

**Course  
&  
Test Series**

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

**Introduction to Payroll - 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
- Define Salary Details: Yes

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

**Introduction to Payroll - Create Employee Group in Tally**

- 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

