autocount cloudpayroll Course Book

Step-by step Answer Guide

Chapter 9

Deduction

Auto Count Sdn Bhd (751600-A)

B2-3A-01, Level 3A, Block B2, Meritus @ Oasis Corporate Park,
No.2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan.
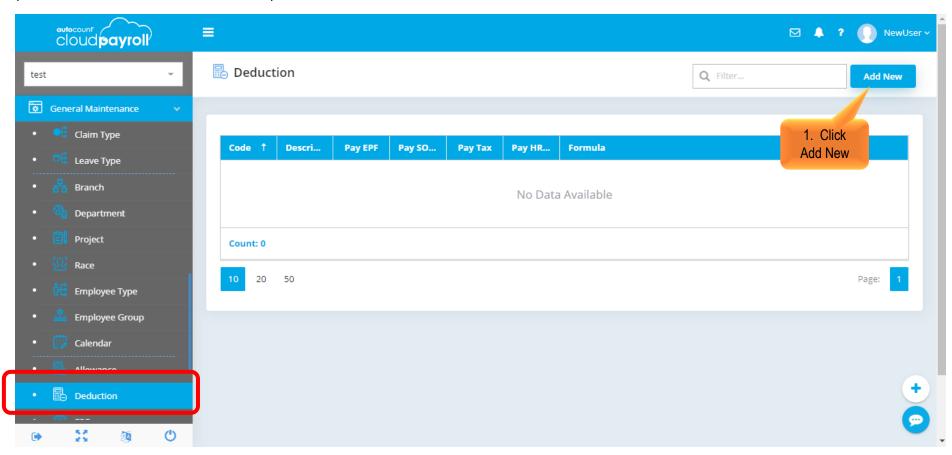Tel: 603-3000 3000   Fax: 603-7621 0911   www.autocountSoft.com

autocount
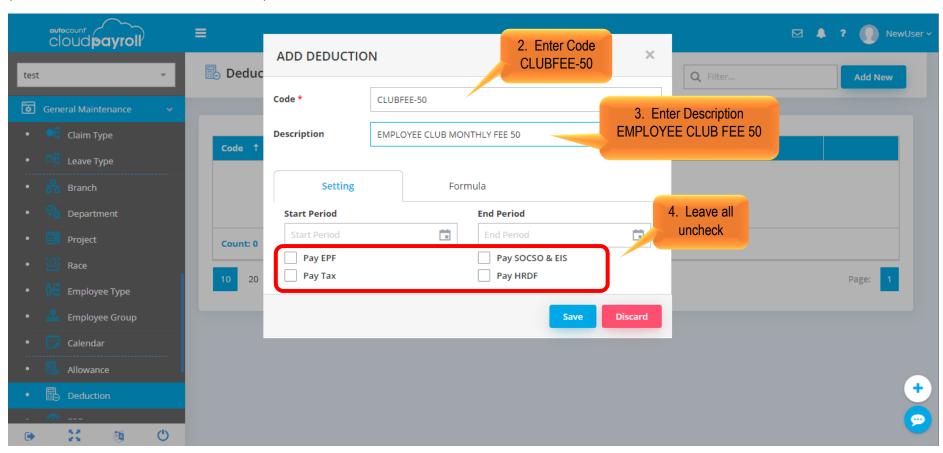Beyond accounting software

Chapter 9   Deduction

Task 9.1
Fixed Deduction

Add new Fixed Deduction: CLUBFEE-50 with Formula
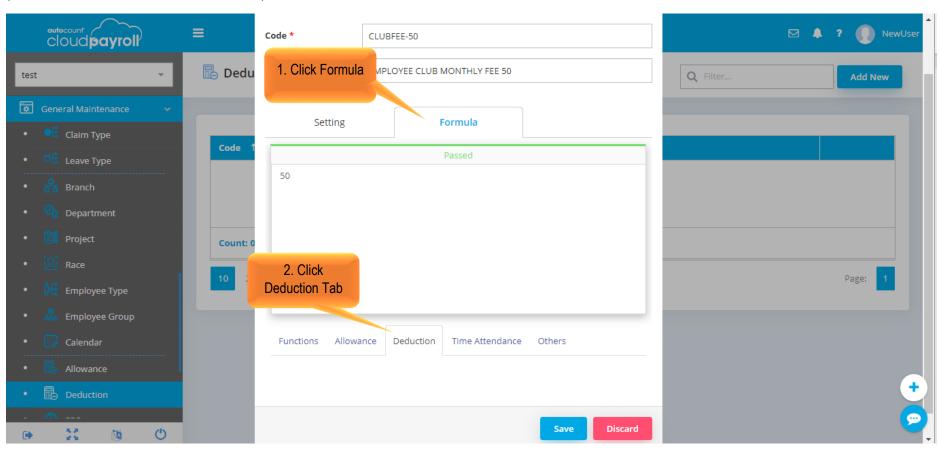(Tools > General Maintenance > Deduction)

Add new Fixed Deduction: CLUBFEE-50 with Formula, enter Code & Description
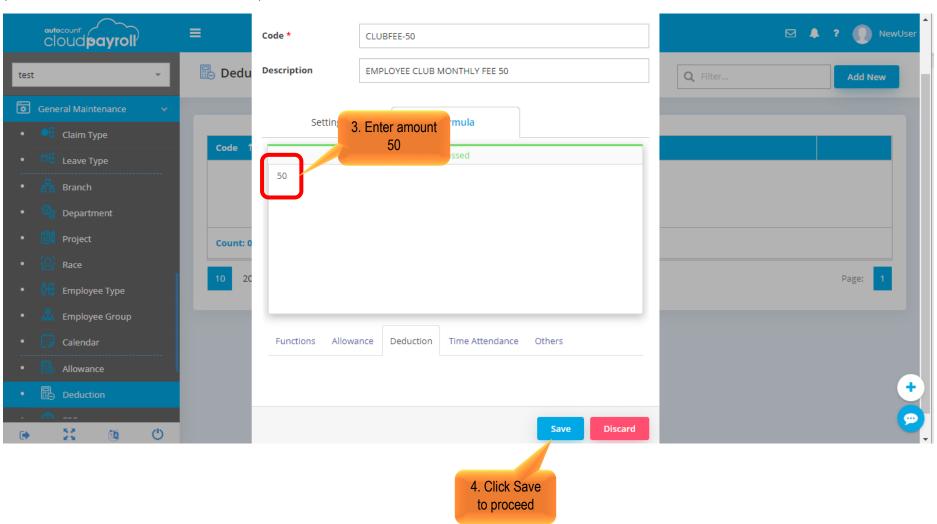(Tools > General Maintenance > Deduction)

Add new Fixed Deduction: CLUBFEE-50 with Formula, Enter Formula amount
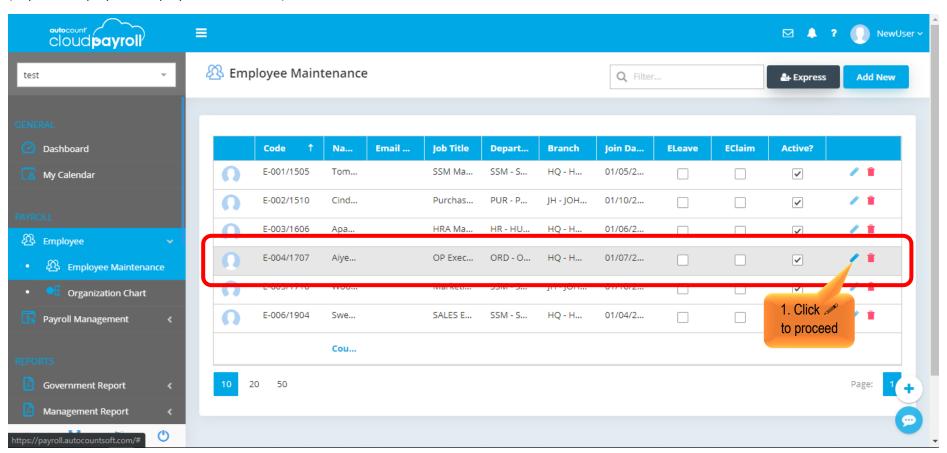(Tools > General Maintenance > Deduction)

Add new Fixed Deduction: CLUBFEE-50 with Formula, Enter Formula amount
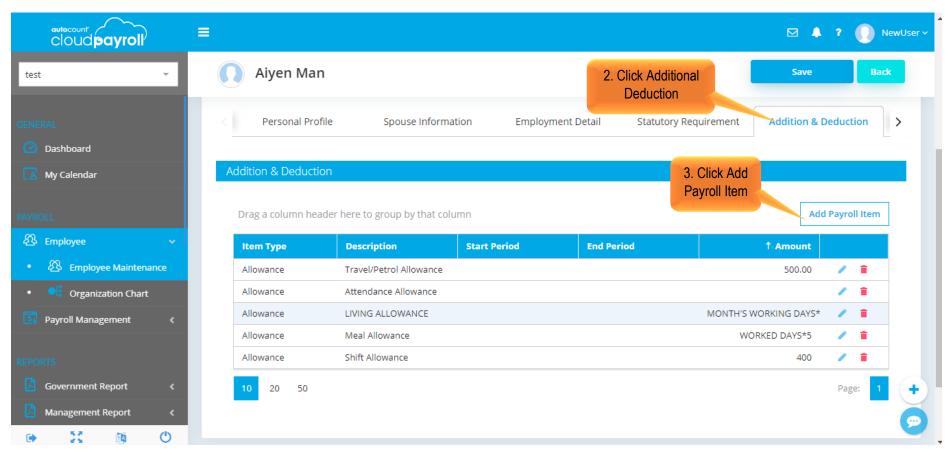(Tools > General Maintenance > Deduction)

Task 9.2
Assign Deduction to Employee

Assign newly created Deduction Item into Employee > Aiyen Man
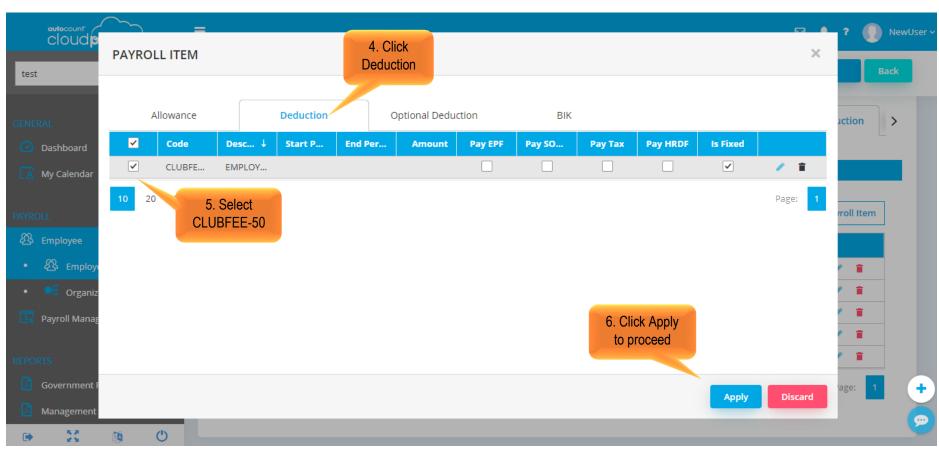(Payroll > Employee > Employee Maintenance)

Assign newly created Deduction Item into Employee > Aiyen Man, add New Payroll Item
(Payroll > Employee > Employee Maintenance > Addition & Deduction)
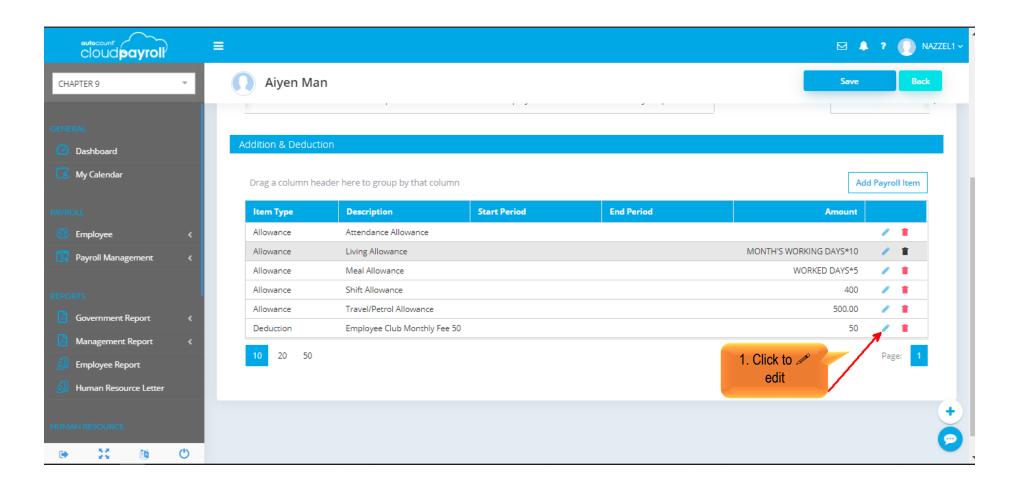
Assign newly created Deduction Item into Employee > Aiyen Man, Select Code CLUBFEE-50
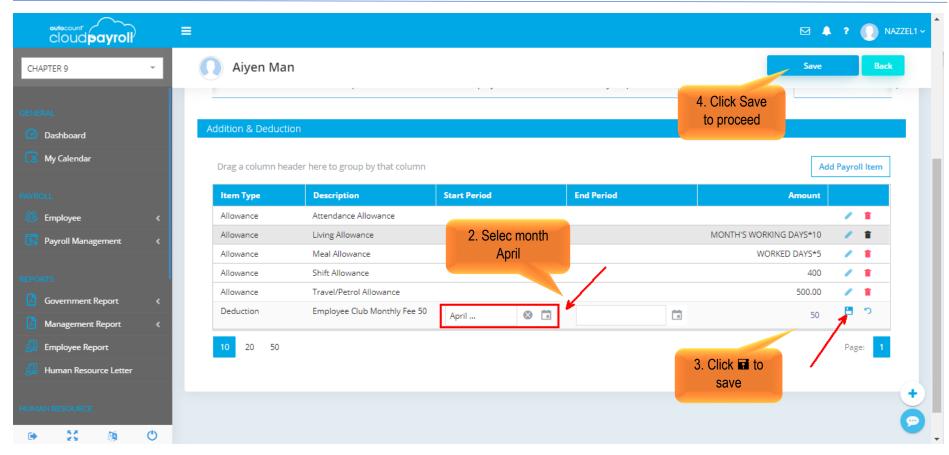(Payroll > Employee > Employee Maintenance > Addition & Deduction)

Assign newly created Deduction Item into Employee > Aiyen Man, Payroll Item Listing
Set Starting date April onwards
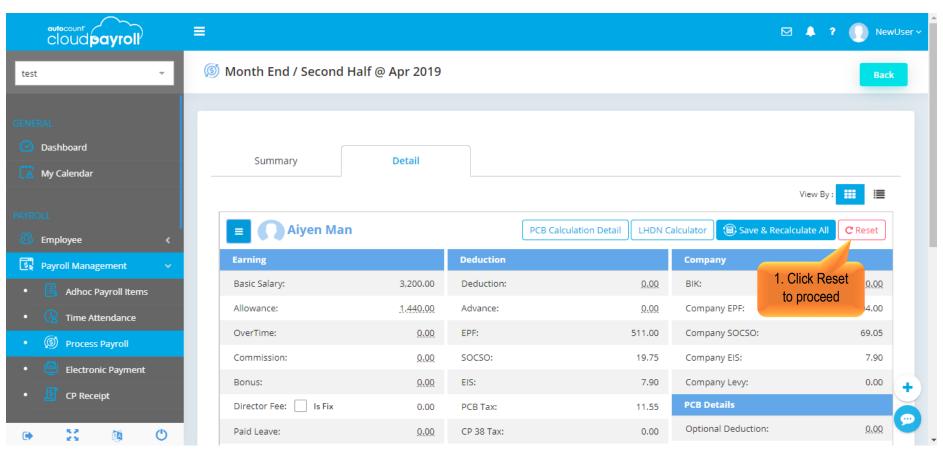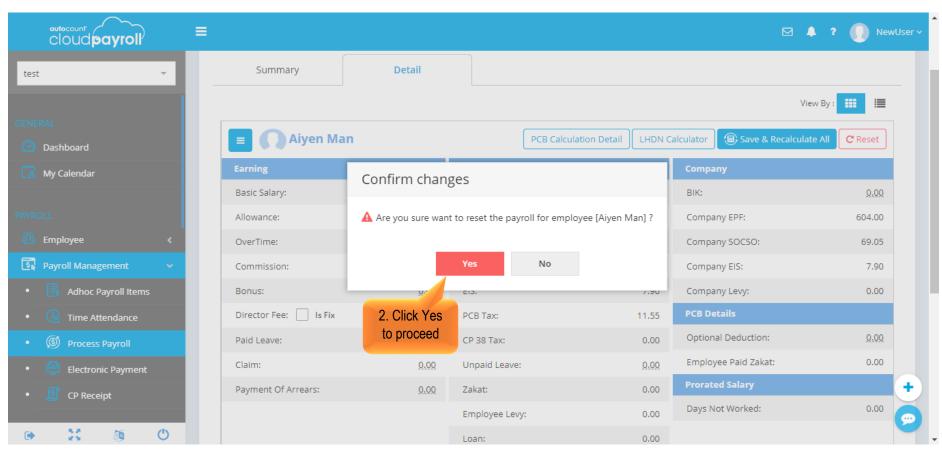(Payroll > Employee > Employee Maintenance > Addition & Deduction)

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CHAPTER 9

Aiyen Man

Save   Back

GENERAL

Dashboard

My Calendar

PAYROLL

Employee

Payroll Management

REPORTS

Government Report

Management Report

Employee Report

Human Resource Letter

HUMAN RESOURCE

4. Click Save to proceed

Addition & Deduction

Drag a column header here to group by that column

Add Payroll Item

Item Type	Description	Start Period	End Period	Amount	
Allowance	Attendance Allowance				✏ 🗑
Allowance	Living Allowance			MONTH'S WORKING DAYS*10	✏ 🗑
Allowance	Meal Allowance			WORKED DAYS*5	✏ 🗑
Allowance	Shift Allowance			400	✏ 🗑
Allowance	Travel/Petrol Allowance			500.00	✏ 🗑
Deduction	Employee Club Monthly Fee 50	April ... ✕ 📅	📅	50	💾 ↺

2. Selec month April

10   20   50

Page: 1

3. Click 💾 to save

Task 9.3
Process Month End Payroll

Reset April payroll & observe change in Payroll Detail (Deduction) > Reset
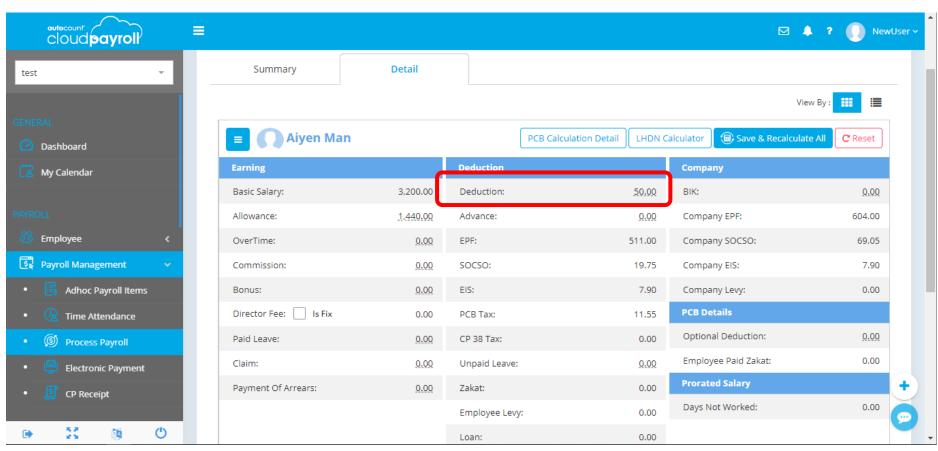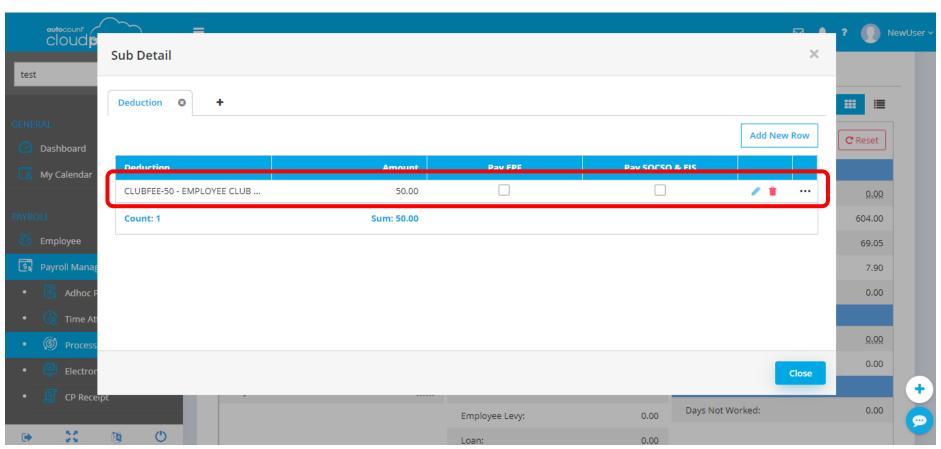(Payroll > Payroll Management > Process Payroll)

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn
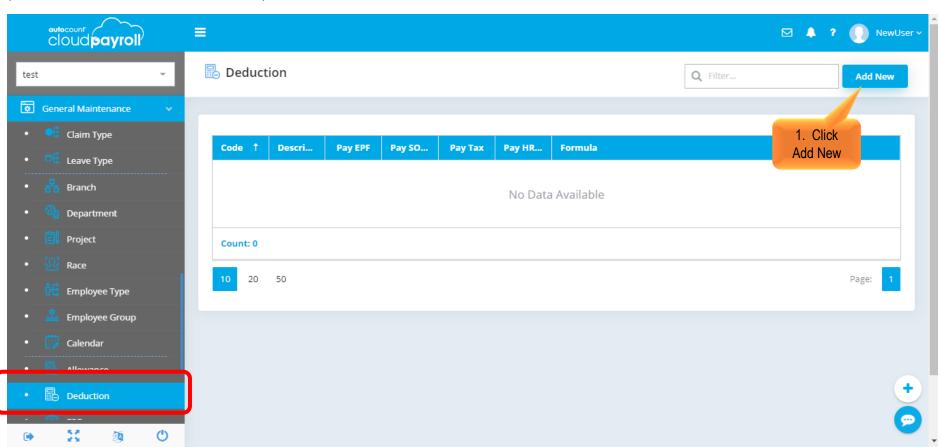(Payroll > Payroll Management > Process Payroll)

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn
(Payroll > Payroll Management > Process Payroll)

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	50.00	BIK:	0.00
Allowance:	1,440.00	Advance:	0.00	Company EPF:	604.00
OverTime:	0.00	EPF:	511.00	Company SOCSO:	69.05
Commission:	0.00	SOCSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: Is Fix	0.00	PCB Tax:	11.55	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00
Claim:	0.00	Unpaid Leave:	0.00	Employee Paid Zakat:	0.00
Payment Of Arrears:	0.00	Zakat:	0.00	Prorated Salary	
		Employee Levy:	0.00	Days Not Worked:	0.00
		Loan:	0.00		

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn > Sub Detail
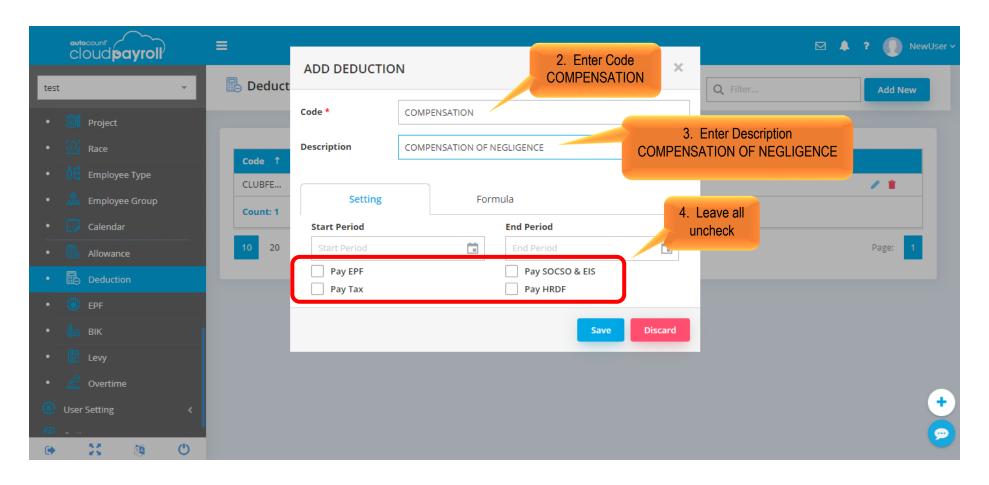(Payroll > Payroll Management > Process Payroll)

Task 9.14
Variable Deduction

Add new Variable Deduction: COMPENSATION without any Formula
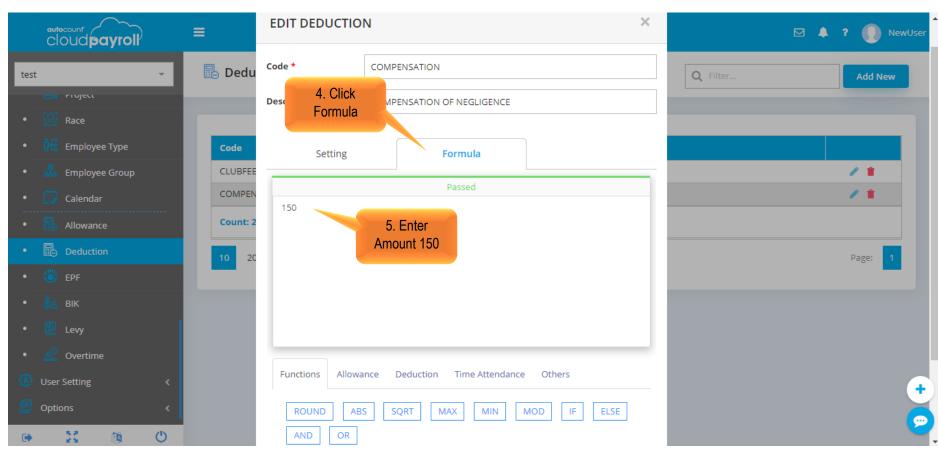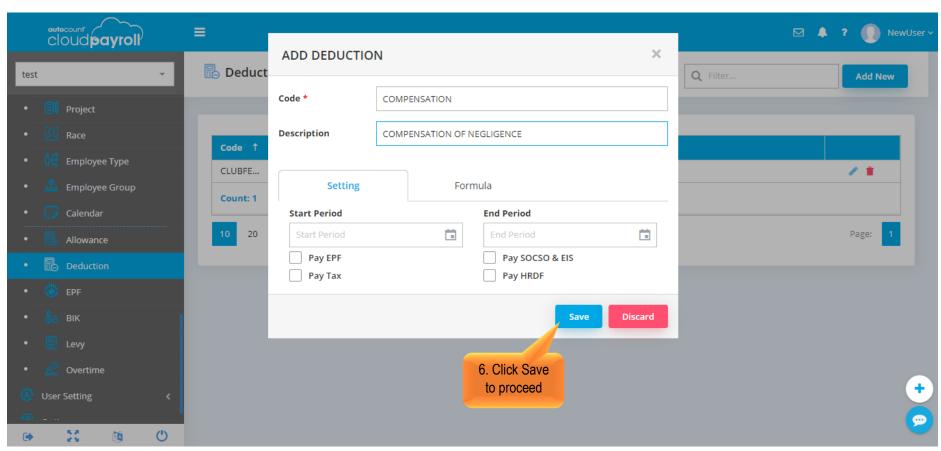(Tools > General Maintenance > Deduction)

Add new Variable Deduction: COMPENSATION without any Formula, enter Code & Description
(Tools > General Maintenance > Deduction)

Add new Variable Deduction: COMPENSATION without any Formula
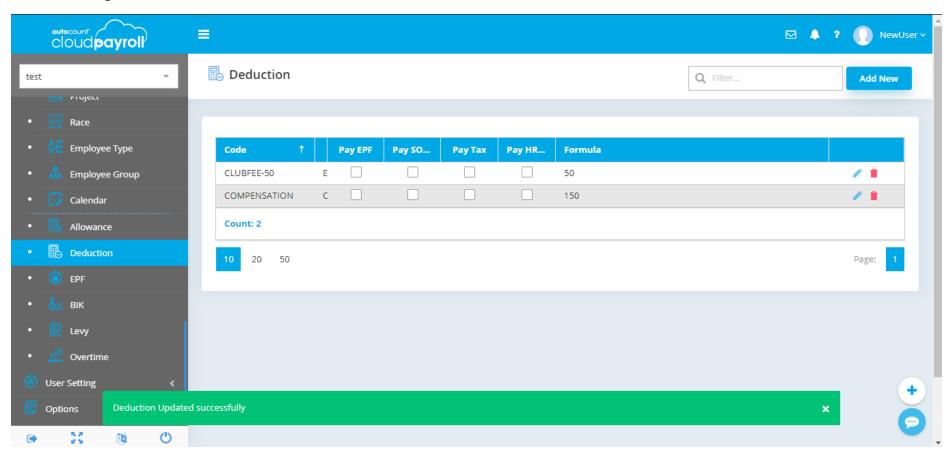(Tools > General Maintenance > Deduction)

Add new Variable Deduction: COMPENSATION without any Formula, Enter Amount 150
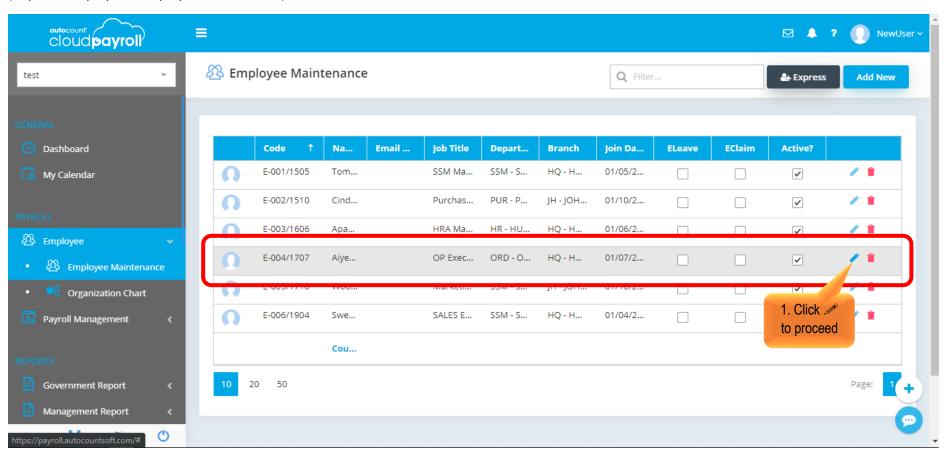(Tools > General Maintenance > Deduction)

6. Click Save
to proceed

Deduction listing

Code	↑		Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula		
CLUBFEE-50	E		☐	☐	☐	☐	50	✏	🗑
COMPENSATION	C		☐	☐	☐	☐	150	✏	🗑

Count: 2

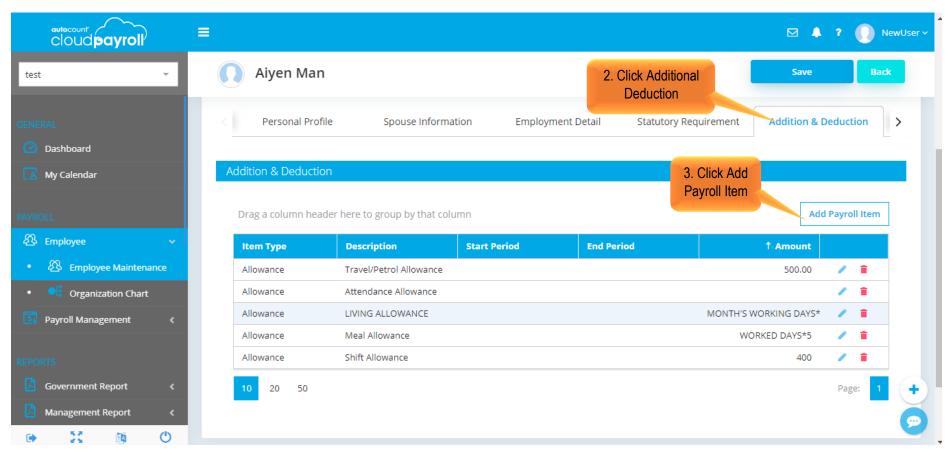10   20   50

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Deduction Updated successfully ✕

Task 9.5
Process Month End Payroll

Assign newly created Deduction Item into Employee > Aiyen Man
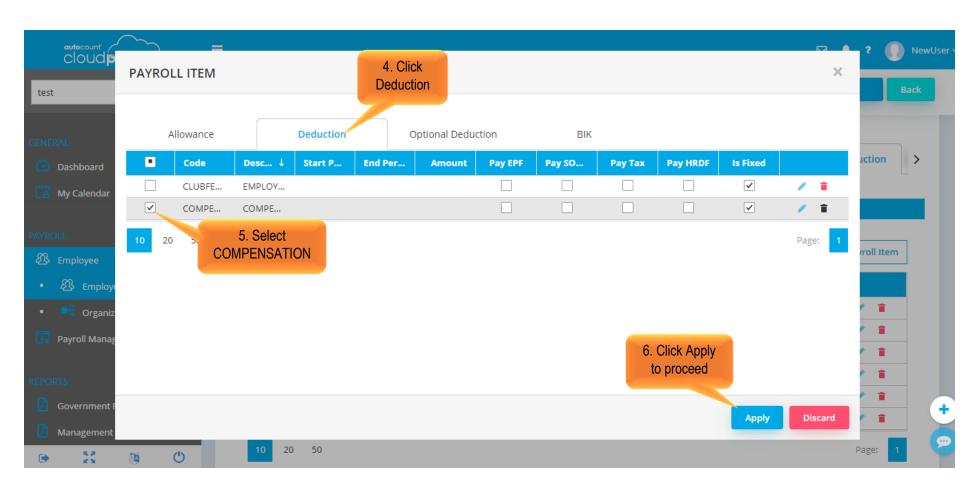(Payroll > Employee > Employee Maintenance)

Assign newly created Deduction Item into Employee > Aiyen Man, add New Payroll Item
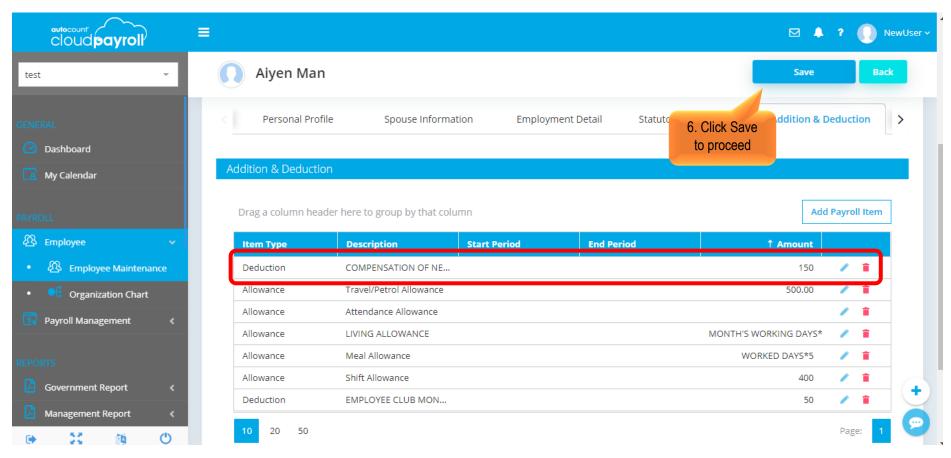(Payroll > Employee > Employee Maintenance > Addition & Deduction)

Assign newly created Deduction Item into Employee > Aiyen Man, Select Code COMPENSATION
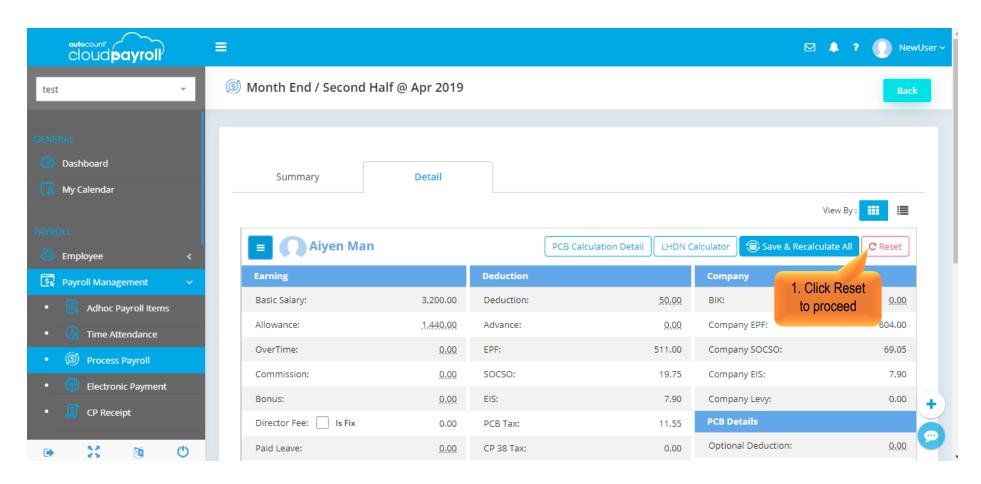(Payroll > Employee > Employee Maintenance > Addition & Deduction)

Assign newly created Deduction Item into Employee > Aiyen Man, Payroll Item Listing
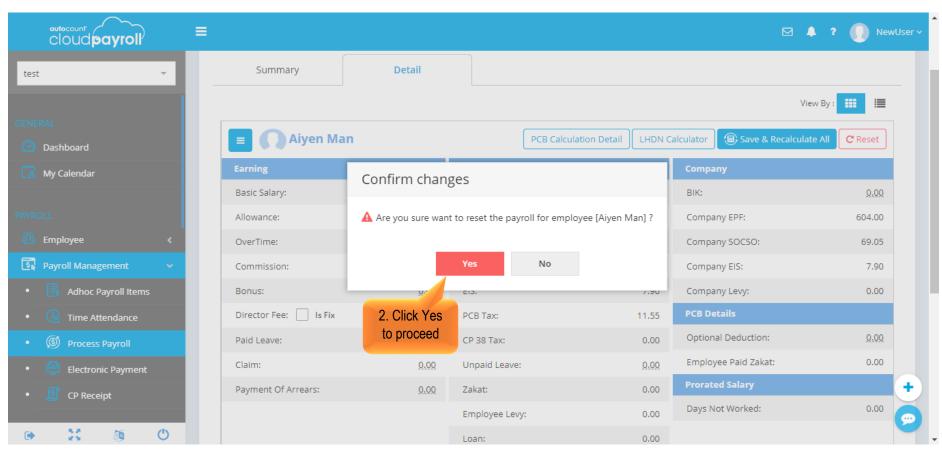(Payroll > Employee > Employee Maintenance > Addition & Deduction)

Reset April payroll & observe change in Payroll Detail (Deduction) > Reset
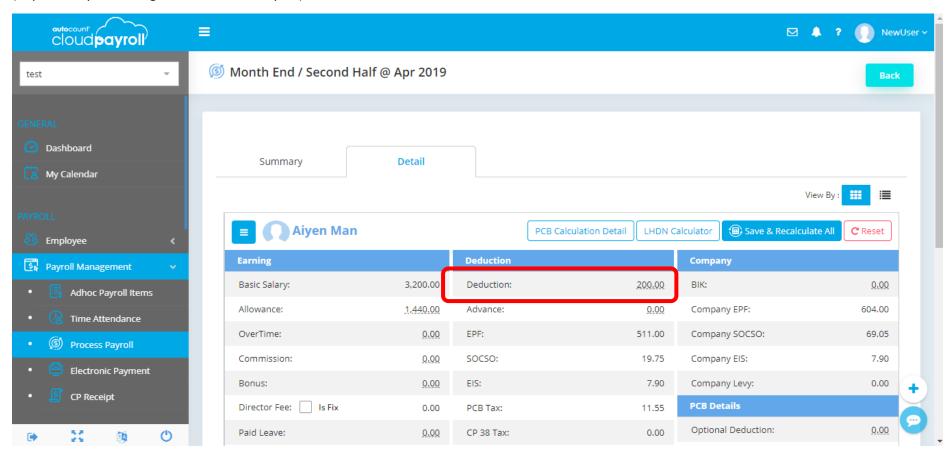(Payroll > Payroll Management > Process Payroll)

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn
(Payroll > Payroll Management > Process Payroll)

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn
(Payroll > Payroll Management > Process Payroll)

Reset April payroll & observe change in Payroll Detail (Deduction) Collumn > Sub Detail
(Payroll > Payroll Management > Process Payroll)

End of chapter