

First, Activate Payroll.

Gateway of Tally > F11 (F1/ Accounting Features)

- a. Maintain Payroll → Yes
- b. Maintain more than one Payroll or Cost Category → Yes

Gateway of Tally > F11 (F3/ Statutory & Taxation)

- a. Enable Payroll Statutory → Yes
- b. Set/Alter Payroll Statutory Details → Yes

Payroll Statutory Details			
Provident Fund			
Company code Company account group code Company security code	: DLPNB001234567890 : 004400100 : 01253		
Employee State Insurance			
Company code ESI branch office Standard working days per month	: 12543/2345 : Arrah : 26 Days		
National Pension Scheme			
Corporate registration number Corporate branch office number Income Tax	: 0123654 : UK0704		
Tax deduction and collection Account Number (TAN TAN registration number Income tax circle or ward Deductor type Deductor branch/division Name of person responsible Son/daughter of Designation PAN	: ABCD12365E : BCD12365 : Ward-02 : Others : Deepak : Raaz : Riya : Accountant : DPFPS6556J		
(Note: All the above details will be us	sed in Challan, Forms & Returns)		

Create Employees Group and Employees Masters.

Employee Name	Department (Employee Group)	Date of Joining
Shivani Gupta	Councilor	01-May-2020
Sanjana Kumari	Faculty	01-May-2020
Deepak Kumar	Faculty	01-May-2020
Alok Kumar	Accounts	01-May-2020
Arjun Dev	Marketing	01-May-2020

Create a Unit of Measure. (Hours and Mins), and Create Compound Unit.

Attendance / Production Types

Name	Under	Attendance/Production Types	Period Types
Present	Primary	Attendance /Leave with Pay	Days
Absent	Primary	Leave without Pay	Days
Calendar Month	Primary	User Defined Calendar Type	Days
Overtime	Primary	Production	Hrs of 60 Mins







Pay Heads Creation.

Basic Pay, House Rent Allowance, Conveyance, Overtime Pay, Variable Pay,

Deduction Pay Heads.

Employees PF Deduction @ 12%, Employees ESI Deduction @ 1.75%, Professional Tax, Income Tax, Gratuity.

Create the Pay Structure for the Employees.

Pay Head	Shivani Gupta	Sanjana Kumari	Deepak Kumar	Alok Kumar	Arjun Dev
Basic Pay	10000	12000	13000	15000	12500
House Rent Allowance	20%	20%	20%	20%	20%
Conveyance	400		1000	200	
Overtime Pay	90 Hrs	70 Hrs			50 Hrs
Variable Pay	User defined				
Professional Tax	As Per Slab Rate				
ESI @1.75%	As Per Slab Rate				
EPF Deduction @12%	As Per Slab Rate				
Income Tax	As Per Slab Rate				
Gratuity					

Attendance Voucher.

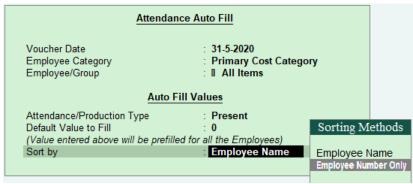
Sr. No.	Employees Name	Present Days	Overtime Hours
1	Shivani Gupta	26 Days	360 Mins
2	Sanjana Kumari	20 Days	220 Mins
3	Deepak Kumar	24 Days	
4	Alok Kumar	18 Days	
5	Arjun Dev	26 Days	180 Mins

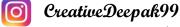
Attendance Voucher Entry

On 31-May-2020, Deepak Computer Pvt Ltd. Employees Attendance details for the month of May 2020. Are as follows.

Gateway of Tally > Payroll Vouchers > Press (Ctrl+F5) for Attendance Voucher.

Press (Alt + A) to Autofill the Attendance details.







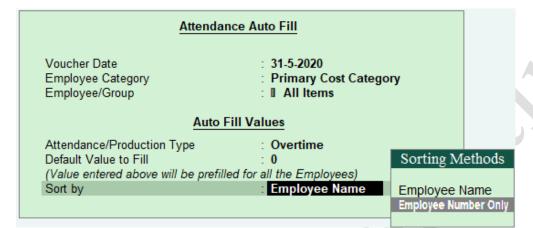


To make an Attendance Voucher for Overtime.

On 31-May-2020, Deepak Computer Pvt Ltd. Employees Overtime details for the Month of May 2020.

Gateway of Tally > Payroll Vouchers > Press (Ctrl+F5) for Attendance for Overtime.

Press (Alt + A) to Autofill the Overtime Details.



Create a Pay Head. Salary Payable: Under (Current Labilities)

On 31-May-2020, Deepak Computer Pvt Ltd. Calculate Payroll for all employees as well as for the month of May 2020

Salary Payable Transaction with Payroll Voucher (Ctrl + F4)

Press (Alt + A) Payroll Auto Fill Employees Salary.

Payroll Autofill

Process for : Salary

Compute Income Tax based on : Declared Value

From (blank for beginning) : 1-5-2020
To (blank for end) : 31-5-2020

Employee Category : Primary Cost Category

Employee/Group : Il All Items
Sort by : Employee Name

Payroll/Bank/Cash Ledger : Salary Payable

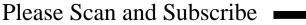
Create a Ledger, **Punjab National Bank**: Under (Bank Account)

On 31-May-2020, Deepak Computer Pvt Ltd. Paid the Salary Due for the Month of May 2020 by Cheque. (Inst. No: 1023563)

Salary Payment Voucher. (Press – F5)

Press (Alt + A) Payroll (Payment) Auto Fill









Payment Autofill

Process for : Salary Payment

 From (blank for beginning)
 : 1-5-2020

 To (blank for end)
 : 31-5-2020

 Voucher Date
 : 31-5-2020

Employee Category : Primary Cost Category

Employee/Group : Il All Items
Payroll Ledger : Salary Payable

Bank/Cash Ledger : Punjab National Bank

Check all Payroll Reports.

- ✓ Export Tally Pay Slip to Excel 2016
- ✓ Pay Slip
- ✓ Pay Sheet
- ✓ Payment Advice Report
- ✓ Attendance Sheet & Attendance Register
- ✓ Payroll Statutory Report
- ✓ Income Tax Computation
- ✓ Professional Tax

