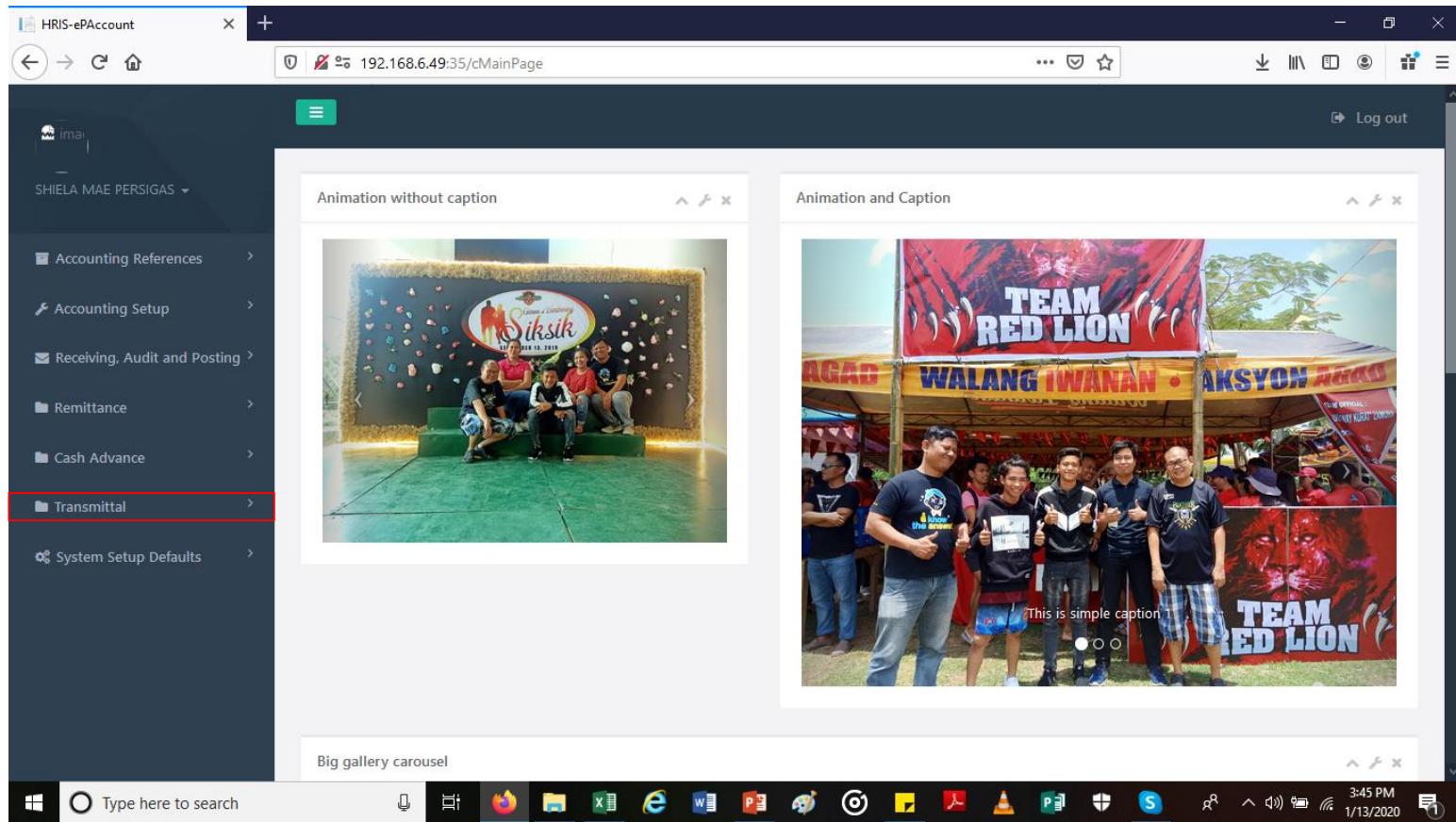


Post Payroll /Voucher

Navigate to Transmittal -> Post Payroll/Voucher



HRIS-ePAccount

SHIELA MAE PERSIGAS

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
- Cash Advance
- Transmittal**
- Post Payroll/Voucher**
- System Setup Defaults

192.168.6.49:35

Animation without caption

Animation and Caption

This is simple caption 1

Big gallery carousel

Type here to search

Windows Start button

192.168.6.49:35

3:46 PM
1/13/2020

A large red arrow points from the 'Post Payroll/Voucher' menu item on the left towards the 'Animation without caption' image on the right.

HRIS-ePAccount

192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Show 10 entries

Payroll Year: 2020

Payroll Month: January

Employment Type: --Select Here--

Add

BATCH NBR. C.A VOUCHER NBR. BATCH/CA DESCRIPTION BATCH SUMMARY ACTIONS

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Type here to search

3:47 PM 1/13/2020

Post Payroll/Voucher

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
No data available in table				

Note:

In order for you to have data to export first payroll should be **cash advance** and **release** from **accounting personnel**. Once cash advance you can now add it on post payroll/voucher under transmittal menu. Furthermore, to add it on post payroll/voucher click **add button** to add header first.

The header information will be coming from the cash advance data because 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 data for export?



Step 1: Try to click **add button** for you to add data and export information to findes.

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.



HRIS-ePAccount

SHIELA MAE PERSIGAS

Post Payroll/Voucher

Show 10 entries Payroll Year: 2020 Payroll Month: --Select Here-- Required Field

Employment Type: --Select Here-- Required Field

BATCH NBR. C.A VOUCHER NBR. BATCH/CA DESCRIPTION BATCH SUMMARY ACTIONS

No data available in table

Showing 0 to 0 of 0 entries Previous Next

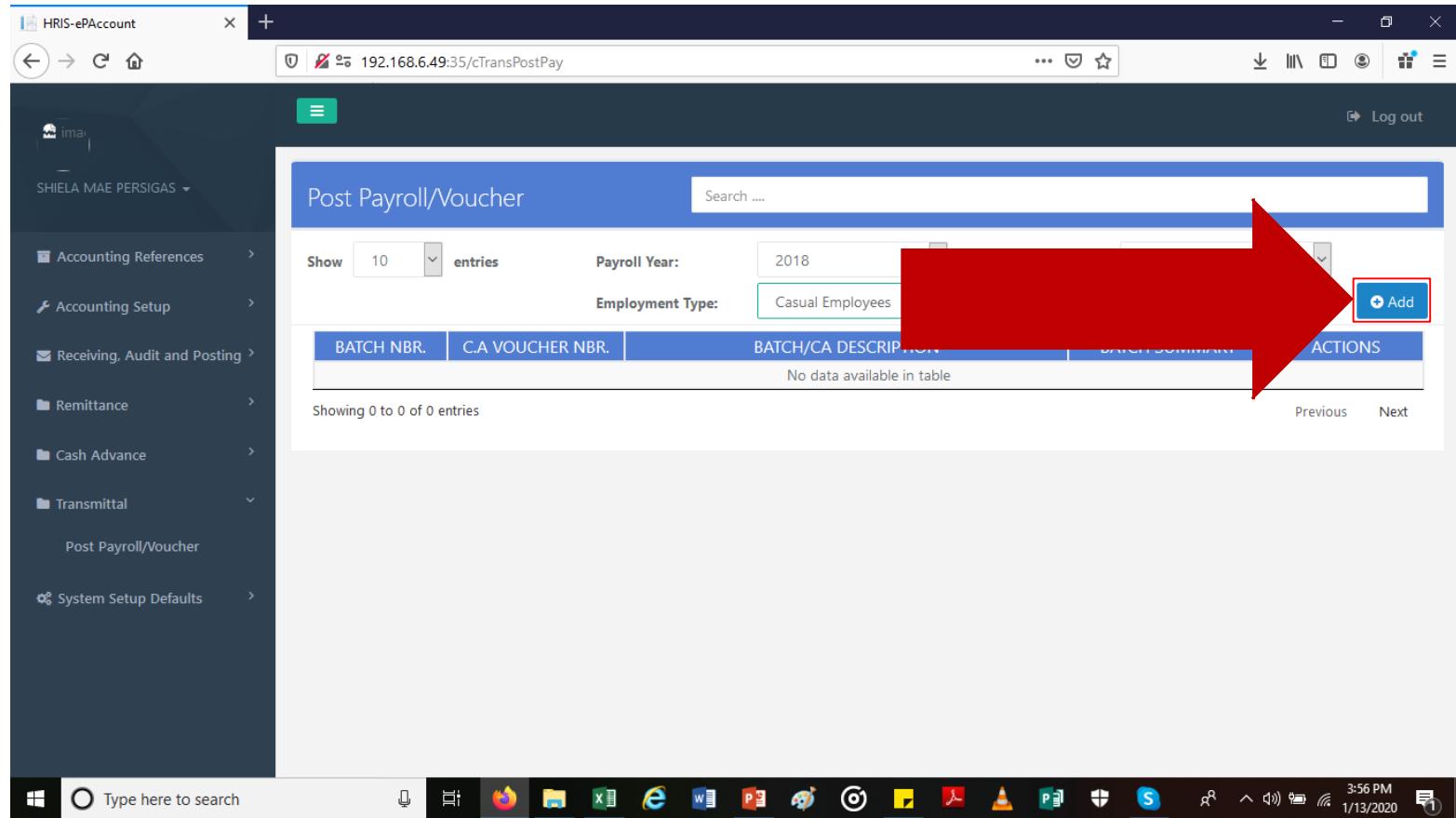
Type here to search

3:50 PM 1/13/2020

Step 2: Select payroll year, payroll month and employment type by clicking available drop list in order to add data and export information. **Add 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/cTransPostPay". The top navigation bar includes standard browser controls and a "Log out" link. On the left, a sidebar menu lists various accounting modules: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher (which is currently selected), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It features a search bar and a table header with columns: BATCH NBR., C.A VOUCHER NBR., BATCH/CA DESCRIPTION, BATCH SUMMARY, and ACTIONS. A message below the table states "No data available in table". At the bottom of the table area, it says "Showing 0 to 0 of 0 entries" and includes "Previous" and "Next" buttons. Above the table, there are three dropdown menus: "Show 10 entries", "Payroll Year: 2018", "Payroll Month: July", and "Employment Type: Casual Employees". The "Employment Type" dropdown is highlighted with a red border. A blue "Add" button is located to the right of the employment type dropdown. The taskbar at the bottom of the screen shows various pinned icons, including Microsoft Office applications (Word, Excel, PowerPoint) and other system tools. The system tray indicates the date as 1/13/2020 and the time as 3:56 PM.

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



HRIS-ePAccount

192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

DATA EXPORT INFO

Batch Nbr: 0004

Payroll Year: 2019

Payroll Month: July

Employment Type: Casual Employees

C.A Voucher Nbr: * --Select Here--

Batch Description: *

Summary Total:

Close Save

BATCH SUMMARY ACTIONS

July Add Previous Next

Type here to search

4:31 PM 1/13/2020

Note:

Add page will open **batch number** will auto-generate and all other non-key fields are blank. Primary keys are **batch nbr.**, and **C.A Voucher Nbr.**.

Non-key fields are:

- Payroll Year
- Payroll Month
- Employment Type
- Batch Description
- Summary Total



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 data and export information.

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.



HRIS-ePAccount 192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

DATA EXPORT INFO

Batch Nbr: 0004

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

C.A Voucher Nbr: * --Select Here-- Required Field

Batch Description: * Required Field

Summary Total:

Close Save

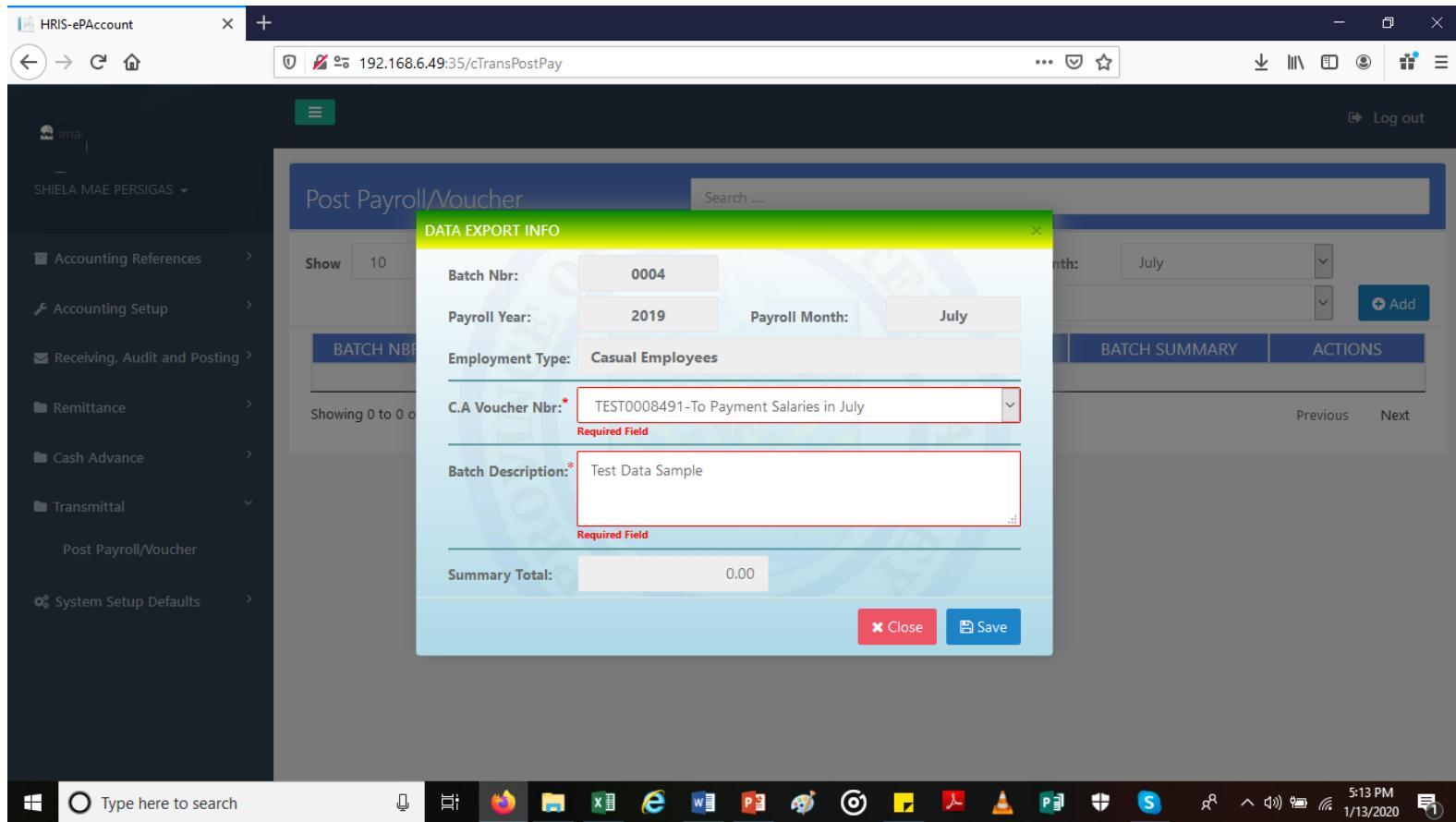
Batch Nbr: July Add

BATCH SUMMARY ACTIONS Previous Next

Type here to search

4:54 PM 1/13/2020

Step 4: Select specific drop-down list in all required fields for you to save information.



Note:

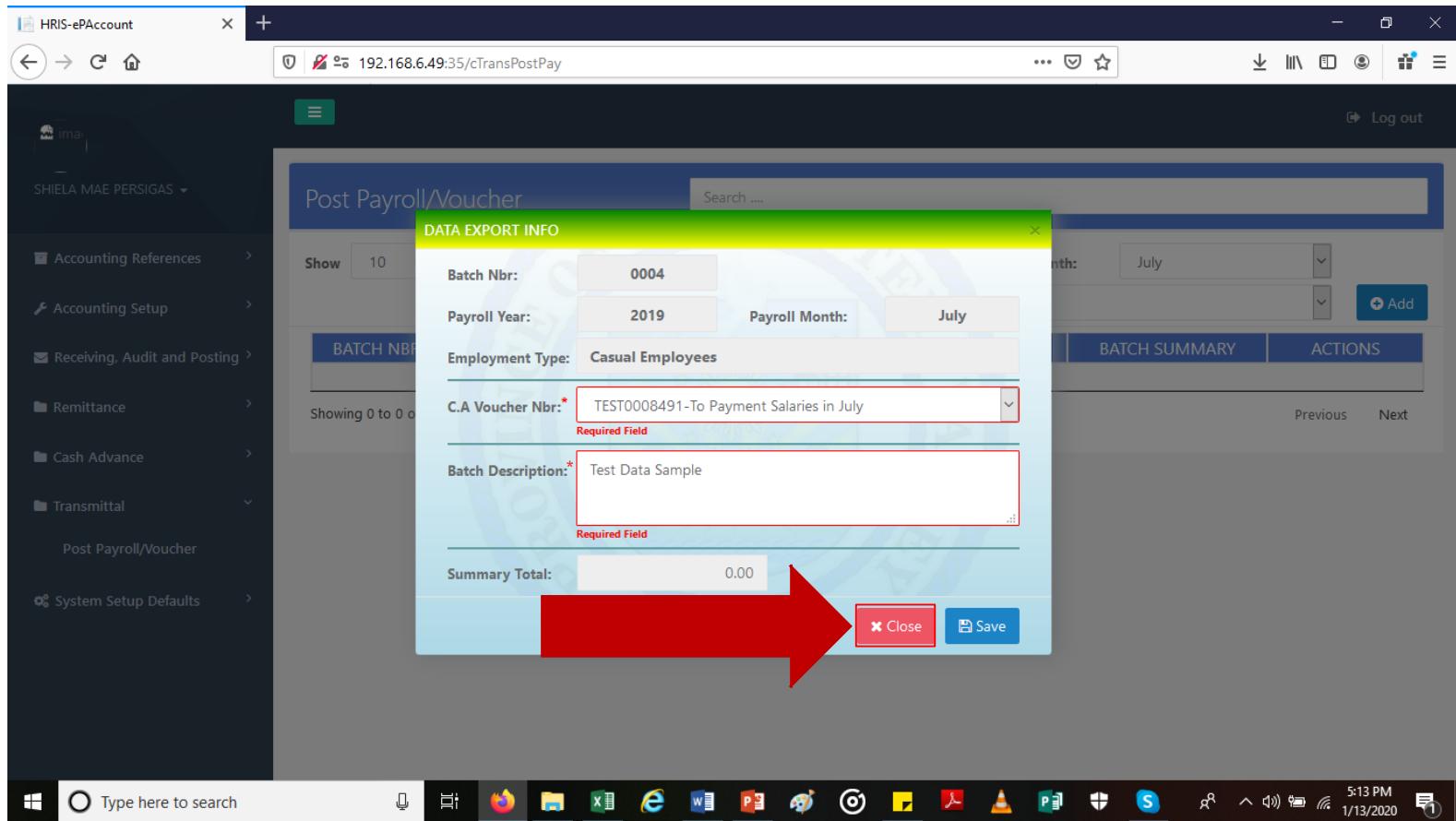
The header information will be coming from the cash advance data because basically in cash advance the following details usually cash advance as a group. And if you have selected **C.A voucher nbr.** expected that **batch description** will have values because if what information inputted in cash advance will be the data captured upon adding **post payroll/voucher header**.

Note:

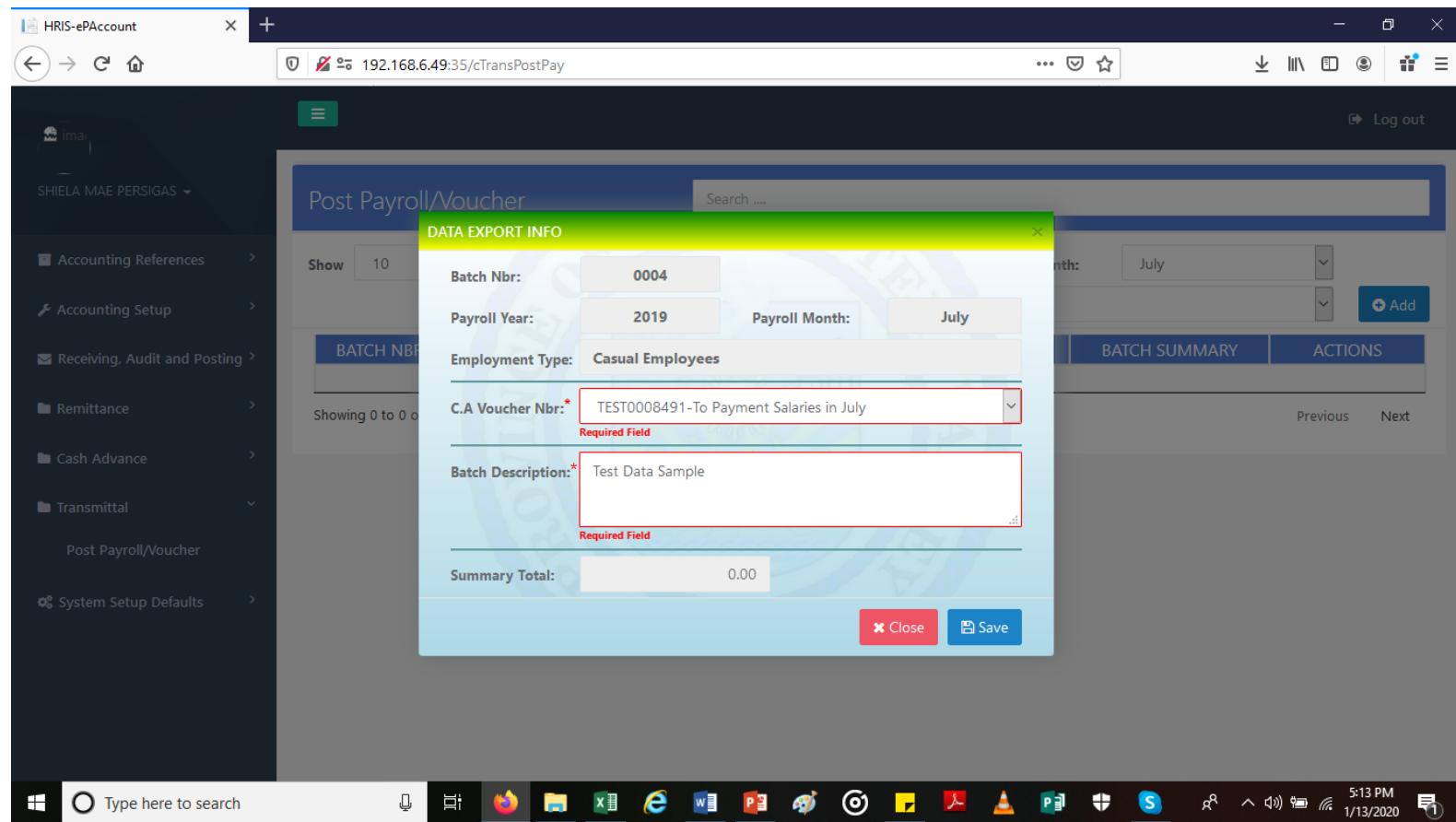
Once you click **add button** expected that add modal page will pop-up and automatically generate a name of **data export info** along with its **batch number** where you can add details.

Other details will vary with the specific information you have selected in **C.A voucher nbr.** field. Automatic details will generate as well as the other information's of an existing data available in the system if there is.

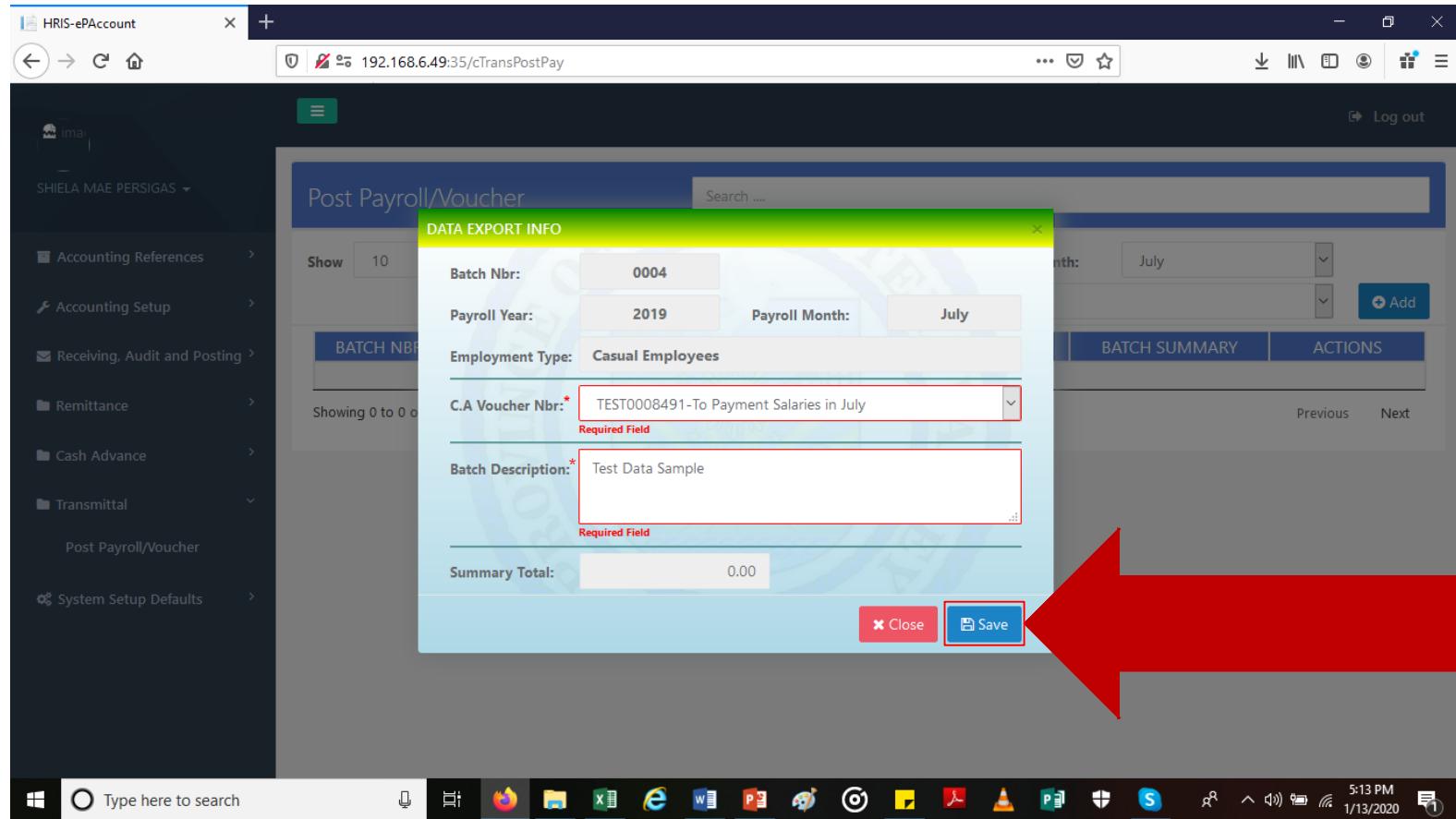
Step 5: Click close button if you don't want to save information.



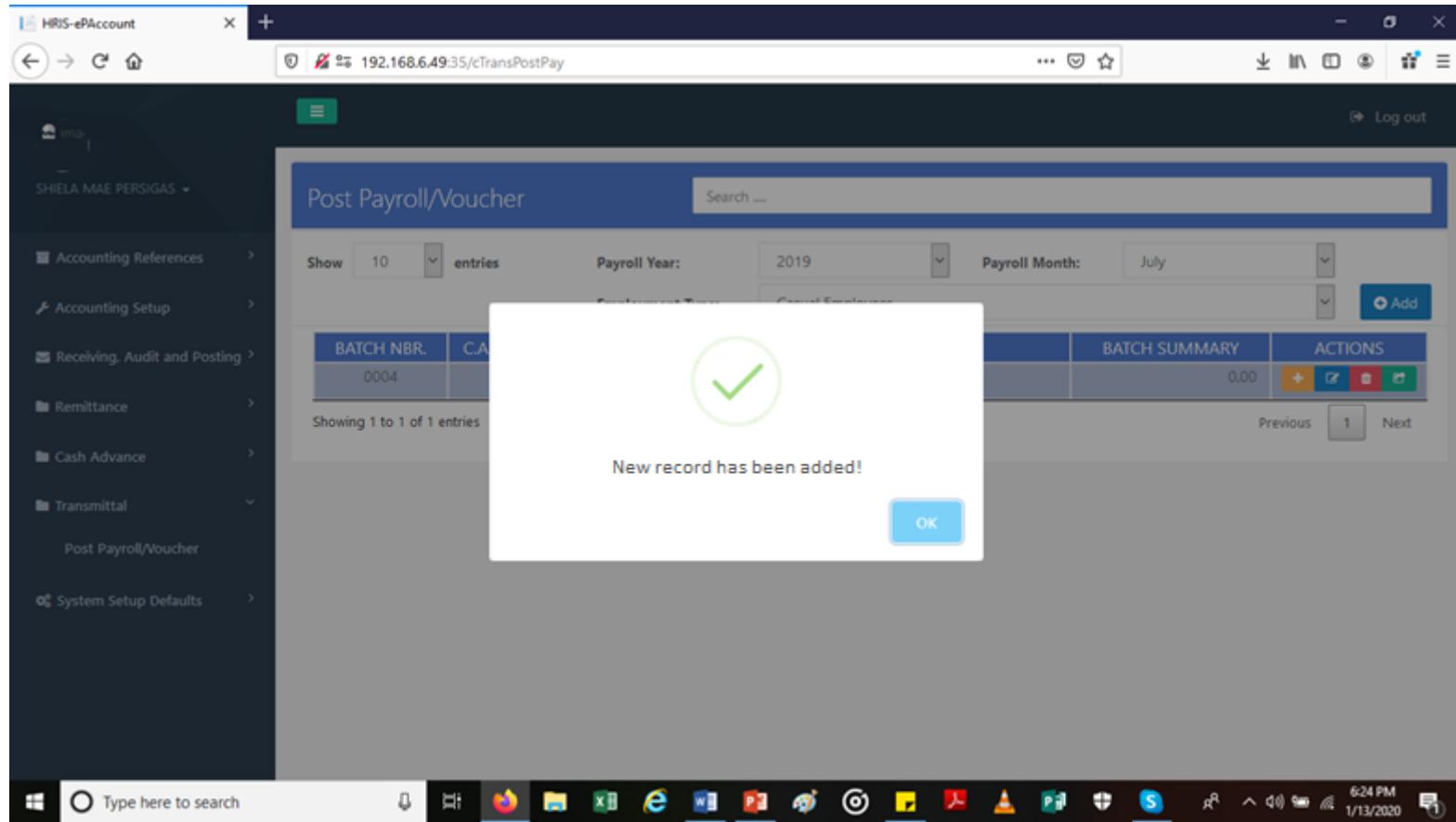
Step 6: If you click **close button** data will not be save please repeat step 4.



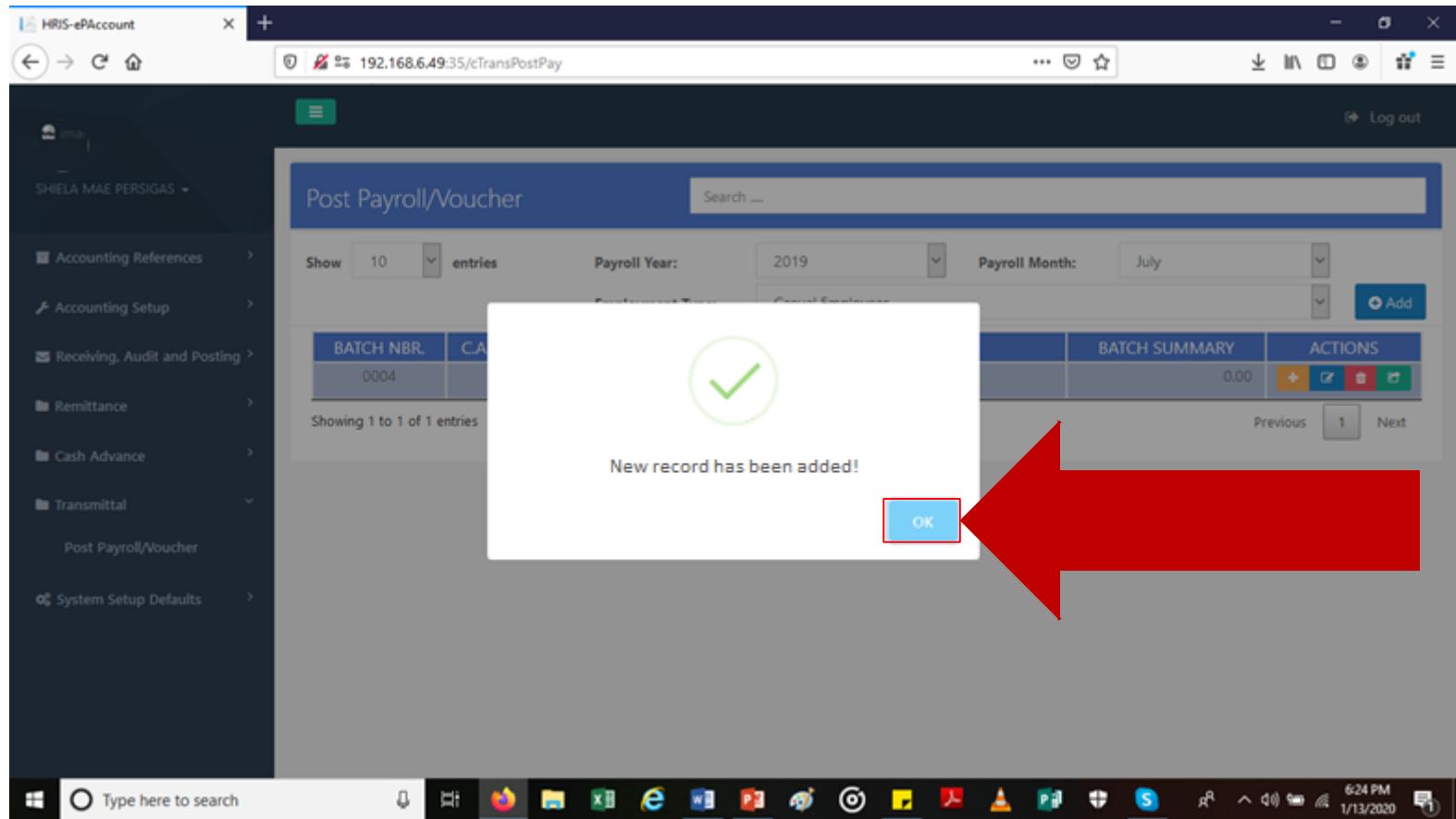
Step 7: If you want to save inputted data click **save button** to save information.



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



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



HRIS-ePAccount [+](#)

192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Search ...

Show 10 entries Payroll Year: 2019 Payroll Month: July Employment Type: Casual Employees + Add

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	Test Data Sample	0.00	

Showing 1 to 1 of 1 entries Previous 1 Next

Type here to search

Windows Start button

Firefox icon

File icon

Excel icon

PowerPoint icon

OneNote icon

Word icon

Outlook icon

OneDrive icon

Search icon

Control Panel icon

Help & Support icon

6:25 PM

1/13/2020

1 notification

How to edit
existing
data for export?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to edit existing employee data for export. **Show details button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal (with Post Payroll/Voucher selected), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It features a search bar and three dropdown filters: "Payroll Year" set to 2019, "Payroll Month" set to July, and "Employment Type" set to Casual Employees. Below these filters is a table with one entry:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	Test Data Sample	0.00	+ edit trash refresh

At the bottom of the main area, it says "Showing 1 to 1 of 1 entries". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

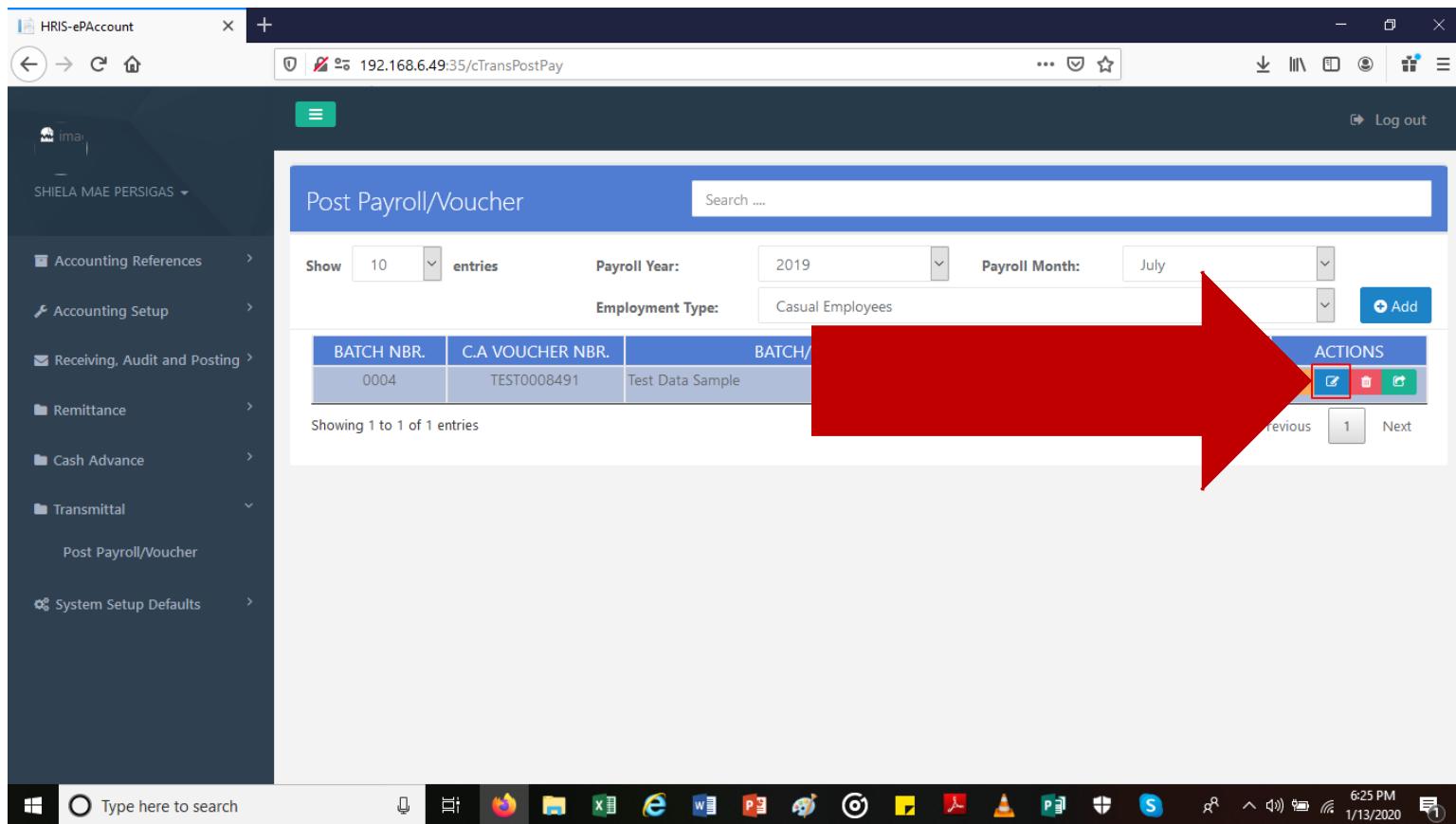
Step 2: Once you have selected payroll year, payroll month and employment type, pick specific record that you want to edit existing data for export.

The screenshot shows the HRIS-ePAccount software interface. The main window title is "Post Payroll/Voucher". The left sidebar menu includes: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal (selected), and Post Payroll/Voucher. The main content area displays a table with one entry. The table columns are: BATCH NBR., C.A VOUCHER NBR., BATCH/CA DESCRIPTION, BATCH SUMMARY, and ACTIONS. The data row is highlighted with a red border. The table shows the following data:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	Test Data Sample	0.00	

At the bottom of the main window, there are buttons for Previous, Next, and a page number indicator (1). The status bar at the bottom of the screen shows the Windows taskbar with various pinned icons and system information like the date and time.

Step 3: Click **edit button** for you to edit existing data for export.



HRIS-ePAccount

192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

EDIT DATA FOR EXPORT

Batch Nbr: 0004

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

C.A Voucher Nbr: * TEST0008491-To Payment Salaries in July

Batch Description: * Test Data Sample

Summary Total: 0.00

Close Save

BATCH SUMMARY ACTIONS 0.00

Month: July Add

Previous 1 Next

Type here to search

Windows Start button

Firefox icon

File Explorer icon

Microsoft Edge icon

PowerPoint icon

OneNote icon

Outlook icon

OneDrive icon

Search icon

Task View icon

File icon

Help icon

653 PM

1/13/2020

Note:

Add page will open **batch number** will auto-generate and all other non-key fields are blank. Primary keys are **batch nbr.**, and **C.A Voucher Nbr.** Editable field is **batch description** only.

Non-key fields are:

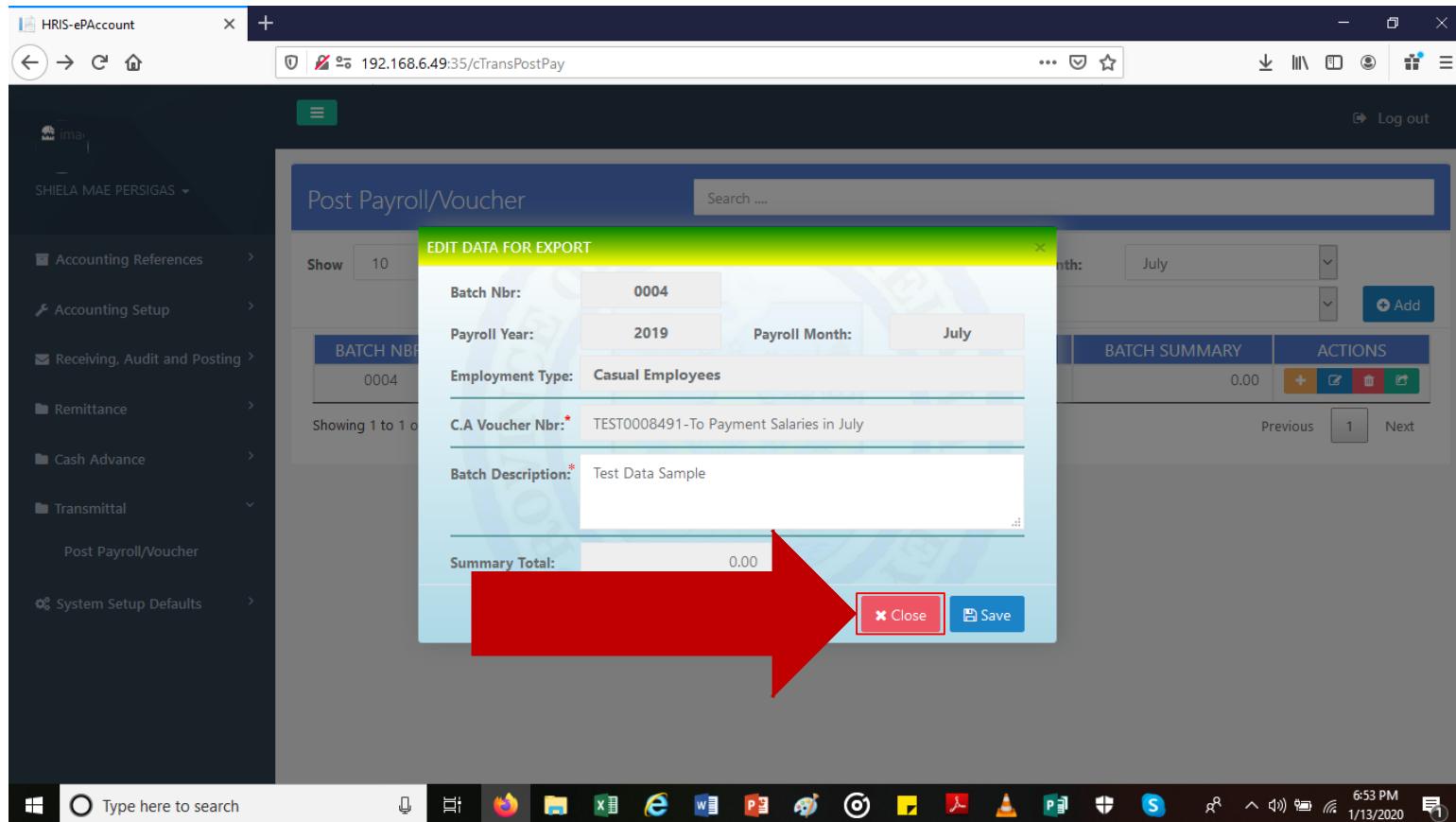
- Payroll Year
- Payroll Month
- Employment Type
- Batch Description
- Summary Total



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 data for export.



Step 5: Repeat step 3 if you want to continue and update existing data for export.

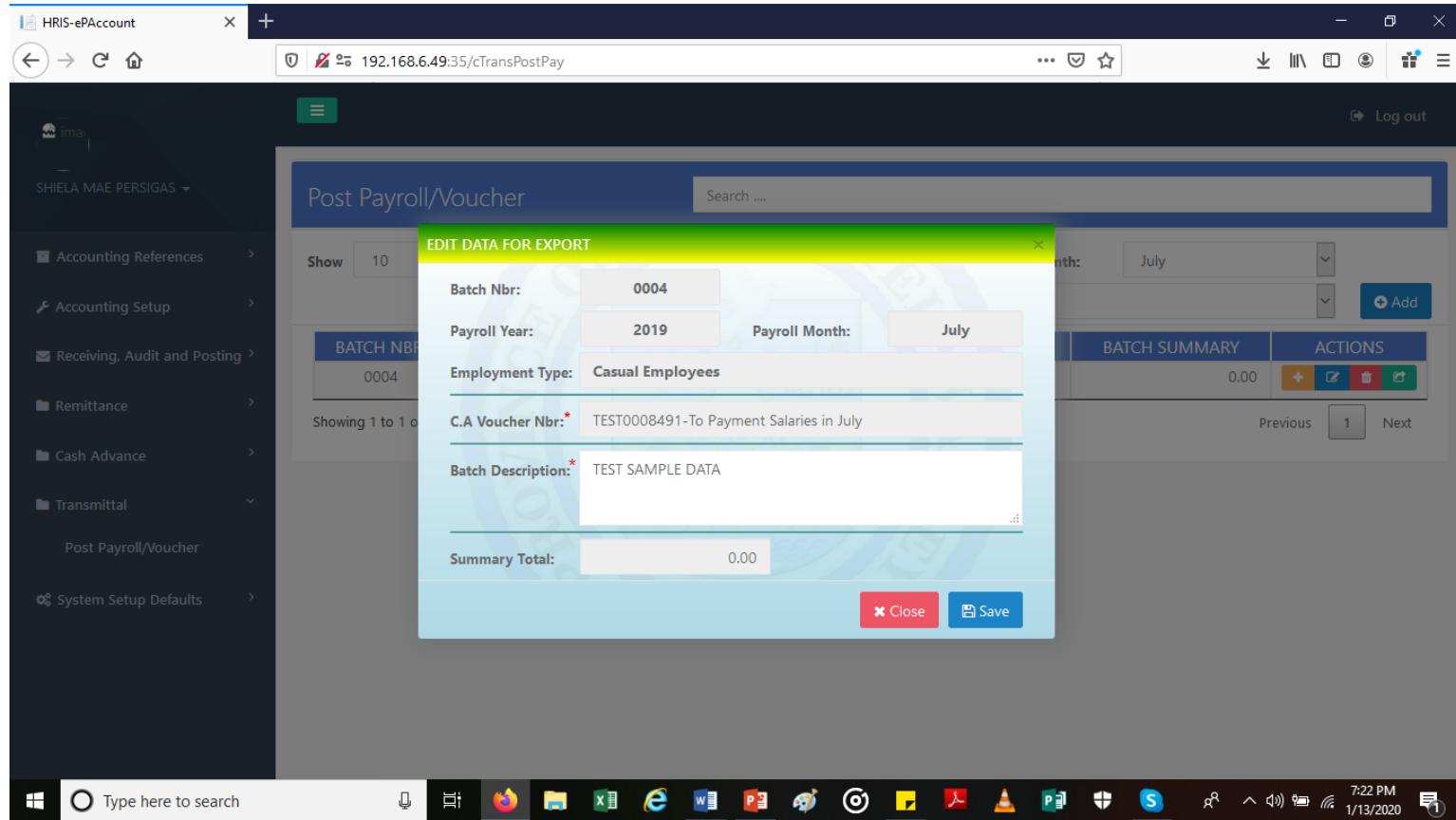
The screenshot shows a web-based application titled "HRIS-ePAccount" running in a browser window. The URL is 192.168.6.49:35/cTransPostPay. The main menu on the left includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher (which is currently selected), and System Setup Defaults. The main content area displays a "Post Payroll/Voucher" page with a "BATCH SUMMARY" table showing a total of 0.00. A modal dialog box titled "EDIT DATA FOR EXPORT" is overlaid on the page. This dialog contains fields for "Batch Nbr": 0004, "Payroll Year": 2019, "Payroll Month": July, "Employment Type": Casual Employees, "C.A Voucher Nbr": TEST0008491-To Payment Salaries in July, "Batch Description": Test Data Sample, and a "Summary Total": 0.00. At the bottom of the dialog are "Close" and "Save" buttons. The status bar at the bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 6:53 PM on 1/13/2020.

Note:

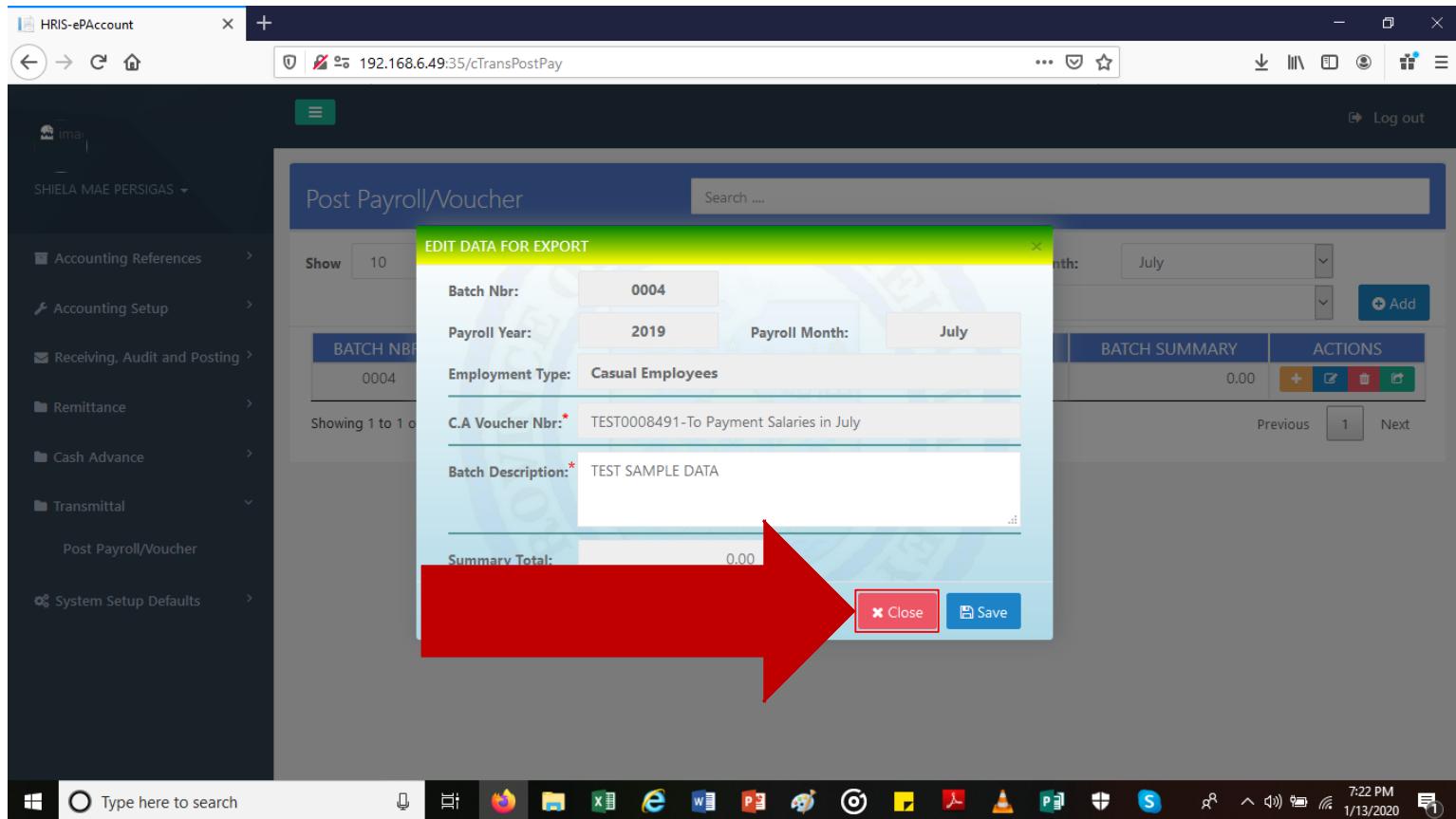
Once you click **edit button** expected that edit modal page will pop-up and automatically generate a name of **edit data for export** along with its **batch number** where you can edit details. Other details will vary with the specific information you have selected in **C.A voucher nbr.** field in **add modal page**.

Automatic details will generate as well as the other information's of an existing data available in the system if there is. On the other hand, in **edit data for export modal page** basically editable field is only **batch description** unlike in add modal page editable fields are **C.A Voucher Nbr.** and **batch description**.

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



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



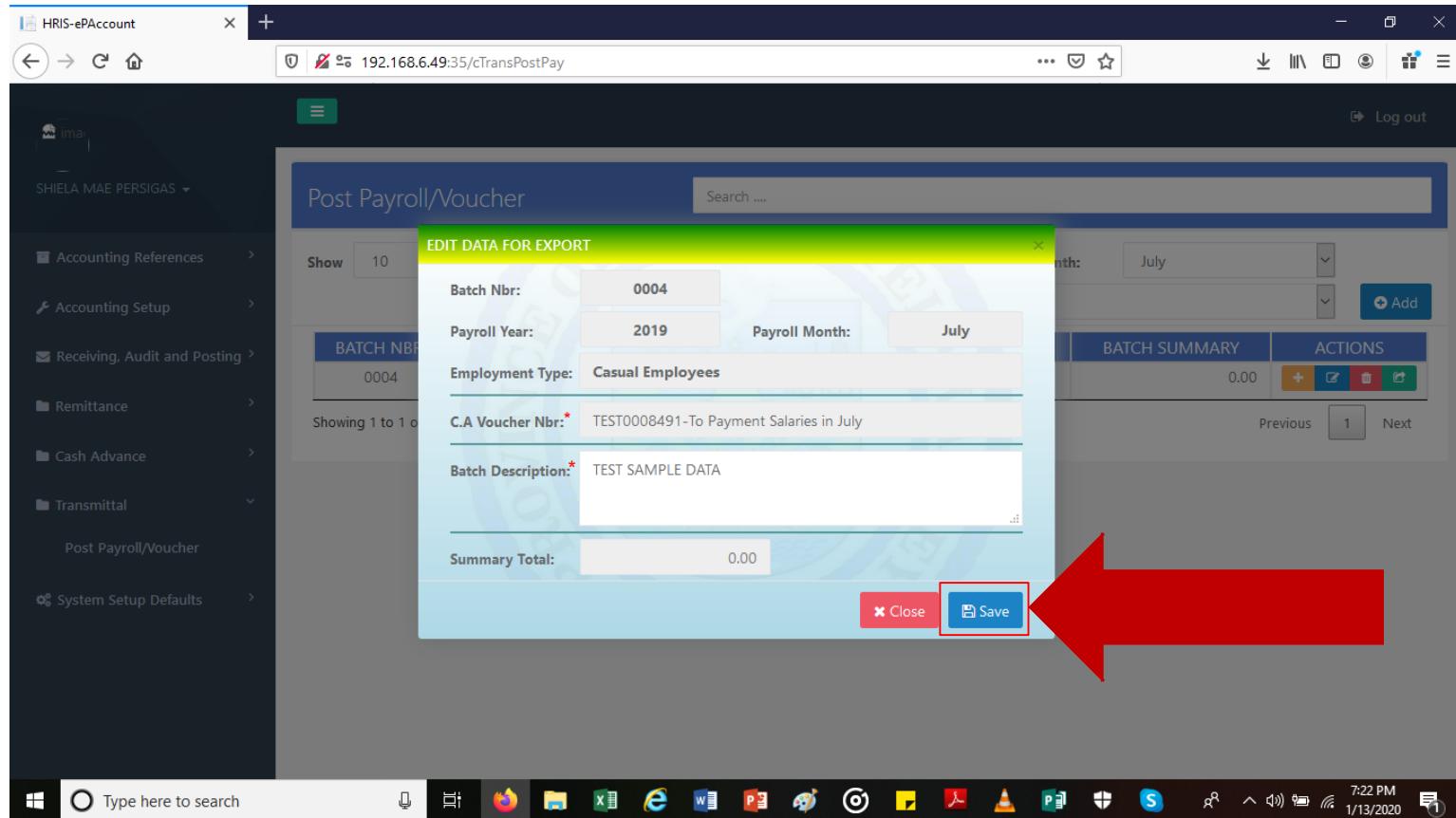
Step 8: Repeat step 3 and 6 if you want to continue and save updated employee data for export.

The screenshot shows a web-based application titled "HRIS-ePAccount" running on a Windows operating system. The main window displays a "Post Payroll/Voucher" interface. A modal dialog box titled "EDIT DATA FOR EXPORT" is overlaid on the main screen. The dialog contains the following fields:

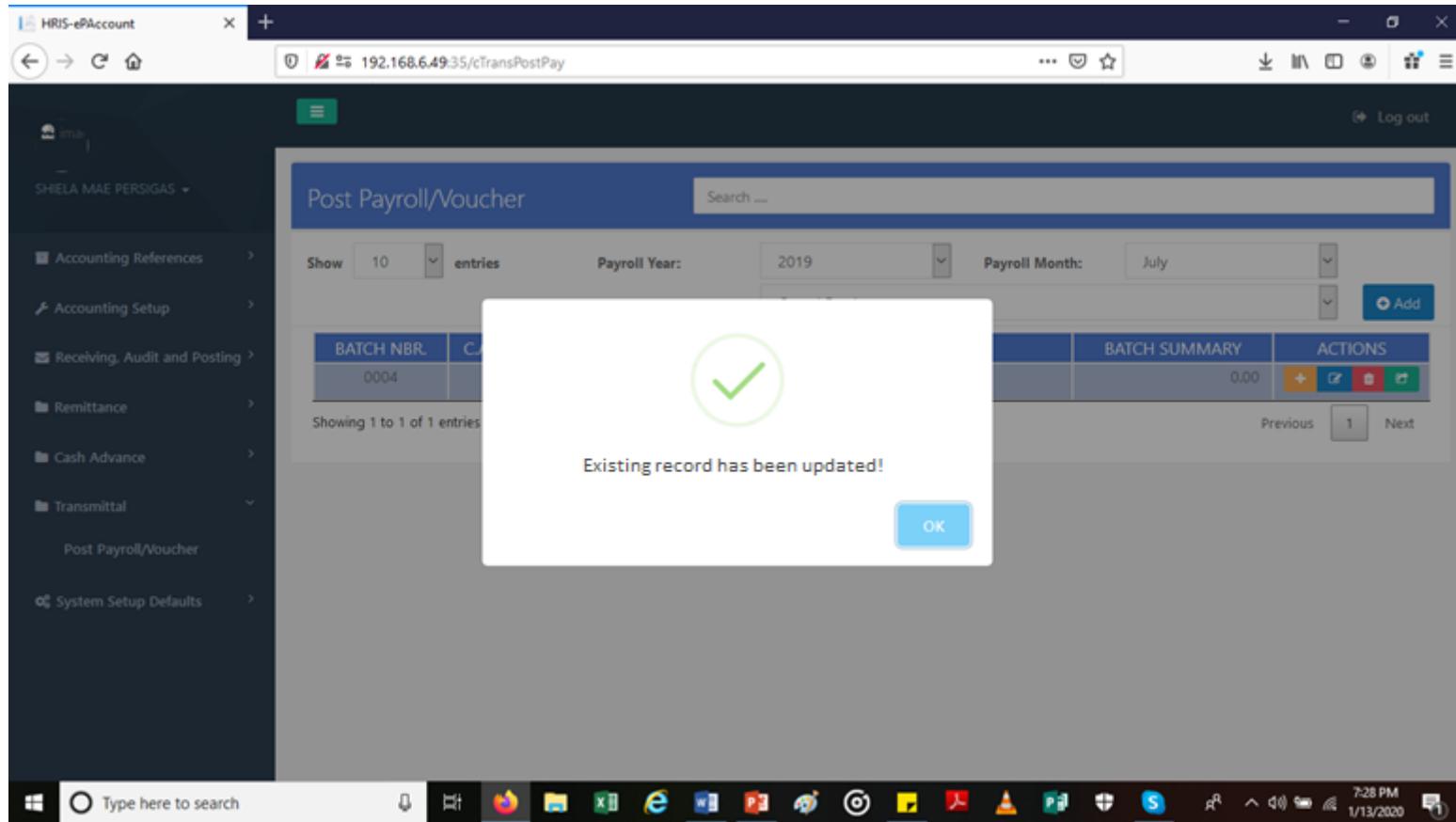
- Batch Nbr: 0004
- Payroll Year: 2019
- Payroll Month: July
- Employment Type: Casual Employees
- C.A Voucher Nbr: TEST0008491-To Payment Salaries in July
- Batch Description: TEST SAMPLE DATA
- Summary Total: 0.00

At the bottom of the dialog are two buttons: "Close" (red) and "Save" (blue). In the background, the main application shows a list of batches, a summary table with a total of 0.00, and navigation controls for "Previous", "Next", and page number "1". The taskbar at the bottom of the screen includes icons for File Explorer, Edge browser, Excel, Word, and other common Windows applications, along with system status indicators like battery level and network connection.

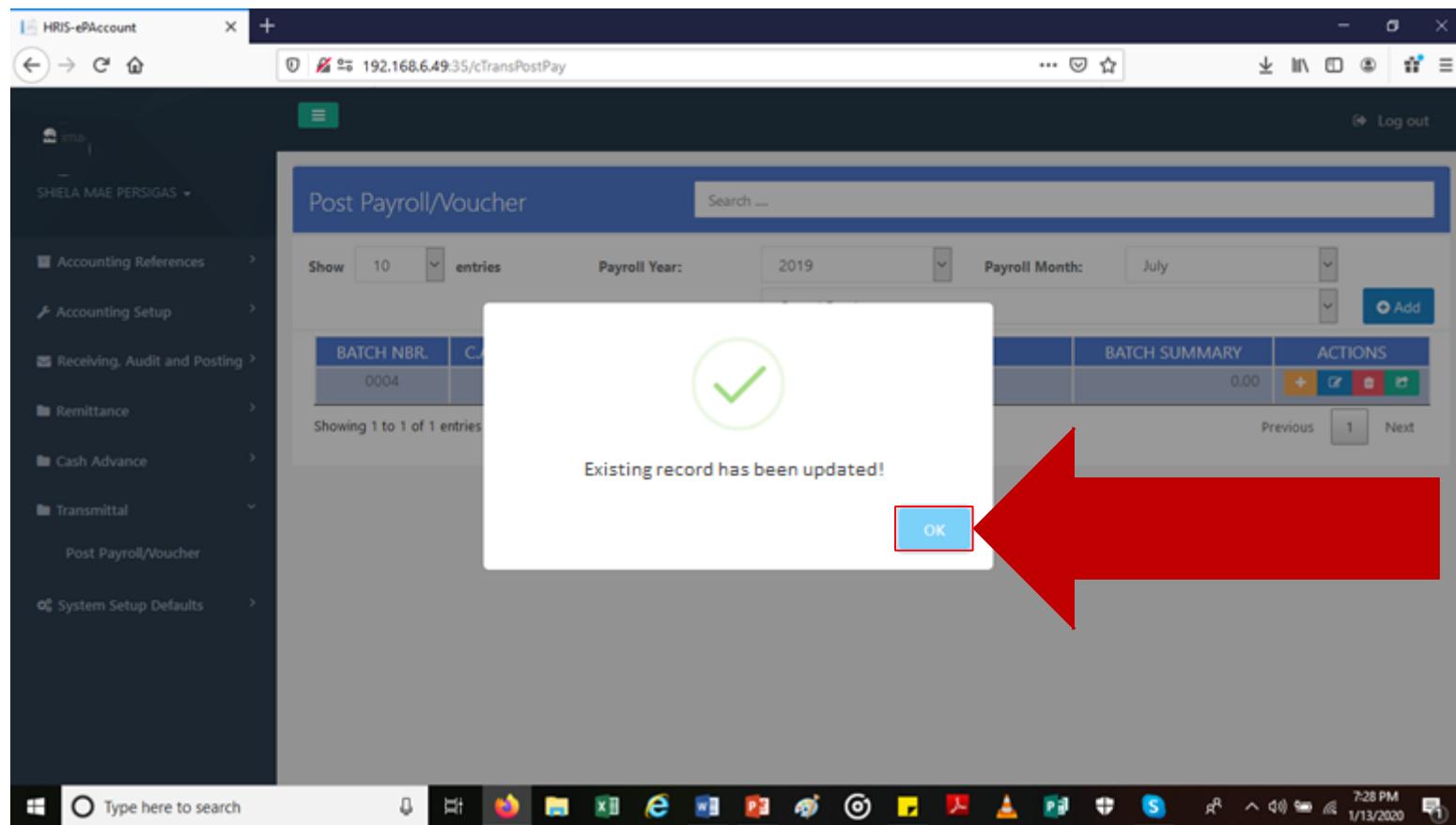
Step 9: Click save button in order to save updated data for export.



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



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



HRIS-ePAccount

192.168.6.49:35/cTransPostPay

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Search ...

Show 10 entries

Payroll Year: 2019

Payroll Month: July

Employment Type: Casual Employees

Add

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	TEST SAMPLE DATA	0.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

Type here to search

7:30 PM 1/13/2020

How to export to findes?



Step 1: Select payroll year, payroll month and employment type by clicking available drop list in order to export data to findes. **Export to findes button** main grid will be visible.

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

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
- Cash Advance
- Transmittal
- Post Payroll/Voucher (selected)
- System Setup Defaults

The main content area is titled "Post Payroll/Voucher". It features a search bar and three dropdown menus for filtering data:

- Show 10 entries
- Payroll Year: 2019
- Payroll Month: July
- Employment Type: Casual Employees

Below these filters is a table with the following columns:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	TEST SAMPLE DATA	0.00	+ edit delete grid

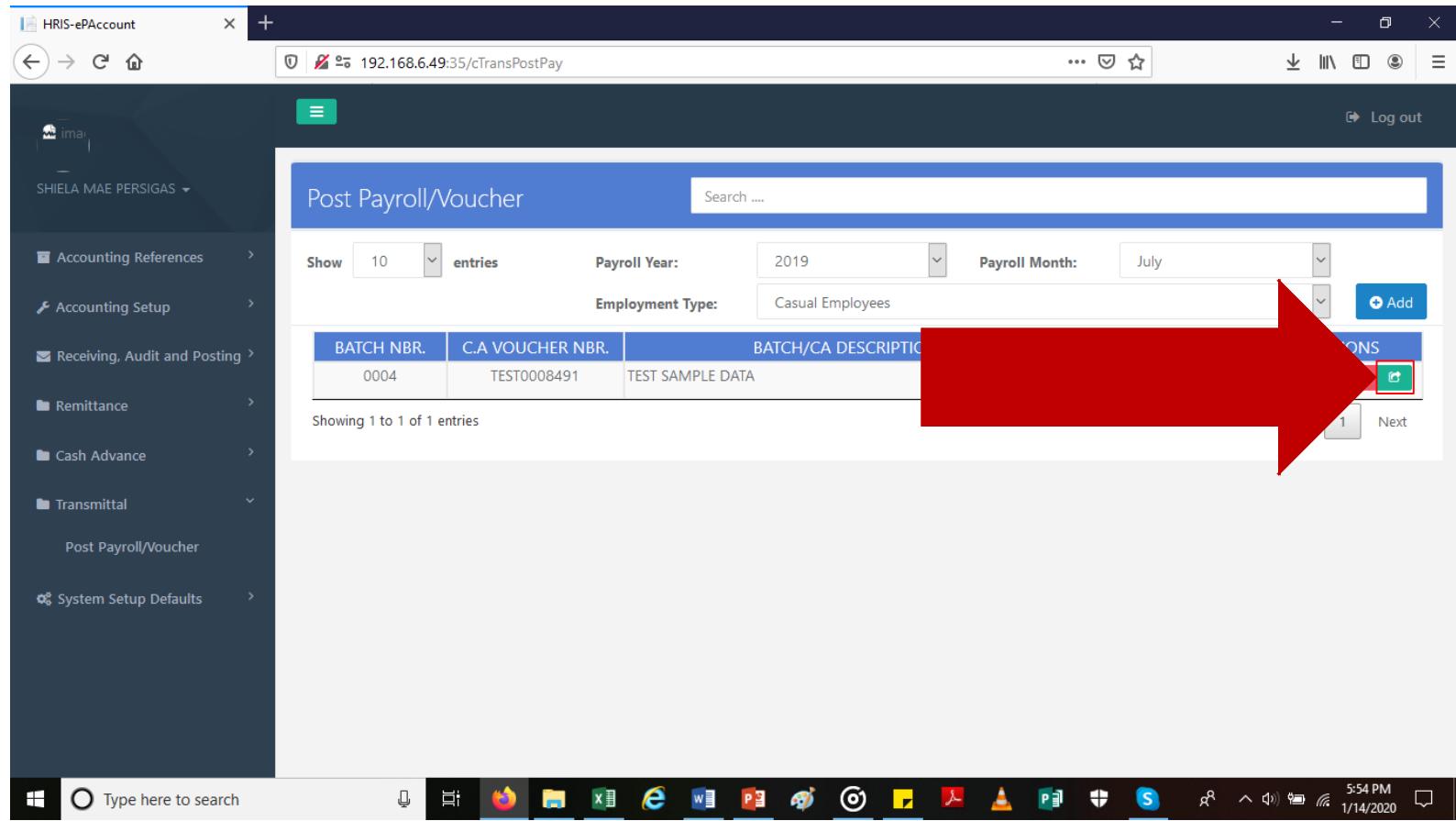
At the bottom of the table, it says "Showing 1 to 1 of 1 entries". There are also "Previous" and "Next" buttons. A blue "Add" button is located to the right of the table.

The taskbar at the bottom of the screen includes icons for various applications like File Explorer, Edge, Word, Excel, and others, along with system status indicators for battery, signal, and time (5:54 PM, 1/14/2020).

Step 2: Once you have selected payroll year, payroll month and employment type, pick specific record that you want to export data to findes.

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/cTransPostPay". 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, Transmittal (with "Post Payroll/Voucher" under it), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It includes search and filter fields: "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these are buttons for "Add" and "Search". A table displays one entry: BATCH NBR. 0004, C.A VOUCHER NBR. TEST0008491, BATCH/CA DESCRIPTION TEST SAMPLE DATA, and BATCH SUMMARY 0.00. To the right of the table are action buttons: a green plus sign, edit, delete, and refresh. At the bottom, it says "Showing 1 to 1 of 1 entries" and has navigation buttons for Previous, Next, and a page number indicator (1).

Step 3: While on the main page of post payroll/voucher click export to findes button to export data.



HRIS-ePAccount

192.168.6.49:35/cTransPostPay/

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Search ...

Show 10 entries

BATCH NBR. C.A V

BATCH NBR.	C.A V
0004	TE

Showing 1 to 1 of 1 entries

Opening U_X0004.csv

You have chosen to open:
U_X0004.csv
which is: Microsoft Excel Comma Separated Values File (1.0 KB)
from: http://192.168.6.49:35

What should Firefox do with this file?

Open with Excel (desktop) (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Payroll Month: July

BATCH SUMMARY ACTIONS

BATCH SUMMARY	ACTIONS
415,894.87	+ ☰ 🗑️ 🗑️ 🗑️

Previous 1 Next

Type here to search

Windows Start button

Firefox icon

File Explorer icon

Internet Explorer icon

PowerPoint icon

OneNote icon

Edge icon

Photoshop icon

Instagram icon

PowerShell icon

Concurrent icon

File icon

Print icon

Network icon

Task View icon

Volume icon

Power icon

Signal icon

Network icon

6:26 PM

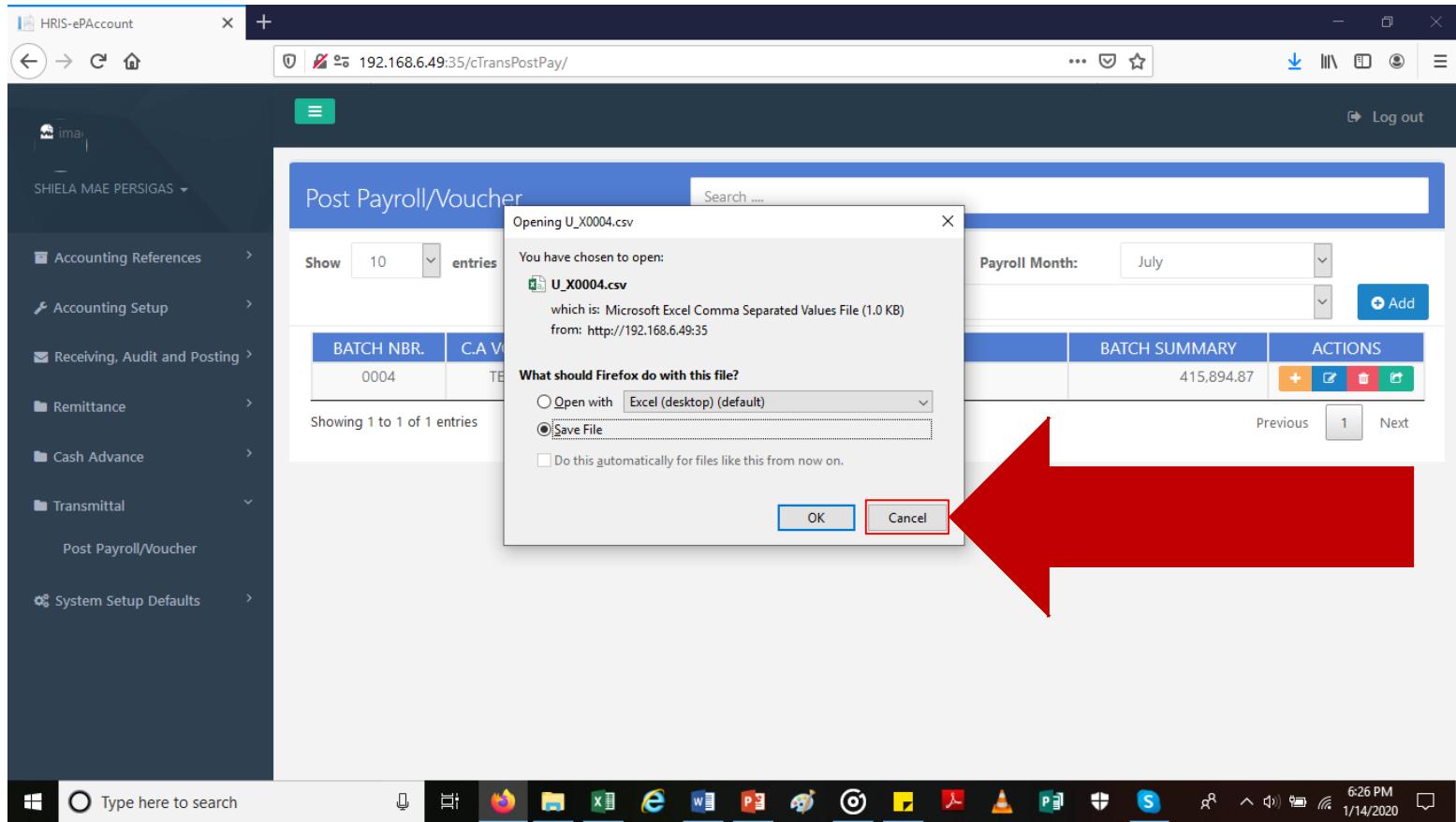
1/14/2020

Note:

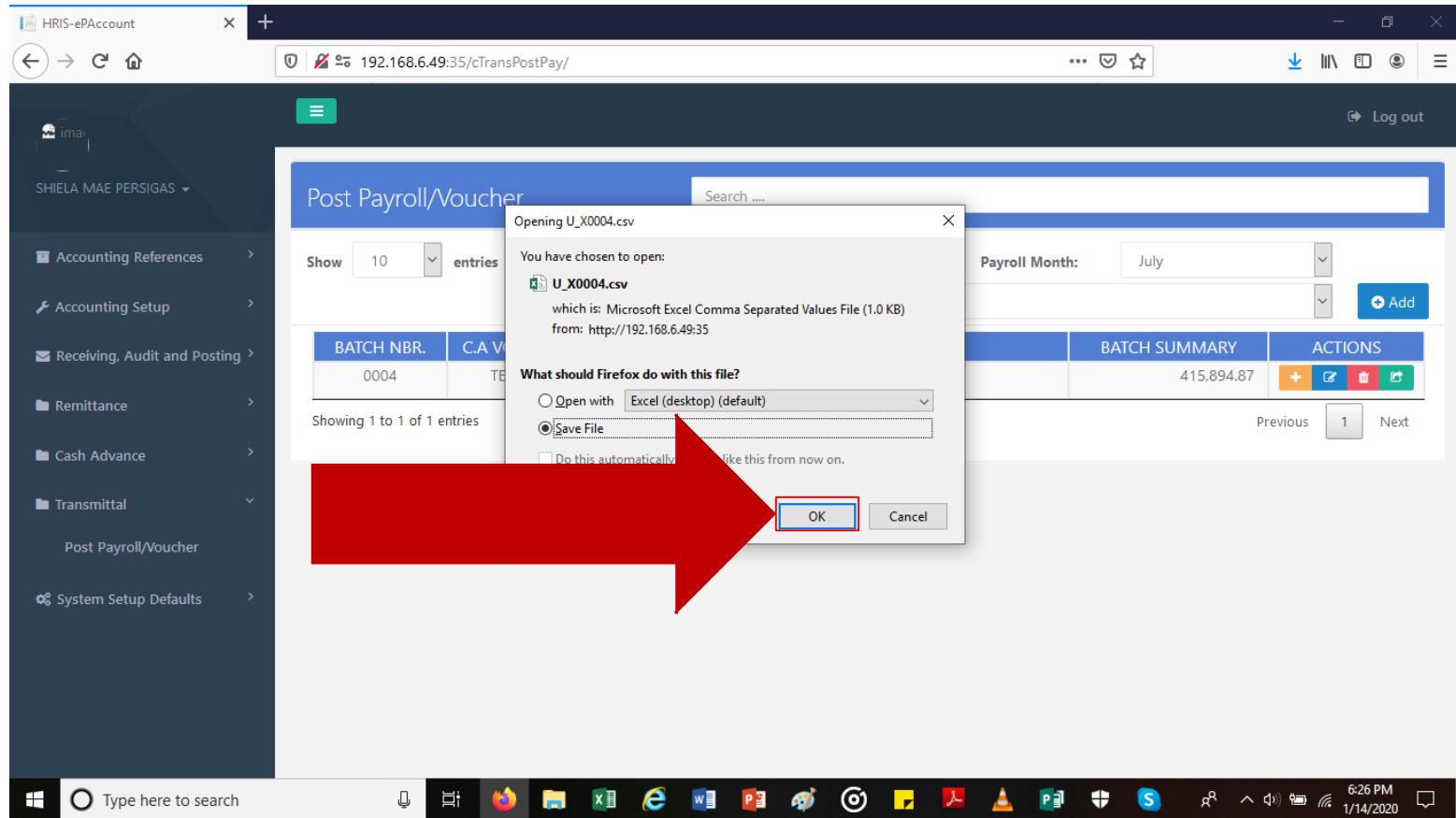
In order to have list of information when export to findes make sure that you have added details in its **show details button**. Because if you have already added list of information expected information will be displayed and visible in exported excel file.

To add information open **post payroll/voucher (show details) manual** for you to add data. Data added in show details will be coming from the data of cash advance list of information specific group. But on the other hand, users are not allowed to open the exported file thus he/she is only allowed to rename the filename of the exported file.

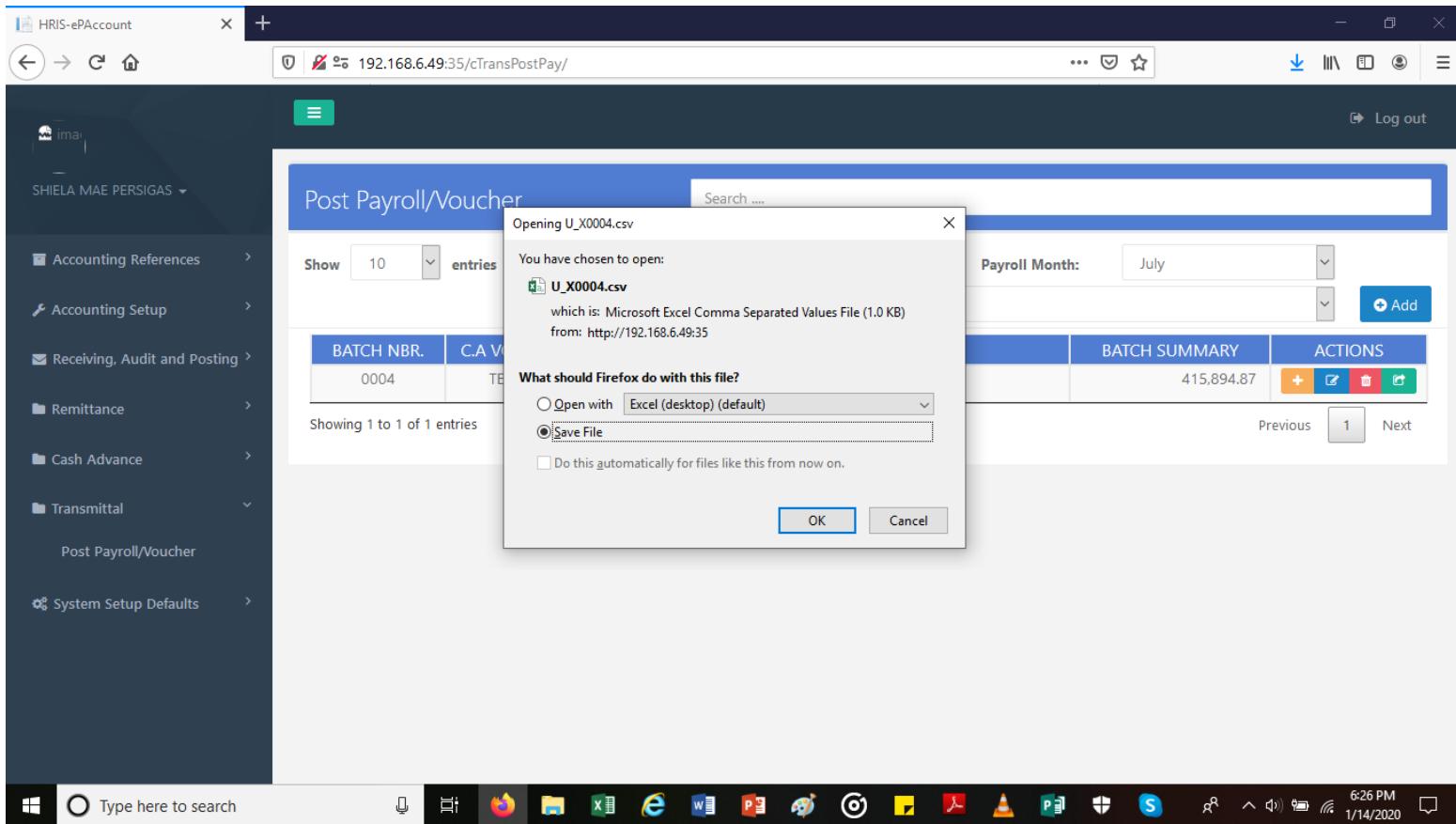
Step 4: Click cancel button if you don't want to export and download the file.



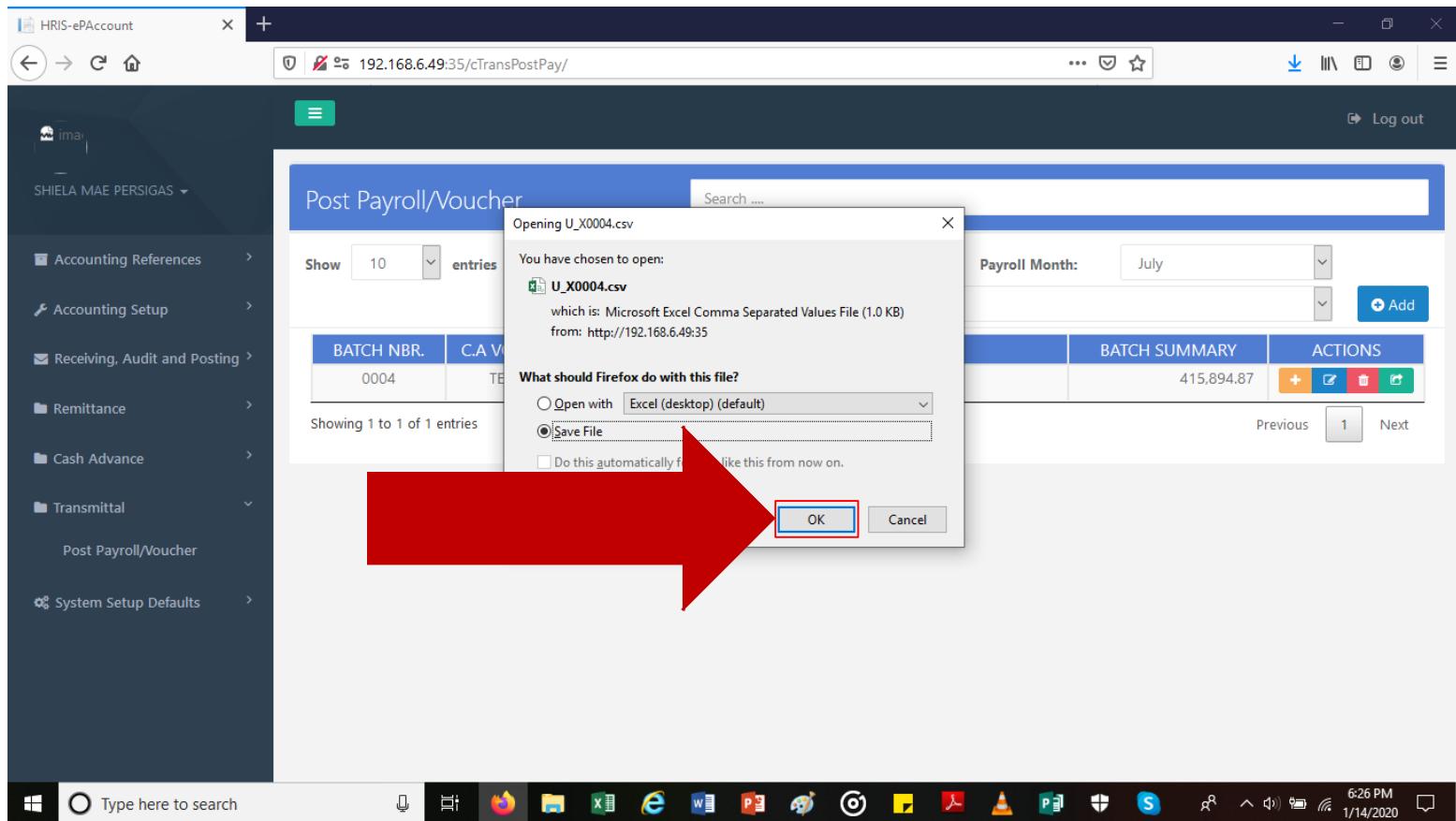
Step 5: Repeat step 3 if you want to continue, click **ok** button to export and download file.



Step 6: Select save file to export and download file.



Step 7: Click ok button for you to export and download file.



HRIS-ePAccount

SHIELA MAE PERSIGAS

Post Payroll/Voucher

Show 10 entries Payroll Year: 2019 Payroll Month: July Employment Type: Casual Employees

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	TEST SAMPLE DATA	415,894.87	

Showing 1 to 1 of 1 entries

Type here to search

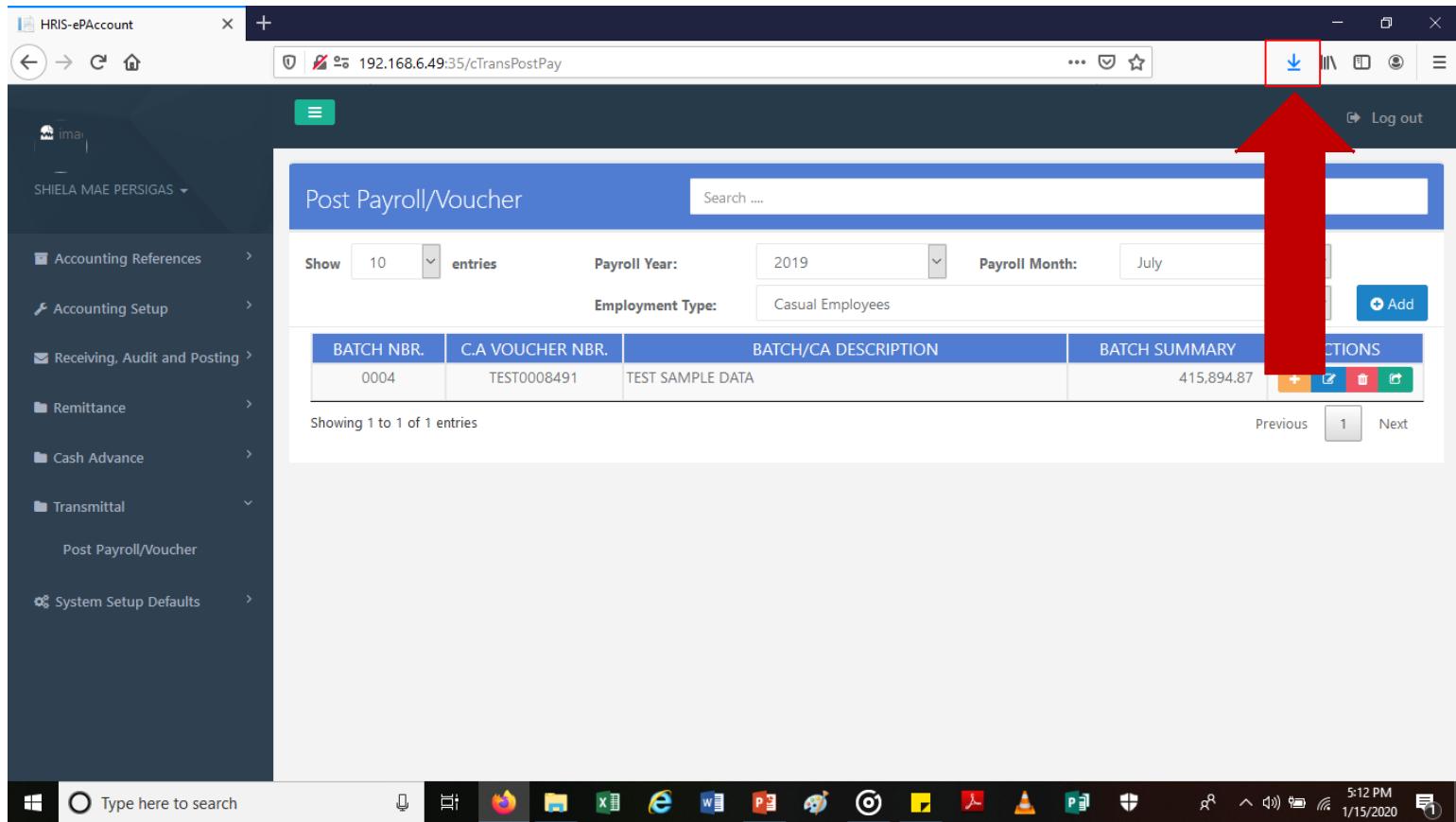
5:12 PM 1/15/2020

Note:

If you have selected **save file** and click **ok button** expected result that record will be export and downloaded as **excel file in csv format**. In order to proceed and view downloaded information click **view download** to rename the exported file.

If you click **export to findes 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 and rename the exported file.

Step 8: Click view download in order to rename the exported file.



HRIS-ePAccount

192.168.6.49:35/cTransPostPay

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Search ...

Show 10 entries Payroll Year: 2019 Employment Type: Casual Employee

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DES
0004	TEST0008491	TEST SAMPLE DATA

Showing 1 to 1 of 1 entries

U_X0004(4).csv Open File U_X0004(4).csv

U_X0004(3).csv Completed — 1.0 KB

U_X0004(2).csv Completed — 1.0 KB

crvPrint(10).pdf Completed — 112 KB

crvPrint(9).pdf Completed — 112 KB

ACTIONS

Add

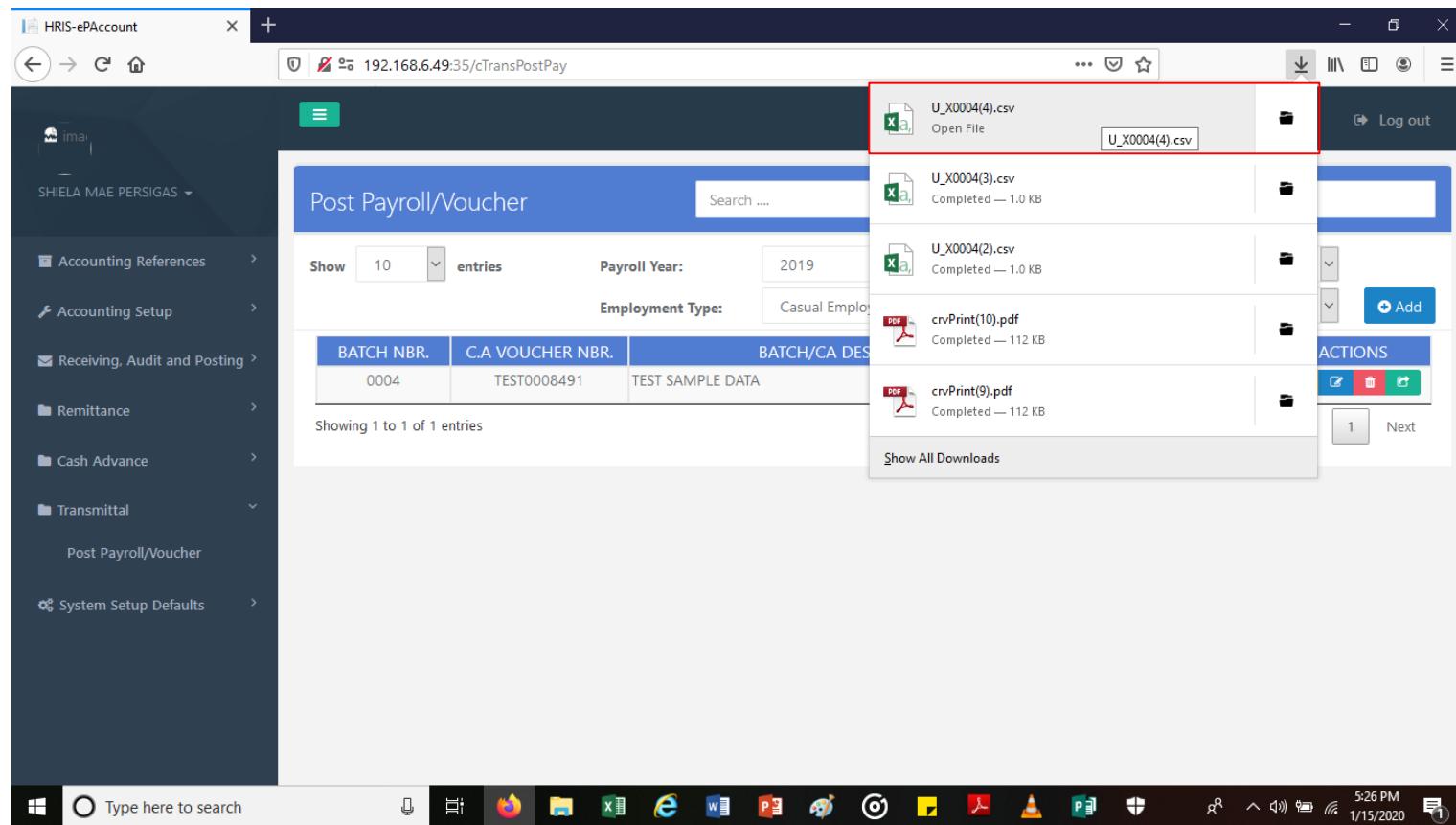
1 Next

Type here to search

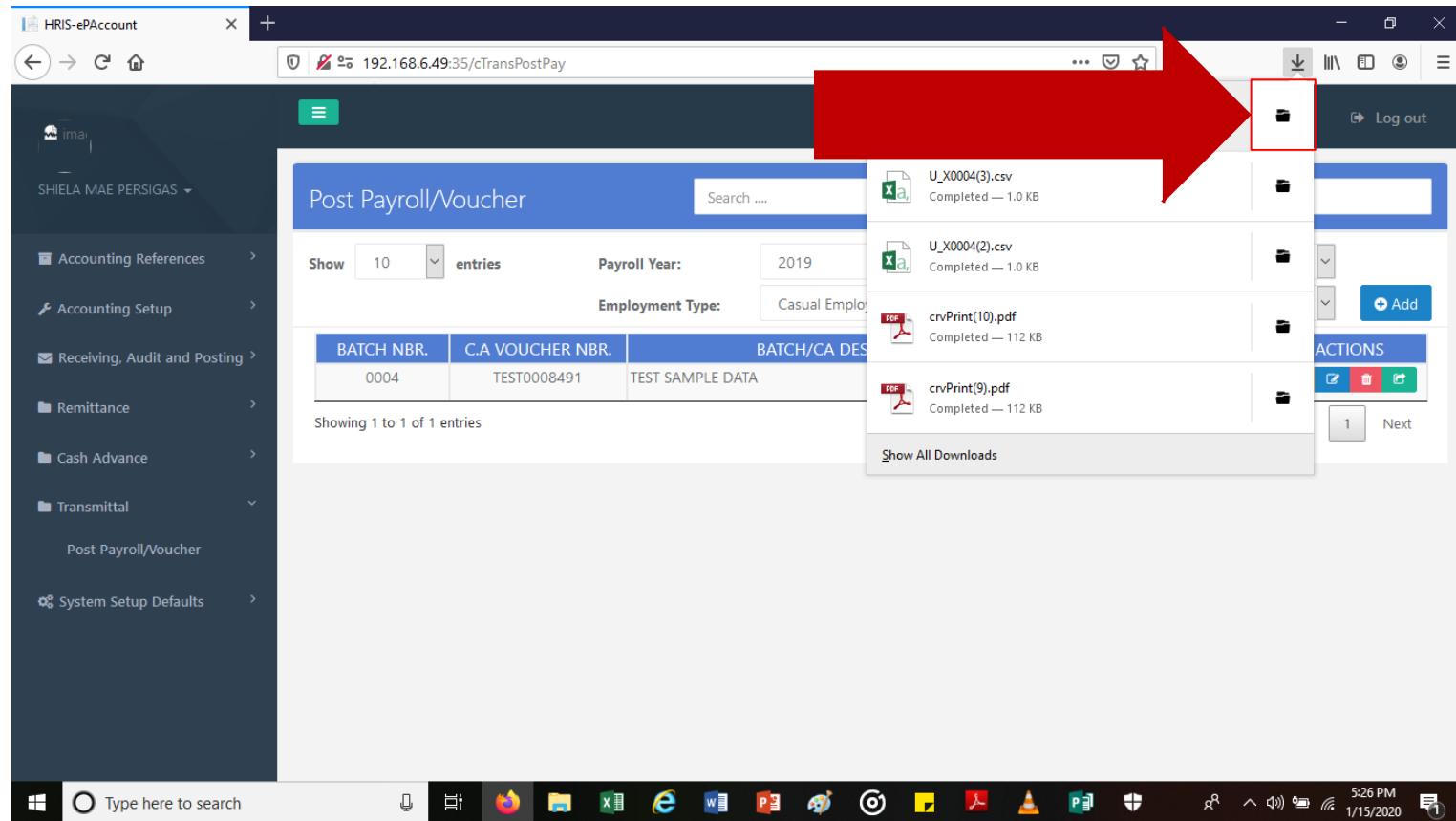
5:26 PM 1/15/2020

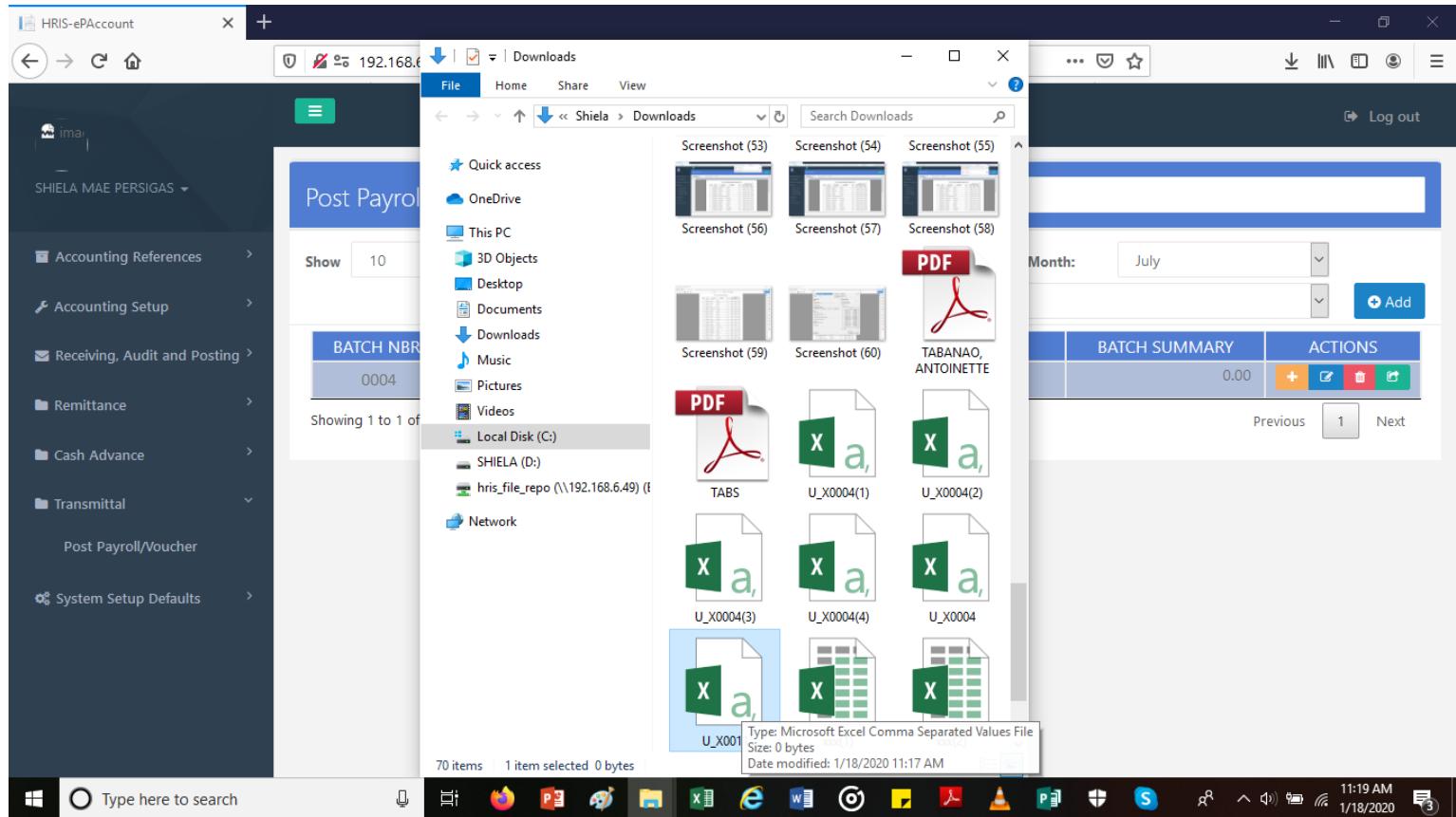
The screenshot shows a web application interface for HRIS-ePAccount. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and Post Payroll/Voucher. The main content area displays a 'Post Payroll/Voucher' screen with a table showing one entry: BATCH NBR. 0004, C.A VOUCHER NBR. TEST0008491, and BATCH/CA DES TEST SAMPLE DATA. The year is set to 2019 and the employment type is Casual Employee. To the right of the table is a download history panel showing four files: U_X0004(4).csv, U_X0004(3).csv, U_X0004(2).csv, and crvPrint(10).pdf. Below the download history is an 'ACTIONS' section with an 'Add' button. At the bottom of the page is a Windows taskbar with various icons and a search bar.

Step 9: Select specific file in order to rename the file.

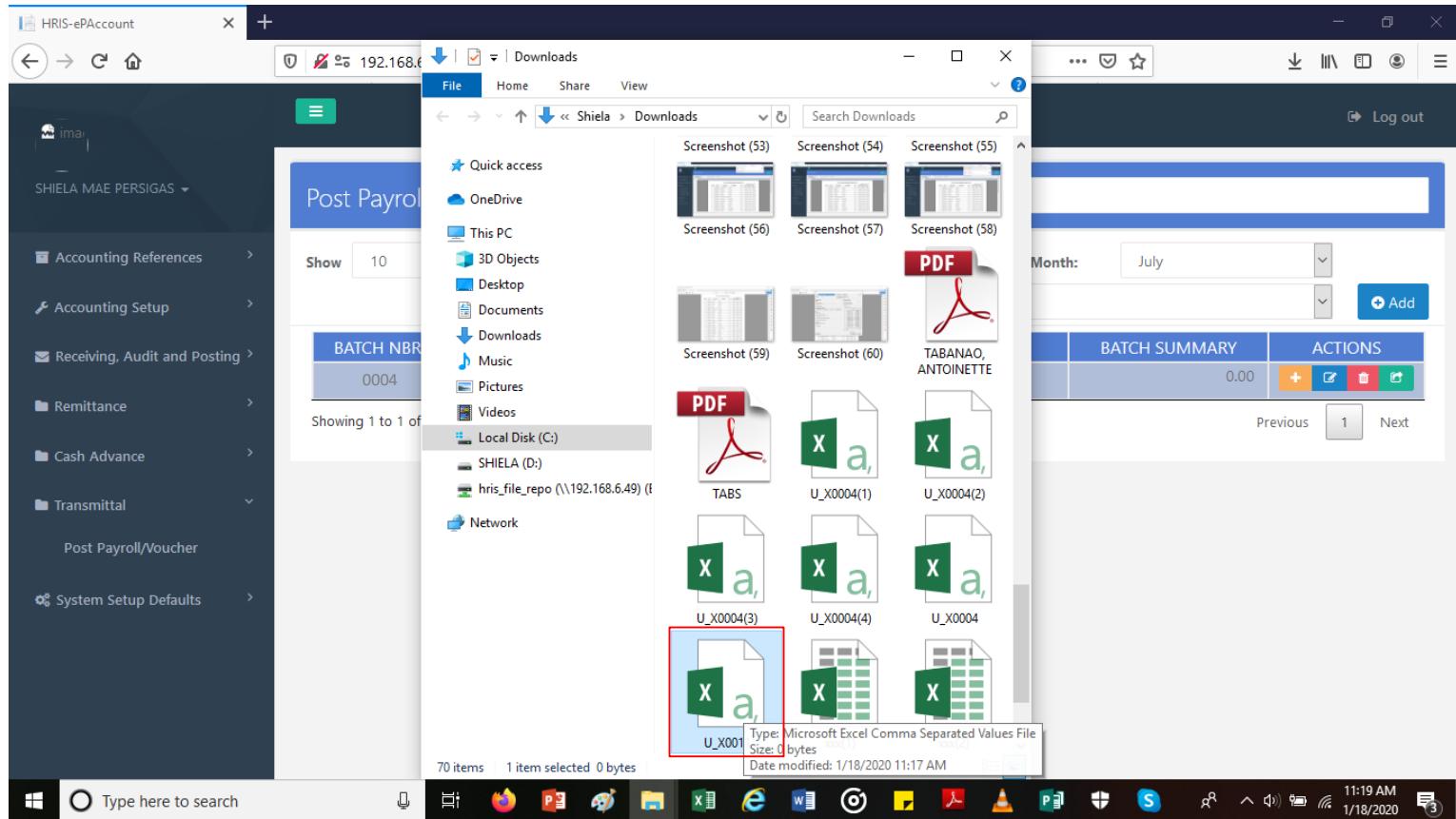


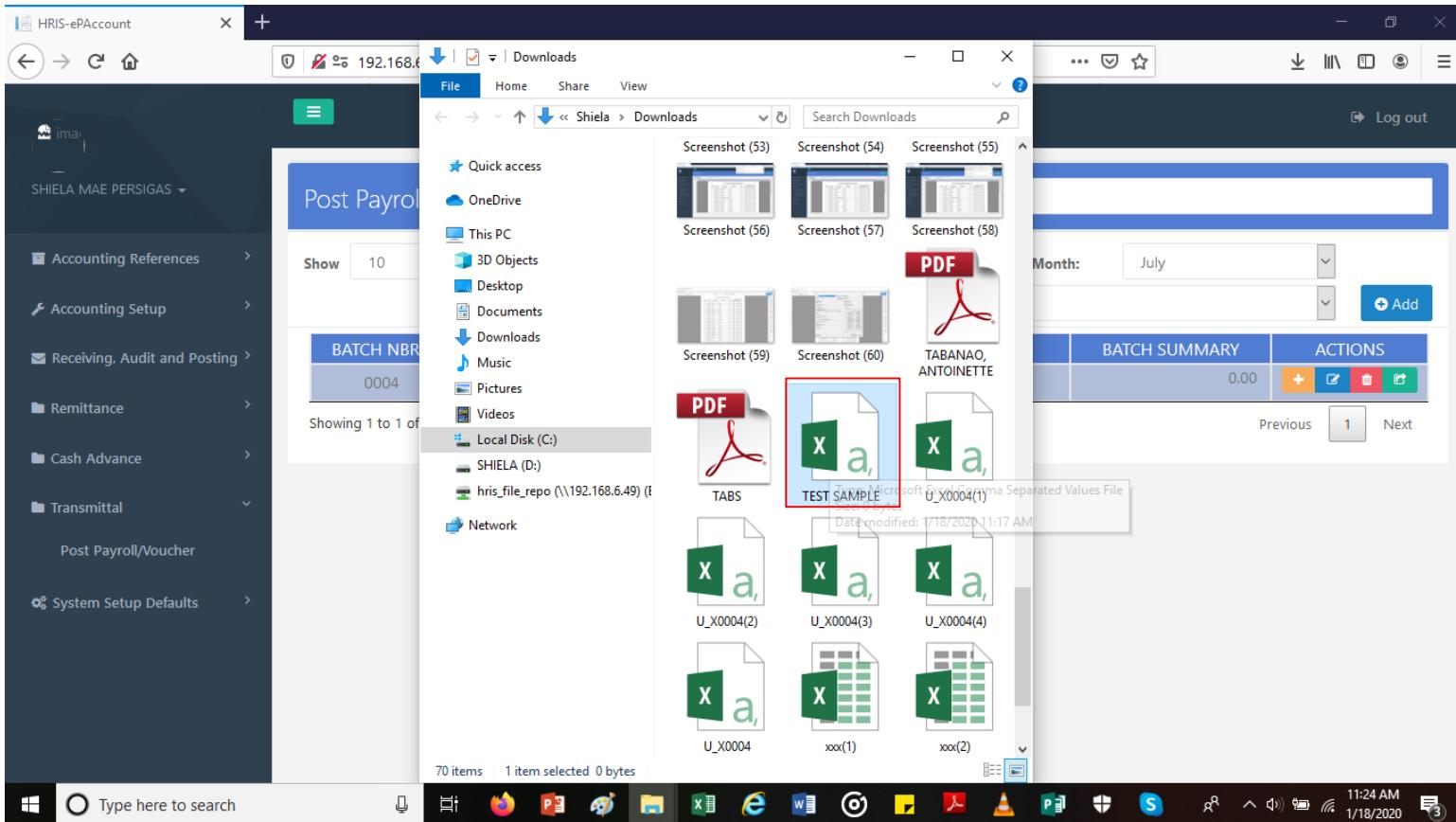
Step 10: Click the selected folder in order to rename the exported file.





Step 11: Pick the specific record, right click selected record and rename the exported file.

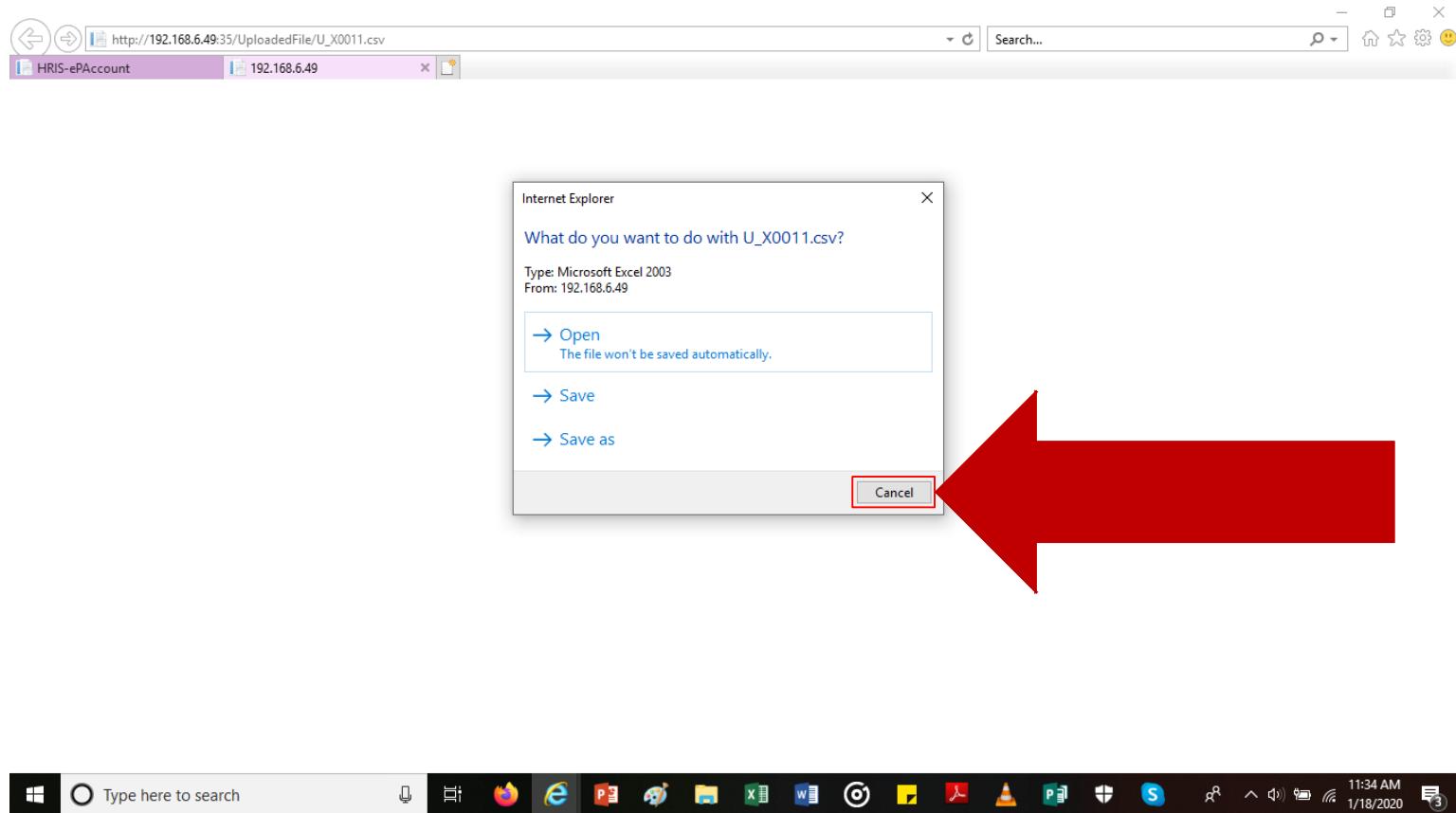




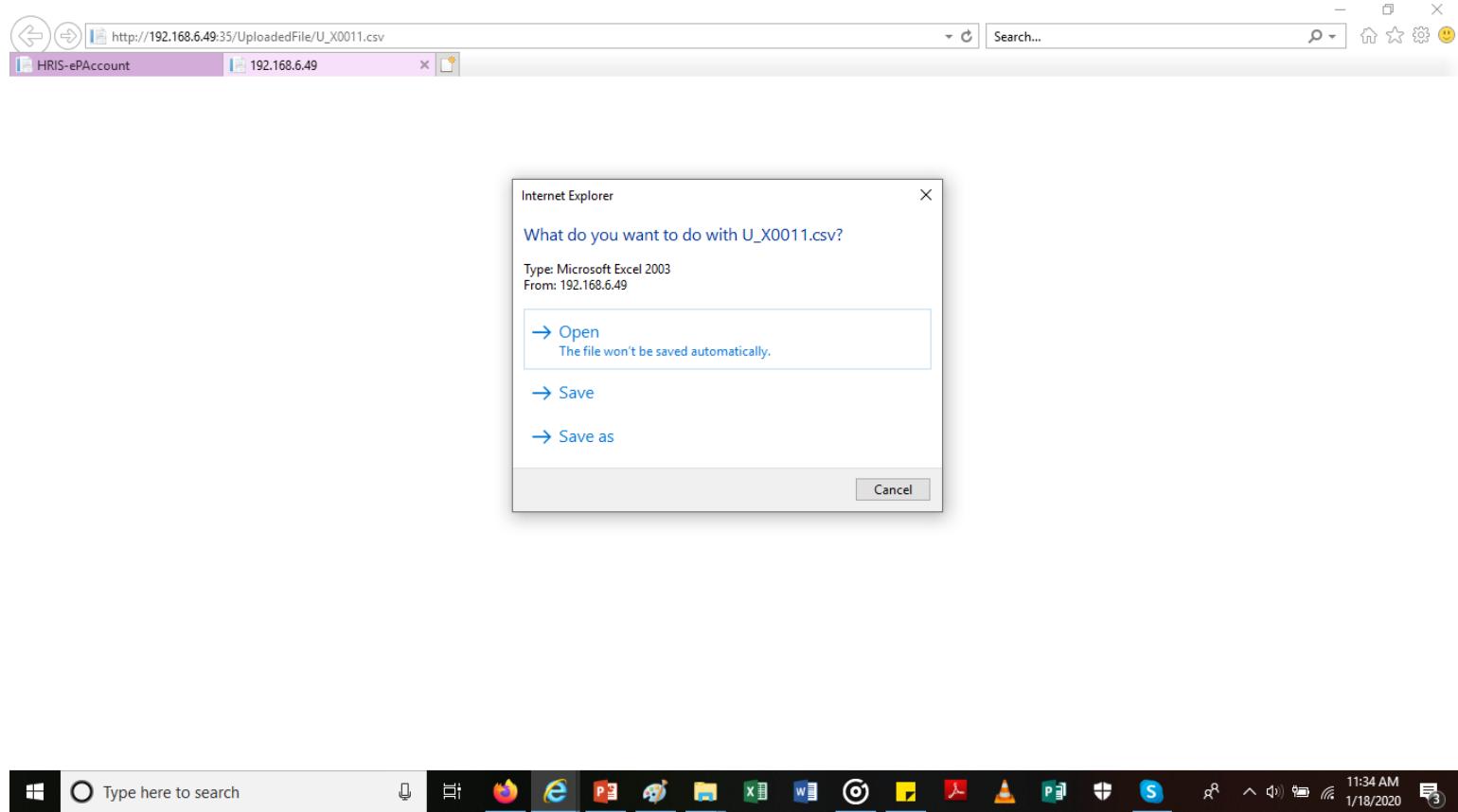
Note: If you use **internet explorer browser** expected that if you click **export to findes button** record will be automatically exported and visible in **new tab**.



Step 12: If you don't want to save and rename record click **cancel button** in order to cancel.



Step 13: Repeat step 3 if you want to continue to save and rename the exported file.



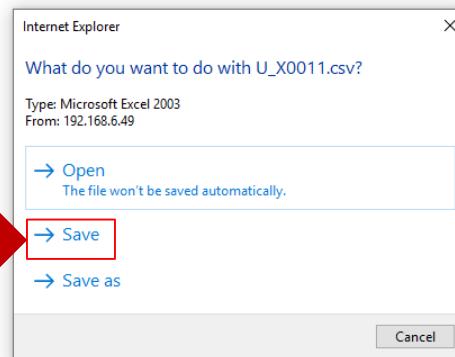
Note:

If it happens that you select option **open (The file won't be save automatically)** without saving first the exported file expected that record will not be save since you are extremely prohibited to open and edit the data do not open the exported file which is an excel file csv format.

And you need to repeat again **step 3** process in order to save file and rename the exported file. Save the files first before opening it so that whenever you want to rename it direct you can rename it with less hassle.



Step 14: Select option **save** if you want to save the exported file.



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

The screenshot shows a web browser window for 'HRIS-ePAccount' at the URL <http://192.168.6.49:35/cTransPostPay>. The main content area displays a 'Post Payroll/Voucher' page. On the left, a sidebar menu includes 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Remittance', 'Cash Advance', 'Transmittal' (selected), and 'System Setup Defaults'. The main panel shows a table with one entry:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST008491	Test Data Sample	0.00	

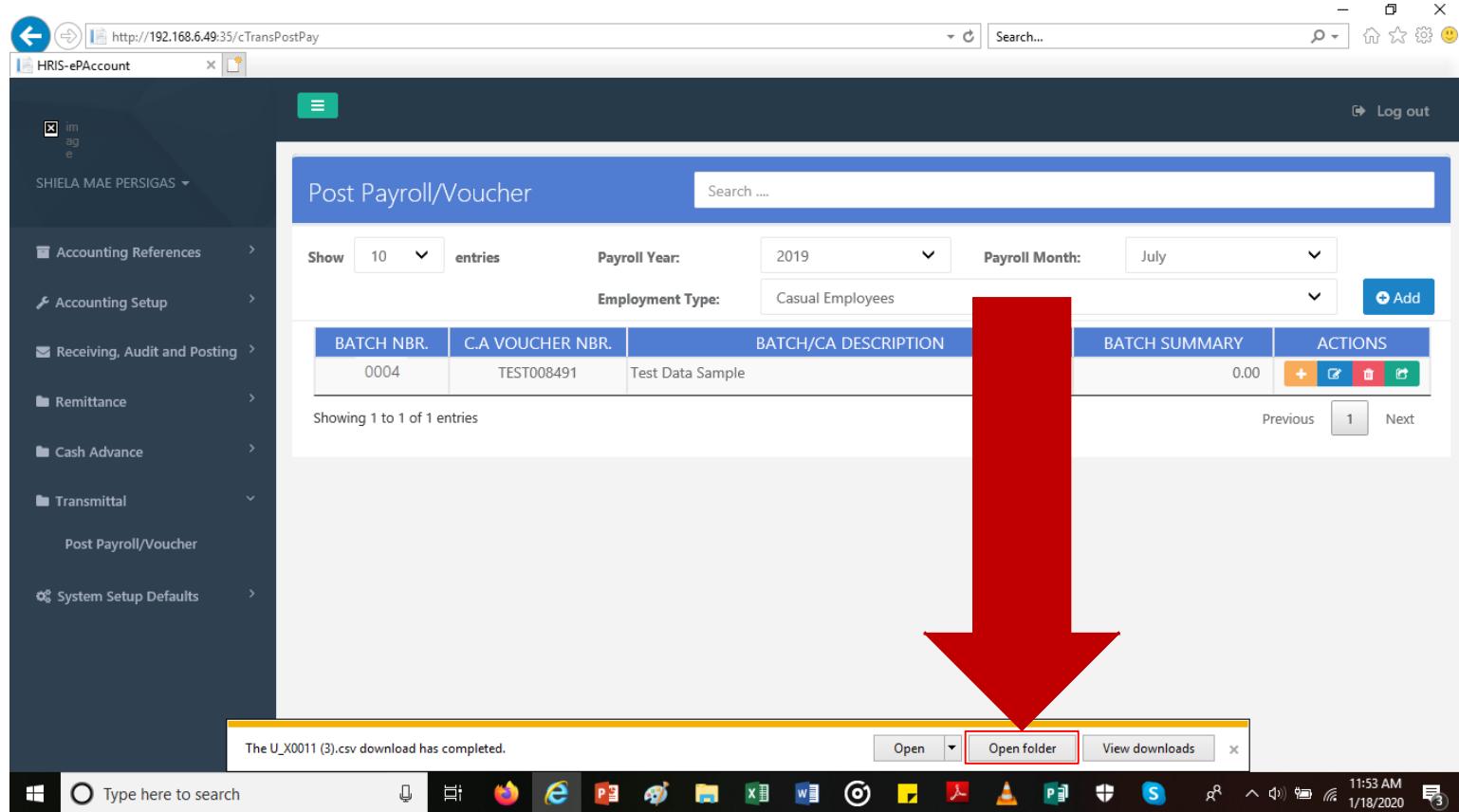
Below the table, a message says 'Showing 1 to 1 of 1 entries'. At the bottom of the page, a yellow bar通知 'The U_X0011 (3).csv download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'.

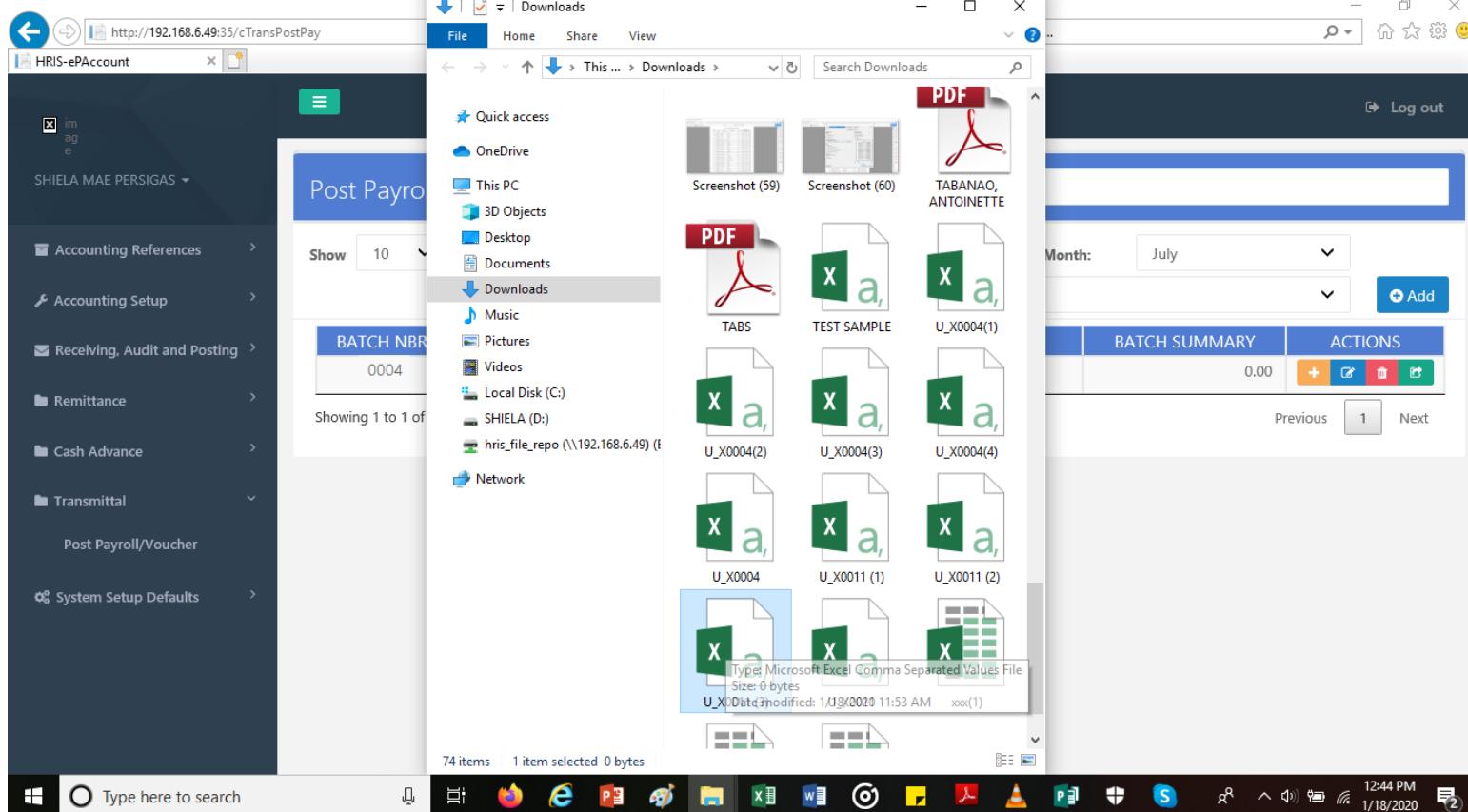
The taskbar at the bottom of the screen shows the Windows Start button, a search bar with 'Type here to search', and various pinned application icons. The date and time are shown as '11:53 AM 1/18/2020'.

Note:

You are extremely prohibited to open the exported file since you will be required to redo **step 3** and export data to findes if you ignore the restriction. To avoid waste of time just follow the directions to avoid complications and hassle free. So, do not click **open button** or **view downloads button** and do not edit the exported excel file csv format but you can click **open folder button** to continue and rename the exported file.

Step 15: If you want to continue click **open folder button** to open the exported file and rename.

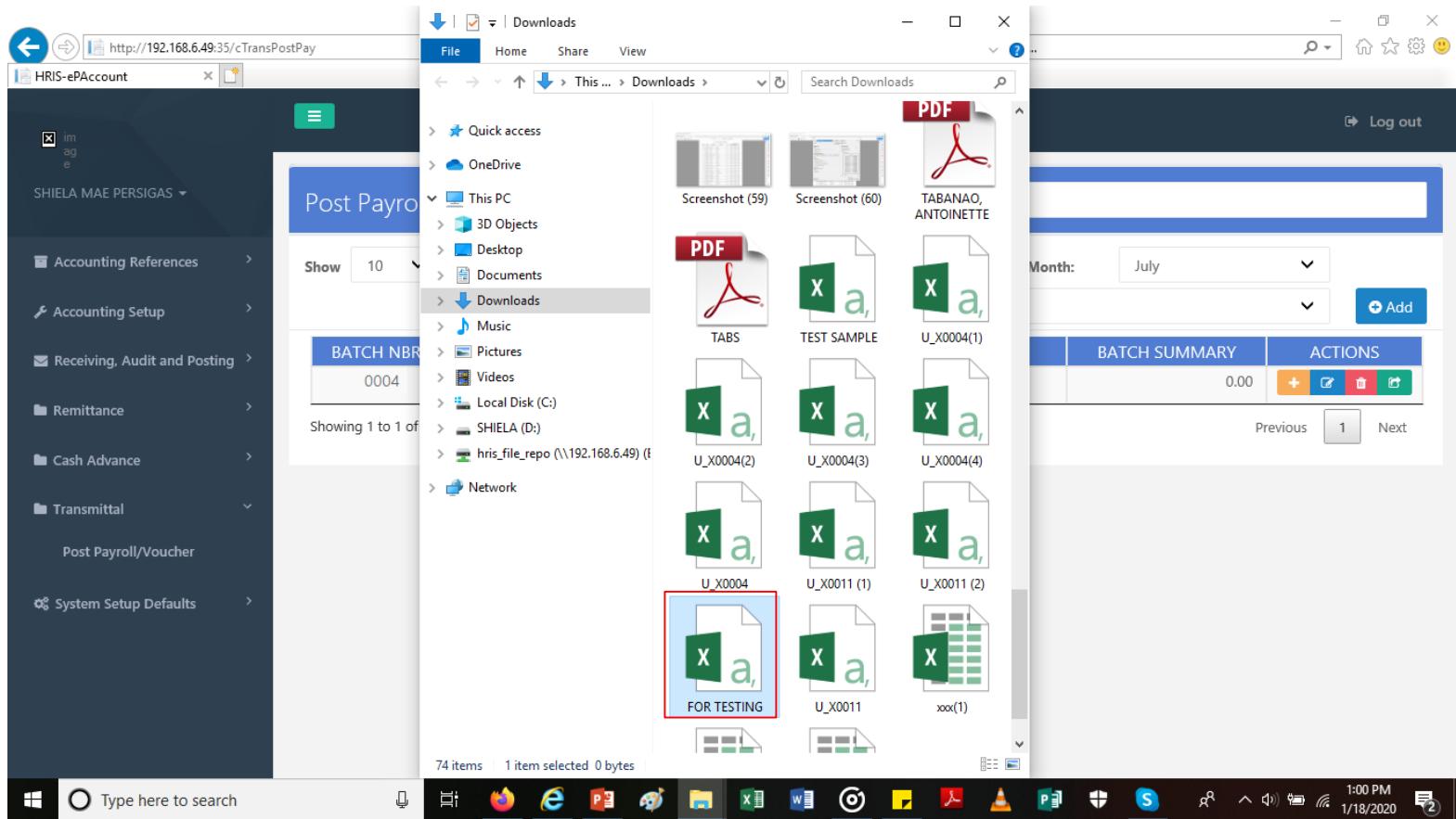




Note: If you click **open folder button** expected that specific folder will open with a highlighted file of the exported data to rename.

Step 16: Repeat **step 11** to continue and rename the exported file.

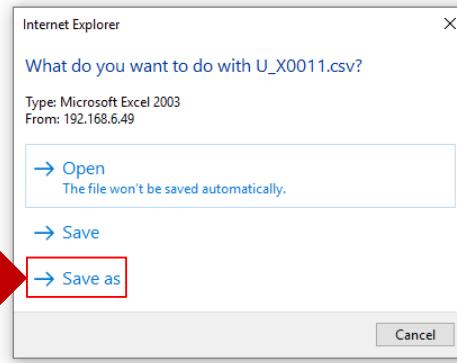


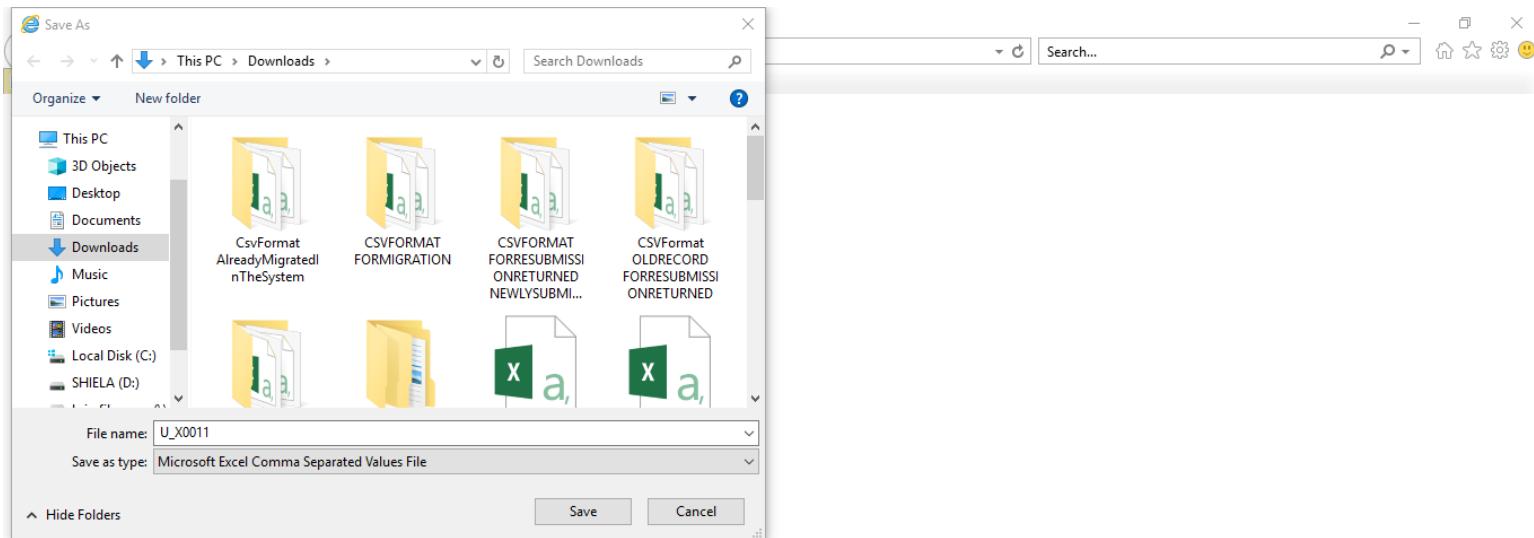


Note:

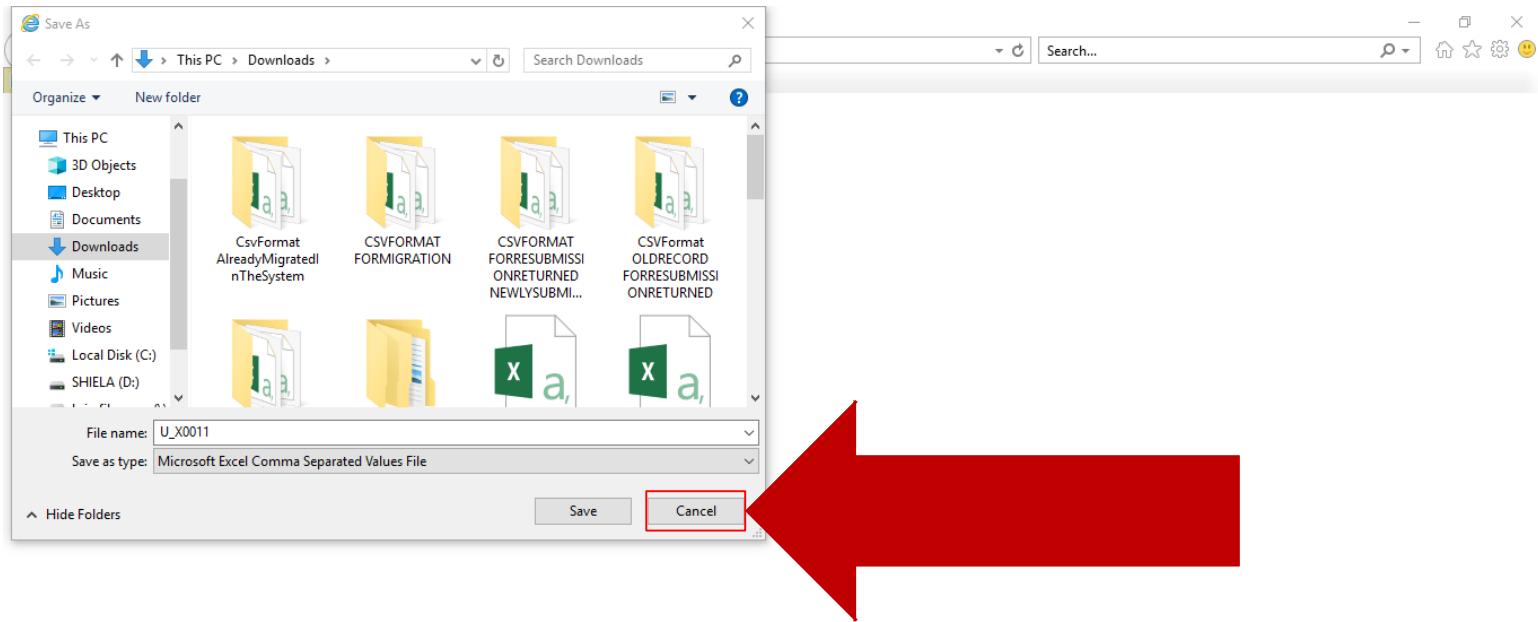
If ever you have selected an option of **save as** expected that exported csv file will be downloaded and should be save. A specific folder will open pointing a next actions to do so in order to rename and save the exported file. To save and rename change its name to what suppose to rename the file.

Step 17: Select option **save as** if you want to save exported file as what file name.

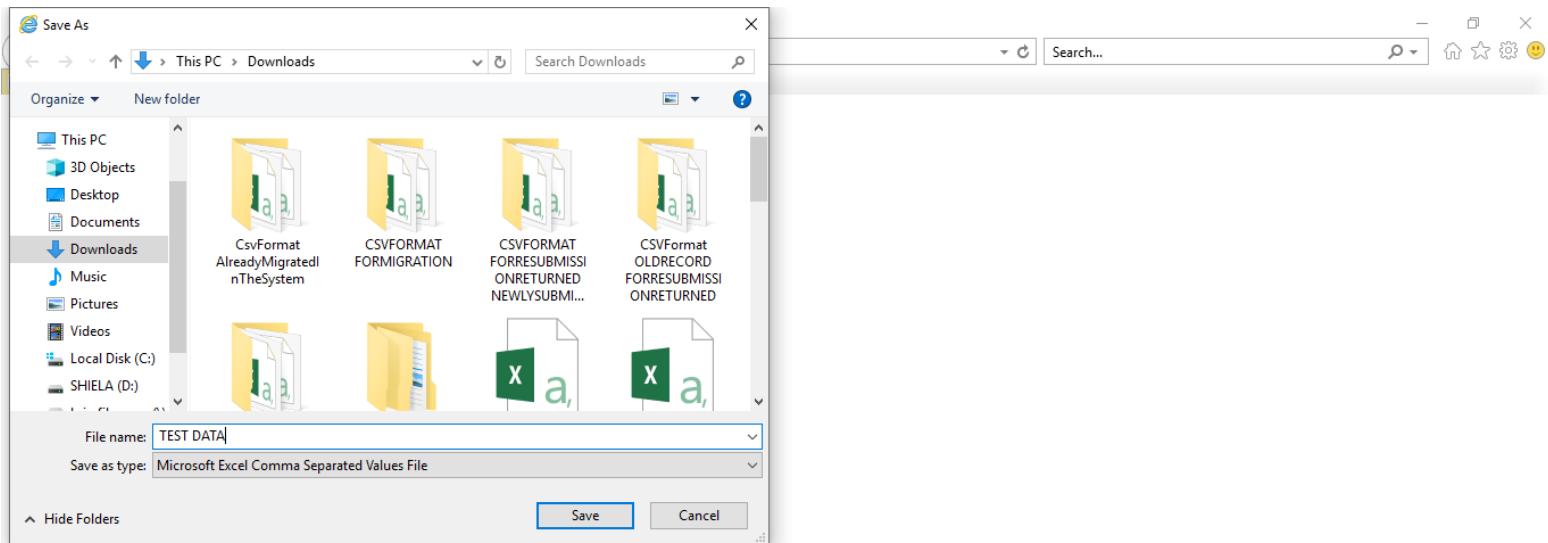




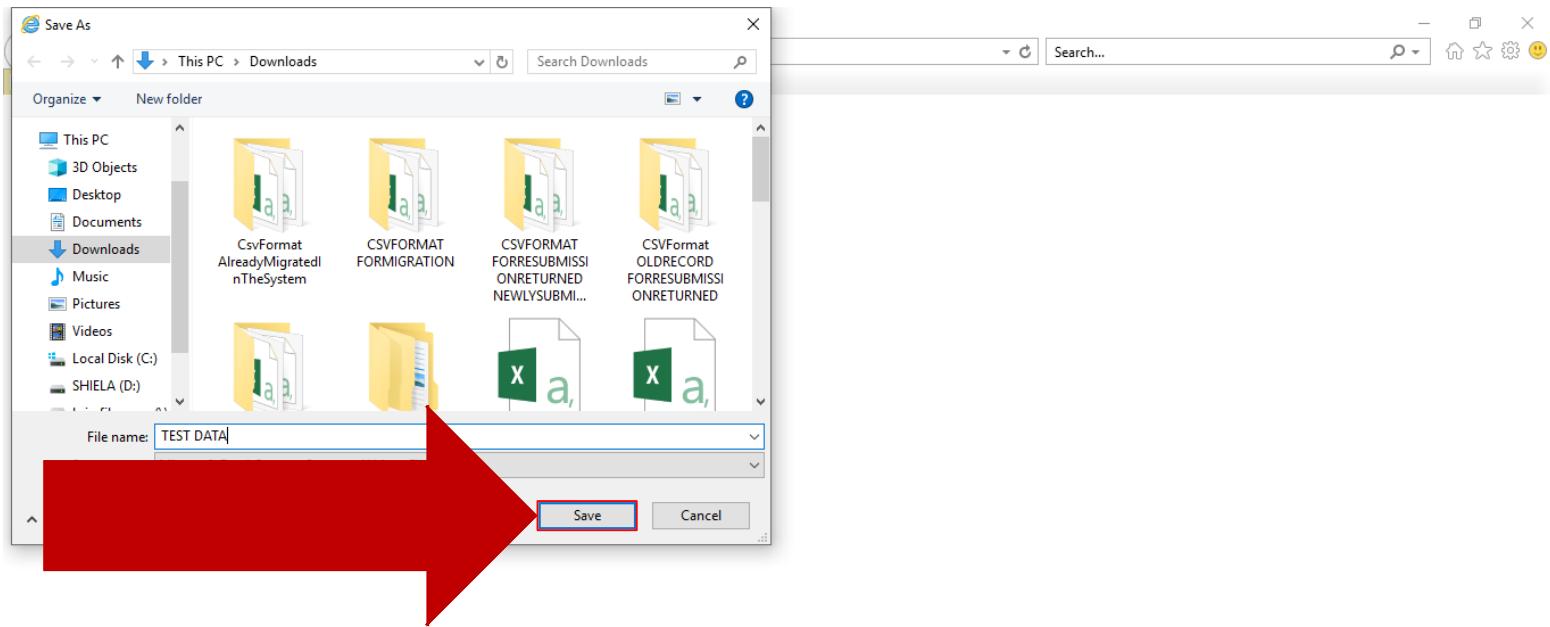
Step 18: Click **cancel button** if you don't want to save and rename the exported file.



Step 19: Repeat step 3 if you want to save file, rename the exported file to continue.



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



http://192.168.6.49:35/cTransPostPay

HRIS-ePAccount

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ag
e

SHIELA MAE PERSIGAS ▾

Accounting References >

✓ Accounting Setup >

✓ Receiving, Audit and Posting >

✓ Remittance >

✓ Cash Advance >

✓ Transmittal >

Post Payroll/Voucher

System Setup Defaults >

Log out

Post Payroll/Voucher

Search ...

Show 10 entries Payroll Year: 2019 Payroll Month: July Employment Type: Casual Employees Add

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST008491	Test Data Sample	0.00	

Showing 1 to 1 of 1 entries Previous 1 Next

The TEST DATA.csv download has completed.

Open Open folder View downloads

Type here to search

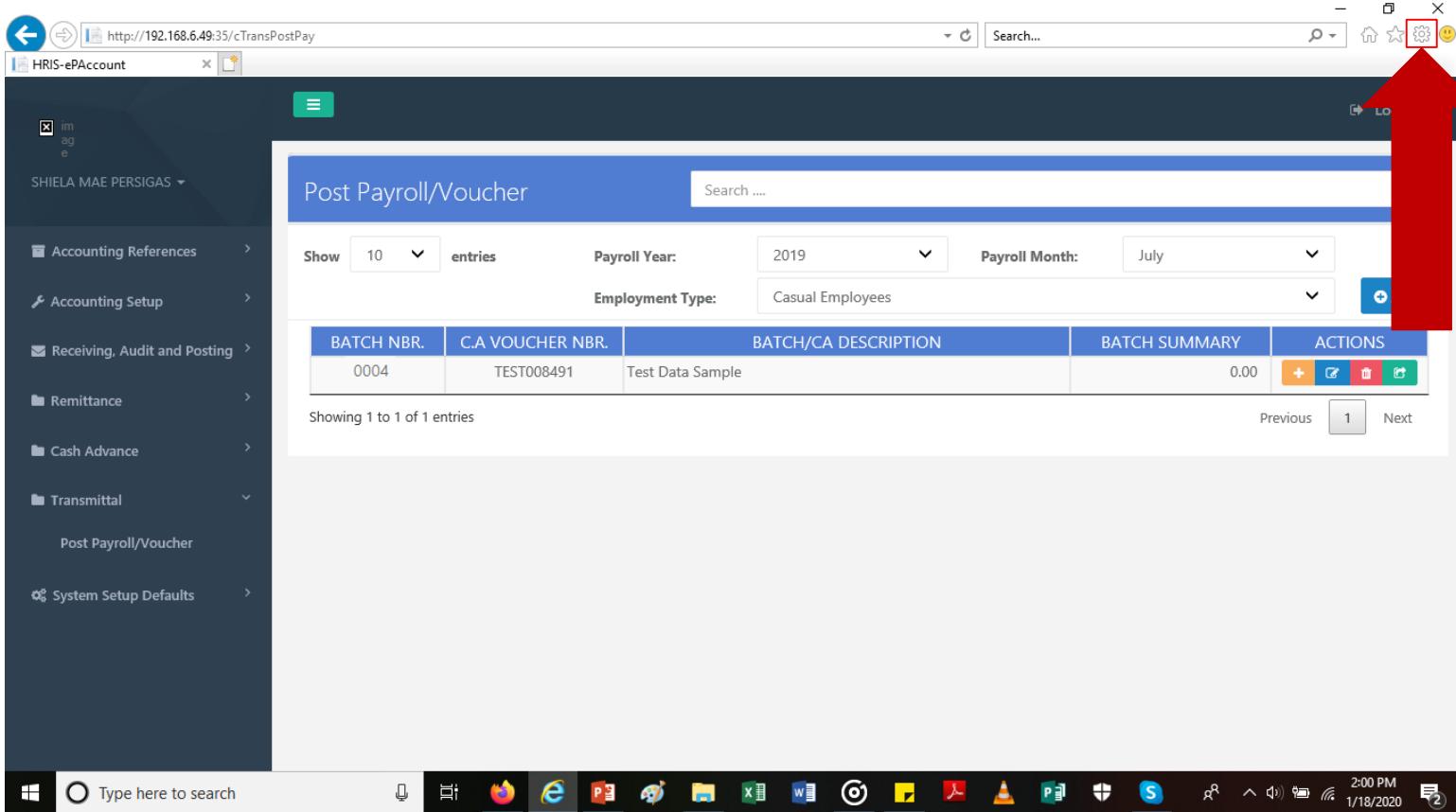
1:45 PM 1/18/2020

Note:

If ever you want to continue just follow and repeat **step 15** and **16**. No other actions needed aside from renaming the exported excel csv file.

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.



http://192.168.6.49:35/cTransPostPay

HRIS-ePAccount

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Show 10 entries

Payroll Year: 2019

Payroll Month:

Employment Type: Casual Employees

BATCH NBR. C.A VOUCHER NBR. BATCH/CA DESCRIPTION

0004	TEST008491	Test Data Sample
------	------------	------------------

Showing 1 to 1 of 1 entries

Print

File

Zoom (100%)

Safety

Open with Microsoft Edge Ctrl+Shift+E

Add site to Apps

View downloads Ctrl+J

Manage add-ons

F12 Developer Tools

Go to pinned sites

Compatibility View settings

Internet options

About Internet Explorer

Previous 1 Next

Type here to search

2:01 PM 1/18/2020

The screenshot shows a web application for HRIS-ePAccount. The main page is titled 'Post Payroll/Voucher'. It displays a single entry in a table with columns for 'BATCH NBR.', 'C.A VOUCHER NBR.', and 'BATCH/CA DESCRIPTION'. The entry is '0004' in the first column, 'TEST008491' in the second, and 'Test Data Sample' in the third. Above the table, there are dropdown menus for 'Show 10 entries', 'Payroll Year: 2019', and 'Payroll Month:'. Below the table, it says 'Showing 1 to 1 of 1 entries'. On the left, a sidebar lists various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. Under Transmittal, 'Post Payroll/Voucher' is selected. The browser's context menu is open on the right, with the 'About Internet Explorer' option highlighted with a red box. The taskbar at the bottom shows various pinned icons.

http://192.168.6.49:35/cTransPostPay

SHIELA MAE PERSIGAS

Post Payroll/Voucher

Show 10 entries Payroll Year: 2019 Payroll Month: July Add

BATCH NBR. C.A VOUCHER

BATCH NBR.	C.A VOUCHER
0004	TEST00

About Internet Explorer

Internet Explorer 11

Version: 11.973.17763.0
Update Versions: 11.0.170 (KB4534251)
Product ID: 00150-20000-00003-AA459
© 2015 Microsoft Corporation. All rights reserved.

Close

Type here to search

2:01 PM 1/18/2020

How to delete
existing data for
export?



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

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher (which is currently selected), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It features a search bar and three dropdown filters: "Payroll Year" set to 2019, "Payroll Month" set to July, and "Employment Type" set to Casual Employees. Below these filters is a table with one entry:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	TEST SAMPLE DATA	0.00	

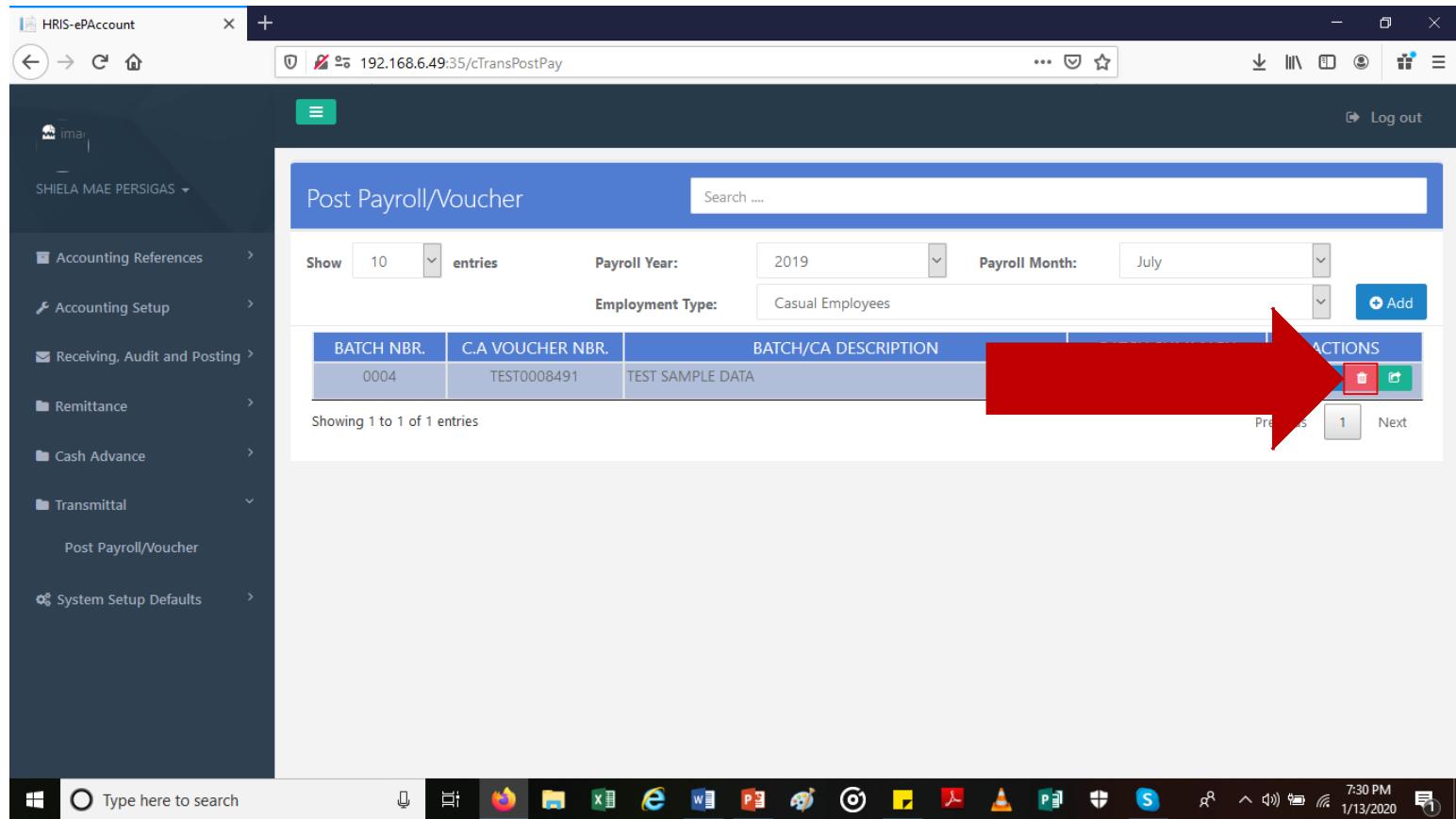
At the bottom of the main window, there are buttons for "Previous", "1", and "Next". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 7:30 PM on 1/13/2020.

Step 2: Once you have selected payroll year, payroll month and employment type, pick specific record that you want to delete information.

The screenshot shows the HRIS-eAccount software interface. The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal (selected), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It includes search and filter fields: "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". A table displays one entry: BATCH NBR. 0004, C.A VOUCHER NBR. TEST0008491, BATCH/CA DESCRIPTION. TEST SAMPLE DATA, and BATCH SUMMARY. 0.00. Below the table, it says "Showing 1 to 1 of 1 entries". The bottom status bar shows the Windows taskbar with various pinned icons and the system clock at 7:30 PM on 1/13/2020.

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0004	TEST0008491	TEST SAMPLE DATA	0.00	

Step 3: Click delete button to delete existing record.



HRIS-ePAccount | Login

192.168.6.49:35/Login/Index

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll/Voucher

Show 10 entries

Payroll Year: 2019

Payroll Month: July

+ Add

BATCH NBR. C.

	BATCH SUMMARY	ACTIONS
	415,894.87	

Are you sure to delete this record?

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

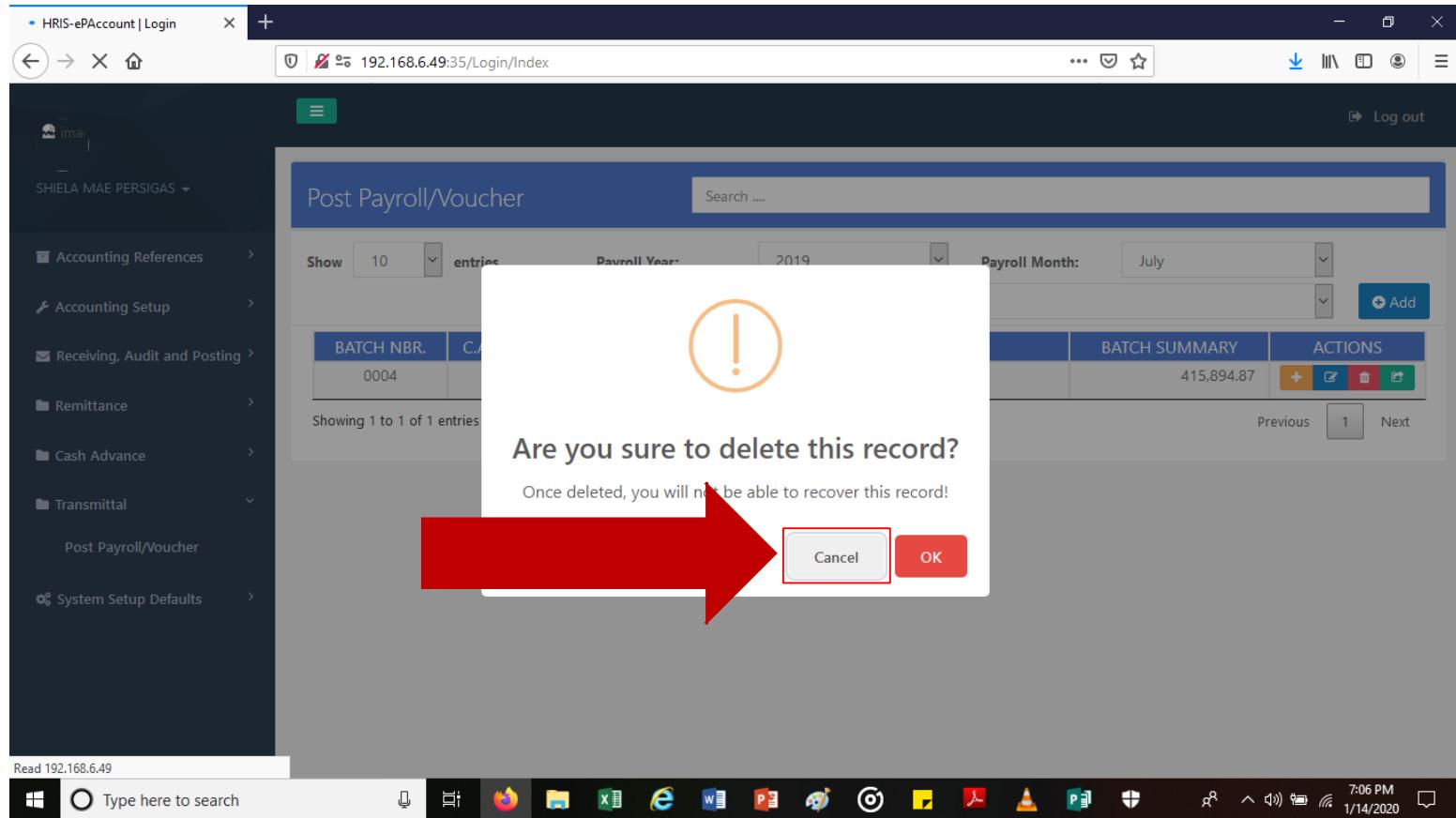
Cancel OK

Read 192.168.6.49

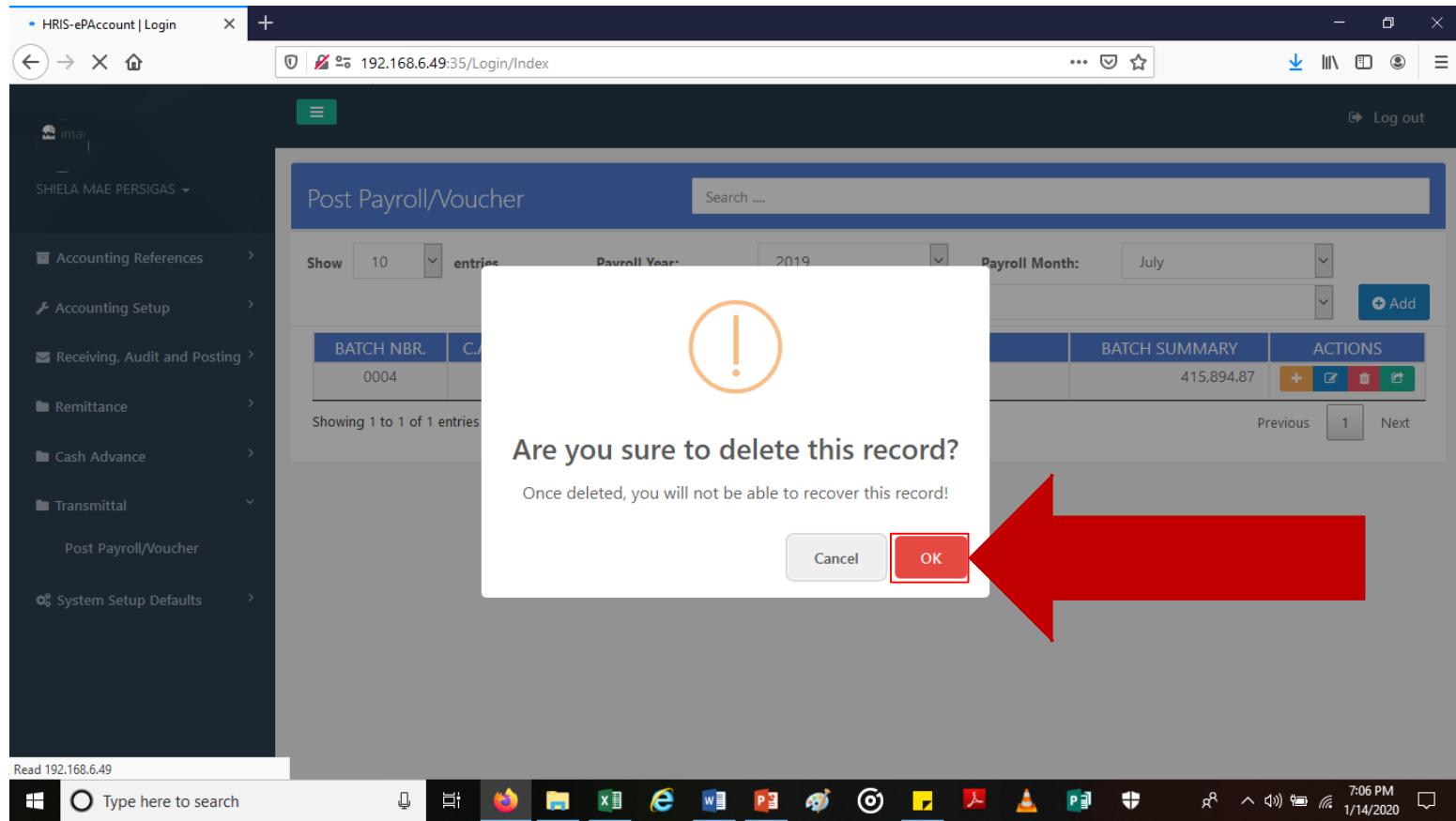
Type here to search

7:06 PM 1/14/2020

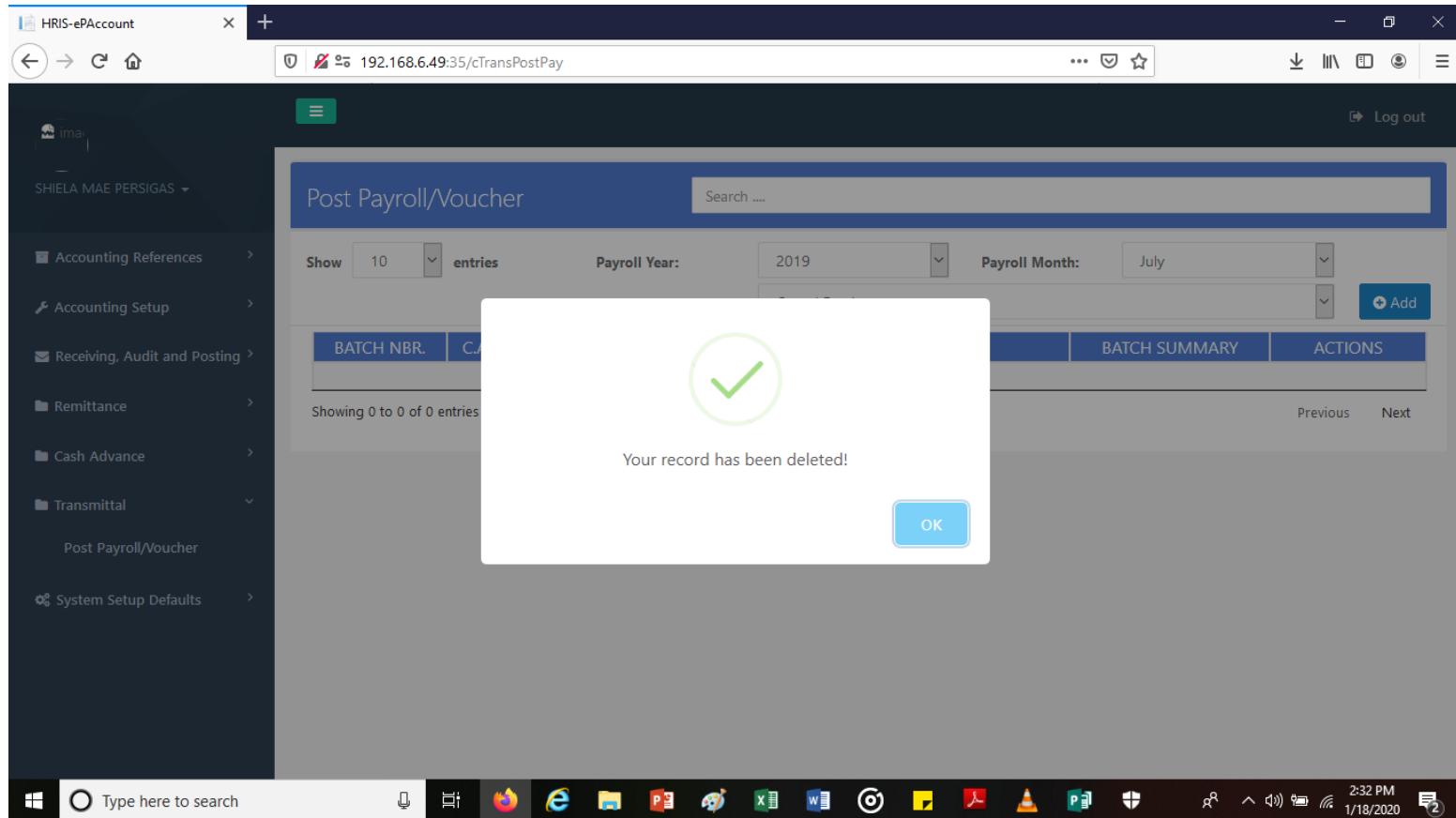
Step 4: Click **cancel button** if you don't want to delete the selected record.



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



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.

