



How to Set Up Different Types of Deductions

Overview:

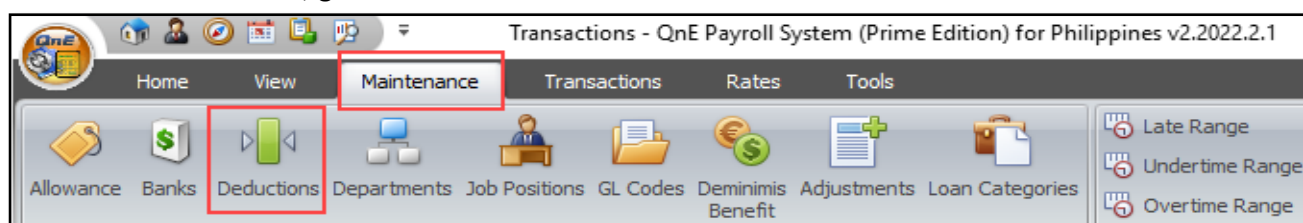
The 'Deductions Maintenance' window is used to maintain different types of deductions.

Scenario:

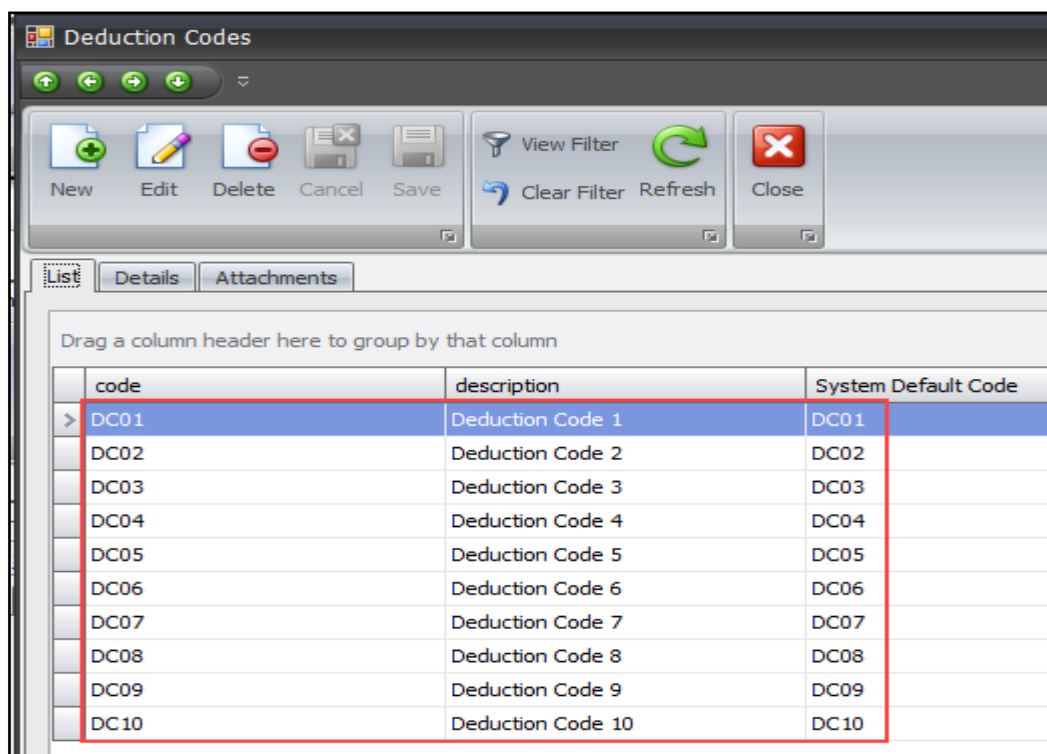
The company grants cash advance to its employees and deducts payments from their salary.

Procedure:

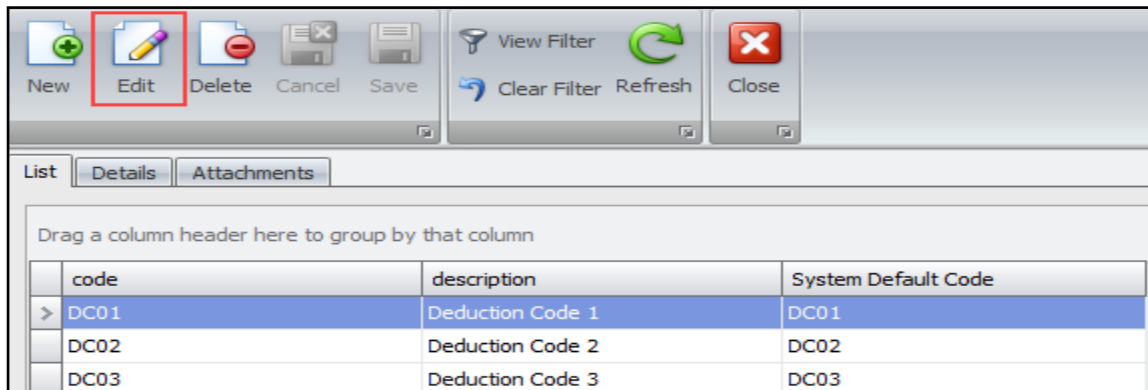
1. In the Ribbon Menu, go to *Maintenance > Deductions*.



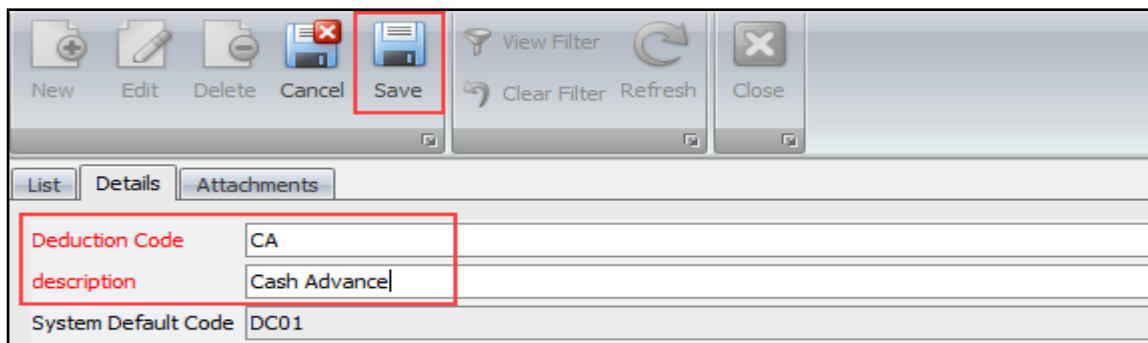
2. To add new deduction type(s), you may use the Deduction Codes 1 - 10 and just edit its Code and Description.



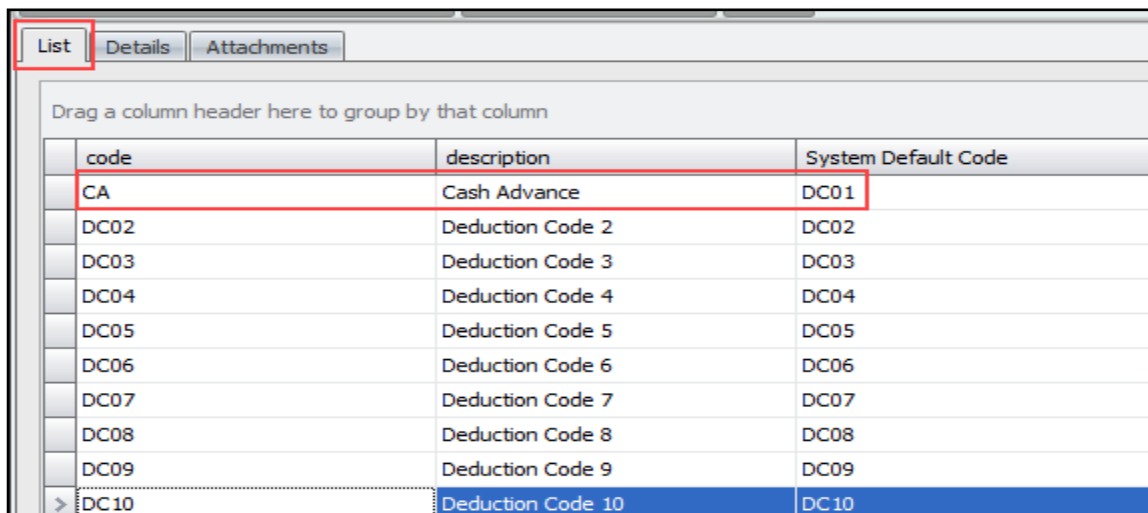
3. Select 'DC01', for instance, and click Edit.



Type its new Code and Description and click Save.

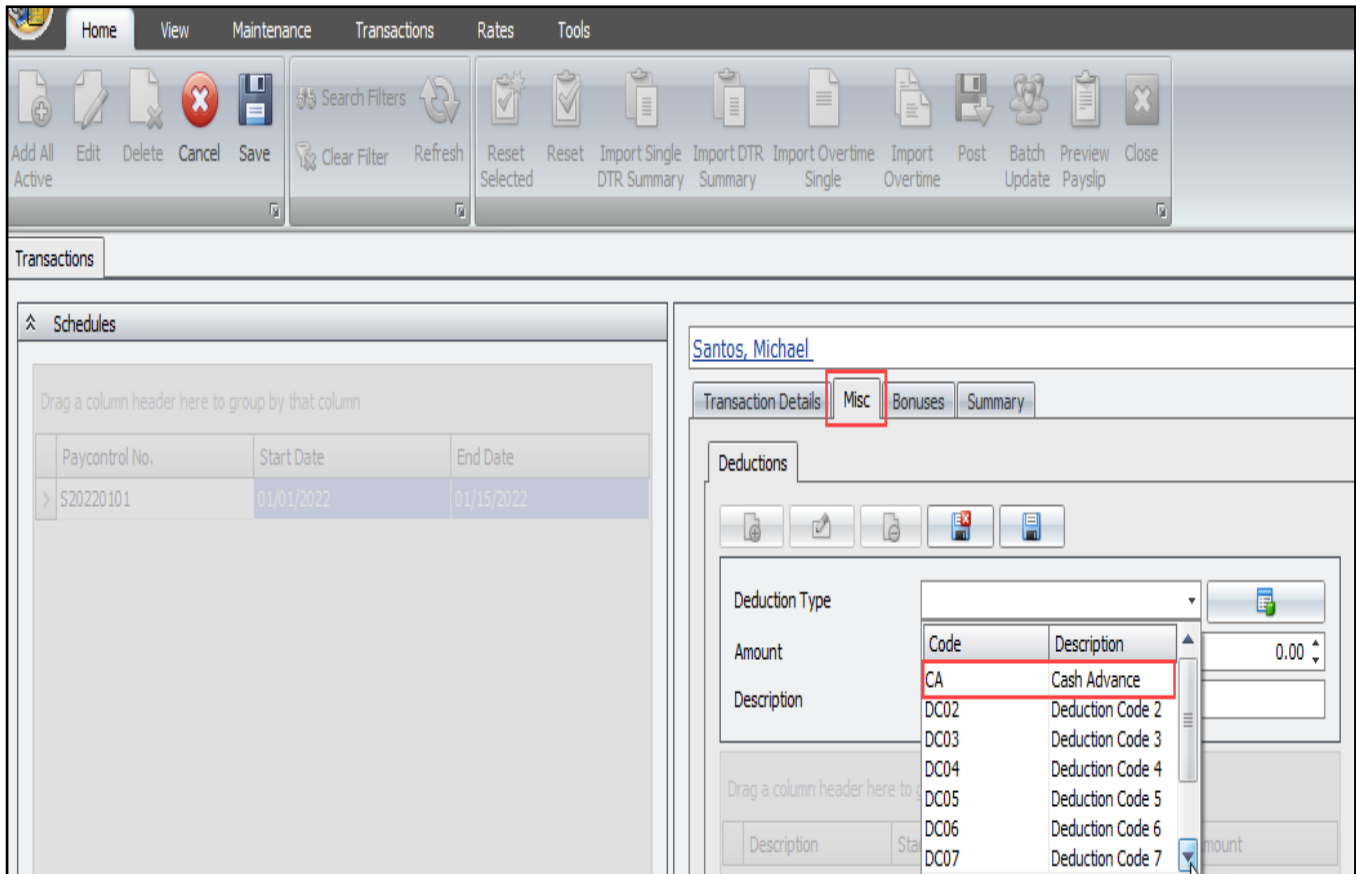


Go to the List tab and the new adjustment type should be added.



Application:

In *Transactions*, the new deduction type is now available for selection.



The screenshot shows the QNE Transactions application interface. The 'Transactions' tab is active. On the left, there is a 'Schedules' section with a table showing a schedule for 'S20220101' from '01/01/2022' to '01/15/2022'. On the right, the 'Transaction Details' for 'Santos, Michael' are shown. The 'Misc' tab is selected in the 'Deductions' section. A dropdown menu for 'Deduction Type' is open, showing a list of codes and descriptions. The 'CA' code, corresponding to 'Cash Advance', is highlighted with a red box. The 'Amount' field is set to '0.00'.

Code	Description
CA	Cash Advance
DC02	Deduction Code 2
DC03	Deduction Code 3
DC04	Deduction Code 4
DC05	Deduction Code 5
DC06	Deduction Code 6
DC07	Deduction Code 7



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>