



POWER OF SIMPLICITY

**Payroll Reports
in Tally.ERP 9**

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Payroll Reports

The Payroll Reports can be classified into following categories:

- Payroll Vouchers
- Payroll Reports
- Expat Reports
- Payroll Statutory Reports

1.1 Payroll Vouchers

The Payroll Vouchers consists of:

- Payroll Vouchers
- Attendance Vouchers

1.1.1 Payroll Vouchers

Go to **Gateway of Tally > Payroll Vouchers > Press Ctrl+F4** (if you are not in Payroll Vouchers screen)

Spectrum Software Solutions	
14, Mysore Road, Bangalore	
Payroll Voucher	
No. : 12	Dated : 31-Aug-2009
Account : Salary Payable	
Particulars	Amount
Primary Cost Category	1,33,412.00 Dr
Ajay	15,320.00 Dr
Basic Pay	11,000.00 Dr
House Rent Allowance	3,300.00 Dr
Conveyance	2,000.00 Dr
Professional Tax	200.00 Cr
Employee's PF Contribution @ 12%	780.00 Cr
Mahesh	68,328.00 Dr
Basic Pay	48,077.00 Dr
House Rent Allowance	19,231.00 Dr
Conveyance	2,000.00 Dr
Professional Tax	200.00 Cr
Employee's PF Contribution @ 12%	780.00 Cr
Rahul	22,712.00 Dr
Basic Pay	16,923.00 Dr
House Rent Allowance	6,769.00 Dr
Professional Tax	200.00 Cr
Employee's PF Contribution @ 12%	780.00 Cr
Rajesh	7,003.00 Dr
Basic Pay	5,000.00 Dr
House Rent Allowance	2,000.00 Dr
Conveyance	800.00 Dr
Professional Tax	60.00 Cr
Employee's PF Contribution @ 12%	600.00 Cr
Employee's ESI Contribution @ 1.75%	137.00 Cr
Suresh	6,179.00 Dr
Basic Pay	4,500.00 Dr
House Rent Allowance	1,800.00 Dr
Conveyance	600.00 Dr
continued ...	

Figure 1.1 Payroll Voucher page -1

Spectrum Software Solutions 14, Mysore Road, Bangalore	
Payroll Voucher	
No. : 12	Dated : 31-Aug-2009
Particulars	Amount
Professional Tax	60.00 Cr
Employee's PF Contribution @ 12%	540.00 Cr
Employee's ESI Contribution @ 1.75%	121.00 Cr
Vijay Kumar	<u>13,870.00 Dr</u>
Basic Pay	10,000.00 Dr
House Rent Allowance	4,000.00 Dr
Conveyance	800.00 Dr
Professional Tax	150.00 Cr
Employee's PF Contribution @ 12%	780.00 Cr
On Account of : Pay Period : 1-Aug-2009 to 31-Aug-2009	
Amount (in words): Rs. One Lakh Thirty Three Thousand Four Hundred Twelve Only	
	<u><u>1,33,412.00</u></u>
Authorised Signatory	

Figure 1.2 Payroll Voucher page -2

1.1.2 Attendance Vouchers

Go to **Gateway of Tally > Payroll Vouchers > Press Ctrl+F5** (if you are not in Attendance Vouchers screen)

Spectrum Software Solutions 14, Mysore Road, Bangalore		
Attendance Voucher		
No.: 8		Dated: 31 Aug 2008
Employee Name	Attendance/Production Type	Value Unit
Ajay	Present	26 Days
Mahesh	Present	25 Days
Rahul	Present	22 Days
Rajesh	Present	26 Days
Suresh	Present	26 Days
Vijay Kumar	Present	26 Days

Authorised Signatory

Figure 1.3 Attendance Voucher to record monthly attendance

Spectrum Software Solutions
14, Mysore Road,
Bangalore

Attendance Voucher

No.: **10** Dated: **31 Aug 2008**

<u>Employee Name</u>	<u>Attendance/Production Type</u>	<u>Value</u>	<u>Unit</u>
James	Overtime	15- 0.00	Hrs
Vineet	Overtime	17- 0.00	Hrs

Authorised Signatory

Figure 1.4 Attendance Voucher to record Overtime details

1.2 Payroll Reports

In Tally.ERP 9, the following Payroll related reports can be generated.

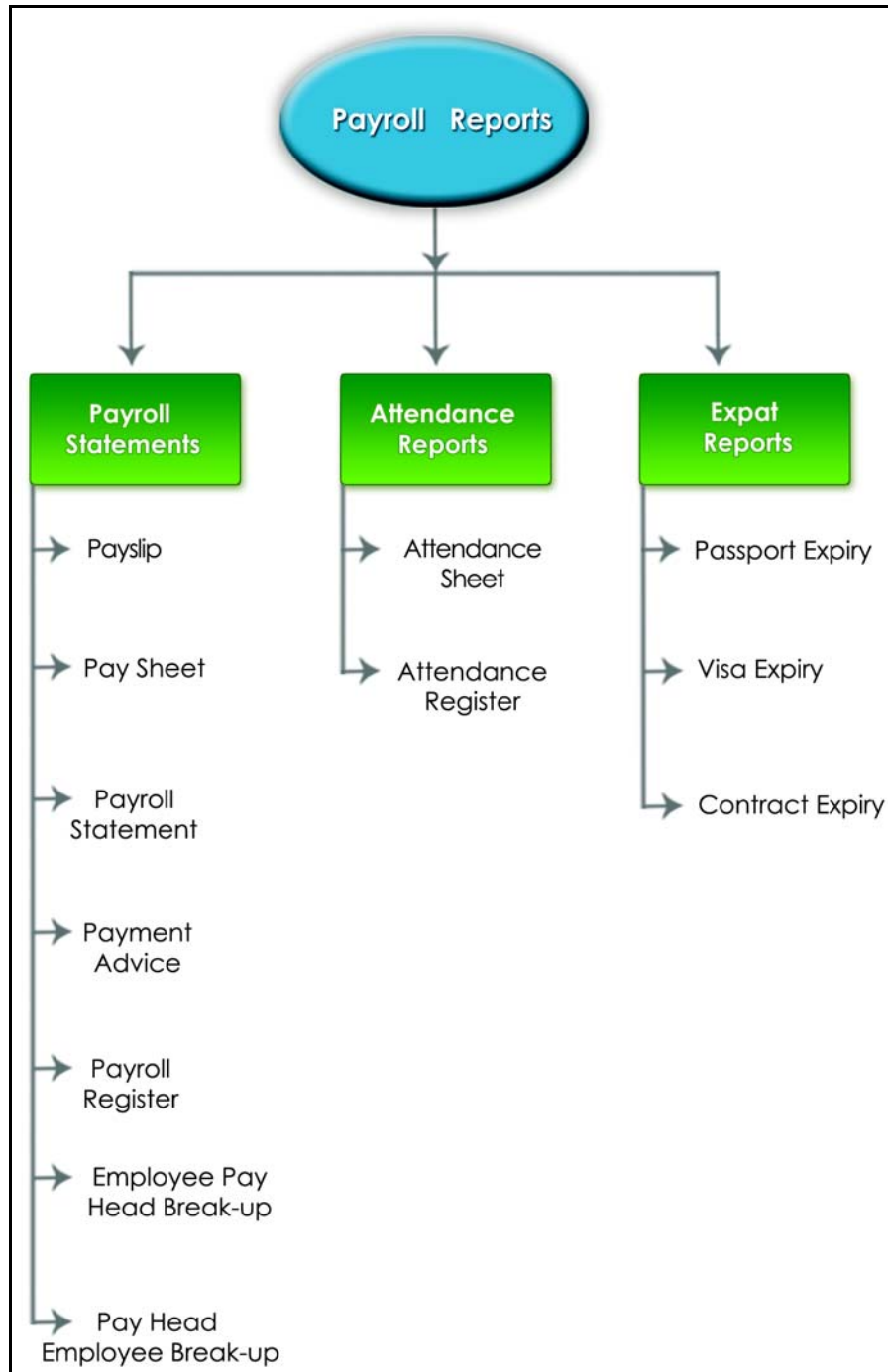


Figure 1.5 Payroll Reports in Tally.ERP 9

1.2.1 Payslip

A Payslip refers to a document issued to an employee, which itemises each component of his/ her earnings and deductions and the net amount paid for a given pay period.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payslip**

Spectrum Software Solutions
 14, Mysore Road,
 Bangalore

Pay Slip
 for April-2009

Vijay Kumar

Employee Number : 549
 Function : Administration
 Designation : Manager
 Location : Bangalore
 Bank Details : 001254624565, HDFC Bank, Koramangala
 Date of Joining : 1-Apr-2009

Attendance Details	Apr-09	YTD
Overtime	15- 0.00 Hrs	15- 0.00 Hrs
Present	26 Days	26 Days

Earnings	Apr-09	YTD	Deductions	Apr-09	YTD
Basic	10,000.00	10,000.00	Professional Tax	200.00	200.00
House Rent Allowance	4,000.00	4,000.00	EPF @ 12%	780.00	780.00
Conveyance	800.00	800.00	ESI @ 1.75%		
Overtime Pay	825.00	825.00	Staff Salary Advance		
Variable Pay	1,500.00	1,500.00			
Total Earnings	17,125.00	17,125.00	Total Deductions	980.00	980.00
			Net Amount	16,145.00	16,145.00

Amount (in words) : for Spectrum Software Solutions
 Rs. Sixteen Thousand One Hundred Forty Five Only

Authorised Signatory

Figure 1.6 Payslip

Spectrum Software Solutions
 14, Mysore Road,
 Bangalore

Pay Slip
 for April-2009

Vijay Kumar

Employee Number : 549
 Function : Administration
 Designation : Manager
 Location : Bangalore
 Bank Details : 001254624565, HDFC Bank, Koramangala
 Date of Joining : 1-Apr-2009

Attendance Details	Apr-09	YTD
Overtime	15- 0.00 Hrs	15- 0.00 Hrs
Present	26 Days	26 Days

Earnings	Apr-09	YTD	Deductions	Apr-09	YTD
Basic	10,000.00	10,000.00	Professional Tax	200.00	200.00
House Rent Allowance	4,000.00	4,000.00	EPF @ 12%	780.00	780.00
Conveyance	800.00	800.00	ESI @ 1.75%		
Overtime Pay	825.00	825.00	Staff Salary Advance		
Variable Pay	1,500.00	1,500.00			
Total Earnings	17,125.00	17,125.00	Total Deductions	980.00	980.00
			Net Amount	16,145.00	16,145.00

Amount (in words) :
 Rs. Sixteen Thousand One Hundred Forty Five Only

This is a Computer Generated Pay Slip

Figure 1.7 Payslip without Authorised Signatory details

1.2.2 Pay Sheet

A Pay Sheet is a columnar report which displays the Group/Department-wise break-up of employees' earnings and deductions for the selected month.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Pay Sheet**

Spectrum Software Solutions 14, Mysore Road, Bangalore											
Pay Sheet 1-Apr-2009 to 30-Apr-2009											
Particulars	Overtime	Present	Basic	Conveyance	House Rent Allowance	Overtime Pay	Total Earnings	EPF @ 12 %	Professional Tax	Total Deductions	Net Amount
Primary Cost Category											
Administration	1,620 Mins	80 Days	59,423.00	3,800.00	22,462.00	2,025.00	87,710.00	3,120.00	750.00	3,870.00	83,840.00
Vijay Kumar	900 Mins	26 Days	10,000.00	800.00	4,000.00	825.00	15,625.00	780.00	200.00	980.00	14,645.00
R&D	900 Mins	26 Days	10,000.00	800.00	4,000.00	825.00	15,625.00	780.00	200.00	980.00	14,645.00
Rahul	720 Mins	22 Days	16,923.00		6,769.00		23,692.00	780.00	200.00	980.00	22,712.00
Sales	720 Mins	32 Days	32,500.00	3,000.00	11,693.00	1,200.00	48,393.00	1,560.00	350.00	1,910.00	46,483.00
Ajay	720 Mins	17 Days	6,538.00	2,000.00	1,308.00	1,200.00	11,046.00	780.00	150.00	930.00	10,116.00
Mahesh	15 Days	15 Days	25,962.00	1,000.00	10,385.00		37,347.00	780.00	200.00	980.00	36,367.00
Grand Total	1620 Mins	80 Days	59,423.00	3,800.00	22,462.00	2,025.00	87,710.00	3,120.00	750.00	3,870.00	83,840.00

Figure 1.8 Printed Pay Sheet (Landscape view)

The printed **Pay Sheet** with space for signature/ stamp is as shown:

Spectrum Software Solutions
14, Mysore Road,
Bangalore

Pay Sheet
1-Apr-2009 to 30-Apr-2009

Page 1

Particulars	Overtime	Present	Basic	Conveyance	House Rent Allowance	Overtime Pay	Total Earnings	EPF @ 12 %	Professional Tax	Total Deductions	Net Amount
Primary Cost Category Administration Vijay Kumar	1,620 Mins	80 Days	59,423.00	3,800.00	22,462.00	2,025.00	87,710.00	3,120.00	750.00	3,870.00	83,840.00
	900 Mins	26 Days	10,000.00	800.00	4,000.00	825.00	15,625.00	780.00	200.00	980.00	14,645.00
	900 Mins	26 Days	10,000.00	800.00	4,000.00	825.00	15,625.00	780.00	200.00	980.00	14,645.00
R&D Rahul		22 Days	16,923.00		6,769.00		23,692.00	780.00	200.00	980.00	22,712.00
		22 Days	16,923.00		6,769.00		23,692.00	780.00	200.00	980.00	22,712.00
Sales Ajay	720 Mins	32 Days	32,500.00	3,000.00	11,693.00	1,200.00	48,393.00	1,560.00	350.00	1,910.00	46,483.00
	720 Mins	17 Days	6,538.00	2,000.00	1,308.00	1,200.00	11,046.00	780.00	150.00	930.00	10,116.00

Figure 1.9 Printed Pay Sheet with space for Signature/ Stamp

Page 2

Spectrum Software Solutions
Pay Sheet : 1-Apr-2009 to 30-Apr-2009

Particulars	Overtime	Present	Basic	Conveyance	House Rent Allowance	Overtime Pay	Total Earnings	EPF @ 12 %	Professional Tax	Total Deductions	Net Amount
Mahesh		15 Days	25,962.00	1,000.00	10,385.00		37,347.00	780.00	200.00	980.00	36,367.00
Grand Total	1620 Mins	80 Days	59,423.00	3,800.00	22,462.00	2,025.00	87,710.00	3,120.00	750.00	3,870.00	83,840.00

Figure 1.10 Printed Pay Sheet with space for Signature/ Stamp – Page 2

1.2.3 Payroll Statement

A Payroll Statement is a columnar report which displays Group/Department-wise employees' break-up of selected earnings or deductions, for a specified month or period.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payroll Statement >** select the required **Pay Head** and press **Enter**

<p>Spectrum Software Solutions 14, Mysore Road, Bangalore</p> <p>Payroll Statement For All Employees 1-Aug-2009 to 31-Aug-2009</p>		Page 1
Particulars		<i>Basic</i>
Primary Cost Category		95,500.00
Administration		14,500.00
Suresh		4,500.00
Vijay Kumar		10,000.00
R&D		16,923.00
Rahul		16,923.00
Sales		64,077.00
Ajay		11,000.00
Mahesh		48,077.00
Rajesh		5,000.00
Grand Total		95,500.00

Figure 1.11 Payroll Statement

1.2.4 Payment Advice

A Payment Advice is an intimation letter containing the details of employees with their bank account numbers issued to the banker to transfer a specified sum (salaries earned) to the employees' bank accounts.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payment Advice**

Spectrum Software Solutions
 14, Mysore Road,
 Bangalore

Payment Advice

31-Aug-2009

The Manager
 HDFC Bank

Dear Sir,

Payment Advice from Spectrum Software Solutions A/C # for period 1-May-2009 to 31-May-2009

Please make the payroll transfer from above account number to the below mentioned account numbers towards employee salaries:

Sl. No.	Name of the Employee	Account No.	Amount
1.	Ajay	001423137862	12,162.00
2.	Mahesh	001453276895	63,020.00
3.	Rahul	001245766542	20,559.00
4.	Vijay Kumar	001254624565	13,831.00
	Total		1,09,572.00

Yours Sincerely
for Spectrum Software Solutions

Authorised Signatory

Figure 1.12 Printed Payment Advice

1.2.5 Payroll Register

A Payroll Register is a month-wise transaction summary report which displays the number of payroll vouchers passed during a particular month.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Payroll Register > Press F5: Quarterly**

Spectrum Software Solutions 14, Mysore Road, Bangalore					
Payroll Register 1-Apr-2009 to 30-Jun-2009					
Page 1					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
30-4-2009	Basic Pay	Payroll	1	59,423.00	
	House Rent Allowance			22,462.00	
	Conveyance			3,800.00	
	Overtime Pay			2,025.00	
	Variable Pay			2,500.00	
	Professional Tax				750.00
	Employee's PF Contribution @ 12%				3,120.00
	Cash				86,340.00
30-4-2009	Employer EPS @ 8.33%	Payroll	2	2,164.00	
	Employer EPF @ 3.67%			956.00	
	PF Payable				3,120.00
31-5-2009	Basic Pay	Payroll	3	78,077.00	
	House Rent Allowance			29,615.00	
	Conveyance			3,800.00	
	Overtime Pay			200.00	
	Variable Pay			1,700.00	
	Professional Tax				700.00
	Employee's PF Contribution @ 12%				3,120.00
	Salary Payable				1,09,572.00
31-5-2009	Employer EPS @ 8.33%	Payroll	4	2,164.00	
	Employer EPF @ 3.67%			956.00	
	PF Payable				3,120.00
30-6-2009	Basic Pay	Payroll	5	77,250.00	
	House Rent Allowance			29,207.00	
	Conveyance			5,200.00	
	Overtime Pay			1,110.00	
	Professional Tax				820.00
	Employee's PF Contribution @ 12%				4,083.00
	Employee's ESI Contribution @ 1.75%				221.00
	Salary Payable				1,07,643.00
30-6-2009	Employer EPS @ 8.33%	Payroll	6	2,832.00	
	Employer EPF @ 3.67%			1,251.00	
	PF Payable				4,083.00
30-6-2009	Employer ESI @ 4.75%	Payroll	7	600.00	
	ESI Payable				600.00

Figure 1.13 Quarterly Payroll Register - detailed mode

1.2.6 Employee Pay Head Breakup

An Employee Pay Head Breakup report is a columnar report which displays the Group/Department-wise employees' breakup of a selected earnings or deductions pay head for a specified month/period.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Employee Pay Head Breakup >** select the **required Pay Head** and press **Enter**

Spectrum Software Solutions				
14, Mysore Road, Bangalore				
Employee Breakup of Pay Head				
1-Apr-2009 to 31-Aug-2009				
Page 1				
<i>Pay Head: Basic Pay</i>				
	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Primary Cost Category		4,06,963.00		4,06,963.00 Dr
Administration		61,731.00		61,731.00 Dr
R&D		83,847.00		83,847.00 Dr
Sales		2,61,385.00		2,61,385.00 Dr

Figure 1.14 Employee Breakup of Pay Head

1.2.7 Pay Head Employee Breakup

A Pay Head Employee Breakup report displays the sum of transactions and closing balance of the transacted groups for the selected employee.

Go to **Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Pay Head Employee Breakup >** select the required **Employee** and press **Enter**

- Press **Alt+F1** for a detailed view

Spectrum Software Solutions			
14, Mysore Road, Bangalore			
Breakup of Employee			
1-Apr-2009 to 31-Aug-2009			
			Page 1
<i>Employee: Vijay Kumar</i>			
	Transactions		Closing Balance
	Debit	Credit	
Current Liabilities	64,681.00	64,681.00	
<i>EDLI Admin Charges @ 0.01%</i>	10.00	10.00	
<i>EDLI Contribution @ 0.5%</i>	162.50	162.50	
<i>Employee's PF Contribution @ 12%</i>	3,900.00	3,900.00	
<i>PF Admin Charges @ 1.10%</i>	357.50	357.50	
<i>PF Payable</i>	3,900.00	3,900.00	
<i>Professional Tax</i>	800.00	800.00	
<i>Salary Payable</i>	55,551.00	55,551.00	
Indirect Expenses	80,296.00		80,296.00 Dr
<i>Basic Pay</i>	49,615.00		49,615.00 Dr
<i>Conveyance</i>	4,000.00		4,000.00 Dr
<i>Employer EPF @ 3.67%</i>	1,195.00		1,195.00 Dr
<i>Employer EPS @ 8.33%</i>	2,705.00		2,705.00 Dr
<i>House Rent Allowance</i>	19,846.00		19,846.00 Dr
<i>Overtime Pay</i>	935.00		935.00 Dr
<i>Variable Pay</i>	2,000.00		2,000.00 Dr
Grand Total	1,44,977.00	64,681.00	80,296.00 Dr

Figure 1.15 Pay Head Employee Breakup

1.2.8 Attendance Sheet

An Attendance Sheet is a columnar report which displays the details of Attendance/ Production types with the number of attendance/ production units achieved during a particular month or period.

Go to **Gateway of Tally > Display > Payroll Reports > Attendance Sheet**

Spectrum Software Solutions 14, Mysore Road, Bangalore			
Attendance Sheet 1-Aug-2009 to 31-Aug-2009			
Page 1			
Particulars	Absent	Overtime	Present
Primary Cost Category	3 Days	32 Hrs	151 Days
Administration			52 Days
Suresh			26 Days
Vijay Kumar			26 Days
Contract Employees	3 Days	32 Hrs	
James	1 Days	15 Hrs	
Vineet	2 Days	17 Hrs	
R&D			22 Days
Rahul			22 Days
Sales			77 Days
Ajay			26 Days
Mahesh			25 Days
Rajesh			26 Days

Figure 1.16 Attendance Sheet

1.2.9 Attendance Register

An Attendance Register is a month-wise transactions summary report which displays the number of attendance vouchers passed during the month.

Go to **Gateway of Tally > Display > Payroll Reports > Attendance Register**

Spectrum Software Solutions 14, Mysore Road, Bangalore						
Attendance Register 1-Apr-2009 to 30-Jun-2009						
Page 1						
Date	Particulars		Vch Type	Vch No.	Debit Amount	Credit Amount
30-4-2009	Ajay - Present		Attendance	1		
	Ajay	Present		17		
	Mahesh	Present		15		
	Rahul	Present		22		
	Vijay Kumar	Present		26		
30-4-2009	Ajay - Overtime		Attendance	2		
	Ajay	Overtime		12- 0.00		
	Vijay Kumar	Overtime		15- 0.00		
31-5-2009	Ajay - Present		Attendance	3		
	Ajay	Present		21		
	Mahesh	Present		26		
	Rahul	Present		20		
	Vijay Kumar	Present		25		
31-5-2009	Ajay - Overtime		Attendance	4		
	Ajay	Overtime		2- 0.00		
30-6-2009	Ajay - Present		Attendance	5		
	Ajay	Present		22		
	Mahesh	Present		20		
	Rahul	Present		21		
	Rajesh	Present		21		
	Suresh	Present		23		
	Vijay Kumar	Present		26		
30-6-2009	Ajay - Overtime		Attendance	6		
	Ajay	Overtime		10- 0.00		
	Vijay Kumar	Overtime		2- 0.00		

Figure 1.17 Attendance Register

1.3 Expat Reports

Expat Reports provide information about regular as well as contract employees, Foreign employees, employees working abroad on a short/ long tenure or on assignment. They capture all the relevant information in respect of passport, visa and contract details along with the date of joining, the issuing country and the expiry date. In Tally.ERP 9, the following Expat reports are available.

- Passport Expiry
- Visa Expiry
- Contract Expiry

1.3.1 Passport Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Passport Expiry**

Spectrum Software Solutions 14, Mysore Road, Bangalore				
Passport Expiry Report For All Employees				
Page 1				
Particulars	Passport Number	Country of Issue	Date of Joining	Passport Expiry Date
Primary Cost Category				
Administration				
Vijay Kumar	IND/BN/PASS130/005	India	1-4-2009	31-12-2010
Sales				
Ajay	IND/BN/PASS178/006	India	1-4-2009	26-10-2011
Mahesh	IND/BN/PASS233/005	India	1-4-2009	21-10-2012

Figure 1.18 Passport Expiry Report

1.3.2 Visa Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Visa Expiry**

Spectrum Software Solutions 14, Mysore Road, Bangalore			
Visa Expiry Report For All Employees			
Page 1			
Particulars	Visa Number	Date of Joining	Visa Expiry Date
Primary Cost Category			
Sales			
Ajay	Visa123	1-4-2009	10-10-2011
Mahesh	Visa234	1-4-2009	2-1-2011

Figure 1.19 Visa Expiry Report

1.3.3 Contract Expiry Report

Go to **Gateway of Tally > Display > Payroll Reports > Expat Reports > Contract Expiry**

Spectrum Software Solutions 14, Mysore Road, Bangalore				
Contract Expiry Report For All Employees				
Page 1				
Particulars	Work Permit Number	Contract Start Date	Date of Joining	Contract Expiry Date
Primary Cost Category				
Contract Employees				
James		5-8-2009	5-8-2009	5-2-2010
Vineet		5-8-2009	5-8-2009	5-5-2010

Figure 1.20 Contract Expiry Report

1.4 Payroll Statutory Reports

In Tally.ERP 9, you can display, print statutory forms and reports for Provident Fund (EPF), Employee State Insurance (ESI) and Professional Tax (PT) in the prescribed format as required by the statutes.

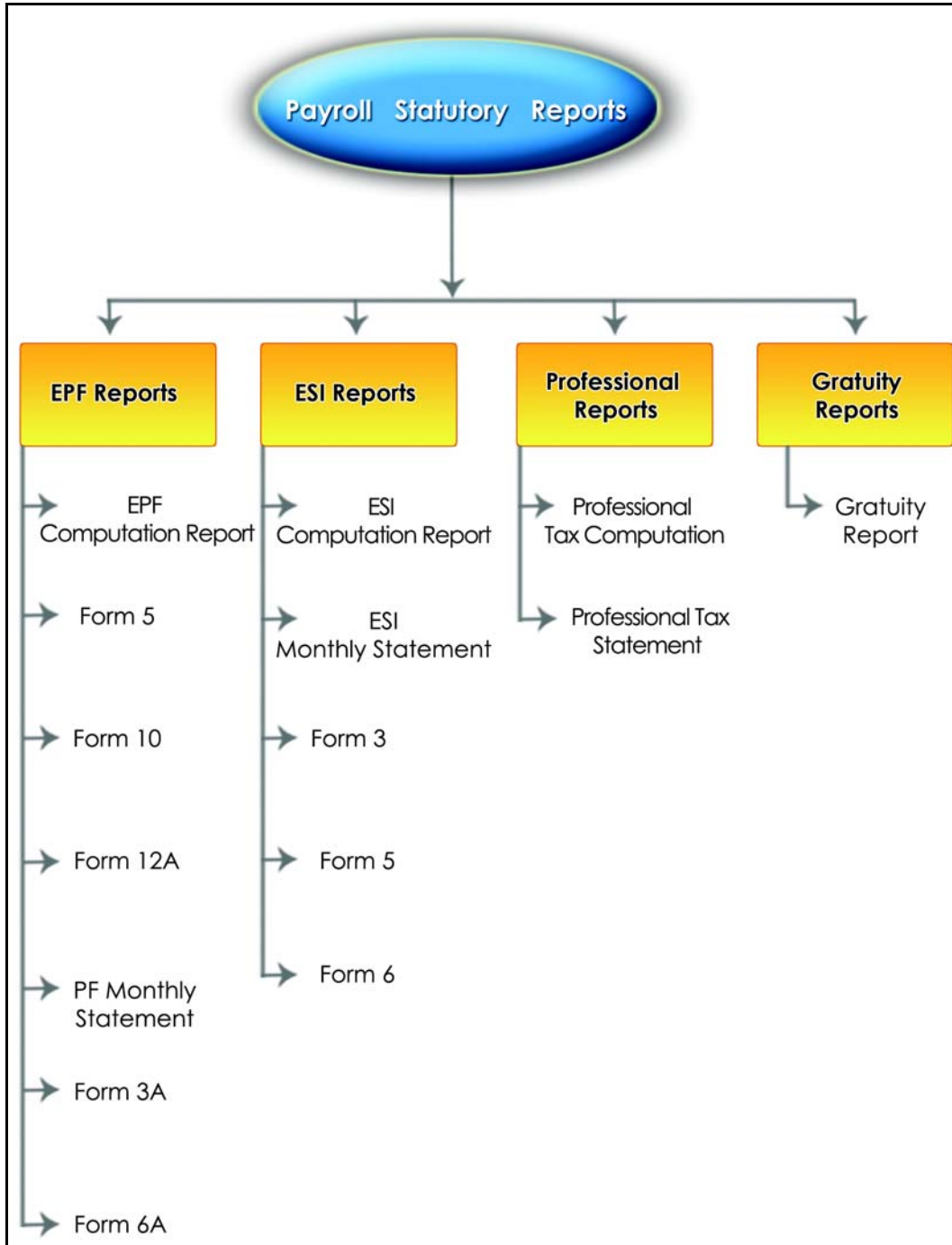


Figure 1.21 Payroll Statutory Reports in Tally.ERP 9

You can view Payroll Statutory reports either from the Statutory Reports menu or Payroll Reports menu i.e., **Gateway of Tally > Display > Statutory Reports > Payroll Reports** or **Gateway of Tally > Display > Payroll Reports > Statutory Reports**

1.4.1 Provident Fund Reports

The following Provident Fund Reports are available in Tally.ERP 9:

- EPF Computation report
- Form 5
- Form 10
- Form 12A
- PF Monthly Statement
- Form 3A
- Form 6A

i. PF Computation Report

The PF Computation Report provides the summary of Amount Payable and Amount Paid in respect of PF for a given period comprising of Employer Contributions, Employee Deductions and Employer's Other charges, etc.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation**

Spectrum Software Solutions 14, Mysore Road, Bangalore Payroll Statutory Computation 1-Aug-2009 to 31-Aug-2009						
Page 1						
Particulars	Gross Amount	Statutory Details			Liability	
		Percentage	A/c No.	Amount	Payable	Paid
Provident Fund						
Employees' Statutory Deductions						
Employee's PF Contribution @ 12%	35,500.00	12%	A/c No.1	4,260.00 Cr	4,260.00	4,260.00
Employer's Statutory Contributions					4,260.00	4,260.00
Employer EPF @ 3.67%	35,500.00	3.67%	A/c No.1	1,304.00 Dr		
Employer EPS @ 8.33%	35,500.00	8.33%	A/c No.10	2,956.00 Dr		
Employer's Other Charges					580.00	580.00
EDLI Admin Charges @ 0.01%	35,500.00	0.01%	A/c No.22	12.00 Cr		
EDLI Contribution @ 0.5%	35,500.00	0.50%	A/c No.21	177.50 Cr		
PF Admin Charges @ 1.10%	35,500.00	1.10%	A/c No.2	390.50 Cr		
Grand Total					9,100.00	9,100.00

Figure 1.22 PF Computation Report - detailed mode

ii. PF - Form 5

Form 5 is a monthly Returns to be submitted with the details of any new employee covered under EPF.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 5**

FORM 5								
THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 [Paragraph 36(2)(a) & THE EMPLOYEES PENSION SCHEME, 1995 Paragraph 20(2)]								
Return of Employees' qualifying for membership of the Employees' Provident Fund, Employees' Pension Fund & Employees' Deposit Linked Insurance Fund for the first time during the month of June 2009 (To be sent to the Commissioner with Form2 (EPF & EPS))								
Name and Address of the Factory / Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore								
Code No. of the Factory / Establishment : KA/BN/12345/00129								
Sl No.	Account No.	Name of Employee (in block letters)	Father's Name or Husband's Name (in case of married women)	Date of Birth	Sex	Date of Joining the Fund	Total period of previous service as on the date of joining the Fund (Enclose Scheme Certificate if applicable)	Re- mar- ks
1	2	3	4	5	6	7	8	9
1	KA/BN/8181/23425	RAJESH	Mr. Srinivas	20-4-1976	Male	10-6-2009		
2	KA/BN/8181/2534	SURESH	Mr. Kannan	20-5-1975	Male	1-6-2009		

Date : 30-6-2009

Signature of the employer or other authorised
Officer of the Factory/Establishment & Stamp of
the Factory/Establishment

Figure 1.23 PF Form 5

iii. PF - Form 10

Form 10 is a monthly Return to be submitted with the details of employees leaving the organisation.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 10**

FORM 10						
THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 [Paragraph 36(2) (a) & (b) EMPLOYEES' PENSION SCHEME, 1995 (Paragraph 20(2))]						
Return of the members leaving service during the month of : September 2009						
Name and Address of the Factory / Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore						
SI No.	Account No.	Name of the Member (in block letters)	Father's Name or husband's Name (in case of married women)	Date of leaving service	Reason for leaving service	Remarks
1	2	3	4	5	6	7
1	KABN/8181/23425	RAJESH	Mr. Srinivas	10-9-2009	Personal Reason	

Date : **30-9-2009** Signature of the employer or the authorised Officer
Stamp of the Factory/Establishment

Please state whether the member is (a) retiring according to para(69), (i) (a) or (b) of the scheme (b) leaving India for permanent settlement abroad (c) retrenchment (d) Pt. & total disablement due to employment injury (e) discharged (f) resigning from or leaving service (g) taking up employment elsewhere (The name and address of the Employers should be stated) (h) death; (i) attained the age of 58 years.

Certified that the member mentioned at serial No. _____ Shri _____ was paid/not paid retrenchment compensation of Rs _____ under the Industrial Dispute Act, 1947.

Figure 1.24 Printed Form 10

iv. PF - Form 12A

Form 12A contains the details of the amount contribution remitted and the date of remittance in respect of EPF, Pension Fund and EDLI Contribution for the selected month.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 12A**

(Only for Un-exempted Establishments)

EMPLOYEES' PROVIDENT FUNDS AND MISC. PROVISIONS ACT, 1952 EMPLOYEES' PENSION SCHEME(PARA 20 (4))
FORM 12 - A (R)

(To be filled by the EPFO)

Group Code : KA/BN/12345/00009
Establishment status :

Name and Address of the Establishment : **Spectrum Software Solutions**
14, Mysore Road,
Bangalore

Code No. : KA/BN/12345/00129

Currency period from : 1-Apr-2009 to 31-Mar-2010

Statement of Contribution for the month of : Aug-2009

	Wages on which Contributions are payable	Amount of Contribution Recovered from the Employees'	Payable by the Employer	Amount of contribution remitted Employee's Share	Employer's Share	Amount of Administrative charges due	Amount of Administrative charges remitted	Date Of Remittance (enclose triplicate copies of Challan)
E.P.F. A/c No. 01	35,500.00	4,260.00	1,304.00	4,260.00	1,304.00	390.50	390.50	31-Aug-2009
Pension Fund A/c No. 10	35,500.00	NIL	2,956.00	NIL	2,956.00	NIL	NIL	31-Aug-2009
E.D.L.I A/c No. 21	35,500.00	NIL	177.50	NIL	177.50	12.00	12.00	31-Aug-2009

Total No. of Employees : 8 Name & Address of the Bank in which the amount is remitted : **SBI, Koramangala**

(a) Contract : 2

(b) Rest : 0

(c) PF Subscribers : 6

Details of Subscribers	E.P.F.	Pension Fund	E.D.L.I.
No. of Subscribers as per last month (vide Form 12A)	6	6	6
No. of New Subscribers (vide Form 5)			
No. of Subscribers left service (vide Form 10)			
Nett Total Number of Subscribers	6	6	6

Signature of the Employer with Official (Seal)

Figure 1.25 Printed Form 12A

v. PF Monthly Statement

The PF Monthly Statement provides a summary of Employee wise monthly PF Employee Deductions and Employer Contribution amounts.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Monthly Statement**

EMPLOYEE PROVIDENT FUND SCHEME - Monthly Statement										
Name & Address of the Factory or Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore										
Statement for the Period : 1-Aug-2009 to 31-Aug-2009										
Emp No	PF Number	Employee Name	Worked	Earned Wages	Employee's Contribution			Employer's Contribution		
					PF 12%	VPF	Total	EPS 8.33%	EPF 3.67%	Total
551	KAJEN18184564	Ajay	26	6,500.00	780.00		780.00	541.00	239.00	780.00
550	KAJEN18184293	Mahesh	25	6,500.00	780.00		780.00	541.00	239.00	780.00
552	KAJEN1920203	Rahul	22	6,500.00	780.00		780.00	541.00	239.00	780.00
554	KAJEN18123425	Rajesh	26	5,000.00	600.00		600.00	417.00	183.00	600.00
553	KAJEN1812534	Suresh	26	4,500.00	540.00		540.00	375.00	165.00	540.00
549	KAJEN18184563	Vijay Kumar	26	6,500.00	780.00		780.00	541.00	239.00	780.00
Total				35,500.00	4,260.00		4,260.00	2,956.00	1,304.00	4,260.00

Figure 1.26 PF Monthly Statement

vi. PF - Form 3A

Form 3A is a annual contribution card to be furnished for each employee in separate sheets to EPFO.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 3A**

FORM 3 A [REVISED]							
EMPLOYEE'S PROVIDENT FUND ORGANISATION							
THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952 [Paras 35 & 42]							
AND THE EMPLOYEES' PENSION SCHEME, 1995 [Para 19]							
Contribution Card for currency period from 1-Apr-2009 to 31-Mar-2010							
1. Account No.	: K/BN/18184/564						
2. Name/Surname (in block letters)	: AJAY						
3. Father's / Husband's Name	: Mr. Mohan						
4. Statutory Rate of Contribution	: 12 %						
5. Voluntary Higher Rate of Employee's contribution if any	:						
6. Name & Address of the Factory / Establishment	: Spectrum Software Solutions 14, Mysore Road, Bangalore						
7. Code Number	: K/BN/12345/00129						

Month	WORKER'S SHARE			EMPLOYER'S SHARE		Refund of Advance	No. of days / period of non contributing service (if any)	Remarks
	Amount of Wages	E.P.F.12%	Rate of higher voluntary contribution (if any)	E.P.F. Difference between 12% & 8.33% if any	Pension Fund Contribution 8.33%			
1	2	3a	3b	4a	4b	5	6	7
March 2009 Paid in April 2009								
May 2009	6,500.00	780.00		239.00	541.00			
June 2009	6,500.00	780.00		239.00	541.00			
July 2009	6,500.00	780.00		239.00	541.00			
August 2009	6,500.00	780.00		239.00	541.00			
September 2009	6,500.00	780.00		239.00	541.00			
October 2009								
November 2009								
December 2009								
January 2009								
February 2010								
February 2010 Paid in March 2010								
Total	32,500.00	3,900.00		1,195.00	2,705.00			

Certified that the total amount of contribution (both shares) indicated in this Card i.e. Rs.5,095.00 has already been remitted it full in E.P.S. A/c No.1 & Pension Fund A/c No.10 Rs.2,705.00

Certified that the difference between the total of the contribution shown under Cols. 3a, 3b, 4a & 4b of the above table and that arrived at on the total wages shown in cloumn 2 at the prescribed rate is solely due to rounding off the contributions to the nearest rupee under the rules.

Date : 30-Sep-2009 Signature of Employer (with Office seal)

Figure 1.27 Printed PF Form 3A

vii. Form 6A

Form 6A is a vital form for compiling the annual Provident Fund statement of a subscriber.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Provident Fund > Form 6A**

FORM 6 A									
THE EMPLOYEE'S PROVIDENT FUND SCHEME, 1952. [Paragraph 43] AND THE EMPLOYEES' PENSION SCHEME, 1995 [Paragraph 20(4)]									
Annual Statement of contribution for the currency period from 1-Apr-2009 to 31-Mar-2010									
Name & Address of the Establishment					: Spectrum Software Solutions 14, Mysore Road, Bangalore				
Statutory Rate of Contribution					: 12 %				
Code No. of the Establishment					: KAVBN/1 2345/00129				
No. of members voluntarily contributing at a higher rate					: 0				
S.No.	Account Number	Name of the Member (in block letters)	Wages, retaining allowance (if any) & DA including cash value of food concession paid during the currency period	Amount of Worker's Contributions deducted from the wages on 12 % E.P.F.	Employer's Contribution E.P.F. Difference between 12 % & 8.33 % Pension Fund 8.33 %		Refund of Advance	Rate of higher voluntary Contribution (if any)	Remarks
1	2	3	4	5	6	7	8	9	10
1	KAVBN/18184/564	AJAY	32,500.00	3,900.00	1,195.00	2,705.00			
2	KAVBN/18184/293	MAHESH	32,500.00	3,900.00	1,195.00	2,705.00			
3	KAVBN/1920/203	RAHUL	32,500.00	3,900.00	1,195.00	2,705.00			
4	KAVBN/8181/23425	RAJESH	12,884.00	1,547.00	474.00	1,073.00			
5	KAVBN/8181/2534	SURESH	12,116.00	1,454.00	444.00	1,010.00			
6	KAVBN/18184/563	VIJAY KUMAR	32,500.00	3,900.00	1,195.00	2,705.00			
Total			1,55,000.00	18,601.00	5,698.00	12,903.00			

Figure 1.28 Printed Form 6A - Page 1

Spectrum Software Solutions
Form 6A: 1-Apr-2009 to 31-Mar-2010

Sl. No.	Reconciliation of Remittances		Adm. Charges at Rs. 1.1 % of wages		Aggregate () Contributions ()		Cols 5,6,7 Rs. Date of Remittances
	Month/Year	Amount remitted	Pension Fund Contributions	EDLI Contribution	Adm. Charges A/c No. 2	EDLI Adm. Charges 0.01% A/c. No. 22 Rs.	
		EPF Contributions including refund of advances A/c. No. 1	A/c. No. 10 Rs.	A/c No.21			
1	March 2009 Paid in April 2009						
2	May 2009	4,076.00	2,164.00	130.00	286.00	8.00	30-Apr-2009
3	June 2009	4,076.00	2,164.00	130.00	286.00	8.00	31-May-2009
4	July 2009	5,334.00	2,832.00	170.10	374.21	12.00	30-Jun-2009
5	August 2009	5,249.00	2,787.00	167.41	368.30	12.00	31-Jul-2009
6	September 2009	5,564.00	2,956.00	177.50	390.50	12.00	31-Aug-2009
7	October 2009						
8	November 2009						
9	December 2009						
10	January 2009						
11	February 2010						
12	February 2010 Paid in March 2010						
	Total	24,299.00	12,903.00	775.01	1,705.01	52.00	

i) Total number of contribution cards enclosed (Form 3A(Revised)): 6

ii) Certified that Form3A duly completed, of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement of the concerned members account vide 'Remarks' Furnished against the names of the respective members above.

Signature of the Employer
(With Office Seal)

Note:

- The names of all members, including those who had left service during the currency period, should be included in this statement. Where the Form 3A in respect of such members had left service were already sent to the Regional Office for the purpose of final settlement of their accounts, the fact should be stated against the members in the 'Remarks' Column above thus Form 3A already sent in the month of _____ 200_____.
- In case of substantial variation in the wages/contributions of any members as compared to those shown in previous month statement, the reasons should be explained adequately in the 'Remarks' column.
- In respect of those members who have not opted for Pension Fund their entire employers contribution as the case may be should be under column No. 6.

Figure 1.29 Printed Form 6A - Page 2

1.4.2 Employee's State Insurance Reports

The following ESI Reports are available in Tally.ERP 9:

- ESI Computation Report
- Form 3
- ESI Monthly Statement
- Form 5
- Form 6

i. ESI Computation Report

The ESI Computation Report provides the summary of Amount Payable and amount paid in respect of ESI for given period comprising of Employer Contributions and Employee Deductions. To view ESI Computation Report, follow the steps given below:

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Computation**

- Press **F2** and specify the period as **01-07-2009 to 31-07-2009** and press **Enter**

Spectrum Software Solutions						
14, Mysore Road, Bangalore						
Payroll Statutory Computation						
1-Aug-2009 to 31-Aug-2009						
Particulars	Gross Amount	Statutory Details			Liability	
		Percentage	A/c No.	Amount	Payable	Paid
Employee State Insurance						
Employees' Statutory Deductions					258.00	258.00
<i>Employee's ESI Contribution @ 1.75%</i>	14,700.00	1.75%		258.00 Cr		
Employer's Statutory Contributions					699.00	699.00
<i>Employer ESI @ 4.75%</i>	14,700.00	4.75%		699.00 Dr		
Grand Total					957.00	957.00

Figure 1.30 Payroll Computation report

ii. ESI Form 3

ESI Form 3 is a declaration form which is required to be filed for every month stating the list of Employees whose remuneration is not exceeding Rs. 10,000/- per month.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 3**

Original	EMPLOYEES' STATE INSURANCE CORPORATION RETURN OF DECLARATION FORM [Regulation - 14]	FORM - 3		
Name & Address of the Factory or Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore				
Employer's Code No : KA/BN/12345/234234				
I send herewith the Declaration Forms in respect of the employees mentioned below: I hereby declare that every person employed as an employee within the meaning of Section 2(9) of the Employees' State Insurance Act, 1948 as on 31-Aug-2009 in this factory or establishment and is in receipt of the remuneration not exceeding Rs.10,000/- (excluding remuneration for overtime work) per month, has been included in this list, excluding only those in respect of whom declaration forms have been sent to the Corporation in the past.				
SI No.	Name of Employee	Distinguishing Number with the employer if any	Father's or Husband's Name	Insurance No. allotted by the corporation (to be entered at the branch office)
1	2	3	4	5
1	Rajesh	554	Mr. Srinivas	KA/ESI/234/3353
2	Suresh	553	Mr. Kannan	KA/ESI/345/2224
Place : Bangalore Dated : 9-Oct-2009			Signature : Designation : CFO	

Figure 1.31 ESI Form 3

iii. ESI Monthly Statement

The ESI Monthly Statement provides a summary of Employee wise monthly ESI Employee Deductions and Employer Contribution amount.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Monthly Statement**

EMPLOYEES' STATE INSURANCE - Monthly Statement									
Name & Address of the Factory or Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore									
Statement for the Period : 1-Aug-2009 to 31-Aug-2009									
Sl. No	Employee No	Employee Name	ESI No	Worked Days	Earned Wages	Fixed Wages	Employees' Contribution	Employer's Contribution	Total
1	554	Rajesh	KAESI/234/3353	26	7,800.00	7,800.00	137.00	371.00	508.00
2	553	Suresh	KAESI/345/2224	26	6,900.00	6,900.00	121.00	328.00	449.00
				Total	14,700.00	14,700.00	258.00	699.00	957.00

Figure 1.32 ESI Monthly Statement

iv. Form 5

The Return of Contribution in **Form 5** is required to be submitted to the appropriate Branch Office within 42 days of the expiry of the contribution period.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 5**

Original (Page1)

FORM-5

Name of Branch Office **Koramangala** Employer's Code No. **KAEN/12345/234234**

**Employees' State Insurance Corporation
(Return of Contribution) Regulation 26**

Name & Address of the Factory or Establishment : **Spectrum Software Solutions**
14, Mysore Road,
Bangalore

PARTICULARS OF THE PRINCIPAL EMPLOYERS.

a) Name **Mr. Ram** b) Designation **CFO**

c) Residential Address No-22, HSN Lay Out, Bangalore

Period From **1-Apr-2009** To **30-Sep-2009**

I furnish below the details of the employer's and employee's share of contribution in respect of the under mentioned Insured persons. I hereby declare that the return includes every employee, employed directly or through an immediate employer or in connection with the work of the factory / establishment or any work connected with the administration of the factory / establishment or purchase of raw materials, sale or distribution of finished products etc., to whom the contribution period to this return relates, applies and that the contribution in respect of employer's and employees share have been correctly paid in accordance with the provisions of the Act and Regulations relating to the payment of contributions vide challans detailed below:-

Total contribution amounting to Rs 2,550.00 comprising of Rs 1,863.00 as Employer's share and Rs 687.00 as Employee's share (Total of Col. 6 of the Return) paid as under

Sl No	Month	Challan Dates	Amount	Name of the Bank and Branch
1	June	30-Jun-2009	821.00	HDFC & 1002452
2	July	31-Jul-2009	772.00	HDFC & 232431
3	August	31-Aug-2009	957.00	HDFC & 100246

Place : **Bangalore** Signature :

Date : **31-Aug-2009** Designation : **CFO**

Figure 1.33 Printed Form 5 - Page 1



Page 2

Spectrum Software Solutions
Employees' State Insurance Corporation
(Return of Contribution) Regulation 26

Sl No.	Insurance No.	Name of Insured Person	No. of days for which wages paid	Total amount of wages paid	Employee's contribution deducted	Average Daily wages 5/4	Whether still continues working and drawing wages within the insurable wages ceiling	Name of the Dispensary of the IP.	Remarks
1	2	3	4	5	6	7	7(A)	8	9
1	KAEBI023403353	Rajesh	67	20,437.00	358.00	305.03	No	Koramangala	A: 10-Jun-2009 L: 10-Sep-2009
2	KAEBI04502224	Suresh	70	18,762.00	329.00	268.03	Yes	Koramangala	A: 1-Jun-2009

Figure 1.34 Printed Form 5 - Page 2

v. ESI Form 6

ESI Form 6 is register of Employees covered under Employees State Insurance Scheme, containing information regarding the Insurance No., dispensary, other occupational details, Employer's Share and month wise (under that particular Half Year) ESI details (i.e., Gross wages, Number of working days and ESI Contribution for each employee) should be furnished.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Employee State Insurance > Form 6**

Page 1

Spectrum Software Solutions
 14, Mysore Road,
 Bangalore

FORM 6
 REGISTER OF EMPLOYEES
 EMPLOYEES' STATE INSURANCE CORPORATION
 (Regulation 32)

Contribution Period : From **1-Apr-2009** to **30-Sep-2009**

Sl No	Insurance No.	Name of the insured person	* Name of dispensary to which attached	Occupation	Rate of wages etc., in the first wage period	Deptt. and shift, if any	If appointed or left service during the contribution period, date of appointment /	No. of days for which wages paid	Month: April	Employees' share of contribution
1	K/ESI/234/3353	Rajesh	3(A) Koramangala	4 Junior Executive	5 307.29	6 Sales	7 10-Sep-2009	8 8	9 9	10 10
2	K/ESI/345/2224	Suresh	Koramangala	Executive	205.77	Administration	1-Jun-2009	0	0	
Total									Employer's Share	
									Grand Total	
									Paid On	

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 1.35 Printed Form 6 - Page 1

Spectrum Software Solutions
14, Mysore Road,
Bangalore

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)

Contribution Period : From **1-Apr-2009** to **30-Sep-2009**

Page 2

Sl. No	Month: May		Month: June		Month: July		Employees' share of contribution
	No. of days for which wages paid/payable	Total amount of wages paid /payable	No. of days for which wages paid/payable	Total amount of wages paid /payable	No. of days for which wages paid/payable	Total amount of wages paid /payable	
1	11	0	14	6,453.00	16	6,184.00	108.00
2	0	0	21	6,173.00	21	5,689.00	100.00
			23	108.00			208.00
			Total	12,626.00	221.00	11,873.00	564.00
			Employer's Share		Employer's Share		
			Grand Total		Grand Total		772.00
			Paid On		Paid On		31-Jul-2009
							30-Jun-2009

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 1.36 Printed Form 6 - Page 2

Spectrum Software Solutions
14, Mysore Road,
Bangalore

FORM 6
REGISTER OF EMPLOYEES
EMPLOYEES' STATE INSURANCE CORPORATION
(Regulation 32)

Page 3

Contribution Period : From **1-Apr-2009** to **30-Sep-2009**

Sl. No	Month: August		Month: September		Summary			Remarks			
	No. of days for which wages paid/payable	Total amount of wages paid /payable	No. of days for which wages paid/payable	Total amount of wages paid /payable	Total No. of days for which wages paid /payable in Contribution	Total amount of wages paid /payable in Contribution Period (Rs)	Total Employee's share of Contribution				
1	20	21	22	23	24	25	26	27	28	29	30
2	26	7,800.00	137.00	10			67	20,437.00	358.00	305.03	
	26	6,900.00	121.00	30			70	18,762.00	329.00	268.03	
	Total	14,700.00	258.00	Total				39,199.00	687.00	573.06	
		Employer's Share	699.00		Employer's Share						
		Grand Total	957.00		Grand Total						
		Paid On	31-Aug-2009		Paid On						

Note: The Figure in Columns 7 to 24 shall be in respect of wage periods ending in a particular calendar month.

Figure 1.37 Printed Form 6 - Page 3

1.4.3 Professional Tax Reports

The following Professional Tax Reports can be generated in Tally.ERP 9:

- Professional Tax Computation Report
- Professional tax Monthly Statement

i. Professional Tax Computation Report

The Professional Tax Computation Report provides the summary of Amount deducted as Professional Tax from the Earnings of the Employees exceeding the prescribed threshold limits, in accordance with the Slab rates applicable for the particular state.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax > Computation Report**

PROFESSIONAL TAX PAYABLE BY EMPLOYER							
Return of Tax payable for the period : August, 2009							
Name of the Employer		: Spectrum Software Solutions					
Address		: 14, Mysore Road, Bangalore					
Registration Certificate No.		: KAPT/12445308					
Number of employees during the month in respect of whom the tax is payable as under :							
SN. o.	Employees whose monthly salaries / wages / both are				Number of Employees	Rate of tax per month Rs.	Amount of Tax Deducted Rs.
1	Rs	0	to	5,000.00		0.00	
2	Rs	5,000.00	to	8,000.00	2	60.00	120.00
3	Rs	8,000.00	to	10,000.00		100.00	
4	Rs	10,000.00	to	15,000.00	1	150.00	150.00
5	Rs	15,000.00	and above		3	200.00	600.00
TOTAL					6.00		870.00
Amount Paid		: 870.00					
Amount in Words		: Rs. Eight Hundred Seventy Only					
<p>I certify that all employees who are liable to pay the tax in my employment during the period of return have been covered by the forgoing particulars. I also certify that the necessary revision in the amount of tax deductible from the salary or wages of the employees on account of variation in the salary or wages earned by them has been made wherever necessary.</p> <p>I, Shri Mr. Ram solemnly declare that above statements are true to the best of my knowledge and belief.</p>							
Place		: Bangalore					
Date		: 31-Aug-2009					
						Signature of Employer	

Figure 1.38 Printed PT Computation Report

ii. Professional Tax Statement

The Professional Tax Statement provides the summary of Employee wise Gross Wages paid, No. of Working Days and the amount of Professional Tax deducted during the selected period.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Professional Tax > Statement**

PROFESSIONAL TAX - Monthly Statement (Professional Tax)					
Name & Address of the Factory or Establishment : Spectrum Software Solutions 14, Mysore Road, Bangalore					
Statement for the Period : 1-Aug-2009 to 31-Aug-2009					
Sl.No	Employee No.	Employee Name	Worked Days	Gross Wages	Value
1	551	Ajay	26	16,300.00	200.00
2	550	Mahesh	25	69,308.00	200.00
3	552	Rahul	22	23,692.00	200.00
4	554	Rajesh	26	7,800.00	60.00
5	553	Suresh	26	6,900.00	60.00
6	549	Vijay Kumar	26	14,800.00	150.00
Total				1,38,800.00	870.00

Figure 1.39 Printed Professional Tax Statement

1.4.4 Gratuity Report

The Gratuity Report displays the provisional liability of an employer towards his employee in respect of gratuity payable at the time of cessation of employment either by resignation, death, retirement or termination.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Gratuity Report**

Spectrum Software Solutions 14, Mysore Road, Bangalore Gratuity Summary For All Employees As on : 31-Aug-2009				
Particulars	Date of Joining	Date of Leaving	Gratuity Eligible Salary	Gratuity Amount
Primary Cost Category			1,00,500.00	7,764.00
Administration			14,500.00	697.00
Suresh	1-6-2009		4,500.00	216.00
Vijay Kumar	1-4-2009		10,000.00	481.00
Contract Employees				
R&D			20,000.00	962.00
Rahul	1-4-2009		20,000.00	962.00
Sales			66,000.00	6,106.00
Mahesh	1-4-2009		50,000.00	4,808.00
Rajesh	10-6-2009	10-9-2009	5,000.00	240.00
Grand Total				7,764.00

Figure 1.40 Gratuity Summary Report