

MANDATORY STEPS TO EXECUTE:

1. Relief Code (Housekeeping → Setup → Table Maintenance, Relief Code)
 - The relief for PCB is different every year. Some of the relief is obsolete for year 2013.
 - Please make sure only the relief listed in LHDNM E Form, Notes for Part G are set in the Relief Code column.
 - You may refer to the URL below for details
http://www.hasil.gov.my/pdf/pdfborang/Borang_E_2011_1.pdf
2. Relief Code with capping limit (Housekeeping → Setup → Table Maintenance, EA)
 - Only Relief Code with Capping Limit are required to set as “3” for EA column; unlimited expenses should **NOT** be set as “3” for EA column.
3. Upgrade from version 9.5 and below
 - With the new licensing structure, the number of active employees and number of companies (directory) are set in the license. Please do not copy the company.dbf from the old version.
4. [Tax Type] is a **mandatory** setting is based on employee’s resident status and tax category on requirement of LHDNM for PCB 2012:
 - a) RS (Resident)
 - b) NR (Non-Resident)
 - c) RP (Return Expert Program)
 - d) SK (Iskandar)

[Tax Type] can be set via [Personnel → Add/Update Employees → Govern. tab].

The screenshot shows the 'Personnel File Maintenance' window with the 'Govern.' tab selected. The 'Tax' section is visible, showing a 'Tax type' dropdown menu. The dropdown menu is open, displaying four options: 'RS|Resident', 'NR|Non-Resident', 'RP|Returning Expert Program', and 'SK|ISKANDAR'. The 'Tax type' dropdown is highlighted with a red box.

Employee No. Name Initial

Per. Details Pay **Govern.** Non-Citizen Setting Allow./Ded. Other Pre. Relief Prev. Year BIK Item

Bank - BANK

Bank Code MEPS

Branch Code

Bank A/C No.

Category 1 Payment Mode

Bank IC N

Insurance

SOCISO No. ☐ Use I/C No.

Table 1 SOCISO IC N

Category 1 SOCISO Initial

EPF

EPF No. NK

Table 1 EPF IC N

Category 1

EPF (Yee) Formula

EPF (Yer) Formula

TAX

Branch KI

Tax No.

Category 1 Tax type

RS|Resident
NR|Non-Resident
RP|Returning Expert Program
SK|ISKANDAR

Add Edit Department

Cancel Save Exit

Notes:

Tax Type

Blank setting will result
incorrect MTD calculation.

Release notes for Sage Payroll 2013, build 9.8

January 2013

This release notes covers the system requirements, what's new, issues that were fixed and known issues for Sage UBS software.

Content

1. What is new
2. General Fixes.

What's new

1. Levy is removed from MTD 2013 Tax relief for Malaysia Edition.

Setting of Levy Function

- **Housekeeping** → **Setup** → **Deduction Table**
- Ensure there is default formula for Levy as show in below screen:

No.	Description	Type	Formula
1		F	
2		F	
3		F	
4		F	
5		F	
6		F	
7		F	
8		F	
9	T. BATHMAL	F	IIF(GROSSPAY<300 AND GROSSPAY<1000,1,IIF(GROSSPAY>1000 AND GROSSPAY<2000,2,
10	F.W. LEVY	F	IIF(HALF='2' AND 'EMPTY(PMAST.FWLEVYTB1),ALEVY_YEE[VAL(PMAST.FWLEVYTB1)],0)
11		F	
12		F	
13		F	
14		F	
15		F	

Field To Store DEDFIG1
Field To Store DEDFIG2

Formula will not work if DED = 0

Back OK Cancel

- **Housekeeping** → **Setup** → **Government Tables, FW Levy (FWL) Table**, key in rate at the relevant column
- **Personnel File Maintenance**
 - i) Select **Resident Status**
 - ii) Select **Table** for **Foreign Worker Levy**

Personnel File Maintenance

Employee No. Name Initial

Per. Details Pay Govern. **Non-Citizen** Setting Allow./Ded. Other Pre. Relief Prev. Year BIK Item

Resident

Resident Status

PR Number

PR Since

Work Permit

Work Permit

W.P. Valid From

W.P. Expired On

Employment Pass

Immigration No.

Foreign Worker Levy

Table

Method

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iii) Activate the FW Levy formula at **Allow.Ded.** tab

Personnel File Maintenance

Employee No. Name Initial

Per. Details Pay Govern. Non-Citizen **Setting** **Allow./Ded.** Other Pre. Relief Prev. Year BIK Item

Allowance

1.	0.00
2.	0.00
3.	0.00
4.	0.00
5.	0.00
6.	0.00
7. ATTN. ALLW.	0.00
8. FOOD ALLW.	0.00
9. NO LATENESS	0.00
10. NO ABSENT	0.00
11. SHIFT ALL:	0.00
12. TIP ALL.	0.00
13.	0.00
14.	0.00
15.	0.00
16.	0.00
17.	0.00

Director's fee setting

Director fee appear as

Deduction

1.	0.00
2.	0.00
3.	0.00
4.	0.00
5.	0.00
6.	0.00
7.	0.00
8.	0.00
9. T. BAITULMAL	0.00
10. F.W. LEVY	1.00
11.	0.00
12.	0.00
13.	0.00
14.	0.00
15.	0.00

Membership No.

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Notes:

If above setting are empty, system will treat row number 10 as normal deduction.

2. Updates for MTD2013 for Malaysia Edition.
3. Child Relief Point for child above 18yrs old and study Degree& Diploma is increased to 6 points.
4. For employee 60 years old and below kindly choose SOCSO Table 1.
5. For employee 60 years old and above kindly choose SOCSO Table 3. For reference, kindly refer to the below link

<http://www.perkeso.gov.my/ms/component/content/article/39-pengumuman/671-perluasan-liputan-skim-pencen-ilat.html>

Issues that were fixed

214-62523	Increase the length for bonus in Pay Summary – 12 Months Figure Updates with 7 digits (1,000,000.00), current only up to 100,000.00
	General Fixes.

*** END ***