

**Course
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Test Series**

Computerised Accounting - Module 27

Introduction to Payroll in Tally ERP 9

Payroll Management in Tally ERP 9 is a comprehensive solution designed to streamline and automate the payroll process for businesses. By implementing payroll management in Tally ERP 9, organizations can streamline their payroll processes, ensure compliance with statutory requirements, and maintain accurate records of employee earnings and deductions. This helps in reducing administrative workload, minimizing errors, and providing employees with timely and accurate salary payments.

Create Payroll Unit (payroll)

A payroll Unit is similar to a Unit of Measure used in the Inventory module. Tally.ERP 9 uses payroll units to calculate pay components for a given period. You can create Simple and Compound payroll units depends, measured on attendance/production types such as Time , Work , or Quantity.

Creating payroll units in Tally ERP 9 involves defining the units of measurement used for payroll purposes, such as attendance or production units. These units are essential for calculating salaries based on attendance or production data.

Simple Payroll Unit

1. Go to Gateway of Tally > Payroll Info. > Units (Work) .
2. Select Type as Simple .
3. Enter the Symbol for the Unit.
4. Enter the Formal Name .
5. Provide the Number of Decimal Places , as applicable.

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

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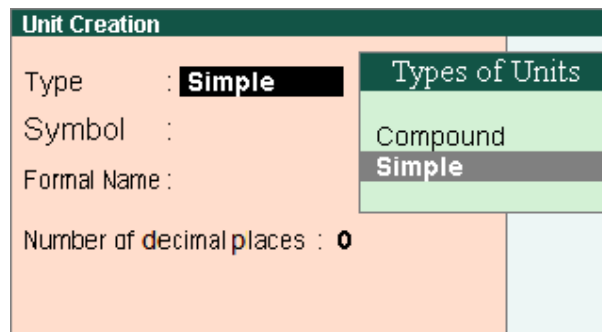
6. Press Enter to save.

Similarly, you can create the other payroll units such as Minutes , Hours , and Pieces .

Compound Payroll Unit

In a Compound payroll unit you can combine two payroll units. For example, a box of 10 Nos, a dozen of 12 Pcs, and an hour of 60 mins.

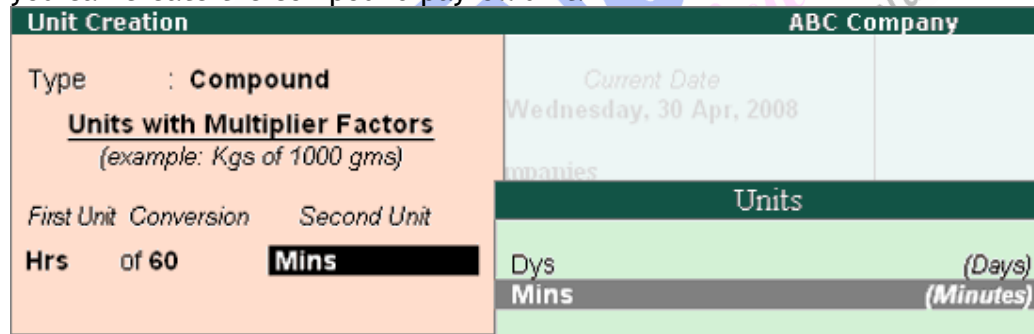
1. Go to Gateway of Tally > Payroll Info. > Units (Work) .



Unit Creation	
Type :	Simple
Symbol :	
Formal Name :	
Number of decimal places :	0

Types of Units	
Compound	
Simple	

2. Select Compound in the field Type , and press Enter . In t he Conversion field you can create the compound payroll unit.



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

3. Select the First Unit from the Units list. In this example, Hrs is the First Unit .

4. Specify the conversion factor in the Conversion field. In this example, the conversion factor is 60.

5. Specify the Second Unit from the Units list. In this example, Mins is the Second Unit .

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&
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6. Press Enter to save the compound payroll unit creation screen.

Note: By default, Tally.ERP 9 contains four preset Calculation Periods - Days , Fortnights , Months and Weeks . However, you can add new payroll units based on your business needs.

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