

## **PAT-CPF Subscribers Training**

**Duration: 1 Day**

**Fees: \$180 (Excluding GST)**

### **Service Overview**

CrimsonLogic's **Provident And Tax (PAT)** service helps you reduce the manual tasks of submitting, printing and filling payment advice sheets and employee salary data to the Central Provident Fund (CPF) Board and Inland Revenue Authority of Singapore (IRAS).

This one-stop, user-friendly service assures you of accurate and timely submissions, and also frees up your time so that you can focus on other important tasks.

### **Training Overview**

PAT-CPF Subscribers Training is a training conducted especially for existing/new staff of the organization who have been assigned to submit monthly payment advice to CPF Board.

This one-day training session will cover the functionalities and features of the application which includes creation and uploading of CPF Payment Advice, performing amendments to files filed previously. The course outline includes:

### **Course Content**

- 1 Overview of the System
- 2 Password Management
- 3 Initial Setting Up of the Company Profile
- 4 Prepare CPF Documents
  - a Create & Submit Payment Advice (Upload, Update or New)
  - b Browse / Print
- 5 Checking Submission Status
  - a Payment Advice
  - b Acknowledgement
  - c Record of Payment
  - d GIRO Reminder
  - e Payment In Progress
- 6 Managing Company and User Profile
- 7 Reports
- 8 Web Billing

### **Who Should Attend**

- For existing users of PAT-CPF service who may need a refresher on the use of the service
- For new staff who is taking over the responsibilities of submitting payment advice messages via the PAT service to CPF Board.

