

Course
&
Test Series

Self-Made Assignment - Computerized Accounting Tally

Introduction to Payroll - Pay Slip in Tally

Create Pay Slip in Tally:

➤ Follow Following Instructions

- The company name is ABC Pvt Ltd.
- Employee: John Kumar
- Basic Salary: ₹45,000
- HRA: ₹3,000
- Overtime Rate: ₹500 per hour
- Present : 25 Days
- Employee PF Deduction : 12%
- ESI Deduction : 0.75%

➤ Process Payroll Voucher

1. Go to Payroll Vouchers (Ctrl + F4)
2. Press Ctrl+F5 for Attendance
3. Press Alt +A : Payroll Autofill
4. Select:
 - Employee Group or individual employee
 - Period: e.g., 01-07-2024 to 31-07-2024
5. Tally will auto-fill salary based on the Salary Structure.
6. Verify the amount → Save.

➤ View or Print Pay Slip

Now that the payroll is processed, you can generate the pay slip.

1. Gateway of Tally → Display → Payroll Reports → Statements of Payroll → Pay Slip
2. Select:
 - Employee Name
 - Period (e.g., July 2024)
3. Press Enter to view the pay slip.
4. Press Alt+P: Print Preview
5. Press Alt +Z: Zoom Print Preview

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