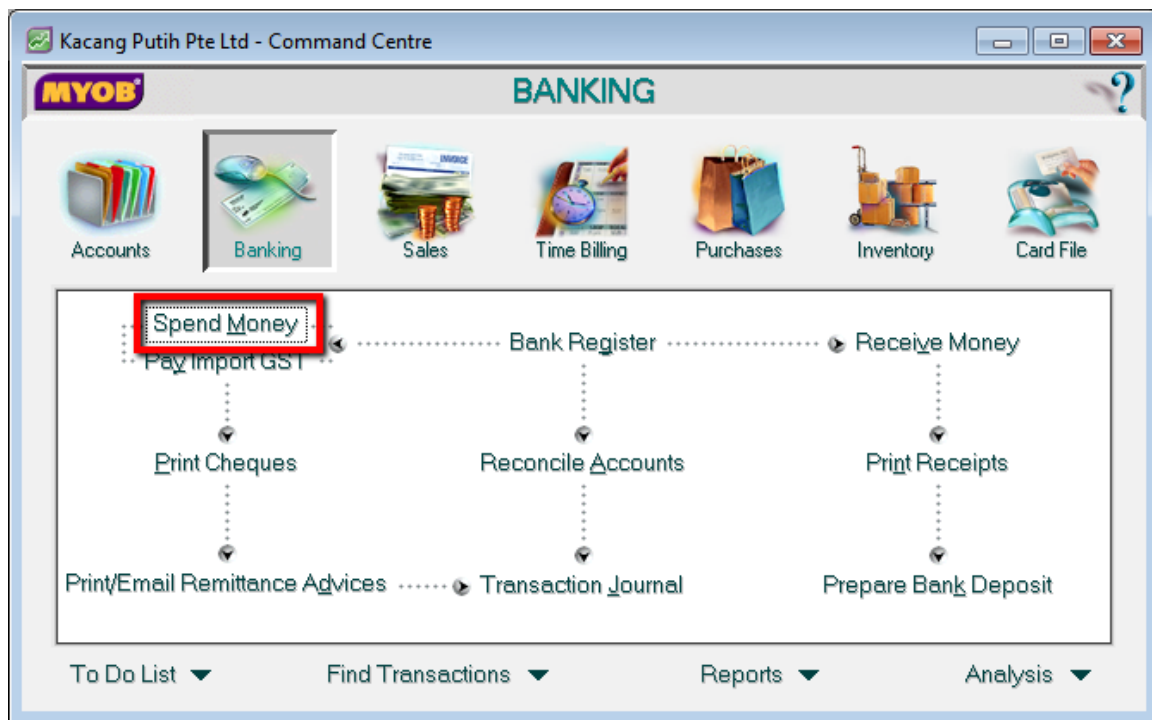


## HOW TO RECORD STAFF SALARY & CPF?

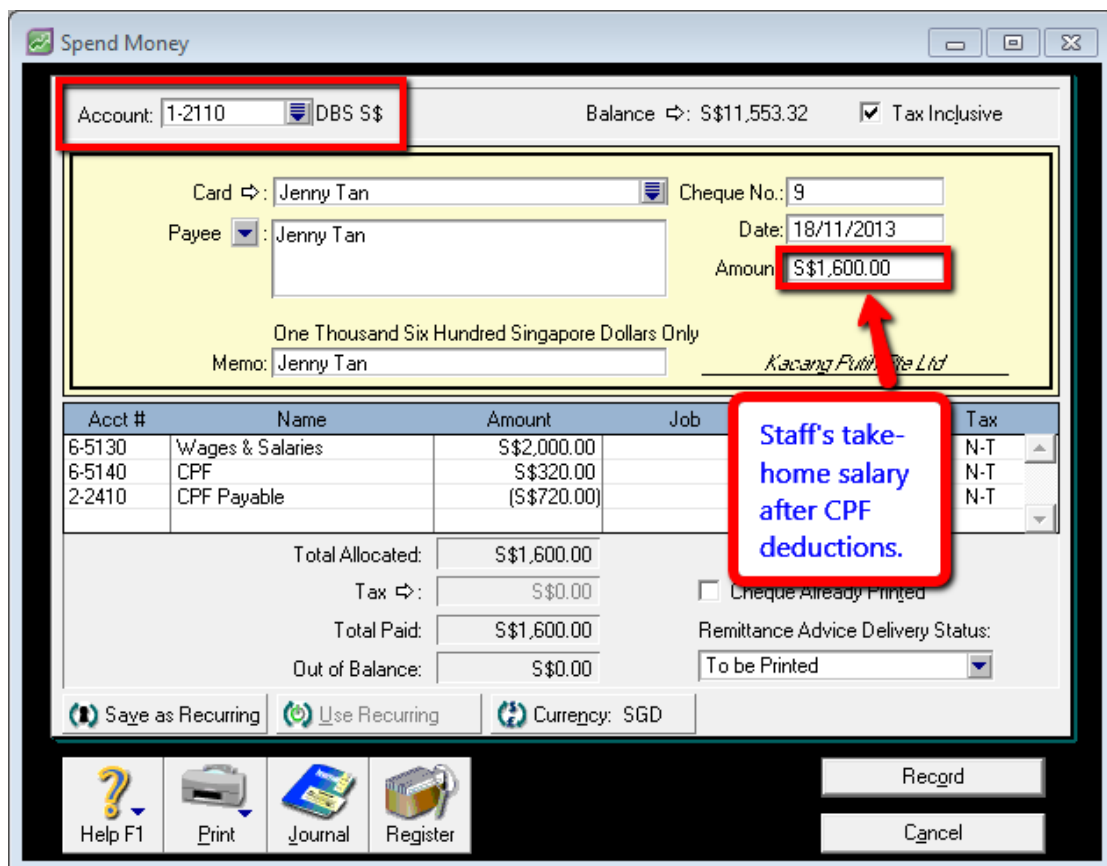
This Support Note is applicable if you do not intend to pass a journal to take into account your staff salaries.

1. Go to the Banking Module and select 'Spend Money'.



2. 'Spend Money' window will open.
3. Key in the date. This refers to the payment date.
4. Select the relevant staff's card.
5. Assume the staff's basic salary is S\$2,000.00. After employee's share of CPF deduction, her take home salary will be S\$1,600.00.
6. Therefore, enter S\$1,600.00 into the amount field. This also refers to the actual amount on the cheque issued to the staff.
7. In the 'Acct #' column, select 'Wages & Salaries'. Input the basic salary amount, eg. S\$2,000.00.

8. In the next line, select 'CPF' in the 'Acct #' column. The amount will be the employer's share of CPF, eg. S\$320.00.
9. In the third line, select 'CPF Payable' in the 'Acct #' column. Click at the 'Amount' field, the amount will be automatically calculated. The amount is the total CPF amount (employer + employee share of CPF), eg. S\$720.00 that we should pay to CPF Board.
10. Ensure that your 'Account' in which you are using to pay from and the 'Cheque No.' is correct.



11. Click 'Record' to save this entry.

Note: When recording payment to CPF Board, from the 'Spend Money' window, we will then choose 'CPF Payable' in the 'Acct #'. This will close out the 'CPF Payable' account.