

Case Study 6 - Payroll Management

Q1. What is payroll in Tally ERP 9?

The payroll feature in Tally. ERP 9 is **fully integrated with accounting to streamline payroll processing**. ... The payroll feature also provides management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers.

Q2. Explain how to set up an employee in Tally ERP 9 for their payroll?

To procedure employees' salaries, Tally ERP 9 gives the ability to make the required groups and categorize them into varied categories like—Employee categories, Employee groups and Employees.

Employee group creation:

Under employee group formation screen-> Select Primary Cost Category as the (Category)

Name the employee's group as "Sales."

Select the group as "Primary "and then click on admit to finish with employee group formation

Employee Master:

Under employee master, you can contain all the details about the employees like Pass-port & Visa Details, Statutory details, Contract details etc.

Q3. What is payroll unit?

Unit Creation	
Type	: Simple
Symbol	: Hrs
Formal Name	: Hours
Number of Decimal Places	
Accept ?	
Yes or No	

A payroll Unit is **similar to a Unit of Measure used in the Inventory module**. Tally. ERP 9 uses payroll units to calculate pay components for a given period. You can create Simple and Compound payroll units depends, measured on attendance/production types such as Time , Work , or Quantity .

Q4. Why payroll is used in tally?

Payroll accounting in Tally offers **the benefits of simplified Payroll processing and accounting due to its added benefit of integration with accounts**. ... The payroll module also lets flexible and user defined criteria for users. It also offers the facility to create user defined earnings and deductions pay heads.