


Step 1: Export Data from Kakitangan Payroll Summary



[Dashboard](#)
[Users](#)
[Leaves](#)
[Benefits](#)
[Insurance](#)
[Payroll](#)

Teoh Keng Hooi ▾


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Payroll Summary
Net Payroll Report
Bank Report
Variance Report

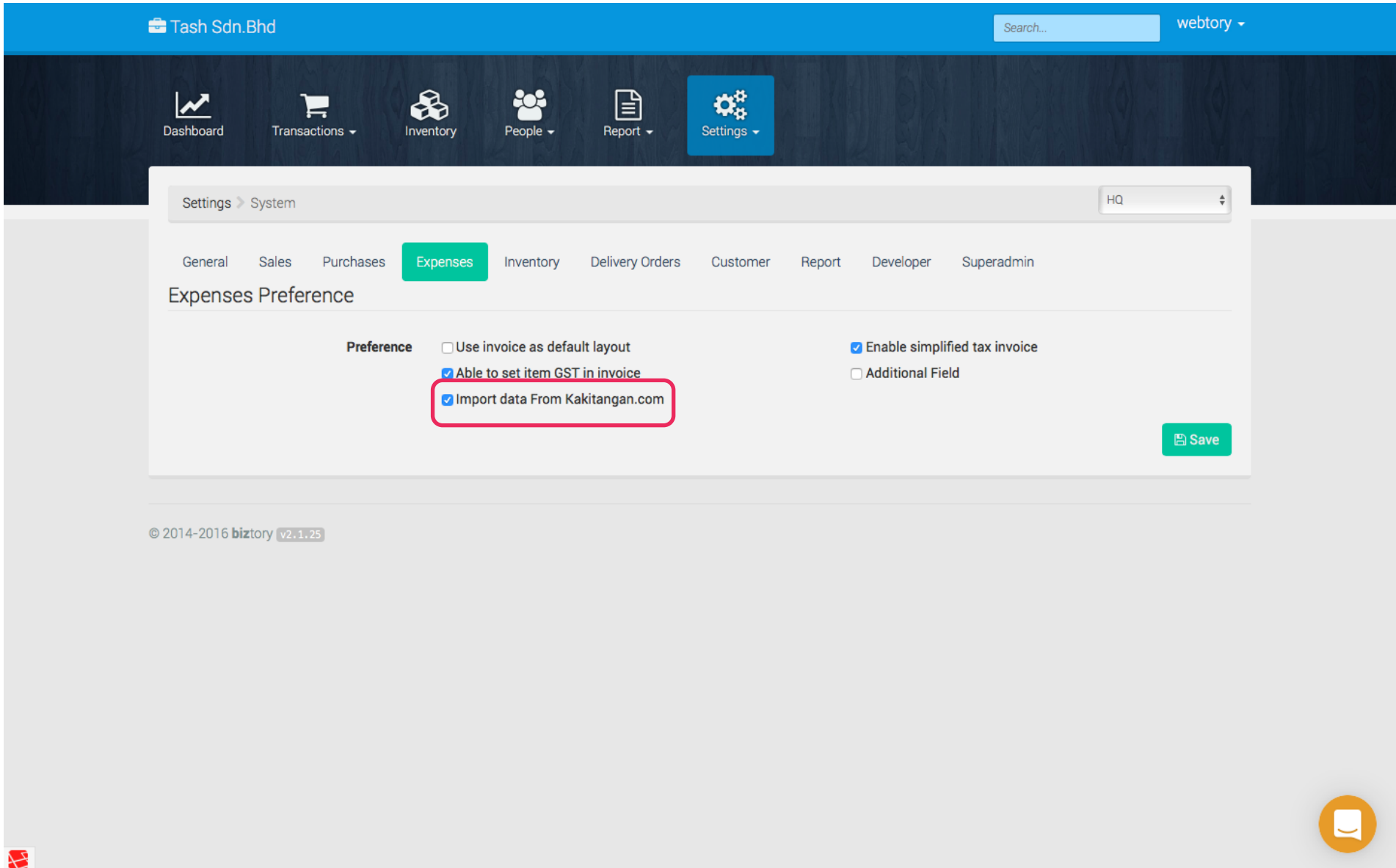
October 2016 Payroll [Clear](#)

Payroll history
Export data
Export PDF

Employee	Basic	Additional	EPF	SOCSSO	Tax	Other deductions	Net pay	all in RM
khoo	20,000.00	1,397.23	4,889.00	88.80	696.85	0.00	18,342.63	Confirm amount
Mohammad Ali	1,800.00	1,150.00	711.00	66.40	0.00	200.00	2,409.25	Confirm amount
laksa	1,000.00	1,224.42	0.00	0.00	0.00	0.00	2,224.42	Confirm amount
xxx	1,200.00	723.08	399.00	41.60	0.00	40.00	1,721.83	Confirm amount
kolo mee	8,000.00	1,100.38	0.00	0.00	0.00	0.00	9,100.38	Confirm amount
Ashley	1,000.00	0.00	240.00	21.40	0.00	0.00	885.25	Confirm amount
qwqwqw	1,200.00	700.00	0.00	0.00	0.00	0.00	1,900.00	Confirm amount
David	20,000.00	1,038.46	4,773.00	88.80	702.10	0.00	18,033.61	Confirm amount
James	1,680.00	1,310.00	716.00	66.40	0.00	50.40	2,596.85	Confirm amount
Teoh Keng Hooi	600.00	0.00	126.00	12.40	0.00	38.00	511.25	Confirm amount
tan	10,000.00	1,326.50	2,553.00	88.80	1,335.25	0.00	8,750.50	Confirm amount

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Step 2: **Eable Setting** in Biztory Setting\System\Expenses



The screenshot displays the Biztory web application interface. At the top, a blue header bar contains the company name 'Tash Sdn.Bhd', a search bar, and a user dropdown menu labeled 'webtory'. Below the header is a dark navigation bar with icons for Dashboard, Transactions, Inventory, People, Report, and Settings. The main content area shows the 'Settings > System' breadcrumb and a dropdown menu set to 'HQ'. A horizontal menu below the breadcrumb includes General, Sales, Purchases, Expenses (highlighted in green), Inventory, Delivery Orders, Customer, Report, Developer, and Superadmin. The 'Expenses Preference' section contains a list of checkboxes under the heading 'Preference':

- ☐ Use invoice as default layout
- ☒ Able to set item GST in invoice
- ☒ Import data From Kakitangan.com (highlighted with a red box)
- ☒ Enable simplified tax invoice
- ☐ Additional Field

A green 'Save' button is located at the bottom right of the settings panel. The footer of the page shows the copyright notice '© 2014-2016 biztory v2.1.25' and a small red logo on the left, and an orange chat bubble icon on the right.

Step 3: Click to Import in Expenses

Tash Sdn.Bhd Search... webtory ▾

Dashboard Transactions ▾ Inventory People ▾ Report ▾ Settings ▾

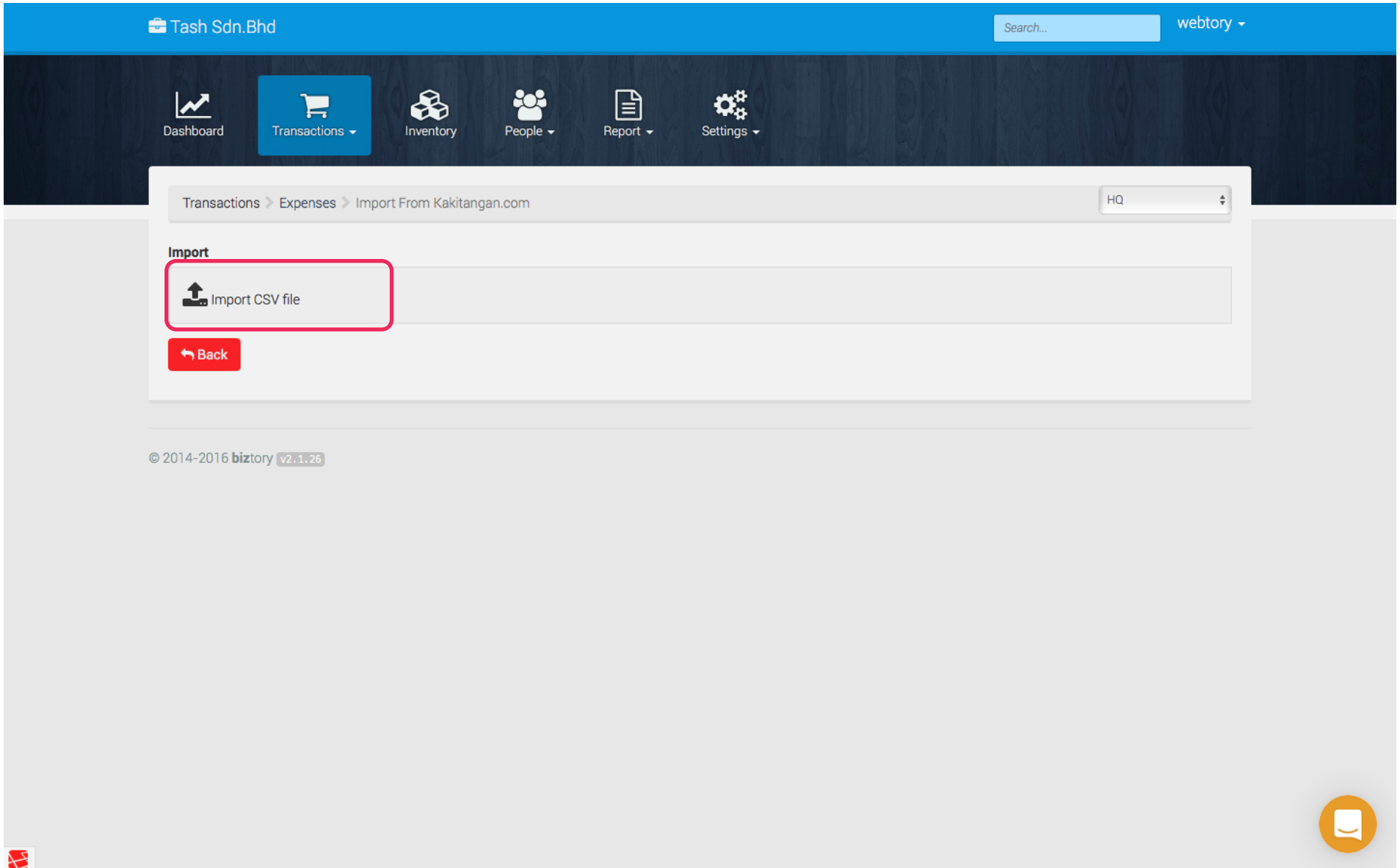
Transactions > Expenses HQ ▾

Add New + ▾ Search... Q

Import From Kakitangan.com

			Payee	Amount	
<input type="checkbox"/>	18	2016-10-18	David	23597.51	
<input type="checkbox"/>	17	2016-10-18	James	3429.65	
<input type="checkbox"/>	16	2016-10-18	Lim	8857.05	
<input type="checkbox"/>	21	2016-10-17	David	23597.51	
<input type="checkbox"/>	20	2016-10-17	James	3429.65	
<input type="checkbox"/>	19	2016-10-17	Lim	8857.05	
<input type="checkbox"/>	15	2016-10-07	Celcom	3.00	
<input type="checkbox"/>	13	2016-09-28	TNB	300.00	
<input type="checkbox"/>	12	2016-09-08	Maxis	150.00	
<input type="checkbox"/>	11	2016-09-08	Maxis	150.00	
<input type="checkbox"/>	10	2016-09-07	Maxis	150.00	
<input type="checkbox"/>	9	2016-09-07	Ahmad	210.00	
<input type="checkbox"/>	8	2016-08-30	test2	10.00	
<input type="checkbox"/>	7	2016-08-30	testing	30.00	
<input type="checkbox"/>	6	2016-08-30	Vectory Innovation	30.00	
<input type="checkbox"/>	5	2016-08-30	Vectory Innovation	350.86	
<input type="checkbox"/>	4	2016-08-29	TNB	300.00	

Step 4: **Import** CSV file exported from Kakitangan



The screenshot displays the Biztory web application interface. At the top, a blue header bar contains the text "Tash Sdn.Bhd" on the left, a search bar with the placeholder "Search..." in the center, and a dropdown menu labeled "webtory" on the right. Below the header is a dark blue navigation bar with several icons and labels: "Dashboard" (line graph icon), "Transactions" (shopping cart icon, highlighted in blue), "Inventory" (cubes icon), "People" (group of people icon), "Report" (document icon), and "Settings" (gears icon). The main content area is light gray and shows a breadcrumb trail: "Transactions > Expenses > Import From Kakitangan.com". To the right of the trail is a dropdown menu showing "HQ". Below the breadcrumb is a section titled "Import". Inside this section, there is a button with an upload icon and the text "Import CSV file", which is highlighted with a red rectangular border. Below this button is a red button labeled "Back" with a left-pointing arrow. At the bottom left of the page, there is a copyright notice: "© 2014-2016 biztory v2.1.26". At the bottom right, there is a circular orange chat icon.

Step 5: **Select Date** of the expenses month and **Confirm**

Tash Sdn.Bhd Search... webtory ▾

Dashboard Transactions Inventory People Report Settings

Transactions > Expenses > Import From Kakitangan.com HQ ▾

Import

payroll_reports 1.csv
0.7 KiB
Remove file

Back

Date *

October 2016

Name	Email	Sun	Mon	Tue	Wed	Thu	Fri	Sat	EPF Employee	EPF Employer	SOCSCO Employee	SOCSCO Employer	Net Pay
Lim	limlim@gm	25	26	27	28	29	30	01	632	948	19.75	69.05	7013.25
James	james@gm	02	03	04	05	06	07	08	328	388	14.75	51.65	2647.04
David	david33@g	09	10	11	12	13	14	15	2282.5	2490	19.75	69.05	16327.41

Confirm

Today Clear Done

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