Payroll :

A collection of predefined processes in Tally Prime enable error-free automation of payroll process. The payroll feature also provides management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers.

To enable Payroll in Tally:

Step 1	**Go to Gateway of Tally > F11: Features > F1: Accounting Features.**
Step 2	Tab down to Cost/Profit Centers Management section.
Step 3	Set the option Maintain payroll to Yes.
Step 4	Set the option Maintain more than one payroll or cost category to Yes, to allocate employee cost by creating separate employee categories.
Step 5	Press Enter to accept and save, and return to the Gateway of Tally screen.

	Basic <=8000	**Basic <=15000**	**Basic <=22500**	**Basic >22500**
TA	1200	2000	3000	4000
DA	15% of Basic	16% of Basic	17% of Basic	18% of Basic
HRA	2000	3000	4000	5000
Bonus	16% of Basic			
PF (Deduction)	12 % of Basic			

Net Sal= Basic + TA + DA + HRA + Bonus – PF

Employee Group

- Management
- Executive
- Supervisor

Employee

Emp Name	Group	Designation	Bank Name	Bank A/c No.	Bank Location	Basic / Month
Ajay	**Management**	DGM(HR)	SBI A/c	12457812342	Shaktinagar	26500
Alok		DGM(Civil)	SBI A/c	12457812343	Shaktinagar	23500
Suraj	**Executive**	Dy. Manager	UBI A/c	12457812344	Waidhan	16500
Sanjay		Dy. Manager	UBI A/c	12457812345	Waidhan	16500
Santosh		Sr. Manager	UBI A/c	12457812346	Waidhan	18500
Vishal	**Supervisor**	Office Att.	SBI A/c	12457812347	Shaktinagar	8000
Vinay		Office In charge	SBI A/c	12457812348	Shaktinagar	7000
Varun		Operator	SBI A/c	12457812349	Shaktinagar	6500

- Business Started with SBI Current A/c 1000000/-. (for Salary Distribution)
- Month as per Calendar Period.
- Attendance for every Emp. For Month June
  - 3 Days (Leave with Pay)
  - 2 Days (Leave without Pay)
- Paid Salary for month from April to August 2024. (Salary Paid Month wise)
- Calculate Total Paid Salary for 5 Months from April to Aug. 2024.
- Also Display the Total PF Am. Deduction from Salary of Employees.