Synergy - Glossary: Payroll

Plain meanings of the payroll words you see in Synergy Acc2026: staff records, salary and transaction types, EPF, SOCSO, EIS, PCB and the year-end tax forms. Each entry points to the guide that explains it.

Before you start

- Screen names are shown in English, as they appear in the program. Payroll is under Main > Payroll Assistant.

Steps

1. Payroll Assistant

The menu area (Main > Payroll Assistant) where you find the employee records, payroll transactions, payroll processing, the settings, the reports and the forms. See: Synergy Acc2026 - Payroll: Process the Month and Post

2. Employee

The payroll record of one staff member, with Details, Status, Salary, Recurring Pay, Child Relief and BIK/VOLA information. Fill in Date Resigned when a staff member leaves so pay stops at that date. See: Synergy Acc2026 - Payroll: Set Up a Staff Record

3. Salary Type

A scheme that sets how daily and hourly pay are worked out from the monthly salary, and when pay is paid (Pay % and Pay on day). A staff member is linked to a salary type on the Salary tab. See: Synergy Acc2026 - Payroll: Salary Types and Transaction Types

4. Transaction Type (Payroll)

A code for an allowance, bonus or deduction. It says which of PCB, EPF, SOCSO, EIS and HRDF the amount counts for through the Subject boxes. Only active types are offered when you process payroll. See: Synergy Acc2026 - Payroll: Salary Types and Transaction Types

5. Subject EPF / SOCSO / EIS / PCB / HRDF

Boxes on a transaction type that say the amount is added to that contribution or tax when payroll is calculated. If EPF is lower than the portal, check that Subject EPF is ticked on the type being paid. See: Synergy Acc2026 - Payroll: Salary Types and Transaction Types

6. Is Additional Remuneration

A tick for pay that is not paid every month, such as a bonus, on a transaction type. See: Synergy Acc2026 - Payroll: Salary Types and Transaction Types

7. Payroll Transaction

A line of extra pay or deductions for the month, entered for an employee with a Trx Type and amount, with a Pay On date that defaults to the last day of the month. See: Synergy Acc2026 - Payroll: Process the Month and Post

8. Payroll Processing

The screen where you pick the Payroll Processing Date, use Calculate Payroll, check the View Processed Data tab and pay slips, and then Post Payroll. The Action list exports the tax, EPF, SOCSO and EIS files and the journal. See: Synergy Acc2026 - Payroll: Process the Month and Post

9. Pay Slip

The statement of one employee's pay for the month, opened with View Pay Slip after calculating. Payslip remarks are cut to 100 characters, and payslips can also be sent by e-mail. See: Synergy Acc2026 - Payroll: Process the Month and Post

10. EPF

The employees' provident fund contribution. Payroll calculates the staff and employer share and exports an EPF file; the wage bands for it are set in the EPF Schedule. See: Synergy Acc2026 - Payroll: System Settings and EPF Schedule

11. EPF Schedule

The table of wage bands with the staff and employer contribution, as a percentage or a fixed amount (not both). Download 7% Schedule loads the standard table and replaces the rows already there. See: Synergy Acc2026 - Payroll: System Settings and EPF Schedule

12. SOCSO

The social security contribution. Payroll calculates it once each worker has been given the SOCSO rate in the staff record, and exports SOCSO files. For staff aged 60, only the employer contributes. See: Synergy Acc2026 - Payroll: Salaries Show 0, EPF/SOCSO Figures, Part-Month Pay, Staff Over 60

13. EIS

A contribution calculated and exported by payroll together with EPF and SOCSO, as the EIS file and the combined SOCSO-EIS files. See: Synergy Acc2026 - Payroll: Monthly Tax, EPF, SOCSO and EIS Files

14. PCB / MTD

The monthly tax deduction. Payroll calculates it, or you can tick Manual PCB Calculation (Use E-PCB) to use E-PCB figures, and exports the tax file with Export MTD File Data (PCB E-Data). See: Synergy Acc2026 - Payroll: Monthly Tax, EPF, SOCSO and EIS Files

15. CP39

The tax deduction statement (Penyata Potongan Cukai) for the month, opened with Action > View CP39 Form in Payroll Processing. See: Synergy Acc2026 - Payroll: Monthly Tax, EPF, SOCSO and EIS Files

16. PCB 2

The tax payment statement (Penyata Bayaran Cukai) listed with the forms. The amounts are kept per year on the PCB / CP38 Receipt tab of the employee record. See: Synergy Acc2026 - Payroll: CP22 for New Staff and the CP22A File for Staff Who Leave

17. Tax No.

The employee's income tax number, filled in the Details tab of the employee record. CP8D lists only employees who have PCB and the required tax numbers; the Employer Tax No. is set in System Settings (Payroll). See: Synergy Acc2026 - Payroll Year-End: Generate the CP8D File

18. Employer numbers

The Employer Tax No., Employer EPF No. and Employer SOCSO No. set in System Settings (Payroll). They are used when the tax, EPF and SOCSO files are checked and exported. See: Synergy Acc2026 - Payroll: System Settings and EPF Schedule

19. HRDF Rate

A rate set in System Settings (Payroll); 0 turns HRDF off. Subject HRDF on a transaction type decides which pay it is worked out on. See: Synergy Acc2026 - Payroll: System Settings and EPF Schedule

20. Short Period Calculation

How pay is prorated for a part month: Calendar Days (the default) or Actual Worked, chosen in System Settings (Payroll). See: Synergy Acc2026 - Payroll: System Settings and EPF Schedule

21. Recurring Pay

Pay that repeats every month for an employee, entered on the Recurring Pay tab of the employee record; each row needs a Trx Type. See: Synergy Acc2026 - Payroll: Set Up a Staff Record

22. Child Relief / BIK/VOLA

Tabs of the employee record. A Child Relief row needs the child type, quantity and eligible rate; a BIK/VOLA row needs a BIK and cannot repeat the same one. See: Synergy Acc2026 - Payroll: Set Up a Staff Record

23. TP1

The employee's tax relief and deduction declaration, entered at Main > Payroll Assistant > TP1 Form with a Month and a Year. There is one form per employee. See: Synergy Acc2026 - Payroll: Employee Tax Relief Forms (TP1 and TP3)

24. TP3

The same kind of declaration as TP1, entered at Main > Payroll Assistant > TP3 Form with a Year only (no Month). See: Synergy Acc2026 - Payroll: Employee Tax Relief Forms (TP1 and TP3)

25. CP22 / CP22A

CP22 is the form for newly joined employees. CP22A is for resigned employees, and Generate CP22A File makes a text file for each leaving employee; print the form and check it before you upload it to LHDN. See: Synergy Acc2026 - Payroll: CP22 for New Staff and the CP22A File for Staff Who Leave

26. CP8D

The year-end report of each employee's income, relief and tax deductions. Generate CP8D File writes a text file to upload to LHDN and an Excel file marked For Checking Only. See: Synergy Acc2026 - Payroll Year-End: Generate the CP8D File

27. EA Form (CP8A)

The year-end form showing one employee's pay, benefits and deductions for the year. You can e-mail each employee their own form with Send EA Form By E-mail, or export the forms as files. See: Synergy Acc2026 - Payroll Year-End: Send the EA Form (CP8A) to Employees

28. Salary Draft

A draft made from a monthly salary text file on the Payroll page of the web dashboard. Names are matched to employees, items to transaction types, and nothing reaches payroll until you push the draft to Payroll Transactions. See: Synergy Web - Importing a Monthly Salary File into Payroll (Salary Draft)

Tips

- Look up the word exactly as it appears on the screen, then open the guide named after See: for the steps.
- Payroll Processing runs month by month: calculate, check, then post, and only then export the files.

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