

Payouts

This section allows you to manage all types of financial disbursements within the organisation, including employee salaries, consultant payments, advances, loans, and reimbursements all from one place.

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Payouts

Payouts

Dashboard > Payouts

Total Number of Employees : 40	Status : Pending	Feb-2025	Filter		
Days Left to Payout : 0	Payout Date : 5th Mar'25				
<input type="checkbox"/>	Name	Pay Days	CTC	Status	Action
	Sanjib Kar (TP378)	28	₹ 0	Paid	Paid
	Jogindra singh (TP669)	26	₹ 59182	Paid	Paid
<input type="checkbox"/>	Anirudh Yadav (123)	9	₹ 28637	Approved	
<input type="checkbox"/>	Raushan Kumar Jha (TP4677)	22	₹ 82845	Approved	
<input type="checkbox"/>	Ashish (TP6418)	1	₹ 54984	Approved	

In this section, you will see the total number of employees, their payout status, days left to process the payout, and the scheduled payout date. You can select the desired month using the filter to view entries for that period. Additional filters allow you to search by employee name, status, organisation unit, designation, and department. The entries include details such as employee name, pay days, CTC, and payout status (which can be approved, held, or marked as paid if already done). The Action column lets you edit salary components like overtime, allowances, and deductions by entering the respective amounts and remarks. You can select individual or multiple employees at once by checking the box next to their names. Only employees whose attendance has been approved and whose calculated CTC is visible will be selectable.

Once selected, you can choose to Hold, Approve, or Record Payment:

- The Record Payment option is available only for employees whose status has been approved.
- When clicked, a form appears where you must enter payment details like date of payment and payment mode.
- You can also enable the option to notify employees via the mobile app so they can view their salary slips. After clicking Submit, the payout details will be processed and will appear in the Report section for tracking and reference.

Advances & Loans

Advance and Loan

[Payouts](#) > [Advance and Loan](#)

#	<input type="checkbox"/>	Name	Sanction Date	Amount	Ledger Type	Action
1	<input type="checkbox"/>	test	02-Apr-2025	456.00	Advances	
2	<input type="checkbox"/>	test	02-Apr-2025	500.00	Advances	
3	<input type="checkbox"/>	test	02-Apr-2025	500.00	Advances	
4	<input type="checkbox"/>	test	04-Apr-2025	5000.00	Advances	
5	<input type="checkbox"/>	test	07-Apr-2025	567.00	Advances	
6	<input type="checkbox"/>	test	10-Apr-2025	6000.00	Advances	
Total Amount:				₹ 0.00	Record Payment >	

In this section, you can view all advance and loan requests raised through the *Approvals > Vouchers* section. You have filters to select the month and year, and you can choose individual or multiple employees at once. You'll also have the option to mark whether the payment is billable or not.

After making your selection, click on *Record Payment*. A confirmation pop-up titled *Approve Payroll* will appear. Once you click *Submit and Approve*, you'll be directed to specify the payment date and payment mode. After submitting these details, the transaction will be reflected under your *Payroll Liabilities*.

Reimbursements

Reimbursement

Payouts > Reimbursement

#	<input type="checkbox"/>	Name	Sanction Date	Head Name	Amount	Ledger Type	Is Taxable	Action
1	<input type="checkbox"/>	Jogindra Singh	29-Jan-2025	Arrear amount Joining Late	8000.00	Reimbursement	N	<input type="checkbox"/>
2	<input type="checkbox"/>	test	30-Jan-2025	Arrear Amount	700.00	Additional income	Y	<input type="checkbox"/>
3	<input type="checkbox"/>	Vinay Kumar	06-Jan-2025	Traveling reimbursement	500.00	Reimbursement	0	<input type="checkbox"/>
4	<input type="checkbox"/>	Vinay Kumar	15-Jan-2025	Traveling reimbursement	600.00	Reimbursement	0	<input type="checkbox"/>
Total Amount:					₹ 0.00			<input type="button" value="Record Payment >"/>

Here you can view all the reimbursement which is being approved in the approval section and now you can approve the payout for the same from here.

- You get a filter to search by sub ledger, month and year.
- You view details of employee reimbursement including employee name, sanction date, head name (bonus, additional income, travelling reimbursement etc), amount, ledger type, is taxable (Y- yes and N- no), action (whether you want to reject or not).
- You can select individual or multiple employees and beside the search bar select if you want to record it as billable or non billable.
- At last click on record payment and it will be recorded in records.