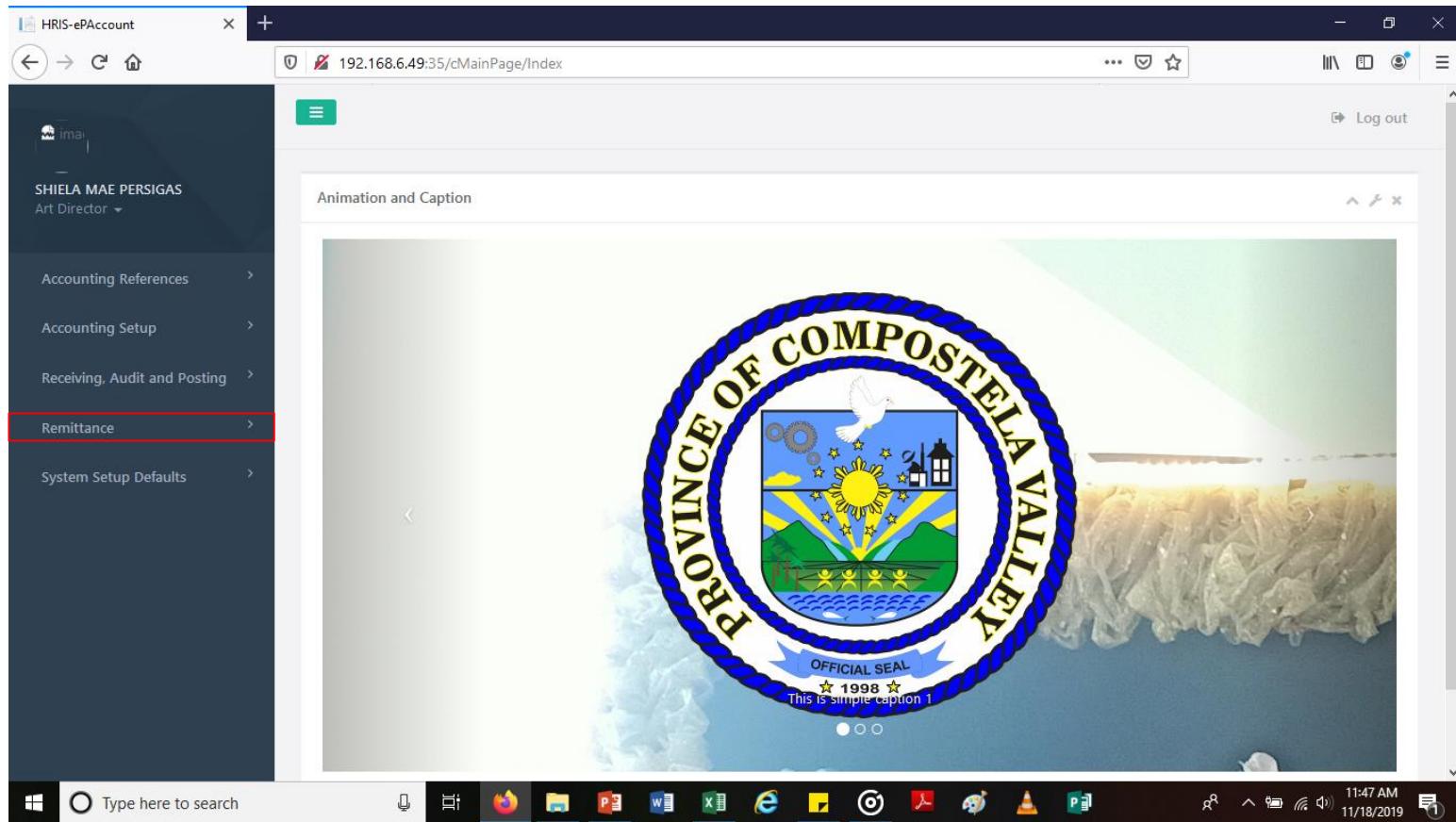


Remittance Ledger

GSIS Premiums

(Show Details)

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 shows a white dove over a sunburst, the top right shows a blue sky with stars, the bottom left shows green hills, and the bottom right shows a body of water with small figures. Below the shield is a banner with the text "OFFICIAL SEAL" and "1998". A caption below the banner reads "This is simple caption 1".

Log out

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 **GSIS premiums show details manual** able you to add, edit, delete, upload data, extract to excel, rejected GSIS remittance, view and print no GSIS nbr in HRIS, view and print not in remittance ledger and delete employee details. Whereas, in **remittance ledger remittance type manual** will able you to add, edit, print and delete remittance header.

How to add employee GSIS remittance details?



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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledger entries. On the left, a 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 'Remittance Ledger' and features a search bar. Below it, there are three filter dropdowns: 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Casual Employees'. A blue 'Add' button is located to the right of the employment type filter. The main grid displays three rows of remittance data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	
11000024	TEST DATA	CCMPC	NOT REMITTED	

At the bottom of the grid, there are navigation buttons for 'Previous', page number '1', and 'Next'. The system status bar at the bottom shows the date and time: 11:46 AM 12/20/2019.

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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. The left sidebar includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options for Remittance Generation and Remittance Ledger), Cash Advance, Transmittal, and System Setup Defaults. The main content area has a title 'Remittance Ledger' and a search bar. It displays a table with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The table contains three rows:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	
11000024	TEST DATA	CCMPC	NOT REMITTED	

At the bottom right of the table, there are navigation buttons for 'Previous' and 'Next'. The status bar at the bottom shows system information: Type here to search, taskbar icons, and the date/time 11:46 AM 12/20/2019.

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 various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Remittance Ledger' and displays a grid of remittance entries. The grid columns include REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry is '01000023 TEST DATA'. The second entry is '08000006 SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)' with a status of 'NOT REMITTED'. The third entry is '11000024 TEST DATA'. In the 'ACTIONS' column for each row, there are four buttons: a blue '+' button, a green checkmark button, a red delete button, and a teal edit button. A large red arrow points to the '+' button in the first row's actions column. The top of the screen shows the URL '192.168.6.49:35/cRemitLedger' and the system status bar at the bottom shows the date and time as 11:46 AM 12/20/2019.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA			
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	
11000024	TEST DATA	CCMPC	NOT REMITTED	

HRIS-ePAccount X + 192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr : 01000023 Remittance Year : 2019 Remittance Month: September

View Remittance All Employment Type : Casual Employees Status: NOT REMITTED

Last Name Starts W/ : A Department: --Select Department-- Other Actions ▾ + ADD

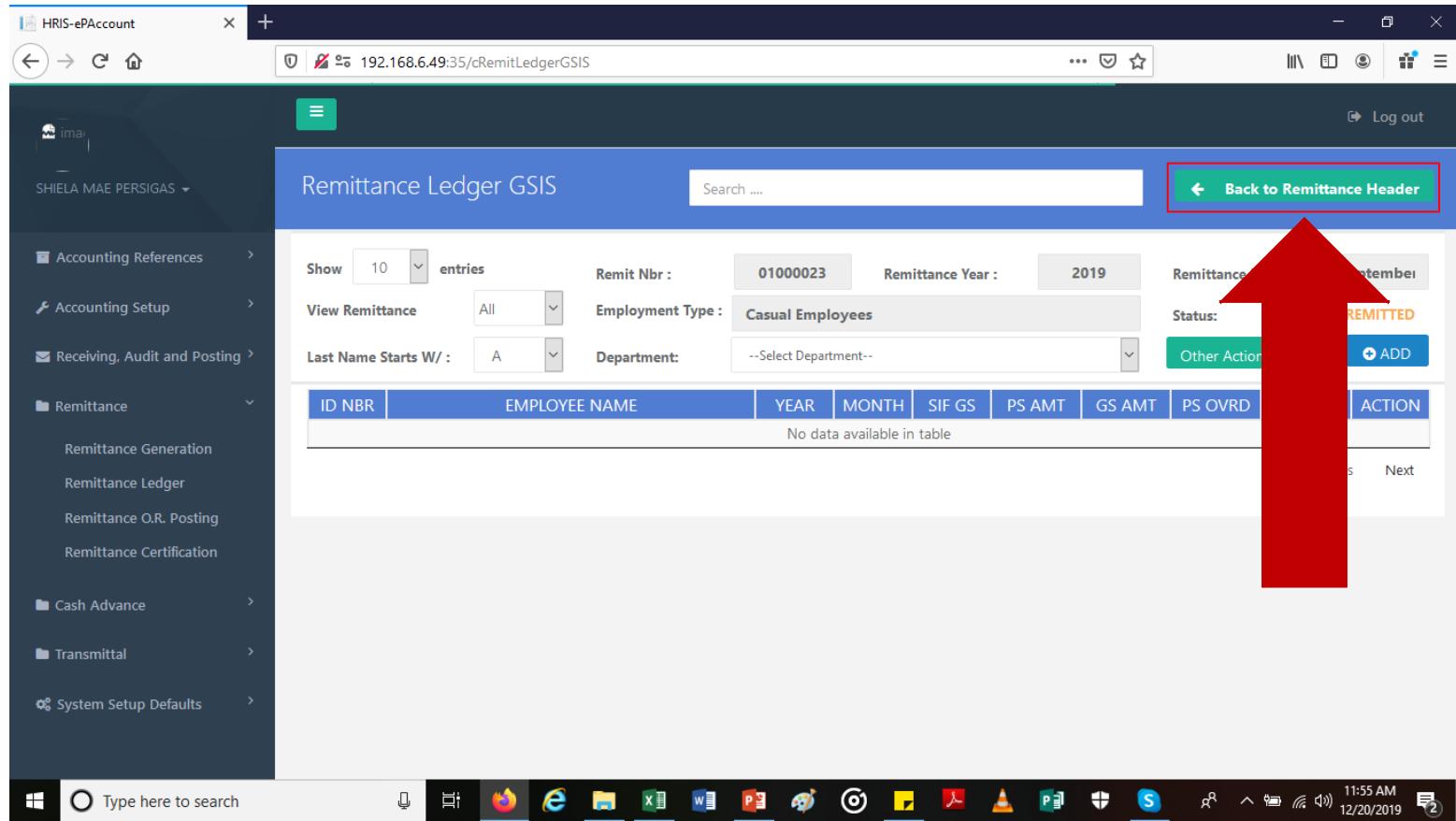
ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
No data available in table									

Previous Next

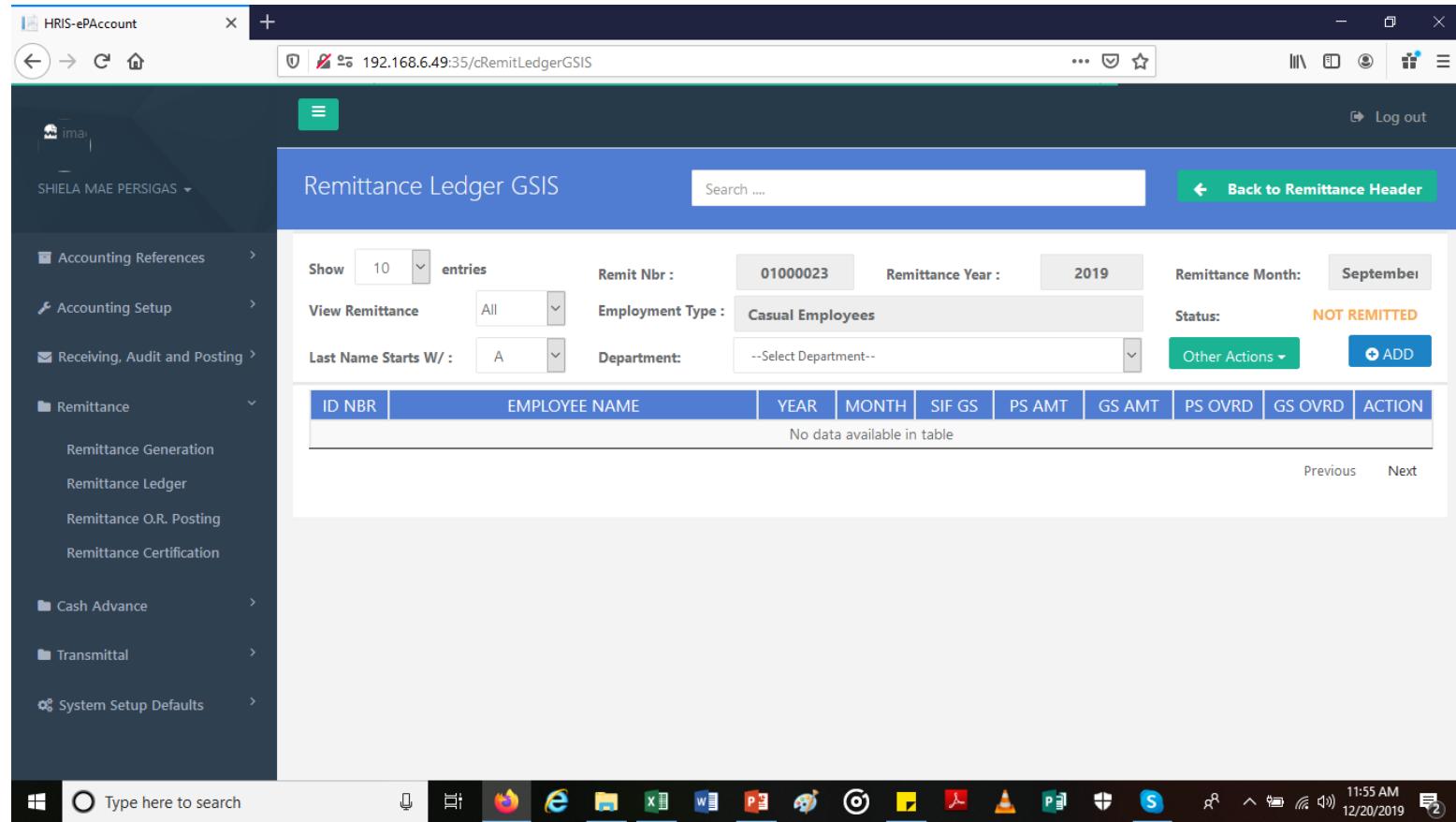
Type here to search

11:55 AM 12/20/2019

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

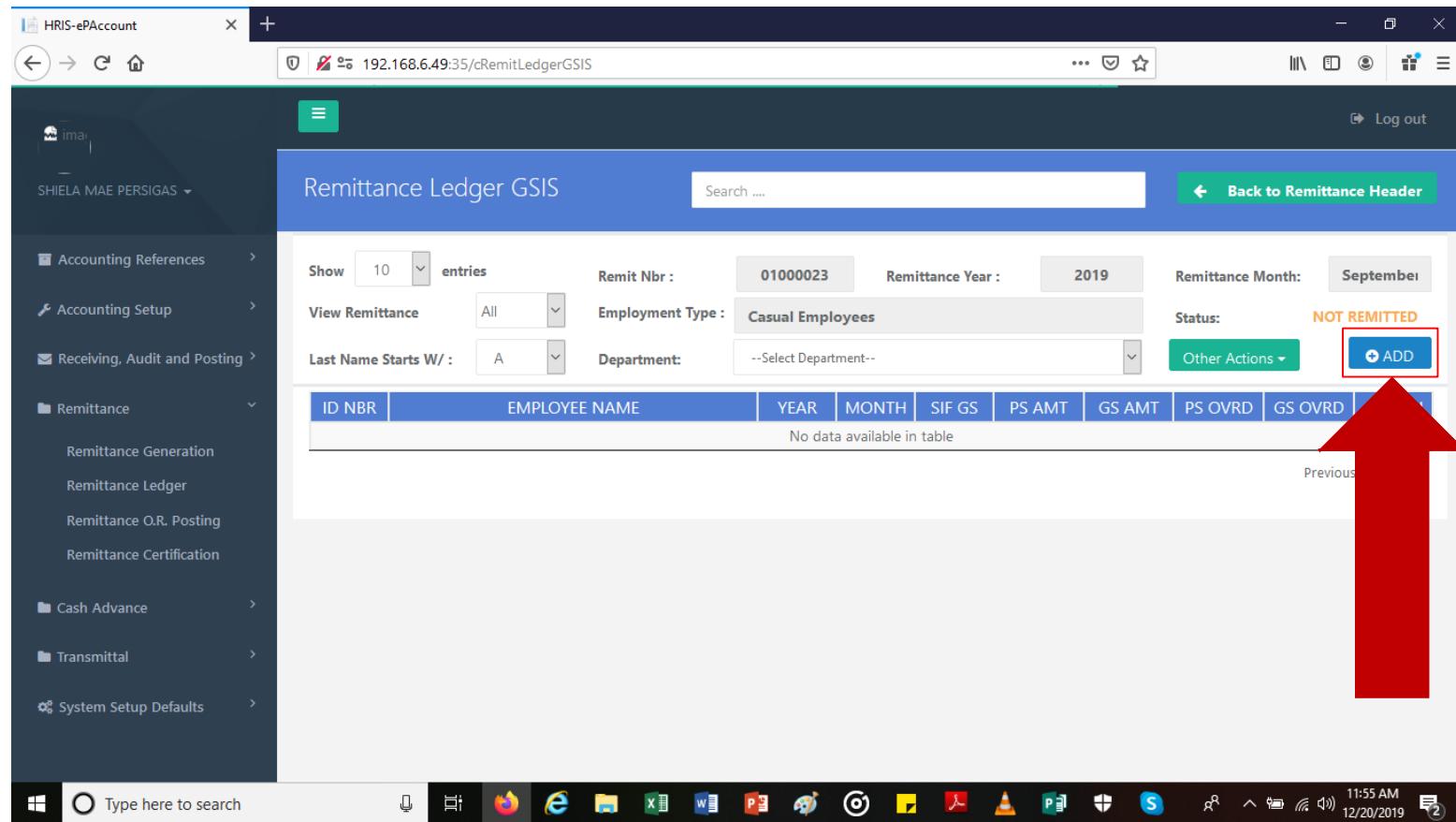


Step 5: Repeat **step 3** if you want to continue to add employee.
Add button main grid will be visible.



The screenshot shows the 'Remittance Ledger GSIS' page of the HRIS-ePAccount system. The top navigation bar includes links for 'Home', 'Logout', and 'Back to Remittance Header'. The left sidebar 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 main content area has a search bar and several filter options: 'Show 10 entries', 'Remit Nbr: 01000023', 'Remittance Year: 2019', 'Remittance Month: September', 'View Remittance: All', 'Employment Type: Casual Employees', 'Last Name Starts W/ A', 'Department: --Select Department--', 'Status: NOT REMITTED', and 'Other Actions' and '+ ADD' buttons. Below these filters is a table header with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. A message 'No data available in table' is displayed below the header. At the bottom of the screen is a taskbar with icons for various Windows applications like File Explorer, Microsoft Word, and Control Panel, along with a system tray showing the date and time (12/20/2019, 11:55 AM).

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



HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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

GSIS Add Record

Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees
Remit Nbr:	01000023	Remittance Status:	NOT REMITTED		
Voucher Nbr.*:	--Select here--	Pay Reg Nbr:			
Employee Name*:	--Select here--	ID Nbr.:			
Pay Year:		Pay Month:		BP Nbr.:	
PS Amount:	0.00	GS Amount:	0.00	Uploaded PS:	0.00
Override PS:	0.00	Override GS:	0.00	Uploaded GS:	0.00
UOLI:	0.00	UOLI Loan:	0.00	SIF:	0.00
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00
Console Loan:	0.00	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00
Help:	0.00	Status*:	--Select here--		

Back to Remittance Header

Remittance Month: September

Remittance Status: NOT REMITTED

Action Buttons: OVRD | GS OVRD | ACTION | ADD | Previous | Next

Buttons: Close | Save

Type here to search

12:00 PM 12/20/2019

Note:

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

Non-key fields are:

- Remittance Year
- Remittance Month
- Remittance Status
- Employment Type
- Remittance Status
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- BP Nbr.
- Pay PS Amount
- Pay GS Amount
- Ovrd PS Amount
- Ovrd GS Amount
- Uploaded PS
- Uploaded GS
- OULI

- OULI Loan
 - SIF
 - Real State Loan
 - EHP
 - HIP
 - SOS Loan
 - CEAP
 - Add'l Insurance
- Console Loan
 - Policy Regular Loan
 - Policy Optional Loan
 - Educ. Assistance
 - ECARD Loan
 - Emergency Loan
 - HELP
 - 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 3: Try to save information click **save button** in order to save employee.

Note:

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

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

GSIS Add Record

Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees
Remit Nbr.:	01000023	Remittance Status:	NOT REMITTED		
Voucher Nbr.*:	--Select here-- Required Field!			Pay Reg Nbr.:	
Employee Name*:	--Select here--			ID Nbr.:	
Pay Year:		Pay Month:		BP Nbr.:	
PS Amount:	0.00	GS Amount:	0.00	Uploaded PS:	0.00
Override PS:	0.00	Override GS:	0.00	Uploaded GS:	0.00
UOLI:	0.00	UOLI Loan:	0.00	SIF:	0.00
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00
Console Loan:	0.00	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00
Help:	0.00	Status*:	--Select here--		

X Close **Save**

Log out

Back to Remittance Header

Remittance Month: September
Status: NOT REMITTED

Actions: ADD

OVRD GS OVRD ACTION

Previous Next

Type here to search

10:38 AM 12/21/2019

Step 4: Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Back to Remittance Header

Remittance Month: September

Remittance Status: NOT REMITTED

Actions: ADD

OVRD GS OVRD ACTION

Previous Next

SHIELA MAE PERSIGAS

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

GSIS Add Record

Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees	
Remit Nbr.:	01000023	Remittance Status:	NOT REMITTED			
Voucher Nbr.*:	ADV-2019-002302-ALIVIADO, MITZI P. ET. AL			Pay Reg Nbr.:		
Employee Name*:	QUIATCHON, CHERRIE MAE V.			ID Nbr.:	2773	
Pay Year:	2019	Pay Month:	September	BP Nbr.:		
PS Amount:	1,867.85	GS Amount:	2,490.47	Uploaded PS:	0.00	
Override PS:	0.00	Override GS:	0.00	Uploaded GS:	0.00	
UOLI:	0.00	UOLI Loan:	0.00	SIF:	100.00	
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00	
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00	
Console Loan:	0.00	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00	
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00	
Help:	0.00	Status*:	With Overrides			

Close **Save**

Type here to search

11:16 AM 12/21/2019

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.

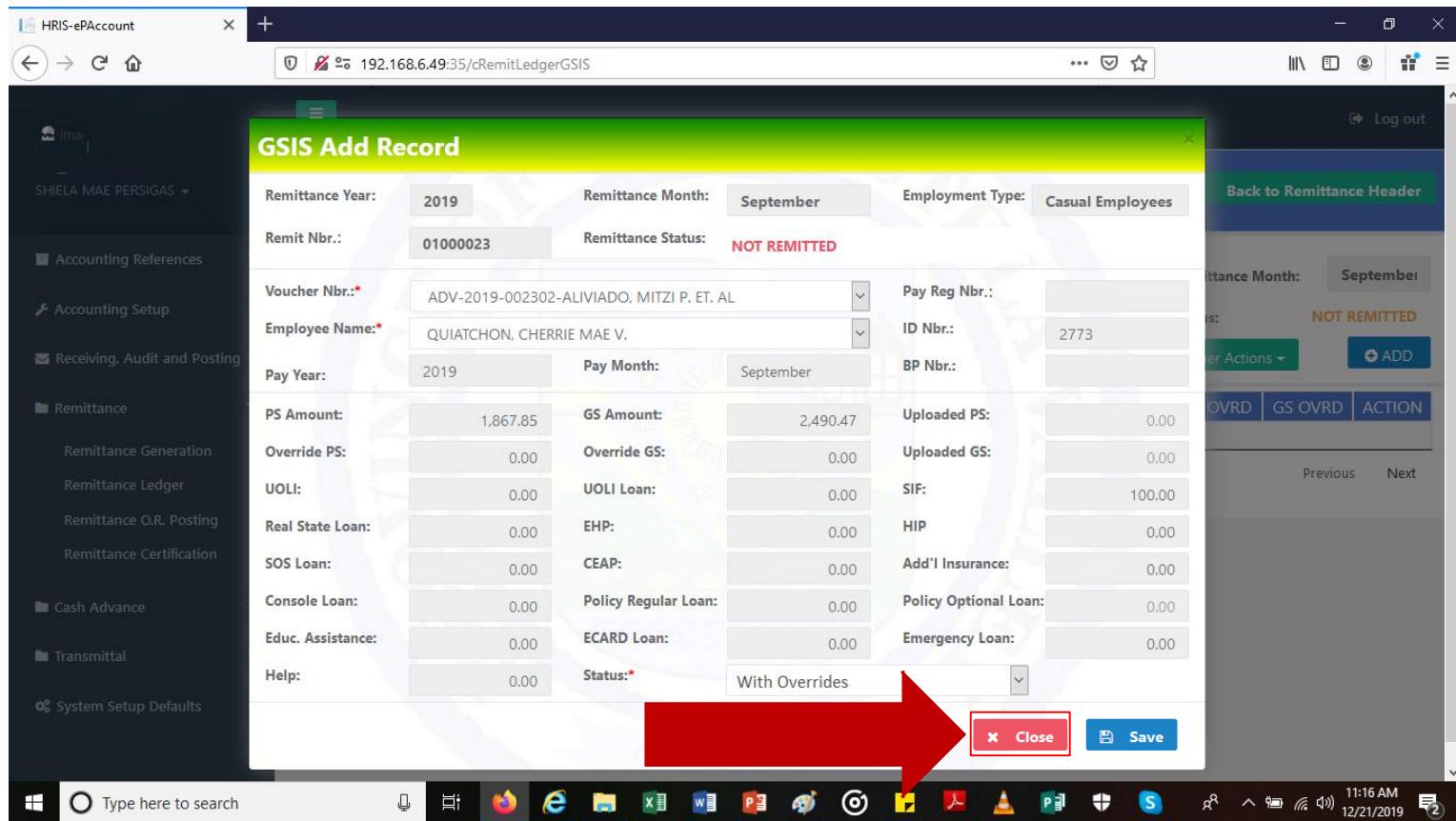
Other details will vary with the specific person you have selected in **employee name** field. Automatic details will generate as well as the other information's of an existing data available in the system if there is.



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 **voucher nbr.**, **employee name** and **status**.

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



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

HRIS-ePAccount +

192.168.6.49:35/cRemitLedgerGSIS

Log out

Back to Remittance Header

SHIELA MAE PERSIGAS

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

GSIS Add Record

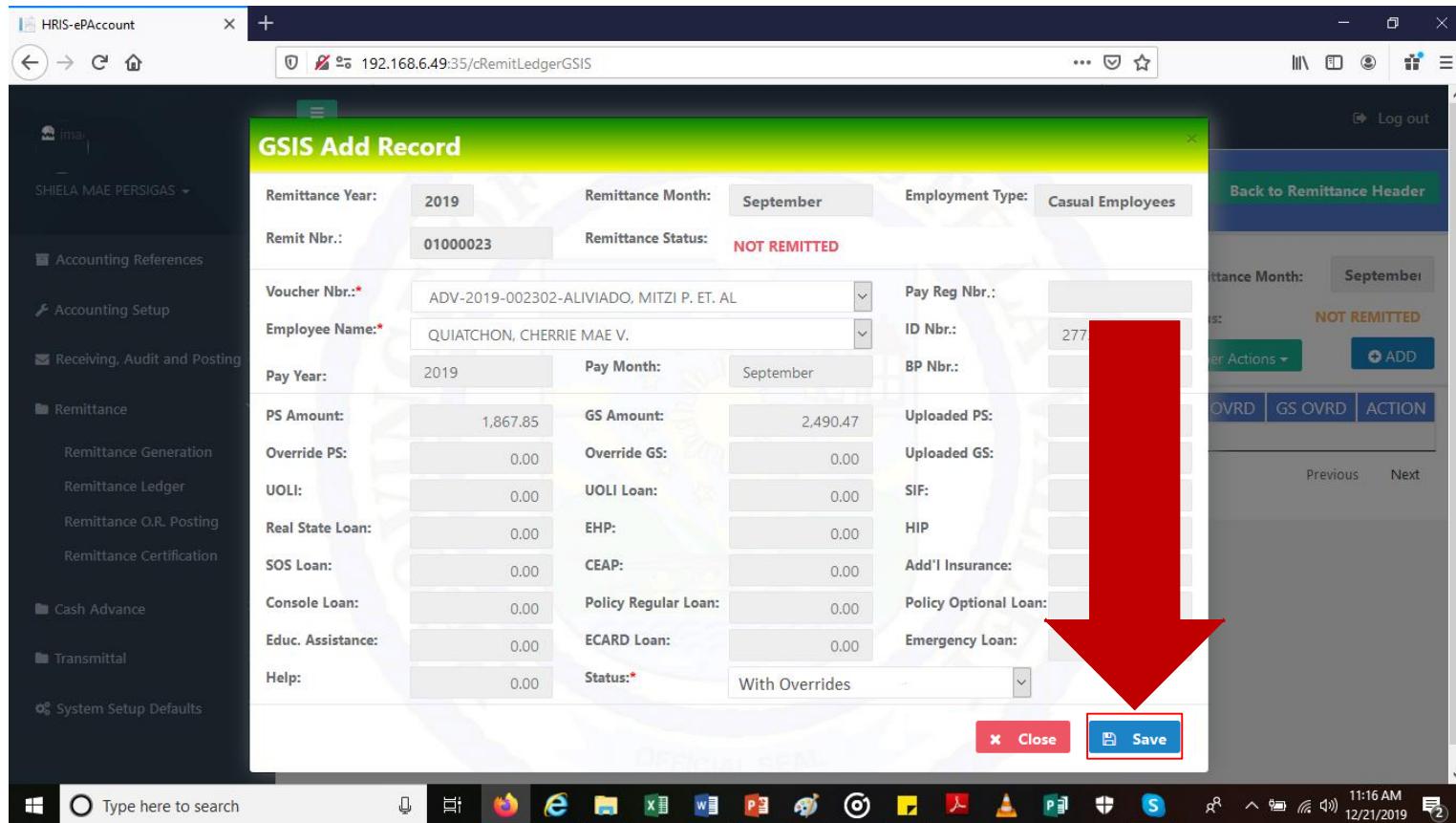
Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees
Remit Nbr.:	01000023	Remittance Status:	NOT REMITTED		
Voucher Nbr.*:	ADV-2019-002302-ALIVIADO, MITZI P. ET. AL			Pay Reg Nbr.:	
Employee Name*:	QUIATCHON, CHERRIE MAE V.			ID Nbr.:	2773
Pay Year:	2019	Pay Month:	September	BP Nbr.:	
PS Amount:	1,867.85	GS Amount:	2,490.47	Uploaded PS:	0.00
Override PS:	0.00	Override GS:	0.00	Uploaded GS:	0.00
UOLI:	0.00	UOLI Loan:	0.00	SIF:	100.00
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00
Console Loan:	0.00	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00
Help:	0.00	Status*:	With Overrides		

x Close Save

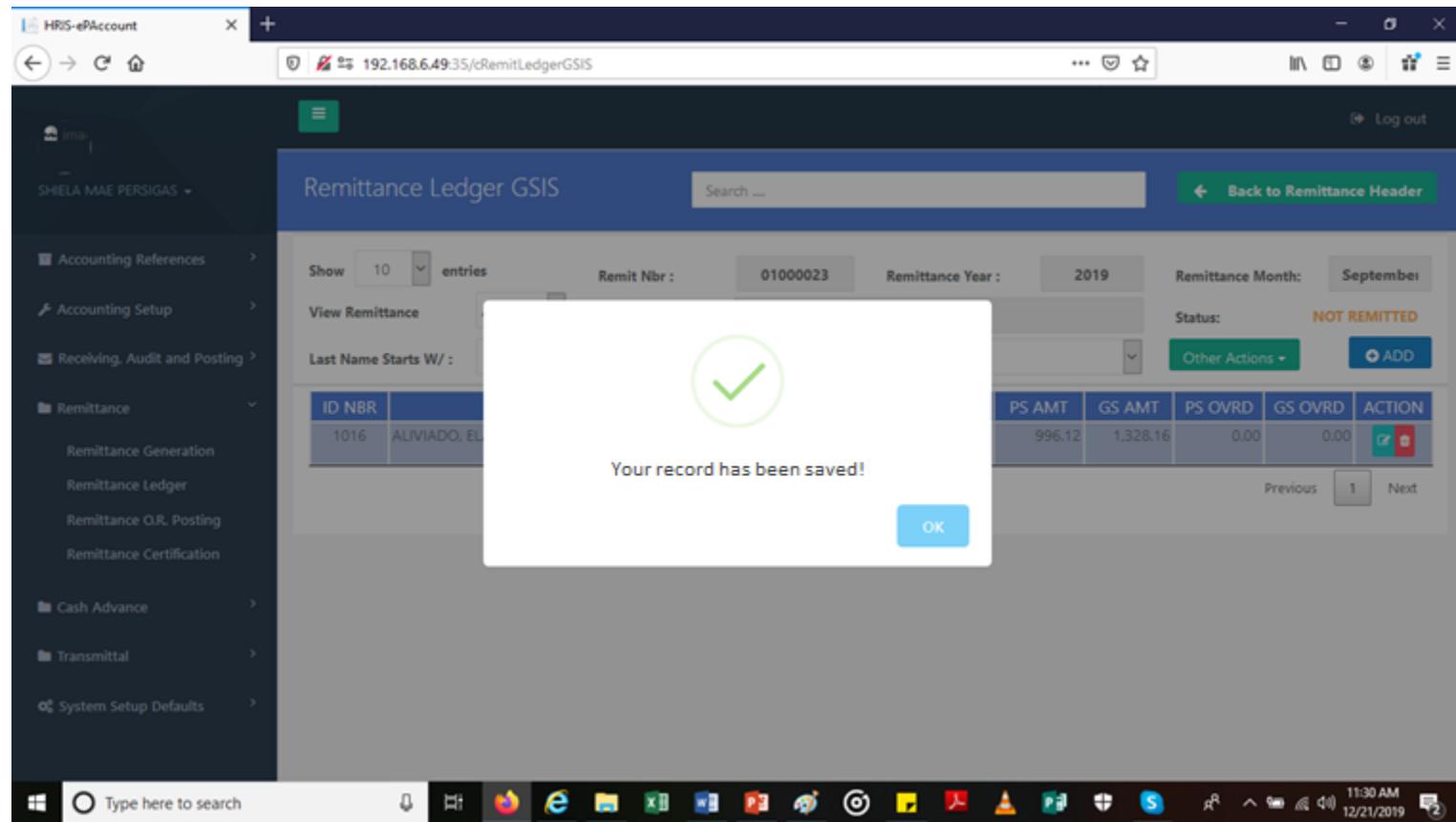
Type here to search

11:16 AM
12/21/2019

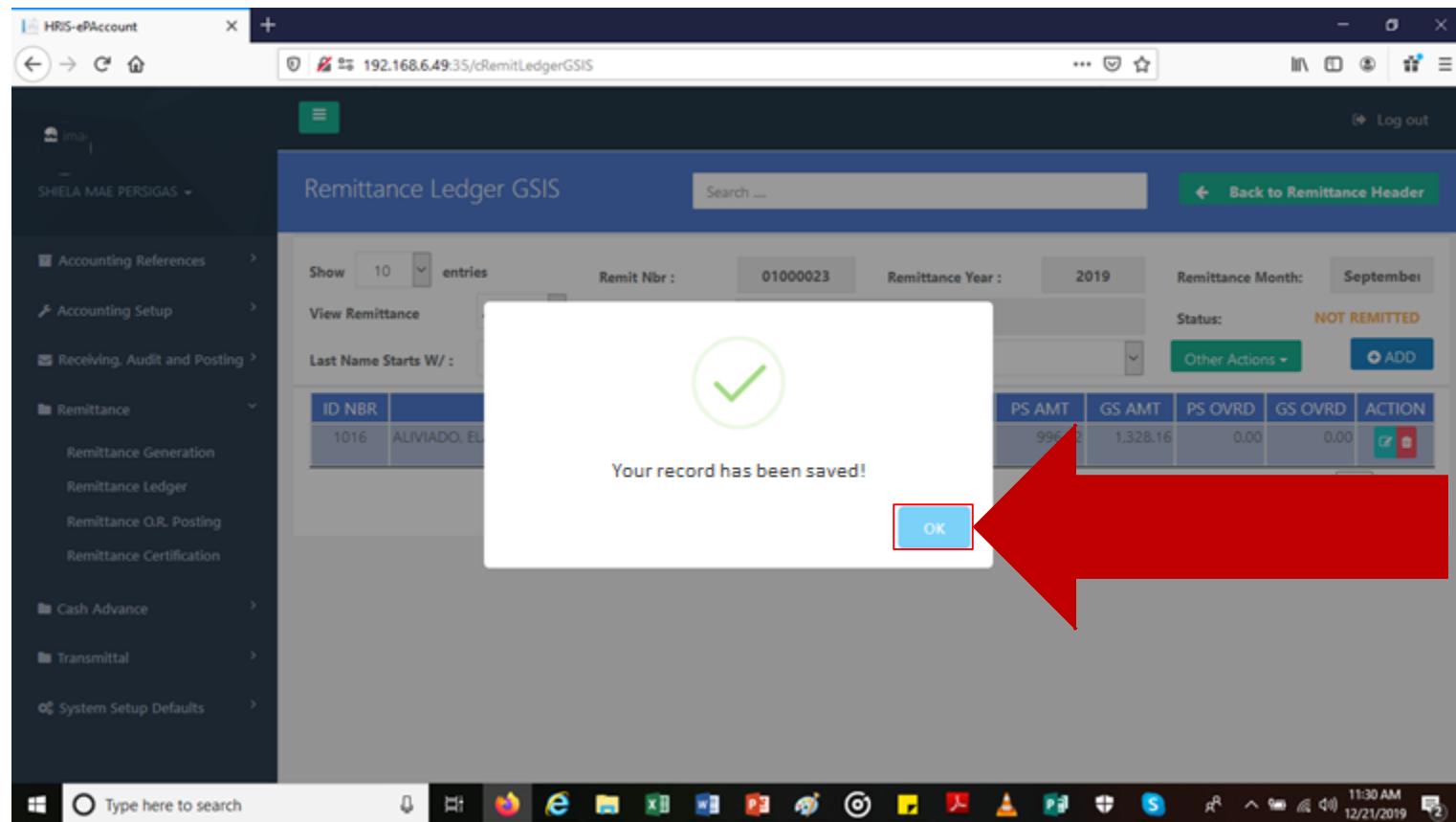
Step 7: If you want to save inputted data click save button to save information.



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



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



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Remittance Ledger GSIS

Search ...

Back to Remittance Header

Show 10 entries

Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Other Actions ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	0.00	

Previous 1 Next

Type here to search

11:39 AM 12/21/2019

System Navigation:

- 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

Icons in the taskbar:

- File Explorer
- Firefox
- Edge
- Excel
- Word
- PowerPoint
- Paint
- Calculator
- File History
- OneDrive
- Task View
- File Explorer
- PowerShell
- Taskbar Icons
- Network
- Volume
- Battery
- Signal Strength
- Bluetooth
- Speaker
- Screen Resolution
- Date and Time
- Taskbar Icons

How to edit existing employee GSIS remittance details?



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

The screenshot shows the HRIS-eAccount Remittance Ledger page. On the left, there is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. Below it, there are three dropdown filters: 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Casual Employees'. The main content is a grid table with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The grid contains three rows of data. At the bottom right of the grid, there are links for 'Previous', '1', and 'Next'.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	
11000024	TEST DATA	CCMPC	NOT REMITTED	

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The main window title is "Remittance Ledger". 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 top navigation bar shows the URL "192.168.6.49:35/cRemitLedger". The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry (REMIT NBR: 01000023) is highlighted with a red border. The table data is as follows:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	[Edit, Delete, Print]
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, Print]
11000024	TEST DATA	CCMPC	NOT REMITTED	[Edit, Delete, Print]

The bottom status bar shows system icons and the time "11:46 AM 12/20/2019".

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 for the Remittance Ledger. On the left, there's a sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled 'Remittance Ledger' and shows a table of remittance entries. The table has columns for REMIT NBR, DESCRIPTION, CCMPC, and ACTIONS. A large red arrow points from the text above to the 'Add' button in the ACTIONS column of the first row. The table data is as follows:

REMIT NBR	DESCRIPTION	CCMPC	ACTIONS
01000023	TEST DATA		
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)		
11000024	TEST DATA	CCMPC	 NOT REMITTED

At the bottom, there are navigation links for Previous (1) and Next, along with a search bar and a toolbar with various icons.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

Accounting References >

Accounting Setup >

Receiving, Audit and Posting >

Remittance >

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

Cash Advance >

Transmittal >

System Setup Defaults >

Remittance Ledger GSIS

Search ...

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	0.00	

Previous 1 Next

Type here to search

11:47 AM 12/21/2019

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

The screenshot shows a web-based application interface for managing remittance details. On the left, a sidebar menu lists various accounting and remittance-related functions. The main content area is titled "Remittance Ledger GSIS". It features a search bar and several filter options: "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Last Name Starts W/: A", "Department: --Select Department--, Other Actions", and a green "ADD" button. Below these filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, C, and ACTION. One row is visible, showing ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 0.00, and ACTION with edit and delete icons. At the top right of the main content area is a green button labeled "Back to Remittance Header". A large red arrow points upwards towards this button. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 11:47 AM on 12/21/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	C	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	00	

Step 5: Repeat step 3 if you want to continue to edit employee GSIS remittance details.

The screenshot shows the HRIS-ePAccount software interface for managing remittance details. The main title is "Remittance Ledger GSIS". The search bar contains "Search" and a "Back to Remittance Header" button. The filter section includes "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: --Select Department--", and "Other Actions" and "+ ADD" buttons. The data table has columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One record is listed: ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 0.00, GS OVRD 0.00, and ACTION with edit and delete icons. Navigation buttons at the bottom are Previous, 1, and Next. The left sidebar shows navigation categories: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The bottom taskbar shows various application icons and the system clock (11:47 AM, 12/21/2019).

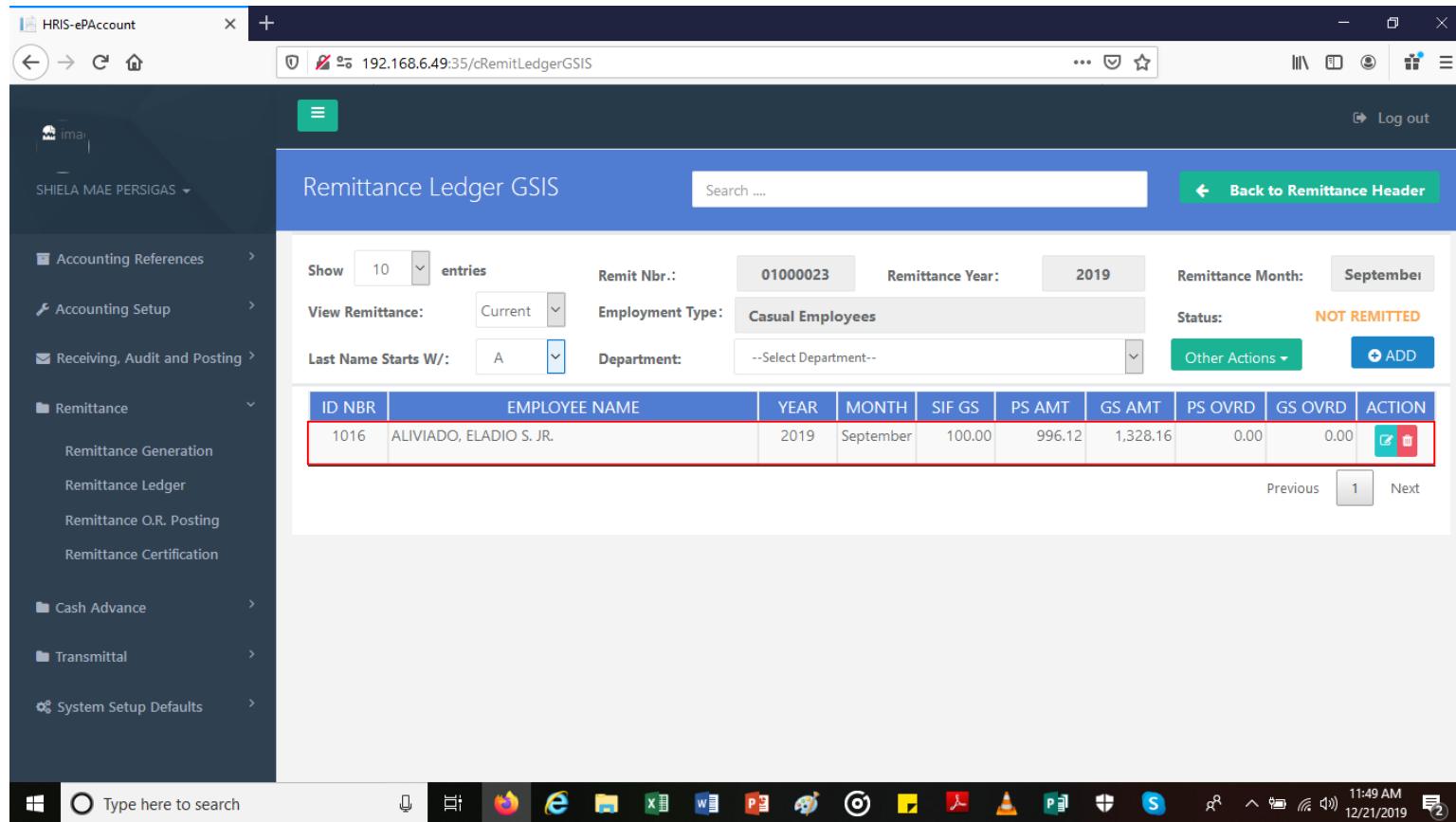
ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	0.00	

Step 6: Select view remittance and last name starts w/ to view only sorted employees in main grid below.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar has a dark theme with white text and icons. It includes sections for 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 has a light blue header with the title "Remittance Ledger GSIS". Below the header is a search bar and a green button labeled "Back to Remittance Header". The main panel contains several filter options: "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: Current", "Employment Type: Casual Employees", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: --Select Department--", and buttons for "Other Actions" and "+ ADD". Below these filters is a data grid with the following columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible: 1016, ALIVIADO, ELADIO S. JR., 2019, September, 100.00, 996.12, 1,328.16, 0.00, 0.00, and two small icons. At the bottom of the main panel are navigation buttons for "Previous" (with page number 1) and "Next". The bottom of the screen shows a taskbar with various application icons and a system tray with the date and time (11:49 AM, 12/21/2019).

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	0.00	

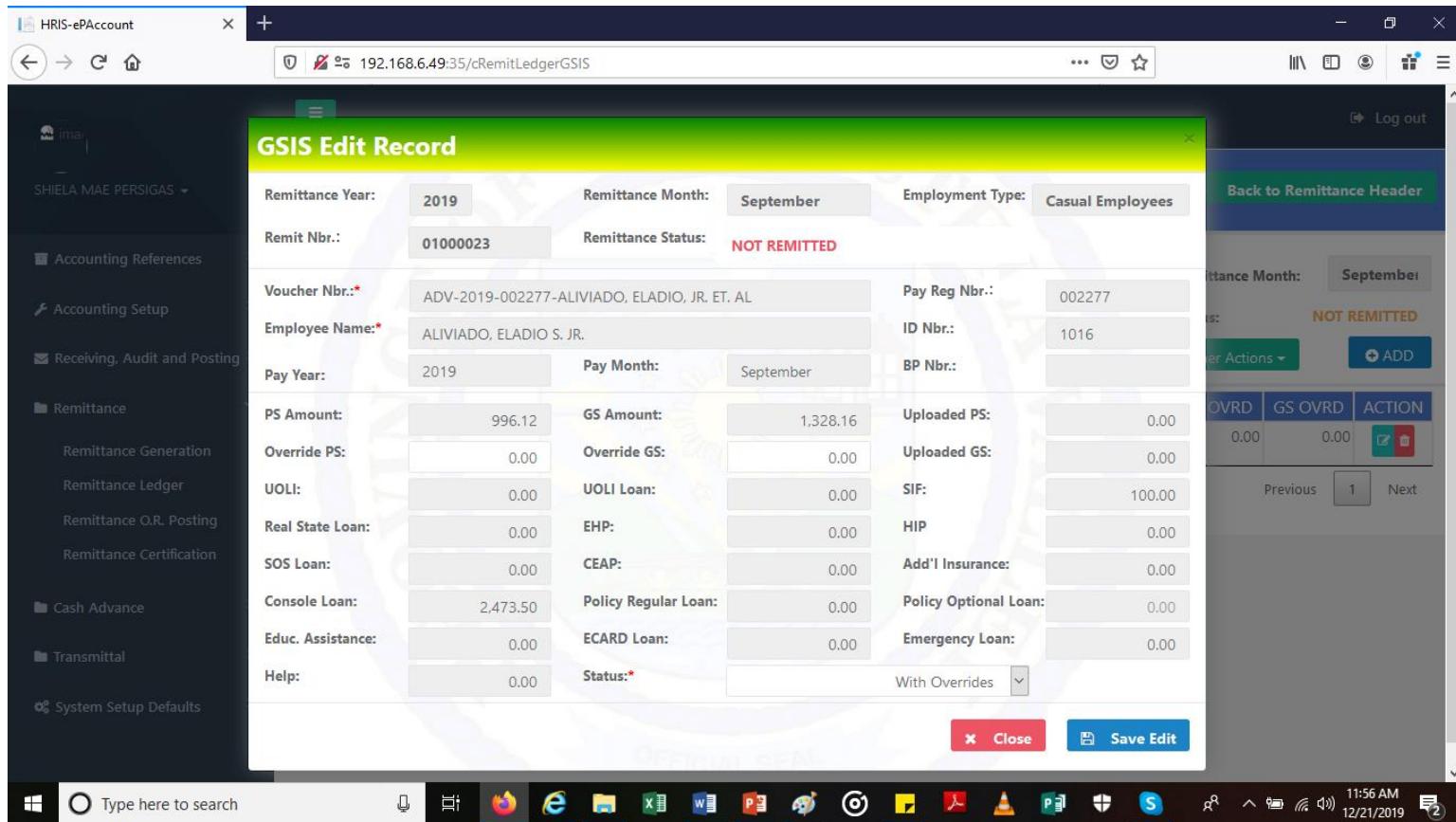
Step 7: Select specific record that you want to edit employee GSIS remittance details.



The screenshot shows the 'Remittance Ledger GSIS' page in the HRIS-ePAccount system. The URL in the browser is 192.168.6.49:35/cRemitLedgerGSIS. The left sidebar has a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The main content area has a search bar and filters for Remit Nbr., Remittance Year, Remittance Month, View Remittance (Current), Employment Type (Casual Employees), Status (NOT REMITTED), Last Name Starts W/ (A), and Department (--Select Department--). A green 'Back to Remittance Header' button is visible. Below the filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is highlighted with a red border, corresponding to the data in the table below. At the bottom right of the table are 'Previous' and 'Next' buttons, and a page number '1'. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 11:49 AM on 12/21/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	0.00	0.00	 

Step 8: Click edit button for you to edit existing employee GSIS remittance details.



Note:

Edit page will open **remit nbr** will auto-generate and all other non-key fields are blank. Primary keys are **remit nbr.**, **ID nbr.** and **voucher nbr.** Editable fields are **override PS**, **override GS** and **status** only.

Non-key fields are:

- Remittance Year
- Remittance Month
- Remittance Status
- Employment Type
- Remittance Status
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- BP Nbr.
- Pay PS Amount
- Pay GS Amount
- Ovrd PS Amount
- Ovrd GS Amount
- Uploaded PS
- Uploaded GS
- OULI

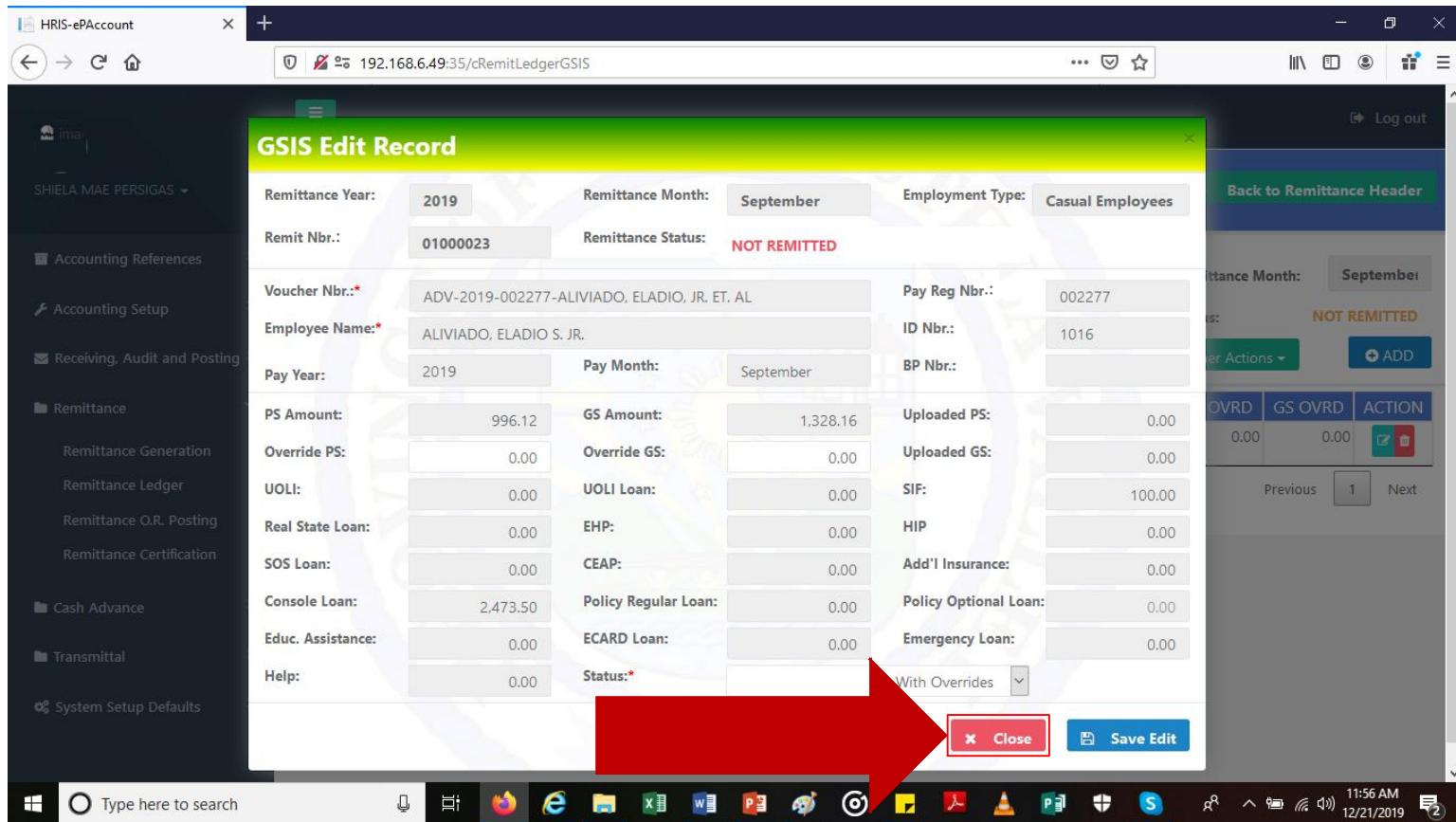
- OULI Loan
 - SIF
 - Real State Loan
 - EHP
 - HIP
 - SOS Loan
 - CEAP
 - Add'l Insurance
- Console Loan
 - Policy Regular Loan
 - Policy Optional Loan
 - Educ. Assistance
 - ECARD Loan
 - Emergency Loan
 - HELP
 - Status



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 9: Click close button if you don't want to edit existing employee GSIS remittance details.



Step 10: Repeat step 8 if you want to continue and update existing employee GSIS remittance details.

The screenshot shows a Windows desktop environment with a software application titled "HRIS-ePAccount" open. The main window is titled "GSIS Edit Record".

Remittance Details:

- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Casual Employees
- Remit Nbr.: 01000023
- Remittance Status: NOT REMITTED

Voucher and Employee Information:

- Voucher Nbr.: ADV-2019-002277-ALIVIADO, ELADIO, JR. ET. AL
- Employee Name: ALIVIADO, ELADIO S. JR.
- Pay Year: 2019
- Pay Month: September
- Pay Reg Nbr.: 002277
- ID Nbr.: 1016
- BP Nbr.: (empty)

Financial Data:

PS Amount:	GS Amount:	Uploaded PS:	0.00
996.12	1,328.16	Uploaded GS:	0.00
Override PS: 0.00	Override GS: 0.00	SIF: 100.00	HIP: 0.00
UOLI: 0.00	UOLI Loan: 0.00	Add'l Insurance: 0.00	Policy Optional Loan: 0.00
Real State Loan: 0.00	EHP: 0.00	Policy Regular Loan: 0.00	Emergency Loan: 0.00
SOS Loan: 0.00	CEAP: 0.00	ECARD Loan: 0.00	(empty)
Console Loan: 2,473.50	Policy Regular Loan: 0.00	Policy Optional Loan: 0.00	(empty)
Educ. Assistance: 0.00	ECARD Loan: 0.00	Emergency Loan: 0.00	(empty)
Help: 0.00	Status: * With Overrides		

Buttons:

- x Close
- Save Edit

System Status Bar:

- Type here to search
- 11:56 AM 12/21/2019

Note:

Once you have selected values in **employee name** expected that **pay year**, **pay month**, **PS amount**, **GS amount**, **console loan**, **ID nbr.**, **SIF** and **policy regular loan** will automatically have values and not editable in edit modal page. Editable fields are **override PS**, **override GS** and **status** only.

Step 11: Update values in all required fields if necessary to edit existing employee details.

The screenshot shows the 'GSIS Edit Record' window in the HRIS-ePAccount application. The window title is 'GSIS Edit Record'. The main area contains various input fields for remittance details:

Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees
Remit Nbr.:	01000023	Remittance Status:	NOT REMITTED		
Voucher Nbr.*:	ADV-2019-002277-ALIVIADO, ELADIO, JR. ET. AL			Pay Reg. Nbr.:	002277
Employee Name.*:	ALIVIADO, ELADIO S. JR.			ID Nbr.:	1016
Pay Year:	2019	Pay Month:	September	BP Nbr.:	
PS Amount:	996.12	GS Amount:	1,328.16	Uploaded PS:	0.00
Override PS:	100.00	Override GS:	100.00	Uploaded GS:	0.00
UOLI:	0.00	UOLI Loan:	0.00	SIF:	100.00
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00
Console Loan:	2,473.50	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00
HELP:	0.00	Status.*:	With Overrides		

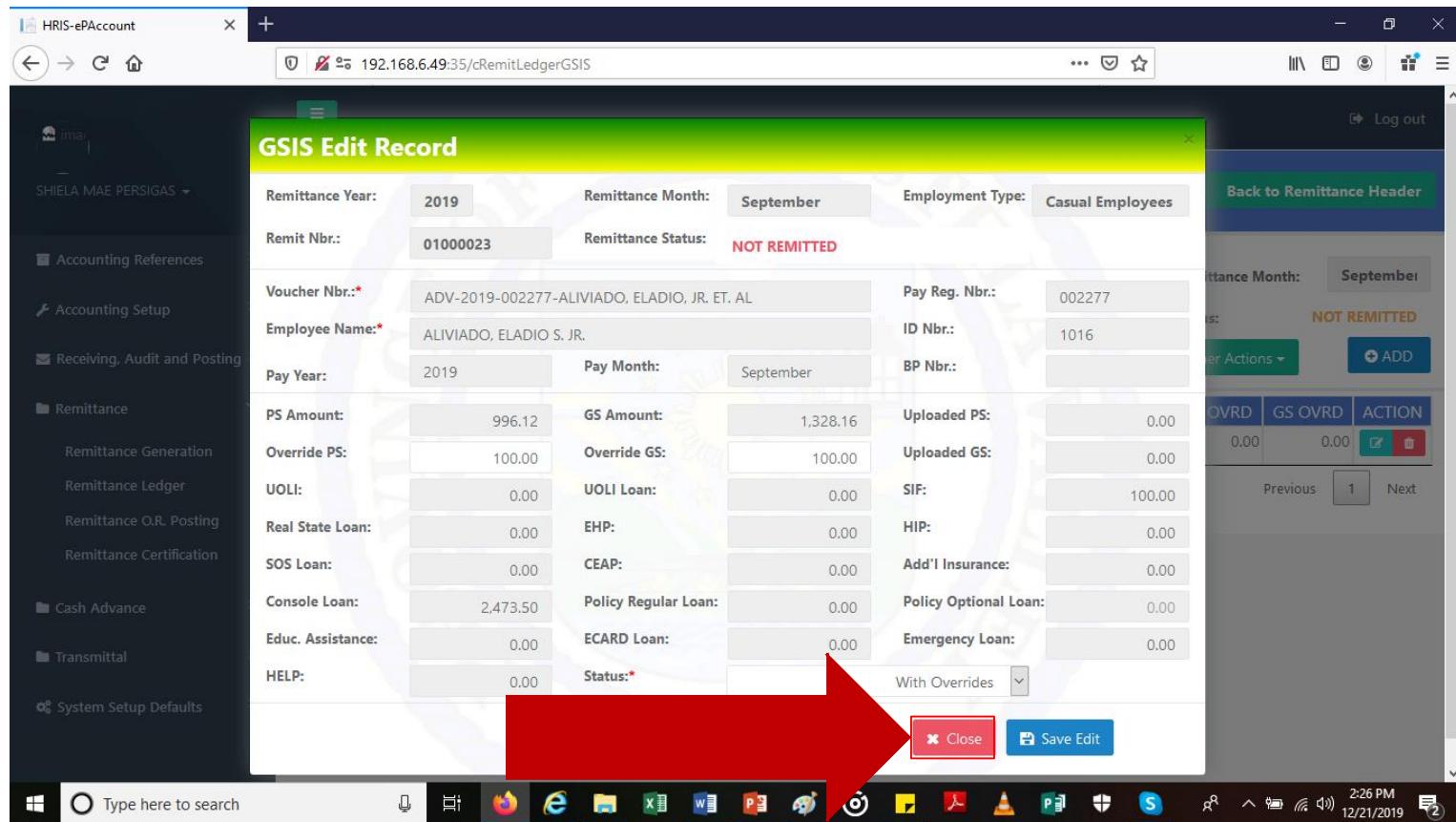
At the bottom right of the window are two buttons: 'Close' and 'Save Edit'. The status bar at the bottom of the screen shows the date and time as 2:26 PM 12/21/2019.

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 GSIS remittance 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 **override PS**, **override GS** and **status**.

Step 12: Click close button if you don't want to save updated information.



Step 13: Repeat step 11 if you want to continue and save updated employee details.

HRIS-eAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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

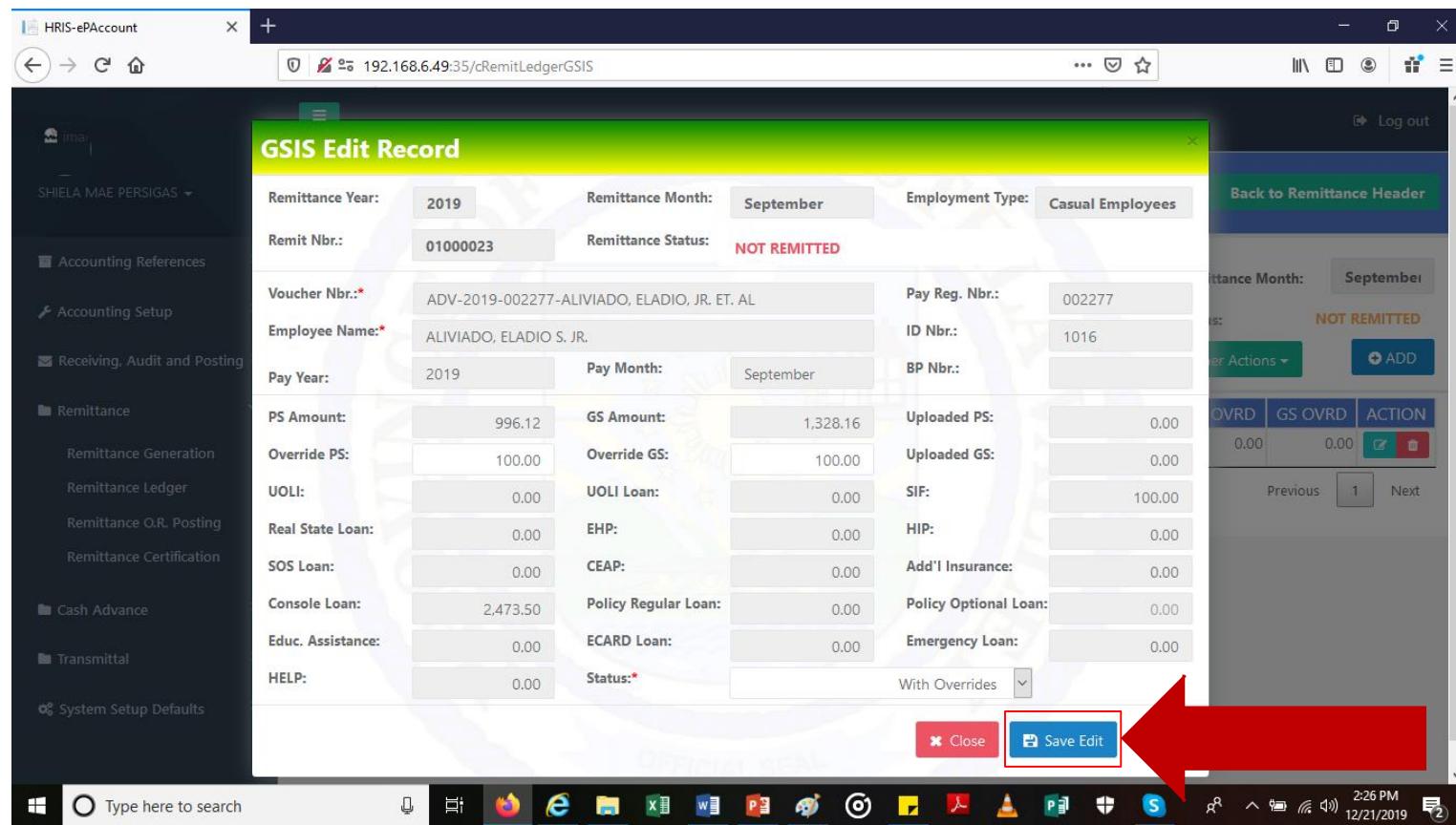
GSIS Edit Record

Remittance Year:	2019	Remittance Month:	September	Employment Type:	Casual Employees
Remit Nbr.:	01000023	Remittance Status:	NOT REMITTED		
Voucher Nbr.*:	ADV-2019-002277-ALIVIADO, ELADIO, JR. ET. AL			Pay Reg. Nbr.:	002277
Employee Name*:	ALIVIADO, ELADIO S. JR.			ID Nbr.:	1016
Pay Year:	2019	Pay Month:	September	BP Nbr.:	
PS Amount:	996.12	GS Amount:	1,328.16	Uploaded PS:	0.00
Override PS:	100.00	Override GS:	100.00	Uploaded GS:	0.00
UOLI:	0.00	UOLI Loan:	0.00	SIF:	100.00
Real State Loan:	0.00	EHP:	0.00	HIP:	0.00
SOS Loan:	0.00	CEAP:	0.00	Add'l Insurance:	0.00
Console Loan:	2,473.50	Policy Regular Loan:	0.00	Policy Optional Loan:	0.00
Educ. Assistance:	0.00	ECARD Loan:	0.00	Emergency Loan:	0.00
HELP:	0.00	Status*:	With Overrides		

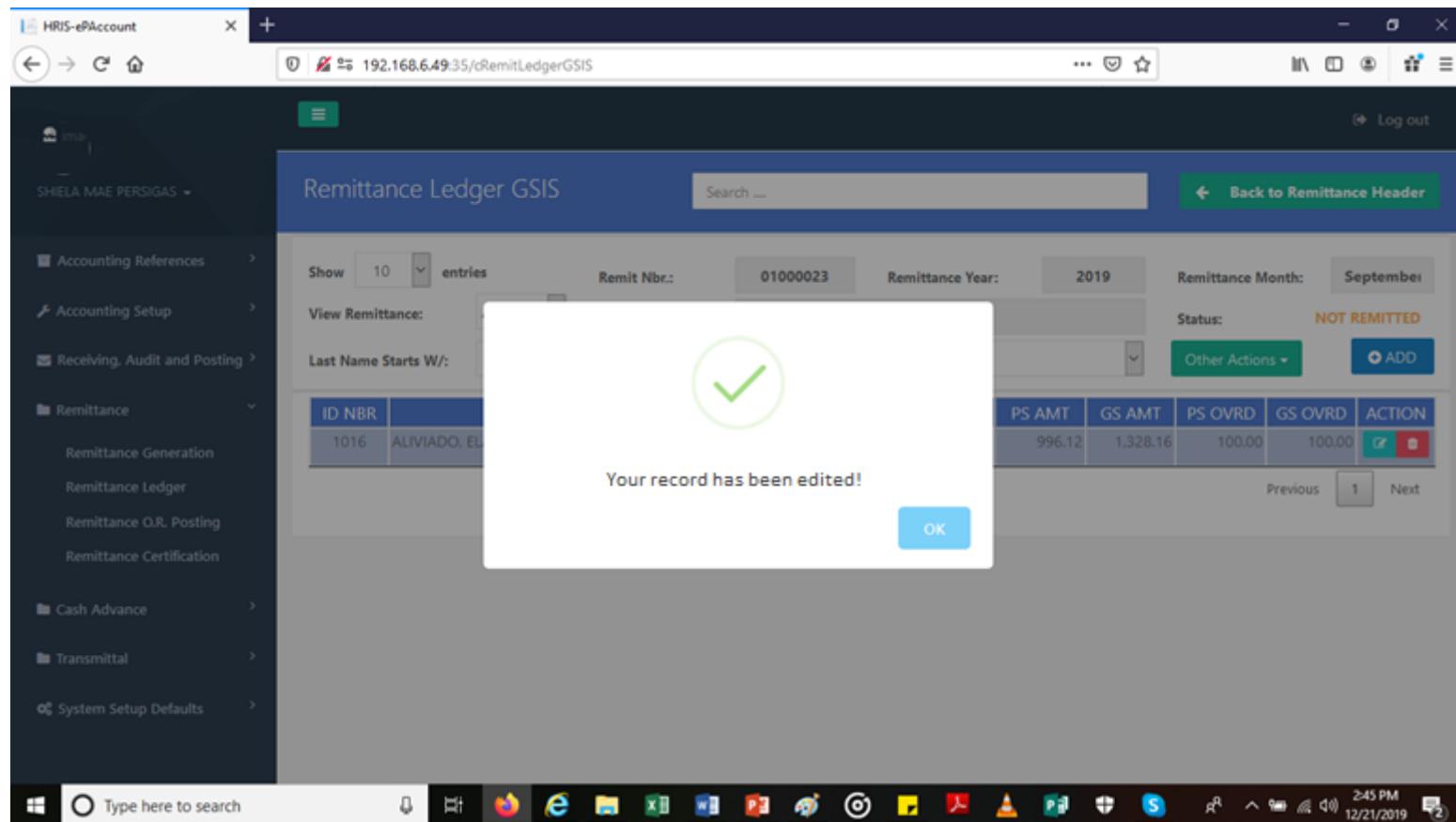
* Close Save Edit

2:26 PM 12/21/2019

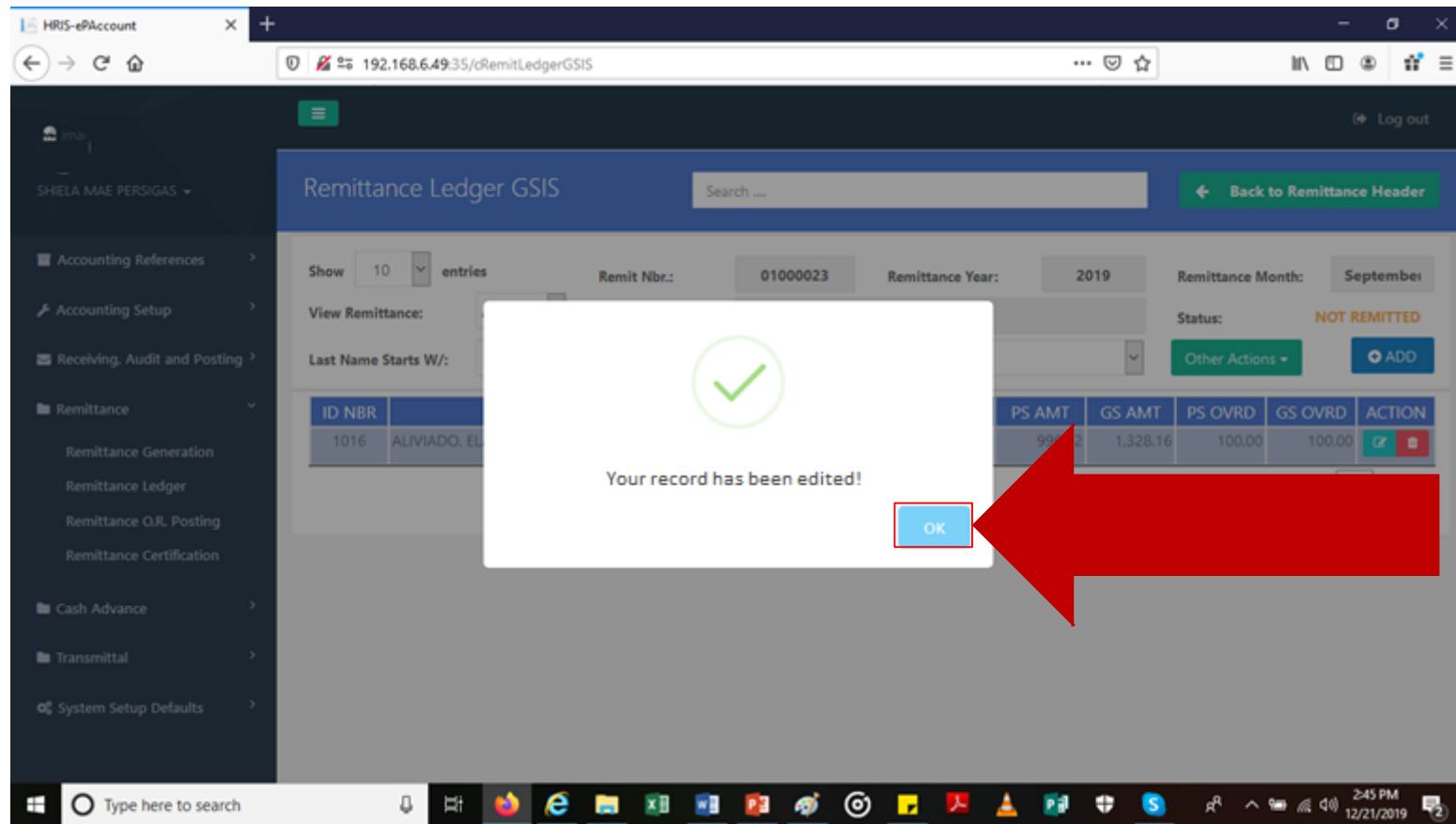
Step 14: Click save edit button in order to save updated employee details.



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



Step 15: Click ok button to exit and go back to main page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHEILA MAE PERSIGAS

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 Ledger GSIS

Search

Back to Remittance Header

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

View Remittance: All

Employment Type: Casual Employees

Status: NOT REMITTED

Last Name Starts W/: A

Department: --Select Department--

Other Actions ▾ ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

2:46 PM 12/21/2019

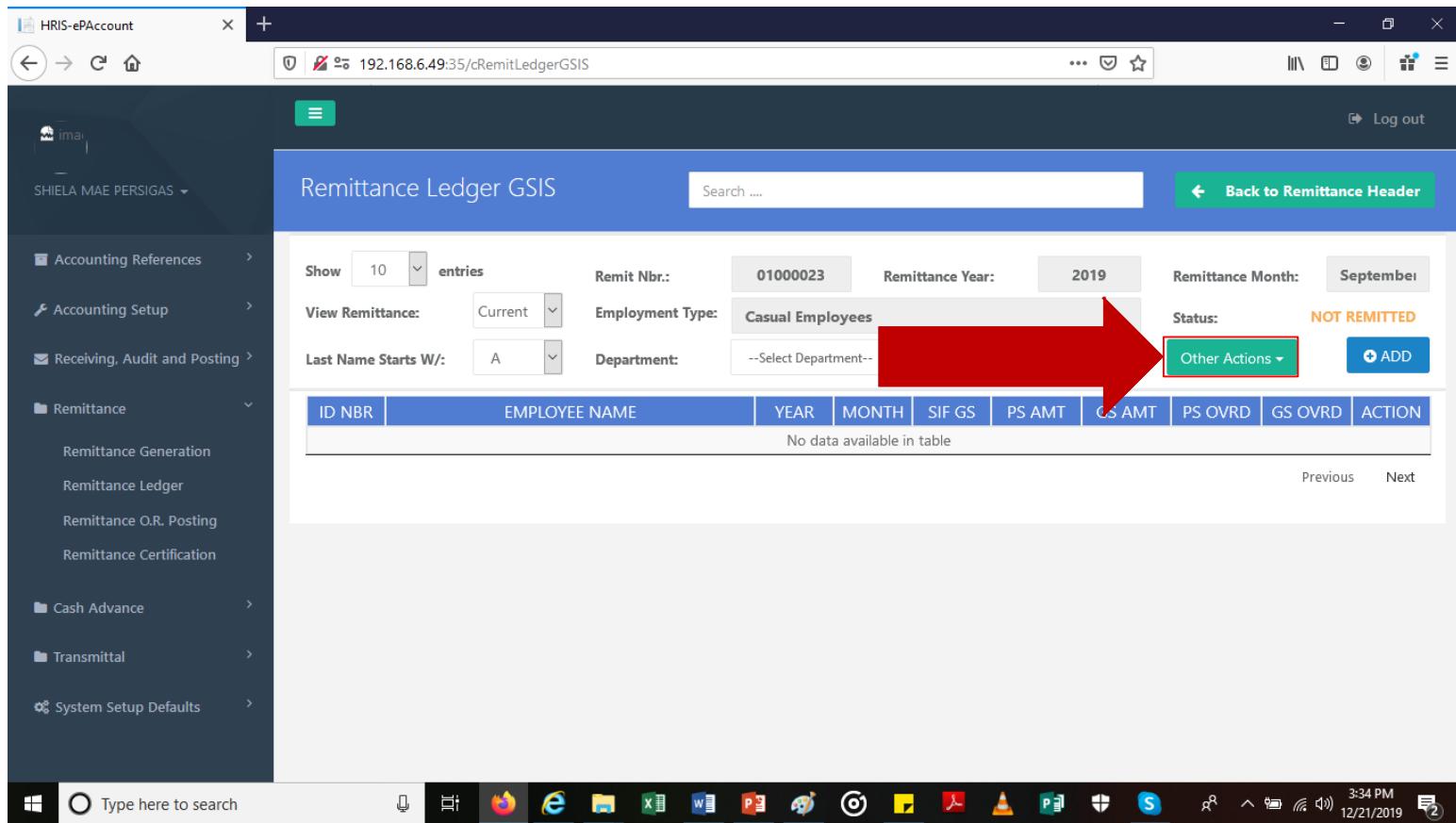
How to upload
employee existing
GSIS remittance?



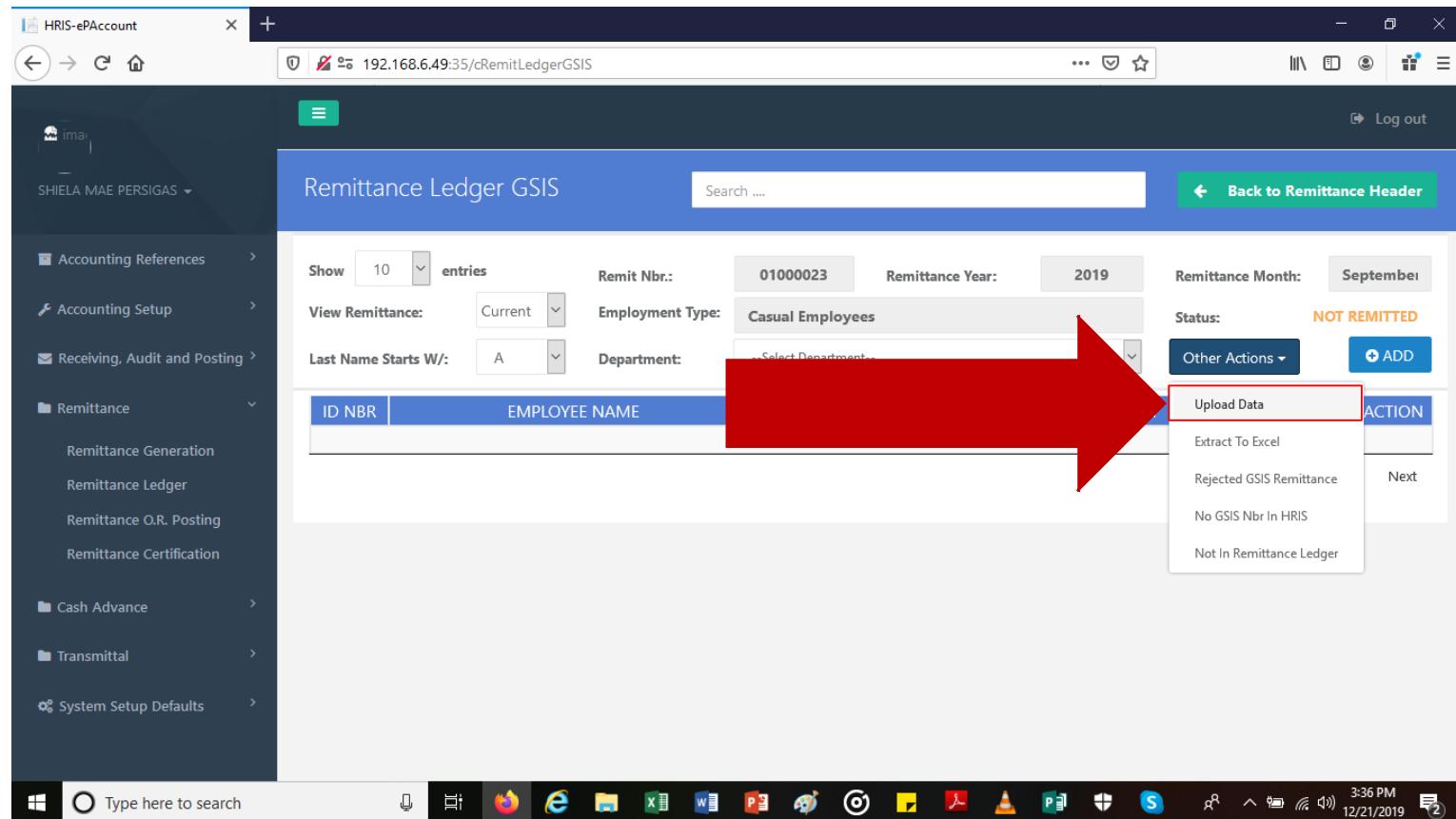
Step 1: While on the main page of GSIS premiums employee remittance details **other actions button** main grid will be visible.

The screenshot shows the 'Remittance Ledger GSIS' page within the HRIS-ePAccount system. The URL in the browser is 192.168.6.49:35/cRemitLedgerGSIS. The left sidebar has a 'Remittance' section expanded, showing 'Remittance Generation', 'Remittance Ledger' (which is selected), 'Remittance O.R. Posting', and 'Remittance Certification'. The main content area displays a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. A message at the top of the table says 'No data available in table'. At the bottom of the table are 'Previous' and 'Next' navigation links. Above the table, there are several search and filter fields: 'Show 10 entries', 'Remit Nbr.: 01000023', 'Remittance Year: 2019', 'Remittance Month: September', 'View Remittance: Current', 'Employment Type: Casual Employees', 'Status: NOT REMITTED', 'Last Name Starts W/: A', 'Department: --Select Department--', and an 'Other Actions' dropdown menu. A green 'Back to Remittance Header' button is located in the top right corner of the main content area. The taskbar at the bottom shows various application icons and the date/time 12/21/2019 3:34 PM.

Step 2: Click other actions button to upload record.



Step 3: Click upload data for you to upload record.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Back to Remittance Header

Remittance Month: September

Status: N

Other Actions ▾ ADD

EXECUTE UPLOAD

No data available in table

Previous Next

Type here to search

3:39 PM 12/21/2019

SHIELA MAE PERSIGAS

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

Upload Data

Remit Nbr.: 01000023

Remittance Year: 2019 Remittance Month: 09

Employment Type: CE

Upload File: Browse... No file selected.

ID NBR

EMPLOYEE NAME

PERIOD

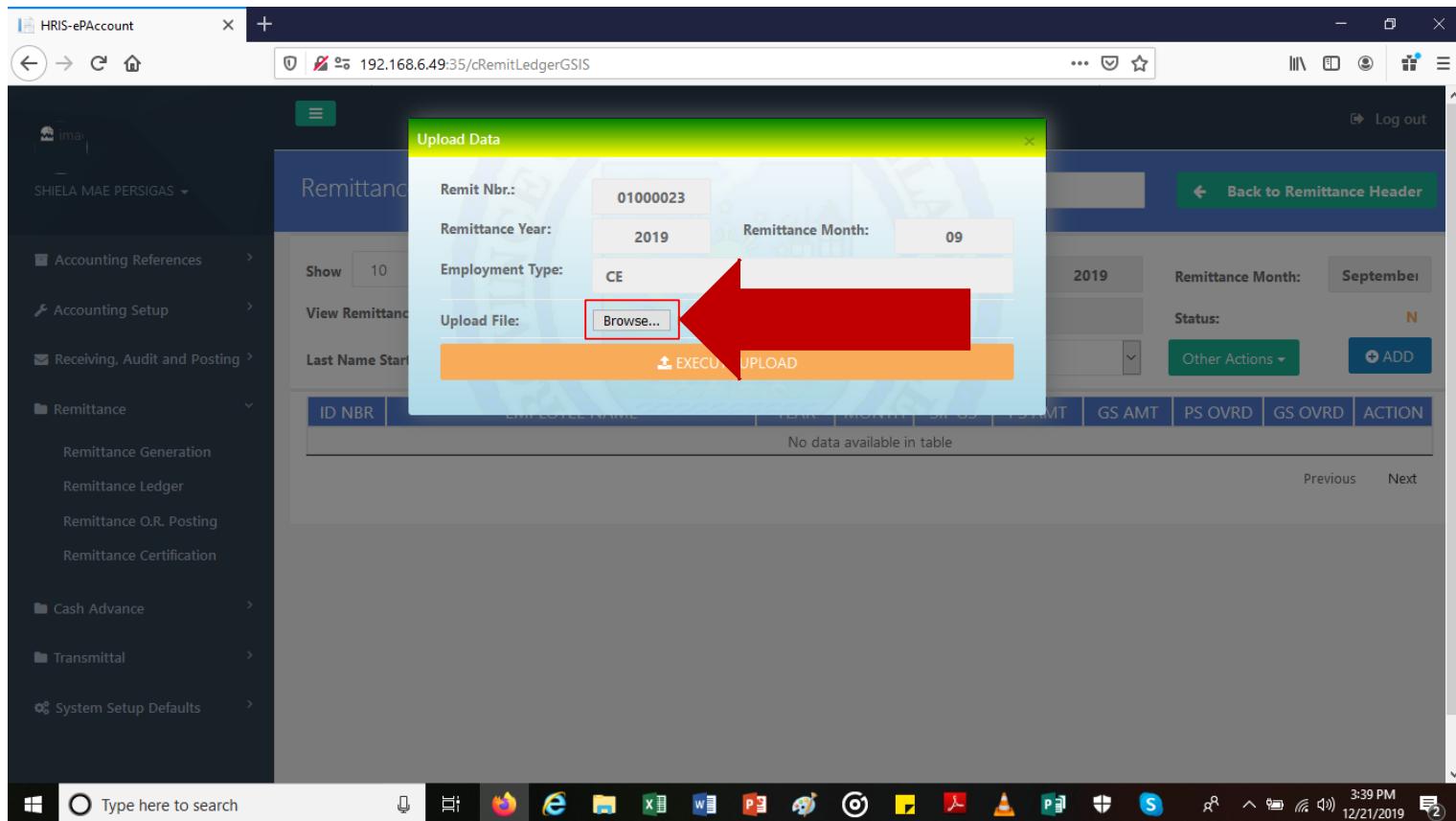
GS AMT

PS OV RD

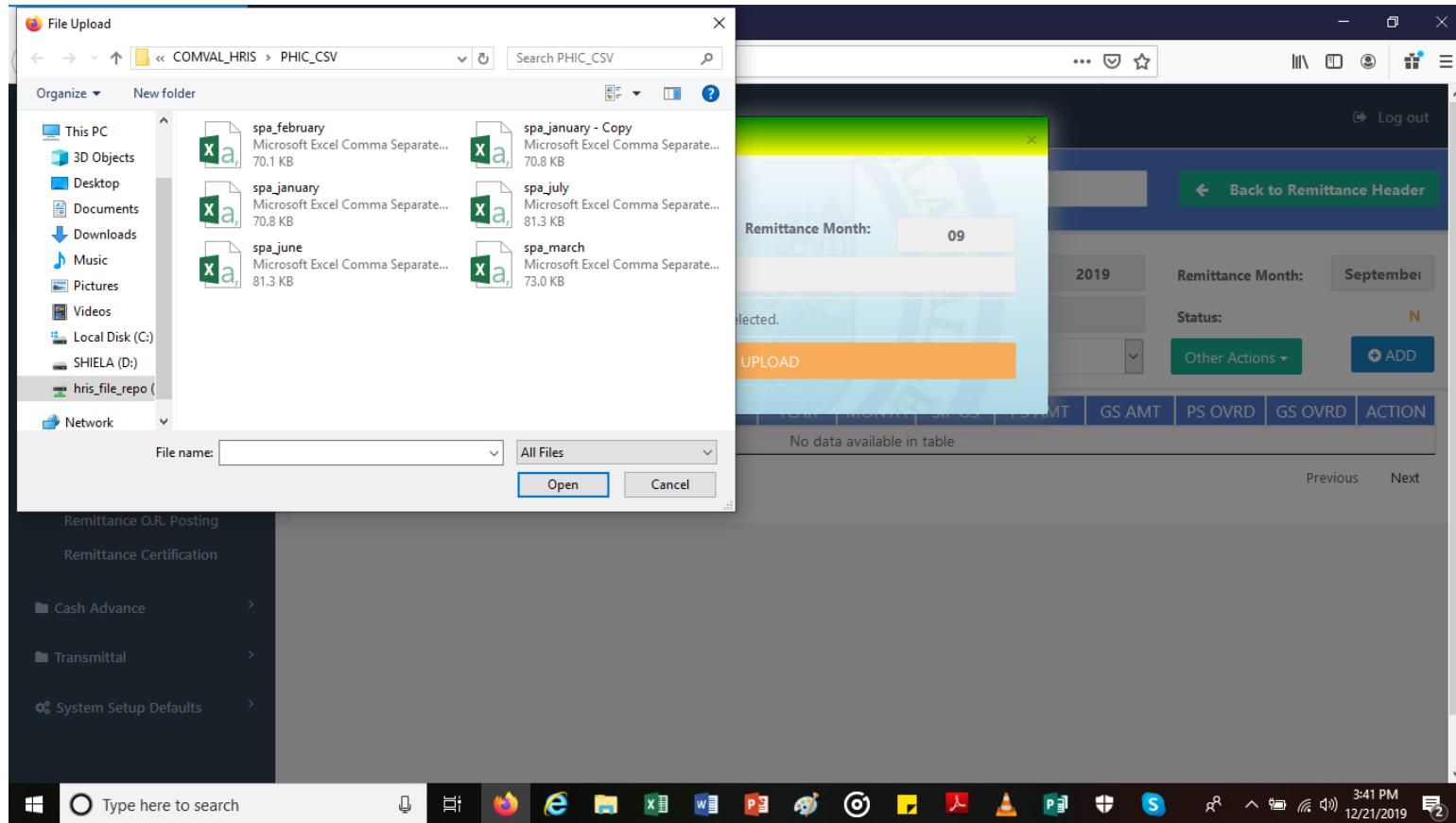
GS OV RD

ACTION

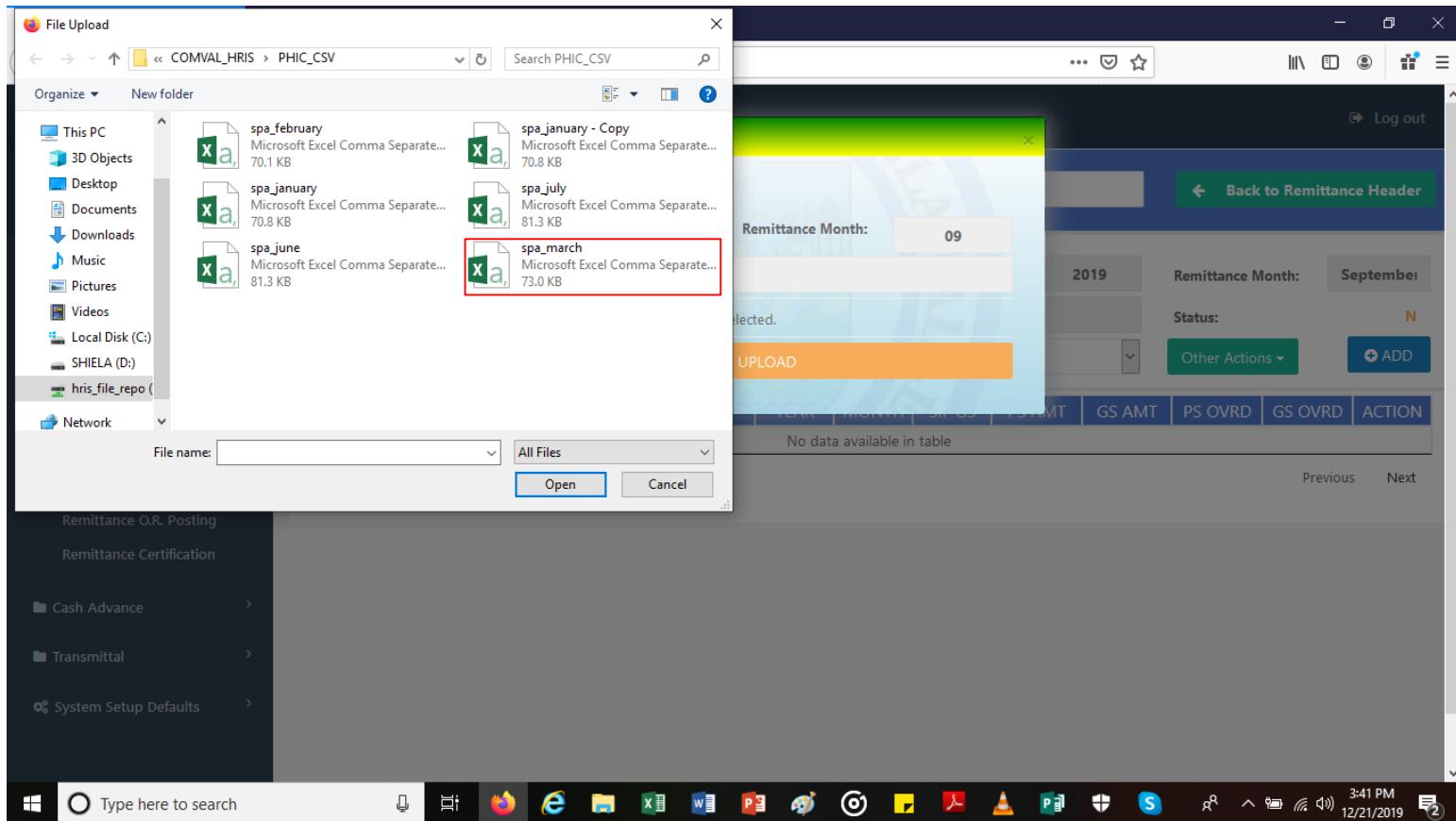
Step 4: Click browse button to browse and upload file .

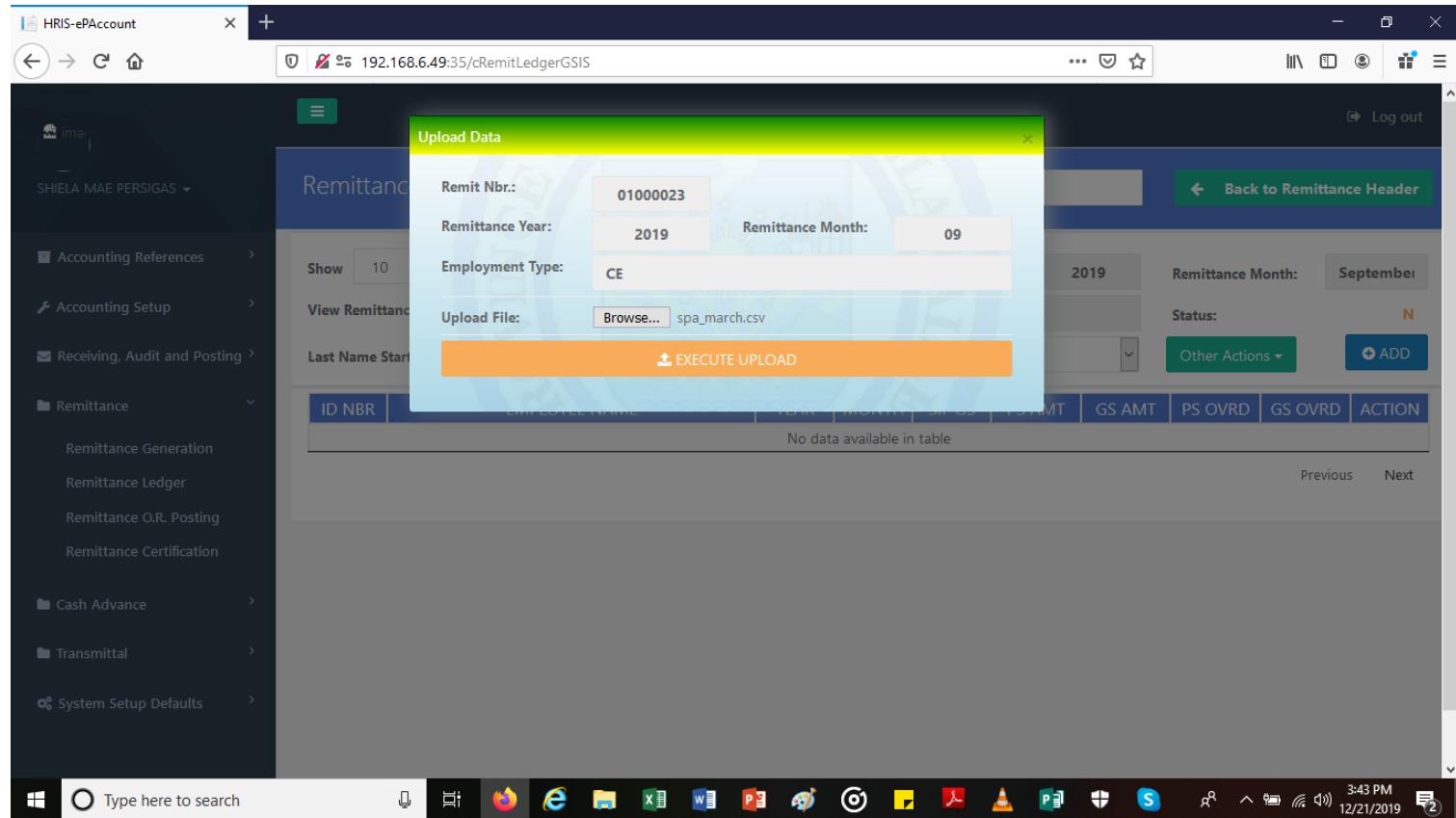


Note: Only **csv file** is allowed to be uploaded if not a csv file it will load a verification error. To create **csv file** open **how to create csv file format**.

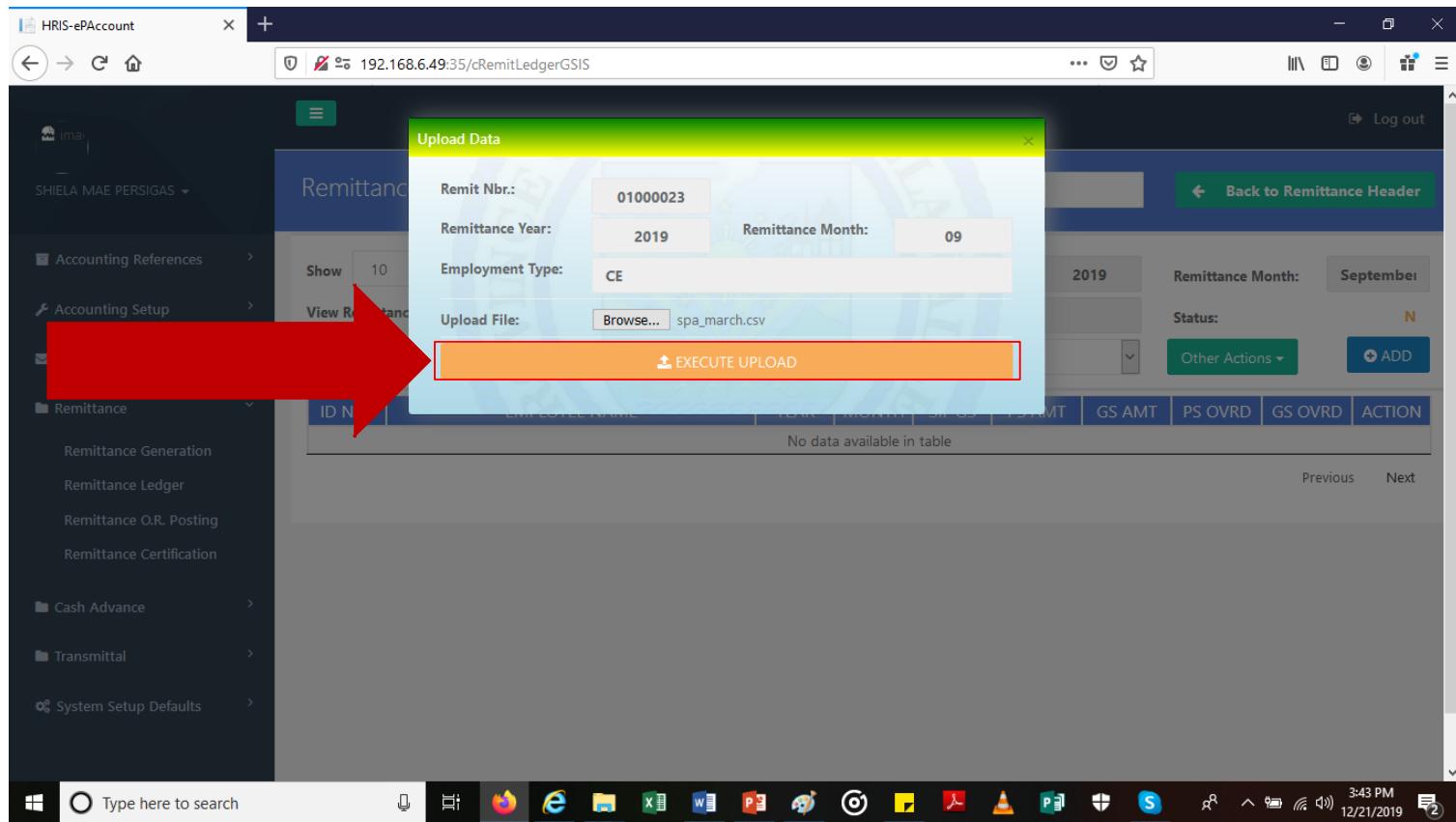


Step 5: Pick the specific record, double click selected record in order to upload information.

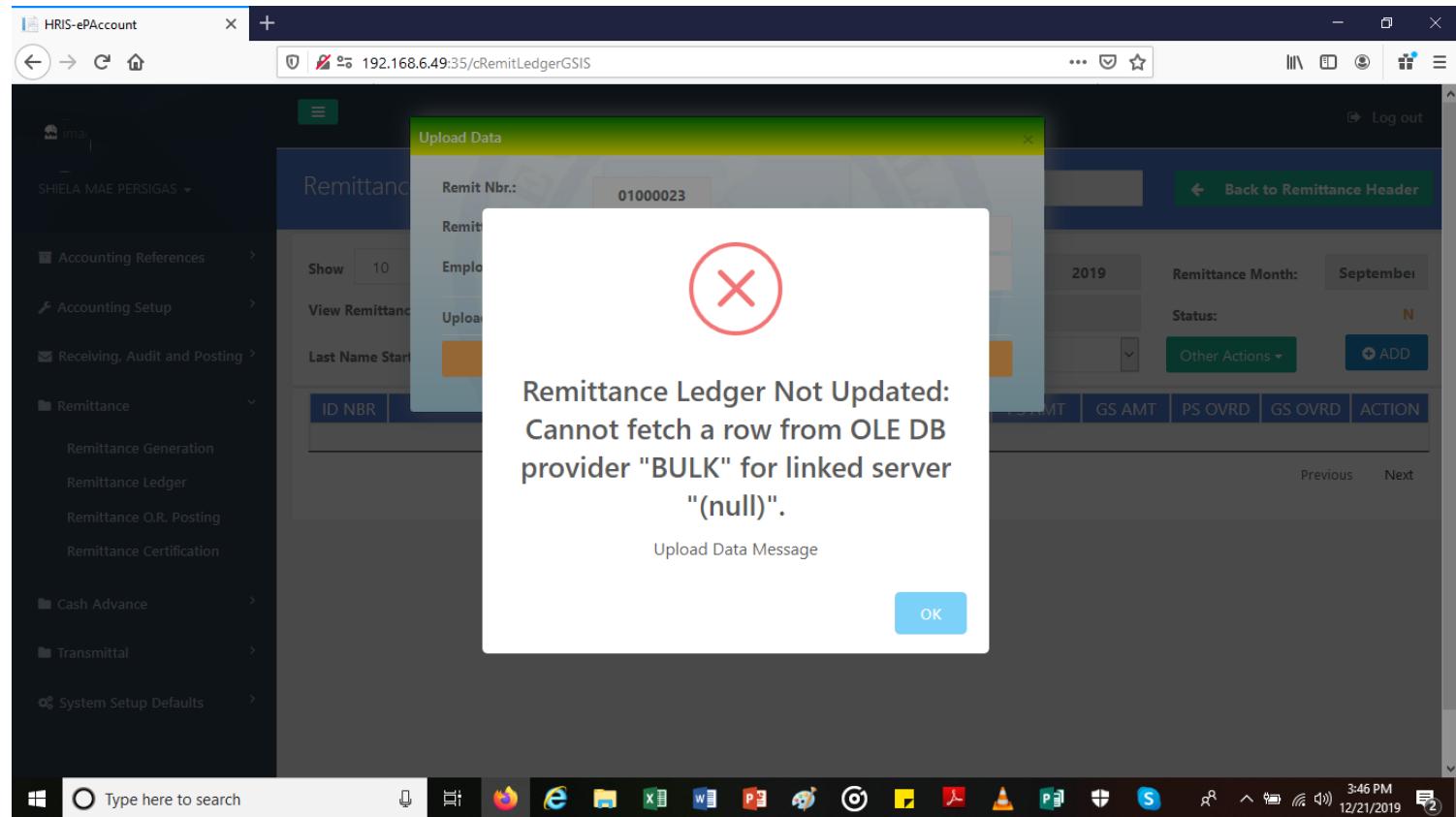




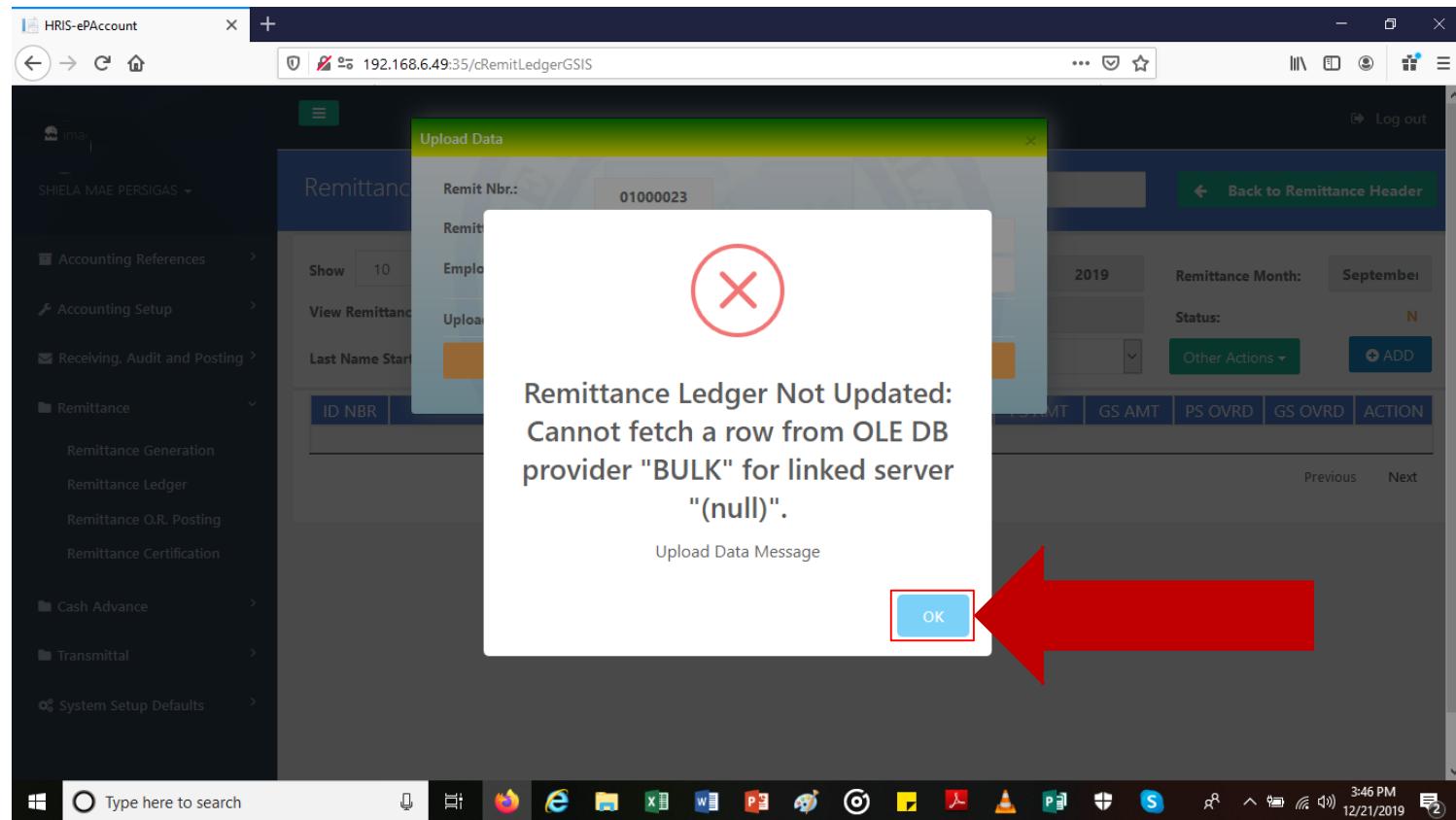
Step 6: Click execute upload button to upload the selected data.



Note: A verification pop-up window will appear a data message that remittance ledger was not updated and cannot fetch a row.



Step 7: Click ok button to exit and go back in previous page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Back to Remittance Header

Remittance Month: September

Status: N

Other Actions ▾ ADD

EXECUTE UPLOAD

No data available in table

Previous Next

Type here to search

3:39 PM 12/21/2019

SHIELA MAE PERSIGAS

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

Upload Data

Remit Nbr.: 01000023

Remittance Year: 2019 Remittance Month: 09

Employment Type: CE

Upload File: Browse... No file selected.

EXECUTE UPLOAD

ID NBR

EMPLOYEE NAME

PERIOD

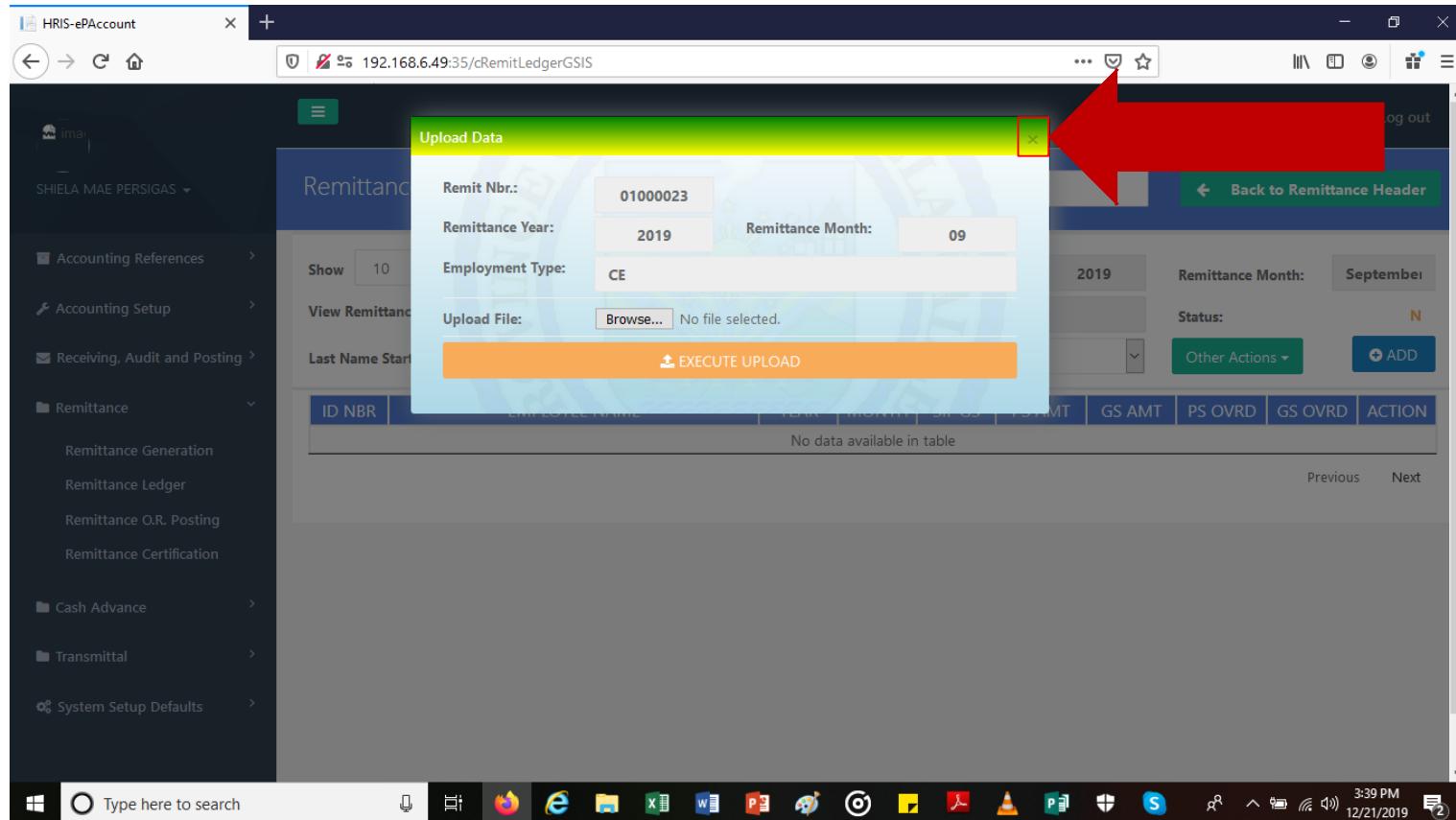
GS AMT

PS OV RD

GS OV RD

ACTION

Step 8: Click cancel icon to exit and go back in previous page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search

Back to Remittance Header

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

View Remittance: All

Employment Type: Casual Employees

Status: NOT REMITTED

Last Name Starts W/: A

Department: --Select Department--

Other Actions ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

11:20 AM 12/26/2019

How to extract to excel?



Step 1: While on the main page of GSIS premiums employee remittance details **other actions button** main grid will be visible.

The screenshot shows the 'Remittance Ledger GSIS' page within the HRIS-eAccount system. The left sidebar contains navigation links for 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 GSIS' and includes search and filter fields: 'Show 10 entries', 'Remit Nbr.: 01000023', 'Remittance Year: 2019', 'Remittance Month: September', 'View Remittance: Current', 'Employment Type: Casual Employees', 'Last Name Starts W/: A', 'Status: N', 'Department: --Select Department--'. A green 'Other Actions' button is visible next to the 'ADD' button. Below these controls is a table header with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, ACTION. The message 'No data available in table' is displayed. At the bottom of the screen, the Windows taskbar shows various pinned icons and the system clock indicating 3:47 PM on 12/21/2019.

Step 2: Select last name starts w/ to extract to excel the selected employees.

The screenshot shows a web-based application titled "Remittance Ledger GSIS". 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 "Remittance Ledger GSIS" and includes a search bar and a "Back to Remittance Header" button. It features several filter options: "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Status: NOT REMITTED", "Last Name Starts W/: A", and "Department: --Select Department--". Below these filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible: ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 100.00, GS OVRD 100.00, and ACTION with edit and delete icons. At the bottom of the page is a Windows taskbar with various pinned icons and a system status bar showing the date and time.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Step 3: Click other actions button to extract record to excel.

The screenshot shows the 'Remittance Ledger GSIS' application 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 area displays a grid of remittance data. At the top of the main area, there are filters for Show (10 entries), Remit Nbr. (01000023), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (Casual Employees), Last Name Starts W/ (A), Department (--Select Department--), Status (NOT REMITTED), and an 'Other Actions' button. A large red arrow points to the 'Other Actions' button. Below the grid, there are buttons for Previous (1) and Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 4:06 PM on 12/21/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Other Actions ▾ ADD

ACTION

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

Upload Data

Extract To Excel

Rejected GSIS Remittance

No GSIS Nbr In HRIS

Not In Remittance Ledger

Next

Type here to search

4:07 PM 12/21/2019

Step 4: Click extract to excel for you to extract record.

The screenshot shows a web-based application titled "Remittance Ledger GSIS". The left sidebar contains navigation links for 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 table with one row of data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIE GS	PS AMT	AMT
1016	ALIVIADO, ELADIO S. JR.	2019	Sept			16

At the top of the page, there are filters for "Show 10 entries", "Remit Nbr: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Last Name Starts W/: A", "Department: --Select Department--", and a status indicator "Status: NOT REMITTED". On the right, there is a "Back to Remittance Header" button, an "Other Actions" dropdown menu, and an "ADD" button. A red arrow points to the "Extract To Excel" option in the "Other Actions" dropdown menu, which is highlighted with a red box. The menu also includes "Upload Data", "Rejected GSIS Remittance", "No GSIS Nbr In HRIS", and "Not In Remittance Ledger". The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 4:07 PM on 12/21/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

Remittance Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION
1016	ALIVIADO, ELADIO S. JR.	September	100.00	996.12	1,328.16	100.00	100.00	 

Previous 1 Next

Extracting data

Type here to search

Windows Start button

Firefox, Edge, File Explorer, Excel, Word, Powerpoint, Adobe Reader, Internet Explorer, VLC, FileZilla, Adobe Photoshop, Visual Studio, Microsoft Office, Notepad, Task View, Task Manager, Control Panel, Device Manager, Network and Sharing Center, System, Help and Support, Taskbar icons, Date/Time, Battery, Volume, Network, Signal strength, Taskbar icons, Date/Time, Battery, Volume, Network, Signal strength

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Remittance Ledger GSIS

Search

[Back to Remittance Header](#)

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

4:10 PM 12/21/2019

Note:

If you click **extract to excel other actions** drop-down list 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 5: Click view download in order to download and print the selected file.

The screenshot shows a web-based application titled "Remittance Ledger GSIS". The 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 displays a table of remittance entries. At the top of this area, there are search and filter fields: "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Last Name Starts W/: A", "Department: --Select Department--", and a status indicator "Status: NOT REMITTED". Below these filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible, showing ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 100.00, GS OVRD 100.00, and ACTION buttons. The top right corner of the main content area has a toolbar with icons for download (highlighted with a red box and arrow), print, copy, and other functions. The browser address bar shows the URL 192.168.6.49:35/cRemitLedgerGSIS. The taskbar at the bottom shows various open applications and the system clock at 4:10 PM on 12/21/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

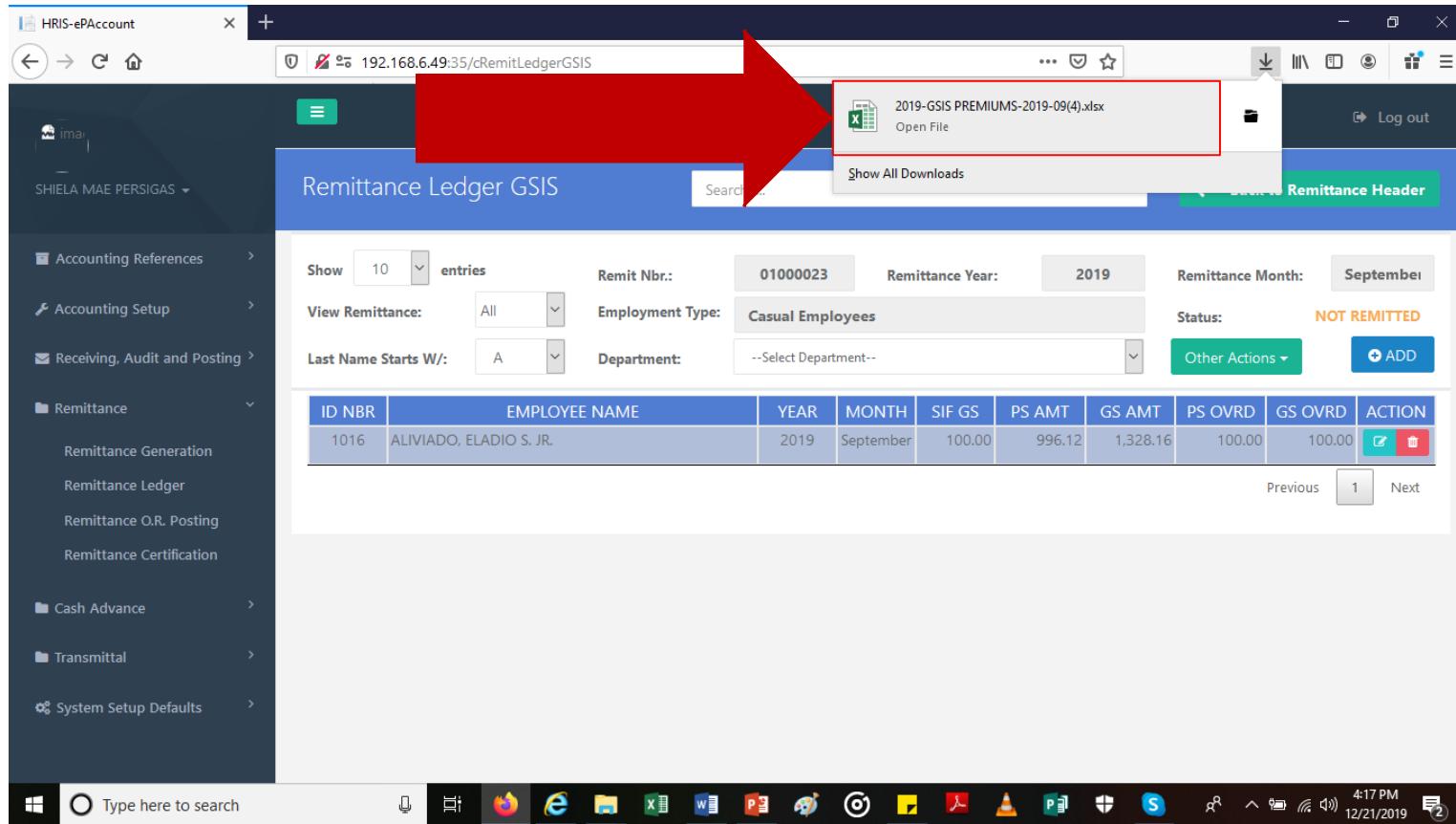
4:17 PM 12/21/2019

Step 6: Select specific file in order to open and print.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger GSIS". It displays search filters for Show (10 entries), Remit Nbr. (01000023), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (Casual Employees), Last Name Starts W/ (A), Department (--Select Department--), and Status (NOT REMITTED). Below these filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible for employee 1016, Aliviado, Eladio S. Jr., with values: 2019, September, 100.00, 996.12, 1.328.16, 100.00, 100.00, and icons for edit and delete. At the top right of the main window, there's a download icon followed by the file name "2019-GSIS PREMIUMS-2019-09(4).xlsx" and a "Open File" button. A red box highlights this download area. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1.328.16	100.00	100.00	

Step 7: Click the selected file to open and print.



2019-GSIS PREMIUMS-2019-09(4) [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

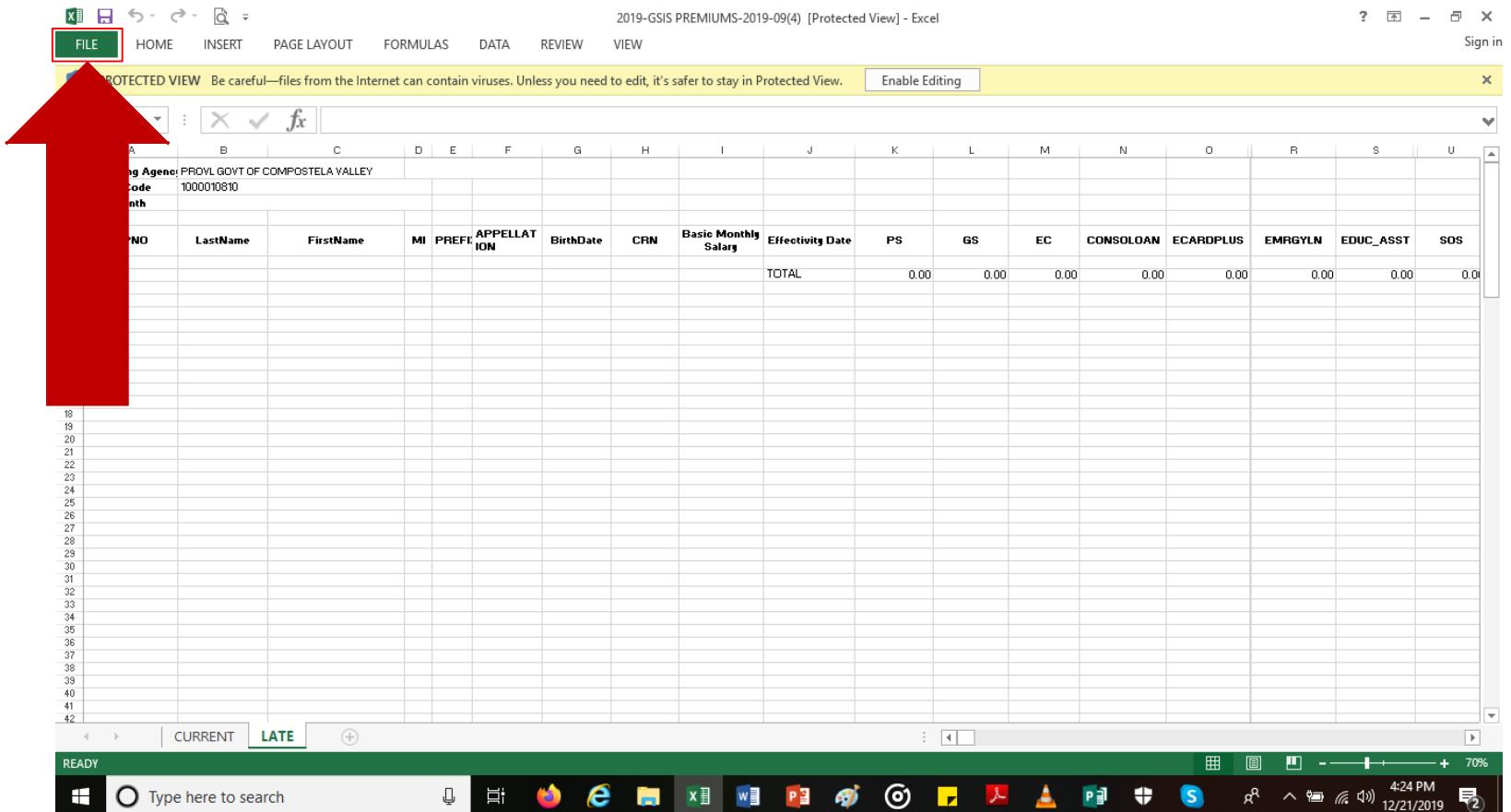
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

AB14 :

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	R	S	U	
1	Remitting Agency:	PROVL GOVT OF COMPOSTELA VALLEY																
2	Office Code	1000010810																
3	Due Month																	
4																		
5	BPNO	LastName	FirstName	MI	PREFI	APPELLAT ION	BirthDate	CRN	Basic Monthly Salary	Effectivity Date	PS	GS	EC	CONSOLANO	ECARDPLUS	EMRGYLN	EDUC_ASST	SOS
6																		
7										TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8																		
9																		
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35																		
36																		
37																		
38																		
39																		
40																		
41																		
42																		
	CURRENT	LATE																
READY	Type here to search																	

Note: Users are restricted to edit the extracted file of GSIS, submit only the extracted data from the system alone.

Step 8: Click file icon in order to print file.



2019-GSIS PREMIUMS-2019-09(4) [Protected View] - Excel

?

Sign in

Open

Recent Workbooks

- 2019-GSIS PREMIUMS-2019-01
C: » Users » Sheila » Downloads
- 2019-GSIS PREMIUMS-2019-09(4)
C: » Users » Sheila » Downloads
- WE-2019-11-01_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- WE-2019-11-08_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- WE-2019-11-15_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- WE-2019-11-22_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- WE-2019-11-29_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- WE-2019-12-06_PERSIGAS SMT
Documents » DESKTOP 2019-PC » DESKTOP_USB » Reports 2019 » WE 2019
- DTR
G: » TO PRINT
- PDS_SPO
E: » COMVAL_HRIS » NEW SUBMITTED PDS COMPILATION 12-20-2019 » CSV
- PDS_SPO
E: » COMVAL_HRIS » NEW SUBMITTED PDS COMPILATION 12-20-2019 » CSV
- PDS_PVO
E: » COMVAL_HRIS » NEW SUBMITTED PDS COMPILATION 12-20-2019 » CSV

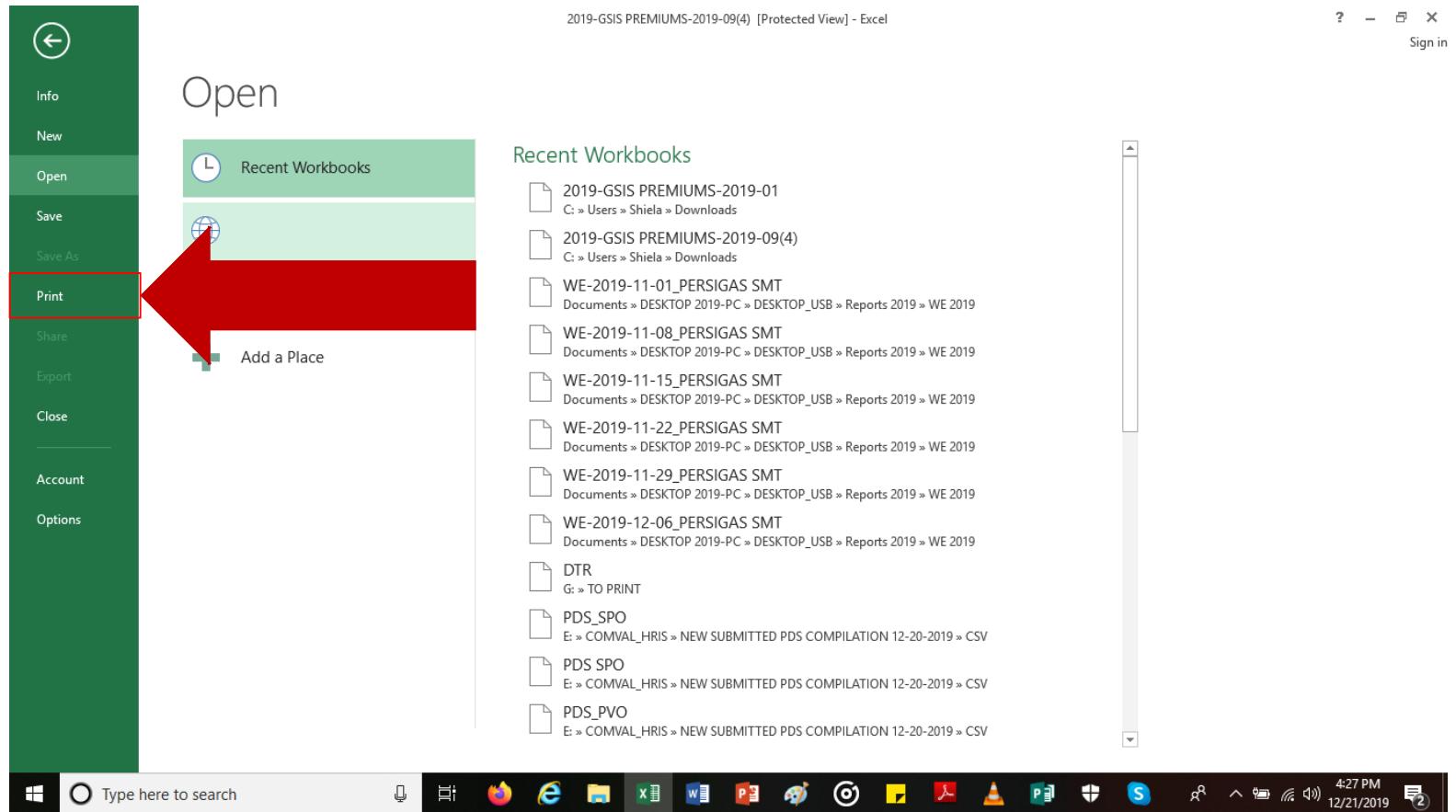
Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, File Manager, Excel, Word, Powerpoint, OneDrive, Task View, Settings, Control Panel, File History, Task Scheduler, Task Manager, File Explorer, Task View, Settings, Control Panel, File History, Task Scheduler, Task Manager.

System tray: Volume, Network, Battery, Signal strength, Date and time (4:27 PM, 12/21/2019), Mail icon with 2 notifications.

Step 9: Select print menu to print the extracted file.



2019-GSIS PREMIUMS-2019-09(4) [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:

Print

Printer

Microsoft Print to PDF Ready

Printer Properties

Print Preview is not available.

Settings

Print Active Sheets Only print the active she...

Pages: to

Collated 1,2,3 1,2,3 1,2,3

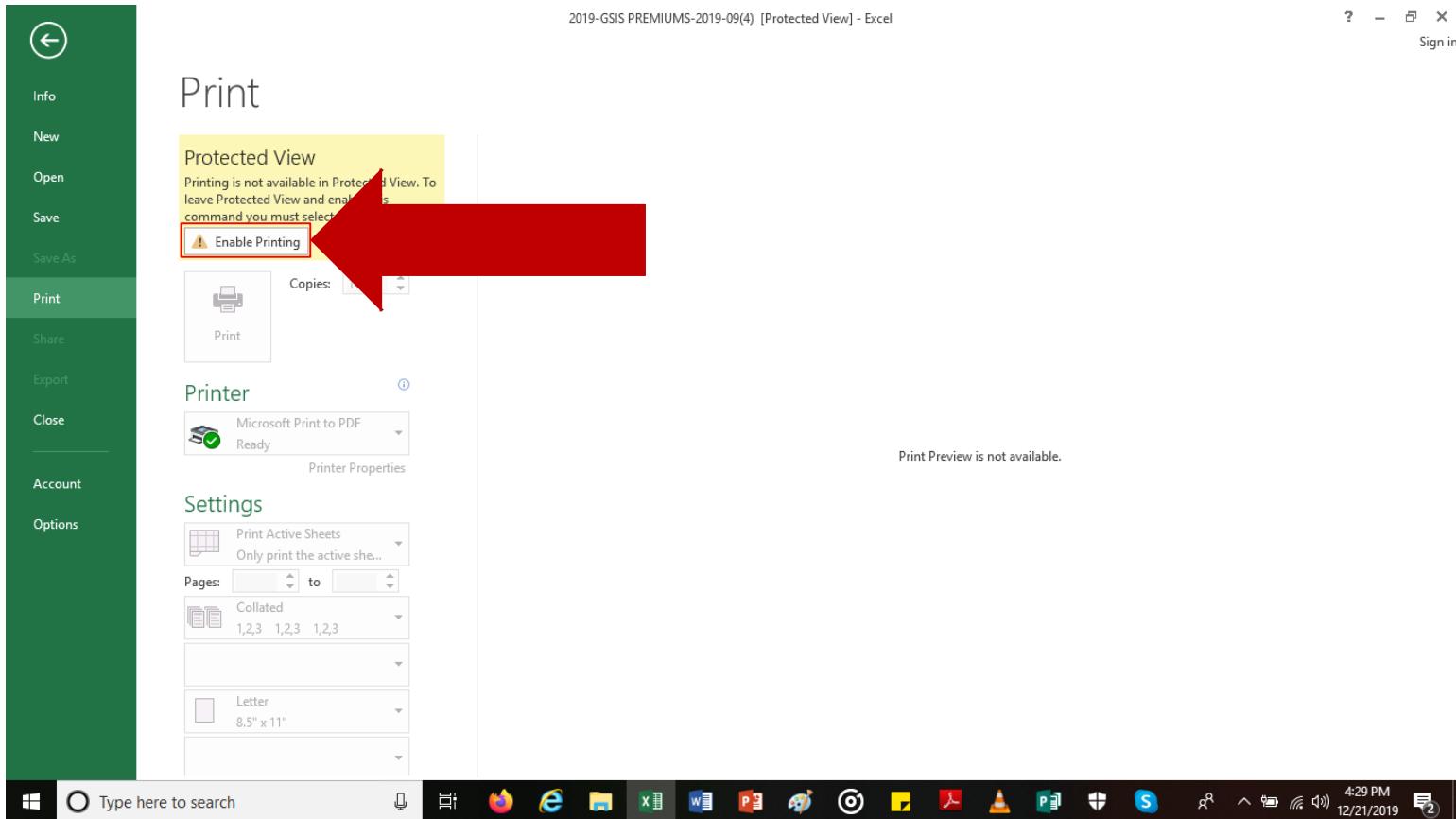
Letter 8.5" x 11"

Type here to search

4:29 PM 12/21/2019



Step 10: Click enable printing for you to print extracted file.



2019-GSIS PREMIUMS-2019-09(4) - Excel

Sign in

Print

Copies: 1

Print

Printer

Microsoft Print to PDF Ready

Printer Properties

Settings

Print Active Sheets Only print the active sheets

Pages: 1 to 5

Collated 1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter 8.5" x 11"

Normal Margins Left: 0.7" Right: 0.7"

No Scaling Print sheets at their actual size

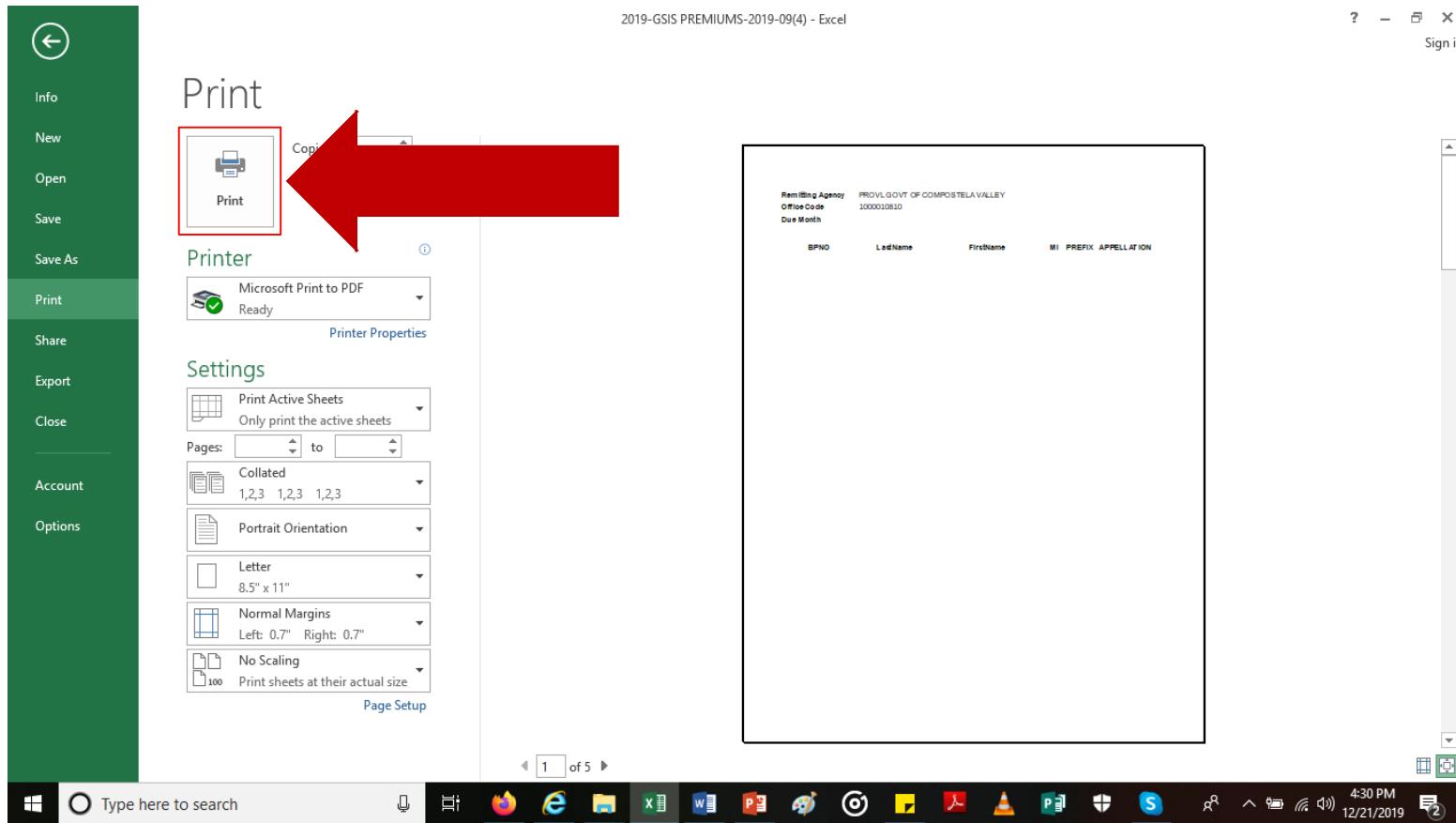
Page Setup

1 of 5

Windows Taskbar:

- Type here to search
- Volume icon
- File Explorer icon
- Firefox icon
- Edge icon
- Powerpoint icon
- Word icon
- Globe icon
- Calculator icon
- Power icon
- Search icon
- File icon
- Speaker icon
- Date and time: 4:30 PM 12/21/2019

Step 11: Click print button for you to print extracted file.



Step 12: Repeat **step 3** and **4** for you to extract data of GSIS premium remittance using **internet explorer** browser.

The screenshot shows a web browser window for the HRIS-ePAccount system at the URL <http://192.168.6.49:35/cRemitLedgerGSIS>. The page title is "Remittance Ledger GSIS". The left sidebar menu includes options 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 table for the Remittance Ledger GSIS. The table has columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, and GS AMT. A single row is shown for employee 1016, Aliviado, Eladio S. Jr., with values: 2019, September, 100.00, 996.12, and 1,328.16. Above the table, search filters are set to Remit Nbr.: 01000023, Remittance Year: 2019, Remittance Month: September, Employment Type: Casual Employees, Status: NOT REMITTED, and Department: --Select Department--. A dropdown menu under the "ACTION" button provides options: Upload Data, Extract To Excel, Rejected GSIS Remittance, No GSIS Nbr In HRIS, and Not In Remittance Ledger. The bottom status bar shows the date and time as 12:59 PM 12/23/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

Search ...

Back to Remittance Header

Log out

SHIELA MAE PERSIGAS

Action Buttons: Upload Data, Extract To Excel, Rejected GSIS Remittance, No GSIS Nbr In HRIS, Not In Remittance Ledger

Remittance Ledger GSIS

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

Employment Type: Casual Employees

Status: NOT REMITTED

Last Name Starts W/: A

Department: --Select Department--

Other Actions: ADD

ACTION

Upload Data

Extract To Excel

Rejected GSIS Remittance

No GSIS Nbr In HRIS

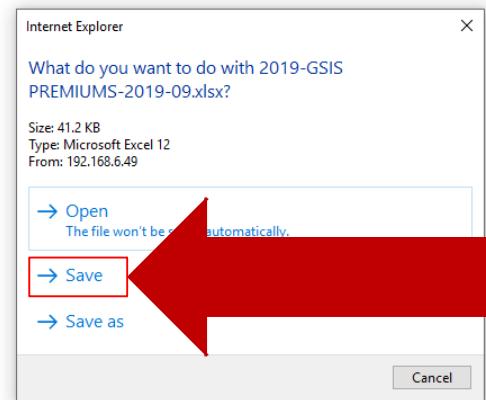
Not In Remittance Ledger

Type here to search

12:59 PM 12/23/2019



Step 13: 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 HRIS-ePAccount. The main title bar reads "Remittance Ledger GSIS". On the left, there is a sidebar with various menu items under categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The Remittance section is currently selected. The main content area displays a grid of remittance entries. One entry is highlighted for employee "ALIVIADO, ELADIO S. JR." with ID NBR 1016. At the top of the main area, there are filters for "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: Select Department", and buttons for "Other Actions" and "ADD". Below the grid, there are navigation buttons for "Previous", "1", and "Next". A message at the bottom of the grid states "The 2019-GSIS PREMIUMS-2019-09 (1).xlsx download has completed." In the bottom right corner of the screen, there is a system tray with icons for battery, signal, and time (1:04 PM, 12/23/2019).

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

The 2019-GSIS PREMIUMS-2019-09 (1).xlsx download has completed.

Step 14: If you want to continue click **open button** to open the downloaded file.

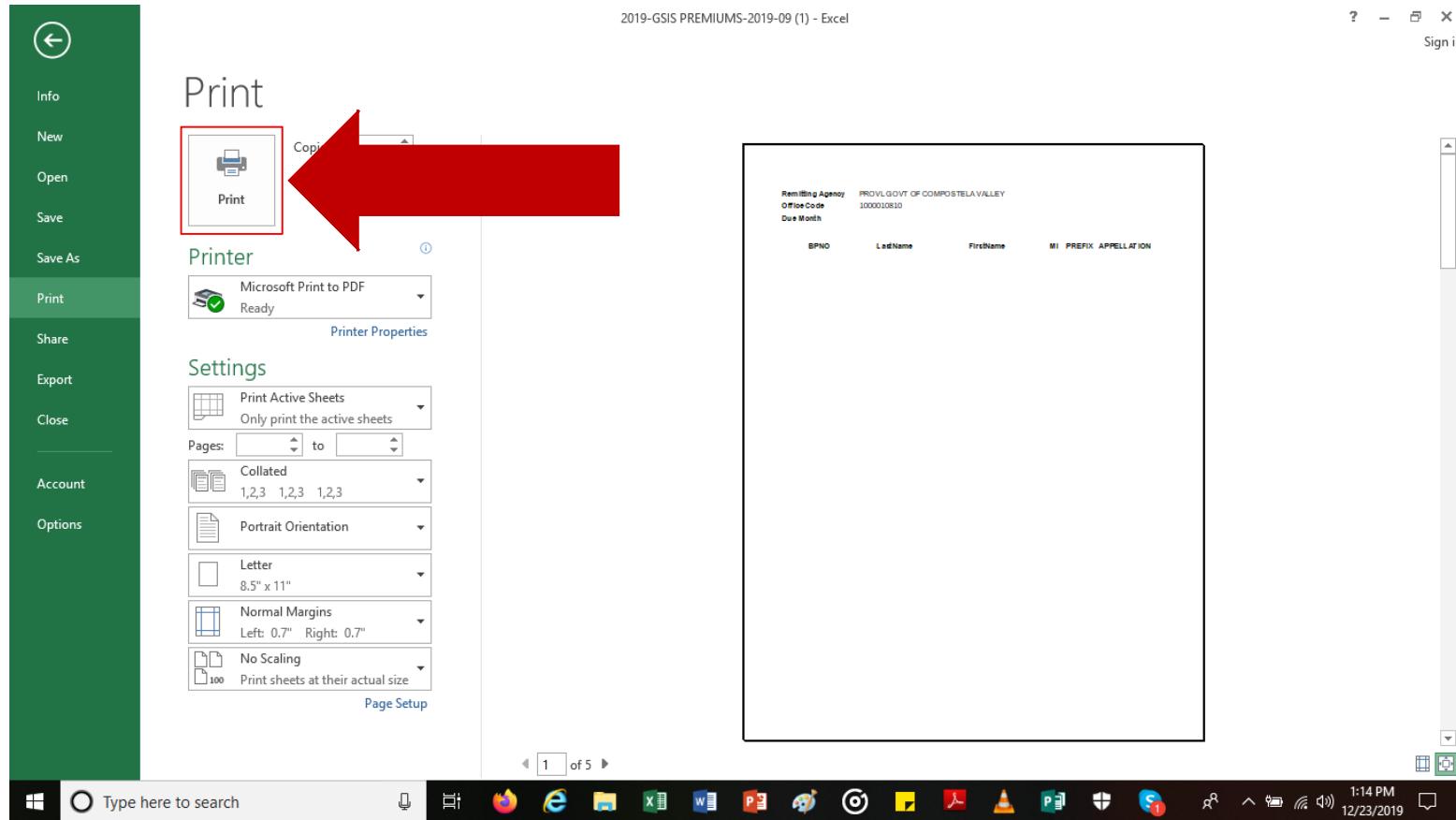
The screenshot shows a web-based application titled "Remittance Ledger GSIS". The URL in the browser is <http://192.168.6.49:35/cRemitLedgerGSIS>. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a table of remittance entries. A download notification at the bottom says "The 2019-GSIS PREMIUMS-2019-09 (1).xlsx download has completed." A large red arrow points from this notification towards the "Open" button in the download toolbar at the bottom right of the screen. The download toolbar also includes "Open folder" and "View downloads".

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

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

The screenshot shows a Microsoft Excel window titled "2019-GSIS PREMIUMS-2019-09 (1) [Protected View] - Excel". The ribbon menu includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. A yellow bar at the top indicates "PROTECTED VIEW" with a warning message: "Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." It also has "Enable Editing" and "Sign in" buttons. The spreadsheet has columns labeled M through AH and rows numbered 1 through 28. Row 5 contains labels: EC, CONSOLOAN, ECARDPLUS, EMRGYLN, EDUC_ASST, SOS, PLREG, PLOPT, REL, OPT_LIFE, CEAP, and HELP. Row 7 contains values: 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 1.00, and 0.00. Row 14 is highlighted in green. The status bar at the bottom shows "READY", a search bar, and system icons.

Step 15: Repeat step 8, 9, 10 and 11 for you to print the extracted file.



Note:

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



The screenshot shows the 'Remittance Ledger GSIS' application running on a Windows operating system. The application window has a dark blue header bar with the title 'Remittance Ledger GSIS'. Below the header is a search bar and a 'Back to Remittance Header' button. The main content area displays a table of remittance data. On the left, there is a sidebar with various menu items under categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. At the top right of the application window, there is a toolbar with icons for Home, Favorites, Print, and Tools. A large red arrow points upwards towards the Tools icon. The taskbar at the bottom of the screen shows several pinned icons, including File Explorer, Edge, and other productivity tools. The system tray indicates the date and time as 12/23/2019, 1:16 PM.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

HRIS-ePAccount

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019

View Remittance: All Employment Type: Casual Employees

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

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

1:17 PM 12/23/2019

http://192.168.6.49:35/cRemitLedgerGSIS

HRIS-ePAccount

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

ID NBR EMPLOYEE

ID NBR	EMPLOYEE
1016	ALIVIADO, ELADIO S. JR.

About Internet Explorer

Internet Explorer 11

Version: 11.914.17763.0
Update Versions: 11.0.165 (KB4530677)
Product ID: 00150-20000-00003-AA459
© 2015 Microsoft Corporation. All rights reserved.

SIF GS PS AMT GS AMT PS OVRD GS OVRD ACTION

SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

1:17 PM 12/23/2019

Rejected GSIS
Remittance



Step 1: Click other actions button to extract record to excel.

The screenshot shows the 'Remittance Ledger GSIS' application 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 area is titled 'Remittance Ledger GSIS' and contains search fields for 'Remit Nbr.' (01000023), 'Remittance Year' (2019), 'Remittance Month' (September), 'View Remittance' (All), 'Employment Type' (Casual Employees), 'Last Name Starts W/:' (A), 'Department' (--Select Department--), and a status indicator 'Status: NOT REMITTED'. A large red arrow points to a green button labeled 'Other Actions ▾'. Below this is a table with one row of data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

The bottom of the screen shows a taskbar with various icons and the system tray indicating the date and time (6:44 PM, 12/23/2019).

HRIS-ePAccount X + 192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search ...

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

+ ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

Action

- Upload Data
- Extract To Excel
- Rejected GSIS Remittance
- No GSIS Nbr In HRIS
- Not In Remittance Ledger

Next

Type here to search

2:01 PM 12/23/2019

Step 2: Click rejected GSIS remittance for you to check or uncheck and reject specific employee remittance.

The screenshot shows the HRIS-ePAccount software interface for the Remittance Ledger GSIS. On the left, there's a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled 'Remittance Ledger GSIS' and displays a table of remittance entries. One entry is shown in detail: ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, and GS AMT 328.16. To the right of the table is a 'Status' field showing 'NOT REMITTED'. Below the table is a 'Remittance Month' dropdown set to 'September'. A red arrow points to a context menu that has appeared over the table. The menu includes options like 'Upload Data', 'Extract To Excel', 'Rejected GSIS Remittance' (which is highlighted with a red box), and 'Not In Remittance Ledger'. At the bottom of the screen, there's a taskbar with icons for various Windows applications like File Explorer, Microsoft Edge, and FileZilla, along with system status indicators like battery level and signal strength. The date and time at the bottom right are 12/23/2019 2:01 PM.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	328.16

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

- 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 Ledger GSIS

Search

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Premium Grid Check Option

Define as rejected remittance

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	<input type="checkbox"/>

Save Action

Previous 1 Next

Type here to search

2:10 PM 12/23/2019

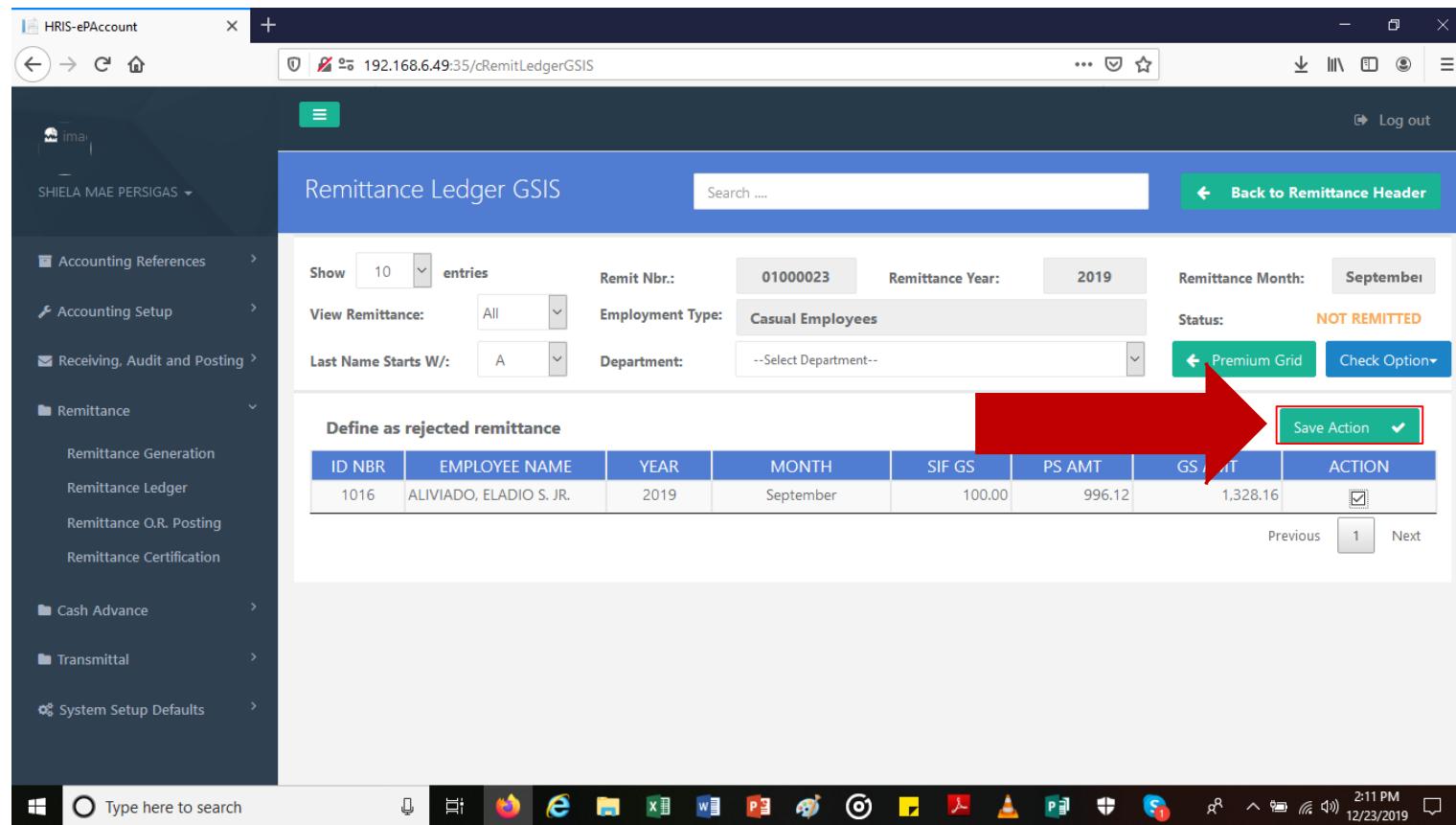
Step 3: Check or uncheck specific employee GSIS remittance to reject.

The screenshot shows the 'Remittance Ledger GSIS' page. On the left, a sidebar menu includes 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Remittance' (selected), 'Remittance Generation', 'Remittance Ledger', 'Remittance O.R. Posting', 'Remittance Certification', 'Cash Advance', 'Transmittal', and 'System Setup Defaults'. The main area displays a table titled 'Define as rejected remittance' with the following data:

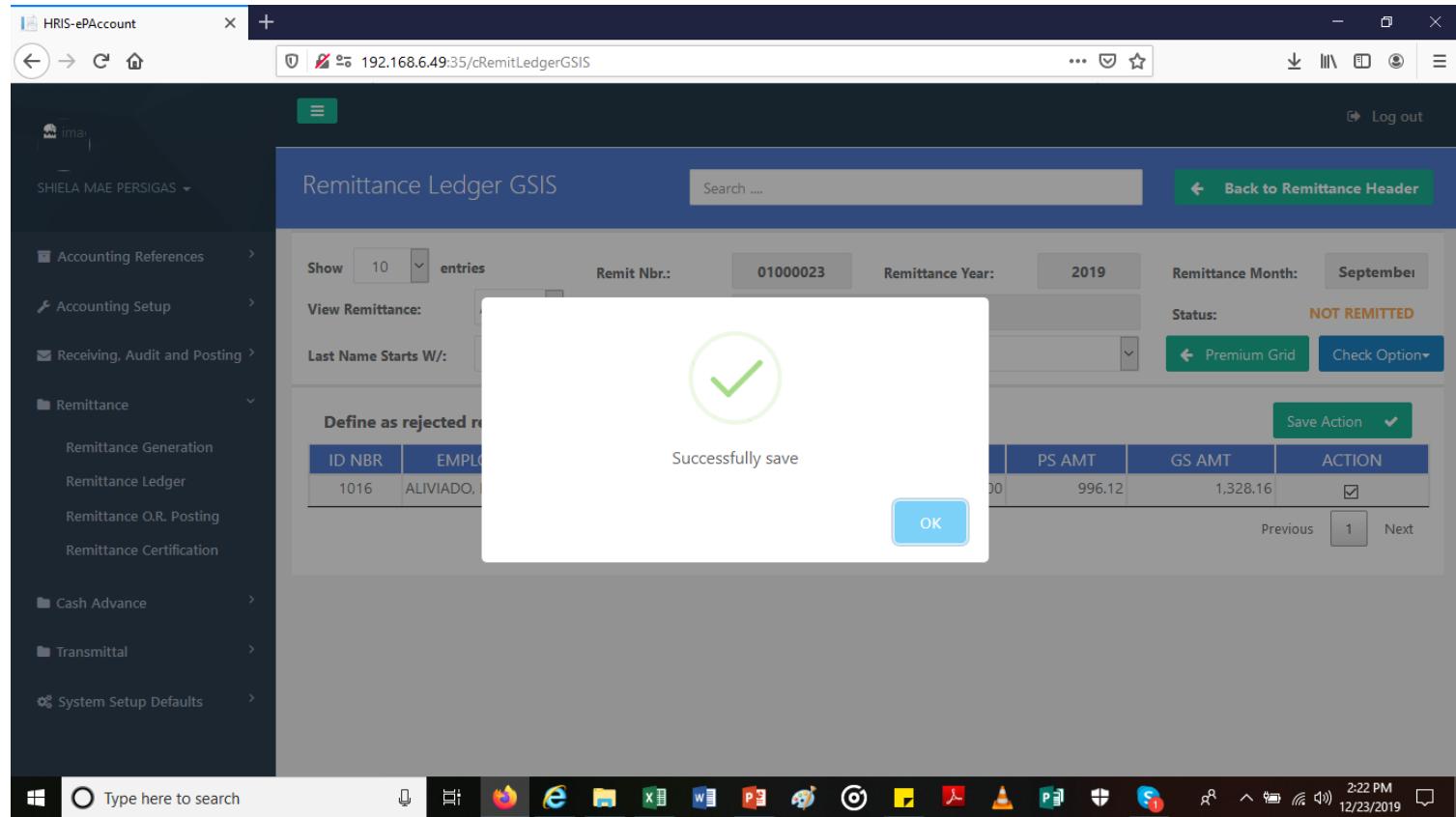
ID NBR	EMPLOYEE NAME	YEAR	MONTH	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	<input checked="" type="checkbox"/>

A large red arrow points from the right towards the 'ACTION' column of the table. A red box highlights the checkbox in the 'ACTION' column for the first row. A green 'Save Action' button is visible at the top right of the table area. The browser address bar shows '192.168.6.49:35/cRemitLedgerGSIS'. The taskbar at the bottom includes icons for File Explorer, Microsoft Edge, Word, Excel, and others, along with system status indicators like battery level and signal strength.

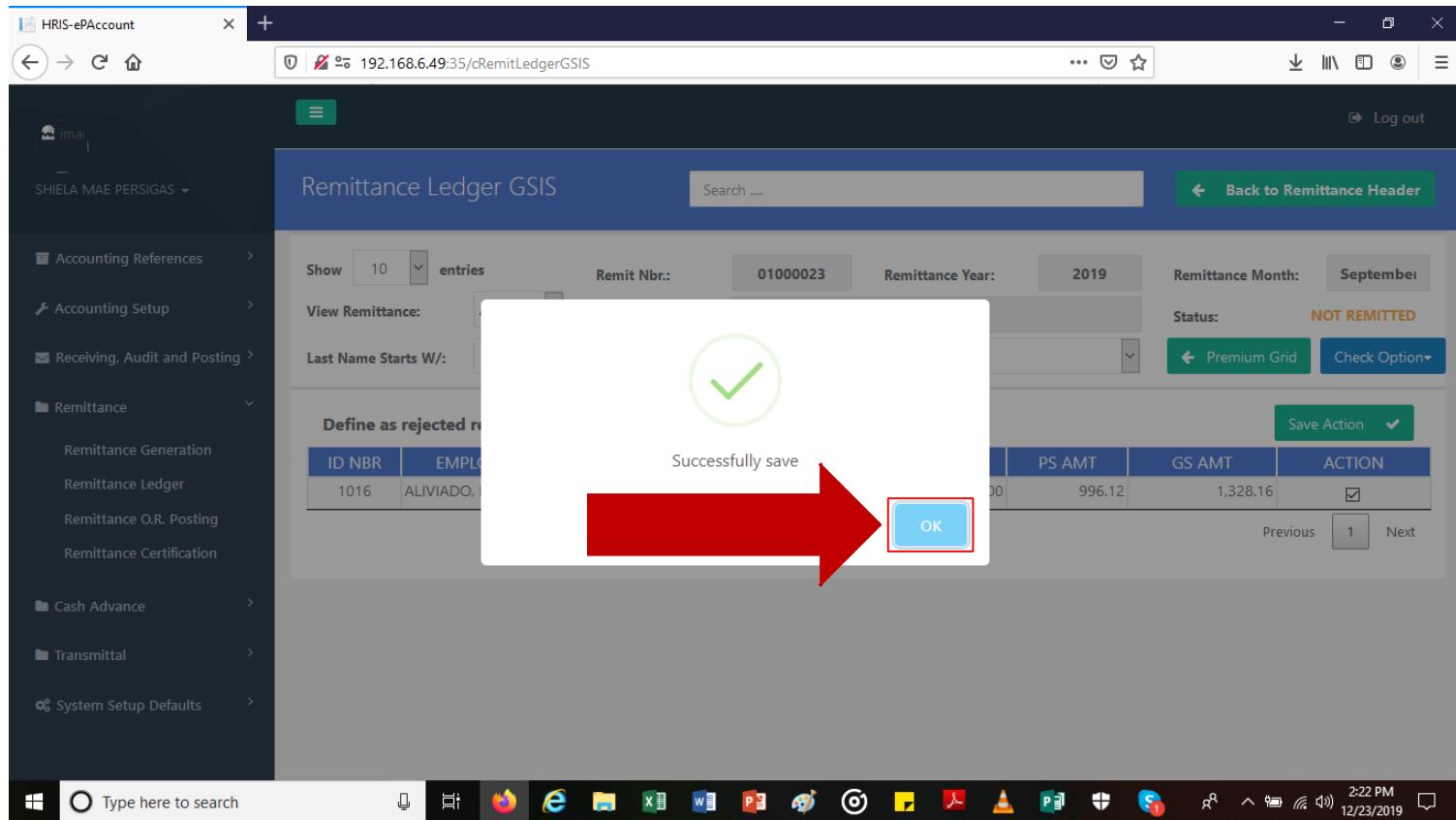
Step 4: Click save action button if you want to reject specific GSIS remittance.



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



Step 5: Click ok button to exit and go back in previous page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Premium Grid Check Option

Define as rejected remittance

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	<input checked="" type="checkbox"/>

Save Action ✓

Previous 1 Next

Type here to search

2:32 PM 12/23/2019

Step 6: Click check option button and select check all to reject all employee remittance at once.

The screenshot shows the 'Remittance Ledger GSIS' page. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has search and filter fields: Show 10 entries, Remit Nbr.: 01000023, Remittance Year: 2019, Remittance Month: September, View Remittance: All, Employment Type: Casual Employees, Last Name Starts W/: A, Department: --Select Department--. A large red arrow points to the 'Check Option' button, which is located next to a 'NOT REMITTED' status indicator. Below this is a table titled 'Define as rejected remittance' with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, ACTION. One row is shown: 1016, ALIVIADO, ELADIO S. JR., 2019, September, 100.00, 996.12, 1,328.16, with a checked checkbox in the ACTION column. At the bottom right of the table are 'Save Action' and checkmark buttons, and navigation links for Previous (1) and Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 2:32 PM on 12/23/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	<input checked="" type="checkbox"/>

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Premium Grid Check Option Check All Uncheck All

Define as rejected remittance

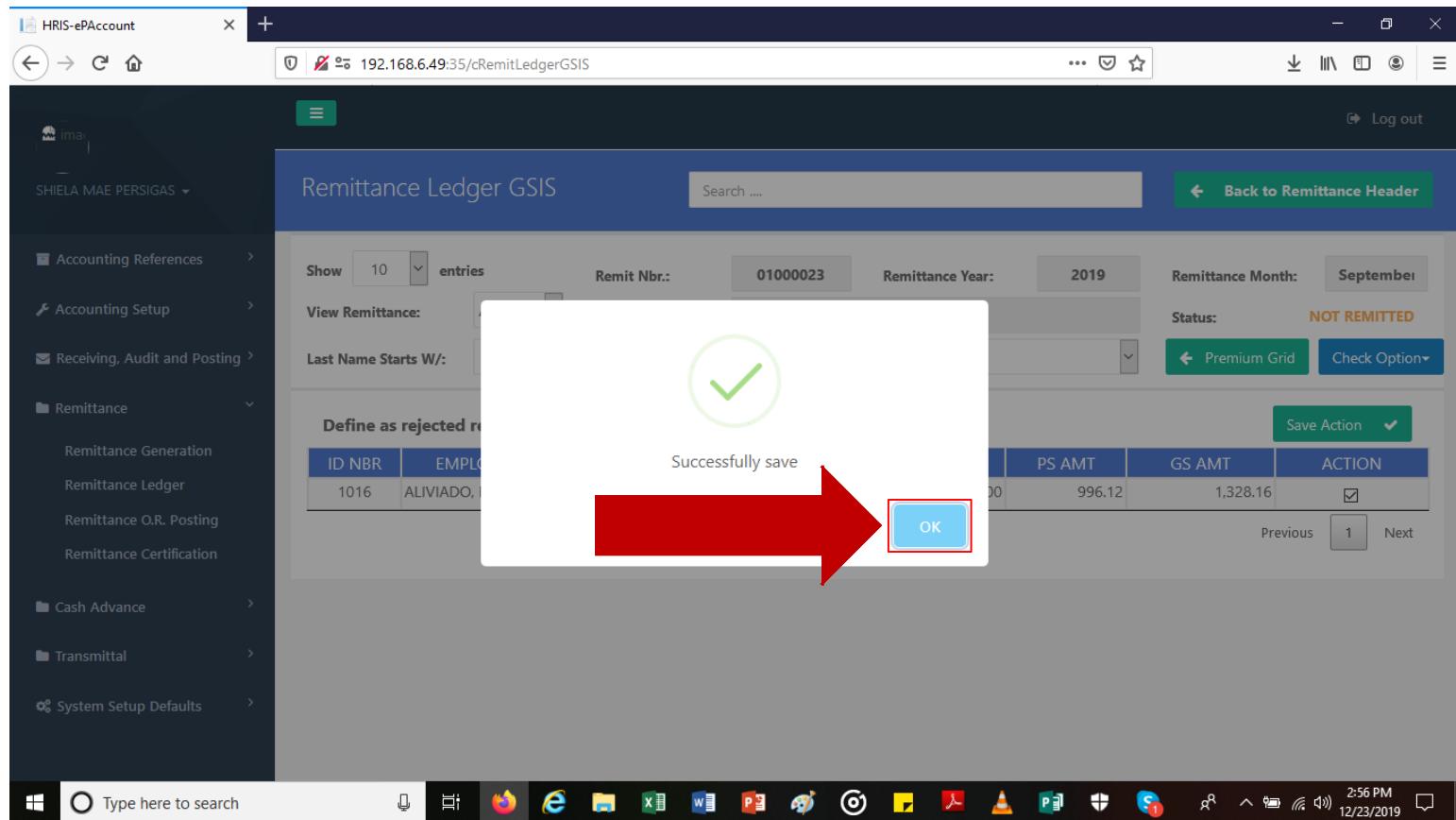
ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	<input checked="" type="checkbox"/>

Save Previous 1 Next

Type here to search

2:40 PM 12/23/2019

Step 7: Repeat step 4 and 5 to save all rejected employee remittance.

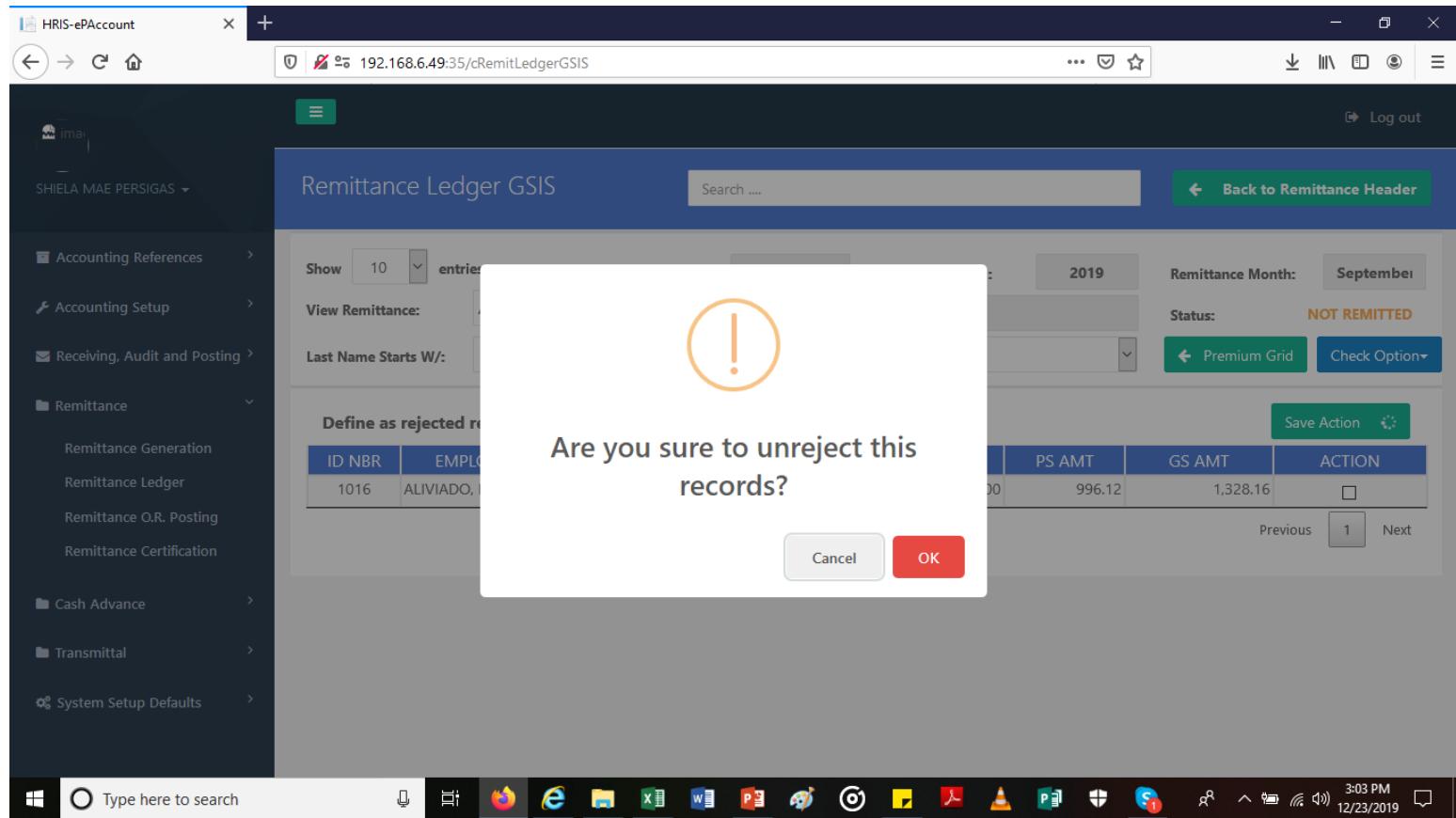


Step 8: If you want to uncheck all repeat **step 6**, select uncheck all to unreject all rejected remittance at once.

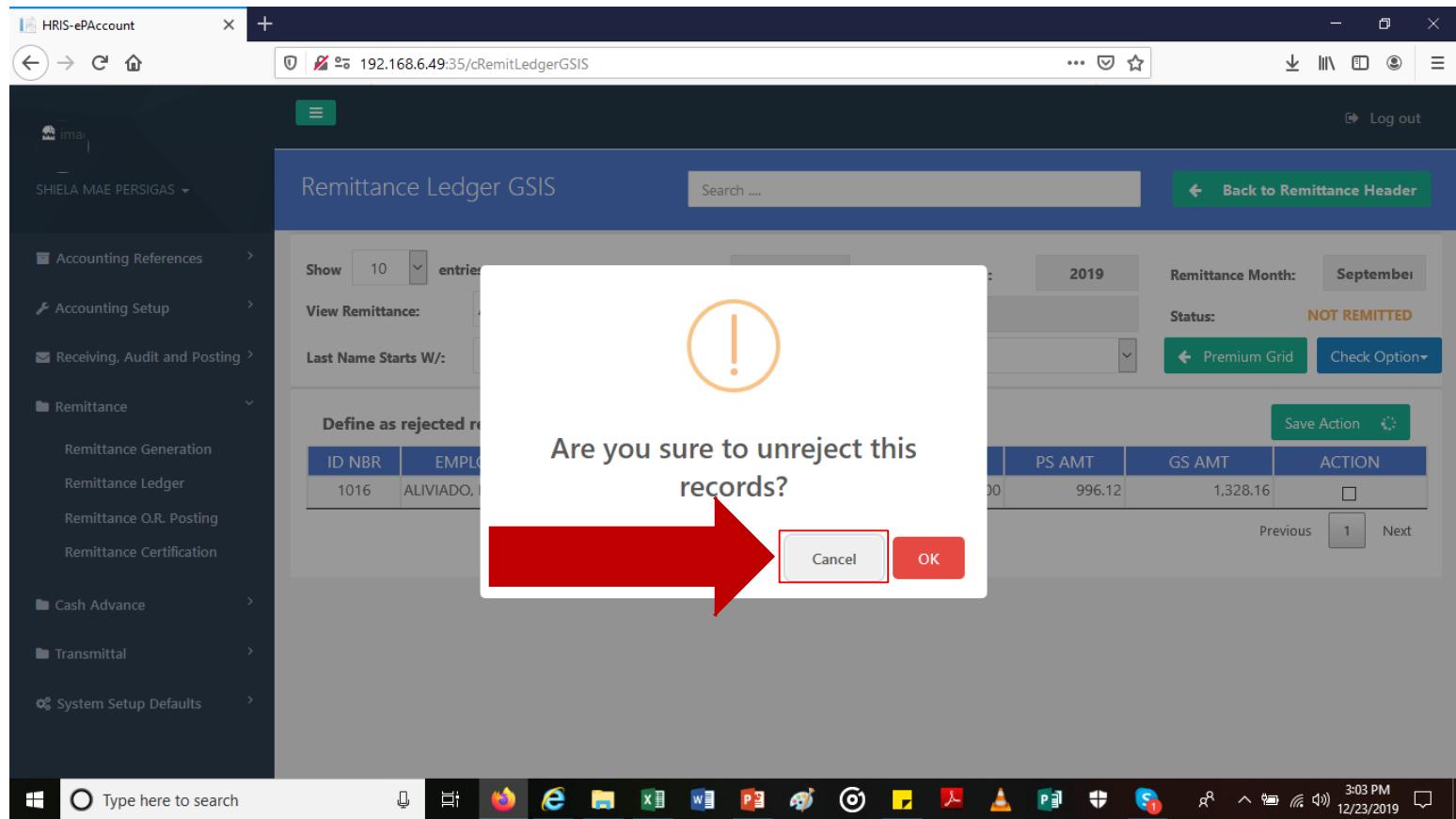
The screenshot shows the HRIS-ePAccount software interface for the Remittance Ledger GSIS module. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger GSIS". It features a search bar and filter options: Show 10 entries, Remit Nbr.: 01000023, Remittance Year: 2019, Remittance Month: September, View Remittance: All, Employment Type: Casual Employees, Status: NOT REMITTED, Last Name Starts W/: A, and Department: --Select Department--. Below these filters is a table titled "Define as rejected remittance" with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF, and ACTION. A single row is visible: ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., Year 2019, Month September, SIF 100.00, and ACTION with a checkbox. A large red arrow points from the left towards the "ACTION" column, specifically highlighting the checkbox in the first row. To the right of the table, there are buttons for "Premium Grid" and "Check Option". At the bottom right of the table, there are buttons for "Check All" and "Uncheck All". The status bar at the bottom shows "2:50 PM 12/23/2019".

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	<input type="checkbox"/>

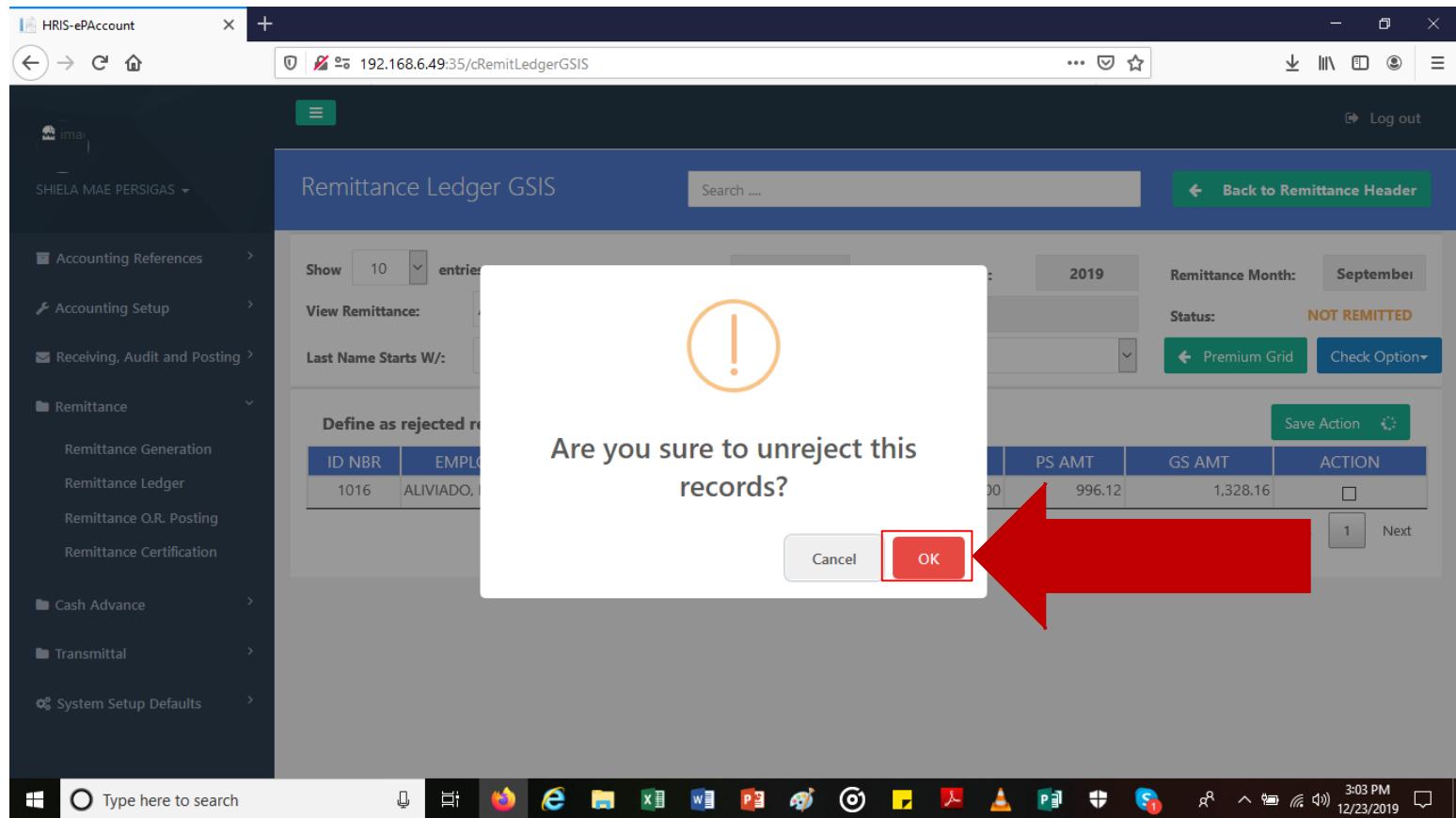
Step 9: Repeat step 4 to unreject all employee rejected remittance.



Step 10: Click **cancel button** if you want to cancel on not rejecting all selected employee GSIS remittance.



Step 11: Repeat step 8, click ok button to unreject all selected records.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Remittance Ledger GSIS

Search

Back to Remittance Header

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

Last Name Starts W/:

Define as rejected remittance

ID NBR EMPLOYEE NAME

ID NBR	EMPLOYEE NAME
1016	ALIVIADO,

Successfully save

OK

Save Action

PS AMT GS AMT ACTION

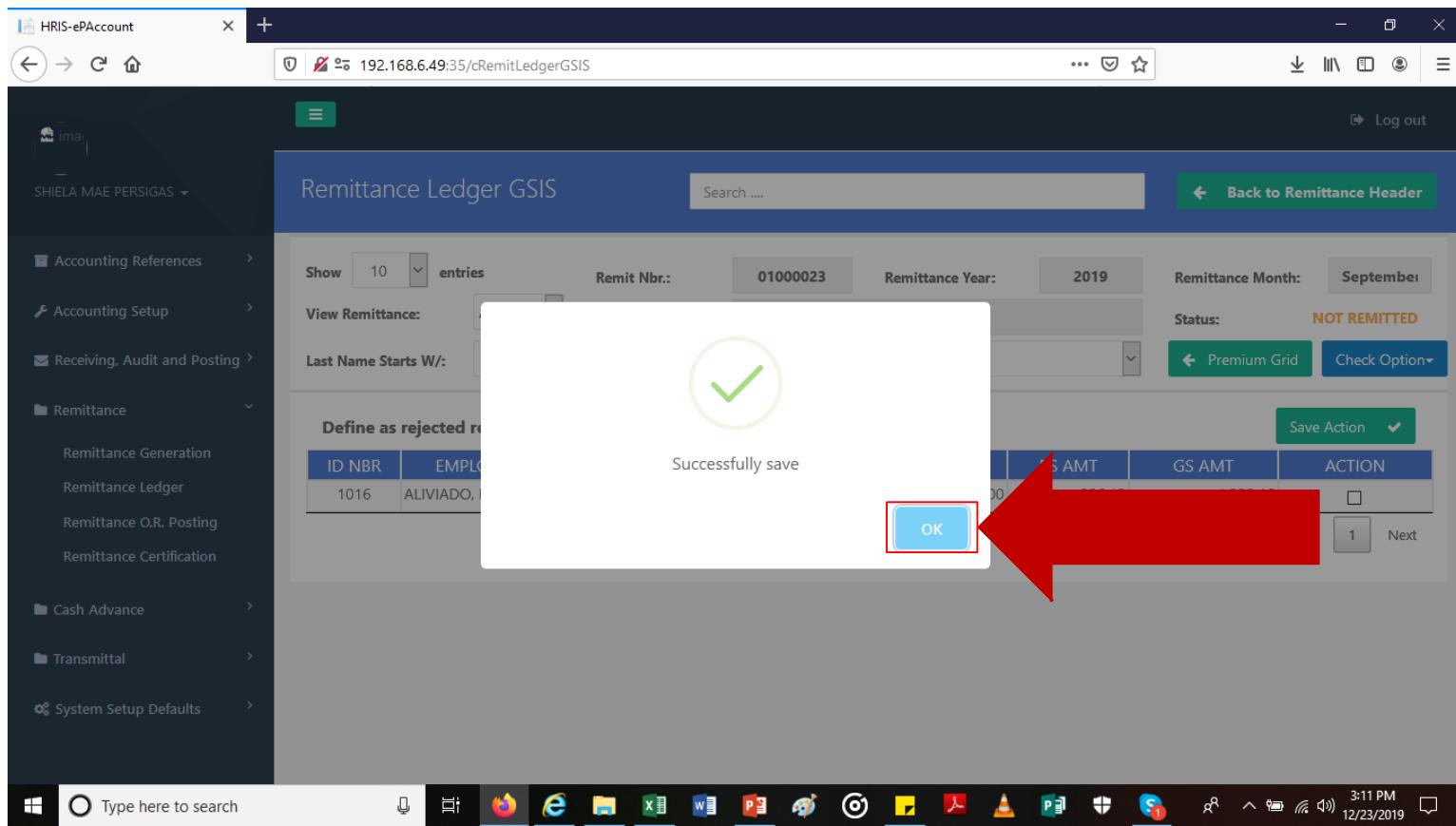
PS AMT	GS AMT	ACTION
996.12	1,328.16	<input type="checkbox"/>

Previous 1 Next

Type here to search

3:11 PM 12/23/2019

Step 12: Repeat step 5 to exit and go back in previous page.



HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerGSIS

Log out

Remittance Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Premium Grid Check Option

Define as rejected remittance

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	<input type="checkbox"/>

Save Action ✓

Previous 1 Next

Type here to search

3:26 PM 12/23/2019

The screenshot shows the HRIS-ePAccount Remittance Ledger GSIS module. The main title is 'Remittance Ledger GSIS'. At the top, there are search and navigation buttons. Below the title, there are filters for 'Show 10 entries', 'Remit Nbr.: 01000023', 'Remittance Year: 2019', 'Remittance Month: September', 'View Remittance: All', 'Employment Type: Casual Employees', 'Status: NOT REMITTED', 'Last Name Starts W/: A', and 'Department: --Select Department--'. There are two buttons at the bottom right: 'Premium Grid' and 'Check Option'. Below these filters, there is a section titled 'Define as rejected remittance' with a table. The table has columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, and ACTION. One row is shown: ID NBR 1016, EMPLOYEE NAME ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, and ACTION with a checkbox. At the bottom of the table, there are 'Save Action' and a checkmark button. Below the table, there are navigation buttons for 'Previous' (disabled), '1', and 'Next'. The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The bottom taskbar shows various application icons and the system clock (3:26 PM) and date (12/23/2019).

Step 13: Click premium grid button to go back in remittance ledger GSIS main grid.

The screenshot shows the 'Remittance Ledger GSIS' 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 blue header bar with search and back-to-header buttons. Below is a grid table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. A red arrow points to the 'Other Actions' button in the top right corner of the grid's header. The status bar at the bottom shows system icons and the date/time: 3:27 PM 12/23/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

Remittance Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

3:27 PM 12/23/2019



No GSIS Nbr
In HRIS



Note:

In **no GSIS nbr in HRIS** expected that all employee that has no GSIS number in HRIS will be shown in print preview. But if no record of **no GSIS nbr in HRIS** shown in its print preview meaning no lacking or problem in remittance if no data display in its print preview.

That if there's no display of record(s) in print preview remittance of specific employee remittance must not be remitted or remitted together with other employees having no remittance problem. There are instances that the employee has remittance but no record of GSIS nbr in HRIS.



Step 1: While on the main page of GSIS premiums employee remittance details **other actions button** main grid will be visible.

The screenshot shows the 'Remittance Ledger GSIS' page within the HRIS-ePAccount application. The left sidebar contains navigation links for 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 has a search bar and filter options: Show 10 entries, Remit Nbr.: 01000023, Remittance Year: 2019, Remittance Month: September, View Remittance: All, Employment Type: Casual Employees, Status: NOT REMITTED, Last Name Starts W/: A, Department: --Select Department--, and an 'Other Actions' button. Below these filters is a table with one row of data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

At the bottom of the table are navigation buttons: Previous, 1, and Next. The status bar at the bottom right shows the time as 6:46 PM and the date as 12/23/2019.

Step 2: Click other actions button to preview employees with no GSIS nbr in HRIS.

The screenshot shows the 'Remittance Ledger GSIS' page in the HRIS-ePAccount application. 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 main content area has a blue header with the title 'Remittance Ledger GSIS' and a search bar. Below the header are filter options: 'Show 10 entries', 'Remit Nbr.: 01000023', 'Remittance Year: 2019', 'Remittance Month: September', 'View Remittance: All', 'Employment Type: Casual Employee', 'Last Name Starts W/: A', 'Department: --Select', and 'Status: NOT REMITTED'. A large red arrow points to the 'Other Actions' button, which is highlighted with a red border. The main table displays one row of data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

At the bottom of the page, there are navigation buttons for 'Previous' and 'Next', and a page number '1'. The status bar at the bottom shows the date '12/23/2019' and time '6:48 PM'.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Other Actions ▾ ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

ACTION

- Upload Data
- Extract To Excel
- Rejected GSIS Remittance
- No GSIS Nbr In HRIS
- Not In Remittance Ledger

Next

Type here to search

6:49 PM 12/23/2019

Step 4: Click no GSIS Nbr in HRIS for you to view and print if there is.

The screenshot shows the Remittance Ledger GSIS page in the HRIS-ePAccount application. The main table displays a single record:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

A context menu is open over the last row, with a red arrow pointing to the "No GSIS Nbr in HRIS" option. The menu also includes other options like "Upload Data", "Extract To Excel", "Rejected GSIS Remittance", and "Not In Remittance Ledger".

Left sidebar navigation:

- 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

Top right buttons:

- Log out
- Back to Remittance Header
- Other Actions
- ADD
- ACTION (with checkboxes)
- Next

Bottom taskbar:

- Type here to search
- Windows Start button
- Icons for various Windows applications (File Explorer, Edge, Word, Excel, etc.)
- Network and system status icons
- 6:50 PM 12/23/2019

HRIS-ePAccount

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

Log out

Print Preview

Back

SHIELA MAE PERSIGAS

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

Transferring data from 192.168.6.49...

Type here to search

6:51 PM 12/23/2019

HRIS-ePAccount

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

Log out

Print Preview

Back

SHEILA MAE PERSIGAS

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

NO DATA FOUND!

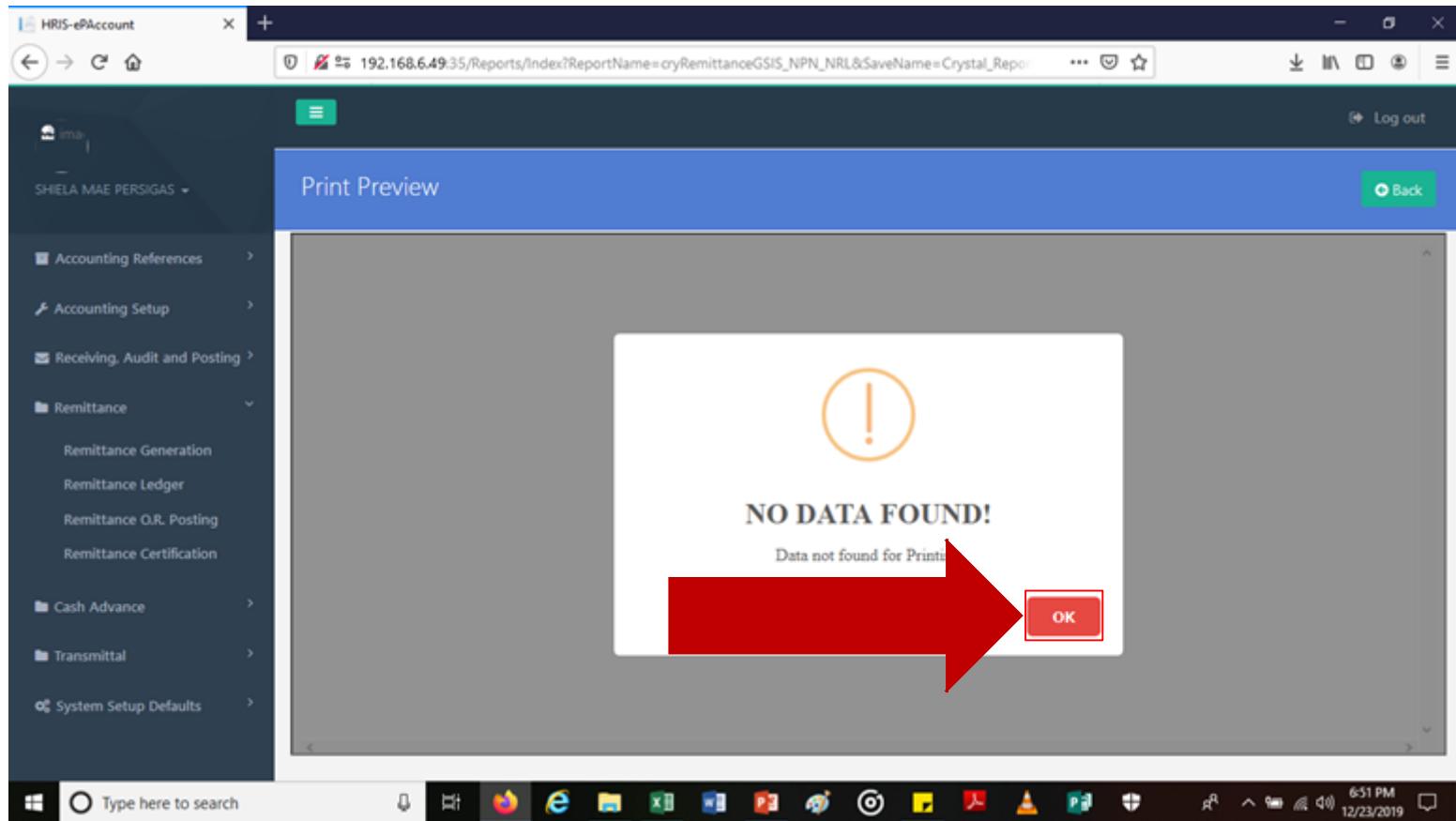
Data not found for Printing

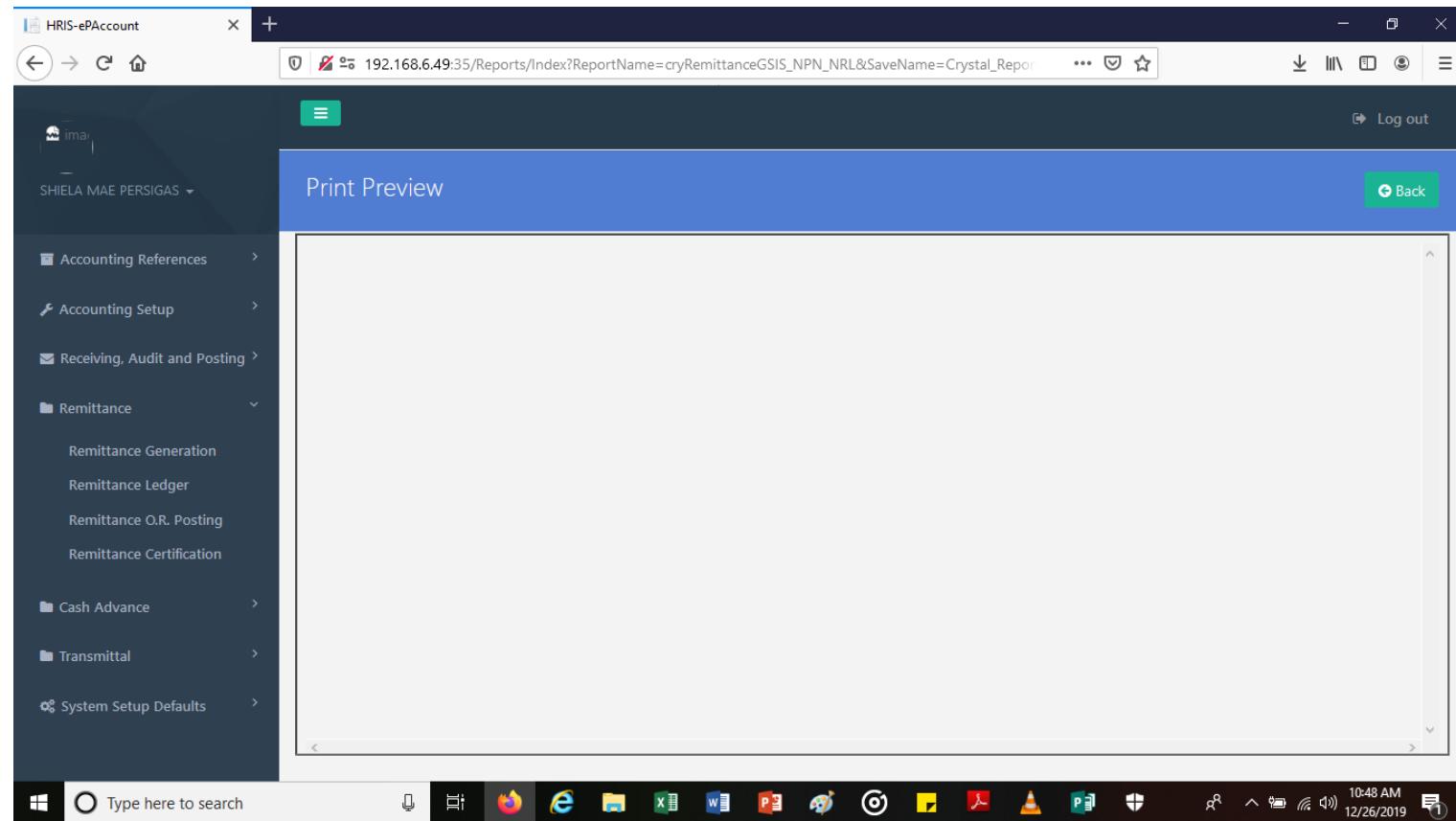
OK

Type here to search

6:51 PM
12/23/2019

Step 5: Click ok button to go back in previous page.



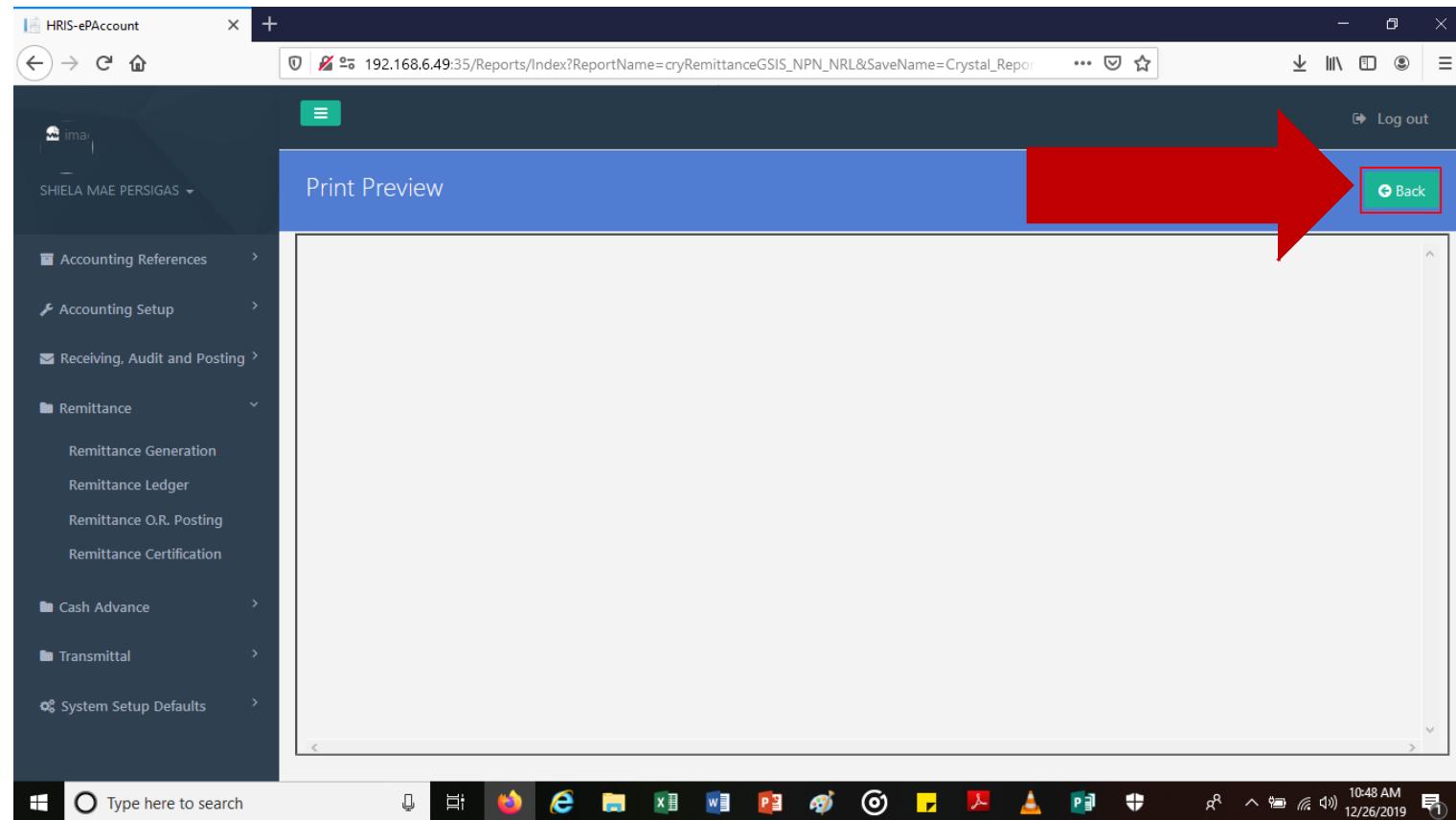


Note:

If no display of record(s) in print preview remittance of specific employee, remittance must not be remitted or remitted together with other employees having no remittance problem. There are instances that the employee has remittance but no record of GSIS nbr in HRIS.



Step 6: Click back button to go back in previous page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Show 10 entries

Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status:

Last Name Starts W/: A Department: Select Department Other Actions ADD

ID NBR	EMPLOYEE N	MONTH	SIF GS	PS AMT	GS AMT	PS OV RD	GS OV RD	ACTION

Initializing data

Type here to search

10:52 AM 12/26/2019

Remittance Ledger GSIS

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Search

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

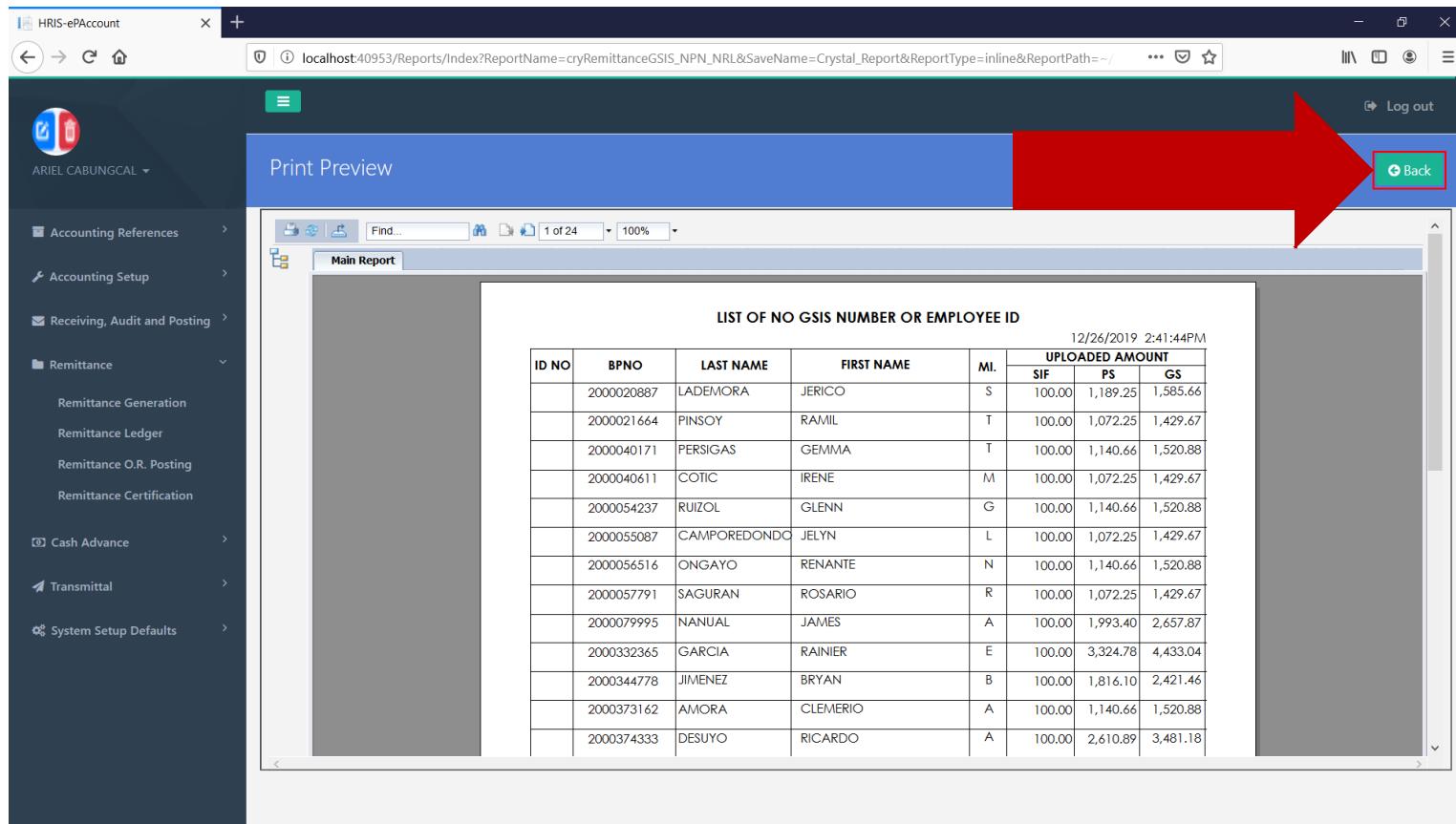
View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

Previous 1 Next

Note: If ever there is/are record of employee having **no GSIS nbr.** in **HRIS** expected that in its print preview page list of employee will be shown.

Step 7: If in list of record is displayed in print preview, repeat **step 6** to continue.



The screenshot shows a software interface for HRIS-ePAccount. On the left is a navigation sidebar with various menu 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 area is titled 'Print Preview' and contains a report titled 'Main Report'. The report has a header 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID' and a timestamp '12/26/2019 2:41:44PM'. It features a table with columns: ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts for SIF, PS, and GS. The table lists 15 records. A large red arrow points from the text above to the 'Back' button in the top right corner of the print preview window.

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICOM		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMENTE		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

Step 8: Repeat step 4 if you want to continue.

The screenshot shows a web-based application window titled "HRIS-ePAccount". 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 "Print Preview" and displays a "Main Report" titled "LIST OF NO GSIS NUMBER OR EMPLOYEE ID" dated 12/26/2019 2:41:44PM. The report lists 12 employees with their details and uploaded amounts:

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
	2000020887	LADEMORA	JERIC	S	100.00	1,189.25	1,585.66
	2000021664	PINSOY	RAMIL	T	100.00	1,072.25	1,429.67
	2000040171	PERSIGAS	GEMMA	T	100.00	1,140.66	1,520.88
	2000040611	COTIC	IRENE	M	100.00	1,072.25	1,429.67
	2000054237	RUIZOL	GLENN	G	100.00	1,140.66	1,520.88
	2000055087	CAMPOREDONDO	JELYN	L	100.00	1,072.25	1,429.67
	2000056516	ONGAYO	RENANTE	N	100.00	1,140.66	1,520.88
	2000057791	SAGURAN	ROSARIO	R	100.00	1,072.25	1,429.67
	2000079995	NANUAL	JAMES	A	100.00	1,993.40	2,657.87
	2000332365	GARCIA	RAINIER	E	100.00	3,324.78	4,433.04
	2000344778	JIMENEZ	BRYAN	B	100.00	1,816.10	2,421.46
	2000373162	AMORA	CLEMERIO	A	100.00	1,140.66	1,520.88
	2000374333	DESUYO	RICARDO	A	100.00	2,610.89	3,481.18

Step 9: Click export icon to export data.

The screenshot shows a software interface for HRIS-ePAccount. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled 'Print Preview' and displays a report titled 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID' from 12/26/2019 at 2:41:44PM. The report lists 15 employees with their ID numbers, BPNO, last names, first names, and uploaded amounts (SIF, PS, GS). Above the report table is a toolbar with several icons, including one that looks like a person (the export icon). A large red arrow points upwards towards this export icon. The top of the screen shows a browser-like header with the URL 'localhost:40953/Reports/Index?ReportName=...'. On the far right, there are standard window control buttons (Minimize, Maximize, Close) and a 'Log out' link.

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

HRIS-ePAccount

localhost:40953/Reports/Index?ReportName=cryRemittanceGSIS_NPN_NRL&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/

Log out

Print Preview

Main Report

LIST OF NO GSIS NUMBER OR EMPLOYEE ID

12/26/2019 2:41:44PM

ID NO	BPNO	LAST NAME	FIRST NAME	MI	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIK				1,140.66	1,520.88	
2000040611	COTIC				1,072.25	1,429.67	
2000054237	RUIZ				1,140.66	1,520.88	
2000055087	CAMI				1,072.25	1,429.67	
2000056516	ONG				1,140.66	1,520.88	
2000057791	SAGU				1,072.25	1,429.67	
2000079995	NANU				1,993.40	2,657.87	
2000332365	GARC				3,324.78	4,433.04	
2000344778	JIMEN				1,816.10	2,421.46	
2000373162	AMO				1,140.66	1,520.88	
2000374333	DESU				2,610.89	3,481.18	

Export

File Format: Crystal Reports (RPT)

Page Range:

All Pages

Select Pages

From: _____

To: _____

Export

Note:

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

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



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

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

Print Preview

Main Report

LIST OF

ID NO	BPNO	LAST NAME
2000020887		LADEMORA
2000021664	PINSOY	
2000040171	PERSIK	
2000040611	COTIK	
2000054237	RUIZC	
2000055087	CAMI	
2000056516	ONG	
2000057791	SAGU	
2000079995	NANU	
2000332365	GARC	
2000344778	JIMEN	
2000373162	AMOR	
2000374333	DESU	

Crystal Reports (RPT)

PDF

Microsoft Excel (97-2003)

Microsoft Excel (97-2003) Data-Only

Microsoft Excel Workbook Data-only

Microsoft Word (97-2003)

Microsoft Word (97-2003) - Editable

Rich Text Format (RTF)

Character Separated Values (CSV)

XML

Page Range:

All Pages

Select Pages

From: _____

To: _____

Export

UPLOADED AMOUNT		
SIF	PS	GS
100.00	1,189.25	1,585.66
100.00	1,072.25	1,429.67
	1,140.66	1,520.88
	1,072.25	1,429.67
	1,140.66	1,520.88
	1,072.25	1,429.67
	1,140.66	1,520.88
	1,072.25	1,429.67
	1,993.40	2,657.87
	3,324.78	4,433.04
	1,816.10	2,421.46
	1,140.66	1,520.88
	2,610.89	3,481.18

Step 11: Click **export button** in order to print and download the selected file.

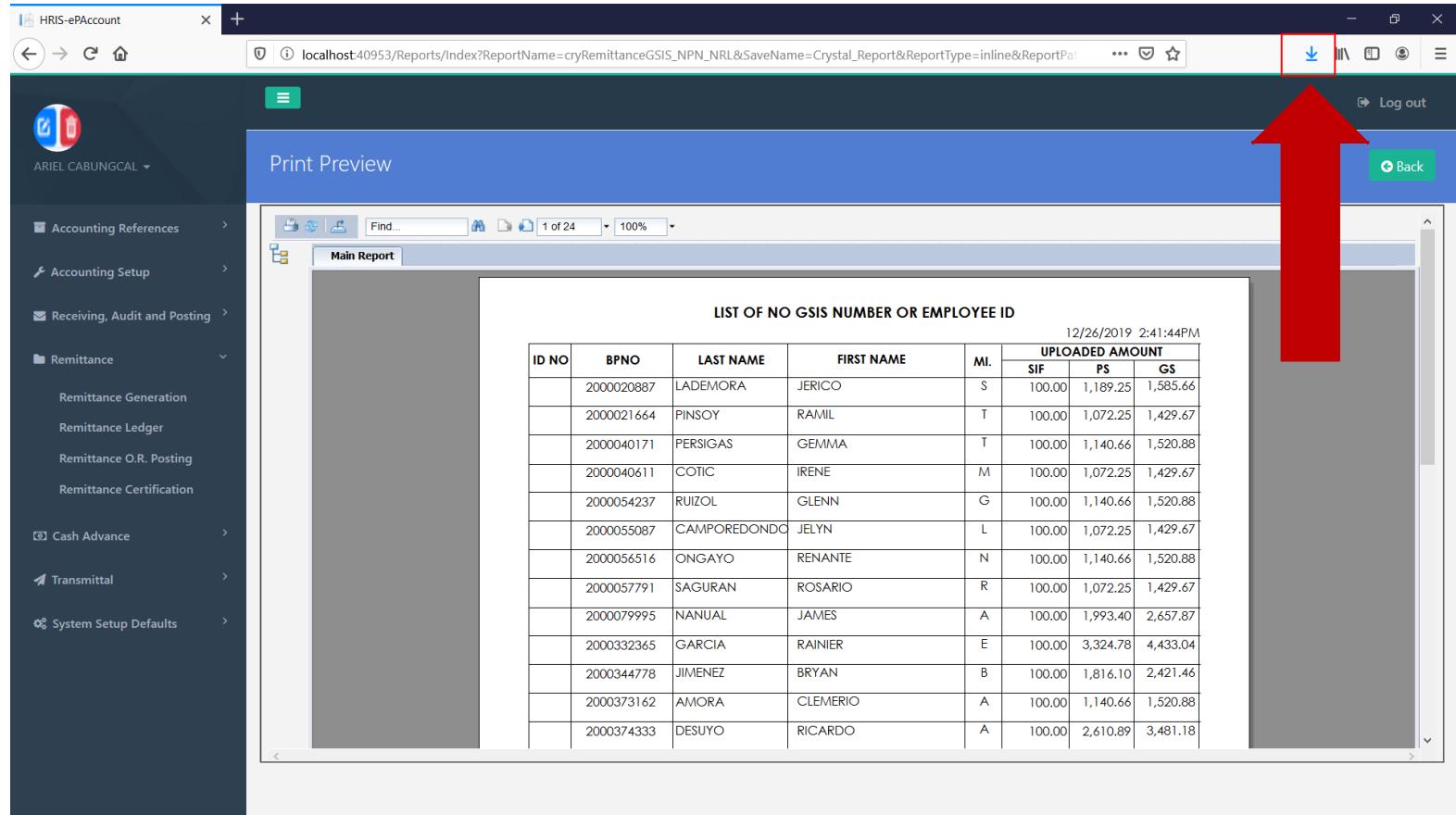
The screenshot shows a software interface for HRIS-eAccount. On the left is a sidebar with various menu items under categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area displays a 'Print Preview' window titled 'Main Report'. Inside the preview, there is a table titled 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID' with columns for ID NO, BPNO, LAST NAME, FIRST NAME, M., and uploaded amounts for SIF, PS, and GS. A modal dialog box is overlaid on the preview, titled 'Export'. It contains a dropdown for 'File Format' set to 'PDF', a section for 'Page Range' with 'All Pages' selected, and two input fields for 'From:' and 'To:'. A large red arrow points from the bottom right towards the 'Export' button in the dialog box.

ID NO	BPNO	LAST NAME	FIRST NAME	M.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERIC	O	S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSH					1,140.66	1,520.88
2000040611	COTIK					1,072.25	1,429.67
2000054237	RUIZC					1,140.66	1,520.88
2000055087	CAMI					1,072.25	1,429.67
2000056516	ONG					1,140.66	1,520.88
2000057791	SAGU					1,072.25	1,429.67
2000079995	NANE					1,993.40	2,657.87
2000332365	GARK					3,324.78	4,433.04
2000344778	JIMER					1,816.10	2,421.46
2000373162	AN					1,140.66	1,520.88
2000374333	DE					2,610.89	3,481.18

Note:

If you click **export 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 application interface. On the left is a navigation sidebar with various menu 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 area displays a 'Print Preview' of a report titled 'Main Report'. The report title is 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID'. It includes a timestamp '12/26/2019 2:41:44PM'. The data is presented in a table with columns: ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts for SIF, PS, and GS. The table contains 15 rows of employee data. A red arrow points upwards from the bottom right towards the download icon in the browser's top right corner, which is highlighted with a red box.

ID NO	BPNO	LAST NAME	FIRST NAME	MI	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMENTE		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

HRIS-eAccount

localhost:40953/Reports/Index?ReportName=cryRemittanceGSIS_NPN_NRL&SaveName=Crystal_Report&ReportType=Inline&ReportPal

Print Preview

Main Report

LIST OF NO GSIS NUMBER OR EMPLOYEE ID

12/26/2019 2:41:44PM

ID NO	BPNO	LAST NAME	FIRST NAME	M.I.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000323265	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

Log out

Back

crvPrint(2).pdf
Open File

crvPrint(1).pdf
Completed — 109 KB

Show All Downloads

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

The screenshot shows a software interface titled "HRIS-eAccount". On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area displays a "Print Preview" of a report titled "Main Report" with the sub-section "LIST OF NO GSIS NUMBER OR EMPLOYEE ID". The report lists 14 employees with their details and uploaded amounts. A red box highlights a download option for "crvPrint(2).pdf".

ID NO	BPNO	LAST NAME	FIRST NAME	M.I.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

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

The screenshot shows a web application interface for HRIS-eAccount. On the left is a sidebar with navigation links: 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 "Print Preview" and displays a "Main Report" titled "LIST OF NO GSIS NUMBER OR EMPLOYEE ID". The report lists 12 rows of data with columns: ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts for SIF, PS, and GS. The date and time at the top right of the report are 12/26/2019 2:41:44PM. A red arrow points to a download dialog box in the top right corner, which contains two entries: "crvPrint(2).pdf Open File" and "crvPrint(1).pdf Completed — 109 KB".

ID NO	BPNO	LAST NAME	FIRST NAME	MI	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88
2000374333	DESUYO	RICARDO		A	100.00	2,610.89	3,481.18

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

crvPrint(2).pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools crvPrint(2).pdf x

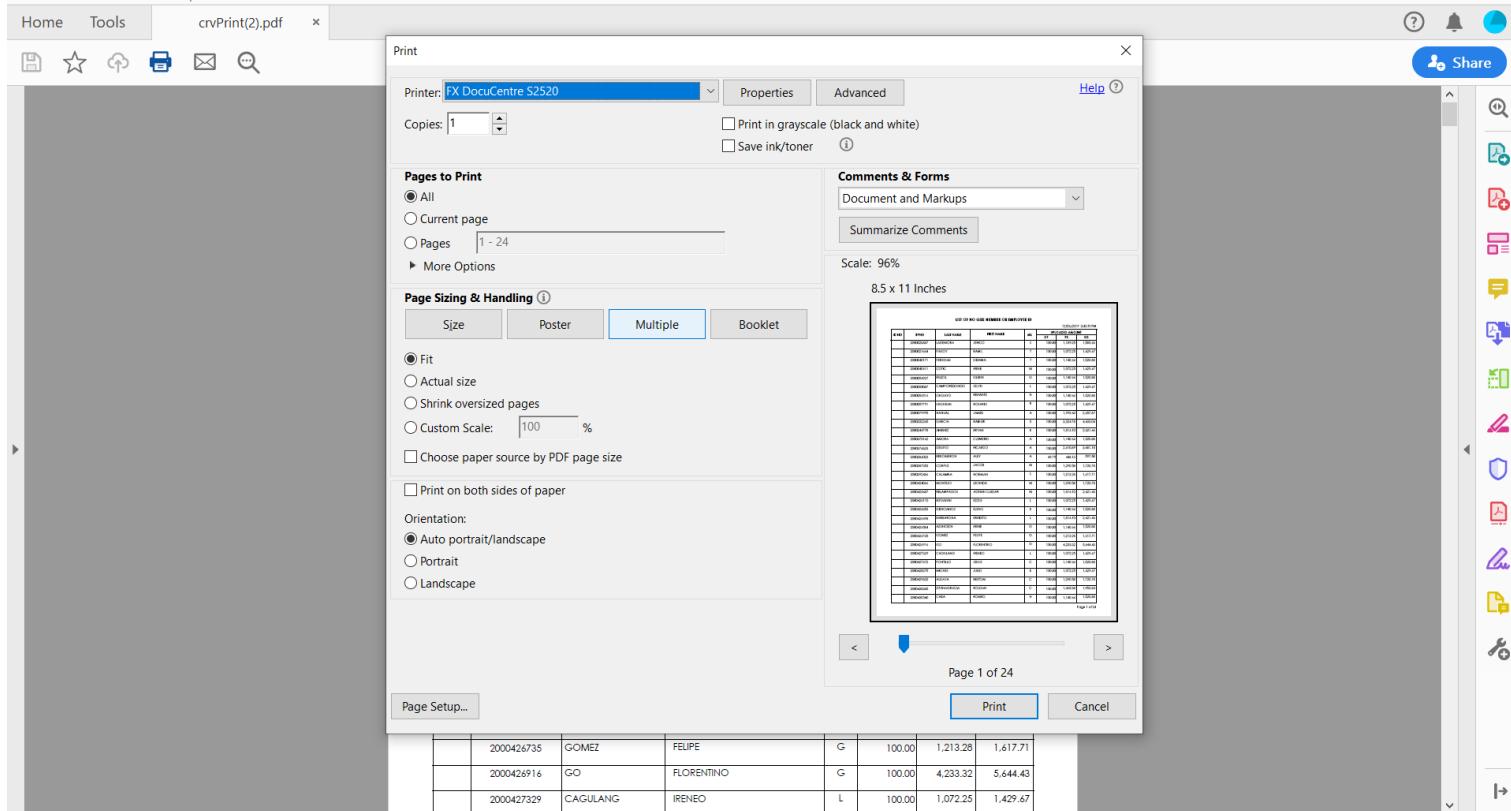
Share

PRINT

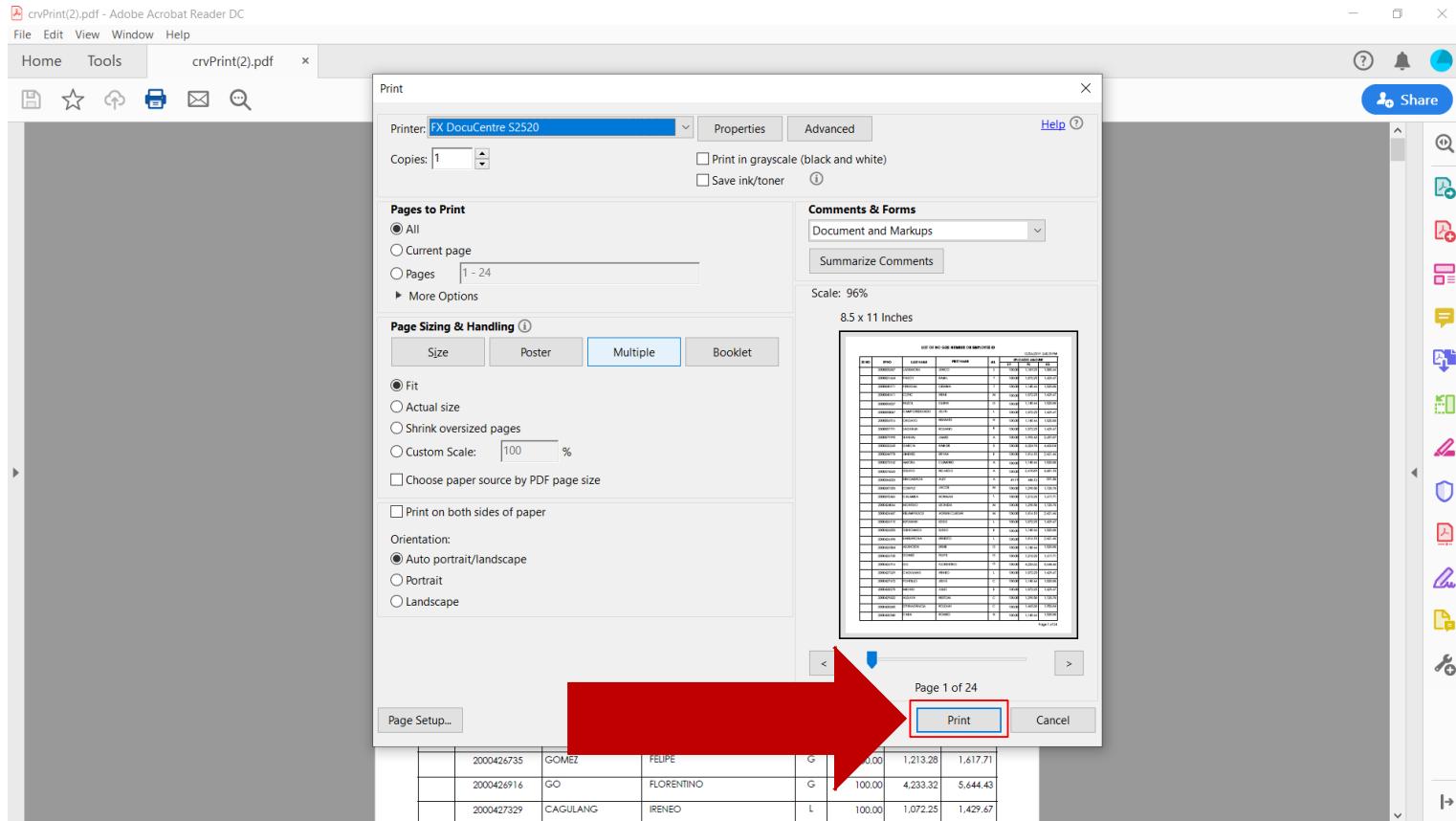
LIST OF NO GSIS NUMBER OR EMPLOYEE ID

12/26/2019 2:42:51PM

ID NO	BPNO	LAST NAME	FIRST NAME	M.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.44
2000021664	PINSOY	RAML		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000323265	GARCIA	RAINER		E	100.00	3,324.75	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMENTIO		A	100.00	1,140.66	1,520.88
2000374333	DESYUO	RICARDO		A	100.00	2,610.89	3,481.18
2000384023	RENOMERON	ALEY		A	49.79	448.13	597.50
2000387353	CORPUZ	JACOB		M	100.00	1,290.58	1,720.78
2000392486	CALAMBA	NORMAN		L	100.00	1,213.28	1,617.71
2000424066	MONTEJO	LEONIDA		M	100.00	1,290.58	1,720.78
2000424687	RELAMPAGOS	ADRIAN CAESAR		M	100.00	1,816.10	2,421.46
2000426110	BUTAWAN	EDDIE		L	100.00	1,072.25	1,429.67
2000426353	GENCIANOS	ELENO		B	100.00	1,140.66	1,520.88
2000426498	BARBARONA	ERNESTO		L	100.00	1,816.10	2,421.46
2000426584	ASUNCION	ERNIE		G	100.00	1,140.66	1,520.88
2000426735	GOMEZ	ELIJAH		G	100.00	1,213.28	1,617.71
2000426916	GO	FLORENTINO		G	100.00	4,233.32	5,644.43
2000427329	CAGULANG	IRENEO		L	100.00	1,072.25	1,429.67



Step 16: Click print button for you to print file.



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

The screenshot shows a web-based accounting application interface. On the left is a sidebar 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 area is titled "Print Preview" and contains a report titled "Main Report". The report header includes the date "12/26/2019 2:35:08PM". The table has columns for ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts (SIF, PS, GS). The data in the table is as follows:

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSCY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88

At the bottom of the print preview window, a dialog box asks "Do you want to open or save crvPrint.pdf (109 KB) from localhost?". The options are Open, Save, and Cancel.

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

The screenshot shows the HRIS-eAccount application interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Print Preview" and contains a "Main Report" section. The report title is "LIST OF NO GSIS NUMBER OR EMPLOYEE ID" and the date is "12/26/2019 2:35:08PM". It displays a table of data with columns: ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amount (SIF, PS, GS). A red arrow points to the "Cancel" button at the bottom of the preview window, which is part of a dialog box asking if the user wants to open or save a PDF file named "crvPrint.pdf".

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	429.67
2000079995	NANUAL	JAMES		A	100.00	1,140.66	557.87
2000332365	GARCIA	RAINIER		E	100.00	3,300.00	433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,140.66	421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	520.88

Do you want to open or save **crvPrint.pdf** (109 KB) from **localhost**? Cancel Open Save

Step 18: Repeat step 9, 10 and 11 if you want to continue.

The screenshot shows a software interface for HRIS-ePAccount. On the left is a sidebar with various menu items under categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled 'Print Preview' and contains a report titled 'Main Report'. The report has a header 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID' and a timestamp '12/26/2019 2:35:08PM'. Below the header is a table with the following data:

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88

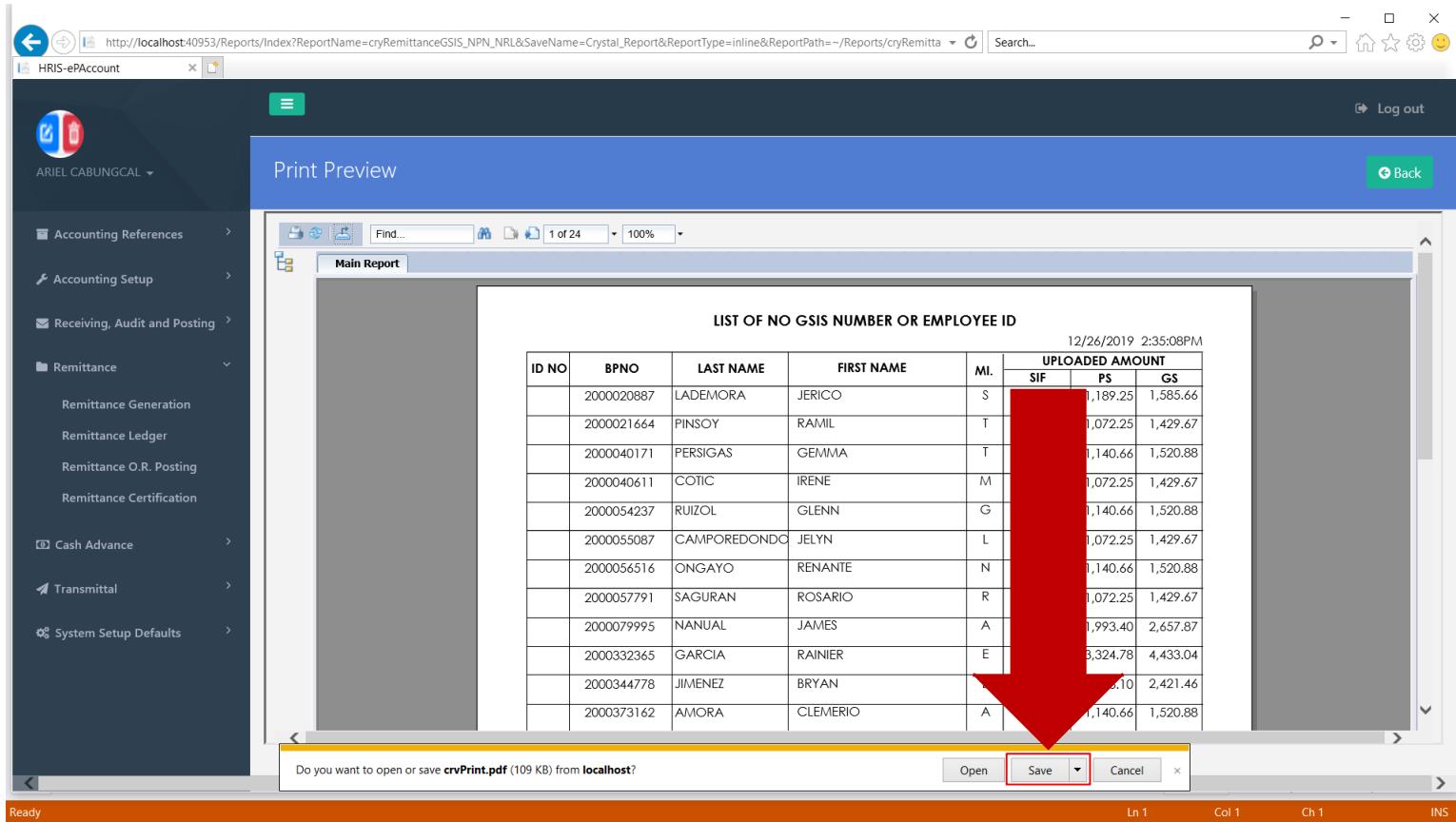
At the bottom of the print preview window, there is a message: 'Do you want to open or save crvPrint.pdf (109 KB) from localhost?' with options 'Open', 'Save', 'Cancel', and 'x'.

Note:

If it happens that you click **open button** without saving first the exported file expected that record will not be save. And you need to repeat again **step 9, 10** and **11** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.



Step 19: Click save button if you want to save the exported file.



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

The screenshot shows a software interface for HRIS-ePAccount. On the left is a sidebar menu with various accounting and remittance-related options. The main area is titled 'Print Preview' and displays a report titled 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID'. The report lists 12 entries with columns for ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts (SIF, PS, GS). At the bottom of the preview window, it says 'The crvPrint.pdf download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'. The status bar at the bottom indicates the document is ready.

ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000323265	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMENTINO		A	100.00	1,140.66	1,520.88

Step 20: If you want to continue click **open button** to open the downloaded file.

The screenshot shows the HRIS-ePAccount application interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (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 'Print Preview' and contains a report titled 'Main Report'. The report header includes the date '12/26/2019 2:35:08PM'. Below the header is a table titled 'LIST OF NO GSIS NUMBER OR EMPLOYEE ID' with columns for ID NO, BPNO, LAST NAME, FIRST NAME, MI, and uploaded amounts for SIF, PS, and GS. The table lists 12 rows of data. At the bottom of the preview window, a message says 'The crvPrint.pdf download has completed.' and there are buttons for 'Open', 'Open folder', and 'View downloads'. A large red arrow points to the 'Open' button. The status bar at the bottom shows 'Ready', 'Ln 1', 'Col 1', 'Ch 1', and 'INS'.

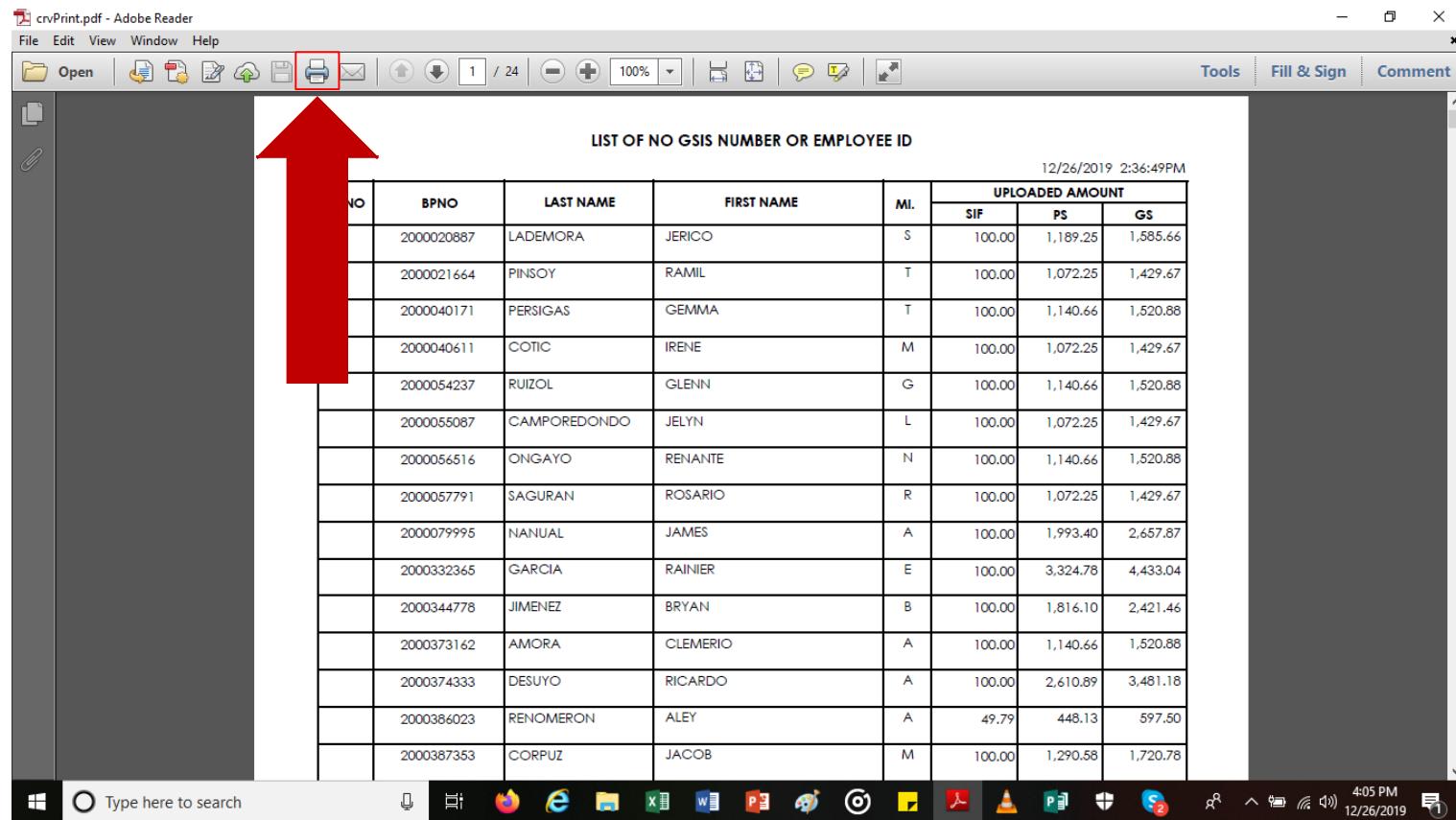
ID NO	BPNO	LAST NAME	FIRST NAME	MI.	UPLOADED AMOUNT		
					SIF	PS	GS
2000020887	LADEMORA	JERICO		S	100.00	1,189.25	1,585.66
2000021664	PINSOY	RAMIL		T	100.00	1,072.25	1,429.67
2000040171	PERSIGAS	GEMMA		T	100.00	1,140.66	1,520.88
2000040611	COTIC	IRENE		M	100.00	1,072.25	1,429.67
2000054237	RUIZOL	GLENN		G	100.00	1,140.66	1,520.88
2000055087	CAMPOREDONDO	JELYN		L	100.00	1,072.25	1,429.67
2000056516	ONGAYO	RENANTE		N	100.00	1,140.66	1,520.88
2000057791	SAGURAN	ROSARIO		R	100.00	1,072.25	1,429.67
2000079995	NANUAL	JAMES		A	100.00	1,993.40	2,657.87
2000332365	GARCIA	RAINIER		E	100.00	3,324.78	4,433.04
2000344778	JIMENEZ	BRYAN		B	100.00	1,816.10	2,421.46
2000373162	AMORA	CLEMERIO		A	100.00	1,140.66	1,520.88

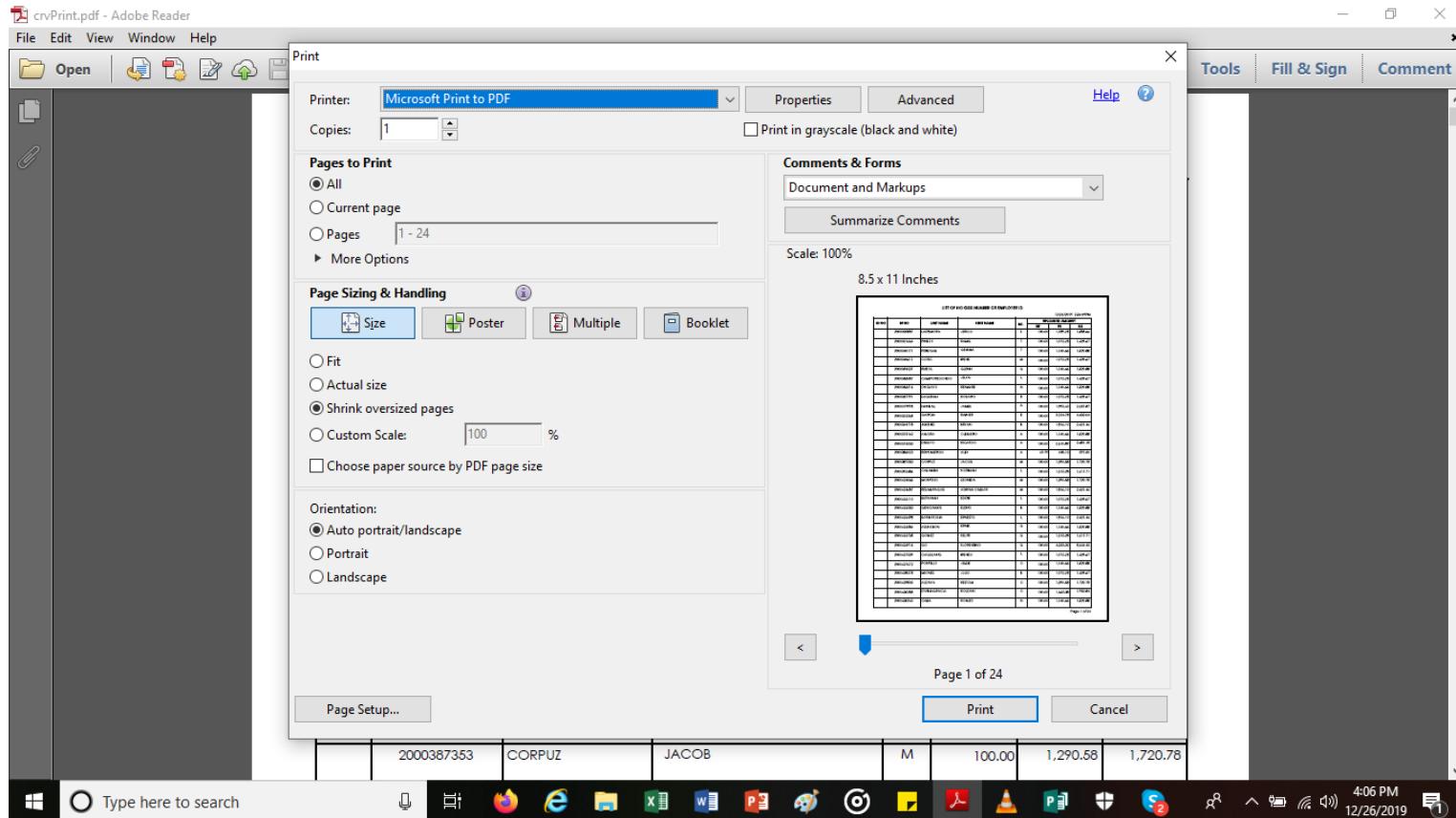
Note: If you click **open button** expected that file will automatically open in pdf file format.

The screenshot shows a Windows desktop environment with a PDF document open in Adobe Reader. The PDF is titled "LIST OF NO GSIS NUMBER OR EMPLOYEE ID" and includes a timestamp of "12/26/2019 2:36:49PM". The main content is a table with 14 rows, showing data for various employees. The columns include ID No., BPNO, Last Name, First Name, MI, and three categories under "UPLOADED AMOUNT": SIF, PS, and GS. The data is as follows:

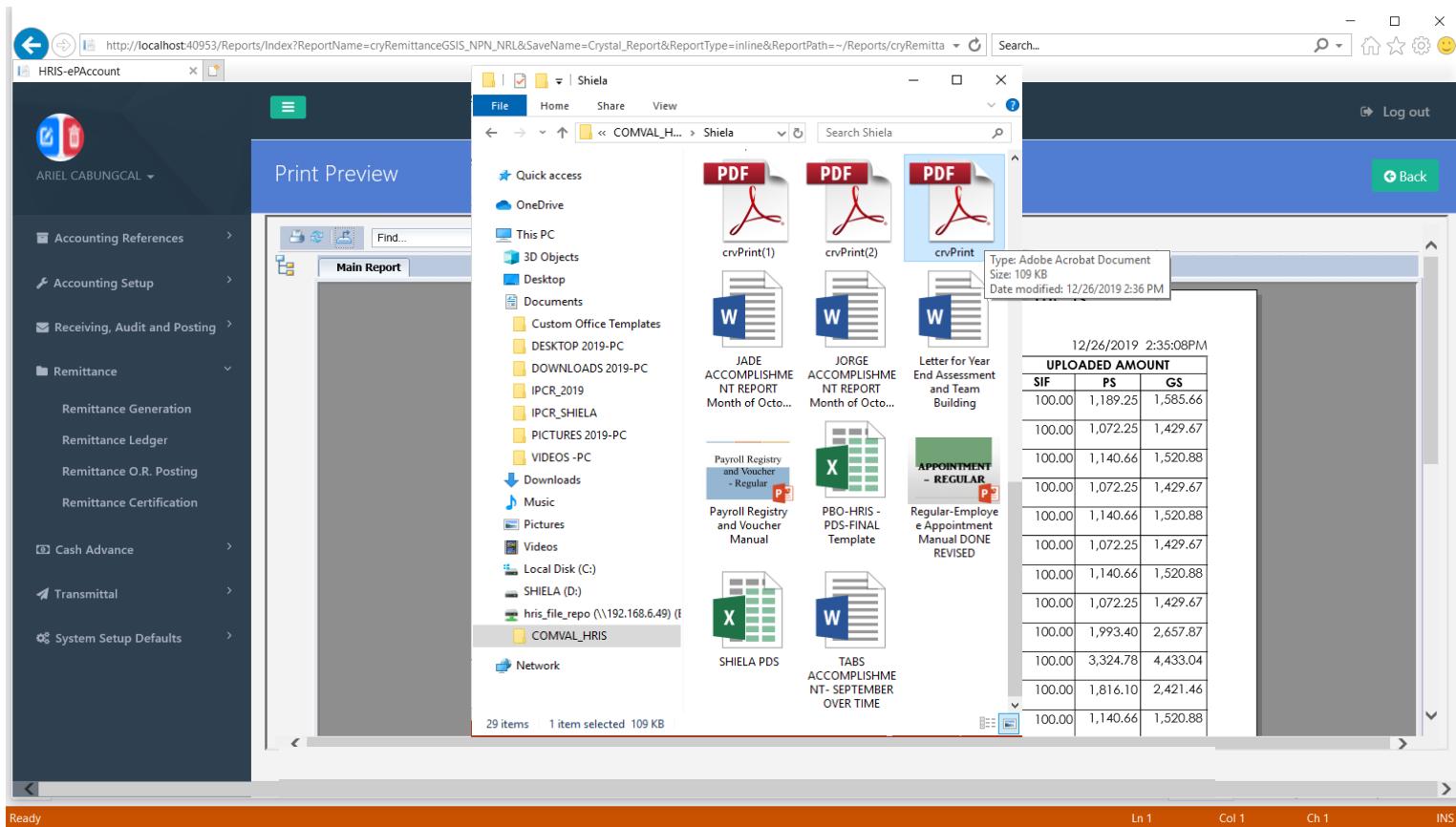
ID NO.	BPNO	LAST NAME	FIRST NAME	MI	UPLOADED AMOUNT		
					SIF	PS	GS
	2000020887	LADEMORA	JERICO	S	100.00	1,189.25	1,585.66
	2000021664	PINSOY	RAMIL	T	100.00	1,072.25	1,429.67
	2000040171	PERSIGAS	GEMMA	T	100.00	1,140.66	1,520.88
	2000040611	COTIC	IRENE	M	100.00	1,072.25	1,429.67
	2000054237	RUIZOL	GLENN	G	100.00	1,140.66	1,520.88
	2000055087	CAMPOREDONDO	JELYN	L	100.00	1,072.25	1,429.67
	2000056516	ONGAYO	RENANTE	N	100.00	1,140.66	1,520.88
	2000057791	SAGURAN	ROSARIO	R	100.00	1,072.25	1,429.67
	2000079995	NANUAL	JAMES	A	100.00	1,993.40	2,657.87
	2000332365	GARCIA	RAINIER	E	100.00	3,324.78	4,433.04
	2000344778	JIMENEZ	BRYAN	B	100.00	1,816.10	2,421.46
	2000373162	AMORA	CLEMENTIO	A	100.00	1,140.66	1,520.88
	2000374333	DESUYO	RICARDO	A	100.00	2,610.89	3,481.18
	2000386023	RENOMERON	ALEY	A	49.79	448.13	597.50
	2000387353	CORPUZ	JACOB	M	100.00	1,290.58	1,720.78

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

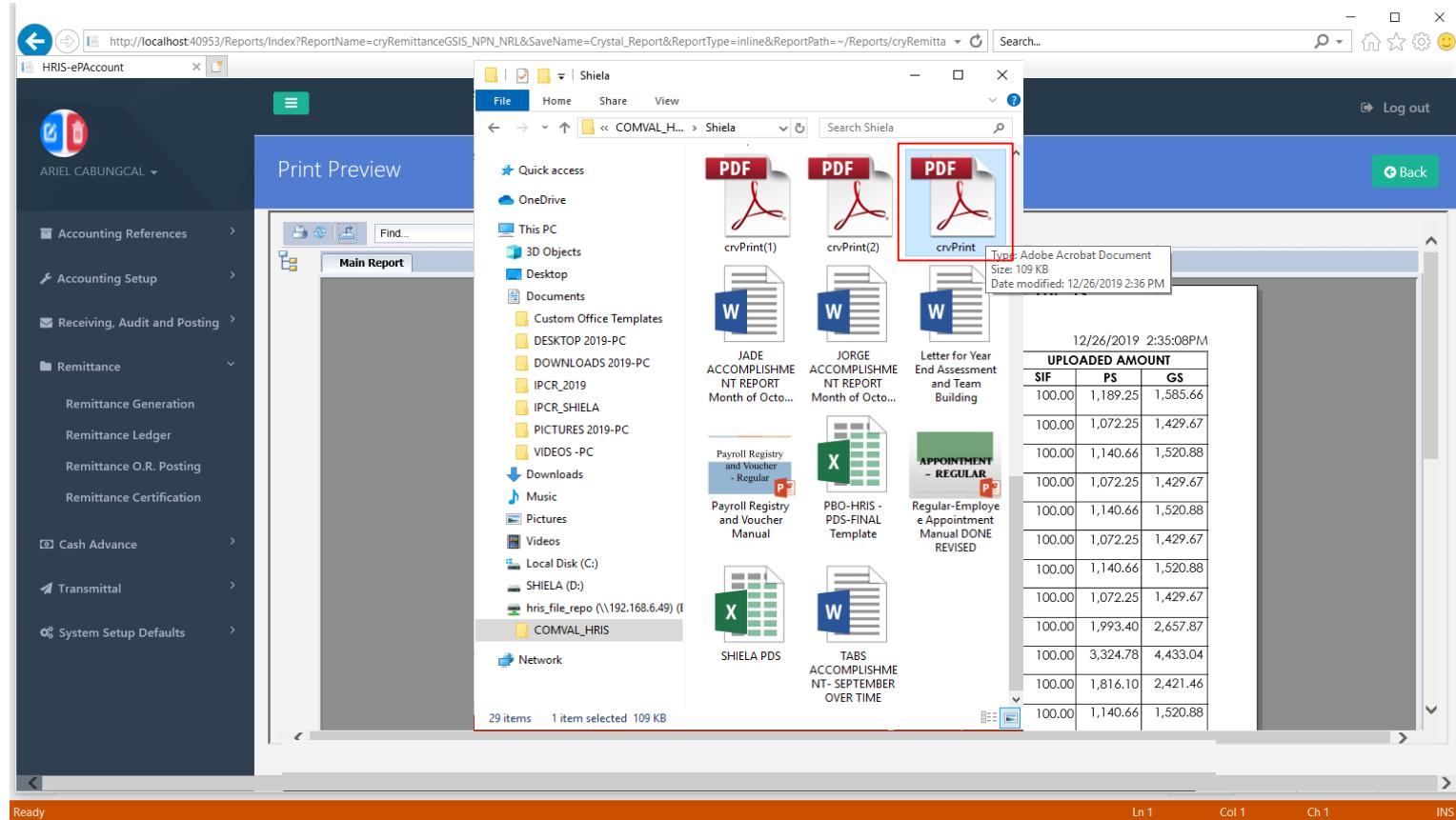




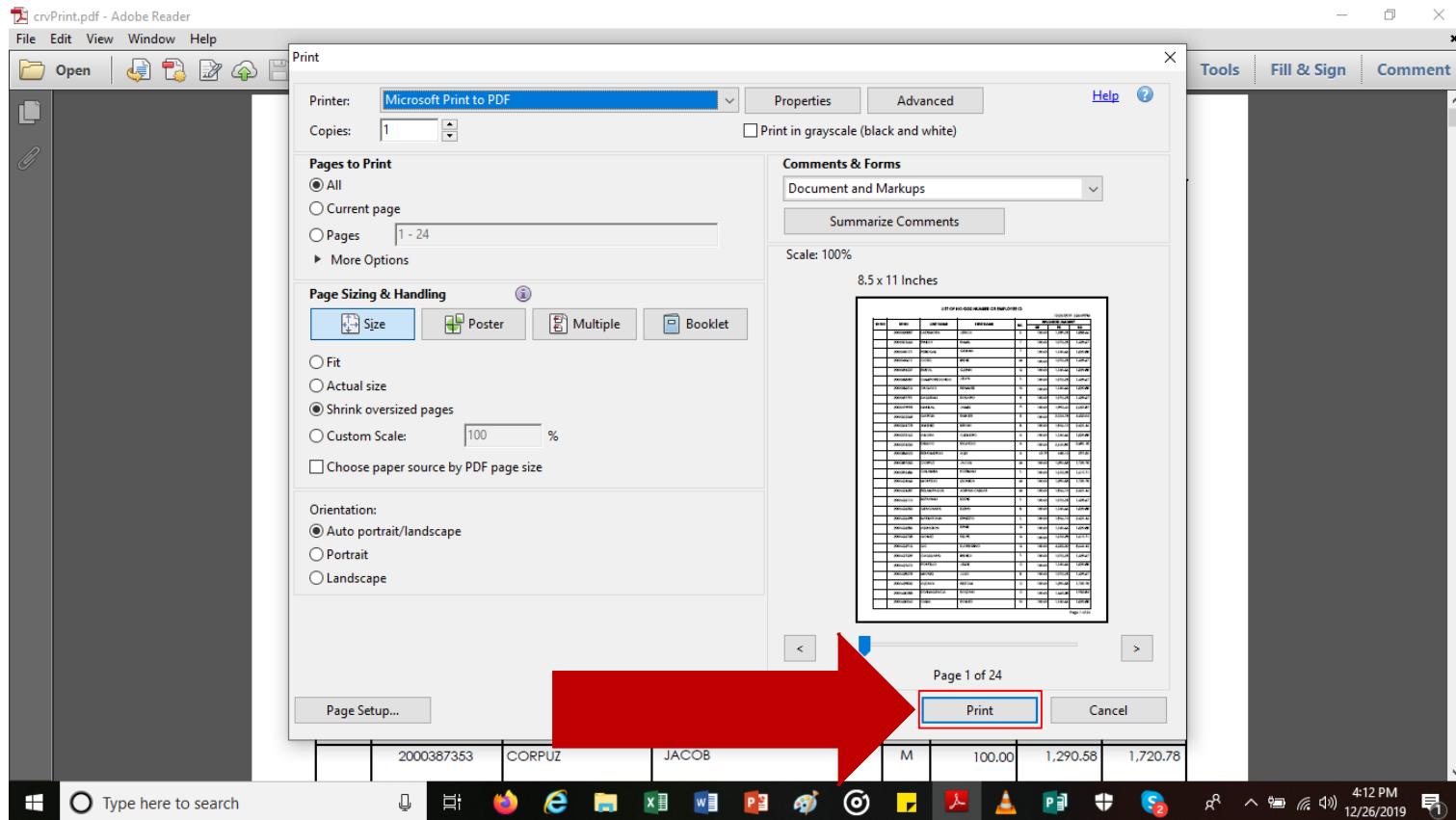
Note: If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



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



Step 23: In order to print repeat **step 15** and **16** for you to continue and print record.



Not in
Remittance
Ledger



Note:

In **not in Remittance Ledger** expected that all employee that is/are **not in Remittance Ledger** will be shown in print preview. But if no record of **not in Remittance Ledger** shown in its print preview meaning no lacking or problem in remittance if no data display in its print preview.

That if there's no display of record(s) in print preview remittance of specific employee remittance must not be remitted or remitted together with other employees having no remittance problem. There are instances that the employee has remittance but not listed in remittance ledger.

Step 1: While on the main page of GSIS premiums employee remittance details **other actions 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, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger GSIS". It features a search bar and several filter options: Show (10 entries), Remit Nbr. (01000023), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (Casual Employees), Last Name Starts W/ (A), Department (--Select Department--), Status (N), and an "Other Actions" dropdown. Below these filters is a data grid with the following columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. A single row is displayed: 1016 | ALIVIADO, ELADIO S. JR. | 2019 | September | 100.00 | 996.12 | 1,328.16 | 100.00 | 100.00 | [Edit] [Delete]. At the bottom of the grid are navigation buttons for Previous (1) and Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	[Edit] [Delete]

Step 2: Click other actions button to preview employees not in remittance ledger.

The screenshot shows the 'Remittance Ledger GSIS' application interface. 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 displays a grid of remittance ledger entries. A large red arrow points to a green 'Other Actions' button located in the top right corner of the grid's header. The grid columns include ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, PS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible with the following data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	PS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	<input checked="" type="checkbox"/> <input type="button" value=""/>

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search ...

Show 10 entries

Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: N

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

Other Actions ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

ACTION

- Upload Data
- Extract To Excel
- Rejected GSIS Remittance
- No GSIS Nbr In HRIS
- Not In Remittance Ledger

Next

Type here to search

11:26 AM 12/26/2019

Step 4: Click **not in remittance ledger** for you to view and print record if there is.

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. On the left, a sidebar lists various accounting and remittance-related modules. The main window displays the 'Remittance Ledger GSIS' screen. At the top, there are search filters for 'View Remittance' (set to 'All'), 'Remit Nbr.' (01000023), 'Remittance Year' (2019), 'Remittance Month' (September), 'Employment Type' (Casual Employees), 'Last Name Starts W/ (A)', and 'Department' (--Select Department--). Below these filters is a table with one row of data:

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16

On the right side of the screen, there is a 'Remittance Header' button. Below the table, there is a 'Remittance Month' dropdown set to September. A large red arrow points from the text 'Click **not in remittance ledger**' in the instructions above to the 'Not In Remittance Ledger' button in the 'ACTION' dropdown menu, which is highlighted with a red box.

HRIS-ePAccount

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

Log out

Print Preview

Back

SHIELA MAE PERSIGAS

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

Waiting for 192.168.6.49...

Type here to search

11:29 AM 12/26/2019

HRIS-ePAccount

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

Log out

Print Preview

Back

SHIELA MAE PERSIGAS

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

! NO DATA FOUND!

Data not found for Printing

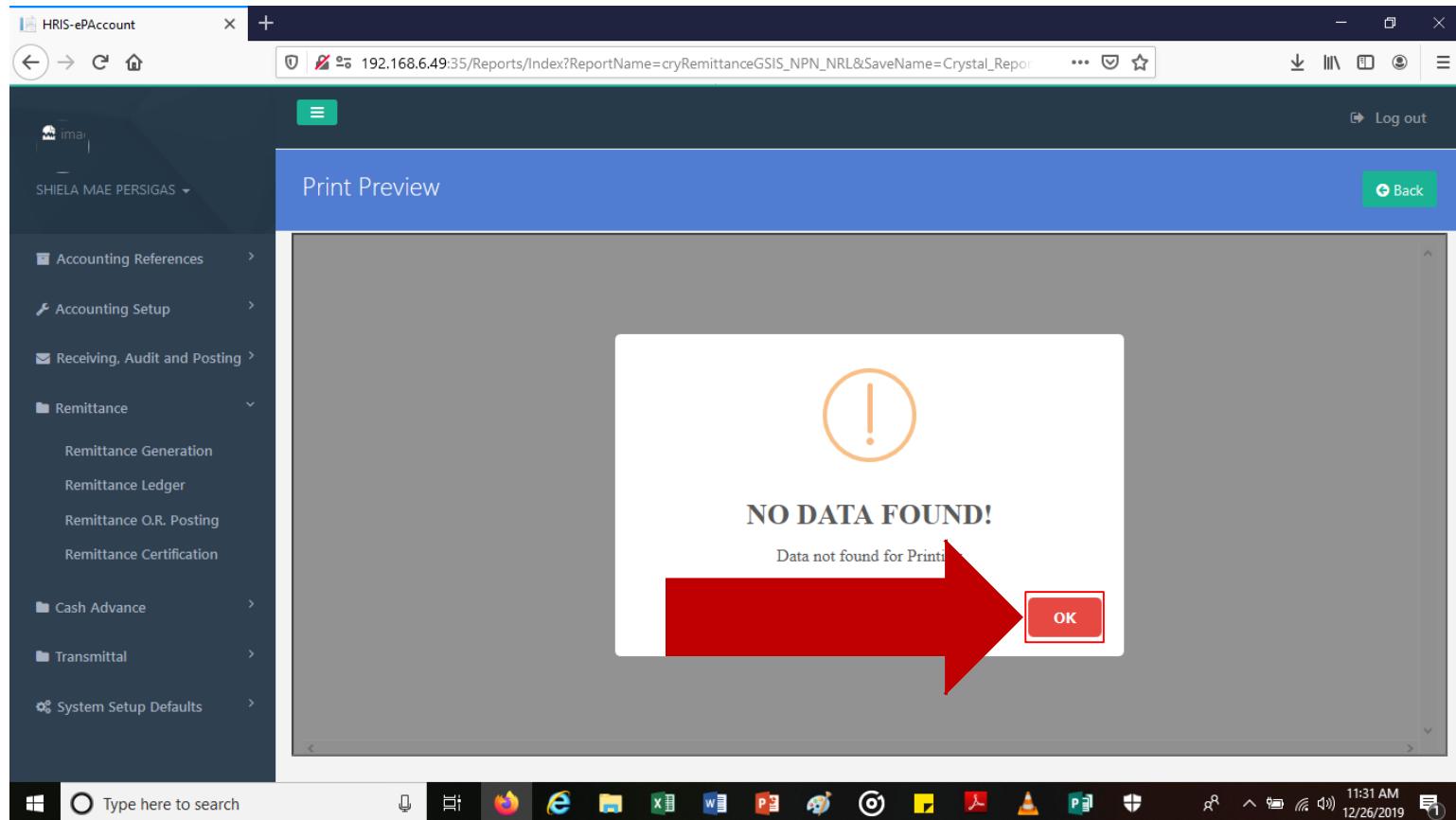
OK

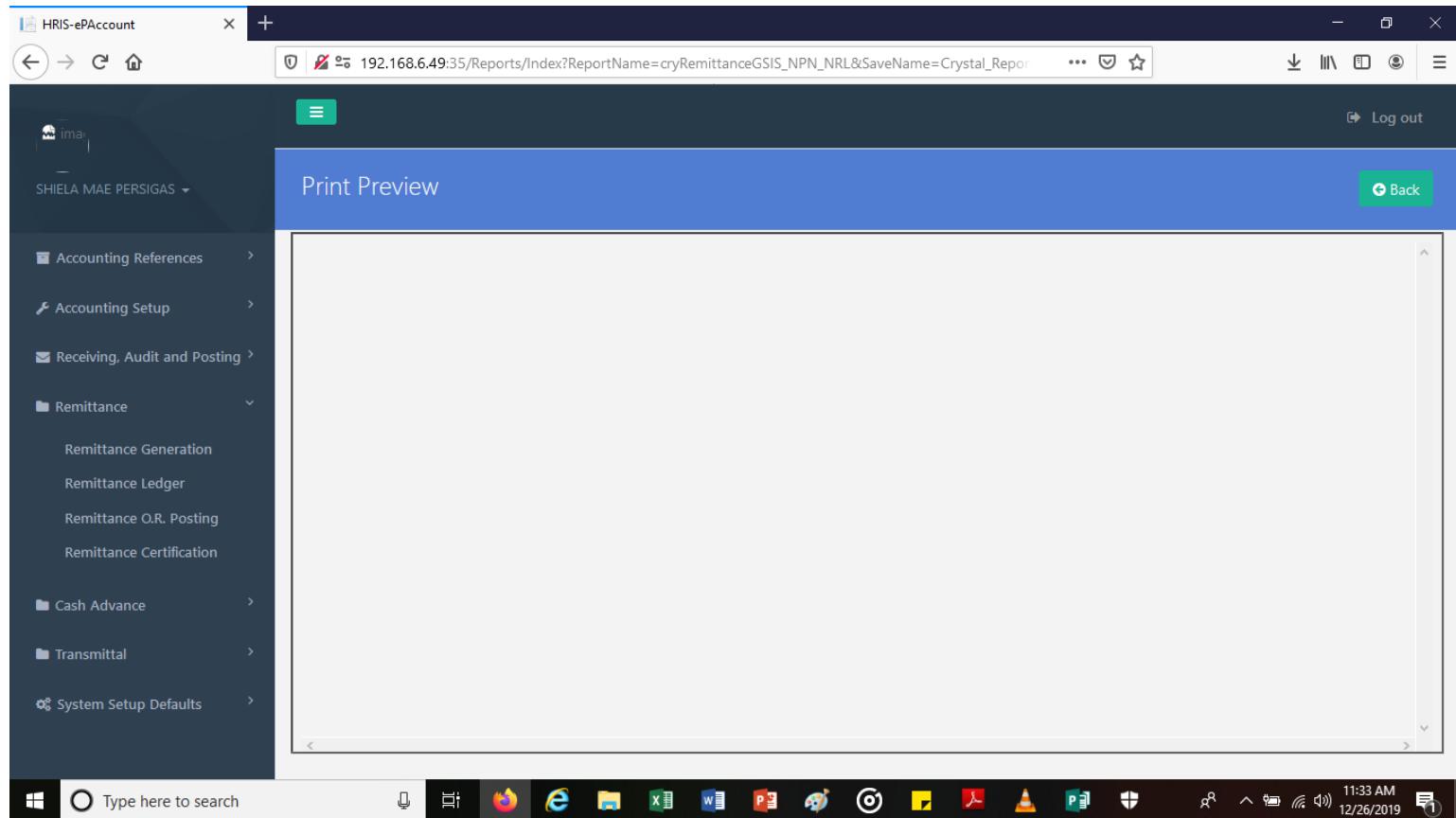
Type here to search

11:31 AM 12/26/2019

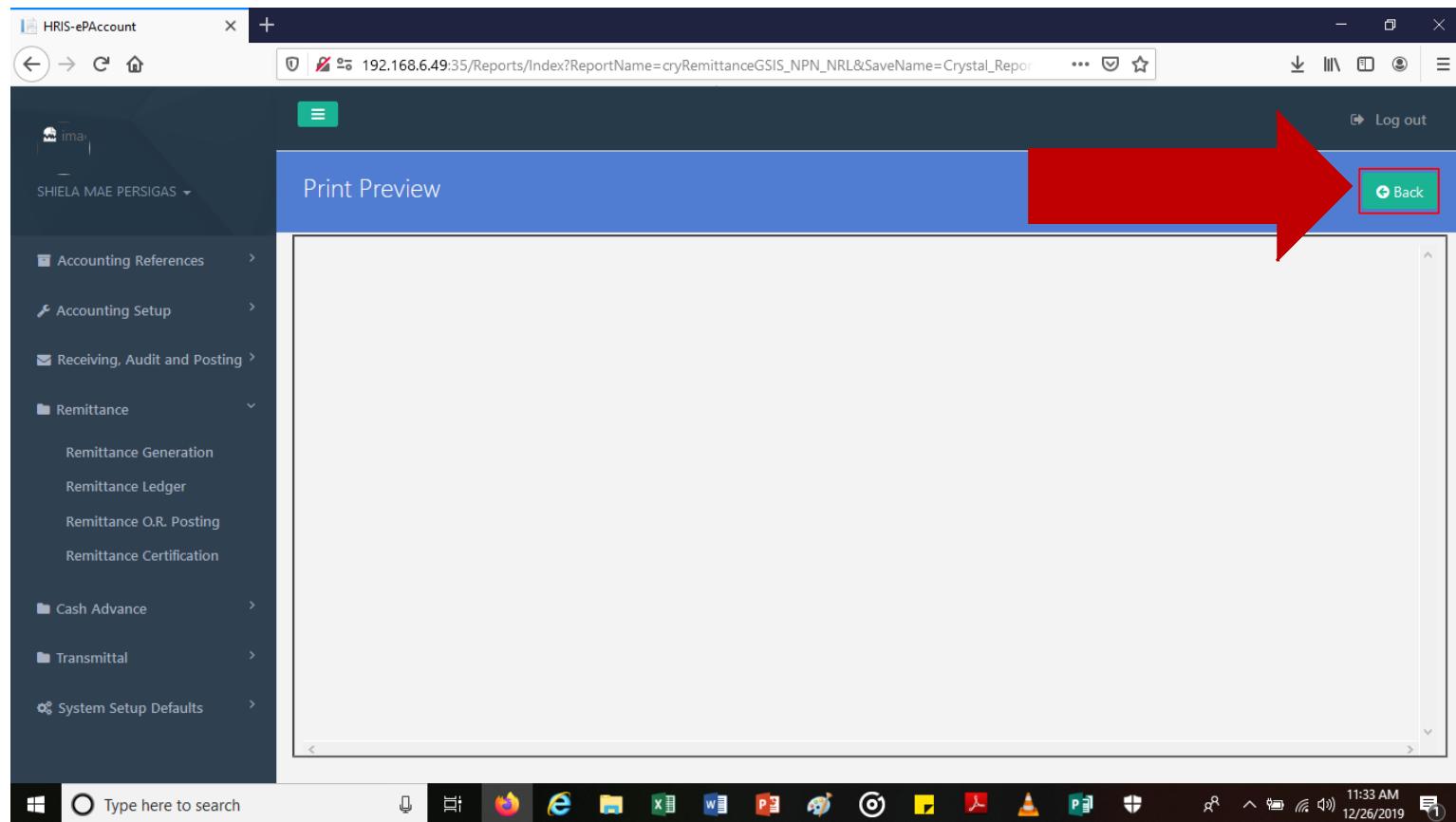
A screenshot of a web browser window titled "HRIS-ePAccount". The URL in the address bar is "192.168.6.49:35/Reports/Index?ReportName=cryRemittanceGSIS_NPN_NRL&SaveName=Crystal_Report". The page content is a "Print Preview" section with a blue header. A modal dialog box is centered on the page, displaying a large orange exclamation mark icon and the text "NO DATA FOUND!". Below the message, it says "Data not found for Printing" and has a red "OK" button. On the left side of the main content area, there is a sidebar with a user profile picture and name ("SHIELA MAE PERSIGAS"), followed by a list of menu items under "Remittance": "Remittance Generation", "Remittance Ledger", "Remittance O.R. Posting", and "Remittance Certification". The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing "11:31 AM 12/26/2019".

Step 5: Click ok button to exit and go back to previous page.





Step 6: Click back button to go back in previous page.



HRIS-eAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search ...

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status:

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION

Initializing data

Type here to search

11:34 AM 12/26/2019

HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

Remittance Ledger GSIS

Search

Back to Remittance Header

Show 10 entries Remit Nbr.: 01000023 Remittance Year: 2019 Remittance Month: September

View Remittance: All Employment Type: Casual Employees Status: NOT REMITTED

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

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

11:34 AM 12/26/2019



- File Explorer
- Firefox
- Edge
- File Manager
- Word
- PowerPoint
- OneNote
- Outlook
- Calculator
- Snipping Tool
- Task View
- File History
- System
- Power
- Network
- Taskbar settings

Note:

If there is/are display of record(s) in print preview remittance in **Not in Remittance Ledger**, in order to print record repeat **step 7 up to step 23 of no GSIS nbr in HRIS process** to print information. Because it has the same process if only you want to print record.



How to delete
existing employee
GSIS details?



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

The screenshot shows the 'Remittance Ledger' page of the HRIS-ePAccount system. On the left, a sidebar menu includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The main content area has a blue header 'Remittance Ledger' with a search bar. Below it, there are search filters: 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Casual Employees'. A table lists three remittance entries:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	+ ✓ ✗ ↻
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	+ ✓ ✗ ↻
11000024	TEST DATA	CCMPC	NOT REMITTED	+ ✓ ✗ ↻

At the bottom right of the table, there are buttons for 'Previous', '1', and 'Next'. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time (12/20/2019, 11:46 AM).

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledger entries. The main window title is "Remittance Ledger". The left sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The Remittance section has sub-options: Remittance Generation, Remittance Ledger (selected), Remittance O.R. Posting, and Remittance Certification. The top navigation bar shows the URL "192.168.6.49:35/cRemitLedger". The search bar contains "Search" and the date "12/20/2019". The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, REMIT NBR 01000023, is highlighted with a red border. The table rows are:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS PREMIUMS	NOT REMITTED	[Edit, Delete, Print]
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, Print]
11000024	TEST DATA	CCMPC	NOT REMITTED	[Edit, Delete, Print]

The bottom status bar shows the date and time: 11:46 AM 12/20/2019.

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 Remittance Ledger page. On the left, there's a sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and 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 with three rows of data. A large red arrow points to the 'Delete' icon (a red square with a white minus sign) in the 'Actions' column of the first row. The table columns are REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The data rows are:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
01000023	TEST DATA	GSIS	NOT REMITTED	
08000006	SSS PREMIUMS Remittance of Casual Employees: for 2019-09 (BATCH - 0)	SSS PREMIUMS	NOT REMITTED	
11000024	TEST DATA	CCMPC	NOT REMITTED	

The status 'NOT REMITTED' is highlighted in orange. At the bottom right of the table, there are navigation buttons for 'Previous', '1', and 'Next'.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerGSIS

Log out

SHIELA MAE PERSIGAS

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 Ledger GSIS

Search

Back to Remittance Header

Show 10 entries

Remit Nbr.: 01000023

Remittance Year: 2019

Remittance Month: September

View Remittance: All

Employment Type: Casual Employees

Status: NOT REMITTED

Last Name Starts W/: A

Department: --Select Department--

Other Actions ▾ ADD

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Previous 1 Next

Type here to search

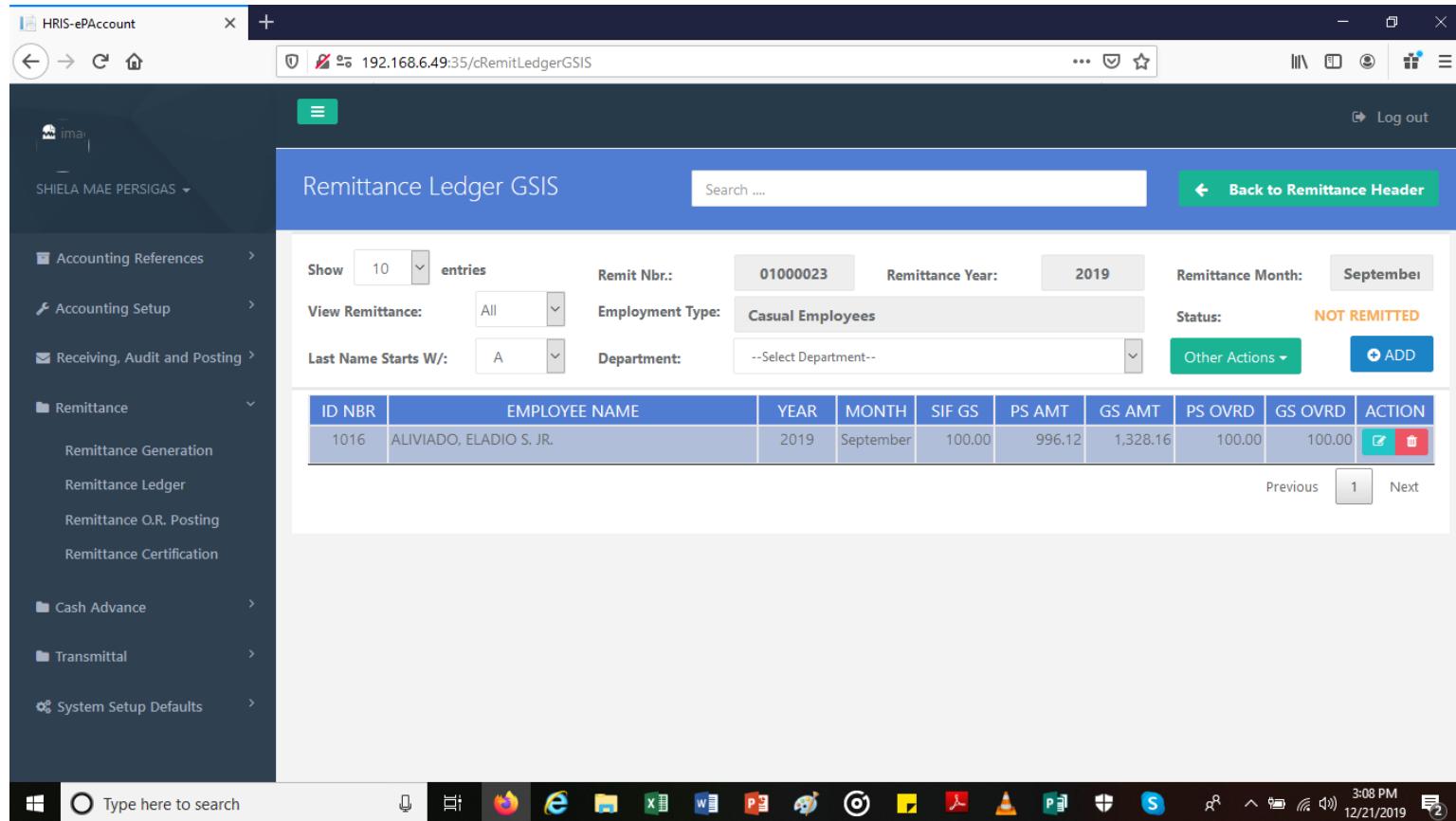
3:08 PM 12/21/2019

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

The screenshot shows a web-based application titled "Remittance Ledger GSIS". The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a table of remittance details. At the top right of the main area, there is a green button labeled "Back to Remittance Header". A large red arrow points upwards towards this button. The table has columns for ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, and ACTION. One row is visible, showing ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., Year 2019, Month September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 100.00, and ACTION with a blue edit icon and a red delete icon. The bottom of the screen shows a Windows taskbar with various icons and a search bar.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	

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



The screenshot shows a web-based application titled "Remittance Ledger GSIS". 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 has a search bar and several filter options: Show (10 entries), Remit Nbr. (01000023), Remittance Year (2019), Remittance Month (September), View Remittance (All), Employment Type (Casual Employees), Status (NOT REMITTED), Last Name Starts W/ (A), Department (--Select Department--), and Other Actions (with an ADD button). Below these filters is a data grid table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. One row is visible in the grid, showing ID NBR 1016, Employee Name ALIVIADO, ELADIO S. JR., YEAR 2019, MONTH September, SIF GS 100.00, PS AMT 996.12, GS AMT 1,328.16, PS OVRD 100.00, GS OVRD 100.00, and ACTION buttons (edit and delete). At the bottom of the page is a Windows taskbar with various icons and system status information.

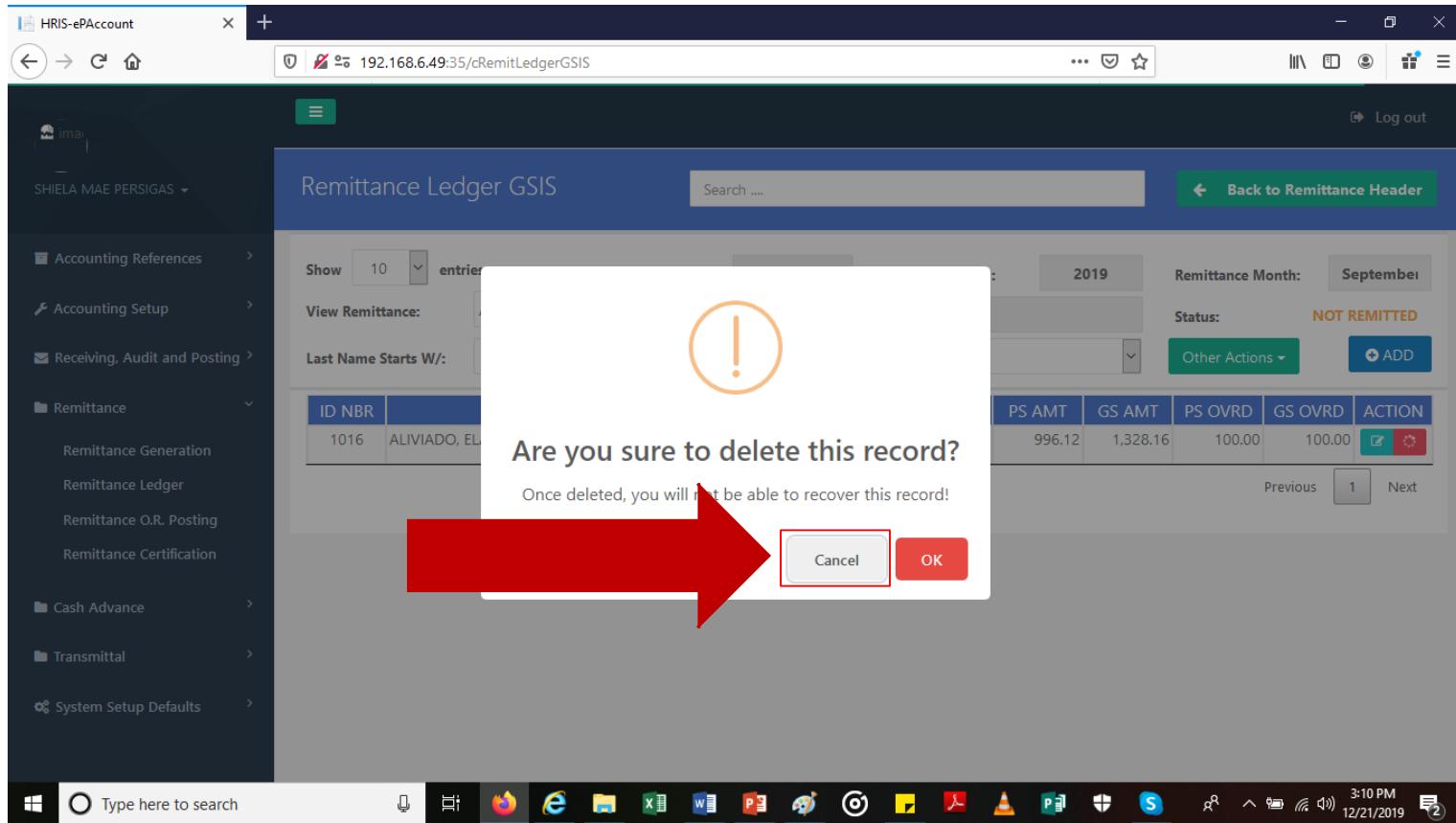
ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS AMT	GS AMT	PS OVRD	GS OVRD	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00	996.12	1,328.16	100.00	100.00	

Step 3: Click delete button to delete existing record.

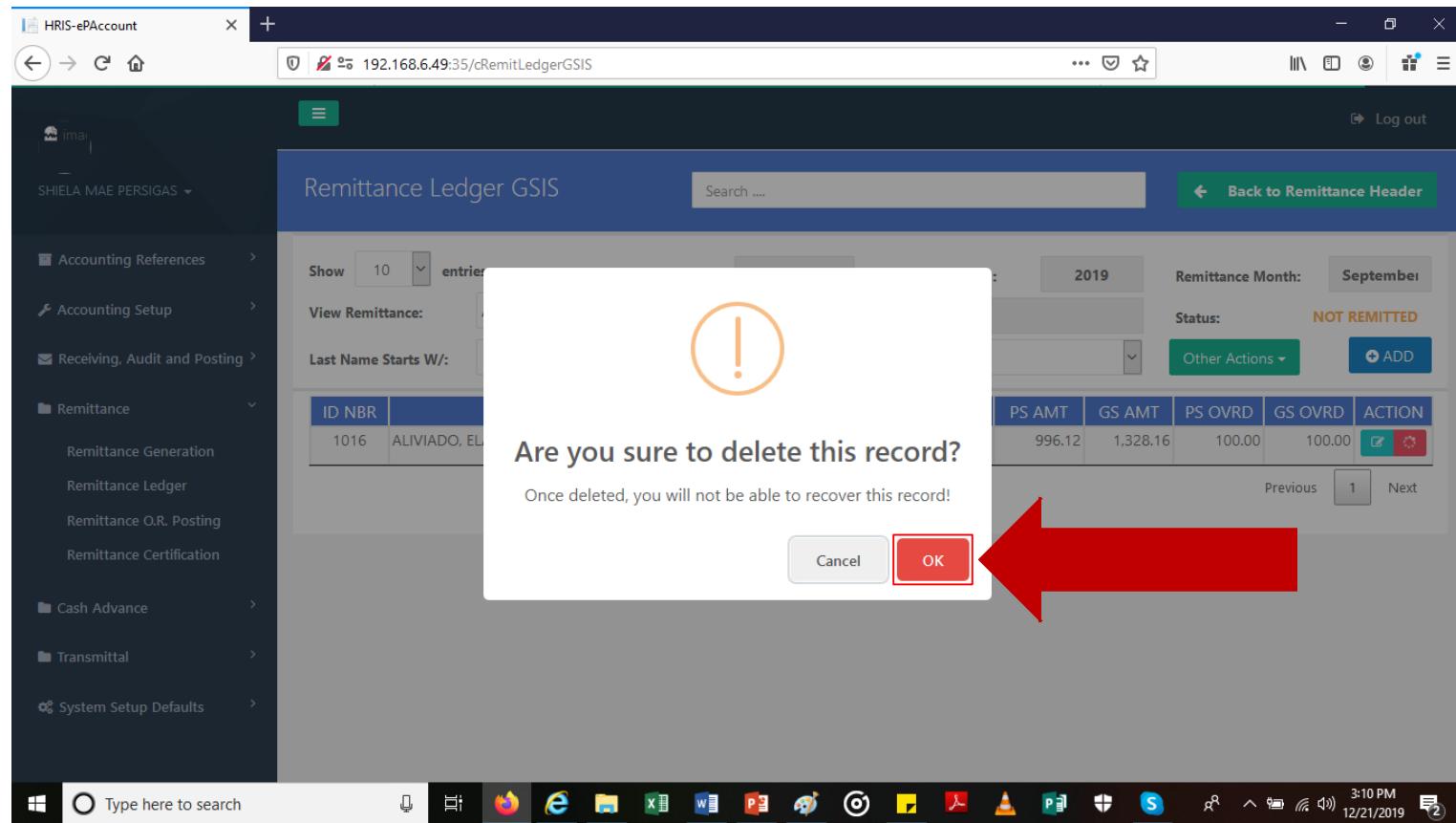
The screenshot shows a web-based application titled "Remittance Ledger GSIS". The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Remittance Ledger GSIS" and includes search and filter fields: "Show 10 entries", "Remit Nbr.: 01000023", "Remittance Year: 2019", "Remittance Month: September", "View Remittance: All", "Employment Type: Casual Employees", "Last Name Starts W/: A", "Department: --Select Department--", and "Status: NOT REMITTED". Below these filters is a table with columns: ID NBR, EMPLOYEE NAME, YEAR, MONTH, SIF GS, PS, and ACTION. The first row in the table is for employee ID 1016, name ALIVIADO, ELADIO S. JR., year 2019, month September, SIF GS 100.00, and PS. The ACTION column for this row contains a red square with a white minus sign, indicating a delete function. A red arrow points to this delete icon. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock showing 3:08 PM on 12/21/2019.

ID NBR	EMPLOYEE NAME	YEAR	MONTH	SIF GS	PS	ACTION
1016	ALIVIADO, ELADIO S. JR.	2019	September	100.00		

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



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



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

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 (which is expanded to show sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Remittance Ledger GSIS". It displays a grid of data with columns for Remit Nbr., Remittance Year, Remittance Month, Status, PS AMT, GS AMT, PS OVRD, GS OVRD, and ACTION. A search bar at the top right says "Search ...". A green checkmark icon is overlaid on the grid. A modal dialog box in the center contains the message "Your record has been deleted!" and an "OK" button. The browser address bar shows the URL "192.168.6.49:35/cRemitLedgerGSIS". The taskbar at the bottom includes icons for File Explorer, Mozilla Firefox, Microsoft Edge, Word, Excel, and others, along with system status indicators like battery level and signal strength. The date and time in the bottom right corner are 12/21/2019 3:11 PM.

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

