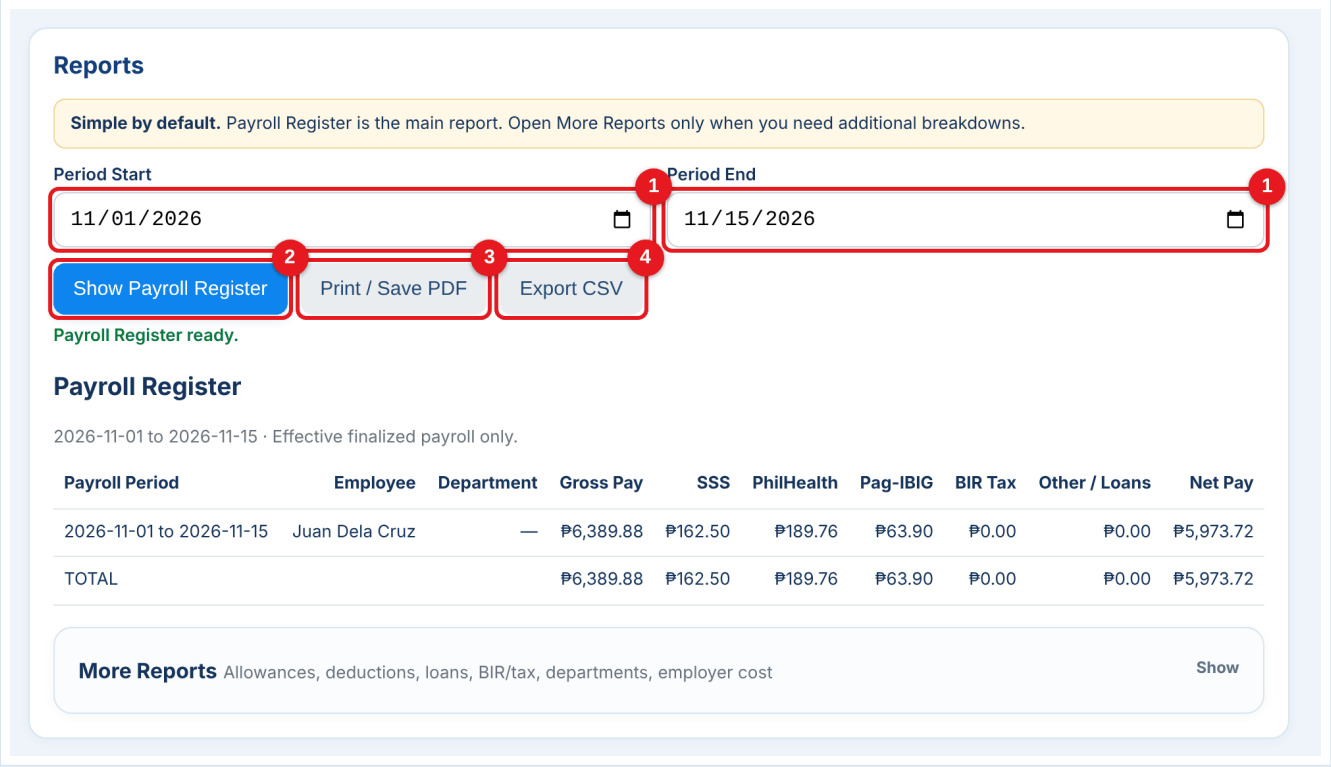
7. Partial settlement is allowed up to the remaining reviewed amount. Record each distinct payment once. Duplicate references, future dates, missing evidence and excessive amounts are blocked.

8. Check the ledger. Annual withholding reflects the original payroll withholding plus recorded collections minus recorded refunds. Monthly preparation output follows the actual settlement date, so a next-year settlement can appear in its actual calendar month while relating to the previous tax year's reconciliation. Have your professional determine filing credits/adjustments; the software does not establish their regulatory treatment.

A reconciliation with settlements cannot be overwritten by Re-Finalize. A source change invalidates automatic settlement reliance; the ledger remains retained for professional review. A legacy target without a source fingerprint is not proof of payment and must be reviewed before posting. If a posted payment was recorded incorrectly, stop further posting and obtain a controlled, evidence-based correction. Do not delete the ledger or create a fictitious opposite payment. Automatic reversal is not provided.

18. Government preparation reports and forms

Open Reports. Set the intended dates (1) and click Show Payroll Register (2) for the main payroll report. Print / Save PDF (3) and Export CSV (4) save the report on screen (chapter 20).



Reports: (1) Period Start and Period End, (2) Show Payroll Register, (3) Print / Save PDF, (4) Export CSV. The register lists finalized payroll only.

Expand More Reports for allowance, deduction, loan/advance, annual tax, year-end, BIR, department or employer-cost views. Select the report and its own month/year/employee options, then click Show Report. A report's year selector can differ from the payroll cutoff, so check both.