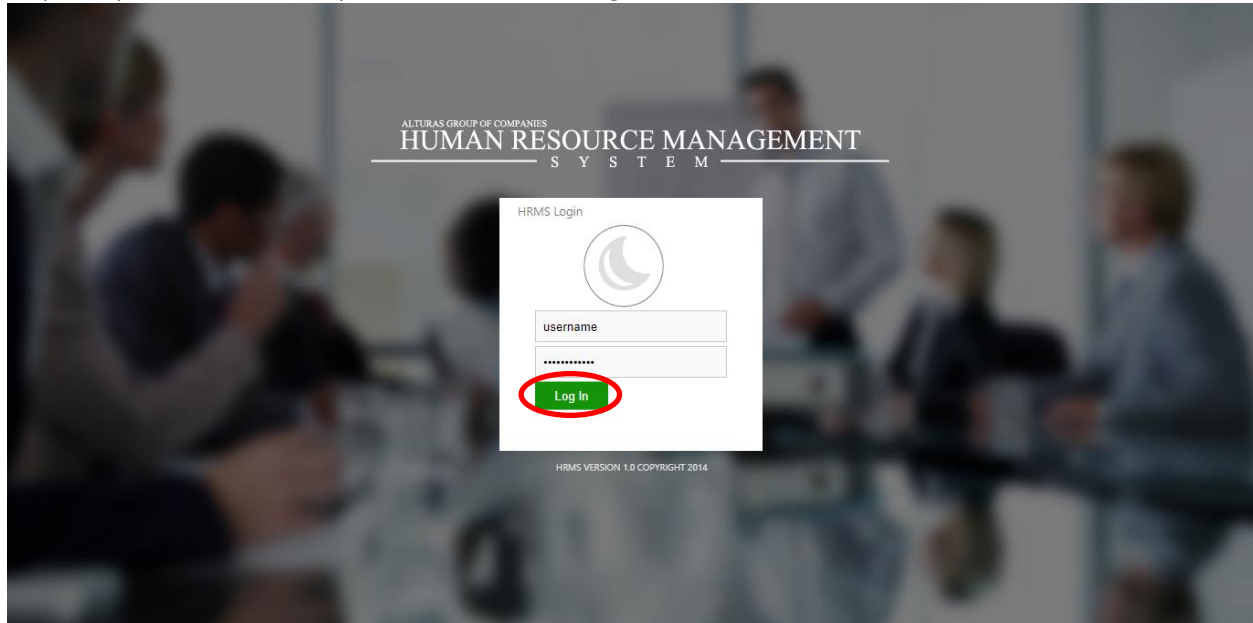


Cashier's Liquidation System

ACCOUNTING USER GUIDE

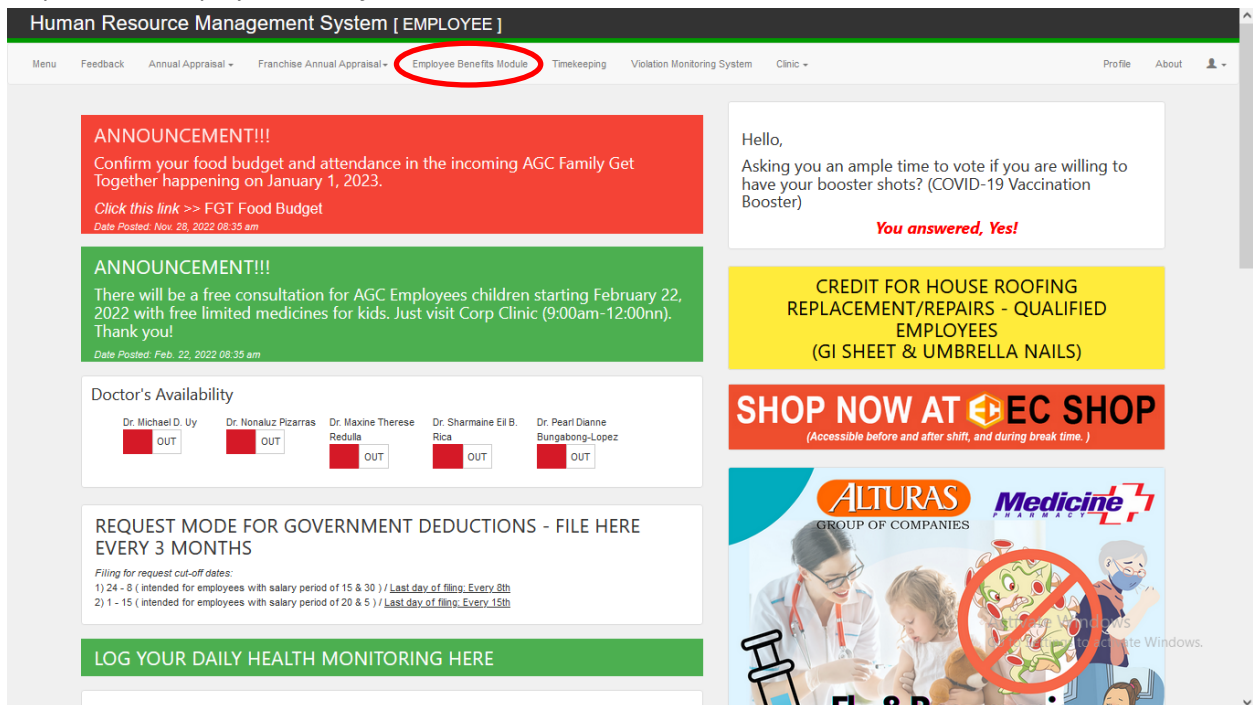
HRMS – Login Page

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

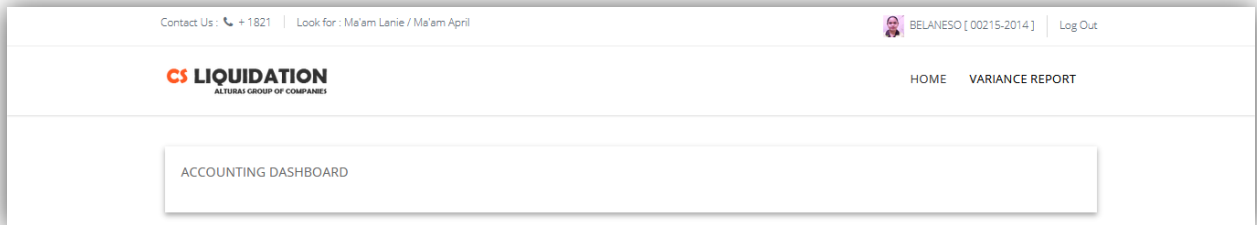


HRMS – Home Page

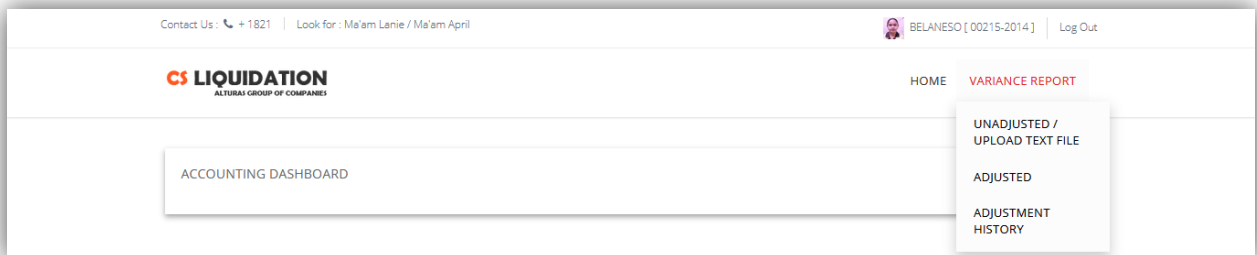
Step 2: Click 'Employee's Benefits Module' menu.



Accounting Personnel Homepage



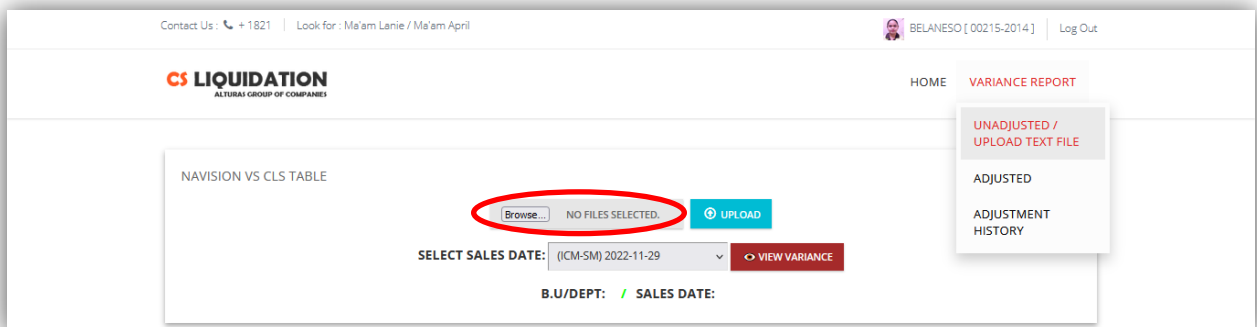
Under **Variance Report** menu, accounting personnel has an option to select **Unadjusted/Upload Text File, Adjusted and Adjustment History**.



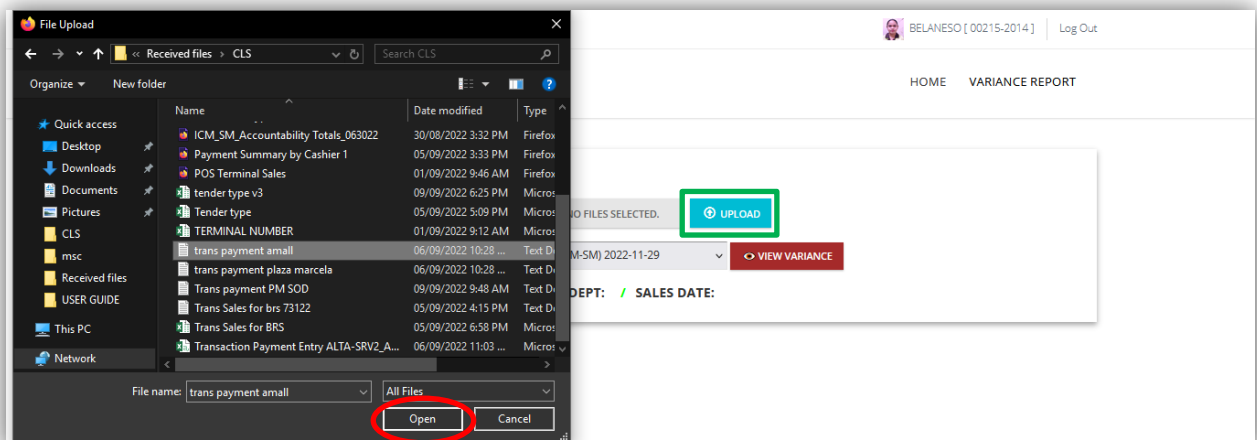
Step 3: Variance Report -Unadjusted/Upload Text File

In here you can Upload text file from Navision System (POS), in which you can compare from the Cashier's Liquidation System.

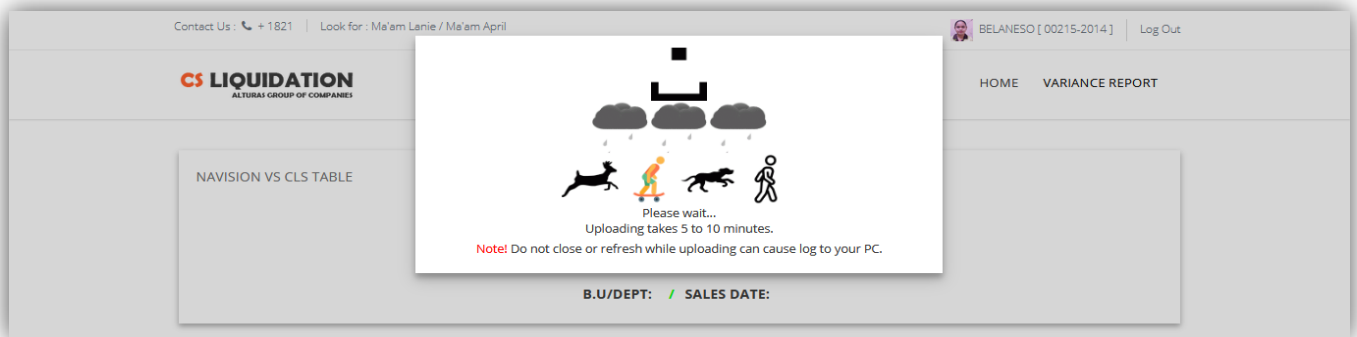
Step 3.1: To upload, click the browse file (outlined in Red) button, a file upload box will appear for selection.



Step 3.2: 1. Select file to upload 2. Click the "Open" button (outlined in Red) 3. Click the "Upload" button (outlined in Green).




Step 3.3: Modal for uploading will displayed.



Step 3.4 After uploading, variances of different mode of payments are displayed in the table together with terminal no and cashier's name.

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BELANESO [00215-2014] | Log Out

CS LIQUIDATION

ALTURAS GROUP OF COMPANIES

HOME

VARIANCE REPORT

NAVISON VS CLS TABLE

Browse...

NO FILES SELECTED.

UPLOAD

SELECT SALES DATE:

(ICM-SM) 2022-11-29

VIEW VARIANCE

B.U/DEPT: ISLAND CITY MALL / SUPERMARKET / SALES DATE: November 29, 2022

Search:

CASHIER'S NAME	TERMINAL NO.		CASH						COMMERCIAL		
	CLS	NAV	CLS			NAV			VARIANCE	CLS	NAV
			PARTIAL	FINAL	TOTAL	PARTIAL	FINAL	TOTAL			
Amodia, Maribel Galve	SM-P0105 149,183.01	SM-P0106 23,390.29	7,740.00	120,696.01	128,436.01	0.00	15,898.34	15,898.34	112,537.67	6,546.00	7,491.9
Arapol, Genalyn Baldo	SM-P0103 153,745.05	SM-P0105 21,098.22	89,600.00	57,145.05	146,745.05	0.00	21,098.22	21,098.22	125,646.83	2,000.00	0.00
Itong, Karen Torrejos		SM-P0103 17,191.38	0.00	0.00	0.00	0.00	16,191.38	16,191.38	(16,191.38)	0.00	0.00
Nues, Eva Jean		SM-P0104 14,772.73	0.00	0.00	0.00	0.00	6,689.53	6,689.53	(6,689.53)	0.00	8,083.2
		TOTAL	97,340.00	177,841.06	275,181.06	0.00	59,877.47	59,877.47	215,303.59	8,546.00	15,575.1

Showing 1 to 5 of 5 entries

Activate Windows

Go to Settings to activate Windows

Note: Variance amount (outlined in Yellow) in colored Green means Overage, Red means shortage and Black means no Variance. Please see below for example. **Formula: Variance=CLS Total- Navision Total**

CASHIER'S NAME ▲	TERMINAL NO.		CASH						
	CLS	NAV	CLS			NAV			VARIANCE
			PARTIAL	FINAL	TOTAL	PARTIAL	FINAL	TOTAL	
Amodia, Maribel Galve	SM-P0105 149,183.01	SM-P0106 23,390.29	7,740.00	120,696.01	128,436.01	0.00	15,898.34	15,898.34	112,537.67
Arapol, Genalyn Baldo	SM-P0103 153,745.05	SM-P0105 21,098.22	89,600.00	57,145.05	146,745.05	0.00	21,098.22	21,098.22	125,646.83
Itong, Karen Torrejos		SM-P0103 17,191.38	0.00	0.00	0.00	0.00	16,191.38	16,191.38	(16,191.38)
Nues, Eva Jean		SM-P0104 14,772.73	0.00	0.00	0.00	0.00	6,689.53	6,689.53	(6,689.53)
		TOTAL	97,340.00	177,841.06	275,181.06	0.00	59,877.47	59,877.47	215,303.59

Step 3.5 Adjust/transfer amount of payment

1. Click the “edit” icon under Action column (outlined in Red). 2. After clicking, a modal will appear, in which you can select the mode of payment and amount to transfer 3. Click add “+” icon.

You may transfer as much as you want as long as it is equal with the original/current amount. You can delete if you are unsure by clicking “x” icon under the Action column (outlined in Blue).

If your adjustment request is still for approval from Accounting Supervisor, status is **PENDING** and “Adjust” button is disabled.

NAVISION ADJUSTMENT

Amodia, Maribel Galve

ORIGIN: SELECT MOP: Cards
CURRENT AMOUNT: 7,491.95

TRANSFER TO: SELECT MOP: ATP
AMOUNT TO TRANSFER: 1,000.00

ORIGIN	TRANSFER TO	TRANSFER AMT.	STATUS	ACTION
Cards	ATP	1,000.00	PENDING	
TOTAL		1,000.00		

NAVISION VS CLS TABLE

A.T.P			EMPLOYEE'S CREDIT			PO CARD			IHCC			TOTAL		VARIANCE	ACTION
NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE		
5.00	0.00	9,876.00	0.00	0.00	0.00	4,325.00	0.00	4,325.00	0.00	0.00	0.00	149,183.01	23,390.29	125,792.72	
0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,745.05	21,098.22	132,646.83	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	17,191.38	(17,191.38)	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,772.73	(14,772.73)	
6.00	0.00	14,876.00	0.00	0.00	0.00	4,325.00	1,000.00	3,325.00	0.00	0.00	0.00	302,928.06	76,452.62	226,475.44	

Showing 1 to 5 of 5 entries

Step 3.6 Status will change to **APPROVED**, once adjustment request is granted and “Adjust” button can be clicked.

NAVISION ADJUSTMENT

Amodia, Maribel Galve

ORIGIN: SELECT MOP: Cards
CURRENT AMOUNT: 7,491.95

TRANSFER TO: SELECT MOP: Cash
AMOUNT TO TRANSFER: 1,000.00

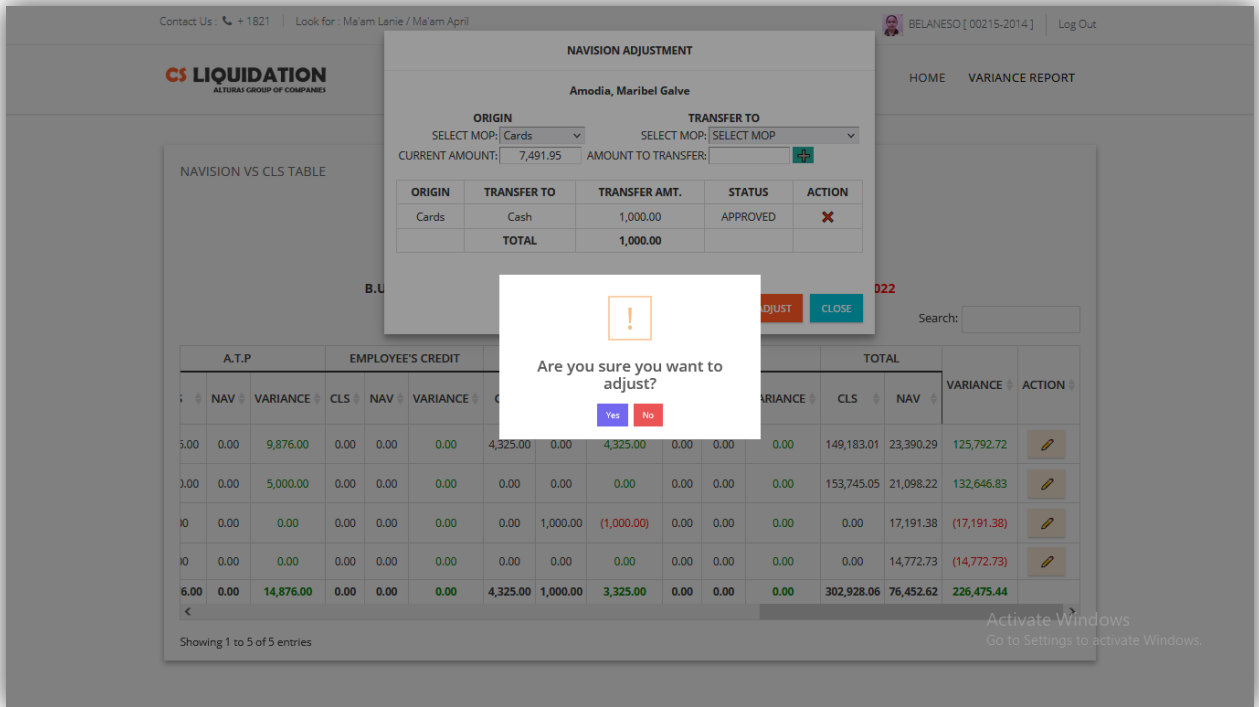
ORIGIN	TRANSFER TO	TRANSFER AMT.	STATUS	ACTION
Cards	Cash	1,000.00	APPROVED	
TOTAL		1,000.00		

NAVISION VS CLS TABLE

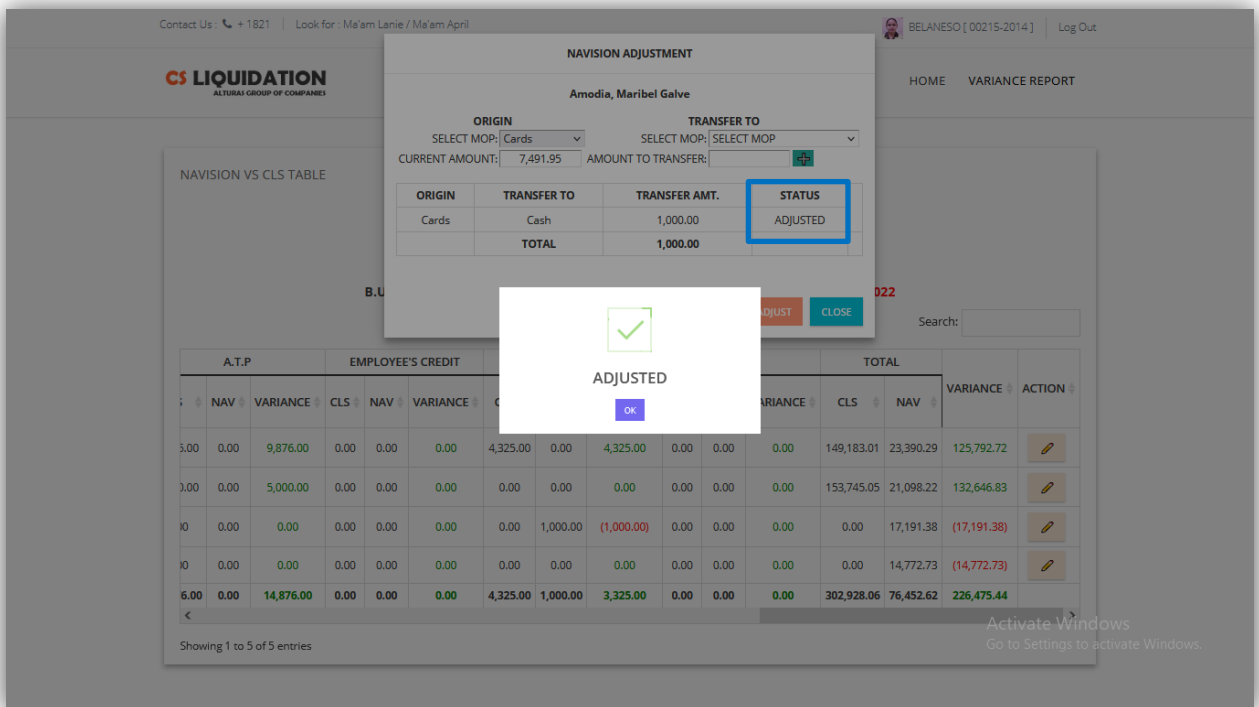
A.T.P			EMPLOYEE'S CREDIT			PO CARD			IHCC			TOTAL		VARIANCE	ACTION
NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE	CLS	NAV	VARIANCE		
5.00	0.00	9,876.00	0.00	0.00	0.00	4,325.00	0.00	4,325.00	0.00	0.00	0.00	149,183.01	23,390.29	125,792.72	
0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,745.05	21,098.22	132,646.83	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	17,191.38	(17,191.38)	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,772.73	(14,772.73)	
6.00	0.00	14,876.00	0.00	0.00	0.00	4,325.00	1,000.00	3,325.00	0.00	0.00	0.00	302,928.06	76,452.62	226,475.44	

Showing 1 to 5 of 5 entries

Step 3.7: After clicking the “Adjust” button, a confirmation alert will display.



*Step 3.8 A successful adjustment will alert and status is changed to **ADJUSTED** (outlined in Blue). You can no longer delete adjustment.*



Step 4: **Variance Report -Adjusted**

In here you find Adjustment report that was made.

To view adjustment: 1. Select sales date 2. Click the "View Variance" button

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CS LIQUIDATION
ALTURAS GROUP OF COMPANIES

HOME **VARIANCE REPORT**

ADJUSTED NAVISION VS CLS TABLE

SELECT SALES DATE: (ICM-SM) 2022-11-29 **VIEW VARIANCE**

B.U/DEPT: / SALES DATE:
SHORT: ■ / OVER: ■ / ADJUSTED: ■

UNADJUSTED /
UPLOAD TEXT FILE

ADJUSTED

ADJUSTMENT
HISTORY

After clicking the "View Variance" button, Variance Report will display.

Labels (outlined in Blue) are given for better interpretation.

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ALTURAS GROUP OF COMPANIES

HOME VARIANCE REPORT

ADJUSTED NAVISION VS CLS TABLE

SELECT SALES DATE: (ICM-SM) 2022-11-29 **VIEW VARIANCE**

B.U/DEPT: **ISLAND CITY MALL / SUPERMARKET** / SALES DATE: **November 29, 2022**
SHORT: ■ / OVER: ■ / ADJUSTED: ■

Search:


TERMINAL NO.		CASH							COMMERCIAL CARD'S			
CLS	NAV	CLS			NAV			VARIANCE	CLS	NAV	VARIANCE	CLS
		PARTIAL	FINAL	TOTAL	PARTIAL	FINAL	TOTAL					
SM-P0105 149,183.01	SM-P0106 23,390.29	7,740.00	120,696.01	128,436.01	0.00	16,898.34	16,898.34	111,537.67	6,546.00	6,491.95	54.05	0.00
SM-P0103 153,745.05	SM-P0105 21,098.22	89,600.00	57,145.05	146,745.05	0.00	21,098.22	21,098.22	125,646.83	2,000.00	0.00	2,000.00	0.00
	SM-P0103 17,191.38	0.00	0.00	0.00	0.00	16,191.38	16,191.38	(16,191.38)	0.00	0.00	0.00	0.00
	SM-P0104 14,772.73	0.00	0.00	0.00	0.00	6,689.53	6,689.53	(6,689.53)	0.00	8,083.20	(8,083.20)	0.00
	TOTAL	97,340.00	177,841.06	275,181.06	0.00	60,877.47	60,877.47	214,303.59	8,546.00	14,575.15	(6,029.15)	0.00


Showing 1 to 5 of 5 entries

Activate Window

Step 5: Variance Report -Adjustment History
Viewing of all Adjustment requests that was made.

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HOMEVARIANCE REPORT

ADJUSTMENT HISTORY

10 records

Search

CASHIER NAME	ORIGIN	TRANSFER TO	TRANSFER AMOUNT	SALES DATE	ADJUSTED DATE/TIME	STATUS
Amodia, Maribel Galve	Cards	Cash	1491.95	2022-11-23	2022-11-23 09:31:42	ADJUSTED
Arapol, Genalyn Baldo	Cash	ATP	1000	2022-11-23	2022-11-23 14:27:57	ADJUSTED
Amodia, Maribel Galve	Cards	ATP	1000	2022-11-24	2022-11-24 11:36:37	ADJUSTED
Arapol, Genalyn Baldo	Cash	ATP	5000	2022-11-24	2022-11-29 16:09:52	ADJUSTED
Amodia, Maribel Galve	Cards	Cash	1000	2022-11-29	2022-12-05 18:03:50	ADJUSTED

Showing 1 to 5 of 5 entries

UNADJUSTED /
UPLOAD TEXT FILE

ADJUSTED

ADJUSTMENT
HISTORY