 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.10	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-July-2018	Pages	Page - 1 - of 4

## 01.709.10 – Employee Reimbursement Master

### PROCESS OVERVIEW


This Master form is used to save entries for particular salary head which shall be linked with salary at the time of salary processing. For ex. We can save Salary advance amount here, which can be directly linked in Salary when salary is processed.

### PROCESS PRE-REQUISITES

To perform this process User Rights are required for the Form specifically for *New, Edit, Delete* and *Print* function.

Input Fields	Input Details	General Remarks
Emp Code	Employee Code details	Need to create employee code first to load it from selected filtration criteria
Deduction Head	Salary Head	Need to define salary head for which master would be entered



 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.10	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-July-2018	Pages	Page - 3 - of 4

Exit	To Exit from the open form
Cancel	To Cancel Entry

### Work Step –

Step 1 Press New Button

Step 2 Enter from Date & to Date with period for which you want to enter amount

Step 3 Enter filtration criteria like Grade, Designation to filter employee's list

Step 4 Enter Category code to select category for which you are going to make.

Step 5 Enter Salary Head for select of salary component

Step 6 Click on Load employees button to load employees

Step 7 Enter Amount & remark if required


Step 8 Click on save button

### Optional Data Fields

Input Fields	Input Details	General Remarks
Grade Code	Employee's Grade	As it is used only for Filtration, it is not mandatory
Designation Code	Employee's designation	As it is used only for filtration,

### Tips and Tricks

Not Applicable

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.10	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-July-2018	Pages	Page - 4 - of 4

### Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
From Date	From Date	R	Enter date from which this amount would be reflected in salary.
To Date	To Date	O	Enter Date till which amount shall be reflected in salary
Grade code	Enter Grade Code	O	Enter Grade to filter employee's List
Designation	Enter Designation	O	Enter designation to filter employee's List
Category	Enter Category	R	Enter Category of employee to mention for which category entry is being made
Employee	Enter Employee Code	O	Enter Employee code if entry is for single employee
Deduction Head	Select Salary Head	R	Select Salary Head from List
Default Value	field	O	Enter default value to copy it to all employees

*R = Required, O = Optional, C = Conditional*