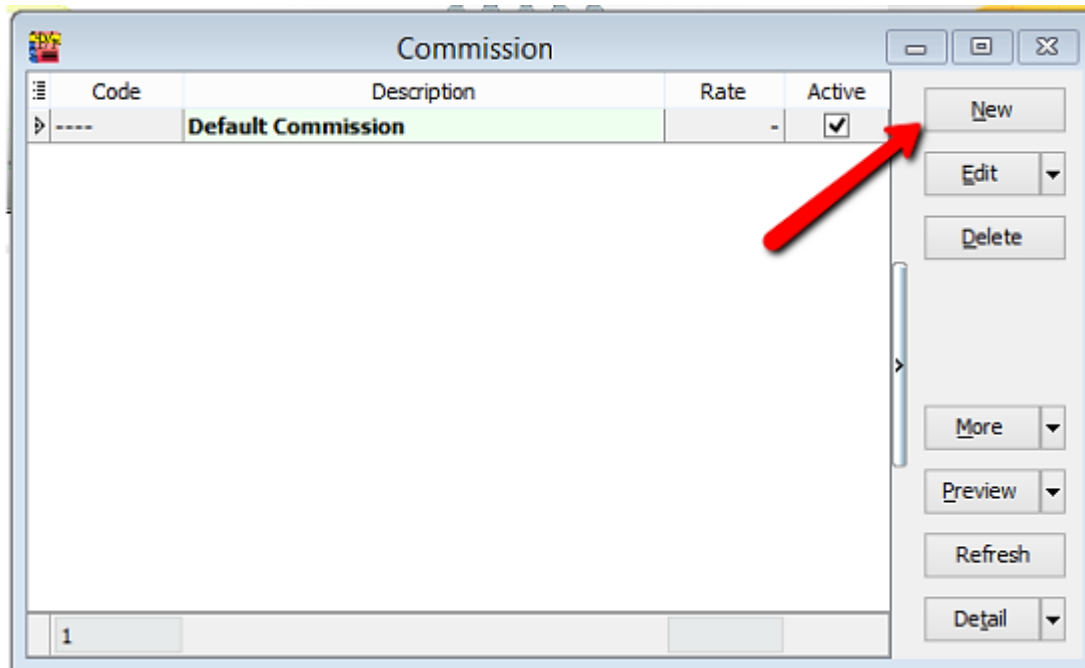
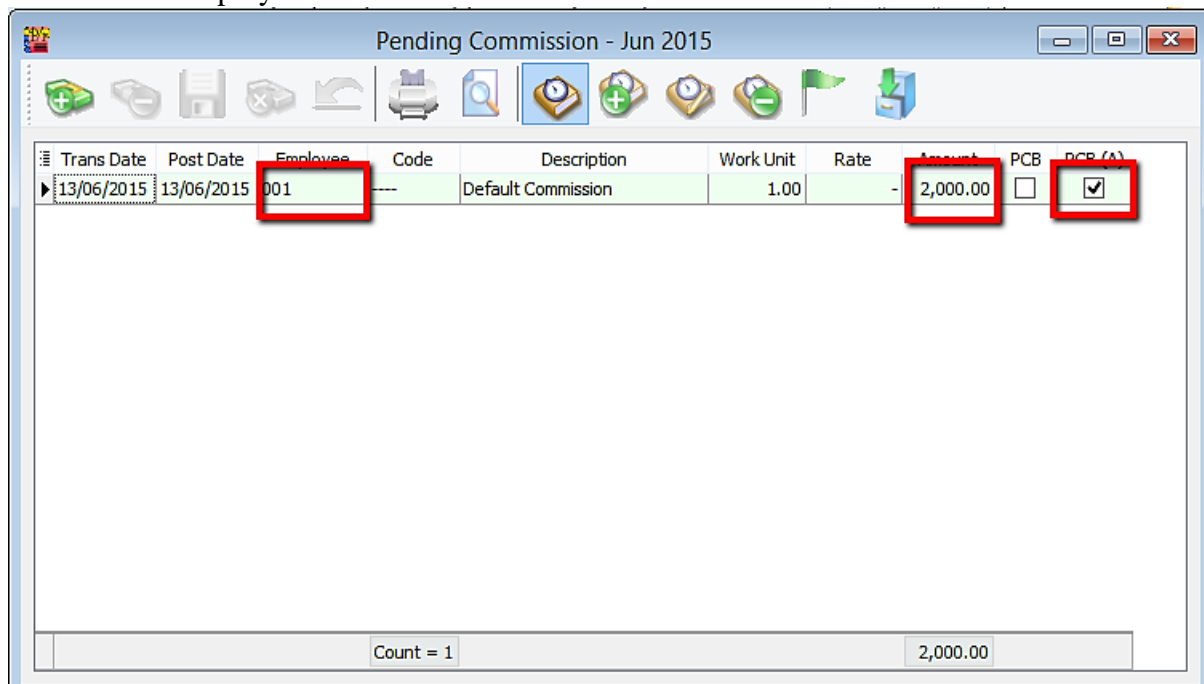


## Steps to process Commission

- 1) Set the commission for employee
  - Payroll/Maintenance/Maintain Commission
  - Create new for a new commission rate



- 2) Open pending payroll for commission
  - Payroll/Open pending payroll/Commission
  - Insert the employee and amount



### 3) Process month end

-Payroll/New payroll/Process

**Final Payroll Process**  
- To process the month FINAL payroll -

**Transaction Posting**  
Year: 2015 Month: 6

**Payroll Transaction**  
Process Date: 30/06/2015  
Process From: 01/06/2015 To 30/06/2015 ...

**Description**  
Description 1: Month End (06.2015)  
Description 2:  
Ref 1:  
Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

**Process**

OR

### Process Adhoc

-Tick EPF & PCB & Monthly Fixed Allowance/Pending Payroll

**Ad Hoc Payroll Process**  
- To process the MID month Adhoc payroll -

**Transaction Posting**  
Year: 2015 Month: 6

**Payroll Transaction**  
Process Date: 13/06/2015  
Process From: 01/06/2015 To 30/06/2015 ...

**Contribution:**  
 EPF  
 SOCSO  
 PCB

**Process:**  
 Bonus / Allowance (To input your amount) ...  
 Monthly Fixed Allowance / Pending Payroll: ...

**Description**  
Description 1: Ad Hoc (06.2015)  
Description 2:  
Ref 1:  
Ref 2:

Include Default Wages/Allowance/Deduction in addition to Pending Transactions

**Employee:**

	Code	Name
<input checked="" type="checkbox"/>	001	LEE CHONG WAI
<input checked="" type="checkbox"/>	002	KOO KIAN KEAT
<input checked="" type="checkbox"/>	003	NICOLE
<input checked="" type="checkbox"/>	004	WONG CHUN HAN
<input checked="" type="checkbox"/>	005	YAP KIM HOCK

5

**Process**

-Tick Commission

Monthly Fixed Allowance / Pending Payroll

Contribution

UTD Contrib % 100 (for Fixed Transaction)

Fixed Transaction

Allowance:  [ ] ...

Deduction:  [ ] ...

Wages

Pending Transaction

Allowance:  [ ] ...

Deduction:  [ ] ...

Wages  Overtime  **Commission**  Claims

Paid Leave  Bonus  Director Fees  Advance Paid

Loan  Unpaid Leave  Tax CP38

OK Cancel

4) Double click the employee that you gave commission

Month End (06.2015) [Period: 06 / 2015]

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

5

Process Missing Employee

Month End (06.2015) - Jun 2015

Print Pay Slip Print EPF Borang A

Print Payroll Summary Print SOCSO Borang 8A

Print Payment Summary Print Income Tax CP39

5) Refer to commission column

Month End (06.2015) [Period: 06 / 2015]

Code	Name
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 001

LEE CHONG WAI  
Month End (06.2015)

Wages:	5,000.00	Lgan:	-	LEE CHONG WAI
Allowance:	530.00	Deduction:	-	Month End (06.2015)
Overtime:	-	EPF:	836.00	Employer EPF: 912.00
Commission:	2,000.00	SOCSSO:	14.75	Employer SOCSSO: 51.65
Claims:	-			
Paid Leave:	-			
Director Fees:	-	CP38:	-	Computerized Calculation
Bonus:	-	Unpaid Leave:	-	PCB: Print PCB 108.90 C1
Advance Paid:	-	Advance Deduct:	-	Gross Zakat: -

---

Gross Pay:	7,530.00	Gross Deduct:	959.65	Gross Net Pay:	6,570.35 (Adjustme
<b>Net Pay: 6,570.35</b>					

5  
Process Missing Employee

END