

Advance can be settled either by expenditure voucher or by returning the advance amount or partially by expenditure voucher and partially by refund of advance.

1. Create employee secondary ledger through vendor entry. Primary head code should be 4719.

Vendor Master

Field with \* is mandatory

Type*	:	Employee	Sub-Type*	:	Individual-1
Employee Name*	:	Sal	Pay To	:	Sal
Mobile Number	:		Email Id	:	
UID Number	:		GST Number	:	Ex: 22AAAAA0000A1Z5
VAT Number	:		PAN Number	:	
Bank, Branch & IFSC Code	:	Select	Bank Account Number	:	
Function*	:	1-4-2 - Accounts	Primary Account Head*	:	4-7-1-9 - Others Advance
Address*	:	<input type="text"/>			

Verify the employee account head in secondary head master.

Secondary Account Head Master

Primary Head	:	4-7-1-9 - Others Advance	Function	:	Select an Option
Secondary Head Description	:	Select Secondary Head Description	Ledger Type	:	Select Ledger Type

Secondary Account Head List

Function	Primary Head	Secondary Head	Status	Action
1-4-2 - Accounts	4-7-1-9 - Others Advance	2001 - 1/000010-Sal	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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2. Make advance payment entry against employee advance account head.

Direct Payment Entry

Direct Payment Date: 02/07/2017 ✓ Payment Type: Advances

Vendor Name: V000010 - Sal Payee Name: V000010 - Sal

**Account Head Details**

Expenditure Account Head *	Payment Amount *	Budget	Action
142 - 4519 - 0002 - Advance To Employee	4850.00 ✓		  

**Direct Payment Details**

Payment Mode: Cheque ✓ Bank Account: BANK OF BARODA - 54154450045 - Enterpr... ✓

Instrument No.: 455003 ✓ Instrument Date: 02/07/2017

Payment Amount: 4850.00 Narrator: ADVANCE ✓

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3. Expenditure Bill entry for advance settlement




Invoice / Bill Entry

Transaction Date: 04/07/2016 ✓ Bill Type: Miscellaneous Field with \* is mandatory



Name: V000010 - Sal Invoice Amount: 3000.00 ✓

**Department Information**

**Expenditure Details**

Expenditure head *	Amount *	Sanctioned Amount *	Budget	Action
119 - 2212 - 0001 - Stationery Others Account	3000.00 ✓	3000.00 ✓		  

**Deduction Details**

Deduction Heads	Expenditure Head	Amount	Action
142 - 4719 - 0001 - V000010-Sal	119 - 2212 - 0001 - Stationery Others Account	3000.00	 

Narrator: ADVANCE SETTLEMENT ✓



**Bill Summary**

Total Bill Amount	Total Sanctioned Amount	Total Disallowed amount	Total Deductions	Net Payable
3000.00	3000.00	0.00	3000.00	0.00

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#### 4. Bill authorization


Invoice / **Bill Authorization**

From Date : 04/07/2018  To Date : 04/07/2018 

Bill Type : **Miscellaneous** Invoice/Bill No. :


Name : **Select** Department : **Select**

Bills/Invoices List					
Bill Number	Bill Amount	Deductions	Net Payables	Status	Action
NMC/VB/04/07/2018/7	3,000.00	3,000.00	0.00	Authorized	 

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#### 5. Receipt entry against advance repayment.

**Receipt Details**



Receipt Date: 04/07/2018  Receipt Category: **Miscellaneous Receipt**

Received From: **Select Vendor** Payee Name: **Sai Pawar** ✓

Mobile No. :  Email Id :

Manual Receipt No. :  Narration: **Advance Repayment** ✓

**Receipt Collection Details**

Receipt Head *	Receipt Amount * ₹	Add/Remove
142 - 4719 - 0001 - V000010-Sai	1850.00 ✓	 

**Collection Mode Details**

Mode *	Total Amount ₹
<b>Cash</b> ✓	1850.00

#### 6. Verify general ledger report of employee advance ledger.

Daily Report

Report Type : General Ledger  Select All

From Date : 01/04/2017

To Date : 31/03/2018

Expenditure Account Head *	Add/Remove
142 - 4719 - 0001 - V000010-Sal	<input type="checkbox"/> <input type="checkbox"/>

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