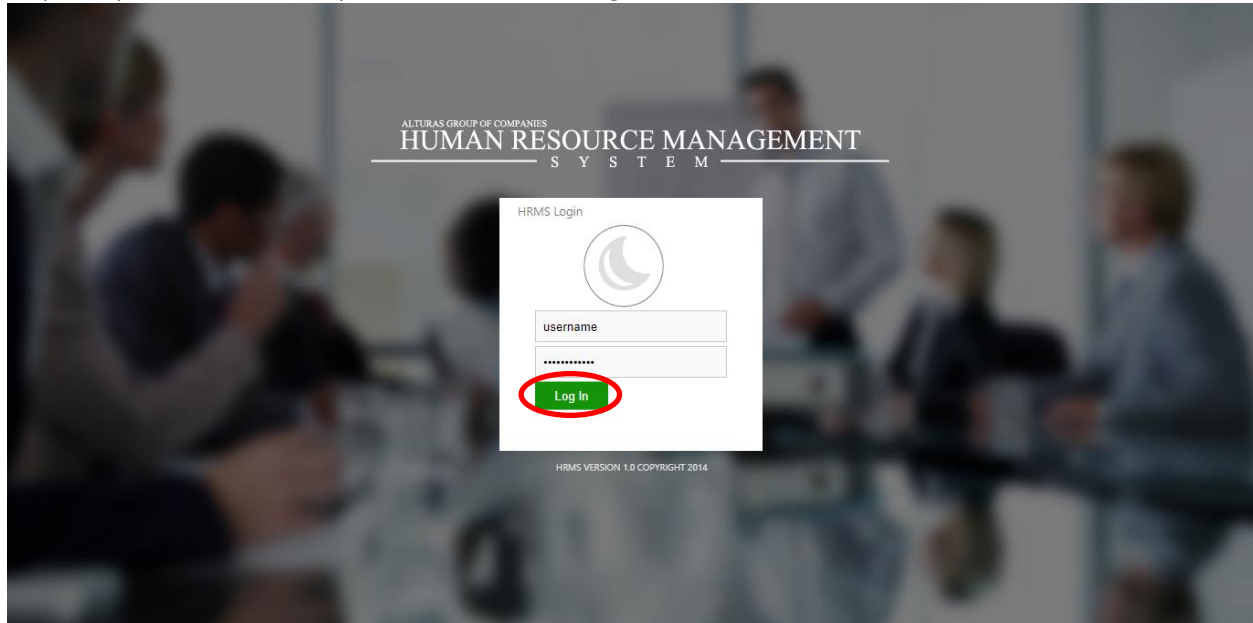# Cashier's Liquidation System
ACCOUNTING SUPERVISOR USER GUIDE
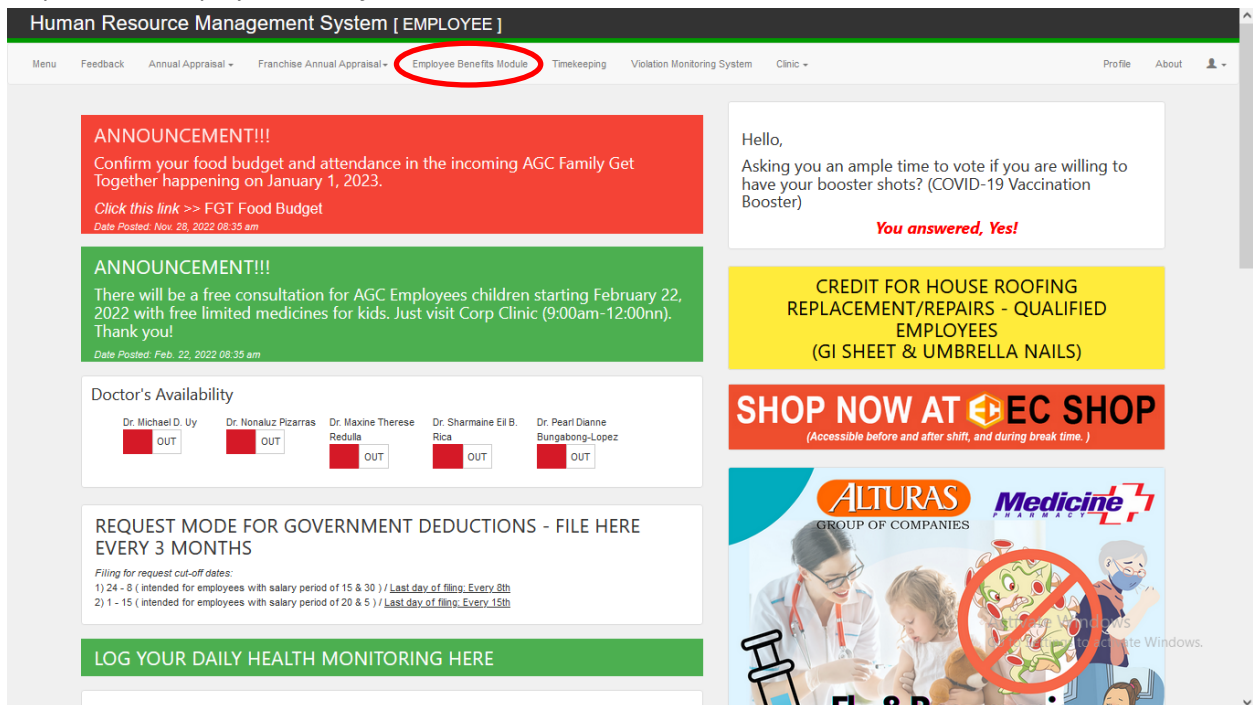
HRMS – Login Page

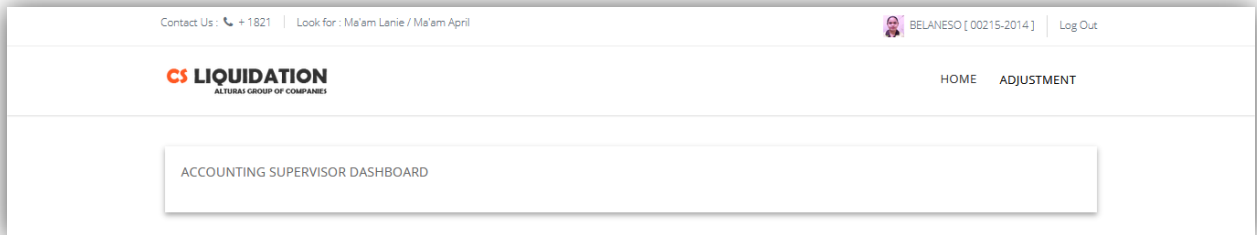*Step 1: Input username and password, then click log-in button.*


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.
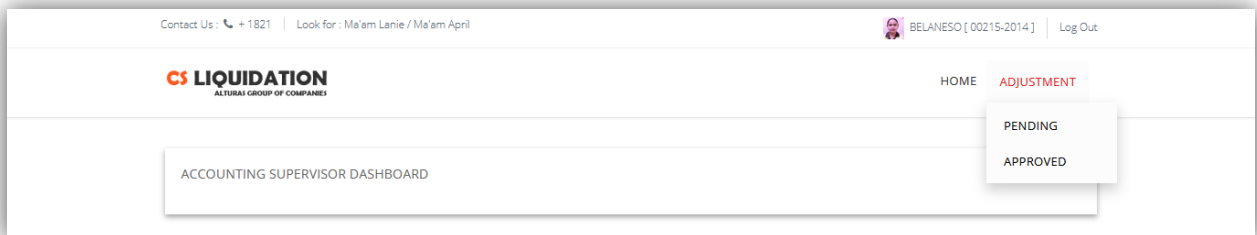
*Step 3: **Adjustment- Pending***
To approved adjustment request, check the desired request (outlined in Red) then click the "Approve Request" button.
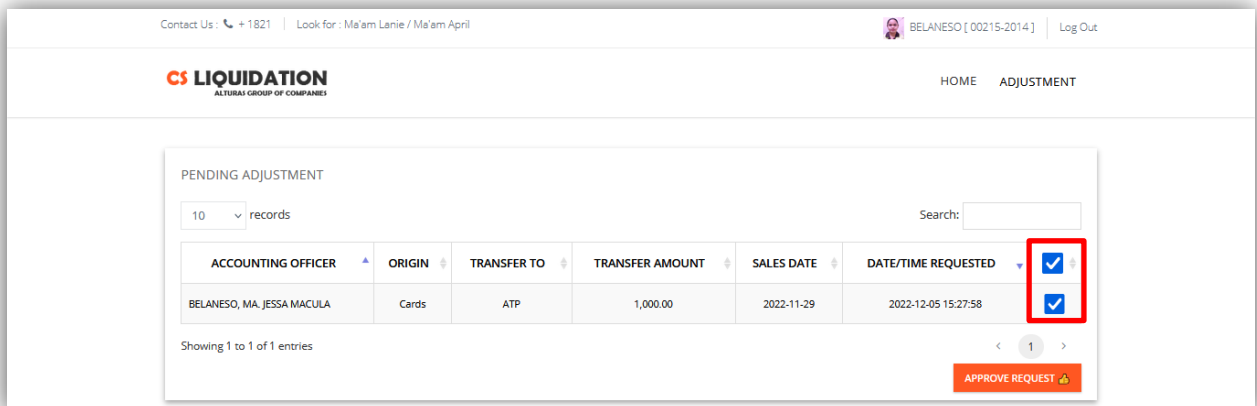
Step 3.1: **Adjustment- Pending**

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

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.