

related to office record in profit and loss A/c. Trading A/c show gross profit or loss and 'profit and loss A/c' show net profit or loss. The profit and loss report in Tally ERP 9 can be configured with F12 configuration available within the report.

To view the profit and loss Account —

- i Go to Gateway of Tally > Display > Profit & Loss A/c.
- ii Press Alt + F1 to view Account's detail
- iii Press Alt + F2 to change the profit accounting period.

③ Balance Sheet ∴ Balance sheet is one of the fundamental financial statements and is key to both financial modeling and accounting. A balance sheet is a financial statement that reports a company's financial position, it shows the financial position of business so it is 'Position statement'.

To view the Balance Sheet —

Go to Gateway of Tally > Display > Bal. Sheet.

Balance sheet is prepare at the end of financial year so, you can change the date to view report for the required period

Chapter 6

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long question

Define accounting report in Tally ERP.9
Explain various type of Accounting reports in detail.

Introduction → Every ^{many} companies prepare their accounting reports to know if their business is profitable or not? Nowadays mostly companies adopted computerised accounting system to maintain records. Tally ERP.9 is best software in world of computerised accounting system. MIS reports are reports required by the management to assess the performance of the organization and helps in faster decision-making. Tally ERP.9 provides powerful display facility to view reports at various level of details and contents. Tally ERP.9 provides many accounting and Inventory reports that are helpful in analyzing company profitability, liquidity and solvency position. We will discuss it in detail.

Meaning of Report : A report is an organized and formatted presentation of data in the form of text, graphic and calculation. Tally

banks. Contra entry is transaction involving transfer of cash between Cash A/c and Bank A/c.

6. Journal voucher : The journal voucher is used by businesses for multiple purposes, based on their business types. This voucher is used for accounting adjustments. F7 is shortcut key for this voucher.
7. Credit Note : The credit note voucher is used generally for a sales return. By default, the credit note is not enabled in Tally ERP 9. F8 shortcut key of credit note.
8. Debit Note Voucher : A debit note is used for purchase returns. A user can either pass a Debit Note as a voucher or as an invoice where the inventory values also get affected. F9 shortcut key.
9. Memo voucher : Entry in the voucher is made to display the unknown expense at that moment of time and can be converted to actual sale voucher, or it can also be deleted. F10 is shortcut key for memo voucher.

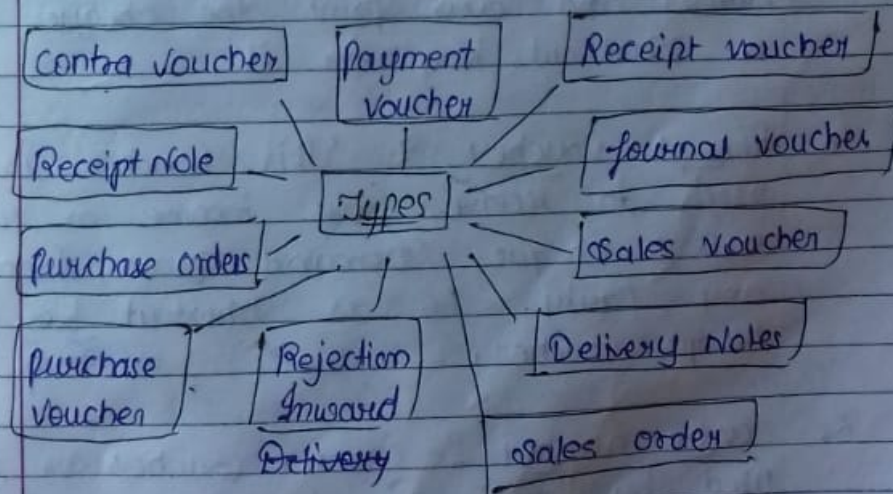
definition :- " Any documentary evidence in support of transaction " → A.W. Holmes.

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Example :- Vouchers of certain transactions
— cash paid :- Invoice Bill, Demand Note, Contracts.
purchase :- Invoice, Book, copies of orders etc.

How to define it? :- In simple words Voucher is an internal document describing and authorizing the payment of a liability to a supplier. Vouchers are useful for maintaining a higher level of control over the business payables process.

Types of voucher → Different type of vouchers are mentioned below :-



Ledger.

To view the ledgers :
Go to Gateway of Tally > Display > Account Books > Ledger.

Group Summary : This statement shows the closing balance of the accounts of a selected group for a specified period up to the current date.

Group Voucher : Group voucher is a list of all vouchers having at least one ledger account entry belonging to the selected group.

Conclusion

After all above discussion we come to know that accounting reports are organized and formatted presentation of data.

Tally ERP.9 is helpful to make reports like Balance sheet report, cash flow report etc which show the financial position and liquidity of business. Accounting report tell us how much profit earned by company. So, Accounting report is more useful for company's data.

Question [10 mark]

Explain meaning of vouchers and its types?

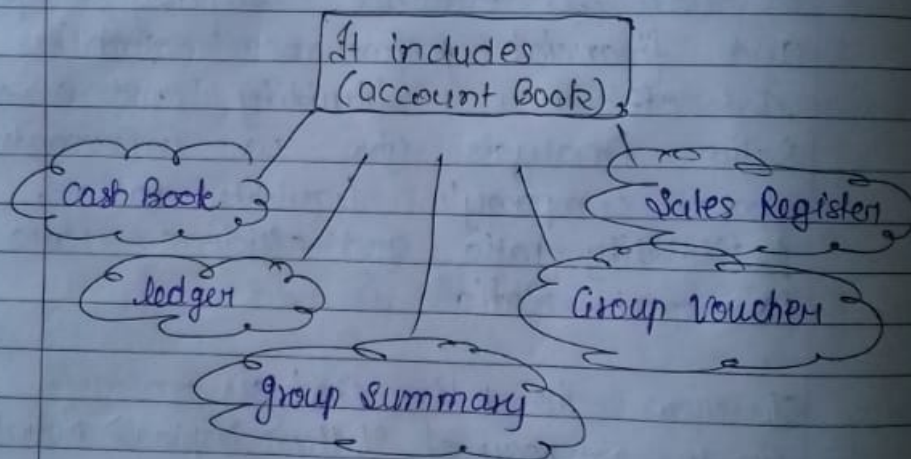
Introduction As a business owner, you have to continuously record transaction for the purpose of accounting inventory management and statutory compliance. If you are maintaining their accounts on computer through Tally ERP 9, and then like many other user of Tally, you must be quite acquainted with vouchers that are available in Tally ERP 9. However, if you are new to Tally ERP 9 then it's necessary to understand meaning of voucher and its type. Voucher is the most important aspect in Tally to maintain records.

Meaning of Voucher : Voucher is the original documentary evidence in support of any payment or receipt of money by the business. It would be with the help of the voucher that the accuracy of entry can be checked. Voucher alone can tell us about the nature and sources of the transaction, its value and authority. Such evidence may be primary and collateral.

1. Sale Voucher : The sale voucher is most widely used by the users of Tally.ERP9. This voucher is used for cash and credit sales transactions. F8 short cut key can also be used for this voucher. 6.
2. Purchase voucher : This voucher is used for cash and credit purchase transactions. The purchase voucher too can be recorded either in the voucher or invoice mode based on the nature of business operations. F9 is short cut key for it. 7.
3. Payment voucher : All types of payment are made with 'payment voucher'. While making payment to a party you can provide details such as the instrument number and even print the cheque. F5 is short cut key for it. 8.
4. Receipt voucher : This voucher is used to receive any income or received cash / cheque / Demand Draft from any party. F6 is shortcut key of Receipt voucher. 9.
5. Counter voucher : Counter vouchers are generally used by businesses to withdraw cash from banks or to deposit cash in

⑤ Account Book : Account Book maintains separate Book for different accounts. Through the items are posted to different ledger, Tally ERP9 bring together all the transactions of one category into book of account.

It contain many accounting reports such as



Cash Book In which all cash transaction are recorded ~~at~~ not credit transaction.

Ledgers Ledger in accounting book is known as second book of entry.

Transactions are posted in ledger after posting in journal. All the similar nature transactions are recorded in particular group is known as

- to automate the employee payroll details
4. In the payroll Auto fill subscreen,
 5. Select PF contribution from the process list drop down
 - * specify 1 April 2009 & 30 - April 2009 in the from and to date fields respectively.
 - * Select Primary cost category in the Employee category field
 - * Select all items as Employee / group field.

ESI contribution, PF contribution, salary is automate computation through this process.

* Select PF payable ledger from the list of ledger accounts drop down in the Payroll ledger field.

The values for the employer PF contribution are predefined in the payroll voucher for PF contribution process.

6. Press Enter to accept.

The completed payroll voucher for employer Provident fund contribution is displayed.

7. Press Enter to accept.

So, provident fund: Employer contribution's process is cleared above.

Conclusion

After above discussion we come to know that voucher is an evidence in support of payment or receipt. Tally ERP 9 facilitate to maintain voucher as proof of transaction. Vouchers include many types like sale voucher, payment voucher, contra voucher, purchase voucher etc. And working of every voucher is different from other. Contra voucher is related to transaction of cash and bank/AR related. So, vouchers are most important part of tally ERP 9.

Question

Long question

Define Inventory Reports in Tally.ERP 9
Explain various types of Inventory reports in detail.

Introduction to Inventory Reports

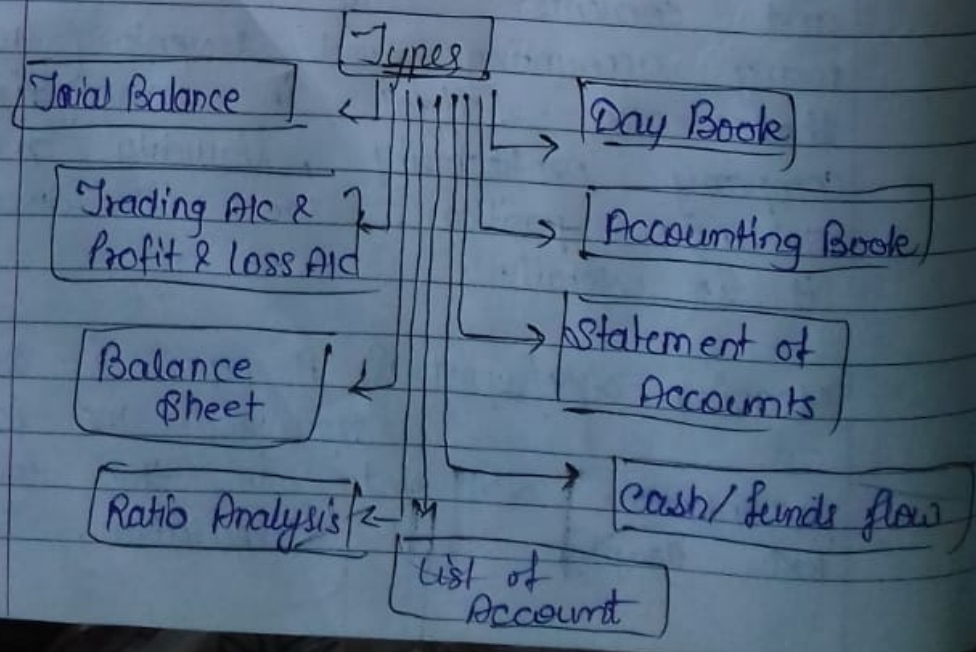
Companies are more careful for business details. They want to secure their accounting or business information in a best way. That's why mostly companies adopted method of Tally for preparing their accounting and financial reports. Reports play an important role for businesses, to help manage their day to day business operations efficiently. Understanding this need, Tally ERP 9 provide many insightful reports. Reports in Tally ERP 9 are designed to suit all the aspects of accounting management, Inventory management and statutory. Inventory reports are studied in details.

Meaning of Inventory Reports :- A report is an organized and formatted presentation of data in the form of text, graphic and calculation. Inventory Reports refers that, the transaction entered in Tally, ERP 9 are

allows a user to collect different type of data such as vouchers & invoices and display them in the form of reports.

Meaning, Accounting Report :- It refers to reports of accounting concept prepared through Tally. It include many accounting reports such as Balance sheet, Trading A/c, Profit and loss A/c, Ratio Analysis, Trial Balance etc for the analysis of company's financial statements. The display screen of Tally ERP.9 are dynamic and interactive.

Types of Accounting Reports :- following are main -



- (b) Create the party ledger and fill all details of Supplier.
- (c) Pass an entry of purchase and fill all details of voucher.
- (d) After saving the voucher, view ledger interest calculated by the Tally automatically.
- (e) In next step, calculated interest is to be recorded in credit note.
- (f) Activate the credit note.
- (g) Pass entry in credit note voucher.

Interest calculation in advance mode

This is use for large level of calculation. The advance parameters are particularly useful where interest rate change from time to time.

Step to active advance parameter is similar as Enabling Interest calculation.

Go to Gateway of Tally > F11: feature > Accounting feature F1 > Set 'Activate interest calculation' to Yes > set 'use advance parameter' to Yes > accept or confirmation to Yes.

So, interest calculation is best option which is helpful in easy, simple and fast calculation of interest automatically.

1. Trial Balance $\hat{=}$ A Trial Balance is a book keeping and accounting report which provide account balance listing for all accounts for the company sorted according to group. It provides the arithmetical accuracy to ledgers and also helps in the preparation of profit and loss account and Balance sheet.

Trial Balance view in tally PRP 9. -
Go to Gateway of Tally > Display > Trial Bal.

Screen show as.

TRIAL BALANCE OF NEW LOOK LIMITED		
Particular	New Look Limited 1- Apr. 2007 to 15 Apr 2007 Closing Balance	
	Debit	Credit
Current liabilities	50000	15000
Current assets	50000	85000
Indirect Income	20000	10000
Diff in opening Balance		10000
Grand Total	120000	120000

2. Trading A/c and Profit and Loss A/c $\hat{=}$ This accounting report shows a company's net profit or loss in a given period. All transactions related to factory records in Trading A/c and all transactions

Gateway of Tally :- To enable the option multi currency, 1st step is, go to Gateway of Tally.

Then press F11, Accounting feature screen is displayed.

Then set option 'Allow multi currency' to Yes and accept the screen.

So, implementation of multi currency is done. Now, we can create currency.

To create currency —

Go to gateway of Tally > accounts info. > currencies > create.

Currencies create screen is following :-

Currencies creation	
Symbol	\$
formal Name	US Dollar
Number of decimal places	2
show Amount in million	Yes
suffix symbol to Amount	No
Put a space between Amount and symbol	Yes
Decimal place for printing Amount in word	2

Short cut keys for create currencies —

Euro '€' (Alt + 0128)

Japanese Yen '¥' (Alt + 0165)

Pound '£' (Alt + 156)

Through this, handling transaction in currencies other than home currency is simple with multicurrency support of Tally ERP 9.

Chapter : Payroll in Tally.ERP 9

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Question long

Define the term payroll and discuss its feature also steps would an user follow to process payroll in Tally ERP. 9

Introduction to payroll :- Every person do their job for salary. They want more profit so, they do their jobs with full dedication. Payroll is an action that is performed by companies with employee's remuneration. It is the process the company goes through to pay the employees. Within a company, payroll is the combination of all of the financial records of their employee's salary, wages, bonuses etc. In account term payroll signifies the amount that has been paid out to employees for the services they have done for the organization within a certain period of time. Payroll provide all information related to employee's wages and salaries.

Meaning of payroll :- Payroll is simply an aggregation of total amount of wages paid by the company to its employees. It is one of the most significant expenses for businesses.

3. Contract Expiry Report → This report provides useful information regarding the contractual Employees i.e. All the relevant information about the Contract Employee viz are captured and displayed. To view :-
 Gateway of Tally > Display > payroll report > Export Report > Contract Expiry.

B. Payroll Statutory Reports

In Tally ERP 9, you can display print Statutory forms and reports for Provident fund, Employee state insurance, etc as per prescribed format by the statutes. To view :-
 Gateway of Tally > Display > payroll reports > Statutory Reports.

Conclusion

After all above discussion we come to know that payroll report ^{generation} is divided into two categories @ payroll report @ payroll Statutory Report. These all are give us best and efficient information regarding payroll. So, company can make effective reports related any group through Tally ERP 9.

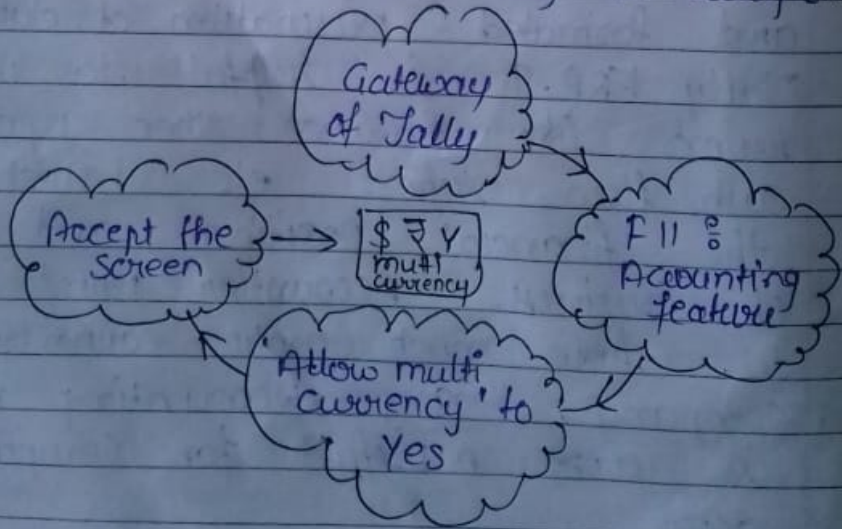
4 marks

Write a short note on the process of implementation of multi currency in Tally ERP 9.

With the advent of global globalization, using multi currency has become a necessity for companies involved in international trade business.

Meaning of multi currency : Multi currency is used in international business. Users can define unlimited currencies (US dollar, Pounds etc) specify whether to view the currencies either in Lakhs or millions and use multi currency concurrently.

Process of implementation of multi currency
To use multi-currency in Tally ERP 9 :



⑥ Individual pay structure : In it structure of rel salary related to individual is prepared.

Salary details masters depict the information of employee, pay structure consisting of earning and deductions pay components for the relevant period.

After it, now move to 5th Step 'Process payroll'

5th Process Payroll

Payroll process means the administration of employee's financial records including attendance, salaries, wages, bonuses etc. It consist of the following activities

① Attendance Voucher : Attendance voucher are used to record employees attendance / production types. Attendance voucher allow you to enter attendance, overtime, leave production details. You can also enter data for one or more or all employees.

voucher

② Payroll processing : A payroll voucher is used to record all employees related transaction and it computer values for the various pay head is for

* Group Summary → It is statement show closing balance of accounts under the selected group upto the current date. To view group summary is:
Gateway of Tally > Display > Inventory Book > Group Summary > Primary

* Stock Transfers → This reports displays entries made using stock journal vouchers, Press Enter on the required month to display a voucher Register where the voucher are listed Date-wise.

* Physical Stock Register → Physical stock Register is used to record actual stock available, i.e stock found on conducting a stock check. It is not unusual to find a discrepancy between the actual stock and the computer recorded stock figure.

* Sales order Book → Sales order Book is a record of all sales orders made during a financial year. To view the sales order Book is:

Go to Gateway of Tally > display > Inventory Book > Sales order Book.

(A) Payroll Reports
 following payroll can be generated -:

(i) Statement of payroll : You can use the payroll statement report to generate the report for a specific pay head/ ledger.

★ Gateway of Tally > Display > payroll Report > statement of payroll.

following are include in it —:

1. Payslip → This option facilitates the user to view to payslip for individual employees, Configure the contents and appearance based on the requirement and then print or E-mail the payslip. To generate it :

Gateway of Tally > Display > payroll Reports > statement of payroll > payslip > single payslip.

Select the employee for whom you want to view the payslip.

2. Paysheet → It is a matrix report with category, groups and employees cascading in row and pay head appear in columns. format of paysheet report may be configured to serve as a salary / wages register as required by the organization.

for earning and deductions pay heads. Payroll vouchers are used to record the payroll related data for Employee's and employer's contribution. You can enter separate voucher for each day or a single voucher for a given pay period, say a month, with aggregated values.

© Payroll Statutory Reports :- In tally, FRP 9 you can display, print statutory forms and report for provident fund, Employee state insurance, professional tax, Gratuity as per prescribed format by the statutory.

To view :

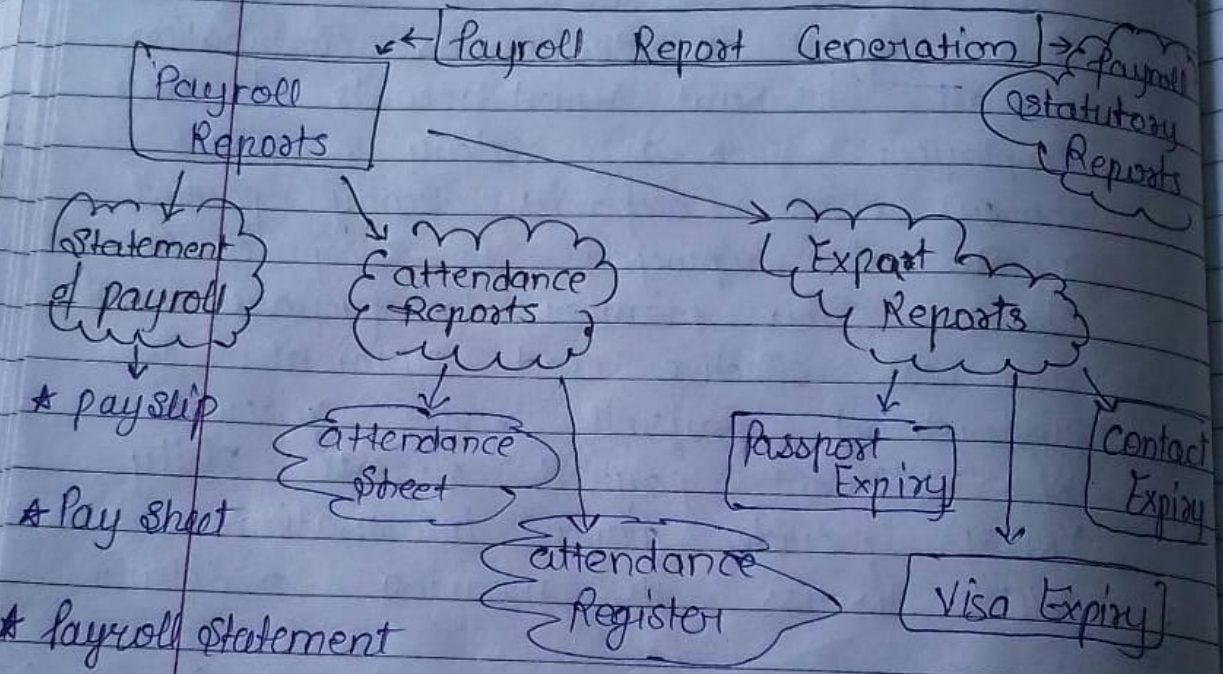
Go to Gateway of Tally > Display > payroll Report > Statutory Reports.

Conclusion

After all discussion we come to know that payroll is combination of all the financial record of their wages, salary, bonus etc. It include many step and this way of record transaction related to salary is best and accurate method. In it we can easily calculate exact amount of salary, wages etc.

Payroll Reports Generation :- Payroll reports helps to ascertain the payroll expense for a particular employees / group along with different pay head for specified time. Statutory reports are required for provident fund

Payroll Report classified :-



- * Payroll Register
- * Employee pay Breakup
- * Employee Head count
- * Employee pay Head Backup

To view payroll reports :- Gateway of Talley
 ↓
 Display
 ↓
 Payroll Report

By pressing F12 on Balance sheet screen, we can configure Balance sheet as per requirements.

(4) Ratio Analysis ∴ Ratio analysis is also a accounting report include in Tally ERP9. Comparing financial information and financial statement is known as Ratio analysis. It is used to evaluate company's operating and financial performance such as its efficiency, liquidity and solvency. Ratio Analysis give us information about company's liquidity ratio, profitability ratio and efficiency ratio. Principal Ratio is 2:1.

To view the ratio Analysis —
Go to gateway of Tally > Display > Ratio Anal.

4. Day Book ∴ The day Book list all transactions made in a particular day and by default displays the voucher entry of a regular voucher. Transaction include all financial vouchers as well as inventory voucher.

To view the Day Book.
Go to gateway of Tally > Display > Day Book
Press F2
Specify the required period.

of all items belonging to a particular Selected category.

* Stock Query → The stock query provides complete information pertaining to a particular stock item. viz.

* Cost Estimation → Cost Estimation is a statement that gives the value of the cost incurred in the manufacturing of finished goods.

* Sale order Outstandings → It explains about all outstanding sales orders. Sale order Summary statement gives detailed information on outstanding sales orders.

To view :

Gateway of Tally > Display > Statement of Inventory > Sale order outstandings.

Conclusion → After all above discussion conclusion is inventory reports play an important role in business. It includes stock summary, Inventory Book and statement of Inventory, in which complete detailed information related to stock and Inventory recorded.

(A) Stock Summary :- The stock summary report displays the current position of stocks or stock in hand for a particular date. From this tally report a business owner can view item-wise rates, quantity and value of stock available. We can access this screen by using stock summary option from Gateway of Tally. Stock summary is sub-heading of reports in Gateway of Tally.

Stock summary configuration → By using F12 key, we can activate such as quantities, rates, values, opening balance, goods, inward, goods outward etc.

(B) Inventory Book :- This option is used to analyse the details of stock and its inventory movement. Inventory Book is group of stock item, group summary, stock transfer etc. It records all transactions related to Inventory.

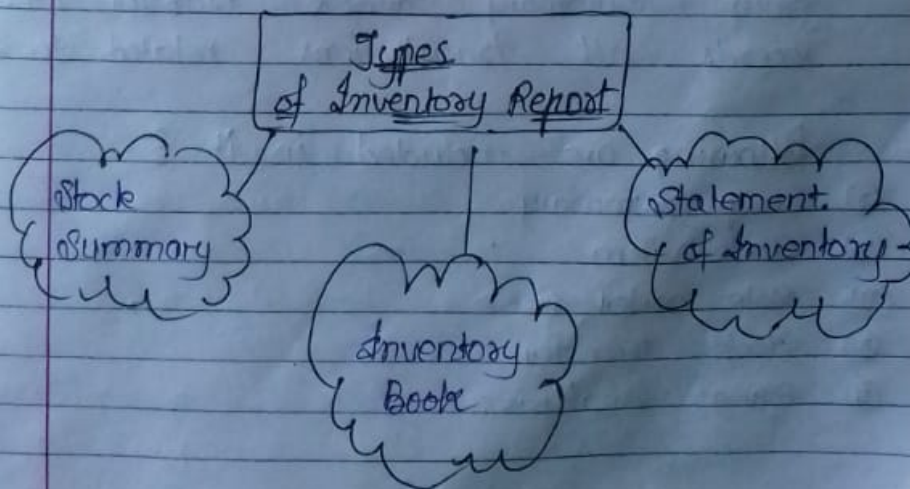
following are included in it :-

- (i) Group Summary
- (ii) Stock item
- (iii) Sale order Book
- (iv) Stock transfer
- (v) Aging Analysis.

immediately posted to the respective ledgers, books and Registers. The inventory reports are generated based on these transactions. This facilitates instant reporting and fast decision making.

Inventory Reports are used to find out the movement of goods and all information's relating to goods on specified period i.e. opening stock, inward, outwards etc. In simple words Inventory reports are all information in a place ^{recorded} related to Inventory.

Types of Inventory Reports → following are main types of Inventory Reports.



4 marks

Write short note on Interest calculation.

Meaning of Interest calculation :- Interest is a legitimate on money invested and chargeable in the business world on loans and also on delayed payment.

In Tally-ERP 9, it automatically calculated interest with voucher entry. The advance parameters are particularly useful where interest rate change time to time.

Interest can be calculated on the basis of simple or compound interest. With Tally-ERP 9 you can obtain reports on interest calculated based on the configuration mode.

Enabling Interest Calculations :- Steps,

①

1. Go to gateway of tally.
2. Press F11 company feature
3. then, Press F2, accounting feature
4. Set the option Activate interest calculation to Yes.
5. Press Ctrl+A / Enter / Y button from keyboard to save the company operations alterations.

After Enabling this, our other activity is -

4 mark Question

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Outline the process of Employer PF (Provident fund) contribution in Tally ERP9.

Meaning of PF → Provident fund or PF is a compulsory retirement savings plan managed by the government where employees contribute a fixed percent of their monthly pay-out and the same amount is contribution by along with the employer.

When salaries are paid to employees, the employer deducts the employee's contribution from it and only the net amount is paid. Employer's own contribution along with the employee's share is later on deposited with the proper authority.

Process / steps in Tally → you are required to process Employer PF contributions, PF admin charges etc through a combined challan.

Steps explained below →

Go to gateway of Tally > payroll voucher.

1. Press Ctrl + F4 for payroll voucher
2. Press F2, specify the date as 30-04-2009 and press Enter.
3. Press Alt + A (payroll auto fill)

2. Attendance Register → This report is similar to payroll Register and display the summary report of the attendance voucher. To generate :-
Gateway of Jally > Display > Payroll Reports > attendance Register.

III € Expat Report

The Expat report provide comprehensive information about foreign national who are employed on short / long work assignments in your company.

1. Passport Expiry → This report provides all the information about passport of an employee.

To view it :-

Gateway of Jally > Display > payroll Report > Expat Report > passport Expiry.

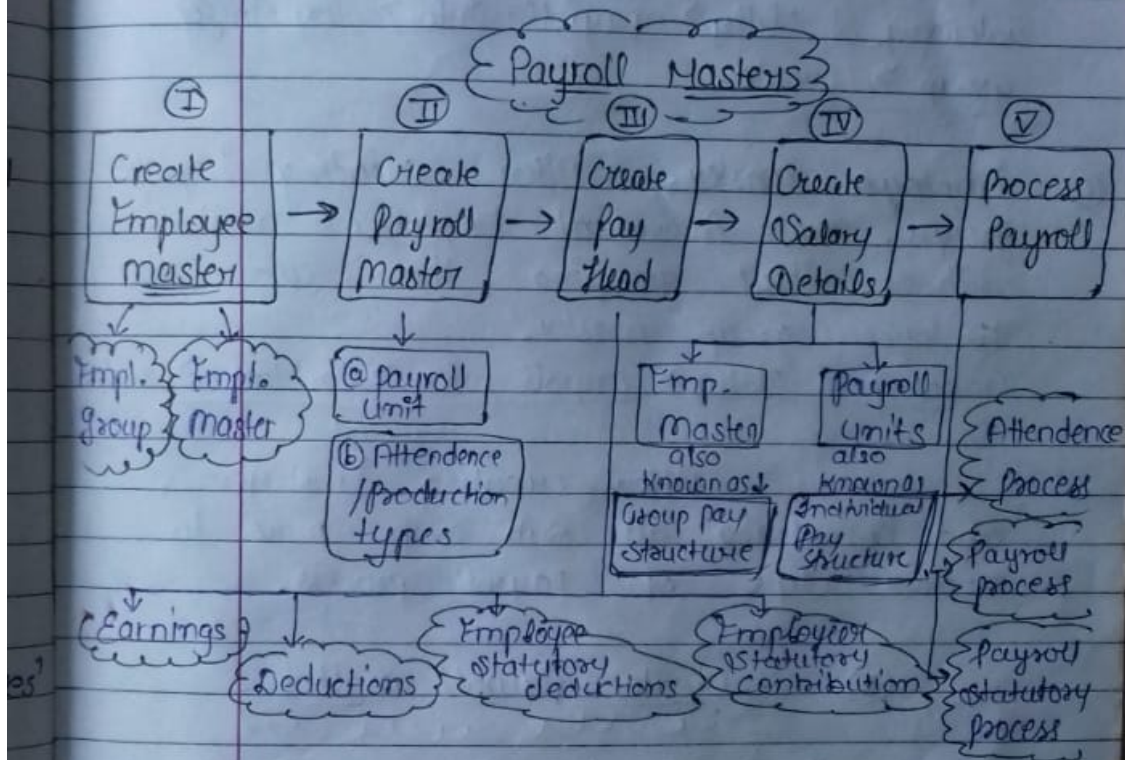
2. Visa Expiry → This report is similar to passport Expiry Report and provides all the relevant information related to Employee such as visa number, visa Expiry date, etc.

To view :-

Gateway of Jally > Display > Payroll Report > Expat Report > Contact Expiry.
Visa

Press ctrl + A to Accept the screen.

After Enabling payroll we can maintain Company salary payroll in Jally. More steps are in detailed.



I create Employee Master

- (a) Employee categories creation, If you want to know revenue and expenditure related to particular project and you have multiple business units, then you have to use 'Employee categories creation' option
 Gateway of Jally > payroll info > Employee categories > create.

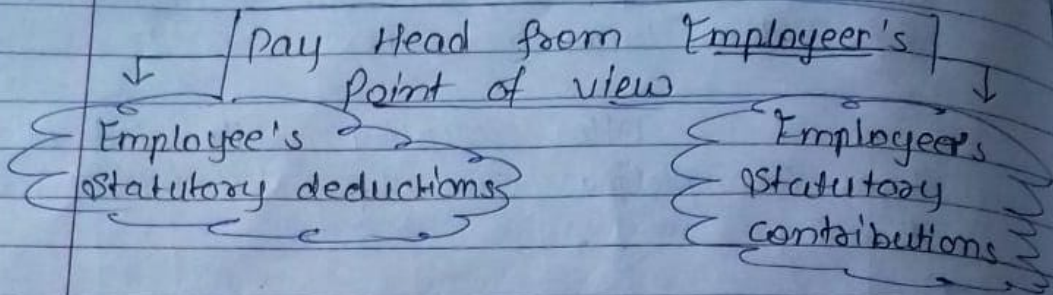
hence it is very complicated expense for companies to process. Processing payroll slips is a very time consuming task and can be prepared weekly, semi-monthly or monthly depending upon the resources which the company has in its reserve.

features of Tally ERP 9's Payroll

following features are main :-

1. Fully Integrate :- It is full integrated with accounting system so that you can process payroll along with accounting.
2. Easily manage :- It can easily manage complex calculations.
3. Easy calculation :- Tally is helpful in easy calculation of ESI contribution, EPF contribution, Gratuity amount etc.
4. Accurate Method :- Tally is free from mistakes. So, it automatically calculates all the statutory and non statutory deduction in an accurate manner.
5. Calculation of arrears :- It helps in calculation of employee's salary arrears, if any.

(b) Deduction : Amount deducted from employee's salary such as amount of provident fund, Income tax, ESI contribution etc are deduction from employee's point of view.



(c) Employee's statutory deductions : Deductions from Employee's salary is actually liability of company from Employee's point of view.

(d) Employee's statutory contributions : Company made some contributions in employee's salary is actually expense for company from employee's point of view.

After learning about 3rd step we move to 4th one that is,

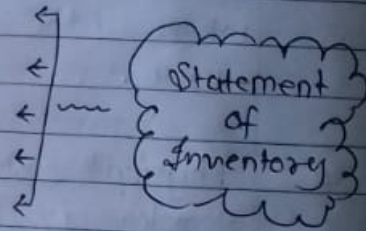
4th Create Salary detail

@ Group pay structure → In it detailed salary related to group and department recorded.

① Statement of Inventory :- Statement of Inventory is included in Inventory report which is advance tool to analysis stock details. It has many option such as Reader status, purchase Bill pending, sale Bill pending etc. You can change the appearance of reports according to your requirement.

It includes :-

- ① Godowns
- ② Categories
- ③ Stock Query
- ④ Cost Estimation
- ⑤ Sales order outstanding



* Godowns -> The godowns summary statement shows the stock summary at different godown. Godown summary is a statement of stock in hand at each location on a particular date.

To view Godown Summary :-
 Gateway of Tally > Display > Statement of Inventory > godown
 Press Alt + F1 for detailed view.

* Categories -> The stock categories summary show the closing balance

are used to record the nature of attendance on the basis of time or work. Attendance type generally include different types like present, Absent, Overtime, calendar month. To create:

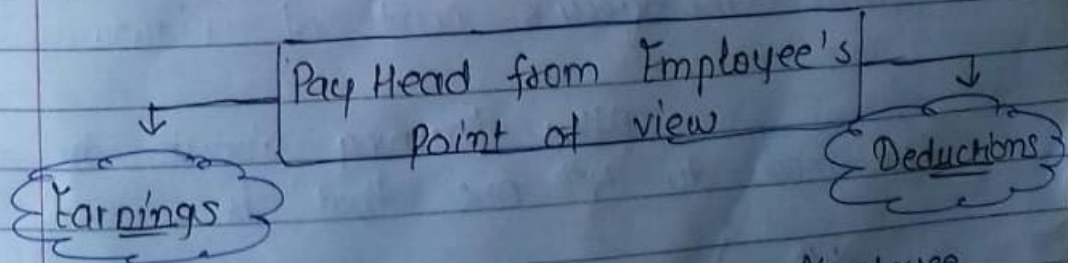
Gateway of Tally > Payroll Info > Attendance / production types > creates.

After creating units and Attend-types (completing sub steps of step II) move to Step III,

III Create pay Head

@* Pay Head meaning Many components are use to prepared exact amount of salary these are known as pay head. It includes

- ① Basic Salary
- ② DA
- ③ HRA
- ④ PF (Provident fund)
- ⑤ ESI
- ⑥ TDS
- ⑦ Income tax.



@ Earning Amount added in Employee Salary is earning for employee's point of view. Such as Dearness Allowances, Basic Salary.

(b) Employee group → If Business having multiple department, and you want to record salary detail according to departments, you have to create Employees group and classify individual employees under a particular employee group.

Gateway of Tally → payroll info > Employee group > create.

(c) Employee master → After creating Employee groups, create individual Employee masters with or without grouping them, under the Employee group master.

Gateway of Tally → payroll info. > Employee > create.

After creating Employees, and completing all sub step move to another steps of payroll process.

II Create payroll master

(a) Payroll unit ∴ Payroll units are units through which salary is calculated. It refers to unit of measurement on the basis of which pay heads are calculated. Example of payroll units are days, weeks, hours, 26 days etc.

(b) Attendance / Production types ∴ Attendance / Production types

ch : Payroll in Tally ERP.9

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Question , long

Discuss about generation of different payroll reports in Tally ERP 9.

Introduction to Payroll : Employees work in organisation for fulfil their needs. Their motive to do job is remuneration. In this context, term 'payroll' is used in big organisations. Term payroll is define as combination of all financial report records of their employers such as salary, wages, bonus etc. Companies ready payroll reports of employees in computer through Tally. This manner to prepare reports is best effective and effecient. To understand payroll and generation of different payroll reports Tally ERP 9 provide many information. we will discuss its meaning in detail.

Meaning of Payroll : Payroll is simply an aggregation of total amount of wages paid by the company to its employees. It is one of the most significant expense for business hence it is very complicated expense for companies to process.

Here a question arise what steps would be followed for activation payroll in tally.ERP 9. So, answer in favour of this question is mentioned below :

Steps following steps follow for Enabling payroll in Tally.ERP.9

Step I Company Setup → firstly create company Gateway of Tally > company info > create company > filled detail > accept yes.

Step II Enable payroll → set option related to payroll 'yes'.
 Gateway of Tally > F11: company features > F11 Accounting features
 In F11 Accounting feature
 set 'maintain payroll' to yes
 set more than one payroll / cost category to 'yes'
 then press Enter to Accept.

Step III Enable Payroll statutory feature →
 Go to Gateway of Tally > company features
 F11 > Statutory and Taxation : f3 > Enable Payroll Statutory and set / Alter payroll Statutory Details set to 'yes'
 In the payroll statutory detail screen:
 Enter the provident fund & Employee state Insurance details of the company

3. Payroll statement → A payroll statement is a columnar report which displays department / group wise employees break up of specified earnings on deductions for a particular period.

To generate :-

Gateway of Tally > Display > payroll report > Statement of payroll > payroll statement.

4. Payroll Register → Payroll register is a month-wise transaction summary report displaying payroll vouchers, similar to 'Display statistics' in the accounting module.

5. Employee Profile → The Employee profile report provides the details of the employee related information as entered in the Employee Creation screen.

II ~~I~~ Attendance Report

1. Attendance sheet → The attendance sheet report is similar to pay sheet report, and displays a pre-formatted report with columns, related to your attendance / production data. To generate:-
Go to gateway of tally > Display > payroll report > Attendance sheet