

The import master data function available as the following:

Human Resource

- Employee
- Branch
- Department
- Group
- Category
- Project
- Job
- Task
- Race
- Country

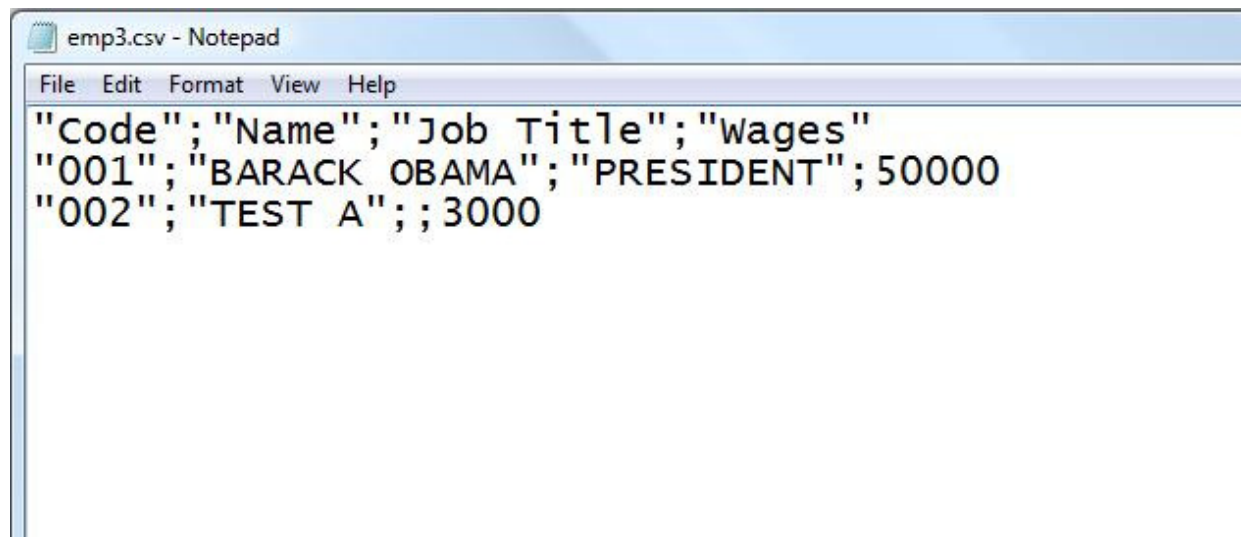
Payroll

- Allowance
- Deduction
- Claim
- Commission

Steps:

Supported Format: CSV (comma separator value)

1. Sample Employee Data

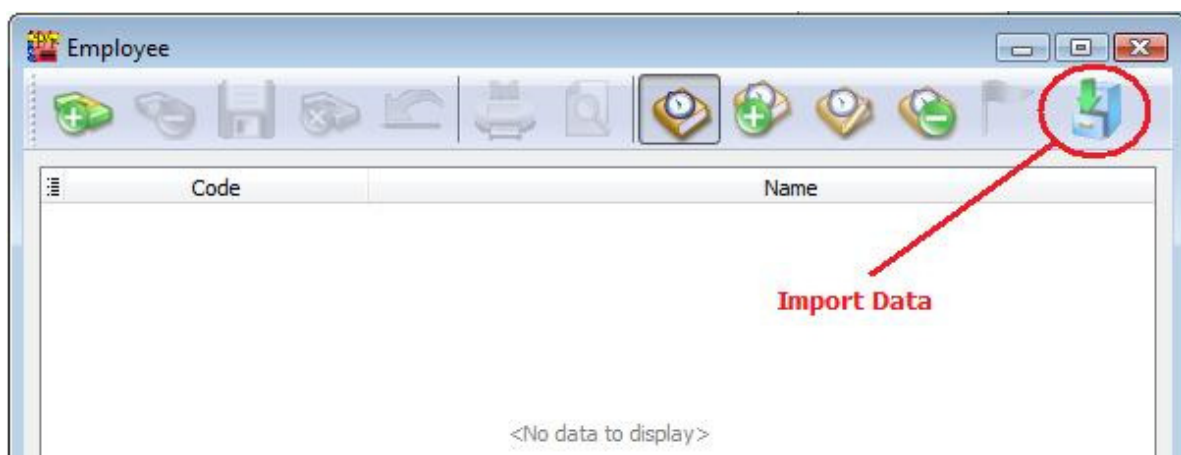
A screenshot of a Notepad window titled 'emp3.csv - Notepad'. The window has a menu bar with 'File', 'Edit', 'Format', 'View', and 'Help'. The text content is as follows:

```
"Code";"Name";"Job Title";"Wages"  
"001";"BARACK OBAMA";"PRESIDENT";50000  
"002";"TEST A";;3000
```

2. More > **Batch Entry**



3. Import Data icon



4. You may refer to [LPU.00010: Import Data from CSV File](#) (Step 3 to 8)