

1. Tally Grand total IR8A with Pay History
  - a. In Income Tax >> Step 3 section >> Select IR8A Grand Total

**Step 3**

PDF Report

IR8A

A8A-Benefits In Kind

IR8S

A8B - Share Option

Pay History

IR8A Grand Total

IR8A - Checking

IR8A - Supplementary

IRAS - Check List

Text File Submission

Income Tax

Crimson Logic

API Submission

Generate-Validate-Submit

API Data Download

Cancellation of IRAS API

API Submission Details

## 2. Payroll Module >> Payroll Reports >> Pay History Report

Allowance/Deduction

CPF Max Report

CPF Shortfall Report

NPL/Shift/OT/RESTDAY

NSP Report

**Pay History**

YTD Detail Report

Payroll Report

Payslip

Payslip Checking Report

Pivot Table Report

**PAY HISTORY REPORT**

**Generate Report Type**  
☐ Export PDF ☒ **Export Excel** ☐ Excel Format ☐ Excel Format (Summary)

**From - To**  
Period From: 202301  
Employee From: 001 [ANDY LOW]  
Department From: FINANCE DEPARTMENT [FIN]  
Cost Centre From: [PRECAST7]  
Period To: 202312  
Employee To: SIAH [SIAH JIAN SHENG]  
Department To: SUPPORT DEPARTMENT [SUPP]  
Cost Centre To: PRECAST DEPARTMENT [PRECAST]

**Pay Cycle**  
☒ Full Month  
☐ End Month  
☐ Mid Month  
☐ Special Period  
☐ Bonus Period  
☐ Week 1  
☐ Week 2  
☐ Week 3  
☐ Week 4  
☐ Week 5

**Print By**  
Employee Sort By: EMPLOYEE NO  
☒ **Whole Company**  
☐ All  
☐ By Department (Detailed-Excel Format)  
☐ By Cost Centre (Detailed-Excel Format)  
Report Format: LANDSCAPE  
☐ Department  
☐ Cost Centre

**Excel Format Summary**  
1st Group By: DEPARTMENT  
2nd Group By: CATEGORY  
3rd Group By: EMPLOYEE NO

**Other Option**  
☒ New page after each Group?  
☒ **Exclude IR21?**  
☐ Exclude Leave Info?  
☐ Show NRIC in Full?  
☒ Include Grand Total?  
☐ Show Company Registration Number ?  
☐ Show Company CPF Account Number ?  
☐ Show YTD? (Excel Format)  
☐ Inc. allowance code in header? (Excel format)  
☐ Show Description? (Excel Format)

**Generate Report**