

Indicator 6.2.3: ERP Document – Salary Software

- Step 1: Enter user name
- Step 2: Enter Password
- Step 3: Select Login as Employee Self Service

Step 4: Click on

Welcome to JSM HRIS Software
Ver 14.07

IK GUJRAL PUNJAB TECHNICAL UNIVERSITY



Username:
Password:
Login:

[Forgot Password?](#)

Design and Developed by:



JSM Technologies Pvt. Ltd.
Excellence in Human Resource Software Solutions and Beyond

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Mobile: 0-9873782395, 0-9901985515, 0-9741973009
Address: 25, D-1, First Floor, 14, NCT House, 9, 10 Main 2, 1st Floor, Indraprastha, New Delhi-110008, India

n submit button

    
Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

TableOfContents

Sr. No	Section Name
1.	Login Page
2.	My Profile
3.	Compensations and Benefits
4.	Tax Details

2/2/2021

Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

How to Login Salary Software




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Step1: Enter user name

Step2: Enter Password

Step3: Select Login as Employee Self Service

Step4: Click on submit button

Welcome to JSM HRIS Software
Ver 14.07

PUNJAB TECHNICAL UNIVERSITY



Username:

Password:

Login :

Submit

[Forgot password?](#)



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Mobile: 0-9821292388, 0-9901935515, 0-9743872039.
Address: No. A3 First Floor 34th Cross 8th Main 2nd Stage Indiranagar, Bangalore-560038, India

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Home Page

**JSM Technologies Pvt. Ltd.** JSM ESS
Version 14.0

Deepak Jain (3069)
SENIOR ASSISTANT



19 Jan 2015 Login->Employee

PUNJAB TECHNICAL UNIVERSITY
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR

My Profile Home Logout | Change Password |
Switch Login

- Compensation & Benefits
- Tax Details

Sl. No	Emp Name	Emp Code	Date and Time of Submission	Topic
Total No of approvals pending= 0				

Sl. No	Topic	Total
Total No of approvals pending= 0		

  
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How do I change the password



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Step1:Enter the new password

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19 Jan 2015 Login->Employee

My Profile Home Logout Change Password Switch Login

Compensation & Benefits

Tax Details

Change Password

New Password

Re-Enter New Password

Submit Cancel

[Handwritten signatures]

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Step2:Click on submit

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My Profile Home Logout Change Password Switch Login

Compensation & Benefits
Tax Details

Change Password

Password has been changed

New Password

Re-Enter New Password

Submit Cancel

[Handwritten signature]

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How Can I View My Personal Details?

[Handwritten signature]

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My Profile>>Personal Details



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JALANDHAR

19 Jan 2015 Login->Employee

My Profile Home Logout Change Password

Compensation & Benefits

Tax Details

My Profile

View and Update My Profile

Personal Details

Address Details

Experience

Qualification

My Bank Details

Registration

View my official details and history

Official Details

My Increment History

My Promotion History

My Transfer History

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19 Jan 2015 Login->Employee

My Profile

Home | Logout | Change Password |
Switch Login

- Compensation & Benefits
- Tax Details

Back

Personal Details

[My Saved Personal Details](#) | [Modify Submitted Personal Details](#) | [Approval Status](#)

Edit Profile

Personal Details



Title	Mr	First Name	Deepak Jain
Middle Name		Last Name	
Father/Husband Name	SHAM LAL JAIN	Phone (R)	
Mobile		Personal mail Id	
Nationality		Religion	
Blood Group		Resume Submission Date	10/01/2010
Recruit. Source	NEWSPAPER ADV	Employment Status before joining present company	
Occupation before joining present company			

Birth Details

Actual DOB	10/14/1984	Recorded DOB	
World Region	Asia Pacific	Country	India
Zone	North Zone	State	Punjab
City	Jalandhar		

92.168.16.59/remote/My Profile/USPersonal.aspx

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How Can I update My Personal details?



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MY Profile>>>personal details>>>Edit Profile

Step1:Select Married status in Martial status List Box

- Compensation & Benefits
- Tax Details

Back

Personal Details

Personal Details

Title
 Mobile Name
 Father/Husband Name
 Mobile
 Nationality
 Blood Group
 Revul. Source
 Occupation before joining present company

First Name
 Last Name
 Phone (H)
 Personal mail id
 Religion
 Resume Submission Date
 Employment Status before joining present company

Birth Details

Actual DOB
 Month
 Year
 Birth Region
 Zone
 City

Recorded DOB
 Month
 Year
 Country
 State

Marital Status

Marital Status
 Spouse Name

Date of Marriage
 as spouse working

Attachments

Resume No file chosen
 Photo No file chosen
 Signature No file chosen
 Birth Proof No file chosen

This is page 1 of 3. You must complete all steps for your personal details to be processed.

Save

Next



 Financial Officer
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Step2:Click on Next button

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19 Jan 2015 Login->Employee

Employee Name (30243) CLERK

PUNJAB TECHNICAL UNIVERSITY
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR

Home | Logout | Change Password | Profile | Login

Back

Compensation & Benefits
Tax Details

Personal Details

Review Details

Personal details review

Please review your information below and click the submit button to complete the step. If you need to change any values, click back button to navigate there.

First Name	IN	Last Name	Udeepa
Mobile Name		User Name	jean
Father/Husband Name	SHARAD LAL JAIN	Phone (M)	
Mobile	9509506265	Personal mail id	tanchoice@gmail.com
Nationality	INDIAN	Religion	JAIN
Blood Group	O+	Residence Suburb/Street Code	1516/2010
Recruit. Source	NEWSPAPER ADV	Employment Status before joining present company	
Occupation before joining present company			
Birth Details			
Actual DOB	15/12/1985	Resident DOB	Month/Day/Year
World Region	Asia Pacific	Country	India
Zone	North Zone	State	Punjab
City	Amritsar		
Marital Details			
Marital Status	MARRIED	Date Of Marriage	
Spouse Name		Spouse Working	No
Company Name		Designation	
Salary			

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My Profile>>Address details

Step1:click on Modify submitted Address details



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19 Jan 2015 Login->Employee
My Profile Home | Logout | Change Password | Switch Login

- Compensation & Benefits
- Tax Details

[Back](#)

Address Details

[Address Details](#)

Address Details

Address Type

Street

World Region

Zone

City

Landmark

Contact Person

House/Plot/Flat

Locality

Country

State

Pin

Contact Number

[OK](#) [Remove](#)

Address Type	House/Flat/Plot No	Street	Locality	World Region	Country	Zone	State	City	Pin	Contact Person
Permanent				Asia Pacific	India	North Zone	Punjab	Jalandhar	144001	

This is page 1 of 3. You must complete all steps for your address details to be processed.

[Save](#) [Next](#)

(Handwritten signatures)

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Step2:Click on Permanent address details



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19 Jan 2015 Login->Employee

[My Profile](#)
[Home](#)
[Logout](#)
[Change Password](#)

* Compensation & Benefits
 * Tax Details

Back
Address Details

Address Details

Address Type

Street

World Region

Zone

City

Landmark

Contact Person

House/Plot/Flat

Locality

Country

State

Pin

Contact Number

OK
Remove

Address Type	House/Flat/Plot No	Street	Locality	World Region	Country	Zone	State	City	Pin	Contact Person
Permanent				Asia Pacific	India	North Zone	Punjab	Jalandhar	144001	




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How I Can View My Bank Details



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19 Jan 2015 Login->Employee

[My Profile](#) [Home](#) [Logout](#) [Change Password](#) [Switch Login](#)

+ Compensation & Benefits

+ Tax Details

My Profile

View and Update My Profile

[Personal Details](#) [Address Details](#) [Experience](#) [Qualification](#)

[Bank Details](#) [Registration](#)

View my official details and history

[Official Details](#) [My Increment History](#) [My Promotion History](#) [My Transfer History](#)







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Jalandhar

My Profile>>Bank details

Step1:Click on Edit Bank details button

JSM Technologies Pvt. Ltd.	
	JSM ESS Version 14.0
User Profile:	
	Deepak Jain (3069) CLERK
My Bank Details	
Home Logout Change Password Switch Login	
PUNJAB TECHNICAL UNIVERSITY JALANDHAR	
Bank Details	
* Compensation & Benefits	* Tax Details
Bank Details	
Bank details 1	Payment Mode
Bank Transfer Type	Bank Branch
Employee A/c No	A/c Opening Date
BANK TRANSFER	10/01/2010
SALARY ACC	HDFC BANK LTD
FEQZPUB	50301
03011050017309	01/01/2006

[Edit Bank Details](#)

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Jalandhar

Finance Officer
I.K. Gupta Punjab
Jalandhar

Jeypur

PART3-COMPENSATION AND BENEFITS

[Handwritten signatures]

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Go to Compensation & Benefit>>My Salary Slip>>My monthly Salary slip

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PUNJAB TECHNICAL UNIVERSITY-
JALANDHAR



16 Dec 2014 Login->Employee

My Profile Home Logout | Change Password |
Switch Login

Compensation & Benefits

My CTC

My Salary Slip

Tax Details

My Salary Slip

Back

My Monthly Salary Slip | My CTC Salary Slip | My Consolidated Salary Card

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20 Jan 2015 Login as Employee
My Profile Home | Logout | Change Password |

Compensation & Benefits
 Tax Details

Salary slip for the month: March 2014

Export to PDF
 Print Preview

PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA ROAD NEAR SCIENCE CITY KAPURTHALA
 Jalandhar-141001

Name: Deepak Jain	Emp Code: 3069	DOJ: 12 October 2010	
E-mail: J.Jain@jstec.com	Designation: Official (A)	Branch: UNIVERSITY	UNIVERSITY JALANDHAR
Grade: EB-2	Leave: PTJ	Department: FINANCE	FINANCE
Category: STAFF	Payment Mode: BANK TRANSFER	Designation: CLERK	CLERK
Account No: 33011050017309	OT Hours: 0	Bank: ICICI BANK LTD	ICICI BANK LTD

Registration Details
 PF: **100120251110000030491** PAN: **ASR41411G** TAN: **100120251110000030491**

Days Worked & Leave Details

Total Days: 31.0	Paid Days: 31.0	Month Days: 31.0	Days Worked: 24.0	WOP: 20.0	WOP: 20.0	CL: 0
-------------------------	------------------------	-------------------------	--------------------------	------------------	------------------	--------------

Leave Balance
 CL: **0**

Earning Details			
Earning Heads	Rate of Pay	Payable amount	Amount
SALARY	800.00	800.00	7.00
CTA	10.00	10.00	7.00
CONVANCEANCE	20.00	20.00	7.00
DEARNESS ALLOWANCE	100.00	100.00	7.00
GRAT PAY	200.00	200.00	7.00
HOUSE RENT ALLOWANCE	50.00	50.00	2.00
MEDICAL ALLOWANCE	500.00	500.00	7.00
MODILE & INTERNET	10.00	10.00	2.00
Secretarial (Special) Pay	100.00	100.00	7.00
Total Earning	1490.00	1490.00	7.00

Deduction Details		
Deductions Head	Amount	Amount
Total Deduction	100.00	100.00

Advance & Loan Details		
Loan Details	Amount	Balance
WIPAT LOAN	200.00	100.00
CEWAT LOAN	100.00	100.00
Total	300.00	200.00

Total Earning :
1490.00
Net Salary : One Thousand Eighty Two Only.

Total Deduction : 400.00

Net Pay :
1082.00

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Enter the Interest on Education Loan Amount


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PUNJAB TECHNICAL UNIVERSITY-JALANDHAR



16 Dec 2014 Login->Employee
My Profile Home Logout Change Password

Back

Declaration of Investment
 Declaration of Investment for the Financial Year 2014-2015

☒ Compensation & Benefits
☒ Tax Details

Investment Declaration Details

Sno	Investments	Amount Invested(Rs)	Qualify Amount(Rs)	Max Limit(Rs)
1	ID(S)		0	999999.00
2	EDC		0	100000.00
1	LIFE INSURANCE PREMIUM			100000.00
3	EDC		0	15000.00
1	MEDICAL INSURANCE			15000.00
4	EDC		0	50000.00
5	EDC		0	50000.00
1	INTEREST ON EDUCATION LOAN	12000		50000.00
6	EDC		0	999999.00
1	CONATIONS			999999.00

Remarks

☐ I Further undertake and indemnify the company for any loss on account of any income tax liability including interest, penalty ETC that may arise due to non fulfillment of the Declaration.





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 Jalandhar

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Go to Tax Details>>Submission of Proofs>> Submission of Investment Proof


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JALANDHAR

20 Jan 2015 Login->Employee

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Compensation & Benefits
 Tax Details
 My Tax Declaration
 My Tax Advice
 Submission of Proofs
 View Tax Details
 Perquisite
 My Form 16
 My Form 12BA

Submission of Income Tax Proofs
[Submission of Investment Proofs](#) | [Submission of House Rent Proofs](#) | [Submission of Form 12C Proofs](#)
[Submission of Ex-gratia Employment Proofs](#)






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 Jalandhar



- Compensation & Benefits
- Tax Details

Back

Submission of Investment Proofs

Upload Investment Proof

Investment Proof Details

Proof ID	01	Submission Date	05/08/2014
Select Section	00C	Max Limit	100000.00
Qualifying Amount	0.00		
Select Scheme	LIFE INSURANCE PREMIUM	Max Limit	100000.00
Proof Amount	50000	Qualifying Amount	50000.00
Policy No	12055	Policy Date	

Investment Submission Proofs

Description

Upload Proof C:\Documents and Settings\Bhove...

View

This is Step 1 of 3. You must complete all steps for your investment Proofs to be processed.

Save Next

Deadline :

[Handwritten signatures]
Finance Officer
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Jalandhar

Form 12C Declaration

Where do I Declare
Income From House Property, Profit and gains of
business or profession,
Loss from house
property

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Go to Tax Details>>My Tax Declaration>>Form 12C Declaration

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PUNJAB TECHNICAL UNIVERSITY-JALANDHAR

6 Dec 2014 Login->Employee My Profile Home | Logout | Change Password

My tax declaration

Investment Declaration | House Rent Declaration | **Form 12 C Declaration** | Previous Employer Declaration

Compensation & Benefits
Tax Details

Finance Officer
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Where will I be able to see the
Submitted details of Form 12C

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Go to Tax Details>>My Tax Declaration>>Form 12C Declaration



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20 Jan 2015 Login->Employee

JSM Technology Pvt Ltd

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Compensation & Benefits

Tax Details

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- View Tax Details
- Perquisite
- My Form 16
- My Form 12BA

My tax declaration

[Investment Declaration](#) | [House Rent Declaration](#) | [Form 12 C Declaration](#) | [Previous Employer Declaration](#)

[Signature]

[Signature]

[Signature]

[Signature]

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20 Jan 2015 Login->Employee

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My tax declaration
[Investment Declaration](#) | [House Rent Declaration](#) | [Form 12 C Declaration](#) | [Previous Employer Declaration](#)







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Go to Make New Declaration

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16 Dec 2014 Login->Employee

My Profile Home Logout Change Password

Previous Employer declaration

Deadline :

[Make New Declaration](#) | [My Saved Declaration](#) | [Modify Submitted Declaration](#) | [Approval Status](#)

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Where do I Enter my Previous
Companies Income and Tax Details for
this Financial year



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Go to Tax Details>>Submission Of Proof>>Previous Employer Proof


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Submission of Income Tax Proofs

[Submission of Investment Proofs](#) | [Submission of House Rent Proofs](#) | [Submission of Form 12C Proofs](#)
[Submission of Previous Employment Proofs](#)






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16 Dec 2014 Login->Employee

[My Profile](#) [Home](#) [Logout](#) [Change Password](#)

- * Compensation & Benefits
- * Tax Details

Previous Employer Proof

Deadline :

[Upload Previous Employer Proof](#) | [My Saved Previous Employer Proof](#) | [Modify Submitted Previous Employer Proof](#) | [Approval Status](#)

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[Handwritten signature]
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PART 5-TAX ADVICE REPORT

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Go to Tax Details>>My Tax Advice

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16 Dec 2014 Login->Employee My Profile Home | Logout | Change Password |

* Compensation & Benefits

* Tax Details

Select Financial Year for My Tax Advice -- Select Year --

[Handwritten signatures]
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Step1:Select Financial Year

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PUNJAB TECHNICAL UNIVERSITY
JALANDHAR

16 Dec 2014 Login->Employee My Profile Home Logout Change Password

Compensation & Benefits
Tax Details

MY Tax Advice

Select Financial Year for My Tax Advice

-- Select Year --
-- Select Year --
2015-2016
2014-2015
2013-2014
2012-2013
2011-2012
2010-2011
2009-2010
2008-2009

Submit

[Handwritten Signature]
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16 Dec 2014 Login->Employee

My Profile Home Logout Change Password

Back

Print Preview

Compensation & Benefits

Tax Details

My Tax Advice

Projected Date: 01 Feb 2014

Employee Code: 5819

Name:

DHARAT BHUSHAN SINDHIWANI

Rent Paid 0.00

Date Of Joining: 05 Dec 2008

PAN:

Particulars	Monthly Amt.	Paid Till Date	Projected Amt	Gross Arrear	Exem Amt	Gross Amt
BASIC	8230.00	8230.00	16140.00	0.00	0.00	98760.00
BONUS	0.00	0.00	0.00	0.00	0.00	0.00
CITY COMPENSATORY ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
CONVEYANCE	800.00	8000.00	1600.00	0.00	9600.00	0.00
HOUSE RENT ALLOWANCE	4115.00	41150.00	8230.00	0.00	0.00	49380.00
LTA Allowance	0.00	0.00	0.00	0.00	0.00	0.00
MEDICAL ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
Over Time	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL ALLOWANCE	6442.00	64420.00	12884.00	0.00	0.00	77304.00
Total	19587.00	195870.00	39174.00	0.00	9600.00	225444.00

Bonus	0.00
Out Of Payroll	0.00
Notice Period Pay	0.00
Perquisites	0.00
Previous Employer Income	0.00

Total Income

225444.00

[Handwritten signature]

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Jalandhar



ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ
OFFICE OF REGISTRAR

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
PTU PUNJAB
TECHNICAL
UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. PTU/REG/3550

Dated 12/09/2014

M/s JSM Technologies Pvt. Ltd.
61, First Floor, 14th Cross 9th Main
IInd Stage, Indira Nagar
Bangalore-560038

Sub: - **Purchase Order for Payroll Software with ESS.**

Kindly refer to quotation RefNo. JSM/SAM/1001/PTU/JSMCGPayrollSw Dated 30.06.2014 for the supply of the Payroll Software. We are pleased to give you the order for the following: -

Sr. No.	Item Description	Qty.	Rate (per unit)
1.	Pay Roll Software with ESS - Payroll Software as per VI Pay Commission of Central Government and V Pay Commission of the Punjab Government and as per the scope of work given below. - Monthly Salary preparation as per PTU Norm or Government Rules amended time to time. - Automatic salary slip generation, Income Tax Detail, EPF deduction or any other deduction from salary emailed to all employee's in their login id's & Create logins ID's for each employee. - Calculation of GPF/ EPF/ CPF/ NPS etc. - Calculation of Gratuity, GIS, Encashment of Earned Leave etc. - Calculation of overtime, Honorarium etc. - Provision for Perquisite, Reimbursement of Medical Bills, LTC, Children Education Allowance etc. - Calculation of Income Tax, TDS, Relief U/s 89. - Calculation of monthly TDS forms salaries and generation of TDS Challan's applicable. - Preparation of Form 16, Tax Return, Generation of unloadable EPF monthly ECR text file. - Calculation of Arrears (Pay fixation, revised pay scale, increment, DA, promotion etc) - ESS (online facility to all employees upload tax saving documents, Income Tax Declaration, Profile updation, Salary Slip, Annual Statement, Form 16, Tax detail and computation or download reimbursement forms and apply and employee personal details and other report when needed) - Leave record - Record of Loan and Advances - Current Data Entered - Data Migration from 2006 - Generation of consolidated head wise monthly record for accounting entries.	1	1,00,000/-

"Propelling Punjab to a prosperous Knowledge Society"

Punjab Technical University, Jalandhar

Jalandhar-Kapurthala Highway, Near Science City, Kapurthala-144601. Ph. 01822-662521

Fax : 01822-255506, 662526, 25 website : www.ptu.ac.in registrar@ptu.ac.in

Finance Officer

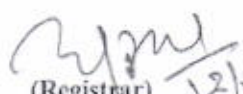
I.K. Gujral Punjab Technical University
Jalandhar

1/2

	Information to Employees login ID's:- • Annual income chart • Salary Slip/Statement. • Profile Updating. • Self Tax declaration form filled online & Upload Saving Documents. • View Form 16 • Advances Detail • TDS Detail • Arrears Detail		
2.	Installation, Data Porting, Implementation and Training Cost	30,000/-	

Terms & Conditions: -

- CST @ 5% and Service Tax @12.36% as per applicable.
- Delivery For Punjab Technical University Jalandhar, Kapurthala-Jalandhar Highway, Kapurthala.
- Admin User Licenses = 5
- ESS User Licenses = 500
- Number of Employee = up to 1000
- TDS will be deducted as applicable.
- You will provide free AMC for a period of one year from the date of completion of Installation of the Pay roll Software.
- In case, the service/ software is unavailable for more than two hours for any reason, the firm shall extend the period of AMC by one day for every two hours downtime.
- In case of poor performance of the software/Software provider, the university administration reserve the right to impose penalty/black listing as agreed with the university administration and the software provider.
- Payment as per the university norms.
- The maintenance support service 24 X 7 will be given by the software provider.
- All disputes subject to kapurthala Judicial.


(Registrar) 12/09/17

CC to: -

- o Store and Purchase, PTU, Jalandhar
- o Finance Officer, PTU, Jalandhar
- o Computer Section, PTU, Jalandhar

    
Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

Indicator 6.2.3: ERP Document-Tally Software



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ



Tally.exe

[Signature]
Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

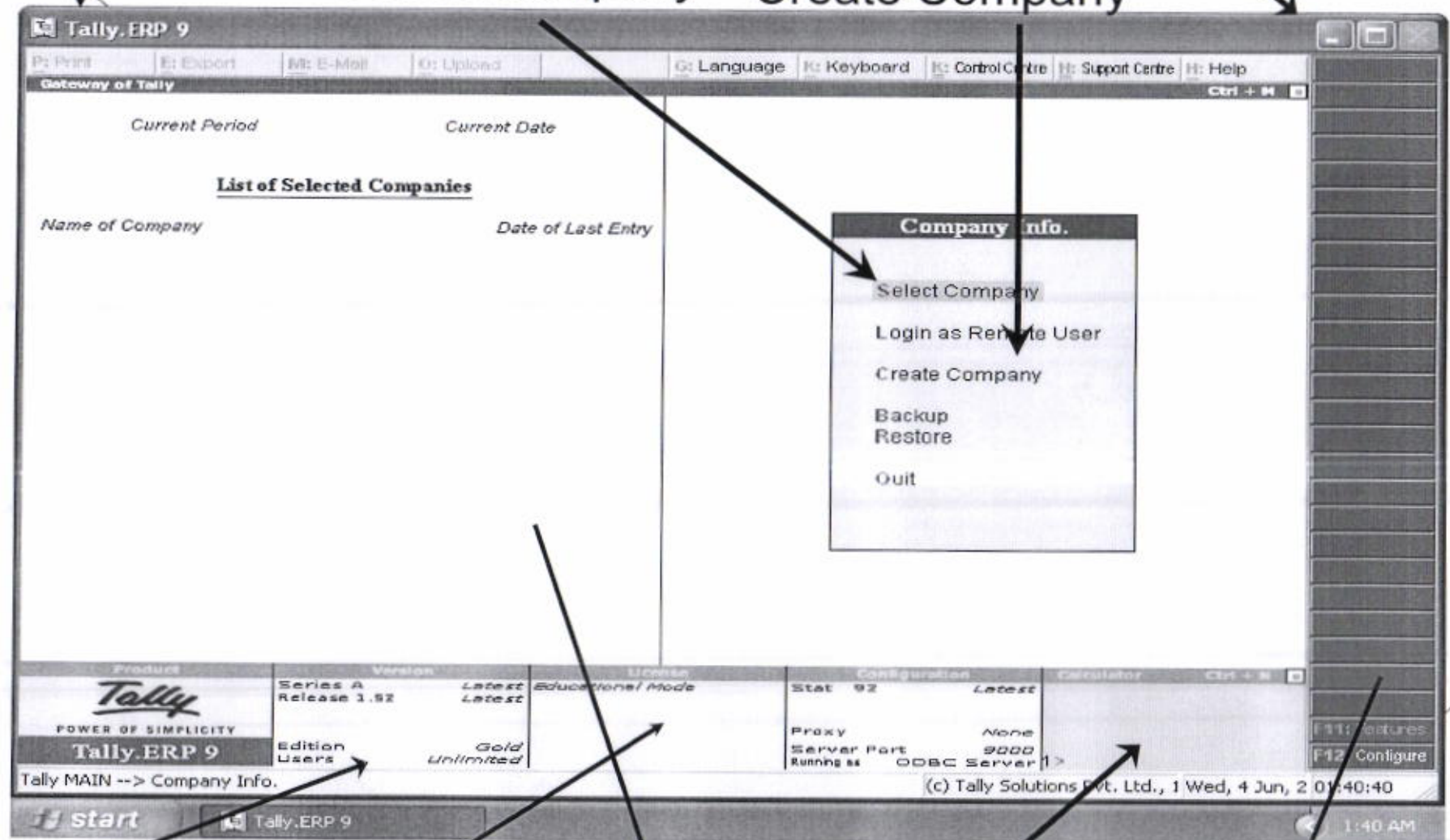
TALLY start-up screen displays as shown:

Title bar

Select Company

Create Company

Minimize button



Version detail

License Mode details

Gateway of Tally

Calculator

Buttons toolbar

Creation of Company

Step 1: Go to Gateway of Tally > Company Info > Create company

Tally.ERP 9
P: Print | E: Export | M: E-Mail | O: Upload | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Company Creation

Directory Name : C:\Tally.ERP9\Data

Mailing & Contact Details

Mailing Name :
Address :
Statutory compliance for : **India**
State : ☐ **Not Applicable**
PIN Code :
Telephone No. :
Mobile No. :
E-Mail :

Company Details

Currency Symbol : **Rs.**
Maintain : **Accounts with Inventory**
Financial Year from : **14-2009**
Books beginning from : **14-2009**

Security Control

TallyVault Password (if any) :
Repeat Password :
(WARNING: forgetting your TallyVault password will render your data unusable!)
Use Security Control ? **No**
(Enable Security to avail Tally.NET Features)

Base Currency Information

Base Currency Symbol : **Rs.**
Formal Name : **Indian Rupees**
Number of Decimal Places : **2**
Is Symbol SUFFIXED to Amounts? **No**
Symbol for Decimal Portion : **paise**
Show Amounts in Millions : **No**
Put a SPACE between Amount and Symbol? **Yes**
Decimal Places for Printing Amounts in Words : **2**

Q: Quit

Tally MAIN --> Company Info. --> Company Creation (c) Tally Solutions Pvt. Ltd., 1 Wed, 4 Jun, 2 02:15:23

Step 2: Fill the details in all options (Option which are filled by default are mandate to fill & other are optional)

Step 3: Accept the screen by pressing Enter or Ctrl+A.

Alteration : A created company's detail can be modified at a later time through keys Alt+[F3] or choosing the Alter option from gateway of tally. A company has been successfully created with the above information

[Handwritten signature]

Finance Officer
I.K. Gulraj Punj
Jalandhar

Creation of Account Heads

Tally.ERP 9

P: Print E: Export M: E-Mail G: Upload S: TallyShop G: Language K: Keyboard C: Control Centre S: Support Centre H: Help

Gateway of Tally

Current Period: 1-4-2020 to 31-3-2021 Current Date: Wednesday, 31 Mar, 2021

List of Selected Companies

Name of Company	Date of Last Entry
I.K.G. Punjab Technical University (Admin/ F&A)	31-Mar-2021

Gateway of Tally

Masters

- Accounts Info.
- Payroll Info.
- Inventory Info.

Transactions

- Accounting Vouchers
- Inventory Vouchers
- Order Vouchers
- Payroll Vouchers

Utilities

- Import Data
- BANKING

Audit

- Audit & Compliance

Reports

- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis
- Display
- Multi Account Printing
- Quit

Product: Tally POWER OF SIMPLICITY Tally.ERP 9

Version & Updates: Series A Release 6.1 Series A Release 6.6.3 Available TDLs: 2 of 3 loaded

License & Services: Serial Number: 761062149 Gold TSS expiry: 30-Nov-2023 Account Id: fo@ptu.ac.in Site Id: Primary

Configuration: Gateway: ODGC Server 10.6.6.102-9999 9000

Calculator: 12-12-35: Unable to reach Tally. NET Server 12-12-35: Network unavailable. Please try again later.

Tally MATH ---> Gateway of Tally

(c) Tally Solutions Pvt. Ltd, 1988-2017 Sun, 17 Oct, 2021 12:13:04

Finance Officer
I.K. Gupta Punjab Technical University
Jalandhar

4 12:13 PM 10/17/2021

Configuration of Accounting Features after press F11

Tally ERP 9

Company: I.K.G. Punjab Technical University (Admin/ F&A)

Company Operations Alteration

Ctrl + W

Accounting Features

Feature	Configuration	Default
General		
Maintain accounts only	? No	? Yes
Integrate accounts and inventory	? Yes	? Yes
Use Income and Expenses A/c instead of Profit and Loss A/c	? No	? Yes
Enable multi-currency	? No	? No
Outstanding Management		
Maintain bill-wise details	? Yes	? Yes
For non-trading accounts also	? Yes	? Yes
Activate interest calculation	? No	? Yes
Use advanced parameters	? No	? Yes
Cost Profit Centres Management		
Maintain payroll	? Yes	? Yes
Maintain cost centres	? Yes	? No
Use cost centre for job costing	? Yes	? No
Maintain more than one payroll or cost category	? No	? No
Use pre-defined cost centre allocations in transactions	? No	? No
Show opening balance for revenue items in reports	? Yes	? No
Enable SMS Module	? Yes	? No
SMS User/Name	PTUACC	? No
SMS Password		? No
SMS Sender ID		? No
Invoicing		
Enable invoicing		? Yes
Record purchases in invoice mode		? Yes
Use debit and credit notes		? Yes
Record credit notes in invoice mode		? No
Record debit notes in invoice mode		? No
Budgets and Scenario Management		
Maintain budgets and controls		? Yes
Use reversing journals and optional vouchers		? Yes
Banking Features		
Enable cheque printing		? Yes
Set/alter transaction types		? No
Set/alter banking features		? No
Set/alter post-dated transaction features		? No
Other Features		
Enable zero-valued transactions		? No
Maintain multiple mailing details for company and ledgers		? No
Set/alter company mailing details		? No
Enable company logo		? No

Finance Officer
I.K. Gujral Punjab Technical University
Jalender

Configuration:F12

Tally 6.0.10
 Company: I.K.G. Punjab Technical University (Admin/FAA)
 Current Period: 1-8-2020 to 31-3-2024
 Current Date: Wednesday, 31 Mar, 2024
 List of Selected Companies: I.K.G. Punjab Technical University (Admin/FAA)
 Date of Last Entry: 31-Mar-2024
 General of Tally Configuration:
 General Numeric Symbols
 Accts / Inventory Info
 Voucher Entry
 Invoice / Orders Entry
 Payroll Configuration
 Billing Configuration
 Printing
 E-Mailing
 Data Configuration
 Advanced Configuration
 Product & Features
 Licensing
 Quit
 Tally 6.0.10
 Version: 6.0.10
 Release Date: 30-Mar-2024
 Release Number: 10000
 Copyright: © 1998-2024 Tally Solutions Pvt. Ltd.
 License: Tally Solutions Pvt. Ltd., 1998-2024
 12:12:35 - Unable to reach Tally.NET Server
 2022-35: Network unavailable. Please try again later.

Counry Details
 Use Accounting terminology of (SAARC countries include India, Pakistan, Sri Lanka, Bangladesh, Nepal, Bhutan and Maldives)
 India / SAARC

Style of Names
 Default appearance of Names in Reports: Name Only
 Default appearance of Stock Item Names in Reports: Name Only

Style of Dates
 Style of Short Date: dd-mm-yy
 Separator used in Short Date: /

Configuration of Numbers

Decimal Character to use: .
 Thousands Separator to use: ,
 Put Sign before Currency/Unit Symbols: ? No
 Show numbers in Millions (and not Lakhs): ? No

Other Options

Show Monthly reports with Graphs: ? Yes
 Use separate Menu for Final A/c Statements: ? No
 Ignore errors & continue during data import: ? No
 Allow Base Currency Symbol along with Amount: ? No
 Show tables with Masters only in Current Language: ? No

Master Configuration
 Allow ALIASES along with Names: ? Yes
 Allow Language ALIASES along with Names: ? No

Accounts Masters
 Allow ADVANCED entries in Masters: ? Yes
 Add NOTES for Ledger Accounts: ? No
 Use ADDRESSES for Ledger Accounts: ? Yes
 Use CONTACT DETAILS for Ledger Accounts: ? No

Inventory Masters
 Allow ADVANCED entries in Masters: ? No
 Use PART NUMBERS for Stock Items: ? No
 Use Description for Stock Items: ? No
 Use REMARKS for Stock Items: ? No
 Specify Default Ledger Allocation for Invoicing: ? No
 Use ALTERNATE UNITS for Stock Items: ? No
 Allow Std. Rates for Stock Items: ? No
 Allow Component list details (Bill of Materials): ? No
 Use ADDRESSES for Godowns: ? No

Accts/Inventory Info. Configuration

General configuration

I.K.G. Punjab Technical University
 I.K.G. Punjab Technical University

Accounting Vouchers

Skip Date field in Create Mode (faster entry/)	? Yes
Use Single Entry mode for Pymt/Rcpt/Contra	? Yes
Show Inventory Details	? Yes
Show Table of Bill Details for Selection	? Yes
Show Bill-wise Details	? Yes
Expand into multiple lines	? Yes
Show Ledger Current Balances	? Yes
Show Balances as on Voucher Date	? No
Use Payment/Receipt as Contra	? No
Allow Cash Accounts in Journals	? No
Use Cr/Dr instead of To/By during entry	? No
Warn on Negative Cash Balance	? Yes
Pre-Allocate Bills for Payment/Receipt	? No
Allow Expenses/Fixed Assets in Purchase Vouchers	? No
Allow Income Accounts in Sales Vouchers	? No

Inventory Vouchers

Use Ref. Number in Stock Journal	? No
Warn on Negative Stock Balance	? Yes
Honor Expiry Dates usage for Batches	? Yes
Show Balances as on Voucher Date	? No

Voucher Entry Configuration

Tally.ERP 9

Payroll Configuration

Sharma Construction Pvt. Ltd.

Ctrl + M

Payroll Configuration

Show Statutory Details ? No

Show Passport & Visa Details ? No

Show Contract Details ? No

Show Deactivated Employees ? No

Information in Payment Advice

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

Pay Slip Note : This is a Computer Generated Pay Slip

Pay Slip Message :

Quit

Tally MAIN --> Gateway of Tally --> Configuration --> Payroll Configuration

(c) Tally Solutions Pvt. Ltd., 1 Wed, 4 Jun, 2 03:17:43

start Tally.ERP 9

Payroll Configuration

Tally.ERP 9

Data Configuration

Sharma Construction Pvt. Ltd.

Ctrl + M

Data Configuration

Location of Language files : C:\Tally.ERP9\Lang

Location of Tally Configuration file : C:\Tally.ERP9

Location of Export files : C:\Tally.ERP9

Location of Data files : C:\Tally.ERP9\Data

Load Companies on startup ? Yes

Companies to preload on Tally startup : 10000

Note: Tally.ERP 9 will confirm and restart for the changes to have effect

Quit

Tally MAIN --> Gateway of Tally --> Configuration --> Data Configuration

start Tally.ERP 9

Finance Officer
K. K. Gupta
Punjab Technical University
Jalandhar

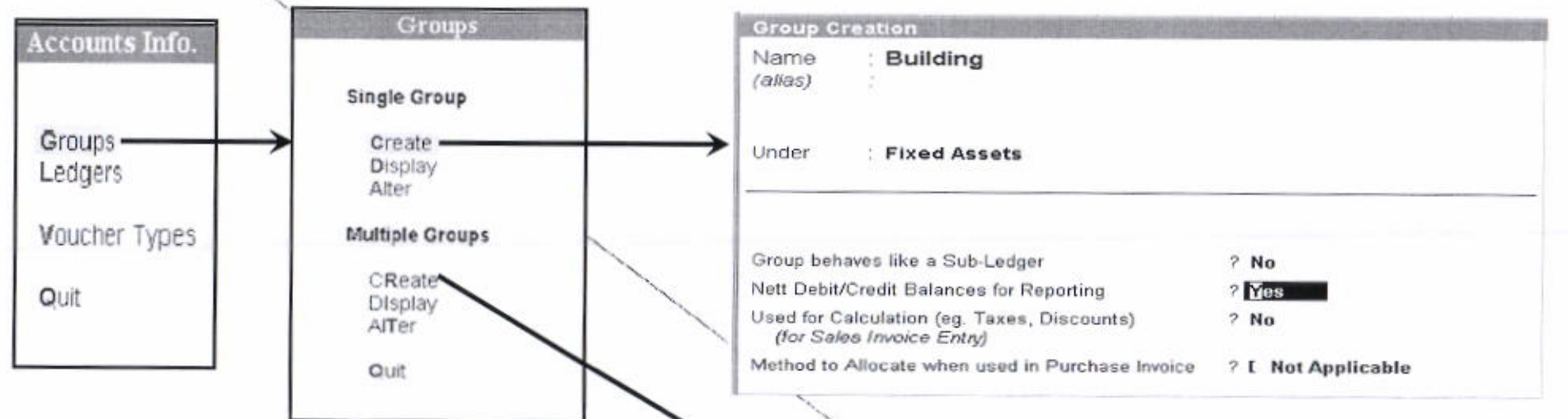
(c) Tally Solutions Pvt. Ltd., 1 Wed, 4 Jun, 2 03:21:52

3:21 AM

Data Configuration

Creating Accounting Master

Step1: Gateway of Tally>Accounts Info.>Groups



Multi Group Display		
Alpha Services		
Ctrl + M		
Under Group Fixed Assets		
S.No	Name of Group	Under
1.	Building A/c	Fixed Assets
2.	Car A/c	Fixed Assets
3.	Furniture & Fixture	Fixed Assets
4.	Office Equipment	Fixed Assets

Step 2: Gateway of Tally>Accounts Info.>Ledgers

Gateway of Tally
Accounts Info.

Groups
Ledgers

Voucher Types

Quit

Single Ledger

Create
Display
Alter

Multiple Ledgers

Create
Display
Alter

Quit

Tally.ERP 9

Gateway of Tally > Accounts Info > Ledgers > Single Ledger

Name: Salary Expense

Total Opening Balance:

1,60,34,52,447.49 Dr
14,43,96,53,122.55 Cr
Balance
12,82,56,00,479.96 Cr

Under: Pay & Allowance & Other Benefits Dr (SALARY GROUP)

Maintain balances bi-by-bi: ☒ No

Inventory values are affected: ☐ No

Use For Payroll: ☐ No

Cost centres are applicable: ☐ Yes

Statutory Information:

Is GST Applicable: ☐ Applicable

Supplier GST Details: ☐ No

Type of Supply: ☐ Services

Is TDS applicable: ☐ Undefined

Staffing Details:

Name: Address: Country: Provide bank details: ☐ No

Send SMS: ☐ No

Default Godown: ☐ No

Payroll No: Tax Exemption Details:

Opening Balance: (on 1-Apr-2020)

Quit Accept Cancel

Tally.ERP 9 - Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger Creation

Tally.ERP 9

Gateway of Tally > Accounts Info > Ledgers > Multiple Ledgers

Under Group: All Items

1-Apr-2020 to 31-Mar-2021

S.No	Name of Ledger	Under	Opening Balance
1.	00		
2.	1006 Bakkar Singh Advance Adv	Printing & Stationery-office Exp.	
3.	1007 Bansi Singh Advance Adv	Staff Dues	
4.	1010 Bansi Kumar Adv Adv	Staff Dues	
5.	1006 Sarajit Singh Adv Adv	Staff Dues	
6.	10 Guards	Sundry Creditors	
7.	15 SFF Road, Apex Fire Guard Engineers	Current Liabilities	
8.	1st A/c Fire India	Sundry Creditors	
9.	2001 Tek Chand, Driver, Imprest	Staff Dues Imprest	91,410.00 Cr
10.	2002 Ashok Kumar, Driver, Imprest	Staff Dues Imprest	20,000.00 Dr
11.	2003 Bansi Dutt, Driver Imprest	Staff Dues Imprest	24,700.00 Dr
12.	2004 Suresh Kumar, Driver Imprest	Staff Dues Imprest	20,000.00 Dr
13.	2005 Jagdishan Lal, Driver Imprest	Staff Dues Imprest	20,000.00 Dr
14.	2006 Rajat Singh Driver Imprest	Staff Dues Imprest	20,000.00 Dr
15.	2007 Parveen Singh Driver Imprest	Staff Dues Imprest	20,000.00 Dr
16.	2008 Ram Krishna, Driver Imprest	Staff Dues Imprest	20,000.00 Dr
17.	2010 Anwar Singh, Driver, Imprest	Staff Dues Imprest	20,000.00 Dr
18.	2011 Satish Singh, Driver Imprest	Staff Dues Imprest	10,000.00 Dr
19.	2011 Paragjit Singh, Driver Imprest	Staff Dues Imprest	10,000.00 Dr
20.	2012 Rajender Singh, Driver Imprest	Staff Dues Imprest	35,000.00 Dr
21.	3000 Rakesh Bahadur Singh Adv, Adv	Staff Dues Imprest	20,000.00 Dr
22.	3074 Gurpreet Singh Adv, Adv	Staff Dues	2,00,000.00 Dr
23.	3086 Sukhvinder Singh Adv, Adv	Sundry Creditors	
24.	3100 Rajat Singh SA Advance Adv	Staff Dues	
25.	3120 Rajat Singh SA Imprest	Staff Dues	
26.	3145 Rakesh Sood SA Imprest	Staff Dues Imprest	8,787.00 Dr
27.	5005 Jasminder Kumar CA Imprest	Staff Dues Imprest	
28.	7001 Javeer Singh, CA	Staff Dues Imprest	20,000.00 Dr
29.	7023 Sakramjit Singh CA Adv Adv	Sundry Creditors	
30.	8008 Vinod Kumar, Driver Imprest	Staff Dues Imprest	1,95,000.00 Dr
			10,000.00 Dr
			1501 more

Quit Alter Cancel

Tally.ERP 9 - Gateway of Tally -> Accounts Info -> Ledgers -> Multi Ledger Display

Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

Step 3: Gateway of Tally >Accounts Info.>Voucher Type

Gateway of Tally
Accounts Info.

Voucher Types

Create

Display

Alter

Quit

Voucher Type Creation Alpha Services

Name: **Bank Receipt**
(alias)

General		Printing	Name of Class
Type of Voucher:	Receipt	Print after saving Voucher	? No
Abbr:	Rcpt	Print Formal Receipt after saving	? No
Method of Voucher Numbering	? Automatic		
Use Advance Configuration	? Yes		
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Narrations for each entry	? No		

Accept ?
Yes No

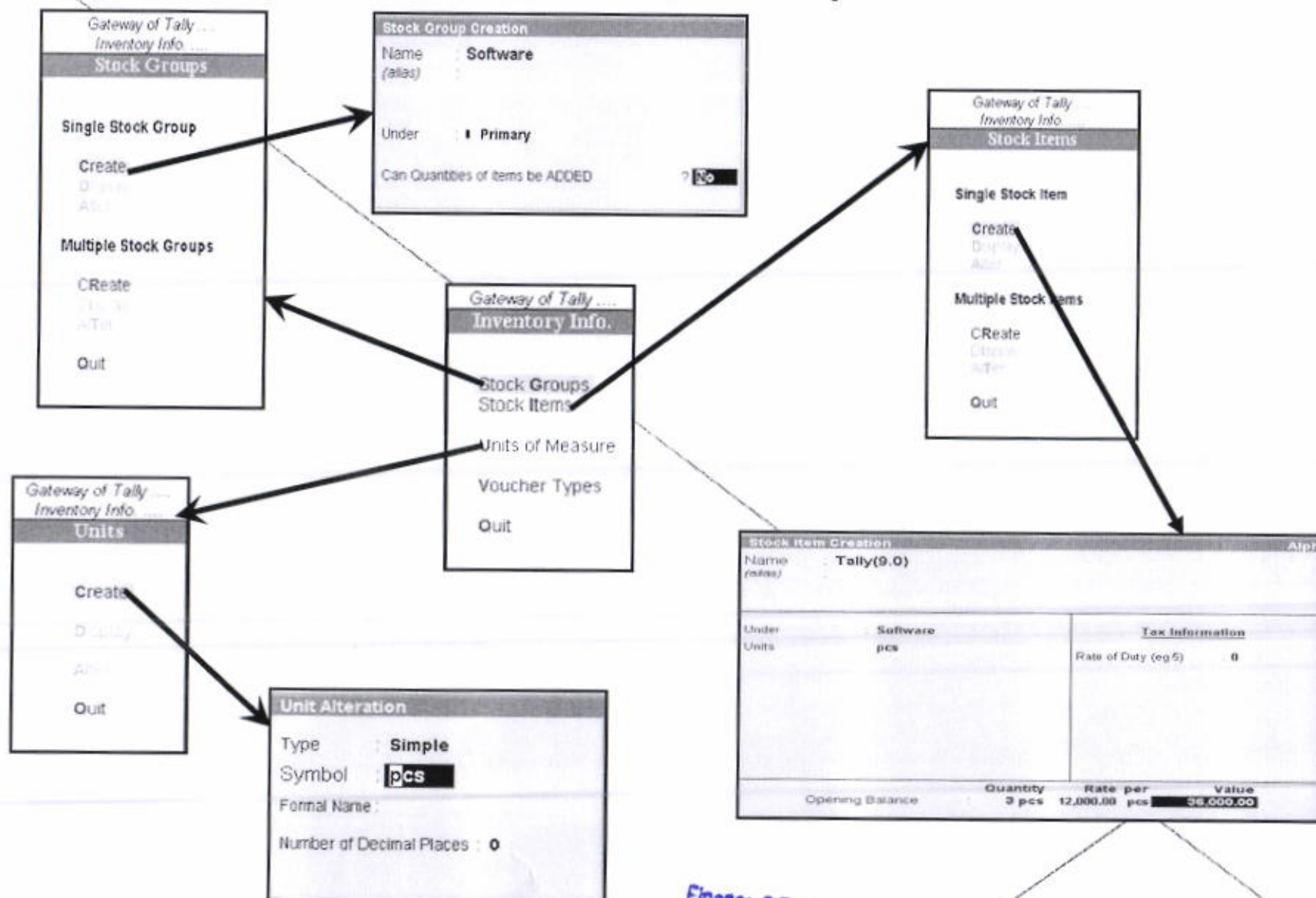
ion (Secondary) Alpha Services

Starting Number: ? 1
Width of Numerical Part: 0
Prefill with ZERO: ? No

Restart Numbering			Prefix Details		Suffix Details	
Applicable From	Starting Number	Particulars	Applicable From	Particulars	Applicable From	Particulars
1-Apr-2008	1 Yearly		1-Apr-2008	BR/	1-Apr-2008	/08-09

Creating Inventory Master

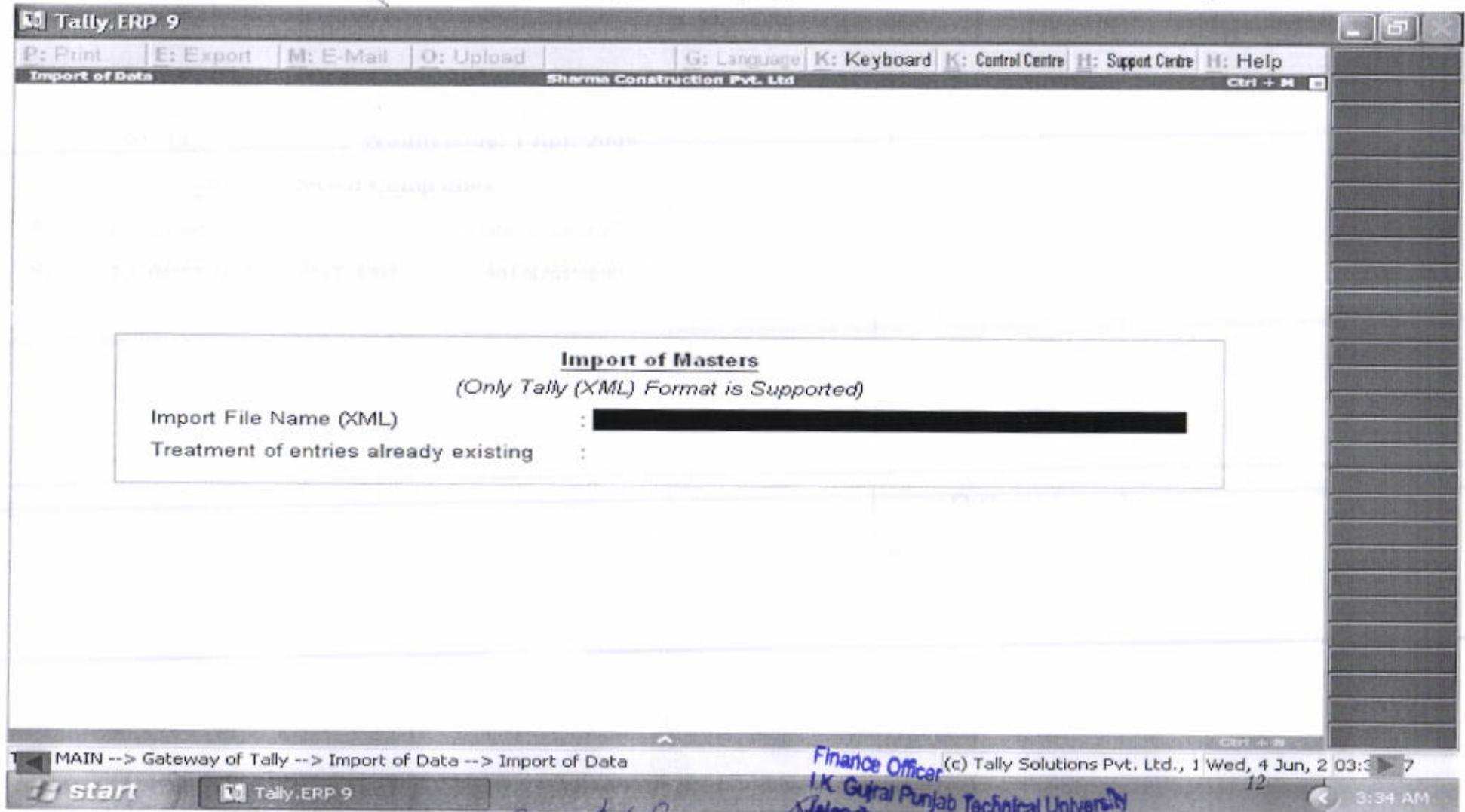
Step1: Gateway of Tally>Inventory Info.>Stock Group/Stock Item/ Unit of Measures



Finance Officer
I.K. Gural Punjab Technical University
Mianer

IMPORTING DATA

Import of data from one company to another created within tally happens seamlessly.



Creating Transactions in Accounting Vouchers

Step1: Gateway of Tally > Accounting voucher > Payment/Contra/Receipt/Sales/
Purchase/Journal Voucher.

PAYMENT VOUCHER (F5)

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard C: Control Centre Support Centre H: Help

Accounting Voucher Creation I.K.G. Punjab Technical University (Admin / F&A) Ctrl + M

Payment No. 1273 31-Mar-2021 Wednesday

Account: HDFC50100038232736
Cur Bal: 3,55,793.91 Dr

Particulars	Amount
Water & Electricity/Generator Cur Bal: 2,30,75,441.00 Dr Punjab State Power Corporation Ltd 1,000.00 Dr	1,000.00

Bill No. Bill Date
Narration

Ch no 000444 Being Electricity bill to PSPCL

Send SMS ? No

1,000.00

Quit Accept D: Delete X: Cancel

Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

13

F1: Accounting Vouchers
F2: Inventory Vouchers
F3: Order Vouchers
F4: Payroll Vouchers
F5: Date
F6: Company
F7: Contra
F8: Payment
F9: Receipt
F10: Journal
F11: Sales
F12: Credit Note
F13: Purchase
F14: Debit Note
F15: Reversing Journal
F16: Memos
F17: Stat Payment
F18: Reverse Chng. Adv.
F19: Retard of Adv. Recd.
F20: Post-Dated
F21: Optional
F22: Features
F23: Configure

RECEIPT VOUCHER(F6)

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation I.K.G. Punjab Technical University (Admin/ F&A) Ctrl + M

Receipt No. 4 31-Mar-2021 Wednesday

Account : HDFC50100038232736
Cur Bal: 3,61,793.91 Dr

Particulars	Amount
Verification Fee Cur Bal: 1,700.00 Dr	5,000.00
5,000.00 Cr	

Bill No: Bill Date:

Narration: 5,000.00

Send SMS ? No

Quit Accept Delete Cancel

Tally M201 --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd, 1988-2017 Sun, 17 Oct, 2021 13:00:56

F1: Accounting Vouchers
F1: Inventory Vouchers
F2: Order Vouchers
F1: Payroll Vouchers
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Credit Note
F9: Purchase
F9: Debit Note
F10: Reversing Journal
F10: Memos
V: Advance Receipt
F: Return of Adv. Pynt.
I: Post-Dated
L: Optional
F11: Features
F12: Configure

Finance Officer
I.K.G. Punjab Technical University
Signature

Tally.ERP 9

Print Export Accounting Voucher Creation

Contra NO 2

Account: HDFC50100038232736

Cur Bal 8,56,793.91 Dr

Particulars

Ctrl + M

31-Mar-2021

Wednesday

Amount

HDFC 50100038232749

Cur Bal 3,32,238.61 Cr

Ctrl + M

31-Mar-2021

Wednesday

Amount

5,00,000.00

Bill No.

Narration

Bill Date

Go: Quit

Alt: Accept

Ctrl: Delete

Alt: Cancel

Tally M2N --> Gateway of Tally --> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd, 1988-2017

Sun, 17 Oct, 2021

13:02:07

F1: Accounting Vouchers

F2: Inventory Vouchers

F3: Order Vouchers

F4: Payroll Vouchers

F5: Date

F6: Company

F7: Contra

F8: Payment

F9: Receipt

F10: Journal

F11: Sales

F12: Credit Note

F13: Purchase

F14: Debit Note

F15: Reversing Journal

F16: Memos

F17: Post-Dated

F18: Optional

F19: Features

F20: Configure

Ctrl + M

31-Mar-2021

Wednesday

Amount

5,00,000.00

Finance Officer
I.K. Gujral Punjab Technical University

JOURNAL VOUCHER(F7)

Tally ERP 9

P: Print E: Export M: E-Mail G: Language S: TallyShop O: Upload K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation

Journal No. 2429

31-Mar-2021 Wednesday

Dr Salary Exp. Cur Bal: 26,72,17,959.00 Dr

Plu 1,00,000.00 Dr

Cr SALARY PAYABLE Cur Bal: 1,00,000.00 Cr

Particulars Debit Credit

1,00,000.00

1,00,000.00

Bill No. Bill Date:

Narration

Q: Quit A: Accept D: Deletion Z: Cancel

Tally MATH -> Gateway of Tally -> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd., 1998-2017 Sun, 17 Oct 2021 13:03:42

Finance Officer
I.K. Gulraj Punjab Technical University
Rajendar

16 EN 16:17:26:11

PURCHASE VOUCHER(F9)

Tally ERP 9

P: Print E: Export M: E-Mail O: Upload S: Tally/Shop G: Language K: Keyboard Support Centre Help

Accounting Voucher Creation

Purchase GST No. 1

Supplier invoice no. Date

Party A/c name : A.K.Batra & Associates

Current balance

Purchase ledger

Name of item

Quantity Rate per Amount

31-Mar-2021
Wednesday

Ctrl + M

Bill No. Bill Date

Narration:

Q: Quit A: Accept B: Delete X: Cancel

Tally M201 -> Gateway of Tally -> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd. 1988-2017 Sun 17 Oct 2021 13:05:19

Finance Officer
I.K. Goyal Punjab Technical University
Kalamdhari

17

Creating transaction in Inventory Voucher

Step1: Gateway of Tally>Inventory voucher>Stock Journal

Stock Journal(ALT+F7 & also ALT+F1)

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Inventory Voucher Creation Sharma Construction Pvt. Ltd. Ctrl + M

Stock Journal No. 1 31-Mar-2010 Wednesday

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
Fibre	2 sheets	4,000.00/sheets	8,000.00	Mouse	100 pcs	150.00/pcs	15,000.00
2 sheets 8,000.00				100 pcs			

Narration:

Q: Quit A: Accept D: Delete X: Cancel

Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation

Tally Solutions Pvt. Ltd., 1 Wed, 4 Jun, 2 04:04

start Tally.ERP 9

4:05 AM

Trial Balance

Step1: Gateway of Tally>Display>Trial Balance

Tally ERP 9			
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help			
Trial Balance I.K.G. Punjab Technical University (Admin/ F&A) Ctrl + M			
Particulars		I.K.G. Punjab Technical University (Admin/ F&A) 1-Apr-2020 to 31-Mar-2021 Closing Balance Debit Credit	
Capital Account			13,45,93,86,259.62
Current Liabilities	29,351.00	38,62,42,503.02	
Fixed Assets	1,53,56,81,315.76	8,85,235.00	
Current Assets	43,80,17,877.91	1,01,76,86,497.50	
Sales Accounts		7,47,226.75	
Indirect Incomes		20,31,638.00	
Indirect Expenses	63,76,48,190.96	6.69	
Profit & Loss A/c		57,40,24,053.06	
Difference in opening balances	12,82,94,00,675.06		
Grand Total	15,44,09,77,410.69	15,44,09,77,410.69	
Q: Quit R: Remove Line U: Restore Line H: Restore All Space: Select			
Tally M2N --> Gateway of Tally --> Display Menu --> Trial Balance (c) Tally Solutions Pvt. Ltd., 1988-2017 Sun, 17 Oct, 2021 12:19:35			

Finance Officer
 I.K. Gujral Punjab Technical University
 Jalandhar

Tally - Books of Accounts

REPORTS

● Profit & loss statement

● Balance sheet

● Cash flow statement

● Fund flow statement

● Ratio analysis

● Others

Dr. S. S. S. S. S.

Finance Officer
J.K. Gujral Punjab Technical University
Jalandhar

Reports Generating:

(1) Profit & Loss Statement

Tally ERP 9		Print	Export	E-Mail	Upload	S: Tally/Shop	G: Language	K: Keyboard	C: Control Centre	S: Support Centre	H: Help
Profit & Loss A/c		L.K.G. Punjab Technical University (Admin/ F&A) 1-Apr-2020 to 31-Mar-2021									
Particulars		Particulars									
Opening Stock		Sales Accounts									
Gross Profit c/o		Closing Stock									
Indirect Expenses		Gross Profit b/f									
		Indirect incomes									
		Nett Loss									
Total		Total									
Out											
Total		Total									
63,76,48,184.27		63,76,48,184.27									

Finance Officer
L.K.G. Punjab Technical University
13/06/2021

(2) Balance Sheet

Tally 599 9

P: Print E: Export M: E-Mail O: Upload S: Tally Shop G: Language K: Keyboard B: Control Centre H: Support Centre H: Help

Balance Sheet

I.K.G. Punjab Technical University (Admin/ F&A)

I.K.G. Punjab Technical University (Admin/ F&A)

as at 31-Mar-2021

as at 31-Mar-2021

Liabilities

Capital Account

Loans (Liability)

Current Liabilities

Current Assets

Fixed Assets

Profit & Loss A/c

Opening Balance

Current Period

Less: Transferred

Difference in opening balances

13,45,53,59,296.51

38,52,13,152.02

57,96,68,519.59

153,47,56,086.76

5,00,45,256.46

(45,87,78,655.06)

(63,48,69,319.52)

(19,52,47,396.00)

12,82,56,09,675.06

14,42,52,42,022.23

Total

14,42,52,42,022.23

Total

14,42,52,42,022.23

Tally 599 9 -> Gateway of Tally -> Balance Sheet

(c) Tally Solutions Pvt. Ltd. 1988-2017 Sun, 17 Oct, 2021 13:07:17

1:07 PM 13/10/2021

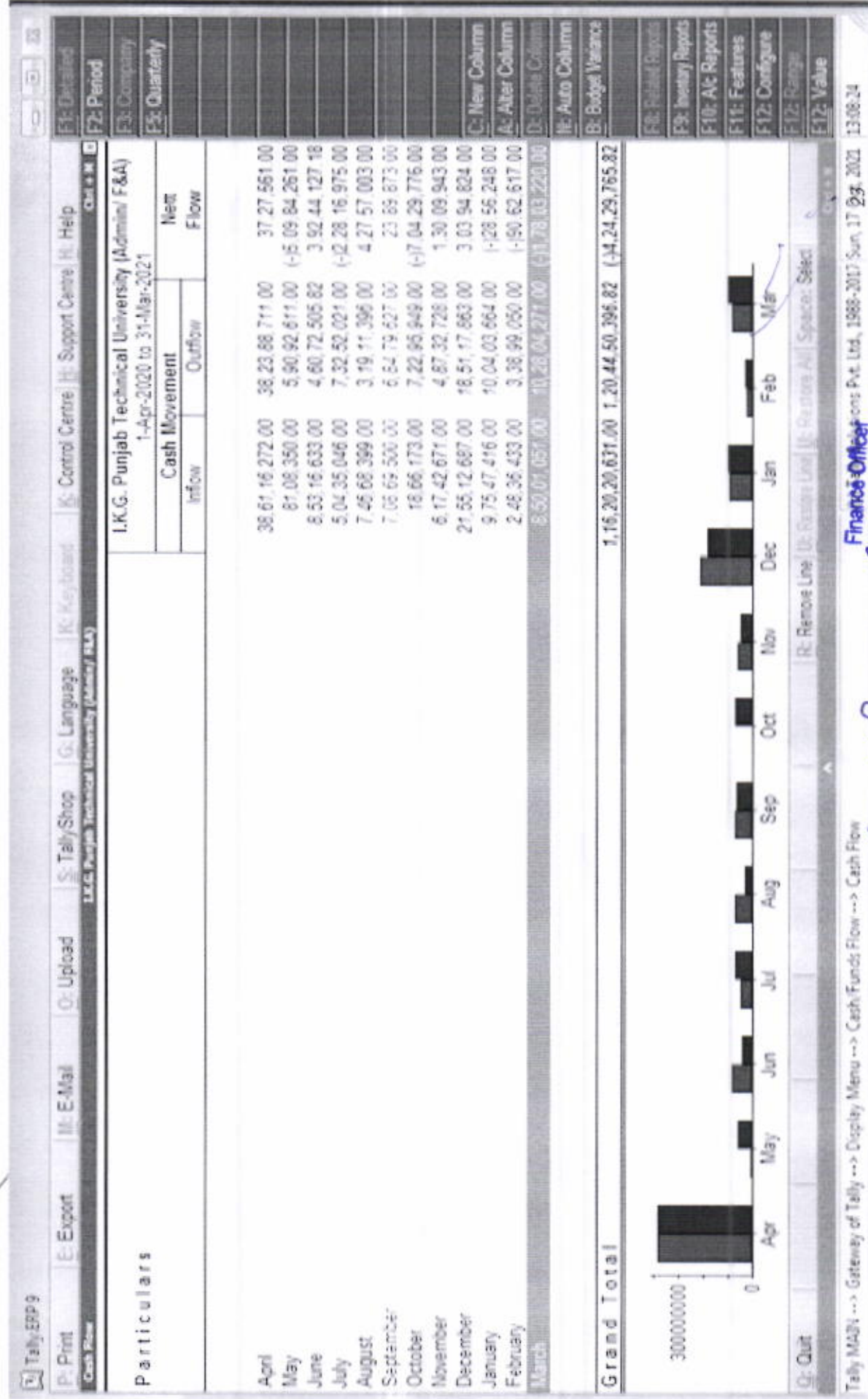
Finance Officer

I.K. Gujral Punjab Technical University

Jalandhar

(3) Cash Flow Statements

Gateway Of Tally>Cash Flow



(4) Fund Flow Statement

Gateway of Tally>Fund Flow

Tally.ERP 9			
Print Export E-Mail Upload TallyShop Language Keyboard Control Centre Support Centre Help			
Funds Flow I.K.G. Punjab Technical University (Admin/ F&A) Ctrl + M			
Particulars	I.K.G. Punjab Technical University (Admin/ F&A)		
	1-Apr-2020 to 31-Mar-2021		
	Working Capital		Funds Flow
	Opening	Closing	
April	(-)32,85,59,410.09	(-)35,85,03,840.09	(-)2,99,44,430.00
May	(-)35,85,03,840.09	(-)39,16,85,214.09	(-)3,31,81,374.00
June	(-)39,16,85,214.09	(-)43,81,52,377.91	(-)4,64,67,163.82
July	(-)43,81,52,377.91	(-)51,92,92,580.91	(-)8,11,40,203.00
August	(-)51,92,92,580.91	(-)54,49,42,747.91	(-)2,56,50,167.00
September	(-)54,49,42,747.91	(-)60,22,90,554.11	(-)5,73,47,806.20
October	(-)60,22,90,554.11	(-)67,36,14,470.11	(-)7,13,23,916.00
November	(-)67,36,14,470.11	(-)72,07,28,446.11	(-)4,71,13,976.00
December	(-)72,07,28,446.11	(-)80,66,47,515.45	(-)8,59,19,069.34
January	(-)80,66,47,515.45	(-)85,81,56,921.11	(-)5,15,09,405.66
February	(-)85,81,56,921.11	(-)87,99,33,459.11	(-)2,17,76,538.00
March	(-)87,99,33,459.11	(-)96,58,81,771.61	(-)8,59,48,312.50
Grand Total	(-)32,85,59,410.09	(-)96,58,81,771.61	(-)63,73,22,361.52

Month	Opening	Closing	Funds Flow
April	(-)32,85,59,410.09	(-)35,85,03,840.09	(-)2,99,44,430.00
May	(-)35,85,03,840.09	(-)39,16,85,214.09	(-)3,31,81,374.00
June	(-)39,16,85,214.09	(-)43,81,52,377.91	(-)4,64,67,163.82
July	(-)43,81,52,377.91	(-)51,92,92,580.91	(-)8,11,40,203.00
August	(-)51,92,92,580.91	(-)54,49,42,747.91	(-)2,56,50,167.00
September	(-)54,49,42,747.91	(-)60,22,90,554.11	(-)5,73,47,806.20
October	(-)60,22,90,554.11	(-)67,36,14,470.11	(-)7,13,23,916.00
November	(-)67,36,14,470.11	(-)72,07,28,446.11	(-)4,71,13,976.00
December	(-)72,07,28,446.11	(-)80,66,47,515.45	(-)8,59,19,069.34
January	(-)80,66,47,515.45	(-)85,81,56,921.11	(-)5,15,09,405.66
February	(-)85,81,56,921.11	(-)87,99,33,459.11	(-)2,17,76,538.00
March	(-)87,99,33,459.11	(-)96,58,81,771.61	(-)8,59,48,312.50

Quit	Remove Line	Restore Line	Restore All	Space: Select
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Tally M20N --> Gateway of Tally --> Display Menu --> Cash/Funds Flow --> Funds Flow

Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

Sun, 17 Oct, 2021 13:09:47

24

1:09 PM
10/17/2021

(5) Ratio Analysis

Gateway of Tally > Ratio Analysis

Ratio Analysis			
I.K.G. Punjab Technical University (Admin/ F&A)			
Principal Groups	I.K.G. Punjab Technical University (Admin/ F&A) 1-Apr-2020 to 31-Mar-2021	Principal Ratios	I.K.G. Punjab Technical University (Admin/ F&A) 1-Apr-2020 to 31-Mar-2021
Working Capital (Current Assets - Current Liabilities)	96,58,81,771.61 Cr	Current Ratio (Current Assets : Current Liabilities)	1.50 1
Cash-in-hand	1,500.00 Dr	Quick Ratio (Current Assets - Stock-in-hand : Current Liabilities)	1.50 1
Bank Accounts	1,92,62,108.25 Dr	Debt/Equity Ratio (Loans (Liability) : Capital Account + Net Profit)	0.00 1
Bank OD A/c		Gross Profit %	100.00 %
Sundry Debtors (due till today)	57,950.00 Dr	Net Profit %	(-64.963.41 %)
Sundry Creditors (due till today)	1,06,35,225.02 Cr	Operating Cost % (as percentage of Sales Accounts)	85.063.41 %
Sales Accounts	7,47,226.75 Cr	Recv. Turnover in days (payment performance of Debtors)	26.15 days
Purchase Accounts		Return on Investment % (Nett Profit / Capital Account + Nett Profit)	(-4.95 %)
Stock-in-hand		Return on Wkg. Capital % (Nett Profit / Working Capital) %	(-65.73 %)
Nett Loss	63,48,69,319.52 Dr		
Wkg. Capital Turnover (Sales Accounts / Working Capital)	0.00		
Inventory Turnover (Sales Accounts / Closing Stock)	0.00		

Tally MAIN >>> Gateway of Tally >>> Ratio Analysis

(c) Tally Solutions Pvt. Ltd., 1988-2017

Sun, 17 Oct, 2021

13:11:00

Finance Officer

I.K. Guraj Punjab Technical University
Jalandhar

(6) Day Book for 31.03.2021

Gateway of Tally>Display>Day Books

Tally.ERP 9						F1: Detailed	
Print Export E-Mail Upload TallyShop Language Keyboard Control Centre Support Centre Help						F2: Date	
Day Book L.K.G. Punjab Technical University (Admin / F&A)						F2: Period	
Day Book For 31-Mar-2021						F3: Company	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	F4: Change Voucher	
				Inwards Qty	Outwards Qty	F5: Columnar	
31-3-2021	Security & Intelligence Services (India)Ltd.	Payment	1204	19,02,591.00		F6: Extract	
31-3-2021	Meeting Exp. (Social Media)	Payment	1205	72,215.00		F7: Show Profile	
31-3-2021	EMD	Payment	1206	10,000.00			
31-3-2021	Labour Cess 1% Bulid India Construction Co	Payment	1207	4,639.00			
31-3-2021	Labour Cess 1% J.J.Decor	Payment	1208	380.00			
31-3-2021	Office Exp (HRD & Recuritment)	Payment	1209	11,640.00			
31-3-2021	Punjab State Power Corporation Limited,Kpt	Payment	1210	13,40,440.00			
31-3-2021	2006 Baljit Singh Driver Imprest	Payment	1211	17,137.00			
31-3-2021	Vishal Beri Estate Officer	Payment	1212	856.00			
31-3-2021	Gian Chand Rajinder Kumar	Payment	1213	2,235.00			
31-3-2021	G.L Enterprises	Payment	1214	304.00			
31-3-2021	Walia Highway Bus Service	Payment	1215	4,88,560.00			
31-3-2021	Kraft Computers	Payment	1216	2,700.00			
31-3-2021	G.L Enterprises	Payment	1217	20,316.00			
31-3-2021	G.L Enterprises	Payment	1218	13,933.00			
31-3-2021	Vansh Trading Company	Payment	1219	3,946.00			
31-3-2021	G.L Enterprises	Payment	1220	5,992.00			
31-3-2021	Royal Stationers & Printers	Payment	1221	1,837.00			
31-3-2021	Royal Stationers & Printers	Payment	1222	4,950.00			
31-3-2021	Kaur Manpreet and Associates	Payment	1223	36,537.00			
31-3-2021	Madhu Midha Deputy Librarian	Payment	1224	75,000.00			
31-3-2021	Gaurav Bhargav Assoc Dean	Payment	1225	75,000.00			
31-3-2021	Rajeev Kumar Jha	Payment	1226	1,540.00			
31-3-2021	PTU Civil Work (Interhead)	Payment	1227	56,673.00			
31-3-2021	GIS PAYABLE	Payment	1228	80.00			
31-3-2021	G.L Enterprises	Payment	1229	66,324.00			
31-3-2021	Royal Stationers & Printers	Payment	1230	4,000.00			
31-3-2021	M.M.International	Payment	1231	4,000.00			
31-3-2021	Kraft Computers	Payment	1232	4,850.00			
31-3-2021	Bulid India Construction Co	Payment	1233	97,331.00			
164 more ...							
Q: Quit Enter: Alter D: Delete X: Cancel Z: Duplicate A: Add Voucher I: Insert Voucher R: Remove Line U: Restore Line H: Restore All Space: Select Space: Select All							
Tally MABN --> Gateway of Tally --> Display Menu --> Day Book							
Finance Officer I.K. Gulraj Punjab Technical University Jalandhar							
Tally Solutions Pvt. Ltd. 1588-2017 Sun, 17 Oct, 2021 13:11:40							
26							
1:11 PM 10/17/2021							

(7) Sales Register

Gateway of Tally>Display>Accounts Book>Sales Register

Tally.ERP 9

P: Print

E: Export

M: E-Mail

O: Upload

TallyShop

G: Language

K: Keyboard

S: Control Centre

Support Centre

H: Help

Sales Register

I.K.G. Punjab Technical University (Admin/ F&A)

Ctrl + M

Particulars

Sales

I.K.G. Punjab Technical University (Admin/ F&A)

1-Apr-2020 to 31-Mar-2021

Transactions

Closing Balance

Debit

Credit

April		28,556.00	28,556.00 Cr
May		30,326.00	58,882.00 Cr
June		30,326.00	89,208.00 Cr
July		32,096.00	1,21,304.00 Cr
August		30,916.00	1,52,220.00 Cr
September		28,556.00	1,80,776.00 Cr
October		28,556.00	2,09,332.00 Cr
November		28,556.00	2,37,888.00 Cr
December		4,69,290.00	7,07,178.00 Cr
January		28,556.00	7,35,734.00 Cr
February		38,468.00	7,74,202.00 Cr
March		28,556.00	8,02,758.00 Cr
Grand Total		8,02,758.00	8,02,758.00 Cr

Q: Quit

R: Remove Line

U: Restore Line

M: Restore All

Space: Select

Ctrl + N

Tally M4/N --> Gateway of Tally --> Display Menu --> Account Books --> Sales Register

(c) Tally Solutions Pvt. Ltd., 1988-2017

Sun, 17 Oct, 2021

13:14:22

Finance Officer

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F1: Detailed

F2: Period

F3: Company

F4: Vch Type

F5: Quarterly

C: New Column

A: Alter Column

D: Delete Columns

H: Auto Columns

B: Budget Variance

F8: Related Reports

F9: Inventory Reports

F10: A/c Reports

F11: Features

F12: Configure

F12: Range

F12: Value

Finance Officer
I.K. Gujral Punjab Technical University
Jalandhar

(8) Purchase Register

Gateway of Tally>Display>Accounts Book>Purchase Register

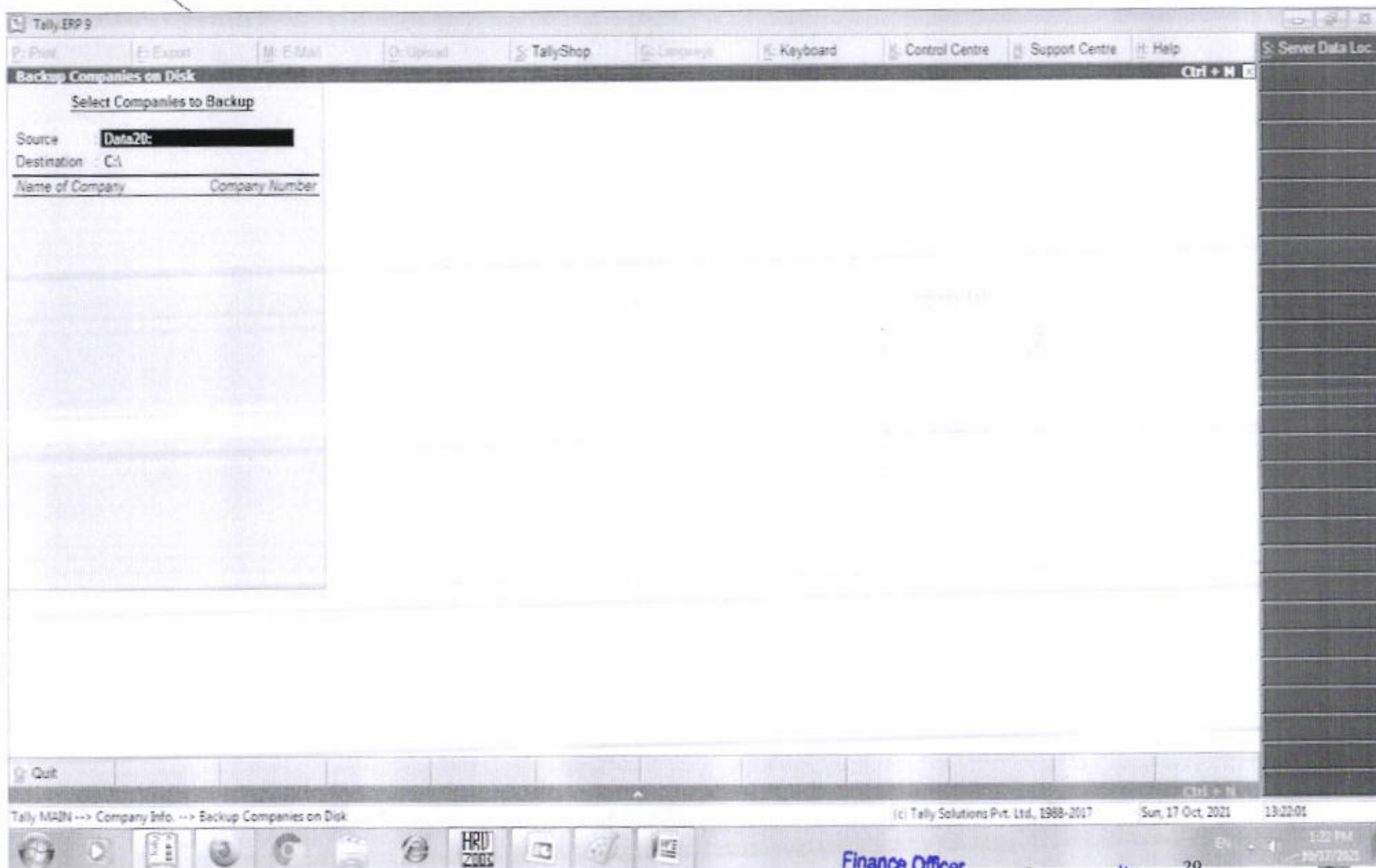
Tally.ERP 9			
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help			
Purchase Register		I.K.G. Punjab Technical University (Admin/ F&A)	
Particulars	Purchase I.K.G. Punjab Technical University (Admin/ F&A) 1-Apr-2020 to 31-Mar-2021		Closing Balance
	Transactions		
	Debit	Credit	
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
Grand Total			
Q: Quit R: Remove Line U: Restore Line R: Restore All Space: Select			

Tally MAIN --> Gateway of Tally --> Display Menu --> Account Books --> Purchase Register

(c) Tally Solutions Pvt. Ltd., 1988-2017 Sun, 17 Oct, 2021 13:20:20


 Finance Officer
 I.K.G. Punjab Technical University
 Jalandhar

Backup of Data



Finance Officer

NR. Gujral Punjab Technical University
Jalandhar

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Restore the Data

Tally ERP 9

File Edit View Options Database Window Help Ctrl + N

Server Data Loc.

Restore Companies

Destination : Data20c
Source : CA

Select Companies to Restore

Backup		Auto Backup	
Name of Company	Company Number	Name of Company	Company Number
^ End of List		^ End of List	

Quit

Tally M201 -> Company Info. -> Restore Companies

(c) Tally Solutions Pvt. Ltd. 1988-2017 Sun, 17 Oct 2017 13:22:30

Finance Officer
Gyral Punjab Technical University
Halemdhar

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Thank You

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