

Payroll Tally Prime

CREATE A NEW COMPANY :

F3 : Company > Create

F11: Company Features > Payroll

Maintain Payroll : Yes

ADD CAPITAL IN COMPANY

F6 (Receipt) Add Capital of 10,0000

Dr Cash

Cr Capital (under Capital Account)

CREATE EMPLOYEES GROUP

Gateway of Tally > Create > Payroll Masters > Employees Group

Group	Under	Define Salary Details
Marketing	Primary	No
Sales	Primary	No
Account	Primary	No
HR	Primary	No

CREATE UNITS (WORK)

Gateway of Tally > Create > Payroll Masters > Units (works)

Unit Type	Symbol	Name
Simple	Hrs	Hours
Simple	Days	Number of Days
Compound	First Unit : Days, Conversion -8,	Second unit : Hrs

CREATE ATTENDANCE / PRODUCTION TYPE

Gateway of Tally > Create > Payroll Masters > Attendance/ Production Type

Name	Under	Attendance Type	Unit
Present	Primary	Attendance / Leave with pay	Period Type : Days
Overtime	Primary	Production	Days of 8 hrs

CREATE PAY HEADS

Gateway of Tally > Create > Payroll Masters > Pay Heads

NAME : BASIC PAY

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : Yes

Calculation Type : On attendance

Attendance with Pay : Present
Calculation Period : Months
Basis of calculation : As per calendar period
Rounding Method : Normal rounding

NAME : HRA

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : No

Calculation Type : As computed value

Rounding Method : Normal rounding

Computation Info

Compute : On specific Formula

Add Pay Head : Basic Pay

Slab Type : Percentage

Value : 20 %

NAME : DA

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : No

Calculation Type : As computed value

Rounding Method: Normal rounding

Computation Info

Compute : On specific Formula

Add Pay Head : Basic Pay

Slab Rate : Percentage

Value : 40 %

NAME : TRANSPORT ALLOWANCE (TA)

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : No

Calculation Type : As computed value

Rounding Method: Normal rounding

Computation Info

Compute : On specific Formula

Add Pay Head : Basic Pay

Slab Rate : Percentage

Value : 10 %

NAME : BONUS

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : No

Calculation Type : **Flat Rate**

Calculation Period: Monthly

NAME : PROVIDENT FUNS (PF)

Pay Head Type: Deduction from Employees

Under : Current Liability

Affect Net Salary : Yes

Calculation Type : As computed value

Rounding Method : Normal rounding

Computation Info

Compute : On specific Formula

Add Pay Head : Basic Pay

Slab Rate : Percentage

Value : 12%

NAME : ESIC

Pay Head Type: Deduction from Employees

Under : Current Liability

Affect Net Salary : Yes

Calculation Type : As computed value

Rounding Method : Normal rounding

Computation Info

Compute : On specific Formula

Add Pay Head : Basic Pay

Add Pay Head : DA

Slab Rate : Percentage

Value : 3%

NAME : OVER TIME

Pay Head Type: Earning for Employees

Income Type : Fixed

Under : Indirect Expenses

Affect Net Salary : Yes

Use for Calculation of Gratuity : No

Calculation Type : On production

Production type : Over time

CREATE EMPLOYEES

Gateway of Tally > Create > Payroll Masters > Employee

Employee Creation Window

Name : Rajesh Saxena

Under : Marketing

DOJ : 1st April 2021

Define Salary Details : Yes

Salary Detail Window

Pay Head

Basic Pay : 20000

DA:

HRA:

Transport Allowance (TA) :

Bonus : 1000

Overtime : 50 (Rate)

Provident Fund (PF)

ESIC

Effective From	Pay Head	Rate	Per	Pay Head Type		Calculation Type	Computed On
				Pay Head Type	Calculation Type		
1-Apr-21	Basic Pay	20,000.00	Months	Earnings for Employees	On Attendance	Basic Pay	
	DA			Earnings for Employees	As Computed Value	Basic Pay	
	HRA			Earnings for Employees	As Computed Value	Basic Pay	
	Transport Allowance			Earnings for Employees	As Computed Value	Basic Pay	
	Bonus	1,000.00	Months	Earnings for Employees	Flat Rate	Basic Pay	
	Overtime	50.00	hrs	Earnings for Employees	On Production	Basic Pay	
	Provident Fund			Deductions From Employees	As Computed Value	Basic Pay	
	ESIC			Deductions From Employees	As Computed Value	Basic Pay + DA	

Employee Number : M111

Designation : Manager

Function : Marketing Management

Location : Delhi

Gender : Male

DOB : 01-April-1990

Blood Group : A Positive

Father Name : Rohit Saxena

Spouse Name : Reena

Address : Muzaffarnagar
Phone Number : 9876543433
e-mail : xyz@gmail.com

Provide Bank Detail – Yes

Bank Details window appear

Account Number : 123456767788

IFSC code: ABCD0123456

Bank Name : Specify Bank Name

Bank Name : State Bank of India

Transaction Type : e-fund transfer

PAN Number : ASDFG1234C

Aadhar number :1234567891234567

PF Account number : ABCD11334

PRAN : 576778788

ESI NUMBER : 5654433

ESI DISPENSARY : DELHI

Gateway of Tally > Display more Reports> Payroll Reports>Employee Profile

Gateway of Tally > Create > Payroll Masters > Employee

Name	Under	Basic Pay	Bonus	Overtime Rate	Emp Number	Designation
Rajesh Saxena	Marketing	20000	1000	50	M111	Manger
Sunil Saini	Account	20000	1500	100	A001	Manager
Irfan	Account	22000	1000	50	A002	Clerk
Ajay Gulia	HR	25000	1000	80	H001	Head
Ravi Raj	HR	15000	1000	70	H002	Executive
Sameer	Marketing	9000	1000	45	M001	Manager
Jyoti Tyagi	Marketing	11000	000	30	M002	Executive
Payal	Marketing	12000	1000	40	M003	Clerk
Rajesh	Sales	25000	2000	50	S001	GM
Sunita	Sales	15000	1000	45	S002	Manager
Sumit Sinha	Sales	10000	1000	60	S003	Clerk
Sabu	Sales	8000	1000	50	S004	Salesman
Shivam	Sales	8500	1000	50	S005	Salesman
Raveena	Sales	8000	1000	50	S006	Salesman
Ankur Jha	Sales	9000	500	50	S007	Salesman
Anup Kumar	Sales	9200	1000	50	S008	Salesman

Note : Over time rate to be filled for each employees at salary details

PAYROLL VOUCHERS

ATTENDANCE BOUCHER CREATION

Gateway of Tally > Voucher > F10: Other Vouchers > Payroll vouchers > Attendance

Change Voucher Date 31 -05-2021

Ctrl + F (Auto fill)

Attendance Auto Fill Window

Voucher Date : 31-05-2021

Employees Group : All Group

Attendance Type : Present

Default value : 0

Sort by : Employees Name

Fill the value : Number of Present days for each individual

Month May (1-5-2021 to 31-5-2021)

Name	Under	Present	Overtime (hrs)
Rajesh Saxena	Marketing	25	10
Sunil Saini	Account	28	20
Irfan	Account	31	0
Ajay Gulia	HR	25	25
Ravi Raj	HR	15	0
Sameer	Marketing	30	10
Jyoti Tyagi	Marketing	31	5
Payal	Marketing	31	0
Rajesh	Sales	31	0
Sunita	Sales	20	0
Sumit Sinha	Sales	31	12
Sabu	Sales	31	15
Shivam	Sales	31	12
Raveena	Sales	27	20
Ankur Jha	Sales	31	30
Anup Kumar	Sales	28	40

Repeat for above step for attendance type : Overtime

PAYROLL BOUCHER CREATION

Gateway of Tally > Voucher > F10: Other Vouchers > Payroll vouchers > Payroll

Ctrl +F (Auto fill)

Payroll Autofill window

Process for : Salary

From : 01-05-2021 To: 31-05-2021

Employees Group : All Items

Sort by : Employees Name

Payroll Ledger : Cash

Accept

DISPLAY THE SALARY INFORMATION

Gateway of Tally > Display more report > Payroll reports >

Payslip

Pay Sheet

Attendance Sheet

Payroll Register

Attendance Register

Employee Profile

Employee Head count

The screenshot shows the Tally ERP 9 software interface with a pay slip for May-2021. The pay slip details are as follows:

Employee Number		M111	Tax Regime		Regular Tax Regime	
Function	Marketing	Manger	Income Tax Number (PAN)	Universal Account Number (UAN)	PF account number	ESI Number
Designation	Manager	Delhi				PR Account Number (PRAN)
Location		5674				
Bank Details		1-Apr-21				
Date of joining						

Attendance Details

	Value
Overtime	24 Days
Present	25 Days

Earnings

	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay	16,129.03	28,000.00	Provident Fund	1,935.48	2,486.00
DA	6,451.61	8,600.00	ESIC	677.42	840.00
HRA	3,225.61	4,000.00			
Transport Allowance	1,612.90	2,000.00			
Bonus	1,000.00	1,000.00			
Over Time	1,000.00	1,000.00			

Total Earnings: 29,419.35 Total Deductions: 36,000.00 Net Amount: ₹ 26,805.45

Regular Tax Regime: ₹ 3,246.00 Total Tax: ₹ 32,760.00

Other details visible in the software include: Pay Slip for May-2021, Rajesh Saxena, F5, F6, F7, F8, F9, F10, Basis of Valuation, Change View, Exception Results, and Show View.