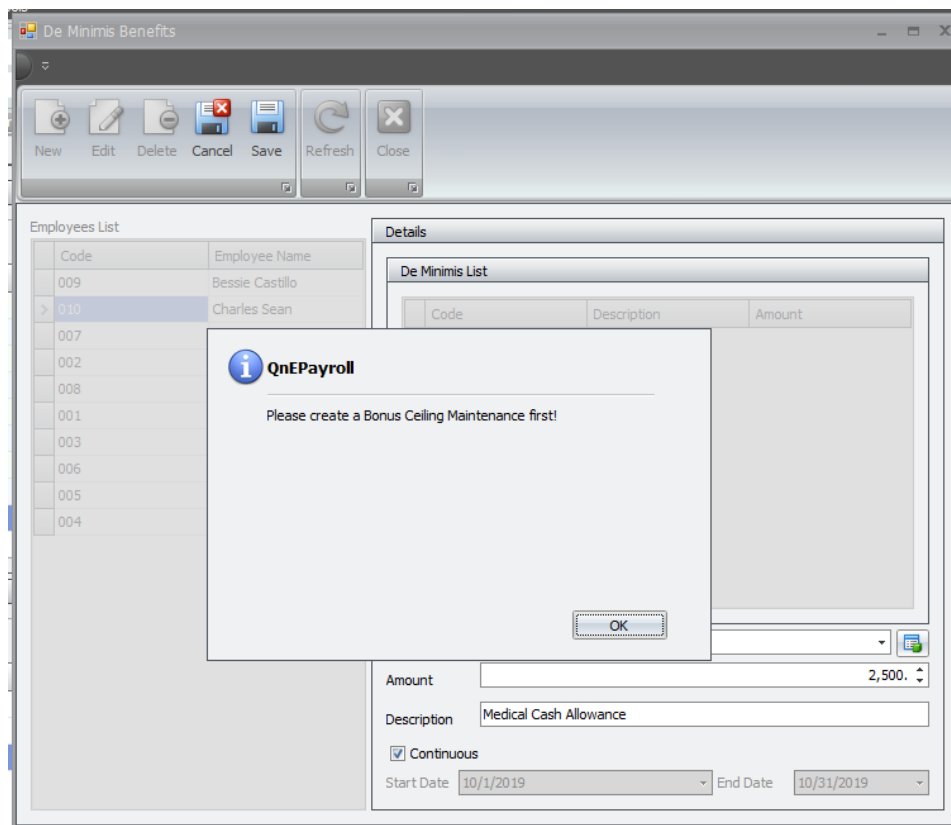




HOW TO RESOLVE 'PLEASE CREATE BONUS CEILING MAINTENANCE FIRST' PROMPT

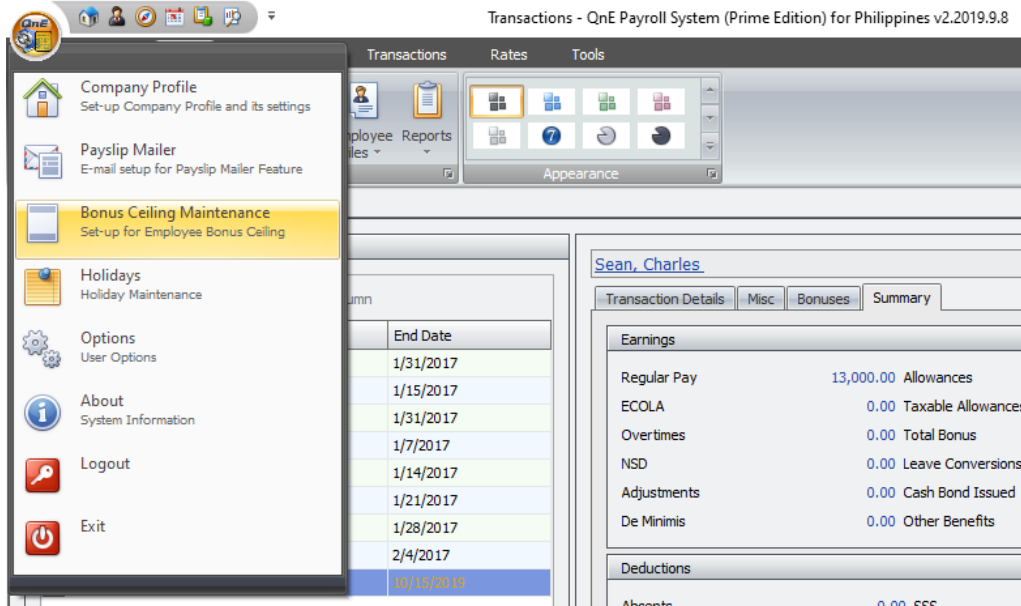
Problem Scenario:

After creating a De Minimis Benefit for an employee, user encounters the message prompt below:

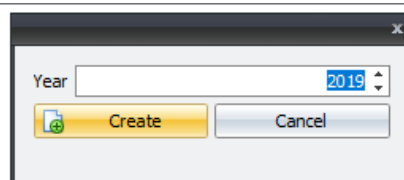
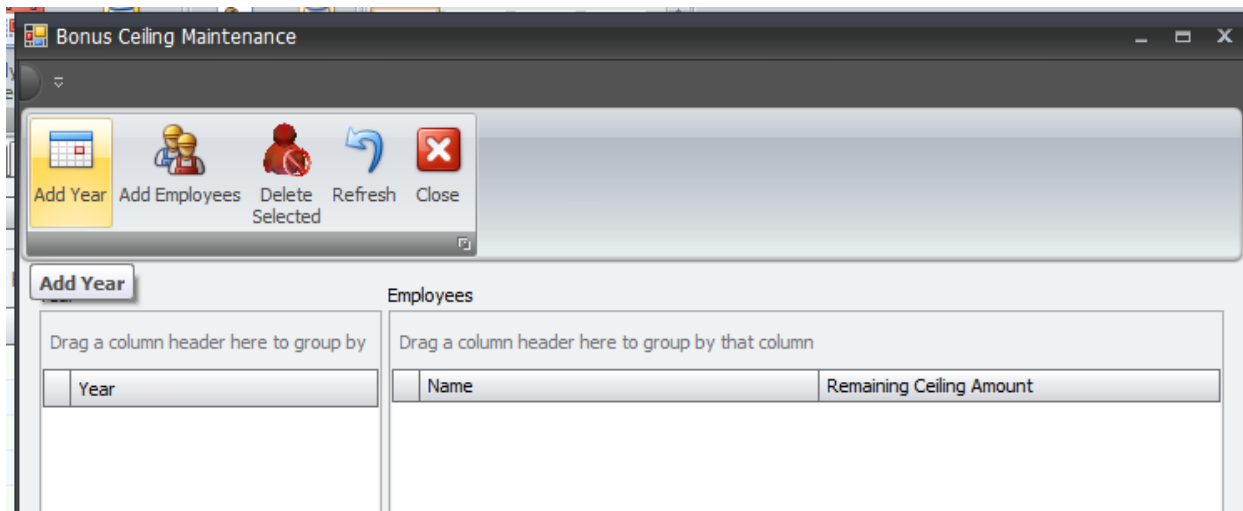


Resolution(s):

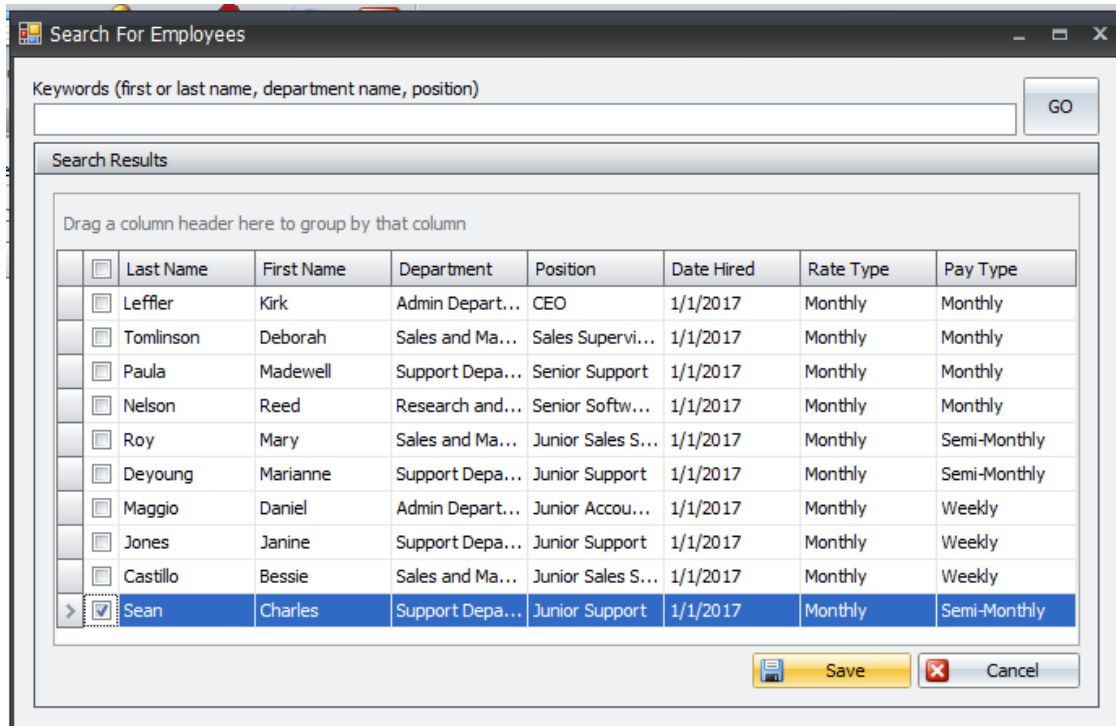
Click on QnE Logo > Bonus Ceiling Maintenance



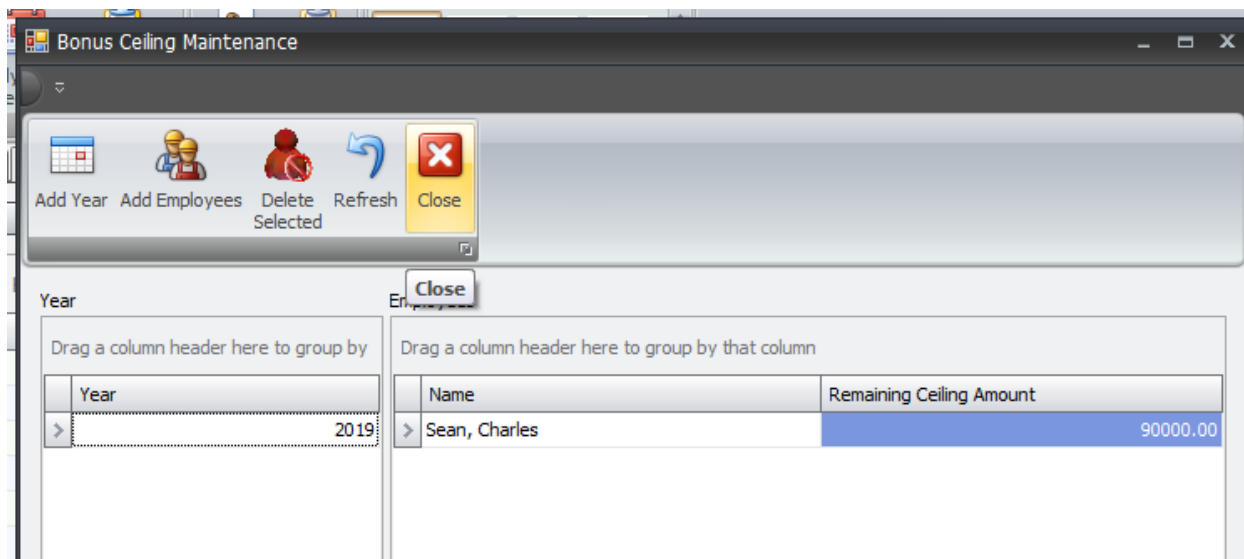
In Bonus Ceiling Maintenance window, click **Add Year** button, then click **Create**



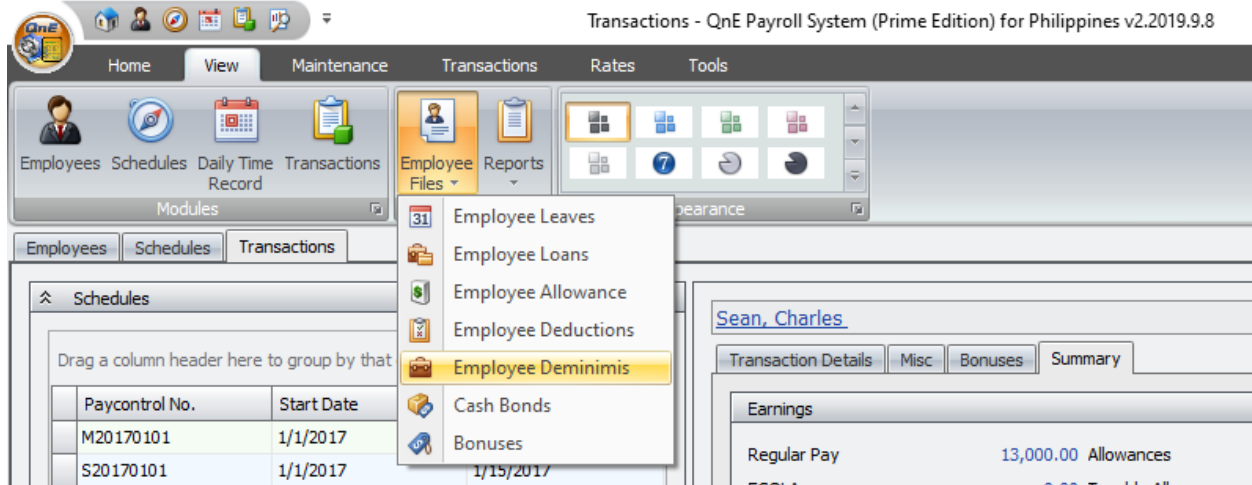
After clicking create, next window prompt is to select the employees that you will add in the Bonus Ceiling Maintenance Year. Once done, click **Save**.



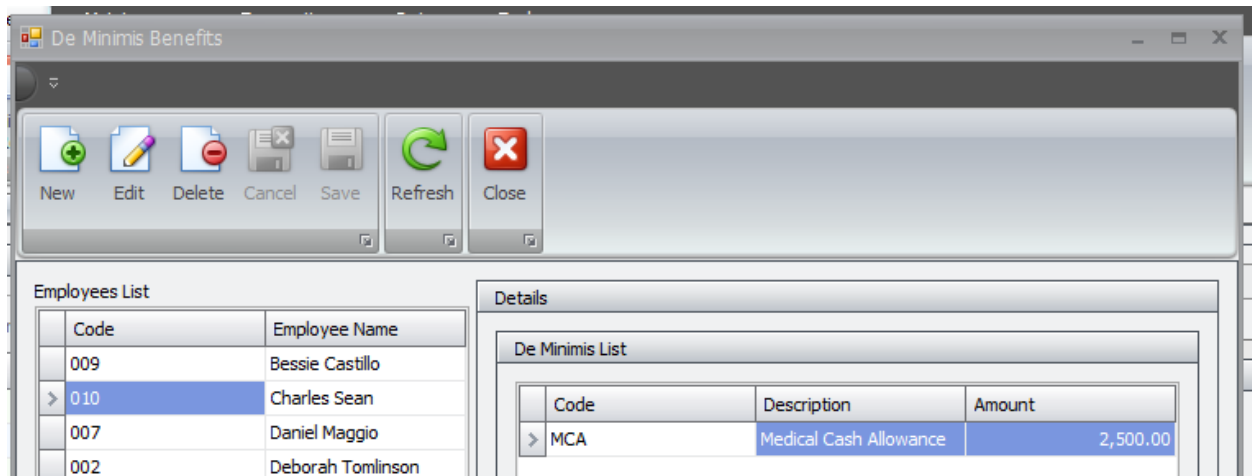
Finally, click **Close**.



Go back to De Minimis window and add the De Minimis Benefit of the employee,



Notice that the message prompt is now resolved and the benefit has been added successfully in the employee.



NOTE:



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://qnesupportph.freshdesk.com>