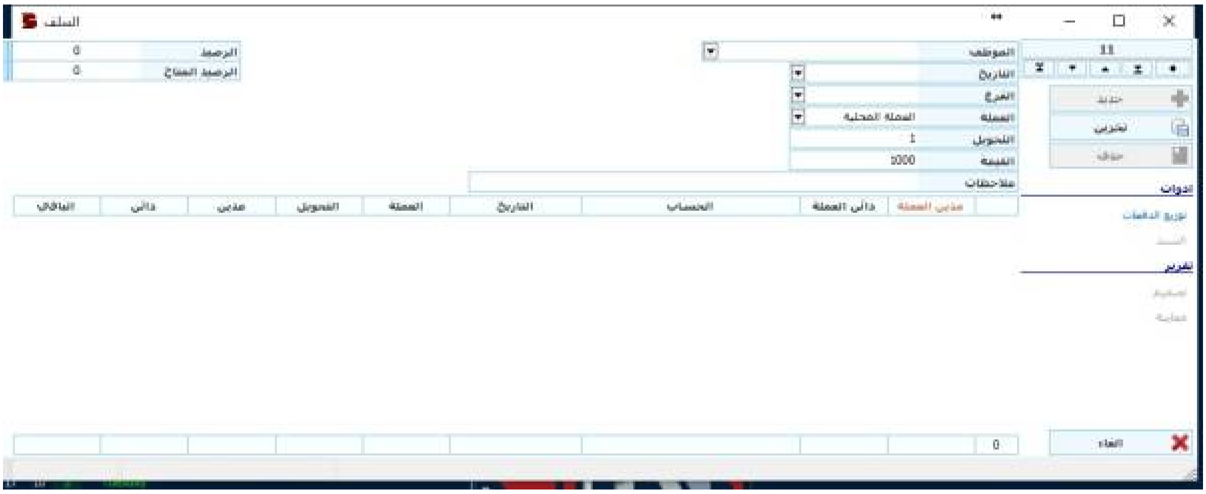
Imprests

A document for entering the value of the employees’ advances and linking it to the employee’s .account, and determining the value of the payments that will be paid by the employee at intervals

To access the imprests muniment from

Salaries - Entries - Imprests



It includes the muniment window

Employee : The name of the employee who wants the imprest

Date : The date of borrowing

Branch : The branch, if any

Currency : The currency of the borrowing amount

Exchange : The value of currency conversion

Value : The borrowing value

After filling in the fields, we will click on "Distribution of payments" tool, a payment distribution window will appear, which specifies the method of repayment of the advance debt

Includes Distribution of payments window

Value : The borrowing value

(**Count** : The number of days or weeks - months - years (the time between payment and payment

First payment : The value of the first payment in case it is different from the values of the remaining payments

Date of first payment : The date of the first payment

Value : The amount of the payments

Payments Number : The number of advance payments

Start Date : The start date of the first payment

Rounding : Rounding number, if any