

The main title logo for the course book, featuring 'autocount' in a small font above 'cloud payroll' in a larger font, with a blue cloud icon above the word 'cloud', followed by the words 'Course Book' in a large, bold, blue font.

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



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Chapter 9 Deduction

Task 9.1

Fixed Deduction

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

The screenshot shows the 'Deduction' management page in the autocount cloud payroll system. The sidebar on the left lists various categories, with 'Deduction' highlighted in a red box. The main content area features a table with the following columns: Code, Descri..., Pay EPF, Pay SO..., Pay Tax, Pay HR..., and Formula. The table is currently empty, displaying 'No Data Available' and 'Count: 0'. A callout box points to the 'Add New' button with the text '1. Click Add New'.

Code	Descri...	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula
No Data Available						

Count: 0

Page: 1

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

ADD DEDUCTION

Code * CLUBFEE-50

Description EMPLOYEE CLUB MONTHLY FEE 50

Setting Formula

Start Period End Period

Pay EPF Pay SOCSO & EIS

Pay Tax Pay HRDF

Save Discard

2. Enter Code CLUBFEE-50

3. Enter Description EMPLOYEE CLUB FEE 50

4. Leave all uncheck

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

The screenshot displays the 'autocount cloud payroll' interface. On the left is a navigation menu with 'General Maintenance' expanded, showing options like Claim Type, Leave Type, Branch, Department, Project, Race, Employee Type, Employee Group, Calendar, Allowance, and Deduction. The main area shows the 'Deduction' form for 'CLUBFEE-50' with the description 'EMPLOYEE CLUB MONTHLY FEE 50'. The 'Formula' tab is selected, and a modal window displays 'Passed' and the value '50'. An orange callout bubble points to the 'Formula' tab with the text '1. Click Formula'. Another orange callout bubble points to the 'Deduction' tab at the bottom with the text '2. Click Deduction Tab'. At the bottom right of the form are 'Save' and 'Discard' buttons. The top right of the interface shows a user profile for 'NewUser' and a search filter.

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

The screenshot displays the 'autocount cloud payroll' interface. On the left is a navigation menu with 'Deduction' selected. The main area shows a form for adding a new deduction. The 'Code' field is filled with 'CLUBFEE-50' and the 'Description' field with 'EMPLOYEE CLUB MONTHLY FEE 50'. A modal window titled 'Settings' is open, showing a 'Formula' section where the value '50' is entered in a text field. A red square highlights this field, and an orange callout bubble contains the text '3. Enter amount 50'. Below the modal, there are tabs for 'Functions', 'Allowance', 'Deduction', 'Time Attendance', and 'Others'. At the bottom right of the form, there are 'Save' and 'Discard' buttons. An orange callout bubble points to the 'Save' button with the text '4. Click Save to proceed'.

4. Click Save to proceed

Task 9.2

Assign Deduction to Employee

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

Employee Maintenance

	Code	Na...	Email ...	Job Title	Depart...	Branch	Join Da...	ELeave	EClaim	Active?	
	E-001/1505	Tom...		SSM Ma...	SSM - S...	HQ - H...	01/05/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-002/1510	Cind...		Purchas...	PUR - P...	JH - JOH...	01/10/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-003/1606	Apa...		HRA Ma...	HR - HU...	HQ - H...	01/06/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-004/1707	Aiye...		OP Exec...	ORD - O...	HQ - H...	01/07/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-005/1710	Wob...		Market...	SSM - S...	JH - JOH...	01/10/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-006/1904	Swe...		SALES E...	SSM - S...	HQ - H...	01/04/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

1. Click to proceed

Page: 1

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

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The interface includes a left-hand navigation menu with sections for GENERAL, PAYROLL, and REPORTS. The main content area features a breadcrumb trail: Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > Addition & Deduction. A callout box labeled '2. Click Additional Deduction' points to the 'Addition & Deduction' breadcrumb. Below the breadcrumb is a blue header bar for 'Addition & Deduction' with an 'Add Payroll Item' button. A callout box labeled '3. Click Add Payroll Item' points to this button. The main area contains a table of existing payroll items and a pagination control at the bottom.

Item Type	Description	Start Period	End Period	↑ Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	LIVING ALLOWANCE			MONTH'S WORKING DAYS*	
Allowance	Meal Allowance			WORKED DAYS*5	
Allowance	Shift Allowance			400	

10 20 50 Page: 1

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

The screenshot shows the 'PAYROLL ITEM' modal window. It features a navigation bar with 'Allowance', 'Deduction', 'Optional Deduction', and 'BIK'. Below this is a table with columns: Code, Desc..., Start P..., End Per..., Amount, Pay EPF, Pay SO..., Pay Tax, Pay HRDF, and Is Fixed. A row is visible with 'CLUBFE...' and 'EMPLOY...'. At the bottom are 'Apply' and 'Discard' buttons. Three orange callout boxes provide instructions: '4. Click Deduction' points to the 'Deduction' tab; '5. Select CLUBFEE-50' points to the 'CLUBFE...' entry in the table; and '6. Click Apply to proceed' points to the 'Apply' button.

	Allowance	Deduction	Optional Deduction	BIK								
<input checked="" type="checkbox"/>	Code	Desc... ↓	Start P...	End Per...	Amount	Pay EPF	Pay SO...	Pay Tax	Pay HRDF	Is Fixed		
<input checked="" type="checkbox"/>	CLUBFE...	EMPLOY...				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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

CHAPTER 9

NAZZEL1

Aiyen Man

Save Back

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			50	

10 20 50 Page: 1

1. Click to edit

CHAPTER 9

Aiyen Man

Save Back

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	

10 20 50

Page: 1

3. Click [save icon] to save

2. Select month April

Task 9.3

Process Month End Payroll

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

Month End / Second Half @ Apr 2019

Summary **Detail**

View By: [Grid Icon] [List Icon]

Aiyen Man [PCB Calculation Detail] [LHDN Calculator] [Save & Recalculate All] **Reset**

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	0.00	BIK:	0.00
Allowance:	1,440.00	Advance:	0.00	Company EPF:	4.00
OverTime:	0.00	EPF:	511.00	Company SOCSO:	69.05
Commission:	0.00	SOCOSO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	11.55	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

1. Click Reset to proceed

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

The screenshot shows the 'Detail' view of payroll for employee Aiyen Man. A modal dialog box is displayed in the center, asking for confirmation to reset the payroll. The dialog has a red 'Yes' button and a grey 'No' button. An orange callout bubble with a white border points to the 'Yes' button, containing the text '2. Click Yes to proceed'. The background interface includes a sidebar with navigation options like 'Dashboard', 'My Calendar', 'Employee', 'Payroll Management', 'Adhoc Payroll Items', 'Time Attendance', 'Process Payroll', 'Electronic Payment', and 'CP Receipt'. The main content area shows a table with columns for 'Earning', 'Company', 'PCB Details', and 'Prorated Salary'. The 'Earning' column lists items like Basic Salary, Allowance, OverTime, Commission, Bonus, Director Fee, Paid Leave, Claim, and Payment Of Arrears. The 'Company' column lists items like BIK, Company EPF, Company SOCSO, Company EIS, and Company Levy. The 'PCB Details' column lists Optional Deduction and Employee Paid Zakat. The 'Prorated Salary' column lists Days Not Worked. At the top of the main content area, there are buttons for 'PCB Calculation Detail', 'LHDN Calculator', 'Save & Recalculate All', and 'Reset'. The user's name 'Aiyen Man' is visible at the top left of the main content area.

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

The screenshot shows the 'Detail' view of a payroll entry for 'Aiyen Man'. The 'Deduction' column is highlighted with a red box, indicating a value of 50.00. The interface includes a sidebar with navigation options like 'Process Payroll' and a main table with columns for Earning, Deduction, and Company.

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	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> 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) Column > Sub Detail
(Payroll > Payroll Management > Process Payroll)

The screenshot displays the 'Sub Detail' window in the autocount cloud payroll system. The window title is 'Sub Detail' and it features a search bar with 'Deduction' and a plus sign. An 'Add New Row' button is located in the top right corner. The main content is a table with the following data:

Deduction	Amount	Pay EPF	Pay SOCSO & FIS	
CLUBFEE-50 - EMPLOYEE CLUB ...	50.00	<input type="checkbox"/>	<input type="checkbox"/>	
Count: 1		Sum: 50.00		

Below the table, there is a 'Close' button. The background interface shows a sidebar with 'Payroll Management' selected, and a 'Reset' button is visible on the right side of the main content area.

Task 9.14

Variable Deduction

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

The screenshot shows the 'Deduction' management page in the autocount cloudpayroll system. The sidebar on the left is expanded to show 'General Maintenance' options, with 'Deduction' highlighted. The main content area features a table with the following columns: Code, Descri..., Pay EPF, Pay SO..., Pay Tax, Pay HR..., and Formula. The table is currently empty, displaying 'No Data Available' and 'Count: 0'. A search filter and an 'Add New' button are located at the top right of the table area. An orange callout bubble points to the 'Add New' button with the text '1. Click Add New'.

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

ADD DEDUCTION

Code * COMPENSATION

Description COMPENSATION OF NEGLIGENCE

Setting Formula

Start Period End Period

Pay EPF Pay SOCSO & EIS

Pay Tax Pay HRDF

Save Discard

2. Enter Code COMPENSATION

3. Enter Description COMPENSATION OF NEGLIGENCE

4. Leave all uncheck

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

EDIT DEDUCTION

Code * COMPENSATION

Description COMPENSATION OF NEGLIGENCE

Setting Formula

Passed

150

5. Enter Amount 150

4. Click Formula

Functions Allowance Deduction Time Attendance Others

ROUND ABS SQRT MAX MIN MOD IF ELSE

AND OR

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

The screenshot shows the 'ADD DEDUCTION' modal form in the autocount cloud payroll system. The form is open over a 'Deduction' list. The 'Code' field contains 'COMPENSATION' and the 'Description' field contains 'COMPENSATION OF NEGLIGENCE'. The 'Setting' tab is active, showing 'Start Period' and 'End Period' date pickers, and checkboxes for 'Pay EPF', 'Pay Tax', 'Pay SOCSO & EIS', and 'Pay HRDF'. The 'Save' button is highlighted with an orange callout bubble that says '6. Click Save to proceed'.

Deduction listing

The screenshot displays the 'Deduction' management interface in the autoaccount cloud payroll system. The interface includes a sidebar with navigation options, a main content area with a table of deductions, and a green success message at the bottom.

Navigation Sidebar:

- Project
- Race
- Employee Type
- Employee Group
- Calendar
- Allowance
- Deduction**
- EPF
- BIK
- Levy
- Overtime
- User Setting
- Options

Main Content Area:

Deduction

Filter... [Add New](#)

Code	↑	Pay EPF	Pay SO...	Pay Tax	Pay HR...	Formula	
CLUBFEE-50	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	Edit Delete
COMPENSATION	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	150	Edit Delete

Count: 2

10 20 50 Page: 1

Success Message: Deduction Updated successfully

Task 9.5

Process Month End Payroll

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

	Code	Na...	Email ...	Job Title	Depart...	Branch	Join Da...	ELeave	EClaim	Active?	
	E-001/1505	Tom...		SSM Ma...	SSM - S...	HQ - H...	01/05/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-002/1510	Cind...		Purchas...	PUR - P...	JH - JOH...	01/10/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-003/1606	Apa...		HRA Ma...	HR - HU...	HQ - H...	01/06/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-004/1707	Aiye...		OP Exec...	ORD - O...	HQ - H...	01/07/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-005/1710	Wob...		Market...	SSM - S...	JH - JOH...	01/10/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	E-006/1904	Swe...		SALES E...	SSM - S...	HQ - H...	01/04/2...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

1. Click to proceed

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

The screenshot shows the 'Addition & Deduction' page for employee Aiyen Man. The interface includes a left-hand navigation menu with sections for GENERAL, PAYROLL, and REPORTS. The main content area features a breadcrumb trail: Personal Profile > Spouse Information > Employment Detail > Statutory Requirement > **Addition & Deduction**. Below the breadcrumb is a blue header for 'Addition & Deduction' with an 'Add Payroll Item' button. A table lists existing payroll items with columns for Item Type, Description, Start Period, End Period, and Amount. Two callout boxes are present: one pointing to the 'Addition & Deduction' breadcrumb labeled '2. Click Additional Deduction', and another pointing to the 'Add Payroll Item' button labeled '3. Click Add Payroll Item'.

Item Type	Description	Start Period	End Period	↑ Amount	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	LIVING ALLOWANCE			MONTH'S WORKING DAYS*	
Allowance	Meal Allowance			WORKED DAYS*5	
Allowance	Shift Allowance			400	

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

PAYROLL ITEM

4. Click Deduction

5. Select COMPENSATION

6. Click Apply to proceed

Allowance		Deduction		Optional Deduction		BIK						
<input type="checkbox"/>	Code	Desc... ↓	Start P...	End Per...	Amount	Pay EPF	Pay SO...	Pay Tax	Pay HRDF	Is Fixed		
<input type="checkbox"/>	CLUBFE...	EMPLOY...				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	COMPE...	COMPE...				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Apply Discard

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

The screenshot shows the 'Addition & Deduction' screen for employee Aiyen Man. The interface includes a sidebar with navigation options like 'GENERAL', 'PAYROLL', and 'REPORTS'. The main content area displays a table of payroll items. A red box highlights the first row of the table, which is a 'Deduction' item with the description 'COMPENSATION OF NE...' and an amount of 150. An orange callout bubble with the text '6. Click Save to proceed' points to the 'Save' button in the top right corner of the screen.

Item Type	Description	Start Period	End Period	Amount	
Deduction	COMPENSATION OF NE...			150	
Allowance	Travel/Petrol Allowance			500.00	
Allowance	Attendance Allowance				
Allowance	LIVING ALLOWANCE			MONTH'S WORKING DAYS*	
Allowance	Meal Allowance			WORKED DAYS*5	
Allowance	Shift Allowance			400	
Deduction	EMPLOYEE CLUB MON...			50	

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

Month End / Second Half @ Apr 2019

View By: [Grid Icon] [List Icon]

Buttons: PCB Calculation Detail, LHDN Calculator, Save & Recalculate All, **Reset**

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: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	11.55	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

Callout: 1. Click Reset to proceed

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

Month End / Second Half @ Apr 2019

Summary **Detail**

View By: [Grid Icon] [List Icon]

Aiyen Man [PCB Calculation Detail] [LHDN Calculator] [Save & Recalculate All] [Reset]

Earning		Deduction		Company	
Basic Salary:	3,200.00	Deduction:	200.00	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	SOCSCO:	19.75	Company EIS:	7.90
Bonus:	0.00	EIS:	7.90	Company Levy:	0.00
Director Fee: <input type="checkbox"/> Is Fix	0.00	PCB Tax:	11.55	PCB Details	
Paid Leave:	0.00	CP 38 Tax:	0.00	Optional Deduction:	0.00

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

Sub Detail

Deduction + Add New Row

Deduction	Amount	Pay EPF	Pay SOCSO & EIS		
CLUBFEE-50 - EMPLOYEE CLUB ...	50.00	<input type="checkbox"/>	<input type="checkbox"/>		
COMPENSATION - COMPENSAT...	150.00	<input type="checkbox"/>	<input type="checkbox"/>		
Count: 2	Sum: 200.00				

Close

End of chapter