' **QUOTABASE WEEKLY PROCESS FLOW**



**TIMEKEEPING**

**\*NAVIGATING TO TIMEKEEPING\***

**\***In Timekeeping, in its sub-menu click timekeeping.



**\***You will now be redirected to Timekeeping(Employee Master).

Step 1: Enter Name or Emp No. of desired Employee, then press Search(The Magnifying Glass logo button)



Step 2: Click the Employee No. of your choice to view/update their information.



* You will be redirected here.



Step 3: Add information using the combo boxes & Textboxes.



Step 4: Press **Save** if done.



\*You can also delete or edit added information.

\*Press save then refresh. You may now click the (X) logo to delete that row or edit it by inputting a different information.



**MANHOUR POSTING**

**NAVIGATING TO MANHOUR POSTING**

**\***In Timekeeping tab, press **Manhour Posting**



Step 1: In Pay Class Pick, Quotabase Weekly.



Step 2: Choose Company (SL AGRITECH CORP.)



Step 3: Press **Post Pay Period** button.

**PAYROLL COMPUTATION**

**NAVIGATING TO PAYROLL COMPUTATION**

**\*** In Processing Tab, Click Payroll COmputation.



Step 1: Choose Pay Class (Quotabased Weekly)



Step 2: Choose Company (SL AGRITECH CORP.)



Step 3: Press **Process Pay Period**.

**QUOTABASE ENTRIES**

**NAVIGATING TO QUOTABASE ENTRIES**

In Reports tab, click Quotabase Entries.



Step 1: Enter desired information using the combo boxes



Step 2: Press **Process**



* after pressing process, the results will appear below.

Step 3: Print or Export it to Excel, By clicking **click here to print** or **Click here to export to MS-Excel**.

