

Course
&
Test Series

Self-Made Assignment - Computerized Accounting Tally

Introduction to Payroll - Salary Processing in Tally

Create Employee Salary in Payroll Info:

1. Navigate to Employee Creation

- Go to Gateway of Tally > Payroll Info > Employees > Create.

Enter General Information

- Name: Mr. Rajesh Kumar
- Display Name in Reports: Rajesh Kumar
- Under: Sales Department
- Date of Joining: 01-Apr-2024
- Date of Birth: 31-Mar-1995
- Gender: Male
- Designation: Sales Executive
- Location: Mumbai
- Nationality: Indian
- PAN Number: ABXPK1234L

2. Navigate to Salary Details

- Go to Gateway of Tally > Payroll Info > Salary Details > Create

Configure Salary Details

- Define Salary Details: Yes
- Pay Heads:
 - Basic Pay: ₹30,000
 - House Rent Allowance (HRA): ₹10,000
 - Special Allowance: ₹5,000
 - Provident Fund (PF): ₹1,800
 - Employee State Insurance (ESI): ₹1,200
 - Gross Salary: ₹45,000

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

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