

**Course  
&  
Test Series**

**Self-Made Assignment - Computerized Accounting in Tally**

**Pay heads in Tally**

**Make pay heads in TALLY ERP 9**

Question 1 .

**Pay Head Details to Create:**

S.No	Pay Head Name	F I L I O N S	Type	Category	Calculation Type	Example Calculation
1	Basic Salary		Earnings for Employees	Indirect Expenses	As Computed Value	₹20,000 per month
2	House Rent Allowance (HRA)		Earnings for Employees	Indirect Expenses	As Computed Value	40% of Basic Salary
3	Conveyance Allowance		Earnings for Employees	Indirect Expenses	As Fixed Amount	₹1,000 per month
4	Provident Fund (PF)		Deductions from Employees	Current Liabilities	As Computed Value	12% of Basic Salary

➤ **Instructions:**

1. **Create a new company** or use an existing company named ABC Enterprises.
2. For each pay head, enter:
  - a. Name
  - b. Pay Head Type
  - c. Income/Deduction classification
  - d. Calculation type
  - e. Relevant computation formula (e.g., percentage or fixed amount)
3. Ensure proper configuration of PF and PT with statutory settings if applicable.

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**Self-Made Assignment - Computerized Accounting in Tally**

**Pay heads in Tally**

Question 2 .

**Pay Head Details to Create:**

S.No	Pay Head Name	Type	Category	Calculation Type	Example Calculation
1	Basic Salary	Earnings for Employees	Indirect Expenses	As Computed Value	₹20,000 per month
2	House Rent Allowance (HRA)	Earnings for Employees	Indirect Expenses	As Computed Value	40% of Basic Salary
3	Provident Fund (PF)	Deductions from Employees	Current Liabilities	As Computed Value	12% of Basic Salary
4	Overtime	Earnings for Employees	Indirect Expenses	As User Defined Value	₹100/hour (entered manually during payroll)
5	Conveyance Charges	Earnings for Employees	Indirect Expenses	As Fixed Amount	₹1,000 per month

➤ **Instructions:**

1. Create a new company or use an existing one named ABC Enterprises.
2. For each pay head, enter the following:
  - a. Name (e.g., Basic Salary)
  - b. Pay Head Type (Earnings or Deductions for Employees)
  - c. Under (e.g., Indirect Expenses or Current Liabilities)
3. Calculation Type (As Computed Value, Fixed Amount, User Defined Value, etc.)
4. Computation Formula (e.g., 40% of Basic, ₹1,000 per month, ₹100/hour for overtime)
5. Ensure that Provident Fund is configured with the correct statutory settings:
6. PF should deduct 12% of Basic Salary
7. If applicable, enable Statutory Features for PF compliance.

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