USER GUIDE

Finance Guide

Approve payroll, pay salaries and claims, reconcile the bank, post journals and manage expenses, loans and statutory payments in HR4ON.

WHO IT'S FOR

Finance managers, payroll checkers, payment releasers and accounts teams

COVERS

Payroll approval, payment batches and bank files, reconciliation, accounting, expenses and travel, loans and advances, statutory payments, final settlements, contractor claims, reports

HR4ON · People First. Payroll Always. · ARTRA Technologies · 2 November 2026

About this guide

This guide is for finance people who use HR4ON: the Finance Manager who checks payroll, the person who releases payments to the bank, and the accounts team who reconcile and post journals. In the screenshots you are Vikram Shah, Finance Manager.

Finance work in HR4ON follows the **four eyes** rule. Someone prepares (payroll, HR or the employee) and someone else approves. You cannot approve a payroll run, a payment batch or an input that you prepared yourself.

Money moves only when a payment batch is released to the bank, and an amount counts as paid only when the bank confirms it. Generating a file or getting a bank acknowledgement is not proof of payment. The demo company uses a demo bank, so no money ever moves.

What you can do in HR4ON

- Approve payroll inputs and payroll runs as the independent checker
- See what is ready to pay, hold a payment and release a hold
- Approve payment batches, download bank files and release them to the bank
- Follow bank outcomes, enquire on unknown results and retry failed payments
- Upload bank statements and match every bank line
- Validate, post and reverse accounting journals and close posting periods
- Review, settle and pay expense claims, travel requests and advances
- Disburse loans and advances and reconcile recoveries
- Record statutory payments and sign off rule packs
- Pay final settlements and approve contractor claims
- Use payment, payroll, expense, loan and analytics reports

Before you start

- Open HR4ON in a web browser on your laptop, or on your phone. On a phone you can add it to your home screen and use it like an app.
- Sign in with your **username or work email** and your password. Use **Accept an invitation** the first time, or **Can't sign in?** if you are locked out.
- What you see depends on your role. If a menu or button in this guide is missing for you, ask your HR administrator.

A red outline in a screenshot shows where to click or look.

Button Words shown like this are labels you will see on screen.

The screenshots use the HR4ON demonstration company, so the names, numbers and dates are examples. Payment screens show a "Demo bank (no money moves)" badge and demo outcomes. In a live company the same screens connect to your real bank and accounting system.

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01 Your finance workspace

Where to find your work every day, on a desktop and on your phone.

1.1 Who does what in finance

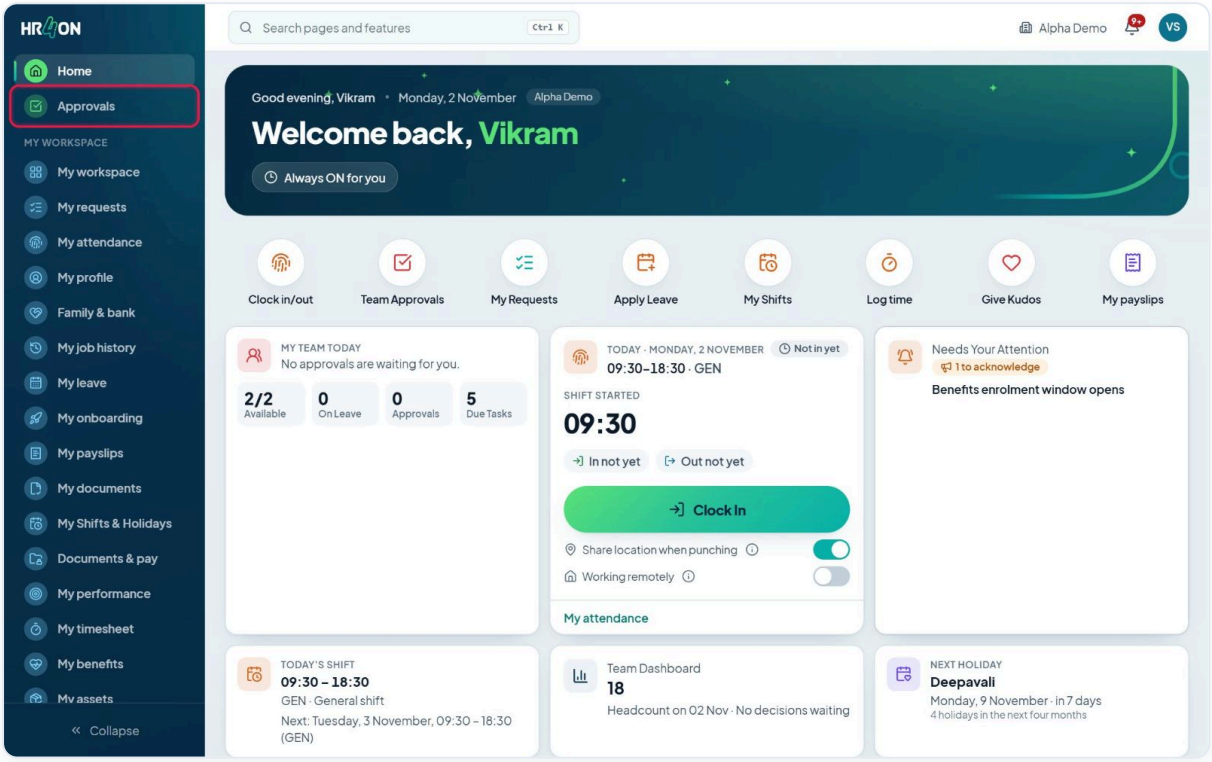
Each money flow has a preparer and an approver. Knowing who prepares what helps you see where an item is waiting.

ROLES

- **Payroll maker**: prepares payroll runs, payment batches, final settlements and statutory returns.
- **You, the checker**: approve payroll inputs, payroll runs, arrears and corrections, and payment batches.
- **You, the releaser**: release approved batches to the bank and record payments made outside a batch.
- **Accounts**: reconcile bank lines and validate and post journals.
- **Managers and HR**: approve expense claims, travel and loans before they reach finance.

GOOD TO KNOW

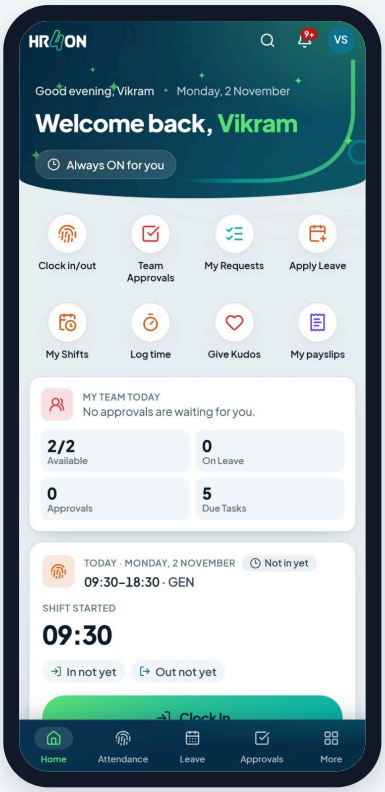
- HR4ON blocks self-approval: the person who prepared a run or batch cannot approve it.



Your home page with the Approvals entry in the menu.

ON YOUR PHONE

The same home page on your phone.



1.2 The Pay menu

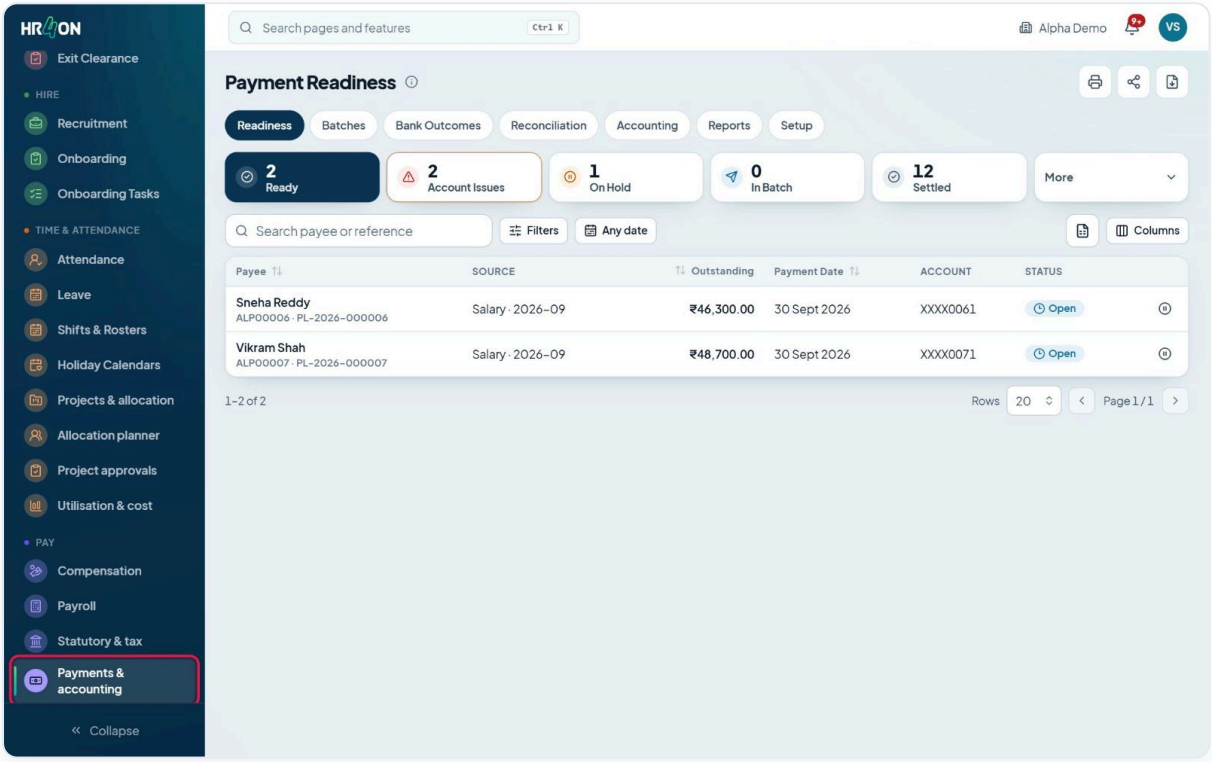
Finance work lives in the **Pay** section of the menu.

MENU

- **Payroll**: runs, inputs, arrears, payslips, reports and setup.
- **Payments & accounting**: readiness, batches, bank outcomes, reconciliation, accounting, reports and setup.
- **Expenses & travel**: claims, travel, advances and payments.
- **Loans & advances**: accounts, reconciliation, recovery claims and reports.
- **Statutory & tax**: filings and payments, rule packs and proof review.
- **Final Settlements**: leavers' full and final settlements.
- **Contingent workforce** (under **People**): contractor vendor claims.

TIP

- Press Ctrl K (**Search pages and features**) and type a page name to jump there.



1.3 Approvals and notifications on your phone

Requests that need your decision appear in **Approvals** and as notifications. Open them from your phone between meetings.

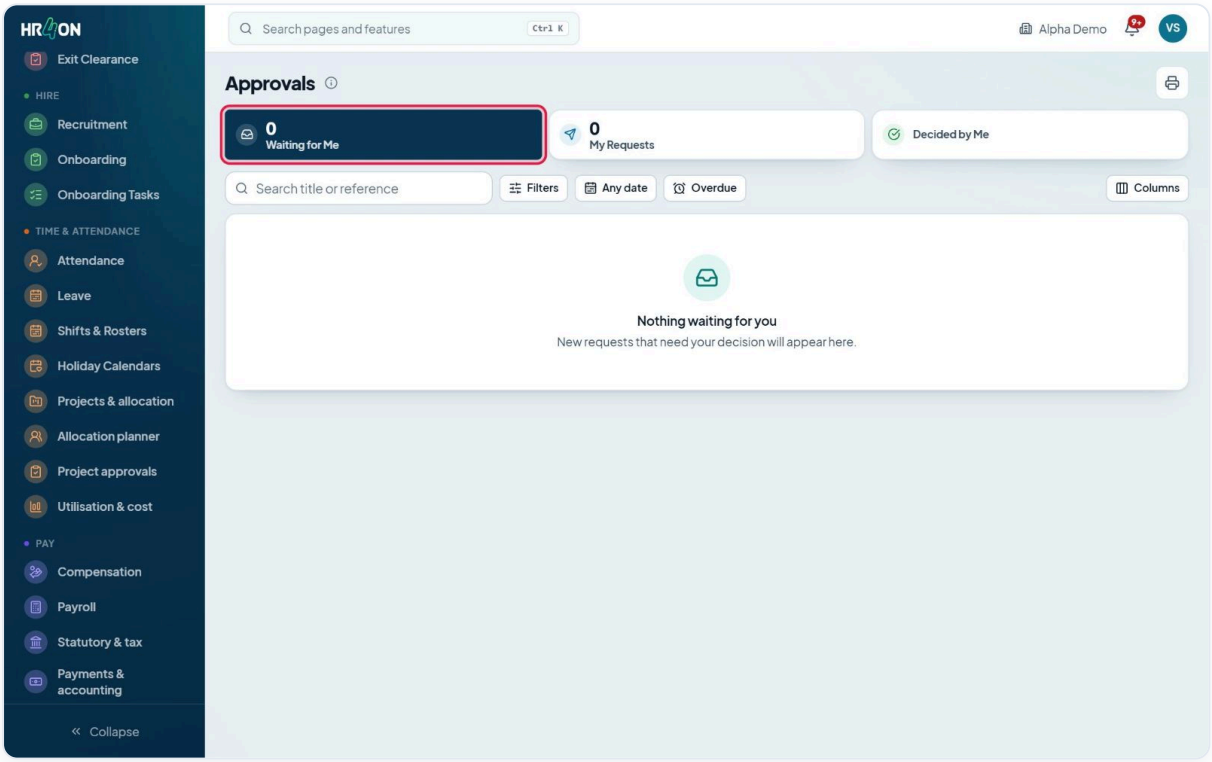
WHAT YOU SEE

- **Waiting for Me**: requests you can decide now.
- **My Requests**: requests you raised.
- **Decided by Me**: your earlier decisions.
- Payroll runs and payment batches are decided on their own pages; the request links take you there.

HOW TO DO IT

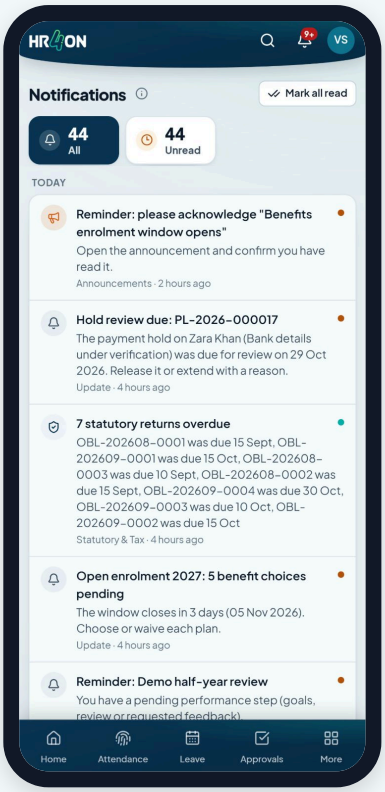
1. Tap the bell to see notifications, or open **Approvals** from the menu.
2. Open a request to see what changes.
3. Approve, return or reject it, adding a comment when needed.

> **TIP**
> - When nothing is waiting, the list says so. In the demo your inbox is currently clear.



ON YOUR PHONE

Notifications on your phone.



02 Approve payroll as the checker

A summary of your checker steps. The Payroll Guide explains every payroll screen in detail.

2.1 Approve variable inputs

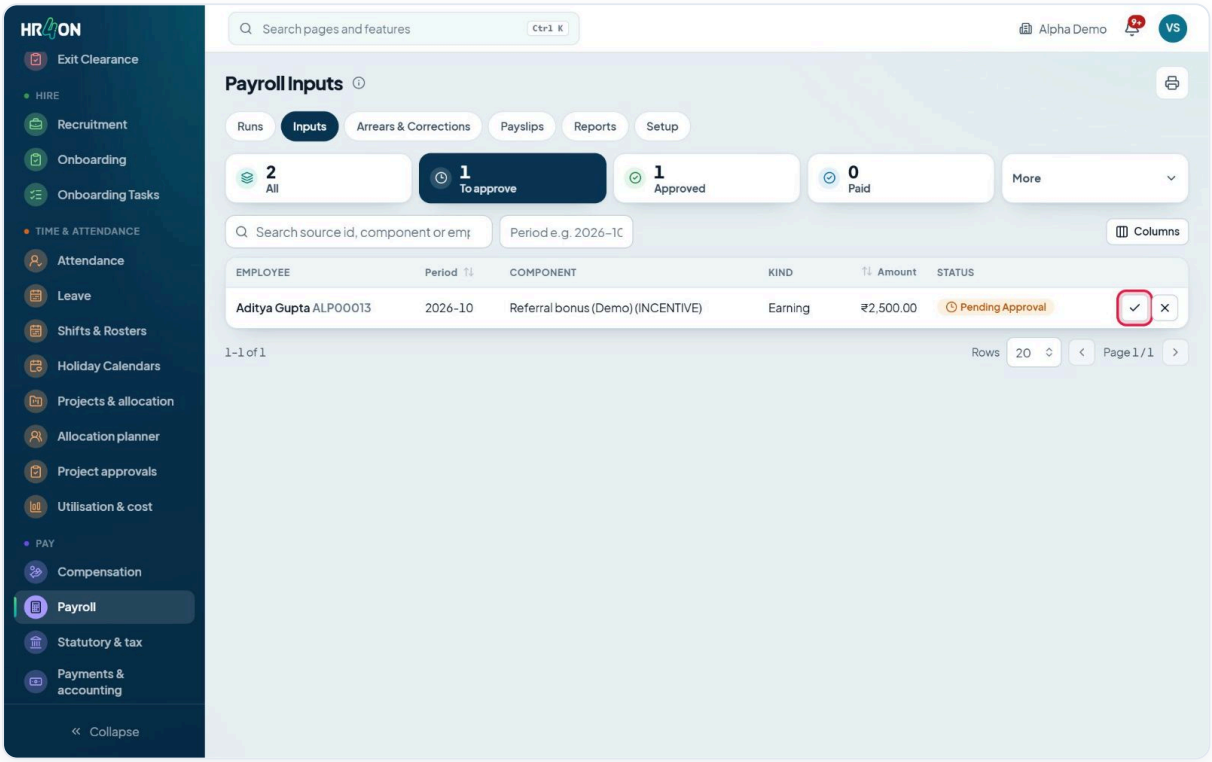
Incentives, one-off deductions and overtime hours entered by the payroll maker need your approval before a run can use them.

HOW TO DO IT

1. Open **Payroll**, then **Inputs**, and select **To approve**.
2. Check the employee, period, component, amount and source.
3. Select the tick to approve, or the cross to reject with a reason.

GOOD TO KNOW

- You cannot approve an input you entered.
- An approved input is paid by one run only.



2.2 Review and approve a payroll run

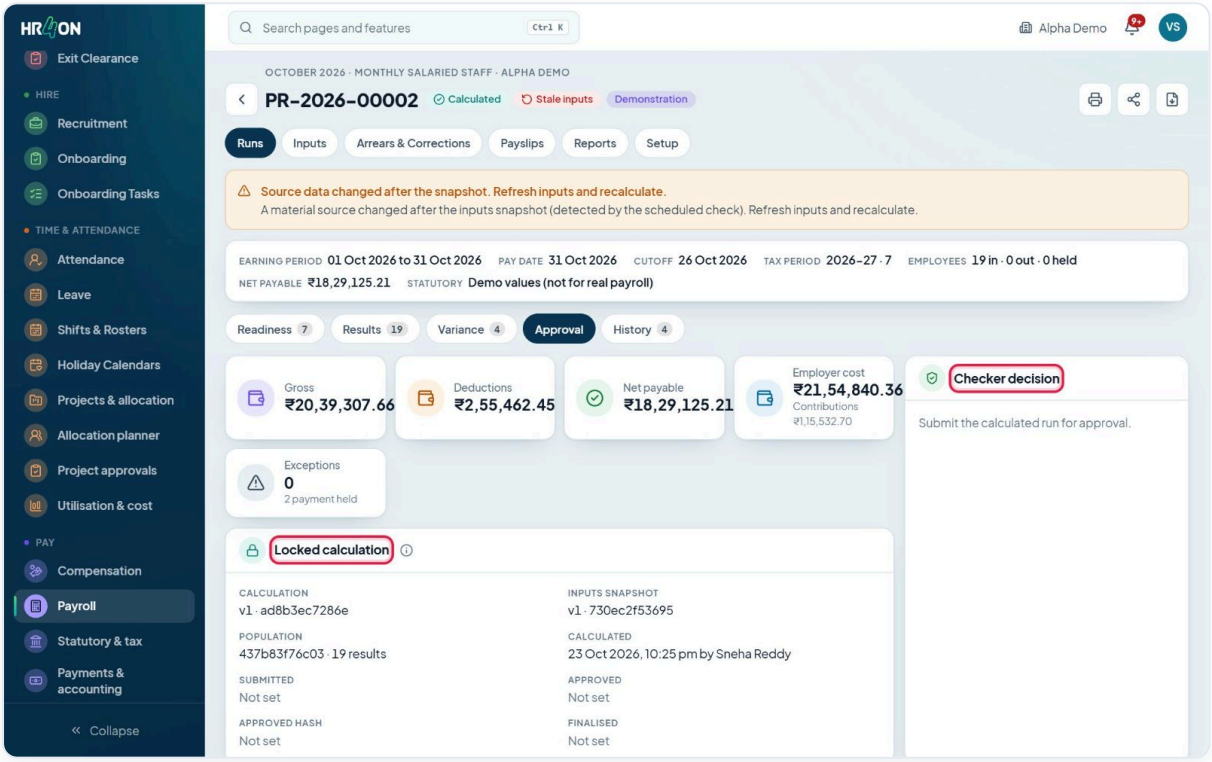
When the maker submits a run, it shows **Awaiting approval**. You approve the exact calculation that was submitted.

HOW TO DO IT

1. Open **Payroll**, select **Awaiting approval** and open the run.
2. Select **Review and Approve** (or the **Approval** tab).
3. Check the tiles: **Gross**, **Deductions**, **Net payable**, **Employer cost** and **Exceptions**.
4. Look at **Variance** (every change above the threshold must be explained), **Readiness** and **Results** as needed.
5. Tick the four checks: **Variances above threshold are explained**, **Exceptions and negative net pay reviewed**, **Totals reconcile to the register** and **Payment holds are understood (not paid)**.
6. Add a **Comment** if you wish and select **Approve**.

GOOD TO KNOW

- **Approve** stays disabled until all four checks are ticked.
- You cannot approve a run you calculated or submitted.
- If any source changes after your approval, the approval becomes invalid and the run must be approved again.



The Approval tab: totals, the locked calculation and the checker decision panel.

2.3 Return a run, or see the evidence later

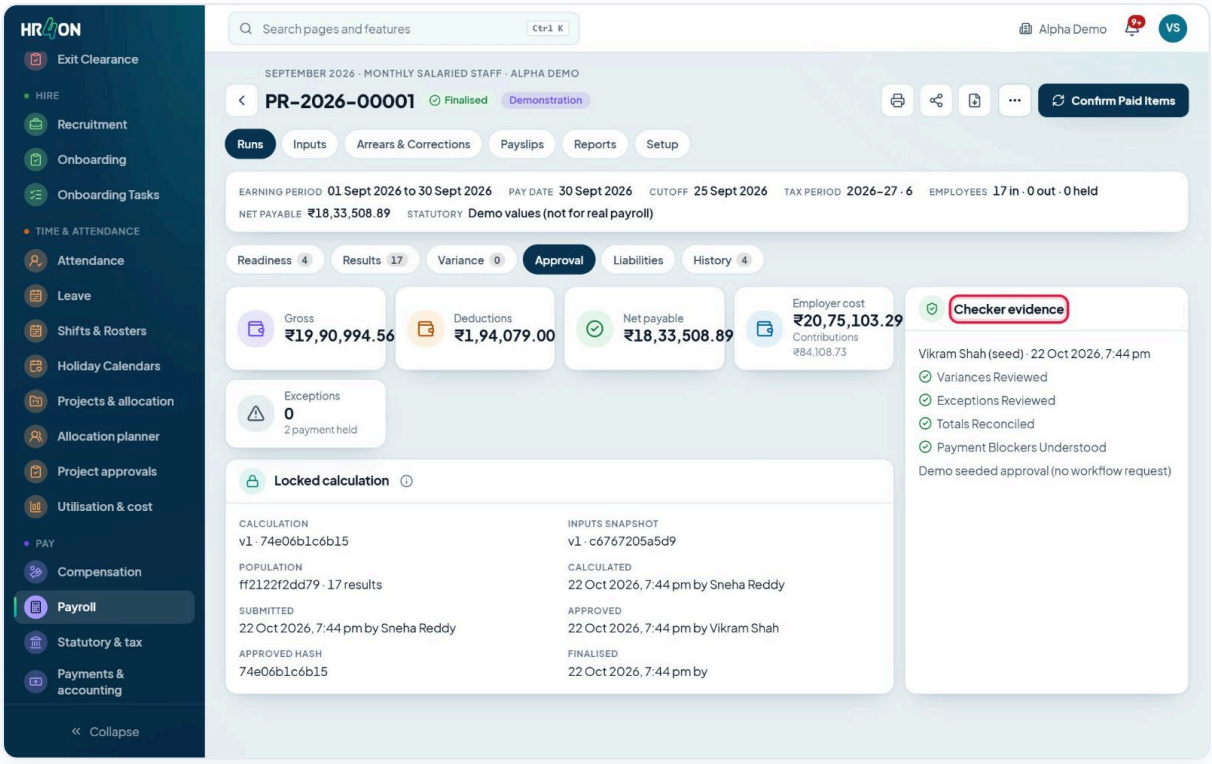
If something is wrong, return the run to the maker with a reason. After approval, the run keeps your evidence.

HOW TO DO IT

1. Open the run and select **More actions**.
2. Choose **Return to maker** and type a reason of at least five characters.
3. After finalisation, the **Approval** tab shows **Checker evidence**: who approved, when, the ticked checks and your comment.

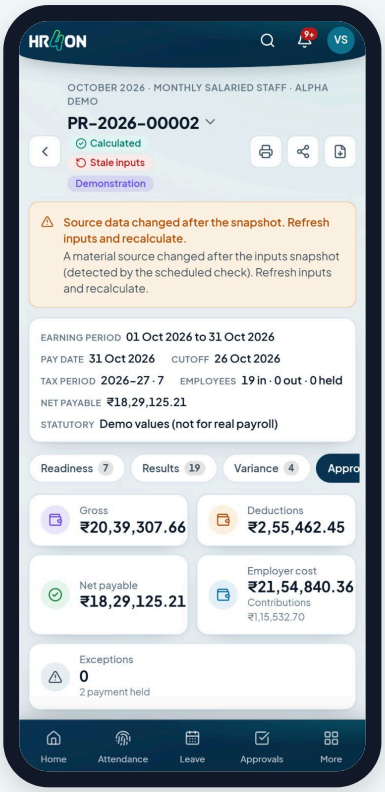
TIP

- Finalising the run (by the maker or by you) creates the payment liabilities you pay in **Payments & accounting**.



ON YOUR PHONE

The run on your phone. When a decision is due, the main action sits at the bottom of the screen.

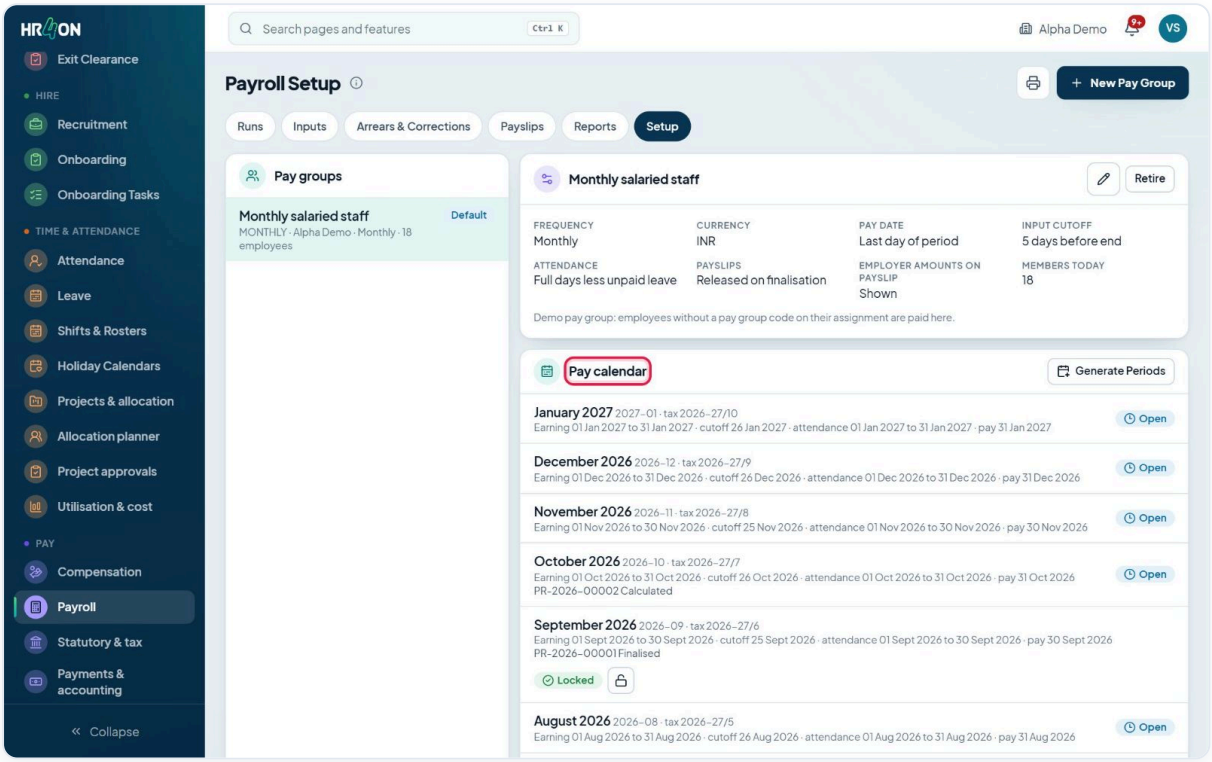


2.4 Arrears, corrections and reversals

You also approve adjustments to finalised payroll and can reverse a finalised run.

WHAT YOU SEE

- Arrears and corrections submitted by payroll appear in **Approvals**. Check the delta by component, then approve or return.
- **Reverse run** (in **More actions** on a finalised run) creates a linked reversal run that must itself be calculated, approved and finalised. Paid liabilities stay paid and are flagged for recovery.
- Payroll administrators can reopen a locked period from **Payroll**, **Setup** with a reason, only so that a new regular run can follow a reversal.



Payroll Setup: pay groups and the calendar of periods. Locked periods show an unlock button.

03 Payment readiness and liabilities

Every amount HR4ON owes, from finalised payroll, finance-paid expense claims and direct loan disbursements, becomes a liability. This chapter shows what is ready to pay and how to hold a payment.

3.1 Payment readiness

Payments & accounting opens on **Payment Readiness**: the final liabilities waiting to be paid.

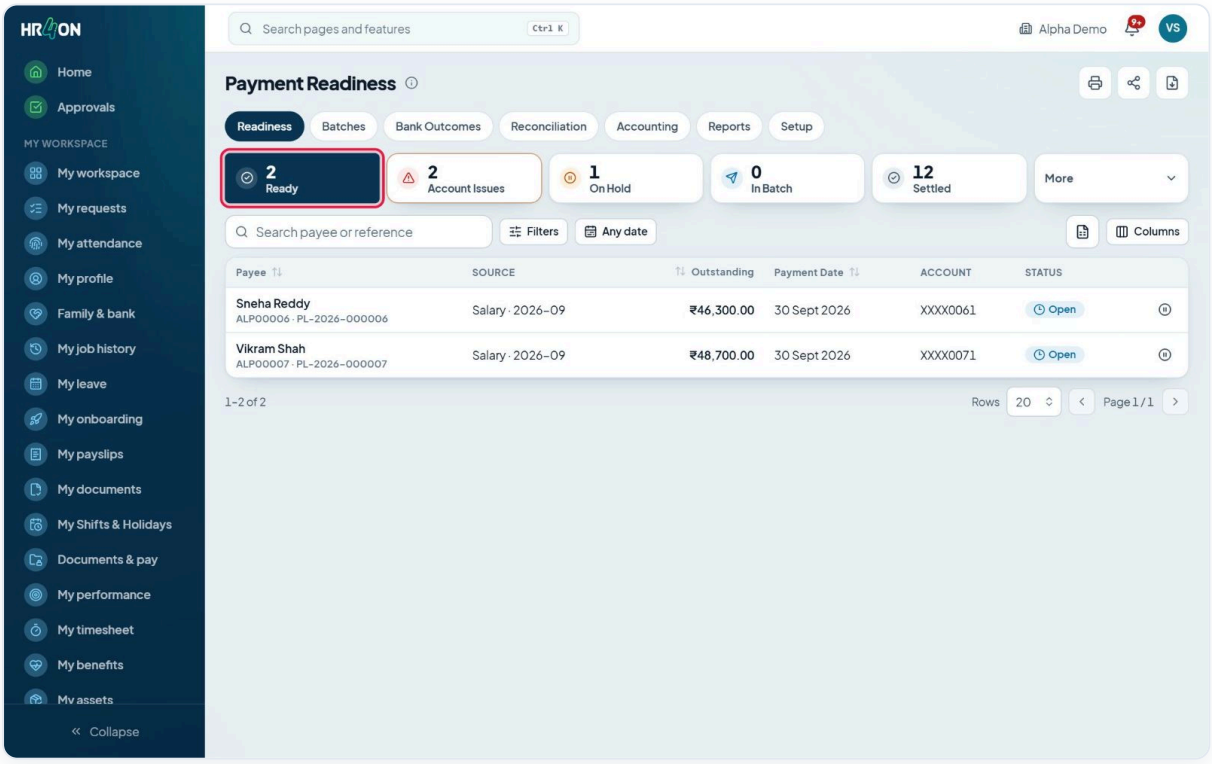
WHAT YOU SEE

- Count tabs: **Ready**, **Account Issues** (for example no approved bank account), **On Hold**, **In Batch**, **Settled**, and under **More**, **Recoveries**, **Cancelled** and **All**.
- Each row shows the liability, payee, source, outstanding amount, payment date, account and status.
- Section tabs: **Readiness**, **Batches**, **Bank Outcomes**, **Reconciliation**, **Accounting**, **Reports** and **Setup**.

HOW TO DO IT

1. Open **Payments & accounting** from the **Pay** section.
2. Choose a count tab and filter by company, pay group, period or source.
3. Select a liability to see its details.

> **TIP**
> - The payroll maker selects **Collect Liabilities** to bring in new finalised payroll, finance-paid reimbursements and approved loans, then creates a batch from the **Ready** rows.



3.2 A liability in detail

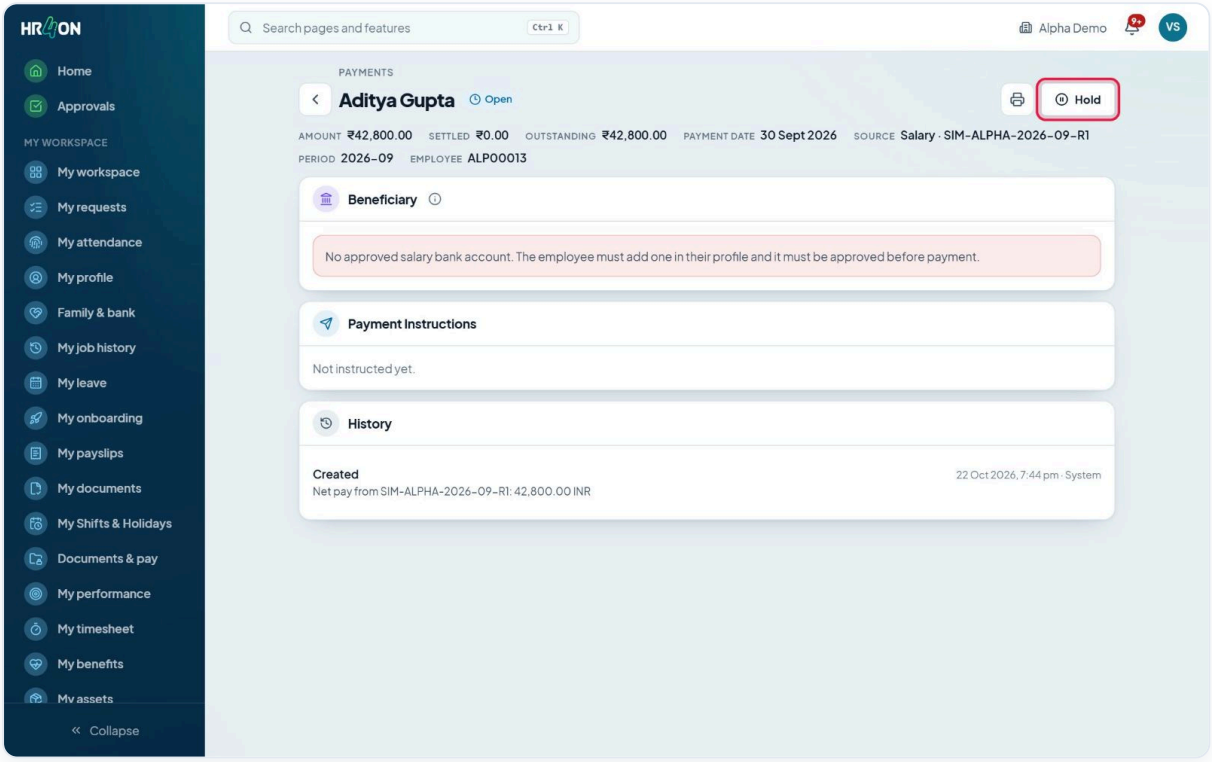
The liability page shows the amount, what has been paid, the beneficiary bank details and every payment instruction.

WHAT YOU SEE

- Facts: **Amount**, **Settled**, **In flight**, **Outstanding**, **Payment date**, **Period** and **Source**.
- **Beneficiary**: the current approved salary bank account. A batch snapshots it; a later change invalidates the batch approval.
- **Payment Instructions** and **History**.

HOW TO DO IT

1. Open a liability from **Readiness**.
2. Use **Hold** to stop it being paid, or **Release Hold** to let it be paid again.
3. For a recovery owed by an employee, use **Record Receipt** when the money is received.



3.3 Hold a payment

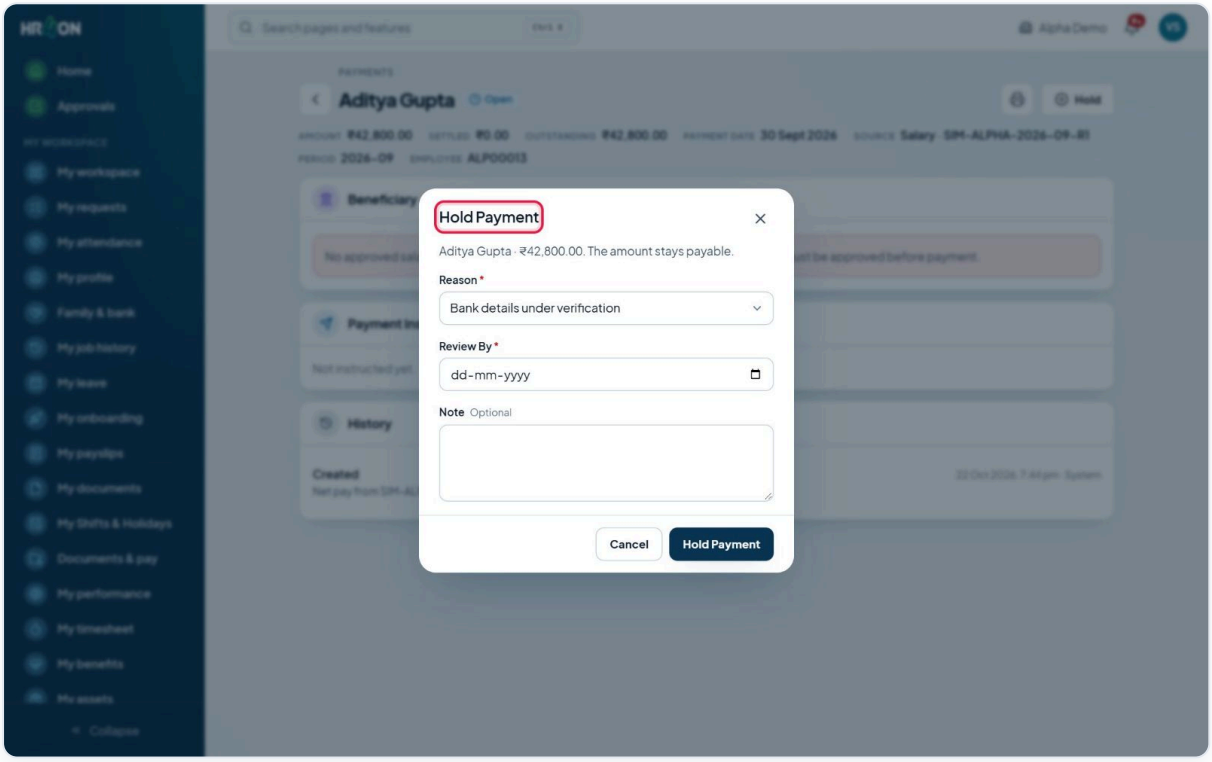
Hold a payment when it must not go out yet, for example while a bank account change is checked. The amount stays payable.

HOW TO DO IT

1. Select **Hold** on the liability, or the pause button on its row in **Readiness**.
2. Enter a **Reason** and a **Review By** date, and a note if useful.
3. Select **Hold Payment**.
4. To pay it later, open the liability and select **Release Hold**.

GOOD TO KNOW

- A held liability is never added to a batch.
- Holds have a review date. HR4ON sends you a reminder when it is due so you release or extend the hold.



04 Payment batches and bank files

A payment batch groups ready liabilities into one bank file. It goes from draft to your approval, release to the bank and line-by-line settlement.

4.1 The batches list

Batches lists every payment batch with its status and amounts.

WHAT YOU SEE

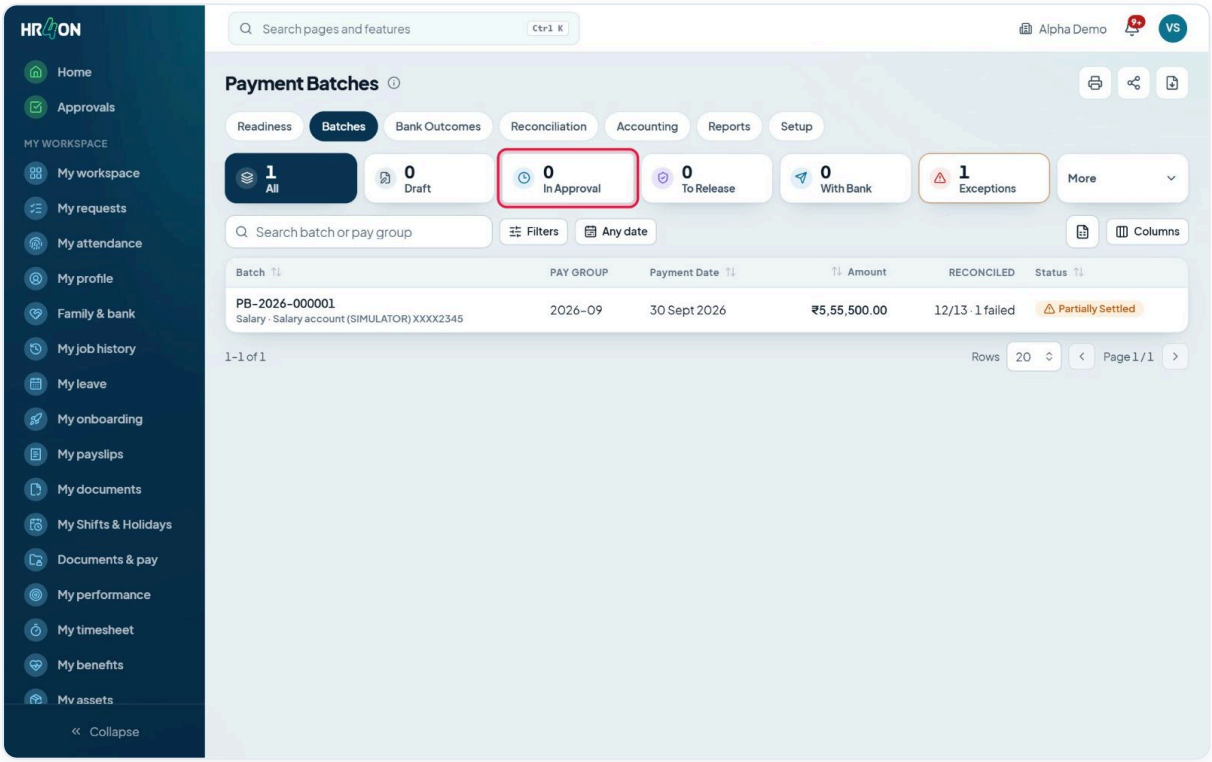
- Count tabs: **All**, **Draft**, **In Approval**, **To Release**, **With Bank**, **Exceptions**, and under **More**, **Settled** and **Cancelled**.
- Statuses: **Draft**, **In Approval**, **Approved**, **Submitted**, **With Bank**, **Status Unknown**, **Partially Settled**, **Settled**, **Failed**, **Returned**, **Cancelled**, and **Approval Invalid** when a beneficiary changed after approval.
- Columns include amount, lines, paying account, bank format, payment date, prepared by and approved by.

HOW TO DO IT

1. Open **Payments & accounting**, then **Batches**.
2. Select **In Approval** to find batches waiting for you.

GOOD TO KNOW

- A generated file or bank acceptance is not proof of payment. Lines settle only on bank evidence.



4.2 Review a batch

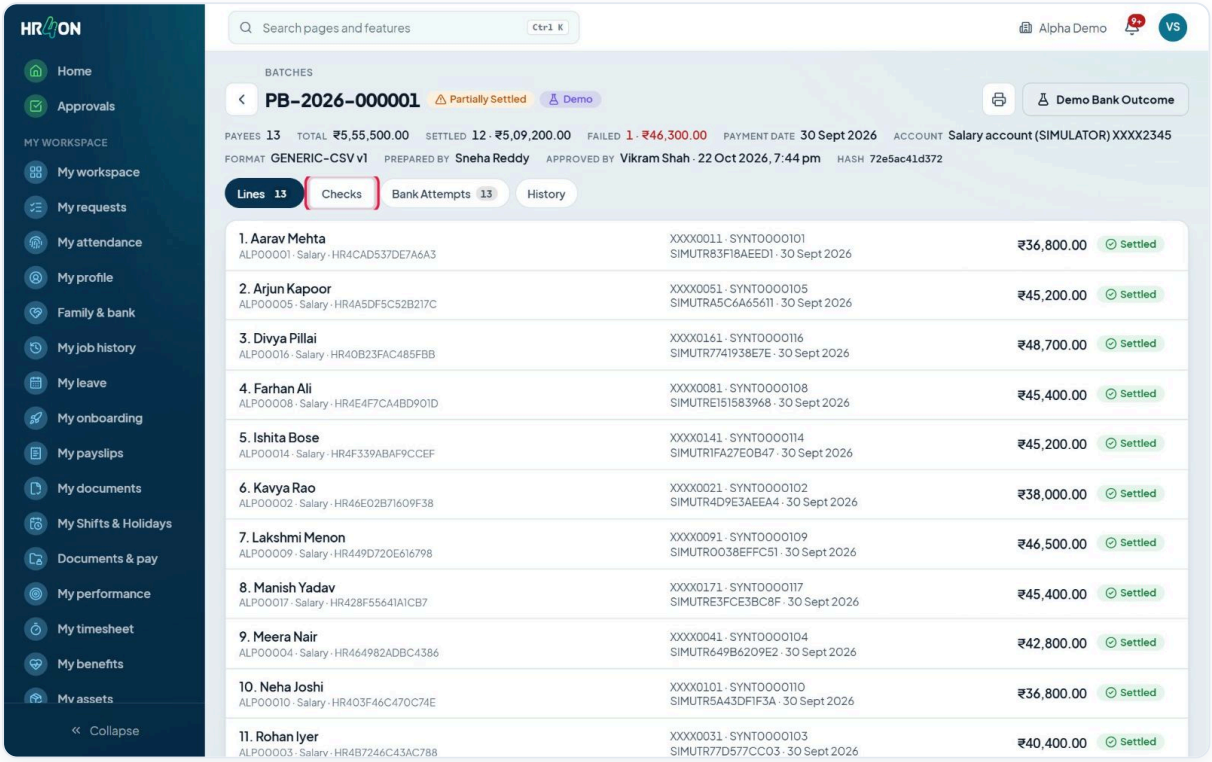
The batch page shows who is being paid, how much, from which account and what was checked.

WHAT YOU SEE

- Facts: **Payees**, **Total**, **Settled**, **Failed**, **Payment date**, **Account**, **Format**, **Prepared by**, **Approved by** and the batch fingerprint.
- Tabs: **Lines** (each payee and amount), **Checks** (account and routing formats, limits, totals), **Bank Attempts** and **History**.
- A warning appears if any beneficiary changed since the batch was prepared; refresh and approve again.

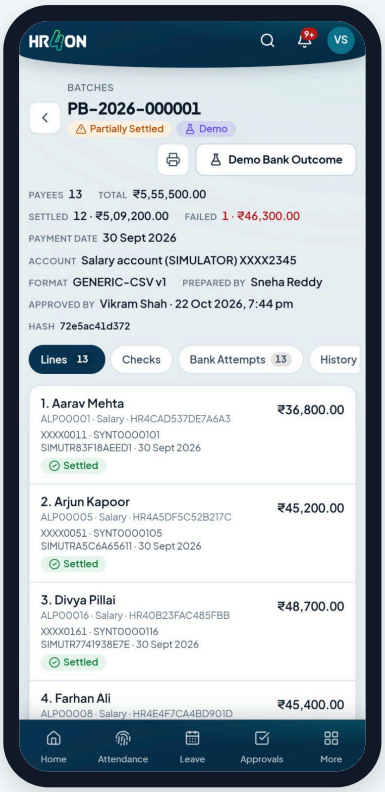
HOW TO DO IT

1. Open the batch.
2. Read **Lines** and **Checks**.
3. If a line must not be paid, ask the maker to remove it or use **Return To Maker** in **More actions**.



ON YOUR PHONE

A batch on your phone.



4.3 Approve and release a batch

Approval and release are separate steps. Approve when the batch is right; release when it should go to the bank.

HOW TO DO IT

1. On a batch **In Approval**, select **Approve**, add a comment if needed and confirm.
2. When the batch is **Approved**, select **Release**. HR4ON validates totals, counts, account and routing formats, amount limits and encoding.
3. Use the download button (**Download bank file**) when your bank needs the file uploaded on its portal.

TIP

- In the demo, **Demo Bank Outcome** lets you see what happens when the bank accepts, rejects or times out. It never moves money.

GOOD TO KNOW

- You cannot approve a batch you prepared.
- If beneficiary details change after approval, the batch shows **Approval Invalid** and must be refreshed and approved again.
- Release once; HR4ON protects against sending the same batch twice.

4.4 Bank outcomes, enquiries and retries

Bank Outcomes lists every payment attempt sent to the bank with its result.

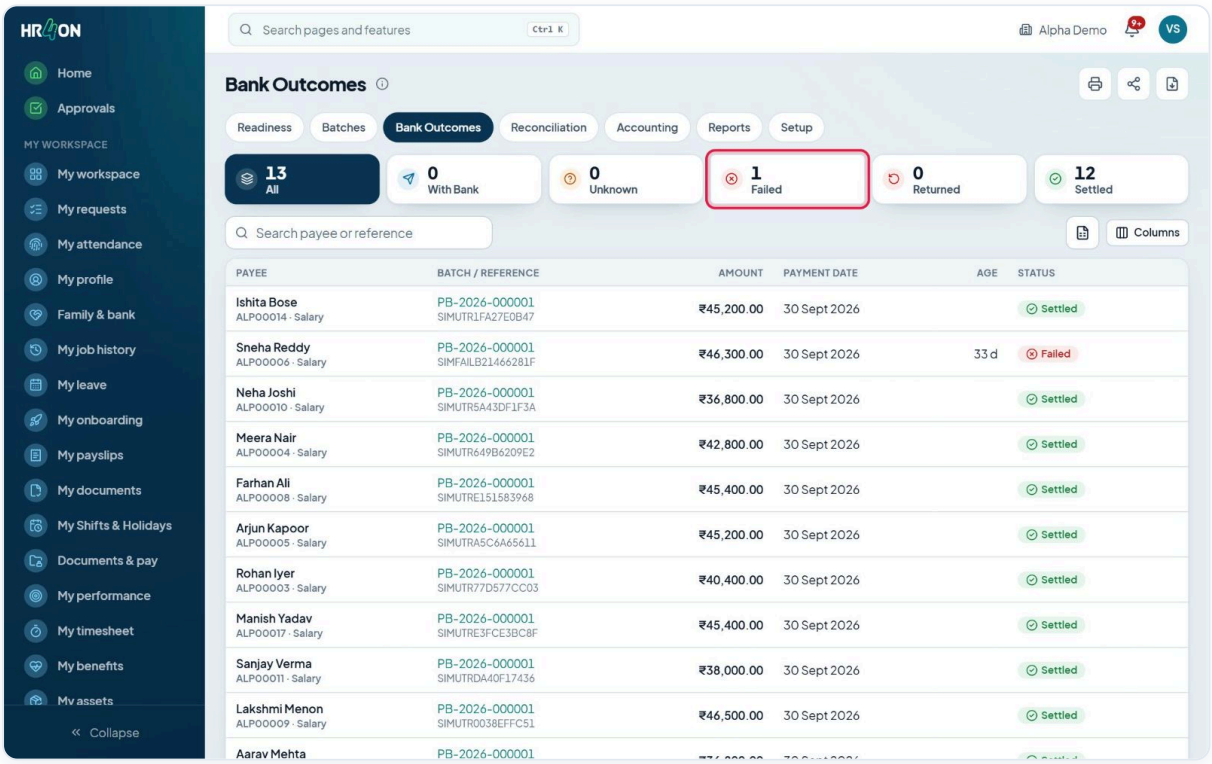
WHAT YOU SEE

- Count tabs: **All**, **With Bank**, **Unknown**, **Failed**, **Returned**, **Settled**.
- **Unknown**: the bank accepted the file but the result is not known. Select **Enquire** on the batch before doing anything else.
- **Failed** and **Returned** lines can be re-issued after investigation with **Retry** (one line) or **Retry Failed** (all failed lines in a batch). A retry creates a new linked batch that is approved again.

HOW TO DO IT

1. Open **Payments & accounting**, then **Bank Outcomes**.
2. Choose **Failed** or **Unknown**.
3. Investigate the reason, then enquire or retry.

> **GOOD TO KNOW**
> - Never retry a line whose outcome is unknown: enquire first, so the employee is not paid twice.



05 Bank reconciliation

Every bank line must be matched to a payment instruction. Exact references match automatically; anything else waits for you.

5.1 Bank lines and matches

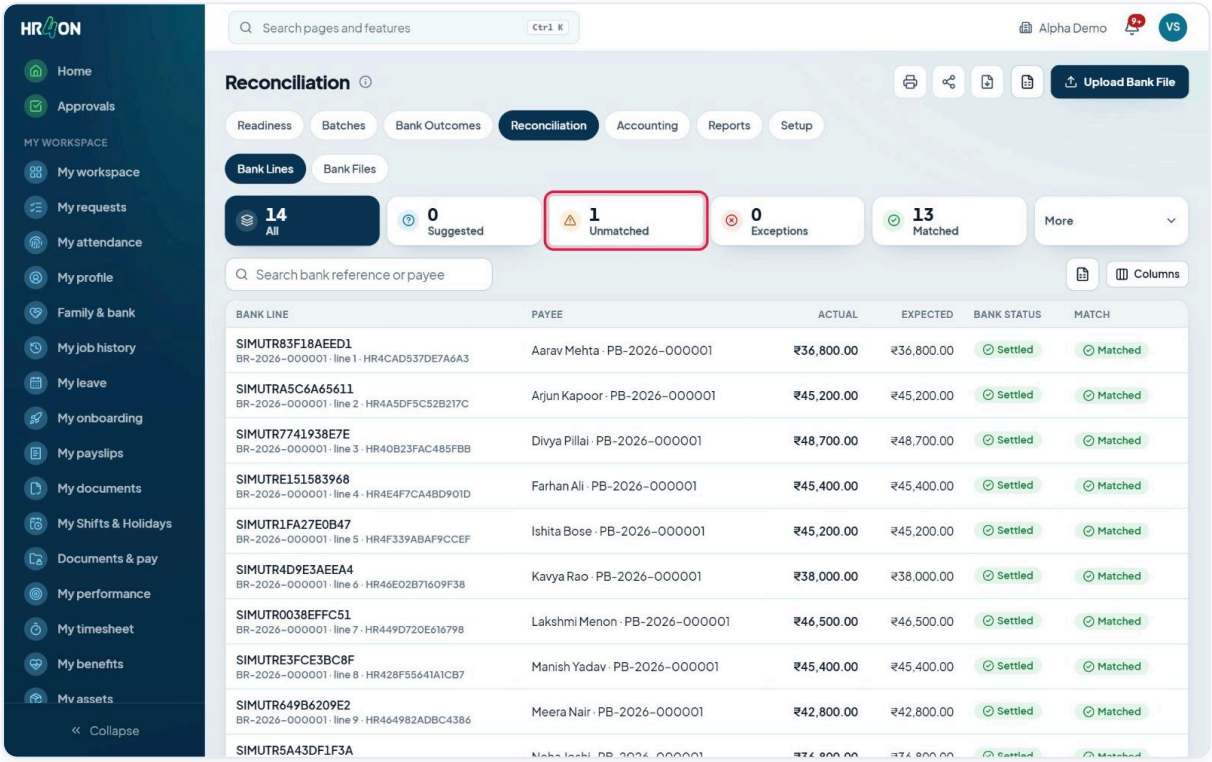
Reconciliation shows the bank lines received and how each one was matched.

WHAT YOU SEE

- Count tabs: **All**, **Suggested**, **Unmatched**, **Exceptions**, **Matched**, and under more, **Duplicates** and **Resolved**.
- Each line shows the bank reference, payee, expected and actual amount, fee, bank status and value date.
- Suggestions show a confidence and the evidence behind it.
- Replayed lines are kept as **Duplicates** and never settle twice.

HOW TO DO IT

1. Open **Payments & accounting**, then **Reconciliation**.
2. Work through **Suggested**, then **Unmatched** and **Exceptions**.

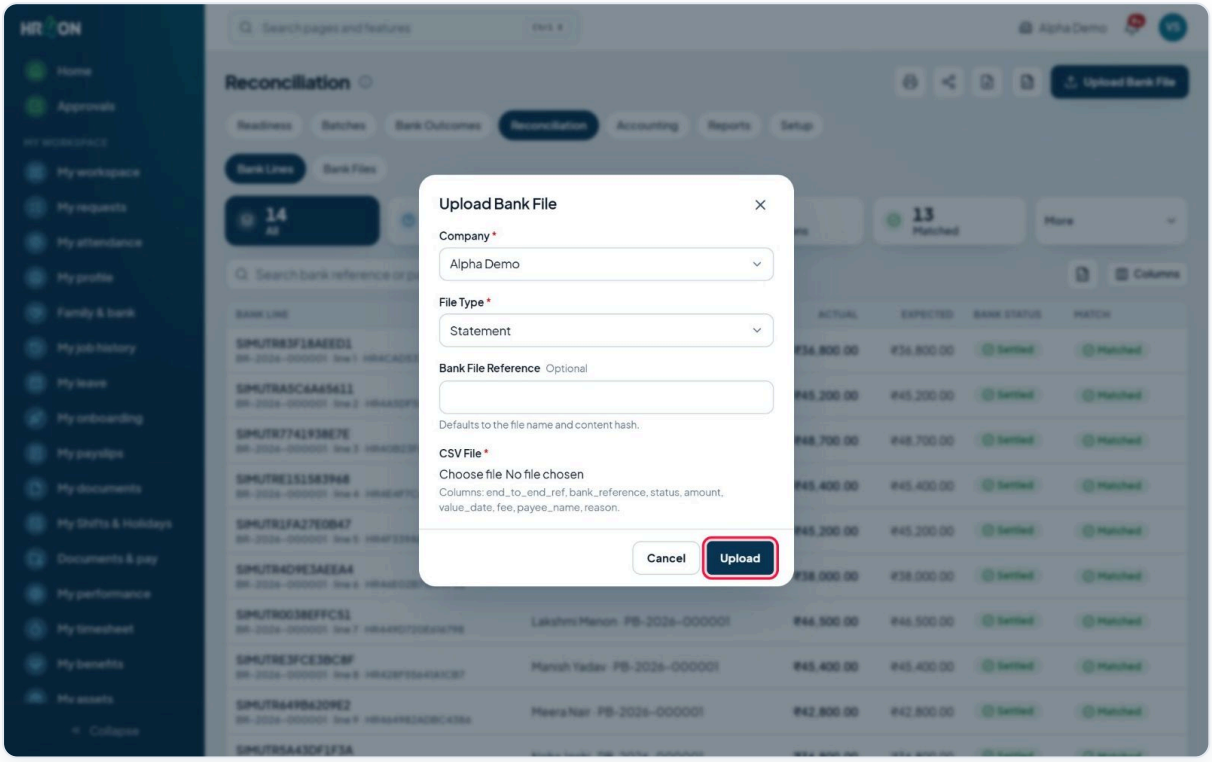


5.2 Upload a bank file

Upload the bank's acknowledgement, status report or statement so HR4ON can settle the lines.

HOW TO DO IT

1. In **Reconciliation**, select **Upload Bank File**.
2. Choose the **Company**, the **File Type** (acknowledgement, status report or statement) and the **CSV File**.
3. Optionally enter the **Bank File Reference** (it defaults to the file name), then select **Upload**.
4. Open **Bank Files** to see every file received.



5.3 Match or resolve a line

For a suggested or unmatched line, confirm the right instruction or resolve the line with a note.

HOW TO DO IT

1. Open the line.
2. Under **Suggested Matches**, check the evidence and select **Match**.
3. If the line does not belong to any payment (for example a bank fee), select **Resolve Without Applying** and write an **Investigation Note**.

GOOD TO KNOW

- Only matched lines settle liabilities. A resolved line is kept for audit but never pays anything.

06 Accounting and journals

HR4ON creates journal vouchers for payroll accruals, payments, reimbursements, loans and statutory payments. You validate, post and export them to your accounting system.

6.1 Journal vouchers

Accounting lists every journal with its event, period, date and state.

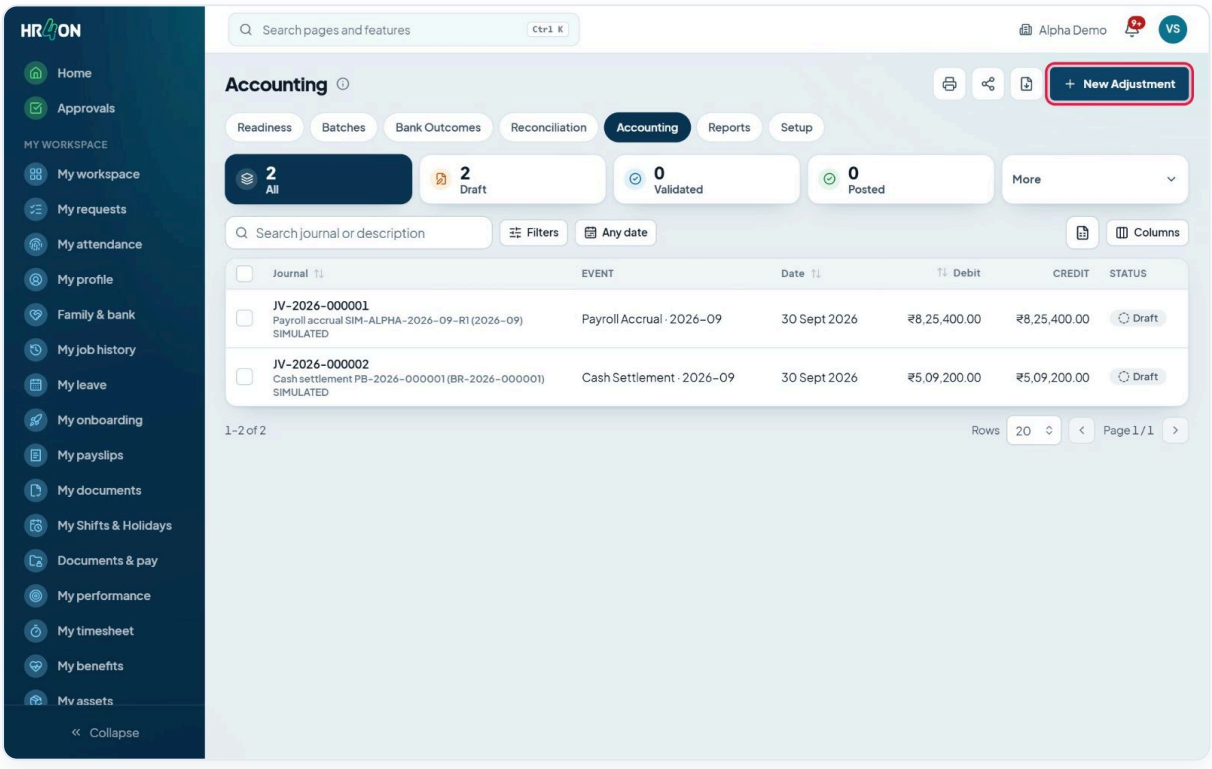
WHAT YOU SEE

- Count tabs: **All**, **Draft**, **Validated**, **Posted**, and under **More**, **Failed** and **Reversed**.
- Events include payroll accrual, cash settlement, reimbursement accrual, loan disbursement, statutory payment, payment return and bank fee.
- **Unbalanced** marks a journal whose debits and credits differ.

HOW TO DO IT

1. Open **Payments & accounting**, then **Accounting**.
2. Select **Draft** to see journals waiting for validation.
3. Use the export button (**Export to accounting**) to send posted journals to the accounting system.

> **TIP**
> - Use **New Adjustment** for a manual adjustment journal; add lines with **Add Line** and select **Save Draft**.



6.2 Validate, post and reverse a journal

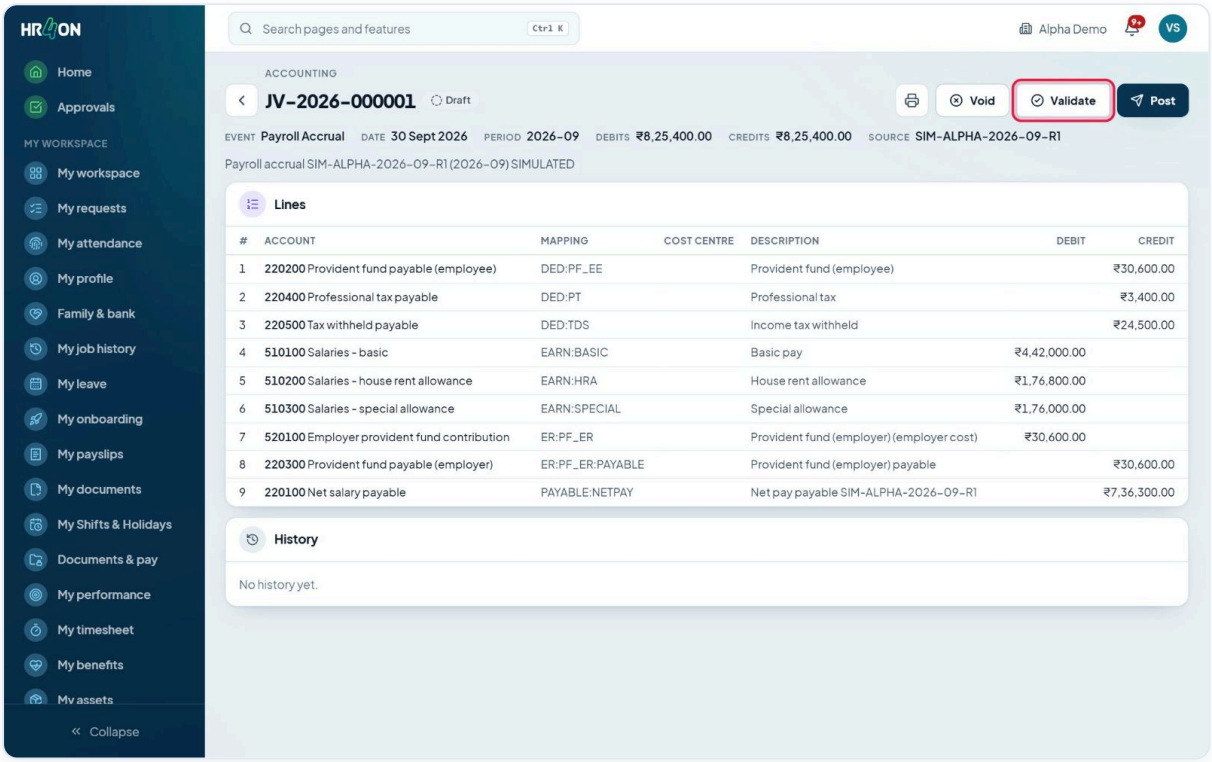
The journal page shows its lines with account, cost centre, debit and credit.

HOW TO DO IT

1. Open a journal and select **Validate**. Unmapped accounts and imbalances are listed under **Cannot post or export yet**.
2. Fix the account mapping in **Setup** if needed and validate again.
3. Select **Post**.
4. To correct a posted journal, select **Reverse** with a reason; a draft that should not exist can be voided with **Void**.

GOOD TO KNOW

- Posted journals keep the accounts they were posted with. Corrections are always reversal entries.



6.3 Accounting and treasury setup

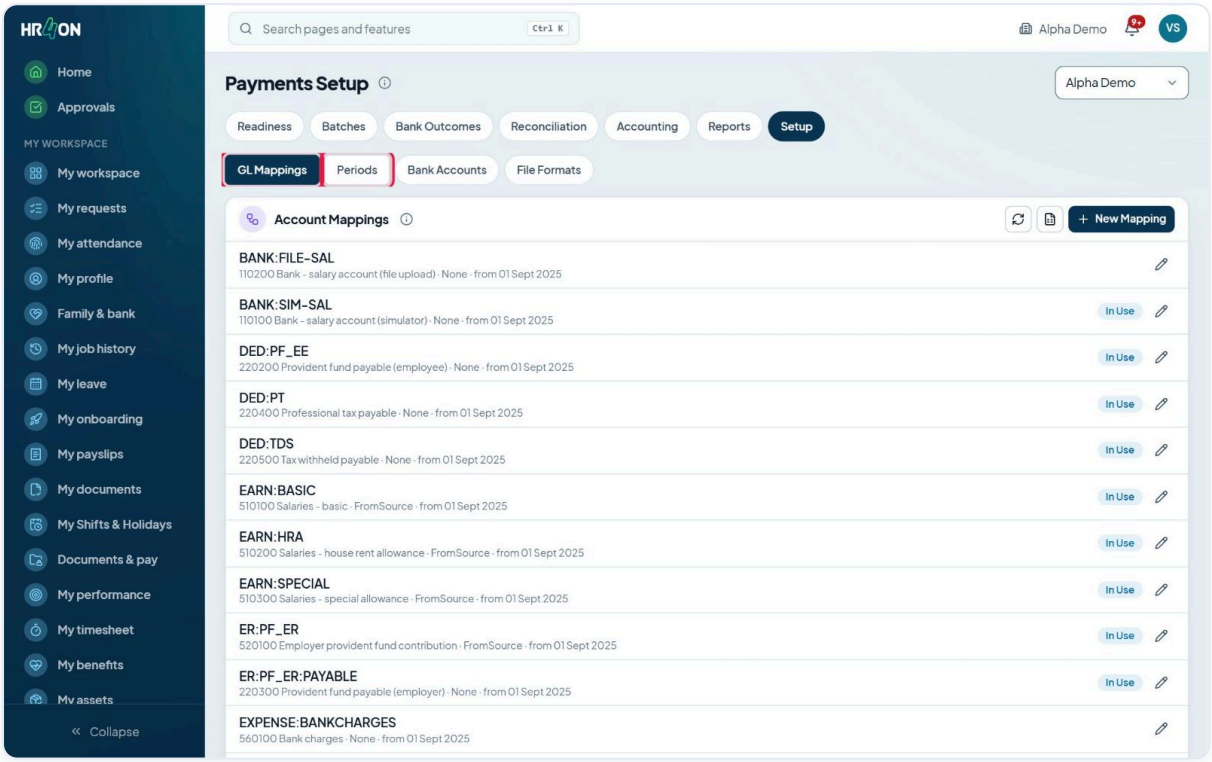
Setup holds account mappings, posting periods, paying bank accounts and bank file formats.

WHAT YOU SEE

- **GL Mappings**: mapping key to GL account and cost-centre rule, effective-dated.
- **Periods**: a period closes only when its journals are posted and, by policy, its bank lines and outcomes are reconciled. Corrections to closed periods post in the next open period.
- **Bank Accounts**: the paying accounts with channel, default file format and GL account.
- **File Formats**: versioned per company and bank; a change is a new version activated with a reason.

HOW TO DO IT

1. Open **Payments & accounting**, then **Setup**.
2. Choose the tab you need.



07 Expenses and travel

Employees claim expenses and request travel from their phones; managers approve them. Finance checks policy exceptions, decides how each approved claim is paid and records payment.

7.1 The expenses register

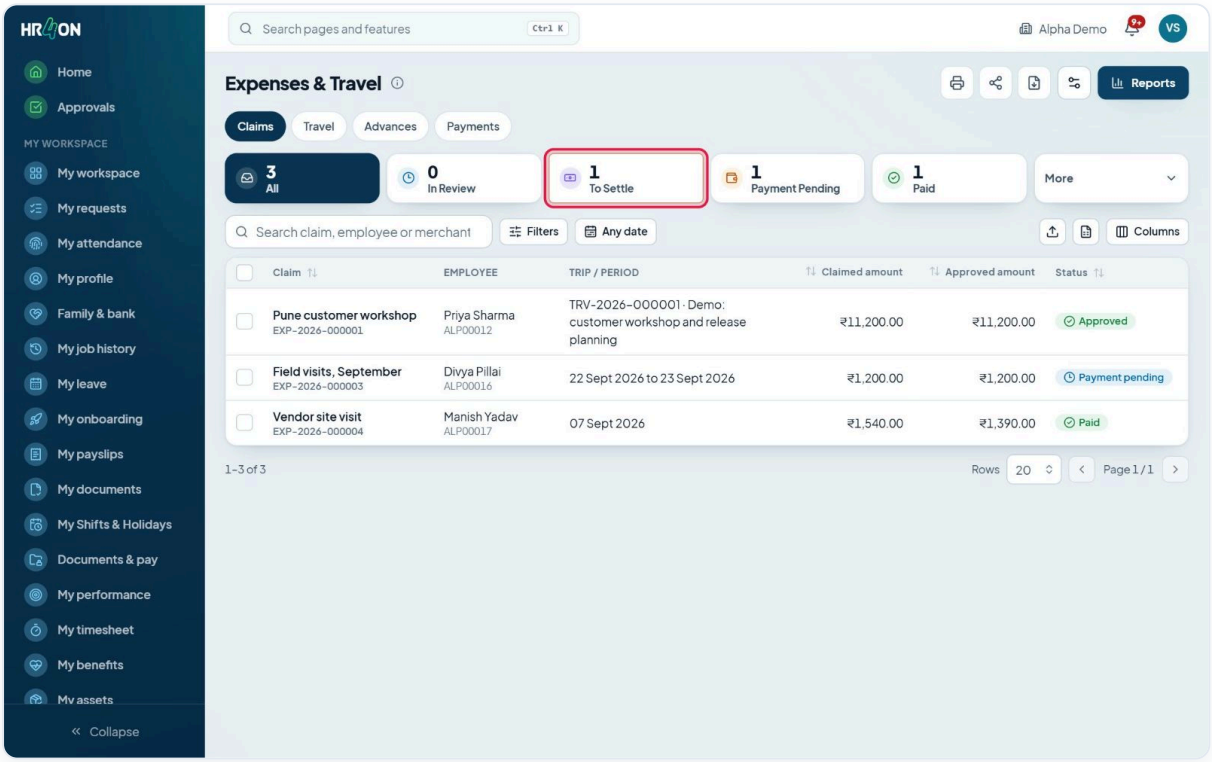
Expenses & travel lists claims, travel requests, advances and payments within your access.

WHAT YOU SEE

- Tabs: **Claims**, **Travel**, **Advances** and **Payments**.
- Claim count tabs: **All**, **In Review**, **To Settle** (approved, waiting for you), **Payment Pending**, **Paid**, and under **More**, **Returned** and **Rejected**.
- Filter **Policy exceptions or duplicates** to see flagged claims.

HOW TO DO IT

1. Open **Expenses & travel** from the **Pay** section.
2. Select **To Settle** to see approved claims waiting for finance.



7.2 Review a claim

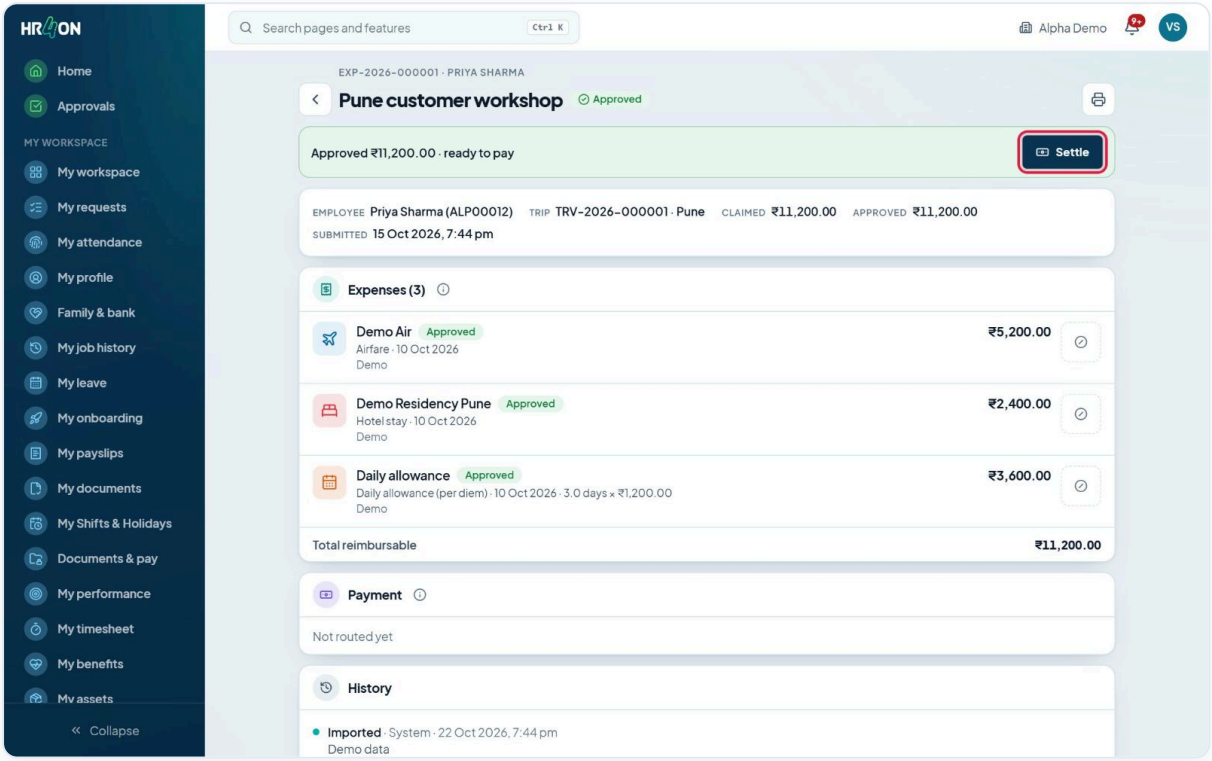
The claim page shows each expense line with its receipt, category, amount, policy result and approval status.

WHAT YOU SEE

- Each line keeps the original amount and currency; a foreign amount is converted once with the approved rate.
- Policy flags show limits exceeded, missing receipts or possible duplicates, with the employee's justification.
- Approvers can approve an amount, return a line for correction or reject a line.

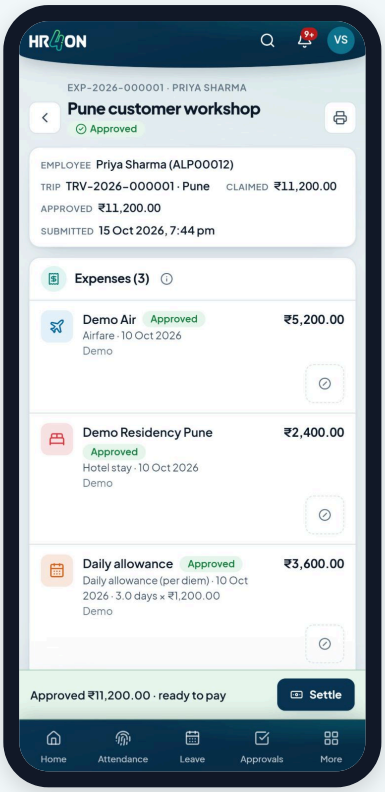
HOW TO DO IT

1. Open the claim.
2. Select **View receipt** on a line to check the receipt.
3. Read any policy flags and justifications.



ON YOUR PHONE

Claims open on your phone with receipts.



7.3 Settle a claim: payroll or direct payment

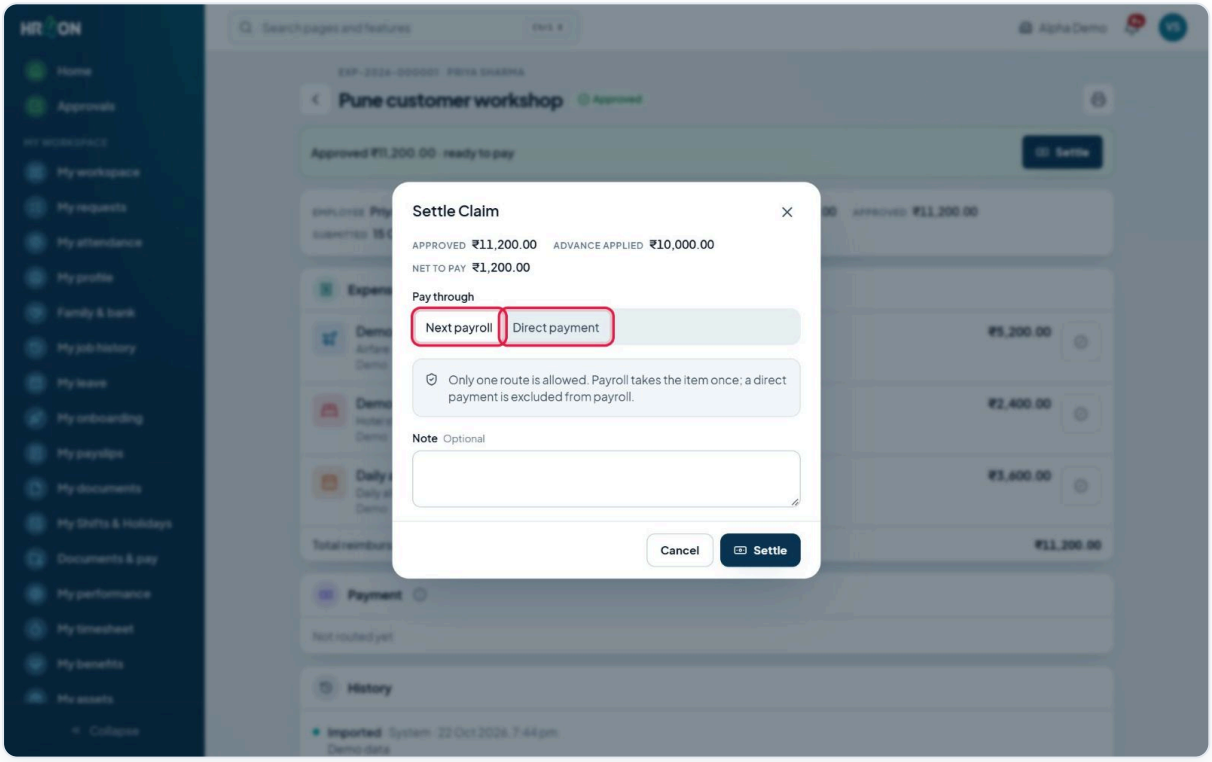
Each approved claim is paid one way only. You choose the route when you settle it.

HOW TO DO IT

1. Open an approved claim and select **Settle**.
2. Check **Approved**, any **Advance applied** from the trip's cash advance, and **Net to pay**.
3. Under **Pay through**, choose **Next payroll** (paid with salary) or **Direct payment** (paid by finance through a payment batch or outside HR4ON).
4. Add a note if useful and confirm.
5. For direct payment, record the payment with the **Record payment** button on the settlement row, entering the date and reference.

GOOD TO KNOW

- A claim settled through payroll cannot also be paid directly.
- Settled amounts are never edited. Use **Adjustment / Recovery** for a later change; it is approved by finance and then paid or recovered.

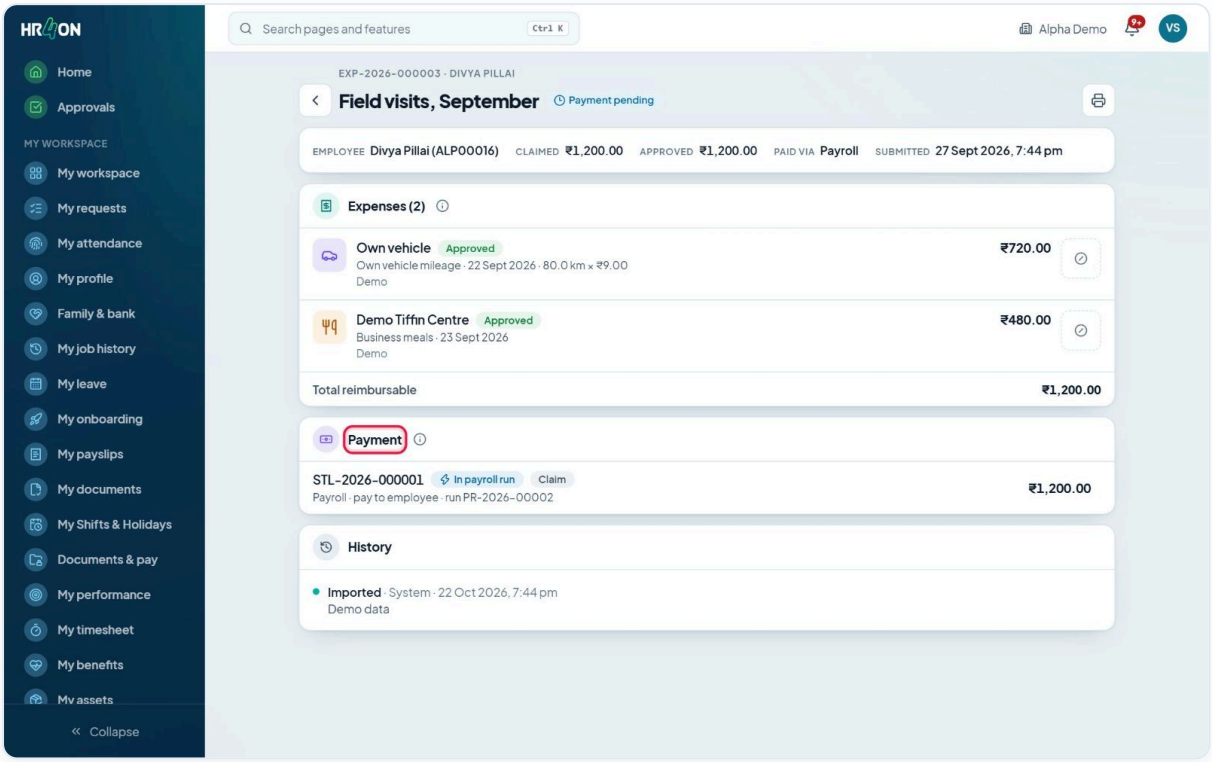


7.4 Payment pending through payroll

Claims routed to payroll show **Payment Pending** until the payroll run that pays them is finalised.

WHAT YOU SEE

- The settlement row shows the route, amount and payroll run.
- When the run is finalised and paid items are confirmed, the claim becomes **Paid**.



7.5 Travel requests and advances

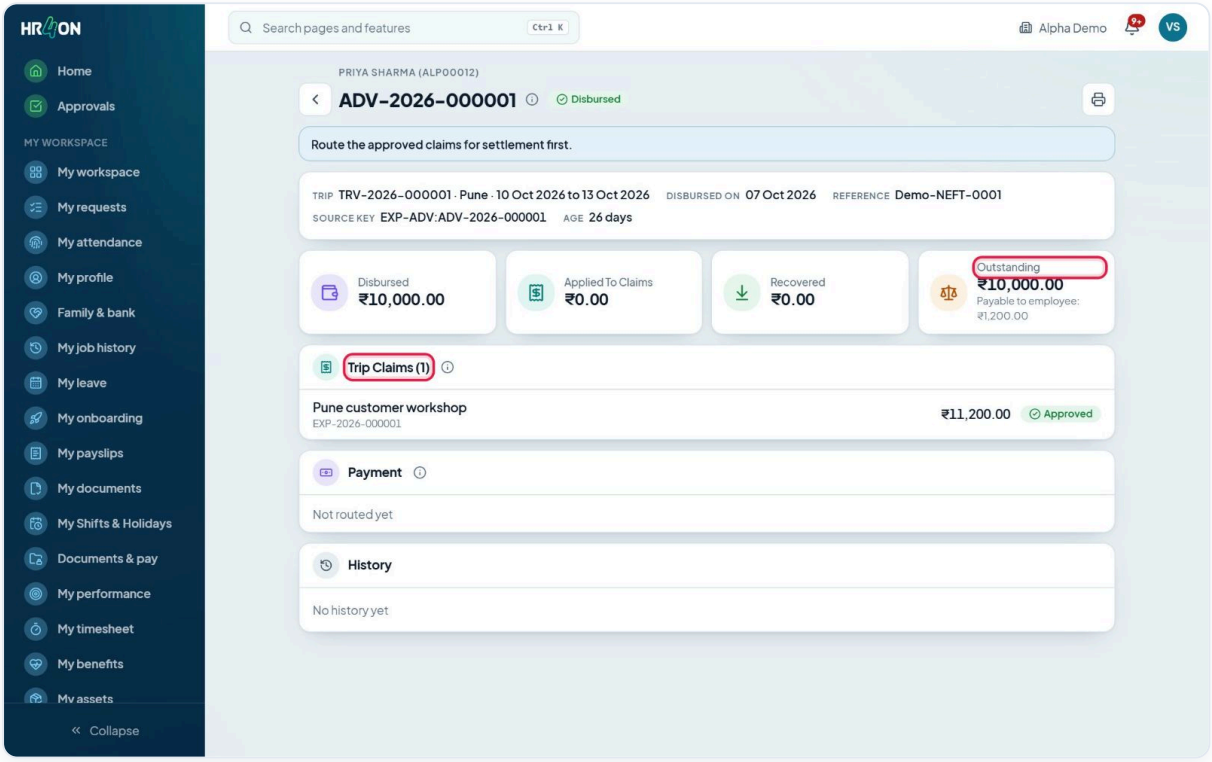
Employees get travel approved before booking and can ask for a cash advance. Finance pays the advance and later reconciles it against the trip's claims.

WHAT YOU SEE

- The advance page shows **Disbursed**, **Applied To Claims**, **Recovered** and **Outstanding**.
- Approved claims for the same trip reduce the advance when they are settled.
- Anything left is recovered through payroll or repaid to finance; claims above the advance are paid to the employee.

HOW TO DO IT

1. Open the **Advances** tab and select an advance.
2. Select **Disburse** to record payment of an approved advance.
3. Settle the trip's approved claims first; the page reminds you to route them.
4. When they are settled, select **Reconcile And Close** and choose how any balance is recovered (**Payroll deduction** or **Repayment to finance**).



7.6 Expense policies, categories and rates

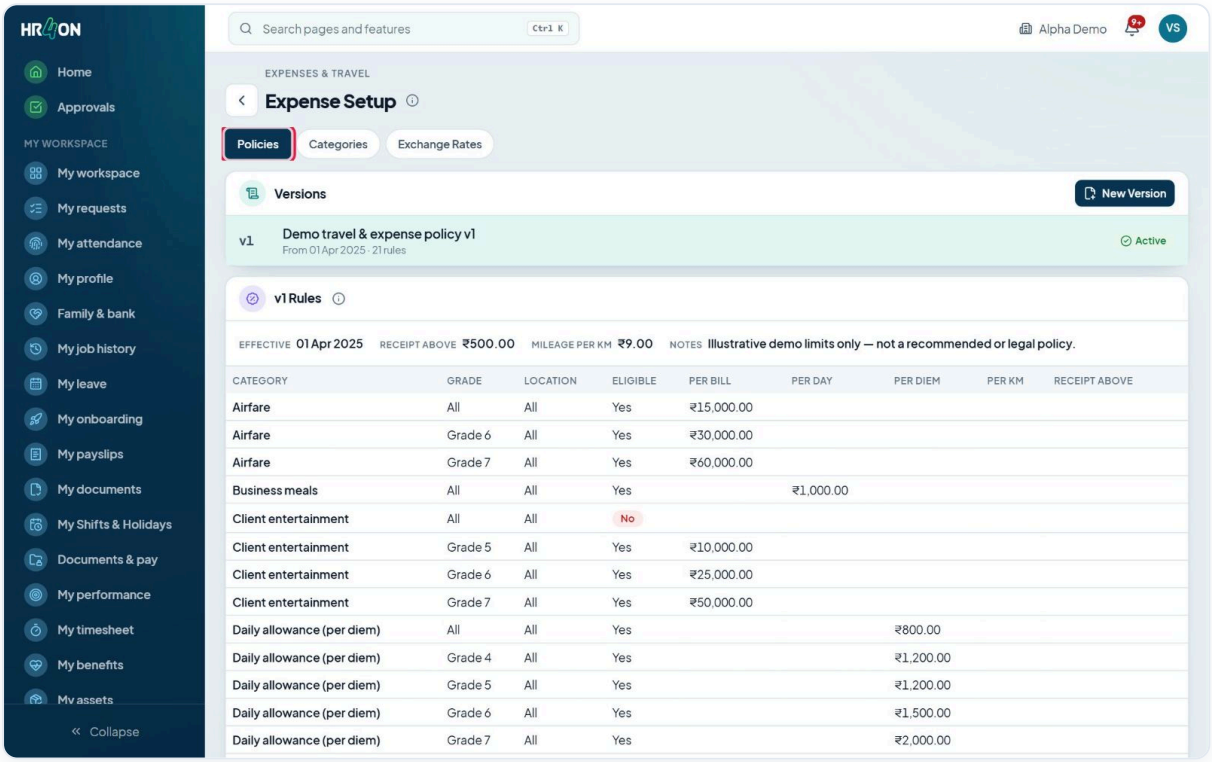
Expense Setup holds the categories, limits by grade and location, per-diem and mileage rates, and exchange rates.

WHAT YOU SEE

- Tabs: **Policies**, **Categories** and **Exchange Rates**.
- The most specific rule wins: grade and location, then grade, then location, then all employees. An empty limit means no limit.
- Policies are versioned; **Publish** makes a new version effective and never changes claims already decided.

HOW TO DO IT

1. In **Expenses & travel**, open **Expense Setup**.
2. Select **New Version** to change a policy, edit the rules and select **Publish**.



7.7 Expense reports

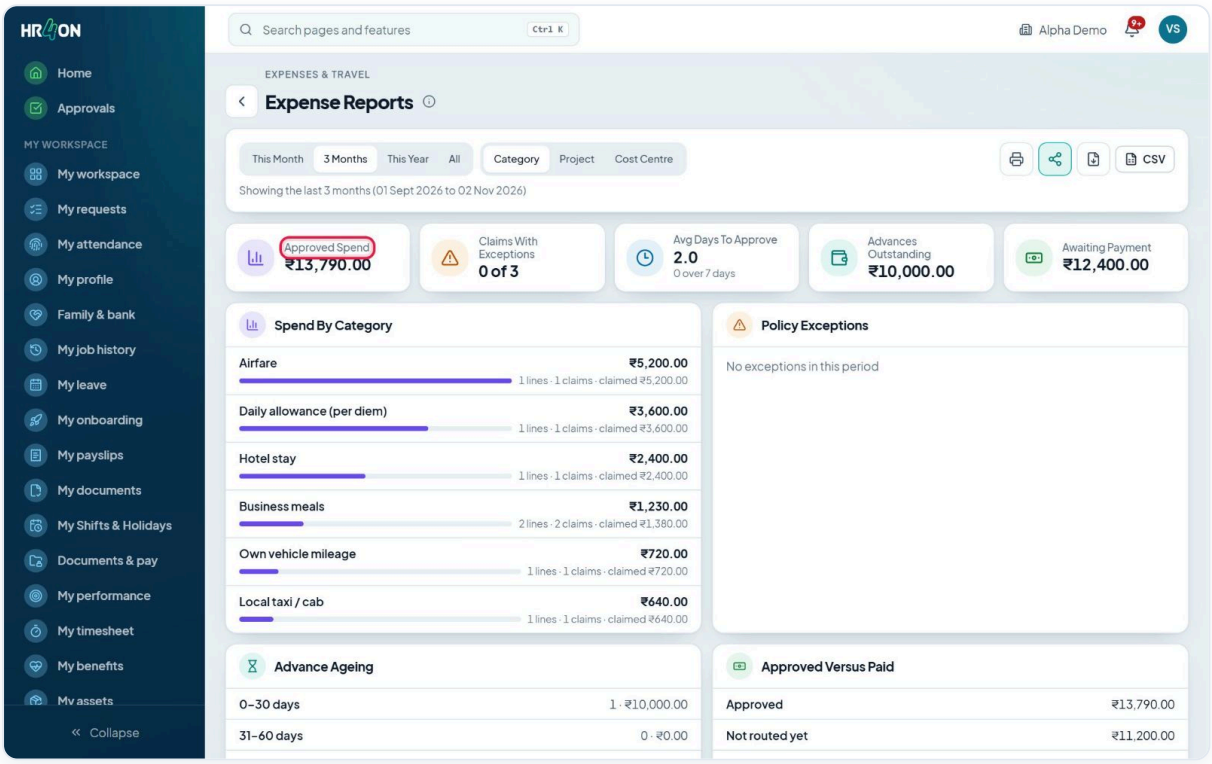
Expense reports show approved spend, exceptions, approval turnaround and advance ageing.

WHAT YOU SEE

- Tiles: **Approved Spend**, **Awaiting Payment**, **Claims With Exceptions**, **Avg Days To Approve**, **Advances Outstanding**.
- Group spend by **Category**, **Cost Centre** or **Project**; choose **This Month**, **3 Months**, **This Year** or **All**.
- Lists: **Approved Versus Paid**, **Policy Exceptions** and **Advance Ageing**.

HOW TO DO IT

1. In **Expenses & travel**, open **Reports**.
2. Choose the period and grouping; select **CSV** to export.



08 Loans and advances

Employees apply for loans and salary advances; approvers decide; finance pays them out and makes sure every instalment is recovered.

8.1 The loans register

Loans & advances lists every loan and salary advance with its status and recovery state.

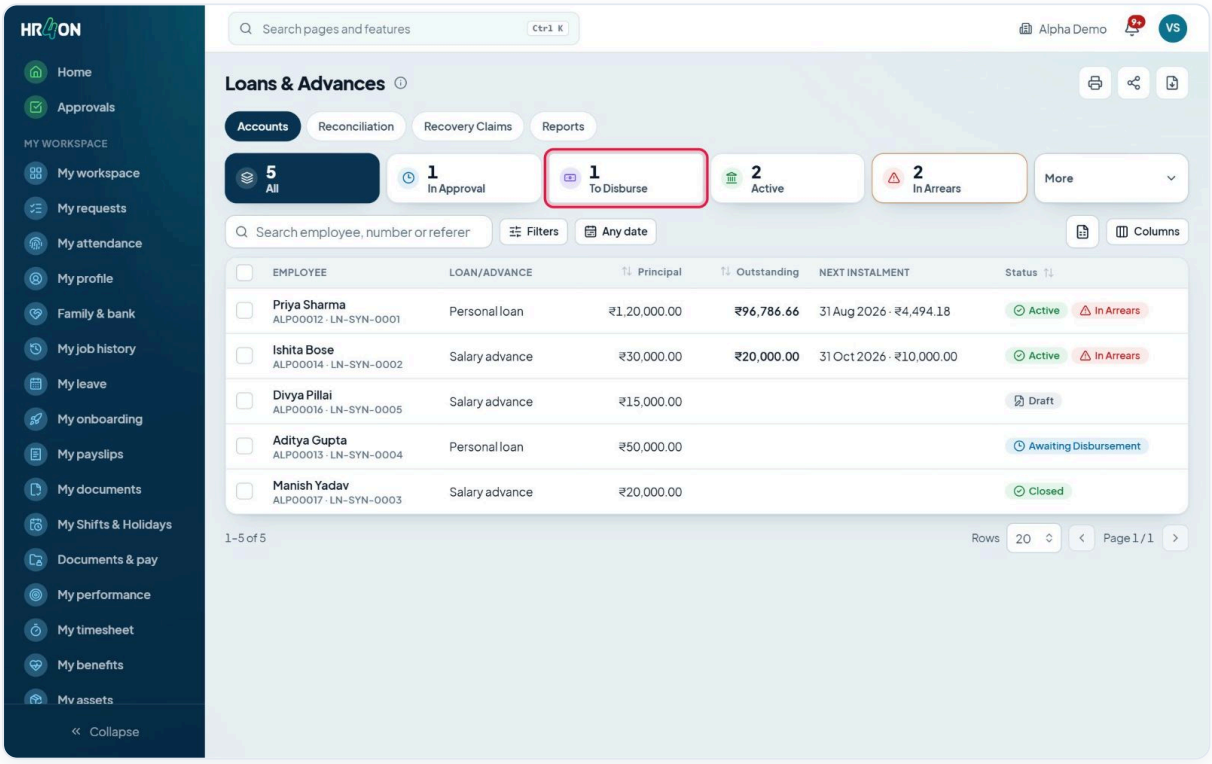
WHAT YOU SEE

- Count tabs: **All**, **In Approval**, **To Disburse**, **Active**, **In Arrears**, and **Closed** under **More**.
- Columns: employee, loan or advance, principal, outstanding, next instalment and status. An approved loan shows **Awaiting Disbursement**.
- Section tabs: **Accounts**, **Reconciliation**, **Recovery Claims** and **Reports**. Loan administrators also see **Exit Review** and **Loan Types**.

HOW TO DO IT

1. Open **Loans & advances** from the **Pay** section.
2. Select **To Disburse** to see approved loans waiting for payment.

> **GOOD TO KNOW**
> - Approved loans are never recovered until the disbursement is confirmed.



8.2 Approve and disburse a loan

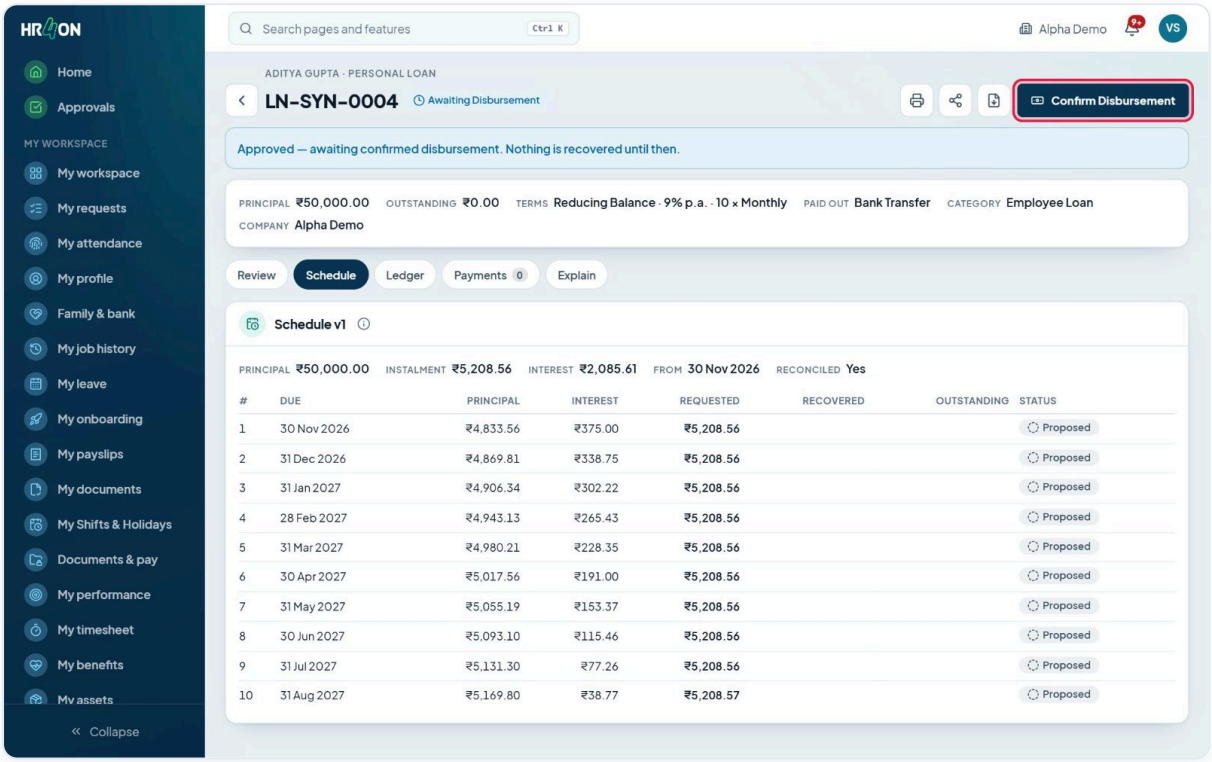
Loan approvals arrive in **Approvals**. After approval, finance pays the money and confirms the disbursement.

WHAT YOU SEE

- **Review** shows eligibility, existing exposure and any approval exception requested.
- **Schedule** shows each instalment with principal, interest and balance after.

HOW TO DO IT

1. Approve or return the loan from **Approvals** or the **Review** tab.
2. When it is approved, the loan shows **Awaiting Disbursement**. Pay it by bank transfer (through a payment batch) or with payroll, as the loan type says.
3. Select **Confirm Disbursement**, enter the date and bank reference, and confirm. The loan becomes **Active** and recovery starts.



8.3 An active loan

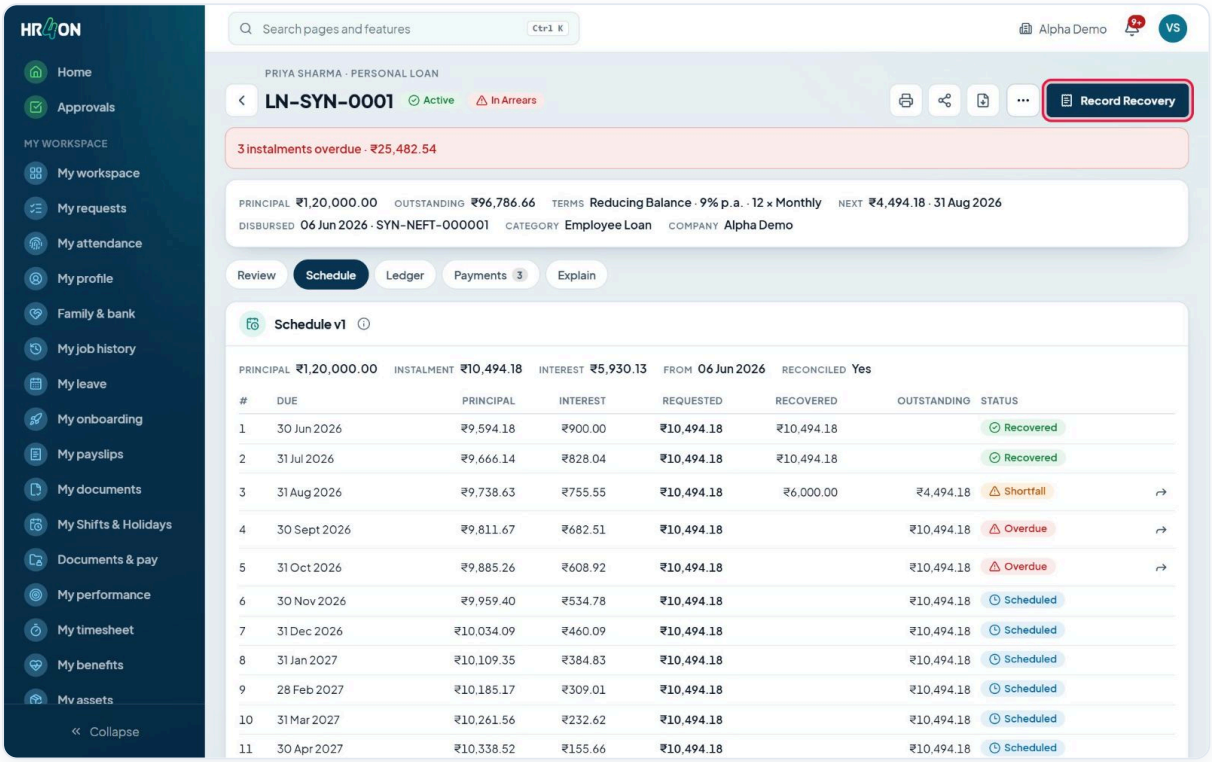
An active loan shows its schedule, ledger and payments.

WHAT YOU SEE

- **Schedule**: due, recovered and outstanding per instalment.
- **Ledger**: immutable entries. Disbursement and interest increase the balance; repayments, waivers and write-offs reduce it. Corrections are reversal entries.
- **Payments**: direct repayments and early settlement receipts.
- Actions: **Record Recovery**, **Settle Early**, **Propose Reschedule**, **Propose Deferral** and **Waiver Or Write-Off**.

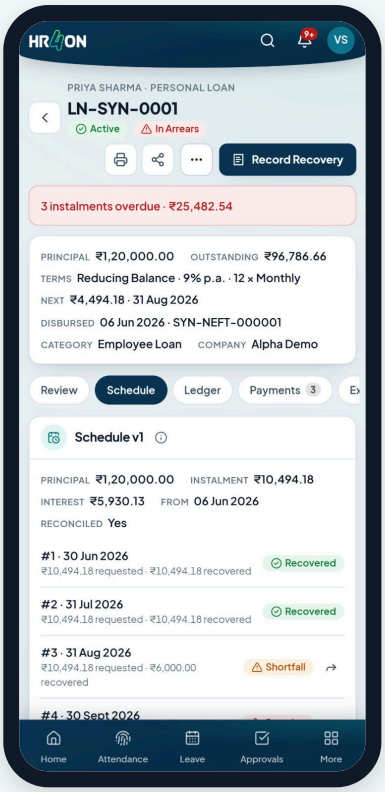
HOW TO DO IT

1. Open the loan.
2. Use **More actions** for reschedules, deferrals and waivers; each needs approval.



ON YOUR PHONE

A loan on your phone.



8.4 Recovery reconciliation

Reconciliation compares instalments due in a pay period with what payroll actually deducted.

WHAT YOU SEE

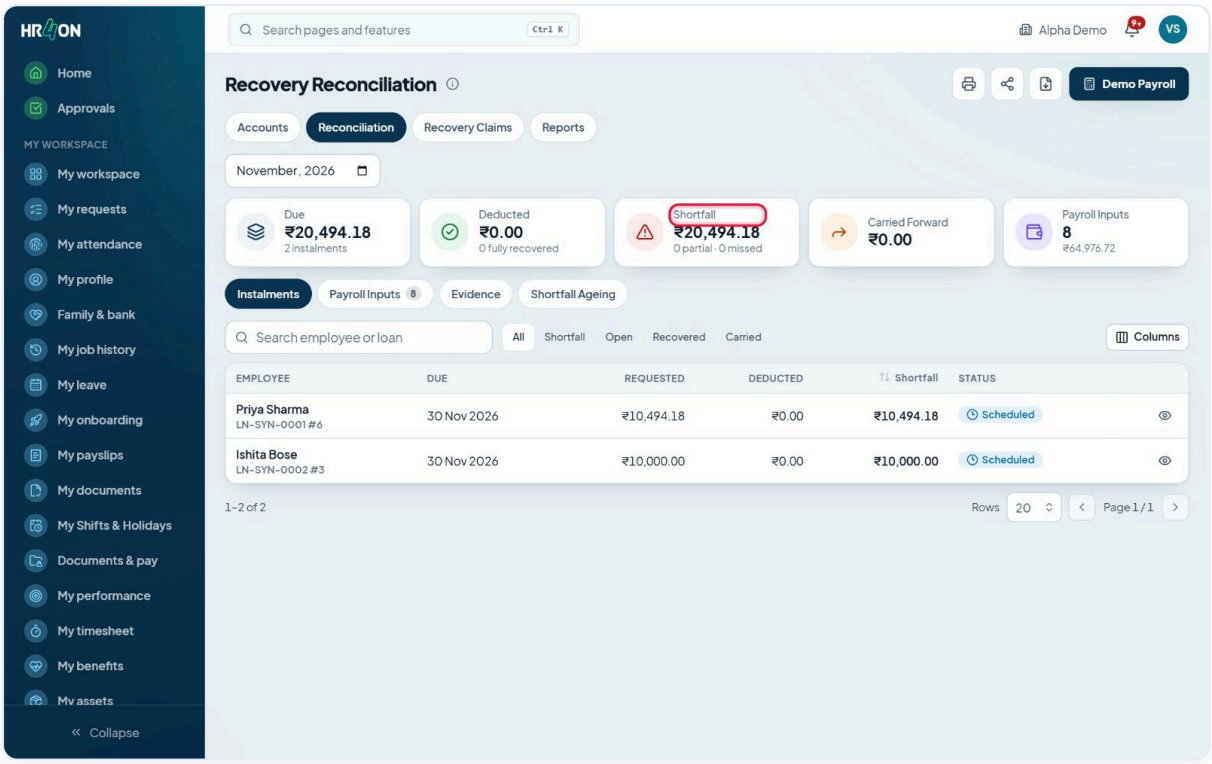
- Tiles: **Due**, **Deducted**, **Shortfall**, **Carried Forward** and **Payroll Inputs**.
- Tabs: **Instalments**, **Payroll Inputs**, **Evidence** and **Shortfall Ageing**.

HOW TO DO IT

1. Open **Loans & advances**, then **Reconciliation**.
2. Choose the pay period.
3. Investigate any shortfall: carry it forward or arrange a direct repayment.

GOOD TO KNOW

- An instalment counts as recovered only when finalised payroll or payment evidence is posted.



8.5 Exit review and recovery claims

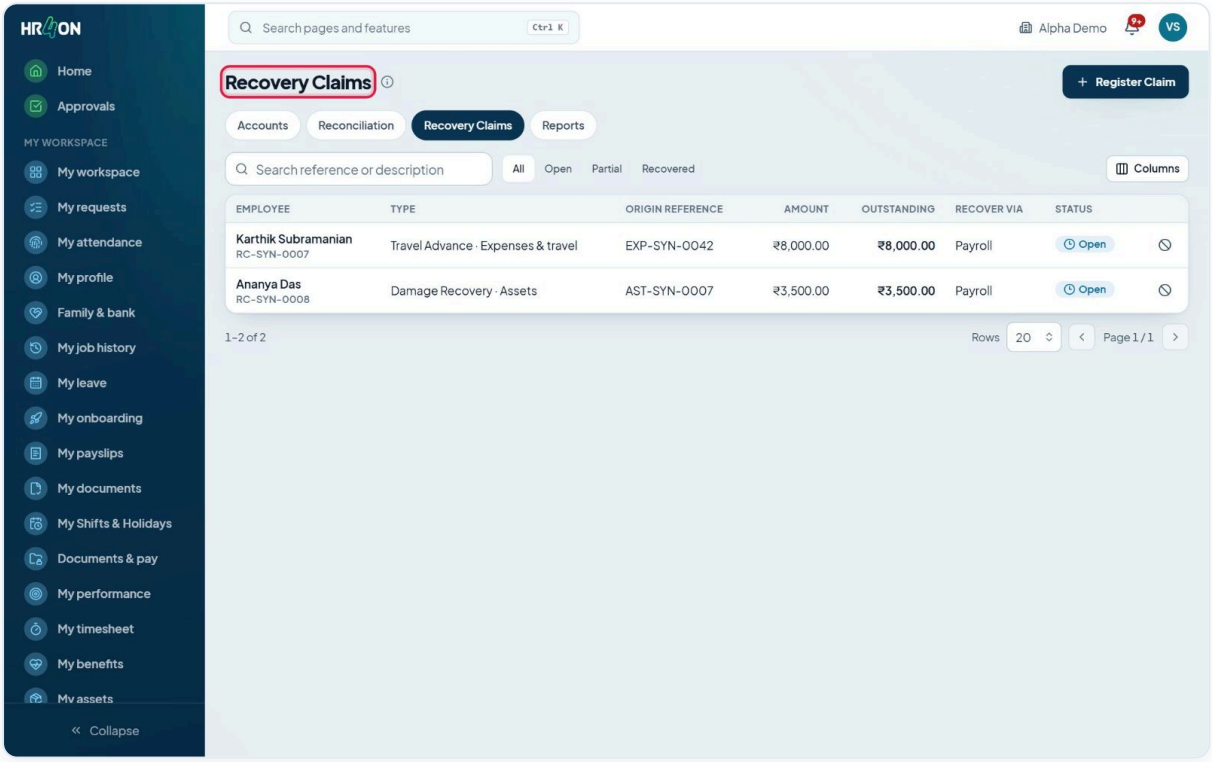
Approved recoveries such as travel advances and asset damage are tracked as recovery claims. When an employee leaves with a loan balance, the loan administrator decides in **Exit Review** how much is recovered through the final settlement.

WHAT YOU SEE

- **Exit Review**: exiting employees with balances. Decide the approved recovery and any amount retained for direct collection. Statutory entitlements are never withheld.
- **Recovery Claims**: recoveries approved in their own module, with type, origin reference, amount, outstanding, recover via (**Payroll** or **Final Settlement**) and status. Filter **All**, **Open**, **Partial** or **Recovered**.

HOW TO DO IT

1. Open **Loans & advances**, then **Recovery Claims**.
2. Check open claims before the payroll run and the final settlement.
3. Loan administrators open **Exit Review**, enter the decision for each leaver and send it for approval.



09 Statutory payments

Payroll prepares statutory returns; finance records the challan payments and signs off the rule packs used for live payroll.

9.1 Filings and payments

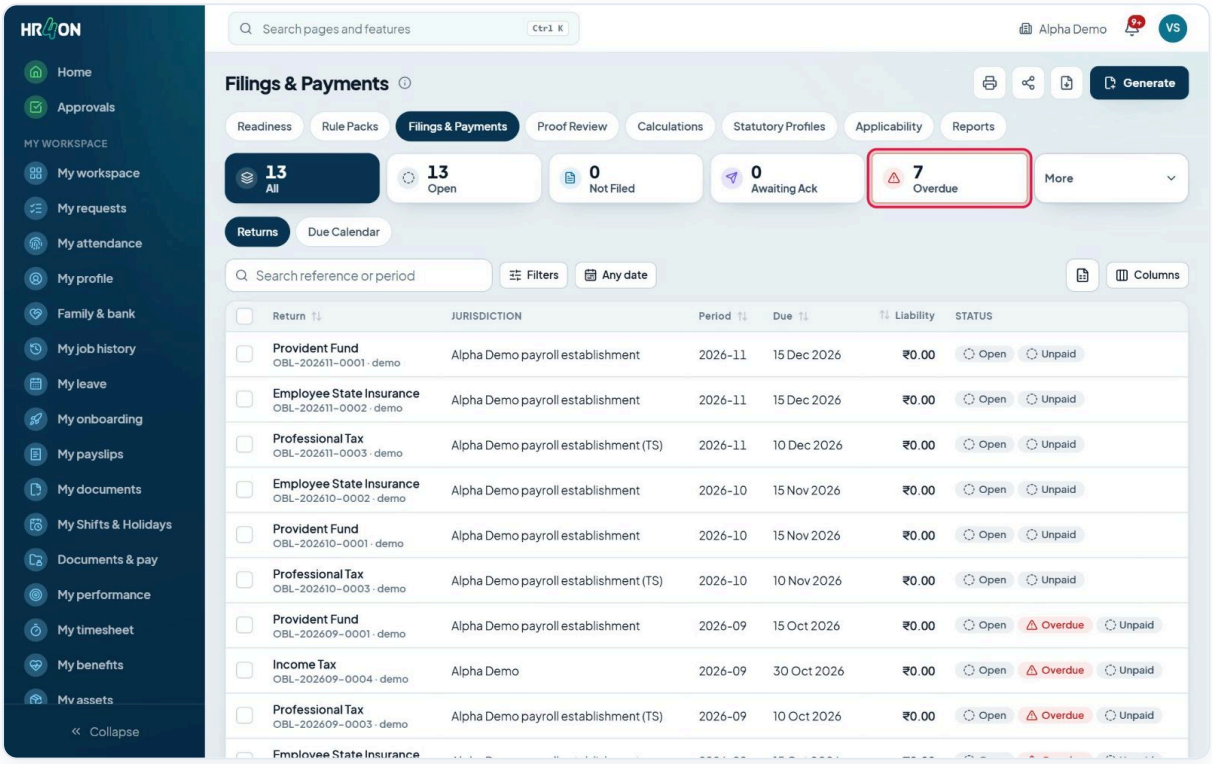
Filings & Payments lists each statutory obligation (PF, ESI, professional tax, labour welfare fund and income tax) with its due date, liability, payments and status.

WHAT YOU SEE

- Count tabs: **All**, **Open**, **Not Filed**, **Awaiting Ack**, **Overdue**, and more under **More**.
- **Due Calendar** shows what falls due in a window.
- Return and challan files are previews; HR4ON never files with an authority.

HOW TO DO IT

1. Open **Statutory & tax**, then **Filings & Payments**.
2. Select **Overdue** first, then **Open**.



9.2 Record a statutory payment

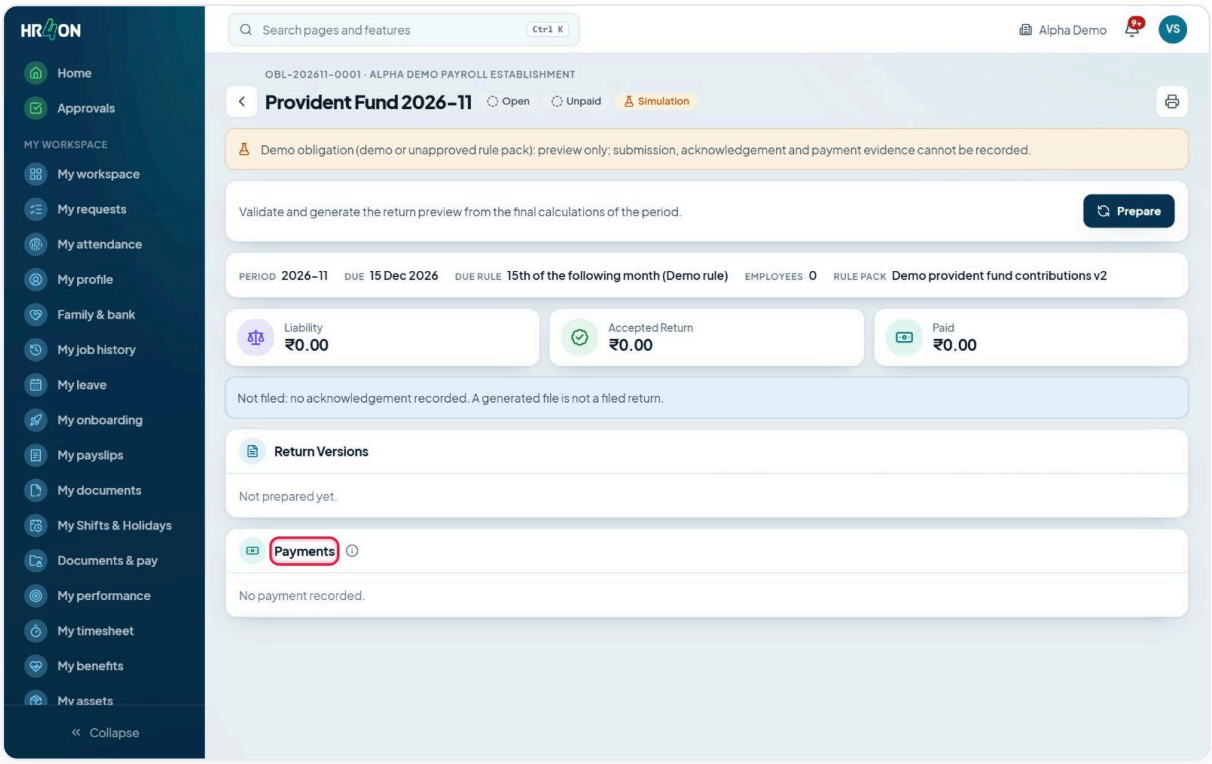
Payment evidence is kept separately from return acceptance; bank success alone never proves a return was accepted.

HOW TO DO IT

1. Open the obligation.
2. Select **Record Payment**.
3. Enter the **Amount**, **Paid On**, the **Challan / Payment Reference** and the **Bank Reference**.
4. Select **Save**. The tiles show **Liability**, **Accepted Return** and **Paid**.

GOOD TO KNOW

- Obligations from demo rule packs are previews: payment cannot be recorded against them.

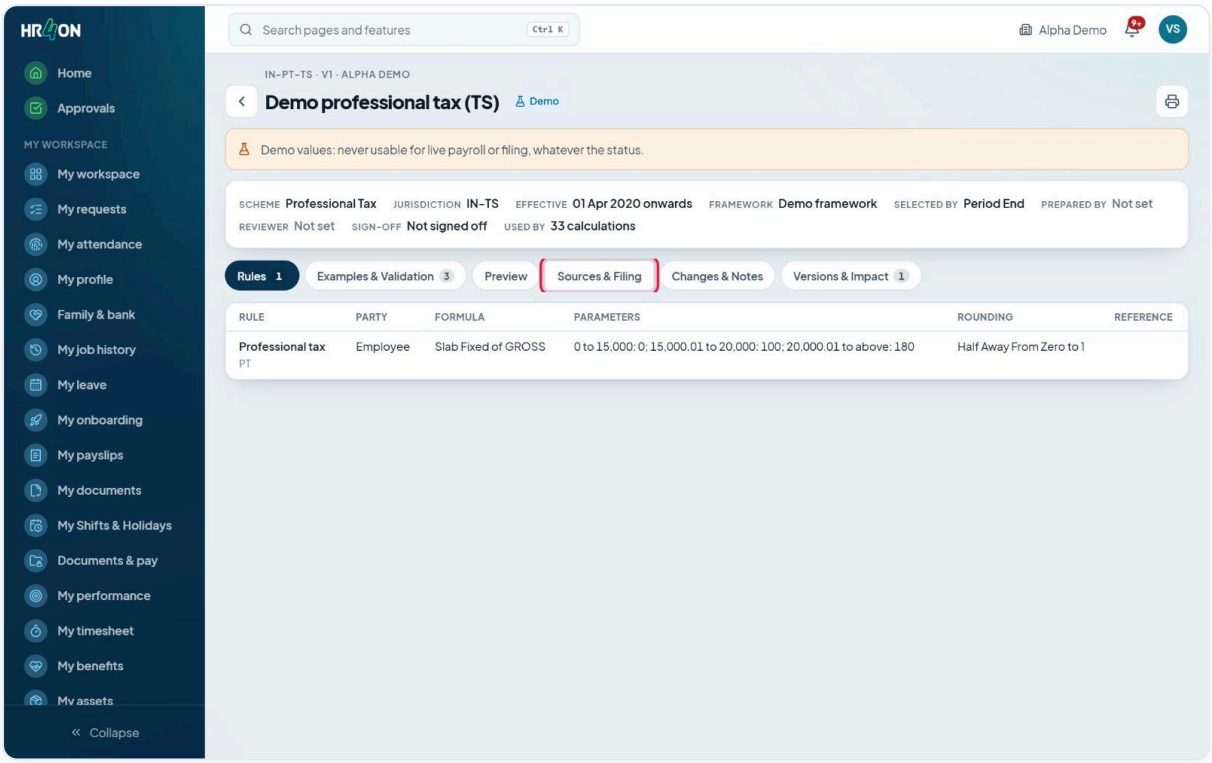


9.3 Sign off a rule pack

A rule pack for live payroll must be reviewed and signed off by someone other than the person who prepared it.

HOW TO DO IT

1. Open **Statutory & tax**, then **Rule Packs**, and open the pack.
2. Check **Rules**, **Examples & Validation** and **Sources & Filing**.
3. Record the sign-off with **What Was Reviewed**, an **Evidence Reference** and **Evidence Note**, then approve it.



10 Final settlements and contractor payments

Two more payment flows reach finance: leavers' full and final settlements, and vendor claims for contract workers.

10.1 Pay a final settlement

Payroll prepares the settlement, the payroll checker approves it and payroll submits it. Finance pays it and records the payment.

WHAT YOU SEE

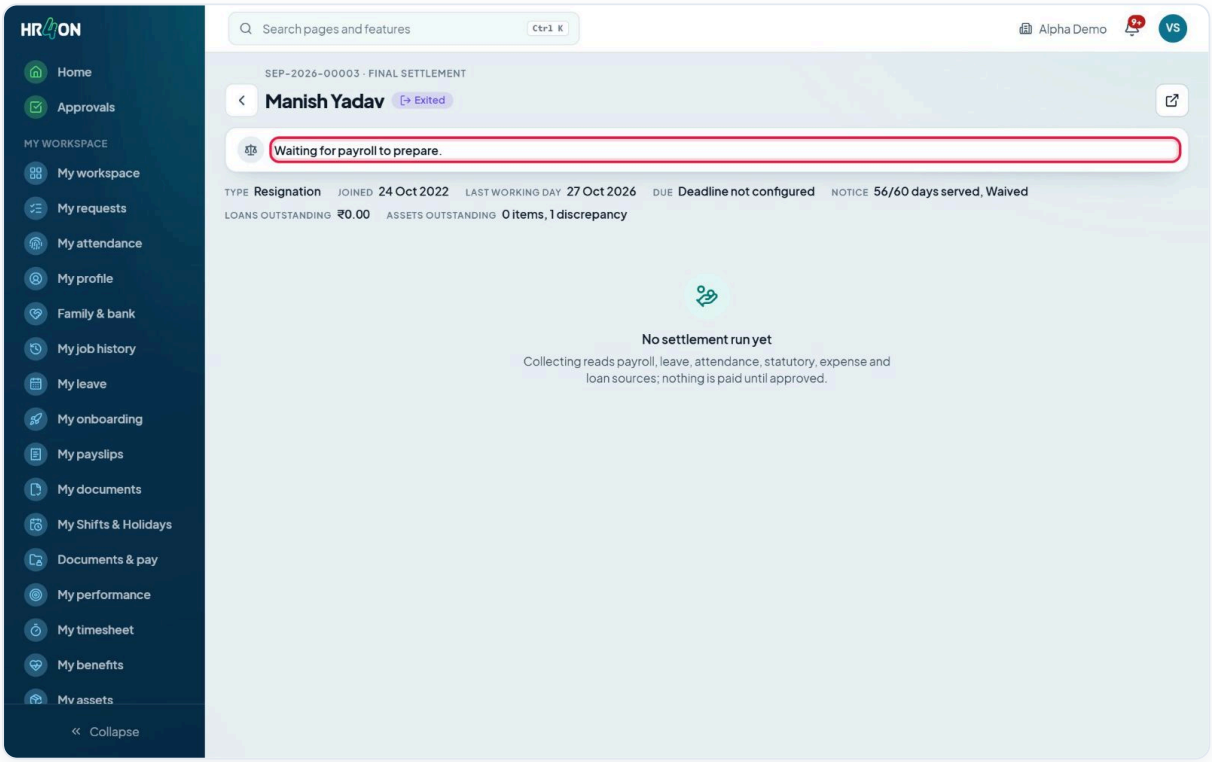
- Count tabs: **To Prepare**, **Draft**, **In Approval**, **Approved**, **With Payroll**, **Paid**.
- The settlement shows earnings, deductions and recoveries, net payable or recoverable, and disputed items recorded separately.

HOW TO DO IT

1. Open **Final Settlements** and select **With Payroll**.
2. Open the leaver and check the settlement.
3. When the money is paid, select **Record Payment** and enter the payment reference and date.
4. Use **Download PDF** for the settlement statement.

GOOD TO KNOW

- Approve settlement runs as checker from **Approvals**. If any input changes after approval, the approval is invalidated.



A leaver whose settlement has not been prepared yet: it waits for payroll.

10.2 Contractor vendor claims

Vendors claim for contract workers' approved work. HR4ON reconciles each claim line against approved, unbilled work and the contract rate; finance approves the payable amount.

WHAT YOU SEE

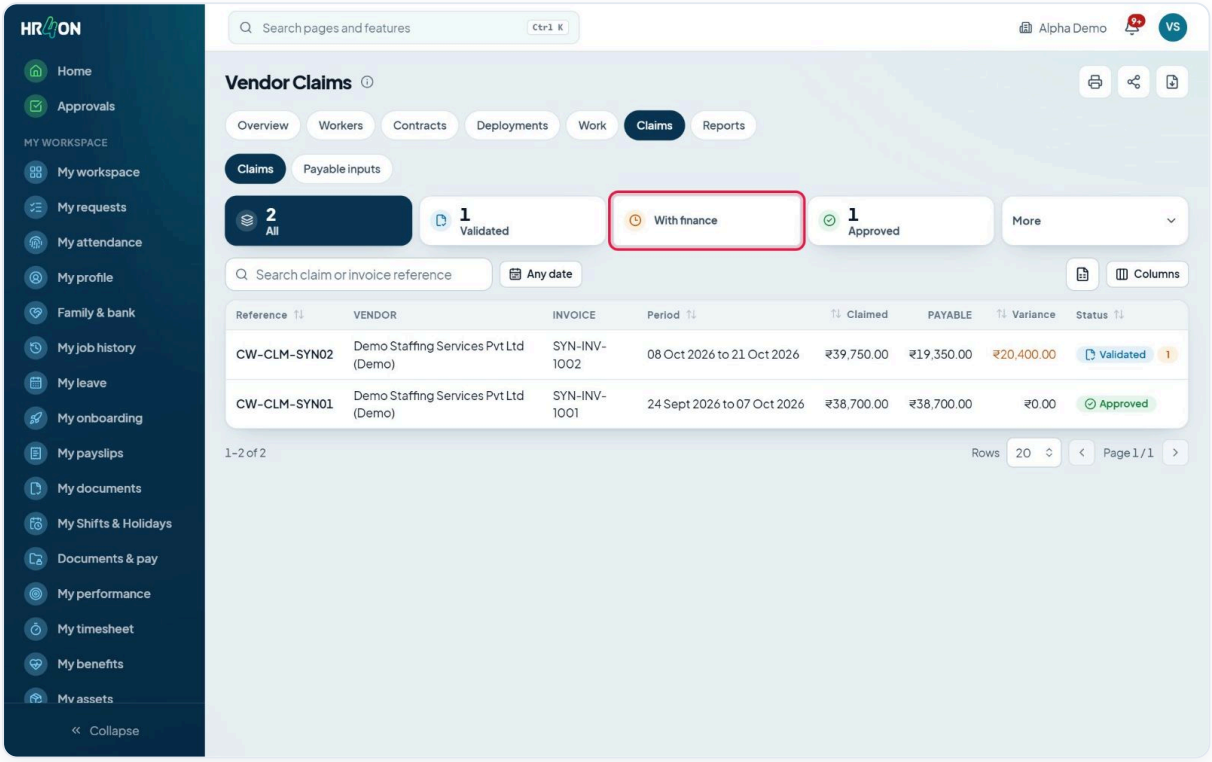
- Count tabs: **All**, **Validated**, **With finance**, **Approved**, and under more, **Returned** and **Rejected**.
- Tabs: **Claims** and **Payable inputs** (amounts passed to accounting).
- Each claim shows claimed, payable and variance amounts.

HOW TO DO IT

1. Open **Contingent workforce** (under **People**), then **Claims**.
2. Select **With finance** to see claims waiting for you.

GOOD TO KNOW

- Payable never exceeds the claimed amount. Vendor invoicing and payment stay with finance.

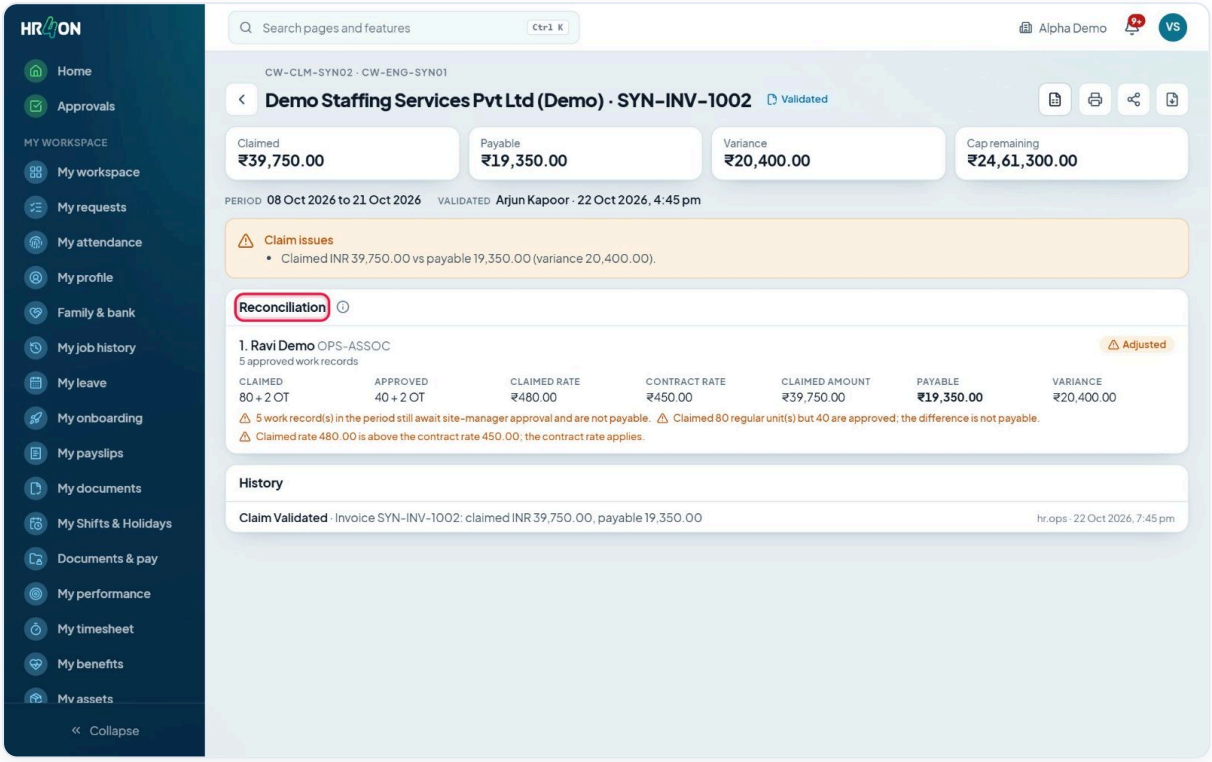


10.3 Approve a vendor claim

The claim page compares each line's claimed quantity and rate with the approved work and contract rate.

HOW TO DO IT

1. HR selects **Send to Finance** on a validated claim.
2. Open the claim and read **Reconciliation** and any **Claim issues**.
3. Reject a line with a reason if needed.
4. Select **Approve Input** to approve the payable amount. It becomes a payable input for accounting.



11 Finance reports and analytics

Use these reports to reconcile pay, payments, journals and costs, and to answer audit questions.

11.1 Payment reports

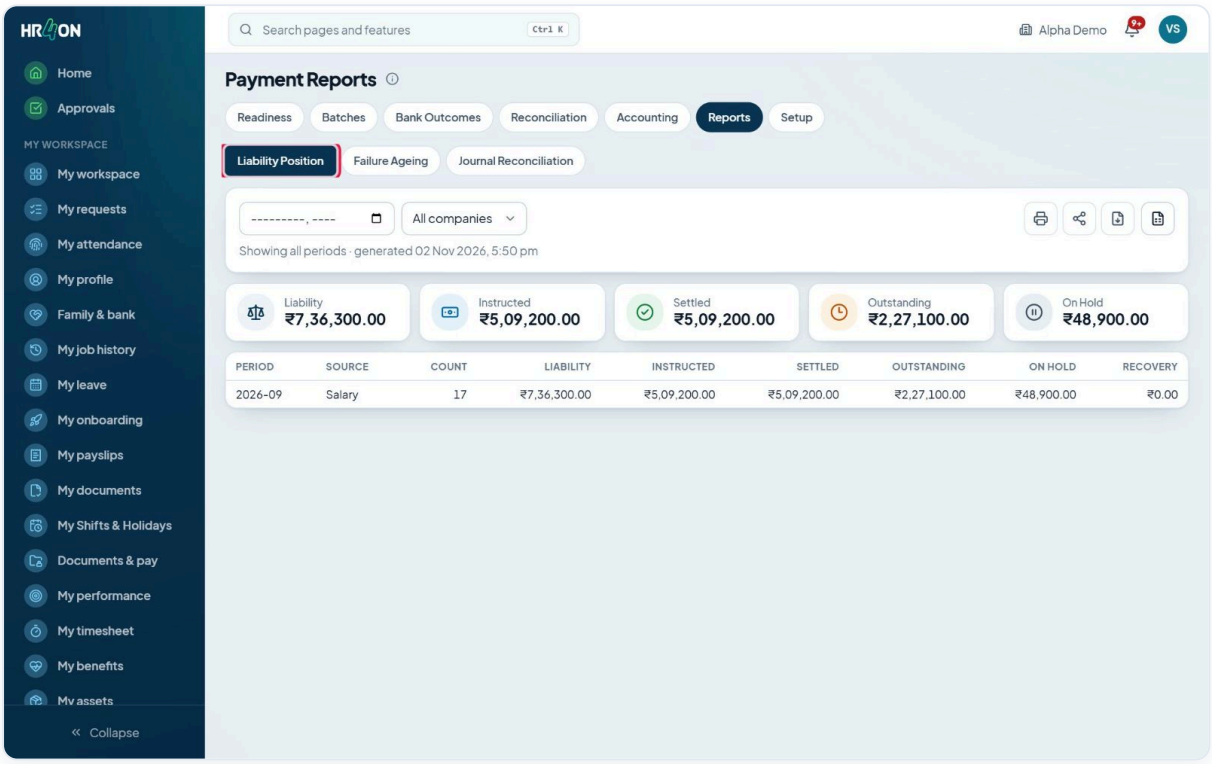
Payment reports keep liability and settlement separate, one payment attempt at a time.

WHAT YOU SEE

- **Liability Position**: liability, instructed, settled, on hold and outstanding by period.
- **Failure Ageing**: failed and returned payments by age.
- **Journal Reconciliation**: journals against payroll and payments.

HOW TO DO IT

1. Open **Payments & accounting**, then **Reports**.
2. Choose a report, company and period; select **Download XLSX** to export.

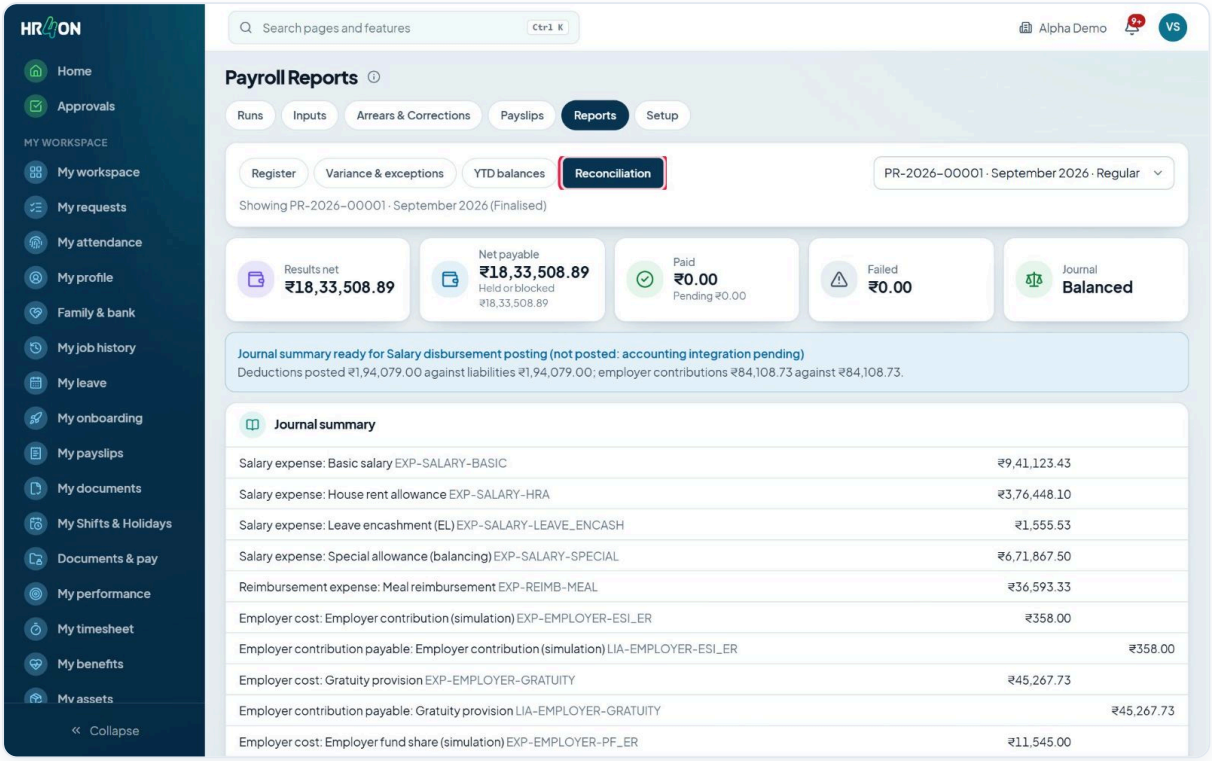


11.2 Payroll reconciliation

The payroll **Reconciliation** report compares the run's net results with net pay liabilities and what was paid, pending and failed, and shows the journal summary.

HOW TO DO IT

1. Open **Payroll**, then **Reports**, and select **Reconciliation**.
2. Choose the run.

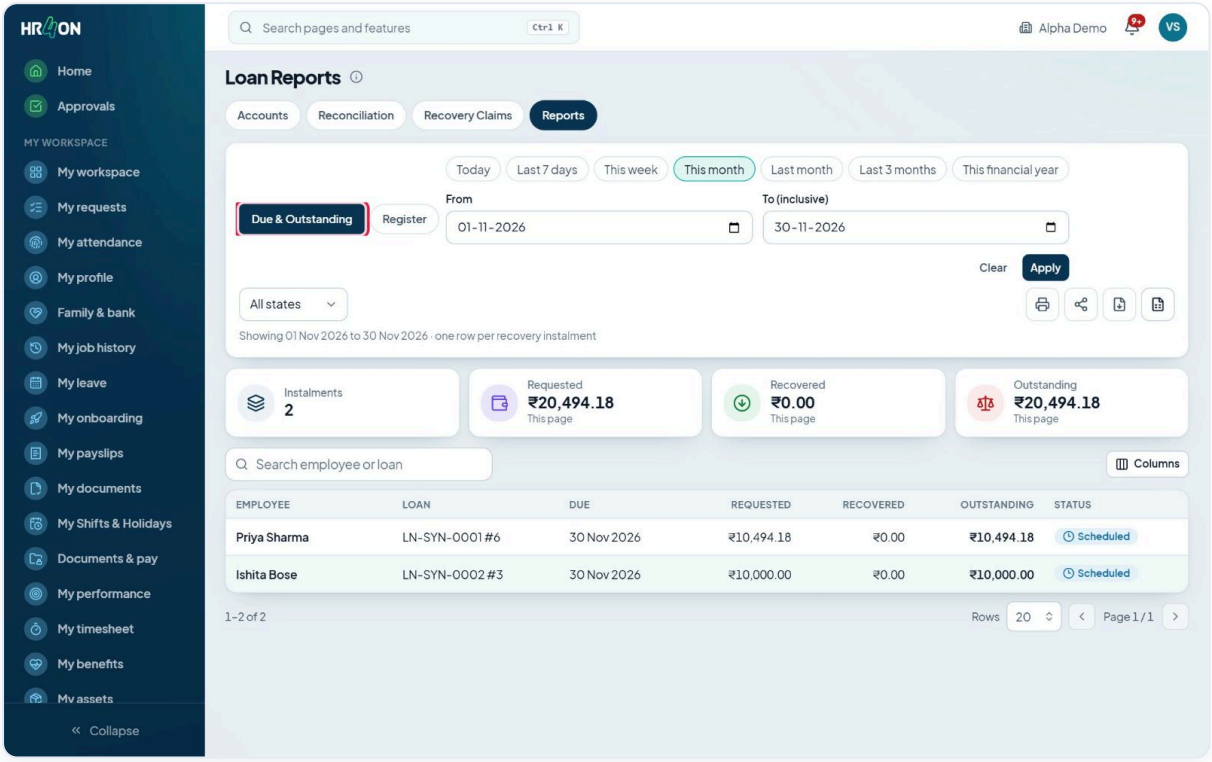


11.3 Loan, benefit and compensation reports

Other modules have their own finance reports.

WHAT YOU SEE

- **Loans & advances**, **Reports**: **Due & Outstanding** and the **Register** of disbursements, repayments, waivers and closures.
- **Benefit Reports**: **Cost** compares expected employee and employer contributions with what payroll took.
- **Compensation**, **Reports**: revision **Budget Impact** and **CTC Reconciliation**.



11.4 Analytics dashboards

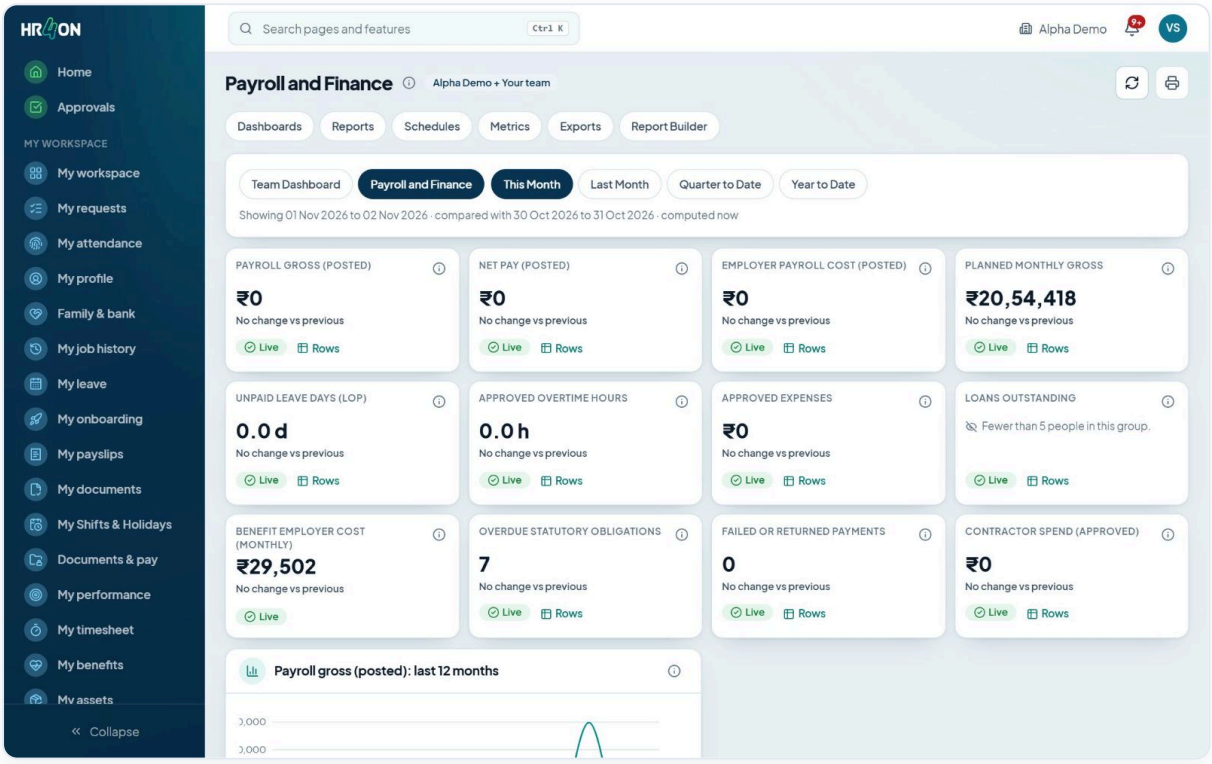
Dashboards under **Insights** include **Payroll and Finance**: payroll gross, net pay and employer cost, planned gross, unpaid leave days, overtime, expenses, loans, benefit cost, overdue statutory obligations, failed payments and contractor spend.

WHAT YOU SEE

- Choose **This Month**, **Last Month**, **Quarter to Date** or **Year to Date**; each tile compares with the previous period.
- Select **Rows** on a tile to see the records behind it.
- Small groups are hidden to protect privacy ("Fewer than 5 people in this group").
- **Reports**, **Schedules** and **Report Builder** let you run, schedule and build reports.

HOW TO DO IT

1. Open **Dashboards** from **Insights**.
2. Select **Payroll and Finance** and a period.
3. Select **Rows** on a tile to drill down, or export.



A Words used in this guide

Bank outcome
The bank's result for one payment attempt: settled, failed, returned or unknown.

Batch
A group of payments released to the bank in one file.

Challan
The payment slip or reference for a statutory payment to an authority.

Checker
The independent person who approves what someone else prepared.

Disbursement
Paying out a loan, advance or other amount to an employee.

Enquire
Ask the bank for the result of a payment whose outcome is unknown.

Final settlement
Full and final payment to a leaver, less recoveries.

Hold
Stop a liability from being paid until the hold is released. It stays payable.

Journal voucher
An accounting entry with debit and credit lines created from a payroll or payment event.

Liability
An amount HR4ON owes to an employee, authority or vendor.

Payable input
An approved vendor claim amount passed to accounting for payment.

Posting period
An accounting month that is closed once its journals are posted and reconciled.

Reconciliation
Matching bank lines, deductions or journals to what was expected.

Recovery
Money an employee owes back, recovered through payroll, final settlement or direct repayment.

Release
Send an approved batch to the bank.

Retry
Re-issue a failed or returned payment in a new linked batch after investigation.

Settle (expense)
Decide how an approved claim is paid: next payroll or direct payment.

Shortfall
The part of a loan instalment that payroll could not deduct.

Stale approval
An approval made invalid because the data changed afterwards.