

autocount® cloud payroll Course Book

Before You Start

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Before You Start

AutoCount Cloud Payroll Course Book

This course book is specially designed for those who wish to learn how to use AutoCount Cloud Payroll in easy and structural way. The book consists of 25 chapters to cover all important topics generally needed by users. Each chapter comes with simulated scenario and learners learn the features by completing given tasks. For all chapters and tasks, step by step answer guide is downloadable for reference purpose.

This course book is suitable for classroom group training (hands-on) as well as self learning.

Versions and Updates

As rules and regulations may change from time to time, the software shall be updated as well. This course book will then be updated as and when needed to accommodate the changes. Every updated files will be labelled with its updated Date. When downloading this course book and its supplementary files, always look for the latest edition.

Additional Reading and References

Downloadable additional reading and references are mainly classified into two types of file naming:

- (1) Files regarding AutoCount Cloud Payroll are named in the format of A999. These files help learners to understand the software better.
- (2) Files regarding regulations are named in the format of R999. These files are mainly extractions and published documents collected from various websites.

Course Book – Files For Import

In some chapters, learners are required to refer to Excel Template prepared by the author. These templates are made available at respective chapters.

Step-By-Step Answer Guide

Answer guides are ready for download. It contains captured screens and steps to complete all the tasks in each chapter. These guides are useful for self-learners.

Date Used In This Course Book

In this course book, most of transactions are centered in the month of April, except for few chapters where learners are required to use current date. The following examples explain the meaning of date formats used in this book:

<i>Date format</i>	<i>Meaning</i>
01/04/yyyy	Use the day and month given/stated in the tasks, and current year
dd/mm/yyyy	Use current date
dd1/mm/yyyy, dd2/mm/yyyy ...	Use any day in current month and year, but do not repeat.

Email Address

Learner needs to maintain a real working email account to login AutoCount Cloud Payroll.

For chapters 13 (User Setting) and 14 (Employee Self Service), learner will be required to use more than 1 email address. Alternatively work with a course mate and invite each other to be employee users.

