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# CHAPTER 1

---

## **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:-

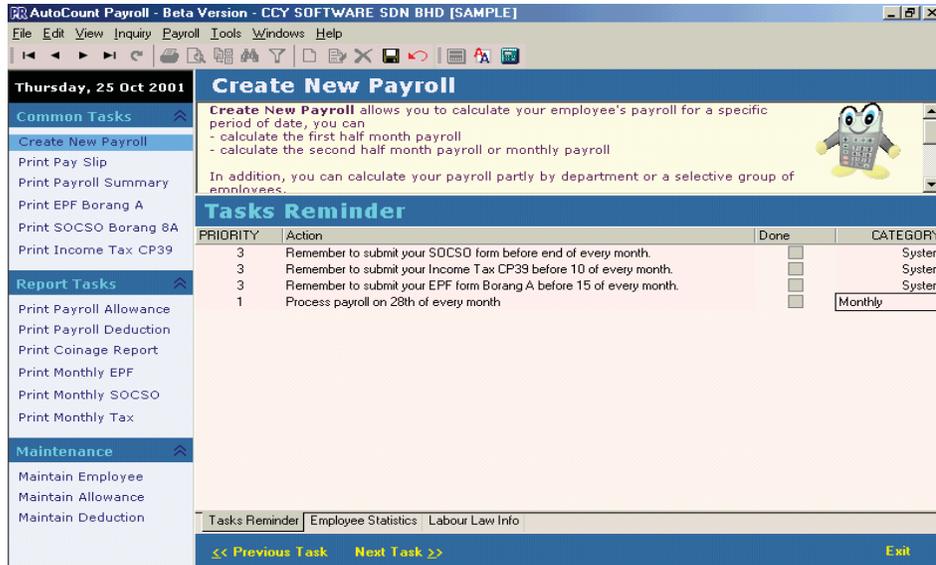
- ✕ *Extremely easy to use.*
- ✕ *Innovative New Inductive User Interface Design.*
- ✕ *Display historical payroll records in both tabular and graphical format.*
- ✕ *Plenty of analytical and management reports.*
- ✕ *No month end and year end closing needed.*
- ✕ *Built-in report designer to design pay slip and etc.*
- ✕ *Support data exporting to Microsoft Office products for further analysis.*
- ✕ *Password access right control.*
- ✕ *Unlimited user defined allowances and deductions whether 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*
- ✎ *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  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		Filter
	Previous Record	 or Ins	Insert New Record
	Next Record	 or F2	Edit Record
	Last Record	 or Ctrl + Del	Delete Record
 or F5	Refresh	 or Ctrl + S	Save Record
	Print		Cancel
	Preview	 or F7	Switch View
	Export		Customised Display Preference
 or Ctrl + F	Find		Calculator





# CHAPTER 2

## **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 damaged, 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™ 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.

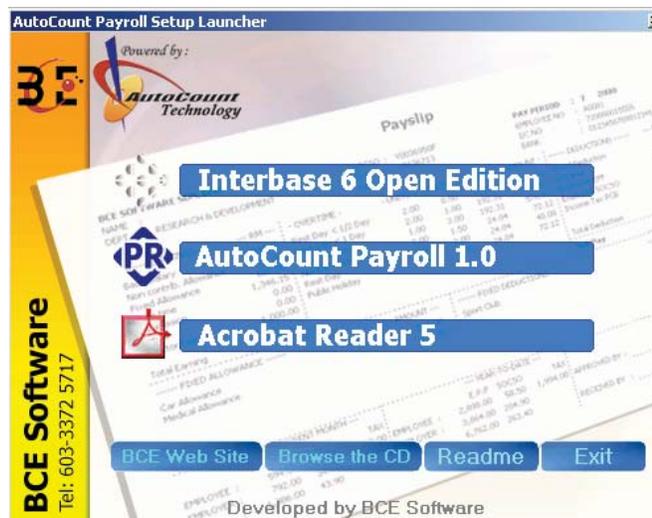


Figure 1

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*).

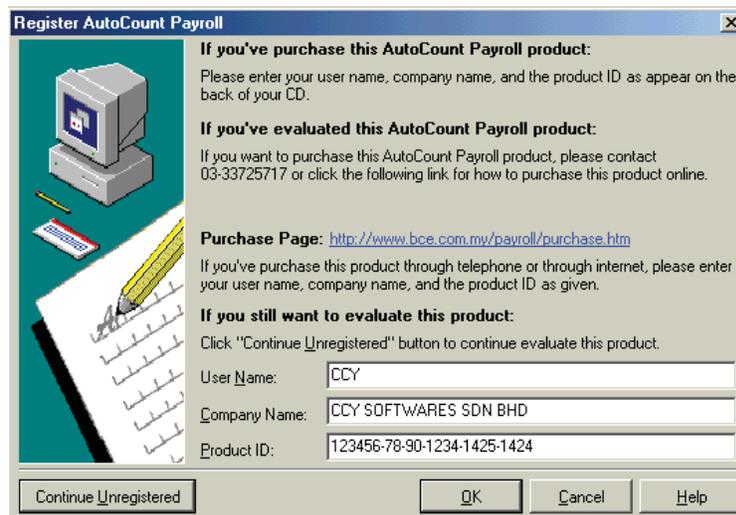


Figure 3

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.

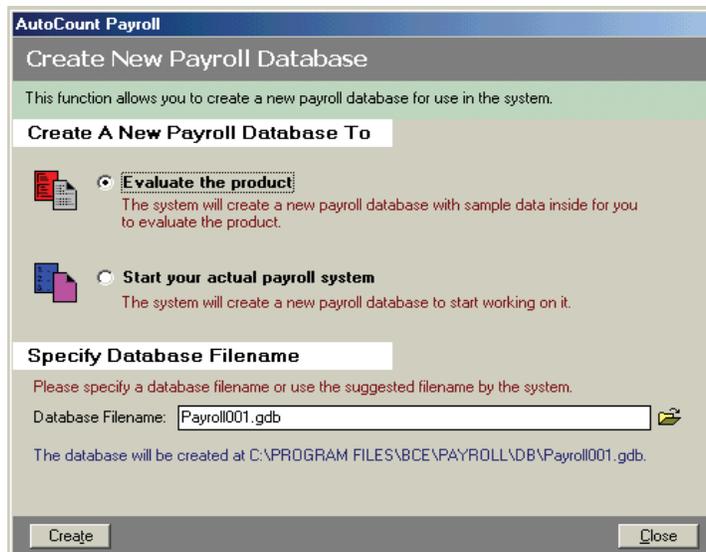


Figure 4

## 2.2.2 NETWORK INSTALLATION

**NOTE:**

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

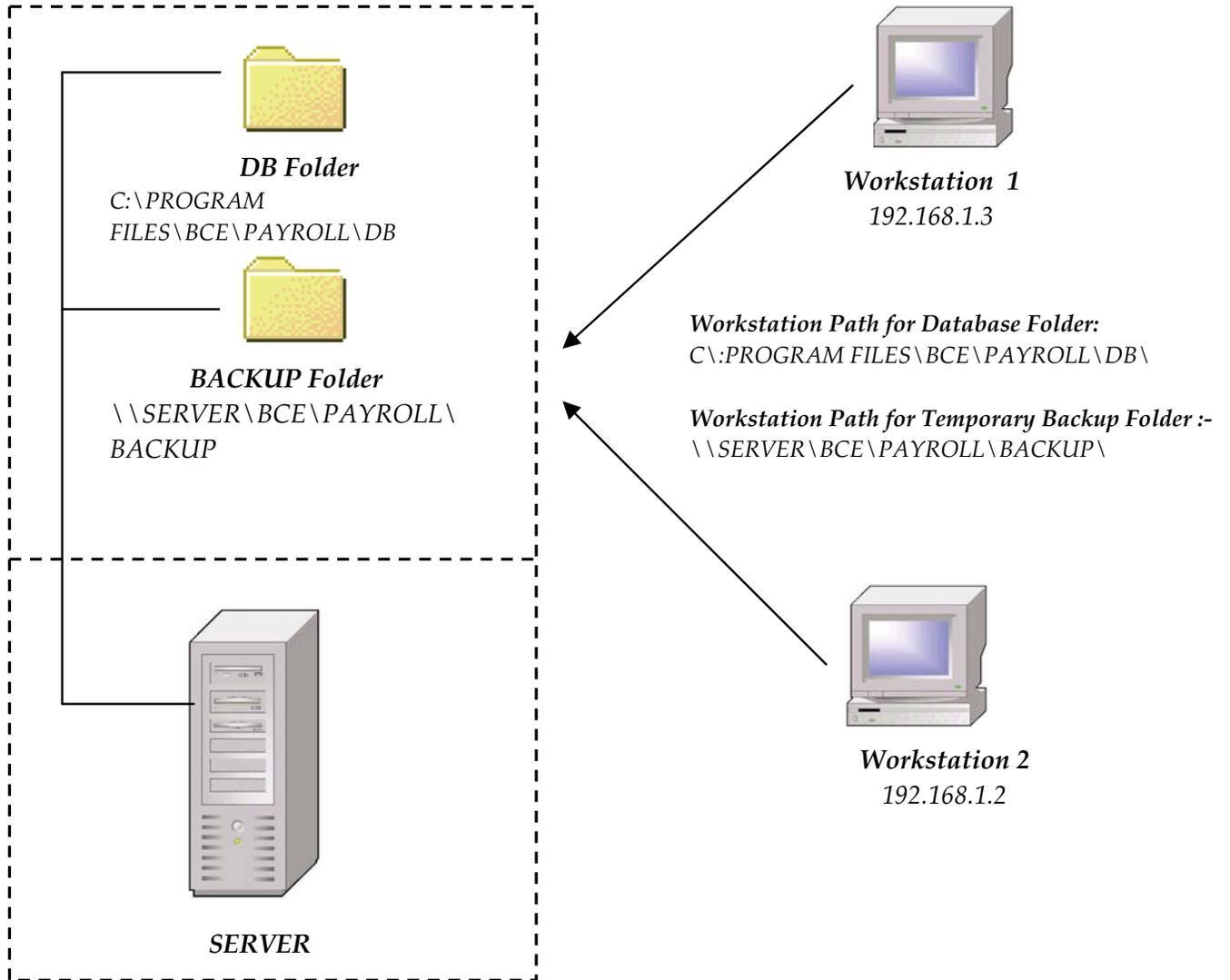


Figure 5

1. For **Server** installation
  - a) Create an empty folder and you may name it as *Payroll* in C:\Program Files\BCE\Payroll 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).

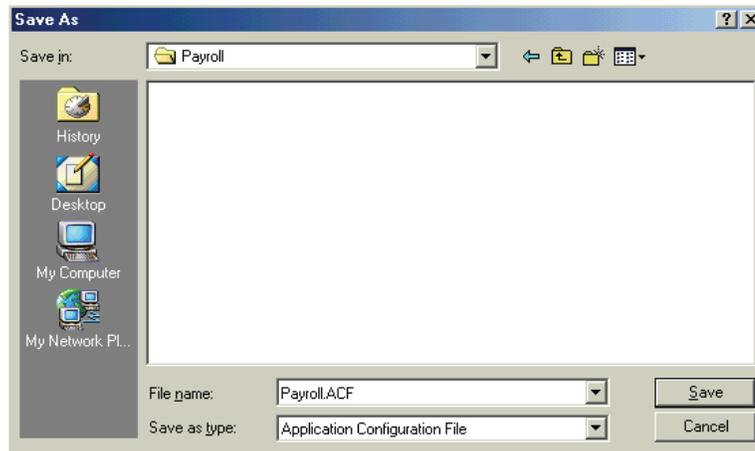


Figure 6

- 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).

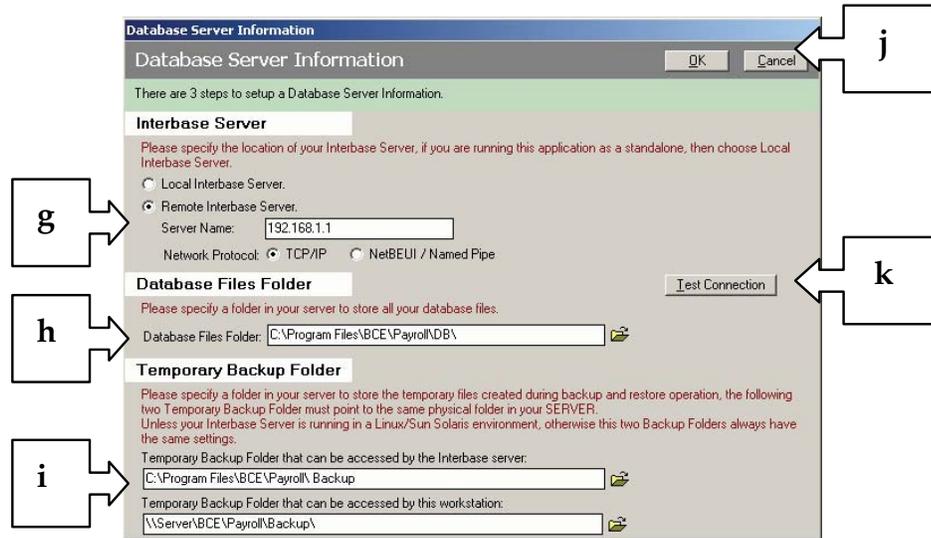


Figure 7

- 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)

IP Address is  
192.168.0.43

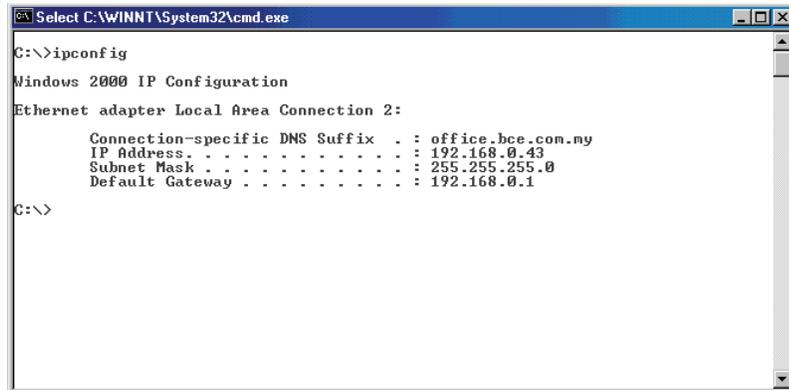


Figure 8

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)

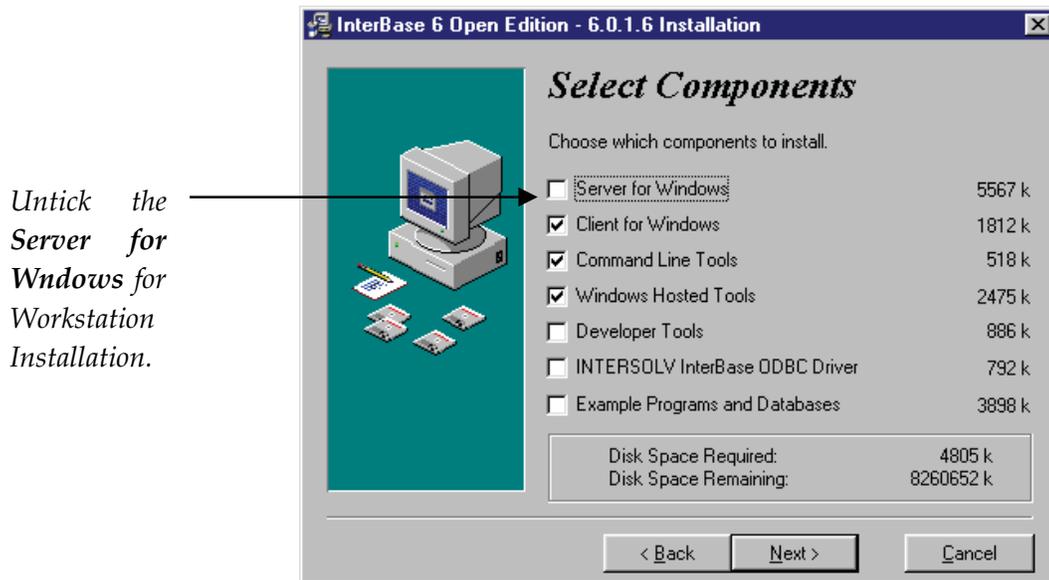
- i) Select **Test Connection** to establish connection. System will prompt message "Connection Success" once the connection is establish.



- j) Click **OK** button.

2. For **Workstation** installation: -

- a) Follow the [Standalone Installation](#) 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 [Standalone Installation](#) 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).

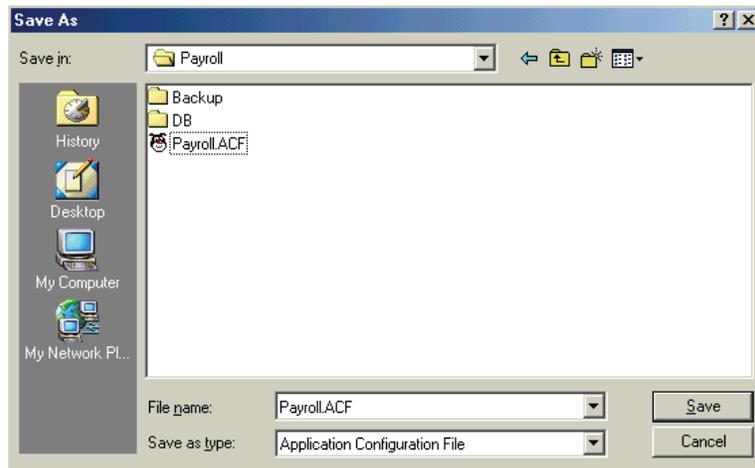


Figure 9

- 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 :-**

	<i>Choose Either One Settings</i>		<b>Workstation 1 192.168.1.2</b>	<b>Workstation 2 192.168.1.3</b>
	<b>SERVER 192.168.1.1</b>	<b>SERVER 192.168.1.1</b>		
<b>INTERBASE SERVER</b>				
Local Interbase Server	✓	N/A	N/A	N/A
Remote Interbase Server	N/A	✓	✓	✓
Server Name	N/A	192.168.1.1		
Network Protocol	N/A	TCP/IP		
<b>DATABASE FILES FOLDER</b>				
Database Files Folder	c:\Program Files\BCE\Payroll\DB\			
<b>TEMPORARY BACKUP FOLDER</b>				
That can be accessed by Interbase server	c:\Program Files\BCE\Payroll\Backup\			
That can be accessed by this workstation	c:\Program Files\BCE\Payroll\Backup\	\\Server\BCE\Payroll\Backup\		
<b>ACF FILE</b>				
ACF File Location	c:\Program Files\BCE\Payroll\Payroll.ACF	\\Server\BCE\Payroll\Payroll.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.

*Enter your payroll database registration code in this box.*



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.





# CHAPTER 3

---

## **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.



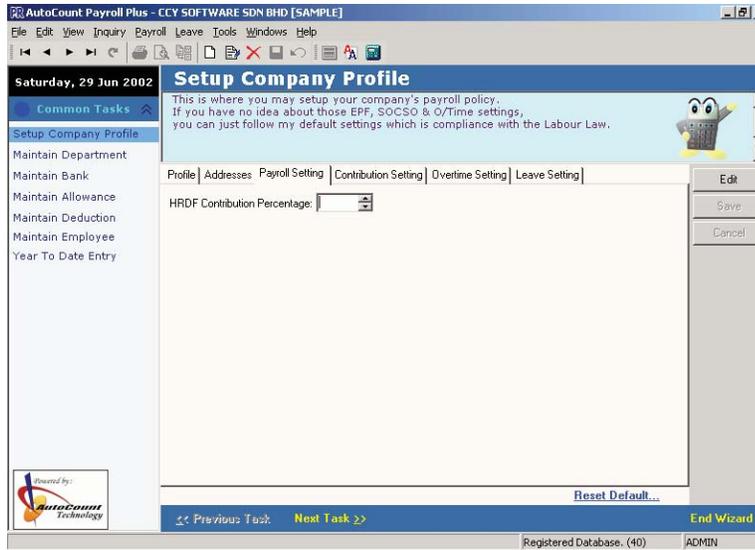
*AutoCount Payroll Setup can be accessed through File | Payroll Setup Wizard.*

## 3.1 COMPANY PROFILE SETUP

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

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

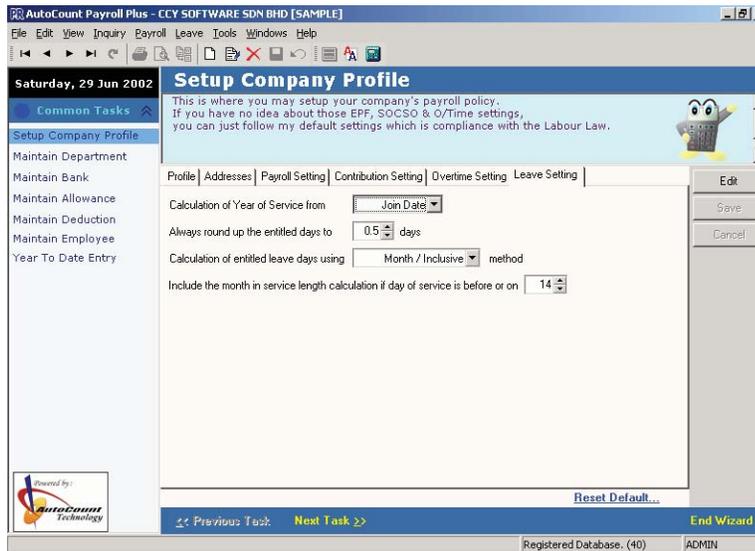
3. Select the Payroll Setting to indicate the HRDF (Human Resource Department Fund) if the company is subjected to HRDF.



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.

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

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



- ✓ ***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 <i>n</i> 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	$\frac{10}{365-10} =9.97$

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.

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 15<sup>th</sup> of the month, the system will include the month in service length calculation and if the date of service is ***after*** 15<sup>th</sup> 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

Dept. Code	Description
ACC	ACCOUNT DEPARTMENT
MART	MARKETING
R&D	R & D DEPARTMENT
SUPP	SUPPORT DEPARTMENT

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

#### Maintain Bank

Fill up only if you have arrangement of "Electronic Credit Payment System" with the bank. Otherwise, you may skip this step !



Code	BANK	Bank Name	Account No
001	PBB	PUBLIC BANK BERHAD	3069984831

Address1: 28 30 & 32 PERSIARAN SULTAN IBRAHIM,  
 Address2: 41300 KLANG SELANGOR D.E.  
 Address3: Malaysia  
 Address4:  
 BranchName:  
 ContactPerson:  
 Department:  
 Phone:  
 Fax:  
 OrigID:

<< Previous 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: *MEAL* for meal allowance.
- Description : Name of the abbreviation or code given to the allowances.  
Example: *Meal Allowance* to describe the *Code: MEAL*.
- Amount : State the default amount for the allowances.
- EPF : Tick this option if the allowance code is subjected to EPF.
- SOCOSO : Tick this option if the allowance code is subjected to SOCOSO.
- 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.

Code	Description	Amount	EPF	SOCOSO	TAX	O.T.
CAR	CAR ALLOWANCE	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H/P	HANDPHONE ALLOWANCE	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MEAL	MEAL ALLOWANCE	200.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

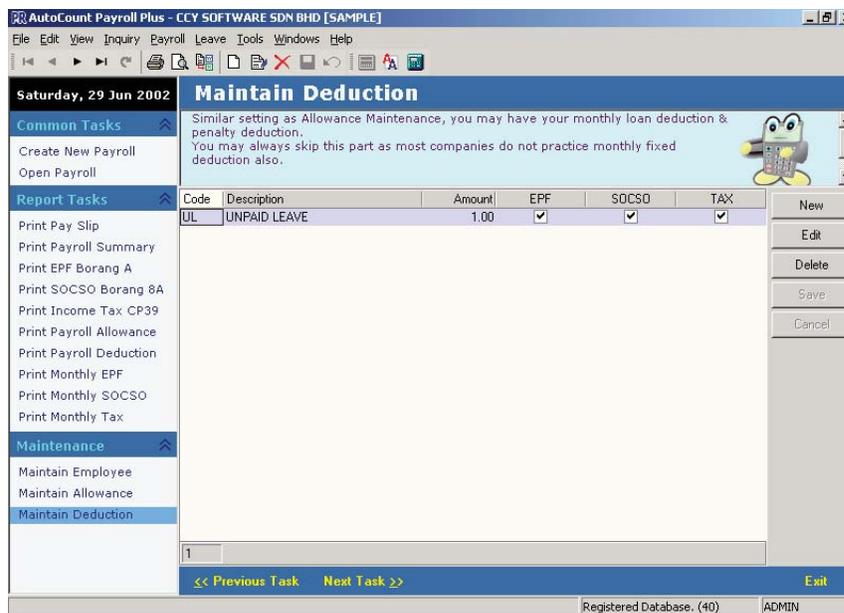


*Allowance Maintain can be access through Payroll | Maintenance | Maintain Allowance..*

### 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: *UL* for unpaid leave.
- Description : Name of the abbreviation or code given to the deduction code.  
Example: *Unpaid Leave* to describe the *Code: UL*.
- Amount : State the default amount for the deduction code.
- EPF : Tick this option if the deduction code is subjected to EPF.
- SOCOSO : Tick this option if the deduction code is subjected to SOCOSO.
- TAX : Tick this option if the deduction code is subjected to TAX.



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.

**AutoCount Payroll Plus - CCY SOFTWARE SDN BHD [SAMPLE]**

File Edit View Inquiry Payroll Leave Tools Windows Help

Saturday, 29 Jun 2002 **Maintain Employee**

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.  
 Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.

Name: **YONG CHIN LOK** Employee No. **001**

Job Title: **DIRECTOR** Department Code: **MART**

Personal Profile | Payroll Info.1 | Payroll Info.2 | Family Information | Leave | Photo / Notes | aADDITIONAL

**General** **Contact**

Birth Date: 11/01/1965 Gender: Male Race: CH Marital Status: Married

New IC No. 650111-10-5111 Old IC No. A1691235 Passport No. Immigration No.

Address: 15, SOLOK SELASEH, TAMAN GEMBIRA, 41100 KLANG, SELANGOR.

Country: MY Emp. Type: Local Phone No. H/P No. 012-3325566

**Employment Date** **Payment Info.**

Join Date: 01/01/1999 Payment By: Cash Confirm Date: 31/03/1999 Bank Code: 001 Resign Date: Bank Acc. 2213052972

Is Employed

Registered Database. (40) ADMIN

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

- Wages Type : *Monthly* – Wages is calculated by monthly.  
*Daily* – Wages is calculated by daily.  
*Hourly* – Wages is calculated by hourly.  
*Piece Rage* – Wages is calculated by pieces (i.e quantity of item).
- Pay Frequency : *Every Month* – Salary is paid every month.  
*Twice a Month* – Salary is paid twice a month.
- EPF Table : *Default* – 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<sup>rd</sup> column of Borang A).
- SOCSCO Type : *Category 1* – Employment Injury & Invalidity.  
*Category 2* – Employment Injury Only.
- EPF & SOCSCO IC Type : *New* – If the employee registered his/her EPF and/or Socso with new IC number  
*Old*– 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

The screenshot shows the 'Maintain Employee' window in the AutoCount Payroll Plus software. The window title is 'AutoCount Payroll Plus - CCY SOFTWARE SDN BHD [SAMPLE]'. The date is 'Saturday, 29 Jun 2002'. The window contains a sidebar with 'Common Tasks' and 'Maintain Employee' options. The main area shows the following fields:

- Name: YONG CHIN LOK
- Employee No.: 001
- Job Title: DIRECTOR
- Department Code: MART

Below these fields are tabs for 'Personal Profile', 'Payroll Info.1', 'Payroll Info.2', 'Family Information', 'Leave', 'Photo / Notes', and 'ADDITIONAL'. The 'Payroll Info.2' tab is active, showing a table for Allowance and Deduction.

Allowance		Amount	EPF	SOC..	TAX	O.T.
Code	Description					
CAR	CAR ALLOWANCE	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		500.00				

Deduction		Amount	EPF	SOCSCO	TAX
Code	Description				
		0.00			

At the bottom of the window, there are navigation buttons: '<< Previous Task', 'Next Task >>', and 'End Wizard'.

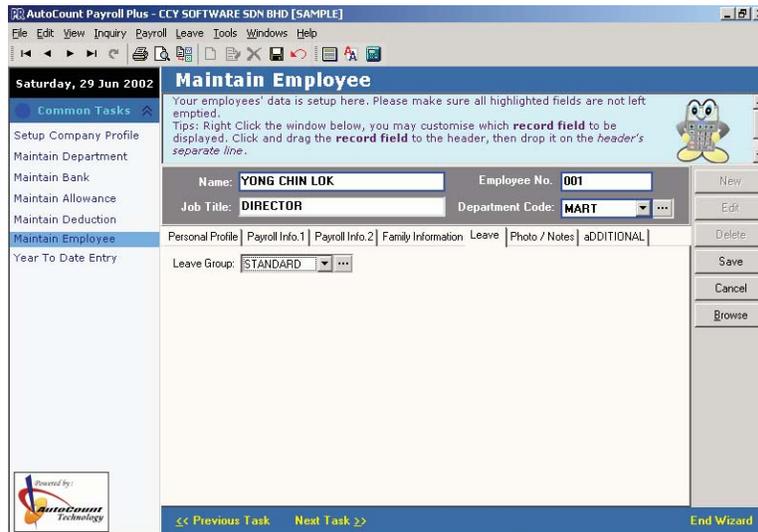
4. Select **Family Information** tab to enter the employee's family information such as the spouse information.

The screenshot displays the 'AutoCount Payroll Plus - CCY SOFTWARE SDN BHD [SAMPLE]' application window. The main title is 'Maintain Employee'. The interface includes a menu bar (File, Edit, View, Inquiry, Payroll, Leave, Tools, Windows, Help), a toolbar, and a sidebar with 'Common Tasks' such as 'Setup Company Profile', 'Maintain Department', 'Maintain Bank', 'Maintain Allowance', 'Maintain Deduction', and 'Maintain Employee'. The 'Maintain Employee' section shows the following data:

Name:	YONG CHIN LOK	Employee No.:	001	[New]
Job Title:	DIRECTOR	Department Code:	MART	[Edit]
Personal Profile   Payroll Info.1   Payroll Info.2   <b>Family Information</b>   Leave   Photo / Notes   aADDITIONAL				[Delete]
<b>General</b>		<input checked="" type="checkbox"/> Spouse Working		[Save]
Spouse Name:	CHUA LAI HUA	Spouse Tax No.:		[Cancel]
Spouse Old IC No.:		Spouse Tax Branch:		[Browse]
Spouse New IC No.:	710808-1-0-59	Tax Category:	K2KA2	
No. of Tax Deductible Child:	2			
<b>Contact</b>				
Address:	SAME AS ABOVE			
Phone No.:				

Navigation buttons at the bottom include '<< Previous Task', 'Next Task >>', and 'End Wizard'. The status bar shows 'Registered Database. (40)' and 'ADMIN'.

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.

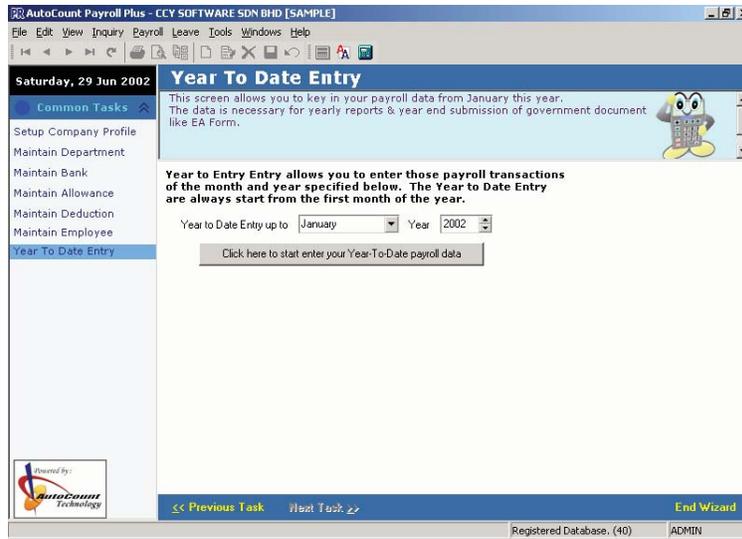
Select **Next Task >>** to proceed to next setup.



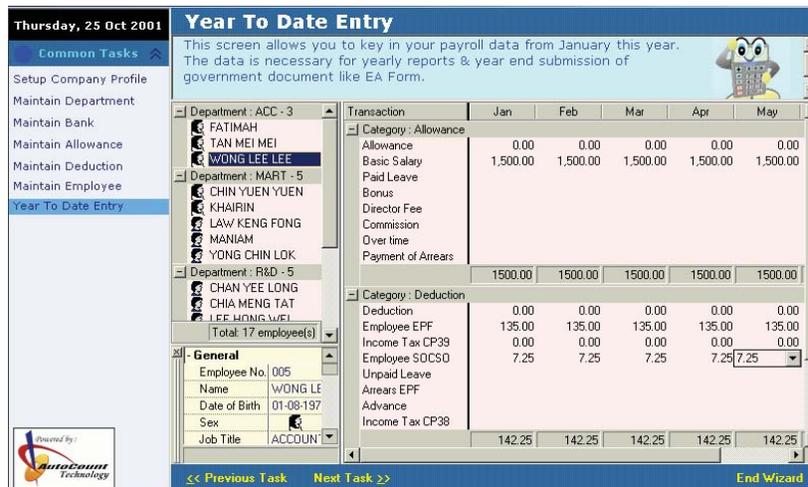
*Deduction Employee can be access through Payroll | Maintenance | Maintain Employee..*

### 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.



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*

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## 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 [3.10 Payroll Database Registration](#) 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*

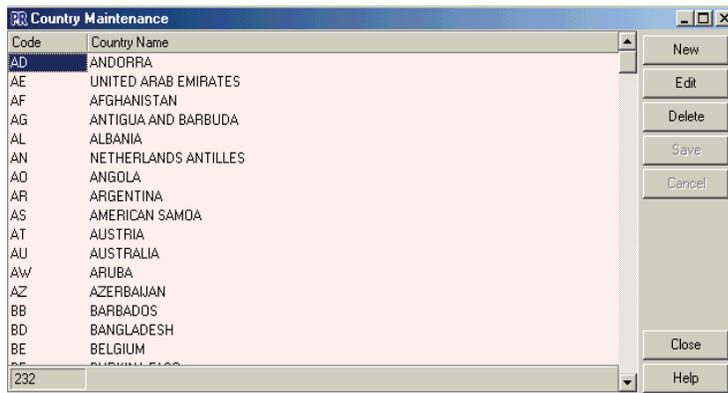
The system also allows user to add an existing payroll database.

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

### 3.9 OTHER MAINTENANCE

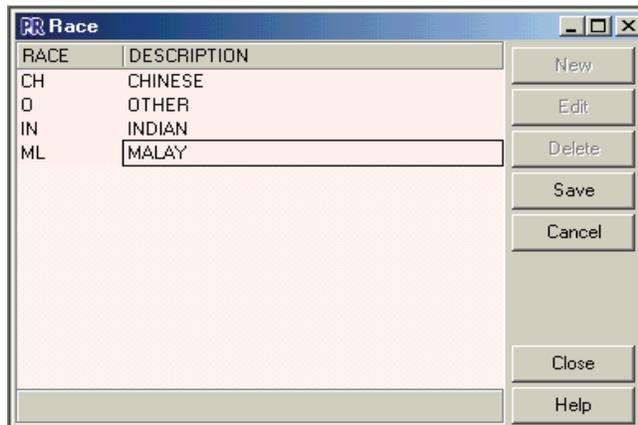
#### 3.9.1 Country Maintenance

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



#### 3.9.2 Race Maintenance

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



### 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 Name	User Group
ADMIN	Administrator
CHAU	Administrator
VINCCI	Payroll Executive
ADELIN	Data Entry Clerk

4

New Password:  Change Password

Confirm Password:



**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...**

The screenshot shows a window titled "Tax Table" with a grid of data and control buttons on the right. The grid has columns for "Ran...", "Cat...", "Category 2", and "Category 3". The data rows are numbered from 230 to 300. The control buttons include "New", "Edit", "Delete", "Save", "Cancel", "Close", and "Help".

Ran...	Cat...	Category 2										Category 3									
S...	E...	B	K...	K...	K...	K...	K...	K...	K...	K...	K...										
230	230	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
230	240	23	0	0	0	0	0	0	0	0	0	0	23	20	0	0	0	0	0	0	
240	240	27	0	0	0	0	0	0	0	0	0	0	27	22	0	0	0	0	0	0	
240	250	30	0	0	0	0	0	0	0	0	0	0	30	25	21	0	0	0	0	0	
250	250	34	0	0	0	0	0	0	0	0	0	0	34	29	24	20	0	0	0	0	
250	260	37	0	0	0	0	0	0	0	0	0	0	37	33	28	23	0	0	0	0	
260	260	41	0	0	0	0	0	0	0	0	0	0	41	36	31	27	22	0	0	0	
260	270	45	0	0	0	0	0	0	0	0	0	0	45	40	35	30	25	21	0	0	
270	270	48	0	0	0	0	0	0	0	0	0	0	48	43	39	34	29	24	20	0	
270	280	52	0	0	0	0	0	0	0	0	0	0	52	47	42	37	33	28	23	0	
280	280	55	0	0	0	0	0	0	0	0	0	0	55	51	46	41	36	31	27	22	
280	290	59	0	0	0	0	0	0	0	0	0	0	59	54	49	45	40	35	30	25	
290	290	63	21	0	0	0	0	0	0	0	0	0	63	58	53	48	43	39	34	29	
290	300	66	25	20	0	0	0	0	0	0	0	0	66	61	57	52	47	42	37	33	
300	300	70	28	24	0	0	0	0	0	0	0	0	70	65	60	55	51	46	41	36	

### 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:-*

The screenshot shows the 'EPF Table' window with the following configuration: EPF Code: STANDARD, Description: Standard Contribution, Employee Contribution: 9% as Percentage, and Employer Contribution: 12% as Percentage. The table below shows the calculated contributions for various salary ranges.

Start Amount	End Amount	Employee EPF	Employer EPF
18,800.01	18,900.00	1,701.00	2,268.00
18,900.01	19,000.00	1,710.00	2,280.00
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

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

The screenshot shows the 'EPF Table' window with the following configuration: EPF Code: STANDARD, Description: Standard Contribution, Employee Contribution: 9 as Amount, and Employer Contribution: 12 as Amount. The table below shows the calculated contributions for various salary ranges.

Start Amount	End Amount	Employee EPF	Employer EPF
18,800.01	18,900.00	9.00	12.00
18,900.01	19,000.00	9.00	12.00
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

### 3.9.6 SOCSO Table Maintenance

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

Start Amount	End Amount	Category 1		Category 3	
		Employee	Employer	Employee	Employer
0.01	30	0.1	0.4	0	0.3
30.01	50	0.2	0.7	0	0.5
50.01	70	0.3	1.1	0	0.8
70.01	100	0.4	1.5	0	1.1
100.01	140	0.6	2.1	0	1.5
140.01	200	0.85	2.95	0	2.1
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
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
24					



#### 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.

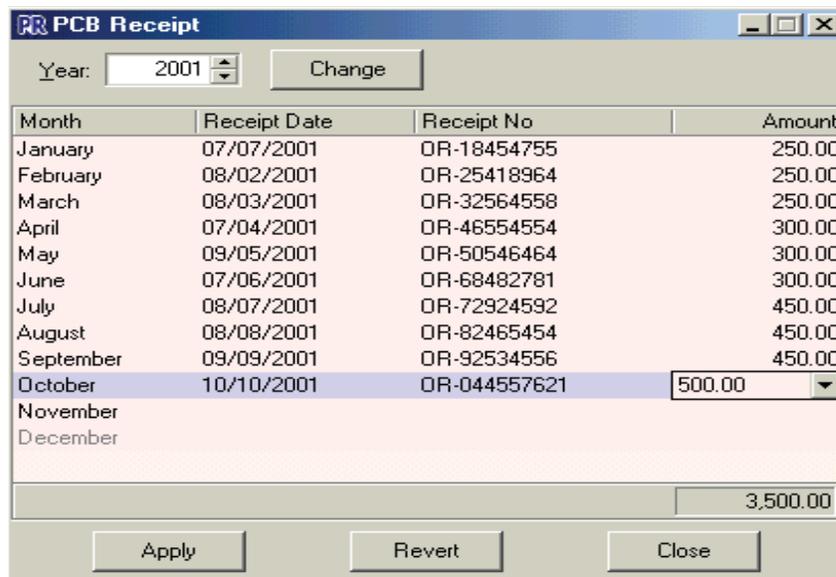
Therefore changes done to the **Income Tax, EPF** and **SOCSO** tables are at the user own risks.

*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).



Year: 2001 Change

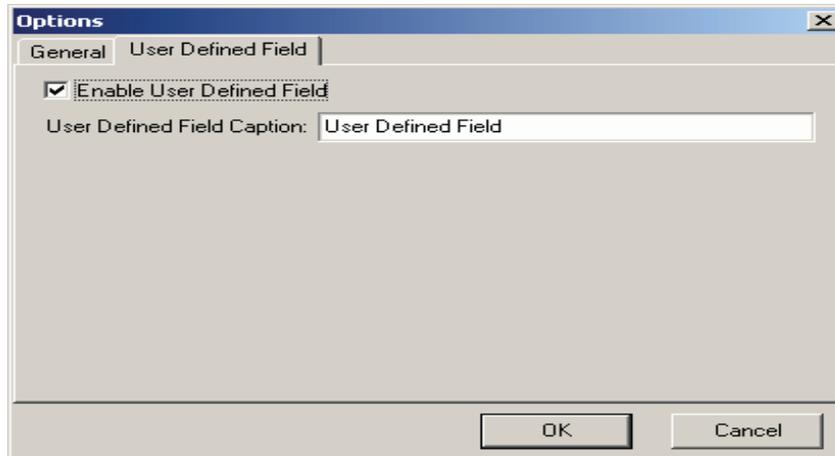
Month	Receipt Date	Receipt No	Amount
January	07/07/2001	OR-18454755	250.00
February	08/02/2001	OR-25418964	250.00
March	08/03/2001	OR-32564558	250.00
April	07/04/2001	OR-46554554	300.00
May	09/05/2001	OR-50546464	300.00
June	07/06/2001	OR-68482781	300.00
July	08/07/2001	OR-72924592	450.00
August	08/08/2001	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

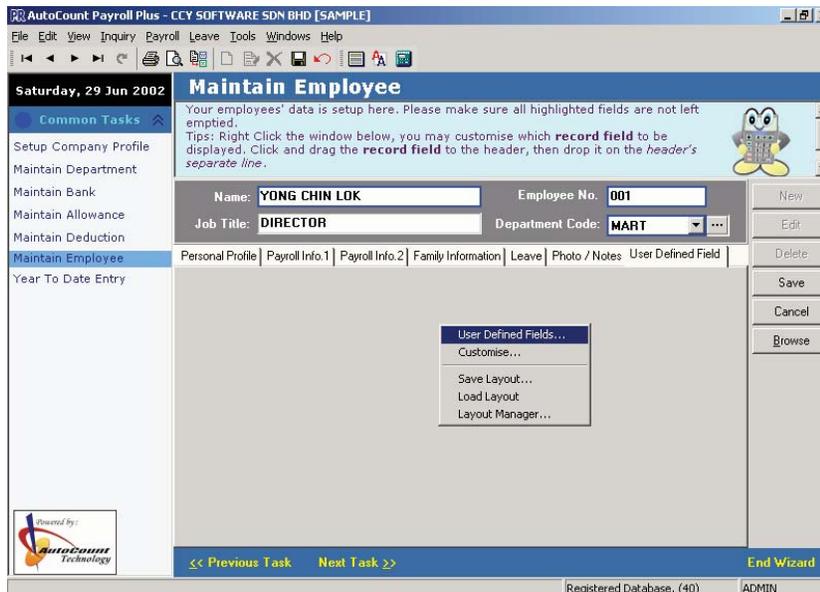
Apply Revert Close

### 3.10 USER DEFINED FIELD

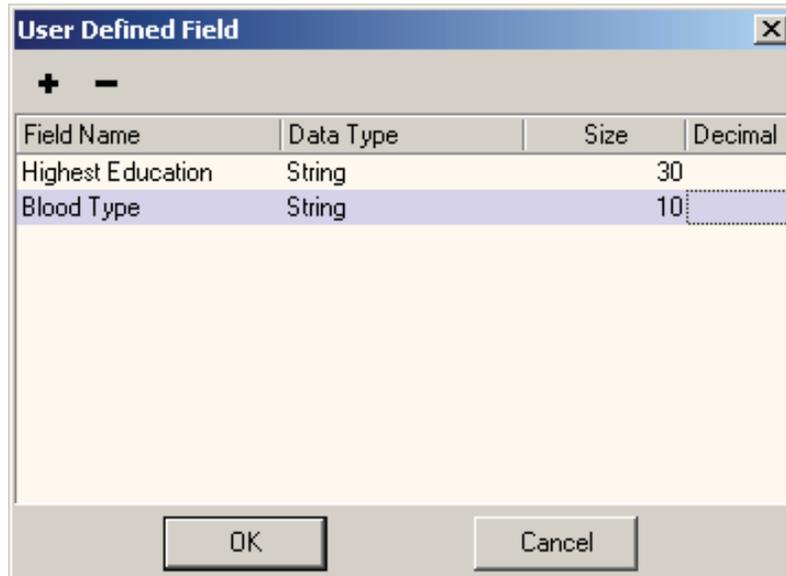
Select **Tools | Option | User Defined Field** to activate the user defined field. Tick on the option: *Enable User Defined Field*.



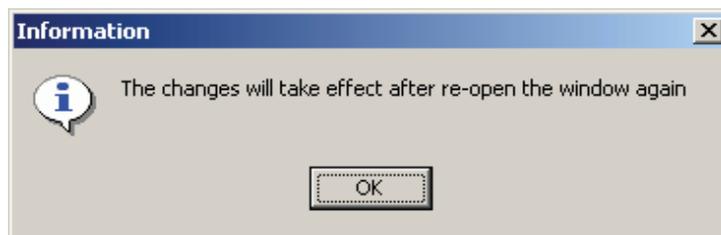
Then proceed to **Payroll | Maintenance | Maintain Employee...** or at **Payroll Setup Wizard | Maintain Employee** and select the User Defined Field tab as shown below. Use mouse to right click at *the User Defined Field* page and select *User Defined Fields...*



System will prompt a User Defined Field screen for user to create the additional field. Select  to add field and  to delete the field.



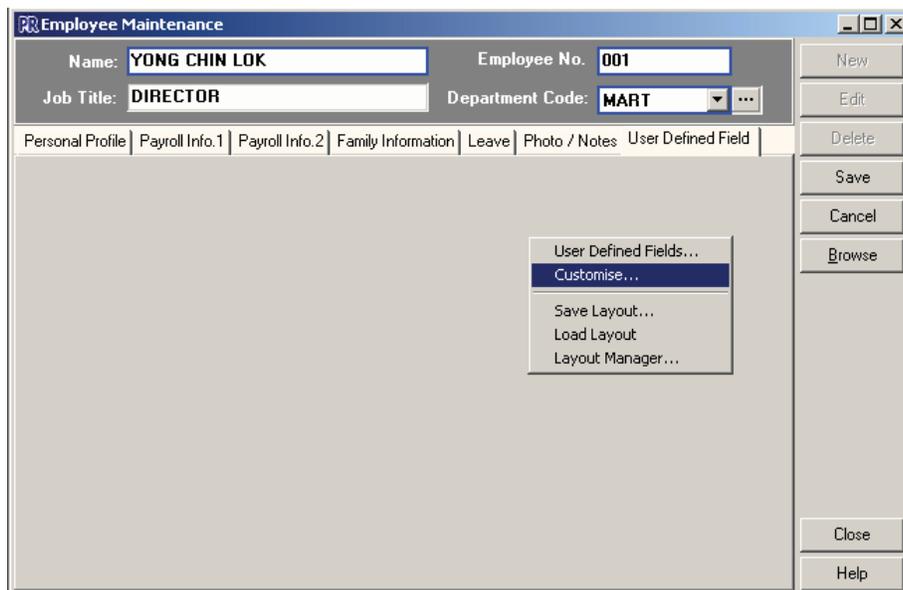
Select **OK** button to save. For the changes to be effective, the system will prompt a message as shown below to close the Employee Maintain screen.



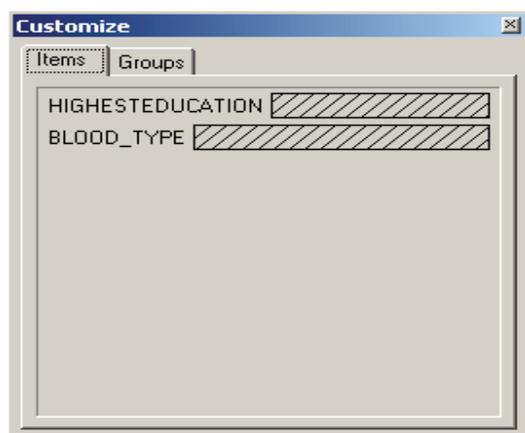
Select **OK** Button.

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 :-



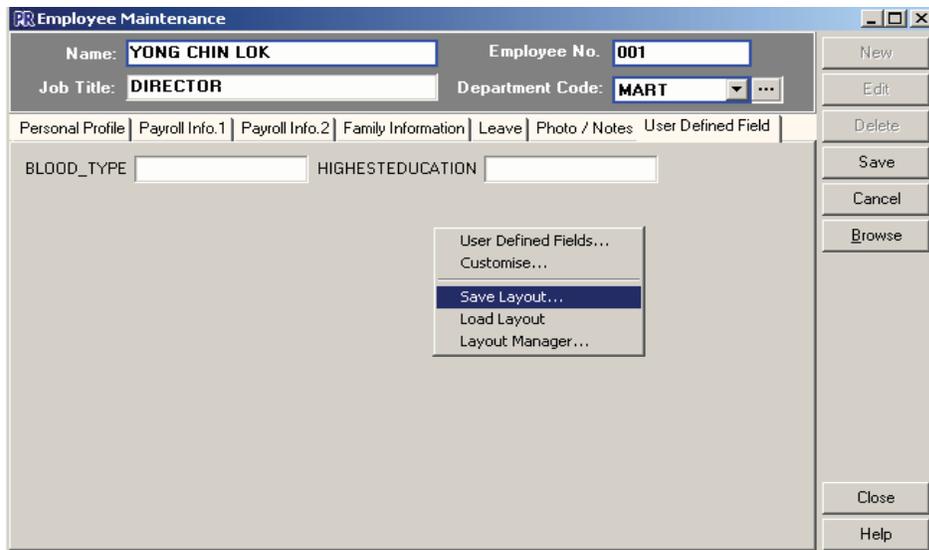
System will prompt a *Customize* screen which contains all previously created fields.



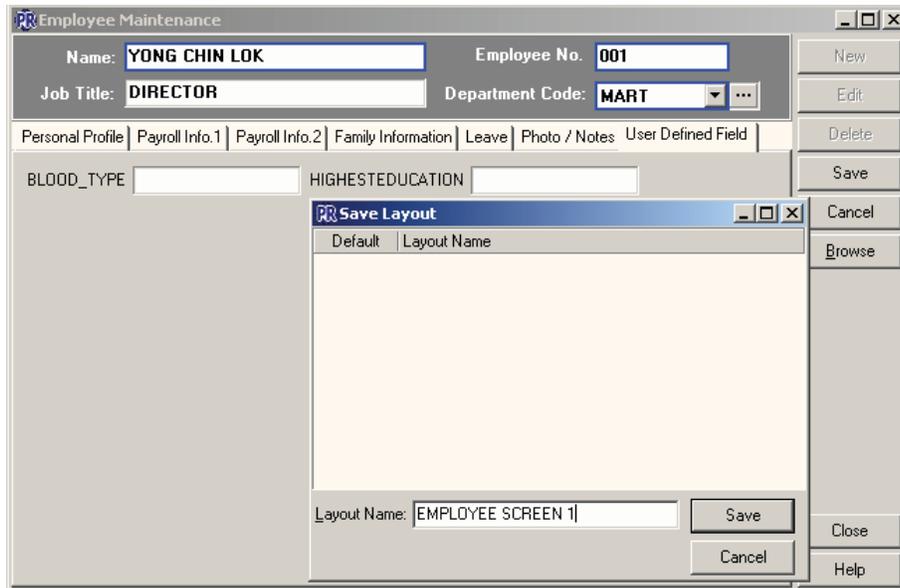
Select field in the customize screen, drag and drop it to the User Defined Field page.



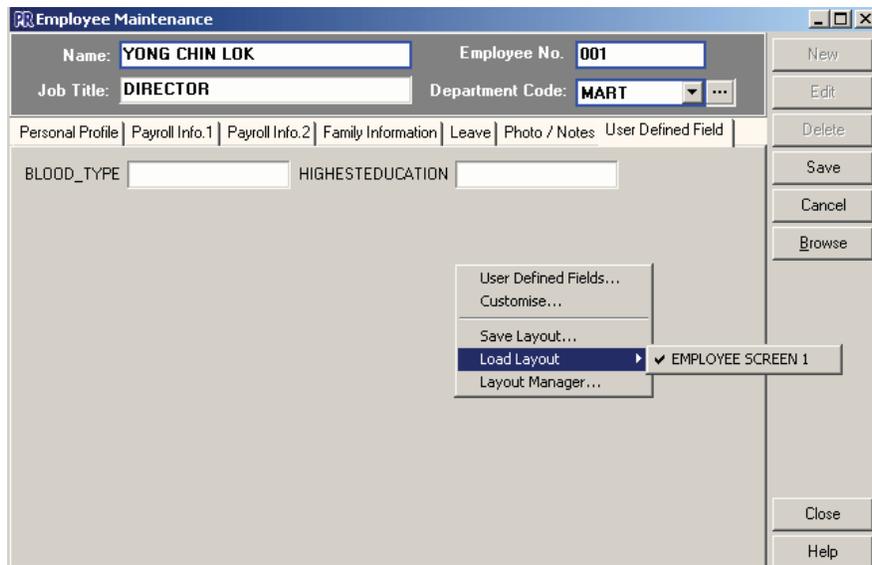
**Right click** on the User Defined Field page to save the layout of the screen as shown below.



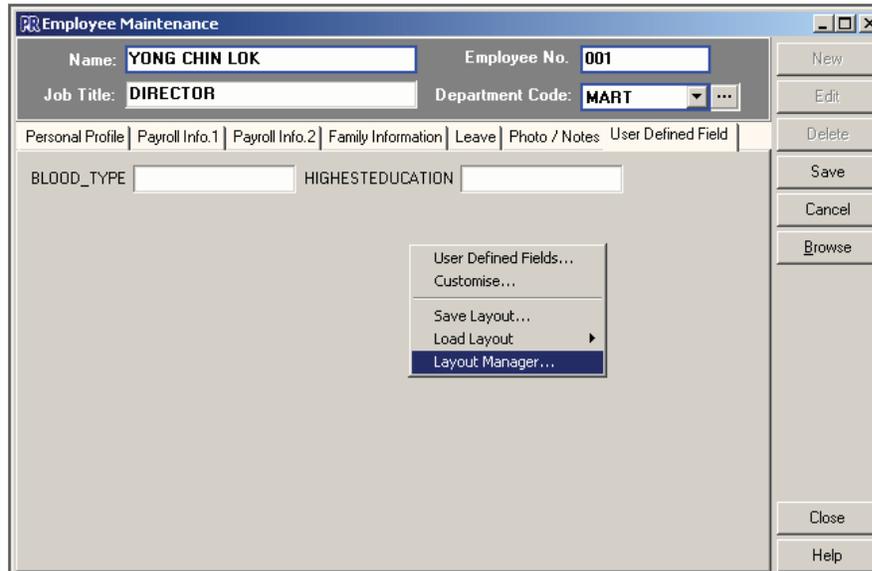
Specify a name for the layout and choose **Save** to save the layout.



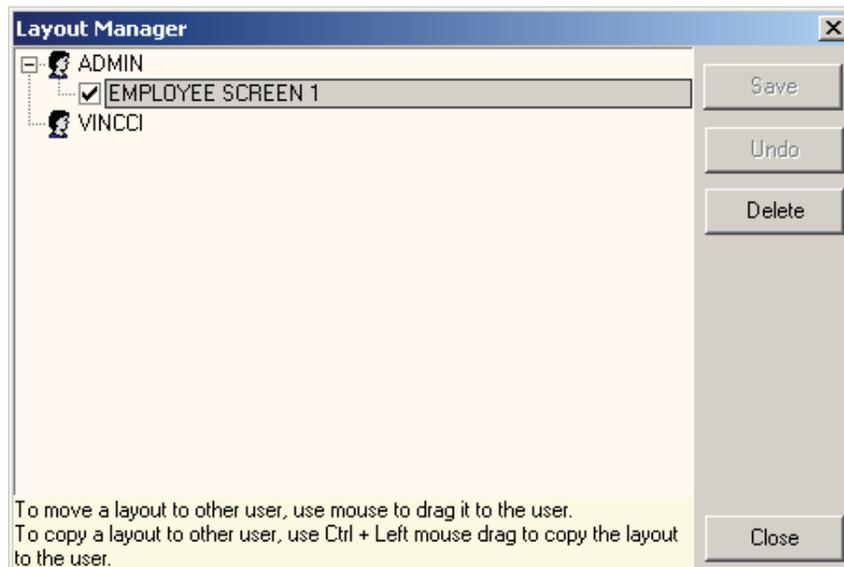
To load the layout of the user defined field at the User Defined Field page, do a **right click** and select **Load Layout**. Select which layout to load.



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.







# CHAPTER 4

## **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.

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.



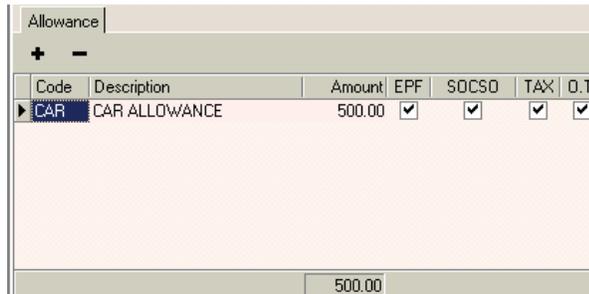
To generate the payroll for all the departments and employees at the same time, user do not have to tick on the option to set the Department & Employee and proceed to select **Create** button.

The following screen will appear as shown below:-

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



Code	Description	Amount	EPF	SOCSO	TAX	O.T
CAR	CAR ALLOWANCE	500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		500.00				

At the **Allowance** field, select  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  button to add the additional allowance item and  button to delete the allowance entry.

## 4.1.2 Overtime

The screenshot shows the 'Overtime' configuration window. At the top, there are input fields for 'Daily Rate' (5,000.00) and 'Hourly Rate' (192.3077), with a menu button (three dots) next to the Daily Rate field. Below these are two tables. The first table lists 'Overtime Item', 'Units', 'Rate', 'Daily Pay', and 'Sub-Total'. The second table lists 'Overtime Item', 'Hours', 'Minut...', 'Rate', 'Hourly Pay', and 'Sub-Total'. Three callouts labeled A, B, and C point to the menu button, the 'Rest Day < 1/2 Day' row, and the 'Public Holiday' row respectively.

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
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.

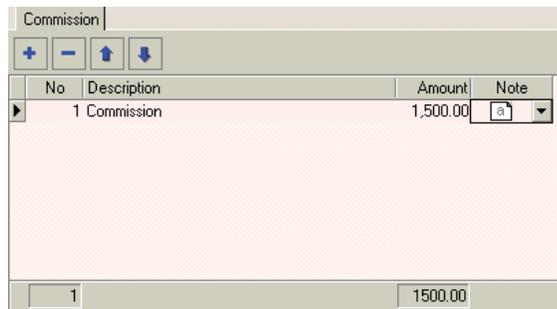
- A. *Overtime Calculation* – There are two (2) base OT calculation (i.e. Basic Salary and Basic Salary + Allowance)
- Click the **Daily Rate** button to include the Allowance in the calculation of overtime.
  - Click **Update** button to change the O.T pay base.
- B. *Rest Day < 1/2 Day* – For employee 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 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



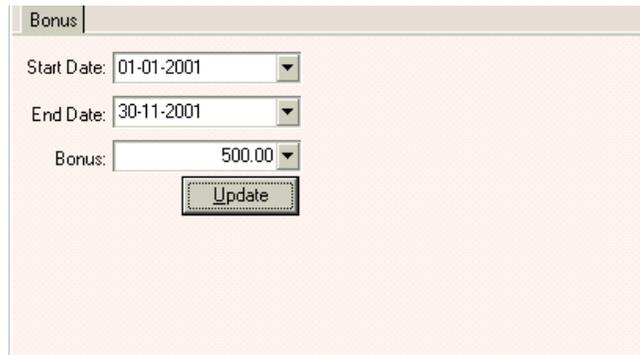
No	Description	Amount	Note
1	Commission	1,500.00	⊠ ▼

At the **Commission** field, select  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



The screenshot shows a software interface for entering bonus information. It features a tab labeled "Bonus". Below the tab, there are three dropdown menus: "Start Date" (01-01-2001), "End Date" (30-11-2001), and "Bonus" (500.00). An "Update" button is located below the "Bonus" field.

At the **Bonus** field, select  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

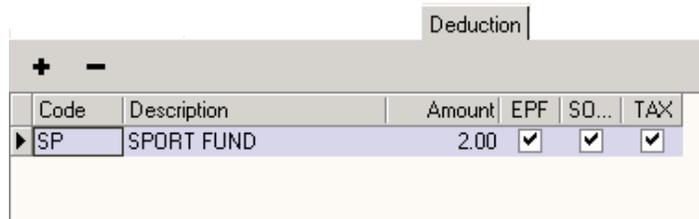
No	Year for which paid	Type of Income	Amount	Computation Type	Contribution therefrom to EPF
1	2001	BONUS	4,800.00	Bonus	480.00

At the **Payment of Arrears** field, select 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



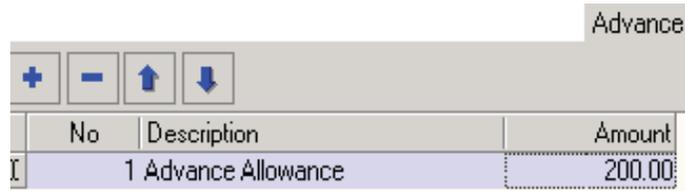
Code	Description	Amount	EPF	SO...	TAX
SP	SPORT FUND	2.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

### 4.1.7 Advance



Advance		
No	Description	Amount
1	1 Advance Allowance	200.00

At the **Advance** field, select  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  button to rearrange all the entered advance pay records.

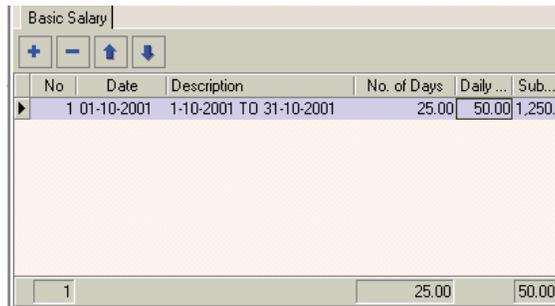
### 4.1.8 Benefit In Kind

Commission	Bonus	Leave Calculator	Payment of Arrears	Deduction	Advance	Benefits in Kind	◀ ▶
						(a) Value of motor car and fuel.....	0.00
						Value of driver.....	0.00
						(b) Light, water, telephone and other utilities.....	0.00
						(c) Value of household benefits:	
						(i) Semi-furnished with furniture (air conditioners/curtains/carpets, or.....	0.00
						(ii) Fully furnished with kitchen equipment, crockery/utensils/appliances, or...	0.00
						(iii) Individual Items: Furniture and Fittings.....	0.00
						Kitchen Equipment.....	0.00
						Entertainment and Recreation.....	0.00
						Mobile Telephone.....	0.00
						(d) Household servants and gardeners.....	0.00
						(e) Others (e.g. food and clothings).....	0.00

At the **Benefit In Kind** field, select  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  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.

Field	Value	Field	Value
Basic Salary	1,500.00	Year	2002
Allowance	0.00	Gender	Fem
Deduction	0.00	Wife Is Working	No
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

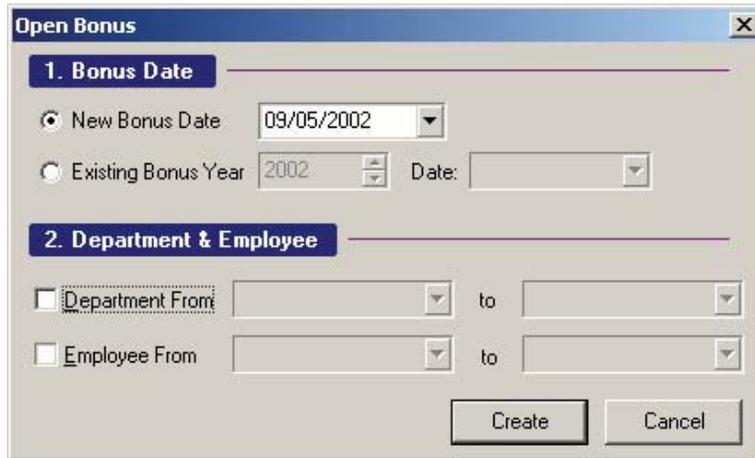
Enter the Basic Salary and other information (*if applicable*) such as Allowance, Deduction, Commission, Directory Fee, Over Time, Paid Leave, Unpaid Leave, Bonus, Bonus Period as shown in the above screen. Then proceed to select the **Calculate** button and the system will calculate the Employee EPF,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

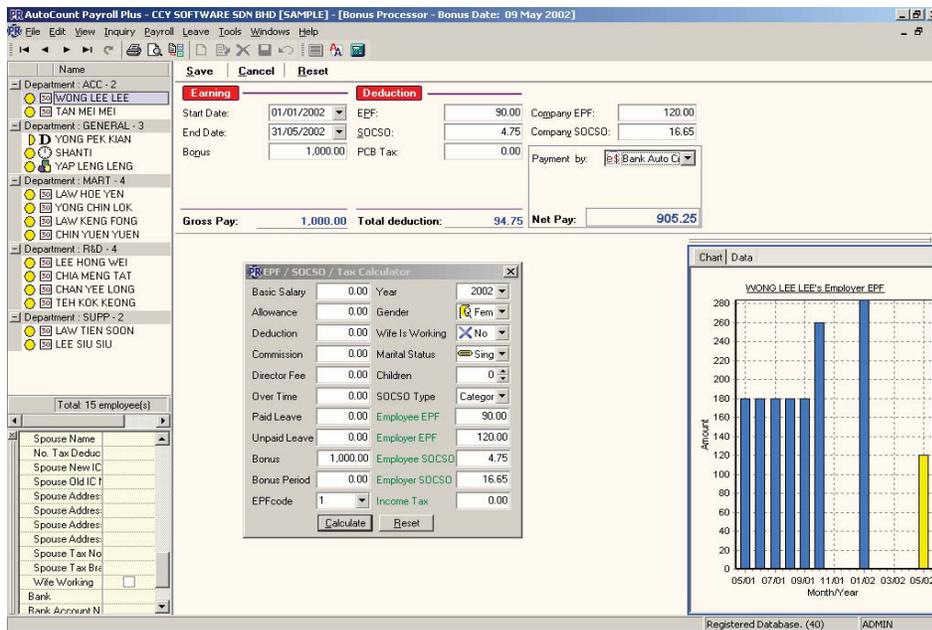
Select Payroll | Bonus Processor to process bonus.



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.

**Reminder:** User can use the **EPF/SOCSCO/TAX Calculator** to calculate EPF/SOCSCO/Tax amount.



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

**Bonus Slip**

**1. Bonus Date**

Bonus Year: 2002 Date: 09/05/2002

**2. Department & Employee**

Department From: [ ] to [ ]

Employee From: [ ] to [ ]

**3. Misc. Information**

Bonus Slip Message: Notes: [ ]

Preview  
Print  
Export  
Close  
Help

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



# CHAPTER 5

## **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 28<sup>th</sup> of each month” (applicable) and proceed to preview / print or export.

**Pay slip**

**1. Pay Frequency**

Monthly  First Half  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
- 🟢 Fully Processed
- 🟠 First Half Processed
- 🟤 Unprocessed
- 🔴 Out of Processed Sequence
- 🔒 Locked

**3. Department & Employee**

Department From: [ ] to [ ]

Employee From: [ ] to [ ]

**4. Misc. Information**

Payslip Message: Notes: [ ]

Buttons: Preview, Print, Export, 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.

**1. Payroll Type**

Monthly  Bonus  First Half  Second Half

**2. Payment By**

Cash  Cheque  Bank Auto Credit

**3. Payroll Period**

Month: May Year: 2002

**Processed Month:**

01	02	03	04	05	06	07	08	09	10	11	12
Red	White	White	White	Red	White						

Legend:

- Yellow: Year to Date
- Blue: Fully Processed
- Green: First Half Processed
- White: Unprocessed
- Red: Out of Processed Sequence
- Lock icon: Locked

**4. Department & Employee**

Department From: [ ] to [ ]

Employee From: [ ] to [ ]

## 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

1. Payroll Period

Month: May Year: 2002

Processed Month:

01	02	03	04	05	06	07	08	09	10	11	12
Red	White	White	White	Red	White						

Legend:

- Year to Date (Yellow)
- Fully Processed (Blue)
- First Half Processed (Green)
- Unprocessed (White)
- Out of Processed Sequence (Red)
- Locked (Lock icon)

2. Misc. Information

Pay Method: [Dropdown]

Reference No: [Text Box]

Buttons: Preview, Print, Export, Close, 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 - Borang 8A

1. Payroll Period

Month: May Year: 2002

Processed Month:

01	02	03	04	05	06	07	08	09	10	11	12
----	----	----	----	----	----	----	----	----	----	----	----

Legend:

- Year to Date
- Fully Processed
- First Half Processed
- Unprocessed
- Out of Processed Sequence
- Locked

2. Misc. Information

Pay Method: [Dropdown]

Reference No: [Text Box]

Buttons: Preview, Print, Export, Close, 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**

**1. Payroll Period**

Month: May Year: 2002

**Processed Month:**

01	02	03	04	05	06	07	08	09	10	11	12

Legend:

- Year to Date
- Fully Processed
- First Half Processed
- Unprocessed
- Out of Processed Sequence
- Locked

**2. Misc. Information**

Pay Method: [Dropdown]

Reference No: [Text] Date: 09/05/2002

Branch: [Dropdown]

Buttons: Preview, Print, Export, Close, Help

## 5.6 OTHER PAYROLL REPORTS

NO	REPORT NAME	COMMAND CENTER	ALTERNATIVE WAY TO ACCESS	COMMENT
1	Payroll Allowance	Print Payroll Allowance	Click <b>Payroll</b>   <b>Print Payroll Allowance...</b>	A list of allowance for a particular month.
2	Payroll Deduction	Print Payroll Deduction	Click <b>Payroll</b>   <b>Print Payroll Deduction...</b>	A list of deduction for a particular month.
3	Coinage Report	Not Available	Click <b>Payroll</b>   <b>Print Coinage Report...</b>	Show the cash denomination of salary.
4	Monthly EPF Listing	Print Monthly EPF	Click <b>Payroll</b>   <b>Print Monthly EPF Listing...</b>	A list of EPF contribution for a particular month.
5	Monthly Socso Listing	Print Monthly Socso	Click <b>Payroll</b>   <b>Print Monthly SOCSO Listing...</b>	A list of SOCSO contribution for a particular month.
6	Monthly Tax Listing	Print Monthly Tax	Click <b>Payroll</b>   <b>Print Monthly Tax Listing...</b>	A list of Tax Deduction for a particular month.
7	Bank Credit Report	Not Available	Click <b>Payroll</b>   <b>Print Bank Credit Report...</b>	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	Not Available	Click <b>Payroll</b>   <b>Government Reports</b>	
	a) SOCSO – Borang 2			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	Not Available	Click Payroll   Yearly Reports	A yearly payroll analysis. (Screen Preview See Figure 7 below)
	a) Yearly EPF			
	b) Yearly SOCSO			
	c) Yearly PCB			
	d) Yearly Gross Pay			
	e) Yearly Individual Pay			Yearly print out of commission paid out to employee
	f) Yearly Commission			Yearly print out of overtime paid out to employee.
	g) Yearly Overtime			Yearly printout of net pay of the employee
	h) Net Pay			

All the above reports has a same report screen as shown in *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*

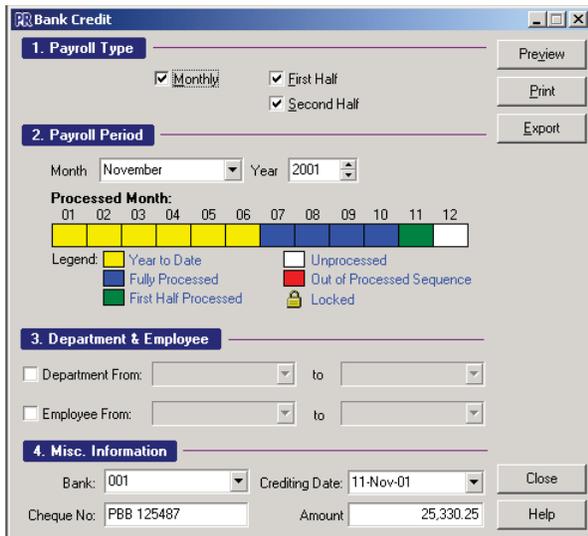


Figure 1  
(For report No.7)

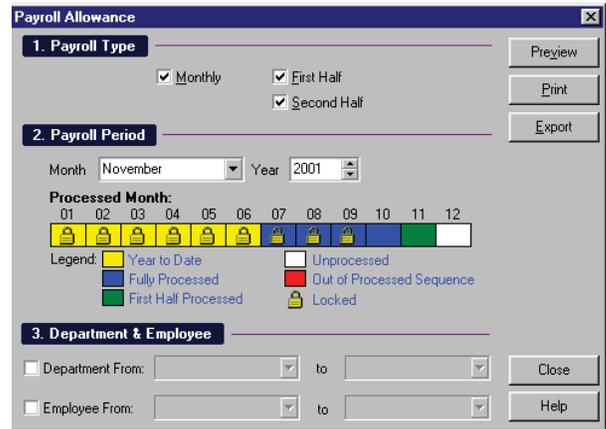


Figure 2  
(For report No.1, 2, 4, 5 & 6)

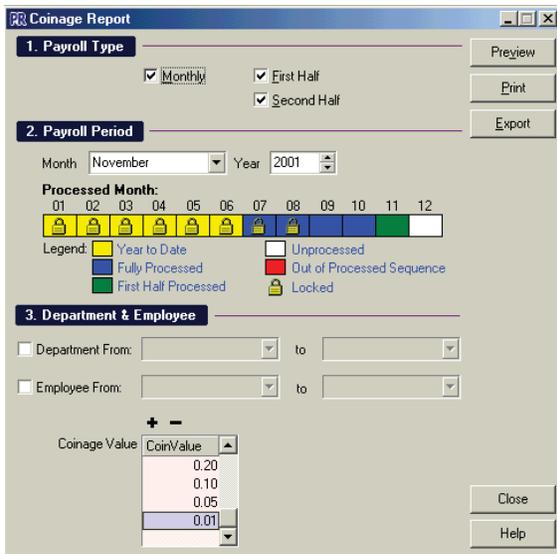


Figure 3  
(For report No. 3)

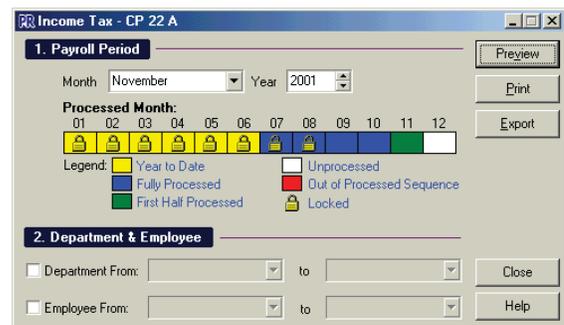


Figure 4  
(For report No.8 (a),8(b) & (8(d))

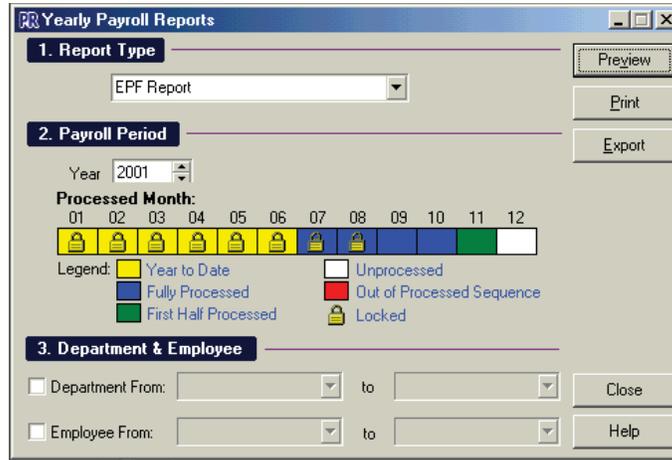


Figure 7  
(For report No 9)

## 5.7 PRINT INCOME TAX - EA

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

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

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

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

Print Preview - Report Name: Income Tax EA - 2001

MALAYSIA  
**CUKAI PENDAPATAN**  
 PENYATA SARAAAN DARIPADA PENGGAJIAN  
 BAGI TAHUN BERAKHIR 31 DISEMBER 2001

**Penyata Gaji Pekerja SWASTA EA**  
 No. Fail Cukai Pendapatan Pekerja  
 3/93/16944/02  
 Cawangan LHDN

No. Siri .....  
 No. Fail Majikan E .....

**BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA YANG MESTI MELAMPIRKAN PADA BORANG NYATA CUKAI PENDAPATANNYA.**

**A BUTIRAN PEKERJA**  
 Nama penuh Pekerja/Pesara (En/Cik/Puan) YONG CHIN LOK Jawatan DIRECTOR  
 No. K.P. 550111-10-8111 No. Kakitangan atau No. Gaji 001 No. K.V.S.P. 12405385  
 Alamat Kediaman 15, SOLOK SELASEH, TAMAN GEMBIRA, 41100 KLANG, SELANGOR  
 Taraf Perkahwinan Kahwin Bilangan anak-anak di bawah umur 18 tahun dalam tahun 2001 2

Bagi perempuan yang berkahwin, sebutkan Butiran suami Nama .....  
 No. K.P. .... Alamat .....  
 No. Fail Cukai Pendapatan ..... Cawangan LHDN .....

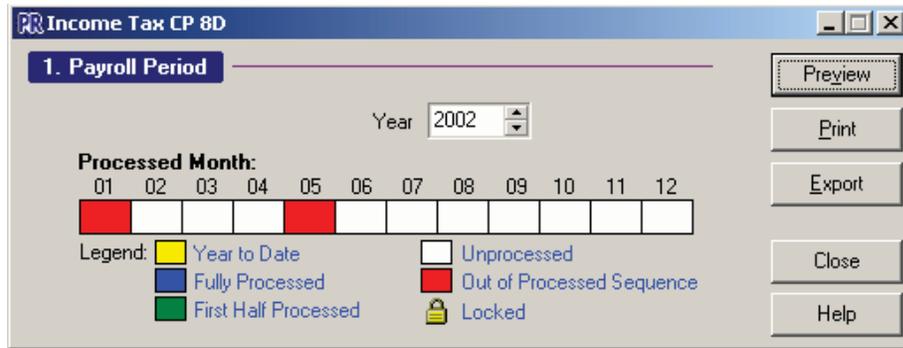
Jika bekerja tidak genap setahun, sebutkan-  
 (a) Tarikh mula bekerja ..... ATAU (b) Tarikh berhenti kerja .....  
 Nama dan alamat majikan dahulu ..... Nama dan alamat majikan sekarang .....

KOD	PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (lihat Nota Panduan 3,4,5 dan 6 di Borang B)	RM
001	1. Gaji Kasar, upah atau gaji cuti (termasuk gaji lebih masa) .....	50,000.00
101	Fee (termasuk fee pengarah), komisen atau bonus (Bonus bagi tempoh dari ..... hingga ) .....	
102	Tip kasar, periklis penerimaan sugu hati atau elaun-elaun lain (Perihal pembayaran ..... ) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja .....	8,500.00
103	2. Nilai Manfaat atau kemudahan berupa barangan : (a) Kereta (Tarikh sebenar diperuntukan ..... ) i) Nilai Kereta dan minyak (Jenis ..... Tahun ..... Model ..... ) ii) Nilai Pemandu .....	
104	(b) Elektrik, air, telefon dan kemudahan lain .....	
105	(c) Nilai manfaat rumahtangan : (i) Separuh lengkap dengan perabot/penyaman udara/mangsir/permaidani, atau (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau (iii) Butiran berasingan: Perabot dan kelengkapan ..... Perkakas Dapur ..... Hiburan dan Rekreasi ..... Telefon bimbit .....	
106	(d) Pembantu rumah dan tukang kebun .....	
	(e) Manfaat Tambang Percutian .....	
	(f) Lain-lain (misalnya makanan dan pakalan) .....	
003	3. Nilai tempat kediaman (Alamat ..... ) .....	
107	4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan .....	
	5. Pampasan kerana kehilangan pekerjaan .....	

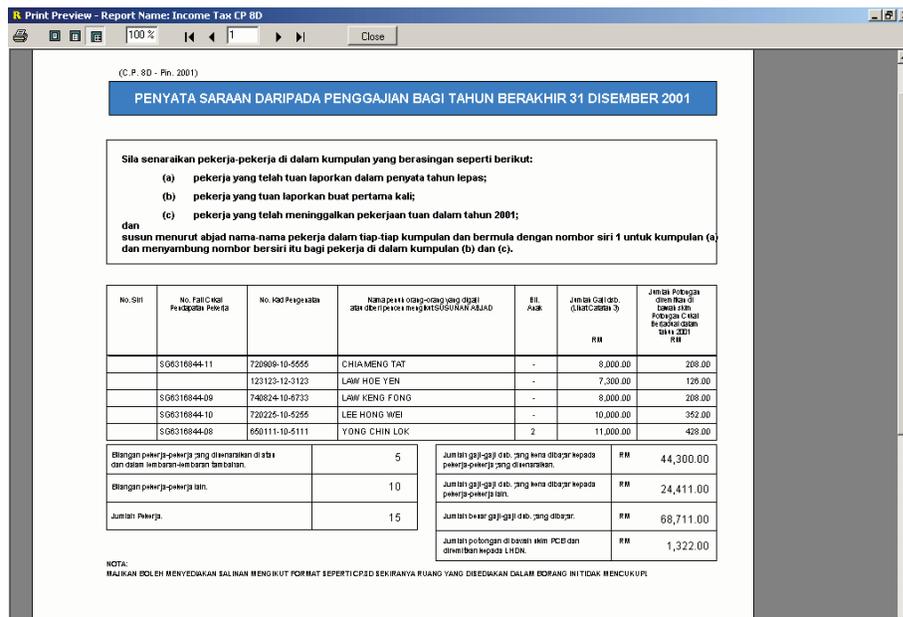
**C**

## 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 :-



## 5.9 PRINT INCOME TAX – CP159

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

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

Bulan	Jumlah Saraan Kasar (Semua Pekerja) (RM)	Jumlah Saraan Kasar Yang Tertakuk kepada Kaedah Cukai Pendapatan (RM)	Jumlah Cukai Pendapatan Yang Patut Dipotong Di Bawah Kaedah Cukai Pendapatan (RM)	Jumlah Cukai Pendapatan Dipotong Dan Dirediskan Oleh Majikan (RM)	No. Resit
January	33,855.50	22,150.00	661.00	—	—
February	—	—	—	—	—
March	—	—	—	—	—
April	—	—	—	—	—
May	34,855.50	22,150.00	661.00	—	—
June	—	—	—	—	—
July	—	—	—	—	—



# CHAPTER 6

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## **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

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.



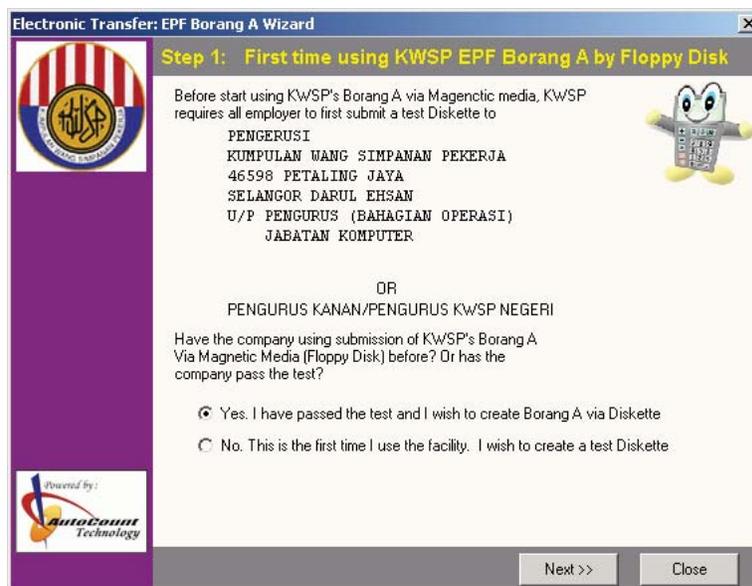
**Bank Account** – Specify the bank account which you want the bank debit from.

**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*

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

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

**Electronic Transfer: EPF Borang A Wizard**

**Step 2: Please specify EPF Period**

Please specify which payroll period you are going to create the KWSP's Borang A Disk:

Month:  Year:

**Processed Month:**

01	02	03	04	05	06	07	08	09	10	11	12
----	----	----	----	----	----	----	----	----	----	----	----

Legend:

- Year to Date
- Fully Processed
- First Half Processed
- Unprocessed
- 🔒 Locked

Please specify your payment method:

and payment reference no. if there is any:

Powered by:

<< Previous    Next >>    Close

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

- 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.

**Electronic Transfer: EPF Borang A Wizard**

**Step 3: Where you want to store KWSP's Borang A Data**

Please specify where you want to store the KWSP's Borang A data. The data is stored in file named EPFORMA.

If you choose floppy as your storage media, please make sure your floppy disk was formatted and it is blank. You may only use 3.5" High Density (HD) floppy disk for submission.

If you specify location other than floppy disk, you may copy the file to a floppy disk later for submission.

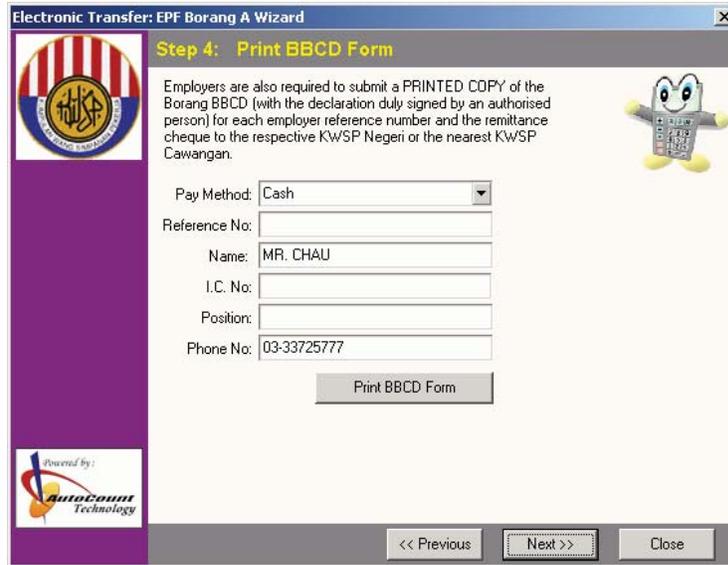
Please specify location:

Powered by:

<< Previous    **Next >>**    Close

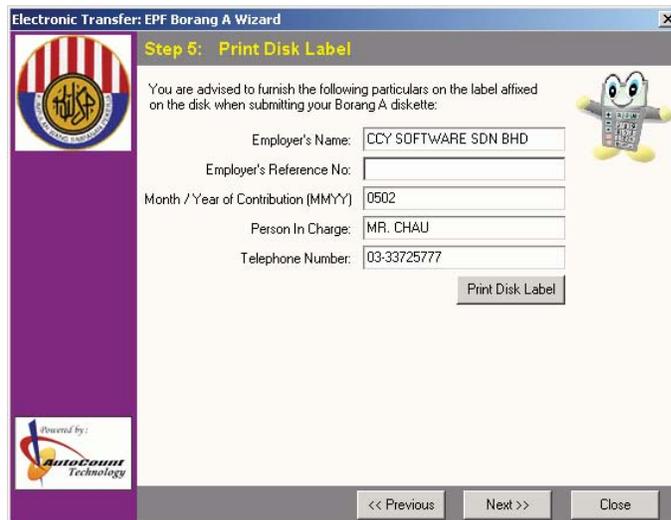
Select **Next>>** to proceed on.

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



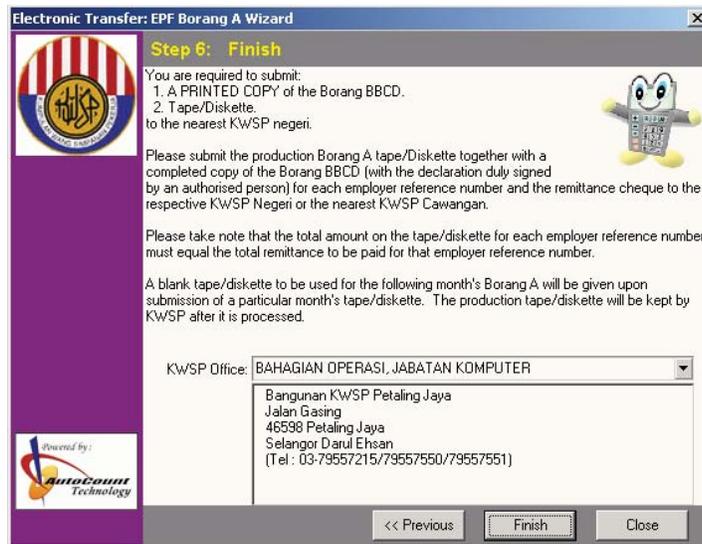
Select **Next>>** to proceed on.

- 5. Select **Print Disk Label** to print disk label.



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

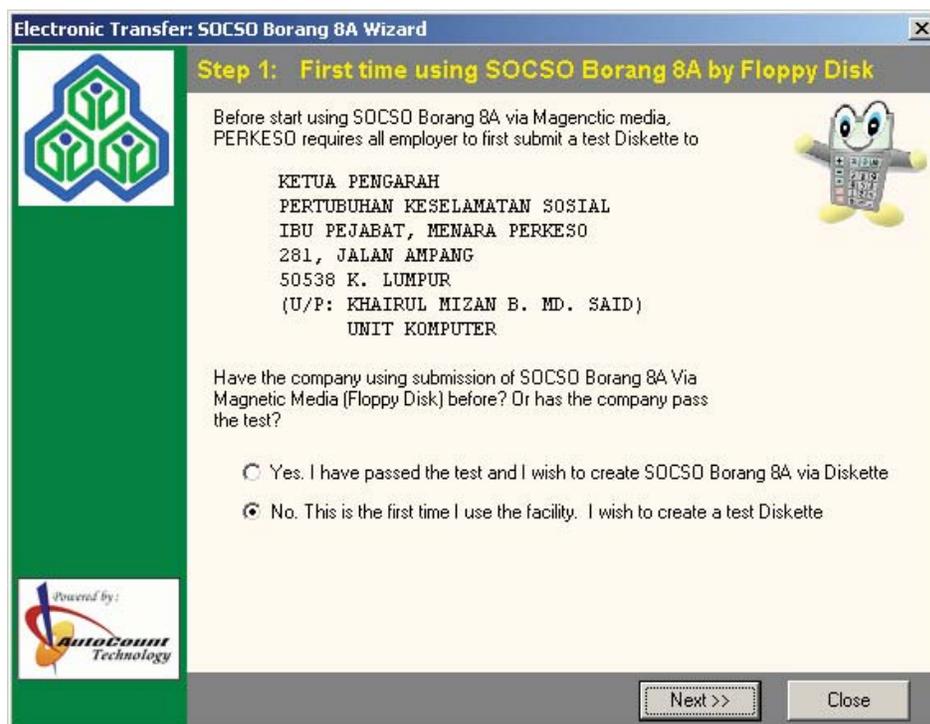
6. Select **Finish** button to proceed on and complete the final step.



## 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*

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

- 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 Transfer: SOCSO Borang 8A Wizard

**Step 2: Please specify SOCSO Period**

Please specify which payroll period you are going to create the SOCSO Borang 8A Disk:

Month  Year

**Processed Month:**

01	02	03	04	05	06	07	08	09	10	11	12

Legend:

- Year to Date
- Fully Processed
- First Half Processed
- Unprocessed
- Out of Processed Sequence
- Locked

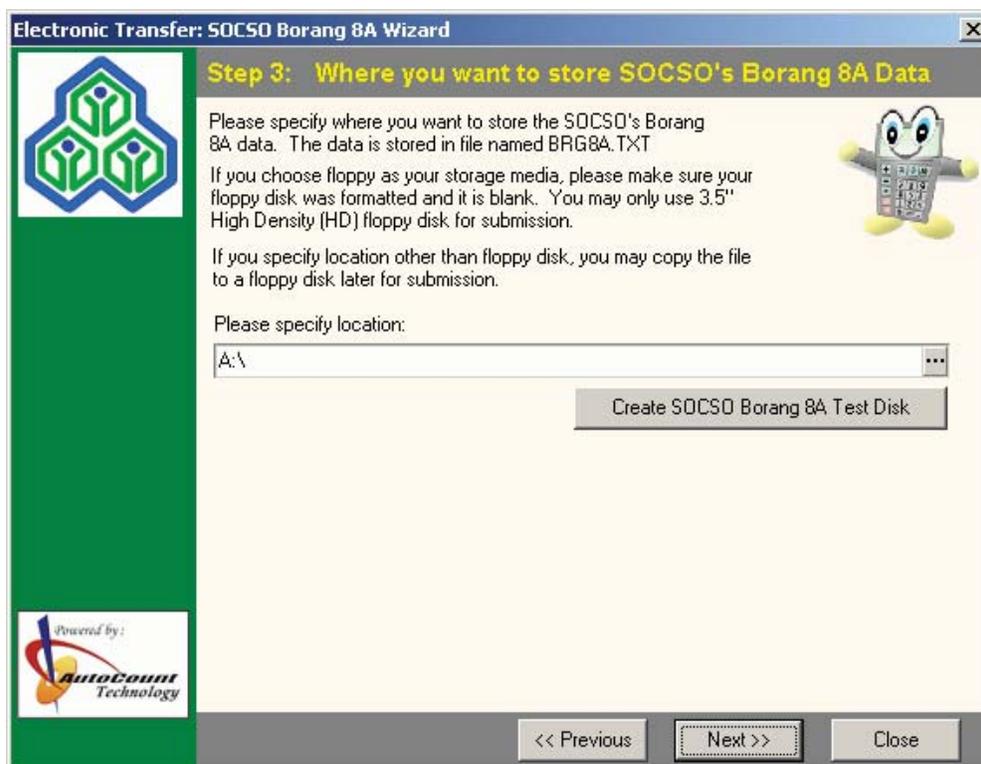
Please specify your payment method

and payment reference no. if there is any

Powered by:  
**AutoCount**  
Technology

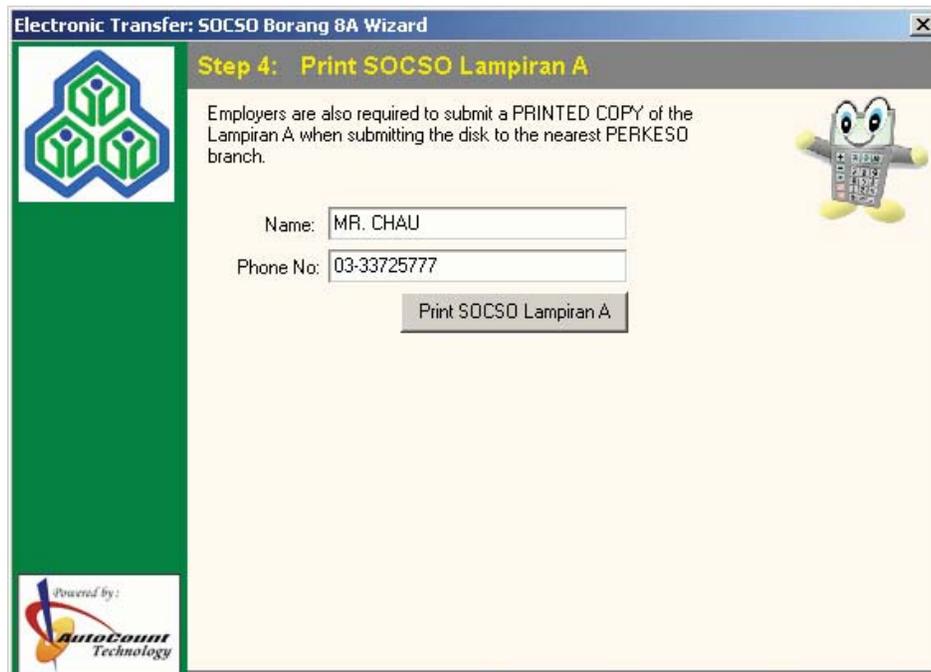
Select **Next>>** to proceed on.

- 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.



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

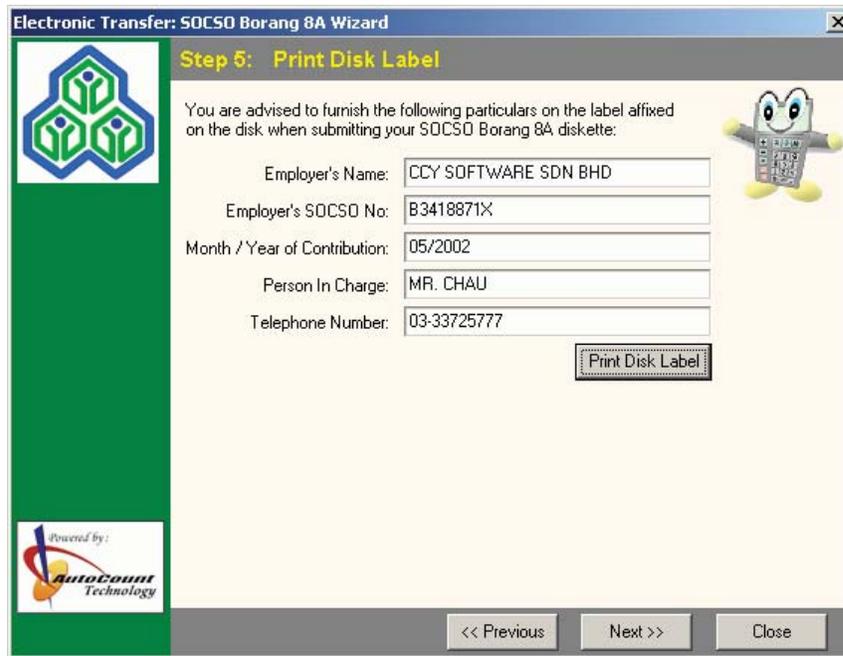
5. Select **Print SOCSO Lampiran A** button to printout the SOCSO Lampiran A information.



The screenshot shows a software window titled "Electronic Transfer: SOCSO Borang 8A Wizard". The window is divided into a left sidebar and a main content area. The sidebar contains a logo with three stylized human figures and the text "Powered by: AutoCount Technology". The main content area has a title bar "Step 4: Print SOCSO Lampiran A" and a paragraph of text: "Employers are also required to submit a PRINTED COPY of the Lampiran A when submitting the disk to the nearest PERKESO branch." Below the text are two input fields: "Name: MR. CHAU" and "Phone No: 03-33725777". A button labeled "Print SOCSO Lampiran A" is positioned below the phone number field. A small cartoon character is visible in the top right corner of the main content area.

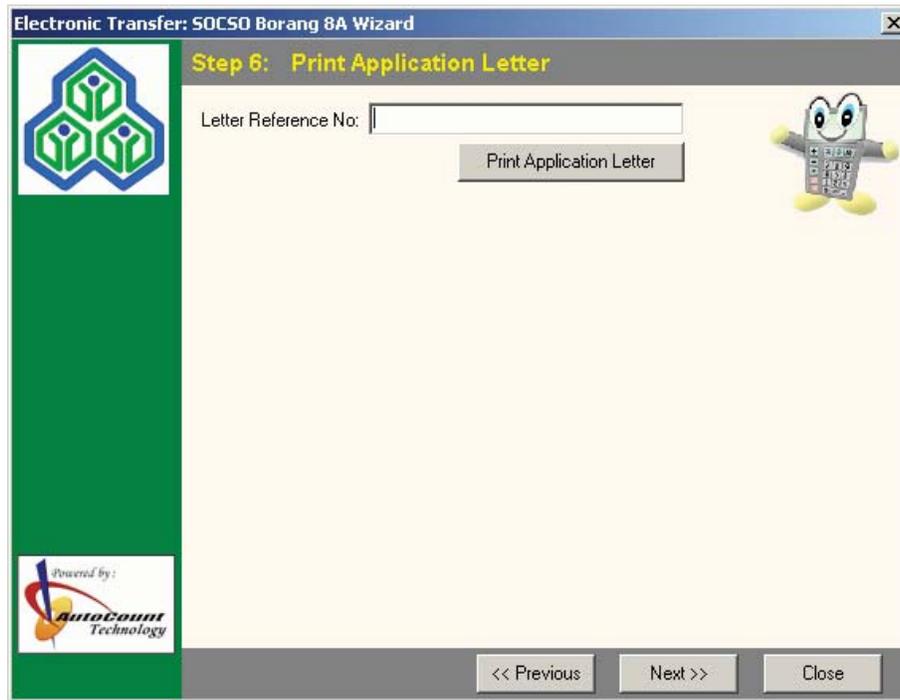
Select **Next>>** to proceed on.

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



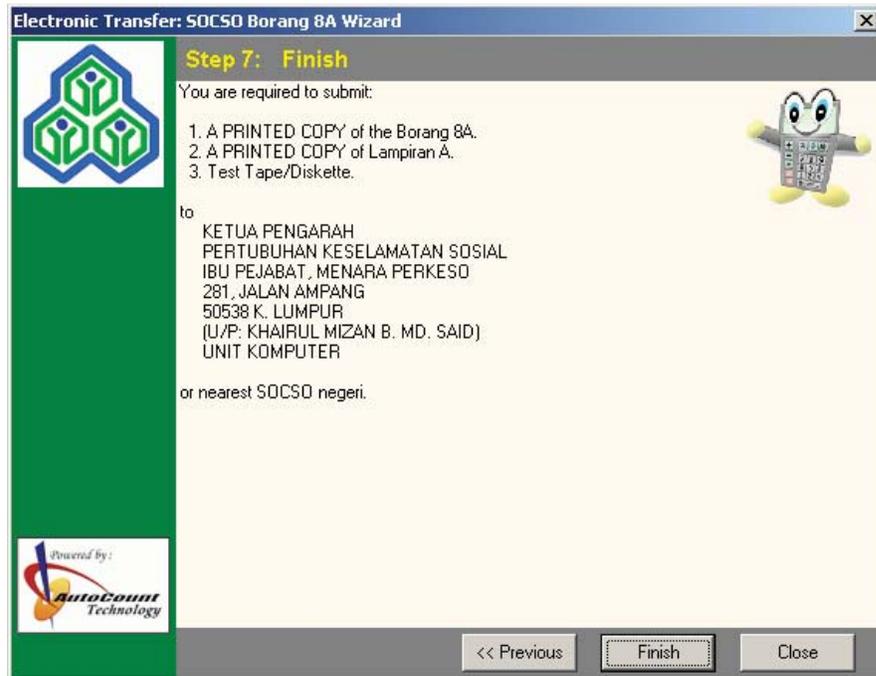
Select **Next>>** to proceed on.

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



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

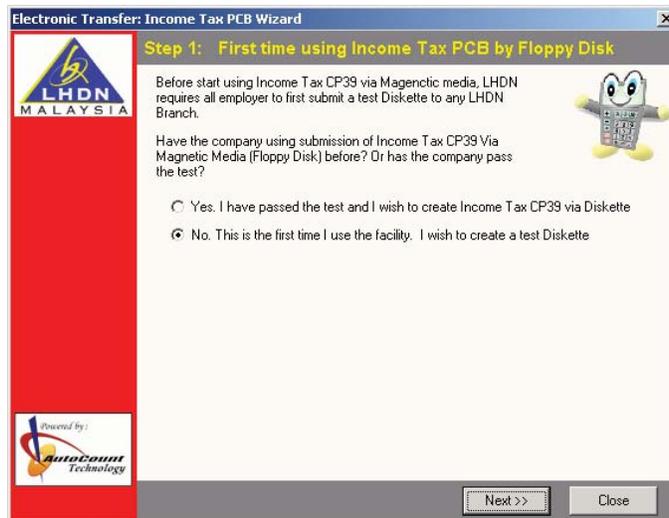
8. Lastly select **FINISH** button to complete the process of SOCSO Borang 8A Diskette.



## 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***

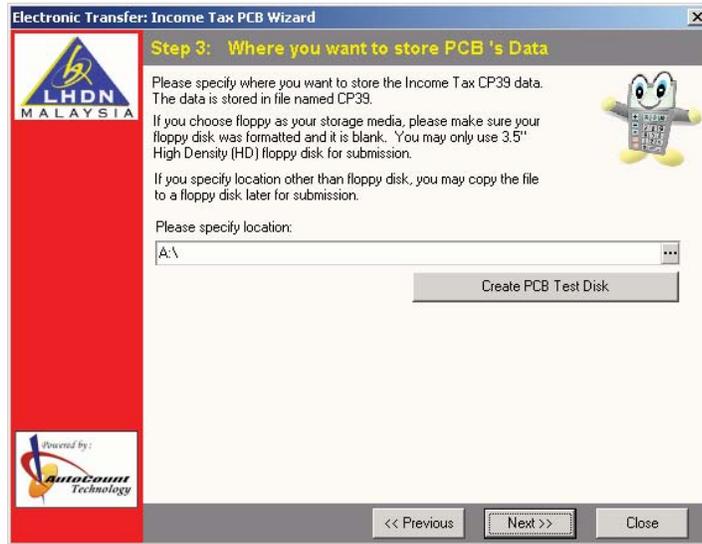
3. Select **Next>>** to proceed on and specify the PCB Period. Print the Income Tax CP39, click on the **Print Income Tax CP39** button.

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.



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

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

Electronic Transfer: Income Tax PCB Wizard

**Step 4: Print Disk Label**

You are advised to furnish the following particulars on the label affixed on the disk when submitting your Income Tax CP39 diskette:

Employer's Name: CCY SOFTWARE SDN 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

<< 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.

Electronic Transfer: Income Tax PCB Wizard

**Step 5: Print Application Letter**

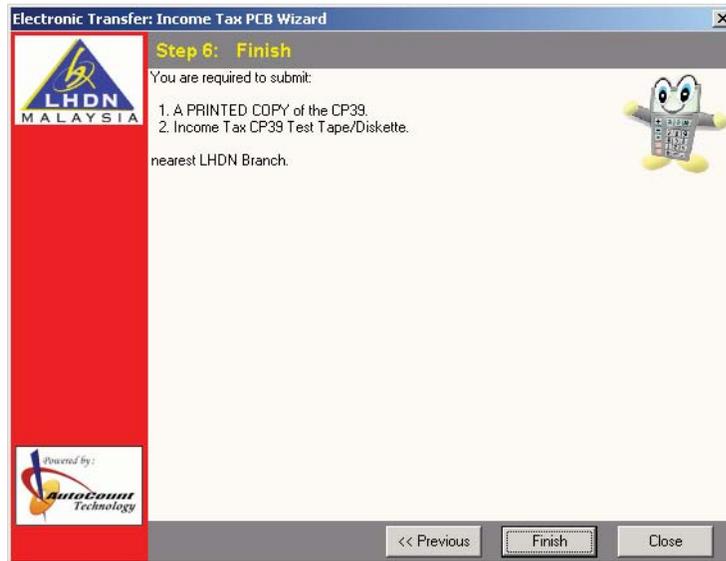
Letter Reference No:

Print Application Letter

<< Previous    Next >>    Close

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

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





# CHAPTER 7

## **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**

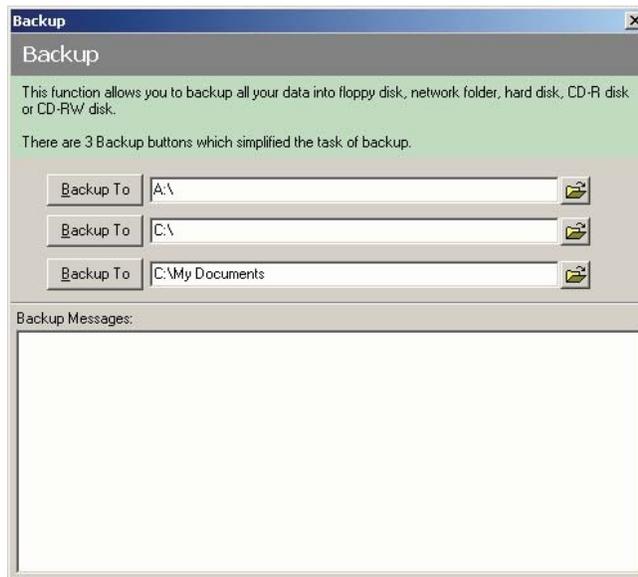
### **7.5 Purge Leave Transaction**

### **7.6 Options**

## 7 TOOLS & UTILITIES

### 7.1 BACKUP & RESTORE

#### 7.1.1 Backup



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<sup>nd</sup> destination and lastly the 3<sup>rd</sup> destination backup.

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

Disk 1 – Monday & Thursday.

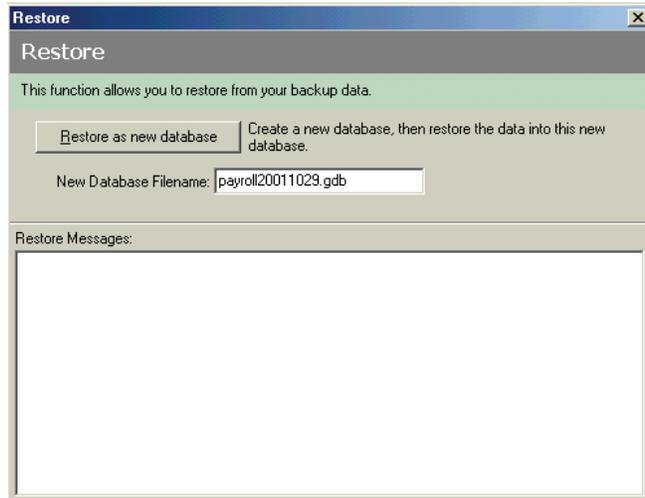
Disk 2 – Tuesday & Friday.

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

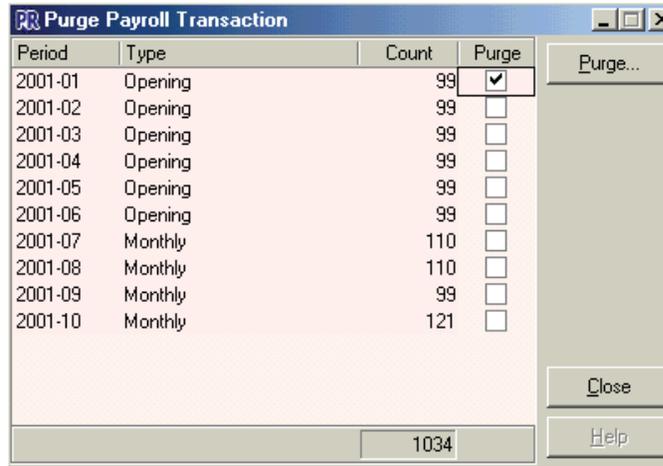
---

## 7.1.2 Restore



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 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.

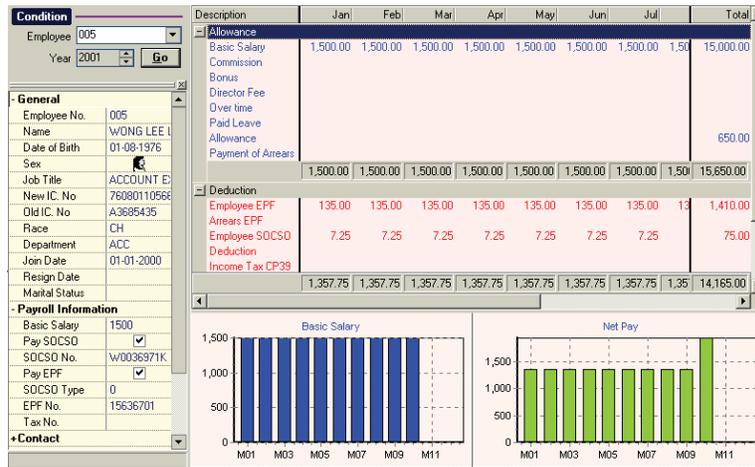
## 7.3 PERIOD LOCKING



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.

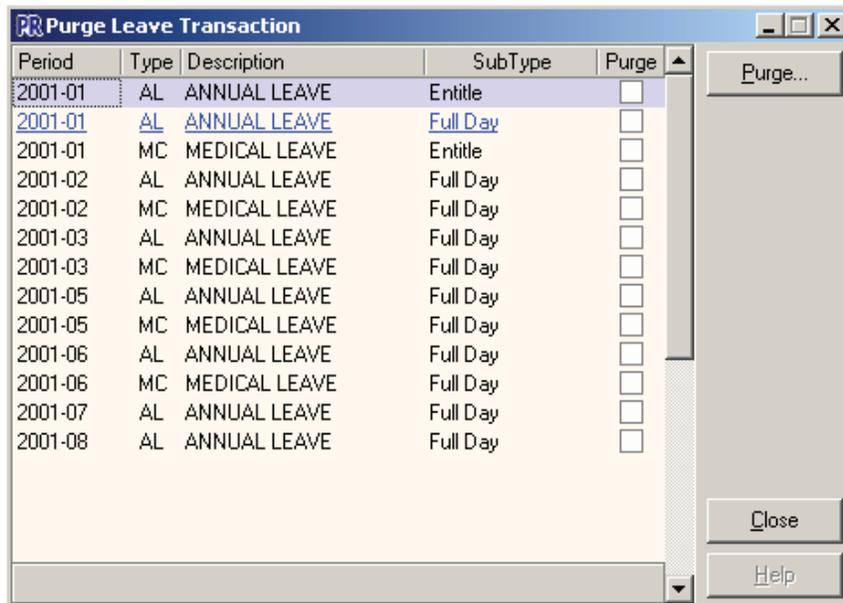
Select **Inquiry | Payroll History Inquiry...**

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

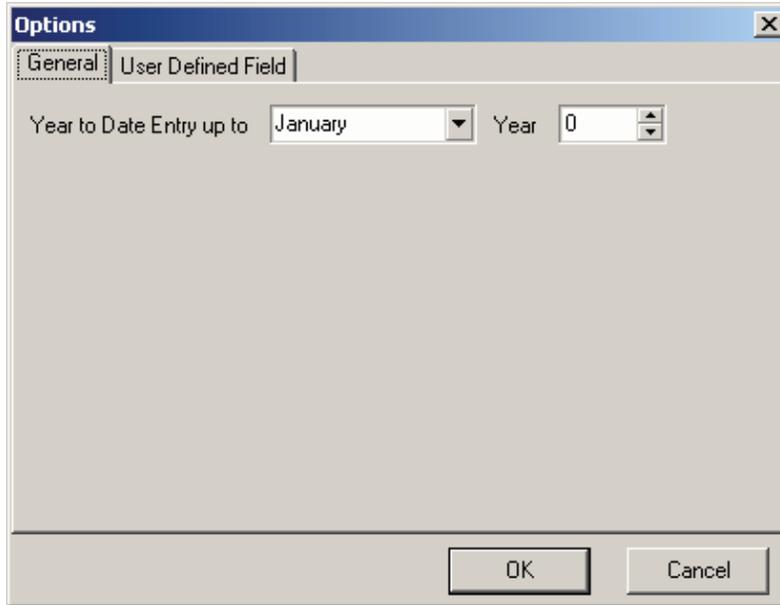
Purge Leave Transaction allows user to remove the leave record from the payroll database.

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.

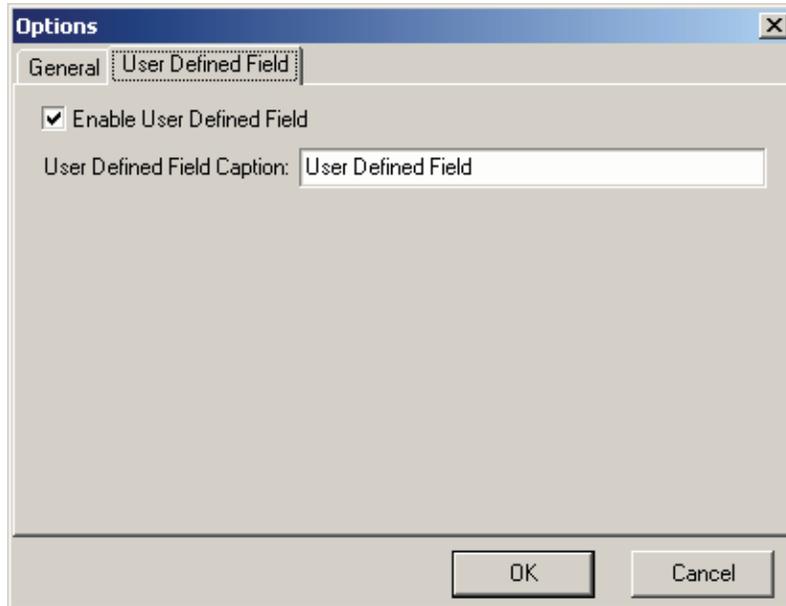


## 7.6 OPTIONS

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.





# CHAPTER 8

## **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

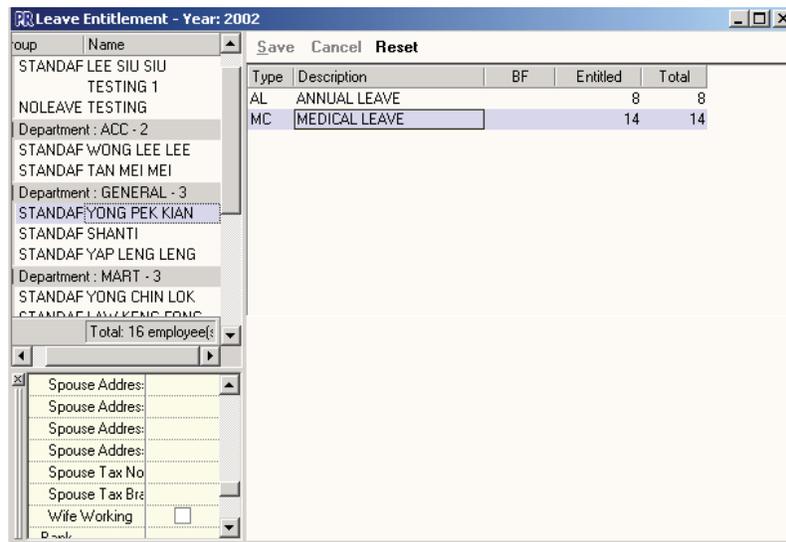
#### 8.1.1 Create Leave Entitlement

Create Entitlement allows user to create leave entitlement.

The screenshot shows a dialog box titled "Create Leave Entitlement". It contains two main sections. The first section, "1. Year", has a "Year:" label and a dropdown menu currently set to "2002". The second section, "2. Department & Employee", contains two rows of options. Each row starts with a checkbox: "Department From" and "Employee From". Each checkbox is followed by a dropdown menu, the word "to", and another dropdown menu. At the bottom right of the dialog are two buttons: "Create" and "Cancel".

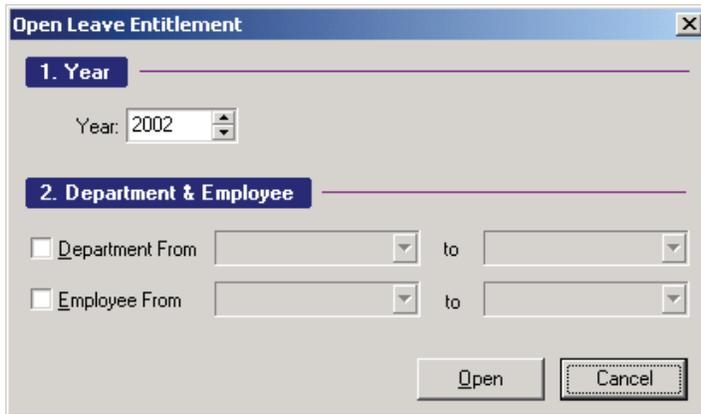
Indicate which year of leave entitlement for the system to create. Select **Create** button to proceed on which the next steps

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.

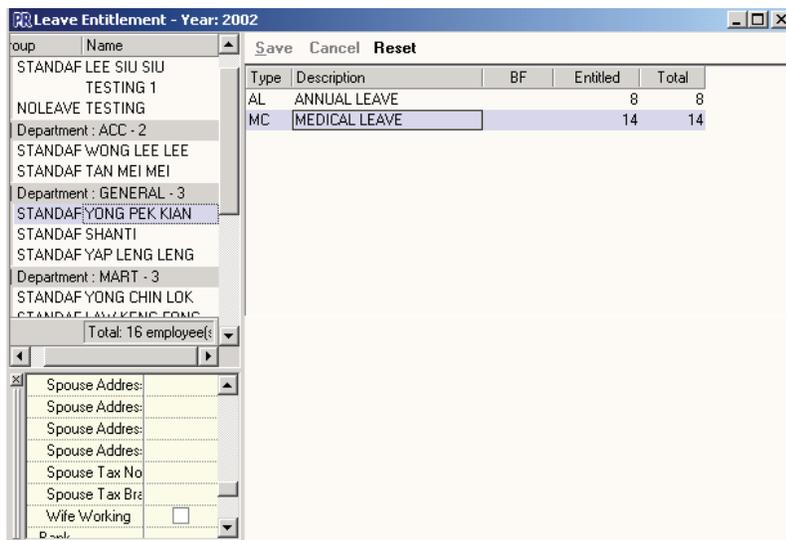


### 8.1.2 Open Leave Entitlement

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



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.



### 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.

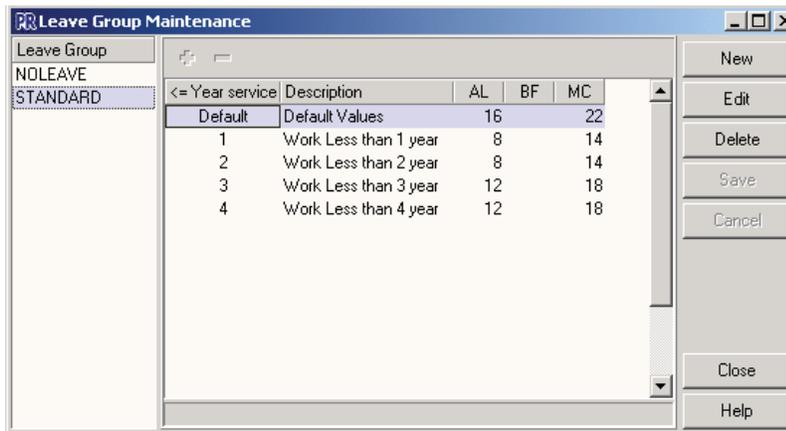


Select **New** button to create new leave group and **Save** button to save the entry.

Leave Type	:	Indicate a leave code for the leave type. Example, <i>AL</i> to represent <i>Annual Leave</i> .
Description	:	Describe the type of leave. Example, <i>Annual Leave</i> refers to abbreviation leave type code : <i>AL</i>
Add to Unpaid Leave	:	Tick to indicate if the leave type is to be treated 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.

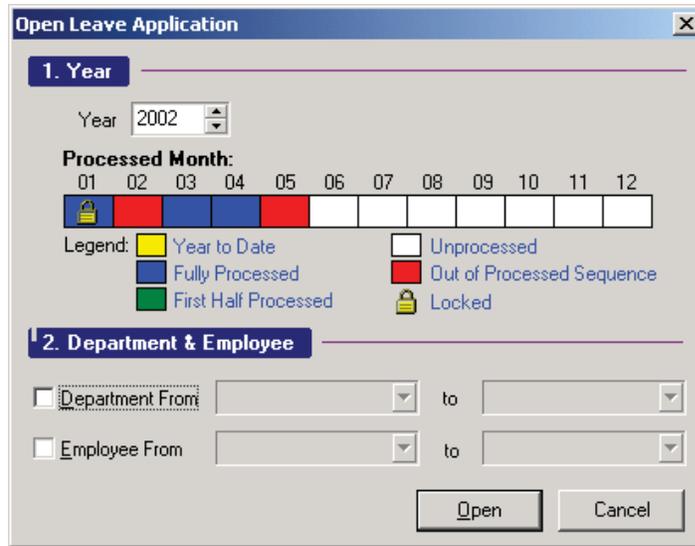


Select **New** button to create new leave group and **Save** button to save the entry.

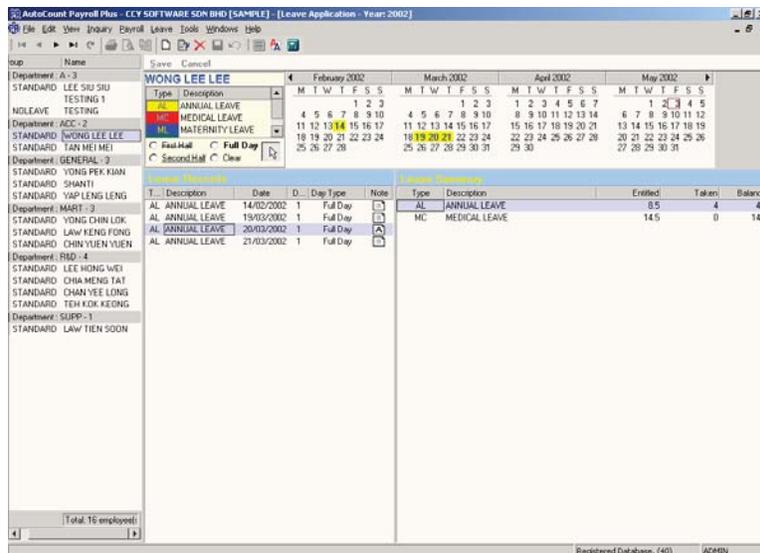
<=Year Service	:	Enter number of year service. Example, 1 for those who has been with the company for less than or equal to 1 year.
Description	:	Enter description. Example , 1 refers to Work Less than or equal to 1 year.
AL	:	Enter Annual Leave entitlement.
BF	:	Enter Brought Forward Leave entitlement.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

## 8.2 Leave Application

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



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.



Group	Name
- Department : A - 3	
	STANDARD LEE SIU SIU
	TESTING 1
	NOLEAVE TESTING
- Department : ACC - 2	
	STANDARD WONG LEE LEE
	STANDARD TAN MEI MEI
- Department : GENERAL - 3	
	STANDARD YONG PEK KIAN
	STANDARD SHANTI
	STANDARD YAP LENG LENG
- Department : MART - 3	
	STANDARD YONG CHIN LOK
	STANDARD LAW KENG FONG
	STANDARD CHIN YUEN YUEN
- Department : R&D - 4	
	STANDARD LEE HONG WEI
	STANDARD CHIA MENG TAT
	STANDARD CHAN YEE LONG
	STANDARD TEH KOK KEONG
- Department : SUPP - 1	
	STANDARD LAW TIEN SOON



The portion of the Leave Application screen displays the employee's record.

Select which respective employee record, for example, *Wong Lee Lee*

WONG LEE LEE	
Type	Description
MC	MEDICAL LEAVE
ML	MATERNITY LEAVE
UL	UNPAID LEAVE

First Half     Full Day  
 Second Half     Clear

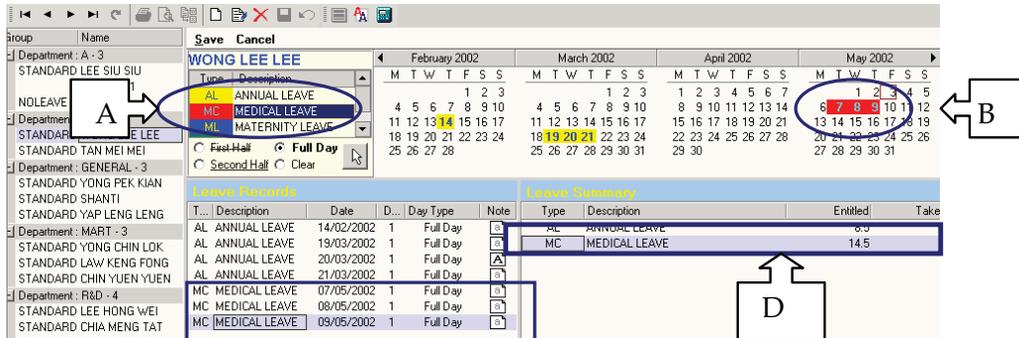


Select which type of leave application is being entered. Example, MC (Medical Leave).

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

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.

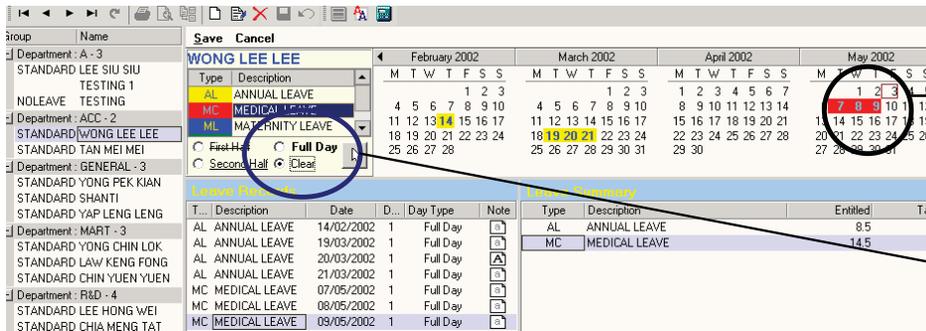
Example :



- A
B
C
D
  - A
B
C
D
  - A
B
C
D
  - A
B
C
D
  - A
B
C
D
  - A
B
C
D
- A : Select which leave type to enter. Example: MC for Medical Leave.  
 Also indicate the leave applied is for Full day leave.
- B : Select which month of leave entry and 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 until 09/05/2002.  
 Then release the mouse on the last leave entry date. System will insert the leave records.
- C : Leave Records will display the detail leave entry.  
 Example the medical leave applied from 07/05/2002 until 09/05/2002.
- D : Leave Summary will display the total for each different leave type.

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.

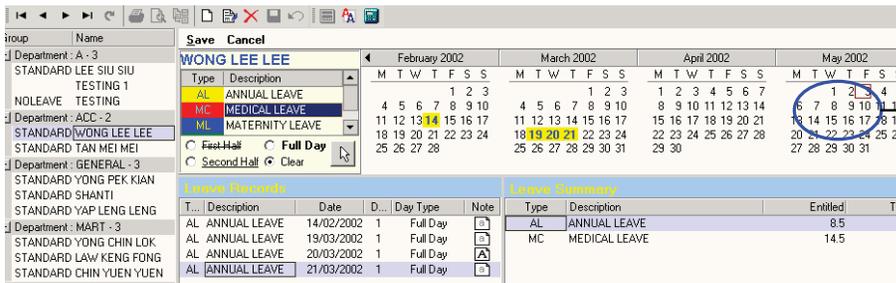
**Step 1:** Select the **Clear** leave type. Then proceed to the calendar and choose which month to amend. Highlight which date of entry to delete as shown below.



Highlight which date of entry to delete.

Select option : **Clear** to indicate to the system current entry mode is to delete leave entry.

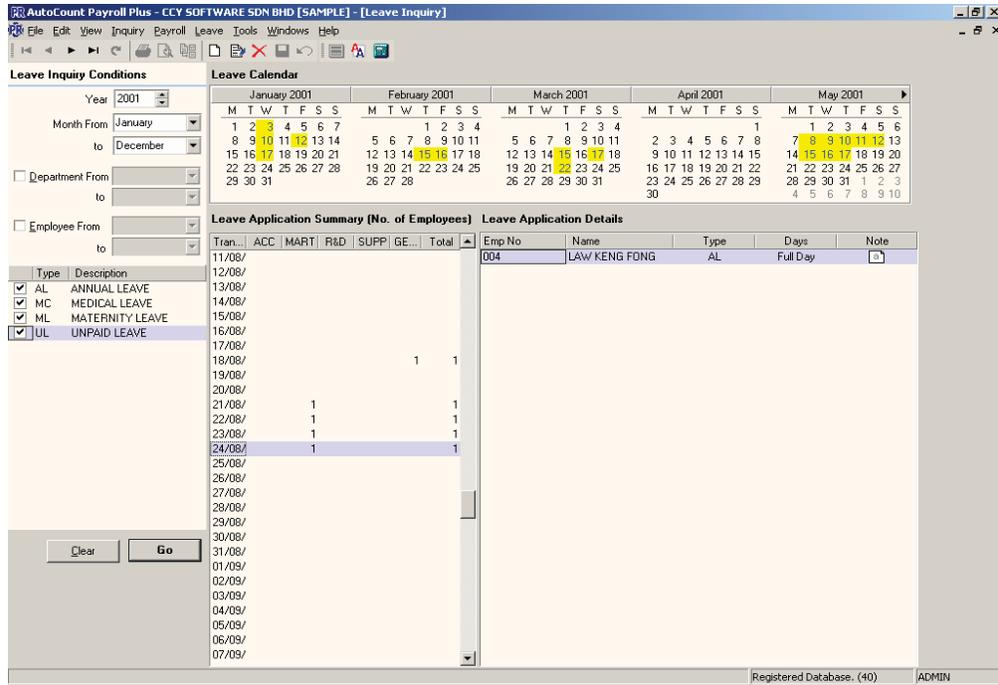
**Step 2:** Release the mouse at the last selected date (example, 09/05/2002) and system will remove the entry. The leave entries will be remove from the Leave Record and leave information in the Leave Summary will be either reduce or increase accordingly. Select **Save** to save the amendments.



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.



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.
Type	:	Tick to indicate which leave type to view.





# CHAPTER 9

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## 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		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		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		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		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		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		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 <i>Stretch</i> 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		Used to print formatted text from a memo or BLOB field of a database table. This control automatically word-wrap the text. Set the <i>Stretch</i> 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		Displays a checkbox based on the value of the field specified in the <i>Datafield</i> 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		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	

## 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 Left Edges		Align a group of components with the leftmost position of the component that was selected first.
Align Horizontal Centers		Centers a group of components based on the horizontal center of the component that was selected first.
Align Right Edges		Align a group of components with the rightmost position of the component that was selected first.
Align Top Edges		Align a group of components with the topmost position of the component that was selected first.
Align Vertical Centers		Aligns a group of components based on the vertical center of the component that was first selected.

COMPONENT	ICON	DESCRIPTION
Align Bottom Edges		Align a group of components with the bottommost position of the component that was selected first.
Space Horizontally		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		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		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		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		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		Moves all selected components one pixel up.
Nudge Down		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 default layout.*

*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.***

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*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.*

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