

## PAYROLL ACCOUNTING

### Computerised Accounting & E-filing of taxation

#### Accounting for payroll

Tally ERP 9. Payroll is integrated with accounting to give the users the benefits of Simplified Payroll Processing and accounting.

#### Features of Tally ERP 9. Payroll

- ① It offers Employee groups.
- ② It offers Pay Structures.
- ③ It offers Pay Components.
- ④ It offers unique automatic payroll processing.
- ⑤ It allows errors calculation.

#### Steps for Practising payroll accounting → CONFIGURATION.

www.tallysolutions.com → Page open → click load now → Instal Now →  
 Work in educational mode → W → Alt.F3 → Create a company →  
 Name (Put a name of the company) ABC Ltd → Address (Put Address) →  
 Contact Details: - Phone no, mobile no, fax no, email, website → financial year.  
 Beginning from → Clt A. (Save it) → F11 → Accounting features, Inventory  
 features, Statutory & taxation (will be shown) → ~~Enter~~ Enter on A/cing features →  
 Enable (yes) for maintain Payroll and maintain more than one Payroll.  
 or Cost Category → Enter → Clt A - A.  
 Go to Gateway of tally → Payroll information and Payroll vouchers.  
 will be activated → F11 → Statutory and taxation → Select ABC Ltd →  
 Statutory & taxation page will open up → Enable Payroll Statutory (yes)  
 & Set/alter Payroll Statutory details. (yes) → Enter → Fill Payroll Statutory  
 details → Provident fund → ESI → NPS → Income tax → Deductor type →  
 Government/Other (select) one → Enter → Put PAN/Income tax no. and CIN  
 No: - → Clt A.

(Never use mouse, use Key board)  
ESC Key to be used for going to goT.

## Employee Categories

Go to. Go T. → Enter Payroll Info → Enter Employee Categories → Enter → Create → (Employee categories means any head office situated in any other state but having branch offices at Kolkata or other districts of W.B, then for each branch separate offices shall be created. → Name (Put name of a branch suppose Kolkata/ Dumdum). → EEC → Employee Categories → Alter → Kolkata/ Primary Cost Category.

## Employee group.

Payroll Info → Employee group → Category Kolkata → Names (Sales) → Under :- Sales department (Primary).

[Employee group means → various departments like accounts, HR, Marketing department etc under Kolkata branch]. Here we have taken Sales department under Primary for Kolkata branch.]

## Employees.

Payroll Info → Employees → Create → Primary Cost Category (Kolkata) → Name :- Mrs. A. → Under → Sales department → Date of joining - 1/1/2000 (Eq) → Put employee number → fill Employee Number, Designation, function, location, select gender, fill other details → Mandatory is PAN NO of the Employee and PF a/c number → and mail id. Use Sample PAN as: - ABC PE 1234 F.

## Units (Nooks)

It means ~~production department~~ Suppose sales dept. employees work for HR, Mn, or HR of Mn. → It means Production/Sales department may work for over time.

Type - Simple → Symbol HRS → again → type - Simple → Symbol → MINS →

Type → Enter - Compound → Enter → HRS of Gown.

## Attendance

Create → Name → Present → Under - Primary → Attendance / leave with key → Ctrl A.

2  
Name :- ABSENTS → Under Primary → leave without pay  
for attendance type → CL + A.

Use ESC + Backspace key for. GOT + Backward going  
respectively.

PRACTICE

CS. 25/3/2020