autocount cloudpayroll Course Book

Step-by step Answer Guide

Chapter 8

Allowance

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.
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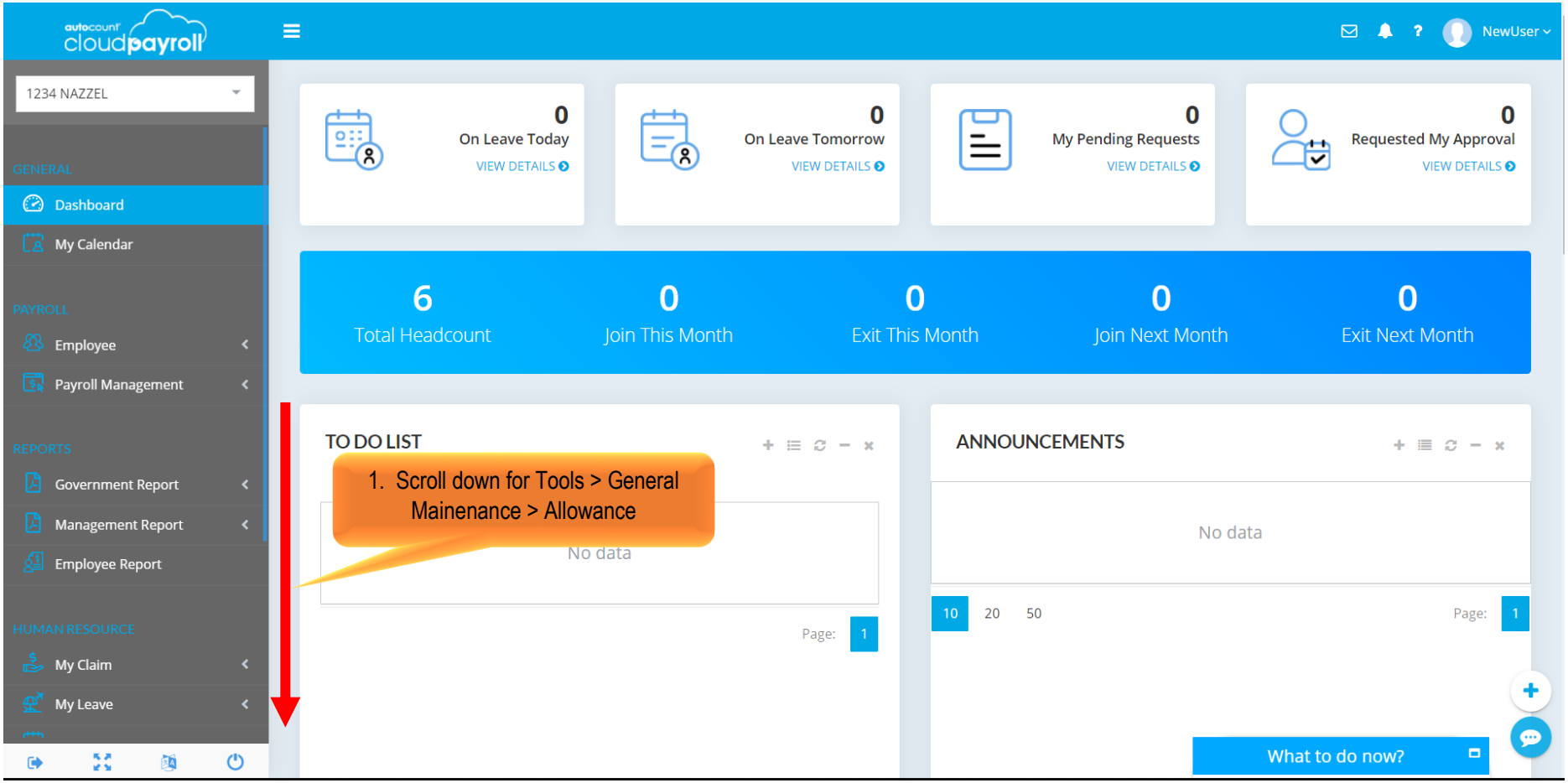
Chapter 8 Allowance

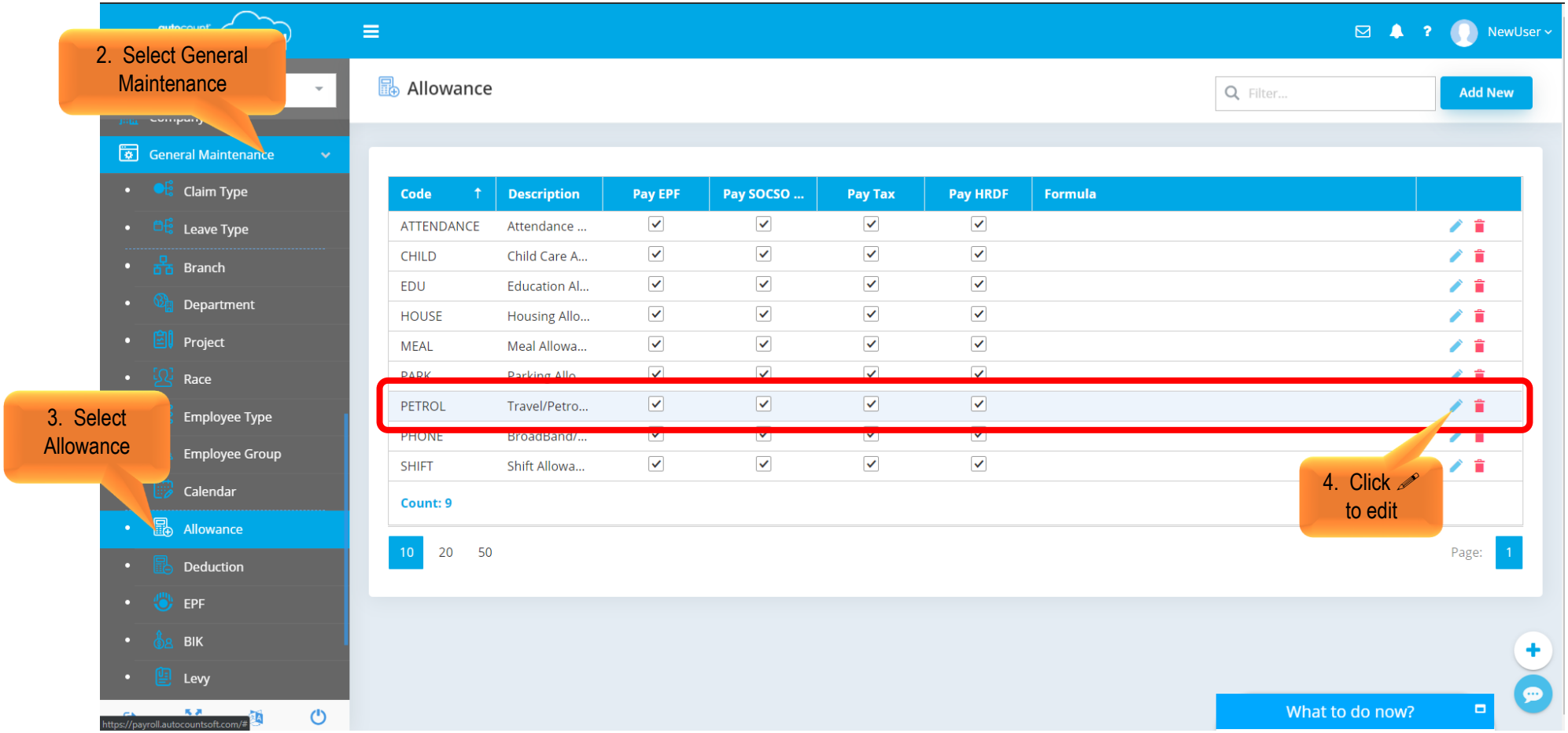
Task 8.1a

Fixed Allowance

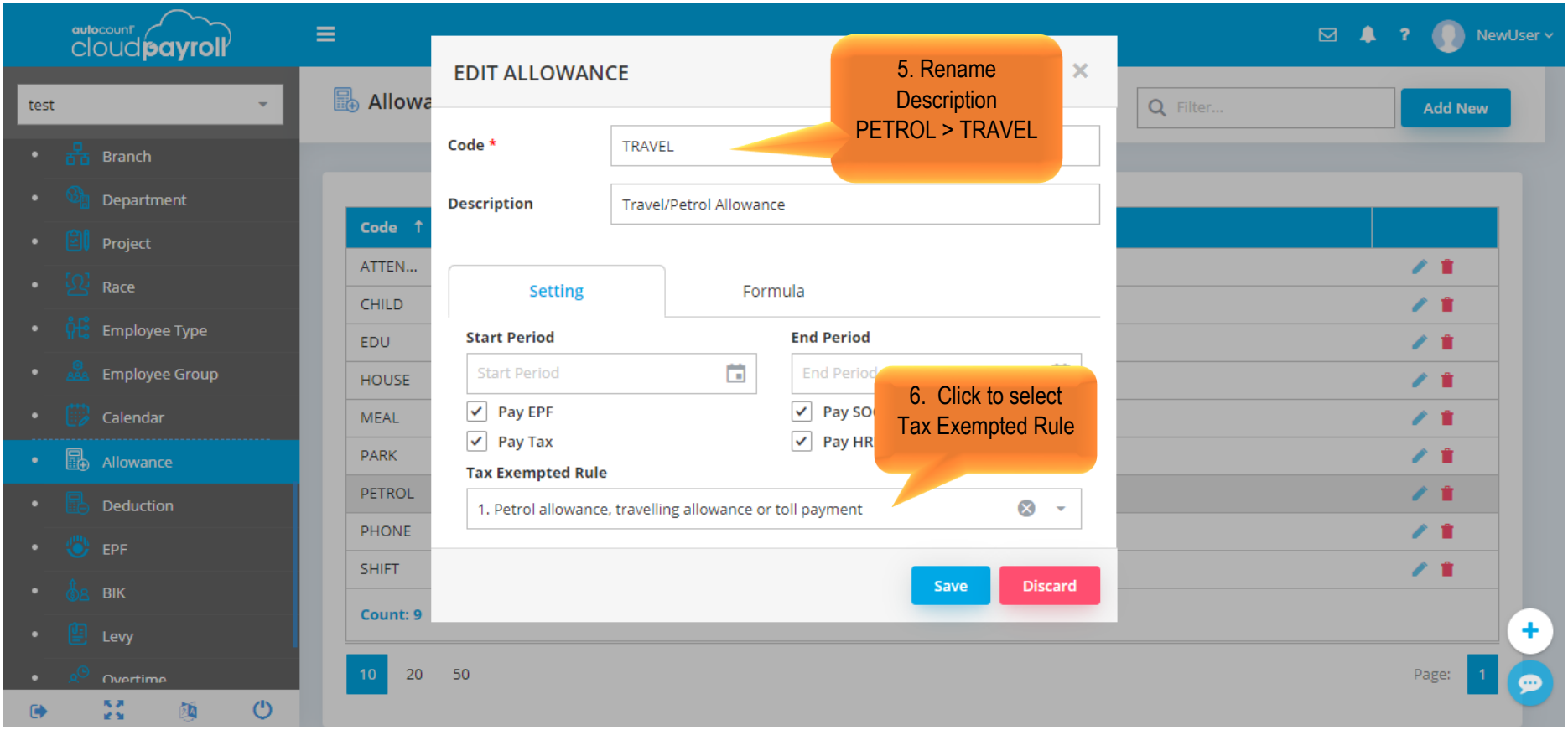
Edit the following Fixed Allowances
(Tools > General Maintenance > Allowance)



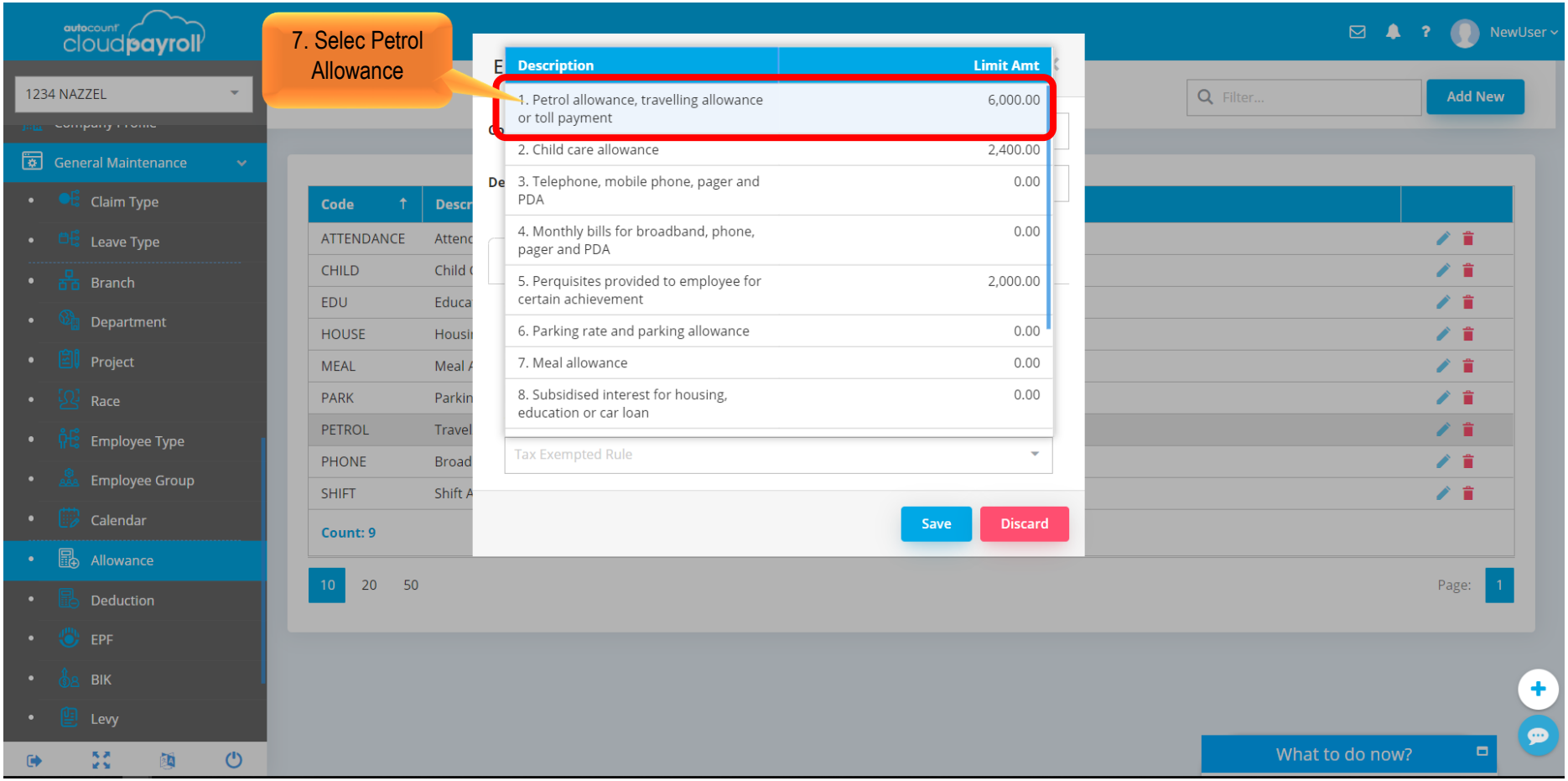
Edit the following Fixed Allowances, PETROL to TRAVEL
(Tools > General Maintenance > Allowance)



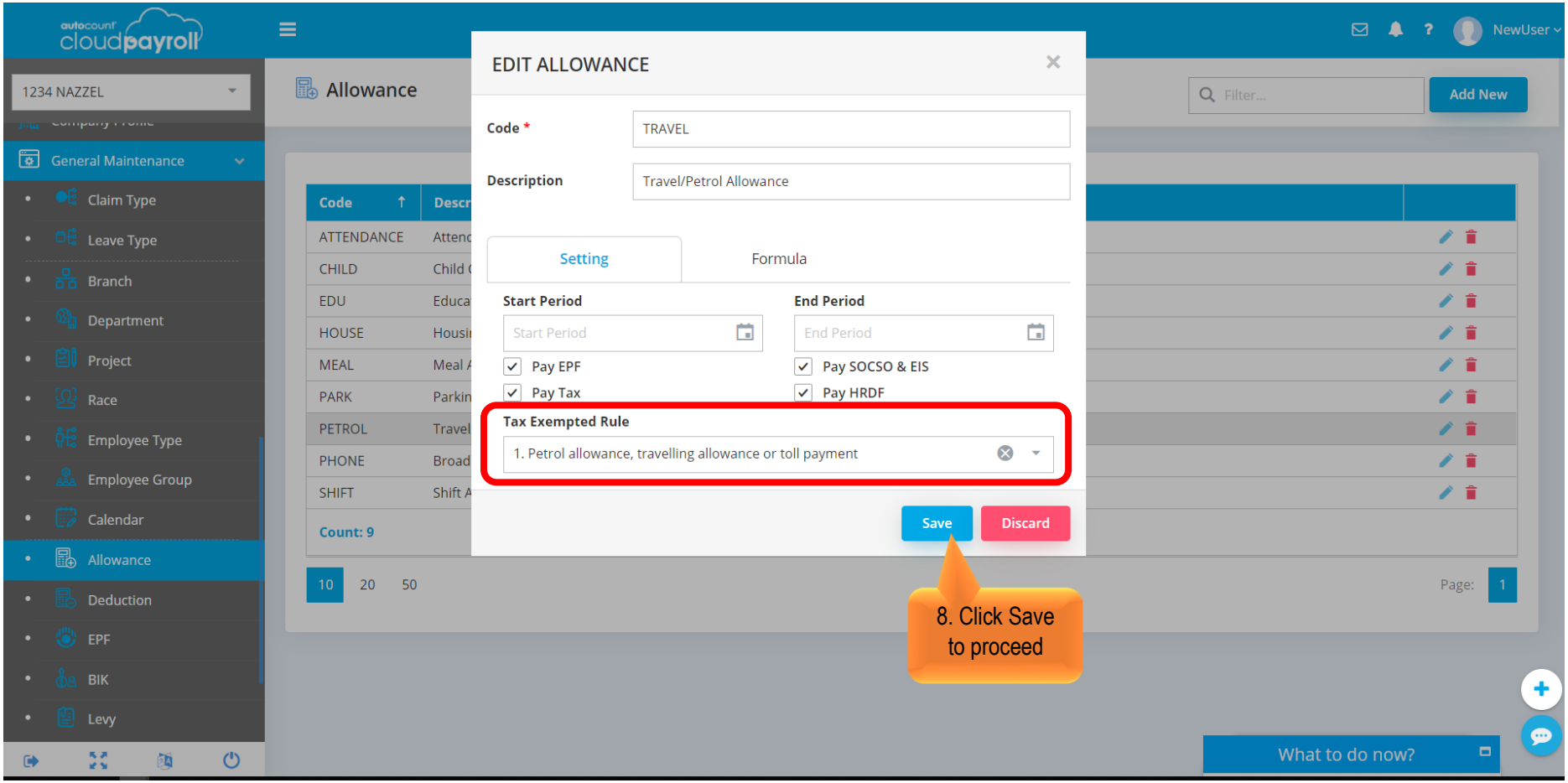
Edit the following Fixed Allowances Description PETROL to TRAVEL
Select Tax Exempted Rule no 1



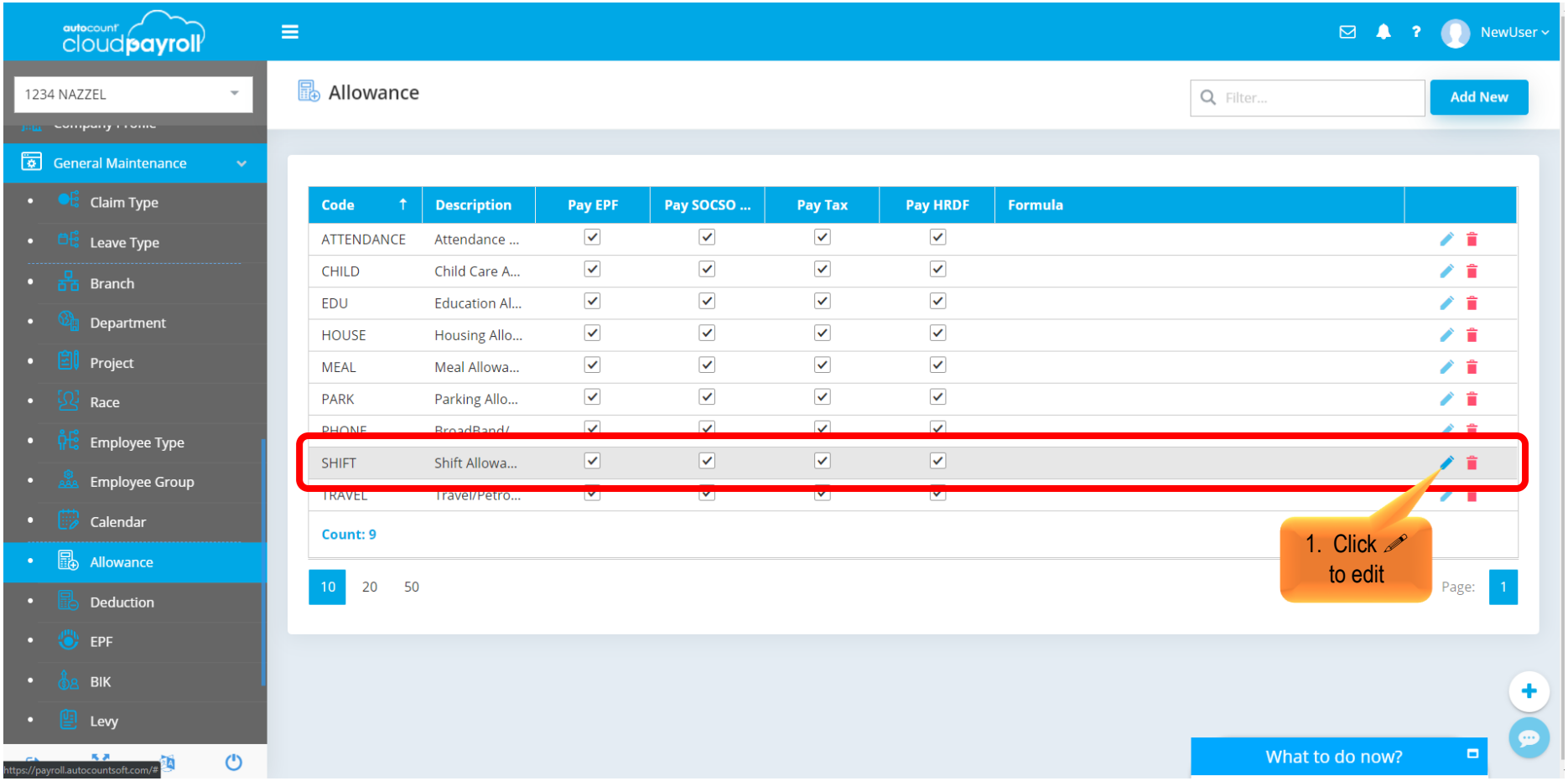
Select Tax Exempted Rule no 1



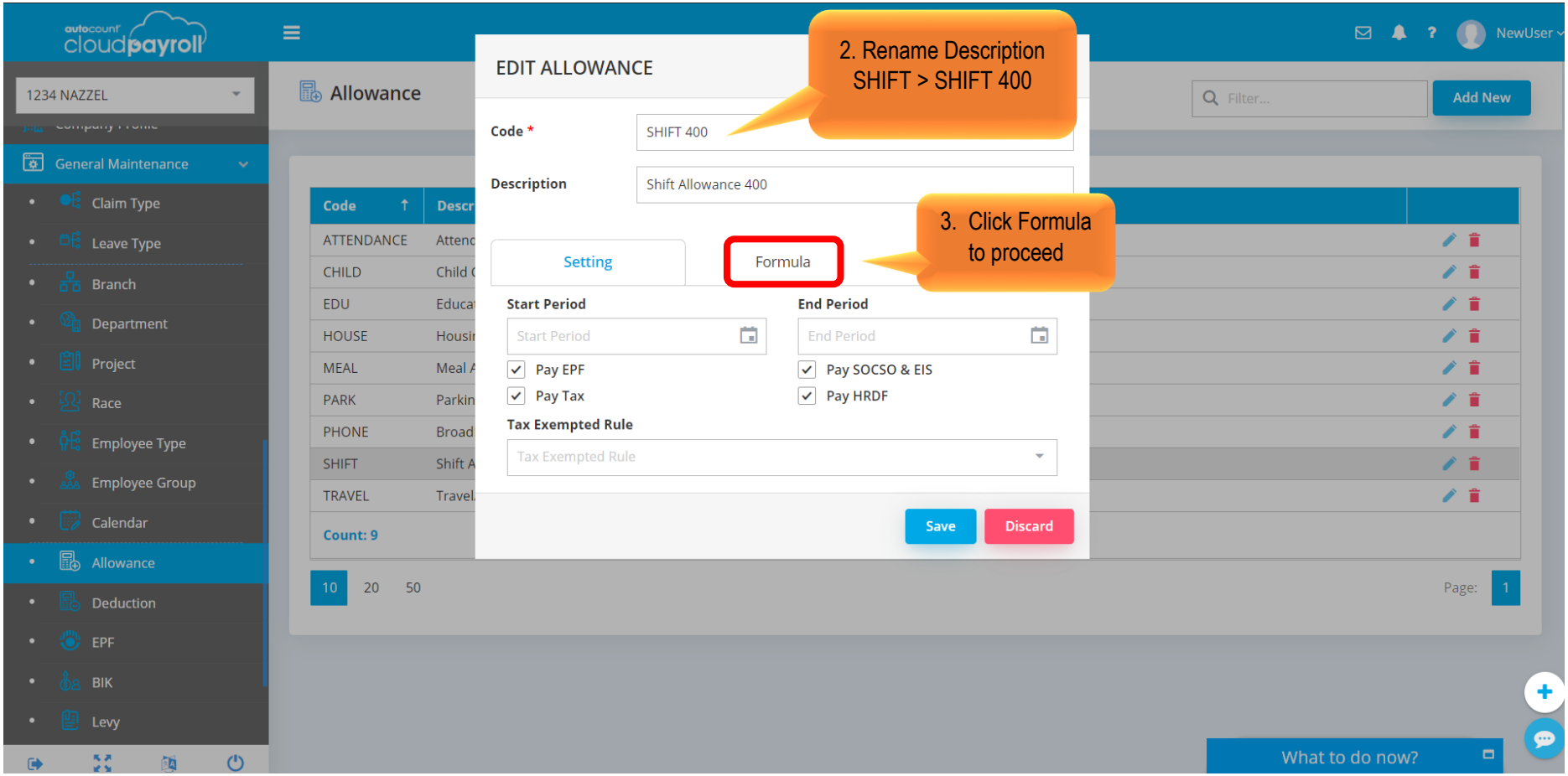
Select Tax Exempted Rule no 1



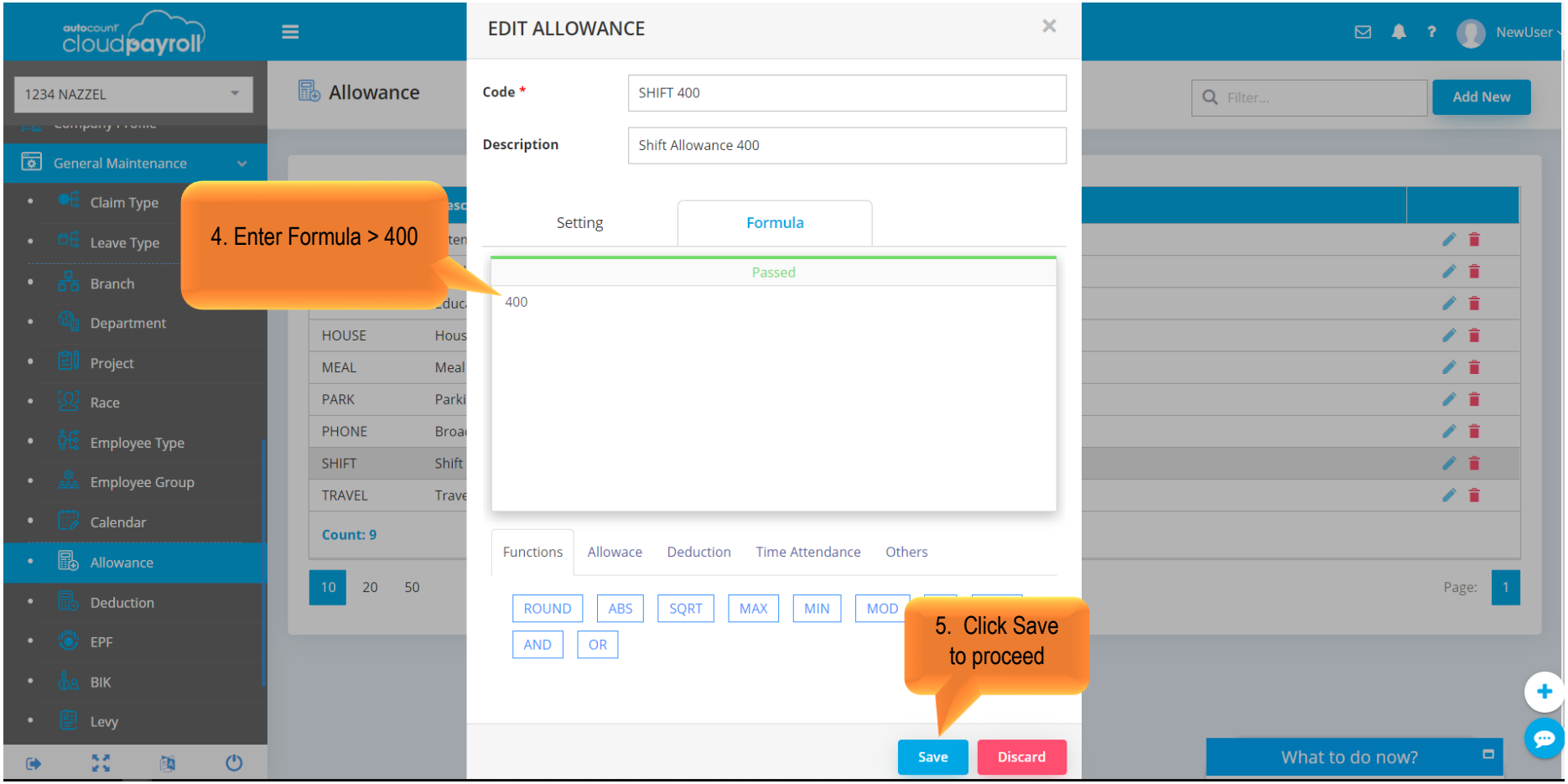
Edit the following Fixed Allowances, SHIFT to SHIFT 400 (Formula)
(Tools > General Maintenance > Allowance)



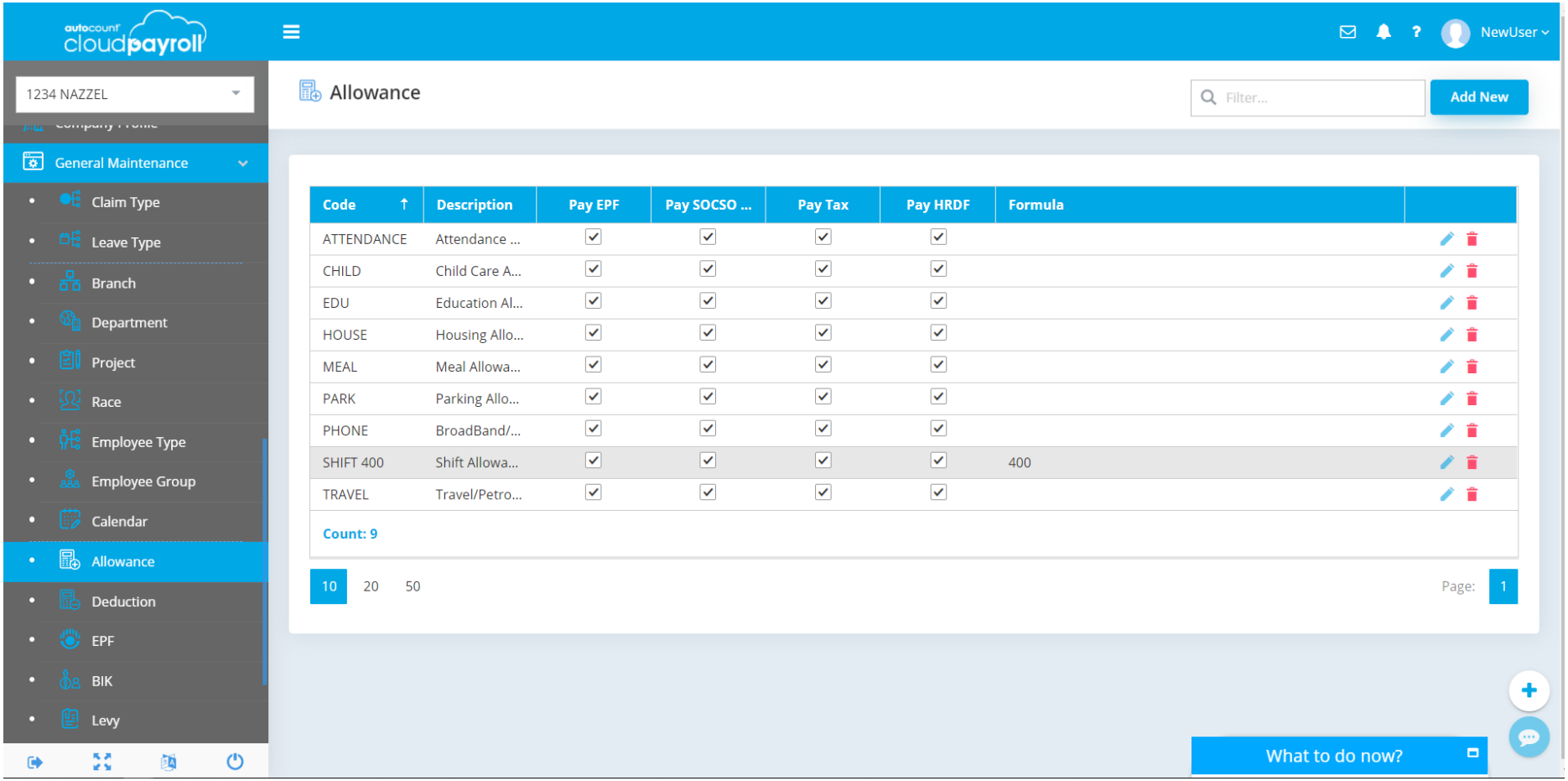
Edit the following Fixed Allowances, SHIFT to SHIFT 400 (Formula)
Click Formula Tab & Enter Formula amount



Enter Formula amount 400



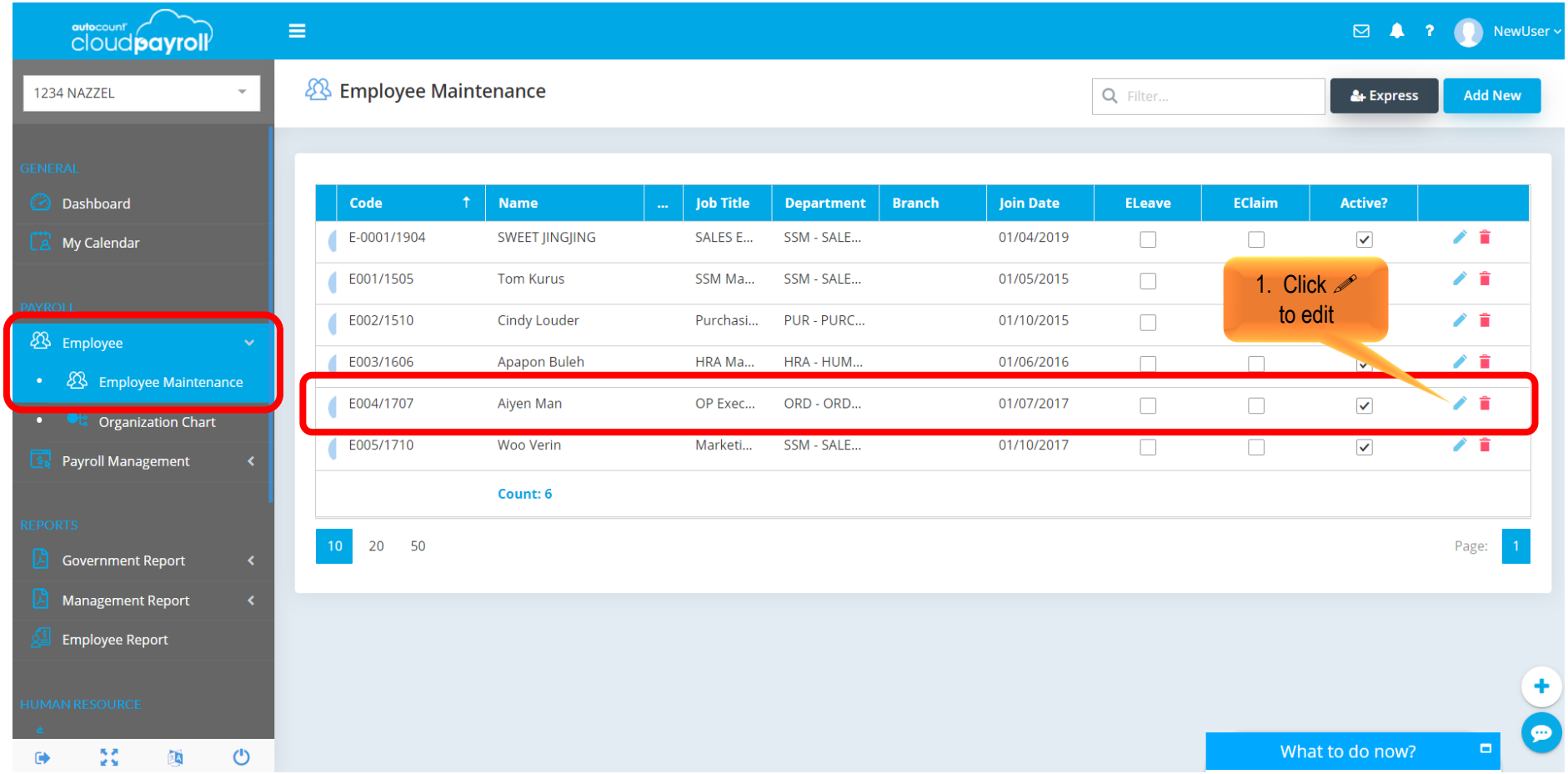
Allowance Listing



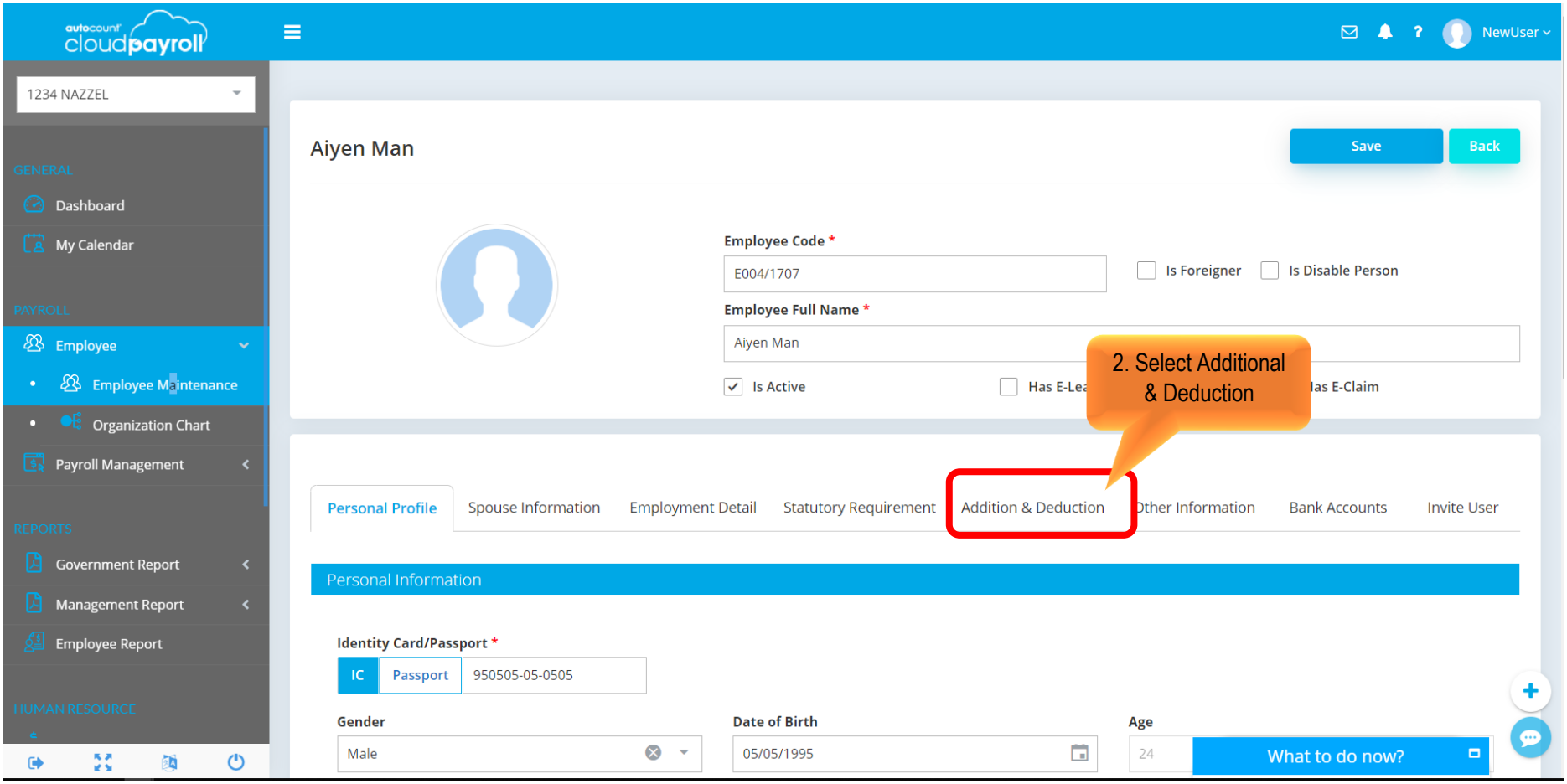
Task 8.1b

Assign allowance to Employee

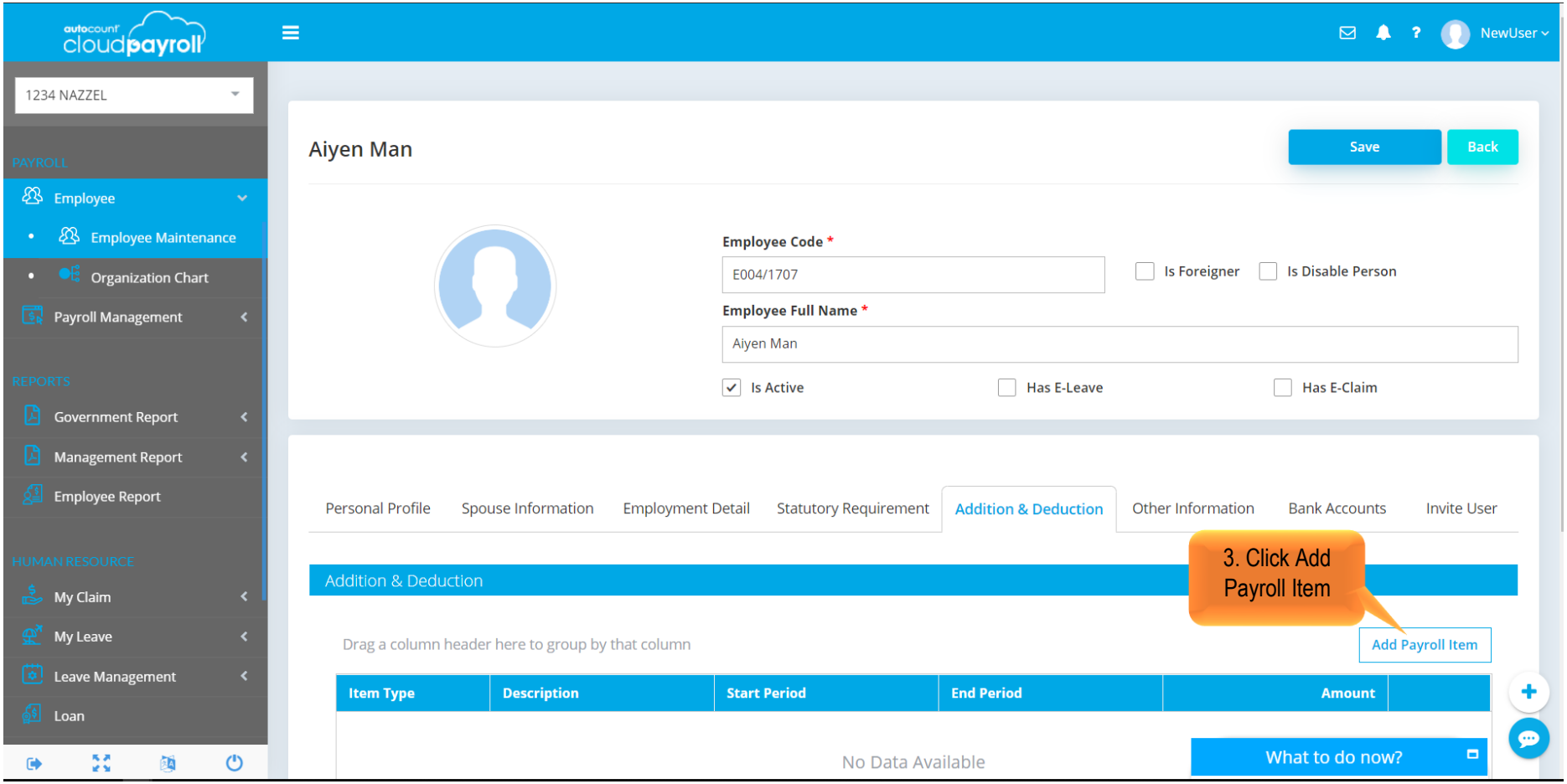
Assign the following Fixed Allowance to Employee
(Payroll > Employee > Employee Maintenance)



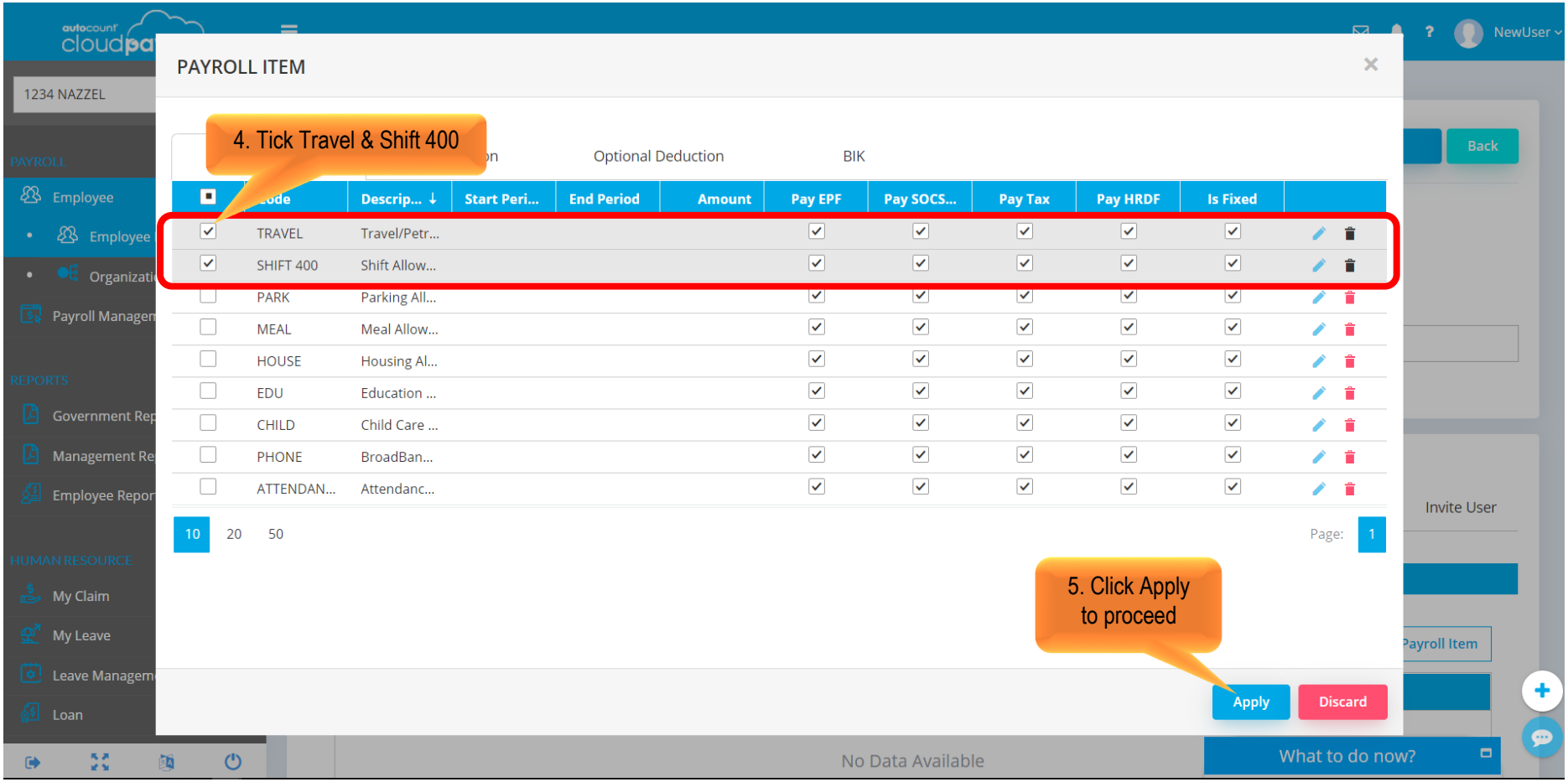
Assign the following Fixed Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man > Additional & Deduction)



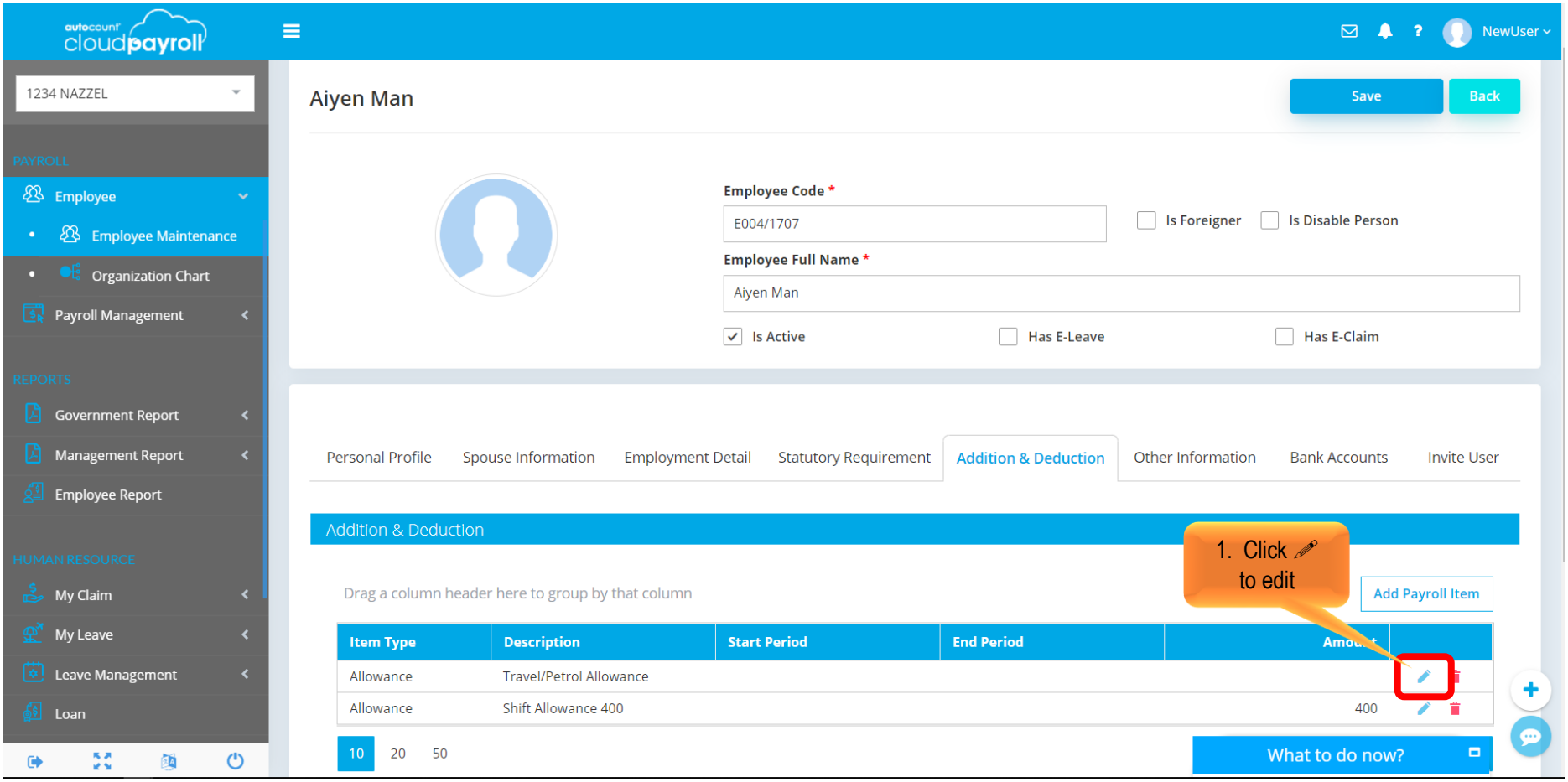
Add New Payroll Item
Assign the following Fixed Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man > Additional & Deduction)



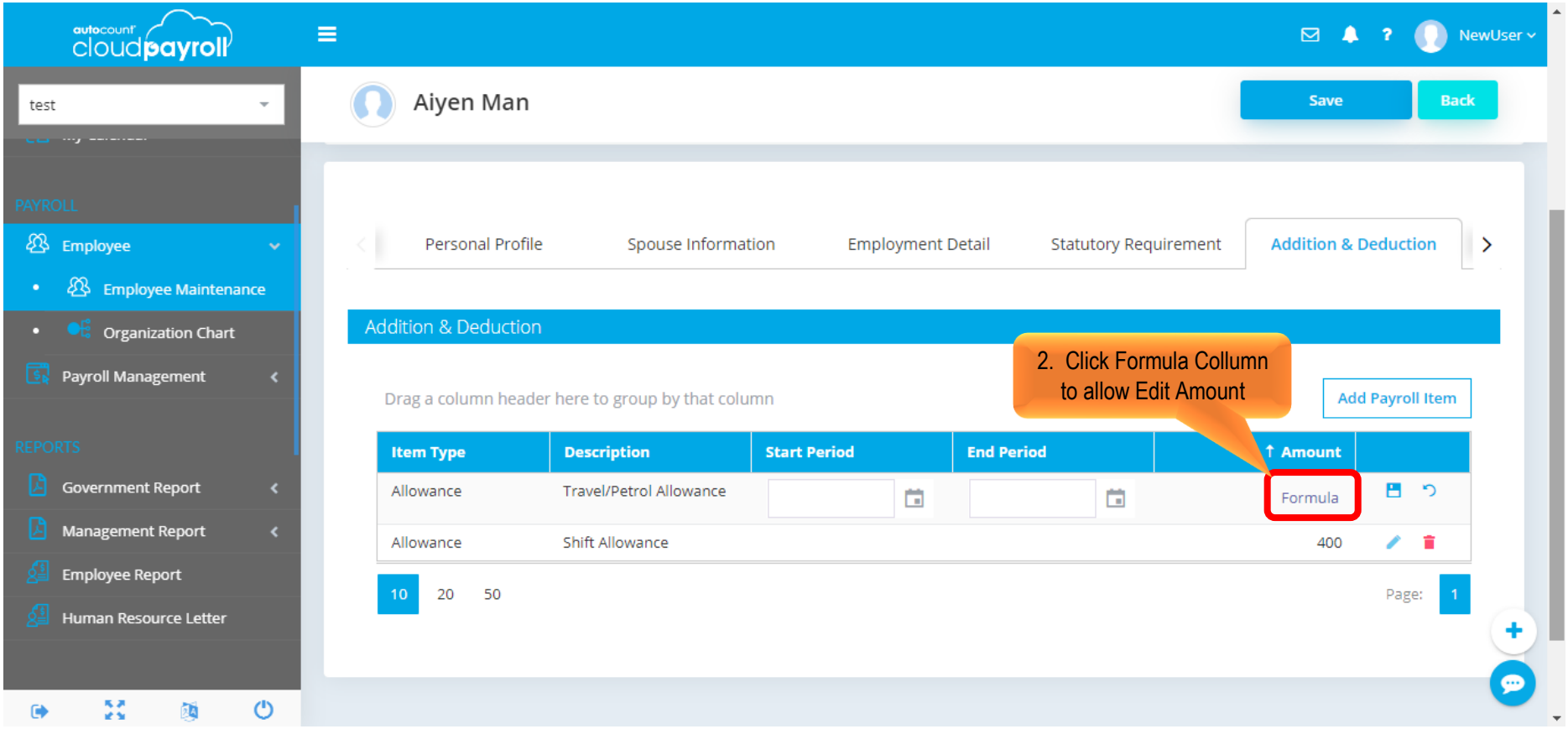
Assign the following Fixed Allowance to Employee Aiyen Man: Travel & Shift 400



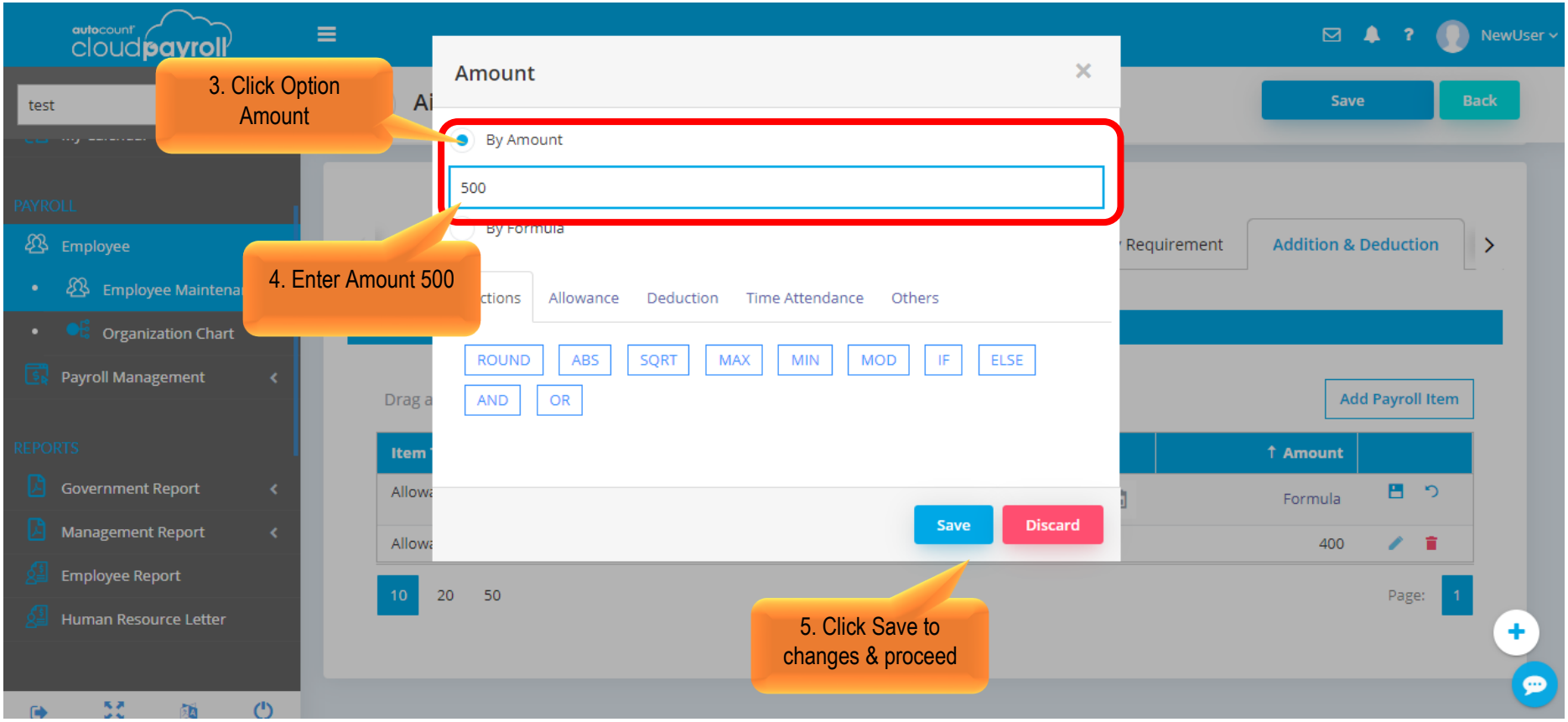
Enter Amount 500 into Travel/Petrol Allowance by edit the setting



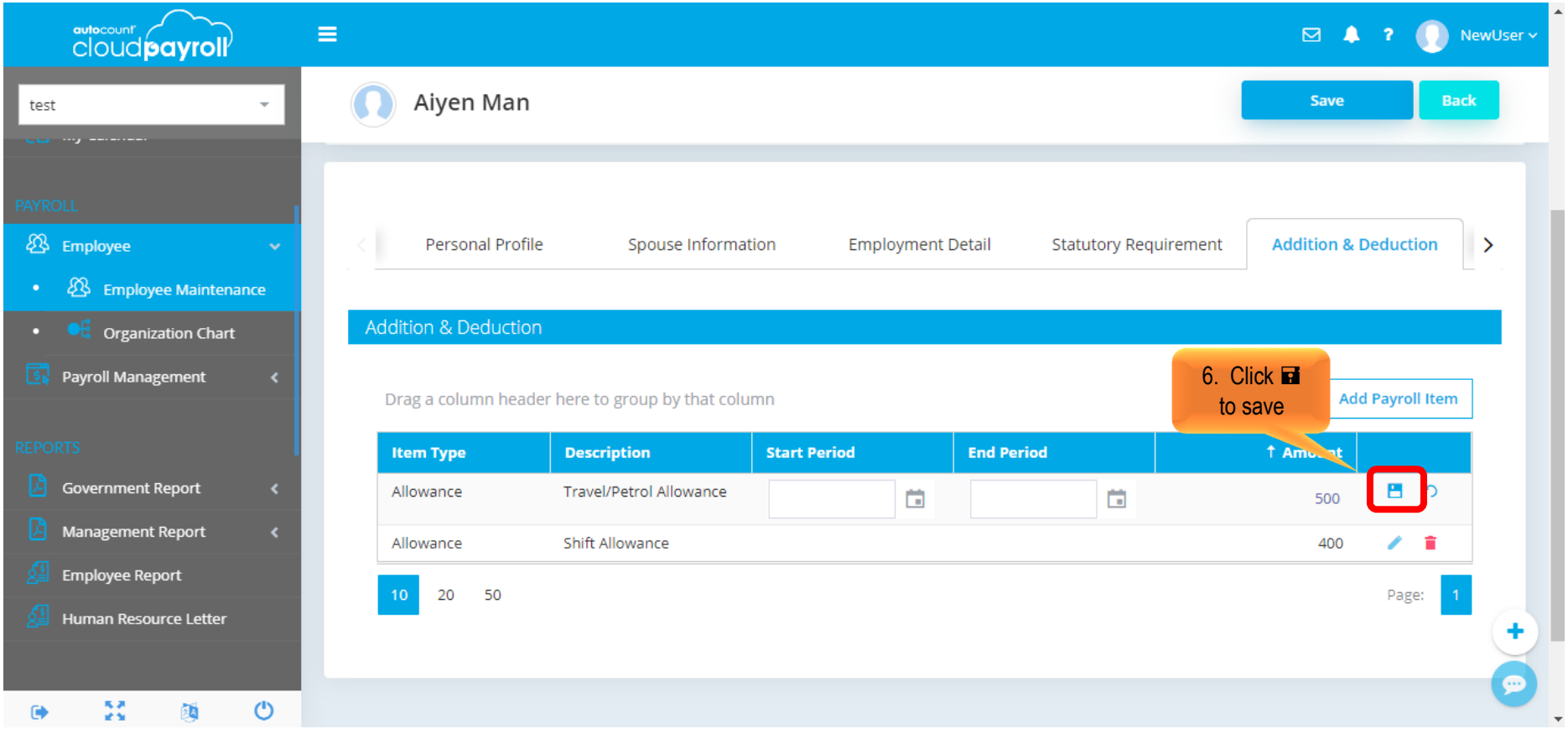
Enter Amount 500 into Travel/Petrol Allowance by edit the setting



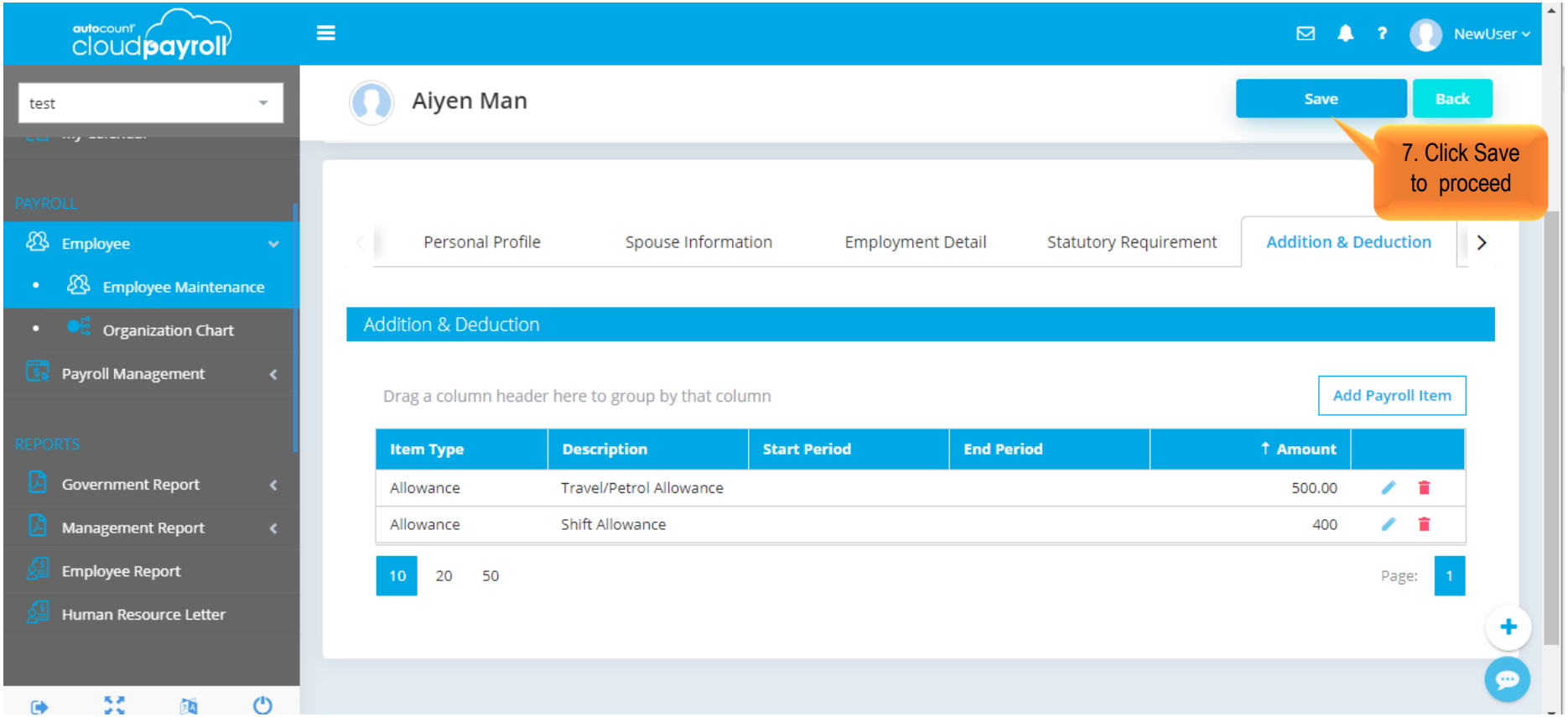
Select option Enter by *Amount,* and enter 500



List of allowance

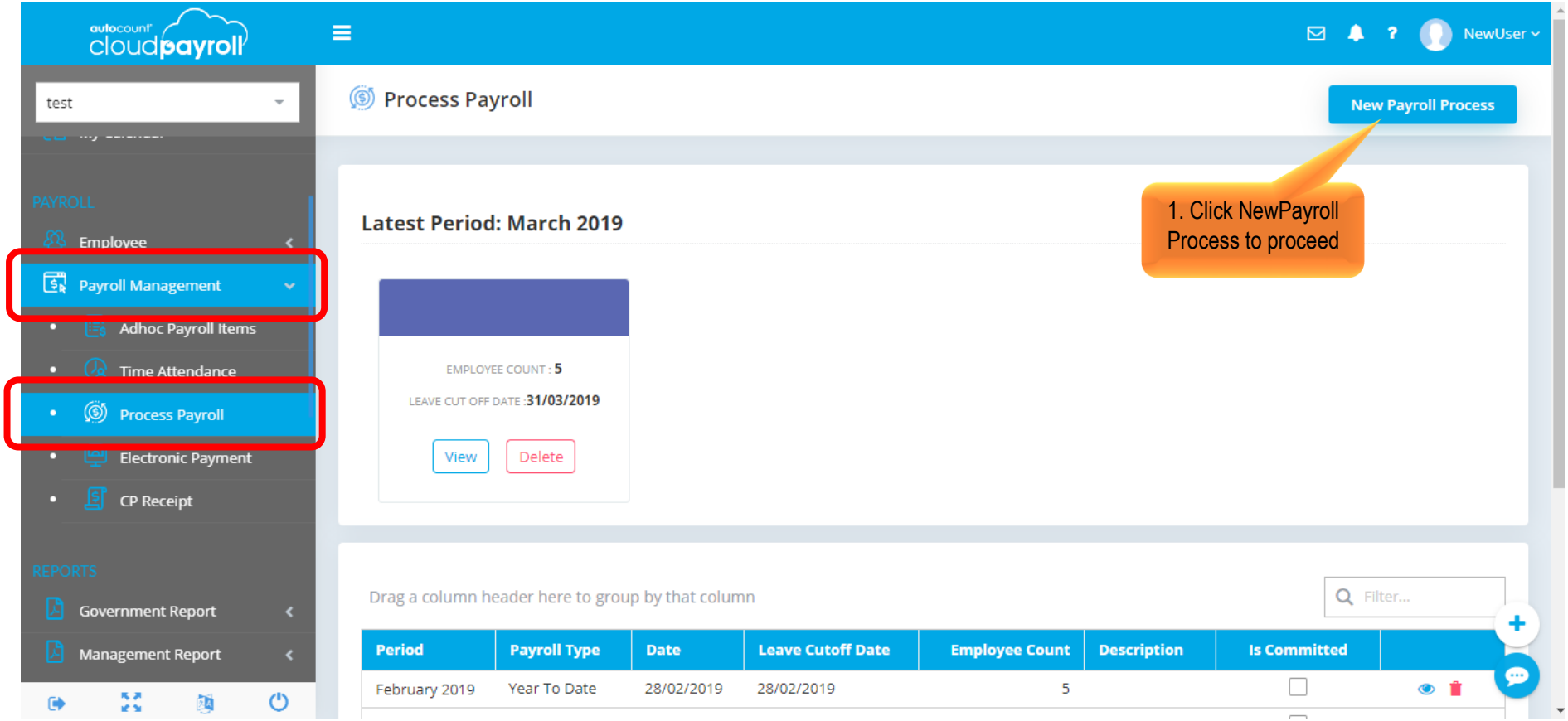


Well Done!

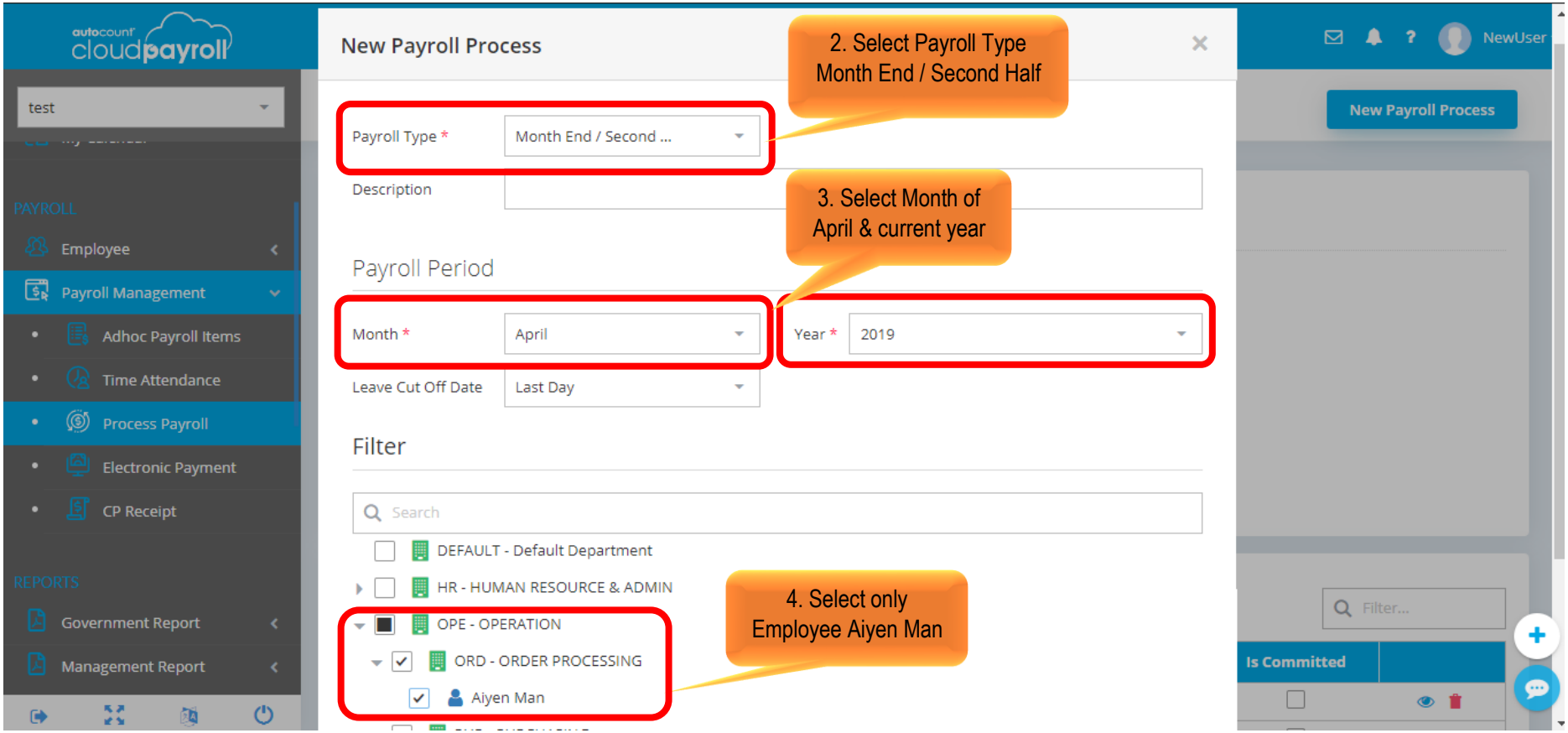

test
PAYROLL
Employee
Employee Maintenance
Organization Chart
Payroll Management
REPORTS
Government Report
Management Report
Employee Report
Human Resource Letter
Aiyen Man
NewUser
Save
Back
7. Click Save to proceed
Personal Profile
Spouse Information
Employment Detail
Statutory Requirement
Addition & Deduction
Addition & Deduction
Drag a column header here to group by that column
Add Payroll Item
Item Type
Description
Start Period
End Period
Amount
Allowance
Travel/Petrol Allowance
500.00
Allowance
Shift Allowance
400
10
20
50
Page:
1

Task 8.1c
Process Month End Payroll – Fixed Allowance

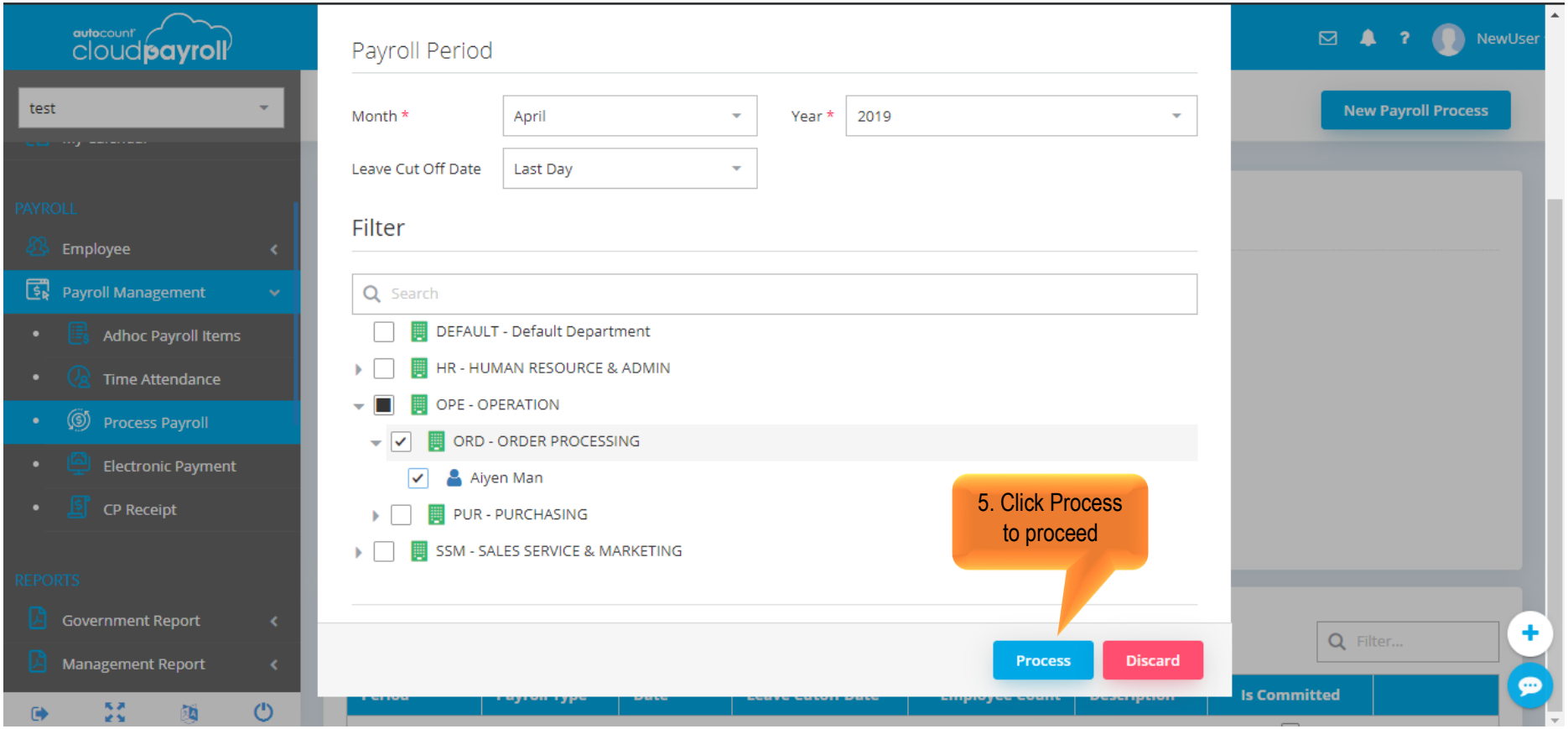
Process month end payroll for April yyyy, only for E-004/1707
(Payroll > Payroll Management > Process Payroll > New Payroll Process)



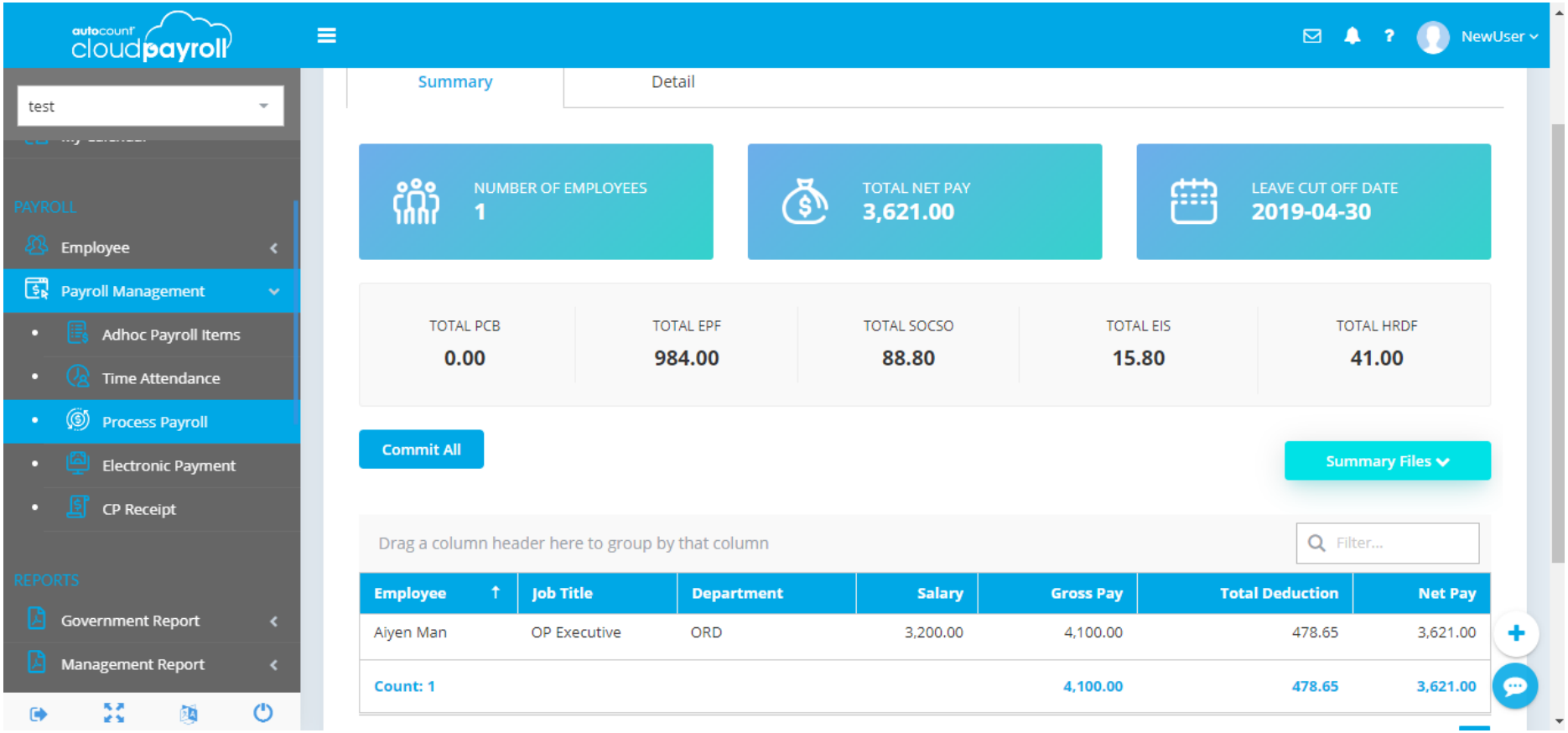
Process month end payroll for April yyyy, only for E-004/1707
Select Payroll Type *Month End / Second Half*, Payroll Period *Month of April*



Proceed with process of April current year for Aiyen Man

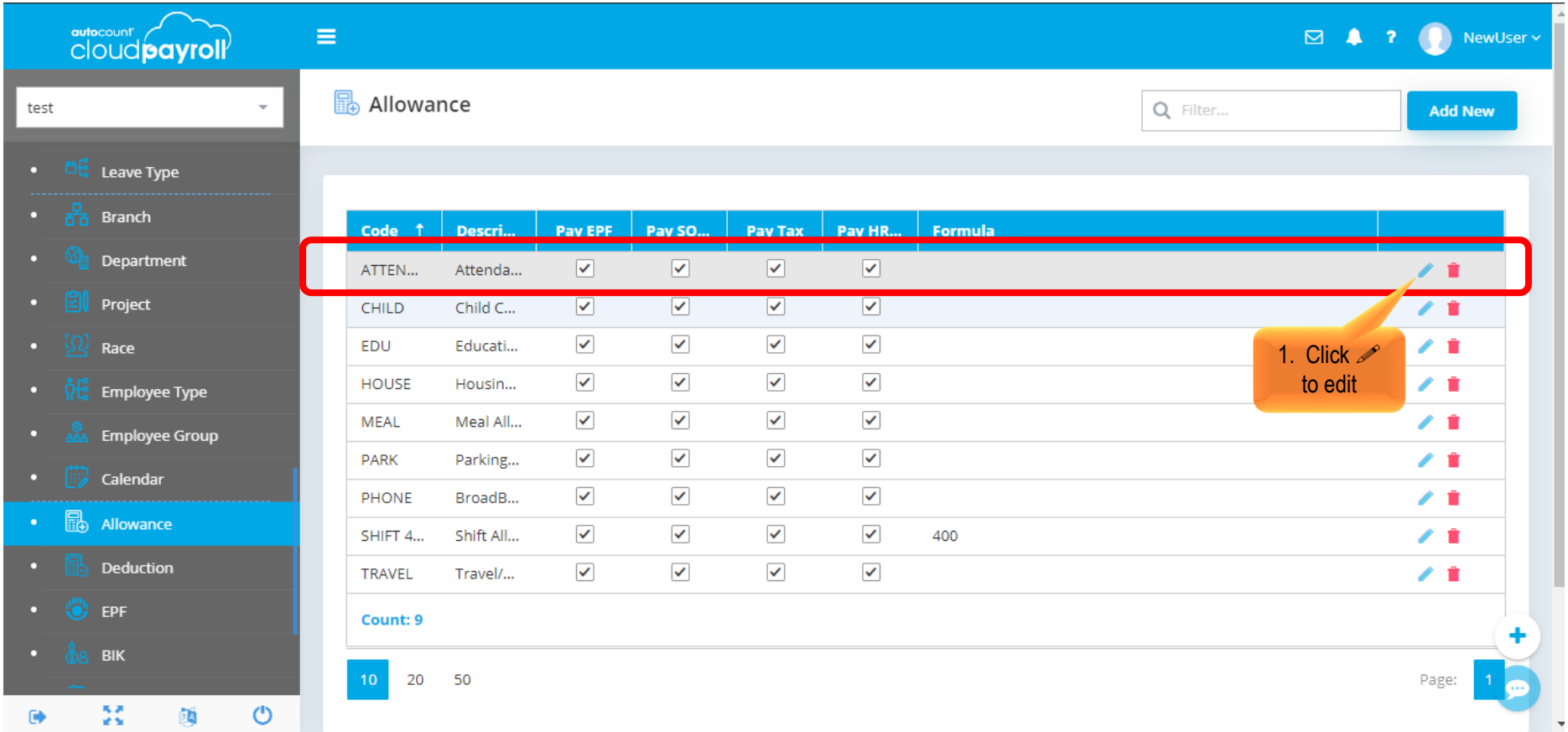


Summary of Payroll Process of April current year for Aiyen Man

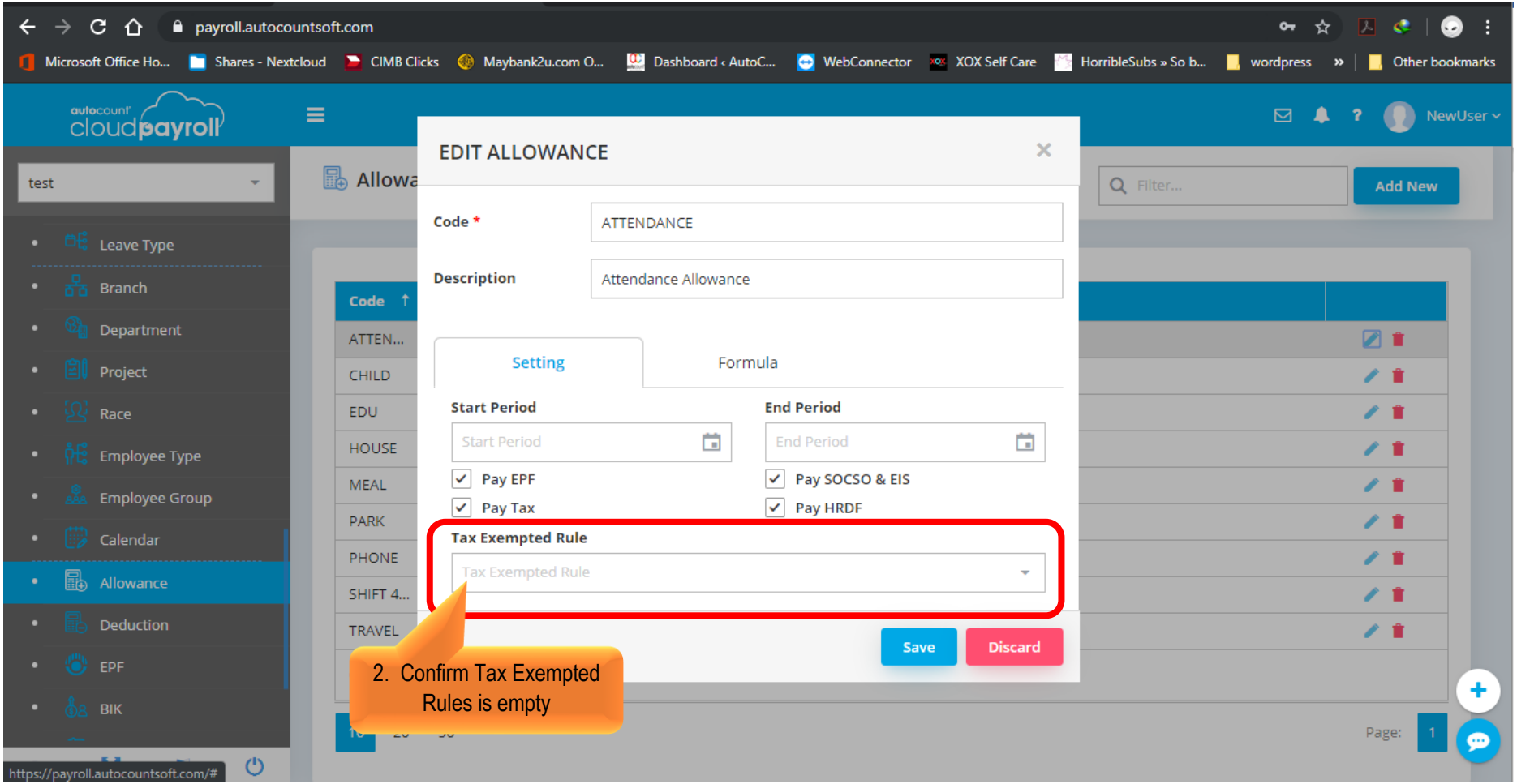


Task 8.2a
Variable Allowance (Without Formula)

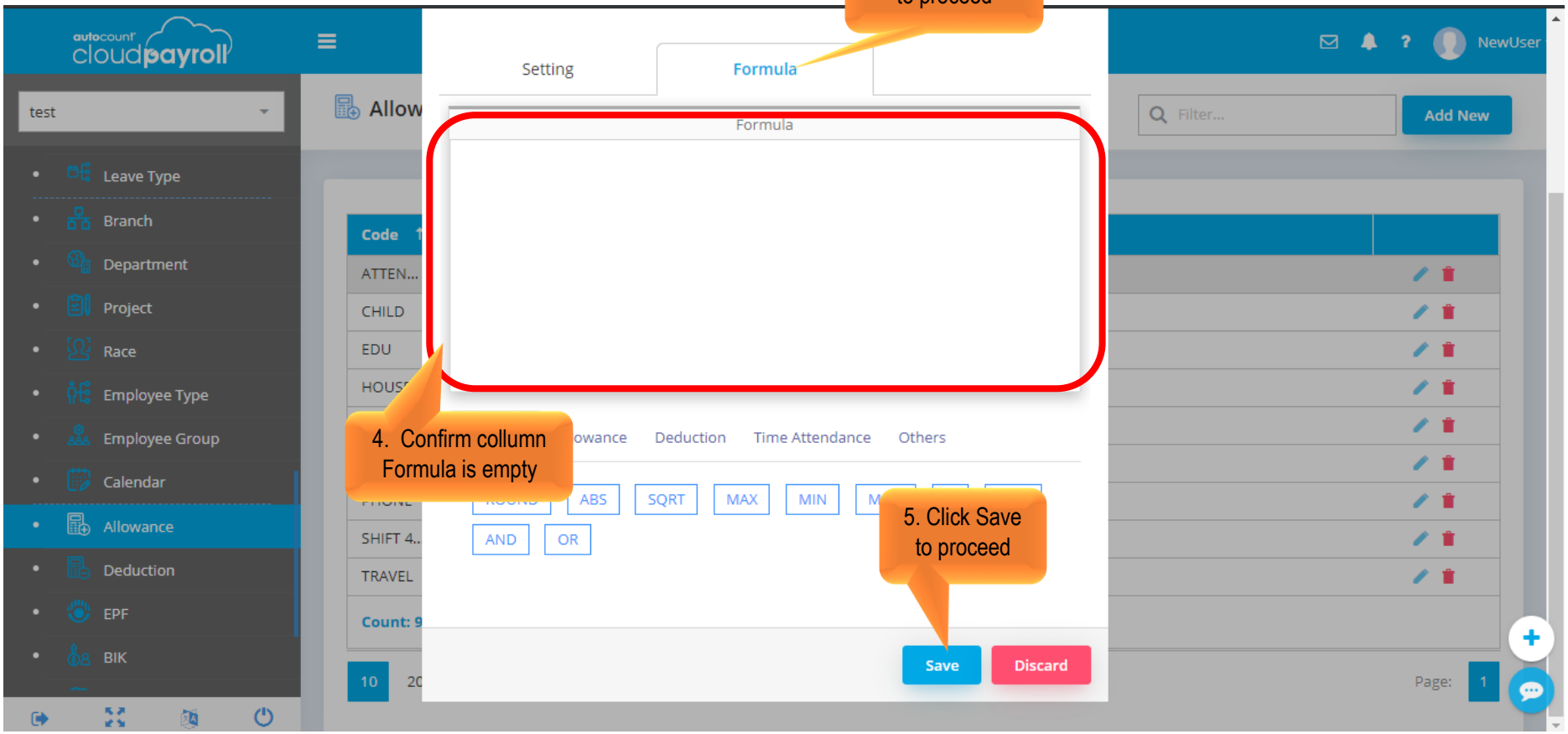
Confirm the following Variable Allowance (ATTENDENCE) without any formula
(Tools > General Maintenance > Allowance)



Confirm the following Variable Allowance (ATTENDENCE) setting for TAX Exempted Rule is empty
(Tools > General Maintenance > Allowance > Setting)

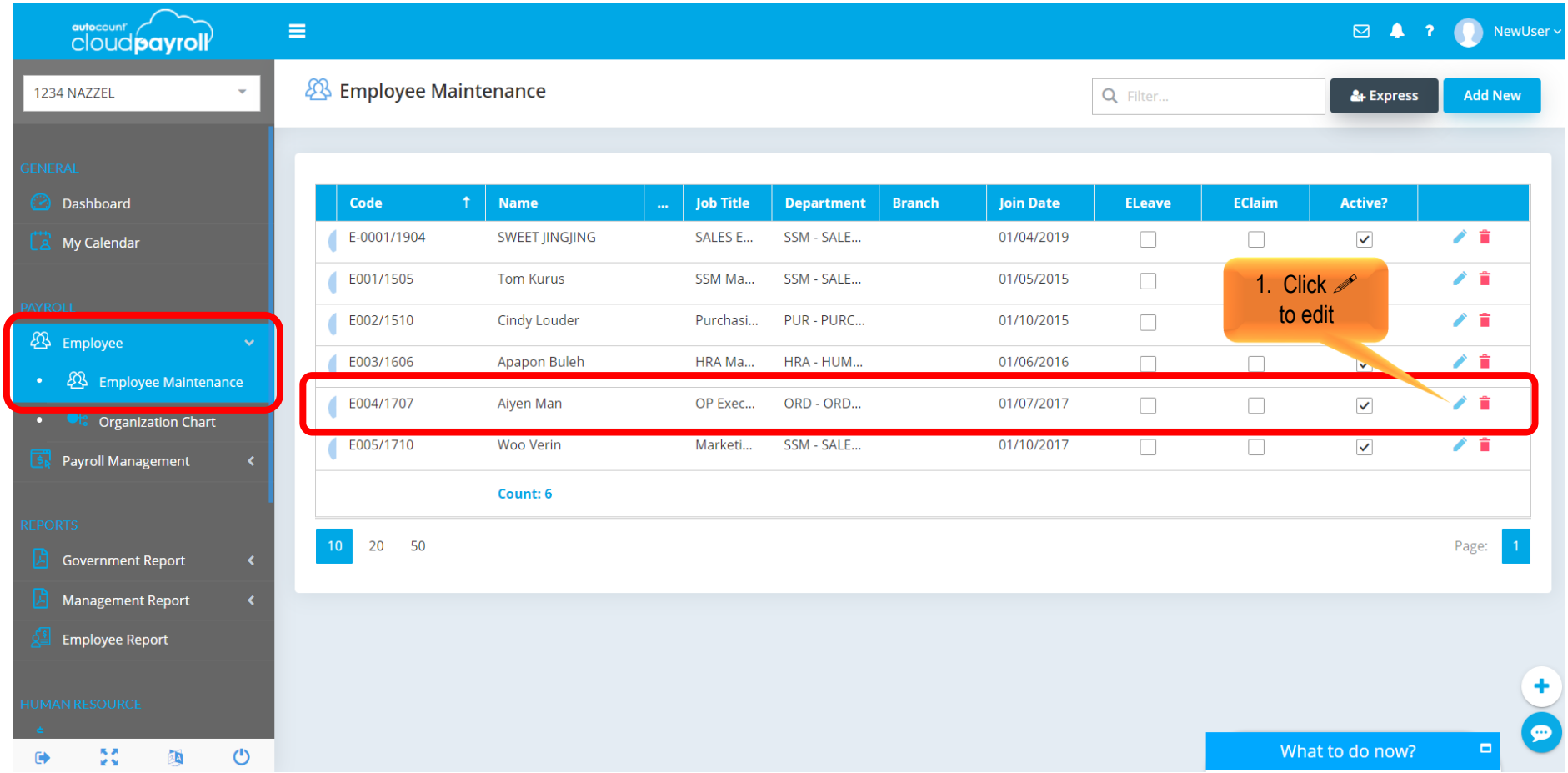


Confirm the following Variable Allowance (ATTENDENCE) Formula is empty
(Tools > General Maintenance > Allowance)

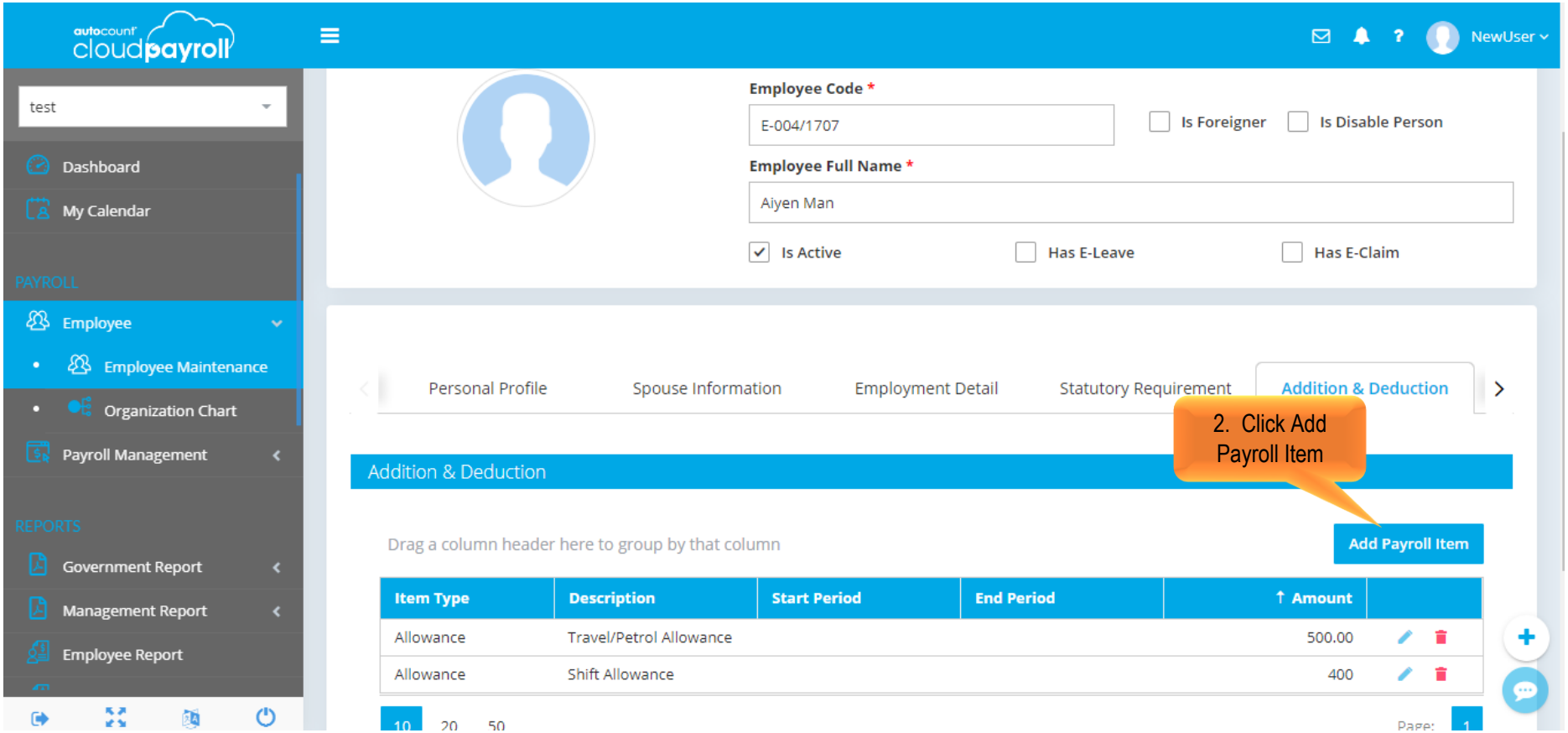


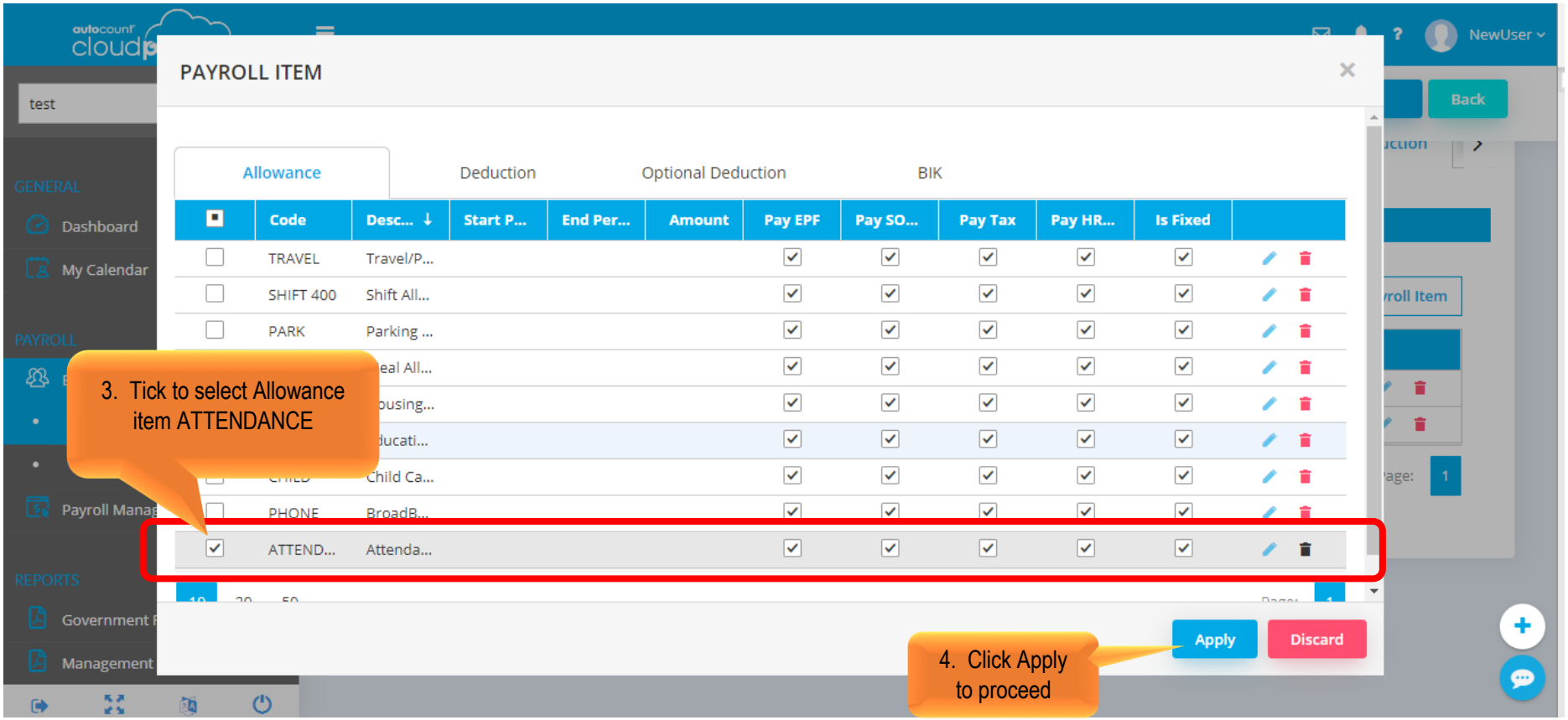
Task 8.2b
Assign Allowance to Employee

Assign the following Attendance Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man)

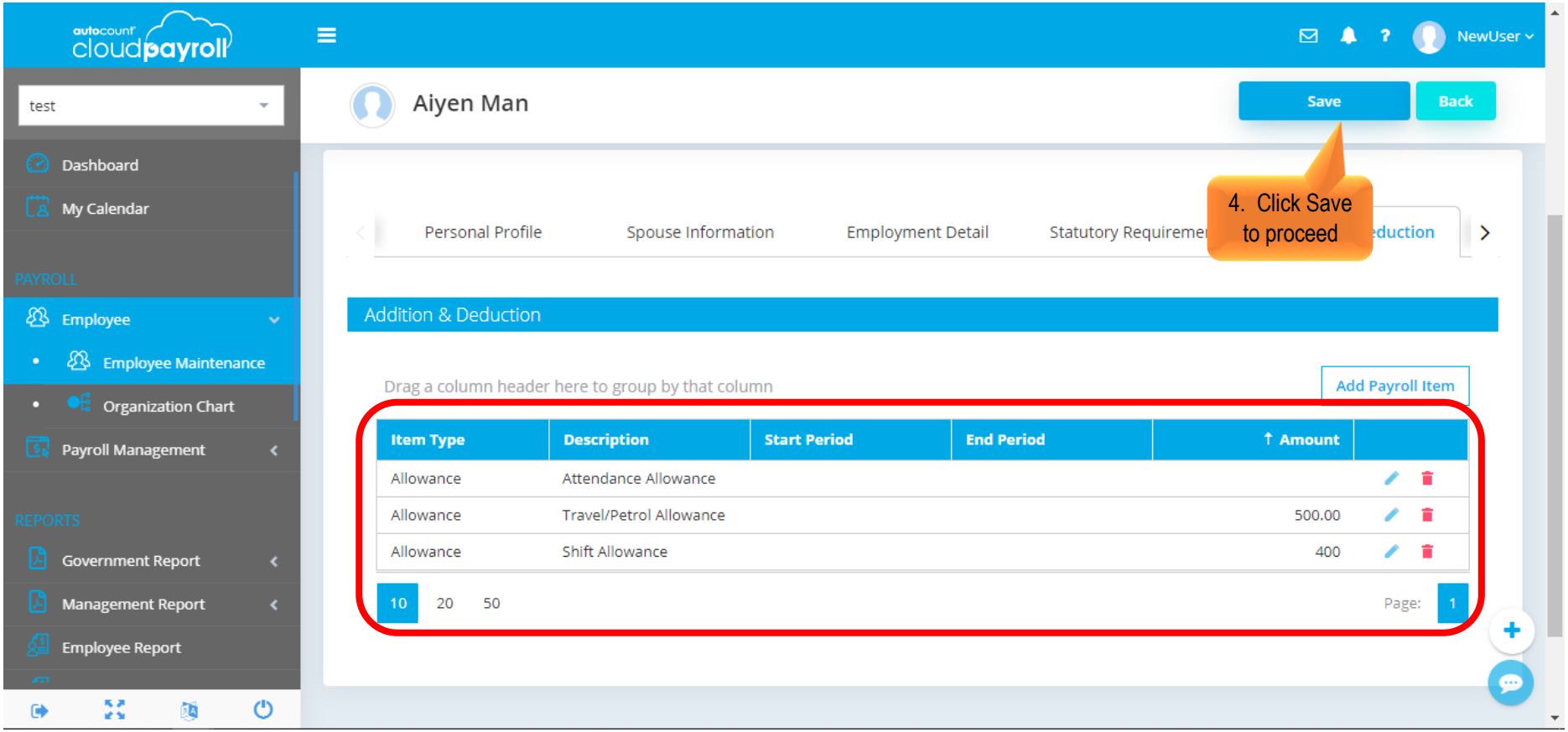


Add Payroll Item Attendence Allowance to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Aiyen Man)



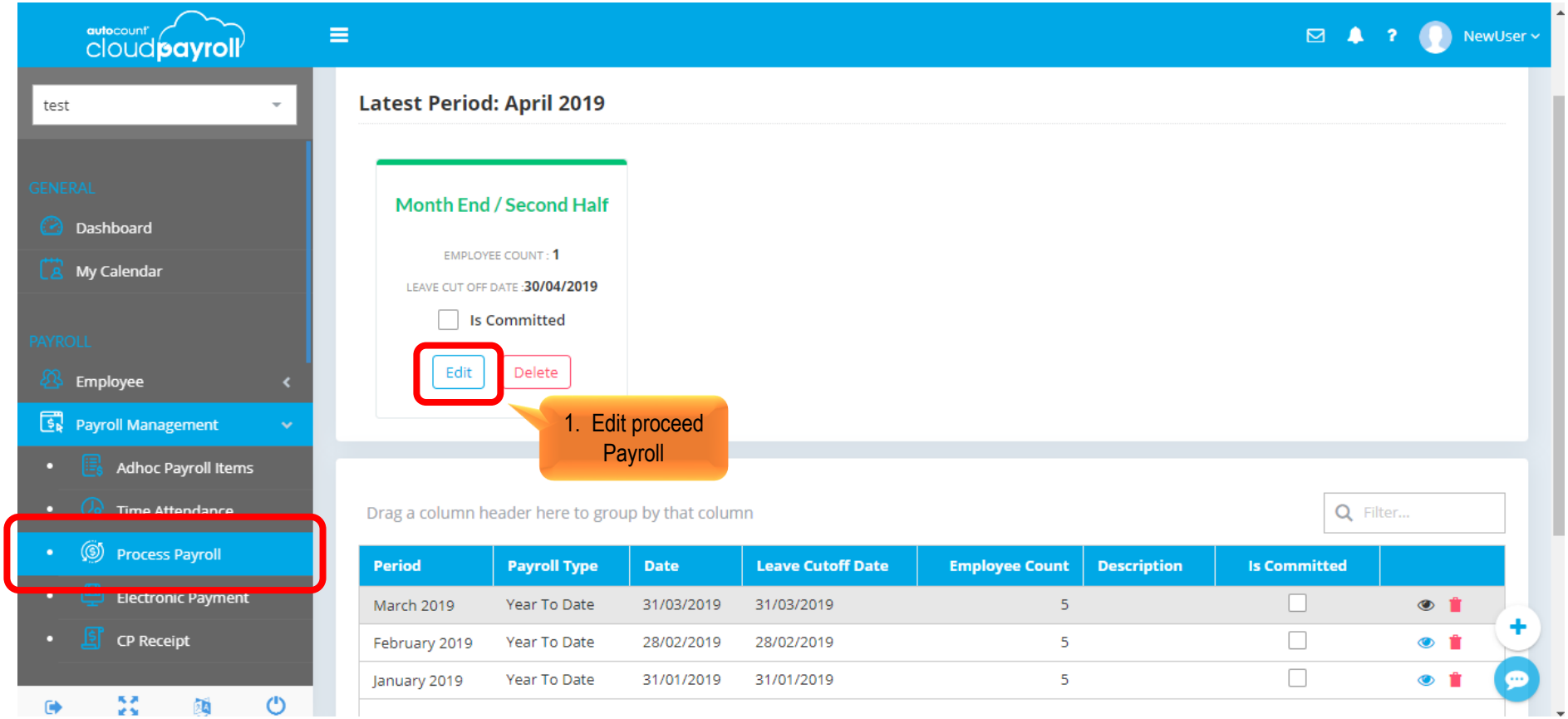

PAYROLL ITEM
Allowance
Deduction
Optional Deduction
BIK
Code
Desc...
Start P...
End Per...
Amount
Pay EPF
Pay SO...
Pay Tax
Pay HR...
Is Fixed
TRAVEL
Travel/P...
SHIFT 400
Shift All...
PARK
Parking ...
Child Ca...
PHONE
BroadB...
ATTEND...
Attenda...
3. Tick to select Allowance item ATTENDANCE
4. Click Apply to proceed
Apply
Discard
NewUser
Back
test
GENERAL
Dashboard
My Calendar
PAYROLL
REPORTS
Government
Management

List of Employee (Aiyen Man) Payroll Item (Allowance)

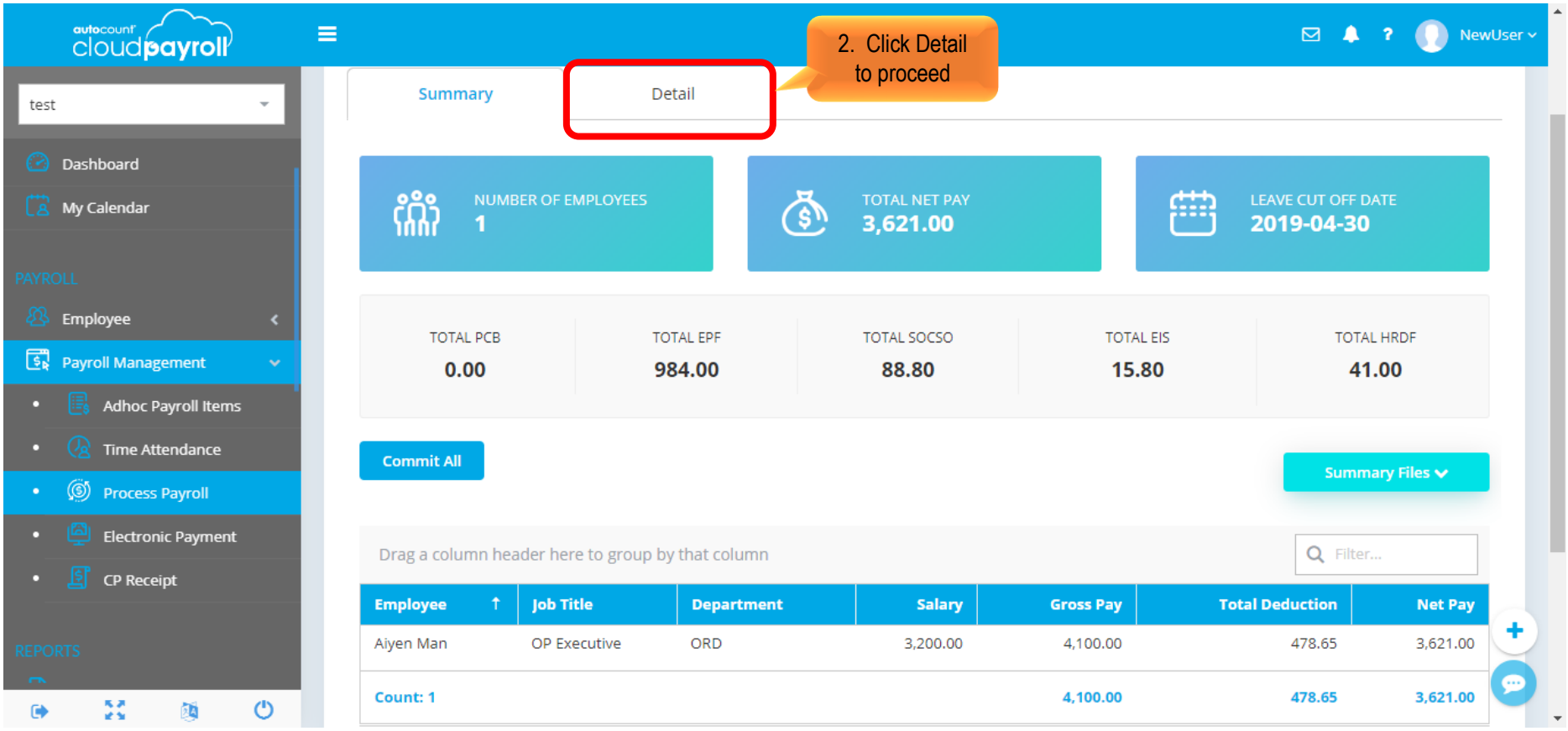


Task 8.2c
Process Month End Payroll – Method A (Recalculate)

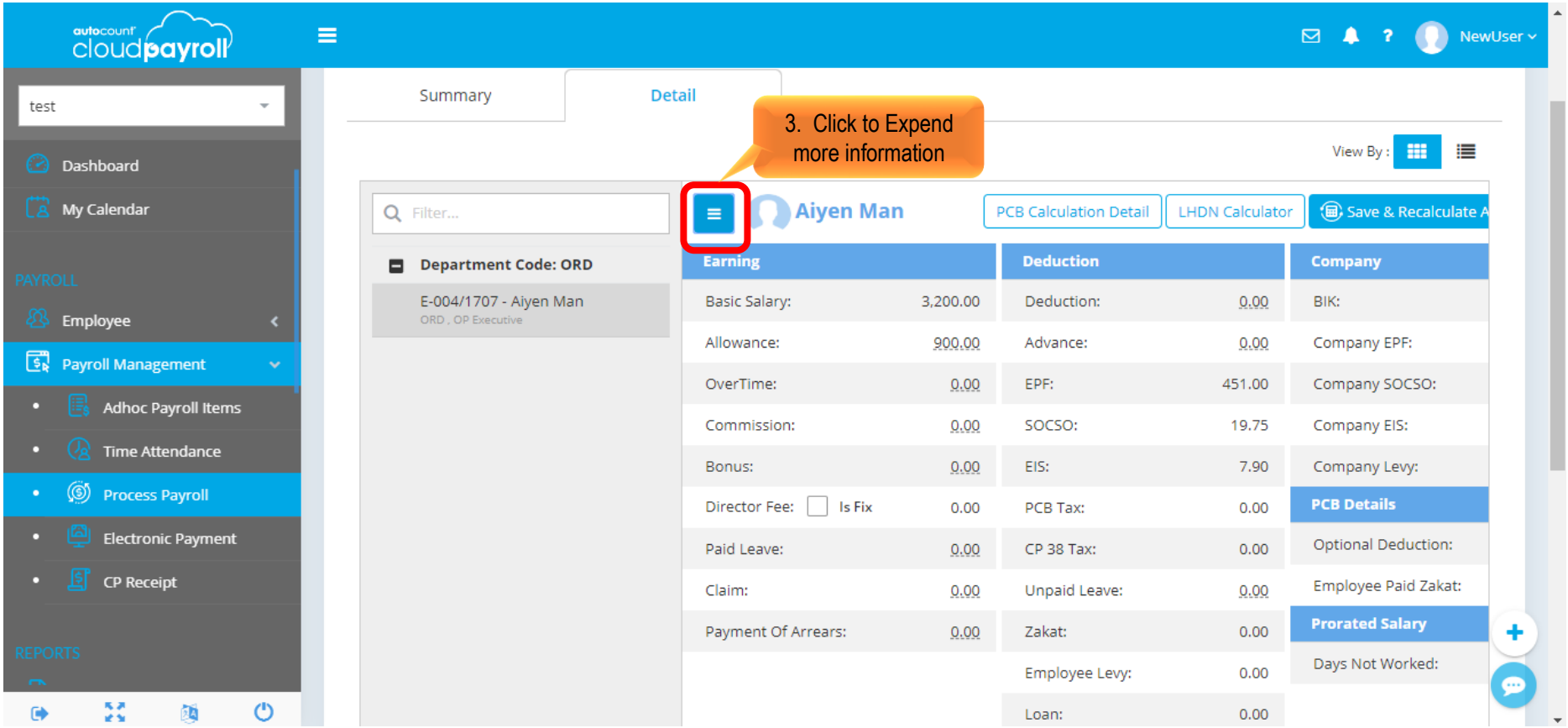
Edit Processed Month End Payroll for April yyyy
(Payroll > Payroll Management > Process Payroll)



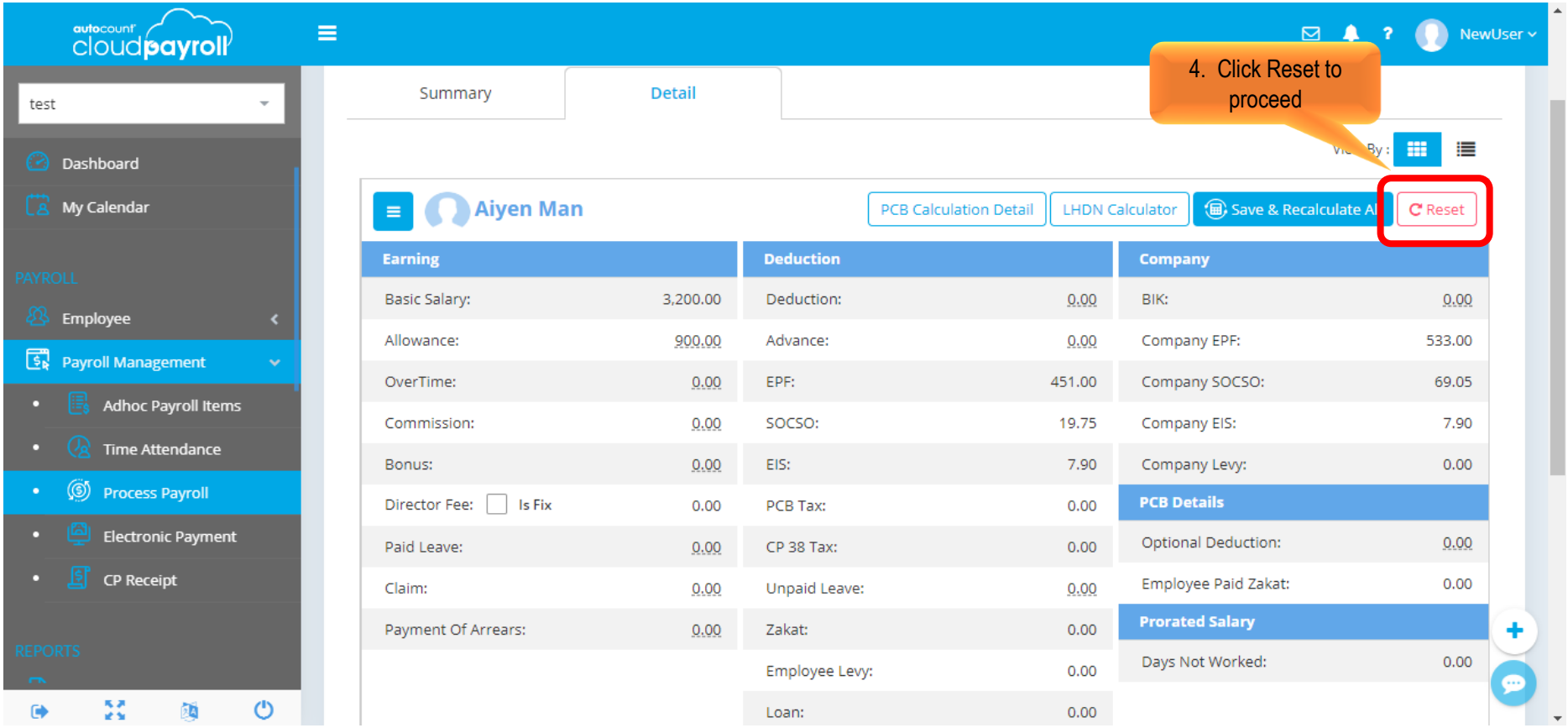
Edit Detail Processed Month End Payroll for April yyyy
(Payroll > Payroll Management > Process Payroll > Detail)



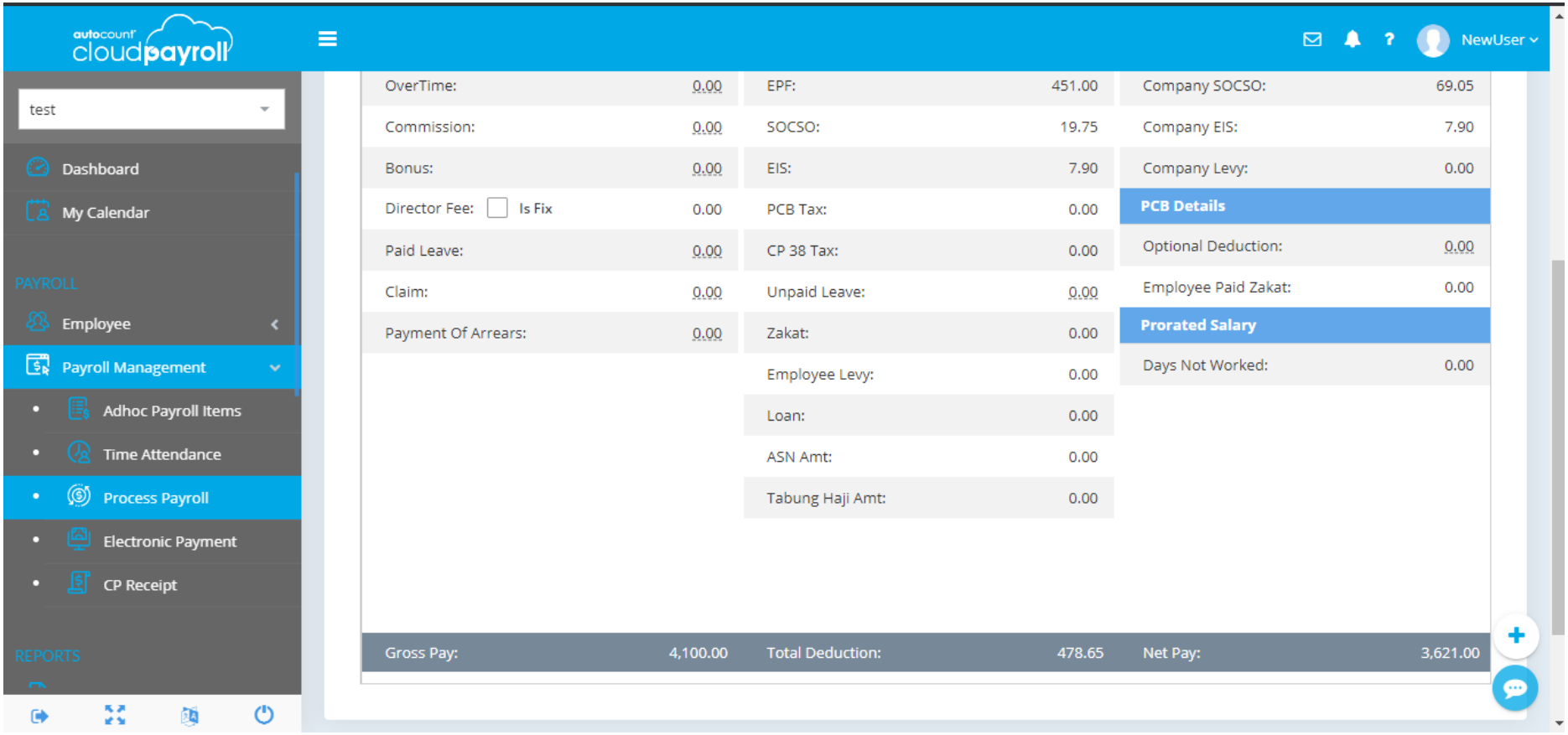
Edit Detail Processed Month End Payroll for April yyyy, expend detail info for Aiyen Man
(Payroll > Payroll Management > Process Payroll > Detail)



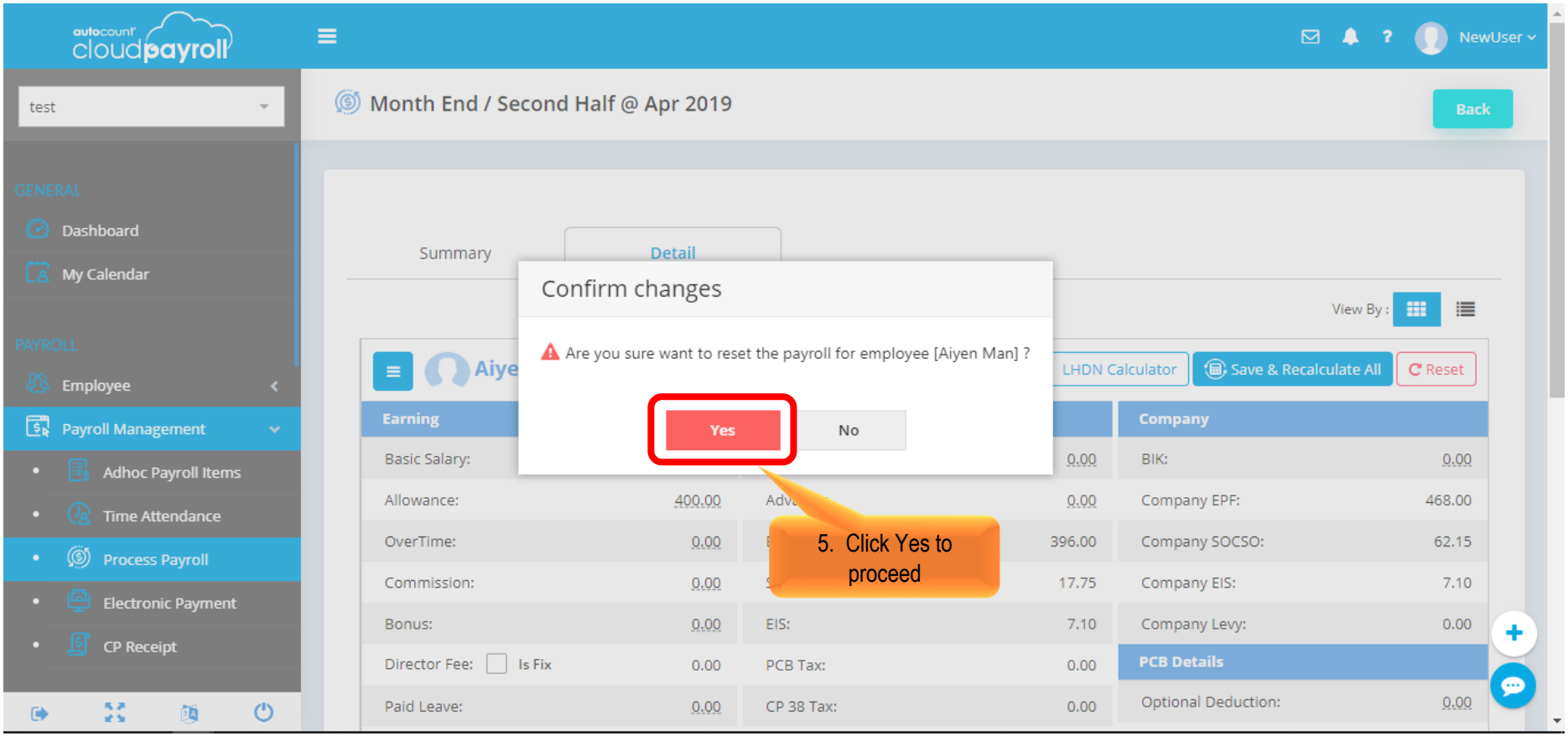
Expand Detail Processed Month End Payroll for April yyyy & Reset Processor
(Payroll > Payroll Management > Process Payroll > Detail)



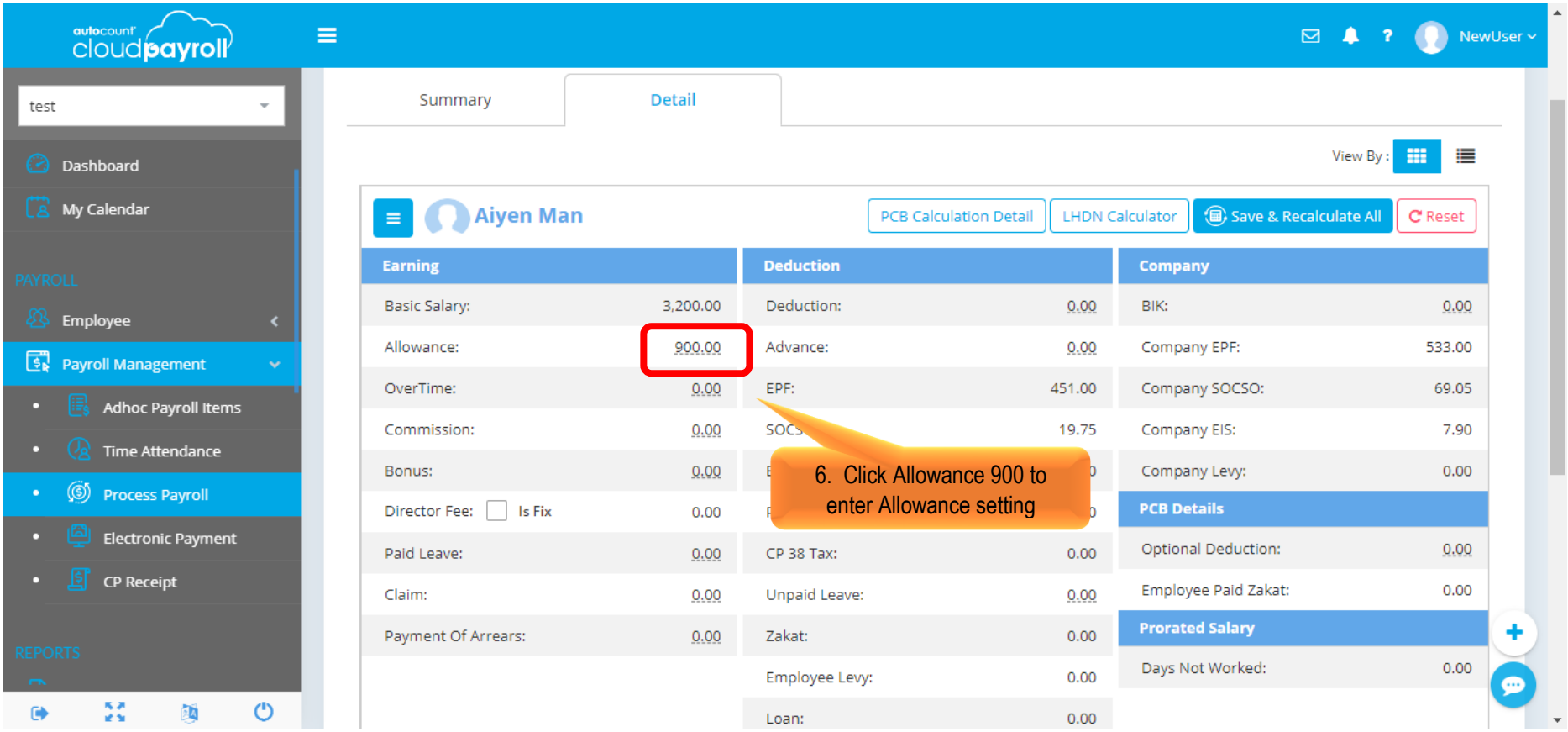
Continue…


autocount cloudpayroll
NewUser
test
Dashboard
My Calendar
PAYROLL
Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt
REPORTS
OverTime: 0.00
Commission: 0.00
Bonus: 0.00
Director Fee: Is Fix 0.00
Paid Leave: 0.00
Claim: 0.00
Payment Of Arrears: 0.00
EPF: 451.00
SOCSO: 19.75
EIS: 7.90
PCB Tax: 0.00
CP 38 Tax: 0.00
Unpaid Leave: 0.00
Zakat: 0.00
Employee Levy: 0.00
Loan: 0.00
ASN Amt: 0.00
Tabung Haji Amt: 0.00
Company SOCSO: 69.05
Company EIS: 7.90
Company Levy: 0.00
PCB Details
Optional Deduction: 0.00
Employee Paid Zakat: 0.00
Prorated Salary
Days Not Worked: 0.00
Gross Pay: 4,100.00
Total Deduction: 478.65
Net Pay: 3,621.00

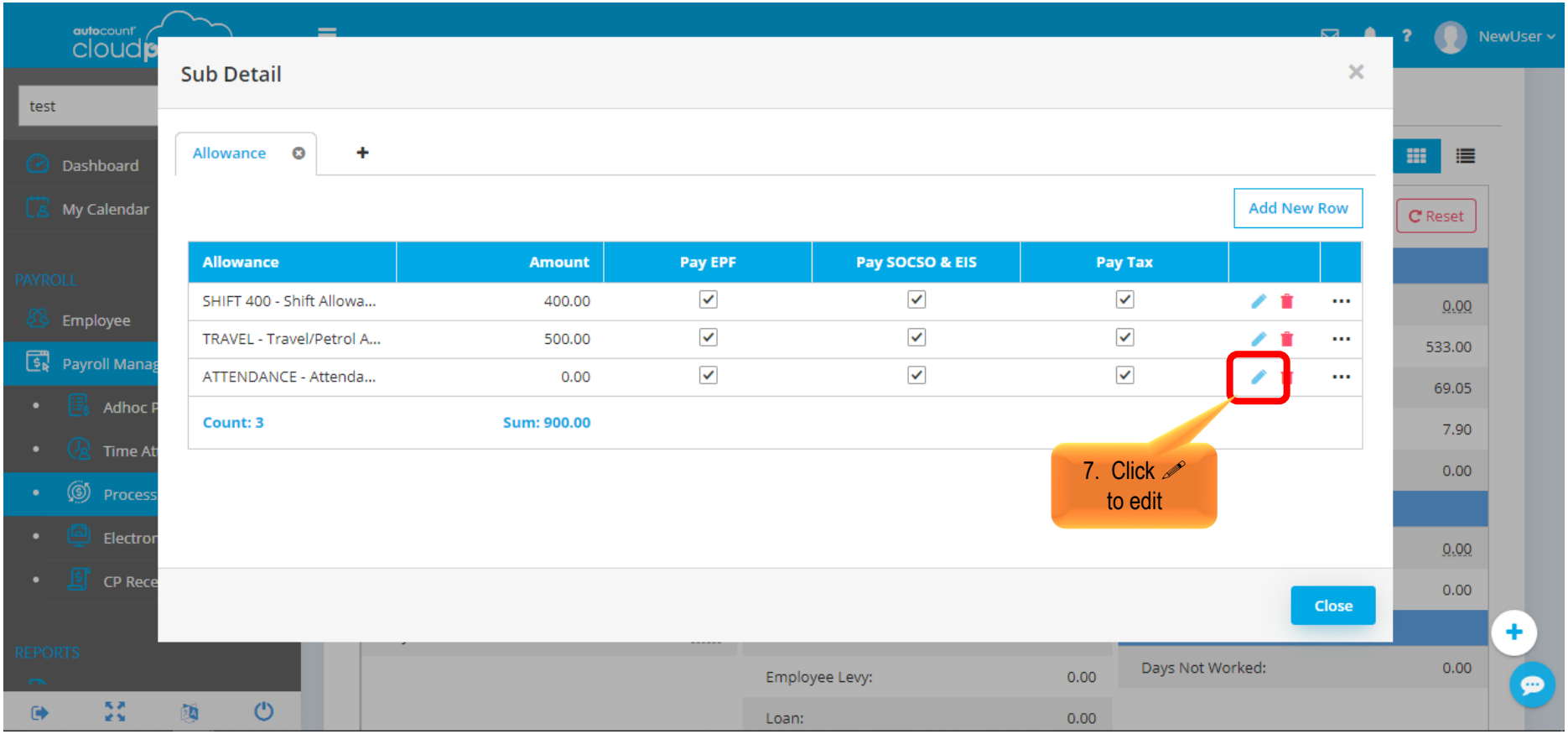
Expand Detail Processed Month End Payroll for April yyyy, Reset Processor



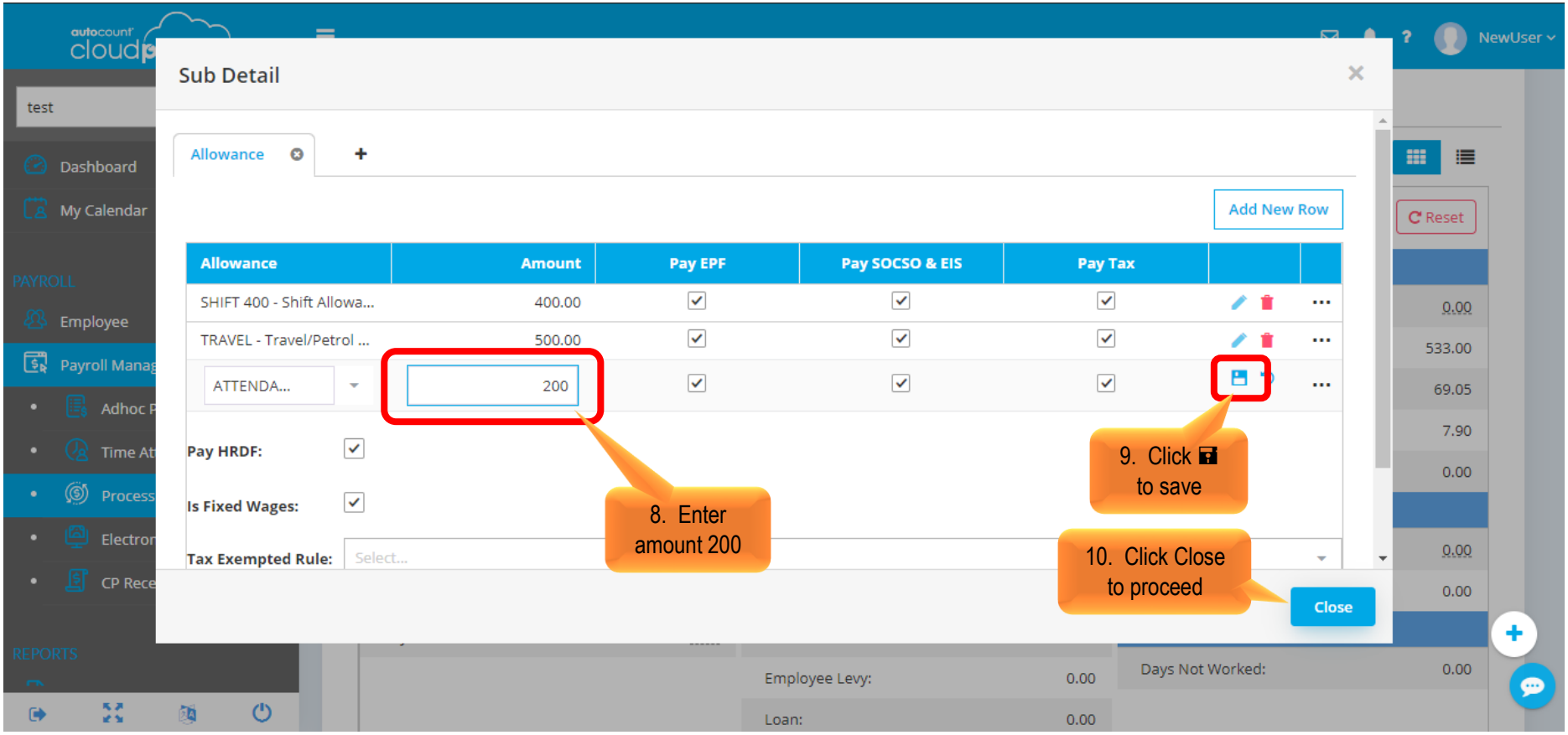
Edit Aiyen Man Allowance Collumn, to allow manual input of Attendence



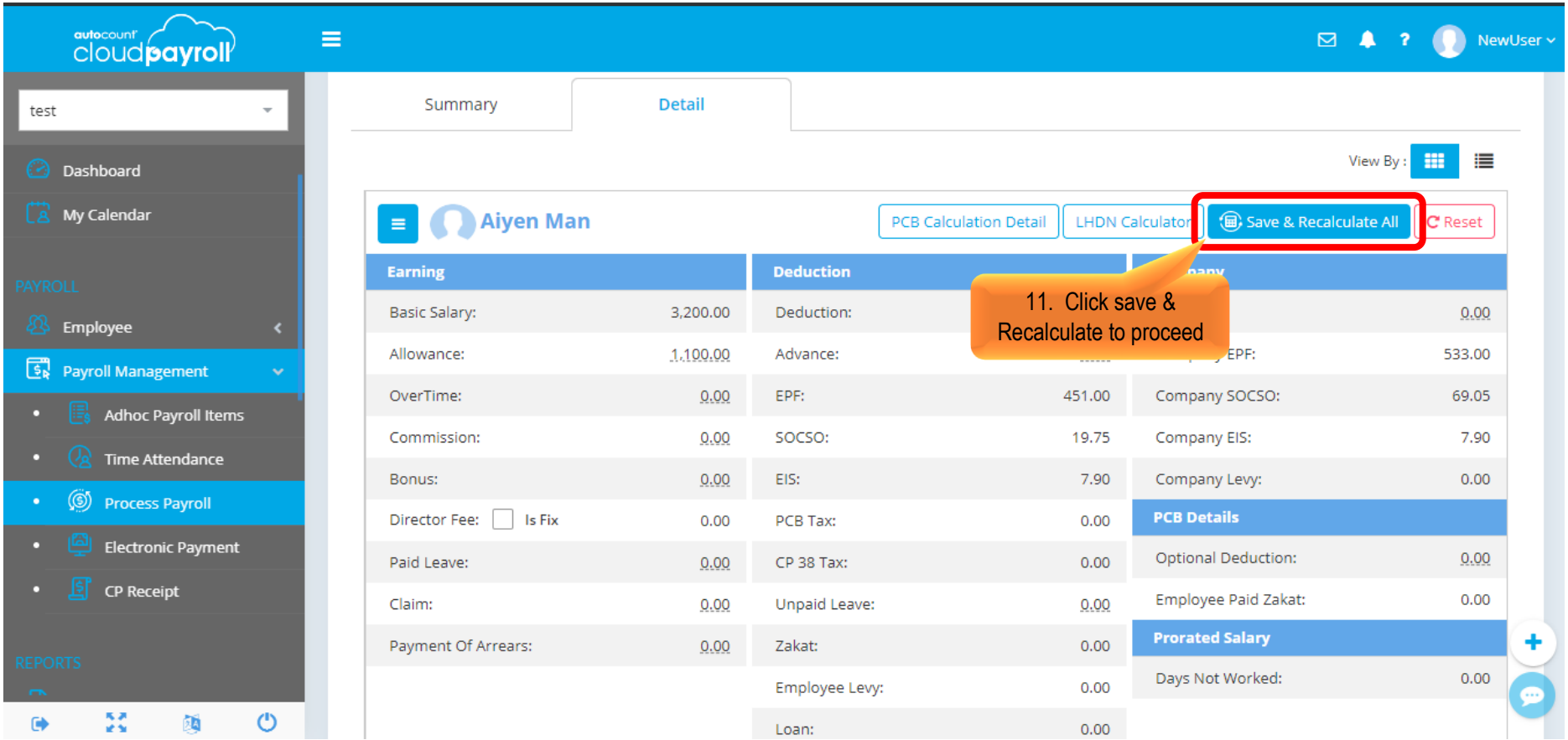
Edit Aiyen Man Allowance Collumn, to allow manual input of Attendence



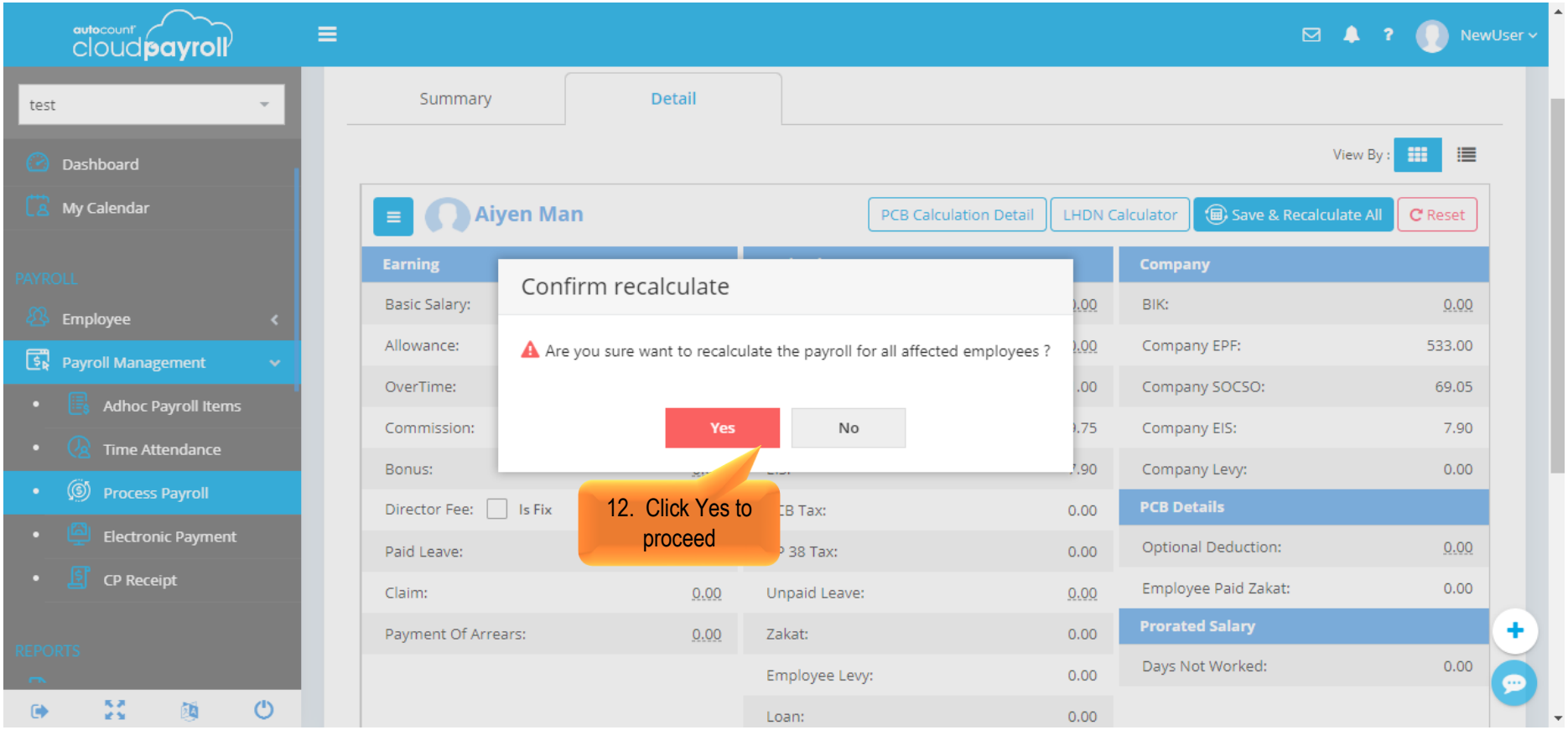
Enter amount 200 for Attendence Allowance



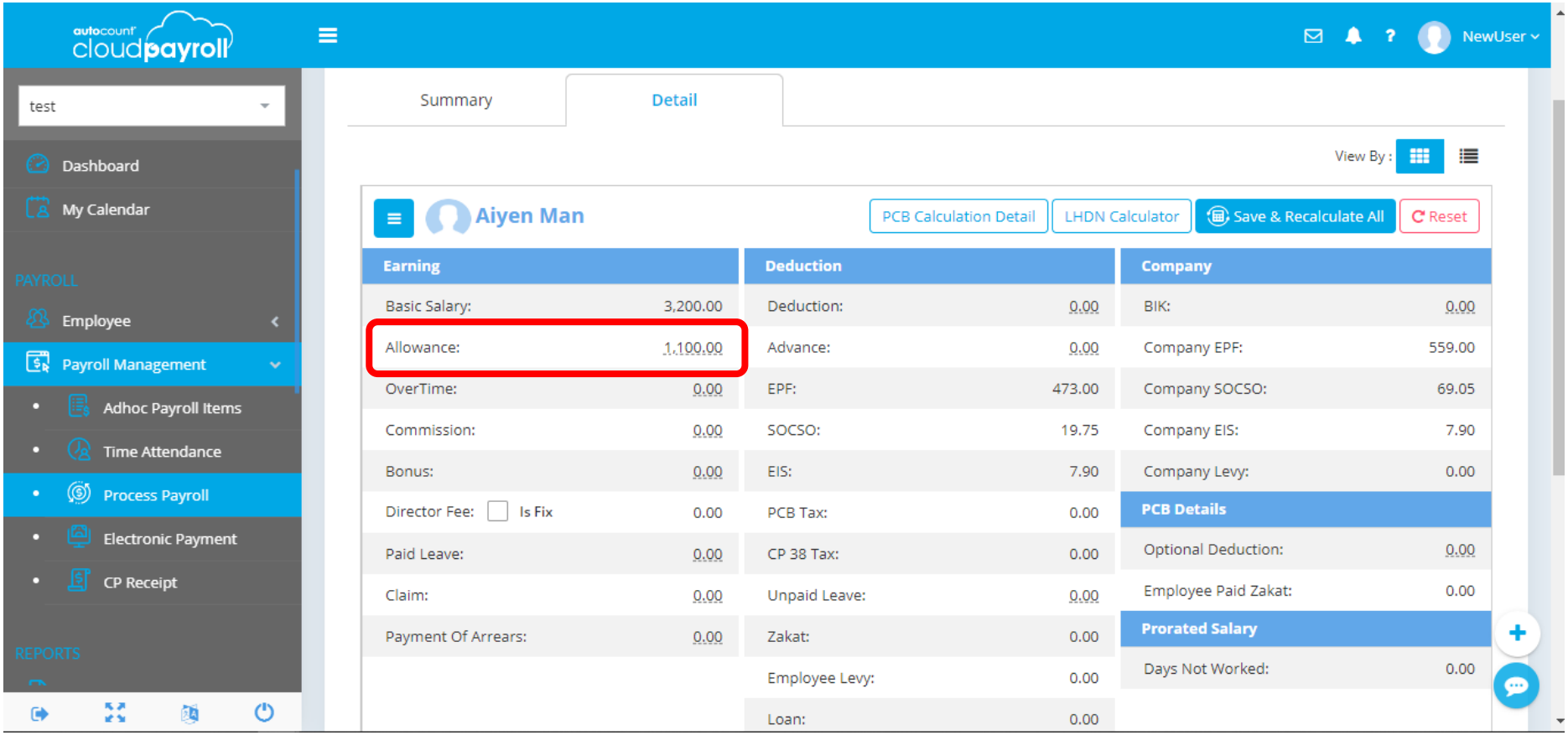
Click Save & Recalculate All to proceed



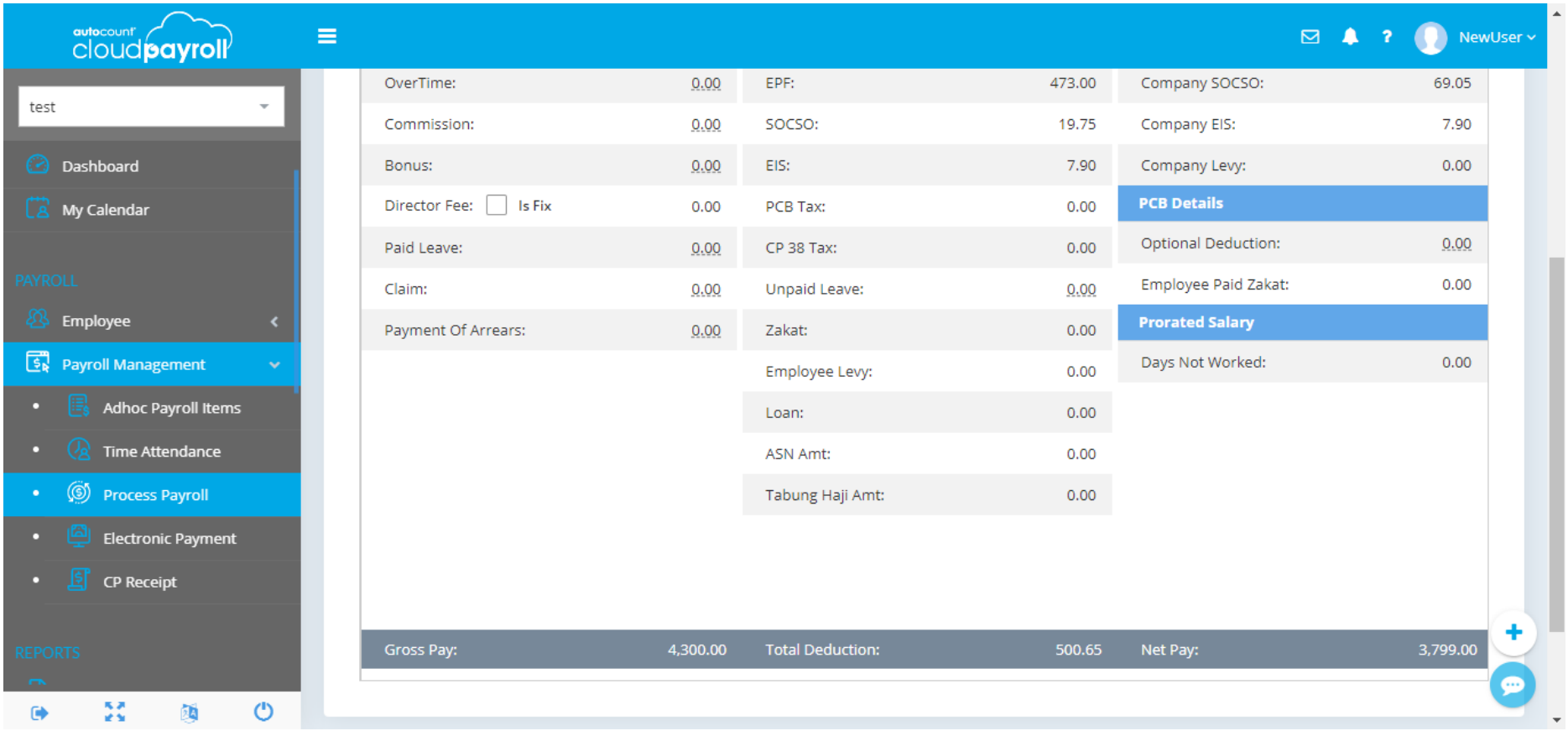
Click Save & Recalculate All to proceed, Yes to confirm



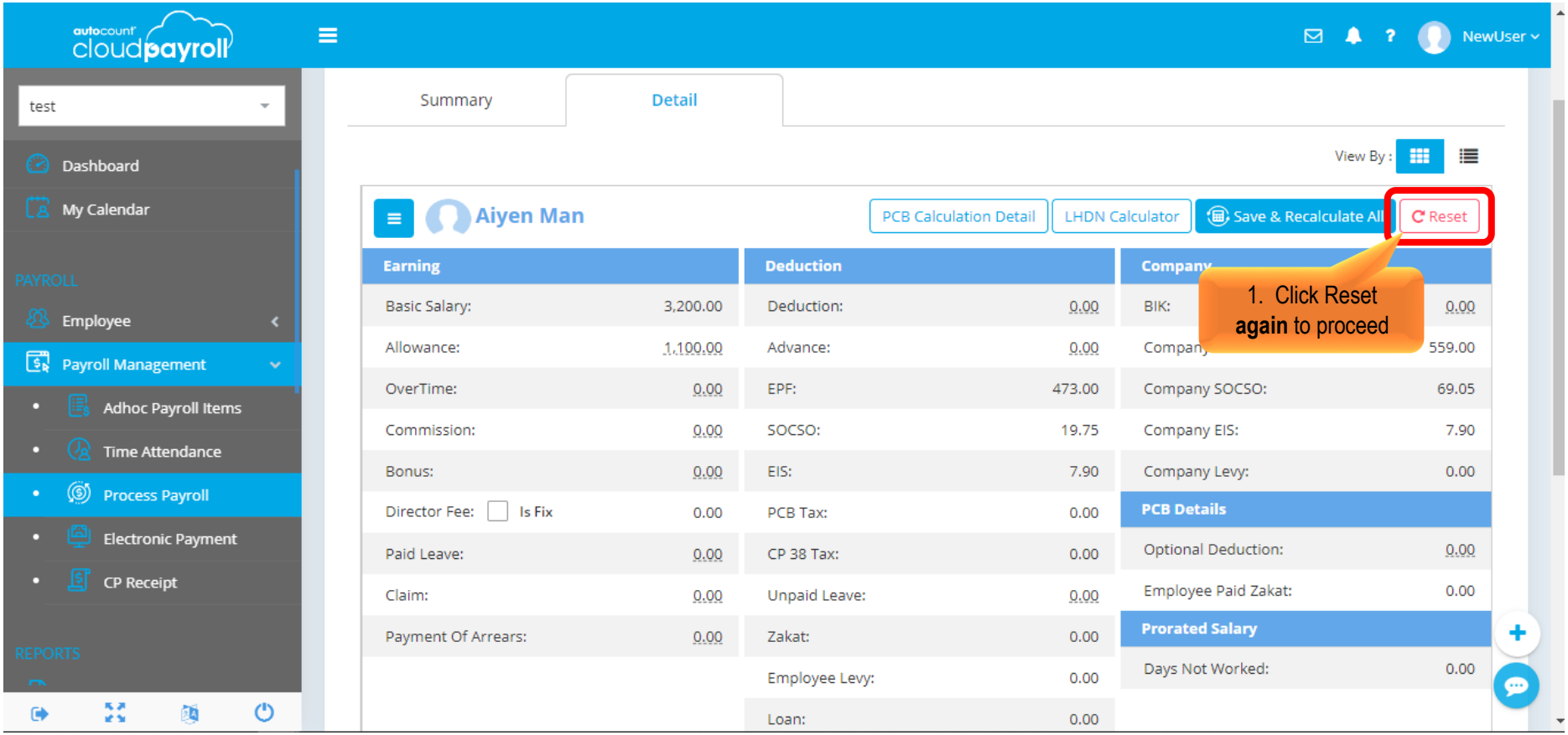
Month End / Second Half Process for April yyyy for Aiyen Man, Detail
New Allowance amount appear 1,100.00
(Payroll > Payroll Management > Process Payroll > Detail)



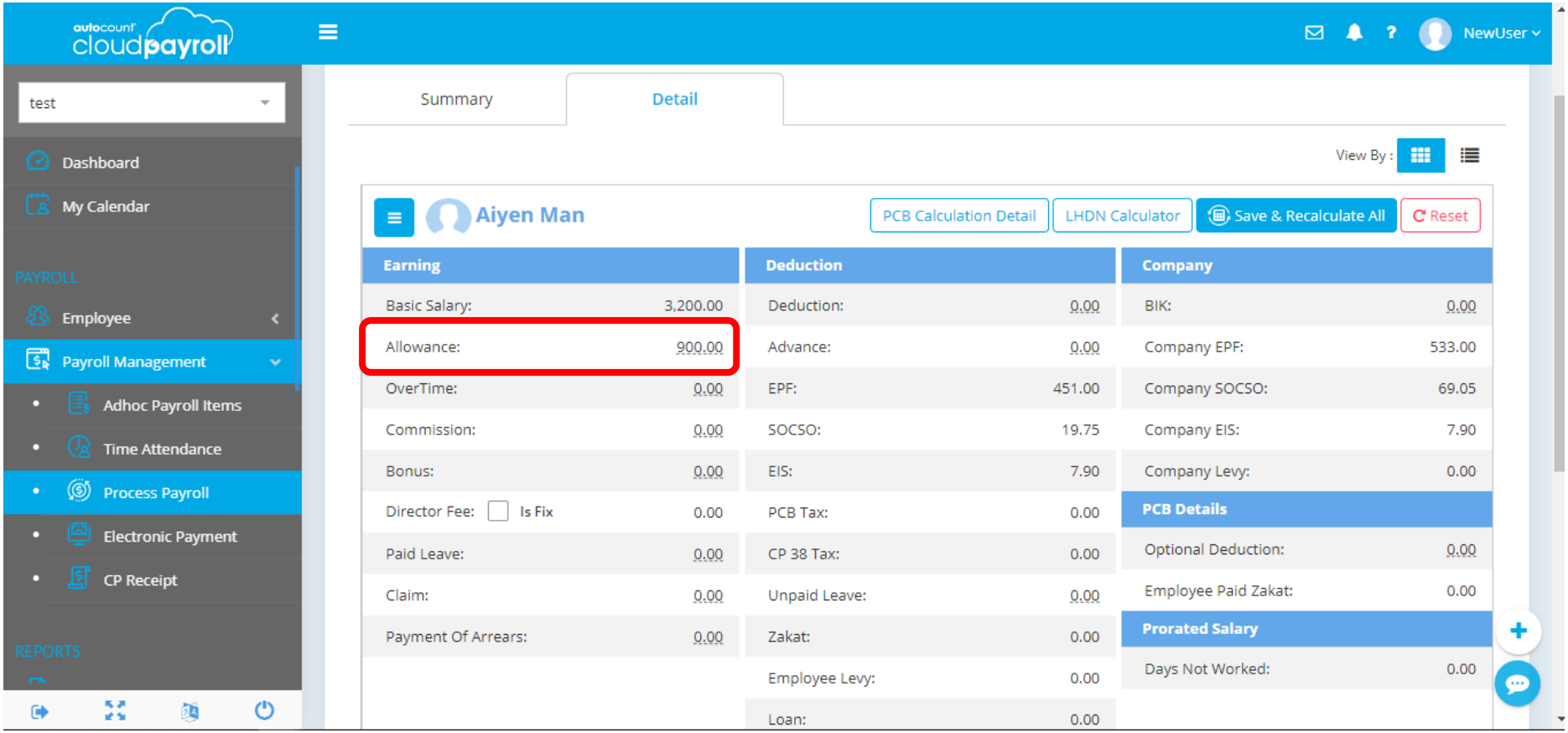
Continue…


autocount cloudpayroll
NewUser
test
Dashboard
My Calendar
PAYROLL
Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt
REPORTS
OverTime: 0.00
Commission: 0.00
Bonus: 0.00
Director Fee: Is Fix 0.00
Paid Leave: 0.00
Claim: 0.00
Payment Of Arrears: 0.00
EPF: 473.00
SOCSO: 19.75
EIS: 7.90
PCB Tax: 0.00
CP 38 Tax: 0.00
Unpaid Leave: 0.00
Zakat: 0.00
Employee Levy: 0.00
Loan: 0.00
ASN Amt: 0.00
Tabung Haji Amt: 0.00
Company SOCSO: 69.05
Company EIS: 7.90
Company Levy: 0.00
PCB Details
Optional Deduction: 0.00
Employee Paid Zakat: 0.00
Prorated Salary
Days Not Worked: 0.00
Gross Pay: 4,300.00
Total Deduction: 500.65
Net Pay: 3,799.00

Reset payroll process & observe changes in collumn Allowance



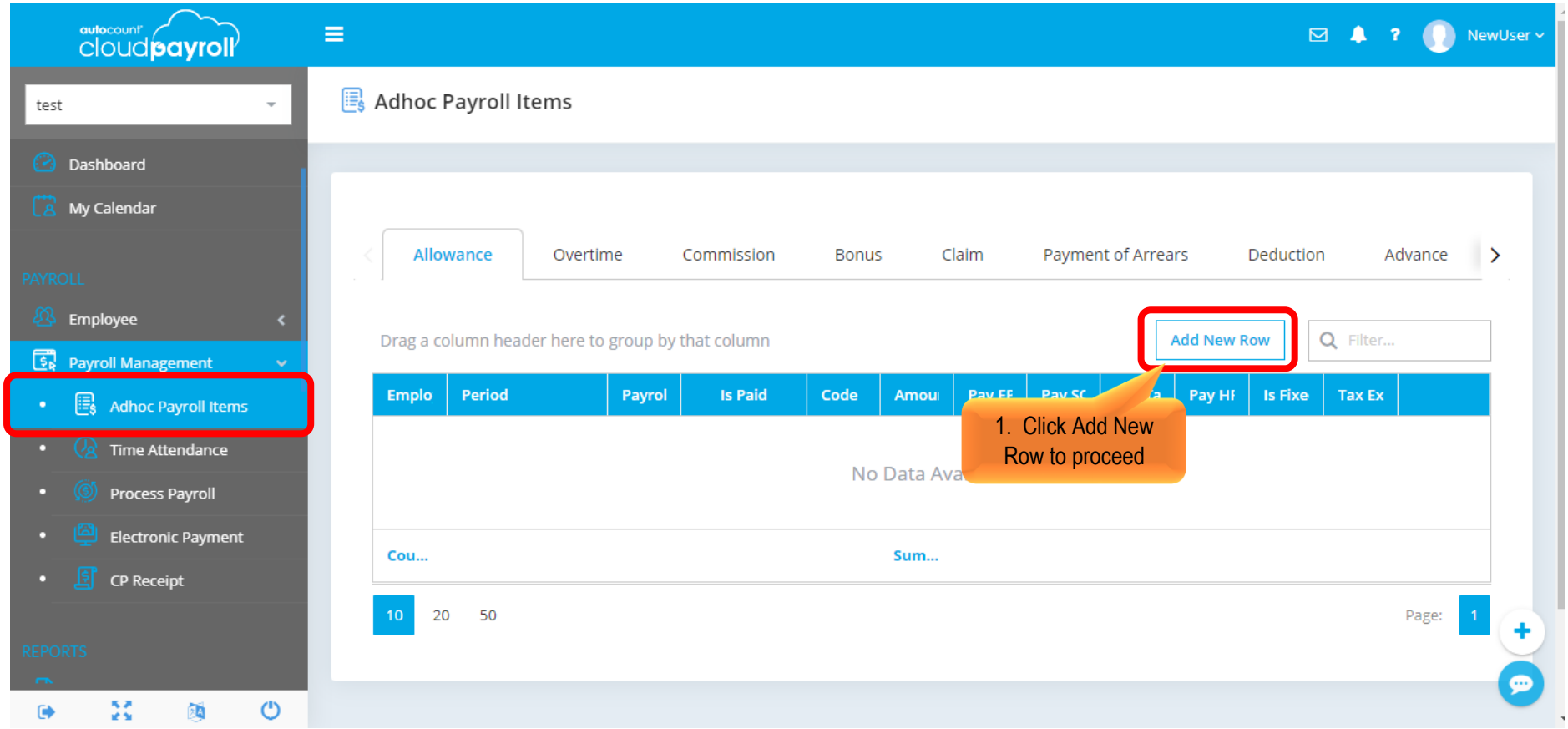
Observe the amount after reset from 1100 change back to 900 (this to test Variable Allowance Item)
(Payroll > Payroll Management > Process Payroll > Detail)



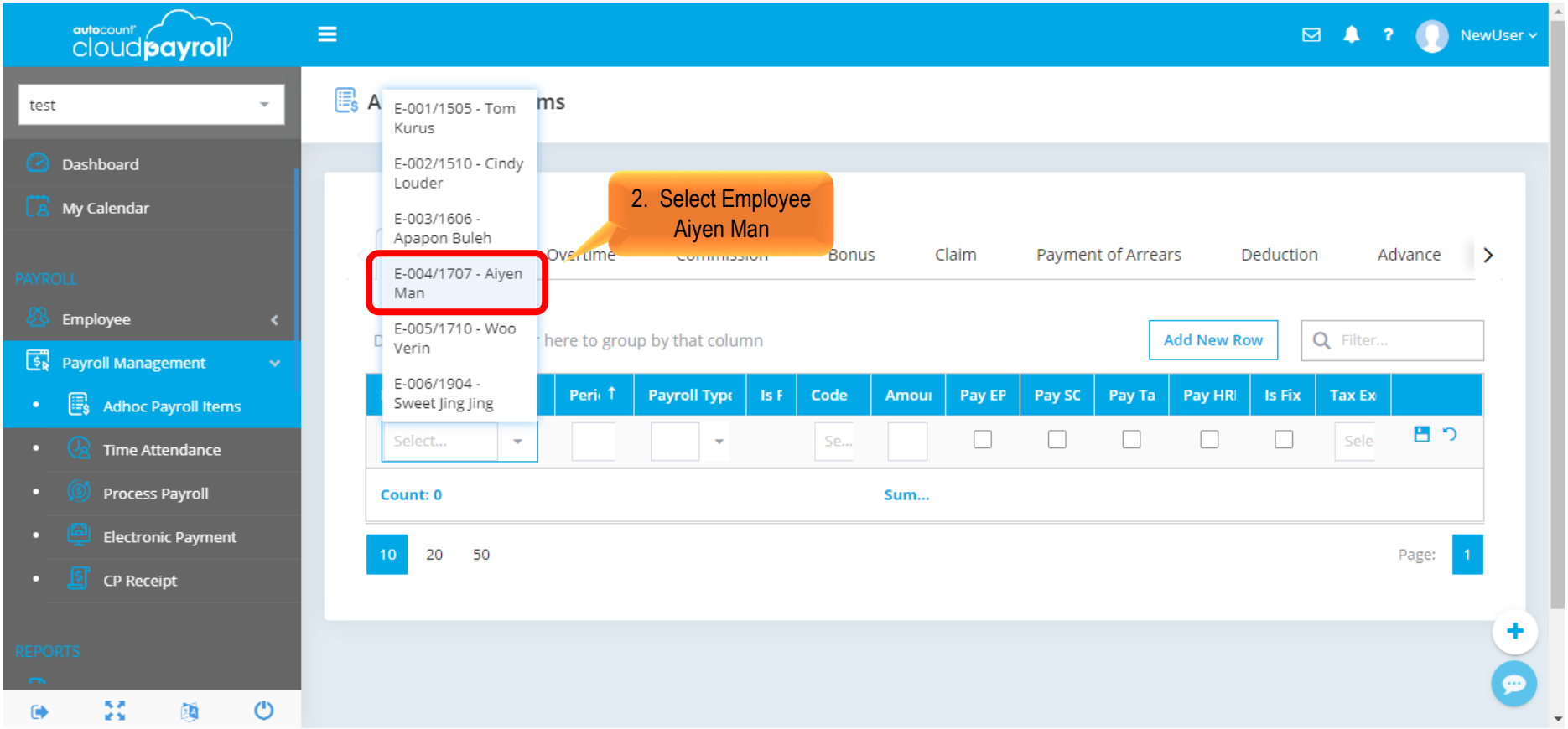
Note: Conclusion, allowance amount entered in Payroll Process > Details will be delete once reset.

Task 8.2d
Process Month End Payroll – Method B (Adhoc Item)

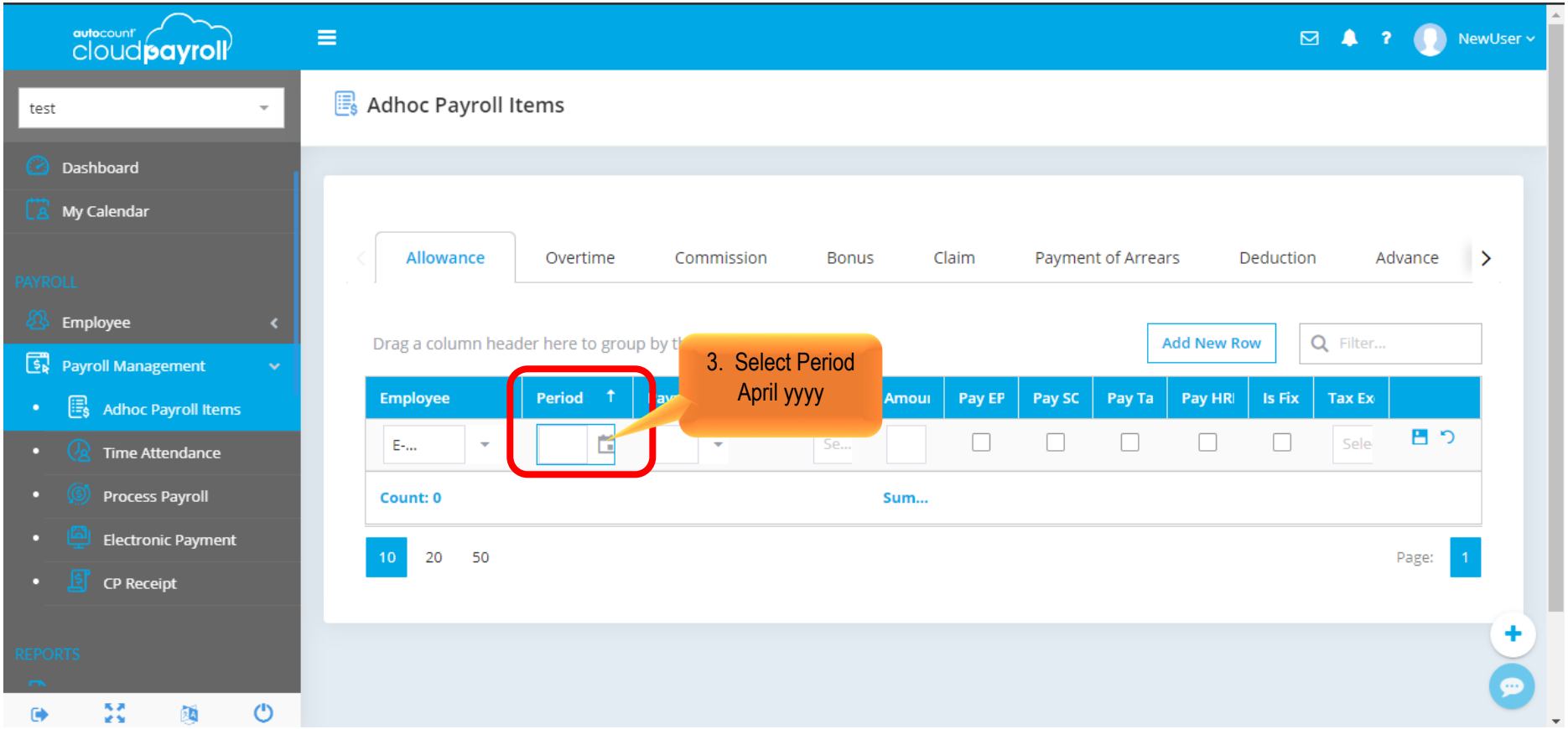
Add the following adhoc allowance item
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



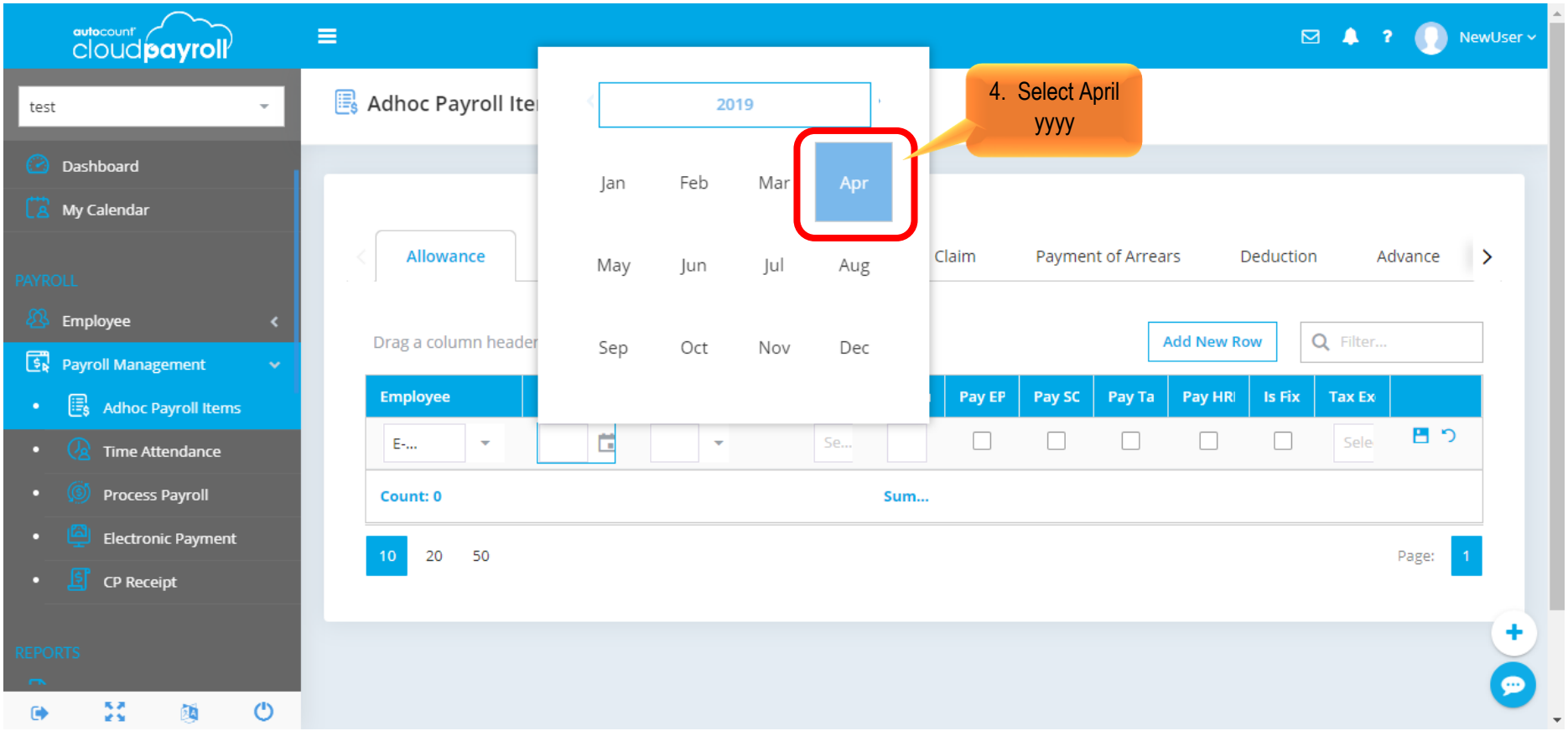
Add the following adhoc allowance item, Select Employee Aiyen Man
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



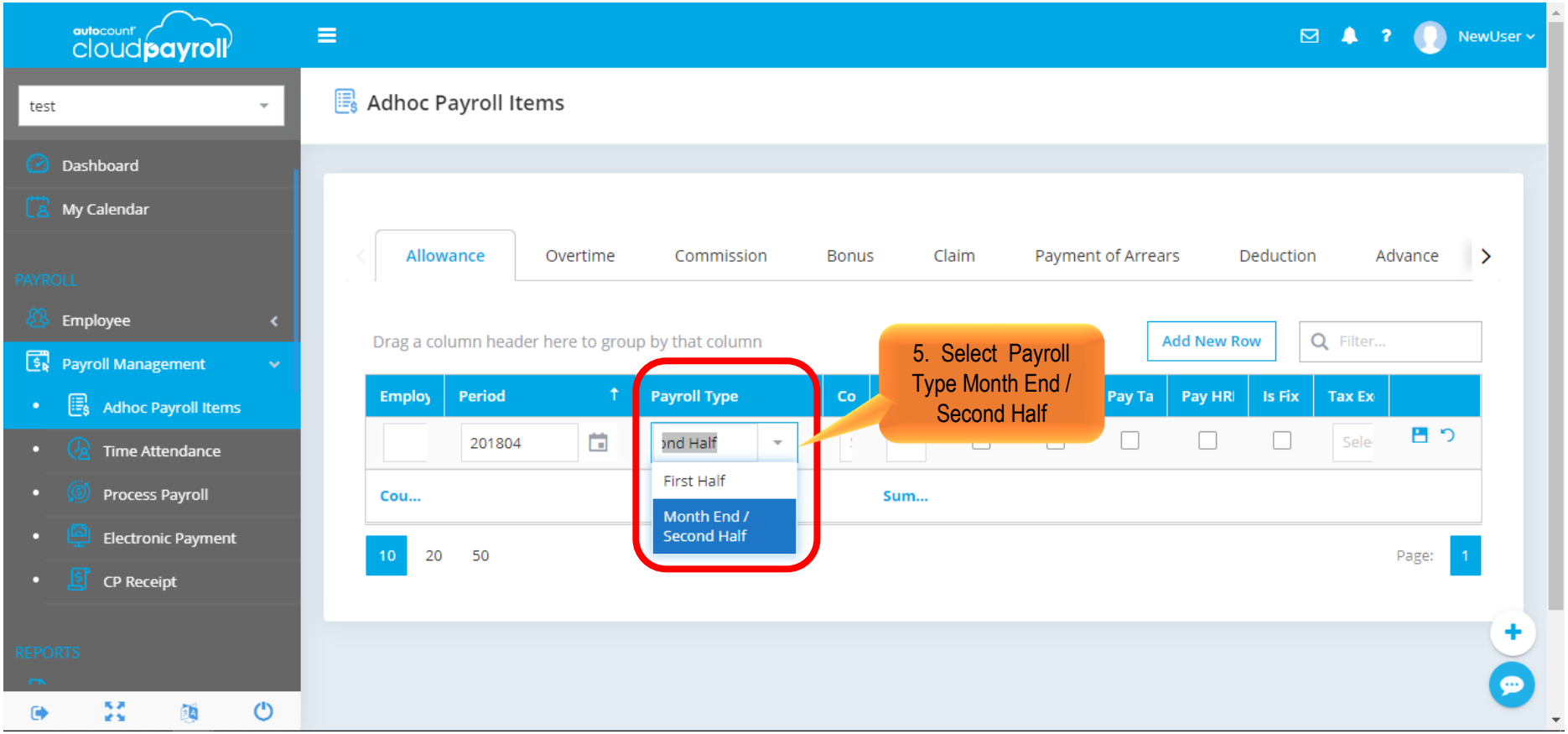
Add the following adhoc allowance item, Select Period April
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



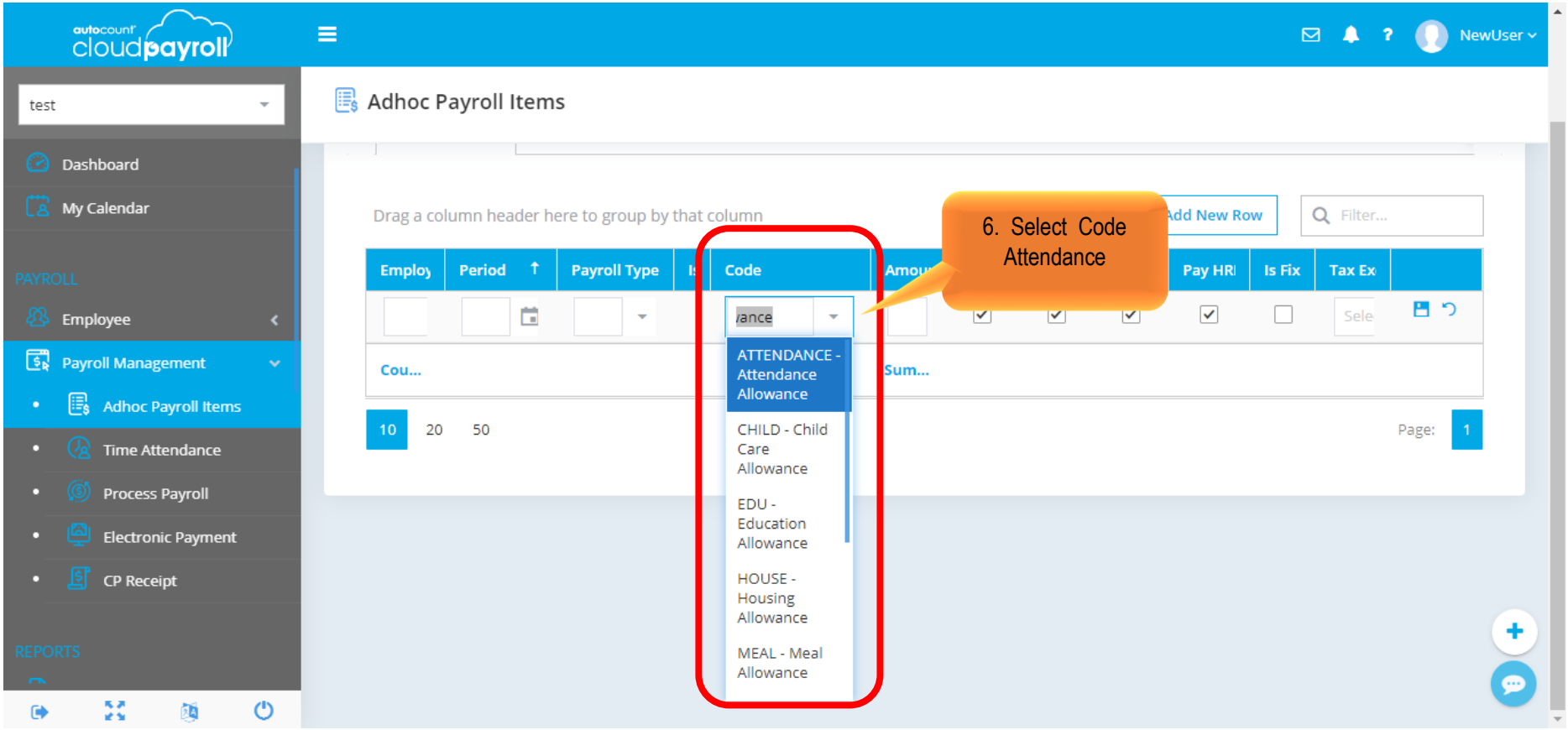
Add the following adhoc allowance item, Select Period April
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



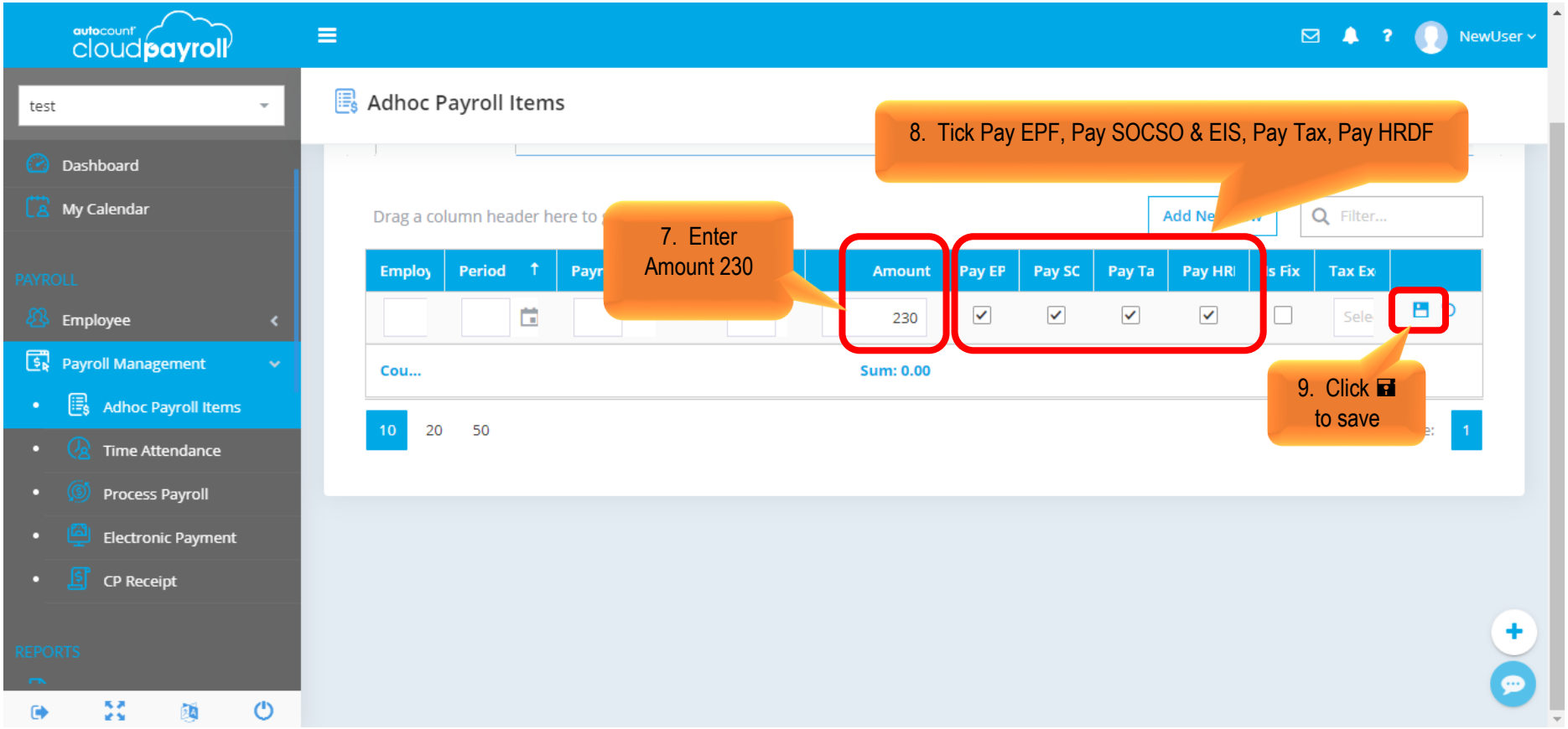
Add the following adhoc allowance item, Select Payroll Type Month End
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



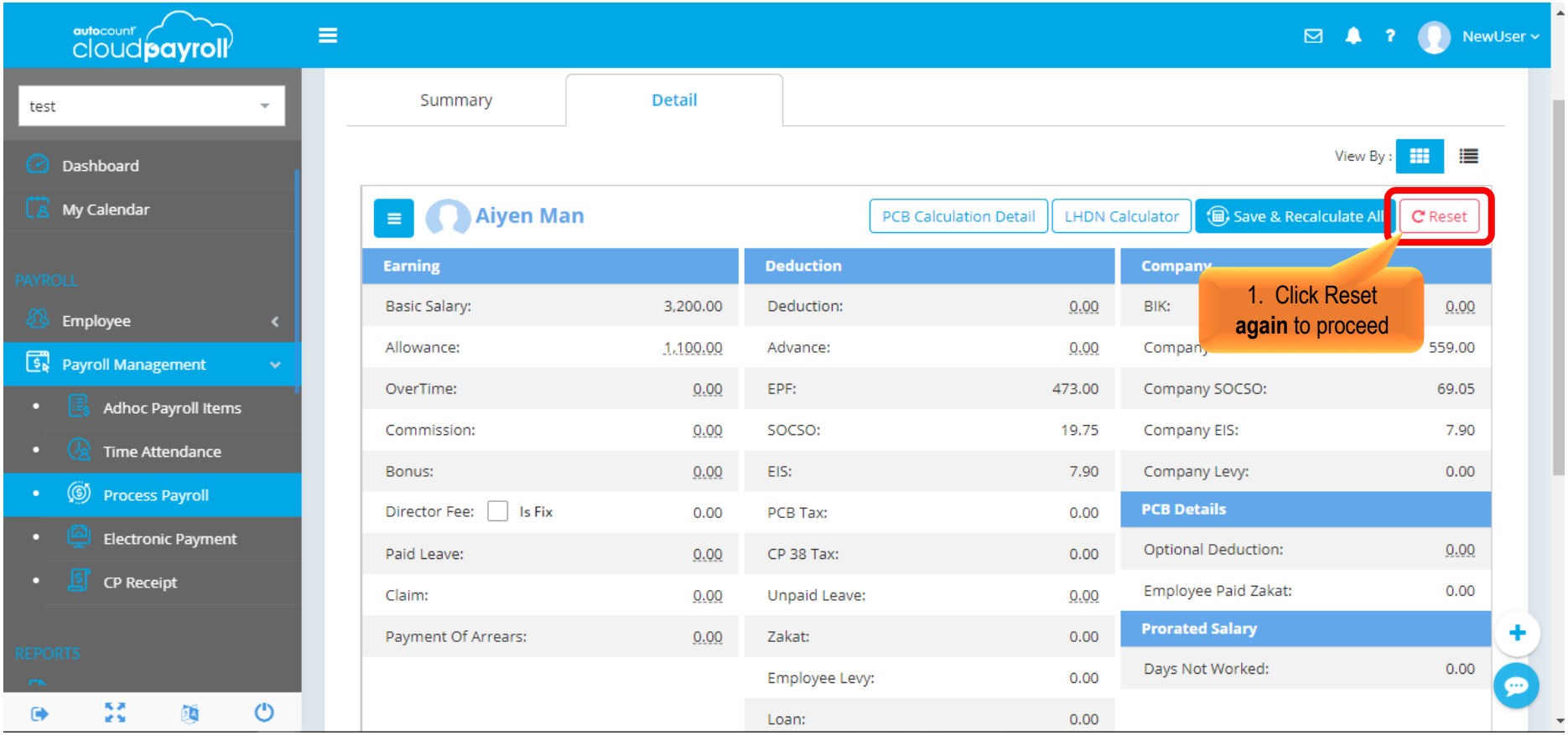
Add the following adhoc allowance item, Select Code Attendance
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



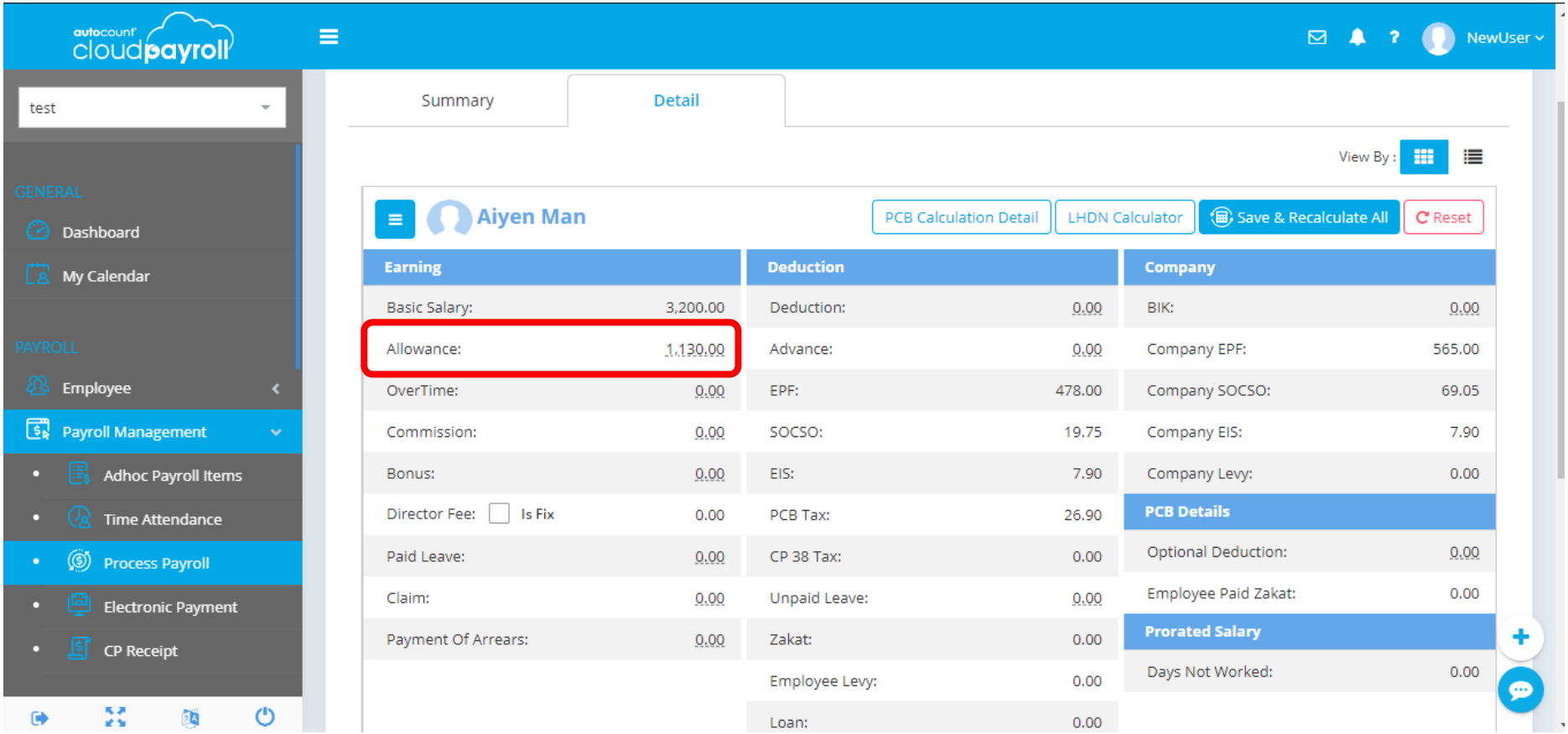
Add the following adhoc allowance item, Enter Amount 230
(Payroll > Payroll Management > Adhoc Payroll Items > Allowance)



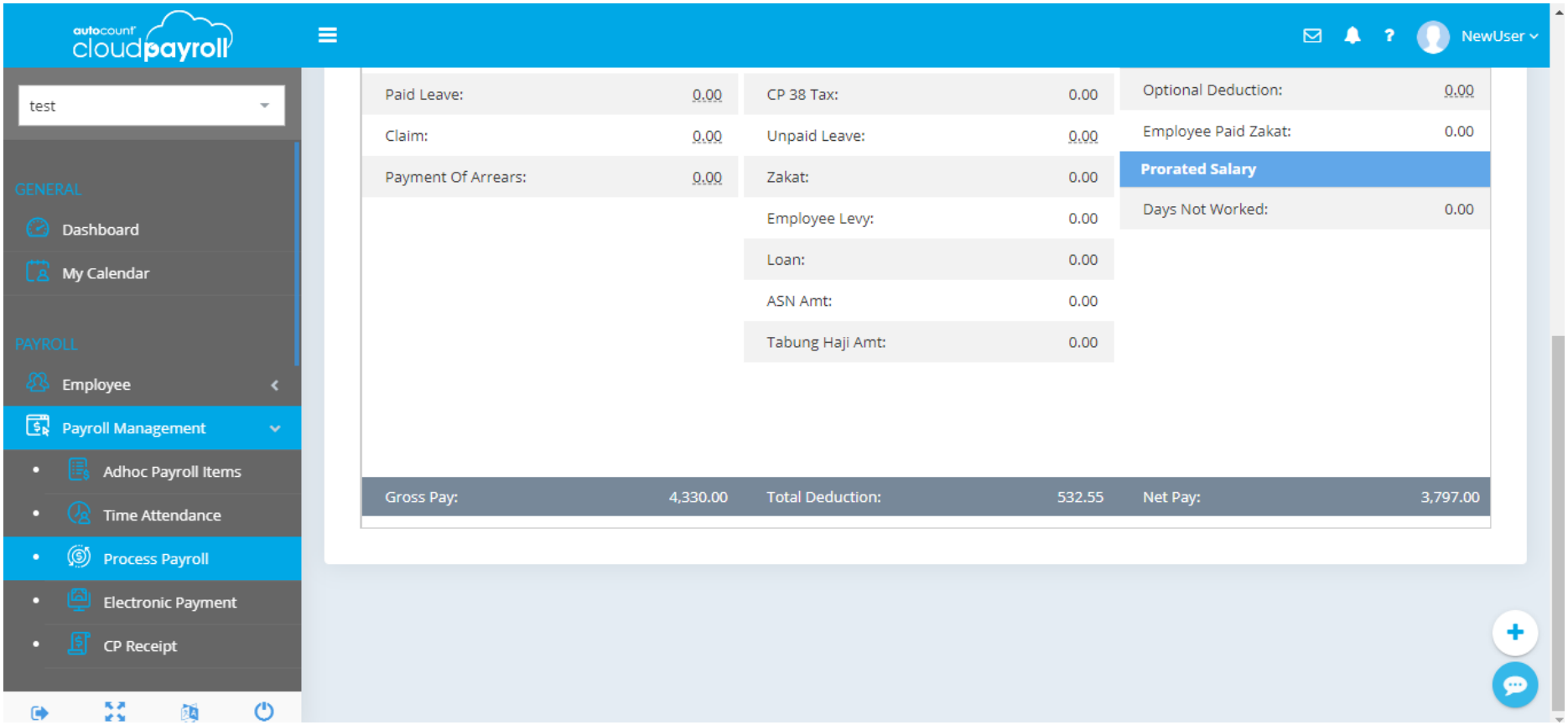
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Adhoc Item)



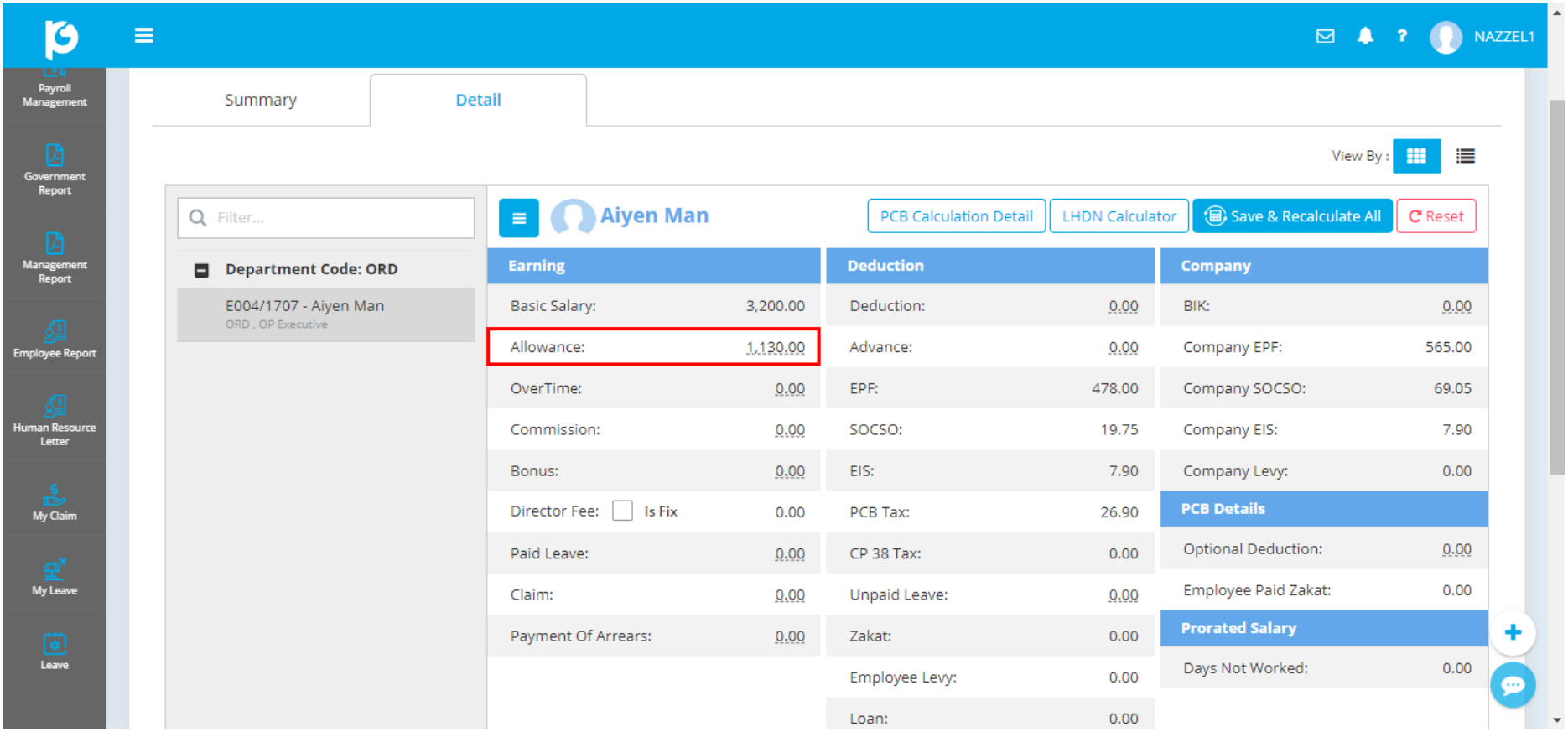
Observe the amount after reset from 900 change to 1,1300 (this to test Adhoc Allowance Item)
(Payroll > Payroll Management > Process Payroll > Detail)



Continue…


autocount cloudpayroll
NewUser
test
GENERAL
Dashboard
My Calendar
PAYROLL
Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt
Paid Leave: 0.00
Claim: 0.00
Payment Of Arrears: 0.00
CP 38 Tax: 0.00
Unpaid Leave: 0.00
Zakat: 0.00
Employee Levy: 0.00
Loan: 0.00
ASN Amt: 0.00
Tabung Haji Amt: 0.00
Optional Deduction: 0.00
Employee Paid Zakat: 0.00
Prorated Salary
Days Not Worked: 0.00
Gross Pay: 4,330.00
Total Deduction: 532.55
Net Pay: 3,797.00

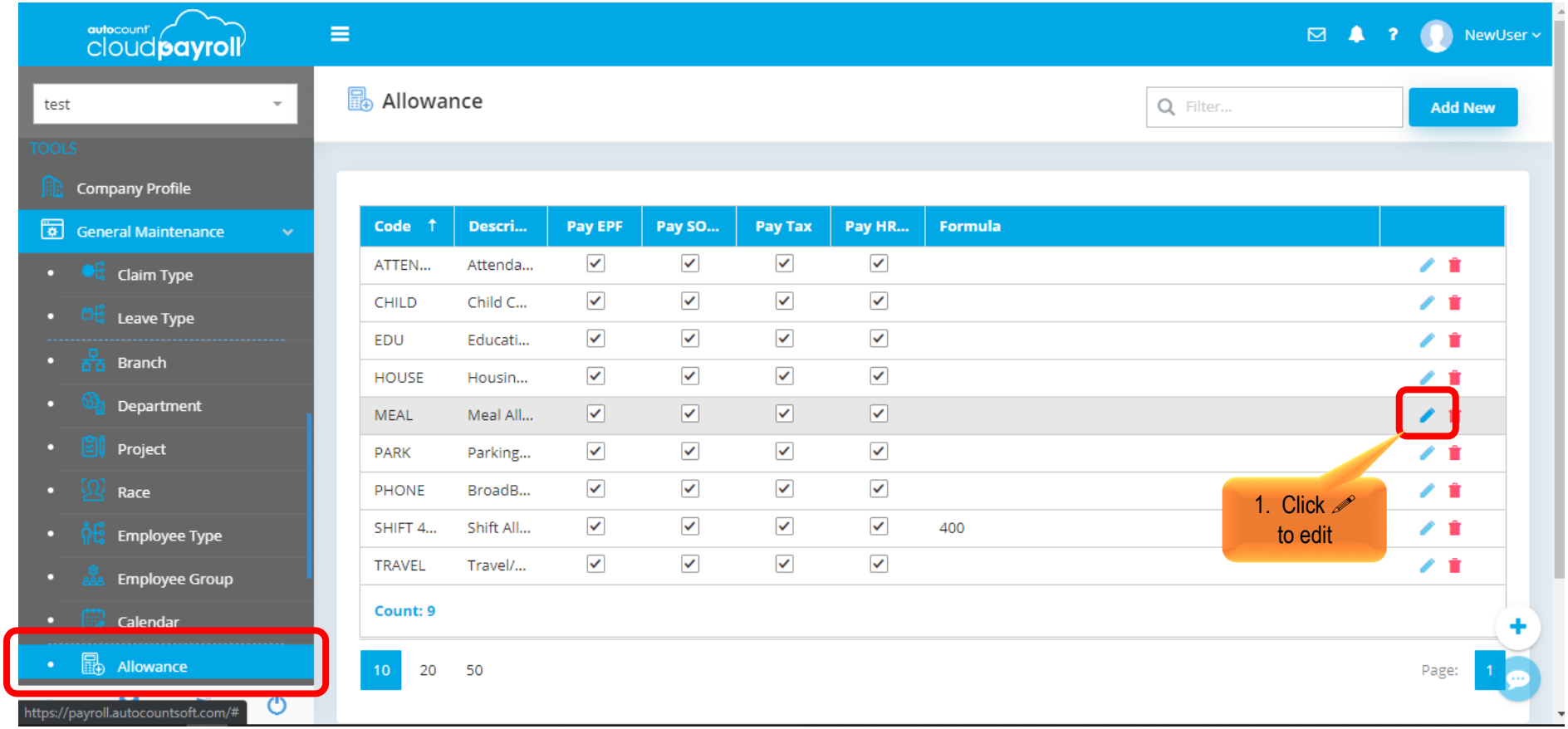
Allowance Adhoc Item complete



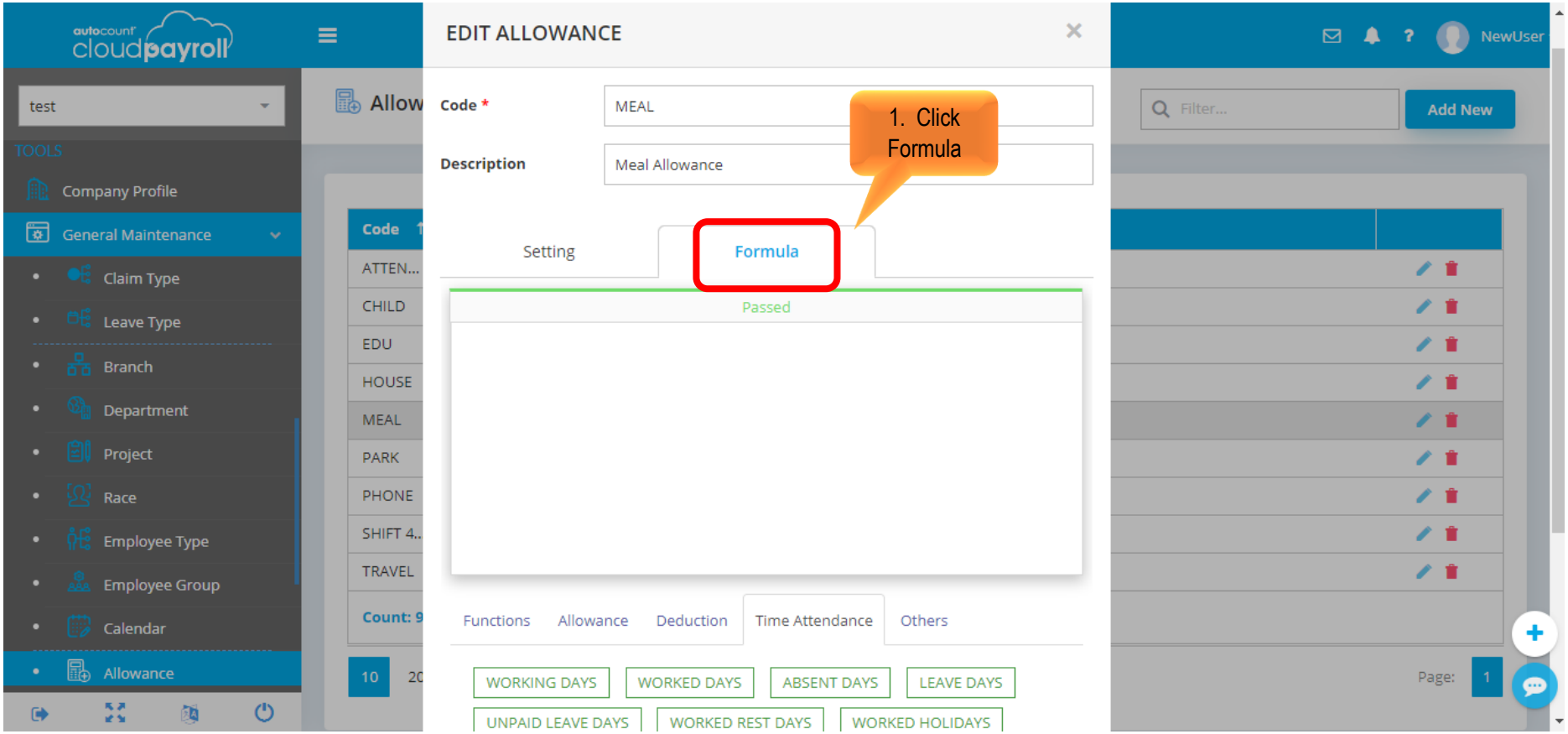
Note: Conclusion, entering allowance using Ad-Hoc Payroll Item, amount entered remain intact even after reset.

Task 8.3a
Variable Allowance (With Formula) – TA Function

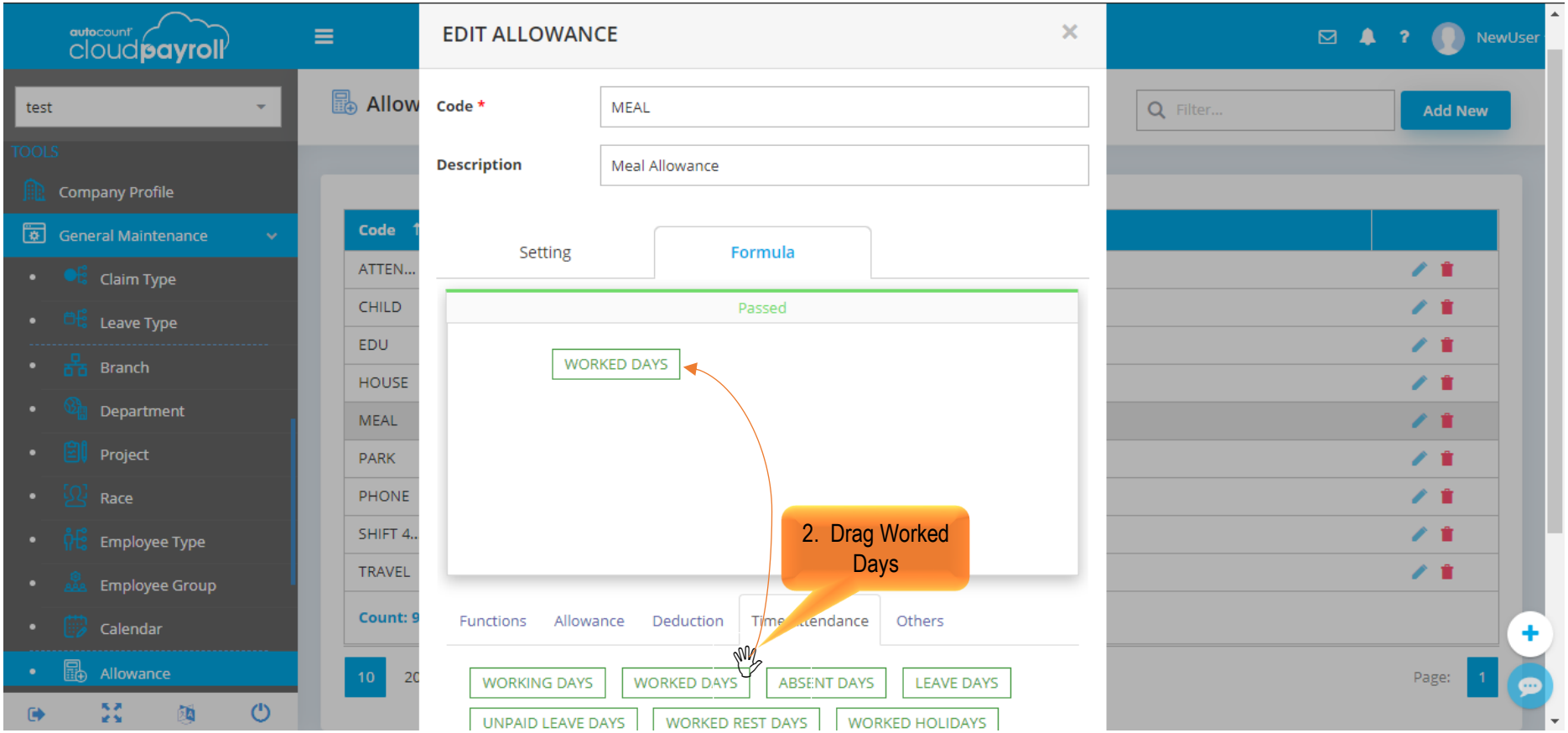
Edit the following AllowanceI Item : MEAL
(Tools > General Maintenance > Allowance)



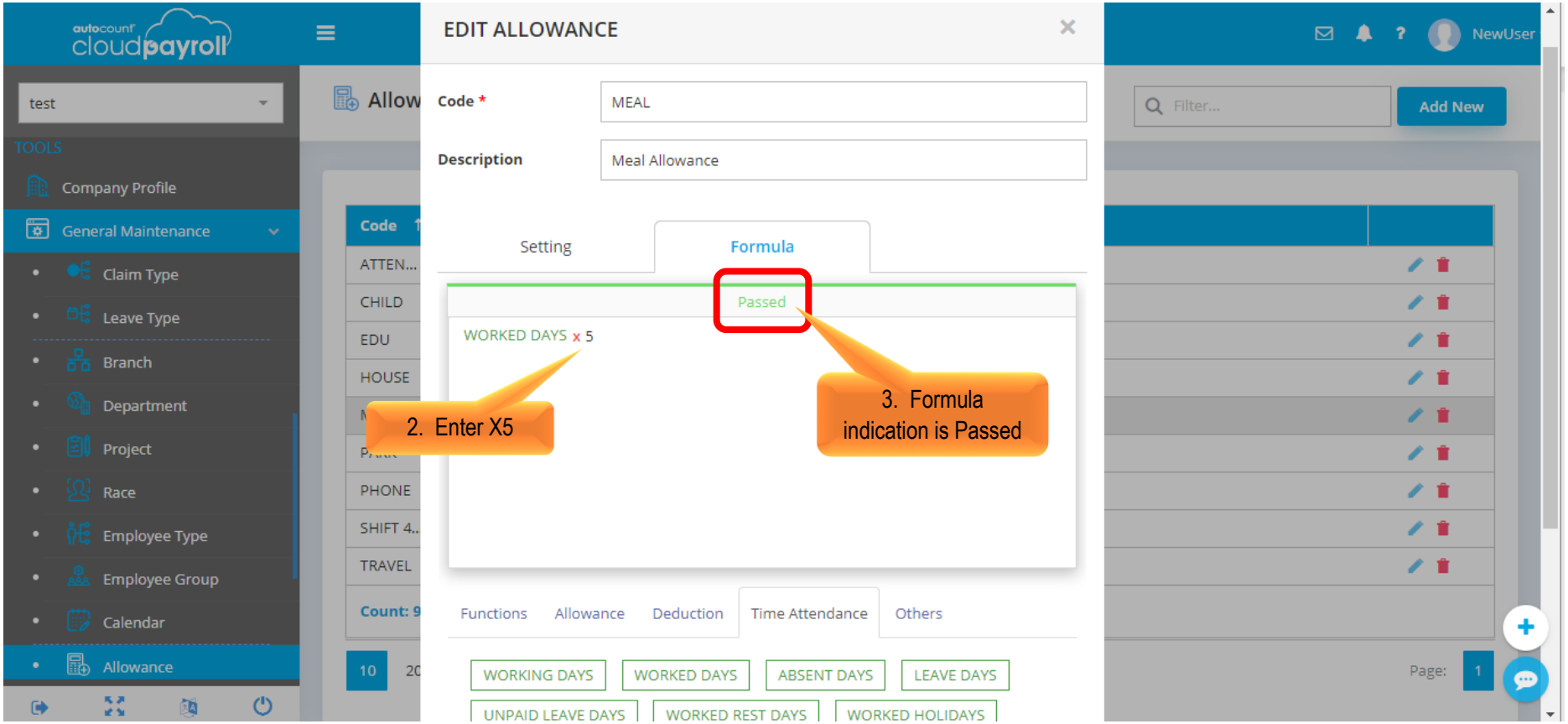
Edit the following AllowanceI Item : MEAL
(Tools > General Maintenance > Allowance)



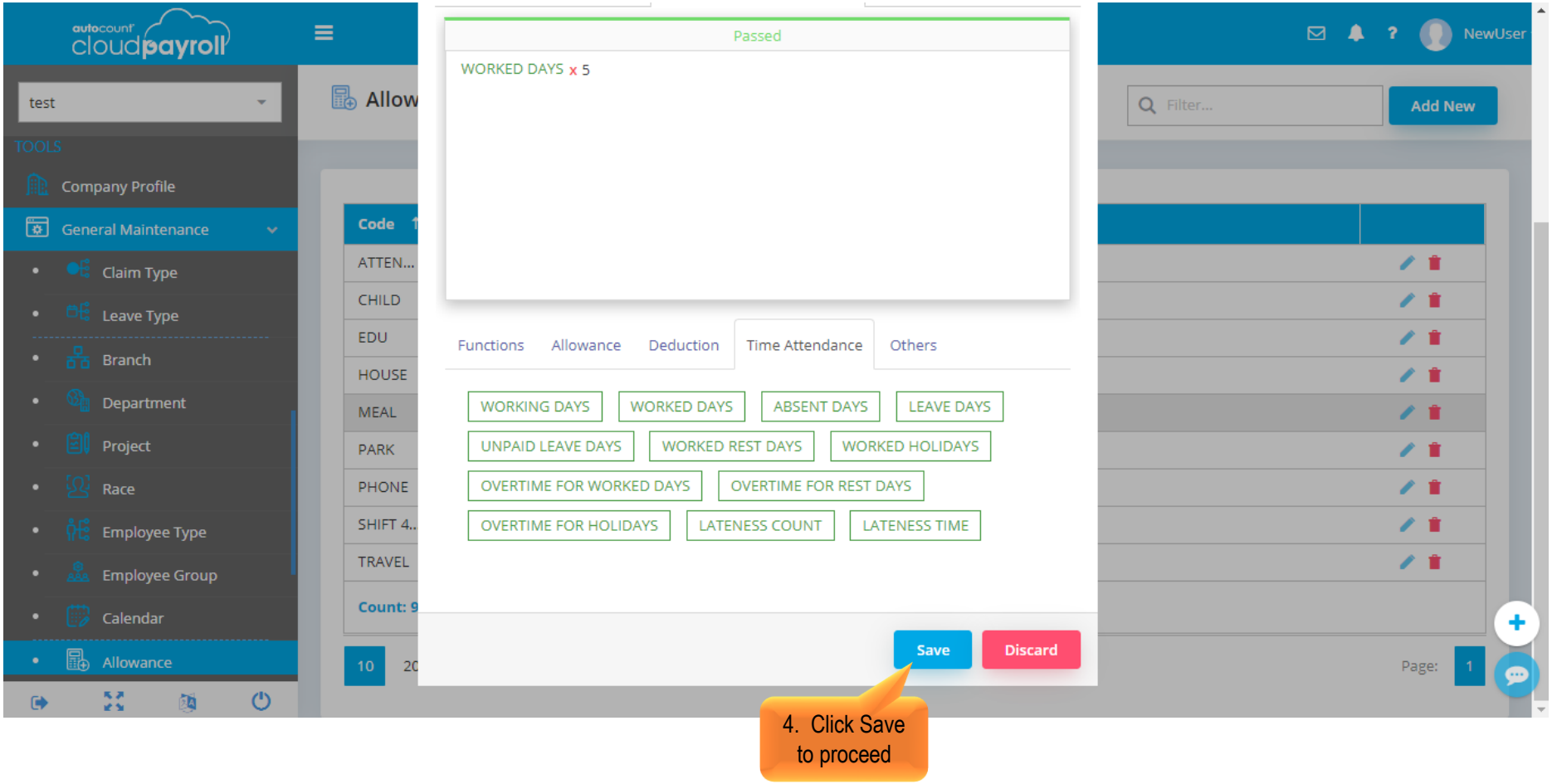
Edit the following AllowanceI Item : MEAL > Formula



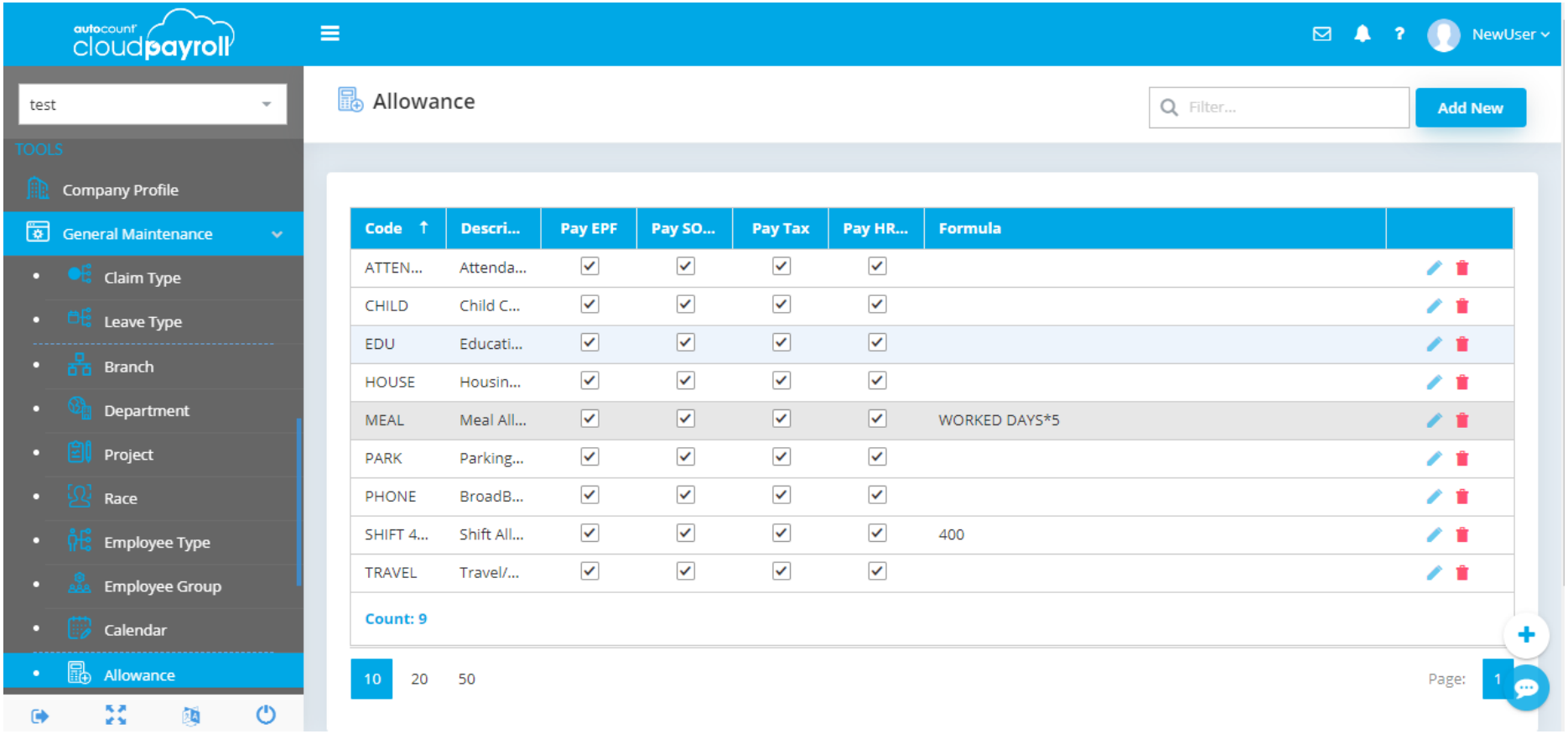
Edit the following AllowanceI Item : MEAL > Formula > Enter X5



Edit the following AllowanceI Item : MEAL > Formula

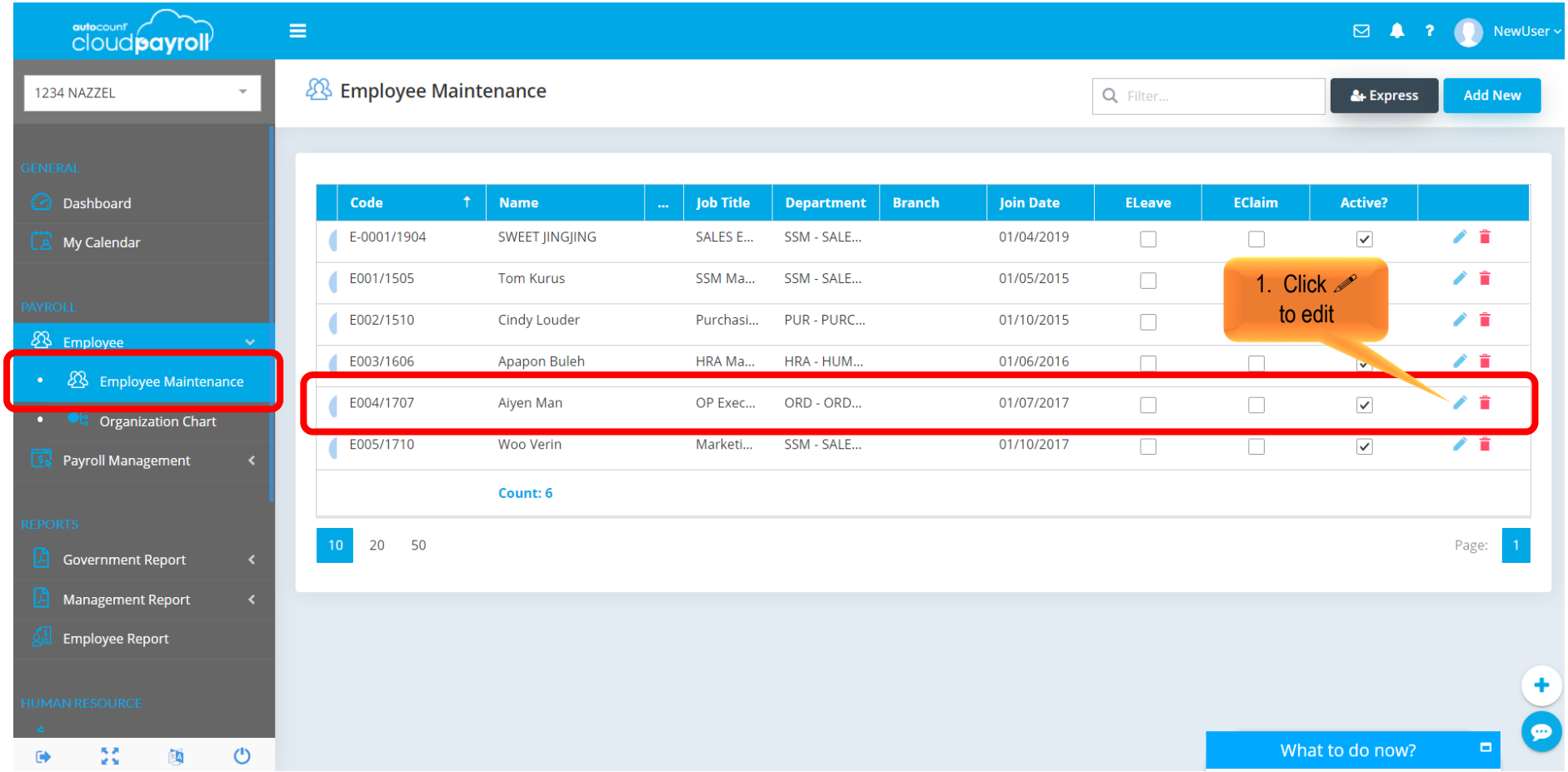


Allowance Listing

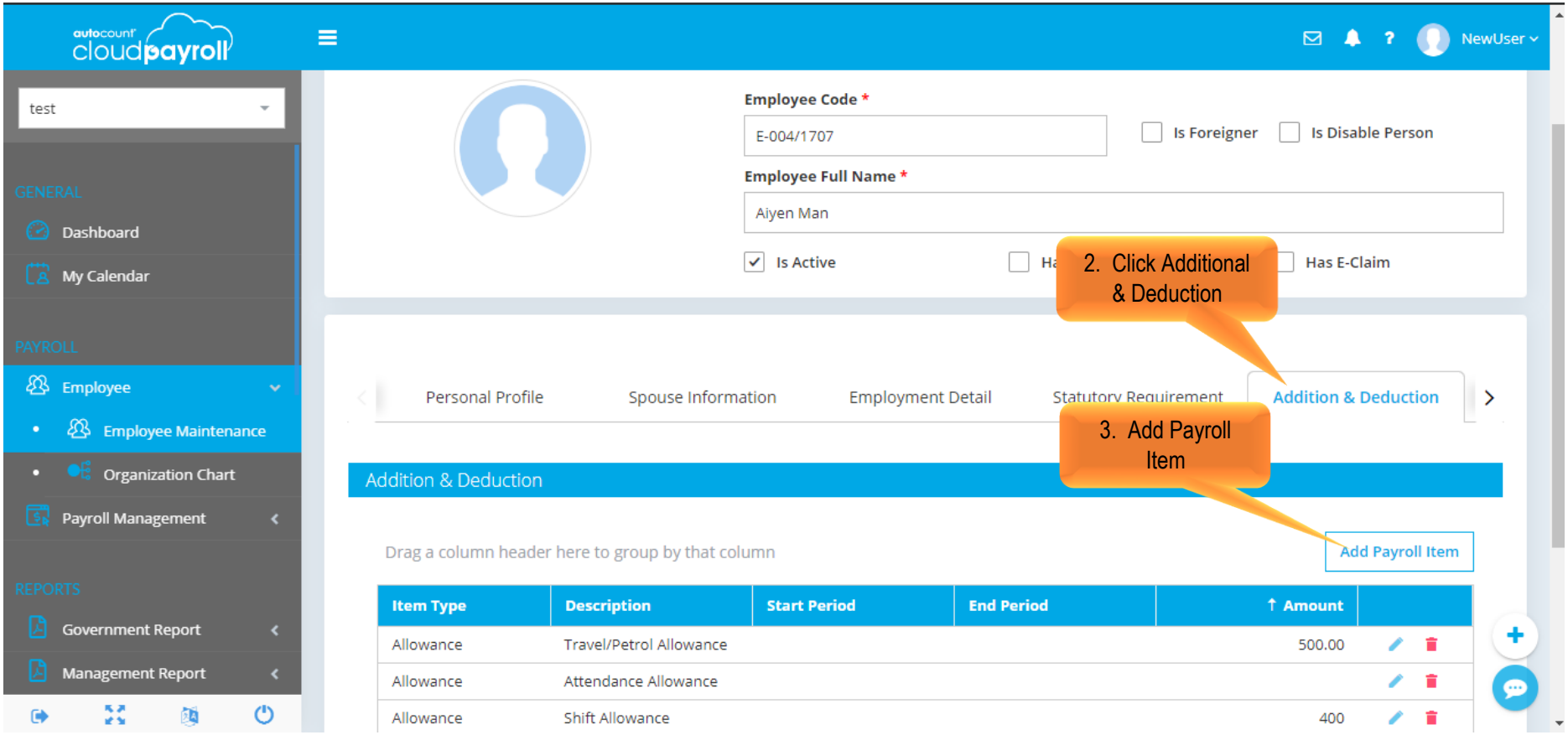


Task 8.3b
Assign Allowance to Employee

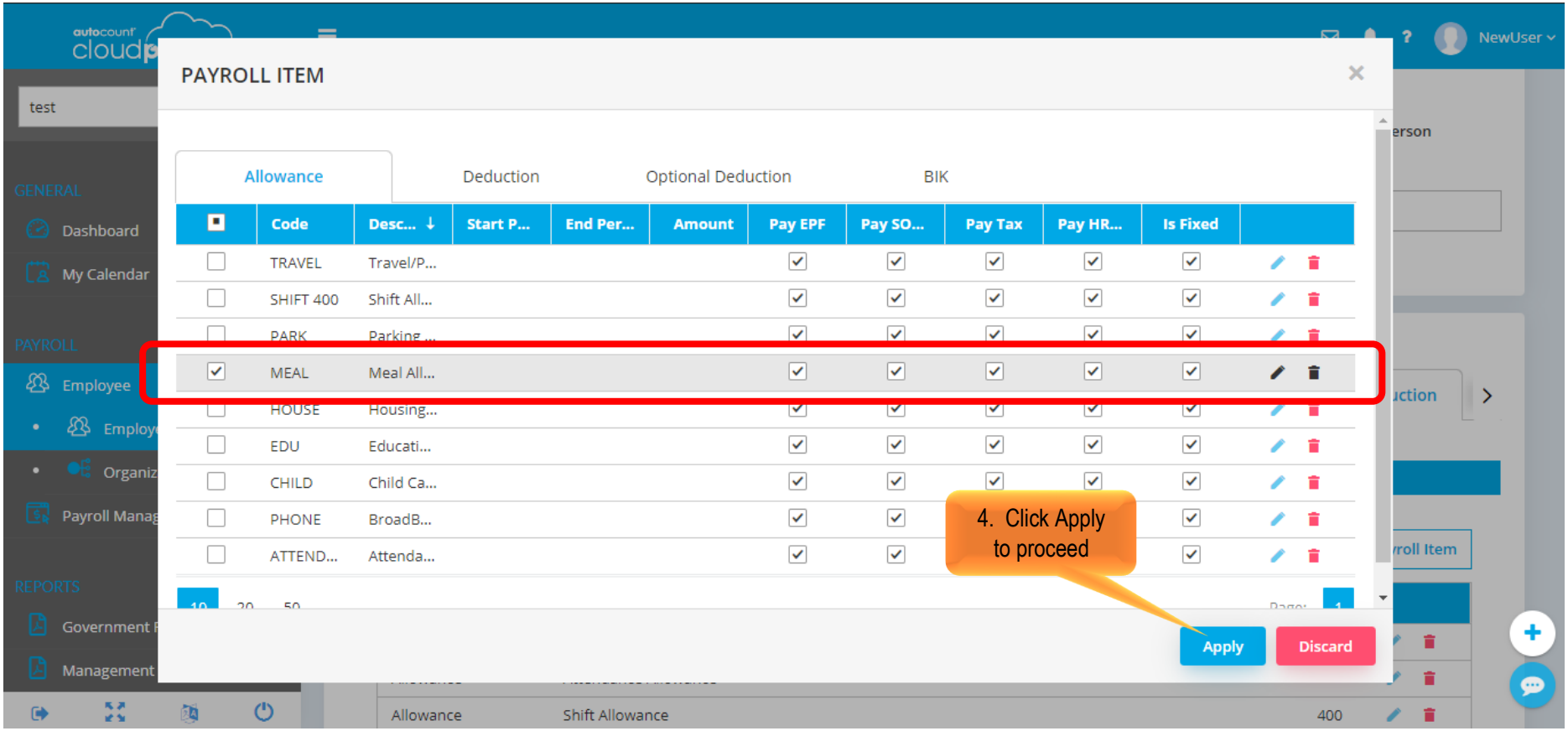
Assign Allowance MEAL to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance)

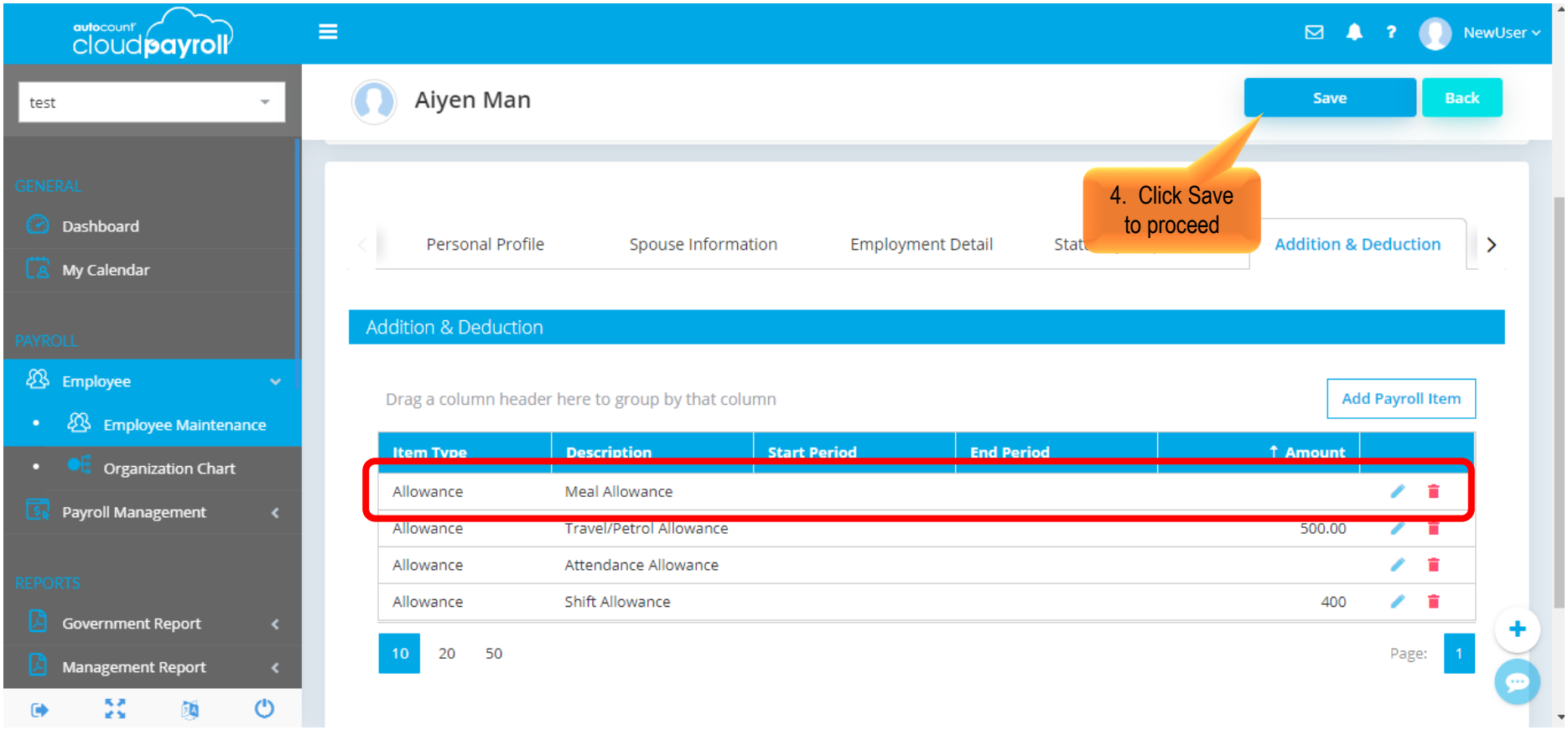


Assign Allowance MEAL to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Additional & Deduction)



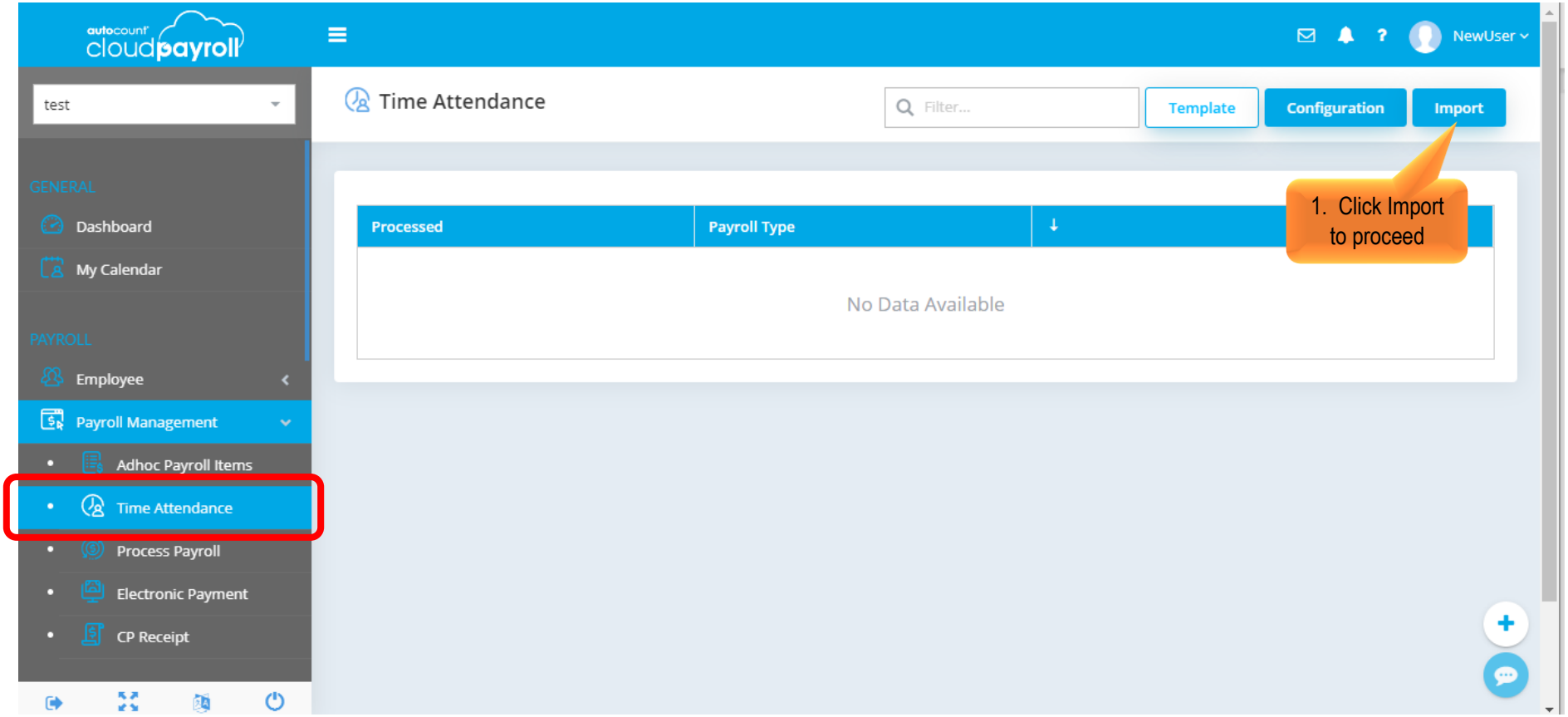
Assign Allowance MEAL to Employee Aiyen Man



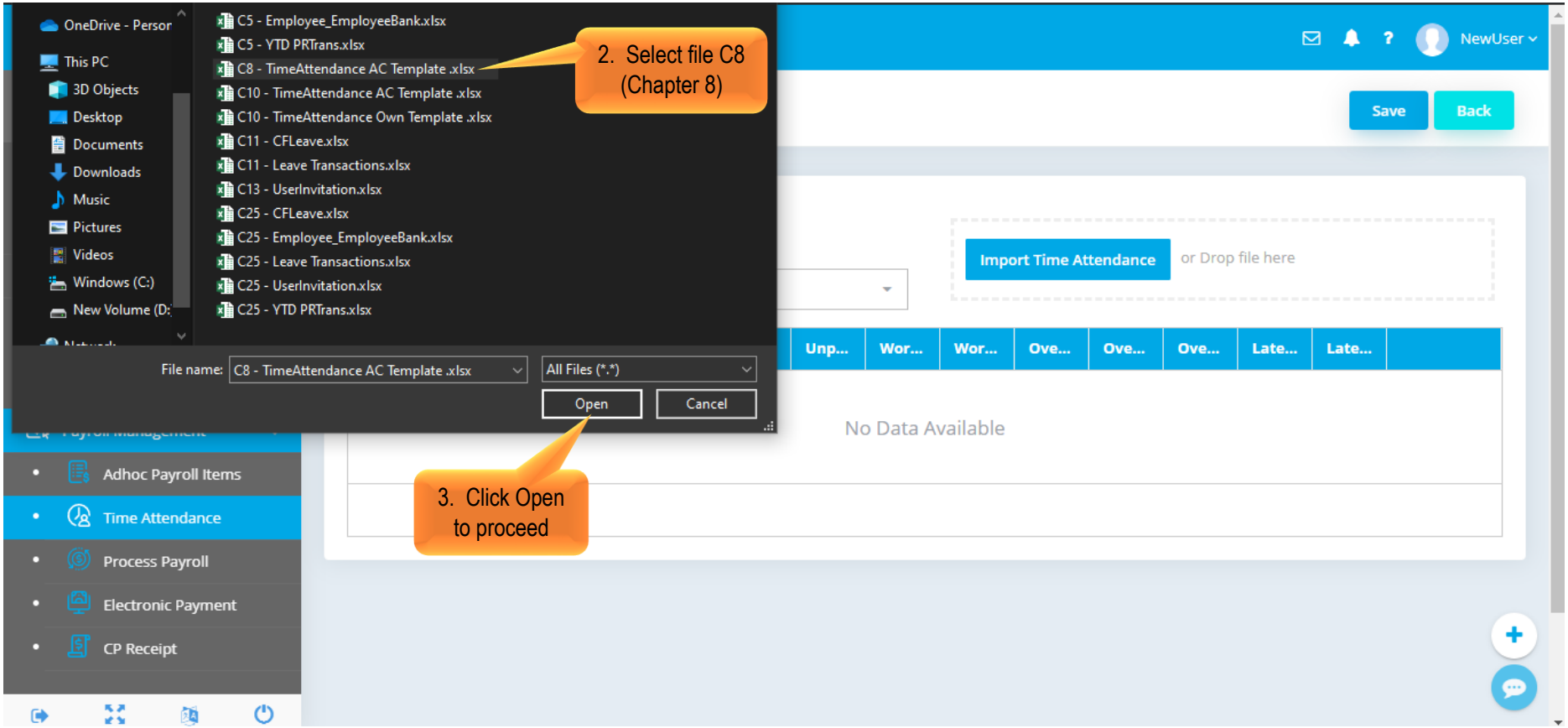

test
GENERAL
Dashboard
My Calendar
PAYROLL
Employee
Employee Maintenance
Organization Chart
Payroll Management
REPORTS
Government Report
Management Report
NewUser
Aiyen Man
Save
Back
4. Click Save to proceed
Personal Profile
Spouse Information
Employment Detail
Addition & Deduction
Addition & Deduction
Drag a column header here to group by that column
Add Payroll Item
Item Type
Description
Start Period
End Period
Amount
Allowance
Meal Allowance
Allowance
Travel/Petrol Allowance
500.00
Allowance
Attendance Allowance
Allowance
Shift Allowance
400
10
20
50
Page:
1

Task 8.3c
Process Month End Payroll – Import TA

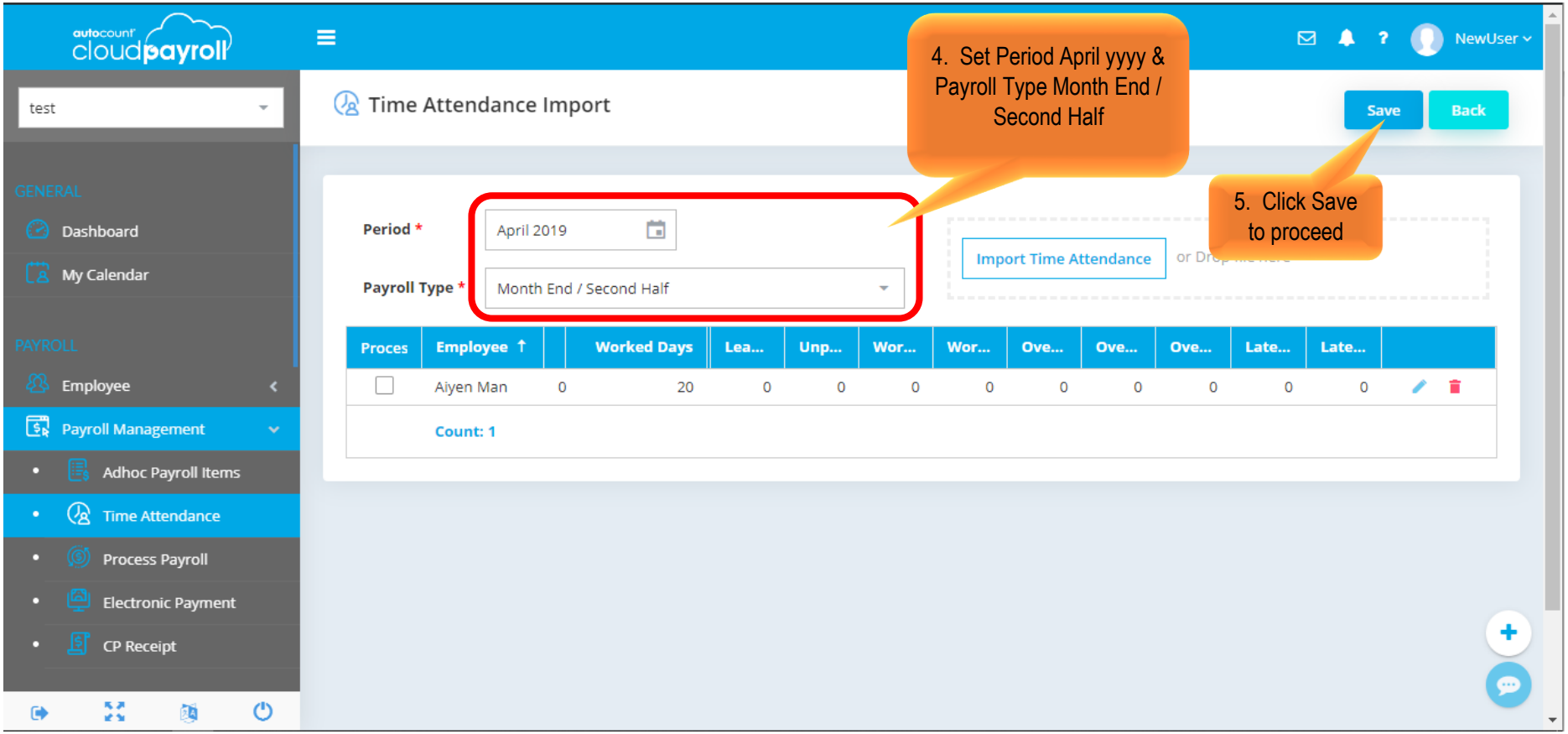
Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)



Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)

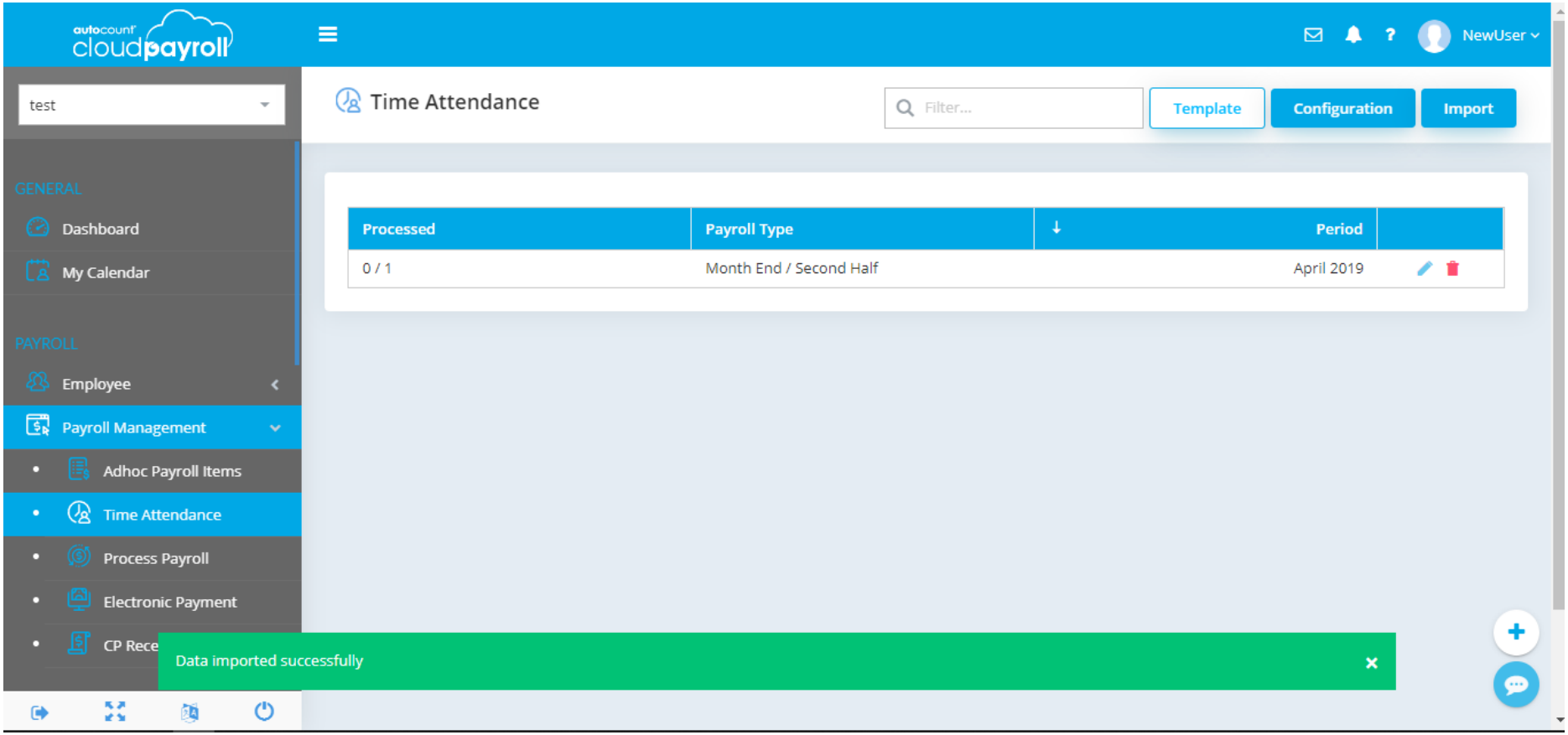


Set Period & Payroll Type

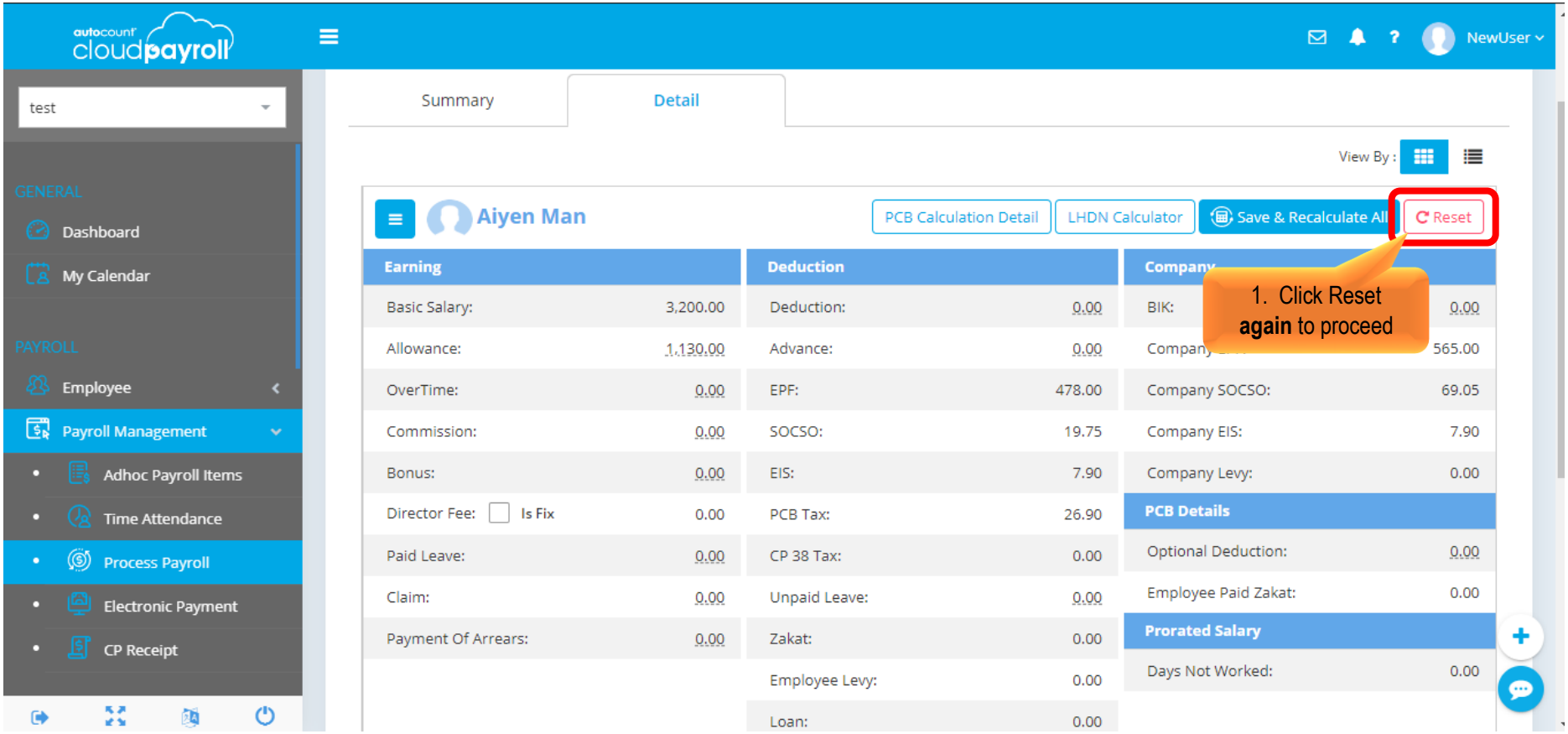


Download Time Attendance template and import
(Payroll > Payroll Management > Time Attendance)

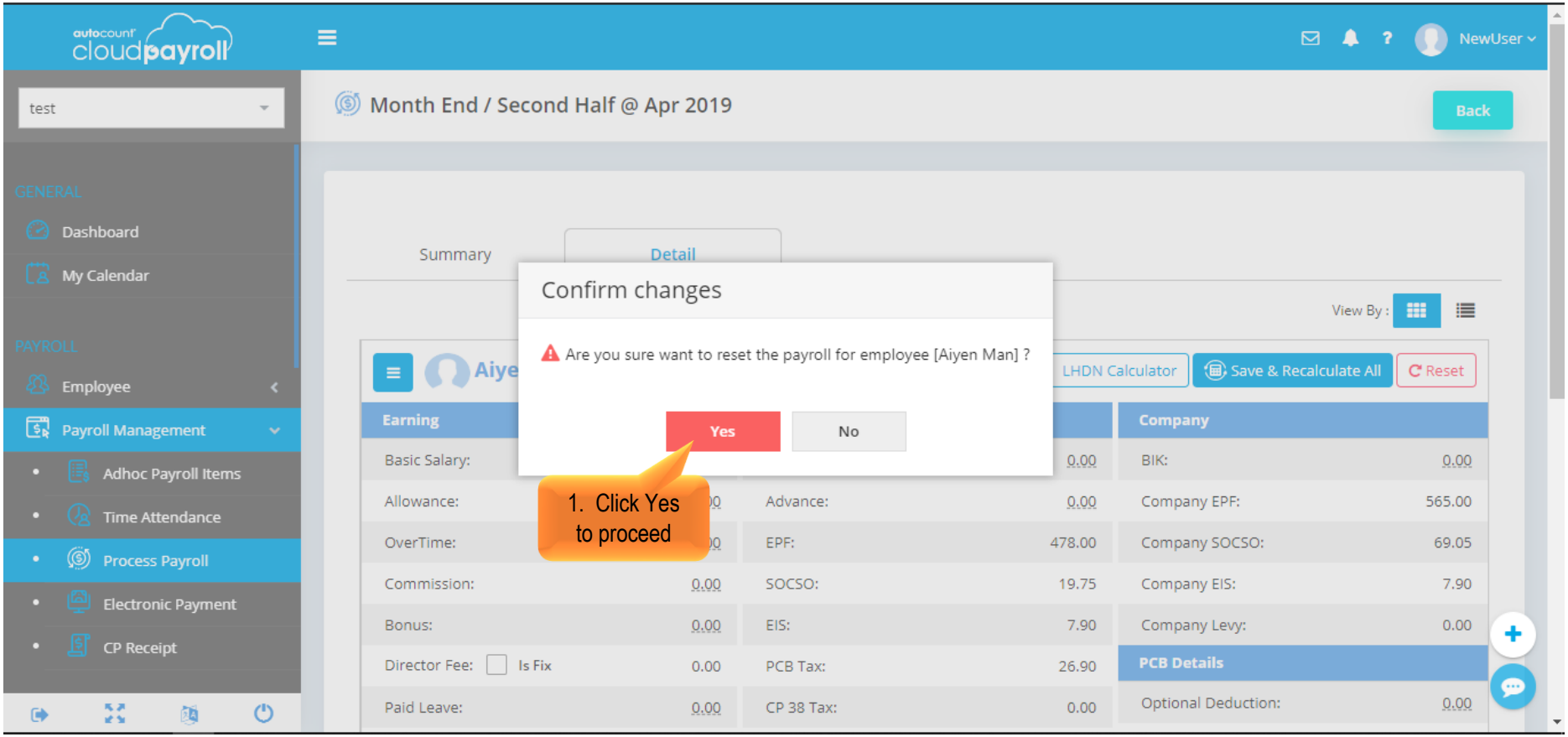
Well Done!



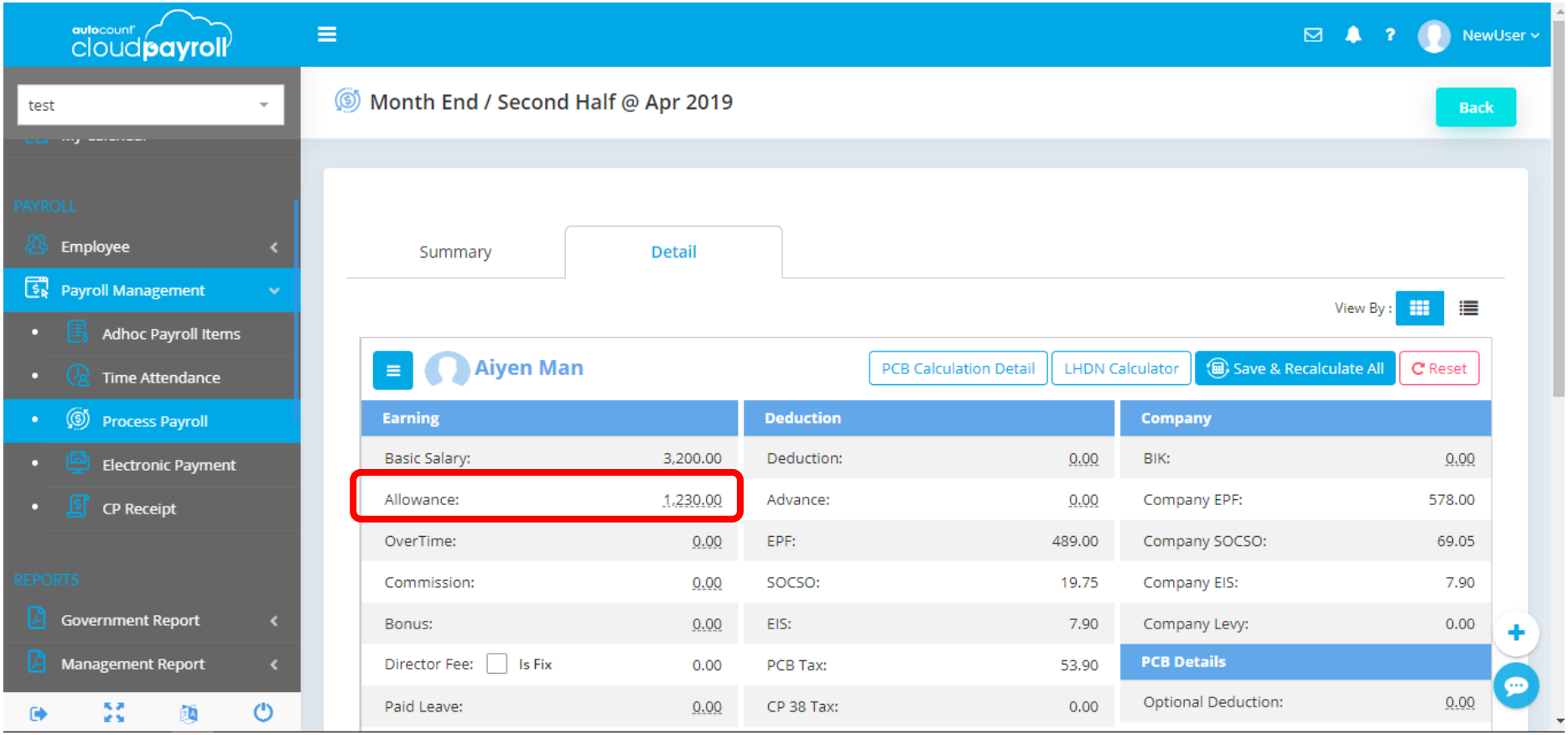
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)



Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)

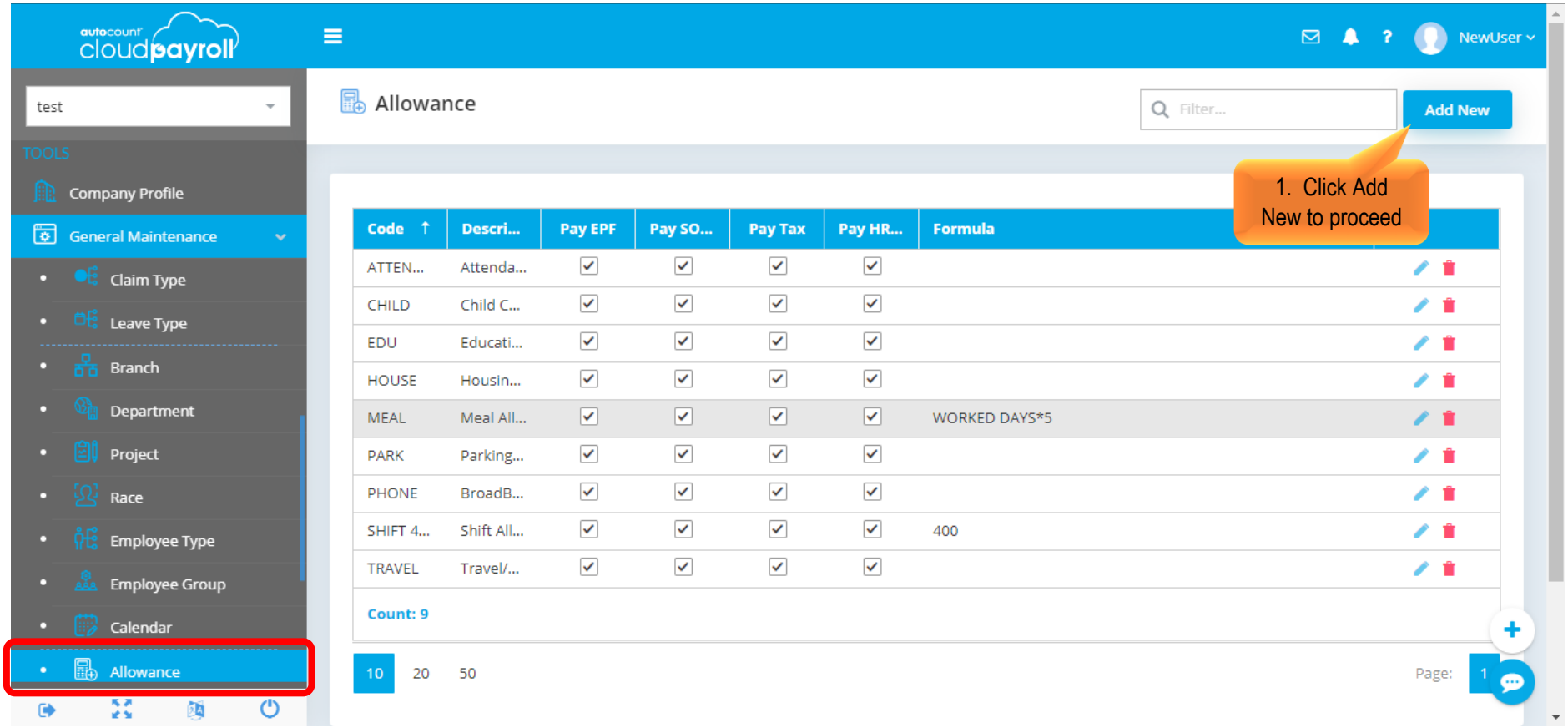


Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)

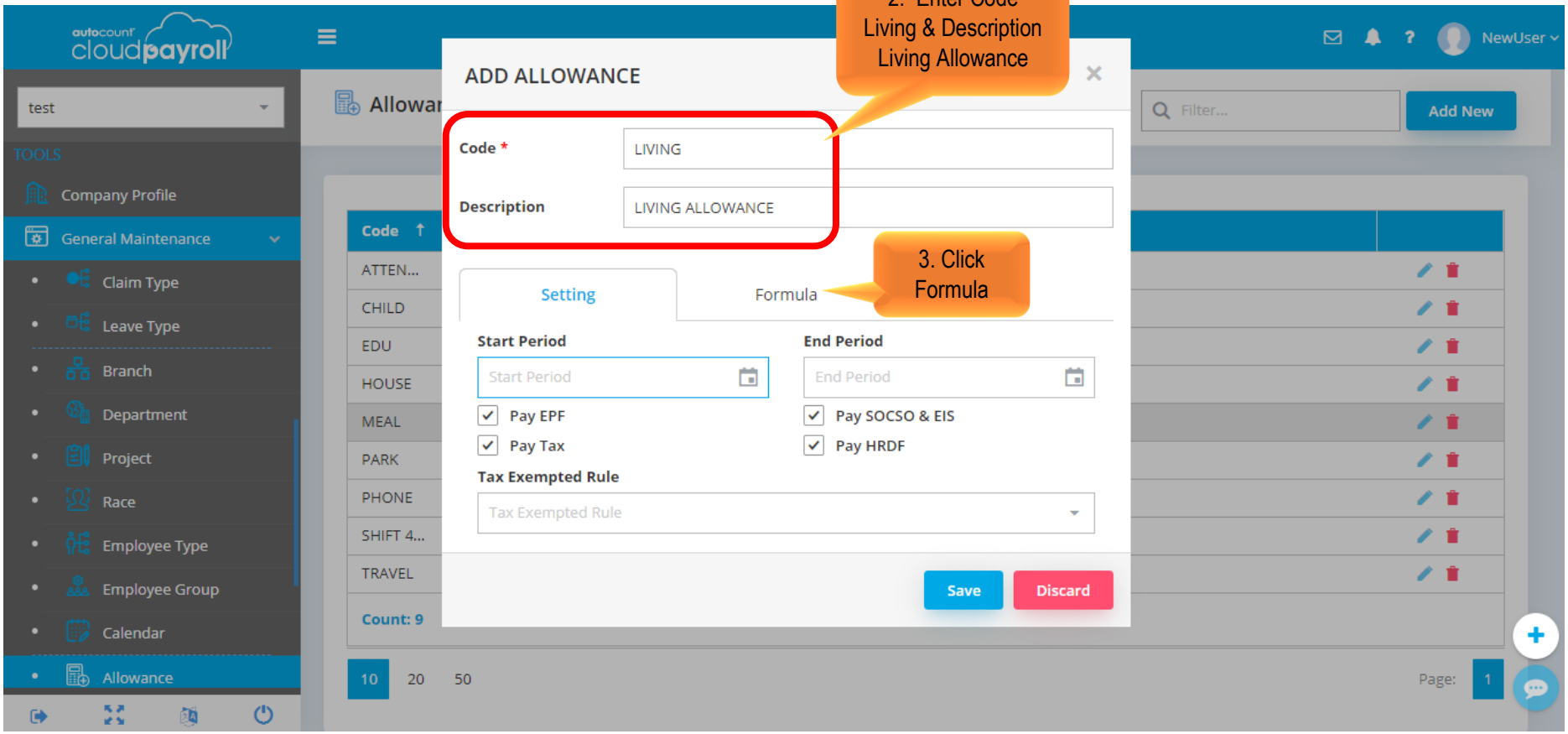


Task 8.4a
Variable Allowance (With Formula) – Non TA Function

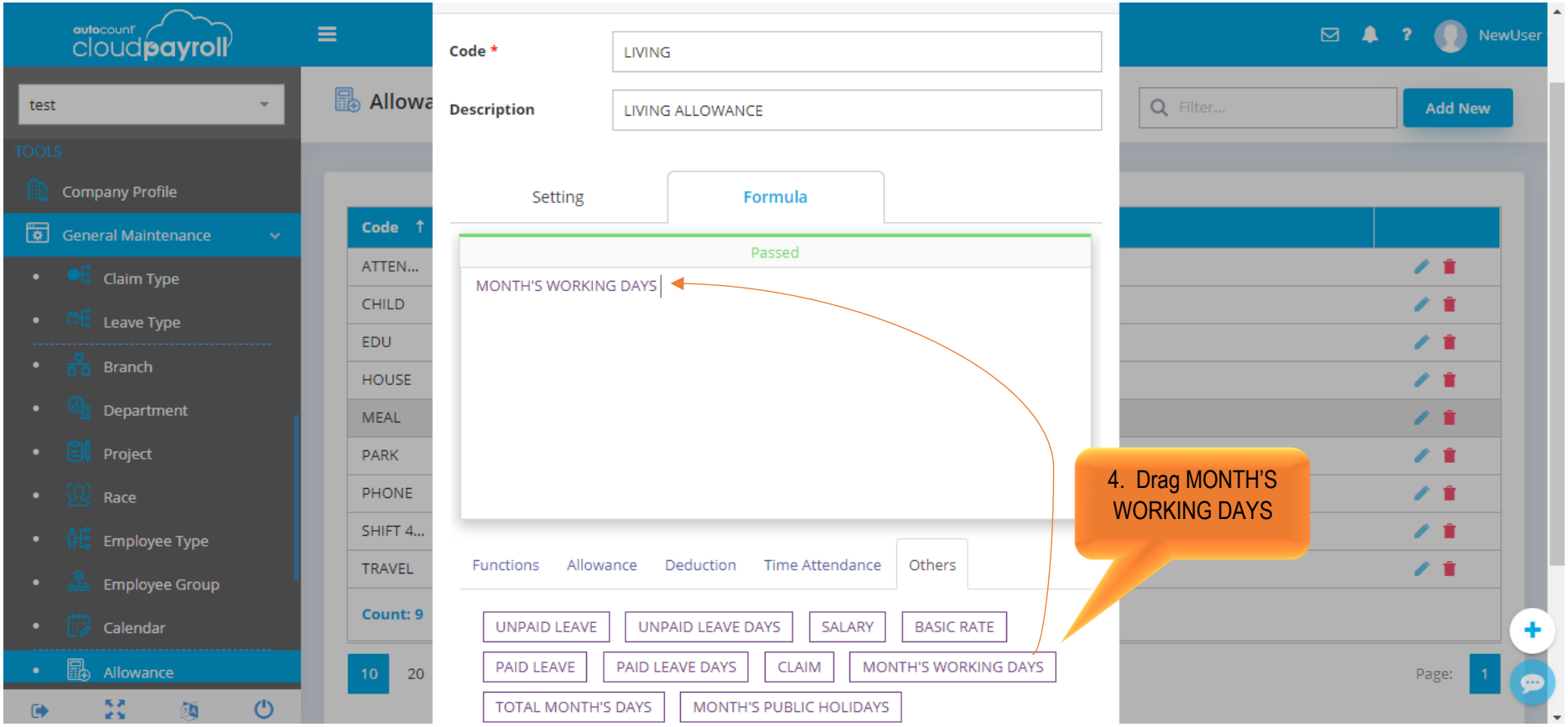
Add the following Allowance: LIVING ALLOWANCE with Formula
(Tools > General Maintenance > Allowance >



Add the following Allowance: LIVING ALLOWANCE with Formula, Enter Code: Living & Description Living Allowance
(Tools > General Maintenance > Allowance >



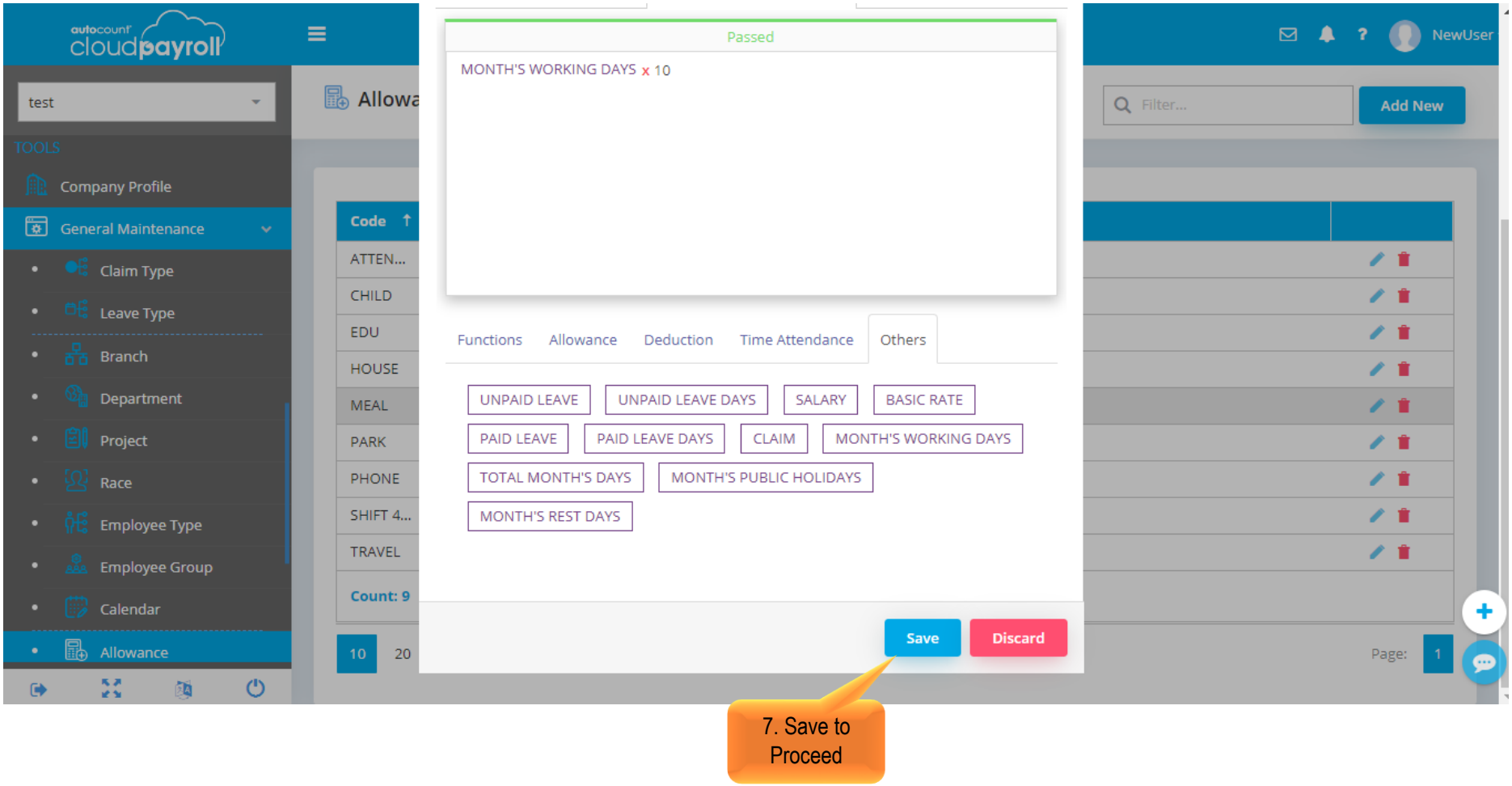
Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS



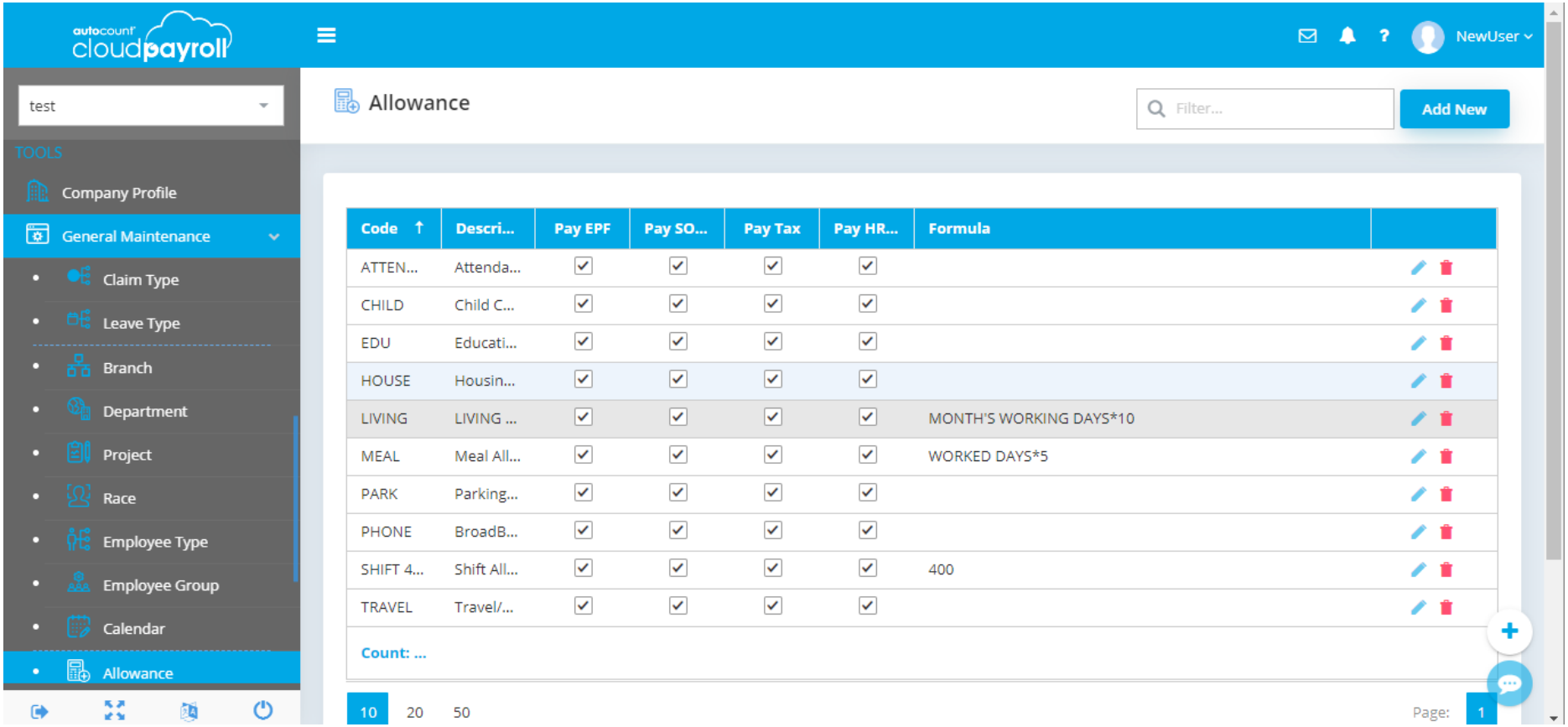
Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10

Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10

Well Done!

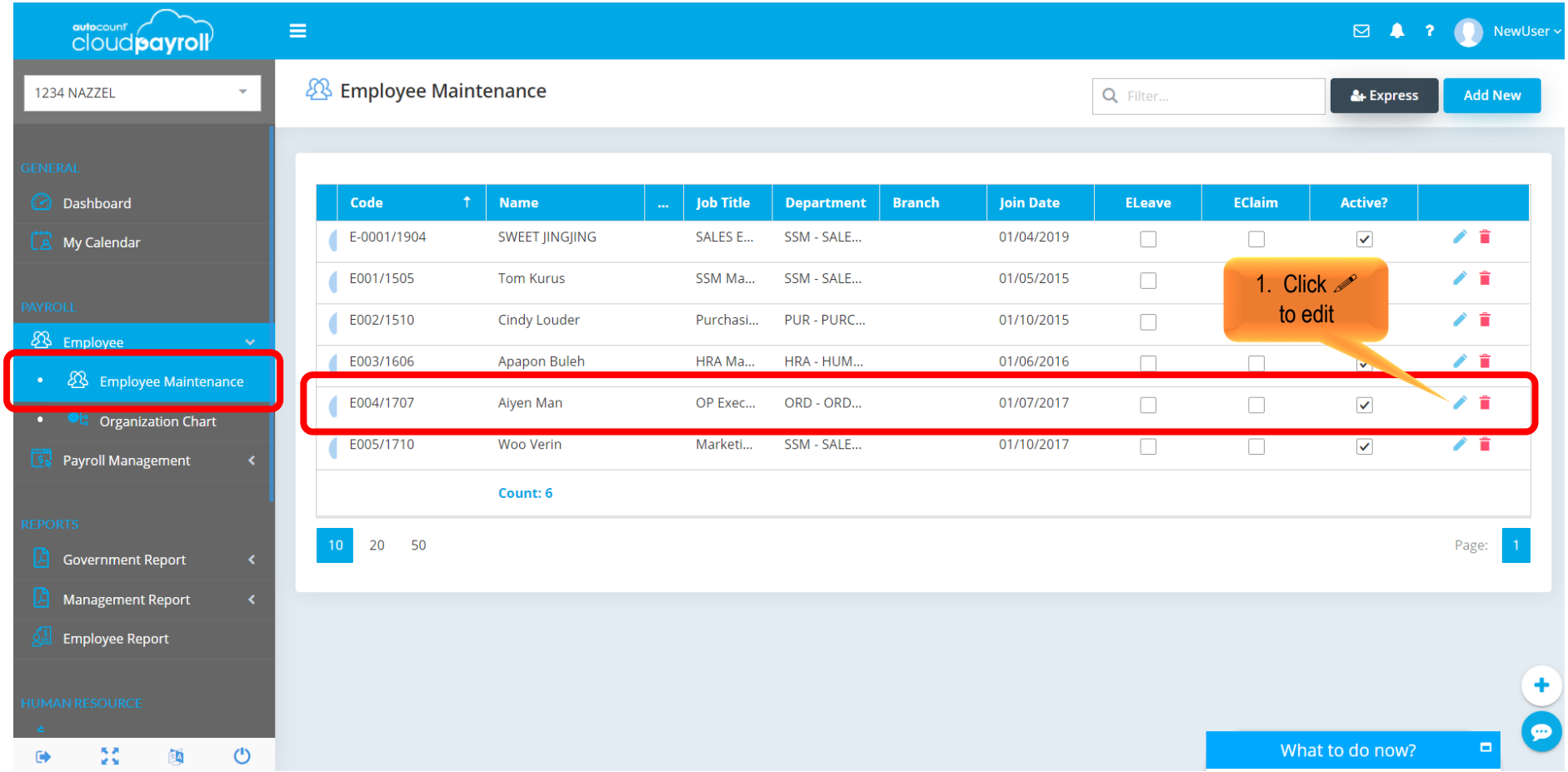


Add the following Allowance: LIVING ALLOWANCE with Formula; Enter Formula MONTH'S WORKING DAYS X10
Allowance Listing

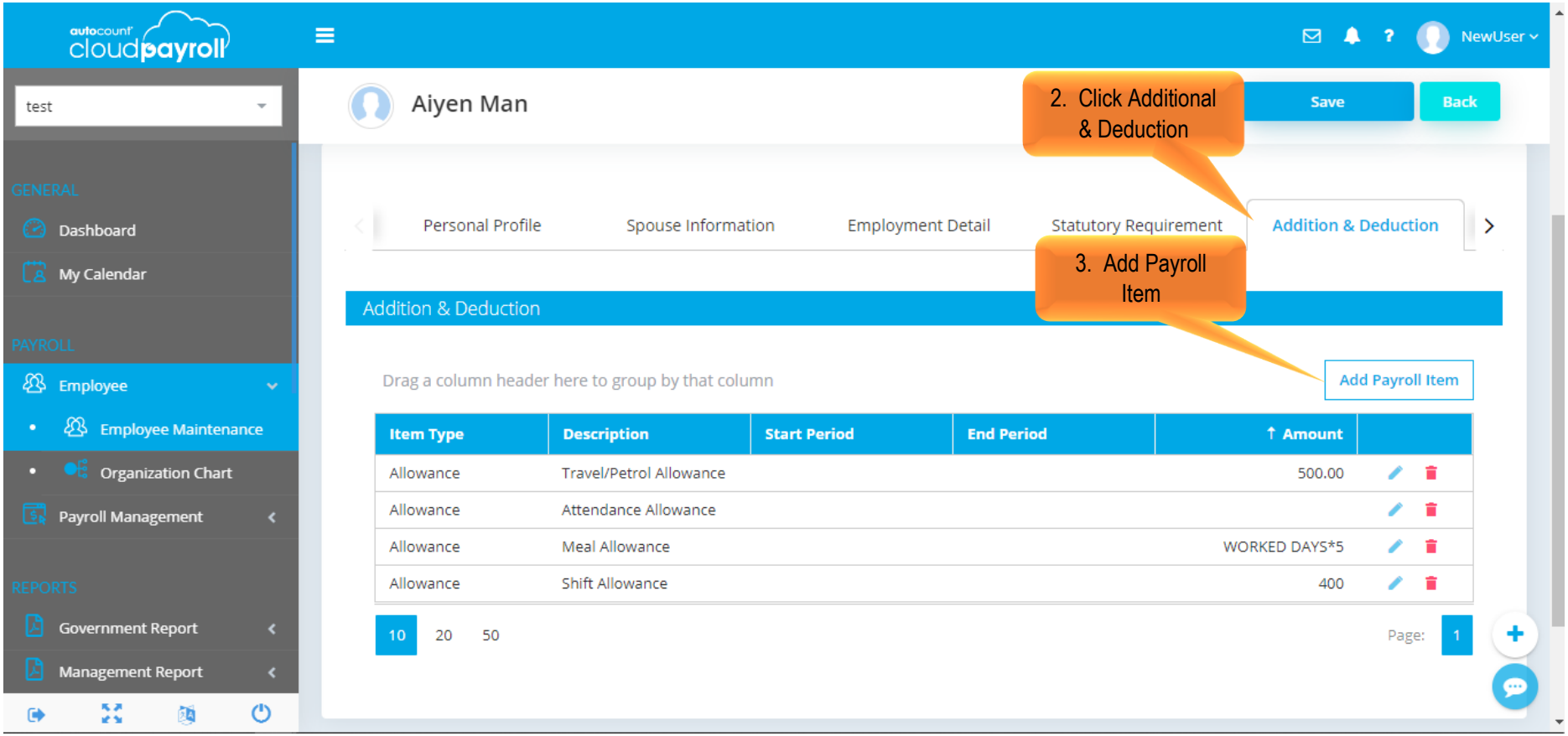


Task 8.4b
Assign Allowance to Employee

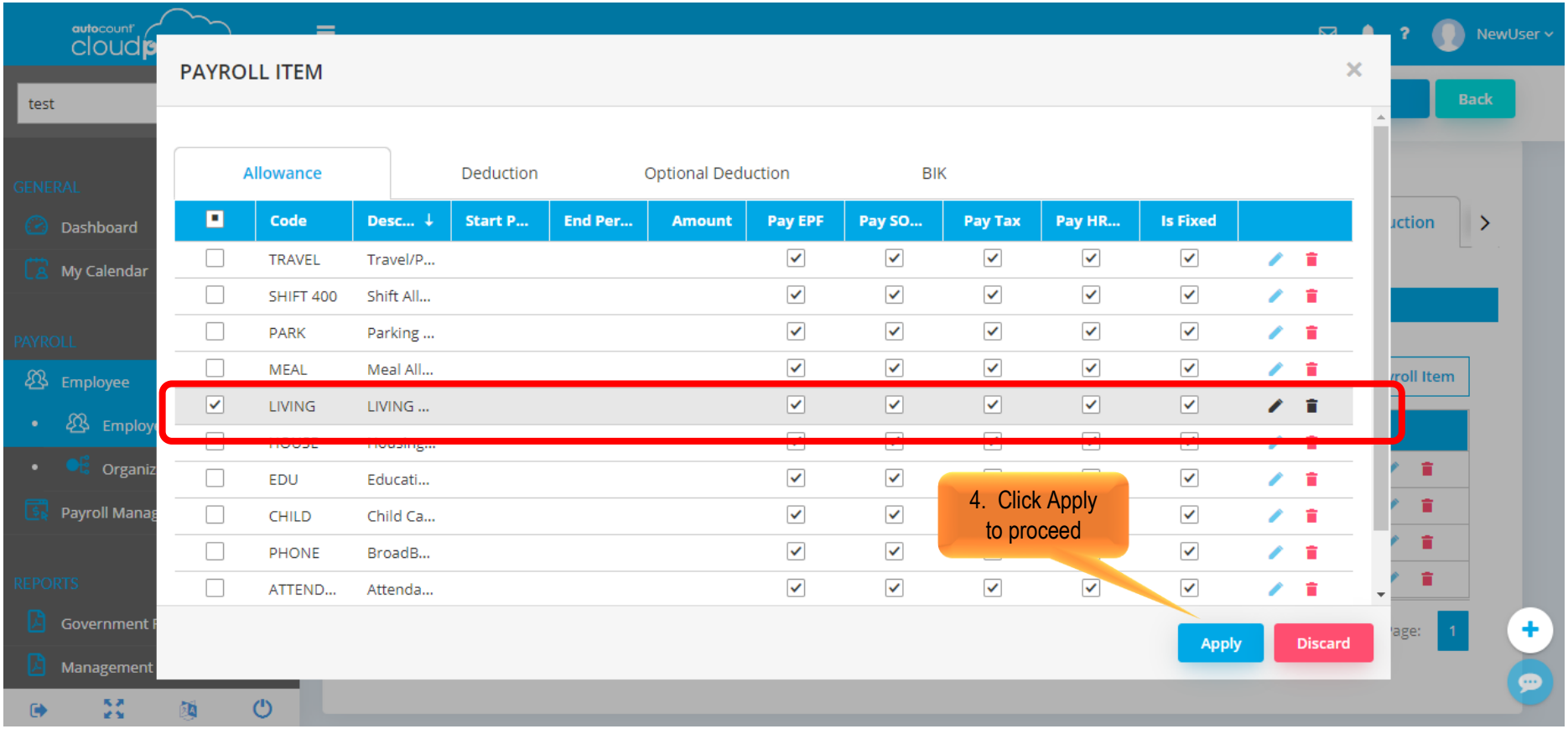
Assign LIVING ALLOWANCE to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance)



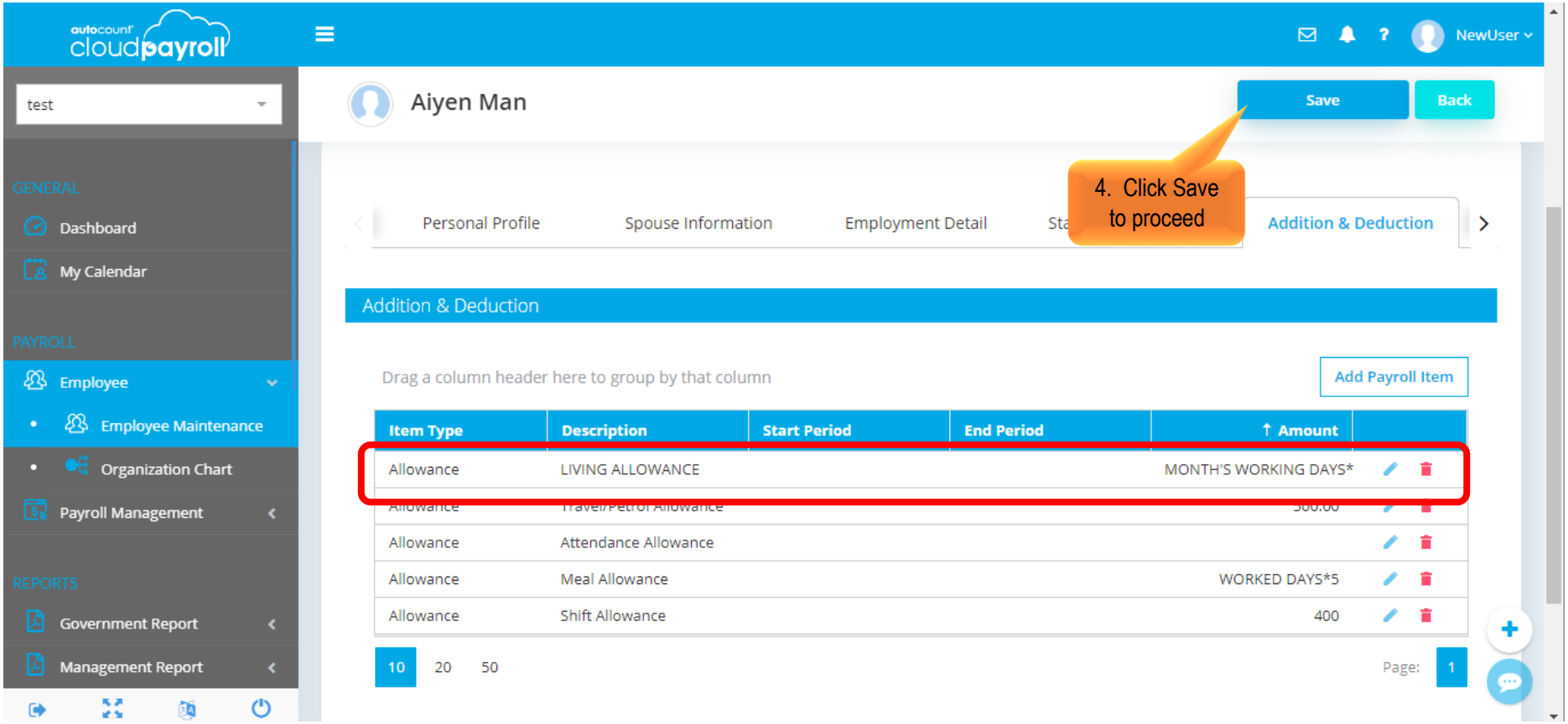
Assign LIVING ALLOWANCE to Employee Aiyen Man
(Payroll > Employee > Employee Maintenance > Additional & Deduction)



Assign LIVING ALLOWANCE to Employee Aiyen Man

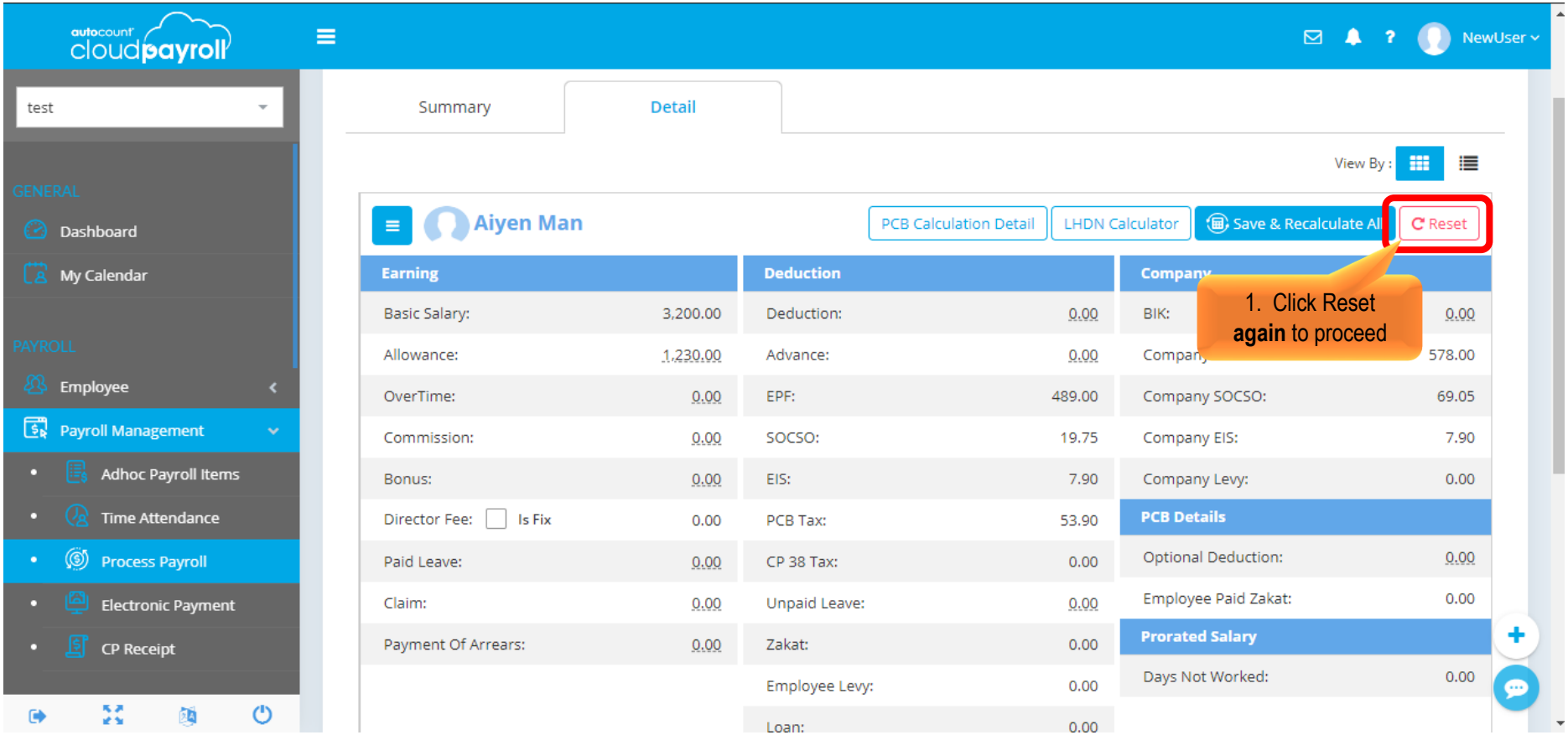


Assigned LIVING ALLOWANCE to Employee Aiyen Man

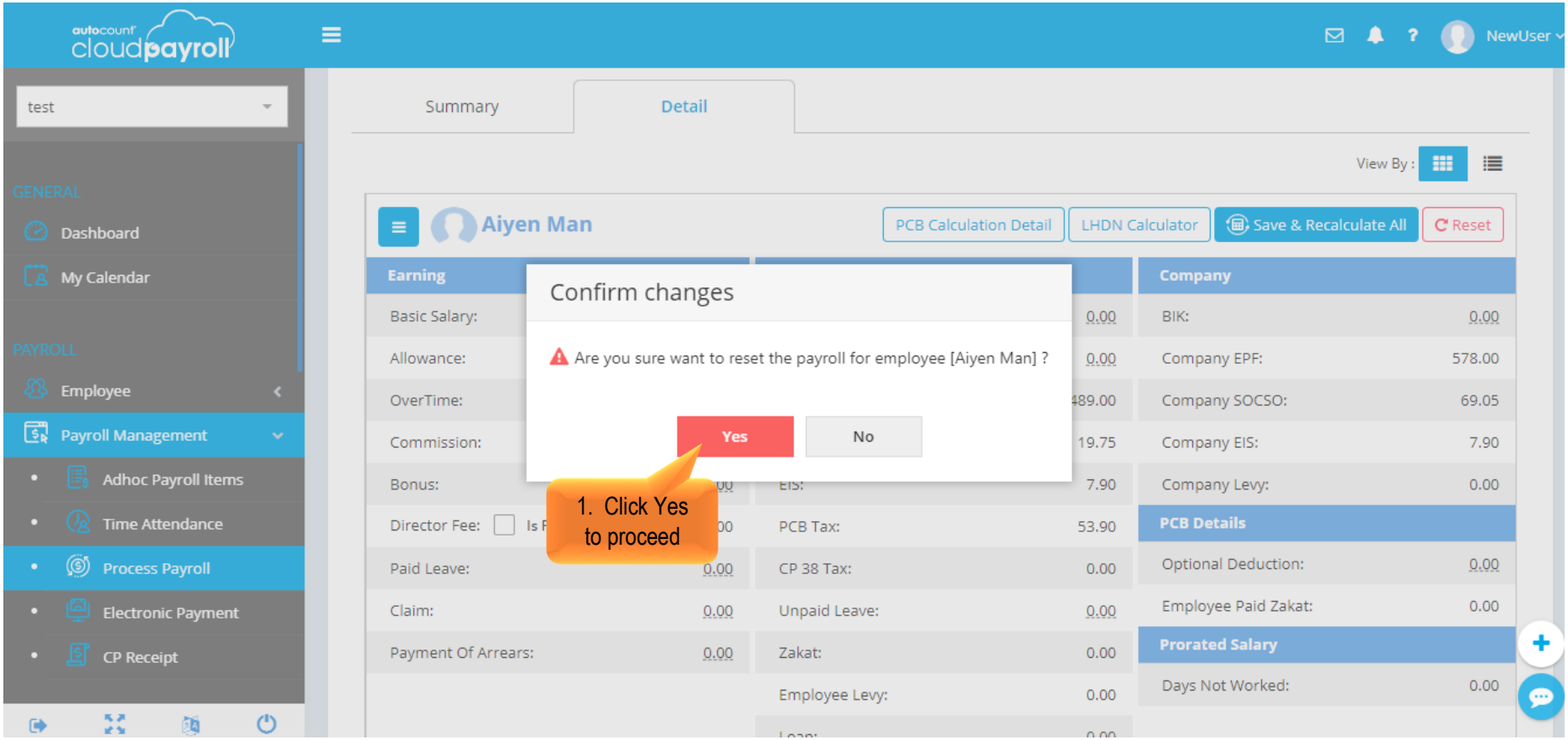


Task 8.4c
Process Month End Payroll

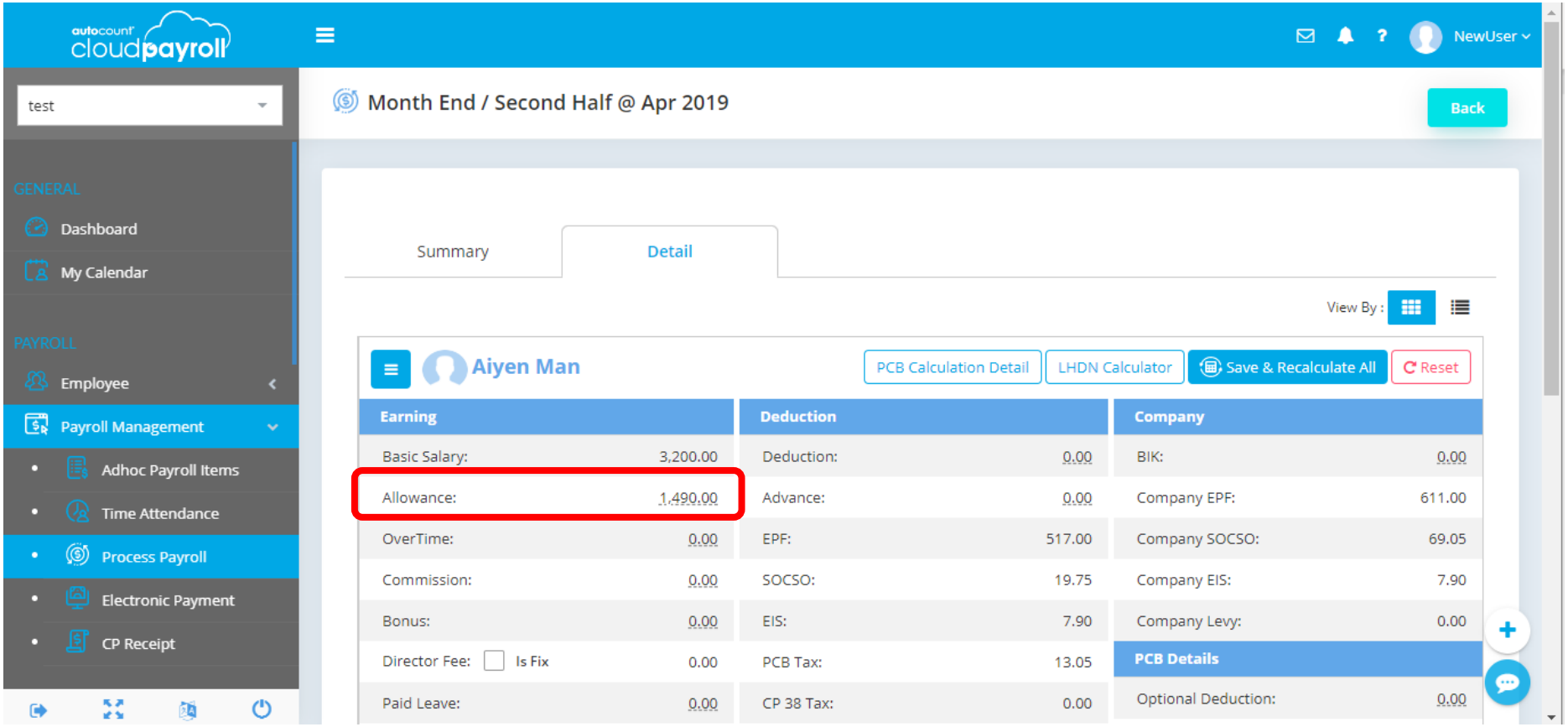
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula – Non TA Item)
(Payroll > Payroll Management > Process Payroll)



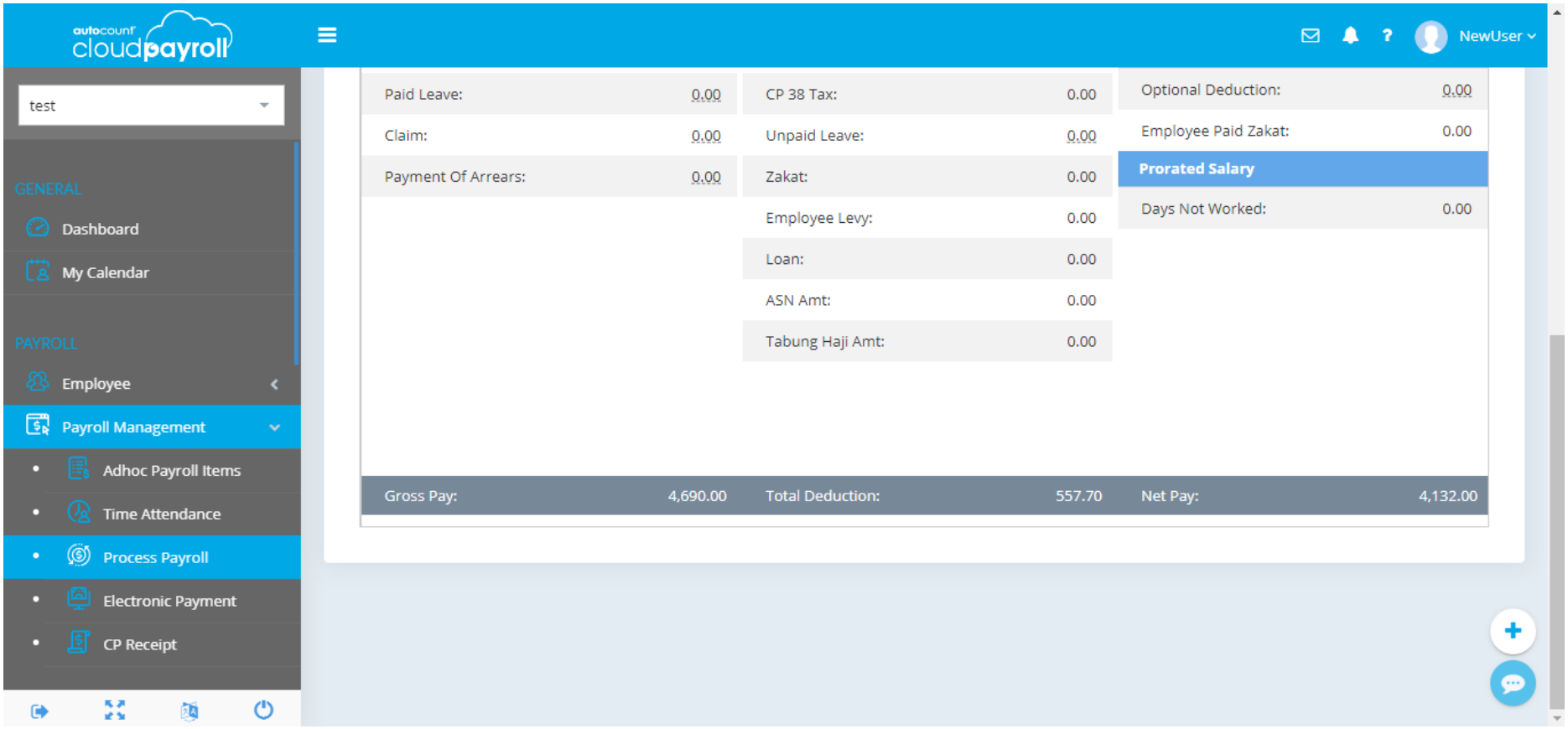
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)



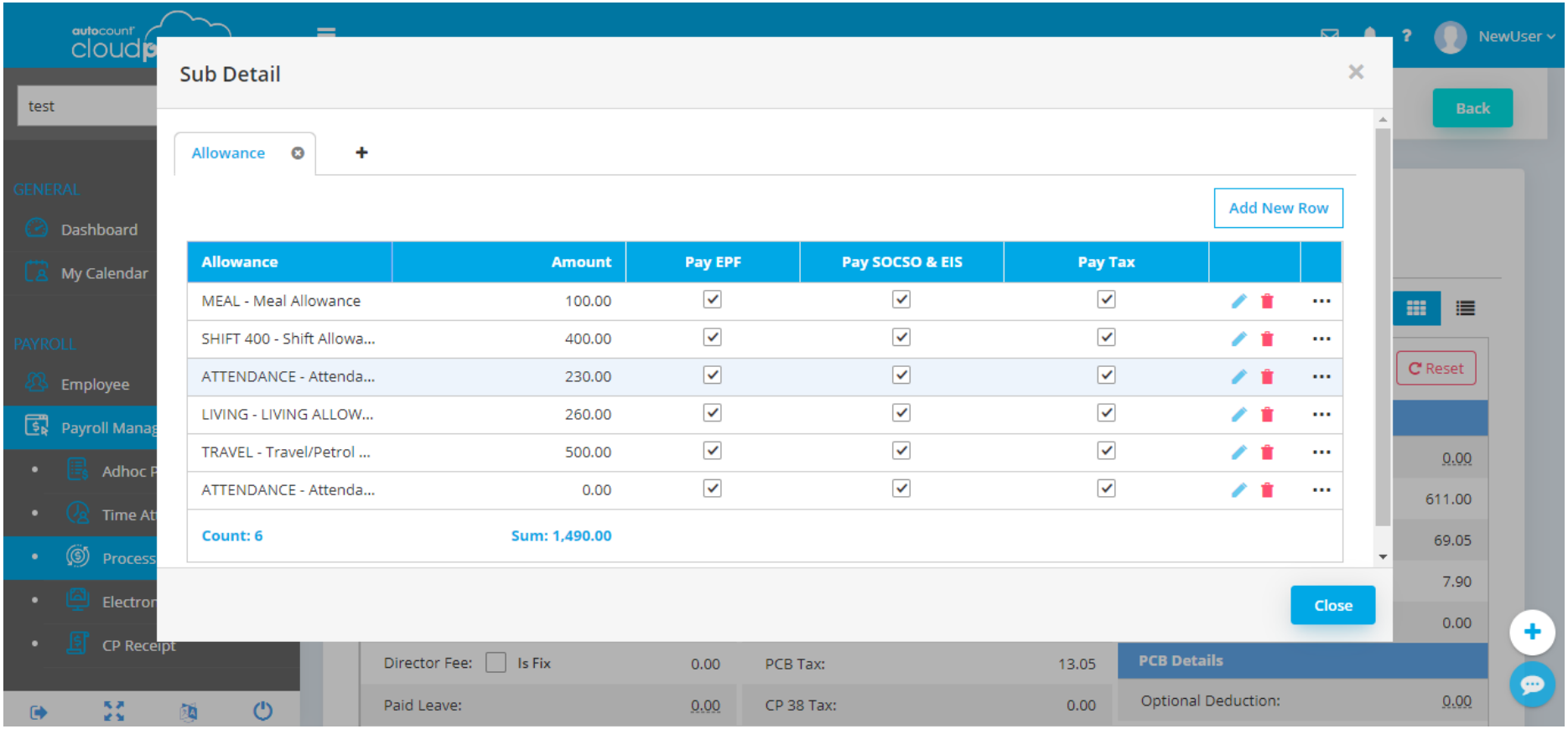
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)



Continue…

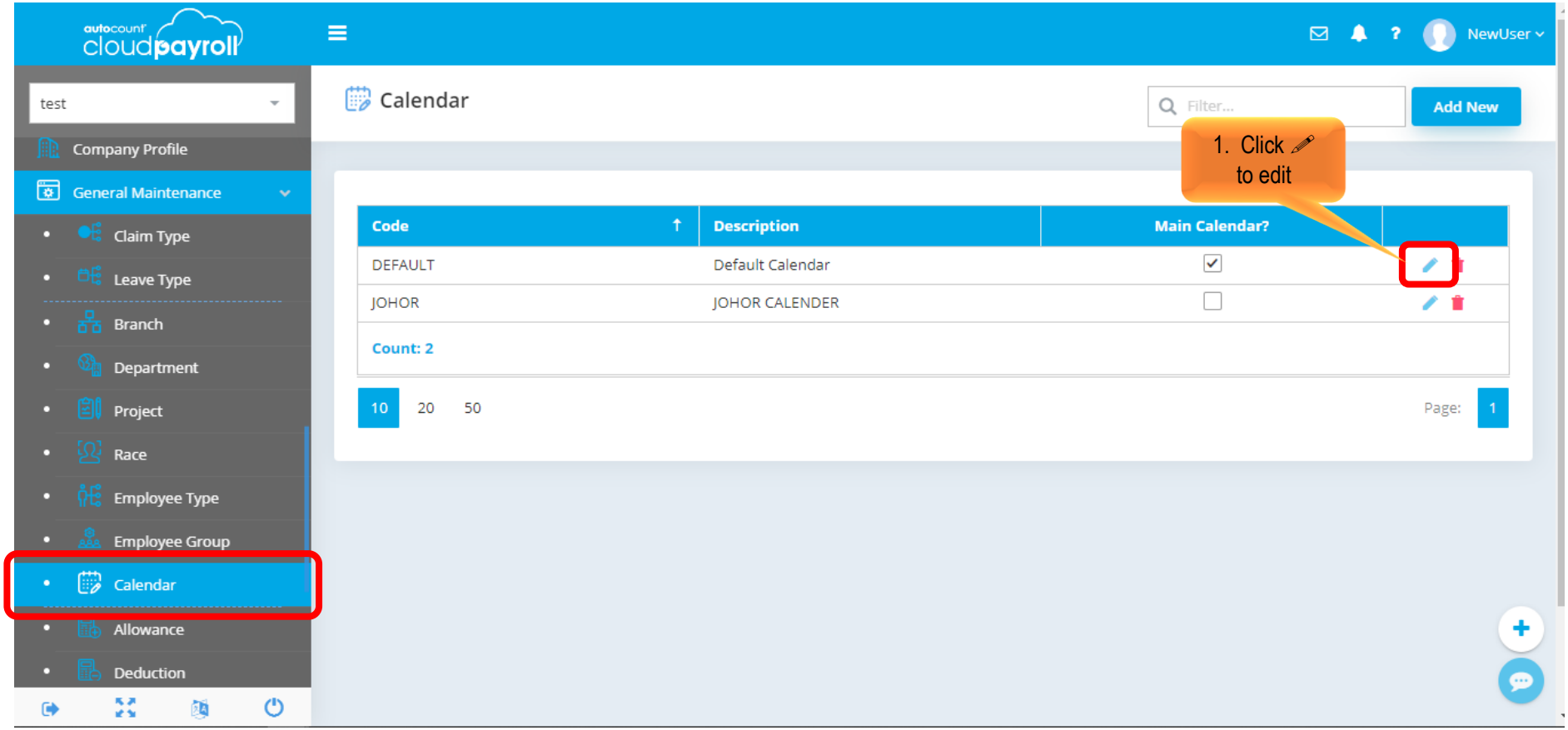

autocount cloudpayroll
NewUser
test
GENERAL
Dashboard
My Calendar
PAYROLL
Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt
Paid Leave: 0.00
Claim: 0.00
Payment Of Arrears: 0.00
CP 38 Tax: 0.00
Unpaid Leave: 0.00
Zakat: 0.00
Employee Levy: 0.00
Loan: 0.00
ASN Amt: 0.00
Tabung Haji Amt: 0.00
Optional Deduction: 0.00
Employee Paid Zakat: 0.00
Prorated Salary
Days Not Worked: 0.00
Gross Pay: 4,690.00
Total Deduction: 557.70
Net Pay: 4,132.00

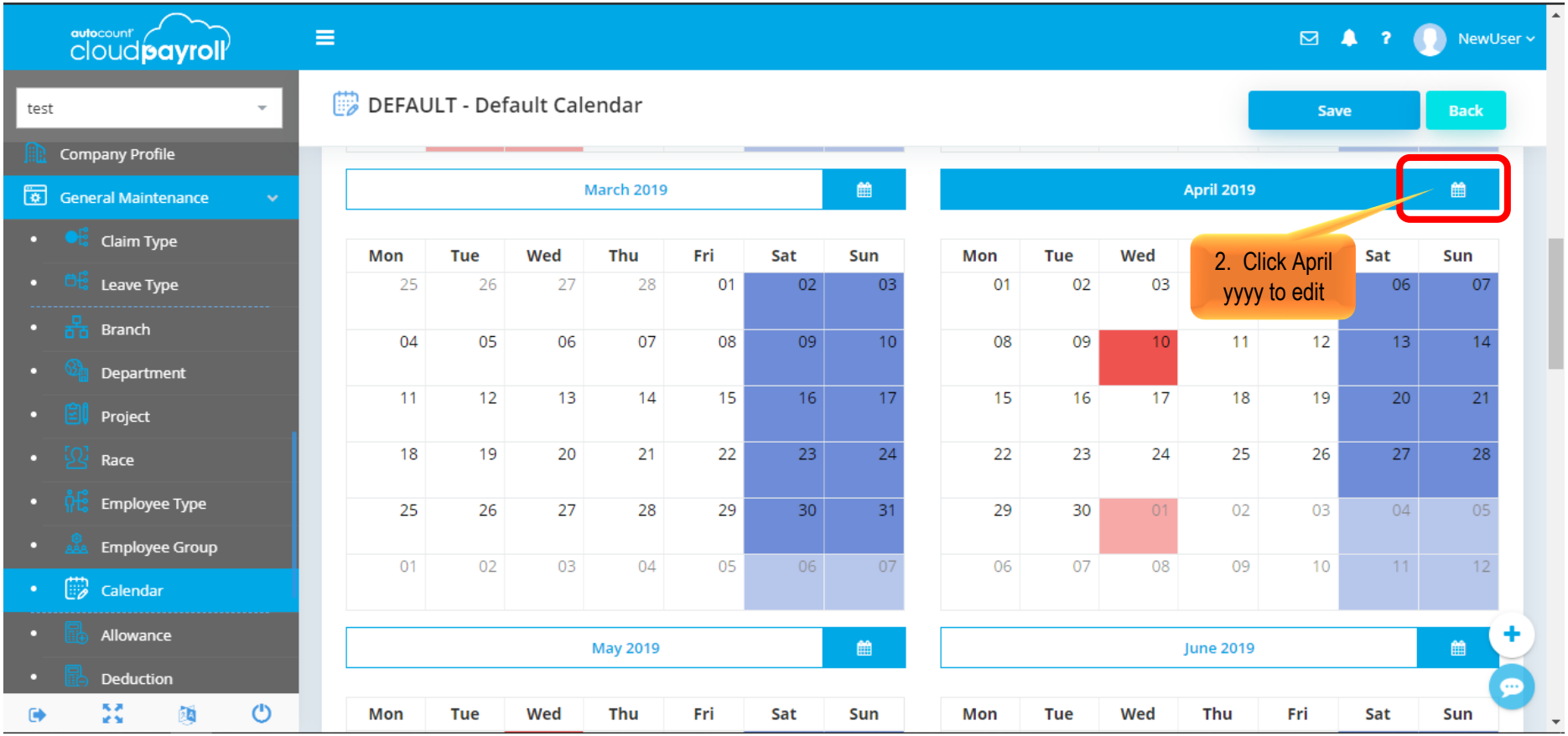
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item) > Sub Detail

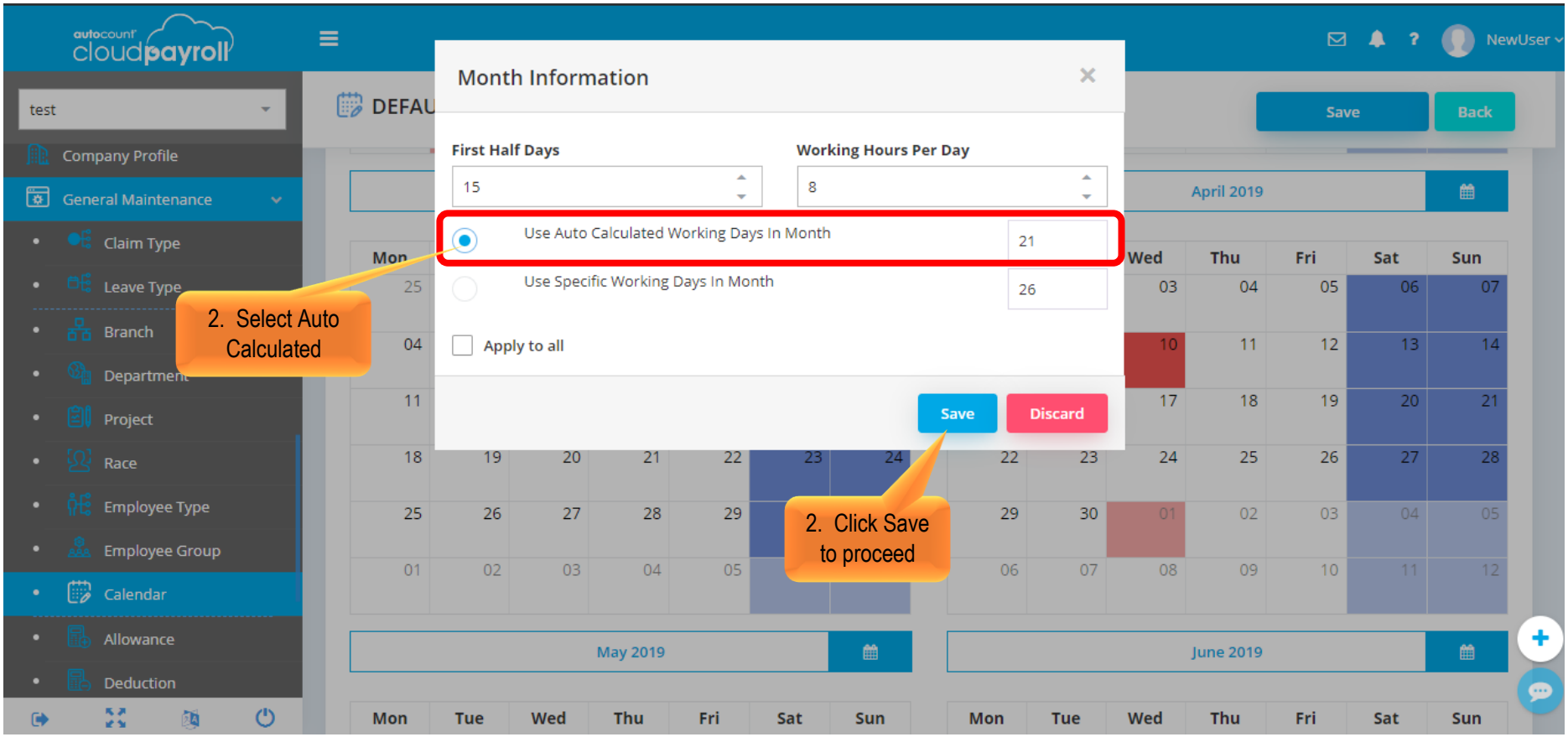


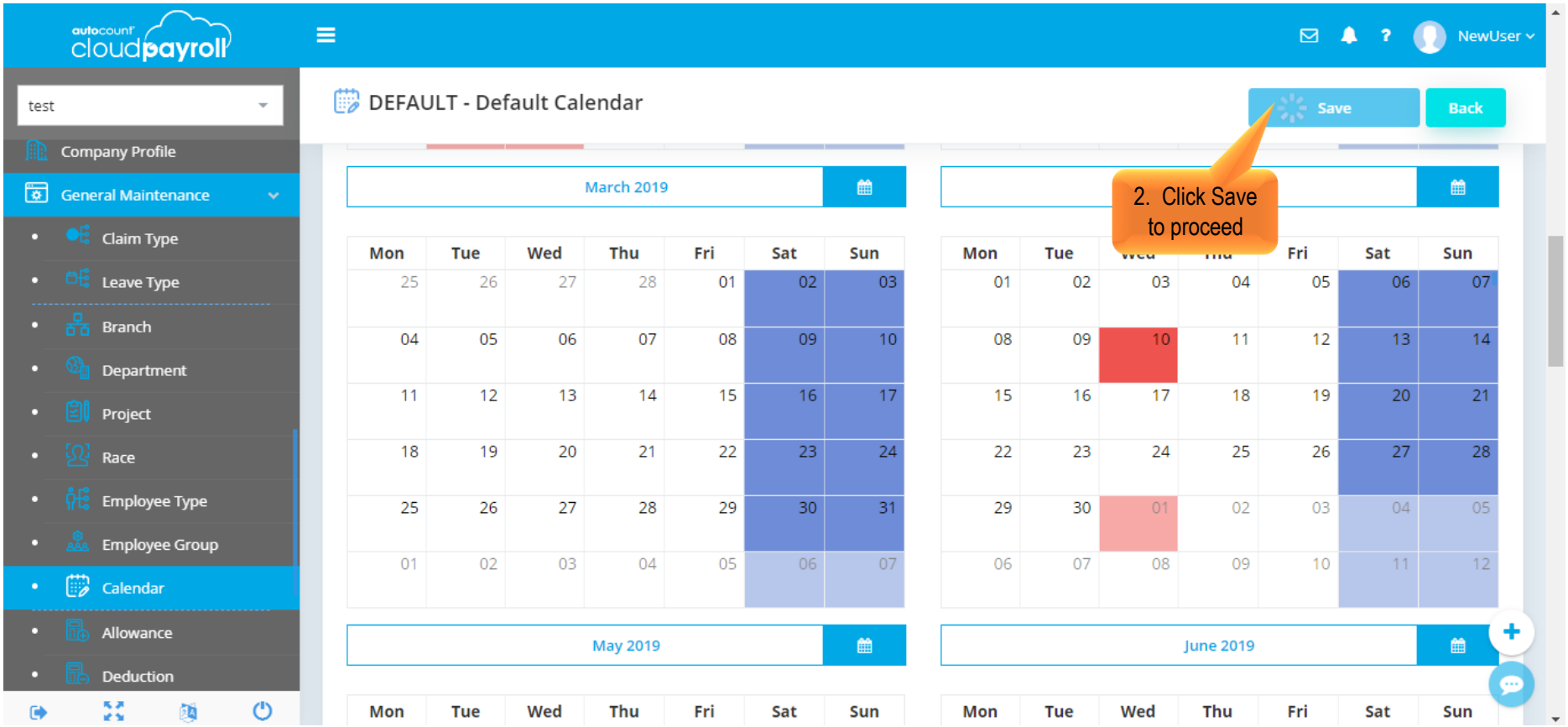
Task 8.4d
Change Calender Setting

Edit the following month information
(Tools > General Maintenance > Calender)



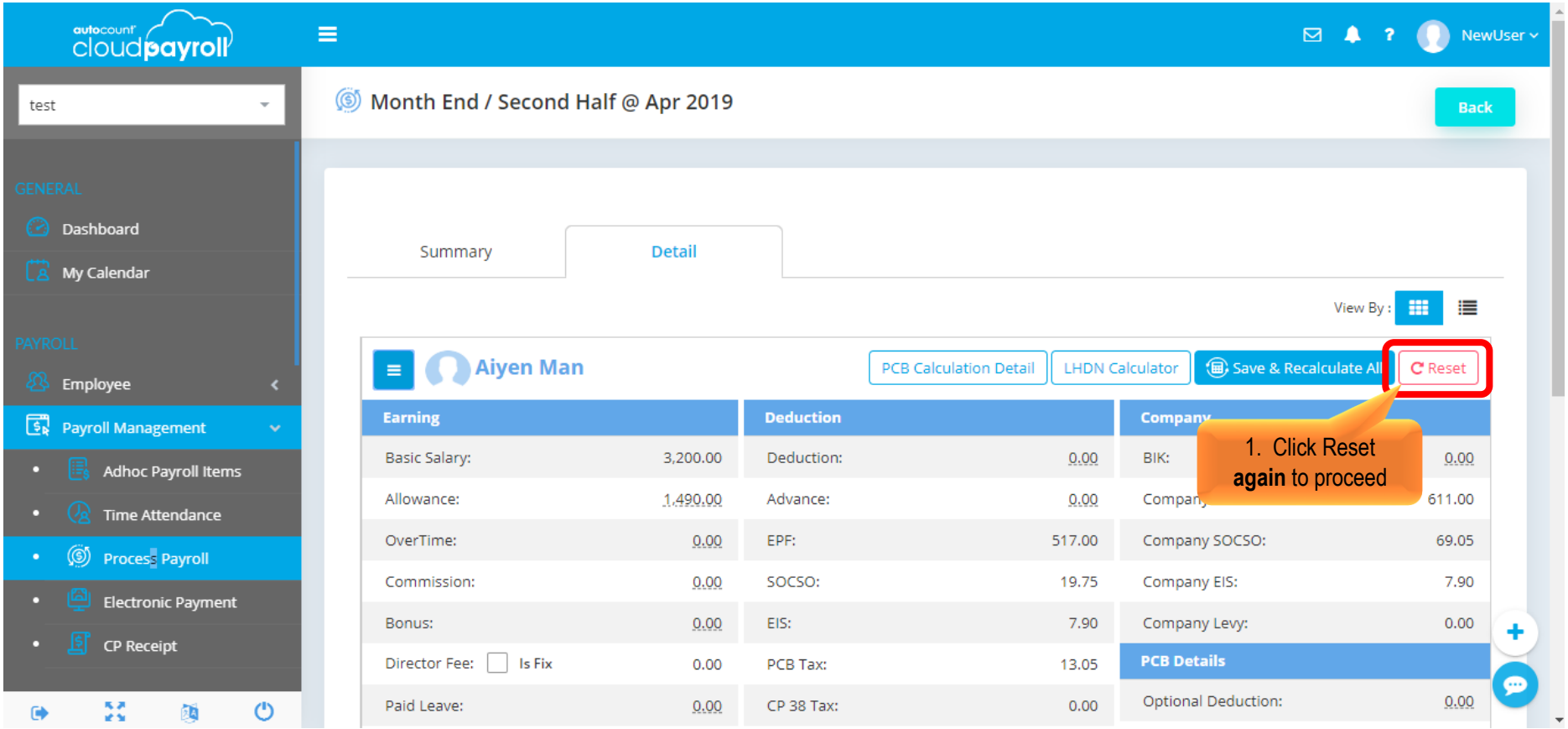

autocount cloudpayroll
NewUser
test
Company Profile
General Maintenance
Claim Type
Leave Type
Branch
Department
Project
Race
Employee Type
Employee Group
Calendar
Allowance
Deduction
DEFAULT - Default Calendar
Save
Back
March 2019
April 2019
May 2019
June 2019
Mon Tue Wed Thu Fri Sat Sun
2. Click April yyyy to edit


Month Information
First Half Days
15
Working Hours Per Day
8
Use Auto Calculated Working Days In Month
21
Use Specific Working Days In Month
26
Apply to all
Save
Discard
2. Select Auto Calculated
2. Click Save to proceed
Save
Back
April 2019
May 2019
June 2019
Company Profile
General Maintenance
Claim Type
Leave Type
Branch
Department
Project
Race
Employee Type
Employee Group
Calendar
Allowance
Deduction
NewUser

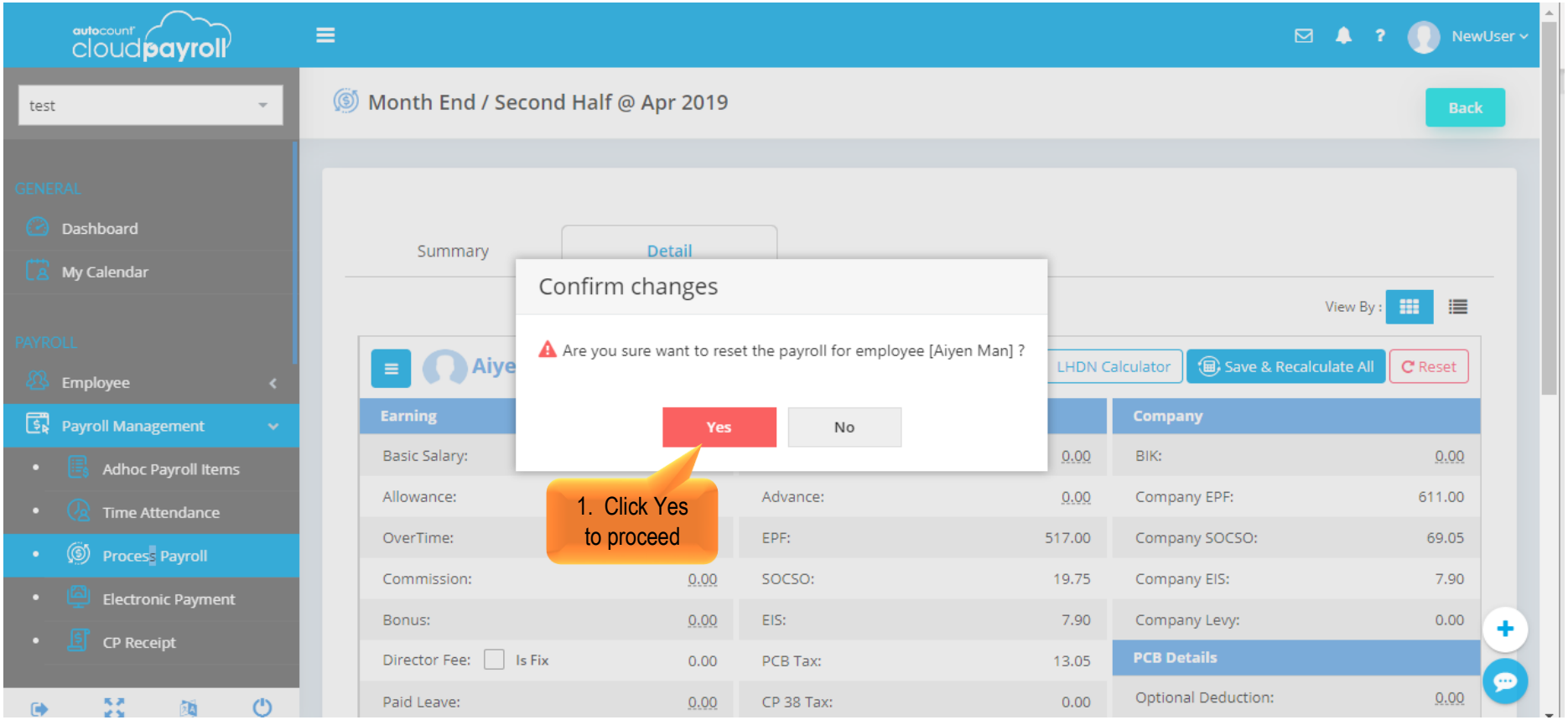

NewUser
test
Company Profile
General Maintenance
Claim Type
Leave Type
Branch
Department
Project
Race
Employee Type
Employee Group
Calendar
Allowance
Deduction
DEFAULT - Default Calendar
Save
Back
2. Click Save to proceed
March 2019
May 2019
June 2019
Mon Tue Wed Thu Fri Sat Sun

Task 8.4e
Reset Payroll Process

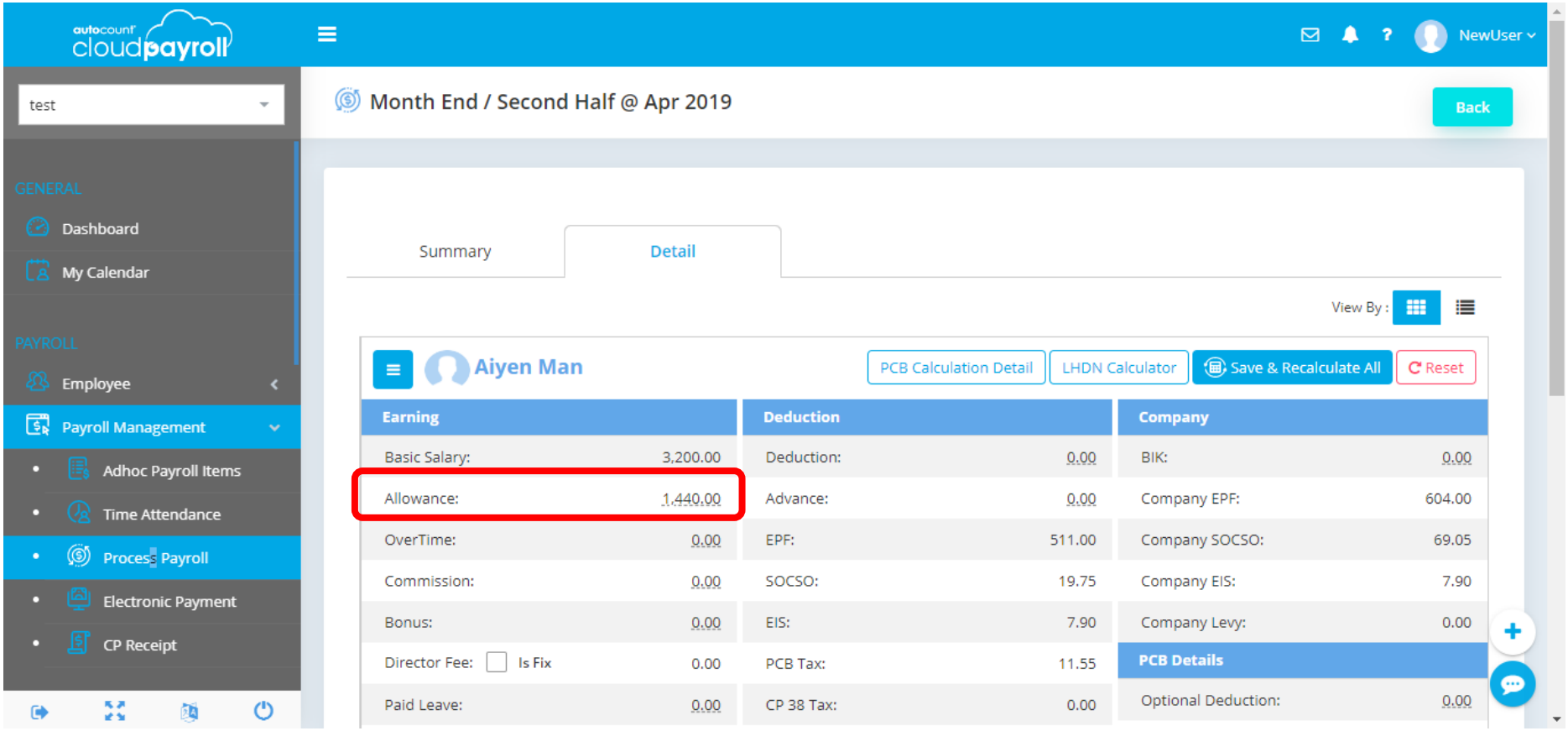
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula – Non TA Item)
(Payroll > Payroll Management > Process Payroll)



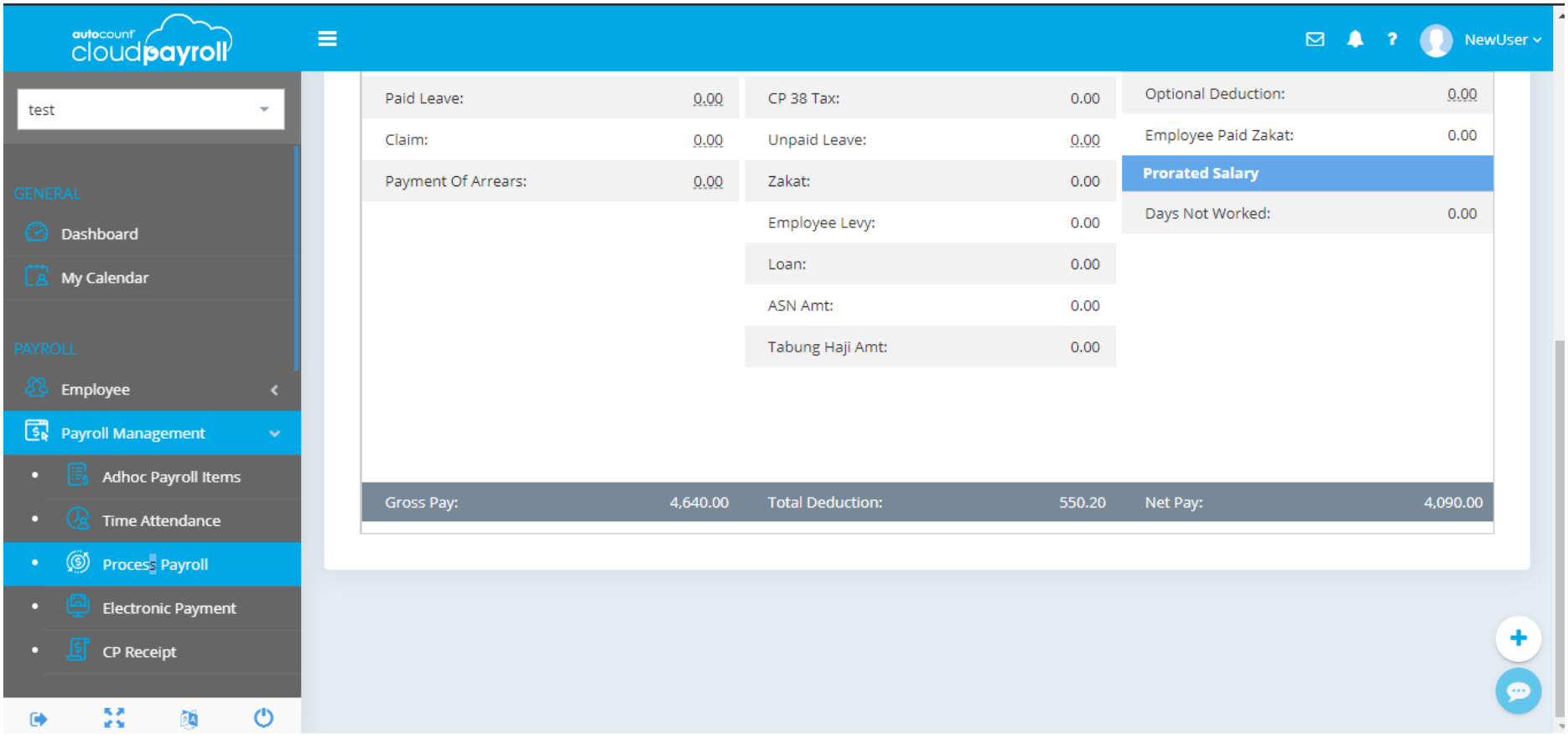
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)



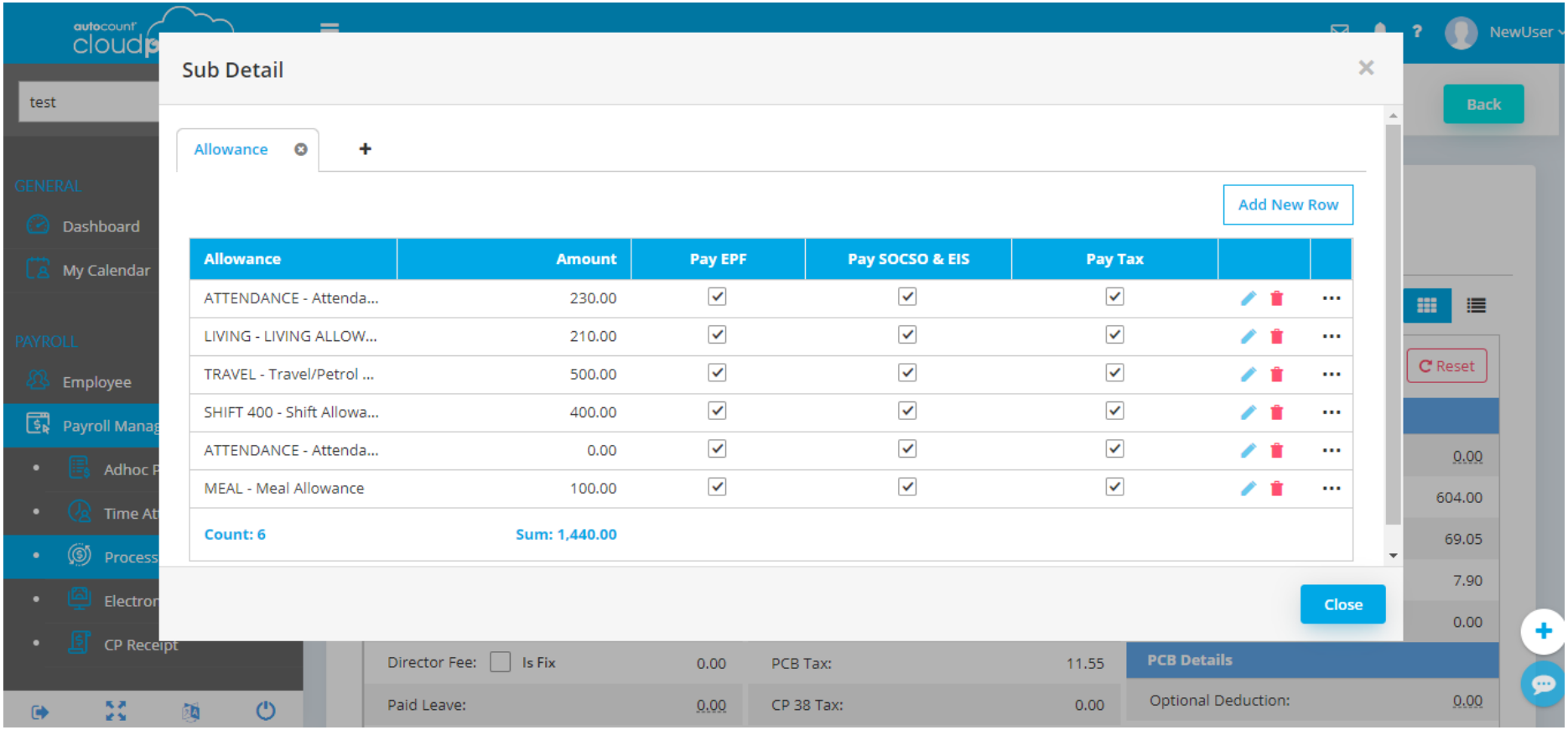
Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item)



Continue...


NewUser
test
GENERAL
Dashboard
My Calendar
PAYROLL
Employee
Payroll Management
Adhoc Payroll Items
Time Attendance
Process Payroll
Electronic Payment
CP Receipt
Paid Leave: 0.00
Claim: 0.00
Payment Of Arrears: 0.00
CP 38 Tax: 0.00
Unpaid Leave: 0.00
Zakat: 0.00
Employee Levy: 0.00
Loan: 0.00
ASN Amt: 0.00
Tabung Haji Amt: 0.00
Optional Deduction: 0.00
Employee Paid Zakat: 0.00
Prorated Salary
Days Not Worked: 0.00
Gross Pay: 4,640.00
Total Deduction: 550.20
Net Pay: 4,090.00

Reset payroll for April yyyy & observe changes to Allowance collumn (this to test Variable Allowance with Formula Item) > Sub Detail



End of chapter 6