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Computerised Accounting - Module 31

Create Attendance or Production Vouchers (Payroll)

Attendance or Production Vouchers in Tally ERP 9 are used to record employee attendance and production data. These vouchers play a critical role in payroll processing and managing workforce productivity.

Types of Attendance or Production Vouchers

- **Attendance Vouchers:** Track the attendance of employees.
- **Production Vouchers:** Track the production activities of employees.

Attendance Voucher - Manual Entry

1. Go to Gateway of Tally > Payroll Vouchers > Ctrl+F5: Attendance .
2. Click F2: Date to change the date.
3. Select the employee whose attendance you want to record from the List of Employees .
4. Select the Attendance/Production Type from the list.
5. Enter the Value .
6. Select End of List from the List of Employees.

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Attendance Voucher Creation		ABC Company		Ctrl + M	
Attendance No. 1				30-Apr-2013 Tuesday	
Employee Name	Employee Number	Attendance/Production Type	Value	Unit	
Employee A	0065	Absent	Cur Bal: 0 Days	0 Days	
Employee B	0067	Absent	Cur Bal: 1 Days	1 Days	
Employee C	0069	Absent	Cur Bal: 1 Days	1 Days	
Employee D	0072	Absent	Cur Bal: 2 Days	2 Days	
Employee Q	0076	Absent	Cur Bal: 0 Days	0 Days	
Employee A	0065	Overtime	Cur Bal: 5- 0.00 Hrs	5 Hrs	
Employee B	0067	Overtime	Cur Bal: 1- 0.00 Hrs	1 Hrs	
Employee C	0069	Overtime	Cur Bal: 1- 0.00 Hrs	1 Hrs	
Employee D	0072	Overtime	Cur Bal: 3- 0.00 Hrs	3 Hrs	
Employee Q	0076	Overtime	Cur Bal: 2- 0.00 Hrs	2 Hrs	

Narration:  
Attendance details for April 2013 without using Auto-fill

Accept ?  
Yes or No

7. Press Enter to save.

**Attendance Voucher using Auto Fill**

In the attendance voucher, you can use the A : Payroll Auto Fill button to speed up the data entry process.

Using Auto Fill, you can fill all employees of a selected Employee Category (if more than One Payroll Category is enabled) and/or a selected Employee Group and enter data for selected type of Attendance/Production Type for these employees.

1. Go to Gateway of Tally > Payroll Vouchers > Ctrl+F5: Attendance .
2. Click F2: Date to enter the date.
3. Click A : Attd Auto Fill button .
4. Enter/Alter the Voucher Date , if required.
5. Select the appropriate Employee Category .

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- 6. Select the Employee/Group from the List of Group/Employees.
- 7. Select the Attendance/Production Type from the list.
- 8. Enter the required number of days in the Default Value to Fill field ( for example , 0 days for absent and 26 days for present).

Attendance Auto Fill

Voucher Date : 30-4-2013  
 Employee Category : Primary Cost Category  
 Employee/Group : All Items

Auto Fill Values

Attendance/Production Type : Absent  
 Default Value to Fill : 0  
*(Value entered above will be prefilled for all the Employees)*  
 Sort by : **Employee Name**

**Sorting Methods**

Employee Name

Employee Number

- 9. In the Sort by field, select the Sorting Method based on which the employee details should appear in the voucher. You can use Employee Name or Employee Number as the sorting method.
- 10. Enter the Value against the Employee Name.

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Employee C	0069	Absent	Cur Bal: 1 Days	1 Days	
Employee D	0072	Absent	Cur Bal: 2 Days	2 Days	
Employee Q	0076	Absent	Cur Bal: 0 Days	0 Days	

Narration:  
Attendance details for April 2013 using Attendance Auto fill

**Accept ?**  
Yes or No

11. Press Enter to save the attendance voucher.

Similarly, you can record the details of Paid Leave , Overtime or Production using Attendance Auto Fill.

**Configuration options**

Click F12: Configure to change the default view for the attendance voucher.

<u>Attendance Configuration</u>	
Skip Date field in Create Mode (faster entry!)	? Yes
Show Resigned / Retired Employees	? Yes
Show Balances as on Voucher Date	? Yes
Show Employee Number	? <b>Yes</b>

- Skip Date field in Create Mode (faster entry!): Set this option to Yes to skip the date selection field, for faster data entry. By default, the Date of Last Entry is set as the voucher date.

- Show Resigned/Retired Employees: Set this option to Yes to include the resigned/retired employees also during the voucher entry.

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- Show Balances as on Voucher Date: Set this option to Yes to include the Current Balance as per the voucher date for each employee.
- Show Employee Number : Set this option to Yes to include the employee number during the voucher entry.

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