

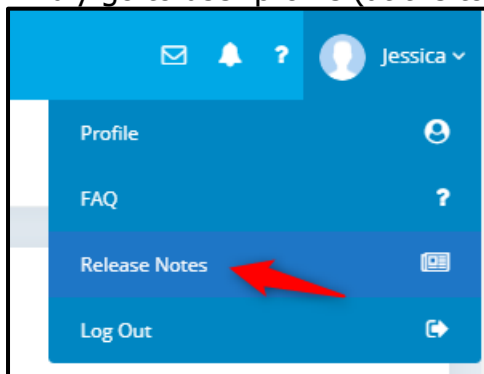
## Release Note CP 1.0.3

### New Features

#### 1. Release Note Portal

A release note is a brief explanation of new features in the system since the last system update. Now user can direct access from the system.

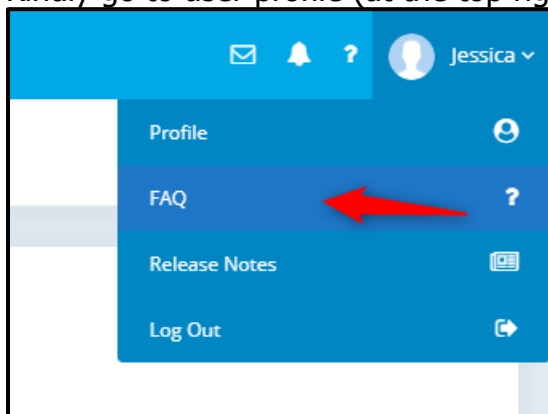
Kindly go to user profile (at the top right corner) > Release Notes.



#### 2. FAQ Portal

A new portal in the system to keep and view frequently ask question (FAQ) about AutoCount Cloud Payroll.

Kindly go to user profile (at the top right corner) > FAQ.



#### 3. (Leave Module) Earn Leave

A new leave entitlement calculation method. Now there are total 6 methods for user to choose. For the details on each method calculation, kindly refer to the help file uploaded later.

Kindly go to Tools > General Maintenance > Leave Type

#### 4. (E-Leave/E-Claim) Approval setting by Chart

A new approval setting method in the system. Users are able to set the approval by department or by chart (Approval By Hierarchy). With this new method, users can easily perform the approval setting by just drag and drop.

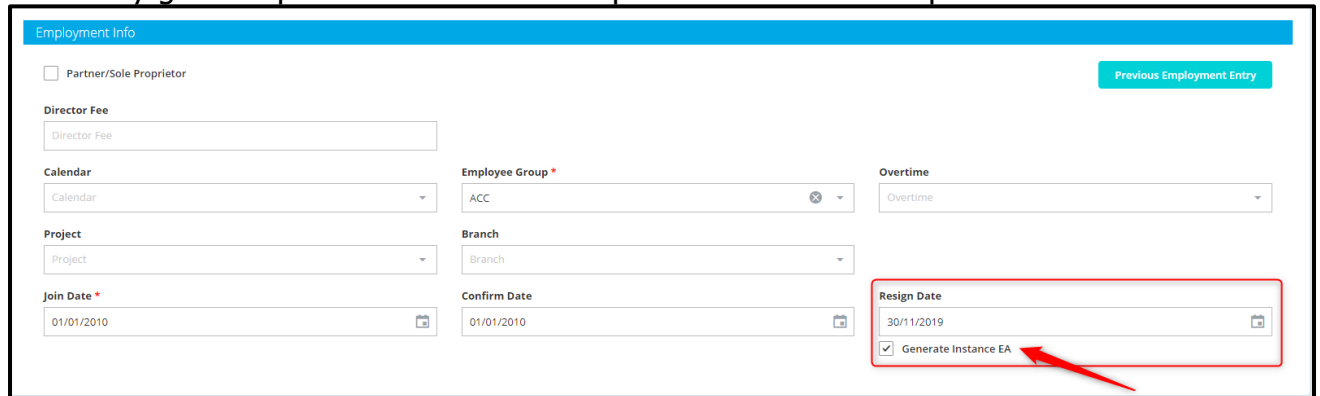
Kindly go to Tools > User Setting > Approval Setting

## 5. (Report) Instant EA for resigned employees

Instant EA Form is provided for those resigned employees, instead of waiting till year end closing. Users can now print the EA Form instantly after the employee have resigned.

3.1 Kindly go to Employee Maintenance > Employment Details > Employment Info and as per cursor showed.

3.2 Kindly go to Reports > Government Report > Income-Tax Report > EA.



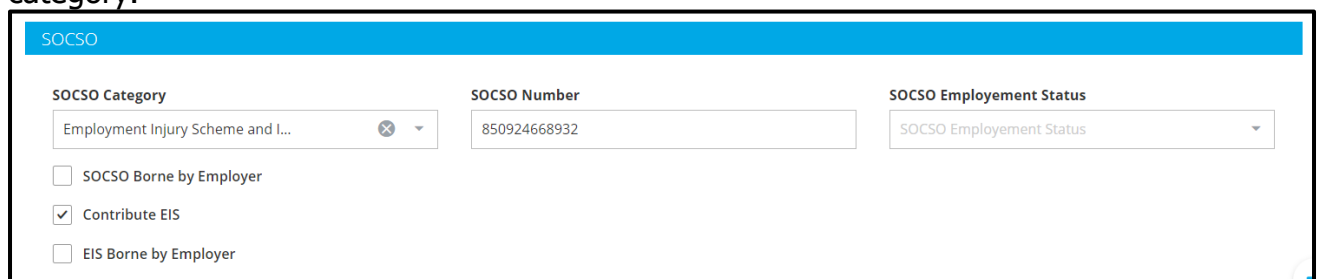
The screenshot shows the 'Employment Info' form with the following fields and values:

- Partner/Sole Proprietor
- Director Fee: [Empty field]
- Calendar: [Calendar]
- Project: [Project]
- Join Date: 01/01/2010
- Employee Group: ACC
- Branch: [Branch]
- Confirm Date: 01/01/2010
- Overtime: [Overtime]
- Resign Date: 30/11/2019
- Generate Instance EA

## 6. (Payroll) EIS borne by employer

Employers are now able to separate the SOCSO and EIS amount borne for employee.

Kindly go to Employee Maintenance > Statutory Requirement and under SOCSO category.



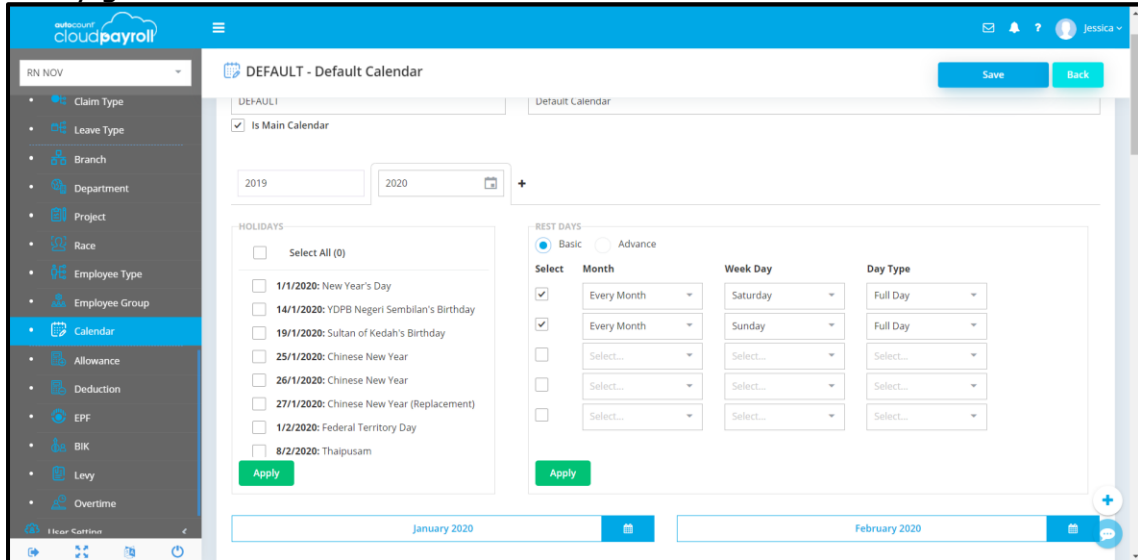
The screenshot shows the 'SOCSO' form with the following fields and values:

- SOCSO Category: Employment Injury Scheme and I...
- SOCSO Number: 850924668932
- SOCSO Employment Status: SOCSO Employment Status
- SOCSO Borne by Employer
- Contribute EIS
- EIS Borne by Employer

## 7. (Calendar) 2020 calendar

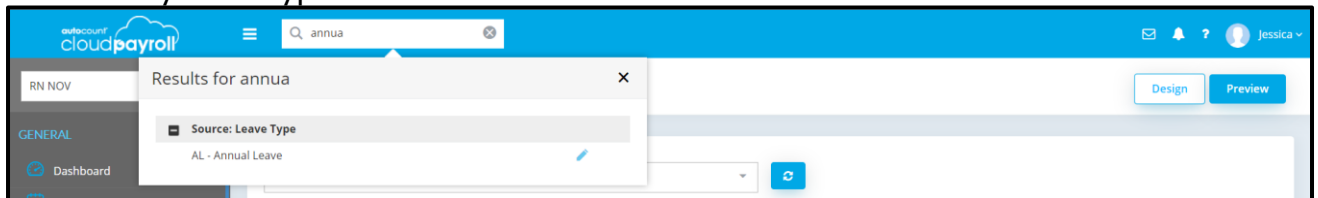
Public holiday list for year 2020 is now available in the calendar setting.

Kindly go to Tools > General Maintenance > Calendar



## 8. Global Search bar

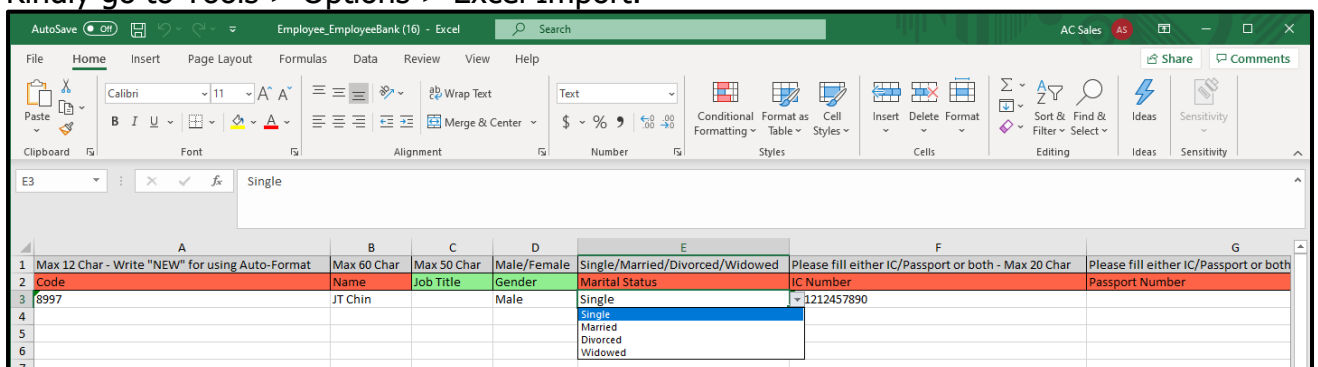
There is a new search bar on the top of menu to ease user to look for the settings base on keywords typed in.



## 9. (Excel Import) New template behaviour

Now with the new format of the excel import templates, users are able to select the data available in the system and auto create the record if the record that entered doesn't exist in the general maintenance, e.g. Department.

Kindly go to Tools > Options > Excel Import.



### 10. (Report) Leave Details Report

A new report has added in the system to provide a full detail of every Leave Type.

Kindly go to Reports > Management Report > Leave Report.

Leave Details Report							Date	: 20/11/2019
WTFX							Page	: 1 of 1
<b>A001 Alex</b>								
Code	Description	BF	Credit Leave	Entitled Days	Expired Credit Leave	Taken	Balance	
AL	Annual Leave	0d	0d	40d	0d	27d	13d	
<i>Applied Date</i>		<i>Days</i>	<i>Apply Reason</i>				<i>Status</i>	
19/11/2019		2d	Alex SA 2AL-D				A	
		<i>Leave Date</i>	<i>Time</i>					
		06/01/2020	Full Day					
		07/01/2020	Full Day					
18/11/2019		2d	Alex2ALDec1041				A	
		02/12/2019	Full Day					
		03/12/2019	Full Day					
19/11/2019		2d	Alex 2AL 1023				A	
		01/01/2020	Full Day					
		02/01/2020	Full Day					

### 11. (Report) Payroll Variance Report

A new report has added in the system to show user on the variance of the payment compare to previous month.

Kindly go to Reports > Management Report > Payroll Report.

Variance Report					Date	: 7/11/2019
RN NOV					Page	: 1 of 1
	Type	Current month (RM)	Last month (RM)	Difference (RM)		
001	Jess					
	Basic Salary	3,100.00	3,000.00	100.00		
	Allowance	80.00	0.00	80.00		
	Overtime	0.00	0.00	0.00		
	Commission	0.00	0.00	0.00		
	Bonus	0.00	0.00	0.00		
	Director Fee	0.00	0.00	0.00		
	Paid Leave	0.00	0.00	0.00		
	Claim	0.00	0.00	0.00		
	Payment Of Arrears	0.00	0.00	0.00		
	Deduction	0.00	0.00	0.00		
	Advance	0.00	0.00	0.00		
	Employee EPF	0.00	330.00	-330.00		
	Employee SOCSO	0.00	14.75	-14.75		
	Employee EIS	0.00	5.90	-5.90		
	PCB	0.00	0.00	0.00		
	CP38	0.00	0.00	0.00		
	Unpaid Leave	0.00	0.00	0.00		
	Zakat	0.00	0.00	0.00		
	Employee Levy	0.00	0.00	0.00		
	Loan	0.00	0.00	0.00		

## 12. (Report) Payroll Monthly Summary Report

A new report has added in the system to show monthly payment elements. Kindly go to Reports > Management Report > Payroll Report.

Payroll Monthly Summary Report												
RN NOV											Date : 7/11/2019	
											Page : 1 of 1	
Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Total In 2019</b>												
Basic Salary	22,142.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Commission	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Director Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Claim	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment Of												
Ambers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee EPF	2,439.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee												
SOCSSO	109.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee EIS	43.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PCB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CPIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zakat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Levy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ISN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tabung Haji	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer EPF	2,882.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer SOCSSO	284.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer EIS	43.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employer Levy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 13. (Report) CP21 Report

Kindly go to Reports > Government Report > Income Tax Report

## 14. (Report) CP22A Report

Kindly go to Reports > Government Report > Income Tax Report

## 15. (Report) TP3 Report

Kindly go to Reports > Government Report > Income Tax Report

## 16. (Report) Department Report

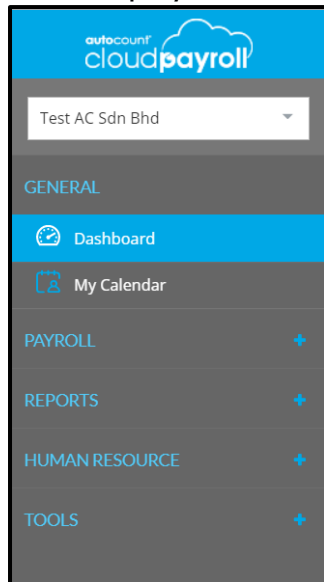
Kindly go to Tools > General Maintenance > Department

## 17. (Report) Monthly EIS Listing Report

Kindly go to Reports > Government Report > SOCSSO Report

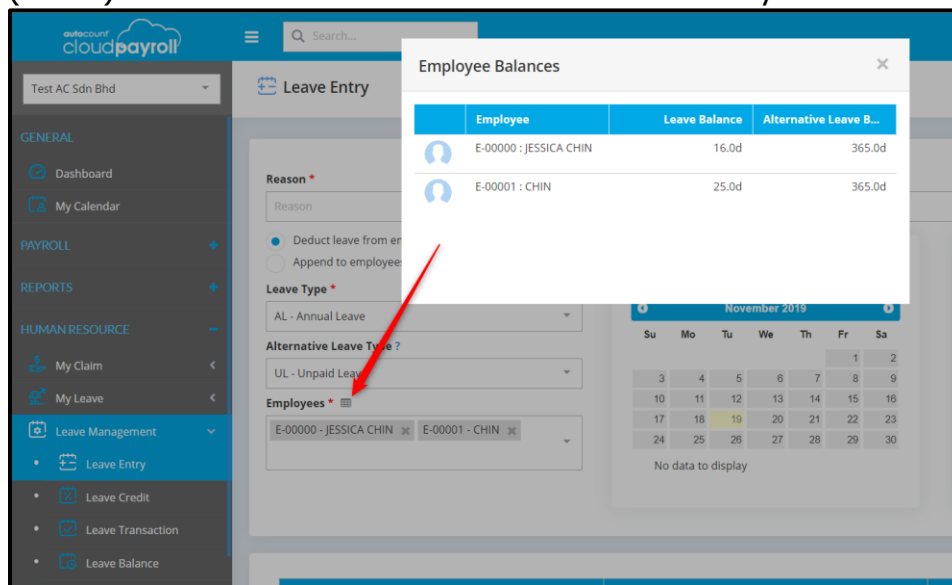
## Enhancements

### 1. New simplify menu design



### 2. (Report) new field added in the report design Under Employee Report> Employee Summary Report, 1 new field, resign date is added.

### 3. (Leave) Leave balance info showed at the Leave Entry screen



### 4. Combine Address1, Address2, Address3, Address4 to Address column. 5. Improve the sorting of Report and Electronic Payment file.

## **Bugs Fixed**

1. Fixed formula is not showed in Deduction Maintenance issue.
2. Fixed formula is not showed in Employee Maintenance issue.
3. Fixed wrong date and days appear in the approver screen when apply leave through mobile apps.
4. Fixed fail to update employee record by excel import issue.
5. Fixed First time setup wizard in employee import, need to fill up both IC No. and Passport No. issue.
6. Fixed CIMB EPF text file cannot import issue.
7. Fixed "Out of Memory" error message during report preview.

*Prepared by Jessica*

*Last Modified 20<sup>th</sup> Nov 2019*