Tally Prime Exercise Note PDF

Repair Company		

List of Companies		
Data Path/Name	Number	Period
		Specify Path
		Select from Drive
C:\Users\user.tspl\Desktop\data		
◆ Up		
◆ * * * * * * * * * * * ◆	(48000)	
ABC - No Accounting Allocation	(70002)	1-Apr-10 to 31-Mar-11
ABC- Cost Category MisMatch	(70001)	1-Apr-08 to 31-Mar-09
ABC- Unit of Measurement MisMatch	(70003)	1-Apr-08 to 31-Mar-09
ABC-Voucher Total MisMatch	(70004) Migration Required	1-Apr-09 to 31-Mar-10
Ganeshji Traders	(10014) Repair Required	1-Apr-18 to 31-Mar-20
Incorrect Ledger Selected in the Bank Allocation Screen	(70009)	1-Apr-15 to 31-Mar-16
Media Worldwide Limited (From 1-Apr-2013)	(70010) Migration Required	1-Apr-13 to 31-Mar-18
National Enterprises - (from 1-Sep-20)	(10010)	1-Sep-20 to 31-Aug-21
Parent Belongs to Different Category	(70008)	1-Apr-15 to 31-Mar-16
The Kothari Wheels Workshop 2015-16 - (From 1-Apr-2016)	(30001)	1-Apr-16 to 31-Mar-18

What is Payroll?

The administration of the financial record of employees' salaries, wages, bonuses, net pay, and deductions.

Payroll is an employee's salary management system like:

TA (Travelling Allowance)
DA (Dearness Allowance)
HRA (House Rent Allowance)
Overtime
PT (Professional tax)
EPF (Employees' Provident Fund)
Canteen Deduction
Bonus
Advance Salary Deduction

1	1-4-2022	Mr. Gulabchand started a business with cash Rs. 500000.
2	8-4-2022	Mr. Gulabchand deposited cash Rs. 400000 in to HDFC Bank.
3	18-4-2022	Mr. Gulabchand purchased furniture of Rs. 12000 and AC of Rs. 26500 and payment made by cheque.
4	25-4-2022	Mr. Gulabchand paid cash Rs. 1200 for Stationary expenses.

5	1-5-2022	Mr. Gulabchand appoint the following employees.
		1. Manoj Verma as accountant manager
		2. Rahul Rai as sales manager
		3. Pooja Verma as production manager

Their pay structure is as shown in the following table.

Pay Head	Manoj Verma	Rahul Rai	Pooja Verma
Basic Pay	Rs. 8000/Month	Rs. 7000/Month	Rs. 6000/Month
Overtime	Rs. 100/Hrs.	Rs. 50/Hrs.	Rs. 80/Hrs.
TA	Rs. 800 Flat per Month		
DA	As per law on current earning totals [<20000 (5%), <40000 (6%), else (8%)]		
HRA	20% of Basic Pay		
Bonus	As User defined Value		
Canteen Deduction	Rs. 600 Flat per month		
Professional Tax	As per law on current earning totals [<5000 (0), <8000 (60), <10000(100), <15000(150) else (200)]		
EPF Deduction	As per law, 12% on Basic Pay		

1. Create Employee Category

Employee Category Creation

Name : **Head Office**
(alias) :

Allocate Revenue Items : **Yes**
Allocate Non-revenue items : **No**

2. Create Employee Group

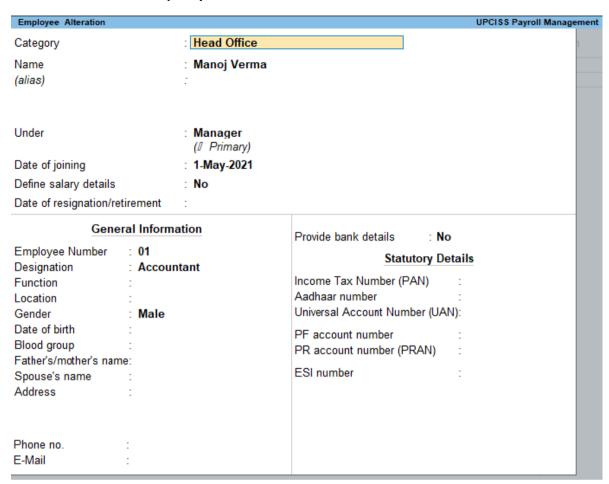**Employee Group Creation**

Category : **Head Office**
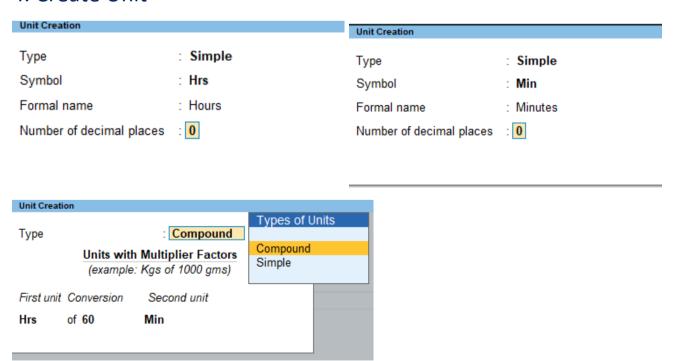
Name : **Manager**
(alias) :

Under : ♦ **Primary**

Define salary details : **No**

3. Create All Employee

Employee Alteration		UPCISS Payroll Management
Category	: **Head Office**	
Name	: **Manoj Verma**	
(alias)	:	

Under	: **Manager**	
	(☐ Primary)	
Date of joining	: **1-May-2021**	
Define salary details	: **No**	
Date of resignation/retirement	:	

General Information		
Employee Number	: **01**	
Designation	: **Accountant**	
Function	:	
Location	:	
Gender	: **Male**	
Date of birth	:	
Blood group	:	
Father's/mother's name:		
Spouse's name	:	
Address	:	
Phone no.	:	
E-Mail	:	

Provide bank details : **No**

Statutory Details

Income Tax Number (PAN)	:
Aadhaar number	:
Universal Account Number (UAN):	
PF account number	:
PR account number (PRAN)	:
ESI number	:

Similarly for Rahul Rai and Pooja Verma

4. Create Unit

Unit Creation	
Type	: **Simple**
Symbol	: **Hrs**
Formal name	: Hours
Number of decimal places	: 0

Unit Creation	
Type	: **Simple**
Symbol	: **Min**
Formal name	: Minutes
Number of decimal places	: 0

Unit Creation		
Type	: **Compound**	
Units with Multiplier Factors		Types of Units
(example: Kgs of 1000 gms)		Compound
		Simple

First unit	Conversion	Second unit
Hrs	of **60**	**Min**

5. Create Attendance/Production Type

Attendance/Production Type Creation	UPCISS Payroll Management

Name : **Paid Leave**
(alias) :

Under : ◆ **Primary**

Attendance type : **Attendance / Leave with Pay**
   Period type : **Days**

List of Attendance Types

Attendance / Leave with Pay
Leave without Pay
Production
User Defined Calendar Type

Attendance/Production Type Creation	UPCISS Payroll Management

Name : **Absent**
(alias) :

Under : ◆ **Primary**

Attendance type : **Leave without Pay**
   Period type : **Days**

List of Attendance Types

Attendance / Leave with Pay
Leave without Pay
Production
User Defined Calendar Type

Attendance/Production Type Creation	UPCISS Payroll Management

Name : **Overtime**
(alias) :

Under : ◆ **Primary**

Attendance type : **Production**

DATE OF LAST ENTRY

No Vouchers Entered

Unit : **Hrs of 60 Min**

Units

Hrs	(Hours)
Hrs of 60 Min	
Min	(Minutes)

6. Create Pay Head

Pay Head Creation

Name : **Basic Pay**
(alias) :

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Fixed**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **Basic Pay**
Use for calculation of gratuity	: **No**
Calculation type	: **On Attendance**
Attendance/leave with pay	: ♦ **Not Applicable**
Leave without pay	: **Absent**
Calculation period	: **Months**
Basis of calculation (per day)	: **As per Calendar Period**

Pay Head Creation

Name : **Overtime**
(alias) :

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Fixed**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **Overtime**
Use for calculation of gratuity	: **No**
Calculation type	: **On Production**
Production type	: **Overtime**

Rounding Off Information

Rounding Method : ♦ **Not Applicable**

Pay Head Creation

Name : **TA**
(alias) :

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Fixed**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **TA**
Use for calculation of gratuity	: **No**
Calculation type	: **Flat Rate**
Calculation period	: **Months**

Pay Head Creation

Name : **Bonus**
(alias) :

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Variable**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **Bonus**
Use for calculation of gratuity	: **No**
Calculation type	: **As User Defined Value**

Pay Head Creation

Name : **DA**
(alias) :

UPCISS Payroll Management

Total Opening Balance

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Fixed**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **DA**
Use for calculation of gratuity	: **No**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

Compute : **On Current Earnings Total**

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-22				
		20,000.00	Percentage	5 %
	20,000.00	40,000.00	Percentage	6 %
	40,000.00		Percentage	8 %

Pay Head Creation

Name   : **HRA**
(alias)   :

Total Opening Balance

Pay Head Information

Pay head type	: **Earnings for Employees**
Income type	: **Fixed**
Under	: **Indirect Expenses**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **HRA**
Use for calculation of gratuity	: **No**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

Compute	: **On Specified Formula**
Specified formula	: *Basic Pay*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-22				
			Percentage	20 %

Pay Head Creation

Name   : **Canteen Deduction**
(alias)   :

Pay Head Information

Pay head type	: **Deductions From Employees**
Under	: **Current Assets**
Affect net salary	: **Yes**
Name to be displayed in payslip	: **Canteen Deduction**
Calculation type	: **Flat Rate**
Calculation period	: **Months**

Name   : **Professional Tax**
(alias)   :

Pay Head Information

Pay head type   : **Employees' Statutory Deductions**

Under   : **Current Liabilities**

Affect net salary   : **Yes**
 Name to be displayed in payslip   : **Professional Tax**

Calculation type   : **As Computed Value**
 Calculation period   : **Months**

Computation Information

Compute   : **On Current Earnings Total**

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-22		5,000.00	Value	0
	5,000.00	8,000.00	Value	60
	8,000.00	10,000.00	Value	100
	10,000.00	15,000.00	Value	150
	15,000.00		Value	200

Name   : **EPF Deduction**
(alias)   :

Pay Head Information

Pay head type   : **Employees' Statutory Deductions**

Under   : **Current Liabilities**

Affect net salary   : **Yes**
 Name to be displayed in payslip   : **EPF Deduction**

Calculation type   : **As Computed Value**
 Calculation period   : **Months**

Computation Information

Compute   : **On Specified Formula**
Specified formula : *Basic Pay*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-22				
			Percentage	12 %

7. Alter Define Salary

Gateway of Tally		Payroll Masters
		Employee Category
		Employee Group
MASTERS		Employee
		Units (Work)
Create		Attendance/Production Type
Alter		Pay Heads
CHart of Accounts		Define Salary
		Payroll Voucher Type

List of Groups / Employees

		Create
		Back
Manager	♦ Primary	Head Office
Manoj Verma	Manager	Head Office
Pooja Verma	Manager	Head Office
Rahul Rai	Manager	Head Office

Name   : **Manoj Verma (01)**

Under   : **Manager**
(▯ Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-May-22						
	Basic Pay	8,000.00	Months	Earnings for Employees	On Attendance	
	Overtime	100.00	Hrs	Earnings for Employees	On Production	
	TA	800.00	Months	Earnings for Employees	Flat Rate	
	DA			Earnings for Employees	As Computed Value	On Current Earnings Total
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Bonus			Earnings for Employees	As User Defined Value	
	Canteen Deduction	600.00	Months	Deductions From Employees	Flat Rate	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	EPF Deduction			Employees' Statutory Deductions	As Computed Value	Basic Pay

Name   : **Pooja Verma (03)**

Under   : **Manager**
(▯ Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-May-22						
	Basic Pay	6,000.00	Months	Earnings for Employees	On Attendance	
	Overtime	80.00	Hrs	Earnings for Employees	On Production	
	TA	800.00	Months	Earnings for Employees	Flat Rate	
	DA			Earnings for Employees	As Computed Value	On Current Earnings Total
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Bonus			Earnings for Employees	As User Defined Value	
	Canteen Deduction	600.00	Months	Deductions From Employees	Flat Rate	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	EPF Deduction			Employees' Statutory Deductions	As Computed Value	Basic Pay

Name   : **Rahul Rai (02)**

Under   : **Manager**
(▯ Primary)

Salary Details

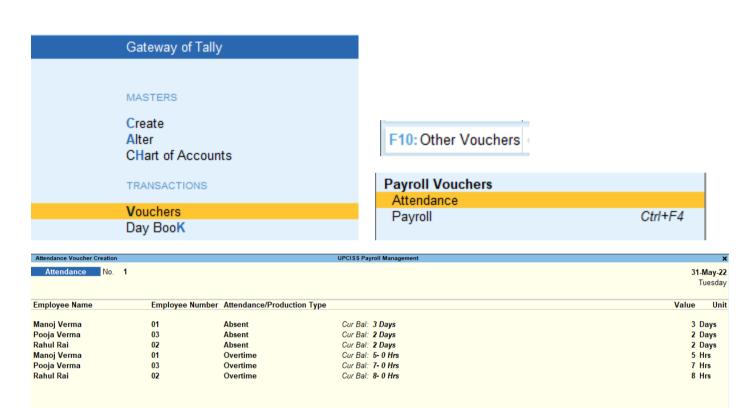| Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-May-22						
	Basic Pay	7,000.00	Months	Earnings for Employees	On Attendance	
	Overtime	50.00	Hrs	Earnings for Employees	On Production	
	TA	800.00	Months	Earnings for Employees	Flat Rate	
	DA			Earnings for Employees	As Computed Value	On Current Earnings Total
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Bonus			Earnings for Employees	As User Defined Value	
	Canteen Deduction	600.00	Months	Deductions From Employees	Flat Rate	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	EPF Deduction			Employees' Statutory Deductions	As Computed Value	Basic Pay

8. Alter Define Salary

6	31-5-2022	Company adjust the salaries of employee for July month on the bases of present as per given below and paid salary by cheque.

Name of Employee	Absent	Overtime
Manoj Verma	3	5 Hrs
Pooja Verma	2	7 Hrs
Rahul Rai	2	8 Hrs

Gateway of Tally

MASTERS

Create
Alter
CHart of Accounts

TRANSACTIONS

Vouchers
Day BooK

F10: Other Vouchers

Payroll Vouchers
Attendance
Payroll   Ctrl+F4

Attendance Voucher Creation		UPCISS Payroll Management			

Attendance   No.   1   31-May-22
                                                                                      Tuesday

Employee Name	Employee Number	Attendance/Production Type		Value	Unit
Manoj Verma	01	Absent	Cur Bal: 3 Days	3	Days
Pooja Verma	03	Absent	Cur Bal: 2 Days	2	Days
Rahul Rai	02	Absent	Cur Bal: 2 Days	2	Days
Manoj Verma	01	Overtime	Cur Bal: 5- 0 Hrs	5	Hrs
Pooja Verma	03	Overtime	Cur Bal: 7- 0 Hrs	7	Hrs
Rahul Rai	02	Overtime	Cur Bal: 8- 0 Hrs	8	Hrs

Payroll Vouchers
Attendance
Payroll   Ctrl+F4   F: Autofill

Autofill

Type of transaction	: **Payroll Autofill**
Process for	: **Salary**
From (blank for beginning)	: 1-5-2022
To (blank for end)	: 31-5-2022
Employee Category	: **Head Office**
Employee/Group	: **Manager**
Sort by	: **Employee Name**
Payroll/Bank/Cash Ledger	: **HDFC Bank**
Use Mode of Payment/Transaction Type	: **No**

Payroll Voucher Creation   UPCISS Payroll Management   ✕

Payroll   No. **1**   31-May-22
                                                                      Tuesday

                                Status   : *Payroll autofill (Salary)*

Account : **HDFC Bank**
Cur Bal: 3,61,500.00 Dr

Particulars			**Amount**
Head Office			**23,810.42 Dr**
Manoj Verma			8,780.16 Dr
Basic Pay	7,225.81 Dr	*Cur Bal: 7,225.81 Dr*	
Overtime	500.00 Dr	*Cur Bal: 500.00 Dr*	
TA	800.00 Dr	*Cur Bal: 800.00 Dr*	
DA	426.29 Dr	*Cur Bal: 426.29 Dr*	
HRA	1,445.16 Dr	*Cur Bal: 1,445.16 Dr*	
Canteen Deduction	600.00 Cr	*Cur Bal: 600.00 Cr*	
Professional Tax	150.00 Cr	*Cur Bal: 150.00 Cr*	
EPF Deduction	867.10 Cr	*Cur Bal: 867.10 Cr*	
Pooja Verma			7,070.58 Dr
Basic Pay	5,612.90 Dr	*Cur Bal: 5,612.90 Dr*	
Overtime	560.00 Dr	*Cur Bal: 560.00 Dr*	
TA	800.00 Dr	*Cur Bal: 800.00 Dr*	
DA	348.65 Dr	*Cur Bal: 348.65 Dr*	
HRA	1,122.58 Dr	*Cur Bal: 1,122.58 Dr*	
Canteen Deduction	600.00 Cr	*Cur Bal: 600.00 Cr*	
Professional Tax	100.00 Cr	*Cur Bal: 100.00 Cr*	
EPF Deduction	673.55 Cr	*Cur Bal: 673.55 Cr*	
Rahul Rai			7,959.68 Dr
Basic Pay	6,548.39 Dr	*Cur Bal: 6,548.39 Dr*	
Overtime	400.00 Dr	*Cur Bal: 400.00 Dr*	
TA	800.00 Dr	*Cur Bal: 800.00 Dr*	
DA	387.42 Dr	*Cur Bal: 387.42 Dr*	

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