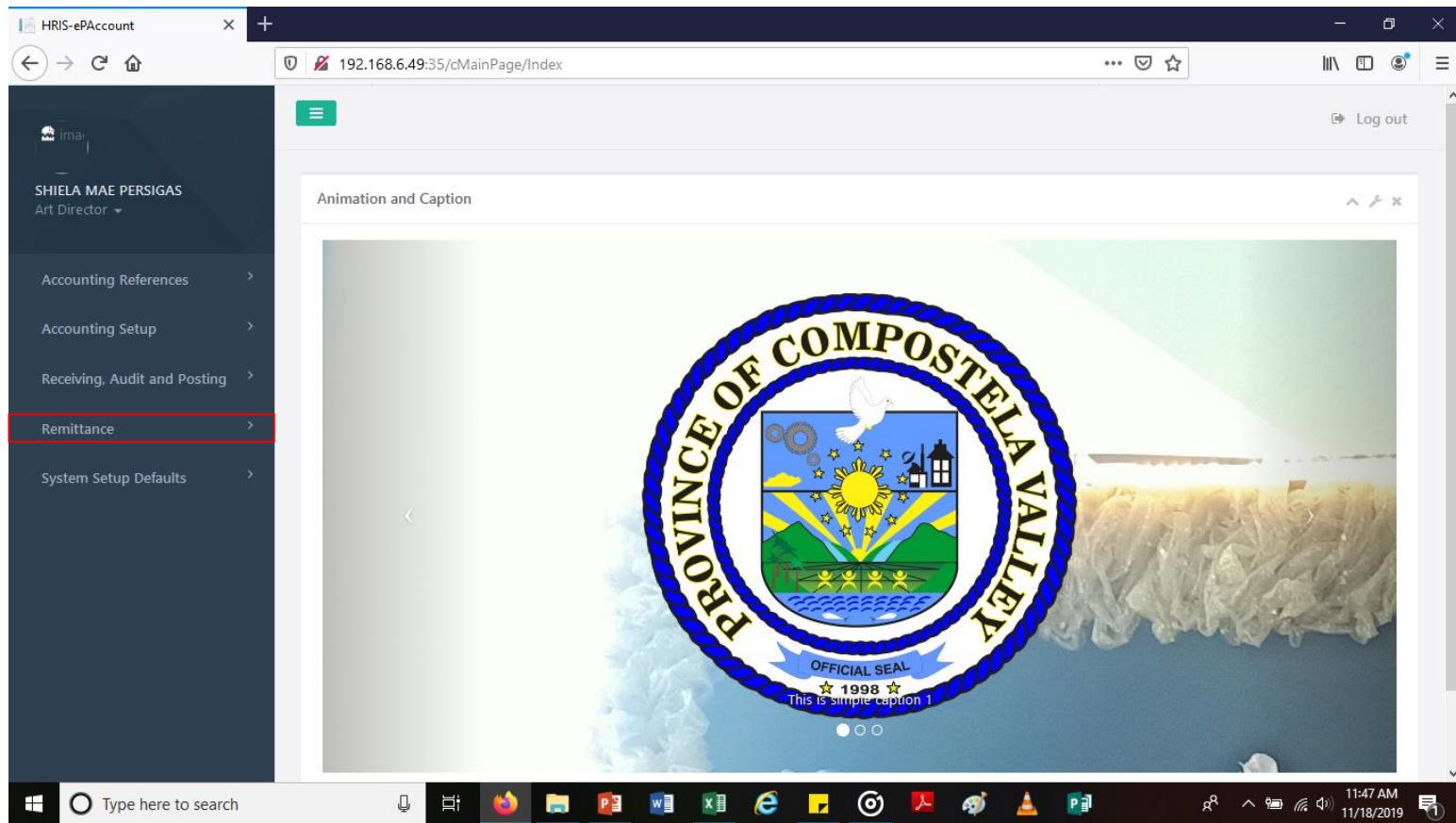


Remittance Ledger (Remittance Type)

Navigate to Remittance -> Remittance Ledger



SHIELA MAE PERSIGAS
Art Director

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

Animation and Caption

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

This is simple caption 1

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

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:

If you want to have display of data in remittance ledger main page you must have first generate remittances after **receiving, audit and posting** process. In order to generate open **remittance generation manual** to generate specific remittances. On the other hand, you can add, edit, print, delete and show details even without generating specific remittances by only adding specific remittance record.

How to add remittance type?



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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. The left sidebar includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Generation, Ledger, and O.R. Posting), and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. It features three dropdown filters: 'Remittance Year' set to 2019, 'Remittance Month' set to September, and 'Employment Type' set to Regular Employees. Below these are three rows of remittance data in a table:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Delete, Add]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Add]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Add]

At the bottom right of the grid, there are 'Previous' and 'Next' buttons, with '1' selected. The bottom navigation bar includes icons for file operations, browser tabs, and system status.

Step 2: While on the main page of remittance ledger click add button pop-up window will appear where you can add remittance type.

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting), and System Setup Defaults. The main area has a title 'Remittance Ledger' and a search bar. It displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. A red arrow points to the 'Add' button in the top right corner of the table header. The table data is as follows:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

At the bottom, there are links for Previous (1) and Next, along with a date stamp of 11/27/2019 and a time stamp of 11:20 AM.

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

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

Remittance Ledger

Add New Record

Show 5

Month: September

REMIT NBR:

- 09000002
- 12000001
- 13000001

Remittance Type: * --Select Here--

Remittance Year: 2019

Remittance Month: September

Description: *

Close Save Only

STATUS	ACTIONS
NOT REMITTED	[+]
NOT REMITTED	[+]
NOT REMITTED	[+]

Previous 1 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Internet Explorer, File Manager, PDF, Excel, Word, Powerpoint, Edge, OneDrive, Task View, Control Panel, File History, Task Scheduler, Taskbar settings, Taskbar icons, Taskbar search, Taskbar pinned items.

System tray: Volume, Network, Battery, Date and Time (11:23 AM, 11/27/2019).

Note:

Add page will open **remittance year** and **remittance month** will auto-generate and other non-key fields are blank. Primary keys are **remit nbr.** and **remittance type**. Filters are **remittance year**, **remittance month** and **employment type**. Editable fields are **remittance type** and **description**. Fields with **asterisk sign (*)** are specify as required fields that should be inputted with values.

Non-key fields are:

- description
- remittance year
- remittance month



Note: In add modal page **remittance month** and **remittance year** will have values base on the filter you have selected in remittance ledger main page.

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: To continue try to save information click **save only button** in order to add remittance.

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



HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

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

Remittance Ledger

Add New Record

Show 5

REMIT NBR:

- 09000002
- 12000001
- 13000001

Remittance Type: * required field!

Remittance Year: 2019

Remittance Month: September

Description: * required field!

Month: September

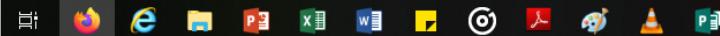
Status Actions

STATUS	ACTIONS
NOT REMITTED	   
NOT REMITTED	   
NOT REMITTED	   

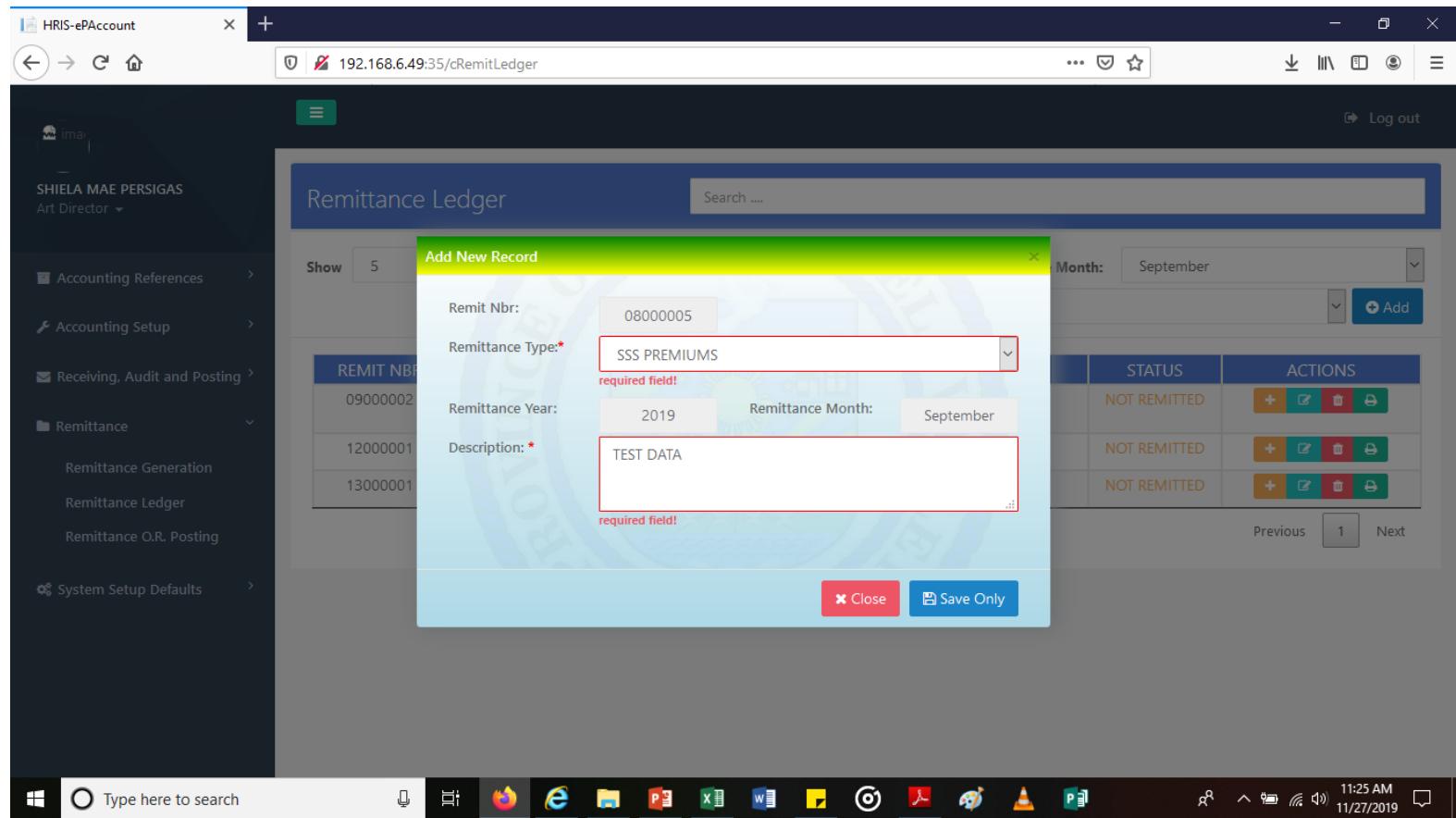
Previous 1 Next

Type here to search

11:23 AM 11/27/2019



Step 4: Input values specifically in all required fields.

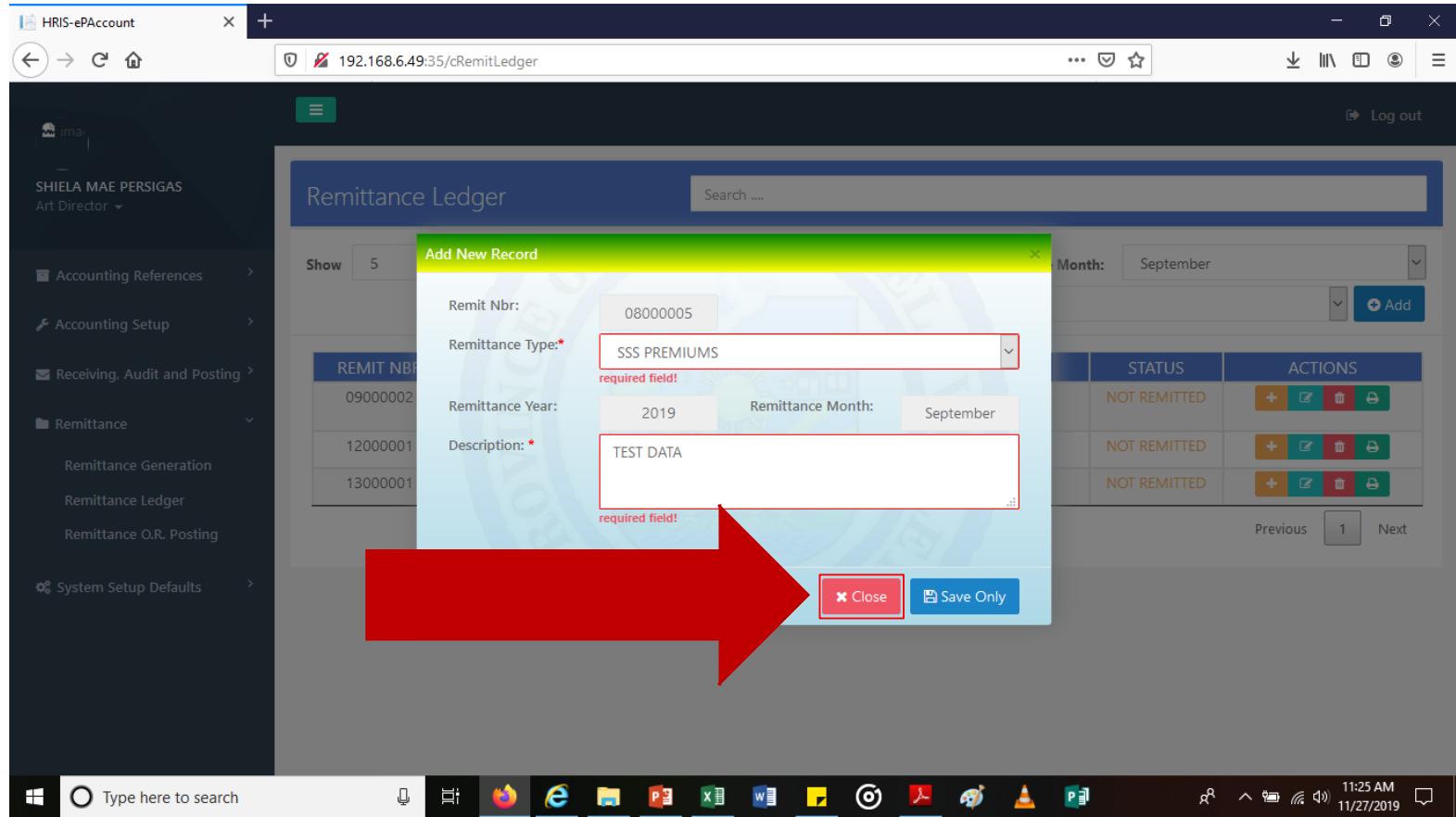


Note:

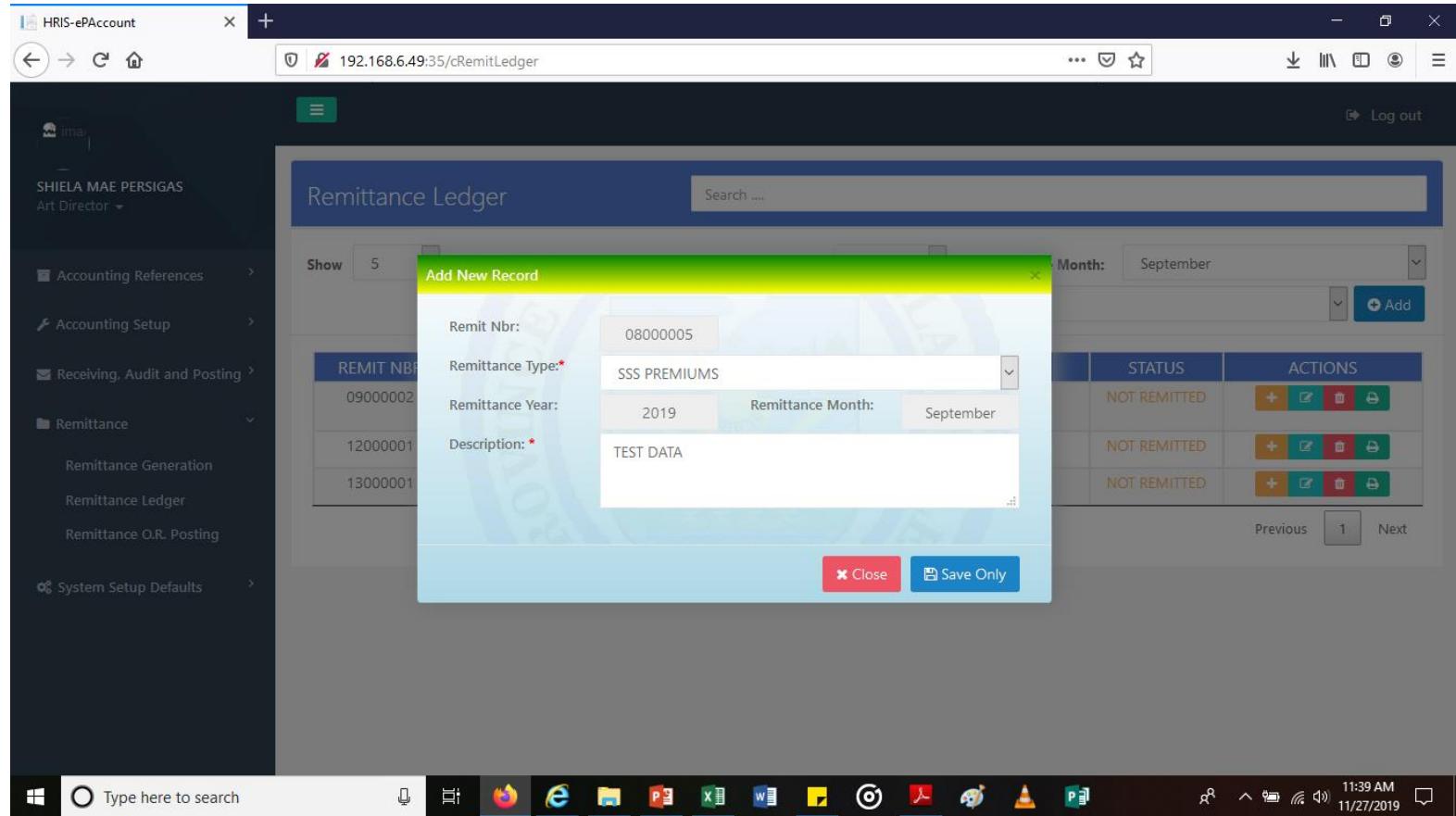
Since you have selected **remittance type** automatic **remit nbr.** will have values. In fact, remit nbr. values will be base on the remittance type you have selected because remittance type varies in numerical values used. That first 2 digits used has huge difference to other remittance type, each remittance type has different numerical values..



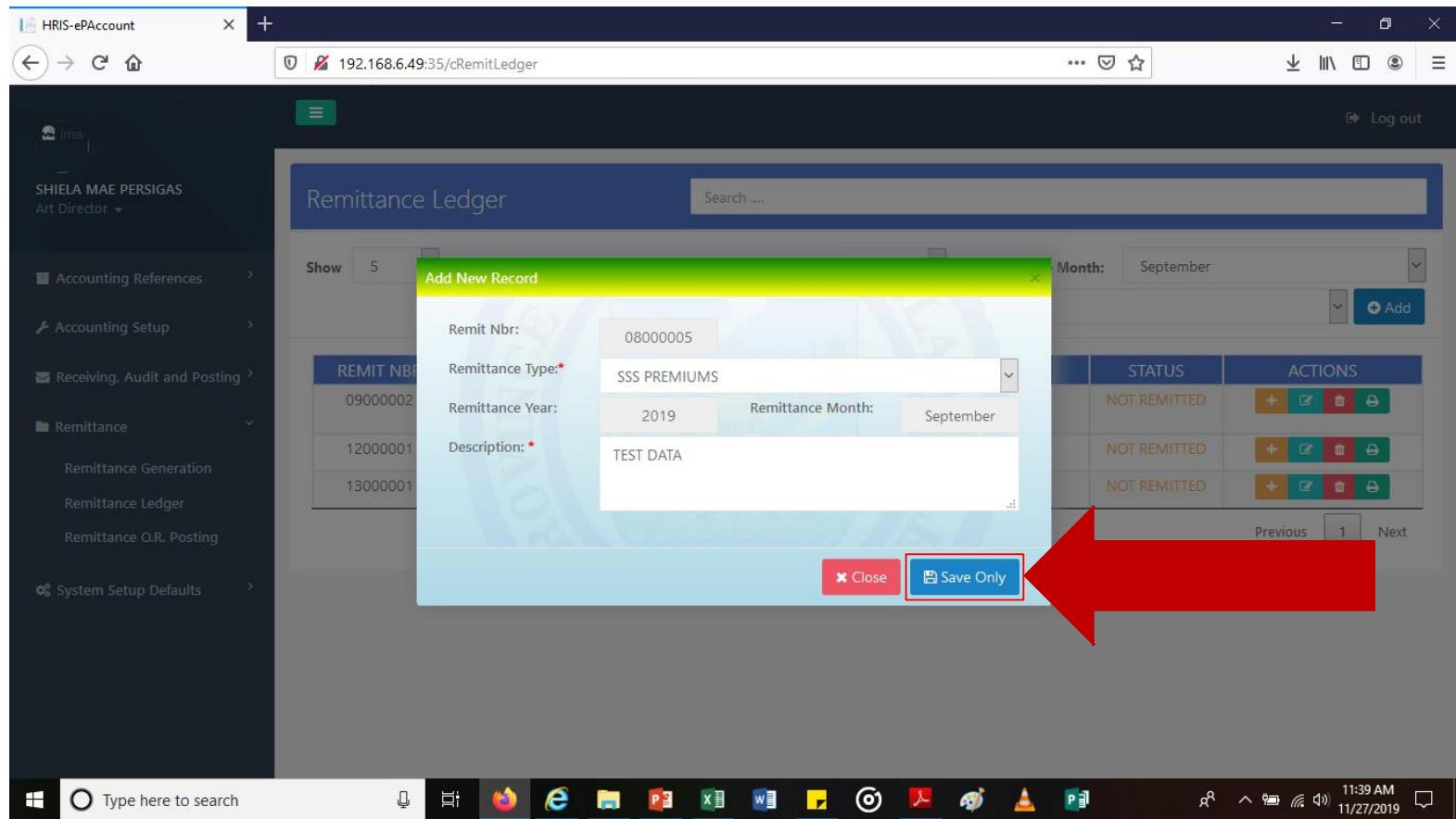
Step 5: To continue click **close button** if you don't want to save record.



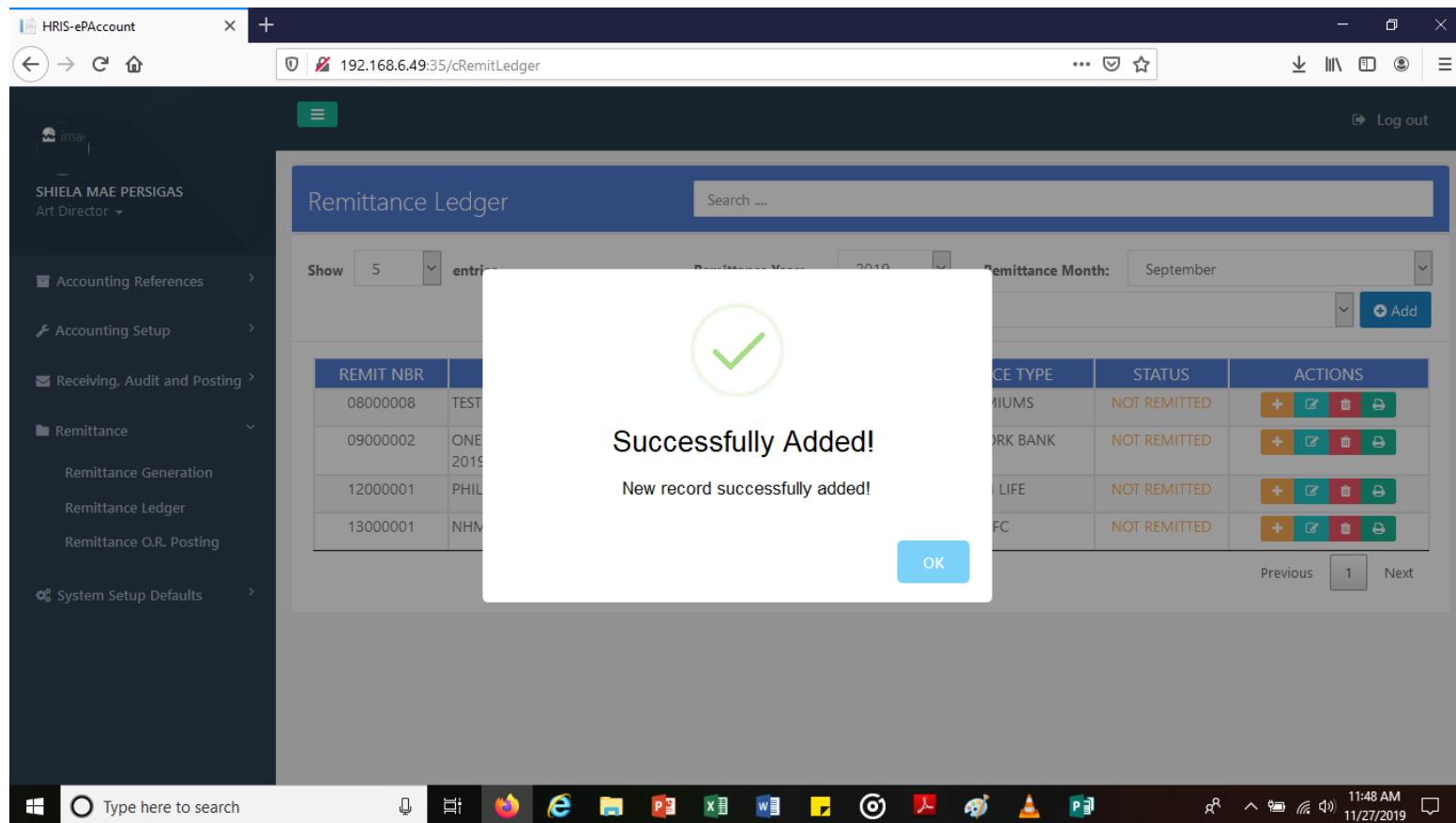
Step 6: If you click **close button** record will not be save please repeat **step 4.**



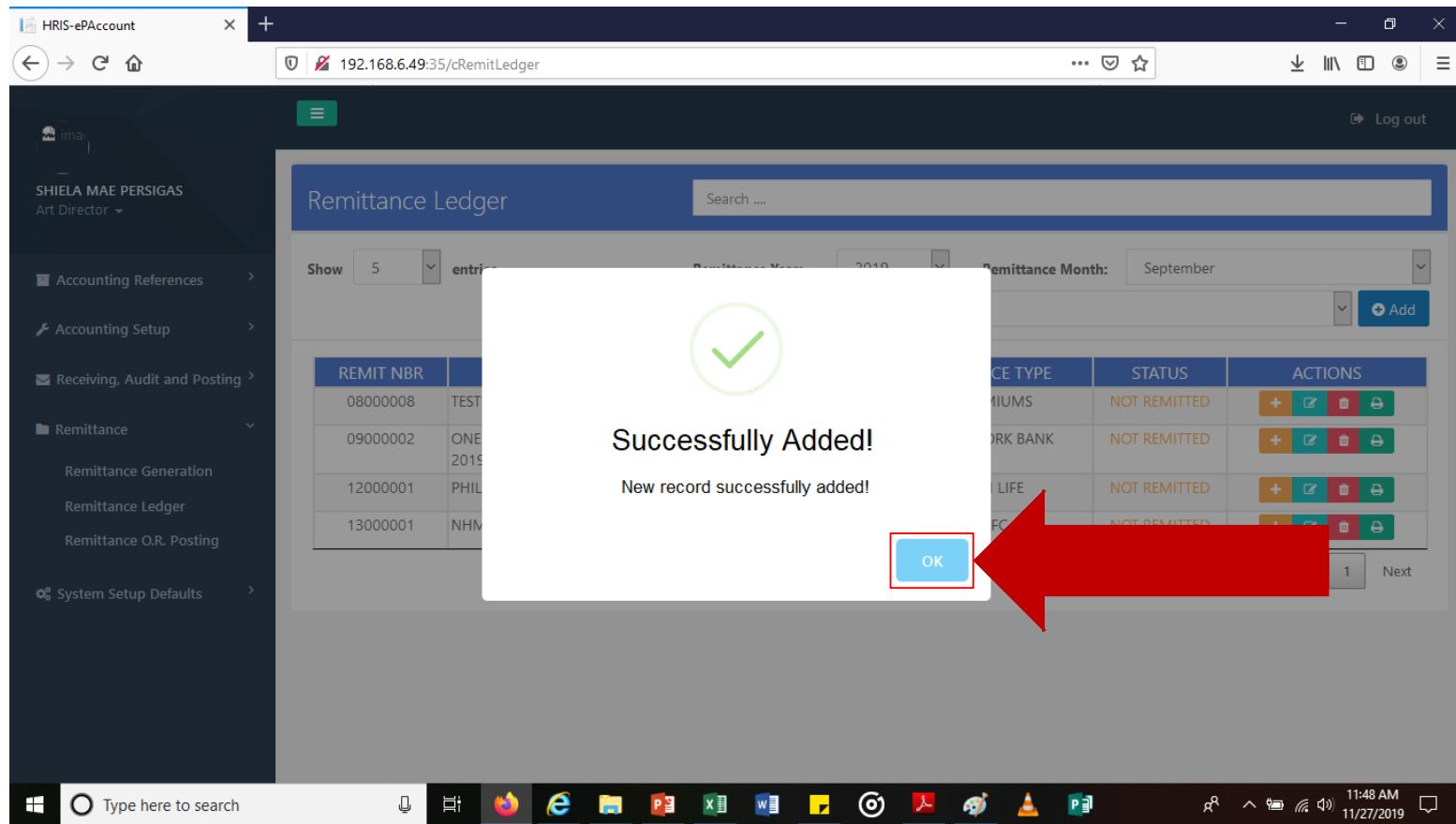
Step 7: If you want to continue click **save only button** to save record.



Note: A pop-up confirmation window will appear that record was successfully added.



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



HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

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

Remittance Ledger

Search ...

Show 5 entries Remittance Year: 2019 Remittance Month: September Employment Type: Regular Employees + Add

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA	SSS PREMIUMS	NOT REMITTED	+  
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	+  
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	+  
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	+  

Previous 1 Next

Type here to search

11:54 AM 11/27/2019

Note:

After you have added new record expected that record will be added however the newly added record will have no list of employees inside its **show details button**.



How to edit existing remittance type?



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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The top navigation bar includes a back button, forward button, refresh button, and a search bar with the URL 192.168.6.49:35/cRemitLedger. The main header is "Remittance Ledger" with a search input field. On the left, a sidebar menu lists "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance" (with sub-options "Remittance Generation", "Remittance Ledger", and "Remittance O.R. Posting"), and "System Setup Defaults". The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The table shows four entries: 08000008 (TEST DATA, SSS PREMIUMS, NOT REMITTED), 09000002 (ONE NETWORK BANK Remittance of Regular Employees: for 2019-09, ONE NETWORK BANK, NOT REMITTED), 12000001 (PHILAM LIFE Remittance of Regular Employees: for 2019-09, PHILAM LIFE, NOT REMITTED), and 13000001 (NHMFC Remittance of Regular Employees: for 2019-09, NHMFC, NOT REMITTED). The "Employment Type" filter dropdown is set to "Regular Employees". The bottom status bar shows the Windows taskbar with various pinned icons and the system clock indicating 11:54 AM on 11/27/2019.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

Step 2: Once you have selected remittance year, remittance month and employment type, select specific deductions to edit. **Edit button** main grid will be visible.

The screenshot shows the HRIS-ePAccount Remittance Ledger page. The left sidebar displays navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting), and System Setup Defaults. The main content area is titled "Remittance Ledger" and includes search and filter options: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: Regular Employees". A table lists five remittance entries:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA	SSS PREMIUMS	NOT REMITTED	[Edit]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit]

The "Edit" button for the first entry (REMIT NBR 08000008) is highlighted with a red border. The bottom right corner of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 11:54 AM on 11/27/2019.

Step 3: While on the main page of remittance ledger click edit button pop-up window will appear where you can edit existing remittance type.

The screenshot shows the 'Remittance Ledger' page in the HRIS-ePAccount application. The left sidebar includes links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Remittance Generation, Remittance Ledger, and Remittance O.R. Posting), and System Setup Defaults. The main content area displays a table of remittance entries. A large red arrow points to the edit icon (a blue pencil icon) in the 'ACTIONS' column of the first row. The table columns are REMIT NBR, DESCRIPTION, REMIT DATE, and ACTIONS. The rows show entries like 'TEST DATA', 'ONE NETWORK BANK Remittance of Regular Employees: for 2019-09', 'PHILAM LIFE Remittance of Regular Employees: for 2019-09', and 'NHMFC Remittance of Regular Employees: for 2019-09'. The bottom navigation bar shows the date as 11/27/2019 and the time as 11:54 AM.

REMIT NBR	DESCRIPTION	REMIT DATE	ACTIONS
08000008	TEST DATA	SS	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	

HRIS-ePAccount +

192.168.6.49:35/cRemitLedger

Log out

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

Remittance Ledger

Search ...

Show 5

Edit Record

Month: September

REMIT NBR

REMIT NBR	STATUS	ACTIONS
08000008	NOT REMITTED	[+]
09000002	NOT REMITTED	[+]
12000001	NOT REMITTED	[+]
13000001	NOT REMITTED	[+]

Remit Nbr: 08000008

Remittance Type: **SSS PREMIUMS**

Remittance Year: 2019

Remittance Month: September

Description: **TEST DATA**

Close **Save Edit**

Previous 1 Next

Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Internet Explorer, Microsoft Edge, Excel, Word, Powerpoint, OneDrive, OneNote, Edge, Paint, File History, Task View, Task Scheduler, Task Manager, Taskbar settings, Date/Time (5:02 PM, 11/27/2019), Notifications (3)

Note:

Edit page will open **remittance year** and **remittance month** will auto-generate and other non-key fields are blank. Primary keys are **remit nbr.** and **remittance type**. Filters are **remittance year**, **remittance month** and **employment type**. Editable field is **description** only. Fields with **asterisk sign (*)** are specify as required fields that should be inputted with values.

Non-key fields are:

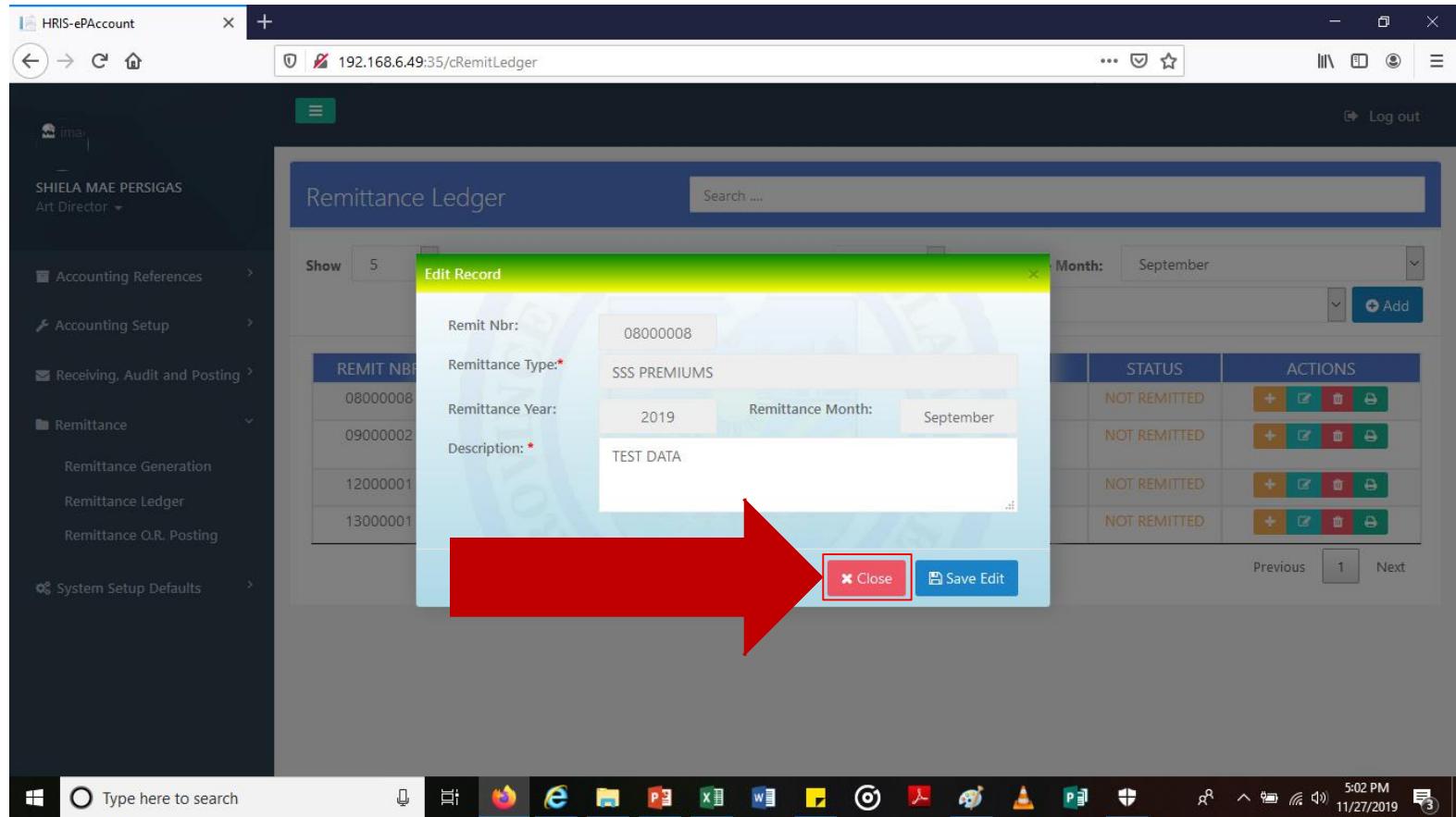
- description
- remittance year
- remittance month



Note: In edit modal page **remittance month** and **remittance year** will have values base on the filter you have selected in remittance ledger main page.

A **combo list/box** is a user input device in which the user can select an option from a drop-down list or type in a value into a text box so that the appropriate choice can be selected. This term may also be used in reference to a drop-down list, which only allows choices to be selected (user cannot type a value).

Step 4: Click close button if you don't want to update remittance record.



Step 5: Repeat step 3 in order to continue.

The screenshot shows a web-based application titled "HRIS-ePAccount" at the URL "192.168.6.49:35/cRemitLedger". The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance" (selected), and "System Setup Defaults". The "Remittance" menu has sub-options: "Remittance Generation", "Remittance Ledger" (selected), and "Remittance O.R. Posting". The main content area displays a "Remittance Ledger" grid with columns "REMIT NBR", "STATUS", and "ACTIONS". A modal dialog box titled "Edit Record" is open, showing the following details:

REMIT NBR	STATUS	ACTIONS
08000008	NOT REMITTED	[Edit, Delete, Print]
09000002	NOT REMITTED	[Edit, Delete, Print]
12000001	NOT REMITTED	[Edit, Delete, Print]
13000001	NOT REMITTED	[Edit, Delete, Print]

The "Edit Record" dialog contains the following fields:

- Remit Nbr: 08000008
- Remittance Type: SSS PREMIUMS
- Remittance Year: 2019
- Remittance Month: September
- Description: TEST DATA

At the bottom of the dialog are "Close" and "Save Edit" buttons.

Step 6: Input values specifically in all required fields.

The screenshot shows a web-based application titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cRemitLedger". The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director". 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), and System Setup Defaults. The main content area displays the "Remittance Ledger" page, which includes a search bar and a table of remittance records. A modal window titled "Edit Record" is open, showing the following details:

REMIT NBR
08000008
09000002
12000001
13000001

Form fields in the modal:

- Remit Nbr: 08000008
- Remittance Type: SSS PREMIUMS
- Remittance Year: 2019
- Remittance Month: September
- Description: TEST DATA SAMPLE

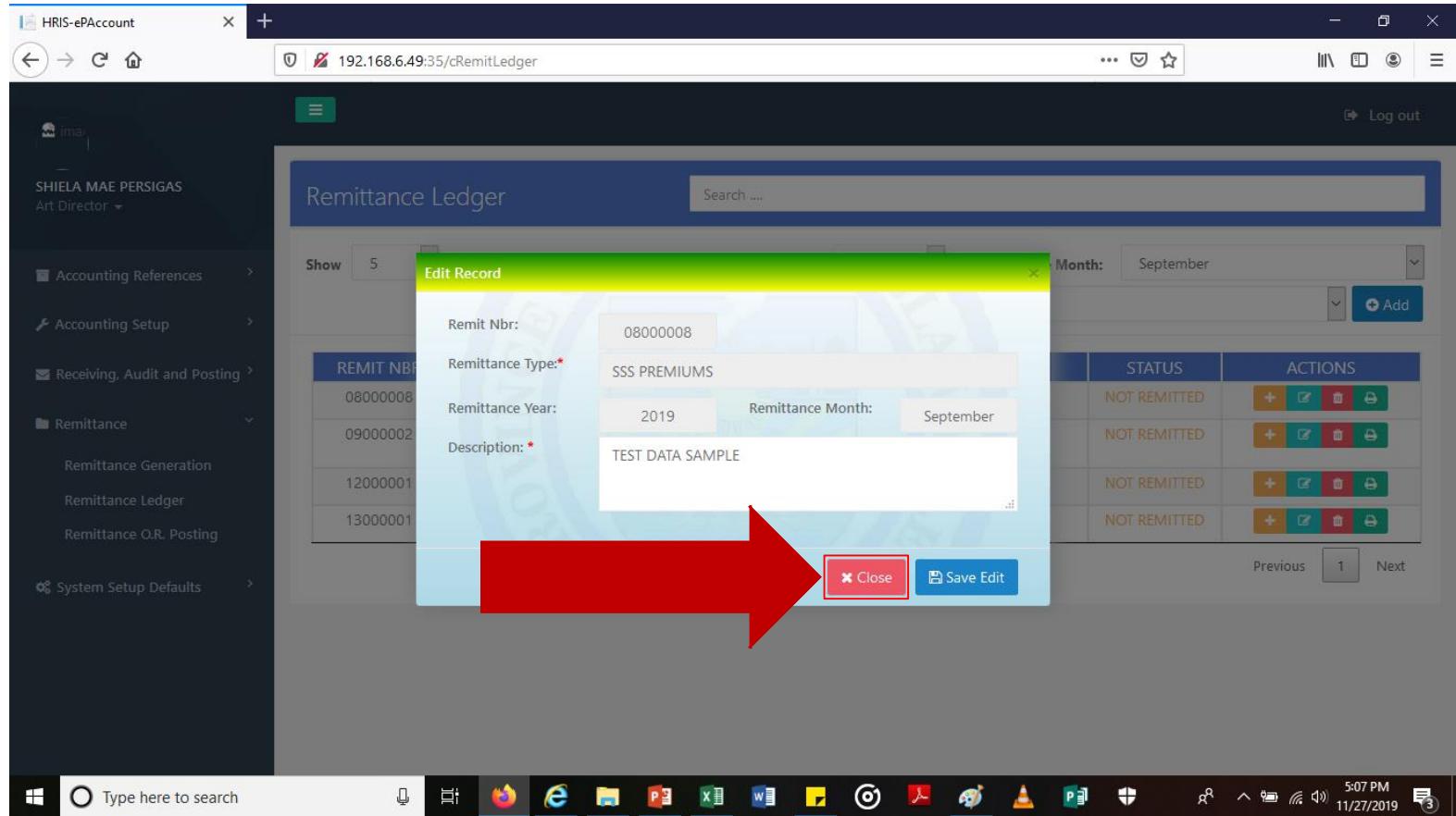
Buttons at the bottom of the modal: "Close" (red) and "Save Edit" (blue).

Table below the modal:

	STATUS	ACTIONS
NOT REMITTED	+ <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
NOT REMITTED	+ <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
NOT REMITTED	+ <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
NOT REMITTED	+ <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Page navigation at the bottom: Previous, 1, Next.

Step 7: To continue click **close button** if you don't want to update remittance record.



Step 8: If you click **close** button record will not be updated please repeat step 3 and 6.

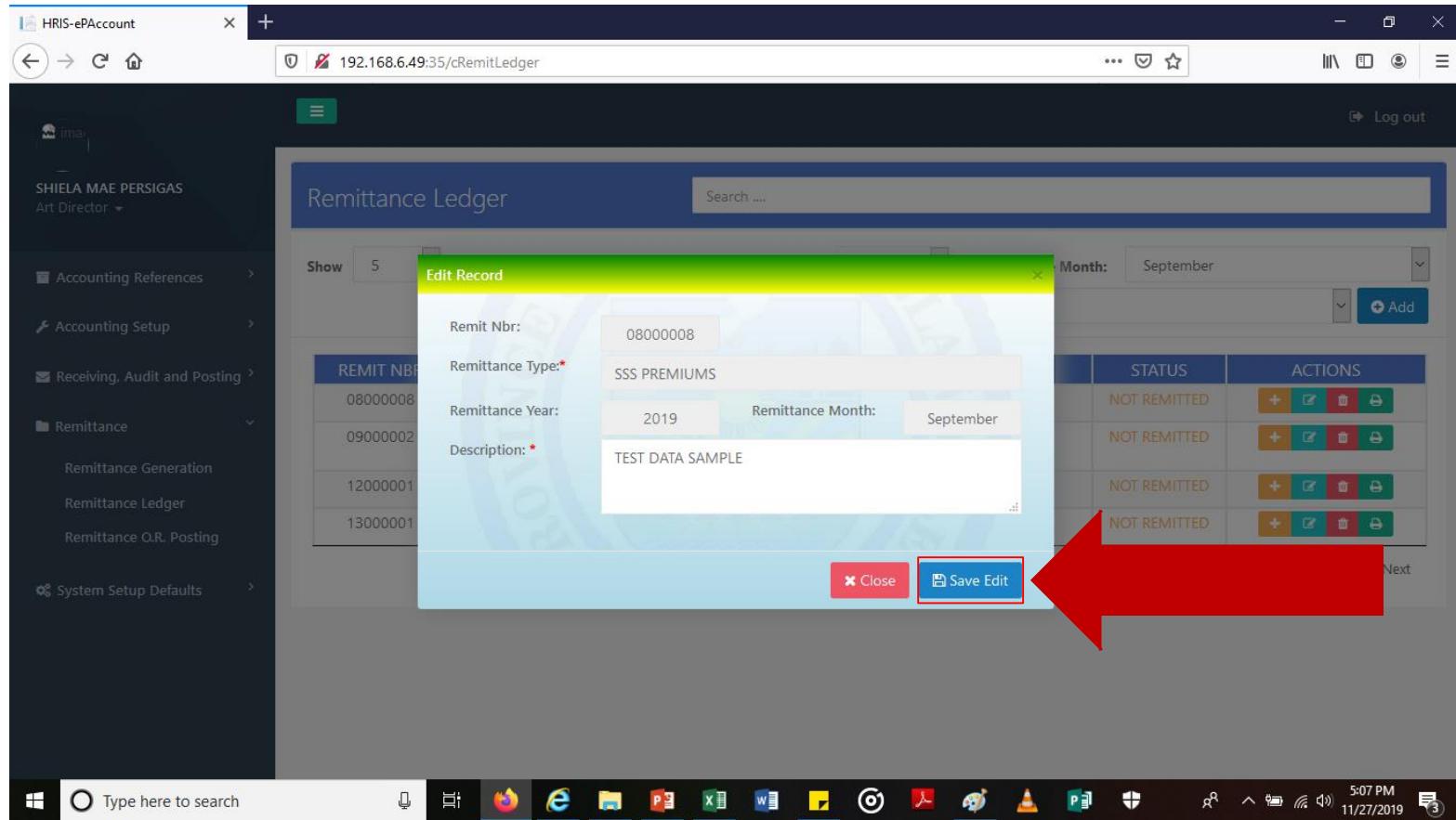
The screenshot shows a software interface titled "HRIS-ePAccount" with a sub-page titled "Remittance Ledger". A modal dialog box is open, titled "Edit Record", containing the following fields:

- Remit Nbr: 08000008
- Remittance Type: SSS PREMIUMS
- Remittance Year: 2019
- Remittance Month: September
- Description: TEST DATA SAMPLE

Below the dialog, the main "Remittance Ledger" table shows four rows of data, each with a "Status" column showing "NOT REMITTED" and an "Actions" column with four icons. The table includes columns for STATUS and ACTIONS, and rows for Remittance Nbr, Status, and Actions. The bottom right of the table has buttons for Previous, Next, and a page number (1).

The taskbar at the bottom of the screen shows various application icons, and the system tray indicates the date and time as 11/27/2019, 5:07 PM.

Step 9: Click save audit button for you to save updated remittance information.



Note: A pop-up confirmation window will appear that record was successfully updated.

The screenshot shows a web-based application titled "Remittance Ledger" from "HRIS-ePAccount". The user is logged in as "SHIELA MAE PERSIGAS, Art Director". The main interface displays a table of remittance entries with columns for REMIT NBR, DATE, RECEIPE TYPE, STATUS, and ACTIONS. A modal dialog box is overlaid on the page, indicating a successful update. The dialog contains a green checkmark icon, the text "Successfully Updated!", and the message "Existing record successfully updated!". A blue "OK" button is at the bottom right of the dialog. The system status bar at the bottom right shows the time as 5:10 PM and the date as 11/27/2019.

Remittance Ledger

Search ...

Show 5 entries

REMIT NBR DATE RECEIPE TYPE STATUS ACTIONS

08000008	TEST	MIUMS	NOT REMITTED		
09000002	ONE 2019	WORK BANK	NOT REMITTED		
12000001	PHIL	WAGE	NOT REMITTED		
13000001	NIHM	FC	NOT REMITTED		

Successfully Updated!

Existing record successfully updated!

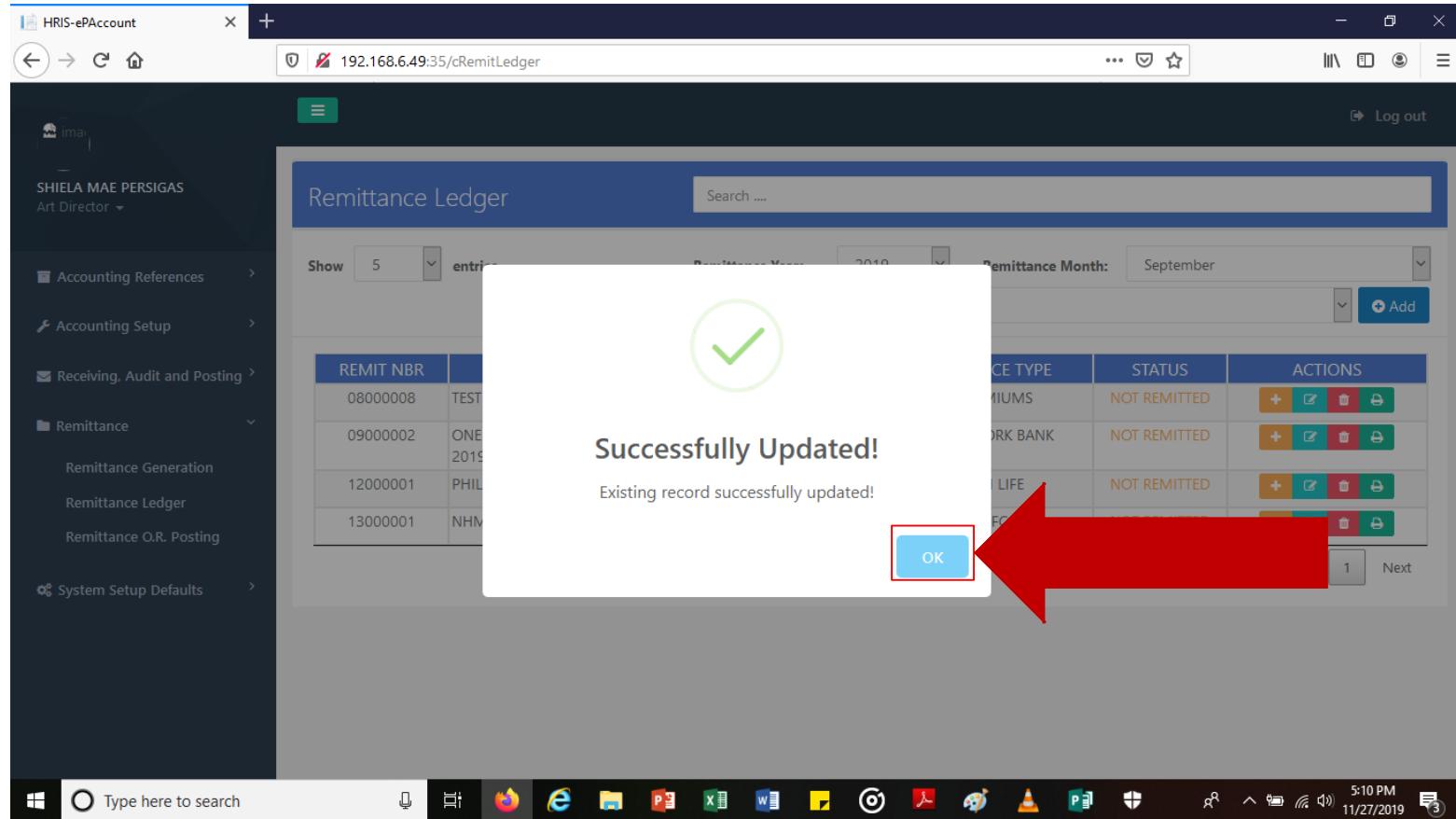
OK

Previous 1 Next

Type here to search

5:10 PM 11/27/2019

Step 10: Click ok button to go back in remittance ledger main page.



HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

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

Remittance Ledger

Show 5 entries

Remittance Year: 2019 Remittance Month: September

Employment Type: Regular Employees

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

Previous 1 Next

Type here to search

Note:

After you have update current record expected that record will be updated however the record will have no list of employees inside its **show details button**.



How to print
existing
remittance type?



Step 1: Select remittance year, remittance month and employment type, by clicking available drop list in order for you to print remittance type. **Print button** main grid will be visible.

The screenshot shows a web-based application titled "Remittance Ledger". The left sidebar displays the user profile "SHIELA MAE PERSIGAS Art Director" and a navigation menu with items like "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance" (selected), and "System Setup Defaults". The main content area has a search bar at the top right. Below it, there are three dropdown filters: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: Regular Employees". A blue "Add" button is located to the right of the employment type filter. The main grid displays four rows of remittance data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, Print]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Delete, Print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Print]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Print]

At the bottom right of the grid, there are "Previous" and "Next" buttons, with the page number "1" highlighted. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as "5:12 PM 11/27/2019".

Step 2: Once you have selected remittance year, remittance month and employment type, select specific deductions to print. **Print button** main grid will be visible.

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options for Generation, Ledger, and O.R. Posting), and System Setup Defaults. The main content area is titled "Remittance Ledger" and displays a table of remittance entries. The table has columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, REMIT NBR 08000008, is highlighted with a red border. The table data is as follows:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	[Edit, Print, Delete, Lock]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Print, Delete, Lock]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Print, Delete, Lock]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Print, Delete, Lock]

At the bottom of the main window, there are buttons for "Previous" and "Next". The status bar at the bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time (5:12 PM, 11/27/2019).

Step 3: While on the main page of remittance ledger click print button pop-up window will appear where you can print remittance.

The screenshot shows a web-based application interface for HRIS-ePAccount. On the left, there is a sidebar with various menu items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting), and System Setup Defaults. The main content area is titled "Remittance Ledger". It features a search bar and filters for "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: Regular Employees". Below these filters is a table with four rows of data. A large red arrow points to the "print" icon (represented by a printer symbol) in the top right corner of the table's header row. The table columns include REMIT NBR, DESCRIPTION, REMITTANCE, and ACTIONS. The data rows are as follows:

REMIT NBR	DESCRIPTION	REMITTANCE	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIL	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED

At the bottom of the page, there are navigation links for "Previous" and "Next", along with a page number "1". The status bar at the bottom shows system icons and the date/time "5:12 PM 11/27/2019".

Note:

Print page will open **remittance year** and **remittance quarter** will auto-generate and other non-key fields are blank. Primary key is **remittance control number**. Filters are **remittance year**, **remittance month** and **employment type**. Editable field is **select report** only. Fields with **asterisk sign (*)** are specify as required fields that should be inputted with values.

Non-key fields are:

- Employment Type
- Select Report



Note: In print modal page **remittance year**, **remittance quarter** and employment type will have values base on the filter you have selected in remittance ledger header main page.

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: To continue try to print information click **print button** in order to add remittance.

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

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Remittance Ledger

Show 5 entries Remittance Year: 2019 Remittance Month: September

SSS PREMIUMS REPORT OPTIONS

REMIT NBR	Remittance Year:	Remittance Quarter:	Action
08000014	2019	3rd Quarter	[Actions]
09000002			[Actions]
12000001			[Actions]
13000001			[Actions]

Status Actions

NOT REMITTED	[Actions]
NOT REMITTED	[Actions]
NOT REMITTED	[Actions]
NOT REMITTED	[Actions]

Remittance Year: 2019 Employment Type: Regular Employees

Select Report: * --Select Here-- required field!

PRINT

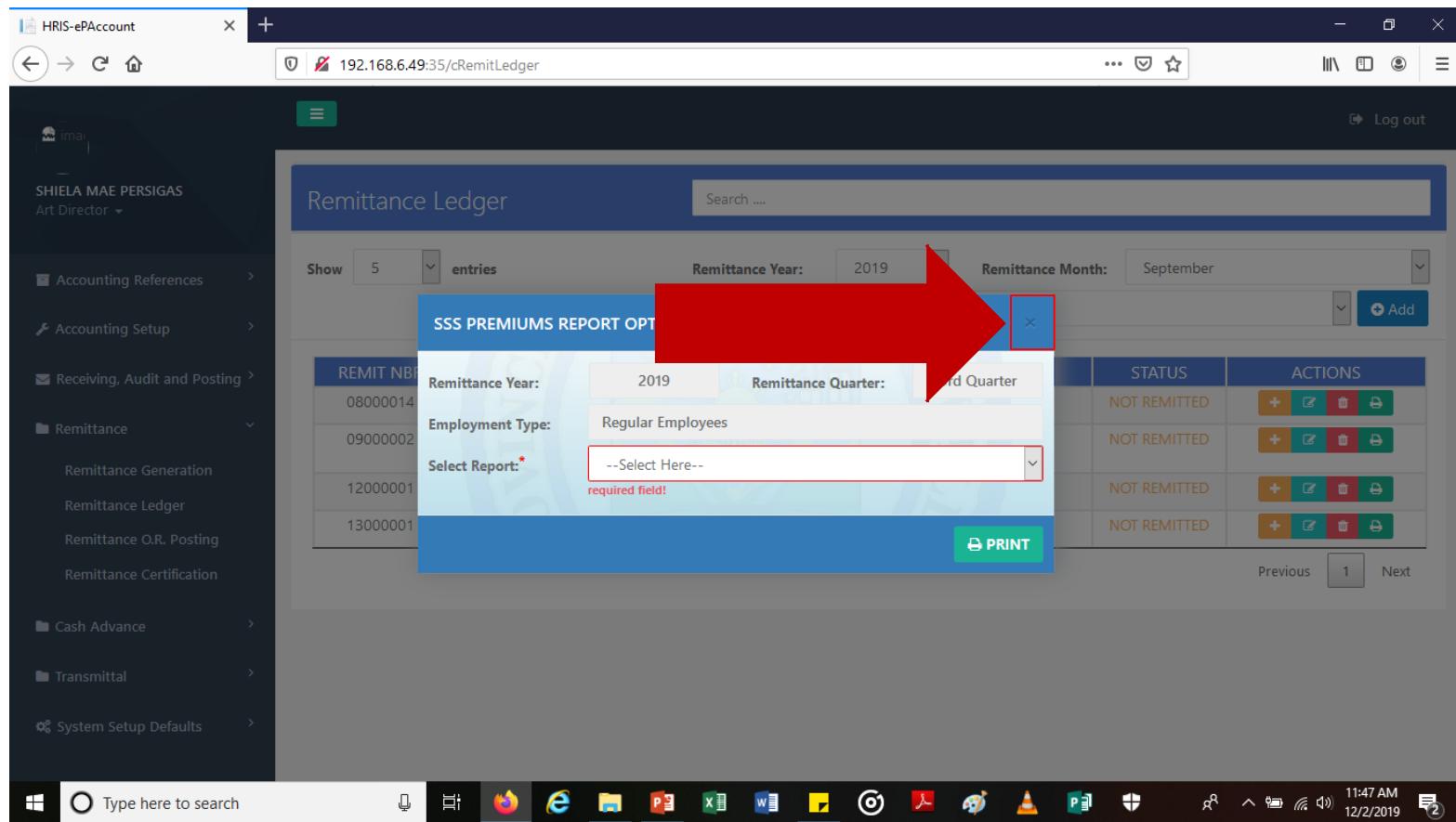
Type here to search

Windows Start button

Taskbar icons: File Explorer, Firefox, Edge, FileZilla, Word, Excel, Powerpoint, OneDrive, Adobe Reader, VLC, Norton, AVG, Task View, Task Manager, Network, Battery, Volume, Signal, Taskbar settings.

System tray: Date (11:47 AM), Date (12/2/2019), Battery level (2%), Signal strength, Volume, Taskbar settings.

Step 4: Click cancel icon if you don't want to print remittance record.



Step 5: Repeat step 3 in order to continue.

The screenshot shows the HRIS-ePAccount software interface. The main window is titled "Remittance Ledger". On the left, there is a navigation menu with the following items:

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

The main content area displays a table of remittance entries. The columns are labeled "REMIT NBR", "STATUS", and "ACTIONS". The table has four rows, each with a different remittance number and a status of "NOT REMITTED". Each row has a set of four icons for actions: a plus sign, a checkmark, a delete, and a print.

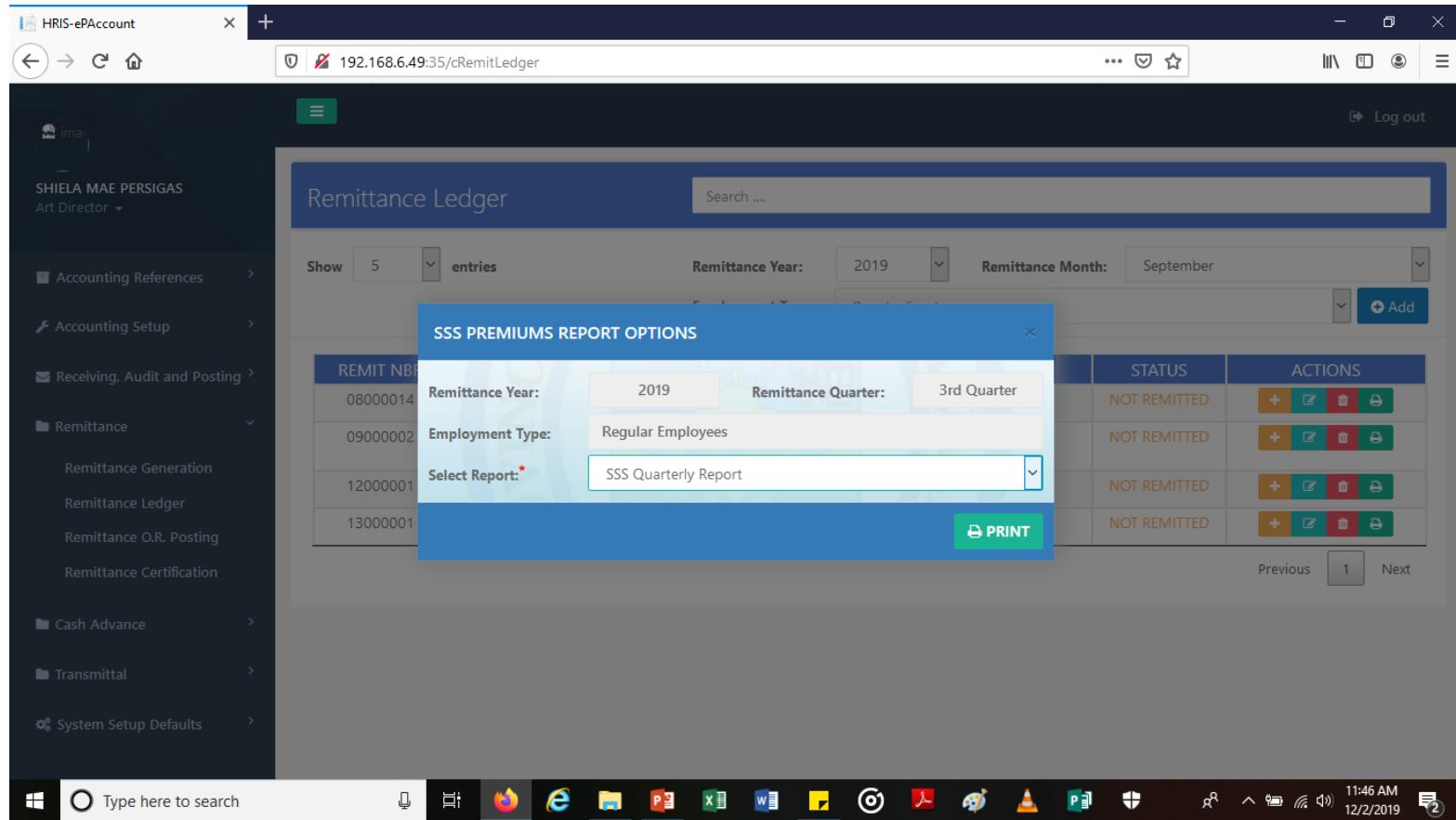
A modal dialog box titled "SSS PREMIUMS REPORT OPTIONS" is overlaid on the main content. It contains the following fields:

- Remittance Year: 2019
- Remittance Quarter: 3rd Quarter
- Employment Type: Regular Employees
- Select Report: --Select Here--

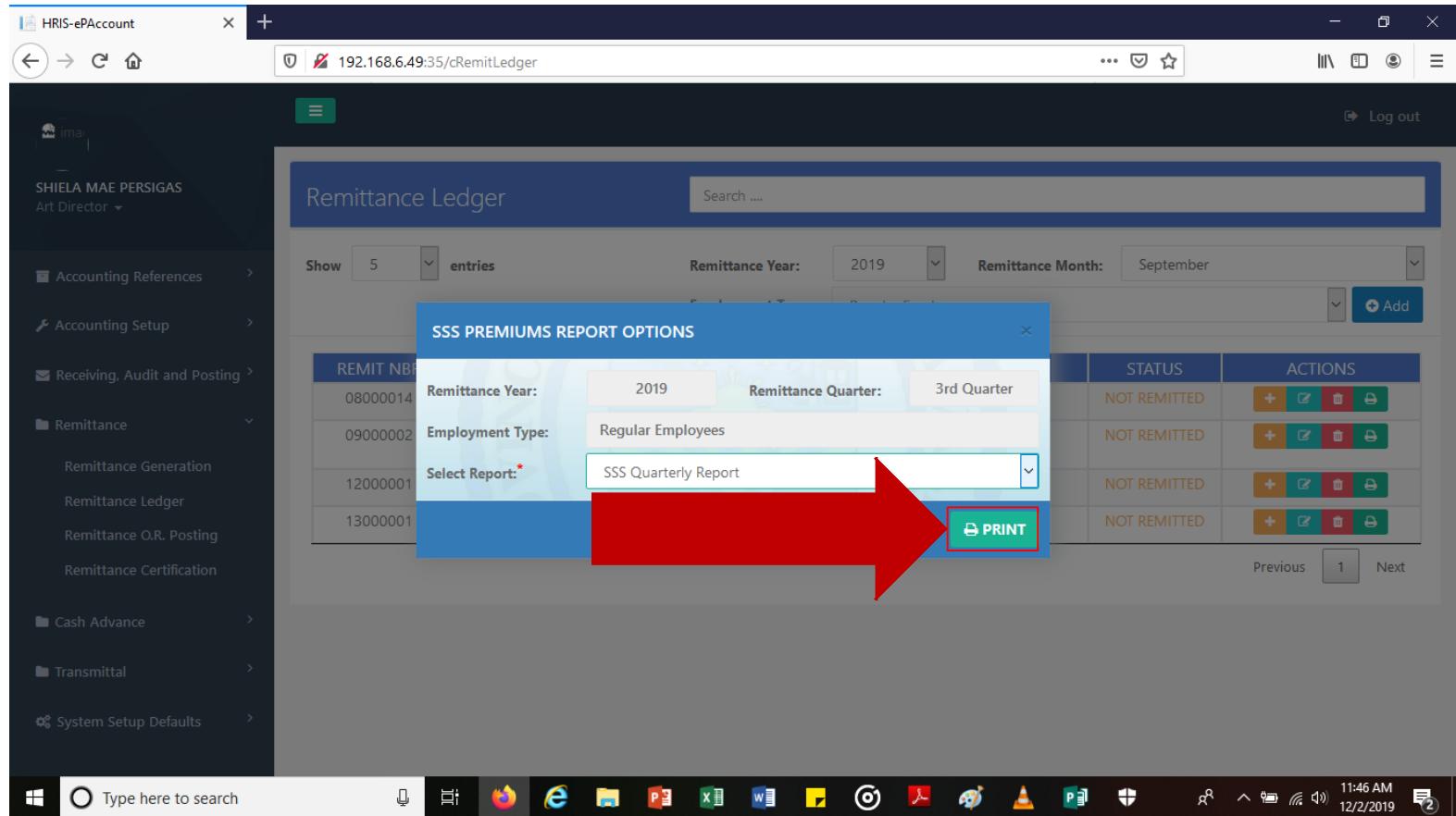
At the bottom right of the modal is a green "PRINT" button.

The browser address bar shows the URL: 192.168.6.49:35/cRemitLedger. The system status bar at the bottom right indicates the time as 11:45 AM and the date as 12/2/2019.

Step 6: Input values specifically in all required fields.



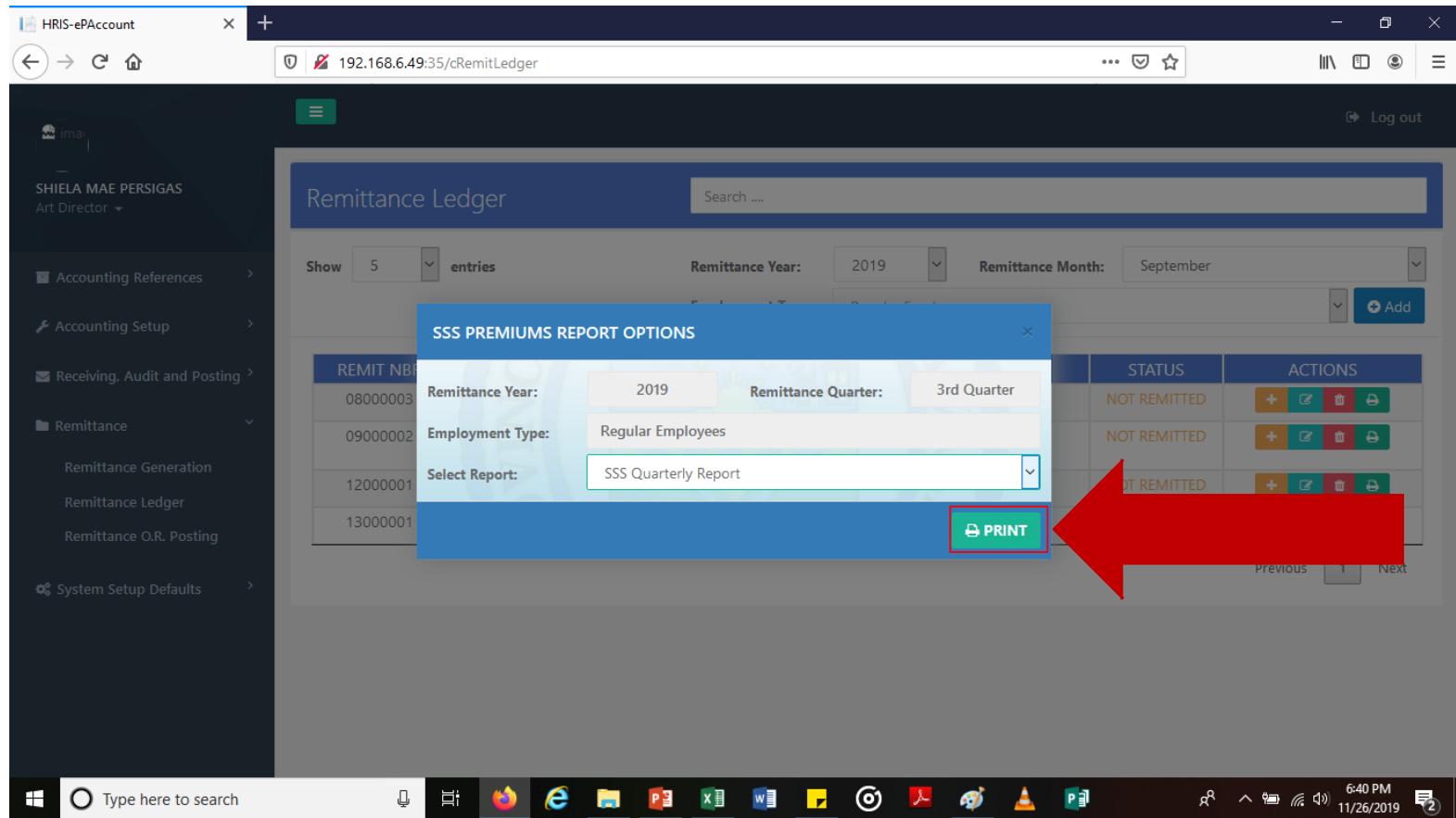
Step 7: To continue click **cancel icon** if you don't want to update remittance record.



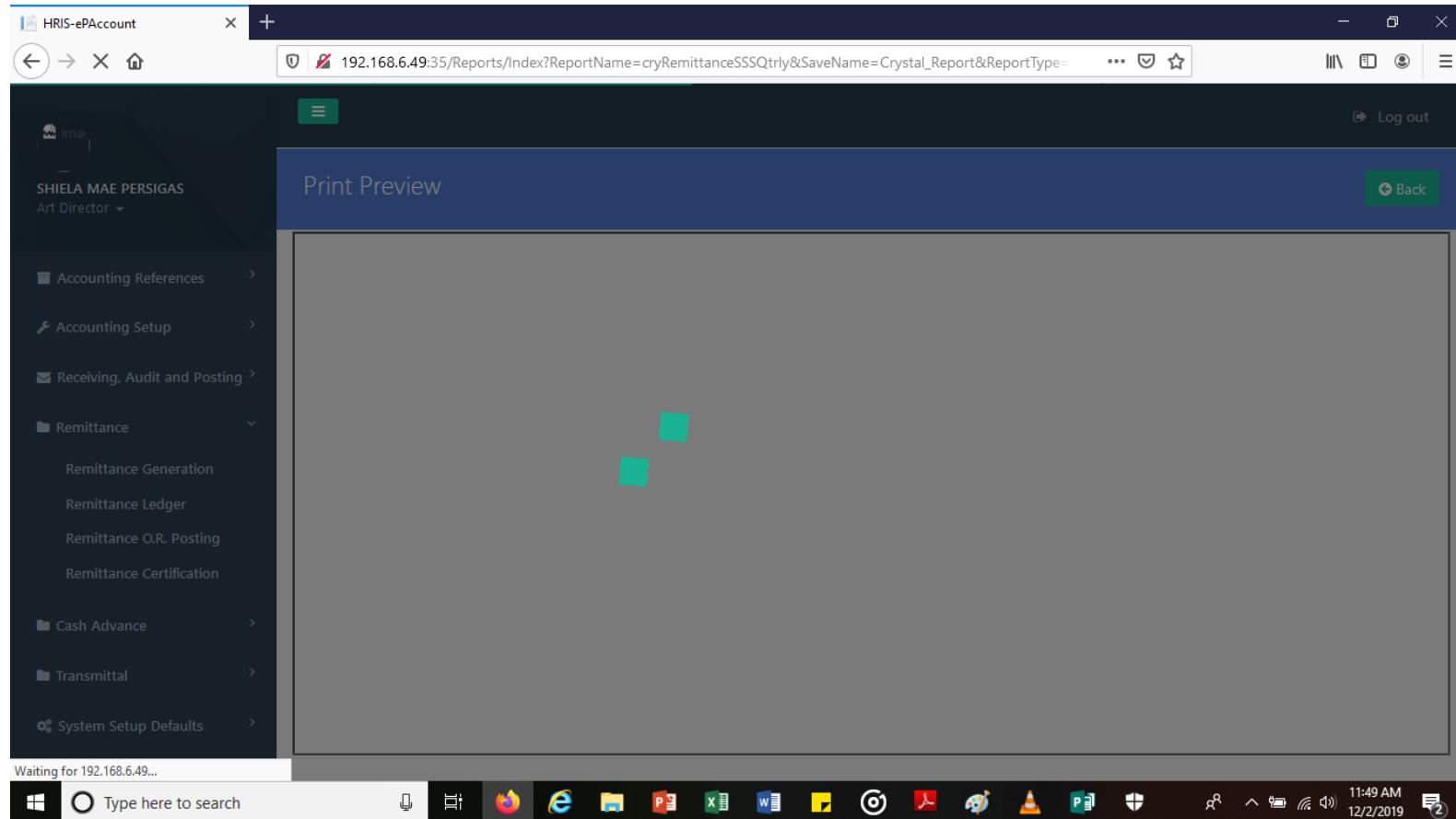
Step 8: If you click **cancel icon** record will not be updated
please repeat **step 3** and **6**.

The screenshot shows the HRIS-ePAccount software interface. The main window is titled "Remittance Ledger" and displays a grid of remittance entries. The grid has columns for "STATUS" and "ACTIONS". The "STATUS" column contains "NOT REMITTED" repeated four times. The "ACTIONS" column contains a row of icons for each entry. A modal dialog titled "SSS PREMIUMS REPORT OPTIONS" is overlaid on the main window. The dialog includes fields for "Remittance Year" (set to 2019), "Remittance Quarter" (set to 3rd Quarter), "Employment Type" (set to Regular Employees), and "Select Report" (set to SSS Quarterly Report). A "PRINT" button is at the bottom right of the dialog. The left sidebar shows navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting), and System Setup Defaults. The bottom taskbar shows various system icons and the date/time (6:40 PM, 11/26/2019).

Step 9: Click print button for you to save updated remittance information.



Note: Page will load along with **loading modal** together with the information displayed in **print preview**.



HRIS-ePAccount

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

Log out

SHEILA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Print Preview

Main Report

Provincial Government of Compostela Valley
Cabitidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

SURNAM	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Type here to search

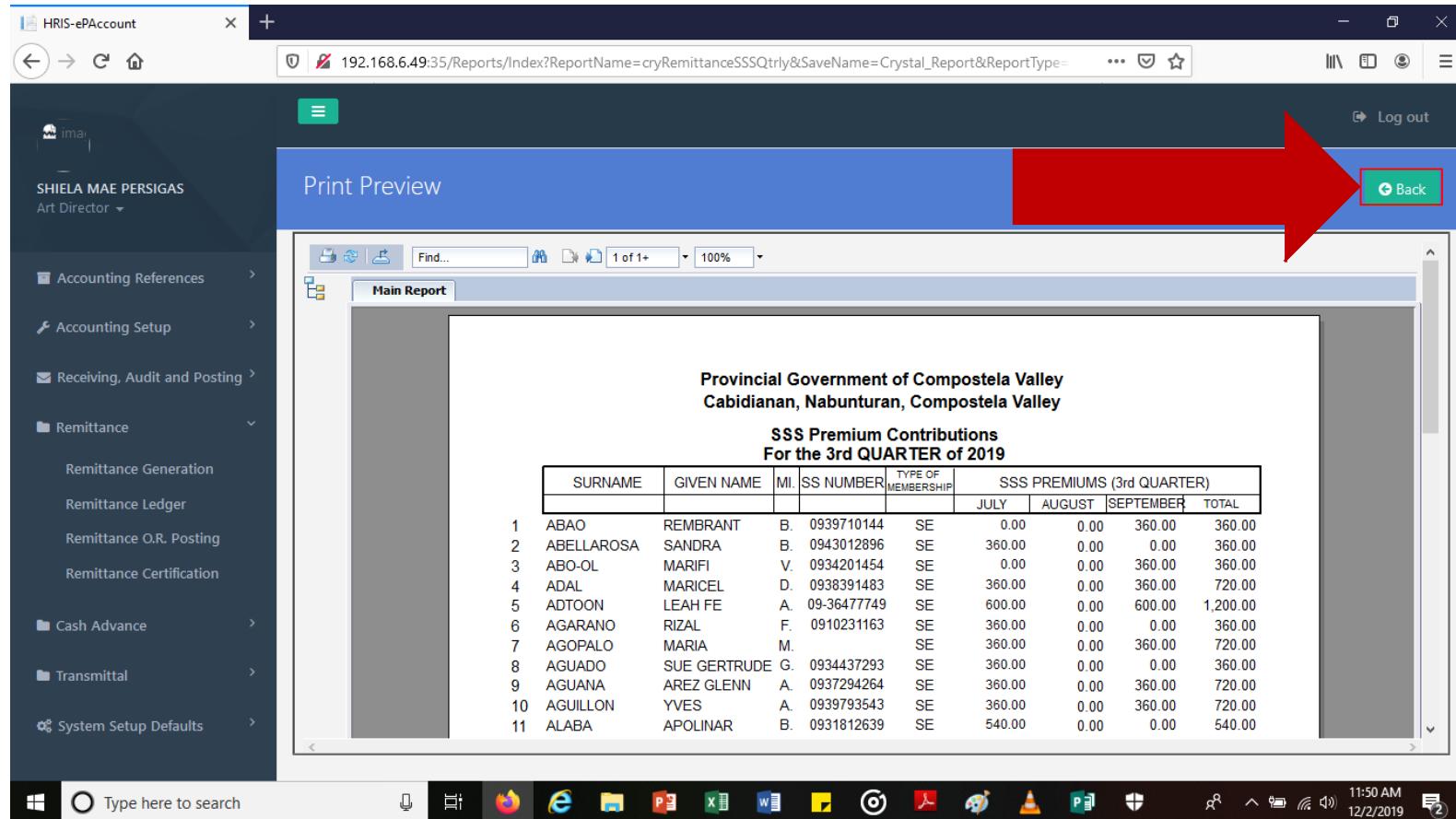
11:50 AM
12/2/2019

Note:

In print preview of sss premiums are the remitted remittance only unlike remittance show details are the not remitted sss remittance.



Step 10: Click back button to go back to previous page.



Step 11: Repeat step 6 if you want to continue.

The screenshot shows a Windows desktop with the HRIS-ePAccount application open in a browser window. The application interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area displays a 'Print Preview' of a report titled 'Main Report'. The report header reads 'Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley' and 'SSS Premium Contributions For the 3rd QUARTER of 2019'. Below the header is a table with the following data:

SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Step 12: Click export icon to export data.

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open. The application window is titled 'Print Preview' and displays a report titled 'SSS Premium Contributions For the 3rd QUARTER of 2019'. The report lists 11 entries of SSS contributions. The toolbar at the top of the preview window includes icons for Print, Export (highlighted by a large red arrow), Find, and other document operations. The left sidebar of the application shows various menu items under categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The taskbar at the bottom shows the Start button, a search bar, and icons for various system applications. The system tray indicates the date and time as 12/2/2019, 11:50 AM.

SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

HRIS-ePAccount

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

Log out

Print Preview

Main Report

Provincial Government of Compostela Valley

Export

File Format: Crystal Reports (RPT)

Page Range: All Pages

From: _____ To: _____

PREMIUMS (3rd QUARTER)

	AUGUST	SEPTEMBER	TOTAL
1 ABAO	0.00	360.00	360.00
2 ABELLAROSA	0.00	0.00	360.00
3 ABO-OL	0.00	360.00	360.00
4 ADAL	0.00	360.00	720.00
5 ADTOON	0.00	600.00	1,200.00
6 AGARANO	0.00	0.00	360.00
7 AGOPALO	0.00	360.00	720.00
8 AGUADO	0.00	0.00	360.00
9 AGUANA	0.00	360.00	720.00
10 AGUILLO	0.00	360.00	720.00
11 ALABA	0.00	0.00	540.00

Type here to search

11:53 AM
12/2/2019

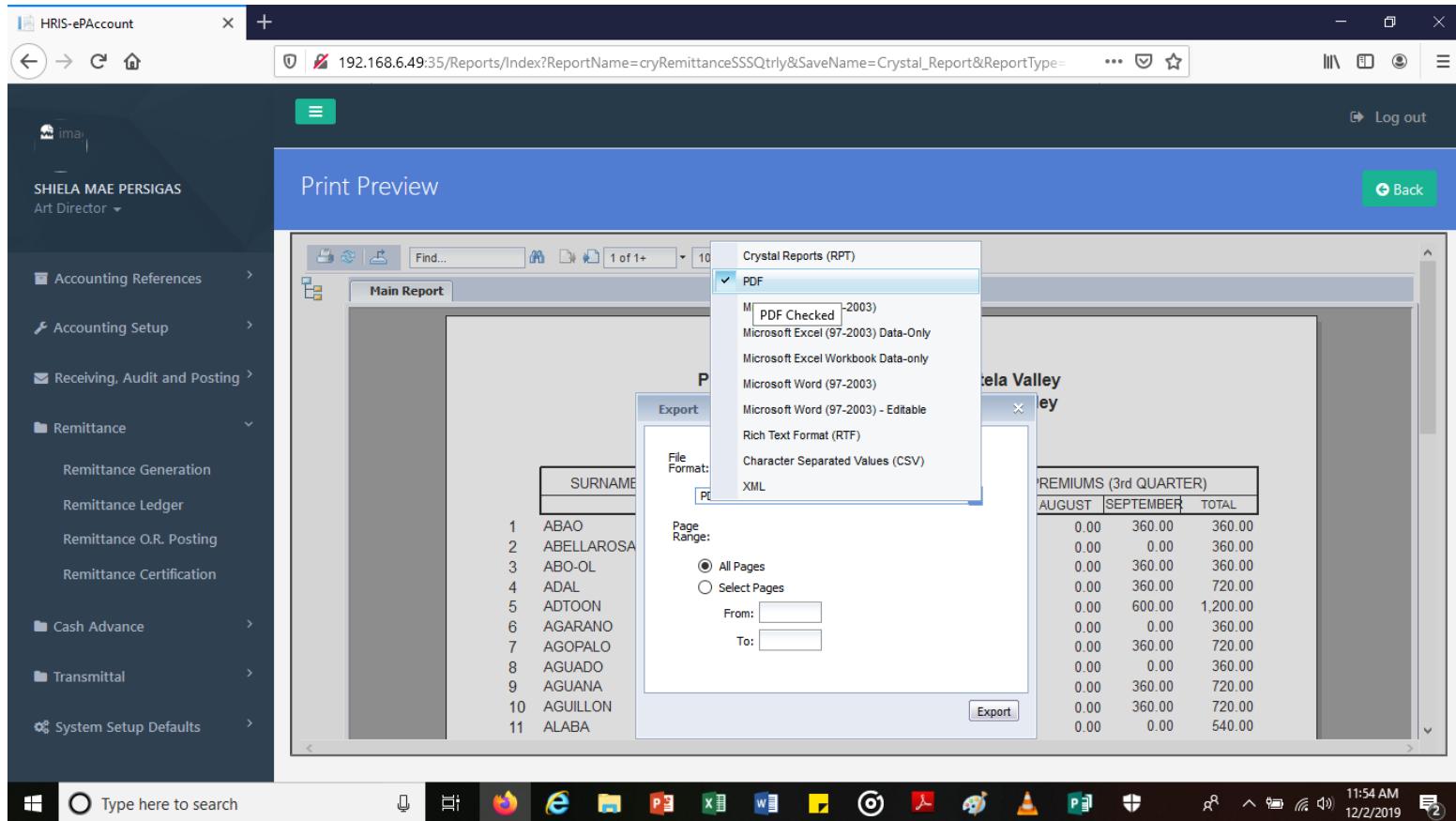
Note:

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.

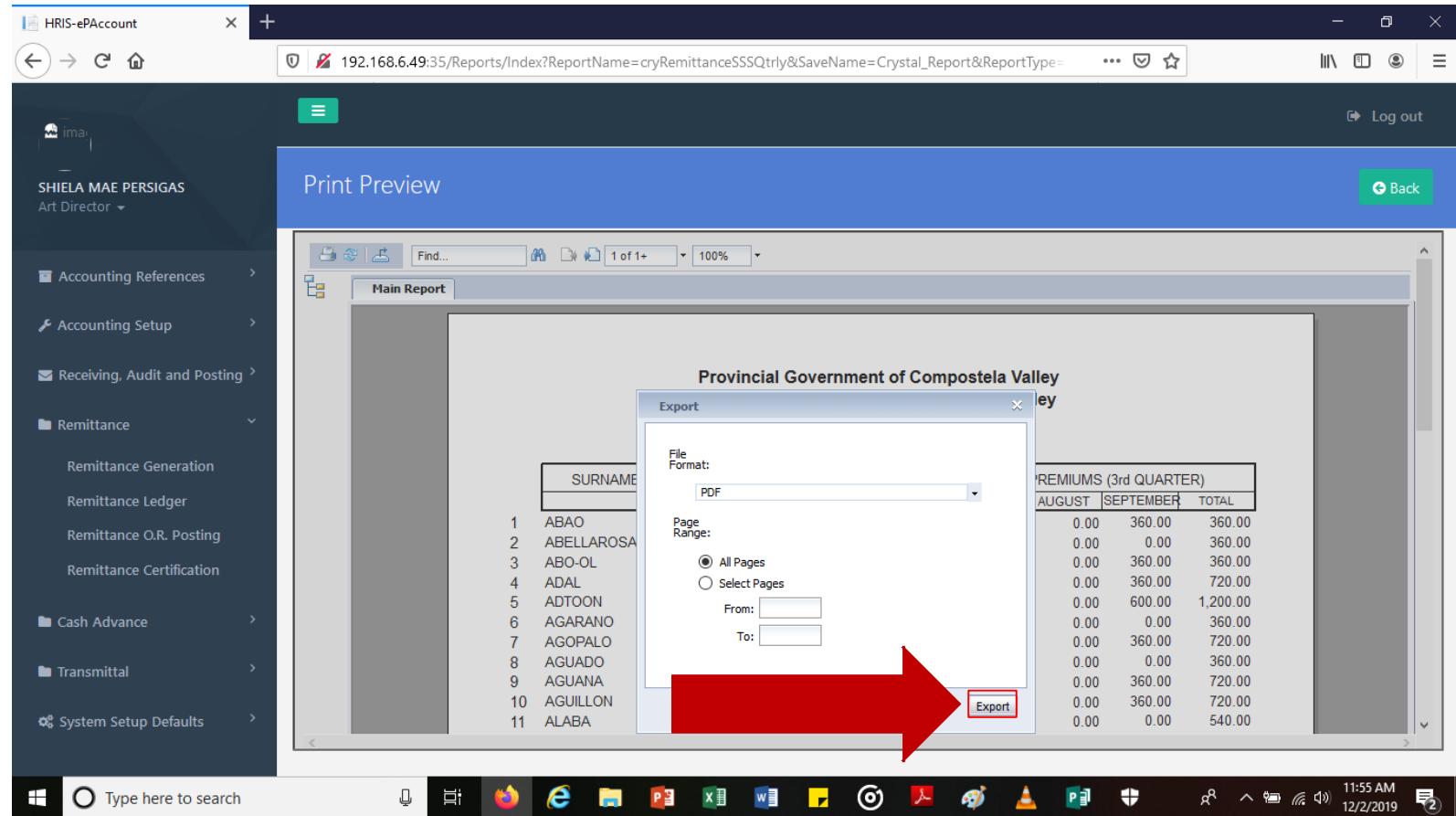
If unit is already connected in specific printer expected record will be printed. However, there is browser specification like **internet explorer** with updated version and compatible adds on when you click export icon automatic export setting window will pop-up.

Step 13: Click dropdown list in order to select **pdf file format** and export file.

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



Step 14: Click **export button** in order to print and download the selected file.



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 15: Click view download in order to download and print the selected file.

The screenshot shows a Windows desktop environment with the HRIS-ePAccount application open in a browser window. The application interface includes a left sidebar with navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation and Remittance Ledger), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a 'Print Preview' of a report titled 'Main Report'. The report header reads 'Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley' and 'SSS Premium Contributions For the 3rd QUARTER of 2019'. Below the header is a table with 11 rows of data, each representing an individual's contribution details. The table has columns for SURNAME, GIVEN NAME, MI., SS NUMBER, TYPE OF MEMBERSHIP, and SSS PREMIUMS (3rd QUARTER) with sub-columns for JULY, AUGUST, SEPTEMBER, and TOTAL. The data in the table is as follows:

	SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
						JULY	AUGUST	SEPTEMBER	TOTAL
1	ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2	ABELAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3	ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4	ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5	ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6	AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7	AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8	AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9	AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10	AGUILON	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11	ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

HRIS-ePAccount

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

Print Preview

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

crvPrint(2).pdf
Completed — 99.0 KB

Show All Downloads

Main Report

Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Type here to search

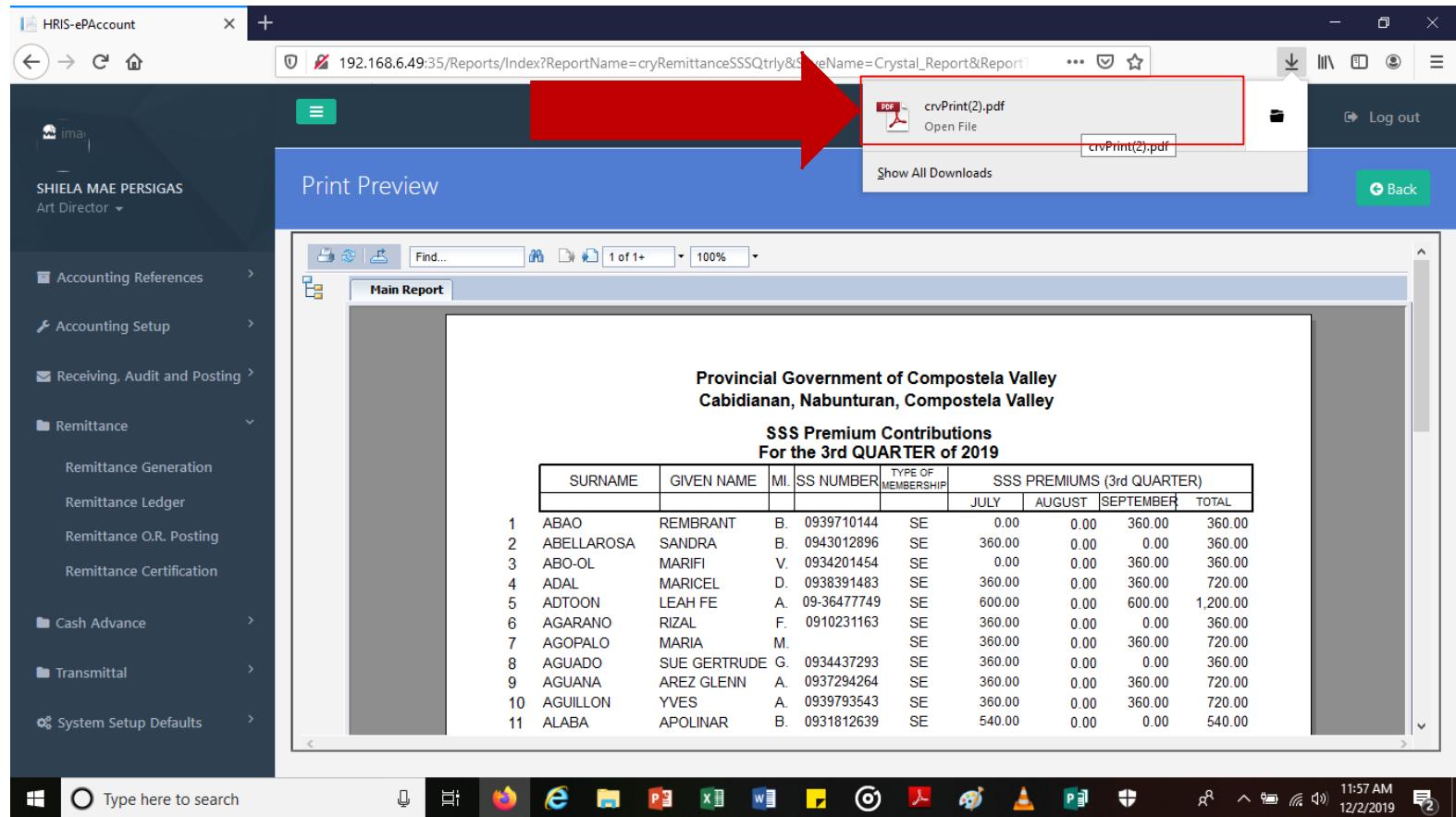
11:57 AM 12/2/2019

Step 16: Select specific file in order to open and print.

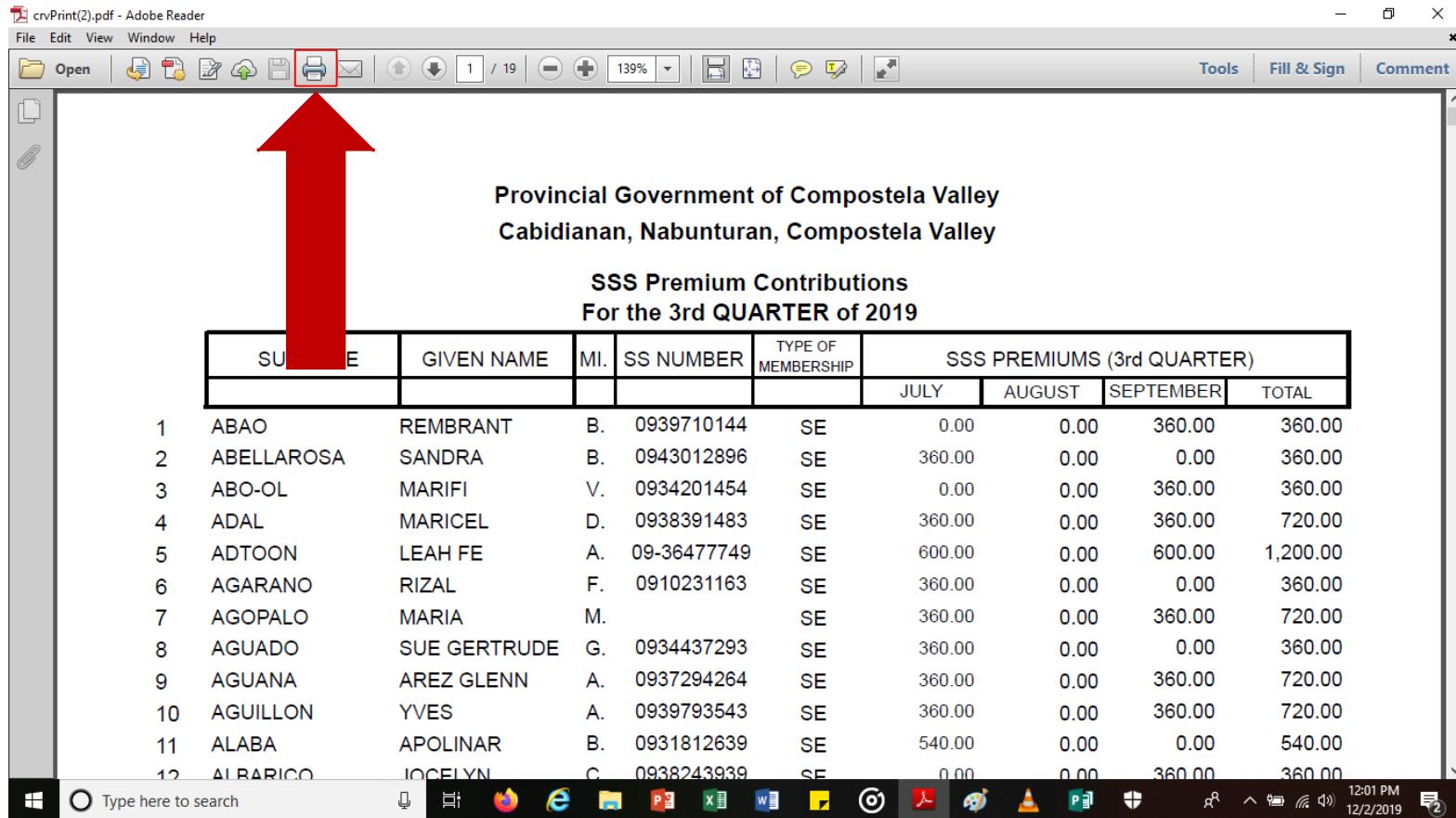
The screenshot shows a web browser window titled "HRIS-eAccount". The URL in the address bar is 192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal_Report&Report. The main content is a "Print Preview" of a report titled "Main Report". The report header reads "Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley" and "SSS Premium Contributions For the 3rd QUARTER of 2019". Below the header is a table showing SSS Premium Contributions for 11 individuals. A red box highlights a download link for "crvPrint(2).pdf" in the top right corner of the browser window. The browser's taskbar at the bottom shows various pinned icons and the system clock.

SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Step 17: Click the selected file to open and print.



Step 18: Click print icon in order to print file.



A screenshot of the Adobe Reader application window. The title bar reads "crvPrint(2).pdf - Adobe Reader". The menu bar includes File, Edit, View, Window, and Help. The toolbar contains various icons for file operations like Open, Save, Print, and Email. A large red arrow points upwards from the bottom of the page towards the Print icon. The main content area displays a document titled "SSS Premium Contributions For the 3rd QUARTER of 2019" from the "Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley". Below the title is a table with columns for Surname, Given Name, MI, SS Number, Type of Membership, and monthly contributions for July, August, September, and a Total column. The table lists 12 entries of employees and their contributions for the third quarter of 2019.

SURNAM	NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00
12 ALBARICO	IOCELYN	C.	0938243939	SE	0.00	0.00	360.00	360.00

crvPrint(2).pdf - Adobe Reader

Print

Printer: Microsoft Print to PDF

Copies: 1

Pages to Print:

- All
- Current page
- Pages 1 - 19
- More Options

Comments & Forms:

Document and Markups

Scale: 100%

8.5 x 11 Inches

ARTER)		BER	TOTAL
		.00	360.00
		.00	360.00
		.00	360.00
		.00	720.00
		.00	1,200.00
		.00	360.00
		.00	720.00
		.00	360.00
		.00	720.00
		.00	540.00
		.00	360.00

Page 1 of 19

Print **Cancel**

File Edit View Window Help

Open

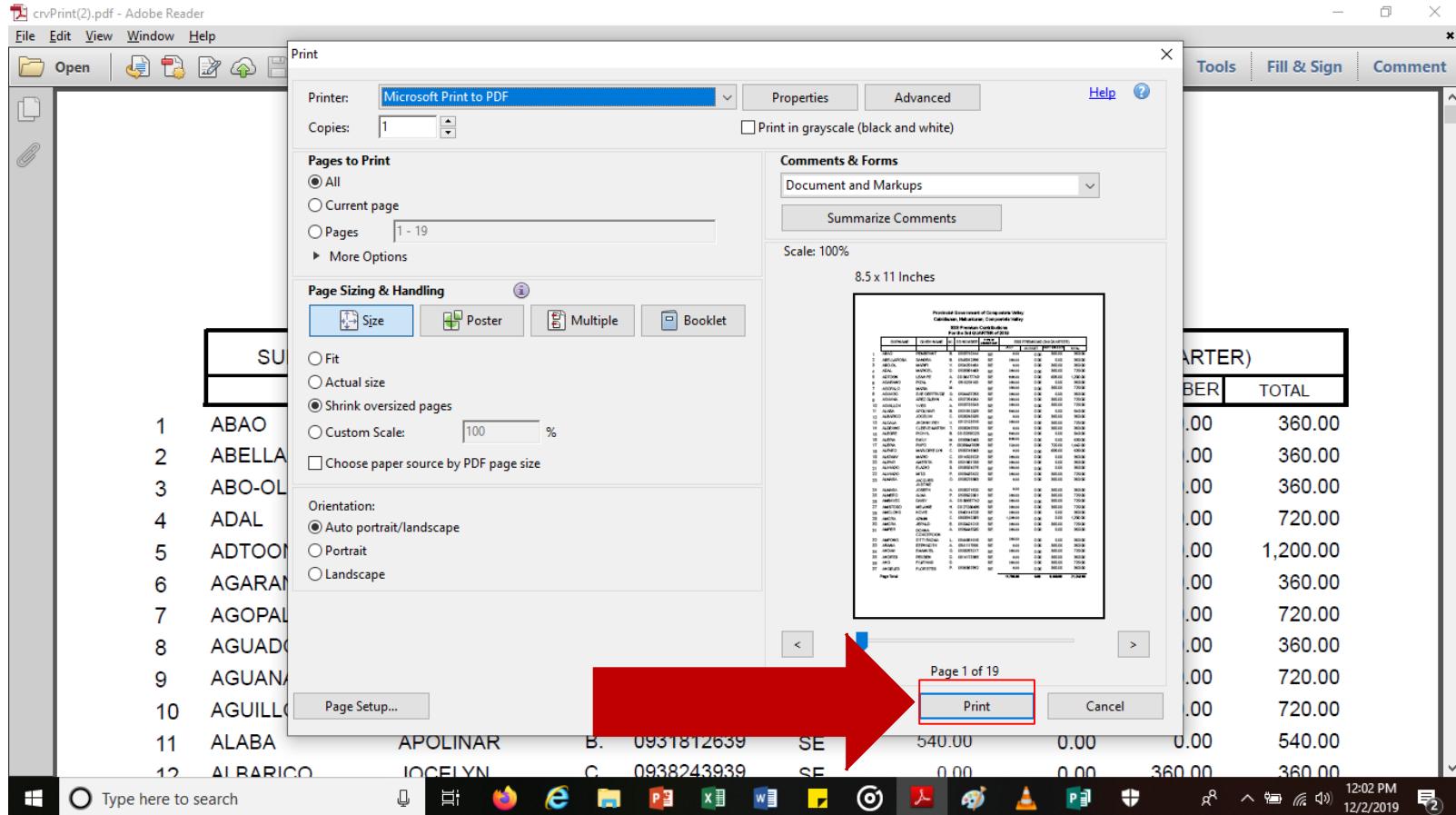
Tools Fill & Sign Comment

SU

1 ABAO
2 ABELLA
3 ABO-OL
4 ADAL
5 ADTOON
6 AGARAN
7 AGOPAL
8 AGUAD
9 AGUAN
10 AGUILLO
11 ALABA APOLINAR B. 0931812639 SE 540.00 0.00 0.00
12 AI BARICO JOCELYN C. 0988243939 SE 0.00 0.00 360.00

Type here to search

Step 19: 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 application interface for HRIS-ePAccount. 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 main content area displays a "Print Preview" of a report titled "Main Report". The report header reads "Provincial Government of Compostela Valley, Cabidianan, Nabunturan, Compostela Valley" and "SSS Premium Contributions For the 3rd QUARTER of 2019". Below the header is a table with columns for SURNAME, GIVEN NAME, MI, SS NUMBER, TYPE OF MEMBERSHIP, and SSS PREMIUMS (3rd QUARTER) with sub-columns for JULY, AUGUST, SEPTEMBER, and TOTAL. The table contains 10 entries. At the bottom of the print preview, a modal dialog box appears with the message "Do you want to open or save crvPrint.pdf (99.0 KB) from 192.168.6.49?". It has three buttons: "Open", "Save", and "Cancel". The status bar at the bottom of the screen shows the time as 12:57 PM and the date as 12/2/2019.

SURNAME	GIVEN NAME	MI	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE G.	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00

Step 20: If you don't want to print record click **cancel** button in order to cancel.

The screenshot shows a web browser window for 'HRIS-eAccount' at the URL http://192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Report. The user is logged in as SHIELA MAE PERSIGAS, Art Director. The main menu on the left includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The central area displays a 'Print Preview' of a report titled 'Main Report'. The report header reads 'Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley' and 'SSS Premium Contributions For the 3rd QUARTER of 2019'. Below the header is a table showing SSS Premium Contributions for 11 individuals. A red arrow points to the 'Cancel' button in a save dialog box at the bottom of the screen. The dialog box asks 'Do you want to open or save crvPrint.pdf (99.0 KB) from 192.168.6.49?' with options 'Open', 'Save', and 'Cancel'.

SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			TOTAL
					JULY	AUGUST	SEPTEMBER	
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	360.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	360.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE G.	G.	0934437293	SE	360.00	0.00	360.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALARA	ADOLINAP	P.	0924942629	SE	540.00	0.00	540.00	540.00

Step 21: Repeat step 12, 13 and 14 if you want to continue.

The screenshot shows a web browser window for the HRIS-eAccount system at the URL http://192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Report. The user is logged in as SHIELA MAE PERSIGAS, Art Director. The main menu on the left 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 right side displays a 'Print Preview' of a report titled 'Main Report'. The report header reads 'Provincial Government of Compostela Valley Cabidianan, Nabunturan, Compostela Valley' and 'SSS Premium Contributions For the 3rd QUARTER of 2019'. Below the header is a table showing SSS Premium Contributions for 10 individuals. A modal dialog at the bottom asks 'Do you want to open or save crvPrint.pdf (99.0 KB) from 192.168.6.49?' with options Open, Save, and Cancel.

RANK	SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
						JULY	AUGUST	SEPTEMBER	TOTAL
1	ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2	ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3	ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4	ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5	ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6	AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7	AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8	AGUADO	SUE GERTRUDE G.	G.	0934437293	SE	360.00	0.00	0.00	360.00
9	AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10	AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
	ALARA	AGUILAR	P.	0021812630	SE	540.00	0.00	0.00	540.00

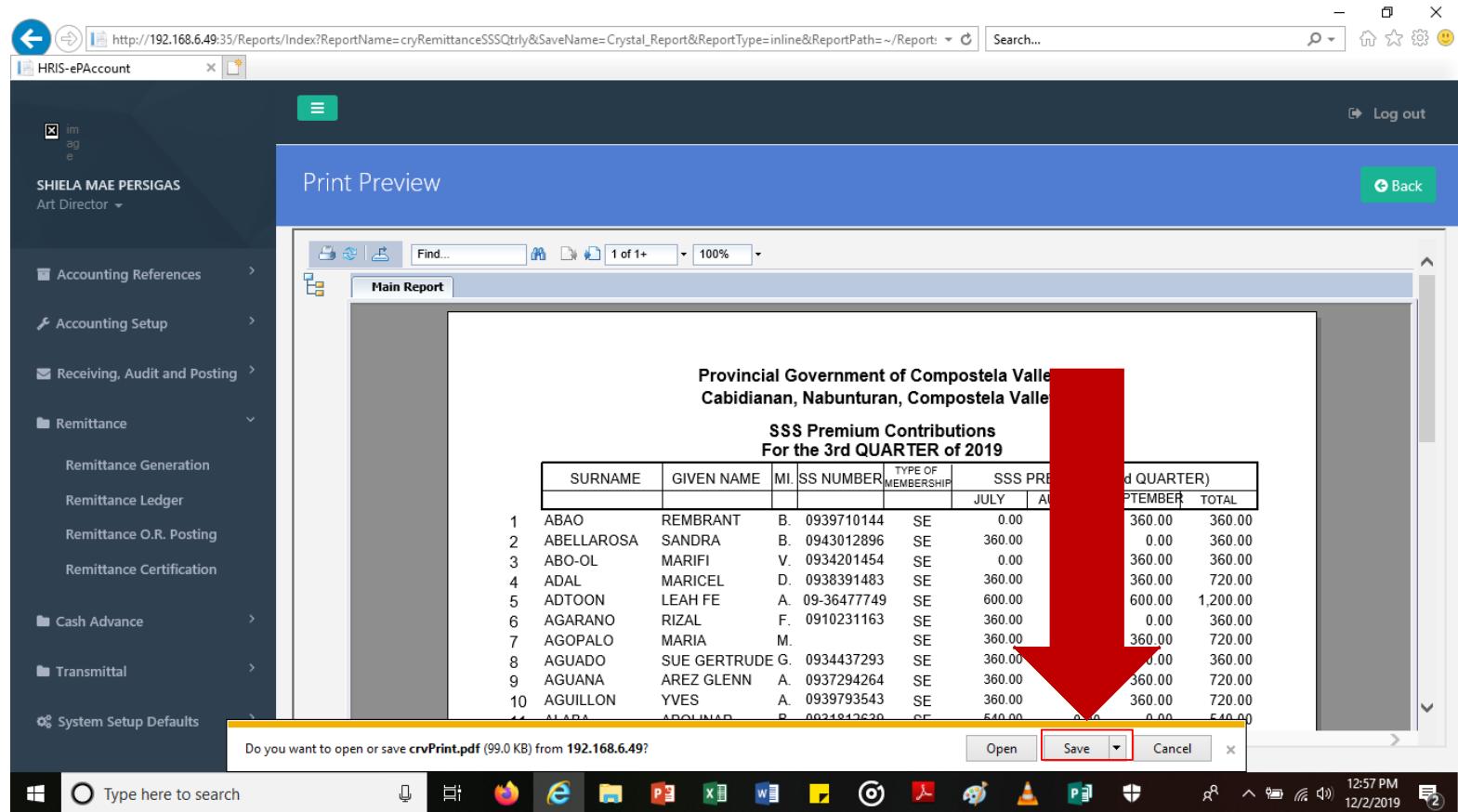
Do you want to open or save crvPrint.pdf (99.0 KB) from 192.168.6.49?

Open Save Cancel

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 12, 13 and 14** 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 22: Click save button if you want to save the exported file.

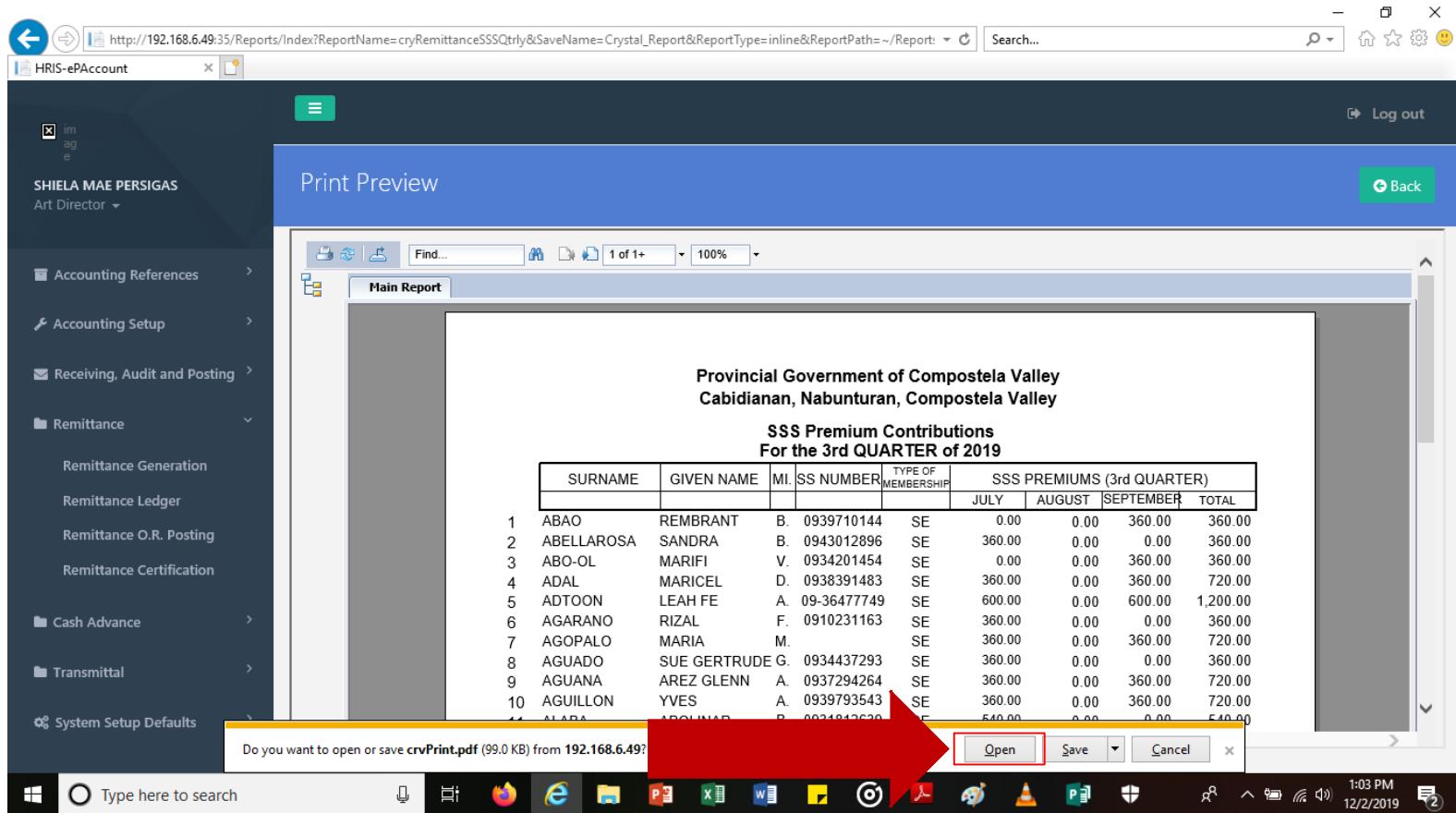


Note: If you click **save button** expected that file is completely downloaded and **open, open folder, view downloads button** will be visible.

The screenshot shows a web browser window for 'HRIS-eAccount' at the URL http://192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Report. 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, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a 'Print Preview' of a report titled 'Main Report'. The report header reads 'Provincial Government of Compostela Valley' and 'Cabidianan, Nabunturan, Compostela Valley'. Below this is the title 'SSS Premium Contributions' and 'For the 3rd QUARTER of 2019'. A table follows, showing SSS Premium Contributions for the 3rd Quarter of 2019. The table has columns for SURNAME, GIVEN NAME, MI, SS NUMBER, TYPE OF MEMBERSHIP, and SSS PREMIUMS (3rd QUARTER) with sub-columns for JULY, AUGUST, SEPTEMBER, and TOTAL. The data includes 14 entries. At the bottom of the report, a message asks if the user wants to open or save the file 'crvPrint.pdf' (99.0 KB) from the IP address 192.168.6.49. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 1:03 PM on 12/2/2019.

SURNAME	GIVEN NAME	MI	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALAPA	ABQUINAD	P.	0921942630	SE	540.00	0.00	0.00	540.00

Step 23: If you want to continue click **open** button to open the downloaded file.



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

crvPrint.pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

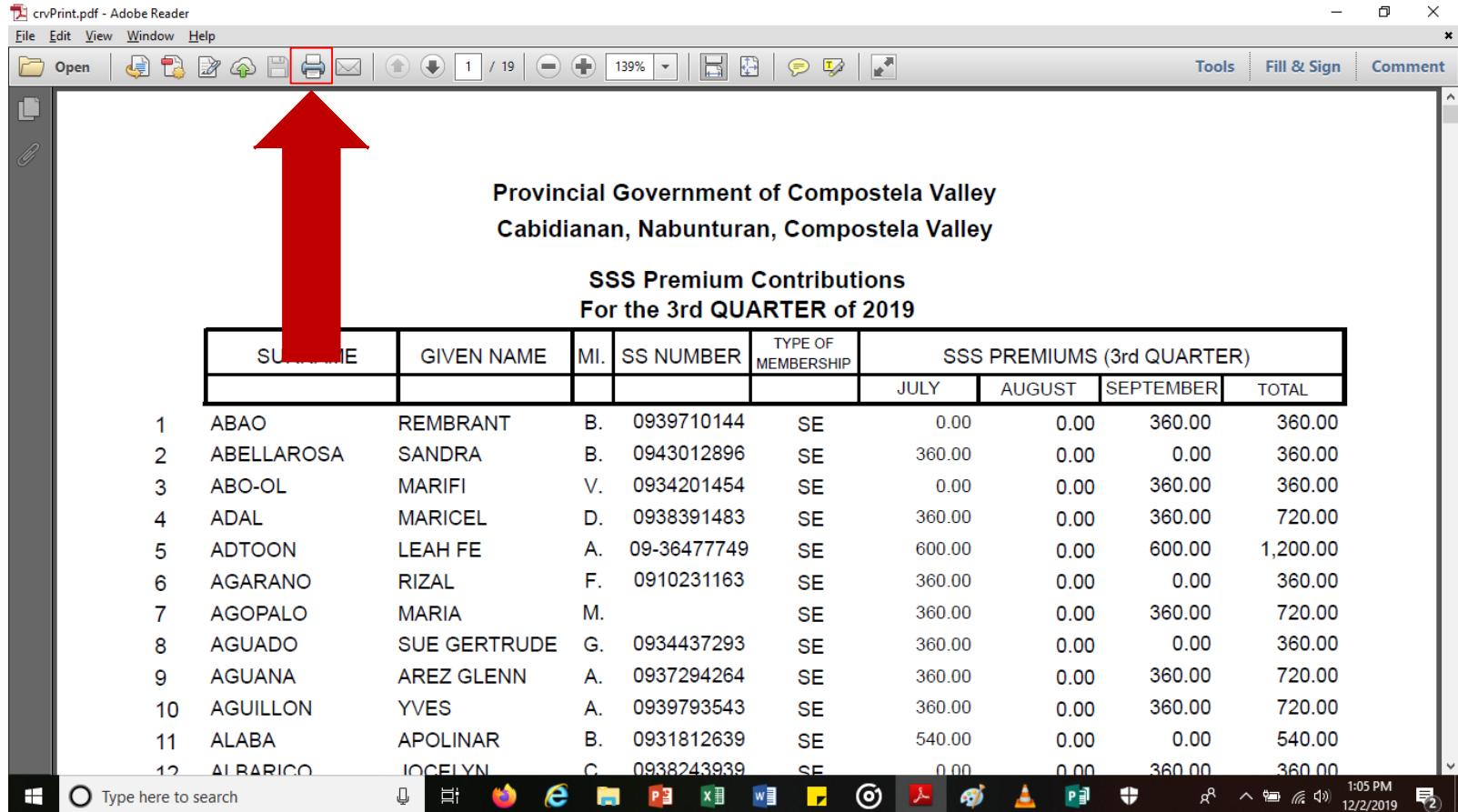
SSS Premium Contributions
For the 3rd QUARTER of 2019

SURNAM	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00
12 ALBARICO	JOCELYN	C.	0938243939	SE	0.00	0.00	360.00	360.00

Type here to search

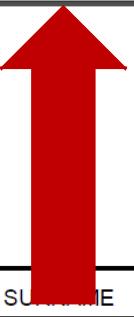
1:05 PM 12/2/2019

Step 24: Click print icon in order to print the downloaded file.



crvPrint.pdf - Adobe Reader

File Edit View Window Help

Open | Print | Save | Mail | **Print** |  |  | 1 / 19 |  | 139% |  |  | Tools | Fill & Sign | Comment

Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

S. No.	SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
						JULY	AUGUST	SEPTEMBER	TOTAL
1	ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2	ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3	ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4	ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5	ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6	AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7	AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8	AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9	AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10	AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11	ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00
12	AI BARICO	JOCELYN	C.	0938243939	SE	0.00	0.00	360.00	360.00

Windows Type here to search |                      1:05 PM 12/2/2019 

crvPrint.pdf - Adobe Reader

File Edit View Window Help

Print

Printer: Microsoft Print to PDF

Copies: 1

Pages to Print:

All

Current page

Pages 1 - 19

More Options

Page Sizing & Handling

Size

Poster

Multiple

Booklet

Fit

Actual size

Shrink oversized pages

Custom Scale: 100 %

Choose paper source by PDF page size

Orientation:

Auto portrait/landscape

Portrait

Landscape

Comments & Forms

Document and Markups

Summarize Comments

Scale: 100%

8.5 x 11 Inches

Printable Government of Coquihalla Valley
Community Services Department
2013 Premium Contribution
Bill of Sale and Receipt

Customer Name	Address	Amount
1. ABAO, GENEVIEVE	100 10TH AVENUE	184.00
2. ABELLA, JESUS	100 10TH AVENUE	184.00
3. ABO-OL, RONALD	100 10TH AVENUE	184.00
4. ADAL, JESUS	100 10TH AVENUE	184.00
5. ADTOON, JOSEPH	100 10TH AVENUE	184.00
6. AGARAN, JESUS	100 10TH AVENUE	184.00
7. AGOPAL, JESUS	100 10TH AVENUE	184.00
8. AGUADOC, JESUS	100 10TH AVENUE	184.00
9. AGUANA, JESUS	100 10TH AVENUE	184.00
10. AGUILLO, JESUS	100 10TH AVENUE	184.00
11. ALABA, APOLINAR	B. 0931812639	SE 540.00
12. ALARICO, JOCELYN	C. 0988243939	SE 0.00
		0.00
		360.00

ARTER)

BER	TOTAL
.00	360.00
.00	360.00
.00	360.00
.00	720.00
.00	1,200.00
.00	360.00
.00	720.00
.00	360.00
.00	720.00
.00	540.00
.00	360.00

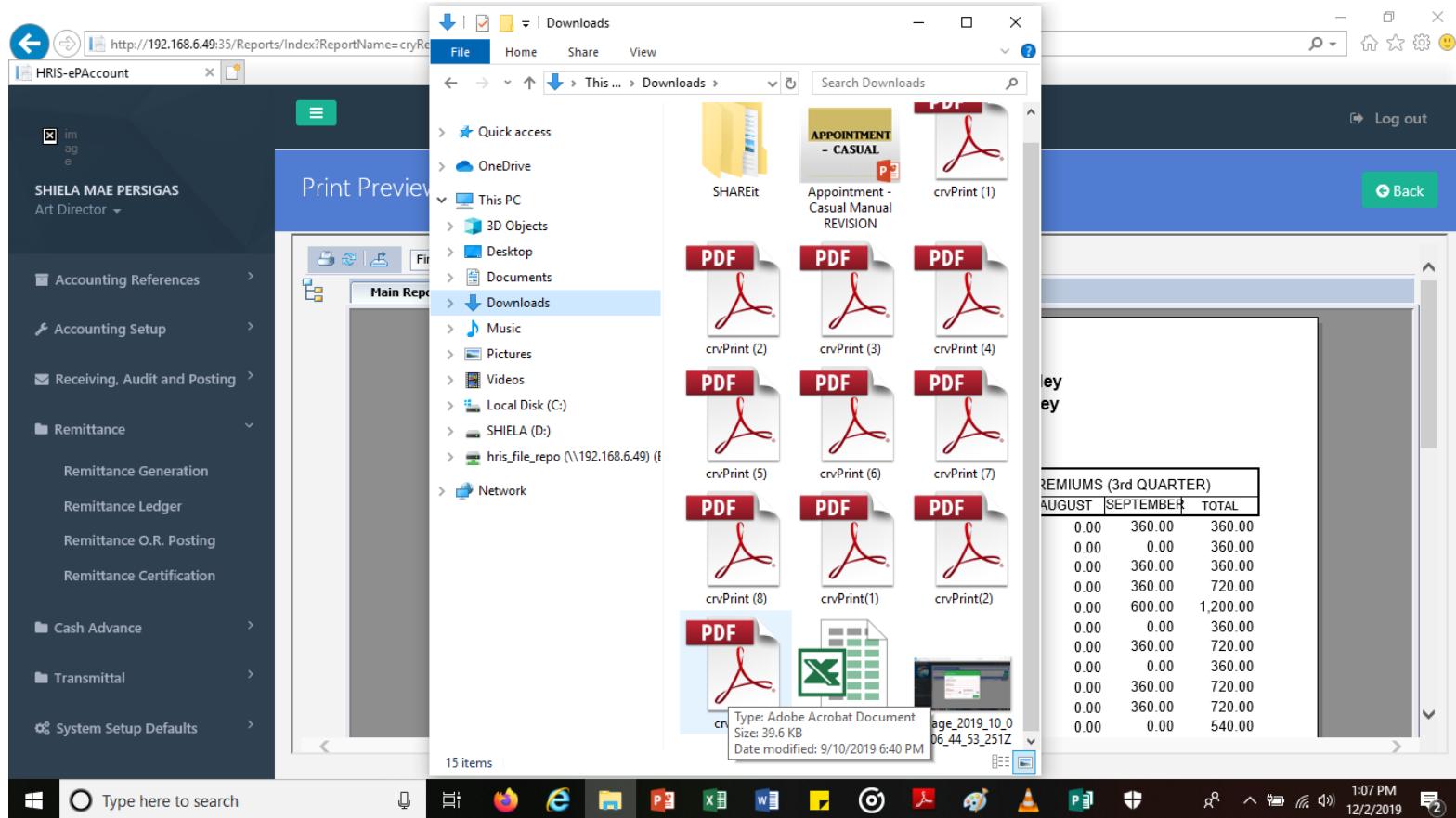
Page 1 of 19

Print Cancel

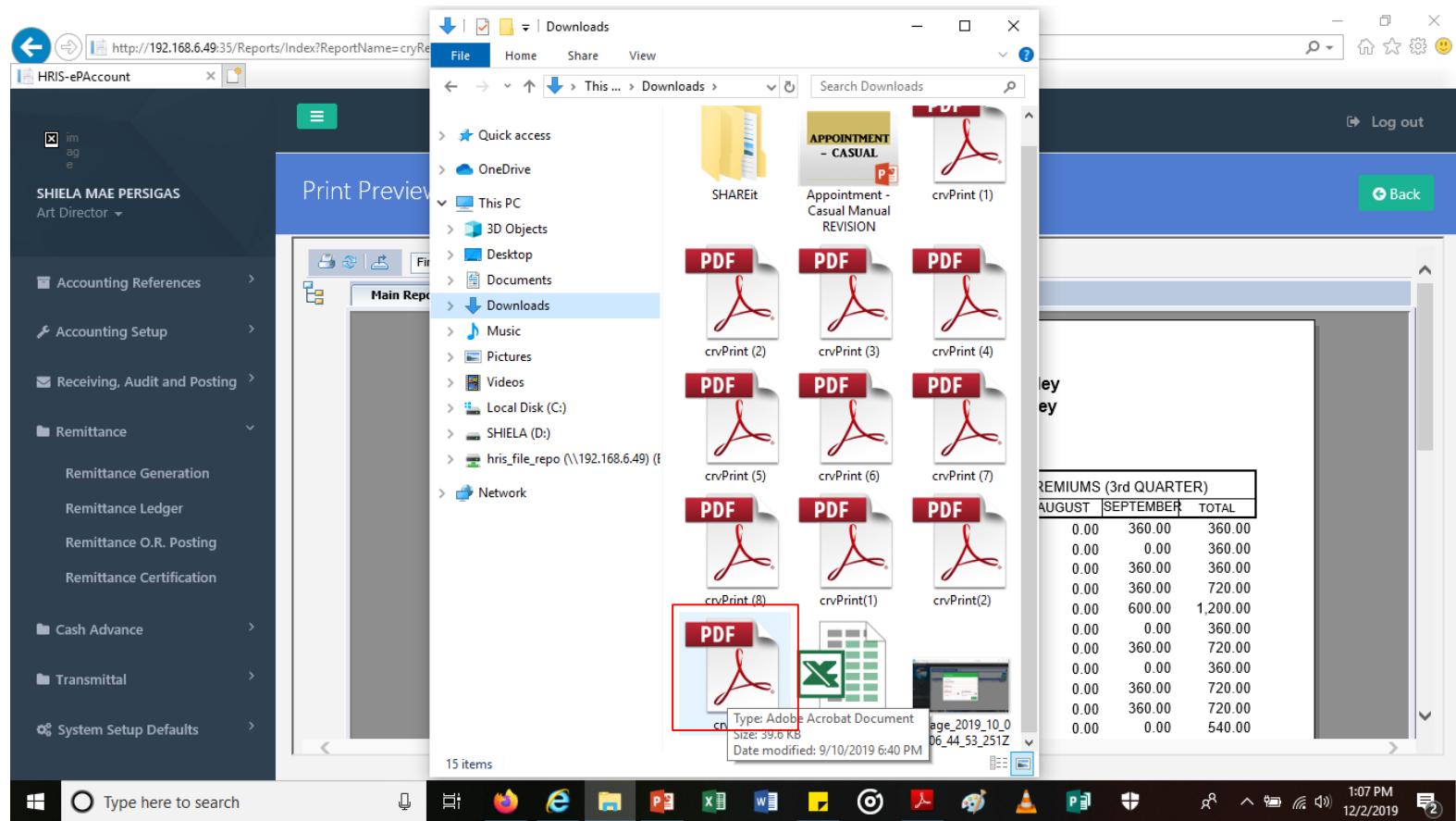
Type here to search

1:07 PM 12/2/2019

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



crvPrint.pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

1 / 19 139%

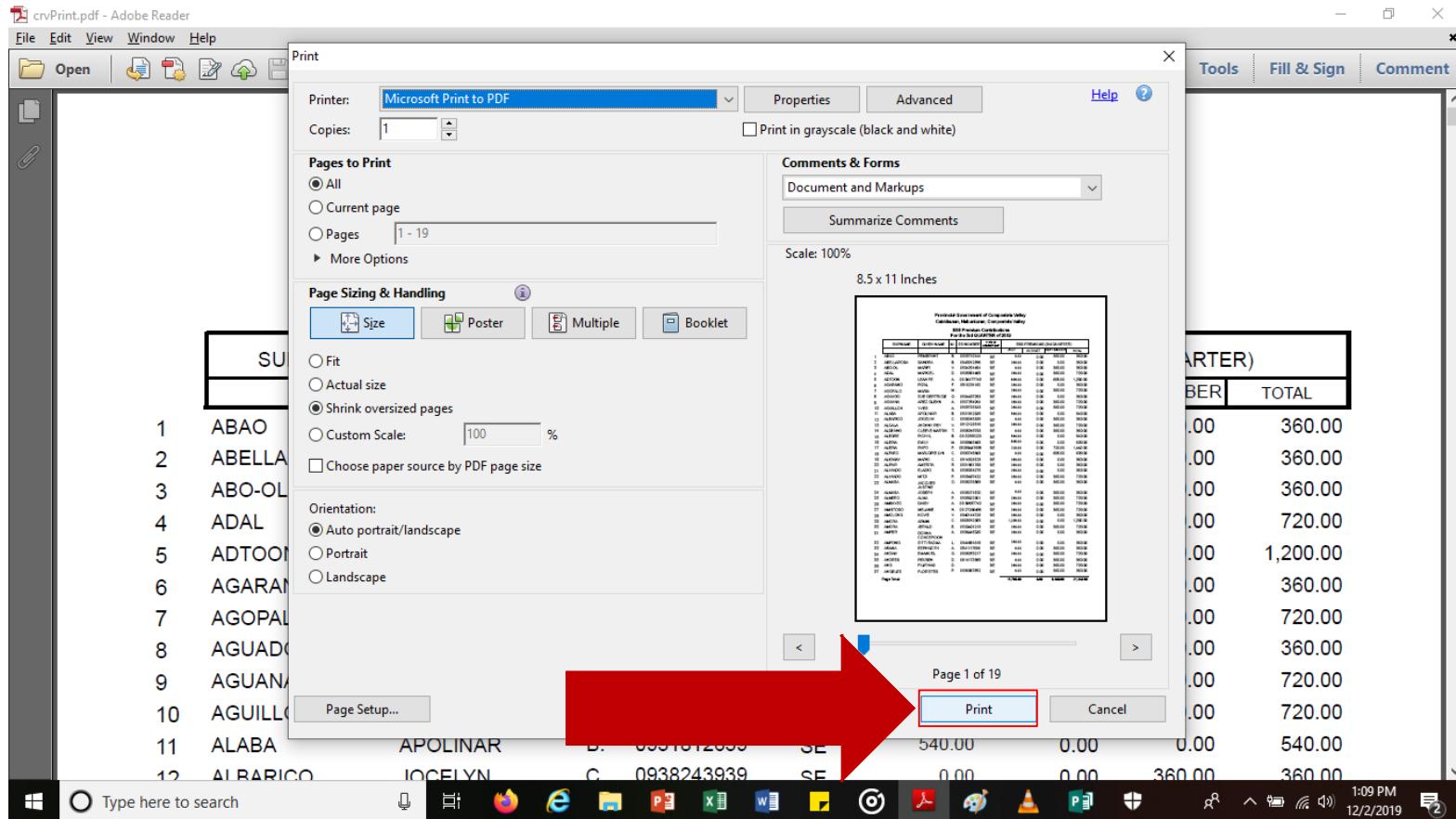
Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

	SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
						JULY	AUGUST	SEPTEMBER	TOTAL
1	ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2	ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3	ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4	ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5	ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6	AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7	AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8	AGUADO	SUE GERTRUDE	G.	0934437293	SE	360.00	0.00	0.00	360.00
9	AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10	AGUILION	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11	ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00
12	AI BARICO	IOCELYN	C.	0938243939	SE	0.00	0.00	360.00	360.00

Type here to search 1:09 PM 12/2/2019

Step 26: In order to print repeat **step 18** and **19** for you to continue and print record.



Note:

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

Print Preview

Find... 1 of 1+ 100%

Main Report

Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

	SURNAME	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
						JULY	AUGUST	SEPTEMBER	TOTAL
1	ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2	ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3	ABO-OL	MARIFI	V.	09384201454	SE	0.00	0.00	360.00	360.00
4	ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5	ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6	AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7	AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8	AGUADO	SUE GERTRUDE G.		0934437293	SE	360.00	0.00	0.00	360.00
9	AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10	AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11	ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Type here to search 1:11 PM 12/2/2019

Print
File
Zoom (100%)
Safety
Open with Microsoft Edge Ctrl+Shift+E
Add site to Apps
View downloads
Manage add-ons
F12 Developer Tools
Go to pinned sites
Compatibility View settings
Internet options
About Internet Explorer

HRIS-ePAccount

Print Preview

Find... 1 of 1+ 100%

Main Report

Provincial Government of Compostela Valley
Cabidianan, Nabunturan, Compostela Valley

SSS Premium Contributions
For the 3rd QUARTER of 2019

SURNAM	GIVEN NAME	MI.	SS NUMBER	TYPE OF MEMBERSHIP	SSS PREMIUMS (3rd QUARTER)			
					JULY	AUGUST	SEPTEMBER	TOTAL
1 ABAO	REMBRANT	B.	0939710144	SE	0.00	0.00	360.00	360.00
2 ABELLAROSA	SANDRA	B.	0943012896	SE	360.00	0.00	0.00	360.00
3 ABO-OL	MARIFI	V.	0934201454	SE	0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D.	0938391483	SE	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A.	09-36477749	SE	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F.	0910231163	SE	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.		SE	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE G.	G.	0934437293	SE	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A.	0937294264	SE	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A.	0939793543	SE	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B.	0931812639	SE	540.00	0.00	0.00	540.00

Type here to search

1:12 PM 12/2/2019

http://192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/Report: Search... Log out

HRIS-ePAccount

Print Preview

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Main Report

About Internet Explorer

Internet Explorer 11

Version: 11.864.17763.0
Update Versions: 11.0.160 (KB4525106)
Product ID: 00150-20000-00003-AA459
© 2015 Microsoft Corporation. All rights reserved.

Close

Compostela Valley
Compostela Valley

Distributions
R of 2019

NAME	ADDRESS	CITY	SSS PREMIUMS (3rd QUARTER)			
			JULY	AUGUST	SEPTEMBER	TOTAL
1 ADO-OL	MARIFI	V. 0334201454	0.00	0.00	360.00	360.00
2			360.00	0.00	0.00	360.00
3			0.00	0.00	360.00	360.00
4 ADAL	MARICEL	D. 0938391483	360.00	0.00	360.00	720.00
5 ADTOON	LEAH FE	A. 09-36477749	600.00	0.00	600.00	1,200.00
6 AGARANO	RIZAL	F. 0910231163	360.00	0.00	0.00	360.00
7 AGOPALO	MARIA	M.	360.00	0.00	360.00	720.00
8 AGUADO	SUE GERTRUDE G.	0934437293	360.00	0.00	0.00	360.00
9 AGUANA	AREZ GLENN	A. 0937294264	360.00	0.00	360.00	720.00
10 AGUILLO	YVES	A. 0939793543	360.00	0.00	360.00	720.00
11 ALABA	APOLINAR	B. 0931812639	540.00	0.00	0.00	540.00

Type here to search

1:12 PM 12/2/2019

How to delete
existing remittance
type?



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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left, there's a sidebar with user information (SHEILA MAE PERSIGAS, Art Director) and 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 area has a title 'Remittance Ledger' and a search bar. It includes filter dropdowns for 'Show' (set to 5), 'Remittance Year' (2019), 'Remittance Month' (September), and 'Employment Type' (Regular Employees). Below these is a table with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The table contains four rows of data. At the bottom right of the table, there 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.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

Step 2: Once you have selected remittance year, remittance month and employment type list of specific records will appear pick specific record that you want to delete.

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledger entries. The main window title is "Remittance Ledger". On the left, there's a navigation sidebar with various accounting and remittance-related menu items. The main content area displays a table of remittance entries with columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. One entry, "TEST DATA SAMPLE", is highlighted with a red border. The table includes the following data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	[Edit, Delete, More]
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	[Edit, Delete, More]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, More]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, More]

At the bottom of the table, there are navigation links for "Previous" and "Next". The status bar at the bottom right shows the time as 2:48 PM and the date as 11/28/2019.

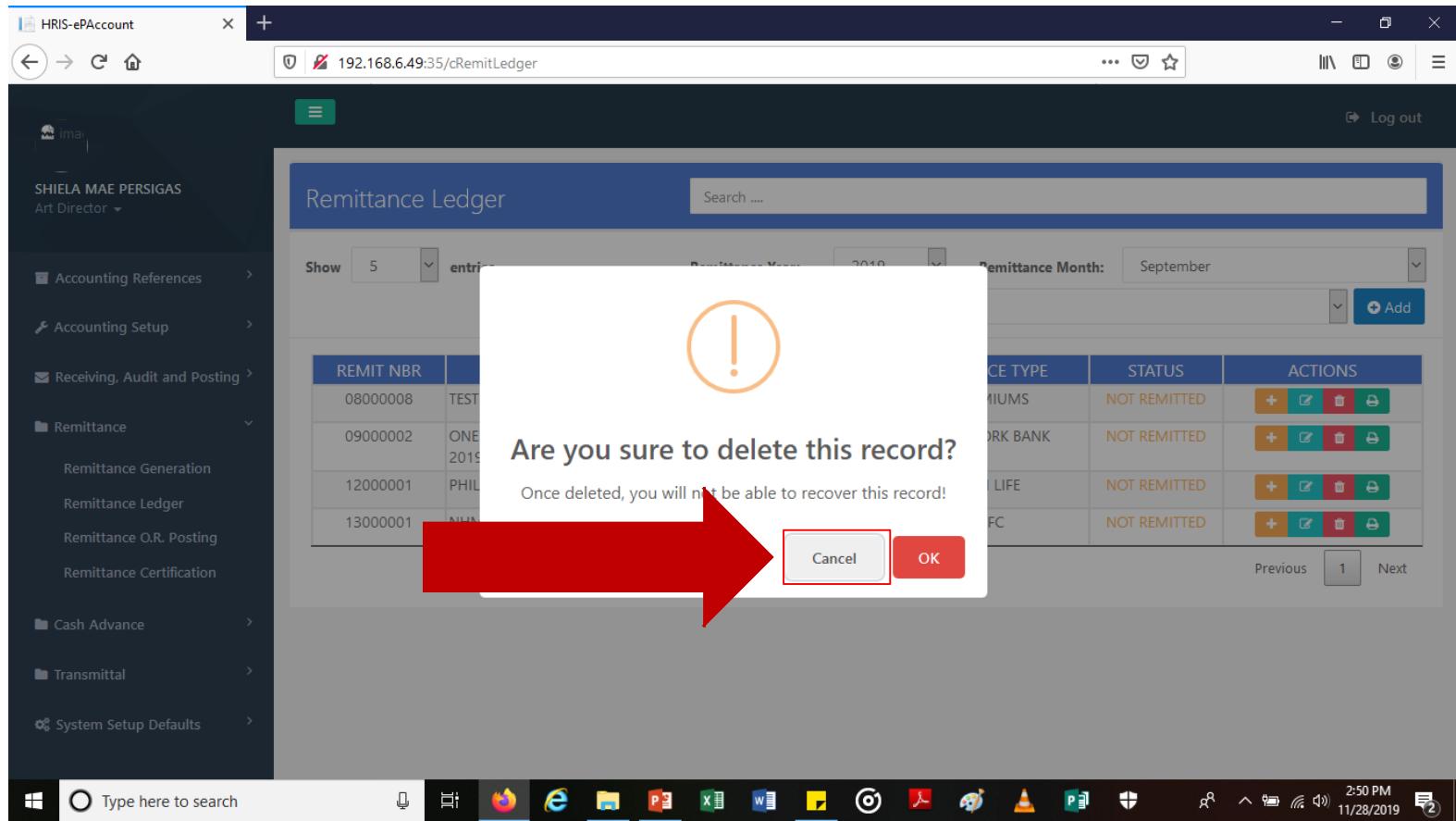
Step 3: Click delete button to delete existing record.

The screenshot shows the HRIS-eAccount Remittance Ledger interface. 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 area displays the Remittance Ledger with the following details:

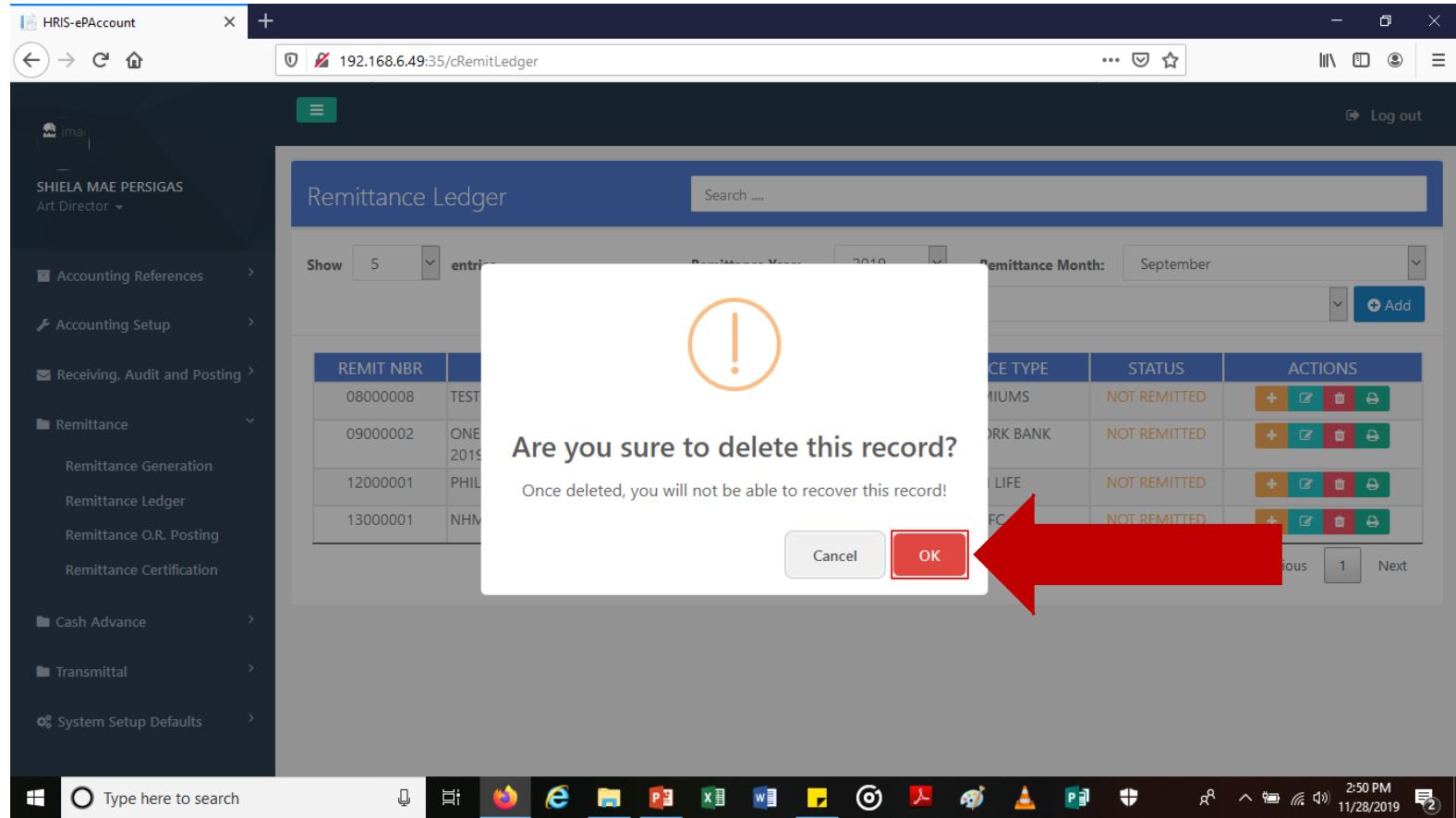
REMIT NBR	DESCRIPTION	REMITTANCE DATE	STATUS	ACTIONS
08000008	TEST DATA SAMPLE	2019-09-01	NOT REMITTED	
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	2019-09-01	NOT REMITTED	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	2019-09-01	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	2019-09-01	NOT REMITTED	

At the bottom of the ledger table, there are navigation buttons for Previous (disabled), Next (disabled), and a page number indicator (1). A large red arrow points to the delete icon for the first entry (REMIT NBR 08000008).

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



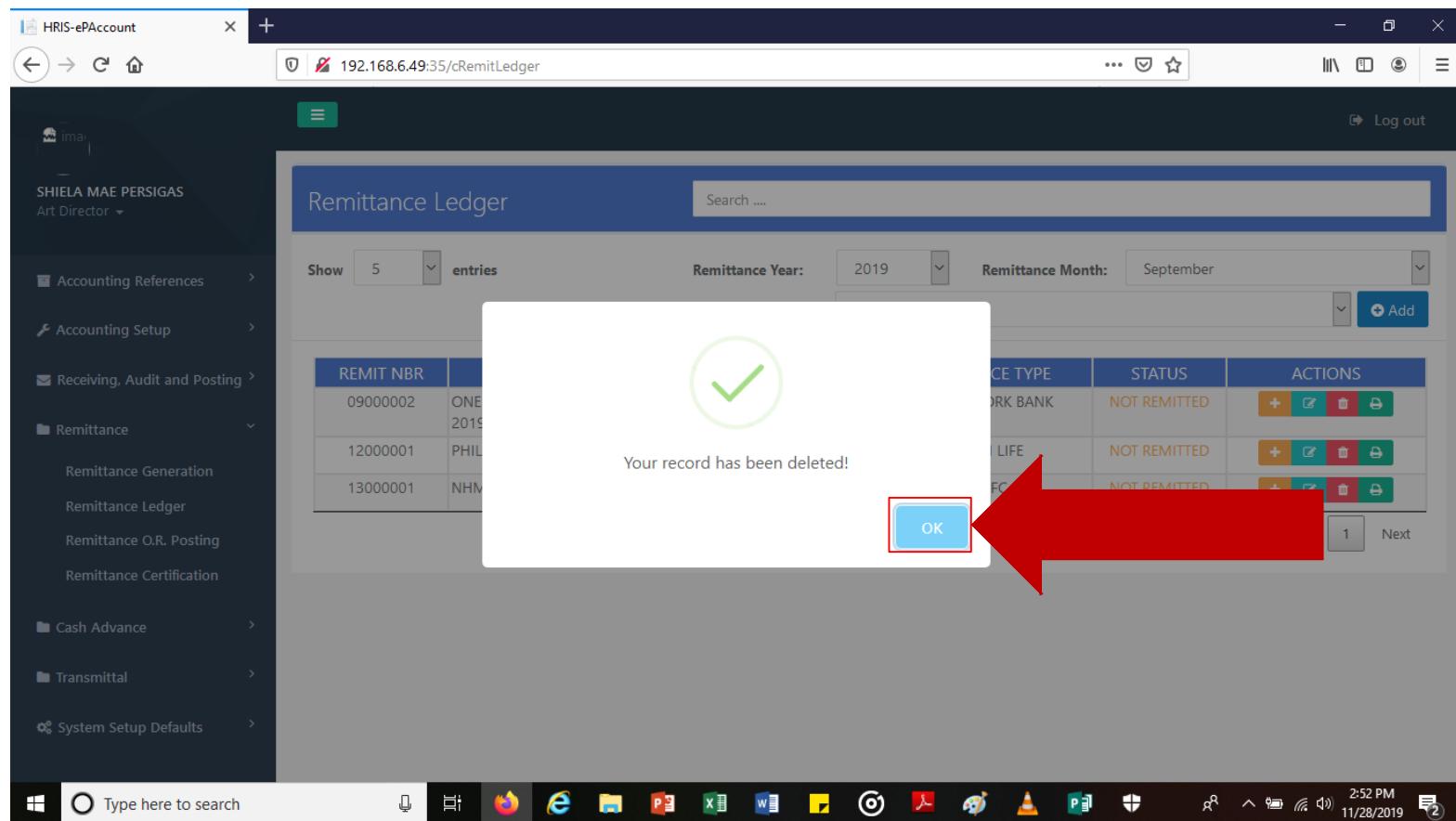
Step 5: Repeat step 3 then click **ok button** if you want to delete existing the record.



Note: A pop-up confirmation window will appear that record was successfully added.

The screenshot shows a web-based application interface for HRIS-eAccount. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options for 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". It features a search bar and filters for "Remittance Year: 2019" and "Remittance Month: September". A table displays "REMIT NBR" and "ONE" entries. A modal dialog box is overlaid on the page, containing a green checkmark icon and the message "Your record has been deleted!". An "OK" button is visible at the bottom right of the modal. The taskbar at the bottom shows various pinned icons and the system clock indicating 2:52 PM on 11/28/2019.

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



Note:

After you have deleted current record expected that record will be deleted and will no longer be found in **remittance ledger** unless added again.

