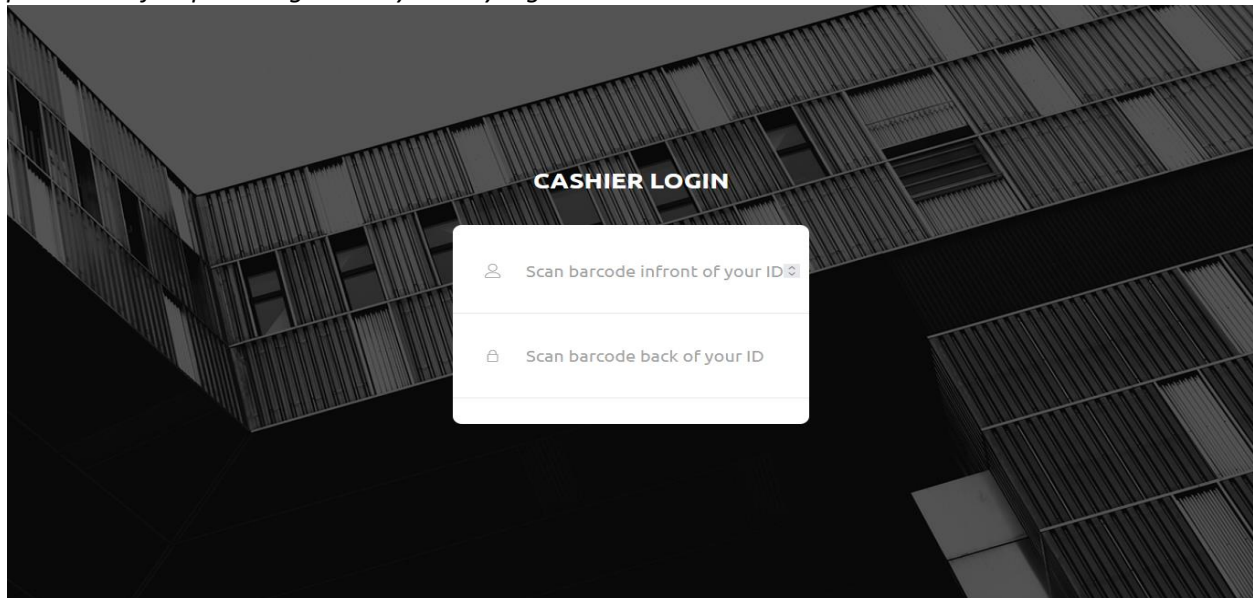


## Cashier's Liquidation System

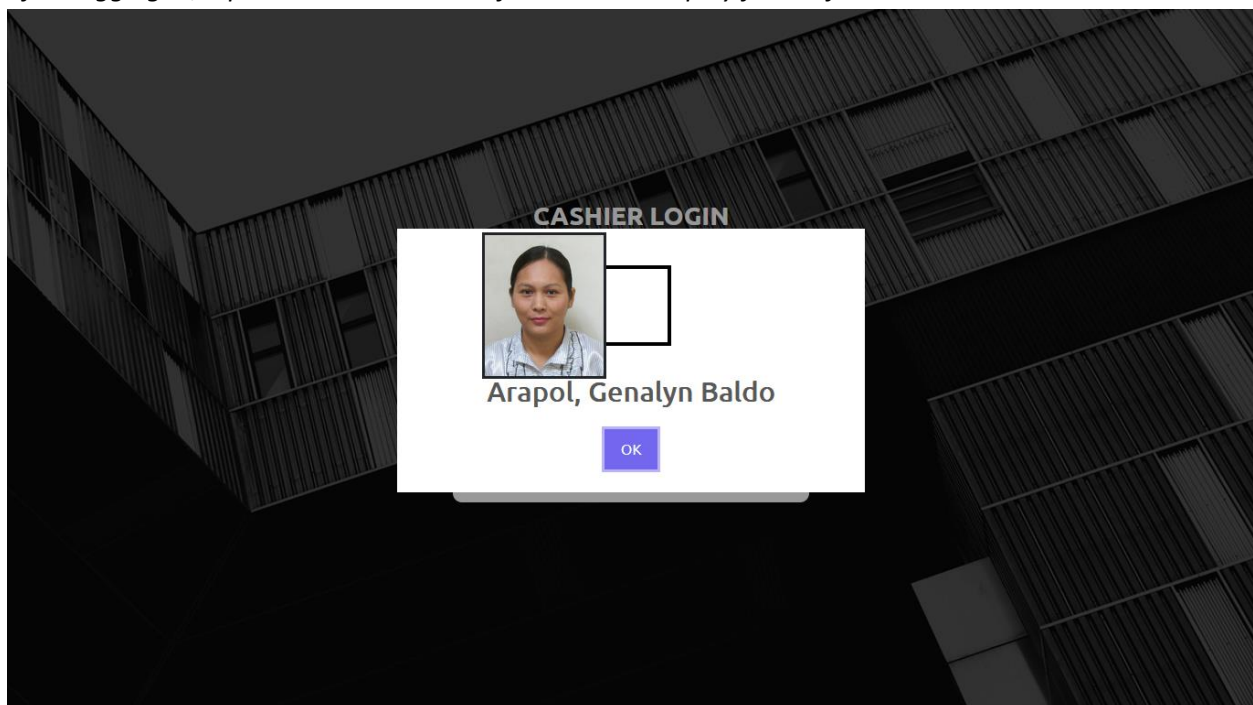
### CASHIER USER GUIDE

#### CLS – Login Page

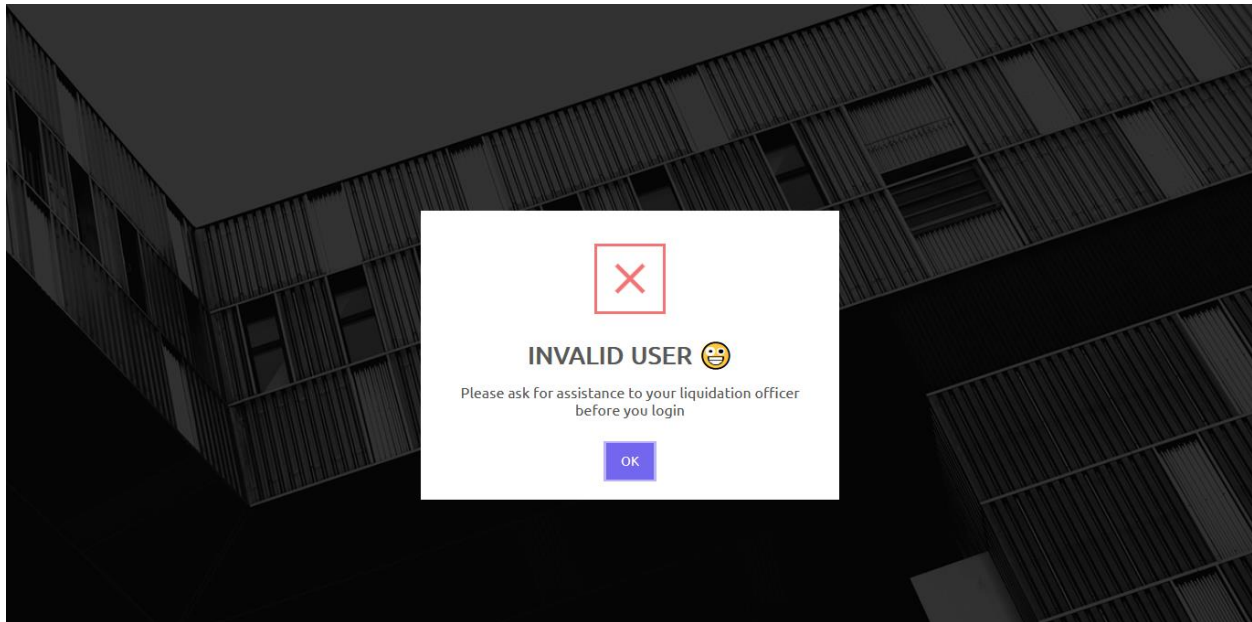
Step 1: Scan **front barcode** of the id to get the username. Scan **back barcode** of the id to get the password after providing details you may log-in.



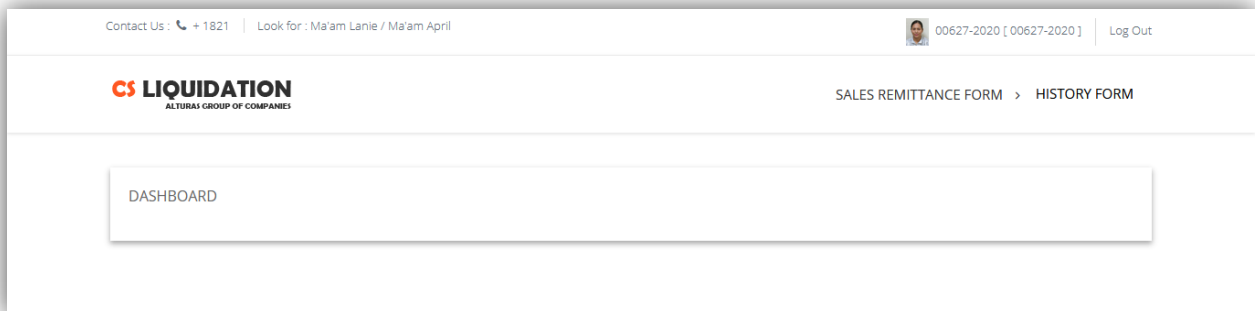
After logging-in, a photo with the name of cashier will display for verification.



*If cashier doesn't have a set-up yet or invalid username/password, an alert will display an invalid user.*

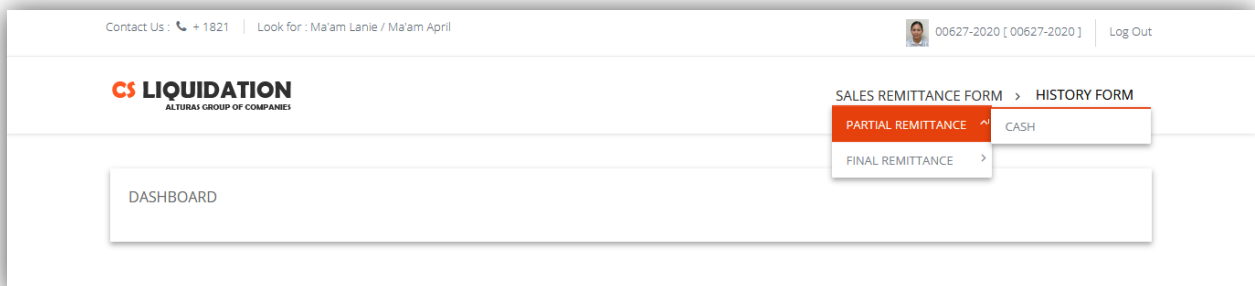


## Cashier's Homepage



*Under **Sales Remittance Form** menu, cashier has an option to select **Partial** or **Final Remittance**. For **Partial Remittance**, **only Cash** can be inputted.*

*Note: Cashier can do multiple partial remittance, especially when cashier reach the quota to remit or peak season.*



*For Final Remittance, Cash and Non-cash can be inputted.*

The screenshot shows the top navigation bar with contact information and user details. The main menu on the left includes a 'DASHBOARD' link. The right-hand navigation area contains a breadcrumb trail: 'SALES REMITTANCE FORM > HISTORY FORM'. Below this, a dropdown menu is open, showing three options: 'PARTIAL REMITTANCE', 'FINAL REMITTANCE' (which is highlighted in red), and 'NONCASH'.

**Step 2: Partial Remittance- Cash**

**Borrow, POS and Counter no.** options are pre-selected by the Liquidation Officer. Only **bank notes** are available to be inputted for partial remittance.

**Note:** If cashier is **borrowed**, cashier should remit all previous accountabilities before proceeding to next counter. Liquidation Officer should set-up cashier for borrowed.

The screenshot displays the 'PARTIAL CASH DENOMINATION FORM'. At the top, there are checkboxes for 'PARTIAL REMITTANCE' (checked) and 'BORROW' (unchecked). Below these is a 'Select POS' dropdown menu. The main part of the form is a table with three columns: 'DENOMINATION', 'QUANTITY', and 'AMOUNT'. The table lists six denominations: P1,000, P500, P200, P100, P50, and P20. Each row has a corresponding quantity field (all set to 0) and an amount field (all set to 0). At the bottom of the table, there is a 'TOTAL CASH' row showing an amount of 0.00. To the left of the table, there are 'RESET' and 'SUBMIT' buttons.

DENOMINATION	QUANTITY	AMOUNT
P1,000	0	0
P500	0	0
P200	0	0
P100	0	0
P50	0	0
P20	0	0
TOTAL CASH		0.00


### Step 2.1: Partial Remittance- Cash


Encircled in Red are the pre-selected POS and counter number by the Liquidation Officer. Only the quantity fields (outlined in Black) can be inputted. After providing the quantity of denomination, click the **Submit** button (colored in Orange). If you want to reset quantity of all the denomination, click **Reset** button (colored in Blue).

Note: Amount is system calculated. **Formula:** Denomination\*Qty. = Amount

Total cash is the sum of all amount of the denomination (outlined in Yellow).

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 00627-2020 [ 00627-2020 ] | Log Out



SALES REMITTANCE FORM > HISTORY FORM

PARTIAL CASH DENOMINATION FORM

☒ PARTIAL REMITTANCE ☐ BORROW

SM-P0102

COUNTER 2

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100	1	100
P50	1	50
P20	1	20
<div>RESET</div> <div>SUBMIT</div>	TOTAL CASH	1,870

### Step 2.2: Partial Remittance- Cash

After clicking the Submit button, a modal will display the inputted denomination for the cashier to review. After reviewing, click the modal "Submit" button (outlined in red). If the details are incorrect, you may close the modal and correct the quantity before submission.

The screenshot shows the CS Liquidation Partial Remittance form. A modal titled "PARTIAL REMITTANCE SM-P0102 | COUNTER 2" is displayed, asking the user to check the inputted cash denomination. The modal contains a table with the following data:

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100	1	100
P50	1	50
P20	1	20
TOTAL CASH		1,870

The modal has a red "SUBMIT" button and a blue "CLOSE" button. The background form shows the same data and a "SUBMIT" button at the bottom.

### Step 2.3: Partial Remittance- Cash

By clicking the "Submit" button from the modal, a pop-up alert box will appear for final confirmation of inputted partial remittance denomination, a confirmed successful box will appear right after.

The screenshot shows the CS Liquidation Partial Remittance form with the same data as the previous image. A confirmation alert box is displayed in the center, asking "Are you sure you want to submit?". The alert box has a yellow exclamation mark icon and two buttons: "Yes" (blue) and "No" (red). The background form is dimmed, and the modal from the previous step is still visible.

### Step 3: Final Remittance- Cash and Non-Cash

Borrow, POS and Counter number (outlined in Red) options are pre-selected by the Liquidation Officer.

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SALES REMITTANCE FORM > HISTORY FORM

PARTIAL REMITTANCE >  
FINAL REMITTANCE >

FINAL CASH DENOMINATION FORM

☒ FINAL REMITTANCE ☐ BORROW

**SM-P0102** **COUNTER 2**

CASH  
NONCASH

Bank notes and coins are available to be inputted for final remittance.

P10	0	0
P5	0	0
P1	0	0
P0.25	0	0
P0.10	0	0
P0.05	0	0
P0.01	0	0
RESET	SUBMIT	TOTAL CASH
		0.00

**Non-Cash** is only available to be inputted for Final Remittance. Selection of Mode of Payment (outlined in Red) is also pre-selected by the Liquidation Officer.

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SALES REMITTANCE FORM > HISTORY FORM

NONCASH DENOMINATION FORM

☒ FINAL REMITTANCE ☐ BORROW

**SM-P0102** **COUNTER 2**

Select MOP Quantity: Amount: +

MODE OF PAYMENT	QUANTITY	AMOUNT	ACTION
TOTAL	0	0.00	

SUBMIT

### Step 3.1: Final Remittance- Cash

Similar with Partial Remittance, only the quantity fields (outlined in Black) can be inputted. POS and counter number (outlined in Red) are pre-selected by the Liquidation Officer. The only difference is this time it includes **coins** (outlined in Blue).

After providing the quantity of denomination, click the **Submit** button (colored in Orange). If you want to reset quantity of all the denomination, click **Reset** button (colored in Blue).

Note: Amount is system calculated. **Formula:** Denomination\*Qty. = Amount

Total cash is the sum of all amount of the denomination (outlined in Yellow).

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SALES REMITTANCE FORM > HISTORY FORM

FINAL CASH DENOMINATION FORM

☒ FINAL REMITTANCE ☐ BORROW

SM-P0102 COUNTER 2

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100	1	100
P50	1	50
P20	1	20
P10	1	10
P5	1	5
P1	1	1
P0.25	4	1
P0.10	10	1
P0.05	20	1
P0.01	100	1
TOTAL CASH		1,890

RESET SUBMIT

### Step 3.1.1: Final Remittance- Cash

Please note that you can't proceed to input Final Remittance (cash or noncash) if you have a pending partial denomination. A pop-up alert will notify you that you have a pending cash transaction. If you wish to proceed, please inform the liquidation officer to process your pending cash denomination.

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SALES REMITTANCE FORM > HISTORY FORM

FINAL CASH DENOMINATION FORM

☒ FINAL REMITTANCE ☐ BORROW

Select POS

DENOMINATION	AMOUNT
P1,000	0
P500	0
P200	0
P100	0
P50	0
P20	0
P10	0
P5	0

**NOTE!**  
You cannot save multiple cash denomination, please confirm first your pending cash denomination to your liquidation officer before you input another cash denomination.

**NOTE!**  
You cannot save multiple cash denomination, please confirm first your pending cash denomination to your liquidation officer before you input another cash denomination.

### Step 3.2: Final Remittance- Cash

After clicking the Submit button, a modal will display the inputted denomination for the cashier to review. After reviewing, click the modal "Submit" button (outlined in red). If the details are incorrect, you may close the modal and correct the quantity before submission.

**FINAL REMITTANCE**  
SM-P0102 | COUNTER 2

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100	1	100
P50	1	50
P20	1	20
P10	1	10
P5	0	0
P1	1	1
P0.25	4	1
P0.10	10	1
P0.05	20	1
P0.01	100	1
<b>TOTAL CASH</b>		<b>1,885</b>

**SUBMIT** **CLOSE**



### Step 3.3: Final Remittance- Cash

By clicking the “Submit” button from the modal, a pop-up alert box will appear for final confirmation of inputted final remittance denomination, a confirmed successful box will appear right after.

The screenshot shows a modal titled "FINAL REMITTANCE SM-P0102 | COUNTER 2". It contains a table with columns "DENOMINATION", "QUANTITY", and "AMOUNT". The table lists various Philippine peso denominations from P1,000 down to P0.01. A "TOTAL CASH" row at the bottom shows an amount of 1,885. A confirmation alert box is overlaid on the table, asking "Are you sure you want to submit?" with "Yes" and "No" buttons. The background shows a list of cash denominations from P200 to P0.01 and buttons for "RESET" and "SUBMIT".

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100		
P50		
P20		
P10		
P5		
P1	1	1
P0.25	4	1
P0.10	10	1
P0.05	20	1
P0.01	100	1
<b>TOTAL CASH</b>		<b>1,885</b>

### Step 4.1: Final Remittance- Non-cash

**POS, counter number and mode of payment** (outlined in Red) are pre-selected by the Liquidation Officer. To add non-cash payment:

1. Select **mode of payment**
2. Defined **quantity**
3. Input **Amount**
4. Click the **add** button icon.

The screenshot shows the "NONCASH DENOMINATION FORM" with fields for "FINAL REMITTANCE" (SM-P0102) and "COUNTER 2", both circled in red. A dropdown menu for "MODE OF PAYMENT" is open, showing options like "WeChat Pay", "Select MOP", "AltuRush Delivery", "AltuRush Pickup", "ATP", "Baygon Coupon", and "Cards". The "Quantity" field is set to 1 and the "Amount" field is set to 5,000. A table below shows a single row with "QUANTITY" 0 and "AMOUNT" 0.00. A "SUBMIT" button is at the bottom.

QUANTITY	AMOUNT	ACTION
0	0.00	

#### Step 4.2: Final Remittance- Non-cash

After clicking the add icon, inputted details will be viewed in the table below. To delete incorrect details, click the "x" icon (outlined in Red).

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00627-2020 [ 00627-2020 ] | Log Out

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SALES REMITTANCE FORM > HISTORY FORM

NONCASH DENOMINATION FORM

FINAL REMITTANCE ☐ BORROW

SM-P0102 COUNTER 2

WeChat Pay Quantity: Amount: +

MODE OF PAYMENT	QUANTITY	AMOUNT	ACTION
WeChat Pay	1	5,000.00	
<b>TOTAL</b>	<b>1</b>	<b>5,000.00</b>	

SUBMIT

#### Step 4.2.1: Final Remittance- Non-cash

Please note that if you add the same mode of payment that already exists, a pop-up alert will appear to notify you. Please see example below. Tip: Add the same mode of payment all at once.

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SALES REMITTANCE FORM > HISTORY FORM

NONCASH DENOMINATION FORM

FINAL REMITTANCE ☐ BORROW

SM-P0102 COUNTER 2

WeChat Pay Quantity: 15 Amount: 5,000 +

MODE OF PAYMENT	QUANTITY	AMOUNT	ACTION
WeChat Pay	1	5,000.00	
<b>TOTAL</b>	<b>1</b>	<b>5,000.00</b>	

SUBMIT

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00627-2020 [ 00627-2020 ] | Log Out

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SALES REMITTANCE FORM > HISTORY FORM

NONCASH DENOMINATION FORM

FINAL REMITTANCE ☐ BORROW

SM-P0102 COUNTER 2

WeChat Pay Quantity: 15 Amount: 5,000 +

MODE OF PAYMENT	AMOUNT	ACTION
WeChat Pay	5,000.00	
<b>TOTAL</b>	<b>5,000.00</b>	

**ALREADY EXIST**  
Please select another MODE OF PAYMENT

OK

#### Step 4.3: Final Remittance- Non-cash

After reviewing and providing details of Final Remittance- Non-cash, click the “Submit” button.

NONCASH DENOMINATION FORM

FINAL REMITTANCE ☐ BORROW

SM-P0102 COUNTER 2

Gift Card Quantity: Amount: +

MODE OF PAYMENT	QUANTITY	AMOUNT	ACTION
Gift Card	15	5,000.00	✗
WeChat Pay	1	5,000.00	✗
<b>TOTAL</b>	<b>16</b>	<b>10,000.00</b>	

SUBMIT

#### Step 4.4: Final Remittance- Non-cash

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

Are you sure you want to submit?

Yes No

#### Step 5: History Form- Pending

All Pending remittances (Partial or Final), means for processing of Liquidation Officer will be under History Form- Pending.

SALES REMITTANCE FORM > HISTORY FORM

PENDING

PREVIOUS

### Step 5.1: History Form- Pending

All fields, selection and action icons are **disabled** except the View button (outlined in Red).

If the pending cash sales remittance is for the liquidation officer's confirmation process, all denominations will be viewed (outlined in black). If already process then it will be changed to View button (outlined in Green).

**Note:** The "Update" button can be used once the liquidation officer **allows** the cashier to update the quantity because actual cash and denomination don't coincide.

**Grand Total Amount** = Partial + Final Remittance Cash (outlined in Yellow)

Non-cash Payment total amount (outlined in Orange) under Pending Non-Cash Sales Remittance.

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SALES REMITTANCE FORM > HISTORY FORM

PENDING CASH SALES REMITTANCE FORM

FINAL REMITTANCE

☐ BORROW

SM-P0102

COUNTER 2

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000
P500	1	500
P200	1	200
P100	1	100
P50	1	50
P20	1	20
P10	1	10
P5	0	0
P1	1	1
P0.25	4	1
P0.10	10	1
P0.05	20	1
P0.01	100	1
TOTAL CASH		1,885
VIEW		PARTIAL REMITTANCE
		1,870.00
GRAND TOTAL		3,755

CANCEL

UPDATE

PENDING NONCASH SALES REMITTANCE FORM

FINAL REMITTANCE

☐ BORROW

SM-P0102

COUNTER 2

Select MOP Quantity: Amount:

MODE OF PAYMENT	QUANTITY	AMOUNT	ACTION
Gift Card	15	5,000.00	
WeChat Pay	1	5,000.00	
TOTAL	16	10,000.00	

### Step 5.2: History Form- Pending

By clicking the “View” button (outlined in Red), a modal will appear detailing the denomination inputted.

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00627-2020 [ 00627-2020 ] | Log Out

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SALES REMITTANCE FORM > HISTORY FORM

PENDING  
PREVIOUS

PENDING CASH SALES REMITTANCE FORM

**PARTIAL REMITTANCE** ☐ BORROW

SM-P0102 COUNTER 2

DENOMINATION	QUANTITY	AMOUNT
<b>VIEW</b> 	PARTIAL REMITTANCE	1,870.00


Partial Remittance Details

SM-P0102 COUNTER 2  
Date/Time Submitted -- 2022-12-01 15:01:56

DENOMINATION	QUANTITY	AMOUNT
P1,000	1	1,000.00
P500	1	500.00
P200	1	200.00
P100	1	100.00
P50	1	50.00
P20	1	20.00
TOTAL PARTIAL CASH		1,870.00

**CLOSE**

CANCEL UPDATE


**VIEW** 


TOTAL CASH	1,885
PARTIAL REMITTANCE	1,870.00
GRAND TOTAL	3,755

### Step 6: History Form- Previous

All process denomination of the Cashier will be viewed under History Form- Previous.

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SALES REMITTANCE FORM > HISTORY FORM


PENDING

PREVIOUS

Summary of Sales Remittance will be viewed by selecting the desired date range. Cashier can also view shortage or overage of the sales transaction.

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 00627-2020 [ 00627-2020 ] | Log Out



SALES REMITTANCE FORM > HISTORY FORM

PREVIOUS SALES REMITTANCE TABLE

FROM: 12 / 01 / 2022 TO: 12 / 02 / 2022

10 records Search:

SALES DATE	B.U / DEPT.	SALES REMITTANCE	REGISTERED SALES	TYPE	AMOUNT
2022-12-02	ISLAND CITY MALL SUPERMARKET CHECK-OUT COUNTER	13,755.00	13,800.00	SHORT	45.00

Showing 1 to 1 of 1 entries < 1 >