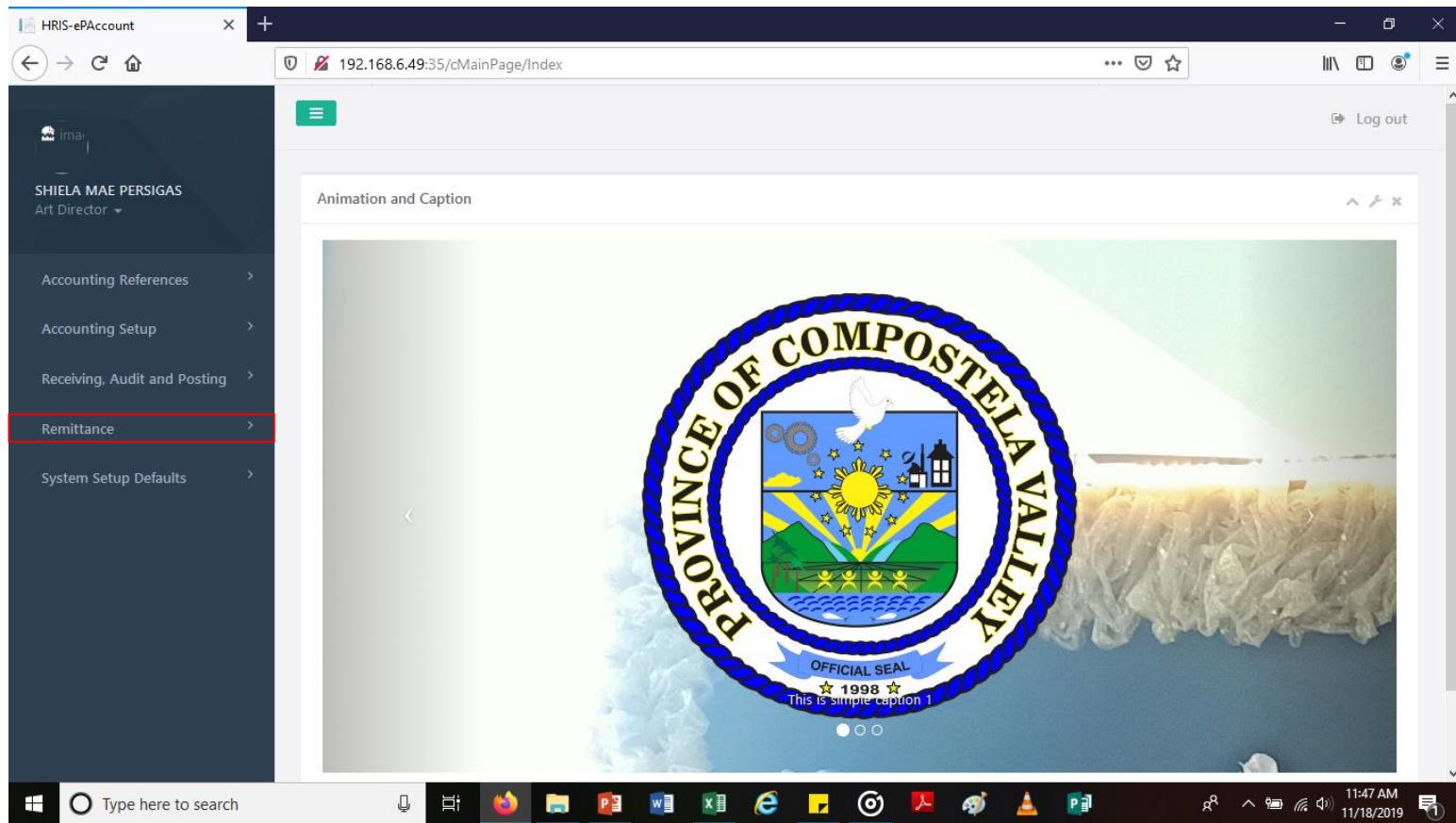


# **Remittance Ledger SSS (Show Details)**

# 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".

This is simple caption 1

2:57 PM 11/22/2019

HRIS-ePAccount + 192.168.6.49:35/cRemitLedger

SHIELA MAE PERSIGAS  
Art Director

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

Remittance Generation

**Remittance Ledger**

Remittance O.R. Posting

System Setup Defaults

Remittance Ledger

Search ...

Show 5 entries Remittance Year: 2019 Remittance Month: August Employment Type: --Select Here-- ADD

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

Previous Next

Type here to search

3:02 PM 11/22/2019

## **Note:**

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 **sss 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 SSS details?



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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main area has a header "Remittance Ledger" with a search bar. Below it are three dropdown filters: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: Regular Employees". A blue "Add" button is to the right of the filters. The main content is a grid with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The grid contains four rows of data. At the bottom right of the grid are buttons for "Previous", "1", and "Next". The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

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

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The main window title is "Remittance Ledger". The left sidebar menu includes "Accounting References", "Accounting Setup", "Receiving, Audit and Posting", "Remittance" (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), "Cash Advance", "Transmittal", and "System Setup Defaults". The top navigation bar shows the URL "192.168.6.49:35/cRemitLedger". The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, "08000014 TEST DATA SAMPLE", is highlighted with a red border. The table data is as follows:

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

At the bottom, there are navigation links for "Previous" and "Next", and a page number "1". The system status bar at the bottom right shows the time as "11:55 AM" and the date as "12/9/2019".

**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 page. On the left is a 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 title 'Remittance Ledger' and a search bar. It includes filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Regular Employees'. A large red arrow points to the 'Add' button in the 'Actions' column of the data grid. The data grid lists four remittance entries:

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

At the bottom, there are links for 'Previous' and 'Next' pages, and the page number '1'. The status bar at the bottom right shows '11:55 AM 12/9/2019'.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SSS PREMIUMS

Search ...

Back to Remittance Header

Show 10 entries

Remit Nbr.: 08000014

Remittance Year: 2019

Remittance Month: September

Batch Nbr: All

Employment Type: Regular Employees

Last Name Starts W/: --

Department: --Select Here--

Status: NOT REMITTED

Extract to Excel

Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 1 of 1 entries

Previous 1 Next

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Type here to search

11:58 AM  
12/9/2019

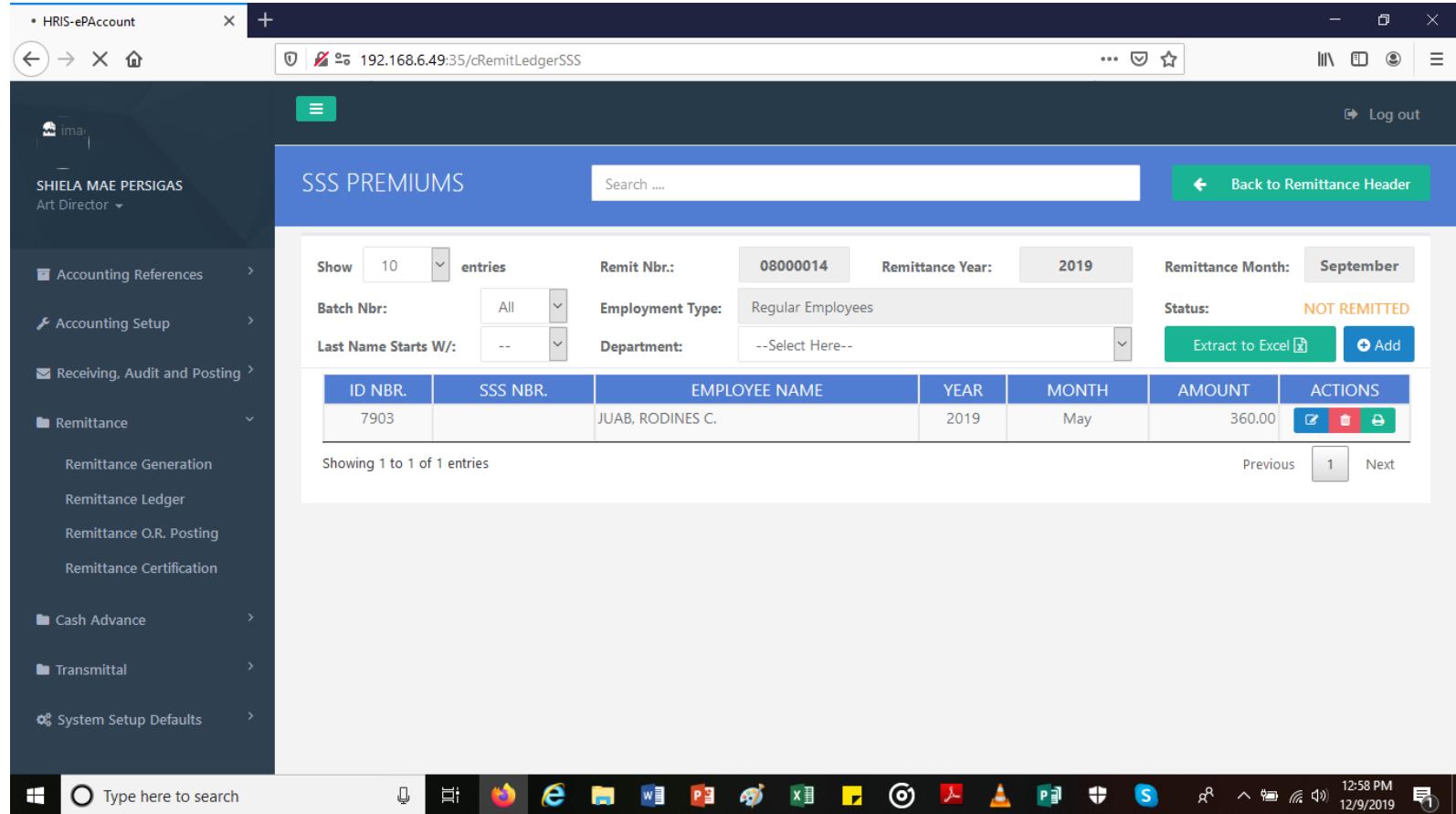
**Step 4: Click back to remittance header button if you want to go back to remittance ledger main page.**

The screenshot shows the HRIS-eAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It features a search bar and several filter options: Show (set to 10), Remit Nbr. (08000014), Remittance Year (2019), Employment Type (Regular Employees), Status (REMITTED), and Department (--Select Here--). Below these filters is a table with one entry:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT
7903		JUAB, RODINES C.	2019	May	360.00

At the bottom of the main area, it says "Showing 1 to 1 of 1 entries". To the right of the table is a green button labeled "Back to Remittance Header". A large red arrow points upwards towards this button. The status bar at the bottom shows system icons and the date/time (11:58 AM, 12/9/2019).

**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 categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It features a search bar and several filter options: Show (set to 10), Remit Nbr. (08000014), Remittance Year (2019), Remittance Month (September), Batch Nbr. (All), Employment Type (Regular Employees), Status (NOT REMITTED), Last Name Starts W/ (dropdown), Department (dropdown), and buttons for Extract to Excel and Add. A table displays one entry: ID NBR. 7903, SSS NBR. JUAB, RODINES C., EMPLOYEE NAME JUAB, RODINES C., YEAR 2019, MONTH May, AMOUNT 360.00, and ACTION buttons. The bottom status bar shows the date and time as 12:58 PM 12/9/2019.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
7903	JUAB, RODINES C.	JUAB, RODINES C.	2019	May	360.00	

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

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 "SSS PREMIUMS" and contains a search bar and filter options for Remit Nbr., Employment Type, Status, and Remittance Month. Below these filters is a table with columns: ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTION. One row is visible in the table: ID NBR. 7903, Employee Name JUAB, RODINES C., Year 2019, Month May, Amount 360.00. At the bottom of the table, it says "Showing 1 to 1 of 1 entries". In the top right corner of the table area, there is a green "Add" button with a plus sign, which is highlighted with a red box and a red arrow pointing to it from below. The status bar at the bottom shows system icons and the date/time 12/9/2019 12:58 PM.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTION
7903		JUAB, RODINES C.	2019	May	360.00	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SSS PREMIUMS

Add SSS Remittance Data

Show 10

Remit Nbr.: 08000014

Batch Nbr:

Remittance Year: 2019 Remittance Month: September

Last Name Star

Employment Type: Regular Employees

ID NBR. 7903

Voucher Nbr.\* --Select Here--

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

Employee Name\*: --Select Here--

ID Nbr.: SSS Nbr.:

Pay Amount: Status\*: NOT REMITTED

Extract to Excel Add

MONTH	AMOUNT	ACTIONS
May	360.00	

Previous 1 Next

Type here to search

1:55 PM 12/9/2019

## Note:

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

Non-key fields are:

- Remittance Year
- Remittance Month
- Employment Type
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- SSS Nbr.
- 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 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/cRemitLedgerSSS

Log out

Add SSS Remittance Data

Remit Nbr.: 08000014

Remittance Year: 2019    Remittance Month: September

Employment Type: Regular Employees

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

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

Employee Name\*: --Select Here-- Required Field

ID Nbr.:   SSS Nbr.:   Required Field

Pay Amount:   Status\*: NOT REMITTED Required Field

**X Close    Save**

Back to Remittance Header

2019    Remittance Month: September    Status: NOT REMITTED

Extract to Excel X    Add

MONTH	AMOUNT	ACTIONS
May	360.00	<span style="border: 1px solid blue; padding: 2px;"></span> <span style="border: 1px solid blue; padding: 2px;"></span> <span style="border: 1px solid blue; padding: 2px;"></span>

Previous 1 Next

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

Type here to search

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

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with various menu items such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is currently selected), Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "SSS PREMIUMS" and contains a sub-modal window titled "Add SSS Remittance Data". This window has several input fields: "Remit Nbr." (08000014), "Batch Nbr." (7903), "Remittance Year" (2019), "Remittance Month" (September), "Employment Type" (Regular Employees), "Voucher Nbr." (002375 - ALABA , APOLINAR B. ET. AL), "Pay Reg. Nbr." (002375), "Pay Year" (2019), "Pay Month" (September), "Employee Name" (COQUILLA, JOSE MERVIN G.), "ID Nbr." (0472), "SSS Nbr." (0914201940), "Pay Amount" (1920.00), and "Status" (NOT REMITTED). At the bottom of the modal are "Close" and "Save" buttons. To the right of the modal, there's a summary table with columns for MONTH, AMOUNT, and ACTIONS, showing one entry for May with an amount of 360.00. The status for this entry is also listed as NOT REMITTED. The top of the screen shows the URL 192.168.6.49:35/cRemitLedgerSSS and the system status bar indicates it's 2:26 PM on 12/9/2019.

## **Note:**

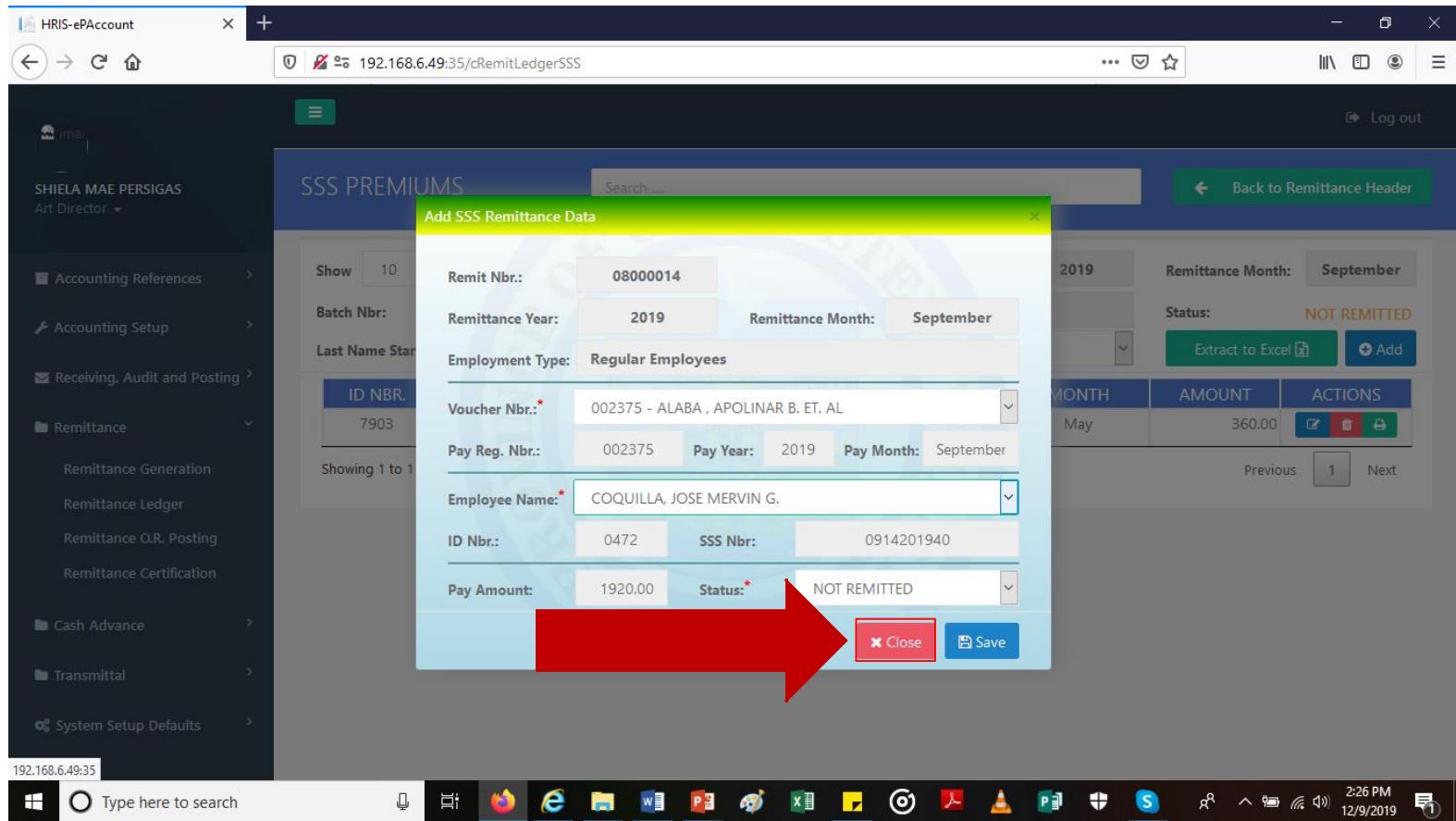
Once you click **add button** expected that add modal page will pop-up and automatically generate a name of **add sss remittance data** along with its remit number where you can add employee and details.

Other details will vary with the specific information you have selected in **voucher nbr.** and **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.

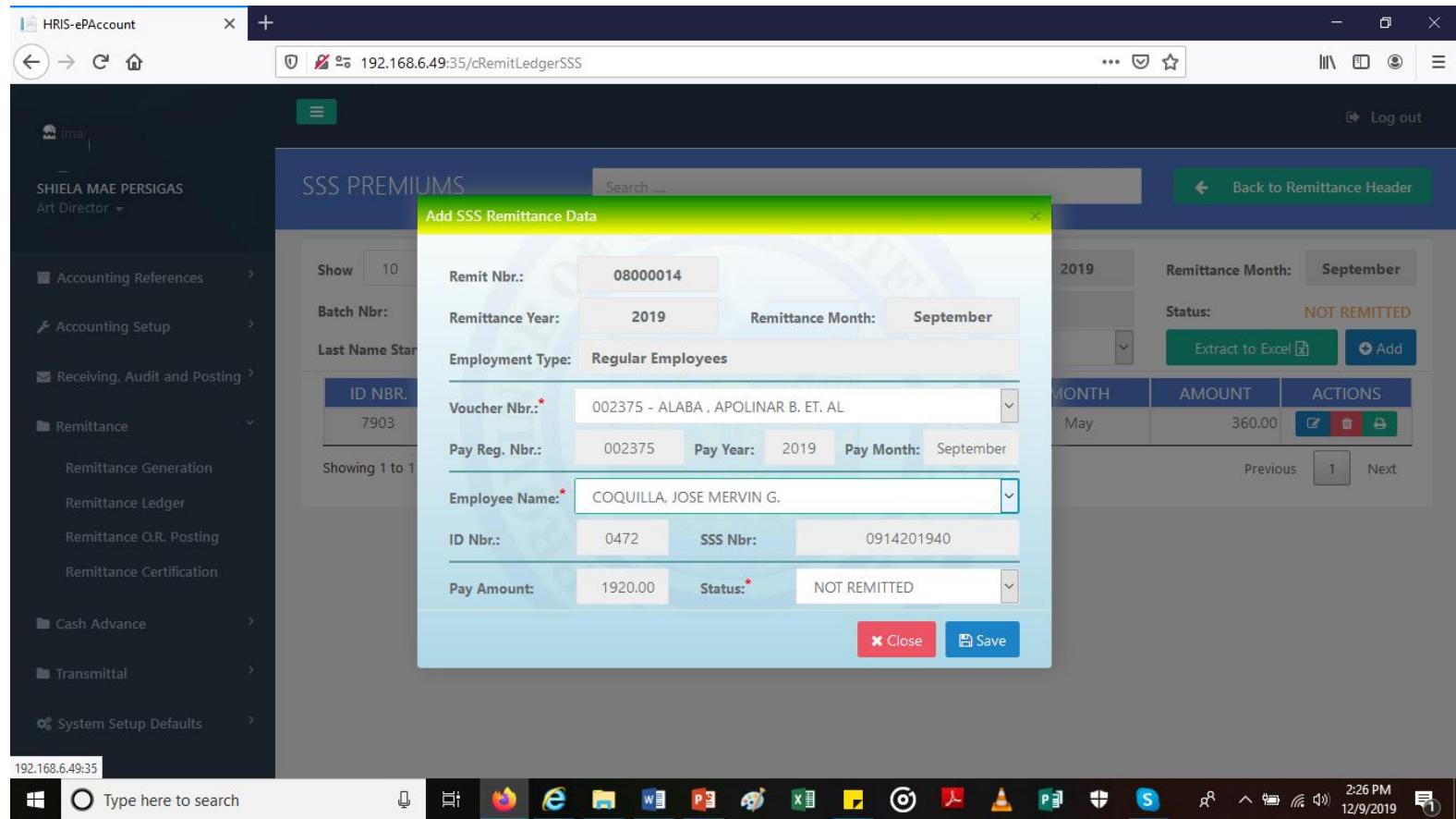
## **Note:**

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 is only **status**.

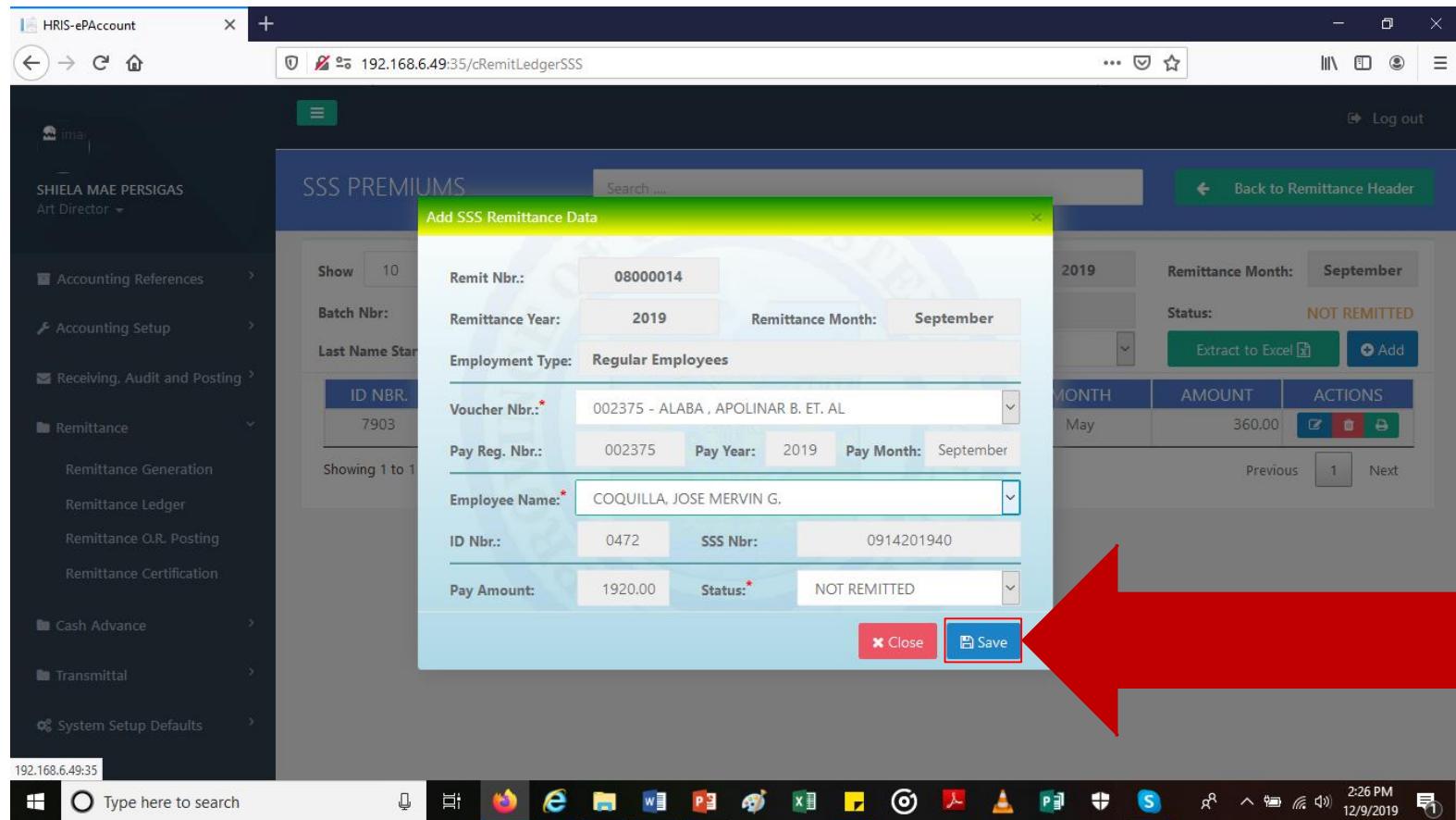
# Step 5: Click close button if you don't want to save information.



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



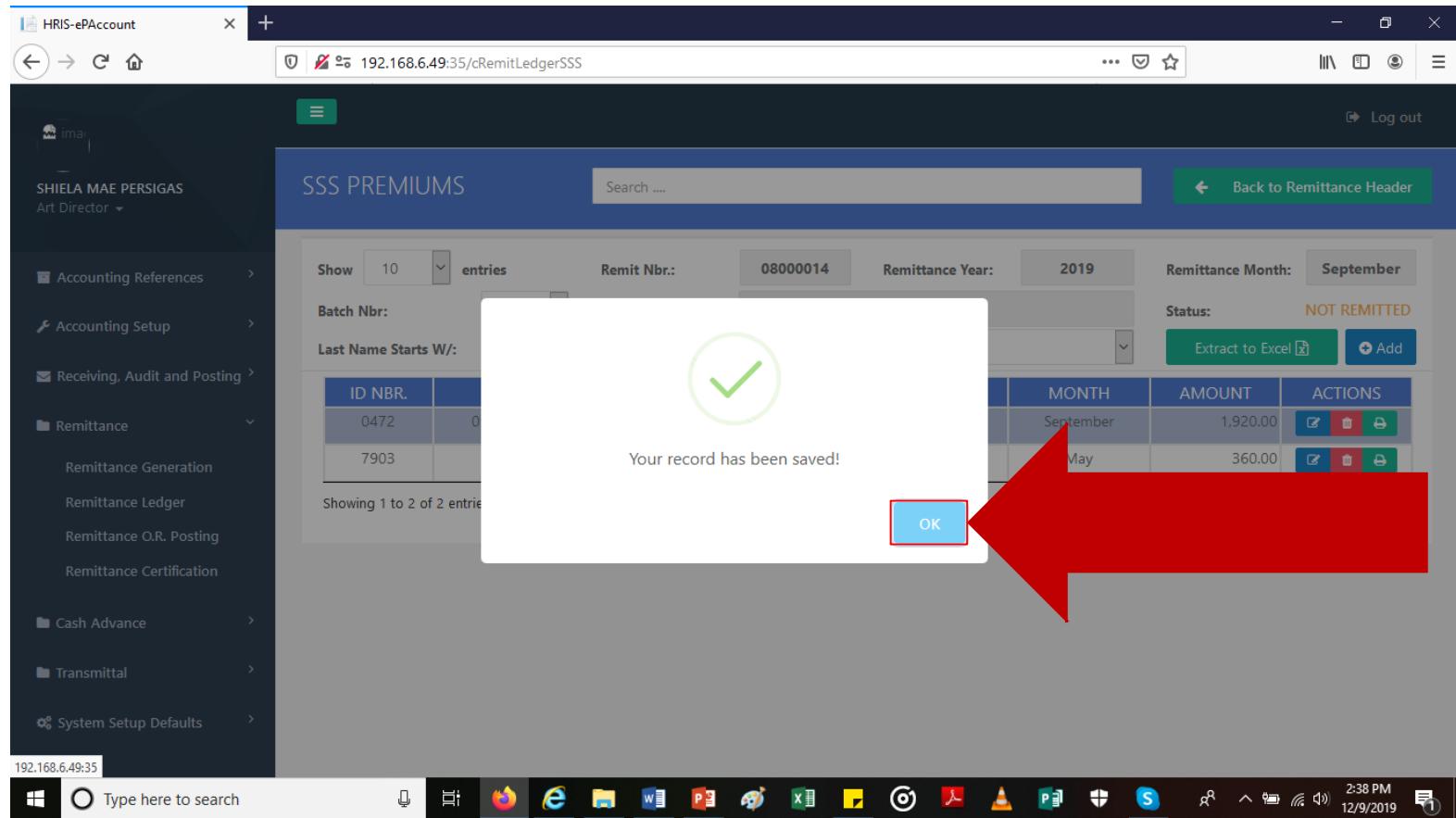
# Step 7: If you want to save inputted data click **save** button to save information.



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

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 content area is titled "SSS PREMIUMS". It displays a table of remittance entries for September 2019, with a total amount of 1,920.00. A search bar at the top right says "Search ...." and there are buttons for "Extract to Excel" and "Add". A large green checkmark icon is centered in a pop-up message box that says "Your record has been saved!". At the bottom of the screen is a Windows taskbar with icons for various applications like File Explorer, Microsoft Word, and Microsoft Excel.

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



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SSS PREMIUMS

Search ...

Back to Remittance Header

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries Previous 1 Next

192.168.6.49:35

Type here to search

2:39 PM 12/9/2019

How to edit  
existing  
employee SSS  
details?



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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. The left sidebar contains navigation links for Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-links for Generation, Ledger, O.R. Posting, and Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area has a blue header "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: Regular Employees". A red box highlights these filter fields. The main grid displays four rows of remittance 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]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Print]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Print]

At the bottom right of the grid, there are "Previous" and "Next" buttons, with "1" indicating the current page. The bottom taskbar shows various system icons and the date/time "2:43 PM 12/9/2019".

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The main window title is "Remittance Ledger". The left sidebar shows the user profile "SHIELA MAE PERSIGAS Art Director" and 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 top header includes a search bar, a URL "192.168.6.49:35/cRemitLedger", and a "Log out" button. The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, "08000014 TEST DATA SAMPLE", is highlighted with a red border. The table shows four entries in total, each with a set of five icons in the "ACTIONS" column. The bottom right of the table area has buttons for "Previous", "1", and "Next". The taskbar at the bottom shows various system icons and the date/time "2:43 PM 12/9/2019".

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	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. On the left, a sidebar menu lists various accounting and remittance-related modules. The main panel is titled 'Remittance Ledger' and displays a table of remittance entries. The table has columns for REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The 'ACTIONS' column contains icons for Edit, View, Delete, and Print. A large red arrow points to the 'Edit' icon in the first row's actions column. The table data is as follows:

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

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SSS PREMIUMS

Search ...

Back to Remittance Header

Show 10 entries

Remit Nbr.: 08000014

Remittance Year: 2019

Remittance Month: September

Batch Nbr: All

Employment Type: Regular Employees

Last Name Starts W/: --

Department: --Select Here--

Status: NOT REMITTED

Extract to Excel

Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Accounting References

Accounting Setup

Receiving, Audit and Posting

Remittance

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

Cash Advance

Transmittal

System Setup Defaults

Type here to search

2:45 PM  
12/9/2019

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

The screenshot shows the HRIS-eAccount software interface. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'SSS PREMIUMS'. It displays a table of SSS premium entries. The table has columns for ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTIONS. Two entries are listed: one for COQUILLA, JOSE MERVIN G. (ID 0472) and another for JUAB, RODINES C. (ID 7903). Above the table are search and filter fields: Show 10 entries, Remit Nbr: 08000014, Remittance Year: 2019, Remittance Month: September, Batch Nbr: All, Employment Type: Regular Employees, Status: NOT REMITTED, Last Name Starts W/: --, Department: --Select Here--, and buttons for Extract to Excel and Add. A red arrow points to the 'Back to Remittance Header' button in the top right corner of the main content area. The status bar at the bottom shows system icons and the time 2:45 PM, 12/9/2019.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

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

The screenshot shows a web-based application titled "HRIS-ePAccount" running on a Microsoft Windows operating system. The URL in the browser is [192.168.6.49:35/cRemitLedgerSSS](http://192.168.6.49:35/cRemitLedgerSSS). The main content area is titled "SSS PREMIUMS".

The interface includes a sidebar with the following navigation 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 has the following search and filter parameters:

- Show 10 entries
- Remit Nbr.: 08000014
- Remittance Year: 2019
- Remittance Month: September
- Status: NOT REMITTED
- Batch Nbr: All
- Employment Type: Regular Employees
- Last Name Starts W/: --
- Department: --Select Here--

A green button at the top right says "Extract to Excel" with a file icon. A blue button at the top right says "+ Add".

The data table displays two entries:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom right, there are "Previous" and "Next" buttons, with the number "1" highlighted between them. The status bar at the bottom shows "2:45 PM 12/9/2019".

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

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with categories like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It features a search bar and filter options: Show (set to 10 entries), Remit Nbr. (08000014), Remittance Year (2019), Remittance Month (September), Batch Nbr. (All), Employment Type (Regular Employees), Status (NOT REMITTED), Last Name Starts W/ (dropdown set to "--"), Department (dropdown set to "--Select Here--"), and buttons for Extract to Excel and Add. Below these filters is a table with columns: ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTIONS. Two rows are listed: one for employee ID 0472 (name COQUILLA, JOSE MERVIN G.) with amount 1,920.00, and another for employee ID 7903 (name JUAB, RODINES C.) with amount 360.00. At the bottom of the table are links for Previous (1) and Next. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

## Step 7: Select specific record that you want to edit employee sss details.

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/cRemitLedgerSSS". The top right corner has a "Log out" link. On the left, there is a sidebar menu with the following items:

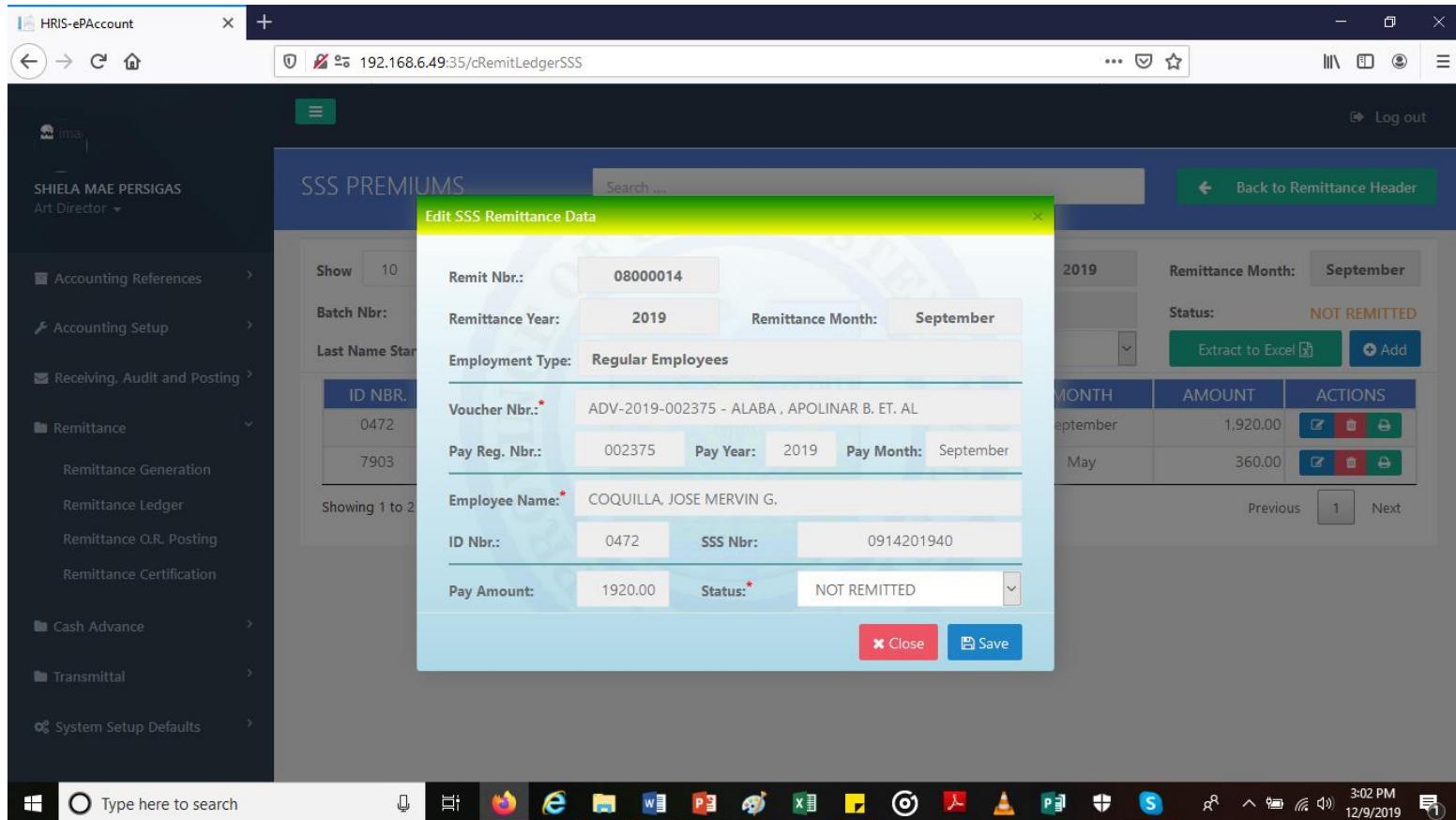
- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
  - Remittance Generation
  - Remittance Ledger
  - Remittance O.R. Posting
  - Remittance Certification
- Cash Advance
- Transmittal
- System Setup Defaults

The main content area is titled "SSS PREMIUMS". It features a search bar and several filter options: "Show 10 entries", "Remit Nbr.: 08000014", "Remittance Year: 2019", "Remittance Month: September", "Batch Nbr: All", "Employment Type: Regular Employees", "Status: NOT REMITTED", "Last Name Starts W/: --", "Department: --Select Here--". There are buttons for "Extract to Excel" and "+ Add". Below these filters is a table with the following data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Below the table, it says "Showing 1 to 2 of 2 entries". At the bottom of the screen, there is a taskbar with various icons and a system tray showing the date and time as "2:59 PM 12/9/2019".

## Step 8: Click edit button for you to edit existing employee sss details.



## **Note:**

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

Non-key fields are:

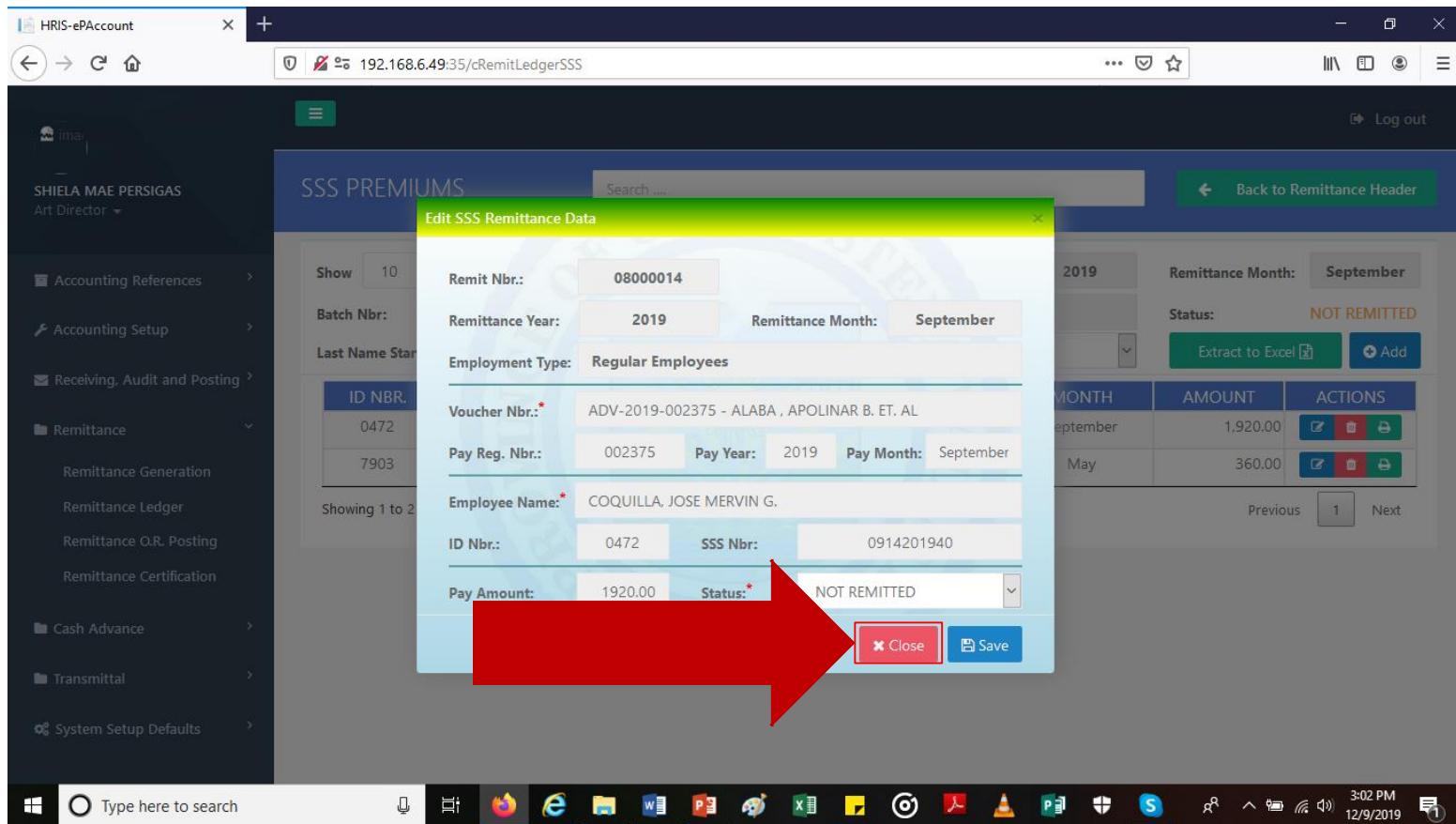
- Remittance Year
- Remittance Month
- Employment Type
- Pay Reg. Nbr.
- Pay Year
- Pay Month
- SSS Nbr.
- Pay Amount
- Status



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 sss details.



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

The screenshot shows the HRIS-ePAccount software interface. The left sidebar menu includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (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 "SSS PREMIUMS" and shows a list of remittances. A modal window titled "Edit SSS Remittance Data" is open, displaying the following details:

Remit Nbr.:	08000014		
Remittance Year:	2019	Remittance Month:	September
Employment Type: Regular Employees			
Voucher Nbr.*:	ADV-2019-002375 - ALABA , APOLINAR B. ET. AL		
Pay Reg. Nbr.:	002375	Pay Year:	2019
Employee Name.*: COQUILLA, JOSE MERVIN G.			
ID Nbr.:	0472	SSS Nbr.:	0914201940
Pay Amount:	1920.00	Status.*:	NOT REMITTED

At the bottom of the modal are "Close" and "Save" buttons. The background shows a list of remittances for September and May. The remittance for September has an amount of 1,920.00 and the remittance for May has an amount of 360.00. The status for both is "NOT REMITTED".

## **Note:**

Once you have selected **voucher nbr.** expected that **pay reg. nbr., pay year** and **pay month** will have values as well as if you have selected **employee name** expected that **ID nbr., SSS nbr.** and **pay amount** will have values but not clickable and editable. Only editable field is **status**.



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

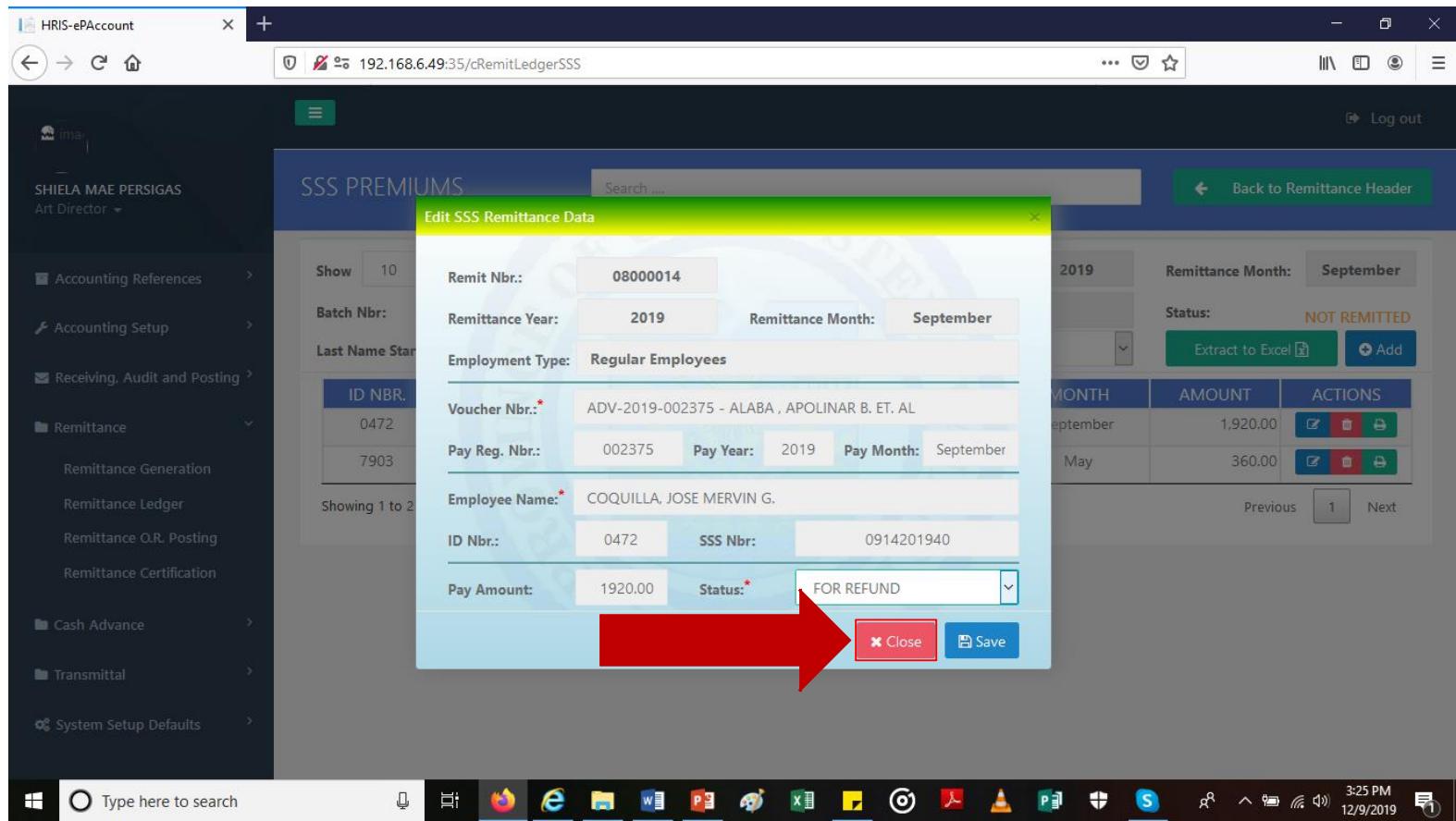
The screenshot shows a Windows desktop with the HRIS-ePAccount application open. The main menu on the left includes Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The Remittance section has sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification. The Remittance Ledger option is currently selected, displaying a list of remittances for September 2019. A modal window titled "Edit SSS Remittance Data" is open over the ledger list. This modal contains fields for Remit Nbr.: 08000014, Remittance Year: 2019, Remittance Month: September, Employment Type: Regular Employees, Voucher Nbr.: ADV-2019-002375 - ALABA , APOLINAR B. ET. AL, Pay Reg. Nbr.: 002375, Pay Year: 2019, Pay Month: September, Employee Name: COQUILLA, JOSE MERVIN G., ID Nbr.: 0472, SSS Nbr.: 0914201940, Pay Amount: 1920.00, and Status: FOR REFUND. At the bottom of the modal are "Close" and "Save" buttons. The status bar at the bottom right shows the date and time: 3:25 PM 12/9/2019.

## **Note:**

Once you click **edit button** expected that edit modal page will pop-up and automatically generate a name of **edit sss 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.



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

The screenshot shows a web-based application titled "HRIS-ePAccount" running on a Windows operating system. The main menu on the left includes options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance Q.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The user is currently in the Remittance section, specifically viewing the Remittance Ledger. A sub-menu titled "Edit SSS Remittance Data" is open in the center, showing details for a specific remittance entry. The dialog displays the following information:

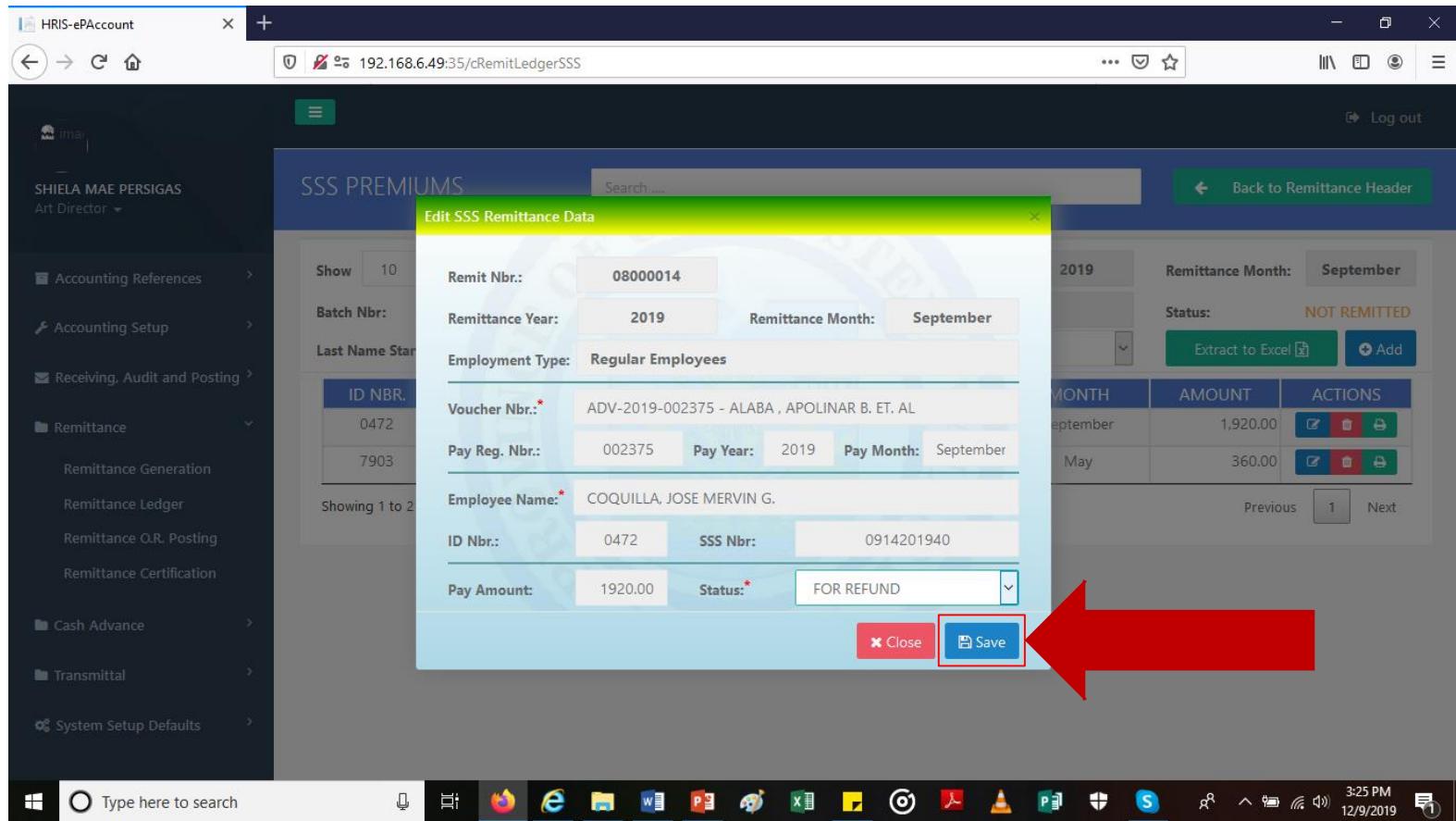
- Remit Nbr.: 08000014
- Batch Nbr.: 0472
- Last Name Start: 7903
- Employment Type: Regular Employees
- Voucher Nbr.: ADV-2019-002375 - ALABA , APOLINAR B. ET. AL
- Pay Reg. Nbr.: 002375
- Pay Year: 2019
- Pay Month: September
- Employee Name: COQUILLA, JOSE MERVIN G.
- ID Nbr.: 0472
- SSS Nbr.: 0914201940
- Pay Amount: 1920.00
- Status: FOR REFUND

On the right side of the screen, there is a table titled "Remittance Ledger" showing two entries:

MONTH	AMOUNT	ACTIONS
September	1,920.00	[Edit] [Delete] [Print]
May	360.00	[Edit] [Delete] [Print]

At the bottom of the application window, there are standard Windows taskbar icons for file operations, search, and system status.

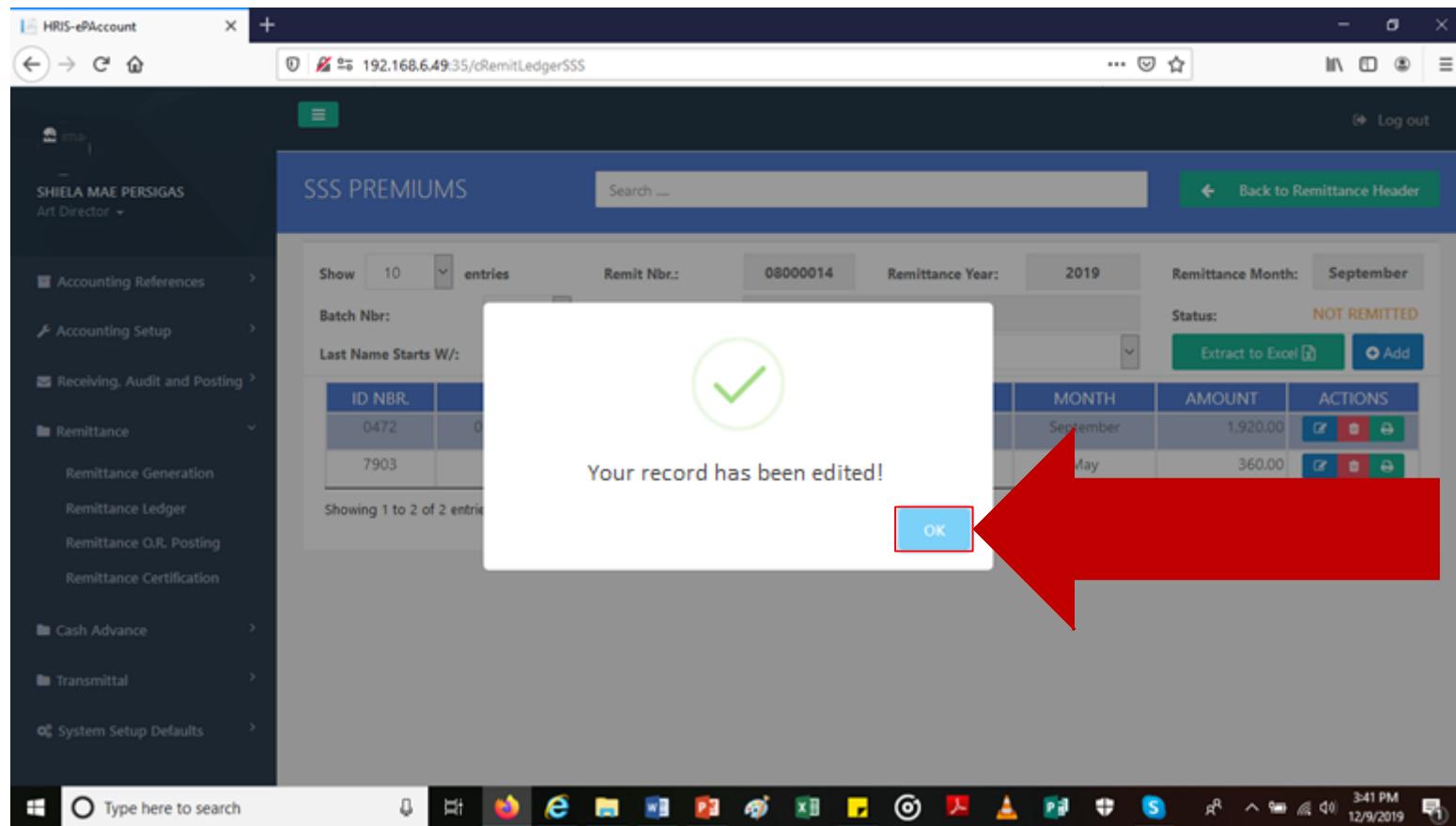
**Step 14:** Click **save button** in order to save updated employee sss remittance details.



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

The screenshot shows a web-based application titled "HRIS-eAccount" with the URL "192.168.6.49:35/cRemitLedgerSS". The main interface is titled "SSS PREMIUMS" and displays a grid of remittance data. The grid columns include MONTH, AMOUNT, and ACTIONS. The data shows two entries: one for September amounting to 1,920.00 and another for May amounting to 360.00. On the left, a sidebar menu lists various modules like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Generation, Ledger, QR Posting, Certification), Cash Advance, Transmittal, and System Setup Defaults. A search bar at the top right says "Search ...". A "Log out" link is also visible. A central modal dialog box is overlaid on the page, containing a green checkmark icon and the message "Your record has been edited!" with an "OK" button at the bottom right.

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



HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SHEILA MAE PERSIGAS  
Art Director

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

SSS PREMIUMS

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

# How to print existing employee sss details?



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

The screenshot shows the HRIS-ePAccount interface for the Remittance Ledger. On the left, there's a sidebar with navigation links like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options: Remittance Generation, Remittance Ledger, Remittance O.R. Posting, Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area 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: Regular Employees'. A blue 'Add' button is located next to the employment type filter. The main grid displays four rows of remittance 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]
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	[Edit, Delete, Print]
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	[Edit, Delete, Print]

At the bottom right of the grid, there are 'Previous' and 'Next' buttons, and a page number '1'. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time (12/9/2019, 2:43 PM).

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledgers. The main window title is "Remittance Ledger". On the left, there's a sidebar with a user profile for "SHIELA MAE PERSIGAS" and a dropdown menu for "Remittance" which includes "Remittance Generation", "Remittance Ledger", "Remittance O.R. Posting", and "Remittance Certification". The main content area has a search bar at the top right labeled "Search ...." and filtering options: "Show 5 entries", "Remittance Year: 2019", "Remittance Month: September", and "Employment Type: Regular Employees". Below these are four rows of remittance data:

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	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

At the bottom right of the main content area, there are buttons for "Previous", "1", and "Next". The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time as "2:43 PM 12/9/2019".

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

The screenshot shows the HRIS-ePAccount Remittance Ledger interface. On the left, there's a 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 title 'Remittance Ledger' and a search bar. It includes filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Regular Employees'. Below these are four rows of data in a table:

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

A large red arrow points to the 'Actions' column of the first row, specifically highlighting the orange '+' icon. At the bottom right of the main area, there are 'Previous' and 'Next' buttons, and a page number '1'. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time as 12/9/2019 at 2:43 PM.

HRIS-ePAccount X +

192.168.6.49:35/cRemitLedgerSSS

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 >

## SSS PREMIUMS

Search ....

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries Previous 1 Next

Type here to search

3:46 PM 12/9/2019

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

The screenshot shows the HRIS-ePAccount software interface. On the left is a navigation sidebar with various menu items like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (which is expanded to show Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It features a search bar and several filter options: Show (set to 10), Remit Nbr. (08000014), Remittance Year (2019), Employment Type (Regular Employees), Department (--Select Here--), and Status (REMITTED). Below these filters is a table with two rows of data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00
7903		JUAB, RODINES C.	2019	May	360.00

At the bottom of the table, it says "Showing 1 to 2 of 2 entries". To the right of the table are buttons for "Extract to Excel", "Add", and "Delete". A red arrow points to the "Back to Remittance Header" button in the top right corner of the main content area. The status bar at the bottom shows the date and time as 3:46 PM 12/9/2019.

# Step 5: Repeat step 3 if you want to continue to print employee sss details.

The screenshot shows the HRIS-ePAccount software interface. The left sidebar displays a navigation menu with the following items:

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

The main content area is titled "SSS PREMIUMS". It includes a search bar and filter options for Remit Nbr. (08000014), Remittance Year (2019), Remittance Month (September), Status (NOT REMITTED), Batch Nbr (All), Employment Type (Regular Employees), Last Name Starts W/ (dropdown), Department (dropdown), and a date range from 01/01/2019 to 31/12/2019. There are buttons for "Extract to Excel" and "+ Add". A table lists two entries:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Below the table, it says "Showing 1 to 2 of 2 entries". The bottom right corner shows the date and time: 3:46 PM 12/9/2019.

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

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 "SSS PREMIUMS". It features a search bar and filter options: "Show 10 entries", "Remit Nbr.: 08000014", "Remittance Year: 2019", "Remittance Month: September", "Batch Nbr: All", "Employment Type: Regular Employees", "Status: NOT REMITTED", "Last Name Starts W/: --", "Department: --Select Here--". Below these filters is a table with columns: ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTIONS. The table contains two rows of data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

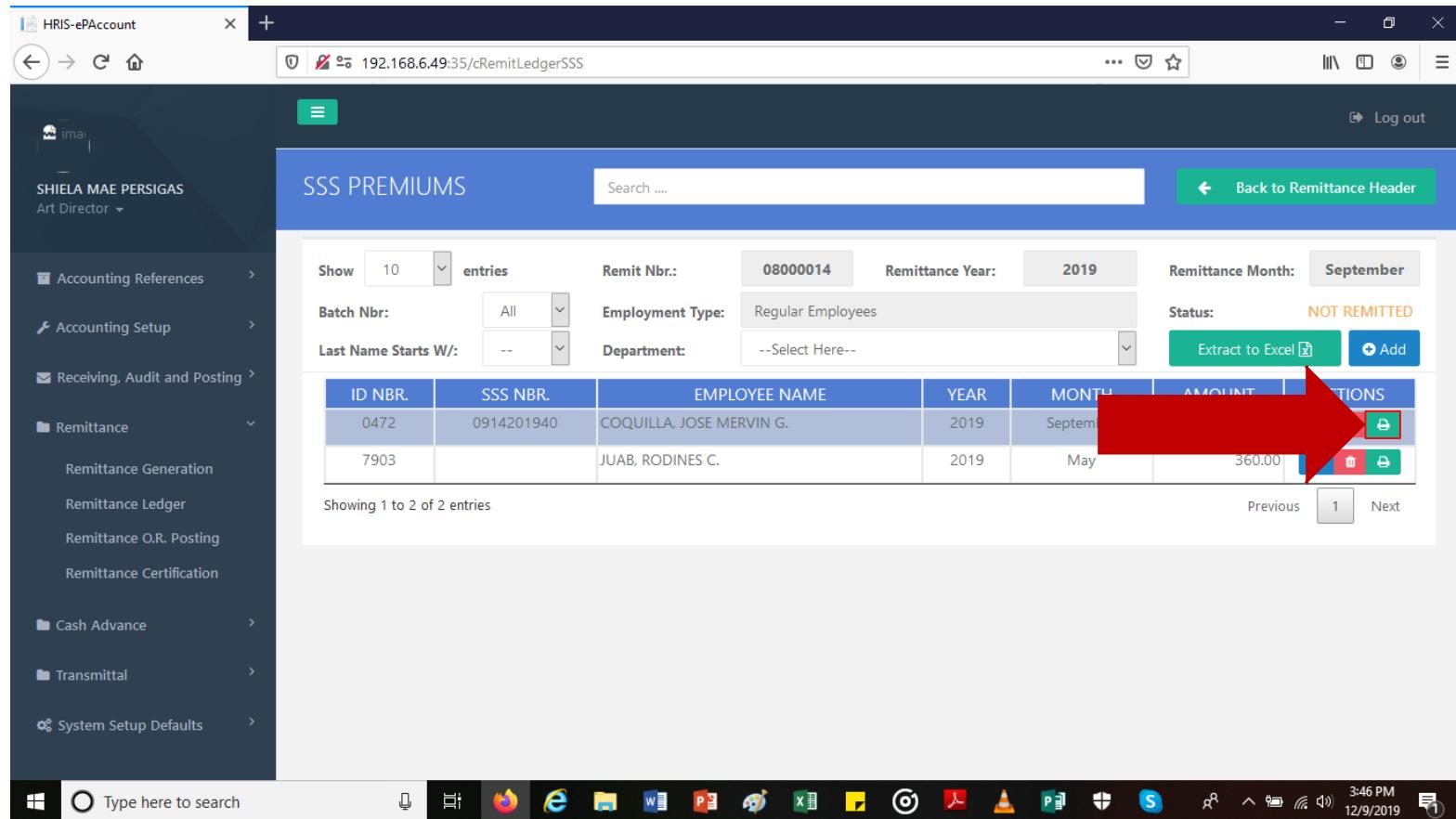
At the bottom of the main content area, it says "Showing 1 to 2 of 2 entries" and has navigation buttons for Previous, Next, and a page number input field set to 1. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

## Step 7: Select specific record that you want to print employee sss details.

The screenshot shows the HRIS-ePAccount software interface. On the left, there's a sidebar with the user's name (SHIELA MAE PERSIGAS) and various menu options like Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance, Cash Advance, Transmittal, and System Setup Defaults. The main area is titled "SSS PREMIUMS" and contains a search bar and filter options for Remit Nbr., Employment Type, Status, and Department. Below these filters is a table with columns: ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTIONS. Two rows of data are listed: one for COQUILLA, JOSE MERVIN G. (ID NBR. 0472, SSS NBR. 0914201940) and another for JUAB, RODINES C. (ID NBR. 7903). The first row is highlighted with a red border. At the bottom, it says "Showing 1 to 2 of 2 entries".

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

## Step 8: Click print button to print employee existing sss details.



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 (selected), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It includes search and filter fields for Remit Nbr. (08000014), Remittance Year (2019), Remittance Month (September), Employment Type (Regular Employees), Status (NOT REMITTED), and Department. Below these are buttons for "Extract to Excel" and "+ Add". The main table displays two entries:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	OPTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	360.00	
7903		JUAB, RODINES C.	2019	May	360.00	

At the bottom, it says "Showing 1 to 2 of 2 entries". A large red arrow points to the print icon in the last column of the table's data area.

• 192.168.6.49:35/Login/Index X +

192.168.6.49:35/Login/Index

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 >

SSS PREMIUMS

Search ....

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September Status: NOT REMITTED Extract to Excel Add

Batch Nbr: Last Name Start

ID NBR. Remittance Year: Employment Type: RSS For Employee:

MONTH	AMOUNT	ACTIONS
September	1,920.00	<input checked="" type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>
May	360.00	<input checked="" type="checkbox"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>

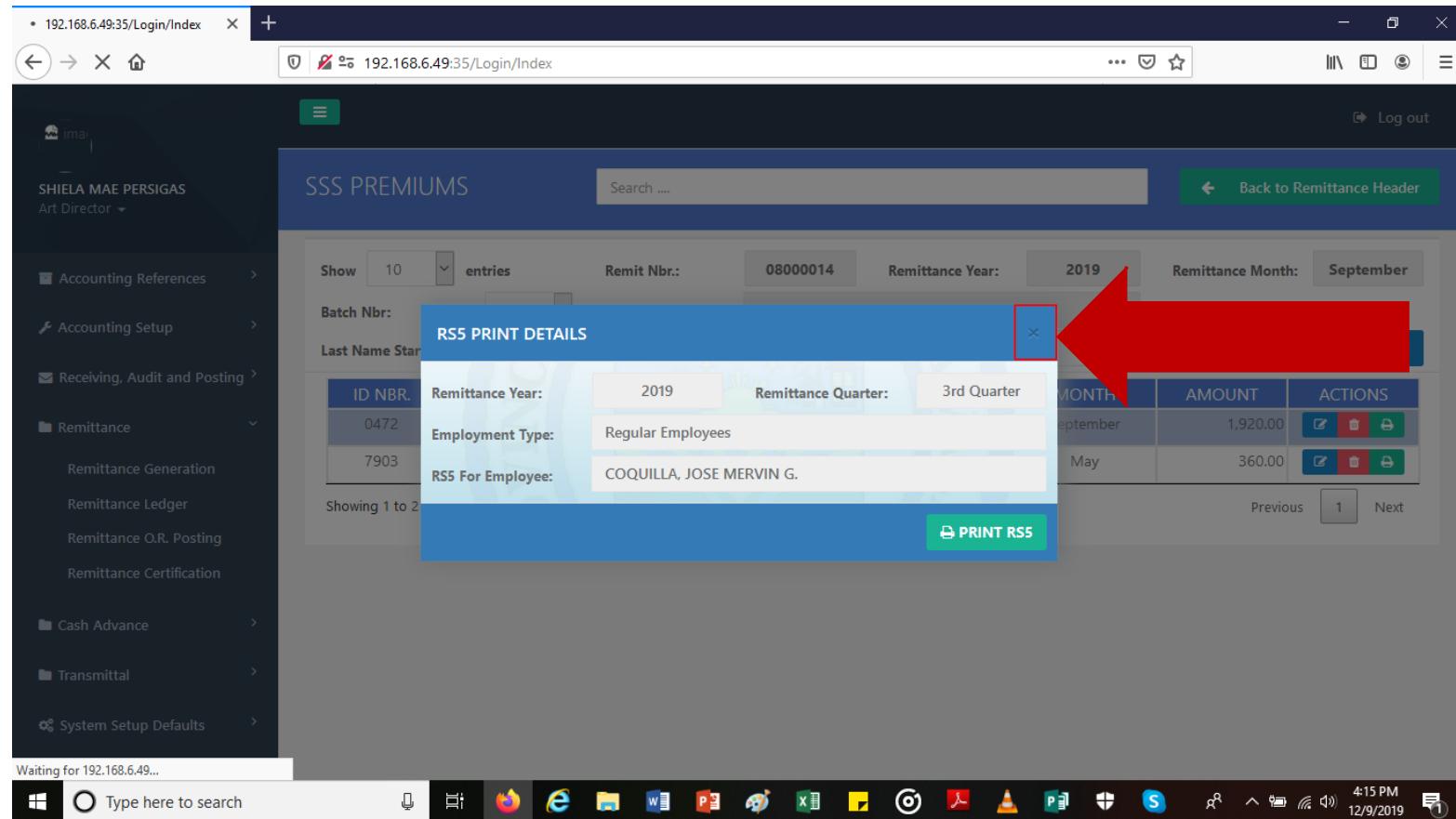
PRINT RSS

Waiting for 192.168.6.49...

Type here to search

4:15 PM 12/9/2019

## Step 9: Click cancel icon record will not be printed.



**Step 10:** If you click **cancel icon** record will not be printed please repeat **step 3 and 8.**

SSS PREMIUMS

Search ....

Batch Nbr: 08000014 Remittance Year: 2019 Remittance Month: September Status: NOT REMITTED

Last Name Start: ID NBR. Remittance Year: 2019 Remittance Quarter: 3rd Quarter

Employment Type: Regular Employees

RS5 For Employee: COQUILLA, JOSE MERVIN G.

PRINT RS5

MONTH	AMOUNT	ACTIONS
September	1,920.00	[Edit] [Delete] [Print]
May	360.00	[Edit] [Delete] [Print]

Showing 1 to 2 of 2

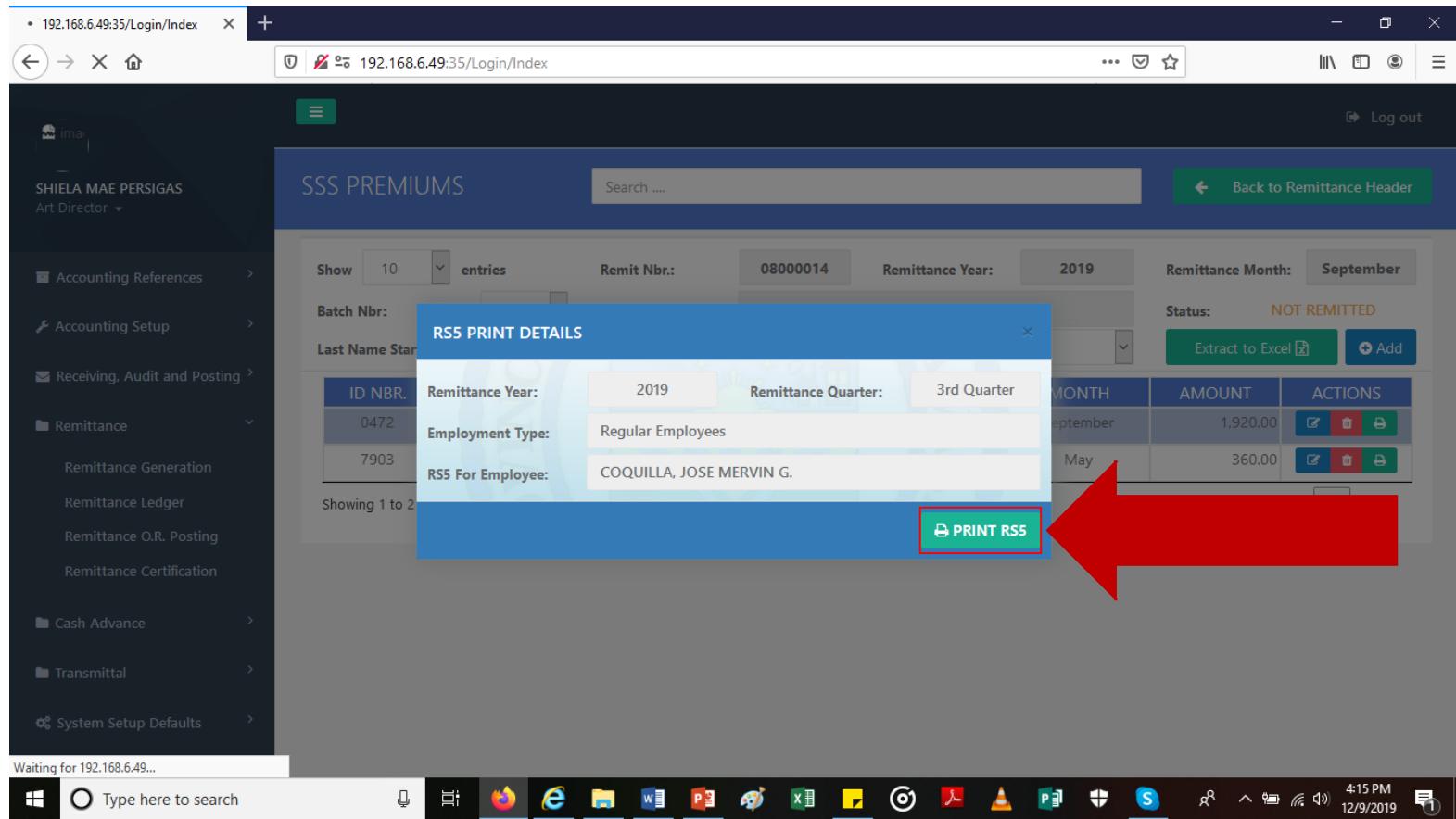
Previous 1 Next

Waiting for 192.168.6.49...

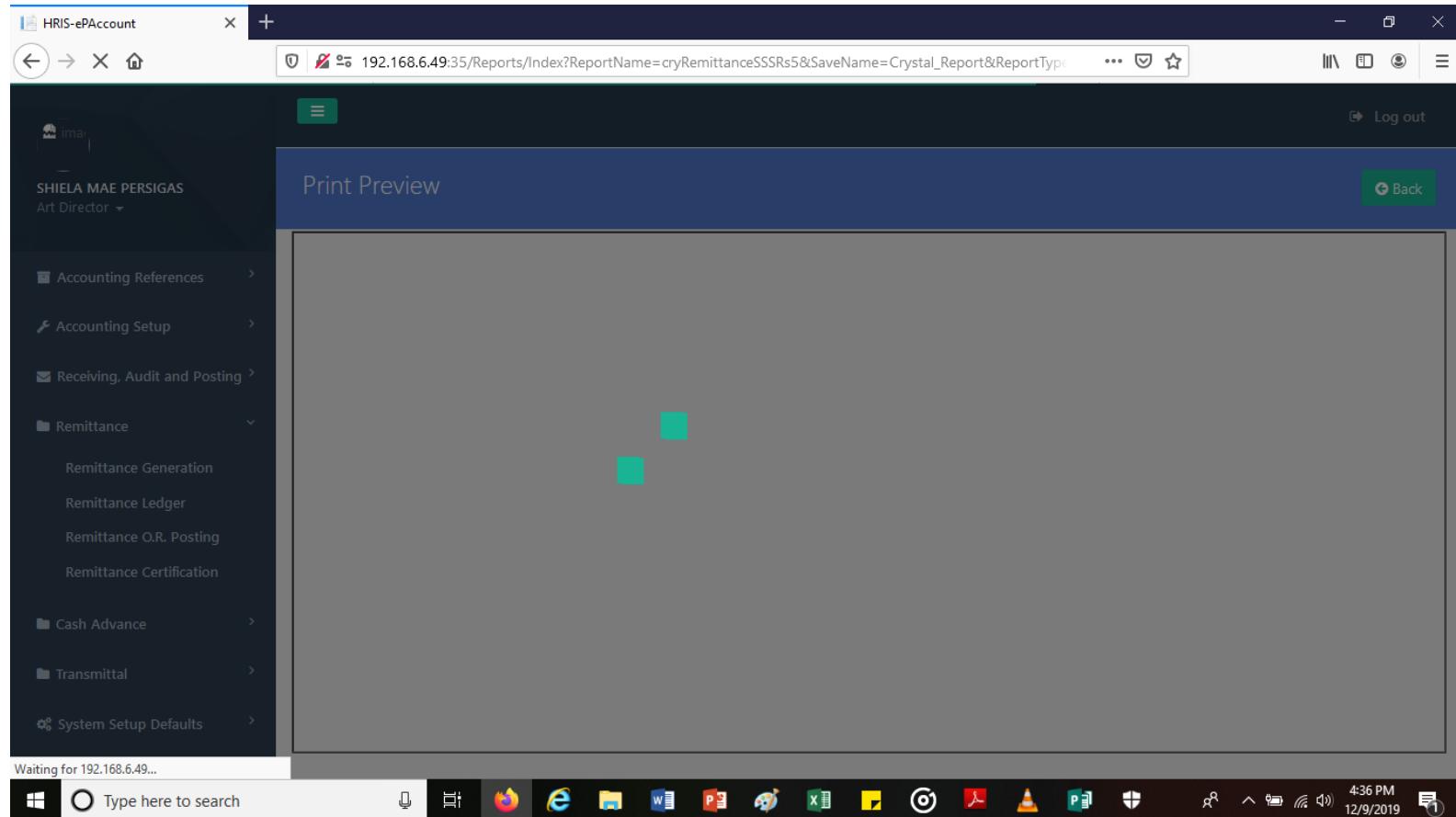
Type here to search

4:15 PM 12/9/2019

# Step 11: Click print RSS button to print sss premium remittance information.



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



HRIS-eAccount

192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSRs5&SaveName=Crystal\_Report&ReportType=

Log out

Print Preview

Main Report

SOCIAL SECURITY SYSTEM  
CONTRIBUTIONS  
PAYMENT FORM

CON-01181 (05-2014)  
(THIS IS YOUR OFFICIAL RECEIPT WHEN  
VALIDATED)

PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT  
THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE  
BLACK INK ONLY.

TO BE FILLED OUT BY EMPLOYER

Business     Household

Self-Employed/Non-Working Spouse  
 Voluntary/Farmer/Fisherman  
 OFW (Foreign Address - City, Country)

EMPLOYER NUMBER

SS NUMBER (10 0914201940 DIGITS) COMMON REFERENCE NUMBER (IF  
ANY, 12 DIGITS)

EMPLOYER NAME

NAME JOSE MERVIN G. COQUILLA

TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. 7 BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY)  
(CITY/MUNICIPALITY/PROVINCE) Cabidianan, Nabunturan, Compostela Valley ZIP CODE 8800 TAX IDENTIFICATION NUMBER (IF ANY)

MOBILE/CELLPHONE NUMBER E-MAIL ADDRESS WEBSITE (FOR BUSINESS PAYOR)

Type here to search

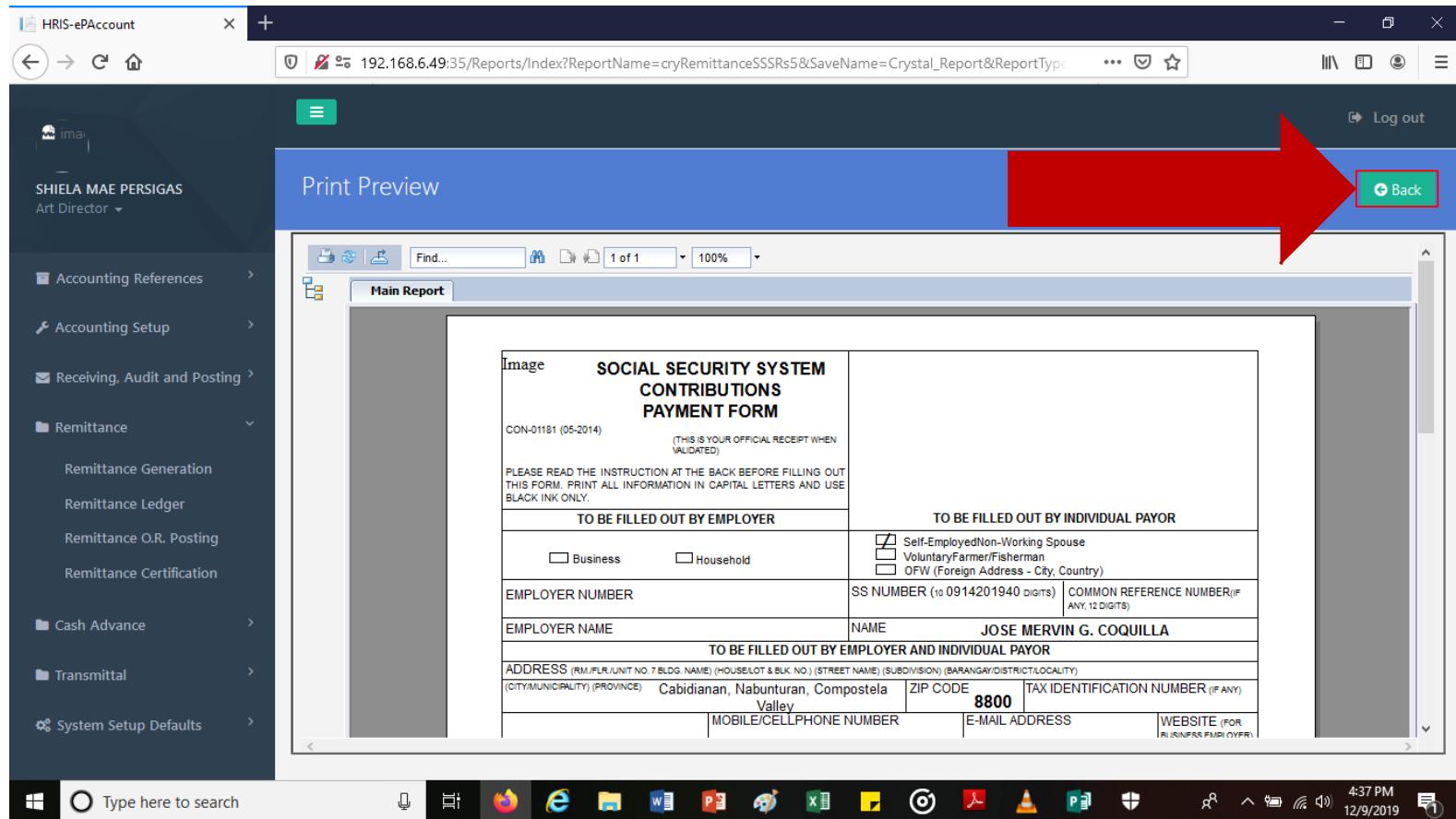
4:37 PM  
12/9/2019

**Note:**

In print preview of sss premiums record is the **remitted**, **not remitted** or **partially remitted** remittance it depends on the remittance header status if **remitted**, **not remitted** or **partially remitted**.



## Step 12: Click back button to go back to previous page.



# Step 13: Repeat step 11 if you want to continue.

The screenshot shows a Windows desktop environment with a web browser window open to the HRIS-ePAccount system. The browser URL is 192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSRs5&SaveName=Crystal\_Report&ReportType=1. The page title is "Print Preview".

The left sidebar menu includes:

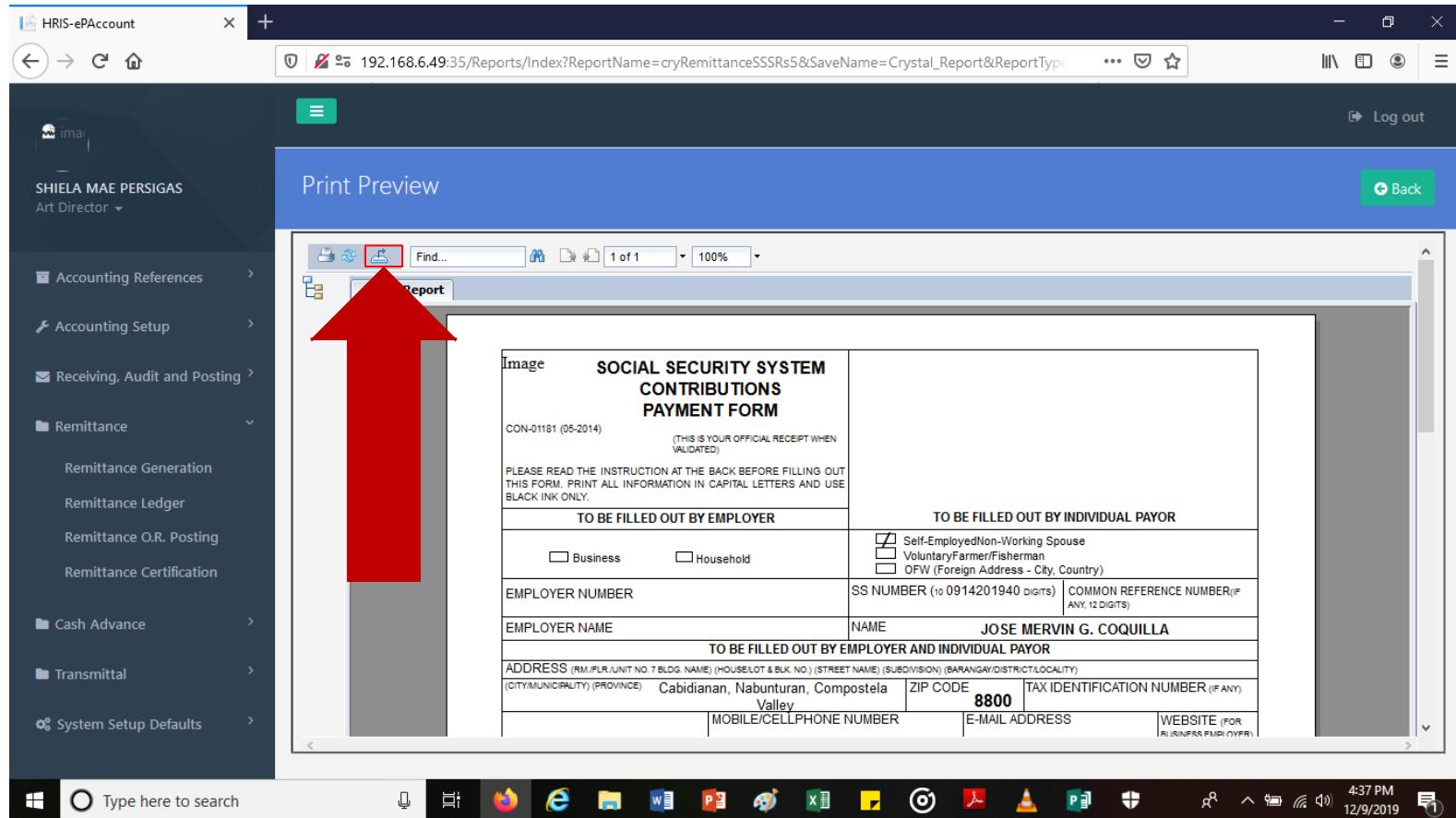
- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
  - Remittance Generation
  - Remittance Ledger
  - Remittance O.R. Posting
  - Remittance Certification
- Cash Advance
- Transmittal
- System Setup Defaults

The main content area displays a "Main Report" titled "SOCIAL SECURITY SYSTEM CONTRIBUTIONS PAYMENT FORM" (CON-01181 (05-2014)). The form instructions state: "(THIS IS YOUR OFFICIAL RECEIPT WHEN VALIDATED). PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY." It is divided into sections:

- TO BE FILLED OUT BY EMPLOYER**: Fields include Business (checkbox), Household (checkbox), and checkboxes for Self-Employed/Non-Working Spouse, Voluntary/Farmer/Fisherman, and OFW (Foreign Address - City, Country).
- EMPLOYER NUMBER** and **SS NUMBER (to 0914201940 digits)** fields. A note states: "COMMON REFERENCE NUMBER(IF ANY, 12 DIGITS)"
- EMPLOYER NAME** field, with the value "JOSE MERVIN G. COQUILLA".
- TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR**: Fields include ADDRESS (RM./PLR./UNIT NO. / BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY/PROVINCE) "Cabidianan, Nabunturan, Compostela Valley", ZIP CODE "8800", TAX IDENTIFICATION NUMBER (IF ANY) "FBI", MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS, and WEBSITE (FOR BUSINESS FIRM ONLY).

The taskbar at the bottom shows various pinned application icons, and the system tray indicates the date and time as 4:37 PM on 12/9/2019.

# Step 14: Click export icon to export data.



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSQtrly&SaveName=Crystal\_Report&ReportType=

Log out

Print Preview

Main Report

Provincial Government of Compostela Valley

Export

File Format: Crystal Reports (RPT)

Page Range:  All Pages

From: \_\_\_\_\_ To: \_\_\_\_\_

PREMIUMS (3rd QUARTER)

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

Type here to search

11:53 AM  
12/2/2019

## **Note:**

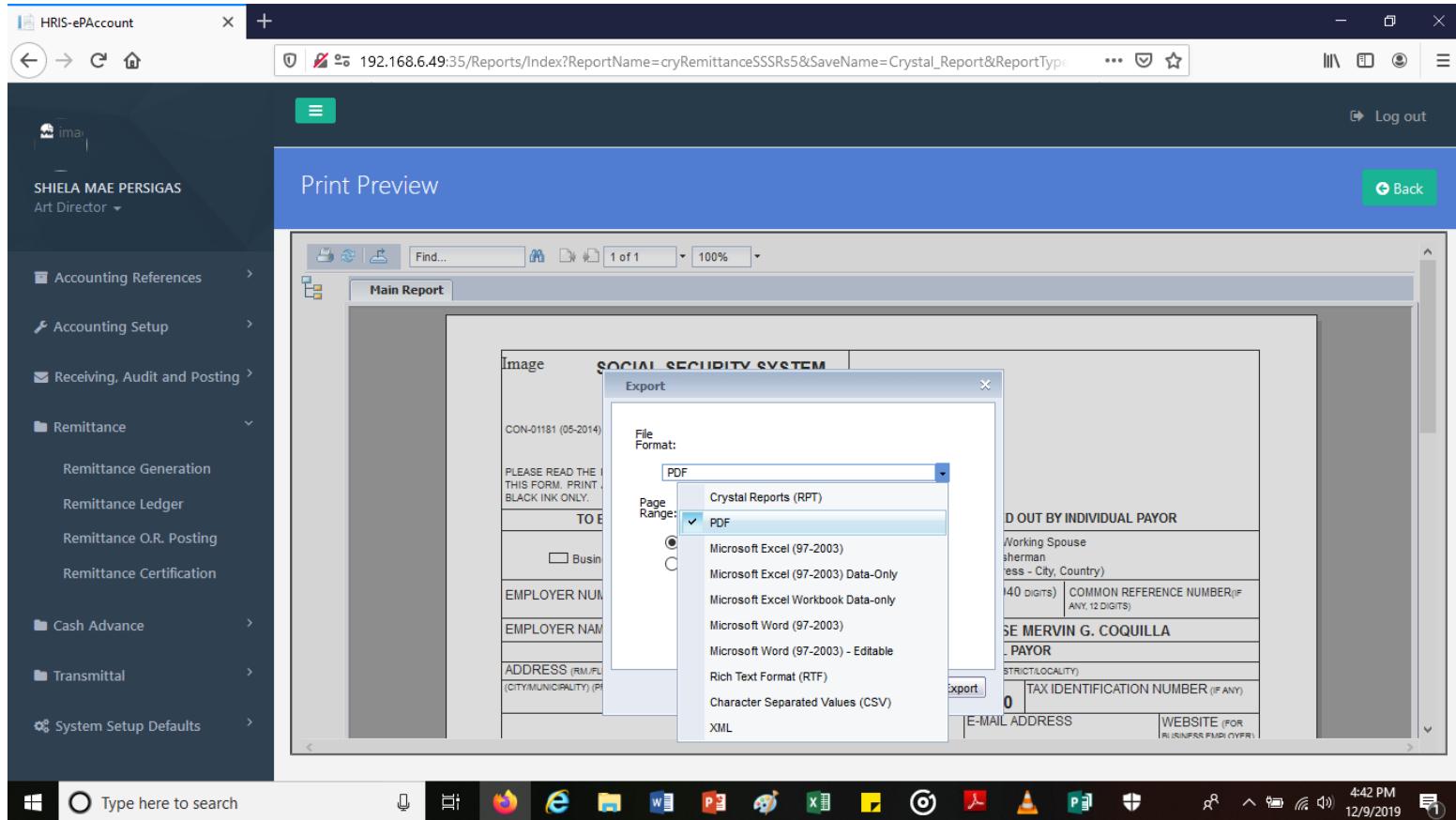
If you click **export icon** expected result export option modal page will appear. Take note export option pop-up window varies to the browser use by the user for printing. So expected that if you use different type of browser in printing information different print setting window or option will pop-up.

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

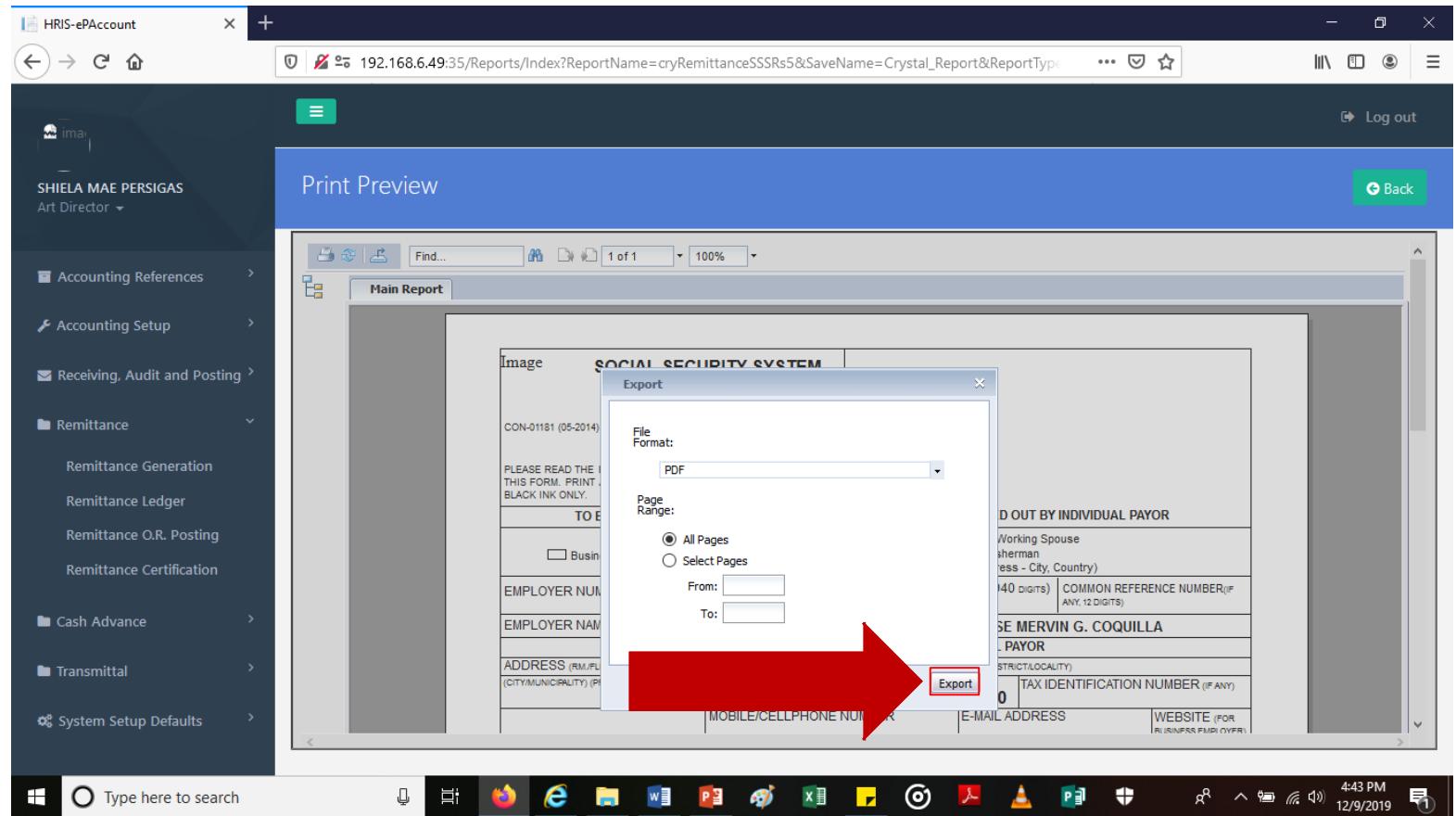


**Step 15:** Click dropdown list in order to select **pdf file format** and export file.

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



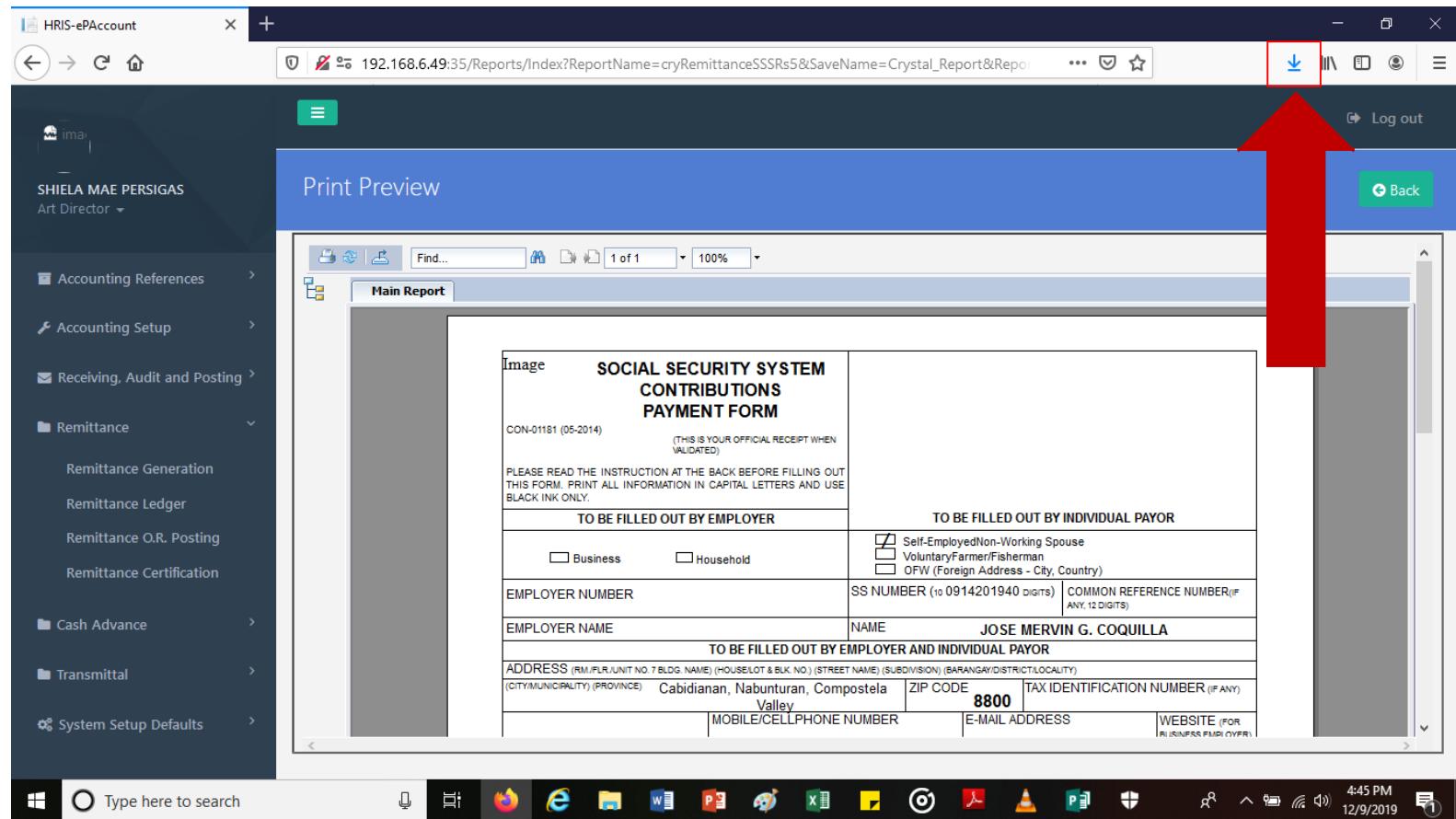
**Step 16:** Click **export button** in order to print and download the selected file.



## **Note:**

If you click **export button** expected record will automatically download selected file format. Basically in **Firefox browser** in order to view downloaded file you need to click **view download** of the browser to view downloaded file.

**Step 17: Click view download in order to download and print the selected file.**



HRIS-ePAccount

192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSRs5&SaveName=Crystal\_Report&Repo...

Log out

Print Preview

Show All Downloads

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

Main Report

SOCIAL SECURITY SYSTEM  
CONTRIBUTIONS  
PAYMENT FORM

CON-01181 (05-2014) (THIS IS YOUR OFFICIAL RECEIPT WHEN VALIDATED)

PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

TO BE FILLED OUT BY EMPLOYER

Business  Household

Self-Employed/Non-Working Spouse  
 Voluntary/Farmer/Fisherman  
 OFW (Foreign Address - City, Country)

EMPLOYER NUMBER SS NUMBER (9 0914201940 DIGITS) COMMON REFERENCE NUMBER (IF ANY, 12 DIGITS)

EMPLOYER NAME NAME JOSE MERVIN G. COQUILLA

TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. 7 BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY)  
(CITY/MUNICIPALITY/PROVINCE) Cabidianan, Nabunturan, Compostela Valley ZIP CODE 8800 TAX IDENTIFICATION NUMBER (IF ANY)

MOBILE/CELLPHONE NUMBER E-MAIL ADDRESS WEBSITE (FOR BUSINESS/PMB/OFPR)

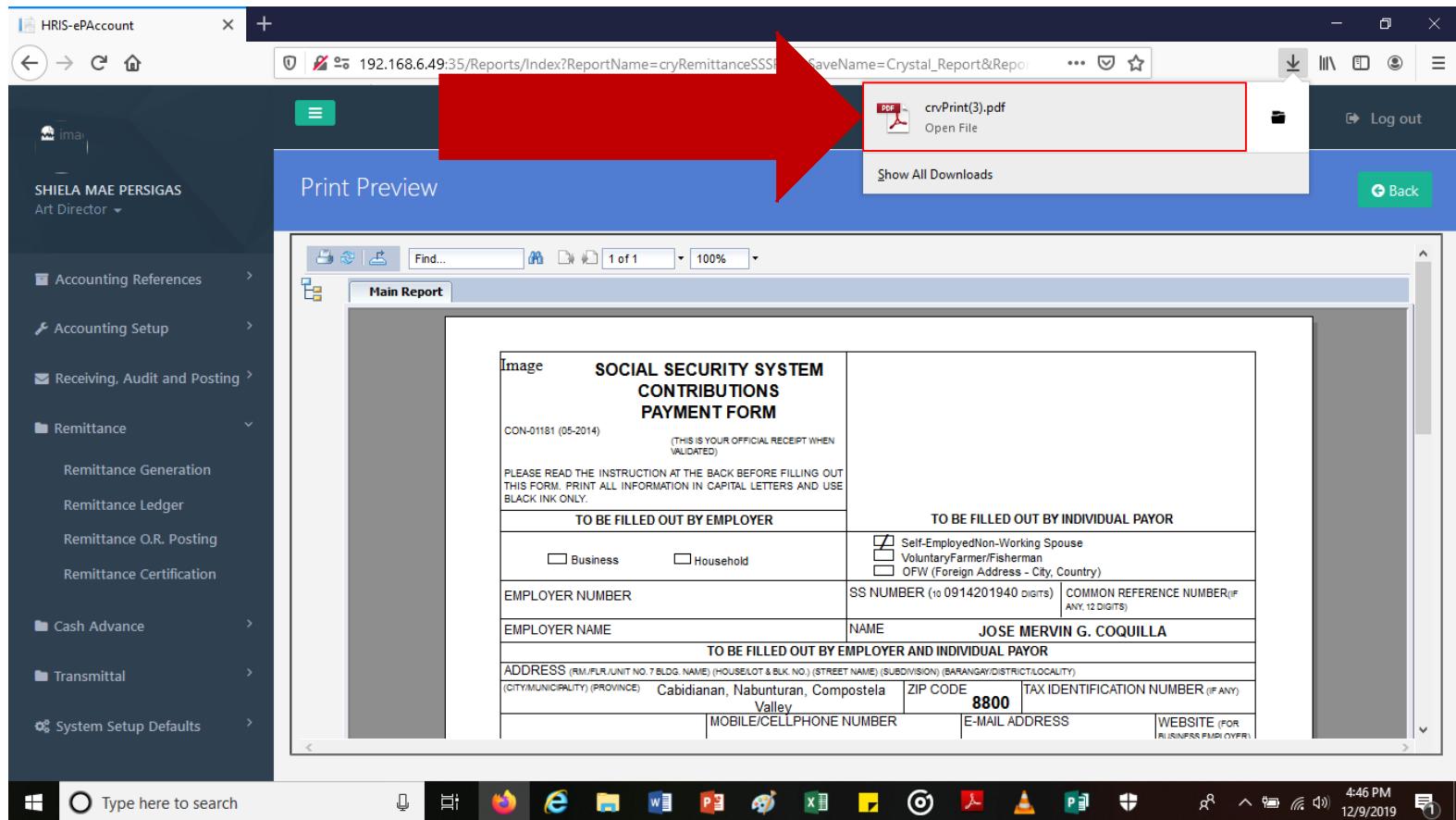
Type here to search

4:46 PM  
12/9/2019

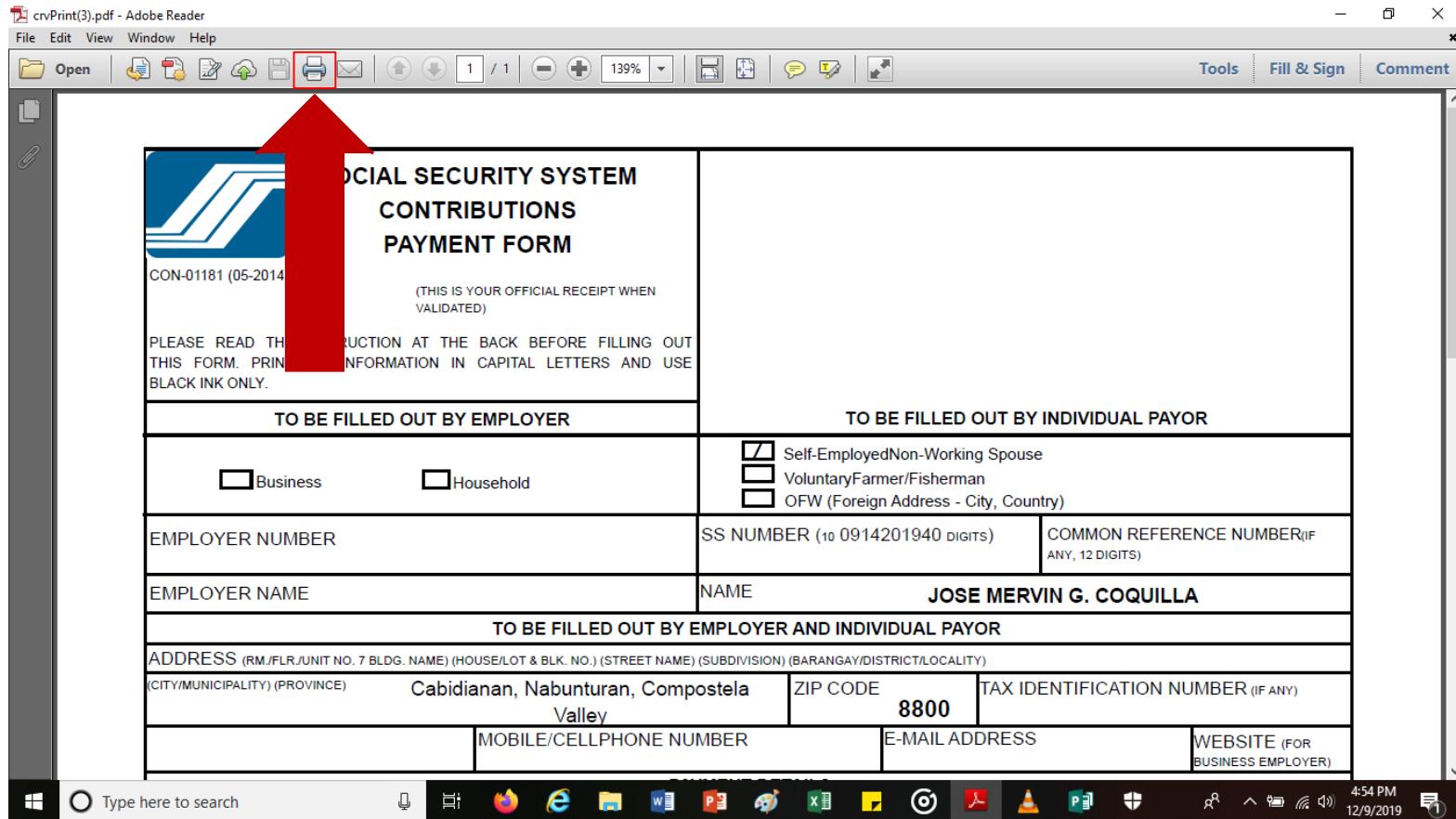
## Step 18: Select specific file in order to open and print.

The screenshot shows a web browser window titled "HRIS-ePAccount" with the URL "192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSSRs5&SaveName=Crystal\_Report&Repo...". The browser's address bar also displays the same URL. A red box highlights a download dialog box in the top right corner, which contains a PDF icon and the text "crvPrint(3).pdf Open File". Below the dialog, a "Show All Downloads" link is visible. The main content area of the browser shows a "Print Preview" of a "Main Report". The report is titled "SOCIAL SECURITY SYSTEM CONTRIBUTIONS PAYMENT FORM" (CON-01181 (05-2014)). It includes instructions: "(THIS IS YOUR OFFICIAL RECEIPT WHEN VALIDATED) PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY." The form is divided into sections: "TO BE FILLED OUT BY EMPLOYER" (Business or Household), "TO BE FILLED OUT BY INDIVIDUAL PAYOR" (checkboxes for Self-Employed, Non-Working Spouse, Voluntary Farmer/Fisherman, OFW (Foreign Address - City, Country)), "EMPLOYER NUMBER" (SS NUMBER field), "COMMON REFERENCE NUMBER (IF ANY, 12 DIGITS)", "EMPLOYER NAME" (NAME field containing "JOSE MERVIN G. COQUILLA"), "TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR" (ADDRESS section with fields for CITY/MUNICIPALITY/PROVINCE, STREET NAME, SUBDIVISION, BARANGAY/DISTRICT/LOCALITY, ZIP CODE, TAX IDENTIFICATION NUMBER (IF ANY), MOBILE/CELLPHONE NUMBER, E-MAIL ADDRESS, and WEBSITE (FOR BUSINESS FMP1 OWNER)), and "VALLEY". The bottom of the browser window shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 4:46 PM on 12/9/2019.

## Step 19: Click the selected file to open and print file.



## Step 20: Click print icon in order to print file.



crvPrint(3).pdf - Adobe Reader

File Edit View Window Help

Open

Print

Printer: Microsoft Print to PDF

Copies: 1

Pages to Print:

All

Current page

Pages: 1

More Options

Page Sizing & Handling

Shrink oversized pages

Fit

Actual size

Custom Scale: 100 %

Choose paper source by PDF page size

Orientation:

Auto portrait/landscape

Portrait

Landscape

Comments & Forms

Document and Markups

Summarize Comments

Scale: 100%

8.5 x 11 Inches

Print Preview:

Page 1 of 1

Print Cancel

Tools Fill & Sign Comment

CON-01181 (05-2014)

PLEASE READ THIS FORM. PRINT BLACK INK ONLY.

EMPLOYER NUMBER

EMPLOYER NAME

ADDRESS (RM./FL.) (CITY/MUNICIPALITY) (PROVINCE)

MOBILE/CELLPHONE NUMBER

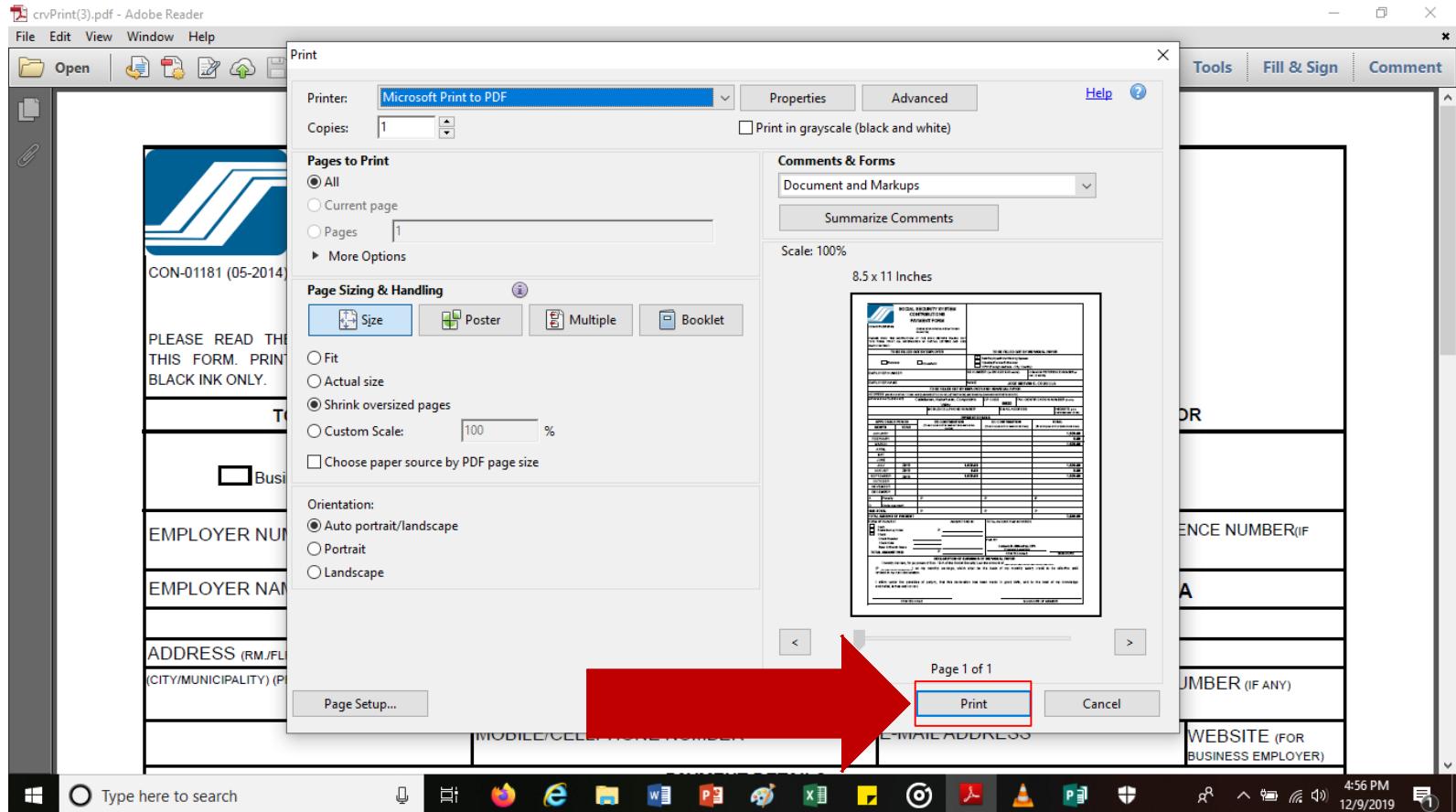
E-MAIL ADDRESS

WEBSITE (FOR BUSINESS EMPLOYER)

Type here to search

4:56 PM 12/9/2019

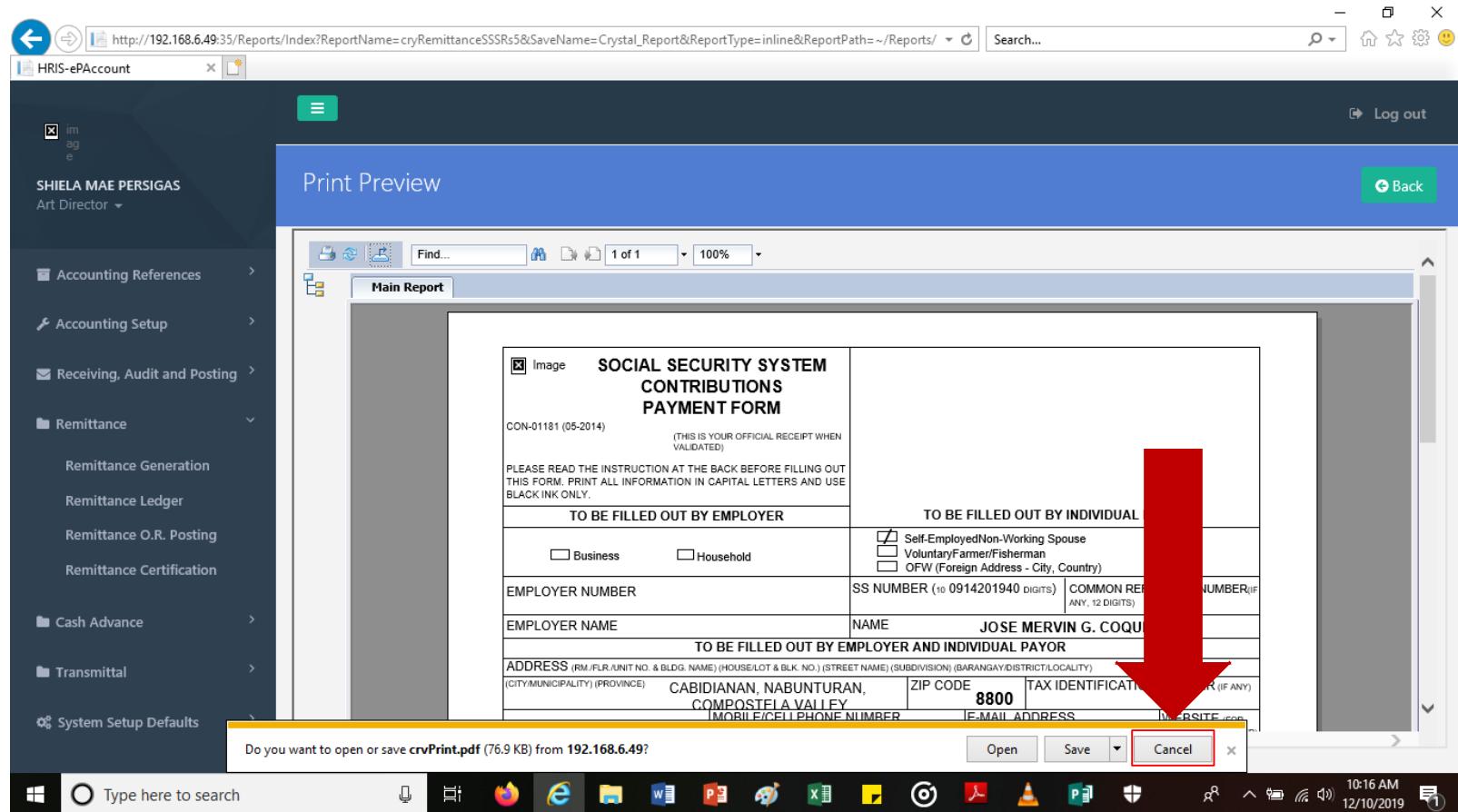
# Step 21: Click print button for you to print file.



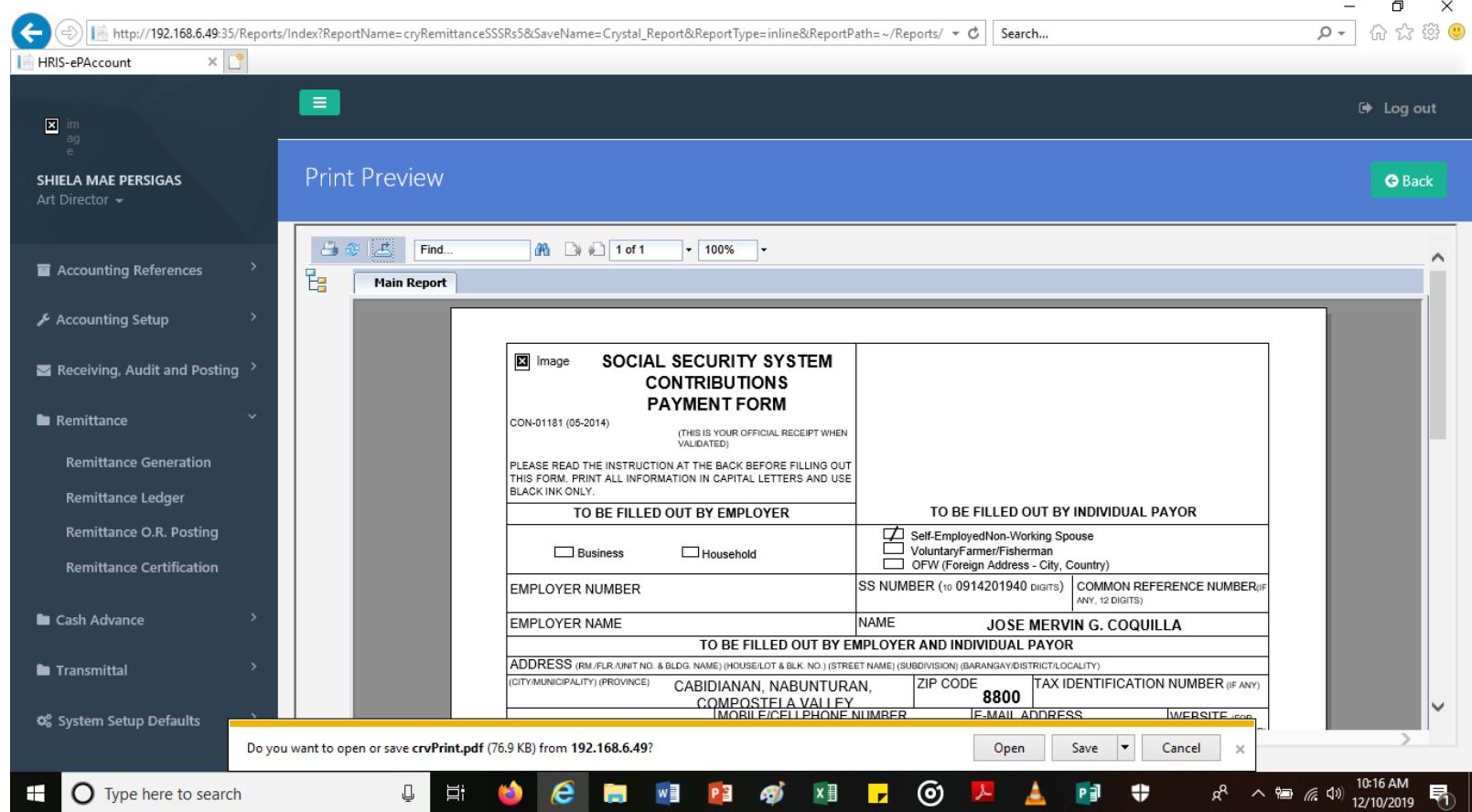
**Note:** If you use **internet explorer browser** expected that if you click **export button** record will be automatically exported and visible in **print preview main page**.

The screenshot shows a web-based application interface for HRIS-eAccount. On the left, a sidebar lists various menu items such as 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 'Print Preview' and displays a 'Main Report' window. The report itself is a 'SOCIAL SECURITY SYSTEM CONTRIBUTIONS PAYMENT FORM' (CON-01181 (05-2014)). It contains sections for 'TO BE FILLED OUT BY EMPLOYER' (Business or Household) and 'TO BE FILLED OUT BY INDIVIDUAL PAYOR' (Self-Employed/Non-Working Spouse, Voluntary/Farmer/Fisherman, OFW). Below this, it asks for Employer Number, SS Number, and Name. At the bottom, it provides address details for CABIDIANAN, NABUNTURAN, COMPOSTELA VALLEY, ZIP CODE 8800, and TAX IDENTIFICATION NUMBER. A red box highlights a download dialog at the bottom of the screen, which asks 'Do you want to open or save crvPrint.pdf (76.9 KB) from 192.168.6.49?'. The dialog has 'Open', 'Save', and 'Cancel' buttons. The taskbar at the bottom shows various application icons and the system clock indicating 10:16 AM on 12/10/2019.

**Step 22:** If you don't want to print record click **cancel** button in order to cancel.



# Step 23: Repeat step 14, 15 and 16 if you want to continue.

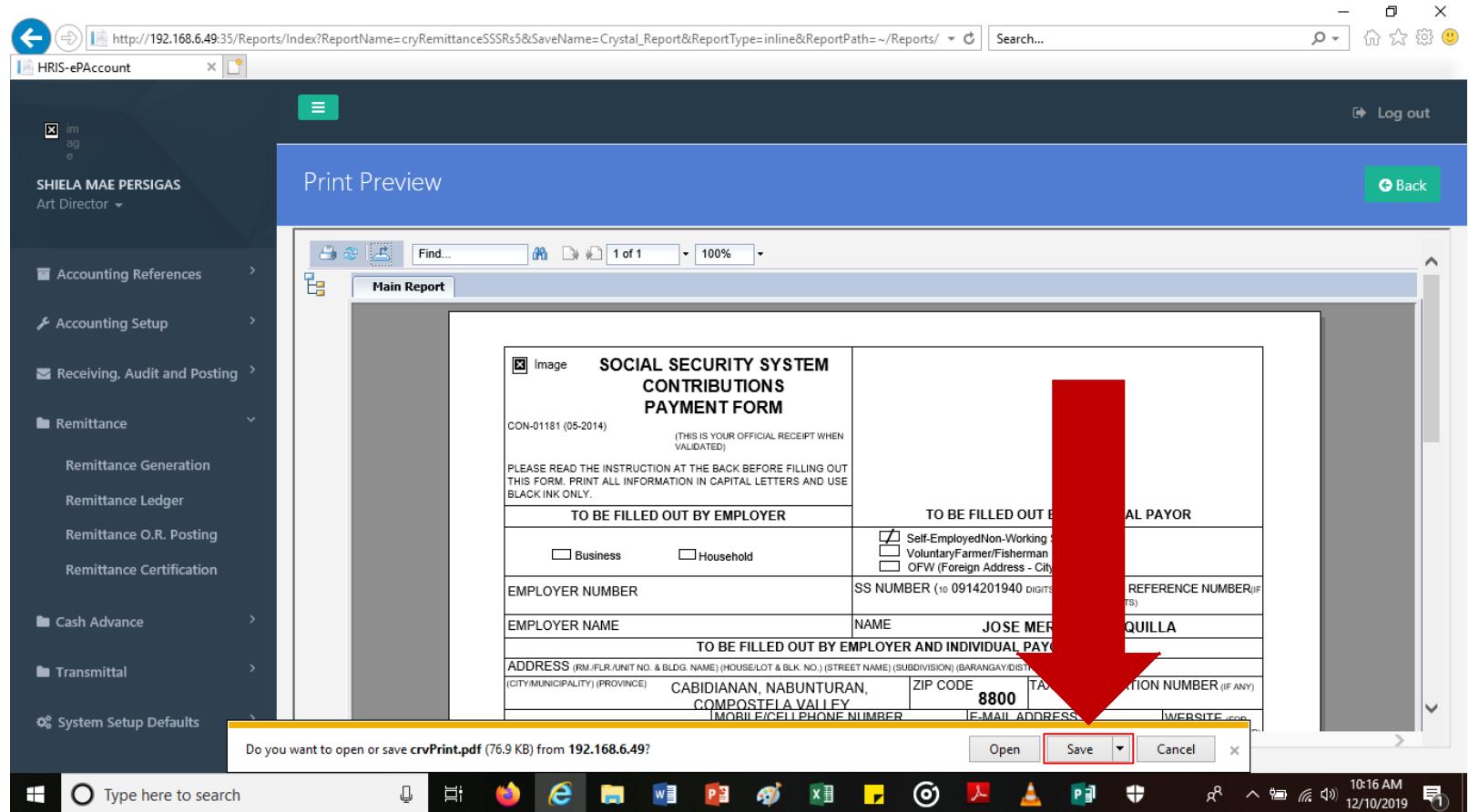


## **Note:**

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 14, 15** and **16** 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 23: Click save button if you want to save the exported file.



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

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

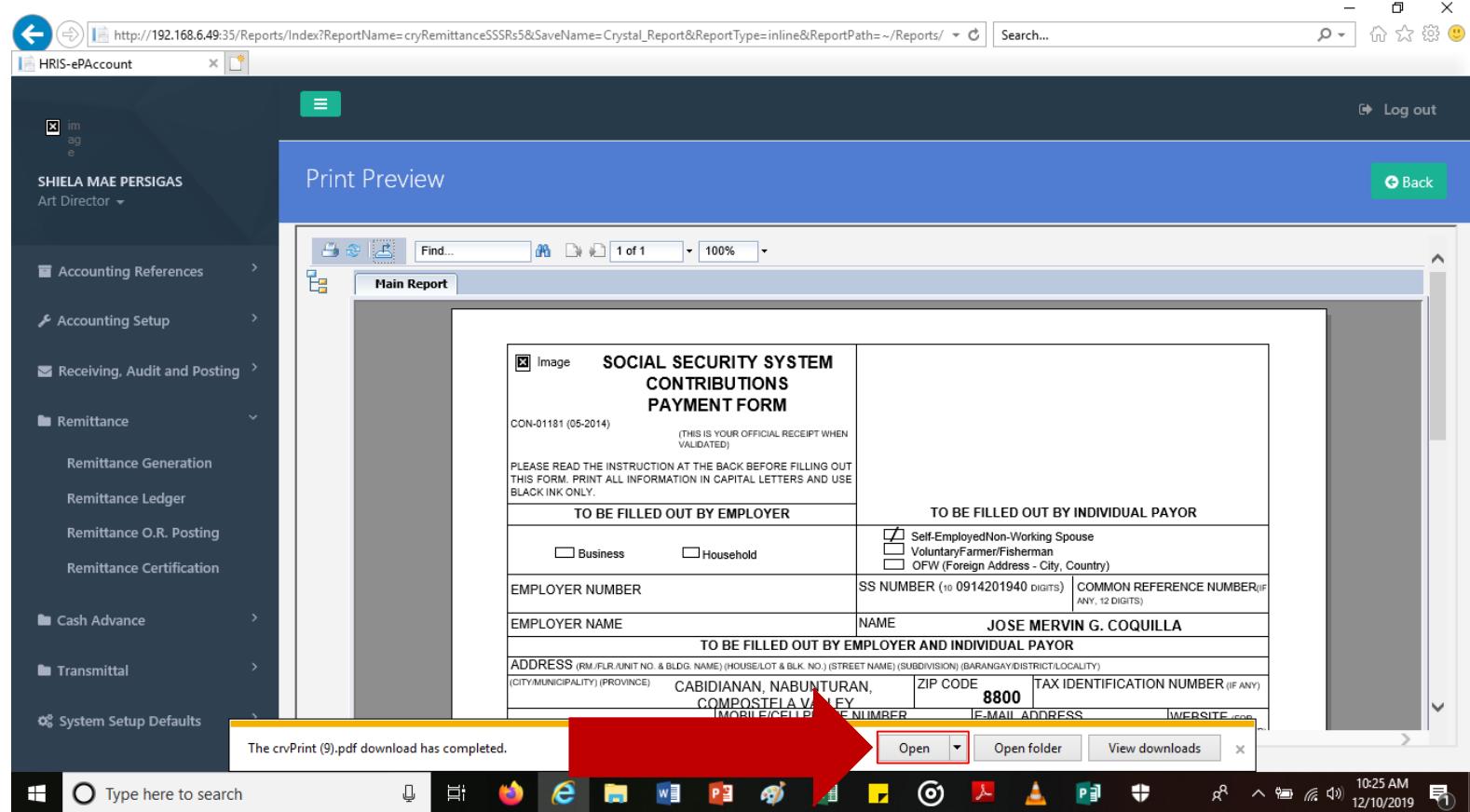
- Accounting References
- Accounting Setup
- Receiving, Audit and Posting
- Remittance
  - Remittance Generation
  - Remittance Ledger
  - Remittance O.R. Posting
  - Remittance Certification
- Cash Advance
- Transmittal
- System Setup Defaults

The main area is titled "Print Preview" and displays a "Main Report" window. The report is a "SOCIAL SECURITY SYSTEM CONTRIBUTIONS PAYMENT FORM" (CON-01181 (05-2014)). It contains fields for employer information (Employer Number, Name, Address, Zip Code, Tax Identification Number), individual payor information (Name, SS Number, Common Reference Number), and employment status (Business or Household). There are also checkboxes for self-employed individuals, non-working spouses, voluntary farmers, fishermen, and OFWs.

At the bottom of the print preview window, a message says "The crvPrint (9).pdf download has completed." Below the window, there are buttons for "Open", "Open folder", and "View downloads".

The taskbar at the bottom of the screen shows various application icons, and the system tray indicates the date and time as 10:25 AM on 12/10/2019.

**Step 24:** If you want to continue click **open** button to open the downloaded file.



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

crvPrint (9).pdf - Adobe Reader

File Edit View Window Help

Tools Fill & Sign Comment

 SOCIAL SECURITY SYSTEM  
CONTRIBUTIONS  
PAYMENT FORM  
CON-01181 (05-2014)

(THIS IS YOUR OFFICIAL RECEIPT WHEN  
VALIDATED)

PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT  
THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE  
BLACK INK ONLY.

TO BE FILLED OUT BY EMPLOYER

Business  Household

Self-EmployedNon-Working Spouse  
 VoluntaryFarmer/Fisherman  
 OFW (Foreign Address - City, Country)

EMPLOYER NUMBER SS NUMBER (10 0914201940 DIGITS) COMMON REFERENCE NUMBER (IF ANY, 12 DIGITS)

EMPLOYER NAME NAME JOSE MERVIN G. COQUILLA

TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY)  
(CITY/MUNICIPALITY) (PROVINCE) CABIDIANAN, NABUNTURAN,  
COMPOSTELA VALLEY ZIP CODE 8800 TAX IDENTIFICATION NUMBER (IF ANY)

MOBILE/CELLPHONE NUMBER E-MAIL ADDRESS WEBSITE (FOR BUSINESS EMPLOYER)

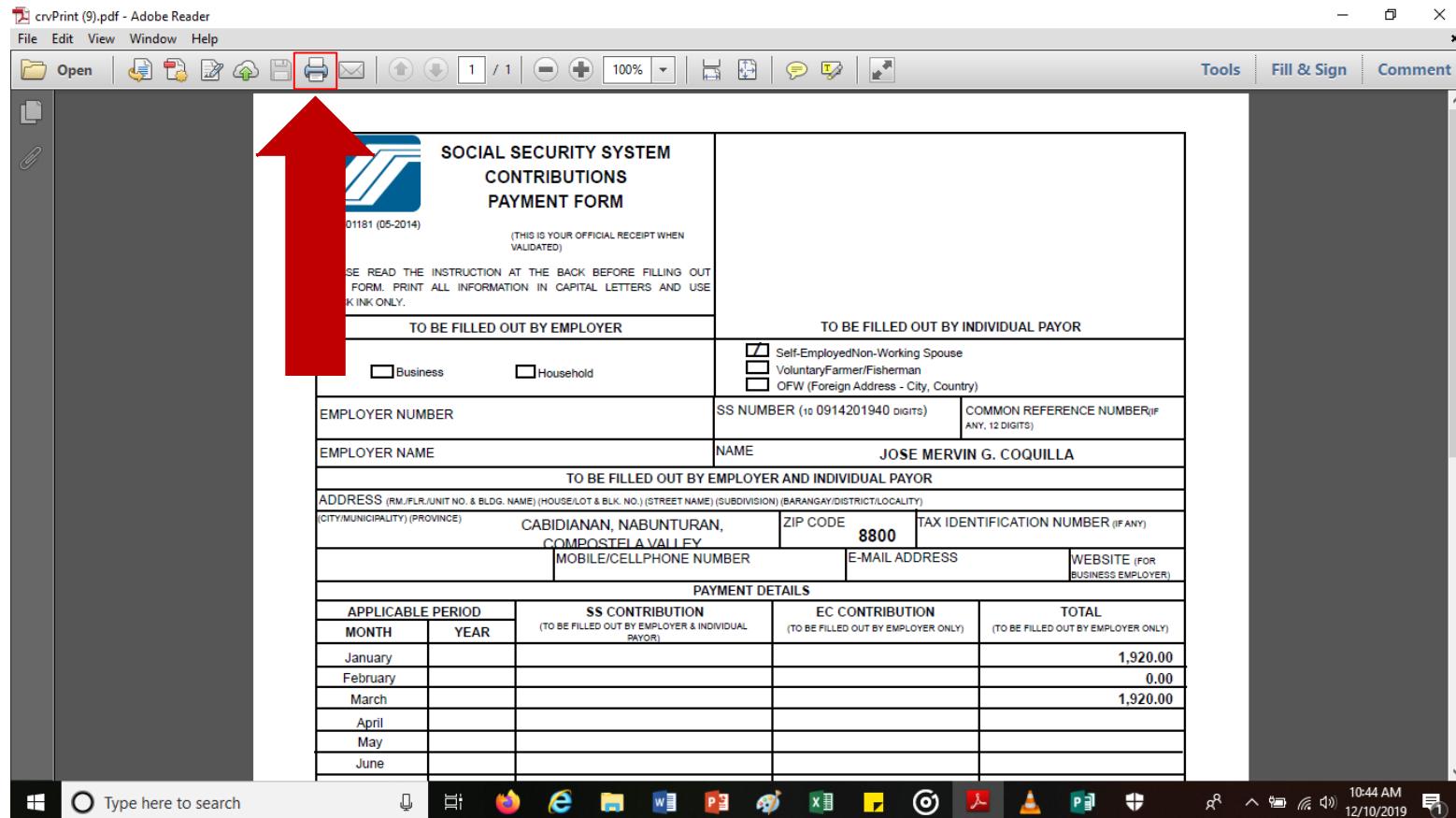
PAYMENT DETAILS

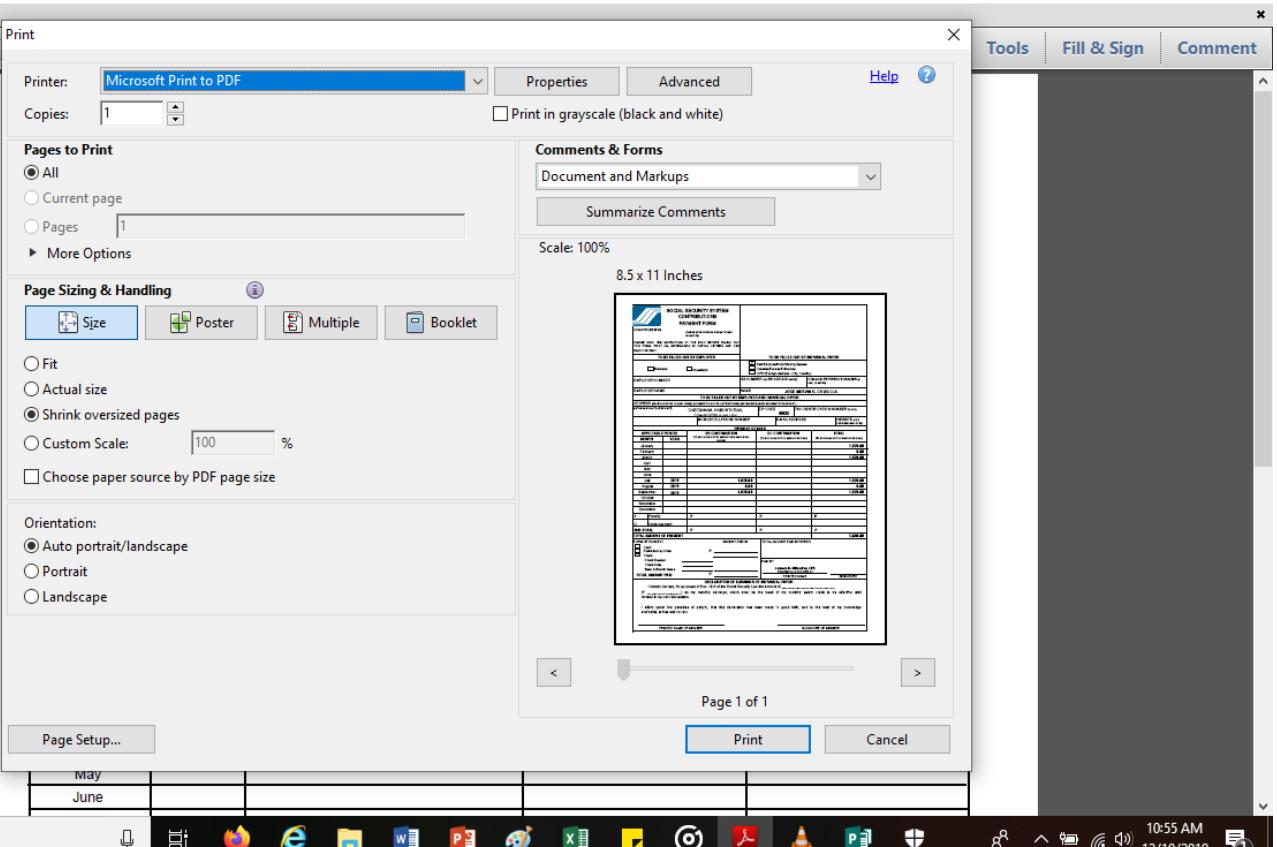
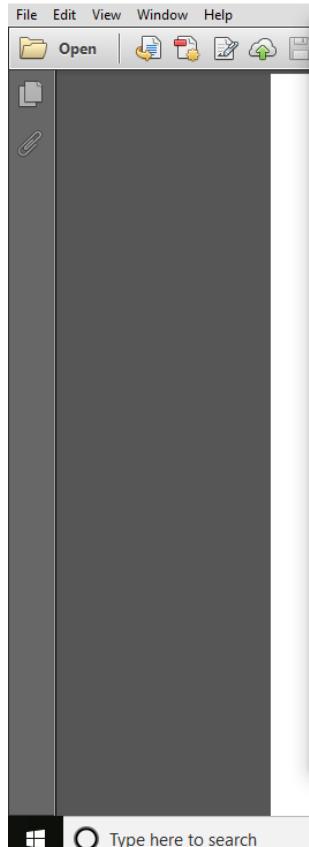
APPLICABLE PERIOD		SS CONTRIBUTION (TO BE FILLED OUT BY EMPLOYER & INDIVIDUAL PAYOR)	EC CONTRIBUTION (TO BE FILLED OUT BY EMPLOYER ONLY)	TOTAL (TO BE FILLED OUT BY EMPLOYER ONLY)
MONTH	YEAR			
January				1,920.00
February				0.00
March				1,920.00
April				
May				
June				

Type here to search

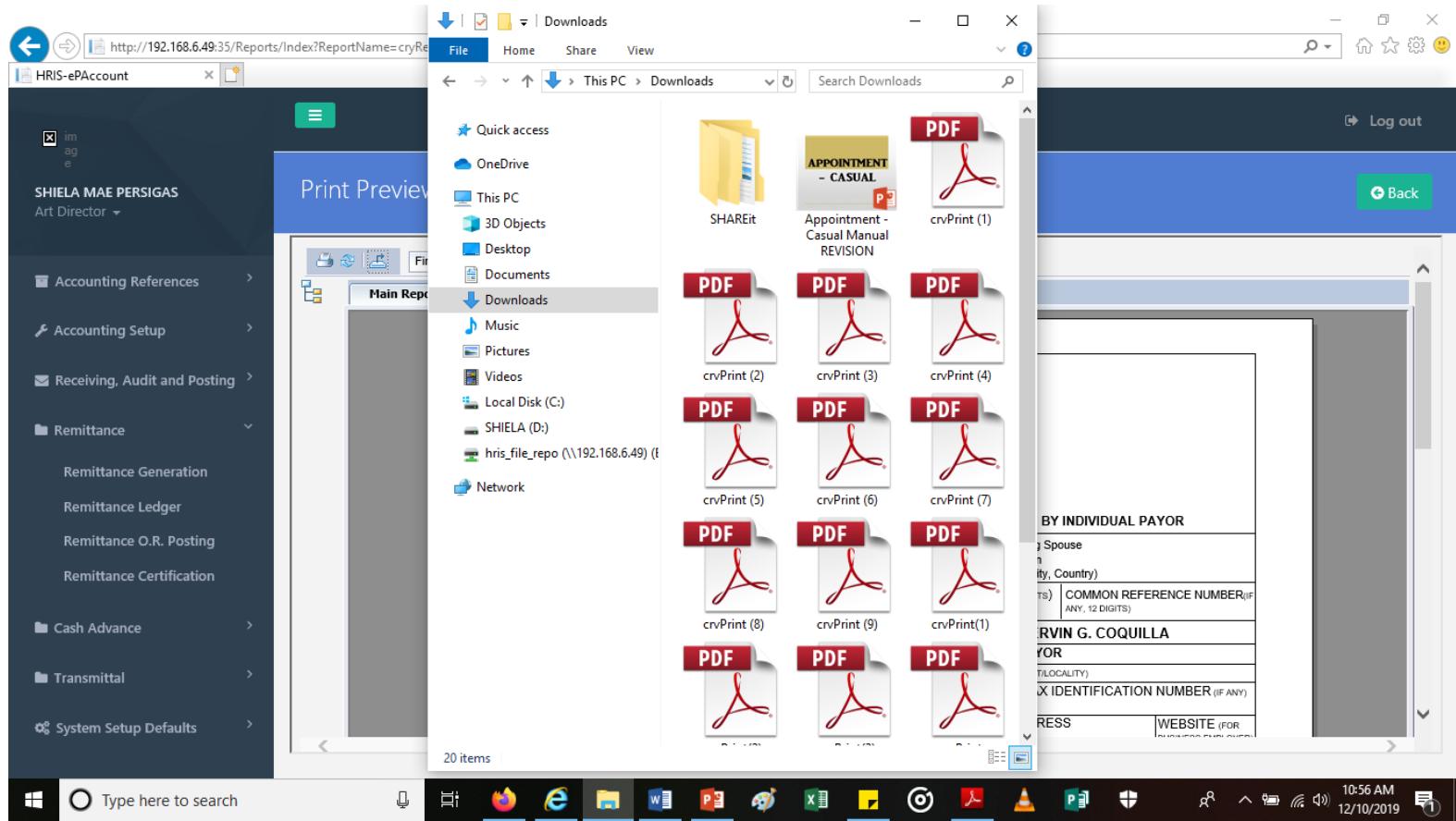
10:44 AM 12/10/2019

## Step 25: Click print icon in order to print the downloaded file.

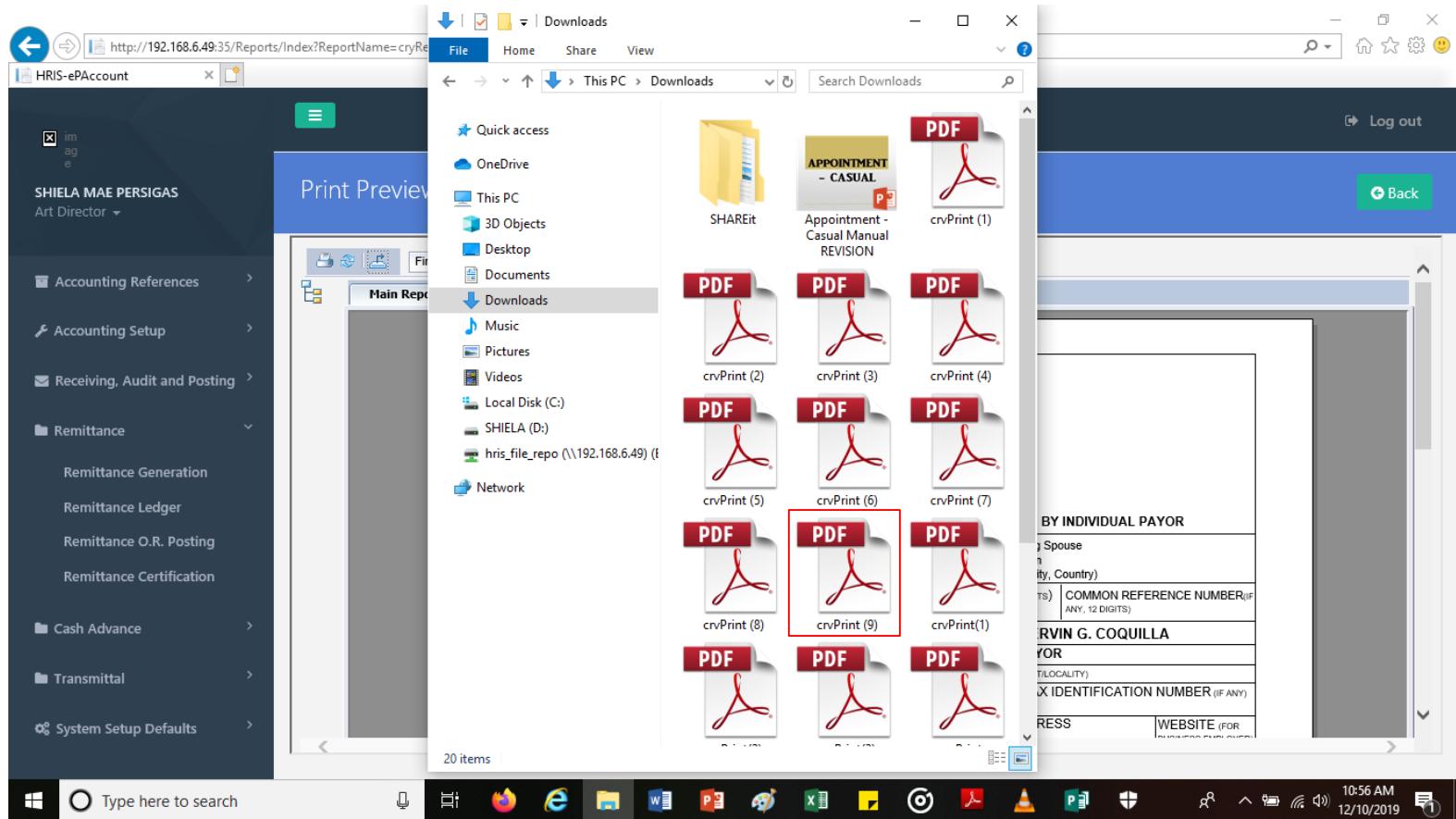




**Note:** If ever you click first **open folder button** instead of **open button**, expected that the folder to where the file is save and downloaded will pop-up.



## Step 26: Pick the specific record, double click selected record in order to print information.





SOCIAL SECURITY SYSTEM  
CONTRIBUTIONS  
PAYMENT FORM

CON-01181 (05-2014)

(THIS IS YOUR OFFICIAL RECEIPT WHEN  
VALIDATED)

PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT  
THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE  
BLACK INK ONLY.

## TO BE FILLED OUT BY EMPLOYER

 Business       Household Self-Employed/Non-Working Spouse  
 Voluntary/Farmer/Fisherman  
 OFW (Foreign Address - City, Country)

EMPLOYER NUMBER

SS NUMBER (10 0914201940 DIGITS)

COMMON REFERENCE NUMBER (IF  
ANY, 12 DIGITS)

EMPLOYER NAME

NAME JOSE MERVIN G. COQUILLA

## TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. &amp; BLDG. NAME) (HOUSE/LOT &amp; BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY)

(CITY/MUNICIPALITY) (PROVINCE) CABIDIANAN, NABUNTURAN, ZIP CODE 8800 TAX IDENTIFICATION NUMBER (IF ANY)

COMPOSTELA VALLEY

MOBILE/CELLPHONE NUMBER

E-MAIL ADDRESS

WEBSITE (FOR  
BUSINESS EMPLOYER)

## PAYMENT DETAILS

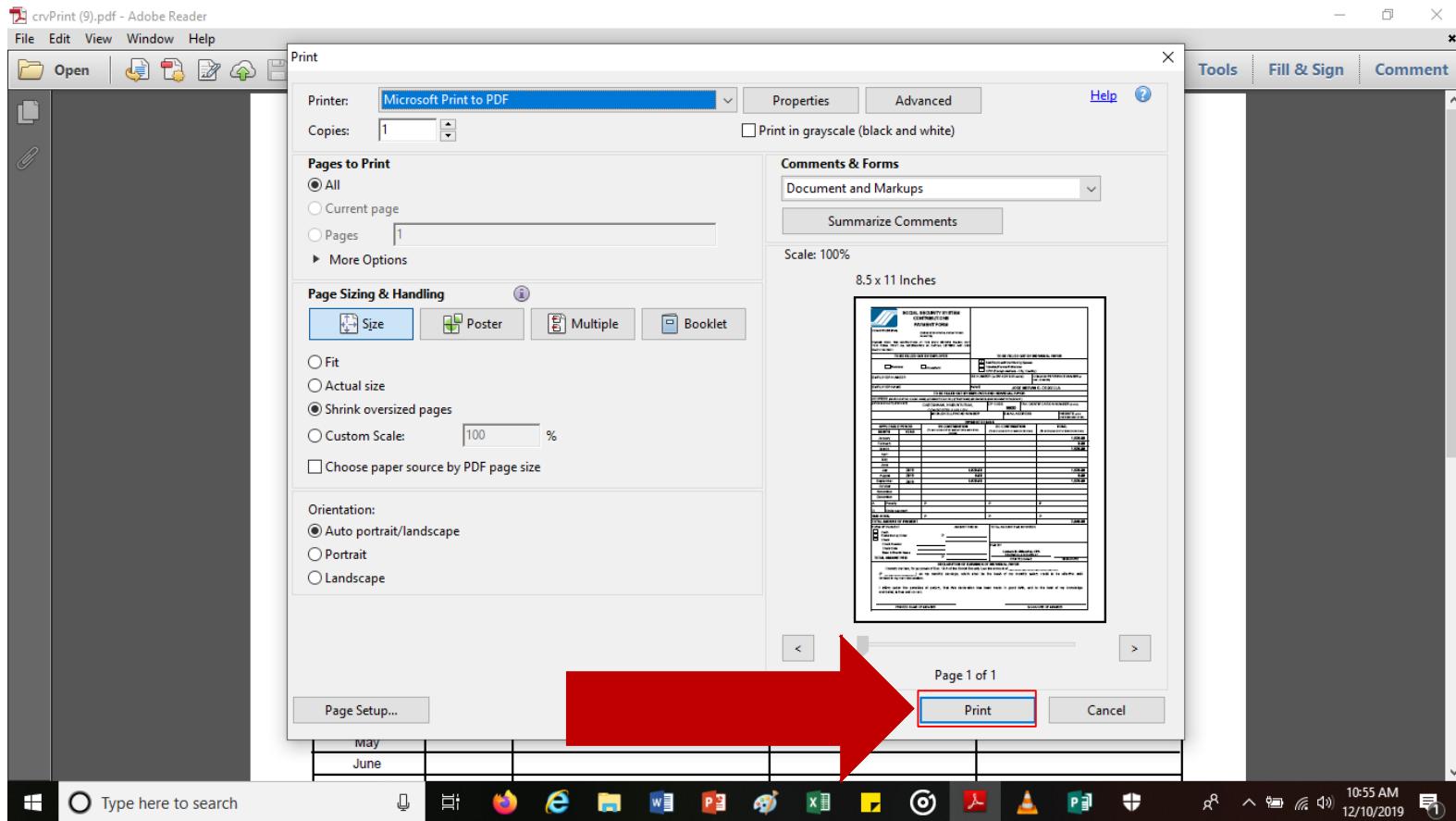
APPLICABLE PERIOD		SS CONTRIBUTION (TO BE FILLED OUT BY EMPLOYER & INDIVIDUAL PAYOR)	EC CONTRIBUTION (TO BE FILLED OUT BY EMPLOYER ONLY)	TOTAL (TO BE FILLED OUT BY EMPLOYER ONLY)
MONTH	YEAR			
January				1,920.00
February				0.00
March				1,920.00
April				
May				
June				



Type here to search

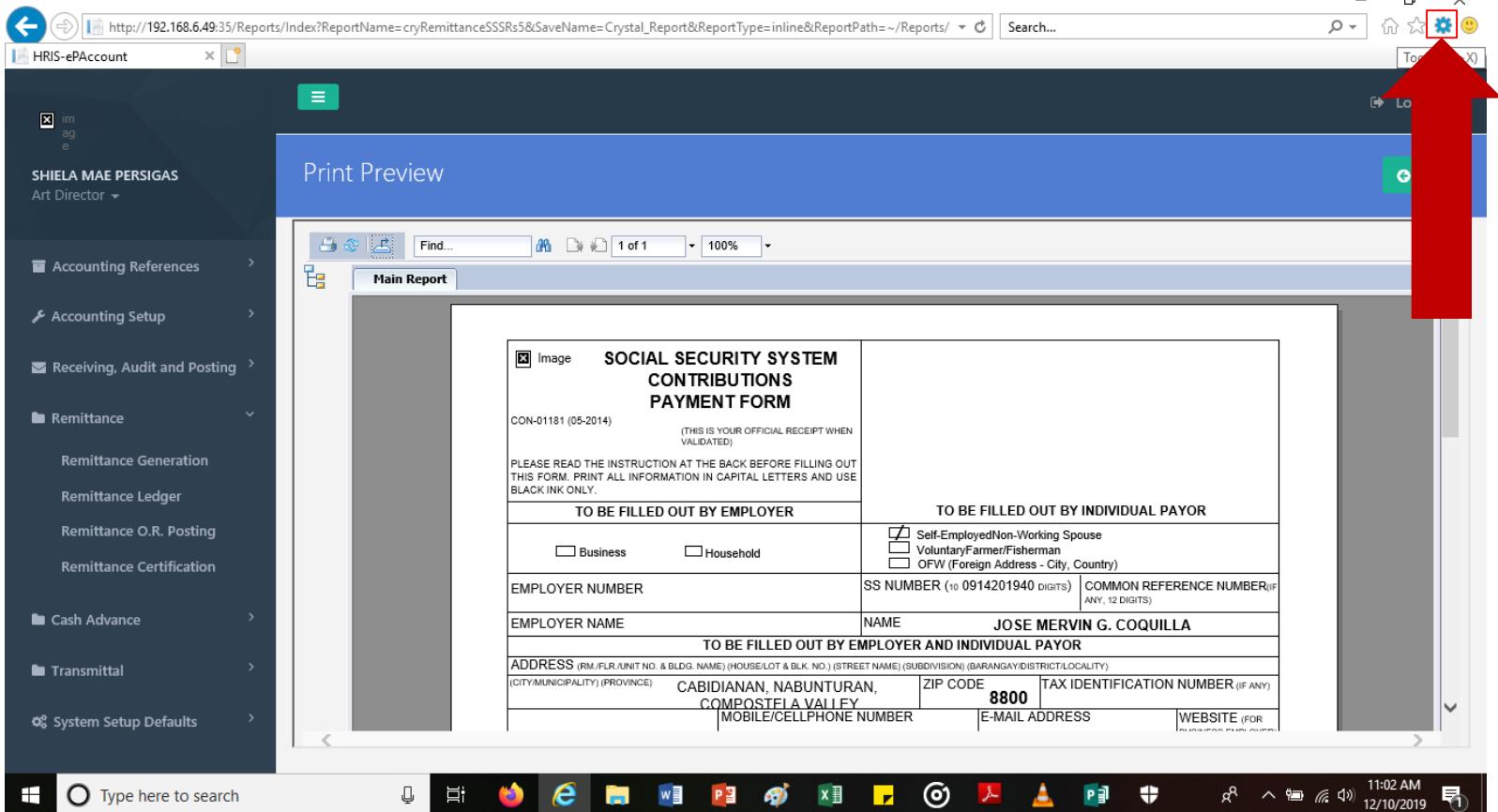
10:44 AM  
12/10/2019

**Step 27:** In order to print repeat **step 20** and **21** for you to continue and print record.



## **Note:**

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



Print

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

Image SOCIAL SECURITY SYSTEM CONTRIBUTIONS PAYMENT FORM

CON-01181 (05-2014) (THIS IS YOUR OFFICIAL RECEIPT WHEN VALIDATED)

PLEASE READ THE INSTRUCTION AT THE BACK BEFORE FILLING OUT THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

TO BE FILLED OUT BY EMPLOYER

Business  Household

EMPLOYER NUMBER SS NUMBER (10 0914201940 DIGITS) COMMON REFERENCE NUMBER(IF ANY, 12 DIGITS)

EMPLOYER NAME NAME JOSE MERVIN G. COQUILLA

TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY)  
(CITY/MUNICIPALITY) (PROVINCE) CABIDIANAN, NABUNTURAN, ZIP CODE 8800 TAX IDENTIFICATION NUMBER (IF ANY)  
COMPOSTELA VALLEY MOBILE/CELLPHONE NUMBER E-MAIL ADDRESS WEBSITE (FOR

Windows Type here to search 11:05 AM 12/10/2019

http://192.168.6.49:35/Reports/Index?ReportName=cryRemittanceSSRs5&SaveName=Crystal\_Report&ReportType=inline&ReportPath=~/Reports/

HRIS-ePAccount

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

Close

TO BE FILLED OUT BY INDIVIDUAL PAYOR

Employed/Non-Working Spouse Military/Farmer/Fisherman	OFW (Foreign Address - City, Country)
EMPLOYER NUMBER	SS NUMBER (10 0914201940 DIGITS)
EMPLOYER NAME	NAME JOSE MERVIN G. COQUILLA

COMMON REFERENCE NUMBER (IF ANY, 12 DIGITS)

TO BE FILLED OUT BY EMPLOYER AND INDIVIDUAL PAYOR

ADDRESS (RM./FLR./UNIT NO. & BLDG. NAME) (HOUSE/LOT & BLK. NO.) (STREET NAME) (SUBDIVISION) (BARANGAY/DISTRICT/LOCALITY) (CITY/MUNICIPALITY) (PROVINCE)	CABIDIANAN, NABUNTURAN, ZIP CODE 8800	TAX IDENTIFICATION NUMBER (IF ANY)
COMPOSTELA VALLEY	MOBILE/CELLPHONE NUMBER	E-MAIL ADDRESS
		WEBSITE (FOR ADDITIONAL INFORMATION)

11:06 AM 12/10/2019

# How to extract to excel?



**Step 1:** While on the main page of sss premiums select batch nbr. and last name start's w/ if necessary to view only sorted employees in main grid below.

The screenshot shows the HRIS-ePAccount software interface. On the left 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 "SSS PREMIUMS". It features a search bar and several filter options:

- Show: 10 entries
- Remit Nbr.: 08000014
- Remittance Year: 2019
- Remittance Month: September
- Batch Nbr.: All
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: --Select Here--
- Department: --Select Here--

A green button at the top right says "Back to Remittance Header". Below the filters is a table with the following data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

At the bottom of the table area, it says "Showing 1 to 2 of 2 entries". There are "Previous" and "Next" buttons. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray.

## Step 2: Click extract to excel button for you to extract record to excel.

The screenshot shows the HRIS-ePAccount application interface. On the left is a sidebar with navigation links: Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (selected), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It displays a grid of employee premium records with columns: ID NBR., SSS NBR., EMPLOYEE NAME, YEAR, MONTH, AMOUNT, and ACTIONS. The grid shows two entries: one for COQUILLA, JOSE MERVIN G. (ID NBR. 0472, SSS NBR. 0914201940) and another for JUAB, RODINES C. (ID NBR. 7903). The top right of the grid has a green "Extract to Excel" button, which is highlighted with a large red arrow. The status bar at the bottom shows the date and time: 11:24 AM 12/10/2019.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSS

Log out

SSS PREMIUMS

Search ...

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA JOSE MERVIN G.	2019	September	1,920.00	
7903		JONES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries Previous 1 Next

EXTRACTING

Type here to search

11:28 AM 12/10/2019

Windows Taskbar icons: File Explorer, Edge, Word, Powerpoint, Paint, Excel, FileZilla, VLC, Putty, Task View, Taskbar settings, Volume, Battery, Network, Signal strength, Date/Time, User icon.

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

Log out

SHIELA MAE PERSIGAS  
Art Director

SSS PREMIUMS

Search ...

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7903		JUAB, RODINES C.	2019	May	360.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries Previous 1 Next

Type here to search

11:28 AM 12/10/2019

## **Note:**

If you click **extract to excel 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 3: Click view download in order to download the extracted file.**

The screenshot shows the HRIS-ePAccount software interface. On the left is a 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 "SSS PREMIUMS". It features a search bar and several filter options:

- Show: 10 entries
- Remit Nbr.: 08000014
- Remittance Year: 2019
- Remittance Month: September
- Batch Nbr: All
- Employment Type: Regular Employees
- Last Name Starts W/: --
- Department: --Select Here--
- Status: NOT REMITTED

Below the filters is a table with the following data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

At the bottom of the table area, it says "Showing 1 to 2 of 2 entries". There are "Previous" and "Next" buttons, and a page number "1".

In the top right corner of the search/filter area, there is a green button labeled "Extract" with a blue download icon. A large red arrow points upwards towards this button. The browser address bar shows the URL: 192.168.6.49:35/cRemitLedgerSSS.

HRIS-ePAccount X + 192.168.6.49:35/cRemitLedgerSSS

Log out Remittance Header September REMITTED

### SSS PREMIUMS

Search ...

Show 10 entries Remit Nbr.: 08000014

Batch Nbr: All Employment Type: Regular Employee

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

Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries Previous 1 Next

Type here to search

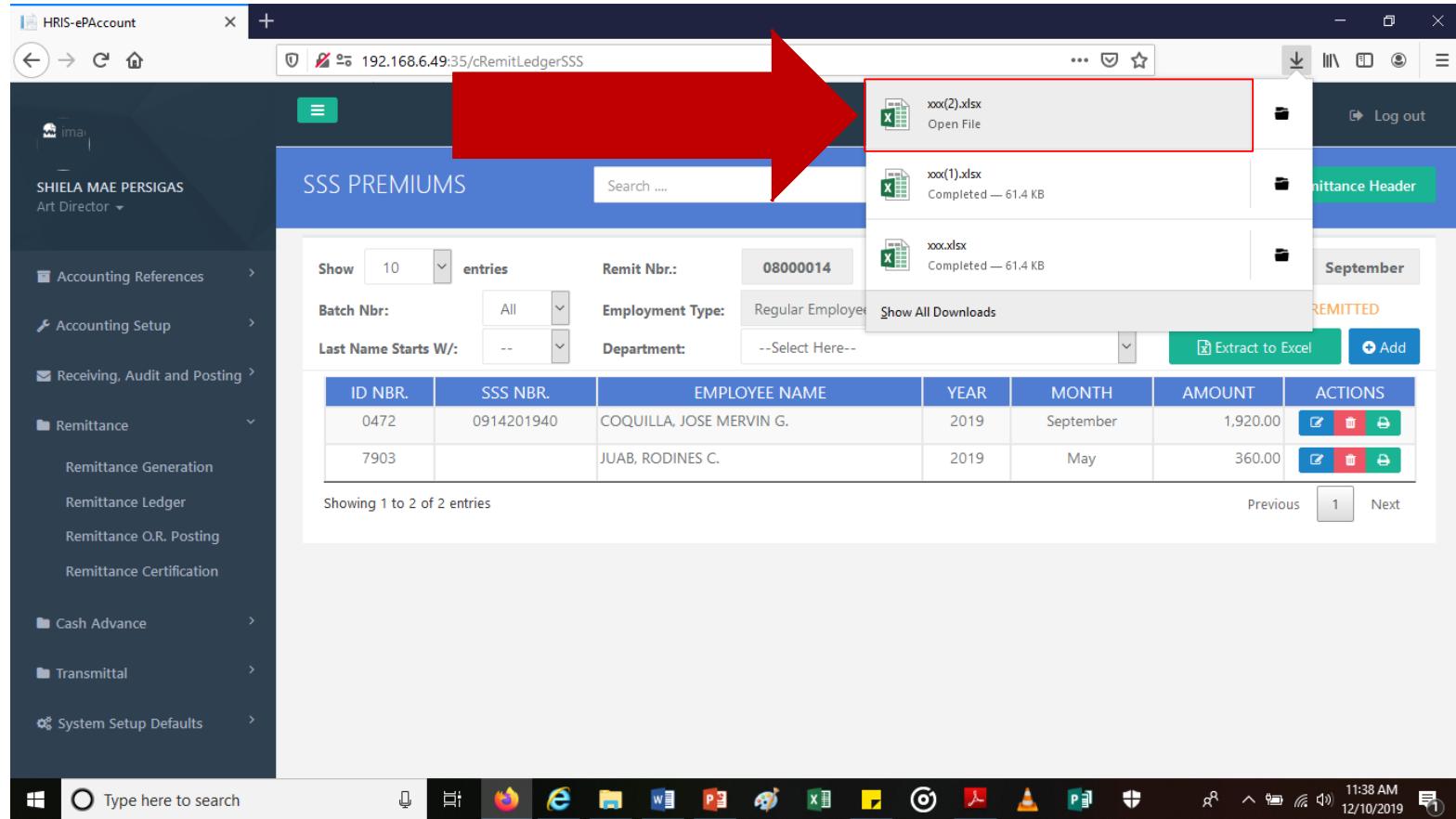
11:38 AM 12/10/2019

## Step 4: Select specific file in order to open and print.

The screenshot shows the HRIS-ePAccount software interface. The main window displays the 'SSS PREMIUMS' page with a grid of remittance ledger entries. The left sidebar shows navigation links for 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 top right corner shows a user profile for 'SHIELA MAE PERSIGAS Art Director'. The top bar includes a title 'HRIS-ePAccount', a search bar with the URL '192.168.6.49:35/cRemitLedgerSSS', and various browser controls. A red box highlights the download menu in the top right, which lists three files: 'xxx(2).xlsx' (selected), 'xxx(1).xlsx' (Completed — 61.4 KB), and 'xxx.xlsx' (Completed — 61.4 KB). Below the grid, there are buttons for 'Extract to Excel' and 'Add'. The bottom status bar shows system icons and the date/time '11:38 AM 12/10/2019'.

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

# Step 5: Click the selected file to open and print.



xxx(2) [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

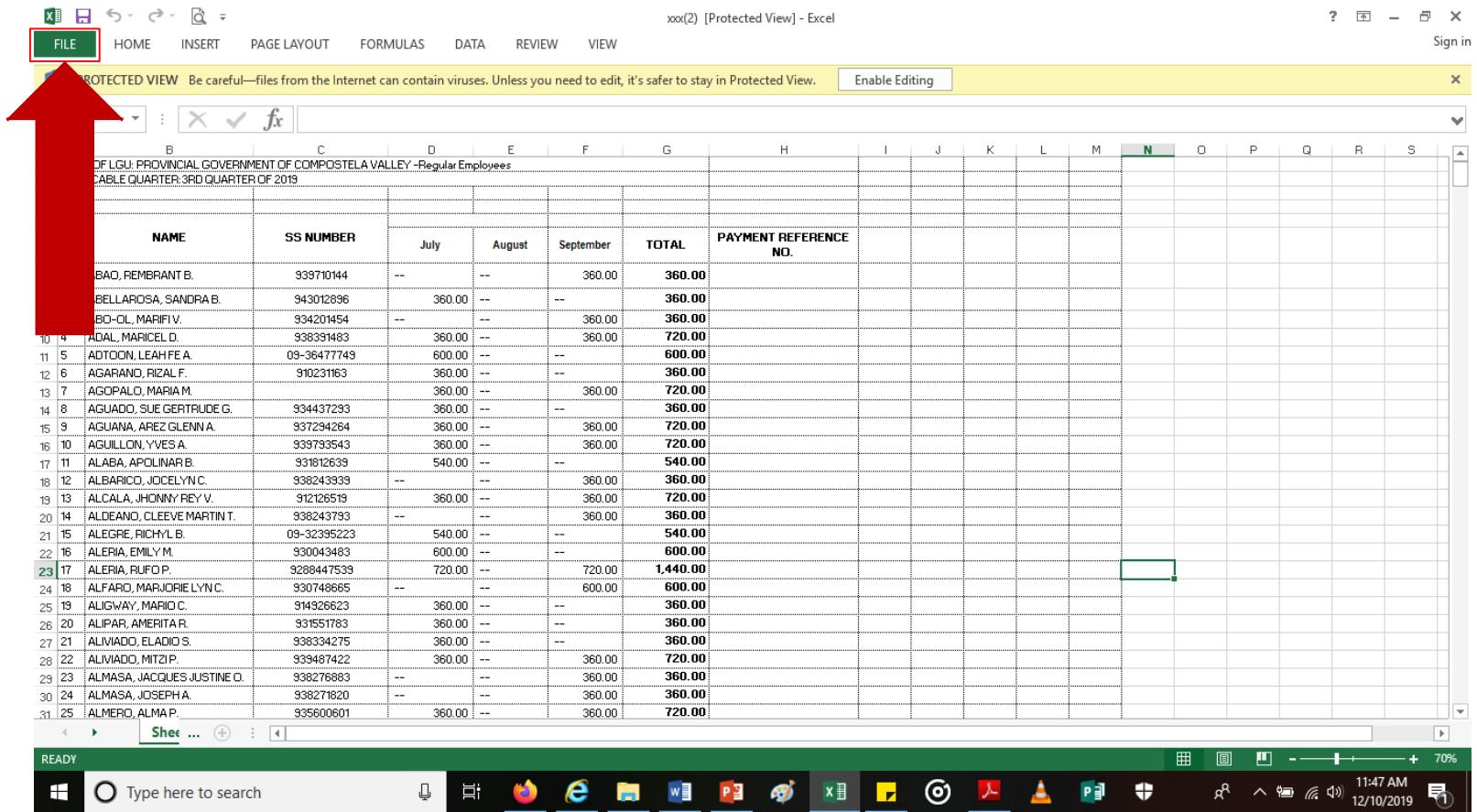
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

N23 : fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
ITEM NO.		NAME	SS NUMBER	July	August	September	TOTAL	PAYMENT REFERENCE NO.											
1		NAME OF LGU: PROVINCIAL GOVERNMENT OF COMPOSTELA VALLEY -Regular Employees																	
2		APPLICABLE QUARTER: 3RD QUARTER OF 2019																	
3																			
4																			
5																			
6																			
7	1	ABAO, REMBRANT B.	939710144	--	--		360.00	360.00											
8	2	ABELAROSA, SANDRA B.	943012896	360.00	--	--		360.00											
9	3	ABO-OI, MARIFIV.	934201454	--	--		360.00	360.00											
10	4	ADAL, MARICEL D.	938391483	360.00	--		360.00	720.00											
11	5	ADTOON, LEAHFE A.	09-36477749	600.00	--	--		600.00											
12	6	AGARANDO, RIZAL F.	910231163	360.00	--	--		360.00											
13	7	AGOPALO, MARIA M.		360.00	--		360.00	720.00											
14	8	AGUADO, SUE GERTRUISE G.	934437293	360.00	--	--		360.00											
15	9	AGUANA, APEZ GLENNNA	937234264	360.00	--		360.00	720.00											
16	10	AGUILION, YVES A.	933733543	360.00	--		360.00	720.00											
17	11	ALABA, APOLINAR B.	931812639	540.00	--	--		540.00											
18	12	ALBARICO, JOCELYN C.	936243393	--	--		360.00	360.00											
19	13	ALCALA, JHONNY REY V.	912126519	360.00	--		360.00	720.00											
20	14	ALDEANO, CLEEEV MARTIN T.	938243793	--	--		360.00	360.00											
21	15	ALEGRE, RICHYL B.	09-32395223	540.00	--	--		540.00											
22	16	ALERIA, EMILY M.	930043483	600.00	--	--		600.00											
23	17	ALERIA, RUFO P.	9288447539	720.00	--		720.00	1,440.00											
24	18	ALFARD, MARJORIE LYNN C.	930748665	--			600.00	600.00											
25	19	ALIGWAY, MARIO C.	914326623	360.00	--	--		360.00											
26	20	ALIPAR, AMERITA R.	931551783	360.00	--	--		360.00											
27	21	ALIVADO, ELADIO S.	936334275	360.00	--	--		360.00											
28	22	ALIVADO, MITZI P.	939487422	360.00	--		360.00	720.00											
29	23	ALMASA, JACQUES JUSTINE O.	936276883	--	--		360.00	360.00											
30	24	ALMASA, JOSEPH A.	938271620	--	--		360.00	360.00											
31	25	ALMERO, ALMA P.	935600601	360.00	--		360.00	720.00											

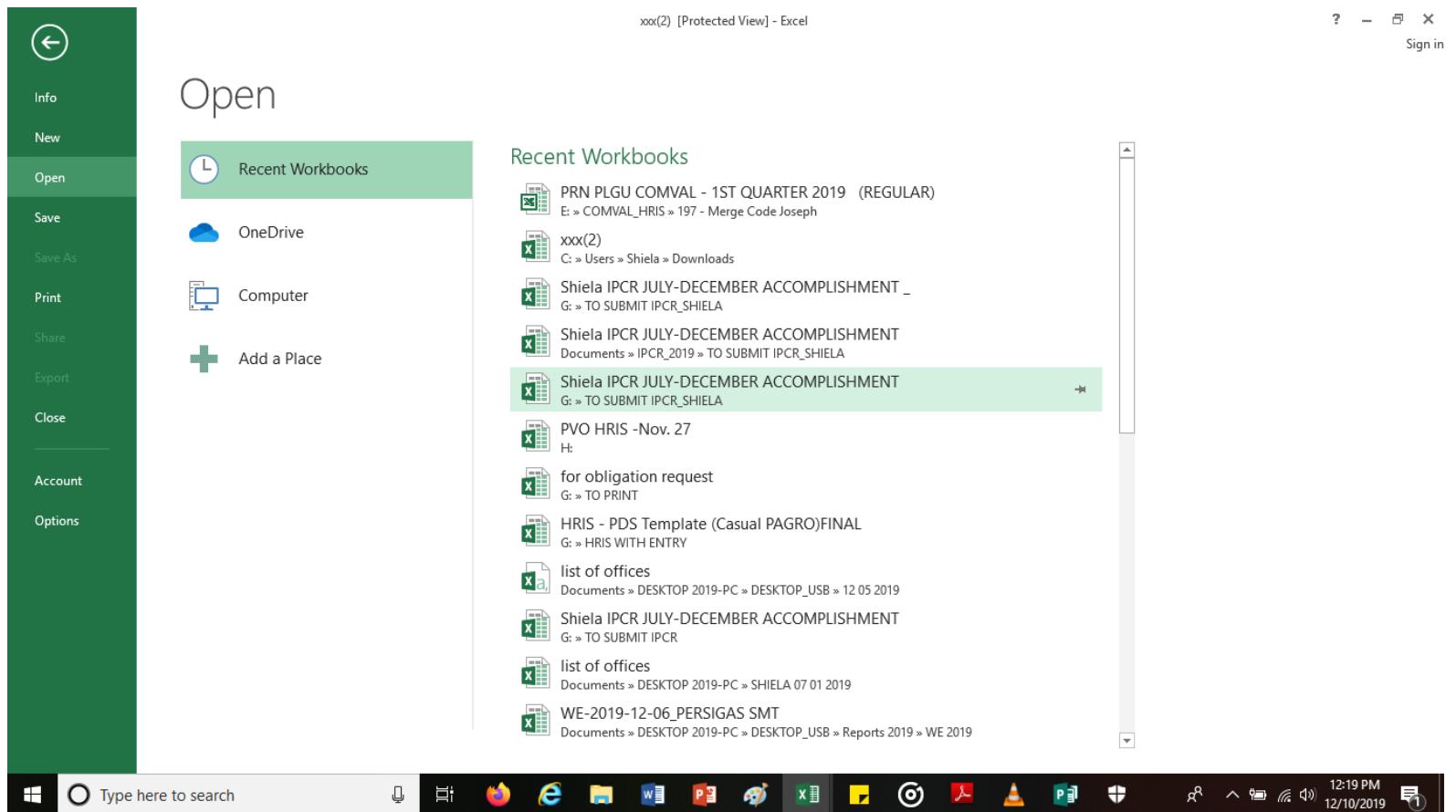
**Note:** Users are restricted to edit the extracted file of sss premiums submit only the extracted data from the system alone.

# Step 6: Click file icon in order to print file.

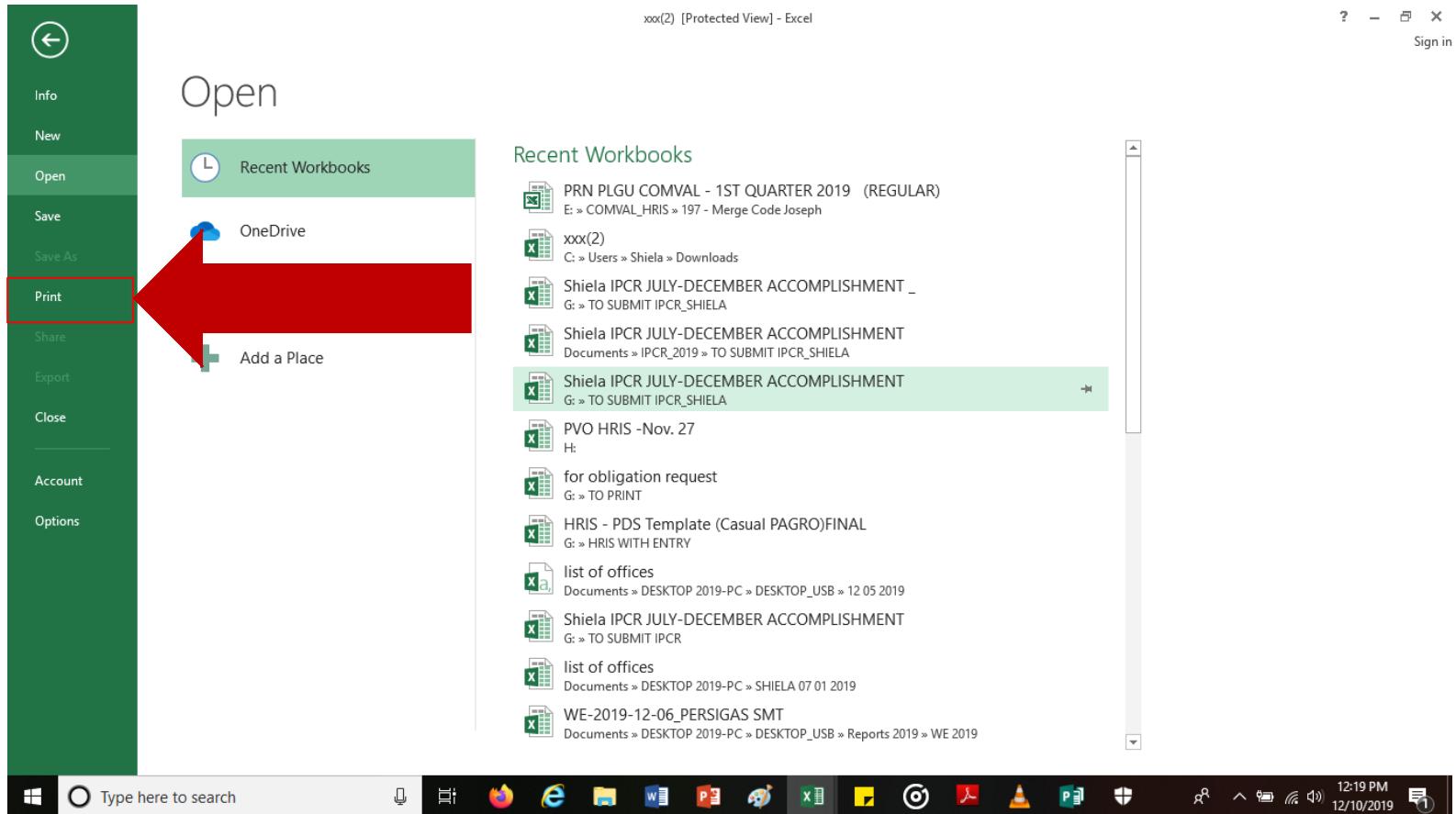


The screenshot shows a Microsoft Excel spreadsheet titled "xx(2) [Protected View] - Excel". The ribbon at the top has tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The FILE tab is highlighted with a green border and a red arrow points to it from the left. A yellow bar below the ribbon says "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." with a "Enable Editing" button. The main area is a grid of data with columns for NAME, SS NUMBER, July, August, September, TOTAL, and PAYMENT REFERENCE NO. The data includes names like BAO, REMBRANT B., BELLAROSA, SANDRA B., and many others. Row 23 is highlighted in grey. The bottom status bar shows "READY", the taskbar with icons for File Explorer, Edge, Internet Explorer, Word, Excel, and others, and the system tray with battery, signal, and volume icons. The date and time are 12/10/2019 11:47 AM.

	NAME	SS NUMBER	July	August	September	TOTAL	PAYMENT REFERENCE NO.
1	BAO, REMBRANT B.	939710144	--	--	360.00	<b>360.00</b>	
2	BELLAROSA, SANDRA B.	943012896	360.00	--	--	<b>360.00</b>	
3	BO-CIL, MARIFI V.	934201454	--	--	360.00	<b>360.00</b>	
4	ADAL, MARICEL D.	936391483	360.00	--	360.00	<b>720.00</b>	
5	ADTOON, LEAH FE A	09-36477794	600.00	--	--	<b>600.00</b>	
6	AGARANDO, RIZAL F.	310231163	360.00	--	--	<b>360.00</b>	
7	AGOPALO, MARIA M.		360.00	--	360.00	<b>720.00</b>	
8	AGUADO, SUE GERTRUDE G.	934437293	360.00	--	--	<b>360.00</b>	
9	AGUANA, AREZ GLENN A.	937294264	360.00	--	360.00	<b>720.00</b>	
10	AGUILLO, YVES A.	933733543	360.00	--	360.00	<b>720.00</b>	
11	ALABA, APOLINAR B.	931812639	540.00	--	--	<b>540.00</b>	
12	ALBARICO, JOCELYN C.	936243939	--	--	360.00	<b>360.00</b>	
13	ALCALA, JHONNY REY V.	912126519	360.00	--	360.00	<b>720.00</b>	
14	ALDEANO, CLEEVIE MARTINT.	936243793	--	--	360.00	<b>360.00</b>	
15	ALEGRE, RICHYLE B.	09-32395223	540.00	--	--	<b>540.00</b>	
16	ALERIA, EMILY M.	930043483	600.00	--	--	<b>600.00</b>	
17	ALERIA, RUFO P.	9268447539	720.00	--	720.00	<b>1,440.00</b>	
18	ALFARD, MARJORIE LYN C.	930748665	--	--	600.00	<b>600.00</b>	
19	ALIGWAY, MARIO C.	934326623	360.00	--	--	<b>360.00</b>	
20	ALIPAR, AMERITA R.	931551783	360.00	--	--	<b>360.00</b>	
21	ALIVIADO, ELADIO S.	938334275	360.00	--	--	<b>360.00</b>	
22	ALIVIADO, MITZIP.	939487422	360.00	--	360.00	<b>720.00</b>	
23	ALMASA, JACQUES JUSTINE O.	936276883	--	--	360.00	<b>360.00</b>	
24	ALMASA, JOSEPH A.	938271820	--	--	360.00	<b>360.00</b>	
25	ALMERO, ALMAP.	935600601	360.00	--	360.00	<b>720.00</b>	



# Step 7: Select print menu to print the extracted file.



xox(2) [Protected View] - Excel

Sign in

# Print

**Protected View**

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

**Enable Printing**

Copies: 1

**Print**

**Printer**

Microsoft Print to PDF Ready

Printer Properties

Print Preview is not available.

**Settings**

Print Active Sheets Only print the active she...

Pages: to

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

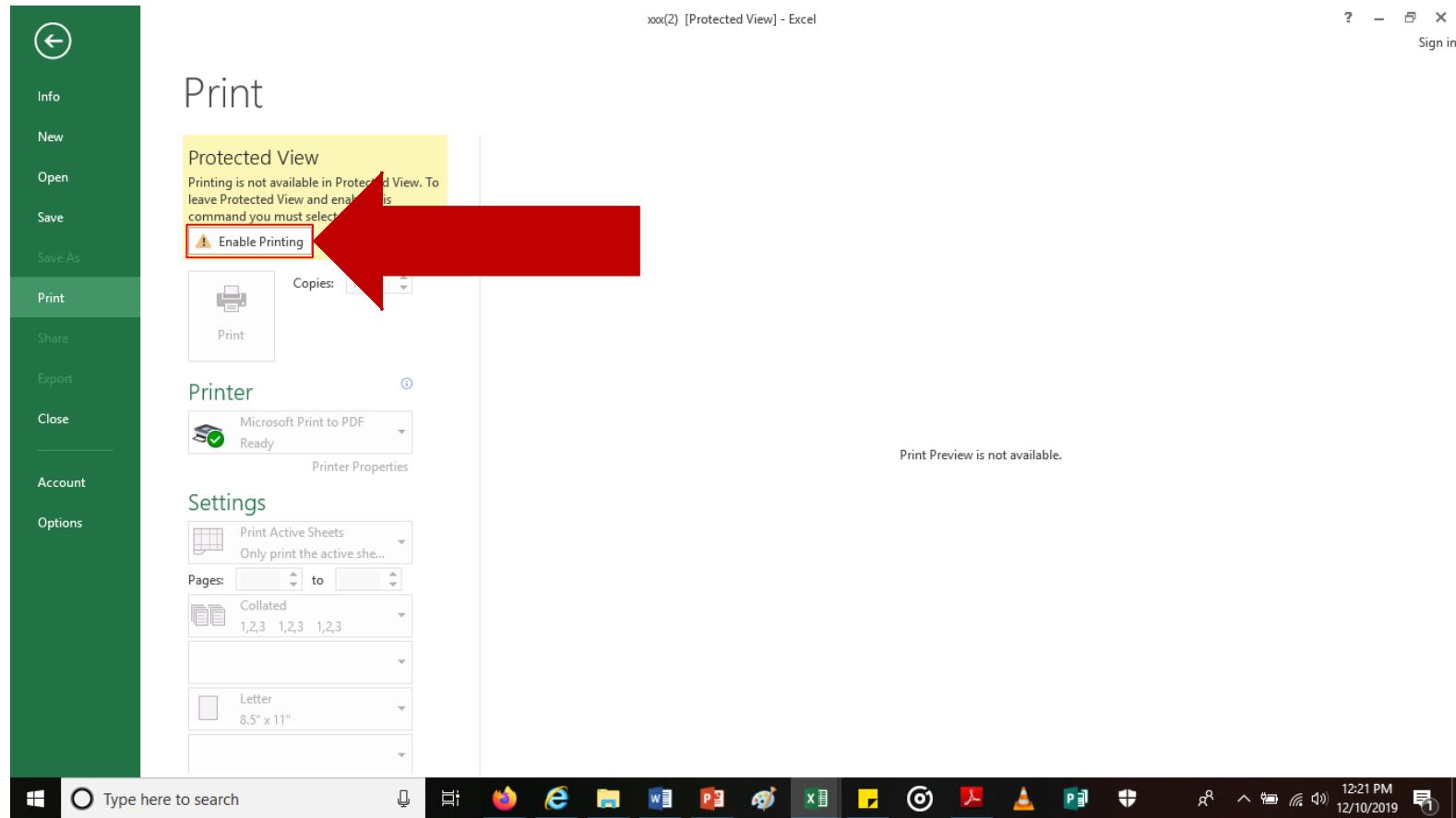
Letter 8.5" x 11"

Type here to search

12:21 PM 12/10/2019

This screenshot shows the 'Print' dialog box in Microsoft Excel. The 'Print' tab is selected in the ribbon. A yellow 'Protected View' alert box is prominently displayed, stating that printing is not available in Protected View and providing instructions to enable printing. Below this, there's a 'Copies' dropdown set to 1 and a 'Print' button. The 'Printer' section shows 'Microsoft Print to PDF' is selected and ready. A note says 'Print Preview is not available.' In the 'Settings' section, options like 'Print Active Sheets' (selected), 'Pages' (set to 1), 'Collated' (selected), and 'Letter' paper size are visible. At the bottom, the Windows taskbar shows various pinned icons and the system tray with the date and time.

# Step 8: Click enable printing for you to print extracted file.



xx(2) - Excel

Print

Copies: 1

Printer: Microsoft Print to PDF Ready

Printer Properties

Settings

- Print Active Sheets Only print the active sheets
- Pages: 1 to 19
- Collated 1,2,3 1,2,3
- Landscape Orientation
- Legal 8.5" x 14"
- Custom Margins
- Custom Scaling

Page Setup

Sheet1

NAME SS NUMBER JUN JULY AUGUST SEPTEMBER TOTAL PAYMENT REFERENCE NO

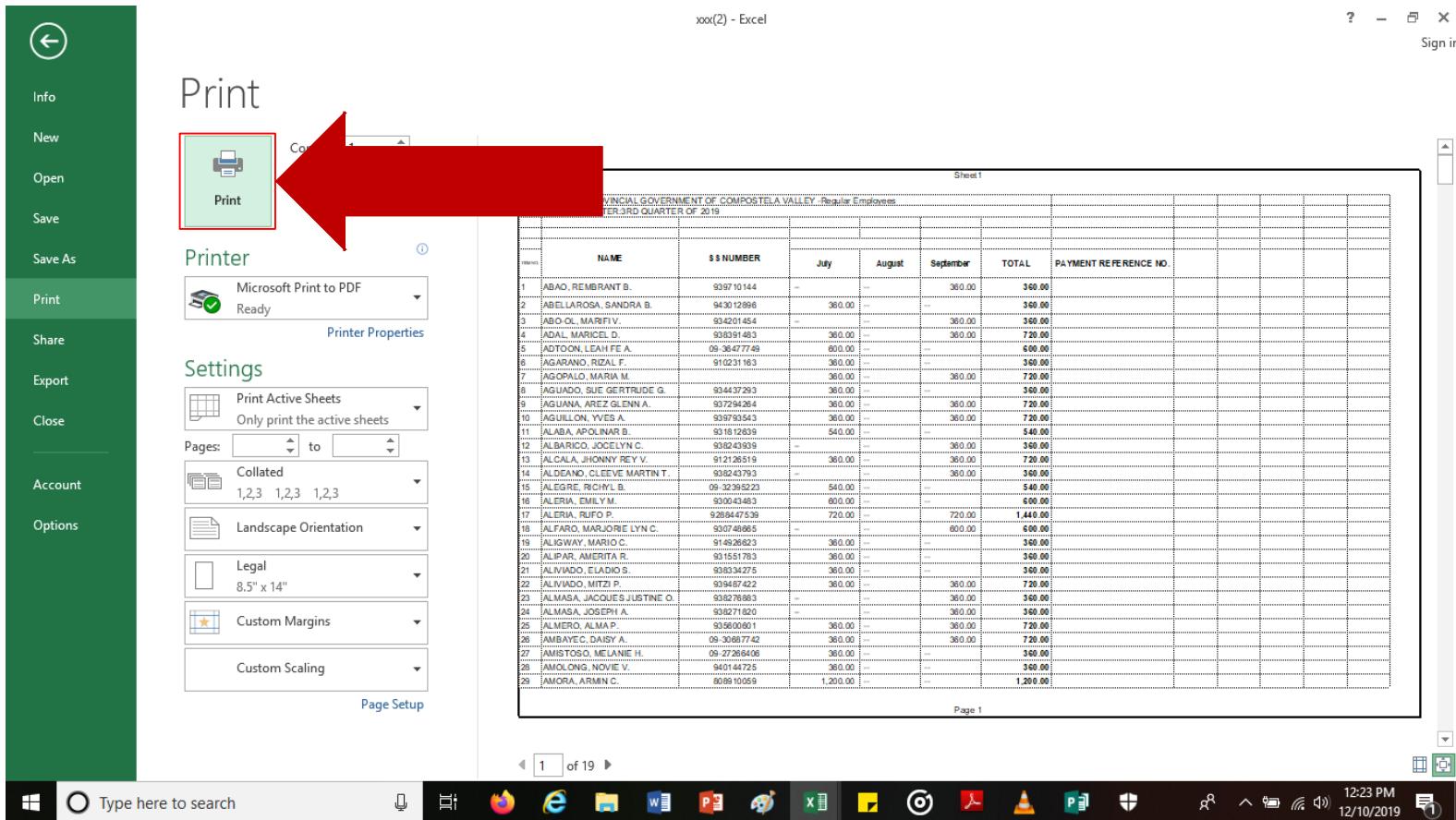
ROWNO	NAME	SS NUMBER	JUN	JULY	AUGUST	SEPTEMBER	TOTAL	PAYMENT REFERENCE NO
1	ABAO, REMBRANT B.	999710144	...	360.00	...	360.00	360.00	360.00
2	ABELLAROSA, SANDRA B.	943012898	360.00	...	360.00	...	360.00	360.00
3	ABIO-OL, MARIFIV.	934201454	...	360.00	...	360.00	360.00	360.00
4	ADAL, MARICEL D.	938391483	360.00	...	360.00	720.00	720.00	
5	ADTON, LEAH FE A.	0936477749	600.00	...	600.00	...	600.00	600.00
6	AGARANO, RIZAL F.	910231163	360.00	...	360.00	...	360.00	360.00
7	AGOPALO, MARIA F.	360.00	...	360.00	...	360.00	720.00	720.00
8	AGUADO, SUE GERTRUDE G.	934437293	360.00	...	360.00	...	360.00	360.00
9	AGUANA, AREZ GLENN A.	937294264	360.00	...	360.00	720.00	720.00	
10	AGUILLO, YVES A.	939793543	360.00	...	360.00	720.00	720.00	
11	ALABA, APOLINAR B.	931812639	540.00	...	...	...	540.00	
12	ALBAN, JOSELYN C.	910231163	360.00	...	360.00	720.00	720.00	
13	ALBAN, JOSEPH V.	910231163	360.00	...	360.00	720.00	720.00	
14	ALBANDO, CLEVE MARTIN T.	930231163	360.00	...	360.00	720.00	720.00	
15	ALEGRE, RICHYL B.	0932395223	540.00	...	...	...	540.00	
16	ALERIA, EMILY M.	930043483	600.00	...	600.00	...	600.00	
17	ALERIA, RUFO P.	928647539	720.00	...	720.00	1,440.00	1,440.00	
18	ALFARO, MARJORIE LYN C.	930746965	...	600.00	...	600.00	600.00	
19	ALIGWAY, MARIO C.	914926623	360.00	...	360.00	720.00	720.00	
20	ALIPAR, AMERITA R.	931551783	360.00	...	360.00	720.00	720.00	
21	ALIVANDO, ELADIO S.	938334275	360.00	...	360.00	720.00	720.00	
22	ALIVANDO, MITZI P.	939487422	360.00	...	360.00	720.00	720.00	
23	ALMASA, JACQUELINE JUSTINE O.	938276883	...	360.00	...	360.00	360.00	
24	ALMASA, JOSEPH A.	938271820	...	360.00	...	360.00	360.00	
25	ALMERO, ALMA P.	935600061	360.00	...	360.00	720.00	720.00	
26	AMBAYE C, DAISY A.	0930897742	360.00	...	360.00	720.00	720.00	
27	AMISTOSO, MELANIE H.	0927269406	360.00	...	360.00	720.00	720.00	
28	AMORA, ARMIN C.	930911629	1,260.00	...	1,260.00	1,260.00	1,260.00	
29	AMORA, ARMIN C.	930911629	1,260.00	...	1,260.00	1,260.00	1,260.00	

Page 1 of 19

Windows Start button Type here to search

12:23 PM 12/10/2019

# Step 9: Click print icon for you to print extracted file.



# How to delete existing employee sss details?



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

The screenshot shows the HRIS-eAccount Remittance Ledger page. On the left, there's a 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 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: Regular Employees'. A blue 'Add' button is located next to the employment type filter. The main content is a table with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The table contains four rows of data. At the bottom right of the table, there are 'Previous' and 'Next' buttons, and a page number '1'. The bottom of the screen shows a taskbar with various icons and a system tray indicating the date and time (12/9/2019, 2:43 PM).

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	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

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

The screenshot shows the HRIS-ePAccount software interface for managing remittance ledger entries. The main window title is "Remittance Ledger". The left sidebar shows the user profile "SHIELA MAE PERSIGAS Art Director" and 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 top navigation bar includes a back button, forward button, refresh button, home icon, and a URL field showing "192.168.6.49:35/cRemitLedger". The main content area displays a table of remittance entries with columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first entry, "08000014 TEST DATA SAMPLE", is highlighted with a red border. The table also contains entries for "ONE NETWORK BANK", "PHILAM LIFE", and "NHMFC". The bottom right of the table shows page navigation with "Previous", "1", and "Next". The taskbar at the bottom of the screen shows various system icons and the date/time "2:43 PM 12/9/2019".

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	
12000001	PHILAM LIFE Remittance of Regular Employees: for 2019-09	PHILAM LIFE	NOT REMITTED	
13000001	NHMFC Remittance of Regular Employees: for 2019-09	NHMFC	NOT REMITTED	

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

The screenshot shows the HRIS-ePAccount Remittance Ledger page. On the left is a 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. Below are filters for 'Show 5 entries', 'Remittance Year: 2019', 'Remittance Month: September', and 'Employment Type: Regular Employees'. A large red arrow points to the 'Actions' column of the data table. The table has columns: REMIT NBR, DESCRIPTION, REMITTANCE TYPE, STATUS, and ACTIONS. The first row (08000014) has a status of 'NOT REMITTED' and the 'Actions' column contains icons for edit, delete, and print. The other three rows have a status of 'NOT REMITTED' and the 'Actions' column contains icons for edit, delete, and print. At the bottom right of the table are buttons for 'Previous', '1', and 'Next'.

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

HRIS-ePAccount

192.168.6.49:35/cRemitLedgerSSS

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

## SSS PREMIUMS

Search ....

Show 10 entries Remit Nbr.: 08000014 Remittance Year: 2019 Remittance Month: September

Batch Nbr: All Employment Type: Regular Employees Status: NOT REMITTED

Last Name Starts W/: -- Department: --Select Here-- Extract to Excel Add

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

Showing 1 to 2 of 2 entries

Previous 1 Next

Type here to search

3:46 PM 12/9/2019

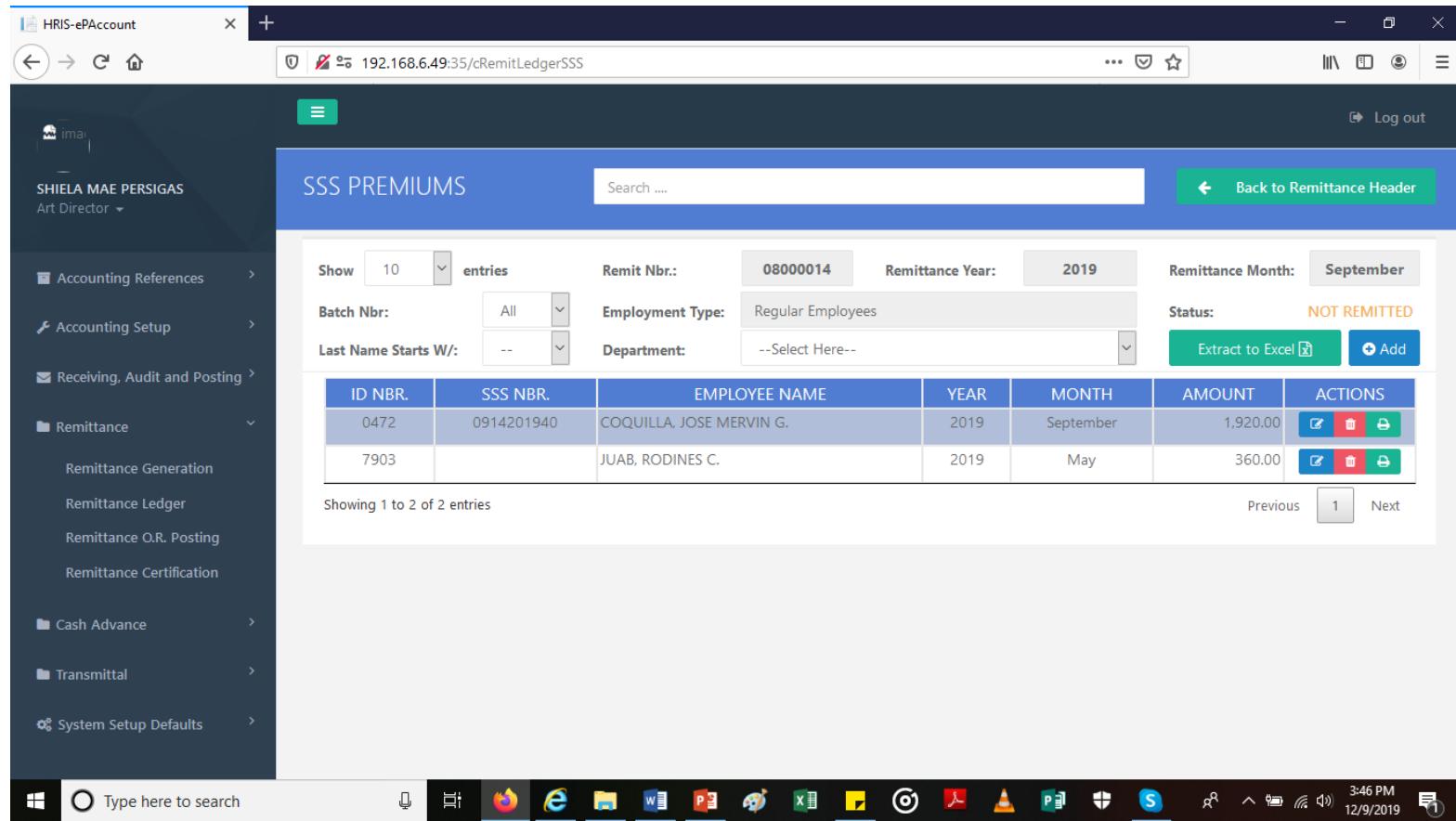
**Step 4: Click back to remittance header button if you want to go back to remittance ledger main page.**

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 like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled 'SSS PREMIUMS'. It features a search bar, filters for Show (10 entries), Remit Nbr. (08000014), Remittance Year (2019), Employment Type (Regular Employees), Department (--Select Here--), and Status (REMITTED). Below these filters is a table with two rows of data:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00
7903		JUAB, RODINES C.	2019	May	360.00

At the bottom of the main area, it says 'Showing 1 to 2 of 2 entries'. There are buttons for 'Extract to Excel', 'Add', and a delete icon. To the right of the table, there's a vertical toolbar with icons for print, copy, and delete. A red arrow points to a green button labeled 'Back to Remittance Header' located at the top right of the main content area. The status bar at the bottom shows the date and time as 3:46 PM 12/9/2019.

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



The screenshot shows the HRIS-ePAccount software interface. The left sidebar contains navigation links such as Accounting References, Accounting Setup, Receiving, Audit and Posting, Remittance (with sub-options like Remittance Generation, Remittance Ledger, Remittance O.R. Posting, and Remittance Certification), Cash Advance, Transmittal, and System Setup Defaults. The main content area is titled "SSS PREMIUMS". It features a search bar and filters for Remit Nbr. (08000014), Remittance Year (2019), Remittance Month (September), Employment Type (Regular Employees), Status (NOT REMITTED), and Department (--Select Here--). A table displays two entries:

ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	AMOUNT	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	1,920.00	
7903		JUAB, RODINES C.	2019	May	360.00	

At the bottom, it says "Showing 1 to 2 of 2 entries" and includes navigation buttons for Previous, Next, and a page number indicator (1).

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

The screenshot shows the HRIS-ePAccount software interface. The main window title is "HRIS-ePAccount" and the URL is "192.168.6.49:35/cRemitLedgerSSS". The user is logged in as "SHIELA MAE PERSIGAS" with the role "Art Director".

The left sidebar menu includes:

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

The main content area is titled "SSS PREMIUMS" and contains a search bar and filter options:

- Show: 10 entries
- Remit Nbr.: 08000014
- Remittance Year: 2019
- Remittance Month: September
- Batch Nbr: All
- Employment Type: Regular Employees
- Status: NOT REMITTED
- Last Name Starts W/: --Select Here--
- Department: --Select Here--

Buttons include "Extract to Excel" and "+ Add".

The data grid displays two entries:

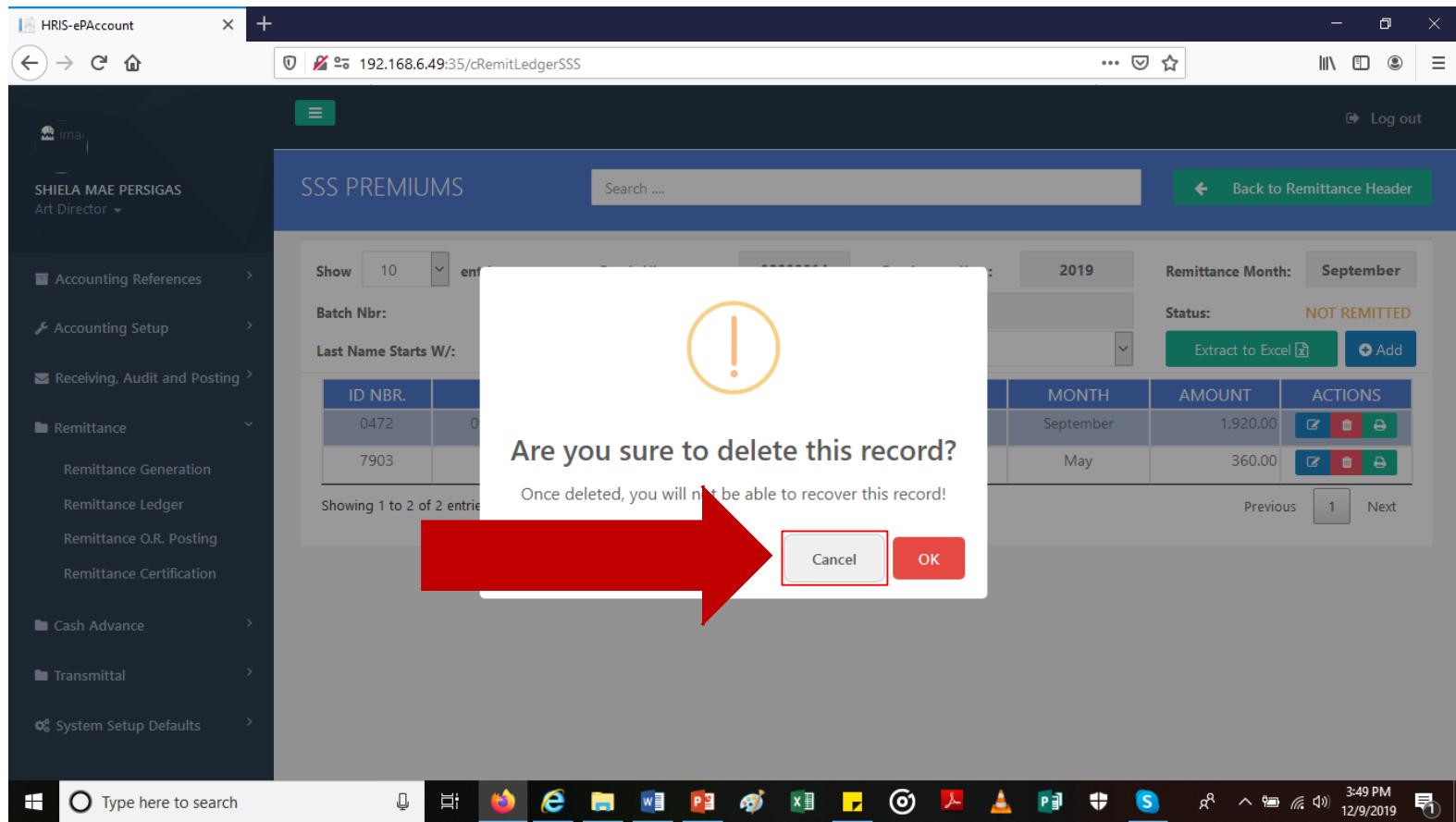
ID NBR.	SSS NBR.	EMPLOYEE NAME	YEAR	MONTH	ACTIONS
0472	0914201940	COQUILLA, JOSE MERVIN G.	2019	September	
7903		JUAB, RODINES C.	2019	September	

Showing 1 to 2 of 2 entries

Actions buttons at the bottom right of the grid include "Previous", "1", and "Next".

The taskbar at the bottom shows various application icons and the system clock indicates 3:46 PM on 12/9/2019.

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



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

