

User Guide

How to Setup, Upload and Retrieve/Generate Borang CP21 & CP22A

[For tax clearance purposes]

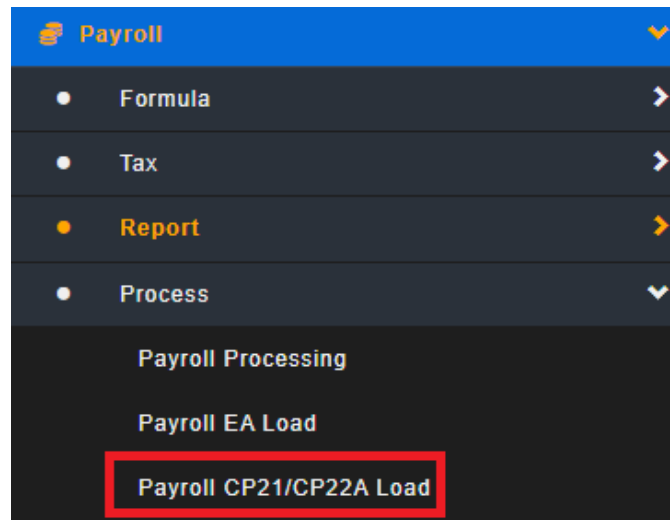


Table of Contents

How to Setup and Upload Borang CP21 & CP22A	2
How to Retrieve/Generate Borang CP21 & CP22A	4

HOW TO SETUP AND UPLOAD BORANG CP21 & CP22A

1. Go to Payroll → Process → **Payroll CP21/CP22A Load**.



2. Go to 2nd tab (A) [Payroll Form Set-up].
3. Click (B) **Edit** button.

Payroll Form Load **Payroll Form Set-up** **A**

Form Code	Form Description	Formula Code	Action
B			
b001	Gaji bayaran upah dan kerja lebih masa		B Edit
b002	Gaji Cuti		Edit
b003	Komisen dan bonus		Edit
b004	Ganjaran		Edit
b005	Pampasan kerana kehilangan pekerjaan		Edit
b006_amt	Elaun tunai termasuk cukai ditanggung oleh majikan (amount)		Edit
b006_desc	Elaun tunai termasuk cukai ditanggung oleh majikan (description)	REGULAR	Edit
b007	Pencen daripada majikan		Edit
b008	Manfaat berupa barangan yang layak dikenakan cukai		Edit

4. Tick for the formula code that you want to assign in the form code.
5. Click **Save** button.

Record

Form Code	Form Description	Formula Code	Action
B			
b001	Gaji bayaran upah dan kerja lebih masa	<div style="border: 1px solid red; padding: 5px;"> <input type="checkbox"/> 2121_TGIF_HI_FRIDAY <input type="checkbox"/> AABABC2 <input type="checkbox"/> AL_Encashment <input type="checkbox"/> are_you_missing_in_cp <input type="checkbox"/> are_you_missing_in_cp_2 <input type="checkbox"/> Attendance_Allowance </div>	<div style="border: 1px solid red; padding: 5px;"> Save Cancel </div>
b002	Gaji Cuti		Edit

6. After done for the assignment, go to 1st tab (A) [Payroll Form Load].
7. Select the Form Year [Eg: 2018].
8. Click [Download Form Template](#).

Payroll Form Load Payroll Form Set-up

A

Form Year: 2019 [Download Form Template](#)

Form Input File (.csv): Choose File No file chosen

Upload

9. Once completed the form template download.
10. Click [Choose File](#) and the file name will show on the right side.
11. Click [Upload](#).

Payroll Form Load Payroll Form Set-up

Form Year: 2019 [Download Form Template](#)

Form Input File (.csv): **1** Choose File form_input_305.csv

2 Upload

12. Once upload finish will prompt a message 'File is valid' as below.

Payroll Form Load Payroll Form Set-up

File is valid, and was successfully uploaded.
3 Employee(s) of 108 Record has been uploaded.

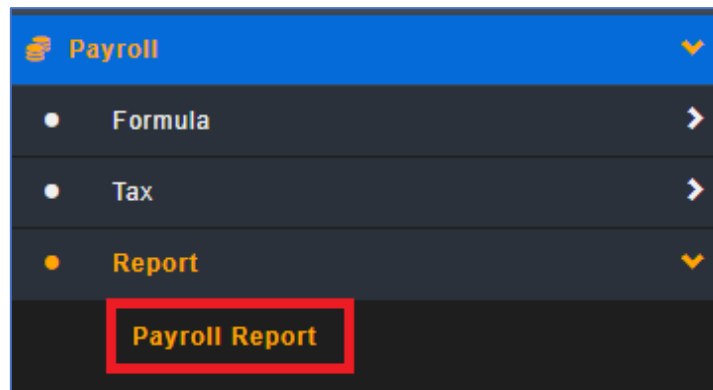
Form Year: - [Download Form Template](#)

Form Input File (.csv): Choose File No file chosen

Upload

HOW TO RETRIEVE/GENERATE BORANG CP21 & CP22A

13. Go to Payroll → Report → **Payroll Report**.



14. Go to 2nd tab (A) [Submission Report].

15. Select the Pay Period.

16. Choose the Report Type (**Borang CP21 / Borang 22A**).

17. Click **Retrieve**.

The image shows a web application interface for generating reports. At the top, there are two tabs: 'Payroll Report' and 'Submission Report', with the latter being active and highlighted with a red box and labeled 'A'. Below the tabs is a form titled 'Submission Report'. The form has two main sections: 'Pay Period' and 'Report Type'. In the 'Pay Period' section, a dropdown menu is open, showing '2019-10' selected, with a red box and the number '1' next to it. Below the dropdown is a list of report types, with 'Borang CP21' selected, highlighted with a red box, and labeled '2'. In the top right corner of the form, there is a green button labeled 'Retrieve', with a red box and the number '3' next to it. An 'End' button is also visible below the 'Pay Period' dropdown. An 'Information' section at the bottom left contains the text 'Please select Report Type.'