

Payroll



Tally.ERP 9 Payroll is fully integrated with Accounting to give the user the benefits of simplified Payroll processing and accounting.

Tally.ERP 9 Payroll enables users to set up, implement and process Payroll with simple to complex criteria, as per the organization's requirements. You can also automate payroll processes with the help of predefined processes in Tally.ERP 9.

Tally.ERP 9 Payroll also provides management related Information reports and statutory Forms and reports in the prescribed formats viz., Payslip, Payroll statements, Attendance and Overtime Registers, Gratuity, Expat Reports and so on.



Payroll Features of Tally.ERP 9



Features of Tally.ERP 9 Payroll

The key features of the Payroll functionality in Tally.ERP 9 are as follows:

- It is fully integrated with accounts to give you the benefits of simplified Payroll processing and accounting
- It has user defined classifications and sub-classifications for comprehensive reporting. This may be related to the employees, employee groups, pay components, departments etc.
- It provides the facility to create user-defined earnings and deductions pay heads
- It allows flexible and User-definable criteria for simple or complex calculations
- It allows the unlimited grouping of Payroll Masters
- It supports user-defined production units i.e., attendance/ production/ time based remuneration units
- It provides a flexible payroll processing period
- It provides comprehensive cost centre as well as employee-wise costing reports
- It ensures an accurate & timely Salary processing, Employee Statutory Deductions & Employer Statutory Contributions with the help of predefined processes
- It provides auto-fill facility to expedite the Attendance, Payroll & employer contributions processes.
- It facilitates an accurate computation and deduction of ESI, EPF, Professional Tax, Gratuity etc.
- It helps in the generation of Statutory Forms & Challans for EPF & ESI, as prescribed.
- It allows drill-down facility to voucher level for any kind of alteration.
- It facilitates computation of arrears pertaining to prior period(s).
- It helps in tracking employee loan details



Enabling Payroll in Tally.ERP 9



To enable Payroll Feature in Tally.ERP 9, follow the steps given below:

- Go to Gateway of Tally > F11: Features > F1: Accounting Features
- Tab down to Cost/Profit Centres Management section
- Set Maintain Payroll to Yes
- You can set More than ONE Payroll / Cost Category to Yes to allocate Employee Cost, by creating separate Payroll Categories

Company: ABC Company			
Accounting Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? No
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
Outstandings Management		Budgets & Scenario Management	
Maintain Bill-wise Details (for Non-Trading A/c's also)	? Yes ? No	Maintain Budgets and Controls	? No
Activate Interest Calculation (use advanced parameters)	? No ? No	Use Reversing Journals & Optional Vouchers	? No
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? Yes	Enable Cheque Printing	? No
Maintain Cost Centres	? No	Set/Alter Cheque Printing Configuration	? No
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? No
More than ONE Payroll / Cost Category	? Yes	Allow access in TallyMobile	? No
Use Pre-defined Cost Centre Allocations during Entry	? No		
F1: Accounts F2: Inventory F3: Statutory			

- Press Enter to accept and save

Note: You can enable More Than ONE Payroll / Cost Category option to Yes, where parallel allocation of Employee Cost / Cost center is required.



Enabling Payroll Statutory Features



To enable Payroll Statutory feature,

Go to Gateway of Tally > F11: Features > F3: Statutory & Taxation

Note: The Payroll Statutory Features are available only for India. For all other Countries, this option is not available.

- Set Enable Payroll Statutory to Yes
- And Set/Alter Payroll Statutory Details to Yes

Company: ABC Company			
Statutory & Taxation			
Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? No
Set/Alter Excise Details	? No	Set/Alter TDS Details	? No
(Note : 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
		Set/Alter TCS Details	? No
Follow Excise rules for Invoicing	? No	Enable Fringe Benefit Tax (FBT)	? No
Enable Value Added Tax (VAT)	? No	Set/Alter FBT Details	? No
Set/Alter VAT Details	? No	Enable Payroll Statutory	? Yes
Enable Service Tax	? No	Set/Alter Payroll Statutory Details	? Yes
Set/Alter Service Tax Details	? No		
Tax Information			
Local Sales Tax Number :			
Inter-state Sales Tax Number :			
PAN / Income - Tax No. :			
F1: Accounts F2: Inventory F3: Statutory			

In Payroll Statutory Details screen,

- Under the heading Provident Fund:
- Enter Company Code as allotted by the PF department
- Enter Company Account Group Code as specified by the PF department
- Enter Company Security Code as specified by the PF department
- Similarly, for ESI:
- Enter Company Code as allotted by the Employee State Insurance Corporation (ESIC)
- Enter the name of the ESI Branch Office
- Enter the amount within which an employee is eligible for ESI benefits as Eligibility Amount. By default 10,000 is displayed in this field.
- Enter the number of days to be considered for the calculation of daily wages and monthly Gross amount for ESI benefits as Standard Working Days (per month).

Payroll Statutory Details	
Provident Fund	
Company Code	: KN/BN/12345/00129
Company Account Group Code	: KN/BN/12345/00009
Company Security Code	: KN/BN/12345/52145
Employee State Insurance	
Company Code	: KN/BN/12345/23457
ESI Branch Office	: Koramangala
Eligibility Amount	: 10,000.00
Standard Working Days (per month)	: 26 Days

- Press Enter to accept and save.

Note: ESI Eligibility Amount specified in Payroll Statutory Details screen is the threshold limit, beyond which the Employee will not be eligible for ESI.

The Standard Working Days (per month) is used to calculate the ESI gross Amount for a month. It is also used to calculate the per day Wages. When this field is left blank, the Calendar period will be taken as the basis for calculation.



F12: Payroll Configuration



The Payroll Configuration can be enabled as shown below:

Gateway of Tally > F12: Configure > Payroll Configuration

Payroll Configuration

Show Statutory Details	? Yes
Show Passport & Visa Details	? Yes
Show Contract Details	? Yes
Show Deactivated Employees	? No
Information in Payment Advice	: Please make the payroll transfer from above account number to the below mentioned account numbers towards employee salaries: _

In the above screen:

- The option Show Statutory Details (for India/ SAARC companies only) can be set to Yes to enter the PF, ESI and PF PAN details in the Employee Master Creation screen and print the same information in the Employee Payslip.

Note: For International Companies the option Show Statutory Details will allow to capture only the Employee’s Income Tax Number in the Employee Creation screen.

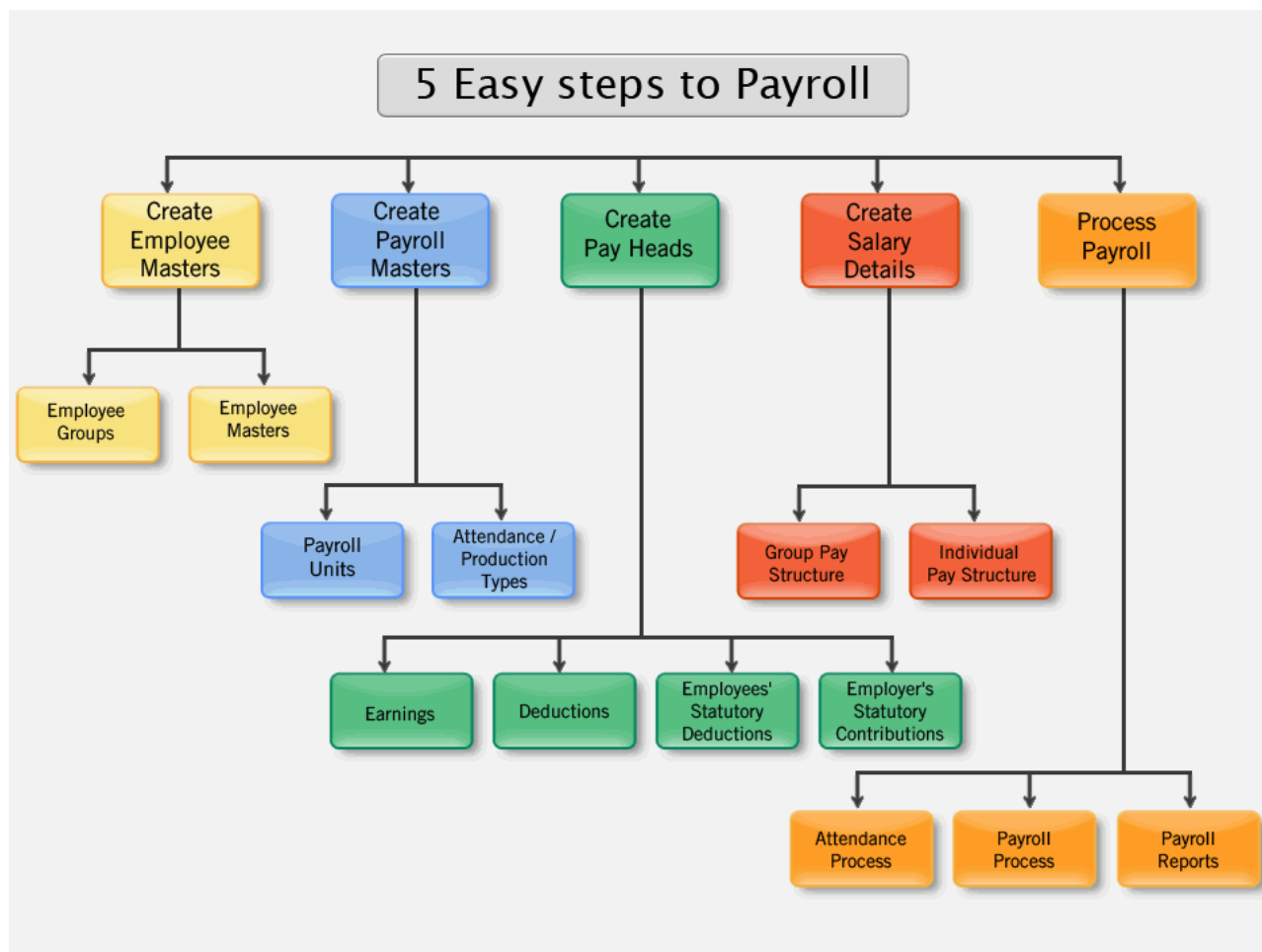
- The options, Show Passport & Visa Details and Show Contract Details, should be set to Yes as shown, to capture the information regarding the Employee Passport Number, Passport Expiry date, Visa Number, Visa Expiry date, Contract Start and Expiry dates in the Employee Master and to display the same in the Expat Reports.
- The option Show Deactivated Employees can be set to No, to avoid displaying the names of the resigned employees in the Attendance and Payroll Vouchers.
- The content in the Information in Payment Advice field will be printed in the Payment Advice sheet.
- Press Enter to accept and save.



Five Easy Steps to Generate a Payslip



The new enhanced Payroll in Tally.ERP 9 requires minimal effort for accurate processing. It takes only five easy steps to process payroll and generate Payslip in Tally.ERP 9.



Step 1: Create Employee Masters

Create an Employee master. Enter the requisite Employee Details & Employee group by grouping employees under the function they perform; their department or designation.

Step 2: Create Payroll Masters

Create the Payroll Units. Create the Attendance/Production Type to record the Attendance and Production details.

Step 3: Create Pay Heads

The components of structured salary are created under Pay Head.

Create the salary structure components in pay head. The Pay head creation in Tally.ERP 9 is very user friendly. Tally.ERP 9 allows creating any complex type of pay head.

Step 4: Create Salary Details

Create the applicable Salary Details for both Employee Groups as well as Individual Employees with earnings, deductions and basis of computation.

Step 5: Process Payroll and Generate Payslip

Pass a Payroll Voucher to enter all Earnings and Deductions in payroll transactions that are paid along with the Salary Payslip for all employees.

Generate the Payslip that provides employee as well as attendance details, itemises each component of the employee's earnings and deductions, and displays the net amount paid to him for a given pay period. It also provides information to the employee as to how the net amount was arrived at.

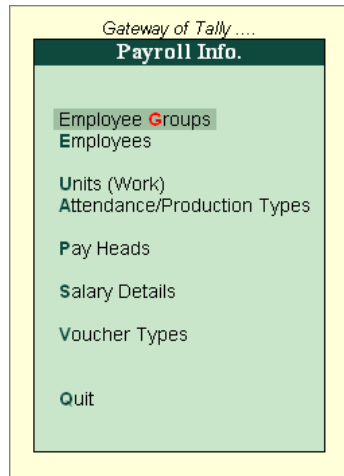


Payroll Info.



The Payroll Info. allows you to set up the employee defaults and standard payroll information with common payroll fields used for calculating earning and deductions.

Go to Gateway of Tally > Payroll Info.



Payroll Info:

- [Employee Groups](#)
- [Employees](#)
- [Units \(Work\)](#)
- [Attendance/ Production Types](#)
- [Pay Heads](#)
- [Salary Details](#)
- [Voucher Types](#)



Creating Employee Master



The Employee Master is used to record the employee information. In Tally.ERP 9, the following Employee Masters can be created:

- [Employee Group Master](#)
- [Employee Master](#)



Creating Employee Group



An Employee Group allows you to group employees in a logical manner as required.

The Salary structure can be defined at the Employee Group level. For example, you can create the Salary structure based on the department or function such as Production, Sales, Administration and so on, or by designation such as Managers, Supervisors, Workers and so on.

Creating Single Employee Group

To create Sales as an Employee Group,

Go to Gateway of Tally > Payroll Info. > Employee Groups > Create (Single Group)

- Select the Cost Category from the List of Categories in the field Category.
- Enter the Name of the Employee group.
- Select the group from the List of Employee Groups.

Employee Group Creation	
Category	: Primary Cost Category
Name (alias)	: Sales
Under	: Primary
Accept ? Yes or No	

- Accept to save the Employee Group.

Creating Multiple Employee Groups

You can create multiple Employee Groups in this mode.

Go to Gateway of Tally > Payroll Info.> Employees Groups> Create (under Multiple Groups)

The Multi Employee Group Creation screen displays.

Multi Employee Group Creation			
ABC Company			Ctrl + M
Under Employee Group : All Items			
S.No.	Category	Name of Employee Group	Under
1.	Primary Cost Category	Accounts	Primary
2.	Primary Cost Category	Marketing	Primary
3.	Primary Cost Category	R&D	Primary
4.	Primary Cost Category	Sales	Primary
5.	Primary Cost Category	Support	Primary



Creating Employees



Employee Master records the relevant information about the employee. Tally.ERP also allows you to enter the Statutory, Expat and Contract details of the employees. To enter Statutory related information in the Employee Master refer [Payroll Configurations](#) section.

Creating Single Employee

To create an Employee under the Employee group, Sales:

Go to Gateway of Tally > Payroll Info. > Employees> Create (under Single Employee)

1. Enter the Name of the Employee
2. Select the Employee Group in the field Under
3. Enter the Date of Joining

Note: The Date of leaving option will be available in Alteration mode. Once the Date of Leaving is entered, you will get an option to enter the Reason for Leaving also.

4. Enter the Employee General Information, Payment Details, Statutory Details, Passport & Visa Details and Contract Details

Employee Creation		ABC Company		Ctrl + M
Category	Primary Cost Category			
Name (alias)	Employee A			
Under	Sales (Primary)			
Date of Joining	10-Apr-2008			

General Info		Payment Details		Passport & Visa Details	
Employee Number	0065	Bank Name	HDFC Bank	Passport Number	E569871
Designation	Senior Executive	Branch	J.P.Nagar	Country of Issue	India
Function	Sales	Bank A/c Number	00536987456	Passport Expiry Date	12-Aug-2012
Location	Bangalore			Visa Number	S085963321
Gender	Male			Visa Expiry Date	18-Mar-2010
Date of Birth	15-Dec-1976				
Blood Group	A Positive				
Father / Mother Name	Mr. Ram Mohan				
Spouse Name	Anjali				
Address	23, 4th Cross, Balaji Lay Out, Subramani Colony, Bangalore-56				
Contact Numbers	080-22222598				
E-Mail ID	a@abc.com				

Statutory Details		Contract Details	
Income Tax Number (PAN)	AN23967PP	Work Permit Number	SE005986
EPS Account Number	KA/BN/003456467	Contract Start Date	10-Apr-2008
PF Account Number	KA/BN/003456467	Contract Expiry Date	10-Apr-2010
PF Date of Joining	10-Apr-2008		
PF Date of Relieving			
ESI Number	ESI 3456		
ESI Dispensary Name	Koramangala		

Accept ?
 Yes or No

5. Accept to save.

Note: For the International Companies, only Income Tax Number option will be available under Statutory Details.

Creating Multiple Employees

To create multiple Employees:

Go to Gateway of Tally > Payroll Info. > Employees > Create (under Multiple Employees)

The Multi Employee Creation screen displays.

Multi Employee Creation				
ABC Company				
Under Employee Group : All Items				
S.No.	Category	Employee Name	Under	Date of Joining
1.	Primary Cost Category	Employee A	Sales	10-Apr-2008
2.	Primary Cost Category	Employee B	Accounts	5-Apr-2008
3.	Primary Cost Category	Employee C	Marketing	5-Apr-2008
4.	Primary Cost Category	Employee D	R&D	1-Apr-2008
5.	Primary Cost Category	Employee Q	Support	6-Apr-2008



Creating Payroll Unit



A Payroll Unit is similar to Unit of Measure used in the Inventory module. In Payroll, on the basis of Payroll Units, Pay components are calculated for a given period. In Tally, you can create Simple as well as Compound Payroll Units measured on Attendance / Production Types such as Time, Work or Quantity.

Creating Payroll Simple Unit

Go to Gateway of Tally > Payroll Info. > Units (Work)

1. Select Type as Simple
2. Enter the Symbol for the Unit
3. Enter the Formal Name
4. Provide the Number of Decimal Places for the Unit if you want to use the Unit in fractions

Unit Creation	
Type	: Simple
Symbol	: Hrs
Formal Name	: Hours
Number of Decimal Places	
Accept ? Yes or No	

5. Accept to Save

Similarly, you can create the other Payroll Units like Minutes, Hours, Pieces etc.

Creating Payroll Compound Unit

Similarly, create Compound Units for Payroll, comprising of two payroll Units. For eg., Box of 10 Nos, Dozen of 12 Pcs, Hr of 60 Mins etc.

Go to Gateway of Tally > Payroll Info. > Units (Work)

Unit Creation		ABC Company	
Type	: Compound	Current Date Wednesday, 30 Apr, 2008	
Units with Multiplier Factors (example: Kgs of 1000 gms)			
First Unit	Conversion	Second Unit	
Hrs	of 60	Mins	
		Units	
		Dys	(Days)
		Mins	(Minutes)

Refer to [Units of Measure](#) for detailed description of Units.

Note: By default, Tally.ERP 9 contains four preset Calculation Periods – Days, Fortnights, Months and Weeks. However, you can also create new Payroll Units based on your business requirements.



Creating Attendance/Production Types



The Attendance/ Production type is used to record the attendance and production data. Based on the component (Pay head) structure, you may need to define multiple attendance / production types.

Examples for attendance/ production types are No. of days present or conversely, No. of days Absent and production based such as Hours worked, Number of Pieces produced.

Attendance/Production Type is associated with the Pay Head in employee's Pay structure. The variable data is entered in the Attendance voucher for the payroll period.

Attendance/Production Types may also be defined in hierarchical groups whereby Types having a common Unit are combined under logical groups.

The Attendance/Production Type may be Attendance/leave with pay, Leave without Pay (if salary is to be paid based on number of days attended) and Production type which can be based on Piece Production, Overtime Hours, and so on.

To create the Attendance /Production Types, visit:

- [Creating an Attendance Type](#)
- [Creating a Production Type](#)



Creating Attendance Type



Create Present Attendance Type to record the positive Attendance.

Go to Gateway of Tally > Payroll Info. > Attendance/Production Types > Create

1. Enter the Name of the Attendance Type
2. Select Primary from the list for the field Under
3. Select Attendance/Leave with Pay as the Attendance Type.
4. The Period Type appears automatically

Attendance/Production Type Creation	
Name (alias)	: Present
Under	: Primary
Attendance Type Period Type	: Attendance / Leave with Pay : Days
Accept ? Yes or No	

- Accept to save the Attendance Type

You can also create Absent Attendance Type as Leave without Pay for recording negative attendance in the same manner.



Creating Production Type



Create Overtime Production Type to record the Overtime done.

Go to Gateway of Tally > Payroll Info. > Attendance/Production Types > Create

- Enter the Name of the Production Type
- Select Primary from the list for the field Under
- Select Production as the Attendance Type
- The Unit field will appear, select the appropriate type of unit from the list

Attendance/Production Type Creation	
Name (alias)	: Overtime
Under	: Primary
Attendance Type	: Production
Unit	: Hrs of 60 Mins
Accept ? Yes or No	

- Accept to save the Attendance Type

Similarly, you can create the other Attendance/Production Types, as per your business requirements.



Creating Pay Heads



The salary components constituting Pay Structures are called Pay Heads. A Pay Head may be an earning, which is paid to an employee, or a deduction, which is recovered from his/her salary. The value of these Pay Heads could be either fixed or variable, for each Payroll period.

Pay Head Type

A Pay Head is categorized as Allowances, Deductions or Reimbursements.

The preset Pay Head Types in Tally.ERP 9 are as shown below:

- [Earnings for Employees](#)
- [Deductions from Employees](#)
- [Employees' Statutory Deductions](#)
- [Employer's Statutory Contributions](#)
- [Employer's Other Charges](#)
- [Bonus](#)

- [Gratuity](#)
- [Loans and Advances](#)
- [Reimbursements to Employees](#)

Note: While creating the Salary, PF, ESI payable ledgers you can use Not Applicable as the Type of Pay Head, which will be used to post appropriate accounting entries.

Note: For international Customers Employees' Statutory Deductions, Employer's Statutory Contribution and Employer's other Charges Pay head Types are not applicable.

Statutory Pay Head Type

The Statutory Pay Head Type field is enabled when Employees' Statutory Deductions, Employer's Statutory Contributions and Employer's Other Charges Pay Head Types are selected in the Pay Head Type field.

The preset Statutory Pay Head Types in Tally.ERP 9 are as shown below:

- Employee State Insurance
- PF Account (A/c No. 1)
- EPS Account (A/c No. 10)
- Professional Tax
- Voluntary provident Fund (A/c No. 1)
- Admin Charges (A/c No. 2)
- EDLI Admin Charges (A/c No. 22)
- EDLI Contribution (A/c No. 21)

Note: Statutory Pay Head Type will appear only when the Payroll Statutory Features are enabled.

Use for Gratuity

This parameter should be set to Yes, for the Pay Head components that will be used for the Gratuity calculation (e.g. Basic and DA etc.)

Calculation Types

The method of calculation of the Pay Head is based on its Calculation Type.

Tally.ERP 9 payroll allows following calculation methods

Note: The formula defined in Calculation Type will be used for computation only while using Payroll Auto Fill functionality in the Payroll Voucher, and not in Manual entry mode of Payroll voucher.

The following computational models are supported in Calculation Types.

Flat Rate

Flat Rate is a Calculation Type is used where the value of the Pay head is a fixed amount for a period. Pro-rata will not happen in this type of the component (Pay Head). Examples of Flat Rate Calculation Type:

- Conveyance Allowance of Rs. 800.00 per month is exempt from tax and followed by many organisation.
- Fixed Loan Installment deduction amount.

On Attendance

On Attendance type of Calculation Type is based on the attendance data where the component will get pro-rated. In Tally.ERP 9 the attendance can be recorded as positive days (Present) or loss of pay (Absent) type.

Example:

e.g. Basic Salary is calculated on Attendance.

Attendance / Leave with pay

If you want to calculate the Pay Head Value using the Positive Attendance (Present), then select the same against this field or else select Not Applicable.

Leave without Pay

If you want to calculate the Pay Head Value using the Negative Attendance (Absent), then select the same against this field.

On Production

On Production Calculation Type is used to calculate the pay value based on the Production/Work down. The production data can be entered in Attendance voucher against the Production type.

As Computed Value

As Computed Value is used if the Pay Head value is based on a dependent component. You will be able to define the dependent component by specifying the formula or using the current sub-total or current earning or deduction total. You can also define the slab either by percentage to value or the combination in a slab.

Example:

HRA as 40% of Basic Salary.

As User defined Value

As User defined Value allows you to manually enter the value at the time of processing the salary. This Calculation Type is used the value of pay is not fixed and does not depend upon any pay components.

Example:

Incentives or Variable Salary.

Calculation Period

Calculation Period refers to the periodicity of Pay Head Calculation. There four pre-defined Calculation Period in Tally.ERP 9 as shown below:

- Days
- Fortnights
- Months
- Weeks

Per day Calculation Basis

Per day Calculation Basis refers to the calculation of per day Pay Head value Computation.

As per Calendar Period refers to the perpetual calendar month, i.e. if the payroll process is carried out for the month of March, then the attendance records will be entered for 31 days.

User Defined Value refers to the consistent payroll period irrespective of calendar month, i.e. If an employee's salary is based on a standard month of 30 days irrespective of the calendar month, then you can select User Defined as the Calculation Basis and define the periodicity of the specified period or month.

For example, an employee's monthly salary is Rs. 3,000 and the calculation basis is defined as a month of 30 days. If he takes 3 days leave in January (which consists of 31 days), then the salary per day is computed as (Rs. 3000/30 days, i.e. 100). The net salary after deducting the leave salary [i.e. Rs. 300 (3 days x Rs. 100)] amounts to Rs. 2,700.

Rounding Method

There are four methods of Rounding Off in Tally.ERP 9 which are as follows:

- Not Applicable – The decimal points will be taken into consideration, and the amount will not be rounded off.
- Downward Rounding – The decimal points will not be taken in to consideration and the amount will be rounded off to the lower value.
- Normal Rounding – The amount will be rounded off to the nearest currency value.
- Upward Rounding – The amount will be rounded off to the higher value.

Computation Info

When As Computed Value is selected as the Calculation Type, then you can select the Pay Head Computation as per one of the following options:

Compute On

- On Current Deductions Total – This Calculation Type is used when the value of a Pay Head depends upon the total of the deductions pay heads previously defined.
- On Current Earnings Total – This Calculation Type is used when the value of a Pay Head depends upon the total earnings pay heads previously defined.
- On Current Sub Total – This Calculation Type is used when the value of a Pay Head depends upon the net totals of earnings and deductions previously defined.
- On Specified Formula – This Calculation Type is used when the Pay Head value is computed on the value of one or more pay heads already defined in the pay structure. (Tally.ERP 9 allows the addition and subtraction of pay heads already defined in the pay structure and multiplication and divisions using Attendance Types. For example, HRA is computed as 40% of the basic salary).

Effective From

The Effective From date is by default taken as the Financial Year start date in which the Pay Head is created. In case of a revision in Pay Computation, you can define the revised computation information for the given pay head, by giving the Effective From date.

From Amount

In case where there are multiple slabs for Computation, the start value for each slab should be provided in this field. By default, this field is skipped and assumed to be 0.

Amount Upto

The upper Stratum value for each slab is provided in this field.

Slab Type

- Percentage – This Slab rate is used when the amount is stated as a proportion of a whole.
- Value – This Slab rate is used when the amount is stated as absolute value.

Value Basis

Value Basis for each slab is provided in this field, which can be either an Amount or Percentage based on the Slab Type selected the previous field.



Creating Earnings Pay Head



Based on the Calculation Type and Calculation period selected, the Earnings Pay heads can be further divided into the following main types:

- [Attendance based Earnings Pay Head](#)
- [Computation based Earnings Pay Head](#)
- [Flat Rate based Earnings Pay Head](#)
- [Production based Earnings Pay Head](#)
- [User Defined Earnings Pay Head](#)



Creating Attendance based Earnings Pay Head



To create an Attendance based Earnings Pay Head (e.g. Basic Pay),

Go to Gateway of Tally > Payroll Info. > Pay Heads> Create

1. Enter the Pay Head name in the Name field.
2. Select Earnings for Employees as the Pay Head Type from the List of Pay Head Types.
3. Select the respective Group for the Pay Head from the List of Groups in the field Under.
4. Set Affect Net Salary to Yes if you want the Pay Head to affect the net salary.
5. Name to appear in Payslip field is defaulted with the Pay Head Name entered. You can change the same, if required.
6. Select Use for Gratuity to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. Select On Attendance in the Calculation Type from the List of Calculation drop down.
8. If Attendance is selected as the required Calculation Type, select the required method of recording the Attendance.
 - For Positive Attendance (Present Days)
 - Select Present in the Attendance / Leave with Pay field
 - For Negative Attendance (Absent Days)
 - Select Not Applicable for Attendance / Leave with Pay field
 - Select Absent in the field Leave without Pay field

Note: You can select either one of the methods for Calculation Type for recording the Attendance. If Positive Attendance is selected the option to select the negative

9. Select the required Calculation Period from the List of Calculation Periods.
10. Based on the Calculation Period, you can select and enter the details for Per Day Calculation Basis as User Defined or Calendar Period.

11. Select the Rounding Method from the list if applicable.
12. In the Limit field, enter the required Rounding Off Limit.

Pay Head Creation		ABC Company	
Name : Basic Pay		Total Op. Bal.	
(alias) :			
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Pay Use for Gratuity ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : Not Applicable Leave without Pay : Absent Calculation Period : Months Per Day Calculation Basis : As Per Calendar Period			
Rounding Info Rounding Method : Normal Rounding Limit : 1		Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :			

13. Accept to save the Pay Head.



Creating Computation based Earnings Pay Head



To create a Computation based Pay Head (e.g. House Rent Allowance Pay Head),

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Earnings for Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type HRA in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No. Set this to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. In the Calculation Type field select As Computed Value from the List of Calculation, a new field Calculation Period will appear, which is set to Months by default.
8. Select the required Rounding off method from the Rounding Methods list and enter the required rounding limit in the Limit field.
9. In the Compute field, select On Specified Formula from the Computation On list.
10. The Compute sub-screen appears,
 - In the Pay Head column select Basic Pay from the List of Pay Heads.
 - Select End of List to return to Pay Head Creation screen.
11. In the Effective Date field, enter the desired date from which the House Rent Allowance will come into effect.
12. Select Percentage from the List of Slabs in the Slab Type field.
13. Enter the required percentage for the Pay Head calculation in the Value Basis field.

Note: The percentage of calculation as specified in the Pay head creation can be altered during the creation of Salary Details for each employee by setting Allow Override Slab Percentage to Yes in the F12: Configurations.

Pay Head Creation		ABC Company				
Name : House Rent Allowance (alias) :						Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses			Computation Info Compute : On Specified Formula Specified Formula : <i>Basic Pay</i>			
Affect Net Salary ? Yes Name to appear in Payslip : HRA Use for Gratuity ? No Calculation Type : As Computed Value Calculation Period : Months			Effective From 1-Apr-2008	From Amount	Amount Upto	Slab Type Percentage
						Value Basis 40 %
Rounding Info Rounding Method : Normal Rounding Limit : 1			Accept ? Yes or No			
Opening Balance (on 1-Apr-2008) :						

14. Press Enter to accept.

Similarly, you can create the Pay Head for Dearness Allowance (DA).



Creating Flat Rate based Earnings Pay Head



To create a Flat Rate based Pay Head (e.g. Conveyance which does not depend on Attendance),

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Earnings for Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type required name in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No. Set this to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. Select the required method of calculation from the List of Calculation in the Calculation Type field.
8. Select the required calculation period from the List of Calculation Periods.
9. In the Calculation Period field select the required calculation period from the List of Calculation Periods.
10. Select the required Rounding off method from the Rounding Methods list and enter the required rounding limit in the Limit field.

Pay Head Creation		ABC Company	
Name : Conveyance (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Conveyance Use for Gratuity ? No Calculation Type : Flat Rate Calculation Period : Months			
Rounding Info Rounding Method : Normal Rounding Limit : 1			
Opening Balance (on 1-Apr-2008) :			Accept ? Yes or No

11. Press Enter to accept.



Creating Production based Earnings Pay Head



To create a Production based Earnings Pay Head (e.g. Overtime Pay Head),

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Earnings for Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type required name in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No. Set this to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. In the Calculation Type field select On Production from the List of Calculation, a new field Production Type will appear, select the appropriate Production Type from the List of Production Types.
8. Select the required Rounding off method from the Rounding Methods list and enter the required rounding limit in the Limit field.

Pay Head Creation		ABC Company	
Name : Overtime (alias) :			Total Op. Bal.
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Overtime Use for Gratuity ? No Calculation Type : On Production Production Type ? Overtime			
Rounding Info Rounding Method : Normal Rounding Limit : 1			
Opening Balance (on 1-Apr-2008) :			Accept ? Yes or No

9. Press Enter to accept.

Similarly, the Pay Heads for Piece Rate or Box Production can be created.



Creating User Defined Earnings Pay Head



To create Used Defined Earnings Pay Head for which the Values will be entered at the time of processing the Payroll (e.g. Variable Pay),

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Earnings for Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type required name in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No. Set this to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. In the Calculation Type field select As User Defined Value from the List of Calculation.

Pay Head Creation		ABC Company	
Name	: Variable Pay	<u>Total Op. Bal.</u>	
(alias)	:		
Pay Head Info Pay Head Type : Earnings for Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Incentives Use for Gratuity ? No Calculation Type : As User Defined Value		Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :			

8. Press Enter to accept.



Creating Bonus Pay Head



To create a Bonus Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Bonus as the Pay Head Type from the list of Pay Head Type.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then alter it in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No.
7. In the Calculation Type field select As User Defined Value from the List of Calculation.

Pay Head Creation		ABC Company	
Name : Bonus		Total Op. Bal.	
(alias) :			
Pay Head Info Pay Head Type : Bonus Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Bonus Use for Gratuity ? No Calculation Type : As User Defined Value			
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No	

8. Press Enter to accept.



Creating Employee Deductions Pay Head



You can create the following Deductions Pay Heads in Tally.ERP9:

- [General Deductions](#) (e.g. Canteen Deductions Pay Head)
- [Salary Advance Deduction Pay Head](#)
- [Income Tax Deduction Pay Head](#)



Creating Canteen Deduction Pay Head



To create the Canteen Deduction Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Deductions from Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Current Assets from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type required name in Name to appear in Payslip field.
6. By default, Use for Gratuity is set to No. Set this to Yes, if you want this Pay Head to be considered for Gratuity calculation.
7. In the Calculation Type field select As User Defined Value from the List of Calculation.

Pay Head Creation		ABC Company
Name : Canteen Deduction		
(alias) :		
		Total Op. Bal.
Pay Head Info Pay Head Type : Deductions From Employees Under : Current Assets Affect Net Salary ? Yes Name to appear in Payslip : Canteen Deduction Calculation Type : As User Defined Value		
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No

8. Press Enter to accept.



Creating Income Tax Deduction Pay Head



To create the Income Tax Deduction Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Deductions From Employees as the Pay Head Type from the list of Pay Head Type.
3. Select Duties & Taxes from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default pay head component name then type required name in Name to appear in Payslip field.
6. In the Calculation Type field select As User Defined Value from the List of Calculation.

Pay Head Creation		ABC Company	
Name	: Income Tax Deduction	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Deductions From Employees Under : Duties & Taxes (Current Liabilities) Affect Net Salary ? Yes Name to appear in Payslip : Income Tax Deduction Calculation Type : As User Defined Value		Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :			

7. Press Enter to accept.

Note: Currently, the Income Tax Amount for the Employees needs to be calculated separately and entered while processing the payroll Voucher.



Creating Employees' Statutory Deductions Pay Heads



In Tally.ERP, you can create the following Employees' Statutory Deductions Pay Heads for Provident Fund (PF), Employee State Insurance (ESI) and Professional Tax (PT):

- [Employees' PF Deduction Pay Head](#)
- [Employees' ESI Deduction Pay Head](#)
- [Professional Tax Pay Head](#)



Creating Employees' PF Deduction Pay Head



To create Employees' PF Deduction Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employees' Statutory Deductions as the Pay Head Type from the list of Pay Head Types.
3. Select PF Account (A/c No. 1) in the Statutory Pay Type field.
4. Select Current Liabilities from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
6. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then type it in Name to appear in Payslip field.
7. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
8. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
9. In the Compute field, select On Specified Formula from the Computation On list.
10. The Compute sub-screen appears, in the Pay Head column select Basic Pay from the List of Pay Heads and select End of List to return to Pay Head Creation.
11. In the Effective Date field, enter the desired date from which the PF Deduction will come into effect.

12. Select Percentage from the List of Slabs in the Slab Type field.

13. Enter the required percentage for PF in the Value Basis field.

Pay Head Creation		ABC Company				
Name : Employees' EPF Deduction@12% (alias) :						Total Op. Bal.
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : PF Account (A/c No. 1) Under : Current Liabilities			Computation Info Compute : On Specified Formula Specified Formula : <i>Basic Pay</i>			
Affect Net Salary ? Yes Name to appear in Payslip : EPF Deduction@12%			Effective From 1-Apr-2008	From Amount	Amount Upto	Slab Type Percentage
Calculation Type : As Computed Value Calculation Period : Months			Value Basis 12 %			
Rounding Info Rounding Method : Normal Rounding Limit : 1			Accept ? Yes or No			
Opening Balance (on 1-Apr-2008) :						

14. Press Enter to accept.

Similarly, you can create the Pay Head for Voluntary Provident Fund Deduction also.

Note: To restrict the PF Deduction to Rs. 780, you can specify 12% in the Value Basis and 0 to 6500 in the From Amount and Amount Upto fields respectively. For amount beyond 6500 the specify 780 in the Value Basis field.



Creating Employees' ESI Deduction Pay Head



To create Employees' ESI Deduction Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employees' Statutory Deductions as the Pay Head Type from the list of Pay Head Types.
3. Select Employee State Insurance in the Statutory Pay Type field.
4. Select Current Liabilities from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
6. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then type it in Name to appear in Payslip field.
7. In the Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
8. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
9. In the Compute field, select On Specified Formula from the Computation On list.
10. The Compute sub-screen appears, In the Pay Head column select Basic Pay from the List of Pay Heads and select Add Pay Head to add other Pay Heads that will be considered for ESI calculation one by one and select End of List to return to Pay Head Creation.

Computation On Specified Formula		ABC Company		Ctrl + M	
Name : Employees' ESI Deduction @ 1.75%				List of Pay Heads	
(alias) :				Basic Pay Bonus Canteen Deduction Conveyance EDLI Admin Charges @ 0.01% EDLI Contribution @ 0.5% Employees' EPF Deduction @ 12% Employee VPF Contribution Employer's EPF Contribution @ 3.67% Employer's EPS Contribution @ 8.33% Employer's ESI Contribution @ 4.75% Gratuity House Rent Allowance Income Tax Deduction	
Compute : On Specified Formula					
Function	Pay Head	Computation Info			
Add Pay Head	Basic Pay	Compute : On Specified Formula			
Add Pay Head	House Rent Allowance	Specified Formula : ((Basic Pay + House Rent Allowance) + Overtime)			
Add Pay Head	Conveyance	Effective From	From Amount	Amount Upto	Slab Type
Add Pay Head	Overtime	1-Apr-2008			Percentage
		Deductions : 75% Insurance : 1 (on 1-Apr-2008) :			
		Overtime PF Admin Charges @ 1.10% Professional Tax Reimbursement Salary Advance Deduction Variable Pay			

11. In the Effective Date field, enter the desired date from which the ESI Deduction will come into effect.

12. The Percentage is defaulted as Slab Type.

13. Enter the Percentage in the Value Basis field.

14. Similarly, enter the From Amount, Amount Upto, Slab Type and Value Basis details for the next slab.

Note: The amount is not specified in the Pay Head creation for ESI as the same is entered in the Statutory Details screen in the Statutory & Taxation Features.

Pay Head Creation		ABC Company		Total Op. Bal.	
Name : Employees' ESI Deduction @ 1.75%					
(alias) :					
Pay Head Info		Computation Info			
Pay Head Type	: Employees' Statutory Deductions	Compute : On Specified Formula			
Statutory Pay Type	: Employee State Insurance	Specified Formula : ((Basic Pay + House Rent Allowance) + Conveyance) + Overtime			
Under	: Current Liabilities	Effective From	From Amount	Amount Upto	Slab Type
Affect Net Salary	? Yes	1-Apr-2008			Percentage
Name to appear in Payslip	: ESI Deduction@1.75%				Value Basis
Calculation Type	: As Computed Value				1.75 %
Calculation Period	: Months				
Rounding Info					
Rounding Method	: Normal Rounding	Limit	: 1	Accept ?	
Opening Balance (on 1-Apr-2008) :		Yes or No			

15. Press Enter to accept.

Note: Any income of a regular nature will be subject to ESI calculation viz., Basic Pay, Dearness Allowance, House Rent Allowance, Conveyance, Overtime etc.

ESI Deduction Pay Head should be added in the Salary Details after Basic Pay, HRA, Conveyance and Overtime as the calculation for ESI is dependant on these Pay Heads.

Also, when more than one Pay Head is added in the formula for Calculation, you need to make sure that the independent Pay Heads appear first and the dependent Pay heads later (e.g. HRA is dependant on Basic and hence, Basic should come first then HRA).



Creating Employees' Professional Tax Deduction Pay Head



To create Professional Tax Deduction Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employee's Statutory Deductions as the Pay Head Type from the list of Pay Head Types.
3. Select Professional Tax in the Statutory Pay Type field
4. Enter the Professional Tax Registration Number in the new field that appears.
5. Select Current Liabilities from the List of Groups in the Under field.
6. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
7. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then type it in Name to appear in Payslip field.
8. In the Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
9. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
10. In the Compute field, select On Current Earnings Total from the Computation On list.
11. In the Effective Date field, enter the desired date from which the Professional Tax will come into effect.
12. Enter the required value in the From Amount and Amount Upto fields.
13. Select Value from the List of Slabs in the Slab Type field.
14. Enter the Amount for Professional Tax for each slab in the Value Basis field.

Pay Head Creation		ABC Company																																							
Name	: Professional Tax					Total Op. Bal.																																			
(alias)	:																																								
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : Professional Tax Registration Number : KA/PT2635423 Under : Current Liabilities Affect Net Salary ? Yes Name to appear in Payslip : Professional Tax Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Current Earnings Total <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2008</td> <td></td> <td>3,000.00</td> <td>Value</td> <td>0</td> </tr> <tr> <td></td> <td>3,000.00</td> <td>5,000.00</td> <td>Value</td> <td>30</td> </tr> <tr> <td></td> <td>5,000.00</td> <td>8,000.00</td> <td>Value</td> <td>60</td> </tr> <tr> <td></td> <td>8,000.00</td> <td>10,000.00</td> <td>Value</td> <td>100</td> </tr> <tr> <td></td> <td>10,000.00</td> <td>15,000.00</td> <td>Value</td> <td>150</td> </tr> <tr> <td></td> <td>15,000.00</td> <td></td> <td>Value</td> <td>200</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2008		3,000.00	Value	0		3,000.00	5,000.00	Value	30		5,000.00	8,000.00	Value	60		8,000.00	10,000.00	Value	100		10,000.00	15,000.00	Value	150		15,000.00		Value	200
Effective From	From Amount	Amount Upto	Slab Type	Value Basis																																					
1-Apr-2008		3,000.00	Value	0																																					
	3,000.00	5,000.00	Value	30																																					
	5,000.00	8,000.00	Value	60																																					
	8,000.00	10,000.00	Value	100																																					
	10,000.00	15,000.00	Value	150																																					
	15,000.00		Value	200																																					
Rounding Info Rounding Method : Normal Rounding Limit : 1						Accept ?																																			
Opening Balance (on 1-Apr-2008) :						Yes or No																																			

14. Press Enter to accept.

Note: If you are using any Pay Head component having Calculation Type As Computed Value and Compute: On Current Earnings Total, while defining Salary Detail, the sequence of the component this component should be selected before any Deduction or Contribution Pay Heads.



Creating Employer's Statutory Contribution Pay Heads



In Tally.ERP 9, you can create the following Employer's Statutory Contribution Pay Heads for Provident Fund (EPS and EPF) and Employee State Insurance (ESI):

- [Employer's EPS Contribution Pay Head](#)
- [Employer's EPF Contribution Pay Head](#)
- [Employer's ESI Contribution Pay Head](#)



Creating Employer's EPS Contribution Pay Head



To create Pay Head for Employer's Contribution towards Employee Pension Scheme (EPS),

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Statutory Contributions as the Pay Head Type from the list of Pay Head Types.
3. Select EPS Account (A/c No. 10) in the Statutory Pay Type field.
4. Select Indirect Expenses from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to No. Type Yes, if you want this component to be included in the Payslip.
6. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
7. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
8. In the Compute field, select On Specified Formula from the Computation On list.
9. In the Compute sub-screen, in the Pay Head column select Basic Pay from the List of Pay Heads.
10. In the Effective Date field, enter the desired date from which the EPS will come into effect.
11. Enter the required values in the From Amount and Amount Upto fields.
12. Select Slab Types from the List of Slabs in the Slab Type.
13. Enter the Percentage in the Value Basis field.
14. Similarly, enter the From Amount, Amount Upto, Slab Type and Value Basis details for the next slab.

Pay Head Creation		ABC Company				
Name	: Employer's EPS Contribution @ 8.33%					Total Op. Bal.
(alias)	:					
Pay Head Info		Computation Info				
Pay Head Type	: Employer's Statutory Contributions	Compute : On Specified Formula				
Statutory Pay Type	: EPS Account (A/c No. 10)	Specified Formula : <i>Basic Pay</i>				
Under	: Indirect Expenses	Effective From	From Amount	Amount Upto	Slab Type	Value Basis
Affect Net Salary	? No	1-Apr-2008		6,500.00	Value	8.33
Calculation Type	: As Computed Value		6,500.00		Value	541
Calculation Period	: Months					
Rounding Info						
Rounding Method	: Normal Rounding	Limit	: 1			
Opening Balance (on 1-Apr-2008) :						Accept ?
						Yes or No

15. Press Enter to accept.



Creating Employer's EPF Contribution Pay Head

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Statutory Contributions as the Pay Head Type from the list of Pay Head Types.
3. Select PF Account (A/c No. 1) in the Statutory Pay Type field.
4. Select Indirect Expenses from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to No. Type Yes, if you want this component to be included in the Payslip.
6. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
7. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
8. In the Compute field, select On Specified Formula from the Computation On list.
9. In the Compute sub-screen, for Pay Head column select Employee's PF Deduction @ 12% from the List of Pay Heads and select Subtract Pay Head in the Function and Select Employer's EPF Contribution @ 8.33% in the Pay Head Column. Select End of List to return to Pay Head Creation.

Computation On Specified Formula		ABC Company		Ctrl + M	
Name :	Employer's EPF Contribution @ 3.67%			List of Pay Heads Basic Pay Bonus Canteen Deduction Conveyance EDLI Admin Charges @ 0.01% EDLI Contribution @ 0.5% Employees' EPF Deduction@12% Employees' ESI Deduction @ 1.75% Employee VPF Contribution Employer's EPS Contribution @ 8.33% Employer's ESI Contribution @ 4.75% Gratuity House Rent Allowance Income Tax Deduction Overtime PF Admin Charges @ 1.10% Professional Tax Reimbursement Salary Advance Deduction Variable Pay	
(alias) :					
Compute : On Specified Formula		Contributions	Compute : On Specified Formula		
Function	Pay Head				
Add Pay Head	Employees' EPF Deduction@12%				
Subtract Pay Head	Employer's EPS Contribution @ 8.33%				
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
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		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
		Effective From	From Amount		Amount Upto
			</		

10. In the Effective Date field, enter the desired date from which the EPF will come into effect.
11. Select Slab Types from the List of Slabs in the Slab Type.
12. Enter the Percentage in the Value Basis field.

Pay Head Creation		ABC Company					
Name : Employer's EPF Contribution @ 3.67% (alias) :						Total Op. Bal.	
Pay Head Info Pay Head Type : Employer's Statutory Contributions Statutory Pay Type : PF Account (A/c No. 1) Under : Indirect Expenses			Computation Info Compute : On Specified Formula Specified Formula : <i>Employees' EPF Deduction@12% - Employer's EPS Contribution @ 8.33%</i>				
Affect Net Salary ? No			Effective From 1-Apr-2008	From Amount	Amount Upto	Slab Type Percentage	Value Basis 100 %
Calculation Type : As Computed Value Calculation Period : Months							
Rounding Info Rounding Method : Normal Rounding Limit : 1			Accept ? Yes or No				
Opening Balance (on 1-Apr-2008) :							

14. Press Enter to accept.



Creating Employer's ESI Contribution Pay Head



To create Employer's ESI Contribution Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Statutory Contributions as the Pay Head Type from the list of Pay Head Types.
3. Select Employee State Insurance in the Statutory Pay Type field.
4. Select Indirect Expenses from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to No. Type Yes, if you want this component to be included in the Payslip.
6. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
7. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit.
8. In the Compute field, select On Specified Formula from the Computation On list.
9. In the Compute sub-screen, In Pay Head column select Basic Pay from the List of Pay Heads and select Add Pay Head to add other Pay Heads that will be considered for ESI calculation one by one and select End of List to return to Pay Head Creation.

Computation On Specified Formula		ABC Company		Ctrl + M	
Name : Employer's ESI Contribution @ 4.75%				List of Pay Heads	
(alias) :				Basic Pay Bonus Canteen Deduction Conveyance EDLI Admin Charges @ 0.01% EDLI Contribution @ 0.5% Employees' EPF Deduction @ 12% Employees' ESI Deduction @ 1.75% Employee VPF Contribution Employer's EPF Contribution @ 3.67% Employer's EPS Contribution @ 8.33% Gratuity House Rent Allowance Income Tax Deduction	
Compute : On Specified Formula					
Function	Pay Head	Computation Info			
Add Pay Head	Basic Pay	Compute : On Specified Formula			
Add Pay Head	House Rent Allowance	Specified Formula : ((Basic Pay + House Rent Allowance) + Conveyance) + Overtime			
Add Pay Head	Conveyance	Effective From	From Amount	Amount Upto	Slab Type
Add Pay Head	Overtime	1-Apr-2008			Percentage
		PF Admin Charges @ 1.10% Professional Tax Reimbursement Salary Advance Deduction Variable Pay			
		Overtime PF Admin Charges @ 1.10% Professional Tax Reimbursement Salary Advance Deduction Variable Pay			
		Opening Balance (on 1-Apr-2008) :			

10. In the Effective Date field, enter the desired date from which the ESI Deduction will come into effect.

11. Enter the Percentage in the Value Basis field.

Note: The amount is not specified in the Pay Head creation for ESI as the same is entered in the Statutory Details screen in the Statutory & Taxation Features.

Pay Head Creation		ABC Company		Total Op. Bal.	
Name : Employer's ESI Contribution @ 4.75%					
(alias) :					
Pay Head Info		Computation Info			
Pay Head Type : Employer's Statutory Contributions		Compute : On Specified Formula			
Statutory Pay Type : Employee State Insurance		Specified Formula : ((Basic Pay + House Rent Allowance) + Conveyance) + Overtime			
Under : Indirect Expenses		Effective From	From Amount	Amount Upto	Slab Type
Affect Net Salary ? No		1-Apr-2008			Percentage
Calculation Type : As Computed Value		Value Basis : 4.75 %			
Calculation Period : Months					
Rounding Info					
Rounding Method : Normal Rounding Limit : 1					
Opening Balance (on 1-Apr-2008) :		Accept ?			
		Yes or No			

12. Press Enter to accept.

Note: ESI Deduction Pay Head should be added in the Salary Details after Basic, HRA, Conveyance and Overtime as the calculation for ESI is dependant on these Pay Heads.

Also, when more than one Pay Head is added in the formula for Calculation, you need to make sure that the independent Pay Heads appear first and the dependent Pay heads later (e.g. HRA is dependant on Basic and hence, Basic should come first then HRA).



Creating Gratuity Pay Head



To create the Pay Head for Gratuity computation,

Go to Gateway of Tally > Payroll Info. > Pay Head > Create

Pay Head Creation		ABC Company	
Name	: Gratuity	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Gratuity Under : Provisions <i>(Current Liabilities)</i>		List of Pay Head Types J Not Applicable Bonus Deductions from Employees Earnings for Employees Employees' Statutory Deductions Employer's Other Charges Employer's Statutory Contributions Gratuity Loans and Advances Reimbursements to Employees	
Rounding Info Rounding Method : Normal Rounding Limit : 1			
Opening Balance (on 1-Apr-2008) :			

1. Enter the Name of the Pay Head
2. Select Gratuity from the List of Pay Head Types
3. Enter the Slab Rate details for Gratuity Calculation in the sub-screen as shown:

Slab Rate details for Gratuity Calculation		
Gratuity Days of a Month		: 26
Number of Months		Eligibility days for Gratuity Calculation per year
From:	To:	
1	60	0
61	120	15
121	0	15

4. Select Provisions as Group from the List of Groups in the field Under.
5. Select the Rounding Method from the list if applicable.
6. Accept to save the Pay Head

Note: To use the Earning Pay Head for Gratuity calculation, set Use for Gratuity? field to Yes in the ledger creation screen (for Pay Heads such as Basic Salary, DA, and so on, created under Indirect Expenses).



Creating Salary Advance Deduction Pay Head



To create the Salary Advance Deduction Pay Head to deduct the Loans given to Employees,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

file:///C:/Documents and Settings/bb/Local Settings/Temp/~hh2591.htm

5/5/2009

1. Enter Pay Head name in the Name field.
2. Select Loans and Advances as the Pay Head Type from the list of Pay Head Type.
3. Select Loans and Advances (Assets) from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes. Type No, if you do not want this component to be included in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then alter it in Name to appear in Payslip field.
6. In the Calculation Type field select As User Defined Value from the List of Calculation.

Pay Head Creation		ABC Company	
Name	: Salary Advance Deduction	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Loans and Advances Under : Loans & Advances (Asset) <i>(Current Assets)</i> Affect Net Salary ? Yes Name to appear in Payslip : Salary Advance Deduction Calculation Type : As User Defined Value			
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No	

7. Press Enter to accept.

Note: In case if the interest is also recovered from the Employee's salary for the Loan/Advance given, Interest calculation feature can be used to calculate the EMI for each month and the same can be recovered by selecting the Calculation Type as Flat Rate.



Creating Reimbursement Pay Head



To create the Reimbursement Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter Pay Head name in the Name field.
2. Select Reimbursement to Employees as the Pay Head Type from the list of Pay Head Types.
3. Select Indirect Expenses from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to Yes, select No, if you do not want this to appear in the Payslip.
5. By default, the Pay Head component name entered in the Name field will appear in the payslip, if you want to change the default Pay Head component name then alter it in Name to appear in Payslip field.
6. Select As User Defined Value in the Calculation Type field.

Pay Head Creation		ABC Company	
Name	: Reimbursement	Total Op. Bal.	
(alias)	:		
Pay Head Info Pay Head Type : Reimbursements to Employees Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Reimbursement Calculation Type : As User Defined Value		Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :			

7. Press Enter to accept.



Creating Employer's Other Charges Pay Heads



To Account for the PF Administration Charges, Employees Deposit Linked Insurance (EDLI) Contributions, and EDLI Administration Charges you can create the following Pay Heads in Tally:

- [PF Admin Charges Pay Head](#)
- [EDLI Contribution Pay Head Pay Head](#)
- [EDLI Admin Charges Pay Head](#)



Creating PF Admin Charges Pay Head



PF Admin Charges are paid towards maintaining the PF Account.

To create PF Admin Charges PayHead,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Other Charges as the Pay Head Type from the list of Pay Head Types.
3. Select Admin Charges (A/c No. 2) in the Statutory Pay Type field.
4. Select Current Liabilities from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to No.
6. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
7. By Default Rounding Method is set to Normal Rounding and Rounding Limit as 1.
8. The Compute field is pre-filled with On PF Gross.
9. In the Effective Date field, enter the desired date from which the PF Admin Charges will be charged.
10. Enter the required values in the From Amount and Amount Upto fields.
11. **Slab Type is pre-filled as Percentage.**

12. Enter the admin charges percentage in the Value Basis field.

Pay Head Creation		ABC Company													
Name : PF Admin Charges @ 1.10%						Total Op. Bal.									
(alias) :															
Pay Head Info Pay Head Type : Employer's Other Charges Statutory Pay Type : Admin Charges (A/c No. 2) Under : Current Liabilities Affect Net Salary ? No Calculation Type : As Computed Value Calculation Period : Months			Computation Info Compute : On PF Gross <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2008</td> <td></td> <td>6,500.00</td> <td>Percentage</td> <td>1.10 %</td> </tr> </tbody> </table>			Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2008		6,500.00	Percentage	1.10 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis											
1-Apr-2008		6,500.00	Percentage	1.10 %											
Rounding Info Rounding Method : Normal Rounding Limit : 1			Accept ? Yes or No												
Opening Balance (on 1-Apr-2008) :															

13. Press Enter to accept.

Note: This Pay Head will not be included in the Salary Details for the Employees as this is an employer related expense and needs to be handled separately.



Creating EDLI Contribution Pay Head



To create Employees Deposit Linked Insurance (EDLI) Contribution Pay Head

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Other Charges as the Pay Head Type from the list of Pay Head Types.
3. Select EDLI Contribution (A/c No. 21) in the Statutory Pay Type field.
4. Select Current Liabilities from the List of Groups in the Under field.
5. By default, Affect Net Salary is set to No.
6. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
7. By Default, Rounding Method is set to Normal Rounding and Rounding Limit as 1.
8. The Compute field is pre-filled with On PF Gross.
9. In the Effective Date field, enter the desired date from which the EDLI Contribution will come into effect.
10. Enter the required values in the From Amount and Amount Upto fields.
11. The Slab Types is set as Percentage.
12. Enter the EDLI Percentage in the Value Basis field.

Pay Head Creation		ABC Company				
Name : EDLI Contribution @ 0.5% (alias) :						Total Op. Bal.
Pay Head Info Pay Head Type : Employer's Other Charges Statutory Pay Type : EDLI Contribution (A/c No. 21) Under : Current Liabilities Affect Net Salary : No Calculation Type : As Computed Value Calculation Period : Months			Computation Info Compute : On PF Gross			
			Effective From 1-Apr-2008	From Amount	Amount Upto 6,500.00	Slab Type Percentage
					Value Basis 0.50 %	
Rounding Info Rounding Method : Normal Rounding Limit : 1						
Opening Balance (on 1-Apr-2008) :						Accept ? Yes or No

13. Press Enter to accept.

Note: This Pay Head will not be included in the Salary Details for the Employees as this is an employer related expense and needs to be handled separately.



Creating EDLI Admin Charges Pay Head



To create EDLI Admin Charges Pay Head,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Pay Head in the Name field.
2. Select Employer's Other Charges as the Pay Head Type from the list of Pay Head Types.
3. Select Current Liabilities from the List of Groups in the Under field.
4. By default, Affect Net Salary is set to No.
5. The Calculation Type field is pre-filled with As Computed Value and Calculation Period is pre-filled with Months by default.
6. By Default, Rounding Method is set to Normal Rounding and Rounding Limit as 1.
7. The Compute field is prefilled with On PF Gross.
8. In the Effective Date field, enter the desired date from which the EDLI Admin Charges will come into effect.
9. Enter the required values in the From Amount and Amount Upto fields.
10. Select Slab Types from the List of Slabs in the Slab Type.
11. Enter the EDLI Admin Charges Percentage in the Value Basis field.

Pay Head Creation		ABC Company														
Name : EDLI Admin Charges @ 0.01% (alias) :						Total Op. Bal.										
Pay Head Info Pay Head Type : Employer's Other Charges Statutory Pay Type : EDLI Admin Charges (A/c No. 22) Under : Current Liabilities Affect Net Salary ? No Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On PF Gross <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2008</td> <td></td> <td>6,500.00</td> <td>Percentage</td> <td>0.01 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2008		6,500.00	Percentage	0.01 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2008		6,500.00	Percentage	0.01 %												
Rounding Info Rounding Method : Normal Rounding Limit : 1		Accept ? Yes or No														
Opening Balance (on 1-Apr-2008) :																

13. Press Enter to accept.

Note: This Pay Head will not be included in the Salary Details for the Employees as this is an employer related expense and needs to be handled separately.

If the EDLI Admin charges are less than Rs.2, then Tally.ERP 9 will round off this to Rs.2 as minimum value to be paid.



Defining Salary Structure



Salary Details is used to define the Pay Structure for an Employee or an Employee Group. To speed up the entry of individual Employee's Pay Structure you can define the Pay Structure for the Employee Group with the basic Pay Heads that applies for most of the employees and Copy the same to individual employees.

If required, a Pay Head component or its value may be added, deleted or altered at Individual Employee level. To define Salary Details for Employees refer [Creating Salary Details for an Employees](#).



Creating Salary Details for Employee Group



To create Salary Details for an Employee Group,

Go to Gateway of Tally > Payroll Info. > Salary Details > Create

1. Select the Employee Group, e.g. Sales in the Name field from the List of Groups/Employees.
2. In the Salary Details screen, specify the Date in Effective From field.
3. Select the Pay Heads from the List of Pay Heads.
4. Enter the values in the Rate Column, if applicable.
5. The Pay Head Type, Calculation Type and Calculated On fields display the details provided at the Pay Head creation level.

Salary Details Creation						
ABC Company						
Ctrl + M						
Name : Sales						
Under : Primary						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2008	Basic Pay	10,000.00	Months	Earnings for Employees	On Attendance	Basic Pay
	House Rent Allowance			Earnings for Employees	As Computed Value	
	Conveyance	800.00	Months	Earnings for Employees	Flat Rate	
	Overtime	100.00	Hrs	Earnings for Employees	On Production	
	Variable Pay			Earnings for Employees	As User Defined Value	
	Bonus			Earnings for Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Canteen Deduction			Deductions From Employees	As User Defined Value	
	Income Tax Deduction			Deductions From Employees	As User Defined Value	
	Employees' EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employees' ESI Deduction @ 1.75%			Employees' Statutory Deductions	As Computed Value	(Basic Pay + House Rent Allowance) + Conveyance + Overtime
	Employer's EPS Contribution @ 8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution @ 3.67%			Employer's Statutory Contributions	As Computed Value	Employees' EPF Deduction@12% + Employer's EPS Contribution @ 8.33%
	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	(Basic Pay + House Rent Allowance) + Conveyance + Overtime
	Salary Advance Deduction			Loans and Advances	As User Defined Value	
	Gratuity			Gratuity	As User Defined Value	
						Accept ? Yes or No

6. Press Enter to accept and save.

Note: If you are using any Pay Head component having Calculation Type: As Computed Value and Compute: On Current Earnings Total then while defining Salary Detail, the sequence of the component has to be selected accordingly.



Creating Salary Details for an Employee



To create Salary Details for an Employee,

Go to Gateway of Tally > Payroll Info. > Salary Details > Create

1. Select the Employee in the Name field from the List of Groups/Employees
2. Enter the Effective From date
3. In the Pay Head field, the Start Type list displays two options namely, Copy From Parent Value and Start Afresh

Salary Details Creation						
ABC Company						
Ctrl + M						
Name : Employee A (0065)						
Under : Sales (Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2008				Start Type		
				Copy From Parent Value		
				Start Afresh		

Note: If the Pay Head details are available in the parent group, then the option Copy From Parent Value will be displayed for selection, else you will get only Start Afresh.

4. If you select Copy From Parent Value, the Salary Details defined for the Employee Group to which the Employee belongs will appear in the screen

Note: If you select Start Afresh, you have to select the Pay Heads from the List of Pay Heads and enter the values for the necessary Pay Heads, if required.

5. Modify values for the necessary Pay Heads as per Employees eligibility

Salary Details Creation		ABC Company			Ctrl + M	
Name : Employee A (0065) Under : Sales <i>(Primary)</i>						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
10-Apr-2008	Basic Pay	15,000.00	Months	Earnings for Employees	On Attendance	Basic Pay
	House Rent Allowance			Earnings for Employees	As Computed Value	
	Conveyance	1,000.00	Months	Earnings for Employees	Flat Rate	On Current Earnings Total
	Overtime	50.00	Hrs	Earnings for Employees	On Production	
	Variable Pay			Earnings for Employees	As User Defined Value	Basic Pay
	Bonus			Earnings for Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Canteen Deduction			Deductions From Employees	As User Defined Value	Basic Pay
	Income Tax Deduction			Deductions From Employees	As User Defined Value	
	Employees' EPF Deduction @ 12%			Employees' Statutory Deductions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Employees' ESI Deduction @ 1.75%			Employees' Statutory Deductions	As Computed Value	
	Employer's EPS Contribution @ 8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution @ 3.67%			Employer's Statutory Contributions	As Computed Value	
	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Employee VPF Contribution	1,000.00	Months	Employees' Statutory Deductions	Flat Rate	
	Salary Advance Deduction			Loans and Advances	As User Defined Value	Gratuity
	Gratuity			Gratuity		
						Accept ? Yes or No

6. Press Enter to Accept and save.

Salary Details Configuration

Go to Gateway of Tally > Payroll Info. > Salary Details > Alter

1. Select the required Employee/ Employee Group from the List of Groups/Employees
2. Press F12: Configure

Salary Details Configuration	
Allow to Override Slab Percentage	? Yes
Show Pay Head Type	? Yes
Show Calculation Type	? Yes
Show Computed On	? Yes

- **Allow to Override Slab Percentage:** Set Allow to Override Slab Percentage to No to prevent changes made to Slab Percentages. You can set it to Yes, to override the percentages already defined at the Pay Head Level.

E.g. If you have defined Slab Rate for HRA as 40% in the Pay Head level, and if you wish to change the Slab Rate percentage in the Salary details screen. Set Allow to Override Slab Percentage to Yes in Salary details configuration screen and Tally.ERP 9 will allow you to Override the percentage e.g. to 50% and so on. (Metro Cities & Non Metro Cities).

- **Show Pay Head Type:** Set Show Pay Head Type to Yes to display if the Pay Head is an Earning or Deduction in the Salary Details screen.
- **Show Calculation Type:** Set Show Calculation Type to Yes to display the method of calculation adopted (As Computed Value, As User Defined Value, Flat Rate, On Attendance or On Production).
- **Show Computed On:** Set Show Computed On to Yes to display the Computation Information (On Current Deductions Total, On Current Earnings Total, On Current Sub Total, On Specified Formula).



Voucher Types in Tally.ERP 9 Payroll



Tally.ERP 9 Payroll provides you with Payroll, Attendance and Payment Voucher Types.

You can define a template called Voucher Class in order to automate and control usage of ledger accounts and computed values to be posted. It is a powerful and configurable option that enables you to define the rules of voucher entry for a particular voucher type. It also helps in speeding up the process and minimises data entry for posting a voucher. However, creating a Voucher Class is not mandatory.

To view the existing Voucher Types in Tally.ERP 9 payroll,

Go to Gateway of Tally > Payroll Info. > Voucher Types > Alter

The List of the Voucher Types is displayed, you can chose the required Voucher Type and Alter the same to create the Voucher Class as per your requirement.

Select Item	ABC Company	Ctrl + M
Current Period 1-4-2007 to 31-3-2008	Current Date Monday, 30 Apr 2008	
Voucher Type List of Selected Companies ABC Company ABC Company Build 90 Testing International Company List of Voucher Types Attendance Payment Payroll		
Name of Company	Date	
Gateway of Tally Payroll Info. Voucher Types		

You can press Enter on the required Voucher Types to create new Voucher Class.



Creating Payable Ledgers



To process the Salary in Tally.ERP 9, you need to create the following payable ledgers:

- [Salary Payable Ledger](#)
- [PF Payable Ledger](#)
- [ESI Payable Ledger](#)
- [PF Admin Expenses Ledger](#)



Creating Salary Payable Ledger



To create the Salary Payable Ledger,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Ledger in the Name field
2. Select Not Applicable as the Pay Head Type from the list of Pay Head Types
3. Select Current Liabilities from the List of Groups in the Under field

Pay Head	Creation	ABC Company	Total Op. Bal.
Name : Salary Payable			
(alias) :			
Pay Head Info Pay Head Type : J Not Applicable Under : Current Liabilities			
Opening Balance (on 1-Apr-2008) :			Accept ? Yes or No

4. Press Enter to accept and save.

Similarly, you can create the [ESI Payable](#) and [PF Payable](#) Ledgers.



Creating PF Payable Ledger



To create the PF Payable Ledger,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Ledger in the Name field
2. Select Not Applicable as the Pay Head Type from the list of Pay Head Types
3. Select Current Liabilities from the List of Groups in the Under field

Pay Head Creation		ABC Company
Name : PF Payable		Total Op. Bal.
(alias) :		
Pay Head Info Pay Head Type : Not Applicable Under : Current Liabilities		
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No

4. Press Enter to accept and save

Similarly, you can create the [Salary Payable](#) and [ESI Payable](#) Ledgers.



Creating ESI Payable Ledger



To create the ESI Payable Ledger,

Go to Gateway of Tally > Payroll Info. > Pay Heads > Create

1. Enter the name of the Ledger in the Name field
2. Select Not Applicable as the Pay Head Type from the list of Pay Head Types
3. Select Current Liabilities from the List of Groups in the Under field

4. Press Enter to accept

Go to Gateway of Tally > Accounts Info. > Ledgers > Create

1. Enter the name of the Ledger in the Name field
2. Select Indirect Expenses from the List of Groups in the Under field
3. Select No for Inventory values are affected
4. Select Normal Rounding from the list of Rounding Methods and type 1 as the rounding Limit

Ledger Creation		ABC Company	Ctrl -
Name : PF Admin Expenses			Total Op. Bal.
(alias) :			
Under : Indirect Expenses			
Inventory values are affected ? No			
		Mailing Details Name : Address : State : PIN Code :	
		Tax Information PAN / IT No. : Sales Tax No. :	
		Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :			

5. Accept to save.



Payroll Transactions



In addition to the existing Voucher types in Accounting and Inventory module, two new Voucher Types Attendance and Payroll are enabled when Payroll Feature is activated in F11: Accounting Features.

Go to Gateway of Tally > Payroll Vouchers

Attendance Voucher is used to record employees' Attendance / Production data for the Attendance/Production Types created in Payroll Masters. Such data may be entered manually/ automated (using Auto Fill) as a single Attendance Voucher per payroll period or multiple vouchers as and when required within a payroll period.

Payroll Voucher is a document to manually enter one-time/ad-hoc payroll transactions for individual employees; as well as Payroll processing activity for all or selected employees, using Auto Fill functionality.

Payroll Buttons

When Maintain Payroll option is set to Yes in F11: Features, the Payroll Buttons will appear along with Accounts and Inventory buttons in Voucher Creation screen on the button bar.

The Payroll Process consists of the following transactions:

1. [Recording Attendance / Production](#)
2. [Processing Payroll Vouchers](#)
3. [Processing Employer PF Admin Expenses](#)
4. [Payment of Salary](#)
5. [Payment of PF](#)
6. [Payment of ESI](#)
7. [Payment of PT](#)



Creating Attendance / Production Voucher



Attendance voucher allows you to enter Attendance, Overtime, Leave or Production details. You can enter separate vouchers for each day or a single voucher for a given pay period, say a month, with aggregated values. You can also enter data for one or more or all employees. Similarly, one or more Attendance types together in a single voucher.

Attendance Voucher – Manual Entry

Go to Gateway of Tally > Payroll Vouchers > Ctrl + F5: Attendance

1. Click on F2: Date or press F2 to change the date
2. Select the Employee from the List of Employees
3. Select the Attendance/Production Type from the List
4. Enter the Value
5. Select End of List from the List of Employees.

Attendance Voucher Creation		ABC Company	Ctrl + M
Attendance No. 1		30-Apr-2008 Wednesday	
Employee Name	Attendance/Production Type	Value	Unit
Employee A	Absent	Cur Bal: 2 Days	2 Days
Employee B	Absent	Cur Bal: 1 Days	1 Days
Employee C	Absent	Cur Bal: 0.50 Days	0.50 Days
Employee D	Absent	Cur Bal: 0 Days	0 Days
Employee Q	Absent	Cur Bal: 3 Days	3 Days
Employee A	Paid Leave	Cur Bal: 1 Days	1 Days
Employee C	Paid Leave	Cur Bal: 2 Days	2 Days
Employee Q	Paid Leave	Cur Bal: 1 Days	1 Days
Employee A	Overtime	Cur Bal: 20- 0.0 Hrs	20 Hrs
Employee C	Overtime	Cur Bal: 24- 0.0 Hrs	24 Hrs
Employee Q	Overtime	Cur Bal: 15- 0.0 Hrs	15 Hrs
Narration: Attendance details for April 2008.			
			Accept ? Yes or No

6. Press Enter to accept and save.

Attendance Voucher using Auto Fill

In the attendance voucher, you can use the A: Payroll Auto Fill button to speed up data entry process.

Auto Fill enables the user to fill all employees of a selected Cost Category (if more than One Cost Category is enabled) and/or a selected employee group and enter data for selected type of Attendance/Production Type for these employees.

Go to Gateway of Tally > Payroll Vouchers > Ctrl + F5: Attendance

1. Click on F2: Date or press F2 to enter the date
2. Click on A: Attd Auto Fill button or press Alt+A
3. Select the appropriate Cost Category
4. Select the Employee/Group from the List of Group/Employees.
5. Select the Attendance/Production Type from the list.
6. Enter/Alter the Voucher Date, if required

Employee Filters	
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Auto Fill Values	
Attendance/Production Type	: Absent
Voucher Date	: 30-4-2008

7. Enter the Value against the Employee Name.

Attendance Voucher Creation		ABC Company		Ctrl + M
Attendance No. 2		30-Apr-2008 Wednesday		
Employee Name	Attendance/Production Type	Value	Unit	
Employee A	Absent	Cur Bal: 3 Days	1 Days	
Employee B	Absent	Cur Bal: 3 Days	2 Days	
Employee C	Absent	Cur Bal: 3.50 Days	3 Days	
Employee D	Absent	Cur Bal: 0 Days	0 Days	
Employee Q	Absent	Cur Bal: 4 Days	1 Days	
Narration: Attendance Details for April 08				
				Accept ? Yes or No

8. Accept to save the Attendance Voucher.

Similarly, you can record the details for the Paid Leave, Overtime or Production using Attendance Autofill.



Creating Payroll Vouchers



Payroll Vouchers are used to record the Payroll related data for Employees' and Employer's contribution. You can enter separate vouchers for each day or a single voucher for a given pay period, say a month, with aggregated values. You can also enter data for one or more or all employees.

Payroll processing involves the following processes to record the Payroll data:

1. [Salary Processing](#)
2. [PF Contribution Processing for Employer PF Contributions](#)
3. [ESI Contribution Processing for Employer ESI Contributions](#)

Similar to Attendance Vouchers, the entry for Payroll Vouchers can be Manual or Automated (using Payroll Autofill).

Note: Employees PF, ESI and PT contributions are processed along with Salary Process during Payroll. However, payment in respect of PF, ESI and PT has to be made separately.



Salary Process



To process the Salary,

Go to Gateway of Tally > Payroll Vouchers > Payroll

1. Press F2 to Change the Voucher Date
2. Click A: Payroll Auto Fill or press Alt+A
3. Select the Salary in Process for field
4. Enter the From and To date in the Employee Filter screen

5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group
7. Select the appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: Salary
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Payroll Ledger	: Salary Payable

Note: If the Salary payment is done through Cash, you can select Cash as Payroll Ledger.

8. Enter the User Defined Pay Head Values, e.g. Variable Pay, Salary Advance Deductions if any etc.
9. Enter the required Narrations if any. The Payroll Voucher shows the Pay period by default in the Narration field.

Payroll Voucher Creation		ABC Company		Ctrl + M
Payroll	No. 1			30-Apr-2008 Wednesday
Account : Salary Payable Cur Bal: 0.00 Cr				
Particulars				Amount
↑ ... 16 more				
Basic Pay	6,800.00 Dr	Cur Bal:	6,800.00 Dr	
House Rent Allowance	2,720.00 Dr	Cur Bal:	2,720.00 Dr	
Conveyance	800.00 Dr	Cur Bal:	800.00 Dr	
Overtime	2,400.00 Dr	Cur Bal:	2,400.00 Dr	
Professional Tax	150.00 Cr	Cur Bal:	0.00 Dr	
Employees' EPF Deduction@12%	816.00 Cr	Cur Bal:	0.00 Dr	
Employee D				<u>16,960.00 Dr</u>
Basic Pay	12,000.00 Dr	Cur Bal:	12,000.00 Dr	
House Rent Allowance	4,800.00 Dr	Cur Bal:	4,800.00 Dr	
Conveyance	800.00 Dr	Cur Bal:	800.00 Dr	
Variable Pay	1,000.00 Dr	Cur Bal:	1,000.00 Dr	
Professional Tax	200.00 Cr	Cur Bal:	0.00 Dr	
Employees' EPF Deduction@12%	1,440.00 Cr	Cur Bal:	0.00 Dr	
Employee Q				<u>6,804.00 Dr</u>
Basic Pay	3,667.00 Dr	Cur Bal:	3,667.00 Dr	
House Rent Allowance	1,467.00 Dr	Cur Bal:	1,467.00 Dr	
Conveyance	800.00 Dr	Cur Bal:	800.00 Dr	
Overtime	1,500.00 Dr	Cur Bal:	1,500.00 Dr	
Professional Tax	60.00 Cr	Cur Bal:	0.00 Dr	
Employees' EPF Deduction@12%	440.00 Cr	Cur Bal:	0.00 Dr	
Employees' ESI Deduction @ 1.75%	130.00 Cr	Cur Bal:	0.00 Dr	
Narration:				
Pay Period : 1-Apr-2008 to 30-Apr-2008				
				Accept ? Yes or No

10. Press Enter to save the Voucher

You can also process the Salary manually similar to [Manual Attendance Voucher Creation](#).

PF Process

To process the Employer PF Contribution,

Go to Gateway of Tally > Payroll Vouchers > Ctrl + F4: Payroll

1. Press F2 to Change the Voucher Date
2. Click **A**: Payroll Auto Fill or press Alt+A
3. Select the required process in Process for field
4. Enter the From and To date in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group

7. Select the Appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: PF Contribution
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Payroll Ledger	: PF Payable_

8. Press Enter to Go to Payroll Voucher creation screen
9. The Amount field is prefilled with values.
10. Narration is prefilled with the Pay period. You can change or add to this Narration.

Payroll Voucher Creation		ABC Company	Ctrl + M
Payroll	No. 2		30-Apr-2008 Wednesday
Account : PF Payable			
Cur Bal: 0.00 Cr			
Particulars	Amount		
Primary Cost Category			4,536.00 Dr
Employee A			1,140.00 Dr
Employer's EPS Contribution @ 8.33%	541.00 Dr	Cur Bal: 541.00 Dr	
Employer's EPF Contribution @ 3.67%	599.00 Dr	Cur Bal: 599.00 Dr	
Employee B			700.00 Dr
Employer's EPS Contribution @ 8.33%	8.00 Dr	Cur Bal: 8.00 Dr	
Employer's EPF Contribution @ 3.67%	692.00 Dr	Cur Bal: 692.00 Dr	
Employee C			816.00 Dr
Employer's EPS Contribution @ 8.33%	541.00 Dr	Cur Bal: 541.00 Dr	
Employer's EPF Contribution @ 3.67%	275.00 Dr	Cur Bal: 275.00 Dr	
Employee D			1,440.00 Dr
Employer's EPS Contribution @ 8.33%	541.00 Dr	Cur Bal: 541.00 Dr	
Employer's EPF Contribution @ 3.67%	899.00 Dr	Cur Bal: 899.00 Dr	
Employee Q			440.00 Dr
Employer's EPS Contribution @ 8.33%	8.00 Dr	Cur Bal: 8.00 Dr	
Employer's EPF Contribution @ 3.67%	432.00 Dr	Cur Bal: 432.00 Dr	
Narration:			4,536.00 Dr
Pay Period : 1-Apr-2008 to 30-Apr-2008. Employer's PF Contribution.			
			Accept ?
			Yes or No

11. Accept to save

You can also process the Employer PF Contribution manually similar to [Attendance Voucher creation](#).

ESI Process

To process the Employer ESI Contribution,

Go to Gateway of Tally > Payroll Vouchers > Ctrl + F4: Payroll

1. Press F2 to Change the Voucher Date
2. Click **A**: Payroll Auto Fill or press Alt+A
3. Select the required process in Process for field
4. Enter the From and To date in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group
7. Select the appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: ESI Contribution
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Payroll Ledger	: ESI Payable

8. Press Enter to Go to Payroll Voucher creation screen

Payroll Voucher Creation		ABC Company	Ctrl + M
Payroll	No. 3	30-Apr-2008 Wednesday	
<i>Payroll Auto Fill - (ESI Contribution)</i>			
Account : ESI Payable Cur Bal: 353.00 Dr			
Particulars		Amount	
Primary Cost Category		342.00 Dr	
Employee A			
Employer's ESI Contribution @ 4.75%	Dr Cur Bal:		
Employee B			
Employer's ESI Contribution @ 4.75%	Dr Cur Bal:		
Employee C			
Employer's ESI Contribution @ 4.75%	Dr Cur Bal:		
Employee D			
Employer's ESI Contribution @ 4.75%	Dr Cur Bal:		
Employee Q		342.00 Dr	
Employer's ESI Contribution @ 4.75%	342.00 Dr Cur Bal: 342.00 Dr		
Narration:			
Pay Period : 1-Apr-2008 to 30-Apr-2008			
		342.00 Dr	
		Accept ? Yes or No	

9. Accept to Save

You can also process the Employer ESI Contribution manually similar to [Attendance Voucher creation](#).



Employer PF Admin Charges Processing



To process the Employer PF Admin Charges,

Go to Gateway of Tally > Accounting Vouchers > F7: Journal

1. Press F2 to Change the Voucher Date
2. Press A: Other Charges Auto Fill or press Alt+A
3. Enter the From and To date in the Employer Other Charges Autofill screen
4. Select the appropriate Cost Category
5. Select the Employee/Group from the List of Employees / Group
6. Select the appropriate Expense Ledger from the List of Ledger Accounts
7. In Admin Charges (A/c No.2) select appropriate PF Admin Pay Head
8. In EDLI Contribution (A/c No.21) select appropriate EDLI Contribution Pay Head
9. In EDLI Admin Charges (A/c No.22) select appropriate EDLI Admin Charges Pay Head

10. Press Enter to go back to Journal Voucher creation screen

11. Accept to save



To make the Salary Payment,

1. Press F2 to Change the Voucher Date
2. Click **A**: Payroll Auto Fill
3. Select the Salary in Process for field
4. Enter the From and To dates in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group
7. Select the appropriate Bank / Cash Ledger from the List of Ledger Accounts
8. Select the Appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: Salary Payment
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: Salary Payable

Note: If the Salary payment is done through Cash, you can select Cash in the Bank/ Cash Ledger field.

9. Press Enter to go to Payment Voucher. Alter the Payment Amount if you wish to change the Salary for any of the Employees from the list.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 1		30-Apr-2008 Wednesday
Account : HDFC Bank Cur Bal: 11,43,156.00 Dr			
Particulars		Amount	
Salary Payable		56,844.00	
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	12,960.00 Dr		
Employee B	8,366.00 Dr		
Employee C	11,754.00 Dr		
Employee D	16,960.00 Dr		
Employee Q	6,804.00 Dr		
Narration:			
Ch. No. :524354			
			56,844.00
			Accept ?
			Yes or No

10. Accept to save

You can also process the Salary Payment manually similar to [Attendance Voucher creation](#).



PF Payment



To make the Provident Fund Payment,

Go to Gateway of Tally > Accounting Vouchers > F5: Payment

1. Press F2 to Change the Voucher Date
2. Press A: Payroll Auto Fill
3. Select the PF Challan in Process for field
4. Enter the From and To dates in the Employee Filter screen
5. Enter the Voucher Date
6. Select the appropriate Cost Category
7. Select the Employee/Group from the List of Employees / Group
8. Select the appropriate Bank / Cash Ledger from the List of Ledger Accounts
9. Select the appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: PF Challan
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Voucher Date	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: PF Payable

10. Keep pressing Enter to show the Employee's PF Contribution and PF Admin Charges till you reach End of List.
11. Select Yes in Provide Details field, if you wish to print the Payment Details in PF Challan.
12. In the Provide Details screen enter the Cheque / DD No., Cheque / DD Date, Challan Date, Depositor Name, Bank Name

Provide Details	
Cheque/DD No	: 3425245
Cheque / DD Date	: 30-Apr-2008
Challan Date	: 30-Apr-2008
Depositor Name	: Mr. Ram
Bank Name	: HDFC Bank

13. Press Enter and enter Narration, if any

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 2	30-Apr-2008 Wednesday	
<i>Payroll Auto Fill - (PF Challan)</i>			
Account : HDFC Bank Cur Bal: 11,47,692.00 Dr			
Particulars	Amount		
PF Payable	4,536.00		
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	1,140.00 Dr		
Employee B	700.00 Dr		
Employee C	816.00 Dr		
Employee D	1,440.00 Dr		
Employee Q	440.00 Dr		
Employees' EPF Deduction@12%	4,536.00		
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	1,140.00 Dr		
Employee B	700.00 Dr		
Employee C	816.00 Dr		
Employee D	1,440.00 Dr		
Employee Q	440.00 Dr		
Employee VPF Contribution	1,000.00		
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	1,000.00 Dr		
28 more ... ↓			
Provide Details	: Yes		
Narration:			
Ch. No. : 3425245			
10,490.00			
Accept ? Yes or No			

14. Accept to Save

PF Combined Challan

Press No in the above screen and Press ALT+P

In the Print Configuration screen,

- Select Yes in the Print Challan field

Voucher Printing	
Printer : (Ne00:)	Paper Type : Letter
No. of Copies : 1	
Print Language : English	(Printing Dimensions)
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area : (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Payment Voucher	
(with Print Preview)	
Print Challan ? Yes	Print ? Yes or No

- Press Yes to print the PF Combined Challan

COMBINED CHALLAN NO. 1, 2, 10, 21 & 22 EMPLOYEES' PROVIDENT FUND ORGANISATION							
ESTABLISHMENT CODE NO. KNBN/12345/00129		ACCOUNT GROUP NO. KNBN/12345/00009		PAID BY CHEQUE ☐ / CASH ☐			
DUES FOR THE MONTH OF:		Employees' Share MM 04 YYYY 2008		DATE OF PAYMENT : DD MM YYYY 30 04 2008			
Employer's Share 04 2008							
Total No. of Subscribers	A/c. 1 5	A/c. 10 5	A/c. 21 5				
Total Wages Due	35,867.00	35,867.00	35,867.00				
Sl. No.	Particulars	A/c No. 1	A/c No. 2	A/c No. 10	A/c No. 21	A/c No. 22	Total
PART-01							
1	EMPLOYER'S SHARE OF CONT.	2,897.00		1,639.00	109.34		4,645.34
2	EMPLOYEES' SHARE OF CONT.	5,536.00					5,536.00
3	ADM CHARGES		240.54			8.00	248.54
4	INSP. CHARGES						
5	PENAL DAMAGES						
6	MISC. PAYMENT/S.7Q INTEREST						
7	PAST ACCUMULATIONS/ARREARS						
Total		8,433.00	240.54	1,639.00	109.34	8.00	10,429.88
(Amount in words : Rs. Ten Thousand Four Hundred Twenty Nine and Eighty Eight paise Only)							
(For Bank's use only)							
NAME OF THE ESTABLISHMENT : ABC Company				Amount Received Rs. :			
ADDRESS : No-15, New Fort Road,, Bangalore				For Cheques only :			
NAME OF THE DEPOSITOR : Mr. Ram				Date of Presentation :			
SIGNATURE OF THE DEPOSITOR :				Date of Realisation :			
				Branch Name :			
				Branch Code No. :			
(TO BE FILLED IN BY EMPLOYER'S)							
NAME OF THE BANK HDFC Bank		CHEQUE NO 3425245		DATE 30-Apr-2008			

The Combined Challan No. 1,2,10,&22 for Provident Fund displays the Employees' share, Employer's Contribution and PF Admin Expenses in the respective Account columns.



ESI Payment



To process the ESI Payment,

Go to Gateway of Tally > Accounting Vouchers > F5: Payment

1. Press F2 to Change the Voucher Date
2. Press **A**: Payroll Auto Fill
3. Select the ESI Challan in Process for field
4. Enter the From and To dates in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group
7. Select the appropriate Bank / Cash Ledger from the List of Ledger Accounts
8. Select the appropriate Payroll Ledger from the List of Ledger Accounts

Employee Filters	
Process for	: ESI Challan
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Voucher Date	: 30-4-2008
Cost Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: ESI Payable

9. Press Enter to show the Employee's ESI Contribution and select End of List
10. Select Yes in Provide Details field, if you wish to print the Payment Details in ESI Challan
11. In the Provide Details screen enter the Cheque / DD No., Cheque / DD Date, Challan date, Bank & Branch Code

Provide Details	
Cheque/DD No	: 243343
Cheque / DD Date	: 30-Apr-2008
Challan Date	: 30-Apr-2008
Bank & Branch Code	: HDFC & 05380023

12. Press Enter and fill Narration, if any

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 3	30-Apr-2008 Wednesday	
Payroll Auto Fill - (ESI Challan)			
Account : HDFC Bank Cur Bal: 11,33,068.12 Dr			
Particulars	Amount		
ESI Payable	342.00		
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A			
Employee B			
Employee C			
Employee D			
Employee Q	342.00 Dr		
Employees' ESI Deduction @ 1.75%	130.00		
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A			
Employee B			
Employee C			
Employee D			
Employee Q	130.00 Dr		
Provide Details : Yes			
Narration:			
Ch. No. : 243343			
			170.00
			Accept ? Yes or No

13. Accept to Save

ESI Challan

To print the ESI Challan, press No in the above screen and Press Alt+P

In the Print Configuration screen,

- Select Yes in the Print Challan field

Voucher Printing			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Payment Voucher			
(with Print Preview)			
Print Challan		? Yes	Print ? Yes or No

- Press Yes to print the ESI Challan

EMPLOYEES' STATE INSURANCE CORPORATION		Challan Form for Deposit in A/C No.1		Original For Bank	
Employer's Code : KN/BN/12345/23457		Date	Month	Year	
		30	04	2008	
Bank & Branch Code : HDFC & 05380023					
Name & Address of the Factory or Establishment: ABC Company, No-15, New Fort Road,, Bangalore					
Mode of Payment [Tick mode used]		Cash	☐	Cheque	☐
		DD	☐		
Cheque/DD No. : 243343		Dated	30	04	2008
Drawn on (Name of the Bank) HDFC & 05380023		Period of Contribution	Month	Year	
			04	2008	
Nature of Payment [Tick]		Regular Contribution	☐	Interest	☐
		Damages	☐	Others	☐
No. of Employees	1	Total Wages	Rs.	Ps.	
				7,200.00	
Employees' Contribution				130.00	
Employer's Contribution				342.00	
Interest					
Damages					
Others					
Total				472.00	
Total Amount (in words) Rs. Four Hundred Seventy Two Only.					
R.O. Demand Letter No. & Date					
Date of Presentation		Date of Clearing			
BANK SEAL		BANK SEAL			
(to be filled by Depositor)		(Acknowledgement)			
Received Rs. 472.00 (Rs. Four Hundred Seventy Two Only.)					
In cash/by Cheque/DD No. <u>243343</u> Dated <u>30-Apr-2008</u> (subject to realisation) drawn on HDFC & 05380023 (Bank) in favour of ESIC A/C No.1					
(For Bank Branch Code see on reverse)					
Signature		Name & Designation-Seal of Authorised Signatory For use in Bank			
		Bank Scroll No.			
		Date			
		Authorised signature & seal of the Receiving Bank			
Note: Please put cross (x) mark in blank boxes					

The ESI Challan displays the Employees' ESI share and Employer's contribution for the selected month along with the other details.

Professional Tax Payment

To make the Professional Tax Payment,

Go to Gateway of Tally > Accounting Vouchers > F5: Payment

1. Press F2 to change the Voucher Date
2. Press A: Payroll Auto Fill
3. Select the Professional Tax Payment in Process for field
4. Enter the From and To date in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group from the List of Employees / Group

- | <u>Employee Filters</u> | |
|----------------------------|----------------------------|
| Process for | : Professional Tax Payment |
| From (blank for beginning) | : 1-1-2008 |
| To (blank for end) | : 30-4-2008 |
| Voucher Date | : 30-4-2008 |
| Cost Category | : Primary Cost Category |
| Employee/Group | : All Items |
| Bank / Cash Ledger | : HDFC Bank |
| Payroll Ledger | : Professional Tax |

- Accounting Voucher Creation

ABC Company

Ctrl + M

Payment

No. 4

30-Apr-2008

Wednesday

Payroll Auto Fill - (Professional Tax Payment)

Account : HDFC Bank

Cur Bal: 11,32,964.12 Dr

Particulars	Amount
Professional Tax	710.00
Cur Bal: 0.00 Dr	
Primary Cost Category	
Employee A	200.00 Dr
Employee B	100.00 Dr
Employee C	150.00 Dr
Employee D	200.00 Dr
Employee Q	60.00 Dr

Provide Details

: Yes

Narration:

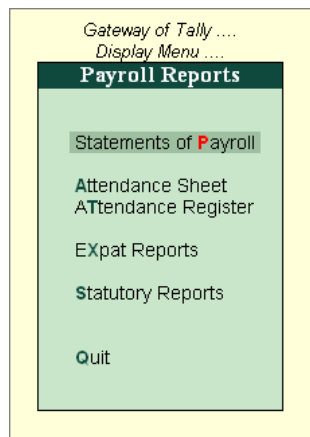
Ch. No. :262534

Accept ?

Yes or No

-

Go to Gateway of Tally > Display > Payroll Reports



The Payroll Reports menu displays:

- [Statements of Payroll](#)
- [Attendance Sheet](#)
- [Attendance Register](#)
- [Expat Reports](#)
- [Statutory Reports](#)

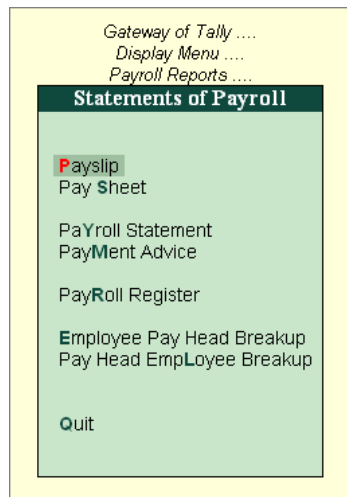


Statements of Payroll



To view the Statements of Payroll,

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll**



The Statements of Payroll menu displays:

- [Payslip](#)
- [Pay Sheet](#)
- [Payroll Statement](#)
- [Payment Advice](#)
- [Payroll Register](#)
- [Employee Pay Head Breakup](#)
- [Pay Head Employee Breakup](#)



Payslip



A Payslip is a document issued to an employee that lists each component of earnings and deductions, and the net amount paid to an employee for a given pay period. It provides details on how the net amount has been arrived at.

The Payslip option in Tally.ERP 9 facilitates the users to View the Payslip, Configure Content and Appearance based on the requirement and then Print or Email the Payslip.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Payslip

Select the Employee for whom you want to view the Payslip

P: Print		E: Export		M: E-Mail		O: Upload		G: Language		K: Keyboard		K: Control Centre		H: Support Centre		H: Help		F1: Detailed																													
Payslip ABC Company Ctrl + M																		F2: Period																													
Payslip for April-2008																		F4: Employee																													
Employee A																																															
Employee Number : 0065 Income Tax Number (PAN) : AN23967PP Function : Sales PF Account Number : KA/BN/003456467 Designation : Senior Executive ESI Number : ESI 3456 Location : Bangalore Passport Details : E569871 Bank Details : 00536987456, HDFC Bank, J.P.Nagar Visa Expiry Date : 18-Mar-2010																																															
<table border="1"> <thead> <tr> <th>Attendance Details</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Absent</td> <td>3 Days</td> </tr> <tr> <td>Overtime</td> <td>1,200.0 Mins</td> </tr> <tr> <td>Paid Leave</td> <td>1 Days</td> </tr> </tbody> </table>																		Attendance Details	Value	Absent	3 Days	Overtime	1,200.0 Mins	Paid Leave	1 Days																						
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Absent	3 Days																																														
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<table border="1"> <thead> <tr> <th>Earnings</th> <th>Amount</th> <th>Deductions</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Basic Pay</td> <td>9,500.00</td> <td>Professional Tax</td> <td>200.00</td> </tr> <tr> <td>House Rent Allowance</td> <td>3,800.00</td> <td>Employees' EPF Deduction@12%</td> <td>1,140.00</td> </tr> <tr> <td>Conveyance</td> <td>1,000.00</td> <td>Employee VPF Contribution</td> <td>1,000.00</td> </tr> <tr> <td>Overtime</td> <td>1,000.00</td> <td></td> <td></td> </tr> <tr> <td>Total Earnings</td> <td>15,300.00</td> <td>Total Deductions</td> <td>2,340.00</td> </tr> <tr> <td></td> <td></td> <td>Net Amount</td> <td>12,960.00</td> </tr> </tbody> </table>																		Earnings	Amount	Deductions	Amount	Basic Pay	9,500.00	Professional Tax	200.00	House Rent Allowance	3,800.00	Employees' EPF Deduction@12%	1,140.00	Conveyance	1,000.00	Employee VPF Contribution	1,000.00	Overtime	1,000.00			Total Earnings	15,300.00	Total Deductions	2,340.00			Net Amount	12,960.00		
Earnings	Amount	Deductions	Amount																																												
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Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select F12: Configure																																															

Configuration options in Payslip

Click on F12: Configure button in the Payslip to display a configuration sub-form, using which the user can customise the display/printing content and appearance of the Payslip.

Configuration	
Show Vertical Payslip	? No
Show Employee Details	? Yes
Show Passport Details	? Yes
Show Visa Expiry Date	? Yes
Show Attendance/Production Details	? Yes
Show Attendance/Production Groups	? No
Display Production Types in Tail Units	? Yes
Show Year To Date Values	? No
Show Gross Salary	? No
Remove Zero Entries	? Yes
for Attendance/Production also	? Yes
Appearance of Names	: Name Only

Display Name Style
 Alias (Name)
 Alias Only
 Name (Alias)
 Name Only

The default settings for the configuration options are shown above. The options, which are set to Yes, will become visible in the Payslip. Select No to exclude the information, which is not required to be displayed on the Payslip.

- Show Vertical Payslip: Set this option to Yes to align Deduction Part below the Earning. Set it to No to align them side-by-side.
- Show Employee Details: Set this option to Yes to display Employee Details as entered in the employee master.
- Show Passport Details: Set this option to Yes to display the Passport Details.
- Show Visa Expiry Date: Set this option to Yes to display the Visa Expiry Date.

- Show Attendance/Production Details: Set this option to Yes to display Attendance/Production data.
- Show Attendance/Production Groups: Set this option to Yes to display grouping of the Attendance/production data as defined while Types creation.
- Display Production Type in Tail Units: For compound units used in Attendance/Production Type, set this flag to Yes to display value of the Attendance/Production Data in Tail unit and set the same to No to display data in Main unit.
- Show Year To Date values: Set this option to Yes to display cumulative value of attendance/production data or Earning and Deduction data for the current Financial Year.
- Show Gross Salary: Set this option to Yes to display the Gross Salary details for each component in the Salary Details.
- Remove Zero Entries: Set this option to Yes to remove Earning/Deduction data with Zero value from the Pay Slip
- For Attendance/Production Also: Set this option to Yes to remove Attendance data with 0 values from the Pay Slip.
- Appearance of Name: You can select the appropriate appearance of name from the Display Name Style list.

Button options in Payslip screen

F1: Detailed

Click on F1: Detailed button or press ALT+F1 to view source details of individual Attendance and Pay Head values. This view displays the Attendance or Payroll vouchers from which the data is picked in the current Payslip. Voucher Number, Date and the Value of the attendance or earning or deduction value is displayed. This is useful when multiple attendance/payroll vouchers are entered during the same payroll period. The user can drill down to the corresponding voucher directly from the Payslip screen.

Click the F1: Condensed button or press ALT+F1 again to return to the normal mode.

F2: Period

By default, when you bring up the Payslip view, the Period of Payslip - Attendance and Payroll Vouchers data is set to current month, and in most cases you don't have to change it. However, if required, you can change the period of data and include multiple-period payroll information to view/print a consolidated Payslip. As in all other Tally.ERP 9 reports, there is a great flexibility in terms of Period of Payroll processing as well as in the printing of Payslip.

F4: Employee

Using Employee Button (F4 Key), you can view another employee's Payslip from the existing Payslip display screen.

Printing Single Payslip (Alt+P)

Click on Print button or Press Alt+P from the Payslip display screen to print currently displayed Payslip. Tally.ERP 9 will print the Payslip in the format that is configured for display.

Emailing Single Payslip (Alt+M)

Click on E-Mail button or press ALT+M from the Payslip display screen to Email the Payslip. Tally.ERP 9 gives flexibility of selecting the formats from ASCII, EXCEL, HTML and XML for Emailing as an attachment or direct view.



Pay Sheet



Pay Sheet is a matrix report with category, groups and employees cascading in rows, and Pay Heads appears as columns. The default report contains all earnings and deduction details for a given month or period with a number of options to reconfigure the appearance of rows and columns. Format of the pay sheet report may be configured to serve as a Salary/Wage register as required by the organization. The selection of data can be filtered based on a given category or group of employees.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Pay Sheet

PaySheet		ABC Company							Ctrl + M 	
For All Employees		1-Apr-2008 to 30-Apr-2008								
P a r t i c u l a r s	HRA	Overtime	Incentives	Total Earnings	EPF Deduction@12%	ESI Deduction@1.75%	Employee VPF Contribution	Professional Tax	Total Deductions	Net Amount
	← ... 2 more									
Primary Cost Category	15,120.00	4,900.00	1,000.00	63,220.00	4,536.00	130.00	1,000.00	710.00	6,376.00	56,844.00
Accounts	2,333.00			9,166.00	700.00			100.00	800.00	8,366.00
Employee B	2,333.00			9,166.00	700.00			100.00	800.00	8,366.00
Marketing	2,720.00	2,400.00		12,720.00	816.00			150.00	966.00	11,754.00
Employee C	2,720.00	2,400.00		12,720.00	816.00			150.00	966.00	11,754.00
R&D	4,800.00		1,000.00	18,600.00	1,440.00			200.00	1,640.00	16,960.00
Employee D	4,800.00		1,000.00	18,600.00	1,440.00			200.00	1,640.00	16,960.00
Sales	3,800.00	1,000.00		15,300.00	1,140.00		1,000.00	200.00	2,340.00	12,960.00
Employee A	3,800.00	1,000.00		15,300.00	1,140.00		1,000.00	200.00	2,340.00	12,960.00
Support	1,467.00	1,500.00		7,434.00	440.00	130.00		60.00	630.00	6,804.00
Employee Q	1,467.00	1,500.00		7,434.00	440.00	130.00		60.00	630.00	6,804.00
Grand Total	15,120.00	4,900.00	1,000.00	63,220.00	4,536.00	130.00	1,000.00	710.00	6,376.00	56,844.00

Configuration options in Pay Sheet report

F12: Configure button in the Pay Sheet brings up a configuration sub-form by which the user can customise the display/printing content and appearance of the Pay Sheet report.

<u>Configuration</u>			
Show 'Net Amount' Column	? Yes		
Show Column SubTotals	? Yes	100.00	800.00
Remove Zero Entries	? Yes	150.00	966.00
Show Payslip Names for Ledgers	? Yes	150.00	966.00
Include Employee Groups & Categories	? Yes	200.00	1,640.00
Show Category/Group Total	? Yes	200.00	1,640.00
Show Grand Total	? Yes	1,000.00	200.00
Show Attendance Details	? No	200.00	2,340.00
Display Production Types in Tail Units	? No	60.00	630.00
Format	: Detailed	60.00	630.00
Show Employee Number	? No		
Show Employee Designation	? No		
Expand all levels in Detailed Format	? Yes		
Appearance of Names	: Name Only		
Sorting Method	: Default		

Sorting Methods	
Alphabetical (Decreasing)	
Alphabetical (Increasing)	
Default	
EmployeeNumber	

- **Show 'Net Amount' Column:** Set this option to Yes to display the Net Amount Column.
- **Show Column SubTotals:** Set this option to Yes to display the sub-totals of Earnings/Deductions columns.
- **Remove Zero Entries:** Set this option to Yes to remove an Employee with Zero Earnings/ Deductions
- **Show Payslip Names for Ledgers:** Set this option to Yes to display the Name to Appear in Payslip, defined in Ledger, as the column headings. Setting this to No will display Ledger name.
- **Include Employee Groups & Categories:** Set this option to Yes to display rows showing Category and Groups. Set this to No to list only employee information.
- **Show Category/Group Total:** Set this option to Yes to display Category and Group wise Totals.
- **Show Grand Total:** Set this option to Yes to display Grand total at the bottom of the report.
- **Show Attendance Details:** Set this Option to Yes to display the attendance details
- **Display Production Types in tail Units:** For compound units used in Production Type, set this flag to Yes to display value of the Production Data in Tail unit and set the same to No to display data in Main unit.
- **Format:** You can choose either Detailed or Condensed.

- Show Employee Number: Set this option to Yes to display employee number along with the Name.
- Show Employee Designation: Set this option to Yes to display the Designation along with Name
- Expand all levels in Detailed format?: Set this option to Yes to expand all levels and display Employee details. Set the same to No, to display summary report for Category/Group.
- Appearance of Name: The appropriate appearance of names can be selected from the Display Name Style list.
- Sorting Method: The appropriate sorting method can be selected from the list.

Button options in Pay Sheet report

Detailed/Condensed Button

Use this toggle button (F1) to quickly change the report view from detailed to summary and vice versa.

Period button

Using Period (F2) button, you can change the period for which the report is viewed. Using this functionality, you can display the report for any period such as Day, Week, Fortnight, Month, Quarter, Half-Year or entire Year.

Employee Filters Button

Similar to Payroll and Payment vouchers, using Employee Filters button or clicking on F7: Employee Filters button, the user can quickly select employees/groups to be displayed in the pay sheet report.

New Column

Use this button (Alt+C), to add a column for any other Pay Head not part of the default Pay Slip format. Such new column is added on the right-hand side of the existing columns.

Alter Column

Use this button (Alt+A), to replace an existing column in the report with a new Pay Head column. The cursor should be positioned in the column to be replaced.

Delete Column

Use this button (Alt+D), to delete an existing column in the report. The cursor should be positioned on the column to be deleted.

Use above column buttons to customise the appearance of various Pay Heads as columns as per requirement.

Printing Pay Sheet Report

Printing of Pay Sheet is done in a similar way as any other report in Tally.ERP 9, by Pressing Alt+P from the report display screen.

While printing the Pay Sheet report, choose an option to Increase the Line Height (for each employee line) for the purpose of obtaining signature of employee or fixing a stamp, and use the printed report for manual salary disbursement or any other similar purpose.

Emailing Pay Sheet

Emailing of Pay Sheet is done in a similar way as any other report in Tally.ERP 9, by pressing Alt+M from the report display screen.

Exporting Pay Sheet

Exporting of Pay Sheet is done in a similar way as any other report in Tally.ERP 9, by Pressing Alt+E from the report display screen.



Payroll Statement



Payroll Statement report allows you to generate the report for a specific Pay Head/Ledger.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Payroll Statement

Payroll Statement		ABC Company	Ctrl + M
For All Employees		1-Apr-2008 to 30-Apr-2008	
Particulars		Basic Pay	
Primary Cost Category		37,800.00	
Accounts		5,833.00	
Employee B		5,833.00	
Marketing		6,800.00	
Employee C		6,800.00	
R&D		12,000.00	
Employee D		12,000.00	
Sales		9,500.00	
Employee A		9,500.00	
Support		3,667.00	
Employee Q		3,667.00	
Grand Total		37,800.00	

Note: The button functionalities in Payroll Statement report is similar to Pay Sheet report. Refer [Pay Sheet](#) report for more information on button functionalities.

Configuration options in Payroll Statement report

F12: Configure button in the Payroll Statement brings up a configuration sub-form using which the user can customise the display/printing content and appearance of the Payroll statement report.

Configuration	
Remove Zero Entries	? Yes
Show Payslip Names for Ledgers	? Yes
Include Employee Groups & Categories	? Yes
Show Category/Group Total	? Yes
Show Grand Total	? Yes
Format	: Detailed
Show Employee PF Account Number	? No
Show Income Tax Number (PAN)	? No
Show Employee Bank Details	? No
Show Employee Number	? No
Show Employee ESI Number	? No
Show Employee Passport Details	? No
Show Employee Visa Expiry Date	? No
Expand all levels in Detailed Format	? Yes
Appearance of Names	: Name Only
Sorting Method	: Default

Sorting Methods
Alphabetical (Decreasing)
Alphabetical (Increasing)
Bank Details
Default
EmployeeNumber
ESI Number
Income Tax Number (PAN)
Passport Details
PF Account Number
Visa Expiry Date

- Remove Zero Entries: Set this option to Yes to remove Employees with Earning/Deduction data with Zero value.
- Show Payslip Names for Ledgers: Set this option to Yes to pick the name entered in the Name to Appear in Payslip field in the Pay Head creation screen. Set this option to No to pick the name entered in the Name field of the Ledger master screen.
- Include Employee Groups & Categories: Set this option to Yes to display the rows showing Category and Groups. Setting this to No will list only employee information.
- Show Category/Group Total: Set this option to Yes to display Category and Group wise Totals.
- Show Grand Total: Set this option to Yes to display Grand total at the bottom of the report.
- Format: Detailed or Condensed format can be selected for display. Condensed format will display only the Payroll Category wise report.
- Show Employee PF Account Number: Set this option to Yes to display employee PF Account number.

- Show Income Tax (PAN): Set this option to Yes to display employee IT PAN number.
- Show Employee Bank Details: Set this option to Yes to display employee bank details.
- Show Employee Number: Set this option to Yes to display employee number along side the Name.
- Show Employee ESI Number: Set this option to Yes to display employee ESI number.
- Show Employee Passport Details: Set this option to Yes to display employee passport details.
- Show Employee Visa Expiry Date: Set this option to Yes to display employee Visa Expiry date.
- Expand all levels in Detailed Format: Set this option to Yes to expand all levels and display Employee details. Set this option to No to display summary report for Category/Group.
- Appearance of Name: Select the appropriate appearance of name from the Display Name Style list.
- Sorting Method: Select the appropriate sorting method from the list.



Payment Advice



The Payment Advice report is used to generate Payment Advice / Bank Transfer letters to transfer Salary Amount from a specific bank account to the respective bank accounts of the employees based on the Salary Payment voucher. For more details refer to Salary Payment section.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Payment Advice

1. Click Yes to display the Payment Advice Printing screen
2. Enter To and From field
3. Select Appropriate Cost Category and Employee/Group
4. Select Appropriate Bank Ledger to which Salary Amount is Posted
5. Set From and To date in the Date Range to Print field
6. Select the desired Sorting Method

The Print Configuration screen for Payment Advice appears as shown:

Printing Payment Advice			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Payment Advice			
(with Print Preview)			
<i>Without Date Range of Report, Without Page Numbers</i>			
From (blank for beginning)	:	1-4-2008	
To (blank for end)	:	30-4-2008	
Cost Category	:	All Items	
Employee/Group	:	All Items	
Bank Ledger	:	Canara Bank	
Date Range to Print	:	From: 1-4-2008 To: 30-4	
Sorting Method	:	Bank Details	
			Print ? Yes or No

7. Accept to print the Payment Advice

ABC Company
No-15, New Fort Road,
Bangalore
Payment Advice

30-Apr-2008

The Manager
HDFC Bank

Dear Sir,

Payment Advice from ABC Company A/C # for period 1-Apr-2008 to 30-Apr-2008

Please make the payroll transfer from above account number to the below mentioned account numbers towards employee salaries:

Sl. No.	Name of the Employee	Account No.	Amount
1.	Employee A	00536987456	12,960.00
2.	Employee B	00536987456	8,366.00
3.	Employee C	00536987456	11,754.00
4.	Employee D	00536987456	16,960.00
5.	Employee Q	00536987456	6,804.00
	Total		56,844.00

Yours Sincerely
for ABC Company

Authorised Signatory

This is a default payment advice format. If you require changes specific to your bank's requirement, contact nearest Tally Partner.



Payroll Register



Payroll register is a month-wise transaction summary report displaying Payroll vouchers, similar to Display Statistics in the accounting module. Though the register primarily displays Payroll vouchers, you can however add new columns for any other voucher type.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Payroll Register

Payroll Register		ABC Company		Ctrl + M	
Particulars			Payroll		
			ABC Company		
			1-Apr-2008 to 30-Sep-2008		
			Transactions		
			Total Vouchers	(cancelled)	
April			3		
May			3		
June			3		
July			3		
August			3		
September			4		
October					
November					
December					
January					
February					
March					
Grand Total			19		

Configuration options in Payroll Register

Press F12: Configure button and set the Appearance of Names and the Periodicity to use.

Configuration		Periodicity
Appearance of Names	: Name Only	4 Week Month
Periodicity to use	: Monthly	Daily
		Fortnightly
		Half Yearly
		Monthly
		Quarterly
		Weekly
		Yearly

You can drill down to the List of All Payroll Vouchers report for a particular month and then to a specific voucher, if required by pressing Enter.



Employee Pay Head Breakup



This report is similar to a Payroll Statement for a selected Pay Head, with a difference that, in this report, opening balance, credit/debit transaction and closing balance for the selected period would be displayed as columns.

Refer to Track Loans and Advance balances for an example of usage of this report.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Payroll > Employee Pay Head Breakup

- Select the required Pay Head for which you want to display the report

Employee Breakup of Pay Head		ABC Company		Ctrl + M	
Particulars	Pay Head: Basic Pay ABC Company 1-Apr-2008 to 30-Sep-2008				
	Opening Balance	Transactions		Closing Balance	
		Debit	Credit		
Primary Cost Category		2,42,061.00		2,42,061.00 Dr	
Accounts		32,914.00		32,914.00 Dr	
Marketing		38,533.00		38,533.00 Dr	
R & D		58,826.00		58,826.00 Dr	
Sales		88,449.00		88,449.00 Dr	
Support		23,339.00		23,339.00 Dr	

Note: Press F12: Configure for additional options in the above report.

- You can drill down to Employee Summary report, from the Employee Pay Head Breakup report
- From Employee Summary report you can drill down to the Employee Monthly Summary report
- From Employee Monthly Summary report, you can further drill down to Employee Vouchers screen



Pay Head Employee Breakup



This report displays a group wise summary of the transactions and Closing balance for the selected Employee. Drill down to specific ledger of the group, to the month wise summary and up to voucher, is available in this report.

Go to Gateway of Tally > Display > Payroll Reports > Statement of Reports > Pay Head Employee Breakup

- Select the Employee from the list, to view the Pay Head Breakup for that employee.

Breakup of Employee		ABC Company		Ctrl + M	x
Particulars	Employee: Employee A ABC Company 1-Apr-2008 to 30-Sep-2008				
	Transactions		Closing		
	Debit	Credit	Balance		
Current Liabilities	86,840.00	1,38,078.00	51,238.00	Cr	
Current Assets	10,000.00	10,000.00			
Direct Expenses	2,000.00		2,000.00	Dr	
Indirect Expenses	1,45,442.00		1,45,442.00	Dr	
Grand Total	2,44,282.00	1,48,078.00	96,204.00	Dr	

Note: Press F12: Configure for additional options in the above report.

- You can drill down to Breakup of Employee for each Group, from this report.
- Drill down further to view the Ledger Monthly Summary report and the Employee Vouchers.



Attendance Reports



The following Attendance/Production related reports can be generated in Tally.ERP 9:

- [Attendance Sheet](#)
- [Attendance Register](#)



Attendance Sheet



The Attendance Sheet report is similar to Pay Sheet report, and displays a pre-formatted report with columns, related to your Attendance/Production data.

Go to Gateway of Tally > Display > Payroll Reports > Attendance Sheet

Attendance Sheet				
ABC Company				
Ctrl + M				
For All Employees				
1-Apr-2008 to 30-Apr-2008				
Particulars	Absent	Overtime	Paid Leave	Present
Primary Cost Category	13.50 Days	59 Hrs	4 Days	
Accounts	3 Days			
Employee B	3 Days			
Marketing	3.50 Days	24 Hrs	2 Days	
Employee C	3.50 Days	24 Hrs	2 Days	
Sales	3 Days	20 Hrs	1 Days	
Employee A	3 Days	20 Hrs	1 Days	
Support	4 Days	15 Hrs	1 Days	
Employee Q	4 Days	15 Hrs	1 Days	

Configuration options in Attendance Sheet report

F12: Configure button brings up a configuration sub-form by which the user can customise the display/printing content and appearance of the Attendance Sheet report.

Configuration	
Remove Zero Entries	? Yes
Include Employee Groups & Categories	? Yes
Show Category/Group Total	? Yes
Include Group Attendance/Production Types	? Yes
Display Production Types in Tail Units	? Yes
Format	: Detailed
Show Employee Number	? No
Expand all levels in Detailed Format	? Yes
Appearance of Names	: Name Only
Sorting Method	: Default

Sorting Methods
Alphabetical (Decreasing)
Alphabetical (Increasing)
Default
EmployeeNumber

Include Group Attendance/Production Types: Set this option to Yes to Include Group Attendance/Production Types in Attendance Sheet report.

Display Attendance/Production Types in Tail Units: Set this option to Yes to display the Attendance/Production Types in Tail Units.

Refer [Pay Sheet](#) Section for more information on other fields.



Attendance Register



This report is similar to Payroll Register and displays the summary report of the Attendance vouchers. The configuration and button functionality are the same as in other Payroll Register report.

Go to Gateway of Tally > Display > Payroll Reports > Attendance Register

Attendance Register		ABC Company		Ctrl + M	
Particulars		Attendance ABC Company 1-Apr-2008 to 30-Sep-2008			
		Transactions			
		Total Vouchers	(cancelled)		
April				2	
May				3	
June				2	
July				1	
August				1	
September				1	
October					
November					
December					
January					
February					
March					
Grand Total				10	

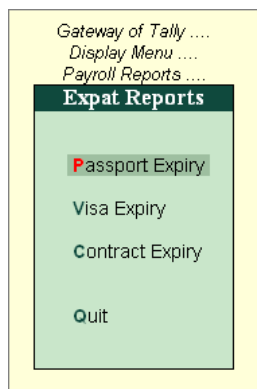
Press F12: Configure button and set the Appearance of Names and the Periodicity to use as shown:

Configuration		Periodicity
Appearance of Names	: Name Only	4 Week Month Daily Fortnightly Half Yearly
Periodicity to use	: Monthly	Monthly Quarterly Weekly Yearly

Expat Reports

The Expat reports provide comprehensive information about foreign nationals who are employed (as both regular as well as contract employees) on short/long work assignments in your company. It displays all the relevant information such as Passport/Visa/Contract Expiry dates along with the date of joining with respective Passport/Visa numbers and so on... both at an individual employee level as well as at the group level.

Go to Gateway of Tally > Display > Payroll Reports > Expat Reports



The Expat Reports are further divided into three sub reports as shown:

- [Passport Expiry](#)
- [Visa Expiry](#)

- [Contract Expiry](#)



Passport Expiry Report



This report provides all the relevant information about the Passport of an Employee such as Passport number, Country of Issue, Passport Expiry date and other details such as the Employee's date of joining the organisation and the contact information of the employee in the form of Email address.

To view the Passport Expiry report,

Go to Gateway of Tally > Display > Payroll Reports > Expat Reports > Passport Expiry

Passport Expiry Report		ABC Company		Ctrl + M	
For All Employees				As on : 30-Sep-2008	
Particulars	Passport Number	Country of Issue	Date of Joining	Passport Expiry Date	
Primary Cost Category					
Accounts					
Employee B	ES695431	UK	5-4-2008	12-8-2010	
R & D					
Employee D	AUS2652500765	Australia	1-4-2008	20-6-2015	
Sales					
Employee A	E569871	USA	10-4-2008	12-8-2012	

Individual Employee/Group Employee passport expiry details can be obtained by clicking/selecting Ctrl+F7: Employee Filters on the button bar. On selecting this, a list displays prompting you to select either an employee or their groups.

Button options in Passport Expiry report

F5: Employee Wise

Click on F5: Employee Wise or press F5 to view the Passport Expiry details individually for Employees or toggle to view the report based on the Category.

CTRL+F7: Employee Filter

Click on CTRL+F7: Employee Filter or press CTRL+F7 keys to filter and view the report for a selected Employee.

F12: Configure

Click on F12: Configure button or press F12 key to change the default configuration as shown:

Configuration	
Show All Employees	? Yes
Show Employee Number	? No
Appearance of Names	: Name Only
Sorting Method	: Default
Show Employee Email ID	? Yes ☐

Note: F12: Configure screen in Expat Reports i.e. for Passport Expiry, Visa Expiry and Contract Expiry is the same as shown above.

- Show All Employees: Set this field to Yes to view all the employee passport details.

- Show Employee Number: Set this field to Yes to display the Employee Number in the report.
- Appearance of Names: Select the Name style from the list.
- Sorting Method: Select the Sorting Method from the list. You can sort the employee details based on the Alphabetical increasing or decreasing, Employee Number and Passport Expiry date in ascending or descending order.
- Show Employee Email ID: Set this to Yes to view the Email ID.

Note: On setting Show All Employees to Yes, Tally displays details of all the employee, including expired and valid passport details.



Visa Expiry Report



This Report is similar to Passport Expiry Report and provides all the relevant information related to Employee such as Visa Number, Visa Expiry Date and other details such as Employee's date of joining the Organisation and his/her contact details.

To view the Visa Expiry report,

Go to Gateway of Tally > Display > Payroll Reports > Expat Reports > Visa Expiry

Visa Expiry Report		ABC Company		Ctrl + M
For All Employees		As on : 30-Sep-2008		
Particulars	Visa Number	Date of Joining	Visa Expiry Date	
Primary Cost Category				
Accounts				
Employee B	UK/2526245	5-4-2008	20-6-2009	
R & D				
Employee D	AUS/VIS0058272	1-4-2008	20-4-2010	
Sales				
Employee A	SQ85963321	10-4-2008	18-3-2010	

Select F2: Period to view the Visa expiry details of all the employees during the specified period.

Individual Employee/Group Employee Visa expiry details can be obtained by clicking/selecting Ctrl+ F7: Employee Filters on the button bar. On selecting this, a list displays prompting you to select either an employee or their groups.

F5: Employee Wise button can be used to view the Visa Expiry details individually for Employees or toggle to view the report based on the Category.

Note: The F12: Configure and other buttons in the Visa Expiry screen are similar to other Expat Report configuration screen. For more information refer [Passport Expiry](#).



Contract Expiry Report



This report provides useful information regarding the Contractual Employees. i.e., All the relevant information about the Contract Employee viz., Work Permit Number, Contract Start and Expiry Date along with some additional details such as Employee's date of joining the Organisation and Email address are captured and displayed.

Contract Expiry Report		ABC Company		Ctrl + M	
For All Employees				As on : 30-Sep-2008	
Particulars	Work Permit Number	Contract Start Date	Date of Joining	Contract Expiry Date	
Primary Cost Category					
Accounts					
Employee B	SE0056282	5-4-2008	5-4-2008	4-4-2009	
R & D					
Employee D		1-4-2008	1-4-2008	1-4-2009	
Sales					
Employee A	SE005986	10-4-2008	10-4-2008	10-4-2009	
Support					
Employee Q		6-4-2008	6-4-2008	5-4-2009	

Select F2: Period button to view all details of the report. Click/Select Ctrl+F7: Employee Filters to view the details of an individual employee or group.

You can also view the Employee Contract Expiry details individually, by clicking F5: Employee wise on the button bar.

Note: The F12: Configure and buttons in the Contract Expiry screen are similar to other Expat Report configuration screen. For more information refer [Passport Expiry](#).

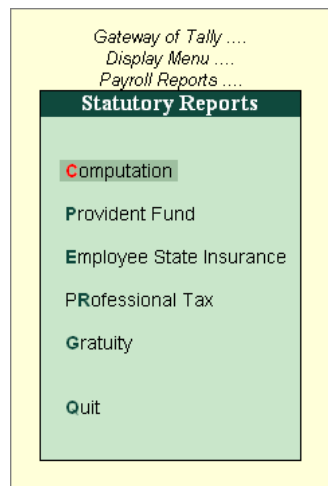


Payroll Statutory Reports



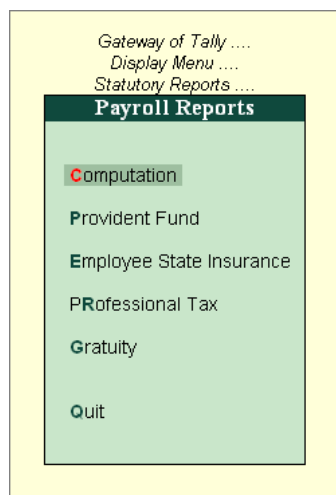
To view the Payroll Statutory Reports,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports



Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports



The Statutory Reports for Payroll are further divided into:

- [Computation](#)
- [Provident Fund](#)
- [Employee State Insurance](#)
- [Professional Tax](#)
- [Gratuity](#)



Payroll Statutory Computation



Payroll Statutory Computation displays the various statutory Pay Head types under PF, ESI and PT with the details of Payable and Paid amounts for a given period. The detailed view shows the Pay Head wise calculation for PF, ESI and PT.

To view the Payroll Statutory Computation,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Computation

Payroll Statutory Computation		ABC Company		Ctrl + M 	
Payroll Statutory Computation		1-Apr-2008 to 30-Apr-2008			
Particulars		Liability			
		Payable	Paid		
Provident Fund					
Employees' Statutory Deductions		5,536.00	5,536.00		
Employer's Statutory Contributions		4,536.00	4,536.00		
Employer's Other Charges		357.88	357.88		
Employee State Insurance					
Employees' Statutory Deductions		130.00	130.00		
Employer's Statutory Contributions		342.00	342.00		
Professional Tax					
Employees' Statutory Deductions		710.00	710.00		
Grand Total		11,611.88	11,611.88		

The user can drill down to a corresponding Payroll Voucher from the Computation report.

Configuration options in Payroll Statutory Computation

F12: Configure button in the Payroll Statutory Configuration brings up a configuration sub-form using which the user can customise the display of content and appearance of the Computation report.

Configuration		Format
Format	: Condensed	Condensed
Show Provident Fund Details	? Yes	Detailed
Show Employee State Insurance Details	? Yes	
Show Professional Tax Details	? Yes	

- Format: Select Detailed against this option to view the detailed report. Alternately, the F1: Detailed button on the button bar can also be used to view the detailed report.
- Show PF Details: Set this option to Yes to view the PF computation details.
- Show ESI Details: Set this option to Yes to view the ESI computation details.
- Show PT Details: Set this option to Yes to view the PT computation details

Button options in the Computation Report

Detailed/Condensed Button

Click on Detailed button or press ALT+F1 to view the Pay Head details of each Statutory Pay type and the respective values. Percentage as specified in the Pay head, A/c No. in case of Provident Fund, Pay Head wise calculation details are also displayed in the detailed view.

Payroll Statutory Computation		ABC Company			Ctrl + M	
Payroll Statutory Computation		1-Apr-2008 to 30-Apr-2008				
Particulars	Gross Amount	Statutory Details			Liability	
		Percentage	A/c No.	Amount	Payable	Paid
Provident Fund						
Employees' Statutory Deductions					5,536.00	5,536.00
Employees' EPF Deduction@12%	35,867.00	12%	A/c No.1	4,536.00 Cr		
Employee VPF Contribution	1,000.00		A/c No.1	1,000.00 Cr		
Employer's Statutory Contributions					4,536.00	4,536.00
Employer's EPF Contribution @ 3.67%	27,867.00	3.67%	A/c No.1	2,897.00 Dr		
Employer's EPS Contribution @ 8.33%	27,867.00	8.33%	A/c No.10	1,639.00 Dr		
Employer's Other Charges					357.88	357.88
EDLI Admin Charges @ 0.01%	21,867.00	0.01%	A/c No.22	8.00 Cr		
EDLI Contribution @ 0.5%	21,867.00	0.50%	A/c No.21	109.34 Cr		
PF Admin Charges @ 1.10%	21,867.00	1.10%	A/c No.2	240.54 Cr		
Employee State Insurance						
Employees' Statutory Deductions					130.00	130.00
Employees' ESI Deduction @ 1.75%	7,200.00	1.75%		130.00 Cr		
Employer's Statutory Contributions					342.00	342.00
Employer's ESI Contribution @ 4.75%	7,200.00	4.75%		342.00 Dr		
Professional Tax						
Employees' Statutory Deductions					710.00	710.00
Professional Tax	60,514.00			710.00 Cr		
Grand Total					11,611.88	11,611.88

Click on the Condensed button or press ALT+F1 again to return to the normal mode.

Period Button (F2)

Click on F2: Period or press F2 change the selected period.



Payroll Statutory Ledger Details



To view the details of the Statutory Ledgers used for each Pay Head Type as shown in the Payroll Statutory Computation report,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Computation

- Press Enter on the required Pay Head Type

Payroll Statutory Ledger Details		ABC Company		Ctrl + M	
Pay Head Type: Employees' Statutory Deductions		1-Sep-2008 to 30-Sep-2008			
Particulars	Gross Amount	Liability			
		Payable	Paid		
Employee's PF Deduction @ 12%	32,866.00	2,452.00	2,520.00		
Employee VPF Contribution	1,000.00	1,000.00	1,000.00		

The above report provides the Pay Head level Computation break-up for the required Pay Head Type.

You can drill down to the [Employee Breakup of Pay Head](#) reports for the respective Pay Heads.

Button options in the Payroll Statutory Ledger Details

Detailed/Condensed Button

Click on Detailed button or press ALT+F1 to view the Pay Head details with respective values.

Payroll Statutory Ledger Details		ABC Company		Ctrl + M	
Pay Head Type: Employees' Statutory Deductions		1-Sep-2008 to 30-Sep-2008			
Particulars	Gross Amount	Statutory Details		Liability	
		Percentage	A/c No.	Payable	Paid
Employee's PF Deduction @ 12%	32,866.00	12%	A/c No.1	2,452.00	2,520.00
Employee VPF Contribution	1,000.00			1,000.00	1,000.00

The above report displays the Percentage as specified in the Pay head, A/c No. in case of Provident Fund, Pay Head wise calculation details are also displayed in the detailed view.

- Click on the Condensed button or press ALT+F1 again to return to the normal mode.

Period Button

Click on F2: Period or press F2 to change the selected period.

Employee Breakup of Pay Head

To view the Employee wise Breakup of the Computation for the required Pay Head,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Computation

- Press Enter on the required Pay Head Type
- Press Enter on the required Pay Head

Employee Breakup of Pay Head		
ABC Company		Ctrl + M
Pay Head: Employee's PF Deduction @ 12%		1-Apr-2008 to 30-Apr-2008
Particulars	Gross Amount	Payable
Employee A	9,500.00	1,140.00
Employee B	5,833.00	700.00
Employee C	6,800.00	816.00
Employee D	12,000.00	1,440.00
Employee Q	3,667.00	440.00
Grand Total	37,800.00	4,536.00

The user can drill down to a corresponding Employee Voucher from the above report.

Button options in the Employee Breakup of Pay Head

F2: Period

Click on F2: Period or press F2 to change the selected period.

F12: Configure

Click on F12: Configure button or press F12 to Show/Hide the Employee Number.

Configuration

Show Employee Number ? **Yes**

Employee Vouchers



To view the Employee Vouchers,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Computation

- Press Enter on the required Pay Head Type
- Press Enter on the required Pay Head
- Press Enter on the required Employee Name

Employee Vouchers		ABC Company		Ctrl + M	
Employee : Employee A		1-Apr-2008 to 30-Apr-2008			
For Pay Head : <i>Employee's PF Deduction @ 12%</i>					
Date	Particulars	Vch Type	Vch No.	Debit	Credit
30-4-2008	Employee's PF Deduction @ 12%	Payment	2	1,140.00	
30-4-2008	Employee's PF Deduction @ 12%	Payroll	3		1,140.00
				Opening Balance :	
				Current Total :	1,140.00
				Closing Balance :	1,140.00

The user can drill down to a corresponding Payroll/Payment Vouchers from the above report.



Provident Fund Reports



To view the Provident Fund reports,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund

Gateway of Tally
 Display Menu
 Payroll Reports
 Statutory Reports

Provident Fund

Monthly

Form 5
 Form 10
 Form 12A
 Monthly Statement

Annual

Form 3A
 Form 6A

Quit

The Provident Fund reports are sub divided into the Monthly and Annual based on the period as listed below:

- Monthly:
- [Form 5](#)
- [Form 10](#)
- [Form 12A](#)
- [Monthly Statement](#)
- Annual:
- [Form 3A](#)
- [Form 6A](#)



Form 5



PF Form 5 is a monthly report which provides the details of the employees newly joining the Provident Fund scheme during the given month.

To view the PF Form 5,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 5

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Form 5

The print Configuration for the PF Form 5 is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Form 5			
(with Print Preview)			
From (blank for beginning) : 1-4-2008 To (blank for end) : 30-4-2008 Date of Printing : 30-4-2008			Print ? Yes or No

The user can specify the Period and the date of printing in the respective fields as shown above.

The printed Form 5 will appear as shown:

FORM 5

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952
[Paragraph 36(2)(a) & THE EMPLOYEES PENSION SCHEME, 1995 Paragraph 20(2)]

Return of Employees' qualifying for membership of the Employees' Provident Fund, Employees' Pension Fund & Employees' Deposit Linked Insurance Fund for the first time during the month of April 2008 (To be sent to the Commissioner with Form 2 (EPF & EPS))

Name and Address of the Factory / Establishment : **ABC Company**
 No-15, New Fort Road,
 Bangalore

Code No. of the Factory / Establishment : **KNBN/12345/00129**

Sl No.	Account No.	Name of Employee (in block letters)	Father's Name or Husband's Name (in case of married women)	Date of Birth	Sex	Date of Joining the Fund	Total period of previous service as on the date of joining the Fund (Enclose Scheme Certificate if applicable)	Remarks
1	2	3	4	5	6	7	8	9
1	KVBN003456467	EMPLOYEE A	Mr. Ram Mohan	15-12-1976	Male	10-4-2008		
2	KVBN00340635358	EMPLOYEE B				5-4-2008		
3	KVBN003427256	EMPLOYEE C				5-4-2008		
4	KVBN003462654	EMPLOYEE D				1-4-2008		
5	KVBN003427265	EMPLOYEE Q				6-4-2008		

Date : **30-4-2008**

Signature of the employer or other authorised
 Officer of the Factory/Establishment & Stamp of
 the Factory/Establishment

- Name and Address of the Factory/Establishment: The name of the Company as specified in the Company Creation screen appears in this field.
- Code No. of the Factory/Establishment: The Code No. of the Factory/Establishment as specified in the F11: Statutory & Taxation screen appears in this field.
- Based on the Period and date specified in the print Configuration screen, the month and date are printed in the Form 5.

Column Details in table

Particulars	Description
Sl. No.	Displays the serial no.
Account No.	Displays the PF Account No. for each employee as specified in the Employee Master.
Name of Employee (in block Letters)	Displays the name of the Employees as specified in the Employee Master.
Father's Name or Husband's name (in case of married women)	Displays the Father's/Husband's name of each Employee as specified in the Employee Master.
Date of Birth	Displays the Date of Birth for each Employee as specified in the Employee Master.
Sex	Displays the Sex (Male/Female) for each Employee as specified in the Employee Master.
Date of Joining the Fund	Displays the Date of Joining the PF Account mentioned in column 2 as specified in Employee Master.
Total period of previous service as on the date of joining the Fund (Enclose Scheme certificate if applicable)	The user can manually enter the period of the previous service if the Employee is continuing with the same PF number.
Remarks	The user can enter his remarks manually.



Form 10



PF Form 10 is a monthly report that provides the details of the employees exiting from the Provident Fund scheme during the given month.

To view the PF Form 10,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 10

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Form 10

The print Configuration for the PF Form 10 is as shown:

Payroll Statutory Print Configuration	
Printer : (Ne00:)	Paper Type : Letter
No. of Copies : 1	
Print Language : English	(Printing Dimensions)
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area : (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Form 10	
(with Print Preview)	
From (blank for beginning) : 1-7-2008	Print ? Yes or No
To (blank for end) : 31-7-2008	
Date of Printing : 31-7-2008	

The user can specify the Period and the date of printing in the respective fields as shown above.

The printed Form 10 will appear as shown:

FORM 10

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952
[Paragraph 36(2) (a) & (b) EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 20(2))]

Return of the members leaving service during the month of : **July 2008**

Name and Address of the Factory / Establishment : **ABC Company**
 No-43, New Plaza,
 Bangalore

Sl No.	Account No.	Name of the Member (in block letters)	Father's Name or husband's Name (in case of married women)	Date of leaving service	Reason for leaving service	Remarks
1	2	3	4	5	6	7
1	KA/BN/0034/62654	EMPLOYEE D	Mr. Ramesh	15-7-2008	Personal	
2	KA/BN/0034/27265	EMPLOYEE Q	Mr. Sitaram	25-7-2008	Got Another Job	

Date : **31-7-2008**

Signature of the employer or the authorised Officer
 Stamp of the Factory/Establishment

Please state whether the member is (a) retiring according to para(69), (i) (a) or (b) of the scheme (b) leaving India for permanent settlement abroad (c) retrenchment (d) Pt. & total disablement due to employment injury (e) discharged (f) resigning from or leaving service (g) taking up employment elsewhere (The name and address of the Employers should be stated) (h) death; (i) attained the age of 58 years.

Certified that the member mentioned at serial No. _____ Shri _____ was paid/not paid retrenchment compensation of Rs _____ under the Industrial Dispute Act, 1947.

Return of the members leaving service during the month of: Month as specified in the Print Configuration screen appears in this field.

Name and Address of the Factory/Establishment: The name of the Company as specified in the Company Creation screen appears in this field.

Date: This field displays the date as specified in the print Configuration screen for Form 10.

Column Details in table

Particulars	Description
Sl. No.	Displays the serial no.
Account No.	Displays the PF Account No. for each employee as specified in the Employee Master.
Name of Member (in block Letters)	Displays the name of the Employees as specified in the Employee Master.
Father's Name or Husband's name (in case of married women)	Displays the Father's/Husband's name of each Employee as specified in the Employee Master.
Date of Leaving service	Displays the Date of leaving service as specified in the Employee Master in the alteration mode.
Reason for Leaving	Displays the reasons for leaving service for each Employee as specified in the Employee Master in the alteration mode.
Remarks	The user can manually enter his remarks.



Form 12A



PF Form 12A monthly report that provides the details of the PF Payments made to the respective PF Accounts of the Employees during the given month.

To view the PF Form 12A,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 12A

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Form 12A

The print Configuration for the PF Form 12A is as shown:

Payroll Statutory Print Configuration	
Printer :	(Ne00:)
No. of Copies :	1
Print Language :	English
Method :	Neat Mode
Page Range :	All
Paper Type :	Letter
Paper Size :	(8.50" x 10.98") or (216 mm x 279 mm)
Print Area :	(8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Form 12A	
(with Print Preview)	
From (blank for beginning) : 1-4-2008 To (blank for end) : 30-4-2008 Name & Address of the Bank : SBI, Koramangala	
Include VPF Account : Yes Number of Contract Employees : 1 Number of Rest(Temporary Employees): 1	
Print ? Yes or No	

The user can specify the Period in the From and To fields as shown above.

Name & Address of the Bank: Name of the bank and address where the PF amount was deposited for the respective month.

Include VPF Account: Set this to Yes to include the VPF contributions if any to the A/c No. 1 during the respective month.

Number of Contract Employees: Enter the total number of Contract Employees which are not considered for PF.

Number of Rest (Temporary Employees): Enter the total number of Temporary staff which are not considered for PF.

The printed Form 12A will appear as shown:

(Only for Un-exempted Establishments)

EMPLOYEES' PROVIDENT FUNDS AND MISC. PROVISIONS ACT, 1952 EMPLOYEES' PENSION SCHEME(PARA 20 (4))
FORM 12 - A (R)

(To be filled by the EPFO)

Group Code : **KN/BN/12345/00009**

Establishment status :

Name and Address of the Establishment : **ABC Company**
 No-15, New Fort Road,
 Bangalore

Code No. : **KN/BN/12345/00129**

Currency period from : 1-Apr-2008 to 31-Mar-2009

Statement of Contribution for the month of : Apr-2008

	Wages on which Contributions are payable	Amount of Contribution Recovered from the Employees'	Payable by the Employer	Amount of contribution remitted Employee's Share	Employer's Share	Amount of Administrative charges due	Amount of Administrative charges remitted	Date Of Remittance (enclose triplicate copies of Challan)
E.P.F. A/c No. 01	35,867.00	5,536.00	2,897.00	5,536.00	2,897.00	240.54	240.54	30-Apr-2008
Pension Fund A/c No. 10	35,867.00	NIL	1,639.00	NIL	1,639.00	NIL	NIL	30-Apr-2008
E.D.L.I A/c No. 21	35,867.00	NIL	109.34	NIL	109.34	8.00	8.00	30-Apr-2008

Total No. of Employees : **7** Name & Address of the Bank in which the amount is remitted : **SBI, Koramangala**
 (a) Contract : **1**
 (b) Rest : **1**
 (c) PF Subscribers : **5**

Details of Subscribers	E.P.F.	Pension Fund	E.D.L.I.
No. of Subscribers as per last month (vide Form 12A)			
No. of New Subscribers (vide Form 5)	5	5	5
No. of Subscribers left service (vide Form 10)			
Nett Total Number of Subscribers	5	5	5

**Signature of the Employer
with Official (Seal)**

Group Code: The filed displays the Group Code as specified in the F11: Statutory & Taxation screen while enabling Payroll Statutory.

Name and Address of the Factory/Establishment: The name of the Company as specified in the Company Creation screen appears in this field.

Code No.: The filed displays the PF Code No. as specified in the F11: Statutory & Taxation screen while enabling Payroll Statutory.

Currency Period from: The Period specified in the Print Configuration screen of Form 12A belongs to the financial year as displayed in the Currency Period.

Statement of Contribution for the month of : Name of the month is printed based on the period specified in the print Configuration screen.

Column Details in table

Wages on which the Contributions are Payable: This column displays the Gross wages considered for the calculation of Amounts towards E.P.F.A/c No. 01, Pension Fund A/c No. 10, E.D.L.I A/c No.21.

Amount of Contribution: This column is sub divided into two sections as described below:

Recovered from Employees': This column displays the amount contributed by the employees' towards E.P.F.A/c No. 01.

Payable by the Employer: This column displays the amount contributed by the employer towards E.P.F.A/c No. 01, Pension Fund A/c No. 10, E.D.L.I A/c No.21.

Amount of Contribution Remitted: This column is sub divided into two sections as described below:

Employee's Share: This column displays the employee's contribution that is remitted towards E.P.F.A/c No. 01.

Employer's Share: This column displays the employer's contribution that are remitted towards E.P.F.A/c No. 01, Pension Fund A/c No. 10, E.D.L.I A/c No.21.

Amount of Administrative Charges due: This column displays the Administrative charges payable by the employer towards maintaining A/c No. 01 and A/c No. 21.

Amount of Administrative Charges remitted: This column displays the Administrative charges paid by the employer towards maintaining A/c No. 01 and A/c No. 21.

Date of Remittance (enclose triplicate copies of Challan): This column displays the date of Payment as mentioned in PF Combined Challan.



Monthly Statement



PF Monthly Statement is an MIS report which provides the details of the Amounts contributed by the Employees and Employer towards the PF Accounts during the given month/period.

To view the PF Monthly Statement,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Monthly Statement

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Monthly Statement

The print Configuration for the PF Monthly Statement is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles PF Monthly Statement (with Print Preview)			
From (blank for beginning) : 1-4-2008 To (blank for end) : 30-4-2008			Print ? Yes or No

The user can specify the Period in the From and To fields as shown above.

The printed Monthly Statement will appear as shown:

EMPLOYEE PROVIDENT FUND SCHEME - Monthly Statement

Name & Address of the Factory or Establishment : **ABC Company**
 No-15, New Fort Road,
 Bangalore

Statement for the Period : 1-Apr-2008 to 30-Apr-2008

Emp No	PF Number	Employee Name	Work-ed Days	Earned Wages	Employee's Contribution			Employer's Contribution		
					PF 12%	VPF	Total	EPS 8.33%	EPF 3.67%	Total
0065	KABN003458467	Employee A	18	9,000.00	1,140.00	1,000.00	2,140.00	541.00	599.00	1,140.00
	KABN0034935268	Employee B	23	5,367.00	700.00		700.00	8.00	692.00	700.00
	KABN003472726	Employee C	22.50	6,000.00	816.00		816.00	541.00	275.00	816.00
	KABN003462654	Employee D	30	12,000.00	1,440.00		1,440.00	541.00	899.00	1,440.00
	KABN003472265	Employee Q	21	3,500.00	440.00		440.00	8.00	432.00	440.00
		Total		35,867.00	4,536.00	1,000.00	5,536.00	1,639.00	2,897.00	4,536.00

Name and Address of the Factory/Establishment: The name of the Company as specified in the Company Creation screen appears in this field.

Statement for the Period of: This displays the Month name for which the statement is printed as specified in the Print Configuration screen.

Column Details in table

Emp No: This column displays the Employee number as entered in the Employee Creation.

PF Number: This column displays the PF Account Number for each employee as entered in the Employee Creation screen.

Employee Name: This column displays the name of the Employees.

Worked Days: This column displays the total number of days each employee was present during the given month.

Earned Wages: This column displays the Gross salary earned by each employee for the given month.

Employee's Contribution: This field is sub divided into three sections as described below:

PF 12%: This column displays the employee's contribution towards EPF for each employee for the given month.

VPF: This column displays the employee's contribution towards VPF for each employee for the given month.

Total: This column displays the total of Employee's contribution (EPF+VPF) for each employee for the given month.

Employer's Contribution: This field is sub divided into three sections as described below:

EPS 12%: This column displays the employer's contribution towards EPS for each employee for the given month.

EPF: This column displays the employer's contribution towards EPF for each employee for the given month.

Total: This column displays the total of Employee's contribution (EPS+EPF) for each employee for the given month.



Form 3A



PF Form 3A is an Employee wise Annual report for the Amounts deducted/contributed by the Employee and the Employer towards the EPF, VPF and EPS Accounts.

To view the PF Form 3A,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 3A

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Form 3A

The Print Configuration for the PF Form 3A is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Form 3A			
(with Print Preview)			
Cost Category	: ↓ All Items		
Employee/Group	: ↓ All Items		
From (blank for beginning)	: 1-3-2008		
To (blank for end)	: 28-2-2009		
Date of Printing	: 28-2-2009		
			Print ? Yes or No

- Cost Category: You can select the required Cost Category when there is more than one Payroll/Cost categories.
- Employee/Group: You can print the report for a specific group or All Items.
- You can specify the required Period in the From and To fields as shown above. By default, the period is prefilled with 1st March of the current year to 28th or 29th February of next year.
- Date of Printing: You can specify the date of printing the Form 3A in this field, by default the actual date of printing will be selected.

The printed Form 3A will appear as shown:

FORM 3 A [REVISED] EMPLOYEE'S PROVIDENT FUND ORGANISATION THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952 [Paras 35 & 42] AND THE EMPLOYEES' PENSION SCHEME, 1995 [Para 19]								
Contribution Card for currency period from 1-Apr-2008 to 31-Mar-2009								
1. Account No.	: KA/BN/0034/56467							
2. Name/Surname (in block letters)	: EMPLOYEE A							
3. Father's / Husband's Name	: Mr. Ram Mohan							
4. Statutory Rate of Contribution	: 12 %							
5. Voluntary Higher Rate of Employee's contribution if any	: 7,000.00							
6. Name & Address of the Factory / Establishment	: ABC Company No-43, New Plaza, Bangalore							
7. Code Number	: KN/BN/112345/00129							

Month	WORKER'S SHARE			EMPLOYER'S SHARE		Refund of Advance	No. of days / period of non contributing service (if any)	Remarks
	Amount of Wages	E.P.F.12%	Rate of higher voluntary contribution (if any)	E.P.F. Difference between 12% & 8.33% if any	Pension Fund Contribution 8.33%			
1	2	3a	3b	4a	4b	5	6	7
March 2008 Paid in April 2008								
May 2008		1,140.00	1,000.00	599.00	541.00			
June 2008		1,742.00	1,000.00	1,201.00	541.00			
July 2008	14,000.00	3,422.00	2,000.00	1,139.00	541.00			
August 2008	17,000.00	1,800.00	1,000.00	1,499.00	541.00			
September 2008	17,000.00	1,800.00	1,000.00	1,499.00	541.00			
October 2008	16,433.00	2,520.00	1,000.00	1,431.00	541.00			
November 2008								
December 2008								
January 2008								
February 2009								
February 2009 Paid in March 2009								
Total	64,433.00	12,424.00	7,000.00	7,368.00	3,246.00			

Certified that the total amount of contribution (both shares) indicated in this Card i.e. Rs.26,792.00 has already been remitted in full in E.P.S. A/c No.1 & Pension Fund A/c No.10 Rs.3,246.00

Certified that the difference between the total of the contribution shown under Cols. 3a, 3b, 4a & 4b of the above table and that arrived at on the total wages shown in column 2 at the prescribed rate is solely due to rounding off the contributions to the nearest rupee under the rules.

Contribution card for currency period from: This field displays the current Financial Year.

1. Account No.: This field displays the PF Account number for the Employee.
2. Name/Surname (in Block Letters): This field displays the name of the Employee.
3. Father's/Husband's Name: This field displays the name of Employee's Father/Husband as entered during the employee creation.
4. Statutory Rate of Contribution: This field displays the rate of PF contribution.
5. Voluntary Higher rate of Employee's Contribution if any: This field displays the VPF Contributions made by the Employee during the year.
6. Name & Address of the Factory/Establishment: This field displays the Company name & address.

Column Details in table

Column Name	Description
Month	Displays the name of the month and year.
Workers Share- Amount of Wages	Displays the Gross Wages received by the employee during each month.
Workers Share- EPF @ 12%	Displays the Employee's EPF Contribution during each month.
Workers Share- Higher Rate of Voluntary Contribution (if any)	Displays the Employee's VPF Contribution during each month.
Employer's Share- EPF Difference between 12% & 8.33% if any	Displays the Employer's Contribution towards EPF (A/c No.1) for the respective employee during each month.

Employer's Share- Pension Fund Contribution @ 8.33%

Displays the Employer's Contribution towards EPS (A/c No.10) for the respective employee during each month.

Refund of Advance

The details of refund of PF advance if any needs to be filled here manually.

No. of days/period of non-contributing service (if any)

Number of days/period for which the PF contribution is not made needs to be filled here manually.

Remarks

Remarks if any needs to be entered here manually.

Note: You can use the Page Up and Page Down keys to view the Form 3A for other employees.



Form 6A



PF Form 6A is the detailed Annual Statement of contribution towards the different PF Accounts for the given currency period.

To view the PF Form 6A,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 6A

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Provident Fund > Form 6A

The Print Configuration for the PF Form 6A is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Form 6A			
(with Print Preview)			
From (blank for beginning) : 1-3-2008 To (blank for end) : 28-2-2009			Print ? Yes or No

The user can specify the Period in the From and To fields as shown above. By default, the period is prefilled with 1st March of the current year to 28th or 29th February of next year.

The printed Form 6A – Page 1 will appear as shown:

FORM 6 A
THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952. [Paragraph 43]
AND THE EMPLOYEES' PENSION SCHEME, 1995 [Paragraph 20(4)]

Annual Statement of contribution for the currency period from 1-Apr-2008 to 31-Mar-2009

Name & Address of the Establishment : ABC Company
 No-43, New Plaza,
 Bangalore

Statutory Rate of Contribution : 12 %

Code No. of the Establishment : KN/BN/112345/00129

No. of members voluntarily contributing at a higher rate : 1

Sl.No.	Account Number	Name of the Member (in block letters)	Wages, retaining allowance (if any) & DA including cash value of food concession paid during the currency period	Amount of Worker's Contributions deducted from the wages on 12 % E.P.F.	Employer's Contribution		Refund of Advance	Rate of higher voluntary Contribution (if any)	Remarks
					E.P.F. Difference between 12 % & 8.33 %	Pension Fund 8.33 %			
1	2	3	4	5	6	7	8	9	10
1	KA/BN/0034/56467	EMPLOYEE A	1,04,882.00	10,614.00	7,368.00	3,246.00		6,000.00	
2	KA/BN/0034/3635358	EMPLOYEE B	32,688.00	3,950.00	1,572.00	3,191.00			
3	KA/BN/0034/27256	EMPLOYEE C	38,533.00	4,624.00	2,338.00	3,246.00			
4	KA/BN/0034/62654	EMPLOYEE D	40,245.00	7,059.00	5,207.00	3,246.00			
5	KA/BN/0034/27265	EMPLOYEE Q	17,371.00	2,801.00	1,039.00	2,362.00			
		Total	2,33,719.00	29,048.00	17,524.00	15,291.00		6,000.00	

- Annual Statement of Contribution for the currency period from: This field displays the period as specified in the Print Configuration screen.
- Name & Address of the Factory/Establishment: This field displays the Company name & address as specified in the Company Master.
- Statutory Rate of Contribution: This field displays the PF Rate of Contribution which is defaulted to 12%.
- Code No. of Establishment: This field displays the PF Code No. for the Company as specified in the F3: Statutory & Taxation while enabling the Payroll Statutory features.
- No. of members voluntarily contributing at higher rate: This field displays the total number of employees who have contributed towards Voluntary Provident Fund scheme.

Column Details

Column Name

Sl.No.

Account Number

Name of Member (in Block Letters)

Wages, retaining allowance (if any) & DA including cash value of food concession paid during the currency period

Amount of Worker's Contributions deducted from the wages on 12 % E.P.F.

Employer's Contribution - E.P.F. Difference between 12 % & 8.33 %

Description

Displays the serial numbers.

Displays the PF Account Numbers for each employee as entered in the Employee Master.

Displays the name of the Employees as entered in the Employee Master.

Displays the Gross Wages/Salaries paid to the employees during the given year against the respective employee.

Displays the Employees' PF Contribution towards the EPF (Employees' Provident Fund) against each employee name.

Displays the Employer's Contribution towards the EPF Account for each employee during the given period against that employee.

Employer's Contribution - Pension Fund 8.33 %

Displays the Employer's Contribution towards the EPS (Employees' Pension Scheme) Account for each employee during the given period against each employee.

Refund of Advance

Refund of PF Advance taken if any, needs to be entered manually against the respective employee in this column.

Rate of higher Voluntary Contribution (if any)

Displays the amount contributed by each employee towards the Voluntary Provident Fund (VPF) against the employee name if any.

Remarks

Remarks if any needs to be entered manually.

The printed Form 6A – Page 2 will appear as shown:

Form 6A: 1-Apr-2008 to 31-Mar-2009							
Sl. No.	Reconciliation of Remittances		Adm. Charges at Rs. 1.1 % of wages		Aggregate () Contributions ()		Cols 5,6,7 Rs.
	Month/Year	Amount remitted	Pension Fund Contributions	EDLI Contribution	Adm. Charges A/c No. 2	EDLI Adm. Charges 0.01%	
		EPF Contributions including refund of advances A/c. No. 1	A/c. No. 10 /Rs.	A/c No.21		A/c. No. 22 /Rs.	Date of Remittances
1	March 2008 Paid in April 2008						
2	May 2008	7,658.00	2,414.00	145.01	319.00	10.00	30-Apr-2008
3	June 2008	9,265.00	2,567.00	154.20	339.23	10.00	31-May-2008
4	July 2008	15,577.00	2,567.00	284.17	625.16	18.00	30-Jun-2008
5	August 2008	9,893.00	2,581.00	155.00	341.00	10.00	31-Jul-2008
6	September 2008	9,912.00	2,581.00	155.00	341.00	10.00	31-Aug-2008
7	October 2008	6,751.00	2,581.00	155.00	341.00	10.00	30-Sep-2008
8	November 2008						
9	December 2008						
10	January 2008						
11	February 2009						
12	February 2009 Paid in March 2009						
	Total	59,056.00	15,291.00	1,048.38	2,306.39	68.00	

i) Total number of contribution cards enclosed (Form 3A(Revised)): 5

ii) Certified that Form3A duly completed, of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement of the concerned members account vide 'Remarks' Furnished against the names of the respective members above.

Signature of the Employer
(With Office Seal)

Note:

1. The names of all members, including those who had left service during the currency period, should be included in this statement. Where the Form 3A in respect of such members had left service were already sent to the Regional Office for the purpose of final settlement of their accounts, the fact should be stated against the members in the 'Remarks' Column above thus Form 3A already sent in the month of _____ 200 ____.

2. In case of substantial variation in the wages/contributions of any members as compared to those shown in previous month statement, the reasons should be explained adequately in the 'Remarks' column.

3. In respect of those members who have not opted for Pension Fund their entire employers contribution as the case may be should be under column No. 6.

Column Details**Column Name****Sl.No.****Description**

Displays the serial numbers.

Month/Year

Displays the Month and Year in which the PF Amount is remitted.

EPF Contributions including refund of advances A/c. No. 1

Displays the amount remitted to EPF A/c No. 1 during each month (sum of Employee and Employer share).

Pension Fund Contributions A/c. No. 10 /Rs.

Displays the amount remitted to the Pension Fund A/c No. 10 during each month.

EDLI Contribution A/c. No. 21

Displays the amount remitted as EDLI Contribution to A/c No. 21 during each month.

Adm. Charges A/c No. 2

Displays the amount remitted as PF Admin Charges to A/c No. 2 during each month.

EDLI Adm. Charges 0.01% A/c. No. 22 /Rs.

Displays the amount remitted as EDLI Admin Charges to A/c No. 22 during each month.

Date of Remittances

Displays the date of the PF Combined Challan for the PF payment made for each month.



Employee State Insurance Reports

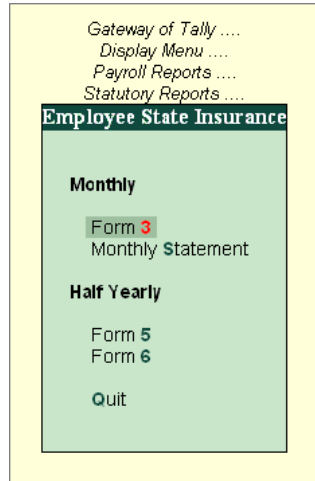


To view the Employee State Insurance reports,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Employee State Insurance



The Employee State Insurance reports are sub divided into the Monthly and Half yearly on the period as listed below:

- Monthly:
 - [ESI Form 3](#)
 - [Monthly Statement](#)
- Annual:
 - [Form 5](#)
 - [Form 6](#)



Form 3



ESI Form 3 is a Return of Declaration form to be submitted during each month with the details of the Employees falling in the purview of ESI during the given month.

To view the ESI Form 3,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 3

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Employee State Insurance > Form 3

The Print Configuration for the ESI Form 3 is as shown:

Payroll Statutory Print Configuration	
Printer	: (Ne00:)
No. of Copies	: 1
Print Language	: English
Method	: Neat Mode
Page Range	: All
Paper Type	: Letter
Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Form 3	
(with Print Preview)	
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 30-4-2008
Place	: Bangalore
Date of Printing	: 28-2-2009
Designation	: CFO.

- The required period can be specified in the From and To fields.
- Place: Name of the place where the organisation is located needs to be provided against this field.
- Date of Printing: The user can select the date of printing, but default the actual date of printing will be selected.
- Designation: The designation of the signatory in Form 3 needs to be provided here.

The printed Form 3 will appear as shown:

Original		EMPLOYEES' STATE INSURANCE CORPORATION RETURN OF DECLARATION FORM [Regulation - 14]			FORM - 3
Name & Address of the Factory or Establishment		: ABC Company No-43, New Plaza, Bangalore			
Employer's Code No		: ESI-12345/23457			
I send herewith the Declaration Forms in respect of the employees mentioned below:					
I hereby declare that every person employed as an employee within the meaning of Section 2(9) of the Employees' State Insurance Act, 1948 as on 30-Apr-2008 in this factory or establishment and is in receipt of the remuneration not exceeding Rs.10,000/- (excluding remuneration for overtime work) per month, has been included in this list, excluding only those in respect of whom declaration forms have been sent to the Corporation in the past.					
SI No.	Name of Employee	Distinguishing Number with the employer if any	Father's or Husband's Name	Insurance No. allotted by the corporation (to be entered at the branch office)	
1	2	3	4	5	
1	Employee Q	0070	Mr. Sitaram	ESI-00345/9393763	
Place : Bangalore Dated : 28-Feb-2009 Signature : Designation : CFO					

- Name & Address of the Factory/Establishment: This field displays the Company name & address.
- Employer's Code: This field displays the ESI Code allotted to Employer as specified in the F3: Statutory & Taxation screen while enabling ESI.

Column Details

Column Name	Description
SI. No.	Displays the serial no.
Name of Employee	Displays the name of the Employees who are eligible for ESI.
Distinguishing Number with Employer if any	Displays the Employee Number as entered in the Employee Master.
Father's or Husbands Name	Displays the Father's/Husband's name of each Employee as specified in the Employee Master.
Insurance No. allotted by the corporation (to be entered at the branch office)	Displays the unique ESI number allotted to each employee from ESIC as specified in the Employee Master.

- Place: This field displays the name of the place as specified in the Print Configuration screen.
- Date: This field displays the Date of Printing as specified in the Print Configuration screen.
- Designation: This field displays the Designation of the signing authority as specified in the Print Configuration screen.



Monthly Statement



ESI Monthly Statement is an MIS report which provides the details of the Amounts contributed by Employees' and Employer towards the ESI Account during the given month.

To view the ESI Monthly Statement,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Monthly Statement

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Employee State Insurance > Monthly Statement

The Print Configuration for the ESI Monthly Statement is as shown:

Payroll Statutory Print Configuration	
Printer	: (Ne00:)
No. of Copies	: 1
Print Language	: English
Method	: Neat Mode
Page Range	: All
Paper Type	: Letter
Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
ESI Monthly Statement	
(with Print Preview)	
From (blank for beginning) : 1-4-2008 To (blank for end) : 30-4-2008	
Print ? Yes or No	

The user can specify the Period in the From and To fields as shown above.

The printed Monthly Statement will appear as shown:

EMPLOYEES' STATE INSURANCE - Monthly Statement

Name & Address of the Factory or Establishment : **ABC Company**
 No-43, New Plaza,
 Bangalore

Statement for the Period : 1-Apr-2008 to 30-Apr-2008

Sl. No	Employee No	Employee Name	ESI No	Worked Days	Earned Wages	Fixed Wages	Employee's Contribution	Employer's Contribution	Total
1	0070	Employee Q	ES100345839763	22	7,434.00	8,134.00	130.00	342.00	472.00
				Total	7,434.00	8,134.00	130.00	342.00	472.00

- Name and Address of the Factory or Establishment: This field displays the name and address of the Company as specified in the Company Master.
- Statement for the Period: This field displays the month for which the statement is printed as specified in the Print Configuration screen.

Column Details in table

Column Name	Description
Sl. No.	Displays the serial no.
Employee No	Displays the Employee Number as entered in the Employee Master.
Name of Employee	Displays the name of the Employees who are eligible for ESI.
ESI No	Displays the unique ESI number allotted to each employee from ESIC as specified in the Employee Master.
Worked Days	Displays the total number of days each employee was present during the given month.
Earned Wages	Displays the Net salary earned by each employee (which is considered for ESI calculation) for the given month.
Fixed Wages	Displays the Gross salary earned by each employee (which is considered for ESI calculation) for the given month.
Employee's Contribution	Displays the employee's contribution towards ESI for each employee during the given month.
Employer's Contribution	Displays the employer's contribution towards ESI for each employee during the given month.
Total	Displays the Total ESI contribution towards the ESI account for each employee during the given month.

**Form 5**

ESI Form 5 is a Return of Contribution form to be submitted half yearly with details of employee wise ESI contribution made on a monthly basis.

To view the PF Form 5,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 5

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Employee State Insurance > Form 5

The Print Configuration for the ESI Form 5 is displayed as shown:

Payroll Statutory Print Configuration	
Printer	: (Ne00:)
No. of Copies	: 1
Print Language	: English
Method	: Neat Mode
Page Range	: All
Paper Type	: Letter
Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Form 5	
(with Print Preview)	
From (blank for beginning)	: 1-4-2008
To (blank for end)	: 28-2-2009
Place	: Bangalore
Date of Printing	: 28-2-2009
Authorised Signatory Name	: Mr. James
Designation	: CFO
Residential Address	: No-22, HSN Lay Out, Bangalore
Print ? Yes or No	

- The required period can be specified in the From and To fields. By default the values are pre-filled with the Contribution Period based on the last data entry date.
- Place: The name of the place where the organisation is located has to be provided against this field to print the same in the Form 5.
- Date of Printing: The user can specify the desired date of printing, by default the actual date of printing will be selected.
- Authorised Signatory: Name of the signing authority should be entered in this field.
- Designation: The designation of the authorised signatory in Form 3 needs to be entered in this field.
- Residential Address: Enter the residential address of the authorised signatory in this field.

The printed Form 5 – page 1 is displayed as shown:

Original (Page1)																																				
FORM-5																																				
Name of Branch Office	Koramangala																																			
Employer's Code No.	ESI-12345/23457																																			
Employees' State Insurance Corporation (Return of Contribution) Regulation 26																																				
Name & Address of the Factory or Establishment	ABC Company No-43, New Plaza, Bangalore																																			
PARTICULARS OF THE PRINCIPAL EMPLOYERS.																																				
a) Name	Mr. James																																			
b) Designation	CFO																																			
c) Residential Address	No-22, HSN Lay Out, Bangalore																																			
Period From	1-Apr-2008																																			
To	28-Feb-2009																																			
I furnish below the details of the employer's and employee's share of contribution in respect of the under mentioned Insured persons. I hereby declare that the return includes every employee, employed directly or through an immediate employer or in connection with the work of the factory / establishment or any work connected with the administration of the factory / establishment or purchase of raw materials, sale or distribution of finished products etc., to whom the contribution period to this return relates, applies and that the contribution in respect of employer's and employees share have been correctly paid in accordance with the provisions of the Act and Regulations relating to the payment of contributions vide challans detailed below:- Total contribution amounting to Rs 2,976.00 comprising of Rs 2,174.00 as Employer's share and Rs 802.00 as Employee's share (Total of Col. 6 of the Return) paid as under																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl No</th> <th>Month</th> <th>Challan Dates</th> <th>Amount</th> <th>Name of the Bank and Branch</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>April</td> <td>30-Apr-2008</td> <td>468.00</td> <td>HDFC & 100245</td> </tr> <tr> <td>2</td> <td>May</td> <td>31-May-2008</td> <td>493.00</td> <td>HDFC & 100245</td> </tr> <tr> <td>3</td> <td>June</td> <td>30-Jun-2008</td> <td>491.00</td> <td>HDFC & 100245</td> </tr> <tr> <td>4</td> <td>July</td> <td>31-Jul-2008</td> <td>508.00</td> <td>HDFC & 100245</td> </tr> <tr> <td>5</td> <td>August</td> <td>31-Aug-2008</td> <td>508.00</td> <td>HDFC & 100245</td> </tr> <tr> <td>6</td> <td>September</td> <td>30-Sep-2008</td> <td>508.00</td> <td>HDFC & 100245</td> </tr> </tbody> </table>		Sl No	Month	Challan Dates	Amount	Name of the Bank and Branch	1	April	30-Apr-2008	468.00	HDFC & 100245	2	May	31-May-2008	493.00	HDFC & 100245	3	June	30-Jun-2008	491.00	HDFC & 100245	4	July	31-Jul-2008	508.00	HDFC & 100245	5	August	31-Aug-2008	508.00	HDFC & 100245	6	September	30-Sep-2008	508.00	HDFC & 100245
Sl No	Month	Challan Dates	Amount	Name of the Bank and Branch																																
1	April	30-Apr-2008	468.00	HDFC & 100245																																
2	May	31-May-2008	493.00	HDFC & 100245																																
3	June	30-Jun-2008	491.00	HDFC & 100245																																
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6	September	30-Sep-2008	508.00	HDFC & 100245																																
Place	Bangalore																																			
Date	28-Feb-2009																																			
Signature																																				
Designation	CFO																																			

- Name of Branch Office: This displays the ESI branch office for the Company as specified in the F11: Statutory & Taxation screen while enabling Payroll Statutory features.
- Employer's Code No.: This displays the ESI Code of Employer as specified in F11: Statutory & Taxation screen while enabling Payroll Statutory features.
- Name & Address of the Factory/Establishment: This displays the Company name & address.
- Employer's Code: This displays the ESI Code allotted to Employer as specified in the F11: Statutory & Taxation screen while enabling ESI.
- Particulars of Principal Employers (Name, Designation and Residential Address) are printed as specified in the Print Configuration screen.
- Period From and To is printed as specified in the Print Configuration screen.
- Total ESI amount contributed with the break-up of Employer's share and Employees' share is displayed based on the calculations.

Column Details in table

Column Name	Description
Sl. No.	Displays the serial no.
Month	Displays the Month name for which the ESI payment is made.
Challan Dates	Displays the Challan dates for the ESI payments.
Amount	Displays the Challan amount for ESI Payments.
Name of the Bank and Branch	Displays the name of the bank and branch code as specified in the Challan details screen.

Place: The Name of the place as specified in the Print Configuration screen is displayed in this field.

Date: The Date of Printing as specified in the Print Configuration screen is displayed in this field.

Designation: The Designation of the signing authority is displayed in this field.

The printed Form 5 – page 2 is displayed as shown:

ABC Company									
Employees' State Insurance Corporation									
(Return of Contribution) Regulation 26									
SI No.	Insurance No.	Name of Insured Person	No. of days for which wages paid	Total amount of wages paid	Employee's contribution deducted	Average Daily wages 5/4	Whether still continues working and drawing wages within the insurable wages ceiling	Name of the Dispensary of the I.P.	Remarks
1	2	3	4	5	6	7	7(A)	8	9
1	ES-003458393763	Employee Q	106	29,020.00	802.00	273.77	No	Koramangala	A: 6-Apr-2008 L: 25-Jul-2008

Column 2: Insurance number (ESI number) assigned to each employee as entered in the Employee Master is displayed in this column.

Column 3: The name of Insured person (Employee) appears is displayed in this column.

Column 4: The total number of days for which the wages/salary is paid during the selected period to each employee is displayed in this column.

Column 5: The amount of wages (regular income considered for ESI calculation) for the selected period is displayed in this column for each employee.

Column 6: The Employee's contribution towards ESI during the given period for each employee is printed in this column.

Column 7: The average daily wages calculated based on the total wages divided by the number of working days, is printed in this column.

Column 7(A): Shows whether the employee is still working with the company and still eligible for the ESI benefits,

Column 8: Name of the ESI dispensary as entered in the Employee Master to which the each employee is associated is printed in this column.

Column 9: The remarks needs to be entered manually in this column.

Column Details in table

Column Name	Description
Sl. No.	Displays the serial no.
Insurance No.	Displays the ESI number for each employee as entered in the Employee Master.
Name of the Insured Person	Displays the name of the Employees who are eligible for ESI.
No. of days for which wages paid/payable	Displays total number of working days for which wages (salary) is paid/payable during the Contribution period for each employee.
Total amount of wages paid/payable	Displays total wages (salary) paid/payable for the given Contribution period for each employee.
Employees' contribution deducted	Displays the Employee share of ESI contribution for the given contribution period each employee.
Average Daily wages 5/4	Displays average daily wages the amount of ESI contribution for the selected Contribution period for each employee.
Whether still continue working and drawing wages within the insurable wages ceiling	Displays the status as Yes or No showing whether the employee is still working with the company and still eligible for the ESI benefits based on Gross wages drawn during the last month of Contribution period.
Name of the Dispensary of IP.	Displays the name of the ESI dispensary as entered in the Employee Master to which the each employee is associated.
Remarks	Remarks if any should be entered in this column manually.

**Form 6**

ESI Form 6 is Register of Employees falling under the purview of ESI with detailed monthly information on the worked days, wages received and Employees' contribution towards the ESI.

To view the PF Form 6,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 6

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Employee State Insurance > Form 6

The Print Configuration for the ESI Form 6 is as shown:

Printer : (Ne00:)	Paper Type : Letter
No. of Copies : 1	
Print Language : English	(Printing Dimensions)
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area : (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Form 6	
(with Print Preview)	
From (blank for beginning) : 1-4-2008 To (blank for end) : 30-9-2008	Print ? Yes or No

The required period can be specified in the From and To fields. By default the period is preset to half year depending on the Contribution period and the last date of data entry.

The printed Form 6 – page 1 appears as shown:

ABC CompanyNo-43, New Plaza,
Bangalore

Page 1

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)Contribution Period : From **1-Apr-2008** to **30-Sep-2008**

Sl. No	Insurance No.	Name of the insured person	* Name of dispensary to which attached	Occupation	Rate of wages etc., in the first wage period	Deptt. and shift, if any	If appointed or left service during the contribution period, date of appointment / leaving service	No. of days for which wages paid /payable	Month: April Total amount of wages paid/payable	Employees' share of contribution
1	2	3	3(A)	4	5	6	7	8	9	10
1	ESI-00345/9393763	Employee Q	Koramangala	Executive	297.36	Support	6-Apr-2008	22	7,434.00	130.00
								Total	7,434.00	130.00
								Employer's Share		342.00
								Grand Total		472.00
								Paid On		30-Apr-2008

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

- Contribution Period: From and To dates are printed based on the period selected in the Print Configuration screen.

Column Details in table from Column 1 to 10

Column Name	Description
Sl. No.	Displays the serial no.
Insurance No.	Displays the Insurance number (ESI number) assigned to each employee as entered in the Employee Master.
Name of the Insured Person	Displays the name of the Employees who are eligible for ESI.
Occupation	Displays the Designation of Employee as entered in the Employee Master.
Rate of Wages etc., in the first wage period	Displays the per day wage in the first month in the month in the Block Period.
Deptt. and shift, if any	Displays the Department of Employee as entered in the Employee Master. Shift details if any needs to be entered manually.
If appointed or left service during the contribution period, date of appointment / leaving service	Displays the appointment date of the Employee if the employee is still with the company. If the employee has left the job then the resignation date will be displayed in this column.
Father's or Husbands Name	Displays the Father's/Husband's name of each Employee as specified in the Employee Master.
Insurance No. allotted by the corporation (to be entered at the branch office)	Displays the unique ESI number allotted to each employee from ESIC as specified in the Employee Master.
No. of days for which wages paid/payable	Displays total number of working days for which wages (salary) is paid/payable for the given month for each employee.
Total amount of wages paid/payable	Displays total wages (salary) paid/payable for the given for each employee.
Employees' share of contribution	Displays the Employee share of ESI contribution for the given month is printed in this column for each employee.

The last row in the 9th column shows the total value the wages paid to all the employees during the given month.

The 3rd last row of column 10 shows the total amount of Employer's ESI contribution during the given month.

The 2nd last row of column 10 shows the total of ESI (sum of Employee's and Employer's contribution) remitted to ESIC during the given month.

The last row of column 9 shows the ESI remittance date, printed based on the Challan date.

Note: The Columns 8, 9 and 10 are repeated to for each month till column 24.

The printed Form 6 – page 2 appears as shown:

ABC CompanyNo-43, New Plaza,
Bangalore

Page 2

FORM 6

REGISTER OF EMPLOYEES

EMPLOYEES' STATE INSURANCE CORPORATION

(Regulation 32)

Contribution Period : From **1-Apr-2008** to **30-Sep-2008**

Sl. No	Month: May			Month: June			Month: July		
	No. of days for which wages paid/payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid/payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid/payable	Total amount of wages paid /payable	Employees' share of contribution
	11	12	13	14	15	16	17	18	19
1	30	7,575.00	133.00	29	7,566.00	132.00	31	7,800.00	137.00
	Total	7,575.00	133.00	Total	7,566.00	132.00	Total	7,800.00	137.00
		Employer's Share	360.00		Employer's Share	359.00		Employer's Share	371.00
		Grand Total	493.00		Grand Total	491.00		Grand Total	508.00
		Paid On	31-May-2008		Paid On	30-Jun-2008		Paid On	31-Jul-2008

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calender month.

The printed Form 6 – page 3 appears as shown:

ABC CompanyNo-43, New Plaza,
Bangalore

Page 3

FORM 6

REGISTER OF EMPLOYEES

EMPLOYEES' STATE INSURANCE CORPORATION

(Regulation 32)

Contribution Period : From **1-Apr-2008** to **30-Sep-2008**

Sl. No	Month: August			Month: September			Summary				
	No. of days for which wages paid/payable	Total amount of wages paid /payable	Employees' share of contribution	No. of days for which wages paid/payable	Total amount of wages paid /payable	Employees' share of contribution	Total No. of days for which wages paid /payable in Contribution Period	Total amount of wages paid /payable in Contribution Period (Rs)	Total Employee's share of Contribution in Contribution period (Rs)	Daily wages (27/26) (Rs.)	R- marks
	20	21	22	23	24	25	26	27	28	29	30
1	31	7,800.00	137.00	30	7,800.00		173	45,975.00	669.00	265.75	
	Total	7,800.00	137.00	Total	7,800.00			45,975.00	669.00	265.75	
		Employer's Share	371.00		Employer's Share	371.00					
		Grand Total	508.00		Grand Total	371.00					
		Paid On	31-Aug-2008		Paid On	30-Sep-2008					

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calender month.

Column Details in table from Column 26 to 30**Column Name****Total No. of days for which wages paid/payable in Contribution Period****Total amount of wages paid/payable in Contribution Period (Rs)****Total Employee's share of Contribution in Contribution period (Rs)****Daily wages (27/26) (Rs.)****Remarks****Description**

Displays the total number of working days for which wages (salary) is paid/payable during the selected contribution period for each employee.

Displays the total wages (salary) paid/payable for the during the given six months is printed in this column for each employee.

Displays the total wages paid to all the employees during the selected Contribution period.

Displays the amount of ESI contribution for the selected Contribution period for each employee.

Remarks if any needs to be entered manually.

The last row of column 27 shows the Total wages paid to all the employees during the given six months.

The last row of column 28 shows the total of the all the ESI contributions made for the given six months.

The last row of column 29 shows the total of the all the ESI contributions made for the given six months.

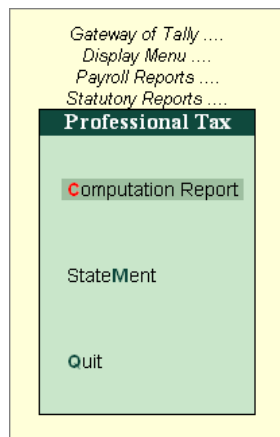
Professional Tax Reports

To view the Professional Tax reports,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Professional Tax



The Professional Tax reports are sub divided based on the type of report listed below:

- [Computation Report](#)
- [Statement](#)



Professional Tax Computation Report



Professional Tax (PT) Computation Report is monthly which provides the details of the PT amount that the employer is liable to pay to the professional Tax department during the given month.

To view the PT Computation Report,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax > Computation Report

- Select Professional Tax Ledger and press Enter

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Professional Tax > Computation Report

- Select Professional Tax Ledger and press Enter

The Print Configuration for the PT Computation Report is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
PROFESSIONAL TAX PAYABLE BY EMPLOYER			
(with Print Preview)			
From (blank for beginning)	: 1-4-2008		
To (blank for end)	: 30-4-2008		
Place	: Bangalore		
Date of Printing	: 30-4-2008		
Authorised Signatory Name	: James		
			Print ? Yes or No

- The user can specify the Period in the From and To fields as shown above.
- Place: Name of the Place where company located should be specified in this field.
- Date of Printing: The date of printing the PT Computation report needs to be specified. By default actual date of printing will be displayed.
- Authorised Signatory Name: Name of the Authorised Signatory should be entered in this field.

The printed Computation Report will appear as shown:

PROFESSIONAL TAX PAYABLE BY EMPLOYERReturn of Tax payable for the period : **April, 2008**Name of the Employer : **ABC Company**Address : No-15, New Fort Road,
BangaloreRegistration Certificate No. : **KA/PT2635423**

Number of employees during the month in respect of whom the tax is payable as under :

SN-o.	Employees whose monthly salaries / wages / both are			Number of Employees	Rate of tax per month Rs.	Amount of Tax Deducted Rs.
1	Rs	0 to	3,000.00		0.00	
2	Rs	3,000.00 to	5,000.00		30.00	
3	Rs	5,000.00 to	8,000.00	1	60.00	60.00
4	Rs	8,000.00 to	10,000.00	1	100.00	100.00
5	Rs	10,000.00 to	15,000.00	2	150.00	350.00
6	Rs	15,000.00 and above		1	200.00	200.00
TOTAL				5.00		710.00

Amount Paid : **710.00**Amount in Words : **Rs. Seven Hundred Ten Only**

I certify that all employees who are liable to pay the tax in my employment during the period of return have been covered by the forgoing particulars. I also certify that the necessary revision in the amount of tax deductible from the salary or wages of the employees on account of variation in the salary or wages earned by them has been made wherever necessary.

I, Shri James solemnly declare that above statements are true to the best of my knowledge and belief.

Place : Bangalore

Date : **30-Apr-2008**

Signature of Employer

Return of Tax payable for the period: The month for which the Professional tax is payable is printed based on the period entered in the print configuration screen.

Name of the Employer: Name of the Company is printed here as mentioned in the company master.

Address: Address of the Company as specified in the Company Master is printed here.

Registration Certificate No.: The Professional tax Registration number for the Company as entered while creating the Professional Tax pay head is printed here.

Column Details in table

Sl.No.: Displays the serial number.

Employees whose monthly salary/wages / both are: Displays the professional Tax Slabs as specified while creating the Professional tax Pay Head.

Number of Employees: Displays the number of employees falling under each slab.

Rate of Tax per month Rs.: Displays the rate of Professional Tax for each slab.

Amount of Tax deducted: Displays the amount of Tax deducted for the employees falling in each slab.

Details at the bottom after the table

Amount Paid: Displays the total amount paid during the selected month.

Amount in Words: Displays the amount in words that is paid for PT during the selected month.

Place: Displays the name of the Place as entered in the Print Configuration screen.

Date: Displays the date of printing as specified in the Print Configuration screen.



Professional Tax Statement



Professional Tax (PT) Monthly Statement is MIS report showing the PT employee wise PT contribution details for the given month.

To view the Professional Tax Statement,

Go to Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax > Monthly Report

- Select Professional Tax Ledger and press Enter

Or

Go to Gateway of Tally > Display > Statutory Reports > Payroll Reports > Professional Tax > Monthly Report

- Select Professional Tax Ledger and press Enter

The Print Configuration for the PT Statement is as shown:

Payroll Statutory Print Configuration			
Printer	: (Ne00:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Professional Tax			
Professional Tax Monthly Statement			
(with Print Preview)			
From (blank for beginning) :		1-9-2008	Print ? Yes or No
To (blank for end) :		30-9-2008	

The user can specify the Period in the From and To fields as shown above.

The printed Professional Tax Statement will appear as shown:

**PROFESSIONAL TAX - Monthly Statement
(Professional Tax)**

Name & Address of the Factory or Establishment : **ABC Company**
No-15, New Fort Road,
Bangalore

Statement for the Period : 1-Apr-2008 to 30-Apr-2008

Sl.No	Employee No.	Employee Name	Worked Days	Gross Wages	Value
1	0065	Employee A	18	14,600.00	200.00
2		Employee B	23	8,514.00	100.00
3		Employee C	22.50	11,600.00	150.00
4		Employee D	30	18,600.00	200.00
5		Employee Q	21	7,200.00	60.00
		Total		60,514.00	710.00

Name and Address of the Company: This field displays the Name and address of the Company as entered in the Company Master.

Statement for Period: Displays the period for which the PT statement.

Column details in table

Column Name	Description
Sl. No.	Displays the serial no.
Employee No	Displays the Employee Number as entered in the Employee Master.
Name of Employee	Displays the name of the Employees paying the Professional Tax
Worked Days	Displays the total number of days each employee was present during the given month.
Gross Wages	Displays the Gross salary earned by each employee (which is considered for PT calculation) for the given period.
Value	The Professional Tax recovered and paid for each employee is printed in this column.



Gratuity Report



Gratuity is a statutory benefit provided to the employees who have rendered continuous service for at least five years. The gratuity benefit is payable on cessation of employment either by resignation, death, retirement or termination. The last drawn basic salary is taken as the basis for the calculation.

For Example: In India, as per statute, the employee is eligible for 15 days pay for each completed year of service after completion of five continuous years of service.

The Gratuity Summary report provides comprehensive information on the Gratuity Eligible Salary and the Total Gratuity amount that is liable to be given to the employees.

To view the Gratuity report,

Go to Gateway of Tally > Display > Payroll Reports > Gratuity

P: Print		E: Export		M: E-Mail		O: Upload		L: Language		K: Keyboard		C: Control Centre		S: Support Centre		H: Help		F1: Condensed					
Gratuity Summary										ABC Company										Ctrl + M		F2: Period	
For All Employees										1-Sep-2008 to 30-Sep-2008										F3: Company			
Particulars										Date of Birth		Date of Joining		Date of Deactivation		Gratuity Eligible Salary		Gratuity Amount		F5: Employee Wise			
Primary Cost Category																49,000.00		F6: Till Date					
Accounts																7,000.00		F7: Employee Filters					
Employee B										4-1-1978		5-4-2008				7,000.00							
Marketing																8,000.00							
Employee C										26-2-1977		5-4-2008				8,000.00							
R & D																12,000.00							
Employee D										7-6-1980		1-4-2008				12,000.00							
Sales																17,000.00							
Employee A										15-12-1976		10-4-2008				17,000.00							
Support																5,000.00							
Employee Q										23-12-1985		6-4-2008				5,000.00							
Grand Total																							
Ctrl + N																				F12: Configure			

Gratuity Summary		ABC Company			Ctrl + M
For All Employees		1-Sep-2008 to 30-Sep-2008			
Particulars	Date of Birth	Date of Joining	Date of Deactivation	Gratuity Eligible Salary	Gratuity Amount
Employee A	15-12-1976	10-4-2008		17,000.00	
Employee B	4-1-1978	5-4-2008		7,000.00	
Employee C	26-2-1977	5-4-2008		8,000.00	
Employee D	7-6-1980	1-4-2008		12,000.00	
Employee Q	23-12-1985	6-4-2008		5,000.00	
Grand Total					

Ctrl+F7: Employee Filters

Click Ctrl+F7: Employee Filters or press Ctrl+F7 to filter the cost category wise and Employee/Group wise details in Gratuity Report.

F6: Till Date

Click on F6: Till Date or press F6 to view the Gratuity Liability report till date.

Gratuity Summary		ABC Company			Ctrl + M
For All Employees		as at 30-Sep-2013			
Particulars	Date of Birth	Date of Joining	Date of Deactivation	Gratuity Eligible Salary	Gratuity Amount
Primary Cost Category				49,000.00	2,75,839.00
Accounts				7,000.00	45,422.00
Employee B	4-1-1978	5-4-2002		7,000.00	45,422.00
Marketing				8,000.00	43,911.00
Employee C	26-2-1977	5-4-2008		8,000.00	43,911.00
R & D				12,000.00	66,000.00
Employee D	7-6-1980	1-4-2008	15-7-2008	12,000.00	66,000.00
Sales				17,000.00	93,075.00
Employee A	15-12-1976	10-4-2008		17,000.00	93,075.00
Support				5,000.00	27,431.00
Employee Q	23-12-1985	6-4-2008	25-7-2008	5,000.00	27,431.00
Grand Total					2,75,839.00

Note: Gratuity Liability will be displayed only when the employees Date of Joining is more than 5 years from the present date or the period selected.

Configuration options in Gratuity Report

<u>Configuration</u>	
Show Employee Number	? Yes
Show Date of Birth	? Yes
Show Zero Valued Employees also	? Yes

- You can drill down to view the Gratuity Details for each employee as shown:

[illegible]

The process of tracking the Loans/Advances given and recoveries involves the following steps:

- Creating Salary Advance Deduction Pay Head
- Disbursement of Loans/Advances to Employees
- Alter/Create Salary details to include Loans Pay Head in Salary Details
- Recovering of Loans/Advances during Payroll processing
- Stopping Loan Advance deduction

To create the Salary Advance Deduction Pay Head, refer to [Loans and Advances Pay Head Creation](#).

Note: If fixed EMI's needs to be deducted to recover the Loan given, then the Calculation Type should be selected as Flat Rate.

In order to account for the Loan payment to an employee, enter the Payment Voucher as shown below:

Go to Gateway of Tally > Accounting Voucher > F5: Payment

- Press F2: date to change the voucher date.
- Debit Salary Advance Deduction Ledger with the required amount, Tally.ERP 9 displays a sub-form to allocate this debit to a Cost Centre.

Cost Allocations for : Salary Advance Deduction Upto: Rs. 10,000.00 Dr		
Cost Category		
Name of Cost Centre	Amount	
Primary Cost Category		
Employee A	10,000.00	

- Select the required employee name and accept the sub-form.
- Credit Bank account and Accept the voucher.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 15	30-Sep-2008 Tuesday	
Account : HDFC Bank Cur Bal: 9,05,857.23 Dr			
Particulars			Amount
Salary Advance Deduction			10,000.00
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	10,000.00 Dr		
Narration:			
Ch. No. :363654, paid as Salary Advance to Employee A			
			Accept ? Yes or No

Note: If you are using the Single entry mode of Payment voucher, then select Bank Account in the voucher header and select Salary Advance Deduction from the List of Ledgers.

Create/Alter Salary Structure to include Loans/Advances Pay Head

Go to Gateway of Tally > Payroll Info > Salary Details > Alter

1. Select Employee A from the list.

2. Navigate through the existing pay structure till the end.
3. Add the Pay head Salary Advance Deduction.
4. Select End of List to exit from the current Pay Structure.
5. **Accept and save the Changes**

Salary Details Alteration		ABC Company			Ctrl + M	
Name : Employee A (0065)						
Under : Sales (J Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
10-Apr-2008	Basic Pay	15,000.00	Months	Earnings for Employees	On Attendance	Basic Pay
	House Rent Allowance			Earnings for Employees	As Computed Value	
	Conveyance	1,000.00	Months	Earnings for Employees	Flat Rate	
	Overtime	50.00	Hrs	Earnings for Employees	On Production	As User Defined Value
	Variable Pay			Earnings for Employees	As User Defined Value	
	Bonus			Earnings for Employees	As User Defined Value	
	Professional Tax Reimbursement			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Employee's PF Deduction @ 12%			Reimbursements to Employees	As User Defined Value	
	Employee's ESI Deduction @ 1.75%			Employees' Statutory Deductions	As Computed Value	
	Income Tax Deduction			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee VPF Contribution	1,000.00	Months	Deductions From Employees	As User Defined Value	
	Employer's EPS Contribution @ 8.33%			Employees' Statutory Deductions	Flat Rate	
	Employer's EPF Contribution @ 3.67%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	
	Gratuity			Employer's Statutory Contributions	As Computed Value	
Salary Advance Deduction			Gratuity	As Computed Value	Employee's PF Deduction @ 12% - Employee's EPS Contribution @ 8.33% ((Basic Pay + House Rent Allowance) + Conveyance) + Overtime	
			Loans and Advances	As User Defined Value		

Accept ?
 Yes or No

Note: When a Loan is to be recovered in Multiple Fixed Installments, it is added to an Employee's Pay Structure with Calculation Type as Flat Rate.

Deduction of Loan installment through Payroll Voucher

Go to Gateway of Tally > Payroll Vouchers > Ctrl+F4: Payroll

1. Press F2 to Change the Voucher Date
2. Click A: Payroll Auto Fill
3. Select the Salary in Process for field
4. Enter the From and To date in the Employee Filter screen
5. Select the appropriate Cost Category
6. Select the Employee/Group (select Employee A alone) from the List of Employees / Group
7. Select the Appropriate Payroll Ledger from the List of Ledger Accounts
8. Enter the User Defined Pay Head Values e.g. Variable Pay and Salary Advance Deduction.

Payroll Voucher Creation		ABC Company		Ctrl + M	
Payroll No. 17				30-Sep-2008 Tuesday	
Account : Salary Payable Cur Bal: 1,42,890.00 Cr					
Particulars				Amount	
Primary Cost Category				8,750.00 Dr	
Employee A				8,750.00 Dr	
Basic Pay	15,000.00	Dr	Cur Bal:	88,449.00	Dr
House Rent Allowance	6,000.00	Dr	Cur Bal:	35,379.00	Dr
Conveyance	1,000.00	Dr	Cur Bal:	6,000.00	Dr
Variable Pay	1,000.00	Dr	Cur Bal:	5,000.00	Dr
Professional Tax	200.00	Cr	Cur Bal:	800.00	Cr
Employee's PF Deduction @ 12%	1,800.00	Cr	Cur Bal:	1,810.00	Dr
Income Tax Deduction	1,250.00	Cr	Cur Bal:	1,250.00	Cr
Employee VPF Contribution	1,000.00	Cr	Cur Bal:	1,000.00	Dr
Salary Advance Deduction	10,000.00	Cr	Cur Bal:	0.00	Dr
Narration:				8,750.00 Dr	
Pay Period : 1-Sep-2008 to 30-Sep-2008				Accept ? Yes or No	

Track Loans and Advance balances

Go to Gateway of Tally > Display > Payroll Reports > Statement of Payroll > Employee Breakup of Pay Head

- Select Salary Advance Deduction

Employee Breakup of Pay Head		ABC Company		Ctrl + M	
Particulars	Pay Head: Salary Advance Deduction				
	ABC Company				
	1-Apr-2008 to 30-Sep-2008				
Opening Balance	Transactions		Closing Balance		
	Debit	Credit			
Primary Cost Category		10,000.00	10,000.00		
Sales		10,000.00	10,000.00		

As per the requirements this report can be configured using the F12: Configure button.

Once the loan amount is repaid, you can remove the Salary Advance deduction Pay head from the Salary Details of the relevant employee to avoid erroneous deduction of Salary Advance during the Payroll Voucher. However, if the Calculation type is given as user-defined, you may press Enter to skip the field.



Salary Increments and Arrears Calculation



Salary of employees that get revised periodically to a higher salary is known as Increment. When such increment is given retrospectively, it amounts to calculation and payment of arrears. Tally Payroll supports such revision both as prospective change and also as retrospective change.

Consider a scenario where ABC Company revises the salary of Employee A on 1-10-2008 with effect from 1-7-2008.

Create / Alter salary details

To specify the revised salary details for Employee A, whose Basic Salary has increased by Rs. 2000:

Go to Gateway of Tally > Payroll Info. > Salary Details > Create> Select Employee A from the List of Groups/Employees

Salary Details Alteration ABC Company Ctrl + M						
Name : Employee A (0065) Under : Sales (Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
10-Apr-2008	Basic Pay	15,000.00	Months	Earnings for Employees	On Attendance	Basic Pay
	House Rent Allowance			Earnings for Employees	As Computed Value	
	Conveyance	1,000.00	Months	Earnings for Employees	Flat Rate	Basic Pay
	Overtime	50.00	Hrs	Earnings for Employees	On Production	
	Variable Pay			Earnings for Employees	As User Defined Value	On Current Earnings Total
	Bonus			Earnings for Employees	As User Defined Value	
	Professional Tax Reimbursement			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's PF Deduction @ 12%			Reimbursements to Employees	As User Defined Value	
	Employee's ESI Deduction @ 1.75%			Employees' Statutory Deductions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Income Tax Deduction			Employees' Statutory Deductions	As Computed Value	
	Employee VPF Contribution	1,000.00	Months	Deductions From Employees	As User Defined Value	Basic Pay
	Employee's EPS Contribution @ 8.33%			Employees' Statutory Deductions	Flat Rate	
	Employer's EPF Contribution @ 3.67%			Employer's Statutory Contributions	As Computed Value	Employee's PF Deduction @ 12% - Employee's EPS Contribution @ 8.33%
	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	
	Gratuity			Employer's Statutory Contributions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Salary Advance Deduction				As User Defined Value	
1-Jul-2009	Copy From Previous Value					

1. Enter 1-7-2008 as the Effective From date
2. Select Copy From Previous Value from the Start Type
3. Make the necessary changes to the Pay heads in the Rate Column.

Salary Details Alteration ABC Company Ctrl + M						
Name : Employee A (0065) Under : Sales (Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
↑ ... 15 more	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Gratuity			Gratuity	As User Defined Value	
	Salary Advance Deduction			Loans and Advances	As User Defined Value	Basic Pay
	Copy From Previous Value					
	Basic Pay	17,000.00	Months	Earnings for Employees	On Attendance	Basic Pay
	House Rent Allowance			Earnings for Employees	As Computed Value	
	Conveyance	1,000.00	Months	Earnings for Employees	Flat Rate	On Current Earnings Total
	Overtime	50.00	Hrs	Earnings for Employees	On Production	
	Variable Pay			Earnings for Employees	As User Defined Value	Basic Pay
	Bonus			Earnings for Employees	As User Defined Value	
	Professional Tax Reimbursement			Employees' Statutory Deductions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Employee's PF Deduction @ 12%			Reimbursements to Employees	As User Defined Value	
	Employee's ESI Deduction @ 1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Income Tax Deduction			Employees' Statutory Deductions	As Computed Value	
	Employee VPF Contribution	1,000.00	Months	Deductions From Employees	As User Defined Value	Employee's PF Deduction @ 12% - Employee's EPS Contribution @ 8.33%
	Employer's EPS Contribution @ 8.33%			Employees' Statutory Deductions	Flat Rate	
	Employer's EPF Contribution @ 3.67%			Employer's Statutory Contributions	As Computed Value	((Basic Pay + House Rent Allowance) + Conveyance) + Overtime
	Employer's ESI Contribution @ 4.75%			Employer's Statutory Contributions	As Computed Value	
	Gratuity			Employer's Statutory Contributions	As Computed Value	
	Salary Advance Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

4. Accept to save the changes made.

Note: If a company decides to revise salaries with effect from 1-4-2008, the Pay Heads are required to be altered from the Salary Details screen for the period effective date 1-4-2008 thus overriding the previous effect.

Process Payroll Voucher for Arrear calculation

Create a Payroll Voucher for Employee A for the period 1-7-2008 to 30-9-2008.

Go to Gateway of Tally > Payroll Vouchers

1. Press Alt+A for Payroll Auto Fill or click A: Payroll Auto Fill.
2. Select the Salary in Process for field
3. Enter the From and To date in the Employee Filter screen
4. Select the appropriate Cost Category
5. Select the Employee/Group (select Employee A alone) from the List of Employees/Group
6. Select the appropriate Payroll Ledger from the List of Ledger Accounts
7. Enter the User Defined Pay Head Values e.g. Variable Pay and Salary Advance Deduction.

Payroll Voucher Creation		ABC Company		Ctrl + M
Payroll	No. 19			30-Sep-2008 Tuesday
Account : Salary Payable Cur Bal: 1,42,890.00 Cr				
Particulars			Amount	
Primary Cost Category			6,954.00 Dr	
Employee A			6,954.00 Dr	
Basic Pay	5,433.00 Dr	Cur Bal:	88,449.00 Dr	
House Rent Allowance	2,173.00 Dr	Cur Bal:	35,379.00 Dr	
Employee's PF Deduction @ 12%	652.00 Cr	Cur Bal:	1,810.00 Dr	
Narration:				
Pay Period : 1-Jul-2008 to 30-Sep-2008, arrear salary due to increment in salary.				
			Accept ?	
			Yes or No	

8. Accept to save the Payroll Voucher

Process Payment of Arrears

To process the Payment of Arrears salaries, follow the steps given in the [Salary Payment](#) section.

