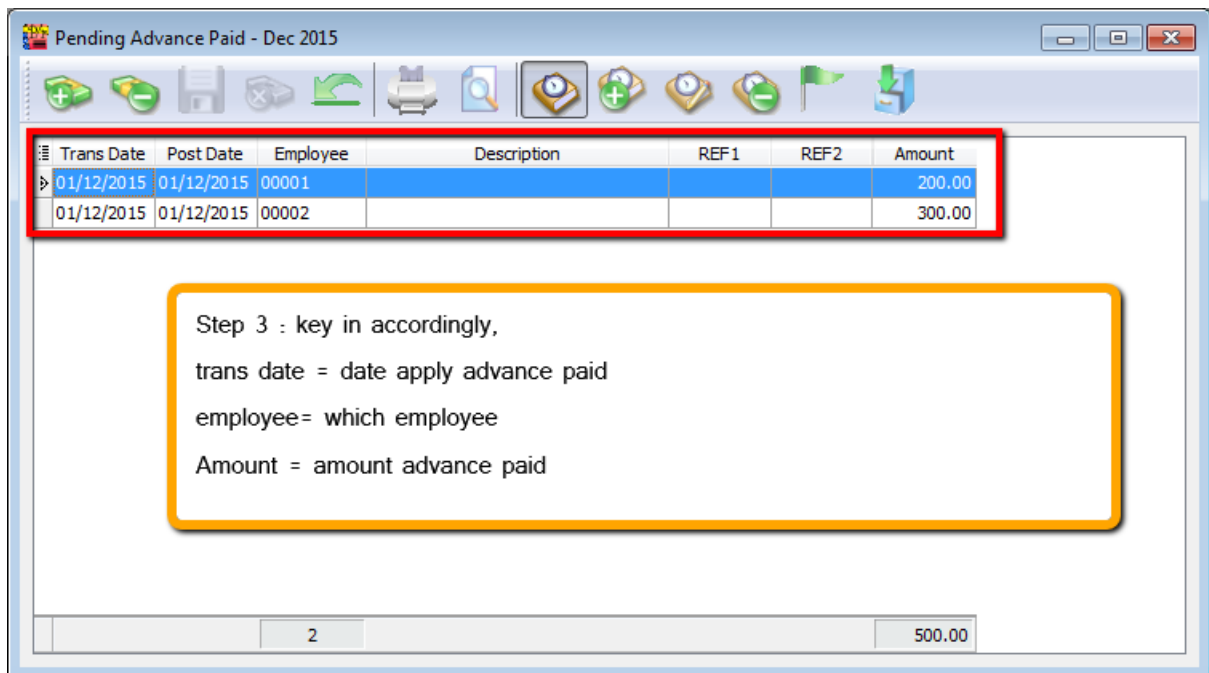
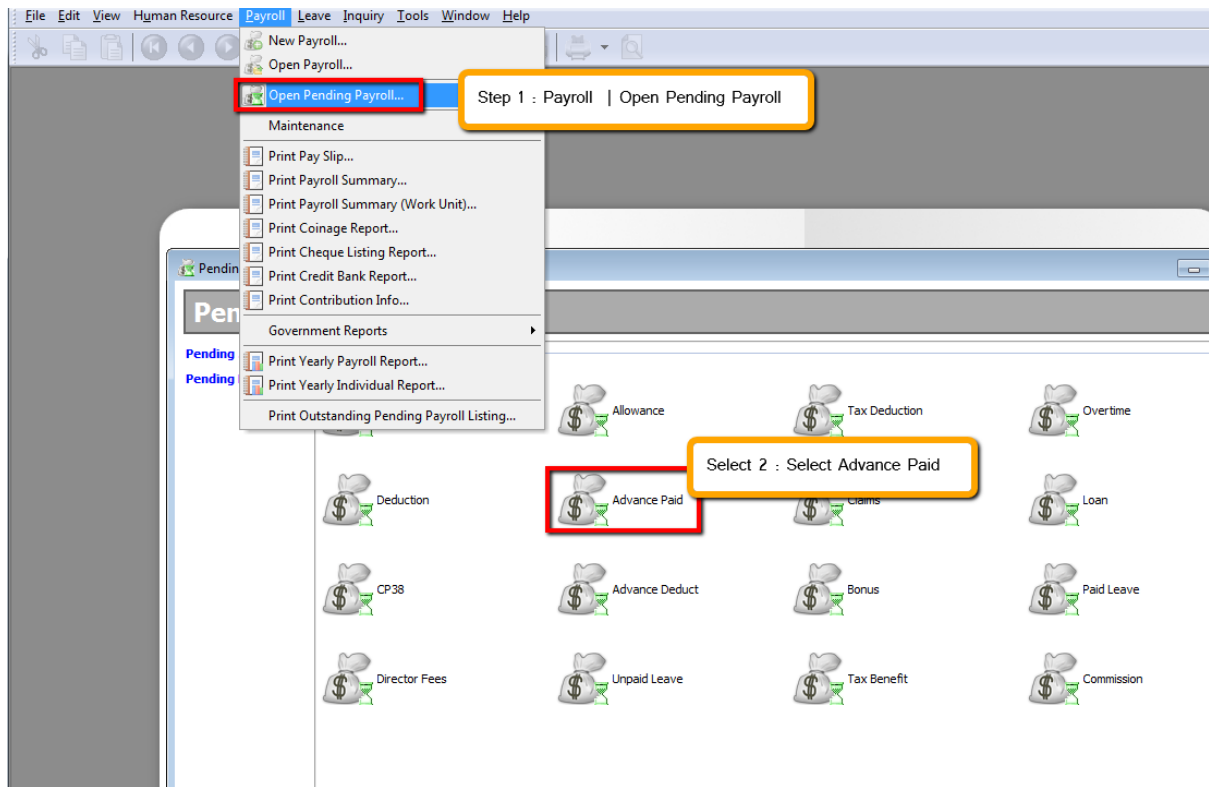


How to do Advance Paid?

Employee request advance salary before month end.

Step 1: Payroll | Open Pending Payroll

Step 2: Select Advance Paid



Ad Hoc Payroll Process

- To process the MID month Adhoc payroll -

**Transaction Posting**  
 Year: 2015 Month: 12

**Payroll Transaction**  
 Process Date: 01/12/2015  
 Process From: 01/12/2015 To 31/12/2015 ... **Step 6**

**Employee:**

Code	Name
00001	ali
00002	japanese
00003	confirmdateeee
00004	aaa
00005	bbb
00006	cccc
00007	dddd

**Contribution:**  
 EPF  
 SOCSO  
 PCB  
 Bonus / Allowance (To input your amount) ...  
 **Monthly Fixed Allowance / Pending Payroll** ... **Step 7**

**Description:**  
 Description 1: Ad Hoc (12.2015)  
 Description 2:  
 Ref 1:  
 Ref 2:

**Ad Hoc** **step 5**

**Monthly Fixed Allowance / Pending Payroll**

**Contribution**  
 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** **Step 8**  
 Loan  Unpaid Leave  Tax CP38

OK Cancel

**Step 4 :** Payroll | New Payroll

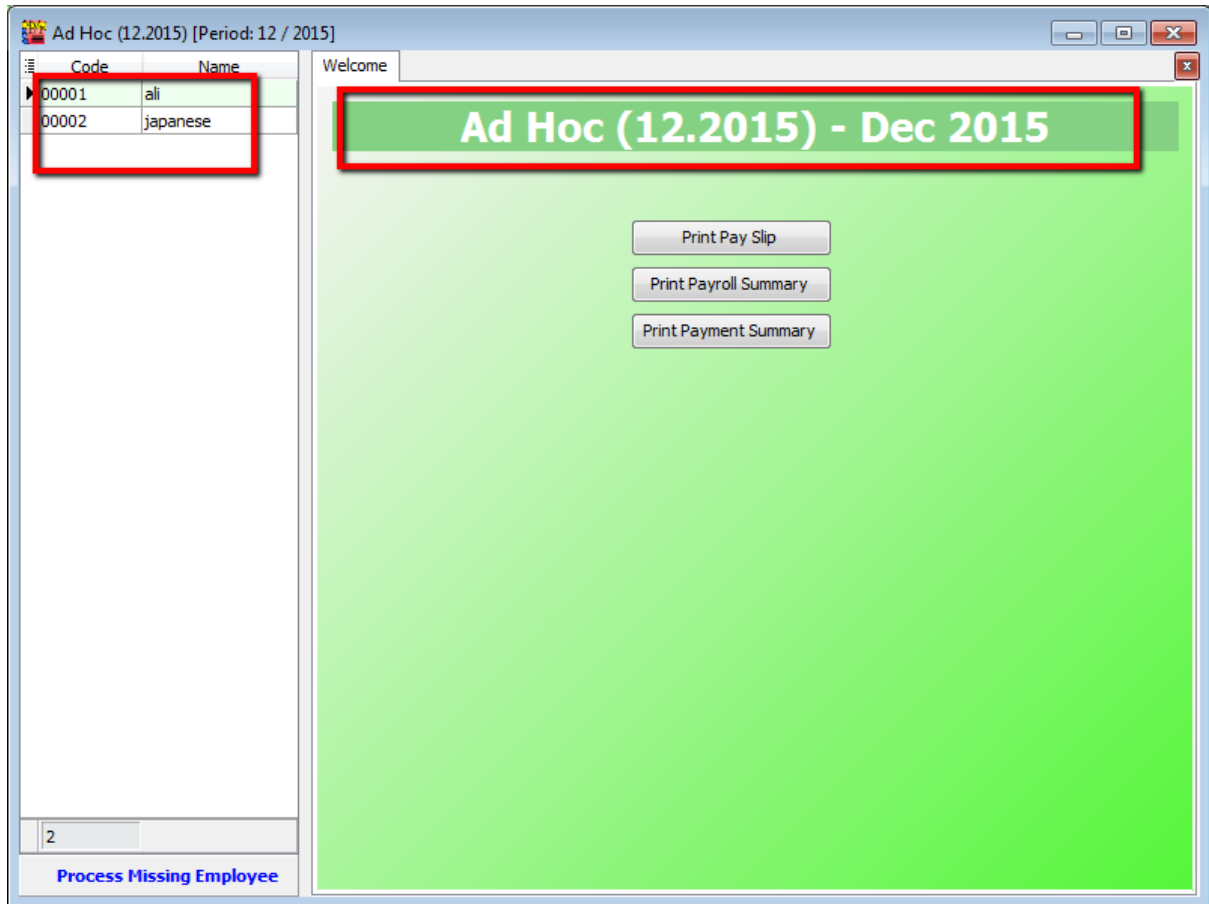
**Step 5 :** Choose Ad Hoc

**Step 6 :** set the date when your employee take advance paid

**Step 7 :** Under Process | Choose Monthly Fixed Allowance / Pending Payroll (will come out the diaglog box as pic attached)

**Step 8 :** Tick "Advance Paid"

Step 9 : Process



Step 10 : Process Month end Payroll as usual, you will found there is advance deduct at the month end.

Month End (12.2015) [Period: 12 / 2015]

Code	Name
00001	ali
00002	japanese
00003	confirmdateeee
00004	aaa
00005	bbb
00006	cccc
00007	dddd

Welcome 00001

Wages: 3,000.00 Loan: - **ali**

Allowance: - Deduction: - **Month End (12.2015)**

Overtime: - EPF: 330.00 Employer EPF: 390.00

Commission: - SOCSO: 14.75 Employer SOCSO: 51.65

Claims: -

Paid Leave: -

Director Fees: - CP38: - **Computerized Calculation**

Bonus: - Unpaid Leave: - PCB: [Print PCB](#) - **C1**

Advance Paid: - **Advance Deduct: 200.00** Gross Zakat: -

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Gross Pay: 3,000.00 Gross Deduct: 544.75 Gross Net Pay: 2,455.25 (Adjustme

**Net Pay: 2,455.25**

7

[Process Missing Employee](#)

~END~