

Chapter 25

Year End Process

Learn how to:

- Create new company with different year period
- Import Data
- Perform Period Setup
- Process Year End
- Preview EA Form from Payroll portal and ESS Portal
- Check leave balance

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





Chapter 25 Year End Process

The management has announced the following decision before year end process:

- EA Form shall be issued to all employees in January
- Unused Annual Leave shall be brought forward to the following year (maximum 5 days). Should unused AL more than 5 days, excessive days shall be converted to paid leave in January payroll.

Task 25.1

Create New Company

Subscriber Portal > My Company > Click + sign to create new company

- ☞ Login as Subscriber
- ☞ Create new company and select year of **yyyy**:

| | | |
|---------------------------------|---|------------------|
| Subscription | Learning ACCP | |
| Company Name | 1234YEP <your name> | |
| Registration Number | 12341234YE | |
| Country | Malaysia | |
| Payroll Year (option button) | yyyy | Use current year |
| | <input checked="" type="radio"/> Use Default Values | |

Task 25.2

Import Excel Template

Tools > Options > Excel Import

- ☞ import the following data using respective excel template files

| Sequence | File Name | Contents to be imported |
|----------|----------------------------------|--|
| 1 | C25 - Employee_EmployeeBank.xlsx | 5 employees |
| 2 | C25 - YTD PRTrans.xlsx | Payroll history for months Jan - Nov |
| 3 | C25 - CFLeave.xlsx | Annual leave Carried Forward from yyyy |
| 4 | C25 - Leave Transactions.xlsx | Annual leave taken in months of Jan – Dec yyyy |

Task 25.3

Invite User

Payroll > Employee > Employee Maintenance > Edit

- ☞ Invite user for the following employee:

| | |
|--------------|--|
| Employee | Email address |
| Cindy Louder | Use your own email or your course mate's email |



Task 25.4 Edit Leave Type and Entitlement Group

Tools > General Maintenance > Leave Type > Edit AL

☞ Edit leave type for AL and check the checkbox of **Leave Encashment**:

| Code | Description | Is Unpaid? | Limits | Leave Encashment |
|------|--------------|--------------------------|-------------------------------|-------------------------------------|
| AL | Annual Leave | <input type="checkbox"/> | Limited without Advance Leave | <input checked="" type="checkbox"/> |

Tools > General Maintenance > Employee Group > Edit Standard > Annual Leave)

☞ Edit AL **BF Days** to 5:

| | | |
|-----------|-------------------------------------|--|
| Title | Standard | |
| Is Active | <input checked="" type="checkbox"/> | |

Leave Setting: AL - Annual Leave

| Service Duration Year | | Entitled Days | BF Days |
|-----------------------|----|---------------|---------|
| From | To | | |
| 0 | 2 | 8 | 5 |
| 2 | 5 | 12 | 5 |
| 5 | 99 | 16 | 5 |

Task 25.5 Loan Transaction

Human Resource > Loan > Add New

☞ Create the following new loan:

| | |
|---------------------|---------------|
| Employee | Cindy Louder |
| Loan Amount | 2,000.00 |
| Interest Amount | 40.00 |
| Description | Personal Loan |
| Repayment Months | 4 |
| Start Period | Dec yyyy-1 |
| Last Payment Period | Mar yyyy |
| Repayment Amount | 500.00 |
| Repayment Interest | 10.00 |
| Last Repayment | 500.00 |
| Last Interest | 10.00 |



Task 25.6

Process Payroll

Payroll > Payroll Management > Process Payroll

- ☞ Process Month End payroll of Dec yyyy-1 for all employees
- ☞ Commit the payroll process

Task 25.7

Leave Balance Report

Report > Management Report > Leave Report > Leave Balance Report

- ☞ View Leave Balance Report for all employees for Dec yyyy-1:
Select only Annual Leave

| Emp Name | B/F | Entitle | Credit Leave | Taken | Expired Credit Leave | Balance |
|--------------|-----|---------|--------------|-------|----------------------|---------|
| Tom Kurus | 4 | 12 | | 11 | | 5 |
| Cindy Louder | 3 | 12 | | 8 | | 7 |
| Apon Buleh | 2 | 10.5 | | 12 | | 0.5 |
| Aiyen Man | 3 | 8 | | 11 | | 0 |
| Woo Verin | 0 | 8 | | 8 | | 0 |

Task 25.8

Period Setup

Tools > Options > Period Setup > Add New

- ☞ Add period for the coming year (yyyy) before year end process:

Year

Add New Calendar Year

| <input checked="" type="checkbox"/> Code | Description | Is Main | Is Created |
|---|------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> DEFAULT | Default Calendar | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Note: calendar(s) for year yyyy will be created, you shall proceed to set the holidays and rest days respectively.

Task 25.9

Claim Closing

Tools > Options > Claim Closing > Add New

- ☞ Select Year =
- ☞ **Pending Data:** to check if there is any pending claim request. click on [Next](#)
- ☞ **Claim Cutoff:** to show amount of claim limit to be Carried Forward. Click on [Confirm & Save](#)

**Task 25.10****Leave Closing**

Tools > Options > Leave Closing > New Leave Closing > December Cut-Off Date

Pending Data: to check if there is any pending leave request. click on [Next](#)

Leave Cutoff: to show leave CF and Encashment, click on [Confirm & Save](#).

| | | | | | | | | |
|--------------|----|---|------|----|-----|---|-----|---|
| Apapon Buleh | AL | 2 | 10.5 | 12 | 0.5 | 5 | 0.5 | 0 |
| Cindy Louder | AL | 3 | 12 | 8 | 7 | 5 | 5 | 2 |
| Tom Kurus | AL | 4 | 12 | 11 | 5 | 5 | 5 | 0 |

Task 25.11**Payroll Closing**

Tools > Options > Payroll Closing > Add New

Pending Data: to check if there is any pending Adhoc Item or payroll process. click on [Next](#)

Year End Summary: to show summary of payroll for a year. Click on [Confirm & Save](#).

Once Done, Click on Commit to process EA form to employees.

Task 25.12**View and Print EA Form and E Form**

Report > Government Report > Income-Tax Report

Preview report of EA Form for all employees for year **yyyy**:

| | |
|-------------|-------------|
| Report | EA |
| Report Year | yyyy |


Task 25.13**View Outstanding Loan for Cindy Louder**

Report> Management Report > Loan Report > Outstanding loan

Preview outstanding loan detail for Cindy Louder:

Task 25.14

View EA Form in ESS Portal


 Login to Cindy Louder ESS Portal and preview EA Form:

Task 25.15

Process Payroll for January yyyy

Payroll > Payroll Management > Process Payroll

 Process payroll for January yyyy and view in detail Cindy Louder and Apapon Boleh detail and payslip:

 End of chapter 