

Pay Sheet Report (Payroll)

A Pay Sheet is a comprehensive document or report that provides detailed information about the payroll for a particular period, typically a month. It lists all the earnings, deductions, and net pay for each employee within the organization. The Pay Sheet is generated to summarize the salary disbursement details and ensure accurate payroll processing.

Importance of a Pay Sheet

1. Accurate Payroll Processing:

- o Ensures that employees are paid the correct amounts based on their earnings and deductions.
- o Reduces the chances of errors in salary computation, which can lead to employee dissatisfaction and legal issues.

2. Transparency:

- o Provides a clear and transparent view of how each employee's salary is calculated.
- o Employees can understand their earnings, deductions, and net pay, fostering trust in the payroll process.

Viewing the Pay Sheet in Tally ERP 9

To view the Pay Sheet in Tally ERP 9, follow these steps:

1. Navigate to the Pay Sheet

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

2. Configure Employee Filters

• **Employee Filters Screen:**

- o **Name of Category:** Select the required Employee Category from the Employee Filter.
- o **Name of Employee Group:** Select the required Employee Group from the List of Employees / Groups.

The Pay Sheet will then appear, showing the payroll details for the selected category and group of employees.



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3. View Detailed Information

- Scroll towards the right to view additional details such as earnings, deductions, net pay, and other relevant payroll information for each employee.

PaySheet								Ctrl + M
ABC Company								1-Apr-2013 to 30-Apr-2013
Particulars	Basic Pay	Bonus	Conveyance	HRA	Overtime	Reimburse-ment	Variable Pay	Total Earnings
Primary Cost Category	1,03,767.00	950.00	5,600.00	41,507.00	1,437.00	300.00	6,550.00	8 more ... --- 1,60,111.00
Accounts	9,667.00	250.00	800.00	3,867.00	110.00		1,500.00	16,194.00
Employee B	9,667.00	250.00	800.00	3,867.00	110.00		1,500.00	16,194.00
Marketing	26,100.00		1,250.00	10,440.00	122.00		1,350.00	39,262.00
Employee C	26,100.00		1,250.00	10,440.00	122.00		1,350.00	39,262.00
R&D	28,000.00	250.00		11,200.00	375.00		1,200.00	42,375.00
Employee D	28,000.00	250.00		11,200.00	375.00		1,200.00	42,375.00
Sales	25,000.00	250.00	1,200.00	10,000.00	600.00	300.00	1,500.00	38,850.00
Employee A	25,000.00	250.00	1,200.00	10,000.00	600.00	300.00	1,500.00	38,850.00
Support	15,000.00	200.00	1,000.00	6,000.00	230.00		1,000.00	23,430.00
Employee Q	15,000.00	200.00	1,000.00	6,000.00	230.00		1,000.00	23,430.00
Grand Total	1,03,767.00	950.00	5,600.00	41,507.00	1,437.00	300.00	6,550.00	1,60,111.00

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Configuration Options for Pay Sheet in Tally ERP 9

1. Appearance of Pay Head Types: Choose to display Earnings Only, Deductions Only, or All Pay Heads.

Configuration		Appearance
Appearance of Pay Head Types	: <input checked="" type="radio"/> All Items	<input checked="" type="radio"/> All Items
Show 'Net Amount' Column	? Yes	<input type="radio"/> Deductions
Show Column SubTotals	? Yes	<input type="radio"/> Earnings
Show Gross Salary Details	? No	
Show Grand Total	? Yes	
Show Attendance Details	? No	
Display production types in tail units	? No	
Show Employees By Categories & Groups	? Yes	
Show Category / Group Total	? Yes	
Show Category / Group in Columns	? No	
Show Serial Number	? No	
Remove Zero Entries Employees	? Yes	
Format	: Detailed	
Show Employee Number	? No	
Show Employee Bank Details	? No	
Show Income Tax Number (PAN)	? No	
Show Aadhaar Number	? No	
Show Universal Account Number (UAN)	? No	
Show Employee PF Account Number	? No	
Show Employee ESI Number	? No	
Show Employee PR Account Number	? No	
Show Employee Designation	? No	
Show Employee Function	? No	
Show Date of Joining & Resignation	? No	
Expand all levels in Detailed Format	? Yes	
Appearance of Names	: Name Only	
Display employee name as	: Name Only	
Display pay head name as	: Payslip Name	
Sorting Method	: Default	

2. Show 'Net Amount' Column: Set to Yes to include the net amount (total earnings minus total deductions).

3. Show Column SubTotals: Set to Yes to include subtotals for earnings and deductions.

4. Show Pay Slip Names for Ledgers: Set to Yes to use Pay Head names as column headings.

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5. **Show Gross Salary Details:** Set to **Yes** to display gross salary details for fixed-income pay heads.
6. **Show Grand Total:** Set to **Yes** to display a grand total at the bottom of the report.
7. **Show Attendance Details:** Set to **Yes** to include details of employee attendance.
8. **Display Production Types in Tail Units:** Choose **Yes** to show production data in tail units or **No** to show in main units.
9. **Show Employees By Categories & Groups:** Set to **Yes** to include rows for categories and groups, or **No** to display only individual employee information.
10. **Show Category/Group Total:** Set to **Yes** to display totals for categories and groups.
11. **Remove Zero Entries Employees:** Set to **Yes** to exclude employees with zero earnings or deductions.
12. **Additional Display Options:**
 - **Format:** Choose **Detailed** for a comprehensive view or **Condensed** for a summary view.
 - **Show Employee Number, Bank Details, Income Tax Number (PAN), Aadhaar Number, Universal Account Number (UAN), PF Account Number, ESI Number, PR Account Number, Designation, Function, and Date of Joining & Resignation** as needed.
 - **Expand All Levels:** Set to **Yes** for detailed information or **No** for a summary report.
 - **Appearance of Employee Names and Sorting Method:** Customize name display and sorting as required.

Button options in Pay Sheet report

- **F1 : Detailed/Condensed :** Use this toggle button (F1) to quickly shift between the detailed and summary views.
- **F2: Period :** Use the Period (F2) button to change the time frame of the report. You can generate the report for a day, week, fortnight, month, quarter, half-year, or the entire year.
- **Ctrl+F7: Employee Filters :** Use the Employee Filters button or click F7 : Employee Filters , to quickly select employees/groups that you want to include in the pay sheet report.
- **C : New Column :** Use this button (Alt+C) to add a column to include any other Pay Head that is not included in the default Pay Slip format. The new column appears on the right-hand side of the report.



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- A : Alter Column : Use this button (Alt+A) if you want to replace an existing column in the report with a new Pay Head column. Position the mouse cursor in the column that you want to replace.
- D : Delete Column : Use this button (Alt+D) if you want to delete an existing column in the report. Position the cursor on the column that you want to delete.
- P : Print : You can print the Pay Sheet 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) to allocate space for the employee's signature or to affix a stamp, and use the printed report for manual salary disbursement..

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