

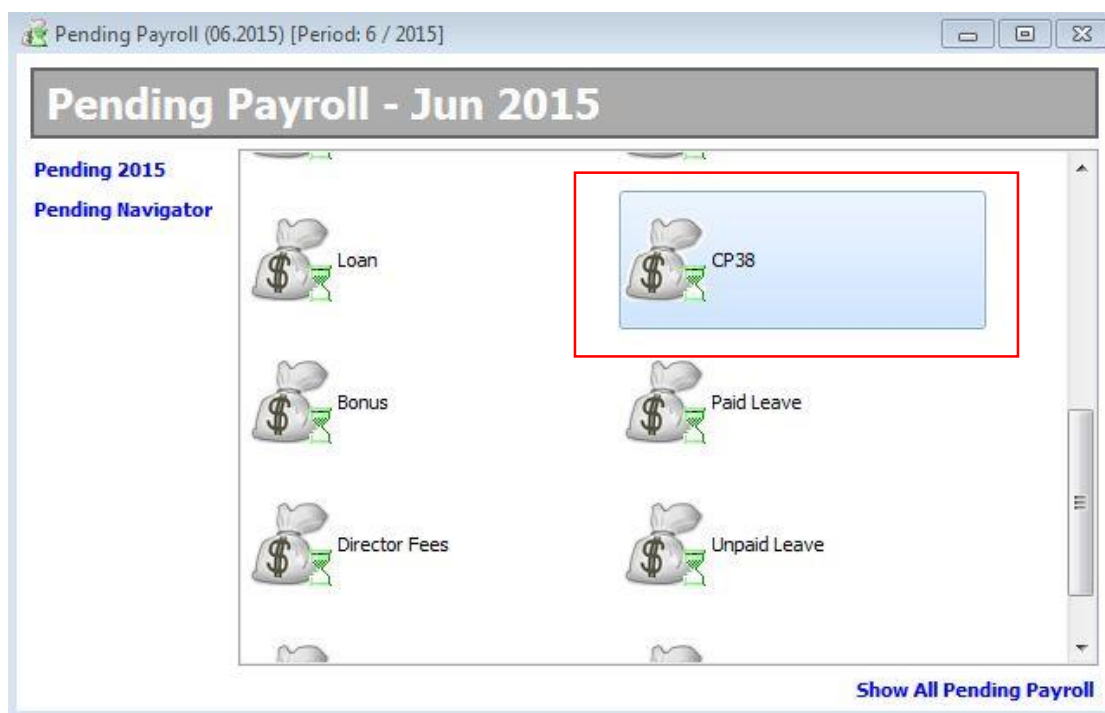
CP38

-CP38 is a **instruction** to Deduct Salary which **issued by LHDN**. This CP38 instruction requires that the employer **make additional deductions in monthly installments** from the salary of the taxpayer (other than a Monthly Tax Deduction) towards settlement of taxpayer's income tax arrears.

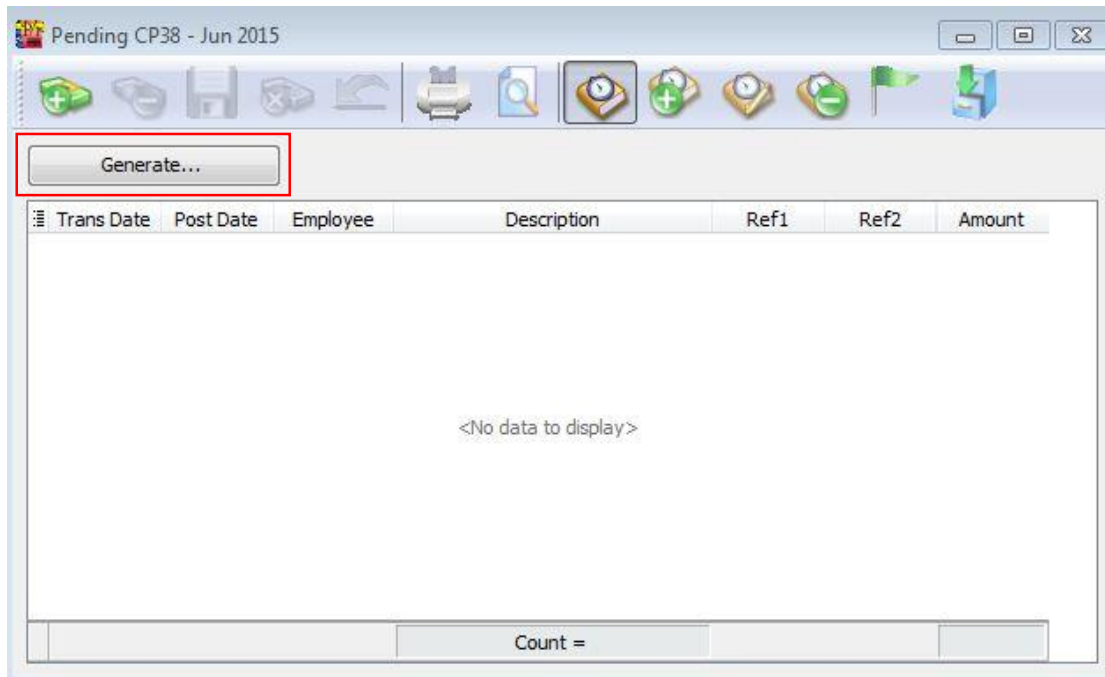
-The Salary Deduction Order (CP38) for tax payment in instalments aims to **ease the burden of the taxpayer** who should be paying the tax arrears in one lump sum under the Income Tax Act 1967.

HOW TO INSERT FEW MONTHS OF CP38 IN SQL PAYROLL.

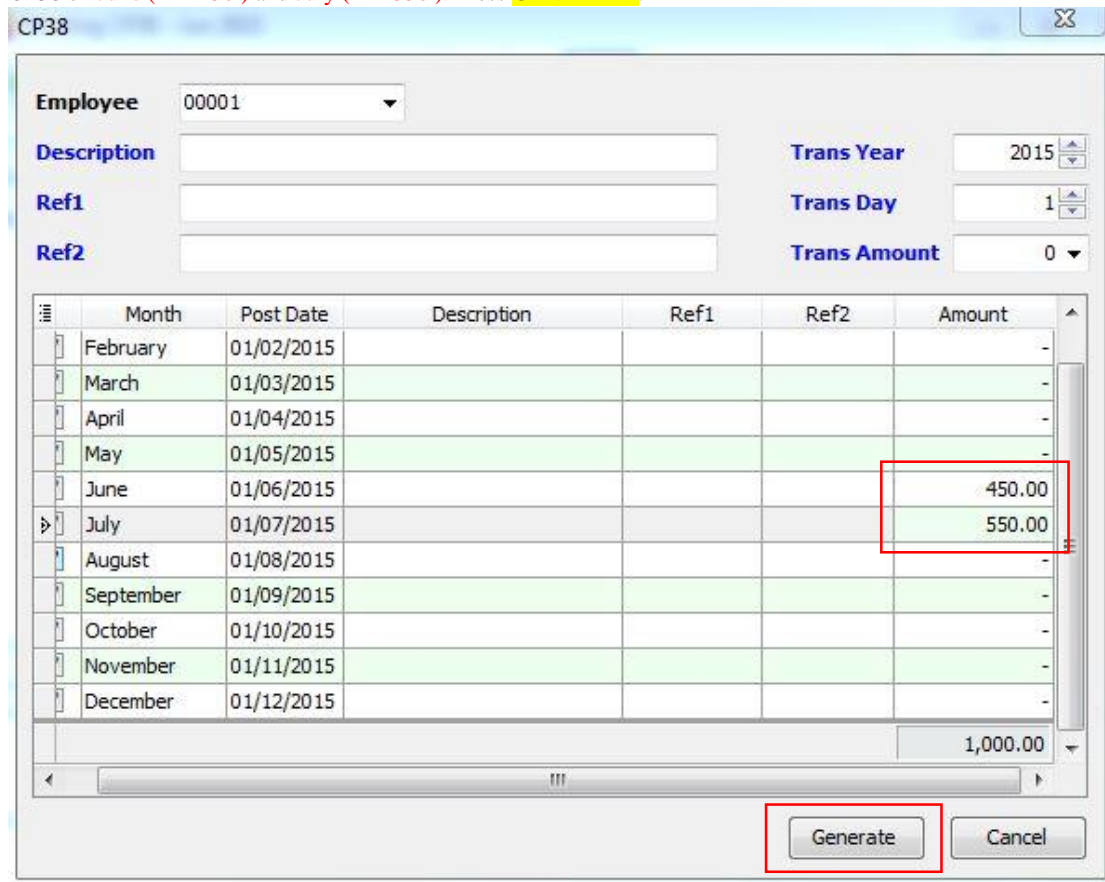
First, **Open Pending Payroll** and choose **CP38**



Second, Press **GENERATE** on the top left of the window.



Key in the Amount you receive from LHDN Letter, for example this employee (00001- Lucious) had to pay CP38 on **June (RM450)** and **July (RM550)**. Press **GENERATE**.



Press **SAVE**

Trans Date	Post Date	Employee	Description	Ref1	Ref2	Amount
01/02/2015	01/02/2015	00001				-
01/03/2015	01/03/2015	00001				-
01/04/2015	01/04/2015	00001				-
01/05/2015	01/05/2015	00001				-
01/06/2015	01/06/2015	00001				450.00
01/07/2015	01/07/2015	00001				550.00
01/08/2015	01/08/2015	00001				-
01/09/2015	01/09/2015	00001				-
01/10/2015	01/10/2015	00001				-
01/11/2015	01/11/2015	00001				-
01/12/2015	01/12/2015	00001				-

Count = 12 1,000.00

This **pending** just need to **DO ONCE**. It will have **affect on both June and July month end Process**. The following Pictures below will show you the end result.

Code	Name
00001	Lucious
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 00001

Wages: 25,000.00 **Loan:** - **Lucious**

Allowance: - **Deduction:** - **Month End (06.2015)**

Overtime: - **EPF:** 2,750.00 **Employer EPF:** 3,000.00

Commission: - **SOCSCO:** 14.75 **Employer SOCSCO:** 51.65

Claims: -

Paid Leave: -

Director Fees: - **CP38:** 450.00 **Computerized Calculation**

Bonus: - **Unpaid Leave:** - **PCB: Print PCB** 3,757.15 **C1**

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

Gross Pay: 25,000.00 **Gross Deduct:** 6,971.90 **Gross Net Pay:** 18,028.10 (Adjustment)

Net Pay: **18,028.10**

CP38

Trans Date	Post Date	Employee	Description	Ref1	Ref2	Amount
01/06/2015	01/06/2015	00001				450.00

Code	Name
00001	Lucious
001	LEE CHONG WAI
002	KOO KIAN KEAT
003	NICOLE
004	WONG CHUN HAN
005	YAP KIM HOCK

Welcome 00001

Wages: 25,000.00 **Loan:** - **Lucious**

Allowance: - **Deduction:** - **Month End (07.2015)**

Overtime: - **EPF:** 2,750.00 **Employer EPF:** 3,000.00

Commission: - **SOCSCO:** 14.75 **Employer SOCSCO:** 51.65

Claims: -

Paid Leave: -

Director Fees: - **CP38:** 550.00 **Computerized Calculation**

Bonus: - **Unpaid Leave:** - **PCB: Print PCB** 3,757.15 **C1**

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

Gross Pay: 25,000.00 **Gross Deduct:** 7,071.90 **Gross Net Pay:** 17,928.10 (Adjustment)

Net Pay: **17,928.10**

Employee PCB CP38

Trans Date	Post Date	Employee	Description	Ref1	Ref2	Amount
01/07/2015	01/07/2015	00001				550.00

~THE END~