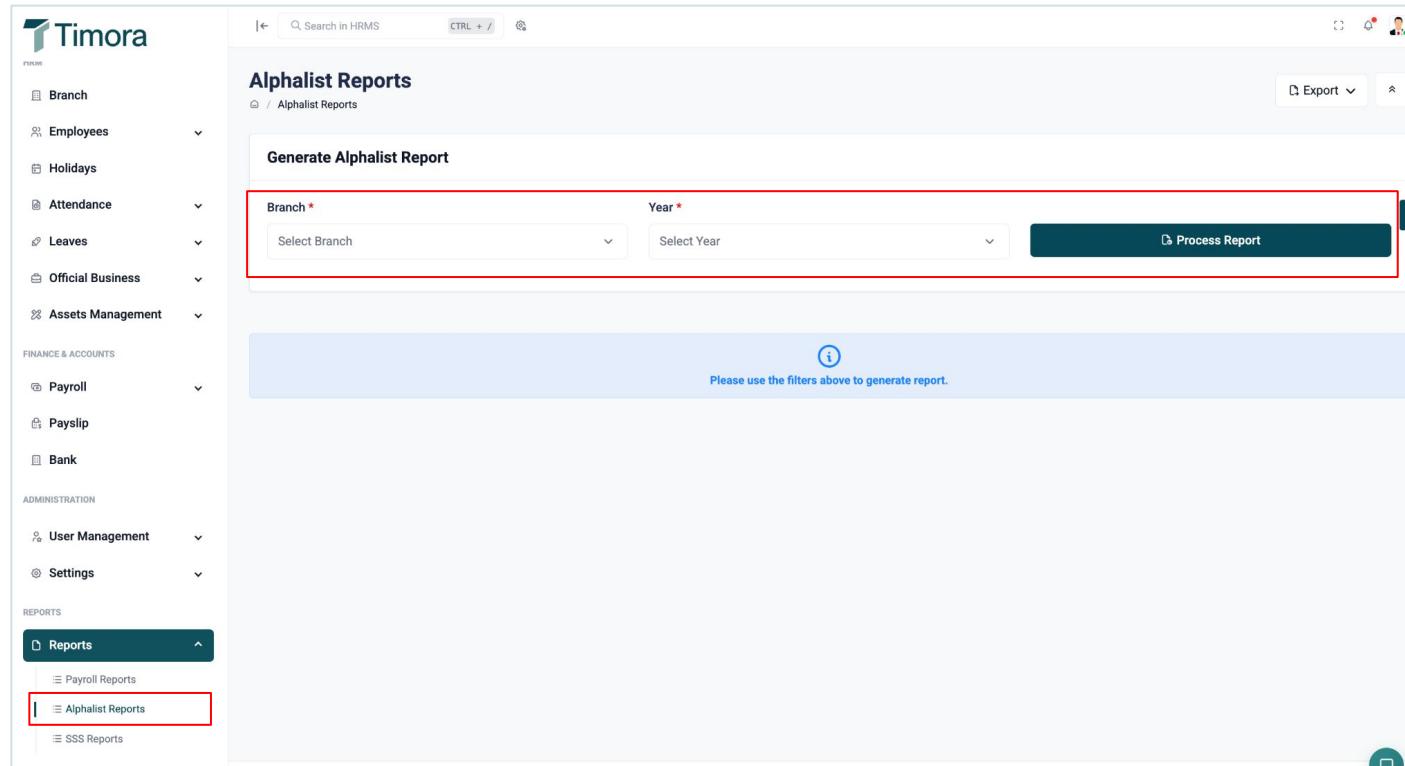




HOW TO VIEW & DOWNLOAD ALPHALIST REPORTS

HOW TO VIEW & DOWNLOAD ALPHALIST REPORTS



The screenshot shows the Timora HRMS interface. The left sidebar is collapsed, displaying various menu items. The 'Reports' section is expanded, and 'Alphalist Reports' is selected, indicated by a red box around the list item. The main content area is titled 'Alphalist Reports' and contains a form titled 'Generate Alphalist Report'. This form has two required fields: 'Branch *' and 'Year *', both of which are highlighted with a red box. Below the form is a message: 'Please use the filters above to generate report.' with an info icon.

Step 1: On the left sidebar, navigate to Reports > Alphalist Reports.

Step 2: Specify the **branch** and **year**, then click "**Process Report**" to generate the alphalist reports.

HOW TO VIEW ALPHALIST REPORTS

Alphalist Reports

Alphalist Reports

Generate Alphalist Report

Branch * Year *

JAF Digital Group Inc. 2025

Process Report

BIR FORM

TIN:

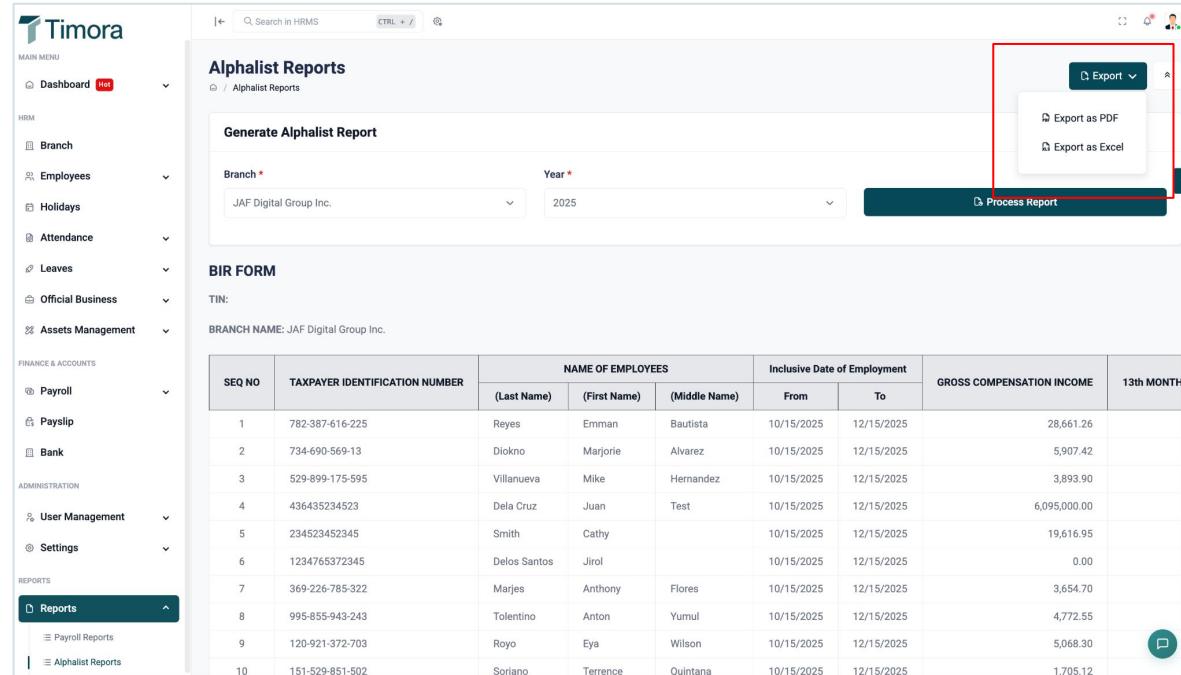
BRANCH NAME: JAF Digital Group Inc.

SEQ NO	TAXPAYER IDENTIFICATION NUMBER	NAME OF EMPLOYEES			Inclusive Date of Employment		GROSS COMPENSATION INCOME	13th MONTH PAY & OTHER BENEFITS (≤ 90K)	DE MINIMIS BENEFITS	NON-TAXABLE CO	
		(Last Name)	(First Name)	(Middle Name)	From	To				SSS/GSIS/PHIC/PAG-IBIG/Union Dues	CO
1	436435234523	Dela Cruz	Juan	Test	07/16/2025	07/30/2025	2,000.00	168.40	0.00	200.00	
2	5643546543	Nieves	Ram		07/11/2025	08/31/2025	9,195.40	16,666.65	0.00	14,750.00	
3	623412341	M	Edlyn Marie	Campus	07/11/2025	08/31/2025	9,195.40	23,333.31	0.00	20,650.00	
4	5765463464	Technology	Gruntech	A	07/11/2025	08/31/2025	14,195.40	22,995.51	0.00	20,650.00	
5	234523452345	Outsourcing	Ecapro		07/11/2025	08/10/2025	1,000.00	12,476.46	0.00	9,600.00	
6	463453453	vince	vince		07/11/2025	08/10/2025	0.00	4,166.66	0.00	4,150.00	
7	234523452345	Smith	Cathy		08/16/2025	08/31/2025	4,137.93	1,397.13	0.00	1,550.00	
TOTAL							39,724.13	81,204.12	0.00	71,550.00	

Step 3: You can now **generate the Alphalist report**.

Note: Before generating the report, make sure that all employees' **TIN numbers** are properly entered in their **201 File**.

HOW TO VIEW ALPHALIST REPORTS



The screenshot shows the Timora HRMS interface. The left sidebar contains a main menu with sections like Dashboard, Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, Payroll, Payslip, Bank, User Management, Settings, and Reports. The Reports section is currently selected. Under Reports, there are sub-options for Payroll Reports and Alphalist Reports. The main content area is titled 'Alphalist Reports' and contains a 'Generate Alphalist Report' form with fields for Branch (JAF Digital Group Inc.) and Year (2025). Below the form is a table titled 'BIR FORM' with columns for SEQ NO, TAXPAYER IDENTIFICATION NUMBER, NAME OF EMPLOYEES (Last Name, First Name, Middle Name), Inclusive Date of Employment (From, To), GROSS COMPENSATION INCOME, and 13th MONTH. The table lists 10 employees with their respective details. A red box highlights the 'Export' button in the top right corner of the report area, which has dropdown options for 'Export as PDF' and 'Export as Excel'.

SEQ NO	TAXPAYER IDENTIFICATION NUMBER	NAME OF EMPLOYEES			Inclusive Date of Employment	GROSS COMPENSATION INCOME	13th MONTH
		(Last Name)	(First Name)	(Middle Name)			
1	782-387-616-225	Reyes	Emman	Bautista	10/15/2025	12/15/2025	28,661.26
2	734-690-569-13	Diokno	Marjorie	Alvarez	10/15/2025	12/15/2025	5,907.42
3	529-899-175-595	Villanueva	Mike	Hernandez	10/15/2025	12/15/2025	3,893.90
4	436435234523	Dela Cruz	Juan	Test	10/15/2025	12/15/2025	6,095,000.00
5	234523452345	Smith	Cathy		10/15/2025	12/15/2025	19,616.95
6	1234765372345	Delos Santos	Jirol		10/15/2025	12/15/2025	0.00
7	369-226-785-322	Marjes	Anthony	Flores	10/15/2025	12/15/2025	3,654.70
8	995-855-943-243	Tolentino	Anton	Yumul	10/15/2025	12/15/2025	4,772.55
9	120-921-372-703	Royo	Eya	Wilson	10/15/2025	12/15/2025	5,068.30
10	151-529-851-502	Soriano	Terrence	Quintana	10/15/2025	12/15/2025	1,705.12

Step 4: You can download the alphalist reports in **PDF** or **Excel** format.