



# Academy

## TABLE OF CONTENTS:

<b>Lesson</b>	<b>Topics</b>
<b>1.</b>	<b>Configuring Payroll in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Salient Features of Tally.ERP 9's Payroll</li><li>- Enabling Payroll in Tally.ERP 9</li></ul>
<b>2.</b>	<b>Creating Payroll Masters</b> <ul style="list-style-type: none"><li>- Employee Setup</li><li>- Payroll Masters</li><li>- Attendance / Production Types</li><li>- Pay Heads</li><li>- Gratuity</li><li>- Salary Details Setup</li></ul>
<b>3.</b>	<b>Processing Payroll in Tally.ERP 9</b> <ul style="list-style-type: none"><li>- Attendance Vouchers</li><li>- Payroll Vouchers</li><li>- Payment of Salaries ( Salary Disbursement)</li></ul>
<b>4.</b>	<b>Accounting for Employer PF Contributions</b> <ul style="list-style-type: none"><li>- Creating Employer PF Contribution Masters</li><li>- Salary Details Setup</li><li>- Processing Employer PF Contribution</li><li>- Processing PF Admin Expenses</li><li>- Payment of Provident Fund</li></ul>



# Academy

<b>5.</b>	<b>Accounting for Employer ESI Contributions</b> <ul style="list-style-type: none"><li>- Creating Employer ESI Contribution Masters</li><li>- Salary Details Setup</li><li>- Processing Employer ESI Contribution</li><li>- Payment of ESI</li></ul>
<b>6.</b>	<b>Accounting for Income Tax</b> <ul style="list-style-type: none"><li>- Configuring Income Tax Details</li><li>- Creating Income Tax Masters</li><li>- Creating TDS Ledger</li><li>- Computing and Deducting TDS</li></ul>
<b>7.</b>	<b>Payment of Professional Tax</b> <ul style="list-style-type: none"><li>- Processing Professional Tax Payment</li></ul>
<b>8.</b>	<b>Generating Payroll Reports</b> <ul style="list-style-type: none"><li>- Payroll Reports</li><li>- Expat Reports</li><li>- Payroll Statutory Reports</li></ul>