

Access UBS Payroll November 2022 Release Notes



About these Release Notes

Welcome to the Access UBS Payroll Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access UBS Payroll

Access UBS Payroll gives you complete control and visibility over your payroll, securely storing your employee records and payroll information, with a range of constantly updated government reports and a variety of bank formats to keep you compliant to legislative changes and your payroll accurate.

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Release Summary

Access UBS Payroll v2022.9

This release encompasses our efforts to ensure our product is more visually appealing and provides better user experience.

Important Note:

- You might need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Statutory Payment File

SOCSCO and EIS Combined File Format

Added new SOCSCO and EIS combined file format under SOCSCO category for bulk payment of SOCSCO and EIS to the Perkeso.

[Read more about this feature](#)

System Interface Modernisation

Month End Total Payments Reports

Added Month End Total Payments Reports in Modern View to allow user to view the reports of 2nd Half + Bonus + Commission + Extra.

[Read more about this feature](#)

Data Global Change

Added Data Global Change features in Modern View to allow user to perform global change of Employee No., Category, Line No., Branch, Department and Project on employee data, if necessary.

[Read more about this feature](#)

Enhancement on Employee Main Screen

Enhanced Employee Main Screen to allow user accesses to Employee Edit screen by double clicking on the grid.

[Read more about this feature](#)

Enhancement on Report, Integration, Data Management and Settings Main Screens

Refined design on Report, Integration, Data Management and Settings Main Screens.

[Read more about this feature](#)

Bank Files Update

Added new bank files or updated existing bank file formats as per customer requests.

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Statutory Payment File

SOCSCO and EIS Combined File Format

Starting from 22 July 2022, the Perkeso ASSIST portal allows user to submit SOCSCO and EIS Contribution details and payments simultaneously in a single transaction. New file format APS No. 136 SOCSCO & EIS Combined has been added in UBS Payroll to support this feature.

APS Format Setup

APS Number: APS_Note:
APS_Bank_Name: APS File Name:
Description:

	Variable	Length	Justified
Originator Bank Code	OR_BANK	0	
Originator Branch Code	OR_BRAN	0	
Originator Account No.	OR_ACCNO	0	LJWS
Originator Name	OR_NAME	0	LJWS
Originator ID	OR_ID	0	
Organization ID	OR2_ID	0	LJWS
Batch Number	BT_NUM	0	RJWZ
Batch Code	BT_CODE	0	
Receiver Bank Code	RC_BANK	0	
Receiver Branch Code	RC_BRAN	0	
Receiver Account No.	RC_ACCNO	0	
Receiver Name	RC_NAME	0	LJWS
Receiver NRIC	RC_NRIC	0	
Receiver Amount	RC_AMT	0	RJWZ
Receiver Item	RC_ITEM	0	RJWZ
Receiver Payment Mode	RC_PAYMODE	0	
Footer Amount	FF_AMT	0	RJWZ
Footer Item	FF_ITEM	0	RJWZ
Footer Hash Total	FF_HASH	0	RJWZ

To use it, user needs to select this APS No. 136 format in Settings > Addresses & Account No. > Organisation Type SOCSO > Your Company Registered Info. and then assign the SOCSO Category to employees in Employee Details screen.

Addresses & Account No. X

Organisation Type Category ◀ ◀ ▶ ▶

Organisation Info **Your Company Registered Info** Officer In Charge

Registered Name

File No.

SOCSCO Bank Code

SOCSCO Bank Account No State Code

APS - Auto Pay System

Short Name (APS)

Given ID (APS)

Organization ID (APS)

Encryption Program Folder

APS Format No. In Aps_Set.DBF

File Name For Disk/Internet Transfer

Field To Store RCFIG

Field To Store RCFIG2

Field To Store RCFIG3

Field To Store RCFIG4

Edit Employee X

Employee No. Employee Name ◀ ◀ ▶ ▶

Basic Info Employment Info Payment Info **Statutory Info** Prev. Employment Relief ⚙

EPF Info

EPF No. NK

Table EPF IC

Category

EPF (Yee) Formula

EPF (Yer) Formula

SOCSCO Info

SOCSCO No. Use I/C No.

Table

Category SOCSCO IC

Socso\EIS Relief SOCSCO Initial

EIS Info

Category Contribute to EIS

Tax Submission Info

Branch KI

Tax No.

Category

Tax type

To generate the text file of SOCSO and EIS Combined format, go to Reports > Statutory Reports > SOCSO (Social Security Organization) > SOCSO Borang 8A (Contri.) > Export File.

SOCSO Reports

Select the type of reports below:

- SOCSO Borang 8A (Contri.)
- SOCSO View Contribution
- SOCSO Lampiran A
- SOCSO Borang 2 (Joined)
- SOCSO Borang 3 (Resigned)
- SOCSO - Must Print
- SOCSO Contribution Wages Report

SOCSO Category: 1

Order By: Name

Cheque No.:

Name Ext.:

Format: SB8A2 Pre-Print Format

For The Month Ended: 31/01/2020

Prepared By [Update Profile Setup](#)

Name:

NRIC / No. KPPN:

Job Position: PAYROLL MANAGER

Phone No.:

Fax No.:

E-Mail Address:

File Format As: Fixed Format [Export File](#)

No. of Contribution this month (OCBC/MAYBANK): 1

Test file generation (OCBC)

[Generate](#)

System Interface Modernisation

Month End Total Payments Reports

Added Month End Total Payments Reports below in Modern View Reports menu to allow user to view the reports of 2nd Half + Bonus + Commission + Extra:

- Management Reports
- Line Total Report
- Listing
- Cash / Bank / Others
- Payslip

Month End Total Payments

- Management Reports
- Line Total Reports
- Listing
- Cash / Bank / Others
- Payslip

Employee Overview Reports

Sum of Month End / 2nd Half, Bonus, Commission and Extra of the month

Employee Correspondence

- Employee Historical Listing
- Employee Letters

Data Global Change

Added Data Global Change features below in Modern View Data Management menu to allow user to perform global change of Employee No., Category, Line No., Branch, Department and Project on employee data, if necessary.

Data Global Change

[Change Employee No.](#)

[Change Category](#)

[Change Line No.](#)

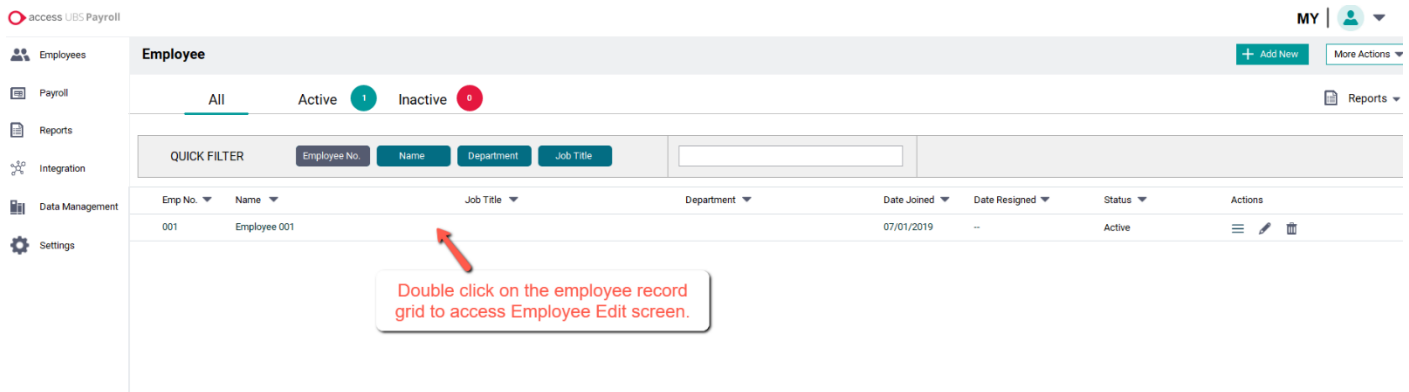
[Change Branch](#)

[Change Department](#)

[Change Project](#)

Enhancement on Employee Main Screen

In Employee Main Screen, previously user needs to click on Actions > Edit icon to edit employee. In this version, user could access to the Employee Edit screen by just double clicking on the employee record grid.



The screenshot shows the 'Employee' main screen. At the top, there are tabs for 'All', 'Active' (1), and 'Inactive' (0). Below the tabs is a 'QUICK FILTER' section with buttons for 'Employee No.', 'Name', 'Department', and 'Job Title'. A search input field is also present. The main area contains a table with the following columns: Emp No., Name, Job Title, Department, Date Joined, Date Resigned, Status, and Actions. The table has one row with the following data: Emp No. 001, Name Employee 001, Job Title, Department, Date Joined 07/01/2019, Date Resigned --, Status Active, and Actions (edit, delete icons). A red arrow points to the 'Employee 001' record, and a callout box says 'Double click on the employee record grid to access Employee Edit screen.'

Enhancement on Report, Integration, Data Management and Settings Main Screens

Refined design on Report, Integration, Data Management and Settings Main Screens for better user experience.

Report Main Screen

access UBS Payroll

Reports

- 1st Half Payroll Reports**
 - Management Reports
 - Advance Line Total
 - Advance Listing
 - Cash / Bank / Others
 - Cash / Bank / Others - Advance
 - Deduction Listing
 - Directors Fees Listing
 - Payslip
 - Payslip - Advance
- Month End / 2nd Half Payroll Reports**
 - Management Reports
 - Advance Line Total
 - Advance Listing
 - Cash / Bank / Others
 - Cash / Bank / Others - Advance
 - Deduction Listing
 - Directors Fees Listing
 - Payslip
 - Payslip - Advance
- Bonus Reports**
 - Line Total Report
 - Listing
 - Cash / Bank / Others
 - Payslip
- Commission Reports**
 - Line Total Report
 - Listing
 - Sales Listing
 - Cash / Bank / Others
 - Payslip
- Month End Total Payments**
 - Management Reports
 - Line Total Reports
 - Listing
 - Cash / Bank / Others
 - Payslip
- MTD / YTD Reports**
 - Month To Date Pay Reports
 - Year To Date Pay Reports
 - 12 Months Yearly Reports
 - Past Months Pay Transactions
- Statutory Reports**
 - EPF (Employees' Provident Fund)
 - SOCSSO (Social Security Organization)
 - EIS (Employment Insurance System)
 - Income Tax
 - HRDF (Human Resource Development Fund)
 - Foreign Worker Levy
 - A.S. N - Contribution - DED 113
 - T.HAJI - Contribution - DED 114
 - Zakat
 - Tabungan Baitulmal and Pension Report
- Employee Overview Reports**
 - Employee Reports
 - Employee Historical Listing
- Employee Correspondence**
 - Employee Letters
- Others Reports**
 - Leave Listing
 - Loan Listing
 - Rest Day and Holiday Worked Listing
 - Piece Rated Work / Pay Listing

Integration Main Screen

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Integrations

- Payroll Posting to UBS Accounting**
 - Company Totals
 - Branch to Branch Account
 - Category to Category Account
 - Department to Department Account
 - Line No. to Line No. Account
 - Project to Project Account
- Others**
 - External Applications
 - HRMS : Update AL / MC Balance
- Import / Export**
 - Notes** : Click to view more about importing payroll data.
 - Import / Export Payroll Records
 - Import / Export HRMS Files
 - Export Payroll Records to Excel
 - Export CSV / TXT File
- Import 1st Half from**
 - Access Expenses
 - FingerTec
 - Payroll.TXT
 - Payt9.DBF
- Import Month End / 2nd Half from**
 - Access Expenses
 - FingerTec
 - Payroll.TXT
 - Payt9.DBF

Data Management Main Screen

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- Employees
- Payroll
- Reports
- Integration
- Data Management**
- Settings

Data Management

- Data Configuration**
 - EIS Employee Contributions
 - Employee History Maintenance
 - Category Maintenance
 - Line No. Maintenance
 - Branch Maintenance
 - Department Maintenance
 - Project Maintenance
- Data Global Change**
 - Change Employee No.
 - Change Category
 - Change Line No.
 - Change Branch
 - Change Department
 - Change Project
- Data Checking**
 - Check Minimum Wage Details
 - Check Employees List
 - Check Data Files
 - Enquiries
- Data File Reorg Processing**
 - Index
 - Upgrade
- Data Management - (12 Months Payroll Data)**
 - Update 12 Months Pay
 - Calculate 12 Months Pay
 - Recalculate MTD, YTD and Taxable AW, OT, DED
 - Generate 12 Months Pay

Settings Main Screen

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- Employees
- Payroll
- Reports
- Integration
- Data Management
- Settings**

Settings

- General Settings**
 - General Setup
 - Label Setting
 - Font Setting
- Payroll Settings**
 - Payroll Tables Maintenance Setting
 - Statutory / Tax Tables Maintenance Setting
 - Reports Setting
 - Interface File Format Setting
- Security & Permission Settings**
 - Manage Password
 - User Define Menu
 - User ID Maintenance
- Bank Settings**
 - Addresses & Account No.
 - APS Format Setup
 - Bank Code
- License Settings**
 - Manage License
 - Manage Mobile License

Bank Files Update

Public Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
External Application - A.105	Salary	Update	Update the field length, spacing and etc in the ECP Salary excel file of Public Bank.

Hong Leong Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
External Application - A.107	SOCOSO	Update	Update the field length of Employee SOCOSO Number in the Connect First SOCOSO excel file of Hong Leong Bank.

How to Contact Us

The Release Summary and Contents are also available from the Access Support Community <https://download.my.accesscloud.com/>

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Email
 - APAC.support.my@theaccessgroup.com (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
 - APAC.Channel.SupportMY@theaccessgroup.com (UBS Partner Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
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