iPAY

(Payroll Sub Application)

Users Manual

Sagesoft SOLUTIONS

Web site: http://www.sagesoftinc.com

Copyright

iPAY User Manual (Philippines)
May 31 2013
Program Version ipay20130514

Table of Contents

Introduction

The iPAY System can accommodate a variety of employee groups and payment types. Tax and statutory contributions are part of this module. The key record in this module is the employee's pay details record.
The instructions in this module are organized around four stages

1. Set up
2. TA Processing
3. Payroll Processing
4. Post-Processing

Necessary settings for the Payroll module covered under Set up. Tasks in Pre-Processing are dependent on the employee groups. At the Processing stage, pay elements (allowances/deductions/reimbursements) can be inserted. Finally, reports, pay slips, electronic submissions, bank instructions and so on can be generated at the Post-Processing stage.

Common conventions

Menu Commands
A large part of this manual consists of instructions that refer to specific actions to be performed on I-Pay. Most of these instructions follow a common format in the form of the following:

{Menu} > {Sub menu}
{Module}: {Menu} > {Sub menu}

For example, the instruction 'Select Help > Register' means to click on the Help menu then select the sub menu item 'Register'. Some of the more advance features have instructions that carry across multiple I-Pay Module; in these cases the I-Pay Module is included in the instruction, otherwise the instructions refer to the current module.

In some sections, you may encounter an additional format where the specific action or actions are described:

{Module}: {Menu} > {Sub menu}; {action}

For example, the instruction 'Core Module: Help > Register; click on the Preview button' means on the Core Module, select 'Help' from the main menu, followed by the sub menu 'Register'. On the window that appears, you look for and click on a 'Preview' button.

Mouse clicks
Pay attention to the number of times when clicking the mouse buttons. Some features are activated by a single click and another click causes it to behave differently.

Chapter
I

(Admin Module)

Sagesoft

Admin Module

Admin module is composed of different menu/s that needs to be populated before doing any transactions in iPay System. This will serve as the core of iPay System.

Admin module is divided into following:

1. **Libraries**
2. **Master Data**
3. **Mass Assign**
4. **Manage Import**

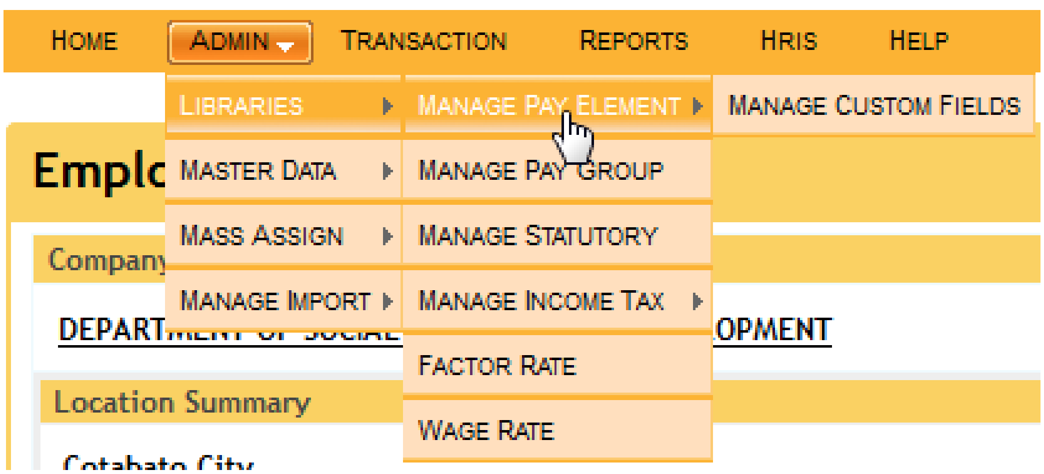
1. LIBRARIES

1.1 Manage Pay Element

- This menu is used to create and manage Pay Element that used in different transaction like Loan Setup, Amendments, etc.

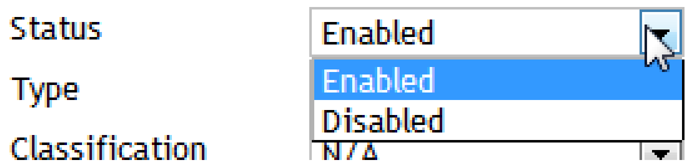
Q: How to add new pay element?
A: Just follow these steps to add new pay element.

Step 1. Go to **Admin > Libraries >** click **Manage Pay Element.**

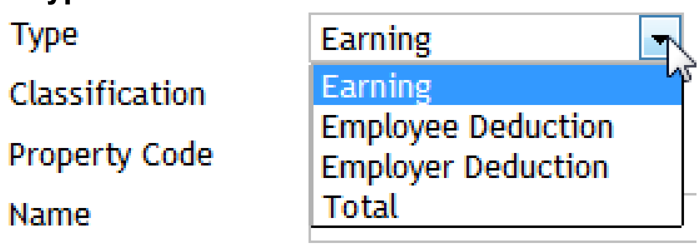


Step 2. Click the **"Add New"** icon.

Step 3. Select a **Status.**

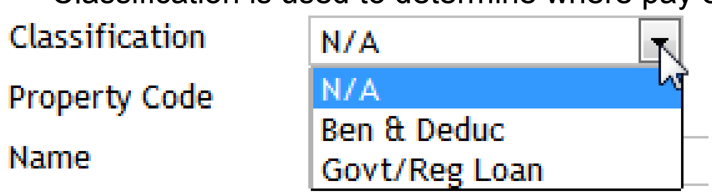


Step 4. Select **Type.**



Step 5. Select **Classification.**

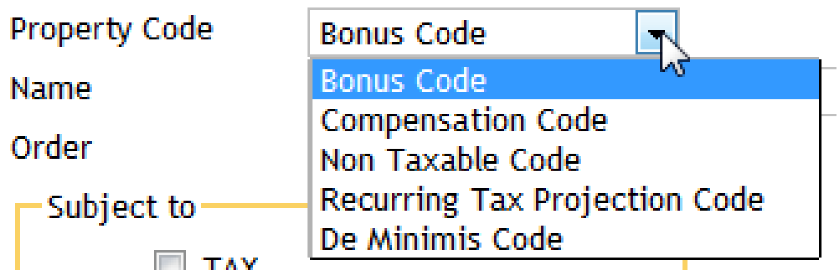
- Classification is used to determine where pay element belong to.



Step 6. Select **Property Code.**

- Property Code is important in preparation of year-end report, like alpha list, to determine the grouping or column in alpha list report.

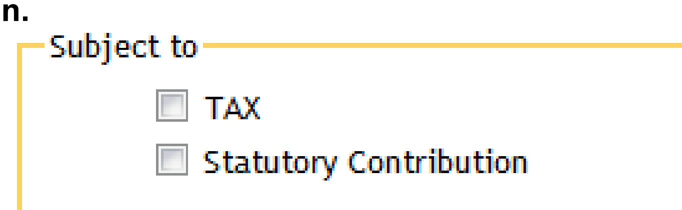
- **Bonus Code**
  – Property used to all bonus pay element.
- **Compensation Code**
  – Property used to all Non-Taxable pay element that will be reflected in year-end report.
- **Non taxable Code**
  – Property used to all Non-Taxable pay element that will not reflected in year-end report.
- **Recurring Tax Projection Code**
  – Property used to all Taxable pay element.
- **De Minimis Code**
  – Property used to all De Minimis pay element.



Step 7. Enter **Name.**

Step 8. Enter **Order. "Optional Field" used in sorting.**

Step 9. Choose whether pay element is subjected to **Tax or Statutory Contribution.**



Step 10. Choose what button you want to do.

- **Save & Exit button –** to save pay element and exit.
- **Reset button –** to reset the form.
- **Cancel button –** cancels add and goes back to pay element list.

Q: How to edit pay element?
A: Just follow these steps to edit pay element.

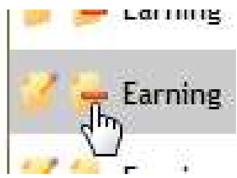
Step 1. Go to **Admin > Libraries >** click **Manage Pay Element.**
Click the "Edit" icon.

Step 2. After editing, choose what button you want to do.

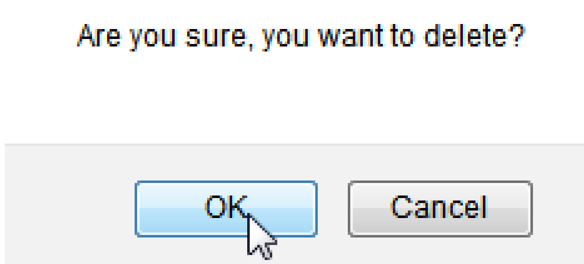
- **Save & Exit button –** to save pay element and exit.
- **Reset button –** to reset the form.
- **Cancel button –** cancels add and goes back to pay element list.

Q: How to delete pay element?
A: Just follow these steps to delete pay element.

Step 1. Go **to Admin > Libraries >** click **Manage Pay Element.**
Click the **Delete** icon.

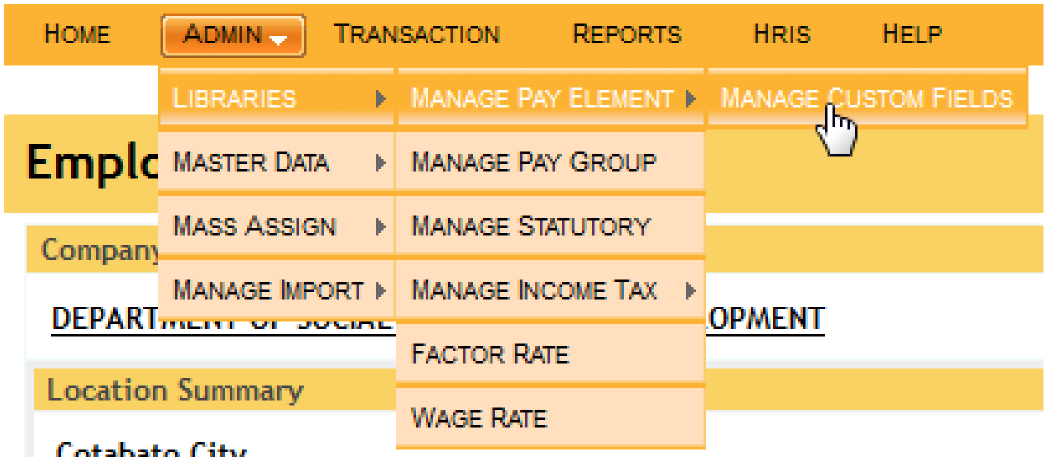


Step 2. A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

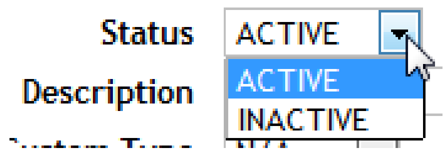


Q: How to add custom fields?
A: Just follow these steps to add custom fields.

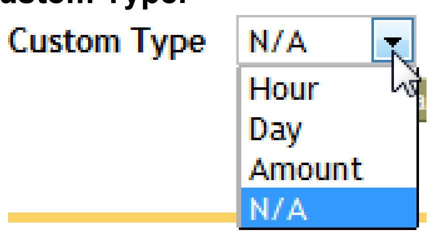
Step 1. Go to **Admin > Libraries > Manage Pay Group.**



Step 2. Choose the **Status** and enter some **Description.**

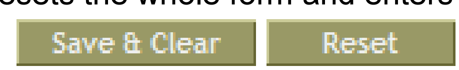


Step 3. Choose the **Custom Type.**



Step 4. Choose the operation you want to do.

- **Save & Clear–** Saves the information and clears the forms.
- **Reset –** Resets the whole form and enters information again.

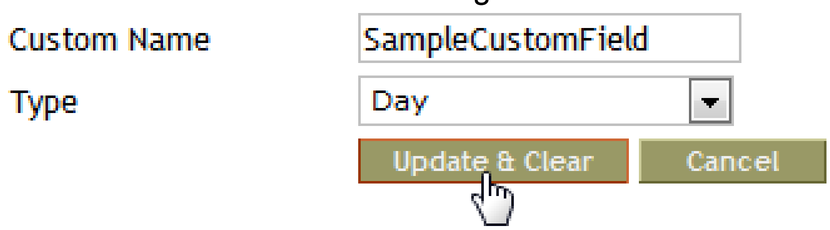


Q: How to edit custom fields?
A: Just follow these steps to edit custom fields.

Step 1. Click the **Edit** button.

Step 2. After editing, choose the operation you want to do.

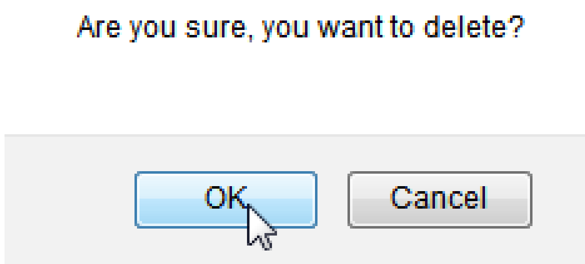
- **Update & Clear –** Updates the information and clears the form.
- **Cancel –** Cancels from entering information.



Q: How to delete custom fields?
A: Just follow these steps to delete custom fields.

Step 1. Click the **Delete** button.

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

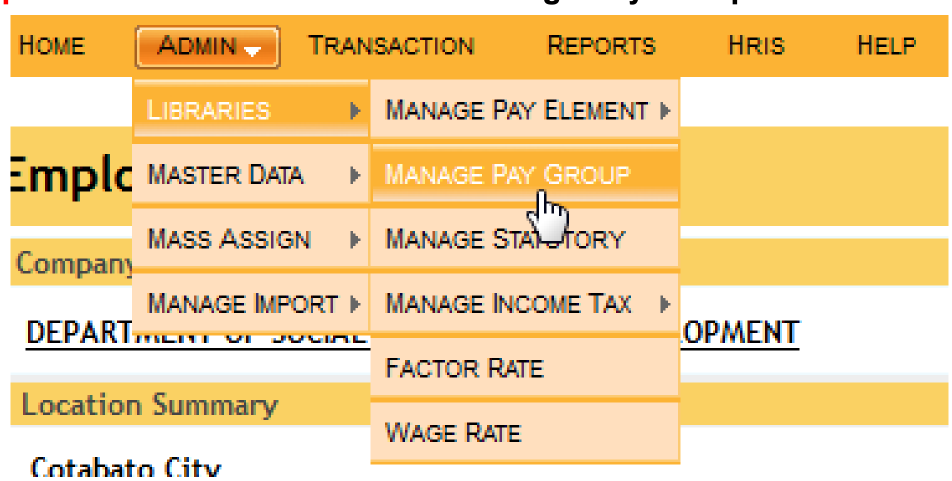


1.2 Manage Pay Group

- This menu is used to create different Pay Group that can be assigned per employee. *(eg. Semi-Monthly Group etc.)*

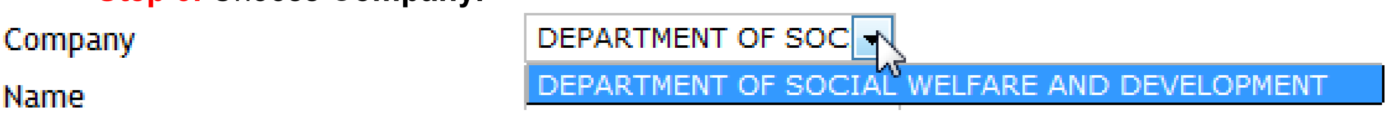
Q: How to add new pay group?
A: Just follow these steps to add new pay group.

Step 1. Go to **Admin > Libraries > Manage Pay Group.**



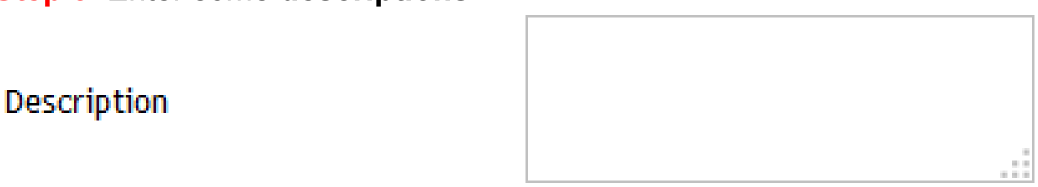
Step 2. Click the **Add New** icon.

Step 3. Choose **Company.**



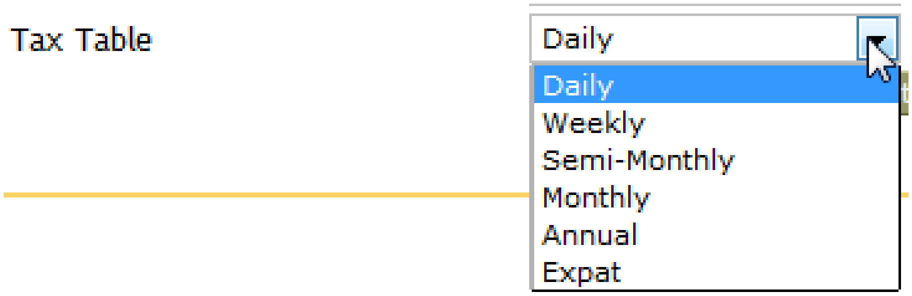
Step 4. Enter **Name.**

Step 5. Enter some **descriptions.**



Step 6. Select **Type.**

Step 7. Select **Tax Table.**



Step 8. Choose what button you want to click.

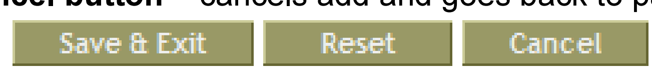
- **Save & Exit button –** to save pay group.
- **Reset button –** to reset the form.
- **Cancel button –** cancels add and goes back to pay group list.

Q: How to edit pay group?
A: Just follow these steps to edit pay group.

Step 1. Go to **Setup > Libraries > Manage Pay Group.**
Click the **Edit** icon.

Step 2. After editing, choose what button you want to click.

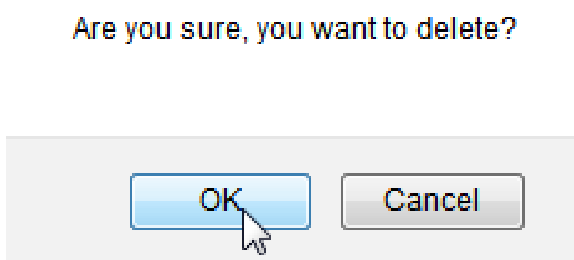
- **Save & Exit button –** to save pay group.
- **Reset button –** to reset the form.
- **Cancel button –** cancels add and goes back to pay group list.



Q: How to delete pay group?
A: Just follow these steps to delete pay group.

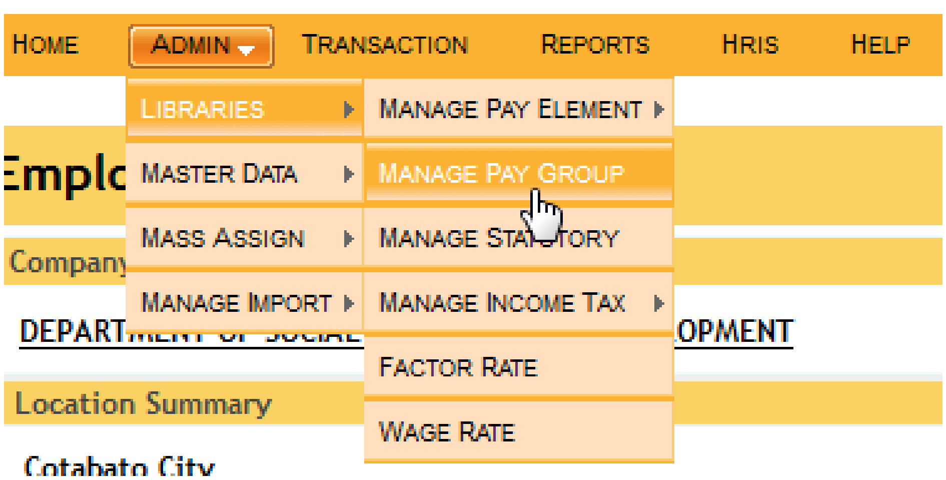
Step 1. Go to **Admin > Libraries >** click **Manage Pay Group,**
Click the **Delete** icon.

Step 2. A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

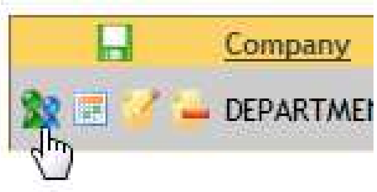


Q: How to assign employee to pay group?
A: Just follow these steps to assign employee to pay group.

Step 1. Go to **Admin > Libraries > Manage Pay Group.**



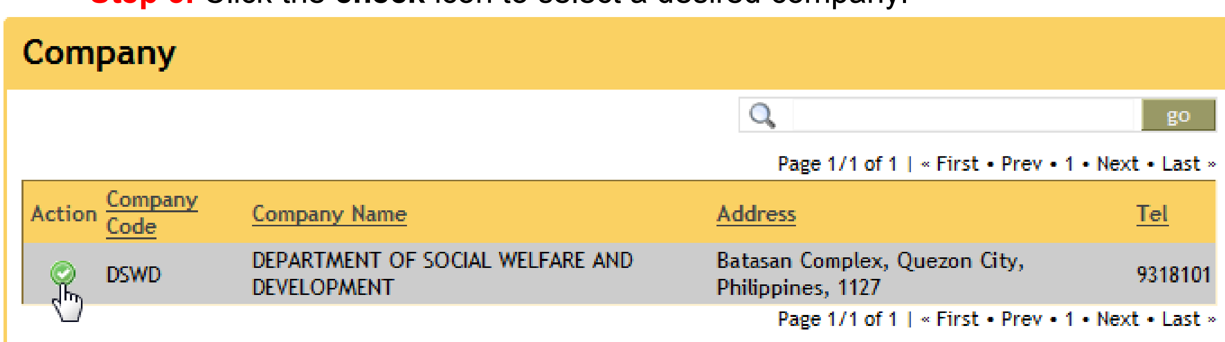
Step 2. Click **Select Employee** icon.



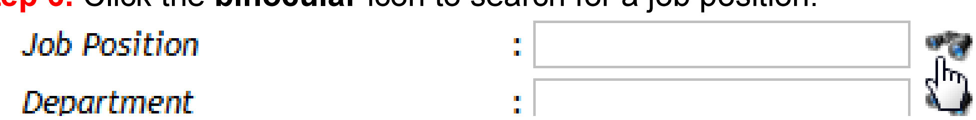
Step 3. Click the **Select Employee** button.

Step 4. Click the **binocular** icon to search for a company.

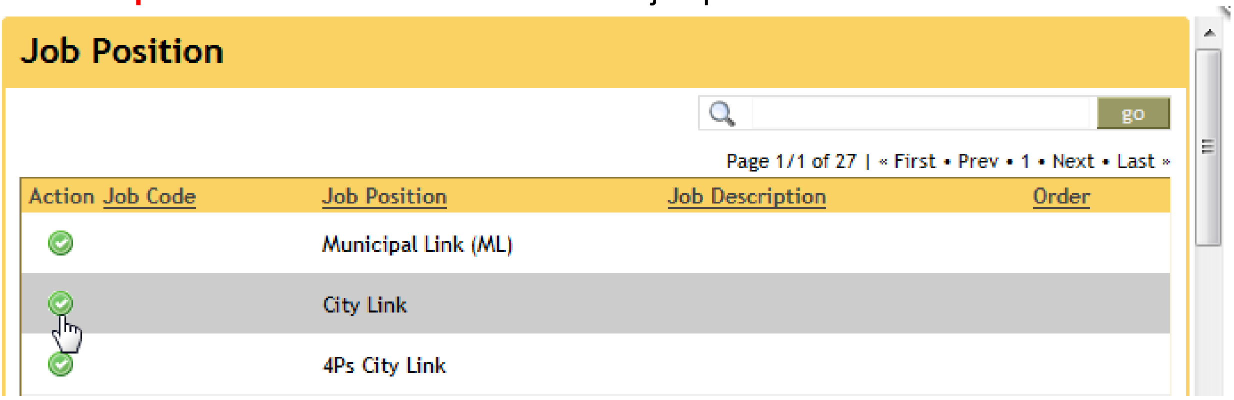
Step 5. Click the **check** icon to select a desired company.



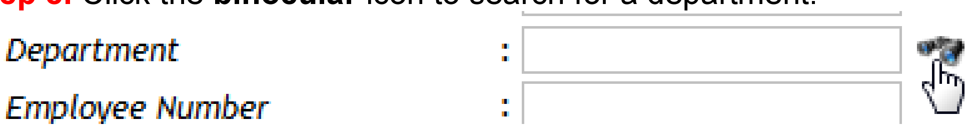
Step 6. Click the **binocular** icon to search for a job position.



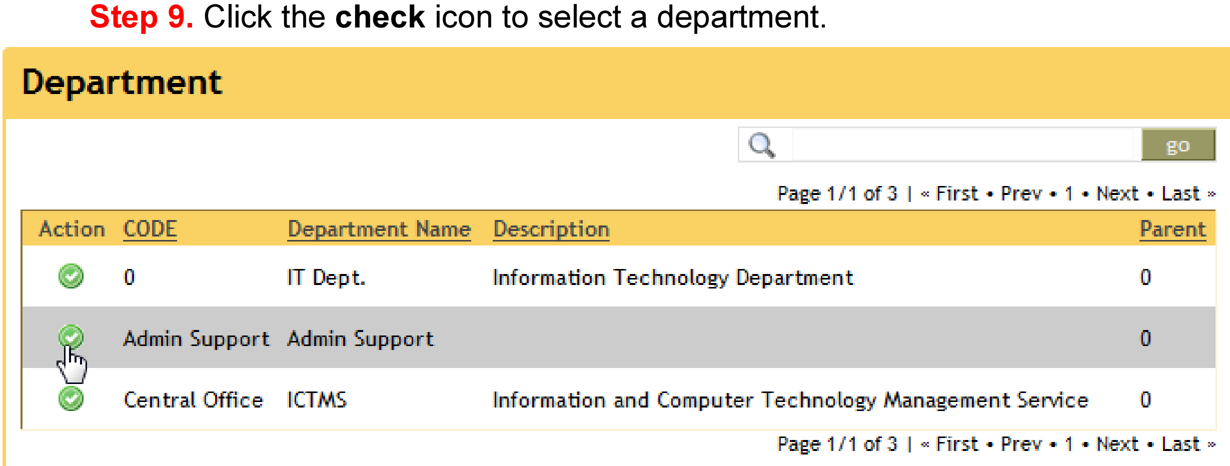
Step 7. Click the **check** icon to select a job position.



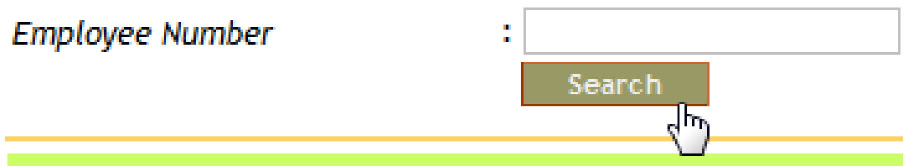
Step 8. Click the **binocular** icon to search for a department.



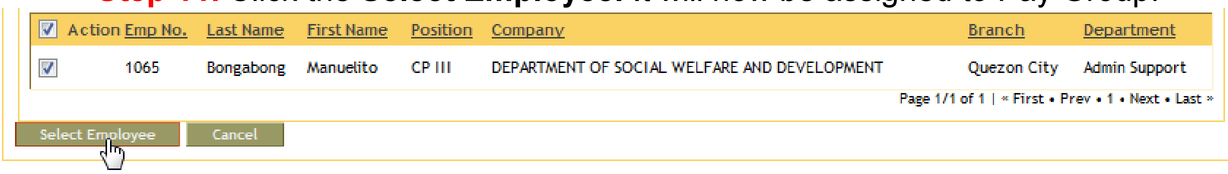
Step 9. Click the **check** icon to select a department.



Step 10. Enter **Employee Number** and click the Search button.

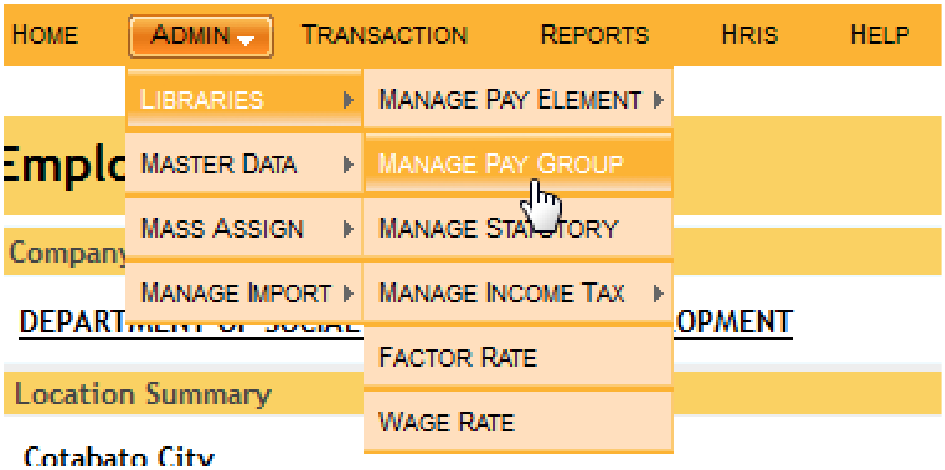


Step 11. Click the **Select Employee.** It will now be assigned to Pay Group.

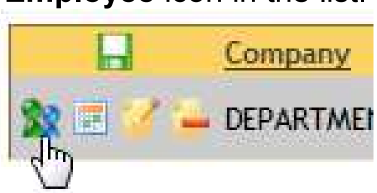


Q: How to remove employee to pay group?
A: Just follow these steps to remove employee to pay group.

Step 1. Go to **Admin > Libraries > Manage Pay Group.**

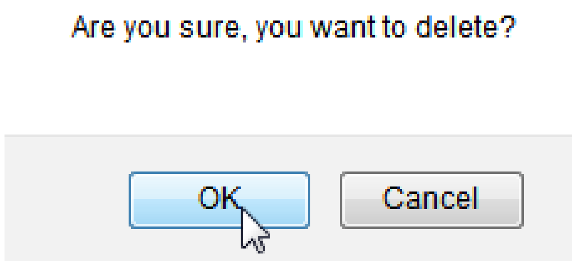


Step 2. Click the **Select Employee** icon in the list.



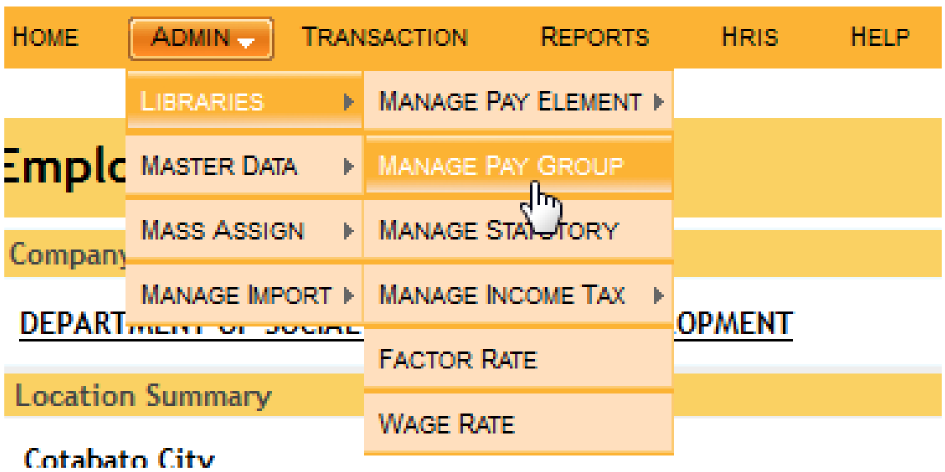
Step 3. Click the **Delete** icon.

Step 4. A dialog box will appear. Click OK button to confirm and Cancel button to cancel.



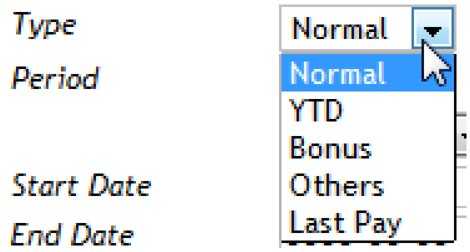
Q: How add new pay period?
A: Just follow these steps to add new pay period?

Step 1. Go to **Admin> Libraries > Manage Pay Group.**

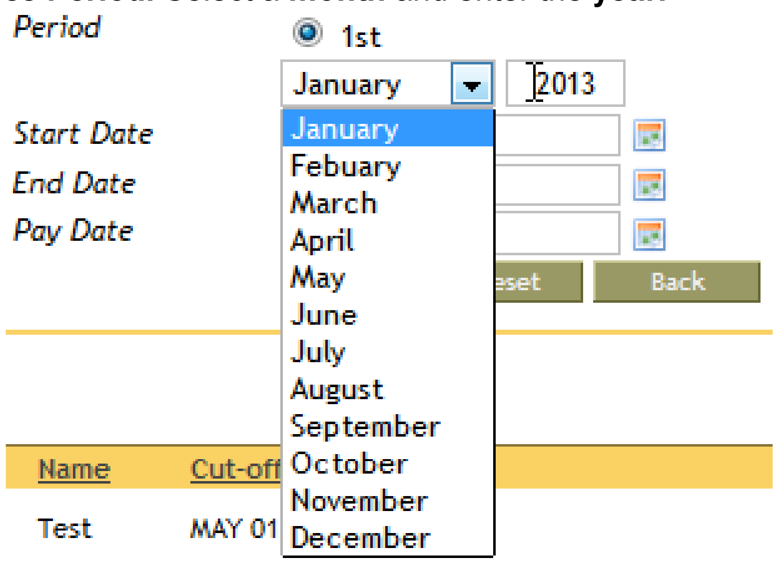


Step 2. Click the **View Schedule** icon.

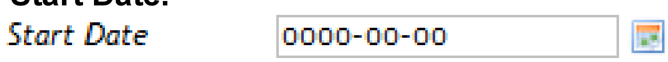
Step 3. Click the drop-down arrow to choose **Type.**



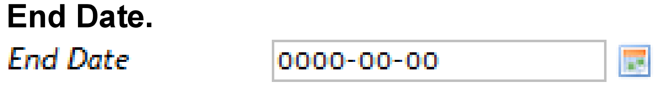
Step 4. Choose **Period.** Select a **month** and enter the **year.**



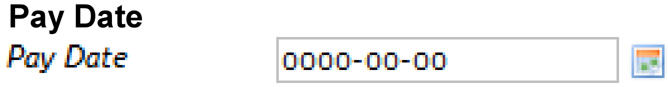
Step 5. Enter **Start Date.**



Step 6. Enter **End Date.**



Step 7. Enter **Pay Date**

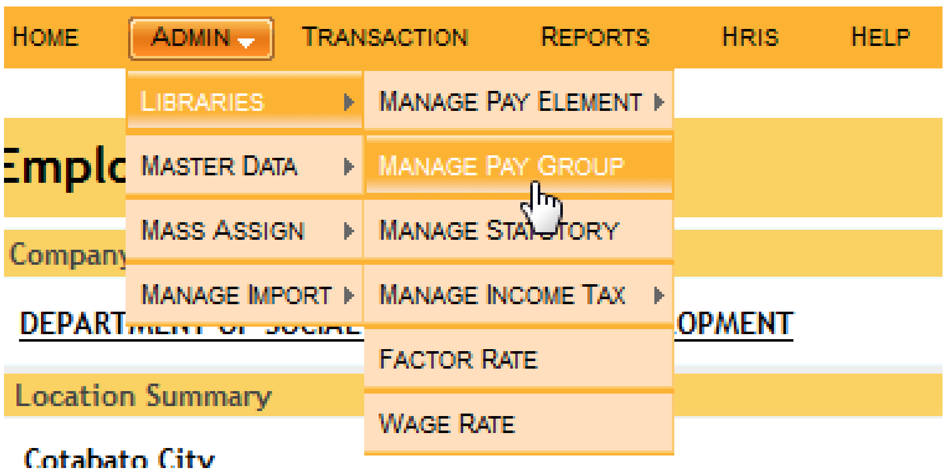


Step 8. Choose what button you want to do.

- **Save button–** to save pay period.
- **Reset button –** to reset the form.
- **Back button –** to go back to the previous form.

Q: How to edit pay period?
A: Just follow these steps to edit pay period.

Step 1. Go to **Admin > Libraries > Manage Pay Group.**



Step 2. Click the **View Schedule** icon.

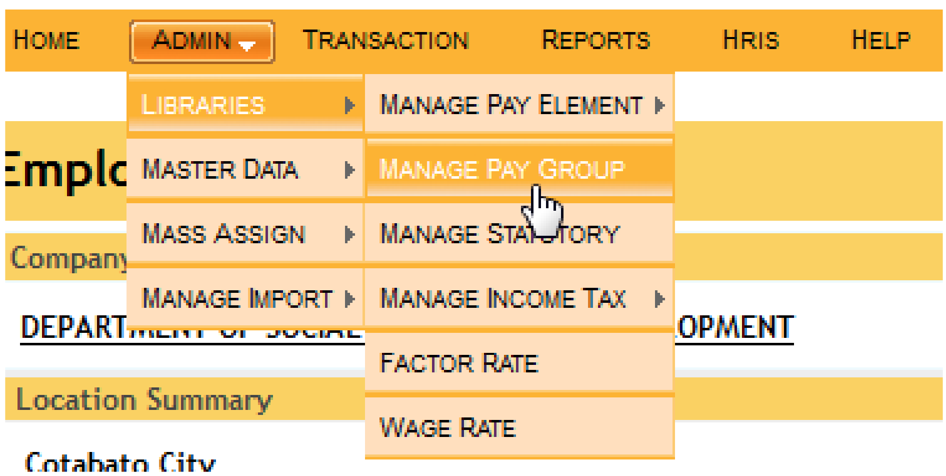
Step 3. Click the **Edit** icon in the list.

Step 4. After editing, choose what button you want to do.

- **Update –** to update pay period.
- **Cancel –** to cancel edit.

Q: How to delete pay period?
A: Just follow these steps to delete pay period.

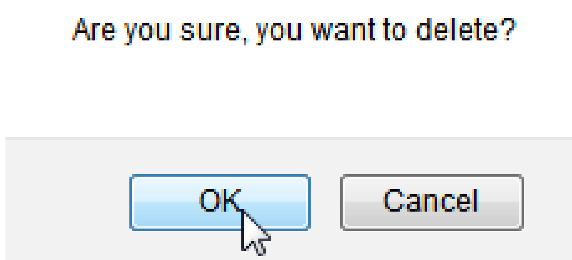
Step 1. Go to **Admin > Libraries > Manage Pay Group.**



Step 2. Click the **View Schedule** icon.

Step 3. Click the **Delete** icon.

Step 4. A dialog box will appear. Click OK button to confirm and Cancel button to cancel.



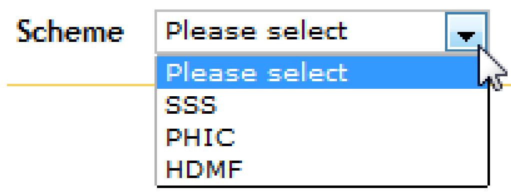
1.3 Manage Statutory

- This group is used to setup the statutory contributions information.

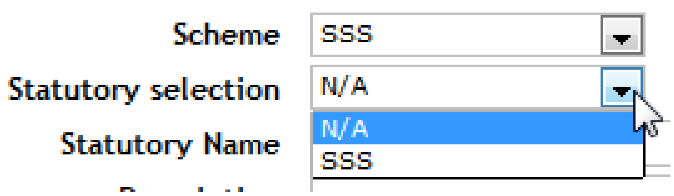
Q: How to add new tax employer?
A: Just follow these steps to manage statutory.

Step 1. Go to **Admin > Libraries > Manage Statutory**

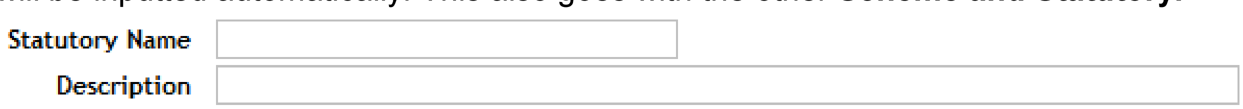
Step 2. Select a **Scheme.** You can still change the **Scheme** chosen.



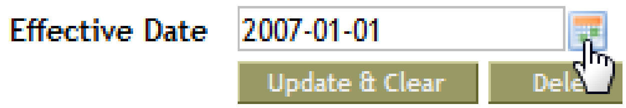
Step 3. Select a **Statutory.**



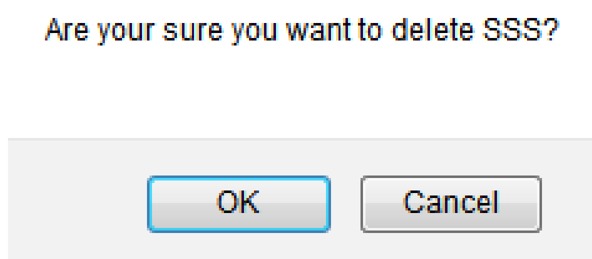
Step 4. After choosing a **Statutory,** the **Statutory Name** and **Description** form will be inputted automatically. This also goes with the other **Scheme and Statutory.**



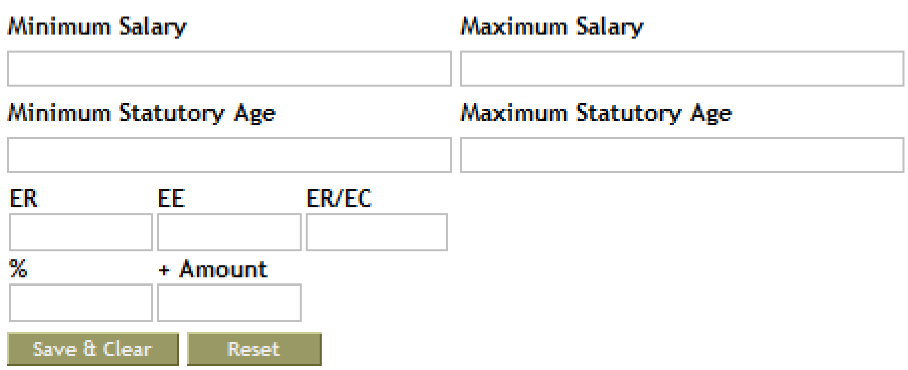
Step 5. Click the **Calendar** icon to choose the **Effective Date.** Click the **Update & Clear** button to update and clear the forms. Click the **Add New** button to add another one.



If you click the **Delete** button, a pop-up message will appear. Click **OK** button and **Cancel** button to cancel.



Step 6. Enter the **Minimum** and **Maximum Salaries.** Enter the **Minimum** and **Maximum Statutory Age.** Enter the **ER (Employer), EE (Employee), ER/EC (), & ()** plus the **Amount.** Click the **Save & Clear** button to save the information and clear the forms. Click **Reset** to clear the forms.



Q: How to edit statutory contribution?
A: Just follow these steps to edit statutory contribution.

Step 1. Click the **Edit** icon.

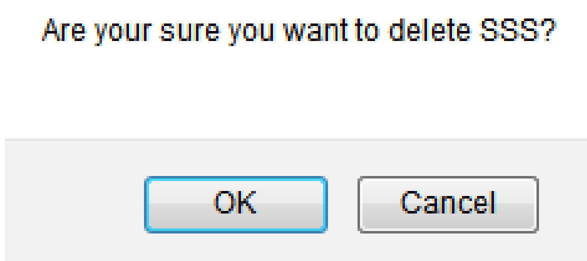
Step 2. After editing, choose what button you want to click.

- **Update and Clear–** updates and clears the forms.
- **Delete –** deletes the created form.
- **Add New –** adds another form.

Q: How to delete statutory contributions?
A: Just follow these steps to delete statutory contributions.

Step 1. Click the **Delete** icon.

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



1.4 Manage Income Tax

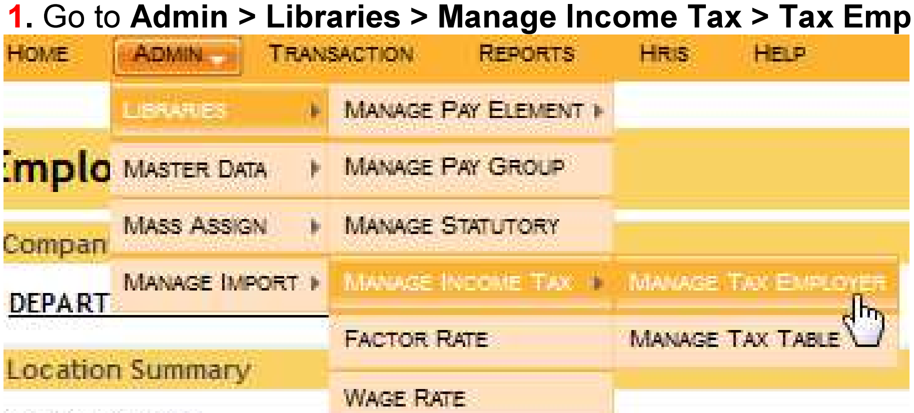
- This group is used to setup Income Tax information.

1.4.1 Manage Tax Employer

- This menu is used to create or manipulate tax employer Info.

Q: How to add new tax employer?
A: Just follow these steps to add new tax employer.

Step 1. Go to **Admin > Libraries > Manage Income Tax > Tax Employer.**



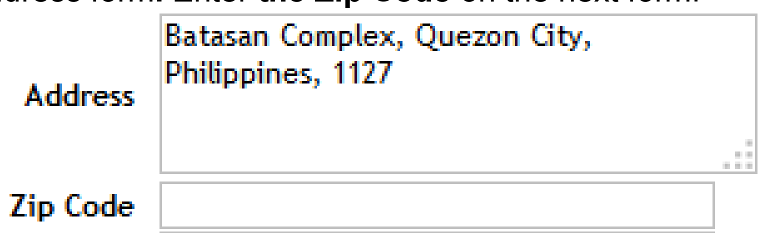
Step 2. Click **binocular** icon to search for **Registered Name.**

Step 3. Click the **check** icon to choose **Registered Name.**

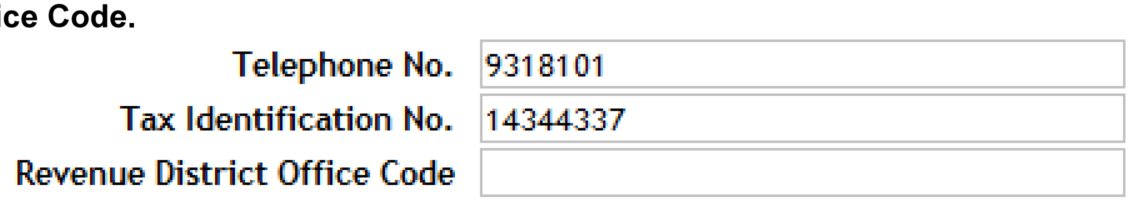
Action	Company Code	Company Name	Address	Tel
	DSWD	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	Batasan Complex, Quezon City, Philippines, 1127	9318101

Page 1/1 of 1 | « First • Prev • 1 • Next • Last »

Step 4. After choosing a **registered name**, the **address** will automatically appear on the address form**.** Enter **the Zip Code** on the next form.



Step 5. After choosing a registered name, the **Telephone** and **Tax Identification numbers** are automatically on their forms. Enter the **Revenue District Office Code.**



Step 6. Enter the **Category of Withholding Agent and Alphanumeric Tax Code.**

Step 7. Choose what button you want to click.

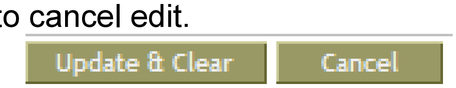
- **Save & Clear –** to "SAVE Tax Employer"
- **Reset –** to reset form.

Q: How to edit tax employer?
A: Just follow these steps to edit tax employer.

Step 1. Go to **Setup > Libraries > Manage Income Tax > Tax Employer.** Click the **Edit** icon.

Step 2. After editing, choose what button you want to click.

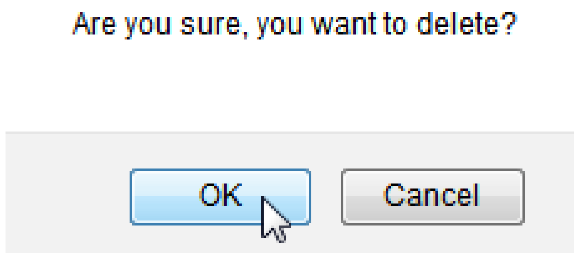
- **Update & Clear –** to "UPDATE Tax Employer"
- **Cancel –** to cancel edit.



Q: How to delete tax employer?
A: Just follow these steps to delete tax employer.

Step 1. Go to **Setup > Libraries > Manage Income Tax > Tax Employer.** Click the **Delete** icon.

Step 2. A dialog box will appear. Click OK button to confirm and Cancel button to cancel.

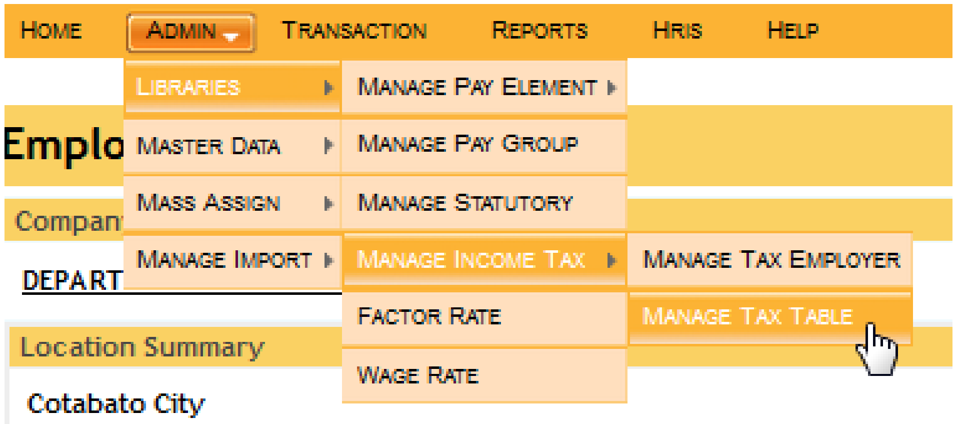


1.4.2 Manage Tax Table

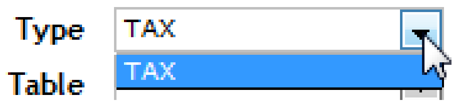
- This menu is used to create or manipulate tables of tax.

Q: How to add new tax table?
A: Just follow these steps to add new tax table?

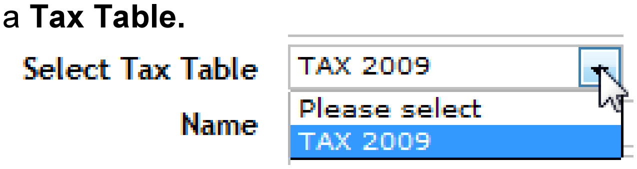
Step 1. Go to **Admin > Libraries > Manage Income Tax > Tax Table**



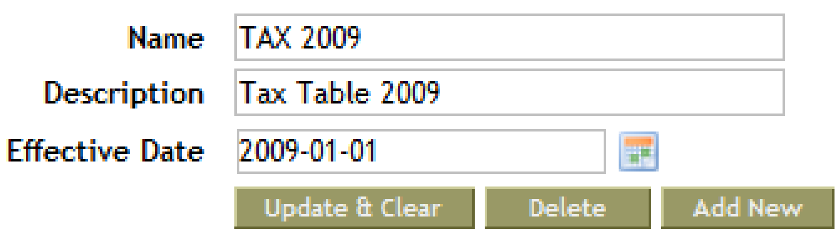
Step 2. Choose **Type.**



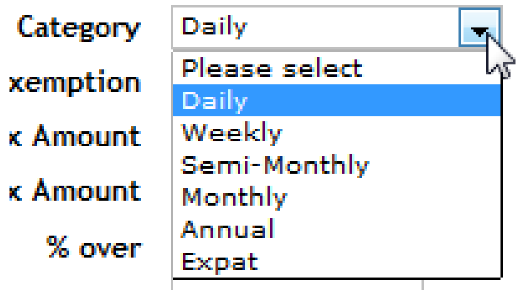
Step 3. Select a **Tax Table.**



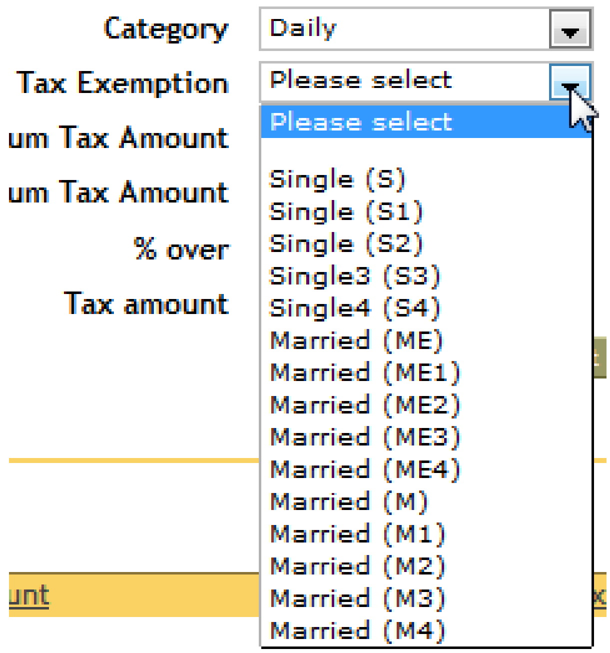
Step 4. After choosing any **Tax Table,** the **Name, Description and Effective Date** will be inputted automatically but can be edited for updated information. Click **Update & Clear** to update and clear the forms. Click **Delete** button to delete and **Add New** button to add another.



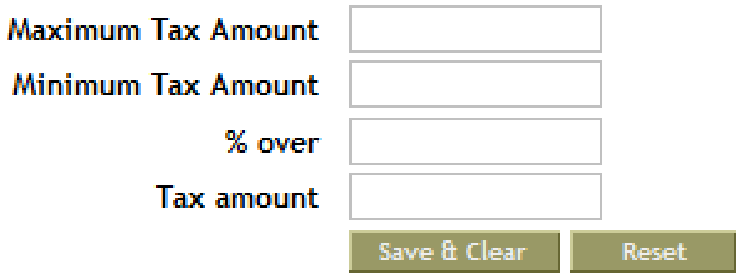
Step 5. Select any **Category.**



Step 6. Select **Tax Exemption.**

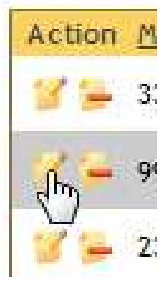


Step 7. Enter the **Maximum** and **Minimum Tax Amounts.** Enter the percentage **(%) over** and **Tax Amount.** Click **Save & Clear** button to save the information and clear the forms. Click **Reset** button to reset the forms.



Q: How to edit tax table?
A: Just follow these steps to edit tax table.

Step 1. Go to **Admin > Libraries > Manage Income Tax > Tax Table**. Click the **Edit** icon.



Step 2. Choose what button you want to click.

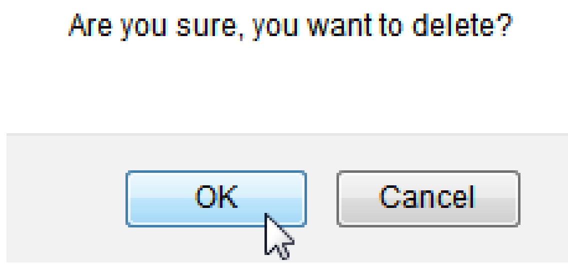
- **Update and Clear–** updates and clear and forms.
- **Reset–** resets the created form.
- **Add New –** adds another form.

Q: How to delete tax table?
A: Just follow these steps to delete tax table.

Step 1. Go to **Admin > Libraries > Manage Income Tax > Tax Table**. Click the **Delete** icon.

Sagesoft

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

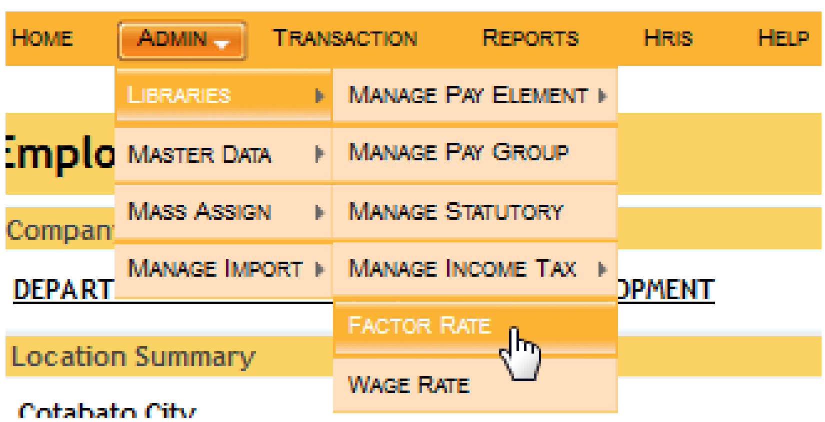


1.5 Factor Rate

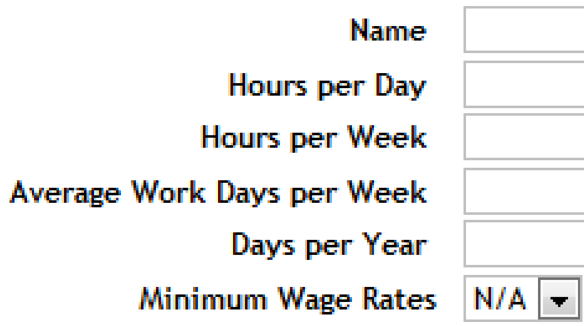
- This menu is used to create different factor rate that used processing of payroll.

Q: How to add new factor rate?
A: Just follow these steps to add new factor rate.

Step 1. Go to **Admin > Libraries > Factor Rate.**



Step 2. Enter **Name, Hours per Day, Hours per Week, Average Work Days per Week, Days per Year.** Select **Minimum Wage Rates.**



Step 3. Choose what button you want to click.

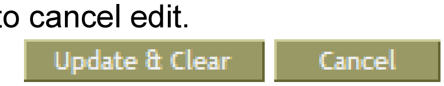
- **Save & Clear –** to “SAVE Factor Rate”
- **Reset –** to reset form.

Q: How to edit factor rate?
A: Just follow these steps to edit factor rate.

Step 1. Go to **Setup > Libraries > Factor Rate.**
Click the **Edit icon.**

Step 2. Choose what button you want to click.

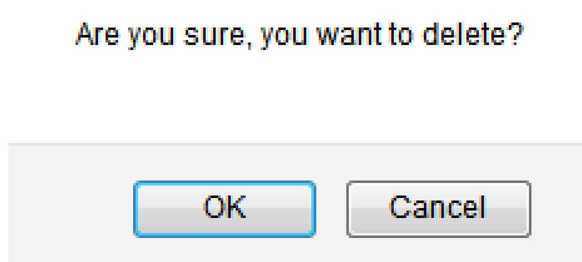
- **Update & Clear –** to “UPDATE Factor Rate”
- **Cancel –** to cancel edit.



Q: How to delete factor rate?
A: Just follow these steps to delete factor rate.

Step 1. Go **to Setup > Libraries > Factor Rate.**
Click the **Delete** icon.

Step 2. A dialog box will appear. Click **OK** button to confirm and **Cancel** button to cancel.

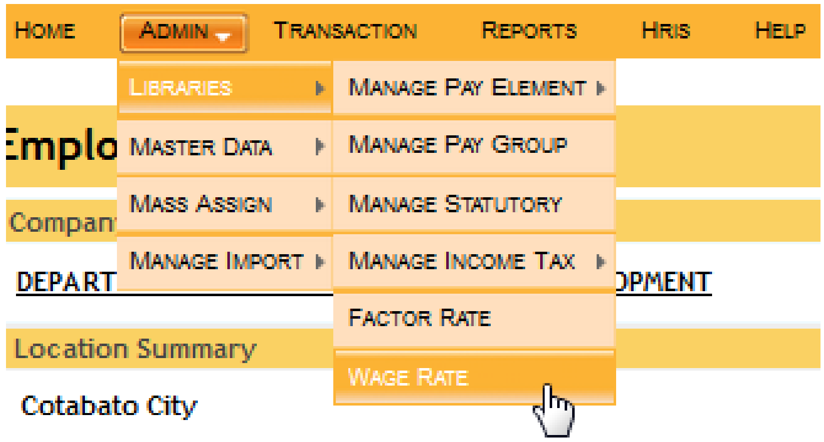


1.6 Wage Rate

- This menu is used to manage wage rate.

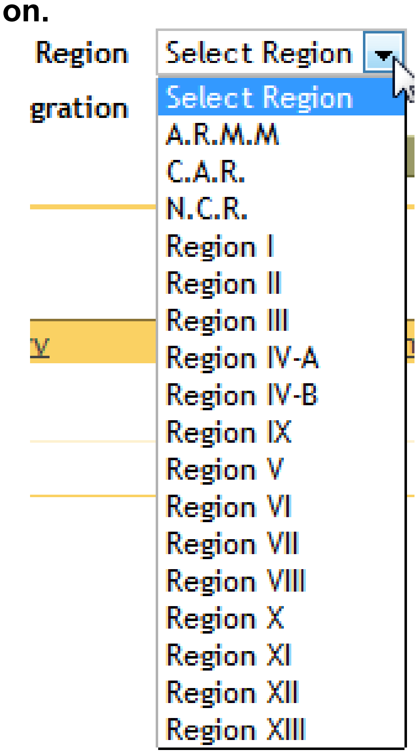
Q: How to manage wage rate?
A: Just follow these steps to manage wage rate.

Step 1. Go to **Admin > Libraries > Wage Rate**

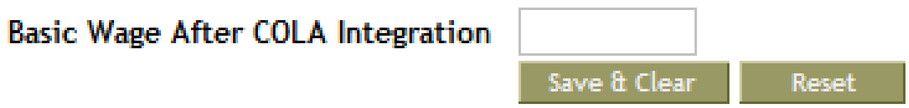


Step 2. Enter a **Name** and **Sector** or **Industry.**

Step 3. Select a **Region.**



Step 4. Enter **Basic Wage After COLA Integration.** Click **Save & Clear** to save the information the clear the forms. Click **Reset** to rest the forms.

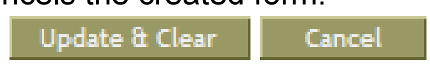


Q: How to edit wage rate?
A: Just follow these steps to edit wage rate.

Step 1. Click the **Edit** icon.

Step 2. Choose what button you want to click.

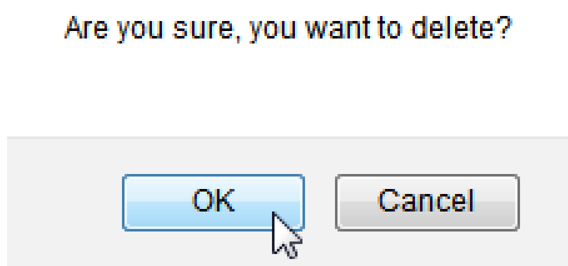
- **Update and Clear–** updates and clear forms.
- **Cancel–** cancels the created form.



Q: How to delete wage rate?
A: Just follow these steps to delete wage rate?.

Step 1. Click the **Delete** icon.

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



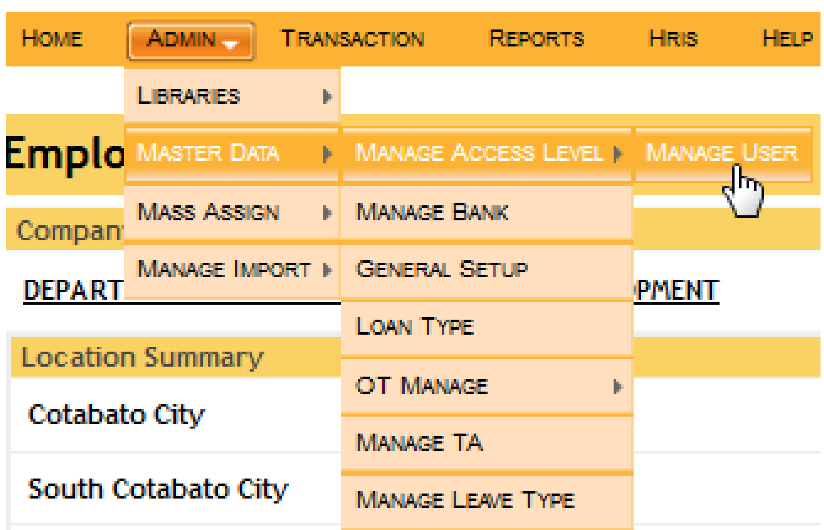
2 Master Data

- This group will serve as the management for all the data and information.

2.1 Manage Access Level

Q: How to manage user?
A: Just follow these steps to manage user.

Step 1. Go to **Admin > Master Data > Manage Access Level > Manage User**



Q: How to edit user?

A: Just follow these steps to edit user.

Step 1. Click the **Edit** icon.

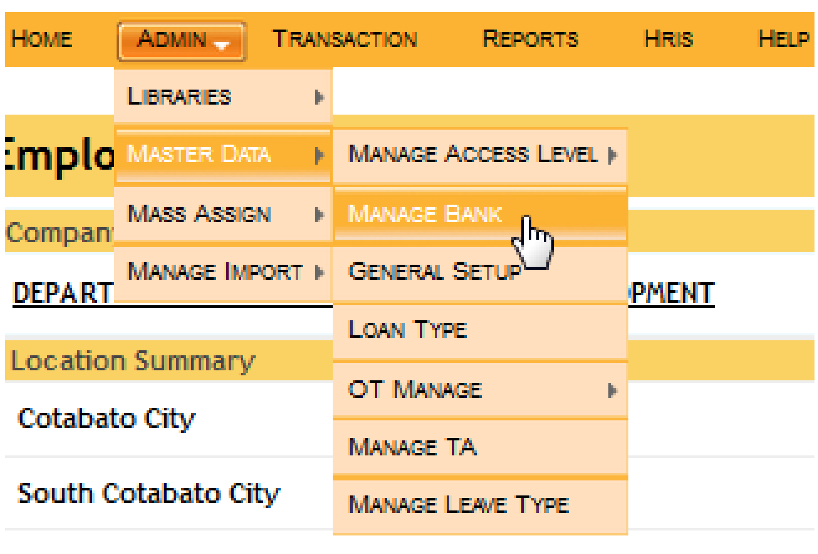
Step 2. After editing, choose the operation you want to do.

- **Save & Exit –** Save the information and exit.
- **Reset –** Reset all the forms.
- **Cancel –** Cancel from entering information.

2.2 Manage Bank

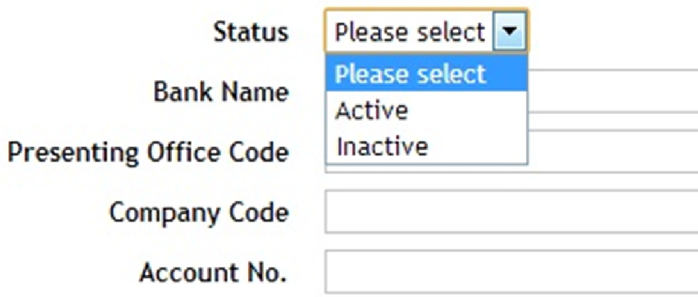
Q: How to manage bank?
A: Just follow these steps to manage bank.

Step 1. Go to **Admin > Master Data > Manage Bank.**

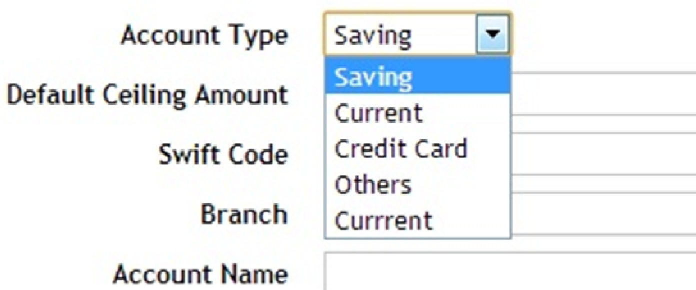


Step 2. Click the **Magnifying Glass** icon to view the data.

Step 3. Select **Status.** Enter **Bank Name, Presenting Office Code, Company Code** and **Account Number.**



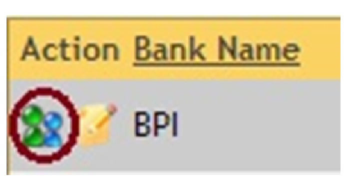
Step 4. Select type of **Account.** Enter **Default Ceiling Amount, Swift Code, Branch** and **Account Name.**



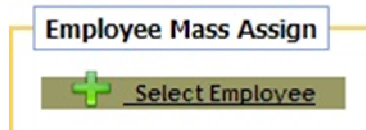
Step 5. Choose the button you want to choose.

Q: How to select employee?
A: Just follow these steps to select employee.

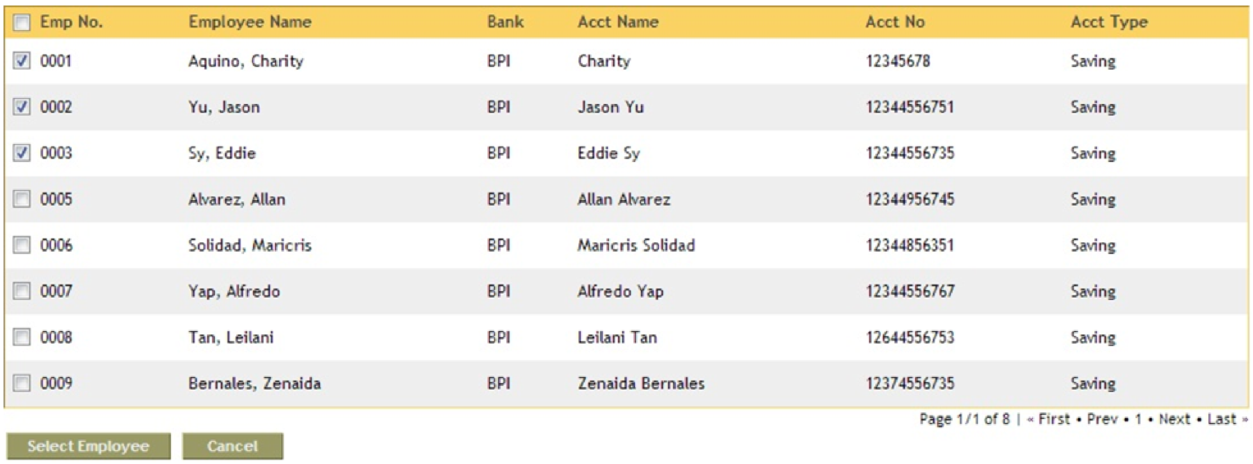
Step 1. Go to **Admin > Master Data > Manage Bank > View.** Click **Select Employee** on the lower left side.



Step 2. Click **Select Employee.**



Step 3. Click the checkbox to select employee. Click **Select Employee** to add.



Emp No.	Employee Name	Bank	Acct Name	Acct No	Acct Type
☑ 0001	Aquino, Charity	BPI	Charity	12345678	Saving
☑ 0002	Yu, Jason	BPI	Jason Yu	12344556751	Saving
☑ 0003	Sy, Eddie	BPI	Eddie Sy	12344556735	Saving
☐ 0005	Alvarez, Allan	BPI	Allan Alvarez	12344956745	Saving
☐ 0006	Solidad, Maricris	BPI	Maricris Solidad	12344856351	Saving
☐ 0007	Yap, Alfredo	BPI	Alfredo Yap	12344556767	Saving
☐ 0008	Tan, Leilani	BPI	Leilani Tan	12644556753	Saving
☐ 0009	Bernales, Zenaida	BPI	Zenaida Bernales	12374556735	Saving

Page 1/1 of 8 | « First • Prev • 1 • Next • Last »

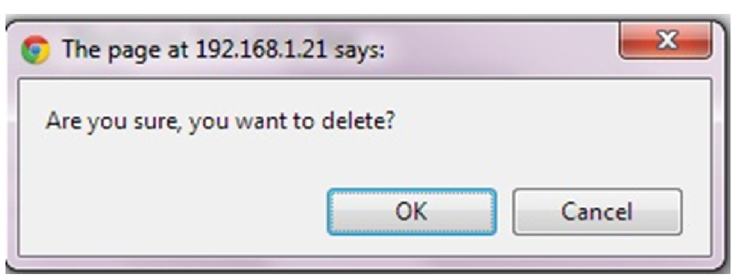
Select Employee Cancel

Q: How to delete employee?

A: Just follow these steps to delete employee.

Step 1. Click the **Delete** icon.

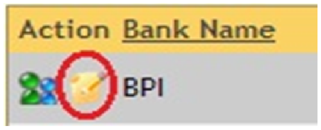
Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



Q: How to edit company bank?

A: Just follow these steps to edit company bank.

Step 1. Click the **Edit** icon.



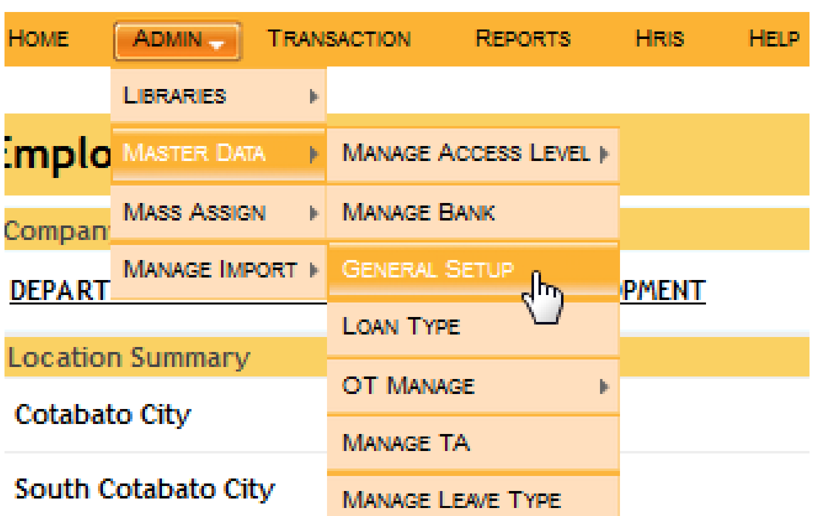
Step 2. Choose what button you want to click.

- **3.1.1 Update and Clear–** updates and clear forms.
- **3.1.2 Cancel–** cancels the created form.

2.3 General Setup

Q: How to setup generally?
A: Just follow these steps to setup generally.

Step 1. Go to **Admin > Master Data > General Setup.**



Step 2. Click the **Magnifying Glass** icon to view the data.

Action	Company Code
	DSWD

Step 3. Enter settings for **General and Final Decimals.**

Decimal Policy

General Decimal Settings	5
Final Decimal Settings	2

Step 4. Select the **Name** and where it is **Base** for **Tax, SSS, PHIC** and **HDMF** tables.

Government Policy

	Name	Effective Date	Base on	Subject to Statutory
TAX Table	TAX 2009	2009-01-01	Gross Amount	YES
SSS Table	SSS	2007-01-01	Gross Amount	
PHIC Table	PHIC 2013	2013-01-01	Gross Amount	
HDMF Table	HDMF	2005-01-01	Gross Amount	

Step 5. Select the **TA Import** and **Payslip** form.

Default FORMAT

TA Import Form	TA FORM1 - NORMAL
Payslip FORM	PAYSLIP FORMAT1

Step 6. Select the **Location as Company.** Click **Update and Exit** to update the data exit the form. Click the **Cancel** button to cancel.

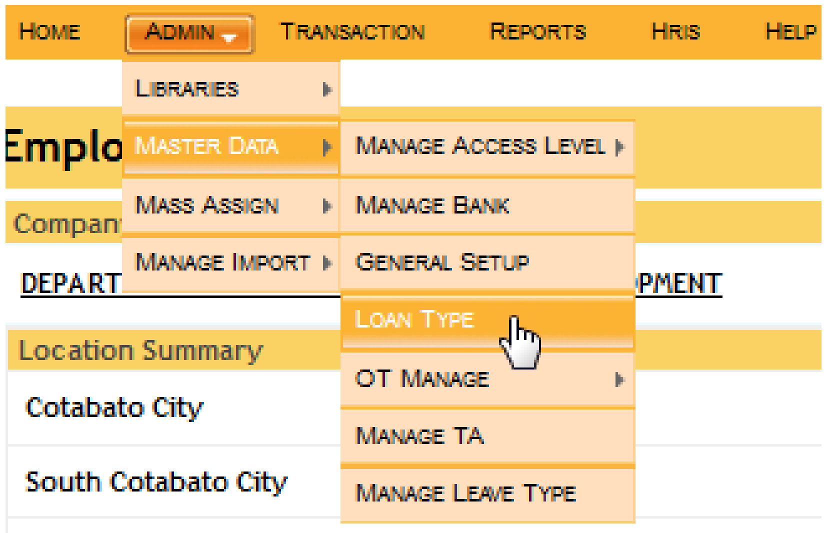
Location as Company YES

Update and Exit Cancel

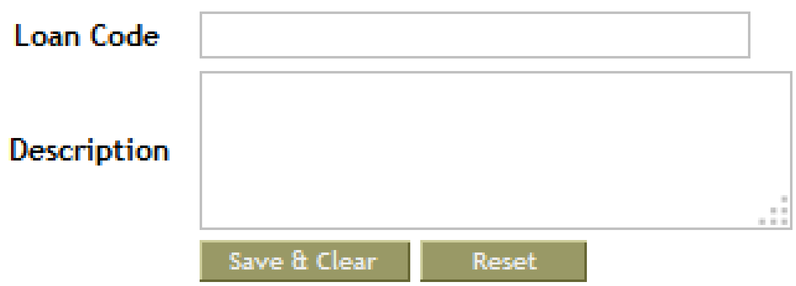
2.4 Loan Type

Q: How to manage loan type?
A: Just follow these steps to manage loan type.

Step 1. Go to **Admin > Master Data > Loan Type.**



Step 2. Enter **Loan Code** and some **Description.** Click **Save and Clear**



Q: How to edit loan type?
A: Just follow these steps to edit loan type?

Step 1. Click the **Edit** icon.

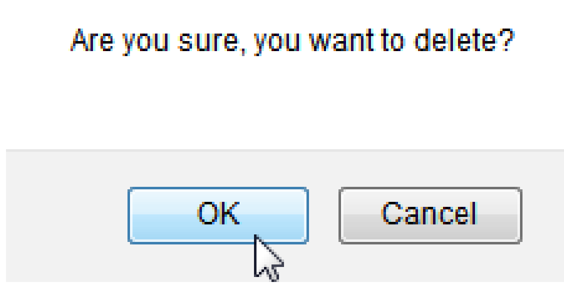
Step 2. Choose what button you want to click.

Update and Clear– updates and clear forms.
Cancel– cancels the created form.

Q: How to delete loan type?
A: Just follow these steps to delete loan type?

Step 1. Click the **Delete** icon.

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

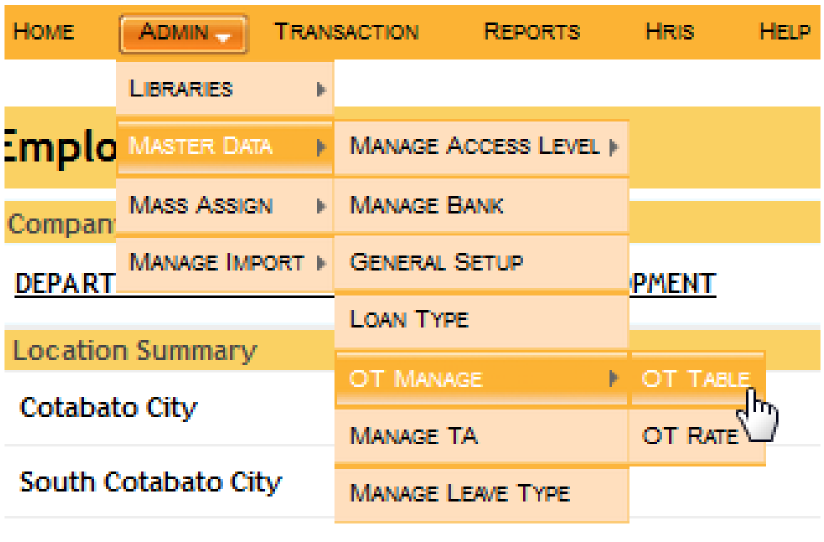


2.5 OT Manage

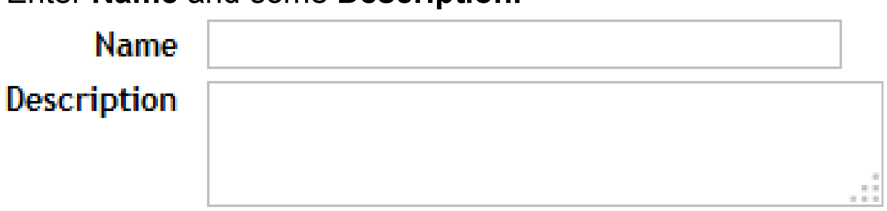
2.5.1 OT Table

Q: How to add overtime table?
A: Just follow these steps to manage overtime table.

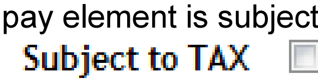
Step 1. Go to **Admin > Master Data > OT Manage > OT Table.**



Step 2. Enter **Name** and some **Description.**



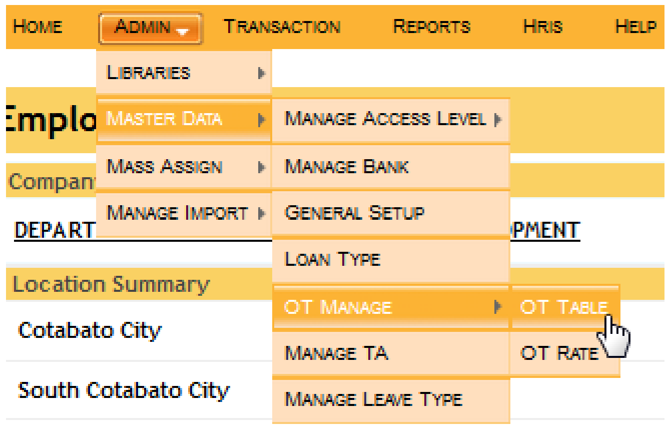
Step 3. Choose whether pay element is subjected to **Tax**



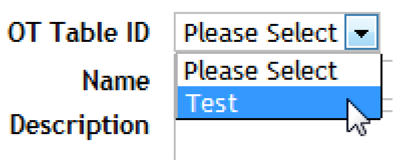
Step 4. Click **Save and Clear**

Q: How to update or delete overtime table?
A: Just follow these steps to manage overtime table.

Step 1. Go to **Admin > Master Data > OT Manage > OT Table.**



Step 2. Select which overtime table to be edited.



Step 3. Choose what button you want to click.

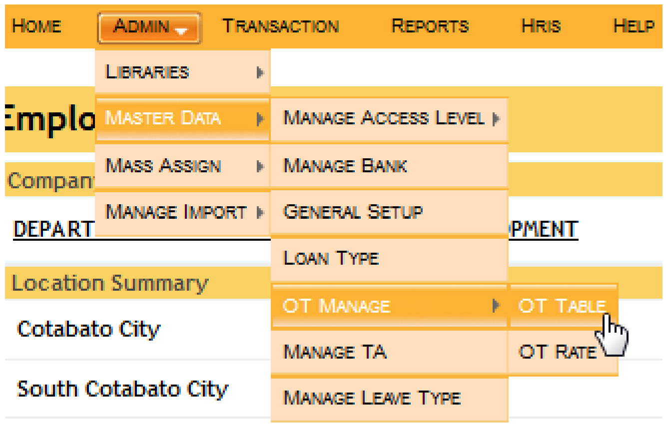
- **Update and Clear–** updates the selected overtime table.
- **Delete–** deletes the selected overtime table.
- **Cancel–** cancels the created form.

Q: How to add overtime rate to overtime table?

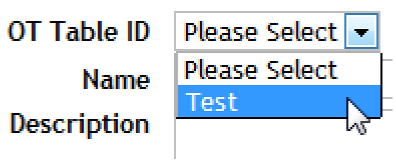
A: Just follow these steps to manage overtime table.

If there are no OT Rate, the system will not be able to proceed.

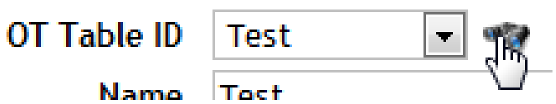
Step 1. Go to **Admin > Master Data > OT Manage > OT Table.**



Step 2. Select which overtime table to be edited.



Step 3. Click the **binocular** icon to add OT Rates.

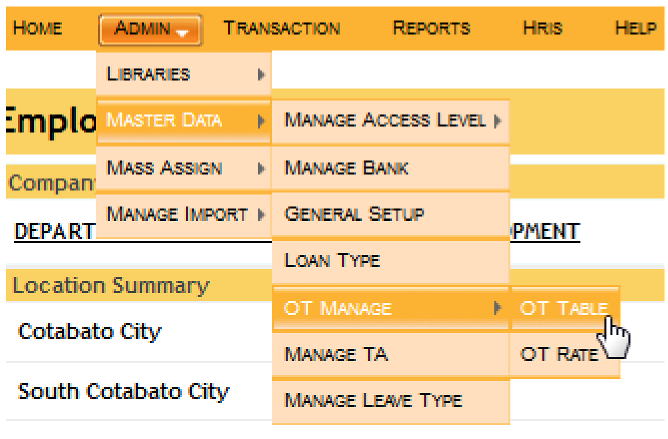


Step 4. Check which one to add.

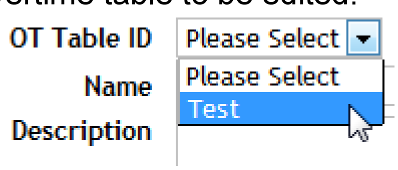
Step 5. Click the **Apply changes** button to add.

Q: How to remove overtime rate to overtime table?
A: Just follow these steps to manage overtime table.

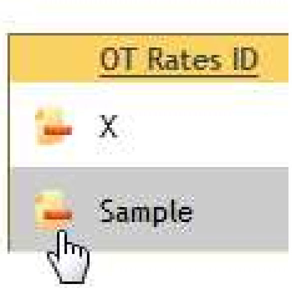
Step 1. Go to **Admin > Master Data > OT Manage > OT Table.**



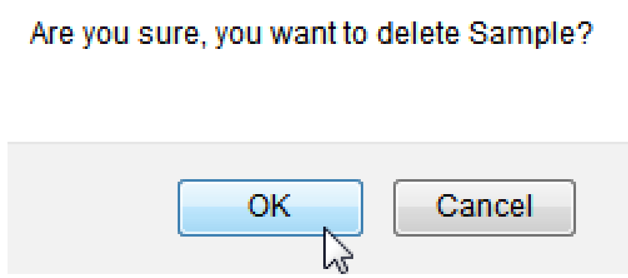
Step 2. Select which overtime table to be edited.



Step 4. Check the **Delete** icon.



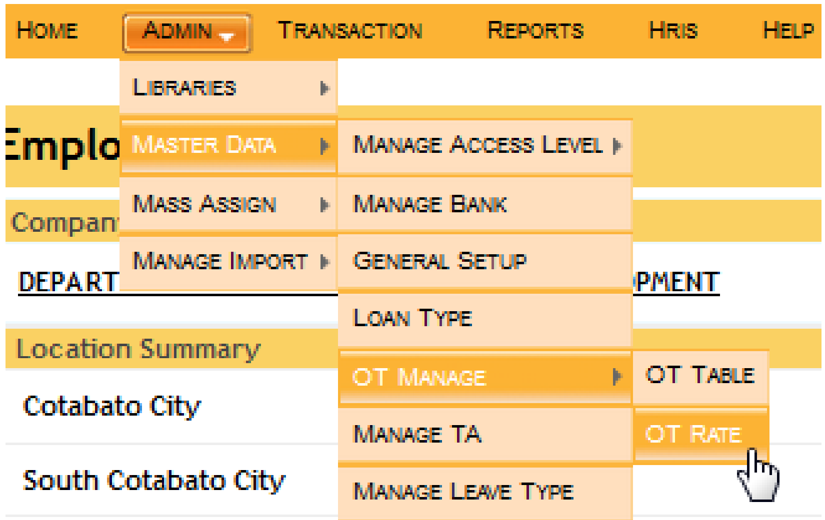
Step 5. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



2.5.2 OT Rate

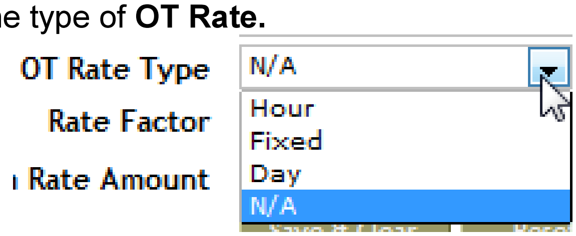
Q: How to manage overtime rate?
A: Just follow these steps to manage overtime rate.

Step 1. Go to **Admin > Master Data > OT Manage > OT Rate**



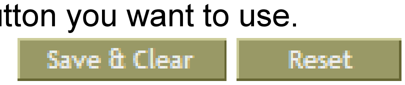
Step 2. Enter **Code** and some **Description.**

Step 3. Select the type of **OT Rate.**



Step 4. Enter the **Rate Factor** and **Maximum Rate Amount.**

Step 5. Choose the button you want to use.



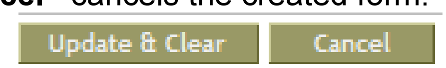
Q: How to edit overtime rate?

A: Just follow these steps to edit overtime rate.

Step 1. Click the **Edit** icon.

Step 2. Choose what button you want to click.

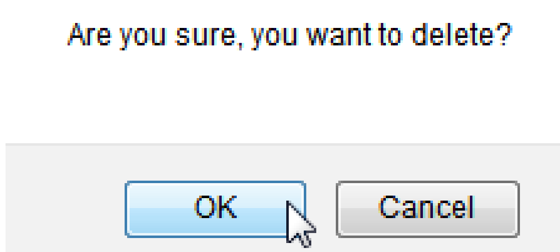
Update and Clear– updates and clear forms.
Cancel– cancels the created form.



Q: How to delete overtime rates.
A: Just follow these steps to delete overtime rates.

Step 1. Click the **Delete** icon.

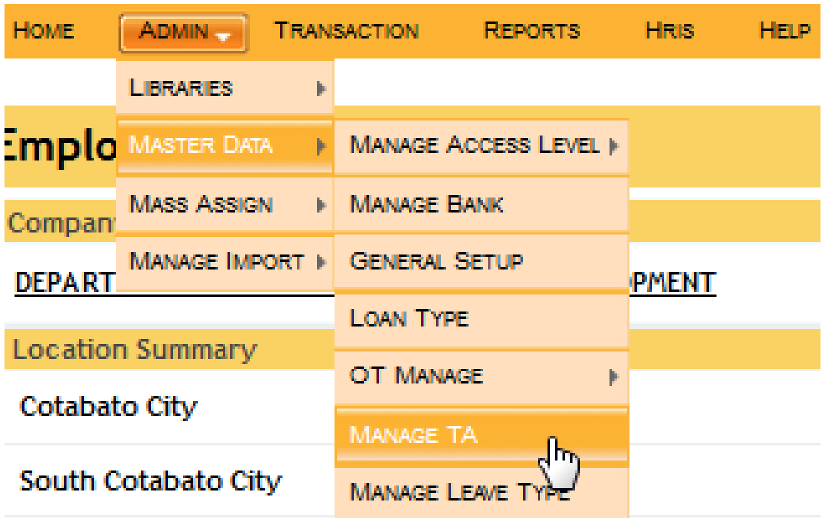
Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



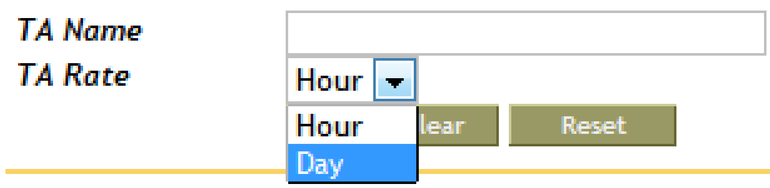
2.6 Manage TA

Q: *How to manage TA?*
A: Just follow these steps to manage TA.

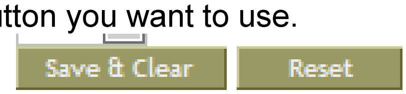
Step 1. Go to **Admin > Master Data > Manage TA**



Step 2. Enter **TA Name** and **TA Rate.**

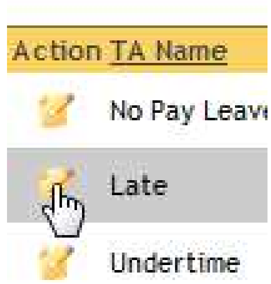


Step 3. Choose the button you want to use.



Q: *How to edit TA?*
A: Just follow these steps to edit TA.

Step 1. Click the **Edit** icon.

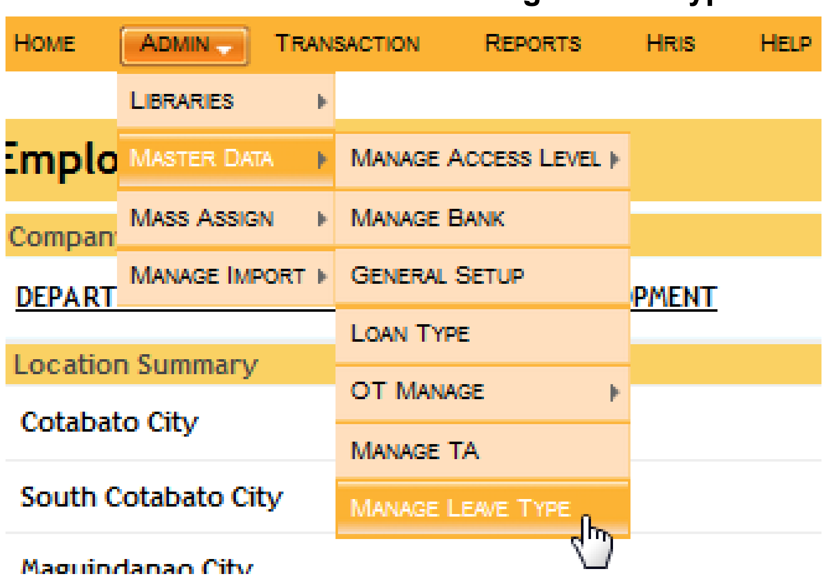


Step 2. Choose what button you want to click.

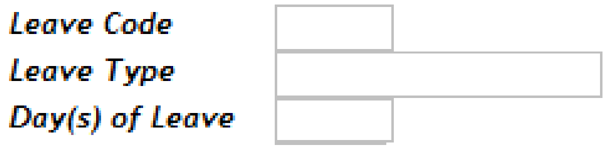
2.7 Manage Leave Type

Q: How to manage leave type?
A: Just follow these steps to manage leave type.

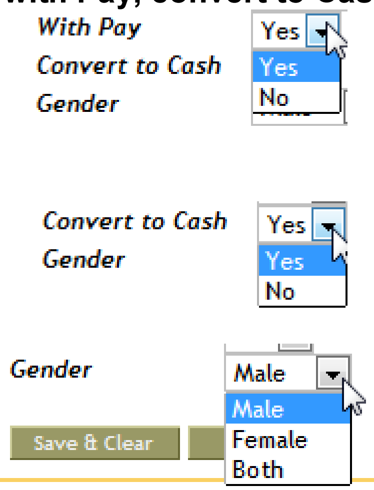
Step 1. Go to **Admin > Master Data > Manage Leave Type**



Step 2. Enter **Leave Code, Leave Type** and **Day(s) of Leave.**



Step 3. Select whether **with Pay, convert to Cash** and your **Gender.**



Step 4. Choose the button you want to use.

Q: How to edit leave type?
A: Just follow these steps to edit leave type.

Step 1. Click the **Edit** icon.

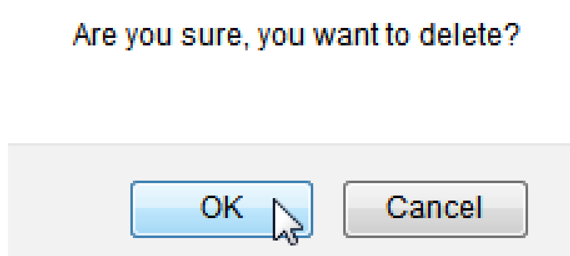
Step 2. Choose what button you want to click.

Update and Clear– updates and clear forms.
Cancel– cancels the created form.

Q: How to delete leave type?
A: Just follow these steps to delete leave type.

Step 1. Click the **Delete** icon.

Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



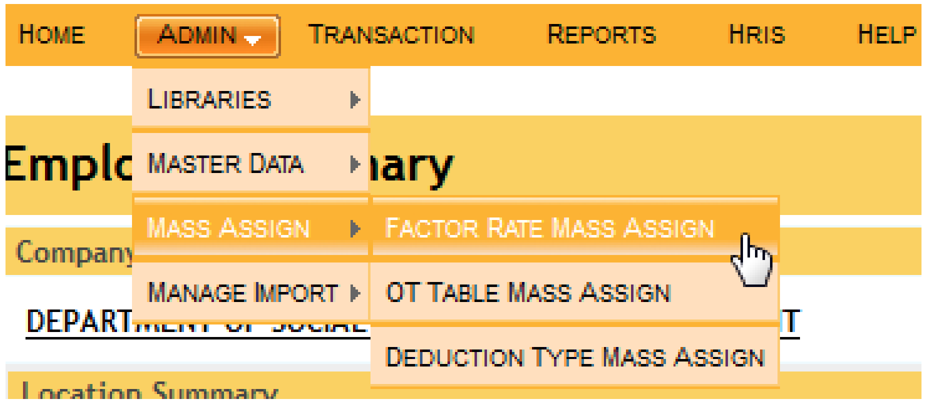
3 Mass Assign

- This group will serve as the distribution of information.

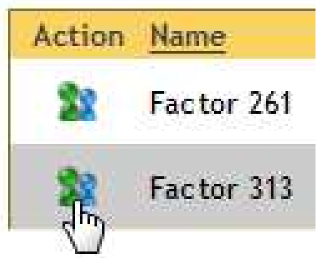
3.1 Factor Rate Mass Assign

Q: How to assign factor rate mass?
A: Just follow these steps to assign factor rate mass.

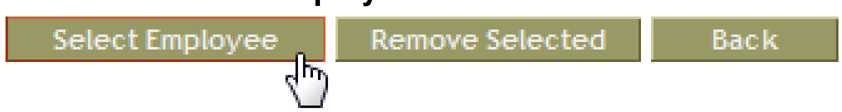
Step 1. Go to **Admin > Mass Assign > Factor Rate Mass Assign**



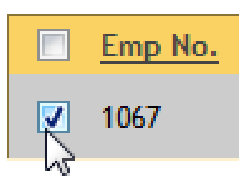
Step 2. Click the icon to view the assigned employee.



Step 3. Click on the **Select Employee** button.

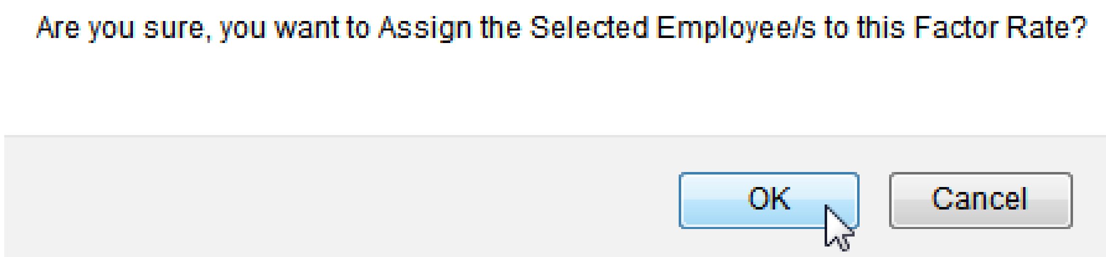


Step 4. Check to name of the employee to be selected.



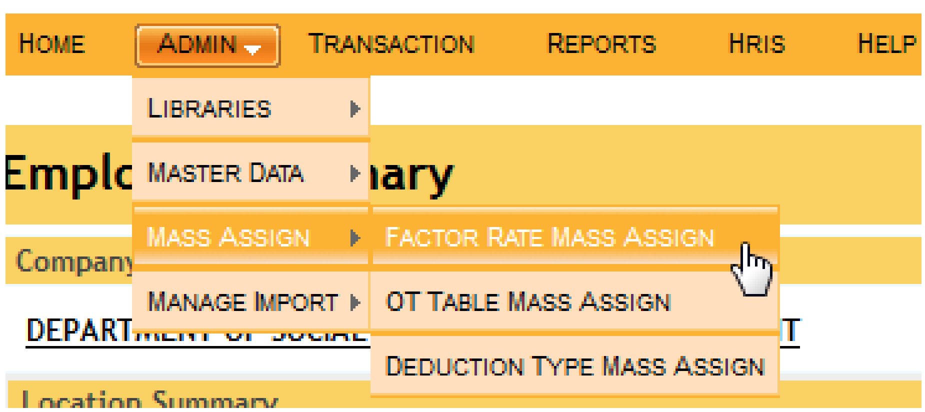
Step 5. Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.

Step 6. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

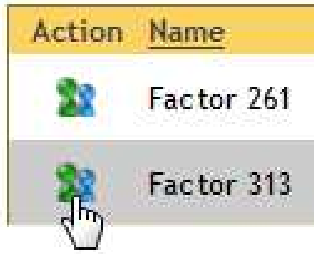


Q: How to remove assigned factor rate mass?
A: Just follow these steps to remove factor rate mass.

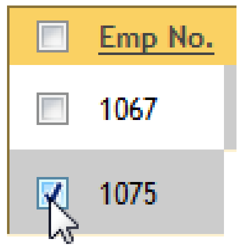
Step 1. Go to **Admin > Mass Assign > Factor Rate Mass Assign**



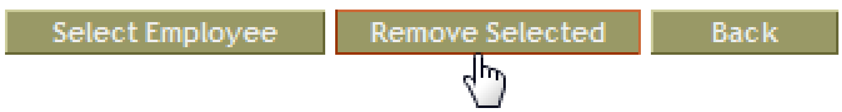
Step 2. Click the icon to view the assigned employee.



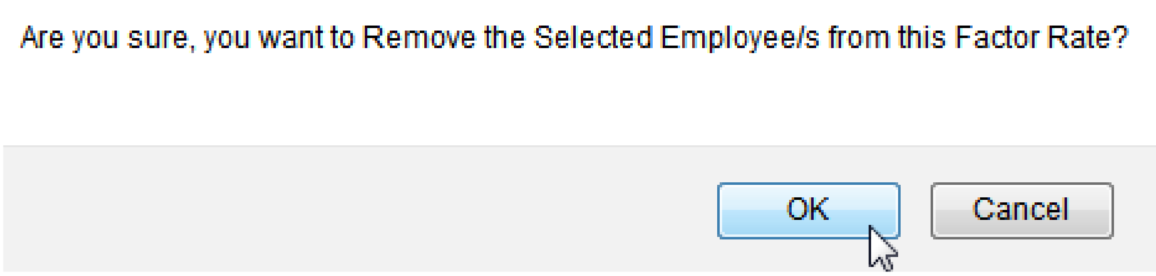
Step 3. Check to name of the employee to be selected.



Step 4. Click on the **Remove Selected** button.



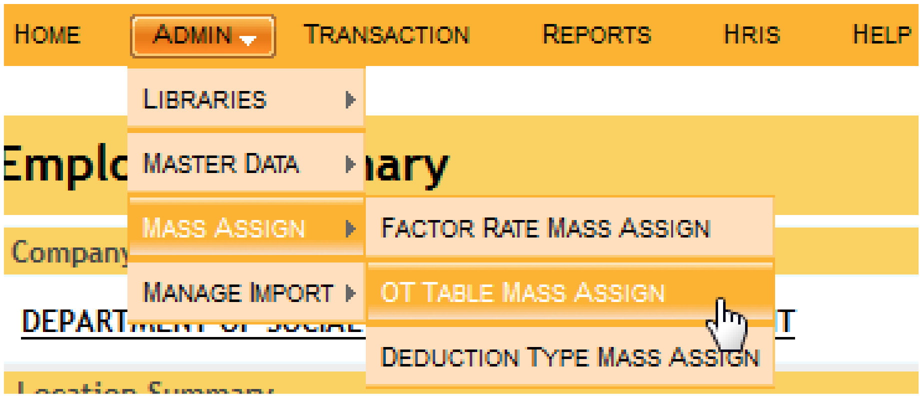
Step 5. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



3.2 OT Table Mass Assign

Q: How to assign OT Table Mass?
A: Just follow these steps to assign OT table mass.

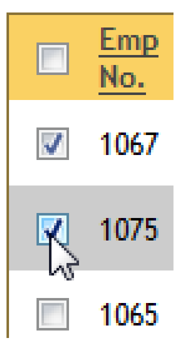
Step 1. Go to **Admin > Mass Assign > OT Table Mass Assign**



Step 2. Click the icon to view the assigned employee.

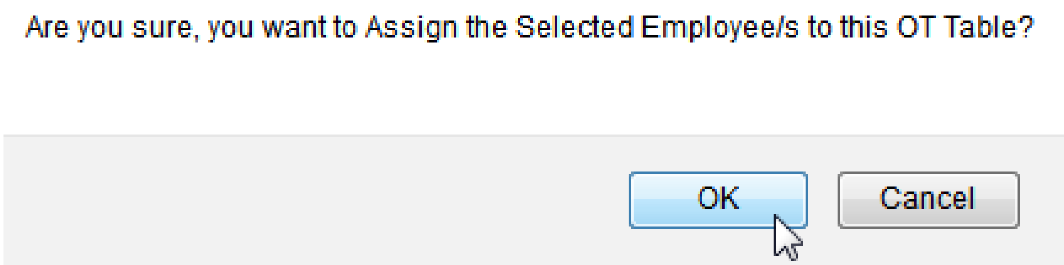
Step 3. Click the **Select Employee** button.

Step 4. Check to name of the employee to be selected.



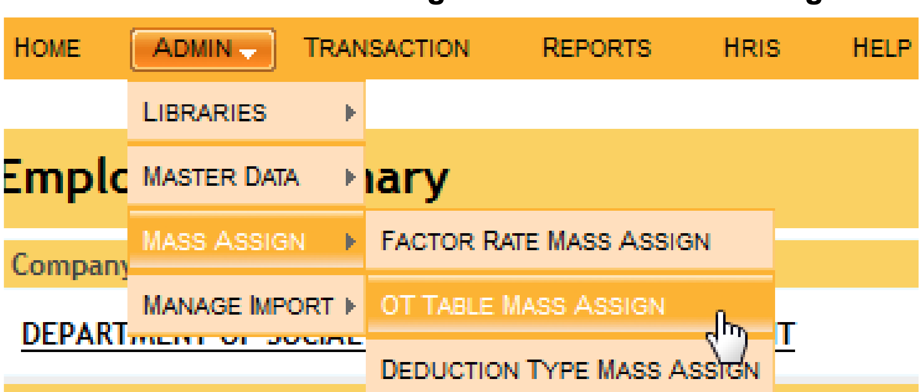
Step 5. Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.

Step 6. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



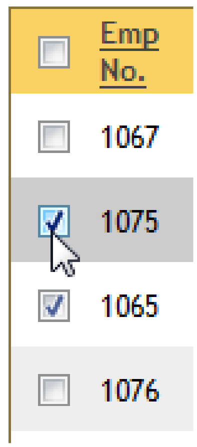
Q: How to remove OT Table Mass?
A: Just follow these steps to remove OT table mass.

Step 1. Go to **Admin > Mass Assign > OT Table Mass Assign**



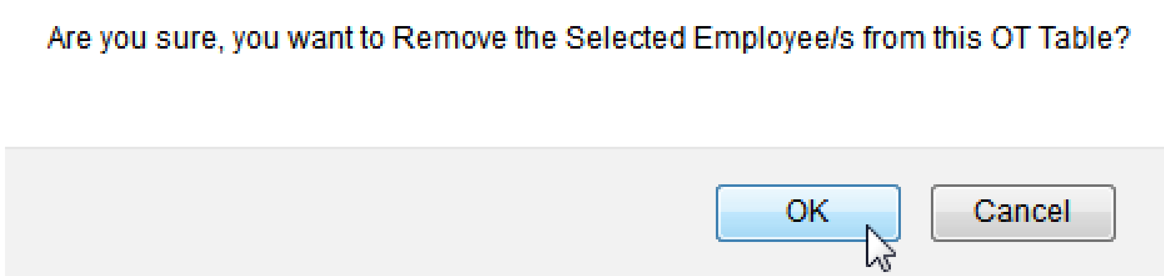
Step 2. Click the icon to view the assigned employee.

Step 3. Check to name of the employee to be selected.



Step 4. Click on the **Remove Selected** button.

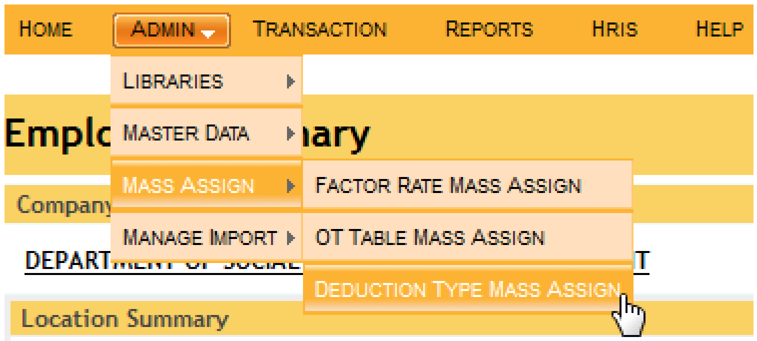
Step 5. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



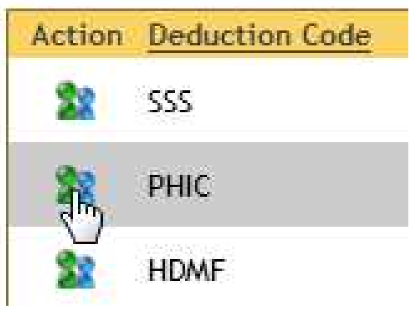
3.3 Deduction Type Assign Mass

Q: How to assign deduction type mass?
A: Just follow these steps to assign deduction type mass?

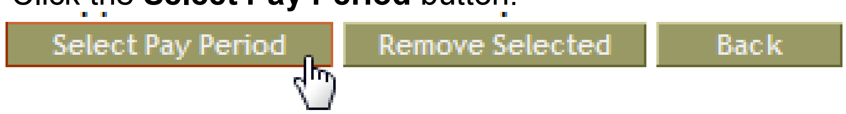
Step 1. Go to **Admin > Mass Assign > Deduction Type Mass Assign**



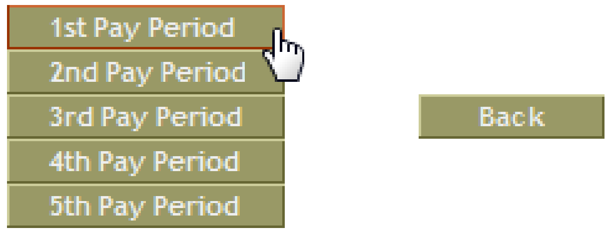
Step 2. Click the icon to view the assigned employee.



Step 3. Click the **Select Pay Period** button.



Step 4. Select the period from the buttons. Click **Back** button if you want have clarifications.

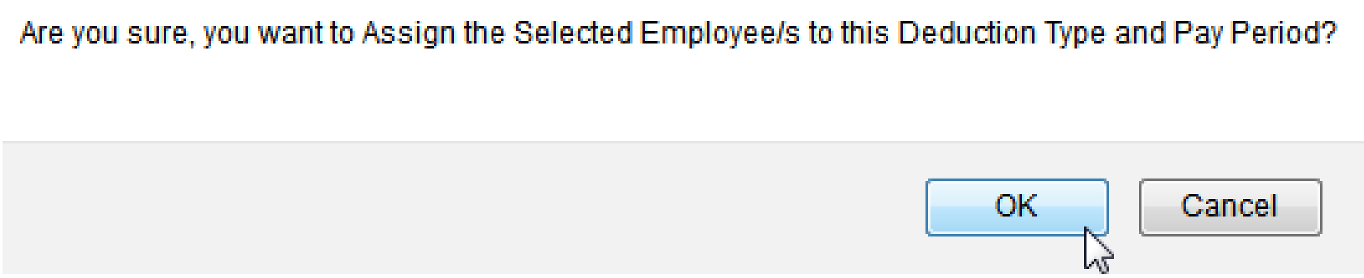


Step 5. Check to name of the employee to be selected.

	Emp. No.	Last Name
☐	1067	Aguilar
☑	1075	Asuncion
☑	1065	Bongabong
☑	1076	Castro
☐	1072	Cawaling

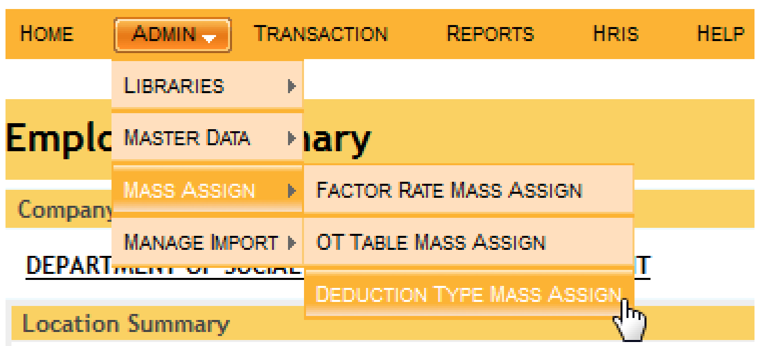
Step 6. Click the **Assign Employee** button to assign the checked name. Click **Cancel** button if you want to cancel.

Step 7. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.

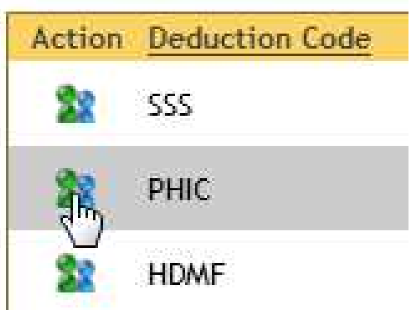


Q: *How to remove deduction type mass?*
A: Just follow these steps to remove deduction type mass?

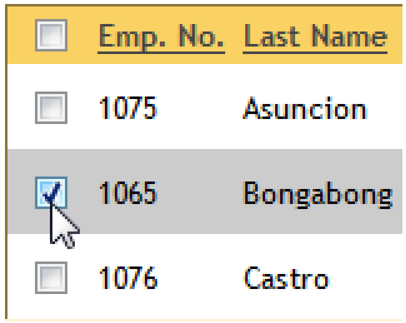
Step 1. Go to **Admin > Mass Assign > Deduction Type Mass Assign**



Step 2. Click the icon to view the assigned employee.

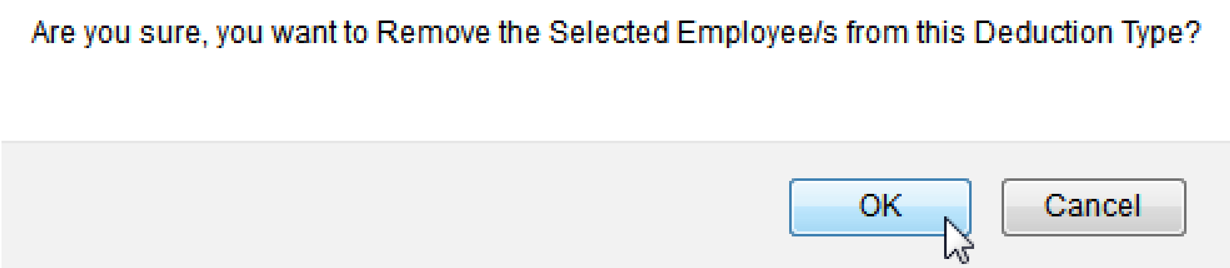


Step 3. Check to name of the employee to be selected.



Step 4. Click **Remove Selected** button to remove them from the Deduction Type.

Step 5. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



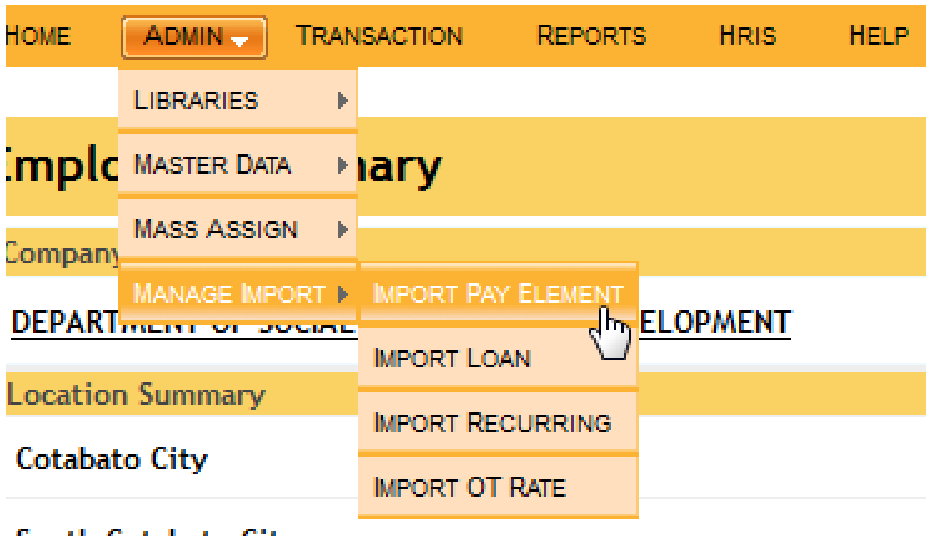
4 Manage Import

- This group will serve the management of imports.

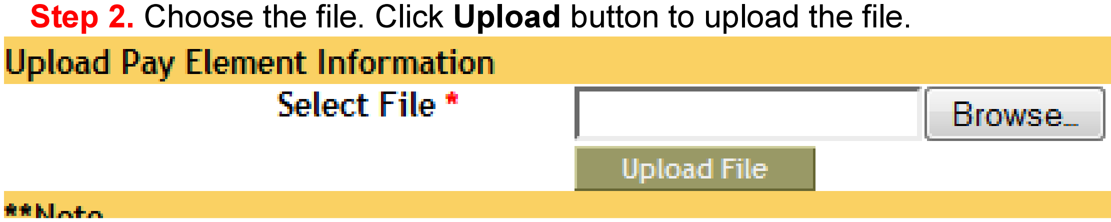
4.1 Import Pay Element

Q: How to import pay element?
A: Just follow these steps to import pay element.

Step 1. Go to **Admin > Manage Import > Import Pay Element**



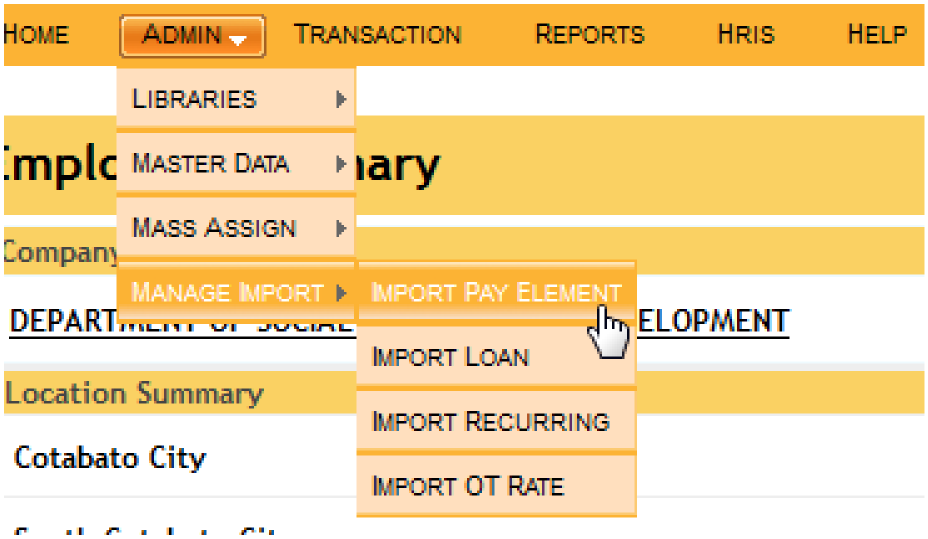
Step 2. Choose the file. Click **Upload** button to upload the file.



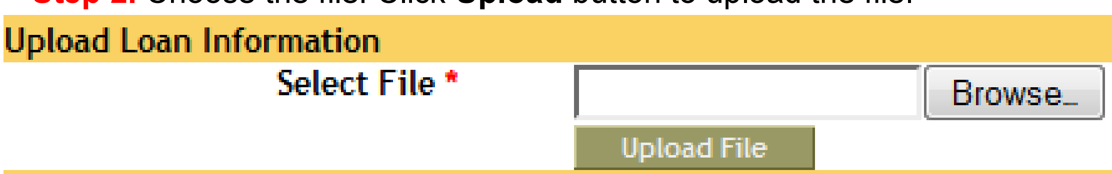
4.2 Import Loan

Q: How to import loan?
A: Just follow these steps to import loan.

Step 1. Go to **Admin > Manage Import > Import Loan**



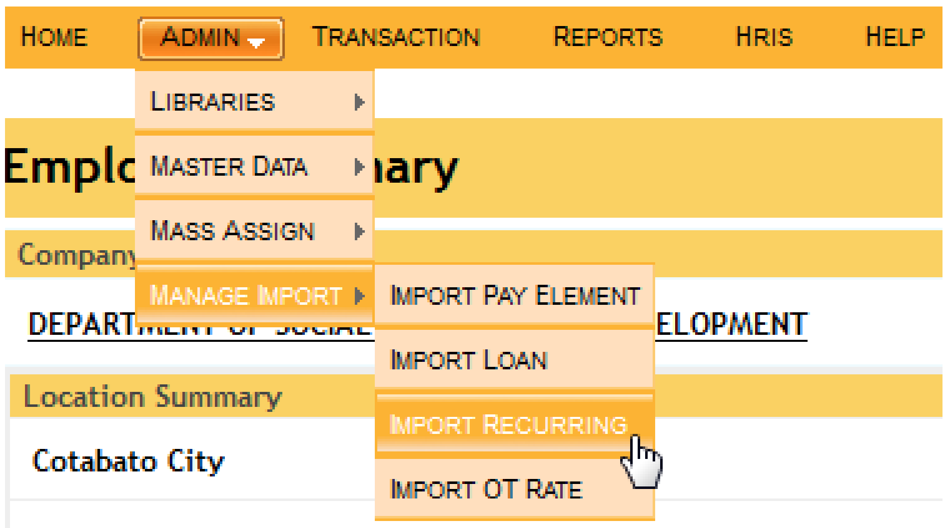
Step 2. Choose the file. Click **Upload** button to upload the file.



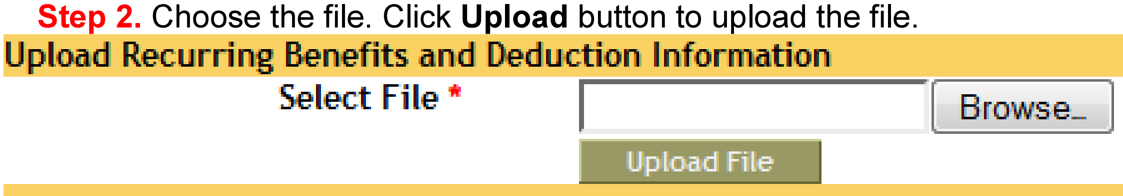
4.3 Import Recurring

Q: How to import recurring?
A: Just follow these steps to import recurring.

Step 1. Go to **Admin > Manage Import > Import Recurring**



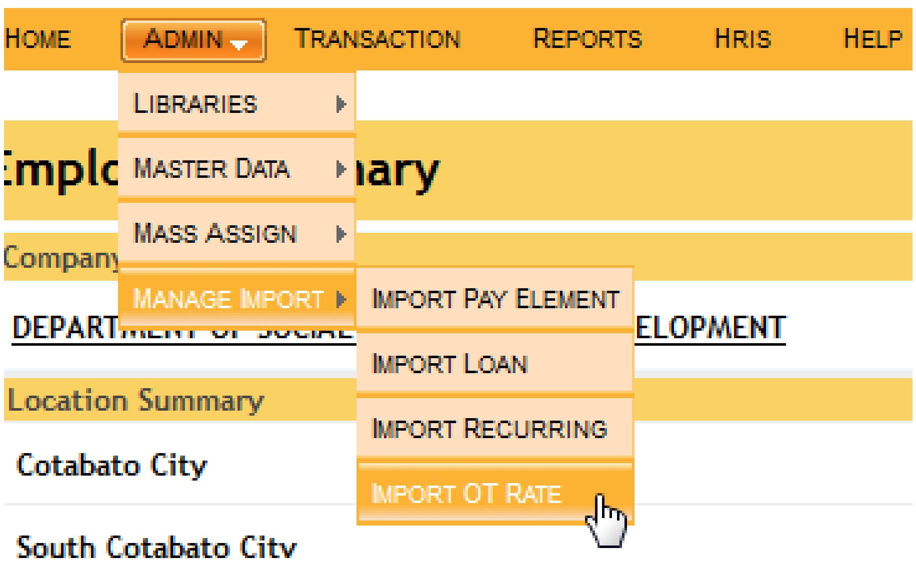
Step 2. Choose the file. Click **Upload** button to upload the file.



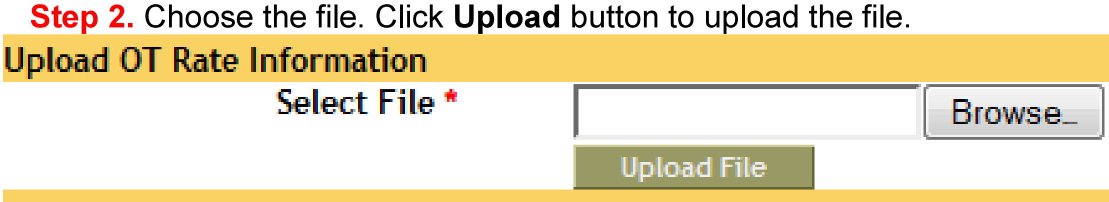
4.4 Import OT Rate

Q: How to import OT rate?
A: Just follow these steps to import OT rate.

Step 1. Go to **Admin > Manage Import > Import OT Rate**



Step 2. Choose the file. Click **Upload** button to upload the file.



Chapter
II

(Transaction Module)

Transaction Module

Transaction module composes of different menu/s that creates transaction like Loan Setup, Recurring Setup and Import of Payroll. But before you create any transaction in this module make sure that you finished entering data in our admin module.

Transaction Module is divided into following:

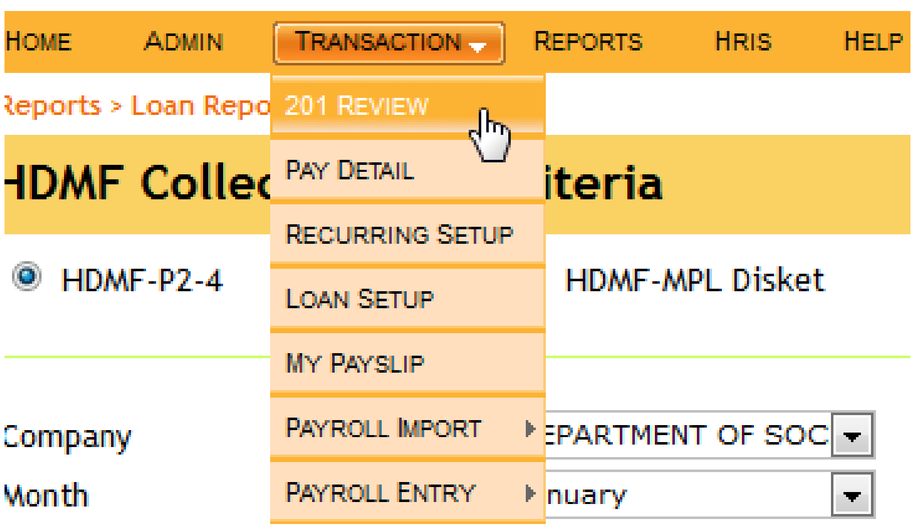
1. **201 Review**
2. **Pay Detail**
3. **Employee Detail**
4. **Recurring Setup**
5. **Loan Setup**
6. **Payroll Import**
7. **Payroll Entry**

1. 201 Review

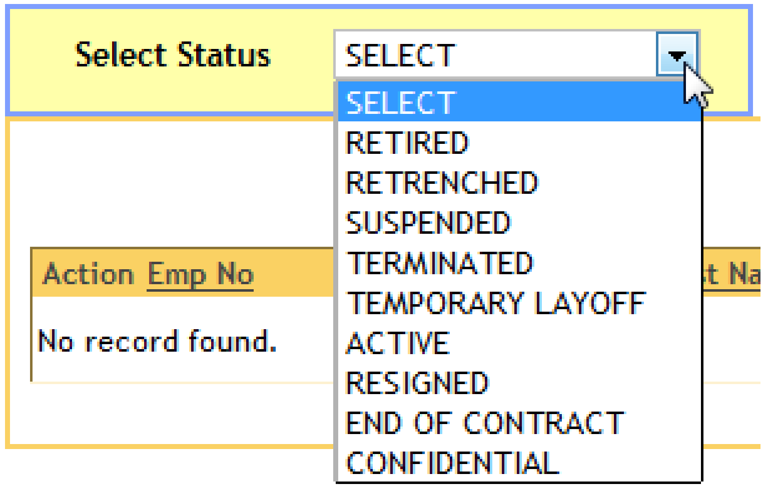
- This menu is used to review previous transactions.

Q: How to review transactions?
A: Just follow these steps to "Review Transactions"

Step 1. Go to **Transaction> 201 Review.**



Step 2. Select the **Status** from the drop-down menu.



Step 3. Click the **Magnifying Glass** icon to go to the Employment Details page.

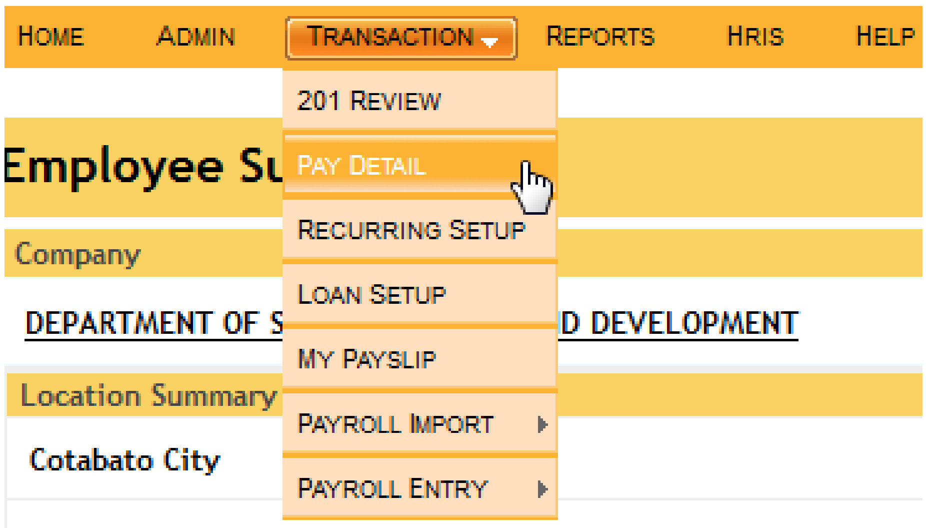
If ever there were no previous transactions, the system cannot find any record.

2. Pay Detail

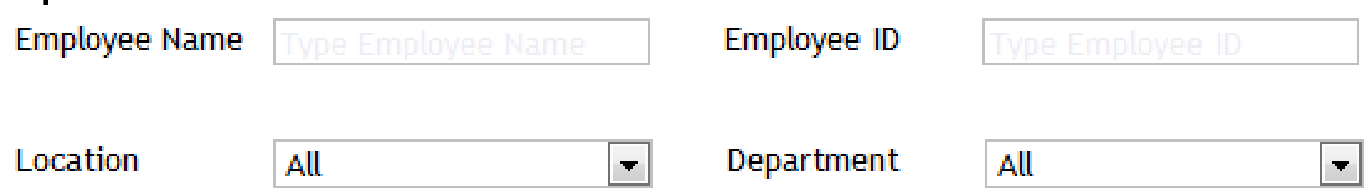
- This menu is used to review the details of the payment.

Q: How to review pay detail?
A: Just follow these steps to review pay detail.

Step 1. Go to **Transaction> Pay Detail**



Step 2. Enter the **Employee Name** and **Employee ID.** Select a **Location** and **Department.**

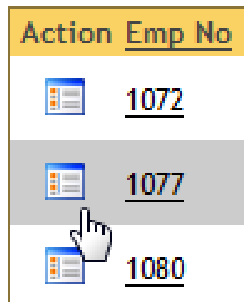


Step 3. Select the **Position** and the **Company.**

Step 4. Choose the operation you want to do.

- **Search –** Scan for previous transactions.
- **Reset –** Reset the whole form and enter information again.

Step 5. Click the icon to go to the Employment Details page.



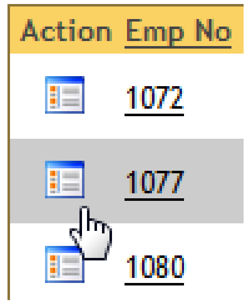
****If ever there were no previous transactions, the system cannot find any record.***

3. Employee Detail

Q: How to review employee detail?
A: Just follow these steps to review employee detail.

Step 1. Access the Employee Detail page by clicking **Magnifying Glass** icon on the **201 Review** page

or the icon on the **Pay Detail** page.



Step 2. Choose what header you want to click.

General Information – view employment, personal and government information of the selected employee

Compensation – view compensation received of the selected employee

Bank Detail/s– view registered bank information of the selected employee

Leave– view the leaves of the selected employee.

Benefit/Deduction– view the recurring benefits and/or deductions of the selected employee.

Loan– view the applied loans of the selected employee.

Pay Calculation– view which factor rate, pay group and OT table the selected employee belongs to.

Government Policy– views the deductions mandated by the government for the selected employee.

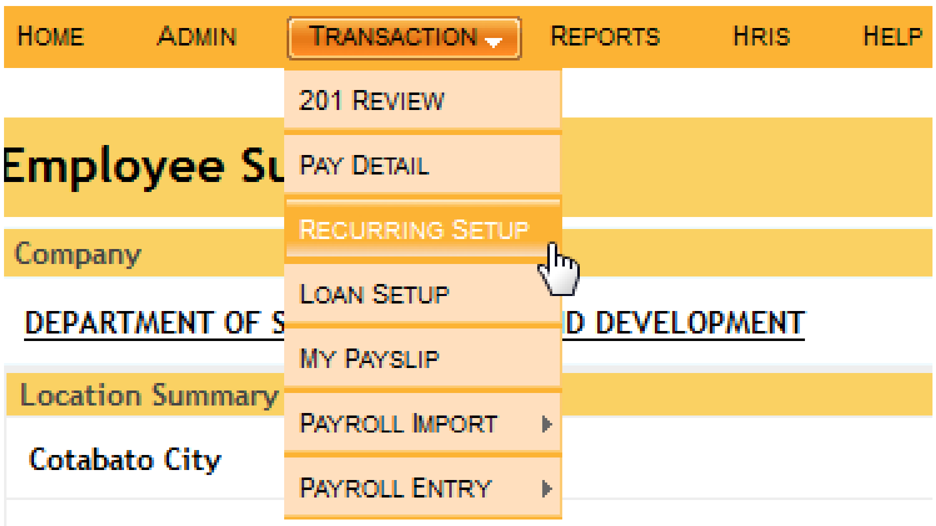
Dependent– view the dependents registered to the selected employee.

If ever there were no previous transactions, the system cannot find any record.

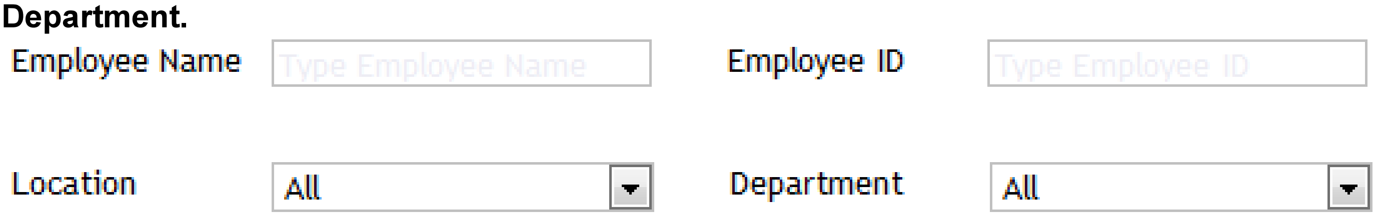
4. Recurring Setup

Q: How to review recurring setup?
A: Just follow these steps to review recurring setup.

Step 1. Go to **Transaction> Recurring Setup**



Step 2. Enter the **Employee Name** and **Employee ID.** Select a **Location** and **Department.**



Step 3. Select the **Position** and the **Company.**

Step 4. Choose the operation you want to do.

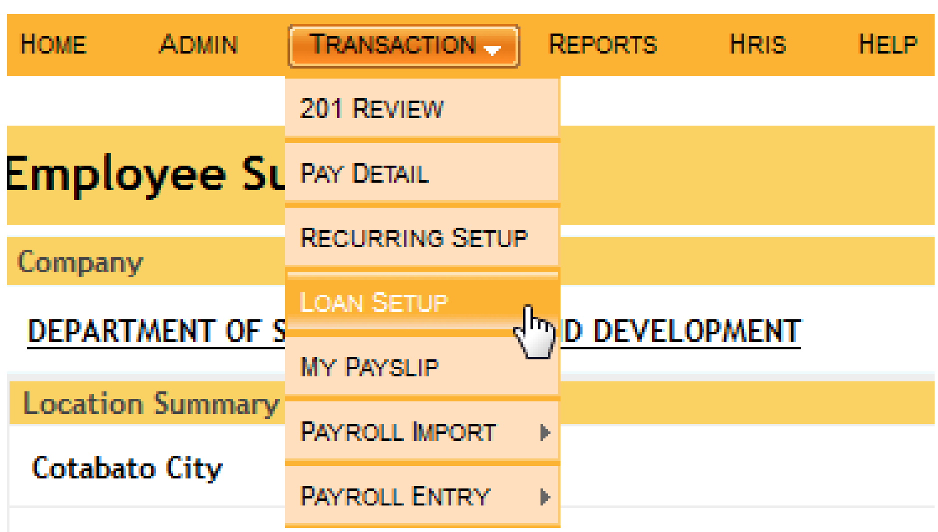
- **Search –** Scan for previous transactions.
- **Reset –** Reset the whole form and enter information again.

***If ever there were no previous transactions, the system cannot find any record.**

5. Loan Setup

Q: How to apply for loan?
A: Just follow these steps to applying for loan.

Step 1. Go to **Transaction> Loan Setup**



Step 2. Enter the **Employee Name** and **Employee ID.** Select a **Location** and **Department.**

Step 3. Select the **Position** and the **Company.**

Step 4. Choose the operation you want to do.

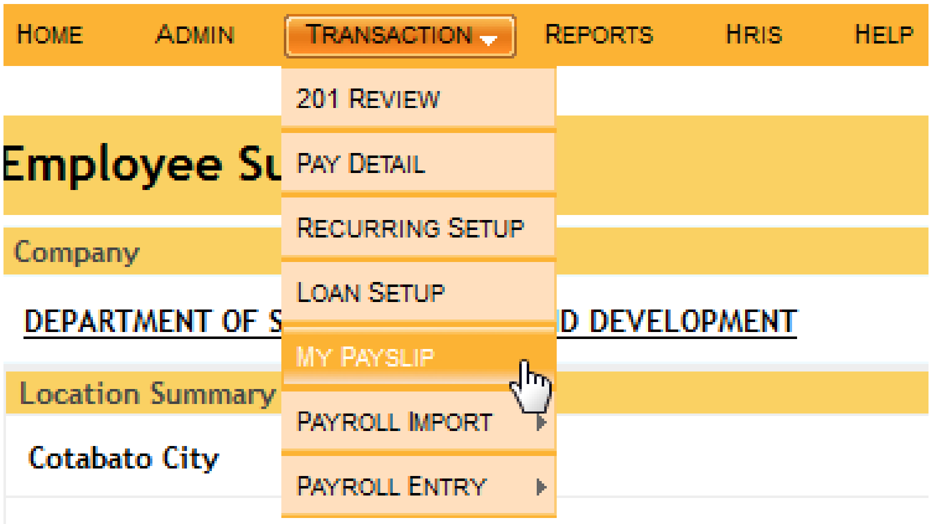
- **Search –** Scan for previous transactions.
- **Reset –** Reset the whole form and enter information again.

If ever there were no previous transactions, the system cannot find any record.

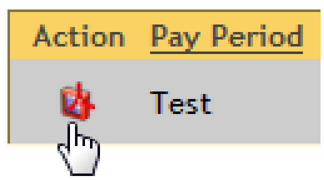
6. My Payslip

Q: How to review my payslip?
A: Just follow these steps to import amend.

Step 1. Go to **Transaction> Payroll Import > My Pay slip**



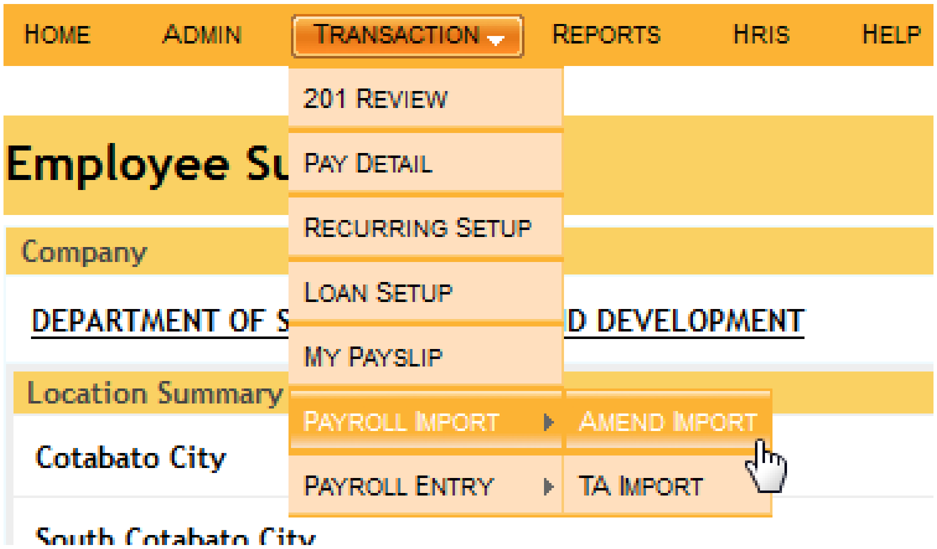
Step 2. Click on the icon to view payslip.



7. Payroll Import

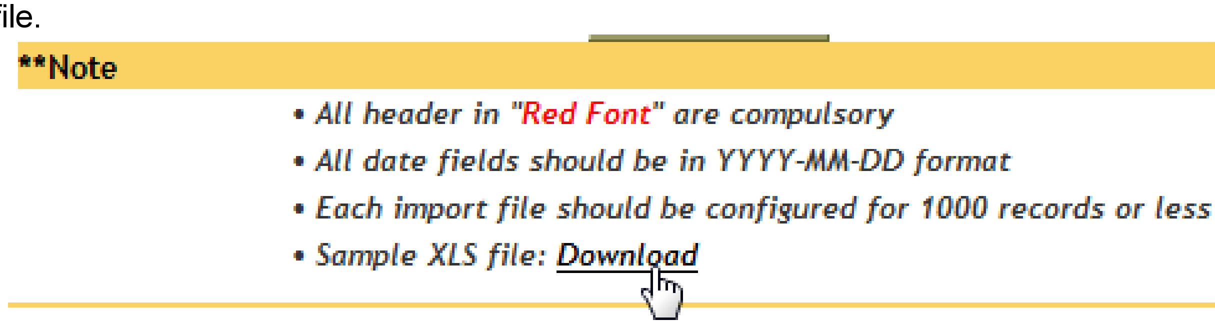
Q: How to import amendments?
A: Just follow these steps to import amendments.

Step 1. Go to **Transaction> Payroll Import > Amend Import**



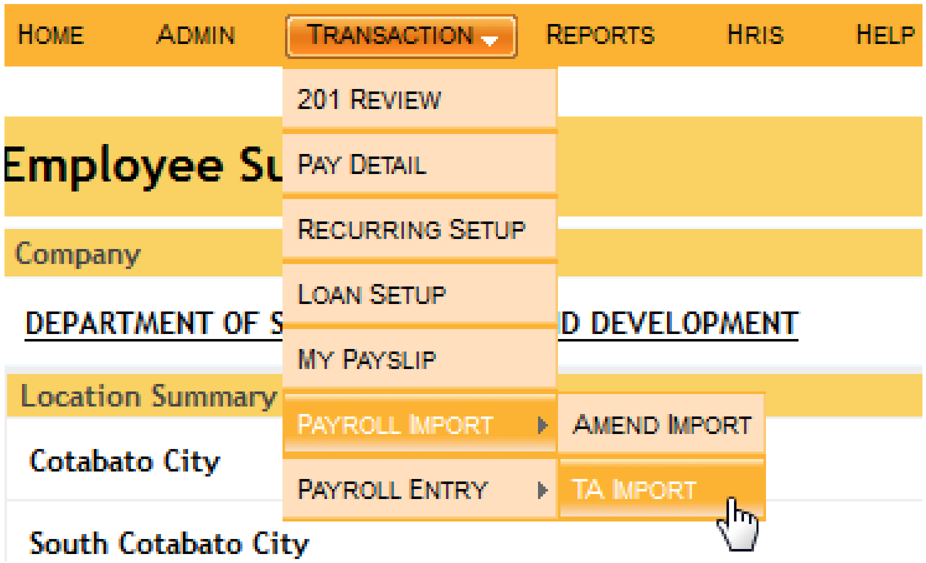
Step 2. Select the file. Click **Upload File** button to upload the file.

Step 3. Take note of the following. Click **Download** to download the sample XLS file.

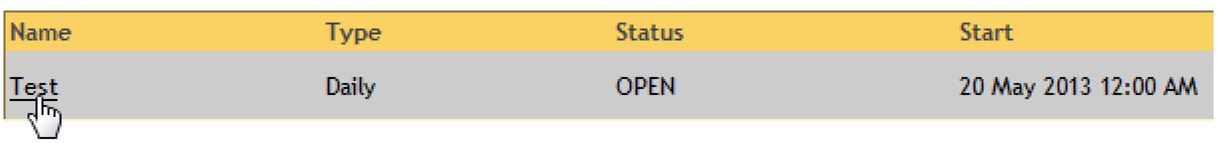


Q: How to import TA?
A: Just follow these steps to import TA.

Step 1. Go to **Transaction> Payroll Import > TA Import**

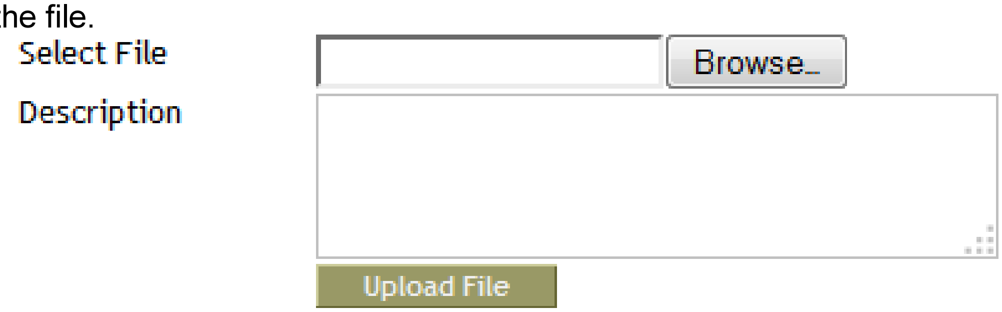


Step 2. Select which pay period to use.

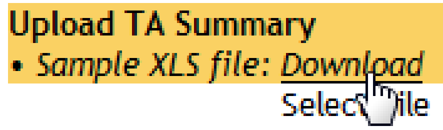


****If there are no OT Rate, the system will not be able to proceed.***

Step 3. Select the file. Add description if desired. Click **Upload File** button to upload the file.



Step 3. Click **Download** to download the sample XLS file.



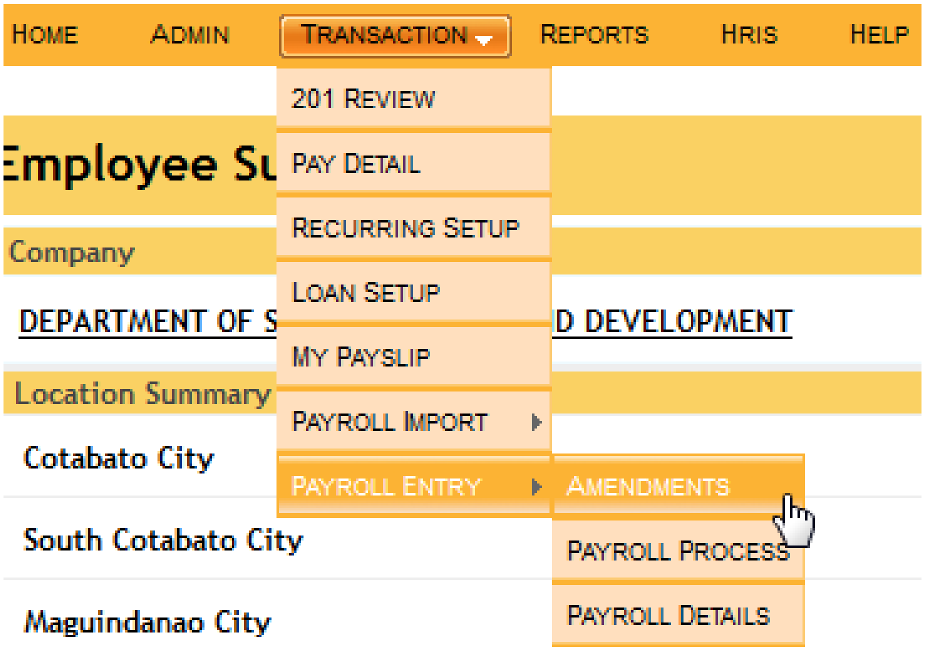
If ever there were no imported TA, the system cannot find any record.

8. Payroll Entry

8.1 Amendments

Q: How to add new amend?
A: Just follow these steps to import amend.

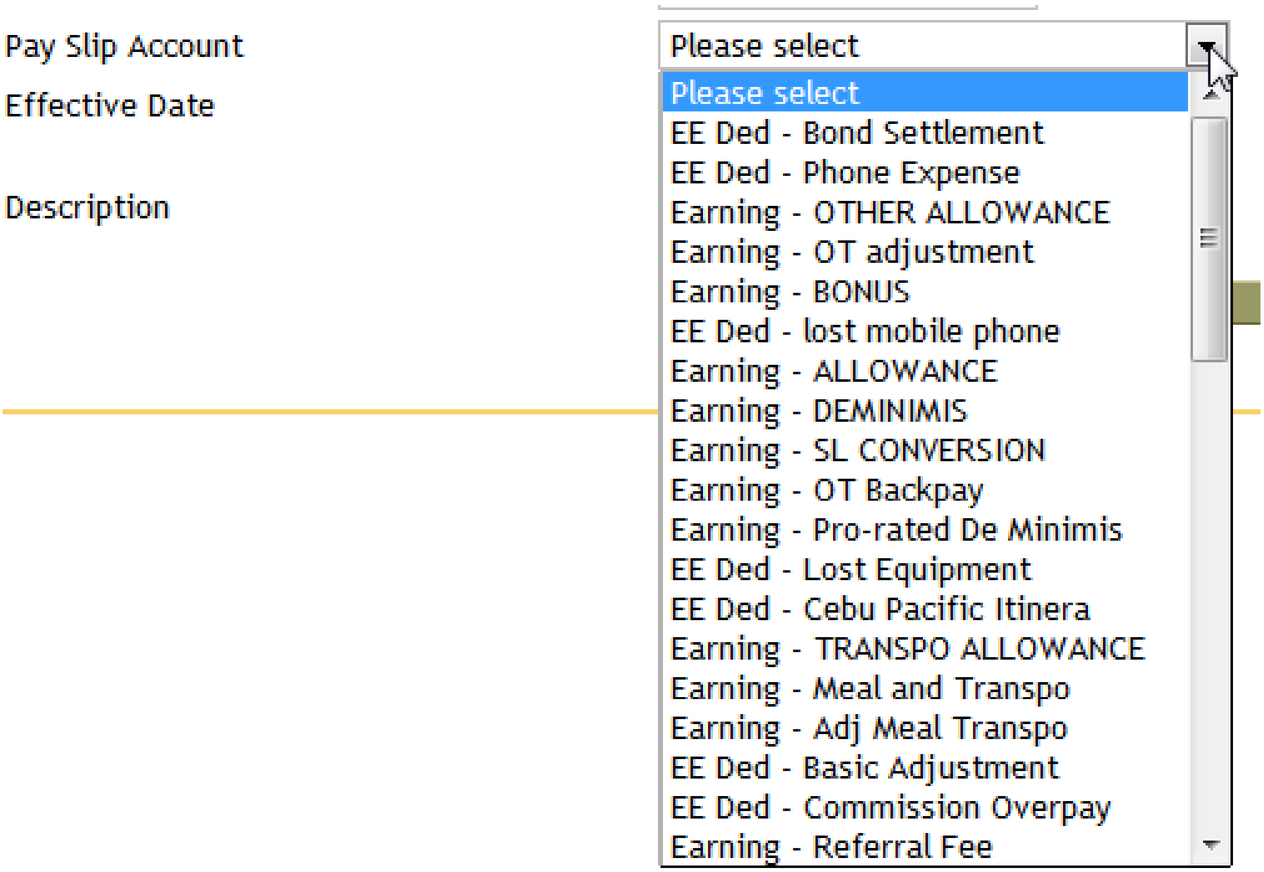
Step 1. Go to **Transaction> Payroll Entry > Amendments**



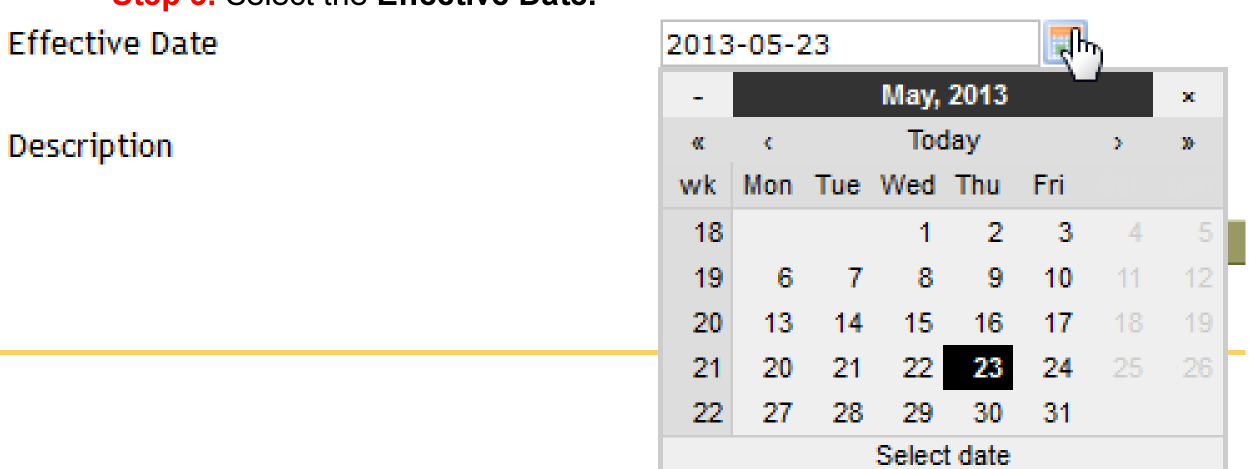
Step 2. Go to **Add New** button.

Step 3. Select the **Status.** Enter **Name.**

Step 4. Select the type of **Pay Slip.**



Step 5. Select the **Effective Date.**

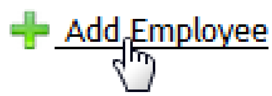


Step 6. Enter some **Description.**

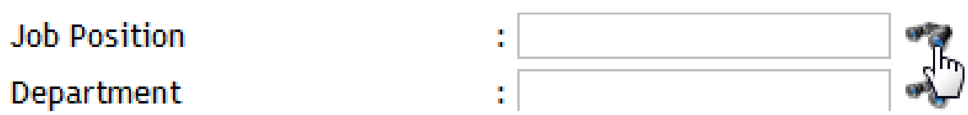
Step 7. Choose the operation you want to do.

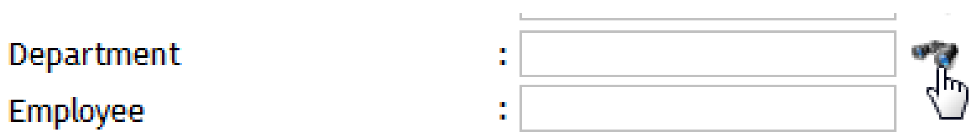
- **Save & Exit –** Save the information given and exit.
- **Reset –** Reset the whole form and enter information again.
- **Cancel –** Cancel from entering information

Step 8. After saving, click the **Add Employee.**



Step 9. Click the **binocular** icons to look for the **Job Position** and **Department.**

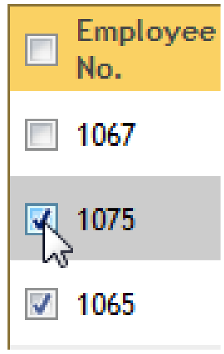




Use the **Employee** to search for the name.

Click the **Go** button to filter the results.

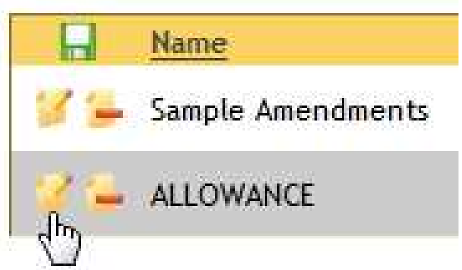
Step 10. Check to name of the employee to be selected.



Step 11. Click the **Add Employee.**

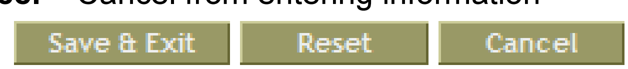
Q: How edit amendments?
A: Just follow these steps to edit amendments.

Step 1. Click the **Edit** button.

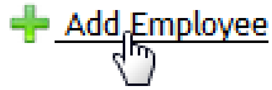


Step 2. Choose the operation you want to do.

- **Save & Exit –** Save the information given and exit.
- **Reset –** Reset the whole form and enter information again.
- **Cancel –** Cancel from entering information

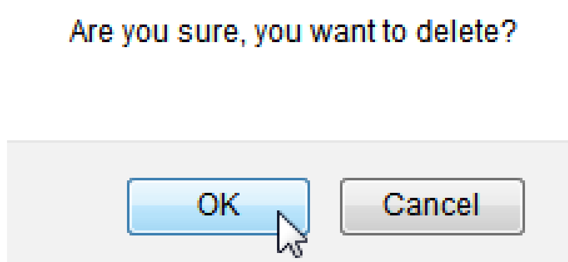


Step 3. Click the **Add Employee** to add other employees.



Step 4. Click the **Delete** icon to remove previously added employees.

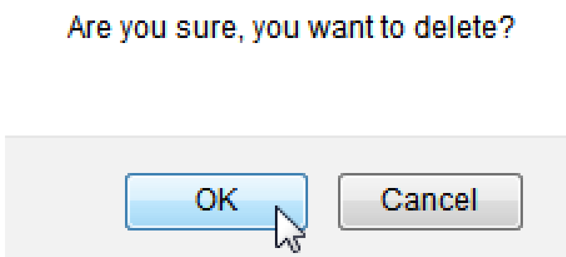
Step 5. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



Q: How to delete amendments?
A: Just follow these steps to delete amendments.

Step 1. Click the **Delete** button.

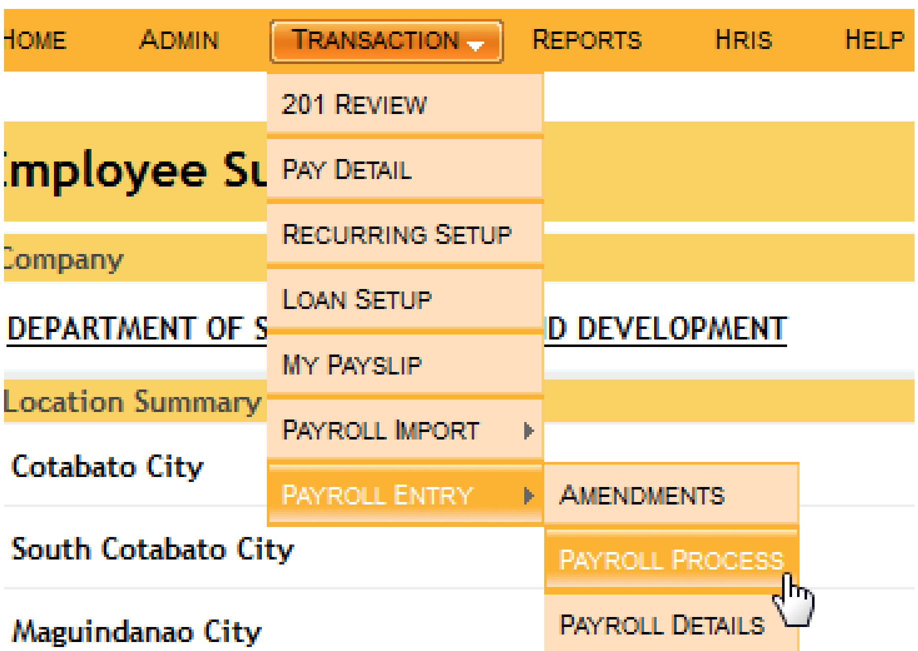
Step 2. A message will appear. Click **OK** button to confirm and **Cancel** button to cancel.



8.2 Payroll Process

Q: How to process payroll?
A: Just follow these steps to process payroll.

Step 1. Go to **Transaction> Payroll Entry > Payroll Process**

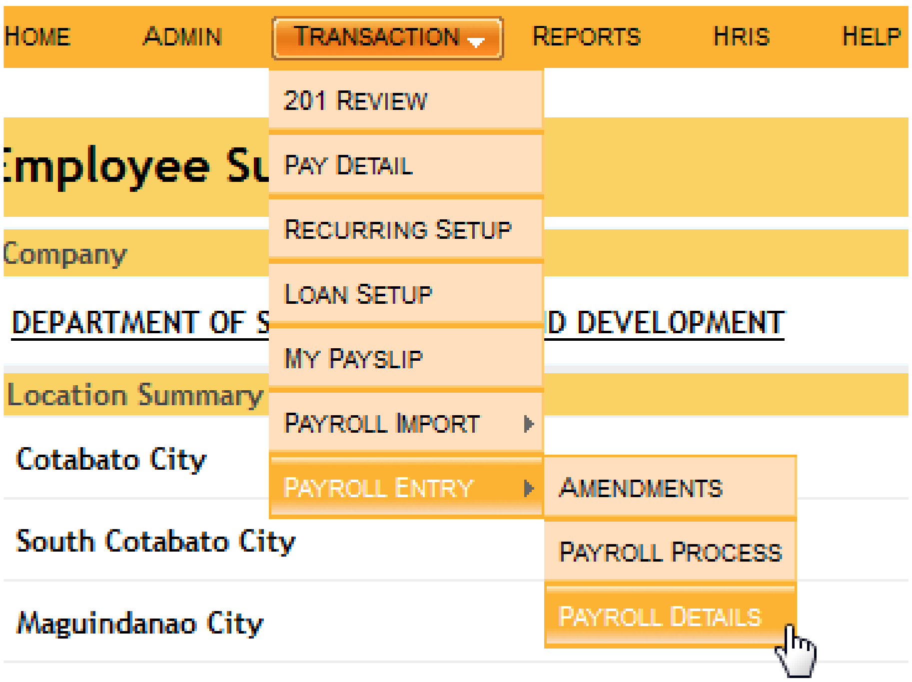


****If ever there are no payrolls, the system cannot find any record.***

8.3 Payroll Details

Q: How to review payroll details?
A: Just follow these steps to review payroll details.

Step 1. Go to **Transaction> Payroll Entry > Payroll Process**



****If ever there are no payrolls, the system cannot find any record.***

Chapter III

(Reports Module)

Reports Module

Reports module composes of different menu/s that creates transaction like Tax Report, Loan Report and Payslip Report. But before you create any report in this module, make sure that you finished entering data in our admin and transaction modules.

Transaction Modules is divided into following:

1. **201 Reports**
2. **Analysis Tools**
3. **Premium Report**
4. **Tax Report**
5. **Loan Report**
6. **Payslip Report**
7. **Bank Export Report**

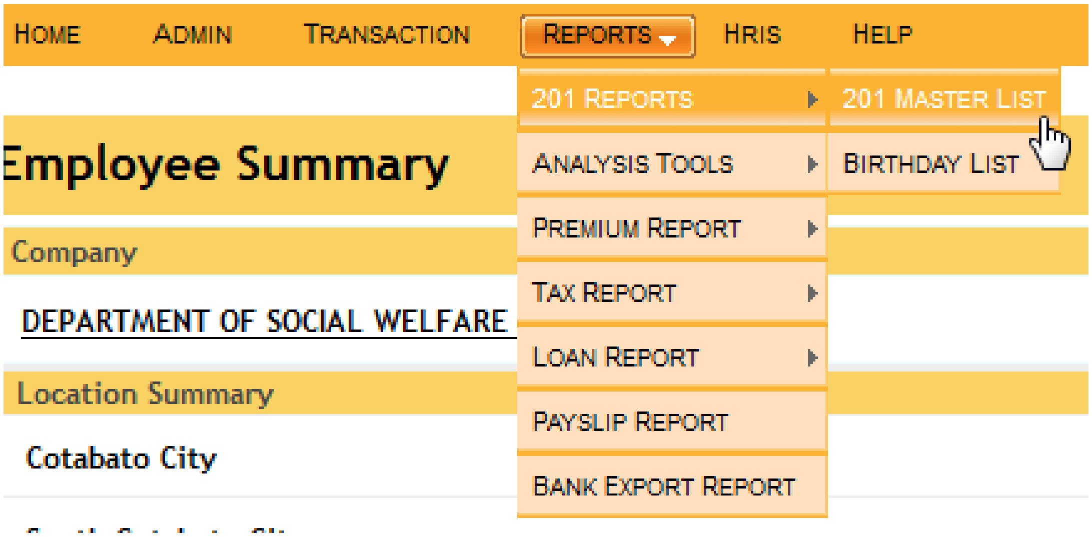
1 . 201 Reports

1.1 201 Master List

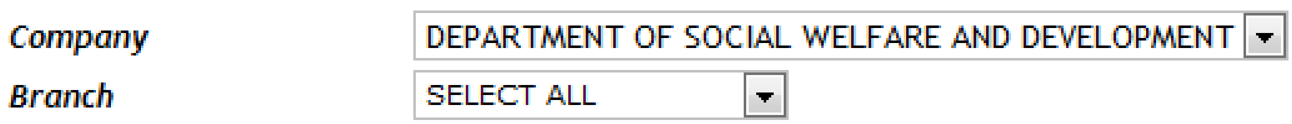
- This menu is used to see the different lists.

Q: How to process 201 master list?
A: Just follow these steps to process 201 master list.

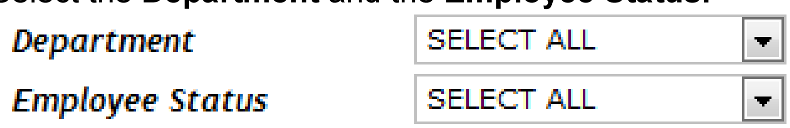
Step 1. Go to **Reports > 201 Reports > 201 Master List**



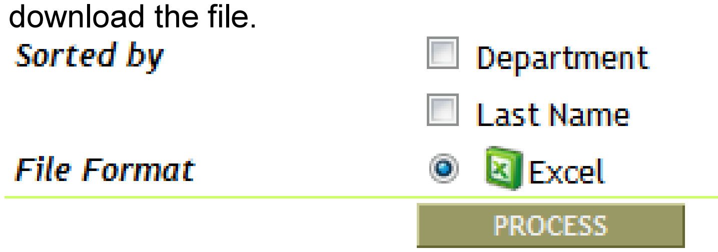
Step 2. Select the **Company** and the **Branch.**



Step 3. Select the **Department** and the **Employee Status.**



Step 4. Select how you want it to be sorted. Select also its file format. Click the **Process** button to download the file.



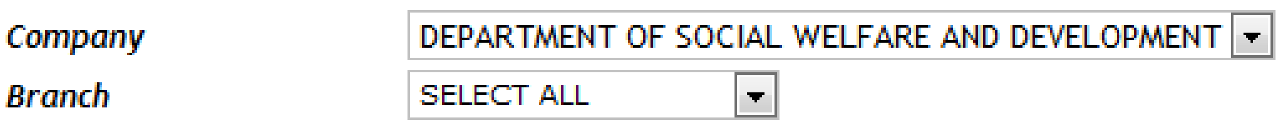
1.2 Birthday List

- This menu is used to see the lists of employee's birthday.

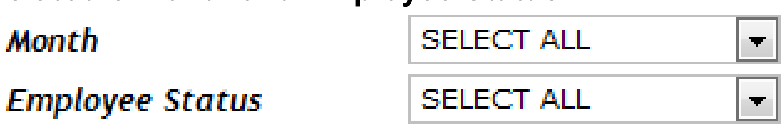
Q: How to review birthday list?
A: Just follow these steps to review birthday list.

Step 1. Go to **Reports > 201 Reports > Birthday List**

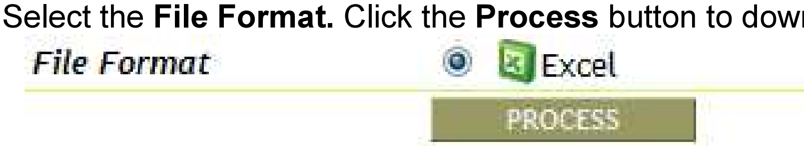
Step 2. Select the **Company** and the **Branch.**



Step 3. Select the **Month** and **Employee Status.**



Step 4. Select the **File Format.** Click the **Process** button to download the file.



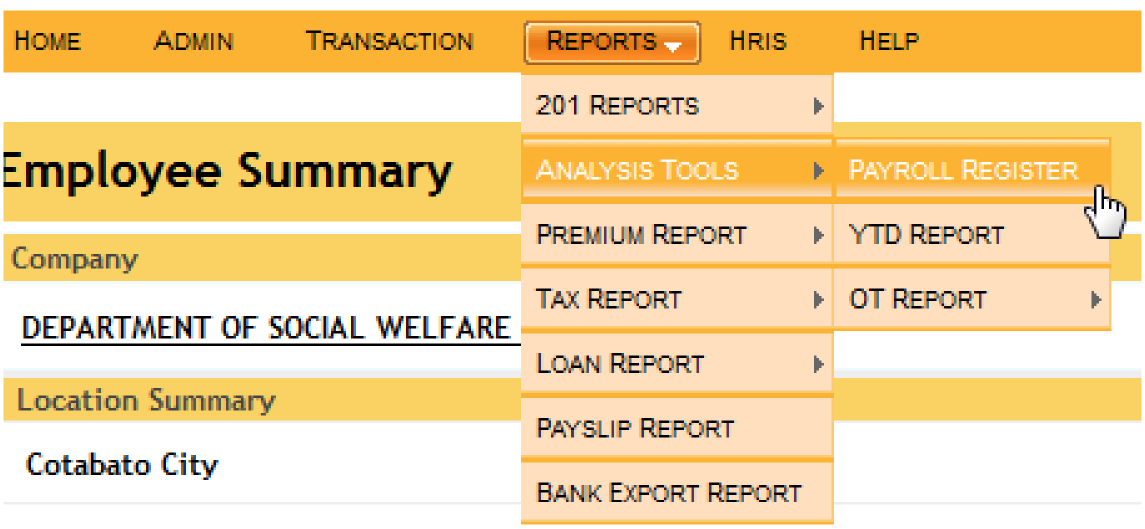
2 . Analysis Tools

2.1 Payroll Register

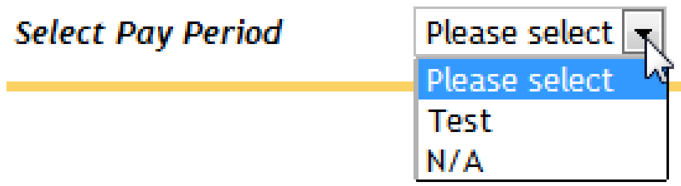
- This menu is used to review the registered payroll.

Q: How to review registered payroll?
A: Just follow these steps to review registered payroll.

Step 1. Go to **Reports > Analysis Tools > Payroll Register**



Step 2. Select the **Pay Period.**



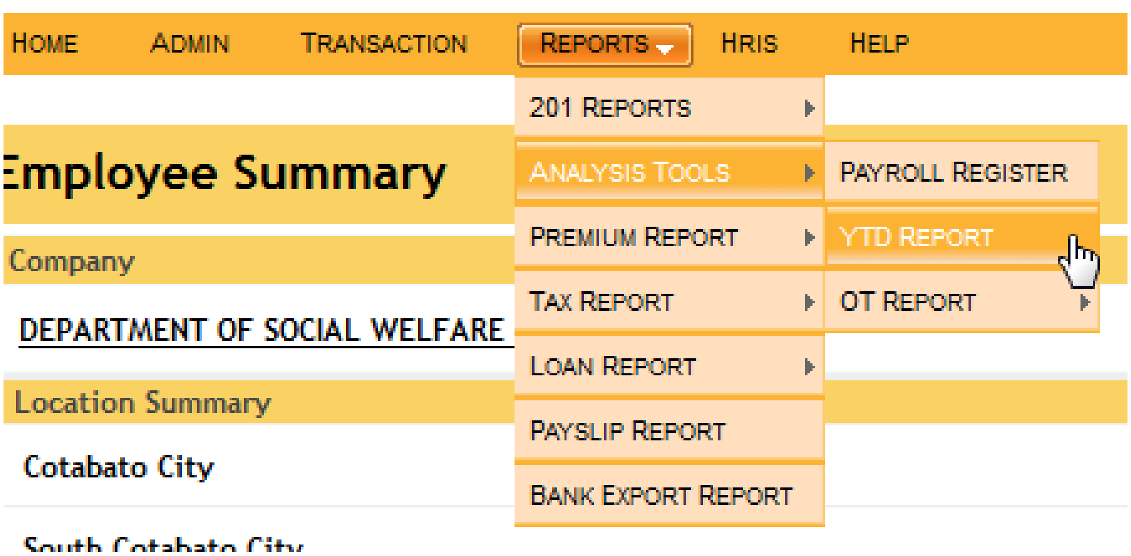
****If ever there is no registered payroll, the system cannot find any record.***

2.2 YTD Report

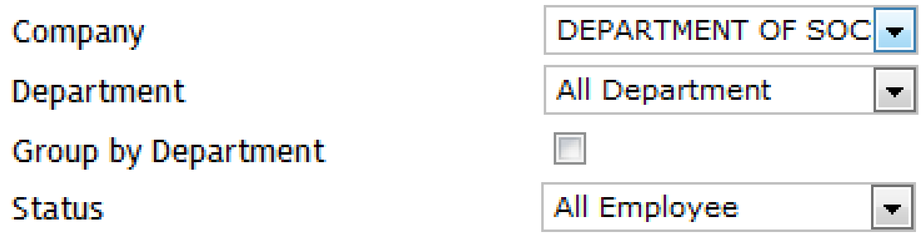
- This menu is used to review the YTD report.

Q: How to review YTD report?
A: Just follow these steps to review YTD report.

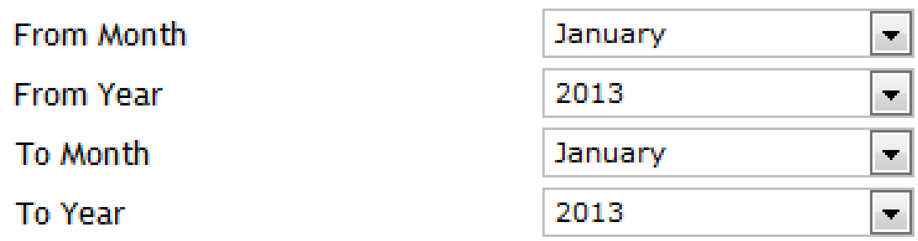
Step 1. Go to **Reports > Analysis Tools > YTD Report**



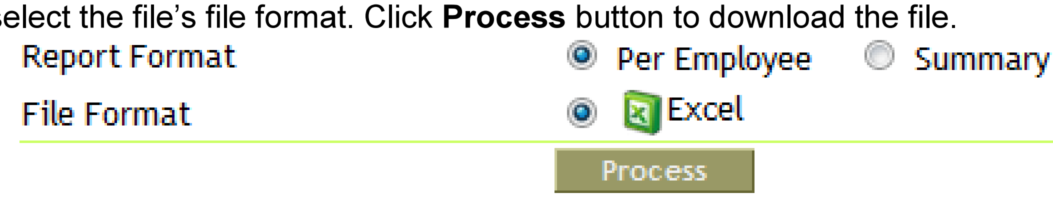
Step 2. Select the **Company, Department** and **Status.** Click the checkbox if you want to group them by department.



Step 3. Select the range of **Month** and **Year.**



Step 4. Select whether the format of the report is **Per Employee** or **Summary.** Also select the file's file format. Click **Process** button to download the file.

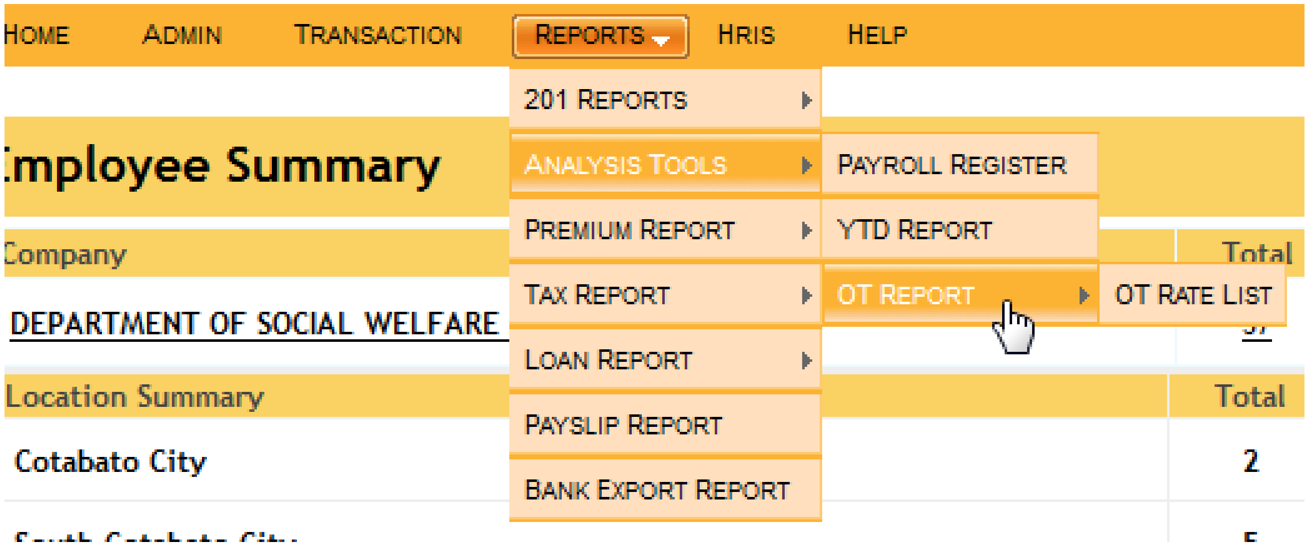


2.3 OT Report

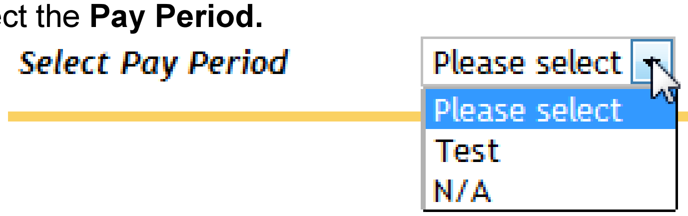
- This menu is used to review the reports of overtime.

Q: How to review OT report?
A: Just follow these steps to review OT report.

Step 1. Go to **Reports > Analysis Tools >** click **OT Report**



Step 2. Select the **Pay Period.**



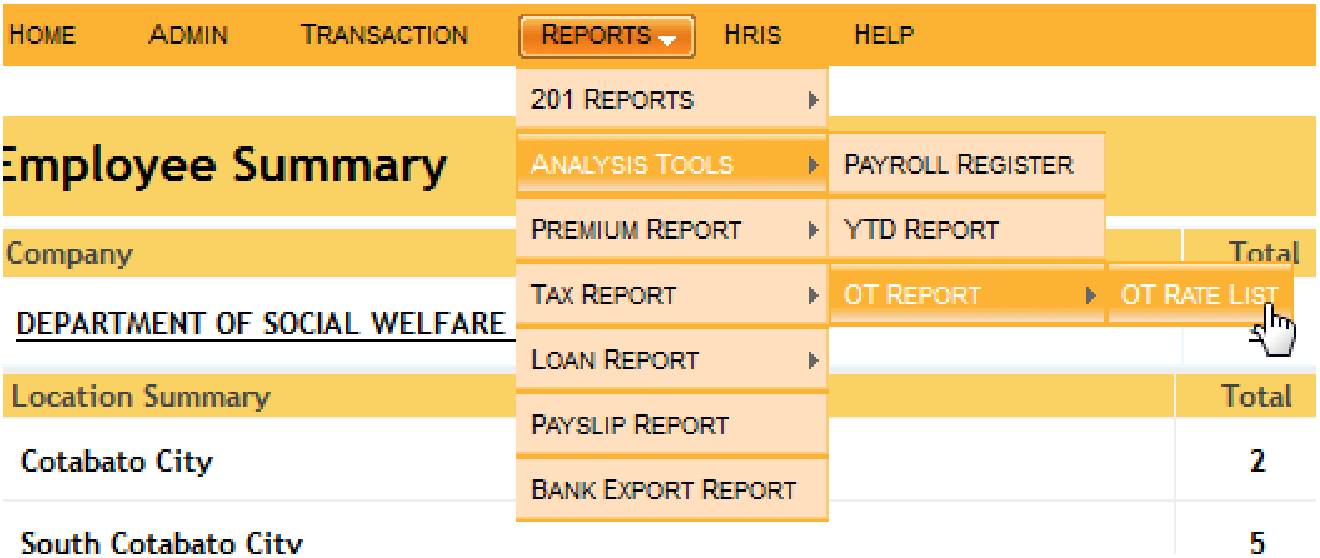
****If ever there is no recorded OT report, the system cannot find any record.***

2.3.1 OT Rate List

- This menu is used to review the rates for every overtime.

Q: How review OT rate list?
A: Just follow these steps to review OT rate list.

Step 1. Go to **Reports > Analysis Tools > OT Report > OT Rate List**



Step 2. The list of rate per description will appear. Click the **Excel** icon to download the file.

If ever there is no recorded OT Rate, the system cannot find any record.

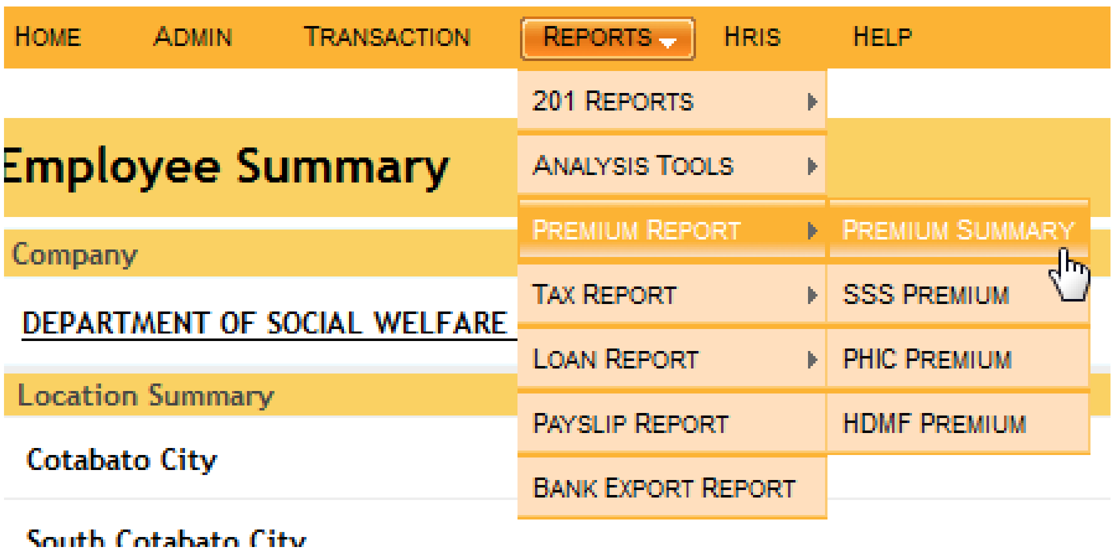
3 . Premium Report

3.1 Premium Summary

- This menu is used to review the summary of statutory.

Q: How to review premium summary?
A: Just follow these steps to review premium summary.

Step 1. Go to **Reports > Premium Report > Premium Summary**



Step 2. Select the **Company, Month** and the **Year.**

Step 3. Click the **Process** button to view the file.

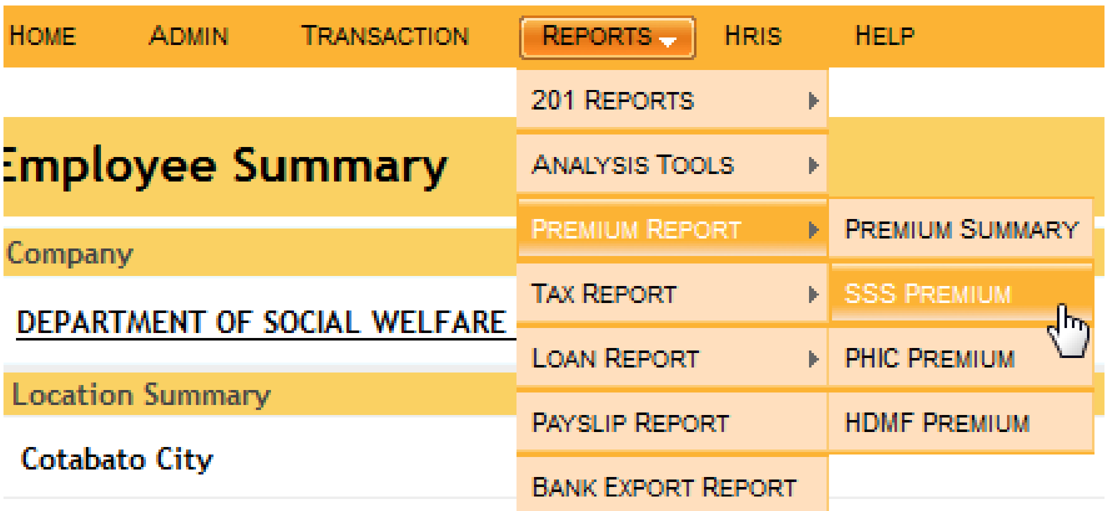
**If ever there is no recorded statutory, the system cannot find any record.*

3.2 SSS Premium

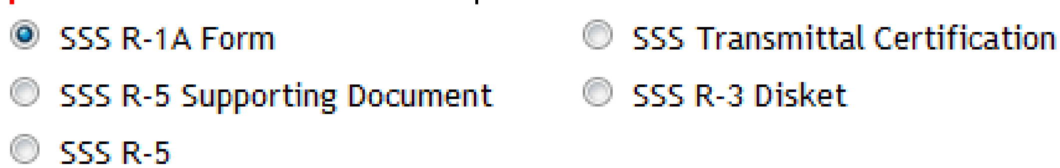
- This menu is used to review the SSS Premium.

Q: How to review SSS premium?
A: Just follow these steps to review SSS premium.

Step 1. Go to **Reports > Premium Report > SSS Premium**



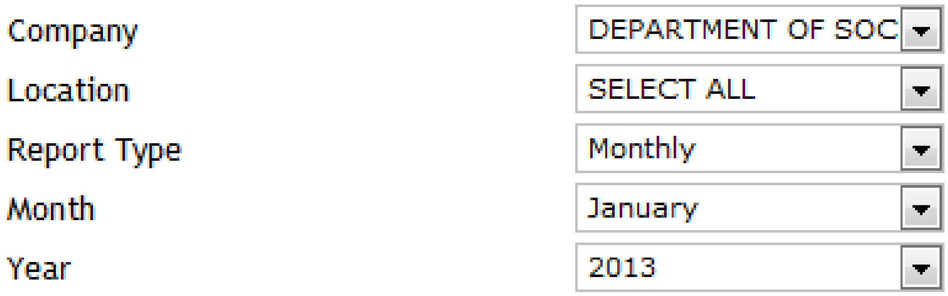
Step 2. Choose which SSS Form to produce.



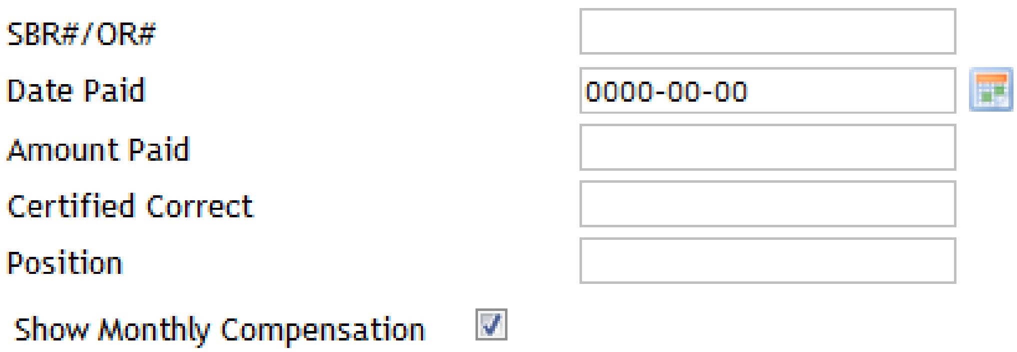
3.2.1 SSS R-1A Form

Q: How to review* SSS R-1A form*?
A: Just follow these steps to review SSS R-1A form.

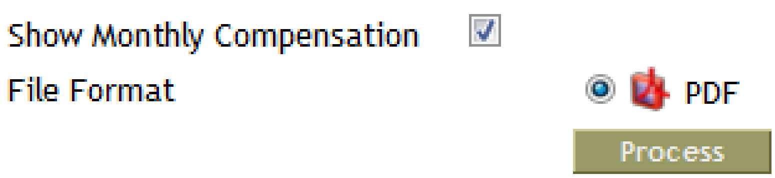
Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position.**



Step 3. If you want to show **Monthly Compensation,** click the checkbox. Click the file format and click the **Process** button to view the file.

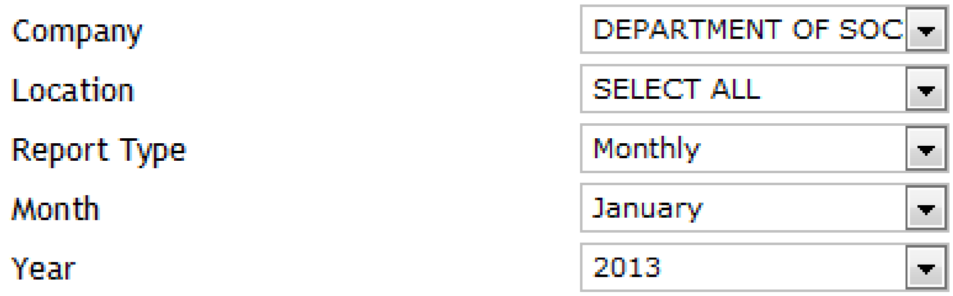


3.2.2 SSS R-5 Supporting Document

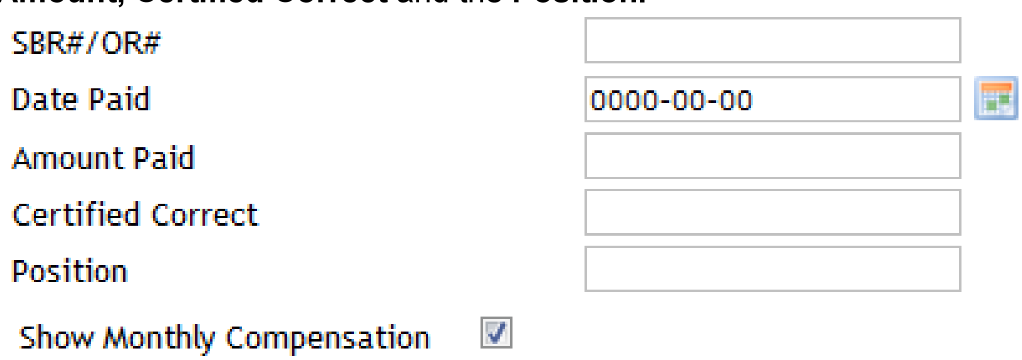
Q: How to review SSS R-5 supporting document?

A: Just follow these steps to review SSS R-5 supporting document.

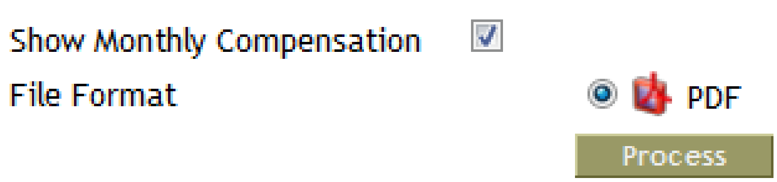
Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position.**



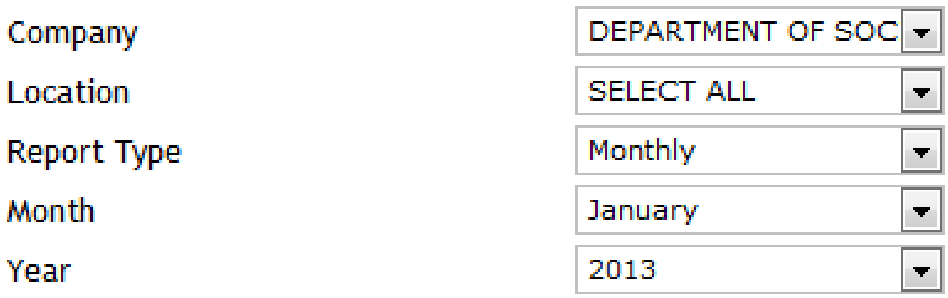
Step 3. Click the **Process** button to view the file with the chosen file format.



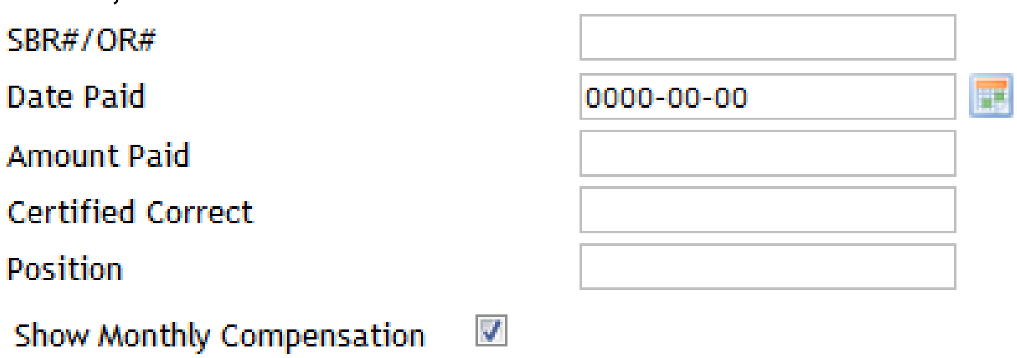
3.2.3 SSS R-5

Q: How to review* SSS R-5*?
A: Just follow these steps to review SSS R-5.

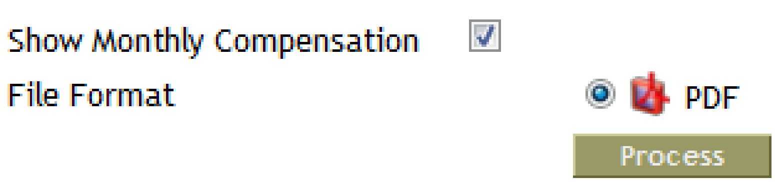
Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position.**



Step 3. Click the **Process** button to view the file with the chosen file format.



3.2.4 SSS Transmittal Certification

Q: How to review* SSS transmittal certification*?
A: Just follow these steps to transmittal certification.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**

Company	DEPARTMENT OF SOC
Location	SELECT ALL
Report Type	Monthly
Month	January
Year	2013

Step 2. Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position.**

SBR#/OR#	
Date Paid	0000-00-00
Amount Paid	
Certified Correct	
Position	

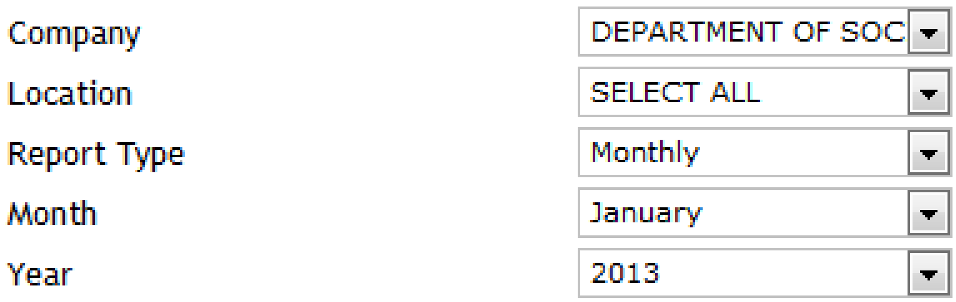
Step 3. Click the **Process** button to view the file with the chosen file format.

File Format	PDF
	Process

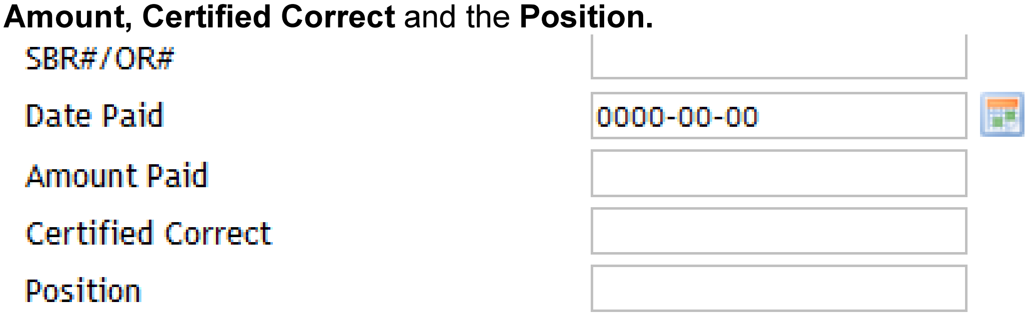
3.2.5 SSS R-3 Disket

***Q: How to review* SSS R-3 disket?**
A: Just follow these steps to review SSS R-3 disket.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **SBR** number or the **OR** number. Enter the **Date Paid, Amount, Certified Correct** and the **Position.**



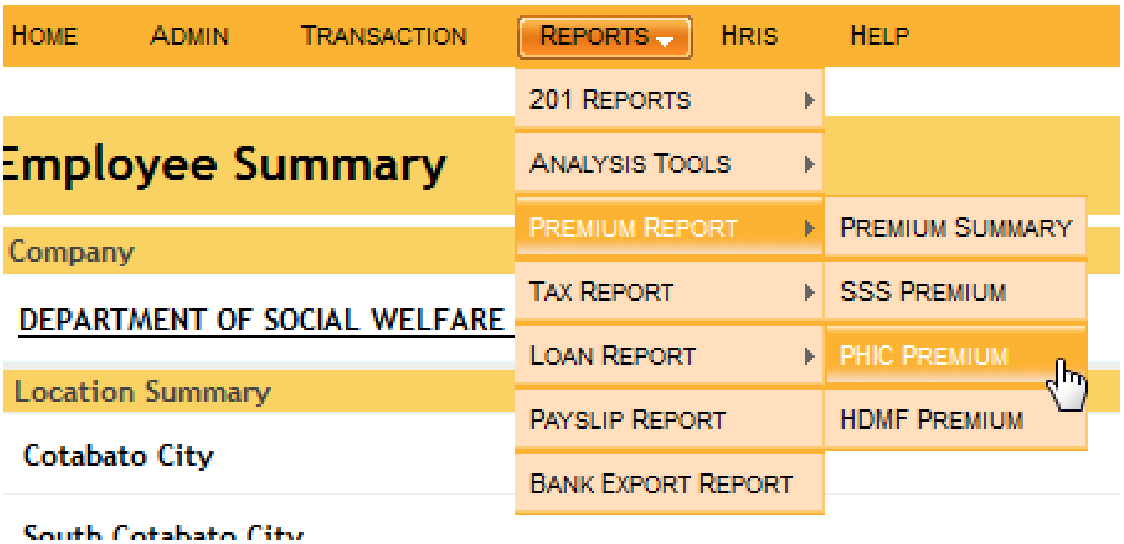
Step 3. Click the **Process** button to view the file.

3.3 PHIC Premium

- This menu is used to review the PHIC Premium.

Q: How to review PHIC premium?
A: Just follow these steps to review PHIC premium.

Step 1. Go to **Reports > Premium Report > PHIC Premium**

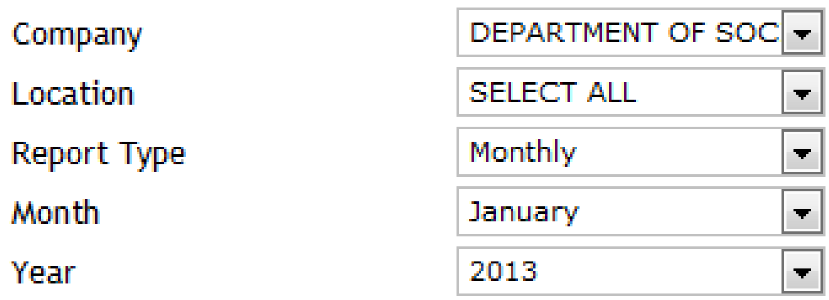


Step 2. Choose which PHIC Premium to produce.

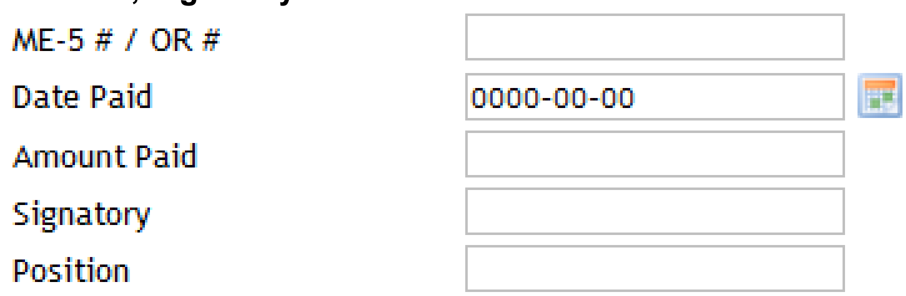
3.3.1 PHIC RF-1

Q: How to review* PHIC RF-1*?
A: Just follow these steps to review PHIC RF-1.

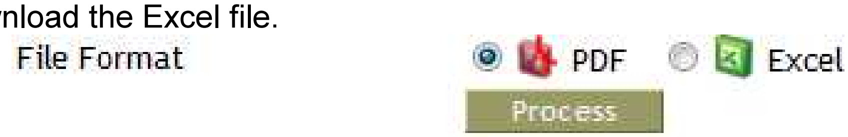
Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **ME-5** number of the **OR** number. Enter the **Date Paid, Amount Paid, Signatory** and the **Position.**



Step 3. Click the **Process** button to choose whether to view the PDF file or download the Excel file.

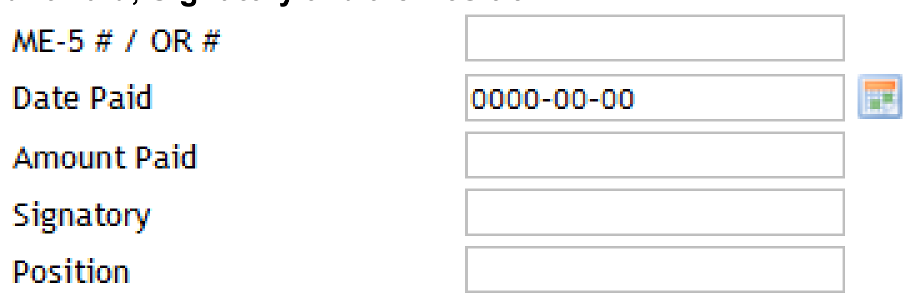


3.3.2 PHIC ME-5

Q: Hwo to review* PHIC ME-5*?
A: Just follow these steps to review PHIC ME-5.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**

Step 2. Enter the **ME-5** number of the **OR** number. Enter the **Date Paid, Amount Paid, Signatory** and the **Position.**



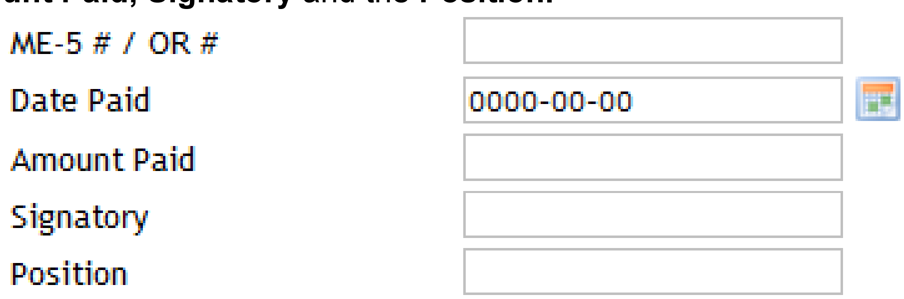
Step 3. If you want to show **Monthly Compensation,** click the checkbox. Click the file format and click the **Process** button to view the file.

3.3.3 PHIC RF-1 Disket

***Q: How to review* PHIC RF-1 disket?**
A: Just follow these steps to review PHIC RF-1 disket.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**

Step 2. Enter the **ME-5** number of the **OR** number. Enter the **Date Paid, Amount Paid, Signatory** and the **Position.**



Step 3. Click the **Process** button to view the file.

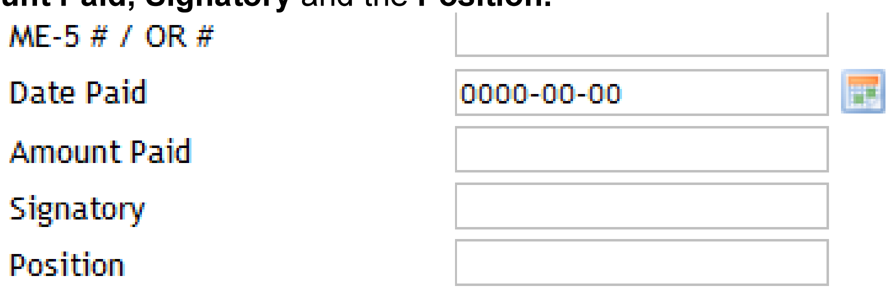
3.3.4 PHIC Er-2

***Q: How to review* PHIC Er-2?**

A: Just follow these steps to review PHIC Er-2.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**

Step 2. Enter the **ME-5** number of the **OR** number. Enter the **Date Paid, Amount Paid, Signatory** and the **Position.**



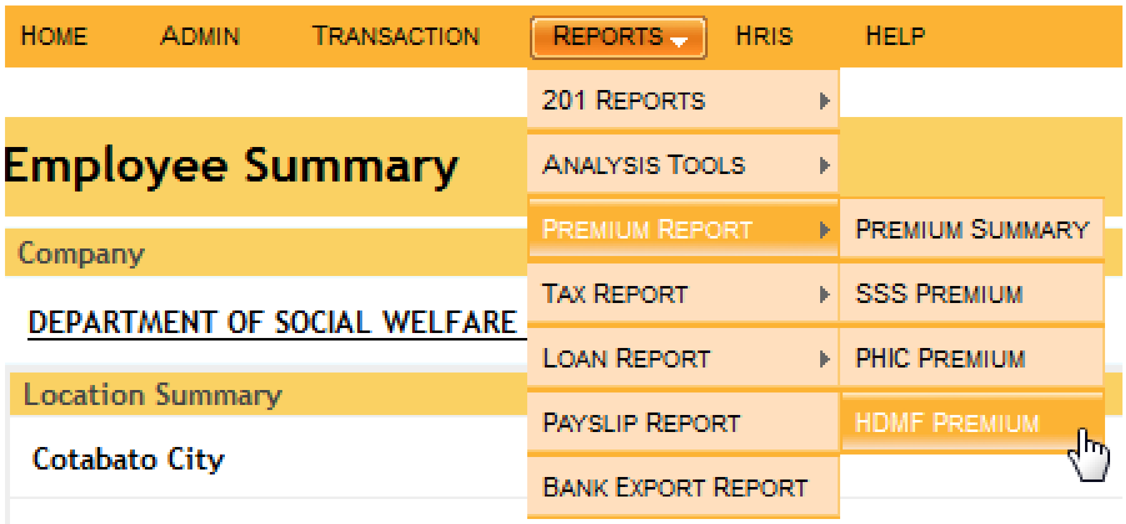
Step 3. Click the **Process** button to view the file with the chosen file format.

3.4 HDMF Premium

- This menu is used to review the HDMF Premium.

Q: How to review HDMF premium?
A: Just follow these steps to review HDMF premium.

Step 1. Go to **Reports > Premium Report > HDMF Premium**



Step 2. Choose which HDMF Premium to produce.

3.4.1 MCRF

Q: How to review* MCRF*?
A: Just follow these steps to review MCRF.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**

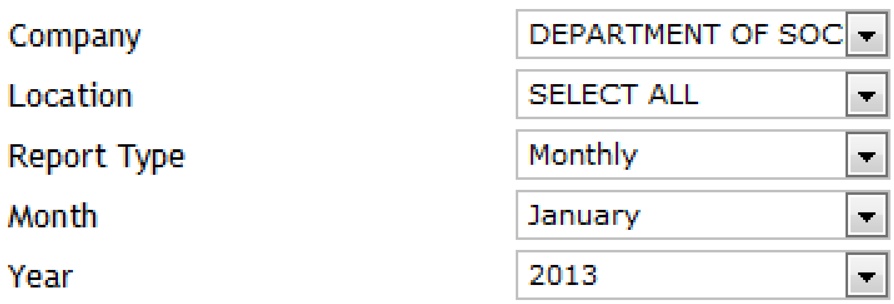
Step 2. Enter the **Signatory** and **Position.**

Step 3. Click the **Process** button to choose whether to view the PDF file or download the Excel file.

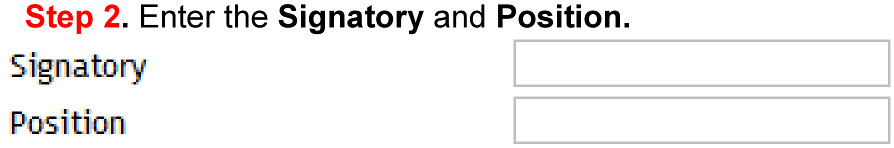
3.4.2 HDMF Diskette

Q: How to review* HDMF diskette*?
A: Just follow these steps to review HDMF diskette.

Step 1. Select the **Company, Location, Report Type, Month** and **Year.**



Step 2. Enter the **Signatory** and **Position.**



Step 3. Click the **Process** button to view the file.

4 Tax Report

4.1 Tax

- This menu is used to review the tax deductions.

Q: How to review taxes?
A: Just follow these steps to "Review Taxes"

Step 1. Go to **Reports > Tax Report > Tax**

Step 2. Choose which report type to produce.

4.1.1 BIR Form 1601C

Q: How to review* BIR form 1601C*?
A: Just follow these steps to review BIR form 1601C.

Step 1. Select the **Company, Location, Month** and **Year.**

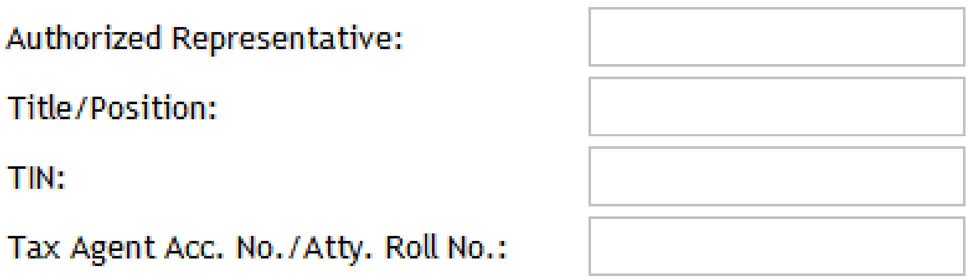
Step 2. Click the **Process** button to choose whether to view the PDF file or download the Excel file.

4.1.2 BIR Form 1601-C

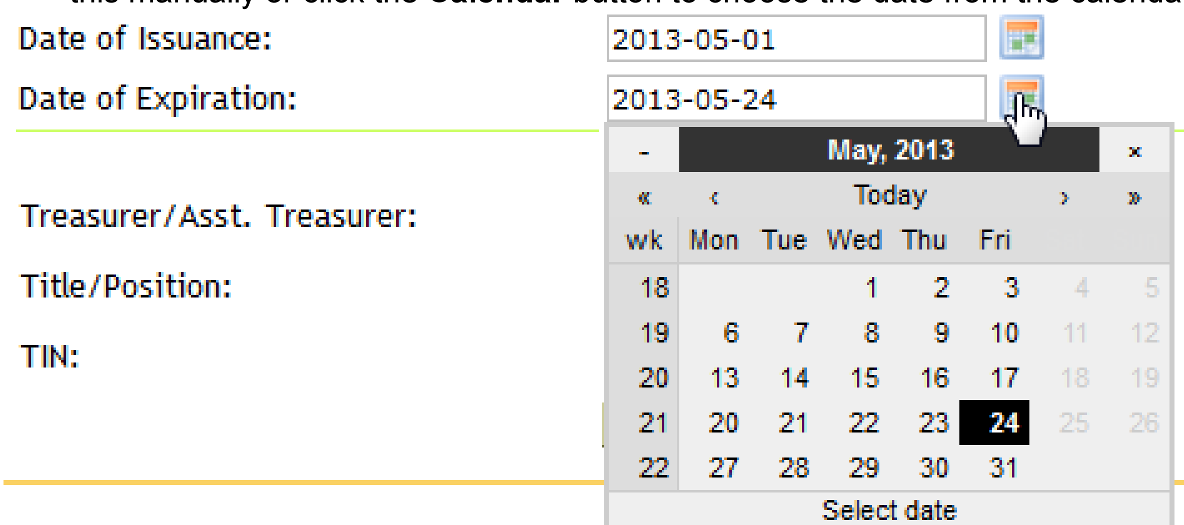
Q: How to review* BIR form 1601-C*?
A: Just follow these steps to "Review BIR Form 1601-C"

Step 1. Select the **Company, Location, Month** and **Year.**

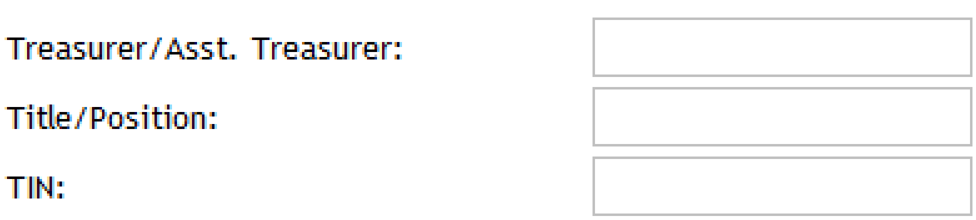
Step 2. Enter the **Authorized Representative, Title** or the **Position, TIN** number, **Tax Agent Account Number** or the **Attorney's Roll Number.**



Step 3. Enter the **Date of Issuance** and **Date of Expiration.** You can do this manually or click the **Calendar** button to choose the date from the calendar.



Step 4. Enter the **Name** of the **Treasurer** or the **Assistant Treasurer.** Enter the **Title** of the **Position** and the **TIN** number.



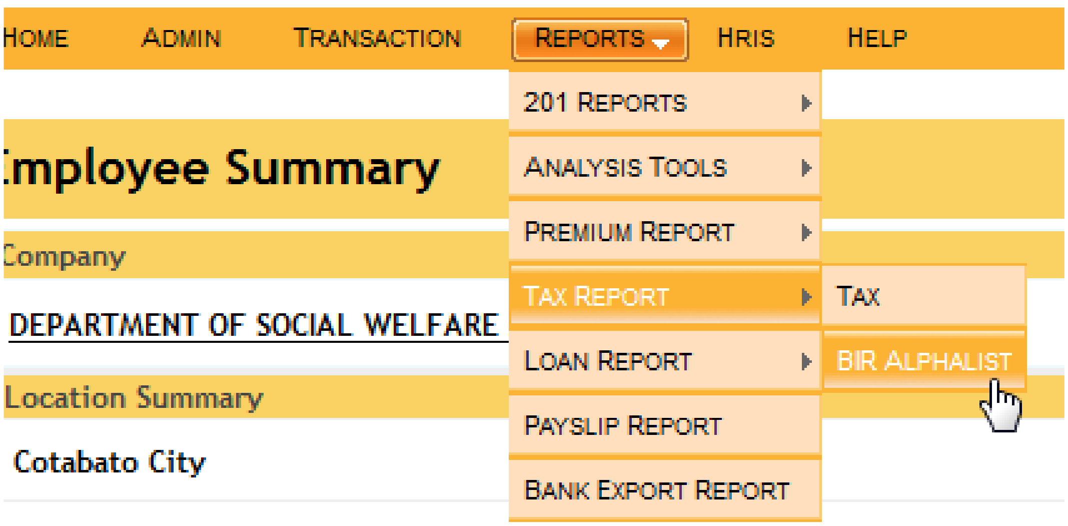
Step 5. Click the **Process** button to view the file.

4.2 BIR Alphalist

- This menu is used to review the BIR Alphalist.

Q: How to review BIR Alphalist?
A: Just follow these steps to review BIR Alphalist.

Step 1. Go to **Reports > Tax Report > BIR Alphalist**



Step 2. Choose the **Report Type** you want to view.

- (●) 1604-CF - SUMMARY
- ( ) SCHEDULE 7.1 - ALPHALIST OF EMPLOYEES TERMINATED BEFORE DEC. 21
- ( ) SCHEDULE 7.2 - ALPHALIST OF EMPLOYEES WHOSE COMPENSATION INCOME ARE EXCEMPT FROM TAX BUT SUBJECT TO TAX INCOME
- ( ) SCHEDULE 7.3 - ALPHALIST OF EMPLOYEES AS DEC. 31 WITH NO PREVIOUS EMPLOYER WITHIN THE YEAR
- ( ) SCHEDULE 7.4 - ALPHALIST OF EMPLOYEES AS DEC. 31 WITH PREVIOUS EMPLOYER WITHIN THE YEAR
- ( ) SCHEDULE 7.5 - ALPHALIST OF MINIMUM WAGE EARNERS

Step 3. Choose the **Company, Location** and the **Year.**

Step 4. Click the **Process** button to view the file.

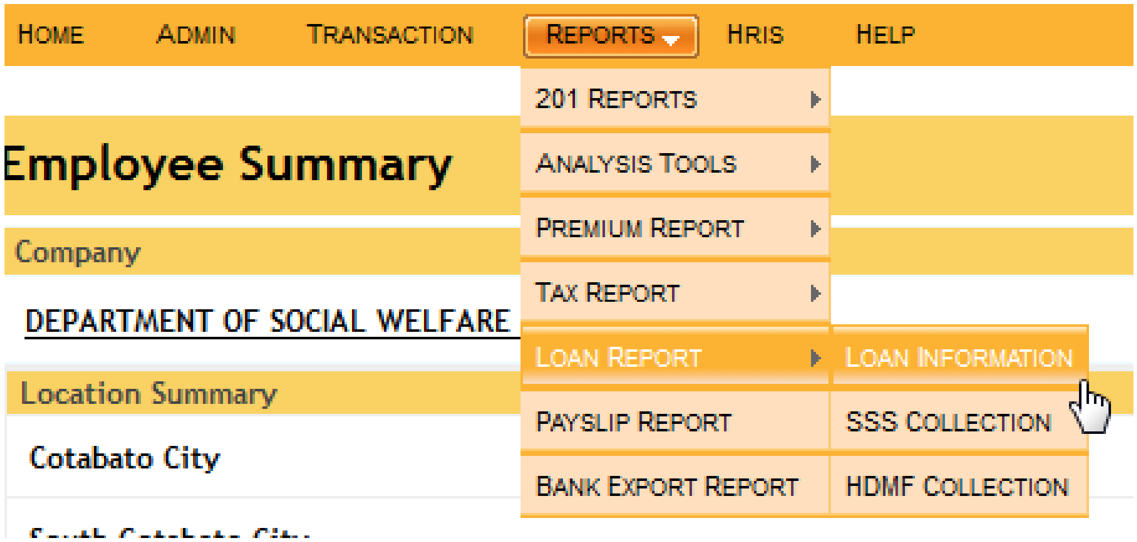
5 Loan Report

5.1 Loan Information

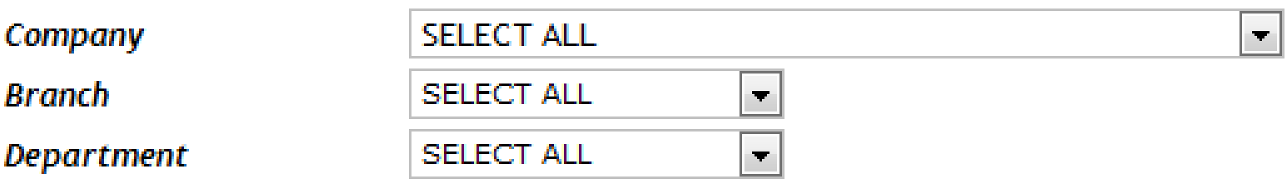
- This menu is used to review the information of loans.

Q: How to review loan information?
A: Just follow these steps to review loan information.

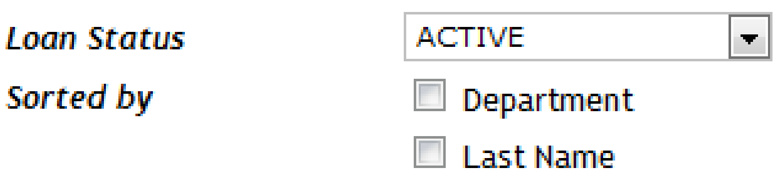
Step 1. Go to **Reports >Loan Report > Loan Information**



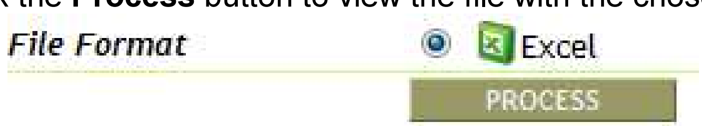
Step 2. Choose the **Company, Branch** and **Department.**



Step 3. Choose the **Status** of the **Loan.** Choose how to sort them.



Step 4. Click the **Process** button to view the file with the chosen file format.

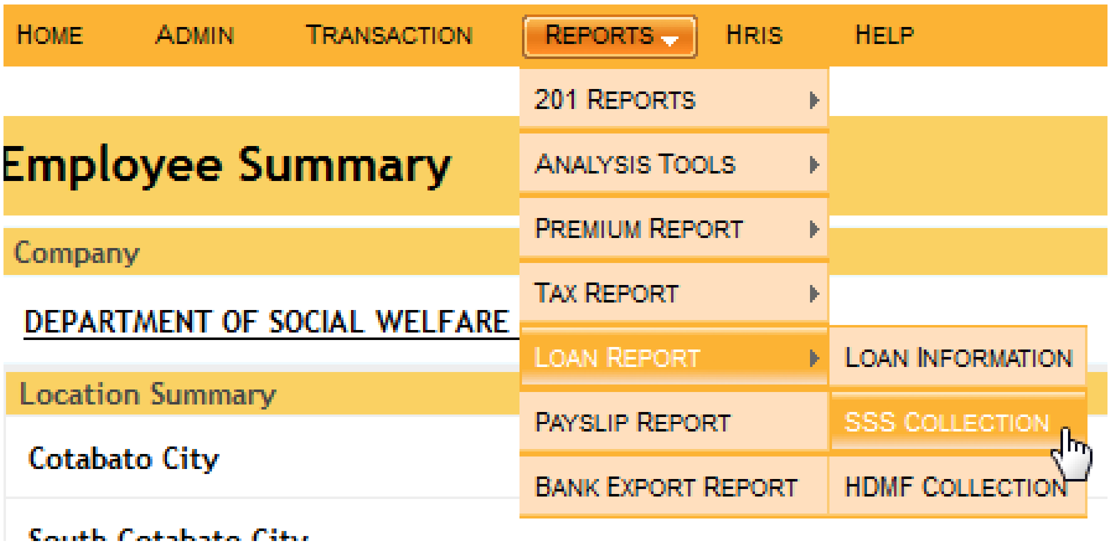


5.2 SSS Collection

- This menu is used to review the SSS Collection.

Q: How to review SSS collection?
A: Just follow these steps to review SSS Collection.

Step 1. Go to **Reports >Loan Report > SSS Collection**

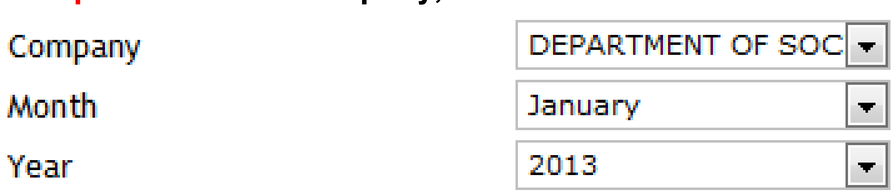


Step 2. Choose which one to produce.

5.2.1 SSS Loan Summary

Q: How to review SSS loan summary?
A: Just follow these steps to review SSS loan summary.

Step 1. Select the **Company, Month** and **Year.**



Step 2. Enter who **Certified** the loan and its **Position.**

Certified By	
Position	

Step 3. Click the **Process** button to view the file with the chosen file format.

File Format	Excel
	Process

5.2.2 SSS-LCL Disket

Q: How to review SSS-LCL disket?
A: Just follow these steps to review SSS-LCL disket.

Step 1. Select the **Company, Month** and **Year.**

Company	DEPARTMENT OF SOC
Month	January
Year	2013

Step 2. Click the **Process** button to view the file.

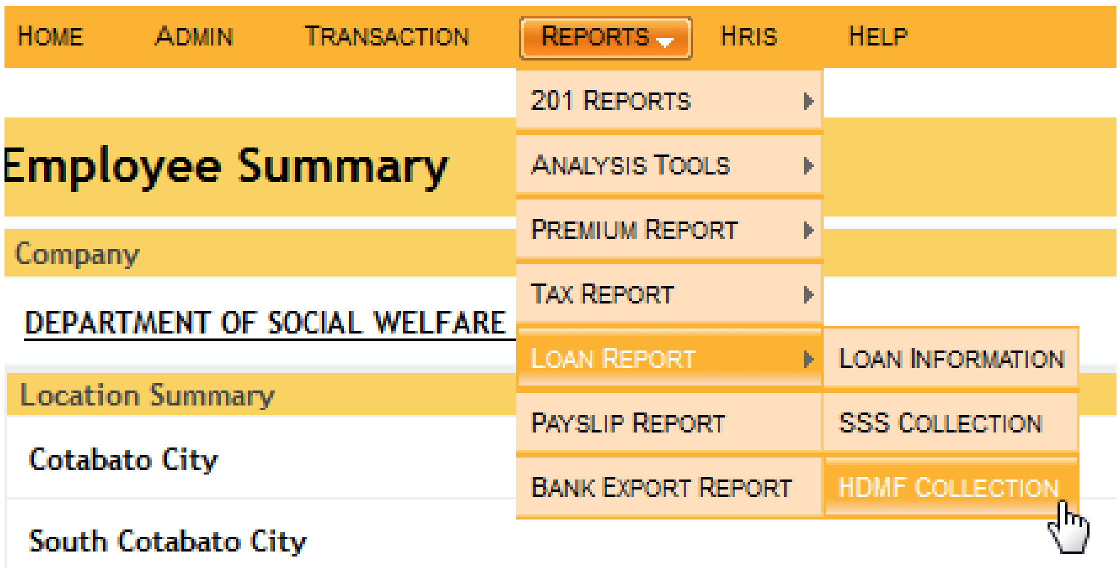
Process

5.3 HDMF Collection

- This menu is used to review the HDMF Collection.

Q: How to review HDMF collection?
A: Just follow these steps to review HDMF collection.

Step 1. Go to **Reports >Loan Report > HDMF Collection**

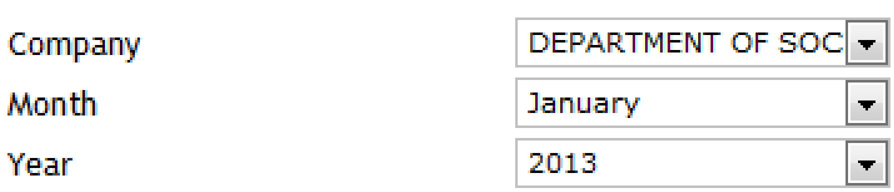


Step 2. Choose which one to produce.

5.3.1 HDMF-P2-4

Q: How to review* HDMF-P2-4*?
A: Just follow these steps to review HDMF-P2-4.

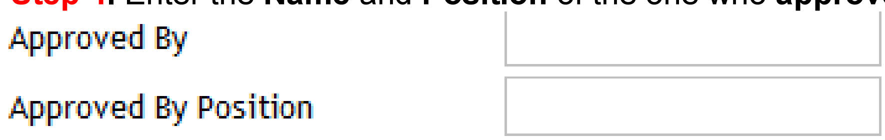
Step 1. Select the **Company, Month** and **Year.**



Step 2. Enter the **Name** and **Position** of the one who **prepared** the form.

Step 3. Enter the **Name** and **Position** of the one who **checked and verified** the form.

Step 4. Enter the **Name** and **Position** of the one who **approved** the form.

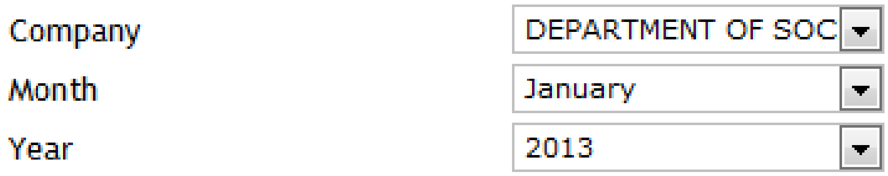


Step 5. Click the **Process** button to choose whether to view the PDF file or download the Excel file.

5.3.2 HDMF-MPL Disket

Q: How to review HDMF-MPL disket?
A: Just follow these steps to review HDMF-MPL disket.

Step 1. Select the **Company, Month** and **Year.**



Step 2. Click the **Process** button to view the file.

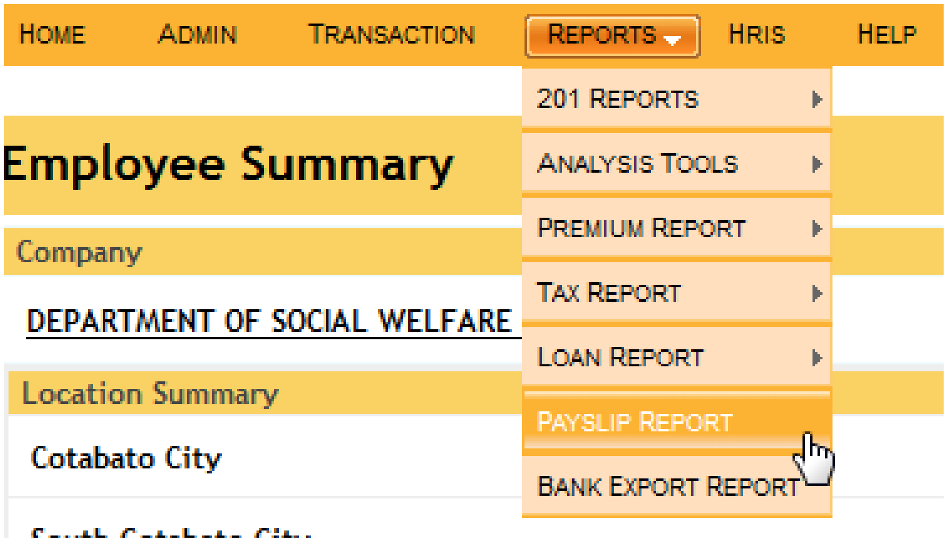
6 PaySlip Report

6.1 PaySlip Report

- This menu is used to review the reports of payslips.

Q: How to review PaySlip report?
A: Just follow these steps to review PaySlip report.

Step 1. Go to **Reports >PaySlip Report**



If ever there is no recorded payslips, the system cannot find any record.

7 Bank Export Report

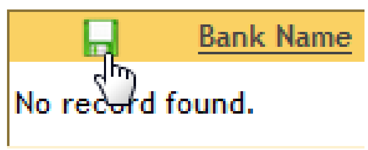
7.1 Bank Export Report

- This menu is used to review the reports of bank export.

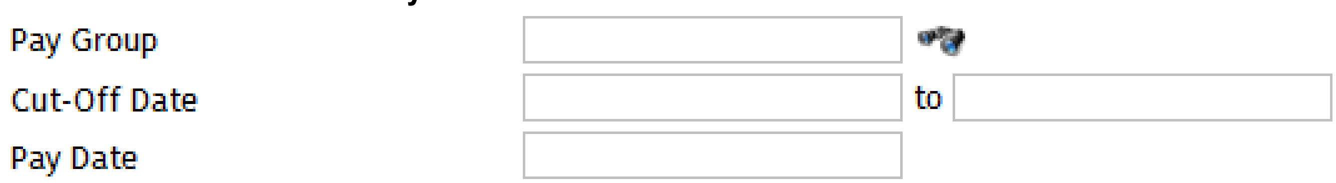
Q: How to review bank export report?
A: Just follow these steps to review bank export report.

Step 1. Go to **Reports >Bank Export Report**

Step 2. Click the **Add New** button.

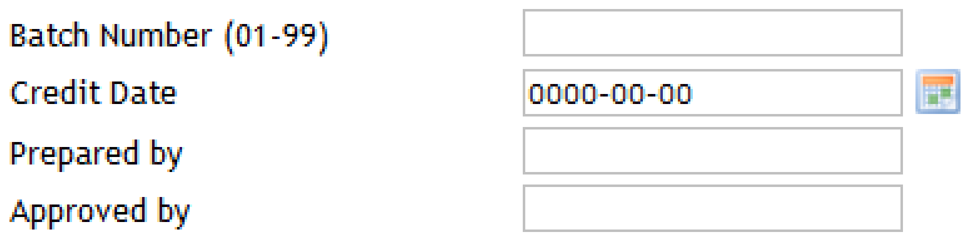


Step 3. Click the **binocular** icon to view the list of **Pay Group.** Enter the range of the **Cut-Off Date** and the **Pay Date.**



Step 4. Click the **binocular** icon to view the list of available **name** of **banks.** Enter the **Presenting Office Code** of receiving BPI Branch only. Then enter the **Company Code, Company Account Number** and the **Default Ceiling Amount.**

Step 5. Enter the **Batch Number** that has a range from 1-99. Enter the **credit date.** You can do this manually or click the **calendar** icon to choose from the calendar. Then enter the **name** of the one who **prepared** and **approved** the form.



Step 6. Choose the operation you want to do.

- **Generate Bank –** Generate the latest bank.
- **Cancel –** Cancel the application.