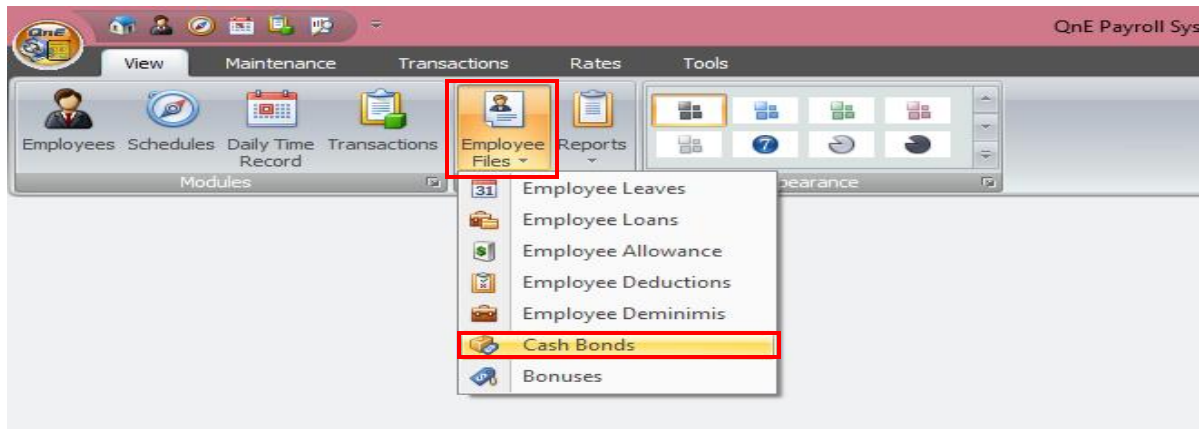


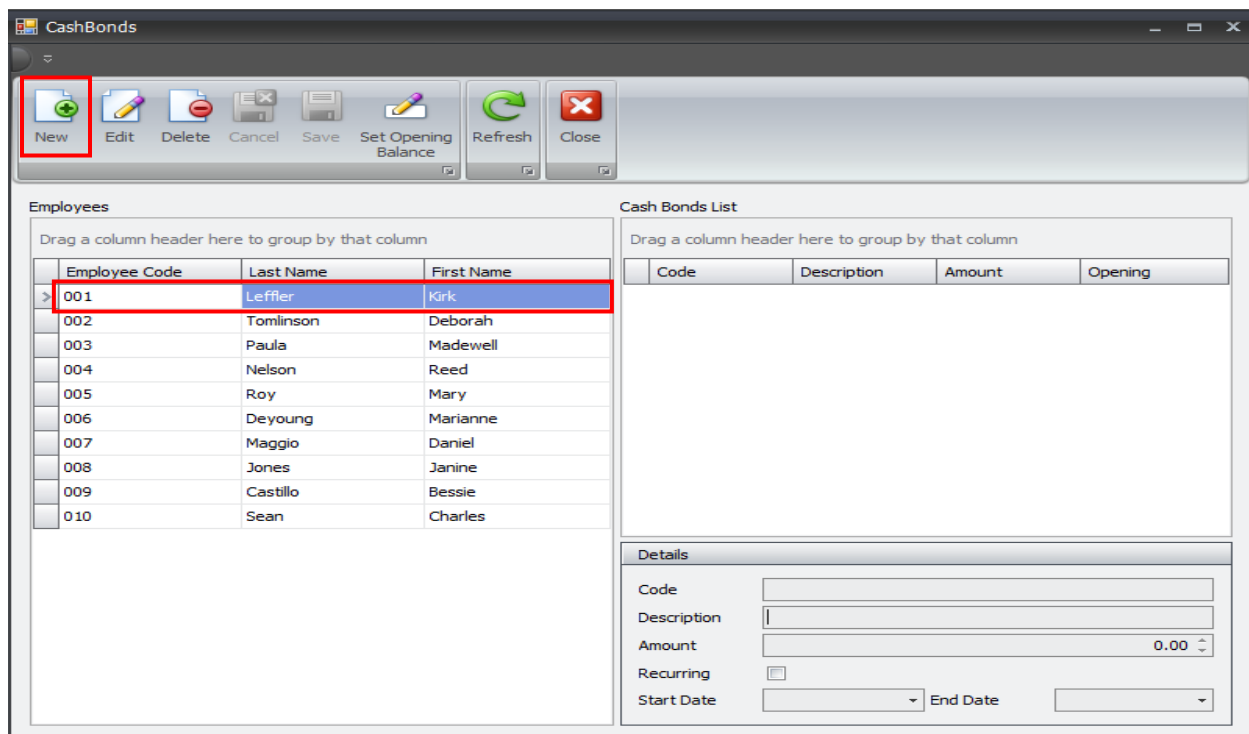


HOW TO CREATE CASH BONDS?

Go to Payroll Menu Bar > View > Employee Files then click Cash Bonds.

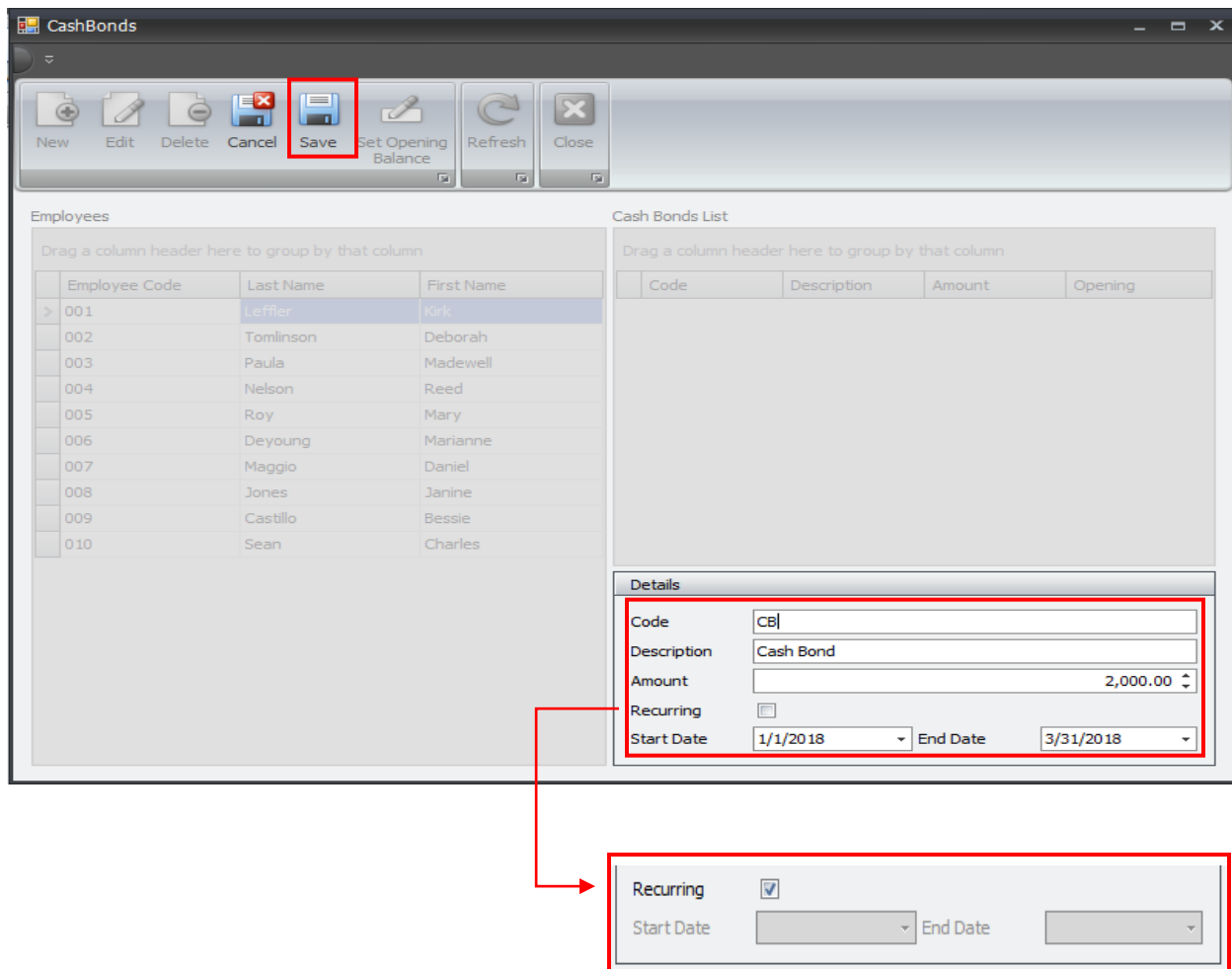


Cash Bonds window will show, select the employee then click New to set up Cash Bond of the particular employee.

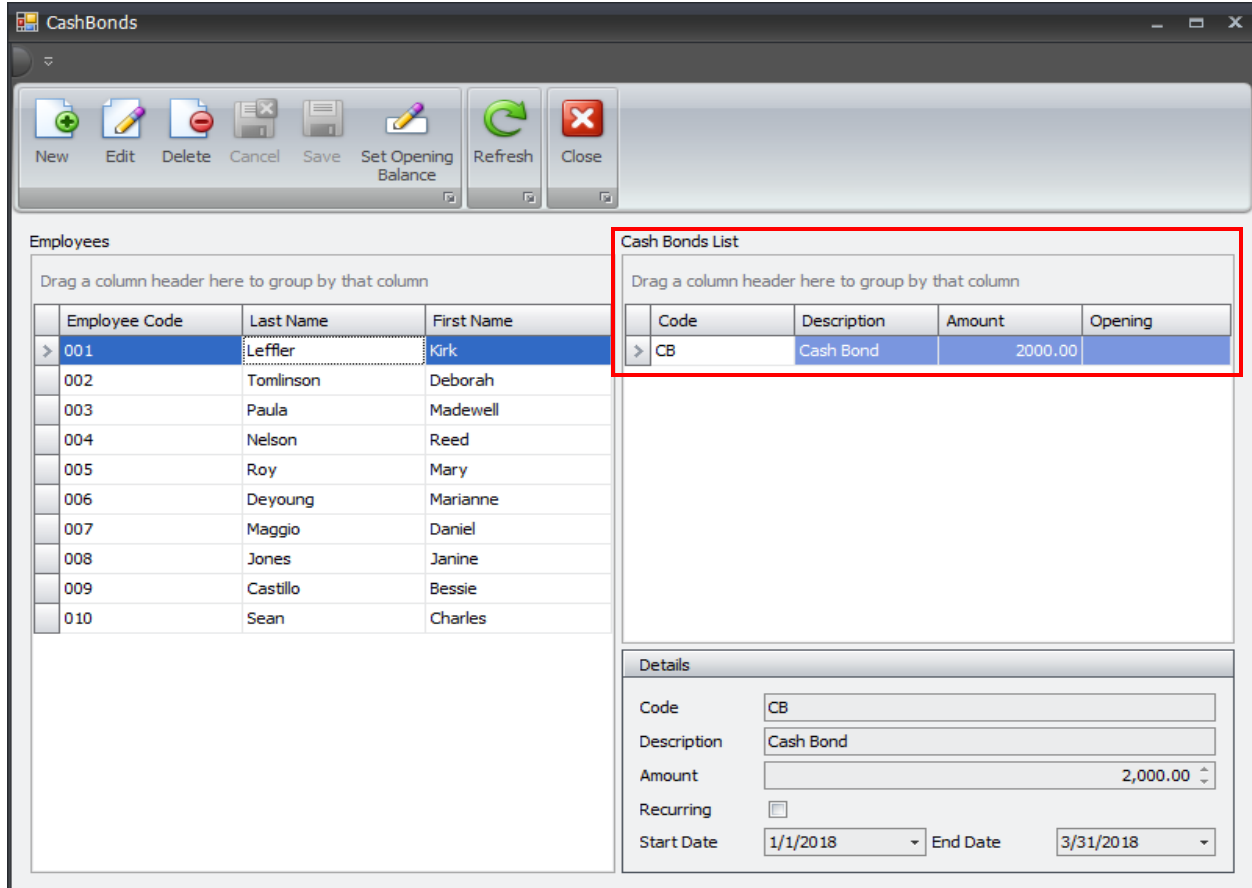


After clicking New, input the Cash Bond Code, Description, Amount and Date. By default, if Recurring is checked which disable the start date and end date, this checkbox sets the continuous deduction of amount in every payroll process for a particular employee. Once Recurring checkbox is uncheck, this fields will be enable allowing the user to set date when to start and end a particular cash bond of a particular employee.

Once done, click Save.



When Saved, All Cash Bonds created will display in Cash Bonds List.



The screenshot shows the 'CashBonds' application window. It features a toolbar with icons for New, Edit, Delete, Cancel, Save, Set Opening Balance, Refresh, and Close. The main area is divided into two panels: 'Employees' and 'Cash Bonds List'. The 'Employees' panel contains a table with columns for Employee Code, Last Name, and First Name. The 'Cash Bonds List' panel contains a table with columns for Code, Description, Amount, and Opening. The 'Details' panel below the 'Cash Bonds List' shows the selected item's information.

Employee Code	Last Name	First Name
> 001	Leffler	Kirk
002	Tomlinson	Deborah
003	Paula	Madewell
004	Nelson	Reed
005	Roy	Mary
006	Deyoung	Marianne
007	Maggio	Daniel
008	Jones	Janine
009	Castillo	Bessie
010	Sean	Charles

Code	Description	Amount	Opening
> CB	Cash Bond	2000.00	

Details

Code: CB
Description: Cash Bond
Amount: 2,000.00
Recurring:
Start Date: 1/1/2018 End Date: 3/31/2018