

**Course
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Test Series**

Computerised Accounting - Module 25

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 leveraging the payroll management features in Tally ERP 9, businesses can streamline their payroll processes, ensure compliance with statutory regulations, and maintain accurate records of employee earnings and deductions, thereby enhancing overall efficiency and accuracy.

Create Employee Groups (Payroll)

Creating Employee Groups helps to classify employees based on different parameters, such as their job function, department, location, cadre/designation, and so on. You can also define salary structures at the Employee Group level to apply a common salary structure for an entire department such as Marketing, R&D, Sales, and Accounts.

Create Single Employee Group

1. Go to Gateway of Tally > Payroll Info. > Employee Groups > Create (under Single Group).
2. Select the Employee Category from the List of Categories .
3. Enter the Name of the Employee group.
4. Select the group under which the employee group is to be added.
5. Set the option Define Salary Details to No.
6. Press Enter to navigate to the Employee Group Creation screen.

Employee Group Creation		ABC Co
Category	: Primary Cost Category	
Name (alias)	: Sales	
Under	: Primary	Accept ? Yes or No
Define Salary Details	: Yes	

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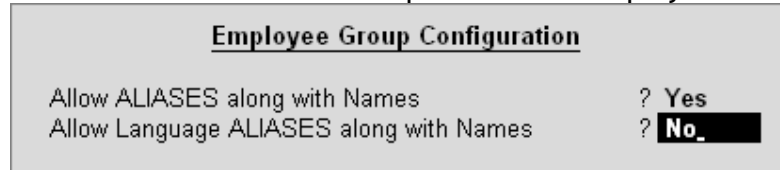
Computerised Accounting - Module 25

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
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7. Press Enter to save.

Employee Group Configuration

1. Press F12 to add/remove options in the Employees Group Creation screen.



2. Set the option Allow ALIASES along with the Names to Yes to add aliases for names of employee groups.

3. Set the option Allow Language ALIASES along with Names to Yes to add aliases in other languages (if Multilingual feature is enabled).

4. Press Ctrl+A to accept.

Create Multiple Employee Groups

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

2. Select the employee group under which you want to add the new employee group, in the Under Employee Group field. If you want to create an independent group, select All Items in this field.

3. Select the employee category into which you want to add the new group, in the Category field.

4. Enter the group name in the Name of Employee Group field.

5. Select the employee group under which you want to categorise the new group, in the Under field. The Multi Employee Group Creation screen appears as shown below:

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