

# How to export and import report format in Cloud Payroll

[1.0]

Cheng Kah Poh

[09/11/2020]



**QNE**  
**SOFTWARE**

## QNE TIPS

Product : QNE Optimum


Version: 1.00

Doc No : 1

Page No: 1 of 7

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	How to export and import report format in Cloud Payroll	Cheng Kah Poh	09/11/2020	

Amendment Record

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## SCENARIO

To manage all companies have same format, without repeat customize.

### COMPANY A

**SAMPLE**  
chengkahpoh@qne.com.my

**Payslip Report**

**MAIN**

- Dashboard
- Leave Calendar
- Payroll
- Human Resources
- Accounting

**SETUP**

- Employees
- Shortlisted Candidates

Select Report : **Payslip V2**

Date :

Filter By :
☒ Departments
☐ Employee Selection
☐ Employee Range

Department :

### COMPANY B

**NSH CORPORATE CONSULTANTS**  
chengkahpoh@qne.com.my

**Payslip Report**

**MAIN**

- Dashboard
- Leave Calendar
- Payroll
- Human Resources
- Accounting

**SETUP**

- Employees
- Shortlisted Candidates
- Maintenance
- Company
- Data Migration

**REPORTS**

Select Report : **Payslip V2**

Date : 2020 - 5 - Second Half

Filter By :
☐ Departments
☒ Employee Selection
☐ Employee Range

Department :

Employees :

From :

Please refer solution, how to export report format and import report format.



# QNE SOFTWARE

## QNE TIPS

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### SOLUTION

1<sup>st</sup> – How to Export report format.

Click Report Files.

SAMPLE  
chengkohpoh@qne.com.my

**Report Files**

All Reports ▾ New Report Upload Reload 🔍 Search for Report type, Display Name

Report Type	Display Name	Created By	Default	Actions
Borang2/3	Borang 2	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
Borang2/3	Borang 3	QNE Software Sdn. Bhd.	<input type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP22	CP22 Pin. 1/2011	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP22	CP22A Pin. 1/2015	QNE Software Sdn. Bhd.	<input type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP39(Income Tax)	Income Tax CP39	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP8D	Yearly Report - CP 8D	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
EA Form	Yearly Report - EA Form	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
EIS Lampiran 1	EIS Lampiran 1	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>

Example I would like to export payslip format to another company.

We can filter payslip

SAMPLE  
chengkohpoh@qne.com.my


**Report Files**

All Reports ▾ New Report Upload Reload 🔍 Search for Report type, Display Name

**All Reports ▾**

- Monthly Statutory
- Payslip**
- Salary Advice
- Slip Jawapan
- Monthly SOCSO Contribution
- Yearly HRDF
- Yearly Payroll
- Yearly Statutory

Display Name	Created By	Default	Actions
Borang 2	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
Borang 3	QNE Software Sdn. Bhd.	<input type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP22 Pin. 1/2011	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
CP22A Pin. 1/2015	QNE Software Sdn. Bhd.	<input type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
Income Tax CP39	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
Yearly Report - CP 8D	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
Yearly Report - EA Form	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>
EIS Lampiran 1	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	<a href="#">Design</a> <a href="#">Rename</a> <a href="#">Morev</a>

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After Filter Payslip, point More → then Click Download.

Report Files

Payslip ▾	New Report	⬇ Upload	Reload	🔍 Search for Report type, Display Name
Report Type ▴	Display Name ▴	Created By	Default	Actions
Payslip	Payslip V2	CHENGKAHPOH@QNE.COM.MY	<input checked="" type="checkbox"/>	Design Rename More ▾
Payslip	Payslip - Half Page	QNE Software Sdn. Bhd.	<input type="checkbox"/>	Design Rename <b>Download</b> Delete

System will download this format from QnE Cloud Payroll

**SAMPLE**  
chengkahpoh@qne.com.my

**Report Files**

Payslip ▾ New Report

Report Type ▴

Payslip

Payslip

**MAIN**

- Dashboard
- Leave Calendar
- Payroll ▾
- Human Resources ▾
- Accounting ▾

**SETUP**

- Employees ▾
- Shortlisted Candidates ▾
- Maintenance ▾
- Company ▾
- Data Migration

**REPORTS**


- Government Reports ▾
- Management Reports ▾
- Employee Reports ▾
- Report Files**

**SECURITY**

- Account
- Account Center
- User Roles
- Users
- User Access Control

Payslip V2.repx

Done Export Report Format.

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2<sup>nd</sup> – How to import Report Format.

Same, Click report Format

SAMPLE  
chengkai@qne.com.my

**Report Files**

MAIN

- Dashboard
- Leave Calendar
- Payroll
- Human Resources
- Accounting

SETUP

- Employees
- Shortlisted Candidates
- Maintenance
- Company
- Data Migration

REPORTS

- Government Reports
- Management Reports
- Employee Reports
- Report Files**

All Reports New Report Upload Reload Search for Report type, Display Name

Report type	Display Name	Created By	Default	Actions
Borang2/3	Borang 2	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More
Borang2/3	Borang 3	QNE Software Sdn. Bhd.	<input type="checkbox"/>	Design Rename More
CP22	CP22 Pin. 1/2011	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More
CP22	CP22A Pin. 1/2015	QNE Software Sdn. Bhd.	<input type="checkbox"/>	Design Rename More
CP39(Income Tax)	Income Tax CP39	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More
CP8D	Yearly Report - CP 8D	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More
EA Form	Yearly Report - EA Form	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More
EIS Lampiran 1	EIS Lampiran 1	QNE Software Sdn. Bhd.	<input checked="" type="checkbox"/>	Design Rename More

Now we click import

SAMPLE  
chengkai@qne.com.my

**Report Files**

MAIN

- Dashboard
- Leave Calendar
- Payroll
- Human Resources
- Accounting

SETUP


- Employees
- Shortlisted Candidates
- Maintenance
- Company
- Data Migration

REPORTS

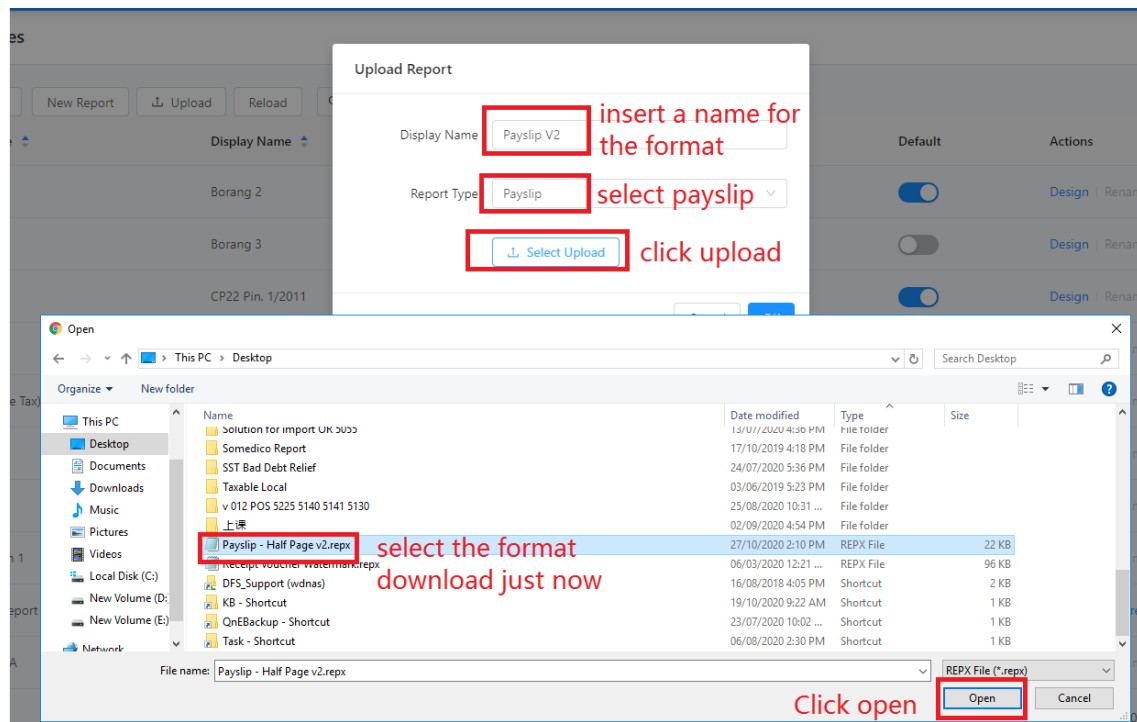
- Government Reports
- Management Reports
- Employee Reports
- Report Files**

All Reports New Report **Upload** Reload

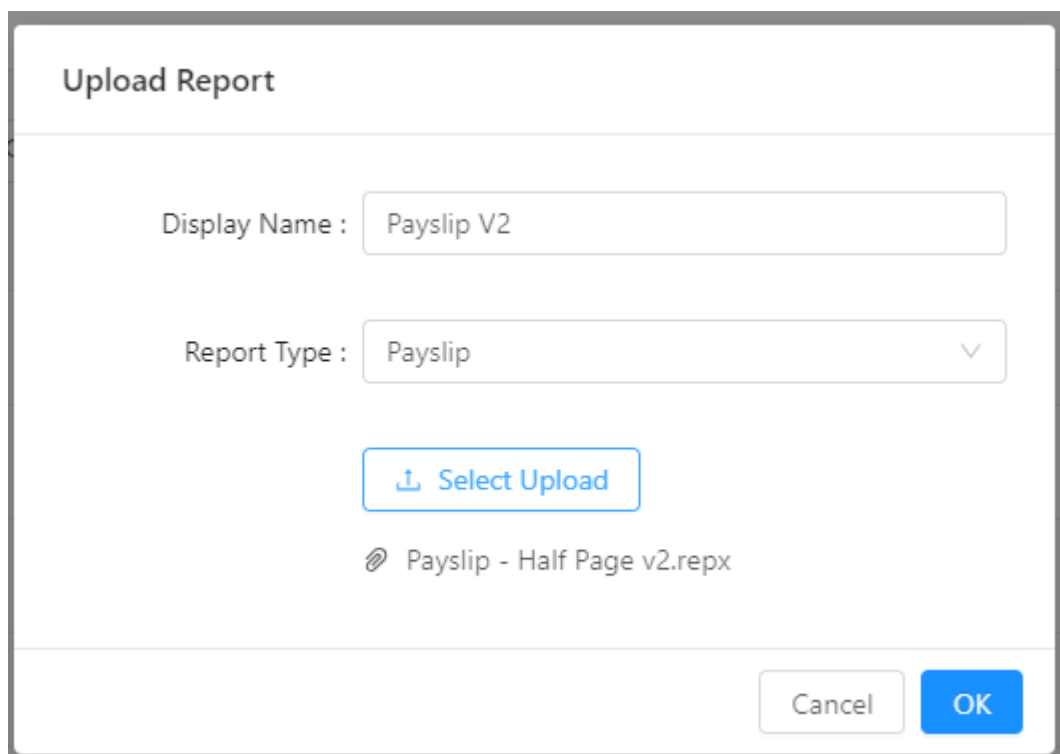
Report Type	Display Name
Borang2/3	Borang 2
Borang2/3	Borang 3
CP22	CP22 Pin. 1/2011
CP22	CP22A Pin. 1/2015
CP39(Income Tax)	Income Tax CP39
CP8D	Yearly Report - CP 8D
EA Form	Yearly Report - EA Form
EIS Lampiran 1	EIS Lampiran 1


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Select the report format we export just now.



Once above step is done, Klik OK.



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After Click OK, user will able to select this format in Payslip reports.

MAIN

Dashboard

Leave Calendar

Payroll

Human Resources

Accounting

SETUP

Employees

Shortlisted Candidates

Maintenance

Company

Data Migration

REPORTS

Government Reports

Management Reports

Payslip

Monthly Detail

Select Report :

Payslip - Half Page

Payslip - Half Page

Date :

Payslip V2

Filter By :

☒ Departments
 ☐ Employee Selection
 ☐ Employee

Department :

Employees :

From :