

2 . टैली में कम्पनी बनाने के बाद Features विकल्प में Option को Yes करे |

ny Features Alteration

VS COMPUTER EDUCATIONAL

Company: VS COMPUTER EDUCATIONAL

Show more features : Yes

Show all features : Yes

Accounting

Maintain Accounts : Yes
Enable Bill-wise entry : Yes
Enable Cost Centres : No
Enable Interest Calculation : No

Inventory

Maintain Inventory : Yes
Integrate Accounts with Inventory : Yes
Enable multiple Price Levels : No
Enable Batches : No
Maintain Expiry Date for Batches : No
Enable Job Order Processing : No
Enable Cost Tracking : No
Enable Job Costing : No
Use Discount column in invoices : No
Use separate Actual and Billed Quantity columns in invoices : No

Taxation

Enable Goods and Services Tax (GST) : No
Enable Tax Deducted at Source (TDS) : No
Enable Tax Collected at Source (TCS) : No
Enable Value Added Tax (VAT) : No
Enable Excise : No
Enable Service Tax : No

Online Access

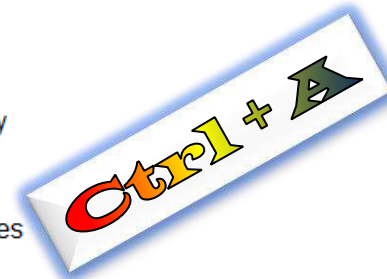
Enable Browser Access for Reports : Yes
Enable Tally.NET Services for Remote Access & Synchronisation : No

Payroll

Maintain Payroll : Yes
Enable Payroll Statutory : No

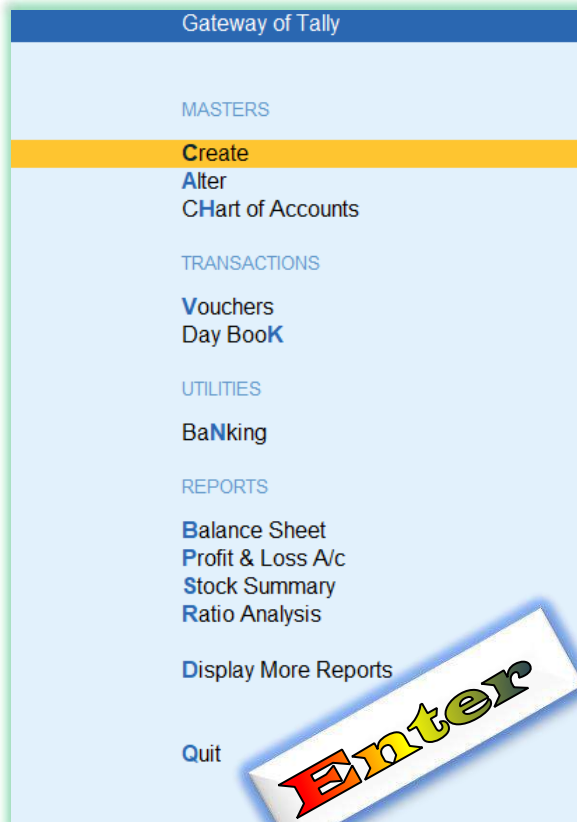
Others

Enable multiple addresses : No
Mark modified vouchers : No



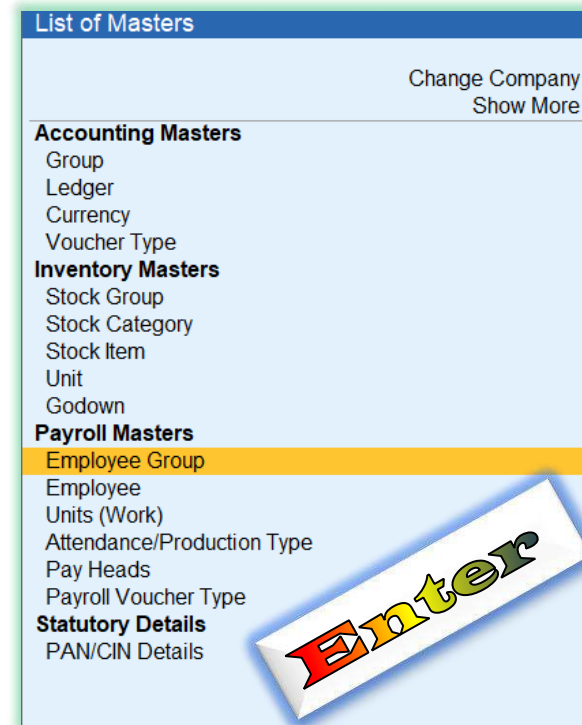
3. टैली में Employee Group बनाने के लिए Gate Way Of Tally में जा करके |

Create विकल्प पर Enter करे



List Of Masters में से Payroll Masters में

में से Employee Group पर क्लिक करे |



टैली में Employee Group में एक Sales का ग्रुप बनाये करके ।

Employee Group Alteration VS COMPUTER EDUCATIONAL

Name : Sales
(alias) :

Under : ♦ Primary

Define salary details : No



ESC बटन दबा कर ब्रेक जाये | Employee पर क्लिक करो ।

List of Masters

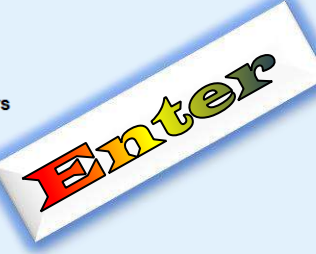
Change Company
Expand All
Show More

Accounting Masters
Group
Ledger
Currency
Voucher Type

Inventory Masters
Stock Group
Stock Category
Stock Item
Unit
Godown

Payroll Masters
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Define Salary
Payroll Voucher Type

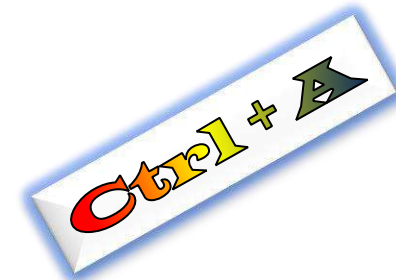
Statutory Details



1 ▼

Employee में जा के Employee Alteration एक बनाओ

Employee Alteration		VS COMPUTER EDUCATIONAL	
Name (<i>alias</i>)	:	Shivam Maurya	:
Under	:	Sales (<i>Primary</i>)	:
Date of joining	:	1-Feb-2020	:
Define salary details	:	No	:
Date of resignation/retirement	:		:
General Information		Provide bank details	: No
Employee Number	: 45	Statutory Details	
Designation	: Manager	Income Tax Number (PAN)	: ASDFG1234A
Function	: Stock Market	Aadhaar number	: 987678970567
Location	: Khakhapur	Universal Account Number (UAN)	: 345675678768
Gender	: Male	PF account number	: 656r656565
Date of birth	: 1-Jan-2000	PR account number (PRAN)	: 5446666567
Blood group	: B Positive	ESI number	: 3246677878
Father's/mother's name:	Shankar Lal Maurya		
Spouse's name	: Vivek Gaud		
Address	: Khakhapur Pratapgarh		
Phone no.	: 7510031229		
E-Mail	: vscomputereducational@gmail.com		



4. यूनिट (Word) बनाने के लिए Pay Roll Master में जा करके Units विकल्प पर ok करे

List of Masters

Change Company
Expand All
Show More


Accounting Masters
Group
Ledger
Currency
Voucher Type

Inventory Masters
Stock Group
Stock Category
Stock Item
Unit
Godown

Payroll Masters
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Define Salary
Payroll Voucher Type

Statutory Details

1 ▼



Simple बनायें

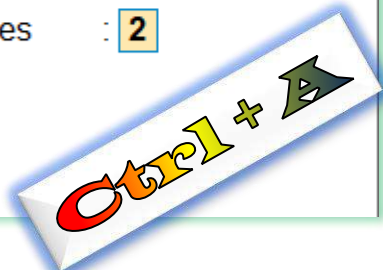
Unit Alteration

Type : **Simple**

Symbol : **DAY**

Formal name : Per Day

Number of decimal places :



1

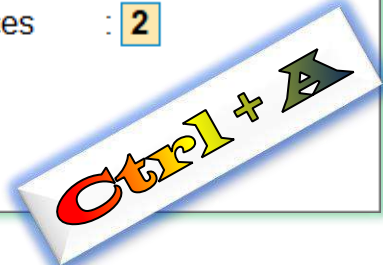
Unit Alteration

Type : **Simple**

Symbol : **HRS**

Formal name : Per Hrs

Number of decimal places :

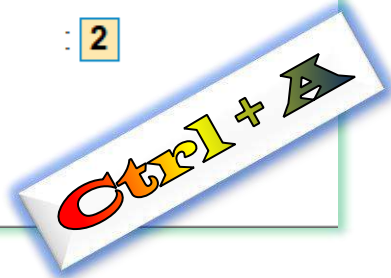


2

Unit Alteration

Type : **Simple**
Symbol : **minute**
Formal name : Per Minute
Number of decimal places : **2**

3



Unit Alteration

Type : **Simple**
Symbol : **MONTH**
Formal name : Per Month
Number of decimal places : **2**

4



5. Compound बनायें

Unit Creation

Type : **Simple**
Symbol :
Formal name :
Number of decimal places : **0**

Types of Units	
Compound	
Simple	

तीन Compound बनाओ DAY,HRS,MONTH

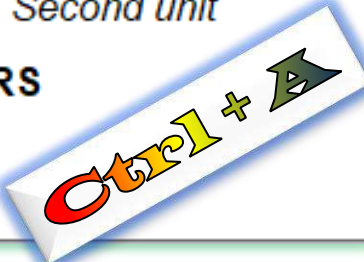
Unit Alteration

Type : **Compound**

Units with Multiplier Factors
(example: Kgs of 1000 gms)

First unit	Conversion	Second unit
DAY	of 24	HRS

1



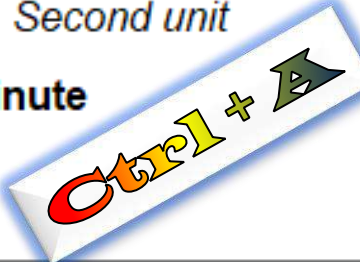
Unit Alteration

Type : **Compound**

Units with Multiplier Factors
(example: Kgs of 1000 gms)

First unit	Conversion	Second unit
HRS	of 60	minute

2



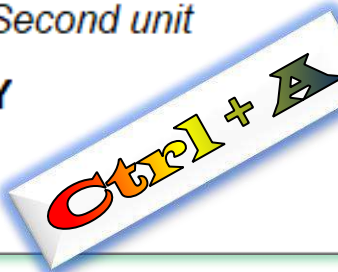
Unit Alteration

Type : **Compound**

Units with Multiplier Factors
(example: Kgs of 1000 gms)

First unit	Conversion	Second unit
MONTH	of 30	DAY

3



Units & Compound complete

Units
DAY
DAY of 24 HRS
HRS
HRS of 60 minute
minute
MONTH
MONTH of 30 DAY

Create
Back

ESC से back जाये

DAY

DAY of 24 HRS

HRS

HRS of 60 minute

minute

MONTH

MONTH of 30 DAY

6.Attendance बनाने के लिए payroll master में जा करके Attendance/Production type पर ok करें।

List of Masters

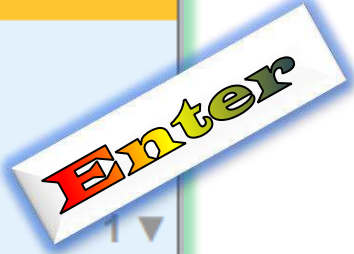
Change Company
Expand All
Show More

Accounting Masters
Group
Ledger
Currency
Voucher Type

Inventory Masters
Stock Group
Stock Category
Stock Item
Unit
Godown

Payroll Masters
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Define Salary
Payroll Voucher Type

Statutory Details

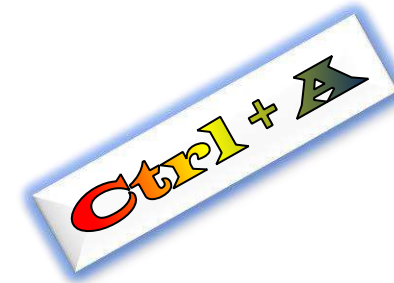


Attendance/Production type में जा करके Absent, Medical, Overtime, Present बनाये |

Attendance/Production Type Alteration VS COMP

Name	:	Absent
(alias)	:	
Under	:	◆ Primary
Attendance type	:	Leave without Pay
Period type	:	Days

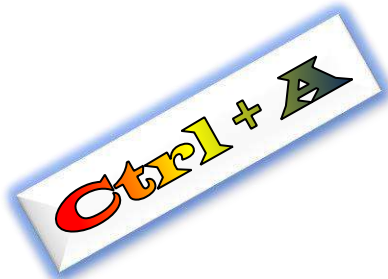
1

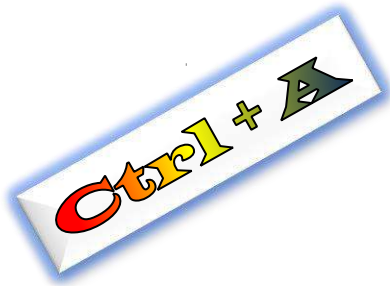


Attendance/Production Type Alteration VS COMP

Name	:	Medical
(alias)	:	
Under	:	◆ Primary
Attendance type	:	Attendance / Leave with Pay
Period type	:	Days

2

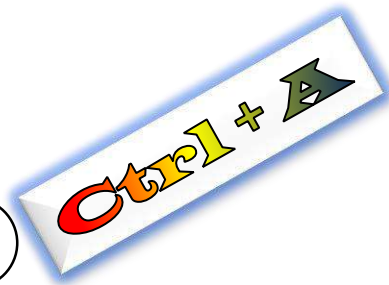




3

Attendance/Production Type Alteration		VS COMP
Name (alias)	:	Over Time
Under	:	♦ Primary
Attendance type	:	Production
Unit	:	HRS

4



Attendance/Production Type Alteration		VS COMP
Name (alias)	:	Present
Under	:	♦ Primary
Attendance type	:	Attendance / Leave with Pay
Period type	:	Days

7. Pay Heads बनाने के लिए pay roll master जा करके Pay Heads विकल्प पर ok करे।

List of Masters

Change Company
Expand All
Show More

Accounting Masters
Group
Ledger
Currency
Voucher Type

Inventory Masters
Stock Group
Stock Category
Stock Item
Unit
Godown

Payroll Masters
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Define Salary
Payroll Voucher Type

Statutory Details

Enter

1 ▼

Basic Salary

Bonus

DA (Dearness Allowance)\.

Esi

HRA (House Rent Allowance)

Over Time

Pf

TA (Travelling Allowance)

Name : **Basic Salary**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Fixed**
 Under : **Indirect Expenses**

 Affect net salary : **Yes**
 Name to be displayed in payslip : **Basic Salary**
 Use for calculation of gratuity : **No**
 Calculation type : **On Attendance**
 Attendance/leave with pay : **Present**

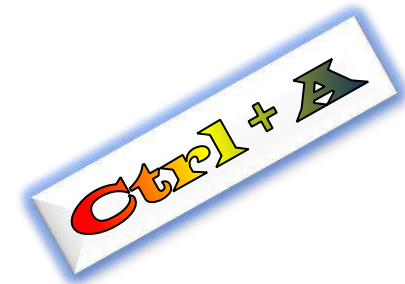
 Calculation period : **Months**

2 ▼

Rounding Off Information

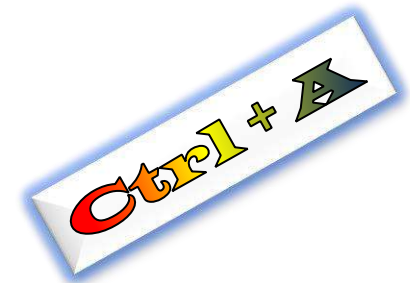
Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **Bonus**

(alias) :

Total Opening Balance**Pay Head Information**Pay head type : **Earnings for Employees**Income type : **Fixed**Under : **Indirect Expenses**Affect net salary : **Yes**Name to be displayed in payslip : **Bonus**Use for calculation of gratuity : **Yes**Calculation type : **Flat Rate**Calculation period : **Months****Rounding Off Information**Rounding Method : **Normal Rounding** Limit :**Opening Balance (on 1-Apr-25) :**

Name : **DA (Dearness Allowance)**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Variable**
 Under : **Direct Expenses**
 Affect net salary : **Yes**
 Name to be displayed in payslip : **Da**
 Use for calculation of gratuity : **No**
 Calculation type : **As Computed Value**
 Calculation period : **Months**

Computation Information

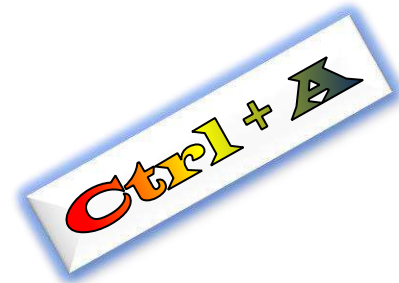
Compute : **On Specified Formula**
 Specified formula : *Basic Salary*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-25	5,000.00	5,000.00	Percentage	5 %
			Percentage	8 %

Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **Esi**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Variable**
 Under : **Direct Expenses**
 Affect net salary : **Yes**
 Name to be displayed in payslip : **Esi**
 Use for calculation of gratuity : **No**
 Calculation type : **As Computed Value**
 Calculation period : **Months**

Computation Information

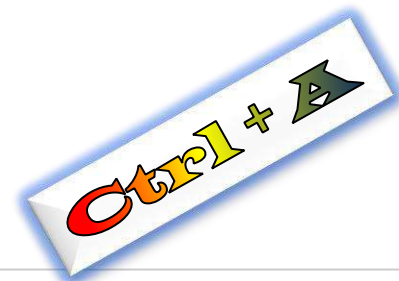
Compute : **On Specified Formula**
 Specified formula : *Basic Salary*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-25	10,000.00	10,000.00	Percentage	5 %
			Percentage	7 %

Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **HRA (House Rent Allowance)**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Variable**
 Under : **Indirect Expenses**
 Affect net salary : **Yes**
 Name to be displayed in payslip : **HRA (House Rent Allowance)**
 Use for calculation of gratuity : **No**
 Calculation type : **As Computed Value**
 Calculation period : **Months**

Computation Information

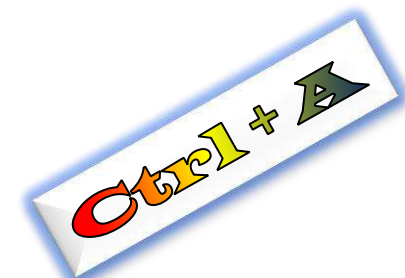
Compute : **On Specified Formula**
 Specified formula : *Basic Salary*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-25		20,000.00	Percentage	8 %
	20,000.00	31,000.00	Percentage	10 %
	31,000.00		Percentage	12 %

Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **Over Time**
(alias) :

Total Opening Balance

Pay Head Information

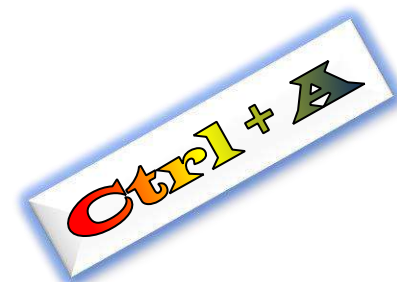
Pay head type : **Earnings for Employees**
Income type : **Variable**
Under : **Indirect Expenses**

Affect net salary : **Yes**
Name to be displayed in payslip : **Over Time**
Use for calculation of gratuity : **No**
Calculation type : **On Production**
Production type : **Overtime**

Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **Pf**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Variable**
 Under : **Indirect Expenses**
 Affect net salary : **Yes**
 Name to be displayed in payslip : **Pf**
 Use for calculation of gratuity : **No**
 Calculation type : **As Computed Value**
 Calculation period : **Months**

Computation Information

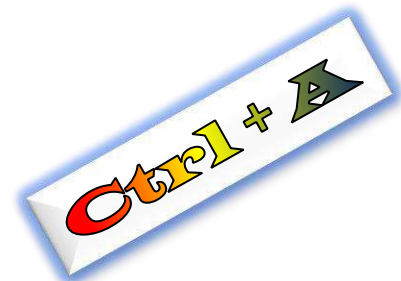
Compute : **On Specified Formula**
 Specified formula : *Basic Salary*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-25		22,000.00	Percentage	12 %
	22,000.00		Percentage	15 %

Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :



Name : **TA (Travelling Allowance)**
 (alias) :

Total Opening Balance

Pay Head Information

Pay head type : **Earnings for Employees**
 Income type : **Fixed**
 Under : **Indirect Expenses**
 Affect net salary : **Yes**
 Name to be displayed in payslip : **TA (Travelling Allowance)**
 Use for calculation of gratuity : **No**
 Calculation type : **As Computed Value**
 Calculation period : **Months**

Computation Information

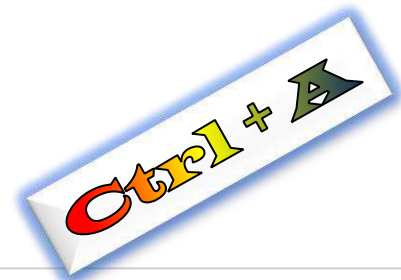
Compute : **On Specified Formula**
 Specified formula : *Basic Salary*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Apr-25		60,000.00	Percentage	6 %
	60,000.00		Percentage	8 %

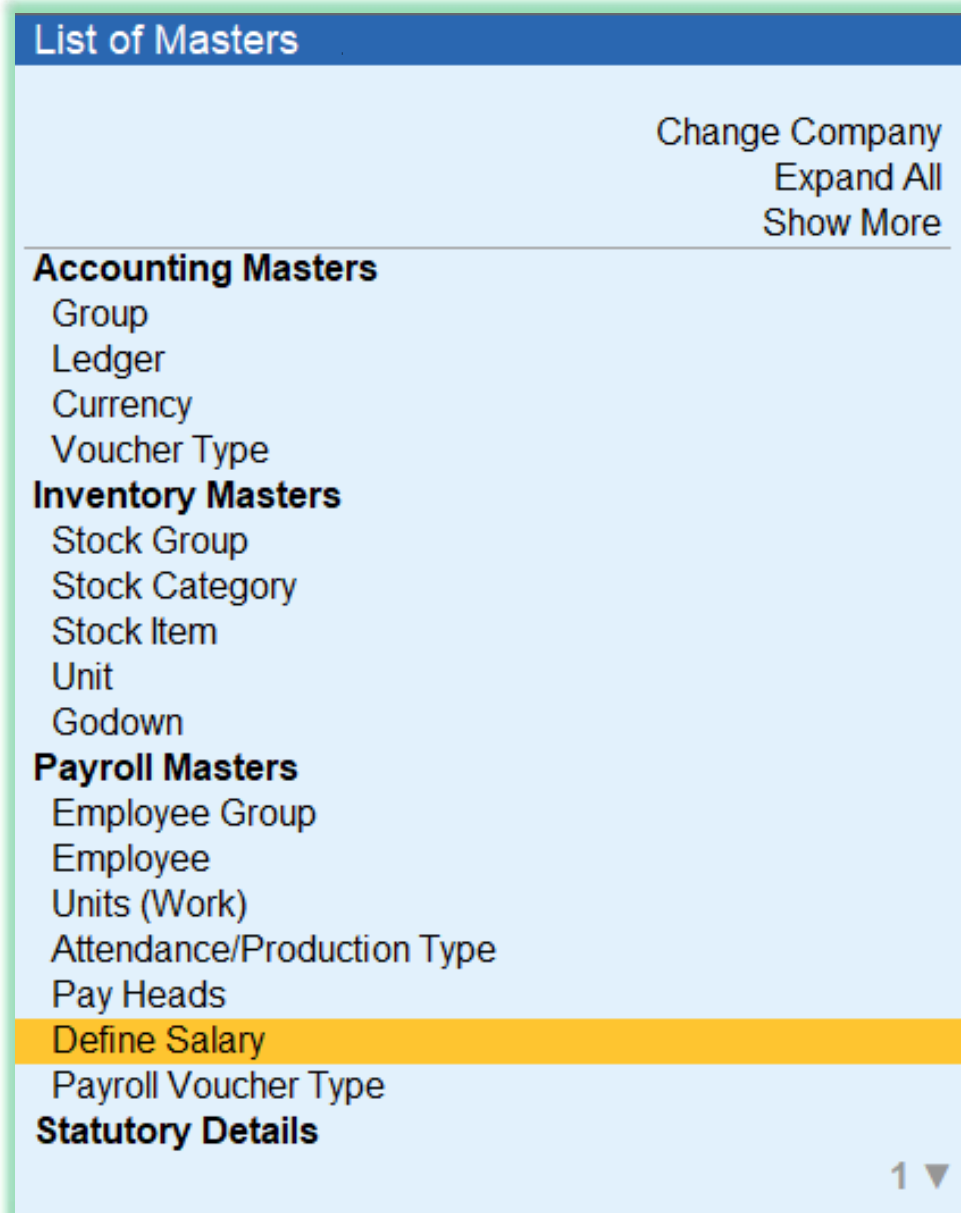
Rounding Off Information

Rounding Method : **Normal Rounding** Limit :

Opening Balance (on 1-Apr-25) :

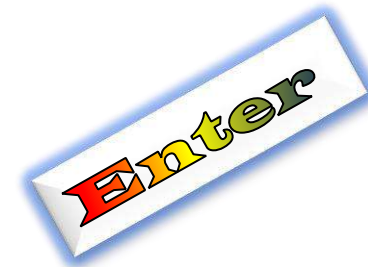


Salary को Define करने के लिए Gate way of tally में जाकर के Alter विकल्प पर ok करे।



फिर List Of Masters में जा करके ।

Define salary विकल्प पर ok करे ।



8. Salary को Define करने के लिए Gate way of tally मे जाकर के Alter विकल्प पर ok

फिर Define salary विकल्प पर ok करे ।

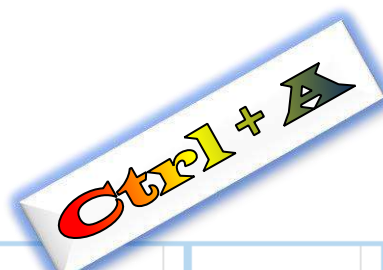
Salary Details Alteration VS COMPUTER EDUCATIONAL

Name : Sales
Under : ♦ Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-20	Basic Salary			Earnings for Employees	On Attendance	Basic Salary
	DA (Dearness Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Esi			Earnings for Employees	As Computed Value	Basic Salary
	HRA (House Rent Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Pf			Earnings for Employees	As Computed Value	Basic Salary
	TA (Travelling Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Bonus	5,000.00	Months	Earnings for Employees	Flat Rate	
	Over Time	200.00	HRS	Earnings for Employees	On Production	

Q: Quit A: Accept D: Delete



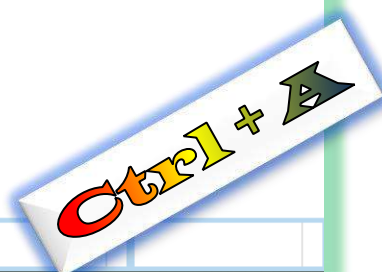
9. Employee को Salary Define करने के बाद Gate way of tally में Alter विकल्प पर ok करें ।

फिर Define salary विकल्प पर ok करें ।

Employee को Select करें ।

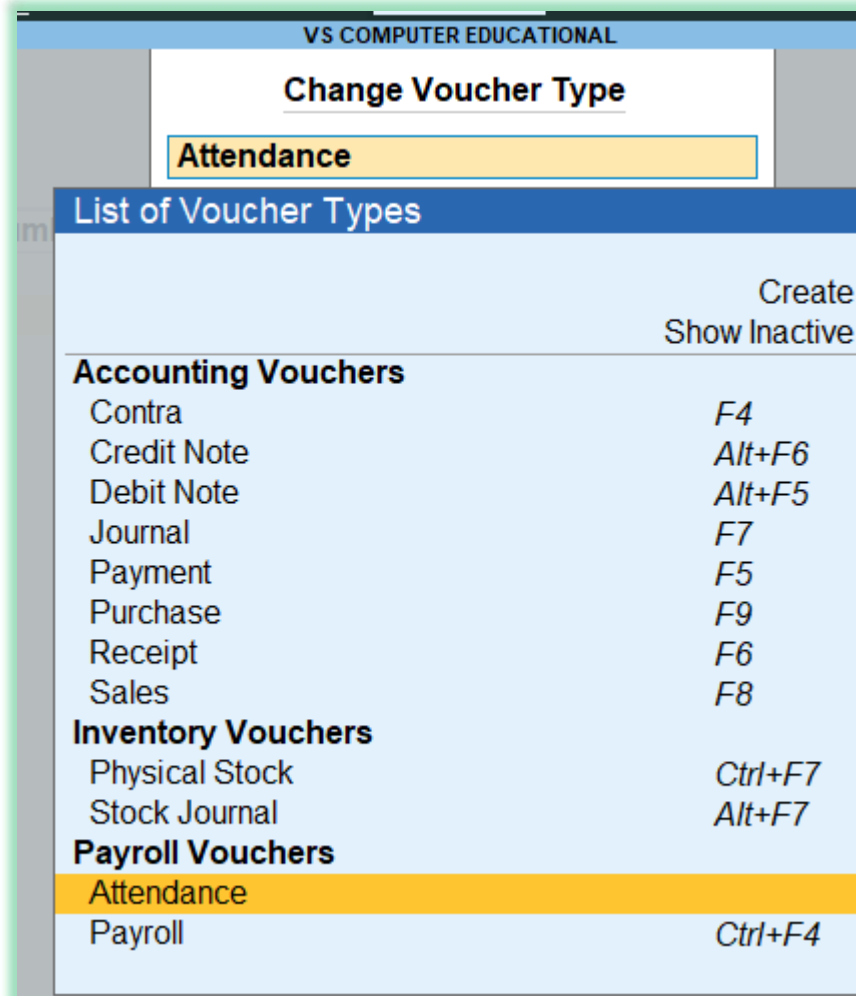
Salary Details Alteration		VS COMPUTER EDUCATIONAL				
Name : Shivam Maurya (45)						
Under : Sales (// Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-20	Basic Salary	20,000.00	Months	Earnings for Employees	On Attendance	Basic Salary
	DA (Dearness Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Esi			Earnings for Employees	As Computed Value	Basic Salary
	HRA (House Rent Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Pf			Earnings for Employees	As Computed Value	Basic Salary
	TA (Travelling Allowance)			Earnings for Employees	As Computed Value	Basic Salary
	Bonus	5,000.00	Months	Earnings for Employees	Flat Rate	
	Over Time	200.00	HRS	Earnings for Employees	On Production	

Q: Quit A: Accept D: Delete

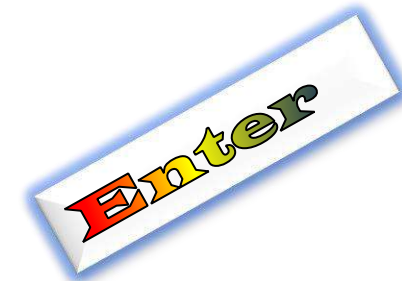


10. Employee का Attendance लगाने के लिए Gate way of tally में Voucher पर ok करे

फिर (F10) बटन दबाये । फिर Define salary विकल्प पर ok करे ।



Ctrl +F



1.

Autofill

1 ▲
Voucher Date : 1-4-2025
Employee/Group : ♦ All Items

Auto Fill Values

Attendance/Production Type : Absent
Default Value to Fill : 4
(Value entered above will be prefilled for all the Employees)
Sort by : **Employee Name**

Ctrl + A

Sorting Methods

Employee Name
Employee Number Only

2.

Autofill

1 ▲
Voucher Date : 1-4-2025
Employee/Group : ♦ All Items

Auto Fill Values

Attendance/Production Type : Present
Default Value to Fill : 24
(Value entered above will be prefilled for all the Employees)
Sort by : **Employee Name**

Ctrl + A

Sorting Methods

Employee Name
Employee Number Only

3.

Autofill

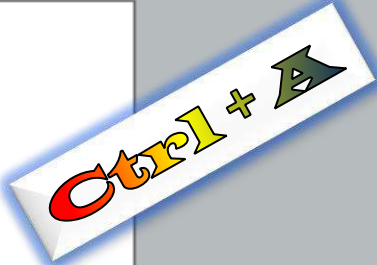
1 ▲
Voucher Date : 1-4-2025
Employee/Group : ♦ All Items

Auto Fill Values

Attendance/Production Type : Medical
Default Value to Fill : 2
(Value entered above will be prefilled for all the Employees)
Sort by : **Employee Name**

Sorting Methods

- Employee Name
- Employee Number Only



4.

Autofill

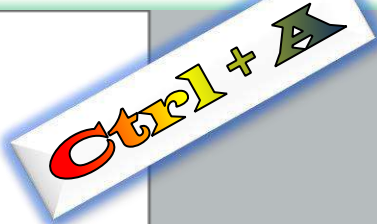
1 ▲
Voucher Date : 1-4-2025
Employee/Group : ♦ All Items

Auto Fill Values

Attendance/Production Type : Overtime
Default Value to Fill : 57
(Value entered above will be prefilled for all the Employees)
Sort by : **Employee Name**

Sorting Methods

- Employee Name
- Employee Number Only



11. Salary देने के लिए Gate way of tally में Voucher विकल्प पर ok करे फिर किबोड 'CTRL+F4 बटन दबाये payroll vocher open हो जाये गा

(CTRL+F) दबाये

The screenshot displays the Tally software interface. The main window is titled "Payroll Voucher Creation" and "VS COMPUTER EDUCATIONAL". It shows a "Payroll" voucher with "No. 1". The "Account" field is empty, and the "Cur Bal" is "0.00 Cr". The "Particulars" field is empty. The "Narration" field is also empty. On the right side, there is a "List of Ledger Accounts" window with a "Create" button and a "Cash" account listed. A "Ctrl + A" keyboard shortcut icon is overlaid on the bottom right of the screenshot.

Account	Cur Bal
	0.00 Cr

List of Ledger Accounts	Create
Cash	

12. Gate way of tally में जा करके day book विकल्प पर ok करे

Payroll Voucher Creation		VS COMPUTER EDUCATIONAL		x	
Payroll No. 1				1-Apr-25 Tuesday	
Account: Cash					
Cur Bal: 70,920.00 Cr					
Particulars				Amount	
Shivam Maurya				<u>21,300.00 Dr</u>	
Basic Salary	5,000.00	Dr	Cur Bal:	20,333.33	Dr
Bonus	2,000.00	Dr	Cur Bal:	12,000.00	Dr
DA (Dearness Allowance)	1,000.00	Dr	Cur Bal:	2,226.67	Dr
Esi	6,000.00	Dr	Cur Bal:	7,073.33	Dr
HRA (House Rent Allowance)	5,000.00	Dr	Cur Bal:	6,226.67	Dr
Pf	2,000.00	Dr	Cur Bal:	3,840.00	Dr
TA (Travelling Allowance)	300.00	Dr	Cur Bal:	1,220.00	Dr
Over Time	8095	Dr	Cur Bal:	18,000.00	Dr
Narration:				<u>21,300.00 Cr</u>	



Gateway of Tally

MASTERS

Create
Alter
CHart of Accounts

TRANSACTIONS

Vouchers
Day Book

UTILITIES

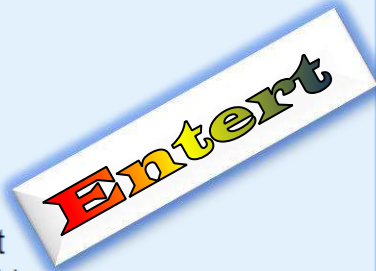
BaNking

REPORTS

Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display More Reports

Quit



E-Mail : vscomputereducational

Payroll Voucher

No. : 1

Dated : 1-Apr-25

Particulars	Amount
Shivam Maurya	<u>29,395.00 Dr</u>
Basic Salary	5,000.00 Dr
Bonus	2,000.00 Dr
DA (Dearness Allowance)	1,000.00 Dr
Esi	6,000.00 Dr
HRA (House Rent Allowance)	5,000.00 Dr
Pf	2,000.00 Dr
TA (Travelling Allowance)	300.00 Dr
Over Time	8,095.00 Dr

Through :
Cash

On Account of :

Amount (in words) :

INR Twenty Nine Thousand Three
Hundred Ninety Five Only

₹ 29,395.00