

## **Tally.ERP 9 Kenya Payroll Add-On**

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- 1. Configuring payroll in Tally**
- 2. Creation of Payroll master**
- 3. Payroll reports**

# 1. Configuring Payroll in Tally

Go to Gateway of Tally > Press F11 : Company features > Press F1 : Accounting Features In the F11: Accounting Features screen

➤ Set Maintain payroll to Yes

F11 : Accounting features screen

Company: <u>Kenya Payroll</u>			
<u>Accounting Features</u>			
<u>General</u>		<u>Invoicing</u>	
Integrate Accounts and Inventory	? No	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? Yes	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? Yes
		Use Invoice mode for Debit Notes	? Yes
<u>Outstandings Management</u>		<u>Budgets &amp; Scenario Management</u>	
Maintain Bill-wise Details	? Yes	Maintain Budgets and Controls	? Yes
(for Non-Trading A/cs also)	? No	Use Reversing Journals & Optional Vouchers	? Yes
Activate Interest Calculation	? No		
(use advanced parameters)	? No		
<u>Cost/Profit Centres Management</u>		<u>Other Features</u>	
Maintain Payroll	? Yes	Enable Cheque Printing	? No
Maintain Cost Centres	? Yes	(Use Banking Configuration in Bank Ledger	
Use Cost Centre for Job Costing	? No	Master for Cheque Printing Configuration)	
More than ONE Payroll / Cost Category	? No	Allow Zero valued entries	? Yes
Use Pre-defined Cost Centre Allocations during Entry ?	Yes	Maintain Multiple Mailing Details for Company & Ledgers	? No
Show Opening Balance for Revenue Items in Reports	? No	Set/Alter Company Mailing Details	? No
		Enable Company Logo	? No
F1: Accounts    F2: Inventory    F3: Statutory    F4: Tally.NET    F6: Add-Ons			

## 2. Creation of Payroll master.

Following are the main payroll masters

- Employee Masters
- Payroll Masters
- Pay Head
- Salary Details

### 1) Employee Masters

The following masters can be created in Tally.ERP9 to successfully record the Employee details

- Employees
- **Employee**  
Following are the steps need to do the creation of employee master in Tally  
**Go to** Gateway of Tally > Payroll Info. > Employee > Create Employee creation Screen:

Employee Alteration		Kenya Payroll			
Name (alias)	Nitin A. Shah				
Display Name in Reports	Nitin A. Shah				
Under	Sales Department ( <sup>J</sup> Primary)				
Date of Joining	1-Oct-2011				
Define Salary Details	No				
Date of Resignation / Retirement					
<u>General Info</u>		<u>Payment Details</u>	<u>Passport &amp; Visa Details</u>		
Employee Number	: EMP 001	Bank Name	: Kenyan Bank	Passport Number	: H543287
Designation	: Manager	Branch	: Westlands	Country of Issue	: Kenya
Function	: Administration	Bank A/c Number	: 72564879222	Passport Expiry Date	: 1-Jan-2025
Location	: Nairobi			Visa Number	:
Gender	: Male			Visa Expiry Date	:
Date of Birth	: 1-Jan-1985	<u>Statutory Details</u>			
Blood Group	: A Negative	P.I.N.	: A000160441T		
Father / Mother Name	: A. Shah	ID No.	:	<u>Contract Details</u>	
Spouse Name	: Asha	NSSF No.	: NSSF45321	Work Permit Number	:
Address	: Westlands Nairobi Kenya	NHIF No.	: NHIF45321	Contract Start Date	:
Contact Numbers	: 07254687			Contract Expiry Date	:
E-Mail ID	: A.sha@gmail.com				

## 2) Payroll masters

Payroll's pay components are computed based on the payroll units. So you need to create the following payroll masters in Tally.

- Payroll Units
- Attendance / Production Type

### 2.1 ) Payroll Unit

A payroll unit refers to a unit of measurement based on which pay heads are calculated. Payroll units can be classified into two types i.e. Simple Payroll units and Compound payroll Units.

- I) Simple payroll Units.
- II) Compound payroll Units.

#### i) Simple Payroll Units

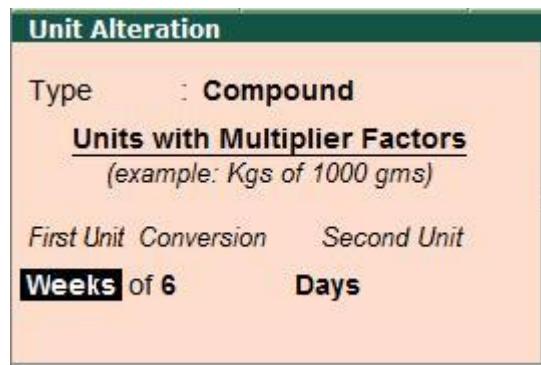
Go to Gateway of Tally > Payroll Info. > Units(Work)> Create

Unit Creation Screen:

Unit Alteration	
Type	: Simple
Symbol	: Days
Formal Name:	Day
Number of Decimal Places	: 2

## ii) Compound Payroll Units

Go to Gateway of Tally > Payroll Info. > Units (Work)> Create  
From the simple payroll unit press back space and select compound units



**Unit Alteration**

Type : **Compound**

**Units with Multiplier Factors**  
(example: Kgs of 1000 gms)

First Unit	Conversion	Second Unit
<b>Weeks</b>	of 6	<b>Days</b>

## 2.2) Attendance / Production Type

Attendance/ production Type masters are used to record the nature of attendance/Production i.e. time and work rate. In Tally, You can create attendance types based on time such as Present and absent or based on work based production

### i) Present Attendance Type

Go to Gateway of Tally > payroll Info.>Attendance/Production Type > Create

Attendance Type Creation Screen:

Attendance/Production Type Creation	
Name (alias)	: Present
Under	: Primary
Attendance Type	: Attendance / Leave
Period Type	: Days
<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Accept ?</b>  Yes or No </div>	

### 3) Pay Head

Pay Head may be broadly considered as Earnings and Deductions from an employee's point of view. Some Examples of Earnings Basic Salary, Dearness Allowance, City Compensatory Allowance, House Rent Allowance. Some Deduction examples Employees Provident Fund (EPF), Employee's state Insurance(ESI) etc..

#### i) Basic Pay head Creation

Go to Gateway of Tally > Payroll Info.> Pay head > Create

- 1) Pay head name "Basic Pay"
- 2) Select Earning for Employees in the Pay Head Type field
- 3) Specify the group as Indirect Expenses
- 4) Set Affect Net salary "Yes"
- 5) Set the Name appear in the Pay slip
- 6) Set use for Gratuity "Yes"
- 7) Set the calculation type
- 8) Set the calculation period
- 9) Treat as basic salary account "Yes"
- 10) Treat as NSSF account "No"

- 11) Treat as NHIF account “No”
- 12) Treat as Non Cash Benefit account “No”

### Basic Pay Head Screen:

Pay Head Alteration		Kenya Payroll	Total Op. Bal.
Name	: Basic Pay		
(alias)	:		
			85,815,299.05 Dr
			85,815,299.05 Cr
<b>Pay Head Info</b>			
Pay Head Type	: Earnings for Employees		
Income Type	: Fixed		
Under	: Staff Costs		
Treat as Basic Salary Account	? Yes		
Treat as NSSF Account	? No		
Treat as NHIF Account	? No		
Treat as Non Cash Benefit Account	? No		
Affect Net Salary	? Yes		
Name to appear in Payslip	: Basic Pay		
Currency of Ledger	: KShs		
Use for Gratuity	? No		
Calculation Type	: Flat Rate		
Calculation Period	: Months		
<b>Rounding Info</b>			
Rounding Method	: Not Applicable		
Opening Balance ( on 1-Apr-2012 ) :			
Q: Quit	A: Accept	D: Delete	

### ii) House Rent allowance pay head creation:

In pay head creation screen:

1. The name of pay head is “House Rent allowance”
2. Select the Earning for employees in the pay head
3. Specify the group name “Indirect Expenses” in the field under
4. Set affect net salary “Yes”



5. Specify the name to appear in the pay slip
6. Set use for Gratuity "No"
7. Select as compound value In the calculation Type field
8. Treat as basic salary account "No"
9. Teat as NSSF account "No"
10. Treat as NHIF account "No"
11. Treat as Non Cash Benefit account "No"

Pay Head Alteration		Kenya Payroll														
Name :	Housw Rent_					Total Op. Bal.										
(alias) :						85,815,299.05 Dr										
						85,815,299.05 Cr										
<b>Pay Head Info</b> Pay Head Type : Earnings for Employees Income Type : Fixed Under : Staff Costs  Treat as Basic Salary Account ? No Treat as NSSF Account ? No Treat as NHIF Account ? No Treat as Non Cash Benefit Account ? No Affect Net Salary ? Yes Name to appear in Payslip : Housing Currency of Ledger : KShs Use for Gratuity ? No Calculation Type : As Computed Value Calculation Period : Months		<b>Computation Info</b> Compute : On Specified Formula Specified Formula : Basic Pay <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2012</td> <td></td> <td></td> <td>Percentage</td> <td>15 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2012			Percentage	15 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2012			Percentage	15 %												
<b>Rounding Info</b> Rounding Method : Normal Rounding Limit : 1																
Opening Balance ( on 1-Apr-2012 ) :																
Q: Quit	A: Accept	D: Delete														

Compound Info creation, select the compound field

Pay Head Alteration		Kenya Payroll															
Name : House Rent (alias) :		Total Op. Bal. 85,815,299.05 Dr 85,815,299.05 Cr															
<u>Pay Head Info</u> Pay Head Type : Earnings for Employees Income Type : Fixed Under : Staff Costs  Affect Net Salary ? Yes Name to appear in Payslip : Housing Currency of Ledger : KShs Use for Gratuity ? No Calculation Type : As Computed Value Calculation Period : Months		<u>Computation Info</u> Compute : <b>On Specified Formula</b> Specified Formula : Basic Pay <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2012</td> <td></td> <td></td> <td>Percentage</td> </tr> <tr> <td></td> <td></td> <td></td> <td>15 %</td> </tr> </tbody> </table>		Effective From	From Amount	Amount Upto	Slab Type	1-Apr-2012			Percentage				15 %	<u>Computation On</u> On Current Deductions Total On Current Earnings Total On Current SubTotal <b>On Specified Formula</b>	
Effective From	From Amount	Amount Upto	Slab Type														
1-Apr-2012			Percentage														
			15 %														
<u>Rounding Info</u> Rounding Method : Normal Rounding      Limit : 1				Create Display Alter Quit													
Opening Balance ( on 1-Apr-2012 ) :																	

In the Sub screen Compute

Select Basic pay as the Add Pay Head function and press Enter



Pay Head Alteration		Kenya Payroll				
Name : House Rent (alias) :						<b>Total Op. Bal.</b>  85,815,299.05 Dr 85,815,299.05 Cr
<b>Pay Head Info</b> Pay Head Type : Earnings for Employees Income Type : Fixed Under : Staff Costs  Affect Net Salary ? Yes Name to appear in Payslip : Housing Currency of Ledger : KShs Use for Gratuity ? No Calculation Type : As Computed Value Calculation Period : Months			<b>Computation Info</b> Compute : On Specified Formula Specified Formula : Basic Pay			
			Effective From	From Amount	Amount Upto	Slab Type
			1-Apr-2012			Percentage
			Value Basis			
			15 %			
<b>Rounding Info</b> Rounding Method : Normal Rounding Limit : 1						
Opening Balance ( on 1-Apr-2012 ) :						

## 2) Deduction Pay head creation

1. NHIF
2. NSSF
3. PAYEE

### 1. NHIF

Go to Gateways of Tally > Payroll Info. > Pay heads > Create

1. Set the pay head name as “NHIF”
2. Select Employees statutory Deductions in the field of Pay head

3. Treat as basic salary account “No”
4. Teat as NSSF account “No”
5. Treat as NHIF account “Yes”
6. Treat as Non Cash Benefit account “No”

Pay Head Alteration		Kenya Payroll																																																																																						
Name :	NHIF	Total Op. Bal.																																																																																						
(alias) :		85,815,299.05 Dr																																																																																						
		85,815,299.05 Cr																																																																																						
<b>Pay Head Info</b> Pay Head Type : Employees' Statutory Deductions Under : Current Liabilities  Treat as PAYE Account ? No Treat as Basic Salary Account ? No Treat as NSSF Account ? No Treat as NHIF Account ? Yes Treat as Non Cash Benefit Account ? No Affect Net Salary ? Yes Name to appear in Payslip : NHIF Currency of Ledger : KShs  Calculation Type : As Computed Value Calculation Period : Months		<b>Computation Info</b> Compute : On Specified Formula Specified Formula : ((Basic Pay + Bonus) + Overtime) + Housing <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2012</td> <td></td> <td>1,499.00</td> <td>Value</td> <td>30</td> </tr> <tr> <td></td> <td>1,499.00</td> <td>1,999.00</td> <td>Value</td> <td>40</td> </tr> <tr> <td></td> <td>1,999.00</td> <td>2,999.00</td> <td>Value</td> <td>60</td> </tr> <tr> <td></td> <td>2,999.00</td> <td>3,999.00</td> <td>Value</td> <td>80</td> </tr> <tr> <td></td> <td>3,999.00</td> <td>4,999.00</td> <td>Value</td> <td>100</td> </tr> <tr> <td></td> <td>4,999.00</td> <td>5,999.00</td> <td>Value</td> <td>120</td> </tr> <tr> <td></td> <td>5,999.00</td> <td>6,999.00</td> <td>Value</td> <td>140</td> </tr> <tr> <td></td> <td>6,999.00</td> <td>7,999.00</td> <td>Value</td> <td>160</td> </tr> <tr> <td></td> <td>7,999.00</td> <td>8,999.00</td> <td>Value</td> <td>180</td> </tr> <tr> <td></td> <td>8,999.00</td> <td>9,999.00</td> <td>Value</td> <td>200</td> </tr> <tr> <td></td> <td>9,999.00</td> <td>10,999.00</td> <td>Value</td> <td>220</td> </tr> <tr> <td></td> <td>10,999.00</td> <td>11,999.00</td> <td>Value</td> <td>240</td> </tr> <tr> <td></td> <td>11,999.00</td> <td>12,999.00</td> <td>Value</td> <td>260</td> </tr> <tr> <td></td> <td>12,999.00</td> <td>13,999.00</td> <td>Value</td> <td>280</td> </tr> <tr> <td></td> <td>13,999.00</td> <td>14,999.00</td> <td>Value</td> <td>300</td> </tr> <tr> <td></td> <td>14,999.00</td> <td></td> <td>Value</td> <td>320</td> </tr> </tbody> </table>		Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2012		1,499.00	Value	30		1,499.00	1,999.00	Value	40		1,999.00	2,999.00	Value	60		2,999.00	3,999.00	Value	80		3,999.00	4,999.00	Value	100		4,999.00	5,999.00	Value	120		5,999.00	6,999.00	Value	140		6,999.00	7,999.00	Value	160		7,999.00	8,999.00	Value	180		8,999.00	9,999.00	Value	200		9,999.00	10,999.00	Value	220		10,999.00	11,999.00	Value	240		11,999.00	12,999.00	Value	260		12,999.00	13,999.00	Value	280		13,999.00	14,999.00	Value	300		14,999.00		Value	320
Effective From	From Amount	Amount Upto	Slab Type	Value Basis																																																																																				
1-Apr-2012		1,499.00	Value	30																																																																																				
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	14,999.00		Value	320																																																																																				
<b>Rounding Info</b> Rounding Method : Normal Rounding      Limit : 1																																																																																								
Opening Balance ( on 1-Apr-2012) :		3,520.00 Cr																																																																																						

Compound Info selection screen:  
Set compute “On Specified Formula”

Pay Head Alteration		Kenya Payroll				Total Op. Bal.	
Name	: NHIF					85,815,299.05 Dr	
(alias)	:					85,815,299.05 Cr	
<b>Pay Head Info</b>		<b>Computation Info</b>				<b>Computation On</b>	
Pay Head Type	: Employees' Statutory Deductions	Compute	: On Specified Formula			On Current Deductions Total	
Under	: Current Liabilities	Specified Formula	: ((Basic Pay + Bonus) + Overtime)			On Current Earnings Total	
Use as PAYE Account	? No	Effective From	From Amount	Amount Upto	Slab Type	On Current SubTotal	
Use as SSF Account	? No	1-Apr-2012				On Specified Formula	
Affect Net Salary	? Yes						
Name to appear in Payslip	: NHIF		1,499.00	1,499.00	Value	30	<b>Pay Heads</b> Create Display Alter Quit
Currency of Ledger	: KShs		1,999.00	2,999.00	Value	40	
Calculation Type	: As Computed Value		2,999.00	3,999.00	Value	60	
Calculation Period	: Months		3,999.00	4,999.00	Value	80	
			4,999.00	5,999.00	Value	100	
			5,999.00	6,999.00	Value	120	
			6,999.00	7,999.00	Value	140	
			7,999.00	8,999.00	Value	160	
			8,999.00	9,999.00	Value	180	
			9,999.00	10,999.00	Value	200	
			10,999.00	11,999.00	Value	220	
			11,999.00	12,999.00	Value	240	
			12,999.00	13,999.00	Value	260	
			13,999.00	14,999.00	Value	280	
			14,999.00		Value	300	
						320	
<b>Rounding Info</b>							
Rounding Method	: Normal Rounding	Limit	: 1				
Opening Balance (on 1-Apr-2012) :		3,520.00 Cr					

Computation Specified formula sub screen:

Computation On Specified Formula		Kenya Payroll				Total Op. Bal.		List of Pay Heads	
Name	: NHIF					85,815,299.05 Dr		Arrears <b>Basic Pay</b> Bonus Directors Fees Housing Insurance Relief Leave Encashment NSSF Overtime PAYE PAYE ARREARS PAYE FLAT RATE Personal Relief Reversal of Personal and Insurance Relief Salary Advance Service Pay Staff Loan	
(alias)	:					85,815,299.05 Cr			
<b>Compute : On Specified Formula</b>		<b>Computation Info</b>							
Function	Pay Head	Compute	: On Specified Formula						
Add Pay Head	Basic Pay	Specified Formula	: ((Basic Pay + Bonus) + Overtime) + Housing						
Add Pay Head	Bonus	Effective From	From Amount	Amount Upto	Slab Type	Value Basis			
Add Pay Head	Overtime	1-Apr-2012							
Add Pay Head	Housing								
			1,499.00	1,499.00	Value	30	Create Display Alter Quit		
			1,999.00	2,999.00	Value	40			
			2,999.00	3,999.00	Value	60			
			3,999.00	4,999.00	Value	80			
			4,999.00	5,999.00	Value	100			
			5,999.00	6,999.00	Value	120			
			6,999.00	7,999.00	Value	140			
			7,999.00	8,999.00	Value	160			
			8,999.00	9,999.00	Value	180			
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			10,999.00	11,999.00	Value	220			
			11,999.00	12,999.00	Value	240			
			12,999.00	13,999.00	Value	260			
			13,999.00	14,999.00	Value	280			
			14,999.00		Value	300			
						320			
1									
Apr-2012) :		3,520.00 Cr							

## 2. NSSF

Pay head NSSF Screen:

1. Set Use as NSSF account "Yes"
2. Treat as basic salary account "No"
3. Treat as NSSF account "Yes"
4. Treat as NHIF account "No"
5. Treat as Non Cash Benefit account "No"

Pay Head Alteration		Kenya Payroll	Total Op. Bal.
Name	: NSSF		
(alias)	:		
			85,815,299.05 Dr
			85,815,299.05 Cr
<b>Pay Head Info</b>			
Pay Head Type	: Deductions From Employees		
Under	: Current Liabilities		
Treat as Basic Salary Account	? No		
Treat as NSSF Account	? Yes		
Treat as NHIF Account	? No		
Treat as Non Cash Benefit Account	? No		
Affect Net Salary	? Yes		
Name to appear in Payslip	: NSSF		
Currency of Ledger	: KShs		
Calculation Type	: Flat Rate		
Calculation Period	: Months		
<b>Rounding Info</b>			
Rounding Method	: Not Applicable		
Opening Balance ( on 1-Apr-2012) :		2,200.00	Cr
Q: Quit	A: Accept	D: Delete	



## 6. PAYEE

Go to Gateways of Tally > Payroll Info. > Pay heads > Create

1. Select pay head under “Employees statutory Deduction”
2. Use as payee account “Yes”
3. Treat as basic salary account “No”
4. Teat as NSSF account “No”
5. Treat as NHIF account “No”
6. Treat as Non Cash Benefit account “No”

Pay Head Alteration		Kenya Payroll											
Name : <b>PAYE</b>		Total Op. Bal.											
(alias) :		85,815,299.05 Dr											
		85,815,299.05 Cr											
<b>Pay Head Info</b> Pay Head Type : Employees' Statutory Deductions Under : Current Liabilities  Treat as PAYE Account ? Yes Treat as Basic Salary Account ? No Treat as NSSF Account ? No Treat as NHIF Account ? No Treat as Non Cash Benefit Account ? No Affect Net Salary ? Yes Name to appear in Payslip : PAYE Currency of Ledger : KShs  Calculation Type : As Computed Value Calculation Period : Months		<b>Computation Info</b> Compute : On Current Earnings Total <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2012</td> <td></td> <td></td> <td>Percentage</td> <td>0 %</td> </tr> </tbody> </table>		Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2012			Percentage	0 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis									
1-Apr-2012			Percentage	0 %									
<b>Rounding Info</b> Rounding Method : Normal Rounding      Limit : 1													
Opening Balance ( on 1-Apr-2012) :		136,222.25 Cr											
Q: Quit	A: Accept	D: Delete											



1. Make payee as “Yes”

You will get the sub from

1. Select the compute option

2. Set the from and to amount slabs

PAYE Computation Slab Values			
Name of Ledger : <b>PAYE</b>			
Computed : On Current Earnings Total			
From Amount	Amount UpTo	Slab Perc%	Slab Amount
	<b>10,164.00</b>	<b>10.00</b>	<b>1,016.40</b>
10,164.00	19,740.00	15.00	2,452.80
19,740.00	29,316.00	20.00	4,368.00
29,316.00	38,892.00	25.00	6,762.00
38,892.00		30.00	

## Computation info: Payee

Pay Head Alteration		Kenya Payroll				Total Op. Bal.									
Name	: PAYE					85,815,299.05 Dr									
(alias)	:					85,815,299.05 Cr									
<b>Pay Head Info</b> Pay Head Type : Employees' Statutory Deductions Under : Current Liabilities  Use as PAYE Account ? Yes Use as SSF Account ? No Affect Net Salary ? Yes Name to appear in Payslip : PAYE Currency of Ledger : KShs  Calculation Type : As Computed Value Calculation Period : Months		<b>Computation Info</b> Compute : <b>On Current Earnings Total</b> <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2012</td> <td></td> <td></td> <td>Percentage</td> </tr> </tbody> </table>				Effective From	From Amount	Amount Upto	Slab Type	1-Apr-2012			Percentage	<b>Computation On</b> On Current Deductions Total <b>On Current Earnings Total</b> On Current SubTotal On Specified Formula	
Effective From	From Amount	Amount Upto	Slab Type												
1-Apr-2012			Percentage												
<b>Rounding Info</b> Rounding Method : Normal Rounding      Limit : 1						<b>Pay Heads</b> Create Display Alter Quit									
Opening Balance ( on 1-Apr-2012) :		136,222.25				Cr									

## 4. Salary Details

Go to Gateway of Tally > payroll info > salary details > create

Salary Details Alteration		Kenya Payroll			Ctrl + M	
Name : Nitin A. Shah (EMP 001)						
Under : Sales Department (Primary)						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2012	Basic Pay	56,000.00	Months	Earnings for Employees	Flat Rate	
	Arrears			Earnings for Employees	As User Defined Value	
	PAYE FLAT RATE	16,800.00	Months	Deductions From Employees	Flat Rate	

Accept ?

## 4. Pay roll auto fill voucher

Payroll Voucher Creation		Kenya Payroll		Ctrl + M
Payroll	No. 144			31-Jan-2013 Thursday
Account : Cash		Payroll Auto Fill - (Salary)		
Cur Bal: 4,662,840.00 Dr				
Particulars				Amount
Anisha D. Shah				77,304.00 Dr
Basic Pay	60,000.00 Dr	Cur Bal: 600,000.00 Dr		
PAYE		Cr Cur Bal: 11,874.80 Dr		
NSSF	200.00 Cr	Cur Bal: 0.00 Dr		
NHIF	320.00 Cr	Cur Bal: 0.00 Dr		
Personal Relief	1,162.00 Dr	Cur Bal: 11,620.00 Dr		
Reversal of Personal and Insurance Relief	1,162.00 Dr	Cur Bal: 6,972.00 Cr		
Bonus	15,500.00 Dr	Cur Bal: 31,000.00 Dr		
Atul C. Shah				151,200.00 Dr
Basic Pay	216,000.00 Dr	Cur Bal: 2,160,000.00 Dr		
PAYE FLAT RATE	64,800.00 Cr	Cur Bal: 0.00 Dr		
Avni B. Shah				48,256.00 Dr
Basic Pay	46,452.00 Dr	Cur Bal: 562,322.00 Dr		
PAYE		Cr Cur Bal: 17,098.10 Dr		
NSSF	200.00 Cr	Cur Bal: 0.00 Dr		
NHIF	320.00 Cr	Cur Bal: 0.00 Dr		
Personal Relief	1,162.00 Dr	Cur Bal: 9,296.00 Dr		
Reversal of Personal and Insurance Relief	1,162.00 Dr	Cur Bal: 4,648.00 Cr		
Edith Njeri Thairu				103,804.00 Dr
Basic Pay	72,000.00 Dr	Cur Bal: 720,000.00 Dr		
PAYE		Cr Cur Bal: 15,474.80 Dr		
				107 more ... ↓
Narration:				8,074,684.00 Cr
Pay Period : 1-Jan-2013 to 31-Jan-2013				

## 5. Pay roll Reports

1. Pay slip
2. Pay sheet
3. Payroll statement
4. Employee profile
5. Employee Head count
6. Employee pay head break up
7. Pay head Employee break up

### Add on Reports (Employer Statements)

1. Payee – Supporting
2. NSSF Statement
3. NHIF Statement

#### 1. Pay Slip

Kenya Payroll					
Pay Slip					
Pay Slip for December-2012					
Anisha D. Shah					
Employee Number	:		Income Tax Number (PAN)	:	
Function	:		Passport Details	:	
Designation	:	Customer Service	Visa Expiry Date	:	
Location	:				
Bank Details	:				
Date of Joining	:	1-Jan-2010			
Earnings	Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay	60,000.00	60,000.00	PAYE	16,522.40	
Bonus	15,500.00	15,500.00	NSSF	200.00	200.00
			NHIF	320.00	320.00
Total Earnings	75,500.00	75,500.00	Total Deductions	17,042.40	520.00
			Net Amount	KShs 58,457.60	KShs 74,980.00

## 2. Pay sheet

Kenya Payroll										
PaySheet										
For Employee: Anisha D. Shah										
Particulars	Overtime	Service Pay	Total Earnings	NHIF	NSSF	PAYE	PAYE ARREARS	PAYE	Salary Advance	Staff Loan Repayment
Primary Cost Category	← ... 6 more		75,500.00	320.00	200.00	16,522.40				2 more ... →
Anisha D. Shah			75,500.00	320.00	200.00	16,522.40				
Grand Total			75,500.00	320.00	200.00	16,522.40				
Q: Quit    R: Remove Line    U: Restore Line    U: Restore All    Space: Select										

## 3. Payroll statement

Payroll Statement		Kenya Payroll	Ctrl + M
For All Employees		1-Dec-2012 to 31-Dec-2012	
Particulars		Basic Pay	
Primary Cost Category		779,902.00	
Sales Departmet		56,000.00	
Nitin A. Shah		56,000.00	
Anisha D. Shah		60,000.00	
Atul C. Shah		216,000.00	
Avni B. Shah		46,452.00	
Edith Njeri Thairu		72,000.00	
Elisha Tindi		9,700.00	
Grace Wangui		11,250.00	
Levis Aluda Lisutsa		11,500.00	
Madula N. Shah		84,000.00	
Nancy Grace Ogero		57,000.00	
Pauline Bosensera Marwah		42,000.00	
Victor Aliyo Madanyi		9,000.00	
William Gakuo Njuguna		105,000.00	

## 4. Employee Profile

Employees' Profile		Kenya Payroll	Ctrl + M
Nitin A. Shah's Profile			
<b>1. Basic Information</b>			
Under	: Sales Departmet		
Employee Number	: EMP 001		
Date of Joining	: 1-Oct-2011		
Designation	: Manager		
Function	: Administration		
<b>2. General Information</b>			
Location	: Nairobi		
Gender	: Male		
Date of Birth	: 1-Jan-1985		
Blood Group	: A Negative		
Father / Mother Name	: A. Shah		
Spouse Name	: Asha		
<b>3. Bank Information</b>			
Bank Name	: Kenyan Bank		
Branch	: Westlands		
Bank A/c Number	: 72564879222		
<b>4. Contact Information</b>			
Contact Numbers	: 07254687		
Address	: Westlands Nairobi Kenya		
17 more ...			

## 5. Multiple Employee profile



Employee Breakup of Pay Head		Kenya Payroll		Ctrl + M	
Particulars		Pay Head: Basic Pay Kenya Payroll 1-Apr-2012 to 7-Jan-2013			
		Opening Balance	Transactions		Closing Balance
			Debit	Credit	
Primary Cost Category		7,833,549.00		7,833,549.00 Dr	
Anisha D. Shah		540,000.00		540,000.00 Dr	
Atul C. Shah		1,944,000.00		1,944,000.00 Dr	
Avni B. Shah		515,870.00		515,870.00 Dr	
Edith Njeri Thairu		648,000.00		648,000.00 Dr	
Elisha Tindi		87,300.00		87,300.00 Dr	
Grace Wangui		101,250.00		101,250.00 Dr	
Levis Aluda Lisutsa		102,500.00		102,500.00 Dr	
Madula N. Shah		756,000.00		756,000.00 Dr	
Nancy Grace Ogero		513,000.00		513,000.00 Dr	
Parita Dhanani		732,629.00		732,629.00 Dr	
Pauline Bosensera Manwah		363,000.00		363,000.00 Dr	
Sales Departmet		504,000.00		504,000.00 Dr	
Nitin A. Shah		504,000.00		504,000.00 Dr	
Victor Aliyo Madanyi		81,000.00		81,000.00 Dr	
William Gakuo Njuguna		945,000.00		945,000.00 Dr	
Q: Quit		R: Remove Line		U: Restore Line	
		U: Restore All		Space: Select	

## 8. Pay head employees beak up

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

S: Shop

G: Language

K: Keyboard

K: Control Centre

H: Support Centre

H: Help

Breakup of Employee

Kenya Payroll

Ctrl + M

Particulars

Employee: Anisha D. Shah

Kenya Payroll

1-Apr-2012 to 7-Jan-2013

Transactions

Closing Balance

Debit

Credit

Current Liabilities

128,576.40

116,181.60

12,394.80 Dr

NHIF

3,200.00

2,880.00

320.00 Dr

NSSF

2,000.00

1,800.00

200.00 Dr

PAYE

123,376.40

111,501.60

11,874.80 Dr

Staff Costs

567,120.00

9,296.00

557,824.00 Dr

Basic Pay

540,000.00

540,000.00 Dr

Bonus

15,500.00

15,500.00 Dr

Personal Relief

10,458.00

10,458.00 Dr

Reversal of Personal and Insurance Relief

1,162.00

9,296.00

8,134.00 Cr

Grand Total

695,696.40

125,477.60

570,218.80 Dr

Q: Quit

R: Remove Line

U: Restore Line

U: Restore All

Space: Select

Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Payroll Reports --> Statements of Payroll --> Breakup of Employee

(c) Tally Solutions Pvt. Ltd., 1988-2012

Sat, 19 Jan, 2013

17:39:12

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## Add-on Reports



# 1. Payee – Supporting

PAYE Statement		Kenya Payroll		Ctrl + M	
P.10		1-Apr-2012 to 7-Jan-2013			
P.A.Y.E.-Supporting					
List for End of Year Certificate: Year 2013					
		PIN: P000611237G			
Name: Kenya Payroll					
Employees PIN	Employees Name	Total Emoluments	Tax Deducted		
A002454387A	Anisha D. Shah	555,500.00	111,501.60		
A001108473Q	Atul C. Shah	1,944,000.00	399,600.00		
A001595746E	Avni B. Shah	515,870.00	111,867.80		
A002452272Z	Edith Njeri Thairu	732,000.00	164,451.60		
A0025709375	Elisha Tindi	150,652.00	7,621.65		
A004864760G	Grace Wangui	143,648.00	6,305.15		
A002897949U	Levis Aluda Lisutsa	183,119.00	12,871.80		
A001305977A	Madula N. Shah	797,000.00	183,951.60		
A000160847D	Mr. Ishwar J Rughani		1,500,000.00		
A000160842Y	Mr Sobhagayachand V.Shah		1,500,000.00		
A001820155Z	Nancy Grace Ogero	762,387.00	172,289.70		
A000160441T	Nitin A. Shah	504,000.00	100,800.00		
A002897050G	Parita Dhanani	732,629.00	160,535.90		
A005018866B	Pauline Bosensera Marwah	388,435.00	61,841.30		
A005936505B	Victor Aliyo Madanyi	141,317.00	5,918.40		
A002782945B	William Gakuo Njuguna	1,113,070.00	278,772.60		
Grand Total		8,663,627.00	4,778,329.10		
Quit				Ctrl + N	

# 2. NSSF Statement

NSSF Statement		Kenya Payroll		Ctrl + M	
		NSSF Contributions			
Employer Number :					
Employer Name : Kenya Payroll					
Contribution Period : 042012					
Payroll Number	Employees Name	NSSF No.	ID. No.	STD Amount	Total Amount
1	Anisha D. Shah	810661810	14420621	1,800.00	1,800.00
2	Avni B. Shah	807423815	14494932	1,400.00	1,400.00
3	Edith Njeri Thairu	508102812	13795945	1,800.00	1,800.00
4	Elisha Tindi	000076/937	10793085	1,800.00	1,800.00
5	Grace Wangui	203215826	14685404	1,800.00	1,800.00
6	Levis Aluda Lisutsa	000075/930	9291039	1,800.00	1,800.00
7	Madula N. Shah	803278/81	3577305	1,800.00	1,800.00
8	Nancy Grace Ogero	45893815	11228662	1,800.00	1,800.00
9	Parita Dhanani	814864813	22401412	1,600.00	1,600.00
10	Pauline Bosensera Marwah	975643819	25532834	1,800.00	1,800.00
11	Victor Aliyo Madanyi	233912916	22231911	1,800.00	1,800.00
12	William Gakuo Njuguna	106059939	12926650	1,800.00	1,800.00
Total				21,000.00	21,000.00
Quit					

### 3. NHIF Statement

NHIF Statement

Kenya Payroll

Ctrl + M

NHIF Contributions

Employer Number

:

Employer Name

:

Kenya Payroll

Contribution Period

:

042012

Payroll Number	Employees Name	NHIF No.	ID. No.	Total Amount
1	Anisha D. Shah	R0146763	14420621	2,880.00
2	Avni B. Shah		14494932	2,240.00
3	Edith Njeri Thairu	R0955098	13795945	2,880.00
4	Elisha Tindi	0929224	10793085	2,800.00
5	Grace Wangui	R0916007	14685404	2,880.00
6	Levis Aluda Lisutsa	0928337	9291039	2,880.00
7	Madula N. Shah	R0798438	3577305	2,880.00
8	Nancy Grace Ogero	R0140295	11228662	2,880.00
9	Parita Dhanani	R1169030	22401412	2,560.00
10	Pauline Bosensera Marwah	R2508378	25532834	2,880.00
11	Victor Aliyo Madanyi		22231911	2,740.00
12	William Gakuo Njuguna		12926650	2,880.00
Total				33,380.00

Q: Quit

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Thank You....