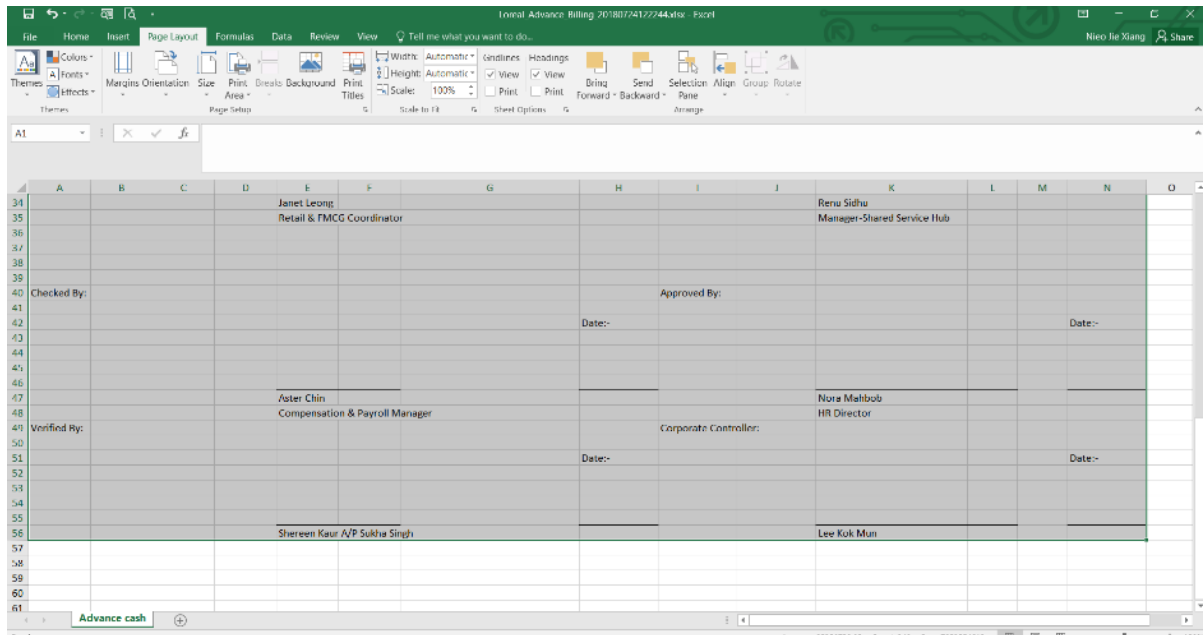
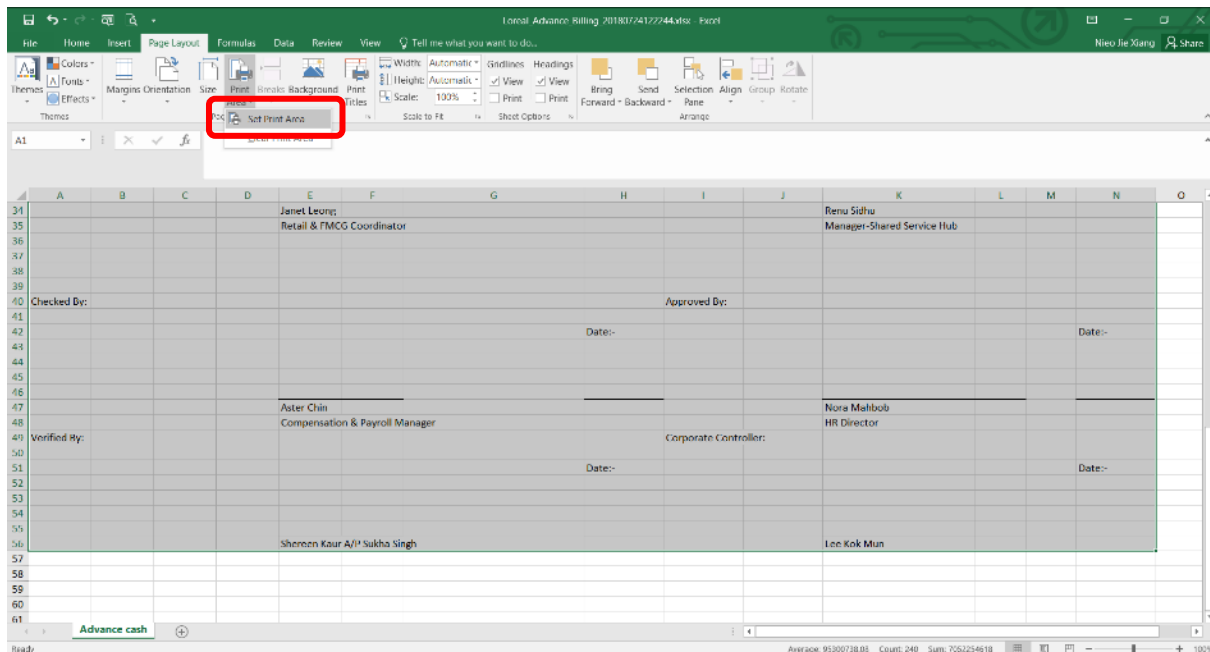


Steps to setup for printing (L'Oreal Advance Billing Report – Sheet 1)

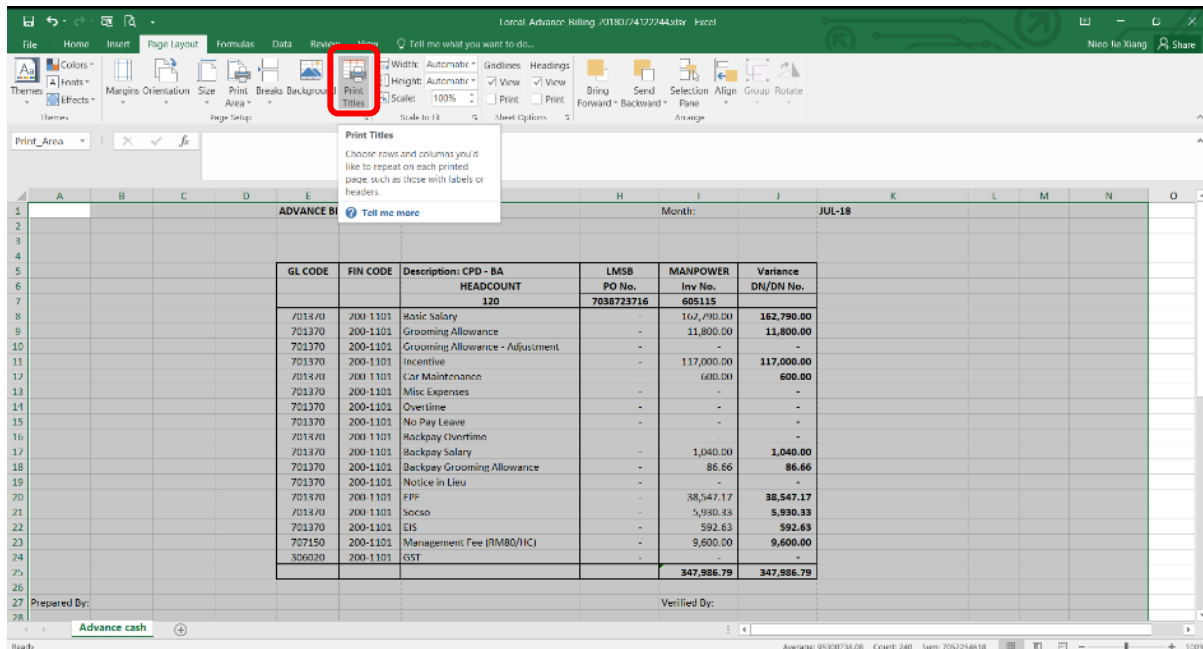
1. Select/Highlight the cells to print as shown below.



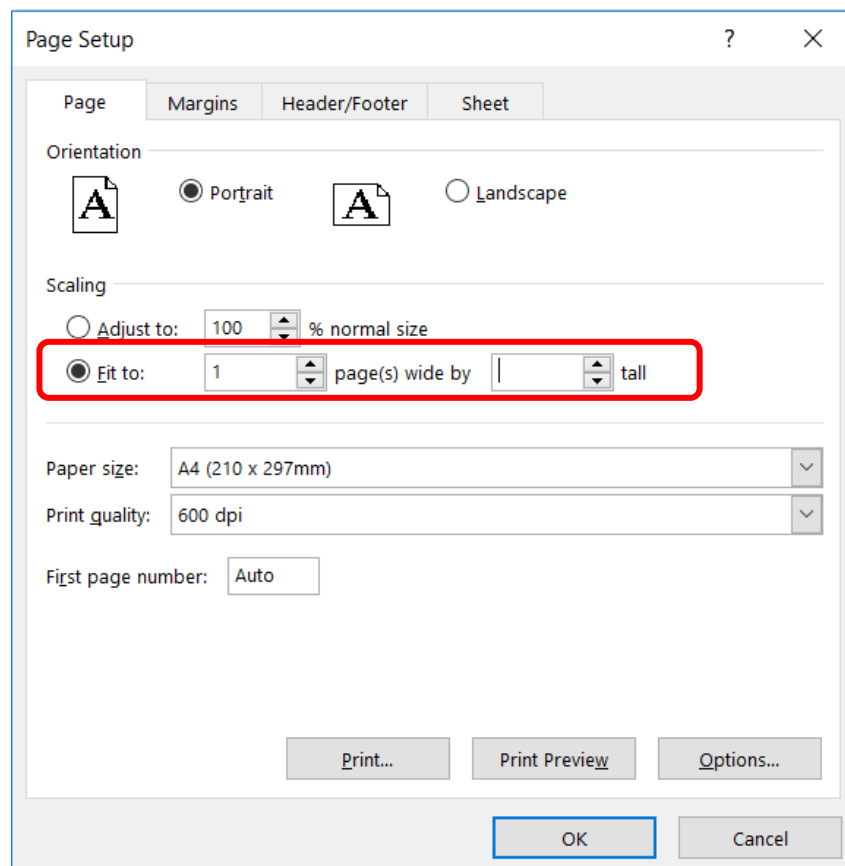
2. Select Set Print Area as shown below.



- Click Print Tiles to setup the details for printing.



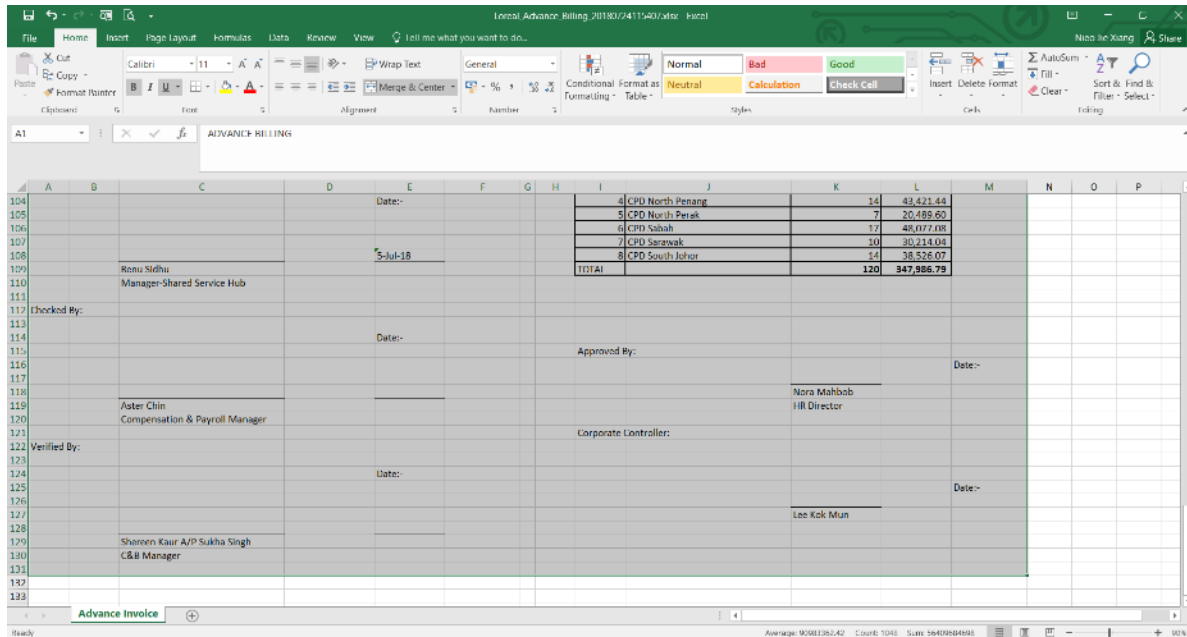
- Navigate to first tab after the window popped up when the "Print Titles" is clicked. Select the radio button of "Fit to:" and remove the value in the second field in the red box shown below.



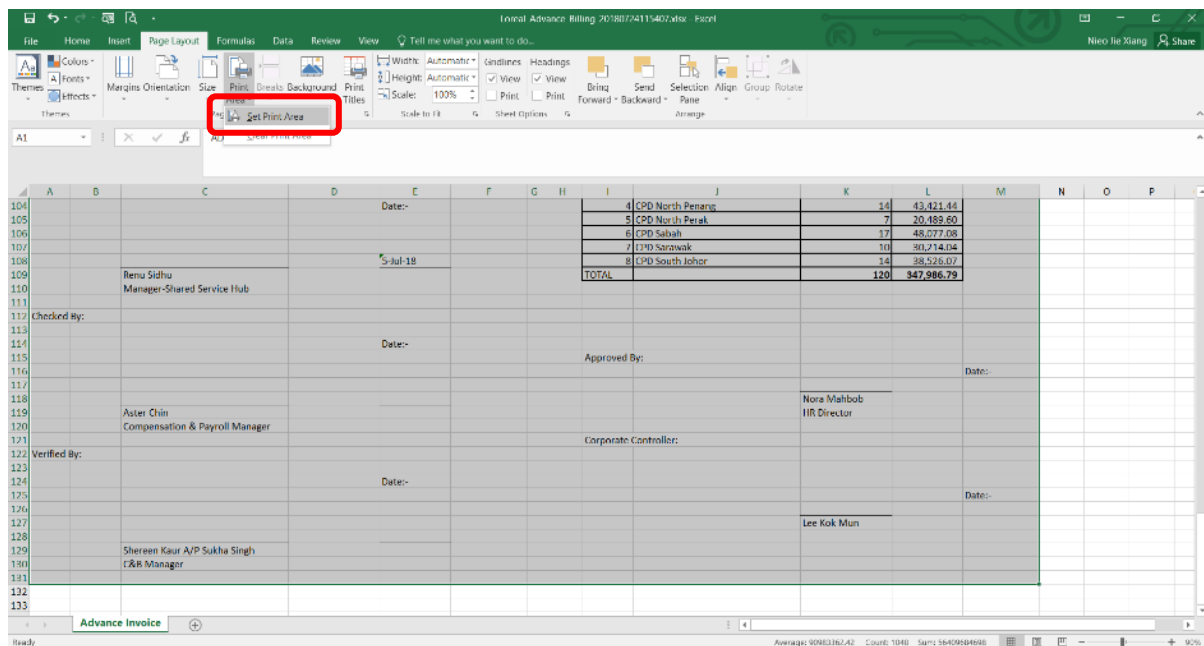
5. After the setup of above screen is done, click the “OK” button at the lower right bottom of the window.
6. You may proceed to print the document.

Steps to setup for printing (L'Oreal Advance Billing Report – Sheet 2)

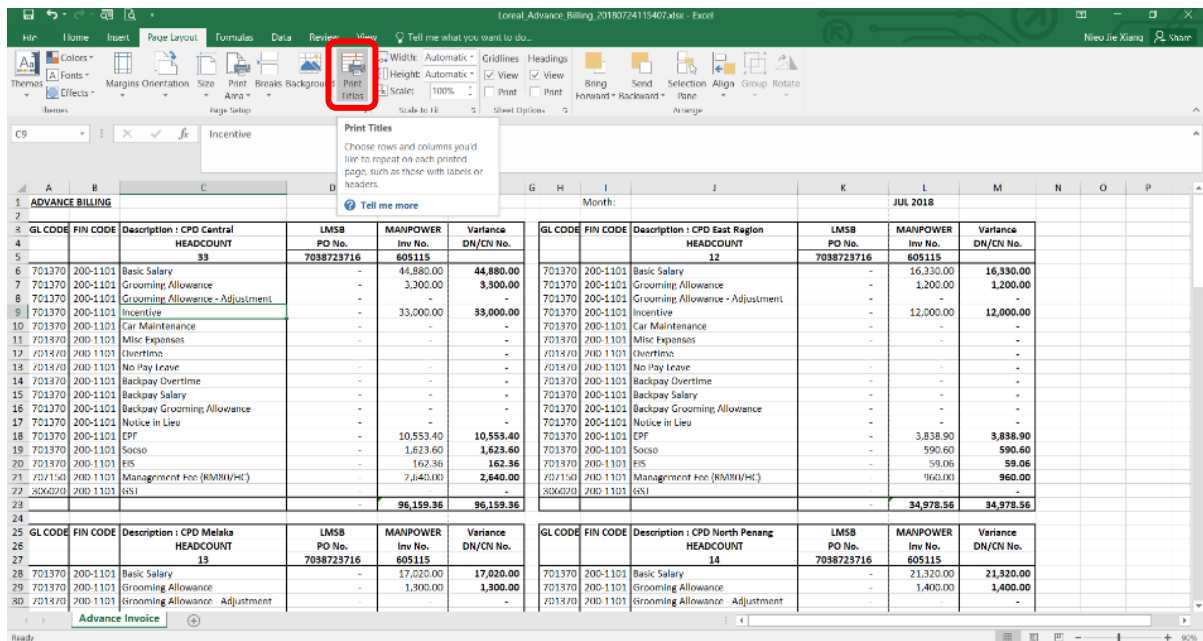
1. Select/Highlight the cells to print as shown below.



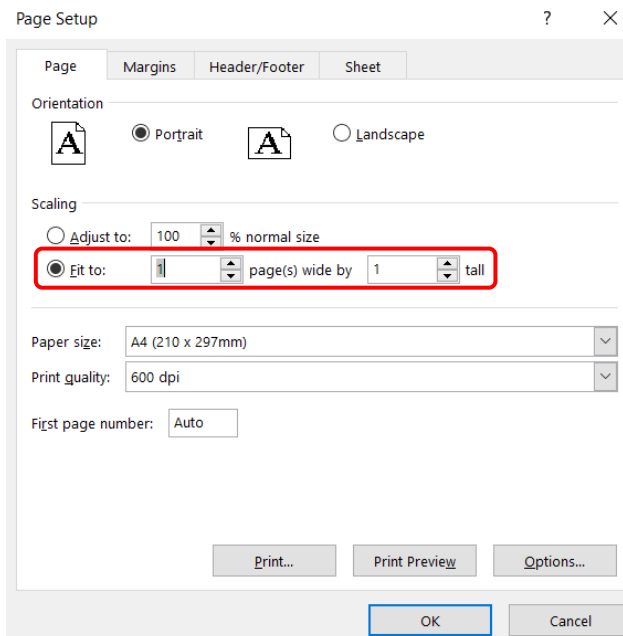
2. Select Set Print Area as shown below.



3. Click Print Tiles to setup the details for printing.



4. Navigate to first tab after the window popped up when the “Print Tiles” is clicked. Select the radio button of “Fit to:” in the red box shown below.



5. Navigate to second tab. Setup the value as shown below.

Page Setup

Page Margins Header/Footer Sheet

Top: 2

Header: 0

Left: 0.5

Right: 0

Bottom: 0

Footer: 0

Center on page

☒ Horizontally

☐ Vertically

Print... Print Preview Options...

OK Cancel

6. After the setup of above screen is done, click the “OK” button at the lower right bottom of the window.
7. You may proceed to print the document.

Steps to setup for printing (L'Oreal Advance Billing Report – Sheet 3)

1. Select/Highlight the cells to print as shown below.

Company Name: L'OREAL MALAYSIA SDN BHD

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
113	3,410.00	1,000.00	-	-	-	300.00	-	-	-	4,710.00	625.30	96.20	9.42	80.00	5,520.92	-	5,520.92
114	1,060.00	1,000.00	100.00	-	-	-	-	-	-	2,160.00	280.80	43.20	4.32	80.00	2,568.32	-	2,568.32
115	1,320.00	1,000.00	100.00	-	-	-	-	-	-	2,420.00	314.60	48.40	4.84	80.00	2,867.84	-	2,867.84
116	1,260.00	1,000.00	100.00	-	-	-	-	-	-	2,360.00	306.80	47.20	4.72	80.00	2,798.72	-	2,798.72
117	1,280.00	1,000.00	100.00	-	-	-	-	-	-	2,380.00	309.40	47.60	4.76	80.00	2,821.76	-	2,821.76
118	1,320.00	1,000.00	100.00	-	-	-	-	-	-	2,420.00	314.60	48.40	4.84	80.00	2,867.84	-	2,867.84
119	1,280.00	1,000.00	100.00	-	-	-	-	-	-	2,380.00	309.40	47.60	4.76	80.00	2,821.76	-	2,821.76
120	1,390.00	1,000.00	100.00	-	-	-	-	-	-	2,490.00	323.70	49.80	4.98	80.00	2,948.48	-	2,948.48
121	1,280.00	1,000.00	100.00	-	-	-	-	-	-	2,380.00	309.40	47.60	4.76	80.00	2,821.76	-	2,821.76
122	1,250.00	1,000.00	100.00	-	-	-	-	-	-	2,350.00	305.50	47.00	4.70	80.00	2,787.20	-	2,787.20
123	1,250.00	1,000.00	100.00	-	-	-	-	-	-	2,350.00	305.50	47.00	4.70	80.00	2,787.20	-	2,787.20
124	1,250.00	1,000.00	100.00	-	-	-	-	-	-	2,350.00	305.50	47.00	4.70	80.00	2,787.20	-	2,787.20
125	1,200.00	1,000.00	100.00	-	-	-	-	-	-	2,300.00	299.00	46.00	4.60	80.00	2,729.60	-	2,729.60
126	1,200.00	1,000.00	100.00	-	-	-	-	-	-	2,300.00	299.00	46.00	4.60	80.00	2,729.60	-	2,729.60
127	1,200.00	1,000.00	100.00	-	-	-	-	570.00	44.43	1,864.43	372.73	57.27	5.73	80.00	2,378.56	-	2,378.56
128	1,200.00	1,000.00	100.00	-	-	-	-	570.00	44.43	1,864.43	372.73	57.27	5.73	80.00	2,378.56	-	2,378.56
129	162,790.00	117,000.00	11,800.00	-	-	600.00	-	1,040.00	86.66	293,316.66	38,547.17	5,930.33	592.63	9,600.00	347,986.79	-	347,986.79

2. Select Set Print Area as shown below.

Company Name: L'OREAL MALAYSIA SDN BHD

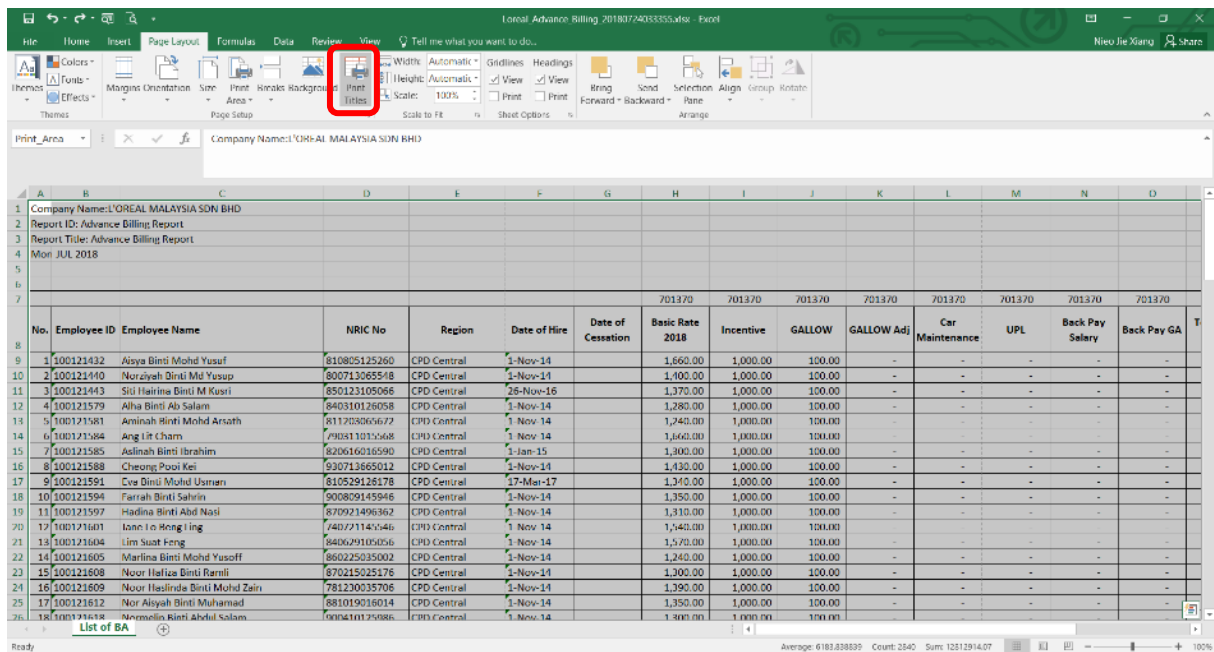
Report ID: Advance Billing Report

Report Title: Advance Billing Report

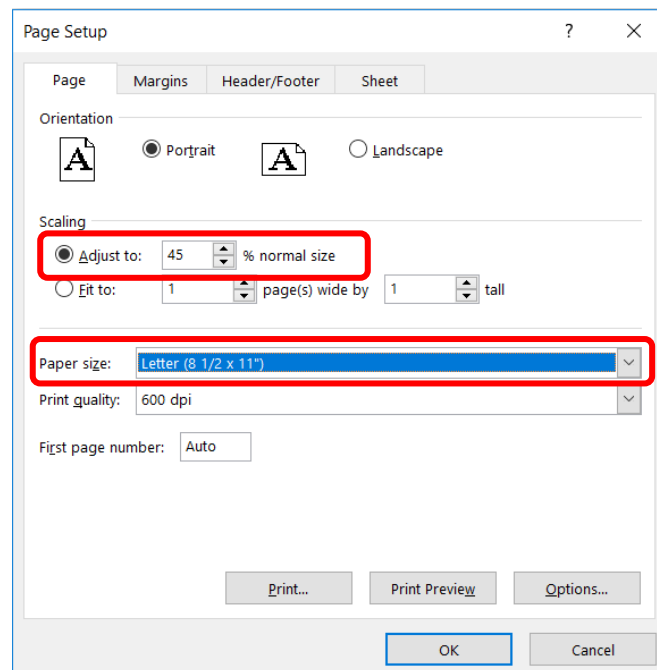
Mon JUL 2018

No.	Employee ID	Employee Name	NRIC No	Region	Date of Hire	Date of Cessation	Basic Rate 2018	Incentive	GALLOW	GALLOW Adj	Car Maintenance	UPL	Back Pay Salary	Back Pay GA
1	100121432	Aisya Hinti Mohd Yusoff	810825125260	CPD Central	1-Nov-14		1,660.00	1,000.00	100.00	-	-	-	-	-
2	100121440	Norziyah Binti Md Yusup	800713060548	CPD Central	1-Nov-14		1,400.00	1,000.00	100.00	-	-	-	-	-
3	100121443	Siti Hairina Binti M Kusri	850123105066	CPD Central	26-Nov-16		1,570.00	1,000.00	100.00	-	-	-	-	-
4	100121579	Alha Binti Ab Salam	840310126058	CPD Central	1-Nov-14		1,280.00	1,000.00	100.00	-	-	-	-	-
5	100121581	Aminah Binti Mohd Ansath	811203065672	CPD Central	1-Nov-14		1,240.00	1,000.00	100.00	-	-	-	-	-
6	100121584	Ang Li Cham	790311015568	CPD Central	1-Nov-14		1,660.00	1,000.00	100.00	-	-	-	-	-
7	100121585	Adlinah Binti Ibrahim	820616016590	CPD Central	1-Jan-15		1,200.00	1,000.00	100.00	-	-	-	-	-
8	100121588	Cheong Pooi Kei	930713665012	CPD Central	1-Nov-14		1,430.00	1,000.00	100.00	-	-	-	-	-
9	100121591	Eve Binti Mohd Usman	810529126178	CPD Central	17-Mar-17		1,340.00	1,000.00	100.00	-	-	-	-	-
10	100121594	Farah Binti Sahrin	900809145946	CPD Central	1-Nov-14		1,350.00	1,000.00	100.00	-	-	-	-	-
11	100121597	Hadijah Binti Abd Nasir	870921496362	CPD Central	1-Nov-14		1,310.00	1,000.00	100.00	-	-	-	-	-
12	100121601	Jame Lo Beng Ling	740721145546	CPD Central	1-Nov-14		1,540.00	1,000.00	100.00	-	-	-	-	-
20	100121604	Lim Suet Fen	840629105056	CPD Central	1-Nov-14		1,570.00	1,000.00	100.00	-	-	-	-	-
22	100121605	Marline Binti Mohd Yusoff	860225035002	CPD Central	1-Nov-14		1,240.00	1,000.00	100.00	-	-	-	-	-
23	100121608	Noor Haliza Binti Ramli	870215025176	CPD Central	1-Nov-14		1,300.00	1,000.00	100.00	-	-	-	-	-
24	100121609	Noor Haslina Binti Mohd Zain	781230035706	CPD Central	1-Nov-14		1,390.00	1,000.00	100.00	-	-	-	-	-
25	100121612	Nor Aisyah Binti Muhammad	881019016014	CPD Central	1-Nov-14		1,350.00	1,000.00	100.00	-	-	-	-	-
26	100121618	Norazlina Binti Abdul Salam	800410125686	CPD Central	1-Nov-14		1,300.00	1,000.00	100.00	-	-	-	-	-

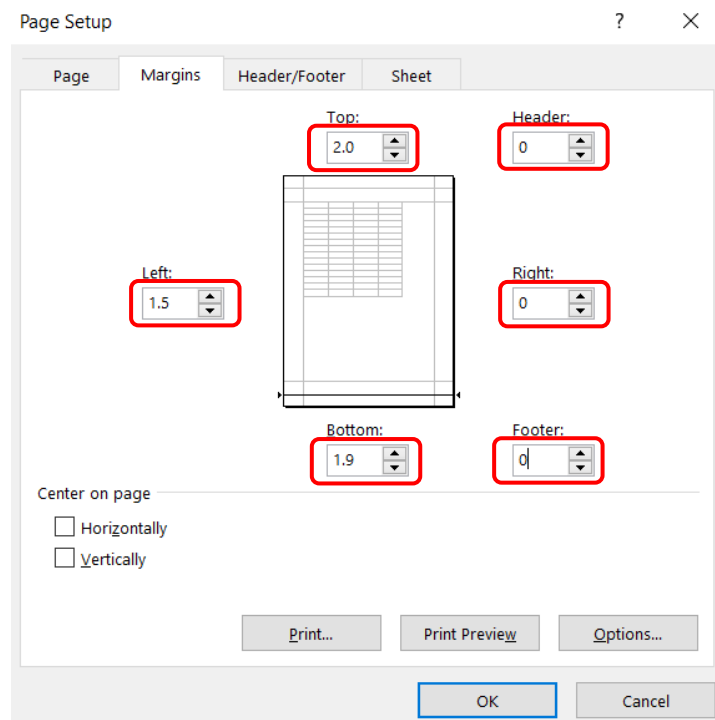
3. Click Print Tiles to setup the details for printing.



4. Navigate to first tab after the window popped up when the "Print Tiles" is clicked. Setup the value as shown below.

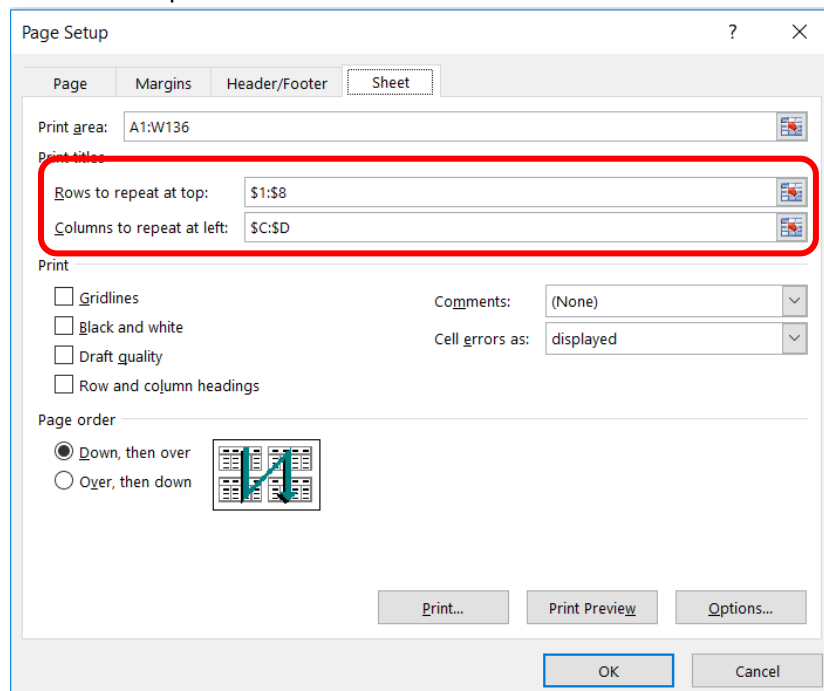


5. Navigate to second tab. Setup the value as shown below.



The image shows the 'Page Setup' dialog box with the 'Margins' tab selected. The 'Top' margin is set to 2.0, 'Header' to 0, 'Left' to 1.5, 'Right' to 0, and 'Bottom' to 1.9. The 'Footer' is set to 0. The 'Center on page' section has 'Horizontally' and 'Vertically' both unchecked. The 'Print...', 'Print Preview', and 'Options...' buttons are visible at the bottom, along with 'OK' and 'Cancel' buttons.

6. Navigate to last tab. Setup the value as shown below.



The image shows the 'Page Setup' dialog box with the 'Sheet' tab selected. The 'Print area' is set to A1:W136. The 'Print titles' section is highlighted with a red box, showing 'Rows to repeat at top' as \$1:\$8 and 'Columns to repeat at left' as \$C:\$D. The 'Print' section has 'Gridlines', 'Black and white', 'Draft quality', and 'Row and column headings' all unchecked. The 'Comments' dropdown is set to '(None)' and the 'Cell errors as' dropdown is set to 'displayed'. The 'Page order' section has 'Down, then over' selected. The 'Print...', 'Print Preview', and 'Options...' buttons are visible at the bottom, along with 'OK' and 'Cancel' buttons.

7. After the setup of above screen is done, click the "OK" button at the lower right bottom of the window.
8. You may proceed to print the document.

