

M-1 What is **Export CSV /TXT File**?

Version 8.3C (28 December 2005) – Winnie

Answer:

User can use it to export selected information from the system to Comma Separated Value (CSV) format (also known as Excel).

M-2 What is **Export / Import Payroll Records**?

Ver 9.0b (16 Nov 2006) – Winnie

Answer:

It is used to transfer employee's data (*Personnel File Maintenance*) with or without payroll transaction (*12 Months Figures Update*) from one directory to another. It can be filtered by specific months.