

**Course  
&  
Test Series**

**Computerised Accounting - Module 32**

**Record Salary Payments (Payroll)**

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**

You can pay salaries from payroll vouchers or use the payroll vouchers to create the liability, and salary can be paid using a payment voucher.

1. Go to Gateway of Tally > Accounting Vouchers > F5: Payment.
2. Press F2 to change the Voucher Date.
3. Click A: Payroll Auto Fill.
4. Select the Salary in Process for field.
5. Enter the From and To dates.
6. Enter the required Voucher Date.

**Note:** The Voucher Date can be different or outside the period specified in (From and To fields). For example, the voucher date for salary payment for April can be 2.05.2009.

7. Select the appropriate Employee Category.
8. Select the Employee/Group from the List of Employees/Group.
9. Select the appropriate Bank/Cash Ledger from the List of Ledger Accounts.

**Note:** If the bank selected is enabled for e-payments in the master, you can select any of the e-payments methods

10. Select the appropriate Payroll Ledger from the List of Ledger Accounts.

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

**Payment Auto Fill**

Process for	: Salary Payment
From (blank for beginning)	: 1-4-2013
To (blank for end)	: 30-4-2013
Voucher Date	: 30-4-2013
Employee Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: <b>Salary Payable</b>

11. Press Enter to accept the Payment Auto Fill screen, and return to the payment voucher.

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Accounting Voucher Creation		National Traders Pvt. Ltd.	Ctrl + M
<b>Payment</b>	No. 518		31-Mar-2011 Thursday
<i>Payroll autofill (Salary payment)</i>			
Account : <b>HDFC OD A/c</b>			
Cur Bal: <b>1,63,955.20 Cr</b>			
Particulars			Amount
<b>Salary Payable</b>			<b>1,59,507.00</b>
Cur Bal: <b>80,793.00 Dr</b>			
Primary Cost Category			
Ajay	24,832.00 Dr		
Mahesh	81,987.00 Dr		
Rahul	16,323.00 Dr		
Suresh	11,997.00 Dr		
Vijay Kumar	24,368.00 Dr		
Narration:			
			<b>1,59,507.00</b>
			Accept ? Yes or No

12. Press Enter to save.

**Record PF Payments (Payroll)**

The values for employee/employer PF contributions are calculated in different payroll vouchers, and admin charges are calculated using the journal voucher. But the payment to the department must be made using a single payment voucher.

**PF Payment voucher**

1. Go to Gateway of Tally > Accounting Vouchers > F5: Payment .
2. Press F2 to change the Voucher Date.
3. Press A : Payroll Auto Fill or press Alt+A.
4. Select the PF Challan in Process for field.
5. Enter the From and To dates.
6. Enter the Voucher Date.
7. Select the appropriate Employee Category.



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8. Select the Employee/Group from the List of Employees / Group.
9. Select the appropriate Bank / Cash Ledger from the List of Ledger Accounts.
10. Select the appropriate Payroll Ledger from the List of Ledger Accounts.

<u>Payment Auto Fill</u>	
Process for	: PF Challan
From (blank for beginning)	: 1.4.2013
To (blank for end)	: 30.4.2013
Voucher Date	: 30.4.2013
Employee Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: PF Payable

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

<u>Payment Details</u>	
Cheque / DD No	: 3425245
Cheque / DD Date	: 30-Apr-2013
Depositor Name	: Mr. Ramesh Sharma
Bank Name	: HDFC Bank
BSR Code	: 510137
Challan Date	: 30-Apr-2013
Challan Number	: 123232

*(Note : All the Above Details Will Be Used in Challan, Forms & Returns)*

14. Press Enter and fill in the Narration, if any.

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Particulars		Amount
<b>PF Payable</b>		
Cur Bal: 0.00 Cr		
Primary Cost Category		
Ajay		
Mahesh		
Rahul		
Suresh		
Vijay Kumar		
<b>Employee's PF Contribution @ 12%</b>		
Cur Bal: 0.00 Cr		
Primary Cost Category		
Ajay		
Mahesh		
Rahul		
Suresh		
Vijay Kumar		

15. Accept to save.

**Record NPS Payments (Payroll)**

Payments towards both employer's NPS contributions and employees' NPS deductions can be recorded using a single payment voucher in Tally.ERP 9.

1. Go to Gateway of Tally > Accounting Vouchers > F5: Payment.
2. Press F2 to change the Voucher Date.
3. Press A: Payroll Auto Fill.
4. Select the NPS Payment in Process for field.
5. Enter the From and To dates.
6. Enter the Voucher Date.
7. Select the appropriate Employee Category.



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8. Select the Employee/Group from the List of Employees/Group.
9. Select the appropriate Bank / Cash Ledger from the List of Ledger Accounts.
10. Select the appropriate Payroll Ledger from the List of Ledger Accounts.

<u>Payment Auto Fill</u>	
Process for	: NPS Payment
From (blank for beginning)	: 1-4-2013
To (blank for end)	: 30-4-2013
Voucher Date	: 30-4-2013
Employee Category	: Primary Cost Category
Employee/Group	: All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: <b>NPS Payable</b>

11. Press Enter to show the NPS Contribution, and select End of List .
12. Select Yes in Provide Details field.
13. Enter the Cheque/DD No. , Cheque/DD Date , Challan Date , Bank & Branch Code , as required, in the Payment Details screen.

<u>Payment Details</u>	
Cheque / DD No	: 234856
Cheque / DD Date	: 30-Apr-2013
Depositor Name	: Mr. Ramesh Sharma
Bank & Branch Code	: HDFC Bank
BSR Code	: 510137
Challan Date	: 30-Apr-2013
Challan Number	: <b>123564</b>
<i>(Note : All the Above Details Will Be Used in Challan, Forms &amp; Returns)</i>	

14. Press Enter , and specify Narration , if any.

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Accounting Voucher Creation		ABC Company	Ctrl + M
<b>Payment</b>	No. 4		30-Apr-2013 Tuesday
<b>Payroll autofill (NPS payment)</b>			
Account : <b>HDFC Bank</b>			
Cur Bal: 1,28,19,988.00 Dr			
Particulars			
1 ... 6 more			
Employee D	2,800.00 Dr		
Employee Q	1,500.00 Dr		
<b>Employees' NPS Deduction @ 10% - Tier I</b>			<b>10,377.00</b>
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	2,500.00 Dr		
Employee B	967.00 Dr		
Employee C	2,610.00 Dr		
Employee D	2,800.00 Dr		
Employee Q	1,500.00 Dr		
<b>Employees' NPS Deduction @ 10% - Tier II</b>			<b>2,500.00</b>
Cur Bal: 0.00 Dr			
Primary Cost Category			
Employee A	2,500.00 Dr		
Employee B			
Employee C			
Employee D			
Employee Q			
Provide Details : <b>Yes</b>			
Narration:			
			00,000.00
			Accept ?
			Yes or No

15. Press Enter to save.

