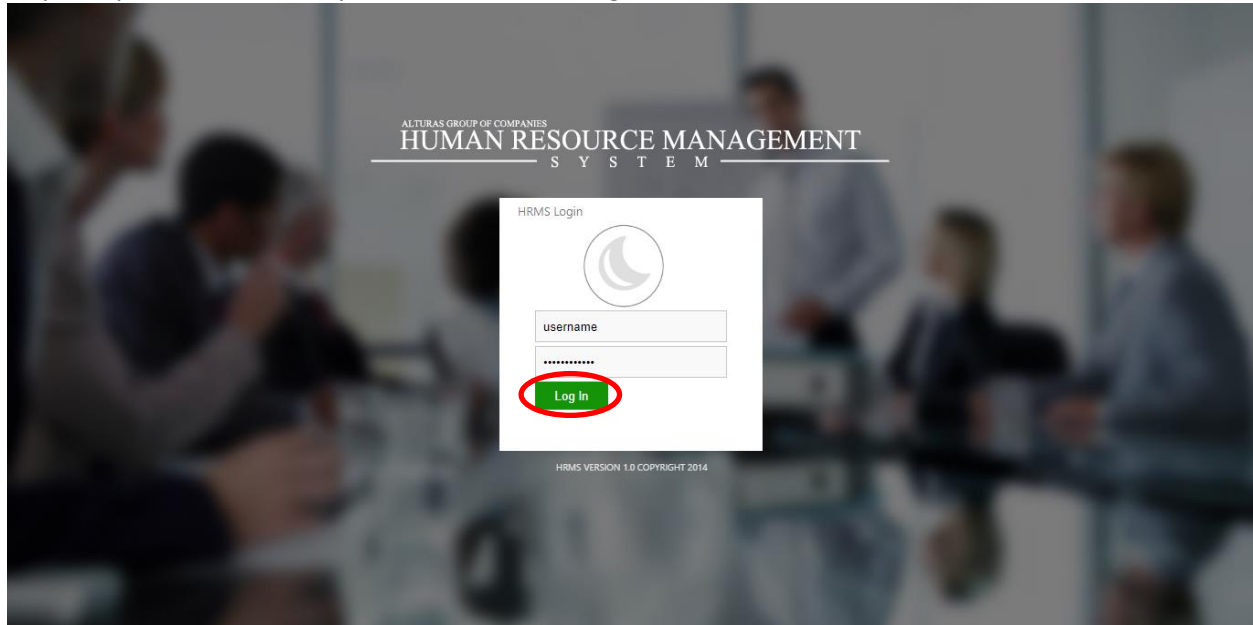# Cashier's Liquidation System
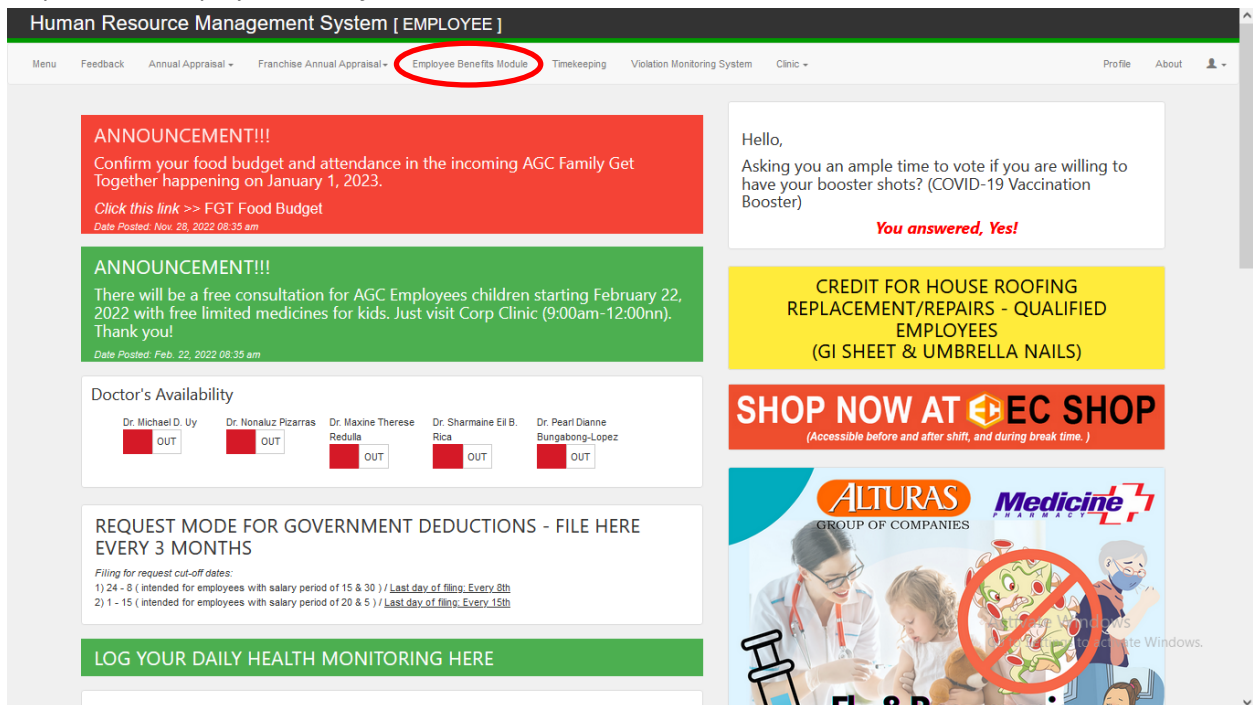## LIQUIDATION SUPERVISOR USER GUIDE

HRMS – Login Page
Step 1: Input username and password, then click log-in button.
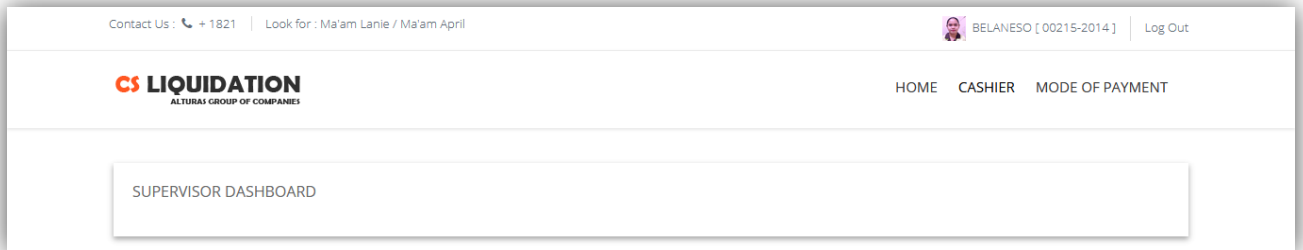

HRMS – Home Page
Step 2: Click 'Employee's Benefits Module' menu.

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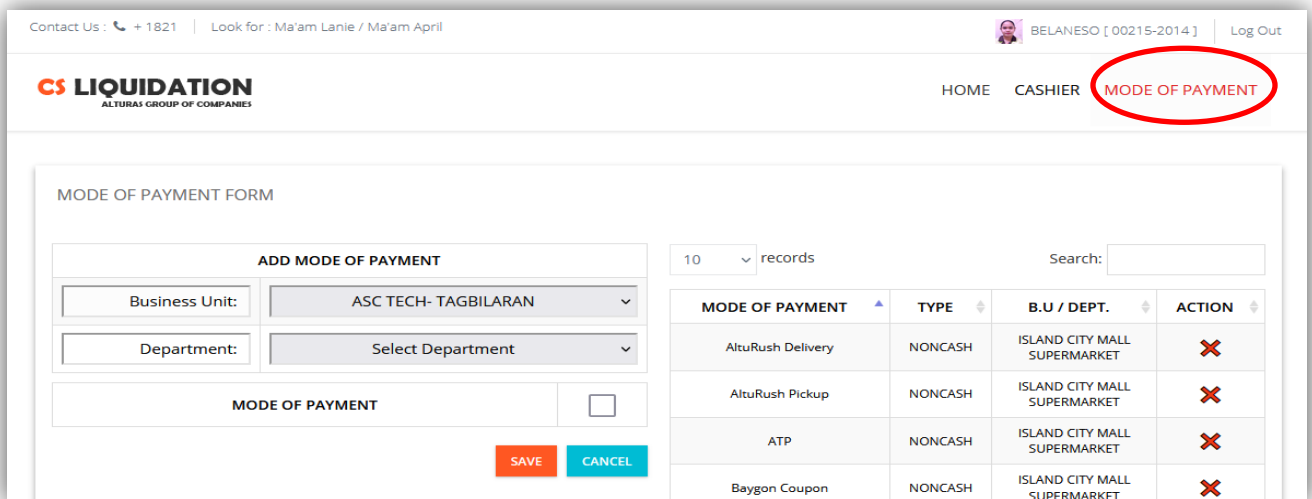
Under **Mode of Payment** menu, where Liquidation Supervisor can add, view and delete mode of payment.

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**

*On the right side where you can view history of all details added Mode of Payment.*
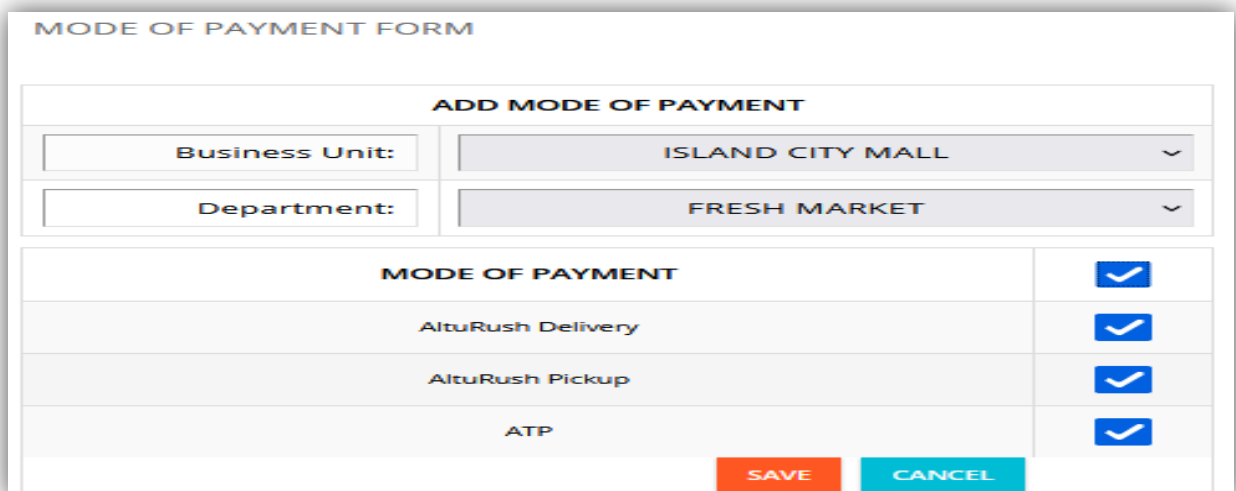
MODE OF PAYMENT ▲	TYPE ⇕	B.U / DEPT. ⇕	ACTION ⇕
AltuRush Delivery	NONCASH	ISLAND CITY MALL SUPERMARKET	✖
AltuRush Pickup	NONCASH	ISLAND CITY MALL SUPERMARKET	✖
ATP	NONCASH	ISLAND CITY MALL SUPERMARKET	✖
Baygon Coupon	NONCASH	ISLAND CITY MALL SUPERMARKET	✖
Cards	NONCASH	ISLAND CITY MALL SUPERMARKET	✖
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	✖

Search:

10 ⌄ records

Activate
Go to Settin

*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.*

!
AltuRush Delivery / NONCASH ISLAND CITY MALL SUPERMARKET
Are you sure you want to delete?
Yes   No

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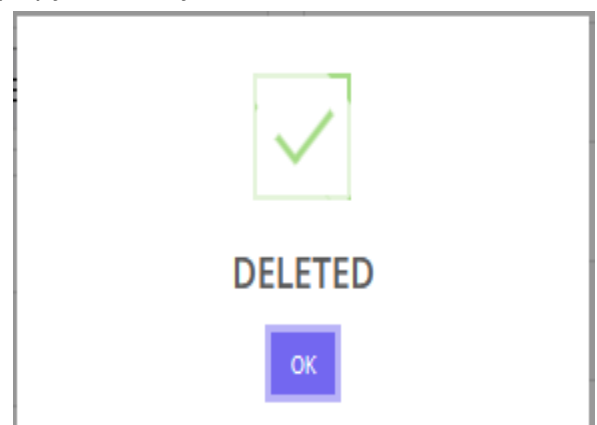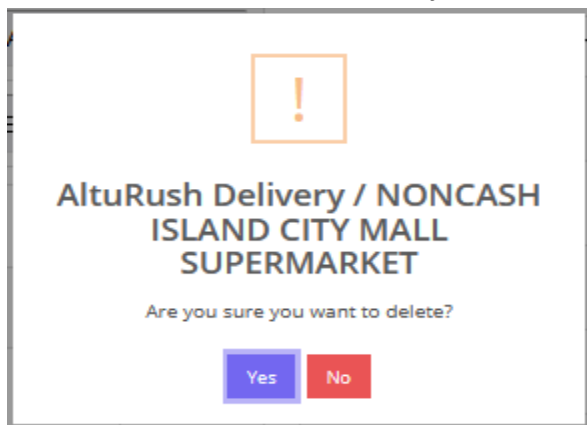
Under **Cashier** menu and **Violation** sub-menu, where you can view and submit cashier's violation depending on the selected cut-off date.

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**

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

After confirmation, a submitted pop-up will appear.
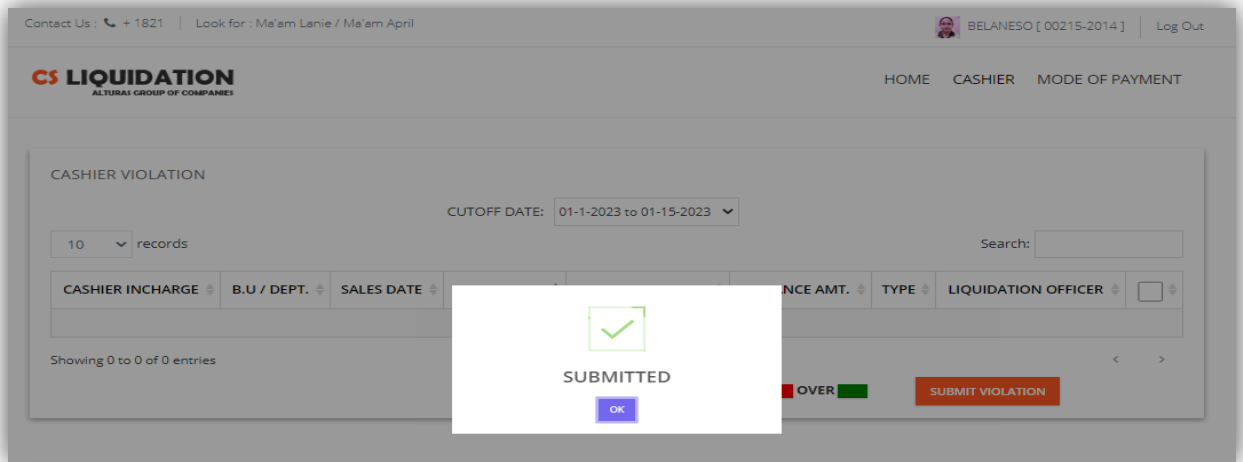
All submitted Cashier's violations will displayed in Violation Forwarded table. Default viewing will be the current date, you may change by selecting the date range.

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 ▮