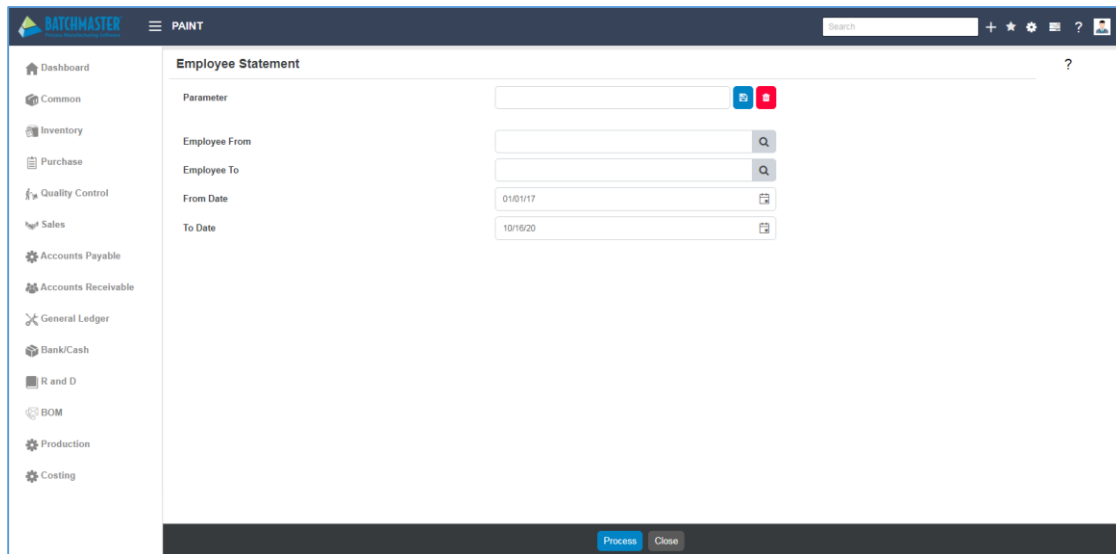# Employee Statement

Use this screen to print salary statements of the selected employees. The system print the report with details about the credit amount, debit amount, and the running balance of the employees related journal entries.

Go To: General Ledger → Payroll → Employee Statement.

Clicking on the *Employee Statement* option displays the *Employee Statement* window.

Printing the Employee Statement

1. Open the Employee Statement window.

2. Select the range of employees in the *Employee From/To* fields, respectively.

3. In the *From Date* and *To* fields, enter or select the lower and upper date limits, for which the employee details is required.

4. Click the *Process* button to print the employee statement.

An example of a generated *Employee Statement* is displayed below.

Employee Statement

Food Corporation Pvt. Ltd.

10-16-2020
12:51

From Document Date   [01-01-2017] To [10-16-2020]
Employee Code   :   [ABHAY]
Employee Desc   :   [Abhay]
Currency   :   INR

Date	Jrnl Batch No.	Narration	Debit	Credit	Running Balance
08-06-2020	ES20010065		1.00		1.00 Dr
Total	**:**		**1.00**	**0.00**	

Close