

Course Code – COM (H) 226

Lecture 37



# Attendance Vouchers

*On 30th April, 2009 the attendance records of M/s. Spectrum Solutions displayed the following details:*

Attendance/ Production Types	Vijay Kumar	Rahul	Mahesh	Ajay
Present Days	26	22	15	17
Overtime Hours	900 Min (15hr X 60 min)			720 Min (12 hr X 60 min)

Go to **Gateway of Tally > Payroll Vouchers**

1. Press **Ctrl+F5** for **Attendance Voucher**
2. Press **F2** and specify the date as **30-4-2009**
3. Press **Enter**
4. Press **Alt+A** (Attendance Auto Fill) to prefill employee payroll details
5. Employees pertaining to the respective Employee Groups are displayed automatically

# Attendance Vouchers

6. Alter the attendance details as given in the table above
7. Press **Enter**
8. Enter the details of the transaction in the **Narration** field
9. Press **Enter** to accept the completed Attendance Voucher screen.

# Payroll Vouchers

*On 30th April, 2009, M/s. Spectrum Solutions processes Payroll for all the employees and entitled the following employees for Variable Pay*

Particulars	Vijay Kumar	Rahul	Mahesh	Ajay
Variable Pay	1500	-	1000	-

Go to **Gateway of Tally > Payroll Vouchers**

1. Press **Ctrl+F4** for **Payroll Voucher**
2. Press **F2**, specify the date as **30-4-2009** and press **Enter**
3. Press **Alt+A** (Payroll Auto Fill) to prefill employee payroll details

In the **Payroll Auto Fill** screen,

Select **Salary** in the **Process for** field

4. Press **Enter** and specify the pay values for the pay heads defined as user-definable values against each employee (in this case, define the **Variable Pay**)

Thank You