

# Payroll

**First, Activate Payroll.**

Gateway of Tally > F11 (F1/ Accounting Features)

- Maintain Payroll → Yes
- Maintain more than one Payroll or Cost Category → Yes

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

- Enable Payroll Statutory → Yes
- Set/Alter Payroll Statutory Details → Yes

Payroll Statutory Details	
<b>Provident Fund</b>	
Company code	: <input type="text" value="DLPNB001234567890"/>
Company account group code	: 004400100
Company security code	: 01253
<b>Employee State Insurance</b>	
Company code	: 12543/2345
ESI branch office	: Arrah
Standard working days per month	: 26 Days
<b>National Pension Scheme</b>	
Corporate registration number	: 0123654
Corporate branch office number	: UK0704
<b>Income Tax</b>	
Tax deduction and collection Account Number (TAN):	ABCD12365E
TAN registration number	: BCD12365
Income tax circle or ward	: Ward-02
Deductor type	: Others
Deductor branch/division	: Deepak
Name of person responsible	: Raaz
Son/daughter of	: Riya
Designation	: Accountant
PAN	: DPFP56556J
(Note: All the above details will be used 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



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## 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.

Attendance Auto Fill	
Voucher Date	: 31-5-2020
Employee Category	: Primary Cost Category
Employee/Group	: All Items
Auto Fill Values	
Attendance/Production Type	: Present
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 Only	



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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.

Attendance Auto Fill	
Voucher Date	: 31-5-2020
Employee Category	: Primary Cost Category
Employee/Group	: All Items
Auto Fill Values	
Attendance/Production Type	: Overtime
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 Only

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

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	: 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



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# Payroll

## 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	: <input type="checkbox"/> All Items
Payroll Ledger	: Salary Payable
Bank/Cash Ledger	: <b>Punjab National Bank</b>

## **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



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