



Processing PF Admin Expenses

Go to **Gateway of Tally > Accounting Vouchers**

1. Press **F7** for **Journal Voucher**

2. Press **F2**, specify the date as **30-04-2009** and press **Enter**

3. Press **Alt+A** (Payroll Auto Fill) to prefill Employer's Other Charges details

Specify **1-4-2009** and **30-4-2009** in the **From** and **To** Date fields respectively

Select **Primary Cost Category** in the **Employee Category** field

Select **All Items** in the **Employee/ Group** field

Select **PF Admin Expenses** Ledger in the **Expense Ledger** field

Select **PF Admin Charges @ 1.10%** Ledger in the **Admin Charges (A/c No. 2)**

4. Type the details of the transaction in the **Narration** field

5. Press **Enter** to accept and save.

Payment of Provident Fund

Go to **Gateway of Tally > Accounting Vouchers**

1. Press **F5** for **Payment Voucher**
2. Press **F2**, specify **30-04-2009** as the **Voucher Date** and press **Enter**
3. Press **Alt+A** (Payment Auto Fill) to prefill PF details

Select **PF Challan** in the **Process for** field from the **Process List** screen

Enter **1-4-2009** and **30-4-2009** in the **From** and **To** Date fields respectively

Specify **30-4-2009** in the **Voucher Date** field (This field is prefilled, if the voucher date is specified during Voucher Entry)

Select **Primary Cost Category** in the **Employee Category** field

Select **All Items** in the **Employee/ Group** field

Select **HDFC Bank** in the **Bank / Cash Ledger** field

Select **PF Payable** Ledger in the **Payroll Ledger** field

Press **Enter** to prefill **PF Payable Amount** in respect of **Employer Contributions** during the relevant month

Payment of Provident Fund

6. Press **Enter** thrice again, to prefill **EDLI Admin Expenses, EDLI Contribution** and **PF Admin Charges**
7. Press **Enter** twice
8. Set **Yes** in **Provide Details** field and press **Enter**
9. In the **Provide Details** subscreen,
 - Specify **245547** in the **Cheque/ DD No.** field
 - Specify **30-4-2009** in the **Cheque/DD Date** field
 - Specify **30-4-2009** in the **Challan Date** field
 - Type the name of the Depositor in the **Depositor Name** field
 - Specify the name of the Bank on which the Cheque is drawn in the **Bank Name** field
10. Press **Enter** to go back to the **PF Payment Voucher** screen
11. Type the **details of the transaction** in the narration field
12. Press **Enter** to accept

Thank You