

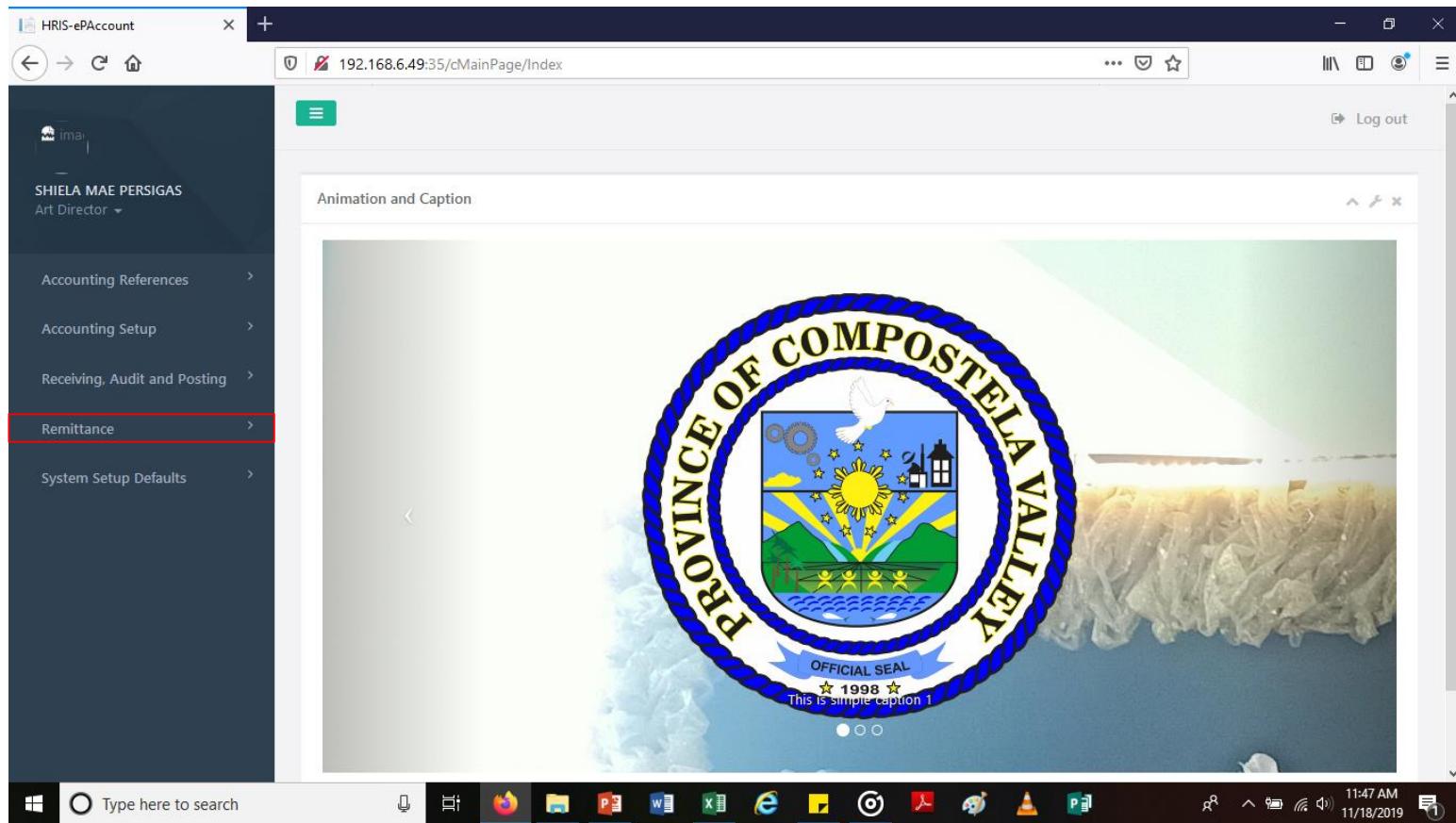
# Remittance Ledger HDMF (Show Details)

## **Note:**

This manual is intended to all types of HDMF that all type of HDMF's have the same page and process to use, HDMF's like **hdmf premiums**, **hdmf multipurpose loan**, **hdmf calamity**, **hdmf mp2** and **hdmf housing**.



# Navigate to Remittance -> Remittance Ledger



SHIELA MAE PERSIGAS  
Art Director

- Accounting References >
- Accounting Setup >
- Receiving, Audit and Posting >
- Remittance >
  - Remittance Generation
  - Remittance Ledger**
  - Remittance O.R. Posting
- System Setup Defaults >

Animation and Caption

The seal is circular with a blue rope-like border. The outer ring contains the text "PROVINCE OF COMPOSTELA VALLEY" in gold capital letters. In the center is a shield divided into four quadrants. The top left quadrant shows a white dove flying over a sun and stars. The top right quadrant shows a small town with a church. The bottom left quadrant shows green hills. The bottom right quadrant shows people gathered around a fire. Below the shield is a banner with the text "OFFICIAL SEAL" and "1998". At the bottom of the seal, there is a caption that reads "This is simple caption 1".

Log out

Type here to search

2:57 PM 11/22/2019

HRIS-ePAccount + 192.168.6.49:35/cRemitLedger

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Remittance Generation

**Remittance Ledger** (highlighted)

Remittance O.R. Posting

System Setup Defaults

Remittance Ledger

Search ...

Show 5 entries

Remittance Year: 2019 Remittance Month: August

Employment Type: --Select Here-- + ADD

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
No data available in table				

Previous Next

Type here to search

3:02 PM 11/22/2019

## **Note:**

In order to show details of specific remittance type you must have a record of specific remittance type in remittance ledger main page. If ever no visible record open **remittance ledger remittance type manual** to add record manually without generating remittance. On the other hand, if you want to generate open **remittance generation manual** for you to generate specific remittance.

In **HDMF premiums show details manual** able you to add, edit and delete only employee details. Whereas, in **remittance ledger remittance type manual** will able you to add, edit, print and delete remittance header.

# How to add employee HDMF details?



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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The top navigation bar includes a back button, forward button, refresh button, and a URL field showing 192.168.6.49:35/cRemitLedger. The main header is "Remittance Ledger". On the left, a sidebar menu lists various accounting modules: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The central area features a search bar labeled "Search ...." and a grid table. The grid has columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first row of data is: 02000004, TEST SAMPLE DATA, HDMF PREMIUMS, NOT REMITTED, with action icons. The second row is: 08000014, TEST DATA SAMPLE, SSS PREMIUMS, NOT REMITTED, with a "Show Details" button and other action icons. The third row is: 09000002, ONE NETWORK BANK Remittance of Regular Employees: for 2019-09, ONE NETWORK BANK, NOT REMITTED, with other action icons. The fourth row is: 12000001, PHILAM LIFE Remittance of Regular Employees: for 2019-09, PHILAM LIFE, NOT REMITTED, with other action icons. The fifth row is: 13000001, NHMFC Remittance of Regular Employees: for 2019-09, NHMFC, NOT REMITTED, with other action icons. At the bottom of the grid, there are "Previous" and "Next" buttons, and a page number "1". The bottom of the screen shows the Windows taskbar with various pinned icons and a system tray indicating the date and time as 3:55 PM on 12/2/2019.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

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

The screenshot shows the HRIS-eAccount Remittance Ledger interface. On the left, there is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Remittance Ledger" and includes search and filter options: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A table lists remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. One entry, "02000004 TEST SAMPLE DATA", is highlighted with a red border. The table has 6 rows. At the bottom right, there are "Previous" and "Next" buttons, and the date and time "12/2/2019 3:55 PM".

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

**Step 3:** While on the main page of remittance ledger 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 is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Remittance Ledger' and displays a table of remittance entries. The table has columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. A large red arrow points to the 'Show Details' button in the ACTIONS column for the first entry (REMIT NBR: 02000004). The entry details are as follows:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF P	NOT REMITTED	Show Details
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

At the bottom of the screen, there is a taskbar with various icons and a system tray showing the date and time (12/2/2019, 3:55 PM).

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Log out

SHEILA 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

## HDMF PREMIUMS

Search ...

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: A Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

Previous Next

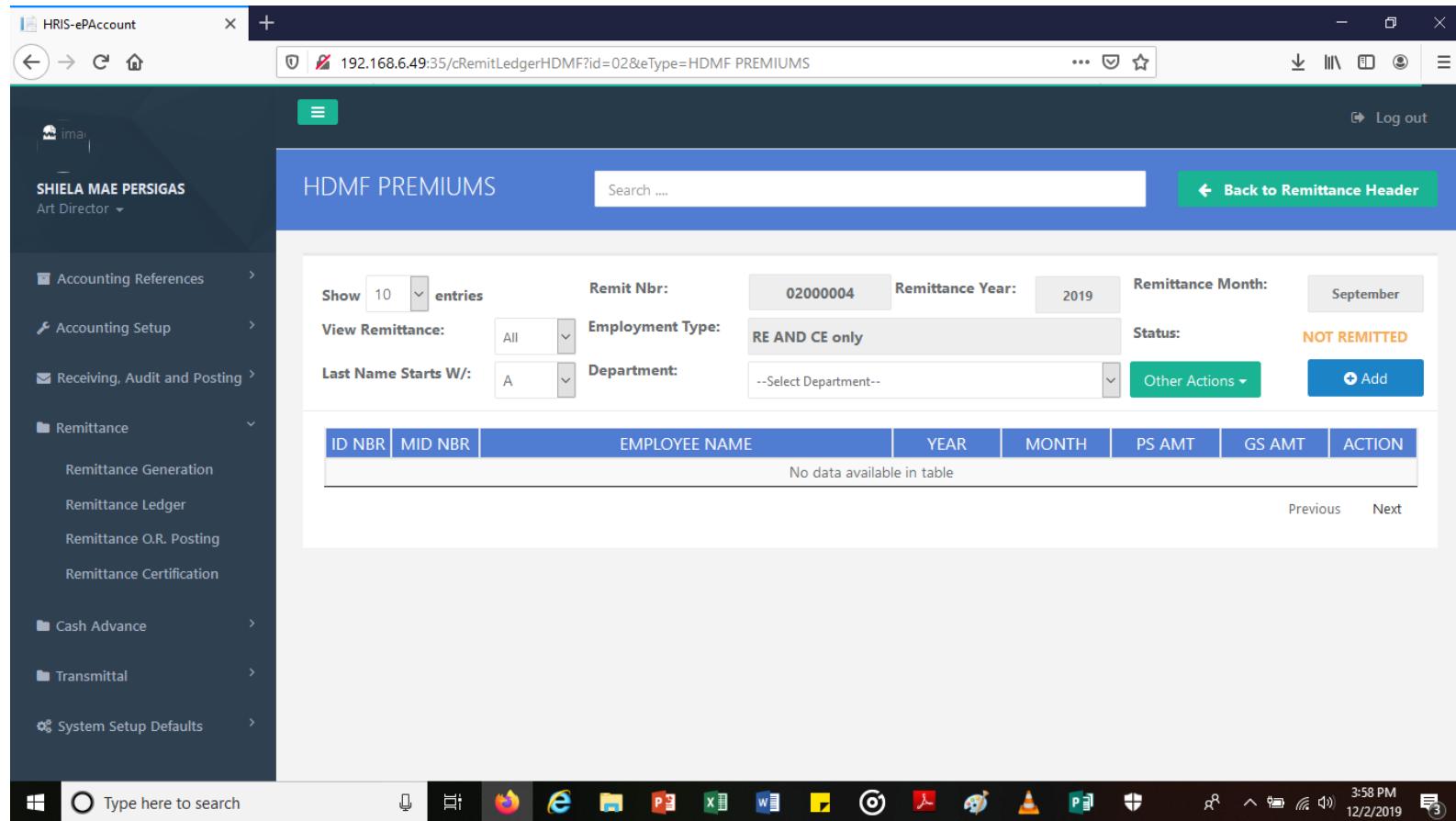
Type here to search

3:58 PM 12/2/2019

**Step 4: Click back to remittance header button if you want to go back to remittance ledger main page.**

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open in a browser window. The URL in the address bar is `192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS`. The application interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS" and displays search filters for Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (RE AND CE only), Last Name Starts W/ (A), Department (--Select Department--), and Status (REMITTED). A green button labeled "Back to Remittance Header" is highlighted with a red box and a red arrow pointing towards it. Below the filters is a table with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS A, and ACTION. A message "No data available in table" is displayed. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

**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 a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS". It features a search bar and several filter options: "Show 10 entries", "Remit Nbr: 02000004", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", and "Department: --Select Department--". A green "Back to Remittance Header" button is located at the top right of the main content area. Below the filters is a table header with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTION. The message "No data available in table" is displayed in the center of the table area. At the bottom right of the main content area are "Previous" and "Next" buttons. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

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

The screenshot shows the HRIS-eAccount software interface. The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS" and displays a search form with fields for Show (10 entries), Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (A), and Department (--Select Department--). Below the search form is a table header with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT. A message in the table states "No data available in table". In the bottom right corner of the table area, there is a blue "Add" button with a plus sign. A large red arrow points upwards towards this "Add" button. The status bar at the bottom shows system icons and the time 3:58 PM, 12/2/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Add Record

Remit Nbr.: 02000004

Remittance Year: 2019 Remittance Month: September

Employment Type: RE AND CE only

Voucher Nbr.:

Pay Reg Nbr.: Pay Year: Pay Month:

Employee Names:

ID Nbr.: MID Nbr.:

Pay PS Amount: 0.00 Pay GS Amount: 0.00

Ovrd PS Amount: 0.00 Ovrd GS Amount: 0.00

Mem. Program:

Remarks:

Remittance Status: No Override

Close Save

Log out Back to Remittance Header

SHIELA MAE PERSIGAS Art Director

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

Show 10 entries View Remittance: Last Name Starts W/: ID NBR MID NBR

MONTH PS AMT GS AMT ACTION Previous Next

Type here to search

11:23 AM 12/4/2019

## Note:

Add page will open **remit number** will auto-generate and all other non-key fields are blank. Primary keys are remit nbr. and remittance type

Non-key fields are:

- Voucher Nbr
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- Employee Name
- ID Nbr.
- MID Nbr.
- Pay PS Amount
- Pay GS Amount
- Ovrd PS Amount
- Ovrd GS Amount
- Mem. Program
- Remarks
- Remittance Status

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

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

SHEILA MAE PERSIGAS  
Art Director

HDMF PREMIUMS

Add Record

Remit Nbr.:	02000004
Remittance Year:	2019
Remittance Month:	September
Employment Type:	RE AND CE only
Voucher Nbr. *	--Select Here-- Required field!
Pay Reg Nbr.:	Pay Year: Pay Month:
Employee Name:	--Select Here--
ID Nbr.:	MID Nbr.:
Pay PS Amount:	0.00
Pay GS Amount:	0.00
Ovrd PS Amount:	0.00
Ovrd GS Amount:	0.00
Mem. Program:	
Remarks:	
Remittance Status:	

Back to Remittance Header

Remittance Month: September  
Status: NOT REMITTED

Other Actions Add

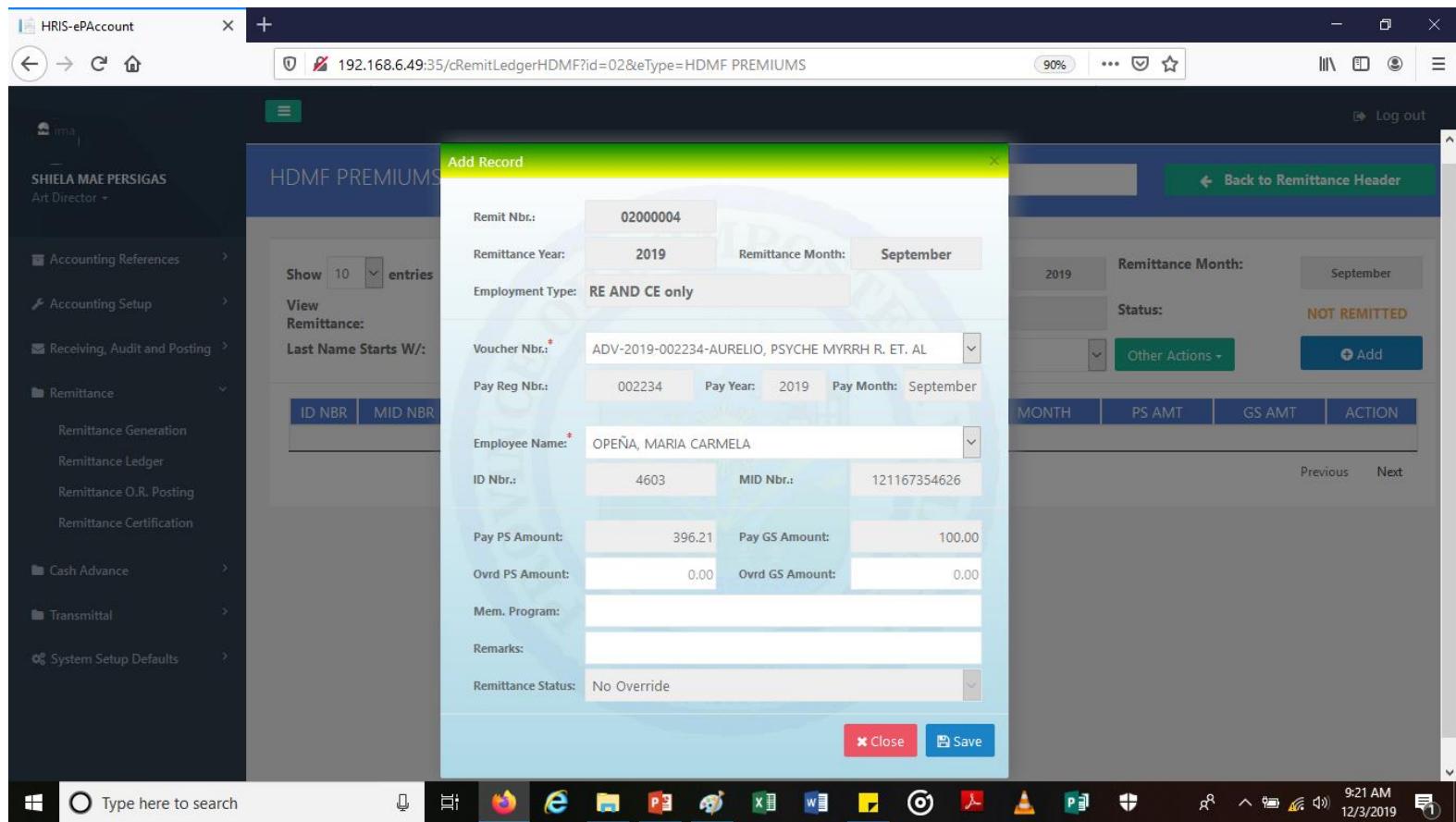
MONTH PS AMT GS AMT ACTION

Previous Next

Type here to search

8:51 AM 12/3/2019

# 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 **add record** along with its remit number where you can add employee and details.

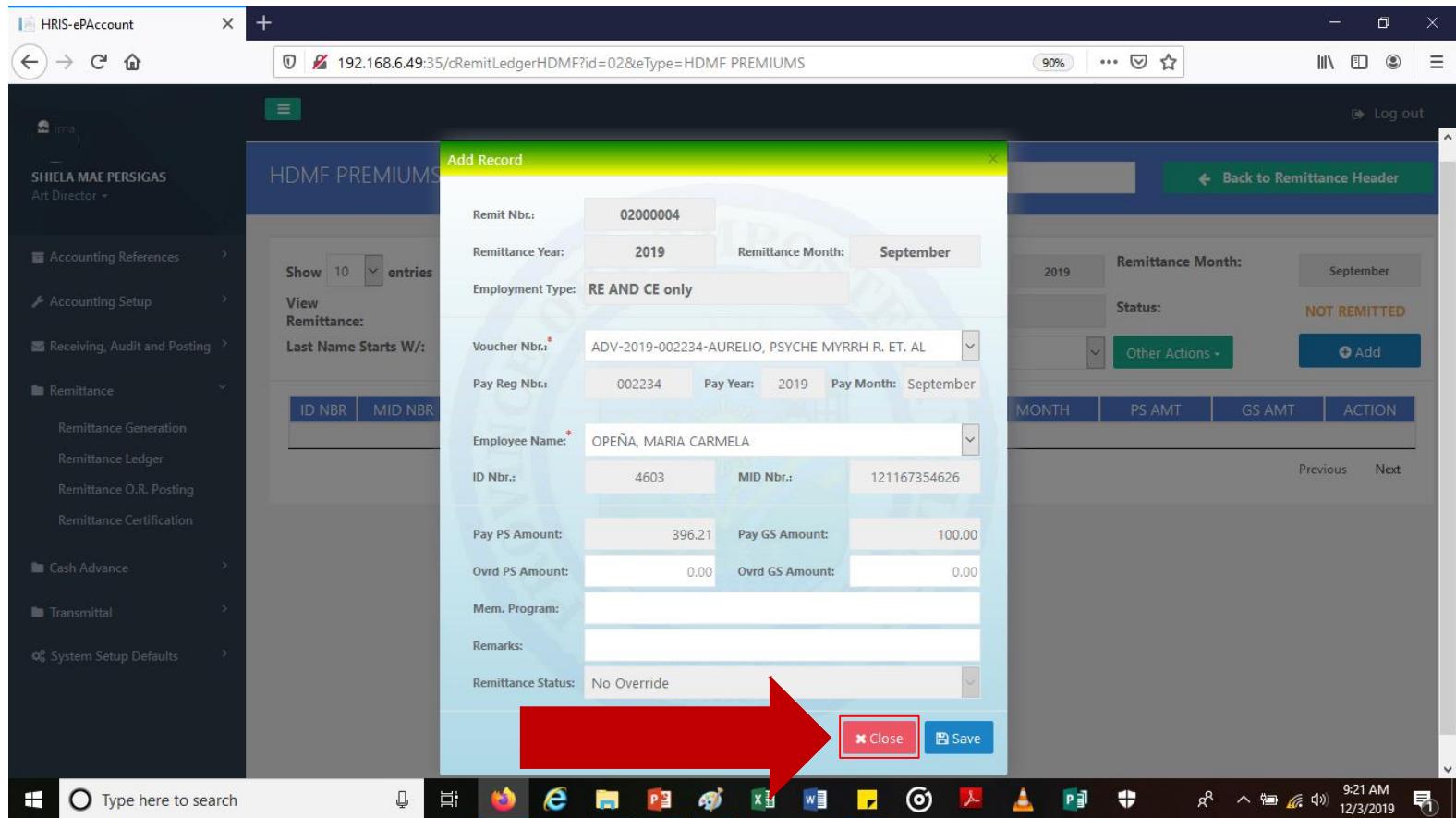
Other details will vary with the specific person you have selected in **employee name** field. Automatic details will generate as well as the other information's of an existing data available in the system if there is.



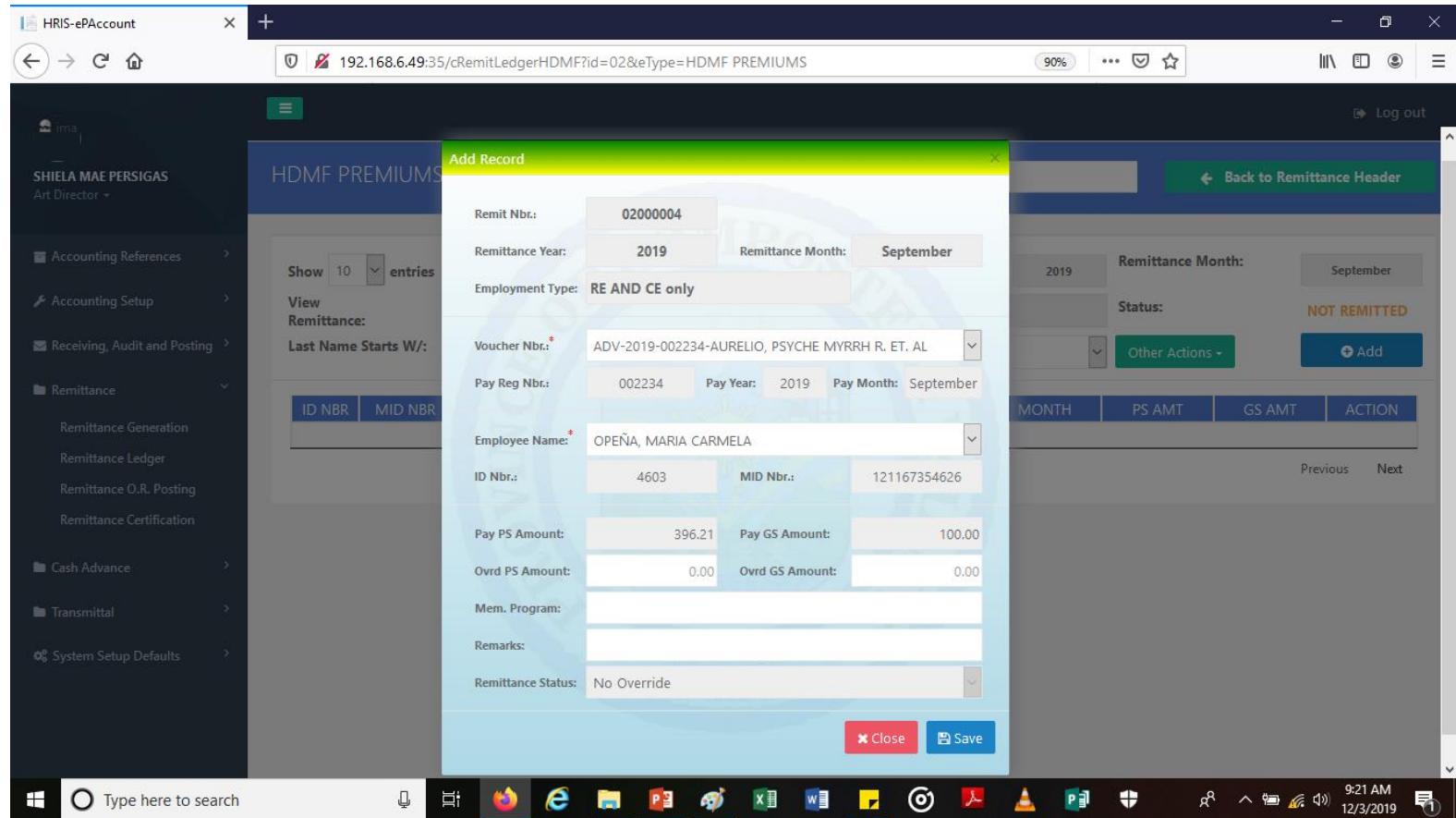
## **Note:**

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 **ovrd PS amount**, **ovrd PS amount**, **mem. program** and **remarks** since **remittance status** is only editable if you have inputted values in **ovrd PS amount**.

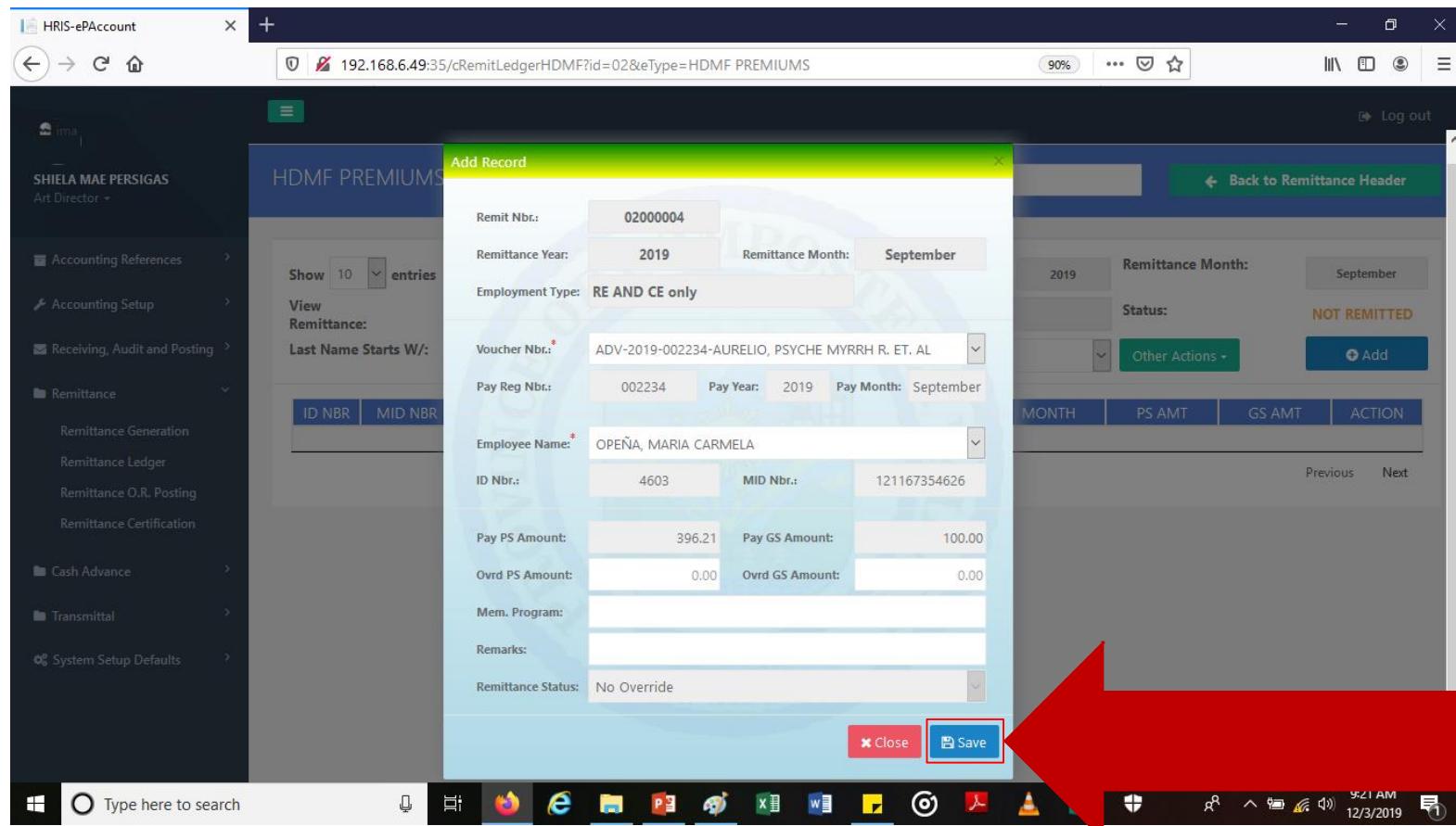
## Step 9: Click close button if you don't want to save information.



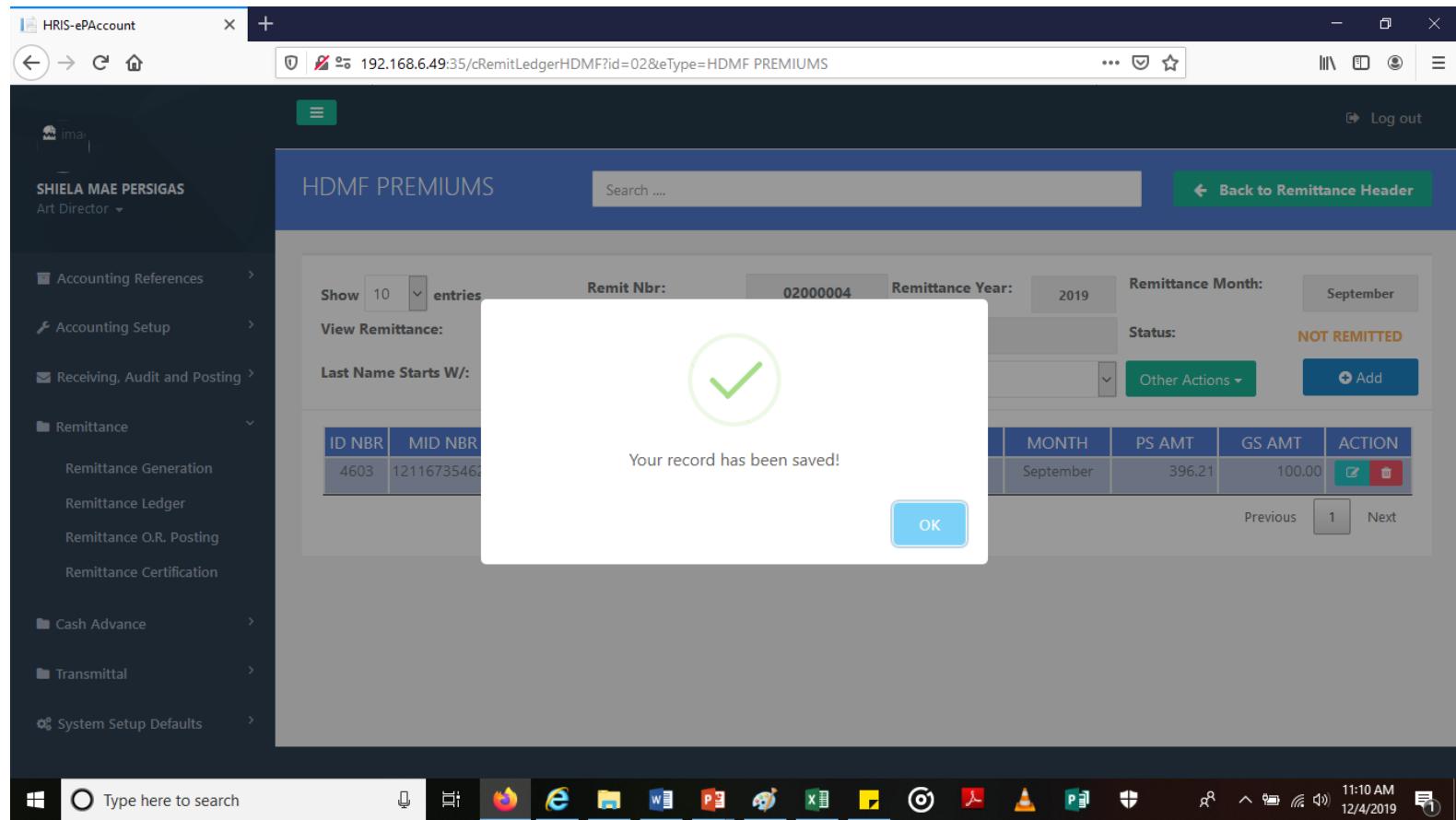
**Step 10:** If you click **cancel button** data will not be save please repeat **step 8**.



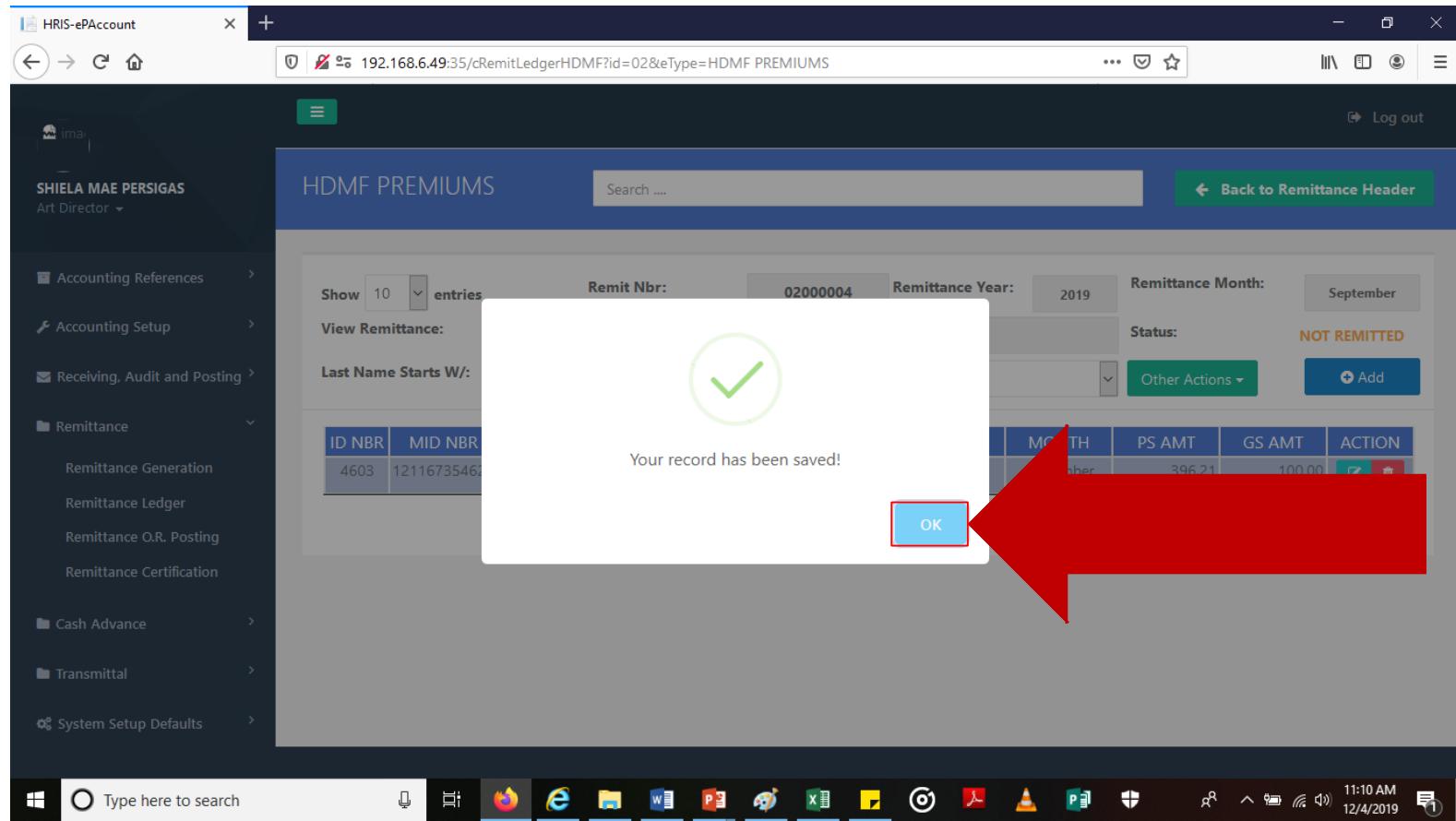
**Step 11:** If you want to save inputted data click **save button** to save information.



**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/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Log out

SHEILA 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

## HDMF PREMIUMS

Search ....

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: A Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	396.21	100.00	

Previous 1 Next

Type here to search

12:25 PM 12/3/2019

# How to edit existing employee HDMF details?

---

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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. The top navigation bar includes a back button, forward button, refresh button, and a URL field showing 192.168.6.49:35/cRemitLedger. The header features a user profile for SHIELA MAE PERSIGAS, Art Director, and a Log out link. On the left, a sidebar menu lists Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger" and contains a search bar. Below it, there are three dropdown filters: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A blue "Add" button is located to the right of the employment type filter. The main grid displays a list of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry is 02000004, TEST SAMPLE DATA, HDMF PREMIUMS, NOT REMITTED, with action icons. The second entry is 08000014, TEST DATA SAMPLE, SSS PREMIUMS, NOT REMITTED, with a "Show Details" link and other action icons. The third entry is 09000002, ONE NETWORK BANK Remittance of Regular Employees: for 2019-09, ONE NETWORK BANK, NOT REMITTED, with other action icons. The fourth entry is 12000001, PHILAM LIFE Remittance of Regular Employees: for 2019-09, PHILAM LIFE, NOT REMITTED, with other action icons. The fifth entry is 13000001, NHMFC Remittance of Regular Employees: for 2019-09, NHMFC, NOT REMITTED, with other action icons. At the bottom of the grid, there are "Previous" and "Next" buttons, and the page number "1". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 3:55 PM on 12/2/2019.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

**Step 2:** Once you have selected remittance year, remittance month and employment type, pick specific record that you want to edit employee HDMF details.

The screenshot shows the HRIS-eAccount Remittance Ledger interface. On the left, there is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. It displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, '02000004 TEST SAMPLE DATA', is highlighted with a red border. The table includes entries from various banks and life insurance companies. At the bottom, there are navigation buttons for 'Previous' and 'Next'.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

**Step 3:** While on the main page of remittance ledger 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 is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger". It features a search bar and filters for "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A large red arrow points to the "Show Details" button in the "ACTIONS" column for the first row of data. The data table has columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The rows show sample data: TEST SAMPLE DATA (HDMF P), TEST DATA SAMPLE (SSS PREMIUMS, NOT REMITTED), ONE NETWORK BANK Remittance (NOT REMITTED), PHILAM LIFE Remittance (NOT REMITTED), and NHMFC Remittance (NOT REMITTED). At the bottom right of the main area, there are "Previous" and "Next" buttons, with the page number "1" in the center. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF P	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Log out

SHEILA 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

## HDMF PREMIUMS

Search ...

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: A Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

Previous Next

Type here to search

12:57 PM 12/3/2019

**Step 4: Click back to remittance header button if you don't want to continue in editing employee HDMF details.**

The screenshot shows the HRIS-eAccount software interface. The main title is "HDMF PREMIUMS". On the right, there is a green button labeled "Back to Remittance Header" with a red border and a red arrow pointing to it. The interface includes a search bar, filter options for Remit Nbr, Remittance Year, Remittance Month, Employment Type, Status, Last Name Starts W/ (with dropdown for 'A'), Department (with dropdown for '--Select Department--'), and an "Other Actions" button. Below these filters is a table with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS A, and ACTION. The message "No data available in table" is displayed. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The bottom taskbar shows various application icons and the system clock at 12:57 PM on 12/3/2019.

# Step 5: Repeat step 3 if you want to continue to edit employee HDMF details.

The screenshot shows a web-based application titled "HRIS-eAccount" running on a Windows operating system. The URL in the browser is [192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS](http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS). The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director".

The main content area displays the "HDMF PREMIUMS" page. It includes a search bar and several filter options:

- Show 10 entries
- Remit Nbr: 02000004
- Remittance Year: 2019
- Remittance Month: September
- View Remittance: All
- Employment Type: RE AND CE only
- Status: NOT REMITTED
- Last Name Starts W/: A
- Department: --Select Department--

A green button labeled "Back to Remittance Header" is visible. Below the filters is a table with the following columns:

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

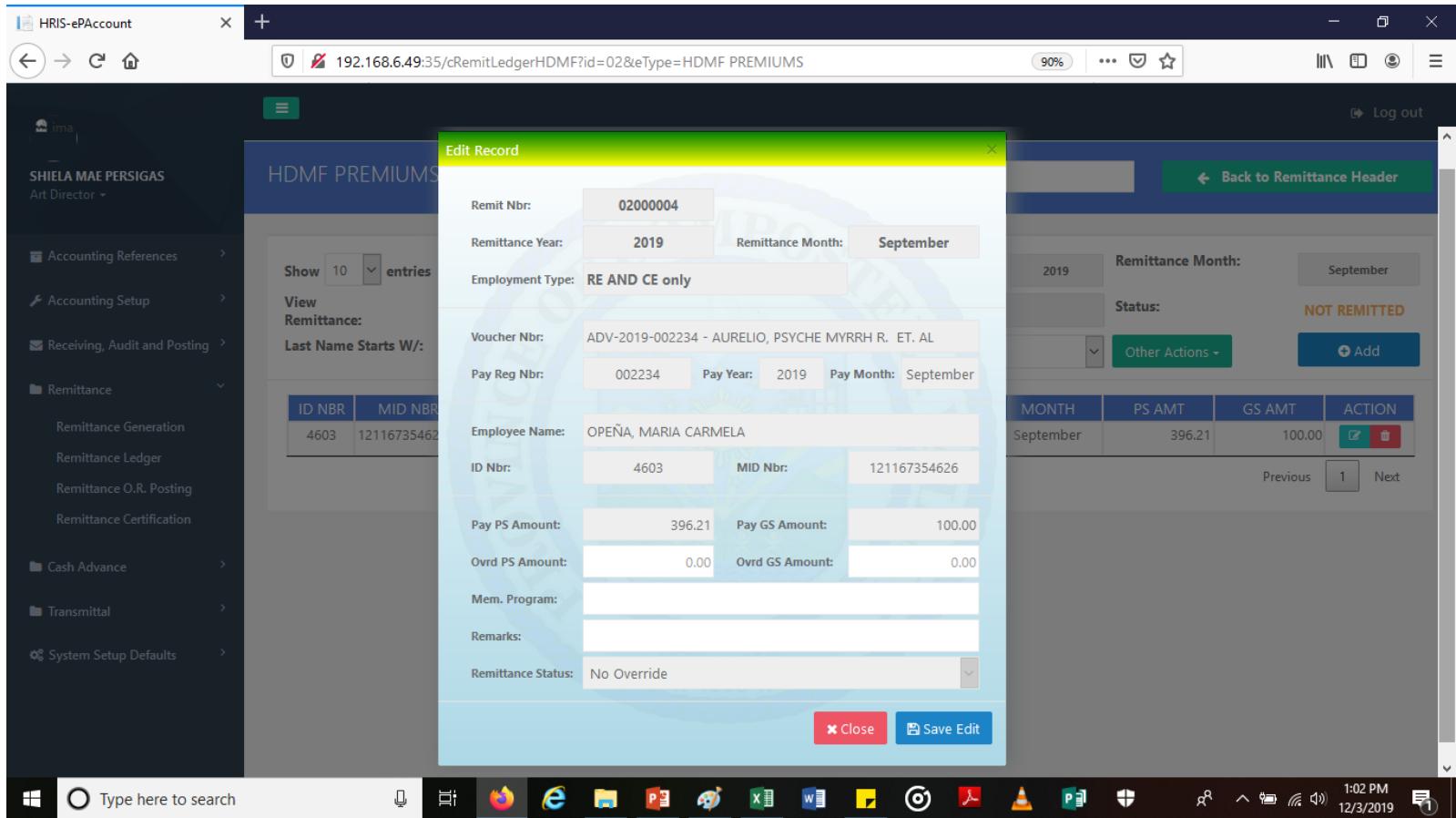
At the bottom of the page are "Previous" and "Next" navigation links. The taskbar at the bottom of the screen shows various open applications, including Microsoft Edge, File Explorer, and several productivity tools. The system tray indicates the date and time as 12/3/2019 at 12:57 PM.

# Step 6: Select view remittance and last name start's w/ to view only selected employees.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS". It features a search bar and a "Back to Remittance Header" button. The remittance details are set to: Show 10 entries, Remit Nbr: 02000004, Remittance Year: 2019, Remittance Month: September, View Remittance: Current, Employment Type: RE AND CE only, Status: NOT REMITTED, Last Name Starts W/: O, Department: --Select Department--, and Other Actions. A table displays one record: ID NBR: 4603, MID NBR: 121167354626, Employee Name: OPEÑA, MARIA CARMELA, YEAR: 2019, MONTH: September, PS AMT: 396.21, GS AMT: 100.00. The bottom status bar shows the date and time: 12/3/2019 12:55 PM.

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	396.21	100.00	

# Step 7: Click edit button for you to edit existing employee HDMF details.



## Note:

Edit page will open **remit number** will auto-generate and all other non-key fields are blank. Primary keys are remit nbr. and remittance type. Editable fields are only **ovrd ps amount**, **ovrd gs amount**, **mem. program**, **remarks** and **remittance status**.

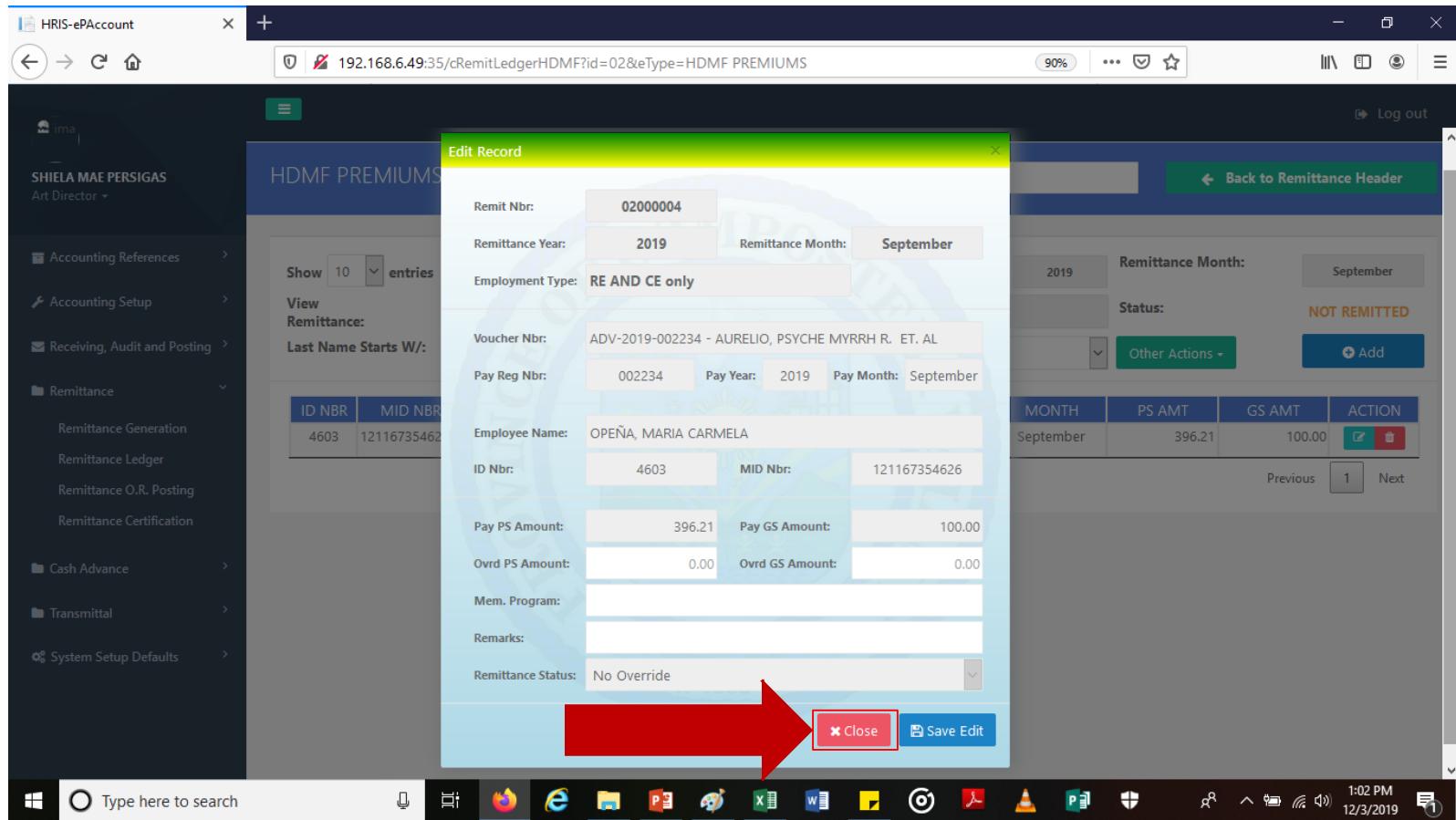
Non-key fields are:

- Voucher Nbr
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- Employee Name
- ID Nbr.
- MID Nbr.
- Pay PS Amount
- Pay GS Amount
- Ovrd PS Amount
- Ovrd GS Amount
- Mem. Program
- Remarks
- Remittance Status

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 edit existing employee HDMF details.



# Step 9: Repeat step 7 if you want to continue and update existing employee HDMF details.

The screenshot shows a Windows desktop environment with a web browser window open to the URL [192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS](http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS). The browser title bar says "HRIS-ePAccount". The main page displays a grid of remittance entries for "HDMF PREMIUMS" with columns for ID NBR, MID NBR, PAYEE NAME, MONTH, PS AMT, GS AMT, and ACTION. One entry for "OPENA, MARIA CARMELA" is selected. An "Edit Record" dialog box is overlaid on the page, containing fields for Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Voucher Nbr (ADV-2019-002234 - AURELIO, PSYCHE MYRRH R. ET AL), Pay Reg Nbr (002234), Pay Year (2019), Pay Month (September), Employee Name (OPENA, MARIA CARMELA), ID Nbr (4603), MID Nbr (121167354626), Pay PS Amount (396.21), Pay GS Amount (100.00), Ovrd PS Amount (0.00), Ovrd GS Amount (0.00), Mem. Program (empty), Remarks (empty), and Remittance Status (No Override). Buttons at the bottom of the dialog are "Close" and "Save Edit". The system status bar at the bottom shows "1:02 PM 12/3/2019".

## **Note:**

Once you have selected **voucher nbr.** expected that **pay reg. nbr., pay year** and **pay amount** will have values as well as if you have selected **employee name** expected that **ID nbr., MID nbr., pay PS amount** and **pay GS amount will have values** but not clickable and editable.

Amounts will not change even if you input values in **no. ovrd PS amount** and **ovrd GS amount**.



# Step 10: Update values in all required fields if necessary to edit existing employee details.

The screenshot shows the HRIS-ePAccount application window. The left sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a list of remittances under 'HDMF PREMIUMS'. A modal dialog titled 'Edit Record' is open, showing details for remittance ID 02000004. The dialog fields include:

Remit Nbr:	02000004		
Remittance Year:	2019	Remittance Month:	September
Employment Type:	RE AND CE only		
Voucher Nbr:	ADV-2019-002234 - AURELIO, PSYCHE MYRRH R. ET. AL		
Pay Reg Nbr:	002234	Pay Year:	2019
Pay Month:	September		
Employee Name:	OPENA, MARIA CARMELA		
ID Nbr:	4603	MID Nbr:	121167354626
Pay PS Amount:	396.21	Pay GS Amount:	100.00
Ovrd PS Amount:	100.00	Ovrd GS Amount:	100.00
Mem. Program:	test data		
Remarks:	test data		
Remittance Status:	With Additional Late Remittance		

At the bottom of the dialog are 'Close' and 'Save Edit' buttons. To the right of the dialog, a summary table shows the total amounts for the month: Pay PS AMT (396.21) and Pay GS AMT (100.00). The status is listed as 'NOT REMITTED'. The bottom right corner of the screen shows the system time as 1:13 PM on 12/3/2019.

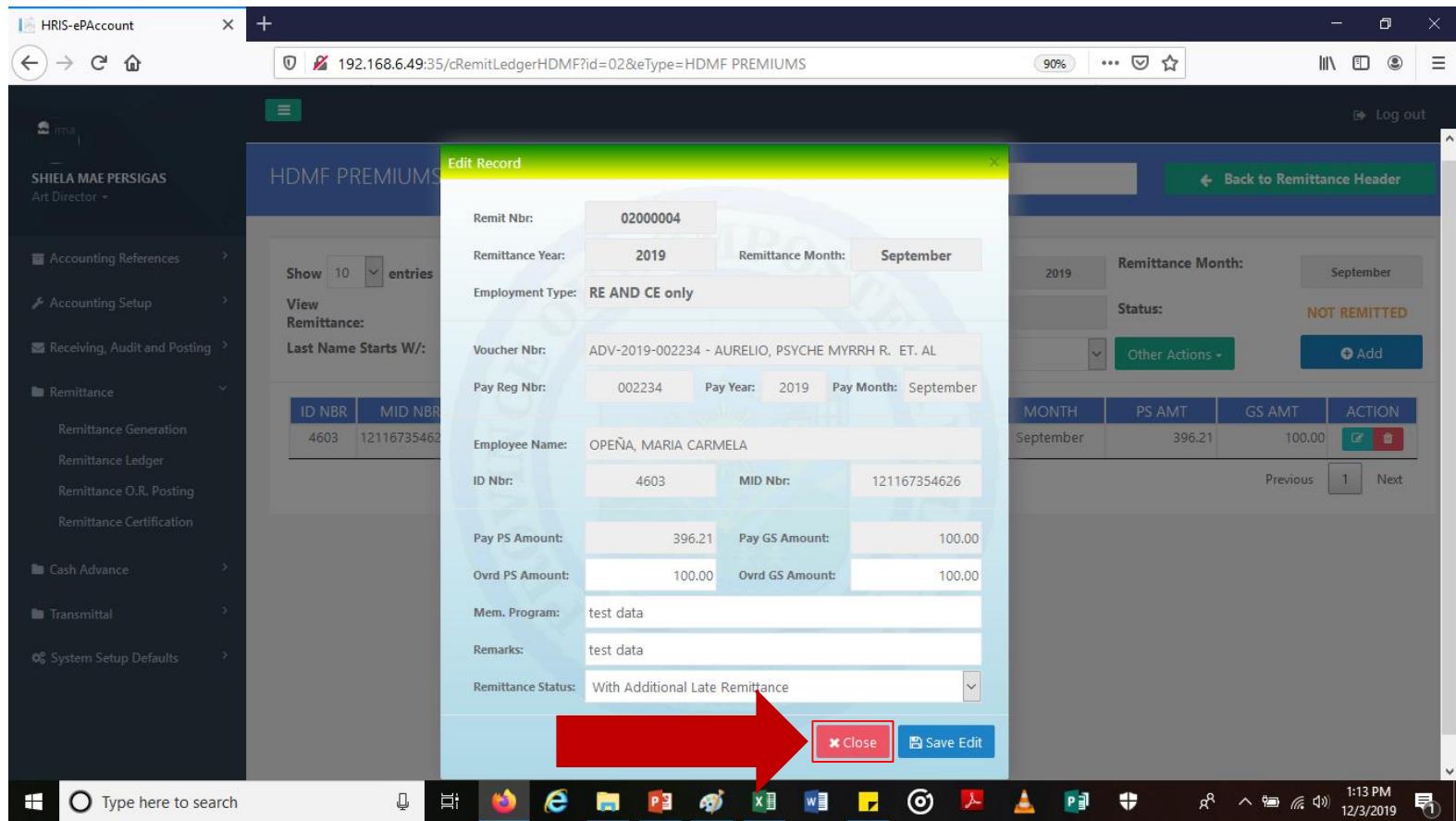
## **Note:**

Once you click **edit button** expected that edit modal page will pop-up and automatically generate a name of **edit record** along with its remit number where you can edit employee details. 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 **overd PS amount, overd PS amount, mem. program and remarks** since **remittance status** is only editable if you have inputted values in **ovrd PS amount**.

---

# Step 11: Click close button if you don't want to save updated information.



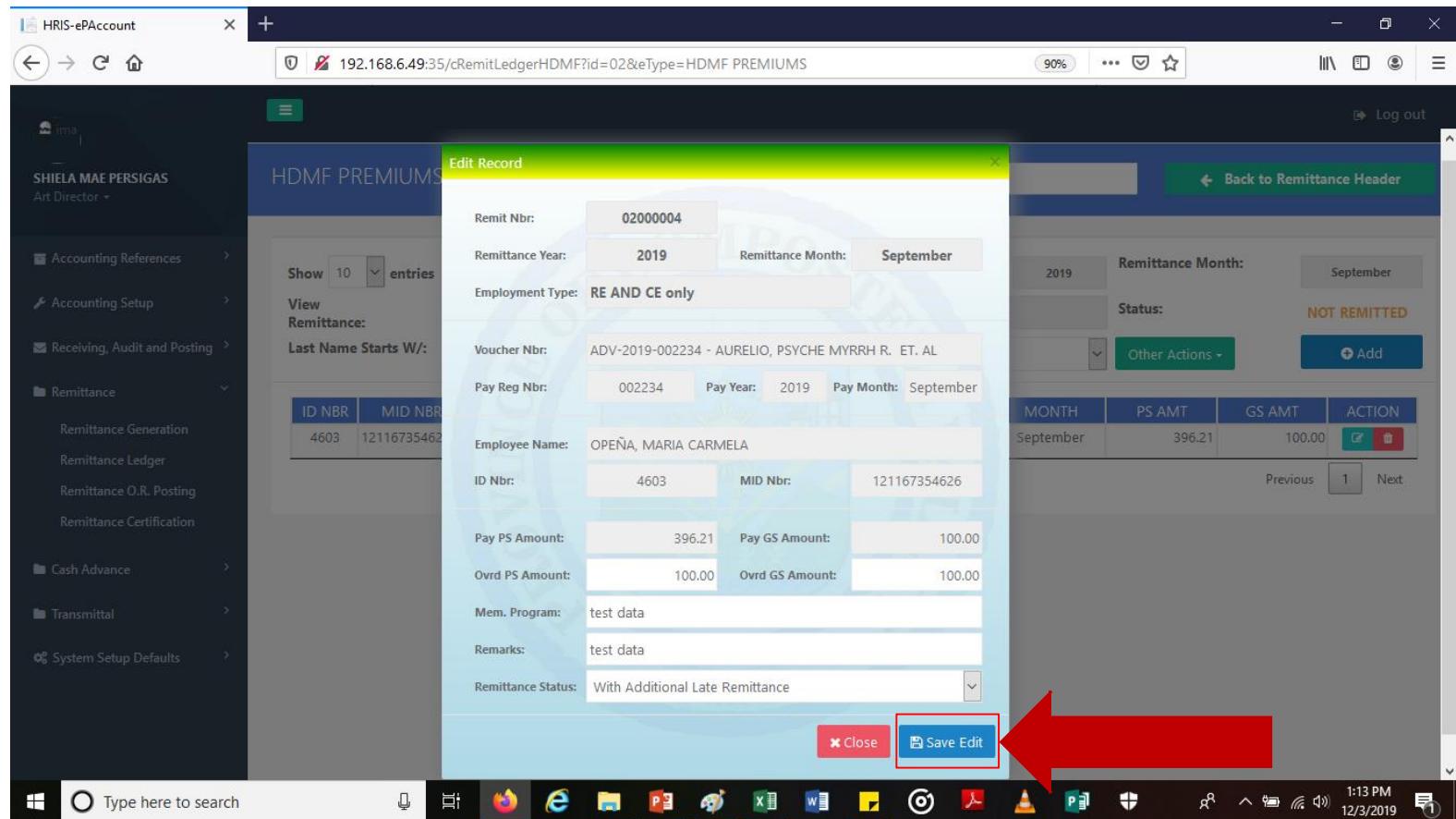
# Step 12: Repeat step 10 if you want to continue and save updated employee details.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a grid of remittance entries for September 2019. A modal window titled "Edit Record" is open, showing detailed remittance information for employee Opena, Maria Carmela. The modal fields include:

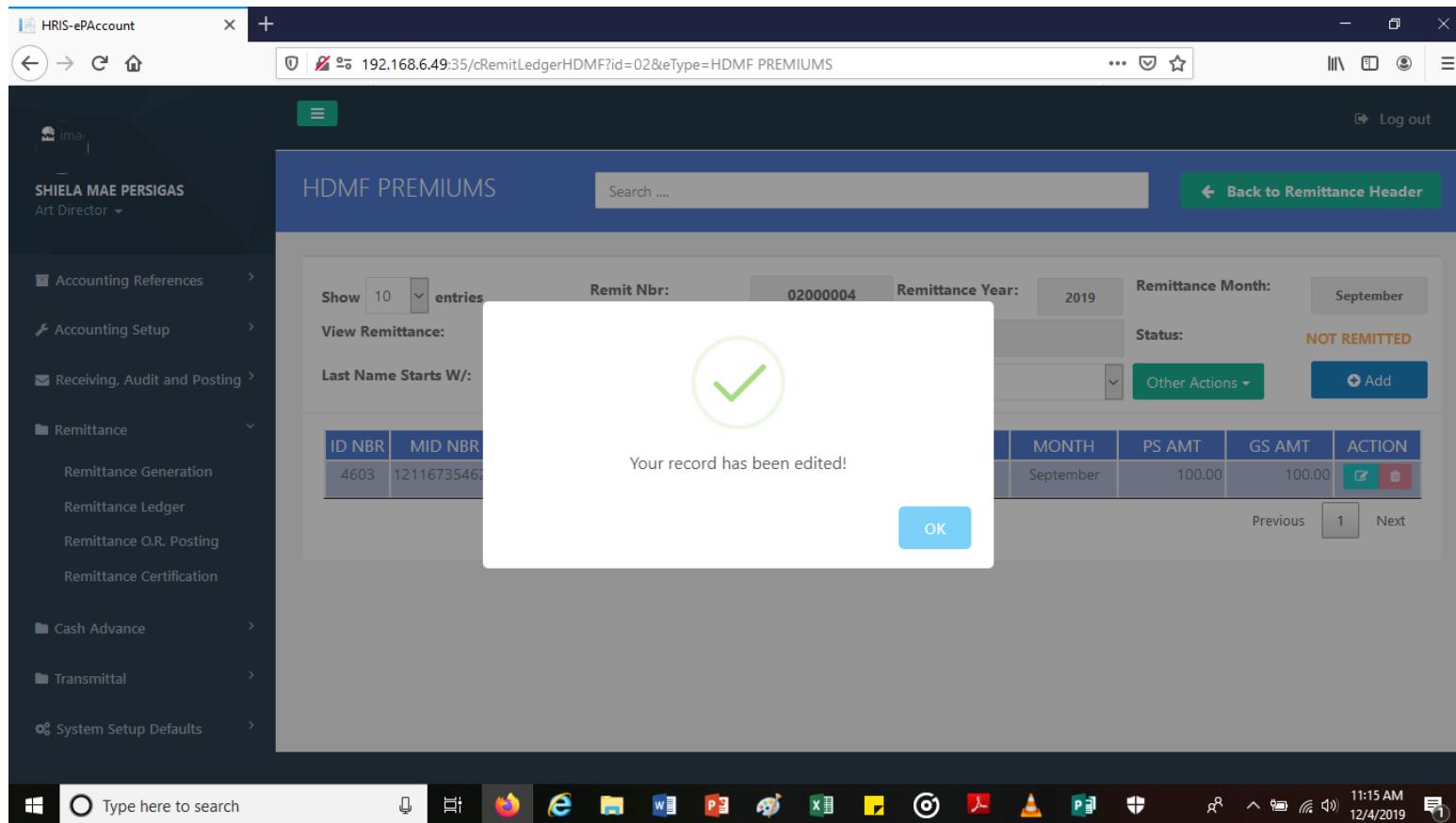
Remit Nbr:	02000004		
Remittance Year:	2019	Remittance Month:	September
Employment Type:	RE AND CE only		
Voucher Nbr:	ADV-2019-002234 - AURELIO, PSYCHE MYRRH R. ET. AL		
Pay Reg Nbr:	002234	Pay Year:	2019
Pay Month:	September		
Employee Name:	OPENA, MARIA CARMELA		
ID Nbr:	4603	MID Nbr:	121167354626
Pay PS Amount:	396.21	Pay GS Amount:	100.00
Ovrd PS Amount:	100.00	Ovrd GS Amount:	100.00
Mem. Program:	test data		
Remarks:	test data		
Remittance Status:	With Additional Late Remittance		

At the bottom of the modal are "Close" and "Save Edit" buttons. The status bar at the bottom right shows the time as 1:13 PM and the date as 12/3/2019.

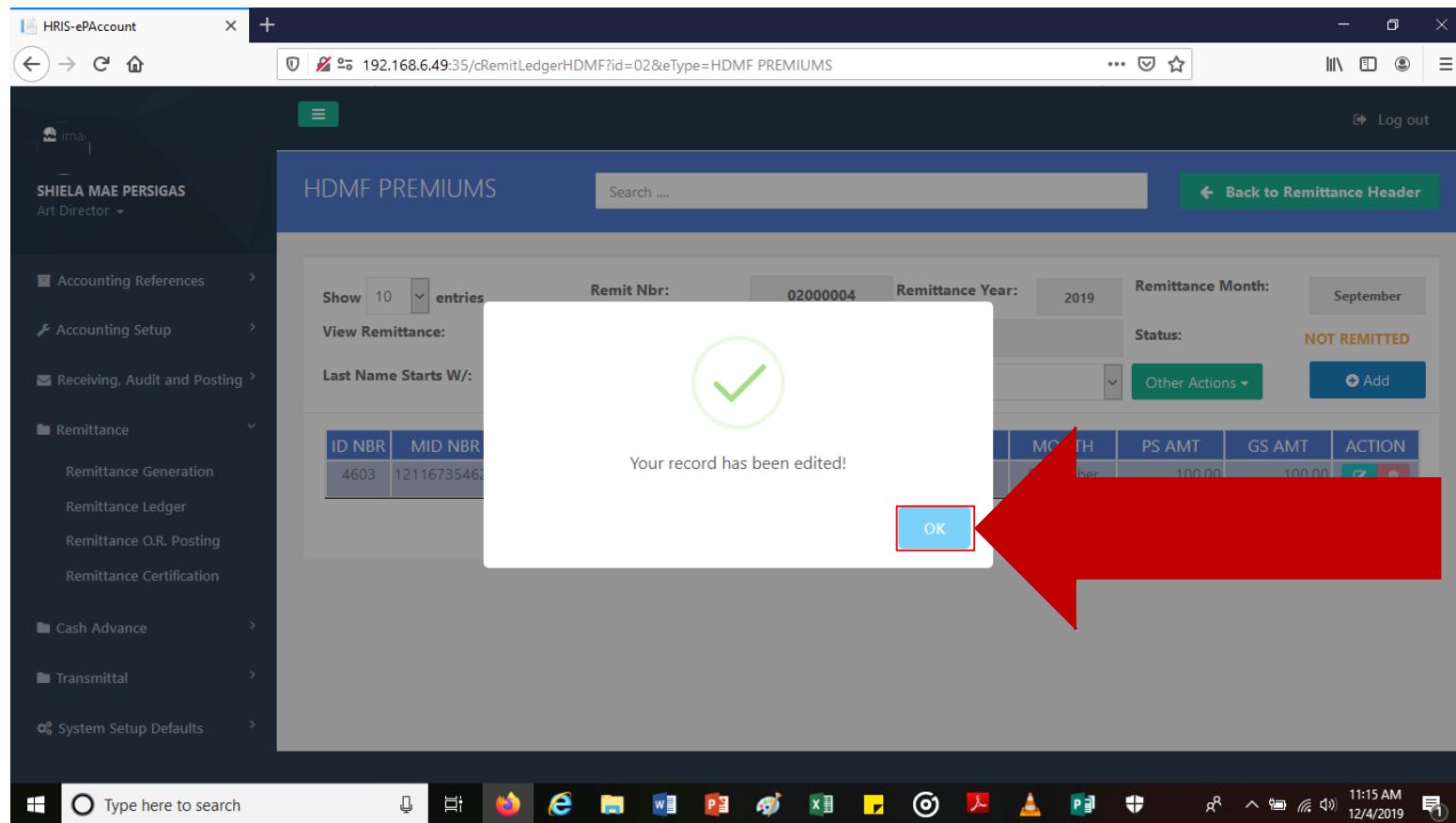
# Step 13: Click save edit button in order to save updated employee details.



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



## Step 14: Click ok button to exit and go back to main page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

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

## HDMF PREMIUMS

Search ...

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W: O Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	

Previous 1 Next

Type here to search

11:17 AM 12/4/2019

How to print  
extracted excel  
file?



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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. Below it are three dropdown filters: 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: RE AND CE only'. A blue 'Add' button is to the right of the employment type filter. The main grid displays five rows of remittance data with columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first row is '02000004 TEST SAMPLE DATA HDMF PREMIUMS NOT REMITTED'. The second row is '08000014 TEST DATA SAMPLE SSS PREMIUMS NOT REMITTED'. The third row is '09000002 ONE NETWORK BANK Remittance of Regular Employees: for 2019-09 ONE NETWORK BANK NOT REMITTED'. The fourth row is '12000001 PHILAM LIFE Remittance of Regular Employees: for 2019-09 PHILAM LIFE NOT REMITTED'. The fifth row is '13000001 NHMFC Remittance of Regular Employees: for 2019-09 NHMFC NOT REMITTED'. At the bottom right of the grid are 'Previous' and 'Next' buttons, with '1' in the center indicating the current page. The status column for all entries is 'NOT REMITTED'. The actions column contains icons for Add, Edit, Delete, and Show Details. The 'Show Details' icon is highlighted with a red border in the screenshot.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

**Step 2:** Once you have selected remittance year, remittance month and employment type, pick specific record that you want to extract to excel.

The screenshot shows the HRIS-eAccount Remittance Ledger interface. On the left, there is a sidebar with various menu items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Remittance Ledger" and contains a search bar and filters for "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A table lists five remittance entries:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	[Edit, Delete, Show Details]
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, Show Details]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Delete, Show Details]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Show Details]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Show Details]

At the bottom, there are navigation buttons for "Previous" and "Next". The status bar at the bottom right shows the time as 3:55 PM and the date as 12/2/2019.

**Step 3:** While on the main page of remittance ledger click **show details** button pop-up window will appear where **other actions** button will be visible.

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. It includes filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: RE AND CE only'. Below these are five rows of data in a table:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF P	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

A large red arrow points to the 'Show Details' button in the fifth row's Actions column. At the bottom right of the main area, there are buttons for 'Previous', '1', and 'Next'. The bottom of the screen shows a taskbar with various icons and the system tray.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Log out

SHEILA 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

## HDMF PREMIUMS

Search ...

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: A Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

Previous Next

Type here to search

12:57 PM 12/3/2019

**Step 4: Click back to remittance header button if you don't want to continue in editing employee HDMF details.**

The screenshot shows the HRIS-eAccount software interface. The main title bar reads "HRIS-eAccount" and the URL is "192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS". The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director".

The left sidebar menu includes:

- 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

The main content area is titled "HDMF PREMIUMS" and contains the following fields:

- Show 10 entries
- Remit Nbr: 02000004
- Remittance Year: 2019
- Remittance Month: September
- View Remittance: All
- Employment Type: RE AND CE only
- Last Name Starts W/: A
- Department: --Select Department--
- Status: REMITTED
- Other Actions: Add

A table below lists employee names:

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS A	ACTION
No data available in table							

At the bottom right of the main content area, there are "Previous" and "Next" buttons. A red arrow points to the "Back to Remittance Header" button in the top right corner of the main content area.

The taskbar at the bottom shows various application icons and the system clock displays "12:57 PM 12/3/2019".

# Step 5: Repeat step 3 if you want to continue to edit employee HDMF details.

The screenshot shows a web-based application titled "HRIS-eAccount" running on a Windows operating system. The URL in the browser is [192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS](http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS). The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director".

The main content area displays the "HDMF PREMIUMS" page. It includes a search bar and several filter options:

- Show 10 entries
- Remit Nbr: 02000004
- Remittance Year: 2019
- Remittance Month: September
- View Remittance: All
- Employment Type: RE AND CE only
- Status: NOT REMITTED
- Last Name Starts W/: A
- Department: --Select Department--

A green button labeled "Back to Remittance Header" is visible. Below the filters is a table with the following columns:

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

At the bottom of the page are "Previous" and "Next" navigation links. The taskbar at the bottom of the screen shows various open applications, including Microsoft Edge, File Explorer, and several productivity tools. The system tray indicates the date and time as 12/3/2019 at 12:57 PM.

# Step 6: Select view remittance and last name start's w/ to view only selected employees.

The screenshot shows a web-based application window titled "HRIS-ePAccount". The URL in the address bar is [192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS](http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS). The page title is "HDMF PREMIUMS". On the left, there is a sidebar menu with the following items:

- 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

The main content area displays a search form with the following fields:

- Show 10 entries
- Remit Nbr: 02000004
- Remittance Year: 2019
- Remittance Month: September
- View Remittance: All
- Employment Type: RE AND CE only
- Status: NOT REMITTED
- Last Name Starts W/: O
- Department: --Select Department--
- Other Actions: Add

A table below lists one employee entry:

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	

At the bottom of the page, there are navigation links for Previous (disabled), Page 1, and Next.

## Step 7: Click other actions button to extract record to excel.

The screenshot shows a web-based application titled "HRIS-ePAccount" with a URL of "192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS". The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS" and displays a grid of remittance data. The grid columns include ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTION. One row is visible with the following data: ID NBR 4603, MID NBR 121167354626, EMPLOYEE NAME OPEÑA, MARIA CARMELA, YEAR 2019, MONTH September, PS AMT 100.00, GS AMT 100.00, and ACTION (with icons for edit and delete). At the top of the grid, there are filters for Show (10 entries), Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (O), Department (Select Department), and a search bar. A red arrow points to the "Other Actions" button located in the top right corner of the grid's header area. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	

HRIS-ePAccount

192.168.6.49:35/rRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

SHEILA MAE PERSIGAS  
Art Director

HDMF PREMIUMS

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr: 02000004

Remittance Year: 2019

Remittance Month: September

View Remittance: All Employment Type: RE AND CE only

Status: NOT REMITTED

Last Name Starts W/: O Department: --Select Department--

Other Actions Add

Extract to Excel

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00

Previous 1 Next

Type here to search

3:20 PM 12/3/2019

## Step 8: Click extract to excel for you to extract record to excel.

The screenshot shows the HRIS-ePAccount software interface. On the left is a dark sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main window title is "HDMF PREMIUMS". It displays a grid of remittance records. The first record in the grid is:

ID NBR	MID NBR	EMPLOYEE NAME	AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	100.00	

At the top of the main window, there are filters for Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), and Department (--Select Department--). To the right of the grid, there is an "Other Actions" dropdown menu with a red box around the "Extract to Excel" option. A large red arrow points from the text above to this "Extract to Excel" button. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

HRIS-ePAccount +

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Log out

SHEILA 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 >

HDMF PREMIUMS Search .... Back to Remittance Header

Show 10 entries Remit Nbr: 0200004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: O Department: --Select Department-- Other Actions ▾ + Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION	
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00		

Previous 1 Next

Extracting data. This may take a while please wait.

Type here to search

Windows 10 Taskbar: 3:31 PM 12/3/2019

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

SHIELA MAE PERSIGAS  
Art Director

HDMF PREMIUMS

Search ...

Back to Remittance Header

Year: 2019 Remittance Month: September

Status: NOT REMITTED

Other Actions Add

ID NBR	MID NBR
4603	121167354626

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

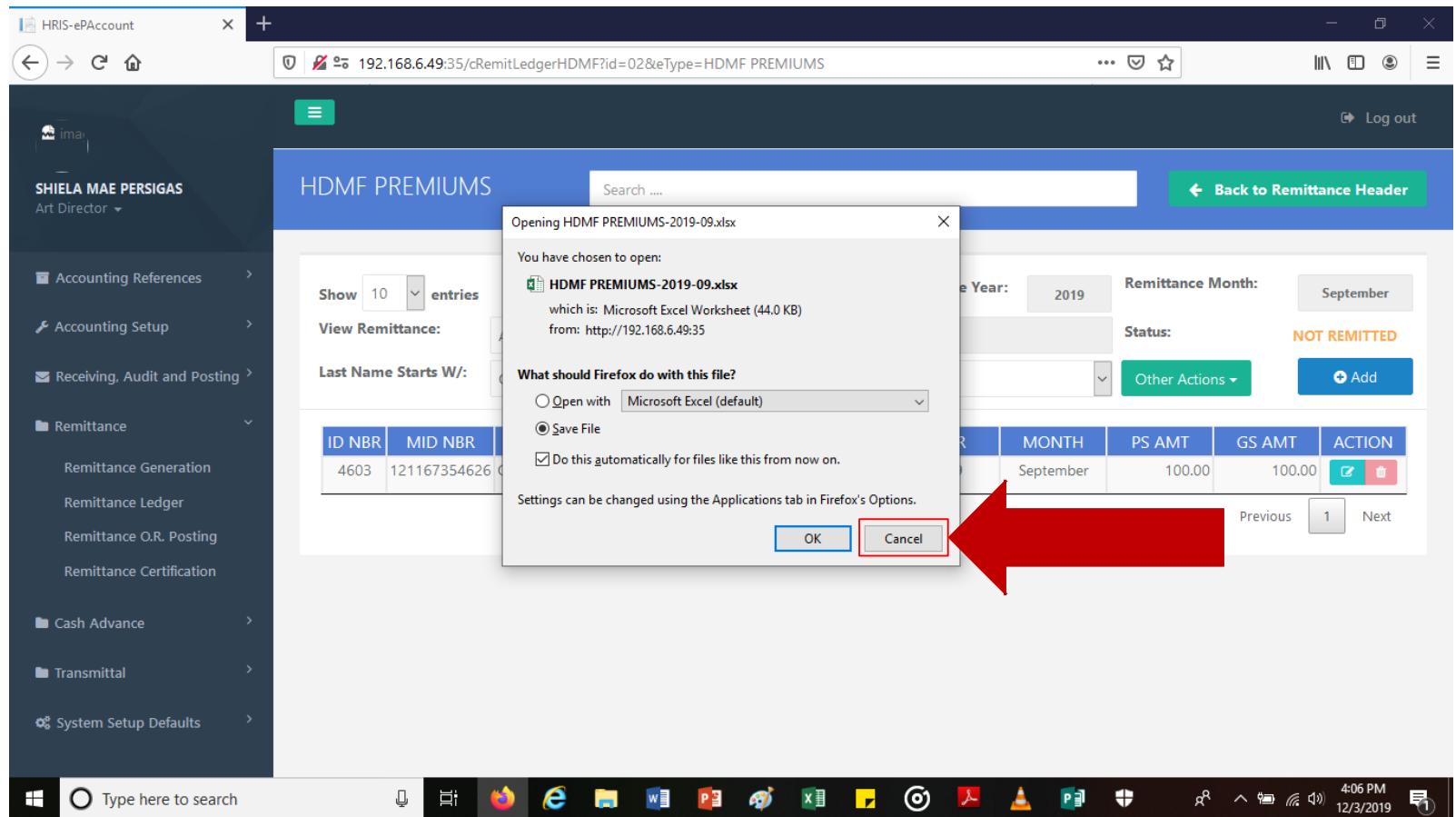
OK Cancel

Previous 1 Next

Type here to search

Windows Taskbar icons: File Explorer, Edge, File Manager, Word, Powerpoint, Excel, OneDrive, File History, Task View, Taskbar settings, Taskbar search, Taskbar pinned items, Taskbar status, Taskbar date/time.

**Step 9:** Select **save file** and check the checkbox below to download file.



# Step 10: Repeat step 6, 7 and 8 to continue and extract data.

The screenshot shows a web browser window for the HRIS-ePAccount system. The URL in the address bar is `192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS`. The main content area displays a remittance ledger for 'HDMF PREMIUMS'. The ledger table has columns: ID NBR, MID NBR, MONTH, PS AMT, GS AMT, and ACTION. One row is visible: September, 100.00, 100.00, with edit and delete icons. Above the table, the status is listed as 'NOT REMITTED'. On the left sidebar, under the 'Remittance' section, 'Remittance Generation' is selected. A file download dialog box is overlaid on the page, titled 'Opening HDMF PREMIUMS-2019-09.xlsx'. It contains the message: 'You have chosen to open: HDMF PREMIUMS-2019-09.xlsx which is: Microsoft Excel Worksheet (44.0 KB) from: http://192.168.6.49:35'. Below this, it asks 'What should Firefox do with this file?': 'Open with Microsoft Excel (default)' (radio button), 'Save File' (radio button, selected), and 'Do this automatically for files like this from now on.' (checkbox). At the bottom of the dialog are 'OK' and 'Cancel' buttons. The browser's taskbar at the bottom shows various pinned icons.

ID NBR	MID NBR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	September	100.00	100.00	

File download dialog content:

You have chosen to open:  
HDMF PREMIUMS-2019-09.xlsx  
which is: Microsoft Excel Worksheet (44.0 KB)  
from: http://192.168.6.49:35

What should Firefox do with this file?

Open with Microsoft Excel (default)

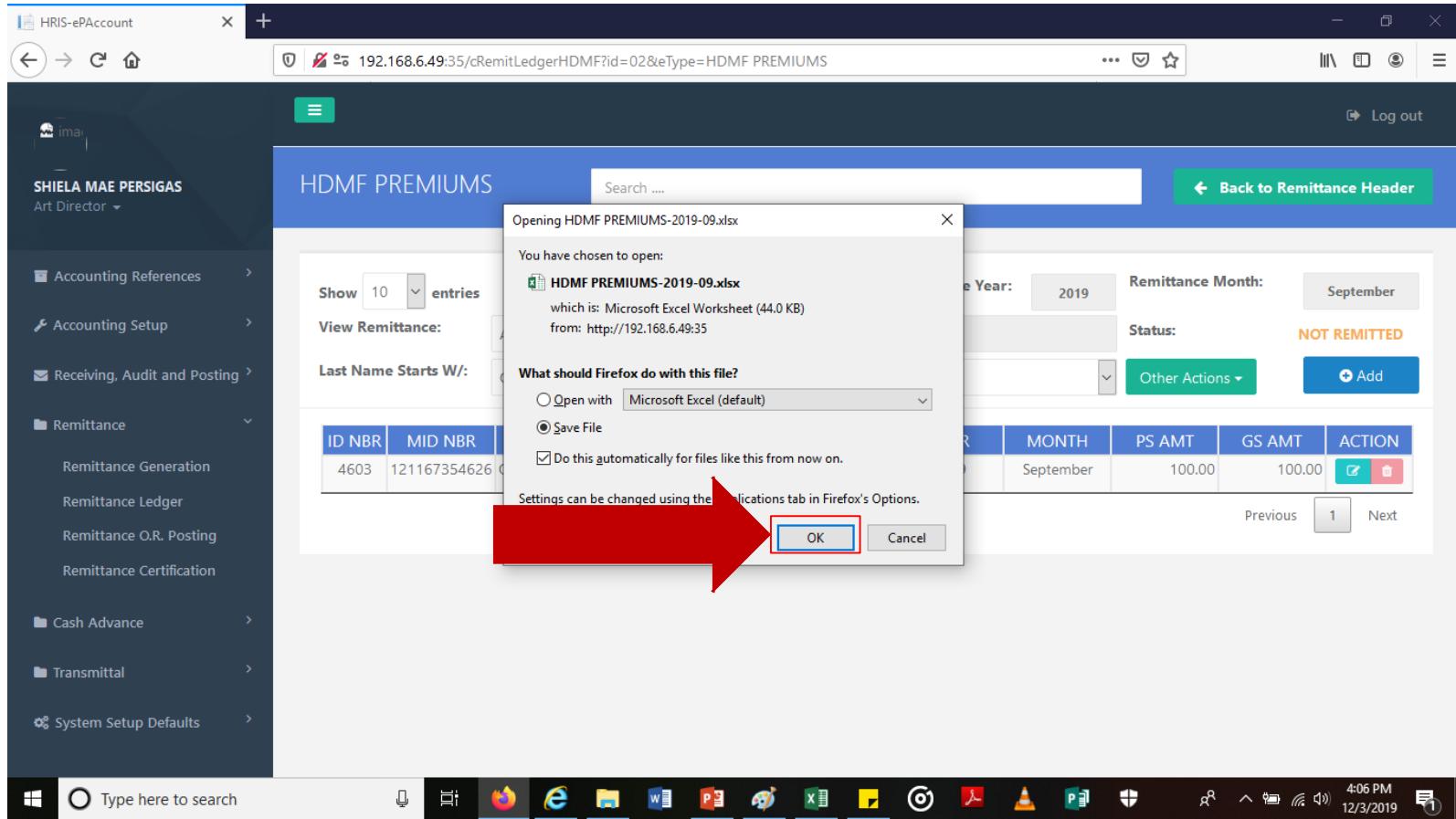
Save File

Do this automatically for files like this from now on.

Settings can be changed using the Applications tab in Firefox's Options.

OK Cancel

## Step 11: Click ok button to save file and download extracted file.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

SHIELA MAE PERSIGAS  
Art Director

HDMF PREMIUMS

Search ....

Log out

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: O Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	

Previous 1 Next

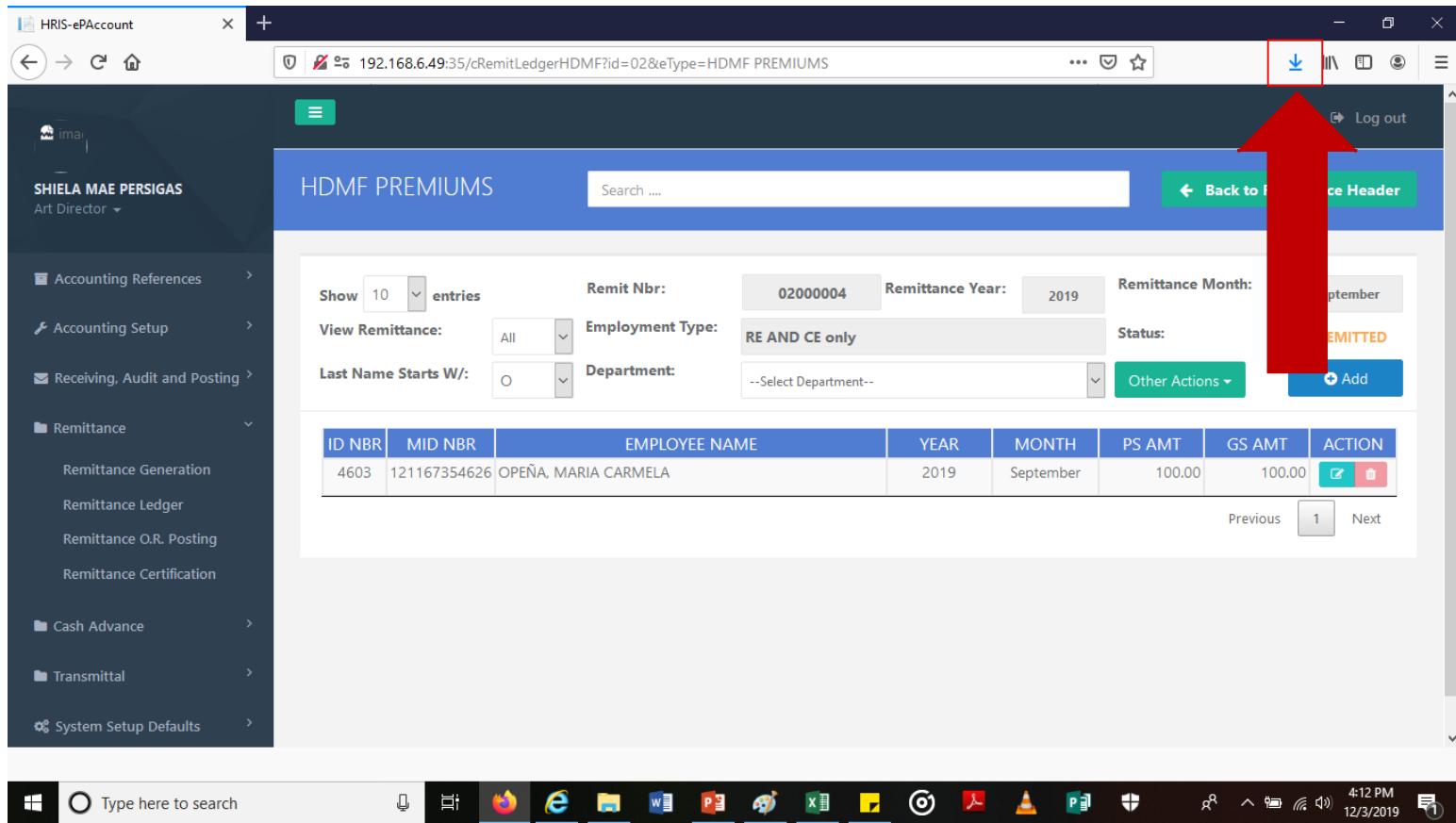
Type here to search

4:12 PM 12/3/2019

## **Note:**

If you click **ok button** expected record will automatically download 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 the HRIS-eAccount software interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS". It features a search bar and several filter options: Show 10 entries, Remit Nbr: 02000004, Remittance Year: 2019, Remittance Month: September, View Remittance: All, Employment Type: RE AND CE only, Last Name Starts W/: O, Department: --Select Department--, Status: SUBMITTED, and Other Actions (Add). Below these filters is a table with one row of data:

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	 

At the bottom of the page, there are "Previous" and "Next" buttons, and a page number "1". The browser's address bar shows the URL: 192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS. The top right of the browser window has a blue download icon with a red arrow pointing to it.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

HDMF PREMIUMS

SHIELA MAE PERSIGAS  
Art Director

Show 10 entries      Remit Nbr: 02000004      Remittance Year: 2019      Remittance Month: September

View Remittance: All      Employment Type: RE AND CE only      Status: NOT REMITTED

Last Name Starts W/:      Department: --Select Department--

+ Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	 

Previous 1 Next

Type here to search

Windows Start Button

File Explorer

Microsoft Edge

PowerPoint

Word

Excel

Snipping Tool

Windows Media Player

Calculator

Control Panel

Task View

4:14 PM 12/3/2019

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

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open in a browser window. The application interface includes a left sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a remittance ledger for 'HDMF PREMIUMS' with a single entry for employee 'OPEÑA, MARIA CARMELA' with ID NBR 4603 and MID NBR 121167354626. A download context menu is overlaid on the screen, highlighting a file named 'HDMF PREMIUMS-2019-09.xlsx'. The menu also includes options 'Open File' and 'Show All Downloads'. The status bar at the bottom shows system information including the date and time.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

HDMF PREMIUMS

Search ....

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 >

Show 10 entries

Remit Nbr: 02000004

Remittance Year: 2019

Remittance Month: September

View Remittance: All

Employment Type: RE AND CE only

Last Name Starts W/: O

Department: --Select Department--

Status: NOT REMITTED

+ Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	100.00	100.00	

Previous 1 Next

Type here to search

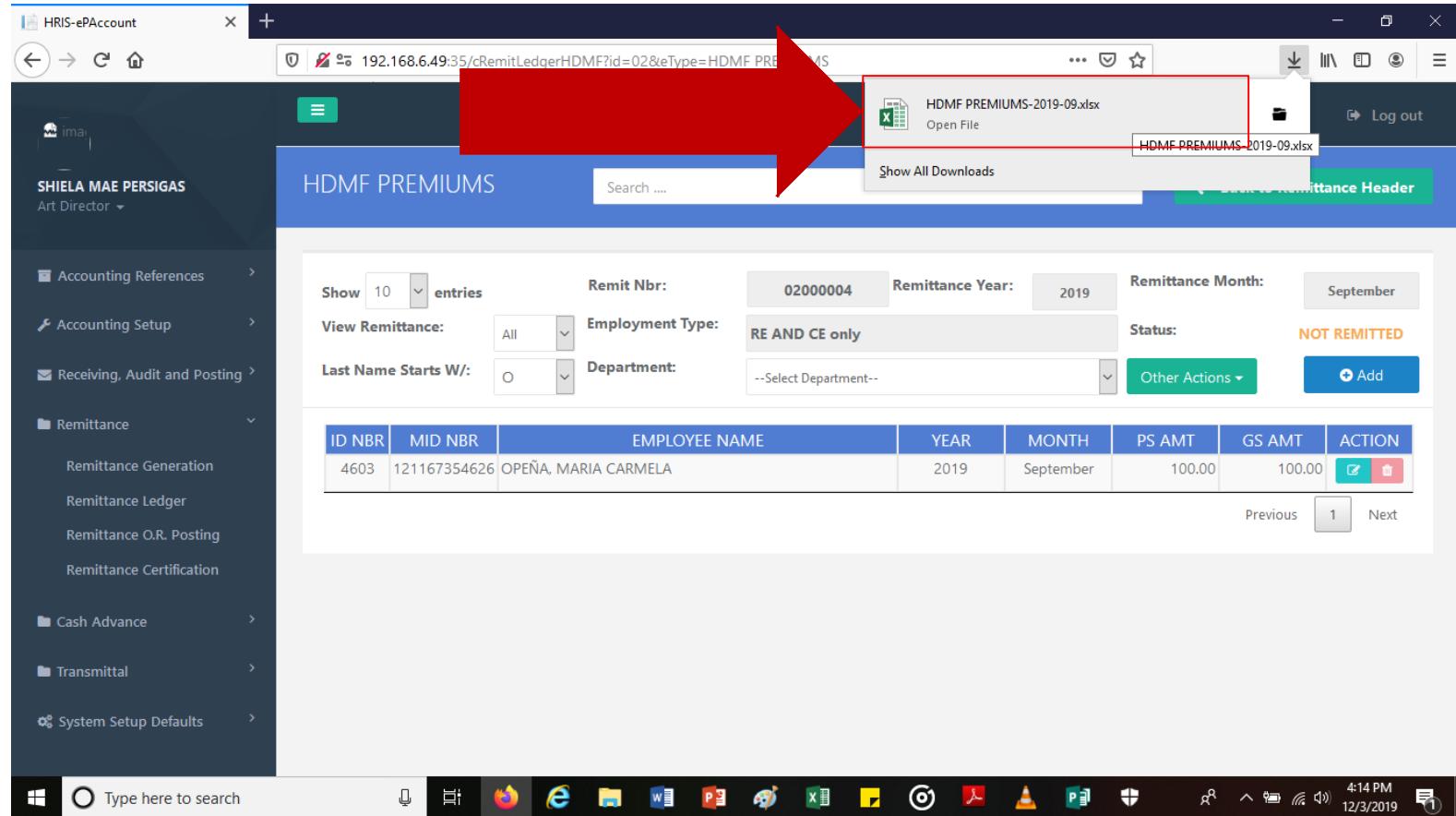
4:14 PM  
12/3/2019

HDMF PREMIUMS-2019-09.xlsx

Open File

Show All Downloads

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



HDMF PREMIUMS-2019-09 [Protected View] - Excel

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

P8

MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)																									
 <p><b>EMPLOYER/BUSINESS NAME</b> <b>Provincial Government of Compostela Valley</b></p> <p><b>EMPLOYER/BUSINESS ADDRESS</b> Unit/Room No., Floor Building Name Lot No., <b>CAPITOL BLDG.</b></p> <p>Subdivision Barangay Municipality/City <b>Cabidisanan Nabunturan</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Pag-IBIG MID No./RTN</th> <th rowspan="2">Account No.</th> <th rowspan="2">Membership Program</th> <th colspan="3">NAME OF MEMBERS</th> <th rowspan="2">Period Covered</th> </tr> <tr> <th>Last Name</th> <th>First Name Name ext (Mr., Mrs., etc.)</th> <th>Middle Name</th> </tr> </thead> <tbody> <tr> <td>190000096875</td> <td></td> <td></td> <td>TUBA</td> <td>ISMAEL</td> <td>DIPAY</td> <td>Sep. 2019</td> </tr> <tr> <td colspan="7"><b>Total &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b></td> </tr> </tbody> </table>		Pag-IBIG MID No./RTN	Account No.	Membership Program	NAME OF MEMBERS			Period Covered	Last Name	First Name Name ext (Mr., Mrs., etc.)	Middle Name	190000096875			TUBA	ISMAEL	DIPAY	Sep. 2019	<b>Total &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>						
Pag-IBIG MID No./RTN	Account No.				Membership Program	NAME OF MEMBERS			Period Covered																
		Last Name	First Name Name ext (Mr., Mrs., etc.)	Middle Name																					
190000096875			TUBA	ISMAEL	DIPAY	Sep. 2019																			
<b>Total &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>																									
<p><b>Pag-IBIG EMPLOYERS ID NUMBER</b> 205028290007</p> <table border="1"> <thead> <tr> <th>Block No.,</th> <th>Phase No.,</th> <th>House No.,</th> <th>Street Name</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Compostela Valley</b></td> <td colspan="2">ZIP Code <b>8800</b></td> </tr> <tr> <td rowspan="3">Monthly Compensati on</td> <th colspan="3">MEMBERSHIP CONTRIBUTION</th> <th rowspan="3">REMARKS</th> </tr> <tr> <th>EE SHARE</th> <th>ER SHARE</th> <th>TOTAL</th> </tr> <tr> <td>237.98</td> <td>100.00</td> <td>337.98</td> </tr> <tr> <td><b>237.98</b></td> <td><b>100.00</b></td> <td><b>337.98</b></td> <td></td> </tr> </tbody> </table> <p><b>LEONORA B. MELENDRÉS, CPA</b> Provincial Accountant</p>		Block No.,	Phase No.,	House No.,	Street Name	<b>Compostela Valley</b>		ZIP Code <b>8800</b>		Monthly Compensati on	MEMBERSHIP CONTRIBUTION			REMARKS	EE SHARE	ER SHARE	TOTAL	237.98	100.00	337.98	<b>237.98</b>	<b>100.00</b>	<b>337.98</b>		
Block No.,	Phase No.,	House No.,	Street Name																						
<b>Compostela Valley</b>		ZIP Code <b>8800</b>																							
Monthly Compensati on	MEMBERSHIP CONTRIBUTION			REMARKS																					
	EE SHARE	ER SHARE	TOTAL																						
	237.98	100.00	337.98																						
<b>237.98</b>	<b>100.00</b>	<b>337.98</b>																							

072019

READY

Type here to search

Windows Taskbar: 4:23 PM, 12/3/2019

**Note:** Users are restricted to edit the extracted file of hdmf submit only the extracted from the system alone.

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

A red arrow points upwards from the bottom of the image towards the 'FILE' tab in the Excel ribbon.

The 'FILE' tab is highlighted with a green border.

The ribbon tabs include: FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW.

The main content area shows two tables:

**MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)**

	MEMBER'S CONTRIBUTION						
REMITTANCE FORM (MCRF)							
EMPLOYER/BUSINESS NAME Provincial Government of Compostela Valley							
EMPLOYER/BUSINESS ADDRESS							
Unit/Room No., Floor	Building Name		Lot No.,				
	CAPITOL BLDG.						
Subdivision	Barangay	Municipality/City					
	Cabidiasan	Nabunturan					
Pag-IBIG MID	Account No.	Membership Program	NAME OF MEMBERS		Period		
No./RTN			Last Name	First Name	Name ext (e.g. Jr., III, etc.)	Middle Name	Covered
190000096875			TUBA	ISMAEL		DIPAY	Sep. 2013
Total >>>>>>>>>>>>>>>>>							

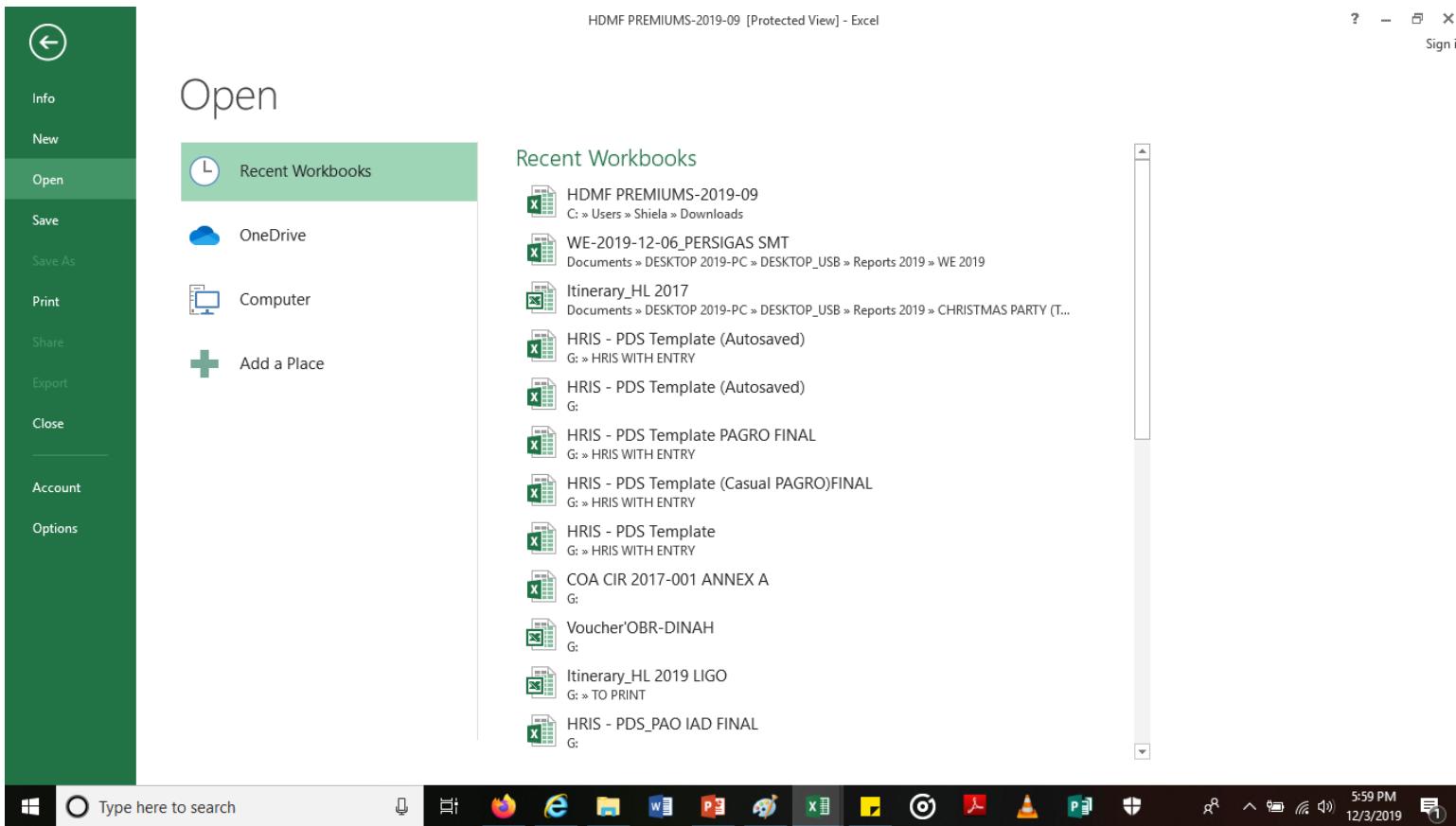
**Pag-IBIG EMPLOYERS ID NUMBER**

205028290007			
Block No.,	Phase No.,	House No.,	Street Name
Compostela Valley		ZIP Code	
8800			
Monthly Compensation	MEMBERSHIP CONTRIBUTION		
	EE	ER	TOTAL
	SHARE	SHARE	
237.98	100.00	337.98	
237.98	100.00	337.98	

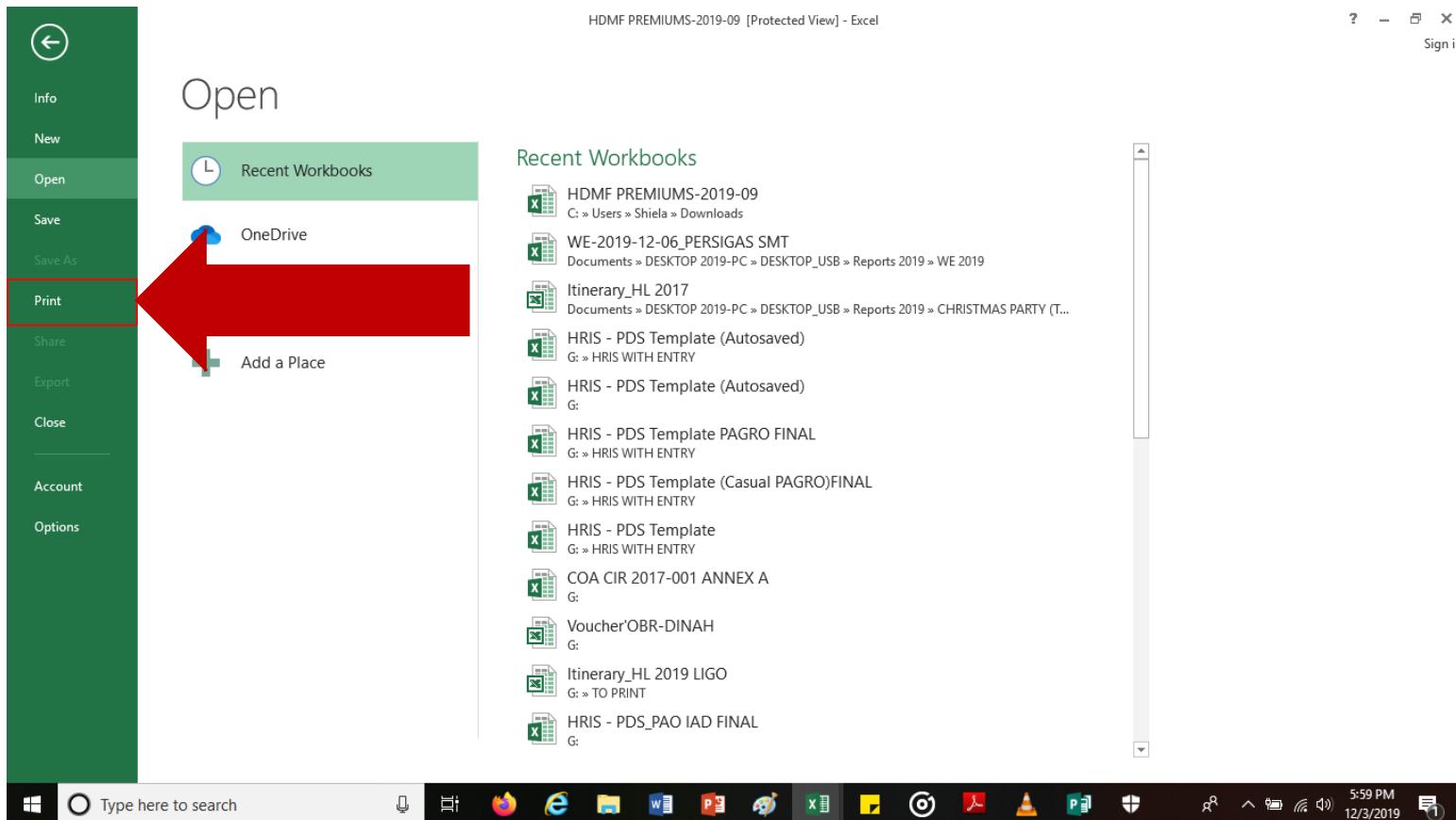
**REMARKS**

**LEONORA B. MELENDRÉS, CPA**  
Provincial Accountant

At the bottom of the window, there is a status bar showing: 072019, READY, Type here to search, and system icons including a battery level of 75%.



# Step 16: Select print menu to print the extracted file.



HDMF PREMIUMS-2019-09(1) [Protected View] - Excel

Sign in

## Print

**Protected View**

Printing is not available in Protected View. To leave Protected View and enable this command you must select Enable Printing.

**Enable Printing**

Copies: 1

Print

**Printer**

Microsoft Print to PDF

Connecting to printer...

Printer Properties

Print Preview is not available.

**Settings**

Print Active Sheets

Only print the active sheets

Pages: to

Loading Orientations...

Loading Page Sizes...

Loading Page Margins...

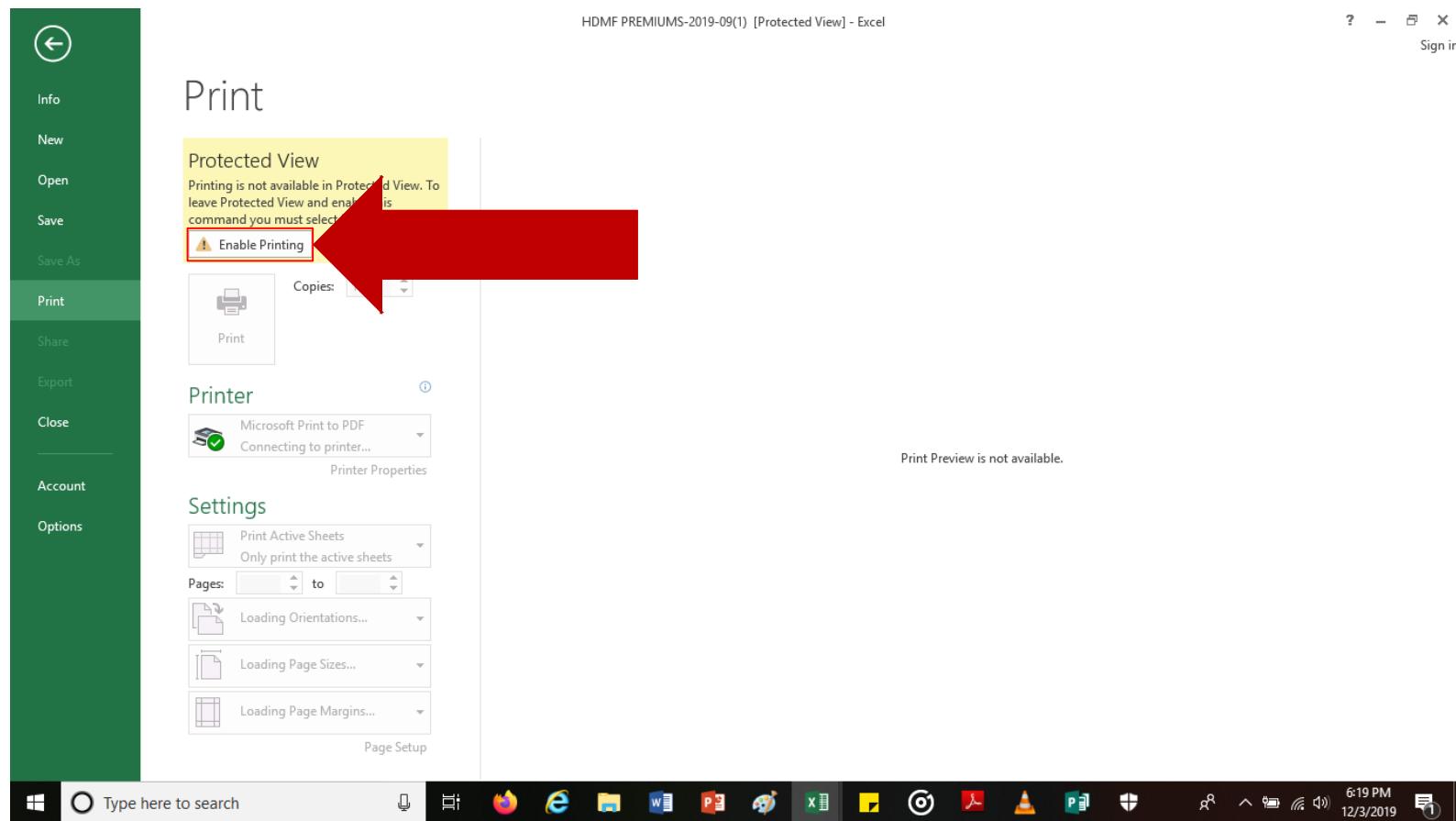
Page Setup

Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, OneDrive, Mail, Photos, Paint 3D, Excel, Word, Powerpoint, Outlook, Snipping Tool, File History, Task View, Task Scheduler, Task Manager, Taskbar settings, Date and Time, Battery, Signal strength, Volume, Network, and a battery icon.

# Step 17: Click enable printing for you to print extracted file.





## Print



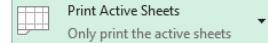
Copies: 1

### Printer

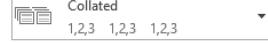


Printer Properties

### Settings



Pages: [ ] to [ ]



Page Setup

HDMF PREMIUMS-2019-09(1) - Excel

? - ✎ X

Sign in

		MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)					
EMPLOYER/BUSINESS NAME Provincial Government of Compostela Valley							
EMPLOYER/BUSINESS ADDRESS							
Unit/Room No., Floor	Building Name	Lot No.	Block No.	Phase No.			
Subdivision	Barangay	Municipality/City	Province/State/Country (if abroad)			Compostela Valley	
Pag-IBIG MID	Account No.	Member's Info	NAME OF MEMBER		Period	MEMBER	
No./RTN	Program	Last Name	First Name	Name ext. (e.g. alias)	Middle Name	Covered	EE SHARE
190000096875		TUBA	ISMAEL		DIPAY	Sep. 2019	237.98
Total >>>>>>>>>>>>>>>>>							
LEONORA B. MELENDRIL Provincial Accountant							
Page 1 of 2							

◀ 1 of 2 ▶



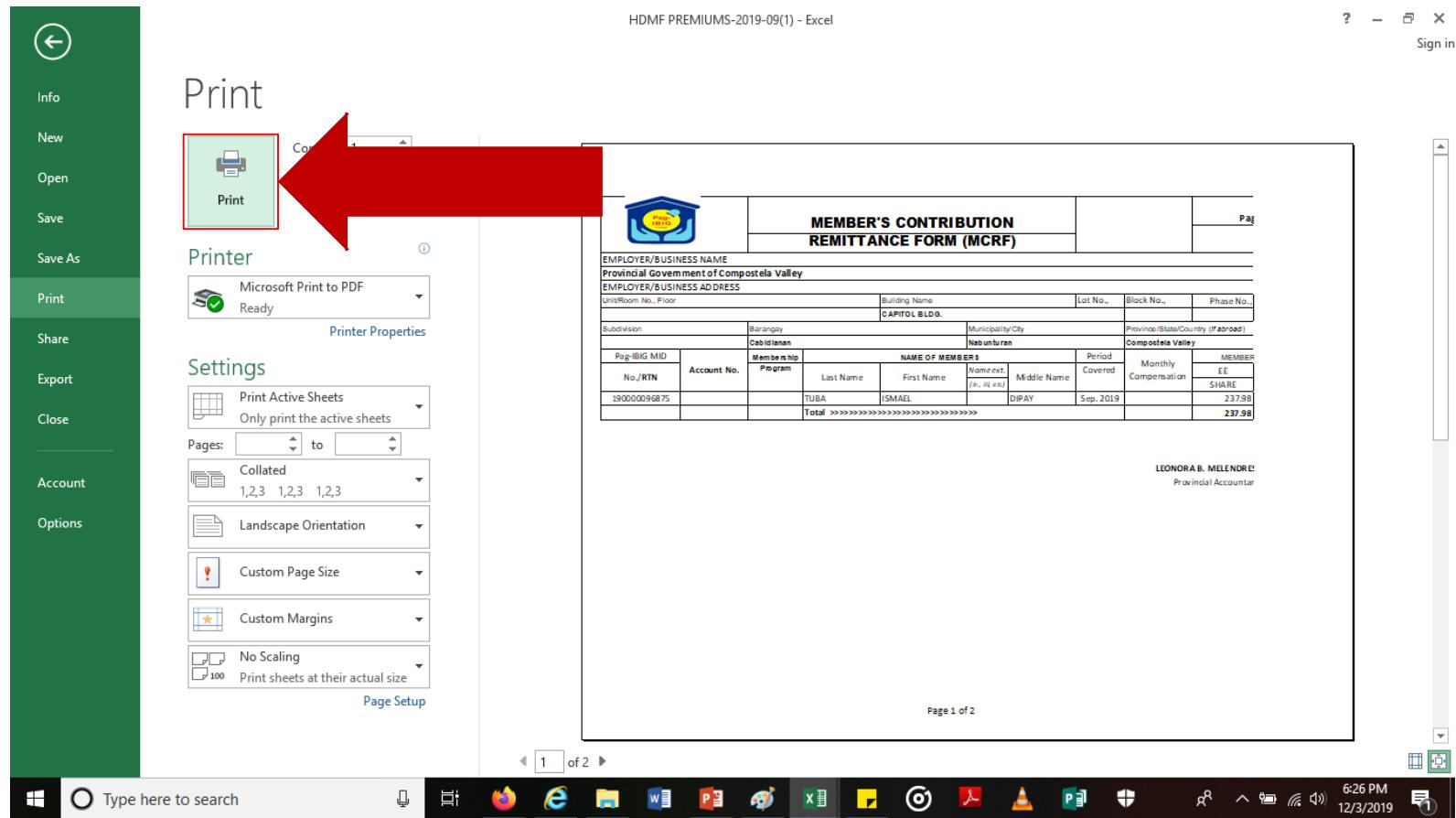
Type here to search



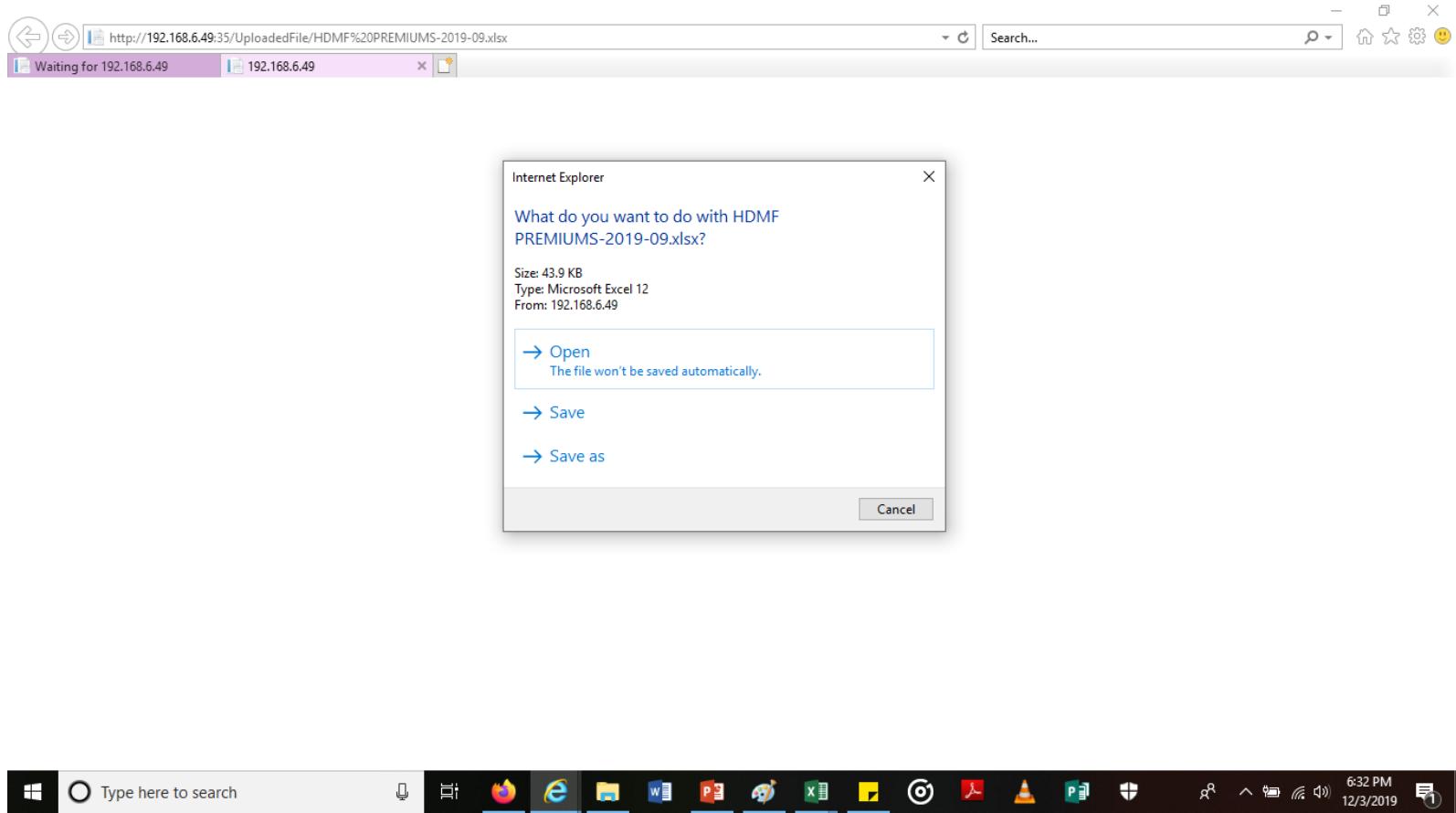
6:24 PM  
12/3/2019



# Step 18: Click enable printing for you to print extracted file.



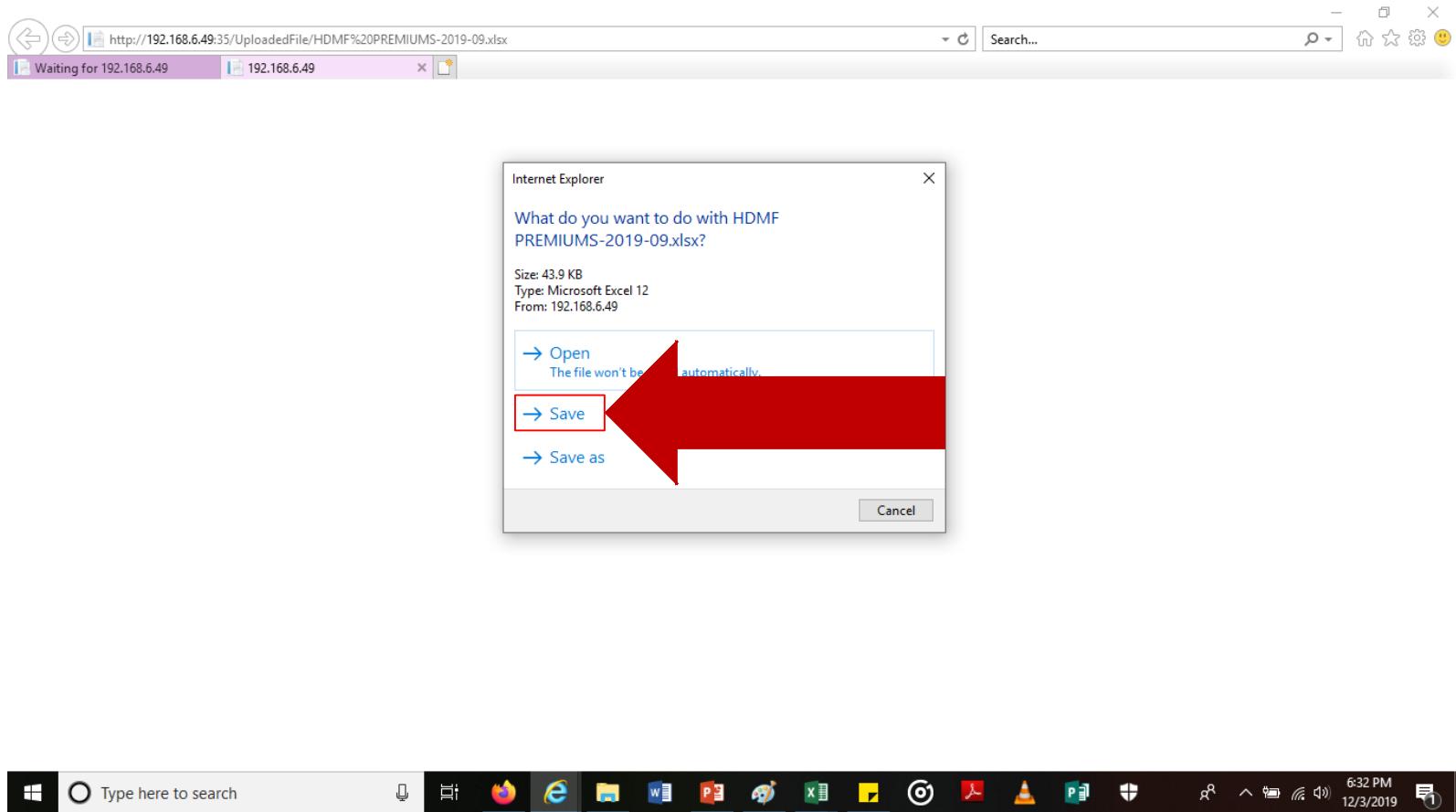
## Step 19: Repeat step 6 and 7 if you want to continue.



## Note:

If it happens that you click **open button** without saving first the extracted file expected that record will not be save. And you need to repeat again **step 6** and **7** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.

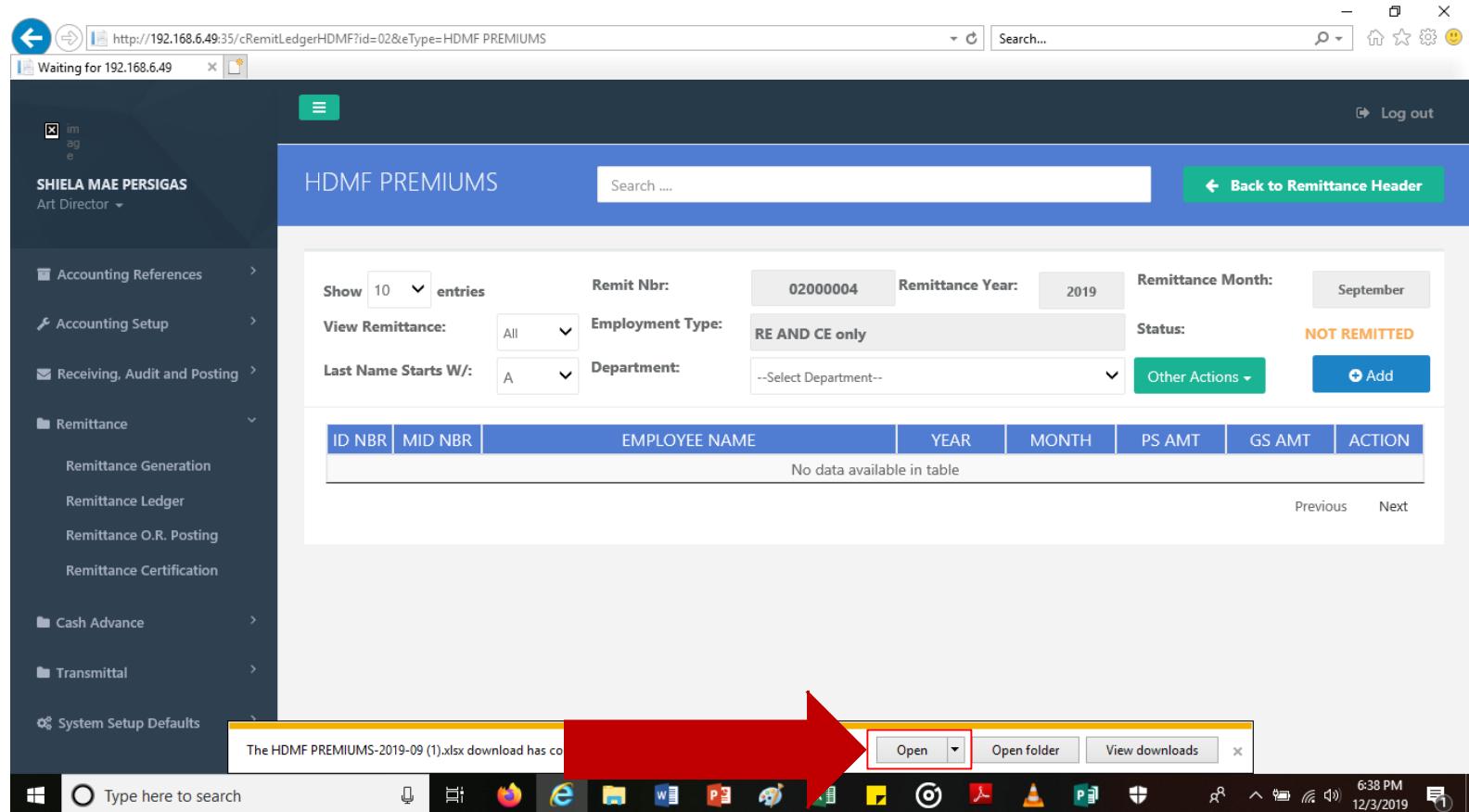
## Step 20: Click save button if you want to save the extracted file.



**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-based application interface for managing remittances. The top navigation bar includes a back arrow, forward arrow, refresh, search bar, and user profile. The main title is "HDMF PREMIUMS". On the left, a sidebar menu lists various modules: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The central search area contains fields for "Show 10 entries", "Remit Nbr: 02000004", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: RE AND CE only", "Last Name Starts W/: A", "Department: --Select Department--", "Status: NOT REMITTED", and "Other Actions" (with a "Add" button). Below the search area is a table header with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTION. A message at the bottom of the page states "The HDMF PREMIUMS-2019-09 (1).xlsx download has completed." The taskbar at the bottom shows the Windows Start button, a search bar, and various pinned application icons (File Explorer, Edge, Word, Excel, etc.). The system tray shows the date and time as 6:38 PM 12/3/2019.

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



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

Screenshot of an Excel spreadsheet titled "HDMF PREMIUMS-2019-09 (1) [Protected View] - Excel". The spreadsheet contains data for a "MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)".

**Employer/Business Name:** Provincial Government of Compostela Valley

**Employer/Business Address:**

Unit/Rom No., Floor	Building Name	Lot No.,
	CAPITOL BLDG.	

**Subdivision:** Barangay Cabidianan  
**Municipality/City:** Nabunturan

Pag-IBIG MID	Account No.	Membership Program	NAME OF MEMBERS			Period	
			Last Name	First Name	Name ext. (Jr., III, etc)		Middle Name
190000096875			TUBA	ISMAEL		DIPAY	Sep. 2019
			Total >>>>>>>>>>>>				

**Pag-IBIG EMPLOYERS ID NUMBER:** 205028290007

**Block No., Phase No., House No., Street Name:** (Blank)

**Province/State/Country (if abroad):** Compostela Valley  
**ZIP Code:** 8800

Monthly Compensation	MEMBERSHIP CONTRIBUTION			REMARKS
	EE	ER	TOTAL	
	SHARE	SHARE		
	237.98	100.00	337.98	
	237.98	100.00	337.98	

**LEONORA B. MELENDRES, CPA**

072019

READY

Type here to search

Windows Taskbar: 6:41 PM 12/3/2019

## Step 22: Click print menu in order to print the extracted file.

A large red arrow points upwards from the bottom of the page towards the 'FILE' tab in the Excel ribbon.

**FILE** (highlighted by a red box and a red arrow)

HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

HDMF PREMIUMS-2019-09 (1) [Protected View] - Excel

Sign in

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

EMPLOYER/BUSINESS NAME  
Provincial Government of Compostela Valley

EMPLOYER/BUSINESS ADDRESS  
Unit/Room No., Floor Building Name Lot No.,  
CAPITOL BLDG.

Subdivision	Barangay	Municipality/City
Cabidianan		Nabunturan

Pag-IBIG MID No./RTN	Account No.	Program	NAME OF MEMBERS			Period Covered
			Last Name	First Name	Name ext. (Jr., III, etc)	
190000096875		TUBA	ISMAEL		DIPAY	Sep. 2019

Total >>>>>>>>>>>>>

Pag-IBIG EMPLOYERS ID NUMBER  
205028290007

Block No., Phase No., House No., Street Name

Province/State/Country (if abroad)  
Compostela Valley ZIP Code  
8800

Monthly Compensation	MEMBERSHIP CONTRIBUTION			REMARKS
	EE	ER	TOTAL	
	SHARE	SHARE		
	237.98	100.00	337.98	
	237.98	100.00	337.98	

LEONORA B. MELENDRS, CPA

072019

READY

Type here to search

Windows Start button

Icons for various Microsoft Office applications: Word, Excel, PowerPoint, etc.

System tray icons: Volume, Network, Battery, etc.

6:41 PM  
12/3/2019  
100%

**Step 22:** Repeat step 14, 15, 16 and 17 process in order to print the extracted file.

The screenshot shows a Microsoft Excel window titled "HDMF PREMIUMS-2019-09 (1) - Excel". The ribbon menu on the left is visible, showing options like Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. The "Print" tab is selected. A red arrow points to the "Print" button in the Print dialog box. The main content area displays a "MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)" document. The document header includes the logo of the Provincial Government of Compostela Valley and the title "MEMBER'S CONTRIBUTION REMITTANCE FORM (MCRF)". The body of the form contains fields for Employer/Business Name (Provincial Government of Compostela Valley), Employer/Business Address (CAPITOL BLDG., Borongan, Cabidianan, Nabunturan), and a table for Member's Contribution. The table includes columns for Account No., Program, Last Name, First Name, Name ext. (Ex. M. etc.), Middle Name, Period Covered, Monthly Compensation, and MEMBER SHARE. The table shows one record for TUBA ISMAEL DIPAY for Sep. 2019 with a compensation of 237.98. The footer of the document is signed by LEONORA B. MELENDEZ, Provincial Accountant. The status bar at the bottom shows "Page 1 of 2", the date "12/3/2019", and the time "6:45 PM".

## **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.

**HDMF PREMIUMS**

Show 10 entries

Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITT

Last Name Starts W/: A Department: --Select Department--

Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
No data available in table							

Previous Next

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

Type here to search

http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Waiting for 192.168.6.49

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 >

HDMF PREMIUMS

Search ....

Show 10 entries

Remit Nbr: 02000004 Remittance Year: 2019

View Remittance: All Employment Type: RE AND CE only

Last Name Starts W: A Department: --Select Department--

ID NBR MID NBR EMPLOYEE NAME YEAR MONTH PS AMT GS AMT ACTION

No data available in table

Previous Next

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

http://192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

Waiting for 192.168.6.49

SHIELA MAE PERSIGAS  
Art Director

HDMF PREMIUMS

Search ...

Log out

Back to Remittance Header

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 >

Show 10 entries

View Remittance: All

Last Name Starts W/: A

ID NBR | MID NBR

Remittance Year: 2019 Remittance Month: September

Status: NOT REMITTED

Other Actions Add

YEAR MONTH PS AMT GS AMT ACTION

Previous Next

About Internet Explorer

Internet Explorer 11

Version: 11.864.17763.0  
Update Versions: 11.0.160 (KB4525106)  
Product ID: 00150-20000-00003-AA459

© 2015 Microsoft Corporation. All rights reserved.

Close

Type here to search

Windows Start button

Taskbar icons: File Explorer, Edge, Word, Powerpoint, Paint, Excel, File History, Control Panel, Device Manager, Task View, Taskbar settings, Taskbar search, Taskbar preview, Taskbar status, Taskbar network, Taskbar battery, Taskbar volume, Taskbar signal, Taskbar power, Taskbar clock, Taskbar date, Taskbar notifications.

6:48 PM 12/3/2019

## **Note:**

If record is not being override with information in **ovrd PS amount**, **ovrd GS amount** and did not update the **remittance status** with its drop-down selection like **with additional late remittance** or **incorrect amount** expected that deleted button will be editable. But if information is override with updates expected delete button will is not functional and unable to delete specific record. Once record is deleted, you will not be able to recover the record again.

How to delete  
existing employee  
HDMF details?



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

The screenshot shows the HRIS-ePAccount interface for the Remittance Ledger. The left sidebar includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Generation, Ledger, O.R. Posting, and Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area has a header "Remittance Ledger" with a search bar. Below it, there are three dropdown filters: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A blue "Add" button is located to the right of the employment type filter. The main grid displays five rows of remittance data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	[Edit, Delete, Show Details]
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, Show Details]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Delete, Show Details]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Show Details]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Show Details]

At the bottom of the grid, there are "Previous" and "Next" buttons, with the page number "1" highlighted. The status bar at the bottom shows the date and time as 3:55 PM 12/2/2019.

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

The screenshot shows the HRIS-eAccount Remittance Ledger interface. On the left, there is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has a header "Remittance Ledger" with a search bar and filters for "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: RE AND CE only". A table lists remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, "02000004 TEST SAMPLE DATA", is highlighted with a red border. The table includes a "Previous" button (page 1) and a "Next" button. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 3:55 PM on 12/2/2019.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF PREMIUMS	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

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

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Remittance Ledger' and displays a table of remittance entries. The table has columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, '02000004 TEST SAMPLE DATA', has its 'Actions' row highlighted with a red box and a large red arrow pointing to the 'Show Details' button. The table shows five entries in total. At the bottom right of the table, there are 'Previous' and 'Next' buttons, with the page number '1' in between. The status bar at the bottom shows the date '12/2/2019' and time '3:55 PM'.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
02000004	TEST SAMPLE DATA	HDMF P	NOT REMITTED	
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS

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

## HDMF PREMIUMS

Search ...

Show 10 entries Remit Nbr: 02000004 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: RE AND CE only Status: NOT REMITTED

Last Name Starts W/: O Department: --Select Department-- Other Actions Add

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	396.21	100.00	

Previous 1 Next

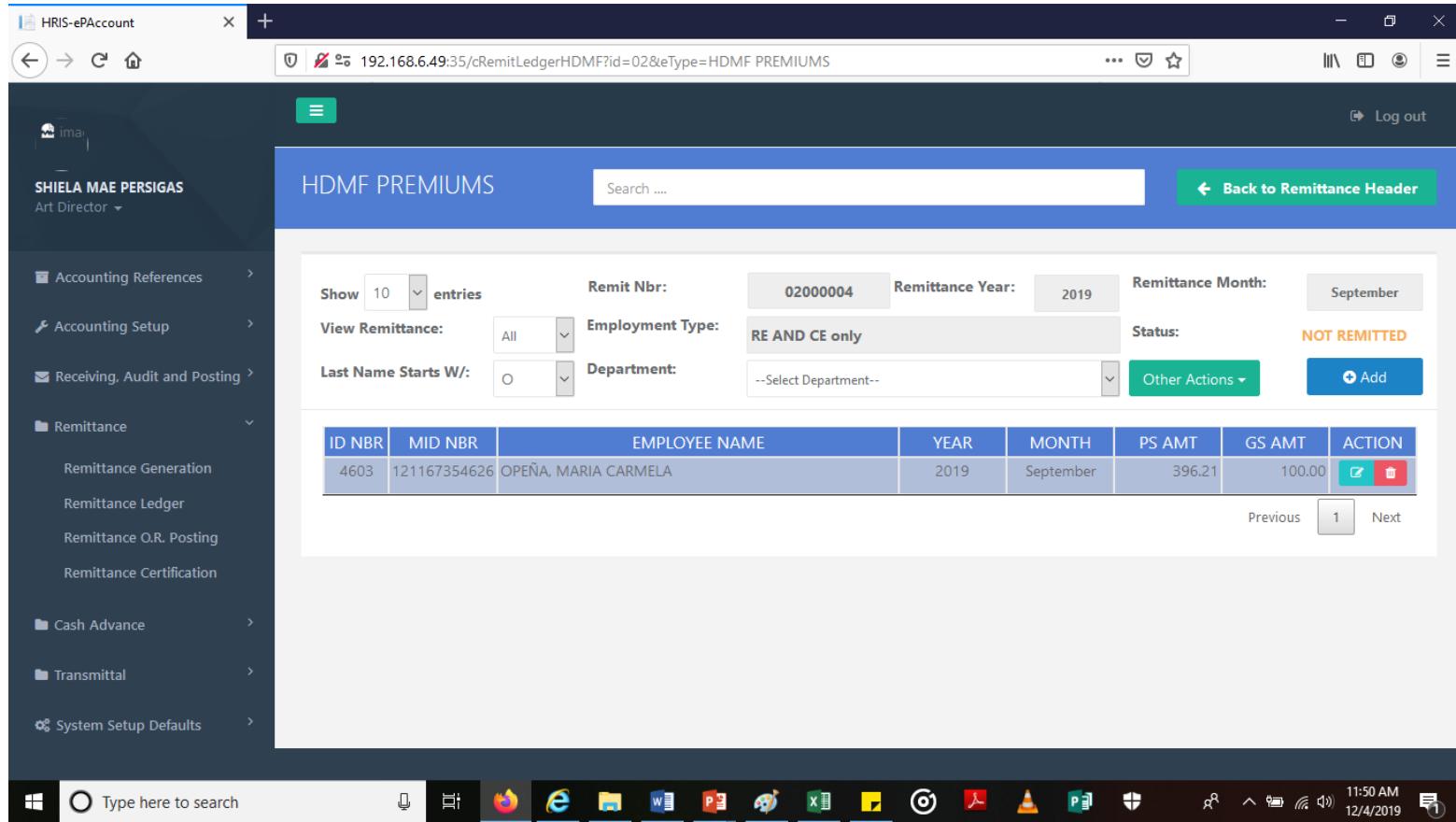
Type here to search

11:50 AM 12/4/2019

**Step 4: Click back to remittance header button if you want to go back to remittance ledger main page.**

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open in a browser window. The URL in the address bar is `192.168.6.49:35/cRemitLedgerHDMF?id=02&eType=HDMF PREMIUMS`. The application interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS" and displays a grid of remittance details. The grid columns include ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS A, and ACTION. One row is visible with values: 4603, 121167354626, OPEÑA, MARIA CARMELA, 2019, September, 396.21, and ACTION (with edit and delete icons). At the top right of the main area is a green button labeled "Back to Remittance Header". A large red arrow points upwards towards this button. The taskbar at the bottom shows various pinned icons and the system clock indicating 11:50 AM on 12/4/2019.

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



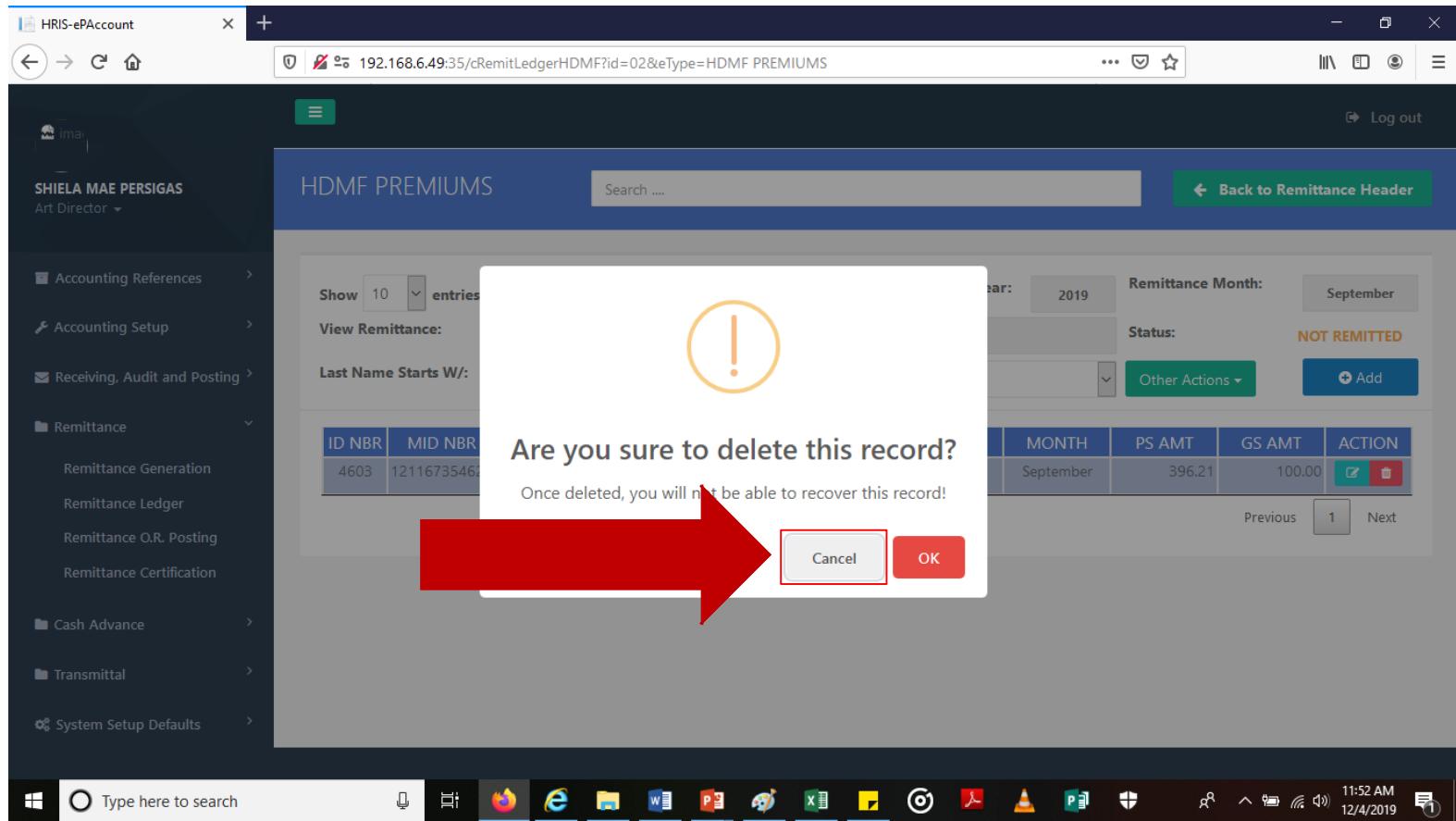
The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Generation, Ledger, O.R. Posting, and Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS". It features a search bar and filter options for Remit Nbr (02000004), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (O), and Department (--Select Department--). A green "Add" button is located on the right. Below these filters is a table with columns: ID NBR, MID NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTION. One row is displayed: 4603, 121167354626, OPEÑA, MARIA CARMELA, 2019, September, 396.21, 100.00. Action buttons for edit and delete are shown in the ACTION column. Navigation buttons for Previous, Next, and a page number (1) are at the bottom of the table. The status bar at the bottom shows "11:50 AM 12/4/2019".

ID NBR	MID NBR	EMPLOYEE NAME	YEAR	MONTH	PS AMT	GS AMT	ACTION
4603	121167354626	OPEÑA, MARIA CARMELA	2019	September	396.21	100.00	

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

The screenshot shows the HRIS-eAccount software interface. The left sidebar has a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "HDMF PREMIUMS". It includes search fields for "Remit Nbr" (02000004), "Remittance Year" (2019), "Remittance Month" (September), "View Remittance" (All), "Employment Type" (RE AND CE only), "Status" (NOT REMITTED), and "Last Name Starts W/". Below these are buttons for "Other Actions" and "+ Add". A large red arrow points to the delete icon (a small red square with a white minus sign) in the "ACTION" column of the data grid. The data grid shows one row with columns: ID NBR (4603), MID NBR (121167354626), EMPLOYEE NAME (OPEÑA, MARIA CARMELA), and YEAR (2019). At the bottom of the grid are "Previous" and "Next" buttons. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

## 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.

