

Vouchers

Select Year/Month: June 2025

Select Criteria: All Individual

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

- 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.
- 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.

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