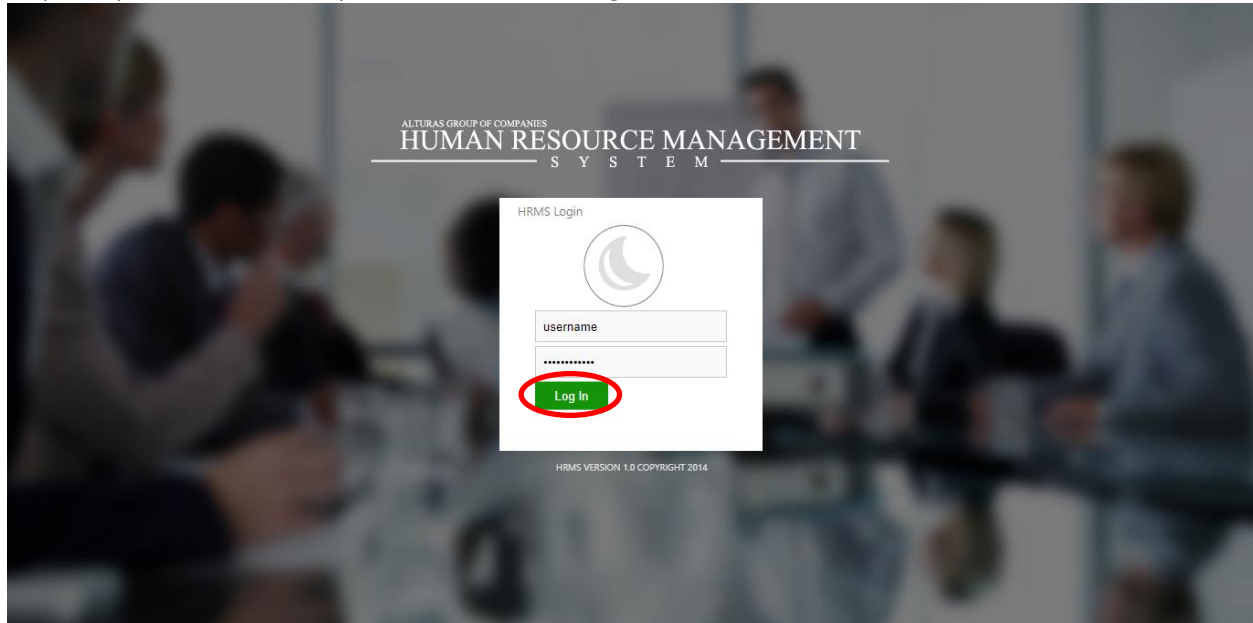


Cashier's Liquidation System

ACCOUNTING SUPERVISOR USER GUIDE

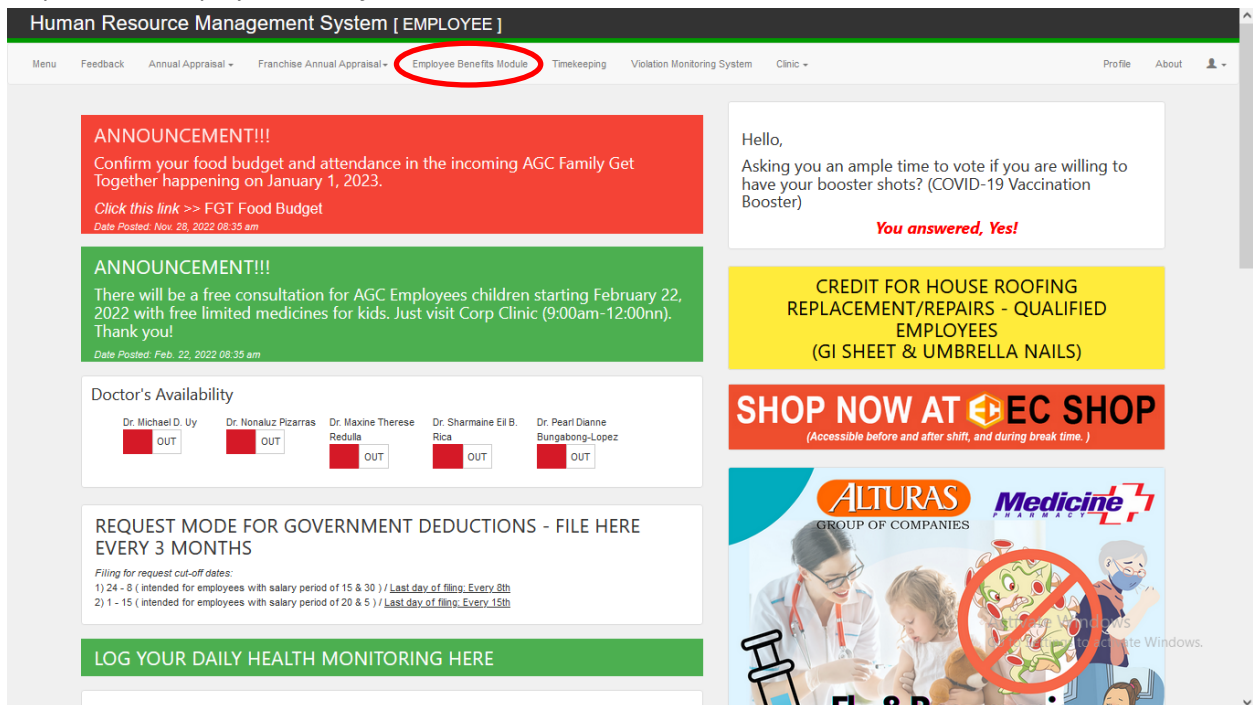
HRMS – Login Page

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

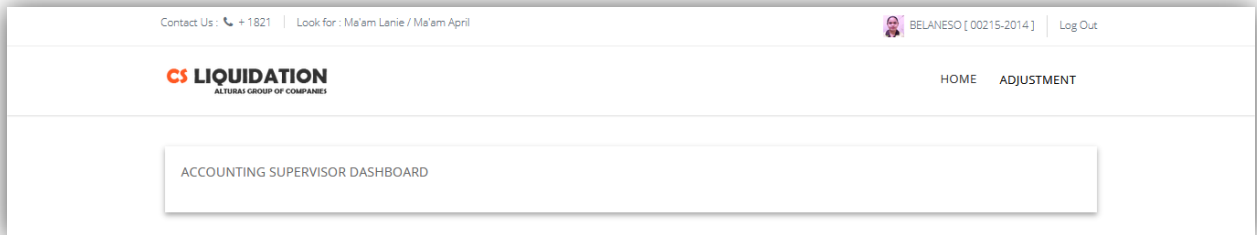


HRMS – Home Page

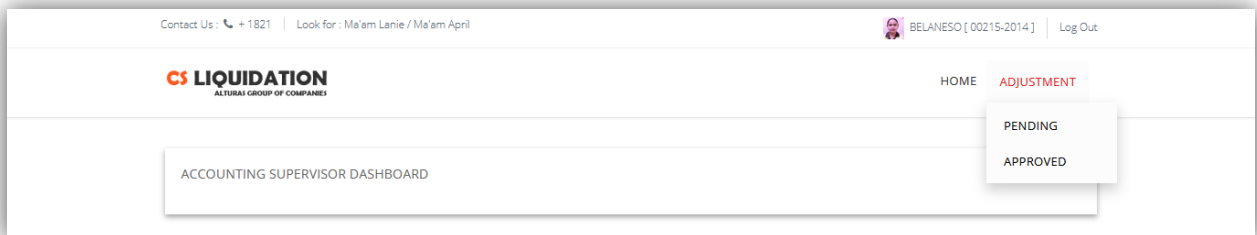
Step 2: Click 'Employee's Benefits Module' menu.



Accounting Supervisor Homepage

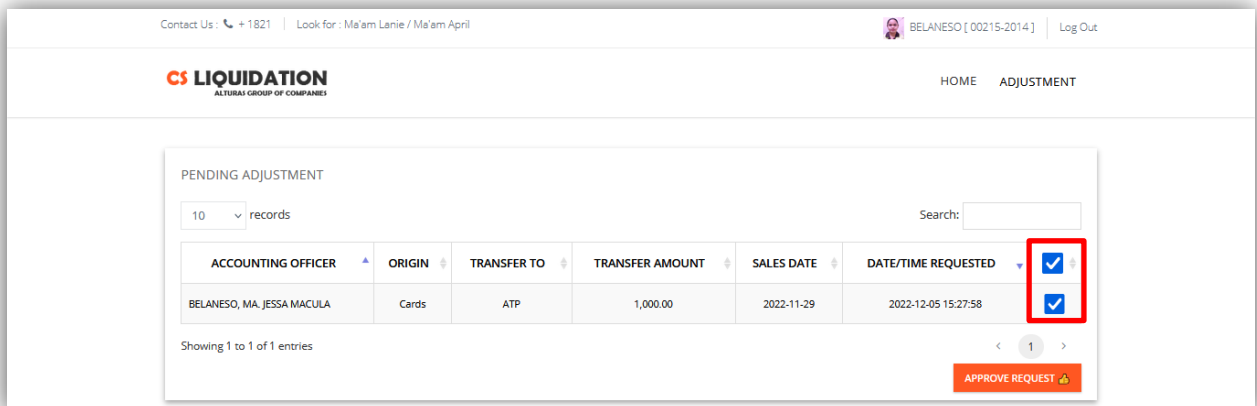


Under **Adjustment** menu, Accounting Supervisor has an option to select **Pending** or **Approved**. For **Pending Adjustment sub-menu**, by the name itself it contains Pending Adjustment request from Accounting In-charge while **Approved Adjustment sub-menu** contains approved adjustment request history.



Step 3: Adjustment- Pending

To approved adjustment request, check the desired request (outlined in Red) then click the "Approve Request" button.



Step 3.1: Adjustment- Pending

A confirmation message box will display then click "Yes" if already reviewed, a confirmed successful box will appear right after.

CS LIQUIDATION
ALTURAI GROUP OF COMPANIES

HOME ADJUSTMENT

PENDING ADJUSTMENT

10 records

Search:

ACCOUNTING OFFICER	ORIGIN	TRANSFER TO	TRANSFER AMOUNT	SALES DATE	DATE/TIME REQUESTED	
BELANESO, MA, JESSA MACULA	Cards			2022-11-29	2022-12-05 15:27:58	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Are you sure you want to approve request?

Yes No

APPROVE REQUEST

CS LIQUIDATION
ALTURAI GROUP OF COMPANIES

HOME ADJUSTMENT

PENDING ADJUSTMENT

10 records

Search:

ACCOUNTING OFFICER	ORIGIN	TRANSFER TO	TRANSFER AMOUNT	SALES DATE	DATE/TIME REQUESTED	
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Showing 0 to 0 of 0 entries

APPROVED

OK

APPROVE REQUEST

Step 4: Adjustment- Approved

Approved adjustment request details will be shown here. Please see outlined in Red to see example above. You may sort by clicking the label name column.

CS LIQUIDATION
ALTURAI GROUP OF COMPANIES

HOME ADJUSTMENT

APPROVED ADJUSTMENT

10 records

Search:

ACCOUNTING OFFICER	ORIGIN	TRANSFER TO	TRANSFER AMOUNT	SALES DATE	DATE/TIME APPROVED
BELANESO, MA, JESSA MACULA	Cards	ATP	1,000.00	2022-11-29	2022-12-05 15:46:32
BELANESO, MA, JESSA MACULA	Cards	ATP	1,000.00	2022-11-24	2022-11-24 11:36:23
BELANESO, MA, JESSA MACULA	Cash	ATP	5,000.00	2022-11-24	2022-11-29 16:07:24
BELANESO, MA, JESSA MACULA	Cards	Cash	1,491.95	2022-11-23	2022-11-23 09:31:25
BELANESO, MA, JESSA MACULA	Cash	ATP	1,000.00	2022-11-23	2022-11-23 14:27:31

Showing 1 to 5 of 5 entries