



# **HOW TO VIEW & DOWNLOAD ALPHALIST REPORTS**

# HOW TO VIEW & DOWNLOAD ALPHALIST REPORTS

The screenshot displays the Timora HRMS interface. On the left sidebar, the 'Reports' section is expanded, and 'Alphalist Reports' is selected. The main content area is titled 'Alphalist Reports' and features a 'Generate Alphalist Report' section. This section contains two dropdown menus: 'Branch' (with 'Select Branch' as the placeholder) and 'Year' (with 'Select Year' as the placeholder). A red rectangle highlights these two dropdowns and the 'Process Report' button to their right. Below the form, a light blue banner with an information icon and the text 'Please use the filters above to generate report.' is visible. The top of the interface includes a search bar and navigation icons. The bottom right corner shows a small green 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

📄 Export ▾ ⌘

#### Generate Alphalist Report

Branch \*  
JAF Digital Group Inc. ▾

Year \*  
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
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

**Timora**

MAIN MENU

- Dashboard

HRM

- Branch
- Employees
- Holidays
- Attendance
- Leaves
- Official Business
- Assets Management

FINANCE & ACCOUNTS

- Payroll
- Payroll
- Bank

ADMINISTRATION

- User Management
- Settings

REPORTS

- Reports
- Payroll Reports
- Alphalist Reports

Search in HRMS

CTRL + /

**Alphalist Reports**

Alphalist Reports

**Generate Alphalist Report**

Branch \* Year \*

JAF Digital Group Inc. 2025

Export

- Export as PDF
- Export as Excel

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
		(Last Name)	(First Name)	(Middle Name)	From	To		
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.