TABLE OF CONTENTS

| 1 | OVERV | 'IEW | . 2 |
|---|--------|---|-----|
| | 1.1 | Features | . 2 |
| | 1.2 | System Requirements | . 3 |
| | 1.3 | Command Centre | . 4 |
| | 1.4 | Standard Functions And Buttons | . 5 |
| 2 | GETTIN | JG STARTED | .8 |
| | 2.1 | Package Content | . 8 |
| | 2.2 | System Installation | . 9 |
| | 2.2.1 | Standalone Installation | . 9 |
| | 2.2.2 | Network Installation | 12 |
| | 2.3 | Login Screen | 20 |
| | 2.4 | Payroll Database Registration | 21 |
| 3 | SETUP. | | 24 |
| | 3.1 | Company Profile Setup | 25 |
| | 3.2 | Department Maintenance | 32 |
| | 3.3 | Bank Maintenance | 33 |
| | 3.4 | Allowance Maintenance | 34 |
| | 3.5 | Deduction Maintenance | 35 |
| | 3.6 | Employee Maintenance | 37 |
| | 3.7 | Year To Date Entry | 43 |
| | 3.8 | Creating, Delete & Add Payroll Database | 45 |
| | 3.8.1 | Create New Payroll Database | 45 |
| | 3.8.2 | Delete Payroll Database | 45 |
| | 3.8.3 | Add Payroll Database | 45 |
| | 3.9 | Other Maintenance | 46 |
| | 3.9.1 | Country Maintenance | 46 |
| | 3.9.2 | Race Maintenance | 46 |
| | 3.9.3 | User Maintenance | 47 |

| | 3.9.4 | Income Tax Table Maintenance | 48 |
|---|----------|--|-----|
| | 3.9.5 | EPF Table Maintenance | 49 |
| | 3.9.6 | SOCSO Table Maintenance | 50 |
| | 3.9.7 | PCB Receipts | 51 |
| | 3.10 Use | er Defined Field | 52 |
| 4 | PAYROLL | PROCESS | 60 |
| | 4.1 Cre | ate New Payroll Transaction | 60 |
| | 4.1.1 | Allowance | 62 |
| | 4.1.2 | Overtime | 63 |
| | 4.1.3 | Commission | 65 |
| | 4.1.4 | Bonus | 66 |
| | 4.1.5 | Payment Of Arrears | 67 |
| | 4.1.6 | Deduction | 68 |
| | 4.1.7 | Advance | 69 |
| | 4.1.8 | Benefit In Kind | 70 |
| | 4.1.9 | Basic Salary | 71 |
| | 4.1.10 | EPF / SOCSO/ TAX Calculator | /2 |
| | 4.2 Pro | cess Bonus | /3 |
| 5 | PAYROLL | REPORTS | 76 |
| | 5.1 Prin | nt Payslip | 76 |
| | 5.2 Prin | nt Payroll Summary | 77 |
| | 5.3 Prin | nt EPF Borang A | 78 |
| | 5.4 Prin | nt SOCSO Borang 8A | 79 |
| | 5.5 Prin | nt Income Tax CP39 | 80 |
| | 5.6 Oth | er Payroll Reports | 81 |
| | 5.7 Prin | nt Income Tax - EA | 85 |
| | 5.8 Prin | nt Income Tax – CP8D | 87 |
| | 5.9 Prin | nt Income Tax – CP159 | 88 |
| 6 | ELECTRON | NIC PAYROLL TRANSFER | 90 |
| | 6.1 Cre | ate Electronic Credit Payment Diskette | 90 |
| | 6.2 EP | F Borang A Diskette | 91 |
| | 6.3 SO | CSO Borang 8A Diskette | 95 |
| | 6.4 Inc | ome Tax CP39 Diskette | 102 |
| | | | |

| 7 | TOOLS | & UTILITIES | 108 |
|---|-------|----------------------------|-----|
| | 7.1 | Backup & Restore | 108 |
| | 7.1.1 | Backup | 108 |
| | 7.1.2 | Restore | 110 |
| | 7.2 | Purge Payroll Transaction | 111 |
| | 7.3 | Period Locking | 112 |
| | 7.4 | Payroll History Enquiry | 113 |
| | 7.5 | Purge Leave Transaction | 114 |
| | 7.6 | Options | 115 |
| 8 | LEAVE | PROCESS | 118 |
| | 8.1 | Maintenance | 118 |
| | 8.1.1 | Create Leave Entitlement | 118 |
| | 8.1.2 | Open Leave Entitlement | 120 |
| | 8.1.3 | Maintain Leave Type | 121 |
| | 8.1.4 | Maintain Leave Group | 122 |
| | 8.2 | Leave Application | 123 |
| | 8.3 | Leave Inquiry | 127 |
| 9 | REPOR | T BUILDER | 129 |
| | 9.1 | Standard Component Palette | 130 |
| | 9.2 | Data Component Palette | 132 |
| | 9.3 | Advance Component Palette | 133 |
| | 9.4 | Edit Toolbar | 134 |
| | 9.5 | Align Or Space Toolbar | 134 |
| | 9.6 | Size Toolbar | 136 |
| | 9.7 | Nudge Toolbar | 136 |



1 OVERVIEW

- **1.1** Features
- **1.2** System Requirements
- **1.3** Command Centre
- 1.4 Standard Functions and Buttons

1 OVERVIEW

AutoCount Payroll is designed for small to medium size companies. It has sufficient internal management and external government reports to assist the user to maintain and manage their payroll. User with minimal payroll knowledge can easily find guides and hints of Government Employment Act both in setup and transactions screen. User can also view past payroll period and graphical presentations of payroll information.

1.1 FEATURES

Features Highlight:-

- \cong *Extremely easy to use.*
- 🔉 Innovative New Inductive User Interface Design.
- Display historical payroll records in both tabular and graphical format.
- > Plenty of analytical and management reports.
- No month end and year end closing needed.
- Built-in report designer to design pay slip and etc.
- Support data exporting to Microsoft Office products for further analysis.
- > Password access right control.
- Solution: Solution with the subjected to EPF. Socso or Tax.
- Electronic file submission for EPF, SOCSO, TAX as well as employee's salary via diskette.
- Built-in contemporary Malaysia Labour Act guide.
- Support web-based submission of Income Tax, EPF and SOCSO provided by BCB (Bumiputra-Commerce Bank Berhad Services).

1.2 SYSTEM REQUIREMENTS

- >> Microsoft Windows 95/98/NT4/ME/2000/XP
- >> Pentium based processor (Recommended P166 and above)
- ∞ 32 MB of RAM or more (Recommended 64 MB RAM)
- ∞ 50 MB of hard-disk space (Recommended 100 MB)
- » Microsoft Windows Compatible Printer
- ∞ For network users, recommended 100 Base-T NIC
- Solution Microsoft Internet Explorer 4 or above (Recommended IE 5)

1.3 COMMAND CENTRE

Upon login to AutoCount Payroll, the system will display a Command Centre as shown below.



A. Task Reminder – Similar to Microsoft Outlook whereby user can enter notes of reminder. The following steps are how to enter the information.

- 1. Click ^L button or press **Insert** key.
- 2. Enter all the information.
- 3. Click button or press **Ctrl** + **S** for save

B. Employee Statistics – Display analysis in pie chart by department and race.

C. Labour Law Info – Malaysia's guideline for Labour Law.

1.4 STANDARD FUNCTIONS AND BUTTONS

Below is a list of the AutoCount Payroll standard buttons and their corresponding keyboard equivalents:

| BUTTON & KEY | DESCRIPTION | BUTTON & KEY | DESCRIPTIONS |
|--------------|-----------------|---------------|----------------------------------|
| | First Record | Y | Filter |
| • | Previous Record | D or Ins | Insert New Record |
| • | Next Record | or F2 | Edit Record |
| ►I | Last Record | or Ctrl + Del | Delete Record |
| C or F5 | Refresh | or Ctrl + S | Save Record |
| e | Print | \mathbf{N} | Cancel |
| Là. | Preview | or F7 | Switch View |
| | Export | 6A. | Customised Display Preference |
| or Ctrl + F | Find | | Calculator |



2 GETTING STARTED

- 2.1 Package Contents
- 2.2 System Installation
 - 2.2.1 Standalone Installation
 - 2.2.2 Network Installation
- 2.3 Login Screen
- 2.4 Payroll Database Registration

2 GETTING STARTED

2.1 PACKAGE CONTENT

The product box should contain the following items: -

- Payroll CD
- Payroll User Manual
- Payroll License Agreement

If any of the above items is missing or damage, please request from your dealer or distributor immediately

2.2 SYSTEM INSTALLATION

AutoCount Payroll installation comprises of Standalone Installation and Network Installation.



Interbase 6 Open Edition must be installed first **BEFORE** installing AutoCount Payroll.

2.2.1 STANDALONE INSTALLATION

- 1. Insert the software CD into CDROM drive.
 - If your CD-ROM drive auto-run feature is enabled, wait for the Setup dialog to appear (See Figure 1).
 - If the CD does not start on its own, go to My Computer, open your CD-ROM drive and double click on the Autorun.exe file.

Alternatively, click on the Windows TM Start button and select Run. In the "Open:" type $x:\$ Autorun.exe (where "x" is the letter of your CD-ROM drive) and hit Enter.



Figure 1

- 2. Click **Interbase 6 Open Edition** and follow the on screen instructions.
- 3. Once finish click AutoCount Payroll and follow the on screen instructions.
- 4. Double click the icon on the desktop and the below window will appear (Refer to Figure 2).



Figure 2

5. Select **Standalone Setup**, then click **OK** and the following window will appear (*Refer to Figure 3*).



Figure 3

- 6. In the **Register AutoCount Payroll** dialog, enter all the information (i.e. user and company name and product ID), then click **OK**.
- 7. In the Create New Payroll Database dialog (Refer to Figure 4), select
 - *Evaluation the Product* Select this option to evaluate the product with sample payroll data.
 - *Start your actual payroll system* Select this option to create the actual payroll data.
- 8. Click **Create** button.



Figure 4

2.2.2 NETWORK INSTALLATION

NOTE:

Assumption of the following Network and Workstation setup as shown in Figure 5.



- 1. For **Server** installation
 - a) Create an empty folder and you may name it as *Payroll* in <u>C:\Program</u> <u>Files\BCE\Payroll</u> to store the database files.
 - b) Under the *Payroll* folder, create another two subfolder; one you can name is as *DB*, which is use to store the entire database files, and another one as *Backup*, which is use for backup purpose.
 - c) Follow the *Standalone Installation* from the **Step 1** to **Step 7** except **Step 5** select **Network Setup** and the below window will appear (*Refer to Figure 5*).



Figure 6

d) In the **Save in** field, specify where you want to keep your payroll database (e.g. C:\Program File\BCE\Payroll).

e) Click **Save** and the following window will appear (*Refer to Figure 7*).



Figure 7

- f) In the **Interbase Server** field, select **Remote Interbase Server** (*Refer to Figure 7 above*).
- g) In the **Server Name** field, enter the server IP Address (*Refer to Figure 7*)

Note:

Select **Start | Programs | MS-DOS Prompt** to check for IP Address for *Windows* 95/98.

Select **Start** | **Programs** | **Accessories** |**Command Prompt** to check for IP address for *Windows* 2000.

In the MS-DOS Prompt or Command Prompt, enter IPCONFIG (Refer to Figure 8)



Figure 8

h) In the Database File Folder field:-

For Server Setting :-

Enter the path of the empty folder created in the server. As this path is viewed from the server and is the location of the payroll database, it must begin with a drive letter such as *C*:*PROGRAM FILES**BCE**PAYROLL**DB*\ (*Refer to Figure* 5)

For Workstation Setting:-

Follow the same path as indicate in the server setting. (*Refer to Figure 5*)

In the **Temporary Backup Folder that can be accessed by the Interbase server** field, enter the path of the backup folder in the server, this path also is viewed from the server. (*Refer to Figure 5*)

In the **Temporary Backup Folder that can be accessed by this workstation** field, enter the path of the backup folder in the server, this path is viewed from the workstation. (*Refer to Figure 5*)

i) Select **Test Connection** to establish connection. System will prompt message "Connection Success" once the connection is establish.



j) Click **OK** button.

- 2. For Workstation installation:
 - a) Follow the <u>Standalone Installation</u> from the **Step 1** and **Step 2** except when you see the **Select Components** dialog, deselect (tick off) the *Server for Windows* option (Refer to Figure 8).



b) Follow the <u>Standalone Installation</u> instructions from the Step 3 to Step 6 except Step 4, select Network Setup, then click OK and the below window will appear (Refer to Figure 9).



Figure 9

- c) In the **Save in** field, browse it to the server and look for **Payroll.ACF** file.
- d) Click Save button

NETWORK INSTALLATION SUMMARY TABLE :-

| | Choose Eithe Settings | r One | | | | |
|-----------------------|---------------------------|-----------------------|---------------------------------|------------------------------|--|--|
| | SERVER 192.168.1.1 | SERVER 192.168.1.1 | Workstation 1 192.168.1.2 | Workstation 2 192.168.1.3 | | |
| INTERBASE SI | ERVER | | | | | |
| Local | | | | | | |
| Interbase | \checkmark | N/A | N/A | N/A | | |
| Server | | | | | | |
| Remote | | | | | | |
| Interbase | N/A | \checkmark | \checkmark | \checkmark | | |
| Server | | | | | | |
| Server Name | N/A | 192.168.1.1 | | | | |
| Network | NI/Δ | | | | | |
| Protocol IV/II | | | | | | |
| DATABASE FILES FOLDER | | | | | | |
| Database Files | atabase Files | | | | | |
| Folder | | C. \Progra | <i>n Files \DCE \Puyroll \D</i> | 5 \ | | |
| TEMPORARY | BACKUP FOL | DER | | | | |
| That can be | | | | | | |
| accessed by | | al Drooman | r Files\BCE\Payroll\Backup\ | | | |
| Interbase | | c. \Program | | | | |
| server | | | | | | |
| That can be | a > Dw | 0.014.0114 | | | | |
| accessed by | accessed by | | | | | |
| this | Files \ DCE | (Fuyroll \ | \\Server\BCE\Payroll\Backup\ | | | |
| workstation | Вискир \ | | | | | |
| ACF FILE | | | | | | |
| ACF File | c:\Pro | ogram | | | | |
| Location | <i>Files</i> \ <i>BCE</i> | \Payroll \ | \\Server\BCE\Pay | roll\Payroll.ACF | | |
| | Payrol | ll.ACF | | | | |

2.3 LOGIN SCREEN

Once the system has created the database, the login screen will appear. The default **User ID** is **ADMIN** and the **Password** is **ADMIN**.



2.4 PAYROLL DATABASE REGISTRATION

By default all new payroll database created in the system is an unregistered payroll database. The system allows user to enter payroll data up to two (2) months only.

To register an account book:

- 1. Click File | Register Payroll Database...
- 2. Then, carefully check to make sure the *Company Name* and *Address* are correct, if any of them is incorrect, you can click **File** | **Company Profile** to correct it.
- 3. Click **Print Preview the Request For Registration Code Form** button to print out a report, then officially cop and sign the report and fax back to **BCE Software** to request the payroll database registration code (See Note below).
- 4. Upon receiving the registration reply form, enter the registration code in the Registration Code field as shown below.
- 5. Click **Register** button.





Please allow **two** (2) working days for us to process the **Registration Code** and please get your **Registration Code** from your dealer.

The **First** register company payroll database will be the "**Master**" company database.

The subsequent register company database **MUST** have the same Company Name or Company Address with the "**Master**" payroll database.



3 SETUP

- 3.1 Company Profile Setup
- 3.2 Department Maintenance
- 3.3 Bank Maintenance
- 3.4 Allowance Maintenance
- 3.5 Deduction Maintenance
- 3.6 Employee Maintenance
- 3.7 Year To Date Entry
- 3.8 Creating, Delete & Add Payroll Database
- 3.9 Other Maintenance
- 3.10 User Defined Field

3 SETUP

Login to AutoCount Payroll and the following screen will appear. Select the **Start** arrow to proceed with the payroll database setup.





AutoCount Payroll Setup can be accessed through File | Payroll Setup Wizard.

3.1 COMPANY PROFILE SETUP

1. Company Profile Setup allows user to enter the company profile (i.e. Company Name, Company Registration No, etc.).

| Common Tasks 🔗 Setup Company Profile Maintain Department | This is where y If you have no you can just fo Law. | rou may setup y idea about thos illow my default | our compa se EPF, SC settings \ | iny's payroll ICSO & O/Ti vhich is com | policy. me settir pliance v | ngs, vith the Labour | |
|--|--|--|---------------------------------------|--|-----------------------------------|-------------------------|--------|
| Maintain Bank Maintain Allowance | Profile Addresses 0 | Contribution Setting 0 | vertime Settin | ARE SDN BHD | | | Edit |
| Maintain Deduction | Logo (110x120) | Short Name | CCY SOFTW | ARE SDN BHD | | | |
| Maintain Employee | | Registered No. | 700909-C | | Remark | SAMPLE | Cancel |
| Year To Date Entry | | Nature of Business | SOFTWARE | HOUSE | | 1 | |
| | Company Logo | EPF No. | 013156476 | | Phone 1 | 03-33725777 | |
| | | SOCSO No. | B3418871× | | Phone 2 | | |
| | | Tax No. | 9876543210 | 98765 | Fax | 03-33725888 | |
| | | Currency Code | BM | | | | |
| | Company Addres | s | | Contact P | erson | | |
| | 181A, JALAN MERU | | | Name | MR. CHAU | J | |
| | 41050, KLANG, | | | I.C. No | A7491729 | | |
| | SELANGOR DARUL | EHSAN. | | Department | ACCOUNT | | |
| 4 | | | | Position | ACCOUNT | | |
| Powered by: | | | | | | Dent Defeat | |

2. Click **Addresses** tab to enter company's **Tax, Socso** and **EPF** branch address information.

| 🕄 AutoCount Payroll Plus | CCY SOFTWARE SDN BHD [SAMPLE] | _ 8 × |
|----------------------------|---|------------|
| Eile Edit View Inquiry Pay | roll Leave Iools Windows Help | |
| H 4 F F C 🕘 | B. 18 D B 🗙 🖬 🗠 1 📾 🗛 📾 | |
| Saturday, 29 Jun 2002 | Setup Company Profile | |
| 🔵 Common Tasks 😞 | This is where you may setup your company's payroll policy. If you have no idea about those EPF, SOCSO & O/Time settings, you can just follow my default settings which is compliance with the Labour Law. | 00 · |
| Setup Company Profile | | |
| Maintain Department | | <u> </u> |
| Maintain Bank | Profile Addresses Payroll Setting Contribution Setting Overtime Setting Leave Setting | Edit |
| Maintain Allowance | Tax Branch: | Cause |
| Maintain Deduction | | oave |
| Maintain Employee | Tax Branch Address SULSU Branch Address | Cancel |
| Year To Date Entry | | |
| | | |
| | | |
| | | |
| | | |
| | EPF Branch Address | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Powered by : | | |
| | Reset Default | - |
| Technology | | End Wizard |
| | Registered Database. (40) | ADMIN |

3. Select the Payroll Setting to indicate the HRDF (Human Resource Department Fund) if the company is subjected to HRDF.



4. Select **Contribution Setting** tab to indicate a default contribution setting for the particular item. For example, to pay the EPF and tax for Bonus, tick on the EPF and Tax.

| Saturday, 27 Oct 2001 | Setup Company P | rofile | | | | |
|--|---|---|---|----------------------------------|------------|------------|
| Common Tasks 🔗 Setup Company Profile Maintain Department | This is where you may setup If you have no idea about th you can just follow my defau Law. | your compan lose EPF, SOC Ilt settings wh | y's payroll pol SO & O/Time hich is complia | icy. settings, nce with th | ne Labour | |
| Maintain Bank | Profile Addresses Contribution Setting | Overtime Setting | | | | Edit |
| Maintain Allowance | | | Contribution | is Setting | | |
| Maintain Deduction | Items A | EPF | SOCSO | Tax | Overtime | Save |
| Maintain Employee | Basic Salary for the month | × | | × | × | Cancel |
| Year To Date Entry | Commission | · | ~ | | | |
| | Director Fees | | | ~ | | |
| | First Half | | ~ | ✓ | | |
| | Paid Leave | | | · | | |
| | Unpaid Leave | • | ~ | ✓ | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Descend by: | | | | | | |
| | | | | Res | et Default | |
| Technology | | | | | | End Wizard |

5. Select **Overtime Setting** tab to indicate to the system to calculate the overtime.

| R AutoCount Payroll Plus - | CCY SOFTWARE | SDN BHD [SAMPLE] | | | _ 8 × |
|---|--|--|--|--|------------|
| Eile Edit View Inquiry Payr | oll Leave Tools | Windows Help | | | |
| H A F F G 🖉 [| 3. 48 🗅 🖻 | 🗙 🖬 🏷 🗐 🖊 | X 🖬 | | |
| Saturday, 29 Jun 2002 | Setup | Company I | Profile | | |
| Common Tasks 😞 Setup Company Profile | This is where If you have n you can just f | you may setup yo io idea about those follow my default s | ur company's payroll po EPF, SOCSO & O/Time ettings which is complia | olicy. settings, ince with the Labour Law. | |
| Maintain Department | | | | | - |
| Maintain Bank | Profile Addresse | es Payroll Setting Co | ntribution Setting Overtime | Setting Leave Setting | Edit |
| Maintain Allowance | Normal working | davs per month | ㅋ | | Cause |
| Maintain Deduction | Normal Hours | of work per day | 8 * | | - odve |
| Maintain Employee | Nomarridas | Cancel | | | |
| Year To Date Entry | Over Time Ra | ate Setting : | | | |
| | | Worl | king Hours | • | |
| | Working Day | | | OT(A) hourly rate = 1.5 📮 | |
| | Public Holiday | | | | |
| | | Public holiday (D) | hourly rate 3 🜲 | OT(B) hourly rate = 3 🛫 | |
| | _ | 1 | /2 Day | | |
| | Hest Day | < 1/2 day = | daily rate 0.5 🐳 | OT(C) hourly rate = 2 | |
| | | < 1 day = | daily rate 🛛 | | |
| Powered by: | | | | | |
| | | | | Reset Default. | |
| Technology | <u><</u> Previous | Task Next Task | | | End Wizard |
| | - | | | Registered Database (40) | ADMIN |

6. Select Leave Setting tab to indicate to the system the following :-

| 🕄 AutoCount Payroll Plus - I | CCY SOFTWARE SDN BHD [SAMPLE] | _ 8 × |
|---|---|----------------|
| Eile Edit View Inquiry Payro | oli Leave Tools <u>W</u> indows Help | |
| H - F F C | à 🖷 🗅 🗈 🗙 🖬 🗠 🗐 🗛 📓 | |
| Saturday, 29 Jun 2002 | Setup Company Profile | |
| Common Tasks Setup Company Profile | This is where you may setup your company's payroll policy. If you have no idea about those EPF, SOC30 & OTime settings, you can just follow my default settings which is compliance with the Labour Law. | |
| Maintain Department | | - |
| Maintain Bank | Profile Addresses Payroll Setting Contribution Setting Overtime Setting Leave Setting | Edit |
| Maintain Allowance Maintain Deduction Maintain Employee Year To Date Entry | Calculation of Year of Service from Join Date ▼ Always round up the entitled days to 0.5 € days Calculation of entitled leave days using Month / Inclusive ▼ method Include the month in service length calculation if day of service is before or on 14 € | Save Cancel |
| Pound by: Aurocount Echnology | <u>Reset Default</u> | End Wizard |
| | Registered Database. (40) | ADMIN |

✓ Calculation of service is based on Join Date or Confirm Date.

If user select Join Date, the system will calculate the leave entitlement starting from the date the employee join the company.

If user select Confirm Date, the system will calculate the leave entitlement starting from the date the employee is confirm as permanent staff in the company.

✓ Round up the entitled days.

User is to set the round up figure for the system to do rounding.

For example, Round up the entitled days is set as 0.5. For leave entitlement of 10.2, the system will round up to 10.5. For leave entitlement of 10.5, system will not do any round up and the leave entitlement will still stay as 10.5.

 ✓ Calculation of leave entitled based on Days Method or Month/Inclusive or Month/Proportion.

For the system to calculate the leave entitlement based on days, select *Days Method*. *Example:-*

| Join Date | Year 2001 Leave Status | Leave Entitlement | Days Method n represent no. of days |
|------------|--------------------------------------|----------------------|---|
| | | | $\frac{n}{365-n}$ |
| 31/08/1999 | 01/01/2001-30/08/2001 (< 2 years) | 10 | $\frac{10}{-365-10}$ =9.97 |
| | 31/08/2001-31/12/2001 (3 years) | 12 | $\frac{12}{-365-12}$ =11.96 |
| 24/08/1999 | 01/01/2001-23/08/2001 (<2 years) | 10 | $\frac{10}{365-10}$ =9.97 |
| | 27/08/2001-31/12/2001 (< 3 years) | 10 | $\frac{10}{365-10}$ =9.97 |
| 03/08/1999 | 01/01/2001 -02/08/2001 (< 2 years) | 10 | $\frac{10}{365-10}$ =9.97 |
| | 03/08/2001 -31/12/2001(> 3 years) | 13 | $\frac{13}{365-13}$ =12.96 |
| 01/01/1999 | 01/01/2001 -31/12/2001 (2 years) | 10 | 10 = 9.97 365-10 |

For *Month/Inclusive*, to calculate leave of entitlement based on which cut of date of the month, for example, if cut off date is set as 15 at *Include the month in service length calculation if day of service is before or on*, employee who join before 15 of the month, the system will include 1 day of leave entitlement and for those who join after 15 of the month, the system will exclude the 1 day of leave entitlement for that month.

| LAUMPIC | Example | ? :- |
|---------|---------|------|
|---------|---------|------|

| Join Date | Monthly Leave Status | Month/Inclusive | |
|------------|-------------------------|-----------------|--|
| 31/08/19xx | 01/01/2001 - 31/08/2001 | | |
| | 01/09/2001 - 31/12/2001 | 8/(12-8) = 2 | |
| 24/08/19xx | 01/01/2001 - 31/08/2001 | | |
| | 01/09/2001 - 31/12/2001 | 8/(12-8) = 2 | |
| 03/08/19xx | 01/01/2001 - 30/07/2001 | | |
| | 01/08/2001 - 31/12/2001 | 7/(12-7) = 7 | |
| 01/01/19xx | 01/01/2001 - 31/12/2001 | 12 | |

For *Month/Proportion*, the system will calculate based on proportion.

Example :-

| Join Date | Monthly Leave Status | Month/Proportion | |
|------------|-------------------------|----------------------|--|
| 31/08/19xx | 01/01/2001 - 31/08/2001 | 7 + 30/31 = 7.9677 | |
| | 01/09/2001 - 31/12/2001 | 12 - 7.9677 = 4.0323 | |
| 24/08/19xx | 01/01/2001 - 31/08/2001 | 7 + 23/31 = 7.7419 | |
| | 01/09/2001 - 31/12/2001 | 12 - 7.7419 = 4.2581 | |
| 03/08/19xx | 01/01/2001 - 30/07/2001 | 7 + 2/31 = 7.0645 | |
| | 01/08/2001 - 31/12/2001 | 12 - 7.0645 = 4.9355 | |
| 01/01/19xx | 01/01/2001 - 31/12/2001 | 11 + 31/31 = 12 | |

✓ Include the month in service length calculation if day of service is before or on

Specify the cut off date for the system to calculate the leave entitlement. This setting is only applicable if *Month/Inclusive* method is use.

For example, 15 is set on *Include the month in service length calculation if day of service is before or on*, therefore if date of service is *before* or on 15th of the month, the system will include the month in service length calculation and if the date of service is *after* 15th of the month, the system will exclude the month in the service length entitlement.

Click **Save** to save all the setting of the Setup Company Profile. Select **Next Task** >> to proceed to next setup.



Setup Company Profile can be accessed through File | Company Profile.

3.2 DEPARTMENT MAINTENANCE

Department Maintenance allows user to maintain the department information.

- Dept.Code : Specify a code for the company's respective department. Example : *ACC* to represent Account Department
- Description : Name of the department. Example: *Account Department* is represented by *Dept.Code* : *ACC*

| Tuesday, 23 Oct 2001 | Maintain | Department | |
|-----------------------|------------------|---|------------|
| Common Tasks 🥠 | Perhaps, I may s | suggest some for you dentDO2 - Sales dentDO3 - Production dent etc | <u> </u> |
| Setup Company Profile | | | R&D |
| Maintain Department | | | |
| Maintain Bank | Dept. Code | Description | New |
| Maintain Allowance | ACC MART | ACCOUNT DEPARTMENT MARKETING | Edit |
| Maintain Deduction | R&D | R & D DEPARTMENT | |
| Maintain Employee | SUPP | SUPPORT DEPARTMENT | Delete |
| Year To Date Entry | | | Save |
| | | | Cancel |
| | | | |
| Powered by: | 4 | | |
| Technology | K Previous Task | Next Task >> | End Wizard |

Select **Save** to save all the entries. Select **Next Task >>** to proceed to next setup.



Maintain Department can be access through Payroll | Maintenance | Maintain Department..
3.3 BANK MAINTENANCE

Bank Maintenance allows user to maintain the bank information. Bank Maintenance setup is correlated to user who has arrangement of "Electronic Credit Payment System" with the bank

| Thursday, 22 Nov 2001 | Main | tain B | ank | | | | |
|---|------------------------|---|--------------------------|--------------|------------|--|--|
| 🔵 Common Tasks 😞 | Fill up on bank. Ot | Fill up only if you have arrangement of "Electronic Credit Payment System" with the | | | | | |
| Setup Company Profile | | | | | Bank | | |
| Maintain Department | | | | | - | | |
| Maintain Bank | Code | BANK | Bank Name | Account No | New | | |
| Maintain Allowance | 001 | PBB | PUBLIC BANK BERHAD | 3069984831 | | | |
| Maintain Deduction | | | | | Edit | | |
| Maintain Employee | | | | | Delete | | |
| Year To Date Entry | | | | | Sava I | | |
| , i i i i i i i i i i i i i i i i i i i | | | | | | | |
| | | | | | Cancel | | |
| | | | | | | | |
| | Address1 | | 28 30 & 32 PERSIARAN SUL | TAN IBRAHIM, | | | |
| | Address2 | | 41300 KLANG SELANGOR D |).E. | | | |
| | Address3 | | Malaysia | | | | |
| | Address4 | | | | | | |
| | BranchNar | ne | | | | | |
| | ContactPer | son | | | | | |
| | Departmen | t | | | | | |
| | Phone | | | | | | |
| | Fax | | | | | | |
| Powerd by : | OrigID | | | | | | |
| Technology | <u>≺</u> < Previ | ous Task | Next Task >> | | End Wizard | | |

Select **Save** to save all the entries. Select **Next Task** >> to proceed to next setup.



Bank Maintain can be access through Payroll | Maintenance | Maintain Bank..

3.4 ALLOWANCE MAINTENANCE

Allowance Maintenance allows maintenance of all the allowances given to staff by the company.

| Code | : | Specify a code for the company's respective allowances |
|-------------|---|--|
| | | Example: <i>MEAL</i> for meal allowance. |
| Description | : | Name of the abbreviation or code given to the allowances. |
| | | Example: <i>Meal Allowance</i> to describe the <i>Code: MEAL</i> . |
| Amount | : | State the default amount for the allowances. |
| EPF | : | Tick this option if the allowance code is subjected to EPF. |
| SOCSO | : | Tick this option if the allowance code is subjected to SOCSO. |
| TAX | : | Tick this option if the allowance code is subjected to TAX. |
| O.T | : | Tick this option if the allowance code is subjected to O.T. |

| Friday, 07 Dec 2001 | М | aintain Allowai | ice | | | | | |
|-----------------------|---------------|---|------------------|--------------------------------|----------|--------------------------------|--------------------------------|------------|
| 🔵 Common Tasks 🐟 | You If the | You may set up all your fixed allowance here. Eg. car allowance, transport allowance etc. If this allowances are also contribute to EPF & SOCSO as set up in company profile, just | | | | | | <u> </u> |
| Setup Company Profile | TICH | at the column provided. | | | | | | |
| Maintain Department | | | | | | | 2 | - |
| Maintain Bank | Code | Description | Amount | EPF | SOCSO | TAX | 0.T. | New |
| Maintain Allowance | CAR H/P | CAR ALLOWANCE HANDPHONE ALLOWANCE | 500.00 150.00 | | v | | | Edit |
| Maintain Deduction | MEAL | MEAL ALLOWANCE | 200.00 | ~ | ~ | ~ | | |
| Maintain Employee | | | | | | | | Delete |
| Year To Date Entry | | | | | | | | Save |
| | | | | | | | | Cancel |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Powerd by: | 3 | | | | | | | |
| Technology | <u><</u> < | Previous Task Next Task | . 2> | | | | | End Wizard |

Select **Save** to save all the entries. Select **Next Task** >> to proceed to next setup.



Allowance Maintain can be access through Payroll | Maintenance | Maintain Allowance..

3.5 DEDUCTION MAINTENANCE

Deduction Maintenance enables user to maintain the monthly loan deduction and penalty deduction.

| Code | : | Specify a code for the respective deduction code. |
|-------------|---|--|
| | | Example: <i>UL</i> for unpaid leave. |
| Description | : | Name of the abbreviation or code given to the deduction code. |
| | | Example: <i>Unpaid Leave</i> to describe the <i>Code: UL</i> . |
| Amount | : | State the default amount for the deduction code. |
| EPF | : | Tick this option if the deduction code is subjected to EPF. |
| SOCSO | : | Tick this option if the deduction code is subjected to SOCSO. |
| TAX | : | Tick this option if the deduction code is subjected to TAX. |

| RAutoCount Payroll Plus - | CCY SC | FTWARE SDN BHD [SAMPLE] | | | | _ 8 |
|--|--------------------------|--|--|-----------------------------|--|--------|
| | à 🛤 | | | | | |
| Saturday, 29 Jun 2002 | М | aintain Deductio | n | | | |
| Common Tasks 🛛 Create New Payroll Open Payroll | Sim pen You ded | ilar setting as Allowance Maint alty deduction. may always skip this part as r uction also. | enance, you may l nost companies do | nave your r o not practi | nonthly loan deduction & ce monthly fixed | |
| Report Tasks 🛛 \land | Code | Description | Amount | EPF | SOCSO TAX | New |
| Print Pay Slip | UL | UNPAID LEAVE | 1.00 | ~ | ✓ | |
| Print Payroll Summary | | | | | | Edit |
| Print EPF Borang A | | | | | | Delete |
| Print SOCSO Borang 8A | | | | | | Save |
| Print Income Tax CP39 | | | | | | |
| Print Payroll Allowance | | | | | | Cancel |
| Print Payroll Deduction | | | | | | |
| Print Monthly EPF | | | | | | |
| Print Monthly SOCSO | | | | | | |
| Print Monthly Tax | | | | | | |
| Maintenance 🔗 | | | | | | |
| Maintain Employee | | | | | | |
| Maintain Allowance | | | | | | |
| Maintain Deduction | | | | | | |
| | - | - | | | | |
| |]1 | | 29 | | | |
| | <u>×</u> < | Previous Lask Next Lask > | 2 | | , | Exit |
| | | | | | Registered Database. (40) | ADMIN |

Select **Save** to save all the entries.

Select **Next Task >>** to proceed to next setup.



Deduction Maintenance can be access through **Payroll** | Maintenance | Maintain Deduction..

3.6 EMPLOYEE MAINTENANCE

Employee Maintenance allows user to maintain the employees' information such as personal information and salary.

1. Click **New** button to create a new employee record. In the **Personal Profile** page, enter all the employee's *General*, *Contact*, *Employment Date* and *Payment Info*. information.

| R AutoCount Payroll Plus - | CCY SOFTWARE | SDN BHD [SAMPLE] | | | | | _8> |
|-----------------------------|---------------------------------|--|-----------------|-------------------|---------------|----------------|----------------|
| Eile Edit View Inquiry Payr | oll <u>L</u> eave <u>T</u> ools | Windows Help | | | | | |
| H - F H G 🗐 | 3. 📴 🗅 🖻 | 🗙 🖬 🍋 🗐 🧖 | A 🔜 | | | | |
| Saturday, 29 Jun 2002 | Mainta | in Employ | ee | | | | |
| 🔵 Common Tasks 😞 | Your employ emptied. | ees' data is setup he | ere. Please m | ake sure all high | lighted field | s are not left | 00 |
| Setup Company Profile | displayed. Cl | lick the window bein ick and drag the re | cord field to | the header, the | n drop it on | the header's | |
| Maintain Department | separate line | • | | | | | |
| Maintain Bank | Name: | YONG CHIN LOK | | Employ | yee No. 🛛 | 1 | New |
| Maintain Allowance | Job Title: | DIBECTOR | | Departmer | at Code: M | ADT T | Edit |
| Maintain Deduction | 000 110. | | | bopartinor | R COUC. | | |
| Maintain Employee | Personal Profile | Payroll Info.1 Payroll I | nfo.2 Family In | formation Leave F | Photo / Notes | aDDITIONAL | Delete |
| Year To Date Entry | General | | Contact | | - | | Save |
| | Birth Date: | 11/01/1965 💌 | Address: | 15, SOLOK SELAS | EH, | | Cancel |
| | Gender: | 🕵 Male 🛛 🔻 | | TAMAN GEMBIRA | | | |
| | Race: | СН 🔻 … | Ī | 41100 KLANG, | | | <u>B</u> rowse |
| | Marital Status: | 📾 Married 🕶 | | SELANGOR. | | | |
| | New IC No. | 650111-10-5111 | Country: | MY 🔻 … | Emp. Type: | Local 💌 | |
| | | A1691235 | Phone No: | | H/P No: | 012-3325566 | |
| | Descent No. | | Employme | nt Date | Payment I | nfo | |
| | Fassport No. | | Join Date: | 01/01/1999 💌 | Payment By | Sash 🔻 | |
| | Immigration No. | | Confirm Date: | 31/03/1999 💌 | Bank Code: | 001 | |
| | | | Besign Date: | | Bank Acc | 2213052972 | |
| Powered by: | | | nesign balle. | | Dank ACC. | 2210002012 | |
| AutoCount | | | | 13 ra cinpioyed | | | |
| Technology | <u><</u> Previous | Task Next Task | 2> | | | | End Wizard |
| | | | | | Registered | Database. (40) | ADMIN |



2. Select **Payroll Info.1** tab and enter the *General, Tax, EPF* and *SOCSO* information.

| Wages Type | : | <i>Monthly</i> – Wages is calculated by monthly. |
|---------------|---|---|
| | | <i>Daily</i> – Wages is calculated by daily. |
| | | <i>Hourly</i> – Wages is calculated by hourly. |
| | | <i>Piece Rage</i> – Wages is calculated by pieces (i.e quantity of item). |
| Pay Frequency | : | <i>Every Month</i> – Salary is paid every month. |
| | | <i>Twice a Month</i> – Salary is paid twice a month. |
| EPF Table | : | <i>Default</i> – The current government setting. |
| EPF Initial | : | The employee's initial information is obtain from the EPF |
| | | department. |
| | | (Note: Only available if user have arranged for "Electronic |
| | | Transfer" with the EPF department). |

| NK | : | The particular employee NK number (Refer to 3 rd column of Borang A). |
|------------------------|---|---|
| SOCSO Type | : | Category 1 – Employment Injury & Invalidity. |
| | | Category 2 – Employment Injury Only. |
| EPF & SOCSO IC Type | : | <i>New</i> – If the employee registered his/her EPF and/or Socso with new IC number <i>Old</i> – If the employee registered his/her EPF and/or Socso with old IC number. |
| Pay HRDF | : | Select this option if HRDF is to be paid. |

3. Select **Payroll Inf. 2** tab to indicate the allowance and deduction for the employee record

| 🕄 AutoCount Payroll Plus - C | CCY SOFTWARE SDN BHD [SAMPLE] | | _ 8 × |
|------------------------------|--|---|------------|
| Ele Edit View Inquiry Payro | II Leave Iools Windows Help | | |
| | | | |
| Saturday, 29 Jun 2002 | Maintain Employee | | |
| 🔵 Common Tasks 😞 | Your employees' data is setup here. Please make emptied. | e sure all highlighted fields are not left | () |
| Setup Company Profile | displayed. Click the window below, you may cus displayed. Click and drag the record field to the | e header, then drop it on the <i>header's</i> | |
| Maintain Department | separate line . | | |
| Maintain Bank | Name: YONG CHIN LOK | Employee No. 001 | New |
| Maintain Allowance | Job Title: DIRECTOR | Department Code: MABT | Edt |
| Maintain Deduction | | | |
| Maintain Employee | Personal Profile Payroll Info.1 Payroll Info.2 Family Inform | nation Leave Photo / Notes aDDITIONAL | Delete |
| Year To Date Entry | Allowance | | Save |
| | Code Description | Amount EPF SOC TAX 0.T. | Cancel |
| | CAR ALLOWANCE | 500.00 🗸 🗸 🗸 | |
| | | | |
| | | 500.00 | |
| | Deduction + = | | |
| | Code Description | Amount EPF SOCSO TAX | |
| | | | |
| | | | |
| Dournel by: | | 0.00 | |
| | L | | |
| Technology | | | End Wizard |

4. Select **Family Information** tab to enter the employee's family information such as the spouse information.



5. Select Leave tab to indicate the employee belongs to which Leave Group.



6. Click **Photo/Note** tab. This page allows user to load the employee's photo and additional information.



The system supports photo image format such as bitmap, JPG and GIF.



Select **Save** to save all the entries.

Select **Next Task** >> to proceed to next setup.



Deduction Employee can be access through **Payroll** | Maintenance | Maintain Employee..

3.7 YEAR TO DATE ENTRY

Year To Date Entry allows user to enter previous month's payroll information based on their source document such as employee's pay slip.



Select **Click here to start enter your Year-To-Date payroll data** to enter all the individual month payroll information.

| Thursday, 25 Oct 2001 | Year To Date | Entry | | | | | |
|---|--|---|--------------------------------|--------------------------------|--------------------------------|----------------------------------|--------------------------------|
| Common Tasks 😞 Setup Company Profile | This screen allows you The data is necessary government document | to key in your payr for yearly reports & like EA Form. | oll data fro year end s | m January submission | this year. of | 4 | |
| Maintain Department Maintain Bank | Department : ACC - 3 FATIMAH | Transaction | Jan | Feb | Mar | Apr | May |
| Maintain Allowance Maintain Deduction Maintain Employee | TAN MEI MEI WONG LEE LEE Department : MART - 5 CHIN YUEN YUEN | Allowance Basic Salary Paid Leave Bonus | 0.00 1,500.00 | 0.00 1,500.00 | 0.00 1,500.00 | 0.00 1,500.00 | 0.00 1,500.00 |
| Year To Date Entry | KHAIRIN R LAW KENG FONG MANIAM R YONG CHIN LOK | Director Fee Commission Over time Payment of Arrears | | | | | |
| | Department : R&D - 5 | | 1500.00 | 1500.00 | 1500.00 | 1500.00 | 1500.00 |
| | CHIA MENG TAT Tota: 17 employee(s) State of Birth Mongary Name WONG LE Date of Birth Mongary | Category : Deduction Deduction Employee EPF Income Tax CP39 Employee SOCS0 Unpaid Leave Arrears EPF Advance | 0.00 135.00 0.00 7.25 | 0.00 135.00 0.00 7.25 | 0.00 135.00 0.00 7.25 | 0.00 135.00 0.00 7.25[7 | 0.00 135.00 0.00 25 • |
| Powered by: | Sex R Job Title ACCOUN | Income Tax CP38 | 142.25 | 142.25 | 142.25 | 142.25 | 142.25 |
| Technology | ≤< Previous Task Next | Task >> | | | | | nd Wizard |

Select the respective employee's record and then enter the entire particular amount for the particular month.

Once completed, select End Wizard.



Year To Date can be access through Payroll | Maintenance | Year To Date Entry..



Payroll Wizard can be access through File | Payroll Setup Wizard

3.8 CREATING, DELETE & ADD PAYROLL DATABASE

3.8.1 Create New Payroll Database

The system allows user to create a multiple payroll database (Term & Condition Apply (See <u>3.10 Payroll Database Registration</u> for further information)).

1. Click File | Create New Payroll Database...

3.8.2 Delete Payroll Database

The system also allows user to delete the payroll database.

- 1. Login to the database that is to be deleted from the payroll system.
- 2. Click File | Delete This Payroll Database...

3.8.3 Add Payroll Database

The system also allows user to add an existing payroll database.

1. Click File | Add an existing Payroll Database...

3.9 OTHER MAINTENANCE

3.9.1 Country Maintenance

Country Maintenance allows user to maintain the country information. Select **Payroll | Maintenance | Maintain Country**

| R Count | ry Maintenance | | _ 🗆 × |
|---------|----------------------|---|--------|
| Code | Country Name | | New |
| AD | ANDORRA | | |
| AE | UNITED ARAB EMIRATES | _ | Edit |
| AF | AFGHANISTAN | | |
| AG | ANTIGUA AND BARBUDA | | Delete |
| AL | ALBANIA | | C |
| AN | NETHERLANDS ANTILLES | | Save |
| AO | ANGOLA | | Cancel |
| AR | ARGENTINA | | |
| AS | AMERICAN SAMOA | | |
| AT | AUSTRIA | | |
| AU | AUSTRALIA | | |
| AW | ARUBA | | |
| AZ | AZERBAIJAN | | |
| BB | BARBADOS | | |
| BD | BANGLADESH | | |
| BE | BELGIUM | | Close |
| 232 | | - | Help |

3.9.2 Race Maintenance

Race Maintenance allows user to maintain employee race. Select **Payroll | Maintenance | Maintain Race...**

| 🕅 Race | | <u>- 0 ×</u> |
|--------|-------------|--------------|
| RACE | DESCRIPTION | New |
| СН | CHINESE | 11077 |
| 0 | OTHER | Edit |
| IN | INDIAN | |
| ML | MALAY | Delete |
| | | Save |
| | | Cancel |
| | | |
| | | Close |
| | | Help |

3.9.3 User Maintenance

User Maintenance allows user to set user ID and PASSWORD.

- 1. Click Payroll | Maintenance | Maintain User...
- 2. Click New button.
- 3. In the **User Name** field, enter the user name (i.e. the user ID).
- 4. In the **User Group** field, select the type of access right for the particular user (See **Note** below for detail).
- 5. In the **New Password** and **Confirm Password** field, enter the password for the particular user.
- 6. Click **Change Password** button.

| 🕄 User Maintenance | | <u>_ ×</u> |
|---------------------------|-------------------|----------------|
| User Name | User Group | New |
| ADMIN | Administrator | |
| CHAU | Administrator | Edit |
| VINCCI | Payroll Executive | |
| ADELINE | Data Entry Clerk | Delete |
| | | Save |
| | | Cancel |
| 4 | | |
| Ne <u>w</u> Password: | Change Password | Close |
| Confir <u>m</u> Password: | | Help |

USER GROUP: Administrator – Full Access (i.e. full control)

Payroll Executive – Unable to perform the following task only

a) Access to User Maintenance.

b) Change Payroll Setting.

c) Add, delete and create payroll database.

d) Purge and lock database.

Data Entry Clerk – Only able to enter the payroll data but unable to view salary amount of the employee record.

3.9.4 Income Tax Table Maintenance

Income Tax Table Maintenance allows user to maintain income tax table. Select **Payroll | Maintenance | Income Tax Table...**

| 🕄 Tax | : Table | ; | | | | | | | | | | | | | | | | | | | | | | | |
|---------|---------|----|-----|-----|-----|------|------|-----|-----|-----|-----|---|----|----|----|----|----|------|------|----|----|----|---------|-----|--------|
| Ran | Cat | | | | | Cate | gory | 2 | | | | | | | | | Ca | tego | ry 3 | | | | | | New |
| S., E., | В | K | K I | K I | < I | K I | (I | < K | (H | < H | < ł | < | K | K | K | K | K | K | K | K | K | K | К 🔔 |] _ | |
| 230 235 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Edit |
| 235 240 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 240 245 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Delete |
| 245 250 | 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 25 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Save |
| 250 255 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34 | 29 | 24 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0.010 |
| 255 260 | 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37 | 33 | 28 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | Cancel |
| 260 265 | 41 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 36 | 31 | 27 | 22 | 0 | 0 | 0 | 0 | 0 | 0 | - | |
| 265 270 | 45 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45 | 40 | 35 | 30 | 25 | 21 | 0 | 0 | 0 | 0 | 0 | | |
| 270 275 | 48 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48 | 43 | 39 | 34 | 29 | 24 | 20 | 0 | 0 | 0 | 0 | | |
| 275 280 | 52 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 52 | 47 | 42 | 37 | 33 | 28 | 23 | 0 | 0 | 0 | 0 | | |
| 280 285 | 55 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 55 | 51 | 46 | 41 | 36 | 31 | 27 | 22 | 0 | 0 | 0 | | |
| 285 290 | 59 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 59 | 54 | 49 | 45 | 40 | 35 | 30 | 25 | 21 | 0 | 0 | | |
| 290 295 | 63 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 63 | 58 | 53 | 48 | 43 | 39 | 34 | 29 | 24 | 20 | 0 | | |
| 295 300 | 66 | 25 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 66 | 61 | 57 | 52 | 47 | 42 | 37 | 33 | 28 | 23 | 20 | | Class |
| 300 305 | 70 | 28 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 70 | 65 | 60 | 55 | 51 | 46 | 41 | 36 | 31 | 27 | 22 | | CIOSE |
| 74 | | | | | | | | | | | | | | | | | | | | | | | - | | Help |

3.9.5 EPF Table Maintenance

EPF Table Maintenance allows user to maintain EPF table. Select **Payroll | Maintenance | EPF Table...**

The EPF Table allows employee and employer contribution to be generated based on either percentage based on Start Amount or a flat rate amount.

Employee and Employer contribution calculate based on percentage base on Start Amount:-

| REPF Table | | | | |
|------------------------|---------------------------------------|-------------------------|--------------|--------|
| EPF Code: STANDARD | Descriptio | n: Standard Contributio | n | New |
| Employee Contribution: | 9 🗭 🤷 as Percenta 12 🗣 as Percenta | ge 💌 | Rebuild | Edit |
| Start Amount | End Amount | Employee EPF | Employer EPF | Cours |
| 18,800.01 | 18,900.00 | 1,701.00 | 2,268.00 | Save |
| 18,900.01 | 19,000.00 | 1,710.00 | 2,280.00 | Cancel |
| 19,000.01 | 19,100.00 | 1,719.00 | 2,292.00 | |
| 19,100.01 | 19,200.00 | 1,728.00 | 2,304.00 | |
| 19,200.01 | 19,300.00 | 1,737.00 | 2,316.00 | |
| 19,300.01 | 19,400.00 | 1,746.00 | 2,328.00 | |
| 19,400.01 | 19,500.00 | 1,755.00 | 2,340.00 | |
| 19,500.01 | 19,600.00 | 1,764.00 | 2,352.00 | |
| 19,600.01 | 19,700.00 | 1,773.00 | 2,364.00 | |
| 19,700.01 | 19,800.00 | 1,782.00 | 2,376.00 | |
| 19,800.01 | 19,900.00 | 1,791.00 | 2,388.00 | |
| 19,900.01 | 20,000.00 | 1,800.00 | 2,400.00 | Close |
| 401 | | | • | Help |

Employee and Employer contribution calculate based on a flat rate amount:-

| REPF Table | | | | _ 🗆 × |
|------------------------|------------------------|------------------------|----------------|--------|
| EPF Code: STANDARD | Description | n: Standard Contributi | on | New |
| Employee Contribution: | 9 🔹 🔤 Amount | • | Bebuild | Edit |
| Employer Contribution: | 12 🖨 a <u>s</u> Amount | • | Trebuild | Delete |
| Start Amount | End Amount | Employee EPF | Employer EPF 🔺 | |
| 18,800.01 | 18,900.00 | 9.00 | 12.00 | Save |
| 18,900.01 | 19,000.00 | 9.00 | 12.00 | Cancel |
| 19,000.01 | 19,100.00 | 9.00 | 12.00 | |
| 19,100.01 | 19,200.00 | 9.00 | 12.00 | |
| 19,200.01 | 19,300.00 | 9.00 | 12.00 | |
| 19,300.01 | 19,400.00 | 9.00 | 12.00 | |
| 19,400.01 | 19,500.00 | 9.00 | 12.00 | |
| 19,500.01 | 19,600.00 | 9.00 | 12.00 | |
| 19,600.01 | 19,700.00 | 9.00 | 12.00 | |
| 19,700.01 | 19,800.00 | 9.00 | 12.00 | |
| 19,800.01 | 19,900.00 | 9.00 | 12.00 | |
| 19,900.01 | 20,000.00 | 9.00 | 12.00 | Close |
| 401 | | | - | Help |

3.9.6 SOCSO Table Maintenance

SOCSO Table Maintenance allows user to maintain SOCSO table. Select **Payroll | Maintenance | SOCSO Table...**

| 🕅 SOCSO Tab | le | | | | | | <u>- ×</u> | | |
|--------------|------------|----------|----------|----------|------------|------------|----------------|--|--|
| | | Categ | iory 1 | Categ | Category 3 | | | | |
| Start Amount | End Amount | Employee | Employer | Employee | Employer | | | | |
| 0.01 | 30 | 0.1 | 0.4 | 0 | 0.3 | E | dit | | |
| 30.01 | 50 | 0.2 | 0.7 | 0 | 0.5 | | | | |
| 50.01 | 70 | 0.3 | 1.1 | 0 | 0.8 | | elete | | |
| 70.01 | 100 | 0.4 | 1.5 | 0 | 1.1 | 9 | ave | | |
| 100.01 | 140 | 0.6 | 2.1 | 0 | 1.5 | | 910 | | |
| 140.01 | 200 | 0.85 | 2.95 | 0 | 2.1 | Ca | incel | | |
| 200.01 | 300 | 1.25 | 4.35 | 0 | 3.1 | | | | |
| 300.01 | 400 | 1.75 | 6.15 | 0 | 4.4 | | | | |
| 400.01 | 500 | 2.25 | 7.85 | 0 | 5.6 | | | | |
| 500.01 | 600 | 2.75 | 9.65 | 0 | 6.9 | -1 | | | |
| 600.01 | 700 | 3.25 | 11.35 | 0 | 8.1 | | | | |
| 700.01 | 800 | 3.75 | 13.15 | 0 | 9.4 | | | | |
| 800.01 | 900 | 4.25 | 14.85 | 0 | 10.6 | | | | |
| 900.01 | 1000 | 4.75 | 16.65 | 0 | 11.9 | | | | |
| 1000.01 | 1100 | 5.25 | 18.35 | 0 | 13.1 | | ose | | |
| 24 | | | | | | <u>ا</u> ا | lelp | | |



Important Note:

Any changes done to the default setting in the **Income Tax, EPF** and **SOCSO** table, it will affect how the system compute the Income Tax, EPF and SOCSO contribution.

Therefore changes done to the **Income Tax, EPF** and **SOCSO** tables are at the user own risks.

BCE Software Sdn Bhd **WILL NOT** be responsible for any errors cause by the amendments of the Income Tax, EPF and SOCSO tables by the user.

3.9.7 PCB Receipts

PCB Receipts allows user to maintain the information such as the official receipt number and amount paid that is required for the Income Tax PCB (II) and Income Tax 139 form.

- 1. Click Payroll | Maintenance | PCB Receipts...
- 2. In the **Year** field, enter the year you wish to enter and click **Change** button.
- 3. Enter all the information (i.e. the date, receipt no. and the amount paid).
- 4. Click Apply button.
- 5. Click **Revert** button to restore back to the last apply information (i.e. last save information).

| R PCB R | eceipt | | |
|-----------|--------------|--------------|----------|
| Year: | 2001 🌻 Cha | ange | |
| Month | Receipt Date | Receipt No | Amount |
| January | 07/07/2001 | OR-18454755 | 250.00 |
| February | 08/02/2001 | OR-25418964 | 250.00 |
| March | 08/03/2001 | OR-32564558 | 250.00 |
| April | 07/04/2001 | OR-46554554 | 300.00 |
| May | 09/05/2001 | OR-50546464 | 300.00 |
| June | 07/06/2001 | OR-68482781 | 300.00 |
| July | 08/07/2001 | OR-72924592 | 450.00 |
| August | 08/08/2001 | OR-82465454 | 450.00 |
| September | 09/09/2001 | OR-92534556 | 450.00 |
| October | 10/10/2001 | OR-044557621 | 500.00 💌 |
| November | | | |
| December | | | |
| | | | |
| | | | 3,500.00 |
| | Apply | Revert | Close |

3.10 USER DEFINED FIELD

Select **Tools** | **Option** | **User Defined Field** to activate the user defined field. Tick on the option: *Enable User Defined Field*.



Then proceed to **Payroll | Maintenance | Maintain Employee...** or at **Payroll Setup Wizard | Maintain Employee** and select the User Defined Field tab as shown below. Use mouse to right click at *the User Defined Field* page and select **User Defined Fields...**



to add field and field. Select to delete the field. User Defined Field х Field Name Data Type Size Decimal 30 **Highest Education** String 10 Blood Type String Cancel OK.

Select **OK** button to save. For the changes to be effective, the system will prompt a message as shown below to close the Employee Maintain screen.



Select OK Button.

System will prompt a User Defined Field screen for user to create the additional

Re-select the Maintain Employee screen once more and click on the **User Defined Field** tab.

Then proceed to do a right click at the User Defined Field page and select *Customise*.. Drag the previously created user defined field and drop it at the User Defined Field page as shown below :-

| 🕅 Employee Maintenance | |
|--|--------|
| Name: YONG CHIN LOK Employee No. 001 | New |
| Job Title: DIRECTOR Department Code: MART 💌 🚥 | Edit |
| Personal Profile Payroll Info.1 Payroll Info.2 Family Information Leave Photo / Notes User Defined Field | Delete |
| | Save |
| | Cancel |
| User Defined Fields | Browse |
| Lustomise Save Layout Load Layout Layout Manager | |
| | Close |
| | Help |

System will prompt a *Customize* screen which contains all previously created fields.

| Customize 🛛 🛛 |
|---------------|
| Items Groups |
| |
| |
| |
| |
| |



Select field in the customize screen, drag and drop it to the User Defined Field page.

Right click on the User Defined Field page to save the layout of the screen as shown below.

| R Employee Maintenance | | | <u>- 0 ×</u> |
|--|----------------------------|-------------------------|--------------|
| Name: YONG CHIN LOK | Employee No. | 001 | New |
| Job Title: DIRECTOR | Department Code: | MART 💌 … | Edit |
| Personal Profile Payroll Info.1 Payroll Info.2 Family Inform | ation Leave Photo / No | otes User Defined Field | Delete |
| BLOOD_TYPE HIGHESTEDUCA | ATION | | Save |
| | | | Cancel |
| | User Defined Fields | | Browse |
| | Customise | _ | |
| | Save Layout Load Layout | _ | |
| | Layout Manager | | |
| | | | |
| | | | |
| | | | |
| | | | Close |
| | | | Help |



Specify a name for the layout and choose **Save** to save the layout.

To load the layout of the user defined field at the User Defined Field page, do a **right click** and select *Load Layout*. Select which layout to load.

| REmployee Maintenance | | |
|---|---|----------------|
| Name: YONG CHIN LOK | Employee No. 001 | New |
| Job Title: DIRECTOR | Department Code: MART 🔽 🚥 | Edit |
| Personal Profile Payroll Info.1 Payroll Info.2 Family Informa | ation Leave Photo / Notes User Defined Field | Delete |
| BLOOD_TYPE HIGHESTEDUCA | ATION | Save |
| | | Cancel |
| | | <u>B</u> rowse |
| | User Defined Fields Customise Save Layout Load Layout Cuad Layout Cua | EEN 1 |
| | | Close |
| | | Help |



Layout Manager allows user to specify which user id is allow to access which type of layout screen. **Right Click** on the User Defined Field page and select *Layout Manager*.

To move a layout to another user id, use the mouse to drag it to the selected user id. To copy a layout to other user id, use Ctrl + Left mouse drag to copy the layout to the selected user id.





4 PAYROLL PROCESS

- 4.1 Create New Payroll Transaction
 - 4.1.1 Allowance
 - 4.1.2 Overtime
 - 4.1.3 Commission
 - 4.1.4 Bonus
 - 4.1.5 Payment of Arrears
 - 4.1.6 Deduction
 - 4.1.7 Advance
 - 4.1.8 Benefit In Kind
 - 4.1.9 Basic Salary
 - 4.1.10 EPF / SOCSO/ TAX Calculator
- 4.2 Bonus Process

4 PAYROLL PROCESS

Below are the step by step guideline on how to do payroll processing.

4.1 CREATE NEW PAYROLL TRANSACTION

In the command center click **Create New Payroll** and the following dialog will appear.

| New Payroll |
|---|
| 1. Payroll Type |
| Monthly / Second Half |
| |
| 2. Payroll Period |
| Month November 💌 Year 2001 👻 |
| Processed Month: 01 02 03 04 05 06 07 08 09 10 11 12 |
| |
| Legend: Year to Date Unprocessed |
| Fully Processed Dut of Processed Sequence |
| 2 Department 1 Employee |
| J. Department & Linployee |
| Department From to |
| Employee From to |
| |
| <u>C</u> reate Cancel |

- 1. Payroll Type
 - a) *Monthly / Second Half* To generate a monthly payment and/or second half of the month payroll.
 - b) *First Half* To generate first half payment of the payroll.
- 2. Payroll Period Indicate which period / month and year of payroll to process.
- 3. Department & Employee The Department and/or employee that you want to generate.
- 4. Click **Create** button to generate the payroll entries.



To generate the payroll for all the departments and employees at the same time, user do not have to tick on the option to set the Department & Employee and proceed to select **Create** button.



Select the respective employee record and edit the payroll data accordingly. Select the employee record. Example: *Yong Chin Lok.*

Once all the entry is complete for *Allowance, Basic Salary, Overtime, Bonus, Payment of Arrears* and *Benefit in Kind* for an employee record, tick on option: *Committed* as an indication that these particular employee record has been process. Then proceed to select **Save** to save entry.

4.1.1 Allowance

| | Allowand | ce | | | | |
|----------|----------|---------------|---|----------|----------|---------------|
| Γ | Code | Description | | Amount E | PF SOCSC |) TAX O.T |
| <u>)</u> | CAR | CAR ALLOWANCE | | 500.00 (| | |
| | | | [| 500.00 | | |

At the **Allowance** field, select without button.

Select **Allowance** tab to enter the employee's allowances and tick to indicate accordingly should the allowance need to contribute to EPF, SOCSO, Tax & O.T

Click the **b**utton to add the additional allowance item and **b**utton to delete the allowance entry.

4.1.2 Overtime

| | Overtime |
|--------------|---|
| | Daily Rate: 5,000.00 ▼ ···· / 26 📮 192.31 ▼ |
| | Hourly Rate: 192.3077 V / 8 = 24.04 V Update |
| | Overtime Item Units Rate Daily Pay Sub-Total |
| | Rest Day < 1/2 Day 2.00 0.50 192.31 192.31 |
| | Rest Day < 1 Day 0.00 1.00 192.31 0.00 |
| | Public Holiday 0.00 3.00 192.31 0.00 |
| | Overtime Item Hours Minut Rate Hourly Pay Sub-Total |
| $ C \rangle$ | Normal Working Day 0 0 1.50 24.04 0.00 |
| | Rest Day 0 0 2.00 24.04 0.00 |
| | ▶ Public Holiday 0 0 3.00 24.04 0.00 |

At the **Overtime** field, select 🛄 button.

The Overtime page will appear below the payroll processing screen for overtime information entries.

- *A. Overtime Calculation* There are two (2) base OT calculation (i.e. Basic Salary and Basic Salary + Allowance)
 - Click the **Daily Rate** button to include the Allowance in the calculation of overtime.
 - Click **Update** button to change the O.T pay base.
- B. Rest Day < ¹/₂ Day For employee who is work on the rest day (different state has different rest day e.g. For Selangor is on Sunday) for less then 4 hours.
 - *Rest Day* < 1 *Day* For employee who work on the rest day for more than $\frac{1}{2}$ day (4 hours) but less then or exactly 1 day (8 hours).

Public Holiday – For employee who work on the public holiday.

- *C. Normal Working Day* For employee who work more than office hours (8 hours).
 - *Rest Day* For employee who works on the rest day for more than office hours (8 hours).
 - *Public Holiday* For employee who works on the public holiday for more than office hours (8 hours).

4.1.3 Commission

| Commission | |
|----------------|--------------|
| + - 1 4 | |
| No Description | Amount Note |
| 1 Commission | 1,500.00 📑 💌 |
| | |
| | |
| | |
| | |
| | |
| | |
| 1 | 1500.00 |
| | |

At the **Commission** field, select **w** button.

Commission tab allows user to add, remove and rearrange all the commission information (description & amount) which the employee is entitled.

Click on button to add the additional commission record, button to remove the commission entries and button to rearrange all the entered commission records.

4.1.4 Bonus

| Bonus | | | - | | |
|-------------|------------|----------------|---|--|--|
| Start Date: | 01-01-2001 | • | · | | |
| End Date: | 30-11-2001 | • | · | | |
| Bonus: | | 500.00 🔻 | · | | |
| | | <u>U</u> pdate | | | |
| | | | - | | |
| | | | | | |
| | | | | | |
| | | | | | |

At the **Bonus** field, select without button.

Bonus tab allows user to enter the bonus amount given to the employee by the company.

Start Date & End Date – Indicate the date for printout in the Income Tax EA form for Bonus given.

The *Start Date* and *End Date* specified will affect the calculation of PCB.

Bonus: - Amount of bonus given to employee.

4.1.5 Payment of Arrears

| Payment of Arrears | | | | |
|------------------------|----------------|----------|------------------|-------------------------------|
| No Year for which paid | Type of Income | Amount | Computation Type | Contribution therefrom to EPF |
| 1 2001 | BONUS | 4,800.00 | Bonus | 480.00 💌 |
| | | | | |

At the **Payment of Arrears** field, select **w** button.

Payment of Arrears allow user to add, remove and rearrange all the unpaid payment information (description & amount) from the previous year owing to the employee.

Click on button to add the additional payment of arrears, button to remove the payment arrears entries. Select button to rearrange all the entered payment of arrears.

4.1.6 Deduction

| | | | Deduction |
|---|------|-------------|-------------------|
| | + - | | |
| | Code | Description | Amount EPF S0 TAX |
| Þ | SP | SPORT FUND | 2.00 🖌 🖌 🖌 |
| | | | |

At the **Deduction** field, select **w** button.

Deduction tab allows user to add, remove and rearrange all the deduction such as *SP* (*Sport Fund*) from employee's salary.

Click on to add the deduction entry, button to remove the deduction entries.
4.1.7 Advance

| | | Advance |
|---|---------------------|---------|
| + | - 1 + | |
| | No Description | Amount |
| I | 1 Advance Allowance | 200.00 |

At the **Advance** field, select **w** button.

Advance tab allows user to add, remove and rearrange all the commission information (description & amount) which the employee is entitled.

Click on button to add the additional advance pay, button to remove

the advance pay entries and **underset** button to rearrange all the entered advance pay records.

4.1.8 Benefit In Kind

| Commission Bo | nus | Leave Calculator | Payment of Arrears | Deduction | Advance | Benefits in Kind | ↓ | | | | | |
|---------------------------------|---|----------------------|------------------------|----------------|---------|------------------|---|--|--|--|--|--|
| (a) Value of motor car and fuel | | | | | | | | | | | | |
| Value of driver | | | | | | | | | | | | |
| (b) Light, water, | (b) Light, water, telephone and other utilities | | | | | | | | | | | |
| (c) Value of hous | eho | ld benefits: | | | | | | | | | | |
| (i) Semi-furn | ishe | d with furniture (ai | r conditioners/curtain | s/carpets, o | r | 0.00 | | | | | | |
| (ii) Fully furn | ishe | d with kitchen equi | pment, crockery/uter | isils/applianc | es, or | 0.00 | | | | | | |
| (iii) Individual | Ite | ms: Furniture and F | Fittings | | | 0.00 | | | | | | |
| | | Kitchen Equipm | ent | | | 0.00 | | | | | | |
| | | Entertainment | and Recreation | | | 0.00 | | | | | | |
| | | Mobile Telepho | ne | | | 0.00 | | | | | | |
| (d) Household se | rvar | nts and gardeners. | | | | 0.00 | | | | | | |
| (e) Others (e.g. I | (e) Others (e.g. food and clothings) | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

At the **Benefit In Kind** field, select without button.

Benefit In Kind tab allows user to enter benefits given by the company to the employee. This information is required in the Income Tax EA form only.

4.1.9 Basic Salary



At the **Basic Salary** field, select without button.

Important Note: The above layout screen is only applicable to employee who is Daily rate.

Basic Salary tab allows user to add, remove and rearrange all the daily pay information to be paid to the employee.

Click on button to add the daily pay entries, button to remove the daily pay entries and button to rearrange all the entered daily pay records.

| No | : | Indicate the number of entries | | | | |
|-------------|----|---|--|--|--|--|
| Date | : | Indicate the date the daily pay is to be paid | | | | |
| | | for. | | | | |
| Description | •• | Indicate payment information. | | | | |
| No of Days | •• | Indicate the number of days work | | | | |
| Daily Rate | : | Indicate the rate paid for per day | | | | |
| Sub Total | : | Total of No. of Days * Daily Rate. | | | | |

4.1.10 EPF / SOCSO/ TAX Calculator

User can select **EPF/SOCSO/TAX Calculator** from **View** menu to get the system to assist in calculating the EPF /SOCSO / TAX amount.

| REPF / SOCS | i0 / Тах Са | lculator | × |
|--------------|-------------|-----------------|-----------|
| Basic Salary | 1,500.00 | Year | 2002 💌 |
| Allowance | 0.00 | Gender | 段 Fem 💌 |
| Deduction | 0.00 | Wife Is Working | XNo 💌 |
| Commission | 0.00 | Marital Status | 👄 Sing 🔻 |
| Director Fee | 0.00 | Children | 0 🌩 |
| Over Time | 0.00 | SOCSO Type | Categor 💌 |
| Paid Leave | 0.00 | Employee EPF | 135.00 |
| Unpaid Leave | 0.00 | Employer EPF | 180.00 |
| Bonus | 0.00 | Employee SOCSO | 7.25 |
| Bonus Period | 0.00 | Employer SOCSO | 25.35 |
| EPFcode | 1 💌 | Income Tax | 0.00 |
| | Calculate | <u>R</u> eset | |

Enter the Basic Salary and other information (*if applicable*) such as Allowance, Deduction, Commission, Directory Fee, Over Time, Paid Leave, Unpaid Leave, Bonus, Bonus Period as shown in the above screen. Then proceed to select the *Calculate* button and the system will calculate the Employee EPF, Employer EPF, Employee SOCSO, Employer SOCSO and Income Tax.

From the result generated from the EPF/SOCSO/TAX Calculator, enter into the employee's payroll record.

Select **Reset** button to clear the screen.

4.2 PROCESS BONUS

Select **Payroll | Bonus Processor** to process bonus.

| pen Bonus | | | |
|-----------------------|------------|--------|--------|
| 1. Bonus Date 🛛 — | | | |
| New Bonus Date | 09/05/2002 | - | |
| C Existing Bonus Year | 2002 🚔 | Date: | - |
| Department From | proyec | ▼ to | - |
| Employee From | | 💌 to 🗌 | |
| | | Create | Cancel |

Indicate the *Bonus Date* and *Department & Employee* accordingly. Proceed to select the **Create** button to proceed on with the bonus entry.

System will prompt the bonus processing screen. Select the respective employee's record.

<u>*Reminder*</u>: User can use the EPF/SOCSO/TAX Calculator to calculate EPF/SOCSO/Tax amount.

| ReautoCount Payroll Plus - CCY | SOFTWARE | SON BHD (SAMPLE) | - (Bonus Processor - Bo | onus Date: 09 l | 4ay 2002] | | | - 8 |
|--------------------------------|-------------|--------------------|--|---------------------------------|--------------|------------------|--|--------------------|
| Name | Save | Cancel Beset | A 🔠 | | | | | |
| - Department : ACC - 2 | - | A | | | | | | |
| O MONG LEE LEE | Earning | | Deduction | | | | | |
| IN TAN MEI MEI | Start Date: | 01/01/2002 | ▼ E <u>P</u> F: | 90.00 | Company EPF: | 120.00 | | |
| Department : GENERAL · 3 | End Date: | 31/05/2002 | socso | 4 75 | Company SOCS | 0 16.65 | | |
| D YONG PEK KIAN | | 1.000 | 200000. | 0.00 | | | - | |
| O SHANTI | Bonus | 1,000 | UU PUB Tax | 0.00 | Payment by: | 😝 Bank Auto Ci 💌 | | |
| Department MART 4 | | | | | 200 | | | |
| | | | | | | | | |
| | | | | | | | | |
| O IN LAW KENG FONG | Gross Pay | : 1,000 | .00 Total deduction: | 94.75 | Net Pay: | 905.25 | | |
| O IN CHIN YUEN YUEN | | | | | | | - | |
| - Department : R&D - 4 | | | | | | | | |
| 😑 🔟 LEE HONG WEI | | Three / cocco | and the second s | - | | - | unart Data | |
| 😑 🔟 CHIA MENG TAT | | ACCPL / SULSU , | Tax Calculator | | | | | |
| O IM CHAN YEE LONG | | Basic Salary | 0.00 Year | 2002 💌 | | | WONG LEE LEE's Employer | <u>r EPF</u> |
| | | Allowance | 0.00 Gender | <table-cell> Fem 🔻</table-cell> | | | 280 | |
| Department : SUPP - 2 | | | | | | | 260 | |
| | | Deduction | 0.00 Wife Is Working | XNo 💌 | | | 240 | |
| | | Commission | 0.00 Marital Status | 👄 Sing 💌 | | | 222 | |
| | | Director Fee | 0.00 Children | 0.4 | | | 220 | |
| | | Director ree | | | | | 200 | |
| Total: 15 employee(s) | | Over Time | 0.00 SOCSO Type | Categor 💌 | | | 180 | · |
| rold: 15 cmployee(s) | | Paid Leave | 0.00 Employee EPF | 90.00 | | | | ····· |
| | | Line of All and an | 0.00 | 120.00 | | | 5 140 | 1 |
| Spouse Name | | Unpaid Leave | 0.00 EmployerEPP | 120.00 | | | £ 110 | |
| No. Tax Deduc | | Bonus | 1,000.00 Employee SOCS | 0 4.75 | | | 120 | ···· |
| Spouse New IC | | Bonus Period | 0.00 Employer SDCS | 16.65 | | | 100 | |
| Spouse Addres | | Donas r chou | chipoyor occor | | | | 80 | in a second second |
| Spouse Addres | | EPFcode 1 | Income Tax | 0.00 | | | 60 | |
| Spouse Addres | | | alculate Reset | | | | | |
| Spouse Addres | | | | | | | 40 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | |
| Spouse Tax No | | | | | | | 20 | |
| Spouse Tax Bra | | | | | | | 0 | |
| Wife Working | | | | | | | 05/01 07/01 09/01 11/01 01/ | /02 03/02 05/0 |
| Bank | | | | | | | Month/Year | |
| Bank Account N | | | | | | | | |
| | | | | | | | Registered Database. (40) | ADMIN |

Go to **Payslip** | **Print Bonus Slip** ... to print the employee's bonus payslip.

| 🕅 Bonus Slip | _ 🗆 X |
|---------------------------------------|------------------|
| 1. Bonus Date | Pre <u>v</u> iew |
| Bonus Year: 2002 👗 Date: 09/05/2002 💌 | <u>P</u> rint |
| 2. Department & Employee | <u>E</u> xport |
| Department From to | |
| Employee From: | |
| 3. Misc. Information | |
| Bonus Slip <u>M</u> essage: Notes: | |
| | Close |
| | Help |

Indicate the *Bonus Date, Department & Employee* and *Misc. Information* and select the *Preview / Print* button.



5 PAYROLL REPORTS

- 5.1 Print Pay slip
- 5.2 Print Payroll Summary
- 5.3 Print EPF Borang A
- 5.4 Print SOCSO Borang 8A
- 5.5 Print Income Tax CP39
- 5.6 Other Payroll Reports
- 5.7 Print Income Tax EA Form
- 5.8 Print Income Tax CP8D
- 5.9 Print Income Tax CP159

5 PAYROLL REPORTS

5.1 PRINT PAY SLIP

Select **Payroll** | **Print Pay slip**. Indicate the **Pay Frequency**, **Payroll Period**, **Department** & **Employee** and **Misc. Information** such as "Salary will be credited on the 28th of each month" (applicable) and proceed to preview / print or export.

| Pay slip | × |
|--|------------------|
| 1. Pay Frequency | Pre <u>v</u> iew |
| Monthly First Half | Print |
| 2. Payroll Period | <u>E</u> xport |
| Month November Vear 2001 | |
| Processed Month: 01 02 03 04 05 06 07 08 09 10 11 12 ▲ | |
| 3. Department & Employee | |
| Department From: v to | |
| Employee From: v to | |
| 4. Misc. Information | |
| Payslip Message: Notes: | Close |
| | Help |

5.2 PRINT PAYROLL SUMMARY

Select **Payroll | Print Payroll Summary**. Indicate the *Payroll Type, Payment By, Payroll Period and Department & Employee* and proceed to preview / print or export.

| ayroll S | ummary | | | | | | | | | | |
|---|--|---|---------------------------------|-----------------------|--|--------------------------|---------------------|-------------|------------|----|---------|
| . Payrol | l Type | | | | | | | | | | Preview |
| | | Mo Mo | onthly | | <u>F</u> irst Ha | alf | | | | | Print |
| . Payme | nt By | <u>B</u> o | nus | V | Secon | d Half | | | | | Export |
| | | IV Ca: IV Ch | sh eque | V | Bank A | Auto Cr | edit | | | | Enport |
| | | 100 | | | | | | | | | |
| . Payrol Month | May | | | Year | 2002 | | | | | | |
| Month Proces | May ssed Mor 02 03 | nth: 04 | ▼ 05 0 | Year 6 07 | 2002 | 09 | 10 | 11 | 12 | _ | |
| Month Proces 01 Legend | May ssed Mon 02 03 t: Yes Full Firs | nth: 04 ar to Dal y Proce t Half Pr | US 01 te ssed rocessed | Year 6 07 | 2002 08 01 01 01 01 01 01 01 | 09 proces t of Pro | 10 sed | 11 ed Se | 12 quen | ce | |
| . Payrol Month Proces 01 Legend . Depart | May ssed Moi 02 03 | nth: 04 ar to Dal y Proce t Half Pr | 05 0 te ssed rocessed | Year 5 07 | 2002 08 Un 0u | 09 proces t of Pro | 10 sed | 11 ed Se | 12 quen | | |
| . Payrol Month Process 01 Legend . Departm | May ssed Moo 02 03 | nth: 04 ar to Dal y Proce t Half Pr | 05 0 te ssed rocessed | Year 6 07 1 | 2002 08 0u 0u 0u 0u 0u 0u | 09 proces t of Pro | 10 sed ocesse | 11 ed Se | 12 quen | ce | Close |

5.3 PRINT EPF BORANG A

Select **Payroll** | **Government Reports** | **EPF Borang A**. Indicate the *Payroll Period*, *Department & Employee* and *Misc. Information* and proceed to preview / print or export.

Pay Method refers to Payment method. *Reference No.* refers to Cheque Number

| 🏽 EPF - Borang | A | | | | | | | | _ 🗆 X |
|----------------|---------|-------------|--------|------|----------|--------|--------|-------|----------------|
| 1. Payroll Per | iod - | | | | | | | | Preview |
| Month May | y | | ▼ Year | 2002 | • | | | | <u>P</u> rint |
| Processed | Month | n: | | | | | | | |
| 01 02 | 03 | 04 05 | 06 07 | 7 08 | 09 | 10 | 11 | 12 | <u>E</u> xport |
| | | | | | | | | | |
| Legend: | Year to | o Date | | 📃 Un | proces | sed | | | |
| | Fully P | rocessed | | 🔲 Ou | t of Pre | ocesse | ed Sec | uence | |
| | First H | alf Process | ed | 🚡 Lo | cked | | | | |
| 2 M 1 C | | | | | | | | | |
| Z. MISC. Infor | mation | | | | | | | | |
| Pay Method | t: | | | • | | | | | Close |
| | | | | | | | | | |
| Reference No |): | | | | | | | | Help |
| | | | | | | | | | |

5.4 PRINT SOCSO BORANG 8A

Select **Payroll** | **Government Reports** | **SOCSO Borang 8A.** Indicate the *Payroll Period* and *Misc. Information* and proceed to preview / print or export

Pay Method refers to Payment method. *Reference No.* refers to Cheque Number

| 🕄 SOCSO - Bo | rang | 8A | | | | | | | | | | | _ 🗆 X |
|--------------|-------|-------|--------|--------|-----|-----|-------|----------|--------|--------|--------|---|---------|
| 1. Payroll P | eriod |] - | | | | | | | | | | [| Preview |
| Month | May | • | | | ▼ Y | ear | 2002 | • | | | | Ì | Print |
| Proces | sed | Mon | th: | | | | | | | | | | |
| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | | Export |
| | | | | | | | | | | | | | Tubou |
| Legend | : | Year | to Da | te | | | Un | proces | sed | | | | |
| | | Fully | Proce | ssed | | | _ Ou | t of Pro | ocesse | ed Sec | quence | | |
| | | First | Half P | rocess | ed | Č. | 👌 Loo | cked | | | | | |
| 2. Misc. Inf | orma | tion | — | | | | | | | | | | |
| Pay Meth | nod: | | | | | • | | | | | | | Close |
| Reference | No: | | | | | | | | | | | | Help |

5.5 PRINT INCOME TAX CP39

Select **Payroll** | **Government Reports** | **Income Tax – CP 39.** Indicate the *Payroll Period, Department & Employee* and *Misc. Information* and proceed to preview / print or export.

Pay Method refers to Payment method.*Reference No.* refers to Cheque Number.*Date* refers to cheque date.*Branch* refers to Income Tax office branch (*LHDN branch*).

| 🕅 Income Tax - CP 39 | _ 🗆 X |
|---|------------------|
| 1. Payroll Period | Pre <u>v</u> iew |
| Month May 💌 Year 2002 | Print |
| Processed Month: | |
| 01 02 03 04 05 06 07 08 09 10 11 12 | <u>Export</u> |
| | |
| Legend: Year to Date Unprocessed | |
| Fully Processed Dut of Processed Sequence | |
| 🔜 First Half Processed 🛛 🔒 Locked | |
| 2. Misc. Information | |
| Pay Method: | |
| Reference No: Date: 09/05/2002 | Close |
| Branch: | Help |

5.6 OTHER PAYROLL REPORTS

| NO | REPORT NAME | COMMAND CENTER | ALTERNATIVE WAY TO ACCESS | COMMENT | |
|----|-----------------------|----------------------------|---|--|--|
| 1 | Payroll Allowance | Print Payroll Allowance | Click Payroll Print Payroll Allowance | A list of allowance for a particular month. | |
| 2 | Payroll Deduction | Print Payroll Deduction | Click Payroll Print Payroll Deduction | A list of deduction for a particular month. | |
| 3 | Coinage Report | Not Available | Click Payroll Print Coinage Report | Show the cash denomination of salary. | |
| 4 | Monthly EPF Listing | Print Monthly EPF | Click Payroll Print Monthly EPF Listing | A list of EPF contribution for a particular month. | |
| 5 | Monthly Socso Listing | Print Monthly Socso | Click Payroll Print Monthly SOCSO Listing | A list of SOCSO contribution for a particular month. | |
| 6 | Monthly Tax Listing | Print Monthly Tax | Click Payroll Print Monthly Tax Listing | A list of Tax Deduction for a particular month. | |
| 7 | Bank Credit Report | Not Available | Click Payroll Print Bank Credit Report | A list of employee net pays which is submitting to bank to inform the bank to direct credit to the particular employee bank account. | |
| 8 | Government Reports | | | | |
| | a) SOCSO – Borang 2 | Not Available | Click Payroll Government Reports | Registration of new employee(s) form. | |
| | b) SOCSO – Borang 3 | | | Termination of employee(s) form. | |
| | c) Income Tax – CP22 | | | Submit to inform about the new employees joined the company during that month. (Monthly) | |
| | d) Income Tax – CP22A | | | Submit to inform about the resigned Employee on that company on that month. (Monthly) | |

| NO | REPORT NAME | COMMAND CENTER | ALTERNATIVE WAY TO ACCESS | COMMENT |
|----|--|-------------------|--|---|
| | e) Income Tax – EA | Not Available | Click Payroll Government Reports | Submit to income tax department for Report Earning for the year. (Yearly) |
| | f) Income Tax – CP8D | | | Submit to Income Tax department for pay listing by Employees. (Yearly) |
| | g) Income Tax – CP159 | | | Submit to Income Tax department about the company total pay and PCB list by month. (Yearly) |
| | h) Income Tax – PCB(II) | | | Monthly receipt number and total tax payable by the employee. (Yearly) |
| | i) HRDF report | | Click Payroll Print HRDF | HRDF contribution report. |
| | j) Payroll Overtime Report | | Click Payroll Print Overtime Report | Monthly paid out overtime pay to employee |
| 9 | Yearly Reports a) Yearly EPF b) Yearly SOCSO c) Yearly PCB d) Yearly Gross Pay e) Yearly Individual Pay | Not Available | Click Payroll Yearly Reports | A yearly payroll analysis. (Screen Preview See Figure 7 below) |
| | f) Yearly Commission | | | Yearly print out of commission paid out to employee |
| | g) Yearly Overtime | | | Yearly print out of overtime paid out to employee. |
| | h) Net Pay | | | Yearly printout of net pay of the employee |

All the above reports has a same report screen as shownin *Figure 2* except report No. 3, 8 & 9. For report No. 8(c) report screen is the same as the report screen in *5.4 Print EPF Borang A*





Figure 2 (For report No.1, 2, 4, 5 & 6)

Figure 1 (For report No.7)



Figure 3 (For report No. 3)

🕄 Income Tax - CP 22 A _ 🗆 🗙 1. Payroll Period Preview Month November 💌 Year 2001 🚔 <u>P</u>rint 06 07 08 09 10 11 12 <u>E</u>xport Year to Date Unprocessed
Out of Processed Sequence Legend: Fully Processed First Half Processed Locked 2. Department & Employee Department From: 🔻 to -Close Employee From: 🔻 to Help







5.7 PRINT INCOME TAX - EA

User can print **Income Tax – EA** form from **Payroll | Government Report | Income Tax – EA**

| 🕄 Income Tax I | EA | | | | | | | | | | _ 🗆 > |
|---------------------------------------|---|----------------------------|-----------------------------|-----|-------|------|------------------------|----|--------|--------|------------------|
| 1. Payroll Per | iod | | | | | | | | | | Pre <u>v</u> iew |
| | | | | Y | ear 2 | 2001 | - | | | | <u>P</u> rint |
| Processed | l Mon | th: | 05 | | 07 | | | 10 | | 10 | |
| | 03 | 04 | 05 | Ub | 07 | 08 | 09 | | | | <u>Export</u> |
| Legend: Legend: Department Fi | Year Fully First t & Er rom | r to Da Proce Half P | te :ssed roces: ee | sed | - | to | proce: t of Pricked | | ed Sec | quence | - - - |
| 3. Misc Inform | natior | n – | | | | | | | | | - Close |
| EA Printing D | ate: | 09/05 | /2002 | | • | | | | | | Help |

Indicate the Payroll *Period, Department & Employee* and *Misc. Information*. Proceed to select either *Preview / Print* button.

| 🕄 Select Report | | × |
|-------------------------|--------|----------|
| Report Name | \geq | System |
| Income Tax EA - 2001 | | ` |
| Income Tax EA - English | | V |
| | | |
| OK Cancel | | |

Select which report format and click on *OK* button.

System will display the Income Tax – EA form as shown below:-

| 🖁 Print Pr | review - Report | Name: Income Tax EA - 2001 | _ 8 × |
|------------|--|--|-------|
| ð D | 10 | | |
| | No. Siri No. Fail Ma | MALAYSIA URALAYSIA URALAYS | |
| | | BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA YANG MESTI Melampirkan pada borang nyata cukai pendapatannya. | |
| | A BUT Nama pen No. K.P. J Alamat Ke Taraf Perk | TIRAN PEKERJA Jowy Status Jowy Status <thjowy status<="" th=""> <thjowy status<="" th=""></thjowy></thjowy> | |
| | Bagi pere No. K.P. | empuan yang berkahwin, sebutkan <u>Butiran suami</u> . Nama Alamat | |
| | Jika bekerj (#) | rja tidak genap setahun, sebudikan- Tarikih nuda bekerja | |
| | B KOD | PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (ihat Nota Panduan 3,4,6 dan 6 di Borang E) RM | |
| | 001 | 1. Gaji Kasar, upah atau gaji cuti (termasuk gaji lebih masa) | |
| | 101 | Fee (termasuk fee pengarah), komisen atau bonus (Bonus bagi tempoh darihingga))) Tip kasar, perkusit penetraman sagu hati dua eluan-eluan lain (Perkal pembayaran)) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja | |
| | 103 | 2. Niski Mantadi atau kemudahan berupa berangan : (a) Kereta (Tarikh sebenar diperuntukan | |
| | 104 | (b) Elektrik, air, telefon dan kemudahan lain | |
| | 105 | (c) Nilai manfaat rumahlangan : (i) Separuh lengkap dengan perabot*/penyaman udara*/angsir*/permaidan*, atau (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau (iii) Butiran berasingara Perabot dan kelengkapan | |
| | | Perkakas Dapur | |
| | | Hiburan dan Rekreasi | |
| | 106 | (d) Pembantu rumah dan tukang kebun | |
| | 003 | 3. Nila tempat kedaman (Alamat) | |
| | c. 107 | S. Pampasan kerana kehangan pekerjaan | - |

5.8 PRINT INCOME TAX – CP8D

User can print **Income Tax – CP8D** form from **Payroll | Government Report | Income Tax – CP8D**.



Indicate the Payroll Period and select Preview/ Print button to view the Income Tax – CP8D information as show below :-

| (C. P. 80 | - Pin. 2001) | | | | | | | | | | |
|--|--|---|--|--------------------------------------|--|---|--|--|---|--|--|
| (C.F. 8D | | | | | | | | | | | |
| PE | PENYATA SARAAN DARIPADA PENGGAJIAN BAGI TAHUN BERAKHIR 31 DISEMBER 2001 | | | | | | | | | | |
| | | | | | | | | | | | |
| Cila senaraikan nakaria nakaria di dalam kumputan yang baraningan generi berikutu | | | | | | | | | | | |
| Sila senaraikan pekerja-pekerja di dalam kumpulan yang berasingan seperti berikut: | | | | | | | | | | | |
| | (a) pekerja ya | ng telah tuan k | aporkan uaiam penya | na c | anun iepas; | | | | | | |
| | (D) pekerja ya | ng tuan iapork | an buat pertama kan; | | | | | | | | |
| dan | (с) рекегја уа | ng telan menir | nggaikan pekerjaan ti | uan | dalam tanun 2001 | ; | | | | | |
| susun | menurut abjad nar | na-nama peke | rja dalam tiap-tiap ku | mp | ulan dan bermula | dengan | nombor sir | i 1 unt | uk kumpulan (a) | | |
| dan m | enyambung nombo | or dersini itu da | igi pekerja di dalam k | cum | pulan (b) dan (c). | | | | | | |
| | | | | | | | | | | | |
| No. Siri | No. Fall C skal Pesdapatas Pekerta | No. Kad Pengenal | tan Nama penninota atan dibertipencen me | ang-or Engikar | ang yang digali ISUSUNAN ABJAD | BII. Anak | Juntali Gajio (LikatCatata | 10. 13) | Jimilah Polongan diren Man di bawah skim | | |
| | | | | ubenpercenting with out on the stand | | RI | RM | | Potologan Cirkal Bertadikal dalam tahitu 2001 R.II | | |
| | | | | | | | 1,8 | 00.00 | 208.00 | | |
| | SG6316844-11 | | AW HOE YEN - 7,300.0 | | | | | | | | |
| | SG6316844-11 | 123123-12-3123 | LAW HOE YEN | | | • | 7,3 | 00.00 | 126.00 | | |
| | SG6316844-11 SG6316844-09 | 123123-12-3123 740824-10-6733 | LAW HOE YEN LAW KENG FONG | | | • | 7,3 | 00.00 | 126.00 208.00 | | |
| | SG6316944-11 SG6316944-09 SG6316944-10 | 123123-12-3123 740824-10-6733 720225-10-5255 | LAW HOE YEN LAW KENG FONG LEE HONG WEI | | | • | 7,3 8,0 10,0 | 00.00 | 126.00 208.00 352.00 | | |
| | SG6316844-11 SG6316844-09 SG6316844-10 SG6316844-08 | 123123-12-3123 740824-10-6733 720225-10-5255 650111-10-5111 | LAW HOE YEN LAW KENG FONG LEE HONG WEI YONG CHIN LOK | | | · · · | 7,3 8,0 10,0 11,0 | 00.00 | 126.00 208.00 352.00 428.00 | | |
| Biangan pel dan dalam le | SG8316844-11 SG8316844-09 SG8316844-09 SG8316844-10 SG8316844-08 Kr(js-peterjargang diteramik mbaran-tembaran fambatan | 123123-12-3123 740824-10-8733 720225-10-5255 850111-10-5111 | LAW HOE YEN LAW KENG FONG LEE HONG WEI YONG CHIN LOK | | Jumish gaji-gaji dib. peterja-peterja ;ang : | - - 2 ;ang kena dil di tenarakan. | 7,3 8,0 10,0 11,0 11,0 | 00.00 00.00 00.00 00.00 | 128.00 208.00 352.00 428.00 444,300.00 | | |
| Biangan pel dan datan ie Biangan pel | SG6316844-11 SG6316844-09 SG6316844-10 SG6316844-08 wr(p-perc) and disenarilik mbaran-tembaran fambaran tembaran-tembaran fambaran wr(p-peter) alin. | 123123-12-3123 740824-10-8733 720226-10-8255 860111-10-5111 an di sta | LAW HOE YEN LAW KENG FONG LEE HONG WEI YONG CHIN LOK 5 10 | | Jumisin geji-geji dirb. peter ja-peter ja ziji dirb. Jumisin geji-geji dirb. peter ja-peter ja istri. | - - 2 jang kena dil ditenarakan, jang kena dil | 7,3 8,0 10,0 11,0 agar kepada agar kepada | 00.00 00.00 00.00 00.00 RM RM | 128.00 208.00 352.00 428.00 44,300.00 24,411.00 | | |
| Biangan pe dan dalam is Bilangan pel Jumlah Peke | SG6316844-11 SG6316844-09 SG6316844-09 SG6316844-10 SG6316844-08 etc;]==================================== | 123123-12-3123 740824-10-6733 720226-10-5255 850111-10-5111 an diata | LAW HOE YEN LAW KENG FONG LEE HONG WEI YONG CHIN LOK 5 10 | | Jumish gaji-gaji dib. pekerja-pekerja yang Jumish gaji-gaji dib. pekerja-pekerja lain. Jumish berar gaji-gaj | - - 2 2 jang kena dit jang kena dit jang kena dit | 7,3 8,0 10,0 11,0 cayar kepada cayar kepada bayar. | 00.00 00.00 00.00 00.00 RM RM RM | 128.00 208.00 362.00 448.00 44,300.00 24,411.00 68,711.00 | | |

5.9 PRINT INCOME TAX – CP159

User can print **Income Tax – CP159** from **Payroll | Government Report | Income Tax – CP159**...

| RI | icome | Тах | - CP 1 | 159 | | | | | | | | | | _ 🗆 X |
|-------------------|--|--------|----------|----------|---------|---------|--------|-----|---------|----|-------|----|---|----------------|
| 1. Payroll Period | | | | | | | | | Preview | | | | | |
| Year 2002 🚔 | | | | | | | | | | | Print | | | |
| | Proce | essed | l Mon | th: | | | | | | | | | | |
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | | <u>E</u> xport |
| | | | | | | | | | | | | |] | |
| | Legend: Year to Date Unprocessed Fully Processed Out of Processed Sequence First Half Processed 🔒 Locked | | | | | | | | e | | | | | |
| 3. | Misc | Infor | matio | in - | | | | | | | | | | |
| Ŧ | Business End At: 31/12/2002 | | | | | | | | | | | | | |
| 10 | tal Emp | ployee | es at ei | na of ti | ne yea | n: 15 | | • | | | | | | Close |
| | | | | Printin | ig Dati | e: 09. | /05/20 | 002 | • | | | | | |
| | | | | | | | | | | | | | | Help |

Indicate the *Payroll Period* and *Misc. Information*. Proceed to select the *Preview / Print* button to view the information.

| | | MAL AVEL | | | |
|---|--|--|---|--|------------------|
| | | MALAT 304 | | (CP 1 | 59 - Pin 2/2001) |
| | ~ | | | (0) | 00-111.22001) |
| | | | APATAN | No. Fail Maiikan E | |
| | PEN | YATA POTONGAN CL | JKAI DI BAWAH | | |
| | KAEDAH CUKAI PEI | NDAPATAN (POTONO | GAN DARIPADA SA | RAAN) 1994 | |
| | | | | | |
| lama Majika | IN: CCY SOFTWARE SDN E | 3HD | Tah | un Berakhir 31 Disen | ber 2002 |
| Namat (sela | in dari Alamat Peti Surat): 1 | 81A, JALAN MERU, | No. | Tel 03-33 | 725777 |
| 11050, KLA | NG,SELANGOR DARUL EHS | AN. | No. | Faks 03-33 | 725888 |
| | | | | | |
| Bulan | Jumlah Saraan Kasar (Semua Pekerja) | Jumlah Saraan Kasar Yang Tertakluk kepada Kaedah Cukai Pendapatan | Jumlah Cukai Pendapatan Yang Patut Dipotong Di Bawah Kaedah Cukai Pendapatan | Jumlah Cukai Pendapatan Dipotong Dan Diremitkan Oleh Majikan | No. Resit |
| Bulan | Jumlah Saraan Kasar (Semus Pekerjs) (RM) | Jumlah Saraan Kasar Yang Tertalouk kepada Kaedah Cukai Pendapatan (RM) | Jumlah Cukai Pendapatan Yang Patut Dipotong Di Bawah Kaedah Cukai Pendapatan (RM) | Jumlah Cukai Pendapatan Dipotong Dan Diremitkan Oteh Majikan (RM) | No. Resit |
| Bulan | Jumlah Saraan Kasar (Semus Pekerja) (RM) 33,655.50 | Jumlah Saraan Kasar Yang Tertalduk kepada Kaedah Cukai Pendapatan (RM) 22,150.00 | Jumlah Cukai Pendapatan Yang Patut Dipotong Di Bawah Kaedah Cukai Pendapatan (RM) 661.00 | Jumlah Cukai Pendapatan Dipotong Dan Diremitikan Oteh Majikan (RM) — | No. Resit |
| Bulan January February | Jumlah Saraan Kasar (Semus Pekerja) (RM) 33,855.50 | Jumlah Saraan Kasar Yang Tertakuk kepada Kaedah Cukai Pendapatan (RM) 22,150.00 | Jumlah Cukai Pendapatan Yang Patut Dipotong Di Bawah Kaedah Cukai Pendapatan (RM) 661.00 | Jumlah Cukai Pendapatan Dipotong Dan Dipotong Dan Diremtikan Oteh Majikan (RM) — | No. Resit |
| Bulan January February March | Jumlah Saraan Kasar (Semus Pekerja) (RM) 33,855.50 — | Jumlah Saraan Kasar Yang Tertakuk kepada Kaedah Cukai Pendapatan (FM) 22,150.00 — | Jumlah Cukai Pendapatan Yang Patu Dipotong Di Bawah Kaedah Cukai Pendapatan (RM) 661.00 — | Jumlah Cukai Pendapatan Dipotong Dan Dipotong Dan Diremtikan Oteh Majikan (RM) — — — | No. Resit |
| Bulan January February March April | Junlah Saraan Kasar (Semua Pekerja) (RM) 33,855.50 — — — | Jumlah Saraan Kasar Yang Tertakluk kepada Kaedah Cukai Pendapatan (RM) 22,150.00 — — — | Jumlah Cukai Pendapatan Yang Patu Cipotong Di Bawah Kaedah Cukai Pendapatan (RM) 661.00 — — — | Jumlah Cukai Pendapatan Dipotong Dan Diremikan Oleh Majikan (RM) — — — — — | No. Resit |
| Bulan January February March April May | Juniah Saraan Kasar (Semua Pekerja) (RM) 33,855 50 — — — 34,855 50 | Jumlah Saraan Kapar Yang Tertakluk kepada Kaedah Cukai Pendapatan (RM) 22,150.00 — — — 22,150.00 | Jumlah Cukai Pendapatan Yang Patu Cipotong Di Bawah Kaedah Cukai Pendapatan (RM) 661.00 – – 661.00 661.00 | Jumlah Cukai Pendapatan Dipotong Dan DiremBan Oleh Majikan (RM) — — — — — — — — | No. Resit |
| Bulan January February March April May June | Juniah Saraan Kasar (Semua Pekerja) (RM) 333,855.50 — — — — — 34,855.50 — | Jumlah Saraan Kasar Yang Tertakluk kepada Kadah Oendapatan (RM) 22,150.00 — — — — — — — — — | Jumlah Cukai Pendapatan Yang Patu Cijotong Di Bawah Kaedan Cukai Pendapatan (RM) 661.00 — — 661.00 — — 661.00 | Jumlah Cukai Pendapatan Dipotong Dan Diremtikan Cleh Majikan (RM) ———————————————————————————————————— | No. Resit |



6 ELECTRONIC PAYROLL TRANSFER

- 6.1 Create Electronic Credit Payment Diskette
- 6.2 EPF Borang A Diskette
- 6.3 SOCSO Borang 8A Diskette
- 6.4 Income Tax CP39 Diskette

6 ELECTRONIC PAYROLL TRANSFER

AutoCount Payroll provides an electronic file transfer that is information from the payroll system is extracted out and transfer to a diskette. User can submit the diskette to the respective government department.

6.1 CREATE ELECTRONIC CREDIT PAYMENT DISKETTE

| 🕅 Create Electronic Credit Payment Diskette |
|--|
| 1. Payment Period |
| Month November 💌 Year 2001 |
| Processed Month: |
| |
| Legend: Year to Date Unprocessed |
| First Half Processed Active Control First Half Processed |
| 2 Department & Employee |
| |
| Department From: to |
| Employee From: to |
| 3. Credit Info. |
| Account: 001 |
| Date: 11-11-01 |
| |
| 4. File Location |
| |
| Create Close |

Electronic Credit Payment Diskette allows user to generate the electronic credit payment (i.e. for direct credit payment) which can be submitted to the company's bank for monthly payroll crediting.

- 1. Select Payroll | Electronic Transfer | Create Electronic Credit Payment Diskette...
- 2. Click **Create** button, once the *Payment Period*, *Department & Employee*, *Credit Info* and *File Location* is completed.

Bank Account – Specify the bank account which you want the bank debit from.
 Crediting Date – Specify the date which you want the bank to credit the employee account.

6.2 EPF BORANG A DISKETTE

Create EPF Borang A Diskette allows user to generate the EPF Borang A data to disk to submit to EPF department.

1. Select Payroll | Electronic Transfer | Create EPF Borang Wizard...



- 2. There is 2 options in the screen :-
 - If user have submitted EPF using diskette, then choose this option: *Yes. I have passed the test and I wish to create Borang A via Diskette.*
 - If user have not submit EPF before using diskette, then choose this option: *No. This is the first time I use the facility. I wish to create a test Diskette*

Indicate the month, year, the payment method and payment reference number if any. Select **Print EPF Borang A** to print the EPF form.

| Electronic Transfe | : EPF Borang A | Wizard | | | | | | × | | |
|--|--|--|----------------------------------|--------------------------|--------|-------------|--------|-------|--|--|
| | Step 2: Please specify EPF Period | | | | | | | | | |
| | Please specify wi KWSP's Borang | | | | | | | | | |
| | Month May | | Year | 2002 | | | | III | | |
| | Processed Ma | onth: 3 04 05 | 06 07 | 08 0 | 9 10 | 11 | 12 | | | |
| | Legend: Yi Fr Please spec and payment rel | ear to Date Illy Processed rst Half Proces cify your payme ference no. if th | sed ent method here is any | Unproc Out of Cash | d | ed Sec | quence | | | |
| Powersd by: AutoCount Technology | | | ~~ | Print EPf Previous | Borang | ∣A Next> | > | Close | | |

Select **Next>>** to proceed on.

3. Change and indicate which location for the system to store the EPF Borang A data. Select *Create EPF Borang A Disk* button to generate the data.



4. Select **Print BBCD Form** button to print BBCD form.

| Electronic Transfer: E | PF Borang A \ | Vizard | × |
|------------------------|--|---|-----------|
| | Step 4: Pr | int BBCD Form | |
| | Employers are a Borang BBCD (person) for eacl cheque to the r Cawangan. | iso required to submit a PRINTED COPY of the with the declaration duly signed by an authorised employer reference number and the remittance spective KWSP Negeri or the nearest KWSP | |
| | Pay Method: | Cash 💌 | |
| | Reference No: | | |
| | Name: | MR. CHAU | |
| | I.C. No: | | |
| | Position: | | |
| | Phone No: | 03-33725777 | |
| | | Print BBCD Form | |
| | | 1¢) | |
| Pravnid by: | | | |
| | | << Previous | t>> Close |

Select Next>> to proceed on.

5. Select Print Disk Label to print disk label.

| Electronic Transfer | : EPF Borang A Wizard | | | × |
|--|--|---|------------------|-------|
| AID | Step 5: Print Disk Label | | | |
| | You are advised to furnish the followin on the disk when submitting your Bora | ng particulars on ti ang A diskette: | ne label affixed | 00 |
| Contraction of the second seco | Employer's Name: | CCY SOFTWAR | E SDN BHD | |
| | Employer's Reference No: | | | |
| | Month / Year of Contribution (MMYY) | 0502 | | |
| | Person In Charge: | MR. CHAU | | |
| | Telephone Number: | 03-33725777 | | |
| | | | Print Disk Label | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Powered by: | | | | |
| | | << Previous | Next>> | Close |

6. Select **Finish** button to proceed on and complete the final step.



6.3 SOCSO BORANG 8A DISKETTE

SOCSO Borang 8A Diskette allows user to generate the SOCSO data for submission.

1. Select Payroll | Electronic Transfer | SOCSO Borang 8A Diskette...



- 2. There is 2 options in the screen :-
 - If user have submitted EPF using diskette, then choose this option: *Yes. I have passed the test and I wish to create SOCSO Borang A via Diskette.*
 - If user have not submit SOCSO before using diskette, then choose this option : *No. This is the first time I use the facility. I wish to create a test Diskette*

3. Specify the SOCSO period. Indicate the payment method and payment reference number such as cheque number or money order number. Select **Print SOCSO Borang 8A** button to print the SOCSO Borang 8A.

| Electronic Transfe | r: 50C50 |) Bor | ang 8 | A Wi | zard | | | | | | | | × |
|--------------------|--|-------------------------------------|------------------------|--------------------------|------------------------|--------------------|------------|------------------|--------------------------|---------------|-----------|--------|-------|
| | Step | Step 2: Please specify SOCSO Period | | | | | | | | | | | |
| | Please specify which payroll period you are going to create the SOCSO Borang 8A Disk: | | | | | | | | | | | | |
| | Month | Ma | ay | | | ▼ Y | 'ear | 2002 | • | | | | |
| | Proce | essed 02 | I Mon 03 | th: 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | |
| | Legen | d: | Year Fully First | to Da Proce Half F | ate essed Proces | sed | | Un Ou | proce t of Pr cked | ssed ocess | ed Se | quence | |
| | Ple and pa | ease : aymen | specify It refere | your ence r | payme no. if th | ent met nere is | hod any | Cash Print SC | ocso | Boran | ▼ g 84 | | |
| Found by: | | | | | | | 11 | Previo | | | Vevt \ | | Close |
| | | | | | | | _ << | Frevio | us | Į | vex(> | | LIOSE |

4. Specify which location for the system to store the SOCSO's Borang 8A information and select **Create SOCSO Borang 8A Test Disk** to generate the information.

| Electronic Transfe | r: SOCSO Borang 8A Wizard | | × | | | | | | |
|---------------------------|--|--|------|--|--|--|--|--|--|
| | Step 3: Where you want to store SOCSO's Borang 8A Data | | | | | | | | |
| | Please specify where you want to sto 8A data. The data is stored in file nar If you choose floppy as your storage i floppy disk was formatted and it is bla High Density (HD) floppy disk for subi | re the SDCSD's Borang med BRG8A.TXT media, please make sure your nk. You may only use 3.5'' mission. | | | | | | | |
| | If you specify location other than flop to a floppy disk later for submission. Please specify location: | py disk, you may copy the file | | | | | | | |
| | A:\ | | ••• | | | | | | |
| | | Create SOCSO Borang 8A Test D | lisk | | | | | | |
| Pracend by: Technology | | | | | | | | | |
| | | < <pre></pre> | lose | | | | | | |

5. Select **Print SOCSO Lampiran A** button to printout the SOCSO Lampiran A information.

| Electronic Transfer: | : SOCSO Borang | 8A Wizard | × |
|----------------------|--|--|---|
| | Step 4: Pr | int SOCSO Lampiran A | |
| | Employers are a Lampiran A whe branch. | ilso required to submit a PRINTED COPY of the en submitting the disk to the nearest PERKESO | |
| | Name: | MR. CHAU | |
| | Phone No: | 03-33725777 | |
| | | Print SOCSO Lampiran A | |
| Powerial by: | | | |

- Electronic Transfer: SOCSO Borang 8A Wizard

 Step 5: Print Disk Label

 You are advised to furnish the following particulars on the label affixed on the disk when submitting your SOCSO Borang 8A diskette:

 Employer's Name:
 CCY SOFTWARE SDN BHD

 Employer's SOCSO No:
 B3418871X

 Month / Year of Contribution:
 05/2002

 Person In Charge:
 MR. CHAU

 Telephone Number:
 03/33725777

 Print Disk Label
 Kabel
- 6. Select **Print Disk Label** button to print the disk label.

7. Select **Print Application Letter** button to print the application letter. The Letter Reference No. field is use for user's own references.

| Electronic Transfe | r: SOCSO Bor | rang 8A Wizard | | | × |
|--------------------|--------------|---------------------|-------------------|---------|-------|
| | Step 6: | Print Applic | ation Letter | | |
| | Letter Refe | erence No: | Print Application | Letter | |
| Powerd by: | | | << Previous | Next >> | Close |

8. Lastly select **FINISH** button to complete the process of SOCSO Borang 8A Diskette.



6.4 INCOME TAX CP39 DISKETTE

Create Income Tax CP39 Diskette allows user to generate the Income Tax CP39 information to submit to Income Tax department.

1. Select Payroll | Electronic Transfer | Create Income Tax CP39 Diskette...



- 2. There is 2 options in the screen :-
 - If users have submitted EPF using diskette, then choose this option: *Yes. I have pass the test and I wish to create* **Income Tax** CP39 *via Diskette*.
 - If users have not submitted Income Tax CP39 before using diskette, then choose this option: *No. This is the first time I use the facility. I wish to create a test Diskette*

3. Select **Next>>** to proceed on and specify the PCB Period. Print the Income Tax CP39, click on the *Print Income Tax CP39* button.

| Please specify which Income Tax CP39 Di | payroll perio sk: | d you are | going to cr | eate the | | | 00 |
|--|--------------------------------------|-----------|--------------------------|-------------------------|--------|--------|----|
| Month May | | Year | 2002 | | | | 霞 |
| Processed Montl 01 02 03 | h: 04 05 | 06 07 | 08 0 | 9 10 | 11 | 12 | |
| Legend: Year M Fully F First H | o Date Processed Ialf Processe | ed (| Unpro Out of Locke | cessed Processe d | ed Sec | quence | |
| HQ No File Maji No File Maji | kan: | | | | | | |
| Payment Reference Payment D | No: ate: 02/05 | /2002 | • | | | | |
| | | | | | | | |

For *HQ No File Majikan* and *No File Majikan*, the system will obtain the information from the *Company Profile* setting at the *Profile* page.

Payment reference refers to information such as cheque number or money order number.

Payment Branch refers to information of the payment branch.

4. Change the location and indicate to the system where to store the PCB's Data. Proceed to select Create *PCB Test Disk* button to generate the data.


5. Select *Print Disk Label* button to print the Disk Label.

| Electronic Transfer | r: Income Tax PCB Wizard | | | × |
|---------------------|--|---|----------------------------|-------|
| | Step 4: Print Disk L | abel | | |
| LHDN | You are advised to furnish the on the disk when submitting yo | following particulars on th our Income Tax CP39 dist | ne label affixed kette: | |
| | Employer's Name: | CCY SOFTWARE SDN | I BHD | |
| | Month / Year of Contribution: | 05/2002 | | |
| | Person In Charge: | MR. CHAU | | |
| | Telephone Number: | 03-33725777 | | |
| | Disk No: | 1 | | |
| | Record Length: | 136 bytes | | |
| | | | Print Disk Label | Ê. |
| | | | 1 | 8 |
| | | | | |
| | | | | |
| Powered by: | | | | |
| | | << Previous | Next>> | Close |

Select Next>> to proceed on.

6. Select *Print Application Letter* button to print application letter. *Letter of Reference No.* field is for user's own reference and is not related to LHDN.



Select Next>> to proceed on.



7. Select **Finish** button to complete the steps for processing Income Tax CP39.



7 TOOLS & UTILITIES

- 7.1 Backup & Restore
 - 7.1.1 Backup
 - 7.1.2 Restore
- 7.2 Purge Payroll Transaction
- 7.3 Period Locking
- 7.4 Payroll History Inquiry
- 7.5 Purge Leave Transaction
- 7.6 Options

7 TOOLS & UTILITIES

7.1 BACKUP & RESTORE

7.1.1 Backup

| ackup | the second s | × |
|--|--|-----------------|
| Backup | | |
| This function allows or CD-RW disk. | you to backup all your data into floppy disk, network folder, hard o | lisk, CD-R disk |
| There are 3 Backup | buttons which simplified the task of backup. | |
| <u>B</u> ackup To | A:\ | |
| <u>B</u> ackup To | CA CA | <u></u> |
| <u>B</u> ackup To | C:\My Documents | |
| ackup Messages: | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- 1. Select **Tools** | **Backup...**
- 2. To change the directory, click button and double click the destination directory or directly enter the drive by changing the existing drive (e.g. From **C:**\ to **G:**\).
- 3. Click **Backup To** button for the system to start the backup process.

The system provides 3 different destinations for user to backup their payroll data, for example, to Floppy Disk, Hard Disk and temporary folder such as My Documents.



IMPORTANT NOTE:

System **WILL NOT** do a simultaneous backup to all 3 different destinations at the same time. User will have to complete one destination backup, then proceed to the 2^{nd} destination and lastly the 3^{rd} destination backup.



It is advisable to do daily backup to at least **THREE** (3) *diskettes and label as stated below:-*

Disk 1 – Monday & Thursday.

Disk 2 – Tuesday & Friday.

Disk 3 – Wednesday & Saturday.

Users are encouraged to keep a separate copy of monthly backup (i.e. one month THREE (3) diskettes). Example Jan 3 disks, Feb another 3 new

7.1.2 Restore

| Restore | × |
|--|---|
| Restore | |
| This function allows you to restore from your backup data. | |
| Restore as new database Create a new database, then restore the data into this new database. | |
| New Database Filename: payroll20011029.gdb | |
| Restore Messages: | _ |
| | |

- 1. Select **Tools** | **Restore...**
- 2. Click **Restore as new database** button.
- 3. In the **Look in** field, look for the backup drive (i.e. the source of the database).
- 4. Click **Open** button.

7.2 PURGE PAYROLL TRANSACTION

| 🕅 Purge F | Payroll Transaction | | | _ 🗆 🗙 |
|-----------|---------------------|-------|-------|---------------|
| Period | Туре | Count | Purge | Purge |
| 2001-01 | Opening | 99 | ► | Laigon |
| 2001-02 | Opening | 99 | | |
| 2001-03 | Opening | 99 | | |
| 2001-04 | Opening | 99 | | |
| 2001-05 | Opening | 99 | | |
| 2001-06 | Opening | 99 | | |
| 2001-07 | Monthly | 110 | | |
| 2001-08 | Monthly | 110 | | |
| 2001-09 | Monthly | 99 | | |
| 2001-10 | Monthly | 121 | | |
| | | | | |
| | | | | <u>C</u> lose |
| | | 1034 | | Help |

Purge Payroll Transaction is to remove a particular month(s) payroll transaction from the database.

- 1. Select Tools | Purge Payroll Transaction...
- 2. Select which period under the *Purge* column.
- 3. Then proceed to click **Purge...** button to delete the period transactions.

7.3 PERIOD LOCKING

| R Period Locker | |
|----------------------|---|
| <u>Y</u> ear: 2001 € | Change |
| Month | Locked |
| January | ✓ |
| February | ~ |
| March | v |
| April | ✓ |
| May | ✓ |
| June | ~ |
| July | ~ |
| August | Image: A start of the start of |
| September | |
| October | |
| November | |
| December | |
| | |
| Apply | Revert Close |

Period Locking allows user to lock the past transaction in order to avoid accidental amendments or being amended by other users.

- 1. Select Tools | Lock Period...
- 2. At the **Year** field, enter the year for the respective months of that year to be displayed and proceed to select **Change** button.
- 3. Tick on the period to lock.
- 4. Click **Apply** button to apply the changes.
- 5. Click **Revert** button to restore back to the previous setting before the changes (i.e. last save information).

7.4 PAYROLL HISTORY ENQUIRY



AutoCount **Payroll** provides the **Inquiry** options that allow user to see an overview of the employee's payroll monthly or yearly.

Select Inquiry | Payroll History Inquiry...

- 1. In the **Employee** field, enter the employee number.
- 2. Click **Go** button for the system to display the information.

7.5 PURGE LEAVE TRANSACTION

Purge Leave Transaction allows user to remove the leave record from the payroll database.

Tick under the *Purge* column to indicate which period of leave record for the system to remove from the payroll database. Select **Purge** button to purge.

| 🕅 Purge L | .eave | Transaction | | | _ 🗆 🗙 |
|-----------|-----------|---------------|----------|---------|---------------|
| Period | Туре | Description | SubType | Purge 🔺 | Purge |
| 2001-01 | AL | ANNUAL LEAVE | Entitle | | |
| 2001-01 | <u>AL</u> | ANNUAL LEAVE | Full Day | | |
| 2001-01 | MC | MEDICAL LEAVE | Entitle | | |
| 2001-02 | AL | ANNUAL LEAVE | Full Day | | |
| 2001-02 | MC | MEDICAL LEAVE | Full Day | | |
| 2001-03 | AL | ANNUAL LEAVE | Full Day | | |
| 2001-03 | MC | MEDICAL LEAVE | Full Day | | |
| 2001-05 | AL | ANNUAL LEAVE | Full Day | | |
| 2001-05 | MC | MEDICAL LEAVE | Full Day | | |
| 2001-06 | AL | ANNUAL LEAVE | Full Day | | |
| 2001-06 | MC | MEDICAL LEAVE | Full Day | | |
| 2001-07 | AL | ANNUAL LEAVE | Full Day | | |
| 2001-08 | AL | ANNUAL LEAVE | Full Day | | |
| | | | | | |
| | | | | | <u>C</u> lose |
| | | | | • | <u>H</u> elp |

7.6 OPTIONS

Options allows user to indicate the period and year for year to date entry as shown below.



It also allows user to tick on the option: *Enable User Defined Field* at the User Defined Field page to indicate to the system that they would like to use the user defined field at the Employee Maintenance screen.





8 LEAVE PROCESS

8.1 Maintenance

- 8.1.1 Create Leave Entitlement
- 8.1.2 Open Leave Entitlement
- 8.1.3 Maintain Leave Type
- 8.1.4 Maintain Leave Group
- 8.2 Leave Application
- 8.3 Leave Inquiry

8 LEAVE PROCESS

8.1 MAINTENANCE

8.1.1 Create Leave Entitlement

Create Entitlement allows user to create leave entitlement.

| Create Leave Entitlement | | × |
|--------------------------|------------------|--------|
| 1. Year | | |
| Year: 2002 | | |
| 2. Department & Employee | I | |
| | | |
| | <u> </u> | |
| Employee From | 💌 to | - |
| | | |
| | <u>C</u> reate (| Cancel |

Indicate which year of leave entitlement for the system to create. Select **Create** button to proceed on which the next steps

The Leave Entitlement screen allows user to enter the BF (brought forward) and Entitled leave information for all the different types of leave such as Annual Leave (AL) for all employee's record.

| 🕅 Leave Entitlement - Year: 2 | 02 | |
|----------------------------------|------------------------------------|--|
| roup Name 🔺 | Save Cancel Reset | |
| STANDAF LEE SIU SIU TESTING 1 | Type Description BF Entitled Total | |
| NOLEAVE TESTING | AL ANNUAL LEAVE 8 8 | |
| Department : ACC - 2 | | |
| STANDAF WONG LEE LEE | | |
| Department : GENERAL - 3 | | |
| STANDAF YONG PEK KIAN | | |
| STANDAF YAP LENG LENG | | |
| Department : MART - 3 | | |
| | | |
| Total: 16 employee(: | | |
| | | |
| Spouse Addres: | | |
| Spouse Tax Ro | | |
| Wife Working | | |
| D note | | |

8.1.2 Open Leave Entitlement

Open Leave Entitlement allows user to open previous leave entry for amendments.

| Open Leave Entitlement | | × |
|--------------------------|--------------|------|
| 1. Year | | |
| Year: 2002 | | |
| 2. Department & Employee | | |
| Department From | 💌 to | ~ |
| Employee From | 💌 to | ~ |
| | <u>O</u> pen | ncel |

The Leave Entitlement screen allows user to amend the BF (brought forward) and Entitled leave information for all the different types of leave such as Annual Leave (AL) for the respective employee record.

| RLeave | Entitlement - Year: 20 | 002 | | | | | | |
|-----------------------|------------------------|--------------|-------------|-------|----|----------|-------|--|
| oup | Name | <u>S</u> ave | Cancel | Reset | | | | |
| STANDA | F LEE SIU SIU | Туре | Description | I. | BF | Entitled | Total | |
| NOLEAVE | ETESTING | AL | ANNUAL L | EAVE | _ | 8 | 8 | |
| Departme | nt : ACC - 2 | MC | MEDICAL L | .EAVE | | 14 | 14 | |
| STANDA | F WONG LEE LEE | | | | | | | |
| STANDAI Doportmo | F IAN MELMEL | | | | | | | |
| STANDA | FYONG PEK KIAN | | | | | | | |
| STANDA | F SHANTI | | | | | | | |
| STANDA | F YAP LENG LENG | | | | | | | |
| Departme | NT: MART - 3 | | | | | | | |
| CTANDA | | | | | | | | |
| | Total: 16 employee(: 👻 | 1 | | | | | | |
| | • | | | | | | | |
| X Spou | ise Addres: 🔺 | 1 | | | | | | |
| Spou | ise Addres: | | | | | | | |
| Spou | ise Addres: | | | | | | | |
| Spou | ise Addres: | | | | | | | |
| Spot | ise Tax Bra | 1 | | | | | | |
| Wife | Working | | | | | | | |
| D and | | | | | | | | |

8.1.3 Maintain Leave Type

Maintain Leave Type allows user to create all the different type of leave given to employee such as Annual Leave, Medical Leave and Maternity Leave.

| 🕅 Leave Ty | pe Maintenance | | | | <u> </u> |
|------------|----------------|---------------------|---------------------|--------|----------|
| Leave Type | Description | Add to Unpaid Leave | Limited | Color | New |
| AL | ANNUAL LEAVE | | ✓ | 65535 | |
| MC | MEDICAL LEAVE | | ✓ | 255 | Edit |
| ML | MATERNITY LEAV | | | 167116 | Dalaha |
| IOL | UNPAID LEAVE | ✓ | | 32768 | Delete |
| | | | | | Save |
| | | | | | Cancel |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | Close |
| 4 | | | | | Help |

Select **New** button to create new leave group and **Save** button to save the entry.

| Leave Type | : | Indicate a leave code for the leave type. |
|---------------|----|---|
| | | Example, AL to represent Annual Leave. |
| Description | : | Describe the type of leave. |
| | | Example, Annual Leave refers to abbreviation |
| | | leave type code : <i>AL</i> |
| Add to Unpaid | •• | Tick to indicate if the leave type is to be treated |
| Leave | | as unpaid leave and the amount will be |
| | | deducted from the employee's salary. |
| Limited | •• | Tick to indicate to the system to perform |
| | | checking. |
| | | Example, Default Medical Leave given is 14 |
| | | days. When application of leave exceed 14 |
| | | days, the system will not allow the leave |
| | | application for medical leave to exceed. |
| Color | : | Indicate the color display of the leave type. |
| | | This is done to differentiate the different leave |
| | | type being process at the Leave Application. |

8.1.4 Maintain Leave Group

Maintain Leave Group allows user to create different level of group to categorise the employee's to different level such as based on designation, for example, Standard, Management or Director Level, as well as set entitlement for respective leave type of the different days entitled based on service year.

| RLeave Group M | aintenance | | | | | _ 🗆 × |
|------------------------|-----------------|-----------------------|------|--------|---|---------------|
| Leave Group NOLEAVE | 0 - | | | | | New |
| STANDARD | <= Year service | Description | AL B | F MC | | Edit |
| · | Default | Default Values | 16 | 22 | | |
| | 1 | Work Less than 1 year | 8 | 14 | | Delete |
| | 2 | Work Less than 2 year | 8 | 14 | | |
| | 3 | Work Less than 3 year | 12 | 18 | | Save |
| | 4 | Work Less than 4 year | 12 | 18 | | Cancel |
| | | | | | | |
| | | | | | • | Close Help |

Select **New** button to create new leave group and **Save** button to save the entry.

| <=Year Service | : | Enter number of year service. |
|----------------|---|--|
| | | Example, 1 for those who has been with the |
| | | company for less than or equal to 1 year. |
| Description | : | Enter description. |
| | | Example , 1 refers to Work Less than or |
| | | equal to 1 year. |
| AL | : | Enter Annual Leave entitlement. |
| BF | : | Enter Brought Forward Leave entitlement. |
| MC | : | Enter Medical Leave entitlement |

8.2 Leave Application

Leave Application allows user to enter employee's leave application. Select Leave | Leave Application..

| Open Leave Applicat | ion | | | | | | | | × |
|---------------------|-----------|-------|-----|------|--------------|--------|--------|--------|---|
| 1. Year | | | | | | | | | |
| Year 2002 | * | | | | | | | | |
| Processed Mon | th: | | | | | | | | |
| 01 02 03 | 04 0 | 5 06 | 07 | 08 | 09 | 10 | 11 | 12 | |
| | | | | | | | | | |
| Legend: Yea | r to Date | | | Un | Droce: | ssed | | | |
| Fully | Processe | ed | | Ou | t of Pr | ocessi | ed Sec | Juence | e |
| First | Half Proc | essed | - 6 | Lo | cked | | | | |
| 2. Department & I | Employee | • | | | | | | | |
| Department From | | | | - to | | | | | - |
| Employee From | | | | r to | | | | | - |
| | | | | | <u>O</u> pen | | | Cancel | |

Specify which year of leave as well as which Department & Employee is being process. Select **Open** button to proceed on to enter the leave application entry.

| Ele Edit Yew Inqui | Bayroll Leave Tools Windows Help | reave apparation - rearing | | | | | - 6 > |
|-------------------------|----------------------------------|-----------------------------------|----------------------|----------------------|------------------|---------|---------|
| 14 4 F F C | | | | | | | |
| ap name | 5-ave Cancel | 4 0 1 0000 | 11 1 0000 | | 11 0000 | | |
| STANDARD LEF SILLSI | WONG LEE LEE | February 2002 | March 2002 | April 2002 | May 2002 | • | |
| TESTING 1 | Type Description | MIWIFSS | MIWIFSS | MIWIFSS | MIWIF | 55 | |
| ULLEAVE TESTING | AL ANNUAL LEAVE | 1 2 3 | 123 | 1 2 3 4 5 6 7 | 6 7 8 9 10 | 4.5 | |
| Department : ACC - 2 | MEDICAL LEAVE | 11 12 1314 15 16 17 | 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 13 14 15 16 17 | 18 19 | |
| STANDARD WONG LEE | MATERNITT LEAVE | 18 19 20 21 22 23 24 | 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 20 21 22 23 24 3 | 25 26 | |
| TANDARD TAN MELM | C Full Hall C Full Day | 25 26 27 28 | 25 26 27 28 29 30 31 | 29 30 | 27 28 29 30 31 | | |
| epartment : GENERAL - 1 | C Second Hat C Clear 1 15 | Secondo car | | | | | |
| TANDARD YONG PEK | AN . | | Karan Barran | | | | |
| TANDARD SHANTI | T Description Date | D DeuTone Note | Tune Descention | | Failled | Takan | Balance |
| STANDARD YAP LENG | NG L Descriptors Date | D Day type Note | Light Lietonpoon | | Entrided | 1 decen | Datark |
| Pepartment : MART - 3 | AL ANNUAL LEAVE 14/02/200 | C 1 Fullow [1] | MC MEDICAL LEAVE | 5 | 146 | | |
| TANDARD YONG CHIN | OK AL ANNUAL FAVE 20/03/200 | | HC HELIGAL LEN | | 14.0 | | |
| TANDARD DAW NENG | AL ANNUAL LEAVE 21/03/200 | 2 1 Fullow | | | | | |
| tranbano Chin ruen | UCA | | | | | | |
| TANDADD LEE HONE | D | | | | | | |
| TANDARD CHIAMEN | 47 | | | | | | |
| TANDARD CHANVEE | NG I | | | | | | |
| TANDARD TEH KOK K | ING | | | | | | |
| anather SUPP. 1 | | | | | | | |
| TANDARD LAW TIEN | ON | | | | | | |
| | | | | | | | |
| Total: 16 en | oyeeli + | | | | | | |

ML

C First Half

MATERNITY LEAVE

Full Day

UNPAID LEAVE

O Second Half O Clear



Then proceed to indicate the leave is applied as First Half or Second Half or Full Day leave.

6

Leave application is entered by highlighting from the start date of leave applied to which date of the leave is applied. Example, *MC (Medical Leave)* is applied from 07/05/2002 and 09/05/2002, therefore highlight in the Calendar for the month of May from 7 to 9 as shown below. After finish leave application, then click **Save** to save it.

Example :

| H - F H C - B . | 🗑 🗅 🕞 🗙 🔲 🗠 🗐 🗮 🗛 | |
|--|--|---|
| aroup Name | <u>S</u> ave Cancel | |
| Department : A - 3 | WONG LEE LEE | t February 2002 March 2002 April 2002 May 2002 ► |
| | | 123 123 123 1234567 12345 |
| | MC MEDICAL LEAVE | 4 5 6 7 8 9 10 4 5 6 7 8 9 10 8 9 10 11 12 13 14 6 7 8 9 10 1) 12 |
| STANDAR E LEE | ML MATERNITY LEAVE | 11 12 13 14 15 16 17 11 12 13 14 15 16 17 15 16 17 18 19 20 21 13 14 15 16 17 28 19 |
| STANDARD TAN MEI MEI | O First Half O Full Day | 25 26 27 28 25 26 27 28 29 30 31 29 30 27 28 29 30 31 |
| Department : GENERAL - 3 STANDARD YONG PEK KIAN | O <u>second Hair</u> O Llear | |
| STANDARD SHANTI | Leave Records | Leave Summary |
| STANDARD YAP LENG LENG | AL ANNUAL LEAVE 14/02/2002 | 1 FullDay a AL ANNUALLEAVE 0:0 |
| STANDARD YONG CHIN LOK | AL ANNUAL LEAVE 19/03/2002 | 1 Full Day MC MEDICAL LEAVE 14.5 |
| STANDARD LAW KENG FONG STANDARD CHIN YUEN YUEN | AL ANNUAL LEAVE 20/03/2002 AL ANNUAL LEAVE 21/03/2002 | |
| Department : R&D - 4 | MC MEDICAL LEAVE 07/05/2002 | 1 FullDay |
| STANDARD LEE HONG WEI STANDARD CHIA MENG TAT | MC MEDICAL LEAVE 09/05/2002 | 1 FullDay (3) |
| | | |
| | | 1 |
| | C | |
| | | |
| | | : Select which leave type to enter. Example: MC |
| | A | for Medical Leave. |
| | | Also indicate the leave applied is for Full day |
| | | leave. |
| F | | Select which month of leave entry and |
| | | |
| L | | highlight the starting date. Then hold on to the |
| | | first entry and drag the mouse till the last leave |
| | | date applied. |
| | | Example from $07/05/2002$ uptil $00/05/2002$ |
| | | Example from $07/00/2002$ until $07/00/2002$. |
| | | Then release the mouse on the last leave entry |
| | | |
| | | date. System will insert the leave records. |
| Г | | Larva Dagarda will diaplay the detail larva |
| | $C \rightarrow$ | Leave Records will display the detail leave |
| L | | entry |
| | | citci y. |
| | | Example the medical leave applied from |
| | | 07/05/0000 |
| | | 07/05/2002 until 09/05/2002. |
| | | Leave Summary will display the total for each |
| | | Leave Summary win display the total for each |
| | | different leave type. |
| | | |
| | | |

Leave Process

For deletion of leave entries, select which leave type to delete and choose the option: *Clear*. Then proceed to the calendar and choose which month to amend. Highlight which date of entry to delete as shown below. System will remove the entry. Select **Save** to save the amendments.

<u>Step 1</u>: Select the *Clear* leave type. Then proceed to the calendar and choose which month to amend. Highlight which date of entry to delete as shown below.



<u>Step 2</u>: Release the mouse at the last selected date (example, 09/05/2002) and system will remove the entry. The leave entries will be remove from the Leave Record and leave information in the Leave Summary will be either reduce or increase accordingly. Select **Save** to save the amendments.

| roup Name | <u>Save</u> Cancel | | | | |
|---|---|---|---|---|--|
| Department : A · 3 | WONG LEE LEE | February 2002 | March 2002 | April 2002 | May 2002 |
| STANDARD LEE SIU SIU TESTING 1 NOLEAVE TESTING Department : ACC - 2 STANDARD WONG LEE LEE STANDARD TAN MEI MEI Department : GENERAL - 3 | Type Description ▲ AL ANNUAL LEAVE ▲ MC MEDICAL LEAVE ▲ ML MATERNITY LEAVE ▼ C First Half C Full Day ↓ C Second Half C Lear ↓ | M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | <u>M T W T F S S</u> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 16 19 20 21 22 23 24 25 26 27 28 29 30 31 | M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | M T W T F S 1 2 3 4 6 7 8 9 10 11 14 15 16 17 8 20 2 22 23 4 27 28 29 30 31 |
| STANDARD YONG PEK KIAN STANDARD SHANTI | Leave Records | | | | |
| STANDARD YAP LENG LENG | T Description Date | D Day Type Note | Type Description | | Entitled 1 |
| Department : MART - 3 | AL ANNUAL LEAVE 14/02/200 | 2 1 FullDay 📑 | AL ANNUAL LEAV | /E | 8.5 |
| STANDARD YONG CHIN LOK STANDARD LAW KENG FONG STANDARD CHIN YUEN YUEN | AL ANNUAL LEAVE 19/03/200 AL ANNUAL LEAVE 20/03/200 AL ANNUAL LEAVE 21/03/200 | 2 1 FullDay 🔊 2 1 FullDay 🔼 2 1 FullDay 💽 | MC MEDICAL LEA | νe | 14.5 |
| 10 | | | | | |

Previous medical leave entries from 07/05/2002 until 09/05/2002 is removed.

8.3 LEAVE INQUIRY

In Leave Inquiry screen, user can view monthly or yearly statistics of leave applied.

| R: AutoCount Payroll Plus - CCY SOF | TWARE SON BHD [SAMPLE | - [Leave Inquiry] | | | | |
|--------------------------------------|------------------------|--------------------------|--------------------------|----------------------------|-------------------------------------|-------|
| KW Eile Edit ⊻iew Inquiry Payroll Le | ave Tools Windows Help | | | | | -8× |
| | 🗅 🖹 🗙 🗏 🗠 🗐 | 🗛 🔳 | | | | |
| Leave Inquiry Conditions | Leave Calendar | | | | | |
| Year 2001 📮 | January 2001 | February 2001 | March 2001 | April 2001 | May 2001 🕨 | |
| | MTWTFSS | MTWTFSS | MTWTFSS | MTWTFSS | MTWTFSS | |
| Month From January | 1 2 3 4 5 6 7 | 1234 | 1 2 3 4 | 2245670 | 1 2 3 4 5 6 | |
| to December 💌 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 | 12 13 14 15 16 17 18 | 9 10 11 12 13 14 15 | 14 15 16 17 18 19 20 | |
| Department From | 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 | 19 20 21 22 23 24 25 | 16 17 18 19 20 21 22 | 21 22 23 24 25 26 27 | |
| | 29 30 31 | 26 27 28 | 26 27 28 29 30 31 | 23 24 25 26 27 28 29 30 | 28 29 30 31 1 2 3 4 5 6 7 8 9 10 | |
| | | | | | | |
| Employee From | Leave Application Summ | ary [No. of Employees] L | eave Application Details | | | |
| to | Tran ACC MART R&D | SUPP GE Total 🔺 E | mp No Name | Туре | Days Note | |
| Turne Description | 11/08/ | U | U4 LAW KENG F | UNG AL | Full Day [8] | |
| | 13/08/ | | | | | |
| MC MEDICAL LEAVE | 14/08/ | | | | | |
| ML MATERNITY LEAVE | 15/08/ | | | | | |
| UL UNPAID LEAVE | 16/08/ | | | | | |
| | 18/08/ | 1 1 | | | | |
| | 19/08/ | | | | | |
| | 20/08/ | | | | | |
| | 21/08/ 1 | 1 | | | | |
| | 22/08/ 1 | 1 | | | | |
| | 23/08/ 1 | 1 | | | | |
| | 25/08/ | | | | | |
| | 26/08/ | | | | | |
| | 27/08/ | | | | | |
| | 28/08/ | | | | | |
| | 30/08/ | | | | | |
| <u>C</u> lear Go | 31/08/ | | | | | |
| | 01/09/ | | | | | |
| | 02/09/ | | | | | |
| | 03/03/ | | | | | |
| | 05/09/ | | | | | |
| | 06/09/ | | | | | |
| | 07/09/ | - | | | | |
| | | | | Re | gistered Database. (40) | ADMIN |

| Year | : | Indicate which year of leave to view. |
|------------|---|--|
| | | Example, 2001 |
| Month | : | Indicate the range of month to view. |
| Department | : | Tick and indicate the range of department to |
| | | view. Do not tick to view all departments. |
| Employee | : | Tick and indicate the range of employee record |
| | | to view. Do not tick to view all employees' |
| | | record. |
| Туре | : | Tick to indicate which leave type to view. |



9 REPORT BUILDER

- 9.1 Standard Component Palette
- 9.2 Data Component Palette
- 9.3 Advance Component Palette
- 9.4 Edit Toolbar
- 9.5 Align or Space Toolbar
- 9.6 Size Toolbar
- 9.7 Nudge Toolbar

9.1 STANDARD COMPONENT PALETTE

Standard Component Palette assist in creating the most commonly used report components.

| COMPONENT | ICON | DESCRIPTION |
|-----------------|---------|---|
| Label | Α | Used to display text. Assign the Caption property to control the text value. You can have the label resize automatically to fit a changing caption if you set the AutoSize property to True. |
| Memo | | Used to print multiple lines of plain text in a report. To set the value, assign a string list to the Lines property. To dynamically resize the memo during printing, set the Stretch property to True. Use the ShiftRelativeTo property to define dynamic relationships with other stretchable objects. |
| Rich Text | | Used to print formatted text. To set the value, assign the RichText property or use the LoadFromFile or LoadFromRTFStream methods. Use the ShiftRelativeTo property to define dynamic relationships with other stretchable objects. At design-time you can use the Report Builder's built-in RTF Editor to load, modify, and save rich text data stored in files. |
| System Variable |) 2년 | Used to display common report information such as page number, page count, print date and time, date, time, etc. The type of information displayed is controlled by the VarType property. The format is controlled by the DisplayFormat property. |
| Variable | | Used for calculations via an Object Pascal event handler assigned to the OnCalc event or a RAP event handler assigned to the OnCalc event. Access the Calculations dialog (via the speed menu) or the Calc tab of the Report Designer to code a RAP calculation for this component. |
| Image | | Used to display bitmaps and windows metafiles in reports. Assign the Picture property of this component in order to place an image in your report. Use the Report Designer's built-in picture dialog to load images at design-time |

| Line | l | Display single and double lines (either vertical or horizontal). Set the Style property to control whether the line is single or double. Set the Weight property to control the line thickness in points. Set the Position property to control whether the line is vertical or horizontal. |
|-----------|---|--|
| Shape | | Prints various shapes (squares, rectangles, circles, ellipses). Set the Shape property to select a type of shape. Use the Brush and Pen properties to control the colour and border respectively. |
| Bar Code | â | Render barcodes. The string value assigned to the Data property is encoded based on the BarCode-Type. If the data to be encoded is in a database, used DBBarcode. The following symbologies are supported: Code bar, Code 128, Code 39, EAN-13,EAN-8, FIM A,B,C, Interleaved 2 of 5, PostNet, UPC-A,UPC-E |
| Check Box | X | Display a checkbox using the Wing Dings font. |

9.2 DATA COMPONENT PALETTE

This toolbar will assist in creating data-aware report components.

| COMPONENT | ICON | DESCRIPTION |
|--------------|------|---|
| DB Text | Α | Used for displaying values from all types of database fields. Use the <i>Display Format</i> property to format the value. |
| DB Memo | | Used to print plain text from a memo field of a database table. This control automatically word-wrap the text. Set the Stretch property to True and the component will dynamically resize to print all of the text. Use the <i>Shift Relative To</i> property to define dynamic relationships with other stretchable objects. |
| DB Rich Text | 빙 | Used to print formatted text from a memo or BLOB field of a database table. This control automatically word-wrap the text. Set the Stretch property to True and the component will dynamically resize to print all of the text. Use the <i>Shift Relative To</i> property to define dynamic relationships with other stretchable objects. |
| DB Calc | | Used for simple database calculations (Sum, Min, Max, Count and Average.) The value can be reset when a group breaks using the <i>Reset Group</i> property. |
| DB Image | | Used to print bitmaps or windows metafiles, which are stored in a database BLOB field. |
| DB Bar Code | | Used to render barcodes based on the <i>Bar Code Type</i> and the value supplied via the <i>Data Field</i> property. The following symbologies are supported: <i>Code bar</i> , Code 128, Code 39, EAN-13, EAN-8, FIM A, B, C, Interleaved 2 of 5, Post Net, UPC-A, UPC-E. |
| DBCheck Box | X | Displays a checkbox based on the value of the field specified in the Datafield property. This component can be used with a Boolean field (or any other type of field via Boolean True, Boolean False properties). |

9.3 ADVANCED COMPONENT PALETTE

Advance Component Palette toolbar will assist in creating advance report components.

| COMPONENT | ICON | DESCRIPTION |
|------------|------|--|
| Region | | Used to logically group components together. Use the <i>Shift Relative To</i> property to move the region in relation to another dynamically resizing component (such as Memo, Rich Text or child-type Sub-Report.) |
| Sub-Report | | Used to handle multiple master details, create side-by-side reporting effects and hook reports together as one. If you need a report to print within the context of a band, use a child-type sub-report. If you need to hook reports together use a section type sub-report. The <i>Print Behaviour</i> property determines the sub-report type. Normally the programmers use this function. |
| CrossTab | F | Allows you to generate set of calculations that summarizes the data from a database table. It displays the calculations in a grid format. |

9.4 EDIT TOOLBAR

Edit Toolbar will assist in setting the most important property or properties for the currently selected component.

| COMPONENT | | ICON | |
|-----------|-----------|---------------------------------|---|
| Edit | Allowance | Description | • |

9.5 ALIGN OR SPACE TOOLBAR

Align or Space Tool Bar assist in positioning components relative to one another and relative to the band in which they appear.

| COMPONENT | ICON | DESCRIPTION |
|--------------------------|--|---------------------------------------|
| | | Align a group of components with |
| Align Left Edges | l₽ | the leftmost position of the |
| | | component that was selected first. |
| Align Horizontal Centers | -to- | Centers a group of components |
| | | based on the horizontal center of the |
| | | component that was selected first. |
| | 믹 | Align a group of components with |
| Align Right Edges | | the rightmost position of the |
| | | component that was selected first. |
| | To the second se | Align a group of components with |
| Align Top Edges | | the topmost position of the |
| | | component that was selected first. |
| | | Aligns a group of components based |
| Align Vertical Centers | -0[- | on the vertical center of the |
| | | component that was first selected. |

| COMPONENT | ICON | DESCRIPTION |
|--------------------------------|-------------|--|
| Align Bottom Edges | <u>00</u> 4 | Align a group of components with the bottommost position of the component |
| | | that was selected first. |
| Space Horizontally | 000 | Spaces a set of components based on the leftmost position of the first component selected and the rightmost position of the last component selected. |
| Space Vertically | -19 | Spaces a set of components based on the topmost position of the first component selected and the bottommost position of the last component selected. |
| Center Horizontally in Band | 60 | Centers a component horizontally within a band. |
| Center Vertically in Band | | Centers a component vertically within a band. |

9.6 SIZE TOOLBAR

| COMPONENT | ICON | DESCRIPTION |
|---------------|-------------|--|
| Shrink Width | 8.3+ | Determines the minimum width of all the |
| | | selected components, and then sets the width |
| | | of the component to that value. |
| Grow Width | | Determines the maximum width of all the |
| | | selected components, and then sets the width |
| | | of the component to that value. |
| Shrink Height | □ □* | Determines the minimum height of all the |
| | | selected components, and then sets the width |
| | | of the component to that value. |
| Grow Height | 08* | Determines the maximum height of all the |
| | | selected components, and then sets the width |
| | | of the component to that value. |

9.7 NUDGE TOOLBAR

| COMPONENT | ICON | DESCRIPTION |
|-------------|----------|--|
| Nudge Up | F | Moves all selected components one pixel up. |
| Nudge Down | Ŧ | Moves all selected components one pixel down. |
| Nudge Left | • | Moves all selected components one pixel to the left. |
| Nudge Right | | Moves all selected components one pixel to the right |

The system allows user to customise or create reports in the system based on the layout of their own preference.



Amendments to existing report may affect the print or preview defaultlayout.

Amendments of the system report are at user own risk.

BCE Software Sdn Bhd will not responsible for any error cause by these amendments to the existing reports by the user.



In order to minimise reporting or layout errors due to user's own amendments to the reports, save the amended report to other name by using the **Save As...** option.