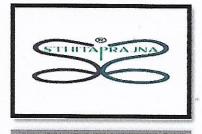
### SAMARPAN SOFT SKILLS- PAYROLL IN TALLY



## PAYROLL ACCOUNTING IN TALLY-I

#### CREATING PAYROLL MASTERS



- a. Employee setup.
- b. Payroll masters.
- c. Attendance/production types.
- d. Pay heads.
- e. Gratuity.
- f. Salary details set up.

### PROCESSING PAYROLL IN TALLY ERP 9.

- a. Attendance vouchers.
- b. Payroll vouchers.
- c. Payment of salaries(salary disbursement).

## ACCOUNTING FOR EMPLOYER PF CONTRIBUTIONS.

- a. Creating employer PF contribution masters.
- b. Salary details set up.
- c. Processing employer PF contributions.
- d. Processing PF admin expenses.
- e. Payment of provident fund

## ACCOUNTING FOR EMPLOYER ESI CONTRIBUTIONS.

- a. Creating employer ESI contributions masters.
- b. Salary details set up.
- c. Processing employer ESI contributions.
- d. Payment of ESI.

#### PAYMENT OF PROFESSIONAL TAX.

a. Processing professional tax payment.

#### GENERATING PAYROLL REPORTS.

- a. Payroll reports.
- b. Expat reports.
- c. Payroll statutory reports.

### SAMARPAN SOFT SKILLS- PAYROLL IN TALLY

# **INCOME TAX MASTER -II**

- a. Pay head configuration.
- b. Employee income tax declaration.
- c. Tax configuration.
- d. Previous employer details.
- e. Pay head creation for income tax deduction.

#### INCOME TAX REPORTS

- a. Computation reports.
- b. Challan reconciliation.
- c. Returns.