

# Remittance Ledger

## PHILAM LIFE

### (Show Details)

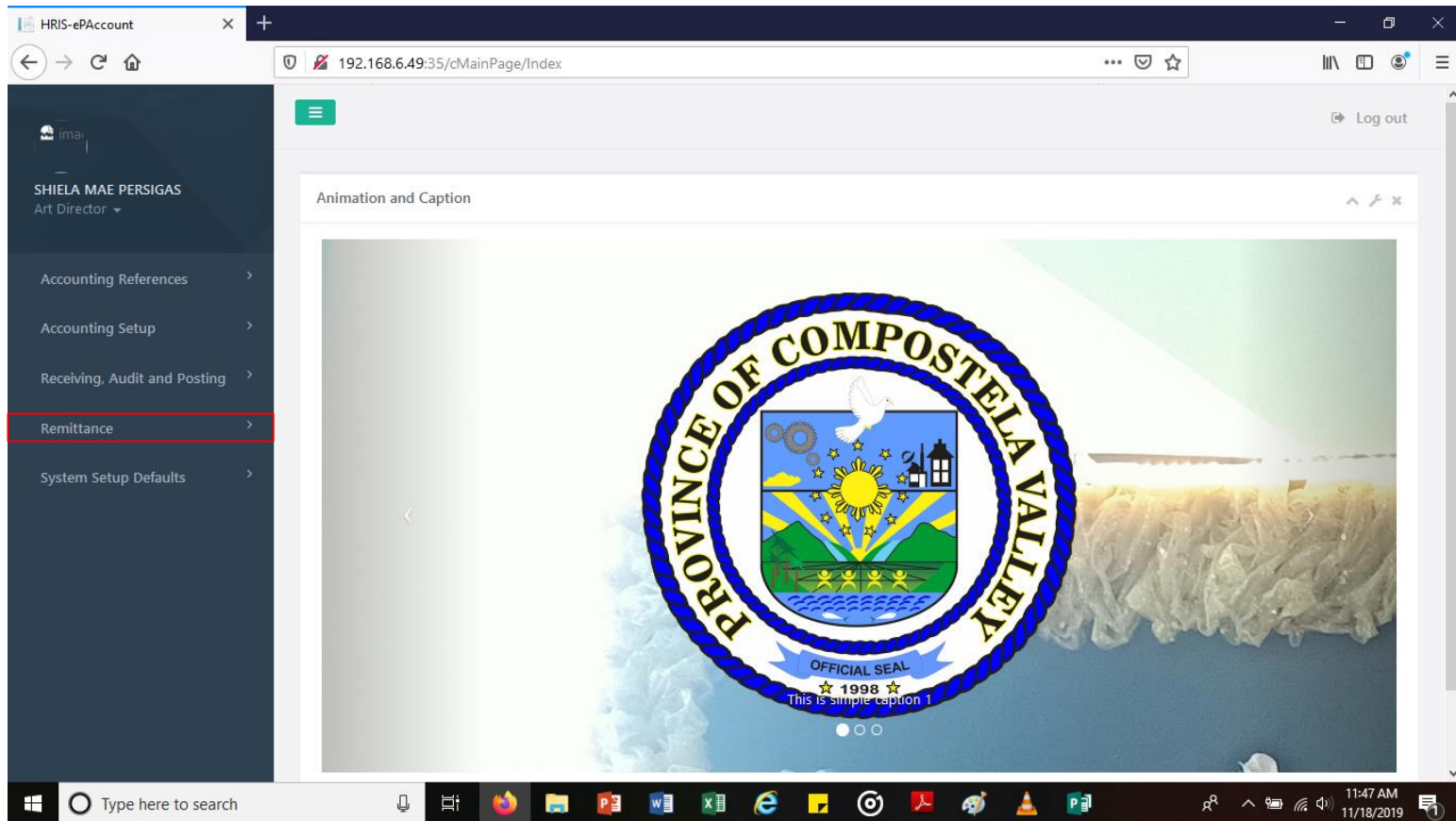
**Note:**

This manual is intended for ccmpr and nico remittance that **NHMFC**, **PHILAM LIFE** and **Network** has the same page design and pages functional button. So, whenever you want to add, edit or delete record of specific employee NHMFC, PHILAM LIFE or Network remittance you can use this manual for reference.

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## Navigate to Remittance -> Remittance Ledger



HRIS-ePAccount

192.168.6.49:35/cMainPage

Log out

Animation and Caption

Province of Compostela Valley

OFFICIAL SEAL

★ 1998 ★

This is sample caption 1

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

Type here to search

2:57 PM  
11/22/2019

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: August

Employment Type: --Select Here--

ADD

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

PreviousNext

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 **PHILAM LIFE 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.

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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 philam life remittance. **Show details button** main grid will be visible.

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

### Remittance Ledger

Search ....

Show 5 entries

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Add

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	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]
10000004	TEST DATA	NICO	NOT REMITTED	+ [edit] [delete] [print]
11000011	TEST DATA	CCMPC	NOT REMITTED	+ [edit] [delete] [print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	+ [edit] [delete] [print]

Previous 1 2 Next



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

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

### Remittance Ledger

Search ....

Show 5 entries

Remittance Year: 2019 Remittance Month: September

Employment Type: Regular Employees Add

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	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]
10000004	TEST DATA	NICO	NOT REMITTED	+ [edit] [delete] [print]
11000011	TEST DATA	CCMPC	NOT REMITTED	+ [edit] [delete] [print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	+ [edit] [delete] [print]

Previous 1 2 Next

Type here to search

10:58 AM 12/19/2019

**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.

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

### Remittance Ledger

Search ....

Show 5 entries

Remittance Year: 2019 Remittance Month: September

Employment Type: Regular Employees [Add](#)

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">🖨</a>
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">🖨</a>
10000004	TEST DATA	NICO	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">🖨</a>
11000011	TEST DATA	CCMPC	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">🖨</a>
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">🖨</a>

Previous 1 2 Next

Type here to search

10:58 AM 12/19/2019

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: --

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
No data available in table				

Showing 0 to 0 of 0 entries

PreviousNext

Type here to search

6:32 PM

12/19/2019

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

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the user name SHIELA MAE PERSIGAS and a Log out button. The main content area is titled PHILAM LIFE and features a search bar. Below the header, there are filters for Show (10 entries), Remit Nbr. (12000001), Remittance Year (2019), Remittance Month (September), Employment Type (Regular Employees), Status (REMITTED), and Last Name Starts W/ (Last Name Starts W/). A table with columns ID NBR., EMPLOYEE NAME, STATUS, AMOUNT, and ACTIONS is shown, but it contains no data. A red box highlights the 'Back to Remittance Header' button in the top right corner, and a large red arrow points to it. The Windows taskbar at the bottom shows the time as 6:32 PM on 12/19/2019.

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

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes a search bar with "PHILAM LIFE" and a "Back to Remittance Header" button. The left sidebar contains a navigation menu with options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area shows a form for filtering remittance entries. The form includes fields for "Show" (10 entries), "Remit Nbr." (12000001), "Remittance Year" (2019), "Remittance Month" (September), "Employment Type" (Regular Employees), "Status" (NOT REMITTED), "Last Name Starts W/:" (empty), and "Department" (--Select Here--). Below the form is a table with columns: ID NBR., EMPLOYEE NAME, STATUS, AMOUNT, and ACTIONS. The table is currently empty, displaying "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries" with "Previous" and "Next" navigation links. The Windows taskbar at the bottom shows the time as 6:32 PM on 12/19/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: --

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Type here to search

6:32 PM 12/19/2019

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

The screenshot displays the HRIS-ePAccount web application interface. The browser window shows the URL `192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE`. The application header includes the company name 'PHILAM LIFE' and a search bar. A green button labeled 'Back to Remittance Header' is located in the top right of the header area. The main content area features a sidebar on the left with navigation options such as 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Remittance', 'Cash Advance', 'Transmittal', and 'System Setup Defaults'. The 'Remittance' section is expanded, showing sub-options like 'Remittance Generation', 'Remittance Ledger', 'Remittance O.R. Posting', and 'Remittance Certification'. The main content area displays a table with columns: ID NBR., EMPLOYEE NAME, STATUS, AMOUNT, and ACT. The table is currently empty, with the message 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Above the table, there are filters for 'Show 10 entries', 'Remit Nbr.: 12000001', 'Remittance Year: 2019', 'Remittance Month: September', 'Employment Type: Regular Employees', 'Status: NOT REMITTED', 'Last Name Starts W/: --', and 'Department: --Select Here--'. A red arrow points to the 'Add' button in the top right corner of the table area.

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: --

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACT
No data available in table				

Showing 0 to 0 of 0 entries

Previous

HRIS-ePAccount

192.168.649:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Remittance Generation

Remittance Ledger

Remittance O.R. Posting

Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

SHIELA MAE PERSIGAS

Show 10

Last Name Star

ID NBR.

Showing 0 to 0

2019

Remittance Month: September

Status: NOT REMITTED

Add

STATUS

AMOUNT

ACTIONS

Previous

Next

**Add New Record**

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Voucher Nbr.: --Select Here--

Pay Reg. Nbr.: Pay Year: Pay Month:

Employee Name: --Select Here--

ID Nbr.:

Pay Amount: Status: NOT REMITTED

Close Save

Type here to search

6:34 PM 12/19/2019

## Note:

Add page will open **remit 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:

- Remittance Year
  - Remittance Month
  - Employment Type
  - Pay Reg. Nbr.
  - Pay Year
  - Pay Month
  - Employee Name
  - Pay Amount
  - 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).

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**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.

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HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Remittance Generation

Remittance Ledger

Remittance O.R. Posting

Remittance Certification

Cash Advance

Transmittal

System Setup Defaults

PHILAM LIFE

Show 10

Last Name Start

ID NBR.

Showing 0 to 0

2019

Remittance Month: September

Status: NOT REMITTED

ADD

STATUS

AMOUNT

ACTIONS

Previous

Next

Add New Record

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Voucher Nbr.: \* --Select Here--

Pay Reg. Nbr.:

Pay Year:

Pay Month:

Employee Name: \* --Select Here--

ID Nbr.:

Pay Amount:

Status: NOT REMITTED

Close

Save

Type here to search

6:48 PM 12/19/2019

## Step 4: Input values specifically in all required fields.

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "Add New Record" is open, allowing data entry for a new remittance record. The background shows the application's header with the "PHILAM LIFE" logo and a search bar, and a sidebar with navigation options like "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults".

The "Add New Record" modal contains the following fields and values:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

At the bottom of the modal, there are "Close" and "Save" buttons. The background interface includes a "Back to Remittance Header" button and a table with columns for "STATUS", "AMOUNT", and "ACTIONS". The system clock at the bottom right indicates the time is 6:59 PM on 12/19/2019.

### **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 nbr. where you can add employee and details.

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

---



## Note:

If you have selected values in all required fields expected that when record is saved automatic all inputted values will be captured and no longer editable. So, select specific information only because in add and edit button modal page editable fields are only **voucher nbr.** and **employee's name**.

Once you have selected voucher nbr. expected **pay reg. nbr.**, **pay year** and **pay month** will automatic have values the same thing goes if you have selected **employee name** expected **ID nbr.**, **pay amount** and **billed amount** will have values.

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

The screenshot displays the HRIS-ePAccount web application interface. A modal dialog titled "Add New Record" is open, allowing users to enter remittance details. The dialog contains the following fields and values:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

At the bottom of the dialog, there are two buttons: "Close" (highlighted with a red arrow) and "Save". The background shows the main application interface with a sidebar menu on the left and a search bar at the top. The status bar at the bottom indicates the time is 6:59 PM on 12/19/2019.

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

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "Add New Record" is open, allowing the user to enter remittance details. The background shows the application's sidebar with navigation options like "Accounting References", "Remittance", and "Cash Advance". The main content area is titled "PHILAM LIFE" and includes a search bar and a "Back to Remittance Header" button.

The "Add New Record" modal contains the following fields:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

At the bottom of the modal, there are two buttons: "Close" (red) and "Save" (blue). The Windows taskbar at the bottom shows the time as 6:59 PM on 12/19/2019.



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

The screenshot displays the HRIS-ePAccount web application interface. The browser window shows the URL `192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE`. The application has a dark sidebar with navigation options like 'Accounting References', 'Accounting Setup', 'Receiving, Audit and Posting', 'Remittance', 'Cash Advance', 'Transmittal', and 'System Setup Defaults'. The main content area is titled 'PHILAM LIFE' and includes a search bar and a 'Back to Remittance Header' button. A modal window titled 'Add New Record' is open, containing the following fields:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

At the bottom of the modal, there are two buttons: 'Close' and 'Save'. A large red arrow points to the 'Save' button, indicating the next step in the process.

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

The screenshot displays the HRIS-ePAccount web application interface. A central pop-up window with a green checkmark icon and the text "Your record has been saved!" is overlaid on the main content. The background interface includes a sidebar with navigation options such as "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults". The main area shows a "PHILAM LIFE" header, a search bar, and a "Back to Remittance Header" button. Below this, there are filters for "Show 10 entries", "Remit Nbr.: 12000001", "Remittance Year: 2019", and "Remittance Month: September". A table lists remittance entries with columns for "ID NBR.", "Last Name Starts W/", "STATUS", "AMOUNT", and "ACTIONS". The first entry shows "0027", "BERMEJO", "NOT REMITTED", and "558.35". A table footer indicates "Showing 1 to 1 of 1 entries". The Windows taskbar at the bottom shows the time as 7:06 PM on 12/19/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgeOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

Last Name Starts W/:

ID NBR.	Last Name Starts W/	STATUS	AMOUNT	ACTIONS
0027	BERMEJO	NOT REMITTED	558.35	

Showing 1 to 1 of 1 entries

Previous 1 Next

OK

Type here to search

7:06 PM 12/19/2019

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

The screenshot displays the HRIS-ePAccount web application interface. A confirmation dialog box is centered on the screen, featuring a green checkmark icon and the text "Your record has been saved!". Below the message is a blue "OK" button, which is highlighted by a red rectangular box. A large red arrow points from the right side of the dialog box towards the "OK" button. The background shows the application's main content area with a search bar, a "Back to Remittance Header" button, and a table of remittance entries. The table has columns for ID NBR., STATUS, AMOUNT, and ACTIONS. The first entry shows ID NBR. 0027, STATUS NOT REMITTED, and AMOUNT 558.35. The left sidebar contains a navigation menu with options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The top of the page shows the user's name "SHIELA MAE PERSIGAS" and a "Log out" button. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 7:06 PM on 12/19/2019.

HRIS-ePAccount

192.168.649:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

Last Name Starts W/:

ID NBR. STATUS AMOUNT ACTIONS

0027 BERMEJO NOT REMITTED 558.35

Showing 1 to 1 of 1 entries

Your record has been saved!

OK

Type here to search

7:06 PM 12/19/2019

HRIS-eAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September



Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: --

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Type here to search



How to edit  
existing employee  
remittance?



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

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

### Remittance Ledger

Search ....

Show 5 entries

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Add

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">y</a>
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">y</a>
10000004	TEST DATA	NICO	NOT REMITTED	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">y</a>
11000011	TEST DATA	CCMPC	NOT REMITTED	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">y</a>
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">y</a>

Previous 1 2 Next

Type here to search

10:58 AM 12/19/2019

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

The screenshot displays the HRIS-ePAccount web application. The browser address bar shows the URL 192.168.6.49:35/cRemitLedger. The application interface includes a sidebar with navigation options such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Remittance Ledger' and features a search bar, filters for Remittance Year (2019), Remittance Month (September), and Employment Type (Regular Employees). A table of remittance entries is displayed, with the entry for 'PHILAM LIFE Remittance of Regular Employees: for 2019-09' highlighted with a red border. The table columns are REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">📄</a>
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">📄</a>
10000004	TEST DATA	NICO	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">📄</a>
11000011	TEST DATA	CCMPC	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">📄</a>
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a> <a href="#">📄</a>

Navigation: Previous 1 2 Next

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

The screenshot displays the HRIS-ePAccount web application. The left sidebar contains navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. The Remittance section includes links for Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification. The main content area is titled 'Remittance Ledger' and features a search bar, filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Regular Employees'. A table lists remittance entries with the following data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	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]
10000004	TEST DATA	NICO	NOT REMITTED	[+][edit][delete][print]
11000011	TEST DATA	CCMPC	NOT REMITTED	[+][edit][delete][print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[+][edit][delete][print]

A red arrow points to the '+' icon in the ACTIONS column for the entry with REMIT NBR 12000001. The bottom of the interface shows a Windows taskbar with various application icons and a system clock indicating 10:58 AM on 12/19/2019.



HRIS-ePAccount

192.168.649:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

ima

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: --

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	<div></div> <div></div>

Showing 1 to 1 of 1 entries

Previous1Next

Type here to search

8:34 AM



12/20/2019

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

The screenshot shows the HRIS-ePAccount web application interface. The browser address bar displays the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes a search bar and a 'Log out' button. The main content area is titled 'PHILAM LIFE' and contains a search bar. A red arrow points to a green button labeled 'Back to Remittance Header' in the top right corner of the main content area.

The main content area displays the following information:

- Show: 10 entries
- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: --
- Department: --Select Here--
- + Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	 

Showing 1 to 1 of 1 entries

Previous 1 Next

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

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes a search bar and a 'Back to Remittance Header' button. The left sidebar contains a navigation menu with options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'PHILAM LIFE' and displays remittance details for a specific entry.

**PHILAM LIFE**

Search .... [Back to Remittance Header](#)

Show 10 entries

Remit Nbr.: 12000001 Remittance Year: 2019 Remittance Month: September

Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- [Add](#)



ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 6: Select last name start's w/ to view only sorted employees in main grid below.**

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the company name "PHILAM LIFE" and a search bar. A green button labeled "Back to Remittance Header" is visible. The main content area shows filters for "Show 10 entries", "Remit Nbr.: 12000001", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: Regular Employees", and "Status: NOT REMITTED". The "Last Name Starts W/" dropdown is set to "B". Below the filters is a table with the following data:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	 

Showing 1 to 1 of 1 entries

Previous 1 Next

## **Note:**



If you want to edit specific employee select specific **last name start's w/** to display only all selected employees of the same first letter last name employee, for you to edit and for easy less hassle in locating specific employee with philam life remittance if various of data are displayed in its main grid.

---



## Step 7: Select specific record that you want to edit employee philam life remittance details.

The screenshot displays the HRIS-ePAccount web application interface. The top header shows the user's name 'SHIELA MAE PERSIGAS' and a 'Log out' button. The main content area is titled 'PHILAM LIFE' and includes a search bar and a 'Back to Remittance Header' button. Below this, there are filters for 'Show 10 entries', 'Remit Nbr.: 12000001', 'Remittance Year: 2019', 'Remittance Month: September', 'Employment Type: Regular Employees', 'Status: NOT REMITTED', and 'Last Name Starts W/: B'. A table lists the remittance entries, with the first entry highlighted by a red border:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	NOT REMITTED	558.35	 

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. The Windows taskbar at the bottom shows the time as 8:36 AM on 12/20/2019.



**Step 8:** Click **edit button** for you to edit existing employee philam life remittance details.

The screenshot shows the HRIS-ePAccount web application interface. The browser address bar displays the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The page title is PHILAM LIFE. A search bar is present. The main content area displays remittance details for a specific entry.

Remittance Details:

- Show: 10 entries
- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: B
- Department: --Select Here--

Table of Remittance Entries:

ID NBR.	EMPLOYEE NAME	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	 

Showing 1 to 1 of 1 entries

A large red arrow points to the edit button (pencil icon) in the ACTIONS column of the table.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

SHIELA MAE PERSIGAS

PHILAM LIFE

Search ...

Back to Remittance Header

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

View Record

Remit Nbr.: 12000001

Remittance Year: 2019Remittance Month: September

Employment Type: Regular Employees

Voucher Nbr.: ADV-2019-002378 - ALMEDILLA , GRACE J. ET. AL

Pay Reg. Nbr.: 002378Pay Year: 2019Pay Month: September

Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.ID Nbr.: 0027

Pay Amount: 558.35Status: NOT REMITTED

CloseSave Edit

Showing 1 to 1

STATUS	AMOUNT	ACTIONS
NOT REMITTED	558.35	

Previous1Next

Type here to search

8:39 AM 12/20/2019



## Note:

Edit page will open **remit nbr.** will auto-generate and all other non-key fields are blank. Primary keys are **remit ctrl nbr.**, **employed ID**, and **voucher nbr.** Editable field is only **status**.

Non-key fields are:

- Remittance Year
  - Remittance Month
  - Employment Type
  - Pay Reg. Nbr.
  - Pay Year
  - Pay Month
  - Employee Name
  - Pay Amount
  - Status
-

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

---



**Step 9:** Click **close button** if you don't want to edit existing employee philam life remittance details.

The screenshot displays the HRIS-ePAccount web application. The browser address bar shows the URL: 192.168.649:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application interface includes a sidebar with navigation options such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'PHILAM LIFE' and features a search bar and a 'Back to Remittance Header' button. A 'View Record' modal is open, displaying the following details:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

A red arrow points to the 'Close' button in the modal. The 'Save Edit' button is also visible. The background shows a table with columns for STATUS, AMOUNT, and ACTIONS, with a row for a remittance of 558.35. The Windows taskbar at the bottom shows the time as 8:39 AM on 12/20/2019.



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

The screenshot displays the HRIS-ePAccount web application interface. A 'View Record' modal is open, showing details for a remittance record. The modal contains the following information:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: NOT REMITTED

At the bottom of the modal are buttons for 'Close' and 'Save Edit'.

The background interface shows the 'PHILAM LIFE' section with a search bar and a 'Back to Remittance Header' button. A table lists remittance records with columns for STATUS, AMOUNT, and ACTIONS. The first record shown is for September 2019, with a status of 'NOT REMITTED' and an amount of 558.35.

STATUS	AMOUNT	ACTIONS
NOT REMITTED	558.35	 

Navigation links: Previous, 1, Next

### **Note:**

Once you have selected voucher nbr. expected **pay reg. nbr.**, **pay year** and **pay month** will automatic have values the same thing goes if you have selected **employee name** expected **ID nbr.** and **pay amount** will have values.

---



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

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "View Record" is open, allowing for the editing of remittance details. The modal contains the following fields:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: FOR REFUND

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

The background interface shows the "PHILAM LIFE" header, a search bar, and a "Back to Remittance Header" button. Below the modal, a table displays remittance records:

STATUS	AMOUNT	ACTIONS
NOT REMITTED	558.35	[Edit] [Delete]

The table includes "Previous" and "Next" navigation buttons. The system clock at the bottom right indicates 8:44 AM on 12/20/2019.

### **Note:**

Once you click **edit button** expected that edit modal page will pop-up and automatically generate a name of **edit philam life remittance data** along with its remit number where you can edit employee details. If you have selected values in all required fields expected that when record is saved automatic all inputted values will be captured and no longer editable.

So, select specific information only because in edit button modal page editable fields is only **status**.

---



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

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "View Record" is open, showing details for a remittance record. The modal contains the following fields:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: FOR REFUND

At the bottom of the modal, there are two buttons: "Close" (with a red 'X' icon) and "Save Edit" (with a save icon). A large red arrow points directly to the "Close" button. The background shows the application's sidebar with various menu items like "Accounting References", "Remittance", and "Cash Advance". The top of the page displays the user's name "SHIELA MAE PERSIGAS" and a "Log out" link. The bottom of the screen shows the Windows taskbar with the time 8:44 AM on 12/20/2019.



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

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "View Record" is open, showing details for a remittance record. The background interface includes a sidebar with navigation options like "Accounting References", "Remittance", and "Cash Advance". The main content area shows a "PHILAM LIFE" header and a "Back to Remittance Header" button. The modal contains the following information:

- Remit Nbr.: 12000001
- Remittance Year: 2019, Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA, GRACE J. ET. AL
- Pay Reg. Nbr.: 002378, Pay Year: 2019, Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N., ID Nbr.: 0027
- Pay Amount: 558.35, Status: FOR REFUND

At the bottom of the modal are "Close" and "Save Edit" buttons. The background interface also shows a table with columns "STATUS", "AMOUNT", and "ACTIONS", and a "Showing 1 to 1" indicator.

**Step 14: Click save edit button in order to save updated employee philam life remittance details.**

The screenshot displays the HRIS-ePAccount web application interface. A modal window titled "View Record" is open, showing details for a remittance record. The record information includes:

- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002378 - ALMEDILLA , GRACE J. ET. AL
- Pay Reg. Nbr.: 002378
- Pay Year: 2019
- Pay Month: September
- Employee Name: BERMEJO, LARA ZAPHIRE KRISTY N.
- ID Nbr.: 0027
- Pay Amount: 558.35
- Status: FOR REFUND



At the bottom of the modal, there are two buttons: "Close" and "Save Edit". A large red arrow points to the "Save Edit" button, indicating the next step in the process. The background shows the main application interface with a sidebar menu and a table of remittance records.

PHILAM LIFE

Search ....

Back to Remittance Header

2019 Remittance Month: September Status: NOT REMITTED

STATUS	AMOUNT	ACTIONS
REMITTED	558.35	 

Previous 1 Next

Close Save Edit

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

The screenshot displays the HRIS-ePAccount web application interface. A confirmation pop-up window is centered on the screen, featuring a green checkmark icon and the text "Your record has been edited!" with an "OK" button. The background interface includes a sidebar menu with options like "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults". The main content area shows a "PHILAM LIFE" header, a search bar, and a "Back to Remittance Header" button. Below this, there are filters for "Show 10 entries", "Remit Nbr.: 12000001", "Remittance Year: 2019", and "Remittance Month: September". The status is "NOT REMITTED". A table lists remittance entries with columns for ID NBR., STATUS, AMOUNT, and ACTIONS. The first entry has ID NBR. 0027, STATUS FOR REFUND, and AMOUNT 558.35. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 8:47 AM on 12/20/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

Last Name Starts W/:

ID NBR.	STATUS	AMOUNT	ACTIONS
0027	FOR REFUND	558.35	

Showing 1 to 1 of 1 entries

Previous 1 Next

OK

Type here to search

8:47 AM 12/20/2019

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

The screenshot displays the HRIS-ePAccount web application interface. A confirmation dialog box is centered on the screen, featuring a green checkmark icon and the text "Your record has been edited!". Below the message is a blue "OK" button, which is highlighted by a red rectangular box. A large red arrow points from the right side of the dialog box towards the "OK" button. The background shows the application's main content area with a search bar, filters for "Remit Nbr.: 12000001", "Remittance Year: 2019", and "Remittance Month: September". The status is "NOT REMITTED". A table lists entries with columns for ID NBR., Last Name Starts W/, STATUS, AMOUNT, and ACTIONS. The first entry has ID NBR. 0027 and Last Name Starts W/ BERMEJO. The table shows "Showing 1 to 1 of 1 entries". The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The top right corner has a "Log out" link. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 8:47 AM on 12/20/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Status: NOT REMITTED

Add

Last Name Starts W/:

ID NBR.	Last Name Starts W/
0027	BERMEJO

Showing 1 to 1 of 1 entries

STATUS

AMOUNT

ACTIONS

FOUNDED

558.35

OK

Type here to search

8:47 AM 12/20/2019

HRIS-ePAccount

192.168.649:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

ima

SHIELA MAE PERSIGAS

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: B

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	

Showing 1 to 1 of 1 entries

Previous1Next

Type here to search

8:48 AM 12/20/2019

How to delete  
existing employee  
remittance?

---



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

HRIS-ePAccount

192.168.6.49:35/cRemitLedger

Log out

### Remittance Ledger

Search ....

Show 5 entries

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Add

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	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]
10000004	TEST DATA	NICO	NOT REMITTED	+ [edit] [delete] [print]
11000011	TEST DATA	CCMPC	NOT REMITTED	+ [edit] [delete] [print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	+ [edit] [delete] [print]





















Previous 1 2 Next

Type here to search

10:58 AM 12/19/2019

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

The screenshot displays the HRIS-ePAccount web application interface. The main section is titled "Remittance Ledger" and includes a search bar. Below the header, there are filters for "Show" (5 entries), "Remittance Year" (2019), "Remittance Month" (September), and "Employment Type" (Regular Employees). A table lists the remittance records, with the last row highlighted in red. The table has columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The highlighted record has REMIT NBR 12000001, DESCRIPTION "PHILAM LIFE Remittance of Regular Employees: for 2019-09", REMITTANCE TYPE "PHILAM LIFE", and STATUS "NOT REMITTED". The ACTIONS column for this record contains icons for adding, editing, deleting, and printing. The interface also includes a sidebar with navigation options and a Windows taskbar at the bottom.

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	TEST DATA SAMPLE	SSS PREMIUMS	NOT REMITTED	   
09000002	ONE NETWORK BANK Remittance of Regular Employees: for 2019-09	ONE NETWORK BANK	NOT REMITTED	   
10000004	TEST DATA	NICO	NOT REMITTED	   
11000011	TEST DATA	CCMPC	NOT REMITTED	   
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	   



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

The screenshot shows the HRIS-ePAccount web application. The left sidebar contains a navigation menu with items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'Remittance Ledger' and includes a search bar, filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Regular Employees'. Below these filters is a table with the following data:

REMIT NBR	DESCRIPTION	REMITTANCE TYPE	STATUS	ACTIONS
08000014	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]
10000004	TEST DATA	NICO	NOT REMITTED	[+][edit][delete][print]
11000011	TEST DATA			[+][edit][delete][print]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09			[+][edit][delete][print]

A red arrow points to the '+' icon in the 'ACTIONS' column of the last row (REMIT NBR 12000001). Below the table are pagination controls: 'Previous', '1', '2', and 'Next'.

**PHILAM LIFE**

Search ....

[Back to Remittance Header](#)

Show  entries

Remit Nbr.:     Remittance Year:     Remittance Month:

Employment Type:     Status: **NOT REMITTED**

Last Name Starts W/:     Department:  [Add](#)

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	<a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries



Previous  Next

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

The screenshot shows the HRIS-ePAccount web application interface. The browser address bar displays the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes a search bar and a 'Log out' button. A red arrow points to a green button labeled 'Back to Remittance Header' in the top right corner of the main content area.

The main content area displays the following information:

- PHILAM LIFE** (Header)
- Show** 10 entries
- Remit Nbr.:** 12000001
- Remittance Year:** 2019
- Remittance Month:** September
- Employment Type:** Regular Employees
- Status:** NOT REMITTED
- Last Name Starts W/:** B
- Department:** --Select Here--
- Add** button

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	 

Showing 1 to 1 of 1 entries

Previous 1 Next



The Windows taskbar at the bottom shows the system clock as 8:50 AM on 12/20/2019.

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

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes a search bar with the text "PHILAM LIFE" and a "Back to Remittance Header" button. The left sidebar contains a navigation menu with the following items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. The "Remittance" section is active, showing a list of remittance entries. The main content area displays the following details:

- Show: 10 entries
- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: B
- Department: --Select Here--

A table lists the remittance entries:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	 



Showing 1 to 1 of 1 entries

Previous 1 Next

The Windows taskbar at the bottom shows the system clock as 8:50 AM on 12/20/2019.

**Step 6:** While on the main page of philam life employee remittance details **delete button** main grid will be visible.

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the company name "PHILAM LIFE" and a search bar. A green button labeled "Back to Remittance Header" is visible in the top right of the header area. The left sidebar contains a navigation menu with the following items: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (expanded), Cash Advance, Transmittal, and System Setup Defaults. The "Remittance" section is expanded, showing sub-items: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification. The main content area displays the "PHILAM LIFE" remittance details for September 2019. The filters section shows: Show 10 entries, Remit Nbr.: 12000001, Remittance Year: 2019, Remittance Month: September, Employment Type: Regular Employees, Status: NOT REMITTED, Last Name Starts W/: B, and Department: --Select Here-- with an "Add" button. Below the filters is a table with the following data:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	 



Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the table area, there are "Previous", "1", and "Next" buttons. The Windows taskbar at the bottom shows the time as 8:53 AM on 12/20/2019.

## Step 7: Select last name start's w/ to view only sorted employees in main grid below.

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the company name "PHILAM LIFE" and a search bar. A green button labeled "Back to Remittance Header" is visible. The main content area features a filter section with the following fields:

- Show: 10 entries
- Remit Nbr.: 12000001
- Remittance Year: 2019
- Remittance Month: September
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: B (selected)
- Department: --Select Here--

An "Add" button is located next to the Department field. Below the filter section is a table with the following data:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	 

Below the table, it indicates "Showing 1 to 1 of 1 entries". Navigation links for "Previous" and "Next" are provided, with "1" selected. The sidebar on the left contains 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 Windows taskbar at the bottom shows the search bar and various application icons. The system clock indicates 8:53 AM on 12/20/2019.

## **Note:**



If you want to edit specific employee select specific **last name start's w/** to display only all selected employees of the same first letter last name employee, for you to edit and for easy less hassle in locating specific employee with philam life remittance if various of data are displayed in its main grid.

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## Step 8: Select specific record that you want to delete employee remittance.

The screenshot displays the HRIS-ePAccount web application interface. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the company name "PHILAM LIFE" and a search bar. A green button labeled "Back to Remittance Header" is visible. The main content area shows filters for "Show 10 entries", "Remit Nbr.: 12000001", "Remittance Year: 2019", "Remittance Month: September", "Employment Type: Regular Employees", "Status: NOT REMITTED", and "Last Name Starts W/: B". A table lists the remittance entries, with the first entry highlighted in red:

ID NBR.	EMPLOYEE NAME	STATUS	AMOUNT	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	FOR REFUND	558.35	 

Below the table, it indicates "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous", "1", and "Next". The Windows taskbar at the bottom shows the time as 8:53 AM on 12/20/2019.



## Step 9: Click delete button to delete existing record.

The screenshot shows the HRIS-ePAccount web application interface. The browser address bar displays the URL: 192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE. The application header includes the user name SHIELA MAE PERSIGAS and a Log out button. The main content area is titled PHILAM LIFE and contains a search bar and a Back to Remittance Header button. Below this, there are filters for Show (10 entries), Remit Nbr. (12000001), Remittance Year (2019), Remittance Month (September), Employment Type (Regular Employees), Status (NOT REMITTED), Last Name Starts W/ (B), and Department (--Select Here--). An Add button is located next to the Department filter. The main table displays one entry with ID NBR. 0027 and EMPLOYEE NAME BERMEJO, LARA ZAPHIRE KRISTY N. A red arrow points to the delete button in the ACTIONS column. The table footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next. The Windows taskbar at the bottom shows the time as 8:53 AM on 12/20/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

Remit Nbr.: 12000001

Remittance Year: 2019

Remittance Month: September

Employment Type: Regular Employees

Status: NOT REMITTED

Last Name Starts W/: B

Department: --Select Here--

Add

ID NBR.	EMPLOYEE NAME	ACTIONS
0027	BERMEJO, LARA ZAPHIRE KRISTY N.	

Showing 1 to 1 of 1 entries

Previous 1 Next

Type here to search

8:53 AM 12/20/2019

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Show 10 entries

2019

Remittance Month: September

Status: NOT REMITTED

Add

Last Name Starts W/:

ID NBR.	
0027	BERMEJO

Showing 1 to 1 of 1 entries

STATUS	AMOUNT	ACTIONS
FOR REFUND	558.35	<div></div>

Previous 1 Next

!

Are you sure to delete this record?

Once deleted, you will not be able to recover this record!

CancelOK

Type here to search

8:56 AM 12/20/2019



**Step 10:** Click **cancel button** if you don't want to delete the selected record.

The screenshot shows the HRIS-ePAccount web application interface. A confirmation dialog box is centered on the screen, asking "Are you sure to delete this record?" with a warning icon. The dialog includes a red arrow pointing to the "Cancel" button. The background shows the "PHILAM LIFE" header, a search bar, and a table of records. The table has columns for ID NBR., STATUS, AMOUNT, and ACTIONS. The first row shows ID 0027, STATUS "FOR REFUND", and AMOUNT 558.35. The status "NOT REMITTED" is displayed above the table. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 8:56 AM on 12/20/2019.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header

Show 10 entries

2019 Remittance Month: September

Status: NOT REMITTED

Add

Last Name Starts W/:

ID NBR.	STATUS	AMOUNT	ACTIONS
0027	FOR REFUND	558.35	

Showing 1 to 1 of 1 entries

Previous 1 Next

Are you sure to delete this record?

Once deleted, you will not be able to recover this record!

Cancel OK

Type here to search

8:56 AM 12/20/2019

**Step 11:** Repeat **step 9** then click **ok button** if you want to delete existing the record.

The screenshot shows the HRIS-ePAccount web application interface. A confirmation dialog box is centered on the screen, asking "Are you sure to delete this record?" with a warning icon. Below the question, it states "Once deleted, you will not be able to recover this record!". There are "Cancel" and "OK" buttons at the bottom of the dialog. A large red arrow points from the right towards the "OK" button. The background shows the application's header with "PHILAM LIFE" and a search bar. The left sidebar contains a menu with options like "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance", "Cash Advance", "Transmittal", and "System Setup Defaults". The main content area displays a table with columns "ID NBR.", "STATUS", "AMOUNT", and "ACTIONS". The first row shows "0027", "FOR REFUND", "558.35", and a delete icon. The status is "NOT REMITTED" and the remittance month is "September".

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerOthers?id=12&title=PHILAM LIFE

Log out

PHILAM LIFE

Search ....

Back to Remittance Header



Show 10 entries

2019 Remittance Month: September

Status: NOT REMITTED

Add

Last Name Starts W/:

ID NBR.	STATUS	AMOUNT	ACTIONS
0027	FOR REFUND	558.35	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Cancel OK

Type here to search

8:56 AM 12/20/2019