

# TALLY PROFESSIONAL

The aim of this course is to present depth knowledge of TallyPrime used in any type of organization including small industry and big enterprises. The Course has been designed to provide TallyPrime skills professionally. Each Level of this course gives perfectness in each topic to the students. After completion of this course a student will be able to:

- Knowledge of Account, Finance and Inventory
- Understand the function of a originations
- Create and Manage Company in different manner
- Manage a company data with accounts and inventory in Tally
- Tax management such as GST, TDS, TCS etc.
- Manufacturing and Cost Management
- Prepare and Printing of Voucher, Invoice, Account statement, Reports etc.
- Security and data Management
- Payroll Management System
- Excise for manufacturer, Importer and Dealer.

| COURSE DESCRIPTIONS    |  |
|------------------------|--|
| <b>Course Name</b>     | Tally Professional   |
| <b>Abbreviation</b>    | TP   |
| <b>Course Duration</b> | 06 Month (Three Months)  |
| <b>Course Medium</b>   | Hindi or English   |
| <b>Course Category</b> | Accounting   |
| <b>Number of Exam</b>  | 02   |
| <b>Mode of Course</b>  | Offline  |
| <b>Description</b>     | This Course covers the topics from basic to advanced tally concepts including Basic Accounting concepts, accounts and inventory with tally, TDS, TCS, GST and Payroll transactions in tally. This Course is managed in two Modules. The Details of each topic and modules are as follow: |

# Detailed Syllabus

## 1. Basic Accounting Concepts

- 1.1 What is an account?
- 1.2 What is an accounting?
  - 1.2.1 Attributes of Accounting
  - 1.2.2 Types of Accounting
  - 1.2.3 Methods of Accounting
- 1.3 Accounting Equation
- 1.4 Accounting Terminology
- 1.5 Books of Accounts
  - 1.5.1 Cash Book
  - 1.5.2 Journal Book
  - 1.5.3 General Ledger Book
- 1.6 Classification of Accounts
  - 1.6.1 Golden Rules of Accounting
- 1.7 Organization
  - 1.7.1 Service Organization
  - 1.7.2 Trading Organization
  - 1.7.3 Manufacturing Organization

## 2. TallyPrime and Licensing

- 2.1 Licensing in TallyPrime
  - 2.1.1 License Options
  - 2.1.2 Site Licensing
- 2.2 Tally Software Services (TSS)
  - 2.2.1 Renew TSS
- 2.3 Tally Virtual User
  - 2.3.1 Configure TallyPrime for Virtual Usage
  - 2.3.2 Virtual Use of TallyPrime
  - 2.3.3 Use TVU Packs for Free Trial
- 2.4 TallyPrime and Licensing
  - 2.4.1 Activate New License
  - 2.4.2 Using Educational version
  - 2.4.3 Tally.ERP9 Users move to TallyPrime
  - 2.4.4 Updating the TallyPrime

## 2.5 Multi-Site Licensing in TallyPrime

### 2.5.1 Activate License

### 2.5.2 Reactivate License

### 2.5.3 Configure License

## 3. Getting Start Tally

### 3.1 Working with TallyPrime

#### 3.1.1 Downloading TallyPrime

#### 3.1.2 Installing TallyPrime

### 3.2 Tally Prime and Licensing

#### 3.2.1 Activate New License

#### 3.2.2 Using Educational version

### 3.3 Home Screen

### 3.4 Setting Company Features

### 3.5 Setting TallyPrime

### 3.6 Using TallyPrime

## 4. Working with Company

### 4.1 Company in TallyPrime

### 4.2 Create a new Company

#### 4.2.1 Save Company

#### 4.2.2 Alter a Company

#### 4.2.3 Delete a Company

#### 4.2.4 Select Company

#### 4.2.5 Shut Company

### 4.3 Company Directory

#### 4.3.1 Company Auto Selection

#### 4.3.2 Company Manual Selection

### 4.4 Create Group of Companies

### 4.5 Allow Back-Dated Entries

### 4.6 Set/Remove Security Settings

### 4.7 Using TallyVault

## 5. Accounts Master

### 5.1 Accounts Group

### 5.2 Group Created by Tally

### 5.3 Create a New Group

#### 5.3.1 Create a Primary Group

#### 5.3.2 Display of Group

- 5.3.3 Alter/Modify a Group
- 5.3.4 Delete a Group
- 5.3.5 Configuration of Group
- 5.4 Ledger
  - 5.4.1 Create a New Ledger
  - 5.4.2 Alter/Modify a Ledger
  - 5.4.3 Delete a Ledger
  - 5.4.4 Display a Ledger
- 5.5 Create Purchase/Sales Ledger
- 5.6 Create Income/Expenses Ledger
- 5.7 Create a Party Ledger
  - 5.7.1 Set Bank Details in Party Ledger
  - 5.7.2 Opening Balance in Party Ledger
- 5.8 Coping Ledgers

## **6. Voucher Types**

- 6.1 Voucher Types in TallyPrime
- 6.2 Components of a Voucher Type
  - 6.2.1 Voucher Numbering
  - 6.2.2 Reference Number
  - 6.2.3 Voucher Date
  - 6.2.4 Particulars – To/By or Dr/Cr
  - 6.2.5 Mode of Entry
  - 6.2.6 Ledger Particulars
  - 6.2.7 Ledger Amount Particular
  - 6.2.8 Narration
  - 6.2.9 Print Voucher
  - 6.2.10 Go to Previous or Next Voucher
- 6.3 Create a New Voucher
- 6.4 Voucher Class
- 6.5 Create Voucher Class
- 6.6 Mark Modified Vouchers

## **7. Voucher Entry**

- 7.1 Accounting Voucher
  - 7.1.1 Contra Voucher
  - 7.1.2 Payment Voucher
  - 7.1.3 Receipt Voucher
  - 7.1.4 Journal Voucher

- 7.1.5 Sales Voucher
- 7.1.6 Purchase Voucher
- 7.1.7 Credit Note Voucher
- 7.1.8 Debit Note Voucher
- 7.2 Single Voucher Entry Mode
  - 7.2.1 Contra Voucher
  - 7.2.2 Receipt Voucher
  - 7.2.3 Payment Voucher
- 7.3 Non Accounting Voucher
  - 7.3.1 Optional Voucher
  - 7.3.2 Post Dated Voucher
  - 7.3.3 Memorandum Voucher
  - 7.3.4 Reversing Journal Voucher
- 7.4 Alter or Delete Transactions
- 7.5 Print Voucher

## **8. Inventory Management**

- 8.1 Inventory in TallyPrime
- 8.2 Activate of Inventory in Tally
- 8.3 Stock Group
  - 8.3.1 Create Stock Group
- 8.4 Stock Category
- 8.5 Stock Item
  - 8.5.1 Create Stock Item
  - 8.5.1 Create Stock Item in advance mode
- 8.6 Units of Measure
  - 8.6.1 Create a Unit of Measure
  - 8.6.2 Create a Compound Unit
  - 8.6.3 Use of Alternate Unit
- 8.7 Godown
  - 8.7.1 Create a New Godown
  - 8.7.2 Create Sub Godown
  - 8.7.3 Create Godown in Advance Mode
  - 8.7.4 Create Multiple Godown
  - 8.7.5 Delete Godown
  - 8.7.6 Allocate Stocks to Godown

## **9. Purchase and Sales**

- 10.1 Purchase Process

## 9.2 Sales Process

### 9.3 Orders

- 9.3.1 Record Purchase Order
- 9.3.2 Use of Sales Order
- 9.3.3 Pre-Close Sales Order
- 9.3.4 Purchase Order Book
- 9.3.5 Sales Order Book
- 9.3.6 Purchase Order Outstanding
- 9.3.7 Sales Order Outstanding Summary

### 9.4 Challan

- 9.4.1 Receipt Note
- 9.4.2 Delivery Note Challan
- 9.4.3 Rejection Out Challan
- 9.4.4 Rejection In Challan
- 9.4.5 Material Out Voucher
- 9.4.6 Material In Voucher

### 9.5 Stock Voucher

- 9.5.1 Physical Stock Voucher
- 9.5.2 Stock Journal Voucher

### 9.6 Pending Report

- 9.6.1 Pending Sales Bills
- 9.6.2 Pending Purchase Bills

### 9.7 Invoice

- 9.7.1 Recording a Sales Invoice
- 9.7.2 Record a Service Invoice
- 9.7.3 Use Invoice with Actual & Billed Qty
- 9.7.4 Sales of Items with Discounts
- 9.7.5 Sales in Voucher Mode
- 9.7.6 Linking Invoice with Challan
- 9.7.7 Linking Invoice with Orders
- 9.7.8 Use Credit Note for Sales Returns

### 9.8 Record a Purchase Invoice

## 10. Reports

### 10.1 Real-Time Reports

- 10.1.1 Displaying Reports
- 10.1.2 Report Views in TallyPrime
- 10.1.3 Data Entry from Reports

### 10.2 Print, Email and Export Report

- 10.2.1 Printing a Report
- 10.2.2 E-Mailing a Report
- 10.2.3 Exporting Report
- 10.3 Balance Sheet
  - 10.3.1 Compare Information
  - 10.3.2 Set Closing Stock
  - 10.3.3 Change the Order of Groups
- 10.4 Profit and Loss Account
  - 10.4.1 Income and Expense Statement
- 10.5 Trial Balance
  - 10.5.1 Viewing Trial Balance
  - 10.5.2 Receipt Notes/ Delivery Note Entries in Trial Balance
  - 10.5.3 Receipt and Payment Account
- 10.6 Day Book
  - 10.6.1 Search Transactions in Day Book
- 10.7 Ratio Analysis
- 10.8 Cash/Bank Book
- 10.9 Cash Flow
  - 10.9.1 Cash Flow Projection
- 10.10 Fund Flow
- 10.11 Stock Summary

## **11. Data Management**

- 11.1 Manage Company's Data
- 11.2 Backup
  - 11.2.1 Configure Data Path
  - 11.2.2 Backup Company Data
  - 11.2.3 Backup File
- 11.3 Restore
- 11.4 Data Export
  - 11.4.1 Export Configuration
  - 11.4.2 Export Master Data
  - 11.4.3 Export Transactions
- 11.5 Import Data
  - 11.5.1 Import of Masters
  - 11.5.2 Import of Voucher Data
  - 11.5.3 Configure Import/Export
- 11.6 Data Formats
- 11.7 Tally ODBC

- 11.7.1 Connecting Tally Data with Excel
- 11.7.2 Upgrade Excel Data
- 11.7.3 Unable to Export in Excel
- 11.8 Split Company Data
- 11.9 Migrate Company Data
- 11.10 Repair Company Data
- 11.11 Moving to the Next Financial Year

## **12. Security Management**

- 12.1 Security Control
- 12.2 Activate Security Control
  - 12.2.1 Remove Security Control
  - 12.2.2 Change Username and Password
- 12.3 User and Password
  - 12.3.1 Password Policy
  - 12.3.2 Change User's Username
  - 12.3.3 Change User's Password
  - 12.3.4 Remove User
- 12.4 User Roles-Security Levels
  - 12.4.1 Create New Security Level
- 12.5 Setting TallyVault for Company
- 12.6 Tally Audit
  - 12.6.1 Enable Tally Audit
  - 12.6.2 Audit of Masters
  - 12.6.3 Audit of Voucher
  - 12.6.4 Audit of User

## **13. Banking Utilities**

- 13.1 Banking
- 13.2 Create Bank Ledger
- 13.3 Deposit Slip
  - 13.3.1 Cash Deposit Slip)
  - 13.3.2 Cheque Deposit Slip
- 13.4 Payment Advice
- 13.5 Cheque Management
  - 13.5.1 Enter Cheque Number and Cheque Range
  - 13.5.2 Cheque Printing
  - 13.5.3 Print a Self Cheque
  - 13.5.4 Cheque Register



- 13.7 Post-dated Cheque Management
  - 13.7.1 Post-dated Cheque Entry
  - 13.7.2 Post-dated Cheque Summary
- 13.8 Bank Reconciliation
- 13.9 e-Payments

## **14. Multi-Currency**

- 14.1 Multi Currency
- 14.2 Base Currency for the Company
- 14.3 Create New Currency
  - 14.3.1 Alter a Currency
  - 14.3.2 Delete a Currency
- 14.4 Define Rates of Exchange
- 14.5 Record Multi-Currency
  - 14.5.1 Foreign Currency in Purchase
  - 14.5.2 Foreign Currency in Sales Voucher
  - 14.5.2 Foreign Currency in Payment Voucher
  - 14.5.2 Foreign Currency in Receipt Voucher
- 14.6 Forex Gain/Loss Adjustments
  - 14.6.1 Create Journal Voucher Class
  - 14.6.2 Uses of Forex Voucher Class
- 14.7 Foreign Currency Outstanding

## **15. Interest Calculations**

- 15.1 Activate Interest
- 15.2 Enabling Interest Calculation in Ledger Accounts
- 15.3 Types of Interest Calculation
  - 15.3.1 Calculate Interest Using Simple Parameter
  - 15.3.2 Calculate Interest Using Advance Parameter
- 15.4 Enabling Interest Calculation on Bank Ledger Account
- 15.5 Interest Calculation in Voucher
- 15.6 Interest Calculation Report
  - 15.6.1 Interest Receivables
  - 15.6.2 Interest Payable Report
- 15.7 Create Voucher Class for Interest Calculation
  - 15.7.1 Use of Voucher Class

## **16. Financial Control**

- 16.1 Financial Controlling

## 16.2 Budget

### 16.3 Create Budget in Tally Prime

- 16.3.1 Create Budgets for Groups
- 16.3.2 Create Budgets for Ledger
- 16.3.3 Create Budgets for Cost Centre
- 16.3.4 Alter Budget
- 16.3.5 Budget Variance

### 16.4 Scenario

- 16.4.1 Create a Scenario
- 16.4.2 Alter a Scenario
- 16.4.3 Uses of Optional Vouchers
- 16.4.4 Uses of Reversing Journal Vouchers
- 16.4.5 Use Scenarios in Reports

### 16.5 Cost Centres

- 16.5.1 Create Cost Centres
- 16.5.2 Cost Centre in Ledger
- 16.5.3 Cost Centre in Voucher

### 16.6 Cost Category

- 16.6.1 Create Cost Category
- 16.6.2 Create Cost Centre under Cost Category
- 16.6.3 Record Transaction with Cost Centre and Cost Category

### 16.7 Cost Centre Class

- 16.7.1 Create Cost Centre Class
- 16.7.2 Use Cost Centre Class

## **17 Advance Features**

### 17.1 Bill-wise Details

- 17.1.1 Applicable Bill details in Ledger
- 17.1.2 Bill-wise Details in Opening Balance
- 17.1.3 Bill-Wise Details in Voucher
- 17.1.4 Outstanding bills Report

### 17.2 Batch-wise Details

- 17.2.1 Setup Batches for Stock Item
- 17.2.2 Batch Details in Opening Stock
- 17.2.3 Set Batch Details in Voucher
- 17.2.4 Batches for Purchased Items
- 17.2.5 Sell Items from Batches or Lots
- 17.2.6 Control on expiry Stock
- 17.2.7 Disable the Batches

- 17.2.8 Ageing Analysis Report
- 17.3 Credit Limit
  - 17.3.1 Effect of Credit Limit
- 17.4 Price List
  - 17.4.1 Define a Price List
  - 17.4.2 Predefine Price Level in Ledgers
  - 17.4.3 Revise Price Lists
  - 17.4.4 Change the names of price levels
  - 17.4.5 Use Price List in Voucher
- 17.5 Point of Sales
  - 17.5.1 Create POS Invoice
  - 17.5.2 POS Record a POS Invoice
  - 17.5.3 Use Multi Mode Invoice
  - 17.5.4 POS Create POS Invoice Class
  - 17.5.5 POS Record a POS Invoice using Voucher Class
  - 17.5.6 Print POS Invoice
- 17.6 Manage Buying and Selling Prices
  - 17.6.1 Specify standard cost for stock item
  - 17.6.2 Purchase with standard cost
  - 17.6.3 Manage Selling Price Using Standard Price
  - 17.6.4 Record sales with standard selling price

## **18. Manufacturing**

- 18.1 Bill of Materials
- 18.2 Create Bill of Materials
  - 18.2.1 Set Bills of Materials
- 18.3 Type of Bill of Materials
  - 18.3.1 Setup Single Bill of Material
  - 18.3.2 Setup Multiple Bill of Material
  - 18.3.3 Setup Bill of Material with Type of Item
  - 18.3.4 Copy Components of BOM
- 18.4 Create Manufacturing Voucher
- 18.5 Recording of Manufacturing Journal Voucher
  - 18.5.1 Manufacture of Finished Goods without By-Product/Co-Product/Scrap
  - 18.5.2 Manufacture of Finished Goods with By-Product/Co-Product/Scrap
- 18.6 Production & Consumption Report

## **19. Job Work**

- 19.1 Job Work

- 19.2 Job Work in Tally
- 19.3 Create Ledgers For Job Work)
  - 19.3.1 Create Job Worker Ledger
  - 19.3.2 Create Principal Manufacturers Ledger
- 19.4 Godown
- 19.5 Stock Item
- 19.6 Voucher Types
- 19.7 Job Work Out Order Without BOM
- 19.8 Job Work Out Order With BOM
- 19.9 Transfer of Materials
- 19.10 Receipt Finished Goods against Job Order
- 19.11 Purchase of Job Service
- 19.12 Payment to Job Worker
- 19.13 Job Work In Process
- 19.14 Received Job Work In Order
- 19.15 Receipt of Materials towards Job Order
- 19.16 Transfer Consumed Goods
- 19.17 Manufacture of Finished Goods
- 19.18 Delivery of Finished Goods
- 19.19 Raising Sales Bill for Job Work
- 19.20 Job Work Report

## **20. Job Costing**

- 20.1 Job Costing in Tally
- 20.2 Create Master for Job Costing
  - 20.2.1 Create Cost Centres
  - 20.2.2 Create a New Godown
  - 20.2.3 Create Stock Journal Class
- 20.3 Create a Manufacturing Journal Voucher Type
- 20.4 Transactions for Job Costing
  - 20.4.1 Recording Purchase Vouchers
  - 20.4.2 Using Stock Journal Vouchers for Job Costing
  - 20.4.3 Using Stock Journal Vouchers for Manufacturing Products
  - 20.4.4 Using Manufacturing Journal Voucher with Bills of Materials
  - 20.4.5 Using Journal Voucher for Job Costing
  - 20.4.6 Making Payment of Job Costing
  - 20.4.7 Using Sales Voucher for Job Costing
- 20.5 Job Costing Report

## **21. Goods and Service Tax**

- 21.1 Concepts of GST
- 21.2 New Compliances Under GST
- 21.3 Using Input Tax Credit
- 21.4 GST Registration
  - 21.4.1 Composition Scheme
  - 21.4.2 HSN Code
- 21.5 Enable GST in Tally
- 21.6 Creating GST Classification
  - 21.6.1 Setup GST Rate
  - 21.6.2 Create Unit under GST
- 21.7 Creating Stock Item
  - 21.7.1 Creating Stock Group
  - 21.7.2 Creating Stock Items Using GST Classification/Stock Group
  - 21.7.3 For Non - GST Goods
  - 21.7.4 Set MRP Details
  - 21.7.5 Set slab-wise GST details
  - 21.7.6 Mapping UoM to UQC
- 21.8 Creating Purchase & Sales Ledger
  - 21.8.1 Creating Sales Ledger
  - 21.8.2 Create Common Sale Ledger
  - 21.8.3 Creating Service Ledger
  - 21.8.4 Creating Purchase Ledger
  - 21.8.5 Create Common Purchase Ledger
- 21.9 Create Party Ledger
- 21.10 Creating Income & Expenses Ledger
- 21.11 Creating GST Ledgers
- 21.12 Recording Purchase for GST
  - 21.12.1 Record Local Purchase
  - 21.12.2 Record Interstate Purchase
  - 21.12.3 Purchase of Fixed Assets
  - 21.12.4 Purchases on Nil Rated
  - 21.12.5 Purchases on Exempt
  - 21.12.6 Purchases from Other Territory
  - 21.12.7 Deemed Exports
  - 21.12.8 Purchases from SEZ
  - 21.12.9 Purchase Return in GST
- 21.13 Recording Sales for GST
  - 21.13.1 Record Local Sales

- 21.13.2 Record Interstate Sales
- 21.13.3 Sales of Service
- 21.13.4 Sales of Composite Supply
- 21.13.5 Sales of Items with Cess
- 21.13.6 Sales on Nil Rated
- 21.13.7 Sales of Exempted Items
- 21.13.8 Sales of Stock Items with Slab-wise Tax Rates
- 21.13.9 Sales to Embassy or UN Body
- 21.13.10 Sales SEZ
- 21.13.11 Sales to Deemed Exports
- 21.13.12 Cash Sale
- 21.13.13 Sales Return in GST
- 21.14 Record Advance Receipts from Customer
- 21.15 Import Goods under GST
- 21.16 Recording Export Sales in GST
- 21.17 Purchases from Unregistered Dealers
- 21.18 Payment of GST
  - 21.18.1 Payment of GST with Interest, Penalty and Late Fee
- 21.19 GST Reports
  - 21.19.1 GSTR-1
  - 21.19.2 GSTR-2
  - 21.19.3 GSTR-3B
- 21.20 GST Annual Computations

## **22. Tax Deducted at Sources-TDS**

- 22.1 What is TDS?
  - 22.1.1 What is TDS Certificate?
  - 22.1.2 TDS Credits in Form 26AS
- 22.2 TDS Rate
- 22.3 Enable TDS in Tally
- 22.4 Nature of payment
- 22.5 TDS Master
  - 22.5.1 Create TDS Ledger
  - 22.5.2 Create Expense Ledger
  - 22.5.3 Create Party Ledger
  - 22.5.4 Create Fixed Asset Ledger
  - 22.5.5 Create Stock Item
- 22.6 Record TDS Transactions
  - 22.6.1 Booking of Expense and Deducting TDS

- 22.6.2 Booking of Expense and Deducting TDS Later
- 22.6.3 TDS Deduct at Lower Rate
- 22.6.4 TDS Deduct at Zero Rate
- 22.6.5 TDS Deduct at Double Rate
- 22.6.6 TDS Deduction without PAN details
- 22.6.7 Booking Multiple Expenses and Deducting TDS Later
- 22.6.8 TDS Deduction on Purchase of Fixed Assets
- 22.6.9 TDS Deduction on Purchases of Software
- 22.6.10 Reversal of TDS on Purchase
- 22.6.11 TDS on Advance Payment
- 22.6.12 Deduct TDS on Partial Value
- 22.7 Payment of TDS
  - 22.7.1 Payment of TDS with Interest & Penalty
- 22.8 TDS Reports
  - 22.8.1 Form 26Q
  - 22.8.2 Form 27Q
  - 22.8.3 Ledgers without PAN
  - 22.8.4 TDS Outstanding Report
  - 22.8.5 Challan Reconciliation

## **23. TCS**

- 23.1 What is TCS?
  - 23.1.1 Classification of Seller for TCS
  - 23.1.2 Classification of Buyer for TCS
  - 23.1.3 Goods and rates covered under TCS
  - 23.1.4 Certificate of TCS
  - 23.1.5 TCS Exemptions
  - 23.1.6 TCS Payments & Returns
  - 23.1.7 Submission of Form 24G
- 23.2 Enable TCS in Tally
- 23.3 TCS Nature of Goods
  - 23.3.1 Create TCS Nature of Goods
- 23.4 Configure TCS Masters
  - 23.4.1 Create Party Ledger
  - 23.4.2 Create Sales Ledgers
  - 23.4.3 Create TCS Ledger
  - 23.4.4 Create Income Ledgers
- 23.5 Create TCS Stock Item
- 23.6 Record TCS Transactions

- 23.6.1 Sales of Taxable Goods
- 23.6.2 Sale of TCS Goods at Lower Rate
- 23.6.3 Sale of TCS Goods at Zero Rate
- 23.6.4 Sale of TCS Goods at Higher Rate
- 23.6.5 TCS on right to Use
- 23.6.6 TCS on Advance Receipt
- 23.6.7 TCS Exemption for Buyers Deducting TDS
- 23.7 TDS Challan Printing
  - 23.7.1 Payment of TCS without Auto fill Button
  - 23.7.2 Payment of TCS using Auto fill Button
  - 23.7.3 Payment of TCS with Interest & Penalty
  - 23.7.4 TDS Challan Printing
- 23.8 TDS Reports
  - 23.8.1 TCS Outstanding
  - 23.8.2 Challan Reconciliation
  - 23.8.3 Form 27EQ

## **24. Payroll Introduction**

- 24.1 Introduction of Payroll
- 24.2 Enable Payroll in TallyPrime
- 24.3 Steps to Generate Pay slip
- 24.4 Type of Pay Heads
- 24.5 Use of Statutory Pay Heads
- 24.6 Calculation Type
- 24.7 Payroll Transactions
- 24.8 Manage Payroll in TallyPrime

## **25. Payroll Masters**

- 25.1 Employee Category
- 25.2 Employee Group
- 25.3 Create Employee Master
- 25.4 Payroll Unit
  - 25.4.1 Create Simple Unit
  - 25.4.2 Create Compound Unit
- 25.5 Attendance or Production Types
  - 25.5.1 Create Attendance Type
  - 25.5.2 Create Production Type
  - 25.5.3 User Defined Calendar
- 25.6 Pay Heads



- 25.6.1 Create Earning Pay Heads
- 25.6.2 Create Deduction Pay Heads
- 25.6.3 Statutory Deduction Pay Heads
- 25.6.4 Employer's Statutory Contributions
- 25.6.6 Create Bonus Pay Heads
- 25.6.7 Create Gratuity Pay Head
- 25.7 Salary Details
- 25.8 Income Tax Details
  - 25.8.1 Income Tax Pay Head Configuration
  - 25.8.2 Income Tax Declaration
  - 25.8.3 Overriding Exemption Value
  - 25.8.4 Override Income Tax Amount
  - 25.8.5 Income Tax Configuration
  - 25.8.6 Previous Employer Tax Details

## **26. Payroll Vouchers**

- 26.1 Attendance/Production Voucher
- 26.2 Payroll Vouchers
  - 26.2.1 Salary Processing
  - 26.2.2 Record PF Contribution
  - 26.2.3 Record ESI Contribution
  - 26.2.4 Record NPS Contribution
  - 26.2.5 Record PF Admin Expenses
- 26.3 Payment of Salary
- 26.4 Payment of PF
- 26.5 Payment of ESI
- 26.6 Payment of NPS
- 26.7 Payment of Professional Tax
- 26.8 Payment of Income Tax
  - 26.8.1 Payment of Interest, Penalty and Late Fee

## **27. Payroll Reports**

- 27.1 Payroll Reports
- 27.2 Pay Slip
  - 27.2.1 Configure Pay slip
  - 27.2.2 Printing Pay slip
  - 27.2.3 E-Mailing Pay slip
- 27.3 Pay Sheet
- 27.4 Attendance Sheet

- 27.5 Payment Advice
- 27.6 Payroll Statement
- 27.7 Pay Head Employee Breakup
- 27.8 Employee Pay Head Breakup
- 27.9 Employee Profile
- 27.10 Statutory Reports
  - 27.10.1 Gratuity Reports
  - 27.10.2 Payroll Statutory Summary
  - 27.10.3 National Pension Scheme
  - 27.10.4 Income Tax
  - 27.10.5 Expat Reports