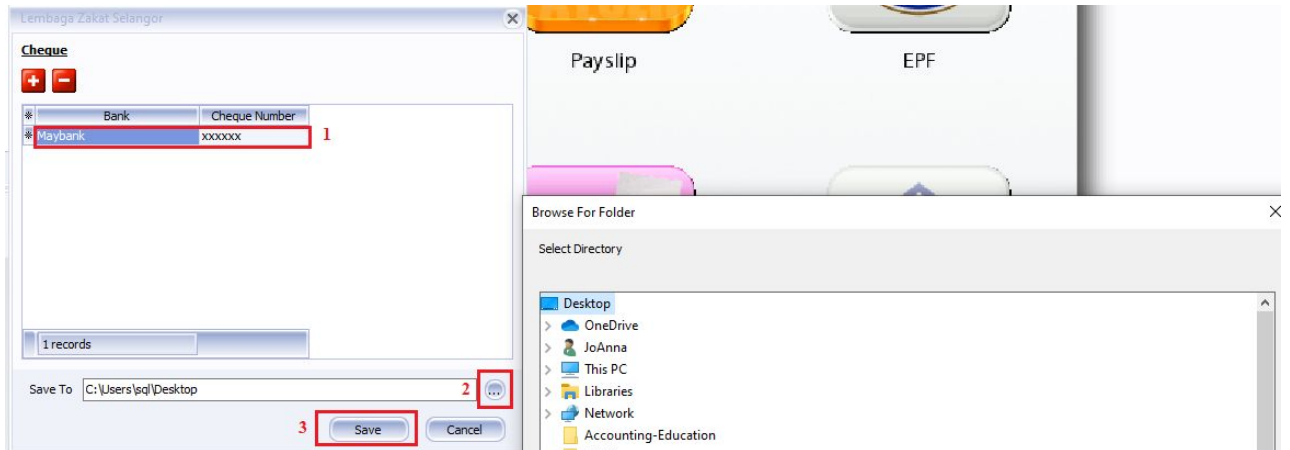
Select the payment format :



The screenshot shows a dialog box titled "Select Format" with the following elements:

- A list of payment formats: CIMB Bank, Lembaga Zakat Selangor (highlighted), and Maybank.
- "OK" and "Cancel" buttons at the bottom, with the "OK" button highlighted by a red box.

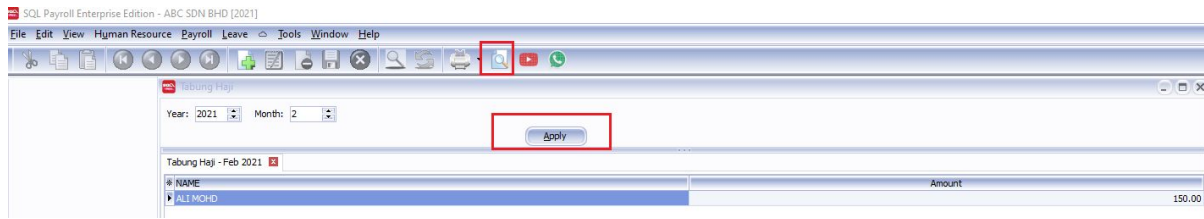
If you selected Lembaga Zakat Selangor, you have to key in the Bank account and the cheque number. Once that is done , You can save the text file to your desktop.



Tabung Haji:

Menu: Payroll | Government Reports | Print Tabung Haji...

Select the Year and month., press Apply. Press the Preview button .



You will see this report. You may print it out or export it as a PDF file :

SENARAI NAMA PENCARUM CARUMAN BULANAN MAJIKAN LEMBAGA TABUNG HAJI

Nama Majikan / Syarikat:	ABC SDN BHD
Kod Majikan	
Bulan Caruman	FEBRUARI
Tahun Caruman	2021
Bil Rekod	1
Jumlah Amaun (RM)	150.00

Bil.	Nama	(12 Angka)		(15 Angka)		
		No Kad Pengenalan	No. KEW	No. Akaun TH	Amaun (RM)	No Pekerja
1	ALI MOHD	840628063333			150.00	005

END