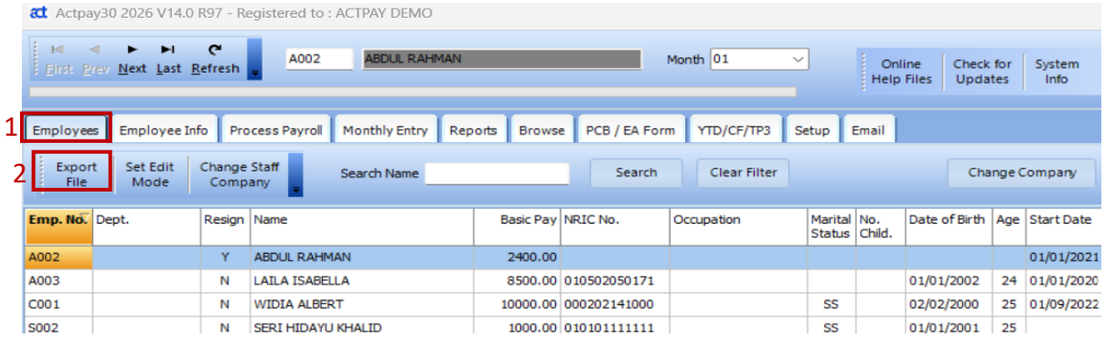
NOTE FOR STAFF DATABASE MIGRATION:

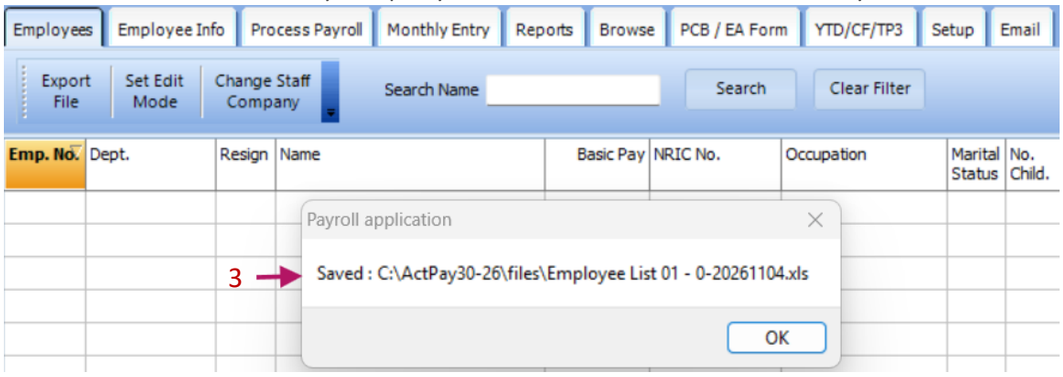
TRANSFERRING 2026 STAFF DATABASE TO OTHER SOFTWARE

To migrate your employee's database in your new payroll software for the 2027 financial year, you may extract the staff database from ACTPAY 2026 software directory using the following process:

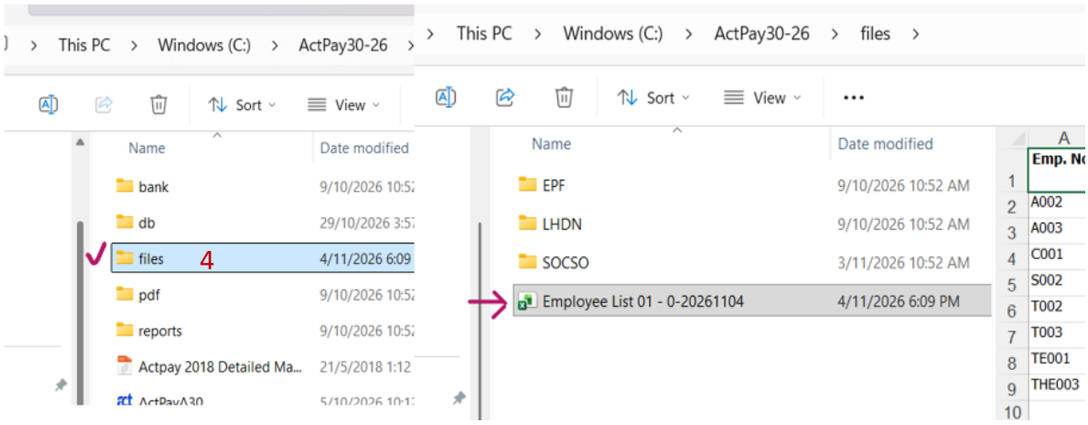
1. Open the application Actpay 2026 and navigate to the Employee Screen.
2. Click the "Export File" button.



3. The software will automatically compile your staff records and save them directly into an Excel format.



4. Locate the exported file: Go to your local Actpay 2026 directory and open the folder named "File". The system automatically names and places the Excel spreadsheet here.



5. ⚠️ **Data Migration Note (Important For The New System):**
   - *Staff Profile Details Only:* Please note that this export function only extracts employee details (such as Full Name, IC Number, Address, Bank Account, basic salary setup, etc). It does not export payroll calculations, transaction histories, historical allowances, or Year-to-Date (YTD) balances.
   - *Layout Adjustment:* The system exports the Excel file "as-is" in our standard system layout. You will need to manually open this Excel file and rearrange the columns, headers, or data layout to match the exact template layout required by your new 2027 payroll software.
   - *Format Conversion:* If your new software does not accept standard Excel files, you may use Microsoft Excel to "Save As" the file into the specific format requested by your new software (e.g., CSV comma-delimited, Tab-delimited TXT, etc.) before attempting the import. Please confirm with your new software provider to proceed further.