



How to Set Up Different Types of Allowances

Overview:

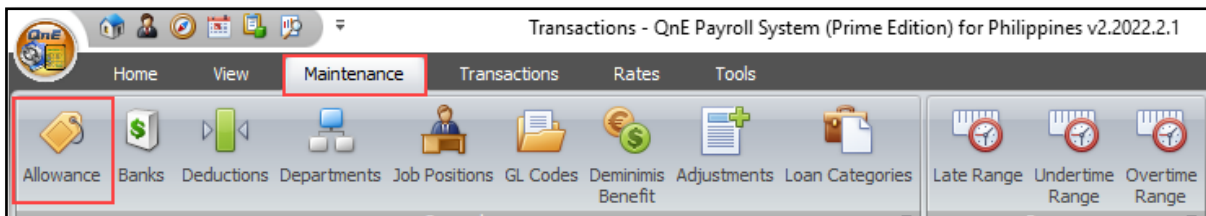
The 'Allowance Maintenance' window is used to maintain different types of allowances that the company may grant to its employees.

Scenario:

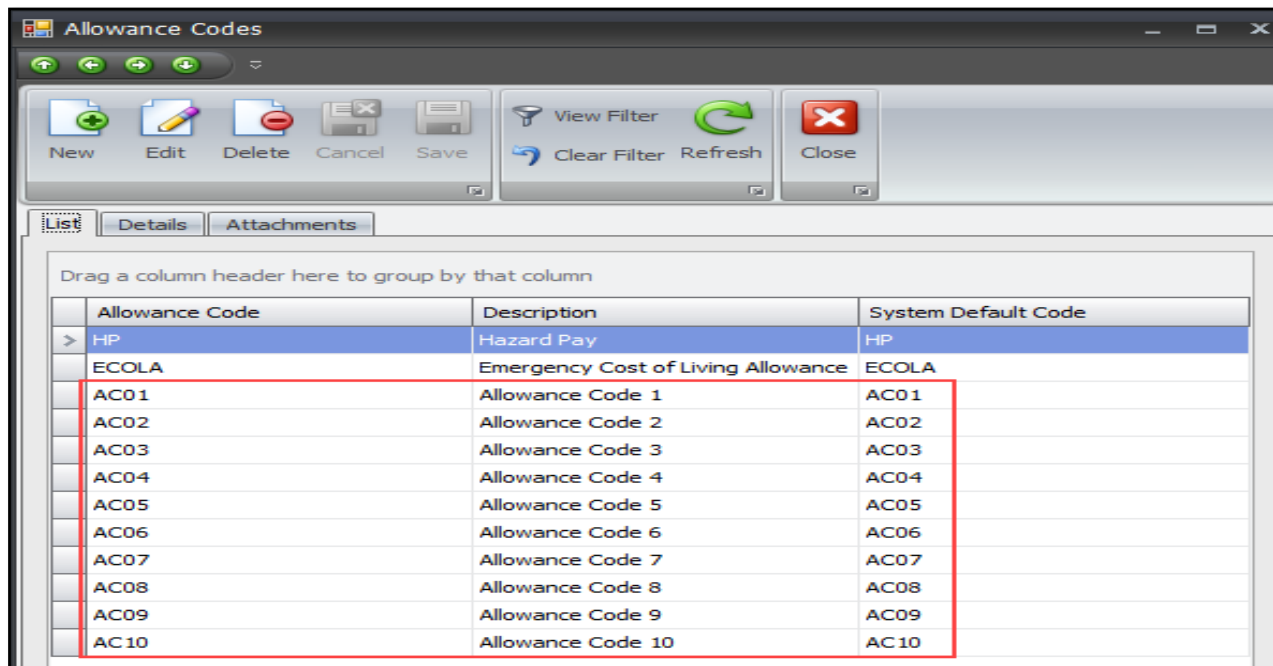
Add new allowance for mobile phone to be included in payroll processing.

Procedure:

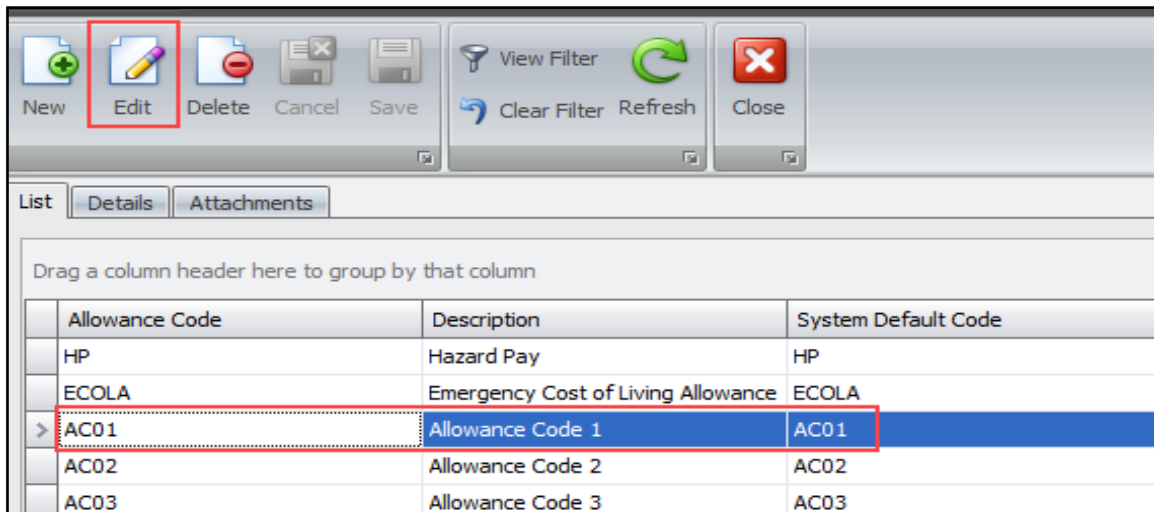
1. In the Ribbon Menu, go to *Maintenance > Allowance*.



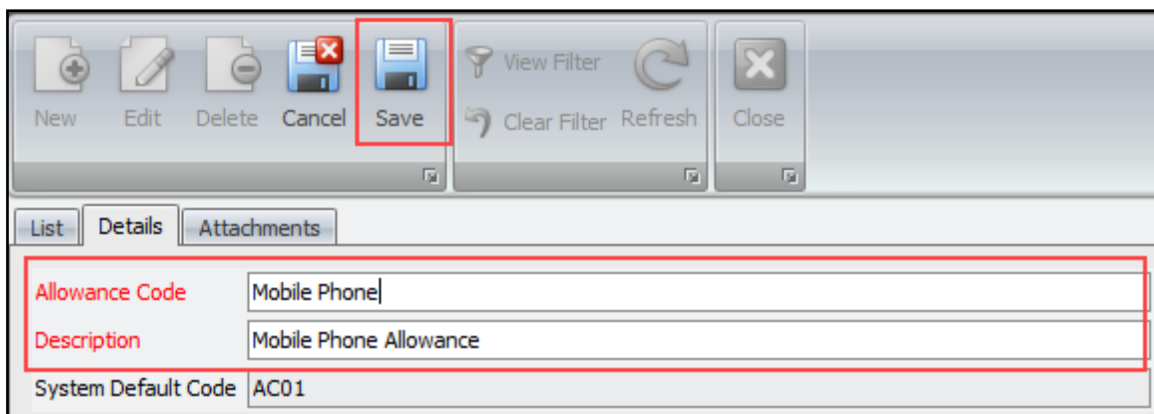
2. To add new allowance(s), you may use the Allowance Codes 1 - 10 and just edit its Code and Description.



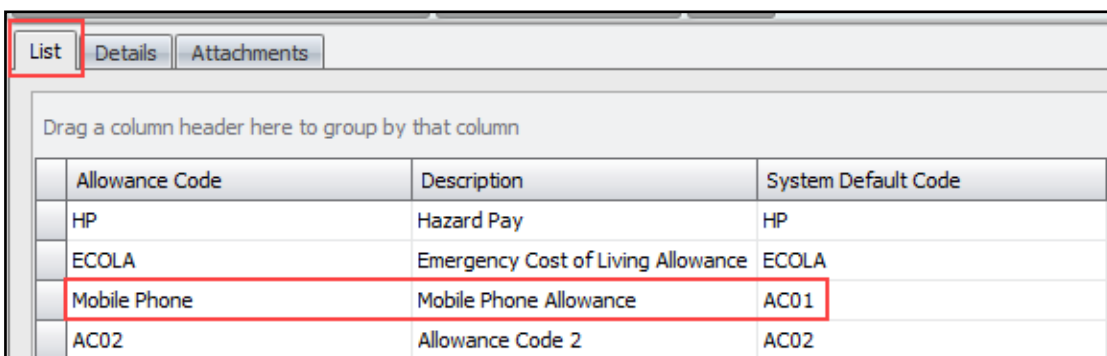
3. Select 'AC01', for instance, and click Edit.



Type its new Code and Description and click Save.

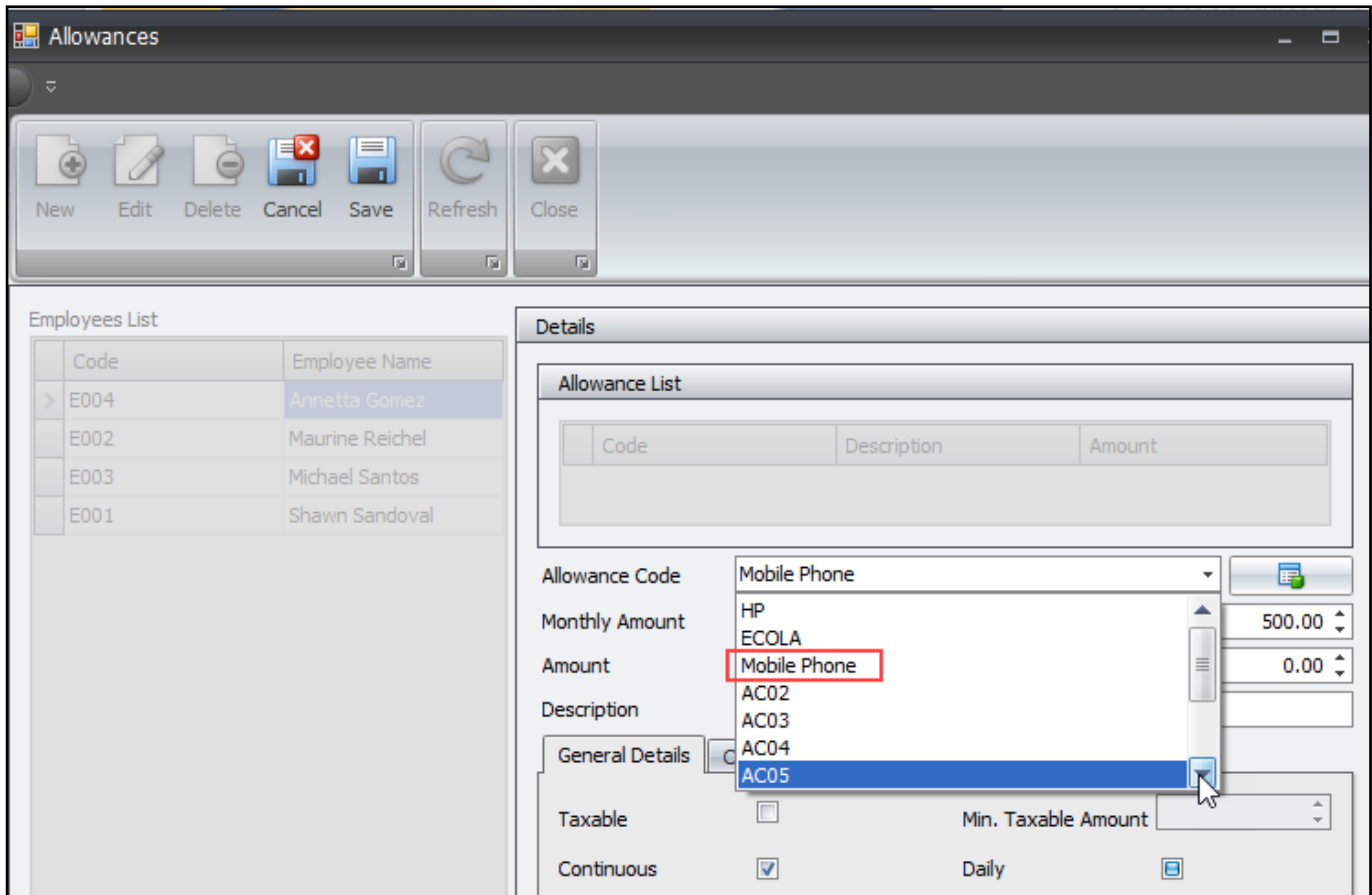


Go to the List tab and the new allowance should be added.



Application:

The newly added allowance is now available in Employee Allowance Code selection.



Employees List

Code	Employee Name
> E004	Annetta Gomez
E002	Maurine Reichel
E003	Michael Santos
E001	Shawn Sandoval

Details

Allowance List

Code	Description	Amount

Allowance Code: Mobile Phone
 Monthly Amount: HP 500.00
 Amount: ECOLA 0.00
 Description: Mobile Phone
 AC02
 AC03
 AC04
 AC05

General Details
 Taxable: ☐ Min. Taxable Amount:
 Continuous: ☒ Daily: ☐



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