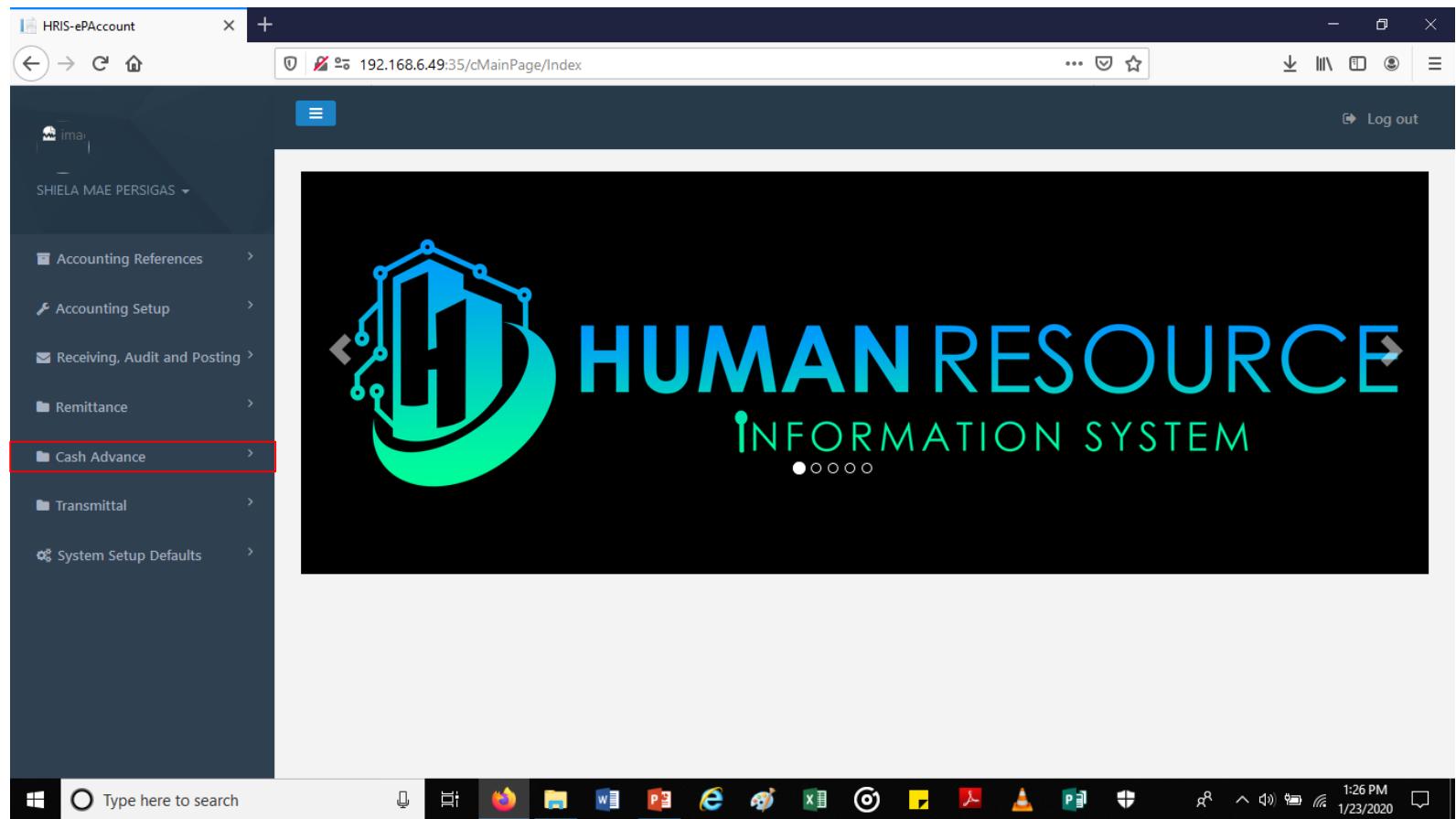


Cash Advance for Payroll



Navigate to Cash Advance -> Cash Advance for Payroll



HRIS-ePAccount

192.168.6.49:35/c MainPage/Index

Log out

SHIELA MAE PERSIGAS

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
- Cash Advance
 - Cash Advance for Payroll
- Transmittal
- System Setup Defaults

HUMAN RESOURCE INFORMATION SYSTEM



Type here to search

10:33 AM
1/25/2020

HRIS-ePAccount X +

192.168.6.49:35/cCashAdv

Log out

Cash Advance for Payroll

Search ...

Show 5 entries

Payroll Year: 2020 Payroll Month: January

Employment Type: --Select Here-- Add

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
No data available in table			

Previous Next

Cash Advance for Payroll

Transmittal

System Setup Defaults

Type here to search

10:35 AM 1/25/2020

The screenshot shows a web browser window for 'HRIS-ePAccount' at the URL '192.168.6.49:35/cCashAdv'. The left sidebar contains a navigation menu with several items: 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Remittance', 'Cash Advance' (which is highlighted with a red box), 'Transmittal', and 'System Setup Defaults'. The main content area is titled 'Cash Advance for Payroll' and displays a table with four columns: 'C.A VOUCHER NBR', 'SHORT DESCRIPTION', 'FUND SOURCE', and 'ACTIONS'. A message 'No data available in table' is shown in the first row. Above the table, there are filters for 'Payroll Year' (set to 2020), 'Payroll Month' (set to January), and 'Employment Type' (set to '--Select Here--'). The status bar at the bottom of the screen shows the date and time as '10:35 AM 1/25/2020'.

Note:

This manual is intended on how to add, edit, print and delete employee post payroll details in **cash advance for payroll main page**. Expected if specific record is added record will be shown in **cash advance for payroll main grid**. In order for you to have data to cash advance payroll should be **reviewed** and **released** first. Once released you can now add it on **cash advance for payroll** to be cash advance.

Furthermore, to add it on **cash advance for payroll** click **add button** to add header. Basically in cash advance the following details usually cash advance as a group. So whatever information inputted in cash advance will be the data captured upon adding **post payroll/voucher header**.

How to add payroll record to cash advance?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to add payroll record to cash advance. **Add button** main grid will be visible.

The screenshot shows the HRIS-eAccount software interface. The title bar reads "HRIS-eAccount". The URL in the address bar is "192.168.6.49:35/cCashAdv". The top right corner has a "Log out" link. On the left, there is a sidebar menu with the following items:

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
- Cash Advance
 - Cash Advance for Payroll
- Transmittal
- System Setup Defaults

The main content area is titled "Cash Advance for Payroll". It features a search bar and three dropdown filters:

- Show 5 entries
- Payroll Year: 2019
- Payroll Month: July
- Employment Type: Casual Employees

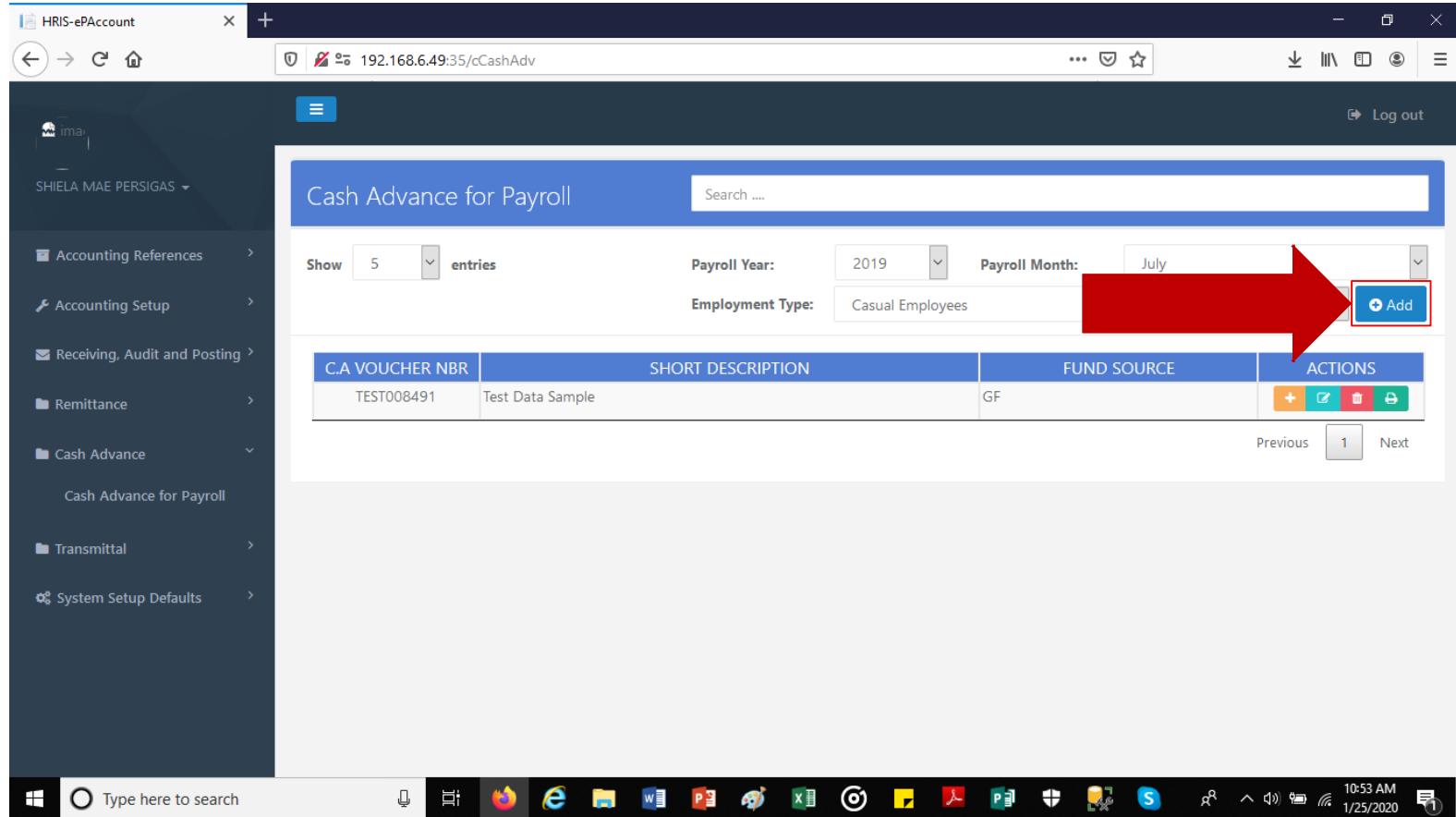
A blue "Add" button is located to the right of the employment type filter. Below these filters is a table with the following data:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
TEST008491	Test Data Sample	GF	

At the bottom of the table are navigation links: "Previous", "1", and "Next".

The taskbar at the bottom of the screen includes icons for File, Home, Back, Forward, Stop, Refresh, and Search. The search bar contains the placeholder text "Type here to search". Other pinned icons include Microsoft Edge, File Explorer, Word, Excel, Paint, OneDrive, and others. The system tray shows the date and time as "10:48 AM 1/25/2020".

Step 2: Once you have selected payroll year, payroll month and employment type, click **add button** to add payroll record to cash advance.



The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with the following items:

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
- Cash Advance (selected)
- Cash Advance for Payroll (under Cash Advance)
- Transmittal
- System Setup Defaults

The main content area is titled "Cash Advance for Payroll". It displays a table with the following data:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
TEST008491	Test Data Sample	GF	

At the top of the main area, there are filters for "Show 5 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". To the right of the table, there is a "Previous" button, a page number "1", and a "Next" button. A large red arrow points to the "Add" button located in the top right corner of the table's header area.

HRIS-ePAccount X +

192.168.6.49:35/cCashAdv

Log out

SHIELA MAE PERSIGAS

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Remittance >

Cash Advance >

Cash Advance for Payroll

Transmittal >

System Setup Defaults >

Cash Advance for Payroll

Search

Show 5

C.A Voucher Nbr:

Short Description*:

Description*:

C.A Type*: --Select Here--

C.A Fund Source*: --Select Here--

Month: July

Add

FUND SOURCE

ACTIONS

Previous 1 Next

Type here to search

11:20 AM 1/25/2020

This screenshot shows a web-based application interface for managing cash advances. The main title is "Cash Advance for Payroll". The form contains several input fields with validation asterisks (*): "C.A Voucher Nbr", "Short Description*", "Description*", "C.A Type*", and "C.A Fund Source*". Below the form are buttons for "Close" and "Save". In the background, there's a sidebar with a list of accounting-related modules like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The "Cash Advance" module is currently selected. At the bottom of the screen is a taskbar with various icons for Windows applications like File Explorer, Edge, and Office suite.

Note:

Add page will open **C.A voucher nbr.** will auto-generate and all other non-key fields are blank. Primary key is **C.A voucher nbr** only. Required fields are **C.A voucher nbr., short description, description, C.A type and C.A fund source.**

Non-key fields are:

- C.A Voucher Nbr.
- Short Description
- Description
- C.A Type
- C.A Fund Source



A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

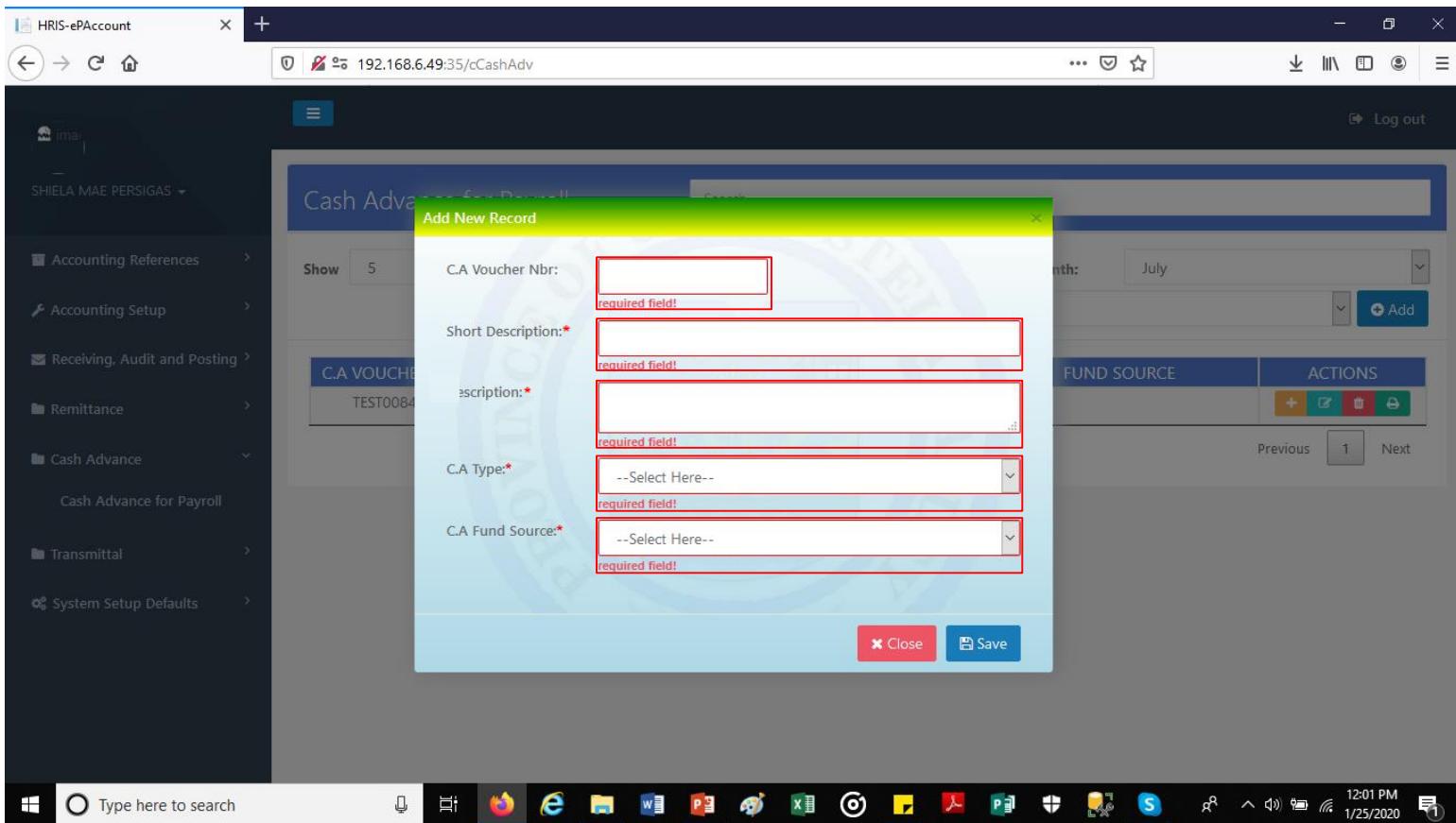


Step 3: Try to save information click **save button** in order to save employee.

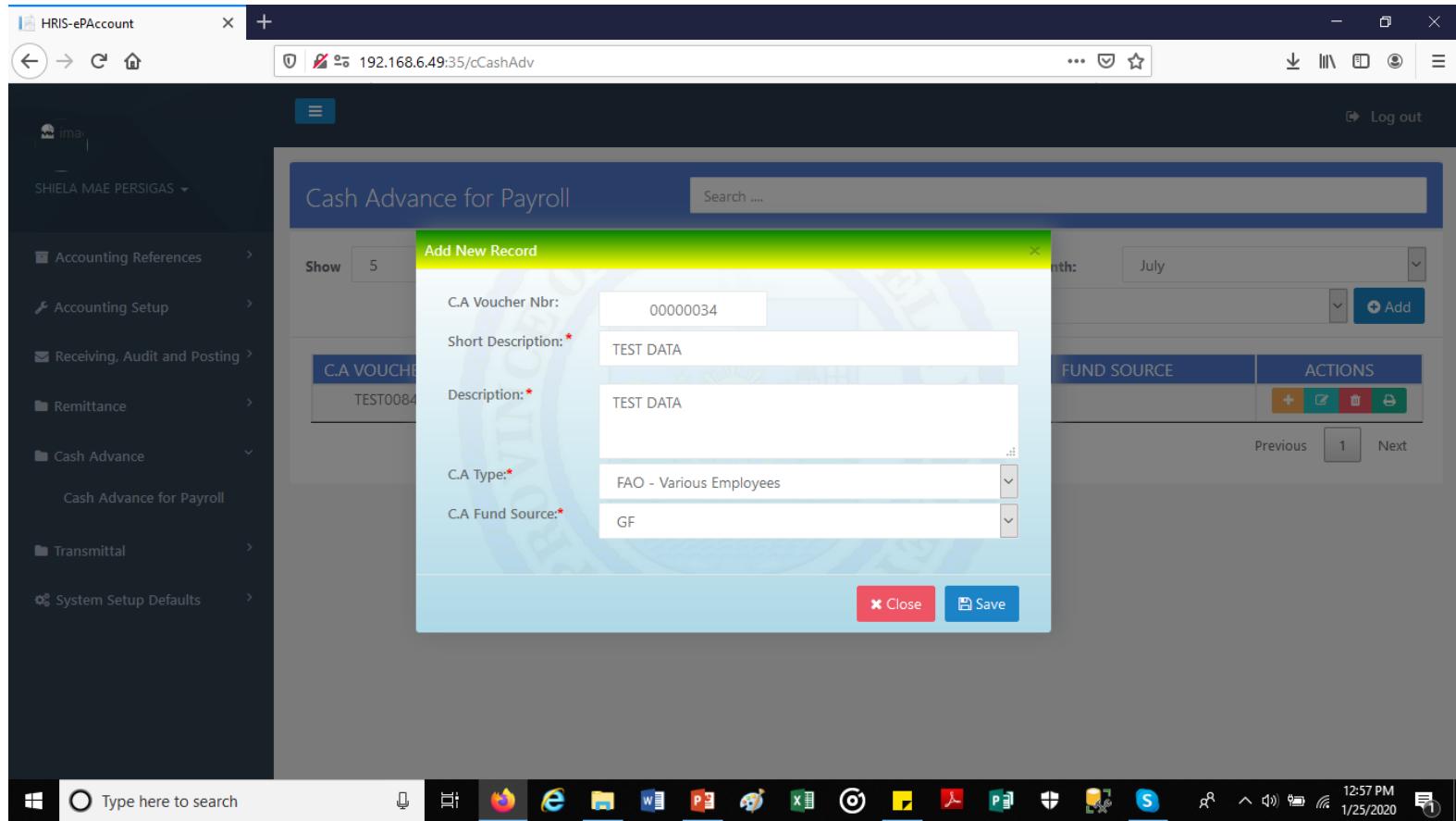
Note:

All fields that needs to be fill will automatically generate a verification of “**required field**” if you click **save button** without inputting values in any field.





Step 4: Input values specifically in all required fields.

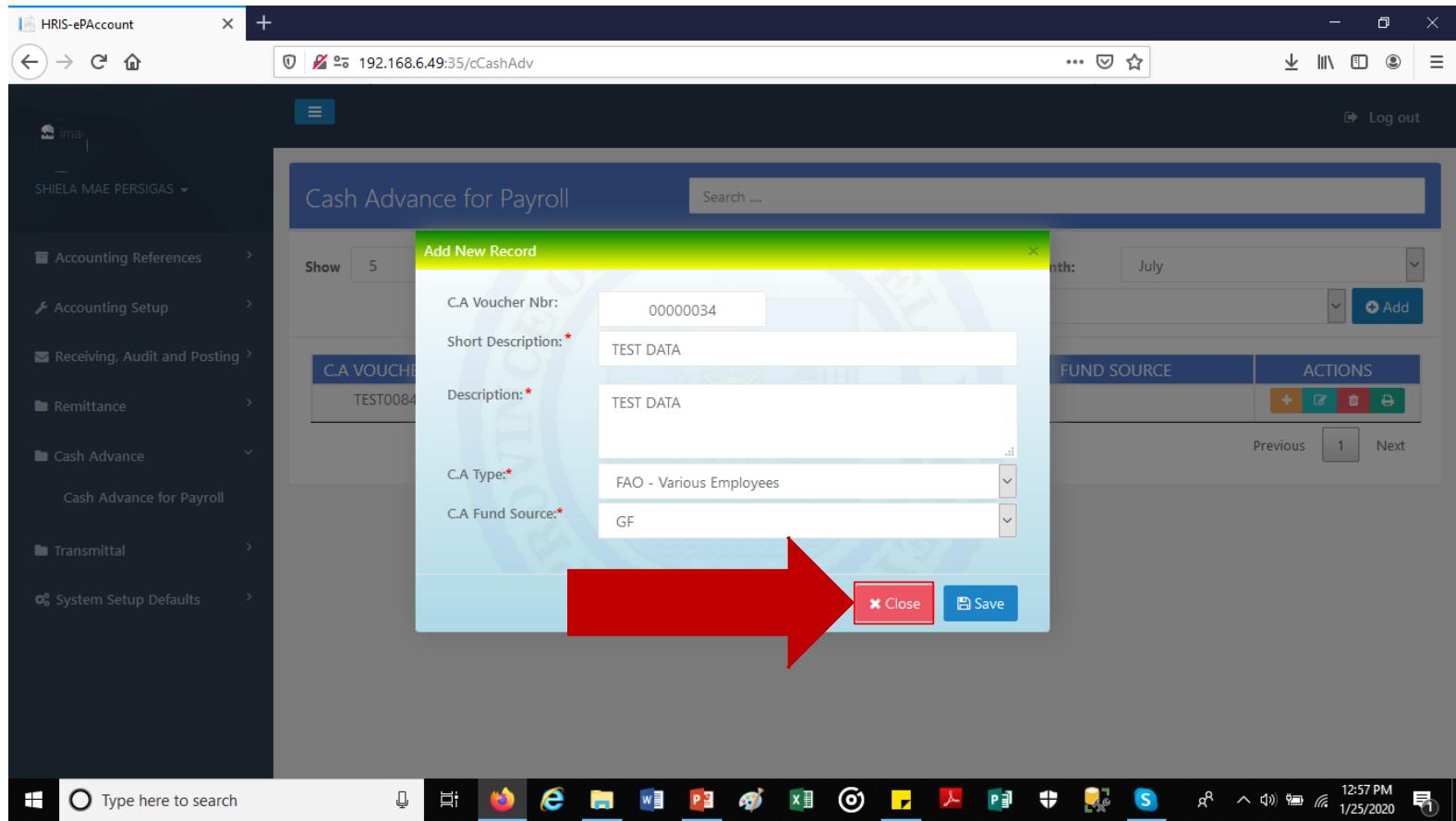


Note:

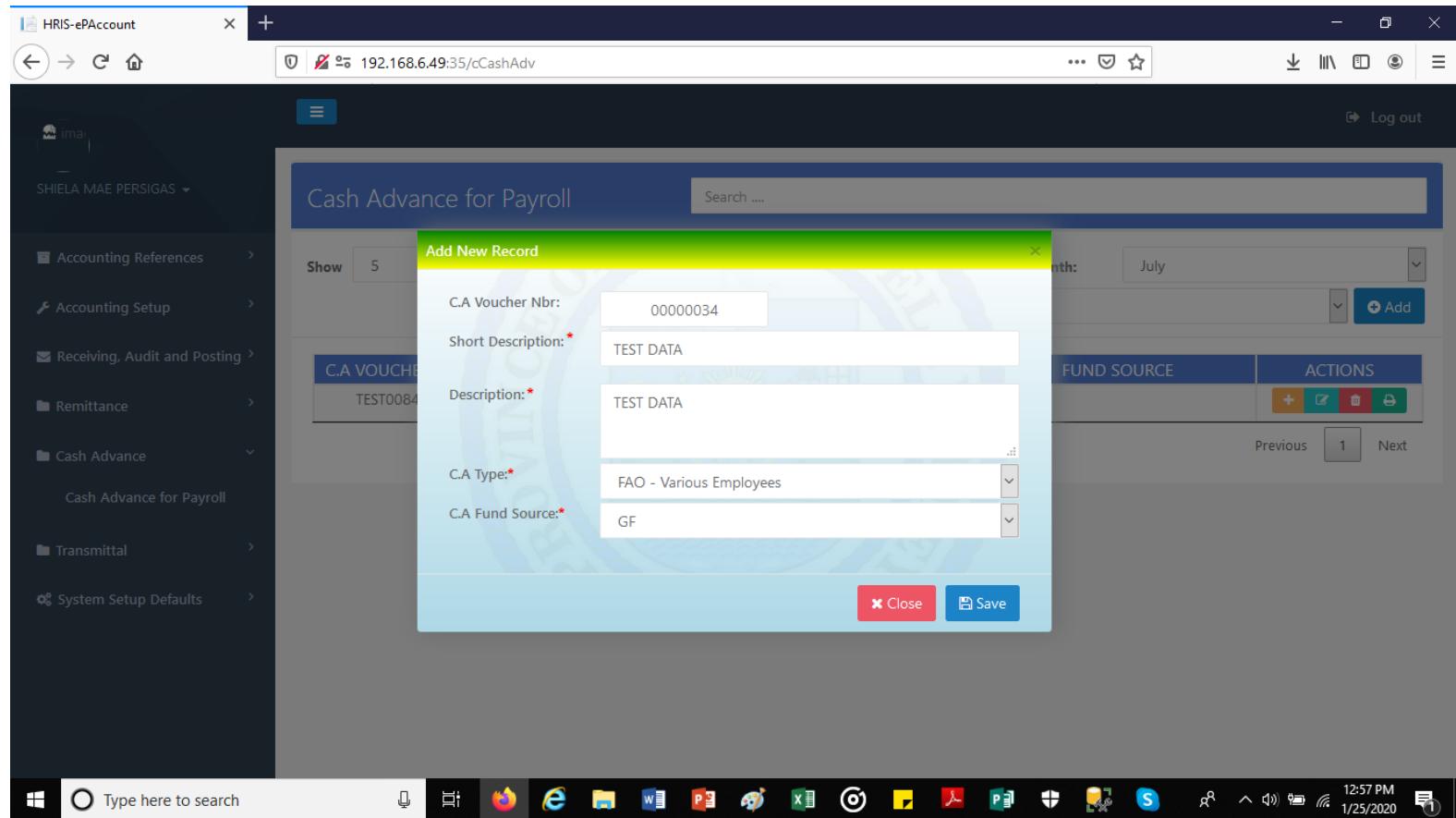
Once you click **add button** expected that add modal page will pop-up and automatically generate a name of **add new record** where you can add payroll record to cash advance.

If you have inputted values in all required fields expected that when record is saved, automatic all inputted values will be captured and only none editable is **C.A voucher nbr**. So, input specific information only in C.A voucher nbr. because in **edit button modal page** editable fields are only **short description, description, C.A type and C.A fund source**.

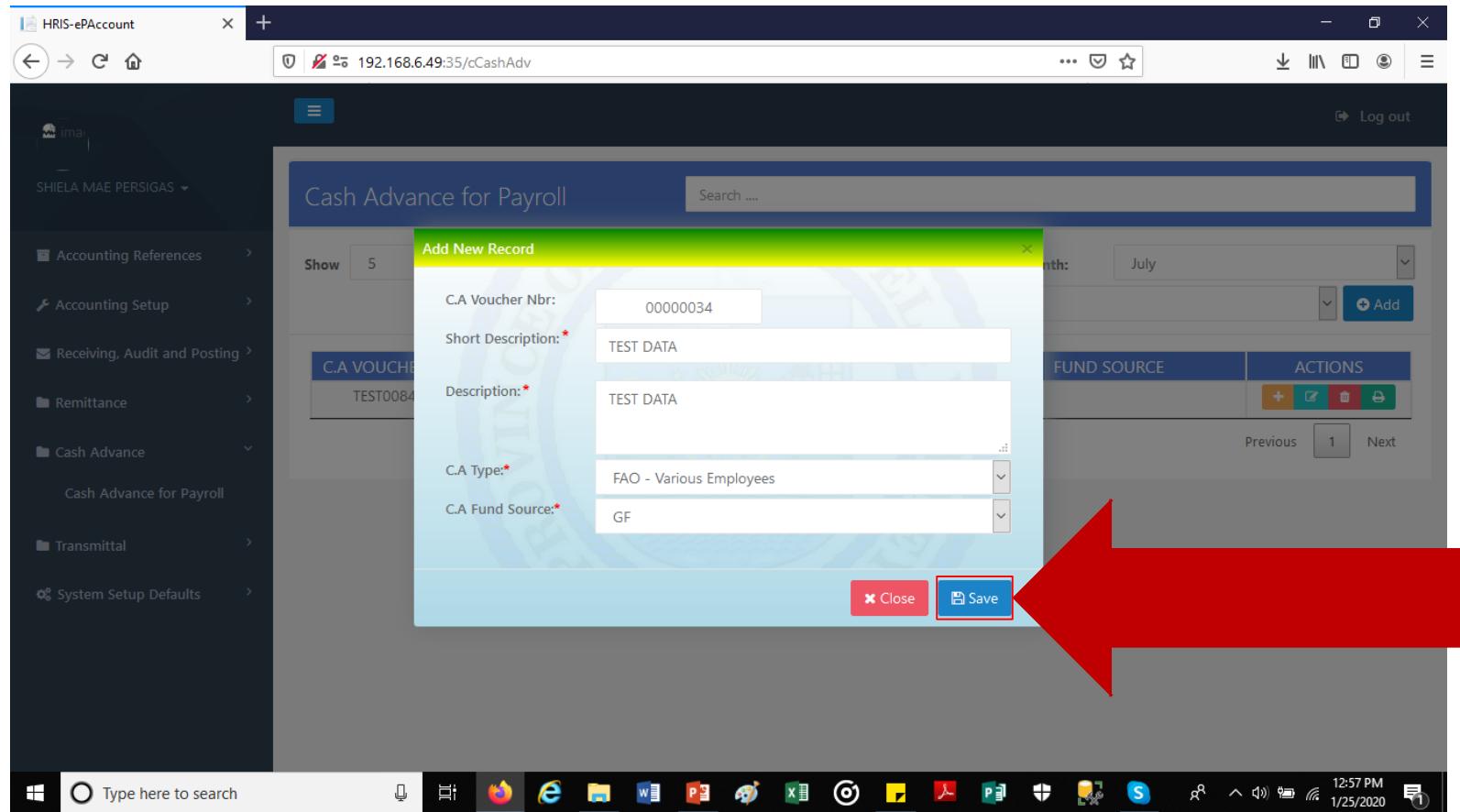
Step 5: Click close button if you don't want to save payroll to cash advance.



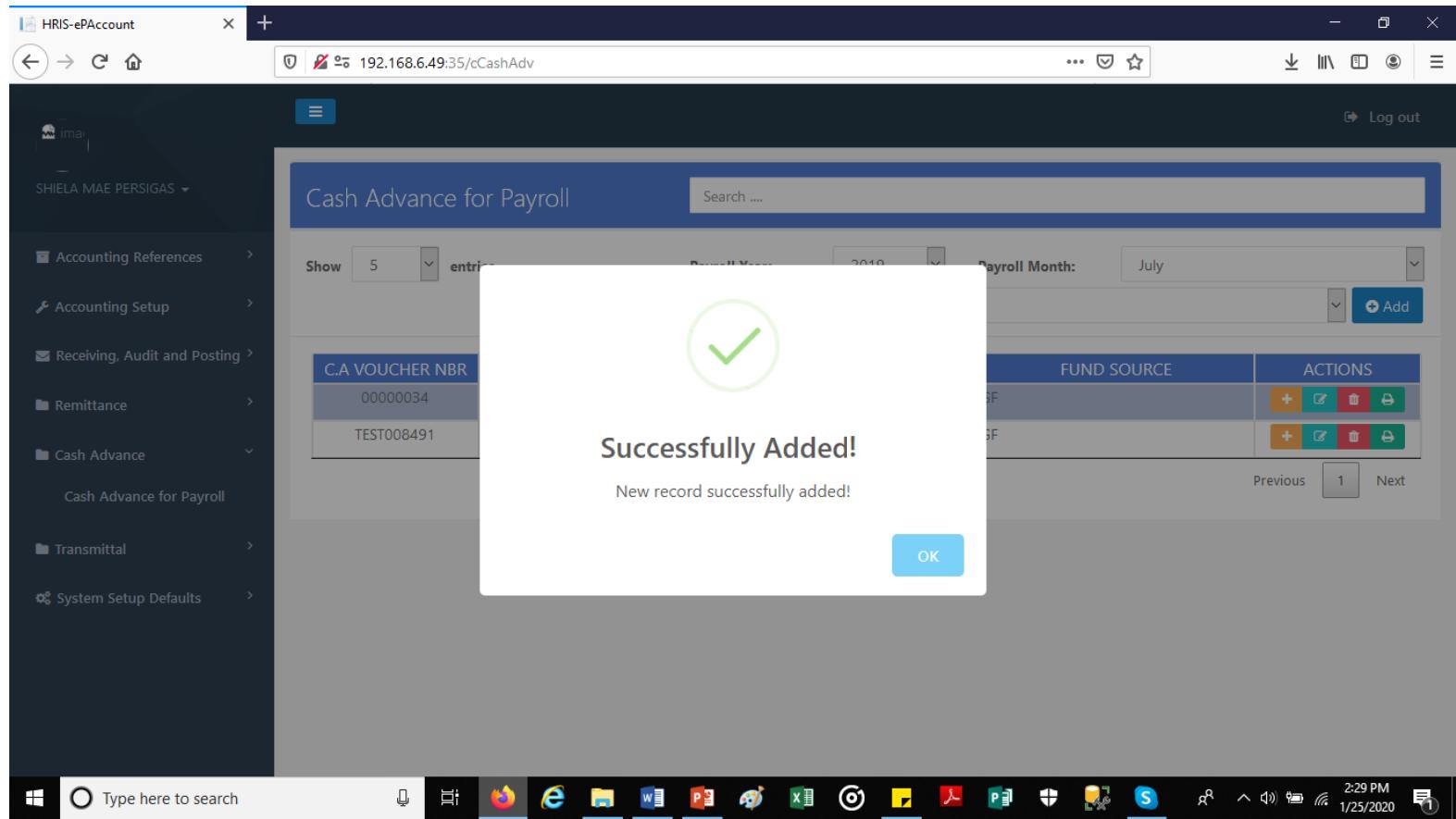
Step 6: If you click **close button** data will not be save please repeat **step 4.**



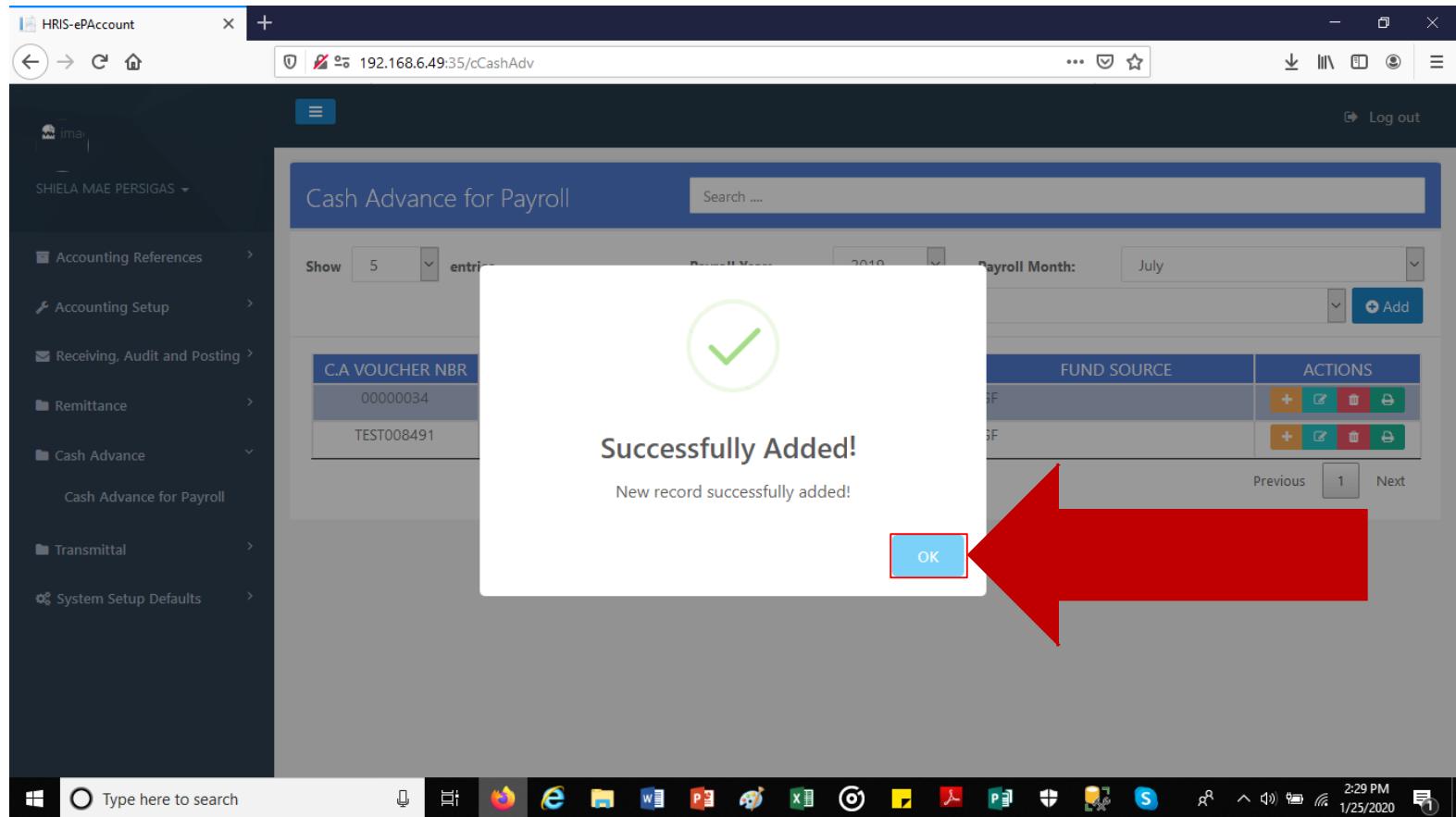
Step 7: If you want to save inputted data click **save button** to save information.



Note: A pop-up confirmation window will appear that your record has been successfully added.



Step 8: Click ok button to exit and go back to main page.



HRIS-ePAccount

192.168.6.49:35/cCashAdv

Log out

Cash Advance for Payroll

Search

CA VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	TEST DATA	GF	
TEST008491	Test Data Sample	GF	

Previous 1 Next

Type here to search

2:30 PM
1/25/2020

How to edit
existing payroll record
to cash advance?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to edit existing payroll record to cash advance. **Edit button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The main content area is titled "Cash Advance for Payroll". It features a search bar and a table with columns: C.A VOUCHER NBR, SHORT DESCRIPTION, FUND SOURCE, and ACTIONS. The table contains two rows: one with C.A VOUCHER NBR 00000034, SHORT DESCRIPTION TEST DATA, and FUND SOURCE GF; and another with C.A VOUCHER NBR TEST008491, SHORT DESCRIPTION Test Data Sample, and FUND SOURCE GF. The ACTIONS column for each row has four icons: a plus sign, a checkmark, a delete, and a lock. The top right of the main area shows "Log out". The bottom taskbar includes the Start button, a search bar, and various system icons.

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	TEST DATA	GF	
TEST008491	Test Data Sample	GF	

Step 2: Once you have selected payroll year, payroll month and employment type, select specific record that you want to edit existing payroll record to cash advance.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The main content area is titled "Cash Advance for Payroll". It displays a table with two rows of data:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	TEST DATA	GF	
TEST008491	Test Data Sample	GF	

Filtering options at the top include "Show 5 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". A search bar and a blue "Add" button are also present. The bottom right corner shows navigation buttons for "Previous" (with page number 1) and "Next".

Step 3: Click edit button in order to edit existing payroll record to cash advance.

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (which is expanded to show Cash Advance for Payroll), Transmittal, and System Setup Defaults. The main area is titled "Cash Advance for Payroll". It has search and filter fields for Payroll Year (2019), Payroll Month (July), and Employment Type (Casual Employees). Below these are two rows of data in a grid:

C.A VOUCHER NBR	SHORT DESCRIPTION	ACTIONS
00000034	TEST DATA	
TEST008491	Test Data Sample	

A large red arrow points to the edit icon in the "ACTIONS" column of the second row. At the bottom right of the grid, there are buttons for Previous, Next, and page number 1. The bottom of the screen shows the Windows taskbar with various pinned icons.

Note:

Edit page will open **C.A voucher nbr.** will auto-generate and all other non-key fields are blank. Primary key is **C.A voucher nbr** only. Required fields are **C.A voucher nbr., short description, description, C.A type and C.A fund source**. Editable fields are only **short description, description, C.A type and C.A fund source**.

Non-key fields are:

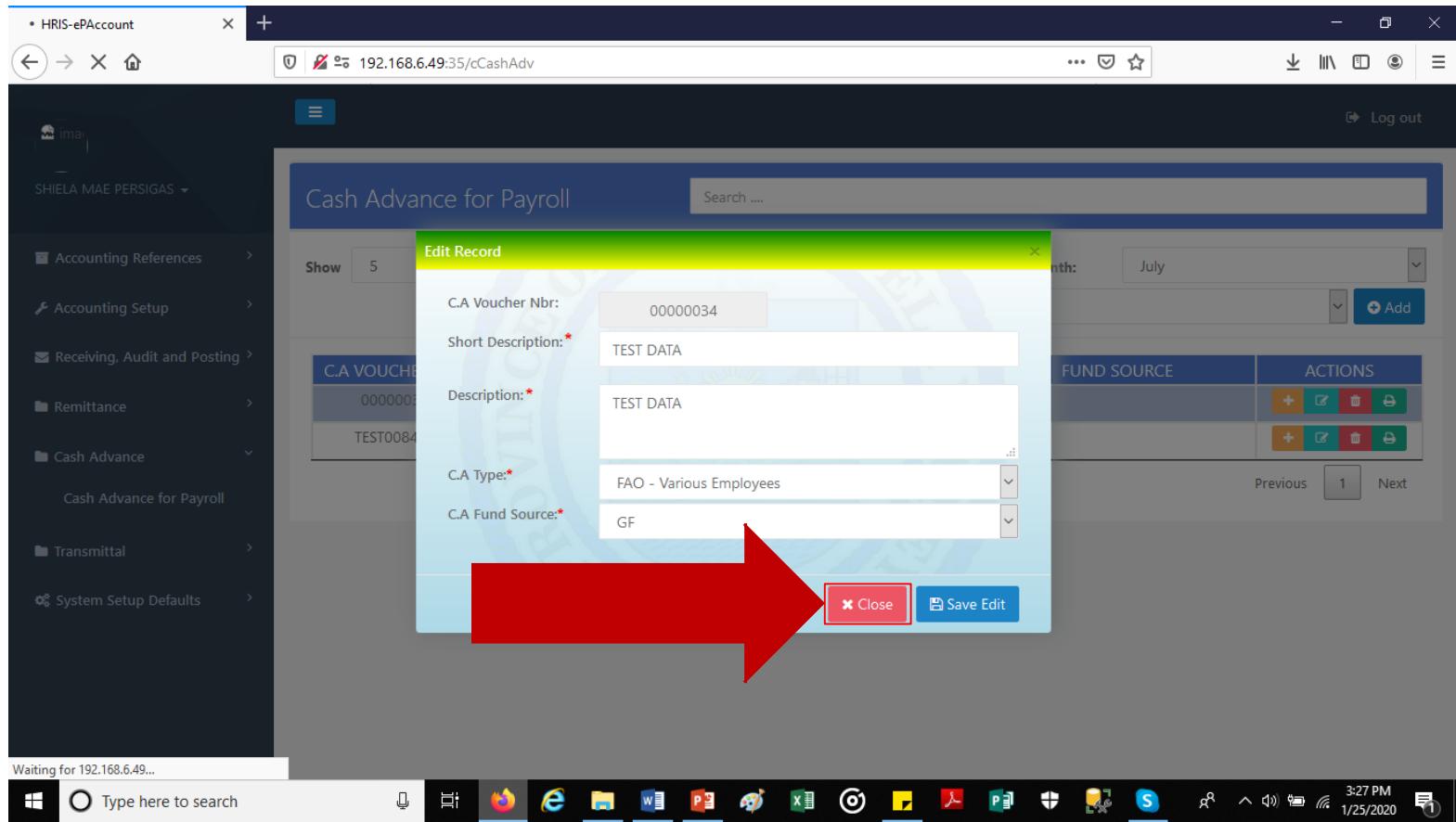
- C.A Voucher Nbr.
- Short Description
- Description
- C.A Type
- C.A Fund Source



A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).



Step 4: Click **close button** if you don't want to edit existing record of payroll to cash advance.



Step 5: Repeat step 3 if you want to continue and update payroll for cash advance.

The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL 192.168.6.49:35/cCashAdv. The main menu on the left includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The "Cash Advance" section is expanded, showing "Cash Advance for Payroll". The central part of the screen displays a modal dialog titled "Edit Record" for a "C.A VOUCHER". The modal contains fields for "C.A Voucher Nbr": 00000034, "Short Description": TEST DATA, "Description": TEST DATA, "C.A Type": FAO - Various Employees, and "C.A Fund Source": GF. There are "Close" and "Save Edit" buttons at the bottom of the modal. To the right of the modal, there is a table titled "FUND SOURCE" with columns for "FUND SOURCE" and "ACTIONS". The bottom status bar shows "Waiting for 192.168.6.49..." and the system tray includes icons for File Explorer, Task View, Edge, Internet Explorer, Word, Excel, Paint, OneNote, Edge, File History, Task Scheduler, Task View, and a battery icon.

Note:

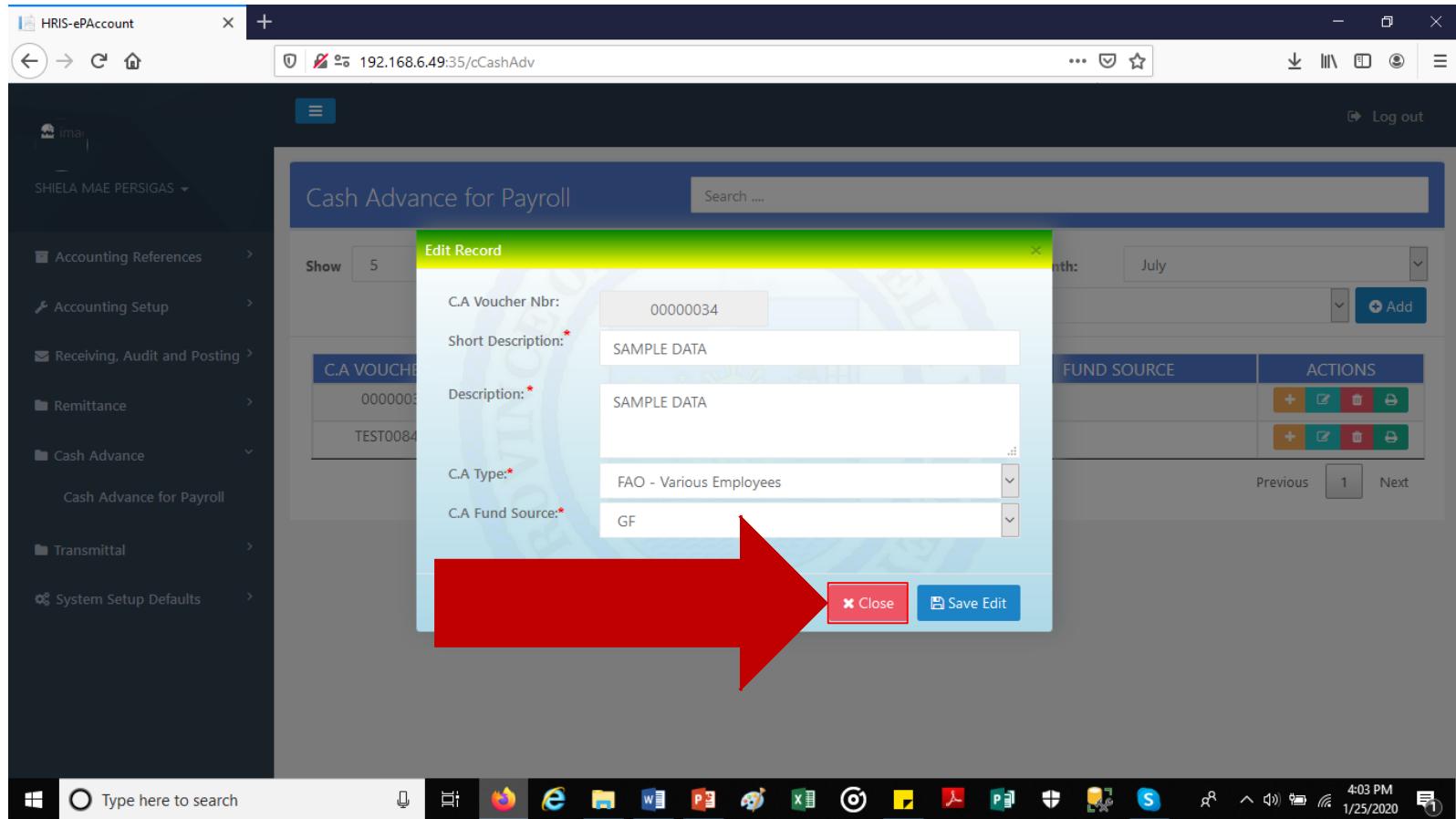
Once you click **edit button** expected that edit modal page will pop-up and automatically generate a name of **edit record** along with its **C.A voucher nbr.** where you can edit details. On the other hand, in **edit record modal page** basically editable fields are **short description, description, C.A type and C.A fund source.**



Step 6: Update values in all required fields if necessary to edit existing data for export.

The screenshot shows the HRIS-ePAccount software interface. The main title bar reads "HRIS-ePAccount". The address bar shows the URL "192.168.6.49:35/cCashAdv". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance" (selected), "Transmittal", and "System Setup Defaults". The "Cash Advance" menu has a sub-item "Cash Advance for Payroll". The main content area is titled "Cash Advance for Payroll" and contains a sub-titled "Edit Record". The record being edited has a C.A Voucher Nbr of "00000034". The form fields include "Short Description" (SAMPLE DATA), "Description" (SAMPLE DATA), "C.A Type" (FAO - Various Employees), and "C.A Fund Source" (GF). Below the form are "Close" and "Save Edit" buttons. To the right of the edit form is a table titled "FUND SOURCE" with columns "FUND SOURCE" and "ACTIONS". The bottom status bar shows the Windows taskbar with various icons and the system tray.

Step 7: Click close button if you don't want to save updated information.



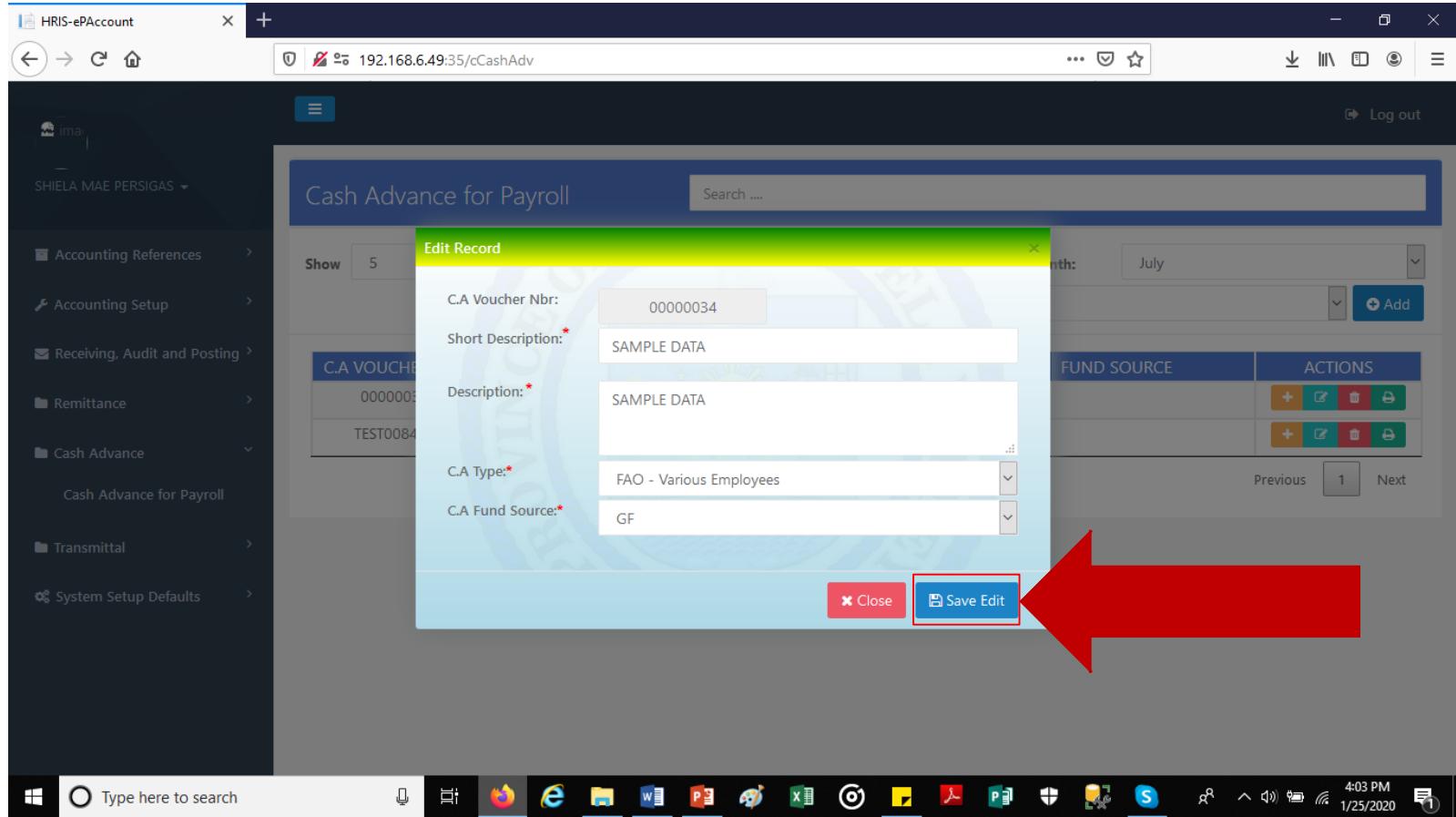
Step 8: Repeat **step 3** and **6** if you want to continue and save updated information.

The screenshot shows the HRIS-eAccount software interface. The main title bar reads "HRIS-eAccount". The address bar shows the URL "192.168.6.49:35/cCashAdv". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance" (selected), "Transmittal", and "System Setup Defaults". The "Cash Advance" menu has a sub-item "Cash Advance for Payroll". The main content area displays a "Cash Advance for Payroll" form titled "Edit Record". The form fields are as follows:

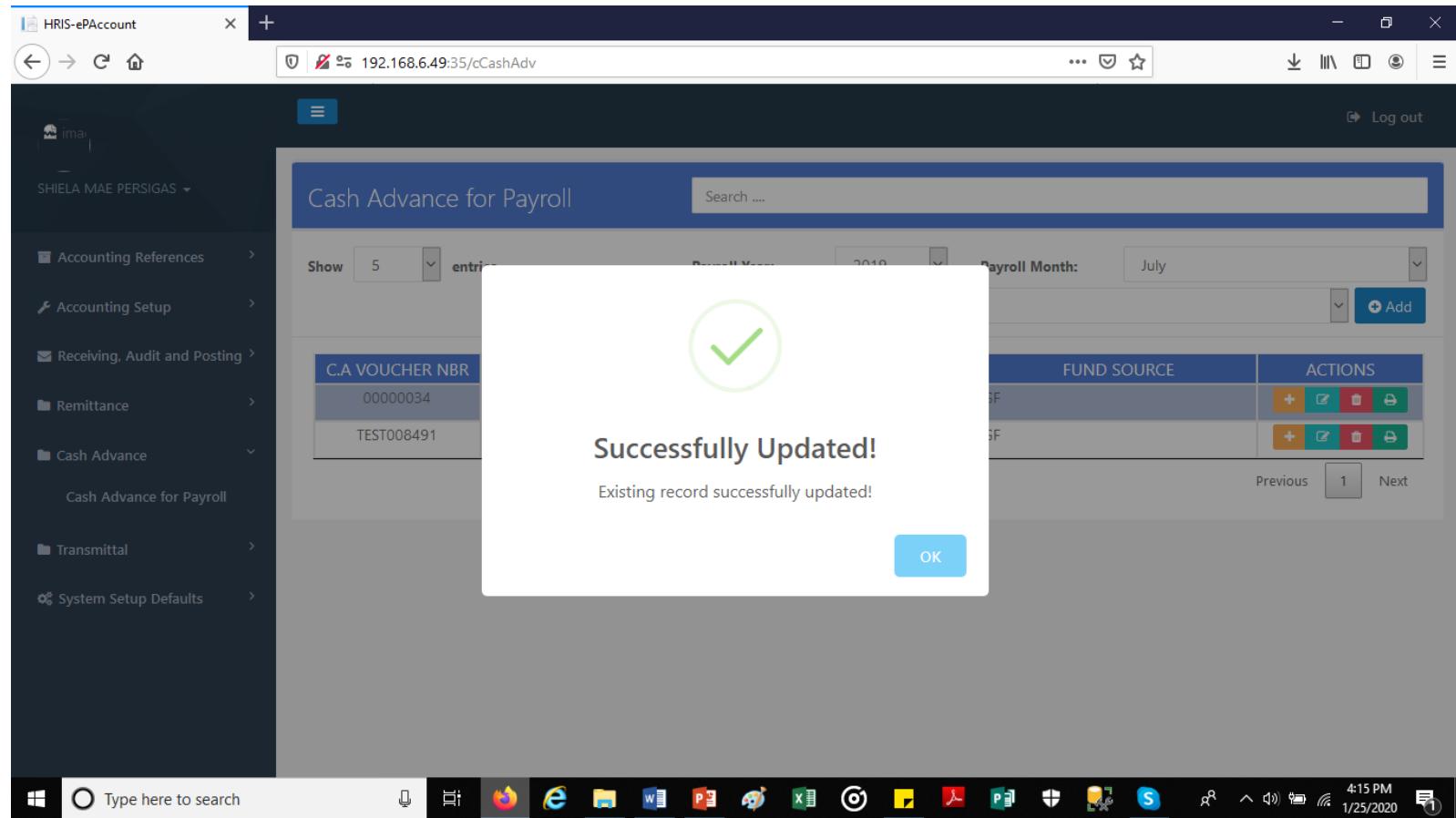
Field	Value
C.A Voucher Nbr:	00000034
Short Description:	SAMPLE DATA
Description:	SAMPLE DATA
C.A Type:	FAO - Various Employees
C.A Fund Source:	GF

Below the form are "Actions" buttons for Add, Edit, Delete, and Save. The background shows a grid of "C.A VOUCHER" records with columns for Month (July) and various actions. The bottom taskbar includes icons for File Explorer, Edge browser, Word, Excel, and others, along with system status indicators like battery level and network connection.

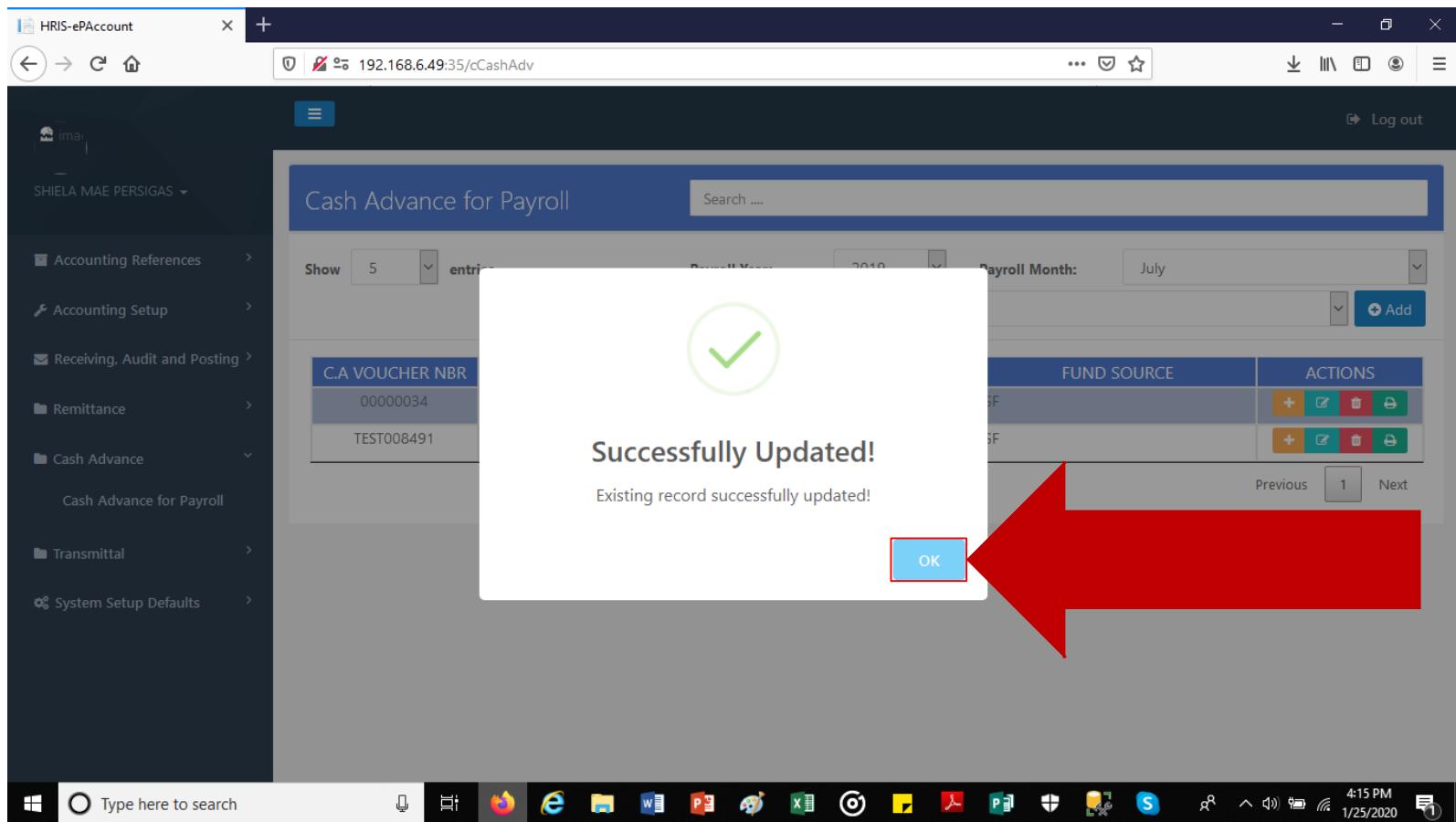
Step 9: Click save edit button in order to save updated information.



Note: A pop-up confirmation window will appear that your record has been successfully updated.



Step 10: Click ok button to exit and go back to main page.



HRIS-ePAccount X +

192.168.6.49:35/cCashAdv

Log out

SHIELA MAE PERSIGAS

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Remittance >

Cash Advance >

Cash Advance for Payroll

Transmittal >

System Setup Defaults >

Cash Advance for Payroll

Search

Show 5 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees Add

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	SAMPLE DATA	GF	
TEST008491	Test Data Sample	GF	

Previous 1 Next

Type here to search

Skype

4:21 PM 1/25/2020



How to print existing
record of cash
advance payroll?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to print existing record of cash advance payroll. **Print button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". The URL in the address bar is "192.168.6.49:35/cCashAdv". The top navigation bar includes "Log out". On the left, a sidebar menu lists: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Cash Advance for Payroll (under Cash Advance), Transmittal, and System Setup Defaults. The main content area is titled "Cash Advance for Payroll". It features a search bar and filter options: "Show 5 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these are two rows of data in a table:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	SAMPLE DATA	GF	[Edit, Delete, Print]
TEST008491	Test Data Sample	GF	[Edit, Delete, Print]

At the bottom right of the main content area, there are "Previous" and "Next" buttons, with "1" selected. The bottom taskbar includes icons for various Windows applications like File Explorer, Edge, and Office, along with system status icons. A yellow circle is overlaid on the bottom right corner of the screenshot.

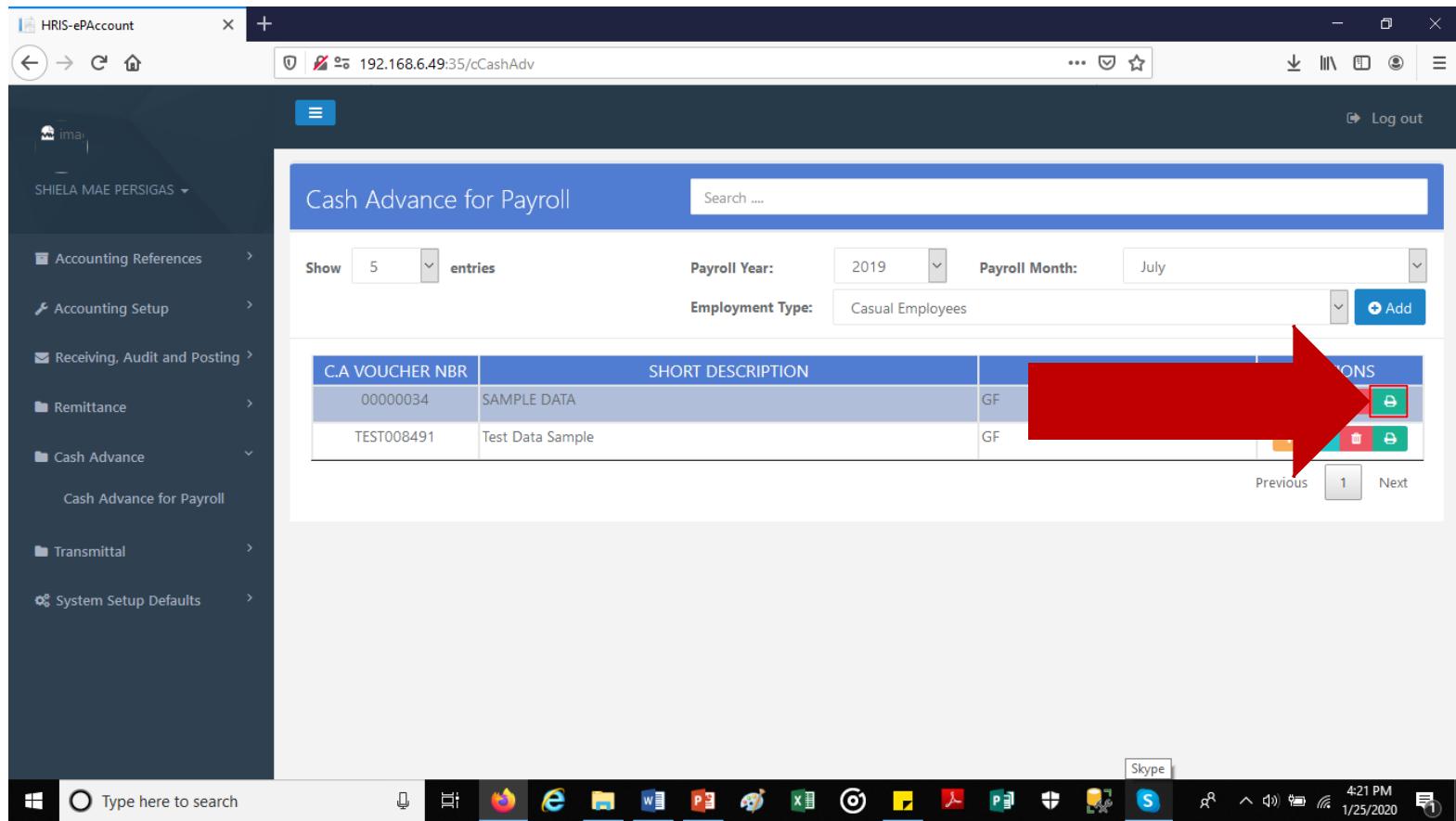
Step 2: Once you have selected payroll year, payroll month and employment type, pick specific record that you want to print existing record of cash advance payroll.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The main content area displays the "Cash Advance for Payroll" screen with a blue header bar containing the title and a search bar. Below the header are filters for Show (5 entries), Payroll Year (2019), Payroll Month (July), and Employment Type (Casual Employees). A table lists two cash advance records:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	SAMPLE DATA	GF	
TEST008491	Test Data Sample	GF	

At the bottom of the table, there are navigation buttons for Previous (1) and Next.

Step 3: Click print button in order to print record of cash advance payroll.



The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (which is expanded to show Cash Advance for Payroll), Transmittal, and System Setup Defaults. The main content area is titled "Cash Advance for Payroll". It displays a table with two rows:

C.A VOUCHER NBR	SHORT DESCRIPTION	OPTIONS
00000034	SAMPLE DATA	GF 
TEST008491	Test Data Sample	GF 

At the bottom of the table, there are buttons for Previous, Next, and page number 1. A large red arrow points to the print icon (a green square with a white printer symbol) in the "OPTIONS" column of the second row. The browser address bar shows the URL 192.168.6.49:35/cCashAdv.

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=

SHEILA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Cash Advance for Payroll

Transmittal

System Setup Defaults

Print Preview

Back

Log out

Transferring data from 192.168.6.49...

Type here to search

2:09 PM
1/27/2020

The screenshot captures a Windows desktop environment. A web browser window is open, showing a report titled 'Print Preview'. The URL in the address bar is '192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=' . The browser interface includes standard controls like back, forward, and search. On the left, a sidebar lists various system setup and accounting modules. The main content area of the browser is currently empty, featuring a small teal graphic. The taskbar at the bottom displays the Windows logo, a search bar with placeholder text 'Type here to search', and icons for several Microsoft applications including File Explorer, Edge, Word, Excel, and Powerpoint. The system tray shows the date and time as '2:09 PM 1/27/2020'. A large orange circular graphic is partially visible on the right side of the screen.

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=

Log out

Print Preview

Back

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Cash Advance for Payroll

Transmittal

System Setup Defaults

!

NO DATA FOUND!

Data not found for Printing

OK

Type here to search

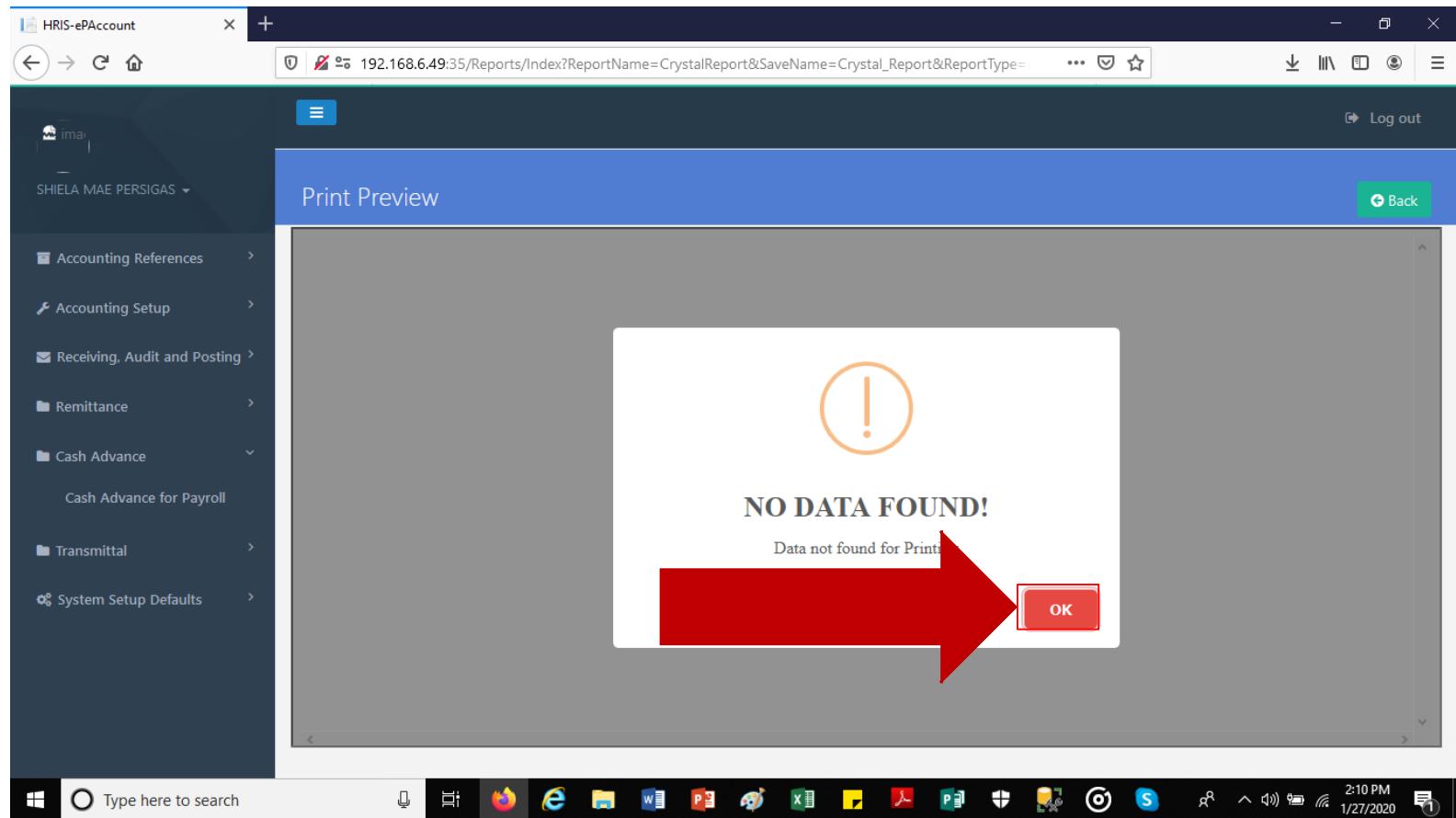
Windows Start button

Taskbar icons: File Explorer, Edge, Word, Excel, Powerpoint, OneDrive, Mail, Task View, Taskbar settings, Volume, Battery, Network, Date/Time (1/27/2020), and a notification icon.

Note:

If no data found in **print preview** expected that a pop-up verification window will display with a message of **NO DATA FOUND! Data not found for Printing** since no details added in its **show button**. In order to add information open **cash advance for payroll details manual** to add record. To add details in its show details and continue click, **ok button** then **back button** to exit and go back in previous page.

Step 8: Click ok button to continue for you to print record.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=

SHEILA MAE PERSIGAS

Print Preview

Back

Log out

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Cash Advance for Payroll

Transmittal

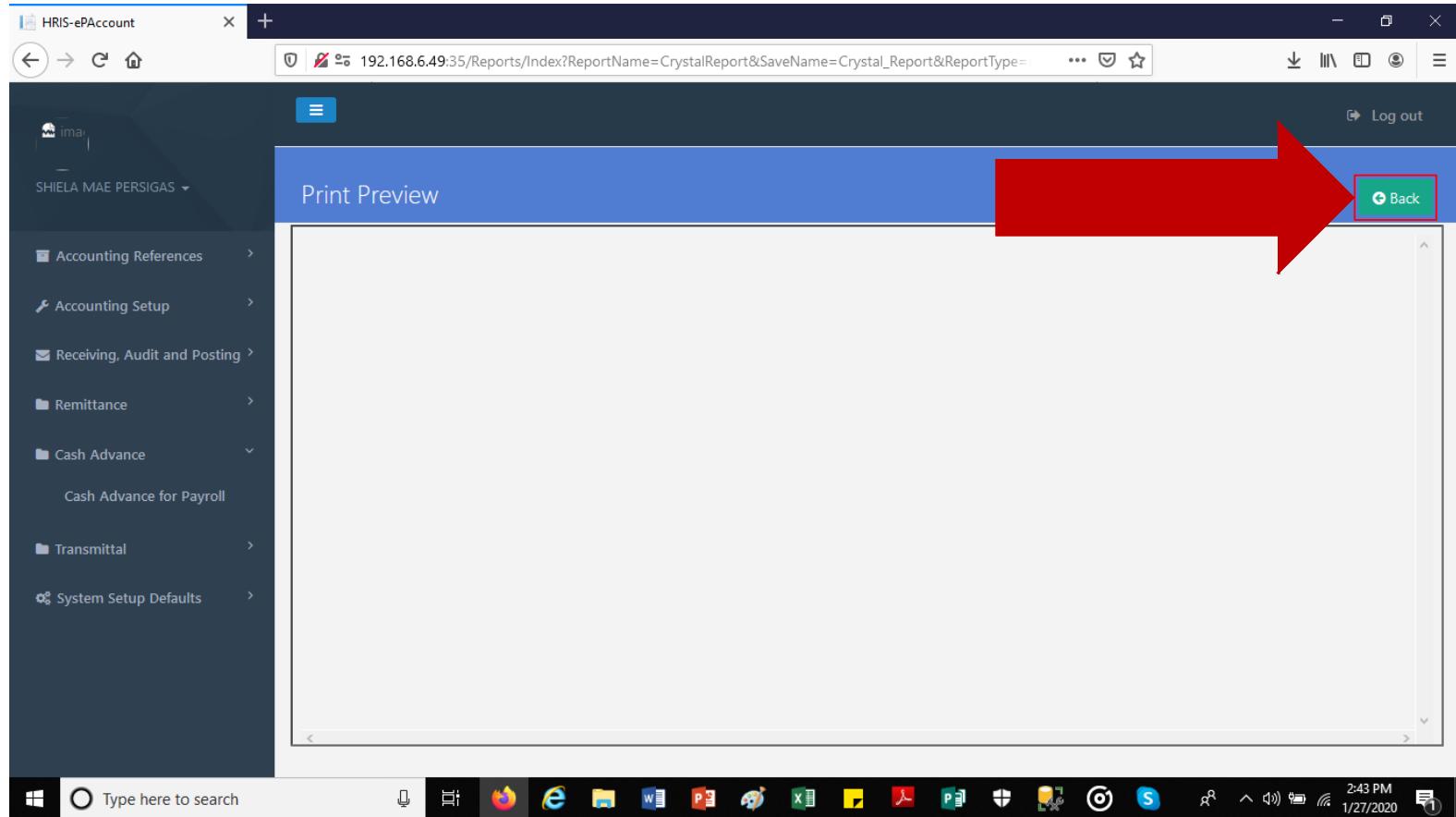
System Setup Defaults

Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, File Manager, Word, Powerpoint, Excel, Paint, Task View, Taskbar settings, Taskbar search, Taskbar clock, Taskbar date, Taskbar volume, Taskbar network, Taskbar battery, Taskbar signal strength, Taskbar notifications.

Step 8: Click back button to go back to previous page.



HRIS-ePAccount

192.168.6.49:35/cCashAdv

Log out

CASH ADVANCE FOR PAYROLL

Search

Show 5 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Add

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS			
00000034	SAMPLE DATA	GF				
TEST008491	Test Data Sample	GF				

Previous 1 Next

Type here to search

3:27 PM 1/27/2020

Note:

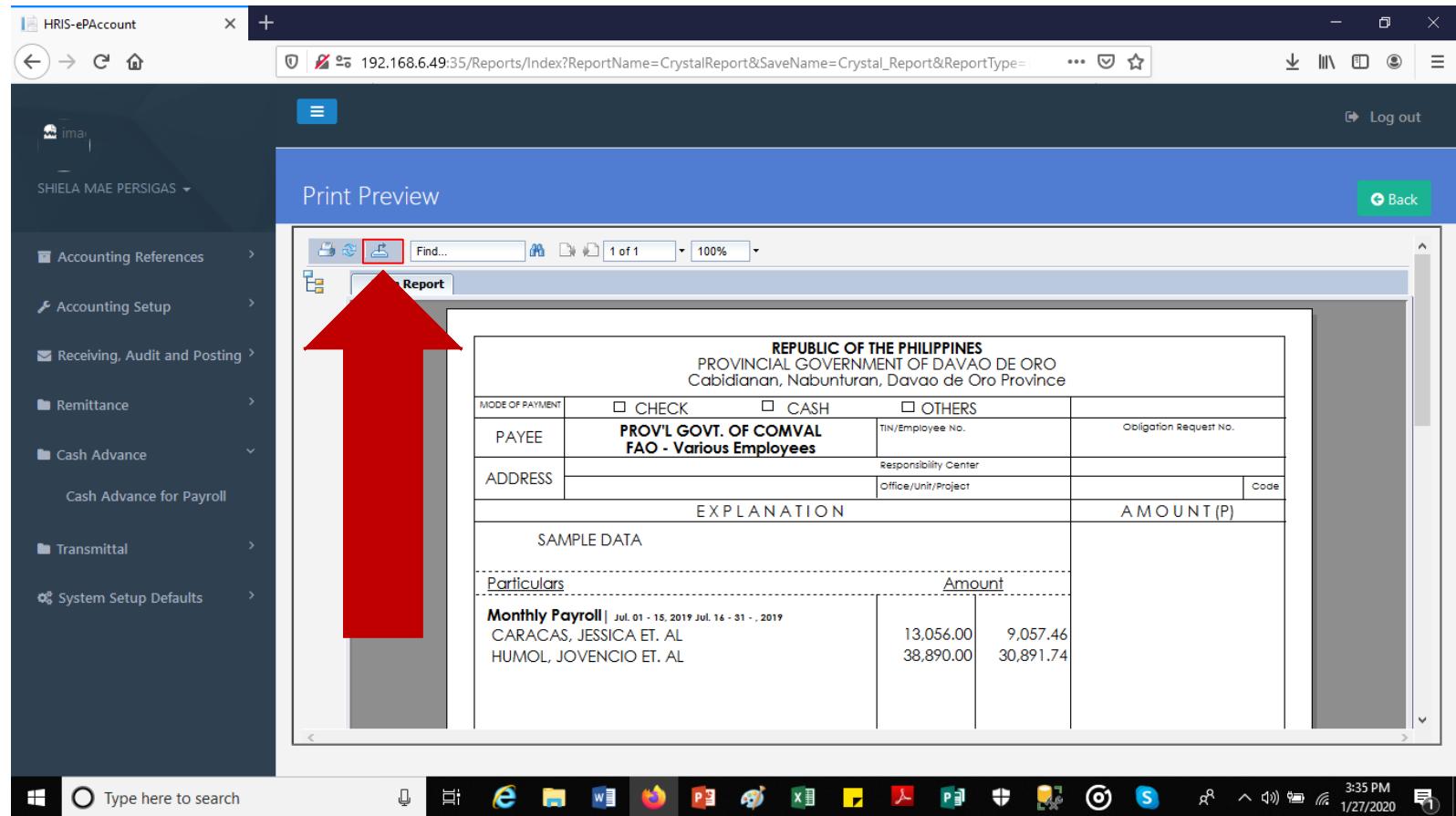
If ever you already have details in specific cash advance payroll details expected that whenever you click **print button** automatic data will be display in **print preview** and print data.



Step 9: Repeat step 3 if you want to continue.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-ePAccount system at the URL 192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=PDF. The browser title bar reads "HRIS-ePAccount". The main content area displays a "Print Preview" of a "Main Report". The report header reads "REPUBLIC OF THE PHILIPPINES" and "PROV'L GOVT. OF COMVAL FAO - Various Employees". It includes sections for "PAYEE", "ADDRESS", "EXPLANATION", and "SAMPLE DATA". The "SAMPLE DATA" section is titled "Monthly Payroll | Jul. 01 - 15, 2019 Jul. 16 - 31 , 2019" and lists two employees: CARACAS, JESSICA ET. AL and HUMOL, JOVENCIO ET. AL, with their respective amounts: 13,056.00, 38,890.00, 9,057.46, and 30,891.74. The left sidebar of the application shows various menu items under "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults". The bottom taskbar shows the Windows Start button, a search bar with the placeholder "Type here to search", and icons for various Windows applications like File Explorer, Edge, and File History. The system tray shows the date and time as "3:35 PM 1/27/2020".

Step 10: Click export icon for you to print data.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=

Print Preview

Main Report

REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabitlangon, Nabunturan, Davao de Oro Province

MODE OF PAYMENT CH

PAYEE PROV FAC

ADDRESS

SAMPLE DATA

Particulars

Monthly Payroll | Jul. 01 - CARACAS, JESSICA ET HUMOL, JOVENCIO ET

Export

File Format: Crystal Reports (RPT)

Page Range:

All Pages

Select Pages

From: _____

To: _____

Export

Type here to search

3:37 PM 1/27/2020

Note:

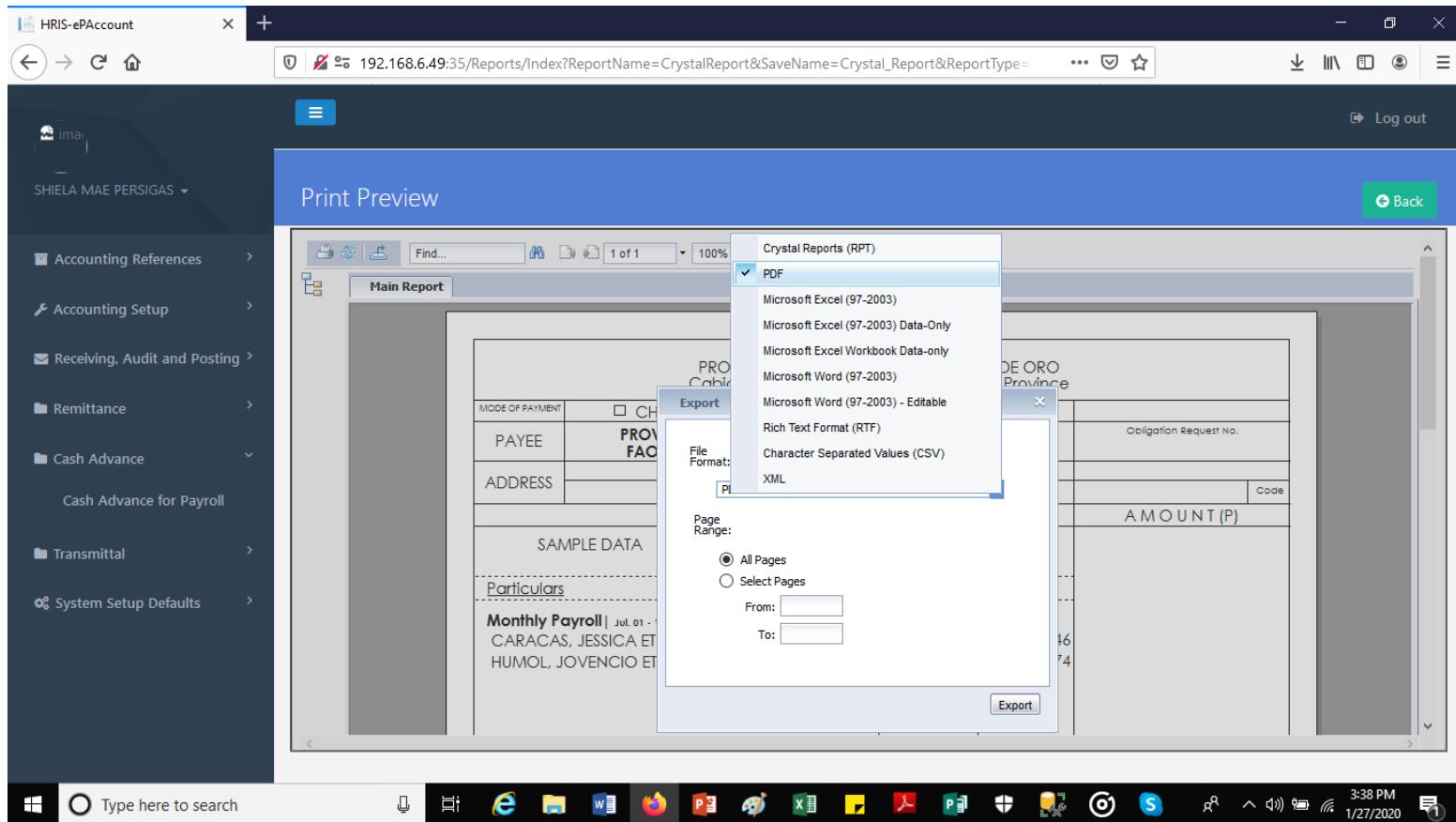
If you click **export icon** expected result export option modal page will appear. Take note export option pop-up window varies to the browser use by the user for printing. So expected that if you use different type of browser in printing information different print setting window or option will pop-up.

If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

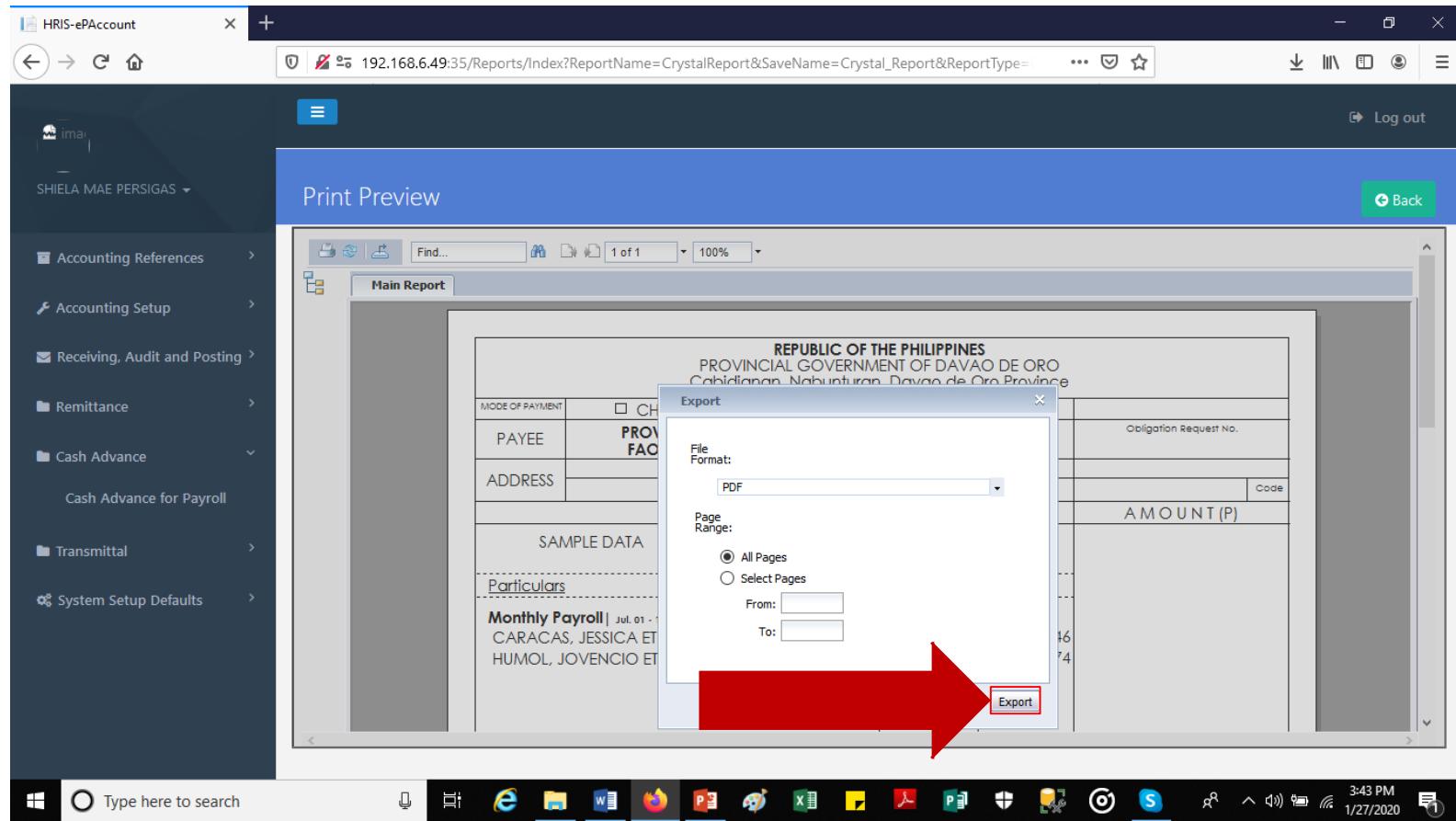


Step 11: Click dropdown list in order to select **pdf file format** and export file.

Note: Pdf file format is the recommended format for printing.



Step 12: Click **export button** in order to print and download the selected file.

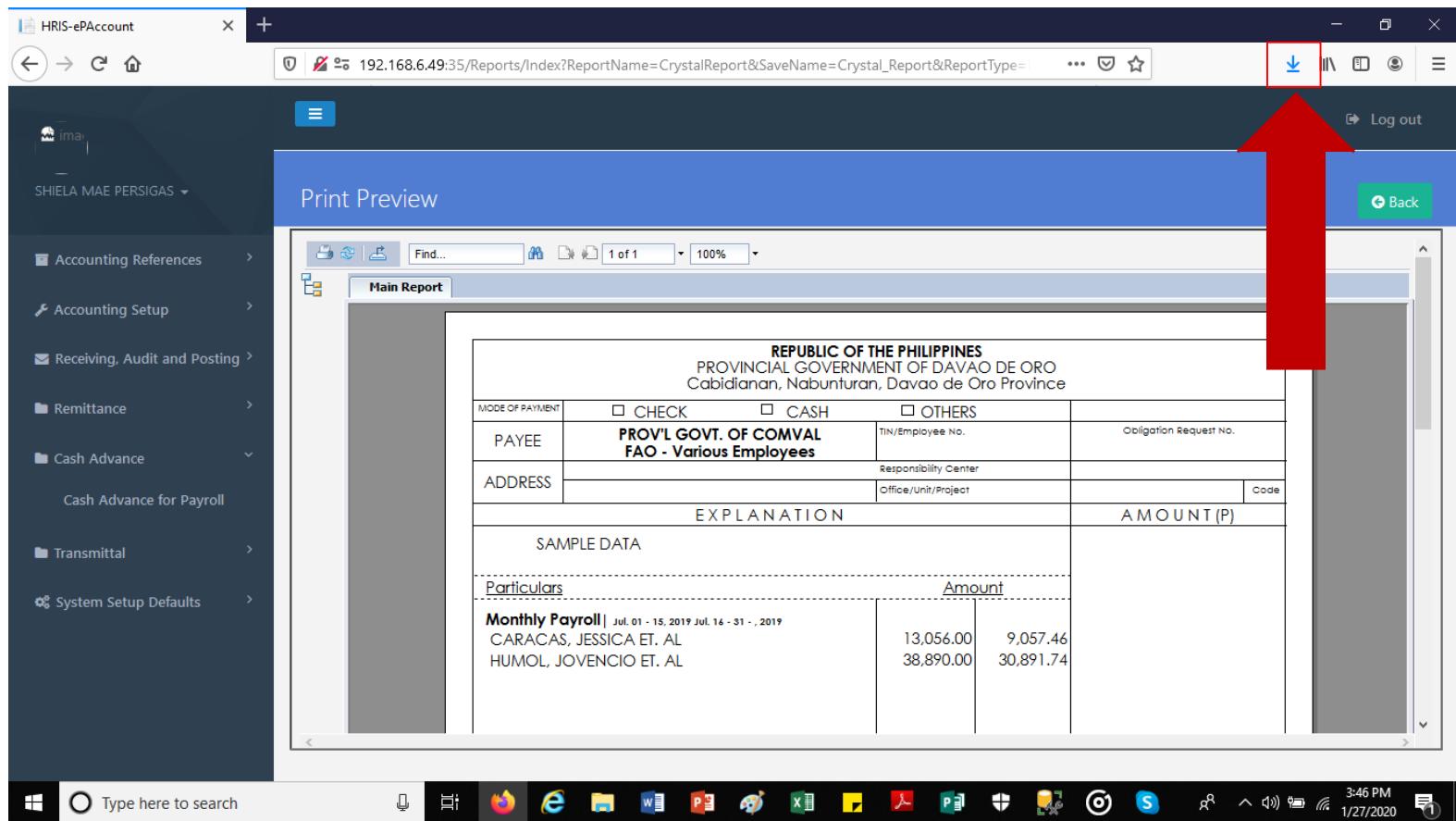


Note:

If you click **export button** expected record will automatically download the selected file format. Basically in **Firefox Browser** in order to view downloaded file you need to click **view download** of the browser to view downloaded file.



Step 13: Click view download in order to download and print the selected file.



HRIS-ePAccount X +

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=

Log out Back

Print Preview

Main Report

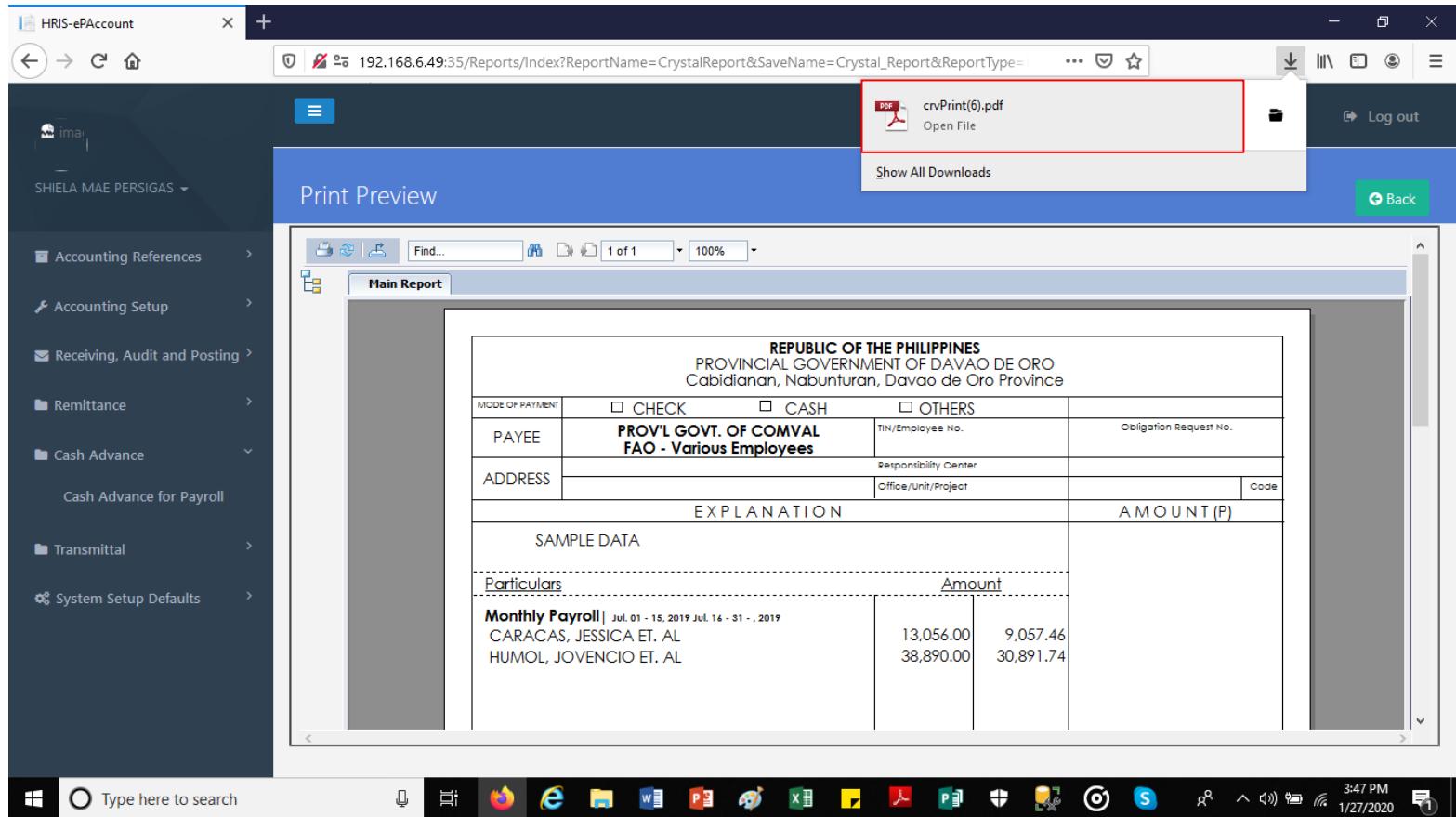
REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabidianan, Nabunturan, Davao de Oro Province

MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROV'L GOVT. OF COMVAL FAO - Various Employees		
ADDRESS	Responsibility Center Office/Unit/Project Code		
EXPLANATION			AMOUNT (P)
SAMPLE DATA			
Particulars		Amount	
Monthly Payroll Jul. 01 - 15, 2019 Jul. 16 - 31 -, 2019		13,056.00	9,057.46
CARACAS, JESSICA ET. AL		38,890.00	30,891.74
HUMOL, JOVENCIO ET. AL			

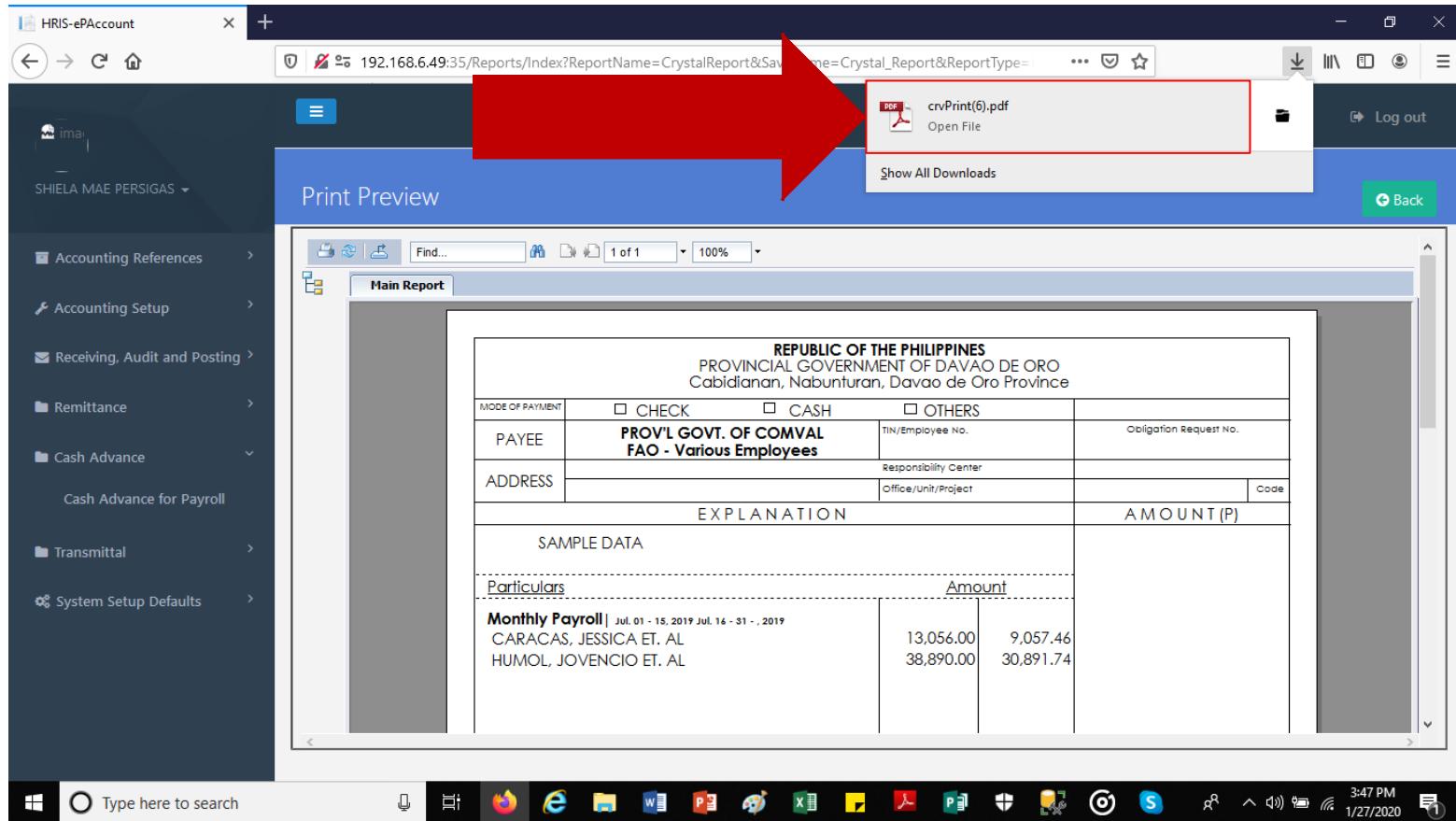
Type here to search

3:47 PM 1/27/2020

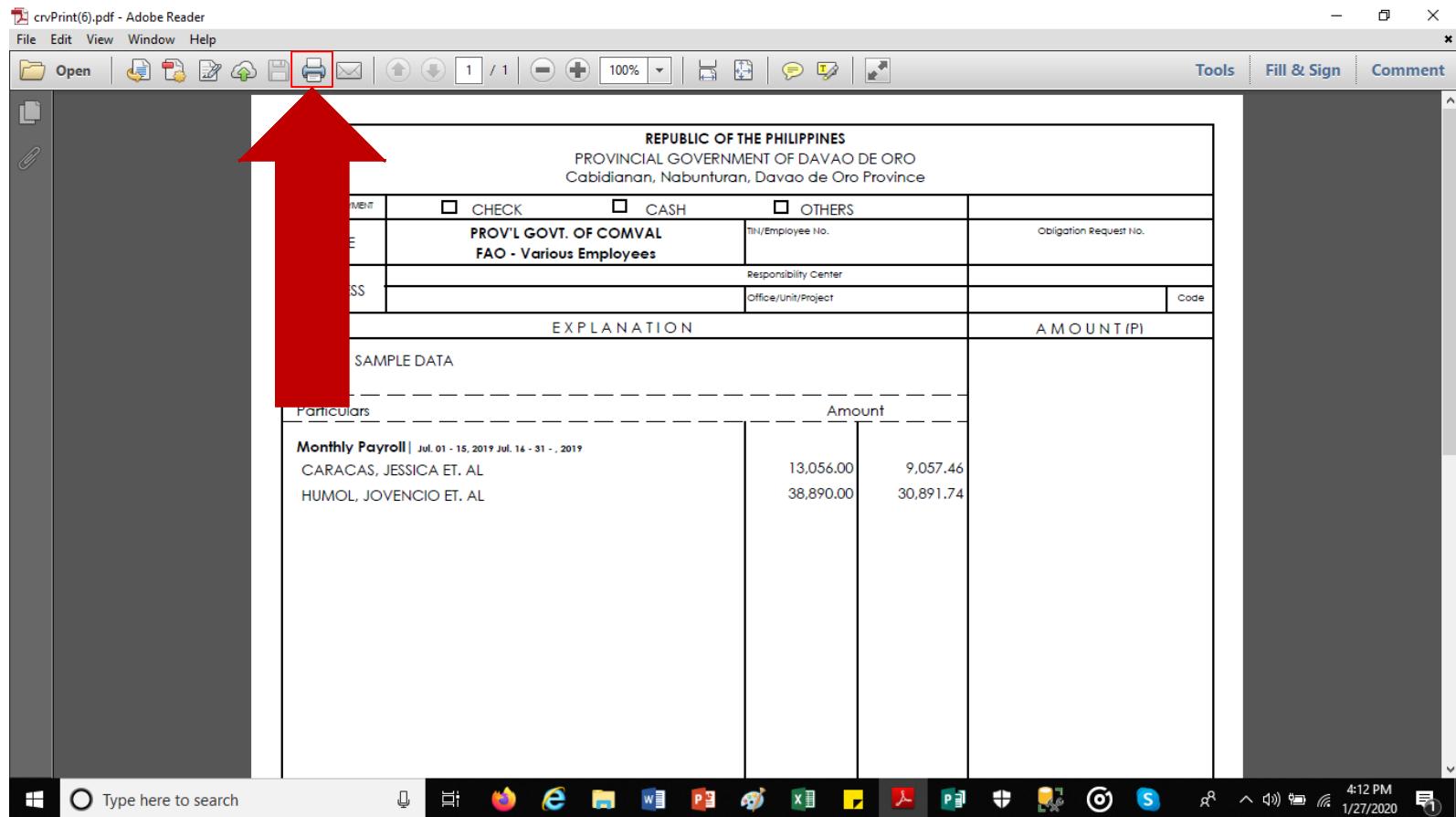
Step 14: Select specific file in order to open and print.



Step 15: Click the selected file to open and print.



Step 16: Click print icon in order to print file.





Print

Printer: Microsoft Print to PDF

Copies: 1

Properties

Advanced

Help

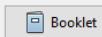
 Print in grayscale (black and white)

Pages to Print

 All Current page Pages

More Options

Page Sizing & Handling

 Fit Actual size Shrink oversized pages Custom Scale: % Choose paper source by PDF page size

Orientation:

 Auto portrait/landscape Portrait Landscape

Page Setup...

Comments & Forms

Document and Markups

Summarize Comments

Scale: 100%

8.5 x 11 Inches

<

>

Page 1 of 1

Print

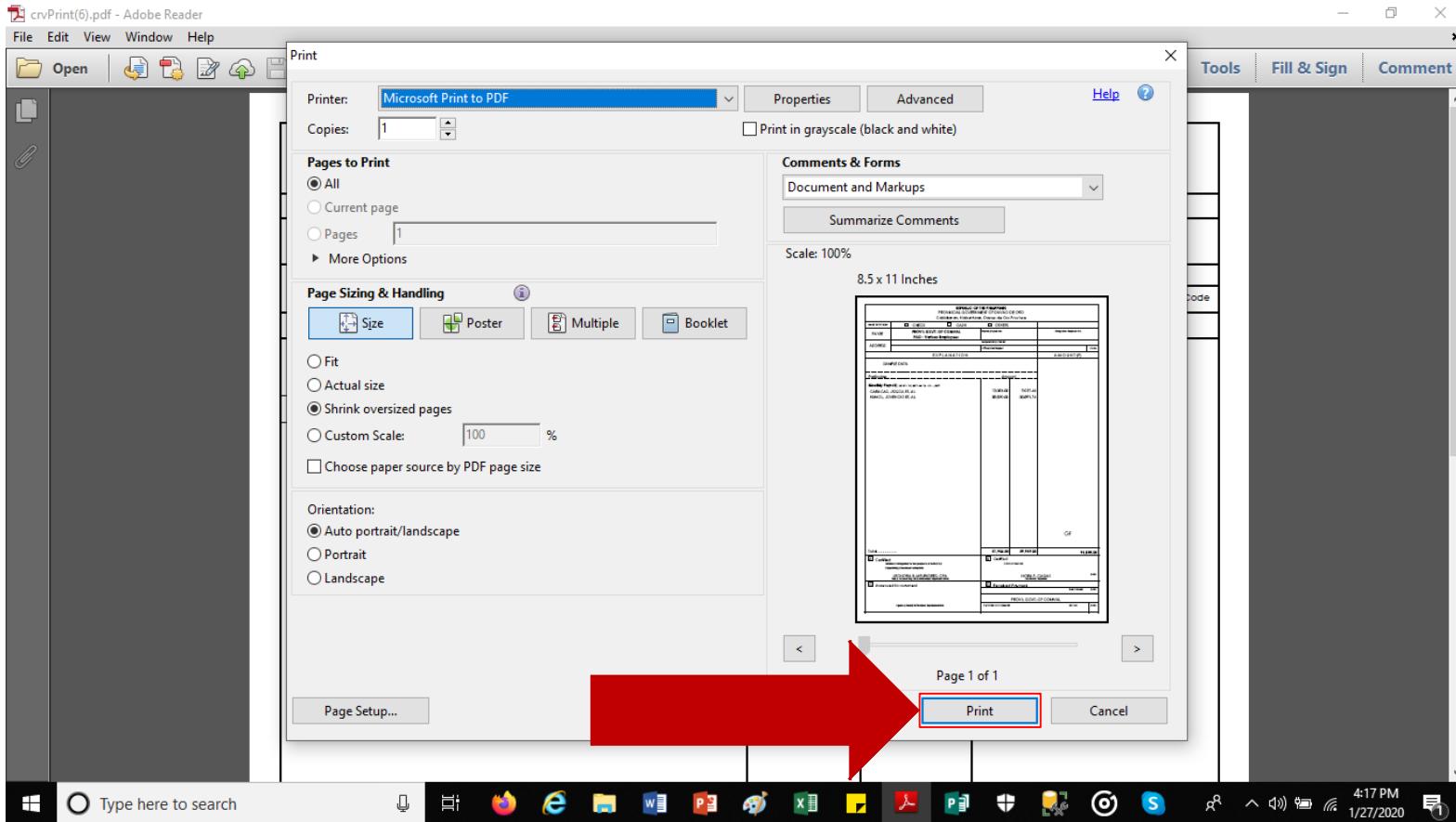
Cancel



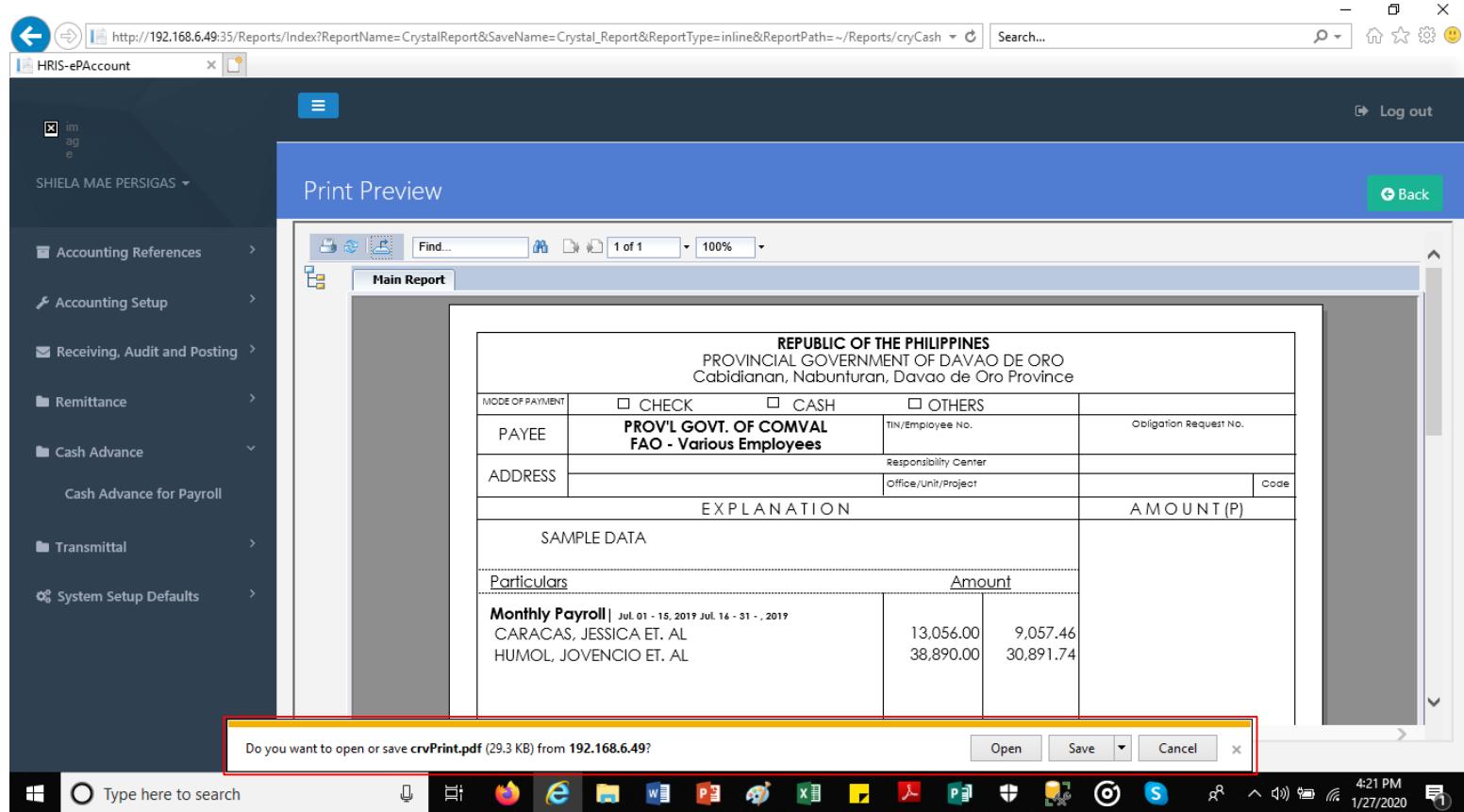
Type here to search

4:17 PM
1/27/2020

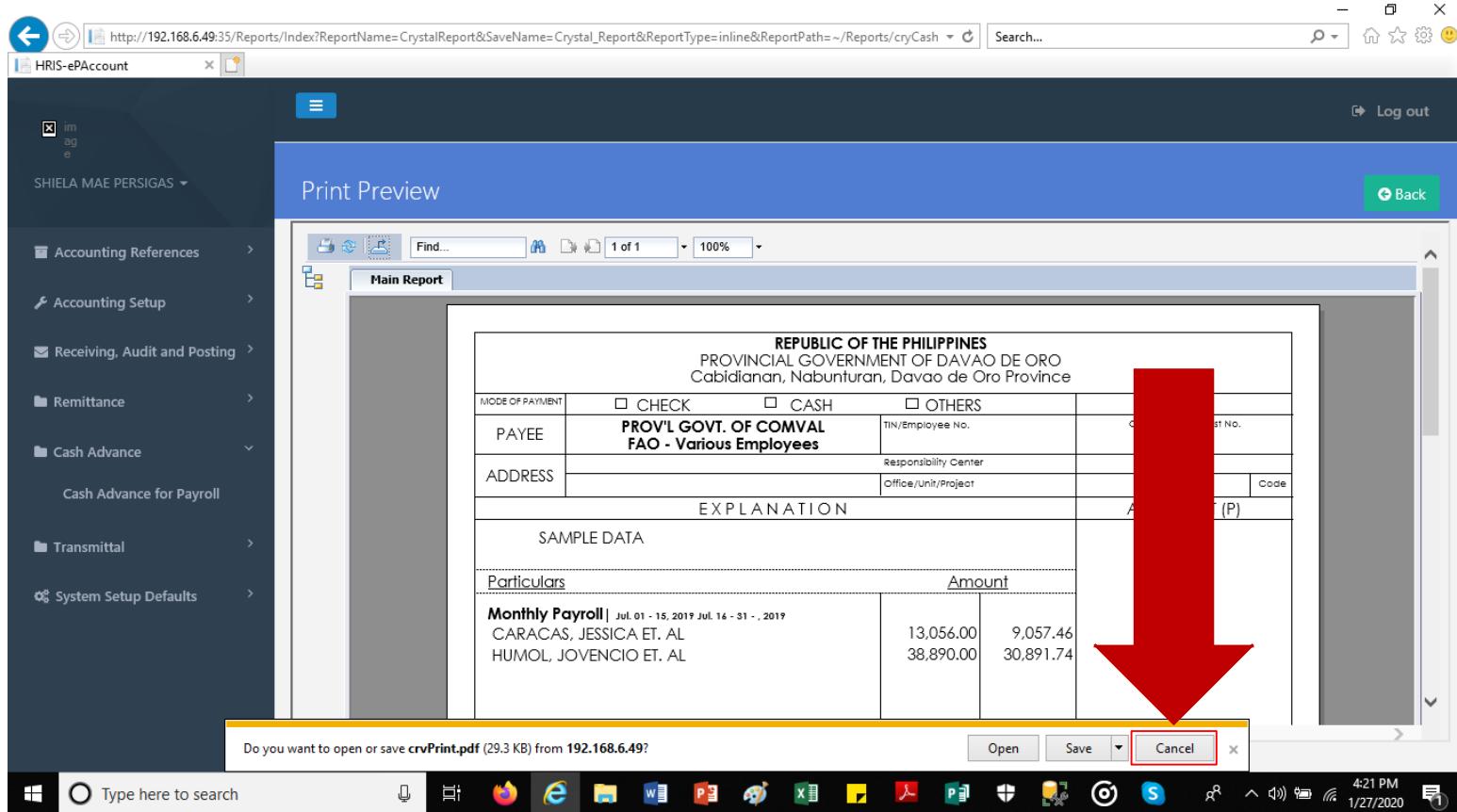
Step 17: Click print button for you to print file.



Note: If you use **internet explorer browser** expected that if you click **export button** record will be automatically exported and visible in **print preview main page**.



Step 18: If you don't want to print record click **cancel button** in order to cancel.



Step 19: Repeat step 10 if you want to continue.

The screenshot shows a web browser window for 'HRIS-ePAccount' at the URL http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Reports//cryCas. The page title is 'Print Preview'. The main content area displays a report titled 'Main Report' with the following details:

REPUBLIC OF THE PHILIPPINES
Provincial Government of Davao de Oro
Cabidianan, Nabunturan, Davao de Oro Province

Department: PROVINCIAL ASSESSOR'S OFFICE
Sub-Department: -----
Division: -----
Section: -----

Payroll Type: Monthly Payroll
Payroll Registry Nbr: 001761
Payroll Group: 3083 - BANDALA JR., CONRAD
Payroll Period: 2019-07-01 - 2019-07-31

A table below lists employees and their payroll details:

ID No	Employee Name / Position	Daily Rate	No. of Days			Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & lard)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	1 Dec
			Worked	LWP	LWOP /Hol									
6091	BANDALA, CONRADO A. JR. CLERK I [07/01 - 12/31/2019]	541.54	23.00	0.00	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,582.52	6
11651	BUTAWAN, EDDIE L. CLERK I [07/01 - 12/31/2019]	541.54	23.00	0.00	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,576.96	6
6099	LAQUINDANUM, MARLON PAUL B.	651.81	23.00	0.00	0.00	1,792.48	14,991.63	2,000.00		16,991.63	1,787.58	0.00	7,792.37	9

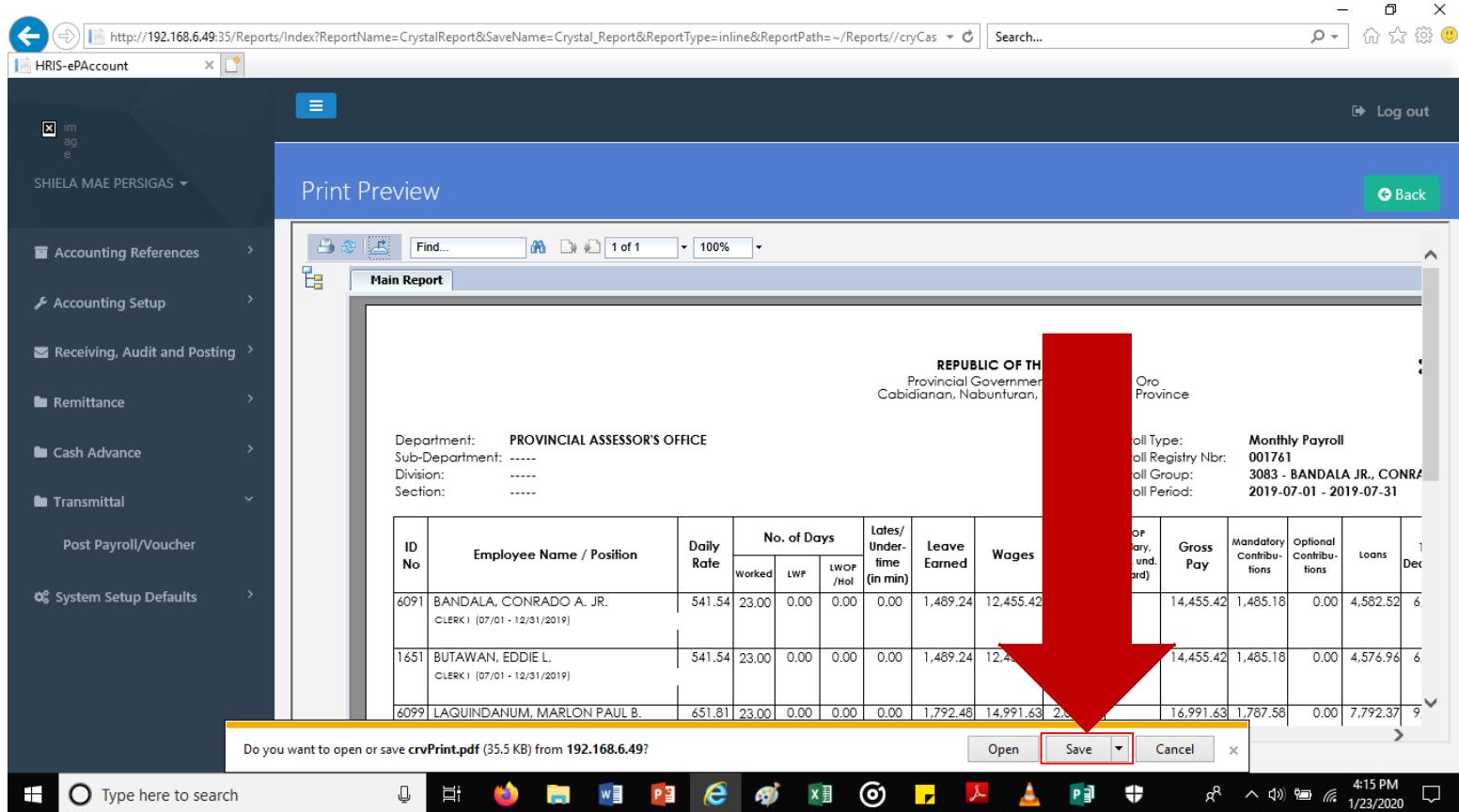
At the bottom, a dialog box asks "Do you want to open or save crvPrint.pdf (35.5 KB) from 192.168.6.49?" with options "Open", "Save", and "Cancel".

Note:

If it happens that you click **open button** without saving first the exported file expected that record will not be save. And you need to repeat again **step 10** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.



Step 20: Click save button if you want to save the exported file.



Note: If you click **save button** expected that file is completely downloaded and **open, open folder, view downloads** button will be visible.

The screenshot shows a web browser window for 'HRIS-eAccount' at the URL http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Reports/cryCash. The page title is 'Print Preview'. The main content area displays a report titled 'REPUBLIC OF THE PHILIPPINES PROVINCIAL GOVERNMENT OF DAVAO DE ORO Cabidianan, Nabunturan, Davao de Oro Province'. The report includes sections for 'MODE OF PAYMENT' (checkboxes for CHECK, CASH, OTHERS), 'PAYEE' (PROV'L GOVT. OF COMVAL FAO - Various Employees), 'TIN/Employee No.', 'Obligation Request No.', 'ADDRESS', 'Responsibility Center', 'Office/Unit/Project', 'Code', 'EXPLANATION' (SAMPLE DATA), 'Particulars', and 'AMOUNT (P)'. Below this, a table shows 'Monthly Payroll' data for Jul. 01 - 15, 2019 and Jul. 16 - 31, 2019, listing employees CARACAS, JESSICA ET. AL and HUMOL, JOVENCIO ET. AL with their respective amounts. At the bottom of the print preview, a message says 'The crvPrint (4).pdf download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'. The browser's taskbar at the bottom shows the search bar 'Type here to search' and various pinned icons.

Print Preview

Main Report

REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabidianan, Nabunturan, Davao de Oro Province

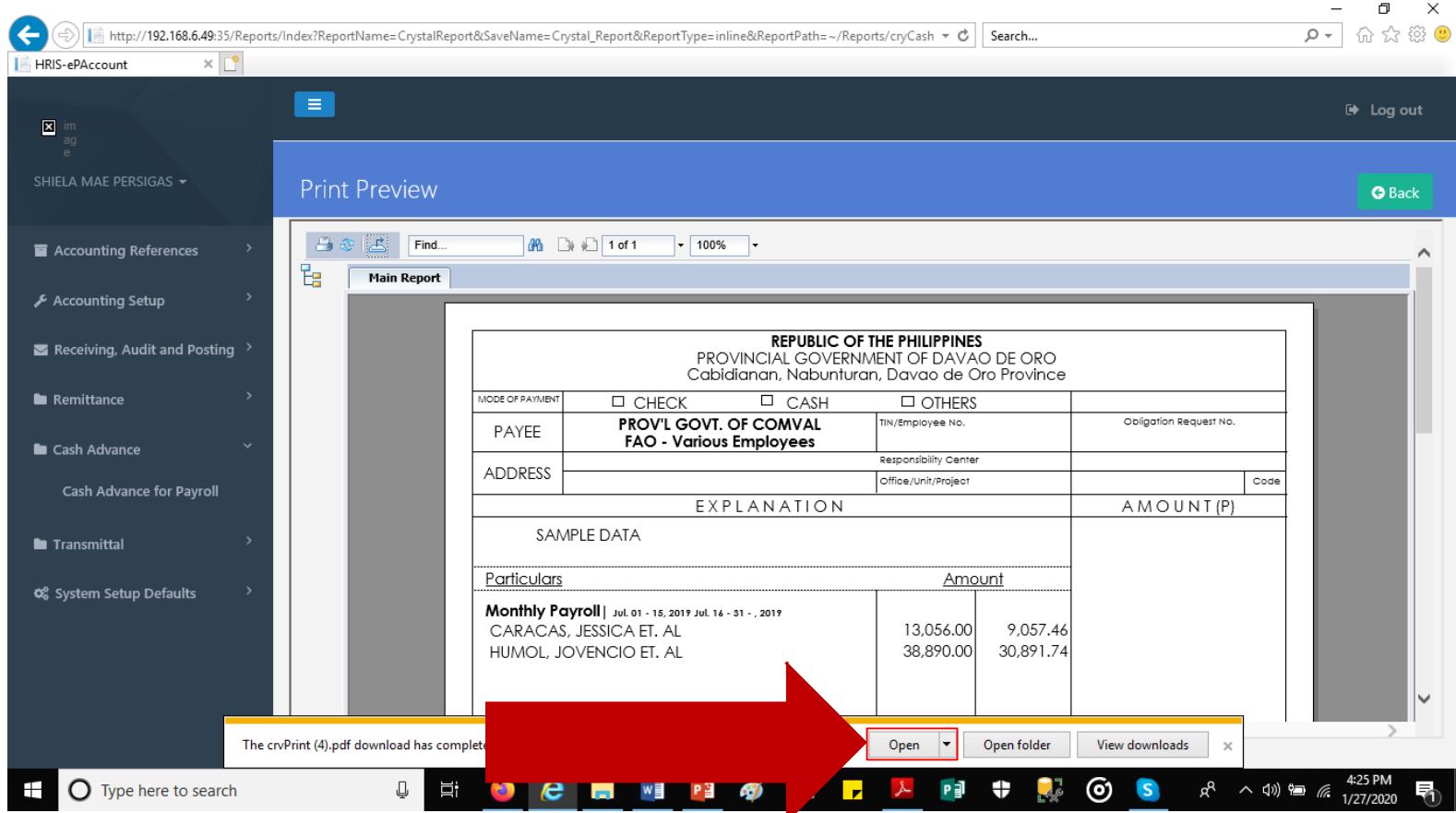
MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROV'L GOVT. OF COMVAL FAO - Various Employees		
ADDRESS	TIN/Employee No.	Obligation Request No.	
EXPLANATION		AMOUNT (P)	
SAMPLE DATA			
Particulars	Amount		
Monthly Payroll JUL 01 - 15, 2019 JUL 16 - 31 , 2019	13,056.00	9,057.46	
CARACAS, JESSICA ET. AL	38,890.00	30,891.74	
HUMOL, JOVENCIO ET. AL			

The crvPrint (4).pdf download has completed.

Open Open folder View downloads

Type here to search

Step 21: If you want to continue click **open button** to open the downloaded file.



Note: If you click **open button** expected that file will automatically open in pdf file format.

crvPrint (4).pdf - Adobe Reader

File Edit View Window Help

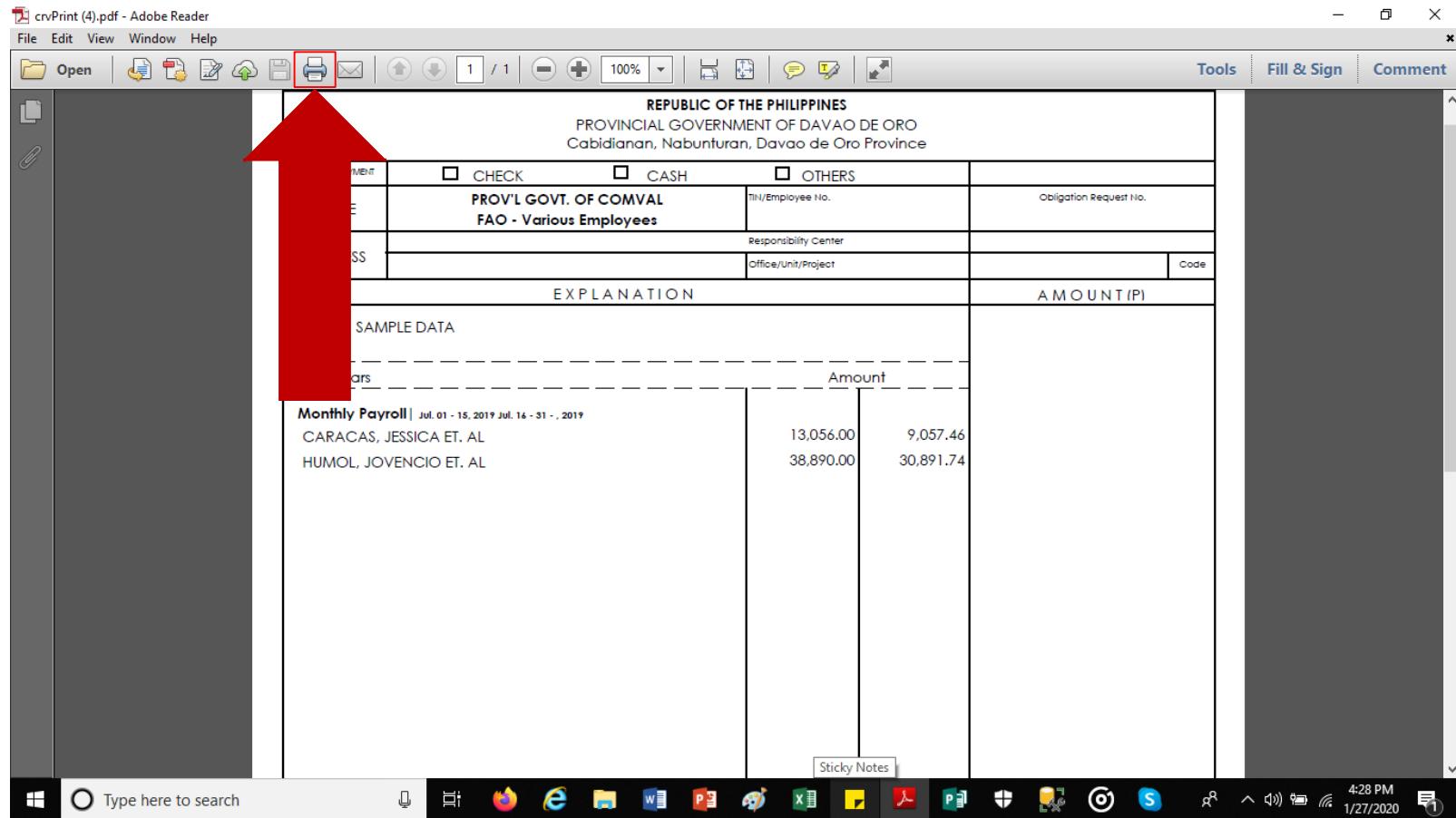
Open Tools Fill & Sign Comment

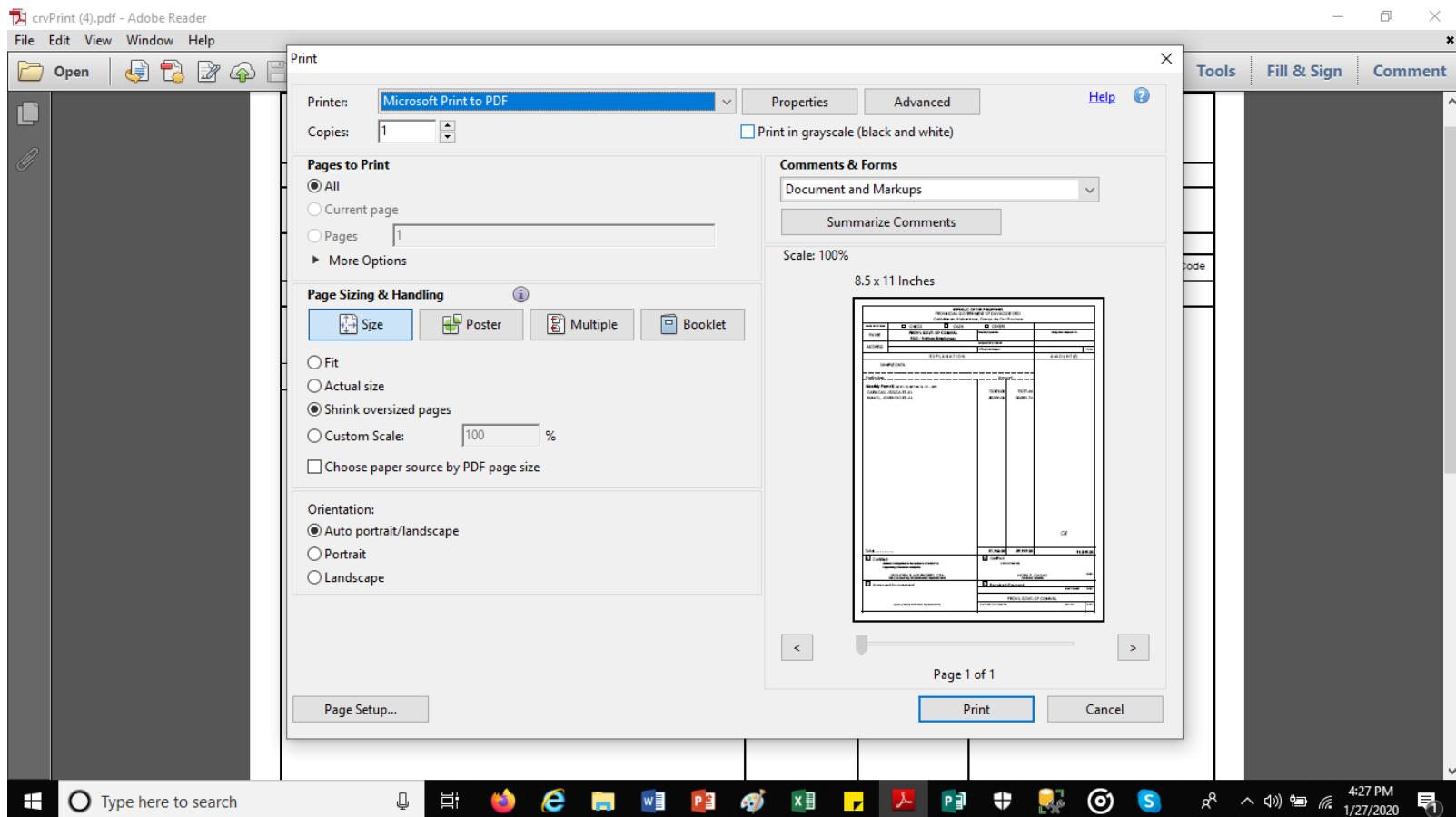
REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabidianan, Nabunturan, Davao de Oro Province

MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROV'L GOVT. OF COMVAL FAO - Various Employees	TIN/Employee No.	Obligation Request No.
ADDRESS		Responsibility Center	
		Office/Unit/Project	Code
EXPLANATION		AMOUNT (P)	
SAMPLE DATA			
Particulars	Amount		
Monthly Payroll Jul. 01 - 15, 2019 Jul. 16 - 31 - , 2019	13,056.00	9,057.46	
CARACAS, JESSICA ET. AL	38,890.00	30,891.74	
HUMOL, JOVENCIO ET. AL			

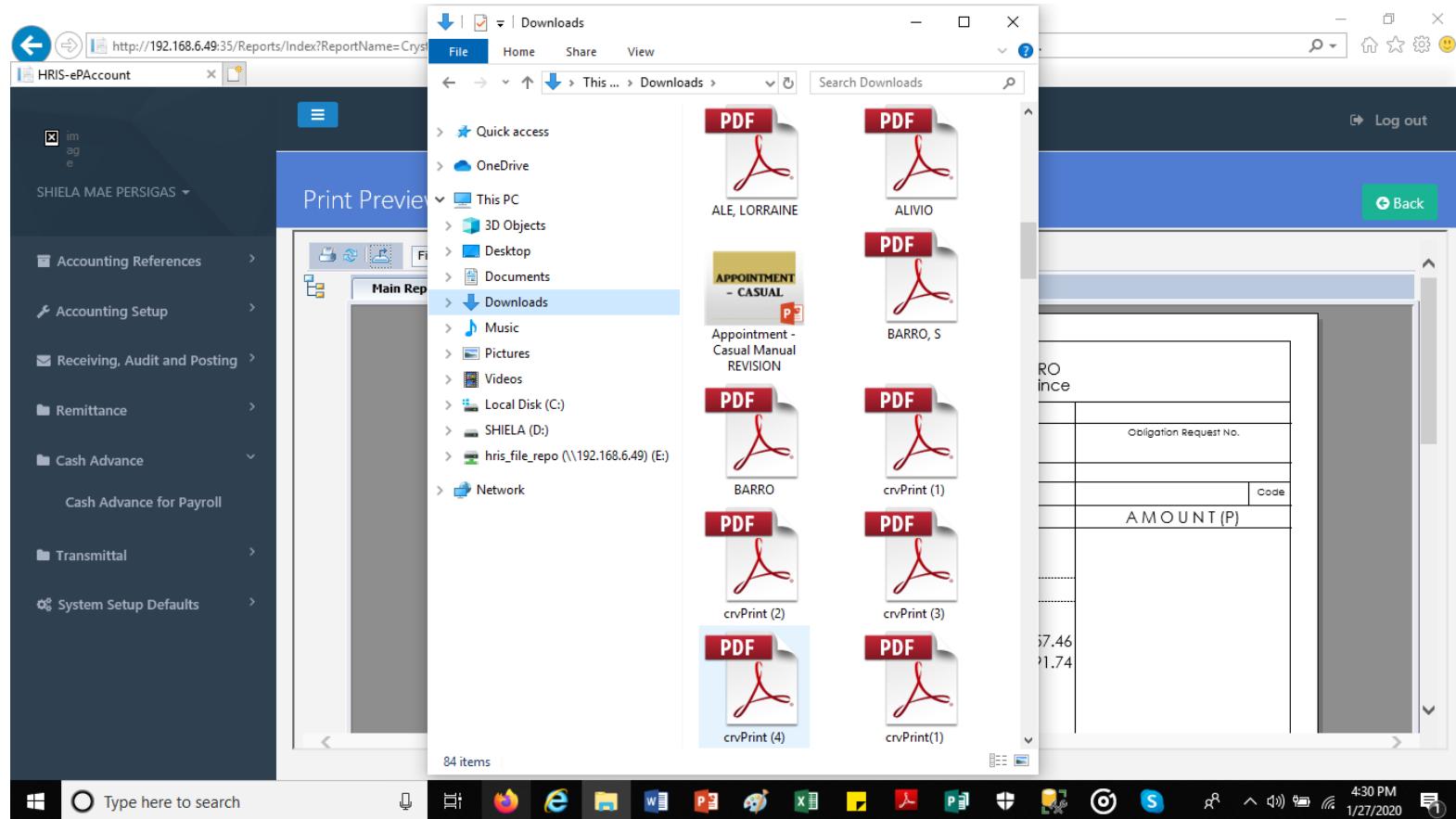
Type here to search 4:26 PM 1/27/2020

Step 22: Click print icon in order to print the downloaded file.

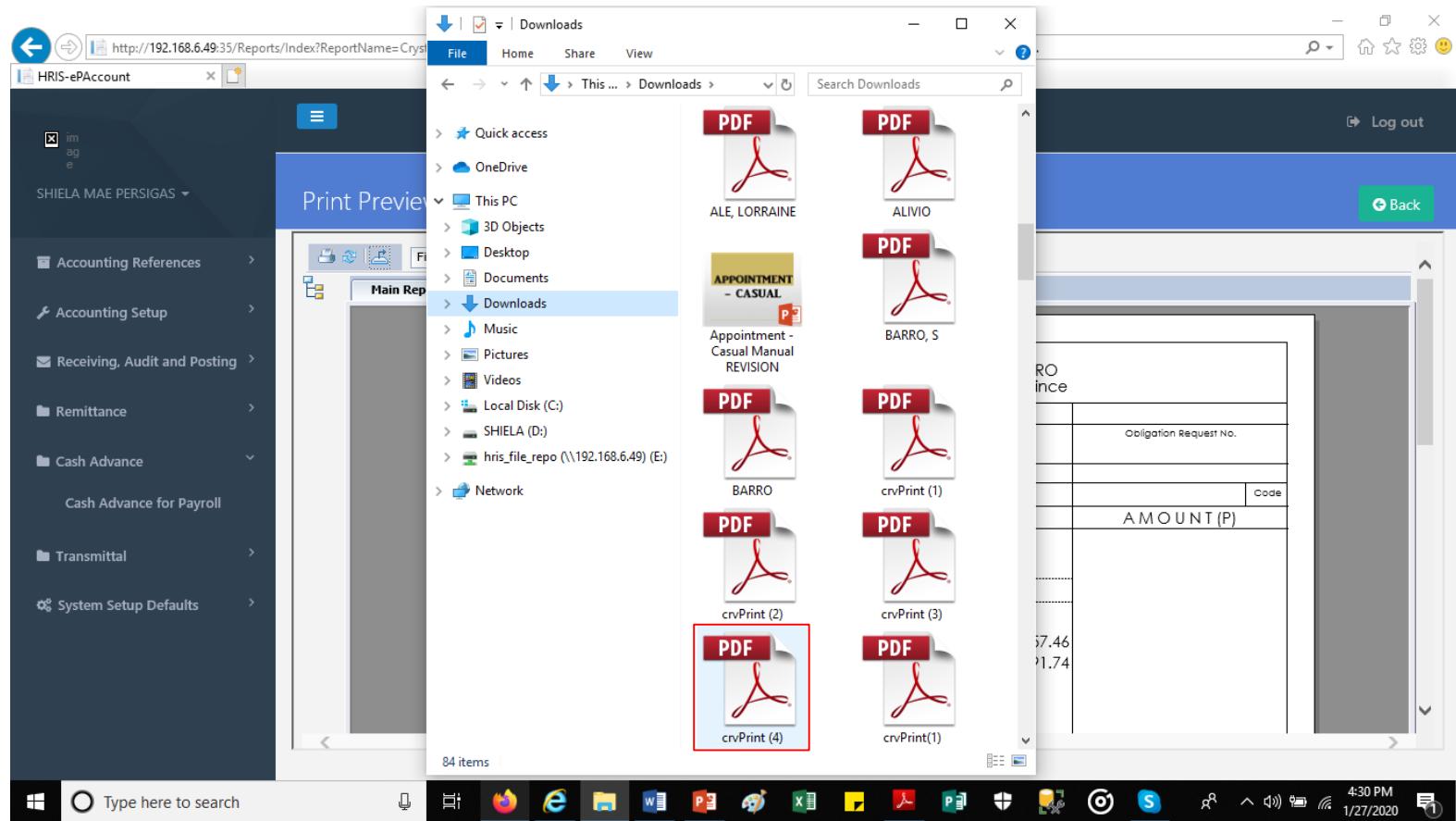




Note: If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



Step 23: Pick the specific record, double click selected record in order to print information.



crvPrint (4).pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

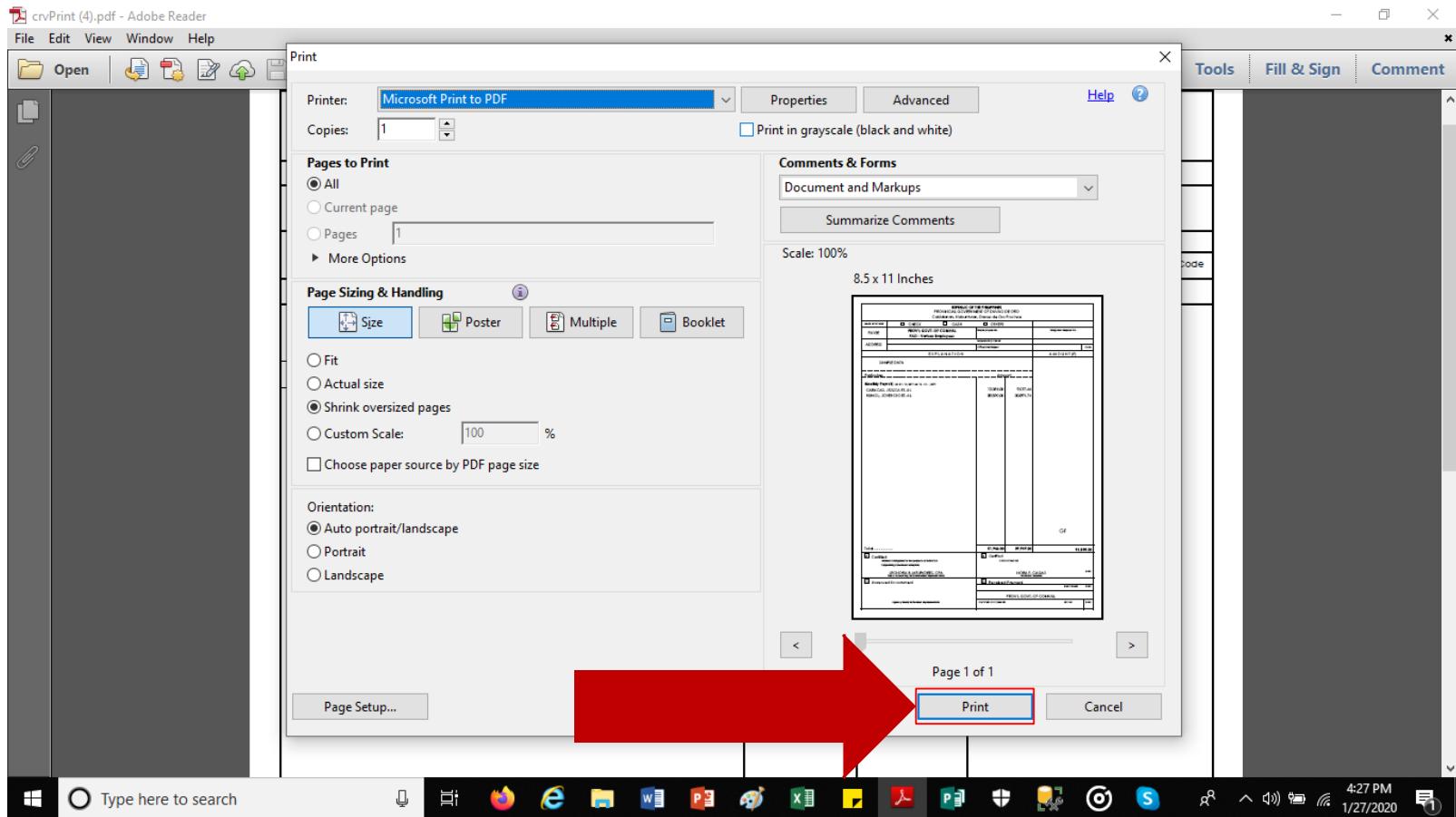
REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabidianan, Nabunturan, Davao de Oro Province

MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROV'L GOVT. OF COMVAL FAO - Various Employees		TIN/Employee No.
ADDRESS			Obligation Request No.
EXPLANATION			AMOUNT (P)
SAMPLE DATA			
Particulars	Amount		
Monthly Payroll Jul. 01 - 15, 2019 Jul. 16 - 31 -, 2019	13,056.00	9,057.46	
CARACAS, JESSICA ET. AL	38,890.00	30,891.74	
HUMOL, JOVENCIO ET. AL			

Type here to search

4:26 PM 1/27/2020

Step 24: In order to print repeat **step 16** and **17** for you to continue and print record.



Note:

In order to identify what version of internet explorer browser you are using, click **settings icon** then click **about internet explorer**. **Internet Explorer Version 11** is the recommended IE version which is the updated version and has compatible adds to HRIS system. So that the view of the reports, page and other information's within HRIS system will not be broken.



The screenshot shows a web browser window displaying a print preview of a payroll report titled "Main Report". The report is from the "PROV'L GOVT. OF COMVAL FAO - Various Employees" and is dated from July 01 - 15, 2019, to Jul 16 - 31 -, 2019. The report includes sections for PAYEE, ADDRESS, EXPLANATION, and Particulars/Amount. The Particulars section lists monthly payroll amounts for employees CARACAS, JESSICA ET. AL and HUMOL, JOVENCIO ET. AL.

Print Preview

REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabidianan, Nabunturan, Davao de Oro Province

MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROV'L GOVT. OF COMVAL FAO - Various Employees		
ADDRESS	TIN/Employee No.	Obligation Request No.	
EXPLANATION			AMOUNT (P)
SAMPLE DATA			
Particulars	Amount		
Monthly Payroll Jul 01 - 15, 2019 Jul 16 - 31 -, 2019	13,056.00	9,057.46	
CARACAS, JESSICA ET. AL	38,890.00	30,891.74	
HUMOL, JOVENCIO ET. AL			

Windows taskbar at the bottom:

- Type here to search
- File Explorer
- Firefox
- Internet Explorer
- OneDrive
- Word
- PowerPoint
- Paint
- Excel
- File Manager
- Notepad
- Calculator
- OneNote
- Task View
- Search icon
- System icon
- Network icon
- Power icon
- Volume icon
- Network icon
- 4:33 PM
- 1/27/2020
- Taskbar icons

Print
File
Zoom (100%)
Safety
Open with Microsoft Edge Ctrl+Shift+E
Add site to Apps
View downloads
Manage add-ons
F12 Developer Tools
Go to pinned sites
Compatibility View settings
Internet options
About Internet Explorer

Print Preview

HRIS-ePAccount

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Cash Advance for Payroll

Transmittal

System Setup Defaults

Main Report

REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT OF DAVAO DE ORO
Cabdilanan, Nabunturan, Davao de Oro Province

MODE OF PAYMENT	<input type="checkbox"/> CHECK	<input type="checkbox"/> CASH	<input type="checkbox"/> OTHERS
PAYEE	PROVL GOVT. OF COMVAL FAO - Various Employees		
ADDRESS	Responsibility Center		
EXPLANATION			AMOUNT (P)
SAMPLE DATA			
Particulars	Amount		
Monthly Payroll JUL 01 - 15, 2019 Jul 16 - 31 , 2019 CARACAS, JESSICA ET. AL HUMOL, JOVENCIO ET. AL	13,056.00	9,057.46	
	38,890.00	30,891.74	

HRIS-ePAccount - Mozilla Firefox

Type here to search

4:34 PM 1/27/2020

http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Reports/cryCash

Search...

Log out

Print Preview

Main Report

About Internet Explorer

Internet Explorer 11

LIPPINES
DAVAO DE ORO
Province

OTHERS

Employee No. Obligation Request No.

Activity Center

Unit/Project Code

A M O U N T (P)

Particulars Amount

Monthly Payroll | Jul. 01 - 15, 2019 Jul. 16 - 31 -, 2019

Particulars	Amount
CARACAS, JESSICA ET. AL	13,056.00 9,057.46
HUMOL, JOVENCIO ET. AL	38,890.00 30,891.74

Type here to search

4:34 PM 1/27/2020

How to delete
existing cash advance
payroll record?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to delete existing cash advance payroll record. **Delete button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The main content area is titled "Cash Advance for Payroll". It features a search bar and filters for "Show 5 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these filters is a table with columns: C.A VOUCHER NBR, SHORT DESCRIPTION, FUND SOURCE, and ACTIONS. The table contains two rows: one with "00000034" and "SAMPLE DATA" under Fund Source GF, and another with "TEST008491" and "Test Data Sample" under Fund Source GF. The bottom right of the table shows navigation buttons for "Previous" (disabled), page "1", and "Next". The taskbar at the bottom includes icons for File, Home, Back, Forward, Stop, Refresh, and various application icons like Microsoft Office, Google Chrome, and Skype. The system tray shows the date and time as 4:21 PM, 1/25/2020.

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	SAMPLE DATA	GF	
TEST008491	Test Data Sample	GF	

Step 2: Once you have selected payroll year, payroll month and employment type, select specific record that you want to delete existing payroll record to cash advance.

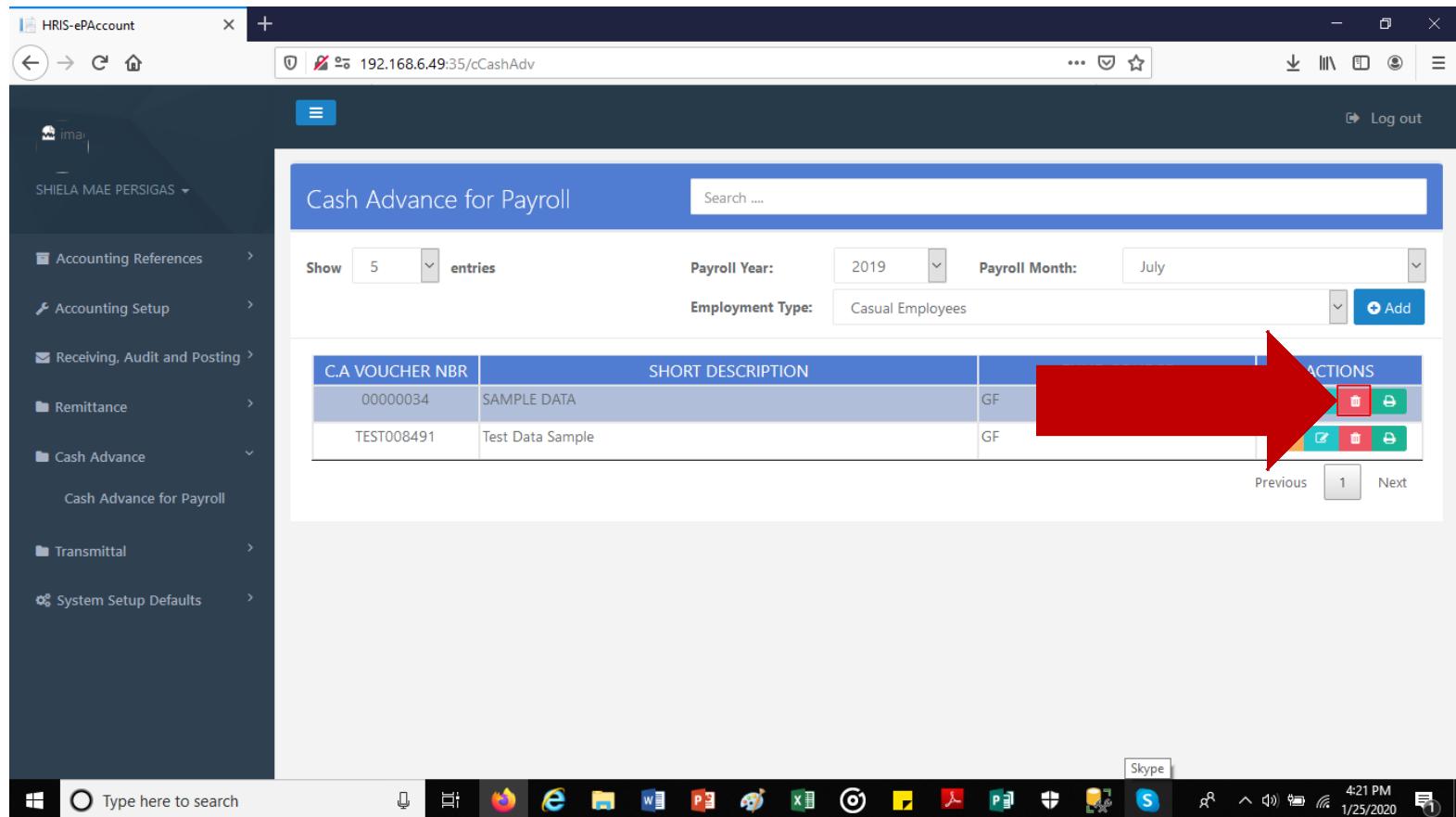
The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance (selected), Transmittal, and System Setup Defaults. The main content area displays the "Cash Advance for Payroll" screen with the following details:

- Header: Cash Advance for Payroll
- Search bar: Search
- Filter: Show 5 entries, Payroll Year: 2019, Payroll Month: July, Employment Type: Casual Employees, Add button.
- Table:

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
00000034	SAMPLE DATA	GF	
TEST008491	Test Data Sample	GF	
- Buttons: Previous, Next, Page number 1.

The bottom taskbar shows various application icons and system status indicators.

Step 3: Click delete button to delete existing record.



HRIS-ePAccount

192.168.6.49:35/cCashAdv

Log out

CASH ADVANCE FOR PAYROLL

Show 5 entries

Search ...

Payroll Month: July

Add

C.A VOUCHER NBR

FUND SOURCE	ACTIONS
00000034	[+]
TEST008491	[+]

Are you sure to delete this record?

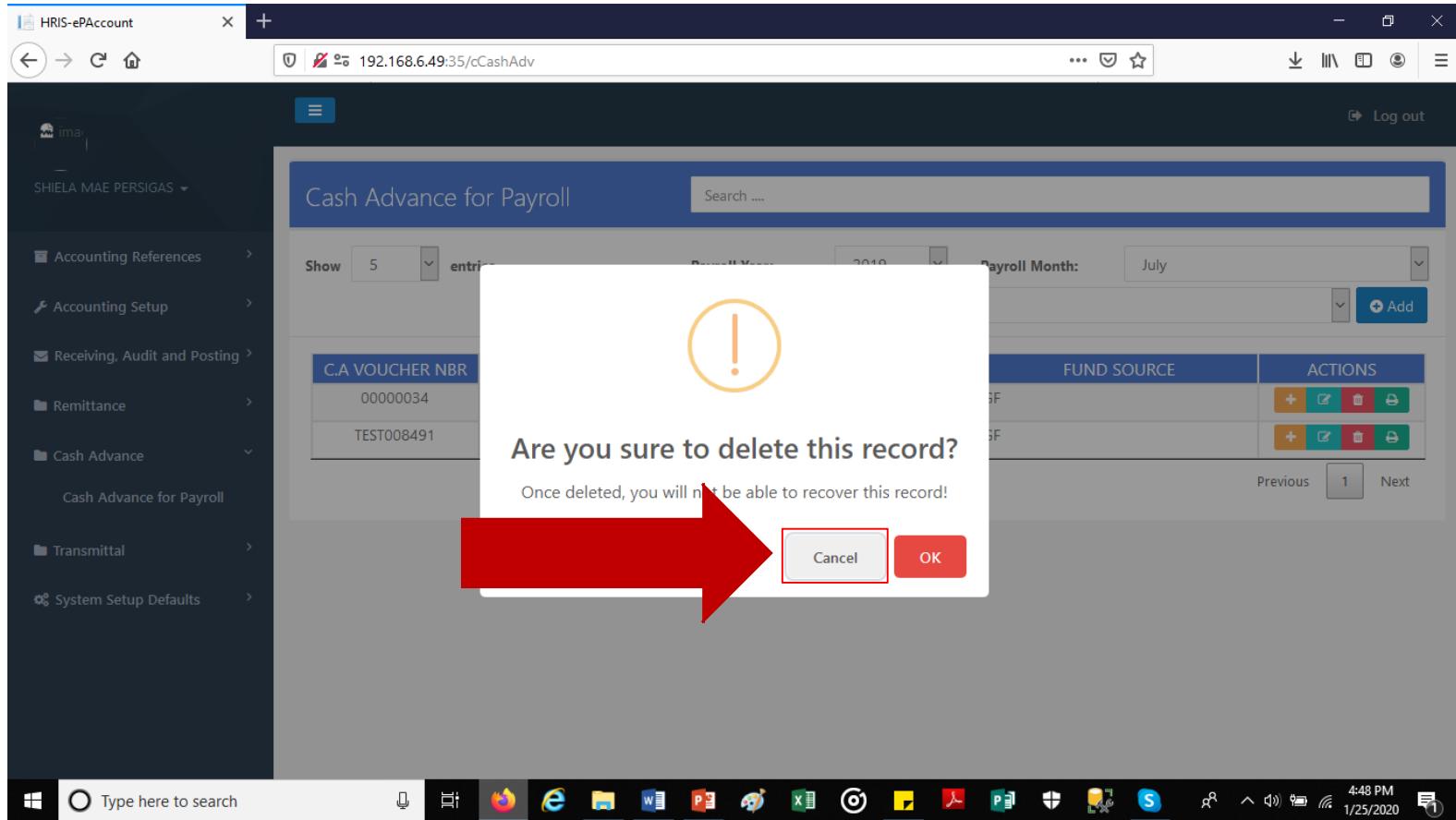
Once deleted, you will not be able to recover this record!

Cancel OK

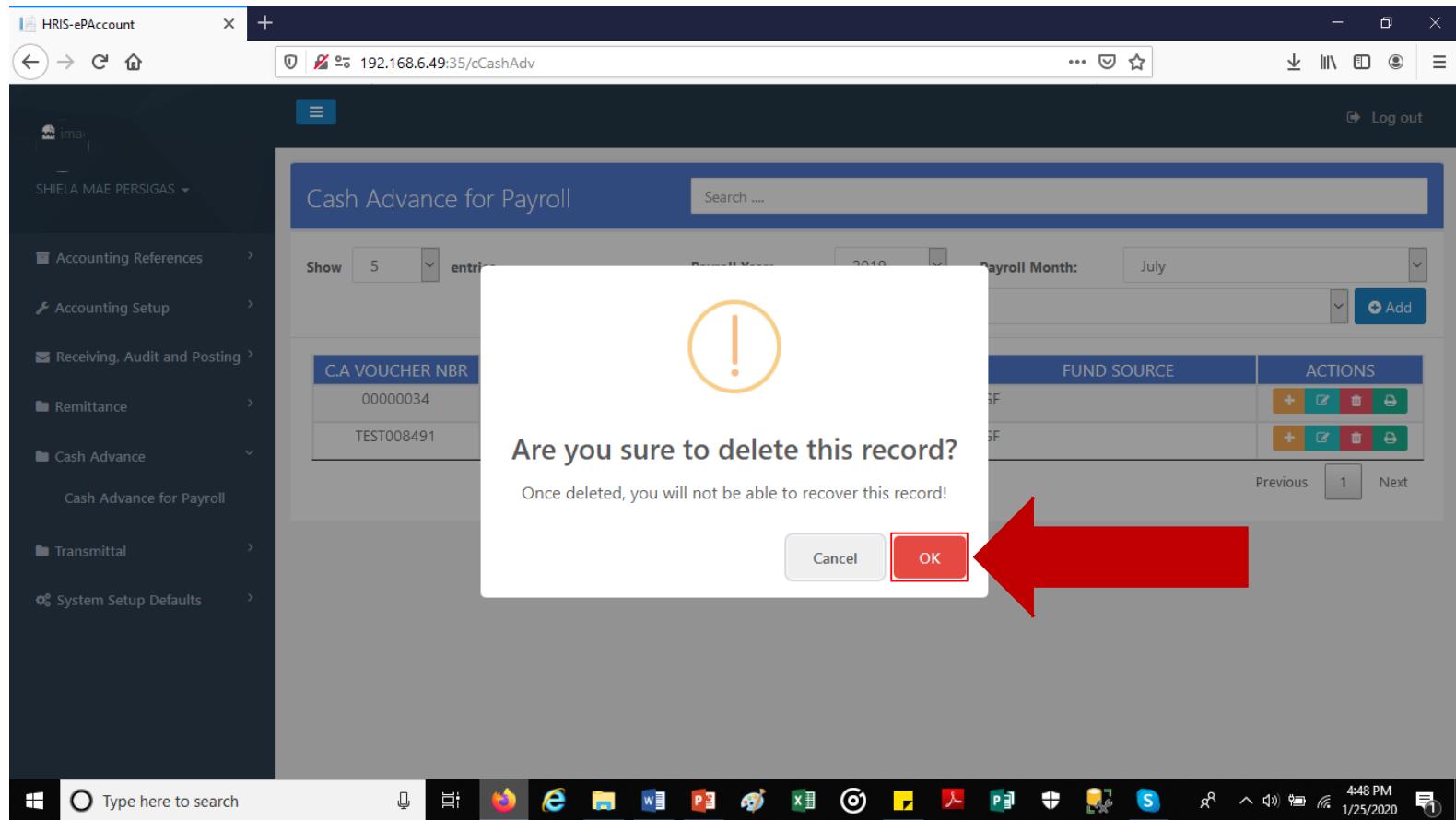
Type here to search

4:48 PM 1/25/2020

Step 4: Click **cancel button** if you don't want to delete the selected record.



Step 5: Repeat step 3 then click **ok button** if you want to delete existing the record.

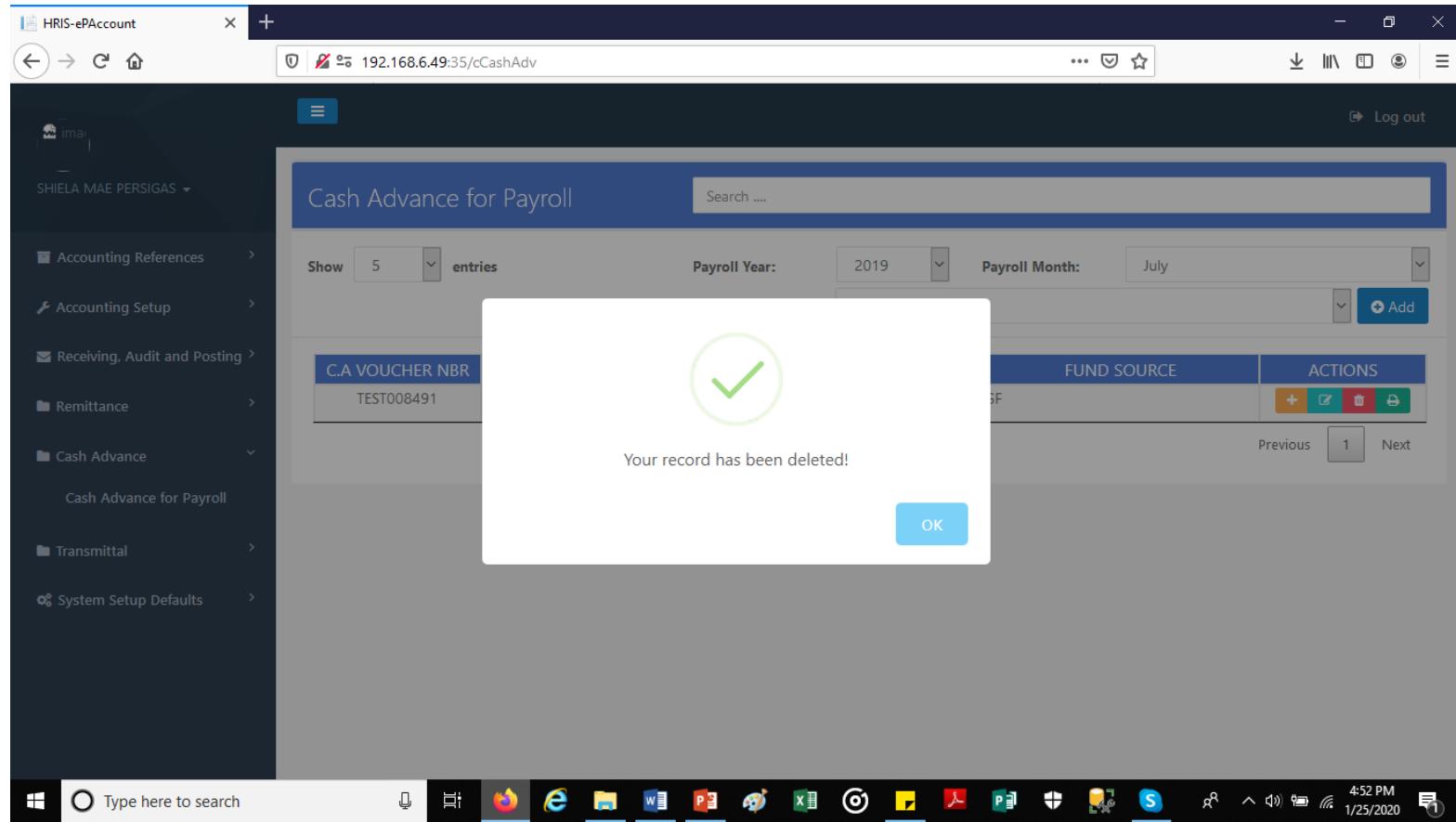


Note:

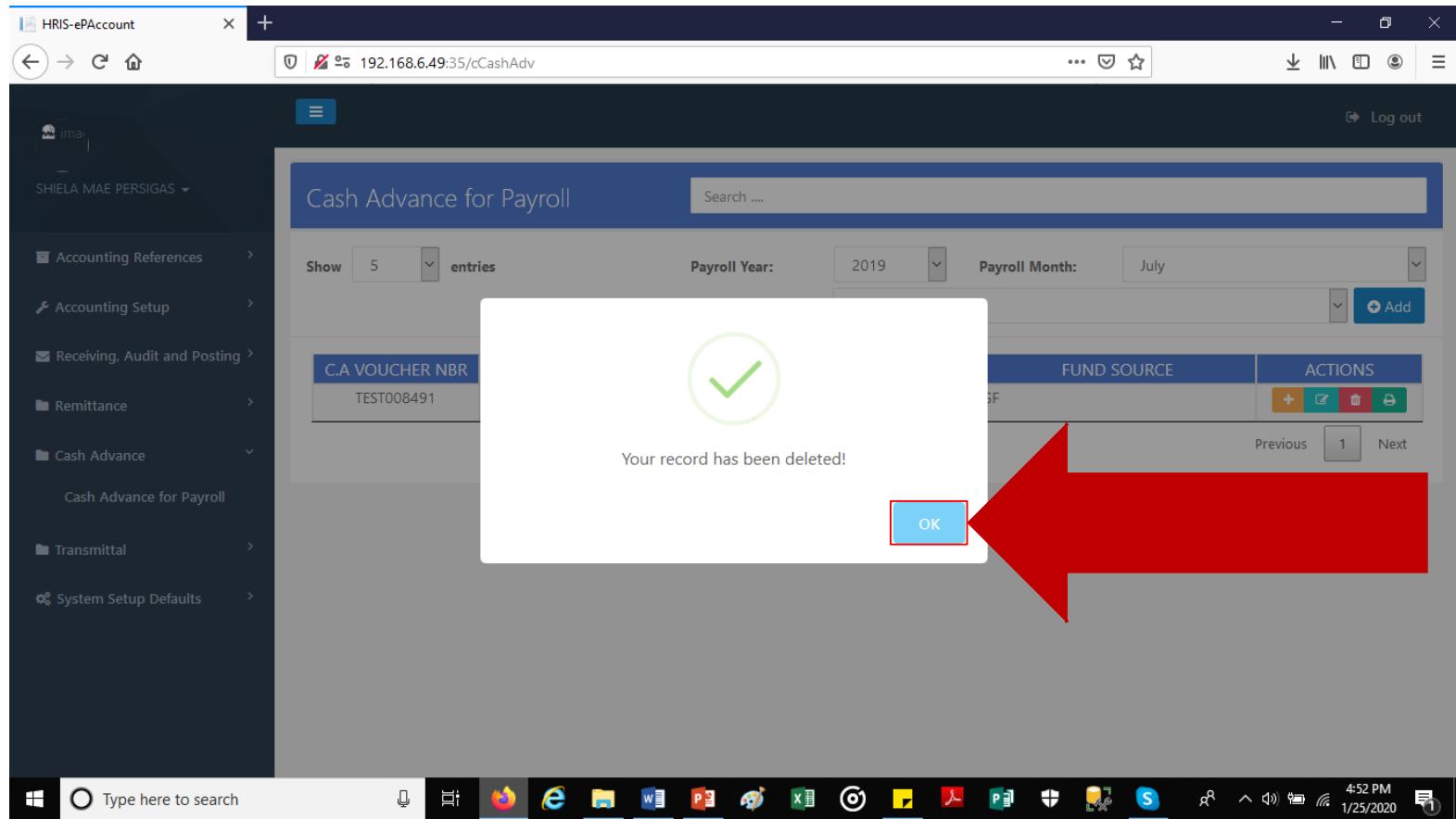
Once, record is deleted expected that you will not be able to recover the record and you can no longer print the data unless you add the information.



Note: A pop-up confirmation window will appear that your record has been deleted.



Step 6: Click ok button to exit and go back to main page.



HRIS-ePAccount

192.168.6.49:35/cCashAdv

Log out

CASH ADVANCE FOR PAYROLL

Search

Show 5 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Add

C.A VOUCHER NBR	SHORT DESCRIPTION	FUND SOURCE	ACTIONS
TEST008491	Test Data Sample	GF	

Previous 1 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, File Manager, Powerpoint, Paint, Task View, Taskbar settings, Taskbar search, Taskbar notifications, Taskbar clock, Taskbar date/time.