

MCO Travel Authorization Letter

User Guide

7th May 2021

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Privacy

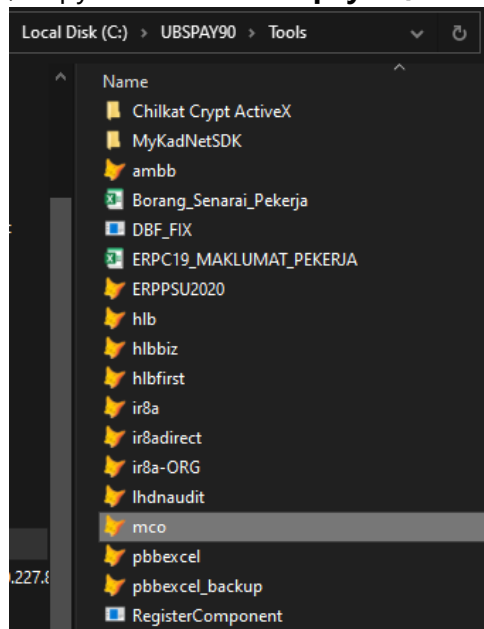
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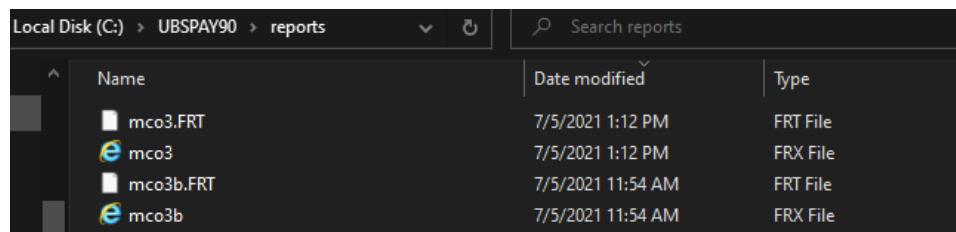
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1. Setup

- i. Download zip file from https://download.sage.my/pages/sage_payroll.html#Tools and Utilities MCO Authorization Letter
- ii. After extracting the files, Copy **mco.exe** to **UBSpay90\tools** folder

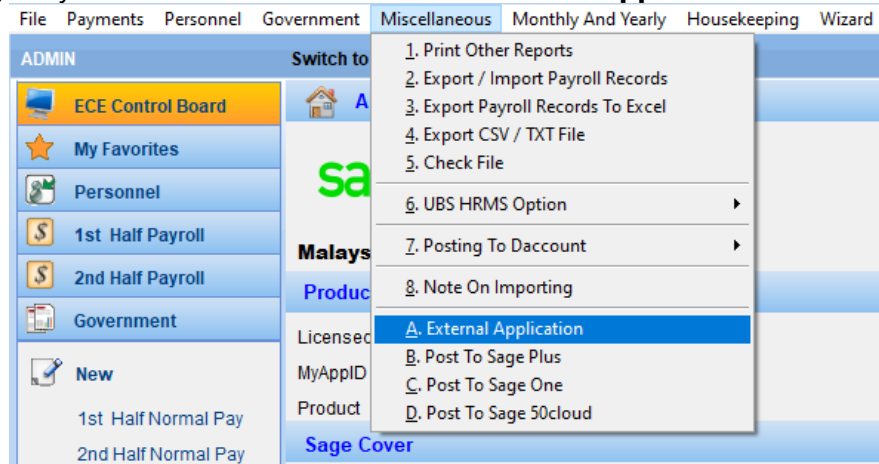


- iii. Next, copy reports listed below to **UBSPAY90\reports** folder
 - a. **mco3.FRX**
 - b. **mco3.FRT**
 - c. **mco3b.FRX**
 - d. **mco3b.FRT**

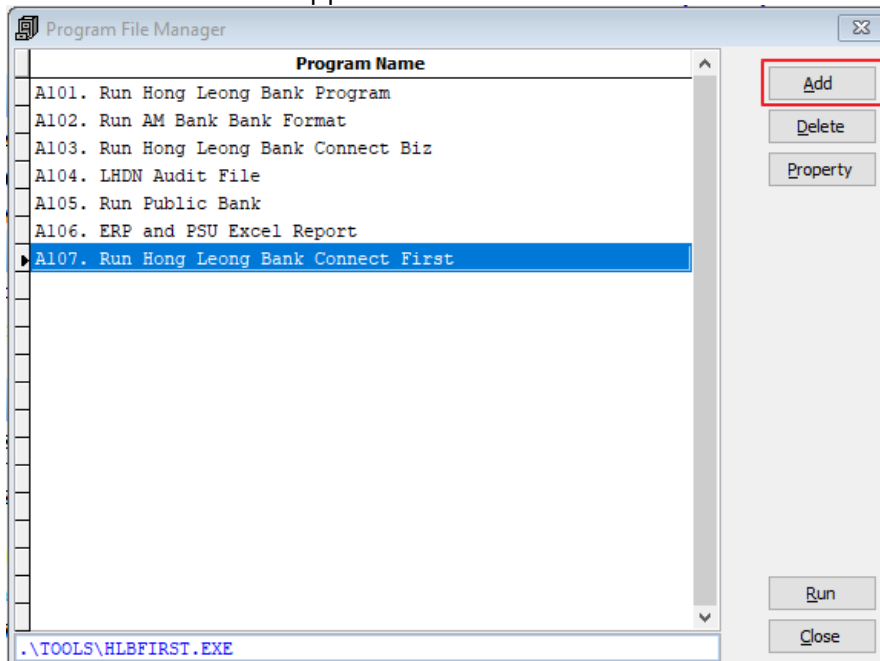


2. Add External Application to Sage Payroll

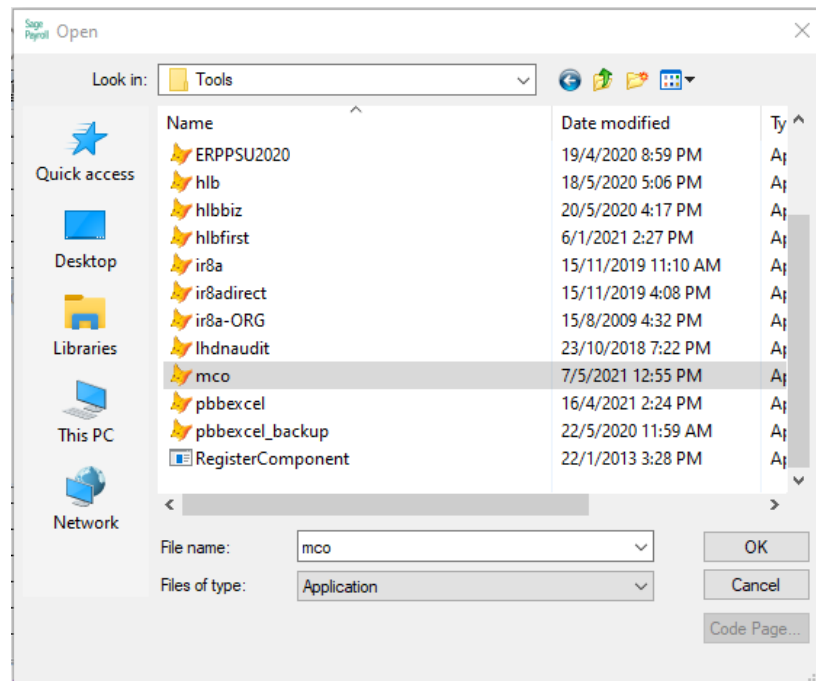
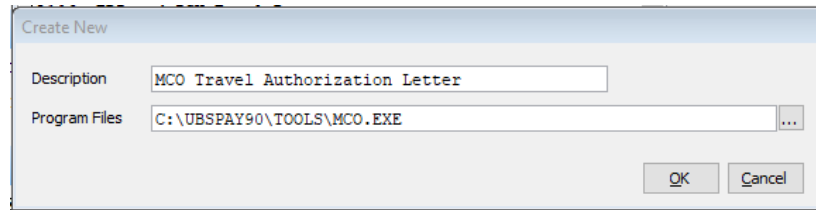
- i. Run Sage Payroll, Go to **Miscellaneous > A. External Application**



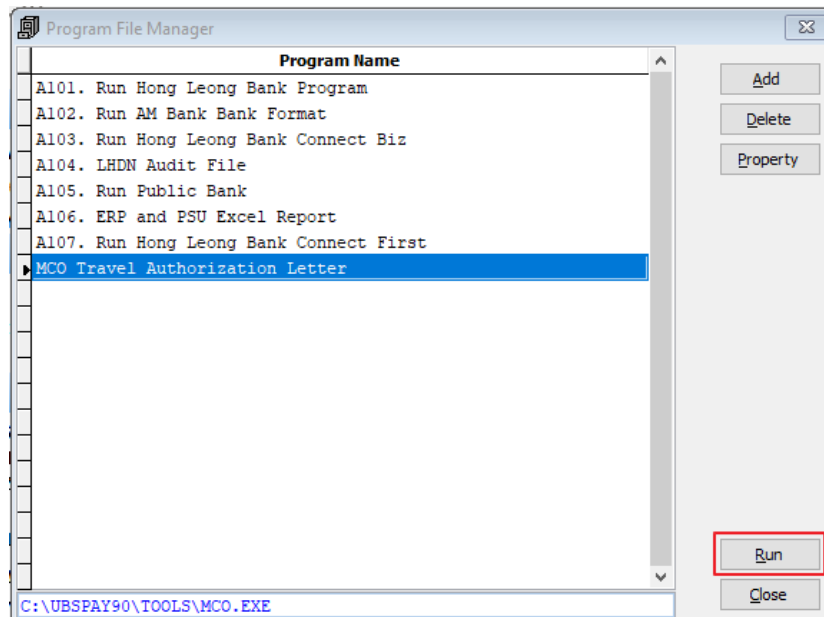
- ii. Click "Add" to add an external application



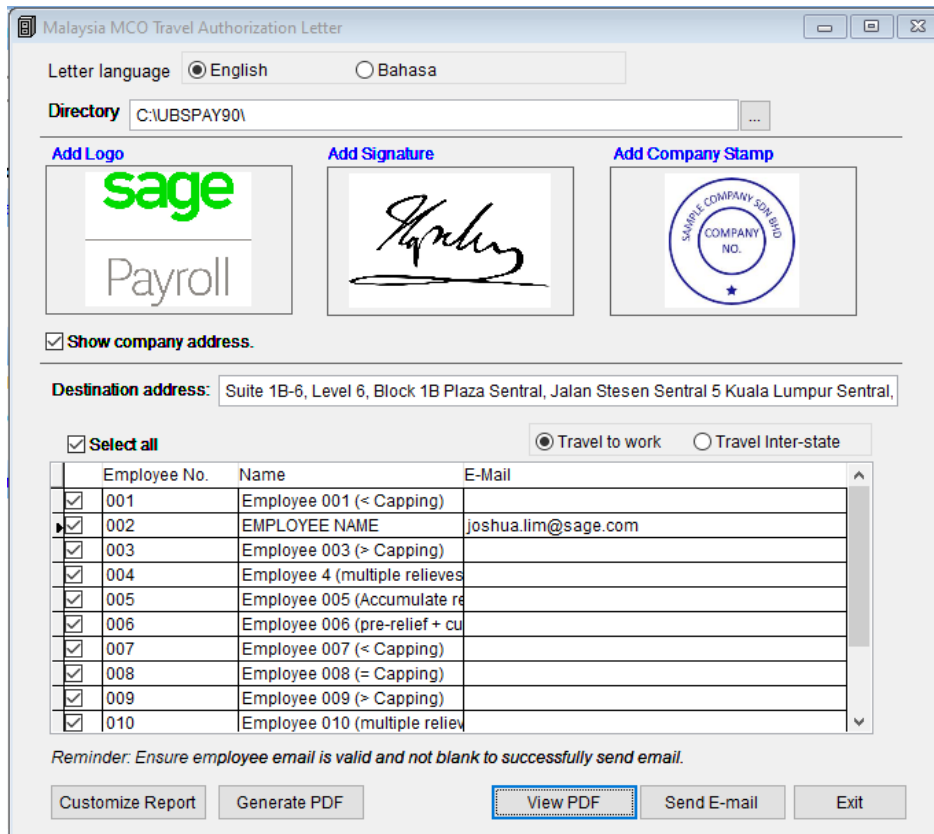
- iii. Fill in Description and select location of mco.exe (UBSPAY90\TOOLS\MCO.EXE). Click OK when done.



- iv. Run Application



3. Malaysia MCO Travel Authorization Letter Email Screen



Letter language English Bahasa

Directory C:\UBSPAY90

Add Logo **Add Signature** **Add Company Stamp**

Show company address.

Destination address: Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral,

Select all Travel to work Travel Inter-state

	Employee No.	Name	E-Mail
<input checked="" type="checkbox"/>	001	Employee 001 (< Capping)	
<input checked="" type="checkbox"/>	002	EMPLOYEE NAME	joshua.lim@sage.com
<input checked="" type="checkbox"/>	003	Employee 003 (> Capping)	
<input checked="" type="checkbox"/>	004	Employee 4 (multiple relieves	
<input checked="" type="checkbox"/>	005	Employee 005 (Accumulate re	
<input checked="" type="checkbox"/>	006	Employee 006 (pre-relief + cu	
<input checked="" type="checkbox"/>	007	Employee 007 (< Capping)	
<input checked="" type="checkbox"/>	008	Employee 008 (= Capping)	
<input checked="" type="checkbox"/>	009	Employee 009 (> Capping)	
<input checked="" type="checkbox"/>	010	Employee 010 (multiple relief	

Reminder: Ensure employee email is valid and not blank to successfully send email.

Customize Report Generate PDF View PDF Send E-mail Exit

- i. **Letter Language** – 2 languages are made available
 - a. English
 - b. Bahasa Malaysia
- ii. **Directory** – Select location to generate report. (Mandatory)
- iii. **Add Logo, Add Signature, Add Company Stamp** – Upload picture of your company logo, signature and company stamp. This will be shown in the generated report.
- iv. **Show company address** – check to show address
- v. **Destination address** – default address will be the company address. (Housekeeping > Parameter Setup > Company Details.)
- vi. **Travel to work/Travel Inter-state** – select either option
- vii. **Employee Table** – Select employee that you want to send email to, emails can be changed in this table too.
- viii. **Customize Report** – User can change the wordings of the letter(strings) but **NOT** the variable names.
- ix. **Generate PDF** – Generate letter
- x. **View PDF** – This button will only be enabled once letter is generated. Select an employee from the table to view the pdf.
- xi. **Send Email** – This button will only be enabled once letter is generated. Click to send email once customization is completed.
- xii. **Exit** – Close screen

4. Send Email

Pre-requisites:




- i. Ensure your system has Outlook running to send email.
- ii. Ensure Employee emails are valid and not blank

Malaysia MCO Travel Authorization Letter

Letter language English Bahasa

Directory C:\UBSPAY90\

Add Logo **Add Signature** **Add Company Stamp**

Show company address.

Destination address: Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral,

Select all Travel to work Travel Inter-state


	Employee No.	Name	E-Mail
<input checked="" type="checkbox"/>	001	Employee 001 (< Capping)	
<input checked="" type="checkbox"/>	002	EMPLOYEE NAME	joshua.lim@sage.com
<input checked="" type="checkbox"/>	003	Employee 003 (> Capping)	
<input checked="" type="checkbox"/>	004	Employee 4 (multiple relieves)	
<input checked="" type="checkbox"/>	005	Employee 005 (Accumulate relief)	
<input checked="" type="checkbox"/>	006	Employee 006 (pre-relief + capping)	
<input checked="" type="checkbox"/>	007	Employee 007 (< Capping)	
<input checked="" type="checkbox"/>	008	Employee 008 (= Capping)	
<input checked="" type="checkbox"/>	009	Employee 009 (> Capping)	
<input checked="" type="checkbox"/>	010	Employee 010 (multiple relieves)	

Reminder: Ensure employee email is valid and not blank to successfully send email.

Customize Report Generate PDF **View PDF** Send E-mail Exit

Sample Reports:

- i. Language: English, Travel to work



Payroll

New Company
Suite 1B-6, Level 6, Block 1B
Plaza Sentral, Jalan Stesen Sentral 5
Kuala Lumpur Sentral, 50470 Kuala
03-22614178

07/05/2021

Letter of authorization to travel to work

Dear Sir/Madam


Please kindly permit EMPLOYEE NAME, carrying 223456-78-9012 ID number to commute to address Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur as part of his work requirements

Our company is covered under the Ministry of International Trade and Industry (MITI) essential services scheme.

Thank you for your cooperation.


Sincerely

Signature



Name of authorizer in company: MANAGER NAME

Title : PAYROLL MANAGER



ii. Language: English, Travel Inter-state



Payroll

New Company
Suite 1B-6, Level 6, Block 1B
Plaza Sentral, Jalan Stesen Sentral 5
Kuala Lumpur Sentral, 50470 Kuala
03-22614178

07/05/2021

Letter of authorization to travel inter-state

Dear Sir/Madam

Please kindly permit EMPLOYEE NAME, carrying 223456-78-9012 ID number to commute to address Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur as part of his work requirements

Our company is covered under the Ministry of International Trade and Industry (MITI) essential services scheme.

Thank you for your cooperation.

Sincerely

Signature



Name of authorizer in company: MANAGER NAME

Title : PAYROLL MANAGER



iii. Language: BM, Travel to work



Payroll

New Company
Suite 1B-6, Level 6, Block 1B
Plaza Sentral, Jalan Stesen Sentral 5
Kuala Lumpur Sentral, 50470 Kuala
03-22614178

07/05/2021

Surat kebenaran merentas ketempat kerja

Kehadapan Tuan/Puan

Adalah dimaklumkan bahawa EMPLOYEE NAME, pemegang kad pengenalan bernombor 223456-78-9012 akan berulang alik ke alamat berikut di atas faktor kerja.

Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur

Syarikat kami adalah satu perkhidmatan perlu (Essential services) dan dilindungi di bawah Skim perkhidmatan Kementerian Perdagangan Antarabangsa dan Industri (MITI).

Segala kerjasama dari pihak tuan/puan terhadap perkara ini, diucapkan ribuan terima kasih.

Sekian

Tandatangan



Nama pengarah Syarikat MANAGER NAME

Jawatan PAYROLL MANAGER



iv. Language: BM, Travel Inter-state



Payroll

New Company
Suite 1B-6, Level 6, Block 1B
Plaza Sentral, Jalan Stesen Sentral 5
Kuala Lumpur Sentral, 50470 Kuala
03-22614178

07/05/2021

Surat kebenaran merentas negeri

Kehadapan Tuan/Puan


Adalah dimaklumkan bahawa EMPLOYEE NAME, pemegang kad pengenalan bernombor 223456-78-9012 akan berulang alik ke alamat berikut di atas faktor kerja.

Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur

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Segala kerjasama dari pihak tuan/puan terhadap perkara ini, diucapkan ribuan terima kasih.

Sekian

Tandatangan 

Nama pengarah Syarikat MANAGER NAME

Jawatan PAYROLL MANAGER



***** The End *****