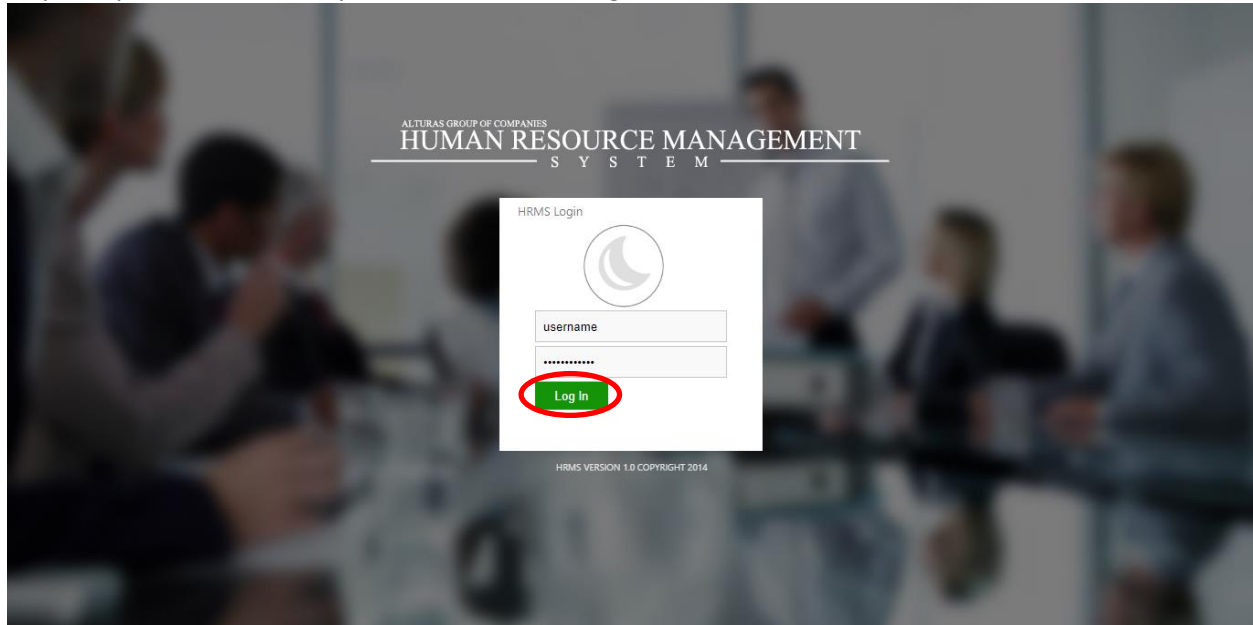


Cashier's Liquidation System

LIQUIDATION SUPERVISOR USER GUIDE

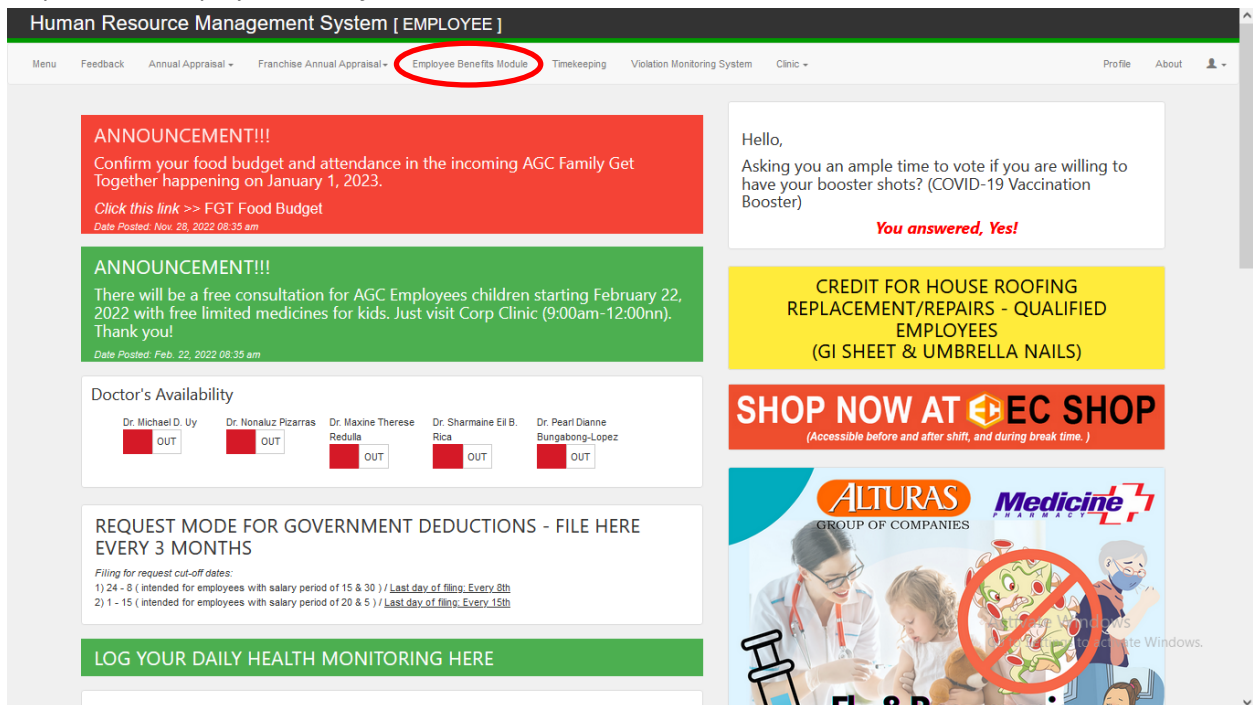
HRMS – Login Page

Step 1: Input username and password, then click log-in button.

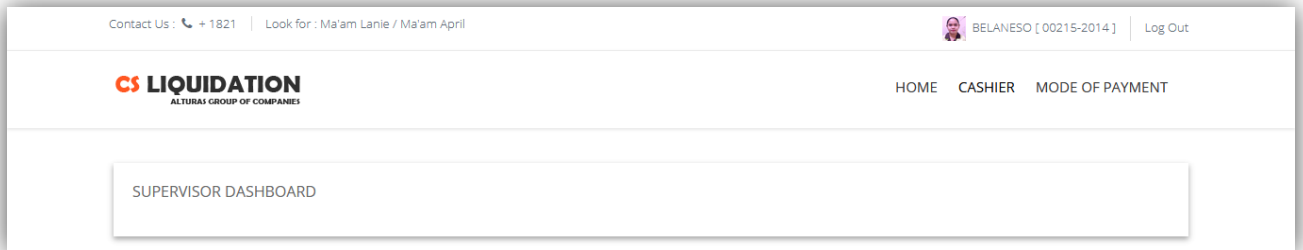


HRMS – Home Page

Step 2: Click 'Employee's Benefits Module' menu.



Liquidation Supervisor Homepage



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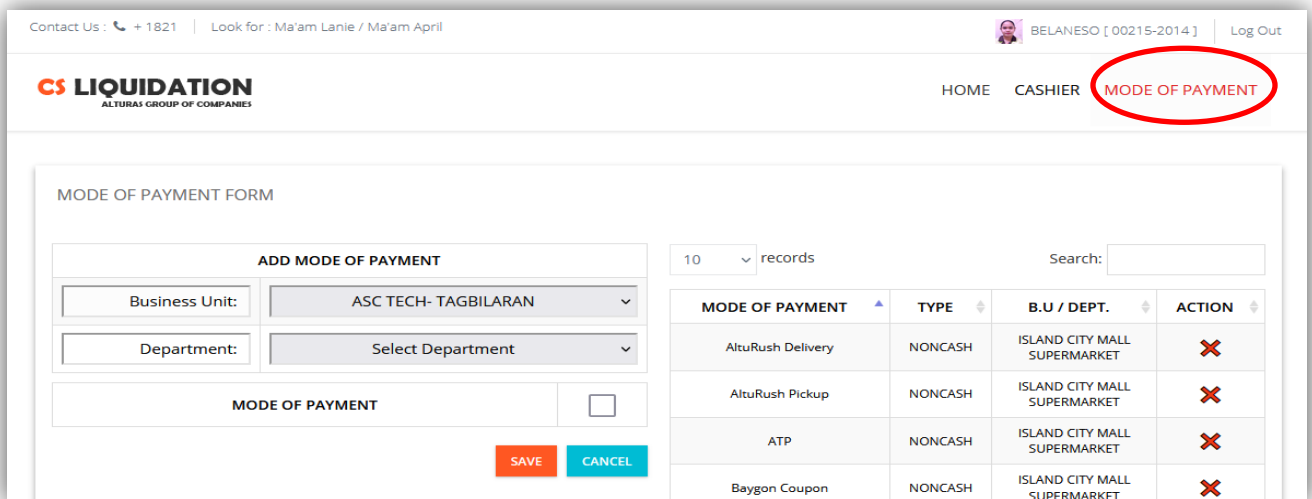
BELANESO [00215-2014] | Log Out

CS LIQUIDATION
ALTURAS GROUP OF COMPANIES

HOME CASHIER MODE OF PAYMENT

SUPERVISOR DASHBOARD

Under **Mode of Payment** menu, where Liquidation Supervisor can add, view and delete mode of payment.



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CS LIQUIDATION
ALTURAS GROUP OF COMPANIES

HOME CASHIER **MODE OF PAYMENT**

MODE OF PAYMENT FORM

10 records Search:

ADD MODE OF PAYMENT

Business Unit: ASC TECH- TAGBILARAN

Department: Select Department

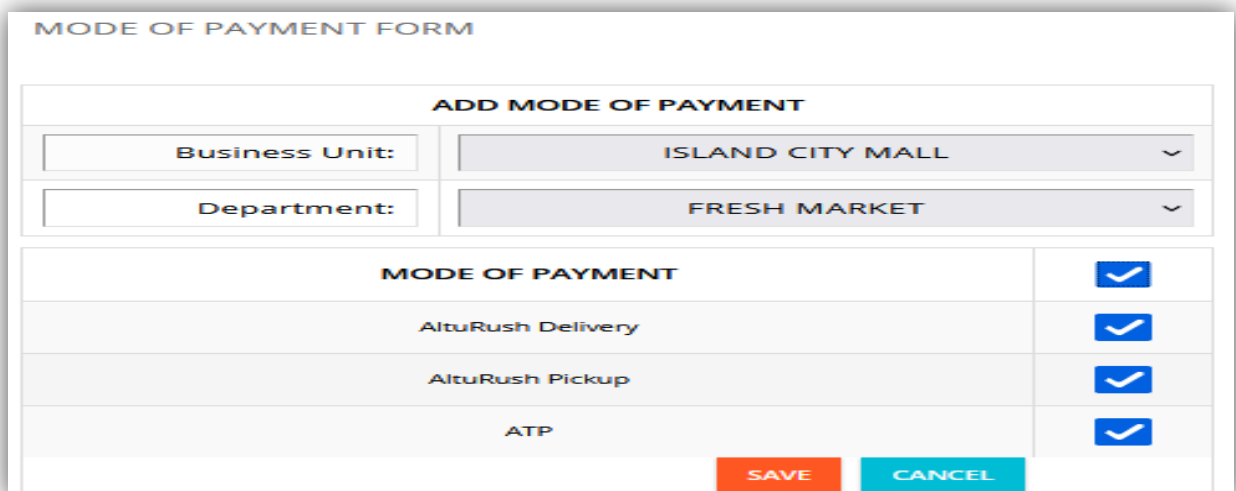
MODE OF PAYMENT ☐

SAVE CANCEL

MODE OF PAYMENT	TYPE	B.U / DEPT.	ACTION
AltuRush Delivery	NONCASH	ISLAND CITY MALL SUPERMARKET	✗
AltuRush Pickup	NONCASH	ISLAND CITY MALL SUPERMARKET	✗
ATP	NONCASH	ISLAND CITY MALL SUPERMARKET	✗
Baygon Coupon	NONCASH	ISLAND CITY MALL SUPERMARKET	✗

To Add Mode of Payment:

1. Select Business Unit
2. Select Department , choices of Mode of Payment will appear for selection
3. Then tick the checkbox to add (**Note:** Checkbox are disabled if already added)
4. Click **Save**



MODE OF PAYMENT FORM

ADD MODE OF PAYMENT

Business Unit: ISLAND CITY MALL

Department: FRESH MARKET

MODE OF PAYMENT

AltuRush Delivery	<input checked="" type="checkbox"/>
AltuRush Pickup	<input checked="" type="checkbox"/>
ATP	<input checked="" type="checkbox"/>

SAVE CANCEL

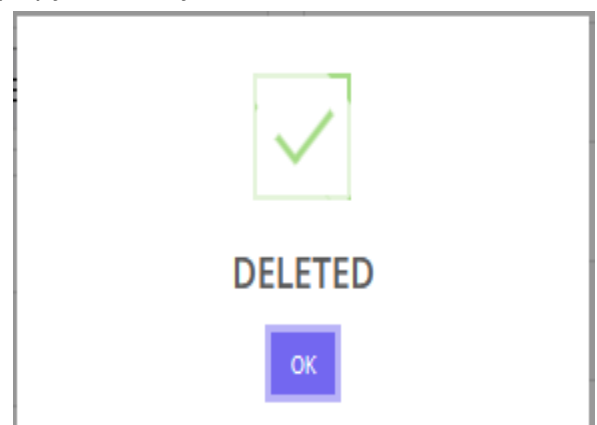
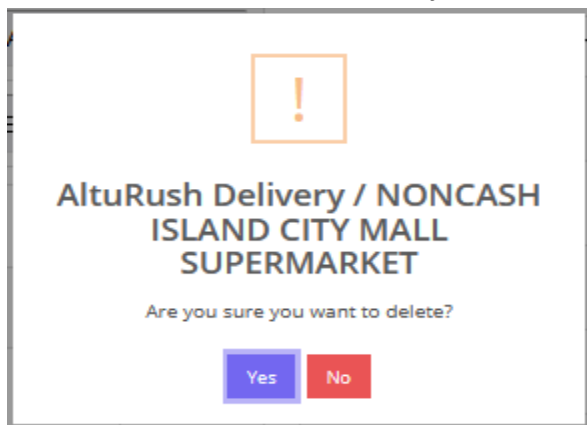
On the right side where you can view history of all details added Mode of Payment.

10 records Search:

MODE OF PAYMENT ▲	TYPE ◆	B.U / DEPT. ◆	ACTION ◆
AltuRush Delivery	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
AltuRush Pickup	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
ATP	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
Baygon Coupon	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
Cards	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
Cash	CASH	ISLAND CITY MALL SUPERMARKET	✕
Cashier Shortage (for A/R)	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
Coupons	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
Credit Wholesale	NONCASH	ISLAND CITY MALL SUPERMARKET	✕
CRM Redeem	NONCASH	ISLAND CITY MALL SUPERMARKET	✕

To **Delete** Mode of Payment:

1. Click the **X** icon under Action column.
2. Confirmation pop-up box will appear with the details you want to delete.
3. Then click **Yes** button. A deleted confirmation will display for successful deletion.



Under **Cashier** menu and **Violation** sub-menu, where you can view and submit cashier's violation depending on the selected cut-off date.

Note: Details are color-coded for easier identification.

To **Forward** Cashier's Violation:

1. Select cut-off date
2. Select cashier's for violation
3. Click **Submit Violation**

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BELANESO [00215-2014] | Log Out

CS LIQUIDATION
ALTURAS GROUP OF COMPANIES

HOME **CASHIER** MODE OF PAYMENT

Violation

CASHIER VIOLATION

CUTOFF DATE: 01-1-2023 to 01-15-2023

10 records

Search:

CASHIER INCHARGE	B.U / DEPT.	SALES DATE	TOTAL SALES	REGISTERED SALES	VARIANCE AMT.	TYPE	LIQUIDATION OFFICER	
Amodia, Maribel Galve	ISLAND CITY MALL SUPERMARKET SOD	2023-01-03	191,464.85	191,500.00	35.15	SHORT	BELANESO, MA. JESSA MACULA	<input checked="" type="checkbox"/>
Arapol, Genalyn Baldo	ISLAND CITY MALL SUPERMARKET CHECK-OUT COUNTER	2023-01-04	376,641.00	376,561.00	80.00	OVER	BELANESO, MA. JESSA MACULA	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

SHORT OVER

SUBMIT VIOLATION

After clicking the **Submit Violation** button, a confirmation pop-up box will display.

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BELANESO [00215-2014] | Log Out

CS LIQUIDATION
ALTURAS GROUP OF COMPANIES

HOME CASHIER MODE OF PAYMENT

CASHIER VIOLATION

CUTOFF DATE: 01-1-2023 to 01-15-2023

10 records

Search:

CASHIER INCHARGE	B.U / DEPT.	SALES DATE	VARIANCE AMT.	TYPE	LIQUIDATION OFFICER	
Amodia, Maribel Galve	ISLAND CITY MALL SUPERMARKET SOD	2023-01-03	35.15	SHORT	BELANESO, MA. JESSA MACULA	<input checked="" type="checkbox"/>
Arapol, Genalyn Baldo	ISLAND CITY MALL SUPERMARKET CHECK-OUT COUNTER	2023-01-04	80.00	OVER	BELANESO, MA. JESSA MACULA	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

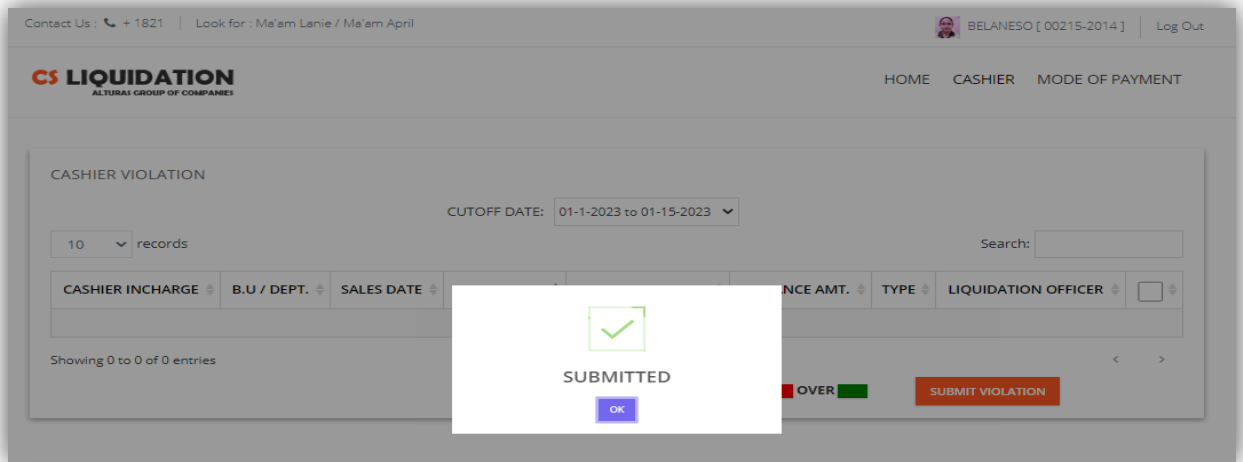
SHORT OVER

SUBMIT VIOLATION

Are you sure you want to submit violation?

Yes No

After confirmation, a submitted pop-up will appear.



All submitted Cashier's violations will displayed in Violation Forwarded table. Default viewing will be the current date, you may change by selecting the date range.

VIOLATION FORWARDED

FROM: 04/01/2023 TO: 04/01/2023

10 records

Search:

CASHIER INCHARGE	BUSINESS UNIT DEPARTMENT	SALES DATE	TOTAL SALES	REGISTERED SALES	VARIANCE AMT.	TYPE	LIQUIDATION OFFICER	SUBMITT
Amodia, Maribel Galve	ISLAND CITY MALL SUPERMARKET SOD	2023-01-03	191,464.85	191,500.00	35.15	SHORT	BELANESO, MA. JESSA MACULA	BELANE M
Arapol, Genalyn Baldo	ISLAND CITY MALL SUPERMARKET CHECK-OUT COUNTER	2023-01-04	376,641.00	376,561.00	80.00	OVER	BELANESO, MA. JESSA MACULA	BELANE M

Showing 1 to 2 of 2 entries

SHORT OVER

Activate Windows
Go to Settings to activate Windows.