

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 Protal
- Check leave balance

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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

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

Subscription	Learning ACCP
Company Name	1234YEP <your name=""></your>
Registration Number	12341234YE
Country	Malaysia
Payroll Year	уууу
(option button)	Use Default Values

Use current year

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

1 Invite user for the following employee:

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



Edit Leave Type and Entitlement Group

Tools > General Maintenance > Leave Type > Edit AL

felit leave type for AL and check the checkbox of Leave Encashment:

Code	Description	Is Unpaid?	Limits	Leave Encashment
AL	Annual Leave		Limited without Advance Leave	✓

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

Edit AL BF Days to 5:

Title	<u>Standard</u>	
Is Active	✓	

Leave Setting: AL - Annual Leave

Service Duration Year		Entitled Dave	PE Dave	
From	То	Entitled Days	BF Days	
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



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

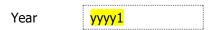
Emp Name	B/F	Entitle	Credit Leave	Taken	Expired Credit Leave	Balance
Tom Kurus	4	12		11		5
Cindy Louder	3	12		8		7
Apapon Buleh	2	10.5		12		0.5
Aiyen Man	3	8		11		0
Woo Verin	0	8		8		0

Task 25.8

Period Setup

Tools > Options > Period Setup > Add New

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



Add New Calendar Year

☑Code	Description	Is Main	Is Created
☑ⅢIDEFAULT	Default Calendar	 □	

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 = yyyy
- 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



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	ΔΙ	4	12	11	5	5	5	0
TOM Kurus		ļ	16		J	J		

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
- 4 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	уууу	

Task 25.13

View Outstanding Loan for Cindy Louder

Report > Management Report > Loan Report > Outstanding loan

Preview outstanding loan detail for Cindy Louder:

View EA Form in ESS Portal

1 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:

