

(Save 1) Save file in MS Excel 2003 Version

(from the guidelines included in your format)

Submitting your remittance report (saving in diskette/USB)

(Save 2) Saving the DATA Worksheet

Go to DATA worksheet.

Click File menu and select the Save As function.

Set a filename for your report and always include the word DATA. Also, indicate the month, year and type of your report. COMPANY NAME MONTH YEAR TYPE OF REPORT.
i.e. ABC CORPORATION JAN2010R DATA

In the Save As Type option, choose the Formatted Text (Space Delimited) (*.prn) format.

Click SAVE.

(Save 3) Saving the TXT Worksheet

Go to TXT worksheet.

Repeat steps 2 and 3.

Set a filename for your report and always include the word TXT. Also, indicate the month and year and type of your report. COMPANY NAME MONTH YEAR TYPE OF REPORT.
i.e. ABC CORPORATION JAN2010R TXT

In the Save As Type option, choose the Formatted Text (Space Delimited) (*.prn) format.

Click SAVE.

NOTE: For multiple reports (additional reports) with the same month and year,
please differentiate your RF-1 hardcopies with the filenames in your diskette
to relate which report matches.