



Payroll Executive

COURSE DURATION: 8 Hours. (04 days)

COURS FEES: 1500/- (Inclusive All)

SYLLABUS :

- Payroll Accounting and Compliance in Tally.ERP 9
 - Creating Payroll Masters
 - Processing Payroll in Tally.ERP 9
 - Accounting for Employer PF and ESI Contributions
 - Accounting for Income Tax
 - Payment of Professional Tax
 - Generating Payroll Reports

* Student is expected to have sound knowledge of Accounting in Tally.ERP 9

GOOD TO KNOW:

- Multilingual Capabilities
- Backup and Restore
- Tally.NET and Remote Capabilities
- Managing Accounts using Control Centre
- Online Help and Support

LEARNING OUTCOMES:

At the end of the course, you will

- Have an understanding the concept and features of Payroll accounting
- Be able to do Accounting for Employer PF and ESI Contributions
- Have an understanding the various taxes involved in Payroll accounting
- Generate Payroll reports



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



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