

**PERISIAN PCB  
(PCB SOFTWARE)**

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**USER MANUAL**

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This Manual will guide you, step

by step, on how to use the

**PCB Program.**  
**Please read through this Manual carefully. There are some important steps you should take when using this program.**

PCB/MC/user/02/01

This software:

- ◆ Is a stand alone program.
- ◆ Is not a payroll program.
- ◆ Does not link to any of your existing programs.
- ◆ Is solely for the purpose of PCB payment by diskette.
- ◆ Is not intended to replace or upgrade your existing payroll system.

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**READ THIS FIRST !**

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- A.
1. Key-in only the details of those **employees who are liable** to PCB and/or CP38 deductions.
  2. You are required to furnish both the **Old and New Identity Card Numbers** of those employees who are liable to PCB Deductions.
  3. **These fields are required :-**
    - a) **WIFE'S CODE.**
    - b) **FOREIGN EMPLOYEES: -**
      - i) Ensure that the box for 'foreigner' is checked.
      - ii) Country of origin (select from the drop-down list)
      - iii) Passport Numbers.
  4. The maximum PCB amount that can be keyed-in for **an individual employee** is RM99,999.99 sen. Where an employee's PCB **exceeds** RM99,999.99 sen, you are advised to make a separate remittance by using Form CP39 (manual deduction).
  5. Those employees who were liable to PCB deductions the previous month, but are **not liable** for the current month, **delete** their data from the PCB List. **Do not key-in zero ( 0 ) amount in the PCB and/or CP38 fields.**

*[ ii ]*

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#### TO INSTALL THE PCB PROGRAM

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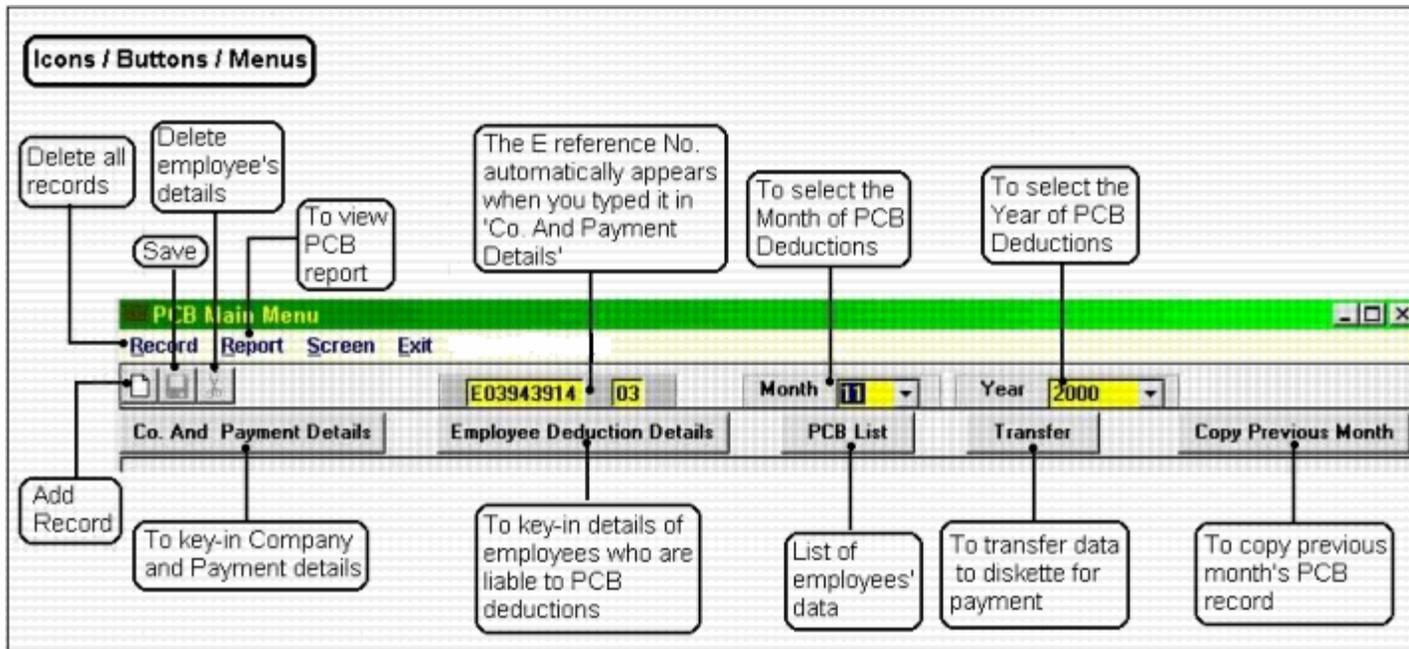
1. Insert the CD in CD-Rom drive.
2. The installation software will begin automatically. Click **install**.
3. Follow the instructions that appear on the screen.
4. The client software will be installed in the **Program Files** folder under **Sistem Potongan Cukai Berjadual**.

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#### TO CREATE A SHORTCUT ON DESKTOP TO OPEN PCB PROGRAM

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1. Right click mouse button on an empty space of Windows desktop, a file menu opens.
2. Point and click **New**, and then click **Shortcut**.
3. Click **Browse** button and look in 'C' drive, click **Program Files**. Point and click '**Sistem Potongan Cukai Berjadual**', and then click '**CP39**'.
4. Click **Open** and then click **Next**. Click **Finish**. A shortcut '**CP39**' appears on the Windows desktop.



[ 1 ]

[ 2 ]

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## COMPANY DETAILS

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You should use TAB or ENTER key to move the cursor to the next field

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1: Point and click **Company Details** button.

2: Key-in:

<b>E No</b>	- your company's <b>E</b> Reference No. Note: <b>Do not key-in the alphabet 'E'</b> . Key-in the numerics only.
<b>Company's Name</b>	- the company's full name
<b>Address</b>	- the company's full address, including poskod.
<b>Officer's Name</b>	- authorised personnel of the company.
<b>Position</b>	- designation of the above authorised personnel.
<b>IC No.(Old or New)</b>	- the Identity Card No. of the above authorised personnel
<b>Contact No.</b>	- telephone number
<b>E-Mail</b>	- E-mail of contact person

3: Click **SAVE** icon.

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### NOTE

This program can accommodate more than one employer, meaning that if there are more than one company, you can use this same Program to do both the companies' PCB deductions. In this case, click **Add Record**, and repeat **Steps 2 & 3** above to key-in the other company's details.

---

**To Key-in Employer's Details**

3  
Click this icon to save

1  
Click this button

2  
Key-in company's details

PCB Main Menu [ ] [ ] [ X ]  
Record Report Screen Exit

E03943914 03 Month 10 Year 2000

Co. And Payment Details Employee Deduction Details PCB List Transfer Copy Previous Month

**Company And Payment Details** [ X ]

**Company And Payment Details**

E No	03943914	03	Head Office E No.	03943914	03
Company's Name	WIRA TEGAS SDN BHD				
Address	LOT 1424, LORONG TIMAH 3, DI JALAN TIMAH, 50050 KUALA LUMPUR				
Officer's Name	AWANG BIN ALI	Position	PENGURUS BESAR		
IC No (Old/New)	A2583694	Contact No	03-650-3426		
Date		[Format : DD/MM/YYYY]			
Cheque No.		No. of Employees	[ ]		
Bank		Total Amount	[ ]		

**NOTE**

These fields should be keyed-in after data entry of Monthly Deductions has been done. (Refer to Page 14)

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## EMPLOYEE'S DEDUCTION DETAILS

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1: Click the respective buttons to select the **Month** and **Year** of PCB Deductions.

2: Point and click **Employee Deduction Details** button and key-in:

➤ For LOCAL Employees

IT Reference No.

- Key-in employee's Income Tax Reference No. **Do not key-in alphabet 'SG' or 'OG'. Key-in numerics only.**

Old IC No.

- Key-in employee's old IC No. There should be no space between alphabet and numerics.

New IC No.

- Key-in employee's new IC No. ***without hyphen***. (The program will auto-generate the hyphens)

Staff No

- Key-in employee's staff no.

Name

- Key-in correct spelling of employee's name, same as that in his/her Identity Card.

PCB Amount

- Key-in the amount of PCB deducted from employee's remuneration.

CP38 Amount

- Key-in the amount deducted as per directive issued by LHDN through Borang CP38.

➤ For FOREIGN Employees

IT Reference No. -Key-in employee's Income Tax Reference No. **Do not key-in alphabet 'SG' or 'OG'. Key-in numerics only.**  
Foreigner -Click on this field. The Old and new IC fields will dissappear.  
Country -Click the button to select the country of origin of foreign employee.  
Foreigner's Passport No. -The numbers should be the same as that in his/her Passport  
Staff No - Key-in employee's staff no  
Name -Key-in correct spelling of employee's name, as in his/her Passport.  
PCB Amount -Key-in the amount of PCB deducted from employee's remuneration.  
CP38 Amount -Key-in the amount deducted as per directive issued by LHDN through Borang CP38.

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Click **Save** Icon after each employee 's details has been keyed-in.  
To key-in the next employee's details, point and click **ADD RECORD** icon.

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[ 5 ]

1234567	08	(	0	)
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IMPORTANT

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**Income Tax Reference No.**

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A) For those employees having Income Tax Numbers:

**Example:** IT Reference No. SG 1234567-08(0)

Where: '1234567' is the *Main Reference Number*;

'08' is the *Check Digit*; and

'(0)' is the *Wife's Code*

Key-in the Income Tax Reference No. (*without hyphen*) as follows:-

(Use **ENTER** key to move the cursor to the next field)

IT Reference No.

[Main Ref.]

[Check

[Wife's

Digit]

Code]

B) For those employees who are liable to PCB deduction but do not have Income Tax Reference Numbers:-

You need not key-in the field for IT Reference No. Just leave it blank. Instead, use the mouse and point to the field for **Old IC No** or **New IC No.**, then click and key-in the employee's Identity Card numbers

You are required to key-in the Wife's Code. This field cannot be left blank.

The following set of codes will assist you to determine in keying-in the field for Wife's Code:

For SINGLE or MARRIED MEN and SINGLE WOMEN the code is '0'

For MARRIED WOMEN the codes are either '1' '2' '3' or '4'

(In most cases, the Wife's Code for married women is '1')

**To Key-in Employee's Details:  
Local Employees**

4  
Click this icon to  
key-in the next  
employee's details

5  
Click this icon when the last  
employee's details has  
been keyed-in

2  
Click this button

1  
Click the respective buttons to  
select the Month & Year of PCB  
Deductions

3  
Key-in  
employee's  
details

The screenshot shows a software interface for PCB deductions. At the top is the 'PCB Main Menu' window with a menu bar containing 'Record', 'Report', 'Screen', and 'Exit'. Below the menu bar are icons for file operations and a data entry field containing 'E03943914' and '03'. To the right are dropdown menus for 'Month' (set to 10) and 'Year' (set to 2000). Below these are buttons for 'Co. And Payment Details', 'Employee Deduction Details', 'PCB List', 'Transfer', and 'Copy Previous Month'. The 'Employee Deduction Details' window is open, showing a form with the following fields: 'IT Reference No' (05673422 00 1), 'Old IC No' (7894562), 'New IC No' (700101-05-2238), 'Name' (ANNIE PEREIRA), 'PCB Amount' (550.00), 'CP38 Amount' (50.00), and a section for 'Foreigner' status and 'Country'.

IT Reference No	05673422	00	1
Old IC No	7894562		
New IC No	700101-05-2238		
Name	ANNIE PEREIRA		
PCB Amount	550.00	CP38 Amount	50.00



To Key-in Employee's Details:  
Foreign Employees

NOTE: Required fields

1  
Key-in employee's Income  
Tax Reference No.

2  
Check this box.  
The fields for Old & New  
IC Nos. will close.

4  
Key-in Passport No.

3  
Click the button to select  
the foreign employee's  
country of origin.

5  
Key-in the rest  
of the fields.

The screenshot shows the 'PCB Main Menu' interface. At the top, there is a menu bar with 'Record', 'Report', 'Screen', and 'Exit'. Below this is a toolbar with icons for file operations and a data entry area containing 'E03943914', '03', 'Month 10', and 'Year 2000'. A navigation bar includes buttons for 'Co. And Payment Details', 'Employee Deduction Details', 'PCB List', 'Transfer', and 'Copy Previous Month'. The main window is titled 'Employee Deduction Details' and contains the following fields:

- IT Reference No: 05673422 00 (1)
- Old IC No: 7894562
- New IC No: 700101-05-2238
- Name: ANNIE PEREIRA
- PCB Amount: 550.00
- CP38 Amount: 50.00

Annotations point to specific fields: 1 points to the IT Reference No field; 2 points to the 'Foreigner' checkbox; 4 points to the 'Foreigner's Passport No.' field; 3 points to the 'Country' dropdown menu; and 5 points to the 'Name', 'PCB Amount', and 'CP38 Amount' fields.

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## PCB LIST

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### To view Employees' data

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1. Point and click **PCB List** button. The PCB List appears.
3. Check the employees' data you have keyed-in are correct.

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### To Amend Or Edit Employee's Data

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1. Point to the employee's name in the PCB list and click. The **Employee Deduction Details** screen appears.
2. Point to the field that you want to amend or edit. When you have finished, click **SAVE** icon in the toolbar.

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### To Delete Employees Data or Record

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1. Point to the employee's name in the PCB list and click. The **Employee Deduction Details** screen appears.

2. Point to DELETE icon in the toolbar and click. The employee's data or record will be erased from the PCB List.

To View PCB List

Click this button

PCB Main Menu

Record Report Screen Exit

E03943914 03 Month 10 Year 2000

Co. And Payment Details Employee Deduction Details PCB List Transfer Copy Previous Month

PCB List

No.	Reference No.	Dist. No.	Recd. No.	Name	F.	Passport No.	PCB Amount
	05673422-00(1)	7894562	700101-05-2238	ANNIE PEREIRA			550.00
		8131090		CHENG CHEE KIAT			50.00
		A3625148	680505-08-2233	JOHN RICHARDSON	Y	123654987	5,000.00
				TAN CHIN HUAT			25.00
	00482580-02(0)	7965342	480411-10-5555	ZAINUDDIN BIN MOHD AMIN			450.00

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**To Amend Or Edit Employee's Data**

**1** Click this button

**2** Click on the name of the employee you wish to amend or edit the data

**3** Move cursor to the field that you would like to amend or edit

**4** Click this icon to save changes you have made

**PCB Main Menu**  
Record Report Screen Exit

E03943914 03 Month 10 Year 2000

Co. And Payment Details Employee Deduction Details PCB List Transfer Copy Previous Month

No	Reference No	Old IC No	New IC No	Name	F	Passport No	PCB Amount	CP3
1	05673422-00(1)	7894562	700101-05-2238	ANNIE PEREIRA			550.00	
2		8131090		CHENG CHEE KIAT			50.00	

**Employee Deduction Details**

IT Reference No 05673422 00 (1)

Foreigner Country

Foreigner's Passport No.

Old IC No 7894562

New IC No 700101-05-2238

Name ANNIE PEREIRA

PCB Amount 550.00 CP3 Amount 50.00

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**To Delete Employee's Data Or Record**

1  
Click this button

2  
Click on the name of the employee that you wish to delete

**PCB Main Menu** [Close] [Max] [Min]

Record Report Screen Exit

E03943914 03 Month 10 Year 2000

Co. And Payment Details Employee Deduction Details PCB List Transfer Copy Previous Month

**PCB List** [Close]

No	Reference No	Old IC No	New IC No	Name	F	Passport No	PCB Amount	CP38
1	05673422-00(1)	7894562	700101-05-2238	ANNIE PEREIRA			550.00	
2		8131090		CHENG CHEE KIAT			50.00	

3  
Click this icon to delete the employee's data



**PCB Main Menu** [Close] [Max] [Min]

Record Report Screen Exit

E03943914 03 Month 10 Year 2000

Co. And Payment Details Employee Deduction Details PCB List Transfer Copy Previous Month

**Employee Deduction Details** [Close]

IT Reference No 05673422 00 (1)

Foreigner Country [Dropdown]

Foreigner's Passport No. [Text Box]

Old IC No 7894562

New IC No 700101-05-2238

Name ANNIE PEREIRA

PCB Amount 550.00 CP38 Amount 50.00

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Please click at the **List of Employer** and the PCB Program will automatically generate the **No.of Employees** and **Total Amount**

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**TO VIEW AND PRINT THE MONTHLY DEDUCTION LIST**

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**To view the Monthly Deduction List**

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1. Point and click **REPORT** button in the menu bar on the top left of the **PCB Main Menu** and click **Monthly Deduction List** from the drop-down menu.
2. Check that the payment details appear in the Report. If it doesn't appear, open **COMPANY DETAILS** screen, and key-in the payment details again.
3. Open the **Monthly Deduction List** again. The payment details should appear in the report.

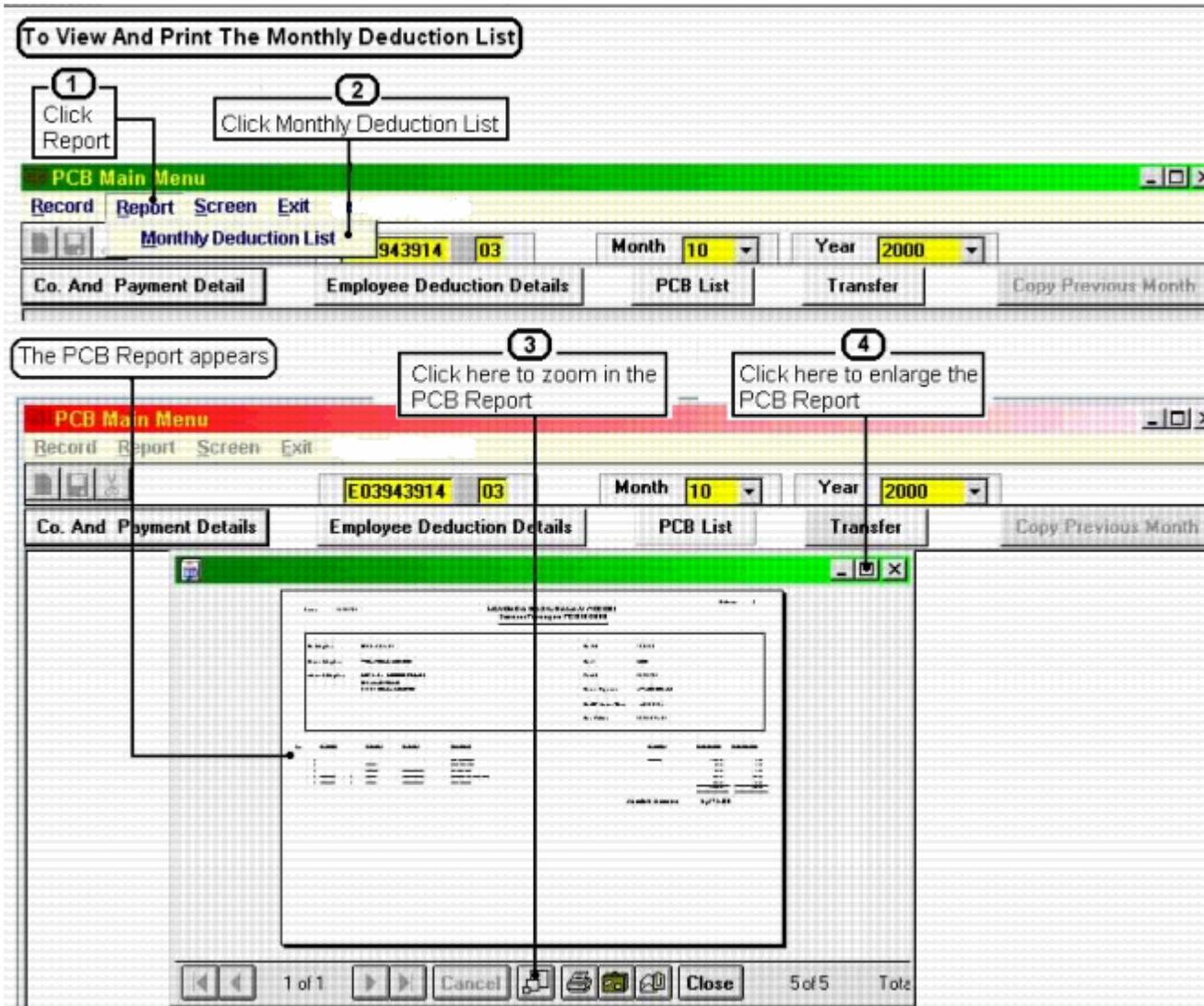
---

**To print the Monthly Deduction List**

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taskbar at the default printer will report. (Use A4 size)

[13]



Point to **PRINT** icon on the bottom of the Report . Your generate a print-out of the paper)

### Enlarged View Of PCB Report

Ensure that these details appear in the Report. If it does not appear, return to "COMPANY AND PAYMENT DETAILS" to key-in again the Date, Cheque No. and Bank.

Tarikh : 15-10-00

LEMBAGA HASIL DALAM NEGERI  
 No. P/Ban : 10,2000

No. Makl. : B0364391403

No. Cek : 763169

Nama Majikan : WIRA TEGAS SDN BHD

Bank : MBB

Alamat Majikan : LOT 1424, LORONG TIMAH 3,  
 DI JALAN TIMAH,  
 50650 KUALA LUMPUR

Tarikh : 06-11-00

Nama Penerima : AWANG BIN ALI

No. KP Lama/Baru : A25E1654

No. Telefon : 03-650-3420

No	No. Bilan	No. K/P Lama	No. K/P Baru	No. Bilan	No. Bilan	No. Bilan	Jumlah R/R
1				IG KH PICHAEESOH		1320482	3200.00
1		211000		CHENG CHEE LAY			50.00
2		A202708	MB03-08-722	TAH CHH KAY			51.00
4	000010002	D	776231	MB01-10-550	SAMUDRIN BIN MOHD AMIN		60.00
2	00014230	1	78081	78011-01-722	AMMIE PERERA		50.00
							4291.00
Jumlah Asesmen :							6.374

4 |

5 of 5 Total 5 100%

Click here to PRINT the PCB Report

Click here to CLOSE the PCB Report

[14]

[15]

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TO TRANSFER OR COPY DATA TO DISKETTE

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1. Insert a blank diskette into Drive 'A' .
2. Point and click **TRANSFER** button. The Transfer screen appears.
3. Select a:\ from the **Target Drive's** drop down menu.

---

Before you proceed to the next step, please refer to the 'FILE NAME' below.

---

4. Point and click **TRANSFER** button in the **TRANSFER** screen.
5. When the transfer has completed, click **CANCEL** button in the **TRANSFER** screen.  
This will close the **TRANSFER** screen.
6. Label the diskette as follows:
  - a) Employer's E Reference Nos.
  - b) Company's name
  - c) Month & Year Of PCB Deductions

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**IMPORTANT**

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**FILE NAME**

A default file name is automatically generated by the PCB Program. If you want, you can change this file name to another name *before you transfer the data to diskette*. If you are going to transfer PCB data of two or more different companies, for the same month, onto the same diskette, you **must** change the default file name.

EXAMPLE:	<u>Co. Name</u>	<u>Employers' Ref. No.</u>	<u>PCB Deductions For Month of</u>	<u>Default File Names</u>	<u>Change default file name to</u>
	ABC Sdn Bhd	E 1234567-08	October 2000	CP39.TXT	12345670.TXT
	DEF Sdn Bhd	E 2345678-10	October 2000	CP39.TXT	23456781.TXT

### To Transfer Data To Diskette

1  
Insert a blank diskette into drive 'A'

3  
Click this button and select drive 'A'

2  
Click this button

5  
Click this button when copying has finished

4  
Click this button to transfer data to diskette

The screenshot shows the 'PCB Main Menu' window with a menu bar (Record, Report, Screen, Exit) and a toolbar. The main area contains several buttons: 'Co. And Payment Details', 'Employee Deduction Details', 'PCB List', 'Transfer', and 'Copy Previous Month'. The 'Transfer' button is highlighted. Below this is a 'Transfer' dialog box with a 'Target Drive' dropdown menu showing 'a:' and 'a:\'. The 'File Name' field contains 'CP39.TXT'. At the bottom of the dialog are 'Transfer' and 'Cancel' buttons. A large text box at the bottom of the dialog says 'The data being copied will appear here'. A 'NOTE' box on the right states: 'This is the default file name. You can change it to another name if you wish. Remember to type ".TXT" after the new file name'. The system tray at the bottom right shows 'CAPS NUM INS' and '10:48 AM'.

**NOTE**  
This is the default file name. You can change it to another name if you wish.  
Remember to type ".TXT" after the new file name

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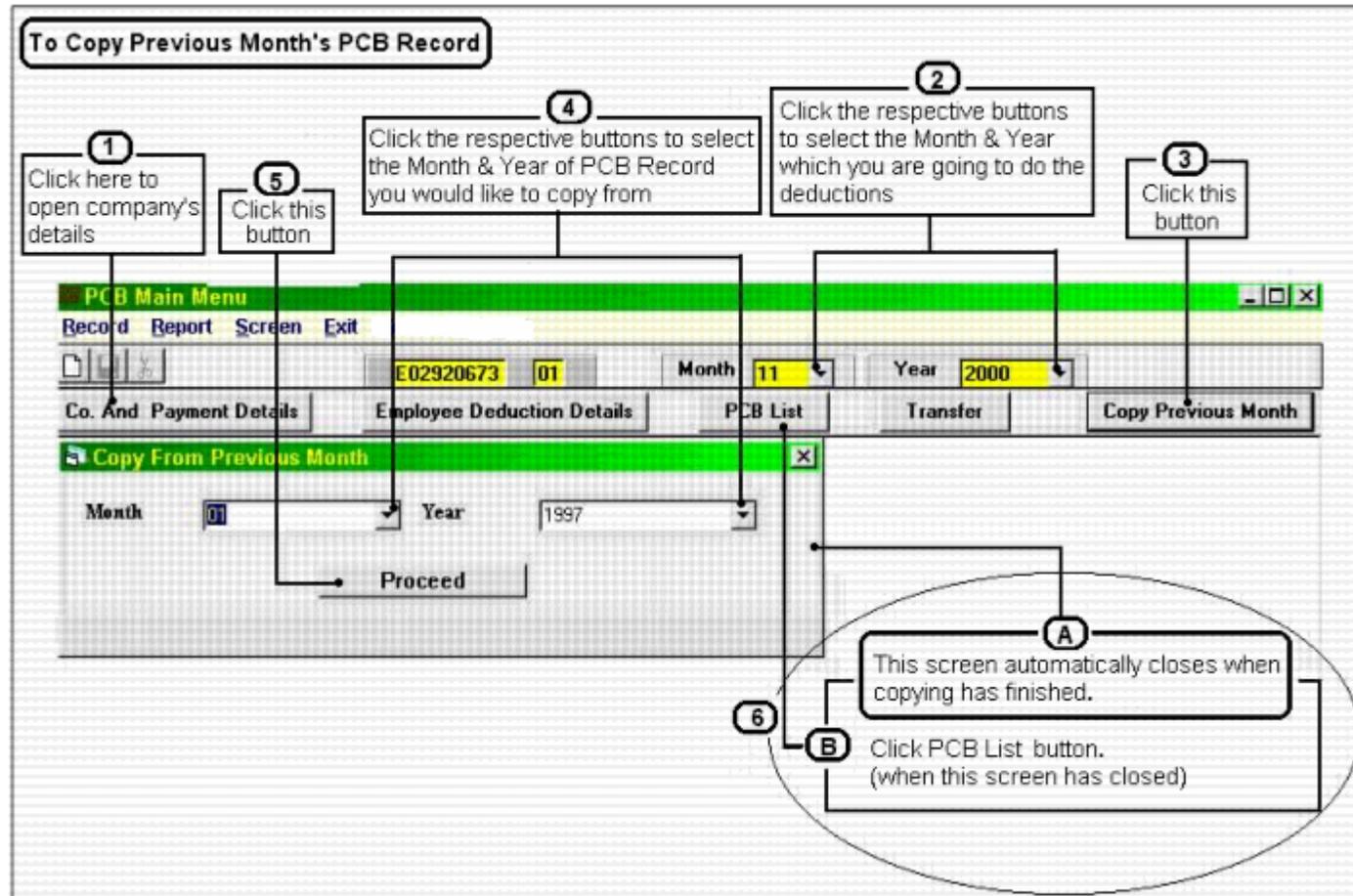
## TO COPY PREVIOUS MONTH'S PCB RECORD

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To prepare the PCB Deductions for the following month:

1. Open the PCB Program.
2. Click the respective arrow buttons to select the **Month** and **Year** which you are going to do the PCB deductions.
3. Point and click **COPY PREVIOUS MONTH** button. The screen '**Copy From Previous Month**' appears.
4. Click the respective button arrows on the '**Copy From Previous Month**' screen and select the **month** and **year** you would like to copy from.
5. Click **PROCEED** button. The '**Copy From Previous Month**' screen closes automatically when copying has finished.
6. Click **PCB LIST** button.

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[19]

**Untuk keterangan lanjut, sila hubungi**  
*(For further clarification, please contact)*

**LEMBAGA HASIL DALAM NEGERI  
CAWANGAN PUNGUTAN, UNIT PCB  
BLOK 8A, TINGKAT 11 (KIRI)**

**KOMPLEK PEJABAT KERAJAAN  
JALAN DUTA  
50600 KUALA LUMPUR**

**NO. TELEFON**

**03-6200-3426 / 03-6200-3425 / 03-6200-3424  
[ MICHAEL CHU atau NAZIF YAACOB ]**

**NO. FAKSIMILI**

**03-6201-1121**

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