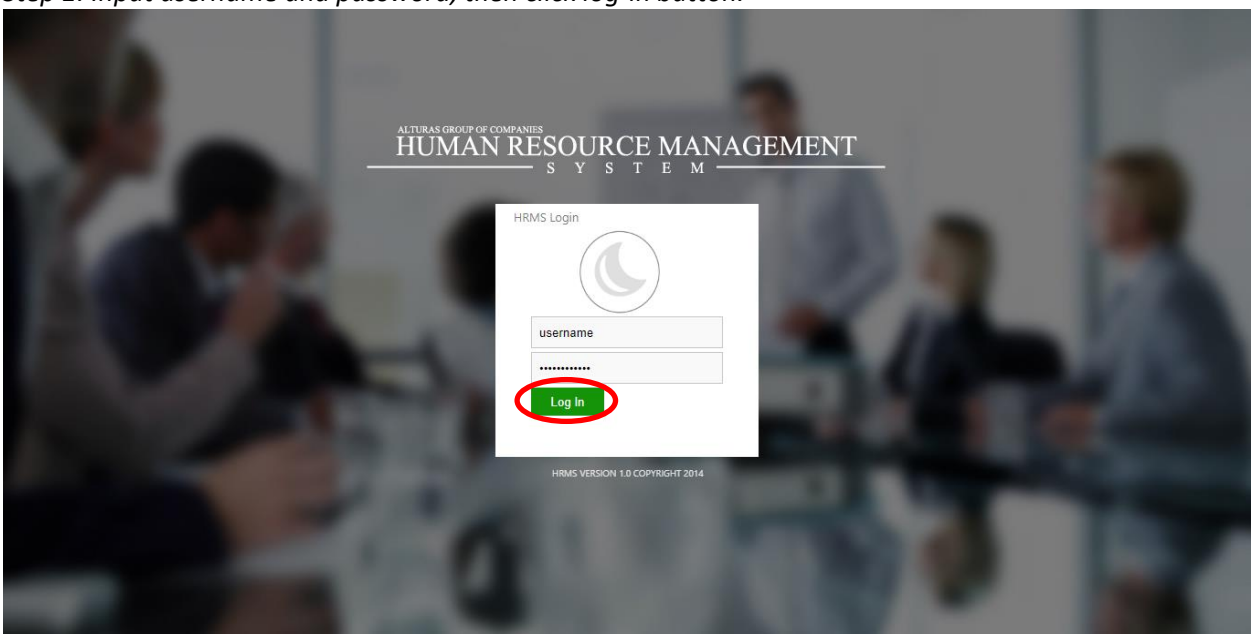
Cashier's Liquidation System
ACCOUNTING USER GUIDE

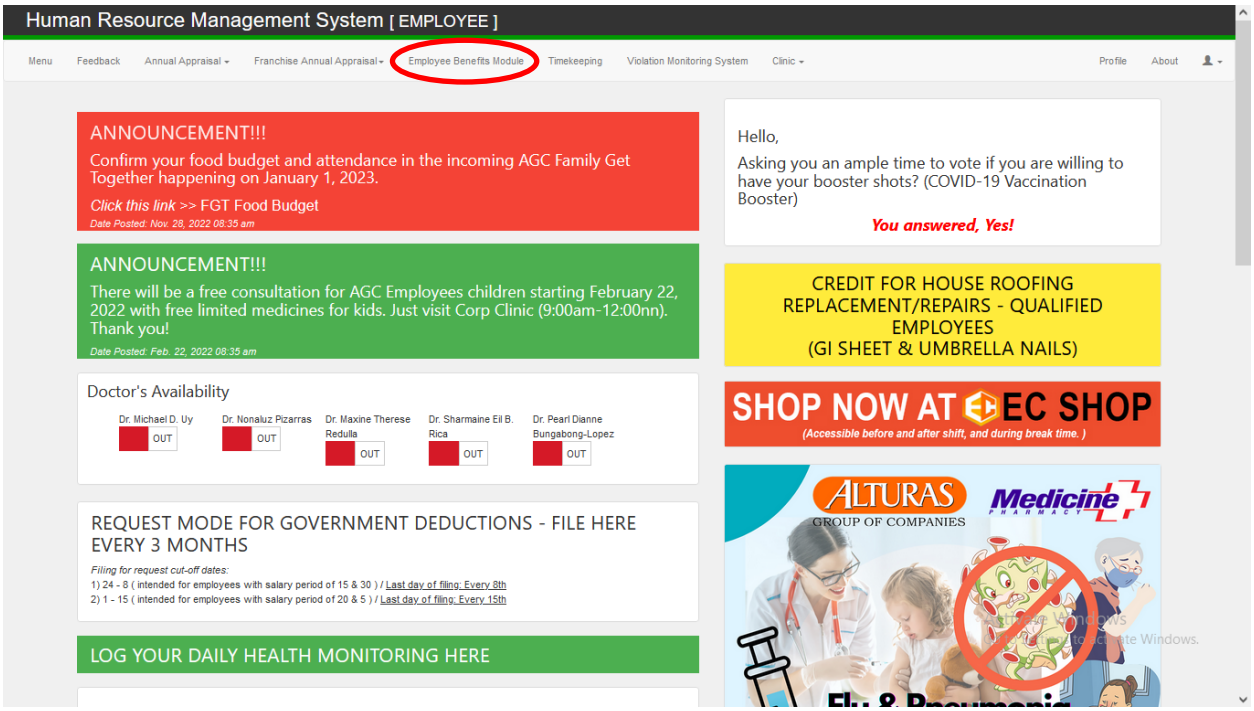
HRMS – Login Page

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

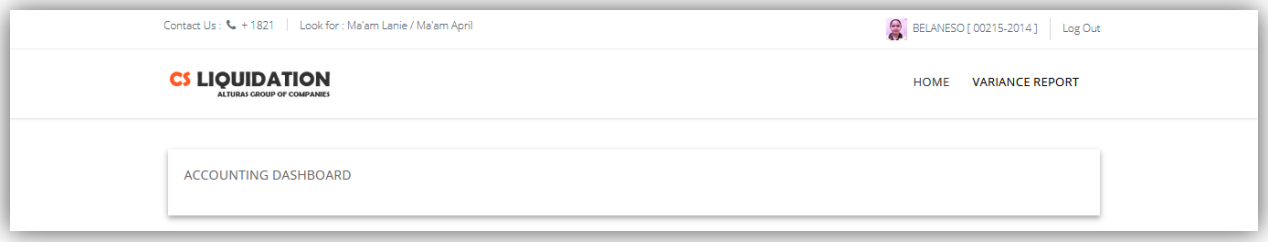


HRMS – Home Page

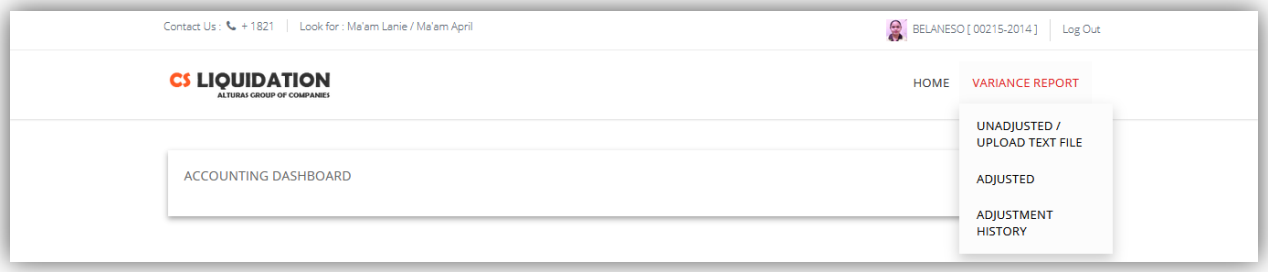
Step 2: Click 'Employee's Benefits Module' menu.



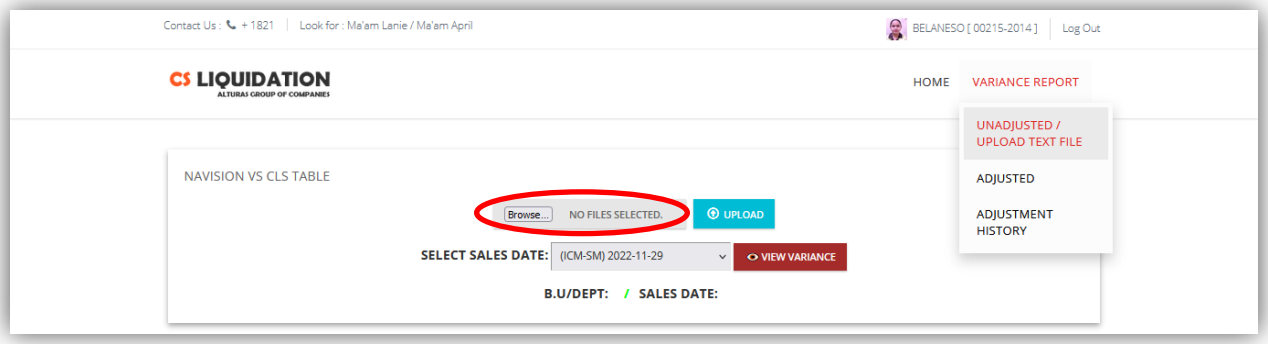
Accounting Personnel Homepage



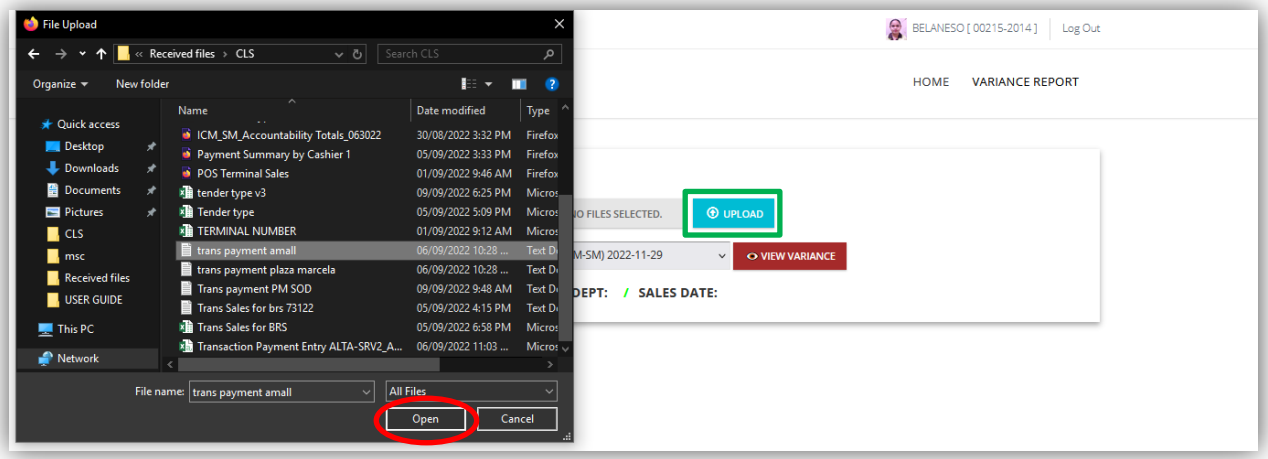
*Under **Variance Report** menu, accounting personnel has an option to select **Unadjusted/Upload Text File, Adjusted** and **Adjustment History.***



*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.

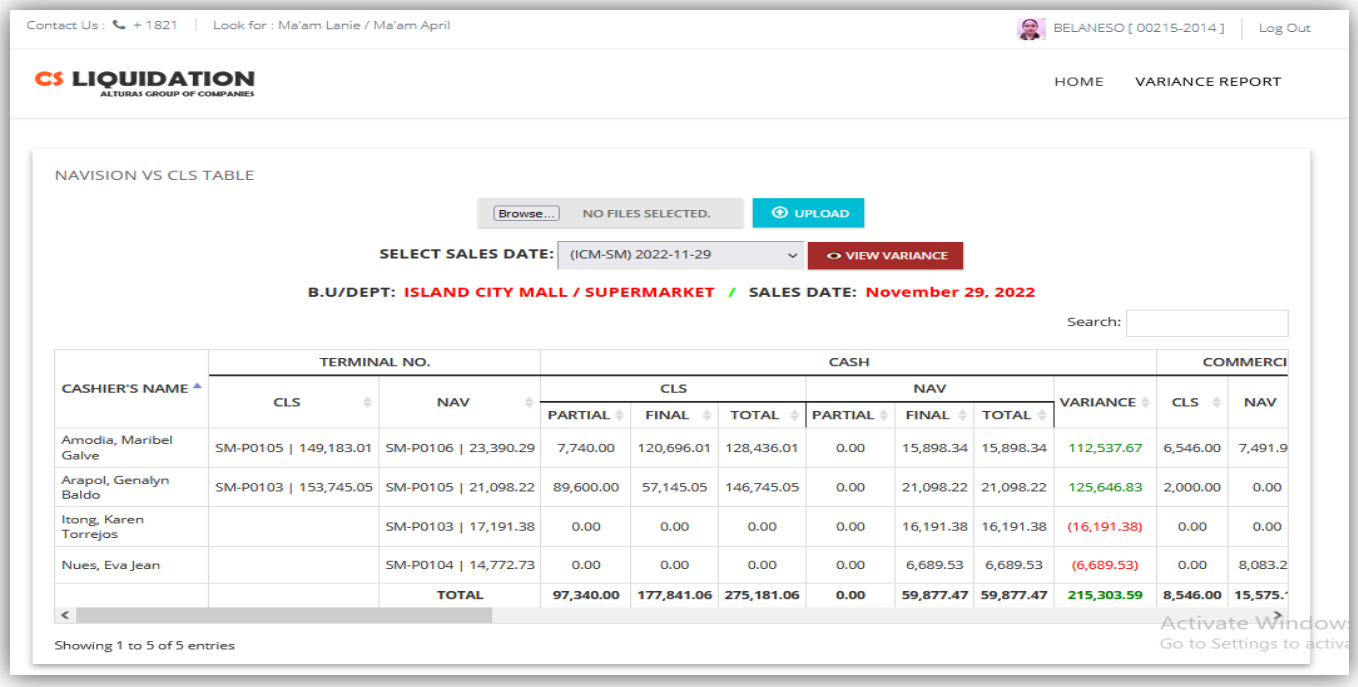


Step 3.2: 1. Select file to upload 2. Click the "Open" button (outlined in Red) 3.Click the "Upload" button (outlined in Green).



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.



CASHIER'S NAME	TERMINAL NO.		CASH							COMMERCI	
	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.

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*

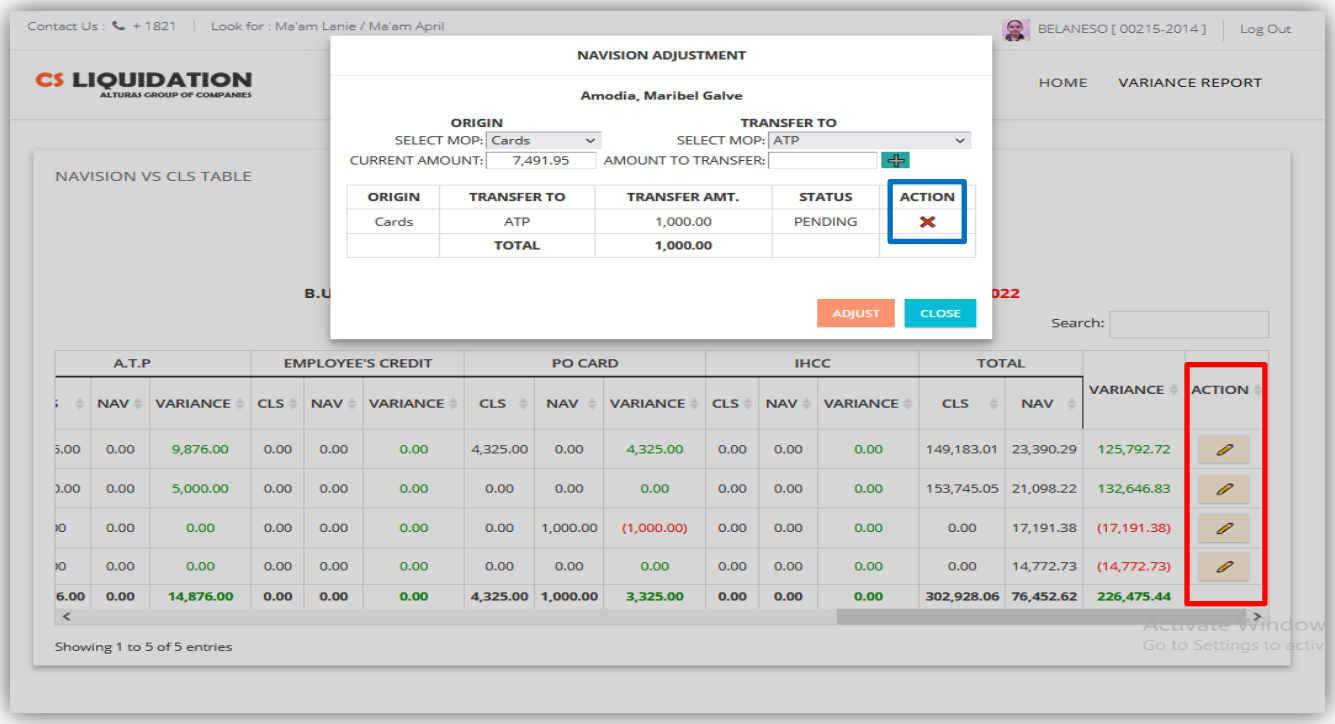
CASHIER'S NAME	TERMINAL NO.		CASH						
	CLS	NAV	CLS			NAV			VARIANCE
			PARTIAL	FINAL	TOTAL	PARTIAL	FINAL	TOTAL	
Amodia, Maribel Galve	SM-P0105 | 149,183.01	SM-P0106 | 23,390.29	7,740.00	120,696.01	128,436.01	0.00	15,898.34	15,898.34	112,537.67
Arapol, Genalyn Baldo	SM-P0103 | 153,745.05	SM-P0105 | 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

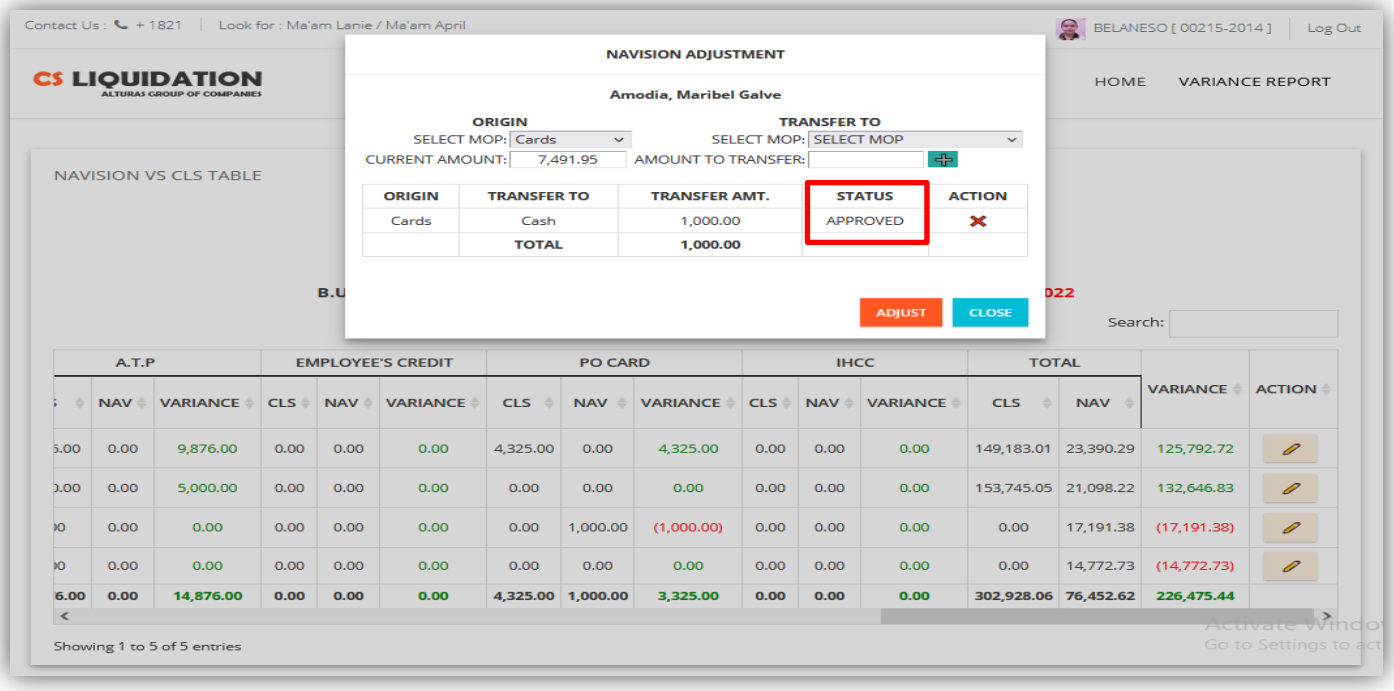
1. *Click the "edit" icon under Action column (outlined in Red). 2. After clicking, a modal will appear, in which you can select the mode of payment and amount to transfer 3.Click add "+" icon.*

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).

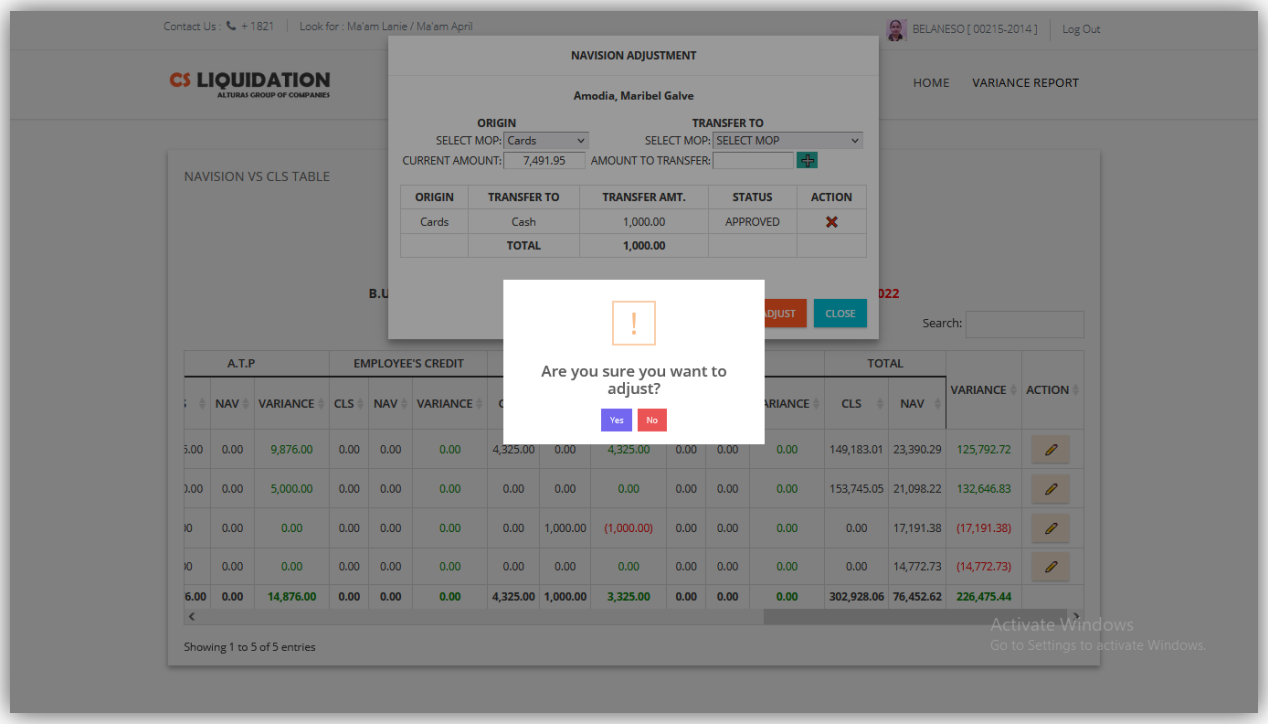
If your adjustment request is still for approval from Accounting Supervisor, status is ***PENDING*** *and "Adjust" button is disabled.*



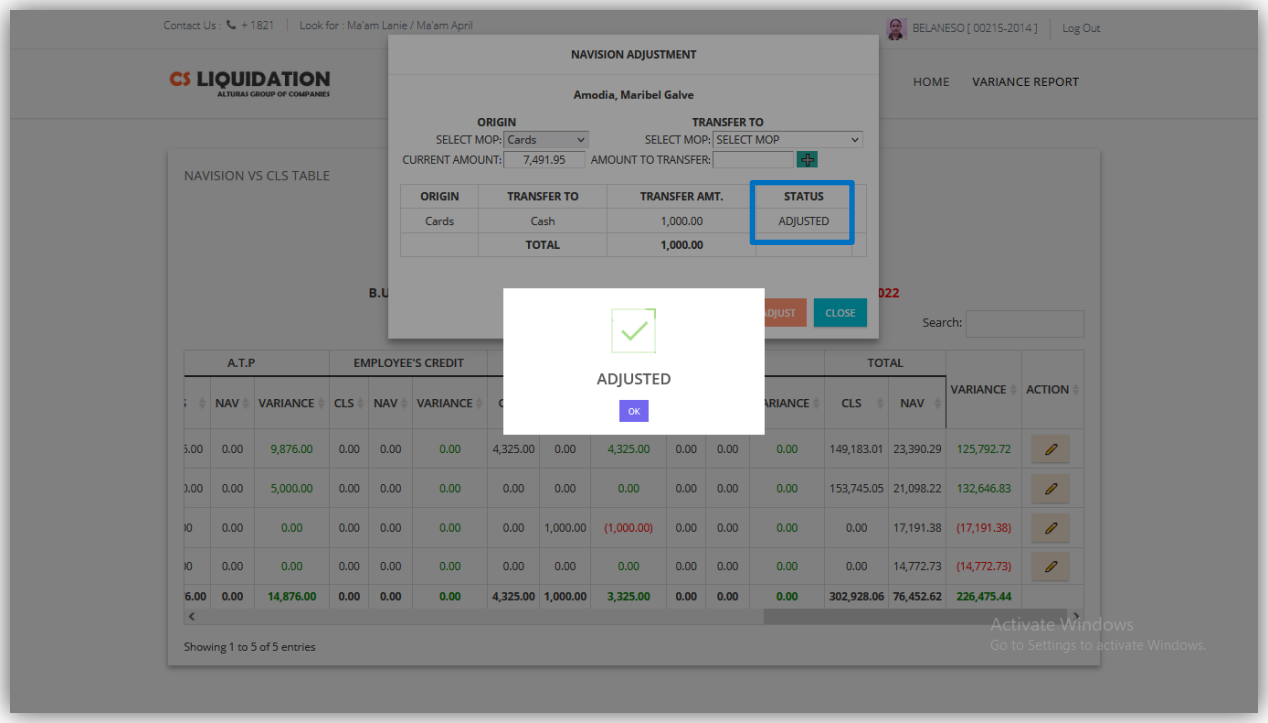
Step 3.6 Status will change to ***APPROVED****, once adjustment request is granted and "Adjust" button can be clicked.*



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



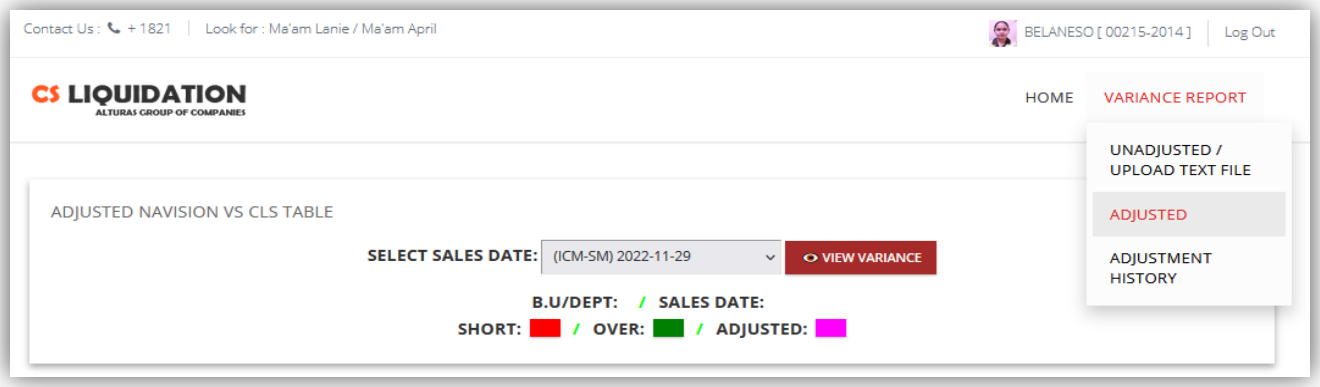
*Step 3.8 A successful adjustment will alert and status is changed to **ADJUSTED** (outlined in Blue). You can no longer delete adjustment.*



Step 4: ***Variance Report -Adjusted***

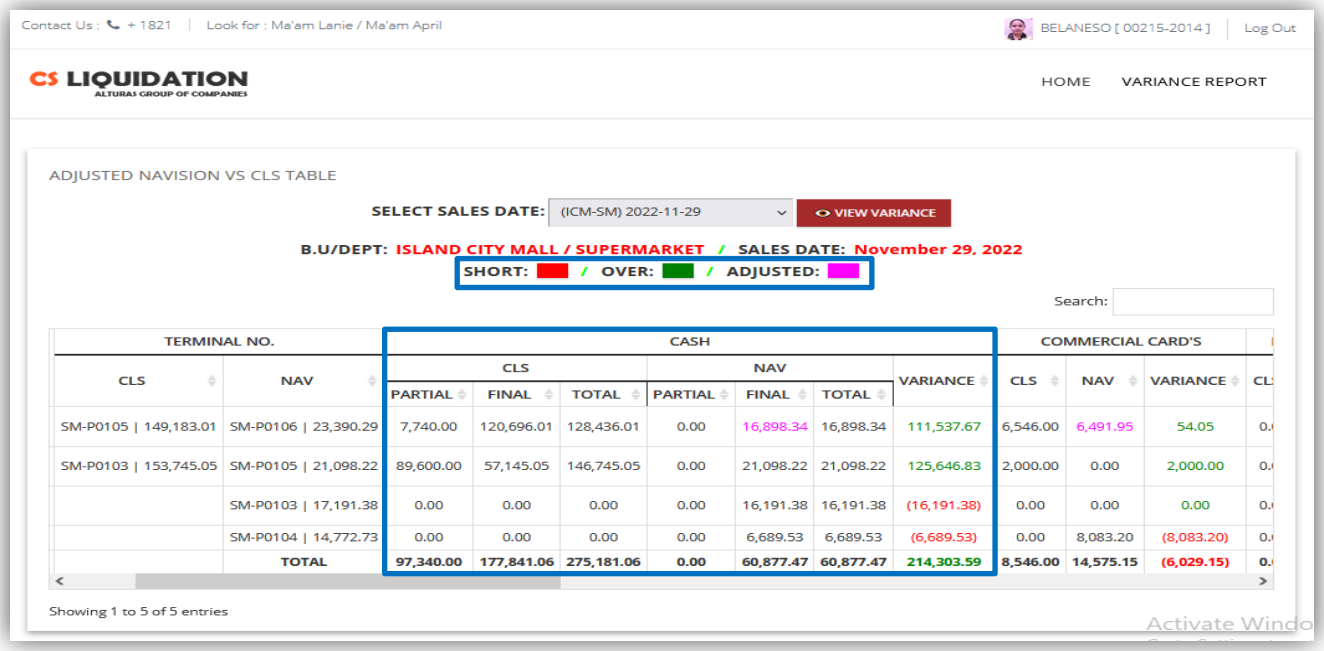
In here you find Adjustment report that was made.

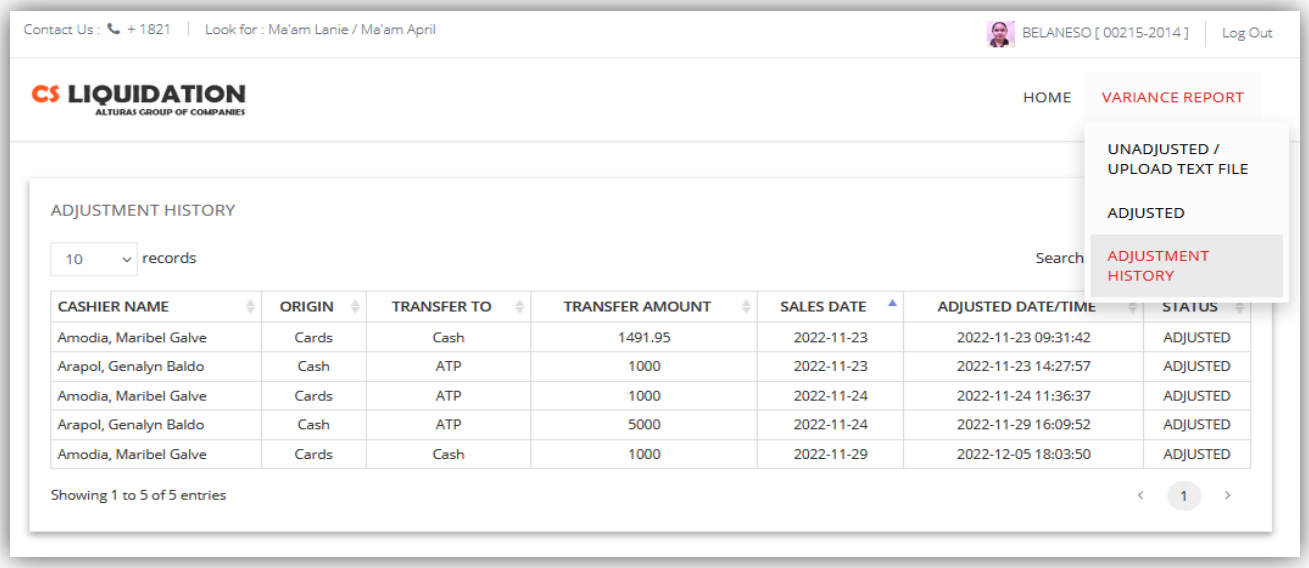
To view adjustment: 1. Select sales date 2.Click the "View Variance" button



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

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



Step 5: ***Variance Report -Adjustment History***

Viewing of all Adjustment requests that was made.