

CHAPTER 11

PAY ROLL

Pay Roll is another unique feature of Tally.ERP 9. Salary Register, Pay Slips, Payment Advice, Pay Roll Register, Attendance Register, Gratuity Report, Employee Groups, Pay Structures, Salary Arrears, etc. can be prepared with the help of Pay Roll option. Salary can be calculated based on certain criteria like Attendance, Time and Unit of production.

ACTIVATION

1. Create a Company in the name of Pay Roll & Co.
2. Press F11:Features
3. Accounting Features
4. Maintain Pay Roll = Yes

HOW TO GENERATE A PAYS LIP

A Pay Slip can be generated by following four simple steps as given below:

Step 1 : Create Pay Heads; Step 2 : Create Employee Masters;

Step 3 : Salary Details; Step 4 : Generate Pay Slip

- Gateway of Tally
- Pay Roll Info
- Pay Heads -->Create --> Fill the particulars
- Employees --> Create -->Fill the particulars
- Salary Details --> Create --> Select the Employee Name Select the particulars
- Select Pay Roll Vouchers from Gateway of Tally.
- Click 'Pay Roll Auto Fill' button
- Give the particulars.

HOW TO VIEW THE PAY SLIP

- Gateway of Tally
- Display
- Pay Roll Reports
- Statements of Payroll
- Pay Slip
- Select the Employee

HOW TO VIEW THE PAY SHEET

To view the Consolidated Pay particulars.

- Gateway of Tally
- Display
- Pay Roll Reports
- Statements of Payroll
- Pay Sheet

EXERCISE

1. Create Pay Heads: Basic Pay, D.A., H.R.A., C.C.A., P.F., Gratuity (Gateway of Tally -->PayRoll Info->Pay Heads Create)

FOR BASIC PAY, D.A., H.R.A., C.C.A.

- a) Pay Head Type = Earnings for Employees

- b) Under = Indirect Expense
- c) Appears in Pay Slip = Yes
- d) Use for Gratuity = Yes
- e) Calculation Type = As User defined value

P.F., GRATUITY

- a) Pay Head Type = Employees' Statutory Deductions
 - b) Under = Current Liabilities
2. Create Employee Masters: a) Thamizhselvan b) Malarvizhi c) Manimaran
d) Poonguzhali and give the particulars. (Gateway of Tally --> PayRoll Info --> Employees --> Create)

NAME	Thamizhselvan	Malarvizhi	Manimaran	Poonguzhali
UNDER	Primary	Primary	Primary	Primary
DATE OF JOINING	1.3.1985	12.4.1987	2.4.1989	15.8.1991
EMPLOYEE NUMBER	842	889	902	996
DESIGNATION	Manager	Special assistant	Sr. Assistant	Assistant
GENDER	Male	Female	Male	Female
DATE OF BIRTH	12.4.1962	14.5.1966	18.6.1969	15.4.1971
BLOOD GROUP	A +IVE	B -IVE	O -IVE	O +IVE
FATHER/MOTHER NAME	Subramani/Lakshmi	Sekar/Mallika	Arul/Kalai	Mani/Chitra
CONTACT NUMBER	9842575822	9854721457	9852471001	9558547474
BANK NAME	SBI	ICICI	HDFC	PNB
BRANCH	Parrys	Meenambakkam	Nanganallur	Guindy
BANK A/C NUMBER	36251	31205	25899	75844
PF ACCOUNT NUMBER	1258	1369	1487	1590
ESI NUMBER	4859	4968	5210	5698

- Select Employee Name --> Fill the particulars)

3. Give the Salary Details to each employee Master (Gateway of Tally-->Payroll Info-->Salary Details-->Create-->Select Pay Heads)
4. Generate Salary Slip from the following particulars (Gateway of Tally -->Pay Roll Vouchers):

DATE	NAME	PAY HEADS	AMOUNT Rs.	DR/CR
30.4.2006	Thamizhselvan	Basic Pay	30000	Dr
		D.A.	15000	Dr
		H.R.A.	2500	Dr
		C.C.A.	1500	Dr
		Gratuity	2000	Cr
		P.F.	1000	Cr
30.4.2006	Malarvizhi	Basic Pay	25000	Dr
		D.A.	9000	Dr
		H.R.A.	1500	Dr
		C.C.A.	1000	Dr
		Gratuity	1500	Cr
		P.F.	800	Cr

30.4.2006	Manimaran	Basic Pay	20000	Dr
		D.A.	7000	Dr
		H.R.A.	5000	Dr
		C.C.A.	3000	Dr
		Gratuity	2000	Cr
		P.F.	3000	Cr
30.4.2006	Poonguzhali	Basic Pay	20000	Dr
		D.A.	7500	Dr
		H.R.A.	6000	Dr
		C.C.A.	3500	Dr
		Gratuity	2500	Cr
		P.F.	4000	Cr

