<u>Processed pay</u>

Using this option admin user can change or override the current month processed salary details in bulk. If the user wants to make any changes after processing salary for current month he can use this option.

This option can be used only in case of overriding the current month salary details; it will not allow you to make any changes for previous month's salary details.

Go to **Utilities** menu ➔**Processed pay**

Default processed month will reflect under month dropdown i.e., current payroll month, and then click on export, you can see the excel sheet with processed salary data, make the changes in the exported excel sheet and save it in the local disk and import the same.