

Tally 9 – FAQs on Payroll

Q1. Is Payroll a separate module in Tally 9?

Answer:

Payroll is not a separate module. It is a part of Tally 9.

Q2. Do I have to pay for Payroll feature in Tally 9?

Answer:

No. Payroll is available to all Tally 9 customers at no extra cost.

Q3. What are the capabilities of Payroll in Tally 9?

Answer:

Tally Payroll offers the following capabilities to meet the diversified requirements of small to large business enterprises.

- Complete integration with accounts to give you the benefits of simplified Payroll processing and accounting
- Classifications and sub-classifications that can be user-defined for comprehensive reporting such as employees, employee groups, pay components, departments and so on
- Facility to provide user-defined earning and deduction heads
- Flexible user definable criteria for simple and complex calculations
- Unlimited grouping facility for employees
- Production units that can be user-defined for attendance/ production/ time based remuneration and so on
- Flexible payroll processing period
- Comprehensive cost centre and employee-wise cost reports
- Auto-fill facility to expedite the Payroll process
- Auto-generation of payslips, including multiple payslip printing
- Record of employee related information such as Employee details, Payment details, Statutory details, Passport, Visa and Contract details

- Computation and Deduction of ESI, EPF, Gratuity and so on
- Processing of expatriate employee information and generation of expiry reports
- Drill-down to the voucher level
- Computation of arrears for the preceding period
- Track of employee loan details

Q4. Is Payroll in Tally 9 integrated with accounts?

Answer:

Yes, Payroll in Tally 9 is fully integrated with accounts.

Q5. How do I create multiple Groups (for e.g. department-wise) of employees in Tally?

Answer:

To define multiple groups of Employees in Tally:

Go to **Gateway of Tally > Payroll Info > Employee Groups > Create**

Q6. Can I define a Salary Structure for an Employee Group?

Answer:

Yes. You can define a salary structure for a particular employee group in Tally 9. However, the values for all employees under an employee group may not be similar. In such a case, the salary details of employees must be altered at the Individual Employee masters level.

Q6. Can I view Employee Group reports?

Answer:

Yes, The Payroll feature in Tally 9 offers you complete flexibility to view and print Employee Group-wise reports.

Q7. How do I record statutory information like PF number and ESI number for individual employees?

Answer:

Set **Show Statutory Details** to **Yes** at **F12: Configure** in the **Employee Creation** screen to enter statutory information.

Q8. How do I capture Passport and Visa details for individual employees?

Answer:

Set **Show Passport & Visa Details** to **Yes** at **F12: Configure** in the **Employee Creation** screen to capture Passport and Visa details for individual employees.

Q9. Can I update the relieving date for an employee?

Answer:

Yes. You can enter the **Date of Leaving** for an employee in the **Employee Alteration** screen.

Q10. Can I create a grade-wise salary structure?

Answer:

Yes. You can create separate employee groups based on Employee grades (for e.g. Grade I, Grade II and so on) and define the applicable salary structure and inherit the same in the individual employee master.

Q11. If a user has already set the grade/ group-wise salary structure, how do I override the salary component definition (for example, HRA 40% of Basic), at the Employee level?

Answer:

Tally offers the following options while defining a salary structure for Employee masters that are created under a group (department/ function), for which the salary structure is already defined,

- (i) **Copy From Parent Value:** Select this option, to copy salary details from the Employee Group master
- (ii) **Start Afresh:** Select this option, to define a new Salary details for the employee

When the option, **Copy from Parent Value** is selected for an employee, the Pay values that are set to user-defined calculation type can be modified but other calculation types (predefined in pay heads) cannot be modified. However, the Slab percentages for computation of pay heads (like HRA, EPF and so on) can be altered by Setting **Allow to Override Slab Percentage** to **Yes** at **F12: Configure**.

Q12. Can I define a salary component with slabs?

Answer:

Yes. Tally 9 Payroll allows you to define Salary components such as EPF, ESI, and Professional Tax and so on., which are based on slabs.

Q13. Can I capture attendance information?

Answer:

Yes. Tally 9 provides a separate voucher type - **Attendance Voucher** to record Attendance related information viz., Present / Absent days, Overtime hours and so on., of the Employees.

Q14. Can I process payroll for a Group of Employees?

Answer:

Yes. You can process payroll for a Group of Employees, using the **Payroll - Auto Fill** button available in the Payroll Voucher.

Q15. Can I calculate arrears, using Tally 9 Payroll?

Answer:

Yes. Tally 9 Payroll has the capability to calculate arrears.

Q16. How do I enter variable values at the time of salary processing?

Answer:

In Tally 9, you can enter Variable values (not dependent on Attendance/Production type) for Pay Heads created with user-defined type of calculation.

Q17. How do I print payslips for a Group of Employees?

Answer:

Tally 9 allows the printing of multiple payslips for employees under a particular employee group or for all employees:

Go to **Gateway of Tally > Multi Account Printing > Multi Payslip Printing**

In the Printing Payslips screen, Press Backspace to select the appropriate **Employee/Group**

Q18. Can payslips be mailed from Tally? How do I do it?

Answer:

Payslips can be mailed directly from Tally to the employees email address in the following manner

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payslip > Select the Employee>** Press **Alt + M** to enter the e-mail details and mail the payslip.

Q19. How do I choose not to show a particular salary component in the payslip?

Answer:

Set **Appears in Payslip** to **No** during the Pay head creation of the salary component to prevent it from appearing in the Payslip.

Q20. How do I print payslips for any given period?

Answer:

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payslip**

1. Select the Employee
2. Press **F2: Period** to specify the period
3. Press **Alt + P** to print the payslip

Q21. Can I calculate PF, ESI, and PT?

Answer:

Yes, Tally 9 Payroll allows you to calculate PF, ESI and PT as per requirements.

Q22. Can I calculate Gratuity in Tally?

Answer:

Tally 9 Payroll allows you to define criteria for computation of provisional Gratuity for a given period or for a particular day.

Q23. Can I update historical payroll transactions?

Answer:

Yes, Tally allows you to change, update or add payroll data to any previous period.

Q24. Can Payroll handle the management of loans and advances?

Answer:

Yes. In Tally 9 Payroll, you can track the loans and advances extended to the employees and also plan their recovery.

Q25. Can I calculate salary based on production?

Answer:

Yes. In Tally 9 Payroll, you can define different production types viz., Overtime hours worked, pieces manufactured, units produced/ sold to record and calculate Performance / Production based incentives for the employees.

Q26. Does Payroll in Tally 9 generate statutory returns?

Answer:

Tally 9 Payroll is fully integrated with Accounts and provides complete Payroll Accounting reports. Currently, it does not support any payroll related statutory compliance like Form 16, Salary Certificate, 12BA, 16AA.