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.

TALLY.ERP9

SMART TALLY WITH G.S.T. ACCOUNTANT

ATUL PANDEY

HEAD OF THE INSTITUTION POWERD

BY-SAMAJH APP

---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 मे जिस तरह हम Inventory मे Stock Group, Stock Items को Create करते थे, Inventory के Management के लिए, ठीक उसी तरह हम Payroll मे 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 ?

TALLY.ERP9 WITH GST.

> **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।

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।
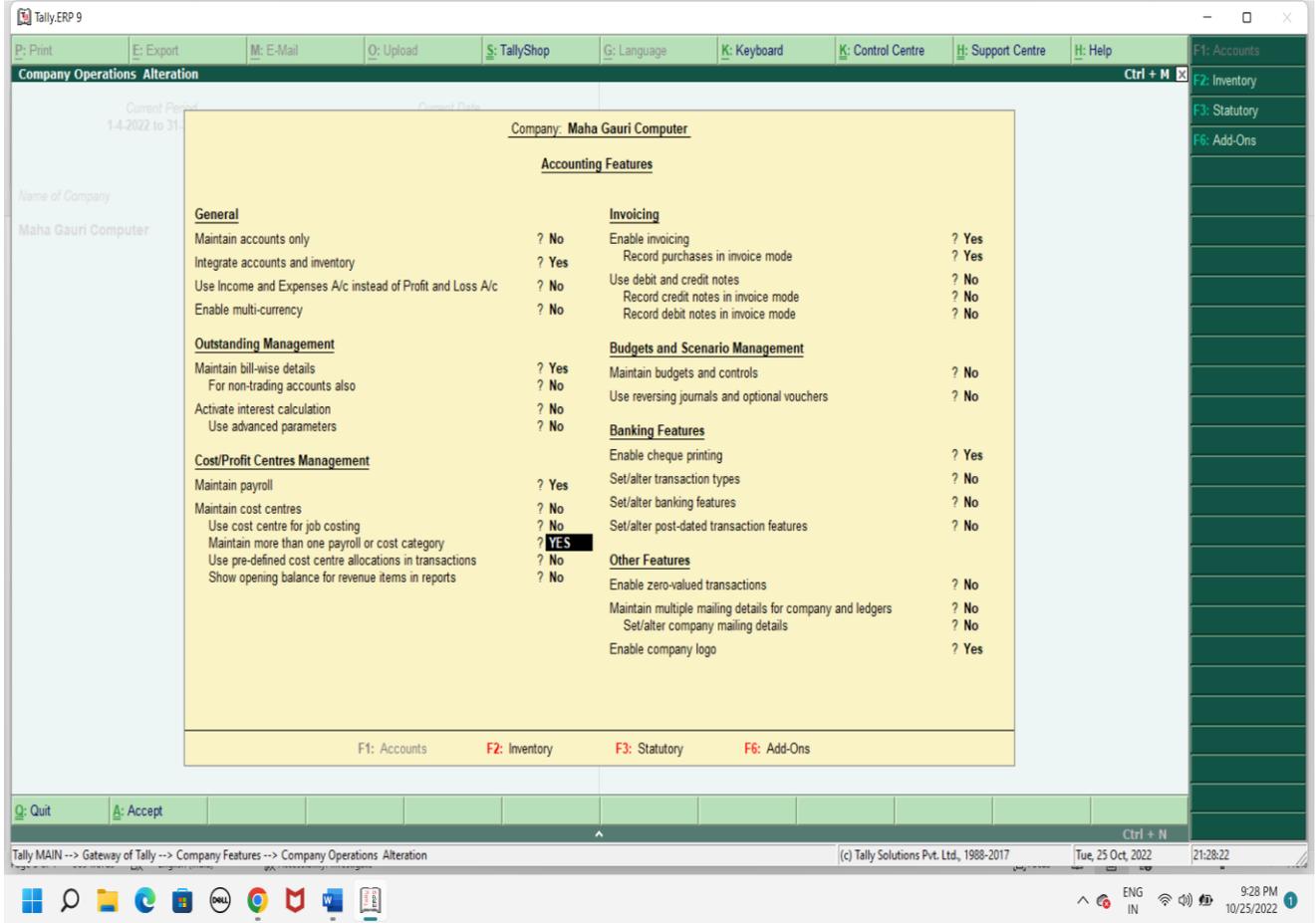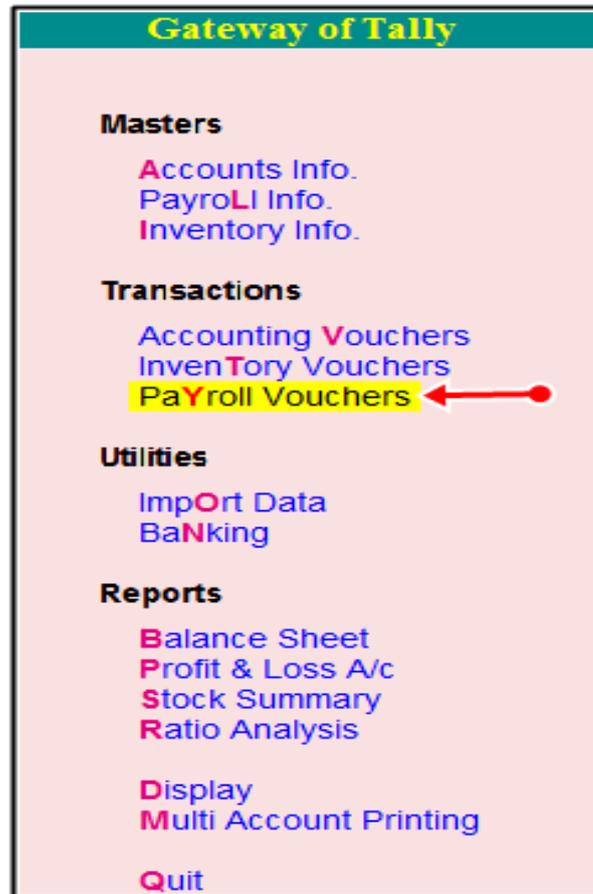
STEP:4 अब आप Gateway Of Tally पर आए और आपका **Payroll Feature Active** हो चुका है। अब आप Payroll को Tally मे आसानी से Create कर सकते है।

TALLY.ERP9 WITH GST.

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 बहुत ही आसानी से कर सकते है।
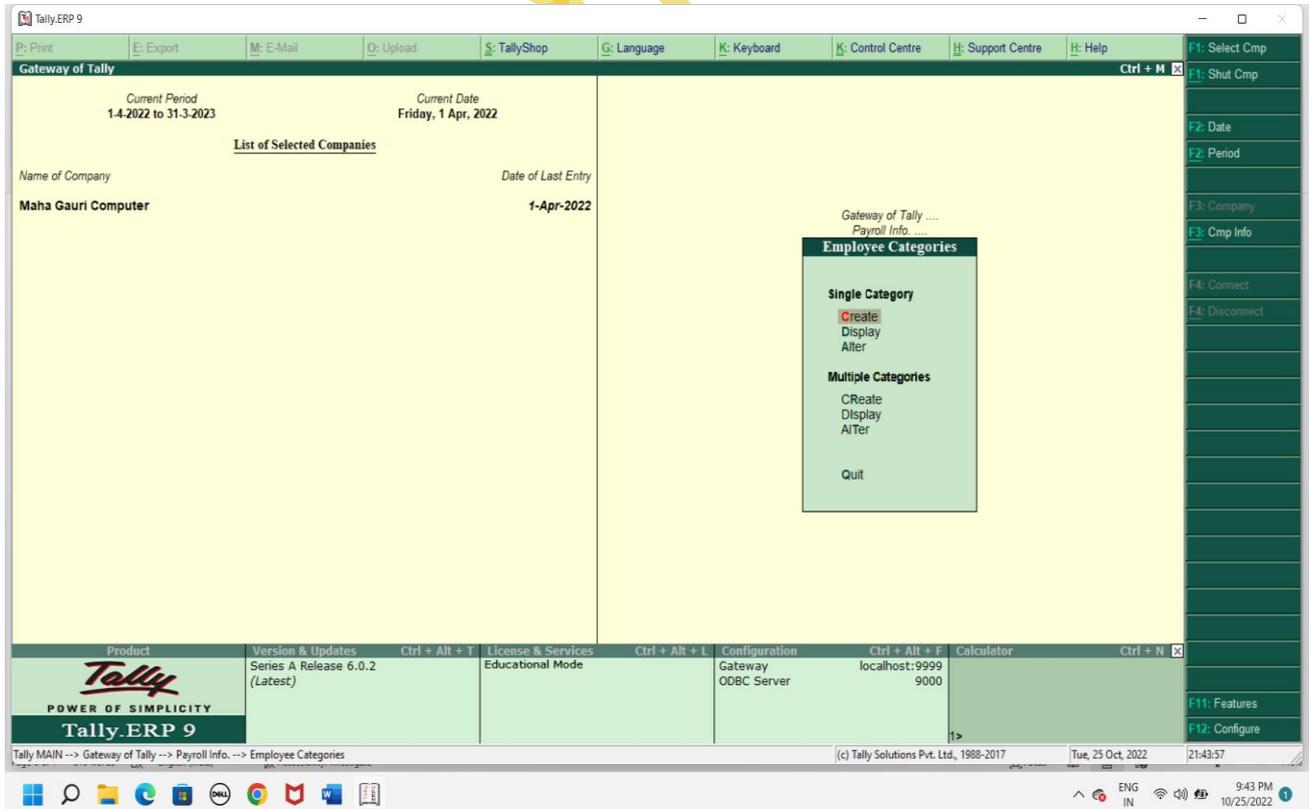
Gateway of Tally

Masters

A**ccounts Info.
Payro**LI** Info.
Inventory Info.**

Transactions

Accounting Vouchers
Inven**T**ory Vouchers
PaYroll Vouchers ⟵

Utilities

Imp**O**rt Data
Ba**N**king

Reports

Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display
Multi Account Printing

Quit

Payroll मे हम क्या -क्या कर सकते है ?

Payroll Info Details:-

Gateway of Tally ....
Payroll Info.

Employee **C**ategories
Employee **G**roups
Employees

Units (Work)
Attendance/Production Types

Pay Heads

Salary Details

Voucher Types

Quit

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।
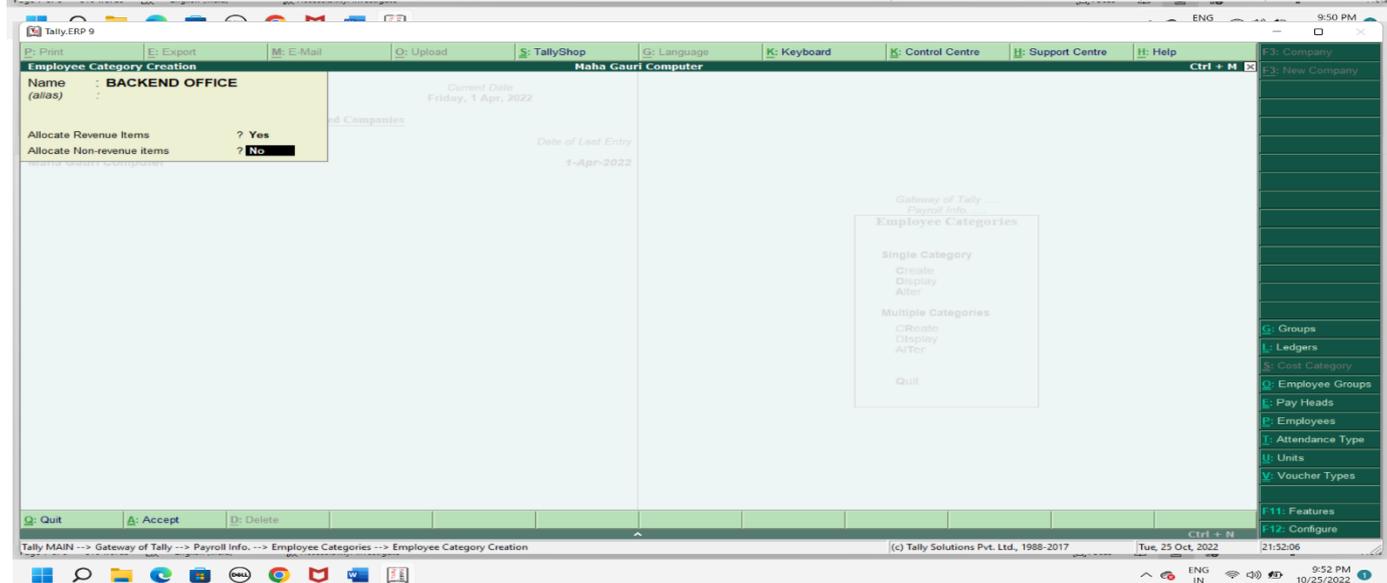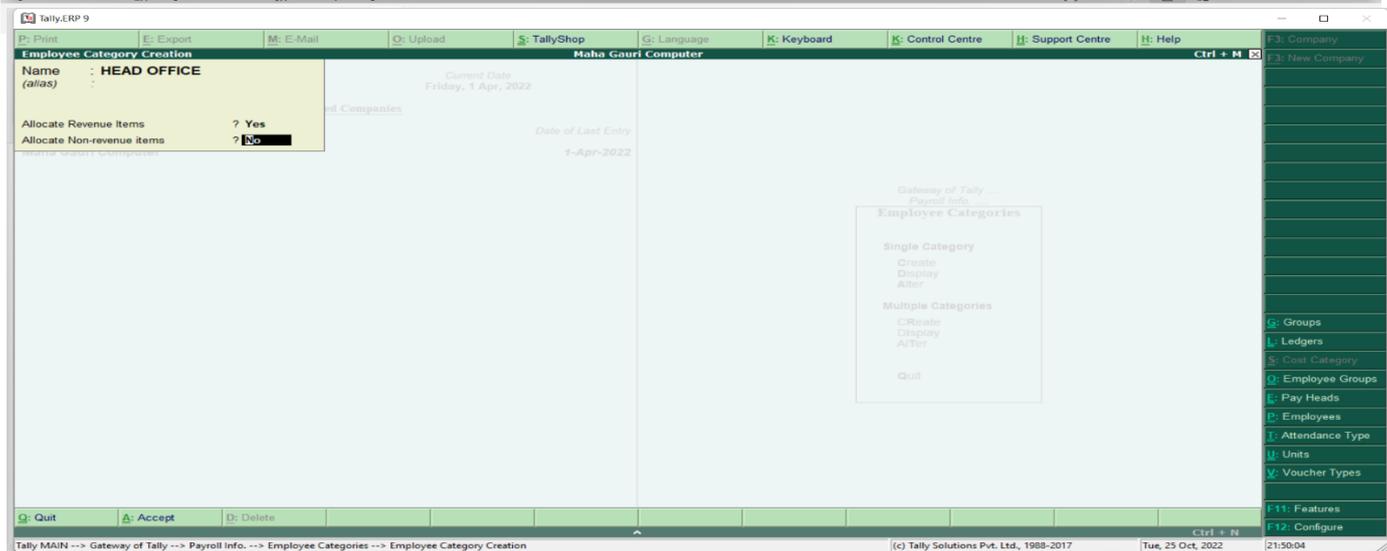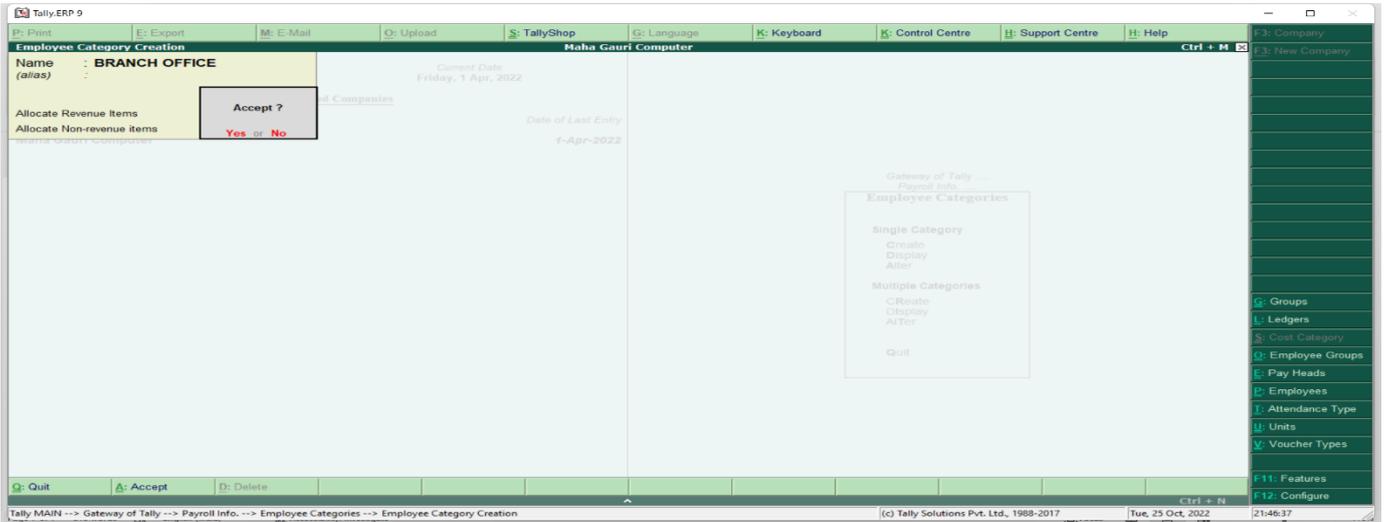
1.Employee Categories:-

2.EMPLOYEE GROUP—

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

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Employee Group Creation — **Maha Gauri Computer**

Category : BRANCH OFFICE
Name : MARKETING DEPARTMENT
(alias) :

Current Date
riday, 1 Apr, 2022

Under : ▯ Primary

Define salary details ? No

Accept ?

Yes or No

Date of Last Entry
1-Apr-2022

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Employee Group Creation — **Maha Gauri Computer**

Category : BRANCH OFFICE
Name : SALES DEPARTMENT
(alias) :

Current Date
riday, 1 Apr, 2022

Under : ▯ Primary

Define salary details ? No

Accept ?

Yes or No

Date of Last Entry
1-Apr-2022

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Employee Group Creation — **Maha Gauri Computer**

Category : BRANCH OFFICE
Name : ACCOUNT DEPARTMENT
(alias) :

Current Date
riday, 1 Apr, 2022

Under : ▯ Primary

Define salary details ? No

Accept ?

Yes or No

Date of Last Entry
1-Apr-2022

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Employee Group Creation — **Maha Gauri Computer**

Category : BRANCH OFFICE
Name : SALARY DEPARTMENT
(alias) :

Current Date
riday, 1 Apr, 2022

Under : ▯ Primary

Define salary details ? No

Accept ?

Yes or No

Date of Last Entry
1-Apr-2022

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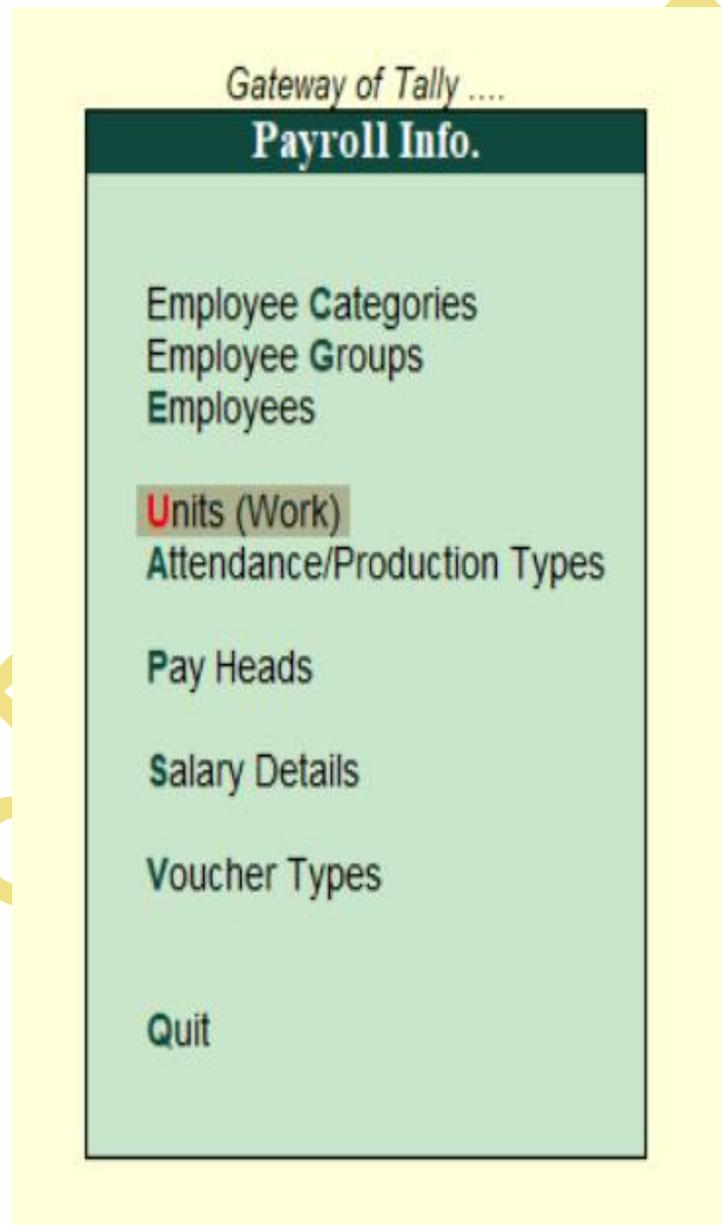
SIMPLE UNIT CREATION-
1.HRS(HOURS)
2.MINS(MINUTES)
COMPUND UNIT-
1.HRS OF 60 MINUTES

Tally.ERP 9					
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Unit Creation   **Maha Gauri Computer**
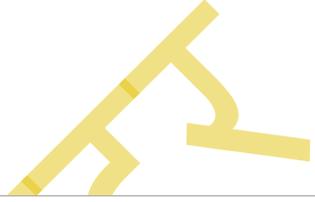
Type   : **Simple**
Symbol   : **HRS**
Formal name: HOURS
Number of decimal places: **0**

Current Date
Friday, 1 Apr, 2022

List of Selected Companies

Date of Last Entry

1-Apr-2022

Tally.ERP 9					
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Unit Creation   **Maha Gauri Computer**

Type   : **Simple**
Symbol   : **MINS**
Formal name: MINUTES_
Number of decimal places: **0**

Current Date
Friday, 1 Apr, 2022

List of Selected Companies

Date of Last Entry

1-Apr-2022

Tally.ERP 9					
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Unit Creation   **Maha Gauri Computer**

Type   : **Compound**
       Units with Multiplier Factors
          (example: Kgs of 1000 gms)

First unit Conversion   Second unit
HRS   of **60**   **MINS**

Current Date
Friday, 1 Apr, 2022

List of Selected Companies

| Units |
|---|
| MINS   (MINUTES) |
| PCS |

Date of Last Entry

1-Apr-2022

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**
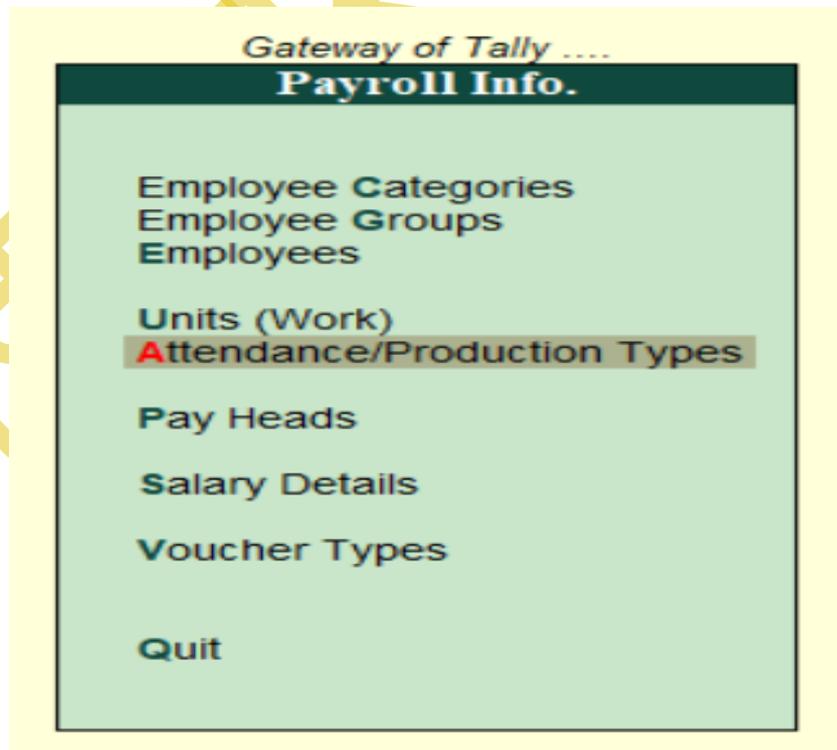
1.LEAVE   2.OVERTIME

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Attendance/Production Type Creation   **Maha Gauri Computer**

Name   : **LEAVE**
(alias)   :

Under   : ▌ Primary

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

Current Date
Friday, 1 Apr, 2022

Date of Last Entry

1-Apr-2022

List of Attendance Types

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

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Attendance/Production Type Creation   **Maha Gauri Computer**

Name   : **OVERTIME**
(alias)   :

Under   : ▌ Primary

Attendance type : **Production**

Unit   : **HRS of 60 MINS**

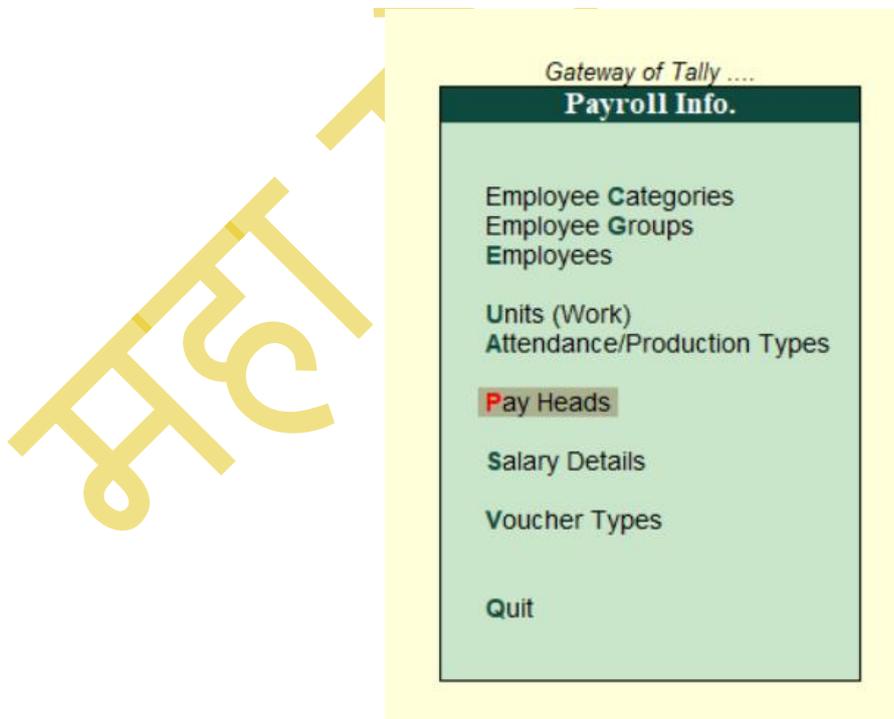Current Date
Friday, 1 Apr, 2022

Date of Last Entry

1-Apr-2022

Accept ?

Yes or **No**

PAYHEADS

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

1.BASIC SALARY

Tally.ERP 9						
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard

Pay Head Creation   **Maha Gauri Computer**

Name   : BASIC SALARY   Total Opening Balance
(alias)   :

Pay Head Information

Pay head type   : Earnings for Employees
  Income type   : Fixed
Under   : Direct Expenses

Affect net salary   ? Yes
  Name to be displayed in payslip : BASIC SALARY
Use for calculation of gratuity   ? No
Calculation type   : As User Defined Value

Accept ?

Yes or No

Opening Balance   (on 1-Apr-2022) :

Q: Quit	A: Accept	D: Delete				

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

2.HRA(HOUSE RENT ALLOWENCE)

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Ke

Pay Head Creation — **Maha Gauri Computer**

Name : HRA(HOUSE RENT ALLOWENCE)
(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(HOUSE RENT ALLOWENCE)**
Use for calculation of gratuity	? **No**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

Compute : **On Specified Formula**
Specified formula : *BASIC SALARY*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-2022		10,000.00	Percentage	8 %
	10,000.00		Percentage	10 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit :

Opening Balance (on 1-Apr-2022) :

Accept ?

Yes or **No**

Q: Quit	A: Accept	D: Delete				

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

3.TA(TREVELING ALLOWENCE)

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K

Pay Head Creation   **Maha Gauri Computer**

Name   : TA(TREVELING ALLOWENCE)
(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 : **TA(TREVELING ALLOWENCE)**
Use for calculation of gratuity ? **No**
Calculation type   : **As Computed Value**

  Calculation period   : **Months**

Computation Information

Compute   : **On Specified Formula**
Specified formula : *BASIC SALARY*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-2022				
		10,000.00	Percentage	7 %
	10,000.00		Percentage	9 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   :

Opening Balance (on 1-Apr-2022) :

Accept ?

Yes or **No**

Q: Quit	A: Accept	D: Delete				^

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

4.DA(DEERNESS ALLOWENCE)

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: K

Pay Head Creation   **Maha Gauri Computer**

Name   : **DA(DEERNESS ALLOWENCE)**
(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	: **DA(DEERNESS ALLOWENCE)**
Use for calculation of gratuity	? **No**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

Compute   : **On Specified Formula**
Specified formula   : *BASIC SALARY*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-2022				
			Percentage	10 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   :

Accept ?

Yes or **No**

Opening Balance   (on 1-Apr-2022) :

Q: Quit	A: Accept	D: Delete			

^

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

5.BONUS

Tally.ERP 9						
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K:

Pay Head Creation | **Maha Gauri Computer**

Name   : BONUS
(alias)   :

Total Opening Balance

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   : **Flat Rate**

  Calculation period   : **Months**

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   :

Accept ?

Yes or **No**

Opening Balance   (on 1-Apr-2022) :

Q: Quit	A: Accept	D: Delete			

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

6.OVER-TIME

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: K |

Pay Head Creation   **Maha Gauri Computer**

Name   : OVER TIME
(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   : **OVER TIME**
Use for calculation of gratuity   ? **No**
Calculation type   : **On Production**
   Production type   : **OVERTIME**

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   :

Opening Balance   (on 1-Apr-2022) :

Accept ?

Yes or **No**

| Q: Quit | A: Accept | D: Delete | | | | |

^

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

7.REIMBURSEMENT

```
Tally.ERP 9

P: Print          E: Export      M: E-Mail       O: Upload      S: TallyShop    G: Language    K: K

Pay Head  Creation                                              Maha Gauri Computer
Name        : REIMBURSEMENT                           Total Opening Balance
(alias)     :


                 Pay Head Information

Pay head type              : Reimbursements to Employees
  Income type              : Variable
Under                      : Direct Expenses

Affect net salary          ? Yes
  Name to be displayed in payslip : REIMBURSEMENT

Calculation type           : As User Defined Value












                                                              Accept ?

                                                              Yes or No
              Opening Balance    ( on 1-Apr-2022) :

Q: Quit          A: Accept      D: Delete

                                                              ^
Tally MAIN --> Gateway of Tally --> Payroll Info. --> Pay Heads --> Pay Head  Creation
```
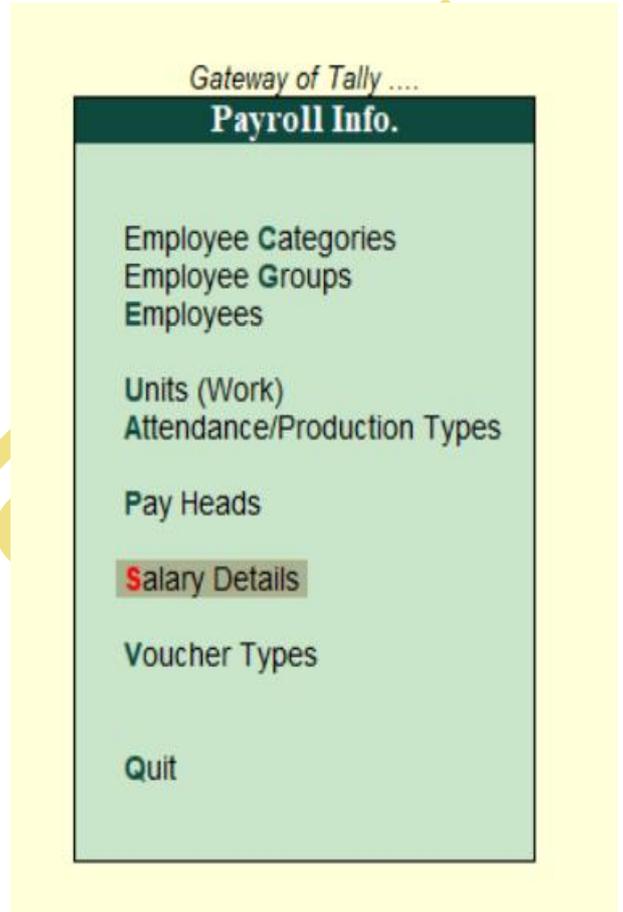
8.PF(PROVIDENT FUND)

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Ke |

Pay Head Creation   **Maha Gauri Computer**

Name   : PF(PROVIDENT FUND)   **Total Opening Balance**
(alias) :

Pay Head Information

Pay head type	: Deductions From Employees
Under	: Current Liabilities
Affect net salary	? Yes
Name to be displayed in payslip	: PF(PROVIDENT FUND)
Calculation type	: As Computed Value
Calculation period	: Months

Computation Information

Compute   : On Specified Formula
Specified formula : *BASIC SALARY*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-2022		10,000.00	Percentage	10 %
	10,000.00		Percentage	12 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   :

Opening Balance   (on 1-Apr-2022) :

Accept ?

Yes or No

| Q: Quit | A: Accept | D: Delete |

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

9.LEAVE

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Key

Pay Head Creation   **Maha Gauri Computer**

Name   : LEAVE   **Total Opening Balance**
(alias)   :

Pay Head Information

Pay head type   : Deductions From Employees
Under   : Current Liabilities

Affect net salary   ? Yes
  Name to be displayed in payslip : LEAVE

Calculation type   : On Attendance
  Leave without pay   : LEAVE

  Calculation period   : Days

Rounding Off Information

Rounding Method : Normal Rounding   Limit :

Opening Balance   (on 1-Apr-2022) :

Accept ?

Yes or **No**

Q: Quit	A: Accept	D: Delete			

Start

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

10.SALARY PAYBLE

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K:

Pay Head Creation   **Maha Gauri Computer**

Name   : SALARY PAYBLE   **Total Opening Balance**
(alias)   :

Pay Head Information

Pay head type   : Ⅱ **Not Applicable**
Under   : **Current Liabilities**

Opening Balance   (on 1-Apr-2022) :

Accept ?

Yes or No

Q: Quit	A: Accept	D: Delete			

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

• 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.

Salary Details Alteration — ACCOUNT DEPARTMENT

Name : ACCOUNT DEPARTMENT
Under : ▯ Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2022	BASIC SALARY			Earnings for Employees	As User Defined Value	
	BONUS	20,000.00	Months	Earnings for Employees	Flat Rate	
	DA(DEERNESS ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	HRA(HOUSE RENT ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	LEAVE	200.00	Days	Deductions From Employees	On Attendance	
	OVER TIME	300.00	HRS	Earnings for Employees	On Production	
	PF(PROVIDENT FUND)			Deductions From Employees	As Computed Value	BASIC SALARY
	REIMBURSEMENT			Reimbursements to Employees	As User Defined Value	
	TA(TREVELING ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY

Accept ?
Yes or No

Salary Details Alteration — MARKETING DEPARTMENT

Name : MARKETING DEPARTMENT
Under : ▯ Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2022	Copy From Employee Group					
	BASIC SALARY			Earnings for Employees	As User Defined Value	
	BONUS	20,000.00	Months	Earnings for Employees	Flat Rate	
	DA(DEERNESS ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	HRA(HOUSE RENT ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	LEAVE	200.00	Days	Deductions From Employees	On Attendance	
	OVER TIME	300.00	HRS	Earnings for Employees	On Production	
	PF(PROVIDENT FUND)			Deductions From Employees	As Computed Value	BASIC SALARY
	REIMBURSEMENT			Reimbursements to Employees	As User Defined Value	
	TA(TREVELING ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY

Accept ?
Yes or No

Salary Details Alteration — SALARY DEPARTMENT

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help |

Salary Details Alteration — Maha Gauri Computer — Ctrl + M

Name : SALARY DEPARTMENT
Under : Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2022	BASIC SALARY			Earnings for Employees	As User Defined Value	
	BONUS	25,000.00	Months	Earnings for Employees	Flat Rate	
	DA(DEERNESS ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	HRA(HOUSE RENT ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	LEAVE	300.00	Days	Deductions From Employees	On Attendance	
	OVER TIME	500.00	HRS	Earnings for Employees	On Production	
	PF(PROVIDENT FUND)			Deductions From Employees	As Computed Value	BASIC SALARY
	REIMBURSEMENT			Reimbursements to Employees	As User Defined Value	
	TA(TREVELING ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY

Accept ?
Yes or No

Q: Quit | A: Accept | D: Delete

Tally MAIN --> Gateway of Tally --> Payroll Info. --> Salary Details --> Salary Details Alteration | (c) Tally Solutions Pvt. Ltd., 1988-2017 | Tue, 25 Oct, 2022 | 23:17:06
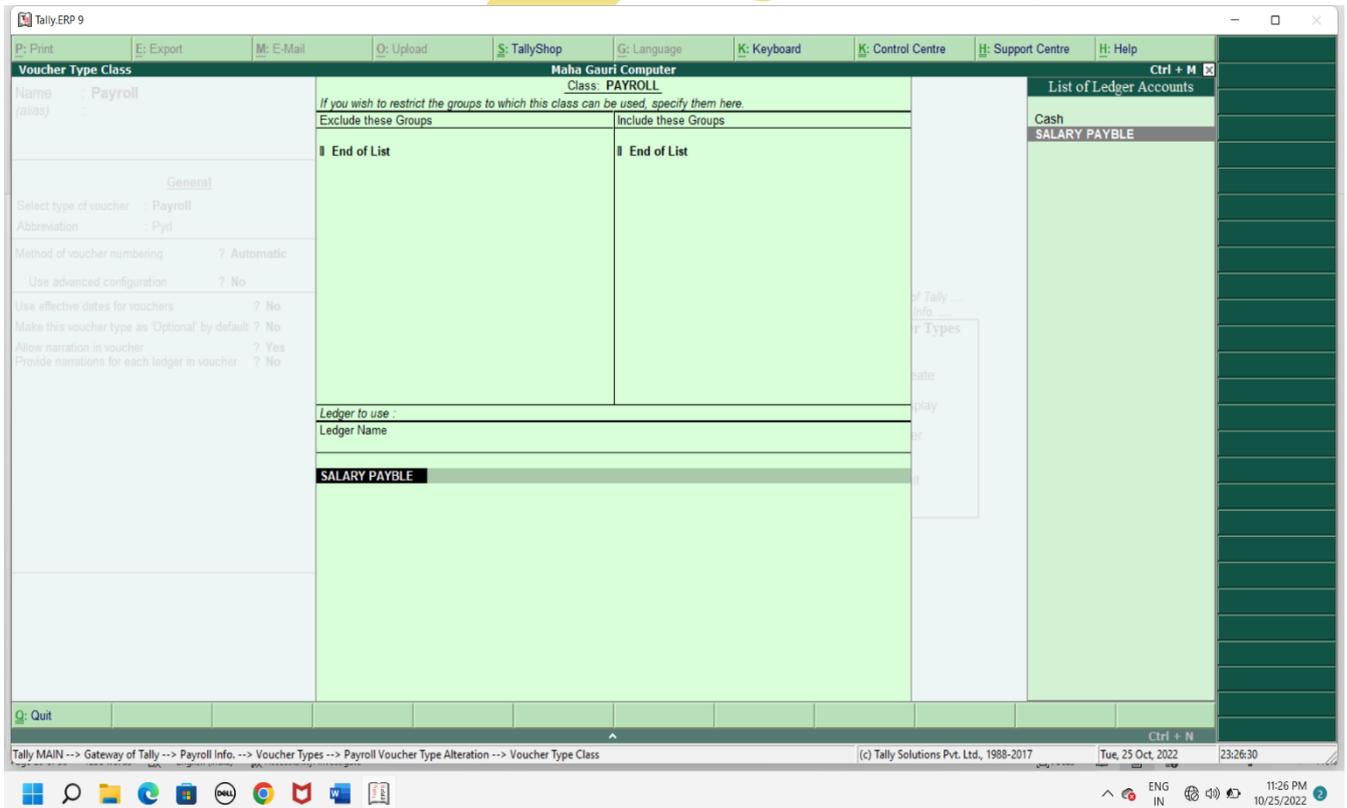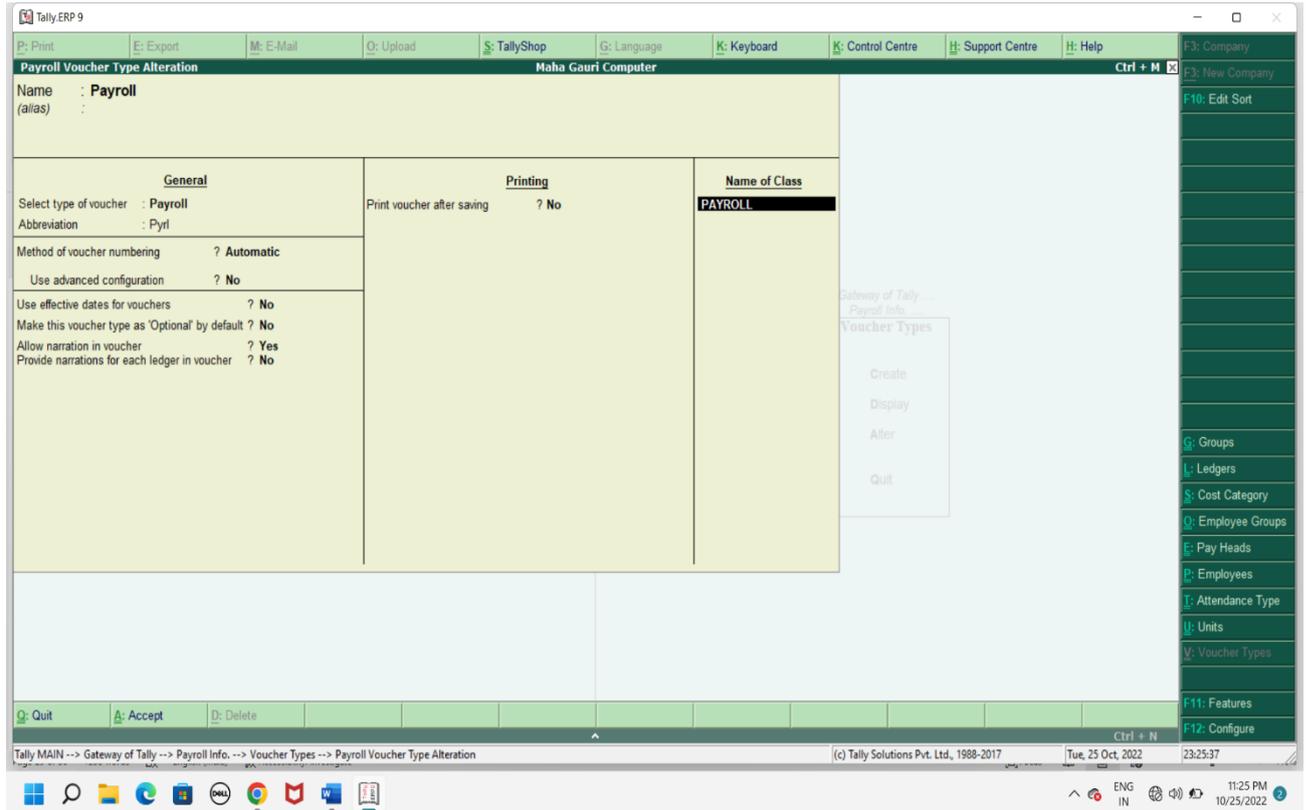

Salary Details Alteration — SALES DEPARTMENT

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help |

Salary Details Alteration — Maha Gauri Computer — Ctrl + M

Name : SALES DEPARTMENT
Under : Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2022	Copy From Employee Group					
	BASIC SALARY			Earnings for Employees	As User Defined Value	
	BONUS	25,000.00	Months	Earnings for Employees	Flat Rate	
	DA(DEERNESS ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	HRA(HOUSE RENT ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY
	LEAVE	300.00	Days	Deductions From Employees	On Attendance	
	OVER TIME	500.00	HRS	Earnings for Employees	On Production	
	PF(PROVIDENT FUND)			Deductions From Employees	As Computed Value	BASIC SALARY
	REIMBURSEMENT			Reimbursements to Employees	As User Defined Value	
	TA(TREVELING ALLOWENCE)			Earnings for Employees	As Computed Value	BASIC SALARY

Accept ?
Yes or No

Q: Quit | A: Accept | D: Delete

Tally MAIN --> Gateway of Tally --> Payroll Info. --> Salary Details --> Salary Details Alteration | (c) Tally Solutions Pvt. Ltd., 1988-2017 | Tue, 25 Oct, 2022 | 23:17:56
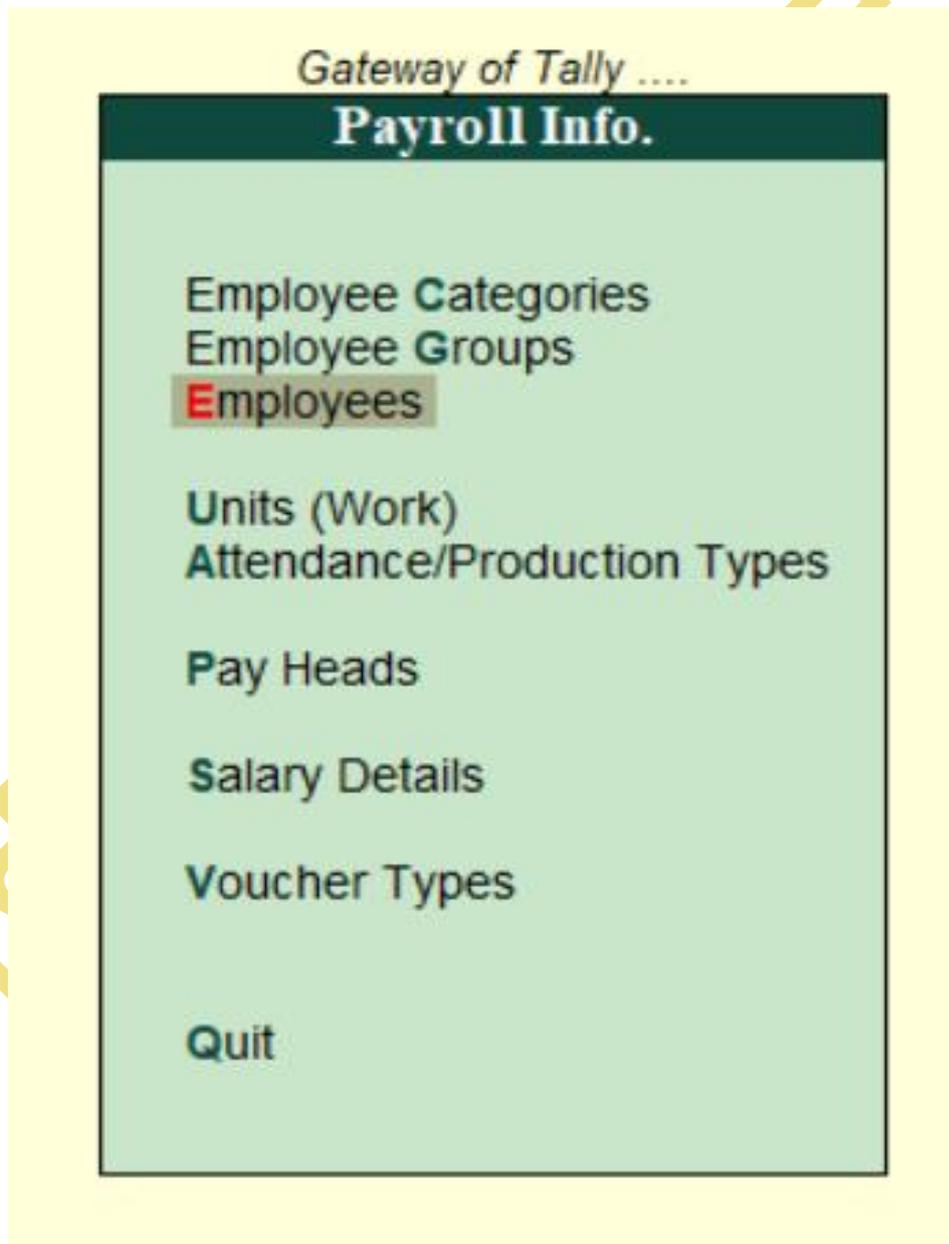
• VOUCHER TYPES

Gateway of Tally ....

Payroll Info.

Employee **C**ategories
Employee **G**roups
Employees

Units (Work)
Attendance/Production Types

Pay Heads

Salary Details

Voucher Types

Quit

Gateway of Tally ....
Payroll Info. ....

Voucher Types

Create

Display

Alter

Quit
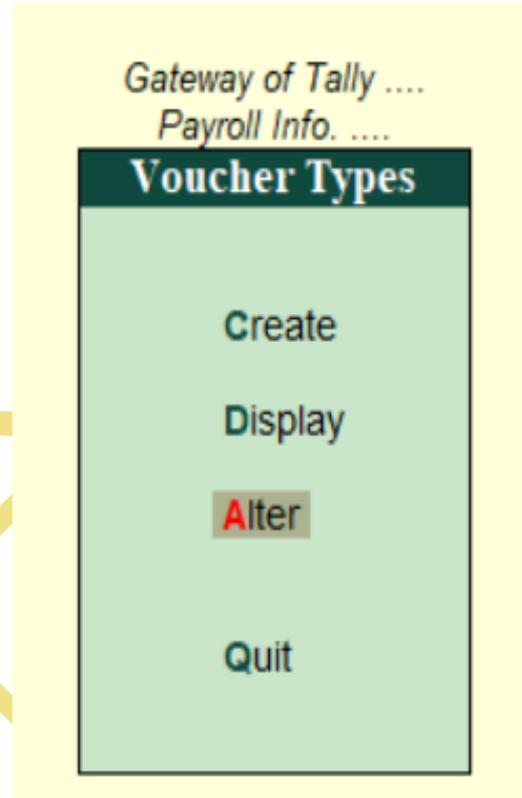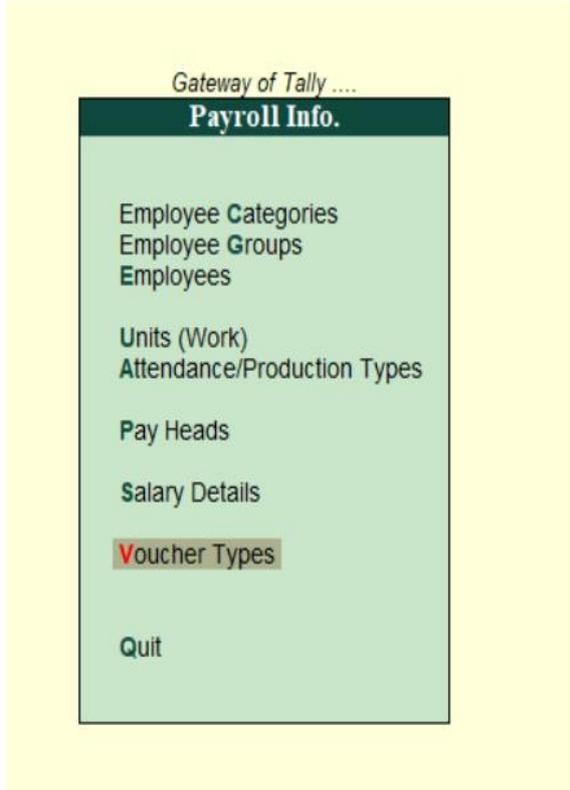
VOUCHER TYPES
→ALTER→PAYROLL

S: TallyShop   **G**: Language   **K**: K

Maha Gauri Computer

Voucher Type

22

Date

List of Voucher Types

Attendance
Payment
Payroll
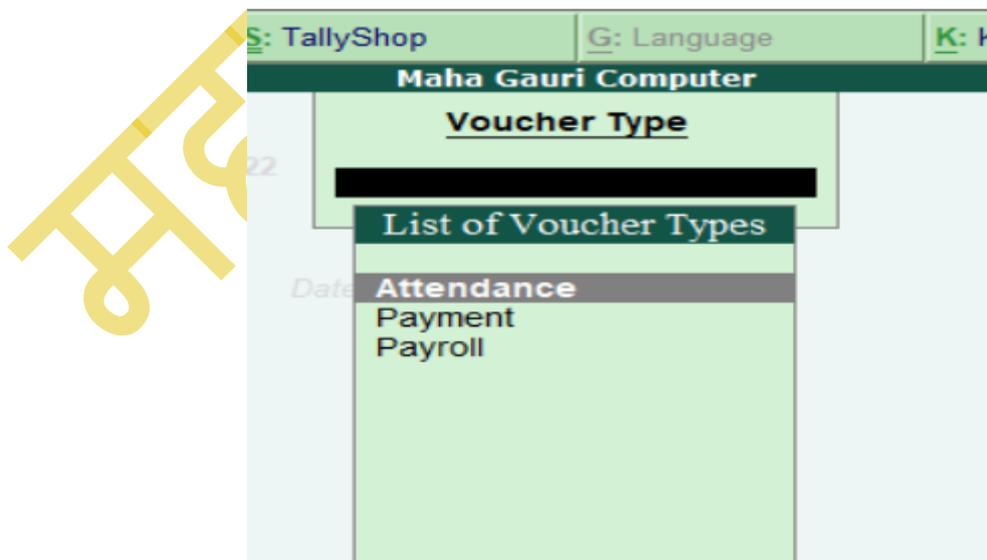
• EMPLOYEES

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

Gateway of Tally ....

Payroll Info.

Employee **C**ategories
Employee **G**roups
Employees

Units (Work)
Attendance/Production Types

Pay Heads

Salary Details

Voucher Types

Quit

Tally.ERP 9

P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language

Employee Creation   **Maha Gauri Computer**

Category   : BRANCH OFFICE

Name   : VIJAY PANDEY
(alias)   :

Display name in reports as : VIJAY PANDEY

Under   : ACCOUNT DEPARTMENT
                            (⌐ Primary)

Date of joining   : 1-Apr-2022

Define salary details   ? Yes

General Information

Employee Number : 123
Designation   : CLEARK
Function   : COMPUTER OPERATIONAL
Location   : JABALPUR
Gender   : Male
Date of birth   : 1-Apr-2022
Blood group   : AB Positive
Father's/mother's name : RAJA PANDEY
Spouse's name   : PRACHI PANDEY
Address   : SATNA MP

Phone no.   : 0123456
E-Mail   : vijay@gmail.com

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   :

Accept ?

Yes or No

- **PAYROLL VOUCHER**

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

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

AFTER PAROLL VOUCHER ENTERING→PRESS ALT+A(PAYROLL AUTOFILL)→THEN FOLLOW THE STEPS IN THE PICTURE GIVEN BELLOW.
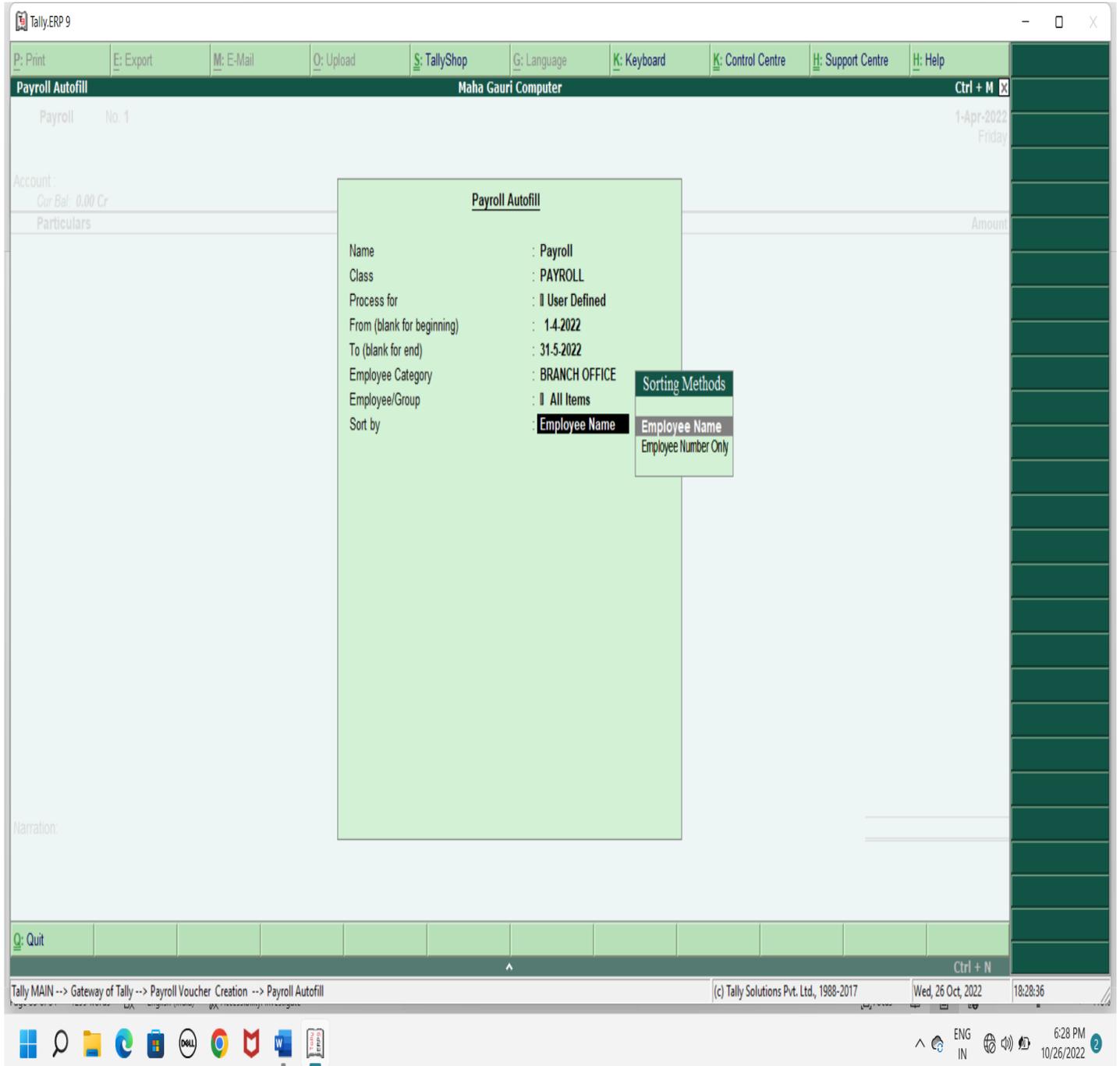
AFTER PAYROLL AUTO FILL→YOU HAVE TO FILL

EMPLOYEE BASIC SALARY AND REIMBURSEMENT

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

Tally.ERP 9

P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Payroll Autofill — Maha Gauri Computer — Ctrl + M ✕

Payroll   No. 2   Voucher class: PAYROLL   31-May-2022
                                                                              Tuesday

Account : SALARY PAYBLE
Cur Bal: 35,000.00 Cr

Particulars   Amount

Payroll Autofill

Name	: Payroll
Class	: PAYROLL
Process for	: Salary
From (blank for beginning)	: 1-5-2022
To (blank for end)	: 31-5-2022
Employee Category	: BRANCH OFFICE
Employee/Group	: ‖ All Items
Sort by	: Employee Name

Sorting Methods

Employee Name
Employee Number Only

Narration:

Q: Quit

^   Ctrl + N

Tally MAIN --> Gateway of Tally --> Payroll Voucher Creation --> Payroll Autofill   (c) Tally Solutions Pvt. Ltd., 1988-2017   Wed, 26 Oct, 2022   18:42:54

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

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

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help |

Pay Slip — Maha Gauri Computer — Ctrl + M ⊠

F1: Detailed
F2: Period
F4: Employee

Pay Slip for May-2022
VIJAY PANDEY

Employee Number	: 123	Income Tax Number (PAN)	:
Function	: COMPUTER OPERATIONAL	Universal Account Number (UAN)	:
Designation	: CLEARK	PF account number	:
Location	: JABALPUR	ESI Number	:
Bank Details		PR Account Number (PRAN)	:
Date of joining	: 1-Apr-2022		

Attendance Details	Value
LEAVE	5 Days
OVERTIME	10- 0 HRS

Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
BASIC SALARY	10,000.00	10,000.00	LEAVE		
BONUS		20,000.00	PF(PROVIDENT FUND)		1,000.00
DA(DEERNESS ALLOWENCE)		1,000.00			
HRA(HOUSE RENT ALLOWENCE)		800.00			
OVER TIME		3,000.00			
REIMBURSEMENT	25,000.00	25,000.00			
TA(TREVELING ALLOWENCE)		700.00			
Total Earnings	**35,000.00**	**60,500.00**	**Total Deductions**		**1,000.00**
			Net Amount	₹ 35,000.00	₹ 59,500.00

| Q: Quit | | | | R: Remove Line | U: Restore Line | U: Restore All | Space: Select |

Ctrl + N

F12: Configure

Tally MAIN --> Gateway of Tally --> Display Menu --> Payroll Reports --> Statements of Payroll --> Pay Slip --> Pay Slip   (c) Tally Solutions Pvt. Ltd., 1988-2017   Wed, 26 Oct, 2022   20:12:46

Tally.ERP 9

| P: Print | E: Export | M: E-Mail | O: Upload | S: TallyShop | G: Langu |

Maha Gauri Computer
Pay Slip
for May-2022

VIJAY PANDEY

Employee Number	: 123	Income Tax Number (PAN)	:
Function	: COMPUTER OPERATIONAL	Universal Account Number (UAN)	:
Designation	: CLEARK	PF account number	:
Location	: JABALPUR	ESI Number	:
Bank Details		PR Account Number (PRAN)	:
Date of joining	: 1-Apr-2022		

Attendance Details	Value
LEAVE	5 Days
OVERTIME	10- 0 HRS

Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
BASIC SALARY	10,000.00	10,000.00	LEAVE		
BONUS		20,000.00	PF(PROVIDENT FUND)		1,000.00
DA(DEERNESS ALLOWENCE)		1,000.00			
HRA(HOUSE RENT ALLOWENCE)		800.00			
OVER TIME		3,000.00			
REIMBURSEMENT	25,000.00	25,000.00			
TA(TREVELING ALLOWENCE)		700.00			
Total Earnings	**35,000.00**	**60,500.00**	**Total Deductions**		**1,000.00**
			Net Amount	₹ 35,000.00	₹ 59,500.00

Amount (in words):
INR Thirty Five Thousand Only

for Maha Gauri Computer

Authorised Signatory

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