

Course Code – COM (H) 226

Lecture 35



# Employee Setup

To create **Sales** as an **Employee Group**:

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

In the **Employee Group Creation** screen,

1. Select **Primary Cost Category** as the **Category** (You can also create a separate cost category to segregate Employee Cost based on respective categories)
2. Type **Sales** as the **Name** of the Employee Group
3. Select the group as **Primary** (Tally.ERP 9 allows an unlimited grouping of Employee Groups)
4. Press **Enter** to **Accept** the **Employee Group Creation** screen

# Employee Master

Go to **Gateway of Tally > F12:Configure > Payroll Configuration**

Set the following options:

***Show Statutory Details to Yes***

***Show Passport & Visa Details to Yes***

***Show Contact Details to Yes***

Press **Enter** to **Accept**

Go to **Gateway of Tally > Payroll Info. > Employees > Create**

In the **Employee Creation** screen,

1. Select the **Primary Cost Category** as the **Category**
2. Type the **Name** of the Employee as **Vijay Kumar**
3. Specify the Name of the Employee Group as **Administration** in the field '**Under**'
4. Specify the **Date of Joining** as **01-04-2009**
5. Type the other details of the employee
6. Press **Enter** to **Accept** the screen

# Attendance Production Types

Go to **Gateway of Tally > Payroll Info. > Attendance / Production Types > Create**

In the **Attendance Type Creation** screen,

1. Type **Present** as the **Name** of the **Attendance type**
2. Specify the group as **Primary** in the field '**Under**'. By default primary is selected.
3. Select **Attendance/ Leave with Pay** as the **Attendance Type** and the **Period Type** appears as **Days**,
4. Press **Enter** to Accept the **Attendance Type** Creation screen.

Similarly, create another Attendance Type as **Absent**. Enter **Leave without Pay** in the field **Attendance Type**.

Thank You