Cashier's Liquidation System
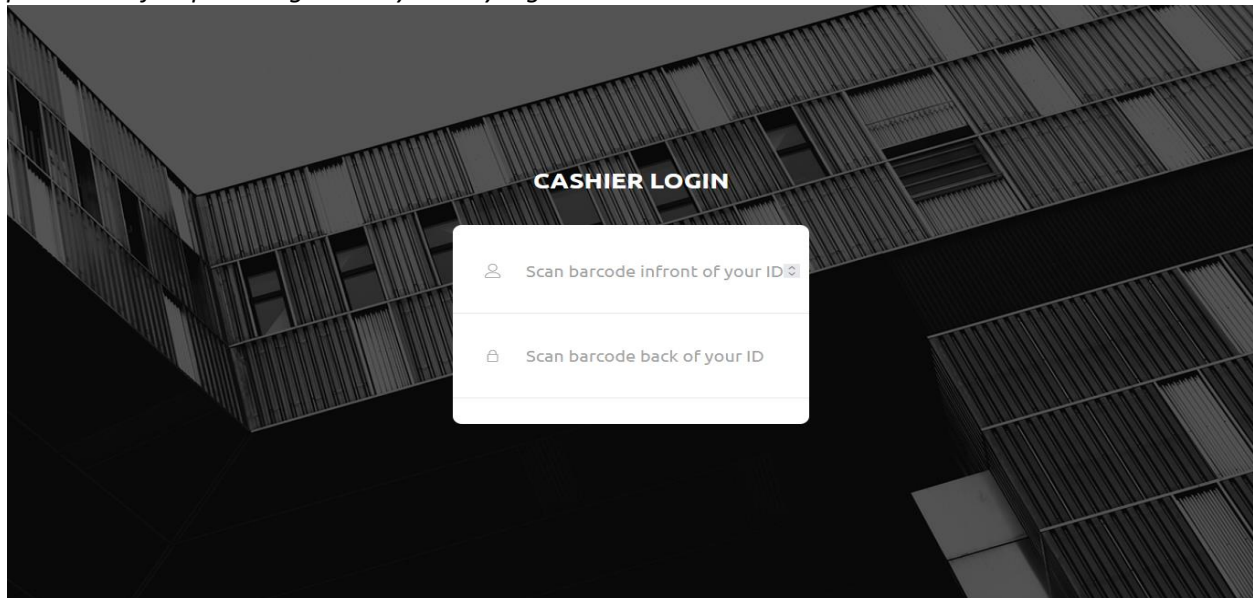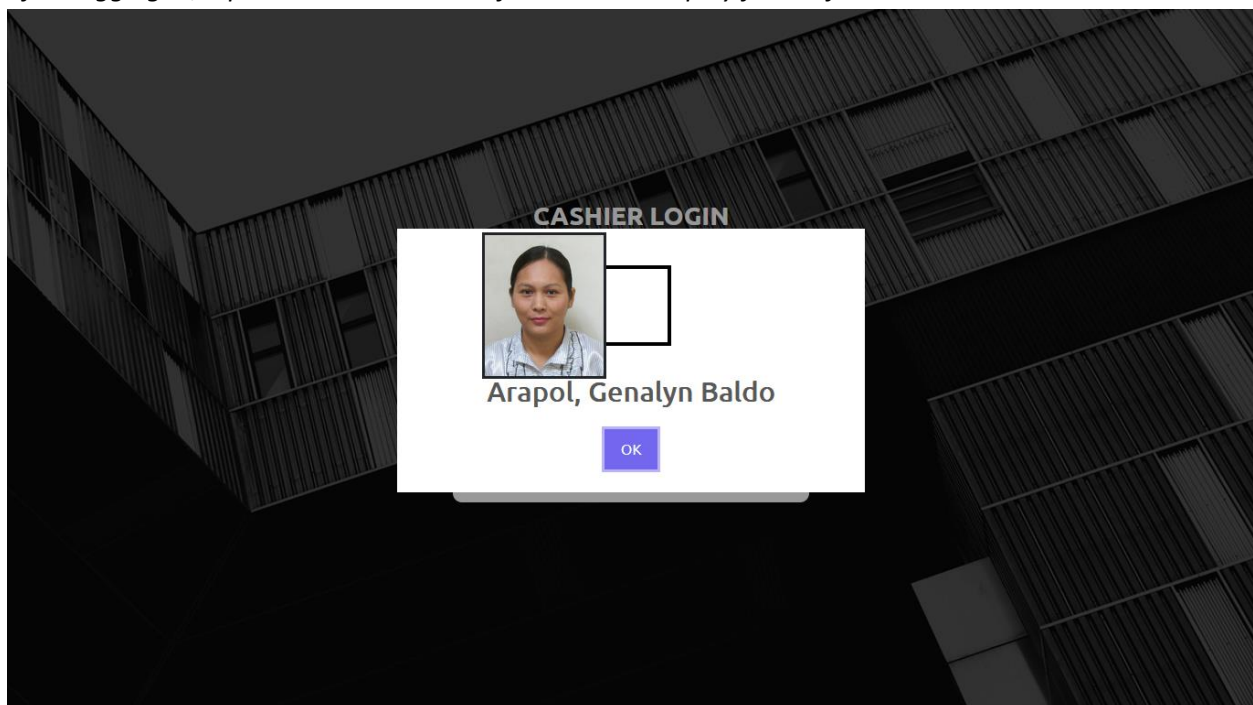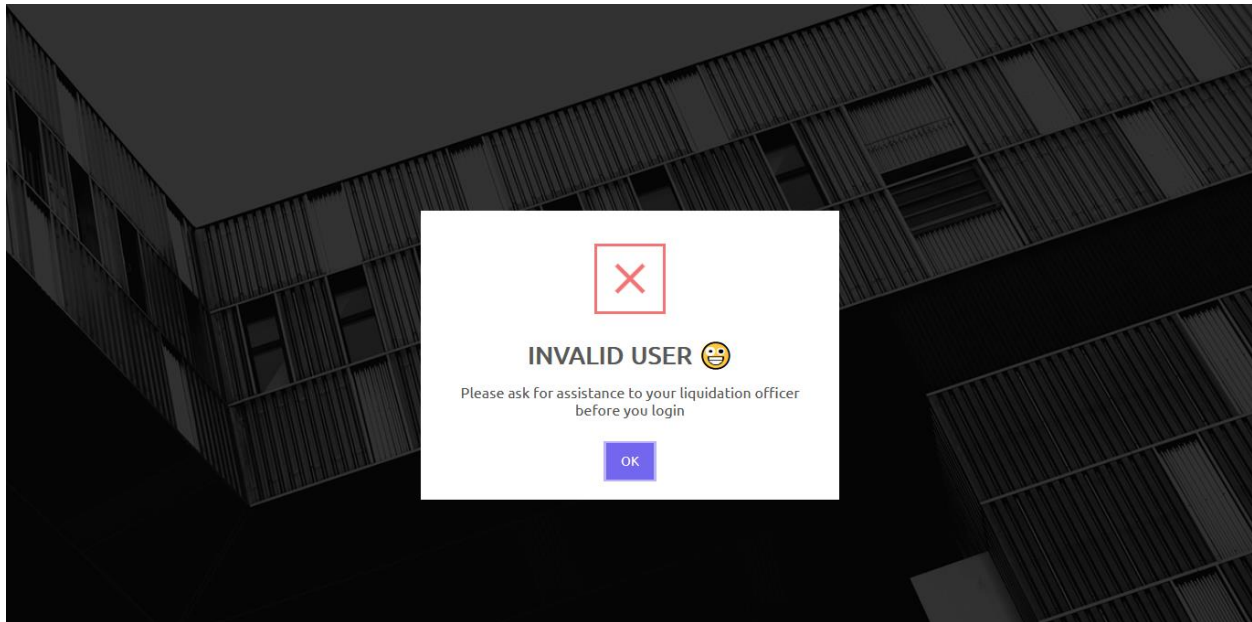**CASHIER USER GUIDE**

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.*
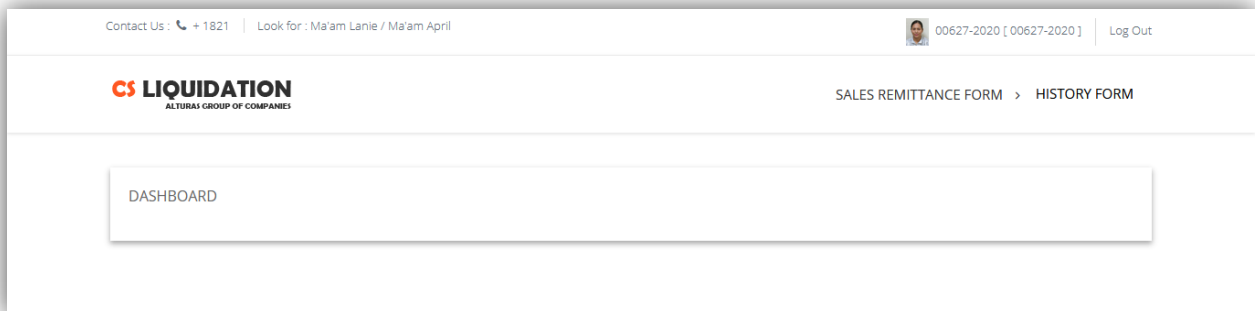

After logging-in, a photo with the name of cashier will display for verification.

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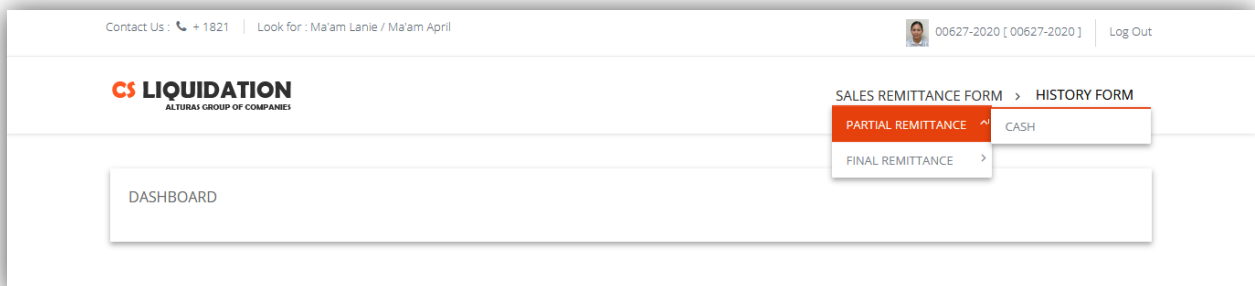

Cashier's Homepage

*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.

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.*

*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).*

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.

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.

Step 3: **Final Remittance- Cash and Non-Cash**
Borrow, POS and Counter number (outlined in Red) options are pre-selected by the Liquidation Officer.

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

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.*

*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
₱1,000	1		1,000
₱500	1		500
₱200	1		200
₱100	1		100
₱50	1		50
₱20	1		20
₱10	1		10
₱5	1		5
₱1	1		1
₱0.25	4		1
₱0.10	10		1
₱0.05	20		1
₱0.01	100		1
RESET SUBMIT	TOTAL CASH		1,890

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.

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.

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.

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.*

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).

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.

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

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

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.

Step 5: **History Form- Pending**

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

*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.

*Step 5.2: **History Form- Pending***
By clicking the "View" button (outlined in Red), a modal will appear detailing the denomination inputted.

*Step 6: **History Form- Previous***
All process denomination of the Cashier will be viewed under History Form- 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.