

Excel Salary Voucher

For Staff Payments

Company Name: ABC Enterprises **Address:** 123 Main Road, City, State **Contact:** (123) 456-7890

Voucher No.: SV-00283 **Date:** 28/06/2024 **Department:** Finance

Staff ID	Name	Designation	Basic Salary	HRA	Allowances	Deductions	Net Salary	Signature
1012	Jane Doe	Accountant	40,000	8,000	3,000	2,000	49,000	
1013	John Smith	Office Assistant	25,000	5,000	2,000	1,000	31,000	
1014	Rina Roy	Receptionist	18,000	3,000	1,500	500	22,000	
Total							102,000	

Prepared By

Verified By

Approved By

- This voucher serves as an official record of salary disbursement to staff.
- Ensure all fields are accurately filled before processing payments.
- Obtain necessary approvals and signatures for compliance.
- Preserve this document for payroll audit and reference purposes.