

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*.

Revision #2

Created 18 July 2025 10:36:27

Updated 20 March 2026 08:39:20