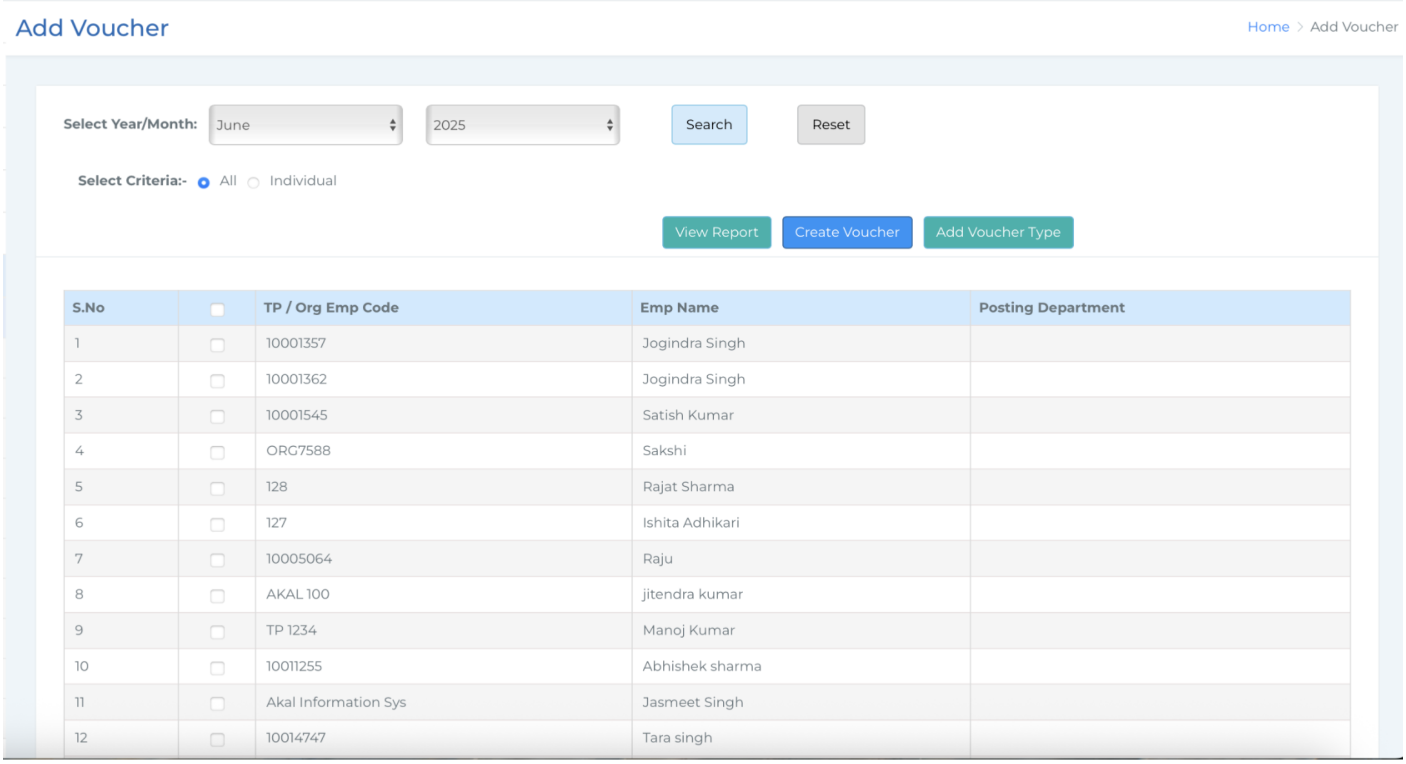
Approvals

All requests raised by employees through the TankhaPay mobile application are displayed here, categorized for easy management. You can review each request and take appropriate action by either approving or rejecting them based on your review.

- Vouchers
- Reimbursements
- Leave Applications
- On Duty Applications
- Missed Punch
- Travel Request
- Travel Expense
- Comp - Off Request
- WFH Approval

Vouchers



S.No		TP / Org Emp Code	Emp Name	Posting Department
1		10001357	Jogindra Singh	
2		10001362	Jogindra Singh	
3		10001545	Satish Kumar	
4		ORG7588	Sakshi	
5		128	Rajat Sharma	
6		127	Ishita Adhikari	
7		10005064	Raju	
8		AKAL 100	jitendra kumar	
9		TP 1234	Manoj Kumar	
10		10011255	Abhishek sharma	
11		Akal Information Sys	Jasmeet Singh	
12		10014747	Tara singh	

In this section, you can filter voucher records by selecting the month, year, and criteria - whether you want to view the data for all employees or a specific individual. A reset button is also available if you wish to clear the filters and start over. After setting your filters you can:

1. **View Report** - To view the report, click on "*View Report*" after setting your initial filters. Once clicked, additional filter options will appear, such as From Date, To Date, and Ledger Type (Debit or Credit), allowing you to narrow down your results further.
2. **Create Voucher -** Here you can select either individual or multiple employees and proceed by clicking the Create Voucher button.
   - You'll then be redirected to a new page where you'll need to choose whether the voucher type is Debit or Credit.
   - After selecting the voucher type, you'll be asked to choose a type based on your selection - for example, Credit types include Reimbursement, Loan, Additional Income, and Advances, while Debit types include various Deductions.
   - Once the type is selected, you'll then choose a subledger from options like Loan recovery, Fuel, LWF, Lunch, OT, etc.
   - A table will then appear with details such as the subledger name (as the head), amount (which you can enter), ledger type, taxable status, and whether the entry is billable or non-billable (selectable as Yes or No).
   - You'll also see an Action column with a cross icon to remove the row in case of any changes.
   - Finally, click the *Submit* button at the bottom to create the voucher against the selected employee. A notification will also be sent to the employee via the TankhaPay mobile app.

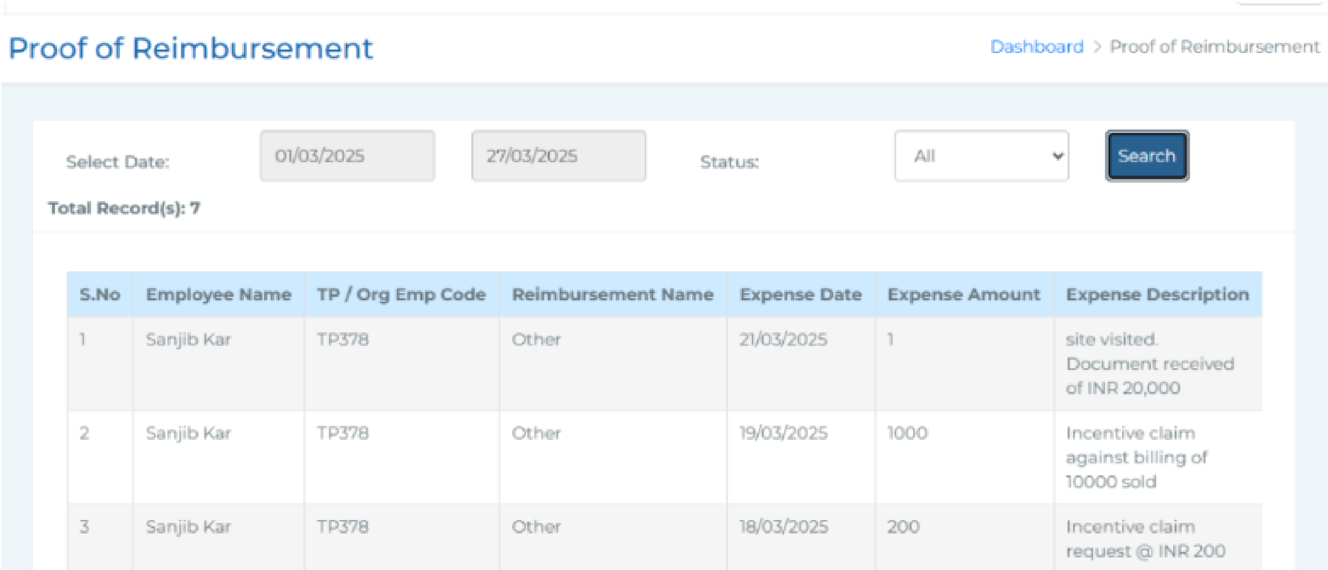
● Once the voucher is submitted, you will be redirected to the Reimbursement page under the Payout section, where you can view the voucher that has been created.

This page allows you to track and manage all submitted vouchers, ensuring transparency and easy access to reimbursement details.

3. **Add Voucher Type** -
● When you click on this option, you first need to select the type of voucher: Credit or Debit.
● After selecting the type, you'll then be asked to choose the category/type (e.g., Loan, Reimbursement, Deduction, etc.).
● Once both selections are made, a confirmation pop-up will appear asking if you wish to add a subledger.
● Upon clicking OK, a table will be displayed showing the Master Ledger Name, Ledger Type Name, and Parent Ledger Name (based on your previous selection).
● You will also find a field to enter the Ledger Name that you want to create.
● After filling in the details, click on Submit to successfully add the new sub-ledger.

4. **Loan :**
● If you select Credit and choose Loans as the type, a different table will appear.
● Here, you'll need to provide the Loan Sanction Date, Loan Amount, Number of Installments, and Annual Rate of Interest.
● Based on this information, the system will automatically calculate the Total Interest and Monthly EMI.
● You can also specify whether the loan is Billable or not.
● Once saved, these details will reflect in the Payouts > Advances and Loan section.

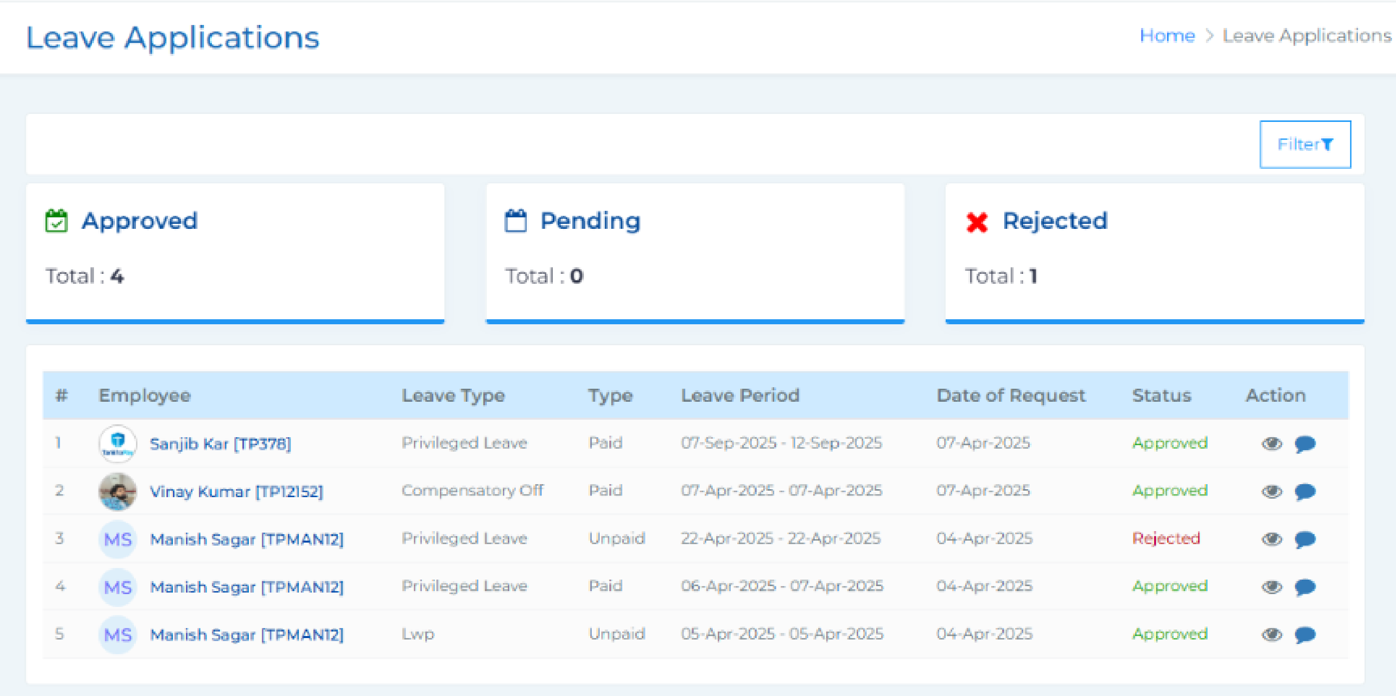
Reimbursements



In this section, you can view reimbursement proofs submitted by employees from TankhaPay phone application and take action by approving or rejecting their requests. To narrow down the results, you can use filters such as date range (From and To) and status (Approved, Rejected, or Pending).

The list displayed includes important details such as the employee name, TP/Organisation employee code, reimbursement name, expense date, expense amount, expense description, created date, and any documents uploaded by the employee. It also shows the document status, any rejection reason (if applicable), and an Action column where you can approve or reject the reimbursement request directly.

Leave Applications



● In this section, you'll first see a **summary** showing the number of employee leave requests that are accepted, rejected, or pending.

● Below that, you can view **individual leave requests** along with key details such as the employee name, leave type (e.g., Medical Leave, CL, PL, etc.), leave category (Paid or Unpaid), leave period, date of request, and current status.

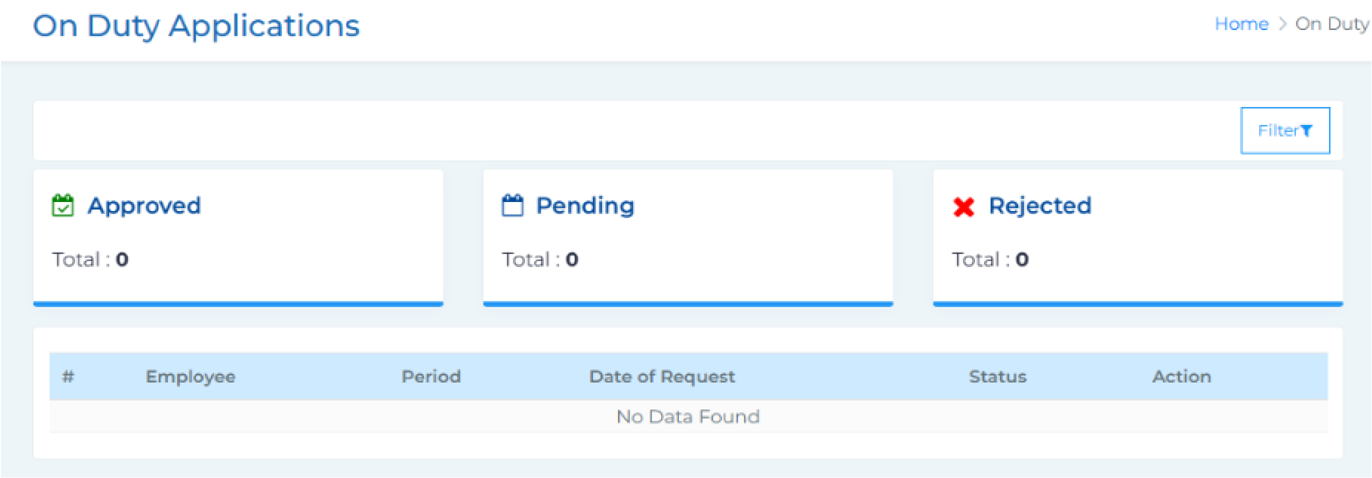
● The **Action** column allows you to approve or reject the request, view more details via the eye icon, or read any comments by clicking on the comment icon.

● When you click **the eye icon**, you'll be able to see additional information such as the applied date, half-day type, day type, start time, end time, and total work hours.

● The **comment icon** opens up any remarks or notes related to the leave that the employee has left.

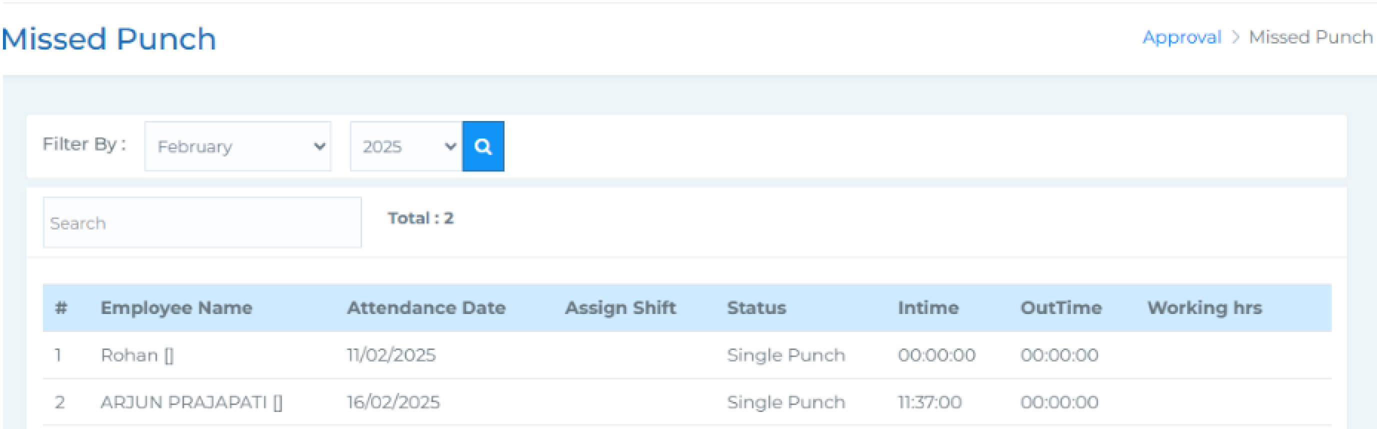
● You also have a set of **filters** to help narrow down the leave requests by date, leave day type, status, organisation unit, designation, and department.

On Duty Applications



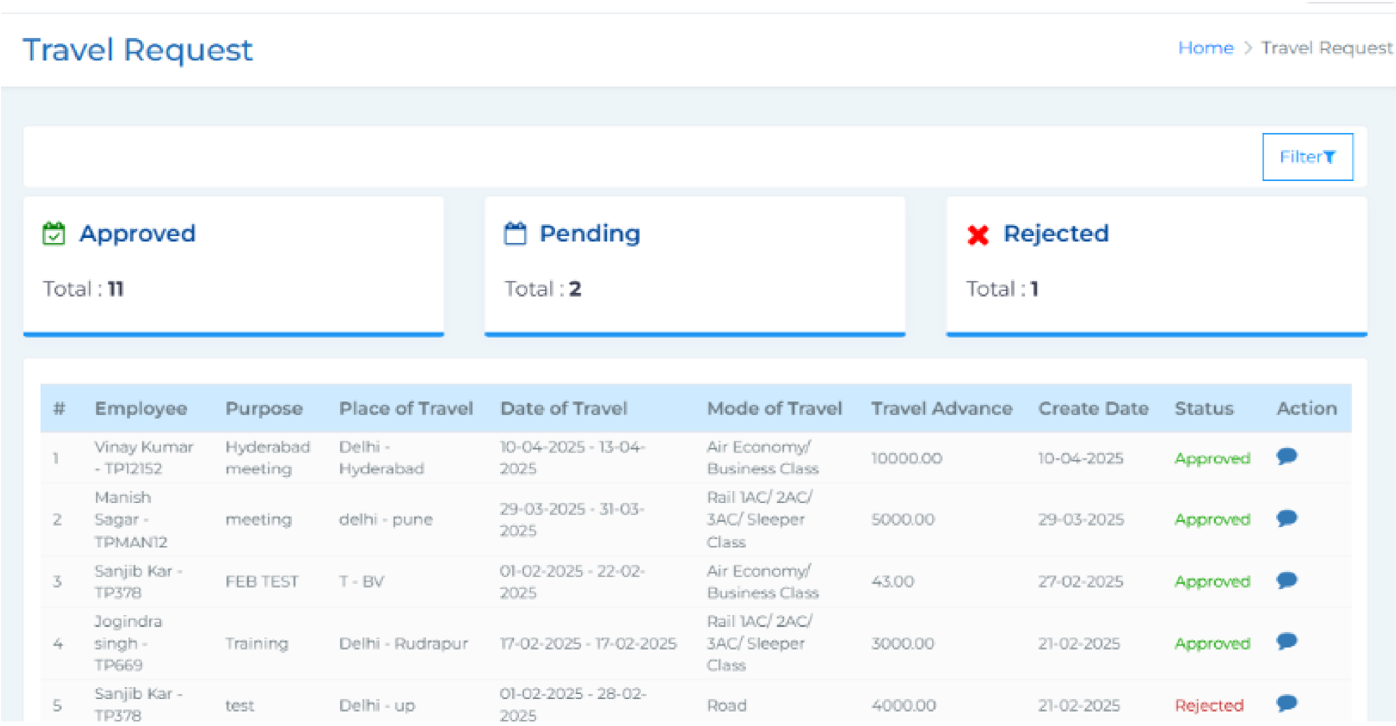
In this section, you'll first see a summary of On Duty application requests, categorised by their status - Accepted, Rejected, or Pending. Below the summary, individual requests are listed with key details such as Employee Name, Period, Date of Request, Status, and an Action column that allows you to approve or reject each request.To help you manage and review applications more efficiently, filters are available to narrow down the list based on From and To Date, Day-wise, Status, Organisational Unit, Designation, and Department.

Missed Punch



This section allows you to review and take action on missed punch requests submitted by employees. You can filter the records by month and year, or search directly by employee name to 53narrow down the list. The table displays key details such as the employee's name, attendance date, assigned shift, request status, in-time, out-time, and total working hours. Under the Action column, you have the option to either approve or reject the request. When you choose an action, a confirmation popup appears to finalize your decision. Once confirmed, the attendance record is updated accordingly.

Travel Request



This section displays all the travel requests raised by employees.

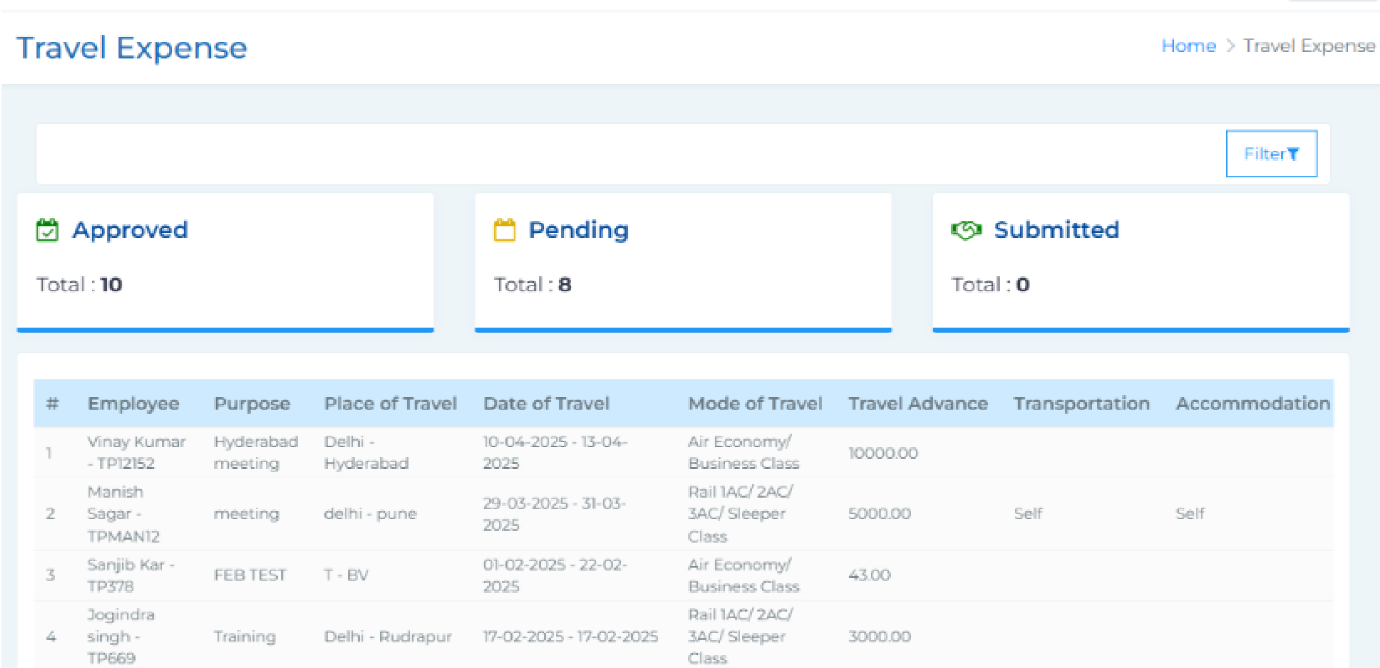
At the top, you'll see a summary of the number of approved, pending, and rejected travel requests.

A filter icon lets you narrow down requests by from and to date, status (Pending, Approved, Rejected), organisation unit, department, and designation.

The main table lists each travel request with key details such as the employee's name, purpose of travel, destination, travel date, mode of travel, travel advance amount (if any), creation date, and status of the request.

In the Action column, you'll find a comments icon to view remarks related to the request and a three-dot options icon where you can choose to approve or reject the request. Once you take an action, a notification is automatically sent to the employee via the TankhaPay mobile app.

Travel Expense



#	Employee	Purpose	Place of Travel	Date of Travel	Mode of Travel	Travel Advance	Transportation	Accommodation
1	Vinay Kumar - TP12152	Hyderabad meeting	Delhi - Hyderabad	10-04-2025 - 13-04-2025	Air Economy/ Business Class	10000.00		
2	Manish Sagar - TPMAN12	meeting	delhi - pune	29-03-2025 - 31-03-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	5000.00	Self	Self
3	Sanjib Kar - TP378	FEB TEST	T - BV	01-02-2025 - 22-02-2025	Air Economy/ Business Class	43.00		
4	Jogindra singh - TP669	Training	Delhi - Rudrapur	17-02-2025 - 17-02-2025	Rail 1AC/ 2AC/ 3AC/ Sleeper Class	3000.00		

This section allows you to manage and track employees' travel expense submissions.

● At the top, it displays the number of approved, pending, and submitted travel expense requests.

● You also get a filter icon that lets you filter entries based on from and to date, status (Pending, Approved, Rejected), organisation unit, department, and designation.

● The table provides a detailed overview of employee travel expenses, including employee name, purpose, place of travel, travel date, mode of travel, travel advance (if taken earlier in travel request section), and details of transportation and accommodation (if self-paid).

● It also shows the created date, expense status, and any supporting documents uploaded by the employee - whether for reimbursement claims or as proof against a travel advance.

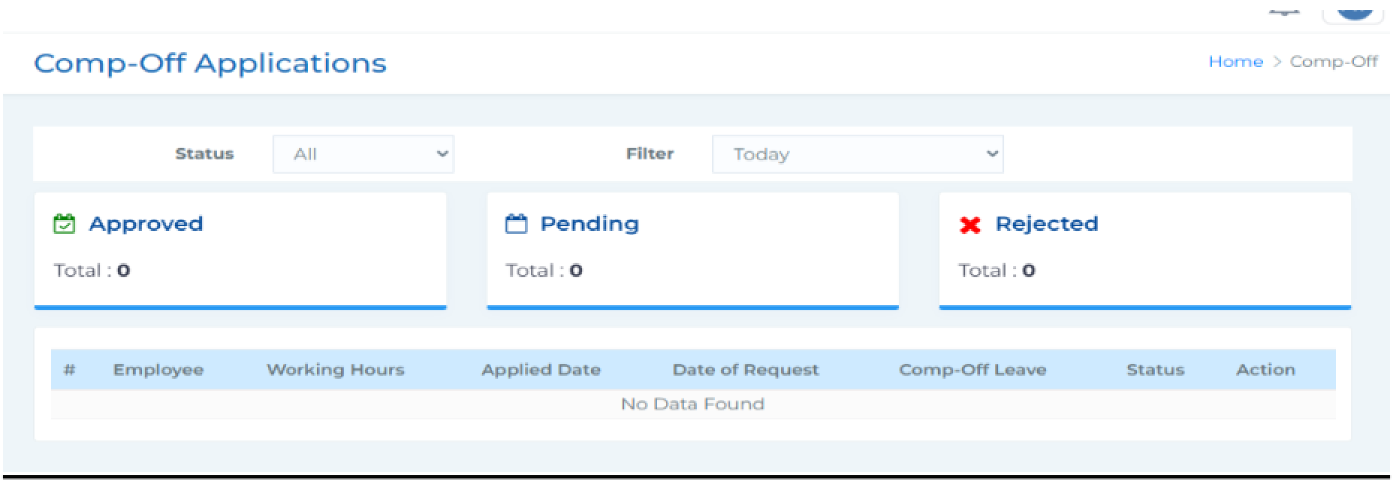
● In the Action column, you'll find a comments icon to view notes and a three-dot options icon where you can either approve or reject the request.

● If you approve the expense, you'll be required to enter the approved amount and add remarks.

● If you reject it, you'll still need to provide remarks for rejection.

● Once submitted, the employee will be notified instantly through the TankhaPay mobile app.

Comp - Off Request



This section is used when employees work on a holiday or weekly off and request a compensatory off to be added to their leave balance.

● At the top, you have filters to sort by status (Pending, Approved, Rejected) and date range filters like Today, This Week, Last 30 Days, etc.

● Just below that, you'll see the count of approved, pending, and rejected comp off requests.

● The table lists all requests with columns such as Employee Name, Working Hours, Applied Date, Request Date, Status, and an Action column.

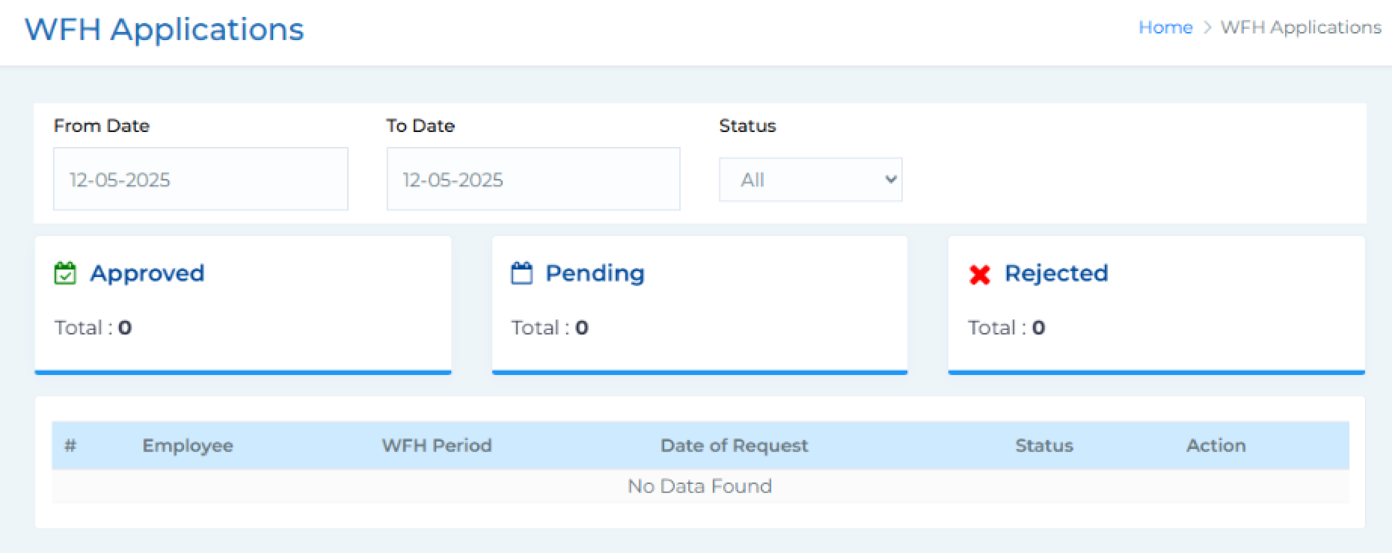
● In the Action column, you'll find icons - a tick mark to approve and a cross to reject the request.

● Upon clicking either, a box appears showing the date the comp off was requested for, reason for the request, total working hours, any supporting documents (if provided), and a field for your remarks.

● Once an action is taken, a comment icon appears in the Action column, allowing you to view the timestamp and details of the approval or rejection.

Employees can only raise comp off requests for official holidays or weekly offs. Once approved, the comp off will reflect in their compensatory leave balance, which they can later utilize.

WFH Approval



This section displays all work-from-home applications submitted by employees for that current month . You can review and take action on these requests. Use the filter to search by date range and status (Pending, Approved, Rejected). Below the filter, you can see the total number of applications categorised by status. The list shows details such as Employee Name, WFH Period, Date of Request, Status, and Action (Approve/Reject).