

## What is a Pay Slip?

A pay slip, also known as a salary slip or pay stub, is an official document provided by an employer to an employee. It details the employee's earnings for a specific period, typically a month, along with deductions such as taxes, provident fund contributions, and other withholdings. A pay slip serves as a proof of income and contains various details such as the employee's basic salary, allowances, bonuses, overtime pay, deductions, net pay, and other relevant information.

### Importance of a Pay Slip

#### 1. Proof of Income:

○ Pay slips serve as official proof of an employee's income. They are often required for various financial transactions such as applying for loans, credit cards, or renting an apartment. Lenders and landlords use pay slips to verify an individual's financial stability.

#### 2. Financial Planning:

○ Pay slips help employees understand their earnings and deductions, enabling them to plan their finances effectively. By analyzing their pay slips, employees can track their income, manage expenses, and plan for savings or investments.

#### 3. Tax Filing:

○ Pay slips contain details of tax deductions, including income tax, professional tax, and other statutory deductions. Employees need this information to file their annual tax returns accurately and to claim any applicable tax deductions or refunds.

### Single Pay Slip in Tally ERP 9

A single pay slip in Tally ERP 9 is a detailed document provided to an employee, summarizing their earnings, deductions, and net pay for a specific period. Tally ERP 9 allows businesses to generate pay slips efficiently, ensuring accuracy and compliance with statutory requirements.



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ABC Company					
Pay Slip for May-2016					
Employee A					
Employee Number	: 0063	Income Tax Number (PAN)	: AAAPS1234D		
Function	: Sales	Universal Account Number (UAN)	: 100009876543		
Designation	: Senior Executive	PF account number	: KA/BN/0		
Location	: Bengaluru	ESI Number	: ESI 3456		
Bank Details		PR Account Number (PRAN)	: KA/BN/003456467		
Date of joining	: 1-Apr-2016				
Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic	35,000.00	35,000.00	Canteen Deduction	600.00	600.00
HRA	10,000.00	10,500.00	Professional Tax	200.00	200.00
Conveyance	1,500.00	1,500.00	Employee PF @ 12%	4,200.00	4,200.00
Bonus			Employee's ESI @ 1.75%	612.00	
Overtime	300.00		Employee's NPS Deduction @ 10%	3,500.00	
Variable Pay	8,000.00	8,000.00	Income Tax		
Reimbursement					
<b>Total Earnings</b>	<b>54,800.00</b>	<b>55,000.00</b>	<b>Total Deductions</b>	<b>9,112.00</b>	<b>5,000.00</b>
			<b>Net Amount</b>	<b>₹ 45,688.00</b>	<b>₹ 50,000.00</b>

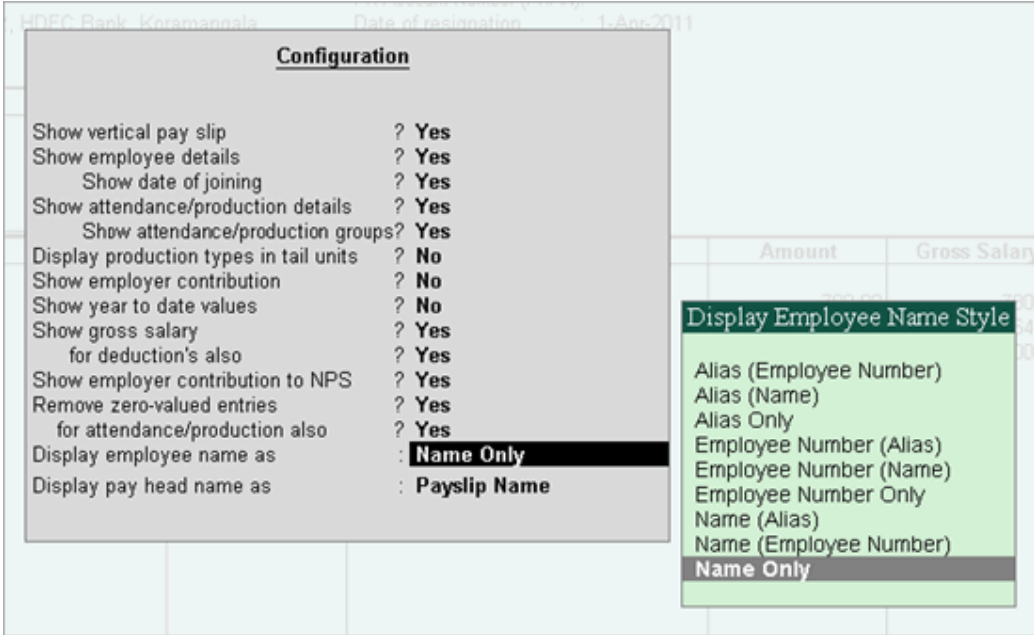
**Default Configuration Options**

The default settings for the configuration options are shown when you access the configuration screen. The options set to "Yes" will be visible in the Pay Slip, while those set to "No" will be excluded.

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**Key Configuration Options**

1. **Show vertical pay slip?**
  - o **Yes:** Aligns the Deduction part below the Earnings part.
  - o **No:** Aligns them side-by-side.
2. **Show employee details?**
  - o **Yes:** Displays the employee details as entered in the employee master.
  - o **No:** Hides employee details.
  - o **Show passport details?:** Displays the passport details.
  - o **Show visa expiry date?:** Displays the visa expiry date.
  - o **Show date of joining?:** Displays the employee's joining date.
3. **Show attendance/production details?**
  - o **Yes:** Displays attendance or production data.
  - o **No:** Hides attendance or production data.
  - o **Display production types in tail units?**
    - **Yes:** Displays the value of the Attendance/Production Data in tail units.
    - **No:** Displays the data in main units.
4. **Show year to date values?**
  - o **Yes:** Displays cumulative values for the current financial year.
  - o **No:** Hides year-to-date values.
5. **Show gross salary?**
  - o **Yes:** Displays the gross salary details for each salary component.
  - o **No:** Hides the gross salary details.
  - o **For deductions also?**
    - **Yes:** Displays the gross salary details for each deduction component.



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**6. Show employer contribution to NPS?**

o **Yes:** Displays the employer's contribution towards the National Pension Scheme (NPS).

o **No:** Hides the employer's contribution to NPS.

**7. Remove zero-valued entries?**

o **Yes:** Removes Earning/Deduction data with zero values from the Pay Slip.

o **No:** Keeps zero-valued entries in the Pay Slip.

o **For attendance/production also?**

▪ **Yes:** Removes attendance data with zero values.

▪ **No:** Keeps zero-valued attendance data.

**8. Display employee name as:**

o Select the appropriate appearance of the employee name from the Display Employee Name Style list (e.g., Alias(Name), Alias only, Name(Alias), Name Only, Pay Slip Name).

**9. Display pay head names as:**

o Select the appropriate name style to appear for each Pay Head in the Pay Slip (e.g., Alias(Name), Alias only, Name(Alias), Name Only, Pay Slip Name).

**1. Salary Structure Configuration:**

o **Salary Slabs:** Define salary slabs based on the employee's grade, designation, or experience.

o **Calculation Methods:** Configure methods for calculating salary components, such as flat rate, percentage, or user-defined values.

o **Statutory Configurations:** Set up statutory details for PF, ESI, professional tax, and other compliance requirements.

**Button Options in Pay Slip Screen**

When you are viewing or managing pay slips in Tally ERP 9, several button options can enhance the functionality and provide more detailed insights. Here's an explanation of these buttons and their uses:

**1. F1: Detailed**

• **Purpose:** To view detailed source information of individual Attendance and Pay Head values.

• **How to Use:** Click the F1: Detailed button or press ALT+F1.

• **Functionality:**

o This view shows the Attendance or Payroll vouchers used to generate the current Pay Slip.



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- It displays the Voucher Number, Date, and Value of the attendance, earnings, or deductions.
- This is particularly useful when multiple attendance or payroll vouchers are entered during the same payroll period.
- You can drill down to the corresponding voucher directly from the Pay Slip screen for more details.
- **Condensed View:** Click the F1: Condensed button or press ALT+F1 again to return to the normal, summarized mode.

### 2. F2: Period

- **Purpose:** To change the period of the Pay Slip data.
- **How to Use:** Click the F2: Period button.
- **Functionality:**
  - By default, the Period of Pay Slip is set to the current month.
  - This allows you to change the period of data to include multiple-period payroll information.
  - You can view and print a consolidated Pay Slip for any specified period.
  - This flexibility is similar to other Tally.ERP 9 reports where you can set the period for payroll processing and pay slip printing.

### 3. F4: Employee

- **Purpose:** To view another employee's Pay Slip from the existing Pay Slip display screen.
- **How to Use:** Click the F4: Employee button or press the F4 key.
- **Functionality:**
  - This allows you to switch to another employee's Pay Slip without exiting the current view.
  - It is useful for quick comparisons or for checking multiple employees' pay slips consecutively.

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**Print Single Pay Slip**

To print a single pay slip in Tally ERP 9, follow these steps:

- 1. Go to Payroll Reports:**
  - Navigate to Display > Payroll Reports > Pay Slip.
- 2. Select the Employee:**
  - Choose the specific employee for whom you want to generate the pay slip.
- 3. Select the Period:**
  - Specify the period for which the pay slip is to be generated (e.g., monthly, quarterly).
- 4. Configure the Print Format:**
  - Customize the print format by selecting the required fields and layout options.
- 5. Print the Pay Slip:**
  - Press Alt + P to open the print menu. Verify the print settings and select the printer.
  - Confirm by pressing Enter to print the pay slip.

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Printing Pay Slip			
Printer : Adobe PDF (Documents\*.pdf)	Paper type: A4		
Number of copies : 1			
Print language : English	<i>(Printing dimensions)</i>		
Print format : Neat Mode	Paper size : (8.27" x 11.69") or (210 mm x 297 mm)		
Range of pages to print: All	Print area : (8.27" x 11.69") or (210 mm x 297 mm)		
Report Titles			
Pay Slip			
(with Print Preview)			
<i>Without company phone no., Without company website, Without date range of report, Without page numbers</i>			
Height of payslip (in inches) :	<b>10</b>		
Width of payslip (in inches) :	<b>7.50</b>		
Margin on top (default 0.25) :	<b>0.25</b>		
Margin on left (default 0.5) :	<b>0.50</b>		
Show vertical pay slip ? No	Show year to date values ? No		
Show employee details ? Yes	Show gross salary ? Yes		
Show date of joining ? Yes	for deduction's also ? Yes		
Show attendance/production details ? Yes	Show employer contribution to NPS? No		
Show attendance/production groups? Yes	Remove zero-valued entries ? Yes		
Display production types in tail units ? No	for attendance/production also? Yes		
Show employer contribution ? No	Display employee name as : Name Only		
Print Base Currency Symbol for Total ? Yes	Display pay head name as : Payslip Name		
	Show authorised signatory ? Yes		
	Show payslip note ? No		
	Show payslip message ? Yes		
	<table border="1" style="border-collapse: collapse;"> <tr> <td align="center">Print ?</td> </tr> <tr> <td align="center">Yes or No</td> </tr> </table>	Print ?	Yes or No
Print ?			
Yes or No			