



AutoCount Payroll

Software Training v2
20/07/2016

Presented by:




PRESOFT (M) SDN. BHD.

AutoCount Payroll

- Maintain and manage company's employees payroll.

Login (C:\Program Files (x86)\AutoCount\Payroll\Payroll.ACF)


$$STD = \frac{(P - M)R + B - (Z + X)}{n + 1} \quad \text{Net STD} = STD - \text{Zakat and fee/levy}$$


Everyone Can Do Payroll

AutoCount Payroll $STD = \frac{(P - M)R + B - (Z + X)}{n + 1}$

$$P = [\sum (Y - K^*) + (Y_1 - K_1^*) + (Y_2 - K_2^*)n + (Y_1 - K_1)] - [D + S + 1000C + (\sum LP + LP_1)]$$

Current Account Book: Remark:

 Enter your user ID and password.

User ID:

Password:



Features

- Extremely Easy to use.
- Data Display in Tabular & Graphical form.
- Management & Government Reports.
- No Month End & Year End closing required.
- Built-in report designer for format amendment.
- Access Right Control.



MAINTENANCE

Payroll Setup Wizard

- Auto prompt in new installation.
- File | Payroll Setup Wizard.

AutoCount Payroll Setup Wizard

Thank you for choosing AutoCount Payroll

Get started right now with AutoCount Payroll Setup Wizard, which will help you

- Set up your Company Profile, your company payroll policy.
- Set up your company's department, bank.
- Set up the allowance, deduction, and employee for use in the payroll.

Don't worry if you don't have all your company payroll information right now.
You can always enter additional information later while using AutoCount Payroll.

After completing each task, you can press the Next Task button to proceed to next task.
When all tasks are completed, then press the End Wizard button to close this wizard.

Start



Payroll Setup Wizard


- Wizard to setup payroll data.
 - Company Profile & Payroll Settings.
 - Allowance, Deduction, Bank, Department maintenance.
 - Employee maintenance.
 - Year to date entry.



Payroll Setup Wizard

Setup Company Profile

This is where you may setup your company's payroll policy.
If you have no idea about those EPF, SOCSO & O/Time settings,
you can just follow my default settings which is compliance with the Labour Law.



Profile | Addresses | Payroll Setting | Contribution Setting | Overtime Setting | Leave Setting

Company Logo	Company Name	PRESOFT (M) SDN BHD		
	Short Name	PRESOFT (M) SDN BHD		
	Registered No.		Remark	
	Nature of Business			
	EPF No.		Phone 1	
	SOCSO No.		Phone 2	
	Tax No.		Fax	
	Employer File No.		Currency	RM

Company Address	Contact Person	
ND 2A-1, JALAN PUTERI 2/5	Name	
	I.C. No	
	Department	
	Position	

[Reset Default...](#)

Edit
Save
Cancel

<< Previous Task Next Task >> End Wizard


Company Profile



Payroll Setup Wizard

Setup Company Profile

This is where you may setup your company's payroll policy.
If you have no idea about those EPF, SOCSO & O/Time settings,
you can just follow my default settings which is compliance with the Labour Law.



Profile | Addresses | Payroll Setting | Contribution Setting | Overtime Setting | Leave Setting

HRDF Contribution Percentage:

[Reset Default...](#)

Edit
Save
Cancel

◀ Previous Task Next Task ▶ End Wizard


Payroll Setting



Payroll Setup Wizard

Setup Company Profile

This is where you may setup your company's payroll policy.
If you have no idea about those EPF, SOCSO & O/Time settings,
you can just follow my default settings which is compliance with the Labour Law.



Profile | Addresses | Payroll Setting | Contribution Setting | Overtime Setting | Leave Setting

Items /	Contributions Setting		
	EPF	SOCSO	Tax
Basic Salary for the month	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
First Half	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paid Leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Reset Default...](#)

Edit
Save
Cancel

⏪ Previous Task **Next Task >>** **End Wizard**


Payroll Setting



Payroll Setup Wizard

Setup Company Profile

This is where you may setup your company's payroll policy.
If you have no idea about those EPF, SOCSO & O/Time settings,
you can just follow my default settings which is compliance with the Labour Law.



Profile | Addresses | Payroll Setting | Contribution Setting | Overtime Setting | Leave Setting

Normal working days per month

Normal Hours of work per day

Over Time Rate Setting :

	Working Hours	Over Time Hours
Working Day		OT(A) hourly rate = <input type="text" value="1.5"/>
Public Holiday		OT(B) hourly rate = <input type="text" value="3"/>
Public holiday (D)	hourly rate <input type="text" value="3"/>	
1/2 Day		
Rest Day		OT(C) hourly rate = <input type="text" value="2"/>
< 1/2 day =	daily rate <input type="text" value="0.5"/>	
< 1 day =	daily rate <input type="text" value="1"/>	

[Reset Default...](#)

⏪ Previous Task Next Task ⏩ [End Wizard](#)

Payroll Setting



Payroll Setup Wizard

Setup Company Profile

This is where you may setup your company's payroll policy.
If you have no idea about those EPF, SOCSO & O/Time settings,
you can just follow my default settings which is compliance with the Labour Law.



Profile | Addresses | Payroll Setting | Contribution Setting | Overtime Setting | Leave Setting

Calculation of Year of Service from

Always round up the entitled days to days

Calculation of entitled leave days using method

Include the month in service length calculation if day of service is before or on

[Reset Default...](#)

[<< Previous Task](#) [Next Task >>](#) [End Wizard](#)


Payroll Setting



Payroll Setup Wizard

Maintain Department

Perhaps, I may suggest some for you.....
i.e. D01 - Admin dept , D02 - Sales dept , D03 - Production dept etc.



Dept. Code	Description
ACC	ACCOUNT DEPARTMENT
MART	MARKETING DEPARTMENT
SUPP	SUPPORT DEPARTMENT

3

<< Previous Task Next Task >> End Wizard

Buttons: New, Edit, Delete, Save, Cancel


Department Maintenance



Payroll Setup Wizard

Maintain Bank

Fill up only if you have arrangement of "Electronic Credit Payment System" with the bank. Otherwise, you may skip this step !



Code	BANK	Bank Name	Account No
001	PBB	PUBLIC BANK BERHAD	3069984831

Address1	
Address2	
Address3	
Address4	
BranchName	
ContactPerson	
Department	
Phone	
Fax	

<< Previous Task
Next Task >>
End Wizard


Bank Maintenance



Payroll Setup Wizard

Maintain Allowance

You may set up all your fixed allowance here. Eg. car allowance, transport allowance etc.
If this allowances are also contribute to EPF & SOCSO as set up in company profile, just 'tick' at the column provided.



Code	Description	Amount	EPF	SOCSO	TAX	O.T.	Tax Exempted Rule
PARK	PARKING	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HP	PHONE ALLOWANCE	150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

2

<< Previous Task Next Task >> End Wizard


Allowance Maintenance



Payroll Setup Wizard

Maintain Deduction

Similar setting as Allowance Maintenance, you may have your monthly loan deduction & penalty deduction.
You may always skip this part as most companies do not practice monthly fixed deduction also.



Code	Description	Amount	EPF	SOCSSO	TAX
UL	UNPAID LEAVE	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

<< Previous Task Next Task >> End Wizard

New
Edit
Delete
Save
Cancel


Deduction Maintenance



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the **header's separate line**.



Name: Employee No.:

Job Title: Department Code:

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

General | **Contact**

Birth Date: Address:

Gender:

Race:

Marital Status:

New IC No. Country: Emp. Type:

Old IC No.

Phone No. H/P No.

Passport No.

Immigration No.

Disabled Person

Is Employed

Resign Date:

Employment Info | **Payment Info.**

Join Date: Payment By:

[Previous Employment Entry](#) Bank Code:

Confirm Date: Bank Acc.

<< Previous Task Next Task >> End Wizard


Employee Maintenance



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.



Name: Employee No.:

Job Title: Department Code:

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

General

EA Serial No: Partner/Sole P.

Wages Type: Monthly

Basic Salary: / Month

Pay Frequency:

Director Fee:

Tax

Tax No: Pay Tax

Tax Branch:

SOCSO

SOCSO IC Type: Pay SOCSO

SOCSO No:

SOCSO Type:

Employment Status:

EPF

EPF IC Type: Pay EPF

EPF No:

EPF Table:

EPF Initial: NK:

Others

Zakat:

Max. Pay for O.T. Calculation:

Pay HRDF

<< Previous Task Next Task >> End Wizard


Employee Maintenance – Payroll



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.



Name: Employee No.

Job Title: Department Code:

Personal Profile | Payroll Info. | **Allowance** | Deduction | Family Information | Leave | Photo / Notes

Allowance + -

Code	Description	Amount	EPF	SD...	TAX	O.T.	Tax Exempted ...
PARK	PARKING	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

100.00

<< Previous Task Next Task >> End Wizard


Employee Maintenance – Allowance



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.



Name: Employee No.

Job Title: Department Code:

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

Deduction + -

Code	Description	Amount	EPF	SOCSSO	TAX

<< Previous Task Next Task >> End Wizard


Employee Maintenance – Deduction



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.



Name:	<input type="text" value="LEE MEI MEI"/>	Employee No.:	<input type="text" value="E000002"/>	New Edit Delete Save Cancel Browse
Job Title:	<input type="text" value="ACCOUNT EXECUTIVE"/>	Department Code:	<input type="text" value="ACC"/>	

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

General

Spouse Name:

Spouse Old IC No:

Spouse New IC No:

No. of Tax Deductible Child:

Spouse Working

Spouse Tax No:

Spouse Tax Branch:

Tax Category:

Spouse Disabled

Contact

Address:

Phone No:

<< Previous Task Next Task >> End Wizard


Employee Maintenance – Family Info



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.



Name:	<input type="text" value="LEE MEI MEI"/>	Employee No.:	<input type="text" value="E000002"/>	<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Browse"/>
Job Title:	<input type="text" value="ACCOUNT EXECUTIVE"/>	Department Code:	<input type="text" value="ACC"/> ...	

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

Leave Group: ...

<< Previous Task Next Task >> End Wizard

Employee Maintenance – Leave Group



Payroll Setup Wizard

Maintain Employee

Your employees' data is setup here. Please make sure all highlighted fields are not left emptied.
Tips: Right Click the window below, you may customise which **record field** to be displayed. Click and drag the **record field** to the header, then drop it on the *header's separate line*.

Name: Employee No.

Job Title: Department Code:

Personal Profile | Payroll Info. | Allowance | Deduction | Family Information | Leave | Photo / Notes

Photo (170x190)

Stretch

Photo

New
Edit
Delete
Save
Cancel
Browse

<< Previous Task Next Task >> End Wizard

Employee Maintenance – Others



Payroll Setup Wizard

Year To Date Entry

This screen allows you to key in your payroll data from January this year. The data is necessary for yearly reports & year end submission of government document like EA Form.

Name

- Department : ACC - 1
 - 30 LEE MEI MEI
- Department : MART - 1
 - D ALI HASSAN

Total: 2 employee(s)

No. Tax Ded.	
Spouse New I	
Spouse Old IC	
Spouse Addre	
Spouse Addre	
Spouse Addre	
Spouse Addre	

Save Cancel Reset

Transaction	Jan	Feb	Mar	Apr	May
Payment By	2.00	2.00	2.00	2.00	2.00
Bonus Start Date					
Bonus End Date					
Claim					
Payment of Arrears					
2600.00 2600.00 2600.00 2600.00 2600.00					
Category : Deduction					
Employee EPF	234.00	234.00	234.00	234.00	234.00
Arrears EPF					
Employee SOCSO	12.75	12.75	12.75	12.75	12.75
2353.25 2353.25 2353.25 2353.25 2353.25					

Allowance | Deduction

+ -

Code	Description	Amount	EPF	SOCSO	TAX	O.T.	Tax Exempted Rule
		0.00					

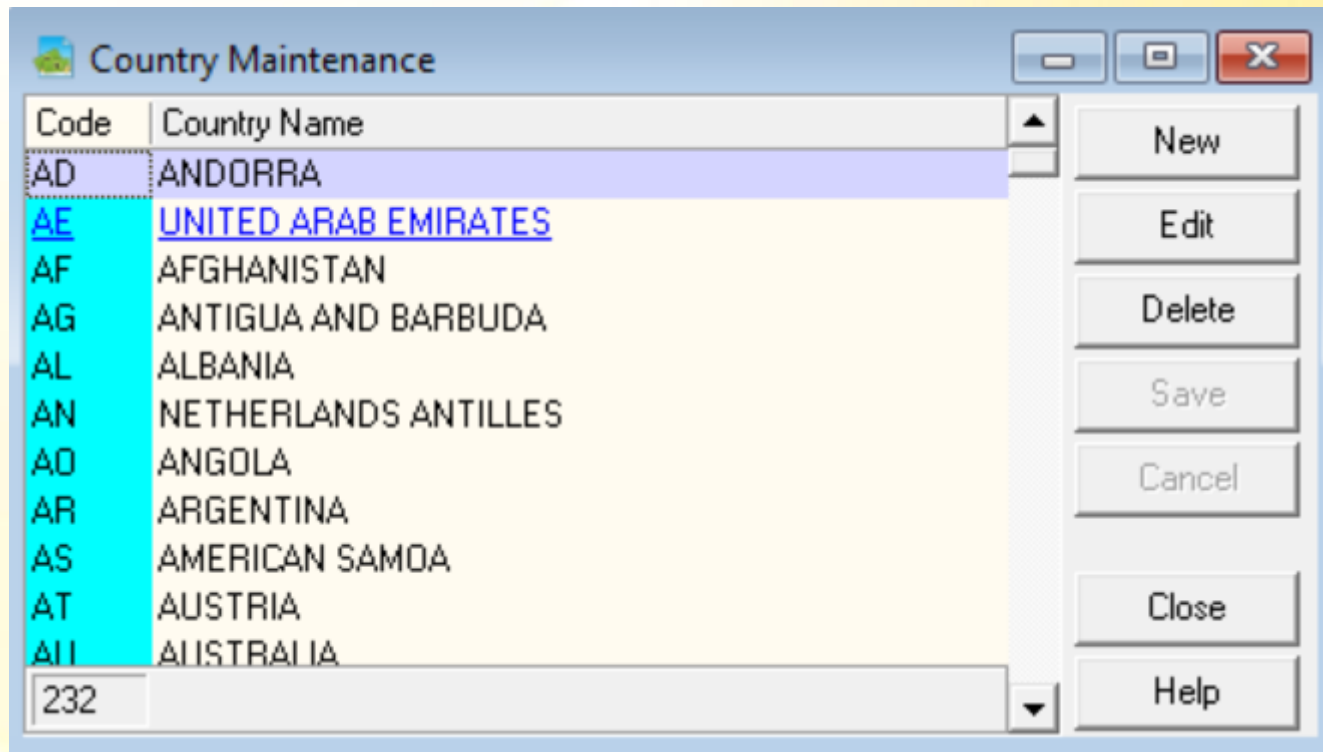
<< Previous Task
Next Task >>
End Wizard

Year to Date Maintenance



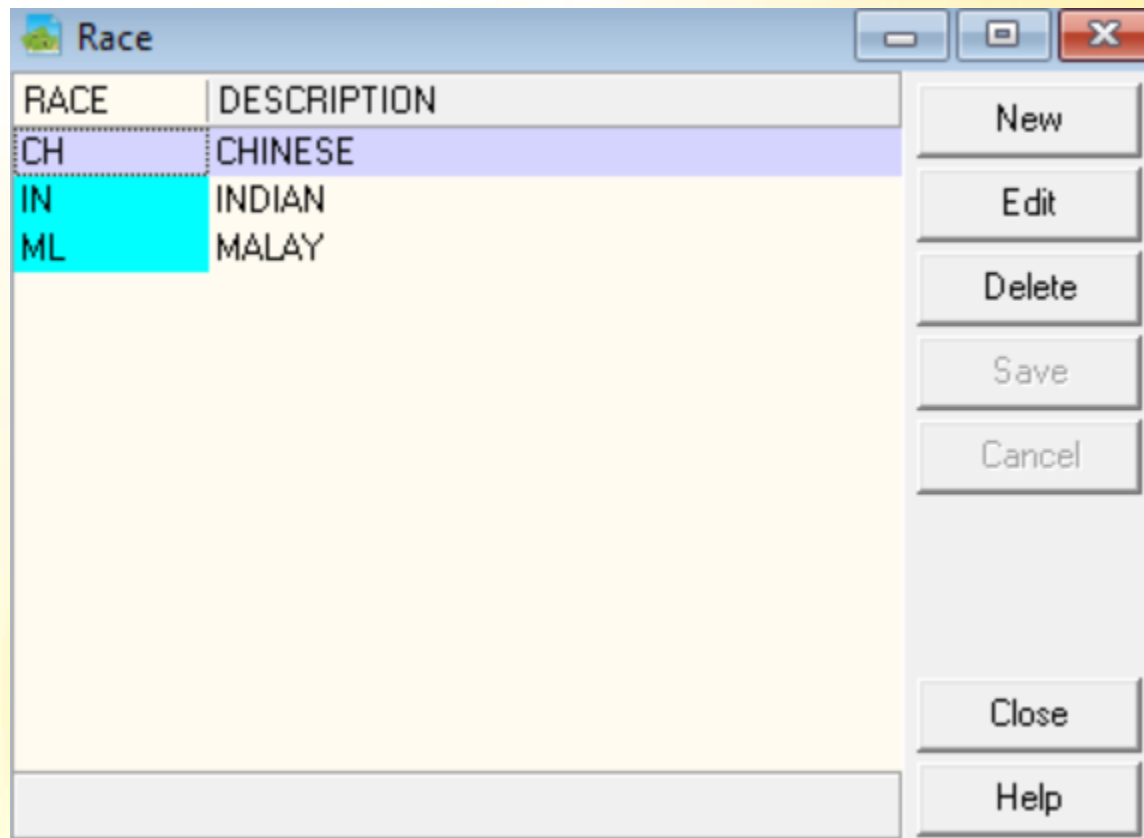
Country

- Payroll | Maintenance | Maintain Country.



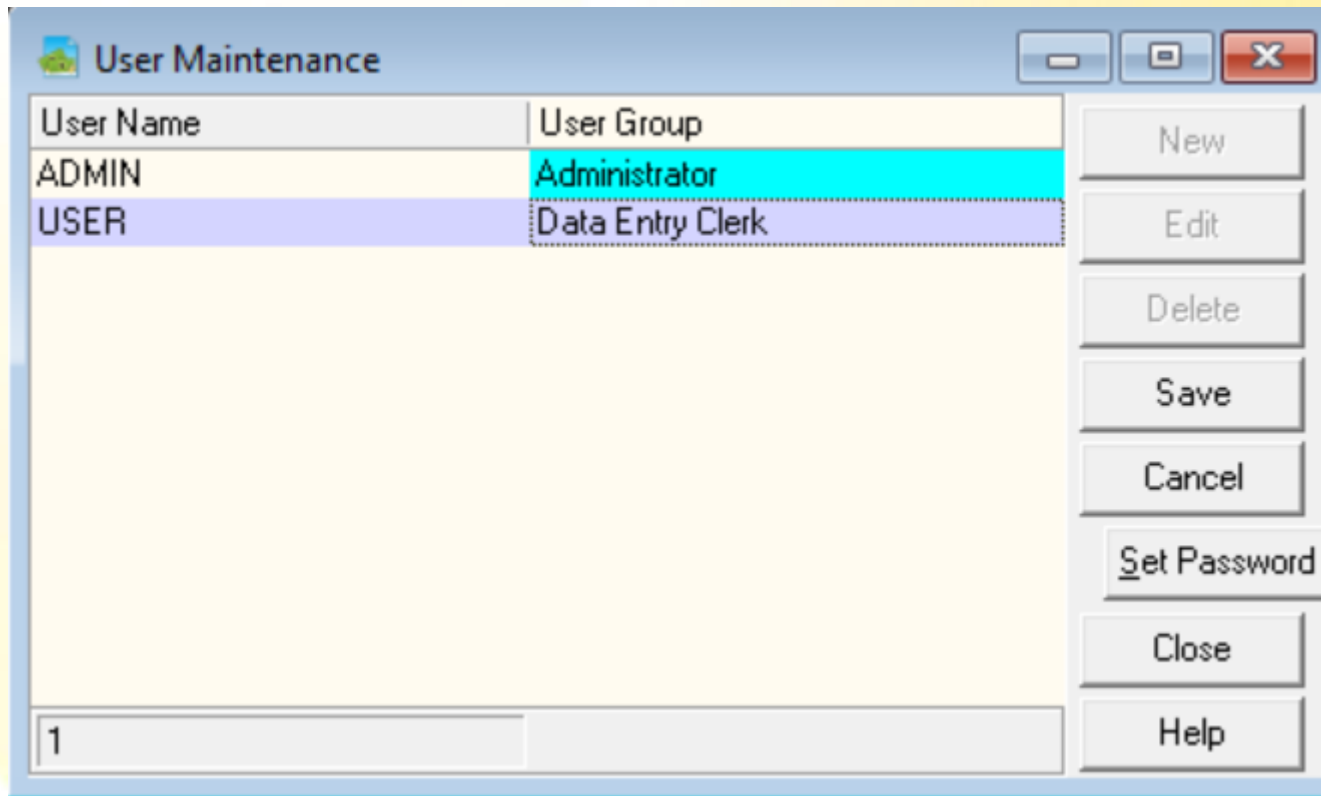
Race

- Payroll | Maintenance | Maintain Race.



Users

- Payroll | Maintenance | Maintain User.



Users

- User Group – Access Permission.
 - Administrator
 - Full Access.
 - Payroll Executive
 - Unable to Access User Maintenance.
 - Unable to Change Payroll Setting.
 - Unable to Create Payroll Database.
 - Unable to purge & lock Database.
 - Data Entry Clerk
 - Only able to enter payroll data but unable to view salary amount/record.



EPF Table

- Payroll | Maintenance | EPF Table.
- Generate by Percentage / Amount.

The screenshot shows the 'EPF Table' window with the following fields and controls:

- EPF Code: DEFAULT
- Description: Default
- Employee Contribution: 9 as Percentage
- Employer Contribution: 13 as Percentage (<=5000) and 12 as Percentage (>5000)
- Buttons: New, Edit, Delete, Save, Cancel, Rebuild, Close, Help

Start Amount	End Amount	Employee EPF	Employer EPF (<=5000)	Employer EPF (>5000)
0.01	10.00	0.00	0.00	0.00
10.01	20.00	2.00	3.00	3.00
20.01	40.00	4.00	6.00	5.00
40.01	60.00	6.00	8.00	8.00
60.01	80.00	8.00	11.00	10.00
80.01	100.00	9.00	13.00	12.00
100.01	120.00	11.00	16.00	15.00
120.01	140.00	13.00	19.00	17.00
140.01	160.00	15.00	21.00	20.00
160.01	180.00	17.00	24.00	22.00
180.01	200.00	19.00	26.00	24.00

401



SOCSSO Table

- Payroll | Maintenance | SOCSSO Table.

Start Amount	End Amount	Category 1		Category 2	
		Employee	Employer	Employee	Employer
0.01	30	0.1	0.4	0	0.3
30.01	50	0.2	0.7	0	0.5
50.01	70	0.3	1.1	0	0.8
70.01	100	0.4	1.5	0	1.1
100.01	140	0.6	2.1	0	1.5
140.01	200	0.85	2.95	0	2.1
200.01	300	1.25	4.35	0	3.1
300.01	400	1.75	6.15	0	4.4
400.01	500	2.25	7.85	0	5.6
500.01	600	2.75	9.65	0	6.9
600.01	700	3.25	11.35	0	8.1
700.01	800	3.75	13.15	0	9.4
800.01	900	4.25	14.85	0	10.6
900.01	1000	4.75	16.65	0	11.9
1000.01	1100	5.25	18.35	0	13.1



Leave Entitlement

- Leave | Maintenance | Create Leave Entitlement.
- Key in BF & Entitled.

Leave Entitlement - Year: 2016

Group | Name

- Department : ACC - 1
 - STANDAF LEE MEI MEI
- Department : MART - 1
 - STANDAF ALI HASSAN

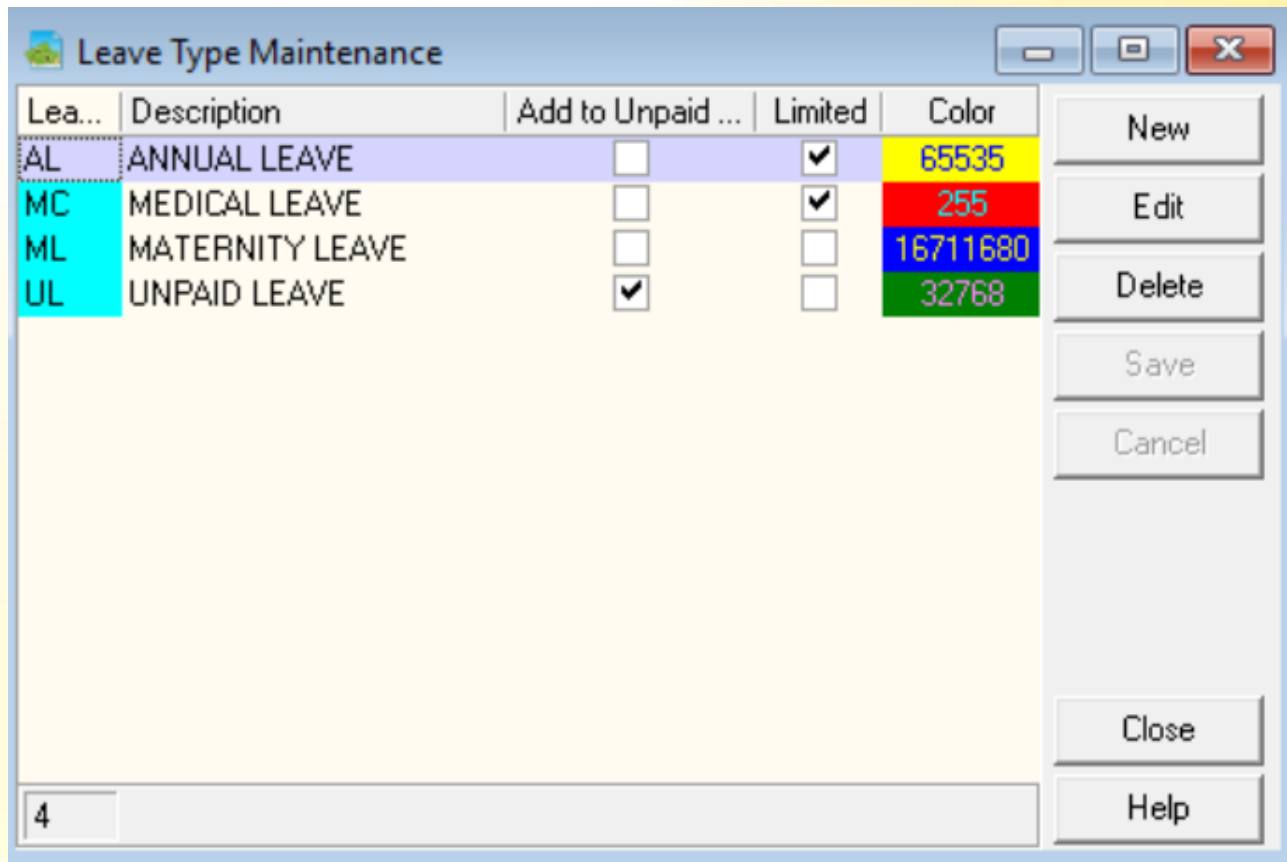
Save Cancel Reset

Type	Description	BF	Entitled	Total
AL	ANNUAL LEAVE	2	8	10
MC	MEDICAL LEAVE	0	14	14

Total: 2 employee(s)

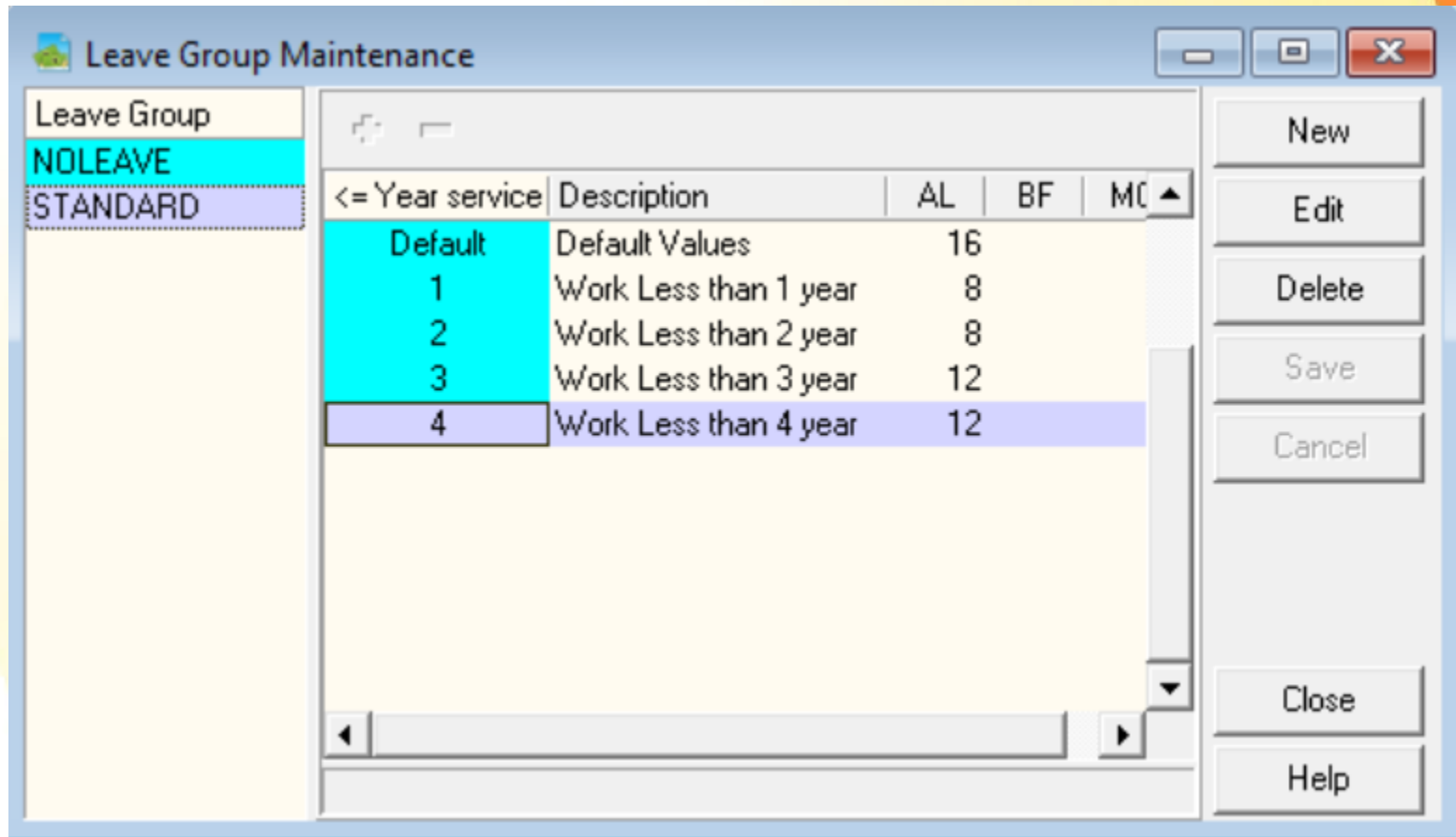
Leave Type

- Leave | Maintenance | Maintain Leave Type.



Leave Group

- Leave | Maintenance | Maintain Leave Group.



PAYROLL PROCESS

Steps

1. Create new payroll transaction.
2. Additional data entry.
 - Allowance / Deduction.
 - Overtime.
 - Commission.
 - Benefit In Kind.
3. Commit Data for each employee.
4. Print Report – Payslip, etc.



New Payroll Transaction

- Payroll | Create New Payroll Transaction.

Create New Payroll ×

Hint: Create New Payroll allows you to calculate your employee's payroll for a specific period of date, you can:
- calculate the first half month payroll
- calculate the second half month payroll or monthly payroll

1. Payroll Type

Monthly / Second Half
 First half

2. Payroll Period

Month Year

Processed Month:

01	02	03	04	05	06	07	08	09	10	11	12
Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Blue	Blue	White	White	White	White

Legend:

<input checked="" type="checkbox"/> Yellow	Year to Date	<input type="checkbox"/> White	Unprocessed
<input checked="" type="checkbox"/> Blue	Fully Processed	<input type="checkbox"/> Red	Out of Processed Sequence
<input checked="" type="checkbox"/> Green	First Half Processed	<input type="checkbox"/> Lock	Locked

3. Department & Employee

Department From to

Employee From to



New Payroll Transaction

- Payroll Type
 - Monthly / Second Half.
 - First Half.
- Payroll Period – Period/Month of the payroll.
- Department/Employee – Filtration to Generate.



New Payroll Transaction

AutoCount Payroll Plus - PRESOFT (M) SDN BHD - [Payroll Processor - Period: Jul, 2016 (Monthly / Second Half)]

File Edit View Inquiry Payroll Leave Tools Windows Help

Find Employee...

Monthly 1st Half 2nd Half Save Cancel Reset

LEE MEI MEI K1 / B

Earning		Deduction		Company	
Basic Salary:	2,500.00	Deduction:	0.00	BIK & VOLA:	0.00
Allowance:	100.00	Advance:	0.00	BIK for PCB:	0.00
Overtime Details:	0.00	EPF:	459.00	VOLA for PCB:	0.00
Commission:	0.00	SOCSSO:	12.75	Company EPF:	663.00
Bonus:	2,500.00	PCB Tax:	0.00	Company SOCSSO:	44.65
Director Fee:	0.00	CP39A Tax:	0.00		
Paid Leave:	0.00	CP38 Tax:	0.00		
Claim:	0.00	Unpaid Leave:	0.00		
Payment of Arrears:	0.00	Zakat:	0.00		
Gross Pay:	5,100.00	Total deduction:	471.75	Net Pay:	4,628.25

Payment by: Bank Auto Ci Committed

Main Optional Deductions PCB Tax Details for Zakat

New Payroll – Basic Info



New Payroll Transaction

Allowance								
Code	Description	Amount	EPF	SOCSSO	TAX	O.T.	Paid Monthly	
▶ PARK	PARKING	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		100.00						

Deduction						
Code	Description	Amount	EPF	SOCSSO	TAX	Paid Monthly

New Payroll – Allowance / Deduction



New Payroll Transaction

Overtime |

Daily Rate: 2,500.00 / 26 = 96.1538

Hourly Rate: 96.1538 / 8 = 12.0192

Overtime Item	Units	Rate	Daily Pay	Sub-Total
Rest Day < 1/2 Day	0.00	0.50	0.0000	0.00
Rest Day < 1 Day	0.00	1.00	0.0000	0.00
▶ Public Holiday	0.00	3.00	0.0000	0.00

Overtime Item	Hours	Minut...	Rate	Hourly Pay	Sub-Total
Normal Working Day	0	0	1.50	0.0000	0.00
Rest Day	0	0	2.00	0.0000	0.00
▶ Public Holiday	0	0	3.00	0.0000	0.00

New Payroll – Overtime



New Payroll Transaction

Commission

+ - ↑ ↓

No	Description	Amount	Note	Paid Monthly
I 1	Commition		a	<input type="checkbox"/>

Advance

+ - ↑ ↓

No	Description	Amount
▶ 1	ADVANCED	500.00

New Payroll – Commission / Advanced



New Payroll Transaction

Benefits in Kind Basic Salary

+ - ↑ ↓

No	Date	Description	No. of Days	Daily Rate	SubTotal
1	19/07/2016		26.00	100.00	2,600.00

New Payroll – Daily/Hourly



New Payroll Transaction

- Commit (Tick) to process payroll data.
- Prevent from accidental amendment.

LEE MEI MEI K1 / B

Earning		Deduction		Company	
Basic Salary:	2,500.00	Deduction:	0.00	BIK & VOLA:	0.00
Allowance:	100.00	Advance:	0.00	BIK for PCB:	0.00
Overtime Details:	0.00	EPF:	459.00	VOLA for PCB:	0.00
Commission:	0.00	SOCSSO:	12.75	Company EPF:	663.00
Bonus:	2,500.00	PCB Tax:	0.00	Company SOCSSO:	44.65
Director Fee:	0.00	CP39A Tax:	0.00		
Paid Leave:	0.00	CP38 Tax:	0.00	Payment by:	Bank Auto Ci
Claim:	0.00	Unpaid Leave:	0.00		
Payment of Arrears:	0.00	Zakat:	0.00		
Gross Pay:	5,100.00	Total deduction:	471.75	Net Pay:	4,628.25

Payment by: Committed

Main | Optional Deductions | PCB Tax Details for Zakat

BONUS PROCESS

Steps

1. New Bonus Processor.
2. Input Bonus Amount.
3. Save.
4. Print Bonus slip.



Bonus Processor

- Payroll | Bonus Processor.
- Bonus Date – New or edit existing bonus.

Open Bonus

1. Bonus Date

New Bonus Date 20/07/2016

Existing Bonus Year 2016 Date: 01/07/2016

2. Department & Employee

Department From [] to []

Employee From [] to []

Create Cancel

Bonus Processor

The screenshot displays the Bonus Processor software interface. On the left, a tree view shows the employee hierarchy: Department: ACC - 1 (LEE MEI MEI) and Department: MART - 1 (ALI HASSAN). The main window shows the details for LEE MEI MEI. The interface includes a menu bar with 'Save', 'Cancel', and 'Reset' options. The 'Earning' section shows a Start Date of 01/01/2016, an End Date of 31/07/2016, and a Bonus of 5,000.00. The 'Deduction' section shows EPF of 450.00, Company EPF of 650.00, SOCSO of 0.00, Company SOCSO of 0.00, PCB Tax of 0.00, and Zakat of 0.00. The 'Payment by' dropdown is set to 'Bank Auto Ci'. The summary at the bottom shows a Gross Pay of 5,000.00, a Total deduction of 450.00, and a Net Pay of 4,550.00.

Earning		Deduction		LEE MEI MEI	
Start Date:	01/01/2016	EPF:	450.00	Company EPF:	650.00
End Date:	31/07/2016	SOCSO:	0.00	Company SOCSO:	0.00
Bonus	5,000.00	PCB Tax:	0.00	Payment by:	Bank Auto Ci
		Zakat:	0.00		
Gross Pay:	5,000.00	Total deduction:	450.00	Net Pay:	4,550.00

Bonus Info



LEAVE PROCESS

Steps

1. Select Employee.
2. Select Leave Type & Duration (Full / Half Day).
3. Select Days in Calendar to apply.
4. Save.



Leave Application

- Leave | Leave Application.
- Specify Year of application.

Open Leave Application

1. Year

Year 2016

Processed Month:

01	02	03	04	05	06	07	08	09	10	11	12
Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Blue	Blue	White	White	White	White

Legend:

Yellow	Year to Date	White	Unprocessed
Blue	Fully Processed	Red	Out of Processed Sequence
Green	First Half Processed	Lock	Locked

2. Department & Employee

Department From: [] to []

Employee From: [] to []

Open Cancel



Leave Application

4

Find Employee...

Group	Name
- Department : ACC - 1	STANDAF LEE MEI MEI
- Department : MART - 1	STANDAF ALI HASSAN

1

Save Cancel

LEE MEI MEI

Type	Description
AL	ANNUAL LEAVE
MC	MEDICAL LEAVE
ML	MATERNITY LEAVE

First Half Full Day
 Second Half Clear

June 2016							July 2016							August 2016							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30	25	26	27	28	29	30	31	29	30	31								

2

3

Leave Records

T...	Description	Date	D...	Day Type	Note
MC	MEDICAL LEAVE	02/07/2016	1	Full Day	
AL	ANNUAL LEAVE	14/07/2016	1	Full Day	
AL	ANNUAL LEAVE	15/07/2016	1	Full Day	

Leave Summary

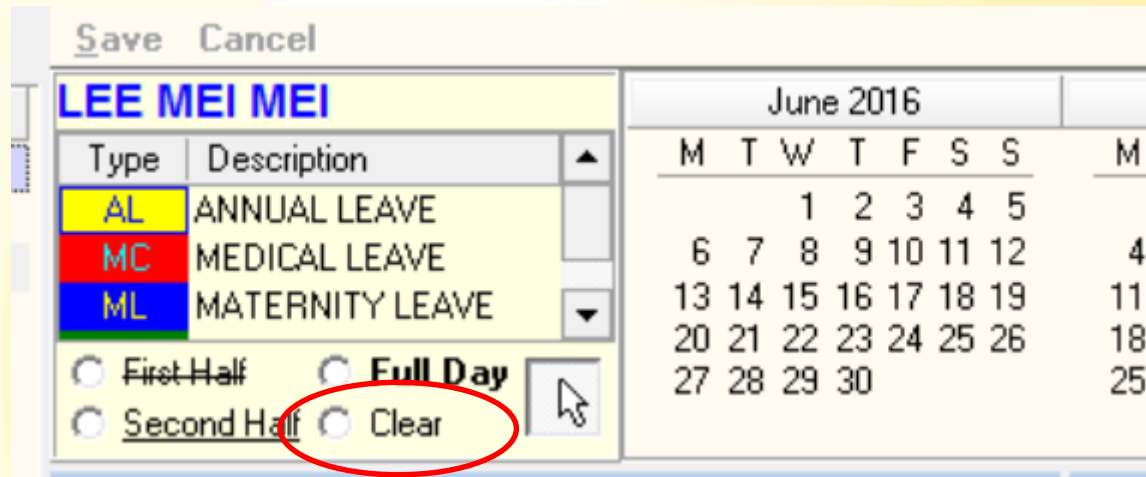
Type	Description	Entitled	Taken	Balance
AL	ANNUAL LEAVE	10	2	8
MC	MEDICAL LEAVE	14	1	13

PRESOFT'S AUTOCOUNT PAYROLL TRAINING

51

Leave Application

- Delete Leave Application.
 - Select "Clear" in Leave Type.
 - Select Dates in Calendar.
 - Save.



The screenshot shows a software interface for leave applications. At the top, there are 'Save' and 'Cancel' buttons. Below them, the name 'LEE MEI MEI' is displayed. A dropdown menu for 'Leave Type' is open, showing three options: 'AL ANNUAL LEAVE' (yellow background), 'MC MEDICAL LEAVE' (red background), and 'ML MATERNITY LEAVE' (blue background). Below the dropdown, there are four radio button options: 'First Half', 'Full Day', 'Second Half', and 'Clear'. The 'Clear' option is circled in red. To the right of the form is a calendar for June 2016, showing days of the week (M, T, W, T, F, S, S, M) and dates (1-30). The calendar shows that June 4th, 11th, 18th, and 25th are marked with numbers, likely indicating leave dates.

Leave Inquiry

- Inquiry | Leave Inquiry.
- Monthly / Yearly statistic.

Leave Inquiry Conditions

Year: 2016
 Month From: January
 to: December
 Department From: _____
 to: _____
 Employee From: _____
 to: _____

Type Description
 AL ANNUAL LEAVE
 MC MEDICAL LEAVE
 ML MATERNITY LEAVE
 UL UNPAID LEAVE

Check/Uncheck All Types

Clear Go

Leave Calendar

June 2016							July 2016							August 2016							September 2016							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
30	31	1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28	29	30	1	2	
																					3	4	5	6	7	8	9	

Leave Application Summary (No. of Employees)

TransDate	SUPP	ACC	MART	Total
09/07/2016				
10/07/2016				
11/07/2016				
12/07/2016				
13/07/2016				
14/07/2016			1	1
15/07/2016			1	1
16/07/2016				
17/07/2016				
18/07/2016				
19/07/2016				
20/07/2016				
21/07/2016				
22/07/2016				
23/07/2016				
24/07/2016				
25/07/2016				
26/07/2016				
27/07/2016				
28/07/2016				
29/07/2016				
30/07/2016				
31/07/2016				
01/08/2016				

Leave Application Details

Emp No	Name	Type	Days	Note
--------	------	------	------	------



PAYROLL REPORTS

Reports

- Payroll Reports.
 - Pay slip.
 - Bonus slip.
 - Payroll Summary.
 - Allowance Listing.
 - Deduction Listing.
 - EPF / SOCSO / Tax Listing.
 - HRDF Report.
 - Bank Credit Report.
 - Etc.



Reports

- Leave Reports.
 - Leave Entitlement Report.
 - Leave Balance Report.
 - Leave Transaction Listing Report.



Reports

- Government Reports.
 - EPF Borang A.
 - SOCSO Borang 8A.
 - Income Tax CP39.
 - Income Tax EA Form.
 - Income Tax CP8D.
 - Income Tax CP159.
 - Income Tax PCB (II).
 - Etc.



Payslip

- Payroll | Print Pay slip.

The screenshot shows a software window titled "Pay slip" with several sections for configuring payroll processing:

- 1. Pay Frequency:** Includes a checked for "Monthly", and unchecked for "First Half" and for "Second Half".
- 2. Payroll Period:** Features a "Month" dropdown set to "July" and a "Year" spinner set to "2016". Below this is a "Processed Month:" row with 12 columns (01-12). Columns 01-06 are yellow, 07-08 are blue, and 09-12 are white. A legend below explains the colors: Yellow for "Year to Date", Blue for "Fully Processed", Green for "First Half Processed", White for "Unprocessed", Red for "Out of Processed Sequence", and a lock icon for "Locked".
- 3. Department & Employee:** Contains two rows of filters. The first row has "Department From:" and "to:" dropdowns. The second row has "Employee From:" and "to:" dropdowns.
- 4. Sorting:** Includes a "Sort by:" dropdown menu currently set to "Department Code, Employee No".
- 5. Misc. Information:** Features a "Payslip Message:" label and a text area containing the word "Notes".

On the right side of the window, there are buttons for "Preview", "Print", "Close", and "Help".



Payslip

PRESOFT (M) SDN BHD		JULY 2016		PAYSリップ		MONTHLY	BANK
EMPLOYEE NO : E000002		NAME : LEE MEI MEI					
Basic Salary		RM	2,500.00			MTD	YTD
Allowance			100.00				
Bonus			2,500.00				
GROSS PAY							
LESS :							
Employee EPF	RM		459.00			E.P.F	
Employee SOCSO			12.75			EMPLOYEE :	909.00 2,313.00
						EMPLOYER :	1,313.00 3,341.00
						TOTAL :	2,222.00 5,654.00
						SOCSO	
						EMPLOYEE :	12.75 89.25
						EMPLOYER :	44.65 312.55
						TOTAL :	57.40 401.80
Total Deduction			471.75			APPROVED BY :	RECEIVED BY :
Net Pay		RM	4,628.25				
Notes:							
PCB: Monthly: 0.00 Bonus@01/07/2016: 0.00 Total: 0.00							

Pay slip



EA Form

(C.P. 3A - Rev. 2010)

MALAYSIA

CUKAI PENDAPATAN **Pemvata Gaji Pekerja SWASTA EA**

No. Siri PENYATA SARAAN DARIPADA PENGGAJIAN No. Cukai Pendapatan Pekerja
 No. Majikan E BAGI TAHUN BERAKHIR 31 DISEMBER 2015 Cawangan LHDNM

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) HASSAN
 2. Jawatan 3. No. Kakitangan/No. Gaji 599000
 4. No. K.P. Baru 920000-19-5999 5. No. Pasport
 6. No. KWSP
 7. Jika bekerja tidak genap setahun, nyatakan:
 (a) Tarikh mula bekerja
 (b) Tarikh berhenti kerja

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN **RM**

Pembayaran/Manfaat Yang Dikecualikan Cukai

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa) 3,300.00
 Fi (termasuk fi pengarah), komisen atau bonus 5,200.00
 Tip kasar, perkuisit, penerimaan sugu hati atau elaun-elaun lain (Perihal pembayarar)
 Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja

2. Nilai Manfaat atau kemudahan berupa barangan :
 (a) Kereta (Tarikh sebenar diperuntukkan) (i) Nilai kereta dan petrol
 (Jenis Tahun Model) (ii) Nilai pemandu
 (b) Elektrik, air, telefon dan kemudahan lain
 (c) Nilai manfaat rumah tangga (*Potong yang tidak berkenaan)
 (i) Separuh lengkap dengan perabot/penyaman udara/langsir/permaidani, atau
 (ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau
 (iii) Butiran berasingan: Perabot dan kelenjangan
 Perkakas dapur
 Hiburan dan rekreasi
 (d) Pembantu rumah dan tukang kebun
 (e) Manfaat tambang peroutian
 (f) Lain-lain (misalnya makanan dan pakaian)

3. Nilai tempat kediaman (Alamat)
 4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan
 5. Pampasan kerana kehilangan pekerjaan

C PENCEN DAN LAIN-LAIN

1. Pencen
 2. Anuiti atau Bayaran Berkala yang lain
JUMLAH **8,500.00**

D JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) Tahun Semasa yang dibayar kepada LHDNM
 2. Arahkan Potongan CP 3i
 3. Potongan zakat yang dibayar kepada pihak berkuasa pemungut zakat

E CARUMAN YANG WAJIB DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG PENCEN ATAU SIMPANAN YANG DILU

Nama Kumpulan Wang KWSP
 Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) 70000

F BUTIRAN PEMBAYARAN TUNGGAKAN DAN LAIN-LAIN BAGI TAHUN-TAHUN TERDAHULU (SEBELUM TAHUN SEMASA)

Bayaran Bagi Tahun Jenis Pendapatan Jumlah Bayaran (RM) Caruman KWSP (RM) Potongan Cukai Bulanan (PCB) (RM)

G JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI **RM**

Tarikh 20/07/2016
 Nama Pegawai
 Jawatan
 Nama dan Alamat Majikan RESOFT (M) SDN BHD
 NO 24-1, JALAN PUTERI 2/5

EA Form 2015



PAYROLL ELECTRONIC TRANSFER

Electronic Transfer

- EPF Borang A (Text File).
- SOCSO Borang 8A (Text File).
- Income Tax CP39 / CP39A (Text File).

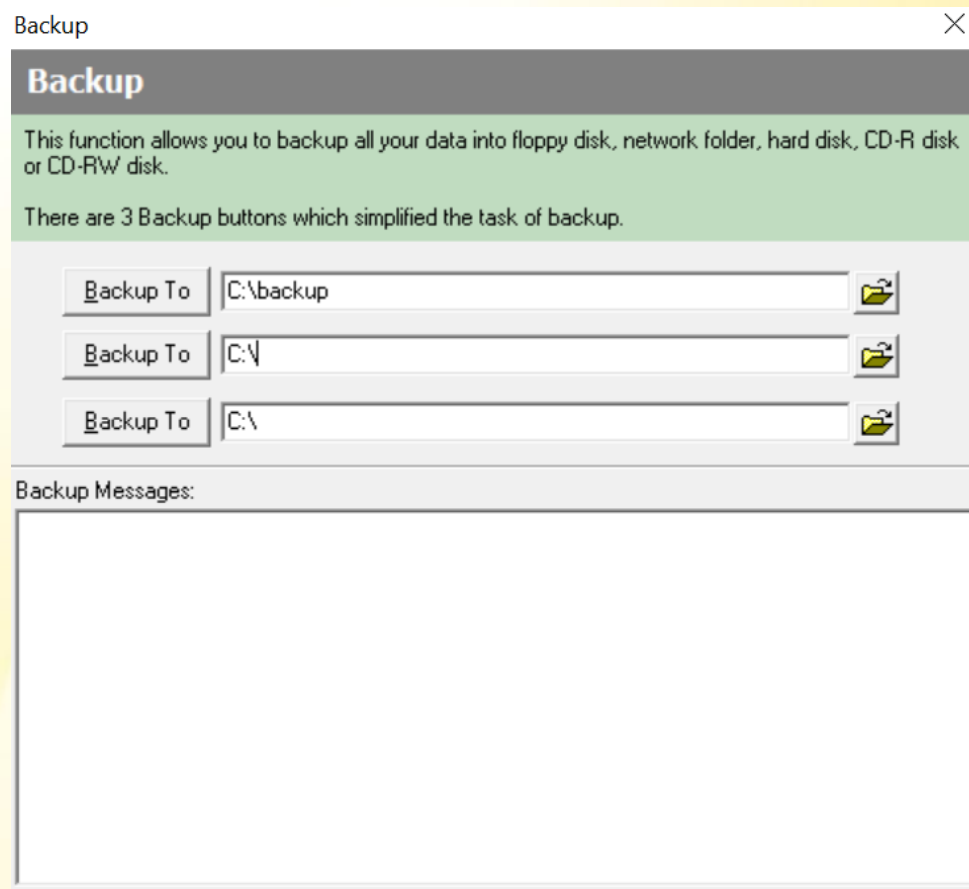




TOOLS

Backup

- Tools | Backup.



Restore

- Tools | Restore.

Restore

Restore

This function allows you to restore from your backup data.

Create a new database, then restore the data into this new database.

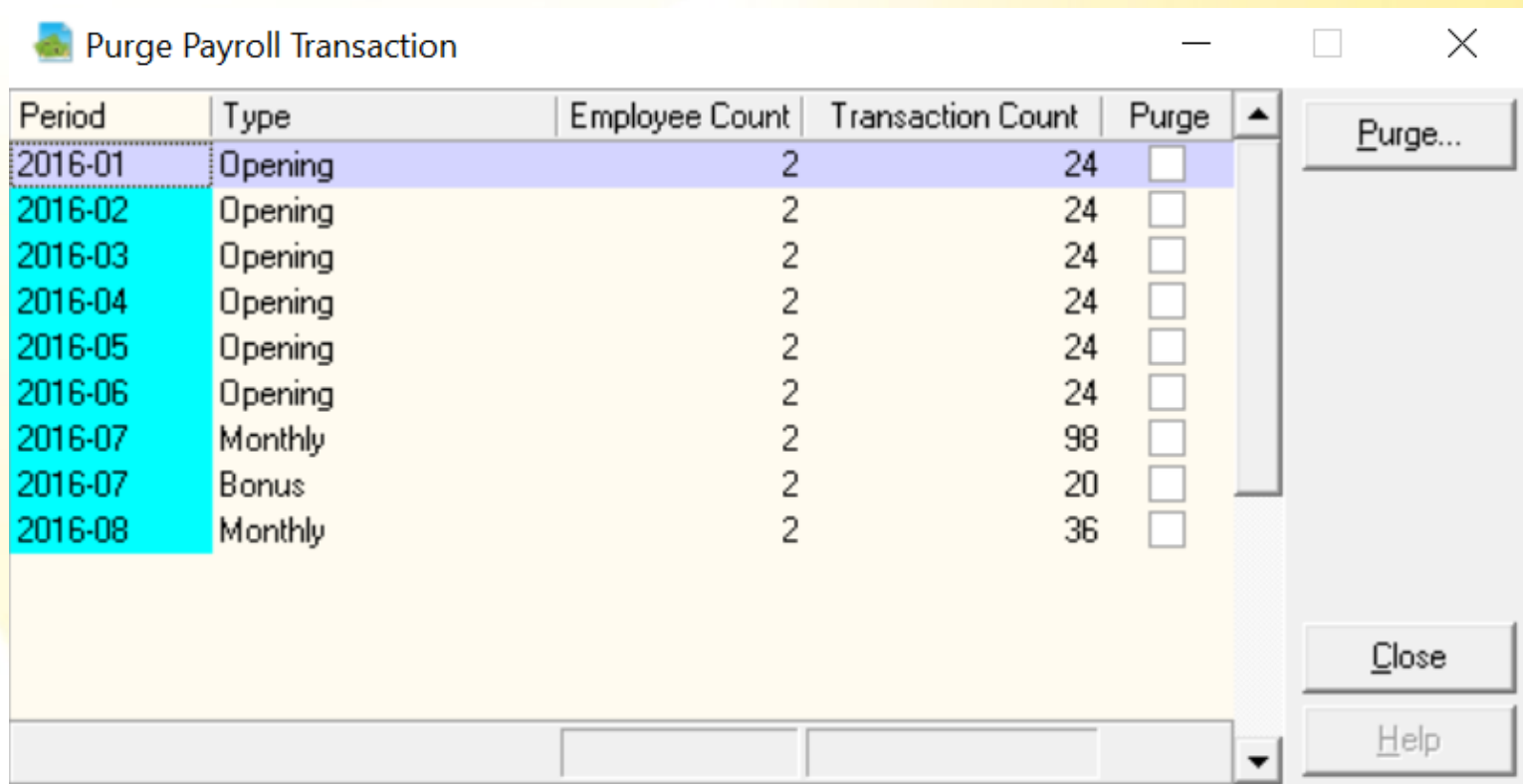
New Database Filename:

Restore Messages:



Purge Payroll Data

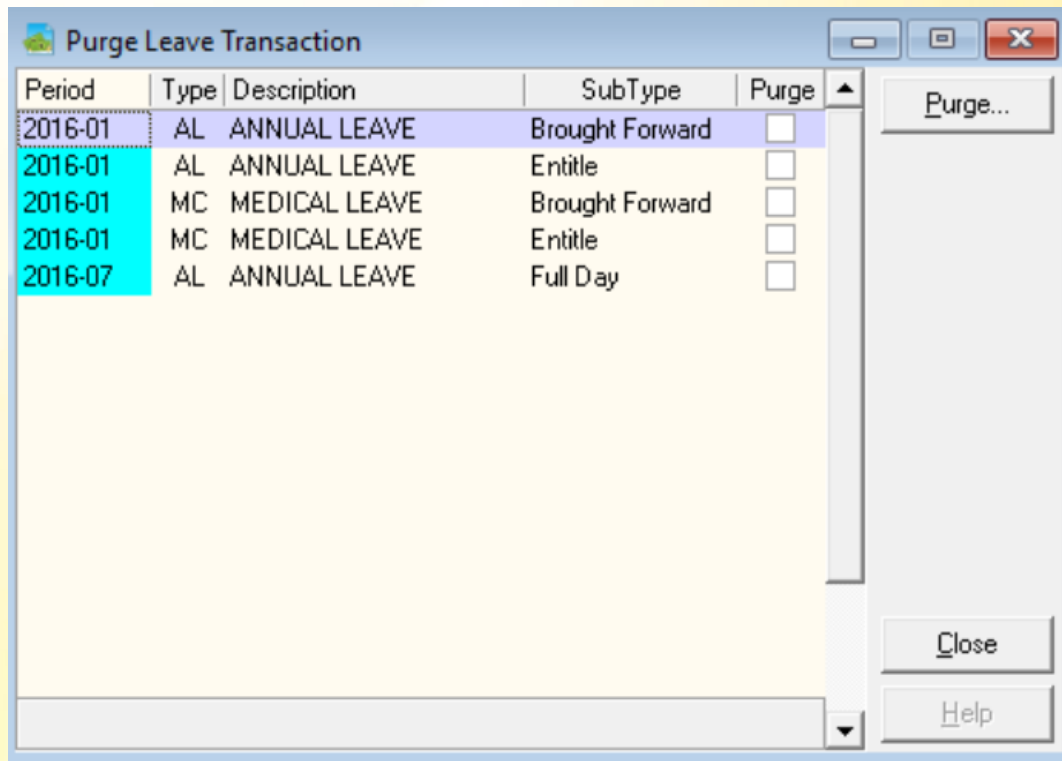
- Tools | Purge Payroll Transaction.
- Tick to Purge.



Period	Type	Employee Count	Transaction Count	Purge
2016-01	Opening	2	24	<input type="checkbox"/>
2016-02	Opening	2	24	<input type="checkbox"/>
2016-03	Opening	2	24	<input type="checkbox"/>
2016-04	Opening	2	24	<input type="checkbox"/>
2016-05	Opening	2	24	<input type="checkbox"/>
2016-06	Opening	2	24	<input type="checkbox"/>
2016-07	Monthly	2	98	<input type="checkbox"/>
2016-07	Bonus	2	20	<input type="checkbox"/>
2016-08	Monthly	2	36	<input type="checkbox"/>

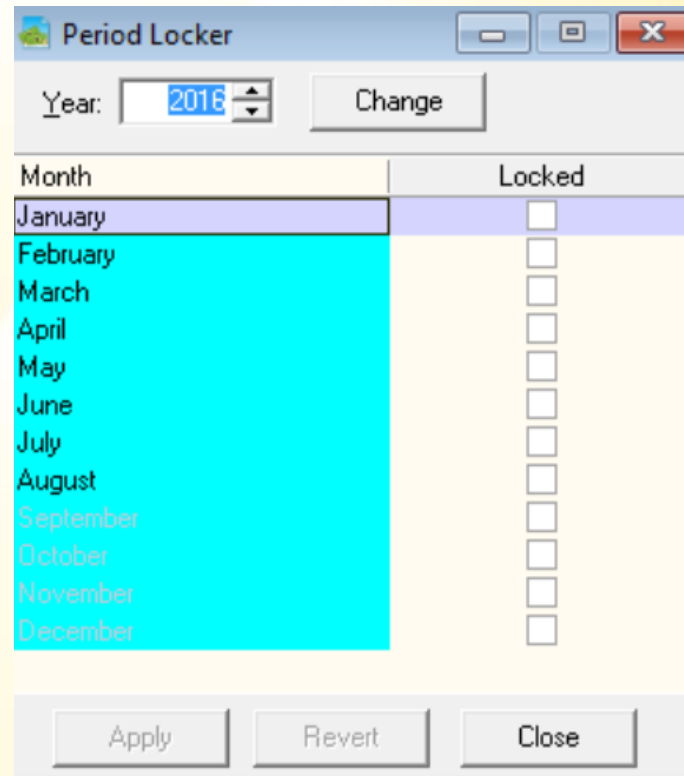
Purge Leave Data

- Tools | Purge Leave Transaction.
- Tick to Purge.



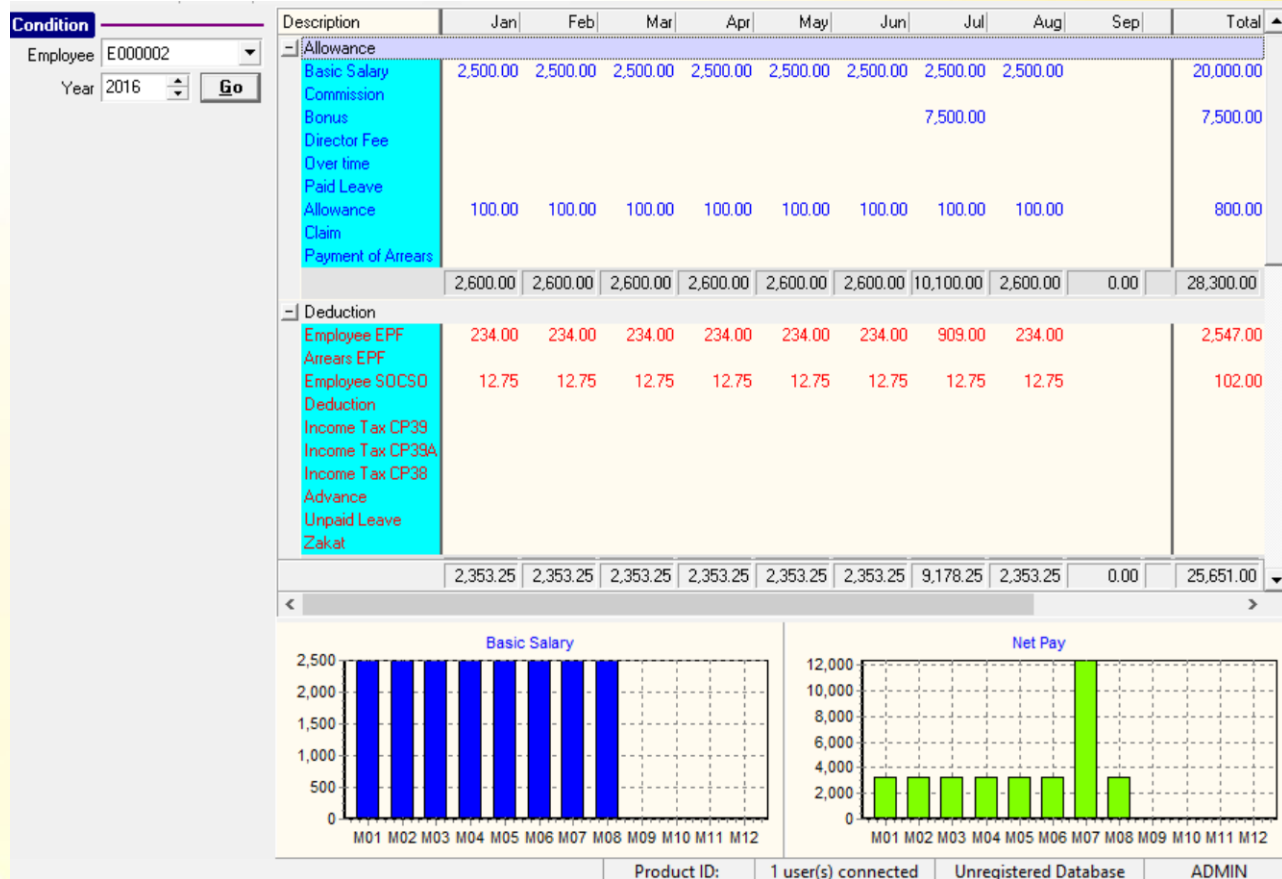
Lock Data

- Tools | Lock Period.
- Tick to lock and apply.



Payroll History Data

- Inquiry | Payroll History Inquiry.



Options

- Tools | Options.
- Payroll Settings.

Options

General | User Defined Field | Customized Features

Year to Date Entry up to June Year 2016

Apply PCB 2009 logic from January of Year 2009

Enable User Modify Fields such as EPF, SOCSO, PCB Tax and CP 39A

OK Cancel





THANK YOU