

# Post Payroll Details

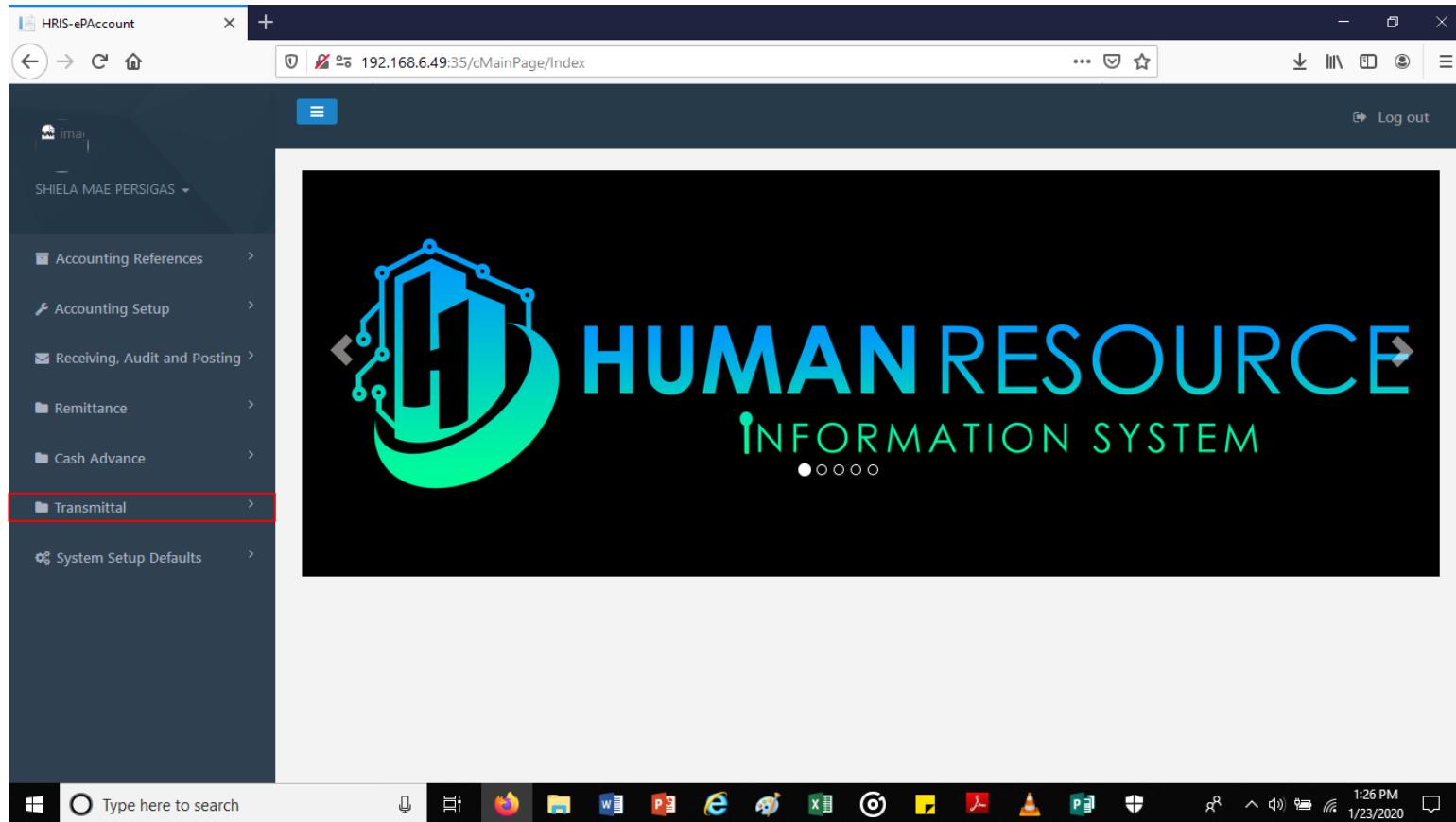


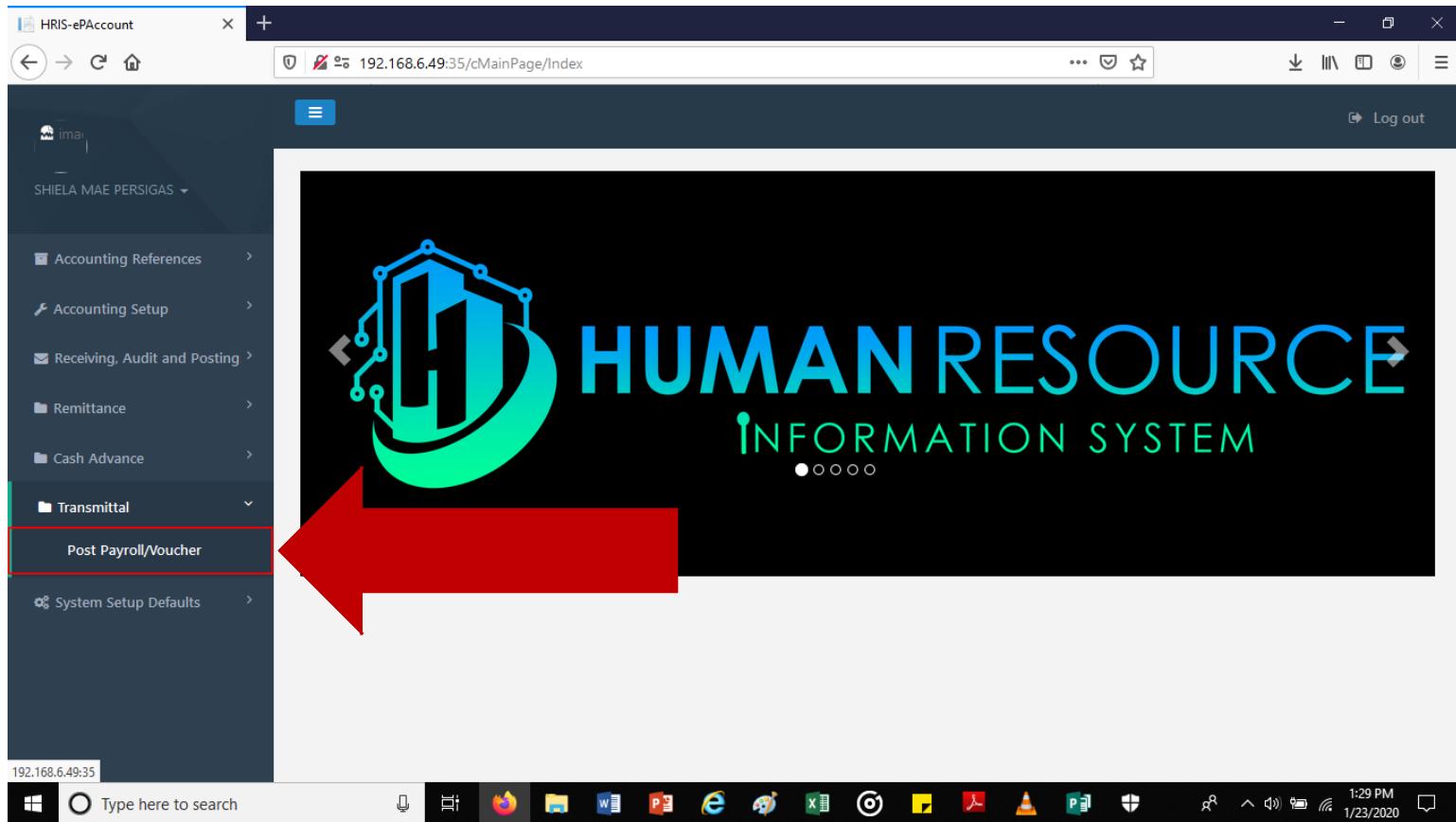
## **Note:**

This manual is intended on how to add, view, print and delete employee post payroll details in **show details button** of any header in **post payroll/voucher main page main grid**. Expected if specific record is added record will be shown in post payroll details main grid.

Usually, only payroll having status of **cash advance** set of employee's will be visible in **print preview** of specific record **print button** only if record is visible and added. But if status is not already **C.A (cash advance)** of course record will not be visible and cannot be added in **post payroll details main grid** list of data.

# Navigate to Transmittal -> 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

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

1:31 PM 1/23/2020

## **Note:**

In order to show details of specific post payroll details you must have a record of specific payroll or voucher in post payroll/voucher main page. If ever no visible record open **post payroll details manual** to add record

In **post payroll details manual** able you to add, view, print and delete only employee payroll details. Whereas, in **post payroll/voucher manual** able you to add, edit, export to findes and delete post payroll/voucher header.

# How to add post payroll details?



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

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

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

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

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

Below these filters is a table with the following data:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS			
0011	TEST008491	Test Data Sample	383,520.57				
0012	TEST008491	Test Data SampleNNOIJJOI	0.00				

At the bottom of the main content area, it says "Showing 1 to 2 of 2 entries". There are also "Previous" and "Next" buttons. The status bar at the bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 2:58 PM on 1/18/2020.

**Step 2:** Once you have selected payroll year, payroll month and employment type, pick specific record that you want to add employee post payroll details.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". 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 two rows of data in a table:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	383,520.57	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for Previous, Next, and page number 1. The taskbar at the bottom shows various application icons and the system clock "2:58 PM 1/18/2020".

**Step 3:** While on the main page of **post payroll/voucher** click **show details button** pop-up window will appear where **add button** will be visible.

The screenshot shows the HRIS-ePAccount software interface. On the left, there is a navigation sidebar with the following menu 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 includes search and filter options: "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these are two rows of data in a grid:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPT	ACTIONS
0011	TEST008491	Test Data Sample	
0012	TEST008491	Test Data SampleNNOIJJOI	

At the bottom of the grid, it says "Showing 1 to 2 of 2 entries". A large red arrow points from the left towards the "Actions" column of the second row, specifically highlighting the "Edit" button. The status bar at the bottom shows system information: Type here to search, taskbar icons, and the date/time 2:58 PM 1/18/2020.

HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

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 Details

Search ...

Show 10 entries

Payroll Year: 2019

Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0011

C.A Voucher Nbr.: TEST008491

Add

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

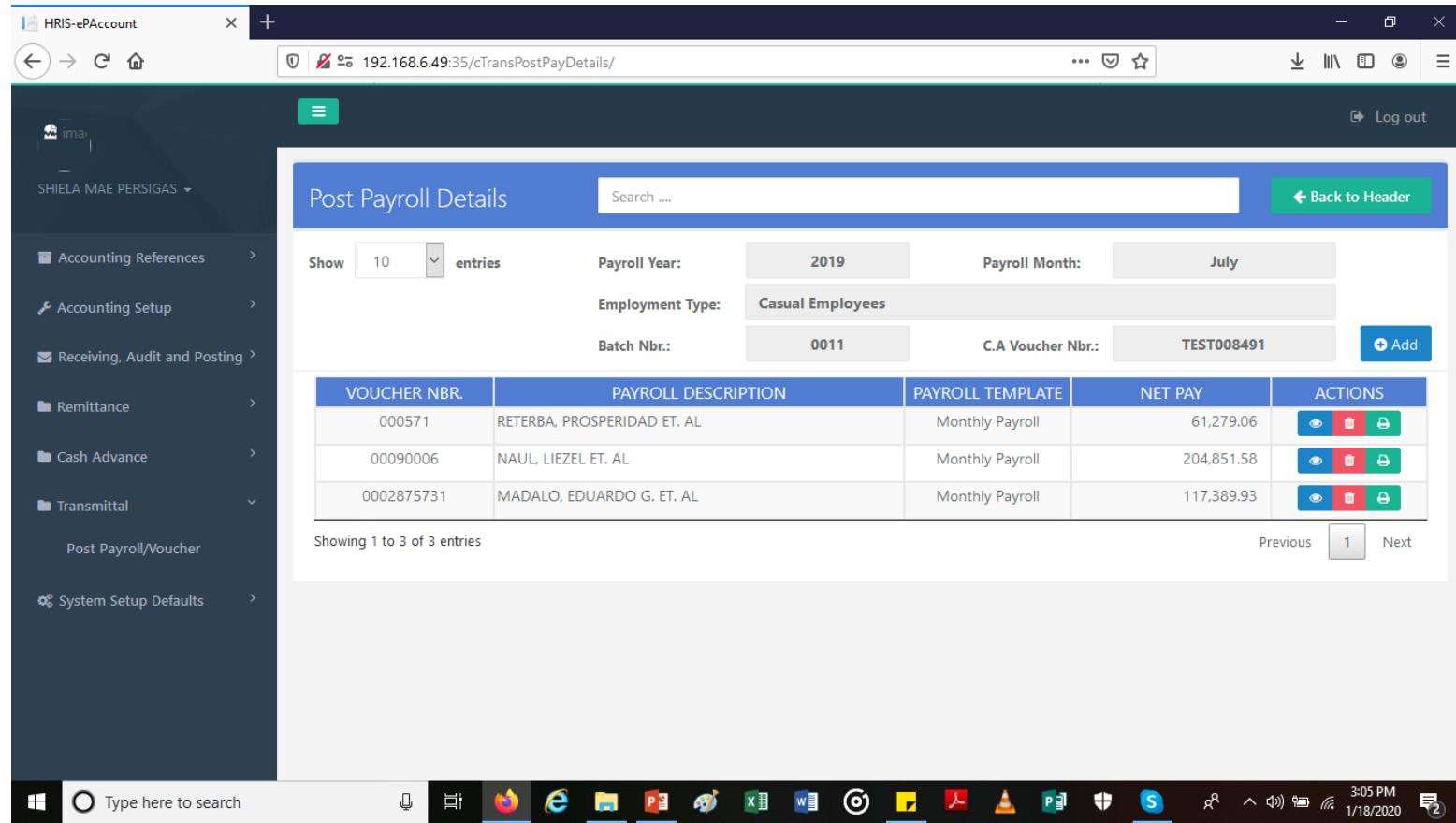
3:05 PM 1/18/2020

**Step 4: Click back to header button if you want to go back to post payroll/voucher main page.**

The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays a grid of payroll entries with columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and other financial details. A red arrow points to the 'Back to Header' button located in the top right corner of the grid area. The browser address bar shows the URL 192.168.6.49:35/cTransPostPayDetails/.

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	Actions
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

**Step 5:** Repeat **step 3** if you want to continue to add employee.  
**Add 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, Post Payroll/Voucher, and System Setup Defaults. The main content area is titled "Post Payroll Details". It displays payroll data for the year 2019, month July, employment type Casual Employees, batch number 0011, and C.A Voucher Nbr. TEST008491. The data is presented in a table with columns: VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and ACTIONS. The table contains three entries: 000571 (RETERBA, PROSPERIDAD ET. AL), 00090006 (NAUL, LIEZEL ET. AL), and 0002875731 (MADALO, EDUARDO G. ET. AL). The net pay amounts are 61,279.06, 204,851.58, and 117,389.93 respectively. The bottom of the screen shows the Windows taskbar with various icons and the system tray.

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

## Step 6: Click add button in order to add employee post payroll details.

The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays a grid of payroll entries with columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and ACTION. The grid shows three entries: 000571 (RETERBA, PROSPERIDAD ET. AL), 00090006 (NAUL, LIEZEL ET. AL), and 0002875731 (MADALO, EDUARDO G. ET. AL). The 'ACTION' column contains edit and delete icons. A blue 'Add' button is located in the top right corner of the grid header. A red arrow points to this 'Add' button. The browser address bar shows the URL 192.168.6.49:35/cTransPostPayDetails/. The system status bar at the bottom indicates it's 3:05 PM on 1/18/2020.

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTION
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

SHIELA MAE PERSIGAS

Post Payroll/Voucher

DATA EXPORT INFO

Payroll Year:	2019	Payroll Month:	July
C.A Voucher Nbr.:	TEST008491	Batch Nbr.:	0011
Employment Type:	Casual Employees		
Payroll Template:	--Select Here--		
Voucher Description:	--Select Here--		
Payroll Registry:		Voucher Nbr.:	
Payroll Description:			
Payroll Net Pay:			

NET PAY ACTIONS

NET PAY	ACTIONS
61,279.06	[Eye] [Delete] [Edit]
204,851.58	[Eye] [Delete] [Edit]
117,389.93	[Eye] [Delete] [Edit]

Previous 1 Next

Type here to search

3:12 PM 1/18/2020

## **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.**. Required fields are **payroll template** and **voucher description** only.

Non-key fields are:

- Payroll Year
- Payroll Month
- Employment Type
- Payroll Template
- Voucher Description
- Payroll Registry
- Payroll Description
- Voucher Nbr.
- Payroll Net Pay



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 7:** 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.

• HRIS-ePAccount | Login X +

192.168.6.49:35/Login/Index

SHIELA MAE PERSIGAS

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Remittance >

Cash Advance >

Transmittal >

Post Payroll/Voucher

System Setup Defaults >

Post Payroll

DATA EXPORT INFO

Payroll Year: 2019 Payroll Month: July

C.A Voucher Nbr.: TEST008491 Batch Nbr.: 0011

Employment Type: Casual Employees

Payroll Template\*: --Select Here-- Required Field

Voucher Description\*: --Select Here-- Required Field

Payroll Registry: Voucher Nbr:

Payroll Description:

Payroll Net Pay:

NET PAY ACTIONS

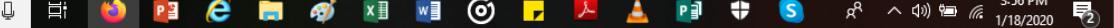
	NET PAY	ACTIONS
	61,279.06	
	204,851.58	
	117,389.93	

Previous 1 Next

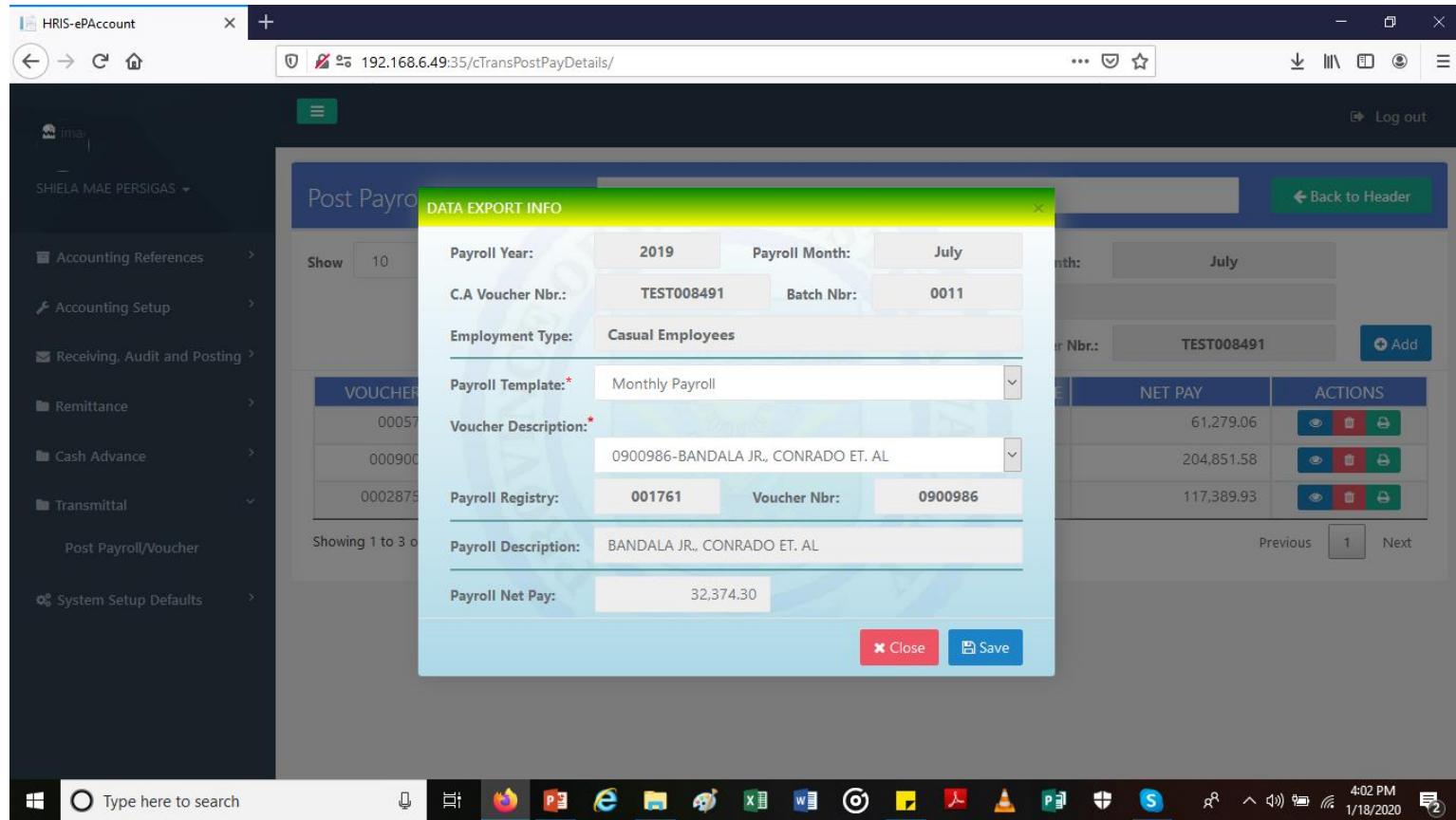
Read 192.168.6.49

Type here to search

1/18/2020 3:56 PM



# Step 8: 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 **data export info.** along with its batch number where you can add employee details.

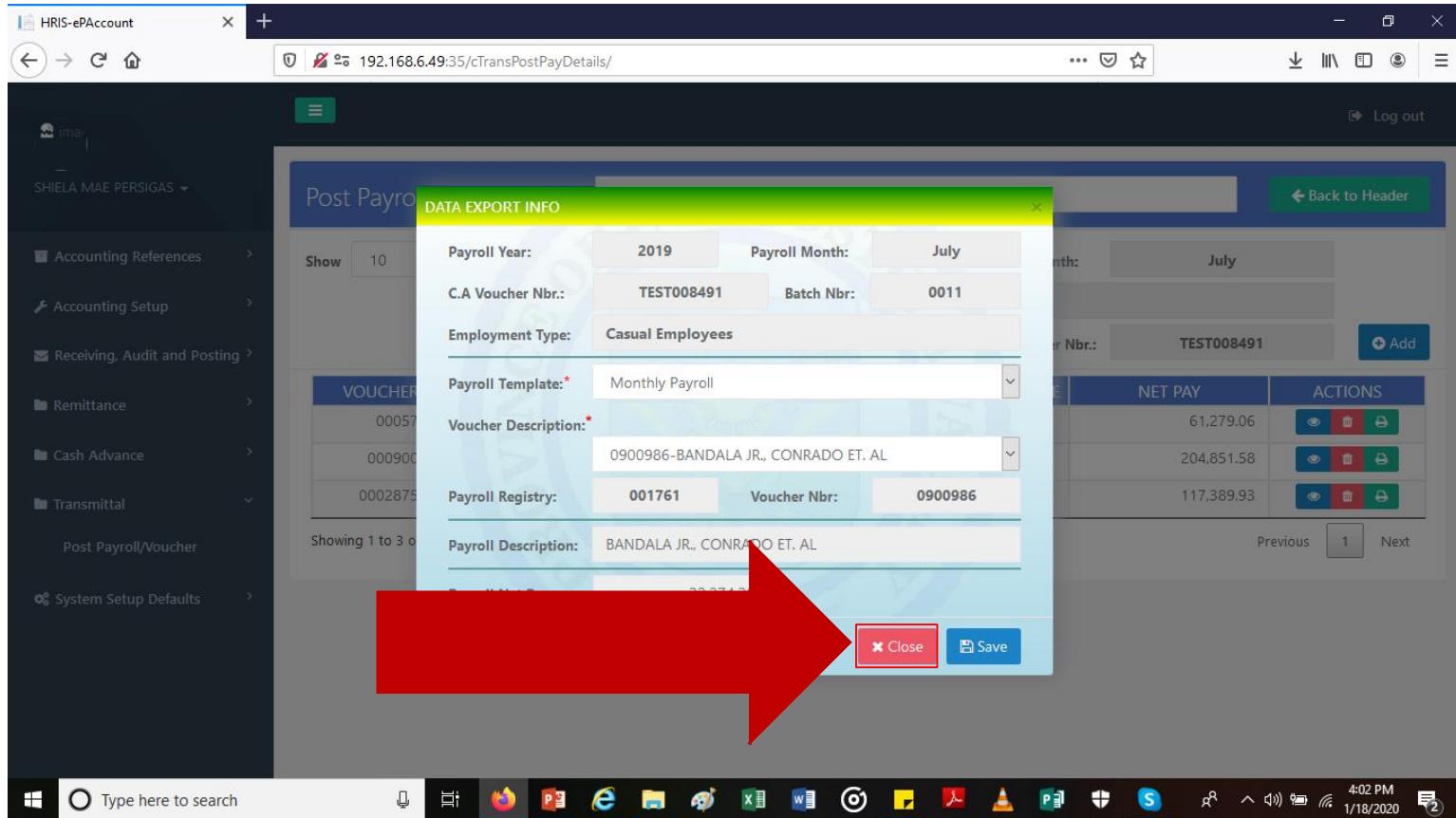
Other details will vary with the specific person you have selected in **employee name** field. Automatic details will generate as well as the other information's of an existing data available in the system if there is.



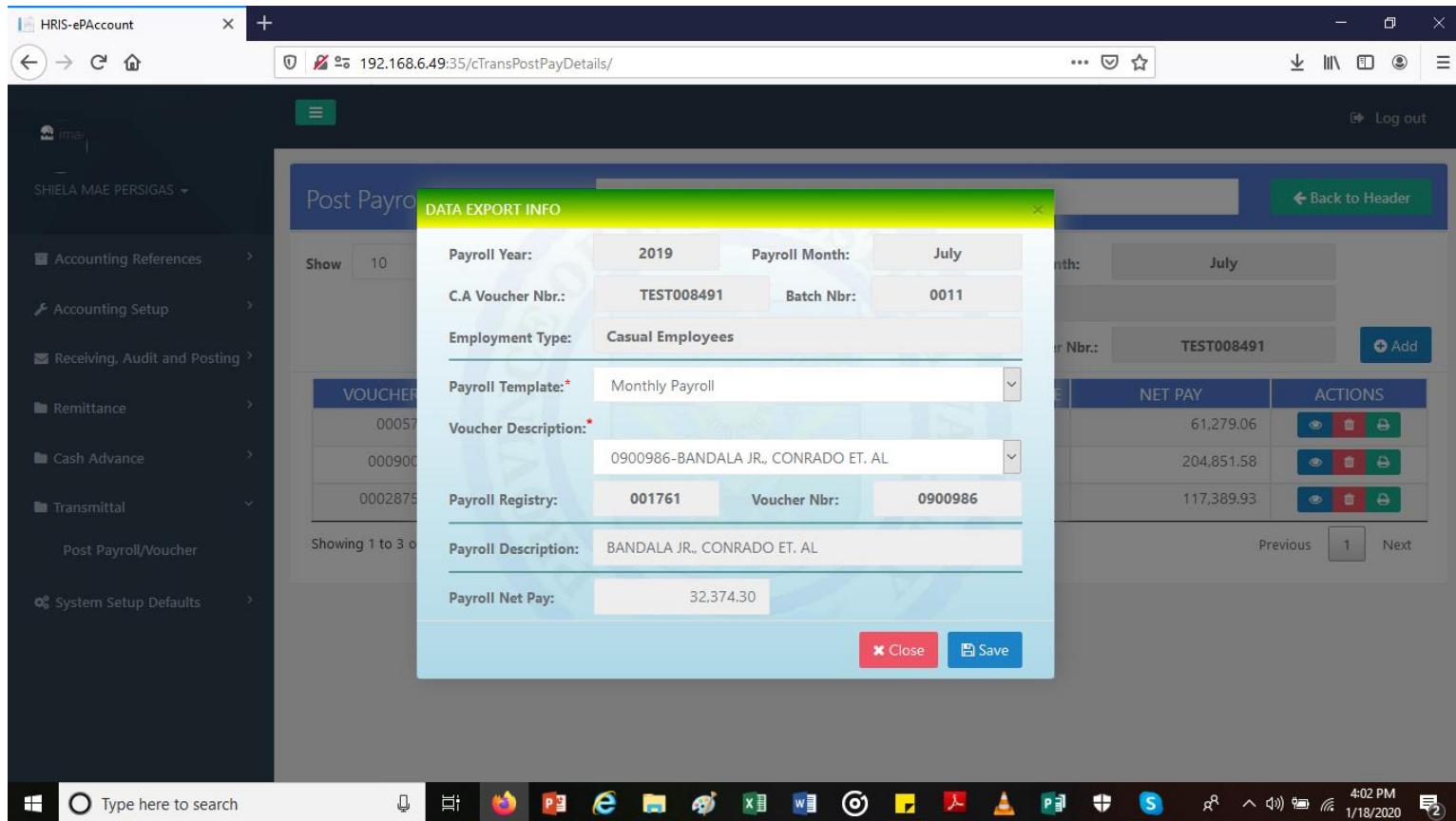
## **Note:**

If you have selected values in all required fields expected that when record is saved, automatic all inputted values will be captured and no longer editable. So, select specific information only because in add and edit button modal page editable fields are only **payroll template** and **voucher description**.

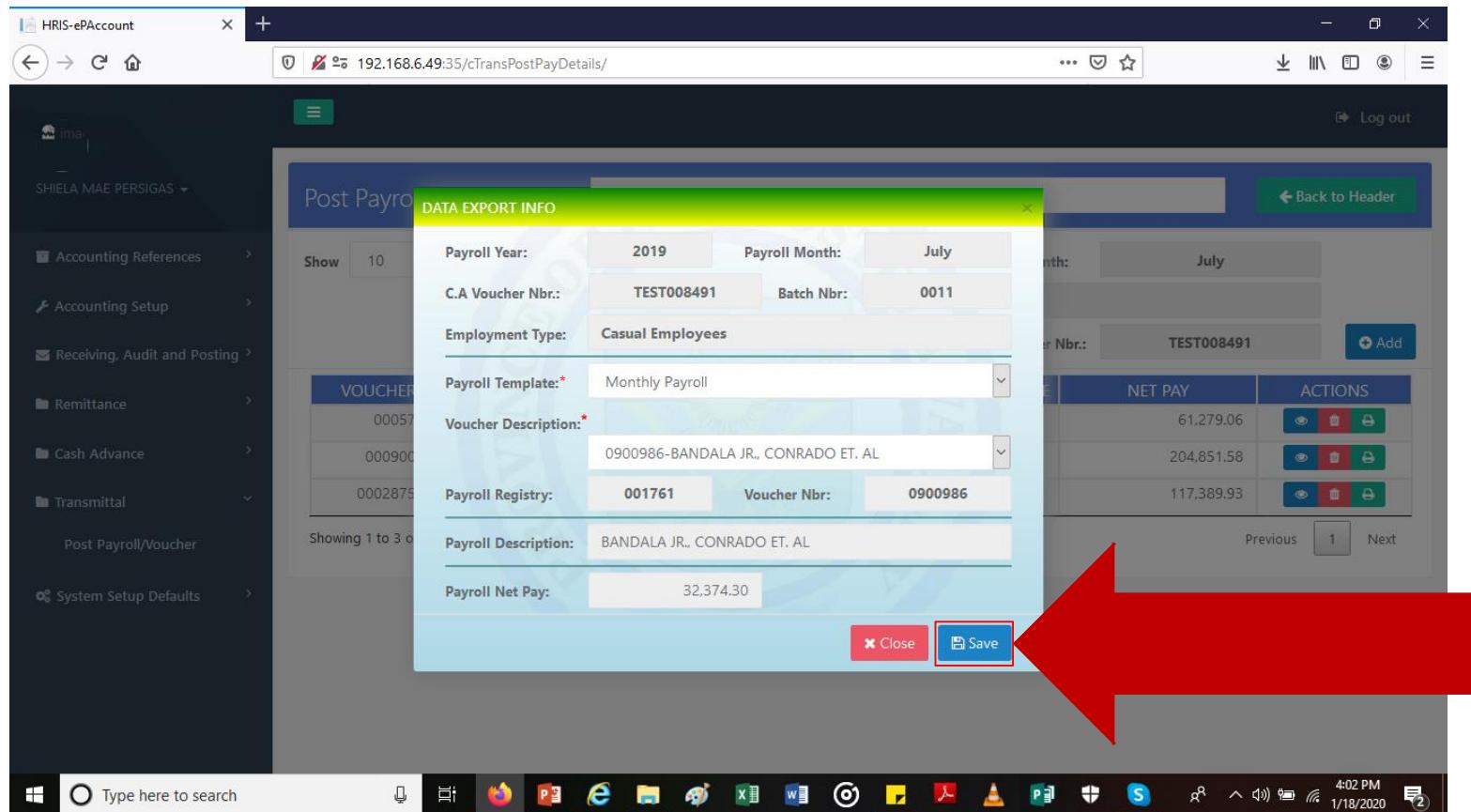
**Step 9: Click close button if you don't want to save employee post payroll details.**



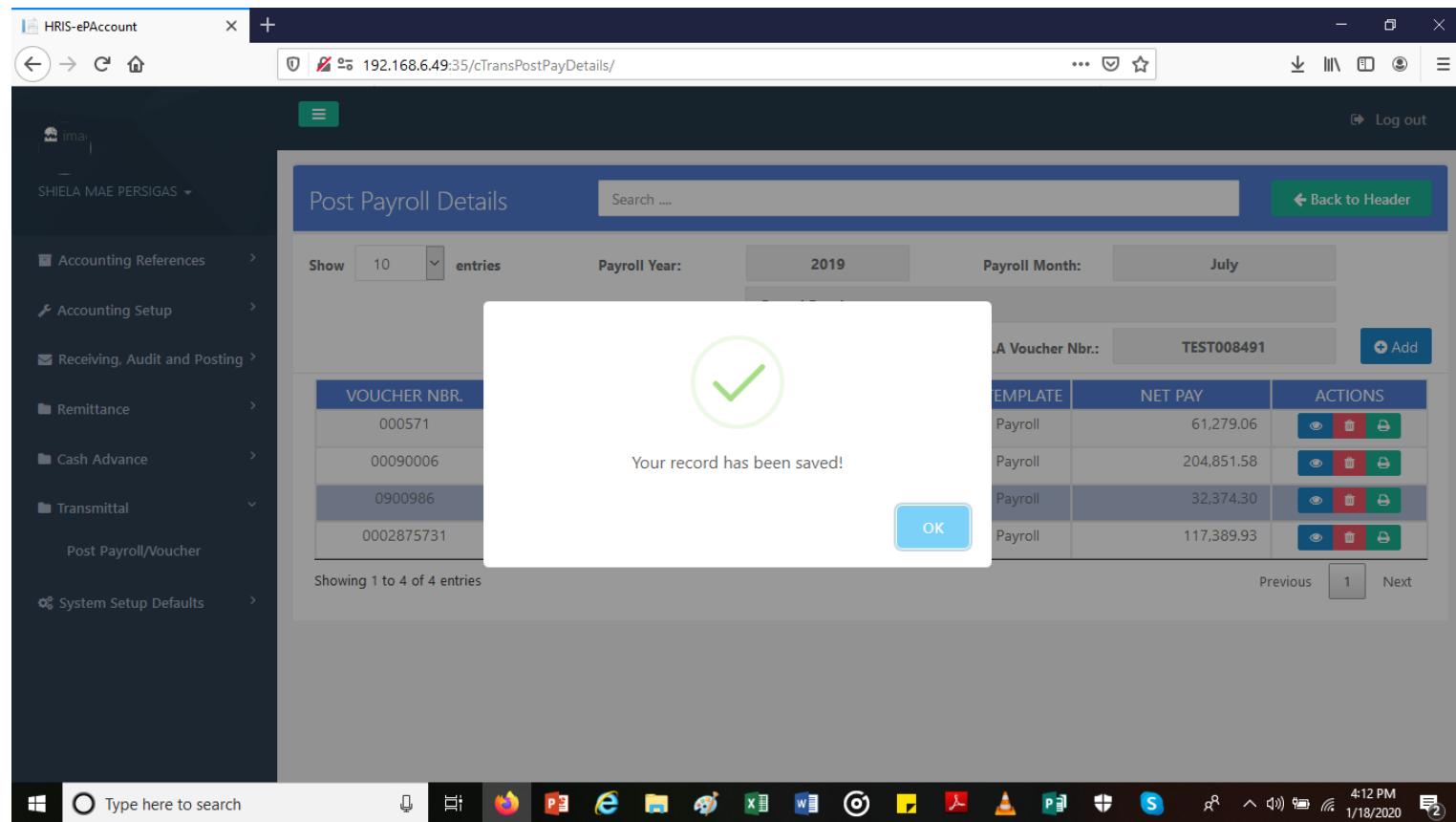
**Step 10:** If you click **cancel button** data will not be save please repeat **step 8**.



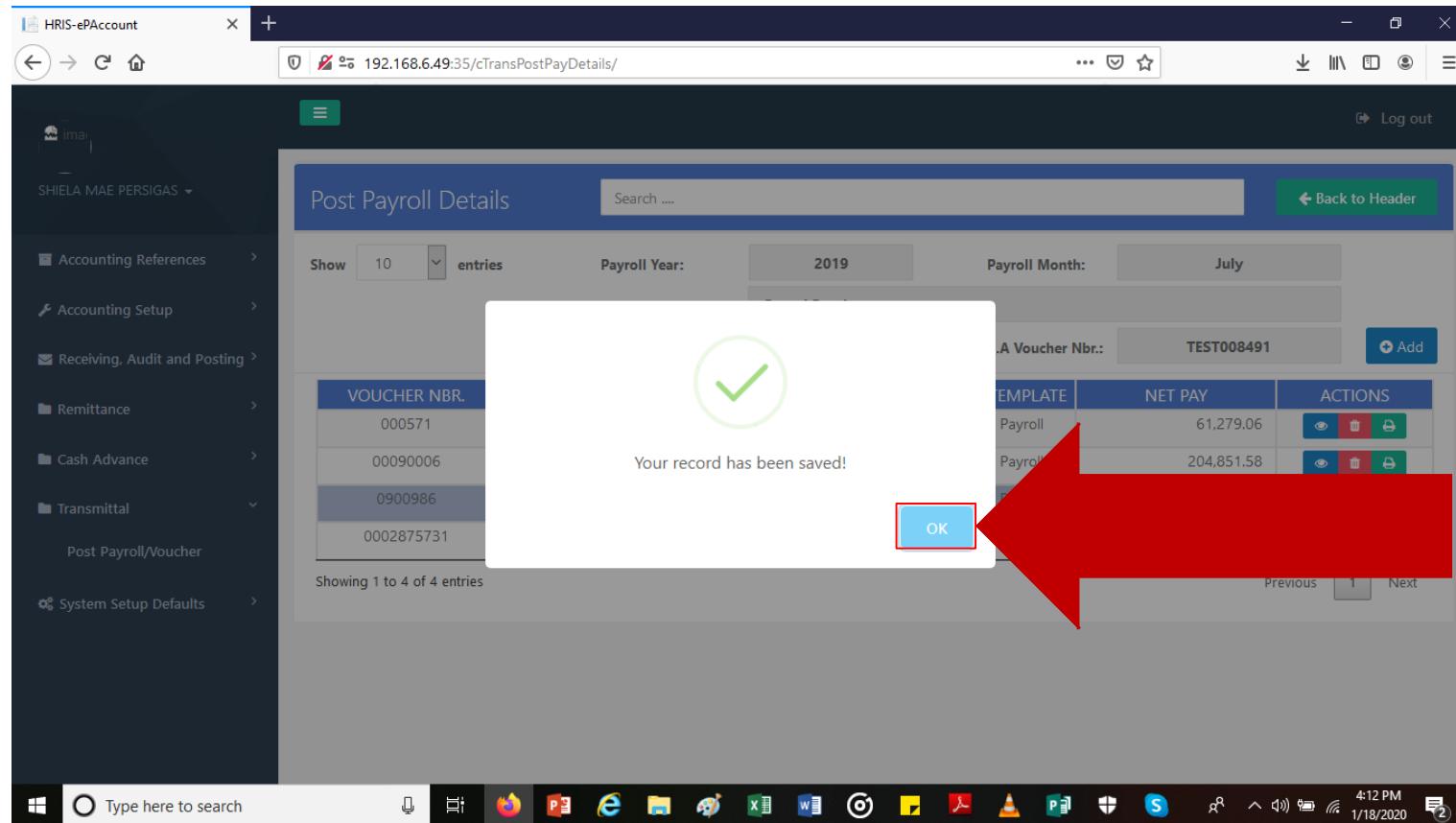
**Step 11:** If you want to save inputted data click **save button** to save information.



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



**Step 12: Click ok button to exit and go back to main page.**



HRIS-ePAccount +

192.168.6.49:35/cTransPostPayDetails/

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 Details

Show 10 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0011 C.A Voucher Nbr.: TEST008491

**VOUCHER NBR.** **PAYROLL DESCRIPTION** **PAYROLL TEMPLATE** **NET PAY** **ACTIONS**

000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRAD ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Showing 1 to 4 of 4 entries

Previous 1 Next

Type here to search

4:14 PM 1/18/2020

# How to view employee post payroll details?



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

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

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

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

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

A blue header bar at the top of the main grid contains the following text: "BATCH NBR.", "C.A VOUCHER NBR.", "BATCH/CA DESCRIPTION", "BATCH SUMMARY", and "ACTIONS". Below this, there are two data rows:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	415,894.87	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

At the bottom of the grid, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for "Previous", "1", and "Next".

The taskbar at the bottom of the screen includes icons for various Windows applications like File Explorer, Edge, and Control Panel, along with system status indicators for battery, signal, and time (4:19 PM, 1/18/2020).

**Step 2:** Once you have selected payroll year, payroll month and employment type, pick specific record that you want to view employee post payroll details.

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". The address bar shows the URL "192.168.6.49:35/cTransPostPay/". The left sidebar menu includes "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" and displays a table of "Post Payroll/Voucher" entries. The table has columns: BATCH NBR., CA VOUCHER NBR., BATCH/CA DESCRIPTION, BATCH SUMMARY, and ACTIONS. Two entries are listed: one for BATCH NBR. 0011 with CA VOUCHER NBR. TEST008491 and BATCH/CA DESCRIPTION "Test Data Sample", and another for BATCH NBR. 0012 with CA VOUCHER NBR. TEST008491 and BATCH/CA DESCRIPTION "Test Data SampleNNOIJJOI". The BATCH SUMMARY for the first entry is 415,894.87 and for the second is 0.00. The ACTIONS column contains icons for Add, Edit, Delete, and Print. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

BATCH NBR.	CA VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	415,894.87	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

**Step 3:** While on the main page of post payroll/voucher click **show details button** pop-up window will appear where **view button** will be visible.

The screenshot shows the HRIS-ePAccount software interface. 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 area is titled "Post Payroll/Voucher" and displays a grid of data. The grid columns are BATCH NBR., C.A VOUCHER NBR., BATCH/CA DESCRIPT, and ACTIONS. Two rows of data are shown:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPT	ACTIONS
0011	TEST008491	Test Data Sample	
0012	TEST008491	Test Data SampleNNOIJJOI	

A large red arrow points to the "Actions" column of the first row. The status bar at the bottom shows system icons and the time 2:58 PM, 1/18/2020.

HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

Log out

SHIELA MAE PERSIGAS

Post Payroll Details

Search ...

Show 10 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0011 C.A Voucher Nbr.: TEST008491

Add

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Showing 1 to 4 of 4 entries

Previous 1 Next

Type here to search

4:26 PM 1/18/2020

**Step 4: Click back to header button if you want to go back to post payroll/voucher main page.**

The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays a grid of payroll details with columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and various action buttons. At the top right of the grid, there is a green button labeled 'Back to Header'. A large red arrow points upwards towards this button. The browser address bar shows the URL 192.168.6.49:35/cTransPostPayDetails/. The taskbar at the bottom of the screen shows various system icons and the date/time 1/18/2020 4:26 PM.

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	Action Buttons
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

**Step 5:** Repeat step 3 if you want to continue to view employee details. **View button** main grid will be visible.

The screenshot shows a web-based application titled "Post Payroll Details" within the "HRIS-ePAccount" system. The URL in the browser is `192.168.6.49:35/cTransPostPayDetails/`. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays a grid of payroll entries. The grid columns include VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and ACTIONS. The grid data is as follows:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Below the grid, a message indicates "Showing 1 to 4 of 4 entries". The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing 4:26 PM on 1/18/2020.

## Step 6: Select specific record that you want to view employee post payroll details.

The screenshot shows a web-based application titled "Post Payroll Details" from the "HRIS-ePAccount" system. The URL in the browser is 192.168.6.49:35/cTransPostPayDetails/. The interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays a table of payroll records. The table has columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and ACTIONS. The table shows four entries:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Below the table, a message indicates "Showing 1 to 4 of 4 entries". The top right of the screen shows "Log out" and a "Back to Header" button. The bottom of the screen shows a taskbar with various icons and the system clock showing 4:26 PM on 1/18/2020.

# Step 7: Click view button in order to view employee post payroll details.

The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays a grid of payroll entries with columns for Voucher Nbr., Payroll Description, Payroll Template, Net Pay, and Actions. The 'Actions' column contains icons for View, Edit, Delete, and Print. A red arrow highlights the 'View' icon in the fourth row. The grid shows four entries:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	6,779.06	
00090006	NAUL, LIEZEL ET. AL			
0900986	BANDALA JR., CONRADO ET. AL			
0002875731	MADALO, EDUARDO G. ET. AL			

At the bottom, a message says 'Showing 1 to 4 of 4 entries'. The status bar at the bottom right shows the time as 4:26 PM and the date as 1/18/2020.

HRIS-ePayroll

192.168.6.49:35/eTransPostPayDetails/

Log out

SHEILA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Post Payroll

Show 10

View Record

Payroll Year: 2019 Payroll Month: July

C.A Voucher Nbr.: TEST008491 Batch Nbr: 0011

Employment Type: Casual Employees

Payroll Template: Monthly Payroll

Voucher Description: 0900986-BANDALA JR., CONRADO ET. AL

Payroll Registry: 001761 Voucher Nbr: 0900986

Payroll Description: BANDALA JR., CONRADO ET. AL

Payroll Net Pay: 32,374.30

NET PAY ACTIONS

NET PAY	ACTIONS
61,279.06	[Edit] [Delete] [Print]
204,651.58	[Edit] [Delete] [Print]
32,374.30	[Edit] [Delete] [Print]
117,389.93	[Edit] [Delete] [Print]

Previous 1 Next

Type here to search

4:34 PM 1/18/2020

## Note:

View 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.** No editable fields since for viewing purposes only.

Non-key fields are:

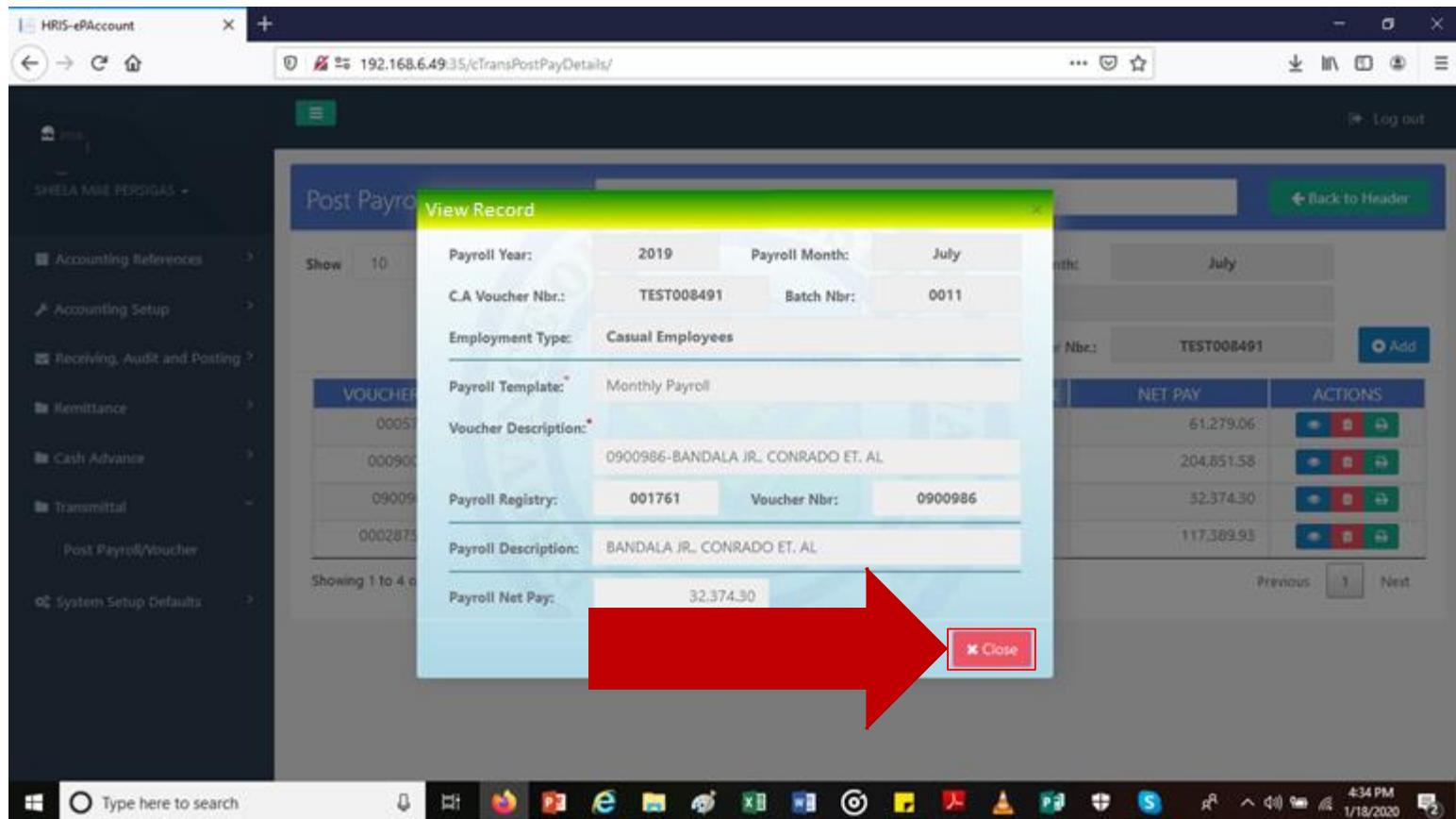
- Payroll Year
- Payroll Month
- Employment Type
- Payroll Template
- Voucher Description
- Payroll Registry
- Payroll Description
- Voucher Nbr.
- Payroll Net Pay



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 8:** Click **close button** if you don't want to view employee post payroll details.



## **Note:**

Once you have click **close button** expected view modal page will be automatically close and if ever you want to view again the record you can repeat **step 7** to continue and view again then proceed to **step 8** to close the page and go back to previous page. Since, users are not allowed to edit record after record is added information is not editable but for viewing purposes only.



How to print  
employee post  
payroll details?



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

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

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

Below these filters is a table displaying two entries:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	383,520.57	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

At the bottom of the table, it says "Showing 1 to 2 of 2 entries". There are navigation buttons for "Previous" (disabled), "1", and "Next".

The taskbar at the bottom of the screen includes icons for File, Home, Back, Forward, Stop, Refresh, and several application icons like Microsoft Word, Excel, and Powerpoint. The system tray shows the date and time as 1/18/2020 2:58 PM.

**Step 2:** Once you have selected payroll year, payroll month and employment type, pick specific record that you want to print employee post payroll details.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes 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 displays a "Post Payroll/Voucher" page with a search bar and filters for Payroll Year (2019), Payroll Month (July), and Employment Type (Casual Employees). A table lists two entries: BATCH NBR. 0011, C.A VOUCHER NBR. TEST008491, BATCH/CA DESCRIPTION Test Data Sample, and BATCH SUMMARY 383,520.57. Another entry, BATCH NBR. 0012, C.A VOUCHER NBR. TEST008491, BATCH/CA DESCRIPTION Test Data SampleNNOIJJOI, and BATCH SUMMARY 0.00, is also listed. The bottom of the screen shows a taskbar with various application icons and the system clock indicating 2:58 PM on 1/18/2020.

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	383,520.57	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

**Step 3:** While on the main page of **post payroll/voucher** click **show details button** pop-up window will appear where **print button** will be visible.

The screenshot shows the HRIS-ePAccount software interface. On the left, there is a navigation sidebar with the following menu 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 includes search and filter fields for "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these are two rows of data in a table:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPT	ACTIONS
0011	TEST008491	Test Data Sample	
0012	TEST008491	Test Data SampleNNOIJJOI	

At the bottom, it says "Showing 1 to 2 of 2 entries". A large red arrow points from the text instructions to the "Actions" column of the table, specifically highlighting the print icon.

HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

Log out

Post Payroll Details

Search ...

Show 10 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0003 C.A Voucher Nbr.: TEST008491

Add

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	PAY PERIOD	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	ALL	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	ALL	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	ALL	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	ALL	117,389.93	

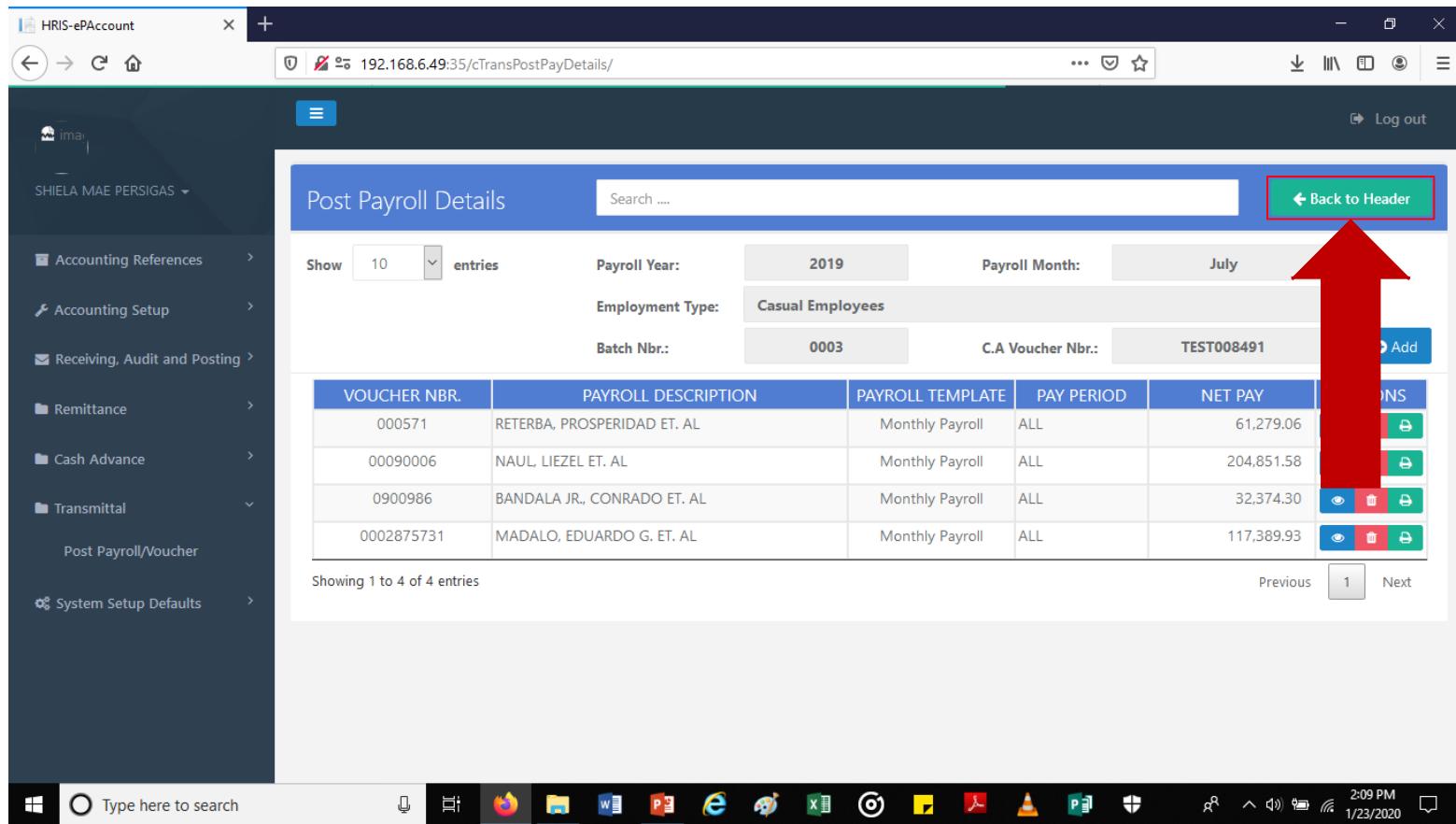
Showing 1 to 4 of 4 entries

Previous 1 Next

Type here to search

2:09 PM 1/23/2020

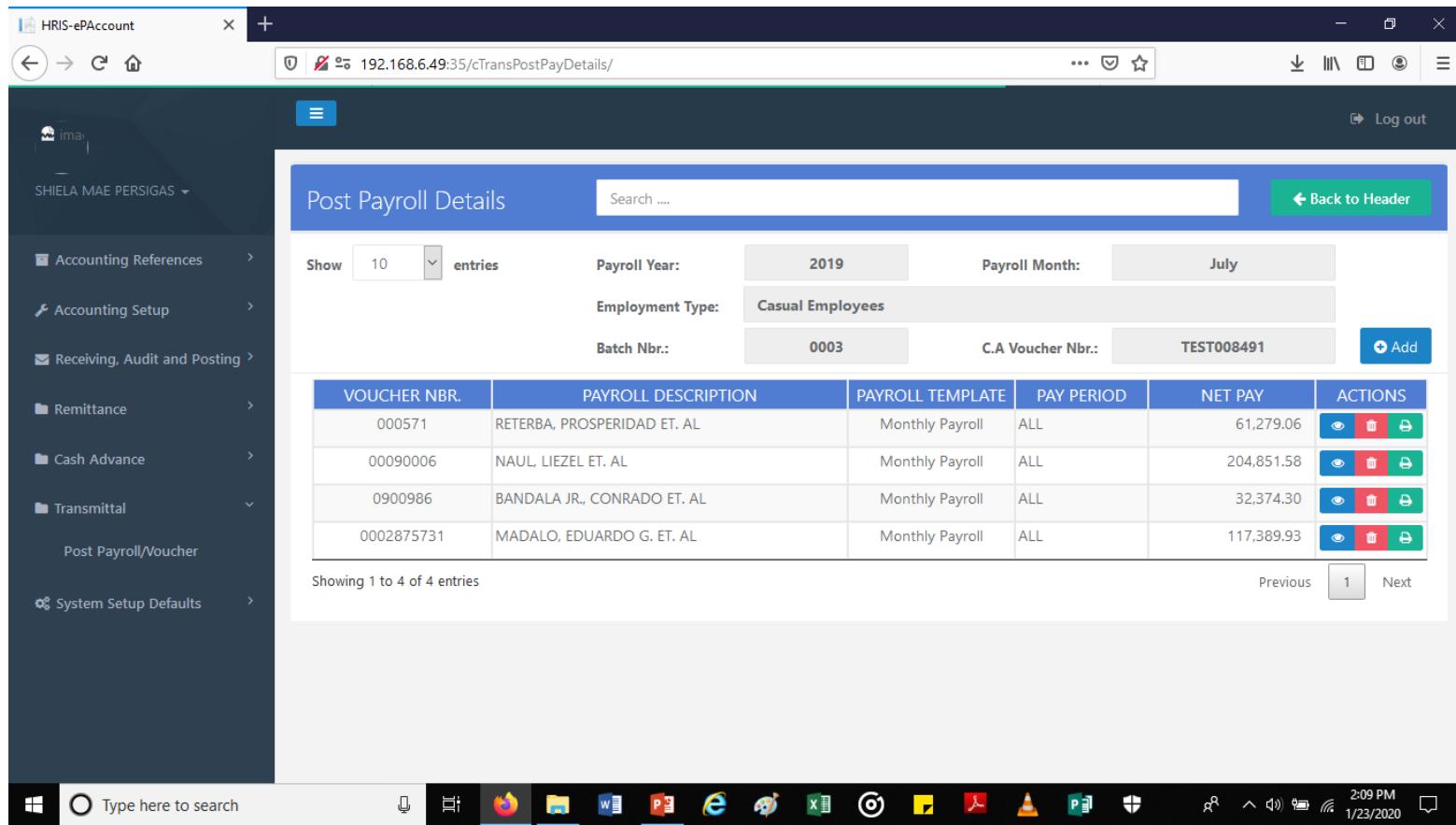
**Step 4: Click back to header button if you want to go back to post payroll/voucher main page.**



The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays a grid of payroll entries with columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, PAY PERIOD, NET PAY, and various action buttons. At the top of the grid, there are filters for Show (10 entries), Payroll Year (2019), Payroll Month (July), Employment Type (Casual Employees), Batch Nbr. (0003), and C.A Voucher Nbr. (TEST008491). A red arrow points to the 'Back to Header' button in the top right corner of the grid header. The status bar at the bottom shows system icons and the date/time (2:09 PM, 1/23/2020).

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	PAY PERIOD	NET PAY	Actions
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	ALL	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	ALL	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	ALL	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	ALL	117,389.93	

**Step 5:** Repeat **step 3** if you want to continue to add employee.  
**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/cTransPostPayDetails/". The left sidebar menu includes: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal (with a dropdown arrow), Post Payroll/Voucher, and System Setup Defaults. The main content area is titled "Post Payroll Details". It features a search bar and filter options: Show 10 entries, Payroll Year: 2019, Payroll Month: July, Employment Type: Casual Employees, Batch Nbr.: 0003, C.A Voucher Nbr.: TEST008491, and an "Add" button. Below these filters is a table displaying payroll details for four employees. The columns are: VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, PAY PERIOD, NET PAY, and ACTIONS. The table data is as follows:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	PAY PERIOD	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	ALL	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	ALL	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	ALL	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	ALL	117,389.93	

At the bottom, it says "Showing 1 to 4 of 4 entries" and has navigation buttons for Previous, Next, and page number 1. The system status bar at the bottom right shows "2:09 PM" and "1/23/2020".

## Step 6: Select specific record that you want to print employee post payroll details.

The screenshot shows a web-based application titled "Post Payroll Details" from the "HRIS-ePAccount" system. The URL in the browser is 192.168.6.49:35/cTransPostPayDetails/. The interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays a table of payroll entries. The table has columns for VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, PAY PERIOD, NET PAY, and ACTIONS. The table shows four entries:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	PAY PERIOD	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	ALL	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	ALL	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	ALL	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	ALL	117,389.93	

Below the table, a message indicates "Showing 1 to 4 of 4 entries". The top right of the page has a "Log out" link. The bottom of the screen shows the Windows taskbar with various pinned icons and the date/time (2:09 PM, 1/23/2020).

# Step 6: Click print button in order to print employee post payroll details.

The screenshot shows a web-based application titled "Post Payroll Details". The interface includes a sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays a grid of payroll entries. The grid columns are: VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, PAY PERIOD, NET PAY, and ACTIONS. The ACTIONS column contains icons for Print, Edit, and Delete. A large red arrow points to the Print icon in the Actions column of the fourth row. The grid shows four entries:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	PAY PERIOD	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	ALL	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	ALL	204,851.52	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	ALL	1,113.00	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	ALL	1,113.00	

At the bottom of the grid, it says "Showing 1 to 4 of 4 entries". The status bar at the bottom right shows the time as 2:09 PM and the date as 1/23/2020.

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=

SHIELA MAE PERSIGAS

Print Preview

Log out

Back

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Waiting for 192.168.6.49...

Type here to search

2:14 PM 1/23/2020

HRIS-ePAccount

SHIELA MAE PERSIGAS

Print Preview

Main Report

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: -----

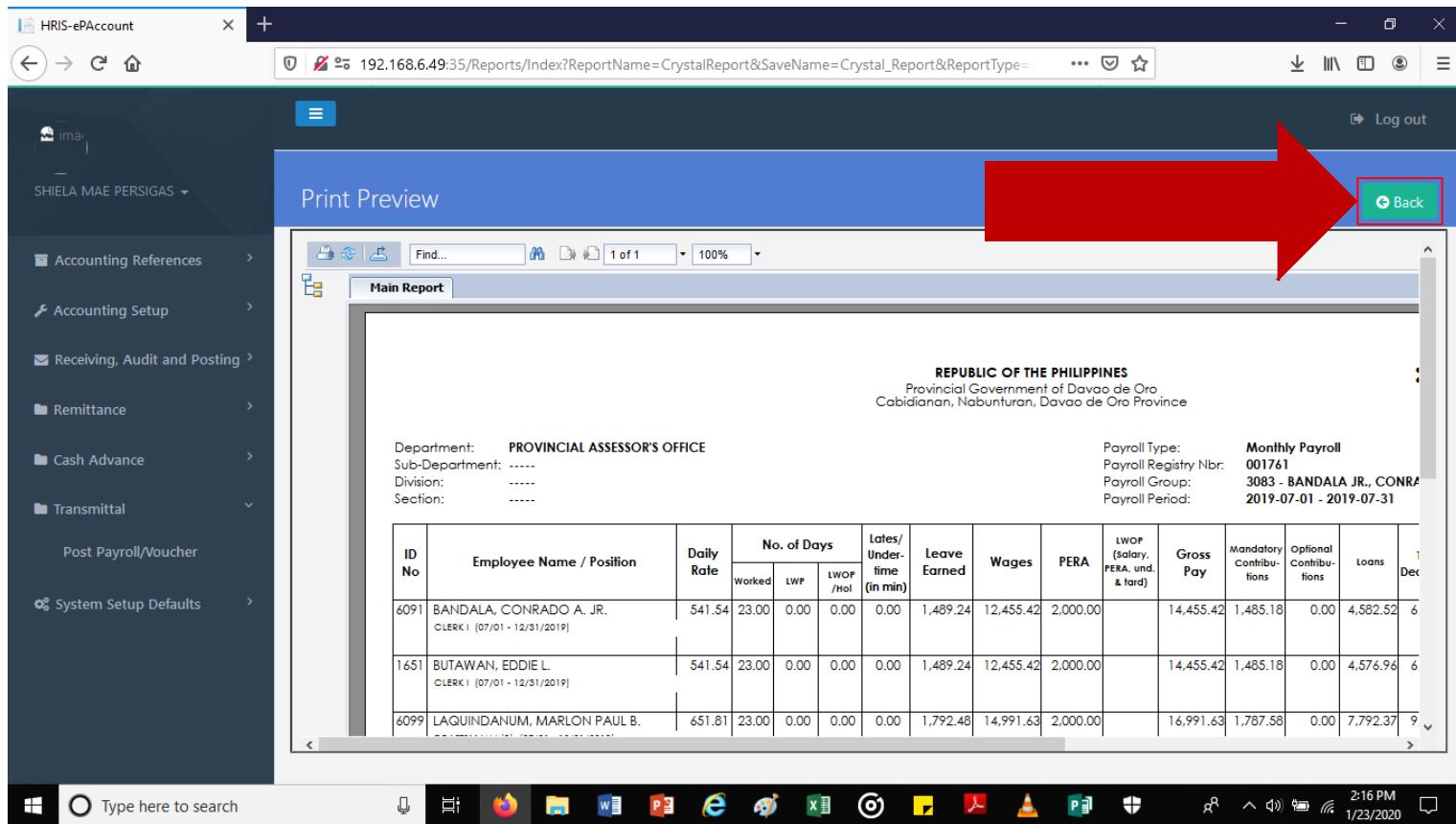
Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 001761  
Payroll Group: 3083 - BANDALA JR., CONRA  
Payroll Period: 2019-07-01 - 2019-07-31

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	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	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,582.52	6
1651	BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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	LAGUINDANUM, MARLON PAUL B.	651.81	23.00	0.00	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

Type here to search

2:16 PM 1/23/2020

# Step 7: Click back button to go back to previous page.

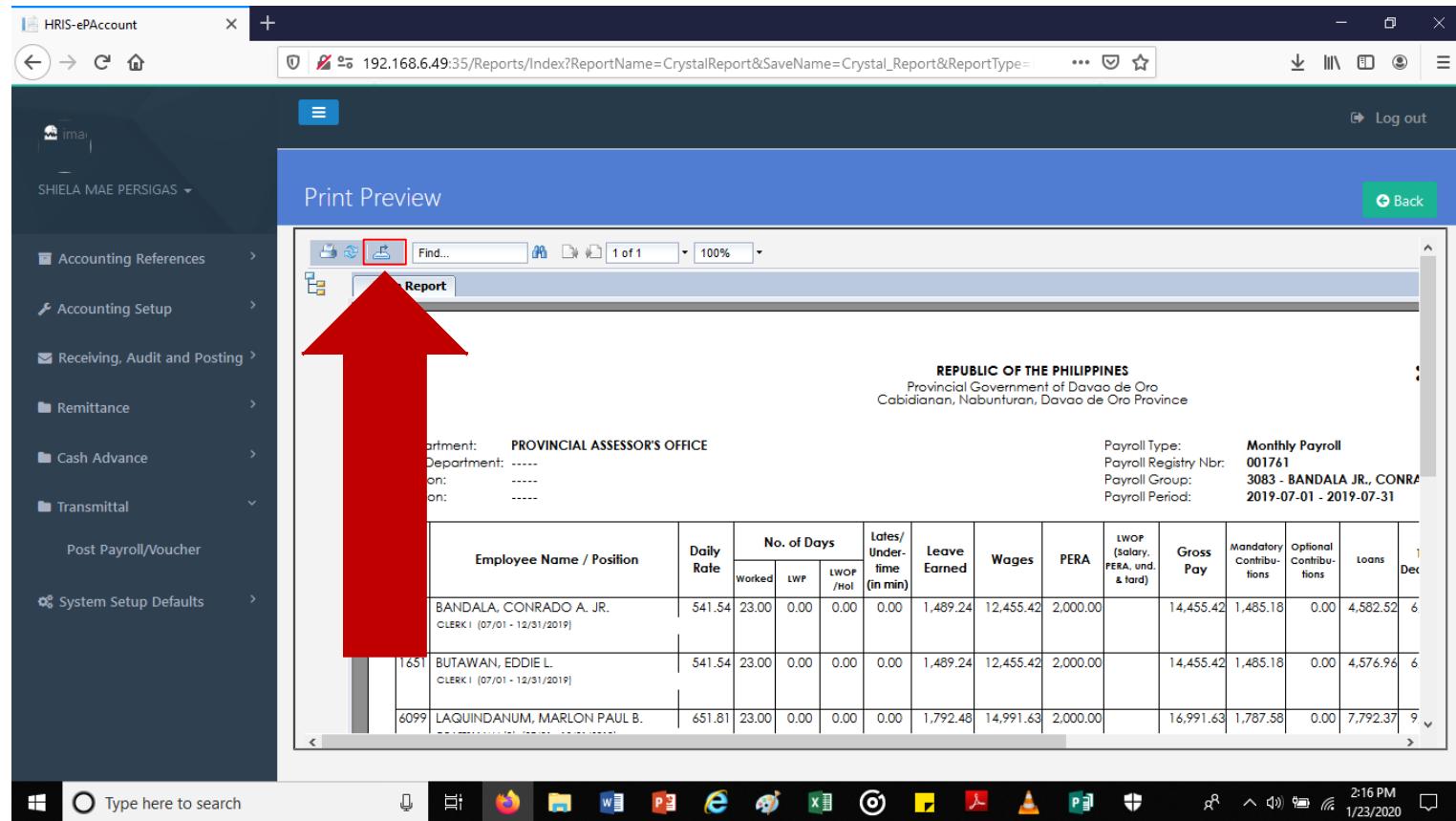


# Step 8: Repeat step 6 if you want to continue.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-ePAccount system at 192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=. The browser title bar reads "HRIS-ePAccount". The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area is titled "Print Preview" and displays a "Main Report" for the "PROVINCIAL ASSESSOR'S OFFICE". The report header includes the "REPUBLIC OF THE PHILIPPINES", "Provincial Government of Davao de Oro", and "Cabidianan, Nabunturan, Davao de Oro Province". It shows payroll details for three employees: BANDALA, CONRADO A. JR., BUTAWAN, EDDIE L., and LAGUINDANUM, MARLON PAUL B. The report table includes columns for ID No, Employee Name / Position, Daily Rate, No. of Days (Worked, LWP, LWOP/Hol), Rates/Under-time (in min), Leave Earned, Wages, PERA, LWOP (Salary, PERA, und. & fard), Gross Pay, Mandatory Contributions, Optional Contributions, Loans, and Dec. The bottom status bar shows the Windows taskbar with various pinned icons and the date/time 1/23/2020 2:16 PM.

ID No	Employee Name / Position	Daily Rate	No. of Days			Rates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	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	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,582.52	6
1651	BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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	LAGUINDANUM, MARLON PAUL B.	651.81	23.00	0.00	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

# Step 9: Click export icon for you to print data.



The screenshot shows the HRIS-ePAccount application interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area is titled "Print Preview" and displays a payroll report for the Provincial Government of Davao de Oro. The report includes sections for employee details, pay period information, and a detailed wage statement table. The top toolbar has several icons, and the export icon (a blue square with a white arrow) is highlighted with a red box and a large red arrow pointing towards it. The status bar at the bottom shows system information like the date and time.

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

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

Employee Name / Position	Daily Rate	No. of Days			Lates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
		Worked	LWP	LWOP /Hol										
BANDALA, CONRADO A. JR. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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
BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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
LAQUINDANUM, MARLON PAUL B.	651.81	23.00	0.00	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

HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=

Log out

Print Preview

Main Report

REPUBLIC OF THE PHILIPPINES  
Province of Davao de Oro  
Davao de Oro Province

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

Department: PROVINCIAL ASSESSOR  
Sub-Department: -----  
Division: -----  
Section: -----

ID No Employee Name / Position

6091	BANDALA, CONRADO A. JR. CLERK I [07/01 - 12/31/2019]
1651	BUTAWAN, EDDIE L. CLERK I [07/01 - 12/31/2019]
6099	LAQUINDANUM, MARLON PAUL B.

Export

File Format: Crystal Reports (RPT)

Page Range:  All Pages  Select Pages  
From: \_\_\_\_\_ To: \_\_\_\_\_

PERA LWOP Gross Mandatory Optional Loans Dec  
2,000.00 14,455.42 1,485.18 0.00 4,582.52 6  
2,000.00 14,455.42 1,485.18 0.00 4,576.96 6  
2,000.00 16,991.63 1,787.58 0.00 7,792.37 9

Type here to search

2:27 PM 1/23/2020

## 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.

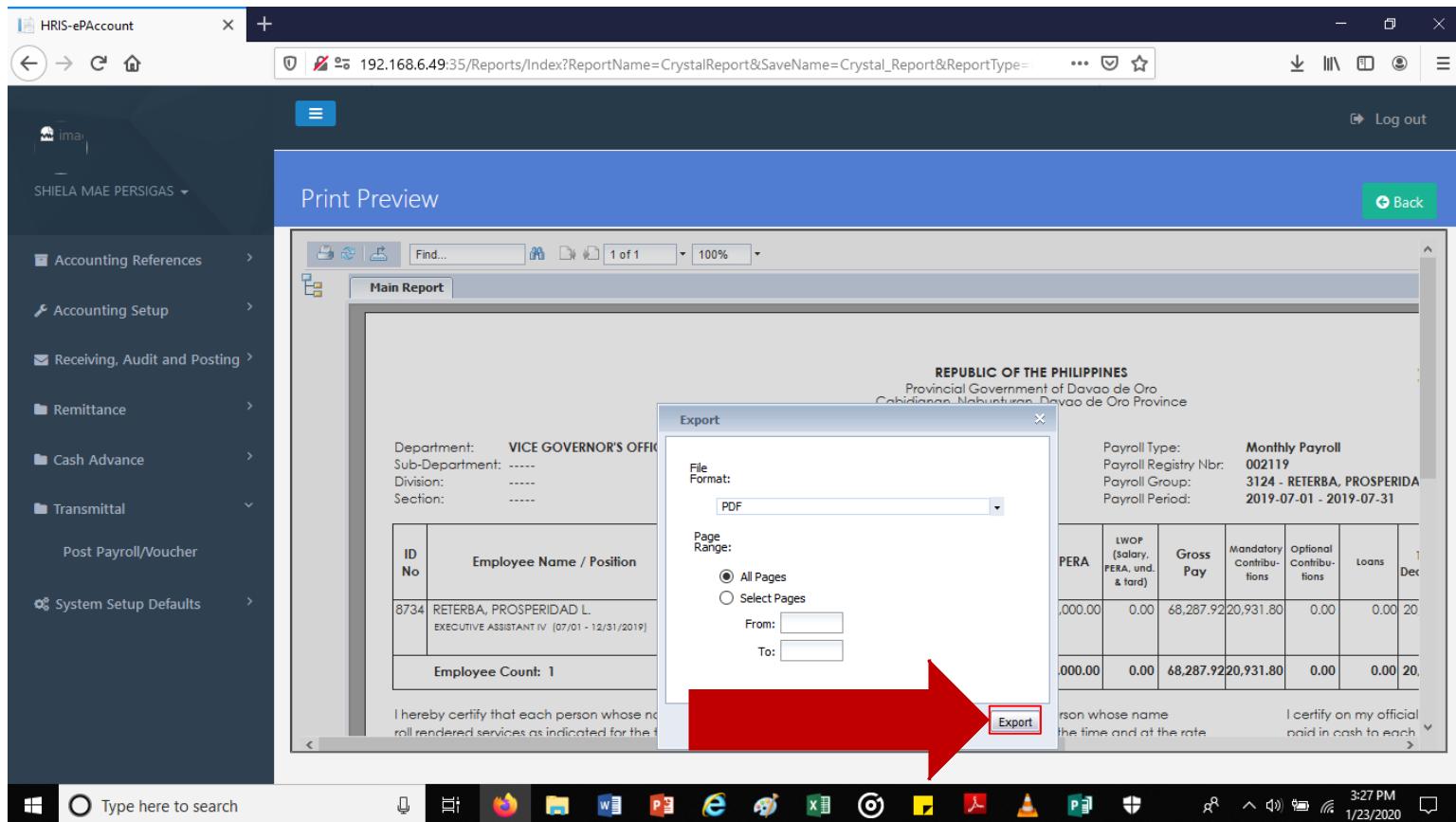
---

**Step 10:** Click dropdown list in order to select **pdf file format** and export file.

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

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area is titled "Print Preview" and displays a report for "VICE GOVERNOR'S OFFICE". The report includes sections for Department, Sub-Department, Division, and Section, all listed as "-----". Below this is a table with columns for ID No and Employee Name / Position, showing one entry: "8734 RETERBA, PROSPERIDAD L. EXECUTIVE ASSISTANT IV (07/01 - 12/31/2019)". An "Employee Count: 1" is also shown. At the bottom of the preview, there's a statement about certifying payroll services. A dropdown menu titled "Crystal Reports (RPT)" is open over the preview, showing options for exporting to PDF, Microsoft Excel, Microsoft Word, Rich Text Format, Character Separated Values, and XML. The "PDF" option is selected. To the right of the preview, there's some payroll-related information: Payroll Type: Monthly Payroll, Payroll Registry Nbr: 002119, Payroll Group: 3124 - RETERBA, PROSPERIDA, and Payroll Period: 2019-07-01 - 2019-07-31. Below this is a table of payroll details. The bottom of the screen shows the Windows taskbar with various pinned icons and the date/time (3:26 PM, 1/23/2020).

**Step 11: 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 12: Click view download in order to download and print the selected file.

The screenshot shows a Windows desktop environment with the HRIS-eAccount application open in a web browser. The application interface includes a left sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays a 'Print Preview' of a payroll report titled 'Main Report'. The report header includes the 'REPUBLIC OF THE PHILIPPINES' and 'Provincial Government of Davao de Oro' logos. It lists department details: VICE GOVERNOR'S OFFICE, Sub-Department: -----, Division: -----, Section: -----, and payroll information: Payroll Type: Monthly Payroll, Payroll Registry Nbr: 002119, Payroll Group: 3124 - RETERBA, PROSPERIDA, Payroll Period: 2019-07-01 - 2019-07-31. The main table shows a single employee record with ID No. 8734, Employee Name: RETERBA, PROSPERIDAD L., Position: EXECUTIVE ASSISTANT IV, and pay details. At the bottom, there are three certification statements and a footer with system icons and the date 1/23/2020.

Print Preview

Main Report

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

Department: VICE GOVERNOR'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002119  
Payroll Group: 3124 - RETERBA, PROSPERIDA  
Payroll Period: 2019-07-01 - 2019-07-31

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			Worked	LWP	LWOP /Hol										
8734	RETTERBA, PROSPERIDAD L. EXECUTIVE ASSISTANT IV (07/01 - 12/31/2019)	2,969.04	23.00	0.00	0.00	0.00	8,164.86	68,287.92	2,000.00	0.00	68,287.92	20,931.80	0.00	0.00	20

Employee Count: 1      TOTALS      = > >

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate

I certify on my official said in cash to each

Type here to search

3:40 PM  
1/23/2020

HRIS-ePAccount

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Cash Advance

Transmittal

Post Payroll/Voucher

System Setup Defaults

Print Preview

crvPrint(5).pdf  
Completed — 34.4 KB

Show All Downloads

Main Report

Find... 1 of 1 100%

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

Department: VICE GOVERNOR'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002119  
Payroll Group: 3124 - RETERBA, PROSPERIDA  
Payroll Period: 2019-07-01 - 2019-07-31

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			Worked	LWP	LWOP /Hol										
8734	RETTERBA, PROSPERIDAD L. EXECUTIVE ASSISTANT IV [07/01 - 12/31/2019]	2,969.04	23.00	0.00	0.00	0.00	8,164.86	68,287.92	2,000.00	0.00	68,287.92	20,931.80	0.00	0.00	20.

Employee Count: 1      TOTALS      = > >

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate

I certify on my official paid in cash to each

Type here to search

3:42 PM 1/23/2020

# Step 13: Select specific file in order to open and print.

The screenshot shows a dual-screen setup. The top screen displays a web browser window titled 'HRIS-eAccount' with the URL '192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType='. A red box highlights a download notification for 'crvPrint(5).pdf' which is 'Completed — 34.4 KB'. The bottom screen shows the 'Main Report' of the HRIS-eAccount application. The report title is 'REPUBLIC OF THE PHILIPPINES Provincial Government of Davao de Oro Cabidianan, Nabunturan, Davao de Oro Province'. It details payroll information for the 'VICE GOVERNOR'S OFFICE': Department: VICE GOVERNOR'S OFFICE, Sub-Department: -----, Division: -----, Section: -----. Payroll Type: Monthly Payroll, Payroll Registry Nbr: 002119, Payroll Group: 3124 - RETERBA, PROSPERIDA, Payroll Period: 2019-07-01 - 2019-07-31. The main table lists one employee: RETERBA, PROSPERIDAD L., EXECUTIVE ASSISTANT IV (07/01 - 12/31/2019) with a daily rate of 2,969.04. The table includes columns for ID No, Employee Name / Position, Daily Rate, No. of Days (Worked, LWP, LWOP /Hol), Rates/Under-time (in min), Leave Earned, Wages, PERA, LWOP (Salary, PERA, und. & tard), Gross Pay, Mandatory Contributions, Optional Contributions, Loans, and Dec. The total row shows Employee Count: 1, TOTALS, and values: 8,164.86, 68,287.92, 2,000.00, 0.00, 68,287.92, 20,931.80, 0.00, 0.00, 20. Below the table, three statements are present: 'I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.', 'I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate', and 'I certify on my official paid in cash to each'.

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

Department: VICE GOVERNOR'S OFFICE  
Sub-Department: -----  
Division: -----  
Section: -----

Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 002119  
Payroll Group: 3124 - RETERBA, PROSPERIDA  
Payroll Period: 2019-07-01 - 2019-07-31

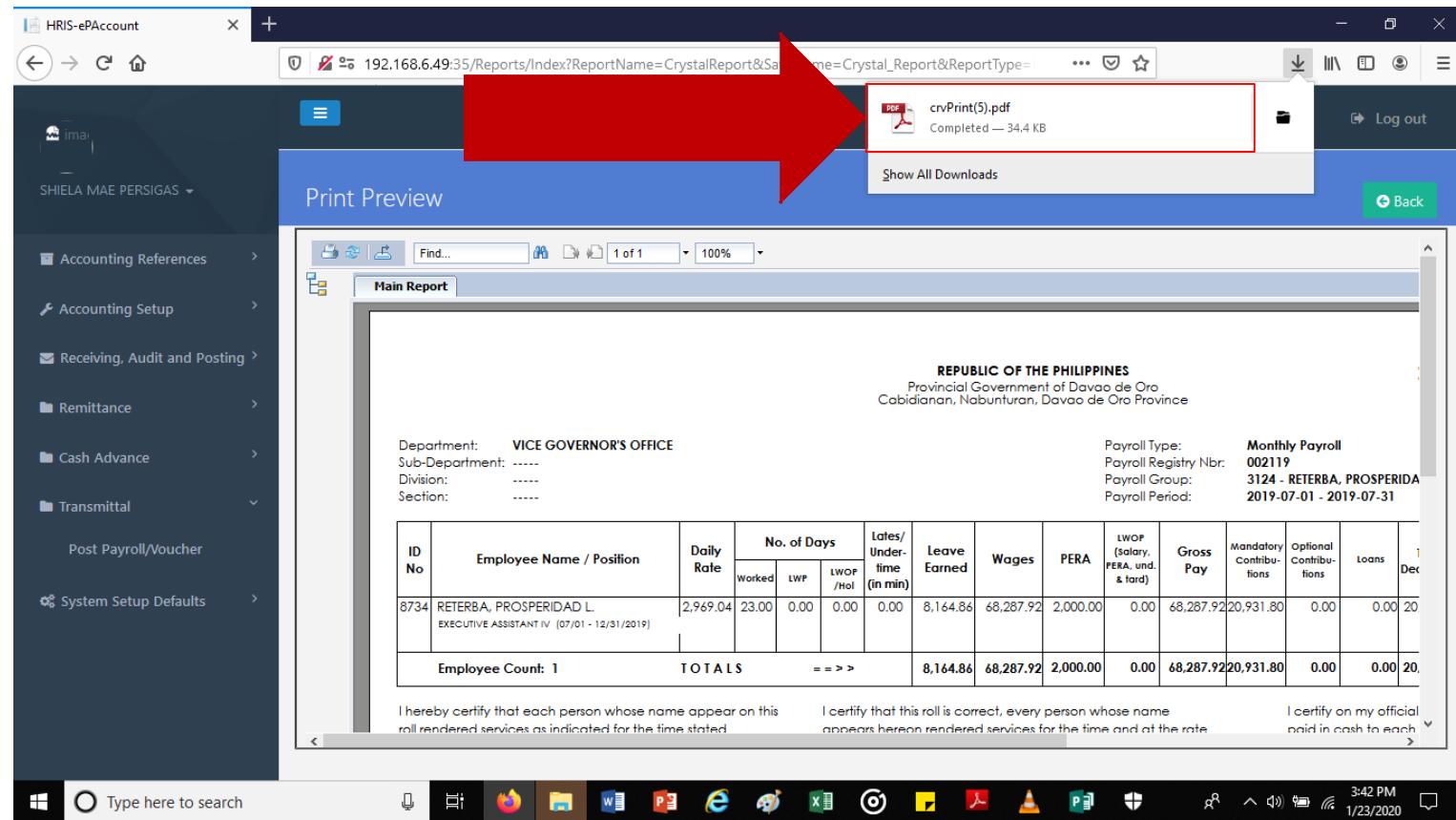
ID No	Employee Name / Position	Daily Rate	No. of Days			Rates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	Dec
			Worked	LWP	LWOP /Hol										
8734	RETERBA, PROSPERIDAD L. EXECUTIVE ASSISTANT IV (07/01 - 12/31/2019)	2,969.04	23.00	0.00	0.00	0.00	8,164.86	68,287.92	2,000.00	0.00	68,287.92	20,931.80	0.00	0.00	20
Employee Count: 1			TOTALS			= = > >	8,164.86	68,287.92	2,000.00	0.00	68,287.92	20,931.80	0.00	0.00	20

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

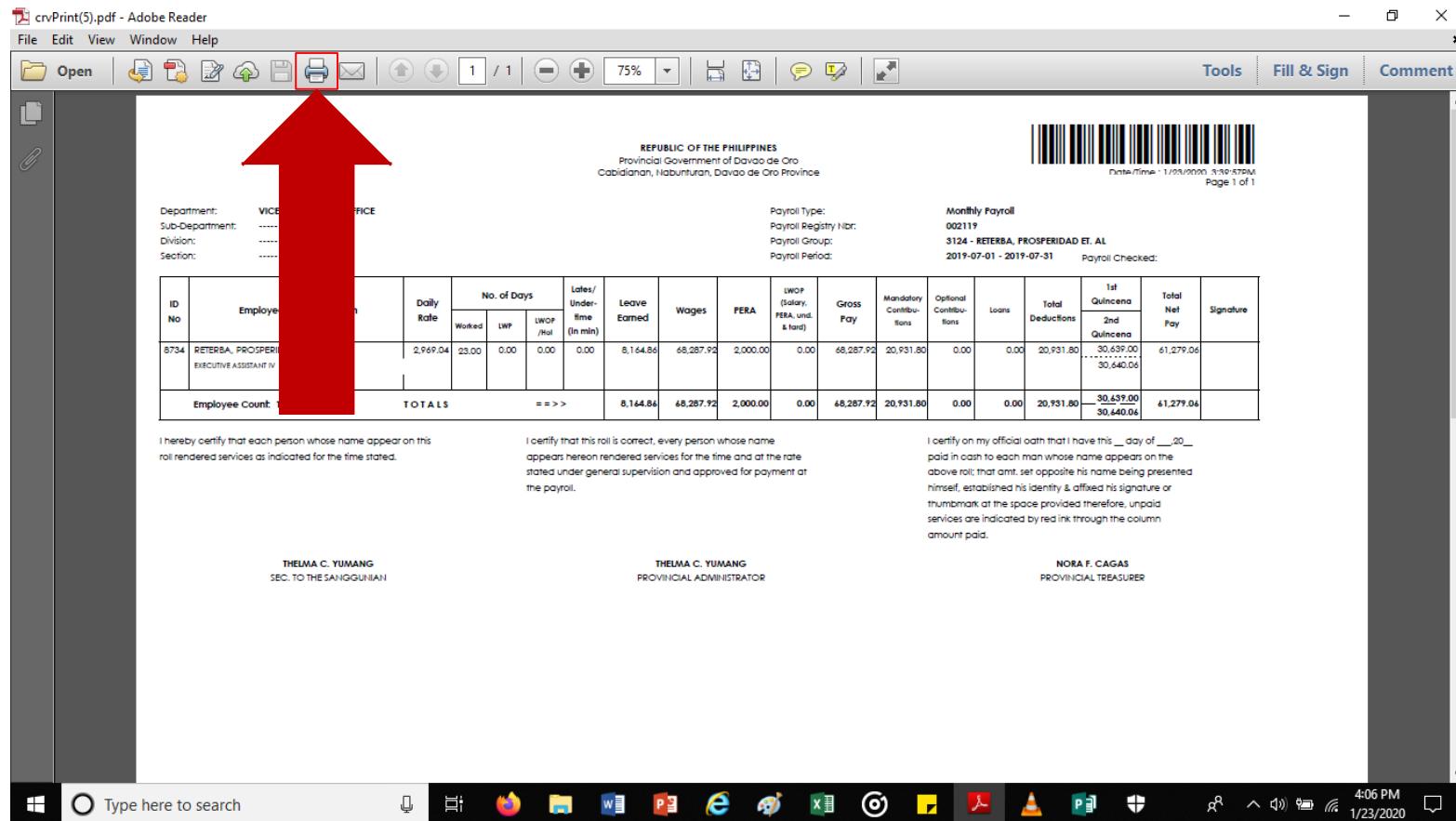
I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate

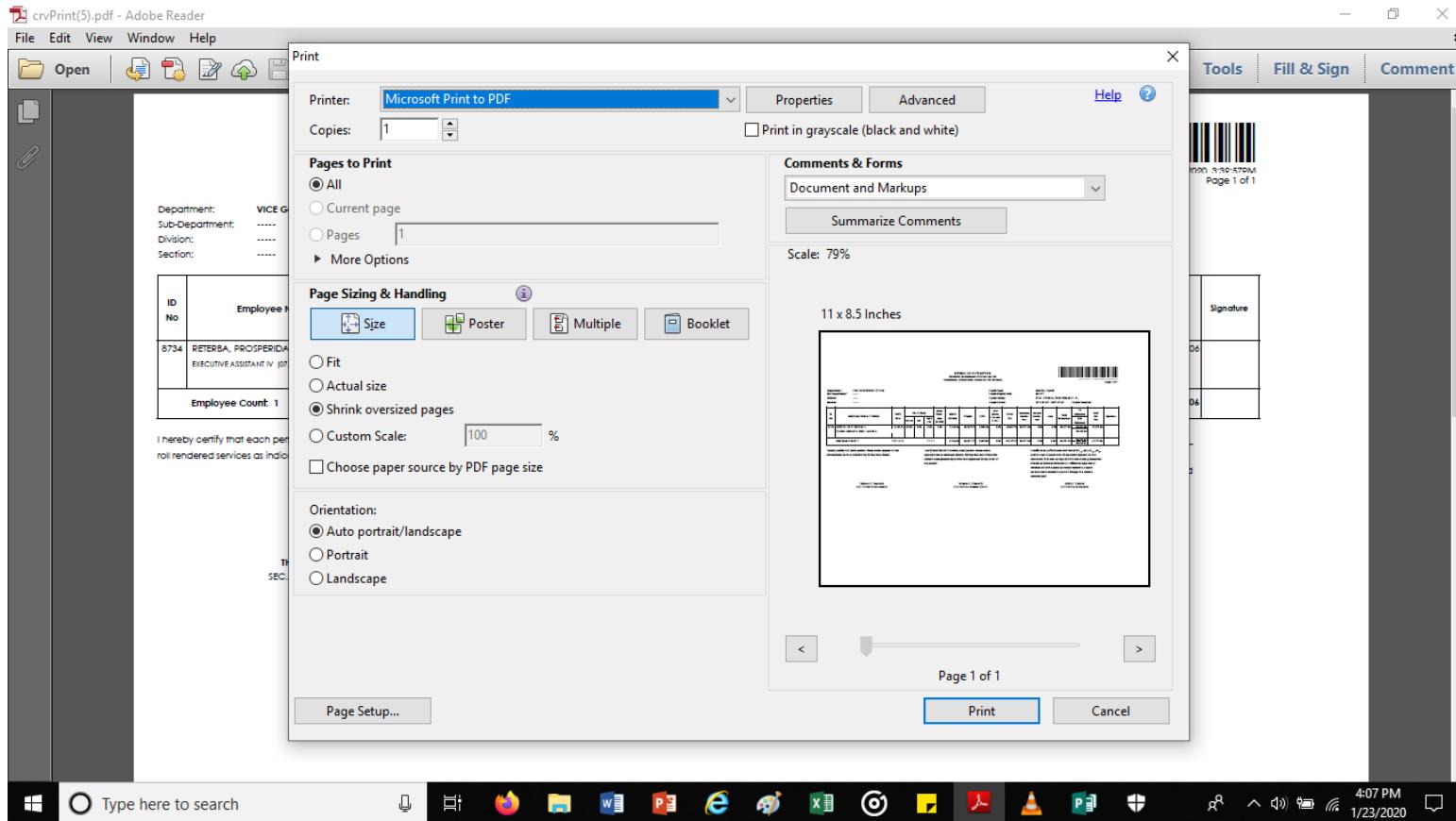
I certify on my official paid in cash to each

# Step 14: Click the selected file to open and print.

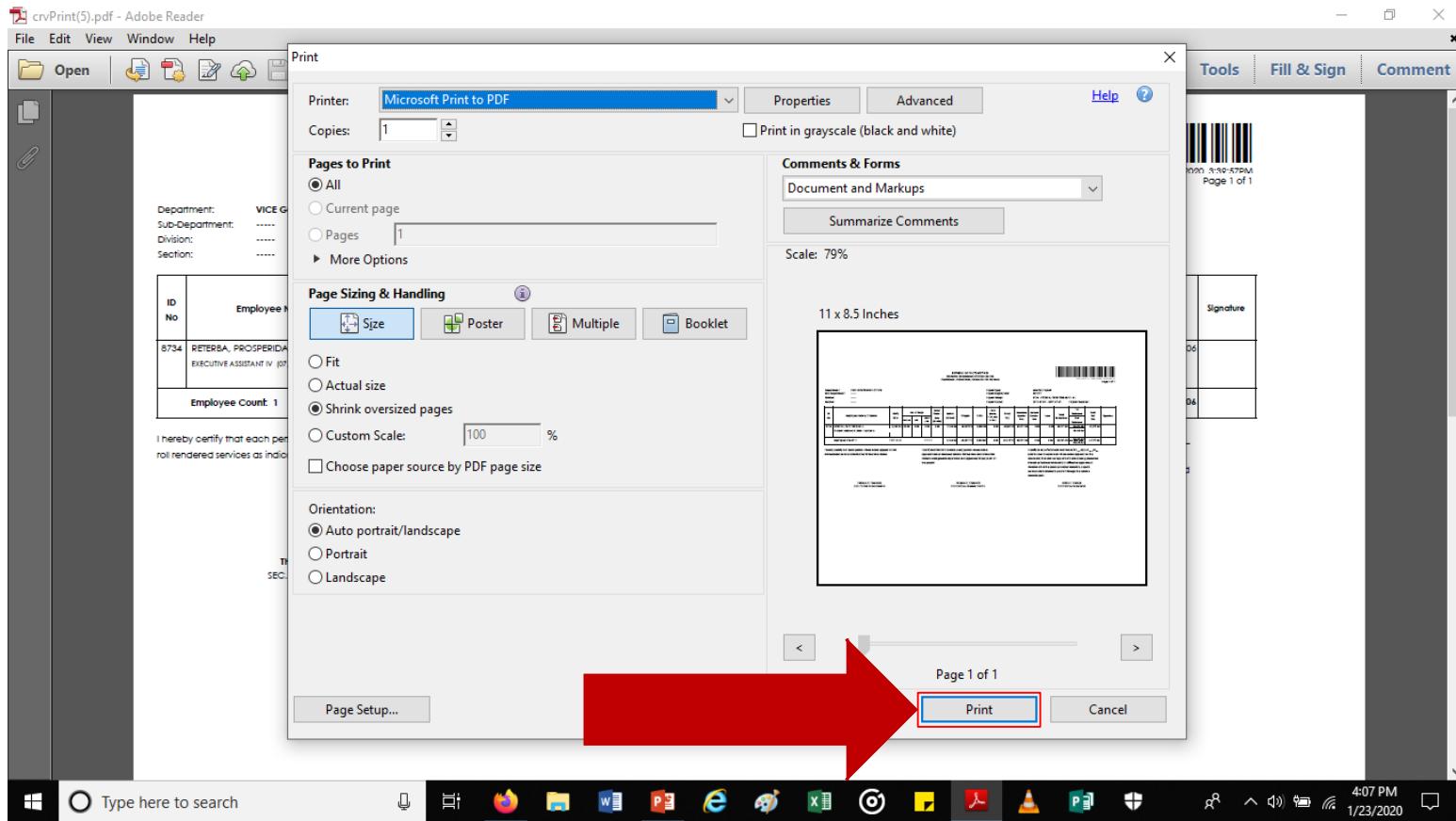


# Step 15: Click print icon in order to print file.





# Step 16: 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**.

Print Preview

Main Report

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: -----

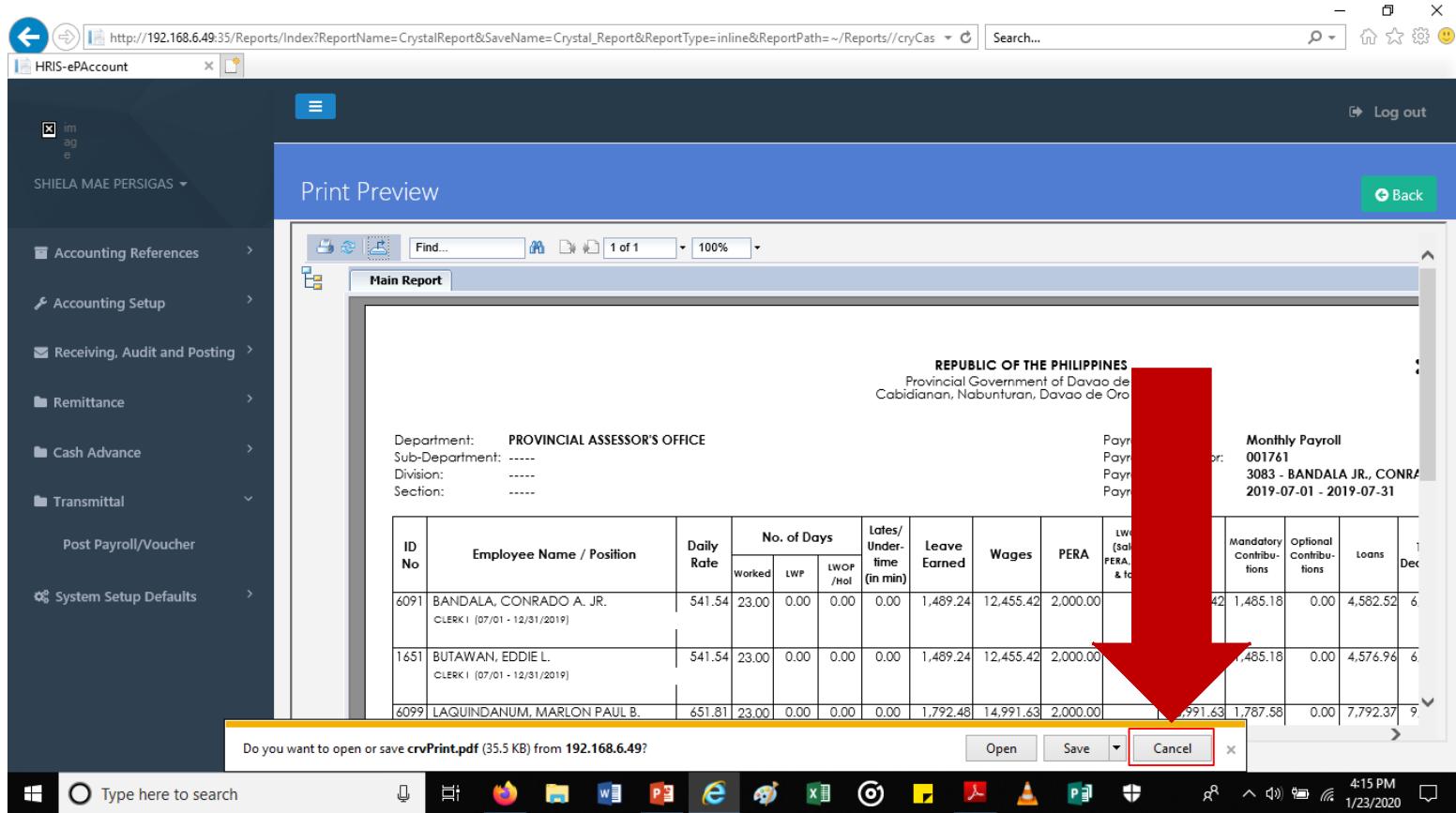
Payroll Type: Monthly Payroll  
Payroll Registry Nbr: 001761  
Payroll Group: 3083 - BANDALA JR., CONRAD  
Payroll Period: 2019-07-01 - 2019-07-31

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under- time (in min)	Leave Earned	Wages	PERA	LWOP (salary, PERA, und. & tard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	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	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,582.52	6
1651	BUTAWAN, EDDIE L. CLERK I [07/01 - 12/31/2019]	541.54	23.00	0.00	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 R.	651.81	23.00	0.00	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

Do you want to open or save crvPrint.pdf (35.5 KB) from 192.168.6.49?

Open Save Cancel

**Step 17:** If you don't want to print record click **cancel button** in order to cancel.



# Step 18: Repeat step 9 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](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 'Main Report' for the 'PROVINCIAL ASSESSOR'S OFFICE'. The report includes:

- 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	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	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	0.00	1,792.48	14,991.63	2,000.00		16,991.63	1,787.58	0.00	7,792.37	9

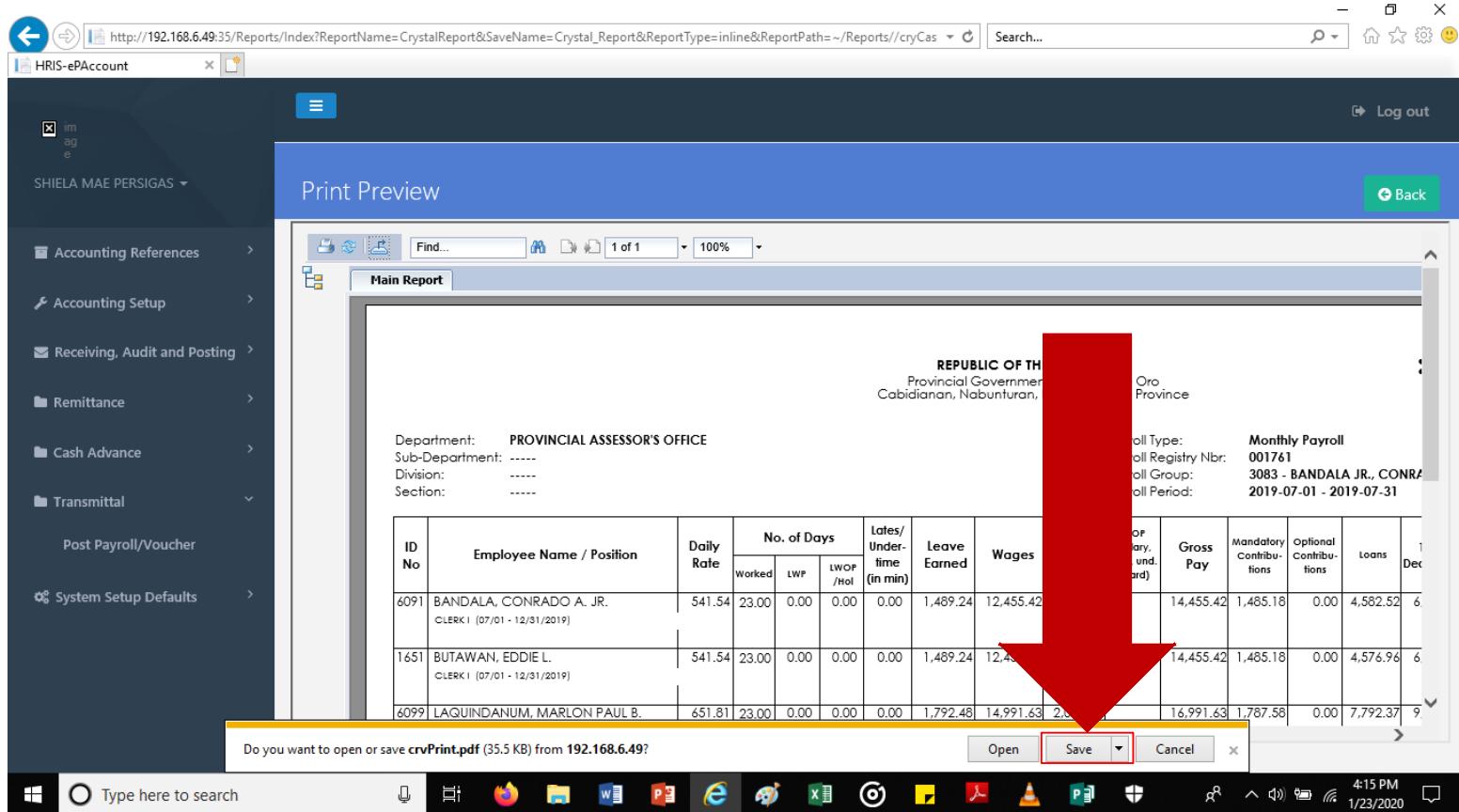
At the bottom, a dialog box asks "Do you want to open or save cryPrint.pdf (35.5 KB) from 192.168.6.49?". The options are Open, Save, Cancel, and Close.

## **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 9** 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 19: Click save button if you want to save the exported file.

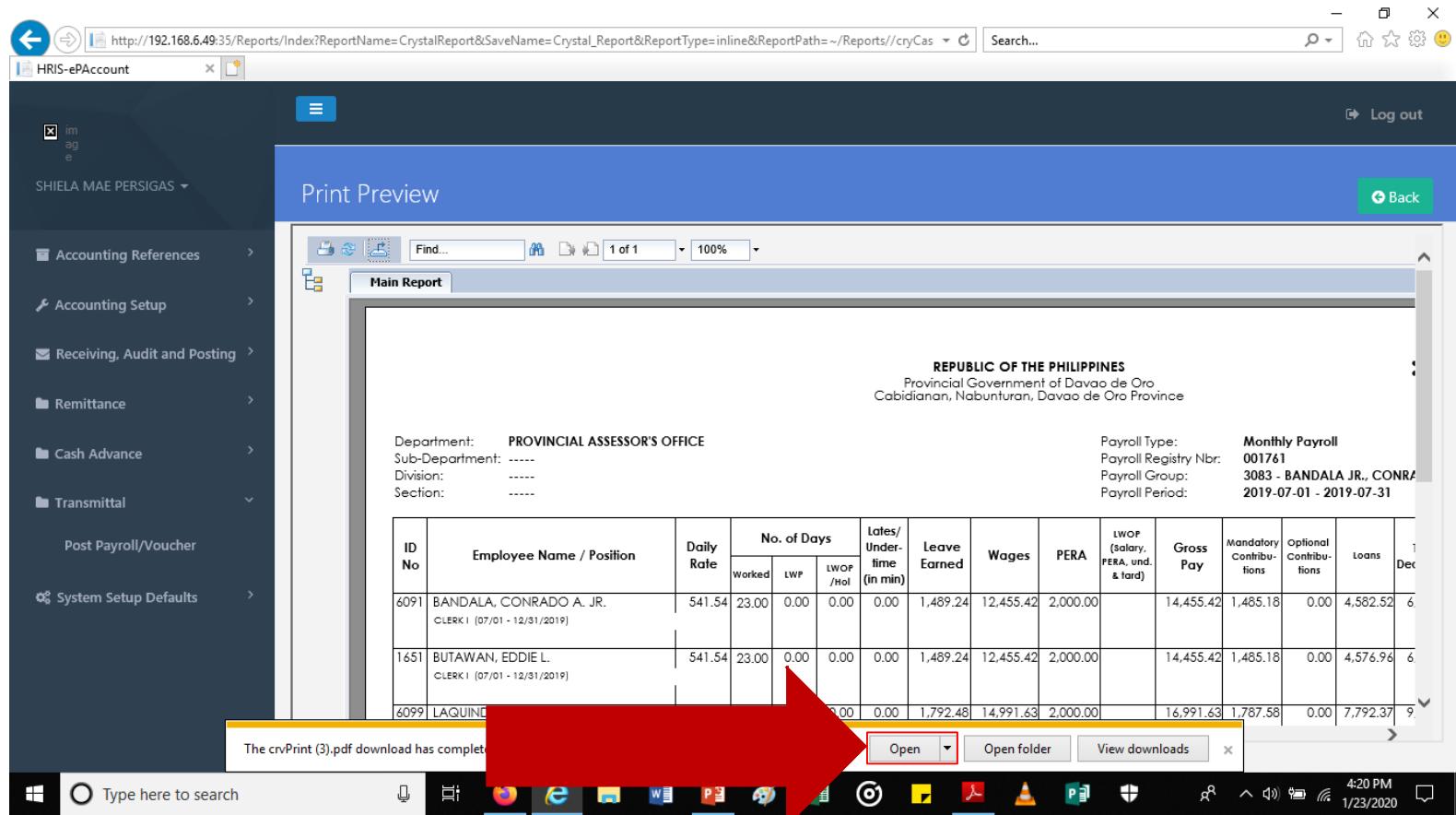


**Note:** If you click **save button** expected that file is completely downloaded and **open, open folder, view downloads** button will be visible.

The screenshot shows a web application interface for 'HRIS-eAccount'. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area is titled 'Print Preview' and displays a 'Main Report' for the 'REPUBLIC OF THE PHILIPPINES, Provincial Government of Davao de Oro, Cabidianan, Nabunturan, Davao de Oro Province'. The report header includes the department as 'PROVINCIAL ASSESSOR'S OFFICE' and the payroll period as '2019-07-01 - 2019-07-31'. The report body shows a table of employee pay details. At the bottom of the preview, a message says 'The crvPrint (3).pdf download has completed.' Below the preview, there are buttons for 'Open', 'Open folder', and 'View downloads'. The taskbar at the bottom of the screen shows various pinned icons and the system clock indicating 4:20 PM on 1/23/2020.

ID No	Employee Name / Position	Daily Rate	No. of Days			Lates/ Under-time (in min)	Leave Earned	Wages	PERA	LWOP (Salary, FERA, und. & fard)	Gross Pay	Mandatory Contribu- tions	Optional Contribu- tions	Loans	1 Dec
			Worked	LWP	LWOF /Hol										
6091	BANDALA, CONRADO A. JR. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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.
1651	BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	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	0.00	1,792.48	14,991.63	2,000.00		16,991.63	1,787.58	0.00	7,792.37	9.

**Step 20:** 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 (3).pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

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

Barcode Date/Time: 1/23/2020 4:14:03PM Page 1 of 1

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

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

ID No	Employee Name / Position	Daily Rate	No. of Days		Leave Earned	Wages	PERA	LWOP (Salary, PERA, und. & hand)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	Total Deductions	1st Quincena	Total Net Pay	Signature
			Worked	LWP										UWOP /Hol		
6091	BANDALA, CONRAD 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	6,067.70	5,192.00 3,194.72	6,387.72	
1651	BUTAWAH, 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	4,576.94	6,062.14	5,196.00 3,197.28	6,393.28	
6099	LAQUINDANUM, MARLON PAUL B. DRAFTSMAN (B) (07/01 - 12/31/2019)	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	9,579.95	4,705.00 2,706.68	7,411.68	
6158	TAHI, WELLAH C. DRIVER II (07/01 - 12/31/2019)	576.09	23.00	0.00	0.00	1,584.25	13,250.07	2,000.00	15,250.07	1,579.93	0.00	6,468.52	7,046.45	5,090.00 3,091.62	8,181.62	
Employee Count: 4		TOTALS		= >>		6,355.21	53,162.54	8,000.00	61,162.54	4,337.87	0.00	22,440.37	28,778.24	20,184.00 12,190.30	32,374.30	

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears herein rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this day of \_\_\_20\_\_\_ paid in cash to each man whose name appears on the above roll that amt. set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore, unpaid services are indicated by red ink through the column amount paid.

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

4:35 PM 1/23/2020

## Step 21: Click print icon in order to print the downloaded file.

cvPrint (3).pdf - Adobe Reader

File Edit View Window Help

Open  Print 

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

Barcode Date/Time: 1/23/2020 4:14:03PM  
Page 1 of 1

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

Payroll Type: Monthly Payroll  
Payroll Registry No.: 001761  
Payroll Group: 3083 - BANDALA JR., CONRAD ET. AL  
Payroll Period: 2019-07-01 - 2019-07-31  
Payroll Checked:

ID No	Employee Name	Daily Rate	No. of Days			Leave Earned	Wages	PERA	LWOF (Sick, PMA, und. & Mat)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	Total Deductions	1st Quincena	2nd Quincena	Total Net Pay	Signature
			Worked	LWP	LWOF /Hol										(in min)	Time		
6091	BANDALA, CONRAD JR. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00	14,455.42	1,485.18	0.00	4,582.52	6,057.70	5,193.00 3,194.72	8,387.72		
1651	BUTAWAHAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00	14,455.42	1,485.18	0.00	4,576.96	6,062.14	5,193.00 3,197.28	8,393.28		
6099	LAQUINDAN JUN, MARION PAUL B. DRAFTSMAN I (B) (07/01 - 12/31/2019)	651.81	23.00	0.00	0.00	0.00	1,792.48	14,991.63	2,000.00	16,991.63	1,787.58	0.00	7,792.37	9,579.95	4,705.00 2,706.68	7,411.68		
6155	TAHI, WELLAH C. DRIVER II (07/01 - 12/31/2019)	576.09	23.00	0.00	0.00	0.00	1,584.25	13,250.07	2,000.00	15,250.07	1,579.93	0.00	5,488.52	7,068.45	5,090.00 3,091.62	8,181.62		
Employee Count: 4		TOTALS			= > >	4,355.21	53,152.54	8,000.00		41,152.54	6,337.87	0.00	22,440.37	28,778.24	20,184.00 12,190.30	32,374.30		

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_ day of \_\_\_ 20\_\_\_ paid in cash to each man whose name appears on the above roll that amt. set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore, unpaid services are indicated by red ink through the column amount paid.

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

4:35 PM  
1/23/2020

File Edit View Window Help

Open

Print

Printer: Microsoft Print to PDF

Copies: 1

Pages to Print:

All

Current page

Pages

More Options

Page Sizing & Handling

Size

Poster

Multiple

Booklet

Fit

Actual size

Shrink oversized pages

Custom Scale:  %

Choose paper source by PDF page size

Orientation:

Auto portrait/landscape

Portrait

Landscape

Comments & Forms

Document and Markups

Summarize Comments

Scale: 79%

11 x 8.5 Inches

Barcode

Page 1 of 1

Print Cancel

Tools Fill & Sign Comment

Signature

72

29

68

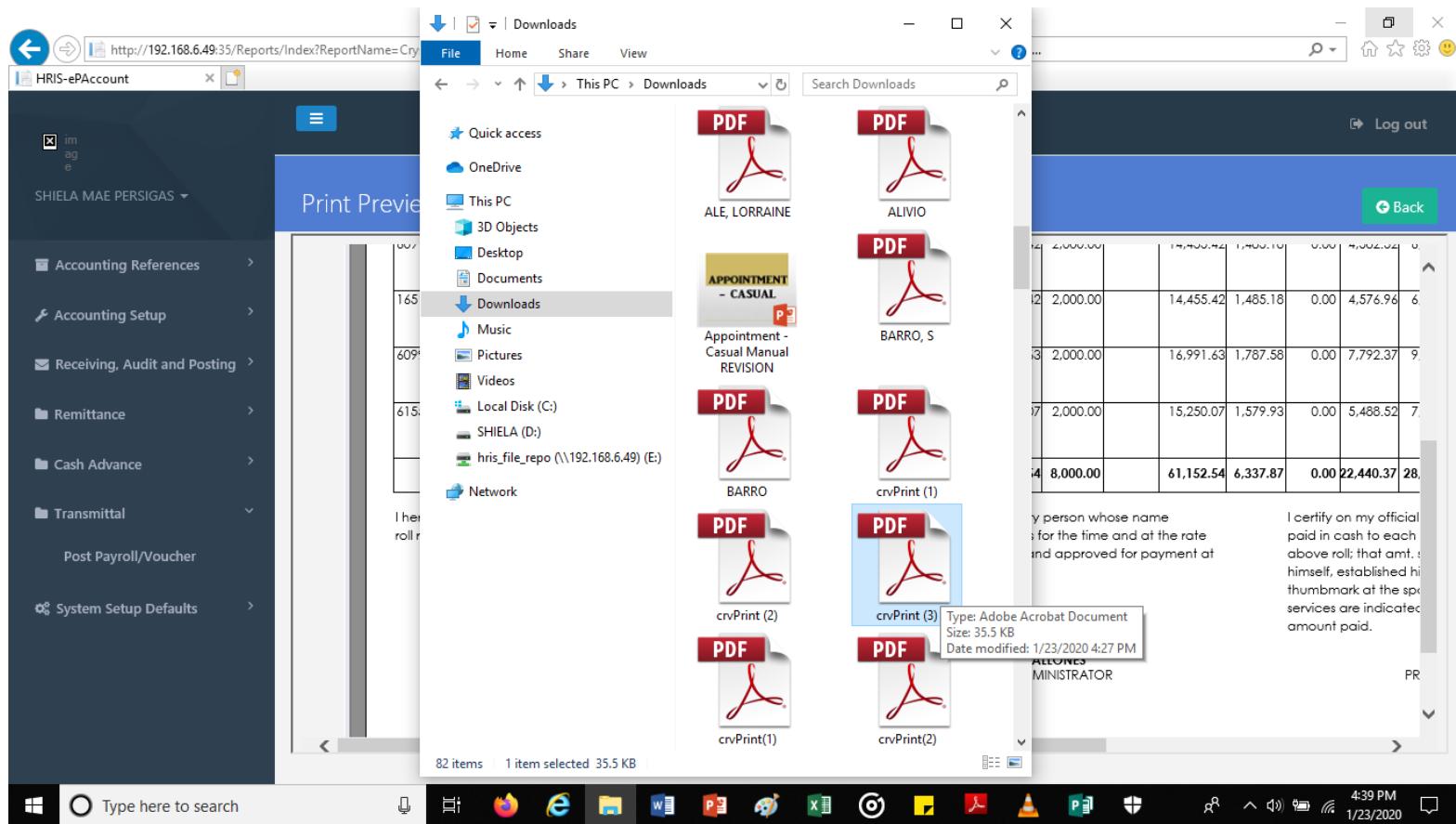
62

30

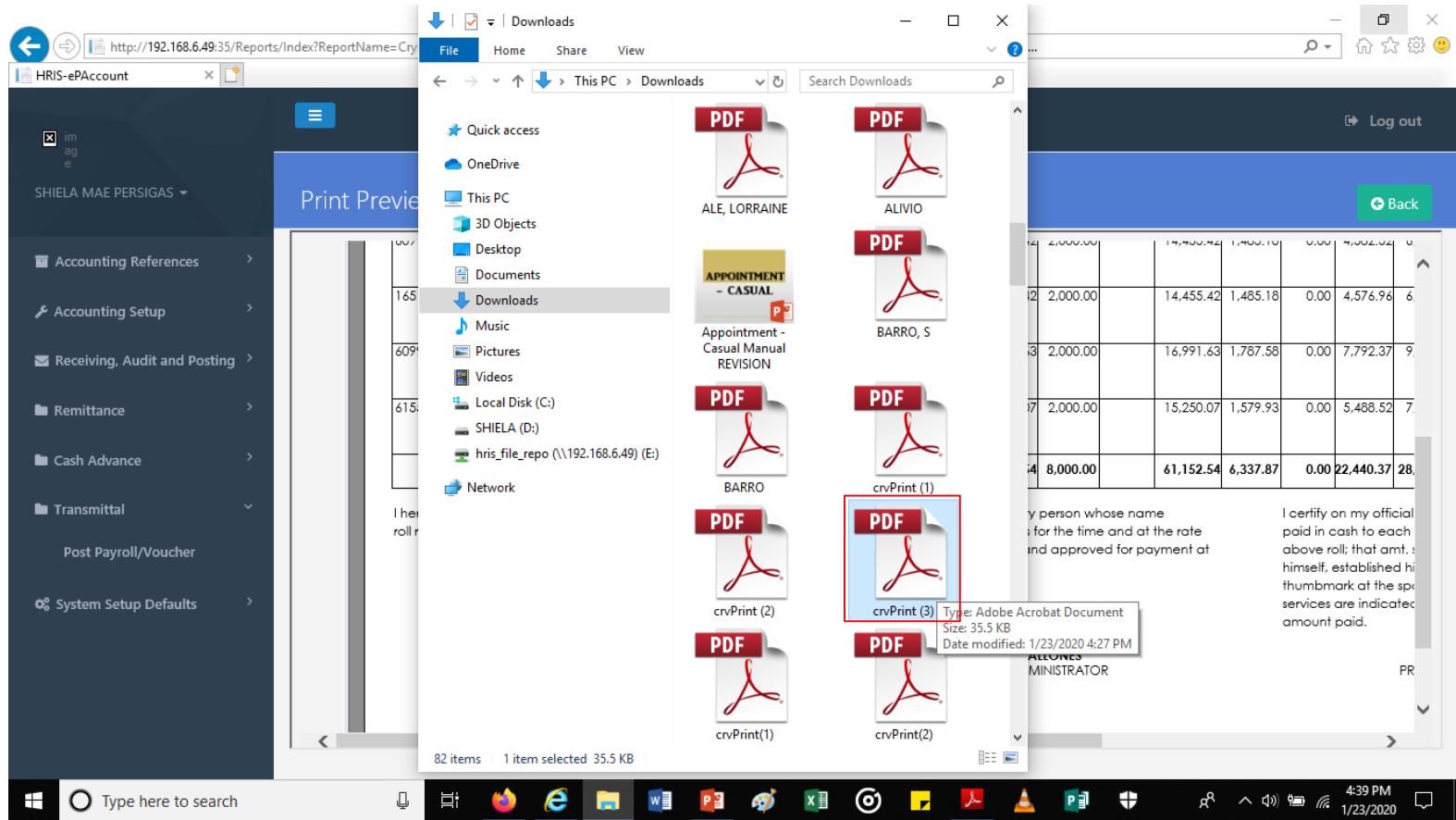
Type here to search

4:37 PM 1/23/2020

**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 22: Pick the specific record, double click selected record in order to print information.



crvPrint (3).pdf - Adobe Reader

File Edit View Window Help

Open | Print | Save | Copy | Paste | Find | Go | Back | Forward | 1 / 1 | Zoom | Tools | Fill & Sign | Comment

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

Barcode

Date/Time: 1/23/2020 4:14:03PM  
Page 1 of 1

ID No	Employee Name / Position	Daily Rate	No. of Days			Leave Earned	Wages	PERA	LWOF (Salaried, FEBA, und. & hard)	Gross Pay	Mandatory Contributions	Optional Contributions	Loans	Total Deductions	1st Quincena	Total Net Pay	Signature	
			Worked	LWP	LWOF/Hol										(In min)	2nd Quincena		
6091	BANDALA, CONRADO A. JR. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00	14,455.42	1,485.18	0.00	4,582.52	6,057.70	5,193.00 3,194.72	8,387.72		
1651	BUTAWAHAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00	14,455.42	1,485.18	0.00	4,576.96	6,062.14	5,194.00 3,197.28	8,393.28		
6099	LAQUINDANUM, MARLOH PAUL B. DRAFTSMAN II (B) (07/01 - 12/31/2019)	651.81	23.00	0.00	0.00	0.00	1,792.48	14,991.63	2,000.00	16,991.63	1,787.59	0.00	7,792.37	9,579.95	4,705.00 2,706.68	7,411.68		
6155	TAHI, WELLAH C. DRIVER II (07/01 - 12/31/2019)	576.09	23.00	0.00	0.00	0.00	1,584.25	13,250.07	2,000.00	15,250.07	1,579.93	0.00	5,488.52	7,068.45	5,090.00 3,091.62	8,181.62		
<b>Employee Count: 4</b>		<b>TOTALS</b>	<b>= &gt; &gt;</b>				<b>4,355.21</b>	<b>53,152.54</b>	<b>8,000.00</b>		<b>41,152.54</b>	<b>6,337.87</b>	<b>0.00</b>	<b>22,440.37</b>	<b>28,778.24</b>	<b>20,164.00 12,190.30</b>	<b>32,374.30</b>	

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

I certify on my official oath that I have this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_ paid in cash to each man whose name appears on the above roll that amt. set opposite his name being presented himself, established his identity & affixed his signature or thumbmark at the space provided therefore, unpaid services are indicated by red ink through the column amount paid.

VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

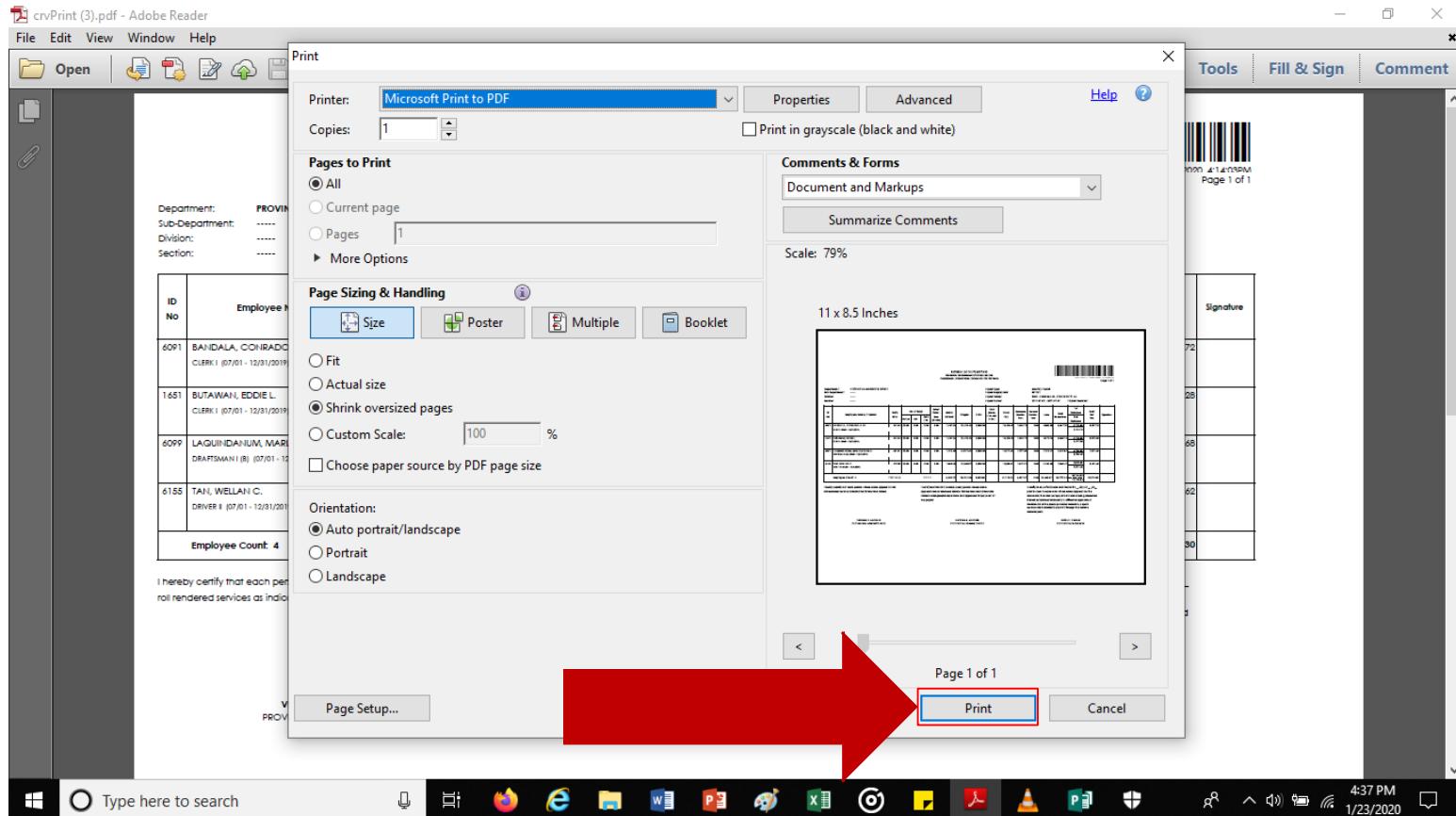
VIRGINIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

NORA F. CAGAS  
PROVINCIAL TREASURER

Type here to search

4:35 PM 1/23/2020

**Step 23:** In order to print repeat **step 15** and **16** 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.



Print Preview

	1651	BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,576.9
	1651	BUTAWAN, EDDIE L. CLERK I (07/01 - 12/31/2019)	541.54	23.00	0.00	0.00	0.00	1,489.24	12,455.42	2,000.00		14,455.42	1,485.18	0.00	4,576.9
	6099	LAQUINDANUM, MARLON PAUL B. DRAFTSMAN I (S) (07/01 - 12/31/2019)	651.81	23.00	0.00	0.00	0.00	1,792.48	14,991.63	2,000.00		16,991.63	1,787.58	0.00	7,792.37
	6155	TAN, WELLAN C. DRIVER II (07/01 - 12/31/2019)	576.09	23.00	0.00	0.00	0.00	1,584.25	13,250.07	2,000.00		15,250.07	1,579.93	0.00	5,488.52
		Employee Count: 4						TOTALS	= > >			6,355.21	53,152.54	8,000.00	
												61,152.54	6,337.87	0.00	22,440.37
															28.

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

VIRGILIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

VIRGILIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

I certify on my official paid in cash to each above roll; that amt. is himself, established his thumbmark at the space services are indicated amount paid.

Type here to search

1/23/2020 4:43 PM

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**

Print Preview

	NAME	HOURS	RATE	OVERTIME	OT RATE	TOTAL	NET PAY	ITEM
1651	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
6099	LAQUINDANUM, MARLON PAUL B. DRAFTSMAN I (S) [07/01 - 12/31/2019]	651.81	23.00	0.00	0.00	1,792.48	14,991.63	2,000.00
6155	TAN, WELLAN C. DRIVER II [07/01 - 12/31/2019]	576.09	23.00	0.00	0.00	1,584.25	13,250.07	2,000.00
Employee Count: 4		TOTALS			= > >	6,355.21	53,152.54	8,000.00
						15,250.07	1,579.93	0.00
						61,152.54	6,337.87	0.00
						22,440.37	28.	

I hereby certify that each person whose name appear on this roll rendered services as indicated for the time stated.

VIRGILIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

I certify that this roll is correct, every person whose name appears hereon rendered services for the time and at the rate stated under general supervision and approved for payment at the payroll.

VIRGILIA S. ALLONES  
PROVINCIAL ADMINISTRATOR

Type here to search

4:56 PM  
1/23/2020


Type here to search
4:57 PM
1/23/2020

http://192.168.6.49:35/Reports/Index?ReportName=CrystalReport&SaveName=Crystal\_Report&ReportType=inline&ReportPath=~/Reports//cryCas  
 HRIS-ePAccount

SHIELA MAE PERSIGAS ▾

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

**Print Preview**
Log out
Back

	DAVIDALAN, CONRAD A. JR.	1,041.04	20.00	0.00	0.00	1,407.24	12,400.42	2,000.00	14,400.42	1,400.10	0.00	4,002.02	0	
1651	BUTAWAN, EDDIE CLERK I [07/01 - 12/31/2019]													6
6099	LAQUINDANUM, N. DRAFTSMAN I (S) [07/01 - 12/31/2019]													9
6155	TAN, WELLAN C. DRIVER II [07/01 - 12/31/2019]													7
	<b>Employee Count:</b>													
	I hereby certify that each employee has rendered services as per payroll.													
	VIRGINIA S. ALLONES PROVINCIAL ADMINISTRATOR													
	VIRGINIA S. ALLONES PROVINCIAL ADMINISTRATOR													

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

I certify on my official payroll is correct, every person whose name is listed above has rendered services for the time and at the rate and amount paid in cash to each above roll; that amt. is himself, established his thumbmark at the spot where services are indicated and amount paid.

# How to delete employee post payroll details?



**Step 1:** Select payroll year, payroll month and employment type by clicking available drop list in order to delete employee existing data and export details. **Show details 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 (selected), Post Payroll/Voucher (sub-item of Transmittal), and System Setup Defaults. The main content area is titled "Post Payroll/Voucher". It features a search bar and filter options: "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these filters is a table with two rows of data:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	415,894.87	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

At the bottom, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for Previous, Next, and page number 1. The status bar at the bottom shows the Windows taskbar with various pinned icons and the date/time: 4:19 PM, 1/18/2020.

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

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal (selected), and System Setup Defaults. The main content area displays the "Post Payroll/Voucher" screen with a blue header. It shows search fields for Payroll Year (2019) and Payroll Month (July), and an Employment Type filter set to "Casual Employees". A table lists two entries: one for BATCH NBR 0011 with C.A VOUCHER NBR TEST008491 and BATCH/CA DESCRIPTION Test Data Sample, and another for BATCH NBR 0012 with C.A VOUCHER NBR TEST008491 and BATCH/CA DESCRIPTION Test Data SampleNNOIJJOI. The table has columns for BATCH NBR, C.A VOUCHER NBR, BATCH/CA DESCRIPTION, BATCH SUMMARY, and ACTIONS (with icons for edit, delete, and export). The bottom of the screen shows a taskbar with various application icons and the system clock indicating 4:19 PM on 1/18/2020.

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DESCRIPTION	BATCH SUMMARY	ACTIONS
0011	TEST008491	Test Data Sample	415.894.87	
0012	TEST008491	Test Data SampleNNOIJJOI	0.00	

**Step 3:** While on the main page of post payroll/voucher click **show details button** pop-up window will appear where **delete button** will be visible.

The screenshot shows the HRIS-eAccount software interface. On the left, there is a sidebar with various menu items: 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 area is titled "Post Payroll/Voucher". It includes search and filter options: "Show 10 entries", "Payroll Year: 2019", "Payroll Month: July", and "Employment Type: Casual Employees". Below these are two rows of data in a grid:

BATCH NBR.	C.A VOUCHER NBR.	BATCH/CA DE	ACTIONS
0011	TEST008491	Test Data Sample	
0012	TEST008491	Test Data SampleNNOIJJOI	

A large red arrow points from the text in the previous step towards the "Actions" column of the grid, specifically highlighting the delete icons.

HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

Log out

Post Payroll Details

Search ...

Show 10 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0011 C.A Voucher Nbr.: TEST008491

Add

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Showing 1 to 4 of 4 entries

Previous 1 Next

Type here to search

10:38 AM 1/20/2020

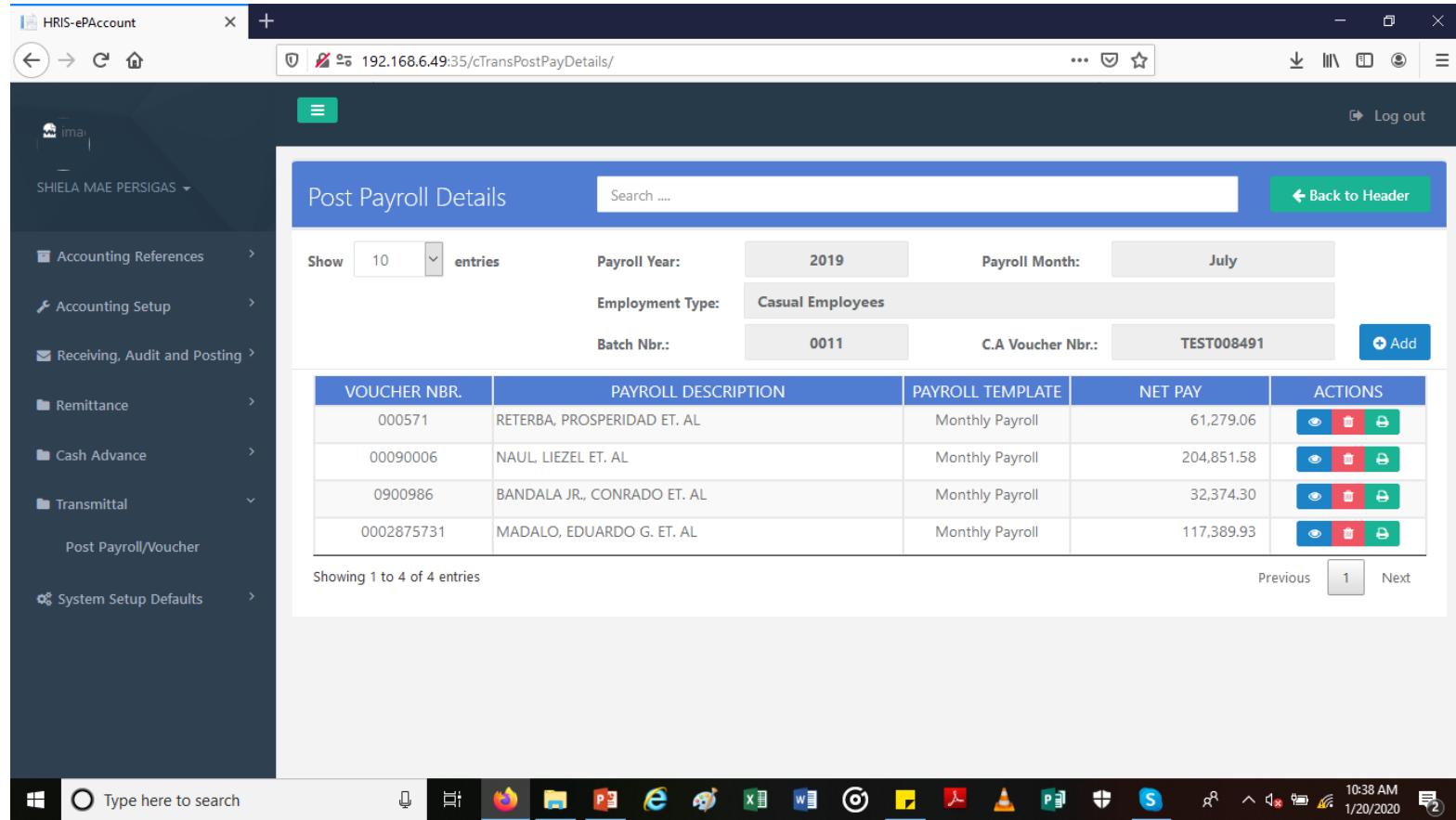
**Step 4: Click back to header button if you want to go back to post payroll/voucher main page.**

The screenshot shows the 'Post Payroll Details' screen of the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main content area displays 'Post Payroll Details' with search and filter options for Payroll Year (2019), Payroll Month (July), Employment Type (Casual Employees), Batch Nbr. (0011), and C.A Voucher Nbr. (TEST008491). Below these filters is a table listing four payroll entries:

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

At the bottom, it says 'Showing 1 to 4 of 4 entries'. On the far right, there are buttons for 'Previous', a page number '1', and 'Next'. A large red arrow points to the 'Back to Header' button in the top right corner of the main content area.

**Step 5:** Repeat **step 3** if you want to continue to add employee.  
**Add 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, Post Payroll/Voucher, and System Setup Defaults. The main content area is titled "Post Payroll Details". It displays payroll details for the year 2019, month July, employment type Casual Employees, batch number 0011, and C.A Voucher Nbr. TEST008491. The table lists four entries with their respective descriptions, net pay amounts, and actions (Edit, Delete, Print). The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

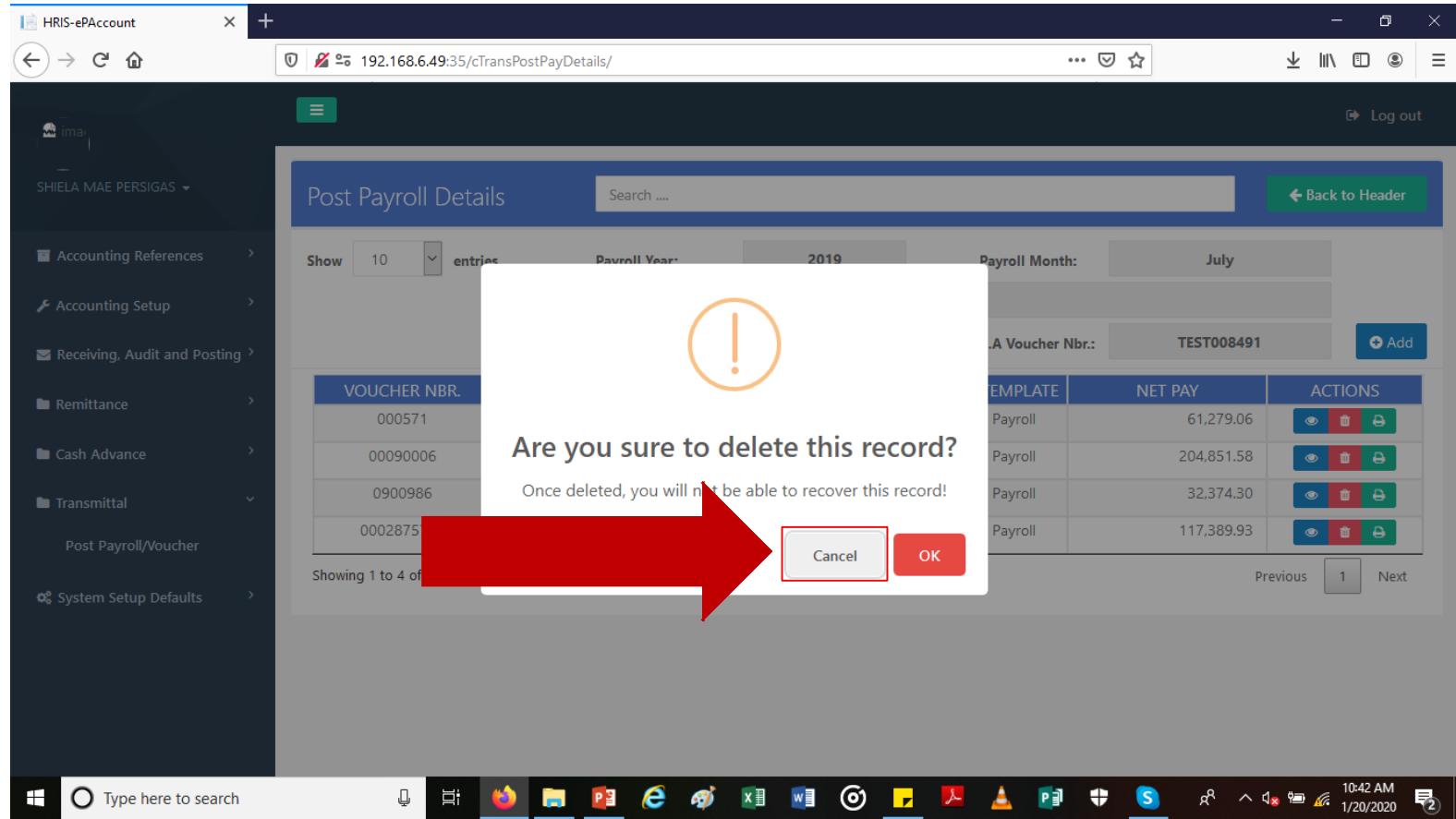
VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	32,374.30	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

# Step 3: Click delete button to delete existing record.

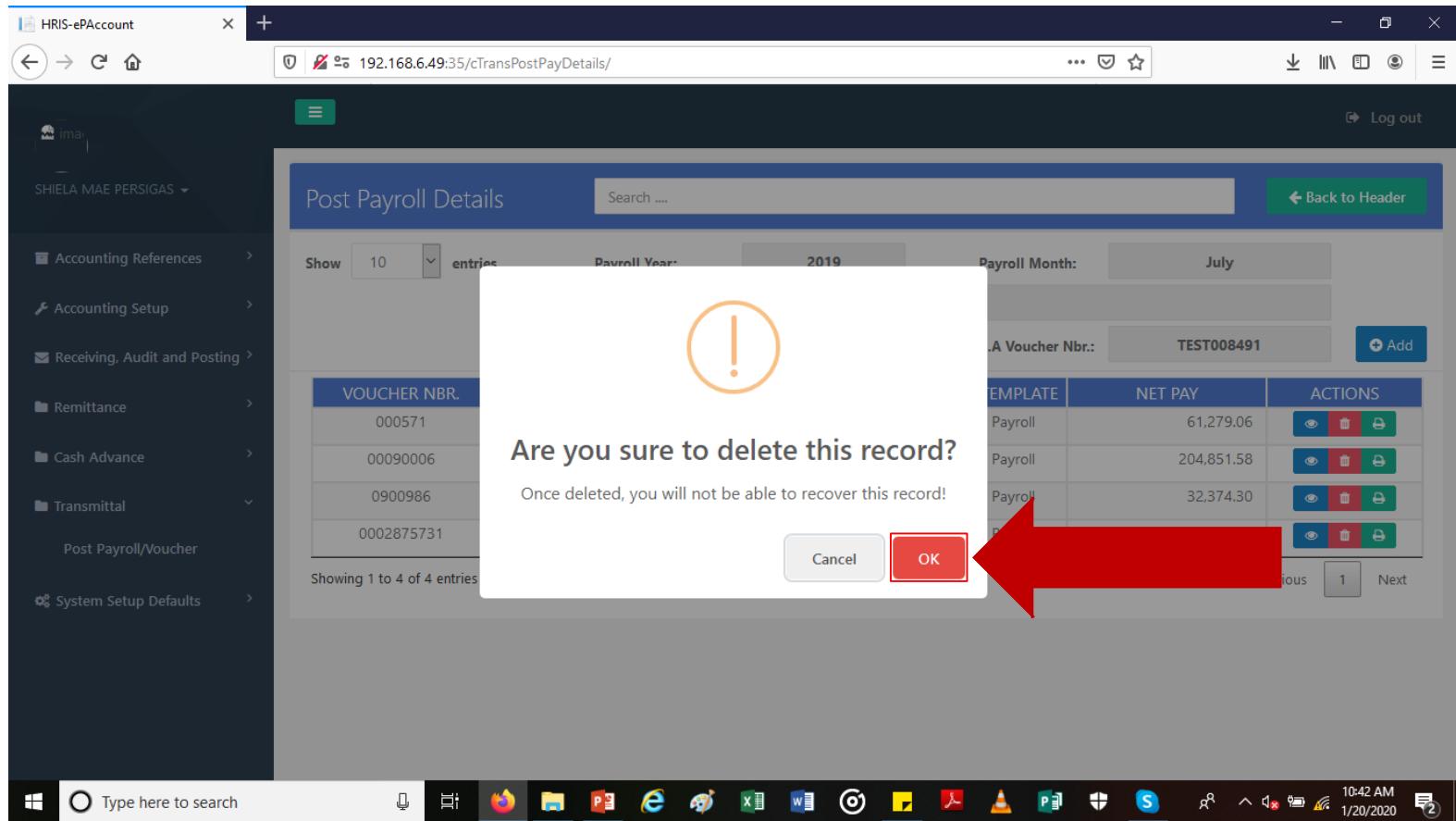
The screenshot shows the 'Post Payroll Details' screen in the HRIS-ePAccount application. The interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, Post Payroll/Voucher, and System Setup Defaults. The main area displays 'Post Payroll Details' with search and filter options: Show 10 entries, Payroll Year: 2019, Payroll Month: July, Employment Type: Casual Employees, Batch Nbr.: 0011, C.A Voucher Nbr.: TEST008491, and an 'Add' button. Below these filters is a table with columns: VOUCHER NBR., PAYROLL DESCRIPTION, PAYROLL TEMPLATE, NET PAY, and ACTIONS. The table contains four rows of payroll data. A large red arrow points to the delete icon (red square with white minus sign) in the Actions column of the fourth row. The table also includes a 'Showing 1 to 4 of 4 entries' message and navigation buttons for Previous (1), Next, and Last.

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0900986	BANDALA JR., CONRADO ET. AL	Monthly Payroll	117,569.55	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,569.55	

## 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:**

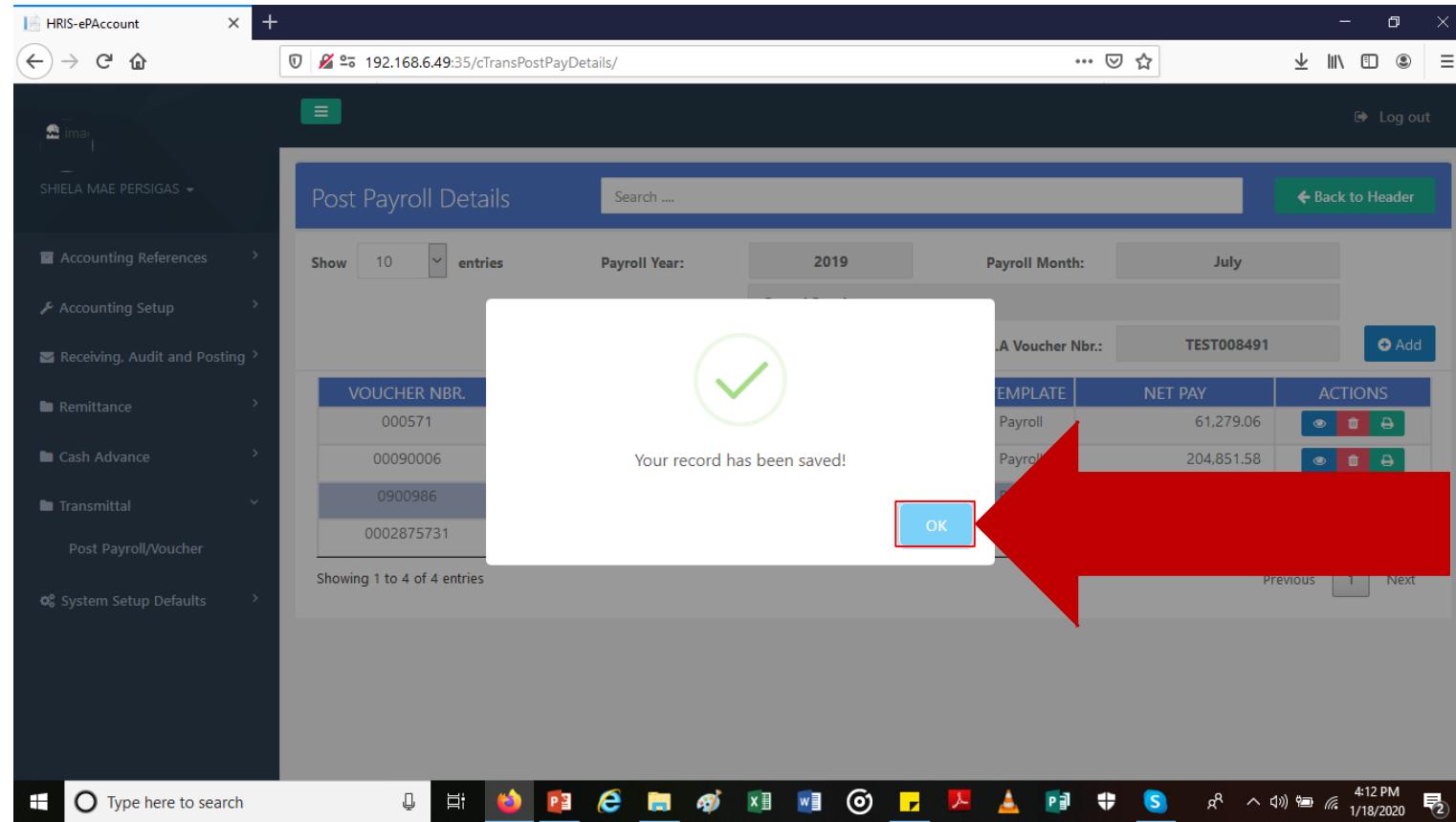
Once, record is deleted expected that you will not be able to recover the record and you can no longer print the data unless you add the information.



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

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.49:35/cTransPostPayDetails/](http://192.168.6.49:35/cTransPostPayDetails/). The browser title bar reads "HRIS-ePAccount". The main content area displays a "Post Payroll Details" page for the year 2019 and month July. On the left, a sidebar menu includes "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 grid lists payroll entries with columns for "VOUCHER NBR.", "TEMPLATE", "NET PAY", and "ACTIONS". Three entries are shown: Payroll (000571), Payroll (00090006), and Payroll (0002875731). A modal dialog box is centered over the grid, containing a green checkmark icon and the message "Your record has been deleted!". An "OK" button is at the bottom right of the dialog. The taskbar at the bottom shows various pinned application icons, and the system tray indicates the date and time as 10:43 AM on 1/20/2020.

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



HRIS-ePAccount

192.168.6.49:35/cTransPostPayDetails/

Log out

Post Payroll Details

Search ...

Show 10 entries

Payroll Year: 2019 Payroll Month: July

Employment Type: Casual Employees

Batch Nbr.: 0011 C.A Voucher Nbr.: TEST008491

Add

VOUCHER NBR.	PAYROLL DESCRIPTION	PAYROLL TEMPLATE	NET PAY	ACTIONS
000571	RETERBA, PROSPERIDAD ET. AL	Monthly Payroll	61,279.06	
00090006	NAUL, LIEZEL ET. AL	Monthly Payroll	204,851.58	
0002875731	MADALO, EDUARDO G. ET. AL	Monthly Payroll	117,389.93	

Showing 1 to 3 of 3 entries

Previous 1 Next

Type here to search

10:43 AM 1/20/2020