Course description:

In this one day training course, learn how to set up your ABSS Payroll software and process your employee pay runs timely and accurately. This course will also cover customising payroll categories, leave categories, printing payslip, EA Form, TP1 and TP3 forms as required by Inland Revenue Board of Malaysia, generate autopay file for online submission via LHDN Portal.

Create new payroll data file
Setup
- Company information
- Preferences
- Payroll information
- Payroll Component
- Leave Category

Card File
- Staff Details
- Payroll Details
- Leave Details

Process
- Payroll
- Leave

Report
- Preview
- Printing

Maintenance
- Security
- Backup
- Restore

Prerequisites

- Microsoft Windows experience and basic accounting knowledge is an advantage

Exercise

- Quizzes & Exercise to reinforce the learning experience
- Discussion on answers relating to exercises

Training Details

Duration: 1 day

Time: 9am to 5pm

Venue: ABSS Training Centre

   KA3-2-7, Kuchai Avenue, 39 Jalan Kuchai Maju 13,

   Kuchai EntrepreneurPark, Off Jalan Kuchai Lama

   58200 Kuala Lumpur, Malaysia

For Registration & enquiries, please contact us at

Tel: (03) 7989 0599 | Email: cs.my@abssasia.com | Web : www.abssasia.com