

Computerised Accounting Practical

Model # D002

Project No:

Title : **Pay Roll Accounting**

Question

From the table given below and additional information, prepare a Pay Roll Statement

Employee Name	Designation	Basic Pay	LIC	TDS
Krishnan	Manager	25000	500	1200
Deepu	Accountant	18000	800	800
Davis	Clerk	16000	450	750
Sakeer	Accountant	22000	1200	900
Rajendran	Clerk	12500	400	1300

- a) DA is provided at 15% of Basic Pay
- b) HRA : ₹ 800 for Manager, ₹ 600 for Accountant and ₹ 500 for Clerk.
- c) PF is deducted @20% on Basic+DA

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in various cells as given below

Cell	Labels
A1	Employee Name
B1	Designation
C1	Basic Pay
D1	DA
E1	HRA
F1	Gross Salary

G1	PF
H1	LIC
I1	TDS
J1	Total Deduction
K1	Net Salary

Step-3 : Enter the names of employees in the range A2:A6

Step-4 : Enter Designation of Employees in the range B2:B6

Step-5 : Enter Basic Pay of Employees in the range C2:C6

Step-6 : In the cell D2 enter the formula and copy down the formula upto D6

=C2*15%

Step-7 : In the cell E2 enter the following formula to calculate HRA and copy down the formula upto E6

=IF(B2="Manager",800,IF(B2="Accountant",600,500))

Step-8 : In the cell F2 enter the following formula to calculate Gross Salary and copy it down upto F6

=SUM(C2:E2)

Step-9 : In the cell F2 enter the following formula to calculate Gross Salary and copy down this formula upto F9

=SUM(B2:E2)

Step-10 : In the cell G2 enter the following formula to calculate PF and copy down to it upto G6

=(C2+D2)*20%

Step-11 : Enter the amounts of LIC of all employees in the range H2:H6 as given in the question

Step-12 : Enter the amounts of TDS of all employees in the range I2:I6 as given in the question

Step-13: In the cell J2 enter the following formula to calculate Total Deduction and copy it down upto J6

=SUM(G2:I2)

Step-14: In the cell K2 enter the following formula to calculate Net Salary and copy it down upto K6

=F2-J2

Output

	A	B	C	D	E	F	G	H	I	J	K
1	Employee Name	Designation	Basic Pay	DA	HRA	Gross Salary	PF	LIC	TDS	Total Deduction	Net Salary
2	Krishnan	Manager	25000	3750	800	29550	5750	500	1200	7450	22100
3	Deepu	Accountant	18000	2700	600	21300	4140	800	800	5740	15560
4	Davis	Clerk	16000	2400	500	18900	3680	450	750	4880	14020
5	Sakeer	Accountant	22000	3300	600	25900	5060	1200	900	7160	18740
6	Rajendran	Clerk	12500	1875	500	14875	2875	400	1300	4575	10300