

The import data function available as the following:Pending Payroll

- Pending Wages
- Pending Allowance
- Pending Overtime
- Pending Paid Leave
- Pending Claims
- Pending Director Fees
- Pending Commission
- Pending Bonus
- Pending Loan
- Pending Deduction
- Pending Advance
- Pending CP38
- Pending Unpaid Leave

Open Payroll

- Wages
- Allowance
- Overtime
- Paid Leave
- Claims
- Director Fees
- Commission
- Bonus
- Loan
- Deduction
- Advance
- CP38
- Unpaid Leave

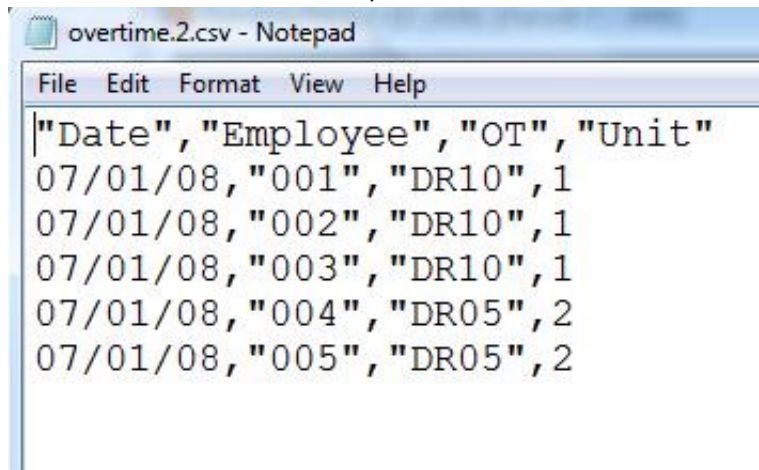
Open Leave

- Show All

Steps:

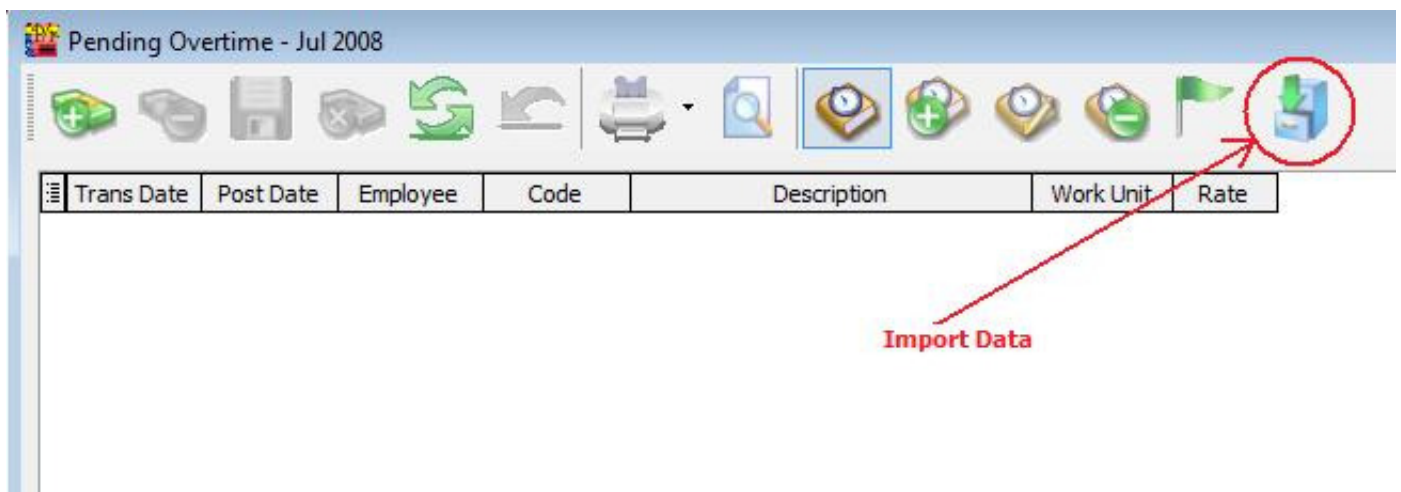
Supported Format: CSV (comma separator value)

1. Sample OT Data

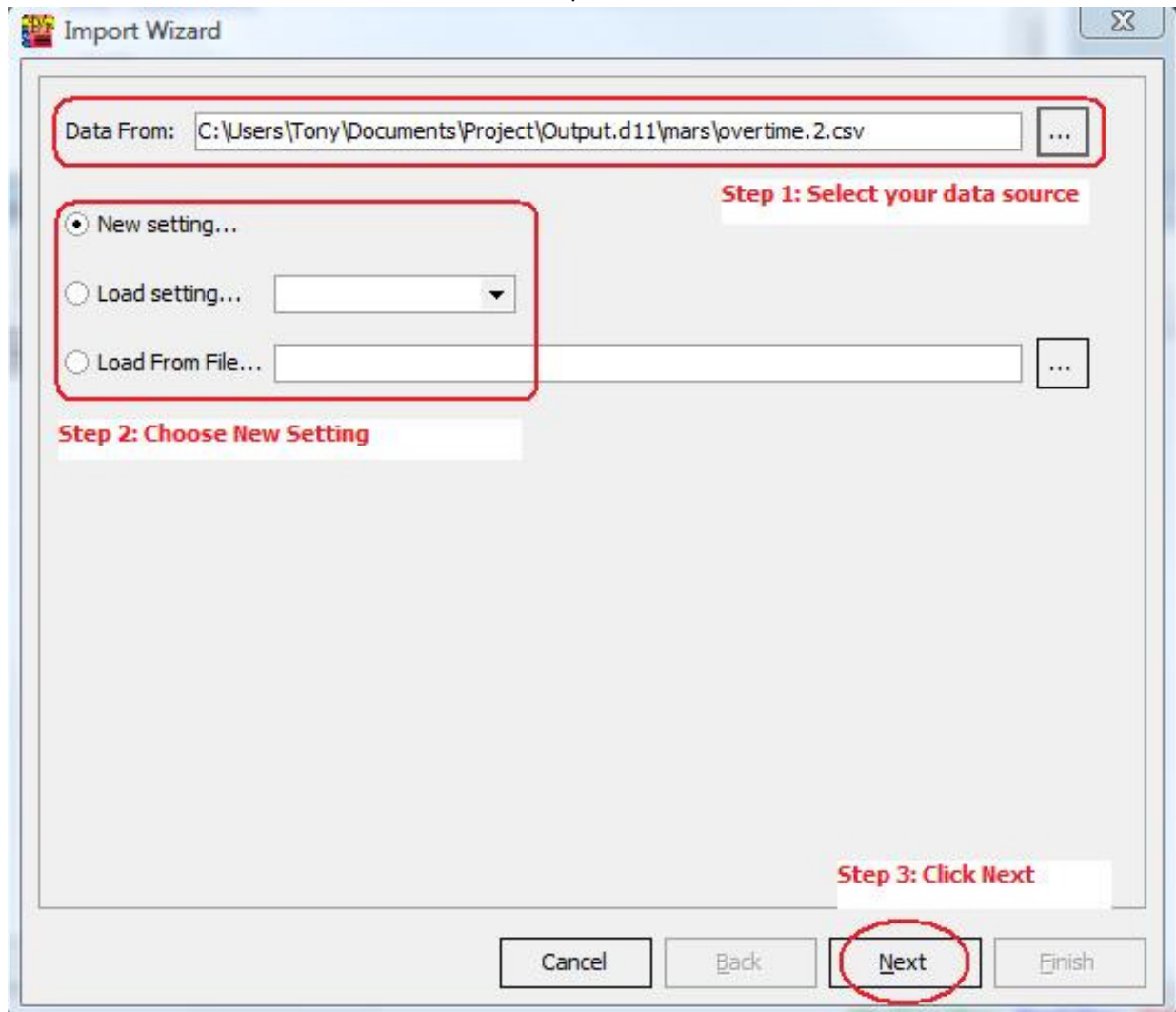


```
File Edit Format View Help
"Date","Employee","OT","Unit"
07/01/08,"001","DR10",1
07/01/08,"002","DR10",1
07/01/08,"003","DR10",1
07/01/08,"004","DR05",2
07/01/08,"005","DR05",2
```

2. Import Data icon



3. Import Wizard - **Page 1 of 2**



4. Import Wizard - **Page 2 of 2**

Description: <<New>>

Save

▼ Import

From row: 1

Step 4: Specified start from row

▼ Separator options

☐ Tab ☒ Comma ☐ Semicolon ☐ Space ☐ Other

Text delimiter: "

Step 5: Specified the field delimiter

Step 6: Specified the text delimiter

Fields

Date	Employee	OT	Unit
07/01/08	001	DR 10	1
07/01/08	002	DR 10	1
07/01/08	003	DR 10	1
07/01/08	004	DR 05	2
07/01/08	005	DR 05	2

Cancel Back Next Finish

5. Import Wizard - Mapping Columns

Import Wizard

Description: <<New>> Save

Import

From row: 1

Separator options

☐ Tab ☒ Comma ☐ Semicolon ☐ Space ☐ Other Text delimiter: "

Fields **Step 7: Map your source column with target field name**

	Employee	OT	Unit
	001	DR.10	1
	002	DR.10	1
	003	DR.10	1
	004	DR.05	2
	005	DR.05	2

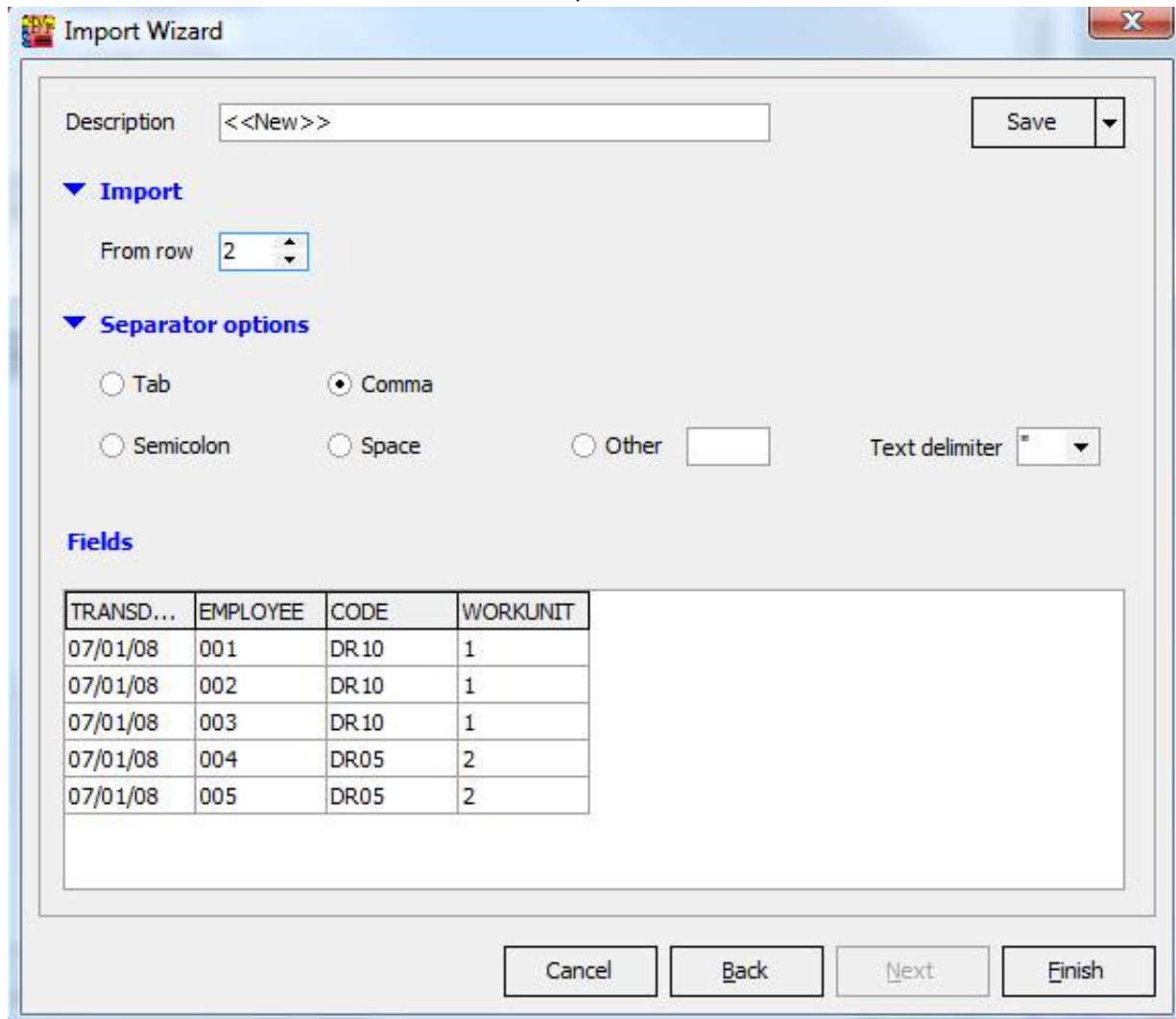
Step 8: Click Finish

Cancel Back Next **Finish**

Working Day Rest Day Pub

Dropdown menu items: NONE, TRANSKEY, ENTRYDATE, **TRANSDATE**, POSTDATE, EMPLOYEE, PROJECT, JOB, TASK, CODE, DESCRIPTION, WORKUNIT, UNITTYPE, RATE, PAYRATE

6. Import Wizard - **Sample**



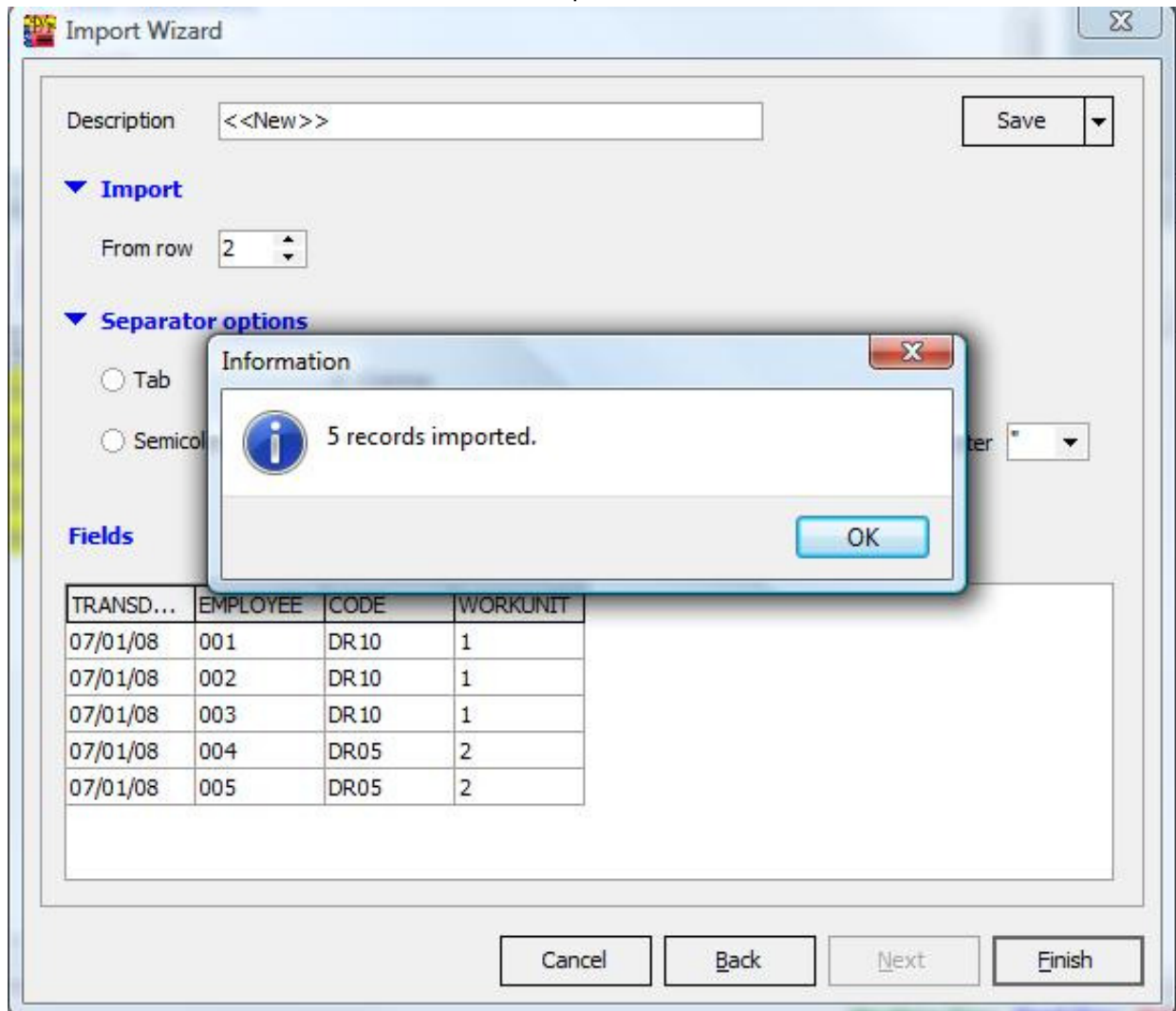
The Import Wizard dialog box is shown with the following fields and options:

- Description:** A text box containing "<<New>>".
- Save:** A button with a dropdown arrow.
- Import:** A section header with a dropdown arrow.
- From row:** A spinner box set to 2.
- Separator options:** A section header with a dropdown arrow.
- Radio buttons:** ☐ Tab, ☒ Comma, ☐ Semicolon, ☐ Space, ☐ Other.
- Text delimiter:** A dropdown menu set to "".
- Fields:** A table with 4 columns: TRANSD..., EMPLOYEE, CODE, and WORKUNIT.

TRANSD...	EMPLOYEE	CODE	WORKUNIT
07/01/08	001	DR 10	1
07/01/08	002	DR 10	1
07/01/08	003	DR 10	1
07/01/08	004	DR 05	2
07/01/08	005	DR 05	2

At the bottom of the dialog are four buttons: Cancel, Back, Next, and Finish.

7. Import Wizard - **Finish**



8. Save the Transaction

