**(HUREMAS) Cash Advance Concept by Francis Ong**

Database Attribs:

**CA\_ID** (Primary) 🡺 table ID

**Reference\_ID** (Unique)🡺 para sa table for viewing purposes, and bank reference

**Employee\_ID** 🡺Employee id

**Date\_request** 🡺 date when employee request a CA (Null if not request type)

**Date\_release** 🡺 Release of CA (Once approved or automatically added by admin)

**Date\_return** 🡺 Date of CA return

**CA\_type** 🡺 if cash, cheque, or bank transfer)

**CA\_Reason** 🡺 Reason for CA (ex. “personal emergencies” )

**CA\_Account** 🡺 If Mode of transfer is through bank

**Amount** 🡺 amount in cash

**Deposit** 🡺 if the employee deposit an amount voluntarily (iniisip ko pa baka magdagdag table dito since dapat na rerecord din kung kelan nag deposit, type ng payment etc etc.)

**Balance** 🡺 Amount less deposit

**Status** 🡺 approved, Pending, Not approved, Paid(nakabase sa payroll or deposit)

**Approved\_by** 🡺 Once approved admin name/details will be recorded (para alam kung sinong admin nag approve hahaha)

**Notes** 🡺 Optional details if d na approved yung request so alam ni employee ano dahilan

**Sample Admin Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference ID | Employee Name | Date Release | Type | Amount | Status | Action |
| 5213123 | Francis Ong | 10/23/2021 | Cash | 5000 | Approved | * Edit * Delete * Deposit |

**Sample Employyee Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference ID | Employee Name | Date Request | Type | Amount | Reason | Action |
| 5213123 | Francis Ong | 10/23/2021 | Cash | 5000 | Approved | * Approve * Disapprove |

If Disapprove pede mag iwan notes si admin

30 days after request 🡺 automatic disapproved

Pede din siguro icancel ni employee ung CA if d pa na approved else d na nya pede Icancel or delete ung request

Policies for Cash Advance:

<https://www.uindy.edu/policies/files/cash_advance_policy_2018.pdf>

References:

<https://www.goshenaccountingsvc.com/blog/record-employee-cash-advance-in-quickbooks-online>

<https://www.sampletemplates.com/sample-forms/employee-advance-form.html>

HR Ideas:

<http://www.pinoy-web-application.com>