![access](access logo)

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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Table of Contents

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

SOCSO and EIS Combined File Format

Added new SOCSO and EIS combined file format under SOCSO category for bulk payment of SOCSO 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

SOCSO and EIS Combined File Format

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

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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.

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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.

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

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.

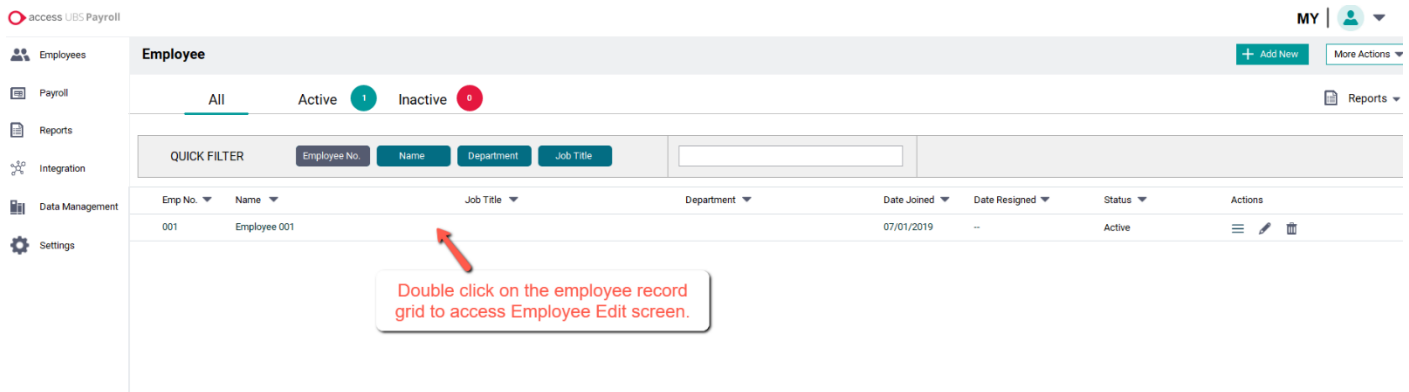Change Branch

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.

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

Integration Main Screen

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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 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

🗄️ Data File Reorg Processing

Index

Upgrade

Settings Main Screen

access UBS **Payroll**

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

Settings

⚙️ General Settings

General Setup

Label Setting

Font Setting

🛡️ Security & Permission Settings

Manage Password

User Define Menu

User ID Maintenance

👤 License Settings

Manage License

Manage Mobile License

📋 Payroll Settings

Payroll Tables Maintenance Setting

Statutory / Tax Tables Maintenance Setting

Reports Setting

Interface File Format Setting

🏛️ Bank Settings

Addresses & Account No.

APS Format Setup 🔄

Bank Code

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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	SOCSO	Update	Update the field length of Employee SOCSO Number in the Connect First SOCSO 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
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