

Release Note CP 1.0.7

New Features

1. Health Declaration Form

A new form in the system to prompt user daily based on the frequencies set, it can be 1 times per day (morning only), 2 times per day (morning and evening only) or 3 times per day (morning, afternoon and evening only).

For more details, may refer to our video guide at <https://www.youtube.com/watch?v=3yt7rkIpxYc> .

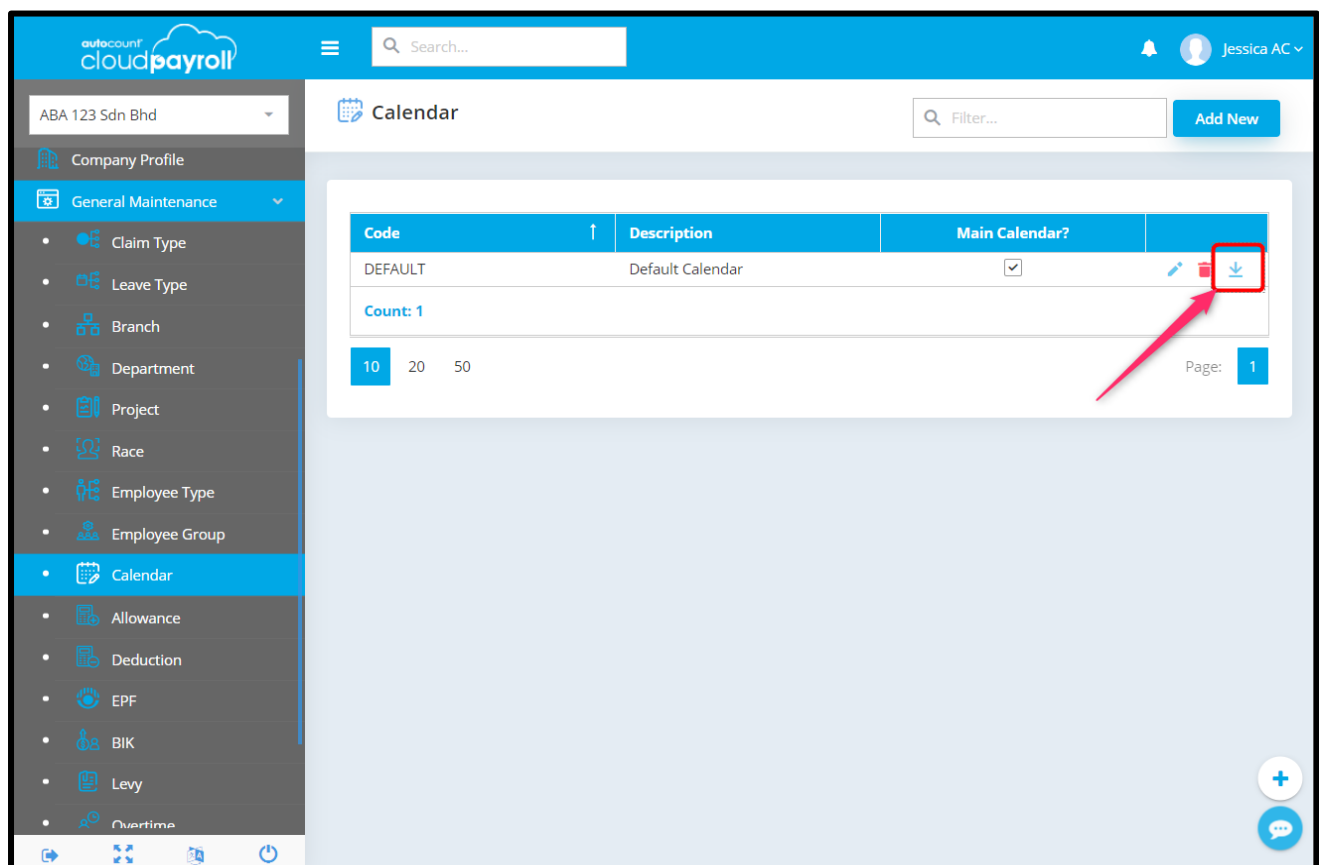
2. Health Record Transactions

If the employees that missed out to fill the health declaration form, HR may add back to the system by add in at the health record transaction.

Kindly go to Human Resource > Health Record Transaction.

3. Export Calendar

User can now export the list of Holidays in the calendar into Excel File.



The screenshot shows the 'Calendar' module in the autocount cloud payroll system. The interface includes a sidebar with navigation options such as 'Company Profile', 'General Maintenance', and 'Calendar'. The main area displays a table with columns for 'Code', 'Description', and 'Main Calendar?'. A red box highlights the export icon (a downward arrow) in the top right corner of the table, with a red arrow pointing to it.

Code	Description	Main Calendar?
DEFAULT	Default Calendar	<input checked="" type="checkbox"/>

Count: 1

Page: 1

Kindly go to Tools > General Maintenance > Calendar.

4. New Excel Import format for Employees Express

Kindly go to Tools > Options > Excel Import and choose the Employee Express.

5. 3 new HR Letters

Added 3 new HR letters, Permit Letter, Remuneration Revision Notice and Consent Letter for Unpaid Leave.

Kindly go to Reports > Human Resource Letter.

6. New Payroll Summary Report and Export to Excel

Added new Payroll Summary Report which include allowance and deduction details. You may export it to Excel file as well.

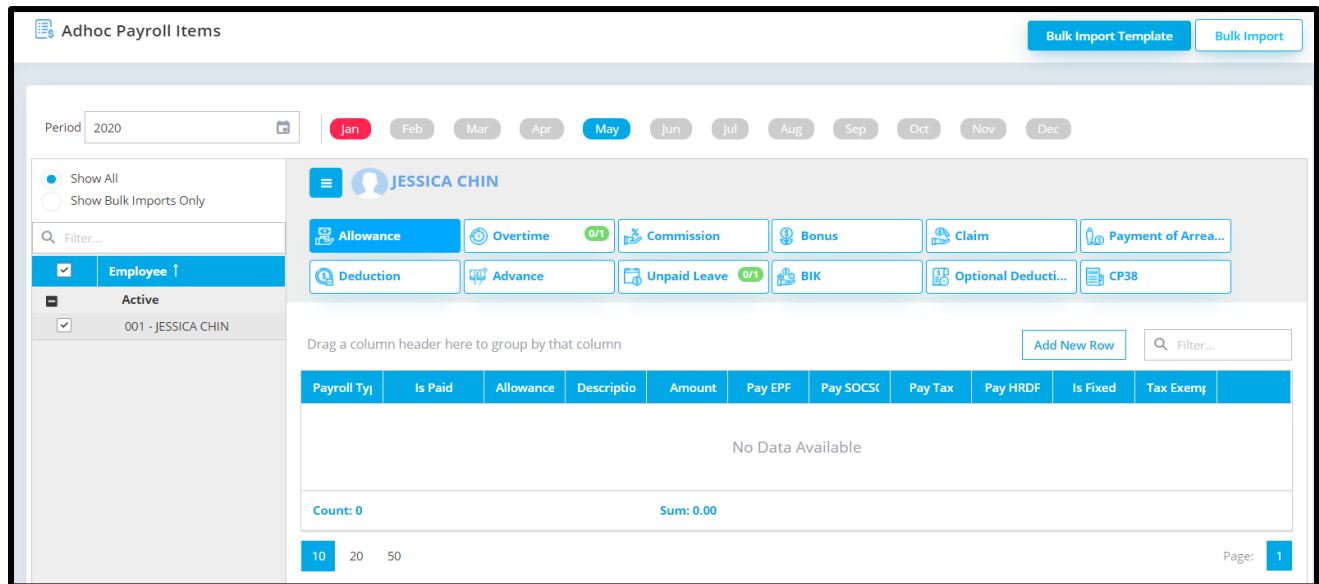
The screenshot shows the 'Payroll Report' interface. At the top right, there are buttons for 'Download Excel' (highlighted with a red box), 'Design', and 'Preview'. Below these is a dropdown menu showing 'Payroll Summary (Allowance and Deduction included)' and a refresh icon. The main content area displays a 'Payroll Summary Report' for 'ABA 123 Sdn Bhd' for '01 / 2020', dated '19/05/2020'. The report includes a table with columns for employee details, earnings, and deductions. A red box highlights the 'Allowance Details' and 'Deduction Details' sections for employee JESSICA CHIN.

No.	Emp. Code	Basic Salary	Allowance	Overtime	Paid Leave	Claim	Deduction	Advance	EPF	SOCSSO	EIS	Zakat	CP38	Unpaid Leave	Total Deduction
Emp. Name	Director Fee	Bonus	Commission	Pay Of Arrears	Total Earning	Loan	ASN	EPF(Year)	SOCSSO(Year)	EIS(Year)	Levy	PCB	Tabung Haji	Net Pay	
1	001	4,000.00	250.00	0.00	0.00	0.00	0.00	456.00	19.75	7.90	0.00	0.00	129.03	625.48	
JESSICA CHIN		0.00	0.00	0.00	0.00	4,250.00	0.00	0.00	539.00	69.05	7.90	0.00	12.80	0.00	3,624.52
Allowance Details															
Code	Description														
PETROL	Travel/Petrol Allowance													250.00	
Deduction Details															
Code	Description														
LATE	LATE DEDUCTION													0.00	
SUPPORT -		4,000.00	250.00	0.00	0.00	0.00	0.00	0.00	456.00	19.75	7.90	0.00	0.00	129.03	625.48
SUPPORT		0.00	0.00	0.00	0.00	4,250.00	0.00	0.00	539.00	69.05	7.90	0.00	12.80	0.00	3,624.52
TOTAL		4,000.00	250.00	0.00	0.00	0.00	0.00	0.00	456.00	19.75	7.90	0.00	0.00	129.03	625.48
		0.00	0.00	0.00	0.00	4,250.00	0.00	0.00	539.00	69.05	7.90	0.00	12.80	0.00	3,624.52

Kindly go to Reports > Management Report > Payroll Report.

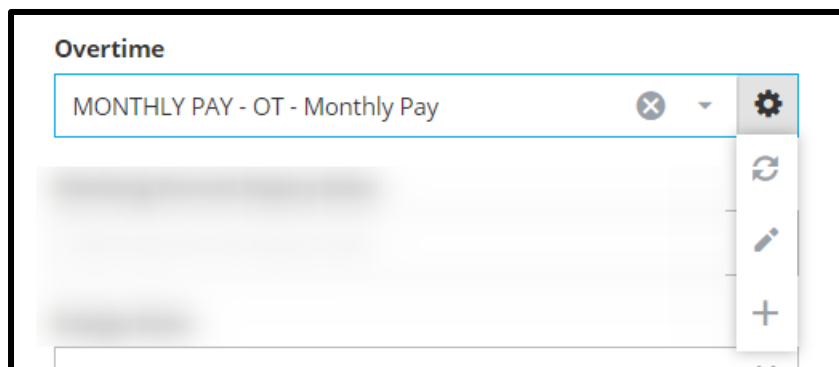
7. New design of Adhoc tab with number of records indications

With the new design of the Adhoc Payroll Items' screen, now user can easily identify the total number of records without further click into it 1 by 1.



8. Add, edit, refresh in drop down

A shortcut for user to direct add or edit existing maintenance on the current screen instead of go to the setting page.



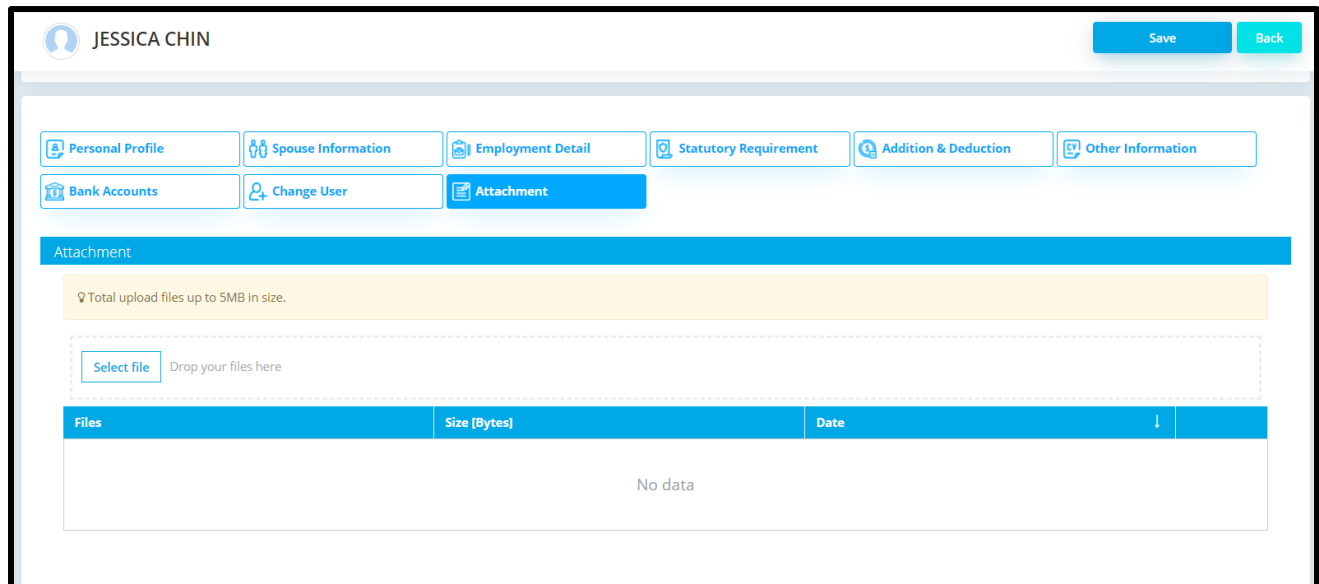
9. Company Share Documents

HR now may put in related attachment of the company on Company Profile and these documents will be accessible by the employee at dashboard.

Kindly go to Tools > Company Profile and Company Share Docs.

10. Employee Attachment

HR now may put in related attachment of the employee on Employee Maintenance for easy reference. For example, the copy of confirmation letter with employee signature.



Kindly go to Payroll > Employee > Employee Maintenance > Attachment.

11. New EPF Report, Borang 17A

Kindly go to Reports > Government Report > EPF Report > Borang 17A.

12. Convert demo company's data to LIVE

Now user can convert master data, payroll process from Demo Company to Live Company before expiry of Demo Company trial period end.

13. Claim type enhancements

- a. Support Formula
- b. Able to set default value

Now user may set the Formula/Default Value at the claim type also and with the use of the default value. For example, mileage calculation. User just need to type in the KM when submit claim and system will auto calculate based on the formula set at backend.

Claim Type: MILEAGE - Mileage Claim Save Back

Code * Description

Is Active Is Limited to defined amounts? Add Detail

Index	Title	Type	Is Required	Default Value	Amount (Formula)
1	Date	Date	<input checked="" type="checkbox"/>		
2	Purpose	String	<input checked="" type="checkbox"/>		
3	Mileage	Number	<input checked="" type="checkbox"/>		VALUE*0.5

Notes:

- Add any extra field your company requires for submitting this type of claim

Kindly go to Tools > General Maintenance > Claim Type.

14. Claim type support Amount limit checking

The system now will prompt an alert message to the requestor/approver during claim request/approve if the claim limit is reached.

Claim Approval Approve Reject Back

Date * Period *

Remarks *

MEDICAL - Medical Claim

Yearly Limits 1,200.00	Per Visit Limits 80.00
Claimed: 0.00	

CLAIM APPROVAL

▲ MEDICAL - Medical Claim exceeded Per Visit Limit
Do you want to continue?

Approved	Approved Amount	Date	Clinic	Receipt No	Amount	File
<input checked="" type="checkbox"/>	100	21/05/2020	Klinik Loo	22342423	100.00	

Files

No data

15. Claim Report

A new claim report is available for the employee to download and send it to HR for filling purpose if needed.

Submit Claim Filter... [Add New](#)

Description	Date	↓1	Status	↓2	Period	Total Amount	Approved Amount	
Feb 2020	20/05/2020		In Process		May 2020	100.00	0.00	
Sum: 100.00								

10 20 50 Page: 1

16. Leave balance update's notification

Now the system will show the notification message at the bottom once the user made changes and the leave balance need to recalculate by the system. For example, HR make changes on the entitlement at the employee group, they will know the leave balance is being updated by showing a notification message at the bottom.

17. Calculation of hourly and daily work in Time Attendance

Time attendance excel import is now support for the daily and hourly work wages type based on the worked days or working days.

Kindly go to Payroll > Payroll Management > Time Attendance.

18. New electronic payment format

Added new electronic payment file format for RHB Reflex where include smart payroll bank payment file, EPF bank payment file, SOCSO bank payment file, EIS bank payment file and LHDN bank payment file.

Enhancements

1. Enhancement on First Time Setup Wizard

System attached the document on Minimum Wages Order 2020 for user reference.

Kindly go to Employee > Employee Maintenance

2. Enhanced Payment of Arrears with pay SOCSO and EIS

For the payment of arrears now user can tick to pay SOCSO and EIS if the payment related needed to do so.

3. Enhancement on Payroll Variance Report

System now added the employees' Job Title, Department and Employee Type in the Payroll Variance Report.

4. Added Tax State in Company Profile

5. Added Commission in OT formula

6. Enhanced Adhoc Context Menu

7. Enhanced Organization Chart Design and export to PDF

8. Added EIS eligibility validation during create new payroll process

9. Support Joined month for previous employment data

10. Added new field in payslip design for statutory born by employer

11. Added passport no field in payslip design

12. Added description column for allowance, OT, bonus and deduction at Payroll Process

Bugs Fixed

1. Fixed delete deduction in First Time Setup Wizard
2. Fixed PCB calculation in LHDN website
3. Fixed sub-report cannot save as new
4. Fixed Employee Bank's State issue when import excel
5. Fixed expired leave credit calculation issue for current month

Prepared by Jessica

Last Modified 20th May 2020