CASE STUDY – VI

Mr. **Gulabchand Sharma** started a business under the name and style **"Galaxy Knowledge Solutions"** for the year **2017-18**. You are required to complete the following tasks.

❖ Create Company

❖ Record Transactions.

❖ Prepare Financial Statements

Create Company

Create a new company and fill the following fields as per given particulars:

- Directory: **Default Directory**

- Name: **Galaxy Knowledge Solutions**

❑ Primary Mailing Details

- Mailing Name: **Galaxy Knowledge Solutions**

- Address: **#405/1, Netaji Subhash Marg, Pitampura, New Delhi**

- Statutory compliance for: Select **India**

- State: Select **Delhi**

- Pin Code: **110034**

❑ Contact Details

- Telephone No.: **011-2458796**

- Mobile No.: **9867847582**

- Fax No.: **011-2458896**

- E-mail: **gks.delhi@gmail.com**

- Website: **www.galaxyknowledge.com**

❑ Books and Financial Year Details

- Financial Year From: Enter **1-4-2017**

- Books Beginning From: Enter **1-6-2017**

❑ Security Control

- TallyVault Password (if any): **Skip**

- Use Security Control: **No**

❑   **Base Currency Information**
- Base currency Symbol: ₹
- Formal Name: **INR**
- Suffix symbol to amount: **No**
- Add a Space between amount and symbol: **Yes**
- Show Amount in Millions: **No**
- Number of Decimal Place: **2**
- Word representing amount after decimal: **paise**
- No. of decimal places for amounts in Words: **2**

Press **Enter** or **Y** key to **save** the company information

F11 Features

Press **F11** key, select **Accounting Features** and set the following features
- ❖ **Maintain accounts only** to **Yes**
- ❖ **Maintain bill-wise details** to **No**

F12: Configuration

Press **F12** key and select **Voucher Entry**. Now Voucher configuration screen will be displays. Set the following options in the screen as per given below:

- Skip date field during creation for faster entry : **Yes**
- Use single entry mode for Paymentt/receipt/Contra vouchers : **No**
- Use Payment/Receipt as Contra voucher : **No**
- Use Cr/Dr instead of To/By during the entry : **No**
- Enable Cheque Printing for Contra voucher : **No**
- Warn on Negative Cash Balance : **Yes**
- Pre-Allocate Bills for Payment/Receipt/Journal voucher : **No**
- Allow Cash Account in Journals voucher : **No**
- Allow Expenses/Fixed Assets in purchase voucher : **No**
- Allow Income Accounts in Sales Voucher : **No**
- Show Inventory Details to **No**
- Show Table of Bills for Selection: **No**
- Show Bill-wise Details: **No**
- Show current balance for ledger : **Yes**

Set the other options as default setting

		JUNE 2017
Sr.	Date	Transaction
1.	5-6-2017	Mr. Gulabchand started a business with cash ₹ 5,00,000.

1. Create Ledger – Gulabchand's Capital (Under Capital Account)

   Go to Gateway of Tally>Accounts Info.>Ledgers>Create (Single Ledger)

   - **Name:** Gulabchand's Capital
   - **Under:** Capital Account
   - **Mailing Details:** Enter mailing details (if any)
   - **Provide Bank Details:** No.
   - **Opening Balance : (on 1-Jun-2017):** Leave the field blank

2. Voucher – Receipt (F6)

3. Press F2 and Enter Date - 5

To: Sunil Joshi's Capital   5,00,000

By: Cash   500,000

2.	10-6-2017	Mr. Gulabchand deposited cash ₹ 4,00,000 in to HDFC Bank

1. Create Ledger – HDFC Bank (under Bank Accounts)

   - **Name:** HDFC Bank
   - **Under :** Bank Accounts
   - Bank Account Details
     - **A/c holder's Name:** Galaxy Knowledge Solutions
     - **A/c No.:** 51002005545
     - **IFSC Code:** HDFC0000158
     - **Branch :** South Extension-II
     - Set cheque books: **No**
     - Set Cheque printing configuration : **No**
     - Enter other details as per your requirements

2. Voucher – Contra (F4)

3. Press F2 and Enter Date – 10

To: Cash   4,00,000

By: HDFC Bank   4,00,000

Ensure that Bank allocations details are as follow:

- **Transaction Type:** Cash   **Amount:** 4,00,000
- **Denominators:** Enter the Denominators
- **Bank:** Select Specify name and Enter HDFC Bank

| 3. | 16-6-2017 | Mr. Gulabchand purchased Furniture of ₹ 12,000 and AC of ₹ 26,500 and payment made by cheque. |

1. Create Ledger – Furniture, AC (Under Fixed Assets)
2. Voucher – Payment (F5)
3. Press F2 and Enter Date – 16

By: Furniture	12,000	
By: AC	26,500	
To: HDFC Bank		38,500

Ensure that Bank allocations details are as follow:

- **Transaction Type:** Cheque   **Amount:** 38,500
- **Inst. No.:** 452551   **Inst. Date:** 16-Jun-2017

| 4. | 22-6-2017 | Mr. Gulabchand paid cash for following expenses.
■ Stationery Expenses of ₹ 2,000
■ Conveyance Expenses of ₹ 800
■ Sundry Expenses of ₹ 1,200 |

1. Create Ledger – Stationery Expenses, Conveyance Expenses Sundry Expenses (Under Indirect Assets)
2. Voucher – Payment (F5)
3. Press F2 and Enter Date – 16

By: Stationery Expenses	2,000	
By: Conveyance Expenses	800	
By: Sundry Expenses	1,200	
To: Cash		4,000

JULY 2017			
5.	1-7-2017	Mr. Gulabchand appoint the following employees 1. Manoj Choudhary as Accountant Manager 2. Rahul Rai as Sales Manager 3. Pooja Sangwan as Production Manager	

Their pay structure is as shown in the following table.

Pay Head	Manoj Choudhary	Rahul Rai	Pooja Sangwan
Basic Pay	₹ 8,000/Month	₹ 7,000/Month	₹ 6,000/Month
HRA	20% of Basic Pay	20% of Basic Pay	20% of Basic Pay
Conveyance Allowance	₹ 400 per Month	₹ 800 per Month	₹ 800 per Month
Overtime	₹ 100 /Hrs.	₹ 50 /Hrs.	₹ 80 /Hrs.
Canteen Deduction	₹ 500 Flat per Month		
Bonus	As User Defined Value		
Reimbursement	As User Defined Value		
Professional Tax	As per law on current earning totals [<5000(0), <8000(60), <10000(100), <15000(150), else 200]		
Income Tax	As per Income Tax Slab		
Gratuity	As per law		
Employee's EPF Deduction@12%	As per law, 12% on Basic Pay		
Employee's ESI Deduction@1.75%	As per law, 1.75% on Basic Pay		
Employee's NPS Deduction@10%	As per law, 10% on Basic Pay		
Employer EPS Contribution@8.33%	As per law, 8.33% on Basic Pay or ₹ 541 whichever is less		
Employer EPF Contribution@3.67%	As per law, EPF Deduction@12%–EPS Contribution @8.33%		
Employer ESI Contribution@4.75%	As per law, 4.75% on Basic Pay		
Employer NPS Contribution@10%	As per law, 10% on Basic Pay		
Advance Salary Deduction	As User Defined Value		
Employer's Other Charges Pay Heads			
PF Admin Charges@1.10%	As per law 1.10 % on PF Gross		
EDLI Admin Charges@0.01%	As per law 0.01 % on PF Gross		
EDLI Contribution@0.50%	As per law 0.50 % on PF Gross		

1. Press **F11** Key, select **Accounting Features** and set the following options:

    ▪ Maintain Payroll to **Yes.**

    ▪ Maintain more than one pyroll or cost category to **Yes**

    ▪ Press **Ctrl+A** to Save the changes

2. Now select **Statutory & Taxation** and set the following options:

    ▪ Enable Payroll Statutory to **Yes.**

    ▪ Set/Alter Payroll Statutory Details to **Yes**

Enter the Payroll Statutory Details as per given below:

Provident Fund

-   Company Code : **DLNDL0012456987**
-   Company Account Group Code: **Skip**
-   Company Security Code : **Skip**

Employee State Insurance

-   Company Code: : **10025/45**
-   ESI Branch Office: **Pitampura**
-   Standard Working Days per month field : **26**

National Pension Scheme

-   Corporate Registration Number : **1005004256**
-   Corporate Branch Office Number : **20010056**

Income Tax

-   Tax deduction and collection Account Number (TAN) : **DLCP10255L**
-   TAN registration number: **DLNDL12365R12**
-   Income Tax Circle or Ward: **New Delhi**
-   Deductor Type : **Others**
-   Deductor branch/division : **Rohini**
-   Name of Person Responsible : **Manoj Choudhary**
-   Son/Daughter of : **Shri Ram Kumar**
-   Designation : **Account Manager**
-   PAN: **ARCPS4785L**

Press Enter to accept and save.

3. **Create Payroll Unit – Hrs.**

   Go to *Gateway of Tally>Payroll Info.>Units (Work)>Create*

   - Type: **Simple**
   - Symbol: **Hrs.**
   - Formal Name: **Hours**
   - Number of Decimal Places: **0**

4. **Create Attendance/Production Type - Absent**

   Go to *Gateway of Tally>Payroll Info.>Attendance/Production Types>Create*

   - Name: **Absent**
   - Under: **Primary**
   - Attendance Type: **Leave without Pay**
   - Period Type: **Days** (Auto Display)

```
Attendance/Production Type  Display

Name                      : Absent




Under                     : ▪ Primary


Attendance type           : Leave without Pay
   Period type            : Days
```

5. **Create Attendance/Production Type - Overtime**

   Go to Gateway of Tally>Payroll Info.>Attendance/Production Types>Create

   - Name: **Overtime**
   - Under: **Primary**
   - Attendance Type: **Production**
   - Unit: **Hrs.**

```
Attendance/Production Type  Creation

Name                      : Overtime
(alias)                   :




Under                     : ▪ Primary


Attendance Type           : Production
                                            ┌─────────────┐
                                            │  Accept ?   │
Unit                      : Hrs.            │ Yes or No   │
                                            └─────────────┘
```

6. **Create following Pay Heads**

   Go to *Gateway of Tally>Payroll Info.>Pay Heads>Create*

   (A) Create Pay Head- Basic Pay
   - Name: **Basic Pay**
   - Pay Head Type: **Earnings for Employees**
   - Income Type: **Fixed**
   - Under: **Indirect Expenses**
   - Affect Net Salary: **Yes**
   - Name to be display in Payslip: **Basic Pay**
   - Use for calculation of Gratuity: **Yes**
   - Set/Alter income tax Details: **Yes**
       - Income Tax Component: **Basic Salary**
       - Tax Calculation Basis: **On Projected Value**
   - Calculation Type: **On Attendance**
       - Attendance/Leave with Pay: **Not Applicable**
       - Leave without Pay: **Absent**
   - Calculation Period: **Months**
   - Per Day Calculation Basis: **As per Calendar Period**
   - Rounding Method: **Normal Rounding** and Limit: **1**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : **Basic Pay** (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 Pay**
Use for calculation of gratuity	? **Yes**
Set / Alter Income Tax Details	? **Yes**
Calculation type	: **On Attendance**
Attendance/leave with pay	: [**Not Applicable**
Leave without pay	: **Absent**
Calculation period	: **Months**
Basis of calculation (per day)	: **As Per Calendar Period**

Rounding Off Information	
Rounding Method : **Normal Rounding** Limit : **1**	
Opening Balance (on 1-Jun-2017) :	**Accept ?** Yes or No

(B) Create Pay Head – HRA

- Name: **HRA**
- Pay Head Type: **Earnings for Employees**
- Income Type: **Fixed**
- Under: **Indirect Expenses**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **HRA**
- Use for calculation of Gratuity: **No**
- Set/Alter income tax Details: **Yes**
  - Income Tax Component: **House Rent Allowance**
  - Tax Calculation Basis: **On Projected Value**
- Calculation Type: **As Computed Value**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
- Effective From: **1-Jun-2017**
- Slab Type: **Percentage**
- Value: **20%**

Pay Head Creation   Galaxy Knowledge Solutions

Name : HRA	**Total Opening Balance**
(alias) :	

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	: **HRA**
Use for calculation of gratuity	? **No**
Set / Alter Income Tax Details	? **Yes**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

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

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	20 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

	Accept ?
Opening Balance (on 1-Jun-2017) :	Yes or No

(C) Create Pay Head – Conveyance Allowance

- Name: **Conveyance Allowance**
- Pay Head Type: **Earnings for Employees**
- Income Type: **Fixed**
- Under: **Indirect Expenses**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Conveyance**
- Use for calculation of Gratuity: **No**
- Set/Alter income tax Details: **Yes**
  - Income Tax Component : **Transport Allowance**
  - Tax Calculation Basis: **On Projected Value**
- Calculation Type: **Flat Rate**
- Calculation Period: **Months**
- Rounding Method: **Normal Rounding**
- Limit: **1**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : Conveyance 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	: Conveyance
Use for calculation of gratuity	? No
Set / Alter Income Tax Details	? Yes
Calculation type	: Flat Rate
Calculation period	: Months

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(D) Create Pay Head – Overtime

Press **F12** Key and set *"Exclude Pay Head for ESI Eligibility"* to **Yes**

- Name: **Overtime**
- Pay Head Type: **Earnings for Employees**
- Income Type: **Fixed**
- Under: **Indirect Expenses**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Overtime**
- Use for calculation of Gratuity: **No**
- Set/Alter Income Tax Details: **Yes**
  - Income Tax Component: **Other Earning Allowance (Fully Taxable)**
  - Tax Calculation Basis: **On Actual Value**
  - Deduct TDS Across Period(s): **No**
- Exclude for ESI Eligibility: **Yes**
- Calculation Type: **On Production**
- Production Type: **Overtime**
- Rounding Method: **Normal Rounding** and Limit: **1**

Pay Head Creation   Galaxy Knowledge Solutions   **Total Opening Balance**

Name   : Overtime
(alias)   :

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	: **Overtime**
Use for calculation of gratuity	? **No**
Set / Alter Income Tax Details	? **Yes**
Exclude for ESI Eligibility	? **Yes**
Calculation type	: **On Production**
Production type	: **Overtime**

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit : **1**

Accept ?

Opening Balance (on 1-Jun-2017) :

Yes or No

(E) Create Pay Head – Canteen Deduction

- Name: **Canteen Deduction**
- Pay Head Type: **Deductions From Employees**
- Under: **Current Assets**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Canteen Deduction**
- Calculation Type: **Flat Rate**
- Calculation Period: **Months**
- Rounding Method: **Normal Rounding**
- Limit: **1**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : Canteen Deduction (alias) :		Total Opening Balance

Pay Head Information

Pay head type	: Deductions From Employees
Under	: Current Assets
Affect net salary	? Yes
Name to be displayed in payslip	: Canteen Deduction
Calculation type	: Flat Rate
Calculation period	: Months

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : 1

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(F) Create Pay Head – Bonus

- Name: **Bonus**
- Pay Head Type: **Bonus**
- Under: **Indirect Expenses**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Bonus**
- Use for calculation of Gratuity: **No**
- Set/Alter Income Tax Details: **Yes**
  - Income Tax Component: **Bonus**
    - Tax Calculation Basis: **On Actual Value**
    - Deduct TDS Across Period(s): **No**
- Exclude for ESI Eligibility: **Yes**
- Calculation Type: **As User Define Value**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : **Bonus**		**Total Opening Balance**
(alias) :		

Pay Head Information

Pay head type	: **Bonus**
Under	: **Indirect Expenses**
Affect net salary	? **Yes**
Name to be displayed in payslip	: **Bonus**
Use for calculation of gratuity	? **No**
Set / Alter Income Tax Details	? **Yes**
Exclude for ESI Eligibility	? **Yes**
Calculation type	: **As User Defined Value**

Accept ?

Opening Balance   (on 1-Jun-2017) :   Yes or No

(G) Create Pay Head – Reimbursement

- Name: **Reimbursement**
- Pay Head Type: **Reimbursement to Employees**
- Income Type: **Variable**
- Under: **Indirect Expenses**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Reimbursement**
- Set/Alter Income Tax Details: **Yes**
  - Income Tax Component: **Other Earning Allowance (Fully Taxable)**
  - Tax Calculation Basis: **On Actual Value**
  - Deduct TDS Across Period(s): **No**
- Exclude for ESI Eligibility: **No**
- Calculation Type: **As User Define Value**

Pay Head Creation   Galaxy Knowledge Solutions

Name : Reimbursement	**Total Opening Balance**
(alias) :	

Pay Head Information

Pay head type	: Reimbursements to Employees
Income type	: Variable
Under	: Indirect Expenses
Affect net salary	? Yes
Name to be displayed in payslip	: Reimbursement
Set / Alter Income Tax Details	? Yes
Exclude for ESI Eligibility	? No
Calculation type	: As User Defined Value

Accept ?

Yes or No

Opening Balance   (on 1-Jun-2017) :

(H) Create Pay Head – Professional Tax

- Name: **Professional Tax**
- Pay Head Type: **Employee's Statutory Deductions**
- Statutory Pay Type: **Professional Tax**
- Registration No: **Skip**
- Under: **Current Liabilities**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Professional Tax**
- Calculation Type: **As Computed Value** (auto)
- Calculation Period: **Months**
- Rounding Method: **Normal Rounding**
- Limit:**1**
- Compute: **On Current Earnings Total**
- Effective From: **1-Jun-2017**
- Set the values or Slab Type as per given below:

Pay Head Creation — Galaxy Knowledge Solutions

Name : Professional Tax
(alias) :

Total Opening Balance

Pay Head Information

Pay head type	: Employees' Statutory Deductions
Statutory pay type	: Professional Tax
Registration Number	:
Under	: Current Liabilities
Affect net salary	? Yes
Name to be displayed in payslip	: Professional Tax
Calculation type	: As Computed Value
Calculation period	: Months

Computation Information

Compute : On Current Earnings Total

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017		5,000.00	Value	0
	5,000.00	8,000.00	Value	60
	8,000.00	10,000.00	Value	100
	10,000.00	15,000.00	Value	150
	15,000.00		Value	200

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : 1

Accept ?

Yes or No

Opening Balance   (on 1-Jun-2017) :

(I) Create Pay Head – Income Tax

- Name: **Income Tax**
- Pay Head Type: **Employees' Statutory Deductions**
- Statutory Pay Type: **Income Tax**
- Under: **Current Liabilities**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **Income Tax**
- Calculation Type: **As per Income Tax Slab**
- Calculation Period: **Months**
- Rounding Method: **Upward Rounding**
- Limit: **1**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name : Income Tax		
(alias) :		

Pay Head Information

Pay head type   : Employees' Statutory Deductions
  Statutory pay type   : Income Tax

Under   : Current Liabilities

Affect net salary   ? Yes
  Name to be displayed in payslip : Income Tax

Calculation type   : As Per Income Tax Slab
  Calculation period   : Months

Rounding Off Information

Rounding Method : **Upward Rounding**   Limit   : 1

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(J) Create Pay Head – Gratuity

- Name: **Gratuity**
- Pay Head Type: **Gratuity**
- Press **Enter** key to view **Slab Rate** for gratuity calculation Details

Slab Rate details for Gratuity Calculation		
Gratuity Days of a Month		: 26
Number of Months		**Eligibility days for Gratuity Calculation per year**
From	**To**	
1	60	0
61		15

- Under: **Provisions**
- Set/Alter Income Tax Details: **Yes**
    - Income Tax Component: **Gratuity**
    - Tax Calculation Basis: **On Actual Value**
    - Deduct TDS Across Period(s): **No**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Ensure that the pay head creation screen displays as shown below:

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name : Gratuity		
(alias) :		

Pay Head Information

Pay head type	: Gratuity
Under	: Provisions
	(Current Liabilities)

Set / Alter Income Tax Details   ? Yes

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : 1

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(K) Create Pay Head – Advance Salary Deduction

- Name: **Advance Salary Deduction**

- Pay Head Type: **Loan and Advances**

- Under: **Loans & Advances (Asset)**

- Affect Net Salary: **Yes**

- Name to be display in Payslip: **Advance Salary Deduction**

- Calculation Type: **As User Defined Value**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name : **Advance Salary Deduction** (alias) :		

Pay Head Information	
Pay head type	: **Loans and Advances**
Under	: **Loans & Advances (Asset)** *(Current Assets)*
Affect net salary	? **Yes**
Name to be displayed in payslip	: **Advance Salary Deduction**
Calculation type	: **As User Defined Value**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(L) Create Pay Head – Employee's EPF Deduction@12%

- Name: **Employee's EPF Deduction@12%**
- Pay Head Type: **Employees' Statutory Deductions**
  - Statutory Pay Type: **PF Account (A/c No. 1)**
- Under: **Current Liabilities**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **EPF Deduction@12%**
- Calculation Type: **As Computed Value**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
  - Select **End of List**.
- Effective From: **1-Jun-2017**
- Skip **Amount Up to** fields.
- Slab Type: **Percentage**
- Value: **12%**

Pay Head Creation   Galaxy Knowledge Solutions

Name   : Employee's EPF Deduction@12%   **Total Opening Balance**
(alias)   :

Pay Head Information		Computation Information				
Pay head type	: **Employees' Statutory Deductions**	Compute	: **On Specified Formula**			
Statutory pay type	: **PF Account (A/c No. 1)**	Specified formula	: Basic Pay			
		Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
Under	: **Current Liabilities**	1-Jun-2017				
					Percentage	12 %
Affect net salary	? Yes					
Name to be displayed in payslip	: **EPF Deduction@12%**					
Calculation type	: **As Computed Value**					
Calculation period	: **Months**					

Rounding Off Information

Roundjng Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(M) Create Pay Head – Employee's ESI Deduction@1.75%

- Name: **Employee's ESI Deduction@1.75%**
- Pay Head Type: **Employees' Statutory Deductions**
  - Statutory Pay Type: **Employee State Insurance**
- Under: **Current Liabilities**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **ESI Deduction@1.75%**
- Calculation Type: **As Computed Value**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
  - Select **End of List**.
- Effective From: **1-Jun-2017**
- Skip **Amount Up to** fields.
- Slab Type: **Percentage**
- Value: **1.75%**

Pay Head Creation	Galaxy Knowledge Solutions				
Name : Employee's ESI Deduction@1.75% (alias) :				Total Opening Balance	

Pay Head Information

Pay head type	: Employees' Statutory Deductions
Statutory pay type	: Employee State Insurance
Under	: Current Liabilities
Affect net salary	? Yes
Name to be displayed in payslip	: ESI Deduction@1.75%
Calculation type	: As Computed Value
Calculation period	: Months

Computation Information

Compute	: On Specified Formula
Specified formula	: Basic Pay

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	1.75 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(N) Create Pay Head – Employee's NPS Deduction@10%

- Name: **Employee's NPS Deduction@10%**
- Pay Head Type: **Employees' Statutory Deductions**
  - o Statutory Pay Type: **National Pension Scheme (Tier-I)**
- Under: **Current Liabilities**
- Affect Net Salary: **Yes**
- Name to be display in Payslip: **NPS Deduction@10%**
- Calculation Type: **As Computed Value**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Compute: **On Specified Formula**
  - o Select **Basic Pay**
  - o Select **End of List**.
- Effective From: **1-Jun-2017**
- Skip **Amount Up to** fields.
- Slab Type: **Percentage**
- Value:**10%**

Pay Head Creation | Galaxy Knowledge Solutions

Name : **Employee's NPS Deduction@10%**
(alias) :

Total Opening Balance

Pay Head Information

Pay head type	: **Employees' Statutory Deductions**
Statutory pay type	: **National Pension Scheme (Tier - I)**
Under	: **Current Liabilities**
Affect net salary	? **Yes**
Name to be displayed in payslip	: **NPS Deduction@10%**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

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

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	10 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(O) Create Pay Head – Employer's EPS Contribution@8.33%

- Name: **Employer's EPS Contribution @8.33%**
- Pay Head Type: **Employer's Statutory Contributions**
  - Statutory Pay Type: **EPS Account (A/c No. 10)**
- Under: **Indirect Expenses**
- Affect Net Salary: **No**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
  - Select **End of List**
- Effective From: **1-Jun-2017**
- Amount Up to: **6,500**
- Slab Type: **Percentage**
- Value Basis: **8.33%**
- Amount Up to: **Skip**
- Slab Type: **Value**
- Value: **541**

Pay Head Creation		Galaxy Knowledge Solutions			
Name : Employer's EPS Contribution@8.33% (alias) :				**Total Opening Balance**	

Pay Head Information

			Computation Information		
Pay head type	: Employer's Statutory Contributions	Compute	: On Specified Formula		
Statutory pay type	: EPS Account (A/c No. 10)	Specified formula	: Basic Pay		

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
		6,500.00	Percentage	8.33 %
	6,500.00		Value	541

Under	: Indirect Expenses
Affect net salary	? No
Calculation type	: As Computed Value
Calculation period	: Months

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : 1

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

(P) Create Pay Head – Employer's EPF Contribution@3.67%

- Name: **Employer's EPF Contribution@3.67%**
- Pay Head Type: **Employer's Statutory Contribution**
  - o Statutory Pay Type: **PF Account (A/c No. 1)**
- Under: **Indirect Expenses**
- Affect Net Salary: **No**
- Compute: **On Specified Formula**

Compute : **On Specified Formula**	
Function	**Pay Head**
Add Pay Head	Employees' EPF Deduction@12%
Subtract Pay Head	Employer's EPS Contribution@8.33%

- Skip **From Amount** and **Amount Up to** fields
- Slab Type: **Percentage**
- Value:**100%**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : **Employer's EPF Contribution@3.67%**		**Total Opening Balance**
(alias) :		

Pay Head Information		**Computation Information**	
Pay head type	: **Employer's Statutory Contributions**	Compute	: **On Specified Formula**
Statutory pay type	: **PF Account (A/c No. 1)**	Specified formula	: *Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%*

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	100 %

Under : **Indirect Expenses**

Affect net salary ? **No**

Calculation type : **As Computed Value**

Calculation period : **Months**

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit : 1

Opening Balance (on 1-Jun-2017) :

Accept ?

Yes or No

(Q) Create Pay Head – Employer's ESI Contribution@4.75%

- Name: **Employer's ESI Contribution@4.75%**
- Pay Head Type: **Employer's Statutory Contribution**
  - Statutory Pay Type: **Employee State Insurance**
- Under: **Indirect Expenses**
- Affect Net Salary: **No**
- Rounding Method: **Normal Rounding**
- Limit: **1**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
  - Select **End of List**
- Effective From: **1-Jun-2017**
- Slab Type: **Percentage**
- Value: **4.75%**

Pay Head Creation   **Galaxy Knowledge Solutions**

Name   : Employer's ESI Contribution@4.75%   **Total Opening Balance**
(alias)   :

Pay Head Information		**Computation Information**				
Pay head type : **Employer's Statutory Contributions**		Compute : **On Specified Formula**				
Statutory pay type : **Employee State Insurance**		Specified formula : *Basic Pay*				
		Effective From	**Amount Greater Than**	**Amount Up To**	**Slab Type**	**Value**
Under : **Indirect Expenses**		1-Jun-2017				
Affect net salary ? **No**					**Percentage**	**4.75 %**
Calculation type : **As Computed Value**						
Calculation period : **Months**						

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or **No**

(R) Create Pay Head – Employer's NPS Contribution@10%

- Name: **Employer's NPS Contribution@10%**
- Pay Head Type: **Employer's Statutory Contribution**
  - Statutory Pay Type: **National Pension Scheme (Tier-I)**
- Under: **Indirect Expenses**
- Affect Net Salary: **No**
- Name to be displayed in Payslip: **NPS Contribution@10%**
- Calculation Type: **As Computed Value**
- Rounding Method: **Normal Rounding** and Limit: **1**
- Compute: **On Specified Formula**
  - Select **Basic Pay**
  - Select **End of List**
- Effective From: **1-Jun-2017**
- Slab Type: **Percentage**
- Value: **10%**

Pay Head Creation   Galaxy Knowledge Solutions

Name	: Employer's NPS Contribution@10%		**Total Opening Balance**
(alias)	:		

Pay Head Information

Pay head type	: **Employer's Statutory Contributions**
Statutory pay type	: **National Pension Scheme [Tier - I]**
Under	: **Indirect Expenses**
Affect net salary	? **No**
Name to be displayed in payslip	: **NPS Contribution@10%**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

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

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	10 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

7. **Create Employer's Other Charges Pay Heads**

   Go to Gateway of Tally>Payroll Info.>Pay Heads>Create

   (A) **Create Pay Head – PF Admin Charges@1.10%**

   - Name: **PF Admin Charges@1.10%**

   - Pay Head Type: **Employer's Other Charges**

     o Statutory Pay Type: **Admin Charges (A/c No. 2)**

   - Under: **Current Liabilities**

   - Affect Net Salary: **No**

   - Effective From: **1-Jun-2017**

   - Amount Up to: **6,500**

   - Slab Type: **Percentage**

   - Value: **1.10%**

Pay Head Creation		Galaxy Knowledge Solutions		
Name : PF Admin Charges@1.10% (alias) :				Total Opening Balance

Pay Head Information

Pay head type	: Employer's Other Charges
Statutory pay type	: Admin Charges (A/c No. 2)
Under	: Current Liabilities
Affect net salary	? No
Calculation type	: As Computed Value
Calculation period	: Months

Computation Information

Compute : On PF Gross

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
		6,500.00	Percentage	1.10 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : 1

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

Note: This Pay Head will not be included in the **Salary Details** for the Employees as this is an employer related expense and needs to be handled separately.

(B) Create Pay Head – EDLI Admin Charges@0.01%

- Name: **EDLI Admin Charges@0.01%**
- Pay Head Type: **Employer's Other Charges**
  - Statutory Pay Type: **EDLI Admin Charges (A/c No. 22)**
  - Minimum ₹ 2/Employee: **No**
- Under: **Current Liabilities**
- Affect net salary: **No**
- Effective From: **1-Jun-2017**
- Slab Type: **Percentage**
- Value: **0.01%**

Pay Head Creation   **Galaxy Knowledge Solutions**   Total Opening Balance

Name   : EDLI Admin Charges@0.01%
(alias)   :

Pay Head Information

		Computation Information				
Pay head type	: Employer's Other Charges	Compute	: On PF Gross			
Statutory pay type	: EDLI Admin Charges (A/c No. 22)	Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
Contribute minimum of Rs.2/employee? No		1-Jun-2017				
Under	: Current Liabilities				Percentage	0.01 %
Affect net salary	? No					
Calculation type	: As Computed Value					
Calculation period	: Months					

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

Note: This Pay Head will not be included in the **Salary Details** for the Employees as this is an employer related expense and needs to be handled separately.

(C) Create Pay Head – EDLI Contribution@0.50%

- Name: **EDLI Contribution@0.50%**

- Pay Head Type: **Employer's Other Charges**

  o Statutory Pay Type: **EDLI Contribution (A/c No. 21)**

- Under: **Current Liabilities**

- Affect Net Salary: **No**

- Effective From: **1-Jun-2017**

- Slab Type: **Percentage**

- Value: **0.50%**

Pay Head Creation	Galaxy Knowledge Solutions	
Name : EDLI Contribution@0.50%		**Total Opening Balance**
(alias) :		

Pay Head Information

Pay head type	: **Employer's Other Charges**
Statutory pay type	: **EDLI Contribution (A/c No. 21)**
Under	: **Current Liabilities**
Affect net salary	? **No**
Calculation type	: **As Computed Value**
Calculation period	: **Months**

Computation Information

Compute   : **On PF Gross**

Effective From	Amount Greater Than	Amount Up To	Slab Type	Value
1-Jun-2017				
			Percentage	0.50 %

Rounding Off Information

Rounding Method : **Normal Rounding**   Limit   : **1**

Opening Balance   (on 1-Jun-2017) :

Accept ?

Yes or No

Note: This Pay Head will not be included in the **Salary Details** for the Employees as this is an employer related expense and needs to be handled separately.

8. **Create Salary Process or Payable Pay Heads/Ledger**

Go to Gateway of Tally>Payroll Info.>Pay Heads>Create

(A) Create Pay Head – Salary Payable

- Name: **Salary Payable**
- Pay Head Type: **Not Applicable**
- Under: **Current Liabilities**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name　: Salary Payable (alias)　:		
Pay Head Information		
Pay head type　　　　　: [Not Applicable Under　　　　　　　: Current Liabilities		

(B) Create Pay Head – PF Payable

- Name: **PF Payable**
- Pay Head Type: **Not Applicable**
- Under: **Current Liabilities**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name　: PF Payable (alias)　:		
Pay Head Information		
Pay head type　　　　　: [Not Applicable Under　　　　　　　: Current Liabilities		

(C) Create Pay Head – ESI Payable

- Name: **ESI Payable**
- Pay Head Type: **Not Applicable**
- Under: **Current Liabilities**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name : ESI Payable		
(alias) :		

Pay Head Information		
Pay head type	: [Not Applicable	
Under	: Current Liabilities	

(D) Create Pay Head – NPS Payable

- ▪ Name: **NPS Payable**
- ▪ Pay Head Type: **Not Applicable**
- ▪ Under: **Current Liabilities**

Pay Head Creation	Galaxy Knowledge Solutions	Total Opening Balance
Name : NPS Payable		
(alias) :		

Pay Head Information		
Pay head type	: [Not Applicable	
Under	: Current Liabilities	

9. Create Ledger – PF Admin Expenses

Go to Gateway of Tally>Accounts Info.>Ledgers>Create

- ▪ Name: **PF Admin Expenses**
- ▪ Under: **Indirect Expenses**
- ▪ Use for Payroll: **No**

Ledger Creation	Galaxy Knowledge Solutions	
Name : PF Admin Expenses		
(alias) :		

Under	: Indirect Expenses	Mailing Details
		Name :
		Address :
Use For Payroll	? No	
		Country :

10. **Create Employee Master as per given above table**

Go to *Gateway of Tally>Payroll Info.>Employees>Create*

A. **Create Employee Master – Manoj Choudhary**

- Name: **Manoj Choudhary**
- Display Name in Reports as: **Manoj Choudhary**
- Under: **Primary**
- Date of Joining: **1-Jul-2017**
- Define Salary Details: **No**
- Enter the General Info details as per given below:
  - Employee Number: **GS001**
  - Designation: **Accountant**
  - Function: **Accounting**
  - Location: **New Delhi**
  - Gender: **Male**
  - Date of Birth: **2-Apr-1984**
  - Blood Group: **A Positive**
  - Father/Mother Name: **Sh. Ram Kumar**
  - Spouse Name: **Mrs. Sunita Choudhary**
  - Address: **HN121, Near Shiv Temple, Anand Vihar, Delhi**
  - Contact Numbers: **09886250062**
  - E-mail ID: **manojchoudhary84@gmail.com**
- Provide Bank Details: Set **Yes** and Enter Bank Details
  - A/c Number: **65962574751**
  - IFS Code : **HDFC0001668**
  - MICR Code Number: **110240197**
  - Bank Name: **HDFC Bank**
  - Branch: **Ashok Vihar, Delhi**
  - Set Bank Details
- Enter Statutory Details
  - Income Tax Number (PAN): **AXDPG2541L**
  - PF Account Number: **DL\RG\0145896**
  - EPS Account Number: **DL\RG\0145896**
  - PF Date of Joining: **1-Jul-2017**
  - PR Account Number: **014785236**
  - ESI Number: **DL\ESI\741852**
  - ESI Dispensary Name: **Pitampura**

B. **Create Employee Master – Rahul Rai**

- Category: **Primary Cost Category**
- Name: **Rahul Rai**
- Display Name in Reports: **Rahul Rai**
- Under: **Primary**
- Date of Joining: **1-Jul-2017**
- Define Salary Details: **No**
- Enter the General Info details as per given below:
  - Employee Number: **GS002**
  - Designation: **Sales Manager**
  - Function: **Sales**
  - Location: **New Delhi**
  - Gender: **Male**
  - Date of Birth: **1-Aug-1982**
  - Blood Group: **B Negative**
  - Father/Mother Name: **Sh. Kirorimal**
  - Spouse Name: **Mrs. Sanjana Devi**
  - Address: **#205, Sec-5, Rohini, New Delhi**
  - Contact Numbers: **09856745214**
  - E-mail ID: **rahulrai.delhi@gmail.com**

- Provide Bank Details: Set **Yes** and Enter Bank Details
  - A/c Number: **65004785965**
  - IFS Code : **HDFC0001668**
  - MICR Code Number: **110240197**
  - Bank Name: **HDFC Bank**
  - Branch: **Ashok Vihar, Delhi**
  - Set Bank Details

- Enter Statutory Details
  - Income Tax Number (PAN): **AACPL1478K**
  - PF Account Number: **DL\RG\0145785**
  - EPS Account Number: **DL\RG\0145785**
  - PF Date of Joining: **1-Jul-2017**
  - PR Account Number: **014785125**
  - ESI Number: **DL\ESI\741785**
  - ESI Dispensary Name: **Pitampura**

C. **Create Employee Master – Pooja Sangwan**
- ■ Category: **Primary Cost Category**
- ■ Name: **Pooja Sangwan**
- ■ Under: **Primary**
- ■ Date of Joining: **1-Jul-2017**
- ■ Define Salary Details: **No**
- ■ Enter the General Info details as per given below:
    - o Employee Number: **GS003**
    - o Designation: **Production Manager**
    - o Function: **Production**
    - o Location: **New Delhi**
    - o Gender: **Female**
    - o Date of Birth: **31-May-1986**
    - o Blood Group: **O Negative**
    - o Father/Mother Name: **Sh. Achal Singh**
    - o Spouse Name: **Mr. Rakesh Kumar**
    - o Address: **#208, GL Apartment, Sec-15, Dawarka, New Delhi**
    - o Contact Numbers: **09965498021**
    - o E-mail ID: **Pooja86@gmail.com**

- ■ Provide Bank Details: Set **Yes** and Enter Bank Details
    - o A/c Number: **6547859652**
    - o IFSC Code : **HDFC0001668**
    - o MICR Code Number: **110240197**
    - o Bank Name: **HDFC Bank**
    - o Branch: **Ashok Vihar, Delhi**
    - o Set Bank Details

- ■ Enter Statutory Details
    - o Income Tax Number (PAN): **AXXCS0185D**
    - o Aadhaar number: **4562 2541 8965 7485**
    - o PF Account Number: **DL\RG\0145920**
    - o EPS Account Number: **DL\RG\0145920**
    - o PF Date of Joining: **1-Jul-2017**
    - o PR Account Number: **013655258**
    - o ESI Number: **DL\ESI\741920**
    - o ESI Dispensary Name: **Pitampura**

11. **Create Employee Salary Details as per given above table**

Go to *Gateway of Tally>Payroll Info.>Salary Details>Define*

A. **Create Employee Salary Details – Manoj Choudhary**

- Effective from : **1-Jul-2017**
- Select Pay Head as per given below:
  - o Select **Basic Pay** and enter amount of ₹ **8,000**
  - o Select **HRA**
  - o Select **Conveyance Allowance** and enter amount of ₹ **400**
  - o Select **Overtime** and enter amount of ₹ **100**
  - o Select **Canteen Deduction** and enter amount of ₹ **500**
  - o Select **Bonus**
  - o Select **Reimbursement**
  - o Select **Professional Tax**
  - o Select **Income Tax**
  - o Select **Gratuity**
  - o Select **Employee's EPF Deduction@12%**
  - o Select **Employee's ESI Deduction@1.75%**
  - o Select **Employee's NPS Deduction@10%**
  - o Select **Employer's EPS Contribution@8.33%**
  - o Select **Employer's EPF Contribution@3.67%**
  - o Select **Employer's ESI Contribution@4.75%**
  - o Select **Employer's NPS Contribution@10%**
  - o Select **Advance Salary Deduction**

Salary Details Alteration				Galaxy Knowledge Solutions		Ctrl + M

Name : Manoj Choudhary (GS001)
Under : [Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jul-2017						
	Basic Pay	8,000.00	Months	Earnings for Employees	On Attendance	
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Conveyance Allowance	400.00	Months	Earnings for Employees	Flat Rate	
	Overtime	100.00	Hrs.	Earnings for Employees	On Production	
	Canteen Deduction	500.00	Months	Deductions From Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Gratuity		
	Employee's EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

B. Create Employee Salary Details – Rahul Rai

- Effective from : 1-Jul-2017
- Pay Head: Select Pay Heads as per given below:
  - Select **Basic Pay** and enter amount of ₹ 7,000
  - Select **HRA**
  - Select **Conveyance Allowance** and enter amount of ₹ 800
  - Select **Overtime** and enter amount of ₹ 50
  - Select **Canteen Deduction** and enter amount of ₹ 500
  - Select **Bonus**
  - Select **Reimbursement**
  - Select **Professional Tax**
  - Select **Income Tax**
  - Select **Gratuity**
  - Select **Employee's EPF Deduction@12%**
  - Select **Employee's ESI Deduction@1.75%**
  - Select **Employee's NPS Deduction@10%**
  - Select **Employer's EPS Contribution@8.33%**
  - Select **Employer's EPF Contribution@3.67%**
  - Select **Employer's ESI Contribution@4.75%**
  - Select **Employer's NPS Contribution@10%**
  - Select **Advance Salary Deduction**

| Salary Details Alteration | | | Galaxy Knowledge Solutions | | | Ctrl + M |

Name : Rahul Rai (GS002)
Under : [Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jul-2017						
	Basic Pay	7,000.00	Months	Earnings for Employees	On Attendance	
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Conveyance Allowance	800.00	Months	Earnings for Employees	Flat Rate	
	Overtime	50.00	Hrs.	Earnings for Employees	On Production	
	Canteen Deduction	500.00	Months	Deductions From Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Gratuity		
	Employee's EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

C. **Create Employee Salary Details – Pooja Sangwan**

- ■ Effective from : **1-Jul-2017**
- ■ Pay Head: Select Pay Heads as per given below:
  - ○ Select **Basic Pay** and enter amount of ₹ **6,000**
  - ○ Select **HRA**
  - ○ Select **Conveyance Allowance** and enter amount of ₹ **800**
  - ○ Select **Overtime** and enter amount of ₹ **80**
  - ○ Select **Canteen Deduction** and enter amount of ₹ **500**
  - ○ Select **Bonus**
  - ○ Select **Reimbursement**
  - ○ Select **Professional Tax**
  - ○ Select **Income Tax**
  - ○ Select **Gratuity**
  - ○ Select **Employee's EPF Deduction@12%**
  - ○ Select **Employee's ESI Deduction@1.75%**
  - ○ Select **Employee's NPS Deduction@10%**
  - ○ Select **Employer's EPS Contribution@8.33%**
  - ○ Select **Employer's EPF Contribution@3.67%**
  - ○ Select **Employer's ESI Contribution@4.75%**
  - ○ Select **Employer's NPS Contribution@10%**
  - ○ Select **Advance Salary Deduction**

Salary Details Alteration   Galaxy Knowledge Solutions   Ctrl + M ☒

Name   : Pooja Sangwan (GS003)
Under   : [Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Jul-2017						
	Basic Pay	6,000.00	Months	Earnings for Employees	On Attendance	
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Conveyance Allowance	800.00	Months	Earnings for Employees	Flat Rate	
	Overtime	80.00	Hrs.	Earnings for Employees	On Production	
	Canteen Deduction	500.00	Months	Deductions From Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Gratuity		
	Employee's EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

INCOME TAX DETAILS

The **Income Tax Details** menu provides various the master setup/configurations required for the successful Income Tax computation. You can set following income tax details:

1) Pay Head Configuration

2) Declarations

3) Override Exemption Value

4) Override Tax Value

5) Tax Configuration

6) Previous Employer Details

1. Pay Head Configuration

Gateway of Tally>Payroll Info.>Income Tax Details>Pay Head Configuration

Pay Head Configuration	Galaxy Knowledge Solutions		Ctrl + M
Pay Head and Ledger Configuration for Income Tax			

S.No.	Particulars	Income Tax Component	Tax Calculation Basis	Deduct TDS Across Periods
1.	**Basic Pay**	**Basic Salary**	**On Projected Value**	**Yes**
2.	**Bonus**	**Bonus**	**On Actual Value**	**No**
3.	**Conveyance Allowance**	**Transport Allowance**	**On Projected Value**	**Yes**
4.	**Employee's EPF Deduction@12%**	**Employee Provident Fund (EPF)**	**On Projected Value**	**Yes**
5.	*Employee's NPS Deduction@10%*	*Other Earnings/Allowances (Fully Taxable)*	*On Projected Value*	*Yes*
6.	*Employer's NPS Contribution@10%*	Other Earnings/Allowances (Fully Taxable)	On Projected Value	Yes
7.	**Gratuity**	**Gratuity**	**On Actual Value**	**No**
8.	**HRA**	**House Rent Allowance**	**On Projected Value**	**Yes**
9.	**Overtime**	**Other Earnings/Allowances (Fully Taxable)**	**On Actual Value**	**No**
10.	*Professional Tax*	*Other Earnings/Allowances (Fully Taxable)*	*On Projected Value*	*Yes*
11.	**Reimbursement**	**Other Earnings/Allowances (Fully Taxable)**	**On Actual Value**	**No**

❖ Those Pay Heads which are already configured for the Income Tax will be shown in bold. The Pay Heads which are not configured are shown in *Italics*.

❖ To configure the Pay head, press **Enter** key after selection of Pay Head

❖ In **Income Tax Configuration** screen configure the Pay Head as per given below:

Income Tax Configuration		
Name of Pay Head / Ledger	: **Employee's NPS Deduction@10%**	
Master Type	: **Pay Head**	
Income Tax Component	: **Employee Contributi**	**NPS Ti**
Tax Calculation Basis	: **On Projected Value**	**Accept ?**
Deduct TDS Across Periods	: **Yes**	Yes or No

2. Pay Head Declaration

Gateway of Tally>Payroll Info.>Income Tax Details>Declaration

Income Tax Declaration

Exemption

R : House Rent Allowance

Details of rent paid or payable by the employees, and place, either metro or non-metro, where such accommodation is situated.

(This allowance is specifically granted to meet expenditure actually incurred on payment of rent in respect of residential accommodation)

L : Leave Travel Assistance

Define exemption amount for Leave Travel Assistance.

(Travel concession or assistance provided in connection with proceeding on leave to any place in India)

A : Transport Allowance

Declaration of employee's physical status (blind or orthopedically handicapped).

(Transport allowance provided for traveling (expenditure) between residence and place of duty)

C : Children Education Allowance

Declaration for number of children to avail Children Education Allowance benefit. Exemption is allowed up to a maximum of two children.

X : Children Hostel Expenditure Allowance

Declaration of number of children availing Children Hostel Expenditure Allowance benefit. Exemption is allowed up to a maximum of two children.

❖ To configure Income tax declaration, press **Enter** key after selection of declaration

❖ Now select **Employees** or **All Items** for all employees.

❖ Set the Income tax declaration as per given below:

House Rent Declaration — Galaxy Knowledge Solutions — Ctrl + M

Employee / Group : [All Items
Type of Allowance : House Rent Allowance

Financial Year : 1-Apr-2017 to 31-Mar-2018

Name and PAN of the landlord are mandatory if the rent declared for the year is more than 1 lakh.

Employee Name	Employee Number	Effective From	Monthly Rent		Place of Residence	Name of Landlord	PAN of Landlord
			Declared	Proof			
Manoj Choudhary	GS001						
Pooja Sangwan	GS003	1-7-2017	5,000.00		Non Metro	RadheShyam	OTHERVALUE
Rahul Rai	GS002	1-7-2017	6,000.00		Metro	Mukesh Sharma	OTHERVALUE
		1-7-2017	4,500.00		Non Metro	Umed Singh	OTHERVALUE

❑ Income tax declaration for **Transport Allowance** for **Conveyance** Pay Head

Transport Allowance — Galaxy Knowledge Solutions — Ctrl + M

Employee / Group : [All Items
Type of Allowance : Transport Allowance

Financial Year : 1-Apr-2017 to 31-Mar-2018

Employee Name	Employee Number	Effective From	Employee Status
Manoj Choudhary	GS001		
Pooja Sangwan	GS003	1-7-2017	Others
Rahul Rai	GS002	1-7-2017	Others
		1-7-2017	Physically Challanged

☐ Income tax declaration for **Children Education Allowance**

Child Education Allowance	Galaxy Knowledge Solutions		Ctrl + M
Employee / Group : [All Items			Financial Year : 1-Apr-2017 to 31-Mar-2018
Type of Allowance : Children Education Allowance			

Employee Name	Employee Number	Effective From	Number of Children
Manoj Choudhary	GS001		
Pooja Sangwan	GS003	1-7-2017	2
Rahul Rai	GS002	1-7-2017	1
		1-7-2017	1

☐ Income tax declaration for **Children Hostel Expenditure Allowance**

Children Hostel Expenditure Allowance	Galaxy Knowledge Solutions		Ctrl + M
Employee / Group : [All Items			Financial Year : 1-Apr-2017 to 31-Mar-2018
Type of Allowance : Children Hostel Expenditure Allowance			

Employee Name	Employee Number	Effective From	Number of Children
Manoj Choudhary	GS001		
Pooja Sangwan	GS003	1-7-2017	1
Rahul Rai	GS002		
		1-7-2017	1

☐ Income tax declaration for **Investments U/s 80C/80CCF, 80CCG** (Single Employee)

Investment Declaration	Galaxy Knowledge Solutions	Ctrl + M
Employee Name : Manoj Choudhary		Financial Year : 1-Apr-2017 to 31-Mar-2018
Employee Number : GS001		
PAN Number : AWCPK1235L		

Particulars of Investments	Effective From	Annual Amount	
		Declared	Proof / Eligible
Employee Provident Fund (EPF)	1-4-2017	8,640.00	8,640.00
Employee Contribution to NPS (Tier - I)	1-4-2017	7,200.00	7,200.00
Insurance Premium	1-4-2017	8,000.00	8,000.00
Housing Loan Repayment (Principal)	1-4-2017	50,000.00	45,000.00
Tuition Fees	1-4-2017	26,000.00	26,000.00
Long-Term Infrastructure Bonds	1-4-2017	25,000.00	25000
Gross Qualifying Amount (80C + 80CCC + 80CCD)		99,840.00	94,840.00
Net Qualifying Amount 80CCE (Max to 1,50,000.00)		99,840.00	94,840.00
Employee Contribution to NPS 80CCD(1B) (Max to 50,000.00)			
Employer Contribution to NPS 80CCD(2)		7,200.00	7,200.00
Net Qualifying Amount 80CCG (50% of Investment OR 25,000.00 whichever is Low)			

Note: Set Income tax declaration for Rahul Rai and Pooja Sangwan as per given below

Ctrl + M ⊠

Investment Declaration — Galaxy Knowledge Solutions

Employee Name	: Pooja Sangwan
Employee Number	: GS003
PAN Number	: ARCPS4562L

Financial Year : 1-Apr-2017 to 31-Mar-2018

Particulars of Investments	Effective From	Annual Amount	
		Declared	Proof / Eligible
Employee Provident Fund (EPF)	1-4-2017	6,480.00	6,480.00
Employee Contribution to NPS (Tier - I)	1-4-2017	5,400.00	5,400.00
Insurance Premium	1-4-2017	5,000.00	5,000.00
Housing Loan Repayment (Principal)	1-4-2017	42,000.00	42,000.00
Tuition Fees	1-4-2017	18,000.00	18,000.00
Long-Term Infrastructure Bonds	1-4-2017	25,000.00	25,000.00
Gross Qualifying Amount (80C + 80CCC + 80CCD)		76,880.00	76,880.00
Net Qualifying Amount 80CCE (Max to 1,50,000.00)		76,880.00	76,880.00
Employee Contribution to NPS 80CCD(1B) (Max to 50,000.00)			
Employer Contribution to NPS 80CCD(2)		5,400.00	5,400.00
Net Qualifying Amount 80CCG (50% of Investment OR 25,000.00 whichever is Low)			

Ctrl + M ⊠

Investment Declaration — Galaxy Knowledge Solutions

Employee Name	: Rahul Rai
Employee Number	: GS002
PAN Number	: AACPL1478K

Financial Year : 1-Apr-2017 to 31-Mar-2018

Particulars of Investments	Effective From	Annual Amount	
		Declared	Proof / Eligible
Employee Provident Fund (EPF)	1-4-2017	7,560.00	7,560.00
Employee Contribution to NPS (Tier - I)	1-4-2017	6,300.00	6,300.00
Insurance Premium			
Housing Loan Repayment (Principal)	1-4-2017	7,000.00	7,000.00
Tuition Fees	1-4-2017	46,000.00	35,000.00
Long-Term Infrastructure Bonds	1-4-2017	18,000.00	18,000.00
	1-4-2017	22,000.00	22,000.00
Gross Qualifying Amount (80C + 80CCC + 80CCD)			
Net Qualifying Amount 80CCE (Max to 1,50,000.00)		84,860.00	73,860.00
Employee Contribution to NPS 80CCD(1B) (Max to 50,000.00)		84,860.00	73,860.00
Employer Contribution to NPS 80CCD(2)			
Net Qualifying Amount 80CCG (50% of Investment OR 25,000.00 whichever is Low)		6,300.00	6,300.00
Total Net Qualifying Amount of Deduction		91,160.00	80,160.00

6.	31-7-2017	Company adjust the salaries of employee for July month on the bases of present as per given below.

Name of Employee	Absent	Overtime
Manoj Choudhary	3	5 Hrs
Pooja Sangwan	2	7 Hrs
Rahul Rai	2	8 Hrs

The Payroll Process consists of the following transactions:

1. Attendance/Production
2. Processing of Payroll
3. Processing Employer PF Admin Expneses
4. Payment of Salary
5. Payment of PF
6. Payment of ESI
7. Payment of NPS
8. Payment of Income Tax
9. Payment of Professional Tax

1. **Recording Attendance/Production using Attendance Voucher**

   Go to *Gateway of Tally>Payroll Vouchers> F5:Attendance (CTRL+F5)*

   - Press **F2** and enter date **31-7-2017**
   - Employee Name: Select **Manoj Choudhary**
   - Attendance/Production Type: **Absent** and enter Value **3**
   - Employee Name: Select **Pooja Sangwan**
   - Attendance/Production Type: **Absent** and enter Value **2**
   - Employee Name: Select **Rahul Rai**
   - Attendance/Production Type: **Absent** and enter Value **2**

   - Employee Name: Select **Manoj Choudhary**
   - Attendance/Production Type: **Overtime** and enter Value **5**
   - Employee Name: Select **Pooja Sangwan**
   - Attendance/Production Type: **Overtime** and enter Value **7**
   - Employee Name: Select **Rahul Rai**
   - Attendance/Production Type: **Overtime** and enter Value **8**

Attendance voucher creation screen displays as per given below:

Attendance Voucher Creation		Galaxy Knowledge Solutions			Ctrl + M ✕
Attendance No. 1					31-Jul-2017 Monday

Employee Name	Employee Number	Attendance/Production Type		Value	Unit
Manoj Choudhary	GS001	Absent	Cur Bal 3 Days	3	Days
Pooja Sangwan	GS003	Absent	Cur Bal 2 Days	2	Days
Rahul Rai	GS002	Absent	Cur Bal 2 Days	2	Days
Manoj Choudhary	GS001	Overtime	Cur Bal 5 Hrs.	5	Hrs.
Pooja Sangwan	GS003	Overtime	Cur Bal 7 Hrs.	7	Hrs.
Rahul Rai	GS002	Overtime	Cur Bal 8 Hrs.	8	Hrs.

Narration:
Attandance of July 2017 Months

Accept ?

Yes or No

Note: Employee Name and Attendance/ Production Type fields are updated automatically. Attendance voucher allows you to enter **Attendance**, **Overtime**, **Leave** or **Production** details. You can enter separate vouchers for each day or a single voucher for a given pay period, say a month, with aggregated values. You can also enter data for one or more or all employees. Similarly, one or more Attendance types together in a single voucher.

2. **Payroll Processing using Payroll Voucher.**

    Payroll Vouchers are used to record the Payroll related data. You can enter separate vouchers for each day or a single voucher for a given pay period, say a month, with aggregated values. You can also enter data for one or more or all employees. Payroll processing involves the following processes to record the Payroll data:

    ■   User Defined Salary Processing

    ■   Salary Processing

    ■   PF Contribution Processing for Employer PF Contributions

    ■   ESI Contribution Processing for Employer ESI Contributions

    ■   NPS Contribution Processing for Employer NPS Contributions

    ■   Employer PF Admin Expenses

A. User Defined Salary Processing

Go to Gateway of Tally>Payroll Vouchers

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  o Process for: Select **User Defined**

  o From (blank for beginning): **1-7-2017**

  o To (blank for end): **31-7-2017**

  o Employee Category: **Primary Cost Category**

  o Employee/Group: **All Items**

  o Sort by: **Employee Name**

  o Payroll/Bank/Cash Ledger: **Salary Payable**

- Enter the details in user defined Payheads as per given below:

  o **Manoj Choudhary**

    - Bonus : Enter **2,000**

    - Reimbursement : Enter **1,200**

  o **Pooja Sangwan**

    - Bonus : Enter **2,500**

    - Reimbursement : Enter **1,000**

  o **Rahul Rai**

    - Bonus : Enter **1,500**

    - Reimbursement : Enter **1,000**

Payroll Voucher Creation	Galaxy Knowledge Solutions		Ctrl + M ⊠
Payroll　No. 1			31-Jul-2017 Monday
	Payroll autofill (Salary)		

Account : **Salary Payable**
Cur Bal. 0.00 Cr

Particulars			Amount
Primary Cost Category			9,200.00 Dr
Manoj Choudhary			3,200.00 Dr
Bonus	2,000.00 Dr	Cur Bal: 2,000.00 Dr	
Reimbursement	1,200.00 Dr	Cur Bal: 1,200.00 Dr	
Advance Salary Deduction		Cr Cur Bal: 0.00 Cr	
Pooja Sangwan			3,500.00 Dr
Bonus	2,500.00 Dr	Cur Bal: 2,500.00 Dr	
Reimbursement	1,000.00 Dr	Cur Bal: 1,000.00 Dr	
Advance Salary Deduction		Cr Cur Bal: 0.00 Cr	
Rahul Rai			2,500.00 Dr
Bonus	1,500.00 Dr	Cur Bal: 1,500.00 Dr	
Reimbursement	1,000.00 Dr	Cur Bal: 1,000.00 Dr	
Advance Salary Deduction		Cr Cur Bal: 0.00 Cr	
Narration:			9,200.00 Cr

B. Auto Salary Processing

Go to Gateway of Tally>Payroll Vouchers

- Press **Ctrl+F4** or Click <u>F4</u>: **Payroll** to select Payroll Voucher

- Click <u>A</u>:**Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  o Process for: Select **Salary**

  o Compute Income Tax based on : Select **Declared value**

  o From (blank for beginning): **1-7-2017**

  o To (blank for end): **31-7-2017**

  o Employee Category: **Primary Cost Category**

  o Employee/Group: **All Items**

  o Sort by: **Employee Name**

  o Payroll/Bank/Cash Ledger: **Salary Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M

Payroll   No. 2   31–Jul–2017
                                                                                                                     Monday

Payroll autofill (Salary)

Account : **Salary Payable**
Cur Bal: 9,200.00 Cr

Particulars		Amount
Primary Cost Category		20,170.00 Dr
Manoj Choudhary		
Basic Pay	7,226.00 Dr Cur Bal: 7,226.00 Dr	7,205.00 Dr
HRA	1,445.00 Dr Cur Bal: 1,445.00 Dr	
Conveyance Allowance	400.00 Dr Cur Bal: 400.00 Dr	
Overtime	500.00 Dr Cur Bal: 500.00 Dr	
Canteen Deduction	500.00 Cr Cur Bal: 500.00 Cr	
Professional Tax	150.00 Cr Cur Bal: 150.00 Cr	
Income Tax	Cr Cur Bal: 0.00 Cr	
Employee's EPF Deduction@12%	867.00 Cr Cur Bal: 867.00 Cr	
Employee's ESI Deduction@1.75%	126.00 Cr Cur Bal: 126.00 Cr	
Employee's NPS Deduction@10%	723.00 Cr Cur Bal: 723.00 Cr	
Pooja Sangwan		
Basic Pay	5,613.00 Dr Cur Bal: 5,613.00 Dr	6,113.00 Dr
HRA	1,123.00 Dr Cur Bal: 1,123.00 Dr	
Conveyance Allowance	800.00 Dr Cur Bal: 800.00 Dr	
Overtime	560.00 Dr Cur Bal: 560.00 Dr	
Canteen Deduction	500.00 Cr Cur Bal: 500.00 Cr	
Professional Tax	150.00 Cr Cur Bal: 150.00 Cr	
Income Tax	Cr Cur Bal: 0.00 Cr	
Employee's EPF Deduction@12%	674.00 Cr Cur Bal: 674.00 Cr	

Narration: 13 more ... ↓

Pay Period : 1-Jul-2017 to 31-Jul-2017 ,Computed tax based on :   20,170.00 Cr
Declared Value

Accept ?

Yes or No

C. PF Contribution Processing

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  o Process for: Select **PF Contributions**

  o From (blank for beginning): **1-7-2017**

  o To (blank for end): **31-7-2017**

  o Employee Category: **Primary Cost Category**

  o Employee/Group: **All Items**

  o Sort by: **Employee Name**

  o Payroll/Bank/Cash Ledger: **PF Payable**

- The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll No. 3		31-Jul-2017 Monday

Payroll autofill (PF contribution)

Account : **PF Payable**
Cur Bal: 0.00 Cr

Particulars		Amount
Primary Cost Category		2,327.00 Cr
Manoj Choudhary		867.00 Dr
Employer's EPS Contribution@0.33%	541.00 Dr Cur Bal: 541.00 Dr	
Employer's EPF Contribution@3.67%	326.00 Dr Cur Bal: 326.00 Dr	
Pooja Sangwan		674.00 Dr
Employer's EPS Contribution@0.33%	468.00 Dr Cur Bal: 468.00 Dr	
Employer's EPF Contribution@3.67%	206.00 Dr Cur Bal: 206.00 Dr	
Rahul Rai		786.00 Dr
Employer's EPS Contribution@0.33%	541.00 Dr Cur Bal: 541.00 Dr	
Employer's EPF Contribution@3.67%	245.00 Dr Cur Bal: 245.00 Dr	

Narration:
Pay Period : 1-Jul-2017 to 31-Jul-2017

2,327.00 Cr

Accept ?

Yes or No

D. ESI Contribution Processing

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  o Process for: Select **ESI Contributions**

  o From (blank for beginning): **1-7-2017**

  o To (blank for end): **31-7-2017**

  o Employee Category: **Primary Cost Category**

  o Employee/Group: **All Items**

  o Sort by: **Employee Name**

  o Payroll/Bank/Cash Ledger: **ESI Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions		Ctrl + M ⊠
Payroll No. 4			31-Jul-2017
			Monday
	Payroll autofill (ESI contribution)		
Account : **ESI Payable**			
Cur Bal: 0.00 Cr			
Particulars			
			Amount
Primary Cost Category			
Manoj Choudhary			921.00 Dr
Employer's ESI Contribution@4.75%	343.00 Dr	Cur Bal: 343.00 Dr	343.00 Dr
Pooja Sangwan			
Employer's ESI Contribution@4.75%	267.00 Dr	Cur Bal: 267.00 Dr	267.00 Dr
Rahul Rai			
Employer's ESI Contribution@4.75%	311.00 Dr	Cur Bal: 311.00 Dr	311.00 Dr

Narration:

Pay Period : 1-Jul-2017 to 31-Jul-2017   921.00 Cr

Accept ?

Yes or No

Q: Quit   A: Accept   D: Delete   X: Cancel

E. NPS Contribution Processing

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  - Process for: Select **NPS Contributions**

  - From (blank for beginning): **1-7-2017**

  - To (blank for end): **31-7-2017**

  - Employee Category: **Primary Cost Category**

  - Employee/Group: **All Items**

  - Sort by: **Employee Name**

  - Payroll/Bank/Cash Ledger: **NPS Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll No. 5		31-Jul-2017 Monday
	Payroll autofill (NPS contribution)	
Account : NPS Payable Cur Bal: 0.00 Cr		
Particulars		Amount
Primary Cost Category		1,939.00 Dr
Manoj Choudhary		723.00 Dr
Employer's NPS Contribution@10%	723.00 Dr Cur Bal: 723.00 Dr	
Pooja Sangwan		561.00 Dr
Employer's NPS Contribution@10%	561.00 Dr Cur Bal: 561.00 Dr	
Rahul Rai		655.00 Dr
Employer's NPS Contribution@10%	655.00 Dr Cur Bal: 655.00 Dr	
Narration:		1,939.00 Cr
Pay Period : 1-Jul-2017 to 31-Jul-2017		Accept ? Yes or No

F. Employer PF Admin Expense Processing

Go to *Gateway of Tally>Accounting Vouchers>F7:Journal*

- Press **F7** to select Journal Voucher

- Click <u>A</u>: **Other Charges Auto-Fill** button to display Auto Fill Screen

    o From (blank for beginning): **1-7-2017**

    o To (blank for end): **31-7-2017**

    o Cost Category: **Primary Cost Category**

    o Employee/Group: **All Items**

    o Expense Ledger: **PF Admin Expenses**

    o Admin Charges (A/c No. 2): **PF Admin Charges@1.10%**

    o ELDI Contribution (A/c No. 21): **EDLI Contribution@0.50%**

    o ELDI Admin Charges (A/c No. 22): **EDLI Admin Charges@0.01%**

The payroll voucher creation screen displays as shown below:

Accounting Voucher Alteration (Secondary)	Galaxy Knowledge Solutions		Ctrl + M ☒
Journal No. 1			31–Jul–2017 Monday
	Payroll autofill (Other charges)		
Particulars		**Debit**	**Credit**
Dr **PF Admin Expenses**		797.00	
Cur Bal: 797.00 Dr			
Cr **PF Admin Charges@1.10%**			500.00
Cur Bal: 500.00 Cr			
Primary Cost Category			
Manoj Choudhary	169.83 Cr		
Pooja Sangwan	160.07 Cr		
Rahul Rai	170.10 Cr		
Cr **EDLI Contribution@0.50%**			97.00
Cur Bal: 97.00 Cr			
Primary Cost Category			
Manoj Choudhary	36.13 Cr		
Pooja Sangwan	28.07 Cr		
Rahul Rai	32.80 Cr		
Cr **EDLI Admin Charges@0.01%**			200.00
Cur Bal: 200.00 Cr			
Primary Cost Category			
Manoj Choudhary	66.72 Cr		
			2 more ...
Narration:			
Pay Period : 1-Jul-2017 to 31-Jul-2017		797.00	797.00
			Accept ?
			Yes or No

7.	31-7-2017	Mr. Gulabchand issued a cheque of ₹ 29,370 towards Salary Payable for the month of July 2017.

❑ **Payment of Salary using Payment Voucher**

Go to *Gateway of Tally>Accounting Vouchers>F5: Payment Voucher*

- Press **F5** to select Payment Voucher
- Press **F12** Key and set *"Use single entry mode for payment/receipt/contra vouchers"* to **Yes**
- Click <u>A</u>: **Payroll Auto-Fill** button to display Payment Auto Fill Screen
  - o Process for: Select **Salary Payment**
  - o From (blank for beginning): **1-7-2017**
  - o To (blank for end): **31-7-2017**
  - o Voucher Date: **31-7-2017**
  - o Employee Category: **Primary Cost Category**
  - o Employee/Group: **All Items**
  - o Payroll Ledger: **Salary Payable**
  - o Bank/Cash Ledger: **HDFC Bank**
  - o Use Mode of Payament/Transcation Type: **No**
- Salary Payable Amount: **29,370** (Auto Value)
- Enter the bank Allocation details

The Payment Voucher screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payment No. 3		31-Jul-2017 Monday
	Payroll autofill (Salary payment)	
Account : HDFC Bank Cur Bal: 3,32,130.00 Dr		
Particulars		**Amount**
Salary Payable Cur Bal: 0.00 Dr Primary Cost Category		29,370.00
Manoj Choudhary	10,405.00 Dr	
Pooja Sangwan	9,613.00 Dr	
Rahul Rai	9,352.00 Dr	
Narration:		29,370.00
		Accept ? Yes or No

8.	31-7-2017	Mr. Gulabchand issued a cheque of ₹ 5,451 towards PF Payable for the month of July 2017.

❑ **Payment of PF using Payment Voucher**

- Press F5 to select Payment Voucher

- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen

  - Process for: Select **PF Challan**

  - From (blank for beginning): **1-7-2017**

  - To (blank for end): **31-7-2017**

  - Voucher Date: **31-7-2017**

  - Employee Category: **Primary Cost Category**

  - Employee/Group: **All Items**

  - Payroll Ledger: **PF Payable**

  - Bank/Cash Ledger: **HDFC Bank**

- The Payment Voucher screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ⊠
Payment No. 4		31-Jul-2017 Monday

Payroll autofill (PF challan)

Account : **HDFC Bank**
Cur Bal 3,26,679.00 Dr

Particulars		Amount
PF Payable		**2,327.00**
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	867.00 Dr	
Pooja Sangwan	674.00 Dr	
Rahul Rai	786.00 Dr	
Employee's EPF Deduction@12%		2,327.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	867.00 Dr	
Pooja Sangwan	674.00 Dr	
Rahul Rai	786.00 Dr	
EDLI Admin Charges@0.01%		200.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	66.72 Dr	
Pooja Sangwan	66.56 Dr	
Rahul Rai	66.72 Dr	
EDLI Contribution@0.50%		97.00
Cur Bal: 0.00 Dr		

Provide Details	: No	10 more ...

Narration:

5,451.00

- To Print **PF Challan** press **Page Up** key
- Click on **P: Print** button or press **Alt+P** key
- The PF Challan form displays as shown below

COMBINED CHALLAN NO. 1, 2, 10, 21 & 22
EMPLOYEES' PROVIDENT FUND ORGANISATION

ESTABLISHMENT CODE NO. `DLNDL0012456987` ACCOUNT GROUP NO. ☐   PAID BY CHEQUE ☐ /CASH ☐

DUES FOR THE MONTH OF:

	MM	YYYY
Employees' Share	07	2017
Employer's Share	07	2017

DATE OF PAYMENT: DD `31` MM `07` YYYY `2017`

	A/c. 1	A/c. 10	A/c. 21
Total No. of Subscribers	3	3	3
Total Wages Due	19,387.00	18,613.00	19,387.00

Sl. No.	Particulars	A/c No. 1	A/c No. 2	A/c No. 10	A/c No. 21	A/c No. 22	Total
PART-II							
1	EMPLOYER'S SHARE OF CONT.	777.00		1,550.00	97.00		2,424.00
2	EMPLOYEES' SHARE OF CONT.	2,327.00					2,327.00
3	ADM CHARGES		500.00			200.00	700.00
4	INSP. CHARGES						
5	PENAL DAMAGES						
6	MISC. PAYMENT/S.7Q INTEREST						
7	PAST ACCUMULATIONS/ARREARS						
	Total	3,104.00	500.00	1,550.00	97.00	200.00	5,451.00

(Amount in words : INR Five Thousand Four Hundred Fifty One Only)

(For Bank's use only)

NAME OF THE ESTABLISHMENT: **Galaxy Knowledge Solutions**
ADDRESS   : **#405/1 Netaji Subhash Marg, Pitampura, New Delhi, E**
-Mail : **gsk.delhi@gmail.com**

Amount Received Rs.: ☐
For Cheques only: ☐
Date of Presentation: ☐

NAME OF THE DEPOSITOR: **Manoj Choudhary**

Date of Realisation: ☐

SIGNATURE OF THE DEPOSITOR:

Branch Name : ☐
Branch Code No.: ☐

(TO BE FILLED IN BY EMPLOYER'S)

NAME OF THE BANK `HDFC Bank`

CHEQUE NO `750106` DATE `31-Jul-2017`

9.	31-7-2017	Mr. Gulabchand issued a cheque of ₹ 1,260 towards ESI Payable for the month of July 2017.

❑ **Payment of ESI using Payment Voucher**

- Press F5 to select Payment Voucher
- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen
    - Process for: Select **ESI Challan**
    - From (blank for beginning): **1-7-2017**
    - To (blank for end): **31-7-2017**
    - Voucher Date: **31-7-2017**
    - Employee Category: **Primary Cost Category**
    - Employee/Group: **All Items**
    - Payroll Ledger: **ESI Payable**
    - Bank/Cash Ledger: **HDFC Bank**
    - The Payment Voucher screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ☒
Payment No. 5		31-Jul-2017 Monday

Payroll autofill (ESI challan)

Account : **HDFC Bank**
Cur Bal: 3,25,419.00 Dr

Particulars	Amount
ESI Payable	921.00
Cur Bal: 0.00 Dr	
Primary Cost Category	
Manoj Choudhary 343.00 Dr	
Pooja Sangwan 267.00 Dr	
Rahul Rai 311.00 Dr	
Employee's ESI Deduction@1.75%	339.00
Cur Bal: 0.00 Dr	
Primary Cost Category	
Manoj Choudhary 126.00 Dr	
Pooja Sangwan 98.00 Dr	
Rahul Rai 115.00 Dr	

Provide Details   : **No**

Narration:

	1,260.00

10.	31-7-2017	Mr. Gulabchand issued a cheque of ₹ 3,878 towards NPS Payable for the month of July 2017.

❑ **Payment of NPS using Payment Voucher**

- Press F5 to select Payment Voucher
- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen

Case Study- VI (Payroll Management)

- o Process for: Select **NPS Payment**
- o From (blank for beginning): **1-7-2017**
- o To (blank for end): **31-7-2017**
- o Voucher Date: **31-7-2017**
- o Employee Category: **Primary Cost Category**
- o Employee/Group: **All Items**
- o Payroll Ledger: **NPS Payable**
- o Bank/Cash Ledger: **HDFC Bank**

- Set **Provide Details** to **Yes** to print the Payment details,
- Enter the Payment details as per given below:
  - o Cheque/DD No: **452554**
  - o Cheque/DD Date: **31-7-2017**
  - o Depositor Name: **Manoj Choudhary**
  - o Bank and Branch Code: **HDFC Bank, Pitampura**
  - o BSR Code: **0547845**
  - o Challan Date: **31-7-2017**
  - o Challan Number: **365145**
- Enter the Bank Allocation details.
- The Payment Voucher screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payment No. 6		31-Jul-2017 Monday

Payroll autofill (NPS payment)

Account : HDFC Bank
Cur Bal: 3,21,541.00 Dr

Particulars		Amount
NPS Payable		1,939.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	723.00 Dr	
Pooja Sangwan	561.00 Dr	
Rahul Rai	655.00 Dr	
Employee's NPS Deduction@10%		1,939.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	723.00 Dr	
Pooja Sangwan	561.00 Dr	
Rahul Rai	655.00 Dr	

Provide Details   : Yes

Narration:

	3,878.00
	Accept ?
	Yes or No

11.	31-7-2017	Mr. Gulabchand issued a cheque of ₹ 450 towards Professional Tax for the month of July 2017.

❑ **Payment of Professional Tax using Payment Voucher**

- Press **F5** to select Payment Voucher
- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen
  - o Process for: Select **Professional Tax Payment**
  - o From (blank for beginning): **1-7-2017**
  - o To (blank for end): **31-72017**
  - o Voucher Date: **31-7-2017**
  - o Employee Category: **Primary Cost Category**
  - o Employee/Group: **All Items**
  - o Payroll Ledger: **Professional Tax**
  - o Cash/Bank Ledger: **HDFC Bank**
- Set **Provide Details** to **Yes** to print the Payment details,
- Enter the Payment details as per given above vouchers
- Press **Y** or **Enter** key to accept.

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ⊠
Payment No. 7		31~Jul-2017 Monday

Payroll autofill (Professional tax payment)

Account : **HDFC Bank**
Cur Bal: 3,21,091.00 Dr

Particulars		Amount
Professional Tax		450.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	150.00 Dr	
Pooja Sangwan	150.00 Dr	
Rahul Rai	150.00 Dr	

Provide Details　　　　: **No**

Narration:

	450.00
	Accept ?
	Yes or **No**

AUGUST 2017		
12.	1-8-2017	Mr. Gulabchand revised the pay structure of **Rahul Rai**. Revised pay structure is effective from August 1, 2017.

Revised pay structure of Rahul Rai is shown in below table.

Pay Head	Old Pay Structure	New Pay Structure
Basic Pay	₹ 7,000/Month	₹ 9,000/Month
HRA	20% on Basic	20% on Basic
Conveyance	₹ 800 per Month	₹ 1,100 per Month
Overtime	₹ 50 /Hrs.	₹ 100 /Hrs.
Canteen Deduction	₹ 500 Flat per Month	₹ 400 Flat per Month
Bonus	As User Defined Value	
Reimbursement	As User Defined Value	
Professional Tax	As per law	
Income Tax	As per Income Tax Slab	
Gratuity	As per law	
Employee's EPF Deduction@12%	As per law, 12% on Basic Pay	
Employee's ESI Deduction@1.75%	As per law, 1.75% on Basic Pay	
Employee's NPS Deduction@10%	As per law, 10% on Basic Pay	
Employer EPS Contribution@8.33%	As per law, 8.33% on Basic Pay or ₹ 541 whichever is less	
Employer EPF Contribution@3.67%	As per law, EPF Deduction@12%–EPS Contribution @8.33%	
Employer ESI Contribution@4.75%	As per law, 4.75% on Basic Pay	
Employer NPS Contribution@10%	As per law, 10% on Basic Pay	
Advance Salary Deduction	As User Defined Value	

1. **Alter Rahul Rai's Salary Details as per given above Table**

   Go to *Gateway of Tally>Payroll Info.>Salary Details>Define.*

   - Select **Rahul Rai**
   - Press **Enter** key till the last field of current pay structure
   - Select **End of List** in current pay structure
   - Enter the date in effective from field : **1-8-2017**
   - Select **Start Afresh** from **Start Type** List
     - Select **Basic Pay** and enter amount of ₹ **9,000**

- o Select **HRA**
- o Select **Conveyance Allowance** and enter amount of ₹ **1,100**
- o Select **Overtime** and enter amount of ₹ **100**
- o Select **Canteen Deduction** and enter amount of ₹ **400**
- o Select **Bonus**
- o Select **Reimbursement**
- o Select **Professional Tax**
- o Select **Income Tax**
- o Select **Gratuity**
- o Select **Employee's EPF Deduction@12%**
- o Select **Employee's ESI Deduction@1.75%**
- o Select **Employee's NPS Deduction@10%**
- o Select **Employer's EPS Contribution@8.33%**
- o Select **Employer's EPF Contribution@3.67%**
- o Select **Employer's ESI Contribution@4.75%**
- o Select **Employer's NPS Contribution@10%**
- o Select **Advance Salary Deduction**

Ensure that the salary details screen displays as shown below:

Salary Details Alteration				Galaxy Knowledge Solutions			Ctrl + M ✕
Name : Rahul Rai (GS002)							
Under : [Primary							

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
... 12 more						
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	
1-Aug-2017	Start Afresh					
	Basic Pay	9,000.00	Months	Earnings for Employees	On Attendance	
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Conveyance Allowance	1,100.00	Months	Earnings for Employees	Flat Rate	
	Overtime	100.00	Hrs.	Earnings for Employees	On Production	
	Canteen Deduction	400.00	Months	Deductions From Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Gratuity		
	Employee's EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

13.	2-8-2017	Mr. Gulabchand employed **Pankaj Nayar** as Accountant. The pay structure of Pankaj Nayar is given below:

Revised pay structure of Rahul Rai is shown in below table.

Pay Head	Salary Details
Basic Pay	₹ 8,000/Month
HRA	20% on Basic Pay
Conveyance Allowance	₹ 800 per Month
Overtime	₹ 50 /Hrs.
Canteen Deduction	₹ 500 Flat per Month
Bonus	As User Defined Value
Reimbursement	As User Defined Value
Professional Tax	As per law
Income Tax	As per Income Tax Slab
Gratuity	As per law
Employee's EPF Deduction@12%	As per law, 12% on Basic Pay
Employee's ESI Deduction@1.75%	As per law, 1.75% on Basic Pay
Employee's NPS Deduction@10%	As per law, 10% on Basic Pay
Employer EPS Contribution@8.33%	As per law, 8.33% on Basic Pay or ₹ 541 whichever is less
Employer EPF Contribution@3.67%	As per law, EPF Deduction@12%–EPS Contribution @8.33%
Employer ESI Contribution@4.75%	As per law, 4.75% on Basic Pay
Employer NPS Contribution@10%	As per law, 10% on Basic Pay
Advance Salary Deduction	As User Defined Value
Employer's Other Charges Pay Heads	
PF Admin Charges@1.10%	As per law 1.10 % on PF Gross
EDLI Admin Charges@0.01%	As per law 0.01 % on PF Gross
EDLI Contribution@0.50%	As per law 0.50 % on PF Gross

Note: The effective date of Joining for Pankaj Nayar is 2-8-2017

1. **Create Employee Master as per given above table**

   Go to Gateway of Tally>Payroll Info> Employees> Create.

   - Category: **Primary Cost Category**
   - Name: **Pankaj Nayar**
   - Display Name in Reports: **Pankaj Nayar**
   - Under: **Primary**
   - Date of Joining: **2-8-2017**
   - Define Salary Details: **No**
   - Enter the General Info details as per given below:
     - Employee Number: **GS004**
     - Designation: **Accountant**
     - Function: **Accounting**
     - Location: **New Delhi**
     - Gender: **Male**
     - Date of Birth: **1-07-1987**
     - Blood Group: **O Positive**
     - Father/Mother Name: **Sh. Rajpal Nayar**
     - Spouse Name: **Mrs. Suman Nayar**
     - Address: **#25/2 Nayar House, Shastri Nagar, Delhi**
     - Contact Numbers: **09784589652**
     - E-mail ID: **pankaj.nayar@gmail.com**
   - Provide Bank Details: Set **Yes** and Enter Bank Details
     - A/c Number: **65268745236**
     - IFS Code : **HDFC0001668**
     - MICR Code Number: **110240197**
     - Bank Name: **HDFC Bank**
     - Branch: **Ashok Vihar, Delhi**
     - Set Bank Details
   - Enter Statutory Details
     - Income Tax Number (PAN): **AQQCS4563L**
     - PF Account Number: **DL\RG\0145982**
     - EPS Account Number: **DL\RG\0145982**
     - PF Date of Joining: **2-Aug-2017**
     - PR Account Number: **014785336**
     - ESI Number: **DL\ESI\741586**
     - ESI Dispensary Name: **Pitampura**

2. **Create Employee Salary Details as per given above table**

    Go to Gateway of Tally>Payroll Info.> Salary Details> Define.

    ■ Effective from : **2-Aug-2017**

    ■ Pay Head: Select Pay Heads as per given below:
    - o Select **Basic Pay** and enter amount of ₹ **8,000**
    - o Select **HRA**
    - o Select **Conveyance Allowance** and enter amount of ₹ **800**
    - o Select **Overtime** and enter amount of ₹ **50**
    - o Select **Canteen Deduction** and enter amount of ₹ **500**
    - o Select **Bonus**
    - o Select **Reimbursement**
    - o Select **Professional Tax**
    - o Select **Income Tax**
    - o Select **Gratuity**
    - o Select **Employee's EPF Deduction@12%**
    - o Select **Employee's ESI Deduction@1.75%**
    - o Select **Employee's NPS Deduction@10%**
    - o Select **Employer's EPS Contribution@8.33%**
    - o Select **Employer's EPF Contribution@3.67%**
    - o Select **Employer's ESI Contribution@4.75%**
    - o Select **Employer's NPS Contribution@10%**
    - o Select **Advance Salary Deduction**

Salary Details Alteration	Galaxy Knowledge Solutions					Ctrl + M

Name   : Pankaj Nayar (GS004)
Under   : [Primary

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
2-Aug-2017						
	Basic Pay	8,000.00	Months	Earnings for Employees	On Attendance	
	HRA			Earnings for Employees	As Computed Value	Basic Pay
	Conveyance Allowance	800.00	Months	Earnings for Employees	Flat Rate	
	Overtime	50.00	Hrs.	Earnings for Employees	On Production	
	Canteen Deduction	500.00	Months	Deductions From Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Professional Tax			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Gratuity		
	Employee's EPF Deduction@12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's ESI Deduction@1.75%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employee's NPS Deduction@10%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	Employer's EPS Contribution@8.33%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's EPF Contribution@3.67%			Employer's Statutory Contributions	As Computed Value	Employee's EPF Deduction@12% - Employer's EPS Contribution@8.33%
	Employer's ESI Contribution@4.75%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Employer's NPS Contribution@10%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	Advance Salary Deduction			Loans and Advances	As User Defined Value	

Accept ?

Yes or No

14.	2-8-2017	Mr. Gulabchand accepted the resignation of Manoj Choudhary. The resignation is effective from August 31, 2017.

1. Resignation of Manoj Choudhary

Go to Gateway of Tally>Payroll Info.>Employees> Alter

- Select **Manoj Choudhary**
- Date of resignation/retirement: **31-08-2017**
- Reason for Leaving: **Left Service**

Ensure that the employee alteration screen displays as shown below:

```
Employee Alteration                                Galaxy Knowledge Solutions

Category                    : Primary Cost Category
Name                        : Manoj Choudhary
(alias)                     :


Display name in reports as  : Manoj Choudhary
Under                       : [ Primary

Date of joining             : 1-Jul-2017
Define salary details       ? No
Date of resignation/retirement : 31-Aug-2017
Reason for leaving          : Left Service
```

15.	2-8-2017	Mr. Gulabchand paid cash of ₹ 2,000 to Manoj Choudhary towards advance salary. Salary deduct during the payroll process.

Enter the voucher particulars in a payment voucher as per given below:

- Go to *Gateway of Tally>Accounting Vouchers>F5:Payment*
- Press **F2** and enter date **2-8-2017**
- Select **Cash** ledger in **Header Account**
- Select **Advance Salary Deduction** ledger in **Line Account** and enter of ₹ **2,000**
- Select **Primary Cost Category**
- Select **Manoj Choudhary** in Name of Employee
- Amount **2,000** (display automatically)

Accounting voucher screen (Payment Voucher) display as per given below:

```
Accounting Voucher Creation           Galaxy Knowledge Solutions          Ctrl + M ☒
Payment        No. 8
                                                                          2-Aug-2017
                                                                          Wednesday

Account : Cash
    Cur Bal: 94,000.00 Dr
    Particulars                                                              Amount

Advance Salary Deduction                                                    2,000.00
    Cur Bal: 2,000.00 Dr
    Primary Cost Category
       Manoj Choudhary          2,000.00 Dr
```

| 16. | 31-8-2017 | Company adjust the salaries of employee for August month on the bases of Absent and overtime as per given below: |

Name of Employee	Absent	Overtime
Manoj Choudhary	4	3 Hours
Pankaj Nayar	2	5 Hours
Pooja Sangwan	1	8 Hours
Rahul Rai	3	10 Hours

1. Make an entry in an attendance voucher to record Attendance

Go to Gateway of Tally>Payroll Vouchers> F5: Attendance Voucher (CTRL + F5)

- Press F2 and enter date 31-8-2017

- Press Alt+A key or click on A:Attendance Autofill button to displays the attendance auto fill screen. Set the screen components as per given below:

    o Voucher Date: 31-8-2017

    o Employee Category: Primary Cost Category

    o Employee/Group: All Items

    o Attendance/Production Type: Absent

    o Default Value to Fill: 0 (Zero)

    o Sort by: Employee Name

- Enter the value as per given below:

    o Manoj Choudhary: 4

    o Pankaj Nayar: 2

    o Pooja Sangwan: 1

    o Rahul Rai: 3

- Press Y or Enter to accept.

Attendance Voucher Creation	Galaxy Knowledge Solutions		Ctrl + M X
Attendance No. 2			31-Aug-2017 Thursday

Employee Name	Employee Number	Attendance/Production Type		Value	Unit
Manoj Choudhary	GS001	Absent	Cur Bal: 7 Days	4	Days
Pankaj Nayar	GS004	Absent	Cur Bal: 2 Days	2	Days
Pooja Sangwan	GS003	Absent	Cur Bal: 3 Days	1	Days
Rahul Rai	GS002	Absent	Cur Bal: 5 Days	3	Days

Note: Employee Name and Attendance/Production Type fields are updated automatically.

2. **Make an entry in an attendance voucher to record Overtime**

Go to Gateway of Tally>Payroll Vouchers> F5:Attendance Voucher (CTRL+F5)

- Click on **A:Attd Auto Fill** button to displays the attendance auto fill screen.

  Set the screen components as per given below:

  - Voucher Date: **31-8-2017**
  - Employee Category: **Primary Cost Category**
  - Employee/Group: **All Items**
  - Attendance/Production Type: **Overtime**
  - Default Value to Fill: **0 (Zero)**
  - Sort by: **Employee Name**

<div style="border:1px solid">

Attendance Auto Fill

Voucher Date	: 31-8-2017
Employee Category	: Primary Cost Category
Employee/Group	: [All Items

Auto Fill Values

Attendance/Production Type	: Overtime
Default Value to Fill	: 0
(Value entered above will be prefilled for all the Employees)	
Sort by	: Employee Name

Sorting Methods

Employee Name
Employee Number Only

</div>

- Enter the value as per given below:

  - Manoj Choudhary: **3**
  - Pankaj Nayar: **5**
  - Pooja Sangwan: **8**
  - Rahul Rai: **10**

Attendance Voucher Creation		Galaxy Knowledge Solutions		Ctrl + M ☒
Attendance No. 3				31-Aug-2017 Thursday

Employee Name	Employee Number	Attendance/Production Type		Value	Unit
Manoj Choudhary	GS001	Overtime	Cur Bal: 8 Hrs.	3 Hrs.	
Pankaj Nayar	GS004	Overtime	Cur Bal: 5 Hrs.	5 Hrs.	
Pooja Sangwan	GS003	Overtime	Cur Bal: 15 Hrs.	8 Hrs.	
Rahul Rai	GS002	Overtime	Cur Bal: 18 Hrs.	10 Hrs.	

3. User Defined Salary Processing

Go to Gateway of Tally>Payroll Vouchers

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher
- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen
  - Process for: Select **User Defined**
  - From (blank for beginning): **1-8-2017**
  - To (blank for end): **31-8-2017**
  - Employee Category: **Primary Cost Category**
  - Employee/Group: **All Items**
  - Sort by: **Employee Name**
  - Payroll/Bank/Cash Ledger: **Salary Payable**
- Enter the details in user defined Payheads as per given below:
  - **Manoj Choudhary**
    - Reimbursement : Enter **1,000**
    - Advance Salary Deduction : **2,000**
  - **Pankaj Nayar**
    - Reimbursement : Enter **800**
  - **Pooja Sangwan**
    - Reimbursement : Enter **1,500**
  - **Rahul Rai**
    - Reimbursement : Enter **1,200**

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll No. 6		31-Aug-2017 Thursday

Payroll autofill (Salary)

Account : **Salary Payable**
Cur Bal: 0.00 Cr

Particulars		Amount
↑ ... 1 more		
Manoj Choudhary		1,000.00 Cr
Bonus	Dr Cur Bal: 2,000.00 Dr	
Reimbursement	1,000.00 Dr Cur Bal: 2,200.00 Dr	
Advance Salary Deduction	2,000.00 Cr Cur Bal: 0.00 Dr	
Pankaj Nayar		800.00 Dr
Bonus	Dr Cur Bal: 0.00 Cr	
Reimbursement	800.00 Dr Cur Bal: 800.00 Dr	
Advance Salary Deduction	Cr Cur Bal: 0.00 Cr	
Pooja Sangwan		1,500.00 Dr
Bonus	Dr Cur Bal: 2,500.00 Dr	
Reimbursement	1,500.00 Dr Cur Bal: 2,500.00 Dr	
Advance Salary Deduction	Cr Cur Bal: 0.00 Cr	
Rahul Rai		1,200.00 Dr
Bonus	Dr Cur Bal: 1,500.00 Dr	
Reimbursement	1,200.00 Dr Cur Bal: 2,200.00 Dr	
Advance Salary Deduction	Cr Cur Bal: 0.00 Cr	

| Narration: | | 2,500.00 Dr |

4. **Auto Salary Processing**

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

  - Process for: **Salary**

  - Compute Income Tax Based on: Select **Declared Value**

  - From (blank for beginning): **1-8-2017**

  - To (blank for end): **31-8-2017**

  - Employee Category: **Primary Cost Category**

  - Employee/Group: **All Items**

  - Payroll Ledger: **Salary Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions		Ctrl + M
Payroll No. 7			31-Aug-2017 Thursday
	Payroll autofill (Salary)		
Account : Salary Payable			
Cur Bal: 2,500.00 Cr			
Particulars			**Amount**
Primary Cost Category			29,914.00 Dr
Manoj Choudhary			6,757.00 Dr
Basic Pay	6,968.00 Dr	Cur Bal: 14,194.00 Dr	
HRA	1,394.00 Dr	Cur Bal: 2,839.00 Dr	
Conveyance Allowance	400.00 Dr	Cur Bal: 800.00 Dr	
Overtime	300.00 Dr	Cur Bal: 800.00 Dr	
Canteen Deduction	500.00 Cr	Cur Bal: 1,000.00 Cr	
Professional Tax	150.00 Cr	Cur Bal: 150.00 Cr	
Income Tax	Cr	Cur Bal: 0.00 Cr	
Employee's EPF Deduction@12%	836.00 Cr	Cur Bal: 836.00 Cr	
Employee's ESI Deduction@1.75%	122.00 Cr	Cur Bal: 122.00 Cr	
Employee's NPS Deduction@10%	697.00 Cr	Cur Bal: 697.00 Cr	
Pankaj Nayar			7,355.00 Dr
Basic Pay	7,226.00 Dr	Cur Bal: 7,226.00 Dr	
HRA	1,445.00 Dr	Cur Bal: 1,445.00 Dr	
Conveyance Allowance	800.00 Dr	Cur Bal: 800.00 Dr	
Overtime	250.00 Dr	Cur Bal: 250.00 Dr	
Canteen Deduction	500.00 Cr	Cur Bal: 500.00 Cr	
Professional Tax	150.00 Cr	Cur Bal: 150.00 Cr	
Income Tax	Cr	Cur Bal: 0.00 Cr	
Employee's EPF Deduction@12%	867.00 Cr	Cur Bal: 867.00 Cr	
			24 more ...
Narration:			29,914.00 Cr
Pay Period : 1-Aug-2017 to 31-Aug-2017 ,Computed tax based on : Declared Value			Accept ?
			Yes or No

5. **PF Contribution Processing**

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher

- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen

- o Process for: Select **PF Contributions**
- o From (blank for beginning): **1-8-2017**
- o To (blank for end): **31-8-2017**
- o Employee Category: **Primary Cost Category**
- o Employee/Group: **All Items**
- o Payroll Ledger: **PF Payable**

Payroll Autofill

Process for	: **PF Contribution**
From (blank for beginning)	: **1-8-2017**
To (blank for end)	: **31-8-2017**
Employee Category	: **Primary Cost Category**
Employee/Group	: **[All Items**
Sort by	: **Employee Name**
Payroll/Bank/Cash Ledger	: **PF Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll No. 8		31-Aug-2017 Thursday

Payroll autofill (PF contribution)

Account : PF Payable
Cur Bal: 0.00 Cr

Particulars		Amount
		3,375.00 Cr
Primary Cost Category		
Manoj Choudhary		836.00 Dr
Employer's EPS Contribution@8.33%	541.00 Dr Cur Bal: 1,082.00 Dr	
Employer's EPF Contribution@3.67%	295.00 Dr Cur Bal: 621.00 Dr	
Pankaj Nayar		867.00 Dr
Employer's EPS Contribution@8.33%	541.00 Dr Cur Bal: 541.00 Dr	
Employer's EPF Contribution@3.67%	326.00 Dr Cur Bal: 326.00 Dr	
Pooja Sangwan		697.00 Dr
Employer's EPS Contribution@8.33%	484.00 Dr Cur Bal: 952.00 Dr	
Employer's EPF Contribution@3.67%	213.00 Dr Cur Bal: 419.00 Dr	
Rahul Rai		975.00 Dr
Employer's EPS Contribution@8.33%	541.00 Dr Cur Bal: 1,082.00 Dr	
Employer's EPF Contribution@3.67%	434.00 Dr Cur Bal: 679.00 Dr	
		3,375.00 Cr

Narration:
Pay Period : 1-Aug-2017 to 31-Aug-2017

Accept ?

Yes or No

6. ESI Contribution Processing

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher
- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen
  - Process for: Select **ESI Contributions**
  - From (blank for beginning): **1-8-2017**
  - To (blank for end): **31-8-2017**
  - Employee Category: **Primary Cost Category**
  - Employee/Group: **All Items**
  - Payroll Ledger: **ESI Payable**

Payroll Autofill

Process for	: **ESI Contribution**
From (blank for beginning)	: 1-8-2017
To (blank for end)	: 31-8-2017
Employee Category	: **Primary Cost Category**
Employee/Group	: [**All Items**
Sort by	: **Employee Name**
Payroll/Bank/Cash Ledger	: **ESI Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll No. 9		**31-Aug-2017** Thursday

Payroll autofill (ESI contribution)

Account : **ESI Payable**
Cur Bal: 0.00 Cr

Particulars		Amount
Primary Cost Category		1,336.00 Dr
Manoj Choudhary		331.00 Dr
Employer's ESI Contribution@4.75%	331.00 Dr Cur Bal: 674.00 Dr	
Pankaj Nayar		343.00 Dr
Employer's ESI Contribution@4.75%	343.00 Dr Cur Bal: 343.00 Dr	
Pooja Sangwan		276.00 Dr
Employer's ESI Contribution@4.75%	276.00 Dr Cur Bal: 543.00 Dr	
Rahul Rai		386.00 Dr
Employer's ESI Contribution@4.75%	386.00 Dr Cur Bal: 697.00 Dr	

Narration:
Pay Period : 1-Aug-2017 to 31-Aug-2017

1,336.00 Cr

Accept ?

Yes or No

7. NPS Contribution Processing

- Press **Ctrl+F4** or Click **F4: Payroll** to select Payroll Voucher
- Click **A:Payroll Auto-Fill** button to display Payroll Auto Fill Screen
  - o   Process for: Select **NPS Contributions**
  - o   From (blank for beginning): **1-8-2017**
  - o   To (blank for end): **31-8-2017**
  - o   Employee Category: **Primary Cost Category**
  - o   Employee/Group: **All Items**
  - o   Sort by: **Employee Name**
  - o   Payroll/Bank/Cash Ledger: **NPS Payable**

Payroll Autofill	
Process for	: **NPS Contribution**
From (blank for beginning)	: 1-8-2017
To (blank for end)	: 31-8-2017
Employee Category	: **Primary Cost Category**
Employee/Group	: [**All Items**
Sort by	: **Employee Name**
Payroll/Bank/Cash Ledger	: **NPS Payable**

The payroll voucher creation screen displays as shown below:

Payroll Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payroll　　No. 10		31-Aug-2017 Thursday

Payroll autofill (NPS contribution)

Account : **NPS Payable**
Cur Bal: 0.00 Cr

Particulars		Amount
		2,814.00 Dr
Primary Cost Category		
Manoj Choudhary		697.00 Dr
Employer's NPS Contribution@10%	697.00 Dr Cur Bal: 1,420.00 Dr	
Pankaj Nayar		723.00 Dr
Employer's NPS Contribution@10%	723.00 Dr Cur Bal: 723.00 Dr	
Pooja Sangwan		581.00 Dr
Employer's NPS Contribution@10%	581.00 Dr Cur Bal: 1,142.00 Dr	
Rahul Rai		813.00 Dr
Employer's NPS Contribution@10%	813.00 Dr Cur Bal: 1,468.00 Dr	
		2,814.00 Cr

Narration:

Pay Period : 1-Aug-2017 to 31-Aug-2017

Accept ?

Yes or No

8. Employer PF Admin Expense Processing

Go to *Gateway of Tally>Accounting Vouchers>F7:Journal*

- Press F7 to select Journal Voucher
- Click **A: Other Charges Auto-Fill** button to display Auto Fill Screen
  - From (blank for beginning): **1-8-2017**
  - To (blank for end): **31-8-2017**
  - Employee Category: **Primary Cost Category**
  - Employee/Group: **All Items**
  - Expense Ledger: **PF Admin Expenses**
  - Admin Charges (A/c No. 2): **PF Admin Charges@1.10%**
  - ELDI Contribution (A/c No. 21): **EDLI Contribution@0.50%**
  - ELDI Admin Charges (A/c No. 22): **EDLI Admin Charges@0.01%**

The payroll voucher creation screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Journal No. 2		31-Aug-2017 Thursday

Payroll autofill (Other charges)

Account : PF Admin Expenses
Cur Bal: 841.00 Dr

Particulars		Amount
PF Admin Charges@1.10%		500.00
Cur Bal: 500.00 Cr		
Primary Cost Category		
Manoj Choudhary	126.75 Cr	
Pankaj Nayar	126.75 Cr	
Pooja Sangwan	119.12 Cr	
Rahul Rai	127.38 Cr	
EDLI Contribution@0.50%		141.00
Cur Bal: 141.00 Cr		
Primary Cost Category		
Manoj Choudhary	34.84 Cr	
Pankaj Nayar	36.13 Cr	
Pooja Sangwan	29.03 Cr	
Rahul Rai	41.00 Cr	
EDLI Admin Charges@0.01%		200.00
Cur Bal: 200.00 Cr		
Primary Cost Category		
Manoj Choudhary	49.95 Cr	
Pankaj Nayar	49.97 Cr	
Pooja Sangwan	49.83 Cr	
Rahul Rai	50.25 Cr	

Narration:
Pay Period : 1-Aug-2017 to 31-Aug-2017

841.00

Accept ?

Yes or No

17.	31-8-2017	Mr. Gulabchand paid cash of ₹ 32,414 towards salary payable for the month of August 2017

❑ **Payment of Salary using Payment Voucher**

Go to *Gateway of Tally>Accounting Vouchers>F5: Payment*

- Click <u>A</u>: **Payroll Auto-Fill** button to display Payment Auto Fill Screen
  - o Process for: Select **Salary Payment**
  - o From (blank for beginning): **1-8-2017**
  - o To (blank for end): **31-8-2017**
  - o Voucher Date: **31-8-2017**
  - o Employee Category: **Primary Cost Category**
  - o Employee/Group: **All Items**
  - o Payroll Ledger: **Salary Payable**
  - o Bank/Cash Ledger: **Cash**
  - o Include Employee having 'For Banking details': **Yes**
- Salary Payable Amount: **32,414** (Auto Value)

The Payment Voucher screen displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ☒
Payment No. 9		31-Aug-2017 Thursday

Payroll autofill (Salary payment)

Account : **Cash**
Cur Bal: 61,586.00 Dr

Particulars		Amount
		32,414.00
Salary Payable		
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	5,757.00 Dr	
Pankaj Nayar	8,155.00 Dr	
Pooja Sangwan	7,927.00 Dr	
Rahul Rai	10,575.00 Dr	
		32,414.00

Narration:

Accept ?

Yes or No

18.	31-8-2017	Mr. Gulabchand paid cash of ₹ 7,591 towards PF Payable for the month of August 2017.

- ❏ **Payment of PF using Payment Voucher**
  - ▪ Click **A: Payroll Auto-Fill** button and set Auto Fill Screen
    - ○ Process for: Select **PF Challan**
    - ○ From (blank for beginning): **1-8-2017**
    - ○ To (blank for end): **31-8-2017**
    - ○ Voucher Date: **31-8-2017**
    - ○ Employee Category: **Primary Cost Category**
    - ○ Employee/Group: **All Items**
    - ○ Payroll Ledger: **PF Payable**
    - ○ Bank/Cash Ledger: **Cash**
  - ▪ Keep pressing **Enter** keys to show the **Employee's PF Contribution** and **PF Admin Charges** till you reach **End of List**.
  - ▪ Press **Y** or **Enter** key to accept

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ☒
Payment　　No. 10		31-Aug-2017 Thursday

Payroll autofill (PF challan)

Account : **Cash**
　　Cur Bal: 53,995.00 Dr

Particulars		Amount
PF Payable		3,375.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	836.00 Dr	
Pankaj Nayar	867.00 Dr	
Pooja Sangwan	697.00 Dr	
Rahul Rai	975.00 Dr	
Employee's EPF Deduction@12%		3,375.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	836.00 Dr	
Pankaj Nayar	867.00 Dr	
Pooja Sangwan	697.00 Dr	
Rahul Rai	975.00 Dr	
EDLI Admin Charges@0.01%		200.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	49.95 Dr	
Pankaj Nayar	49.97 Dr	
Pooja Sangwan	49.83 Dr	
		15 more ...
Provide Details　　　　: **No**		

Narration:		7,591.00
		Accept ?
		Yes or No

19.	31-8-2017	Mr. Gulabchand paid cash of ₹ 1,828 towards ESI Payable for the month of August 2017.

☐ **Payment of ESI using Payment Voucher**

- ▪ Click <u>A</u>: **Payroll Auto-Fill** button and set Auto Fill Screen

  - ○ Process for: Select **ESI Challan**

  - ○ From (blank for beginning): **1-8-2017**

  - ○ To (blank for end): **31-8-2017**

  - ○ Voucher Date: **31-8-2017**

  - ○ Employee Category: **Primary Cost Category**

  - ○ Employee/Group: **All Items**

  - ○ Payroll Ledger: **ESI Payable**

  - ○ Bank/Cash Ledger: **Cash**

- ▪ Set **Provide Details** to **No**

- ▪ Press **Y** or **Enter** key to accept.

- ▪ Payment Voucher for ESI Payable is given below

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M
Payment No. 11		31-Aug-2017 Thursday

Payroll autofill (ESI challan)

Account : **Cash**
Cur Bal: 52,167.00 Dr

Particulars	Amount
ESI Payable	1,336.00
Cur Bal: 0.00 Dr	
Primary Cost Category	
Manoj Choudhary 331.00 Dr	
Pankaj Nayar 343.00 Dr	
Pooja Sangwan 276.00 Dr	
Rahul Rai 386.00 Dr	
Employee's ESI Deduction@1.75%	492.00
Cur Bal: 0.00 Dr	
Primary Cost Category	
Manoj Choudhary 122.00 Dr	
Pankaj Nayar 126.00 Dr	
Pooja Sangwan 102.00 Dr	
Rahul Rai 142.00 Dr	

Provide Details   : **No**

Narration: 1,828.00

Accept ?
Yes or No

20.	31-8-2017	Mr. Gulabchand issued a cheque of ₹ 5,628 towards NPS Payable for the month of August 2017.

❑ **Payment of NPS using Payment Voucher**

- Press F5 to select Payment Voucher

- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen

  o Process for: Select **NPS Payment**

  o From (blank for beginning): **1-8-2017**

  o To (blank for end): **31-8-2017**

  o Voucher Date: **31-8-2017**

  o Employee Category: **Primary Cost Category**

  o Employee/Group: **All Items**

  o Payroll Ledger: **NPS Payable**

  o Bank/Cash Ledger: **Cash**

- Set **Provide Details** to **No**

- The Payment Voucher for NPS Payable displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ☒
Payment No. **12**		31-Aug-2017 Thursday

Payroll autofill (NPS payment)

Account : **Cash**
   Cur Bal: 46,539.00 Dr

Particulars		Amount
NPS Payable		2,814.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	697.00 Dr	
Pankaj Nayar	723.00 Dr	
Pooja Sangwan	581.00 Dr	
Rahul Rai	813.00 Dr	
Employee's NPS Deduction@10%		2,814.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	697.00 Dr	
Pankaj Nayar	723.00 Dr	
Pooja Sangwan	581.00 Dr	
Rahul Rai	813.00 Dr	

Provide Details   : **No**

Narration:

5,628.00

Accept ?
Yes or No

21.	31-8-2017	Mr. Gulabchand issued a cheque of ₹ 550 towards Professional Tax for the month of August 2017.

❑ **Payment of Professional Tax using Payment Voucher**

- Click **A: Payroll Auto-Fill** button and set Auto Fill Screen
  - o Process for: Select **Professional Tax Payment**
  - o From (blank for beginning): **1-8-2017**
  - o To (blank for end): **31-8-2017**
  - o Voucher Date: **31-8-2017**
  - o Employee Category: **Primary Cost Category**
  - o Employee/Group: **All Items**
  - o Payroll Ledger: **Professional Tax**
  - o Bank/Cash Ledger: **Cash**
- Set **Provide Details** to **Yes** to print the Payment details,
- Press **Y** or **Enter** key to accept
- The Payment Voucher for Professional Tax displays as shown below:

Accounting Voucher Creation	Galaxy Knowledge Solutions	Ctrl + M ☒
Payment No. 13		31-Aug-2017 Thursday

Payroll autofill (Professional tax payment)

Account : **Cash**
Cur Bal: 45,989.00 Dr

Particulars		Amount
Professional Tax		550.00
Cur Bal: 0.00 Dr		
Primary Cost Category		
Manoj Choudhary	150.00 Dr	
Pankaj Nayar	150.00 Dr	
Pooja Sangwan	100.00 Dr	
Rahul Rai	150.00 Dr	

Provide Details   : **No**

                                                             550.00

Narration:

	Accept ?
	Yes or No

To Display Payroll Statutory Computation

- Go to *Gateway of Tally>Display>Statutory Reports>Payroll Reports>Summary*

- Press **Alt+F2** and enter date as per given below:

    o   From : **1-7-2017**

    o   To : **31-8-2017**

Payroll Statutory Summary	Galaxy Knowledge Solutions				Ctrl + M	
Payroll Statutory Computation					1-Jul-2017 to 31-Aug-2017	
Particulars	Gross Amount	**Statutory Details**			Payable Amount	Paid Amount
		Percentage	A/c No.	Amount		
Provident Fund						
Employees' Statutory Deductions					5,702.00	5,702.00
EPF Deduction@12%	47,516.00	12%	A/c No.1	5,702.00 Cr		
Employer's Statutory Contributions					5,702.00	5,702.00
Employer's EPF Contribution@3.67%	43,919.00	3.67%	A/c No.1	2,045.00 Dr		
Employer's EPS Contribution@8.33%	43,919.00	8.33%	A/c No.10	3,657.00 Dr		
Employer's Other Charges					1,638.00	1,638.00
EDLI Admin Charges@0.01%	87,806.00	0.01%	A/c No.22	400.00 Cr		
EDLI Contribution@0.50%	87,806.00	0.50%	A/c No.21	238.00 Cr		
PF Admin Charges@1.10%	45,500.00	1.10%	A/c No.2	1,000.00 Cr		
Employee State Insurance						
Employees' Statutory Deductions					831.00	831.00
ESI Deduction@1.75%	47,516.00	1.75%		831.00 Cr		
Employer's Statutory Contributions					2,257.00	2,257.00
Employer's ESI Contribution@4.75%	47,516.00	4.75%		2,257.00 Dr		
National Pension Scheme						
Employees' Statutory Deductions					4,753.00	4,753.00
NPS Deduction@10%	47,516.00	10%	NPS (Tier - I)	4,753.00 Cr		
Employer's Statutory Contributions					4,753.00	4,753.00
NPS Contribution@10%	47,516.00	10%	NPS (Tier - I)	4,753.00 Dr		
Professional Tax						
Employees' Statutory Deductions					1,000.00	1,000.00
Professional Tax	79,470.00			1,000.00 Cr		
						2 more ...
Grand Total					26,636.00	26,636.00

To Display Gratuity Summary

- Go to *Gateway of Tally>Display>Statutory Reports>Payroll Reports>Gratuity*

- Press **Alt+F2** and enter date **1-7-2017** in From field and **31-8-2017** in To Filed

Gratuity Summary	Galaxy Knowledge Solutions				Ctrl + M
For all employees					1-Jul-2017 to 31-Aug-2017
Particulars		Date of Joining	Date of Leaving	Gratuity Eligible Salary	Gratuity Amount
Primary Cost Category				23,000.00	2,211.00
Manoj Choudhary		1-7-2017	31-8-2017	8,000.00	769.00
Pooja Sangwan		1-7-2017		6,000.00	577.00
Rahul Rai		1-7-2017		9,000.00	865.00