

**Course
&
Test Series**



Self-Made Assignment - Computerized Accounting Tally

Create Employee Group in Tally

Create Employee Groups in Tally (Payroll Info)

- **Step 1: Enable Payroll Feature**
Before creating employee groups, make sure Payroll is enabled.

Path: Go to Gateway of Tally → Press F11 (Features)

- Select **Statutory & Taxation**
- Set the following options to **Yes**:
 - Enable Payroll
 - Maintain Payroll

- **Step 2: Go to Payroll Info**

Path: From Gateway of Tally → Go to Payroll Info

- Select **Employee Groups**

- **Step 3: Create Employee Group**

- Option 1: Choose **Create** under **Single Employee Group**
- Option 2: Choose **Multiple Groups** for bulk creation

Option 1: Choose Create under Single Employee Group

- **Step 4: Enter Details (Single Group)**

Here's a sample form with an example:

Field	Sample Input
Name	Sales Department
Under	Primary
Define Salary Details	Yes
Currency	INR

- Press **Enter** to move through fields
- Press **Y** to **Accept** and save the group

❖ **1: Create "Sales Department" Group**

- **Name:** Sales Department
- **Under:** Primary

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- Define Salary Details: Yes
- Used to group all employees working in sales for easier payroll management.

❖ 2: Create “Managers” Group

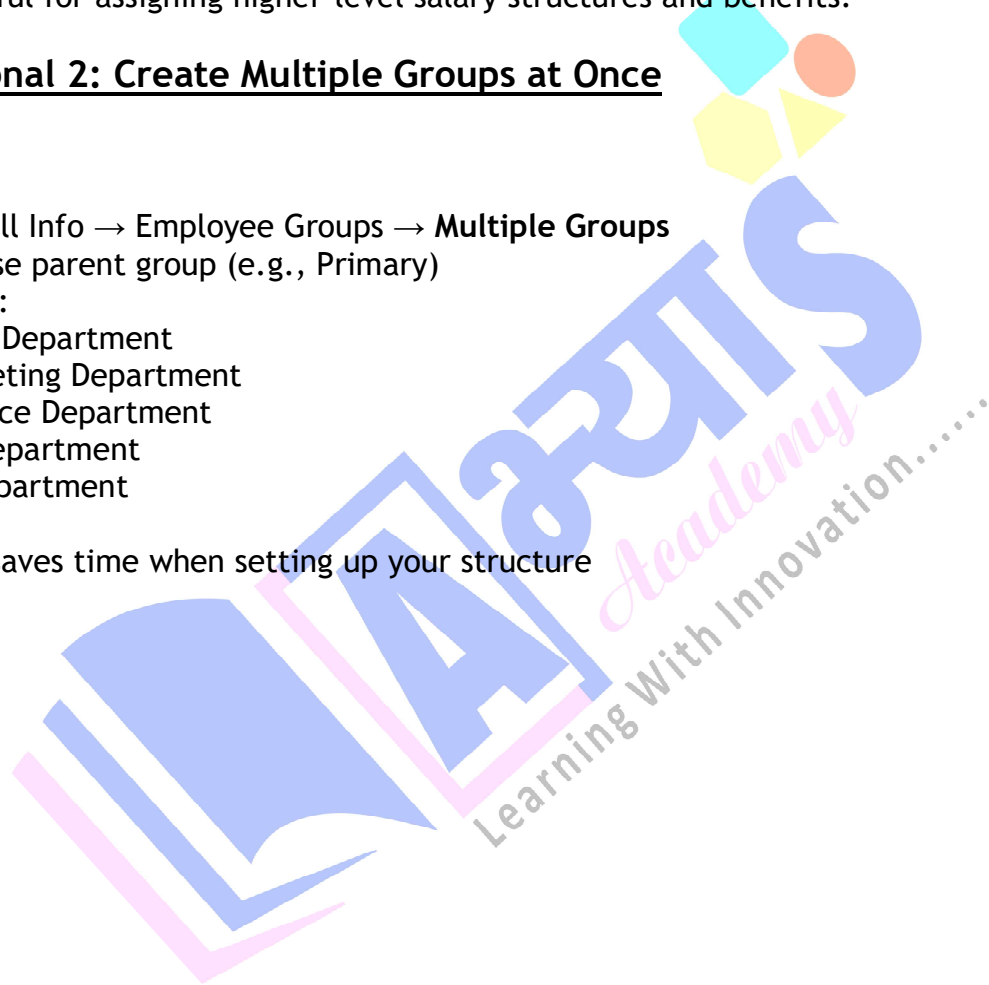
- Name: Managers
- Under: Primary or under a department like “Sales Department”
- Define Salary Details: Yes
- Useful for assigning higher-level salary structures and benefits.

Optional 2: Create Multiple Groups at Once

Path:

- Payroll Info → Employee Groups → Multiple Groups
- Choose parent group (e.g., Primary)
- Enter:
 - Sales Department
 - Marketing Department
 - Finance Department
 - HR Department
 - IT Department

This saves time when setting up your structure



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