# cloudpayroll Course Book

## Chapter 6

## Process Month End Payroll

Learn how to:
- process month-end or second half payroll
- read summary and details payroll
- commit a payroll process
- view reports after committed payroll process
- un-commit a committed payroll process
- delete a payroll process

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# Chapter 6   Process Month End Payroll

## Task 6.1
## Process Month End Payroll

*Payroll > Payroll Management > Process Payroll > New Payroll Process (Month End / Second Half)*

🖱 Process monthly payroll for April, yyyy

| | |
|---|---|
| *Payroll Type* | Month End / Second Half |
| *Description* | |
| *Month* | April |
| *Year* | yyyy |
| *Filter* | (no filter) |

## Task 6.2
## Payroll Summary and Details

*Payroll > Payroll Management > Process Payroll*

🖱 View processed payroll Summary and Detail for April, yyyy

## Task 6.3
## Commit Payroll Process

*Payroll > Payroll Management > Process Payroll > (Commit All)*

🖱 Commit the processed payroll for April, yyyy

## Task 6.4
## View Reports

🖱 View the following reports for April, yyyy

- Reports > Government Report > EPF Report
- Reports > Government Report > SOCSO Report
- Reports > Government Report > EIS/SIP Report
- Reports > Government Report > Income Tax Report
- Reports > Government Report > HRDF Report
- Reports > Management Report > Pay Slip; Payroll Report

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## Task 6.5
## Uncommit Payroll Process

*Payroll > Payroll Management > Process Payroll > (Uncommit All)*

&#9758;   UnCommit the processed payroll for April, yyyy

## Task 6.6
## Delete Payroll Process

*Payroll > Payroll Management > Process Payroll > (Delete)*

&#9758;   Delete the processed payroll for April, yyyy

🖐 End of chapter 🖐