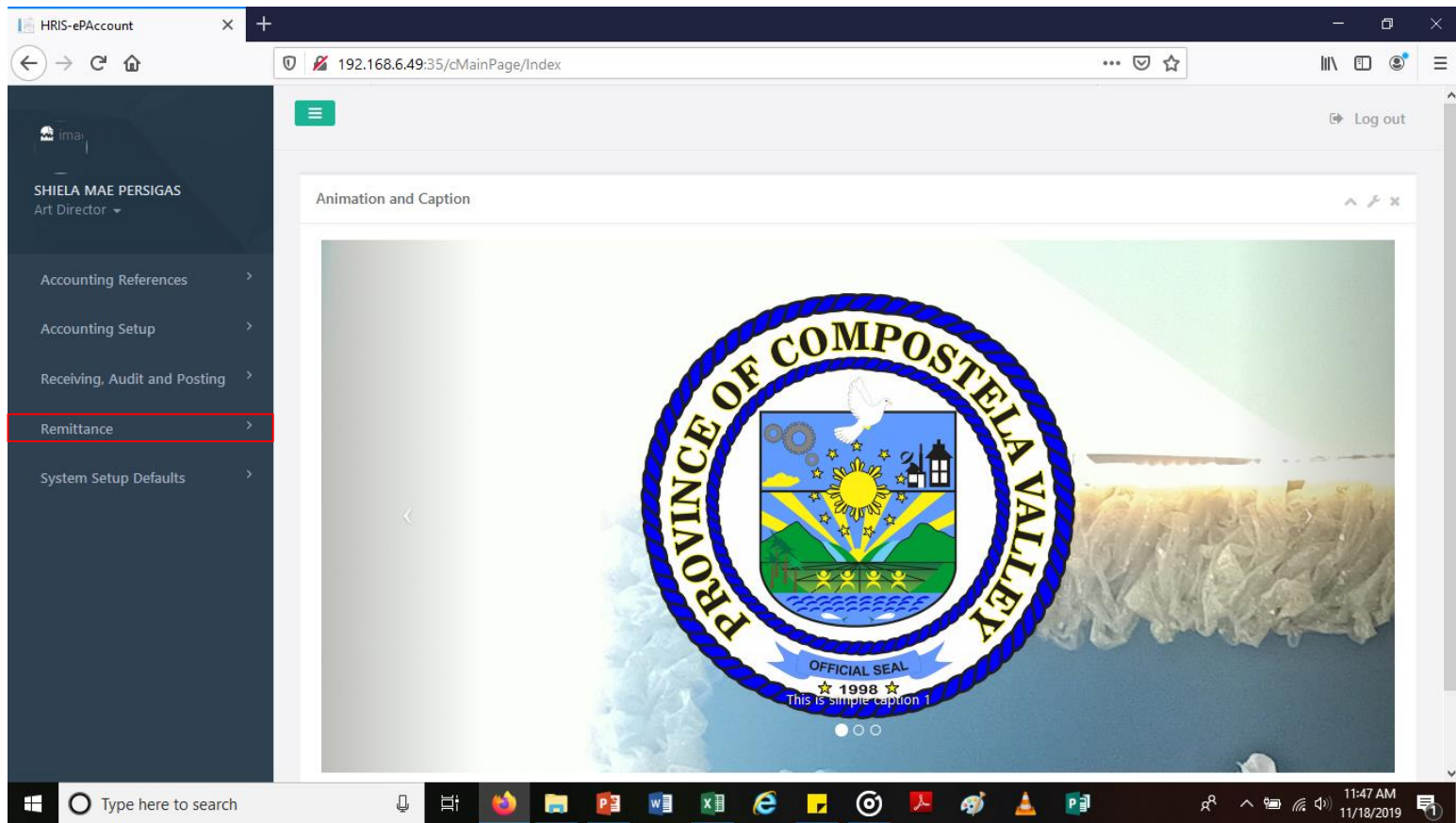


Remittance Generation

Navigate to Remittance-> Remittance Generation



HRIS-ePAccount

192.168.6.49:35/cMainPage

Log out

Animation and Caption

Province of Compostela Valley

OFFICIAL SEAL

★ 1998 ★

This is simple caption 1

Remittance Generation

Remittance Ledger

Remittance O.R. Posting

System Setup Defaults

Type here to search

2:57 PM 11/22/2019

HRIS-ePAccount

192.168.6.49:35/cRemitAutoGen

Log out

SHIELA MAE PERSIGAS
Art Director

- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
 - Remittance Generation**
 - Remittance Ledger
 - Remittance O.R. Posting
 - Remittance Certification
- Cash Advance
- Transmittal
- System Setup Defaults

Remittance Generation..

REMITTANCE YEAR:	2019	REMITTANCE MONTH:	December
EMPLOYMENT TYPE:	--Select Here--		
REMITTANCE TYPE:	--Select Here--	REMITTANCE BATCH:	--Select here--

GENERATE REMITTANCE

Type here to search

12:20 PM
12/14/2019

Note:

This manual is intended to generate all types of remittance, follow the process in order for you to generate remittance. In generating remittance you can generate remittance in all employees by selecting an **employment type** of **all employees** instead of choosing **regular employees, casual employees, job order employees** or **RE and CE only**. But in terms of remittance type you need to select one by one for you generate remittance.



How to generate
remittance?



Step 1: While on the main page of **remittance generation** click **generate remittance button** in order to generate any type of remittance.

The screenshot displays the HRIS-ePAccount web application interface. The browser window shows the URL 192.168.6.49:35/cRemitAutoGen. The user is logged in as SHIELA MAE PERSIGAS, Art Director. The sidebar on the left contains the following menu items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. Under the Remittance section, the following options are listed: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification. The main content area features a 'Remittance Generation..' form with the following fields: REMITTANCE YEAR (2019), REMITTANCE MONTH (December), EMPLOYMENT TYPE (--Select Here--), and REMITTANCE TYPE (--Select Here--). A large red arrow points to the 'GENERATE REMITTANCE' button, which is highlighted with a red border. The Windows taskbar at the bottom shows the system clock as 12:23 PM on 12/14/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitAutoGen

Log out

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Remittance Generation

Remittance Ledger

Remittance O.R. Posting

Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

Remittance Generation..

REMITTANCE YEAR: 2019 REMITTANCE MONTH: December

EMPLOYMENT TYPE: --Select Here--
Required Field

REMITTANCE TYPE: --Select Here--
Required Field

REMITTANCE BATCH: --Select here--

GENERATE REMITTANCE

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

Note:

For you to generate remittance make sure to select specific **remittance year**, **remittance month**, **employment type**, **remittance type** and **remittance batch** however, in **remittance batch** field is disabled when remittance type do not require batch process in fact remittance that requires remittance batch is only **sss premiums**. And for you to generate remittance fill with values the remittance batch as required field in sss premiums remittance by selecting in its drop-down list.



Step 2: Input values in all required fields to continue.

The screenshot displays a web browser window with the address bar showing `192.168.6.49:35/cRemitAutoGen`. The application interface includes a dark sidebar on the left with the user profile **SHIELA MAE PERSIGAS** (Art Director) and a menu with options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. The main content area features a **Remittance Generation..** form with the following fields:

Remittance Generation..	
REMITTANCE YEAR:	2019
REMITTANCE MONTH:	December
EMPLOYMENT TYPE:	Regular Employees
REMITTANCE TYPE:	NICO
REMITTANCE BATCH:	--Select here--

A green **GENERATE REMITTANCE** button is located at the bottom right of the form.

The Windows taskbar at the bottom shows the search bar, task view button, and several application icons. The system clock indicates 12:56 PM on 12/14/2019.

Step 3: Click generate remittance button to print record.

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL `192.168.6.49:35/cRemitAutoGen`. The user is logged in as SHIELA MAE PERSIGAS, Art Director. The left sidebar contains a navigation menu with the following items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. The Remittance section is expanded, showing sub-items: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification. The main content area is titled "Remittance Generation.." and contains a form with the following fields:

Field	Value
REMITTANCE YEAR:	2019
REMITTANCE MONTH:	December
EMPLOYMENT TYPE:	Regular Employees
REMITTANCE TYPE:	NICO
REMITTANCE BATCH:	--Select here--

A large red arrow points from the form fields to the "GENERATE REMITTANCE" button, which is highlighted with a red border. The Windows taskbar at the bottom shows the system time as 12:56 PM on 12/14/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitAutoGen

Log out

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

- Remittance Generation
- Remittance Ledger
- Remittance O.R. Posting
- Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

Remittance Generation..

REMITTANCE YEAR: 2019

REMITTANCE MONTH: December

EMPLOYMENT TYPE: Regular Employees

REMITTANCE TYPE: NICO

REMITTANCE BATCH: --Select here--

GENERATE REMITTANCE

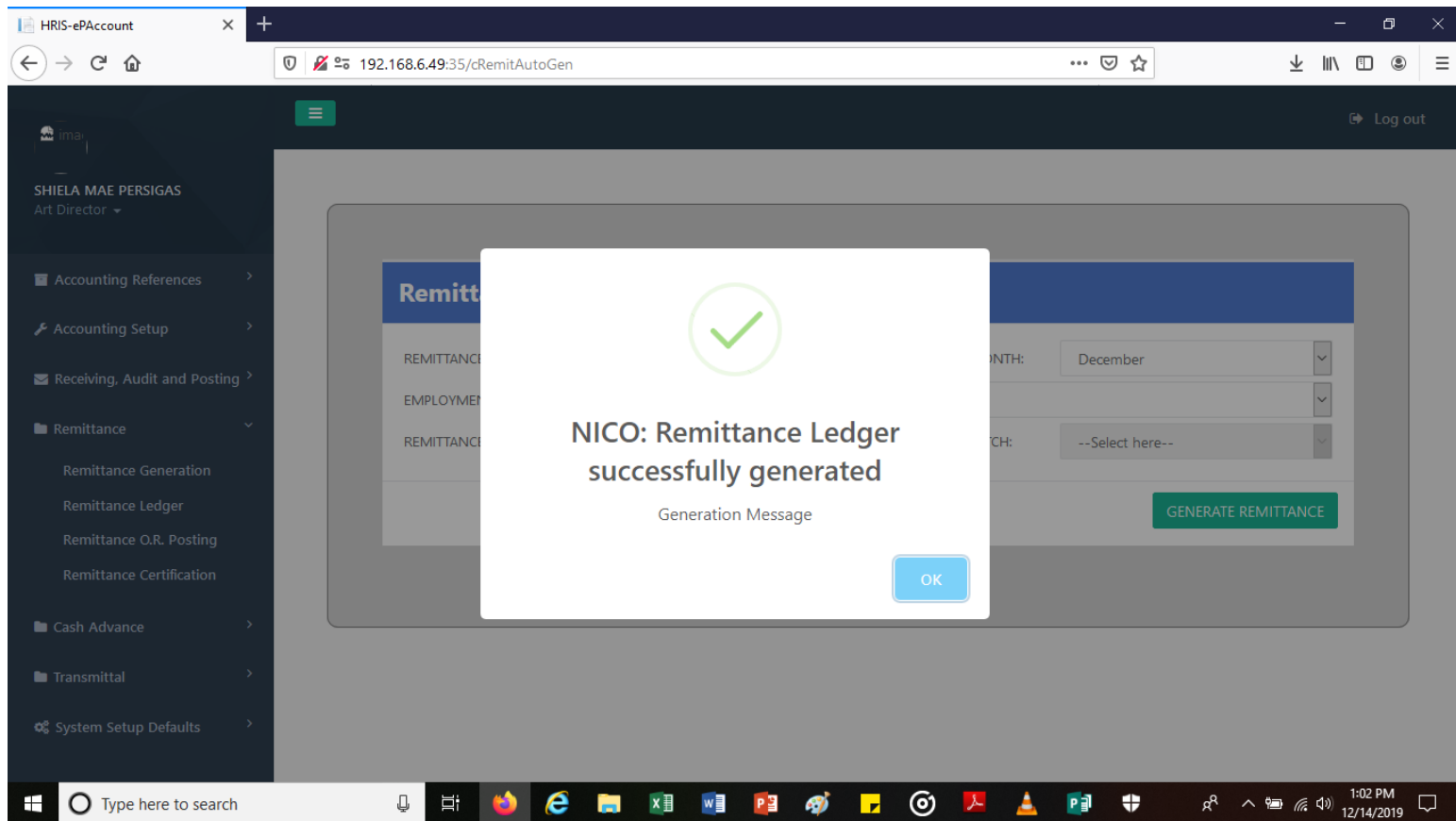
GENERATING REMITTANCE PLEASE WAIT..

Type here to search

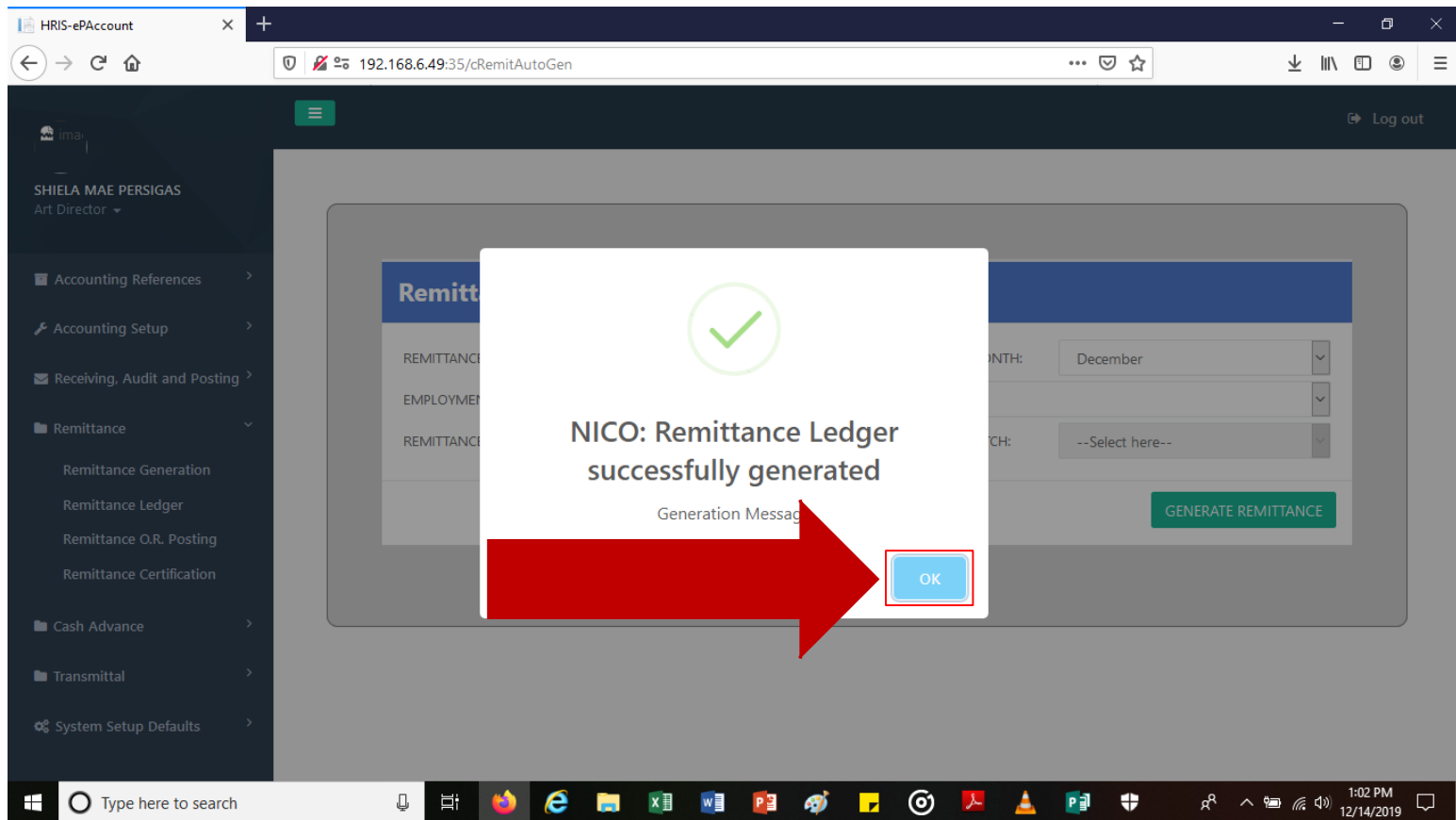
1:00 PM
12/14/2019



Note: A pop-up confirmation window will appear that NICO remittance ledger was successfully generated.



Step 4: Click ok button to exit and go to back previous page.



HRIS-ePAccount

192.168.6.49:35/cRemitAutoGen

Log out

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

- Remittance Generation
- Remittance Ledger
- Remittance O.R. Posting
- Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

Remittance Generation..

REMITTANCE YEAR:2019

REMITTANCE MONTH:December

EMPLOYMENT TYPE:Regular Employees

REMITTANCE TYPE:NICO

REMITTANCE BATCH:--Select here--

GENERATE REMITTANCE

Type here to search

1:08 PM
12/14/2019



Note:

In order to check whether specific remittance is successfully generated open **remittance ledger (remittance type) manual** to check if record is correct or incorrect.



Step 5: If you want to regenerate again specific type of remittance repeat step 2 and 3.

HRIS-ePAccount

192.168.6.49:35/cRemitAutoGen

Log out

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

- Remittance Generation
- Remittance Ledger
- Remittance O.R. Posting
- Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

Remittance Generation..

REMITTANCE YEAR: 2019

REMITTANCE MONTH: December

EMPLOYMENT TYPE: Regular Employees

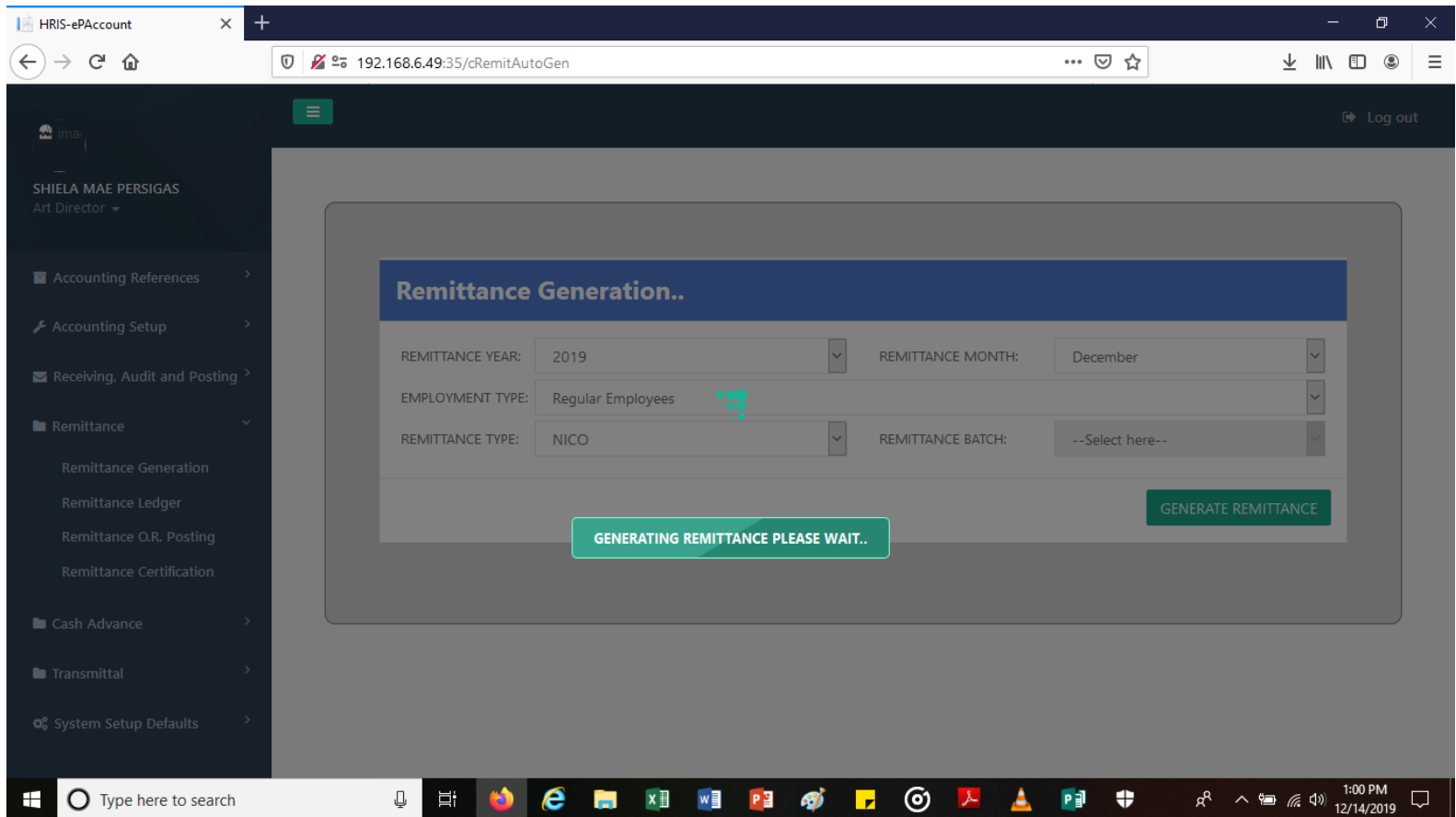
REMITTANCE TYPE: NICO

REMITTANCE BATCH: --Select here--

GENERATE REMITTANCE

Type here to search

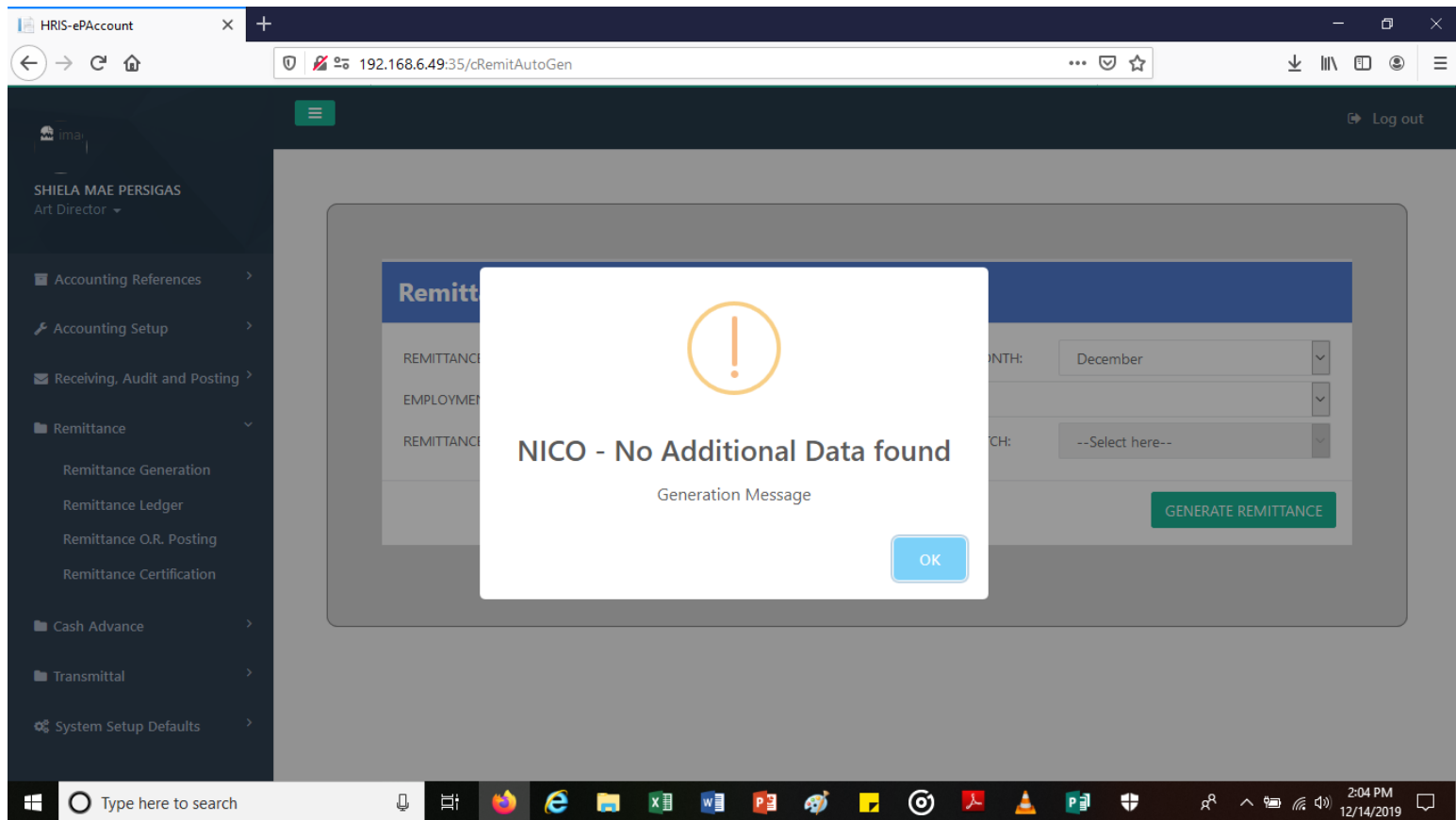
12:56 PM
12/14/2019



Note:

A pop-up confirmation window will appear that NICO has no additional data found once you already generated the same **remittance year, remittance month, remittance month, employment type, remittance type**.





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

