

What's New

Sage Payroll version 9.9.5.5

Release Date:
8 November 2019

9.9.5.5 Changes

The following enhancements are being released:

Update and Revamp User access right module – User Define menu

Bank Enhancement

Useful fixes

Knowledge Recap: Default User Right in Sage Payroll

Update and Revamp User access right module – User Define Menu

In this version, we had updated the user define menu access right with the latest feature/function listing. With this enhancement, you are now able to set the user access right for the new feature/function menu example EIS Report.

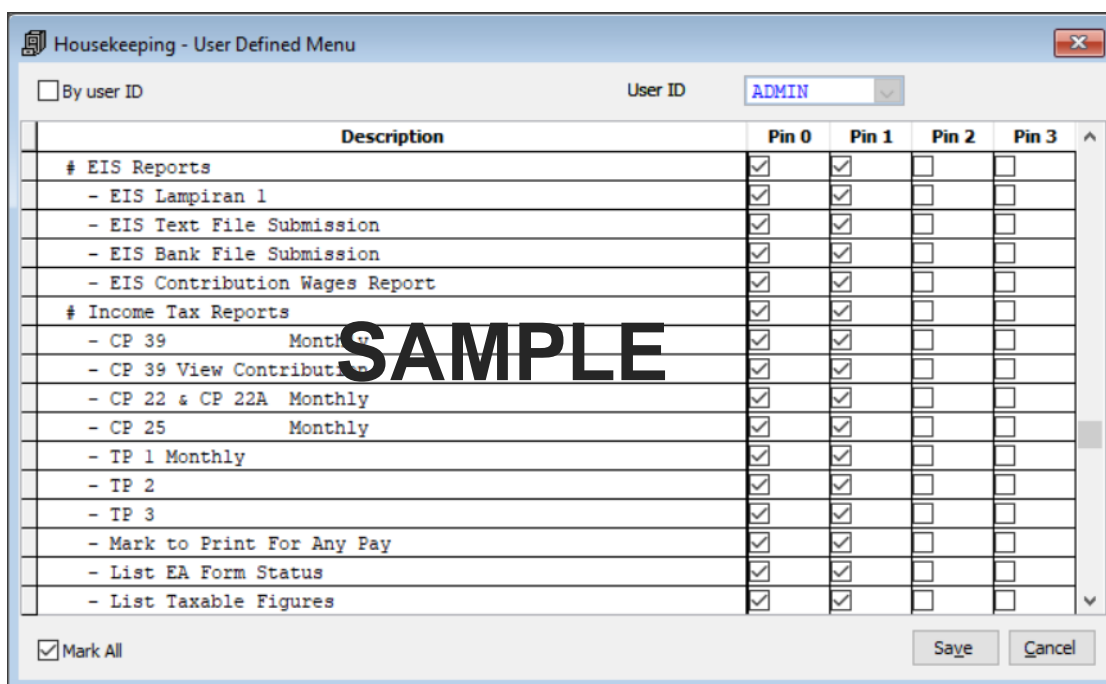
Location: Housekeeping → Setup → User Define Menu

Below is the new function listing which added in user define menu:

Section	Location
Payment	<ol style="list-style-type: none"> 1. Payment → 1st Half Payroll → Add / Update → Quick Entry 2. Payment → 1st Half Payroll → Add / Update → Import From FingerTec 3. Payment → 2nd Half Payroll → Add / Update → Quick Entry 4. Payment → 2nd Half Payroll → Add / Update → Import From FingerTec 5. Payment → Commission → Process Fixed Commission 6. Payment → 2nd Half + Bonus + Commission + Extra → Management Reports
Personnel	<ol style="list-style-type: none"> 7. Personnel → EIS Employee Setting
Government	<ol style="list-style-type: none"> 8. Government → EPF Reports → EPF Borang BBCD 9. Government → EPF Reports → EPF Contribution Wages Report 10. Government → Socso Reports → Socso Lampiran A 11. Government → Socso Reports → Socso – Must Print 12. Government → EIS Reports 13. Government → EIS Reports → EIS Lampiran 1 14. Government → EIS Reports → EIS Text File Submission 15. Government → EIS Reports → EIS Bank File Submission 16. Government → EIS Reports → EIS Contribution Wages Report 17. Government → Income Tax Reports → CP 39 View Contribution 18. Government → Income Tax Reports → TP 1 Monthly 19. Government → Income Tax Reports → TP 2 20. Government → Income Tax Reports → TP 3 21. Government → Income Tax Reports → Mark to Print For Any Pay 22. Government → Income Tax Reports → List EA Form Status 23. Government → Income Tax Reports → List Taxable Figures 24. Government → Income Tax Reports → List Relief Claim 25. Government → Income Tax Reports → List Tax Exempted Allowance 26. Government → Income Tax Reports → Taxable Pay 27. Government → Income Tax Reports → Lampiran B – Swasta 12 Months 28. Government → Income Tax Reports → Taxable Pay 12 Months 29. Government → Income Tax Reports → Taxable OT / AW / DED 12 Months 30. Government → Income Tax Reports → PCB / CP 38 Monthly 31. Government → Income Tax Reports → Taxable Pay Check – By Employee 32. Government → Minimum Wage List
Miscellaneous	<ol style="list-style-type: none"> 33. Miscellaneous → Post to Sage Plus 34. Miscellaneous → Post to Sage One 35. Miscellaneous → Post to Sage 50cloud
Housekeeping	<ol style="list-style-type: none"> 36. Housekeeping → Refresh All APS Format 37. Housekeeping → Interface File Format Setup 38. Housekeeping → Font Editor 39. Housekeeping → File Re-organisation → Change Category 40. Housekeeping → File Re-organisation → Change Department 41. Housekeeping → File Re-organisation → Change Line No. 42. Housekeeping → File Re-organisation → Change Branch 43. Housekeeping → File Re-organisation → Change Project
Wizard	<ol style="list-style-type: none"> 44. Wizard 45. Wizard → Add Employee Wizard 46. Wizard → Update Bank Code

Section	Location
Correspondence	47. Correspondence 48. Correspondence → New Hire / Within Probation 49. Correspondence → New Hire / Within Probation → Fix Term Contract 50. Correspondence → New Hire / Within Probation → Confirmation 51. Correspondence → New Hire / Within Probation → Extend Probation 52. Correspondence → New Hire / Within Probation → Acceptance of Resignation During Probation 53. Correspondence → New Hire / Within Probation → Termination During Probation 54. Correspondence → Employees Movement 55. Correspondence → Employees Movement → Transfer With Salary Adjustment (New Appointment) 56. Correspondence → Employees Movement → Transfer Without Salary Adjustment 57. Correspondence → Employees Movement → Promotion 58. Correspondence → Employees Movement → Period Maternity 59. Correspondence → Employee Performance 60. Correspondence → Employee Performance → Salary Increment 61. Correspondence → Employees Leaving 62. Correspondence → Employees Leaving → Notification of Retirement 63. Correspondence → Employees Leaving → Acceptance of Resignation 64. Correspondence → Employee Disciplinary 65. Correspondence → Employee Disciplinary → Show Cause Letter For Absence 66. Correspondence → Employee Disciplinary → Advice Letter For Lateness 67. Correspondence → Employee Disciplinary → Show Cause Letter For Lateness 68. Correspondence → Employee Disciplinary → Show Cause Letter For Leaving Early From Work 69. Correspondence → Employee Disciplinary → Termination Letter For Leaving Early From Work
Help	70. Help 71. Help → License Wizard 72. Help → Mobile License 73. Help → About UBS Payroll
Support Chat	74. Support Chat
Connected Learning	75. Connected Learning

Below is the sample screen of user define menu latest update.



With this enhancement, we also updated the User Pin 0, Pin 1, Pin 2 and Pin 3 default user right setting in user define menu so it's more visible and no more confusion for the user.

Take an example, in the previous version, **Pin 2 and Pin 3 do not have the access right to Government by default** but it's still able to tick and save at user define menu as below:

Description	Pin 0	Pin 1	Pin 2	Pin 3
Government	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
# EPF Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- EPF Borang A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- EPF Contribution By Disk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Address To EPF By Disk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
# SOCSO Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- SOCSO Borang 8A(Contribution)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- SOCSO Borang 2 & 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- SOCSO Contribution By Disk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
# Income Tax Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- CP 39 Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- CP 22 & CP 22A Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- CP 25 Monthly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- CP 8A / CP 8D Yearly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- CP 159 As Requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- PCB 2(11) As Requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

With this version and onwards, you can't tick on the checkbox if the user Pin do not have the access right by default in the system.

Description	Pin 0	Pin 1	Pin 2	Pin 3
Government	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# EPF Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EPF Borang A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EPF View Contribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EPF Borang BBCD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EPF Address By Disk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EPF Contribution Wages Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# SOCSO Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- SOCSO Borang 8A(Contribution)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- SOCSO Lampiran A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- SOCSO Borang 2 & 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- SOCSO View Contribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Socso - Must Print	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- SOCSO Contribution Wages Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
# EIS Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- EIS Lampiran 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

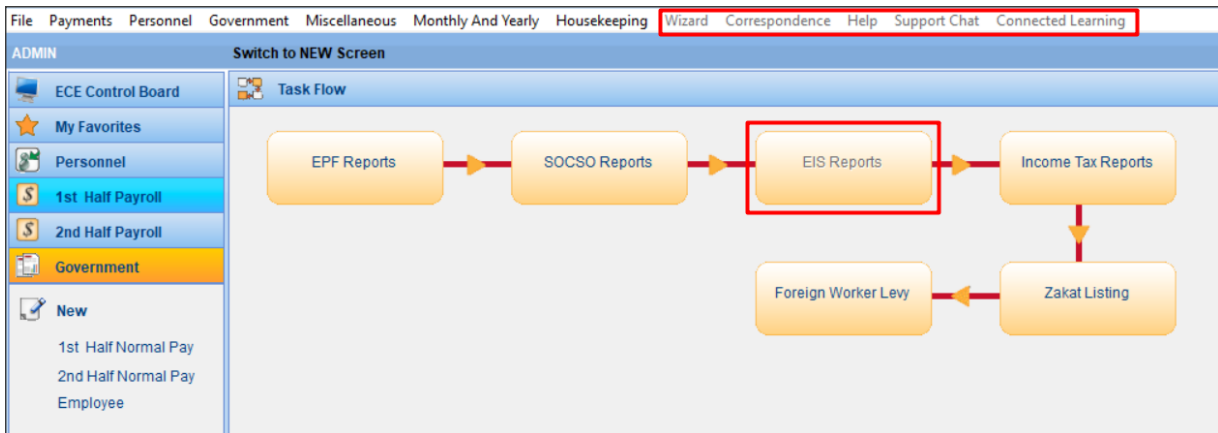
*The update will not over-write your existing system setting.

*For the system default user right reference, please refer to Knowledge recap section.

Important Notes:

After the update, you **might** face some accessibility issue either you are using By User ID or by Pin 0,1,2 and 3. Below are steps that you can follow to solve your user right issue:

1. New added functions option in user define menu is being dim. This is due to the untick default setting at the User Define Menu.



2. Please go to Housekeeping → Setup → User Define Menu → Either tick on the new added function option to give the accessibility right **OR** tick on Mark All → Save.

Description	ADMIN
- SOCSO Lampiran A	<input checked="" type="checkbox"/>
- SOCSO Borang 2 & 3	<input checked="" type="checkbox"/>
- SOCSO Contribution By Disk	<input checked="" type="checkbox"/>
- SOCSO Contribution Wages Report	<input checked="" type="checkbox"/>
# EIS Reports	<input checked="" type="checkbox"/>
- EIS Lampiran 1	<input checked="" type="checkbox"/>
- EIS Text File Submission	<input checked="" type="checkbox"/>
- EIS Bank File Submission	<input checked="" type="checkbox"/>
- EIS Contribution Wages Report	<input checked="" type="checkbox"/>
# Income Tax Reports	<input checked="" type="checkbox"/>
- CP 39 Monthly	<input checked="" type="checkbox"/>
- CP 39 View Contribution	<input checked="" type="checkbox"/>
- CP 22 & CP 22A Monthly	<input checked="" type="checkbox"/>
- CP 25 Monthly	<input checked="" type="checkbox"/>
- List EA Form Status	<input checked="" type="checkbox"/>
- List Taxable Figures	<input checked="" type="checkbox"/>

Description	Pin 0	Pin 1	Pin 2	Pin 3
* Loan Deduction Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
~ Update Loan Records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
~ Loan Listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Import From Payroll.TXT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Import From FingerTec	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Import From Payroll.PDF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Pay Allowance For ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Add / Modify Allowance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Add / Modify Deduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Add / Modify BIK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Process Pay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Check Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- View Pay Slip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Print Pay Slip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Management Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- Cash / Bank / Others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Bank Enhancement

UOB Salary File Format

APS No.	Payment type	Enhancement (New/Update)	Details
110	Salary	Update	<ul style="list-style-type: none"> - File format name: IBG & IAFT File Format Guide - with Advice v1.4 - Update with the latest calculation for check summary value in bank format. - This file format will be generating service type: IBGINORM only.
32	Salary	Update	<ul style="list-style-type: none"> - File Format name: IBG File Format Guide 2.1 - Update with latest file format.

OCBC Bank File Format

APS No.	Payment type	Enhancement (New/Update)	Details
121	EIS	New	<ul style="list-style-type: none"> - New OCBC Bank EIS File format.

Sumimoto Mitsui Banking Corporation (SMBC) - Singapore

APS No.	Payment type	Enhancement (New/Update)	Details
119	Salary	New	<ul style="list-style-type: none"> - New SMBC Bank Salary file format for Singapore.

RHB Bank

APS No.	Payment type	Enhancement (New/Update)	Details
62	Socso	Update	<ul style="list-style-type: none"> - Update with the latest file format.

Useful Fixes

Below is the fixes detail that done in this version:

No	Case ID	Solution Area	Brief Description
1	SAP – 1027	Bank File	<p>Generating Ambank bank file with inaccurate information</p> <p>Issue:</p> <ul style="list-style-type: none"> - Generating Ambank bank file from External Application, with ticked option for Salary, EPF, Socso and LHDN, the text file included with employee who do not need to contribute EPF at EPF line and employee who only paid by cash or cheque. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. The text file now will not be included employee who do not need to contribute EPF at EPF line and employee who paid by cash and cheque.
2	SAP-921	Income Tax Report	<p>LHDN Lampiran B – Swasta Report Update</p> <p>Issue:</p> <ul style="list-style-type: none"> - Currently the LHDN Lampiran B – Swasta value included with non-taxable value. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. LHDN Lampiran B – Swasta value will only show for amount which taxable for overtime, director fees, commission, fixed allowance, non-fixed allowance, daily allowance, shift allowance and bonus.
3	SAP-1081	Government	<p>Error message prompt during generating disk for EPF Report</p> <p>Issue:</p> <ul style="list-style-type: none"> - Generating the second time of using fixed format for EPF Report without closing the EPR Report screen, system will prompt out error message. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. No error message will be prompt and generate successfully without closing the EPF Reports screen.
4	SAP-894	Government	<p>CP 8 Report (Page 3) Column A1 not tally</p> <p>Issue:</p> <ul style="list-style-type: none"> - Employee with do not have Income Tax No. did not include into Column A1 as Total Employee in the report. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. Count logic is updated in the report and employee who do not have income tax no. will be include as part of the total amount of the company.
5	SAP – 901	Year End	<p>Year end processing issue for BIK value</p> <p>Issue:</p> <ul style="list-style-type: none"> - BIK Summary value will carry forward to next year amount after year end process which is incorrect. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. Any value of the BIK will not carry forward to next year after year end process.

Knowledge recap:

Below is the finalized list of user Pin 0, Pin 1, Pin 2, and Pin 3 default access right in the system.

Symbol	Details
✓	As default setting, the user can access of function/feature in the system. However, you can set the user to non-accessible as per your preference.
✗	As default setting, the user does not have access right of function/feature in the system.

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
File					✓	✓	✓	✓
	Backup & restore				✓	✓	✓	✓
		Backup			✓	✓	✓	✓
		Restore			✓	✓	✓	✓
		Schedule Auto Backup			✓	✓	✓	✓
Payments					✓	✓	✓	✓
	1 st Half Payroll				✓	✓	✓	✓
		Add / Update			✓	✓	✓	✓
			Normal Pay		✓	✓	✓	✓
			Edit Overtime Rate / EPF / Socso / EIS / PCB		✓	✓	✓	✓
			Fixed Overtime Rate by Pay Group		✓	✓	✓	✓
			Update Basic Rate from Master		✓	✓	✓	✓
			Pay Slip – Additional Remark / Note		✓	✓	✓	✓
			Tip and Piece Work Maintenance		✓	✓	✓	✓
				Assign Tip Point to Employee	✓	✓	✓	✓
				Generate Tip Rate to Employee	✓	✓	✓	✓
				Piece Rated Work Maintenance	✓	✓	✓	✓
				List Piece Rated Work / Pay	✓	✓	✓	✓
			Assign No. of Wday		✓	✓	✓	✓
			Holiday and Leave Maintenance		✓	✓	✓	✓
				Maintain Holidays	✓	✓	✓	✓
				Maintain Leaves	✓	✓	✓	✓
				List Leave	✓	✓	✓	✓
			Restday and Holiday Maintenance		✓	✓	✓	✓
				Maintain RD/PH work	✓	✓	✓	✓
				List RD/PH work	✓	✓	✓	✓
				Convert RD/PH work to Annual Leave	✓	✓	✓	✓
			Quick Entry		✓	✓	✓	✓
			Import From Payroll.txt		✓	✓	✓	✓
			Import From FingerTec		✓	✓	✓	✓
			Import From Payt9.dbf		✓	✓	✓	✓
			Pay Allowance for Tax		✓	✓	✓	✓
			Add / Modify Allowance		✓	✓	✓	✓
			Add / Modify Deduction		✓	✓	✓	✓
			Add / Modify BIK		✓	✓	✓	✓
		Process Pay			✓	✓	✓	✓
		Check Transaction			✓	✓	✓	✓
		View Pay Slip			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Report			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
			Net Pay – Cash / Bank / Others		✓	✓	✓	✓
			Thru Bank via Diskette		✓	✓	✓	✓
			Directors Fee Listing		✓	✓	✓	✓
			Deduction Listing		✓	✓	✓	✓
			ePayMaster		✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
		Advance			✓	✓	✓	✓
			Add / Modify		✓	✓	✓	✓
				Advance to Individual	✓	✓	✓	✓
				Advance to Individual – By Days	✓	✓	✓	✓
				Advance to Individual – By %	✓	✓	✓	✓
				Partial Advance	✓	✓	✓	✓
				Advance to Category & Clear all advance	✓	✓	✓	✓
		Tip Allowance			✓	✓	✓	✓
			Generate Tip Rate / Amount		✓	✓	✓	✓
			List Tip Allowance		✓	✓	✓	✓
			Print Pay Slip		✓	✓	✓	✓
			Cash / Bank / Others		✓	✓	✓	✓
			Tip – Via Disk		✓	✓	✓	✓
			Line Total Reports		✓	✓	✓	✓
			ePayMaster		✓	✓	✓	✓
	2 nd Half Payroll				✓	✓	✓	✓
		Add / Update			✓	✓	✓	✓
			Normal Pay		✓	✓	✓	✓
			Edit Overtime Rate / EPF / Socso / EIS / PCB		✓	✓	✓	✓
			Fixed Overtime Rate by Pay Group		✓	✓	✓	✓
			Update Basic Rate from Master		✓	✓	✓	✓
			Pay Slip – Additional Remark / Note		✓	✓	✓	✓
			Tip and Piece Work Maintenance		✓	✓	✓	✓
				Assign Tip Point to Employee	✓	✓	✓	✓
				Generate Tip Rate to Employee	✓	✓	✓	✓
				Piece Rated Work Maintenance	✓	✓	✓	✓
				List Piece Rated Work / Pay	✓	✓	✓	✓
			Assign No. of Wday		✓	✓	✓	✓
			Holiday and Leave Maintenance		✓	✓	✓	✓
				Maintain Holidays	✓	✓	✓	✓
				Maintain Leaves	✓	✓	✓	✓
				List Leave	✓	✓	✓	✓
			Restday and Holiday Maintenance		✓	✓	✓	✓
				Maintain RD/PH work	✓	✓	✓	✓
				List RD/PH work	✓	✓	✓	✓
				Convert RD/PH work to Annual Leave	✓	✓	✓	✓
			Quick Entry		✓	✓	✓	✓
			Import From Payroll.txt		✓	✓	✓	✓
			Import From FingerTec		✓	✓	✓	✓
			Import From Payt9.dbf		✓	✓	✓	✓
			Pay Allowance for Tax		✓	✓	✓	✓
			Add / Modify Allowance		✓	✓	✓	✓
			Add / Modify Deduction		✓	✓	✓	✓
			Add / Modify BIK		✓	✓	✓	✓
		Process Pay			✓	✓	✓	✓
		Check Transaction			✓	✓	✓	✓
		View Pay Slip			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Report			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
			Net Pay – Cash / Bank / Others		✓	✓	✓	✓
			Thru Bank via Diskette		✓	✓	✓	✓
			Directors Fee Listing		✓	✓	✓	✓
			Deduction Listing		✓	✓	✓	✓
			ePayMaster		✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
		Advance			✓	✓	✓	✓
			Add / Modify		✓	✓	✓	✓
				Advance to Individual	✓	✓	✓	✓
				Advance to Individual – By Days	✓	✓	✓	✓
				Advance to Individual – By %	✓	✓	✓	✓
				Partial Advance	✓	✓	✓	✓
				Advance to Category & Clear all advance	✓	✓	✓	✓
		Tip Allowance			✓	✓	✓	✓
			Generate Tip Rate / Amount		✓	✓	✓	✓
			List Tip Allowance		✓	✓	✓	✓
			Print Pay Slip		✓	✓	✓	✓
			Cash / Bank / Others		✓	✓	✓	✓
			Tip – Via Disk		✓	✓	✓	✓
			Line Total Reports		✓	✓	✓	✓
			ePayMaster		✓	✓	✓	✓
	Bonus				✓	✓	✓	✓
		Add / Modify			✓	✓	✓	✓
			Add / Modify Bonus – Month / Percentage		✓	✓	✓	✓
			Add / Modify Bonus – Amount		✓	✓	✓	✓
			Fixed Bonus EPF / Socso / EIS / PCB		✓	✓	✓	✓
			Generate Bonus		✓	✓	✓	✓
		Process Bonus			✓	✓	✓	✓
		Listing			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
		Thru Bank – Via Disk			✓	✓	✓	✓
		Line Total Report			✓	✓	✓	✓
		ePay Master			✓	✓	✓	✓
	Commission				✓	✓	✓	✓
		Add / Modify			✓	✓	✓	✓
			Add / Modify Commission - Amount		✓	✓	✓	✓
			Add / Modify Sales Amount		✓	✓	✓	✓
			List Sales Amount & Commission		✓	✓	✓	✓
			Maintenance Commission % Table		✓	✓	✓	✓
			Generate Commission From Sales		✓	✓	✓	✓
			Fixed Commission EPF / Socso / EIS / PCB		✓	✓	✓	✓
		Process Commission			✓	✓	✓	✓
		Process Fix Commission			✓	✓	✓	✓
		Listing			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
		Thru Bank – Via Disk			✓	✓	✓	✓
		Line Total Report			✓	✓	✓	✓
		ePay Master			✓	✓	✓	✓
	Extra				✓	✓	✓	✓
		Add / Modify			✓	✓	✓	✓
		Listing			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
		Thru Bank – Via Disk			✓	✓	✓	✓
		Line Total Report			✓	✓	✓	✓
		ePay Master			✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
	2 nd Half Payroll + Bonus + Commission + Extra							
		Listing			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Report			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
		Thru Bank – Via Disk			✓	✓	✓	✓
		Line Total Report			✓	✓	✓	✓
		ePay Master			✓	✓	✓	✓
	Weekly Pay				✓	✓	✓	✓
	1 st Weekly Payroll				✓	✓	✓	✓
		Add / Update			✓	✓	✓	✓
			Normal Pay		✓	✓	✓	✓
			Edit Overtime Rate		✓	✓	✓	✓
			Assign No. of WDAY		✓	✓	✓	✓
			Import From Payt9.dbf		✓	✓	✓	✓
		Process Pay			✓	✓	✓	✓
		Check Transaction			✓	✓	✓	✓
		View Pay Slip			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Reports			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
	2 nd Weekly Payroll				✓	✓	✓	✓
		Add / Update			✓	✓	✓	✓
			Normal Pay		✓	✓	✓	✓
			Edit Overtime Rate		✓	✓	✓	✓
			Assign No. of WDAY		✓	✓	✓	✓
			Import From Payt9.dbf		✓	✓	✓	✓
		Process Pay			✓	✓	✓	✓
		Check Transaction			✓	✓	✓	✓
		View Pay Slip			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Reports			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓
	3 rd Weekly Payroll				✓	✓	✓	✓
		Add / Update			✓	✓	✓	✓
			Normal Pay		✓	✓	✓	✓
			Edit Overtime Rate		✓	✓	✓	✓
			Assign No. of WDAY		✓	✓	✓	✓
			Import From Payt9.dbf		✓	✓	✓	✓
		Process Pay			✓	✓	✓	✓
		Check Transaction			✓	✓	✓	✓
		View Pay Slip			✓	✓	✓	✓
		Print Pay Slip			✓	✓	✓	✓
		Management Reports			✓	✓	✓	✓
		Cash / Bank / Others			✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
		4 th Weekly Payroll			✓	✓	✓	✓
			Add / Update		✓	✓	✓	✓
				Normal Pay	✓	✓	✓	✓
				Edit Overtime Rate	✓	✓	✓	✓
				Assign No. of WDAY	✓	✓	✓	✓
				Import From Payt9.dbf	✓	✓	✓	✓
			Process Pay		✓	✓	✓	✓
			Check Transaction		✓	✓	✓	✓
			View Pay Slip		✓	✓	✓	✓
			Print Pay Slip		✓	✓	✓	✓
			Management Reports		✓	✓	✓	✓
			Cash / Bank / Others		✓	✓	✓	✓
		5 th Weekly Payroll			✓	✓	✓	✓
			Add / Update		✓	✓	✓	✓
				Normal Pay	✓	✓	✓	✓
				Edit Overtime Rate	✓	✓	✓	✓
				Assign No. of WDAY	✓	✓	✓	✓
				Import From Payt9.dbf	✓	✓	✓	✓
			Process Pay		✓	✓	✓	✓
			Check Transaction		✓	✓	✓	✓
			View Pay Slip		✓	✓	✓	✓
			Print Pay Slip		✓	✓	✓	✓
			Management Reports		✓	✓	✓	✓
			Cash / Bank / Others		✓	✓	✓	✓
		6 th Weekly Payroll			✓	✓	✓	✓
			Add / Update		✓	✓	✓	✓
				Normal Pay	✓	✓	✓	✓
				Edit Overtime Rate	✓	✓	✓	✓
				Assign No. of WDAY	✓	✓	✓	✓
				Import From Payt9.dbf	✓	✓	✓	✓
			Process Pay		✓	✓	✓	✓
			Check Transaction		✓	✓	✓	✓
			View Pay Slip		✓	✓	✓	✓
			Print Pay Slip		✓	✓	✓	✓
			Management Reports		✓	✓	✓	✓
			Cash / Bank / Others		✓	✓	✓	✓
		Update Weekly Pay into Paytran			✓	✓	✓	✓
Personnel					✓	✓	✓	✓
	Add Employee / Update				✓	✓	✓	✓
	Update Leave / Fund Entitled				✓	✓	✓	✓
	Update Allowance and Deduction				✓	✓	✓	✓
	Check / List Employee				✓	✓	✓	✓
	Personnel Reports				✓	✓	✓	✓
	Category Maintenance				✓	✓	✓	✓
		Add / Edit Category			✓	✓	✓	✓
		Add / Edit Line Number			✓	✓	✓	✓
		Add / Edit Department			✓	✓	✓	✓
		Add / Edit Branch			✓	✓	✓	✓
		Add / Edit Project			✓	✓	✓	✓
	Update Historical Records				✓	✓	✓	✓
	Historical Listing				✓	✓	✓	✓
	Generate Basic Rate Increment				✓	✓	✓	✓
	Generate Employee Socso Table				✓	✓	✓	✓
	EIS Employee Setting				✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
Government					✓	✓	✗	✗
	EPF Reports				✓	✓	✗	✗
		EPF Borang A			✓	✓	✗	✗
		EPF View Contribution			✓	✓	✗	✗
		EPF Borang BBCD			✓	✓	✗	✗
		EPF Address by Disk			✓	✓	✗	✗
		EPF Contribution Wages Report			✓	✓	✗	✗
	Socso Reports				✓	✓	✗	✗
		Socso Borang 8A (Contribution)			✓	✓	✗	✗
		Socso Lampiran A			✓	✓	✗	✗
		Socso Borang 2 & 3			✓	✓	✗	✗
		Socso View Contribution			✓	✓	✗	✗
		Socso – Must Print			✓	✓	✗	✗
		Socso Contribution Wages Report			✓	✓	✗	✗
	EIS Reports				✓	✓	✗	✗
		EIS Lampiran 1			✓	✓	✗	✗
		EIS Text File Submission			✓	✓	✗	✗
		EIS Bank File Submission			✓	✓	✗	✗
		EIS Contribution Wages Report			✓	✓	✗	✗
	Income Tax Report				✓	✓	✗	✗
		CP 39 Monthly			✓	✓	✗	✗
		CP 39 View Contribution			✓	✓	✗	✗
		CP 22 & CP 22A Monthly			✓	✓	✗	✗
		CP 25A Monthly			✓	✓	✗	✗
		TP 1 Monthly			✓	✓	✗	✗
		TP 2			✓	✓	✗	✗
		TP 3			✓	✓	✗	✗
		Mark to Print For Any Pay			✓	✓	✗	✗
		List EA Form Status			✓	✓	✗	✗
		List Taxable Figures			✓	✓	✗	✗
		List Relief Claim			✓	✓	✗	✗
		List Tax Exempted Allowance			✓	✓	✗	✗
		CP 8A / CP 8D Yearly			✓	✓	✗	✗
		CP 8C Yearly			✓	✓	✗	✗
		PCB 2 (11) As Requested			✓	✓	✗	✗
		Enter PCB Receipt / Date			✓	✓	✗	✗
		CP 38 12 Months			✓	✓	✗	✗
		List Tax Category			✓	✓	✗	✗
		Taxable Pay			✓	✓	✗	✗
		Lampiran B – Swasta 12 Month			✓	✓	✗	✗
		Taxable Pay by Employee 12 Months			✓	✓	✗	✗
		Taxable Pay 12 Months			✓	✓	✗	✗
		Taxable OT / AW / DED 12 Months			✓	✓	✗	✗
		PCB / CP 38 Monthly			✓	✓	✗	✗
		Taxable Pay Check – By Employee			✓	✓	✗	✗
	A.S.N – Contribution – DED 113				✓	✓	✗	✗
	T.Haji – Contribution – DED 114				✓	✓	✗	✗
	Human Resource Development Fund				✓	✓	✗	✗
	Foreign Worker Levy				✓	✓	✗	✗
	Zakat Listing				✓	✓	✗	✗
	Other Reports				✓	✓	✗	✗
	Minimum Wage List				✓	✓	✗	✗

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
Miscellaneous					✓	✓	✓	✓
	Print Other Reports							
	Export / Import Payroll Records				✓	✓	✓	✓
	Export Payroll Records to Excel				✓	✓	✓	✓
	Export CSV / TXT File				✓	✗	✗	✗
	Check File				✓	✗	✗	✗
	UBS HR System Option				✓	✓	✓	✓
		Update Annual Leave Balance			✓	✓	✓	✓
		Export / Import LHR Files			✓	✓	✓	✓
	Posting to Daccount				✓	✗	✗	✗
		Company Totals			✓	✗	✗	✗
		Branch to Branch Account			✓	✗	✗	✗
		Category To Category Account			✓	✗	✗	✗
		Department To Department Account			✓	✗	✗	✗
		Line No. To Line No. Account			✓	✗	✗	✗
		Project To Project Account			✓	✗	✗	✗
	Note on Importing				✓	✓	✓	✓
	External Application				✓	✓	✓	✓
	Post to Sage Plus				✓	✗	✗	✗
	Post to Sage One				✓	✗	✗	✗
	Post to Sage 50cloud				✓	✗	✗	✗
Monthly and Yearly					✓	✓	✓	✓
	Month To Date Pay Listing				✓	✓	✓	✓
	12 Months Figure Update				✓	✓	✓	✓
	Calculate 12 Months Figures				✓	✓	✓	✓
	12 Months Yearly Reports				✓	✓	✓	✓
	Recalculate MTD, YTD & Taxable AW, OT, DED				✓	✓	✓	✓
	Year to Date Reports				✓	✓	✓	✓
	Past Month Pay Transaction				✓	✓	✓	✓
Housekeeping					✓	✓	✓	✓
	Setup				✓	✓	✓	✓
		Parameter Setup			✓	✓	✓	✓
		Table Maintenance			✓	✓	✓	✓
		Government Tables			✓	✓	✓	✓
		Addresses & Account No.			✓	✓	✓	✓
		APS Format Setup			✓	✓	✓	✓
		Refresh All APS Format			✓	✗	✗	✗
		Interface File Format Setup			✓	✓	✓	✓
		Report Setting			✓	✓	✓	✓
		Label Setting			✓	✓	✓	✓
		Font Editor			✓	✓	✓	✓
		User Define Menu			✓	✗	✗	✗
		User ID Maintenance			✓	✗	✗	✗
	Maintain Passwords				✓	✓	✓	✓
	File Re-Organisation				✓	✓	✓	✓
		Index			✓	✓	✓	✓
		Upgrade			✓	✓	✓	✓
		Clear Transaction / Master Files **			✗	✗	✗	✗
		Change Employee No.			✓	✓	✓	✓
		Change Category			✓	✓	✓	✓
		Change Department			✓	✓	✓	✓
		Change Line No.			✓	✓	✓	✓
		Change Branch			✓	✓	✓	✓
		Change Project			✓	✓	✓	✓
		Generate Pay_12M			✓	✓	✓	✓

Feature / Function Listing					Pin 0	Pin 1	Pin 2	Pin 3
1 st level	2 nd level	3 rd level	4 th level	5 th level				
	Month End				✓	✓	✓	✓
	Year End				✓	✓	✓	✓
	Enquiries				✓	✓	✓	✓
Wizard					✓	✓	✓	✓
	Add Employee Wizard				✓	✓	✓	✓
	Update Bank Code				✓	✓	✓	✓
Correspondence					✓	✓	✓	✓
	New Hire / Within Probation				✓	✓	✓	✓
		Fix Term Contract			✓	✓	✓	✓
		Confirmation			✓	✓	✓	✓
		Extend Probation			✓	✓	✓	✓
		Acceptance of Resignation During Probation			✓	✓	✓	✓
		Termination During Probation			✓	✓	✓	✓
	Employees Movement				✓	✓	✓	✓
		Transfer With Salary Adjustment (New Appointment)			✓	✓	✓	✓
		Transfer Without Salary Adjustment			✓	✓	✓	✓
		Promotion			✓	✓	✓	✓
		Period of Maternity			✓	✓	✓	✓
	Employee Performance				✓	✓	✓	✓
		Salary Increment			✓	✓	✓	✓
	Employee Leaving				✓	✓	✓	✓
		Notification of Retirement			✓	✓	✓	✓
		Acceptance of Resignation			✓	✓	✓	✓
	Employee Disciplinary				✓	✓	✓	✓
		Show Cause Letter for Absence			✓	✓	✓	✓
		Advice Letter for Lateness			✓	✓	✓	✓
		Show Cause Letter for Lateness			✓	✓	✓	✓
		Show Cause Letter for Leaving Early From Work			✓	✓	✓	✓
		Termination Letter for Leaving Early From Work			✓	✓	✓	✓
Help					✓	✓	✓	✓
	License Wizard				✓	✓	✓	✓
	Mobile License				✓	✓	✓	✓
	About UBS Payroll				✓	✓	✓	✓
Support Chat					✓	✓	✓	✓
Connected Learning					✓	✓	✓	✓

** Clear transaction / master file – will only available for trial license and education build.

***** End *****