

Overview Video

<https://www.youtube.com/embed/S0StS6niPBw>

Step-by-Step Tutorial Guide

Overview

This tutorial explains how to use and manage the Payouts module in TankhaPay. The video walkthrough covers:

- Accessing the Payouts module
- Creating payout batches
- Processing employee payouts
- Uploading payout details
- Managing beneficiary information
- Reviewing payout status
- Downloading reports and records

Step 1: Open the Payouts Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **Payouts**.
3. Click on **Payouts** to open the module.
4. The dashboard displays:
 - Existing payout records
 - Batch information
 - Transaction status
 - Processing options

This section is used to manage salary payouts, reimbursements, vendor payments, and other financial disbursements.

Step 2: View Existing Payout Records

1. On the main payouts page, review the list of payout batches.
2. The table displays information such as:
 - Batch ID
 - Batch Name
 - Total Amount
 - Number of Beneficiaries
 - Created Date
 - Processing Status
3. Use filters or search options to locate specific payout batches.

This helps HR and finance teams monitor payout activities efficiently.

Step 3: Create a New Payout Batch

1. Click on **Create Payout** or **New Batch**.
2. Enter the required payout details:
 - Batch Name
 - Payment Type
 - Description (if applicable)
3. Select the payout category.
4. Proceed to beneficiary selection.

A payout batch helps process multiple employee or vendor payments together.

Step 4: Add Beneficiaries

1. Add employees or beneficiaries to the payout batch.
2. Select beneficiaries individually or upload in bulk.
3. Verify beneficiary details such as:
 - Employee Name
 - Bank Account Number
 - IFSC Code
 - Amount
4. Ensure all beneficiary information is accurate before processing.

Correct beneficiary data is essential for successful payouts.

Step 5: Upload Payout Details in Bulk

1. Click on the **Bulk Upload** option.
2. Download the sample payout template.
3. Enter payout information in the sheet.
4. Upload the completed file.
5. Validate the uploaded data.
6. Resolve any errors highlighted by the system.

This feature simplifies mass payout processing.

Step 6: Verify Payout Summary

1. Review the payout summary page.
2. Check:
 - Total beneficiaries
 - Total payout amount
 - Deductions or adjustments
 - Processing fees (if applicable)
3. Confirm all records before proceeding.

This step ensures payout accuracy before submission.

Step 7: Process the Payout

1. Click on **Process Payout** or **Initiate Transfer**.
2. The system begins payout processing.
3. Wait for confirmation from the platform.
4. The payout status updates automatically.

Possible payout statuses may include:

- Pending
- Processing
- Successful
- Failed
- Rejected

This helps teams track payment progress in real time.

Step 8: Review Transaction Status

1. Open the payout batch details.
2. Review transaction-level information.
3. Monitor individual payment statuses.
4. Failed transactions can be identified and corrected.
5. Reprocess failed payouts if required.

This ensures transparency and easy troubleshooting.

Step 9: Download Reports and Records

1. Navigate to the reports or export section.
2. Download payout records in available formats.
3. Reports may include:

- Payout summary
 - Beneficiary report
 - Transaction status report
 - Audit logs
4. Save reports for finance reconciliation and compliance.

These reports help maintain proper payout documentation.

Step 10: Manage Payout History

1. Access previous payout batches from the dashboard.
2. View:
 - Historical payouts
 - Processing timelines
 - Amount summaries
 - Employee-wise records
3. Use filters for quick access to specific records.

This section helps maintain centralized payout tracking.

Key Benefits of the Payouts Module

- Centralized payout management
- Faster salary and vendor disbursements
- Bulk payout processing
- Real-time transaction tracking
- Easy reconciliation and reporting
- Reduced manual payment errors
- Improved payroll efficiency

End of Tutorial

You have now completed the walkthrough of the TankhaPay Payouts module.

The Payouts module helps organizations streamline employee and vendor payments through centralized batch processing, automated tracking, and efficient financial management.

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