

Binary Quest Limited
245/2, New Circular Road
Malibagh, Dhaka-1217
Bangladesh

Meeting Minutes

Payroll Training (OLiLA)

Payroll training.

Date & Time:	06/05/2023 08:30:00
Responsible:	Md. Shahajalal Hossain
Note Taker:	Md. Shahajalal Hossain
Location:	Anydesk
Attendees:	Md. Shahajalal Hossain, rujina1099@gmail.com

Agenda Items

#	Topic	Description / Notes	Discussed
1	Payroll	How to create a payroll batch, Assign employees, and generate payslips.	Yes
2	Other Allowance and Deduction	How to create other allowances, deductions and assign employees, and generate.	Yes
3	Contact set	How to find out which employee contact is not set?	Yes
4	Payroll report	How to open payroll reports like Payslip summary, Provident fund summary, Cash salary, Top sheet summary, and Monthly loan deduction.	Yes

Actions / Decisions

#	Action / Decision	Description / Notes	Responsible	Assigned To	Deadline
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#	Action / Decision	Description / Notes	Responsible	Assigned To	Deadline
1	Other allowance data entry	Other allowance data entry as soon as possible.			06/06/2023
2	Contact set	Set contact which employees who have not created payslips in Odoo.			06/06/2023