

**Course  
&  
Test Series**

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

**Introduction to Payroll - Create Employees in Tally**

Create Multi-Employee in Tally (Payroll Info):

Company: XYZ Pvt. Ltd.

□ Month: 1<sup>st</sup> July 2025

1. Navigate to Multi - Employee Creation

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

Name	Designation	Location	PAN Number	Monthly Salary
Priya Sharma	HR Manager	Delhi	ABXPK5566L	₹50,000
Rajesh Kumar	Accountant	Kolkata	ABXPK9101L	₹35,000
Neha Verma	Sales Executive	Delhi	ABXPK2234L	₹30,000
Amit Verma	Human Resources	Bangalore	ABXPK4594L	₹40,000
Sneha Reddy	Sales Executive	Mumbai	ABXPK3344L	₹30,000
Rajesh Singh	Marketing Manager	kolkata	ABXPK6512L	₹35,000

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