

**H-1-1-1** Can I change **This Month** (in Housekeeping  $\diamond$  Setup  $\diamond$  Parameter Setup) to previous month to view previous month's transaction and reports?

All Versions – Winnie

Answer:

No. Once month end processing has been done, the previous months' payroll is calculated and accumulated.

To view previous month payroll details, go to:

Monthly And Yearly  $\diamond$  Past Months Pay Transaction

Monthly And Yearly  $\diamond$  Year To Date Pay Reports

**Note:** User is advised to backup data before perform Month End.

**H-1-1-2** How to use the **Automatic update Basic Rate** in Housekeeping  $\diamond$  Parameter Setup  $\diamond$  Control?

Version 9.0b (31 March 2006) onwards – Winnie

Answer

♣ If you have changed the Basic Rate in Payments  $\diamond$  1<sup>st</sup> or 2<sup>nd</sup> Half Payroll  $\diamond$  Add/Update  $\diamond$  Normal Pay, but not updated Personnel File Maintenance's.

♣ With this, Personnel File Maintenance's Basic Rate will be updated after month end.

**H-1-1-3** Can I **block** the accessibility of **1<sup>st</sup> Half Payroll**?

All Versions – Winnie

Answer:

Yes. Go to Housekeeping  $\diamond$  Setup  $\diamond$  Parameter Setup (Control), uncheck Allow 1<sup>st</sup> half under all conditions, Apply, OK

**H-1-1-4** How to **disable** the **working days** auto calculation in 1<sup>st</sup> Half Payroll  $\diamond$  Normal Pay?

Version 9.0a onwards – Winnie

Answer:

Go to Housekeeping  $\diamond$  Setup  $\diamond$  Parameter Setup (Control), uncheck Auto calculate working days in 1<sup>st</sup> half, Apply, OK

**H-1-1-5** Where to set the **maximum pay** to calculate hourly rate of pay?

All Versions – Winnie

Answer:

Housekeeping  $\diamond$  Setup  $\diamond$  Parameter Setup (Pay Calculation), set the maximum pay amount at Maximum pay allowed to calculate HRP (1).

**H-1-1-6** What is '**Annual Leave Entitle based on**' in Parameter Setup?

Version 9.0b (20 Dec 2005) onwards –SYLow

Answer:

The Annual Leave (AL) entitlement can be generated based on **This year work done** and **Last year work done**.

Example: Name : Ah Ming  
Date Commerce : 01/03/ 2005  
Assume AL entitle : 12 days / year

System current month is: May 2006.

AL Entitle based on:

**(a) This year worked done**

Generate AL entitlement monthly and AL claimable will be included in AL balance.

- i. Date Commence is needed to generate AL Claimable.
- ii. Select 'This year worked done' for 'AL Entitle based on'
- iii. *Personnel* ∅ *Update Leave/Fund Entitled* ∅ *Update Leave/Fund Entitled*, click *Generate*, tick *Annual Leave Claimable*, click *Generate*. (Do this every month)
- iv. AL balance will be displayed during *1<sup>st</sup>/2<sup>nd</sup> Half Payroll*. For our case, it is 5 days.

**(b) Last year worked done**

Generate AL entitlement once a year and is based as AL balance.

- i. Date Commence is needed to generate AL Claimable.
- ii. Select 'Last year worked done' for 'AL Entitle based on'
- iii. *Personnel* ∅ *Update Leave/Fund Entitled* ∅ *Update Leave/Fund Entitled*, click *Generate*, tick *Annual Leave Entitle*, click *Generate*.
- iv. AL balance will be displayed during *1<sup>st</sup>/2<sup>nd</sup> Half Payroll*. For our case, it is 10 days.

**H-1-1-7** What is 'Clear advance on month end' in *Parameter Setup* ∅ *Control*?

*All Versions – Winnie*

Answer:

Transaction maintained in *Payments* ∅ *1<sup>st</sup>/2<sup>nd</sup> Half Payroll* ∅ *Advance* ∅ *Add/Modify* ∅ *Advance to Individual* will be cleared after month end processing.

**H-1-1-8** What is 'Delete advance in transaction' in *Parameter Setup* ∅ *Control*?

*Version 9.0b (9 November 2005) onwards – Winnie*

Answer:

When you click on 'Del Pay' in *Payments* ∅ *1<sup>st</sup>/2<sup>nd</sup> Half Payroll* ∅ *Add/Update* ∅ *Normal Pay*, the system will clear the related transaction in 'Normal Pay' and 'Advance to Individual' menus.

**H-1-1-9** What is 'Check working days balance in transaction' in *Parameter Setup* ∅ *Control*?

*All Versions – Winnie*

Answer:

System will not allow you to save in 'Normal Pay' if the Working Days is not tallied with all Pay Days + No Pay Days.

**H-1-1-10** What is **Deduction No. 15 used as CP38** in *Parameter Setup* ∅ *Control*?

*Version 9.0b (12 April 2006) onwards – Winnie*

Answer:

By default the row no.15 of *Housekeeping* ∅ *Setup* ∅ *Tables Maintenance* ∅ *Deduction Table* is used for CP38. If unmarked, the system will not show the deduction amount as CP38 and appeared in CP39 report. This row can be changed and used for other deduction.

**H-1-1-11** What is **Display Annual Leave & Medical Leave balance in transaction** in *Parameter Setup*  $\diamond$  *Control*? *All Versions – Winnie*

Answer:

The system will show Annual Leave & Medical Leave Balance in *Payment*  $\diamond$  *1<sup>st</sup>/2<sup>nd</sup> Half Payroll*  $\diamond$  *Add/Update*  $\diamond$  *Normal Pay* module.

**H-1-1-12** What is **EPF paid by employer is taxable** in *Parameter Setup*  $\diamond$  *Control*? *Version 9.0b (13 May 2006) onwards – Winnie*

Answer:

Employee's EPF contribution that paid by employer is treated as taxable income. It will show in Income Tax Reports (CP8A Yearly and CP8 Yearly).

**H-1-1-13** What is **Taxable Extra Amount** in *Parameter Setup*  $\diamond$  *Control*? *Version 9.0b (1 November 2006) onwards – Winnie*

Answer:

The system will show Extra amount in Income Tax Reports (CP8A Yearly and CP8 Yearly).

**H-1-1-14** What is **Update Company Name to Multi Company Screen** in *Parameter Setup*  $\diamond$  *Control*? *Version 9.0b (11 March 2006) onwards – Winnie*

Answer:

If you have changed the company name in *Housekeeping*  $\diamond$  *Setup*  $\diamond$  *Parameter Setup*  $\diamond$  *Company Details*, the company name in Multi Company screen will also be changed, and vice-versa.