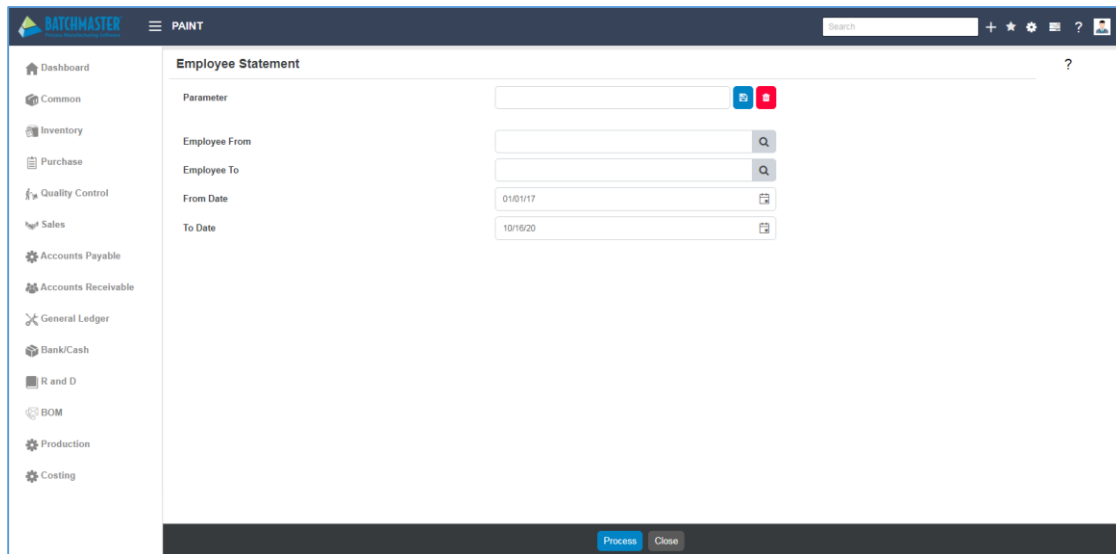


## Employee Statement

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.



The screenshot shows the 'Employee Statement' window in the DATCHMASTER application. The window has a dark blue header with the 'DATCHMASTER' logo and a 'PAINT' button. A search bar is located in the top right corner. On the left side, there is a vertical navigation menu with icons and labels for various modules: Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The 'General Ledger' module is currently selected. The main area of the window is titled 'Employee Statement' and contains several input fields: 'Parameter' (with a dropdown arrow), 'Employee From' (with a search icon), 'Employee To' (with a search icon), 'From Date' (with a calendar icon and the value '01/01/17'), and 'To Date' (with a calendar icon and the value '10/16/20'). At the bottom right of the window, there are two buttons: 'Process' and 'Close'.

### 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.

– **+** 210%

## 10-16-2020

12:51

Currency : INR

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