Synergy Acc2026 - Payroll: System Settings and EPF Schedule

This guide shows you how to fill in the company-wide payroll settings (employer numbers, part-month calculation, multiple payments in a month, HRDF and account links) and how to set up an EPF contribution schedule.

Before you start

- Have the employer tax, EPF and SOCSO numbers ready.
- Know which ledger account each payroll item should post to.
- To download the 7% EPF schedule, the computer needs an internet connection.

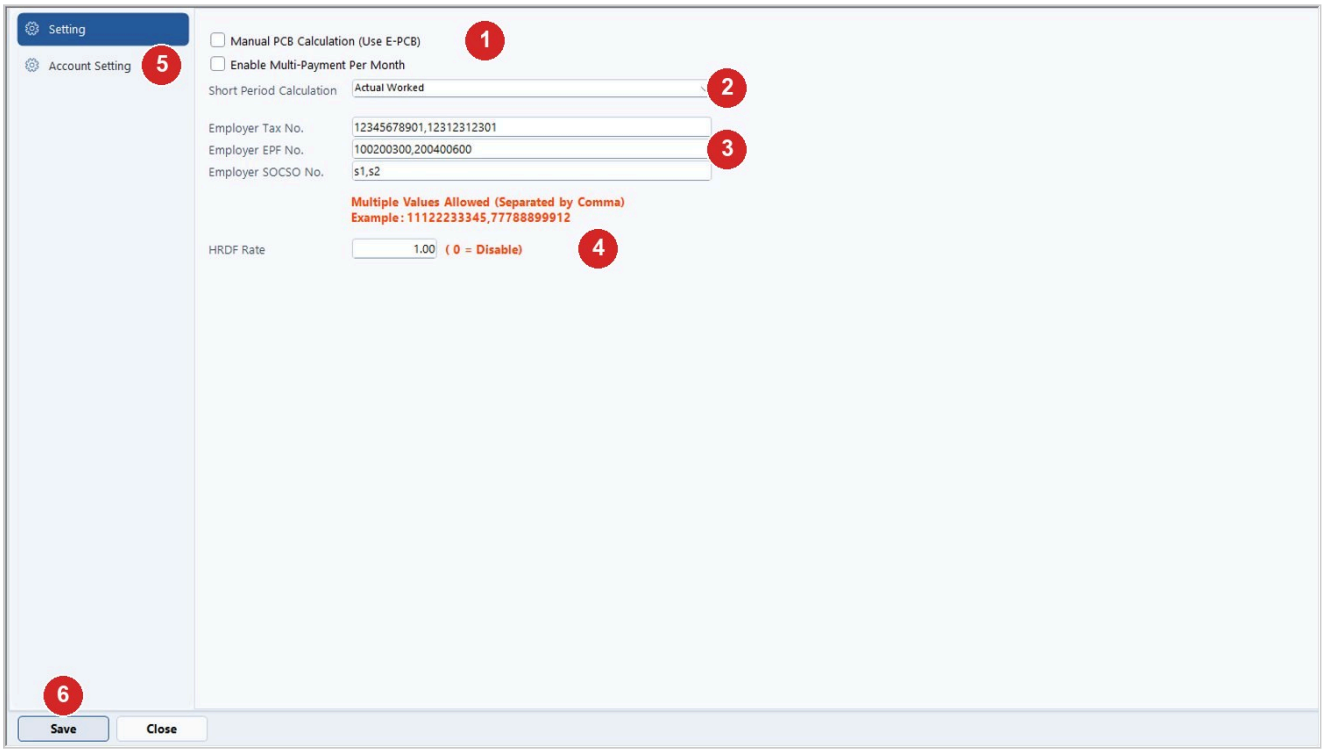
Steps

1. Open the payroll settings

Go to Main > Payroll Assistant > Others > System Settings (Payroll).

2. Fill in the employer numbers

On the Setting tab, fill in the employer numbers.



Step	What to do
1	Manual PCB Calculation (Use E-PCB) and Enable Multi-Payment Per Month.
2	Short Period Calculation.
3	Employer Tax No., Employer EPF No. and Employer SOCSO No.
4	HRDF Rate (0 = off).

Step	What to do
5	Account Setting tab.
6	Save.

3. Choose the calculation options

Tick Manual PCB Calculation (Use E-PCB) to use E-PCB figures instead of the system calculating PCB. Under Short Period Calculation choose Calendar Days or Actual Worked to prorate pay for a part month (the default is Calendar Days). Tick Enable Multi-Payment Per Month if you run payroll more than once in a month. Enter the HRDF Rate; 0 turns HRDF off.

4. Link the ledger accounts

Open the Account Setting tab. In Account Binding With Transaction Type, click the account cell (or press F1) and pick an active ledger account for each payroll transaction type. In the second list, pick an account for each fixed item: accrued net salary, accrued EPF, SOCSO, EIS, PCB and HRDF, and the expense accounts for basic salary, HRDF, EPF, SOCSO and EIS.

5. Save the settings

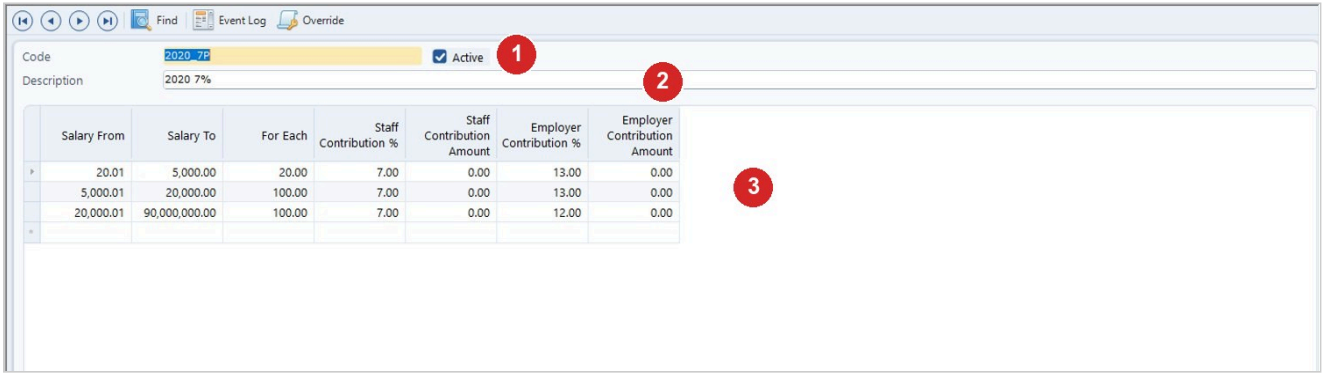
Click Save. A Settings Saved notice appears. Click Close to leave. Changes you did not save are not kept.

6. Open the EPF Schedule

Go to Main > Payroll Assistant > Others > EPF Schedule.

7. Enter the Code and Description

Type a Code and a Description. Both are required. Leave Active ticked while the schedule is in use.



Step	What to do
1	Code (here 2020_7P); Active.
2	Description (here 2020 7%).
3	Wage bands and rates.

8. Fill in the wage bands

Type the wage bands in the table. Or click Download 7% Schedule to load the standard table.

9. Save the schedule

Click Save.

Tips

- On each wage band, use either a percentage or an amount for the staff, not both. Entering a value in one clears the other. The same applies to the employer.
- Download 7% Schedule replaces all rows currently in the table. Save afterwards to keep it.
- A payroll item left without an account is not saved, so that item has no account in the journal.
- The multi-payment setting changes the date checks in Payroll Processing.
- The employer numbers are used when the tax (PCB), EPF and SOCSO files are checked and exported.

Common problems

The payroll journal export says an account binding is missing.

Open Account Setting here and choose an account for the item named.

The staff form complains about the employer tax number.

Check the Employer Tax No. value on the Setting tab.

The bands I typed in the EPF schedule disappeared.

Download 7% Schedule replaces the whole table. Re-enter your bands, or close without saving.

Download 7% Schedule says File not found.

Check the internet connection and try again. If it still fails, contact Synergy support to ask whether the file has been published.

It says Code is required or Description is required.

Type a Code and a Description before you save.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

Synergy Acc2026 - Guide date 2026-11-13.