

Course Code – COM (H) 226

Lecture 34



Payroll Configuration

Step 1: Company Setup

Go to **Gateway of Tally > Company Info. > Create Company**

In the Company Creation screen,

Select **India** in the field **Statutory compliance for** from the List of Countries provided

Type **1-4-2009** as the **Financial Year from** date and press **Enter**

Step 2: Enable Payroll

Go to **Gateway of Tally > Press F11: Company Features > press F1: Accounting Features**

In the **F11: Accounting Features** screen:

Set **Maintain Payroll** to **Yes**

Set **More than ONE Payroll / Cost Category** to **Yes**

Press **Enter** to **Accept** the **F11: Accounting Features** screen

Payroll Configuration

Step 3: Enable Payroll Statutory Features

Go to **Gateway of Tally** > press **F11: Company Features** > press **F3: Statutory & Taxation**

In **F11: Statutory & Taxation Features** screen:

Set **Enable Payroll Statutory** to **Yes**

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

Press **Enter**

In the **Payroll Statutory Details** screen:

Enter the **Provident Fund & Employee State Insurance** details

Press **Enter** to **Accept** the screen and go back to **F11: Statutory & Taxation Features**

screen

Press **Ctrl+A** to **Accept** the screen.

Thank You