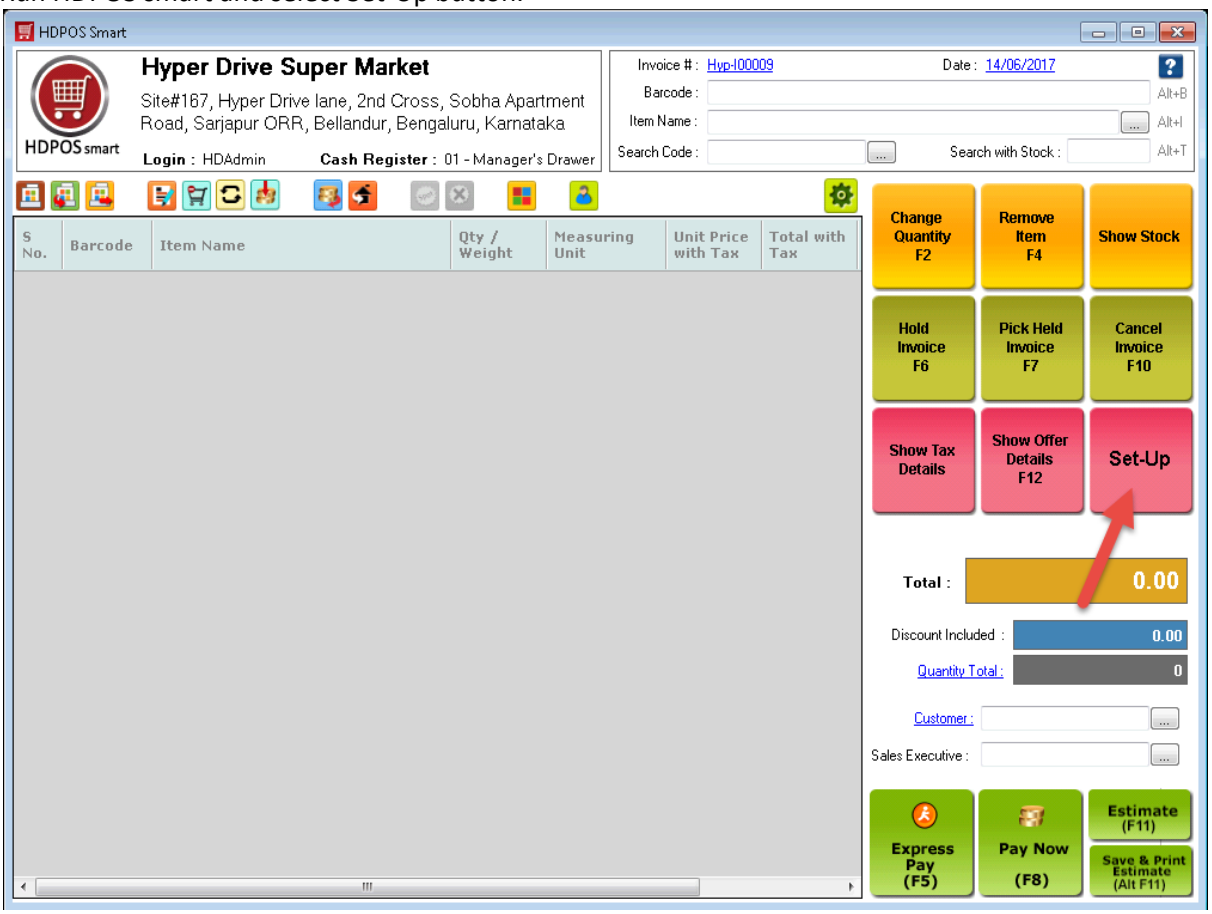
How to generate salary statement for the employees?

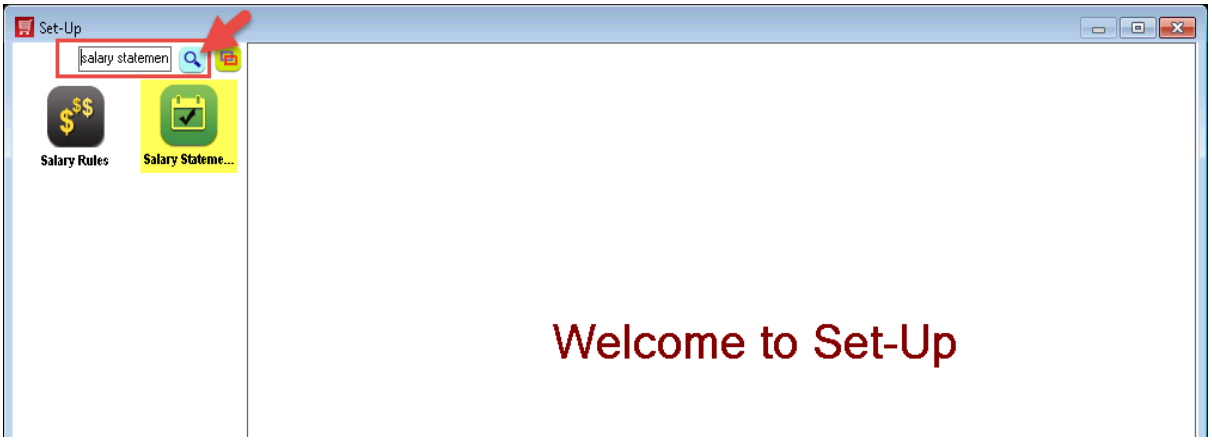
HDPOS smart Tutorials

Follow the below steps to generate the salary statement for the employees:

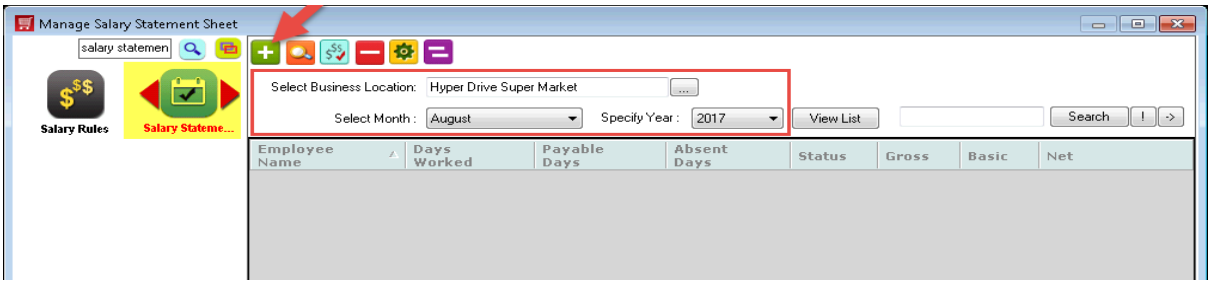
1. Run HDPOS smart and select Set-Up button.



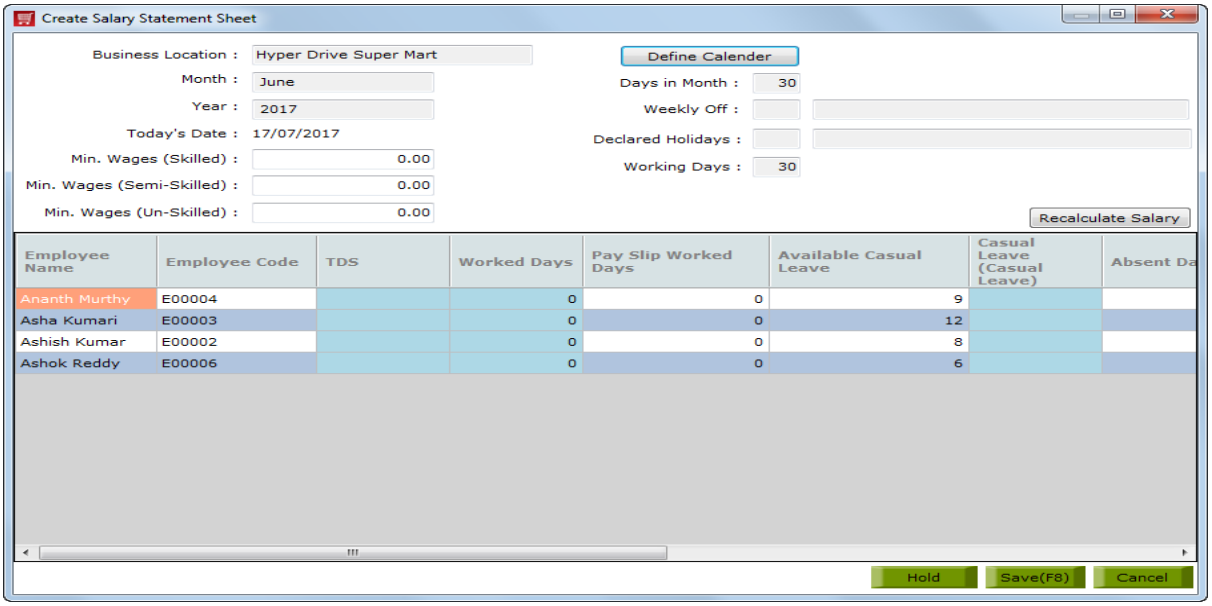
2. From **Set-Up** screen, Search for **Salary statement** from the search field and click on **Search** button .



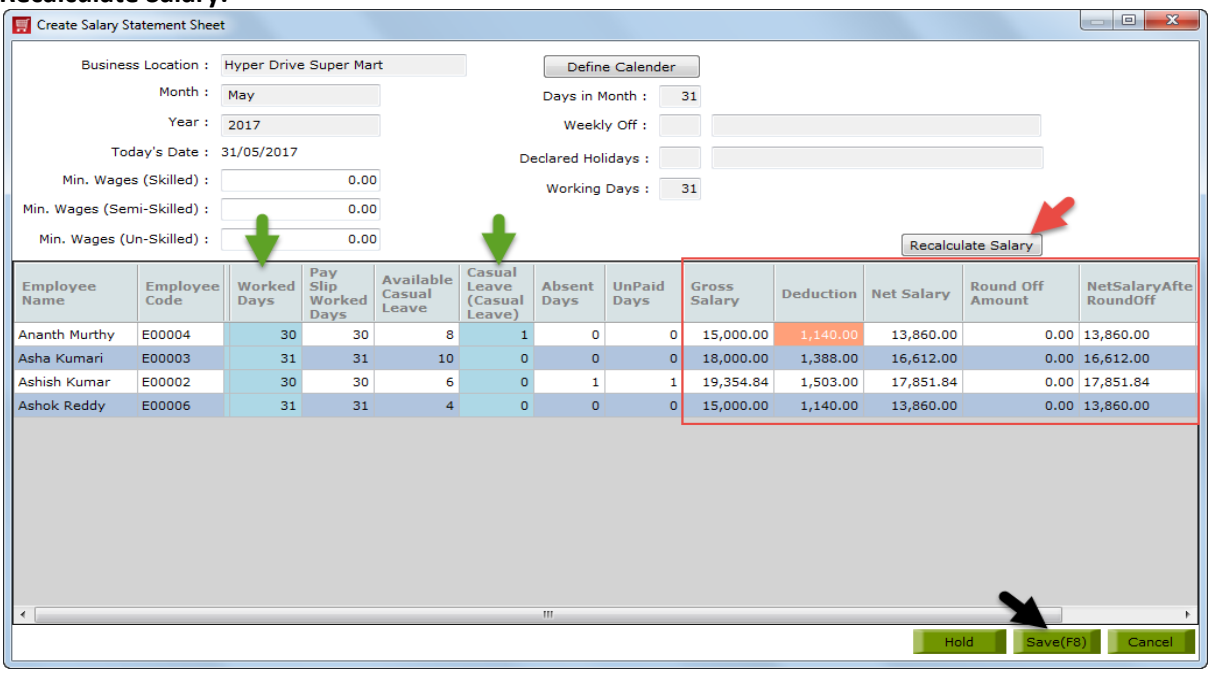
3. In the **Manage Salary Statement Sheet,** Select **Business location** for whose employees you want to create salary statement **and Select Month** then click on **Create New Salary Statement Sheet.**



4. **Create Salary Statement Sheet** screen will load all employees' list for the selected business location.



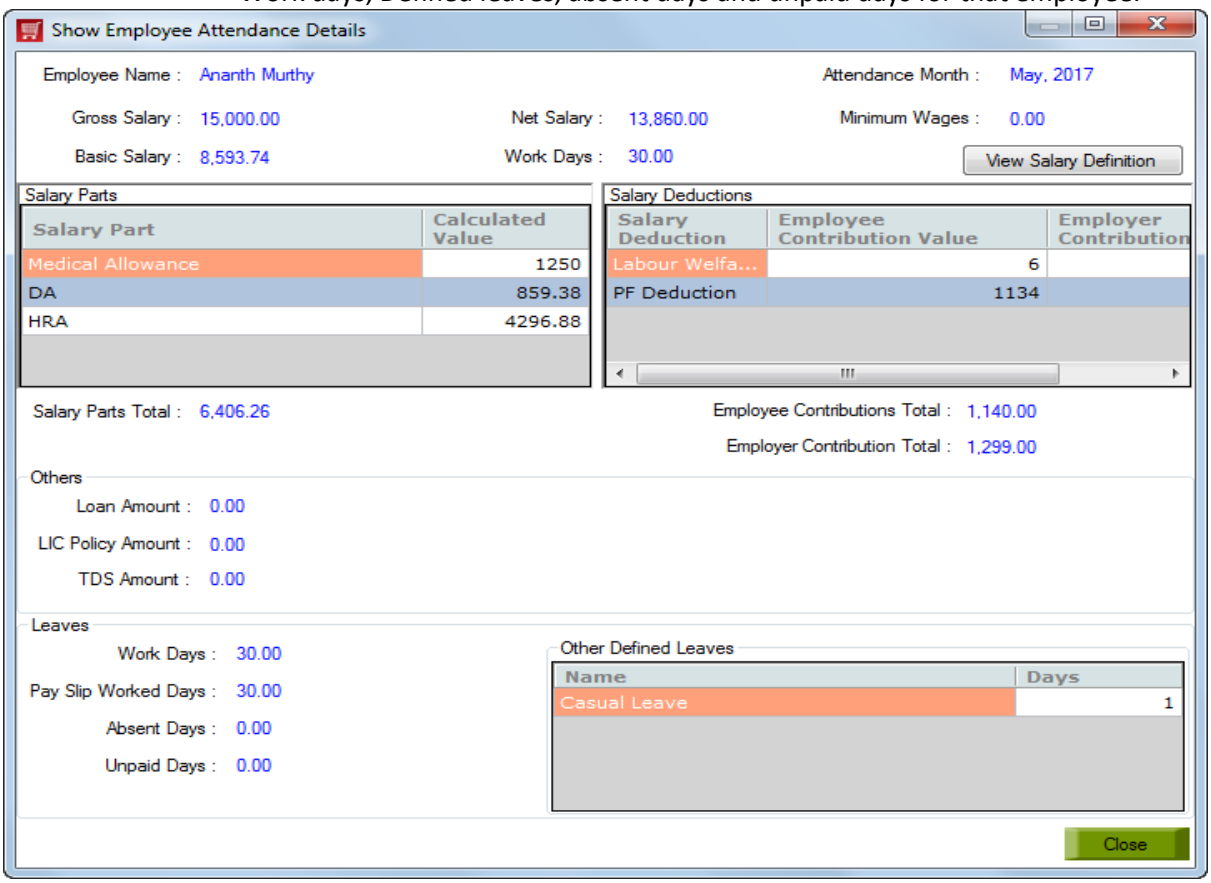
5. In **Create Salary Statement Sheet** enter the **worked days**, **Leaves** (if used any). Click on **Recalculate Salary.**



- **Gross Salary**: This field displays the Gross Salary of the employee.
- **Deductions**: This filed calculates the total deductions based on employee salary rule.
- **Net Salary**: This filed displays the net salary after deductions.

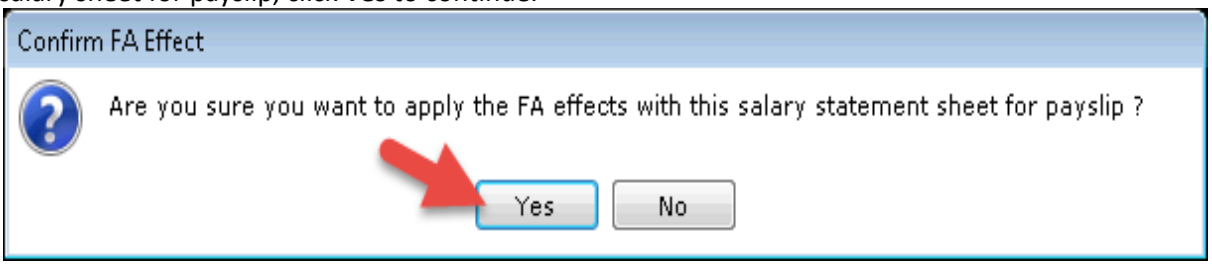
Note: To view the complete salary calculations, double click on the Employee Name. This will bring up **Show Employee Attendance Details** in this screen you can see the details about:

- The salary parts and deductions.
- Loans, LIC policy amount and overtime (hours) and amount for the overtime.
- Work days, Defined leaves, absent days and unpaid days for that employee.

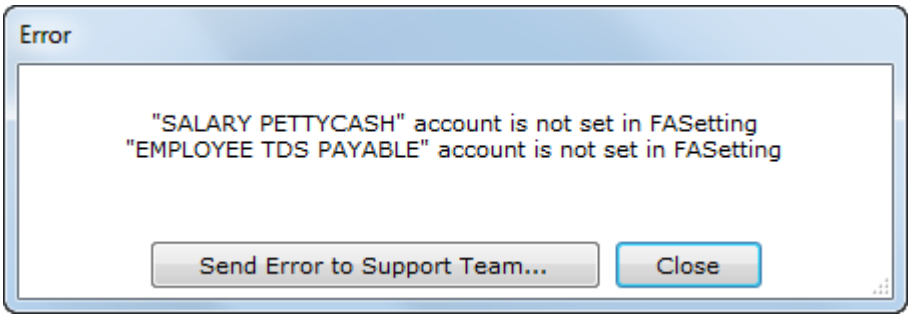


- Click on **Close** to back to Create Salary Statement Sheet.

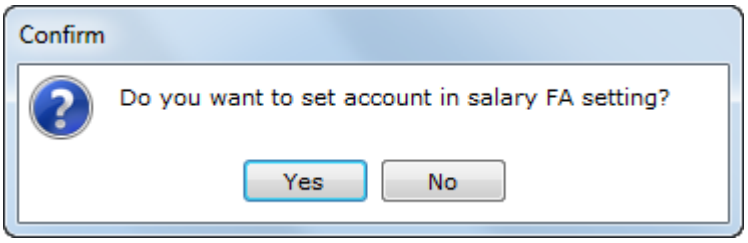
6. Click on **Save** in Create Salary Statement Sheet.
7. **Confirm FA Effect** Screen will display asking for confirmation to apply FA effects with this salary sheet for payslip, click **Yes** to continue.



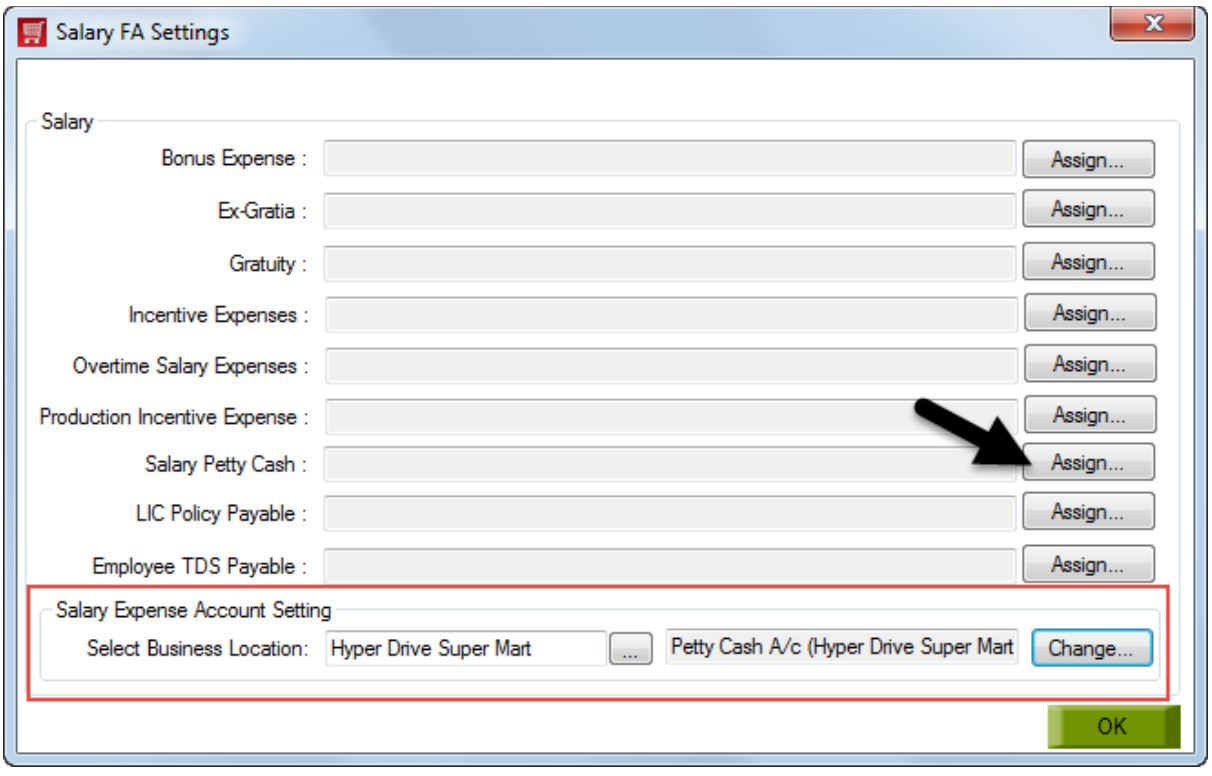
Note: If any necessary **Financial Accounts** are not assigned, you will see the below error message. Click on **Close** to close the error message.



Next you will see a **Confirm** message as shown below, click on **Yes** to select the salary expense accounts.



From **Manage Salary FA Settings**, select the Business Location and other financial accounts as required. Click on **OK** to save the changes.



To learn more about How to assign salary expense and other financial accounts for salary statement in HDPOS smart, click on the below link

8. You can see the salary statement of the employees for the selected month August in the **Manage Salary Statement Sheet** screen.

