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**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** |
|  | - Salient Features of Tally.ERP 9’s Payroll |
|  | - Enabling Payroll in Tally.ERP 9 |
|  |  |
| **2.** | **Creating Payroll Masters** |
|  | - | Employee Setup |
|  | - | Payroll Masters |
|  | - Attendance / Production Types |
|  | - | Pay Heads |
|  | - | Gratuity |
|  | - | Salary Details Setup |
|  |  |
| **3.** | **Processing Payroll in Tally.ERP 9** |
|  | - | Attendance Vouchers |
|  | - | Payroll Vouchers |
|  | - Payment of Salaries ( Salary Disbursement) |
|  |  |
| **4.** | **Accounting for Employer PF Contributions** |
|  | - 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** |
|  | - Creating Employer ESI Contribution Masters |
|  | - | Salary Details Setup |
|  | - Processing Employer ESI Contribution |
|  | - | Payment of ESI |

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| --- | --- |
| **6.** | **Accounting for Income Tax** |
|  | - Configuring Income Tax Details |
|  | - Creating Income Tax Masters |
|  | - | Creating TDS Ledger |
|  | - Computing and Deducting TDS |
|  |  |
| **7.** | **Payment of Professional Tax** |
|  | - Processing Professional Tax Payment |
|  |  |
| **8.** | **Generating Payroll Reports** |
|  | - | Payroll Reports |
|  | - | Expat Reports |
|  | - | Payroll Statutory Reports |