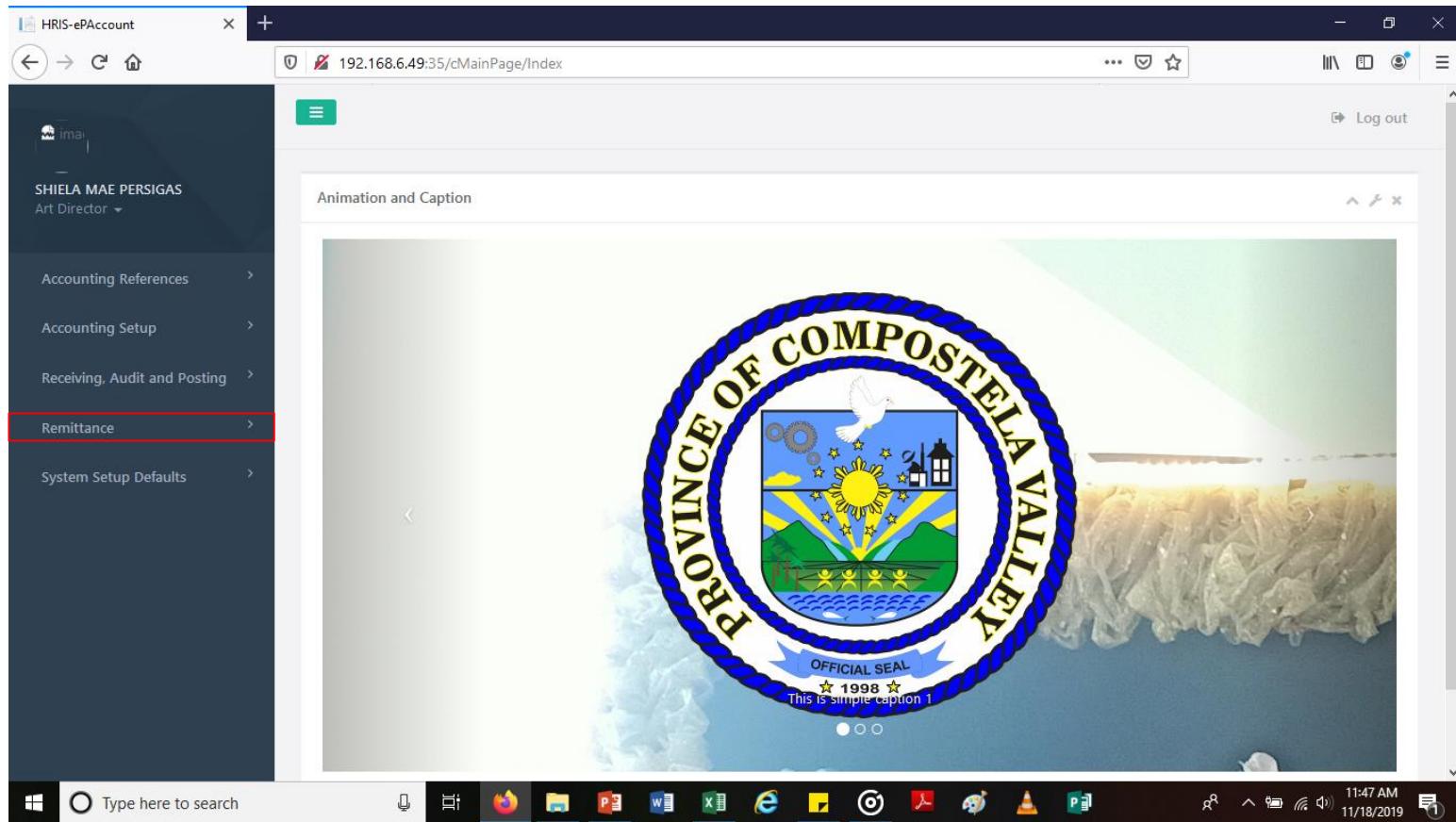


Remittance Ledger

PHIC 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 sun and clouds. The top right shows a sun and stars. The bottom left shows green hills and mountains. The bottom right shows a river with people. 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

Remittance O.R. Posting

System Setup Defaults

Remittance Ledger

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

How to add employee remittance?



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

The screenshot shows the 'Remittance Ledger' page from the HRIS-ePAccount system. 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 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: RE AND CE only'. A blue 'Add' button is located to the right of the employment type filter. The main grid displays two rows of data:

| REMIT NBR | DESCRIPTION | REMITTANCE TYPE | STATUS | ACTIONS |
|-----------|------------------|-----------------|--------------|---|
| 02000004 | TEST SAMPLE DATA | HDMF PREMIUMS | NOT REMITTED | [Edit] [Delete] [Print] [Details] |
| 07000004 | TEST DATA | PHIC PREMIUMS | NOT REMITTED | [Edit] [Delete] [Print] [Details] |

At the bottom, there are navigation links for 'Previous', a page number '1', and 'Next'.

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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a dark sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has a blue header "Remittance Ledger" and a search bar. It displays two rows of data in a table:

| REMIT NBR | DESCRIPTION | REMITTANCE TYPE | STATUS | ACTIONS |
|-----------|------------------|-----------------|--------------|---|
| 02000004 | TEST SAMPLE DATA | HDMF PREMIUMS | NOT REMITTED | + E D U |
| 07000004 | TEST DATA | PHIC PREMIUMS | NOT REMITTED | + E D U |

The second row is highlighted with a red border. The bottom right of the table shows page navigation: Previous, 1, Next. The status bar at the bottom shows the date and time: 7:20 PM 12/3/2019.

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 Remittance Ledger interface. On the left is a dark sidebar with user information (SHIELA MAE PERSIGAS, Art Director) and a list of accounting-related menu items. The main area has a blue header "Remittance Ledger" and a search bar. It displays a table of remittance entries with columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. A large red arrow points to the "Add" button in the ACTIONS column for the first row. The table data is as follows:

| REMIT NBR | DESCRIPTION | REMITTANCE TYPE | STATUS | ACTIONS |
|-----------|------------------|-----------------|--------------|---------|
| 02000004 | TEST SAMPLE DATA | HDMF PREMIUMS | NOT REMITTED | |
| 07000004 | TEST DATA | PHIC | PENDING | |

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

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

PHIC PREMIUMS

Search

Show 10 entries Remittance Nbr : 0700004 Remittance Year : 2019 Remittance Month: September

Employment Type : RE AND CE only Status: NOT REMITTED

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

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|----------------------------|----------|---------------|------|-------|--------|--------|---------|
| No data available in table | | | | | | | |

No data available in table

Previous Next

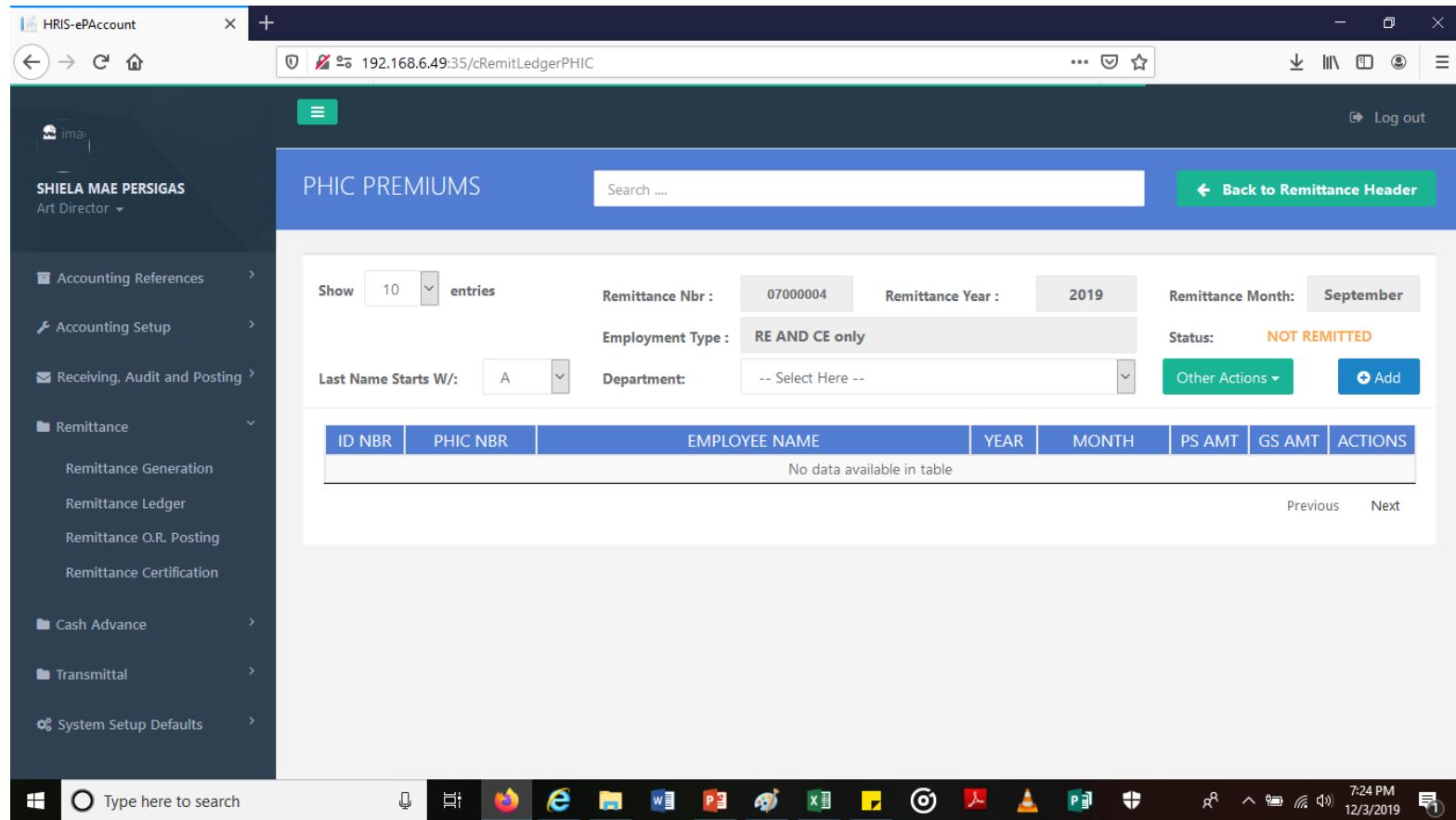
Type here to search

7:24 PM 12/3/2019

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

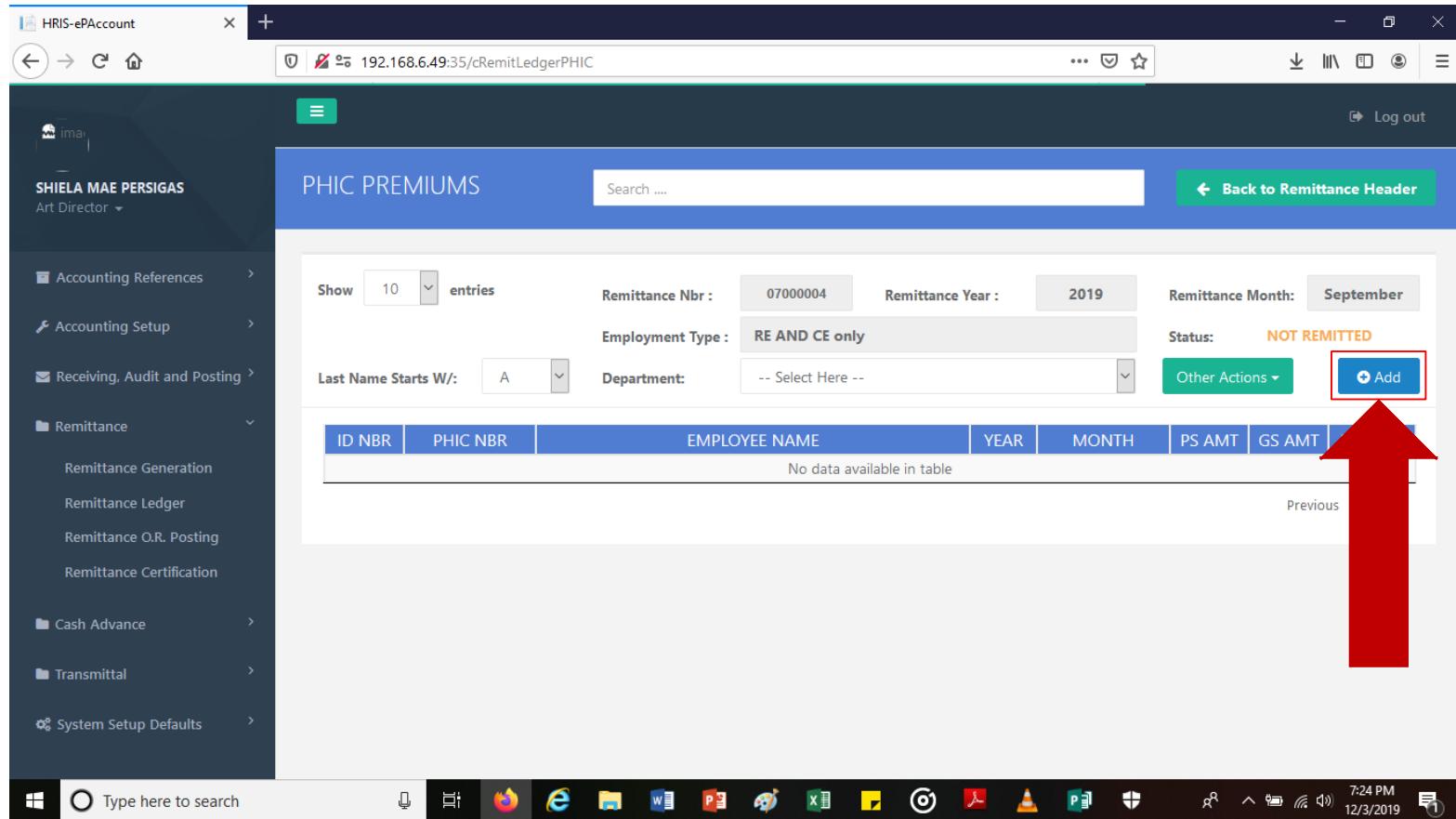
The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options for Generation, Ledger, O.R. Posting, Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It features a search bar, filter options for Remittance Nbr (07000004), Remittance Year (2019), Employment Type (RE AND CE only), and Department (-- Select Here --). A status indicator shows "NOT SUBMITTED". Below these filters is a table with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The table displays the message "No data available in table". At the bottom right of the main area are "Previous" and "Next" buttons. In the top right corner of the main area, there is a green button labeled "Back to Remittance Header". A large red arrow points upwards towards this button. The browser's address bar shows the URL 192.168.6.49:35/cRemitLedgerPHIC. The taskbar at the bottom includes icons for File Explorer, Edge, and other Microsoft applications like Word, Excel, and Powerpoint. The system tray shows the date and time as 7:24 PM on 12/3/2019.

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



The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains 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 "PHIC PREMIUMS". It features a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (A), and Department (-- Select Here --). A table header with columns ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS is shown, along with a message "No data available in table". At the bottom of the main window, there are "Previous" and "Next" buttons. The taskbar at the bottom of the screen includes icons for File Explorer, Edge browser, Word, Excel, and other system utilities, along with the date and time (7:24 PM, 12/3/2019).

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



HRIS-eAccount

192.168.6.49:35/cRemitLedgerPHIC

Add New Record

| | | | |
|--------------------|-----------------|-------------------|-----------|
| Remittance Nbr.: | 07000004 | | |
| Remittance Year: | 2019 | Remittance Month: | September |
| Employment Type: | RE AND CE only | | |
| Voucher Ctrl Nbr.: | --Select Here-- | | |
| Pay Reg Nbr.: | Pay Year: | Pay Month: | |
| Employee's Name.: | --Select Here-- | | |
| ID Nbr.: | PHIC Nbr.: | | |
| Payroll PS Amt.:* | 0.00 | Payroll GS Amt.: | 0.00 |
| Uploaded PS Amt.: | 0.00 | Uploaded GS Amt.: | 0.00 |
| Override PS Amt.: | 0.00 | Override GS Amt.: | 0.00 |

Close Save

Log out

Back to Remittance Header

2019 Remittance Month: September Status: NOT REMITTED Other Actions Add

MONTH PS AMT GS AMT ACTIONS

Previous Next

Type here to search

1:16 PM 12/4/2019

Note:

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

Non-key fields are:

- Pay PS Amount
- Pay GS Amount
- Uploaded PS Amount
- Uploaded GS Amount
- Override PS Amount
- Override GS Amount
- Remittance Status



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



Step 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/cRemitLedgerPHIC

Add New Record

| | | | | | |
|---------------------|------------------------------------|-------------------|--------------|------------|-----------|
| Remittance Nbr.: | 07000004 | | | | |
| Remittance Year: | 2019 | Remittance Month: | September | | |
| Employment Type: | RE AND CE only | | | | |
| Voucher Ctrl Nbr.:* | --Select Here-- required field! | | | | |
| Pay Reg Nbr.: | 002225 | Pay Year: | 2019 | Pay Month: | September |
| Employee's Name:* | --Select Here-- required field! | | | | |
| ID Nbr.: | 7265 | PHIC Nbr.: | 160252607533 | | |
| Payroll PS Amt.:* | 285.37 | Payroll GS Amt.:* | 285.37 | | |
| Uploaded PS Amt.: | 0.00 | Uploaded GS Amt.: | 0.00 | | |
| Override PS Amt.: | 0.00 | Override GS Amt.: | 0.00 | | |

[Close](#) [Save](#)

Log out

Back to Remittance Header

2019 Remittance Month: September Status: NOT REMITTED Other Actions + Add

| MONTH | PS AMT | GS AMT | ACTIONS |
|-----------|--------|--------|---------|
| September | 285.37 | 285.37 | |

Previous Next

Type here to search

10:31 AM 12/4/2019

Step 4: Input values specifically in all required fields.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Add New Record

| | | | | | |
|--------------------|---|-------------------|--------------|------------|-----------|
| Remittance Nbr.: | 07000004 | | | | |
| Remittance Year: | 2019 | Remittance Month: | September | | |
| Employment Type: | RE AND CE only | | | | |
| Voucher Ctrl Nbr.: | ADV-2019-002225 - ABELONG, LUIS P. ET. AL | | | | |
| Pay Reg Nbr.: | 002225 | Pay Year: | 2019 | Pay Month: | September |
| Employee's Name.: | MACALMA, BRYAN M. | | | | |
| ID Nbr.: | 7265 | PHIC Nbr.: | 160252607533 | | |
| Payroll PS Amt.: | 285.37 | Payroll GS Amt.: | 285.37 | | |
| Uploaded PS Amt.: | 0.00 | Uploaded GS Amt.: | 0.00 | | |
| Override PS Amt.: | 0.00 | Override GS Amt.: | 0.00 | | |

Log out

Back to Remittance Header

2019 Remittance Month: September Status: NOT REMITTED Other Actions Add

| MONTH | PS AMT | GS AMT | ACTIONS |
|----------|--------|--------|---------|
| Previous | | | Next |

Type here to search

10:31 AM 12/4/2019

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.

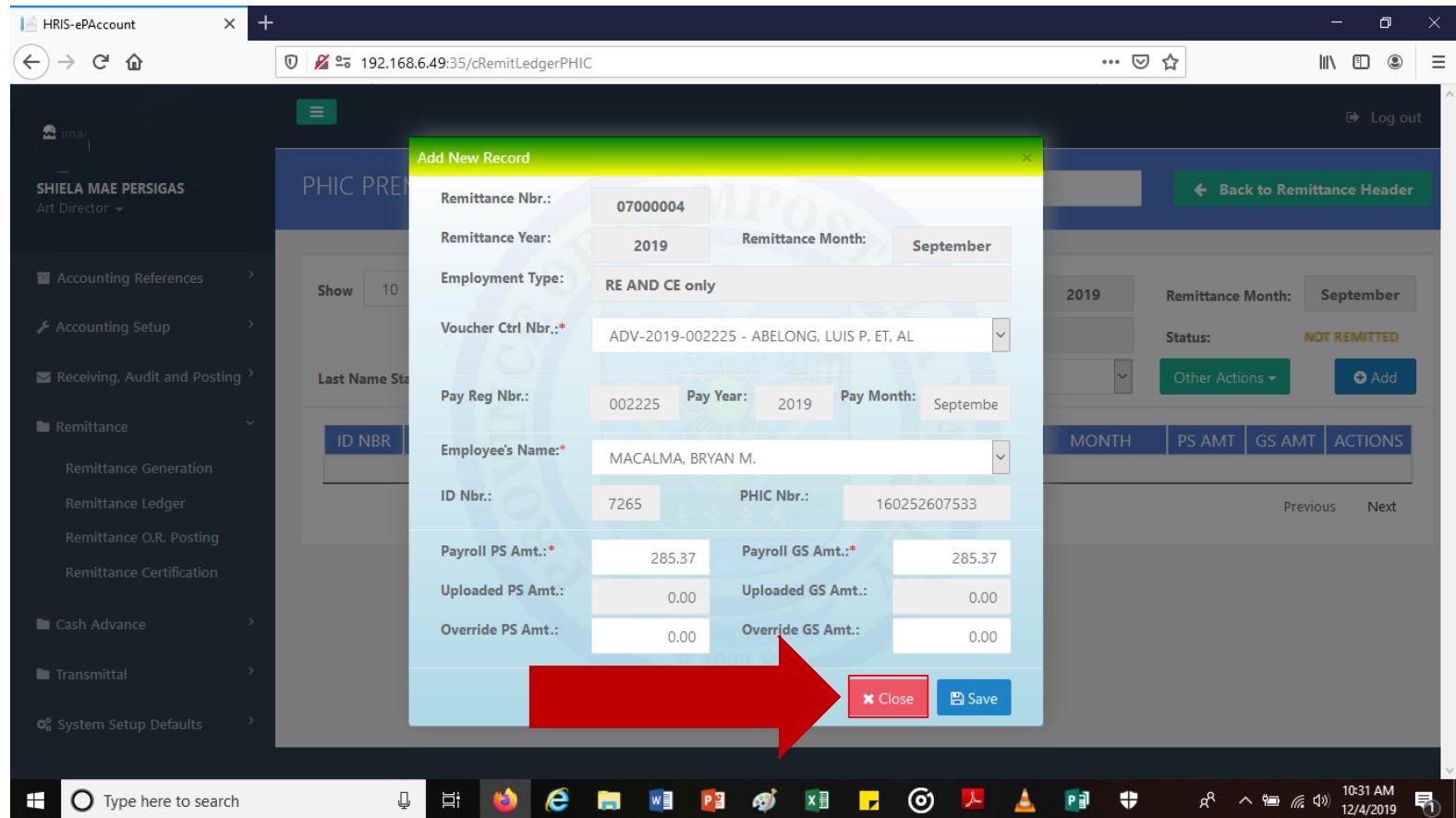
Other details will vary with the specific person you have selected in **employee name** field. Automatic details will generate as well as the other information's of an existing data available in the system if there is.



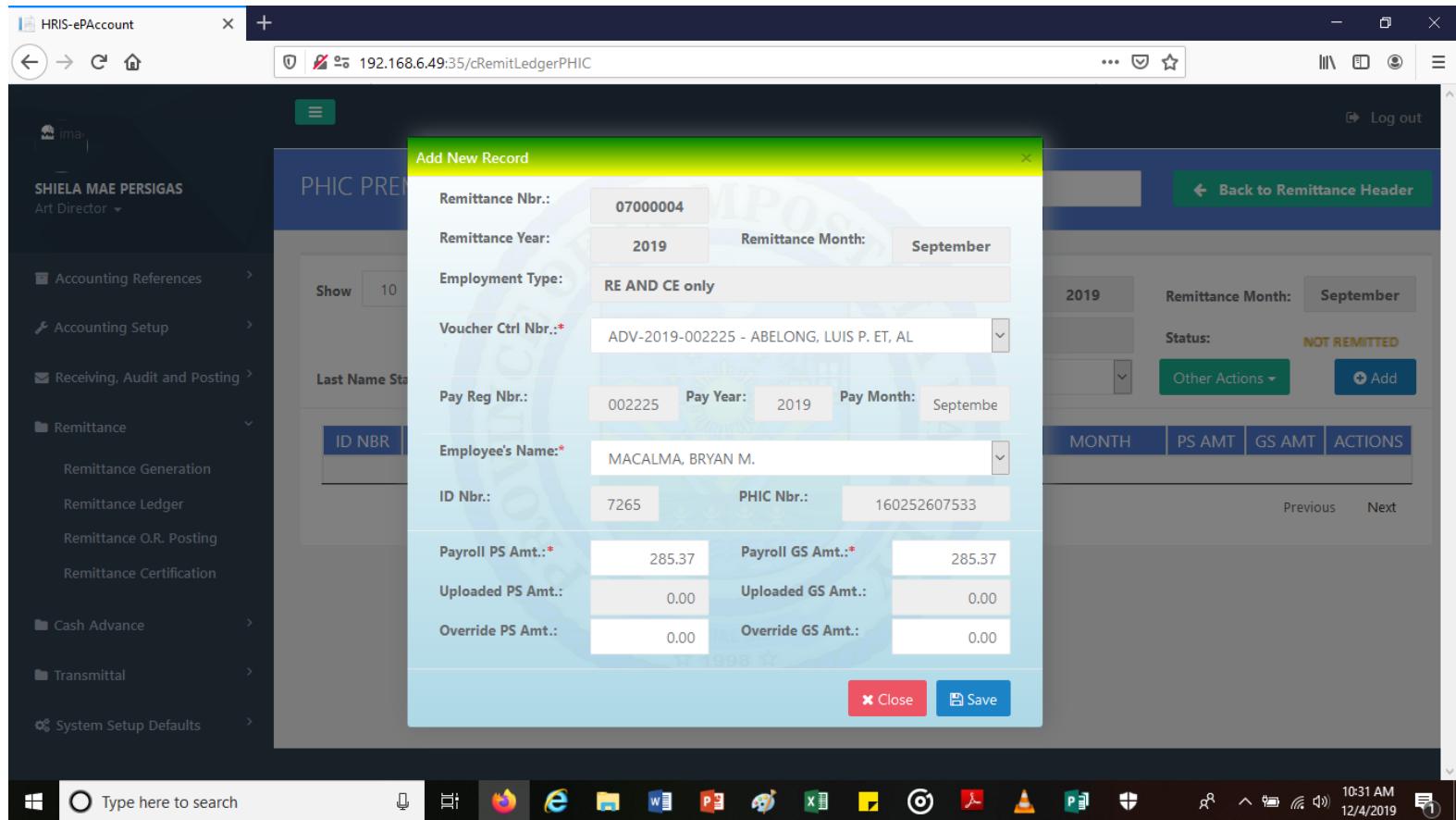
Note:

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 ctrl. nbr., employee's name, payroll PS amount, payroll GS amount, **ovrd PS amount** and **ovrd PS amount**.

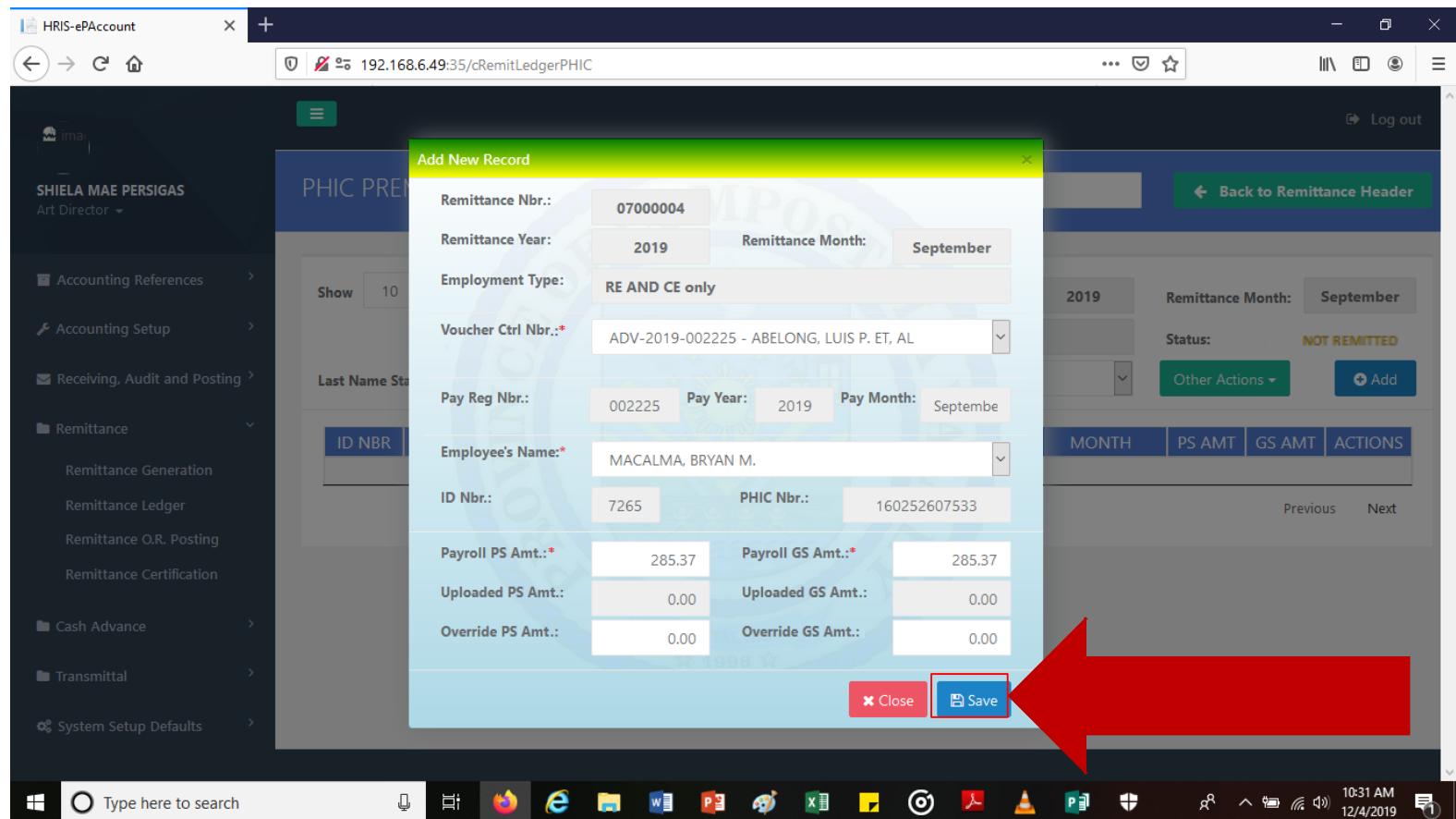
Step 5: Click close button if you don't want to save information.



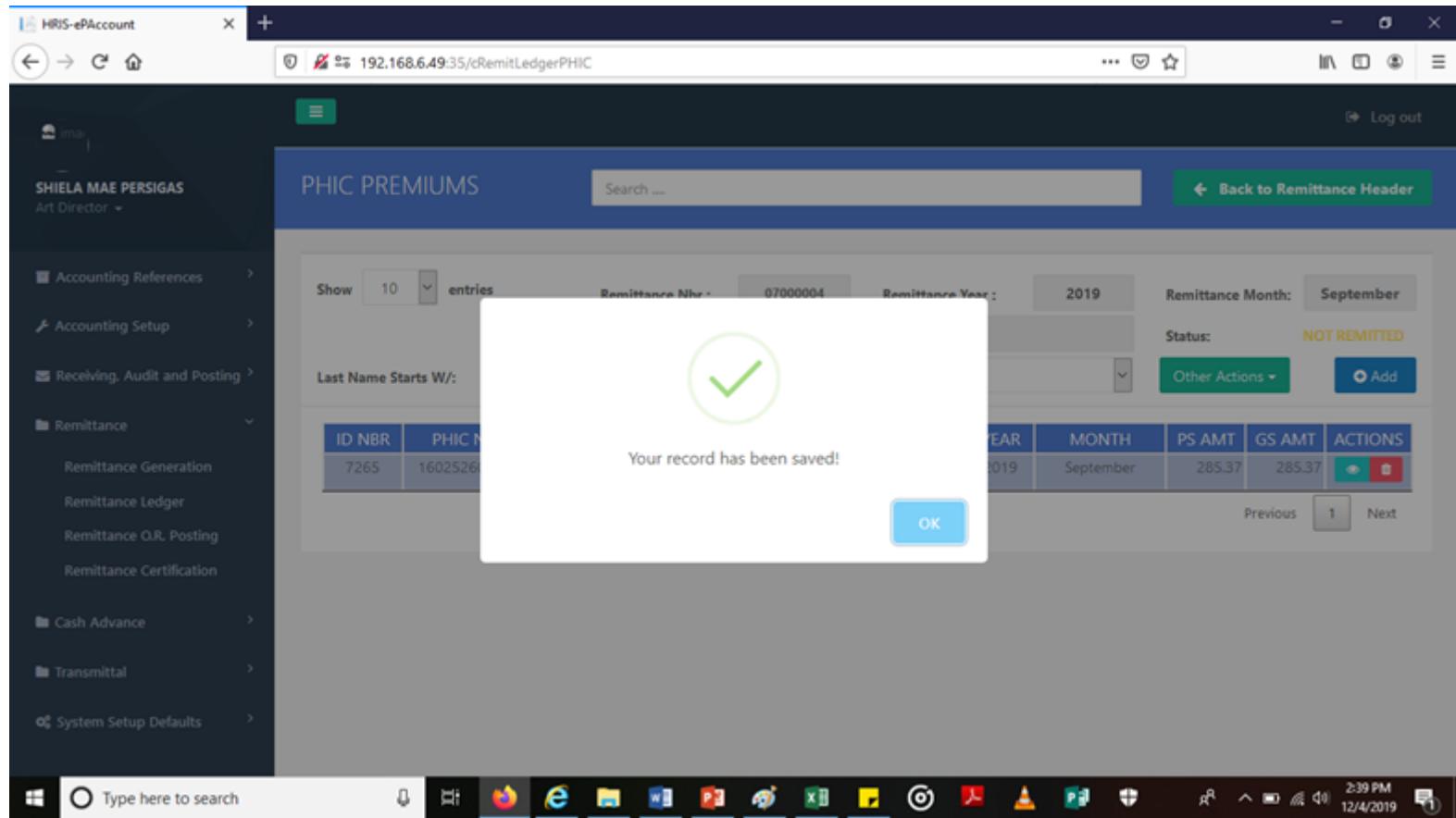
Step 6: If you click **cancel button** data will not be save please repeat **step 4.**



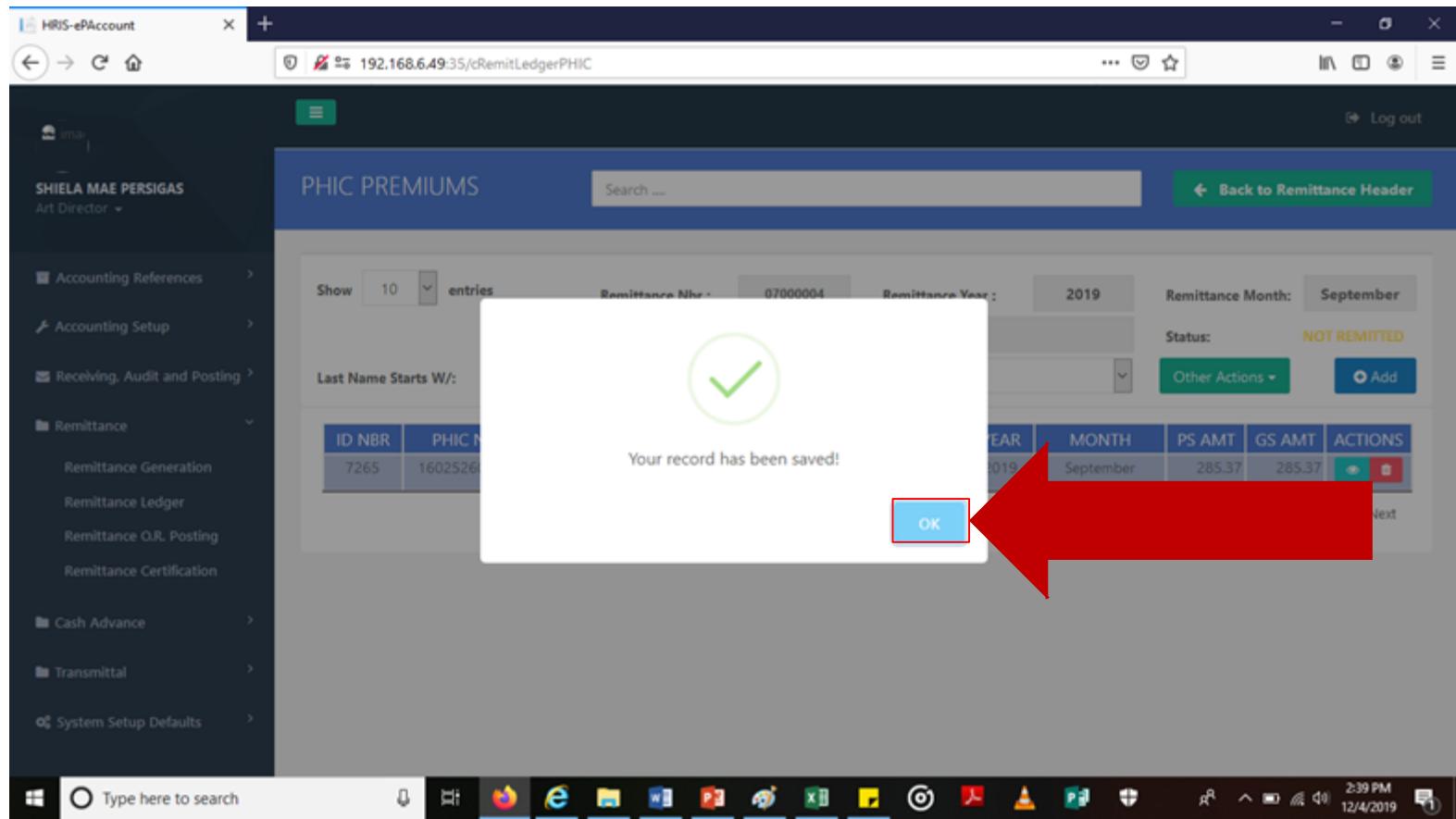
Step 7: If you want to save inputted data click **save** button to save information.



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



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



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

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

PHIC PREMIUMS

Search ...

Show 10 entries Remittance Nbr : 07000004 Remittance Year : 2019 Remittance Month: September

Employment Type : RE AND CE only Status: NOT REMITTED

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

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

Previous 1 Next

Type here to search

11:03 AM 12/4/2019

How to view
existing
employee
remittance?



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

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". The address bar shows the URL "192.168.6.49:35/cRemitLedgerPHIC". The left sidebar menu includes "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", "Remittance O.R. Posting", and "Remittance Certification". The main content area is titled "PHIC PREMIUMS". It features a search bar and filter options: "Show 10 entries", "Remittance Nbr: 07000004", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: -- Select Here --", and "Other Actions" and "Add" buttons. Below these filters is a table header with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The message "No data available in table" is displayed. At the bottom of the screen is a taskbar with various icons and a system tray showing the date and time as "2:49 PM 12/4/2019".

Step 2: Select last name start's w/ to view only sorted employees in main grid below.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It features a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (M), and Department (-- Select Here --). A table displays employee data with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. One row is shown: 7265, 160252607533, MACALMA, BRYAN M., 2019, September, 285.37, 285.37. The bottom status bar shows the date and time: 2:51 PM 12/4/2019.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

Step 3: Select specific record that you want to view employee remittance.

The screenshot shows a web browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:35/cRemitLedgerPHIC". The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director".

The main content area is titled "PHIC PREMIUMS". It includes a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (M), and Department (-- Select Here --). There are buttons for "Other Actions" and "Add".

A table lists employee remittance details:

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

Pagination controls at the bottom show "Previous" and "Next" buttons, with the current page number "1".

The taskbar at the bottom of the screen shows various application icons, including Microsoft Office suite, Adobe Photoshop, and other productivity tools.

Step 4: Click view button for you to view existing employee remittance.

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 (with sub-options like Generation, Ledger, O.R. Posting, Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It features a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (M), and Department (Select Here). Below these filters is a table with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, RS AMT, CMT, and ACTIONS. A single row is visible in the table, showing ID NBR 7265, PHIC NBR 160252607533, Employee Name MACALMA, BRYAN M., YEAR 2019, and MONTH SEP. The ACTIONS column contains two icons: a magnifying glass and a trash can. A large red arrow points to the magnifying glass icon. The bottom of the screen shows the Windows taskbar with various application icons.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | RS AMT | CMT | ACTIONS |
|--------|--------------|-------------------|------|-------|--------|-----|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | SEP | | | |

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Log out

View Record

PHIC PRE

SHIELA MAE PERSIGAS
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

- Remittance Generation
- Remittance Ledger
- Remittance O&L Posting
- Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

Last Name S...

ID NBR
7265

Remittance Nbr.: 07000004

Remittance Year: 2019 Remittance Month: September

Employment Type: RE AND CE only

Voucher Ctrl Nbr.:* ADV-2019-002225 - ABELONG, LUIS P. ET. AL

Pay Reg Nbr.: 002225 Pay Year: 2019 Pay Month: September

Employee's Name: MACALMA, BRYAN M.

ID Nbr.: 7265 PHIC Nbr.: 160252607533

Payroll PS Amt.:* 285.37 Payroll GS Amt.:* 285.37

Uploaded PS Amt.: 0 Uploaded GS Amt.: 0

Override PS Amt.: 0 Override GS Amt.: 0

Back to Remittance Header

2019 Remittance Month: September Status: NOT REMITTED

Other Actions Add

| MONTH | PS AMT | GS AMT | ACTIONS |
|-----------|--------|--------|---------|
| September | 285.37 | 285.37 | |

Previous 1 Next

Type here to search

2:55 PM 12/4/2019

Note:

View page will open **remittance nbr.** will auto-generate and all other non-key fields are blank. Primary keys are **remit ctrl nbr.**, **employed ID**, and **voucher nbr.** No editable fields since for viewing purposes only.

Non-key fields are:

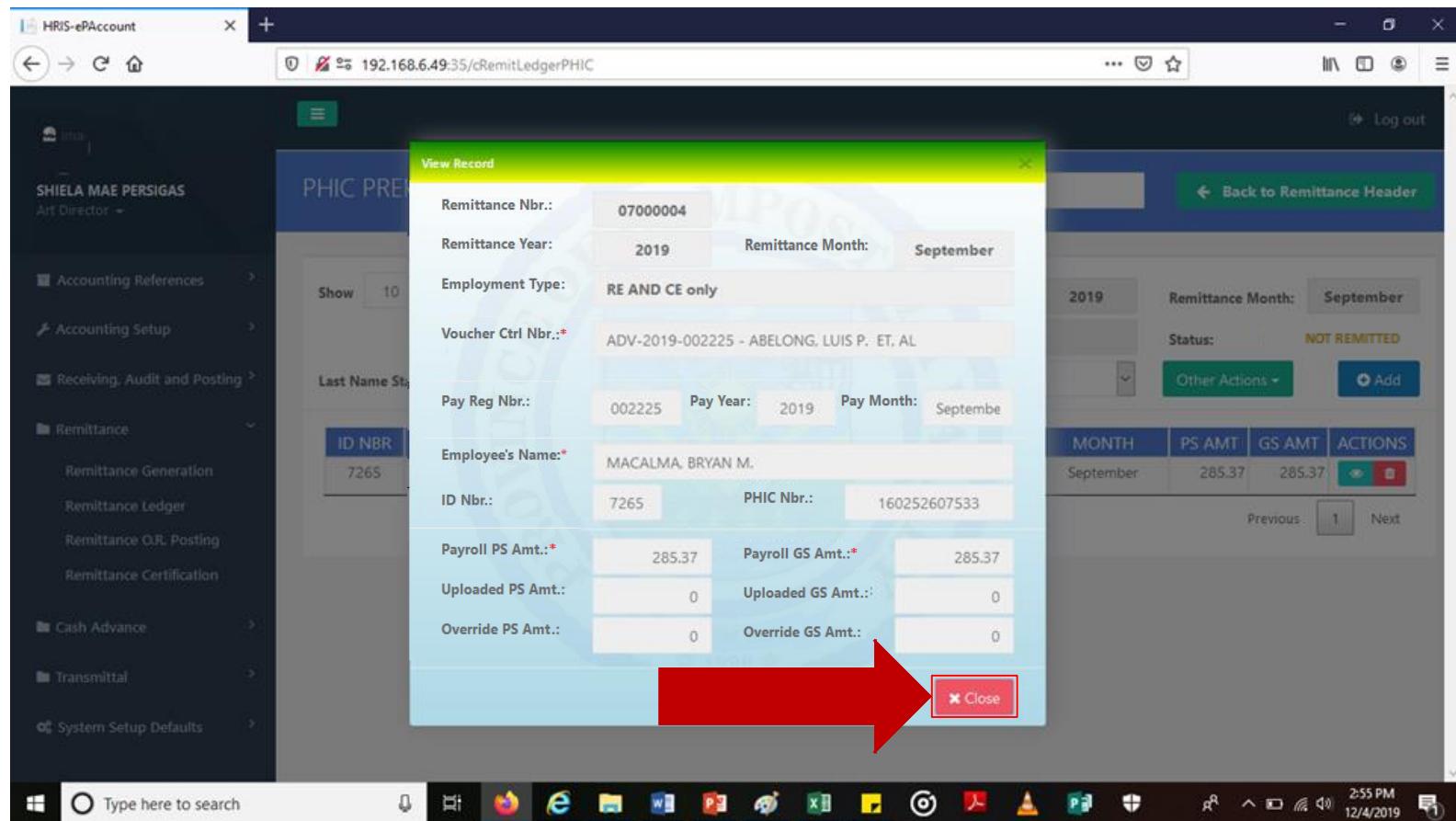
- Pay PS Amount
- Pay GS Amount
- Uploaded PS Amount
- Uploaded GS Amount
- Override PS Amount
- Override GS Amount
- Remittance Status



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



Step 5: Click close button if you don't want to view existing employee remittance.



Note:

Once you have click **close button** expected view modal page will be automatically close and if ever you want to view again the record you can repeat **step 8** to continue and view again then proceed to **step 9** to close the page and go back to previous page. Since, users are not allowed to edit record after record is added information is not editable but for viewing purposes only.

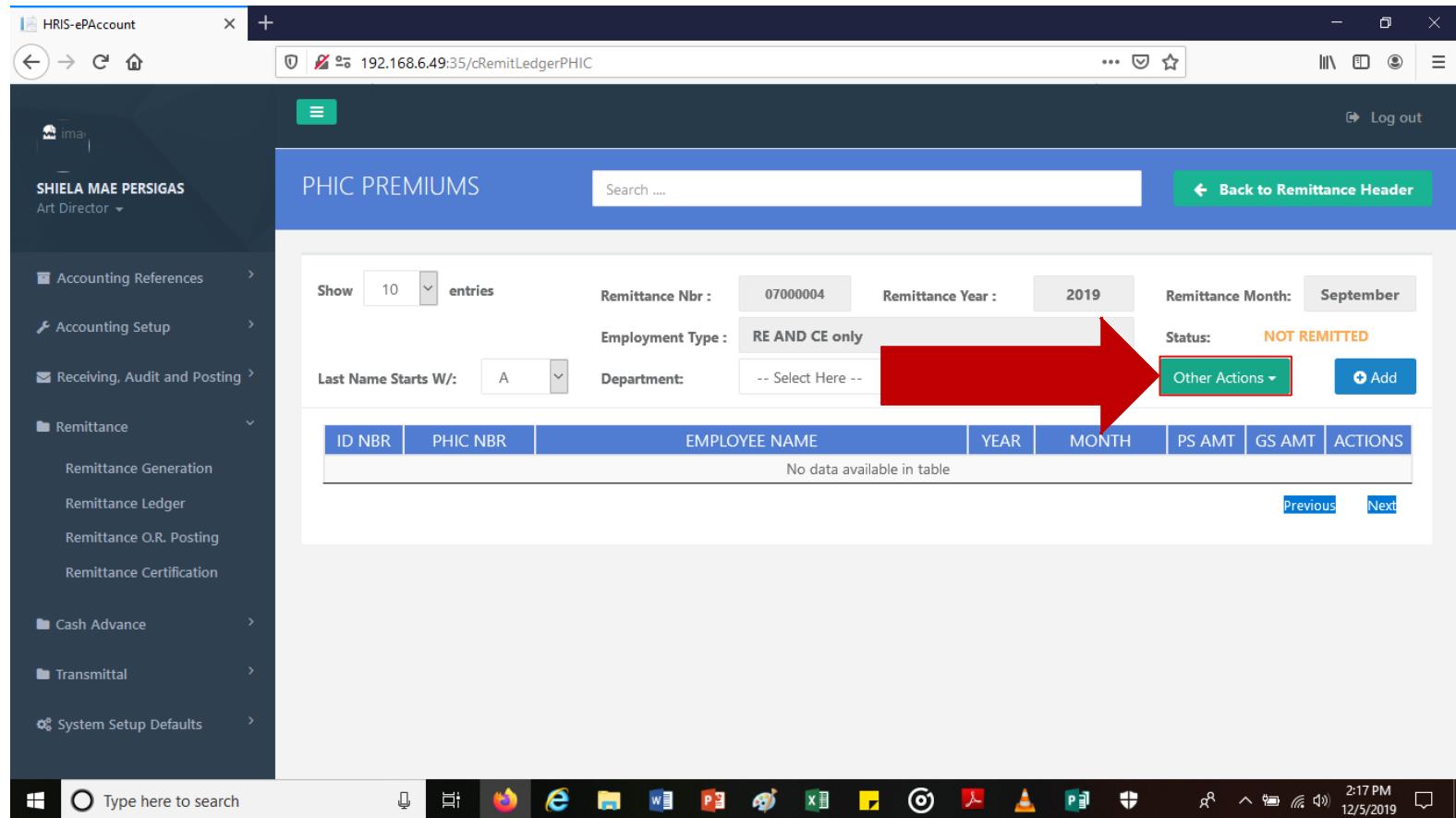
How to upload existing employee remittance?



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

The screenshot shows the HRIS-eAccount software interface. The title bar reads "HRIS-eAccount" and the address bar shows the URL "192.168.6.49:35/cRemitLedgerPHIC". The main menu on the left 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 current screen is titled "PHIC PREMIUMS" and displays a search bar with placeholder "Search ...". It features filters for "Show 10 entries", "Remittance Nbr: 0700004", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", and "Department: -- Select Here --". There are buttons for "Other Actions" and "Add". Below these filters is a table header with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The message "No data available in table" is displayed in the table area. At the bottom of the screen is a taskbar with various icons and a system tray showing the date and time as "12/5/2019 2:09 PM".

Step 2: Click other actions button to upload record.



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

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

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

The main content area is titled "PHIC PREMIUMS". It includes a search bar, filters for Remittance Nbr (0700004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Last Name Starts W/ (A), Department (Select Here), and Status (NOT REMITTED). There is also a "Back to Remittance Header" button. A large red arrow points to the "Upload Data" button in a dropdown menu that appears when the "Other Actions" button is clicked. The dropdown menu also contains options like Extract to Excel, List of No PHIC Number or Employee ID, and List of not in Remittance/Uploaded Data. The status message "NO data available in table" is displayed at the bottom of the main grid area.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Log out

Back to Remittance Header

PHIC PRE

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 >

Upload Data

Remit Nbr: 07000004

Remittance Year: 2019 Remittance Month: September

Employment Type: RE AND CE only

Upload File: Browse... No file selected.

EXECUTE UPLOAD

ID NBR PHIC NBR EMPLOYEE NAME YEAR MONTH PS AMT GS AMT ACTIONS

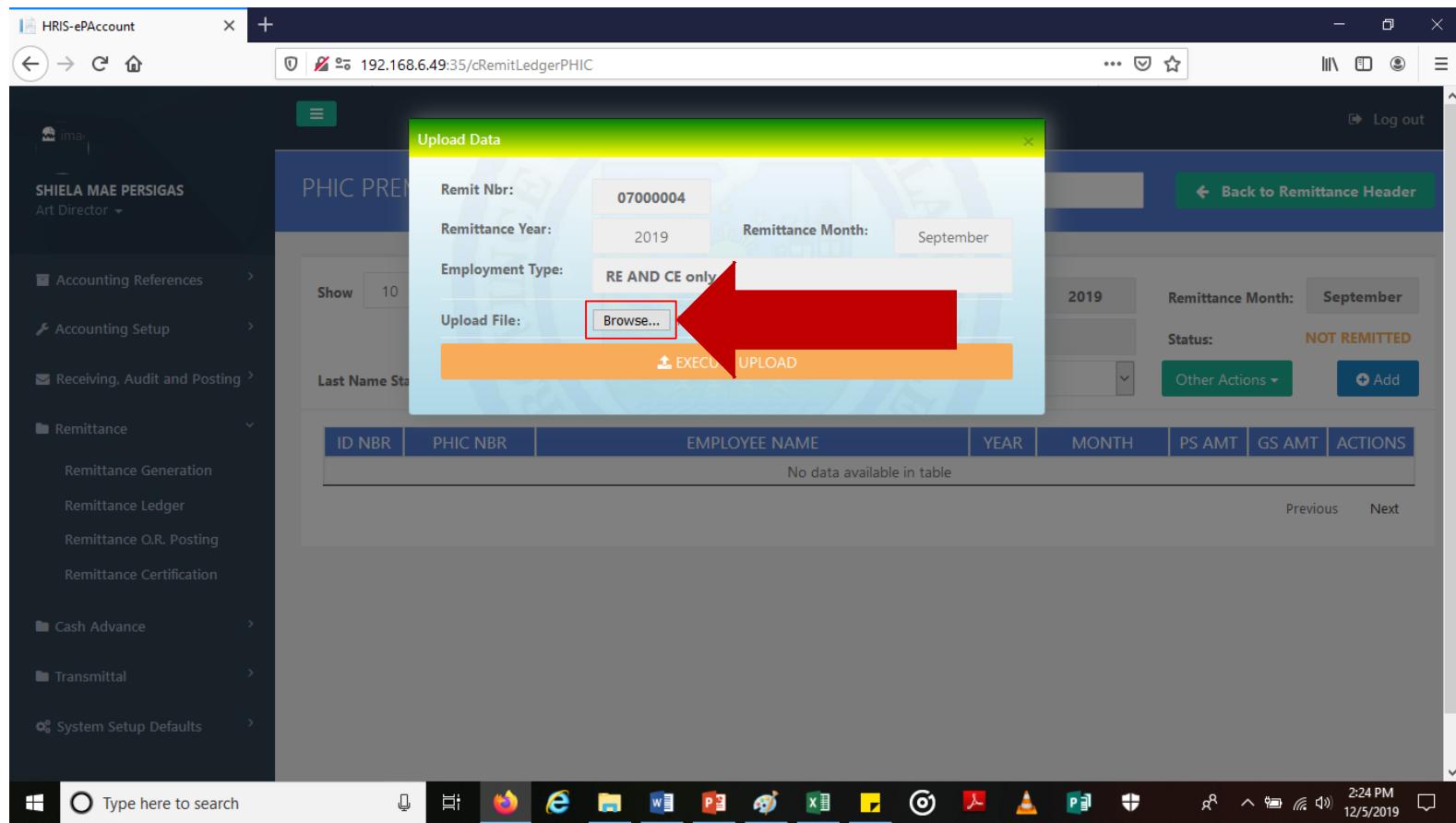
No data available in table

Previous Next

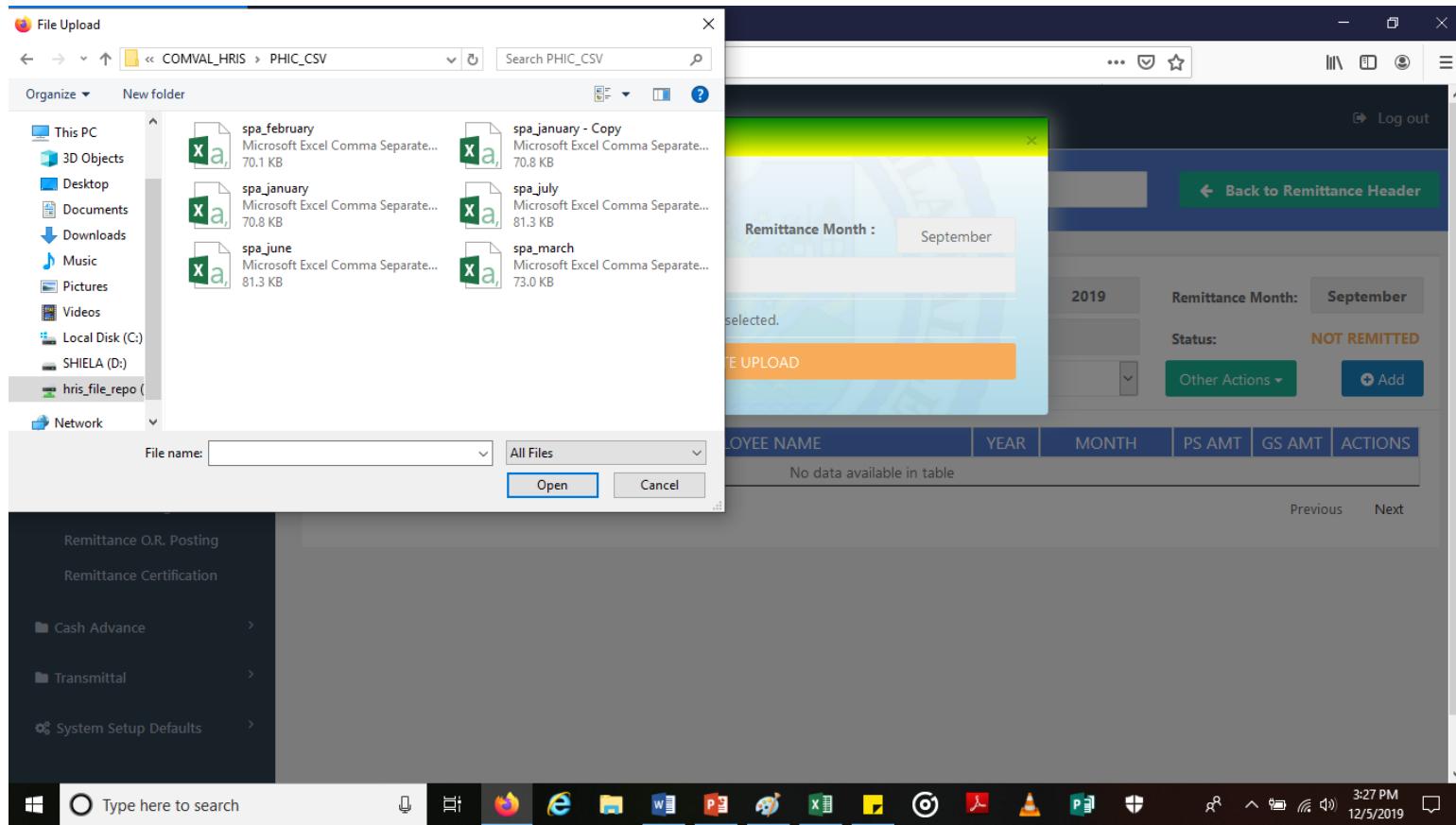
Type here to search

2:24 PM 12/5/2019

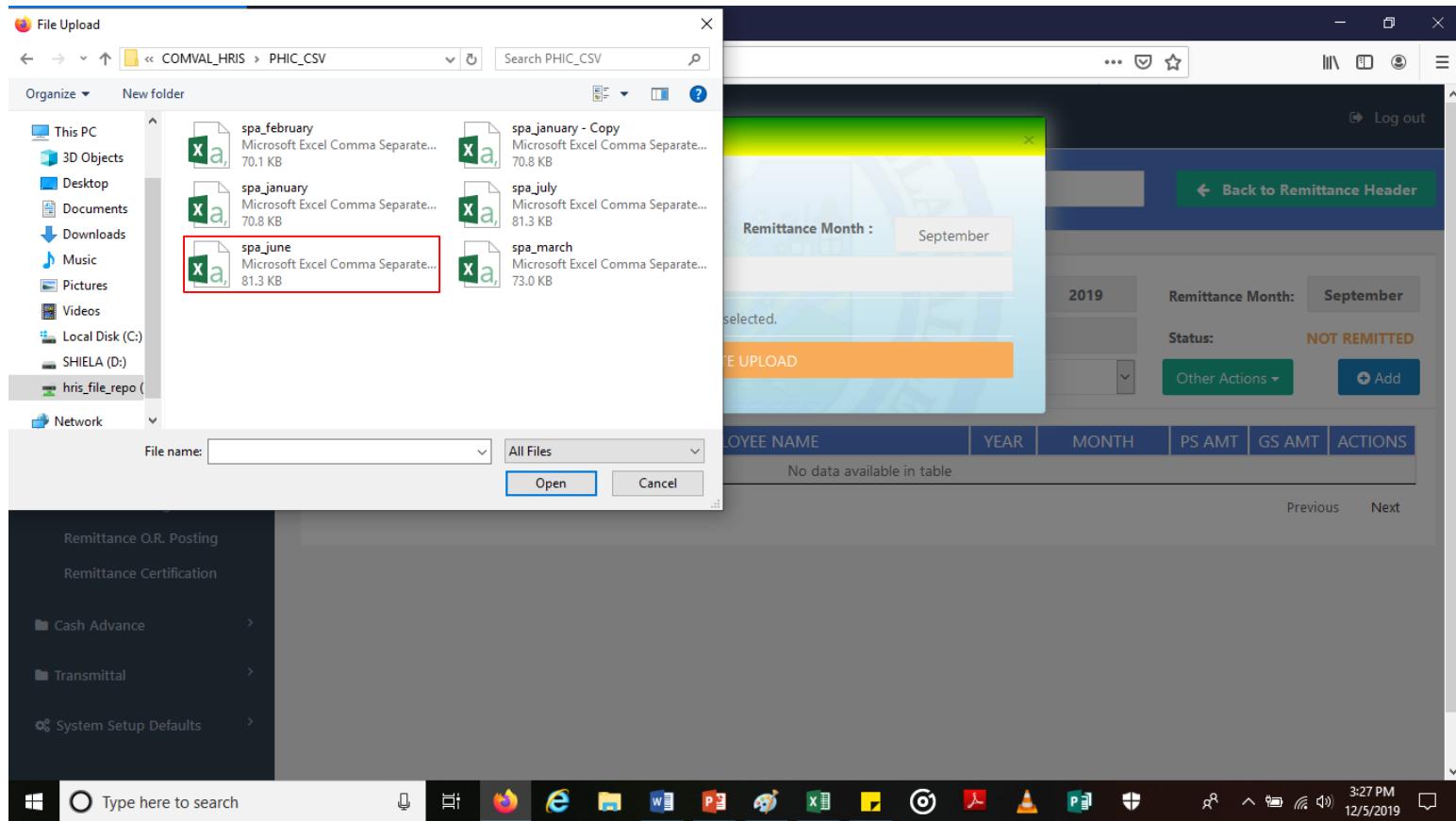
Step 4: Click browse button to browse and upload file .



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.



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Log out

SHIELA MAE PERSIGAS
Art Director

PHIC PRE

Remittance Nbr : 07000004

Remittance Year : 2019 Remittance Month : September

Employment Type : RE AND CE only

Upload File : Browse... spa_june.csv

EXECUTE UPLOAD

ID NBR PHIC NBR EMPLOYEE NAME YEAR MONTH PS AMT GS AMT ACTIONS

No data available in table

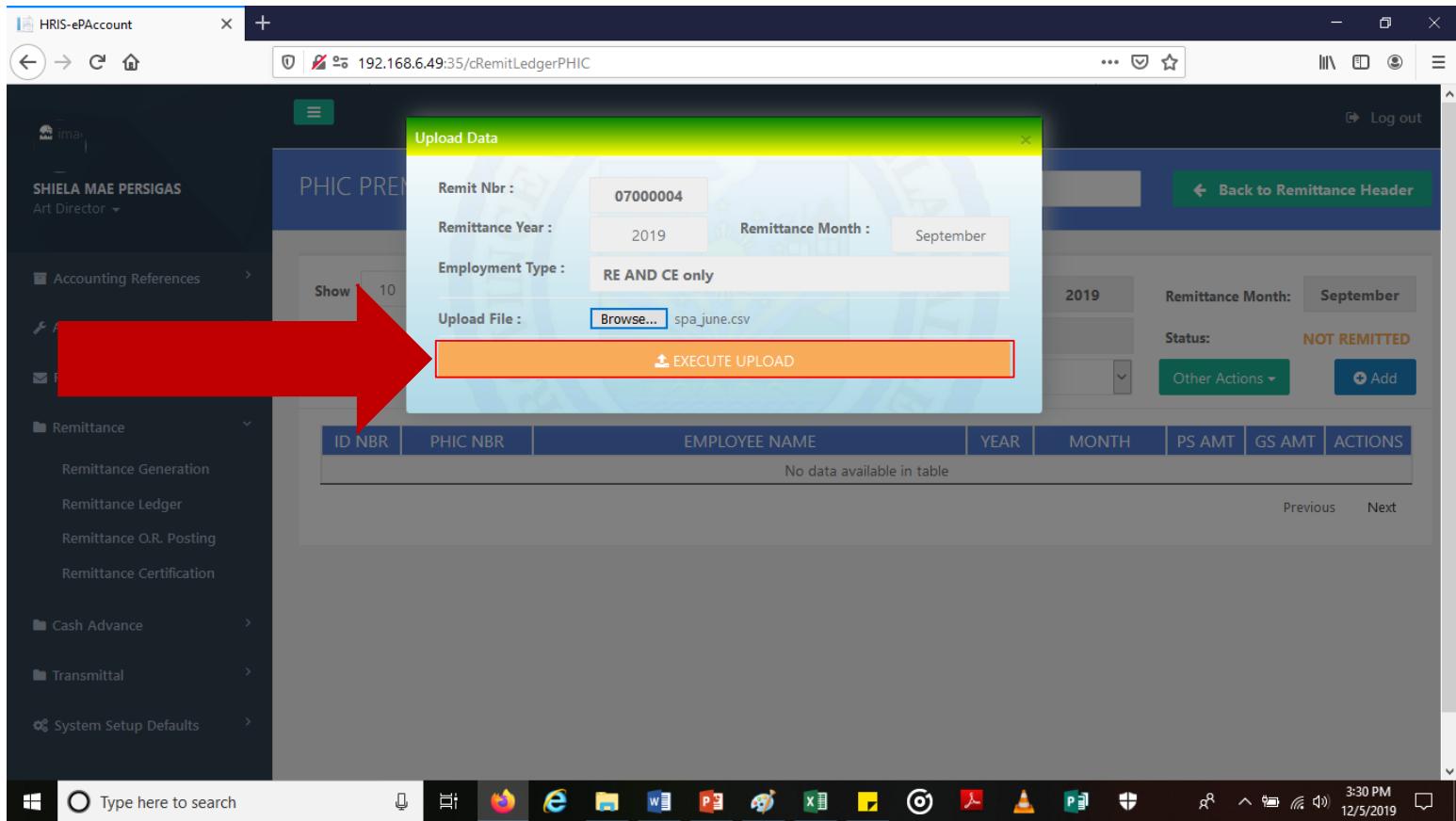
2019 Remittance Month: September Status: NOT REMITTED Other Actions Add

Previous Next

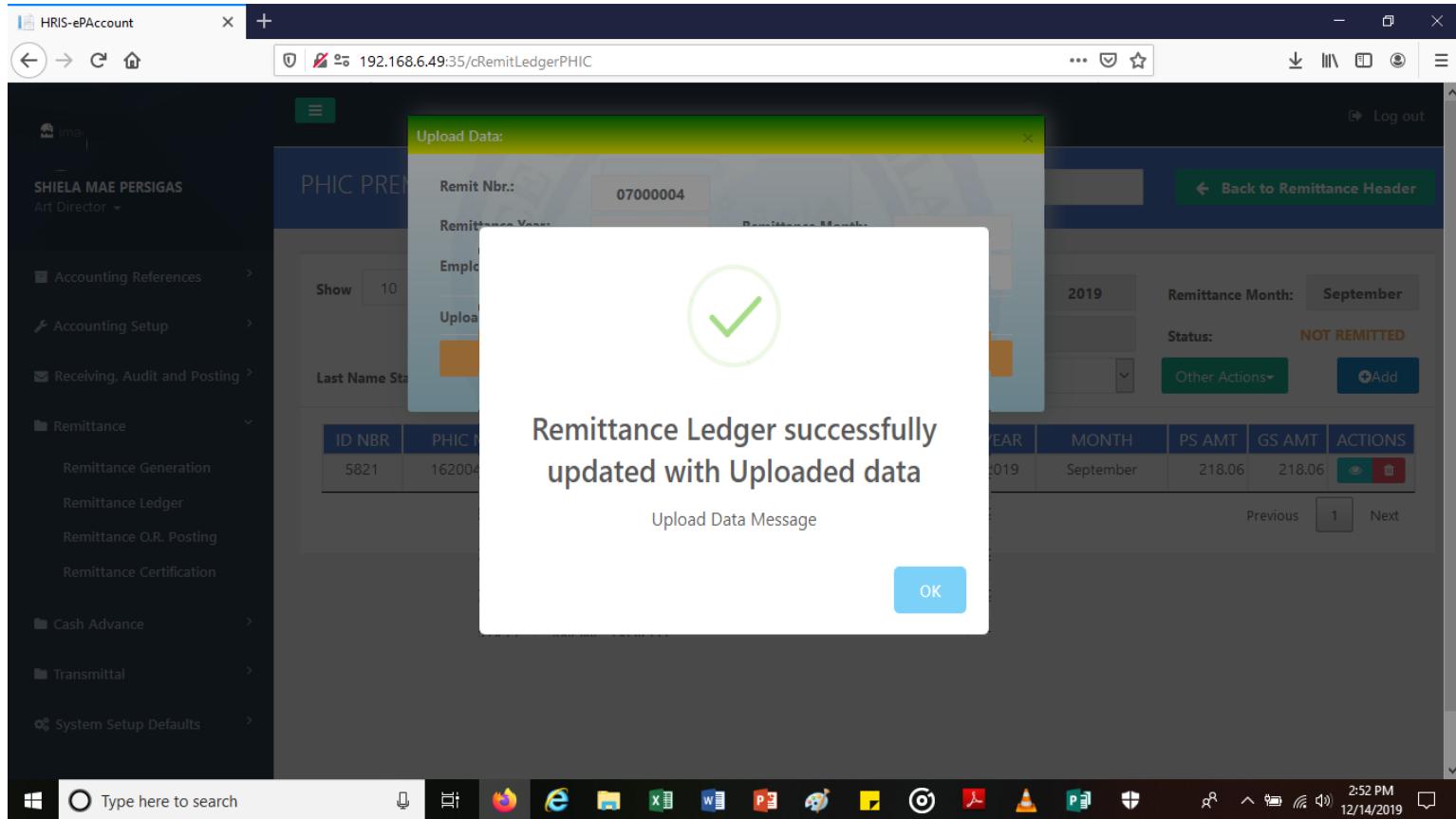
Type here to search

3:30 PM 12/5/2019

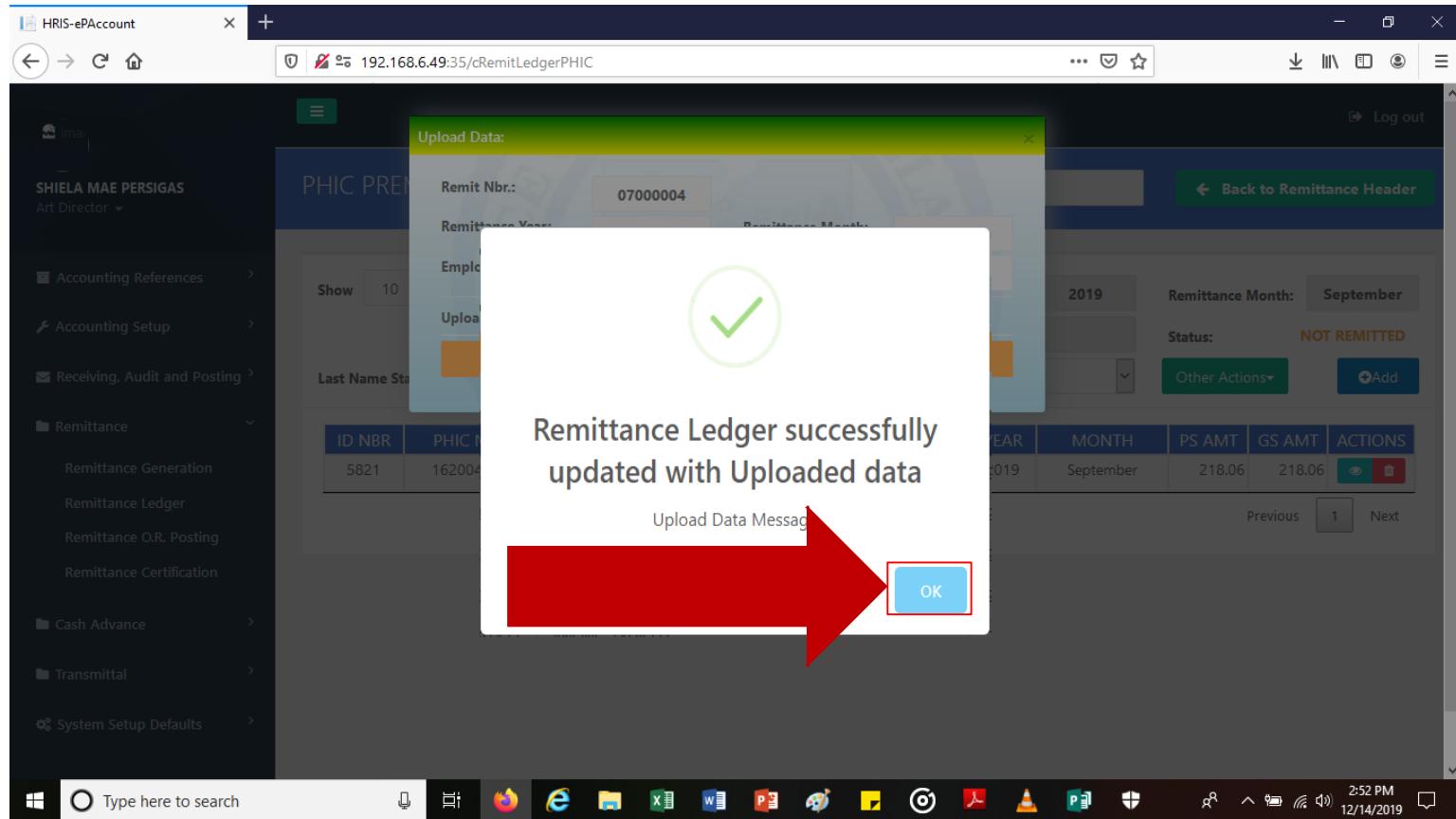
Step 6: Click execute upload button to upload the selected data.



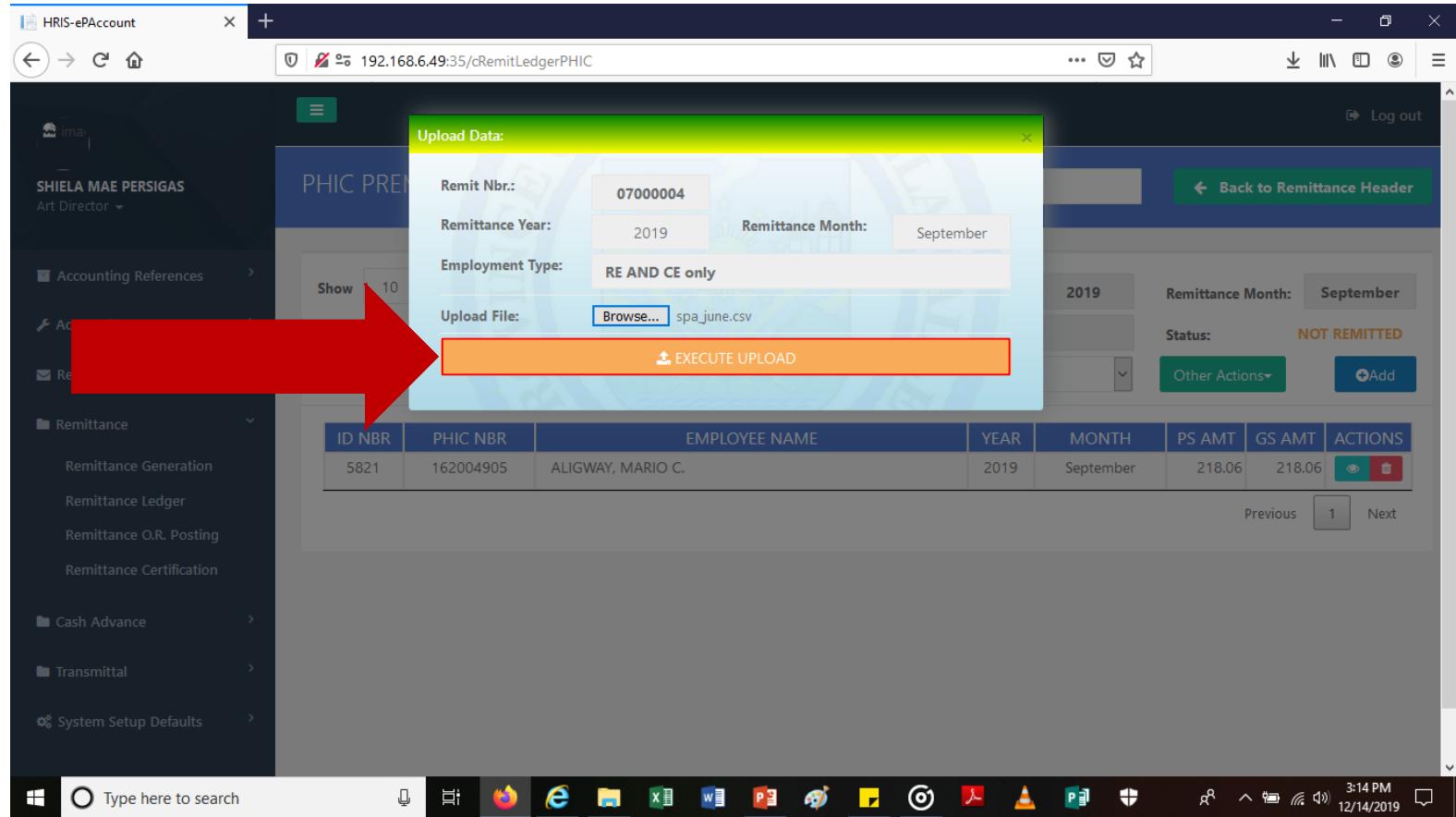
Note: A verification pop-up window will appear that remittance ledger was successfully updated with uploaded data.



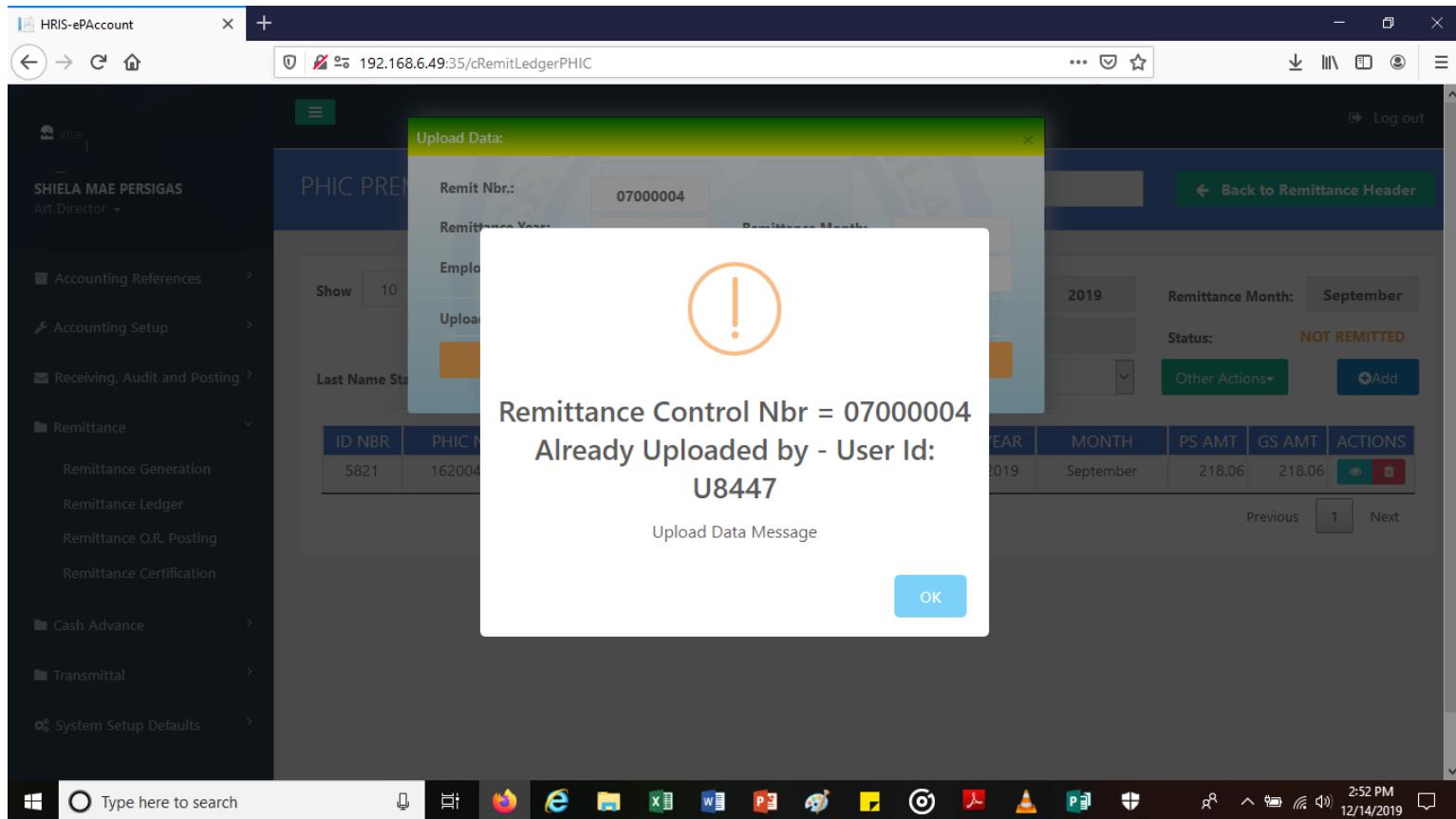
Step 7: Click ok button to exit and go back to previous page.



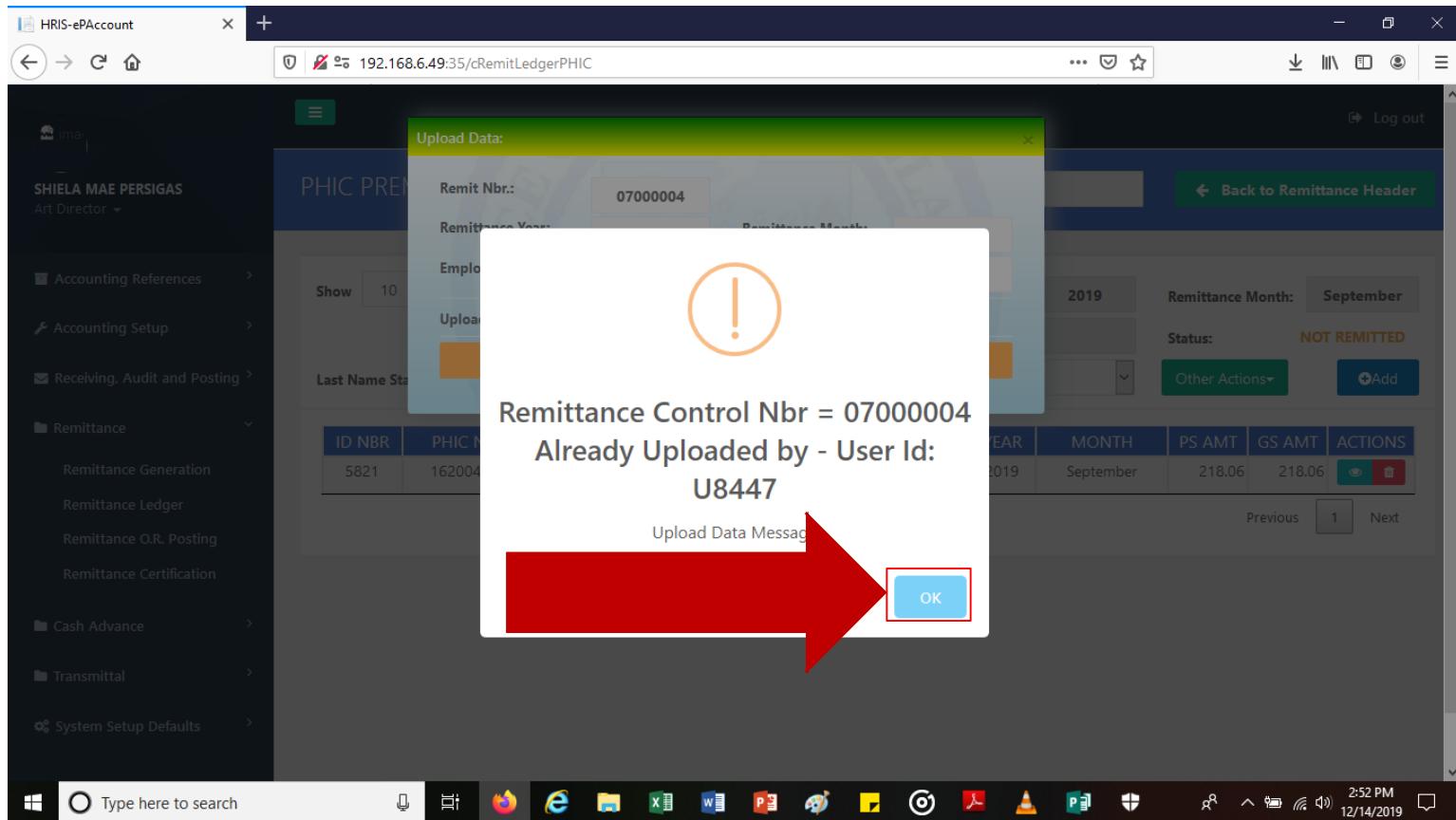
Step 8: If you want to re-upload the same csv file or not the same csv file repeat **step 6** to continue.



Note: A verification pop-up window will appear that remittance control nbr. is already uploaded by specific user ID once specific data already uploaded.



Step 9: Click ok button to exit and go back to previous page.



How to extract to excel?



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

The screenshot shows the HRIS-eAccount software interface. The title bar reads "HRIS-eAccount" and the address bar shows the URL "192.168.6.49:35/cRemitLedgerPHIC". 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 "PHIC PREMIUMS" and features a search bar and filter options: "Show 10 entries", "Remittance Nbr: 0700004", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: -- Select Here --", and "Other Actions" and "Add" buttons. Below these filters is a table header with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The message "No data available in table" is displayed in the table body. At the bottom of the screen is a taskbar with various icons and a system tray showing the date and time as "12/5/2019 2:09 PM".

Step 2: Select **last name start's w/** to extract to excel the selected employees.

The screenshot shows the HRIS-ePAccount software interface. On the left, there 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 content area is titled "PHIC PREMIUMS". It features a search bar and several filter options: Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), and a dropdown for Department. Below these filters is a table with the following data:

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

At the bottom of the grid, there are navigation buttons for Previous, Next, and a page number indicator (1). The status bar at the bottom right shows the time as 10:57 AM and the date as 12/9/2019.

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

The screenshot shows the HRIS-ePAccount software interface. On the left, there is a navigation sidebar with various menu items such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It displays a table with employee data:

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

At the top of the main area, there are filters for Remittance Nbr (0700004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Department (--- Select Here ---), and Status (NOT REMITTED). There is also a search bar and a "Back to Remittance Header" button. The "Other Actions" button is highlighted with a red box and a red arrow pointing to it from the left.

HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerPHIC

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 >

PHIC PREMIUMS

Search

Back to Remittance Header

Show 10 entries Remittance Nbr : 07000004 Remittance Year : 2019 Remittance Month: September

Employment Type : RE AND CE only Status: NOT REMITTED

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

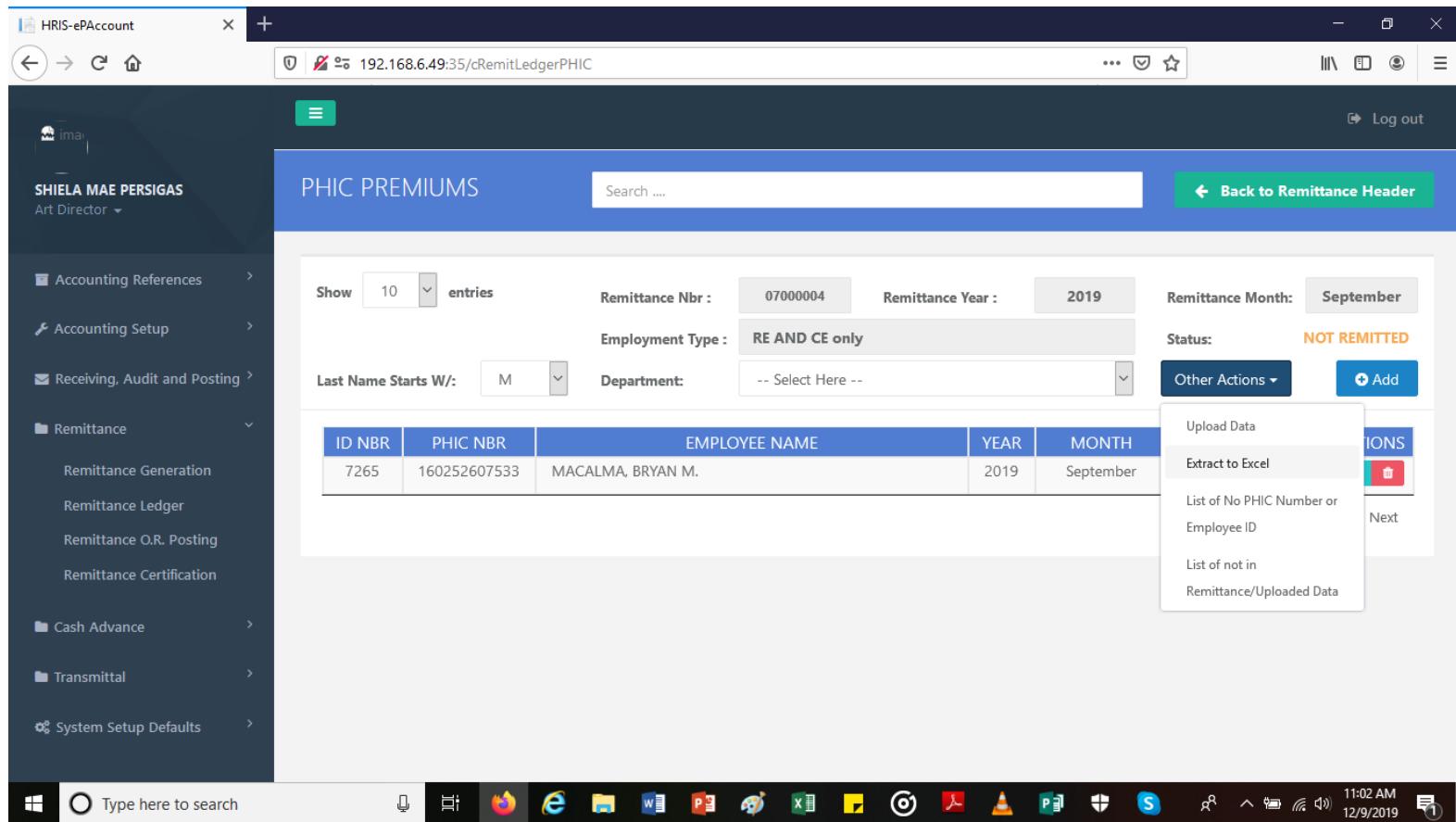
| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH |
|--------|--------------|-------------------|------|-----------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September |

Other Actions ▾ + Add

- Upload Data
- Extract to Excel
- List of No PHIC Number or Employee ID
- List of not in Remittance/Uploaded Data

11:02 AM 12/9/2019

Type here to search



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

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 is titled "PHIC PREMIUMS". It displays search filters for "Remittance Nbr" (07000004), "Remittance Year" (2019), "Employment Type" (RE AND CE only), "Last Name Starts W/:" (M), and "Department" (Select Here). Below these filters is a table with one row showing data for an employee: ID NBR (7265), PHIC NBR (160252607533), and Employee Name (MACALMA, BRYAN M.). To the right of the table is a context menu with several options: "Upload Data", "Extract to Excel" (which is highlighted with a red box and a red arrow pointing to it), "List of No PHIC Number or Employee ID", "List of not in Remittance/Uploaded Data", and "Next". The status bar at the bottom indicates the time as 11:02 AM and the date as 12/9/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Log out

SHIELA MAE PERSIGAS
Art Director

PHIC PREMIUMS

Search

Last Name Starts W/:

Show 10 entries

Remittance Nbr: 07000004 Remittance Year: 2019 Remittance Month: September Status: NOT REMITTED

No data extracted

ID NBR PHIC N

| | |
|------|--------|
| 5821 | 162004 |
|------|--------|

YEAR MONTH PS AMT GS AMT ACTIONS

| | | | | | |
|------|-----------|--------|--------|--|--|
| 2019 | September | 218.06 | 218.06 | | |
|------|-----------|--------|--------|--|--|

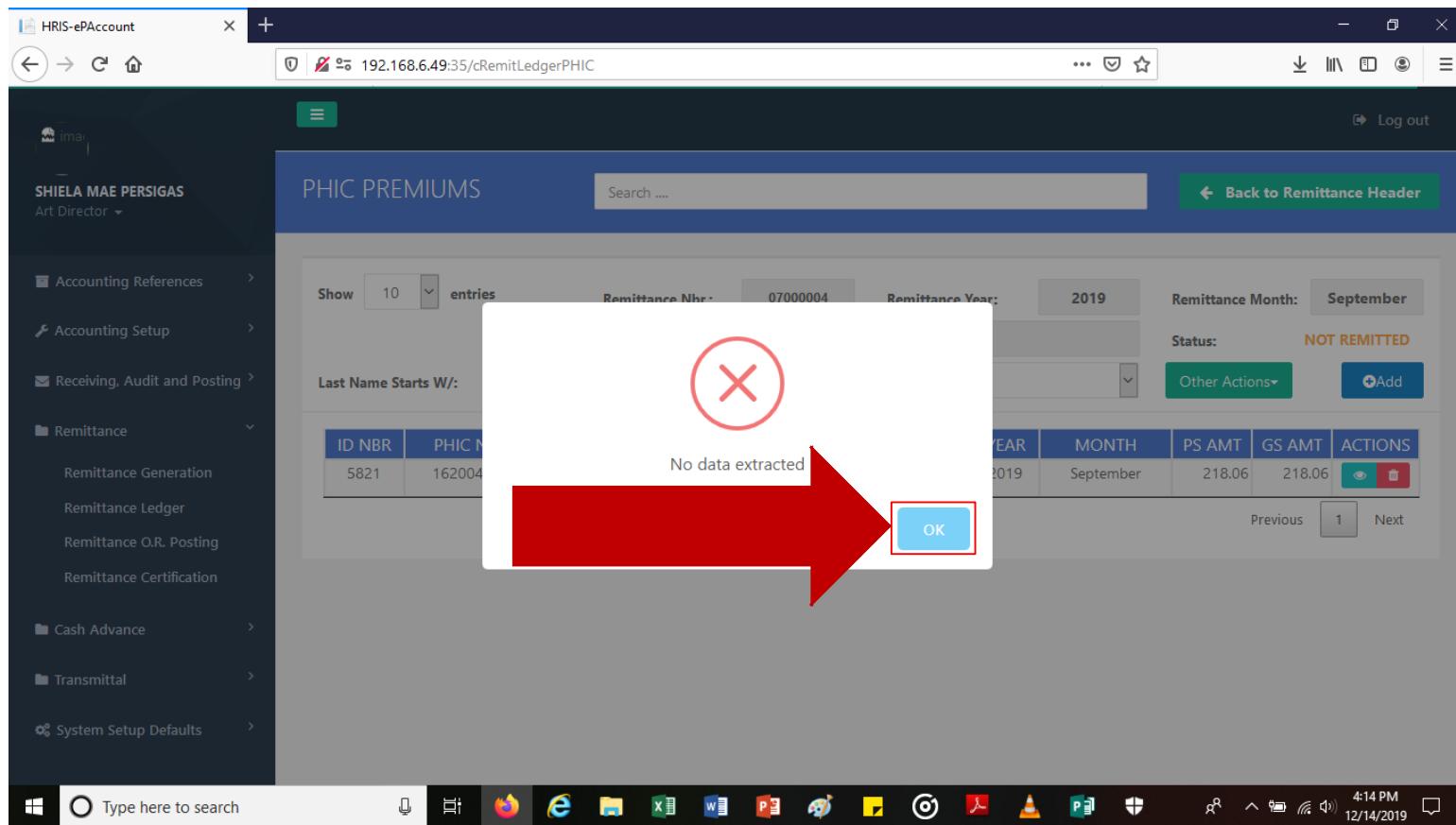
OK

Previous 1 Next

Type here to search

4:14 PM 12/14/2019

Step 9: Click ok button to exit and go back to previous page.



HRIS-ePAccount - X

192.168.6.49:35/cRemitLedgerPHIC ... Down arrow Print Close

SHIELA MAE PERSIGAS
Art Director Log out

PHIC PREMIUMS Back to Remittance Header

Show 10 entries Remittance Nbr.: 0700004 Remittance Year: 2019 Remittance Month: September

Employment Type: RE AND CE only Status: NOT REMITTED

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

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|-----------|-------------------|------|-----------|--------|--------|---|
| 5821 | 162004905 | ALIGWAY, MARIO C. | 2019 | September | 218.06 | 218.06 | View Edit |

Previous 1 Next

Type here to search 4:15 PM 12/14/2019



Note:

If you want to extract data of specific PHIC remittance month and year expected that only employee with discrepancy with **no PHIC number** and **no birthdate** that was not remitted or employee of late deductions expected that they will undergo to **special remittance** under the table. But if no extracted data will appear expected that the data captured has no discrepancy, updated and deductions remitted on time.

List of No PHIC
Number or
Employee ID



Note:

List of no PHIC number or employee ID process is also applicable in **list of not in remittance/uploaded data**. That if you really want to print or view employees list of not in remittance/uploaded data follow the step by step process of **List of no PHIC number or employee ID**.

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

The screenshot shows the HRIS-eAccount software interface. The title bar reads "HRIS-eAccount" and the address bar shows the URL "192.168.6.49:35/cRemitLedgerPHIC". 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 "PHIC PREMIUMS" and includes a search bar and filter options: "Show 10 entries", "Remittance Nbr: 0700004", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: -- Select Here --", and "Other Actions" and "Add" buttons. Below these filters is a table header with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The message "No data available in table" is displayed in the table body. At the bottom of the screen is a taskbar with various icons and a system tray showing the date and time as "12/5/2019 2:09 PM".

Step 2: Click other actions button to preview employees with no PHIC number and no employee ID.

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options for Generation, Ledger, O.R. Posting, Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "PHIC PREMIUMS". It includes a search bar, filter options for Remittance Nbr (0700004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (M), and Department (--- Select Here ---). A large red arrow points to the "Other Actions" button in the top right of the data grid. The data grid itself has columns for ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. One row is visible: ID NBR 7265, PHIC NBR 160252607533, EMPLOYEE NAME MACALMA, BRYAN M., YEAR 2019, MONTH September, PS AMT 285.37, GS AMT 285.37, and ACTIONS with edit and delete icons. At the bottom, there are navigation buttons for Previous (1) and Next.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerPHIC

Log out

SHIELA MAE PERSIGAS
Art Director

PHIC PREMIUMS

Search

Back to Remittance Header

Show 10 entries

Remittance Nbr : 0700004 Remittance Year : 2019 Remittance Month: September

Employment Type : RE AND CE only Status: NOT REMITTED

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

Other Actions ▾ + Add

Upload Data
Extract to Excel
List of No PHIC Number or Employee ID
List of not in Remittance/Uploaded Data

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH |
|--------|--------------|-------------------|------|-----------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September |

Type here to search

11:13 AM 12/9/2019

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

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It displays search filters for Remittance Nbr (0700004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Last Name Starts W/ (M), and Department (-- Select Here --). Below these filters is a table with one row:

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH |
|--------|--------------|-------------------|------|-----------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September |

To the right of the table is a "Other Actions" dropdown menu with options: Upload Data, Extract to Excel (which is highlighted with a red arrow and a callout box), and Next. The callout box for "Extract to Excel" contains the text "List of No PHIC Number or Employee ID". At the bottom of the screen is a taskbar with various icons and a system tray showing the date and time (11:13 AM 12/9/2019).

HRIS-ePAccount

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

SHIELA MAE PERSIGAS
Art Director

Print Preview

Log out

Back

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

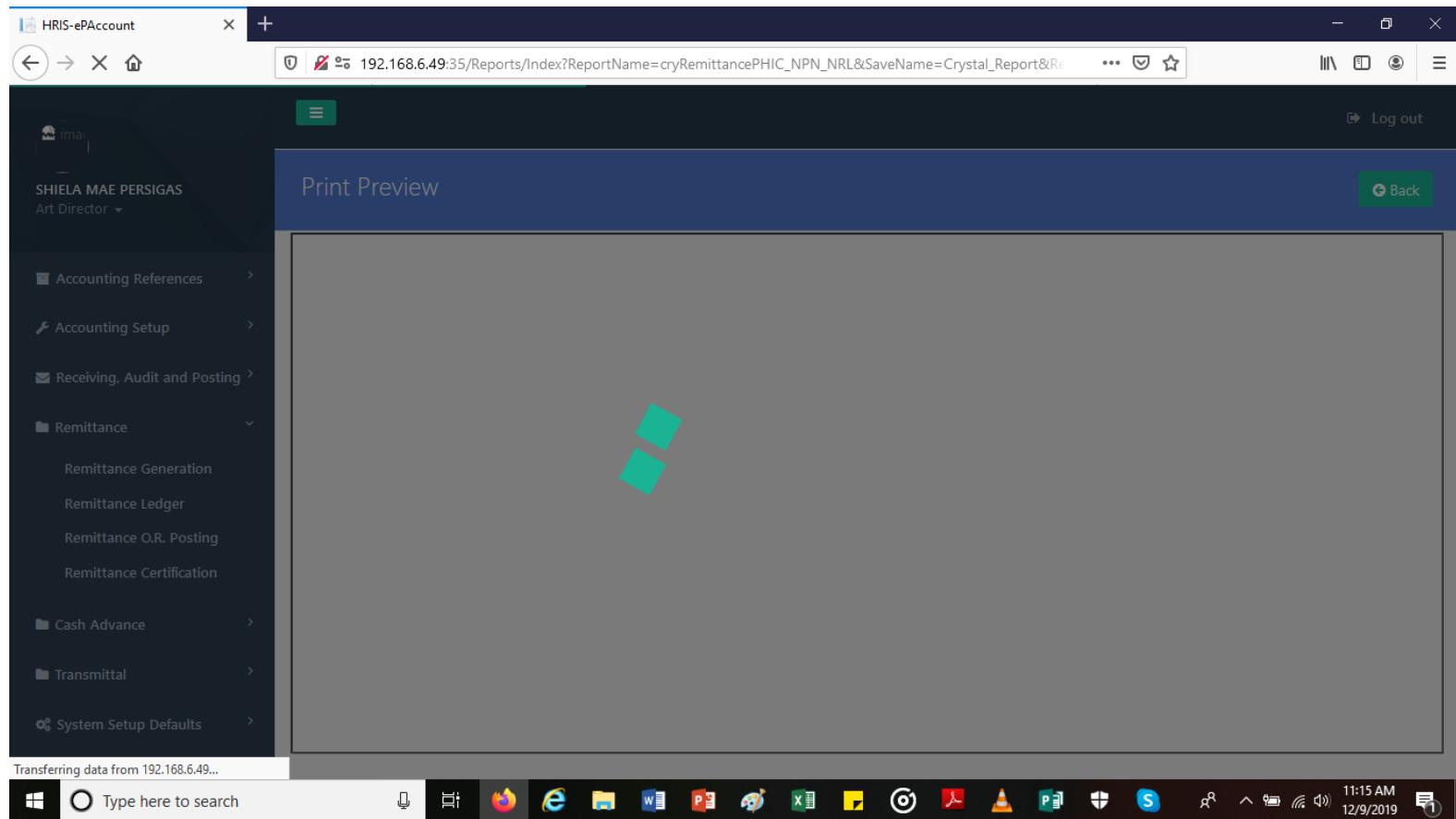
Transmittal

System Setup Defaults

Transferring data from 192.168.6.49...

Type here to search

11:15 AM
12/9/2019



HRIS-ePAccount

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

Log out

Print Preview

Main Report

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

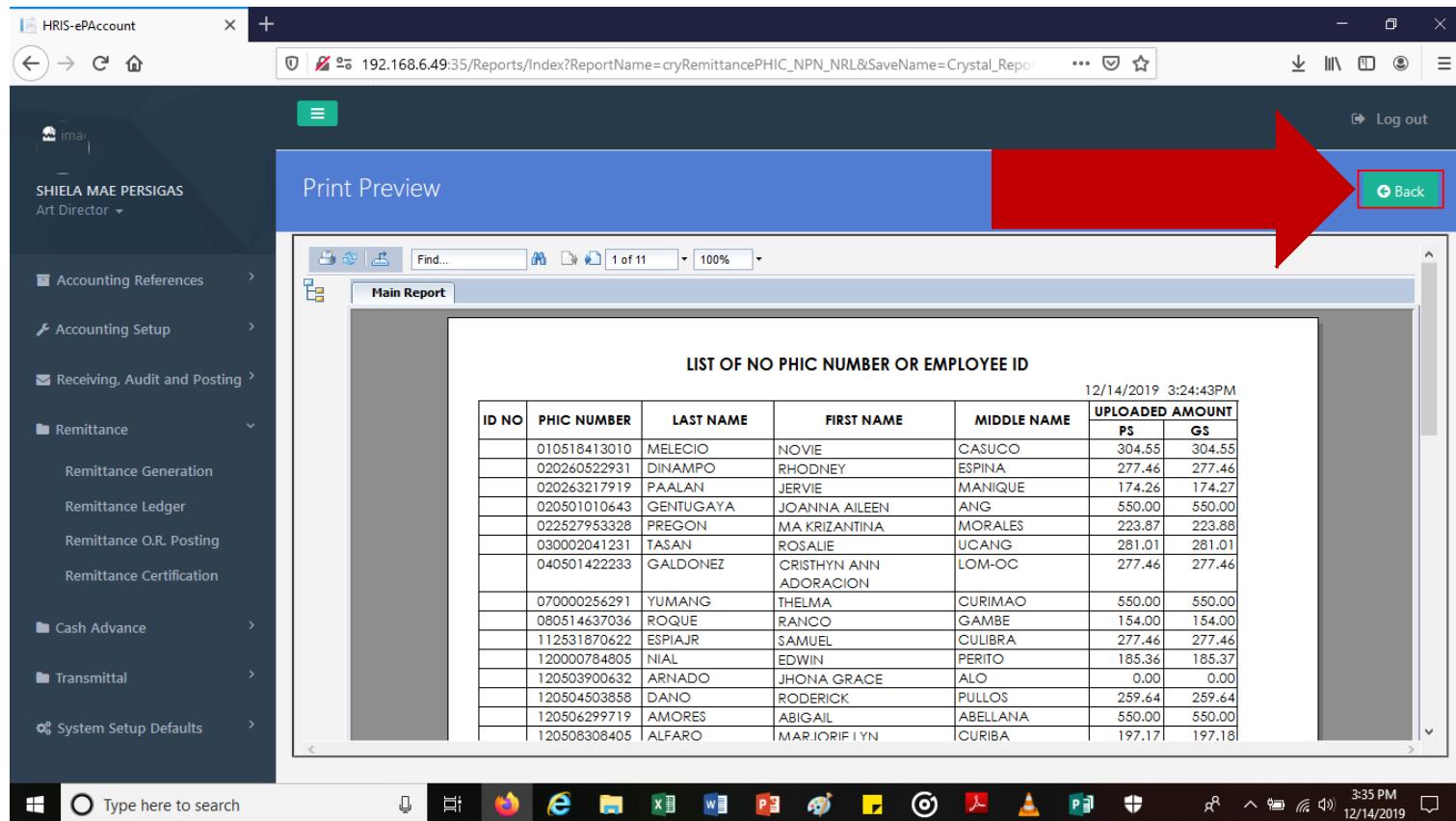
12/14/2019 3:24:43PM

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|---------------|------------|-------------|-----------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPIÑA | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |
| 120508308405 | ALFARO | MARJORIF IYN | CURIBA | | 197.17 197.18 |

Type here to search

3:35 PM 12/14/2019

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



Step 6: Repeat step 4 if you want to continue.

The screenshot shows a web browser window for '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 report titled 'Main Report'. The report header includes the title 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID' and the date '12/14/2019 3:24:43PM'. Below the header is a table with columns: ID NO, PHIC NUMBER, LAST NAME, FIRST NAME, MIDDLE NAME, and two sub-columns under 'UPLOADED AMOUNT' labeled PS and GS. The table lists 20 rows of employee data. At the bottom of the report, there is a note: '070000256291 YUMANG THELMA CURIMAO 550.00 550.00'.

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | |
|--------------|-------------|------------------------|------------|-------------|-----------------|--------|
| | | | | | PS | GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPIÑA | | 277.46 | 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 | 223.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 | 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 | 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 |
| 120508308405 | ALFARO | MARJORIF IYN | CURIBA | | 197.17 | 197.18 |

Step 7: 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 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID'. The report contains a table of data with columns: ID NO, PHIC NUMBER, LAST NAME, FIRST NAME, MIDDLE NAME, and UPLOADED AMOUNT (PS, GS). A red arrow points to the export icon (a blue square with a white document symbol) in the toolbar above the report preview. The status bar at the bottom shows the date and time as 12/14/2019 3:24:43PM.

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|------------------------|------------|-------------|-----------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPIÑA | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504803858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |
| 120508308405 | ALFARO | MARIORIF IYN | CURIBA | | 197.17 197.18 |

HRIS-ePAccount

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

Log out

Print Preview

Main Report

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

12/14/2019 3:58:13PM

| ID NO | PHIC NUM | ROLE NAME | UPLOADED AMOUNT |
|-----------|----------|-----------|-----------------|
| | | PS | GS |
| 010518413 | | | 304.55 |
| 020260522 | | | 277.46 |
| 020263217 | | UE | 174.26 |
| 020501010 | | | 550.00 |
| 022527953 | | | 223.87 |
| 030002041 | | S | 281.01 |
| 040501422 | | C | 277.46 |
| 070000256 | | AO | 550.00 |
| 080514637 | | | 154.00 |
| 112531870 | | A | 277.46 |
| 120000784 | | | 185.36 |
| 120503900 | | | 0.00 |
| 120504503 | | | 259.64 |
| 120506299 | | NA | 550.00 |
| 120508308 | | | 197.17 |
| | | | 197.16 |

Export

File Format: Crystal Reports (RPT)

Page Range: All Pages

From: To:

Type here to search

4:01 PM 12/14/2019

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

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

The screenshot shows a Windows desktop environment with a software application titled "HRIS-ePAccount" open. The application window has a dark blue header bar with a "Print Preview" button. Below the header is a toolbar with icons for Find, Print, and Export. The main content area displays a "Main Report" table with columns for ID NO and PHIC NUM. An "Export" dialog box is overlaid on the report, listing various file formats: 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), and XML. The "PDF" option is selected. To the right of the report, there is a smaller table titled "EMPLOYEE ID" with columns for ID, NAME, POSITION, and SALARY. The bottom of the screen shows the Windows taskbar with various pinned icons and the system clock indicating 4:02 PM on 12/14/2019.

Step 9: Click export button in order to print and download the selected file.

The screenshot shows a Windows desktop environment with the HRIS-eAccount application open. The application window title is "HRIS-eAccount". The main menu bar includes "File", "Edit", "View", "Report", "Print", "Help", and "Logout". The left sidebar navigation 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 central area displays a "Print Preview" of a report titled "Main Report" with the sub-title "LIST OF NO PHIC NUMBER OR EMPLOYEE ID". The report table has columns: ID NO, PHIC NUM, FILE NAME, and UPLOADED AMOUNT (PS & GS). The table lists various entries. A modal dialog box titled "Export" is overlaid on the report. It contains fields for "File Format" (PDF), "Page Range" (radio buttons for "All Pages" or "Select Pages", with "From:" and "To:" input fields), and an "Export" button. A large red arrow points to the "Export" button. The taskbar at the bottom shows the Windows Start button, a search bar with "Type here to search", and icons for File Explorer, Edge, Word, Excel, and others. The system tray shows the date and time as "4:02 PM 12/14/2019".

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 10: 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, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area displays a 'Print Preview' of a report titled 'Main Report' with the sub-section 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID'. The report lists various employees with their ID numbers, last names, first names, middle names, and uploaded amounts (PS and GS). A red arrow points from the text above to the download icon in the browser's toolbar. The taskbar at the bottom shows several pinned icons, and the system tray indicates the date and time as 12/14/2019 4:04 PM.

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|------------------------|------------|-------------|-----------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPIÑA | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |
| 120508308405 | ALFARO | MARIO RIFI YN | CURIBA | | 197.17 197.18 |

HRIS-ePAccount

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

Print Preview

Main Report

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

12/14/2019 3:58:13PM

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|---------------|------------|-------------|-----------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINA | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN | LOM-OC | | 277.46 277.46 |
| | | ADORACION | | | |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |
| 120508308405 | ALFARO | MARIORIFI YN | ICURIBA | | 197.17 197.18 |

Type here to search

4:04 PM 12/14/2019

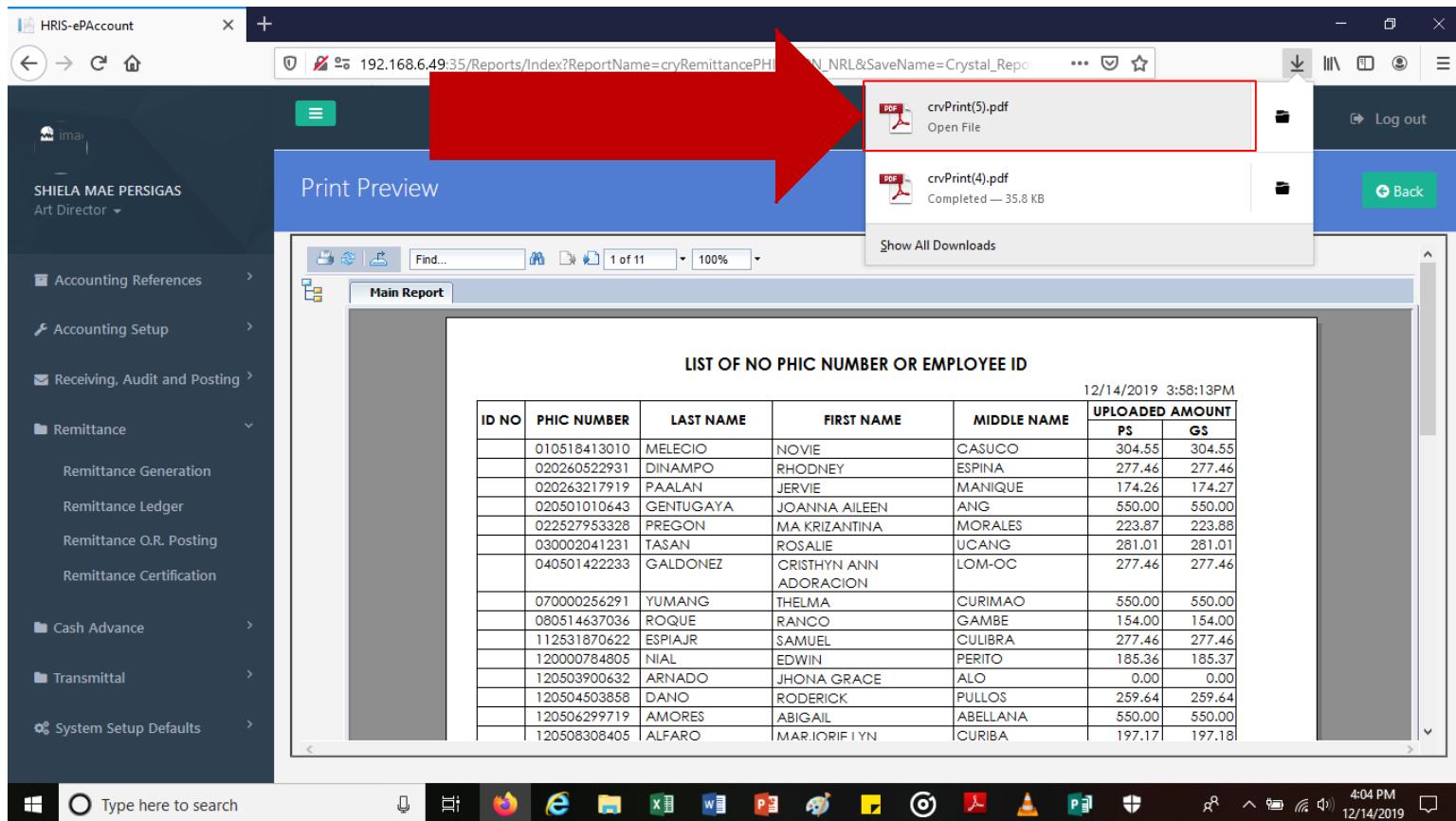
Step 11: Select specific file in order to open and print.

The screenshot shows a web-based application interface for HRIS-ePAccount. On the left, a sidebar menu lists various modules: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "Print Preview" and displays a report titled "LIST OF NO PHIC NUMBER OR EMPLOYEE ID". The report includes a timestamp: 12/14/2019 3:58:13PM. Below the title is a table with the following data:

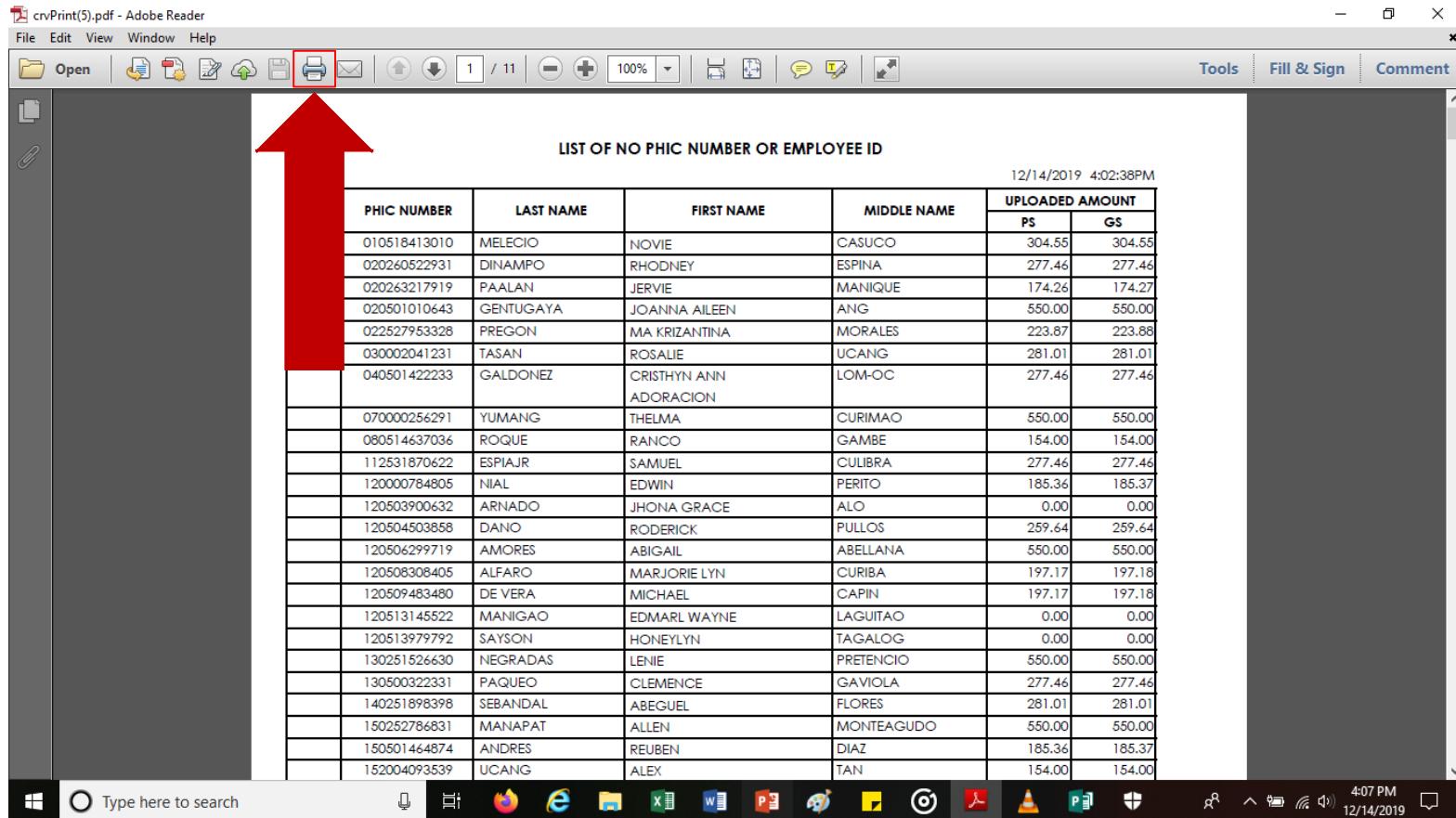
| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | |
|--------------|-------------|------------------------|------------|-------------|-----------------|--------|
| | | | | | PS | GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINA | | 277.46 | 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 | 223.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 | 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 | 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 |
| 120508308405 | ALFARO | MARIORIF IYN | CURIBA | | 197.17 | 197.16 |

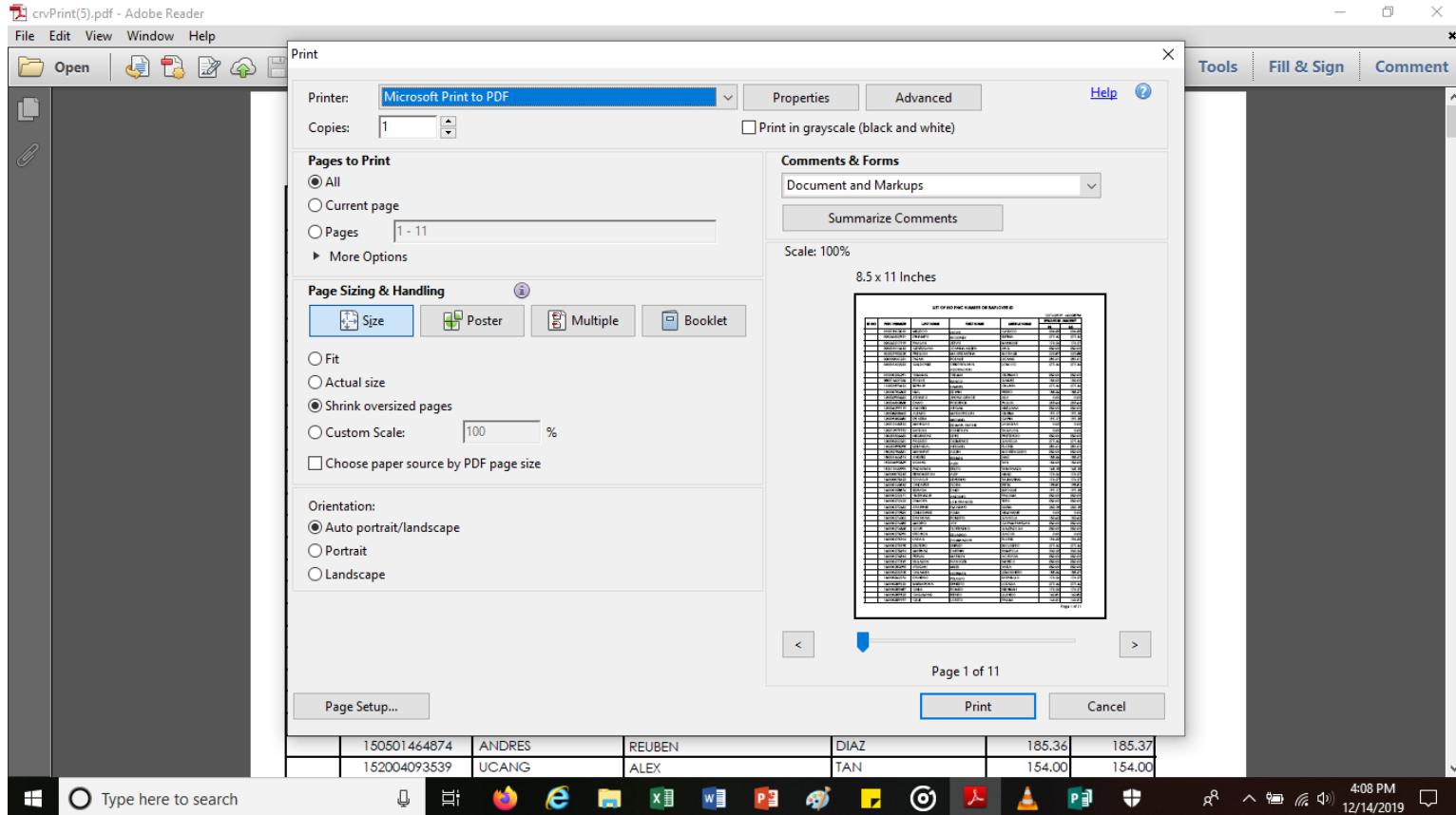
At the top right of the browser window, there is a download dialog box with two items: "crvPrint(5).pdf" (highlighted with a red box) and "crvPrint(4).pdf" (Completed — 35.8 KB). The browser's address bar shows the URL: 192.168.6.49:35/Reports/Index?ReportName=cryRemittancePHIC_NPN_NRL&SaveName=Crystal_Report. The bottom status bar shows the Windows taskbar with icons for File Explorer, Edge, Word, Excel, and others, along with the system clock (4:04 PM) and date (12/14/2019).

Step 12: Click the selected file to open and print file.

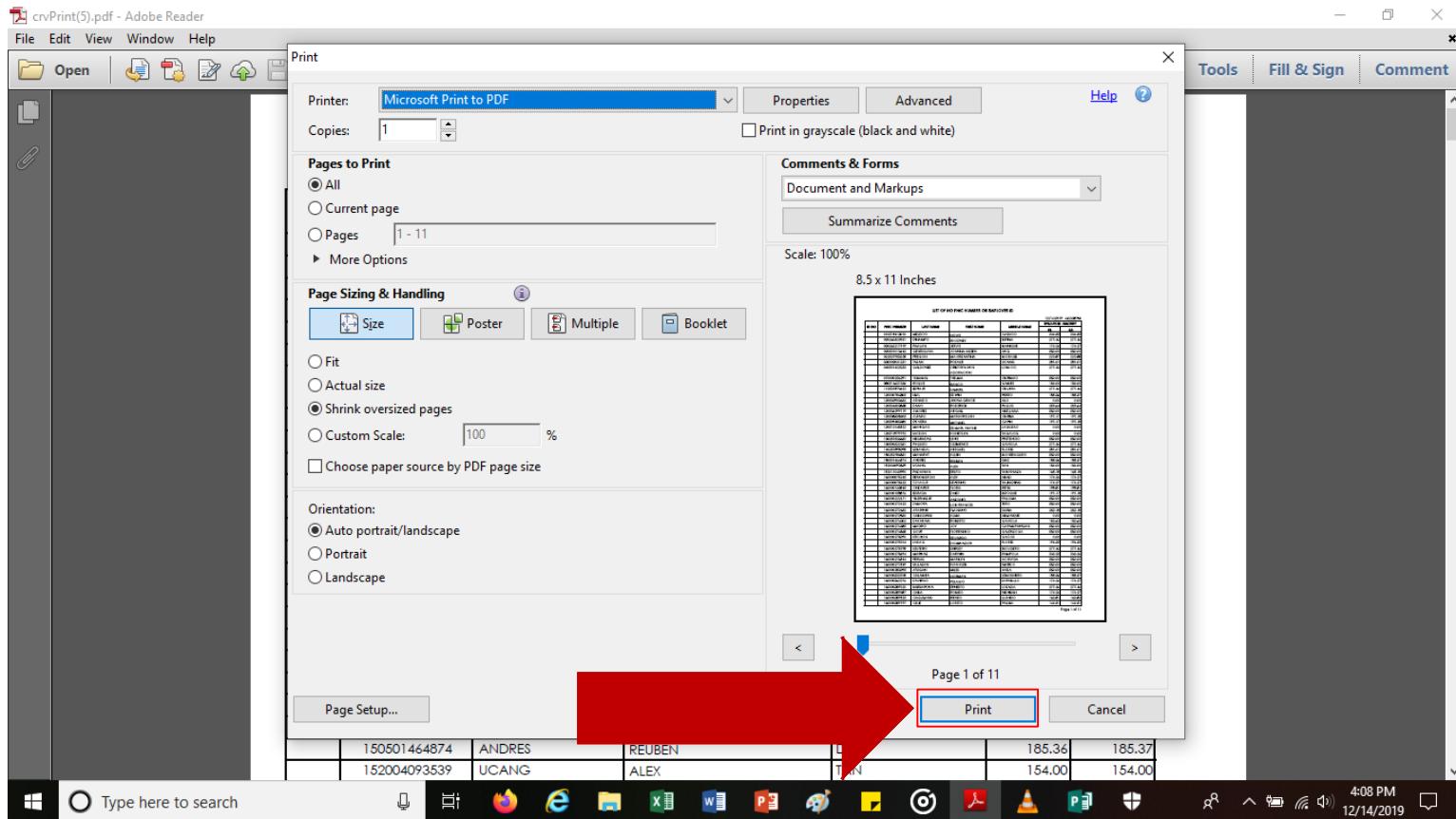


Step 13: Click print icon in order to print file.





Step 14: 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. On the left is a sidebar menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-items: 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 PHIC NUMBER OR EMPLOYEE ID' and a timestamp '12/14/2019 4:16:17PM'. Below the header is a table with columns: ID NO, PHIC NUMBER, LAST NAME, FIRST NAME, MIDDLE NAME, UPLOADED AMOUNT (PS and GS). The table lists 20 records. A red box highlights the last row of the table. At the bottom of the report area, a modal dialog box appears with the message 'Do you want to open or save crvPrint.pdf (48.9 KB) from 192.168.6.49?' and buttons for 'Open', 'Save', and 'Cancel'. The bottom of the screen shows a Windows taskbar with various icons and a system tray.

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|---------------|------------|-------------|------------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINAS | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.26 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 02252795328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |

Step 15: If you don't want to print record click **cancel** button in order to cancel.

The screenshot shows a web browser window for 'HRIS-ePAccount' with a 'Print Preview' of a report. The report title is 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID'. It lists 20 records with columns for ID NO, PHIC NUMBER, LAST NAME, FIRST NAME, MIDDLE NAME, and uploaded amounts (PS and GS). A red arrow points to the 'Cancel' button in a save dialog at the bottom of the screen.

Print Preview

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|------------------------|------------|-------------|-----------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 204.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPIÑA | | 277.46 77.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.27 74.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 50.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.88 23.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.61 61.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 77.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 50.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 54.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 77.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.37 55.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 259.64 59.64 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 59.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |

Do you want to open or save crvPrint.pdf (48.9 KB) from 192.168.6.49?

Open Save Cancel

Step 16: Repeat step 7, 8 and 9 if you want to continue.

The screenshot shows a software interface titled "HRIS-ePAccount". On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting (with Payroll Registry/Voucher), Employee Card Printing, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "Print Preview" and contains a "Main Report" window. The report header includes "REPUBLIC OF THE PHILIPPINES", "Provincial Government of Compostela Valley", "Cabidianan, Nabunturan, Compostela Valley". It displays payroll details for the Provincial Engineer's Office. The report table has columns for ID No, Employee Name / Position, Daily Rate, No. of Days (Worked, LWP, LWOP/Hol), Rates/Under-time (in min), Leave Earned, Wages, PERA, LWOP (salary, PERA, und. & tard), Gross Pay, Mandatory Contributions, Optional Contributions, Loans, and 1 Dec. Two rows of data are shown:

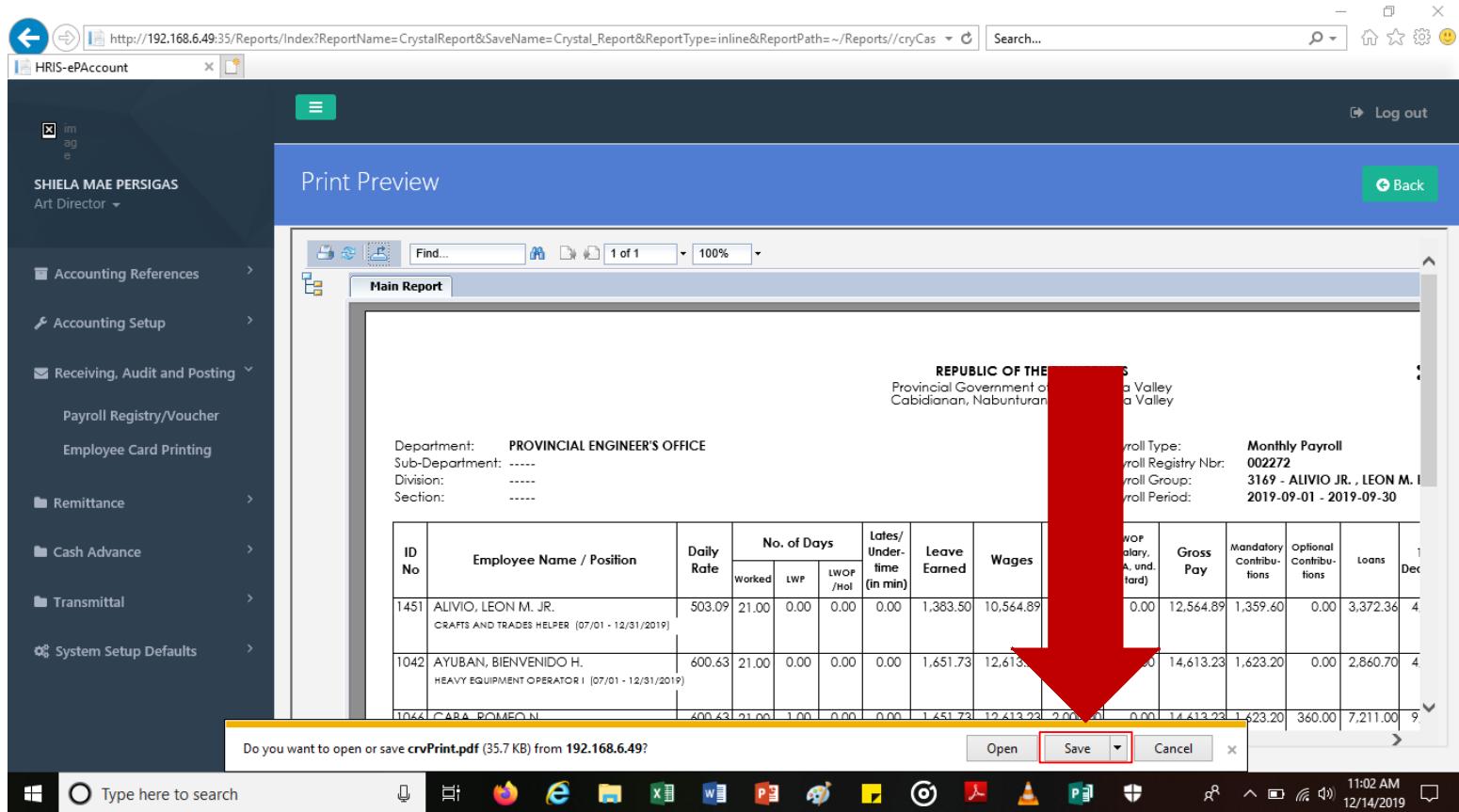
| ID No | Employee Name / Position | Daily Rate | No. of Days | | | Rates/ Under-time (in min) | Leave Earned | Wages | PERA | LWOP (salary, PERA, und. & tard) | Gross Pay | Mandatory Contribu- tions | Optional Contribu- tions | Loans | 1 Dec |
|-------|--|------------|-------------|------|--------------|----------------------------------|-----------------|-----------|----------|---|--------------|---------------------------------|--------------------------------|----------|-------|
| | | | Worked | LWP | LWOP /Hol | | | | | | | | | | |
| 1451 | ALIVIO, LEON M. JR. CRAFTS AND TRADES HELPER [07/01 - 12/31/2019] | 503.09 | 21.00 | 0.00 | 0.00 | 0.00 | 1,383.50 | 10,564.89 | 2,000.00 | 0.00 | 12,564.89 | 1,359.60 | 0.00 | 3,372.36 | 4 |
| 1042 | AYUBAN, BIENVENIDO H. HEAVY EQUIPMENT OPERATOR I [07/01 - 12/31/2019] | 600.63 | 21.00 | 0.00 | 0.00 | 0.00 | 1,651.73 | 12,613.23 | 2,000.00 | 0.00 | 14,613.23 | 1,623.20 | 0.00 | 2,860.70 | 4 |
| 1044 | CABA, ROMEO N. | 400.43 | 21.00 | 1.00 | 0.00 | 0.00 | 1,451.73 | 12,413.23 | 2,000.00 | 0.00 | 14,413.23 | 1,623.20 | 360.00 | 7,211.00 | 9 |

At the bottom, a message asks "Do you want to open or save crvPrint.pdf (35.7 KB) from 192.168.6.49?". Buttons for Open, Save, and Cancel are available.

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 7, 8 and 9** process in order to save file and download file. Save the files first before opening it so that whenever you want to reprint it direct to printer you don't need to re-export the file.

Step 17: 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-ePAccount' at the URL http://192.168.6.49:35/Reports/Index?ReportName=cryRemittancePHIC_NPN_NRL&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/. The page title is 'Print Preview'. The main content is a report titled 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID' dated 12/14/2019 4:16:17PM. The report table has the following data:

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | |
|--------------|-------------|------------------------|------------|-------------|-----------------|--------|
| | | | | | PS | GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINA | | 277.46 | 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 | 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 | 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 | 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 |

The status bar at the bottom of the browser window shows the message 'The crvPrint (11).pdf download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'.

Step 18: If you want to continue click **open** button to open the downloaded file.

The screenshot shows a web browser window for 'HRIS-ePAccount' with a 'Print Preview' of a report. The report title is 'LIST OF NO PHIC NUMBER OR EMPLOYEE ID' and it lists various employees with their ID numbers, PHIC numbers, last names, first names, middle names, and uploaded amounts (PS and GS). A red arrow points to the 'Open' button in the download notification at the bottom of the screen.

The report data is as follows:

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|---------------------------|------------|-------------|------------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINAS | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONET | CHRISTYN ANN ADORACION | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |

The download notification at the bottom of the screen says 'The crvPrint (11).pdf download has completed.' and has an 'Open' button highlighted with a red arrow.

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

crvPrint (11).pdf - Adobe Reader

File Edit View Window Help

Open Tools Fill & Sign Comment

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

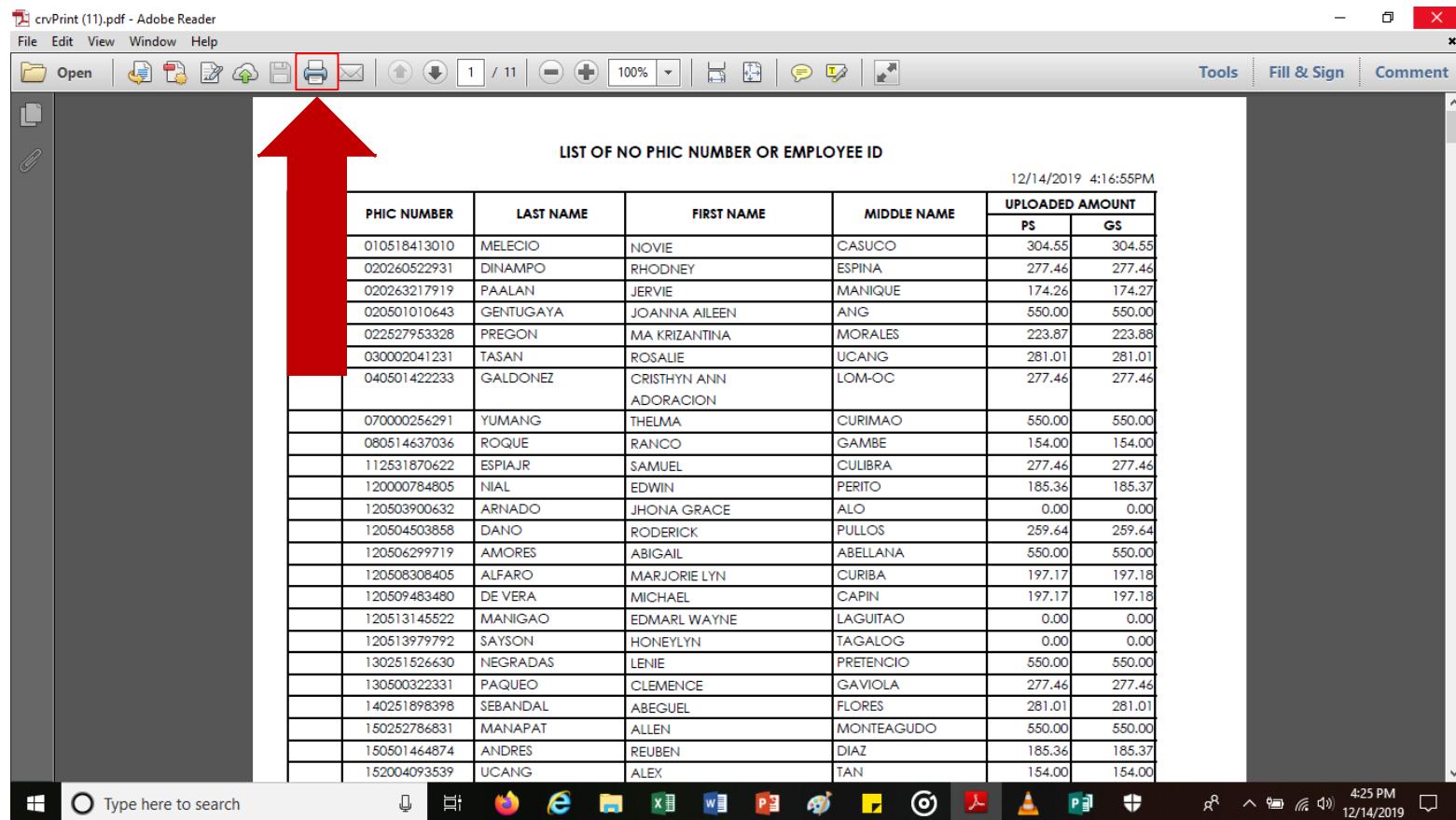
12/14/2019 4:16:55PM

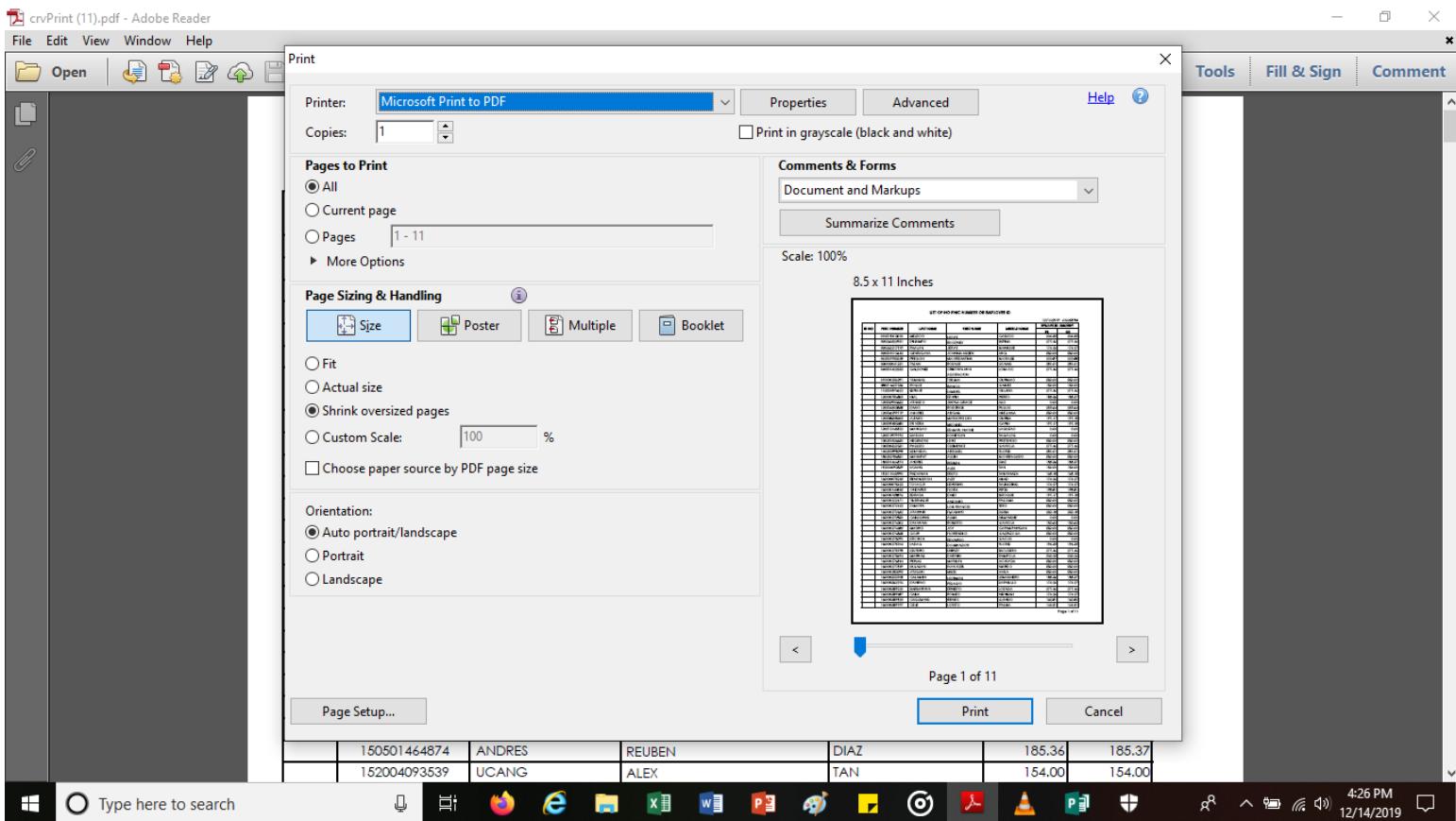
| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | |
|--------------|-------------|---------------------------|------------|-------------|-----------------|--------|
| | | | | | PS | GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINA | | 277.46 | 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 |
| 022527953328 | PREGON | MA KRIANTINA | MORALES | | 223.87 | 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 | 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 | 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 |
| 120508308405 | ALFARO | MARJORIE LYN | CURIBA | | 197.17 | 197.18 |
| 120509483480 | DE VERA | MICHAEL | CAPIN | | 197.17 | 197.18 |
| 120513145522 | MANIGAO | EDMARL WAYNE | LAGUITAO | | 0.00 | 0.00 |
| 120513979792 | SAYSON | HONEYLYN | TAGALOG | | 0.00 | 0.00 |
| 130251526630 | NEGRADAS | LENIE | PRETENCIO | | 550.00 | 550.00 |
| 130500322331 | PAQUEO | CLEMENCE | GAVIOLA | | 277.46 | 277.46 |
| 140251898398 | SEBANDAL | ABEGUEL | FLORES | | 281.01 | 281.01 |
| 150252786831 | MANAPAT | ALLEN | MONTEAGUDO | | 550.00 | 550.00 |
| 150501464874 | ANDRES | REUBEN | DIAZ | | 185.36 | 185.37 |
| 152004093539 | UCANG | ALEX | TAN | | 154.00 | 154.00 |

Type here to search

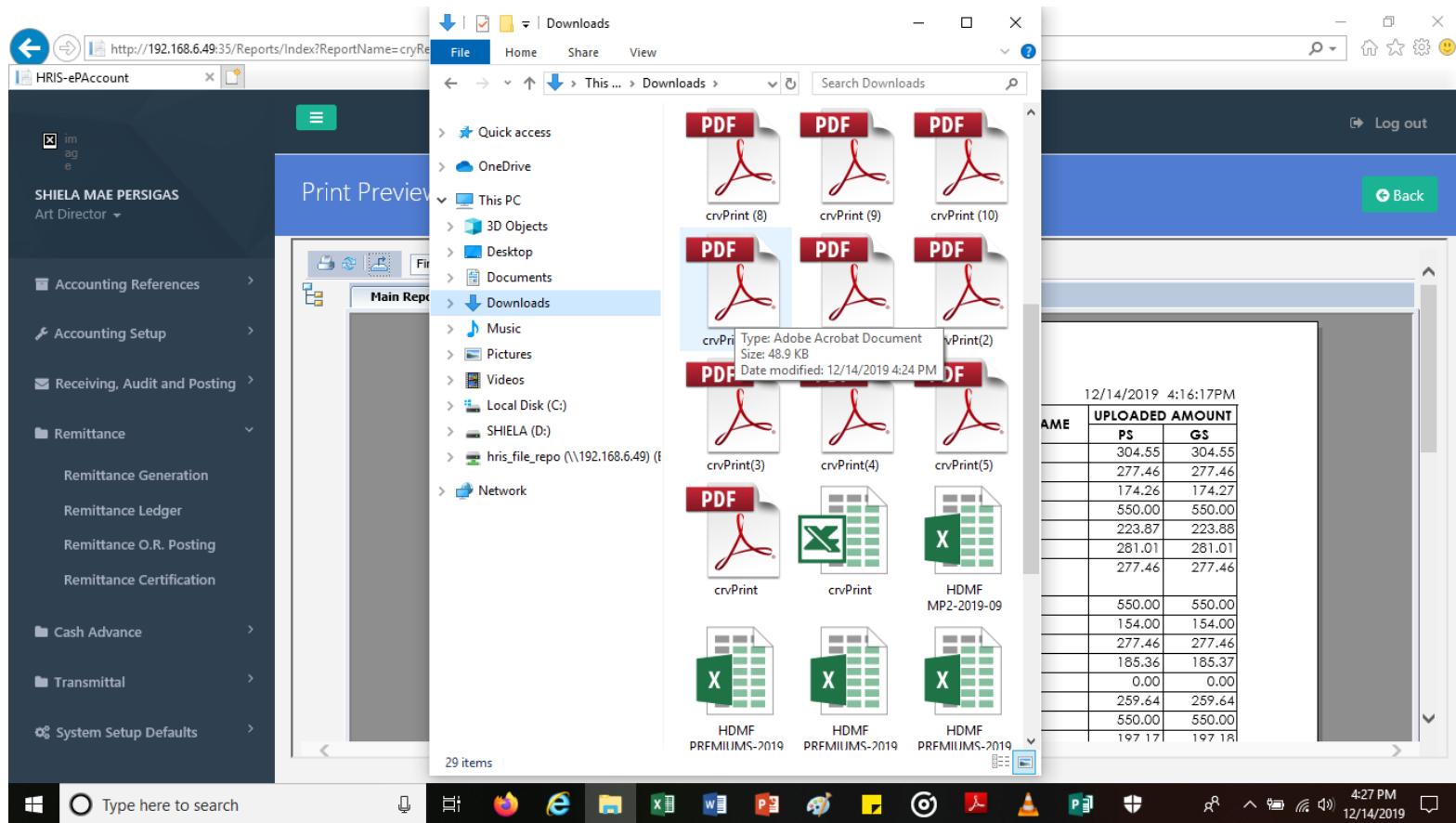
4:25 PM 12/14/2019

Step 19: Click print icon in order to print the downloaded file.

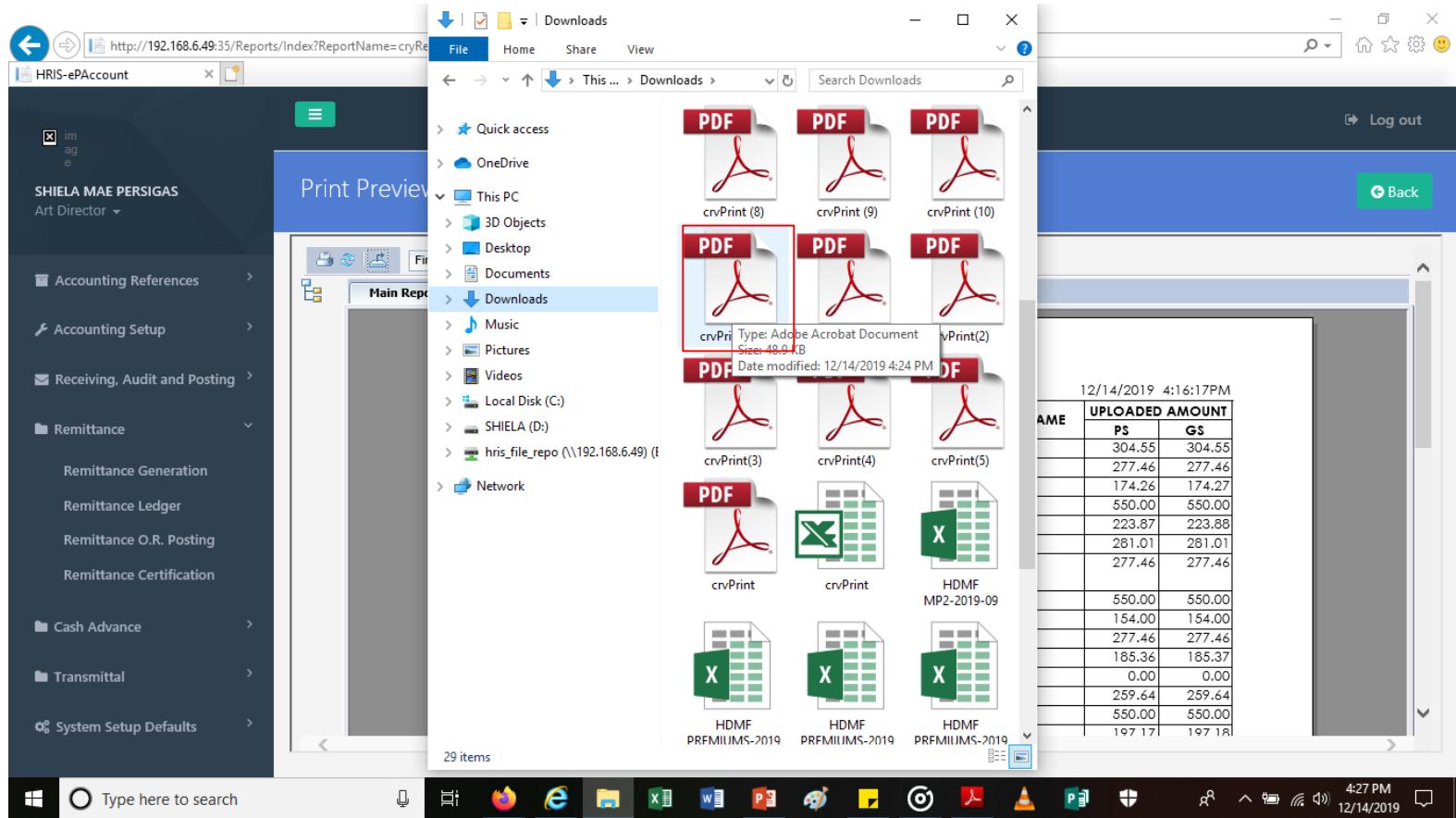




Note: If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



Step 20: Pick the specific record, double click selected record in order to print information.



LIST OF NO PHIC NUMBER OR EMPLOYEE ID

12/14/2019 4:16:55PM

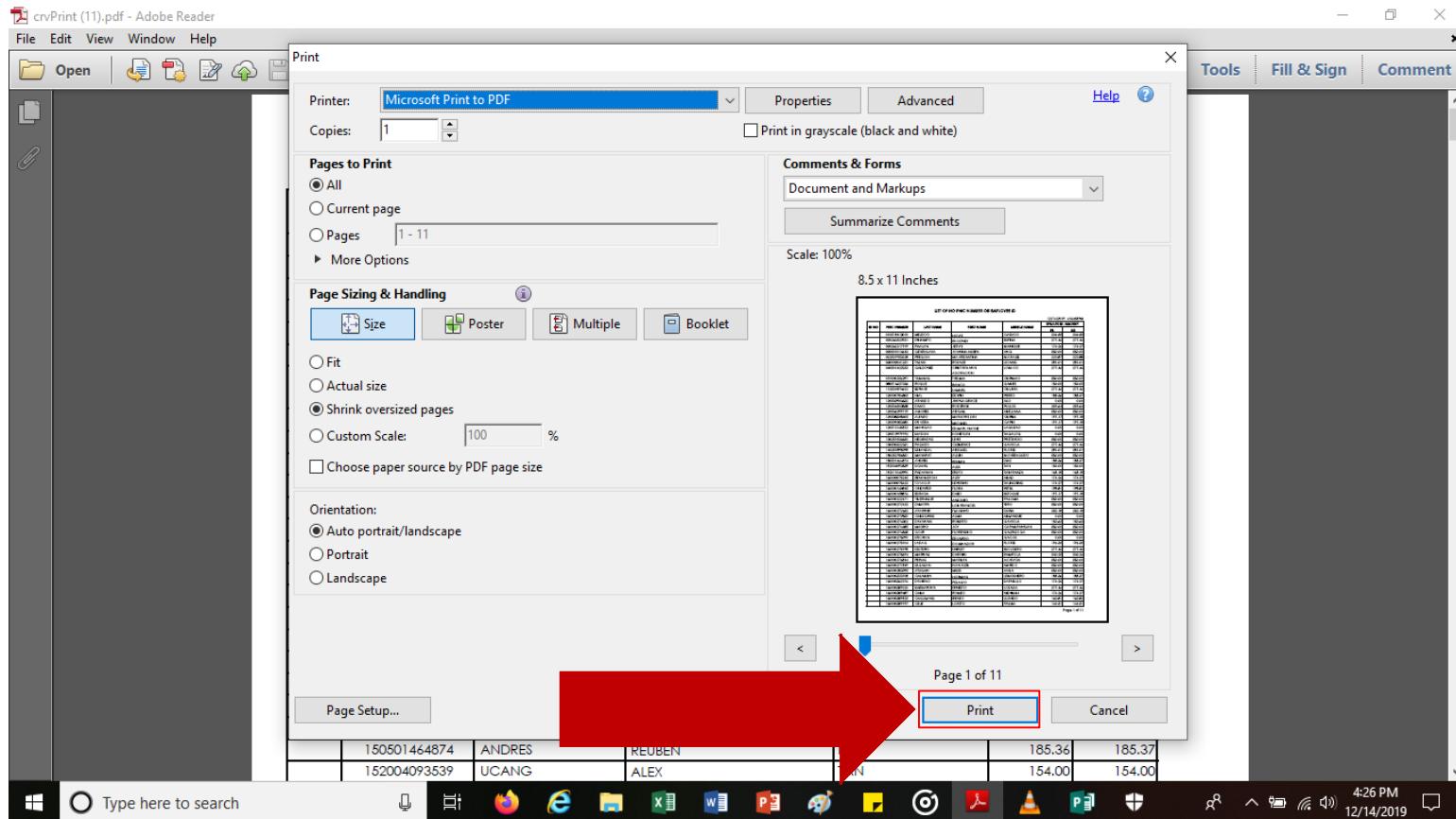
| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | |
|--------------|-------------|---------------------------|------------|-------------|-----------------|--------|
| | | | | | PS | GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINA | | 277.46 | 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 | 223.88 |
| 030002041231 | TASAN | ROSALIE | UCANG | | 281.01 | 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 | 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 |
| 120508308405 | ALFARO | MARJORIE LYN | CURIBA | | 197.17 | 197.18 |
| 120509483480 | DE VERA | MICHAEL | CAPIN | | 197.17 | 197.18 |
| 120513145522 | MANIGAO | EDMARL WAYNE | LAGUITAO | | 0.00 | 0.00 |
| 120513977972 | SAYSON | HONEYLYN | TAGALOG | | 0.00 | 0.00 |
| 130251526630 | NEGRADAS | LENIE | PRETENCIO | | 550.00 | 550.00 |
| 130500322331 | PAQUEO | CLEMENCE | GAVIOLA | | 277.46 | 277.46 |
| 140251898398 | SEBANDAL | ABEGUEL | FLORES | | 281.01 | 281.01 |
| 150252786831 | MANAPAT | ALLEN | MONTEAGUDO | | 550.00 | 550.00 |
| 150501464874 | ANDRES | REUBEN | DIAZ | | 185.36 | 185.37 |
| 152004093539 | UCANG | ALEX | TAN | | 154.00 | 154.00 |



Type here to search

4:25 PM
12/14/2019

Step 21: In order to print repeat **step 13** and **14** 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.

The screenshot shows a Windows desktop environment. In the center, a web browser window displays a Crystal Report titled "Main Report". The report has a header "LIST OF NO PHIC NUMBER OR EMPLOYEE ID" and a timestamp "12/14/2019 4:16:17PM". Below the header is a table with the following columns: ID NO, PHIC NUMBER, LAST NAME, FIRST NAME, MIDDLE NAME, and UPLOADED AMOUNT (with sub-columns PS and GS). The table contains 15 rows of data. At the bottom of the report, there is a footer "12/14/2019 4:16:17PM". The left side of the screen features 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 user's profile information is also visible on the left. The taskbar at the bottom includes icons for File Explorer, Edge, Excel, Word, and other system utilities. The status bar at the bottom right shows the date and time as "12/14/2019 4:29 PM".

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT |
|--------------|-------------|---------------------------|------------|-------------|------------------|
| | | | | | PS GS |
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 304.55 |
| 020260522931 | DINAMPO | RHODNEY | ESPINAS | | 277.46 277.46 |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 174.27 |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 550.00 |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 223.88 |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 281.01 |
| 040501422233 | GALDONEZ | CRISTHYN ANN ADORACION | LOM-OC | | 277.46 277.46 |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 550.00 |
| 120508308405 | AI FARO | MAP IOPIE IYN | TOHIRIRA | | 197.17 197.18 |

http://192.168.6.49:35/Reports/Index?ReportName=cryRemittancePHIC_NPN_NRL&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/

Search...

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

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

Print Preview

Main Report

LIST OF NO PHIC NUMBER OR EMPLOYEE ID

12/14/2017 4:10:17 PM

| ID NO | PHIC NUMBER | LAST NAME | FIRST NAME | MIDDLE NAME | UPLOADED AMOUNT | PS | GS |
|--------------|-------------|---------------|------------|-------------|-----------------|--------|----|
| 010518413010 | MELECIO | NOVIE | CASUCO | | 304.55 | 304.55 | |
| 020260522931 | DINAMPO | RHODNEY | ESPIANA | | 277.46 | 277.46 | |
| 020263217919 | PAALAN | JERVIE | MANIQUE | | 174.26 | 174.26 | |
| 020501010643 | GENTUGAYA | JOANNA AILEEN | ANG | | 550.00 | 550.00 | |
| 022527953328 | PREGON | MA KRIZANTINA | MORALES | | 223.87 | 223.88 | |
| 030002041231 | TASAN | ROSLIE | UCANG | | 281.01 | 281.01 | |
| 040501422233 | GALDONEZ | CRISTHYN ANN | LOM-OC | ADORACION | 277.46 | 277.46 | |
| 070000256291 | YUMANG | THELMA | CURIMAO | | 550.00 | 550.00 | |
| 080514637036 | ROQUE | RANCO | GAMBE | | 154.00 | 154.00 | |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | | 277.46 | 277.46 | |
| 120000784805 | NIAL | EDWIN | PERITO | | 185.36 | 185.37 | |
| 120503900632 | ARNADO | JHONA GRACE | ALO | | 0.00 | 0.00 | |
| 120504503858 | DANO | RODERICK | PULLOS | | 259.64 | 259.64 | |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | | 550.00 | 550.00 | |
| 12050808405 | AI FARO | MARJORIE LYNN | CURIRIA | | 197.17 | 197.18 | |

Type here to search

4:30 PM 12/14/2019

http://192.168.6.49:35/Reports/Index?ReportName=cryRemittancePHIC_NPN_NRL&SaveName=Crystal_Report&ReportType=inline&ReportPath=~/

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

Print Preview

Main Report

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.

Close

EMPLOYEE ID

12/14/2019 4:16:17PM

| ID NO | F | MIDDLE NAME | UPLOADED AMOUNT | PS | GS |
|--------------|---------|---------------|-----------------|--------|--------|
| 0 | | CASUCO | 304.55 | 304.55 | |
| 0 | | ESPINAS | 277.46 | 277.46 | |
| 0 | | MANIQUE | 174.26 | 174.26 | |
| 0 | | ANG | 550.00 | 550.00 | |
| 0 | | MORALES | 223.87 | 223.88 | |
| 0 | | UCANG | 281.01 | 281.01 | |
| 0 | | LOM-OC | 277.46 | 277.46 | |
| 070000256291 | YUMANG | THELMA | CURIMAO | 550.00 | 550.00 |
| 080514637036 | ROQUE | RANCO | GAMBE | 154.00 | 154.00 |
| 112531870622 | ESPIAJR | SAMUEL | CULIBRA | 277.46 | 277.46 |
| 120000784805 | NIAL | EDWIN | PERITO | 185.36 | 185.37 |
| 120503900632 | ARNADO | JHONA GRACE | ALO | 0.00 | 0.00 |
| 120504503858 | DANO | RODERICK | PULLOS | 259.64 | 259.64 |
| 120506299719 | AMORES | ABIGAIL | ABELLANA | 550.00 | 550.00 |
| 12050830405 | AFARO | MAP TORIPELYN | CHIRIRA | 197.17 | 197.18 |

Type here to search

4:30 PM 12/14/2019

How to delete
existing employee
remittance?



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

The screenshot shows the HRIS-ePAccount software interface. The title bar reads "HRIS-ePAccount". The address bar shows the URL "192.168.6.49:35/cRemitLedgerPHIC". The left sidebar menu includes "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", "Remittance O.R. Posting", and "Remittance Certification". The main content area is titled "PHIC PREMIUMS". It features a search bar and filter options: "Show 10 entries", "Remittance Nbr: 07000004", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: RE AND CE only", "Status: NOT REMITTED", "Last Name Starts W/: A", "Department: -- Select Here --", and buttons for "Other Actions" and "+ Add". Below these is a table header with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. The message "No data available in table" is displayed. At the bottom, there are "Previous" and "Next" navigation links. The taskbar at the bottom shows various application icons and the system clock "2:49 PM 12/4/2019".

Step 2: Select last name start's w/ to view only sorted employees in main grid below.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It features a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), and Last Name Starts W/ (M). A table displays employee data with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. One row is shown: 7265, 160252607533, MACALMA, BRYAN M., 2019, September, 285.37, 285.37. The bottom status bar shows the date and time: 12/4/2019 2:51 PM.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

Step 3: Select specific record that you want to delete employee remittance.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains a navigation menu with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "PHIC PREMIUMS". It features a search bar and filters for Remittance Nbr (07000004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), Last Name Starts W/ (M), and Department (-- Select Here --). A table lists employee records with columns: ID NBR, PHIC NBR, EMPLOYEE NAME, YEAR, MONTH, PS AMT, GS AMT, and ACTIONS. One row for employee MACALMA, BRYAN M. is selected and highlighted with a red border. The bottom status bar shows the date and time as 2:51 PM 12/4/2019.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | MONTH | PS AMT | GS AMT | ACTIONS |
|--------|--------------|-------------------|------|-----------|--------|--------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | September | 285.37 | 285.37 | |

Step 4: Click delete button to delete existing record.

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, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "PHIC PREMIUMS" and displays a grid of data. The grid columns include ID NBR, PHIC NBR, EMPLOYEE NAME, and YEAR. A single row is visible with the values: 7265, 160252607533, MACALMA, BRYAN M., and 2019. To the right of the grid is a "ACTIONS" column containing a red delete icon. A large red arrow points to this delete icon. At the top of the main area, there are filters for Remittance Nbr (0700004), Remittance Year (2019), Remittance Month (September), Employment Type (RE AND CE only), Status (NOT REMITTED), and search bar. There are also buttons for Back to Remittance Header, Add, and Other Actions. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

| ID NBR | PHIC NBR | EMPLOYEE NAME | YEAR | ACTIONS |
|--------|--------------|-------------------|------|---------|
| 7265 | 160252607533 | MACALMA, BRYAN M. | 2019 | |

HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerPHIC

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 >

PHIC PREMIUMS

Search

Back to Remittance Header

Show 10 entries

Last Name Starts W/:

| ID NBR | PHIC N |
|--------|----------|
| 7265 | 16025260 |

YEAR MONTH PS AMT GS AMT ACTIONS

2019 September 285.37 285.37

Cancel OK

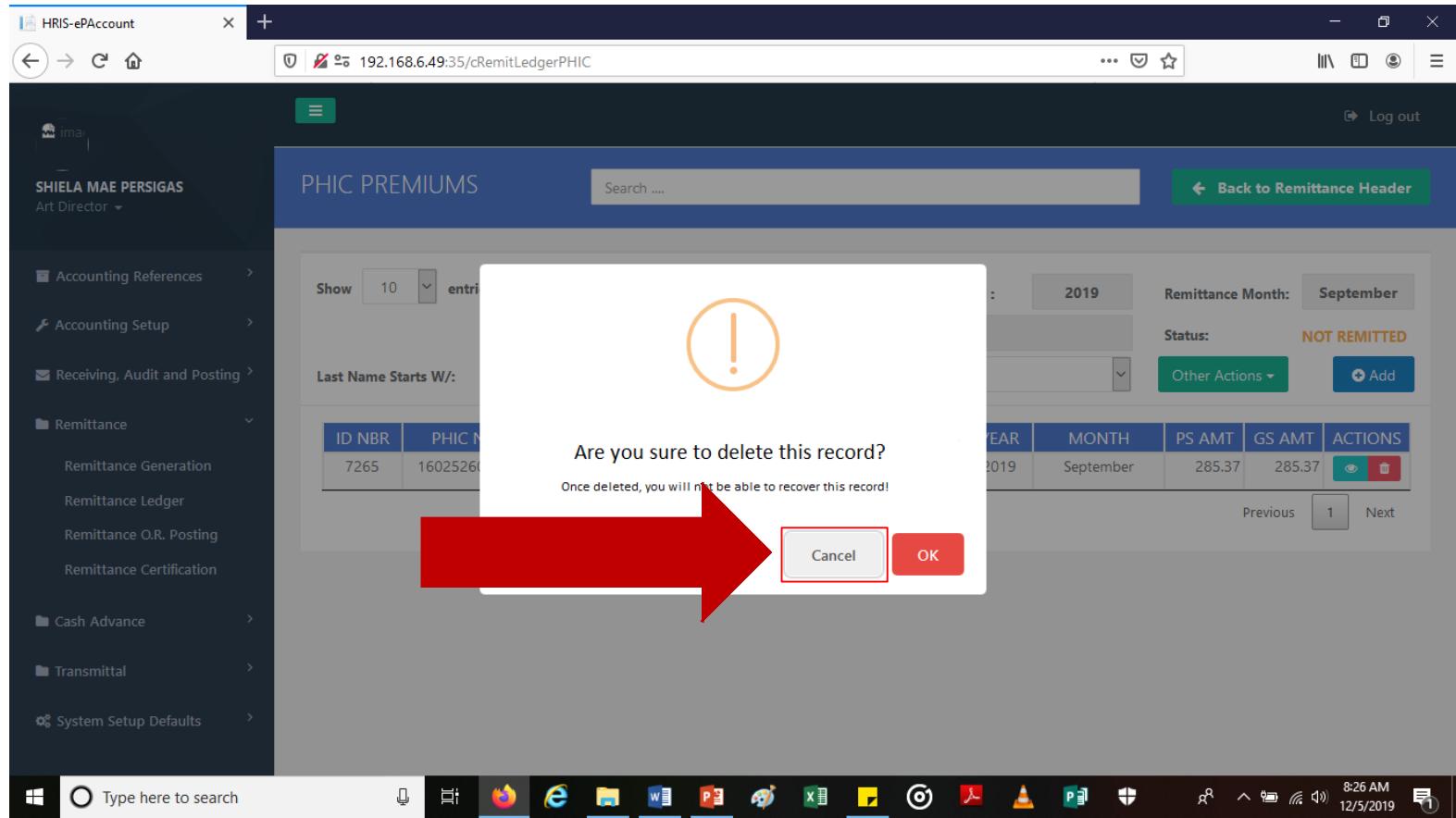
Are you sure to delete this record?
Once deleted, you will not be able to recover this record!

Previous 1 Next

Type here to search

8:26 AM 12/5/2019

Step 5: Click **cancel button** if you don't want to delete the selected record.



Step 6: Repeat step 4 then click **ok button** if you want to delete existing the record.

