

## How to get the text file for monthly online monthly submission (EPF, SOCSO, EIS, PCB)

First, process your month end:

Final Payroll Process

- To process the month FINAL payroll -

**Transaction Posting**

Year: 2021 Month: 5

**Payroll Transaction**

Process Date: 31/05/2021  
Process From: 01/05/2021 To 31/05/2021 ...

**Description**

Description 1: Month End (05.2021)  
Description 2:  
Ref 1:  
Ref 2:

**Employee Other**

*	Code	Name
<input checked="" type="checkbox"/>	001	LEE CHONG WAI
<input checked="" type="checkbox"/>	002	KOO KIAN KEAT
<input checked="" type="checkbox"/>	003	NICOLE
<input checked="" type="checkbox"/>	004	WONG CHUN HAN
<input checked="" type="checkbox"/>	00001	AMY LOI YOKE MEI

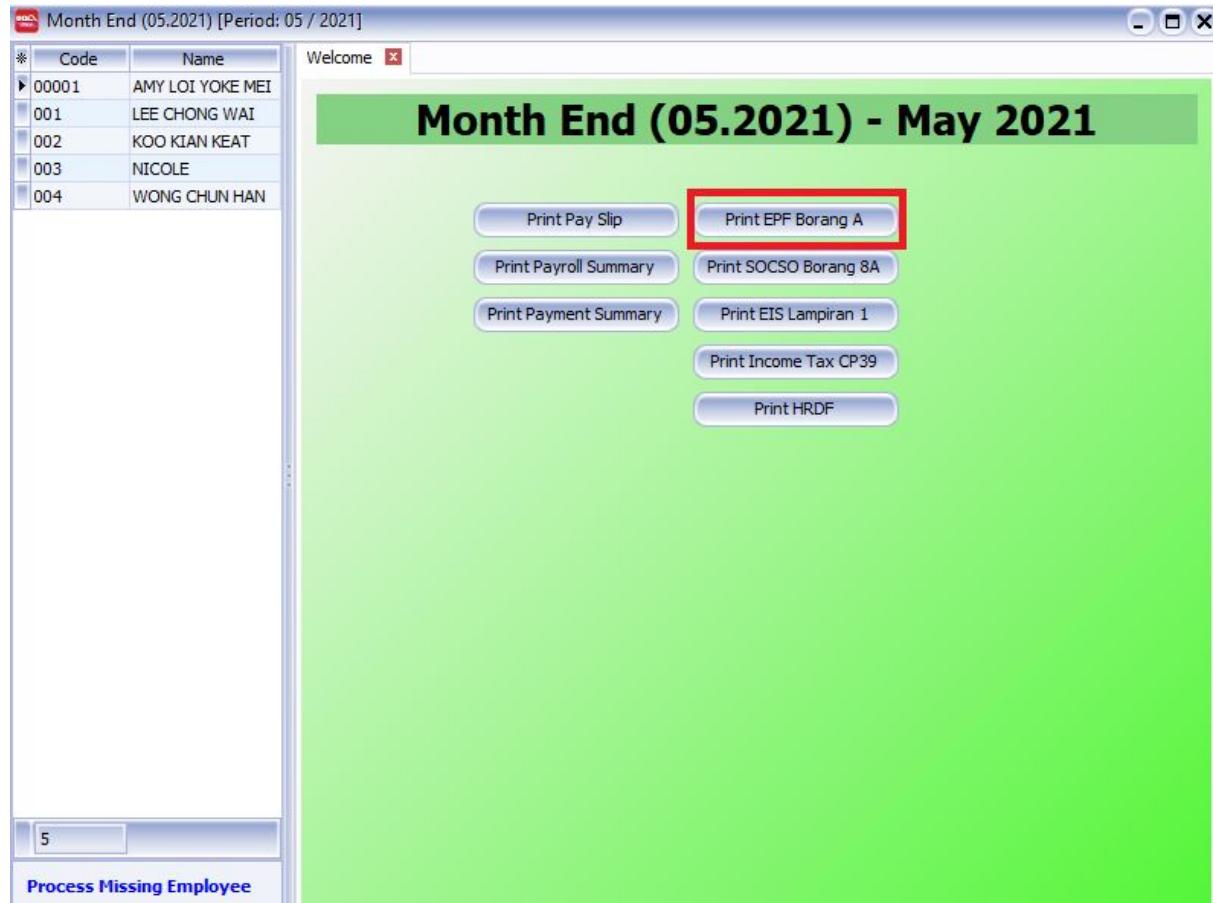
5

Include Default Wages/Allowance/Deduction/Tax Benefit in addition to Pending Transactions  
 Use system calculated amount for Pending Overtime/Unpaid Leave

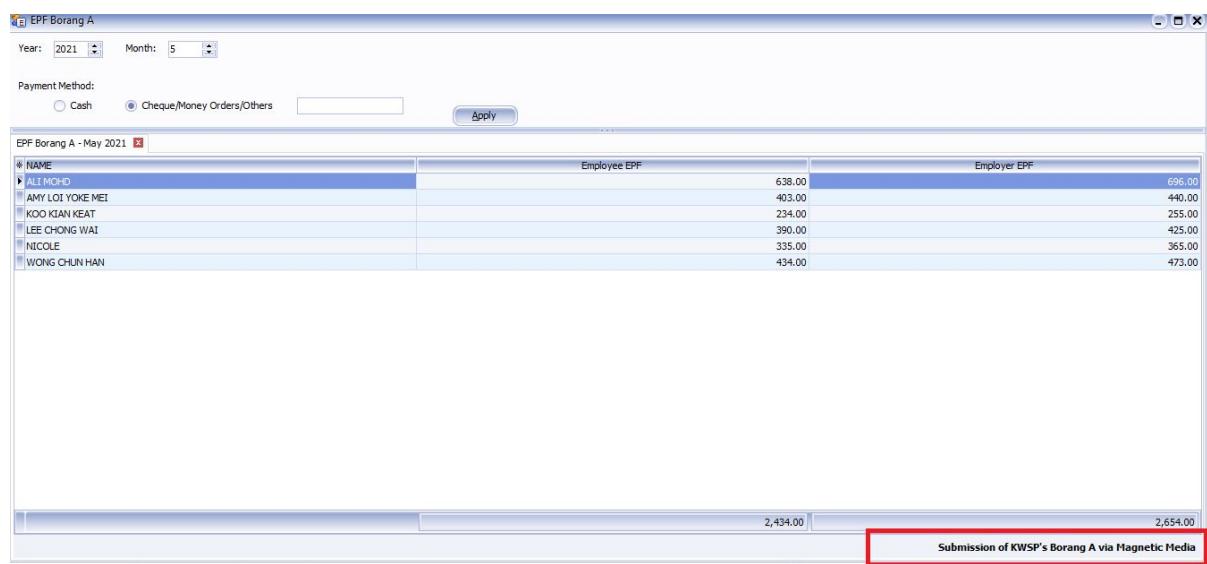
**Process**

## EPF (KWSP)

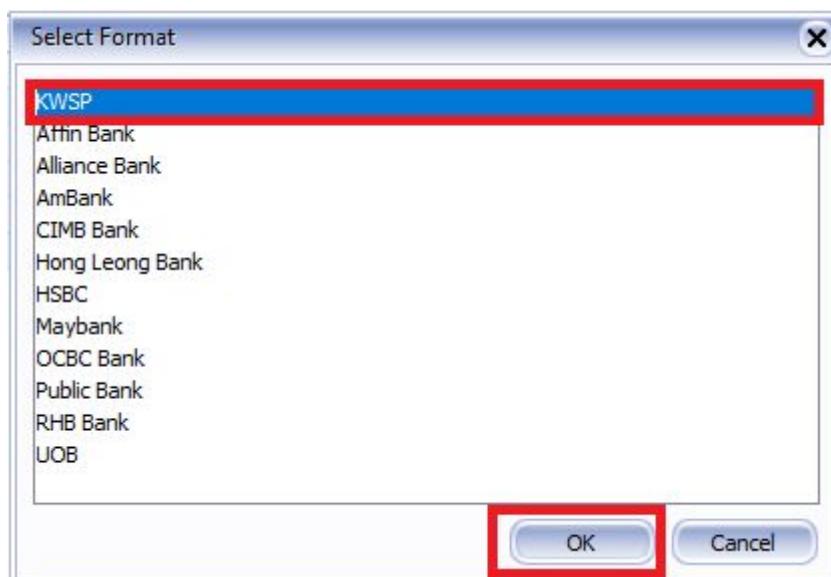
After processing your month end, click the following buttons :



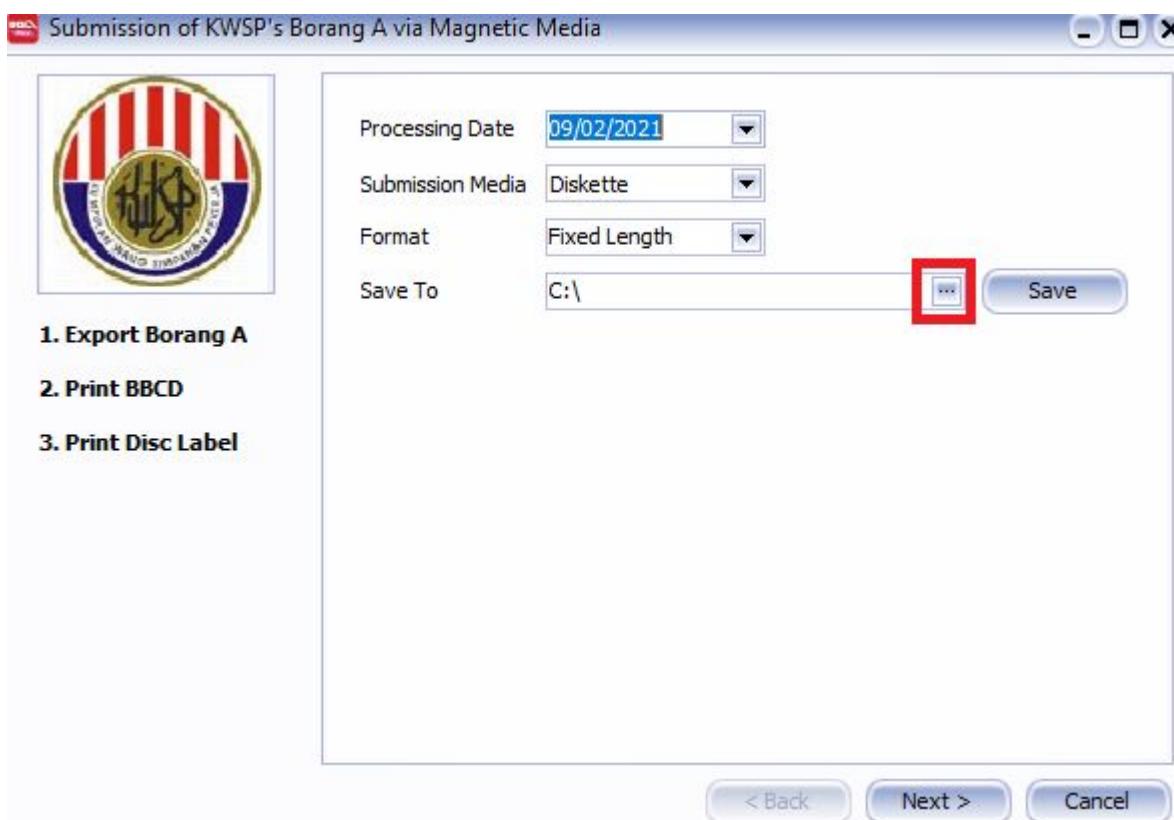
Click Submission of KWSP's Borang A via Magnetic Media .



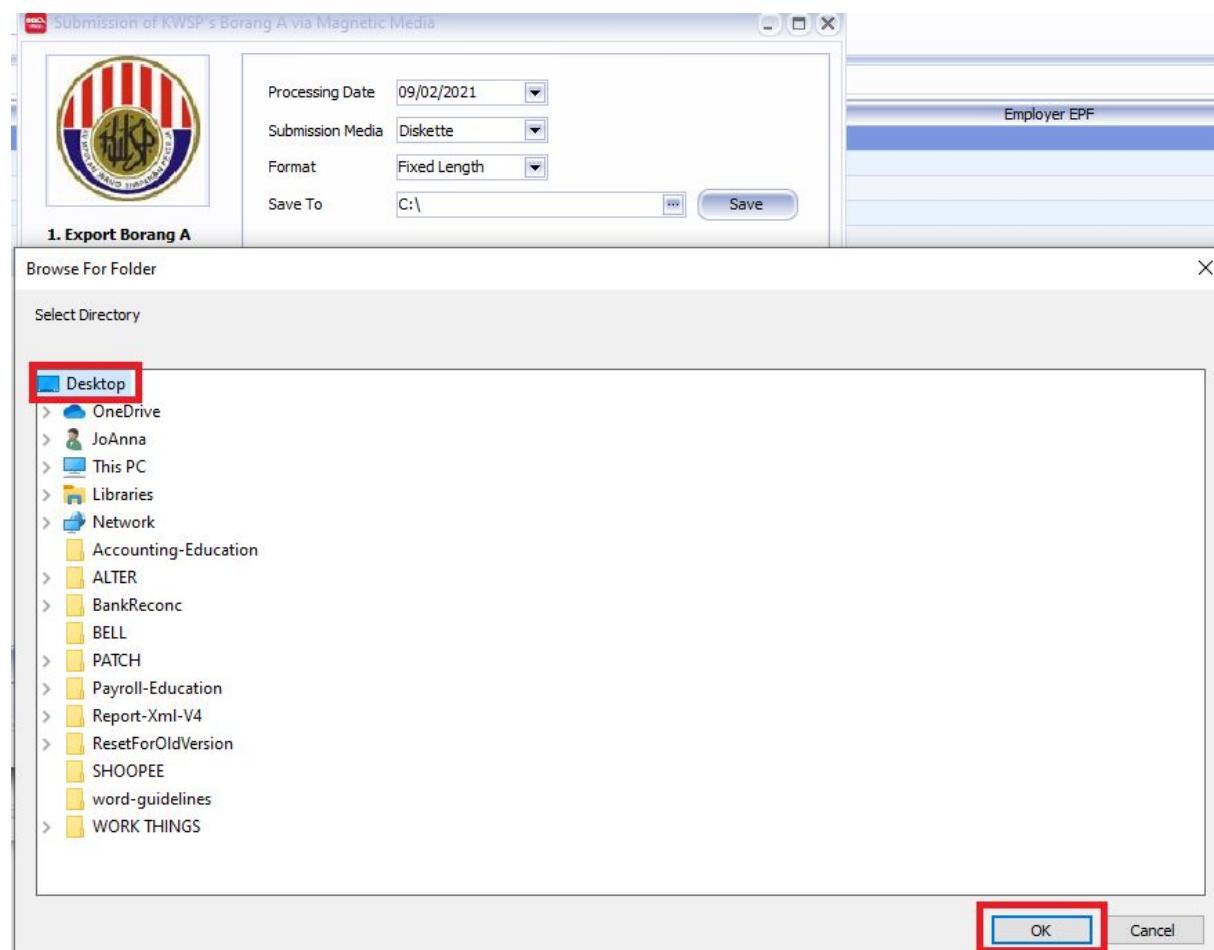
Select the KWSP option , Press OK.



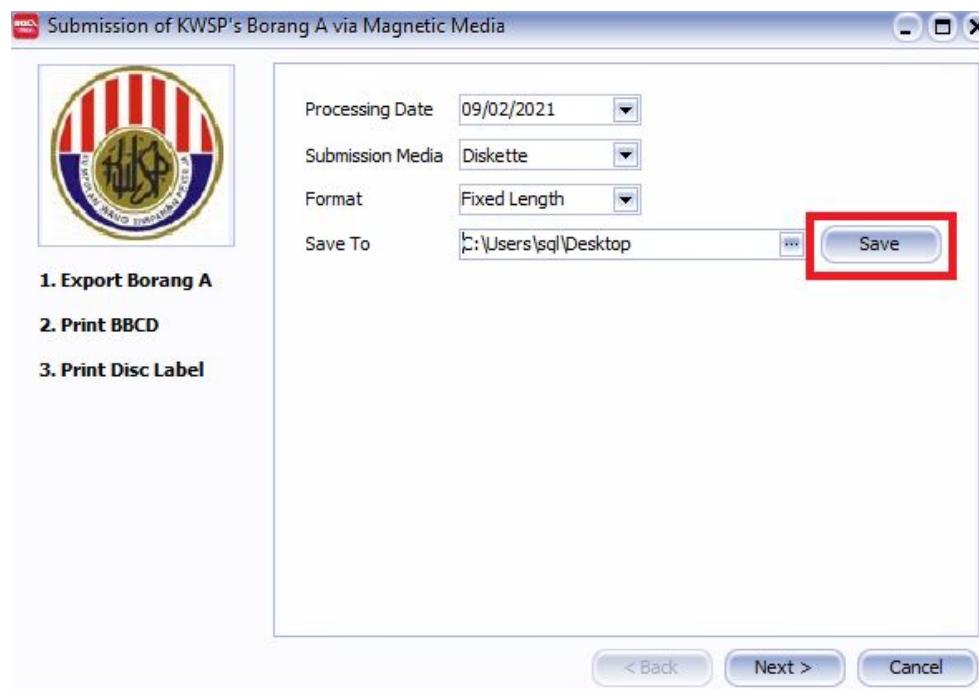
Press the small box with 3 small dots to select the location that you will be saving this text file into.

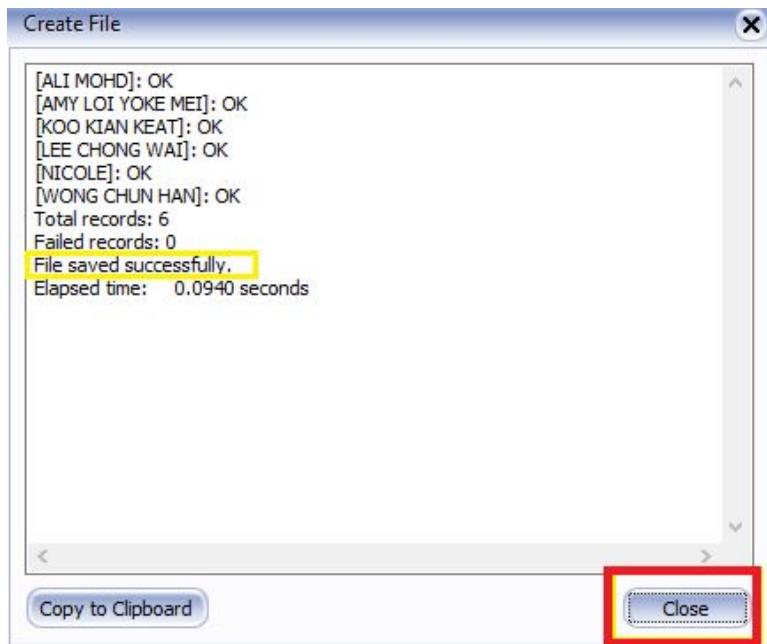


For example, desktop was the selected location. Once you have selected the location, press OK.

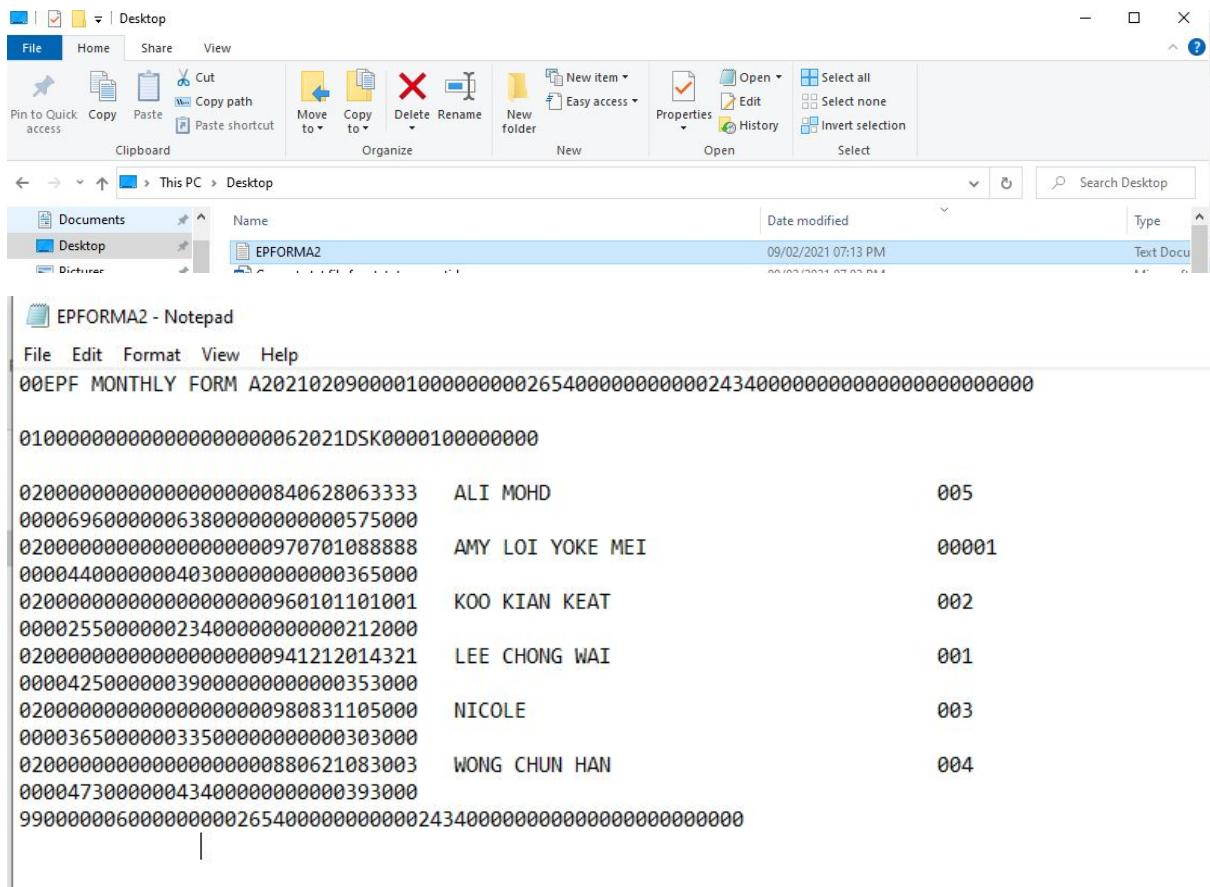


Press Save





Close the pop-up and you will find the text file in your Desktop location.

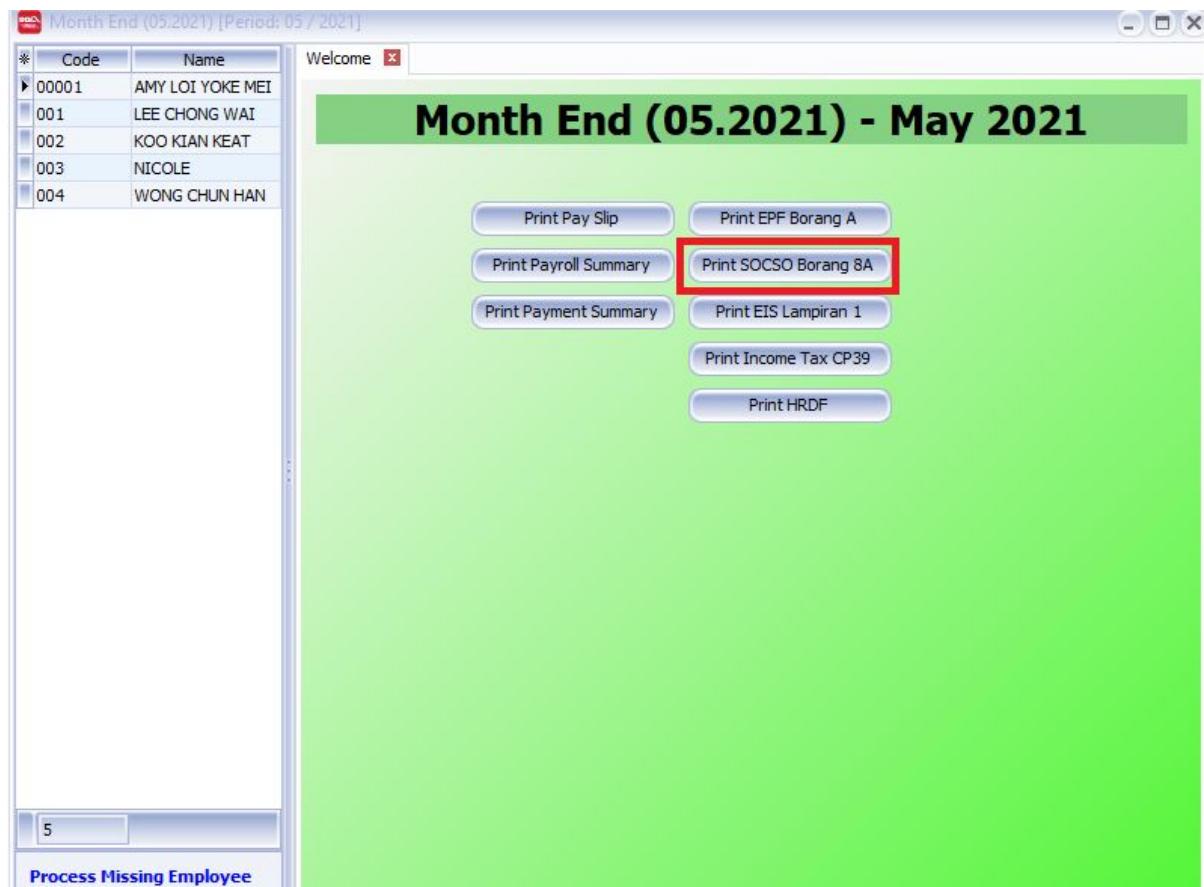


The text file is now read for you to submit online at KWSP's website.

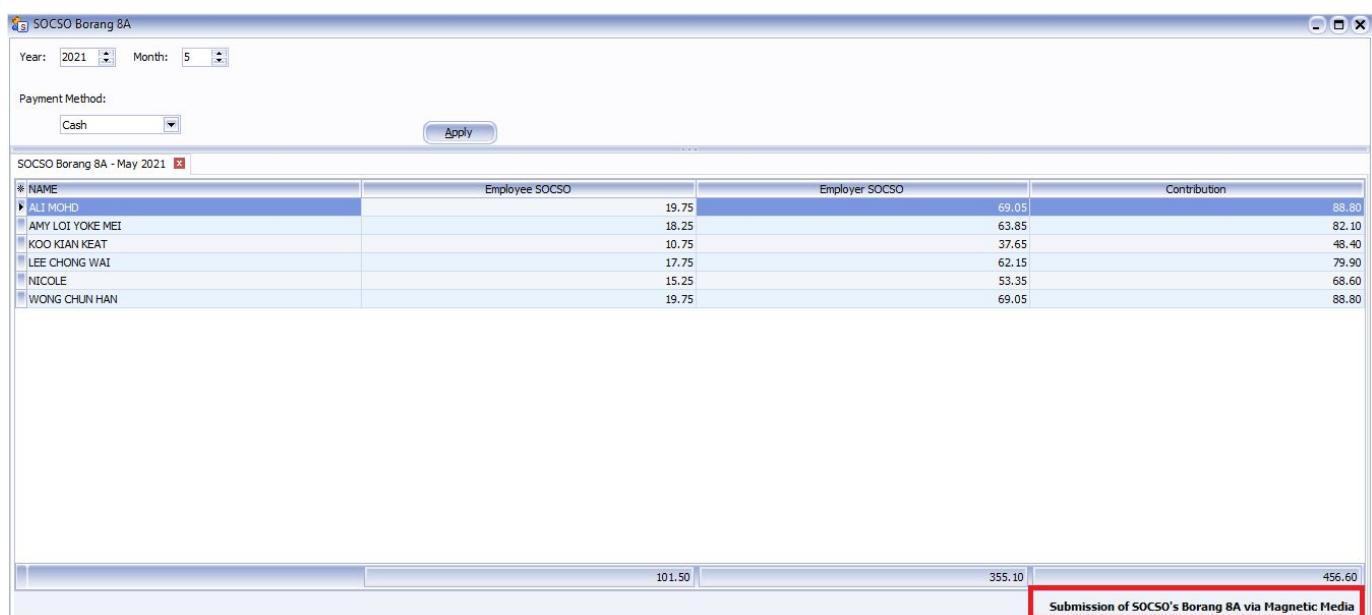
## SOCSO (ASSIST PERKESO)

Menu: Payroll | Government Reports | Print SOCSO Borang 8A

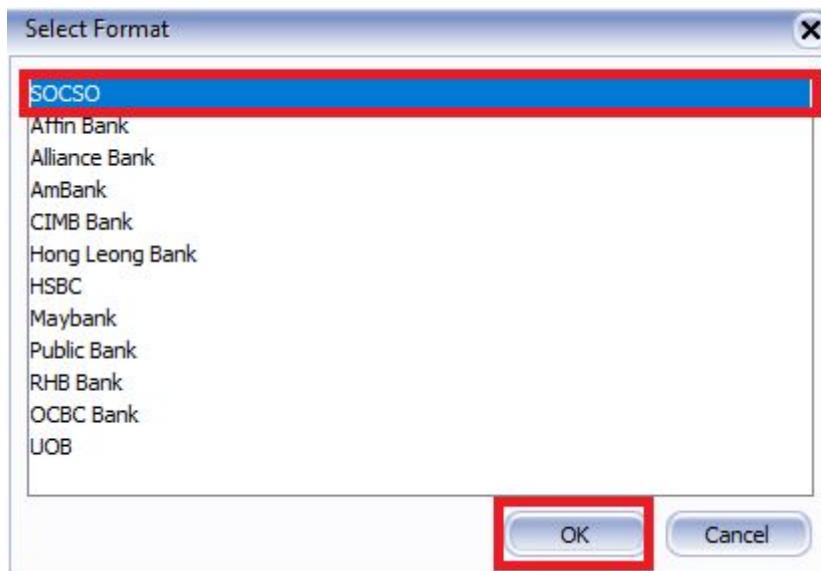
Click Print SOCSO Borang 8A after processing your month End.



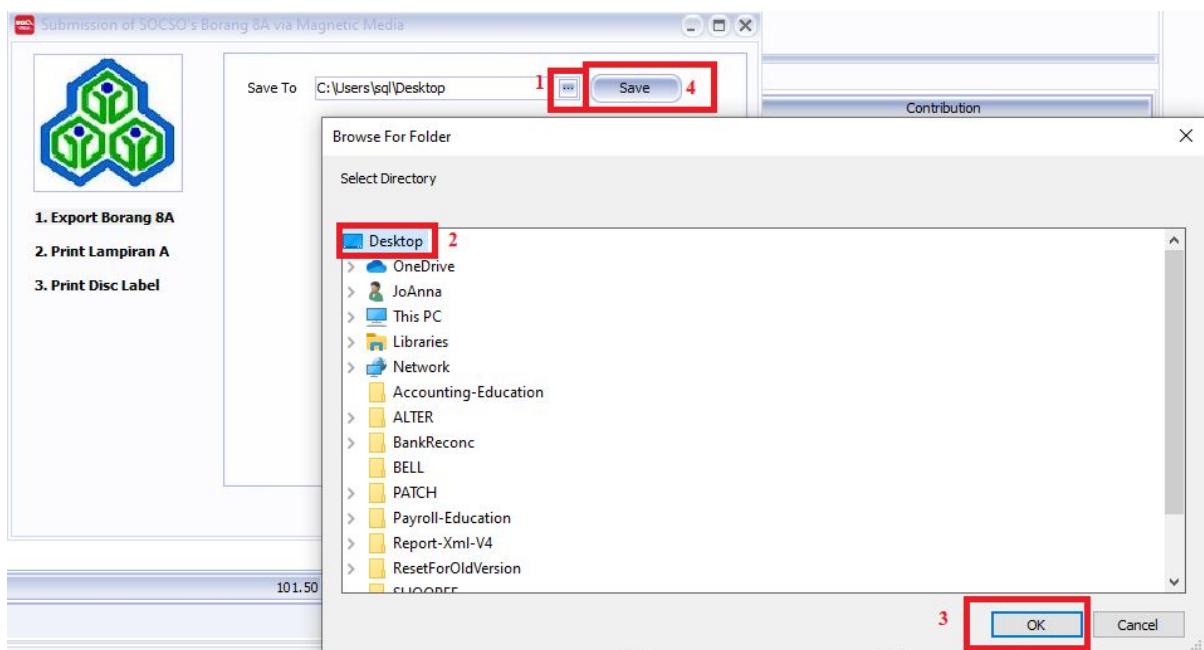
Click "Submission of SOCSO Borang 8A via Magnetic Media"



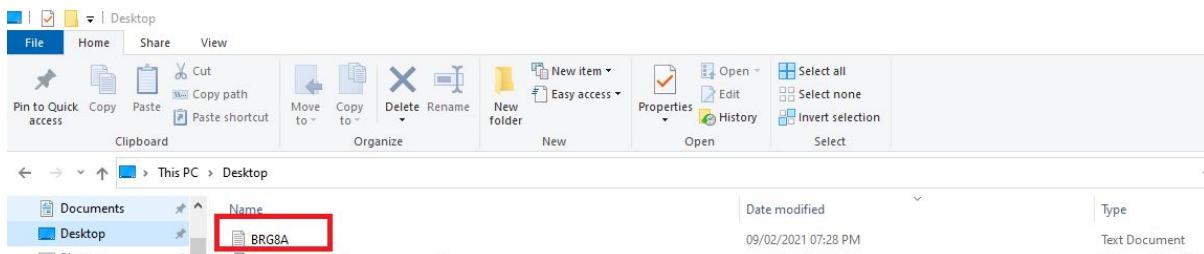
Select the SOCSO text file format . Press OK



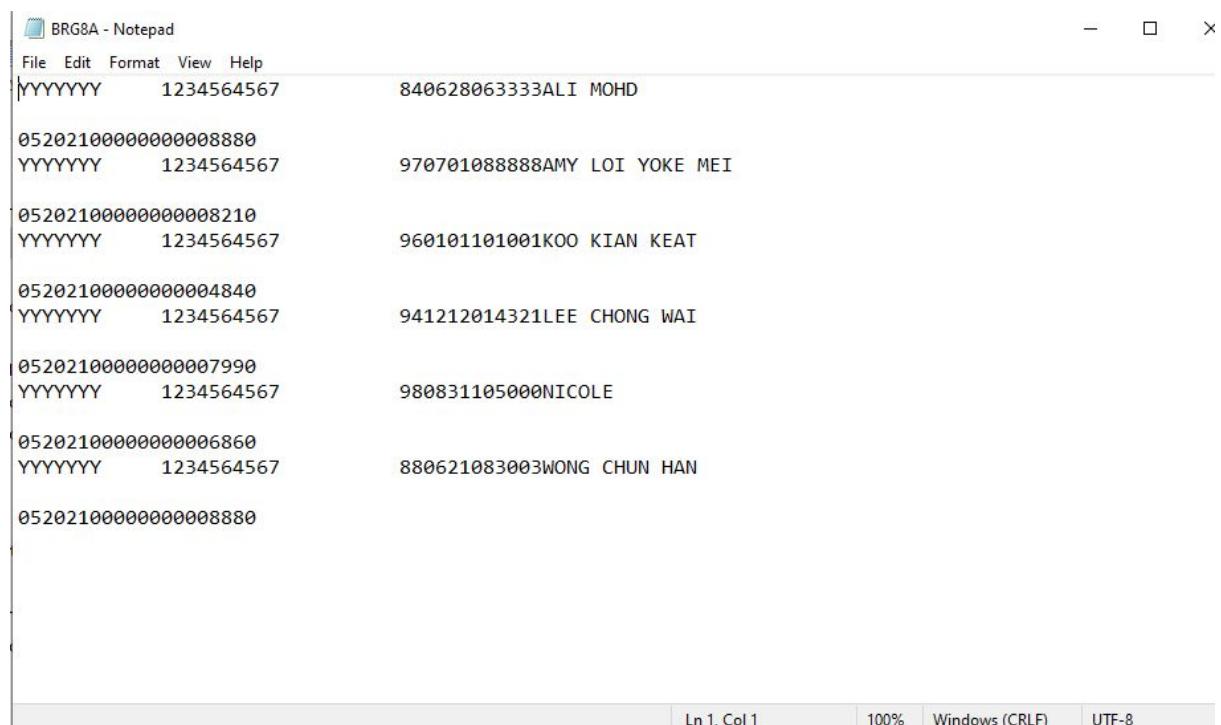
First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.



Once you have Save, you can see the text file in your Desktop location.



Submit the text file at the SOCSO website.



BRG8A - Notepad

File Edit Format View Help

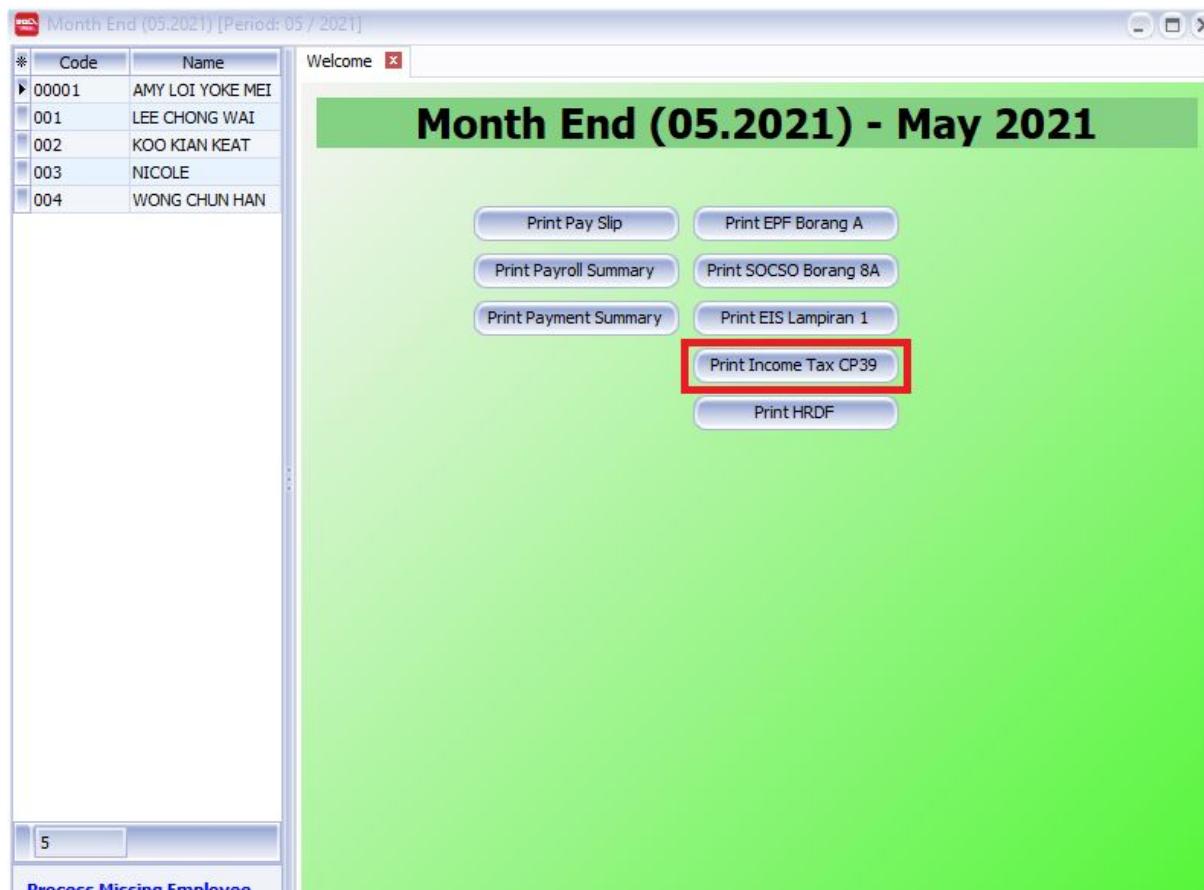
YYYYYYYY	1234564567	840628063333ALI MOHD
05202100000000008880		
YYYYYYYY	1234564567	970701088888AMY LOI YOKE MEI
05202100000000008210		
YYYYYYYY	1234564567	960101101001KOO KIAN KEAT
05202100000000004840		
YYYYYYYY	1234564567	941212014321LEE CHONG WAI
05202100000000007990		
YYYYYYYY	1234564567	980831105000NICOLE
05202100000000006860		
YYYYYYYY	1234564567	880621083003WONG CHUN HAN
05202100000000008880		

Ln 1, Col 1 100% Windows (CRLF) UTF-8

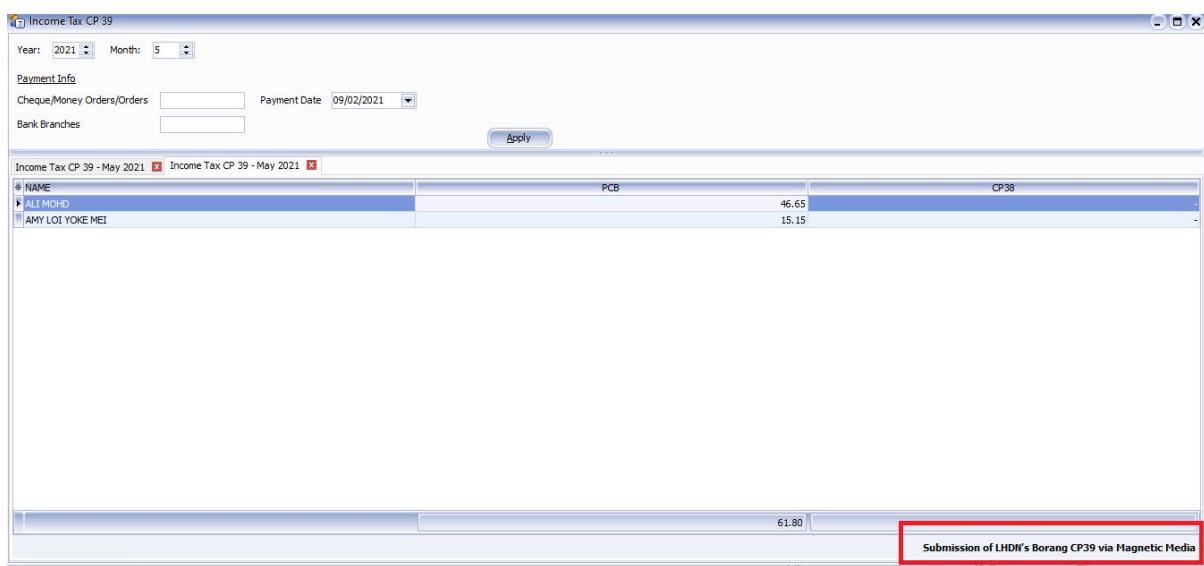
## PCB (LHDN e-Data PCB)

Menu: Payroll | Print Government Report | Print Income Tax CP39

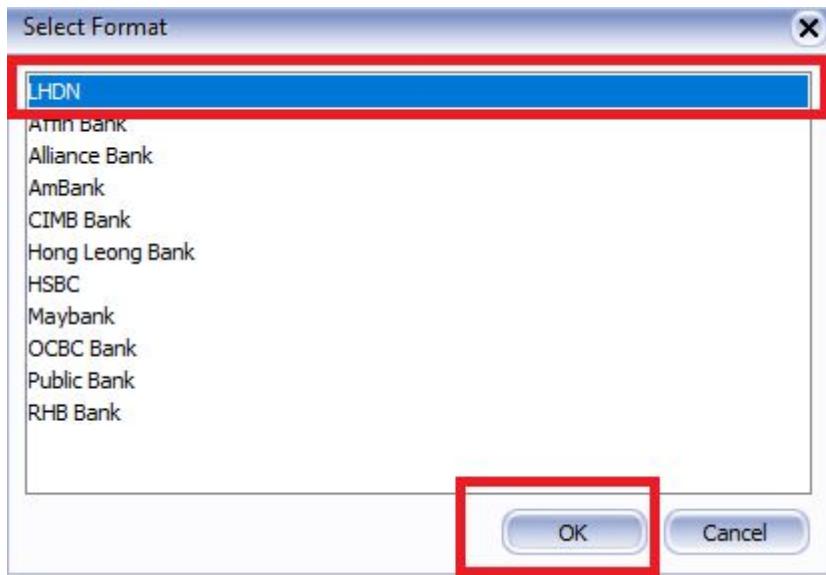
Click Print Income Tax CP39 after processing your month End.



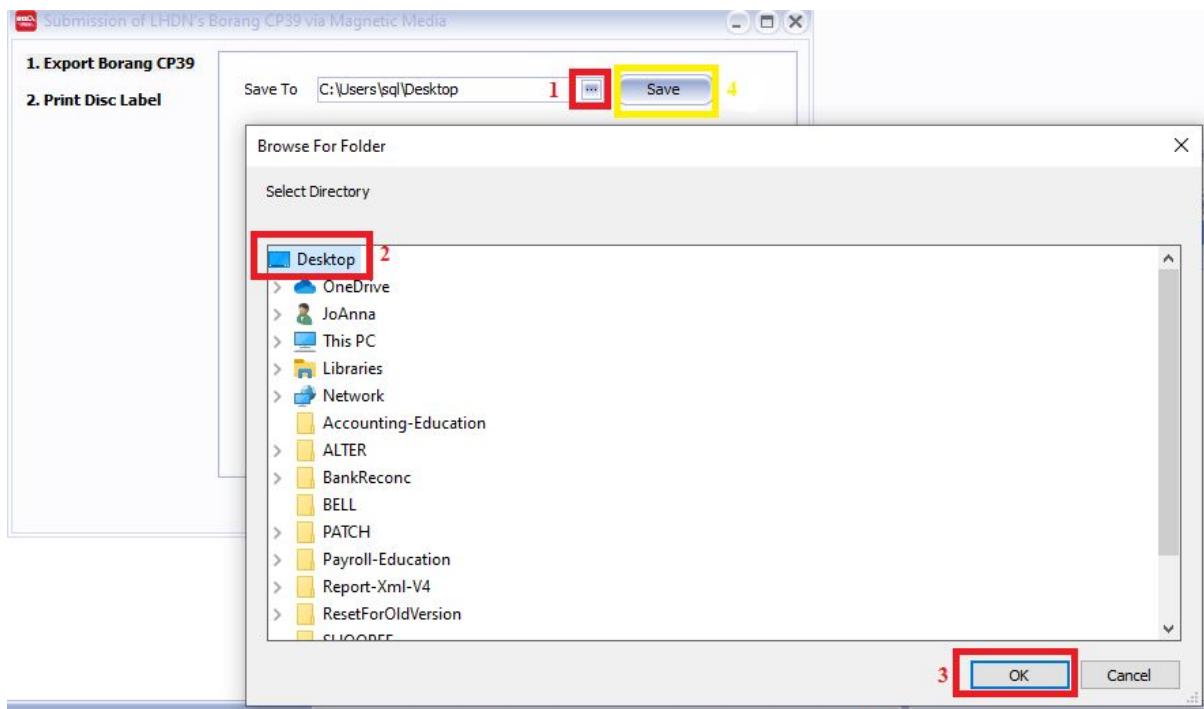
Click on "Submission of LHDN Borang CP39 via Magnetic Media".



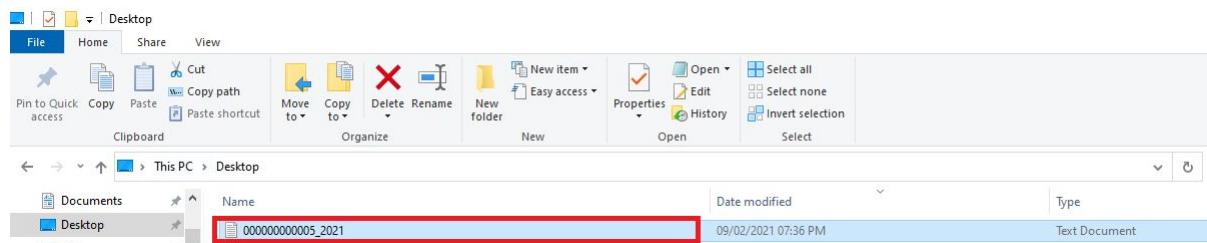
Select the LHDN format and press OK.



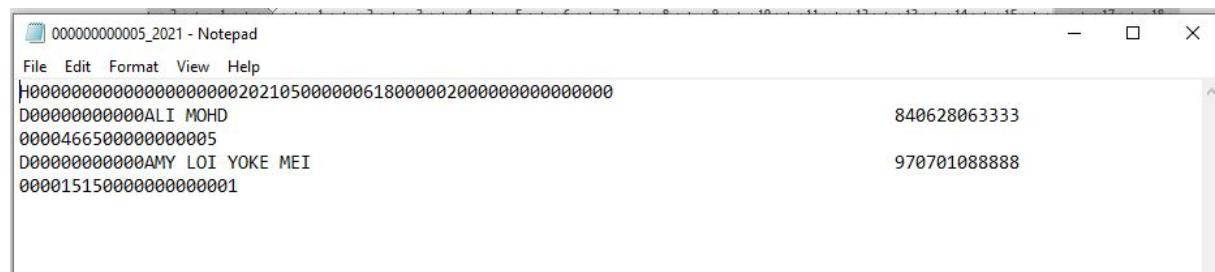
First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.



You can see the text file has been saved into your Desktop location.



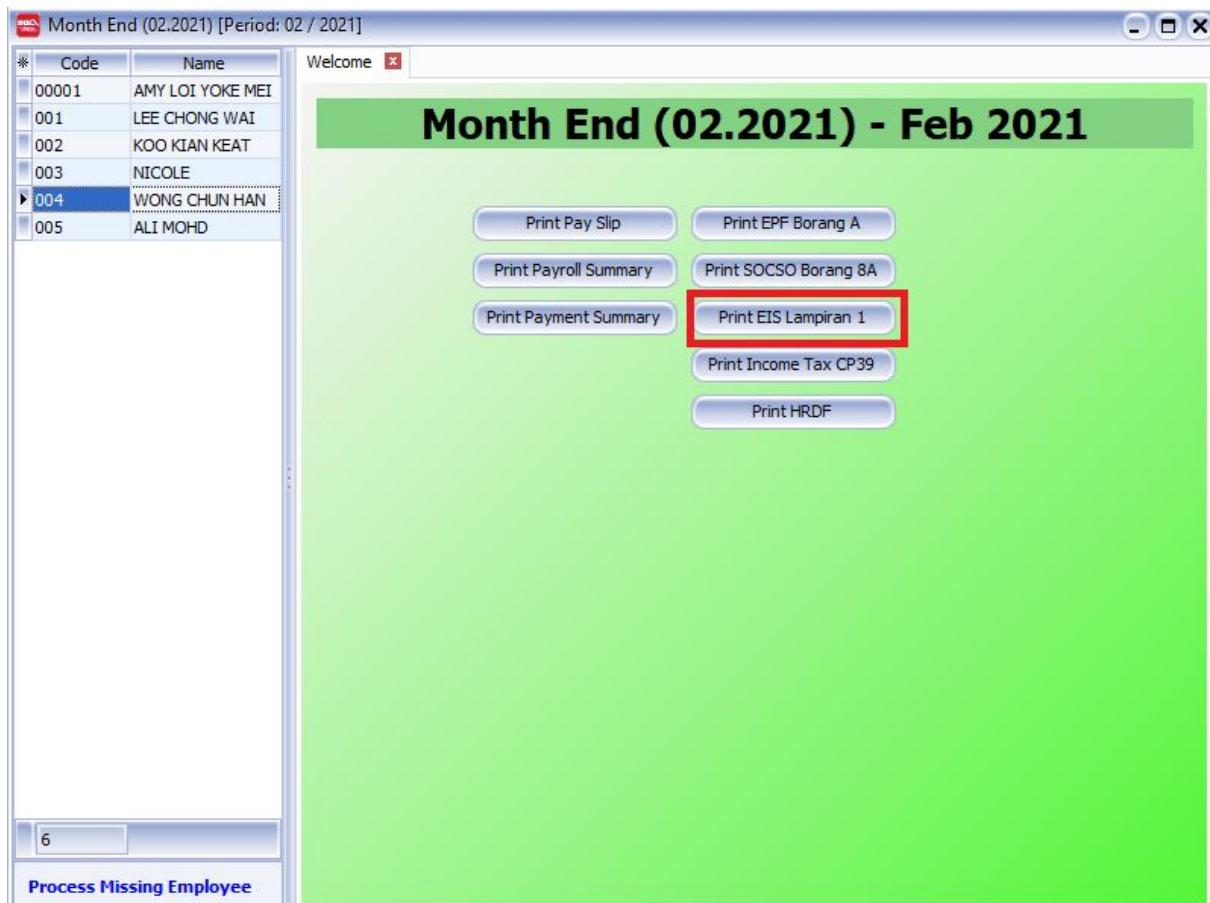
Your text file is ready to be submitted on the LHDN's official website.



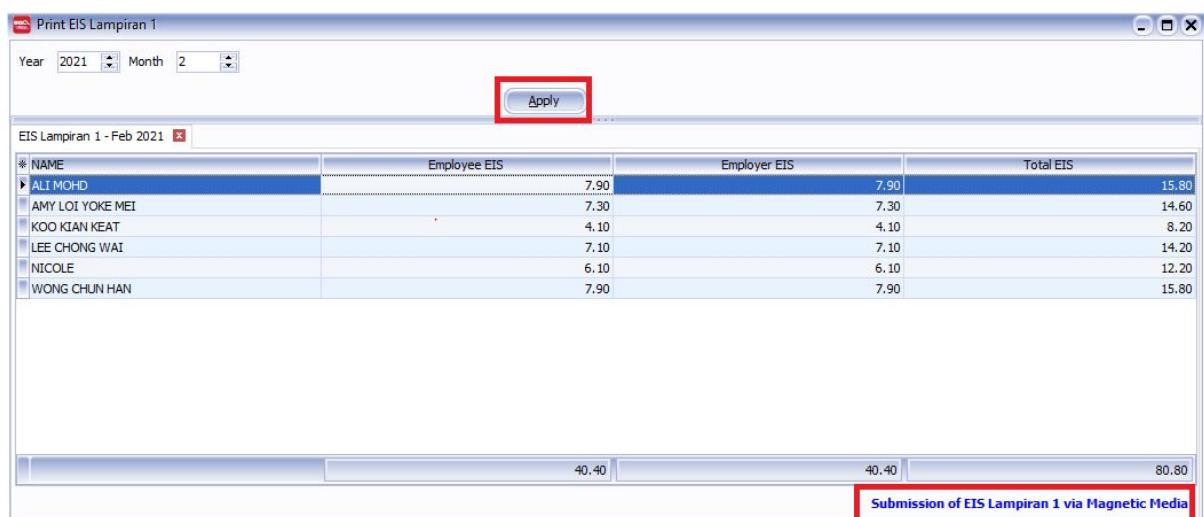
## EIS (ASSIST EIS)

Menu: Payroll | Government Reports | Print EIS Lampiran 1

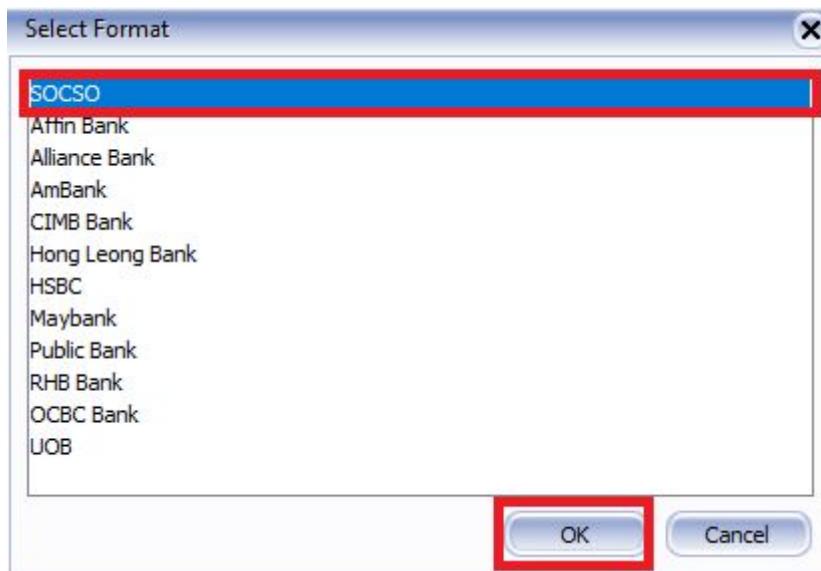
Click Print EIS Lampiran 1 after processing your month End.



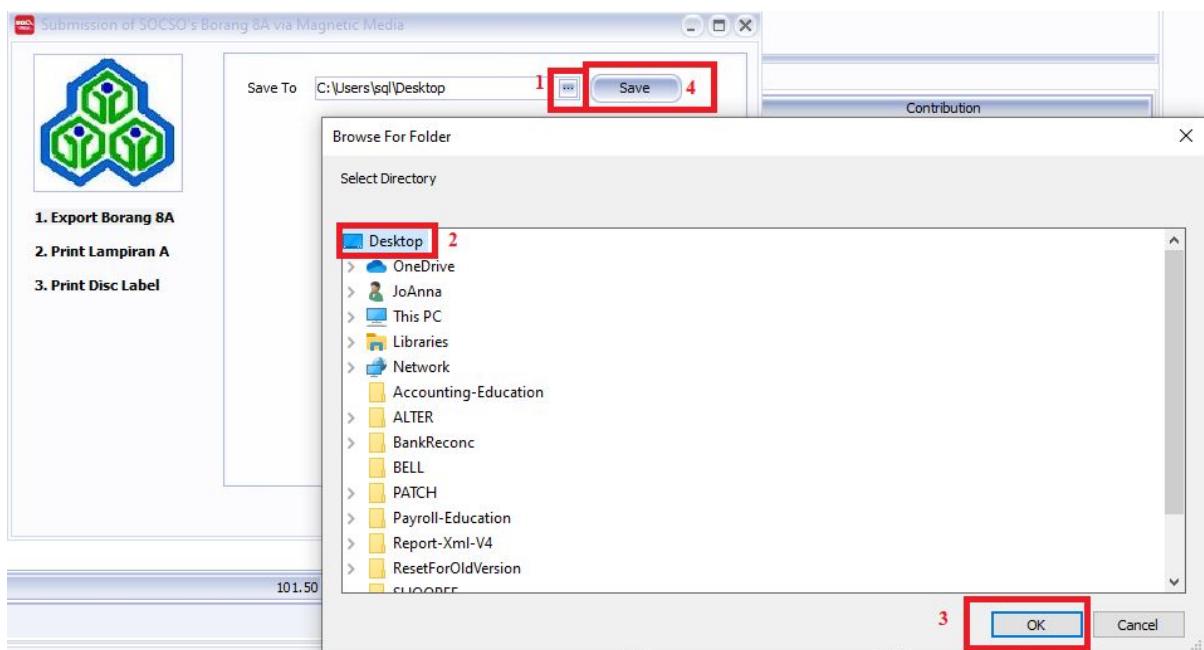
Click "Submission of EIS Lampiran 1 via Magnetic Media"



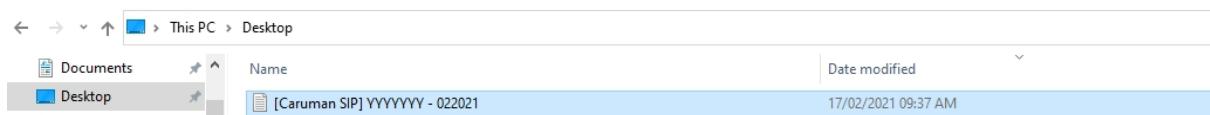
Select the SOCSO text file format . Press OK



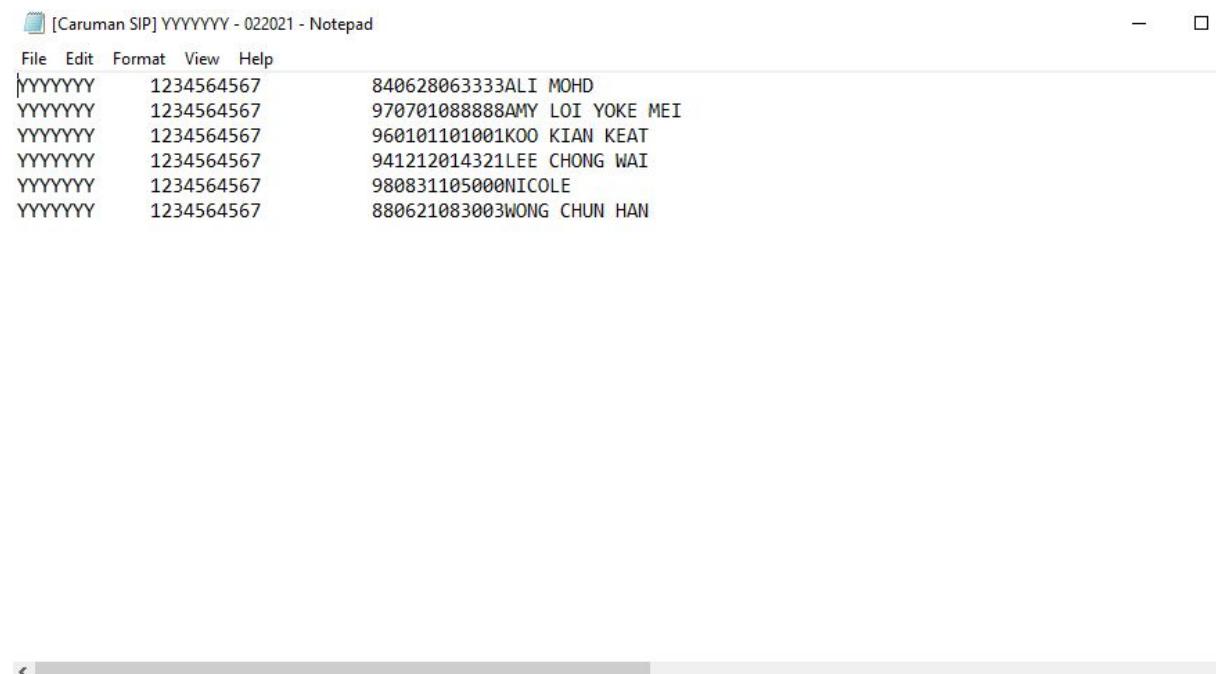
First, click the small box with 3 dots, select the location which you want to save the text file into.  
Then press OK. Press Save last.



Once you have Save, you can see the text file in your Desktop location.



Submit the text file at the SOCSO website.



The image shows a screenshot of a Windows Notepad window. The title bar reads "[Caruman SIP] YYYYYYY - 022021 - Notepad". The menu bar includes File, Edit, Format, View, and Help. The main content area contains the following text:

YYYYYY	1234564567	840628063333ALI MOHD
YYYYYY	1234564567	970701088888AMY LOI YOKE MEI
YYYYYY	1234564567	960101101001KOO KIAN KEAT
YYYYYY	1234564567	941212014321LEE CHONG WAI
YYYYYY	1234564567	980831105000NICOLE
YYYYYY	1234564567	880621083003WONG CHUN HAN

**END**