Create an Allowance

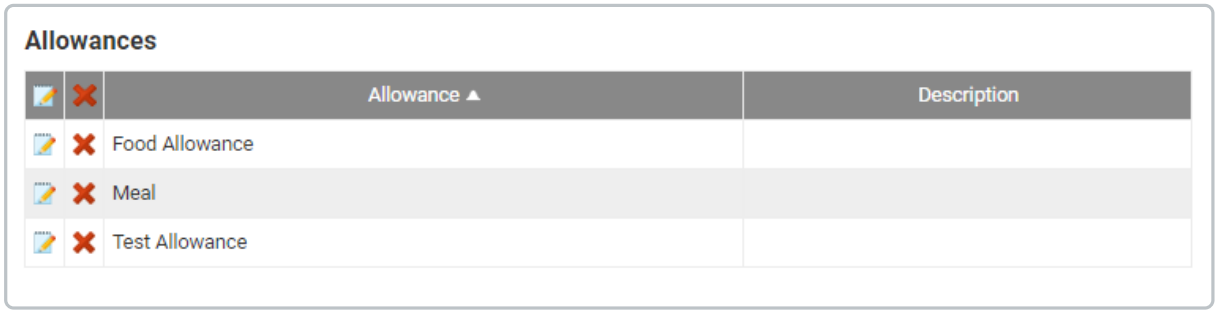
Last Modified on 23/02/2021 10:54 am GMT

Permissions

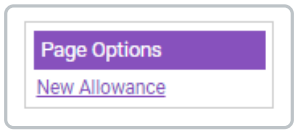
You will require an Access Role with the following permissions:

- Allowances

1. Navigate from the **Home** page to **Administrative Settings** | **Base information** | **Allowances**.



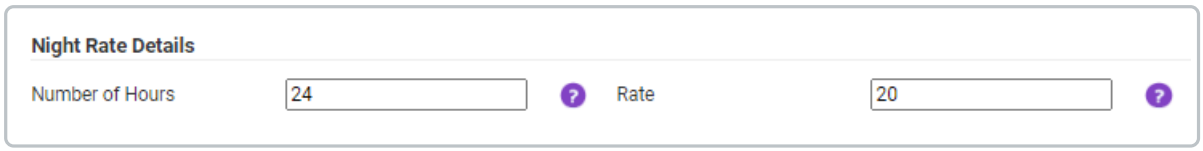
2. Click **New Allowance** from the Page Options menu.



3. Complete the 'General Details' section.

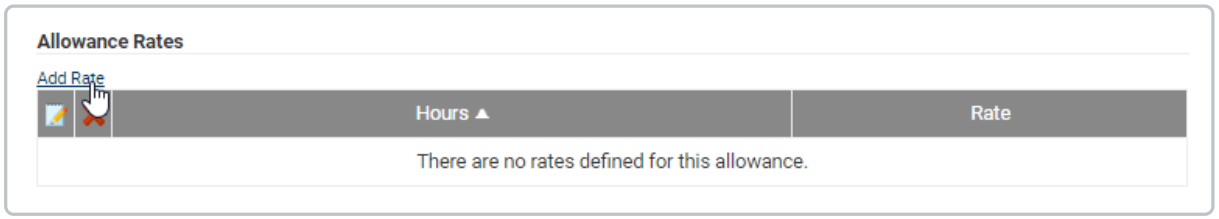
Allowance Details	Descriptions
Allowance Name	Enter a name for the allowance.
Currency	Select a currency from the drop-down list.
Description	If required, enter a description for the allowance.

4. If required, enter a different rate for night work in **Night Rate Details**.



Night Rate Details	Description
Number of Hours	Enter the number of hours a claimant must be working out of office in order to claim the night rate.
Rate	Enter the night rate

5. Click **Add Rate** to open the General Details window and then complete the required fields.



General Details	Description
Number of Hours	Enter the number of hours a claimant must be away in order to claim the rate of the allowance.
Rate	Enter the rate.

6. Click **Save** to confirm or Cancel to discard your changes and return to the Allowances page.