FEATCHERS-

महा गौरी Introduces समझ Application For LIVE Online Master Classes Is An Incredibly Personalized Tutoring Platform For You, While You Are Staying At Your Home. We Have Grown Leaps And Bounds To Be The Best Online Tuition Website In Amarpatan With Immensely Talented Teachers, From The Most Reputed Institutions.



SMART TALLY WITH G.S.T. ACCOUNTANT



ATUL PANDEY HEAD OF THE INSTITUTION POWERD BY-SAMAJH APP

powered by------महा गौरी कंप्यूटर प्रशिक्षण संस्थान TALLY.ERP9 WITH GST.

----PAYROLL----

Payroll क्या है ? What is Payroll

Payroll एक ऐसा Program है जिसके जरिये हम अपनी Company/Organization/Firms etc मे काम कर रहे Workers का Attendance Register को Create कर सकते है, वो भी बहुत आसानी से, इसलिए हम payroll का उपयोग करते है।

जैसा की मैंने ऊपर बताया की Attendance Register create करते है आइये जानते है की आखिर Attendance Register वाकई होता क्या है? Attendance Register का मतलब है की कौन सा Worker कब Work पर आ रहा है, वो Worker किस समय पर काम पर आता है, उस worker की monthly salary क्या है, उस Worker का पूरा पता क्या है, वो worker का आखिर नाम क्या है इत्यादि।

Payroll के जरिये हम अपने Office/Company मे काम कर रहे Employees की Salary का एक Management Ready करते है.

Payroll का उपयोग क्या है ? आइये जानते है।

Tally ERP 9 में जिस तरह हम Inventory में Stock Group, Stock Items को Create करते थे, Inventory के Management के लिए, ठीक उसी तरह हम Payroll में भी एक Group Create करेगे Employee का, Employee के Management के लिए, की आखिर उस Employee का नाम क्या है, उसका पूरा पता क्या है, उसकी उम्र क्या है, उसकी D.O.B क्या है, उस employee की Salary Details क्या है?

Employee ने कितने दिनो की leave ली हुई है, उस Employee ने कितने दिन काम किया, और उस Employee की Total Salary क्या बनती है, उस Employee की Salary से कितना TDS काटा इत्यादि, ये सभी काम हम Payroll के जरिये Tally ERP 9 मे करते है।

टैली मे Payroll को कैसे Active करे? How to Active Payroll in Tally ERP 9?

Tally ERP 9 मे Payroll features को Active करने के लिए आपको कुछ Simple Steps को Follow करना पड़ेगा आइये जानते है ?

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STEP:1 सबसे पहले आपको Gateway Of Tally मे नीचे की तरफ right Side

मे Features (F11) का ऑप्शन दिखाई रहा होगा, आप उस ऑप्शन पर जाकर क्लिक करे, या तो आप अपने कीबोर्ड से (F11) बटन को दबाये।

STEP:2 अब आप Accounting Features(F1) के ऑप्शन पर जाकर क्लिक करे।

Company Features
~
Accounting Features
Inventory Features
Statutory & Taxation
TSS Features
Add-On Features
Quit

STEP:3 अब आपके सामने Accounting Features की Menu Show हो जाएगी , Payroll Features को Active करने के लिए आपको Cost/Profit Center Management मे जाना होगा और वहा आपको Maintain Payroll का Option दिखाई देगा, बस आपको इस Option को YES करना है,

उसके थोड़ा नीचे आपको Maintain More Than Payroll Or Cost Category का Option दिखाई देगा आपको उसे भी YES करना होगा, फिर आपको Payroll Setting को YES करके Save कर लेना है।



TALLY.ERP9 WITH GST.

🚺 Tally.ERP 9										- 0	×
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Cent	tre H: Support Ce	entre H: Help	F1: Accounts	
Company Op	perations Alteration	on							Ctrl + M	F2: Inventory	
	Current Peri	od	Current Date		0.10.1					F3: Statutory	
				Company: Maha	a Gauri Computer					F6: Add-Ons	
				Accountin	g Features						
Name of Com		Connect			Involution						
Maha Gauri		Maintain accounts only		? No	Enable invoicing			? Yes			
		Integrate accounts and inver	ntory	? Yes	Record purchas	ses in invoice mode		? Yes			
		Use Income and Expenses	A/c instead of Profit and Loss A	√c ?No	Use debit and cre Record credit r	dit notes otes in invoice mode		? No 2 No			
		Enable multi-currency		? No	Record debit n	otes in invoice mode		? No			
		Outstanding Management	ţ		Budgets and Sco	enario Management					
		Maintain bill-wise details For non-trading accounts	also	? Yes 2 No	Maintain budgets	and controls		? No			
		Activate interest calculation	800	? No	Use reversing jour	nals and optional vouche	ers	? No			
		Use advanced parameters	s	? No	Banking Feature	5					
		Cost/Profit Centres Manag	gement		Enable cheque pr	nting		? Yes			
		Maintain payroll		? Yes	Set/alter transacti	on types features		? No 2 No			
		Maintain cost centres Use cost centre for job co	osting	? No ? No	Set/alter post-date	ed transaction features		? No			
		Maintain more than one p	payroll or cost category	? YES	Other Features						
		Show opening balance fo	r revenue items in reports	? No	Enable zero-value	d transactions		? No			
					Maintain multiple	mailing details for compa	any and ledgers	? No			
					Set/alter comp	any mailing details		? No			
					Enable company	090		100			
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<u>Q</u> : Quit	<u> </u>										
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STEP:4 अब आप Gateway Of Tally पर आए और आपका Payroll Feature Active हो चुका है। अब आप Payroll को Tally में आसानी से Create कर सकते है।



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STEP:5 अगर आपको Gateway Of Tally मे Payroll मे Entry Post करना हो तो उसके लिए Payroll Voucher का उपयोग किया जाता है। इसकी मदद से आप Payroll Me Salary से Related सभी एंट्री को बह्त ही आसानी से कर सकते है।



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TALLY.ERP9 WITH GST.

1:- Employee Categories:- इसमे आप Employee की categories को अलग-2 बना सकते है, जैसे की कौन सा Employee किस Categories से belong करता है।

2:- Employee Group:- इसमे आप Employee का अलग-2 Group Create कर सकते है।

3:- Employee:- इसमे आप अपने सभी Employee को आसानी से Create कर सकते है।

4:- Units(Works):- इसमे आप Employee के लिए unit Create कर सकते है, की किस Employee ने कितने Hours Work किया है।

5:- Attendance Production Type:- इसमे आप अपने Employee के लिए Attendance Type को Create कर सकते है।

6:- Pay Heads:- इसमे आप Employee के लिए pay Heads को आसानी से Createकर सकते है। like:-T.A, D.A, P.F, ESI Etc Etc

7:- Salary Details:- इसमे आप Employee की Salary Details को Create कर सकते है। और उसको आसानी से Check भी कर सकते है।

8:- Voucher Types:- Aapआप इसमे अपनी मर्जी के अनुसार कोई भी Voucher Types को Entry Post करने के लिए Create कर सकते है।

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TALLY.ERP9 WITH GST.

1.BRANCH OFFICE

2.HEAD OFFICE

3.BACKEND OFFICE



TALLY.ERP9 WITH GST.

2.EMPLOYEE GROUP

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							Pay Heads			
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TALLY.ERP9 WITH GST.

1.MARKETING DEPARTMENT. 2.SALES DEPARTMENT 3.ACCOUNT DEPARTMENT. 4. SALARY DEPARTMENT ETC.

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Name	SALARY DEPART	MENT riday		
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Define salary details	? No	Yes or No		

TALLY.ERP9 WITH GST.

3) Units (WORK)(माप की इकाई)

Payroll में कर्मचारियों की प्रतिदिन की उपस्थिति को हम दिन और समय के हिसाब से मापते है जिसके माध्यम से उनका सैलेरी पेमेंट किया जाता है तो इसके लिए हमें **Payroll** में **Units** का विकल्प दिखाई देगा जिसके माध्यम से हम **दिन और समय** को निर्धारित कर सकते हैं जैसे कि किसी भी कर्मचारी का एक दिन उपस्थिति अर्थात 8 घंटे मान सकते हैं उसी प्रकार से हम **Payroll** हेतु **Unit** तैयार करेंगे.



TALLY.ERP9 WITH GST.

SIMPLE UNIT CREATION-1.HRS(HOURS) 2.MINS(MINUTES) COMPUND UNIT-1.HRS OF 60 MINUTES



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Unit Creation			, i i i i i i i i i i i i i i i i i i i	Maha G	auri Computer
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First unit Conversion	Second unit	List of Selected C	Units		
HRS of 60	MINS	MINS	(MINU	Date of Last Er	
		PCS		1-Apr-20	

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TALLY.ERP9 WITH GST.

4.ATTANDANCE/PRODUCTION TYPE

Attendance Type

जैसे कि हम सभी को पता है कि कोई भी व्यक्ति की उपस्थिति के हिसाब से सैलरी का भुगतान किया जाता है उसी प्रकार पैरोल में भी कर्मचारियों की उपस्थिति हेतु अटेंडेंस रजिस्टर तैयार किया जाता है, जिसमें हम अब्सेंट, प्रजेंट, ओवरटाइम और सिक लीव शामिल करके अटेंडेंस रजिस्टर तैयार कर सकते हैं जिसके अनुसार से कर्मचारियों को भुगतान किया जा सके.

- 1. Absent Days Leave without Pay
- 2. Present Days Attendance with pay
- 3. Sick Leave Attendance with pay
- 4. Over Time Hr of 60 min
- 5. Emergency Leave

Gateway of Tally ... Payroll Info.

Employee Categories Employee Groups Employees

Units (Work) Attendance/Production Types

Pay Heads

salary Details

Voucher Types

Quit

TALLY.ERP9 WITH GST.

1.LEAVE 2.OVERTIME

Attendance/Production Type Creation Maha Gauri Compute Name : LEAVE (alias) <td:< td=""> Corrent Date Under I Primary Attendance type : Leave Without Pay Period type : Days</td:<>	P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language
Name (alias) LEAVE Current Date Friday, 1 Apr, 2022 Under I Primary List of Attendance Types Attendance type Period type Leave Without Pay Days Attendance / Leave with Pay Leave without Pay Production	Attendance/Produc	tion Type Creation			Maha Gau	ri Computer
Under I Primary List of Attendance Types Attendance type : Leave Without Pay Attendance / Leave with Pay Period type : Days Production	Name (alias)			Current Date Friday, 1 Apr. 1		
Attendance type : Leave Without Pay Leave without Pay 1-Apr-2022 Period type : Days Production	Under	: I Primary	Lis	st of Attendance Typ	ate of Last Entry	
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[Tally.ERP 9

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Under	: I Primary		5 -		
Attendance type	: Production	Accept ?			
Unit	: HRS of 60 MIN	S Yes or No			

TALLY.ERP9 WITH GST.



विभिन्न प्रकार के भुगतान हेतु अकाउंट्स तैयार करना होता है जिसके द्वारा कर्मचारियों को भुगतान किया जाता है-

- 1. BASIC SALARY
- 2. HRA (Home Rent Allowance)
- 3. DA (Dearness Allowance)
- 4. TA (Traveling Allowance)
- 5. BONUS
- 6. OVERTIME
- 7. REIMBURSEMENT
- 8. PF(PROVIDENT FUND)
- 9. LEAVE
- 10. SALARY PAYBALE.

Gateway of Tally Payroll Info.
Employee Categories Employee Groups Employees Units (Work) Attendance/Production Types Pay Heads Salary Details Voucher Types Quit

TALLY.ERP9 WITH GST.

<u>1.BASIC SALARY</u>

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ay head type	: Ear	nings for Employees				
Income type Inder	: Fix : Dire	ed ect Expenses				
ffect net salary Name to be displayed in Ise for calculation of gratu Calculation type	? Yes payslip : BA ity ? No : As l	SIC SALARY User Defined Value				
		Opening Balance (d	n 1_Anr.2022) ·		Accept ?	
): Quit A: Acc	cept D:	Doloto			Yes or No	
		Delete				

2.HRA(HOUSE RENT ALLOWENCE)

Pay Head Creation Maha Gauri Computer Name : HRA(HOUSE RENT ALLOWENCE) (alias) Total Opening Balance Pay Head Information Computation Information Pay head type : Earnings for Employees Income type : Fixed Under : Indirect Expenses Affect net salary ? Yes Name to be displayed in payslip : HRA(HOUSE RENT ALLOWENCE) Use for calculation of grauity ? No Calculation period : Months		M: E-Mail	O: Upload	S	TallyShop	G: Lano	uade	
Pay Head Information Total Opening Balance alias) :: Total Opening Balance alias) :: :: Total Opening Balance alias) :: :: :: Pay Head Information :: :: :: Pay head type :: :: :: :: Income type :: : :: :: income type :: : : :: :: income type :: : : : :: :: inder :: : : : :: :: :: :	Pay Head Creation			<u></u>	Maha	Cauri Compu	itor	
Pay Head Information Pay head type :: Earnings for Employees Income type :: Fixed Inder :: Indirect Expenses Affect net salary ? Yes Name to be displayed in payslip : HRA[HOUSE RENT ALLOWENCE] Ise for calculation of gratuity ? No salculation type :: As Computed Value Calculation period :: Months	lame : HRA(HOUSE REN alias) :	T ALLOWENCE)				Total Openir	ng Balance	
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Inder Indirect Expenses Adder ? Yes Name to be displayed in paysip : HRA(HOUSE RENT ALLOWENCE) ise for calculation of gratuity ? No calculation type : As Computed Value Calculation period : Months	Income type	Fixed	Specified for	mula : BASI	C SALARY			
From Greater Than To Name to be displayed in payslip : HRA(HOUSE RENT ALLOWENCE) 1.Apr.2022 10,000.00 Percentage 8 % See for calculation of gratuity ? No 1.Apr.2022 10,000.00 Percentage 10 % Calculation period : Months : Months 10,000.00 Percentage 10 %	Inder	: Indirect Expenses	Effective	Amount	Amount Up	Slab Type	Value	
Calculation type : As Computed Value Calculation period : Months	Affect net salary Name to be displayed in payslip Jse for calculation of gratuity	? Yes : HRA(HOUSE RENT ALLOWENCE) ? No	From 1-Apr-2022	Greater Than 10,000.00	To 10,000.00	Percentage Percentage	8 % 10 %	-
Rounding Off Information	acculation type Calculation period	: As computed value : Months						
ounding Method : Normal Rounding Limit :								
Opening Balance (on 1-Apr-2022) : Yes or No	<u>Rounding O</u> ounding Method : Normal Rou	ff Information Inding Limit :				Ad	ccept ?	
L: Quit Accept D: Delete	Rounding O ounding Method : Normal Rou	ff Information Inding Limit : Opening Balance (on 1	1-Apr-2022) :			Ad	ccept ?	

TALLY.ERP9 WITH GST.

3.TA(TREVELING ALLOWENCE)

_	E: Export	M: E-Mail	O: Upload	<u>S</u> :	TallyShop	G: Lang	juage
Pay Head Crea	tion				Maha (Gauri Compu Total Openiu	iter Belence
Name : TA((alias) :	IREVELING ALI	LOWENCE)			-	Total Openin	
	Pay Head In	formation		Comp	utation Inform	ation	
Pay head type		: Earnings for Employees	Compute	: On S	pecified Form	ula	
Income type		: Fixed	Specified fo	rmula : BAS/	C SALARY		
Under		. manect Expenses	Effective	Amount Greater Than	Amount Up	Slab Type	Value
Affect net salary Name to be disp	layed in payslip	? Yes : TA(TREVELING ALLOWENCE)	1-Apr-2022	10 000 00	10,000.00	Percentage	7%
Calculation type	of gratuity	: As Computed Value		10,000.00		Percentage	9 70
Down dian Martha d	Rounding Off	Information	_			A	ccept ?
Rounding Method	Rounding Off : Normal Roun	Information ding Limit :				A	ccept ?
Rounding Method	Rounding Off : Normal Roun	Information ding Limit : Opening Balance (on	1-Apr-2022) :			Yes	ccept ? s or No
Rounding Method	Rounding Off : Normal Roun A: Accept	Information ding Limit : Opening Balance (on D: Delete	1-Apr-2022) :			Yes	ccept ? s or No

TALLY.ERP9 WITH GST.

4.DA(DEERNESS ALLOWENCE)

Pay Head Creation Maha Gauri Computer Vame : DA(DEERNESS ALLOWENCE) Total Opening Bala alias) : . Total Opening Bala *ay head type : Earnings for Employees . . Income type : Fixed . . Jnder : Indirect Expenses Compute : On Specified Formula Specified formula : BASIC SALARY . . Vame to be displayed in payslip : DA(DEERNESS ALLOWENCE) . . se for calculation of gratury ? No . . . Salculation type : As Computed Value Calculation period : Months Deputice Off to formula Calculation period : Months Deputice Off to formula 	: Print	E: Export	M: E-Mail	O: Upload	<u>s</u> :	TallyShop	G: Lang	uage
Pay Head Information ay head type : Earnings for Employees Income type : Fixed nder : Indirect Expenses ffect net salary ? Yes Name to be displayed in payslip : DA(DEERNESS ALLOWENCE) alculation of gratuity ? No alculation period : Months	Pay Head Crea ame : DA alias) :	tion (DEERNESS ALLO	WENCE)			Maha (Gauri Compu Total Openir	ıter 1g Balance
ay head type : Earnings for Employees Income type : Fixed nder : Indirect Expenses ffect net salary ? Yes Name to be displayed in payslip : DA(DEERNESS ALLOWENCE) se for calculation of gratuity ? No alculation type : As Computed Value Calculation period : Months		Pay Head Info	ormation		Comp	outation Inform	ation	
Inder Expenses inder	ay head type Income type	:	Earnings for Employees	Compute Specified fo	: On S rmula : BAS	pecified Form	ula	
Affect net salary ? Yes Name to be displayed in payslip : DA(DEERNESS ALLOWENCE) Salculation of gratuity ? No Salculation period : As Computed Value Calculation period : Months	nder	:	Indirect Expenses	Effective	Amount Greater Than	Amount Up	Slab Type	Value
Calculation period : Months	ffect net salary Name to be disp se for calculation	? layed in payslip : of gratuity ?	Yes DA(DEERNESS ALLOWENCE) No As Computed Value	1-Apr-2022			Percentage	10 %
	Calculation perio	d :	Months					
Describer Off L formation								
Devention Off L formation								
Rounding Off Information Rounding Method : Normal Rounding Limit : Accept ?	ounding Method	Rounding Off Ir	nformation ing Limit :				A	ccept ?
Opening Balance (on 1-Apr-2022) : Yes or No			Opening Balance (on '	1-Apr-2022):			Yes	or No

Tally MAIN --> Gateway of Tally --> Payroll Info. --> Pay Heads --> Pay Head Creation

TALLY.ERP9 WITH GST.

5.BONUS

P: Print E:	Export	M: E-Mail	O: Upload	S: TallyShop	G: Language
Pay Head Creation				Maha G	auri Computer
Name : BONUS (alias) :				-	otal Opening Balance
Pa	/ Head Informatio	<u>n</u>			
Pay head type	: Earnin	gs for Employees			
Income type	: Variat	le ct Expenses			
51001	. mane	or Expenses			
Affect net salary	? Yes	c			
Jse for calculation of grat	ity ? No	5			
Calculation type	: Flat R	ate			
Calculation period	: Month	S			
Rou	nding Off Informat	tion			
Rounding Method : Norr	nal Rounding	Limit :			Accept ?
	Оре	ening Balance (on 1-Apr-2022) :		Yes or No

TALLY.ERP9 WITH GST.

6.OVER-TIME

📜 Tally.ERP 9							
2: Print	E: Export	<u>M</u> : E-Mail	O: Up	oad <u>S</u> :	TallyShop	<u>G</u> : Language	
Pay Head Creat lame : OVE alias) :	ion R TIME				Maha	Gauri Computer Total Opening Balance	
	Pay Head In	formation					
ay head type		: Earnings for Employ	yees				
Income type Jnder		: Fixed : Indirect Expenses					
Affect net salary Name to be displa Jse for calculation Calculation type Production type	ayed in payslip of gratuity	? Yes : OVER TIME ? No : On Production : OVERTIME					
	Rounding Off	Information					
Rounding Method	Normal Roun	ding Limit :				Accept ?	
		Opening Balance	e (on 1-Apr-202	2):		Yes or No	
2: Quit	Accept	<u>D</u> : Delete					
ally MAIN> Gatew	ay of Tally> Pa	/roll Info> Pay Heads	-> Pay Head Creatio	n		^	



TALLY.ERP9 WITH GST.

7.REIMBURSEMENT

P: Print	E: Export	M: E-Mail	O: Upload	<u>§</u> : TallyShop	G: Language	
Pay Head Creation	on			Maha G	auri Computer	
Name : REIM (alias) :	BURSEMENT			-	otal Opening Balance	•
(47.40)						
	Day Head Inform	ation				
Pay head type	: Re	imbursements to Employees				
Income type	: Va	riable				
Under	: Di	rect Expenses				
Affect net salary	? Y e	\$				
Name to be display	/ed in payslip : RE	IMBURSEMENT				
Calculation type	: As	User Defined Value				
					Accept ?	
		Opening Balance / or	1 Apr 2022) ·			
		opening balance (of	1-401-20221		Yes or No	

TALLY.ERP9 WITH GST.

8.PF(PROVIDENT FUND)

- Fille	E: Export	M: E-Mail	O: Upload	<u>S</u> :	TallyShop	G: Lang	juage
Pay Head Creatio	n				Maha	Gauri Compu	ıter
Name : PF(PF (alias) :	Rovident fu	ND)				Total Openii	ng Balance
	Pay Head In	formation		Comp	utation Inform	ation	
Pay head type		: Deductions From Employees	Compute	: On S	pecified Form	ula	
Jnder		: Current Liabilities	Specified fo	rm <mark>ula</mark> : BAS/	C SALARY		
Affect net salary		? Yes	Effective	Amount Greater Than	Amount Up	Slab Type	Value
Name to be display	ved in payslip	PF(PROVIDENT FUND)	1-Apr-2022	Greater Than	10,000.00	Percentage	10 %
Calculation type		: As Computed Value		10,000.00		Percentage	12 %
)	Rounding Off	Information				A	ccept ?
Rounding Method :	Rounding Off Normal Roun	Information ding Limit :				A	ccept ?
Rounding Method :	Rounding Off Normal Roun	Information ding Limit : Opening Balance (on 1	I-Apr-2022) :			A	ccept ?



TALLY.ERP9 WITH GST.



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Pay Head Creati	on				Maha G	auri Computer	
Name : LEAN	/E				<u> </u>	otal Opening Balance	
(alias) :							
	Deville eddefer						
Day haad type	Pay Head Inform	<u>lation</u> Iduations From Employ					
Pay nead type Under	: Di	urrent Liabilities	es				
Affect net salary	? Y e	es					
Name to be displa	yed in payslip :Lt	EAVE					
Calculation type	: 0	n Attendance					
Leave without pay	: Li	EAVE					
Calculation period	: D	ays					
	Rounding Off Info	rmation					
Pounding Mothod	Normal Pounding	l imit :				Accept ?	
	Normal Rounding	Lillin .				_	
		Opening Balance (on 1-Apr-2022) :			Yes or No	
Q: Quit	A: Accept	D: Delete					



TALLY.ERP9 WITH GST.

10.SALARY PAYBLE

2: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G</u> : Language
Pay Head Creat	ion			Maha G	auri Computer
Vame : SAL	ARY PAYBLE			<u> </u>	otal Opening Balance
	Pay Head Info	rmation			
Pay head type	:1	Not Applicable			
Jnder	:	Current Liabilities			
					Accept ?
		Opening Balance (on 1-Apr-2022) :		Yes or No
): Quit	A: Accept	D: Delete			
	11111000001	D. Delete			

TALLY.ERP9 WITH GST.

• SALARY DETAILS—

किसी भी कंपनी या संस्था में कार्यरत कर्मचारियों को Salary Payment हेतु Payroll तैयार किया जाता है लेकिन Salary विभिन्न मद से मिलकर बना होता है जैसे –

- Basic Salary
- DA (Dearness Allowance) – महंगाई भत्ता यह सुविधा है जो कि कंपनी द्वारा अपने कर्मचारियों को दिया जाता है, DA (Dearness Allowance) मुख्य रूप से बेसिक सैलरी में जोड़ा जाता है.
- HRA (Home Rent Allowance) – किराया
 भत्ता यह सुविधा है जो कि कंपनी द्वारा अपने कर्मचारियों को दिया जाता है, इसे बेसिक सैलरी में
 जोड़ा जाता है.





- **TA (Trawling Allowance)** यह एक प्रकार का यात्रा भत्ता होता है जिसे **बेसिक सैलरी में जोड़ा** जाता है.
- EPF (Employee Provident Fund) कर्मचारी भविष्य निधि जिसे हमारे बेसिक सैलरी से घटाया जाता है क्योंकि आप ऐसा हमारे एम्पलाई प्रोविडेंट फंड अकाउंट में जाकर जमा होता है जो कि बाद में हमें प्राप्त होगा.
- Insurance इसे हमारे बेसिक सैलरी में घटाया जाता है.
- Loan अगर कर्मचारी अपने कंपनियां संस्था से उधार राशि लोन प्राप्त किया है तो उसकी कि निश्चित राशि प्रतिमाह बेसिक सैलरी से घटाया जाता है.

TALLY.ERP9 WITH GST.

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Under	: I Primary								
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					Salary Details				
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1-Apr-2022	Copy From Employee Gro	up			Famings for Employees	As User Defined Value			
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	HRA(HOUSE RENT ALLOW	CE) (ENCE)			Earnings for Employees Earnings for Employees	As Computed Value As Computed Value	BASIC SALARY BASIC SALARY		
			200.00	Days	Deductions From Employees	On Attendance			
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TALLY.ERP9 WITH GST.

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POWERED BY------ महा गौरी कंप्यूटर प्रशिक्षण संस्थान (SAMAJH APP)

CARE-CAPACITY-CAPABALE

TALLY.ERP9 WITH GST.

VOUCHER TYPES





TALLY.ERP9 WITH GST.

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- अब हमें Payroll tally के लिए हमारे कंपनी में कार्यरत कर्मचारियों की सूची तैयार करना होगा.
- Gateway of Tally >> Payroll Info >> Employees



TALLY.ERP9 WITH GST.

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<u>Gen</u> Employee Number Designation Function Location Gender Date of birth Blood group Father's/mother's na Spouse's name Address	eral Information 123 CLEARK COMPUTER OPE JABALPUR Male 1-Apr-2022 AB Positive me: RAJA PANDEY PRACHI PANDEY SATNA MP	RATIONAL Income [®] Aadhaar Universa PF acco PR acco	bank details ? No <u>Statutory Deta</u> Tax Number (PAN) number I Account Number (UAN): unt number ount number ount number (PRAN)	ils Accept ?	

TALLY.ERP9 WITH GST.

PAYROLL VOUCHER

Gateway of Tally	
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роwered вү----- महा गौरी कंप्यूटर प्रशिक्षण संस्थान (samajh app)

CARE-CAPACITY-CAPABALE

TALLY.ERP9 WITH GST.

AFTER PAROLL VOUCHER ENTERING \rightarrow PRESS CTRL+F4(ATTANDANCE)- \rightarrow AND FILL EMPLOYEE LEAVE AND OVER TIME.

NOTE-ONCE YOU HAVE FILL LEAVE AND OVERTIME FOR EMPLOYEE , YOU CANNOT CHANEGE IT AGAIN.

📔 Tally.ERP 9										- 🗆 X
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POWERED BY------महा गौरी कंप्यूटर प्रशिक्षण संस्थान TALLY.ERP9 WITH GST. AFTER PAROLL VOUCHER ENTERING→PRESS ALT+A(PAYROLL AUTOFILL)→THEN FOLLOW THE STEPS IN

THE PICTURE GIVEN BELLOW.

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TALLY.ERP9 WITH GST.

AFTER PAYROLL AUTO FILL \rightarrow YOU HAVE TO FILL

EMPLOYEE BASIC SALARY AND REIMBURSEMENT

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TALLY.ERP9 WITH GST.

AFTER FILLUP→AGAIN PRESS ALT+A(PAYROLL AUTOFILL AND FOLLOW THE STEPS

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TALLY.ERP9 WITH GST.

AFETR ACCEPT PAYROLL AUTO FILL YOU CAN SEE ALL EMPLOYEE SALARY DETAILS

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TALLY.ERP9 WITH GST.

THEN GO TO DISPLAY MENU→PAYROLL REPORTS→STATEMENT OF PAYROLL→PAYSLIP→SINGLE PAY SLIP

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POWERED BY------महा गौरी कंप्यूटर प्रशिक्षण संस्थान TALLY.ERP9 WITH GST.

महा गौरी कंप्यूटर प्रशिक्षण संस्थान के ऑनलाइन एप्लीकेशन समझ अप्प ज्वाइन करने के लिए आपका बहुत बहुत धन्यवाद!

IF UNHAPPY-PLEASE TELL US

IF HAPPY PLEASE TELL OTHERS

हम आशा करते है की हमारे द्वारा दी गई जानकारी को आप अच्छी तरह समझ गए होंगे फिर भी अगर आपको और बेहतर तरीके से इसके बारे में जानकारी लेना है तो आप हमारे ऑनलाइन एप्लीकेशन के माध्यम से हमारे शिक्षकों से जुड़कर और बेहतर तरीके से समझ सकते है हमारे शिक्षक हमेशा आपकी सेवा में तत्पर है!

धन्यवाद