

How to Entry Bonus and Generate Bonus by Batch

[1.0]

Kiat

[27/11/2020]



Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

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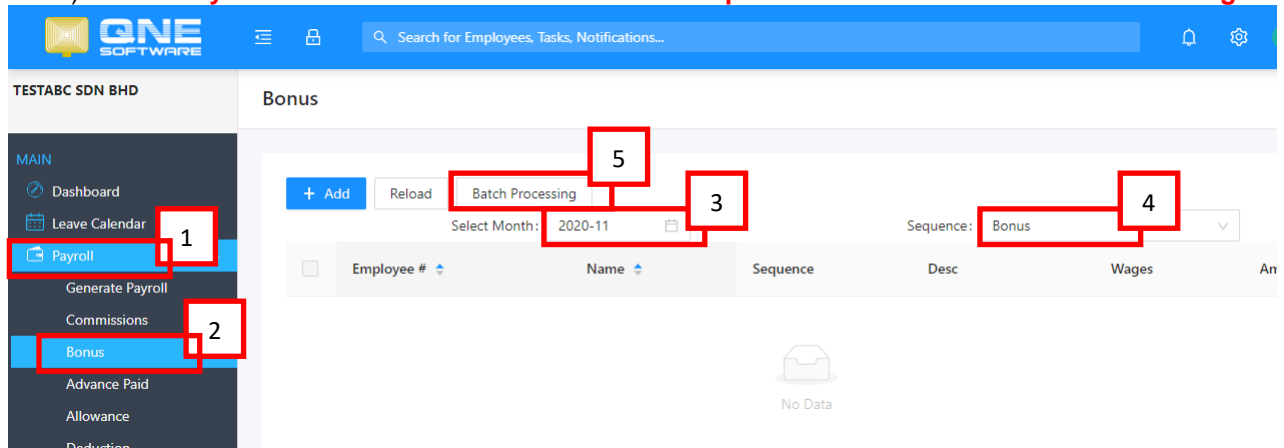
Amendment Record

SCENARIO

I want to generate all employees' bonus in 1 time. How can I generate it?

SOLUTION

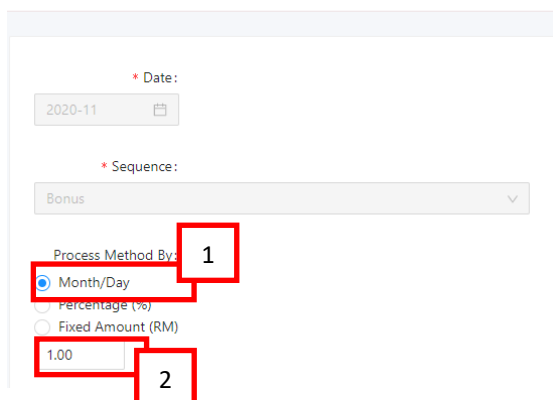
- 1) Go to **Payroll > Bonus > Select Month > Select Sequence = Bonus > Click Batch Processing**



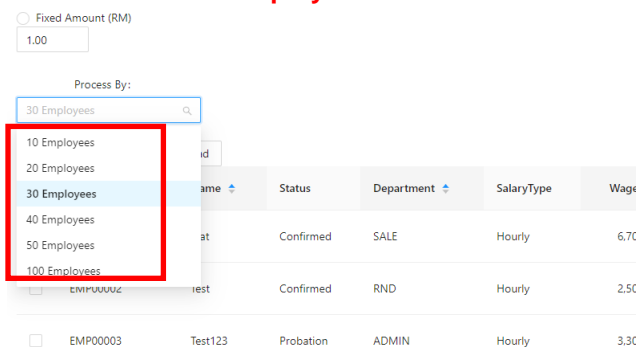
- 2) Select **Payment Method By** > Keyin **Value** of Bonus Calculation.

Home / Bonus / Bonus Planning & Processing

Bonus Planning & Processing - New



- 3) Select **Number of Employees** that show on screen to process Bonus



4) **Checked** the Employees that want to process bonus

+ Calculate Bonus		C Reload					
<input checked="" type="checkbox"/>	Employee #	Name	Status	Department	SalaryType	Wages	Bonus Amount
<input checked="" type="checkbox"/>	EMP00001	Kiat	Confirmed	SALE	Hourly	6,700.00	0.00
<input checked="" type="checkbox"/>	EMP00002	Test	Confirmed	RND	Hourly	2,500.00	0.00
<input checked="" type="checkbox"/>	EMP00003	Test123	Probation	ADMIN	Hourly	3,300.00	0.00
<input checked="" type="checkbox"/>	EMP00004	Resident1	Confirmed	ADMIN	Hourly	2,300.00	0.00
<input checked="" type="checkbox"/>	EMP00005	Foreign1	Confirmed	SALE	Hourly	1,500.00	0.00
<input checked="" type="checkbox"/>	EMP00006	AAA	Probation	RND	Hourly	1,800.00	0.00
<input checked="" type="checkbox"/>	EMP00007	RRR	Confirmed	ADMIN	Hourly	1,000.00	0.00

5) Click **Calculate Bonus** to generate Bonus Amount

+ Calculate Bonus		C Reload					
<input checked="" type="checkbox"/>	Employee #	Name	Status	Department	SalaryType	Wages	Bonus Amount
<input checked="" type="checkbox"/>	EMP00001	Kiat	Confirmed	SALE	Hourly	6,700.00	6,700.00
<input checked="" type="checkbox"/>	EMP00002	Test	Confirmed	RND	Hourly	2,500.00	2,500.00
<input checked="" type="checkbox"/>	EMP00003	Test123	Probation	ADMIN	Hourly	3,300.00	3,300.00
<input checked="" type="checkbox"/>	EMP00004	Resident1	Confirmed	ADMIN	Hourly	2,300.00	2,300.00
<input checked="" type="checkbox"/>	EMP00005	Foreign1	Confirmed	SALE	Hourly	1,500.00	1,500.00
<input checked="" type="checkbox"/>	EMP00006	AAA	Probation	RND	Hourly	1,800.00	1,800.00

Noted: PCB, Employee's EPF & Employer's EPF is auto applied for Bonus

6) Click **Save** to save the Bonus

home / bonus / bonus planning & processing

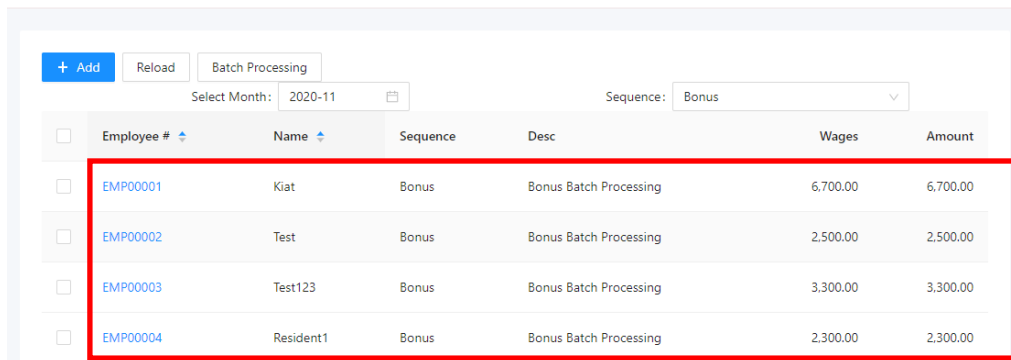
Bonus Planning & Processing - New

Save Cancel

* Date: 2020-11

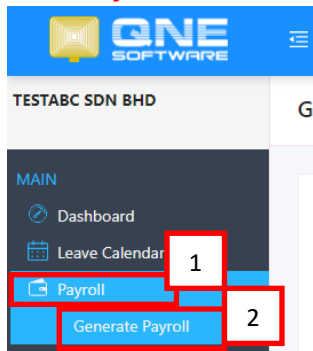
* Sequence: Bonus

- 7) Bonus is **saved**.
Bonus

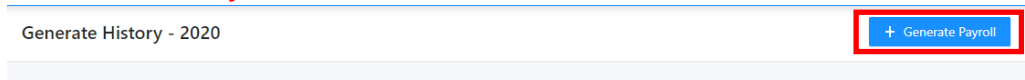


Employee #	Name	Sequence	Desc	Wages	Amount
EMP00001	Kiat	Bonus	Bonus Batch Processing	6,700.00	6,700.00
EMP00002	Test	Bonus	Bonus Batch Processing	2,500.00	2,500.00
EMP00003	Test123	Bonus	Bonus Batch Processing	3,300.00	3,300.00
EMP00004	Resident1	Bonus	Bonus Batch Processing	2,300.00	2,300.00

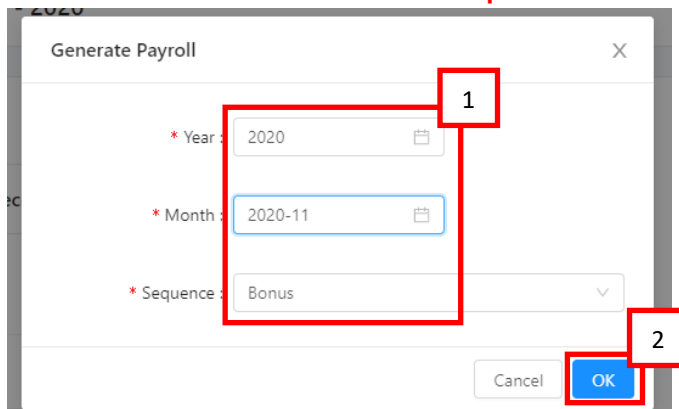
- 8) Go to **Payroll > Generate Payroll**



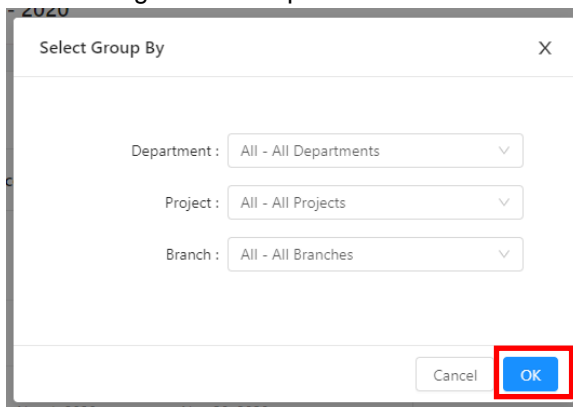
- 9) Click **Generate Payroll** button.



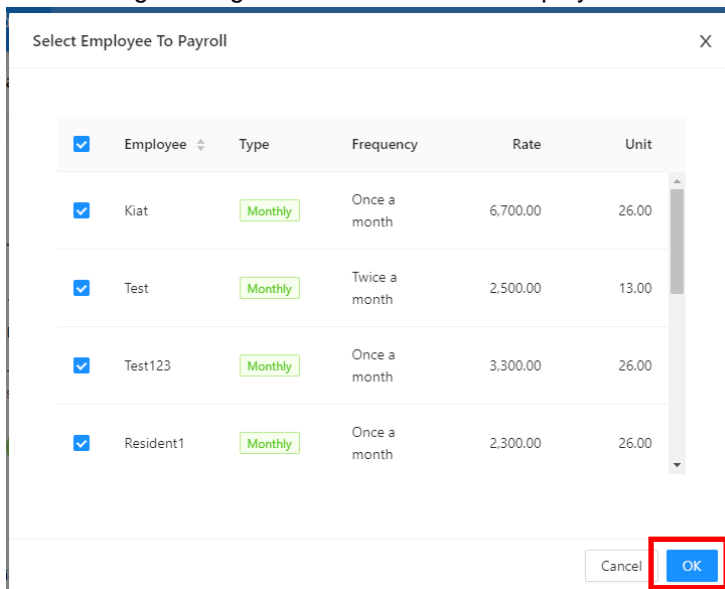
- 10) Select **Year** > Select **Month** > Select **Sequence** = Bonus > Click **OK**



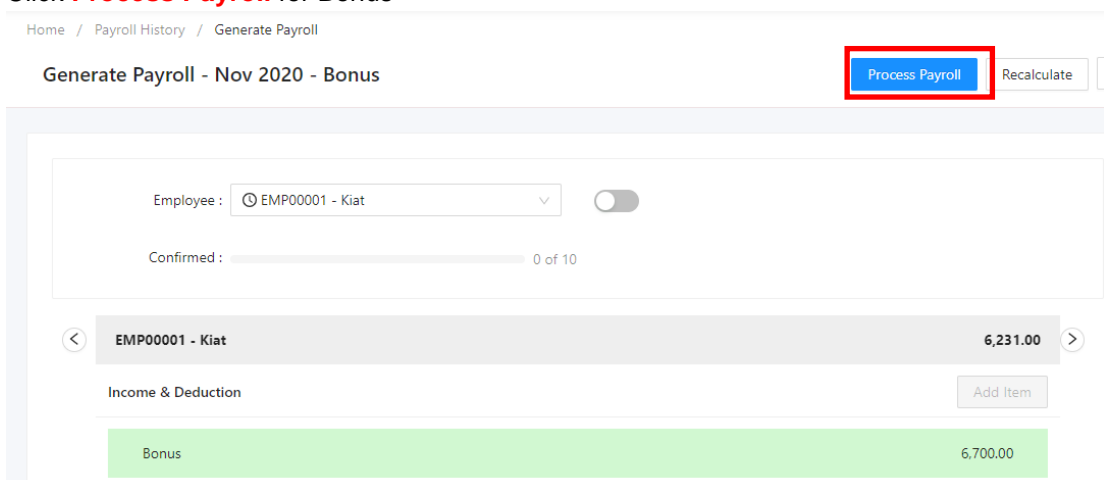
11) Click **OK** again on Group selection




12) Click **OK** again for generate Bonus for All Employee

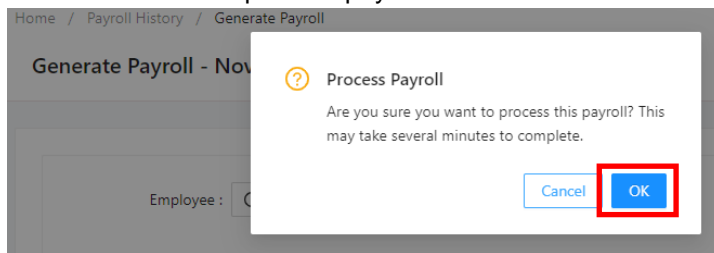


13) Click **Process Payroll** for Bonus



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Product : QNE Optimum		Version: 1.00	
Doc No : 1		Page No: 6 of 3	


14) Click **OK** to confirm process payroll for Bonus.



15) Bonus is **processed**

Generate History - 2020

Year: 2020

Nov 2020 - Bonus		Completed	
10	22,711.00	Nov 27, 2020	Bonus
Employee	Gross	Create Date:	Sequence
Total PCB 0.00	Total EPF 5,372.00	Total SOCSO 0.00	Total EIS 0.00
<div>  <div> Date From: Nov 1, 2020 Date To: Nov 30, 2020 </div> </div>			
View Summary			