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QNE KNOWLEDGE BASE

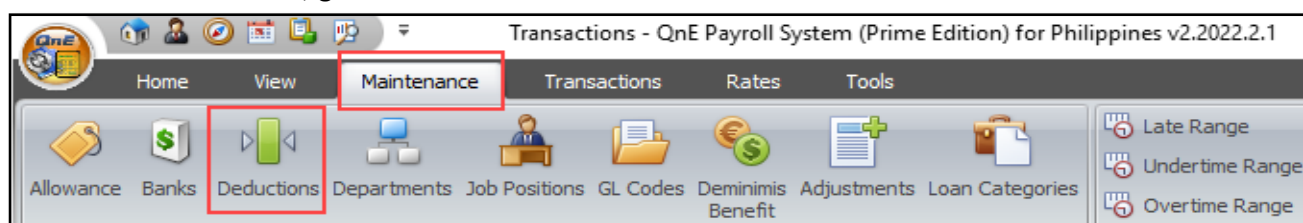# How to Set Up Different Types of Deductions

Overview:
The 'Deductions Maintenance' window is used to maintain different types of deductions.
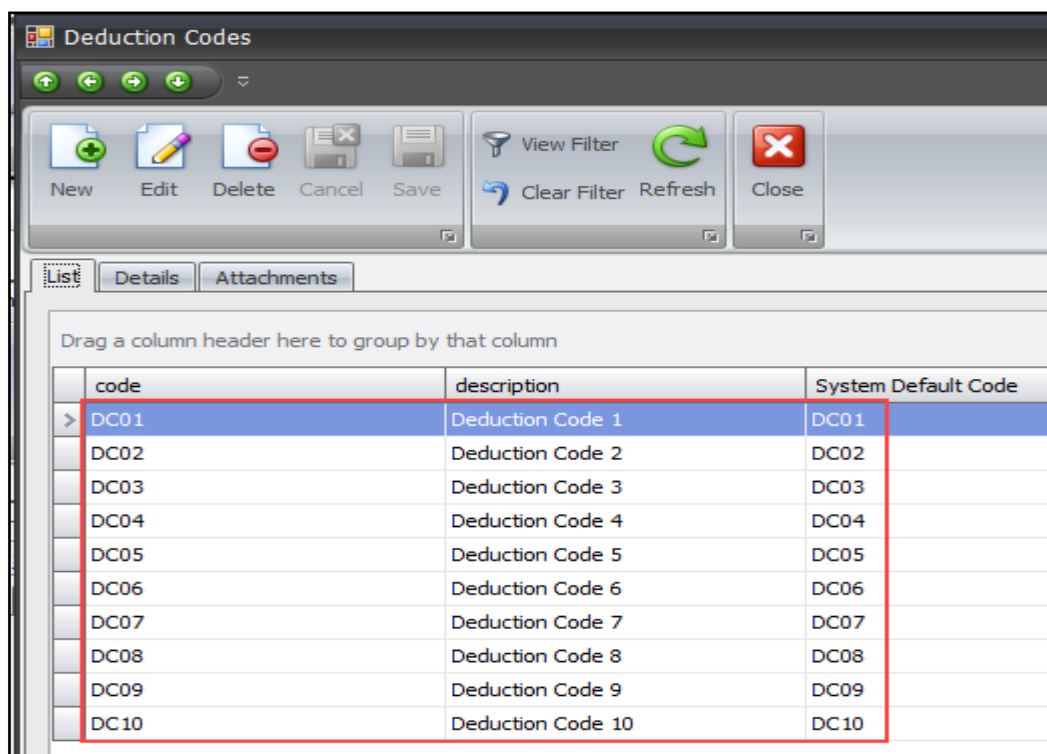
Scenario:
The company grants cash advance to its employees and deducts payments from their salary.
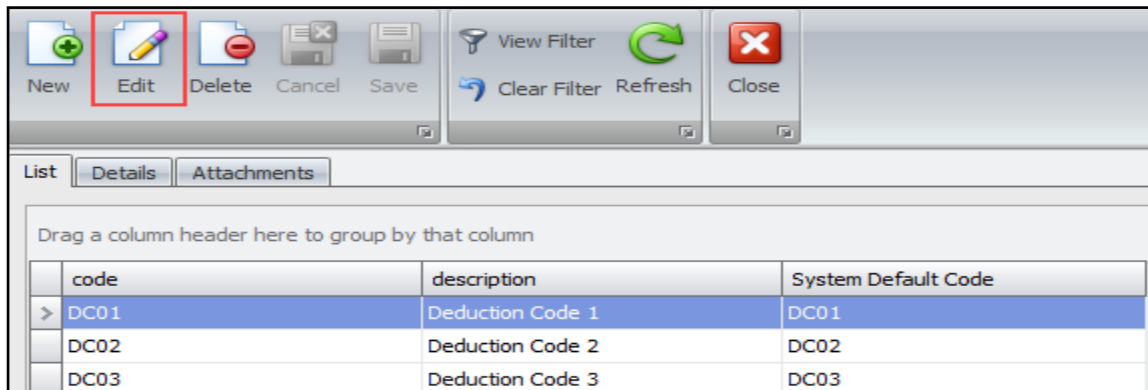
Procedure:
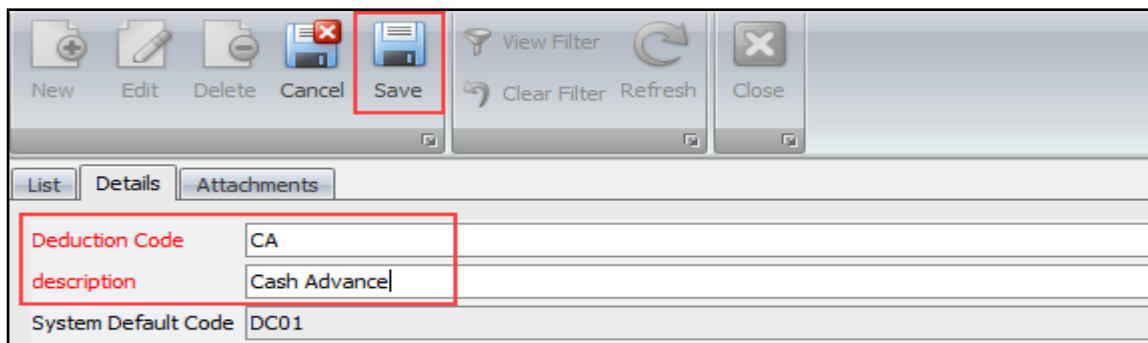1. In the Ribbon Menu, go to *Maintenance > Deductions*.

2. To add new deduction type(s), you may use the Deduction Codes 1 - 10 and just edit its Code and Description.
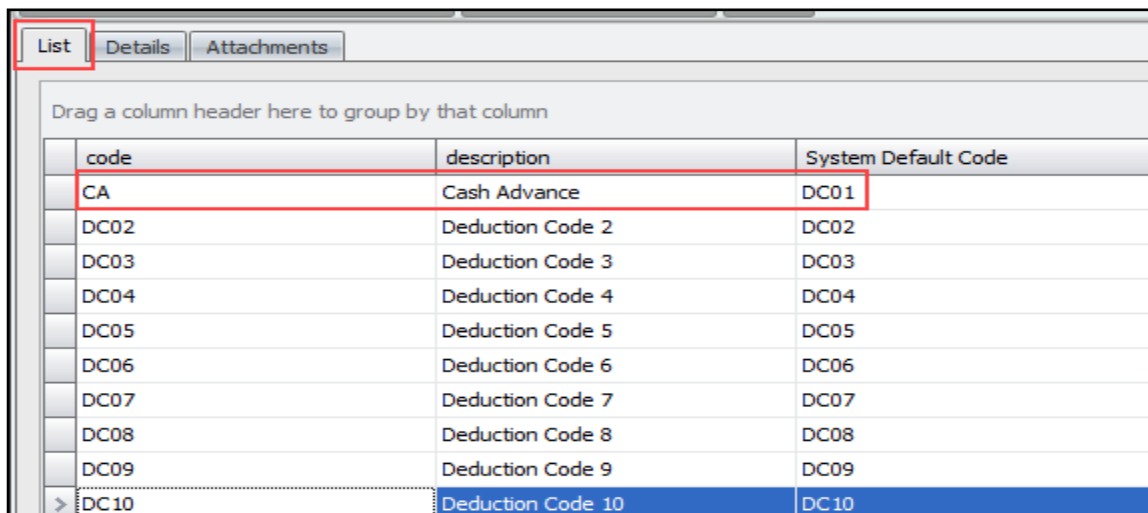
3. Select 'DC01', for instance, and click Edit.

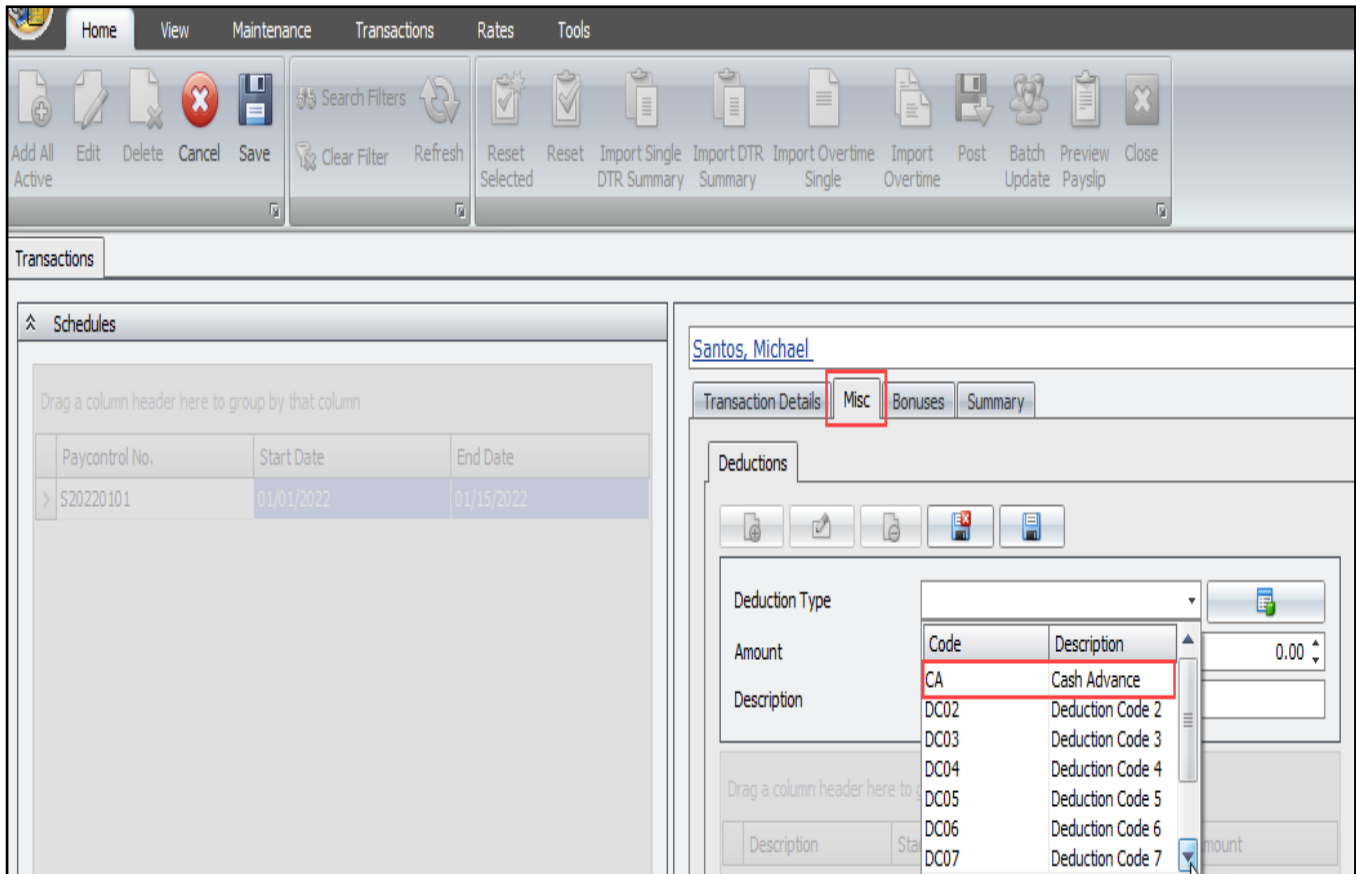Type its new Code and Description and click Save.

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.

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