

ACCOUNTING SOFTWARE - PRACTICALS

UNIT – 3

Report Generation:

Generating Reports – Day books, Trial Balance, Final Accounts – Cash flow & Fund flow Statements – Ratio Analysis – Usage of reference in payment & receipt Vouchers – Voucher numbering – Invoicing – Printing Configuration – Printing Vouchers – Invoices and Reports – Export and Import Data – Security Controls in Tally.

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Reference :

<https://tallysolutions.com/article/Tally.ERP9/Reports/DisplayReports.html>

Generating Reports :

Reports are used to show the balances or figures of various accounts heads or ledgers. Reports are used to understand the position of the company and helps in decision making.

Day Books :

The Day Book lists all transactions made in a particular day and by default displays the last voucher entry date of a regular voucher. It could also be set up to list all the transactions made over a certain period. Transactions include all financial vouchers, reversing and memorandum journals as well as inventory vouchers.

To view the Day Book

1. Go to **Gateway of Tally > Display > Daybook** . The **Day Book** will appear as shown below
2. Click **F2: Period** to change the period for which the Day Book is displayed.

Day Book		ABC Company		Ctrl + M	
Day Book				1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-4-2008	Office Expenses	Payment	1	1,550.00	
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
1-4-2008	Bright Industries	Purchase	1		47,500.00
1-4-2008	Unisys Global Systems	Purchase	2		90,900.00
1-4-2008	Supplier C	Purchase	3		18,36,000.00
1-4-2008	Cash	Purchase	4		5,32,500.00
1-4-2008	2 GB RAM Sticks	Physical Stock	1	1,300 Nos	
1-4-2008	Cooling Equipment	Stock Journal	1	2 Nos	
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
2-4-2008	Global Traders	Purchase	5		28,125.00
2-4-2008	Cooling Equipment	Stock Journal	2	2 Nos	
3-4-2008	Customer B	Tax Invoice	1	4,16,000.00	
3-4-2008	Cooling Equipment	Stock Journal	3	2 Nos	
4-4-2008	Customer B	Tax Invoice	2	88,400.00	
5-4-2008	Customer C	Receipt	1		25,000.00
5-4-2008	Customer C	Credit Note	1		12,000.00
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
5-4-2008	Supplier A	Purchase	6		10,12,000.00
5-4-2008	Equipment Sales Corporation	Purchase	7		7,80,000.00
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
9-4-2008	Supplier A	Purchase	8		1,10,000.00
10-4-2008	Entry Tax	Payment	2	475.00	
10-4-2008	Customer C	Credit Note	2		1,875.00
10-4-2008	Supplier A	Purchase	9		6,02,000.00
15-4-2008	General Expenses	Payment	3	1,600.00	
15-4-2008	Capital Account	Receipt	2		8,00,000.00
15-4-2008	Cash	Purchase	10		1,44,000.00
15-4-2008	2 GB RAM Sticks	Physical Stock	2	1,300 Nos	
17-4-2008	Customer B	Credit Note	3		55,936.00

172 more ... ↓

3. Click **F4: Change Vouch** to view **Day Book** for a particular voucher type.
4. Select the required **Voucher Type** to display. The screen appears as shown below:
5. Click **T : Post - Dated** to view the Post-dated Transactions report for the specified period.

Change Voucher Type		ABC Company		Ctrl + M	
Day Book		1-Apr-2008 to 31-Mar-2009			
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
1-4-2008	Office Expenses			1,550.00	
1-4-2008	Customer A			61,000.00	
1-4-2008	Bright Industries				47,500.00
1-4-2008	Unisys Global Systems				90,900.00
1-4-2008	Supplier C			18,36,000.00	
1-4-2008	Cash			5,32,500.00	
1-4-2008	2 GB RAM Sticks			1,300 Nos	
1-4-2008	Cooling Equipment			2 Nos	
2-4-2008	Customer C			18,750.00	
2-4-2008	Global Traders				28,125.00
2-4-2008	Cooling Equipment			2 Nos	
3-4-2008	Customer B			16,000.00	
3-4-2008	Cooling Equipment			2 Nos	
4-4-2008	Customer B			80,400.00	
5-4-2008	Customer C				25,000.00
5-4-2008	Customer C				12,000.00
5-4-2008	Customer A			25,000.00	
5-4-2008	Customer A			57,250.00	
5-4-2008	Supplier A				10,12,000.00
5-4-2008	Equipment Sales Corporation				7,80,000.00
6-4-2008	Global Computech Pvt Ltd.,			10,000.00	
7-4-2008	Customer A			69,500.00	
9-4-2008	Supplier A				1,10,000.00
10-4-2008	Entry Tax			475.00	
10-4-2008	Customer C				1,875.00
10-4-2008	Supplier A				6,02,000.00
15-4-2008	General Expenses			1,600.00	
15-4-2008	Capital Account				8,00,000.00
15-4-2008	Cash				1,41,000.00
15-4-2008	2 GB RAM Sticks			1,300 Nos	
17-4-2008	Customer B				55,936.00
				172 more ...	

Voucher Types	
All Items	
All Sales Vouchers	
All Stock Journal Vouchers	
Contra	
Credit Note	
Debit Note	
Delivery Note	
Journal	
Manufacturing Journal	
Memorandum	
Payment	
Physical Stock	
Purchase	
Purchase Order	
Receipt	
Receipt Note	
Rejections In	
Rejections Out	
Retail Invoice	
Reversing Journal	
Sales	
Sales Order	
Stock Journal	
Tax Invoice	
Purchase	10
Physical Stock	2
Credit Note	3

Day Book		ABC Company		Ctrl + M	
List of Retail Invoice Vouchers		1-Apr-2008 to 31-Mar-2009			
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
1-4-2008	Customer A	Retail Invoice	1	61,000.00	
2-4-2008	Customer C	Retail Invoice	2	18,750.00	
5-4-2008	Customer A	Retail Invoice	3	5,25,000.00	
5-4-2008	Customer A	Retail Invoice	4	2,57,250.00	
6-4-2008	Global Computech Pvt Ltd.,	Retail Invoice	5	2,10,000.00	
7-4-2008	Customer A	Retail Invoice	6	6,69,500.00	
19-4-2008	Customer A	Retail Invoice	7	3,50,200.00	
24-4-2008	Customer B	Retail Invoice	8	6,30,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	10	1,70,000.00	
30-4-2008	Customer C	Retail Invoice	11	96,000.00	
30-4-2008	Blue Nile Stationeries	Retail Invoice	12	64,375.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	13	1,75,000.00	
1-5-2008	Global Computech Pvt Ltd.,	Retail Invoice	14	7,45,000.00	
1-5-2008	Customer A	Retail Invoice	15	56,000.00	
1-5-2008	Customer A	Retail Invoice	16	56,000.00	
1-5-2008	UN Diplomatic Mission	Retail Invoice	17	17,50,000.00	
1-5-2008	Customer A	Retail Invoice	18	16,800.00	
30-5-2008	Innovative Solutions Pvt Ltd	Retail Invoice	19	12,500.00	
1-6-2008	Silverline Trading Corporation	Retail Invoice	20	95,000.00	
2-6-2008	Blue Nile Stationeries	Retail Invoice	21	1,25,000.00	
3-6-2008	Silverline Trading Corporation	Retail Invoice	22	2,50,000.00	
4-6-2008	Bank-Saving A/c	Retail Invoice	23	2,50,000.00	
5-6-2008	Cash	Retail Invoice	24	1,25,000.00	
6-6-2008	Customer A	Retail Invoice	25	1,25,000.00	
7-6-2008	Unisys Global Systems	Retail Invoice	26	1,10,000.00	
8-6-2008	Customer C	Retail Invoice	27	8,56,800.00	
9-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	28	55,000.00	
10-6-2008	Innovative Solutions Pvt Ltd	Retail Invoice	29	1,10,000.00	
11-6-2008	Customer C	Retail Invoice	30	66,000.00	
				8 more ...	
Total:				96,04,055.00	

Trial Balance

A trial balance is a summary of all ledger balances, and helps in checking whether the transactions are correct and balanced. If journal entries are error-free and posted correctly to the general ledger, the total of all debit balances should be equal the total of all credit balances.

1. Go to **Gateway of Tally > Display > Trial Balance** . The **Trial Balance** appears as shown below:

Trial Balance		ABC Company		Ctrl + M	23
Particulars	ABC Company				
	1-Apr-2008 to 31-Mar-2009				
	Closing Balance				
	Debit		Credit		
Capital Account			24,00,000.00		
Loans (Liability)			12,00,000.00		
Current Liabilities	5,45,257.50		2,38,27,223.75		
Fixed Assets	2,00,000.00				
Current Assets	4,08,56,757.00				
Branch / Divisions			8,600.00		
Sales Accounts			3,90,55,008.75		
Purchase Accounts	2,47,70,497.50				
Direct Expenses	2,62,587.50				
Indirect Expenses	69,475.00				
Profit & Loss A/c			2,26,300.00		
Unadjusted Forex Gain/Loss	12,558.00				
Grand Total			6,67,17,132.50		6,67,17,132.50

2. Press **F12** to configure the **Trial Balance** , as required.

3. Press **Ctrl+A** to accept

Configuration options in Trial Balance

The **Trial Balance** shows the flow of the accounts from the opening balance to the effect of transactions on the closing balance.

Press **F12** to configure. The **Configuration** screen appears as shown below:

<u>Configuration</u>	
Show Opening Balances	? Yes
Show transactions	? Yes
<i>Nett transactions only</i>	? No
Show Closing Balances	? Yes
Show Percentages	? No
Appearance of Names	: Name Only
Scale Factor for Values	: Default
Sorting Method	: Default
Expand all levels in Detailed Format	? No

Trial Balance ABC Company Ctrl + M				
Particulars	ABC Company 1-Apr-2008 to 31-Mar-2009			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
Capital Account	1,00,000.00 Cr		23,00,000.00	24,00,000.00 Cr
<i>Capital Account</i>	1,00,000.00 Cr		23,00,000.00	24,00,000.00 Cr
Loans (Liability)			12,00,000.00	12,00,000.00 Cr
<i>Loan From Bank</i>			12,00,000.00	12,00,000.00 Cr
Current Liabilities	3,00,700.00 Cr	12,57,639.25	2,42,38,905.50	2,32,81,565.25 Cr
<i>Duties & Taxes</i>	16,000.00 Dr	6,47,456.25	7,98,043.00	1,34,586.75 Cr
<i>Sundry Creditors</i>	3,16,700.00 Cr	6,10,183.00	2,34,16,187.50	2,31,22,704.50 Cr
<i>CST Deferred Account</i>			3,200.00	3,200.00 Cr
<i>Interest Payable Account</i>			16,275.00	16,275.00 Cr
<i>Tax Deferred A/c</i>			5,200.00	5,200.00 Cr
Fixed Assets		2,00,000.00		2,00,000.00 Dr
<i>Capital Goods</i>		2,00,000.00		2,00,000.00 Dr
Current Assets	13,30,100.00 Dr	4,31,55,996.00	36,29,339.00	4,00,56,757.00 Dr
<i>Opening Stock</i>	56,650.00 Dr			56,650.00 Dr
<i>Loans & Advances (Asset)</i>		65,000.00		65,000.00 Dr
<i>Sundry Debtors</i>	1,55,600.00 Dr	3,19,61,021.00	13,92,889.00	3,07,23,732.00 Dr
<i>Cash-in-Hand</i>	2,17,850.00 Dr	79,75,000.00	7,39,800.00	74,53,050.00 Dr
<i>Bank Accounts</i>	9,00,000.00 Dr	31,49,000.00	14,96,175.00	25,52,825.00 Dr
<i>CST Refund Granted Ac</i>		2,000.00		2,000.00 Dr
<i>Entry Tax</i>		3,975.00	475.00	3,500.00 Dr
Branch / Divisions	8,600.00 Cr			8,600.00 Cr
<i>Branch/ Division</i>	8,600.00 Cr			8,600.00 Cr
Sales Accounts	6,97,000.00 Cr	5,90,256.25	3,89,48,265.00	3,90,55,008.75 Cr
<i>Sales Bills to Make</i>		1,12,500.00		1,12,500.00 Dr
<i>Branch Transfer - Outwards</i>	6,97,000.00 Cr		95,000.00	7,92,000.00 Cr
<i>Exports</i>			2,80,000.00	2,80,000.00 Cr
				51 more ...
Grand Total		7,05,17,709.50	7,05,17,709.50	

After the configurations have been set, the **Trial Balance** appears as shown

Receipt Notes in Trial Balance

When a receipt note transaction is entered with a tracking number, it affects the **Trial Balance** .

Go to **Gateway of Tally > Display > Trial Balance > F5: Ledger-wise** . The **Trial Balance** report appears as shown below:

The values of **Purchase Accounts (Bills to come)** is displayed in the **Debit** field.

The values of **Purchase Bills to Come** is displayed in the **Credit** field.

The receipt note transaction does not affect ledger accounts, when it is entered without tracking number. It is an inventory transaction, hence **Trial Balance is not affected** . There will be increase in the stock quantity and stock value.

Trial Balance		ABC & Company		Ctrl + M	
Particulars	ABC & Company For 1-Apr-2015		Closing Balance		
	Debit		Credit		
Opening Stock					
Purchase Accounts (Bills to come)	2,50,000.00				
Purchase Bills to Come			2,50,000.00		
Grand Total		2,50,000.00		2,50,000.00	

Group-wise Trial Balance in detailed mode

1. Go to **Gateway of Tally > Display > Trial Balance > F5 : Ledger-wise > F5 : Grouped > F1 : Detailed .**
2. Click **F12 : Configure .**
3. Set **Expand all levels in Detailed Format?** to **Yes .** The group wise **Trial Balance** appears.
4. To view the ledger details of the **Sundry Creditors** in detailed mode:
Select **Sundry Creditors** field.
Press **Shift + Enter .**

The group wise **Trial Balance** in detailed mode appears as shown below:

In **Sundry Creditors** group, the value of stock for which the receipt note is entered, but the purchase voucher is not yet accounted, is displayed as **Purchase Bills to Come** under **Credit .**

In **Purchase Accounts** group, the value of stock for which the receipt note is entered, but the purchase voucher is not yet accounted, is displayed as **Purchase Bills to Come** under **Debit .**

Note: In order to view the ledger details of the **Sundry Creditors** in detailed mode,

1. Go to **F12 : Configure** in group masters.
2. Set **Group behaves like a Sub-ledger** to **No.**

Trial Balance		ABC & Company		Ctrl + M	
Particulars		ABC & Company For 1-Apr-2015		Closing Balance	
		Debit		Credit	
Current Liabilities				2,50,000.00	
Sundry Creditors				2,50,000.00	
Purchase Bills to Come				2,50,000.00	
Purchase Accounts			2,50,000.00		
Purchase Bills to Come			2,50,000.00		
Grand Total			2,50,000.00	2,50,000.00	

Balance Sheet

1. Go to **Gateway of Tally > Display > Balance Sheet** .
2. Press **F12** to configure the **Balance Sheet** .
3. Press **Ctrl+A** to accept.

Balance Sheet		ABC Company		Ctrl + M
Liabilities	ABC Company as at 18-May-2015	Assets	ABC Company as at 18-May-2015	
Capital Account		Fixed Assets	12,00,000.00	
Loans (Liability)		Current Assets	32,99,704.70	
Current Liabilities	18,93,081.99			
Profit & Loss A/c	5,91,622.71			
<i>Opening Balance</i>				
<i>Current Period</i>	<u>5,91,622.71</u>			
Difference in opening balances	20,15,000.00			
Total	44,99,704.70	Total	44,99,704.70	

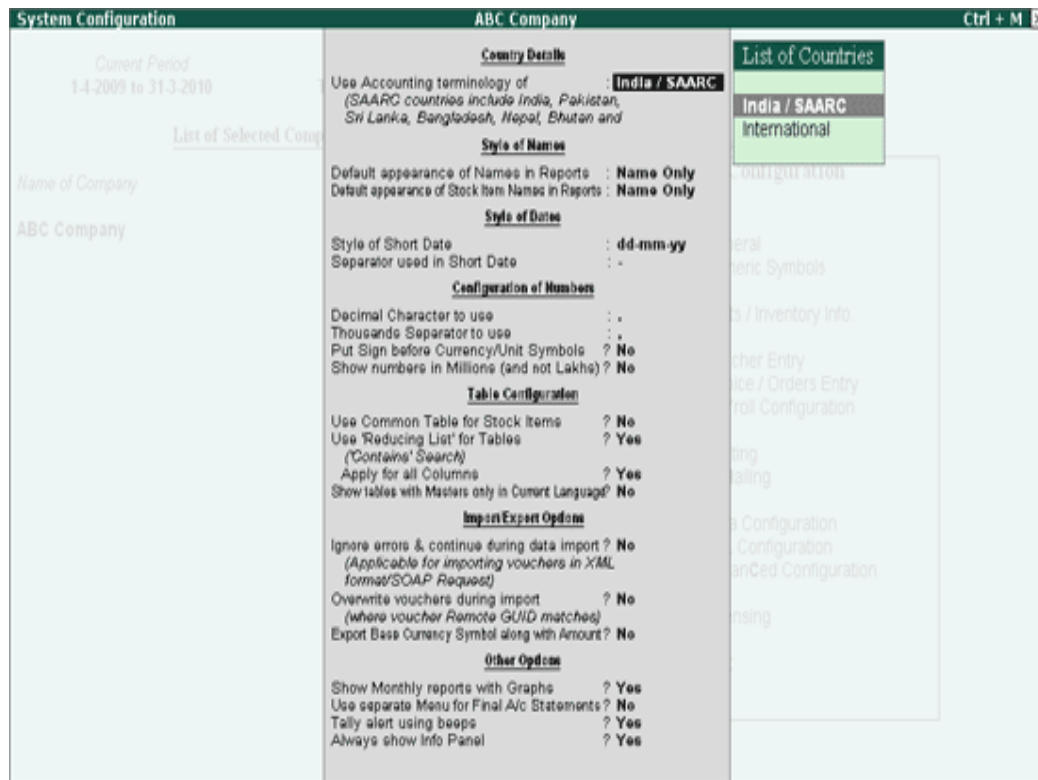
● **System Configuration** : You can configure the options in balance sheet for method of showing balance sheet, format, and other additional details. Go to **Gateway of Tally > F12: Configuration > General**. The **System Configuration** screen appears as shown below:

Set **Use Accounting terminology of** to **India/SAARC** or **International** under the **Country Details** .

If you have activated **India/SAARC** , the **Balance Sheet** will display **Sources of Funds**, and **Application of Funds** .

And if you have activated **International**, the **Balance Sheet** will display **Assets** and **Liabilities**

● **Show Vertical Balance Sheet** : By default, the **Balance Sheet** screen is displayed in the horizontal form. However, you can configure the **Balance Sheet** to appear in vertical form, by pressing **F12: Configure**, and setting the option **Show Vertical Balance Sheet** to **Yes** .



<u>Configuration</u>	
Show Vertical Balance Sheet	? Yes
Show Percentages	? No
Show Working Capital figures	? Yes
Method of showing Balance Sheet	? Liabilities / Assets
Appearance of Names	: Name Only
Scale Factor for Values	: Default

The Balance Sheet in vertical form appears as shown below:

Profit or Loss, both as Liability : Set this to No , to move the Profit & Loss Account to the Assets side of the Balance Sheet .

Note: The Profit or Loss, both as Liability option is available in horizontal form.

- Show Percentages : Set this option to Yes in the balance sheet configuration screen. Press Alt+F1 to view the detailed Balance Sheet . In Detailed mode, the Balance Sheet appears as shown below: Each line is expressed as a **percentage** of the total amount of the **Balance Sheet** .

Balance Sheet		ABC Company	Ctrl + M
ABC Company as at 31-Mar-2009			
Sources of Funds:			
Capital Account		24,00,000.00	
Loans (Liability)		12,00,000.00	
Branch / Divisions		8,600.00	
Suspense A/c			
Profit & Loss A/c		3,52,87,904.00	
Opening Balance		2,26,300.00	
Current Period		3,90,60,804.00	
Total		428,55,704.00	
Application of Funds:			
Fixed Assets		2,00,000.00	
Working Capital		426,83,146.00	
Unadjusted Forex Gain/Loss		12,558.00	
Total		428,55,704.00	

Balance Sheet		ABC Company	Ctrl + M		
Liabilities		Assets			
ABC Company as at 31-Mar-2009		ABC Company as at 31-Mar-2009			
Capital Account	24,00,000.00	363%	2,00,000.00	0.30%	
Capital Account	24,00,000.00		2,00,000.00		
Loans (Liability)	12,00,000.00	1.81%	6,59,65,112.25	99.88%	
Loan From Bank	12,00,000.00				
Current Liabilities	2,32,81,966.25	35.18%			
Duties & Taxes	1,34,586.75				
Sundry Creditors	2,31,22,704.50				
CST Deferred Account	3,200.00				
Interest Payable Account	16,275.00				
Tax Deferred A/c	5,200.00				
Branch / Divisions	8,600.00	0.01%			
Branch / Division	8,600.00				
Suspense A/c					
Refund Claim on Exports					
Profit & Loss A/c	3,52,87,104.00	99.37%			
Opening Balance	2,26,300.00				
Current Period	3,90,60,804.00				
			Unadjusted Forex Gain/Loss	12,558.00	0.02%
Total	6,61,77,670.25	100%	Total	6,61,77,670.25	100%

Show Working Capital figures : Using this option, you can set **Balance Sheet** to show working capital values. Working capital is the difference between current assets and current liabilities.

Set **Show Working Capital figures** to **Yes** , to display current assets less current liabilities.

Select **F1 : Detailed** from the button bar. The **Balance Sheet** with working capital figures appears as shown below:

<u>Configuration</u>	
Show Vertical Balance Sheet	? No
Profit or Loss, both as Liability	? No
Show Percentages	? Yes
Show Working Capital figures	? Yes
Method of showing Balance Sheet	? Liabilities / Assets
Appearance of Names	: Name Only
Scale Factor for Values	: Default

ABC Company		ABC Company	
as at 31-Mar-2009		as at 31-Mar-2009	
Liabilities		Assets	
Capital Account	24,00,000.00	Fixed Assets	2,00,000.00
Capital Account	24,00,000.00	Capital Goods	2,00,000.00
Loans (Liability)	12,00,000.00	Working Capital	4,26,83,146.00
Loan From Bank	12,00,000.00	Current Assets	
Branch / Divisions	8,600.00	Closing Stock	2,51,65,005.25
Branch/ Division	8,600.00	Loans & Advances (Asset)	65,000.00
Suspense A/c		Sundry Debtors	3,07,23,732.00
Refund Claim on Exports		Cash-in-Hand	74,53,050.00
Profit & Loss A/c	3,92,87,904.00	Bank Accounts	25,52,825.00
Opening Balance	2,26,300.00	CST Refund Granted Ac	2,000.00
Current Period	3,90,60,804.00	Entry Tax	3,500.00
			6,59,65,112.25
		Less: Current Liabilities	
		Duties & Taxes	1,34,586.75
		Sundry Creditors	2,31,22,704.50
		CST Deferred Account	3,200.00
		Interest Payable Account	16,275.00
		Tax Deferred A/c	5,200.00
			2,32,81,966.25
		Unadjusted Forex Gain/Loss	12,558.00
Total	4,28,95,704.00	Total	4,28,95,704.00

Cash Flow Statement

A cash flow statement concentrates on the transactions that have a direct impact on cash. It deals with the inflow and outflow of cash between two Balance Sheet dates. That is, it explains the changes in cash position between the two periods. Here the term cash stands for cash and bank balances.

Cash flow statements can also be used as receipts and payments statement. This is particularly useful for businesses such as Non Profit Organizations where receipts and payments statements need to be generated.

1. Go to Gateway of Tally > Display > Cash/Funds Flow > Cash Flow .

2. Press Alt+F2 , change the period - From: 1-4-2008 to 30-9-2008. The Cash flow statement is displayed as shown:

For Quarterly Cash Flow statement:

- Change **Period** by pressing **F2: Period** and set the period, e.g., 1-4-08 to 30-06-2008.
- Select the option **Auto Column** from the button bar.
- You can also select **Quarterly** (or Monthly or any other period) from the list. The Cash Flow screen appears as shown below:

Cash Flow				
ABC Company				
Particulars	ABC Company 1-Apr-2008 to 30-Sep-2008			
	Cash Movement		Nett Flow	
	Inflow	Outflow		
April	8,79,000.00	7,02,625.00	1,76,375.00	
May	12,00,000.00	73,050.00	11,26,950.00	
June	4,95,000.00	30,300.00	4,64,700.00	
July	15,00,000.00	13,59,100.00	1,40,900.00	
August	46,250.00		46,250.00	
September				
Grand Total	41,20,250.00	21,65,075.00	19,55,175.00	

Cash Flow						
ABC Company						
Particulars	ABC Company 1-Apr-2008 to 30-Jun-2008			ABC Company 1-Jul-2008 to 30-Sep-2008		
	Cash Movement		Nett Flow	Cash Movement		Nett Flow
	Inflow	Outflow		Inflow	Outflow	
Apr - Jun	25,74,000.00	8,05,975.00	17,68,025.00			
Jul - Sep				15,46,250.00	13,59,100.00	1,87,150.00
Grand Total	25,74,000.00	8,05,975.00	17,68,025.00	15,46,250.00	13,59,100.00	1,87,150.00

Fund Flow statement :

A Fund Flow statement is a report, which explains the movement of funds during an accounting period. This statement consists of two parts 1. Sources of funds 2. Application of funds

The difference between the two shows the net change in the working capital during the period. Only those transactions that affect the net working capital of the firm, find place in this statement.

The Fund Flow statement is a supplement to the two principal financial statements. While supplementing the position statement, it describes the sources from which additional fund were derived and for which these funds were used. The transactions, which increase working capital, are sources of funds and the transactions, which decrease working capital, are application of funds.

To view Funds Flow

1. Go to **Gateway of Tally > Display > Cash/Funds Flow > Funds Flow .**
2. Press **Alt+F2**, change period - From: **1-04-2008 to 31-8-2008**. The **funds flow statement** is displayed as shown below:

3. A Monthly Funds Flow Summary with the movement of working capital for each month is displayed. It shows the Opening and Closing Balances of each month with a column for Funds Flow.
4. Select a **month** and press **Enter** to drill down.
5. Select **F1: Detailed** to see the funds flow for the selected month.

Funds Flow				ABC Company		Ctrl + M
Particulars	ABC Company					
	1-Apr-2008 to 31-Aug-2008					
	Working Capital		Funds Flow			
Opening	Closing					
April	10,29,400.00	93,64,764.62	83,35,364.62			
May	93,64,764.62	1,03,21,382.93	9,56,618.31			
June	1,03,21,382.93	1,64,68,097.70	61,46,714.77			
July	1,64,68,097.70	2,41,09,845.53	76,41,747.83			
August	2,41,09,845.53	2,79,59,021.62	38,49,176.09			
Grand Total	10,29,400.00	2,79,59,021.62	2,69,29,621.62			

Month	Funds Flow
Apr	83,35,364.62
May	-9,56,618.31
Jun	61,46,714.77
Jul	76,41,747.83
Aug	38,49,176.09

Funds Flow Summary				ABC Company		Ctrl + M
Sources	ABC Company		Applications	ABC Company		
	1-Apr-2008 to 30-Apr-2008			1-Apr-2008 to 30-Apr-2008		
Capital Account	8,00,000.00		Fixed Assets	2,00,000.00		
Nett Profit	84,29,864.62					
	1 more ...			1 more ...		
Total	92,29,864.62		Total	2,00,000.00		
Particulars	Opening Balance	Closing Balance	Wig Cap Increase			
Current Assets	13,30,100.00	Dr 1,77,74,327.37	Dr	(-)1,64,44,227.37		
Current Liabilities	3,00,700.00	Cr 84,09,562.75	Cr	81,08,862.75		
Working Capital	10,29,400.00	Dr 93,64,764.62	Dr	(-)83,35,364.62		

Ratio Analysis Report

Ratio analysis is a powerful tool for financial analysis. A meaningful analysis of a financial statement is made possible by the use of ratios.

Ratios are a set of figures compared with another set. The comparison gives an understanding of the financial position of a business unit. There are a number of ratios which can be computed from a single set of financial statements. The ratios to be computed depend on the purpose for which these ratios are required. A single ratio may sometimes give some information, but to make a comprehensive analysis, a set of inter-related ratios are required to be analysed.

The Ratio Analysis Report is divided into two parts, Principal Groups and Principal Ratios. The Principal Groups are the key figures that give perspective to the ratios. Principal Ratios relate two pieces of financial data to obtain a comparison that is meaningful.

Ratio Analysis		ABC Company		Ctrl + M
Principal Groups	ABC Company 1-Apr-2009 to 30 -Sep-2009	Principal Ratios	ABC Company 1-Apr-2009 to 30 -Sep-2009	
Working Capital (Current Assets - Current Liabilities)	2,13,79,965.99 Dr	Current Ratio (Current Assets : Current Liabilities)	2.71 : 1	
Cash-in-Hand	9,45,877.80 Dr	Quick Ratio (Current Assets - Stock-in-hand : Current Liabilities)	1.77 : 1	
Bank Accounts	1,05,50,000.00 Dr	Debt:Equity Ratio (Loans (Liability) : Capital Account + Nett Profit)	0.10 : 1	
Bank OD A/c	4,000.00 Dr	Gross Profit %	64.86 %	
Sundry Debtors (due till today)	1,06,09,332.00 Dr	Nett Profit %	64.29 %	
Sundry Creditors (due till today)	1,12,13,913.00 Dr	Operating Cost % (as percentage of Sales Accounts)	35.71 %	
Sales Accounts	1,59,30,328.75 Cr	Recv. Turnover in days (payment performance of Debtors)	145.61 days	
Purchase Accounts	1,25,56,447.50 Dr	Return on Investment % (Nett Profit / Capital Account + Nett Profit)	82.32 %	
Stock-in-hand	1,17,17,317.74 Dr	Return on Wkg. Capital % (Nett Profit / Working Capital) %	47.90 %	
Excess of Income over Expenditure	1,02,40,823.99 Cr			
Wkg. Capital Turnover (Sales Accounts / Working Capital)	0.75			
Inventory Turnover (Sales Accounts / Closing Stock)	1.36			

Payment voucher is used to record all bank and cash payments. For example, a company settles a creditor's bill by cheque.

- **Go to Gateway of Tally > Accounting Vouchers > F5: Payment .**

Payment voucher can be passed using Single Entry or Double Entry mode by configuring the setting Use Single Entry mode for Pymt/Rcpt/Contra in F12: Configure .

For example : The company settles expenses of Conveyance, Staff Welfare, Postage and Stationery through Cash in one voucher. This entry can be passed in single entry mode where you will be crediting the Cash Ledger only once and the entry appears as shown below:

When you have multiple debits and credits in an entry, double entry mode is the suggested way of passing the entry.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 1		1-Apr-2008 Tuesday
Account : Cash - Location A Cur Bal: 14,000.00 Dr			
Particulars	Amount		
Conveyance Cur Bal: 150.00 Dr	150.00		
Postage Cur Bal: 250.00 Dr	250.00		
Staff Welfare Cur Bal: 200.00 Dr	200.00		
Stationery Cur Bal: 400.00 Dr	400.00		
Narration:		1,000.00	
Payment towards Conveyance, Postage, Staff Welfare and Stationery		Accept ?	

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 1		1-Apr-2008 Tuesday
Particulars	Debit	Credit	
By Conveyance Cur Bal: 150.00 Dr	150.00		
By Postage Cur Bal: 250.00 Dr	250.00		
By Staff Welfare Cur Bal: 200.00 Dr	200.00		
By Stationery Cur Bal: 400.00 Dr	400.00		
To Cash - Location A Cur Bal: 24,500.00 Dr		500.00	
To Cash - Location B Cur Bal: 24,500.00 Dr		500.00	
Narration:		1,000.00	
Payment towards Conveyance, Postage, Staff Welfare and Stationery		Accept ?	

Recording a Receipt Entry

Any money received from debtors against sales Invoices or on Account and for all transactions where money is received are accounted or entered into Tally.ERP 9 using the Receipt Voucher.

- Go to Gateway of Tally > Accounting Vouchers.
- Select F6: Receipt from the button bar or press F6.

For example, if your company receives money from a customer for an earlier transaction say sales, and the same is passed through a Receipt Voucher:

- Credit the customer account and debit the Cash account, if you receive cash or
- Debit the Bank account where you need to deposit the money, if you receive Cheques.

The entry in double-entry mode is displayed as shown:

The screenshot displays the 'Accounting Voucher Creation' window for 'ABC Company'. The window title is 'Accounting Voucher Creation' and it includes a 'Ctrl + M' icon. The voucher type is 'Receipt' and the number is 'No. 1'. The date is '1-Apr-2008' (Tuesday). The window is divided into a table with columns for 'Particulars', 'Debit', and 'Credit'. The entry shows a credit of 10,000.00 to 'PQR Debtors' and a debit of 10,000.00 to 'Cash - Location B'. Below the table, there is a 'Name on Receipt' field set to 'PQR Debtors' and a 'Narration' field with the text 'Received cash from PQR Debtors.'. At the bottom right, there is a summary row showing a total debit of 10,000.00 and a total credit of 10,000.00. An 'Accept?' dialog box is visible in the bottom right corner, with 'Yes' and 'No' options.

Particulars	Debit	Credit
To PQR Debtors Cur Bal: 40,000.00 Dr Agst Ref Sales/01 10,000.00 Cr		10,000.00
By Cash - Location B Cur Bal: 35,000.00 Dr	10,000.00	
	10,000.00	10,000.00

Name on Receipt : PQR Debtors
Narration:
Received cash from PQR Debtors.

Accept ?
Yes or No

Receipt Entry Using Bank

1. Go to **Gateway of Tally > Accounting Vouchers > F6: Receipt.**
2. In **F12: Configure** set the option **Use Single Entry mode for Pymt/Rcpt/Contra** to **Yes**. The Bank Allocations screen appears as shown below:
3. In the **Received From** field, the party name as defined in the ledger master appears by default . This can be changed as the convenience of the user.
4. Select **Inter Bank Transfer** as the **Transaction Type** .
5. Specify the **Inst.No** , **Bank** , **Branch** and the **Transfer Mode** .

Accounting Features > Edit banking features

The completed Bank Allocations screen appears as shown below:

Received From		Transaction Type	Amount
Chirag Traders		Inter Bank Transfer	10,000.00
<i>Inst. No.</i> :		<i>Inst. Date</i> : 2-Apr-2012	<i>Bank</i> :
<i>Branch</i> :			

Received From		Transaction Type	Amount
Chirag Traders		Inter Bank Transfer	10,000.00
<i>Inst. No.</i> :	IOBAH11004567899	<i>Inst. Date</i> : 2-Apr-2012	<i>Bank</i> : Indian Overseas Bank
		<i>Branch</i> : M.G Road	<i>Transfer Mode</i> : NEFT

Printing Voucher Numbers in Ledger Voucher Report

To print voucher numbers in the **Ledger Vouchers** report and **Daybook** , enable the option **Show Voucher Numbers also?** in **Printing Configuration** .

1. Go to **Gateway of Tally > Display > Account Books > Ledger** .
2. Select the required ledger and press **Enter** to view the **Ledger Vouchers** report.
3. Press **P: Print** and enable **Show Voucher Numbers also?** .
4. Press **Ctrl+A** to accept.

The voucher number will now appear when the report is printed.

Payment Voucher Printing Configuration

The printing parameters for the payment voucher can be configured in the **Payment Printing Configuration** screen. You can set the size, margin of the voucher and decide the amount of information to print in the payment voucher.

1. Go to **Gateway of Tally > F12: Configure > Printing > Payment Voucher** . The **Payment Printing Configuration** screen appears as shown below:
2. Enable the option **Print company logo?** to print the company logo in the payment voucher.
3. Enable the option **Print Bank Transaction Details?** to print the bank details such as transaction type, instrument number and date in payment voucher.
4. Enable the other options, if required.
5. Press **Ctrl+A** to save.

Payment Printing Configuration

Print company logo	? Yes
Height of voucher (in inches)	: 7
Width of voucher (in inches)	: 5
Margin on top (default 0.25)	: 0.25
Margin on left (default 0.75)	: 0.75
Payment Mode on top of voucher	? No
Print Bill-wise Details	? Yes
Print Bill Due Date also	? No
Print Due Date with Credit Days	? No
Print Inventory Details	? No
Print Bank Transaction Details	? No
Print All Details	? No
Print Cost Centre / Employee Details	? No
Print for Cash/Bank Ledgers also	? No
Print space for Checked/Verified by details	? No
Print space for Prepared by details	? No
Print narration	? Yes
Print narration for each entry	? Yes
Print Amount in Foreign Currency	? No
Print Base Currency Symbol for Total	? Yes
Print Mailing Name Instead of Ledger Name	? No
Format to use for ledger name	? Name Only

Receipt Voucher Printing Configuration

Receipt Voucher for the Advance amount

Record a receipt voucher for receipt of advance amount by providing the bill-wise details as shown:

In the receipt voucher, click **Alt+P : Print** button followed by **F12 : Configure** button to configure the options to display due date in the printed receipt voucher.

Bill-wise Details					ABC Company	Ctrl + M
Receipt No. 1				8-Jun-2013 Saturday		
Account : Bank of India Cur Bal: 5,000.00 Dr						
Bill-wise Details for : Shyam and Co. Upto: ₹ 5,000.00 Cr					Amount	
Type of Ref	Name	Due Date, or Credit Days (wef 8-Jun-2013)	Amount	Dr/ Cr		
Advance	S001/Adv	1-Jul-2013 (23 Days)	5,000.00	Cr		
					5,000.00	
					5,000.00 Cr	

Receipt Printing Configuration

Print company logo	? Yes
Height of voucher (in inches)	: 7
Width of voucher (in inches)	: 5
Margin on top (default 0.25)	: 0.25
Margin on left (default 0.75)	: 0.25
Receipt mode on top of voucher	? No
Print Bill-wise Details	? Yes
Print Bill Due Date also	? Yes
Print Due Date with Credit Days	? Yes
Print Inventory Details	? Yes
Print Bank Transaction Details	? Yes
Print All Details	? Yes
Print Cost Centre / Employee Details	? Yes
Print for Cash/Bank Ledgers also	? Yes
Print space for Checked/Verified by details	? Yes
Print space for Prepared by details	? Yes
Print Amount in Foreign Currency	? Yes
Print Base Currency Symbol for Total	? Yes
Print Mailing Name Instead of Ledger Name	? Yes
Format to use for ledger name	? Name Only

Formal Receipt Printing Configuration

Print company logo	? Yes
Height of receipt (in inches)	: 6
Width of receipt (in inches)	: 5
Margin on top (default 0.25)	: 0.25
Print Company's PAN/IT Number	? No
Print Bank Transaction Details	? No
Print All Details	? No
Print party address	? Yes
Print narration	? Yes
Print narration for each entry	? Yes

Export/Import Data - Masters and Vouchers

In Tally.ERP 9, export and import the entire data to a newly created company. You have to export the masters first and then the transactions. Ensure that **F11: Features** of the exporting and the importing company are the same.

Export Masters

1. Go to **Gateway of Tally > Display > List of Accounts** .
2. Click **E: Export** .
3. Press backspace to configure the export options.
 - Select the **Language** .
 - Select the **Format** .
 - Enter the **Export Location** .
 - Enter the **Output File Name** .
 - Select the **Type of Masters** to be exported.
 - Set the option **Include dependent masters?** to **Yes** .
4. Enable **Export Closing Balances as Opening** , if required. The **Export Report** screen appears as shown below:
5. Press **Enter** to export.

The exported file is saved in the location specified.

Exporting List of Ledgers	
Language	: Default (All Languages)
Format	: XML (Data Interchange)
Export Location	: D:\Docs\TE Refresh theme\release\release
Output File Name	: Master.xml
Open Exported Folder	? Yes
Type of Masters	: Ledgers
Include dependent masters	? Yes
Export Closing Balances as Opening	? Yes
To Date	: 3-4-2015

Export ?
Yes or No

Export Vouchers recorded in a company, in different formats. Also choose the type of vouchers to export. Vouchers exported in XML format can be imported into Tally.ERP 9 using the Import Vouchers option.

1. Go to **Gateway of Tally > Display > Day Book** . 2. Click **F2: Period** to change the period. 3. Click **E: Export** . 4. Press backspace to configure the export options.

- Select the **Language** .● Select the Format.● Enter the **Export Location** .● Enter the **Output Filename** .● Enable the option **Open Exported Folder?** , if required.

5. Enable the following options, if required.

- Show Voucher Numbers also?● Show narrations?● Show bill wise details?● Show Cost Centre Details also?● Show inventory details?
- Show additional description of Stock Item? ● Show Bank Details also? ● Show Additional Details? ● Show dependant Masters also?

6. Select the required Day Book entries in the field **Select vouchers to show** .

Exporting Day Book

↑ ... 2 more

Export Location	: D:\Tally.ERP 9
Output File Name	: DayBook.xml
Open Exported Folder	? Yes

↑ ... 5 more

Show Voucher Numbers also	? Yes
Show narrations	? No
Show bill wise details	? No
Show Cost Centre Details also	? No
Show inventory details	? No
Show additional description of Stock Item	? No
Show Bank Details also	? No
Show Additional Details	? No
Show dependant Masters also	? No
Select vouchers to show	: All Vouchers

Export ?

Yes or No

Import Masters

The company features that were enabled while exporting the data should be enabled in the company in which the data is imported. For example, if you want to import masters created in ABC Company to a new company - XYZ Company. The options **Maintain stock categories** and **Maintain batch-wise details** must be enabled in ABC company before exporting the masters. To import masters into XYZ Company, you need to ensure that both the options **Maintain stock categories** and **Maintain batch-wise details** are enabled in XYZ Company before importing.

1. Go to **Gateway of Tally > Import Data > Masters** .
2. Enter the name of the .xml file to be imported, if the file is located in the Tally.ERP 9 application folder.
3. Select the behaviour to define the method by which the existing masters in the company will be treated.

Combine Opening Balances : Select this option to import data of different branches and consolidate the opening balances. You can also select this option when the opening balances of existing masters are Zero and need to be overwritten by the balances in the data being imported.

Ignore Duplicates : Select this option to import new masters along with the existing masters in Tally ignoring the duplicates.

Modify with new data : Select this option to replace the existing balances with those existing in the data imported and also override the other options available in list of behaviours available. The Import Masters screen appears as shown below:

4. Press Enter to import.

Go to Accounts Info or Inventory Info to view all the masters that has been imported. You can also open the file Tally.imp located in the Tally.ERP 9 installation folder to view the import log.

<u>Import Masters</u>		Behaviour
<i>(Only Tally (XML) format is supported)</i>		
Name of file to be imported (XML)	: Master.xml	Combine Opening Balances
Treatment of entries already existing	: Combine Opening Balances	Ignore Duplicates Modify with new data

Import Vouchers

Import vouchers from one company to another in Tally.ERP 9. This could be due to the following reasons:

- Importing data from third party applications.
- Migrating into a later release.
- Data corruption/loss.

1. Go to **Gateway of Tally > Import Data > Vouchers** .

2. Enter the name of the .xml file to be imported, in the **Import Vouchers** screen, as shown below:

3. Press **Enter** to import.

Configure Import/Export Feature : Go to **Gateway of Tally > F12: Configurations > General**

Import Vouchers
(Only Tally (XML) format is supported)

Name of file to be imported (XML) :

ABC Company	
<u>Country Details</u>	
Use Accounting terminology of (SAARC countries include India, Pakistan, Sri Lanka, Bangladesh, Nepal, Bhutan and	: India / SAARC
<u>Style of Names</u>	
Default appearance of Names in Reports	: Name Only
Default appearance of Stock Item Names in Reports	: Name Only
<u>Style of Dates</u>	
Style of Short Date	: dd-mm-yy
Separator used in Short Date	: -
<u>Configuration of Numbers</u>	
Decimal Character to use	: .
Thousands Separator to use	: ,
Put Sign before Currency/Unit Symbols	? No
Show numbers in Millions (and not Lakhs)	? No
<u>Table Configuration</u>	
Use Common Table for Stock Items	? No
Use 'Reducing List' for Tables ('Contains' Search)	? Yes
Apply for all Columns	? Yes
Show tables with Masters only in Current Language?	No
<u>Import/Export Options</u>	
Ignore errors & continue during data import (Applicable for importing vouchers in XML format /SOAP Request)	? No
Overwrite vouchers during import (where voucher Remote GUID matches)	? No
Export Base Currency Symbol along with Amount	? No
Open file after export	? Yes
<u>Other Options</u>	
Show Monthly reports with Graphs	? Yes
Use separate Menu for Final A/c Statements	? No
Tally alert using beeps	? Yes
Always show Info Panel	? No

Security Control

Data Security has been a matter of concern to the Business Owner as most businesses depend on the confidentiality of the information. To secure your business data, TallyPrime offers a variety security features. Password protect your company data, define security levels for different users and do much more with the security feature in Tally. The administrator can give different permissions to different kind of users based on the company's requirement. The company data can also be made secure using encryption using TallyVault.

Secure Company Data with Tally Vault

Tally Vault is a feature in Tally.ERP 9 that will help the business to maintain confidentiality of information by encrypting the data. Set the Tally Vault password while creating the company.

Note : Forgetting the password may render your data inaccessible.

1. Load the Company that need to be secured using TallyVault.
2. Go to **Gateway of Tally** . press **F3 : Company Info > Change TallyVault**
3. In the **Change TallyVault** screen select the required company from the **List of Companies** .
4. Enter the Password in the **New Password** field. Tally.ERP 9 displays the strength of the password entered depending on the combination of alphabets, numbers and special characters.

Note: To understand the conditions that determine a Password's strength, click password strength indicator.

5. Re-enter the password to confirm in the **Repeat New Password** field.
6. Accept to change the TallyVault password.
7. Tally.ERP 9 displays a message **Created New Company** followed by the new company number, press any key to return to **Company Info.** menu.

Once the company data is encrypted the name of the company and financial year will not be visible in the **Select Company** screen.

Enable Security for your Company Data

Protect your company data while creating a company by enabling the option **Use security control** . Enter the **Name of the administrator** and **Password** . This user name and password need to be provided every time you open the company.

Define Access Rights for a Security Level : create and assign security levels to allow specific access permissions to a user. To create a new security level, you have to log in as an administrator.

1. Go to **Gateway of Tally > F3: Cmp Info > Security Control > Types of Security .**
2. Create a new security level in the **List of Security Levels** , as shown below:
3. Press **Enter** to view the **Security Levels** screen.
4. Assign the applicable security settings.

The **Security Levels** screen appears as shown below:

5. Press **Ctrl+A** to accept.

Create Users and Password : create users, assign security levels, restrict/allow remote access and local TDLs for the users created.

1. Go to **Gateway of Tally > F3: Company Info > Security Control**
2. Select Users and Passwords

The **List of Users for Company** screen appears as shown below:

3. Select the required **Security Level** from the **Security List** .
4. Enter the user's name in the **Username** field.
5. Enter the password in **Password (if any)** field.
6. By default **Allow Remote Access** and **Allow Local TDL** is set to **No** and skipped for users not classified under Tally.NET User and Tally.NET Auditor
7. Accept to create the user.

Assign Access Rights for Tally.NET user

You can give specific set of permissions for different kinds of users of you company data. This can be done in Security Levels.

- Go to **Gateway of Tally > Alt+F3 > Security Control > Types of Security** . In the Security Levels for Tally.NET User screen, **Tally.NET User** appears in the **Name of Security Level** field.

Configure Password Policy

A good password policy will enhance data security and allow only authorized users to view financial data. In Tally.ERP 9, the Administrator can set a password policy in place, which users will have to adhere to, while creating and managing passwords for their company.

1. Go to **Gateway of Tally > Company Info > Security Control > Password Policy** .

The **Password Policy for Company** screen will appear as shown:

2. Enable **Activate password policy** .

UNIT – 5

ACCOUNTS WITH INVENTORY

Inventory

Inventory is the total amount of goods and/or materials contained in a store or factory at any given time. Store owners need to know the precise number of items on their shelves and storage areas in order to place orders or control losses. Factory managers need to know how many units of their products are available for customer orders. Restaurants need to order more food based on their current supplies and menu needs.

Stock Items in Tally

In Tally, stock items are referred to goods or services that a company manufactures or trade.

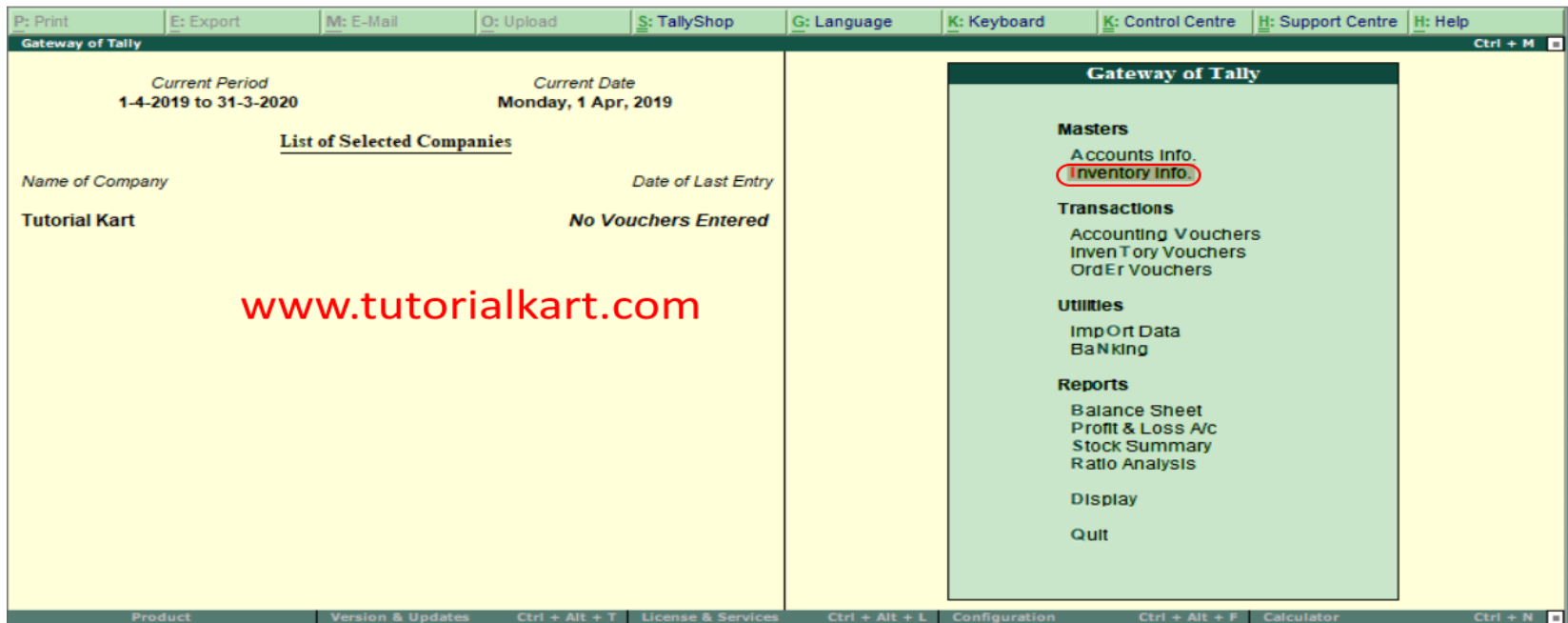
Stock items in Tally can be created by two methods, i.e. Single stock item, Multiple stock items.

Sum - 1

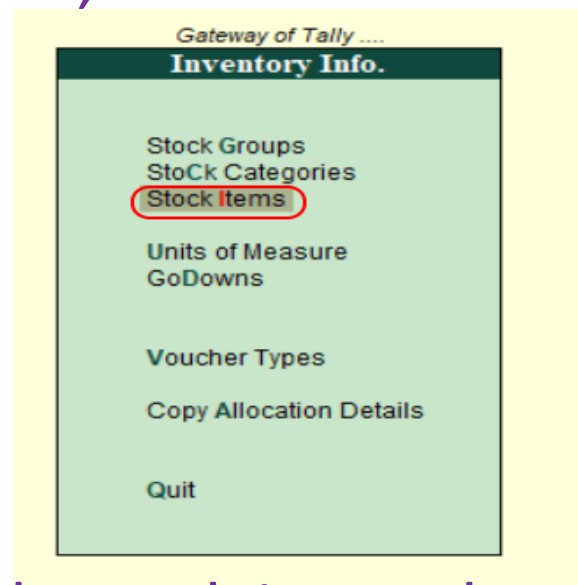
Groups	Name of Items	Unit	Opening Qty	Rate	Amount
Music System	Sony Blue Ray Player	Nos	10	25,000	250,000
	Philips DVD player	Nos	5	15,000	75,000
	Sony 5.1 Music System	Nos	2	20,000	40,000
Television	Sony 32 Inch Tv	Nos	3	25,000	75,000
	LG 32 Inch Tv	Nos	4	20,000	80,000
	MI 32 Inch Tv	Nos	2	15000	30,000
	MI 42 Inch TV	Nos	2	20000	40,000

How to create single stock item in Tally

- **Path:** Gateway of Tally.ERP 9 > Inventory Info > Stock Items > Single stock item > Create
- **Step 1:** From the initial screen of Tally, i.e. Gateway of Tally, choose inventory info.



Step 2: Next screen, choose “Stock items”



Step 3: Under single stock item, choose create.



Step 4: In next screen, single stock creation enter the following details.

- Name: Enter the name of stock item
- Alias: It can be short name of stock item or another name or product id.
- Under: Enter the stock group under which this stock item to be specified
- Category : Enter the stock category of stock item
- Units: Units of measure to count the stock item
- Opening Balance: Enter the opening balance of stock item- Quantity: Enter quantity of stock item

Stock Item Creation Tutorial Kart Ctrl + M

Name : **Sony BlueRay Player**
(alias) : Sony BRP25

Under : Primary
Category : Music Player
Units : No's

www.tutorialkart.com

Statutory Information
Rate of Duty (eg 5) : 0

	Quantity	Rate per	Value
Opening Balance	10 No's		

Gateway of Tally
Inventory Info

Stock Items

Single Stock Item

Create
Display
Alter

Multiple Stock Items

CReate
DiSplay
AIter

Quit

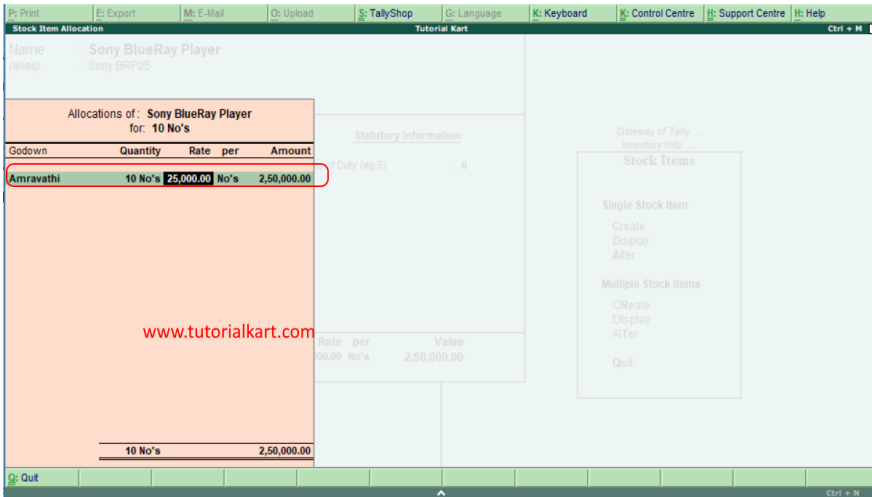
Q: Quit
A: Accept
D: Delete

Rate: When you are entering the rate values for stock item, a new window opens as shown below. Update the following details.

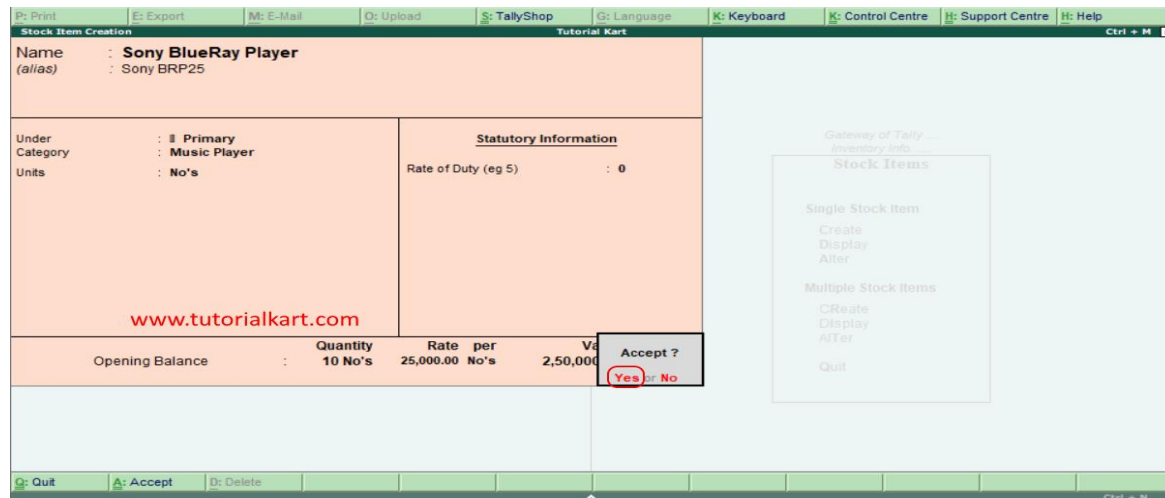
Godown: Choose [Godown](#) from the list of Godowns.

Rate: Enter the rate of stock item

Per & Amount values are automatically calculated based on quantity and rate amount.



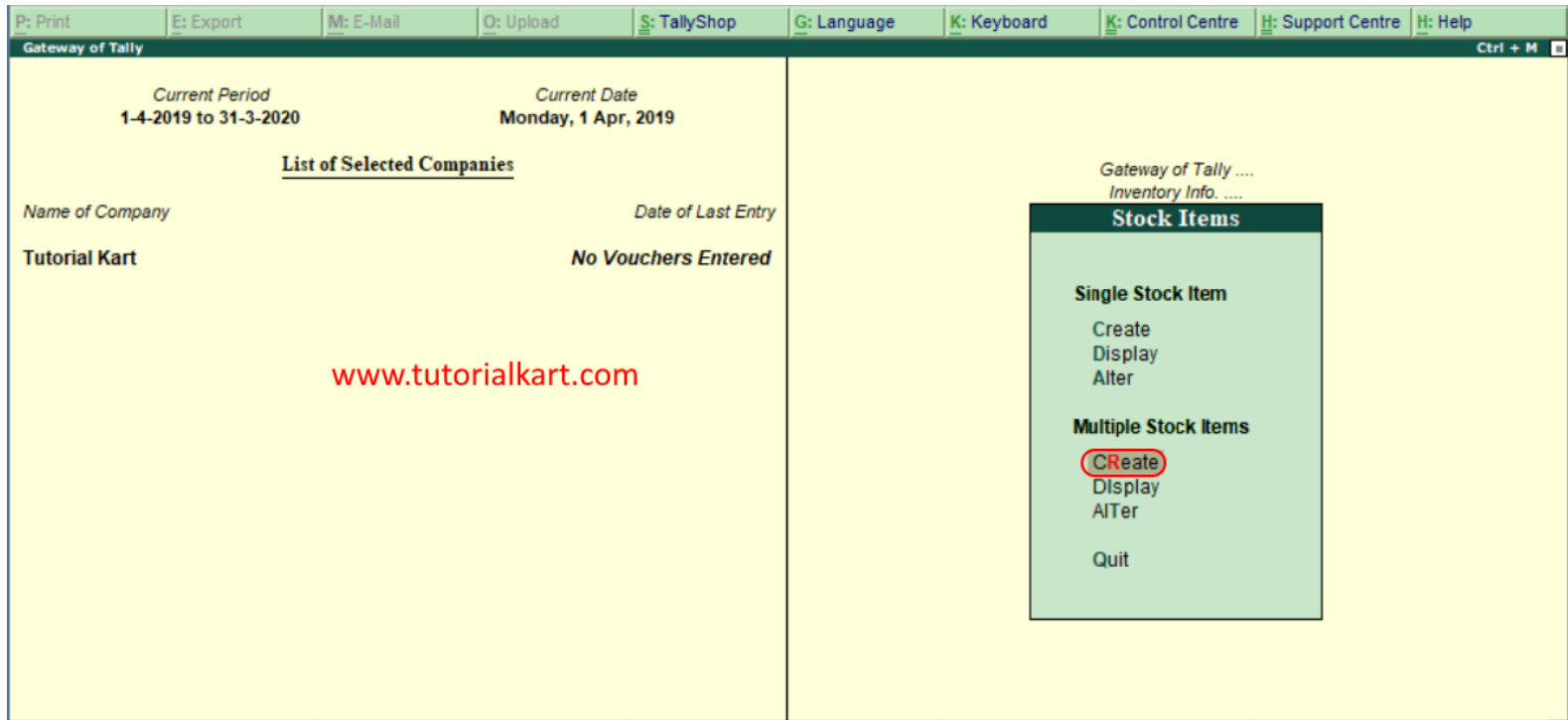
After entering the required details, press enter to continue. Choose “yes” to save the details in Tally.ERP 9.



How to create multiple stock items

Path: Gateway of Tally.ERP 9 > Inventory Info > Stock Items > Multiple stock items > Create

Step 1: Under multiple stock items, choose create option as shown below image.



Step 2: In next screen multi Stock item creation, enter the following details.

- Under group: To update the different types of stock items with different category groups, choose under group as all items.
- Now update all the required details – Name of item, stock group, stock category, units, opening qty and rates.

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help									
Multi Stock Item Creation Tutorial Kart Ctrl + M									
Under Group : All Items									For 1-Apr-2019
S.No.	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount	
1.	Philips Dvd Player	Music System	Music Player	No's	5 No's	15,000.00	No's	75,000.00	
2.	Sony 5.1 Music System	Music System	Music Player	No's	2 No's	20,000.00	No's	40,000.00	
3.	Sony 32 Inch Tv	Television	32 Inches Tv	No's	3 No's	25,000.00	No's	75,000.00	
4.	LG 32 Inch Tv	Television	32 Inches Tv	No's	4 No's	20,000.00	No's	80,000.00	
5.	MI 32 Inch Tv	Television	32 Inches Tv	No's	2 No's	15,000.00	No's	30,000.00	
6.	MI 42 Inch Tv	Television	42 Inches Tv	No's	2 No's	20,000.00	No's	40,000.00	
7.	www.tutorialkart.com								
Q: Quit A: Accept D: Delete R: Remove Line U: Restore Line U: Restore All									

Click on A:Accept to save the entered details in Tally.ERP 9 system.

Sum - 2

S.No	Particulars	Rs.
1	Capital	3,65,000
2	Building	1,25,000
3	Computer, Furniture	2,00,000, 20,000
4	Glass & Fitting	10,000
5	Cash	10000
6	Purchase of computer from service world	
	Computer 5 nos	40,000
	UPS 1 No	6,000
	Stabilizer 1 No	6,000
	Printer 1 No	6,000
7	Sold Books of Accountancy 1000 Nos	280
8	<u>Payment:</u> EB	18,000
	Salary	2,800
9	Drawing From the Bank	5,000

Step – 1 : Company creation **Procedures**

Step – 2 : Ledger Creation – **ALR : Account info – Ledger – cReate**

Gateway of Tally

Masters

Accounts Info.
Inventory Info.

Transactions

Accounting Vouchers
Inventory Vouchers

Utilities

ImpOrt Data
BaNking

Reports

Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display

Quit

Gateway of Tally

Accounts Info.

Groups

Ledgers

COSt Categories
COSt Centres

Voucher Types

Quit

Gateway of Tally

Accounts Info.

Ledgers

Single Ledger

Create
Display
Alter

Multiple Ledgers

cReate
Display
Alter

Quit

S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.	Building	Fixed Assets	1,25,000.00	Dr
2.	Capital	Capital Account	3,85,000.00	Cr
3.	Cash	Cash-in-Hand	10,000.00	Dr
4.	Computer	Fixed Assets	2,00,000.00	Dr
5.	Drawings	Capital Account		
6.	EB	Indirect Expenses		
7.	Furniture	Fixed Assets	20,000.00	Dr
8.	Glass & Fittings	Fixed Assets	10,000.00	Dr
9.	Profit & Loss A/c	Primary		
10.	Purchase	Purchase Accounts		
11.	Salary	Indirect Expenses		
12.	Sales	Sales Accounts		
13.	SBI	Bank Accounts		
14.	Service World	Sundry Creditors		

Step – 3 : Unit of Measure - **IUC : Inventory info - Unit of Measure – Create**

Type – Simple

Symbol – Nos

Formal Name – Number **Accept Y/N ? Y**

Gateway of Tally

Masters

Accounts Info.
Inventory Info.

Transactions

Accounting Vouchers
Inventory Vouchers

Utilities

ImpOrt Data
BaNking

Reports

Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display

Quit

Gateway of Tally

Inventory Info.

Stock Groups
Stock Items

Units of Measure

Voucher Types

Copy Allocation Details

Quit

Gateway of Tally

Inventory Info.

Units

Create

Display
Alter

Quit

Unit Creation

Type : **Simple**

Symbol : **Nos**

Formal name: Numbers

Number of decimal places: **0**

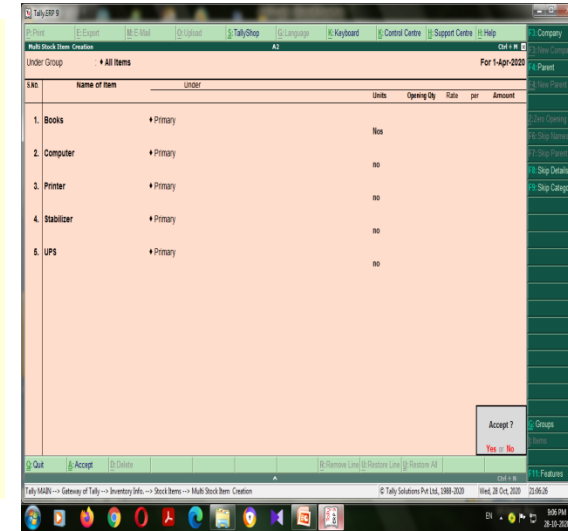
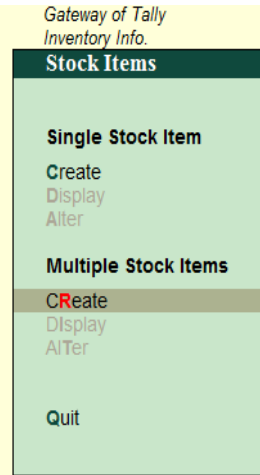
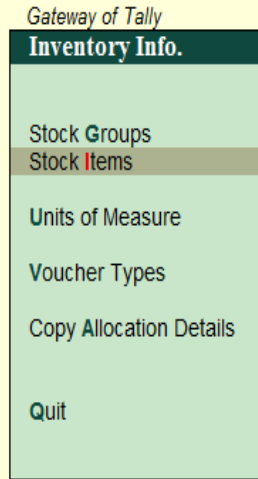
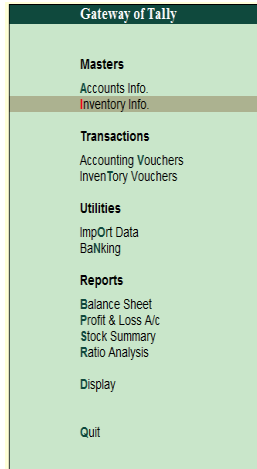
A2
Jhjjk

Procedures

Step – 4 : Stock creation - IIR – Inventory – Stock item – cReate

Name	Unit
Books	Nos
Computer	Nos
Printer	No
Stabilizer	No
UPS	No

Accept Y/N ? Y

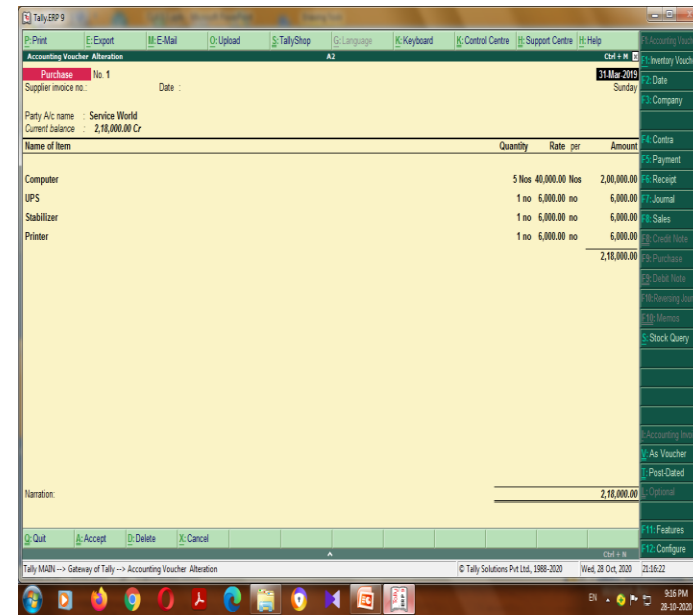


Step – 5 : Voucher creation – V : Purchase – F9 - Ref : 1

Party's Name : Service World

Name of the Item	Qty	Rate	Amount
Computer	5 nos	40,000	2,00,000
UPS	1 no	6,000	6,000
Stabilizer	1 no	6,000	6,000
Printer	1 no	6,000	6,000

Accept Y/N ? Y

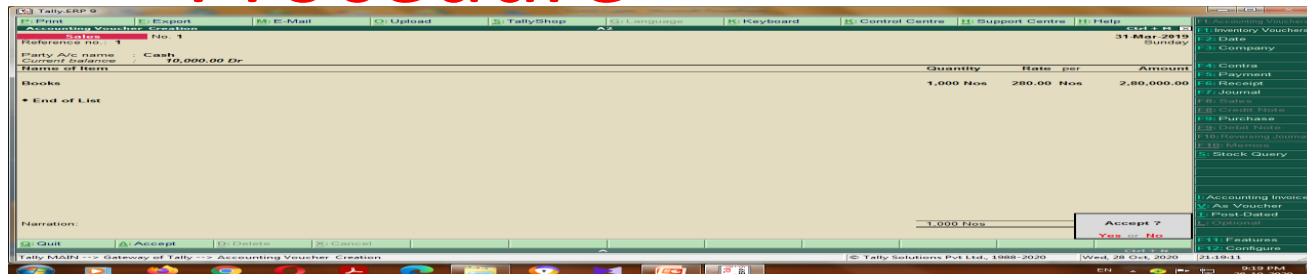


Procedure

Step – 6 : Sales – F8

Ref: 1

To : Cash



Name of the item

Qty

Rate

Amount

Books

1000 Nos

280

2,80,000

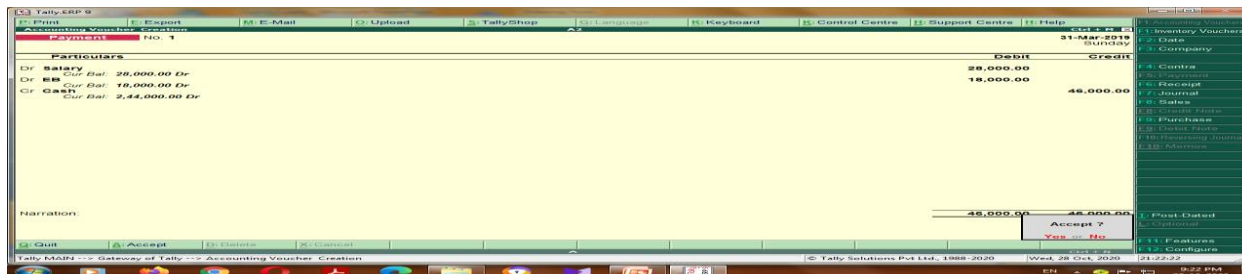
Accept (Y/N) ? Y

Step – 7 : Payment – F5

Account : Cash

Salary 28,000

EB 18,000 Accept (Y/N) ? Y



Step – 8 : Contra – F4

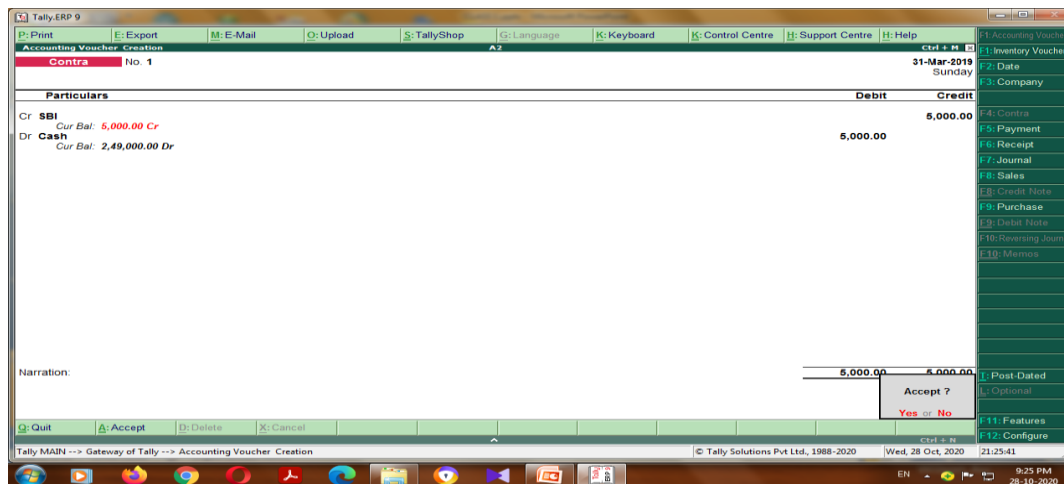
Cash a/c Dr Rs.5,000

Bank a/c Cr Rs. 5,000

GP – 2,80,000

NP – 2,34,000

B/S – 8,17,000



Get the result Profit & Loss A/C

Particulars		A2 1-Apr-2018 to 31-Mar-2019		Particulars		A2 1-Apr-2018 to 31-Mar-2019	
Opening Stock				Sales Accounts		2,80,000.00	
Computer				Sales	2,80,000.00		
Printer				Closing Stock		2,18,000.00	
Stabilizer				Computer	2,00,000.00		
UPS				Printer	6,000.00		
Purchase Accounts		2,18,000.00		Stabilizer	6,000.00		
Purchase	2,18,000.00			UPS	6,000.00		
Gross Profit c/o		2,80,000.00		Gross Profit b/f		2,80,000.00	
		4,98,000.00				4,98,000.00	
Expenses (Indirect) (Indirect Expenses)		46,000.00					
EB	18,000.00						
Salary	28,000.00						
Nett Profit		2,34,000.00					
Total		2,80,000.00		Total		2,80,000.00	

Statement of inventory

Tally.ERP 9

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

Stock Query A2 Ctrl + M

Name : Computer Part No. :
 Group : ♦ Primary Category : ♦ Not Applicable
 Closing Balance : 5 Nos Closing value : 2,00,000.00
 Cost price : 40,000.00/Nos Standard selling price :
 Costing method : Default Market valuation method : Default
 Standard cost : 40,000.00/Nos

Purchases						Sales					
Last purchased on : 31-Mar-2019 Service World 5 Nos @ 40,000.00/Nos						Last sold on :					
Date	Party Name	Quantity	Rate	Disc %	Amount	Date	Party Name	Quantity	Rate	Disc %	Amount
31-3-2019	Service World	5 Nos	40,000.00		2,00,000.00						

Godown /Batch Details			Items of Same Category			
Godown	Batch	Quantity	Item Name	Quantity	Cost	Sale Price
Main Location	Primary Batch	5 Nos				
		Total				
						5 Nos

Q: Quit Ctrl + N

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Inventory --> Stock Query

© Tally Solutions Pvt Ltd., 1988-2020 Wed, 28 Oct, 2020 21:31:34

EN 9:31 PM 28-10-2020

Sum - 3

- Capital - 60000, Cash – 40000, Closing stock – 20000
- Insurance paid – 2000, Commission received – 12000,
- Wages paid Rs. 3000
- 200 kg of wheat sold Rs. 15 per kg
- 150 pieces of colgate sold Rs. 15
- 100 pieces colgate sold Rs. 18
- 200 pieces of hamam sold Rs.12 each
- 300 pieces of Liril sold Rs.12 each.
- 500 kg wheat purchase Rs. 10 per kg
- 300 pieces of hamam purchased Rs.10 each
- 10 pieces of hamam taken for personal use
- 400 pieces of liril purchased Rs. 12 each
- 200 dozen pepsodent purchase Rs 10 each
- 500 pieces colgate purchase Rs. 12

Tally.ERP 9

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

Accounting Voucher Creation 3 **Ctrl + M**

Purchase No. 1 1-Apr-2018
 Supplier invoice no.: 1 Date : 1-Apr-2018
 Sunday

Party A/c name : Cash
 Current balance :

Name of Item	Quantity	Rate per	Amount
Wheat	500 kgs	10.00 kgs	5,000.00
Colgate	500 Pcs	12.00 Pcs	6,000.00
Hamam	300 Pcs	10.00 Pcs	3,000.00
Liril	400 Pcs	12.00 Pcs	4,800.00
Pepsodent	200 Dzn	10.00 Dzn	2,000.00
			20,800.00

◆ End of List

Narration:

Accept ?
 Yes or No

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Software Pvt. Ltd. 1999-2020 2020 18:12:36

F1: Accounting Vouchers
 F1: Inventory Vouchers
 F2: Order Vouchers
 F2: Date
 F3: Company
 F4: Contra
 F5: Payment
 F6: Receipt
 F7: Journal
 F8: Sales
 F8: Credit Note
 F9: Purchase
 F9: Debit Note
 F10: Reversing Journal
 F10: Memos
 S: Stock Query
 I: Accounting Invoice
 V: As Voucher
 T: Post-Dated
 L: Optional
 F11: Features
 F12: Configure

Lightshot
 Your screenshot is copied to clipboard

EN 6:12 PM
 06-11-2020

Sales No. 1 1-Apr-2018 Sunday
 Reference no.:

Party A/c name : Cash
 Current balance : 20,800.00 Cr

Name of Item	Quantity	Rate per	Amount
Hamam	200 Pcs	12.00 Pcs	2,400.00
Liril	300 Pcs	12.00 Pcs	3,600.00
Colgate	150 Pcs	15.00 Pcs	2,250.00
Wheat	200 kgs	15.00 kgs	3,000.00
Colgate	100 Pcs	18.00 Pcs	1,800.00
			13,050.00

♦ End of List

Narration:

Accept ?
 Yes or No

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Order Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- S: Stock Query
- I: Accounting Invoice
- V: As Voucher
- I: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

How to Activate GST in Tally

- In Tally, to use GST features, it is mandatory to activate or enable GST. In Tally ERP 9, after activation of GST in features, all the features which are GST related are available for all general ledgers, stock items, and transactions.
- To activate GST in Tally, refer the following steps:
- **Step 1:** Click on F11: Features or press function key F11 under Gateway of Tally.

The screenshot shows the Tally ERP 9 interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below this, the 'Gateway of Tally' window is open, displaying the following information:

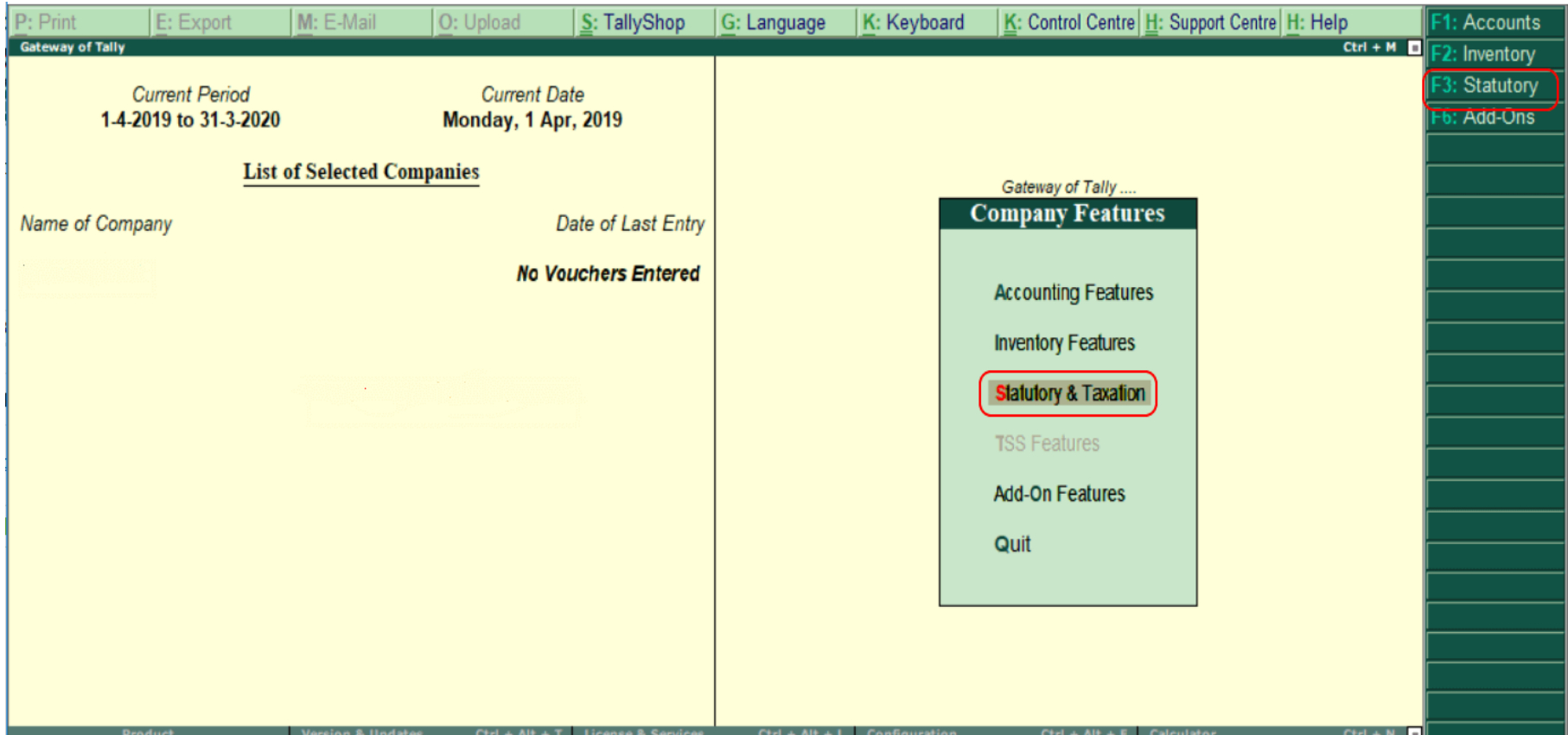
- Current Period: 1-4-2019 to 31-3-2020
- Current Date: Monday, 1 Apr, 2019
- List of Selected Companies: No Vouchers Entered
- Gateway of Tally menu items:
 - Masters: Accounts Info, Inventory Info.
 - Transactions: Accounting Vouchers, Inventory Vouchers, Order Vouchers.
 - Utilities: Import Data, Banking.
 - Reports: Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis.
 - Display
 - Quit

At the bottom of the screen, there is a status bar with the following information:

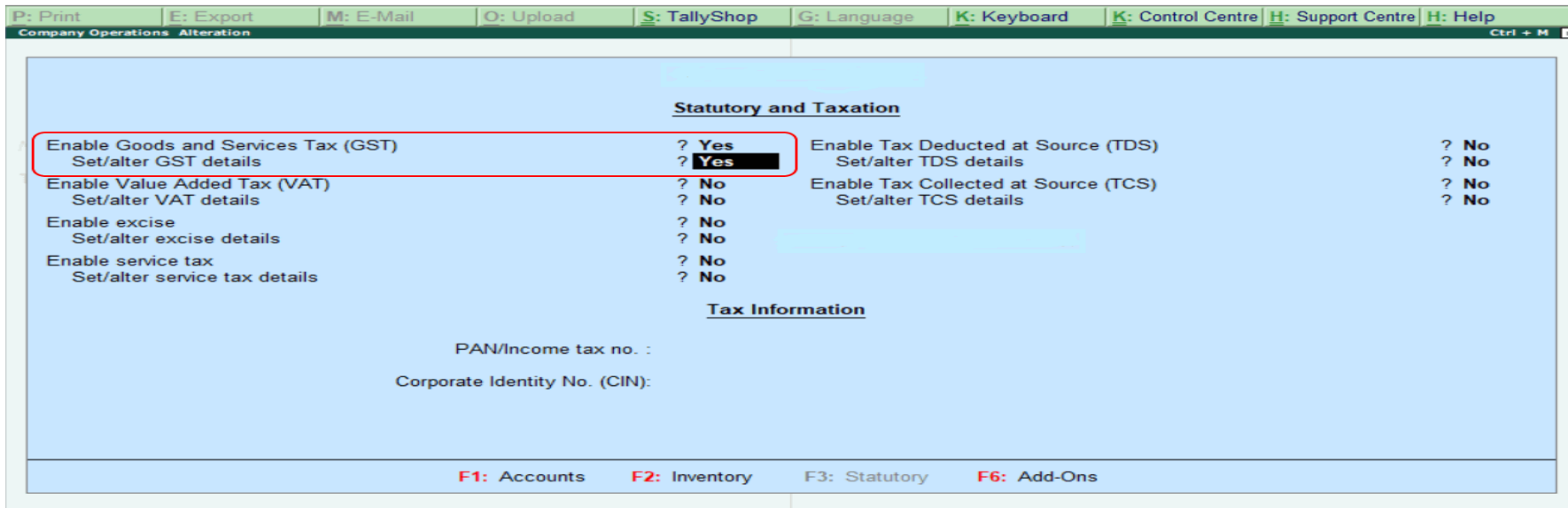
- Product: Tally ERP 9
- Version & Updates: Series A Release 6.5.2 (Latest)
- License & Services: Educational Mode
- Configuration: Gateway ODBC Server, localhost:9999, 9000
- Calculator: 1>

The 'Features' option (F11) is highlighted in the right-hand menu, and the 'Gateway of Tally' window is also highlighted with a red box.

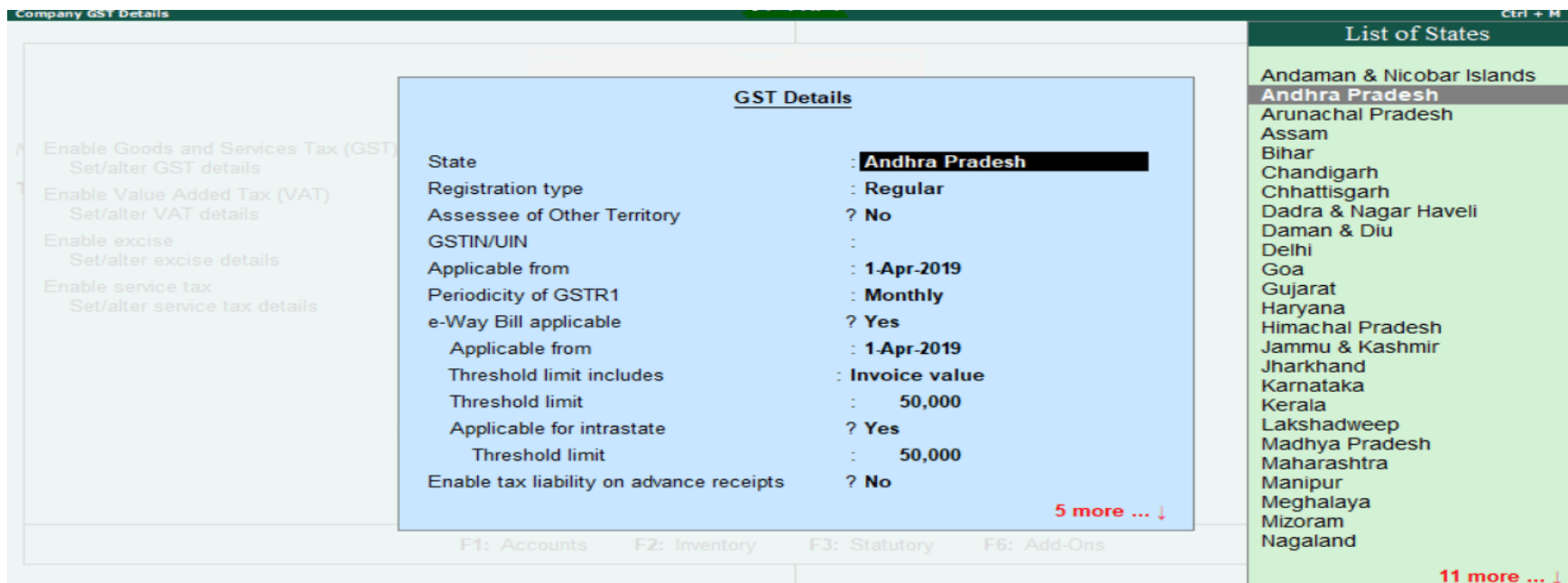
Step 2: Choose Statutory & Taxation or press function key F3 under company features option.



Step 3: Enter the following details on the next screen, "Company Operation Alteration".
Enable goods and service tax: Specify 'Yes'.
Set/alter GST details: Specify 'Yes'.



Step 4: The following screen will appear when we enable 'Yes' for Set/alter GST details.



- **Step 5:** Update all the required details of GST, as shown below:
- **State:** It will automatically display state name based on the state which we have updated in the company.
- **Registration Type:** In this, choose the GST registration type as "Regular" or "Composition".
- **GSTIN/UIN:** Specify the GSTIN (Goods and Services Tax India Number). This GSTIN can be printed on invoices.
- **Applicable from:** Specify the date that GST will be applicable for transactions.
- **Periodicity of GST:** Specify the periodicity of GST as Quarterly or Monthly as per company requirements.
- **e-Way bill applicable:** In this, choose the Yes option.
- **Applicable from:** Specify the date that e-way bill to be applicable from.
- **Threshold limit includes:** This will be based on taxable/ invoice value and taxable goods value/ exempt goods
- **Threshold limit:** Specify the value of the amount of threshold limit allowed.
- **Applicable for intrastate:** If it is applicable to our state, choose the option as "Yes".
- **Threshold limit:** Specify the threshold limit
- **Enable tax liability on advance receipts:** To activate tax liability on advance receipts, choose the option as "Yes".
- **Set/alter GST rate details:** To set or alter GST rate details at the company level, choose the option as "Yes".
- **Enable GST classifications:** To activate GST classifications, choose the option as "Yes".

GST Details

State	: Andhra Pradesh
Registration type	: Regular
Assessee of Other Territory	? No
GSTIN/UIN	: 29ALAAA12345A12
Applicable from	: 1-Apr-2019
Periodicity of GSTR1	: Monthly
e-Way Bill applicable	? Yes
Applicable from	: 1-Apr-2019
Threshold limit includes	: Invoice value
Threshold limit	: 50,000
Applicable for intrastate	? Yes
Threshold limit	: 50,000
Enable tax liability on advance receipts	? Yes
Enable tax liability on reverse charge <i>(Purchase from unregistered dealer)</i>	? No
Set/alter GST rate details	? Yes
Enable GST Classifications	? Yes
Provide LUT/Bond details	? No

COST CATEGORY AND COST CENTRE

SUM : 1

The cost category is Madurai, Chennai, and Bangalore.

Paid salary Rs. 35,000 to each branch of cost category as following:

Administration - Rs. 15,000

Marketing - Rs. 10,000

Finance - Rs. 10,000

Step – 1

Company creation

Tally.ERP 9

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

Company Creation Ctrl + M

Directory	: C:\Users\Public\Tally.ERP9\Data	<u>Books and Financial Year Details</u>	
Name	: Cost 1	Financial year begins from	: 1-4-2020
	<u>Primary Mailing Details</u>	Books beginning from	: 1-4-2020
Mailing name	:	<u>Security Control</u>	
Address	:	TallyVault password (if any)	:
		Repeat password	:
		<i>(Warning: Forgetting TallyVault password will render your data inaccessible.)</i>	
Country	: India	Use security control	? No
State	: Not Applicable	<i>(Enable security to avail TSS features)</i>	
Pincode	:	<u>Contact Details</u>	
Phone no.	:		
Mobile no.	:		
Fax no.	:		
E-mail	:		
Website	:		
<u>Base Currency Information</u>			
Base currency symbol	: ₹	Number of decimal places	: 2
Formal name	: INR	Word representing amount after decimal	: paise
Suffix symbol to amount	? No	No. of decimal places for amount in words	: 2
Add space between amount and symbol	? Yes		
Show amount in millions	? No		

Q: Quit Ctrl + N

Tally MAIN --> Company Info. --> Company Creation

© Tally Solutions Pvt Ltd., 1988-2019 Mon, 5 Oct, 2020 23:54:30

EN 11:54 PM 05-10-2020

Step – 2

Configuration of accounting features – F11

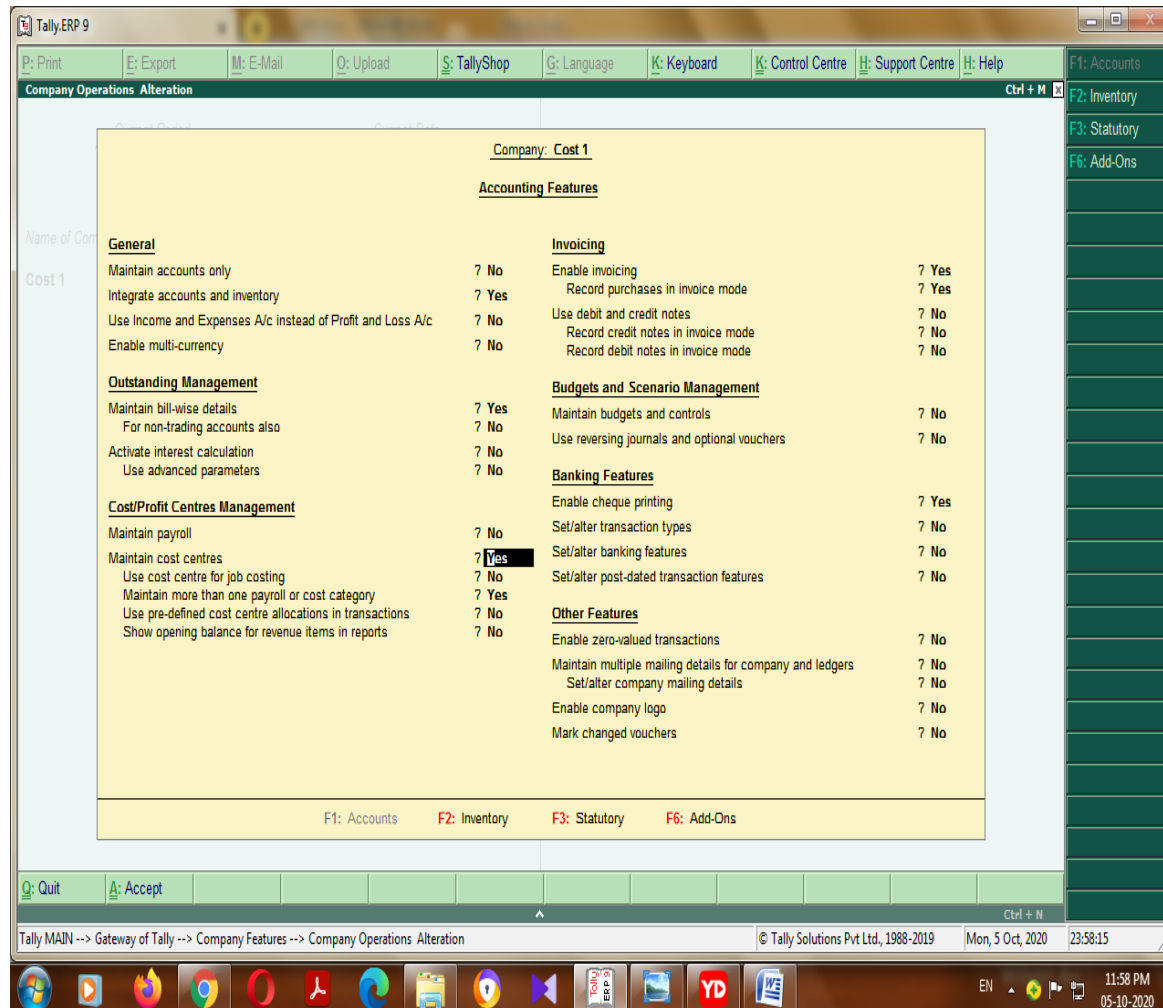
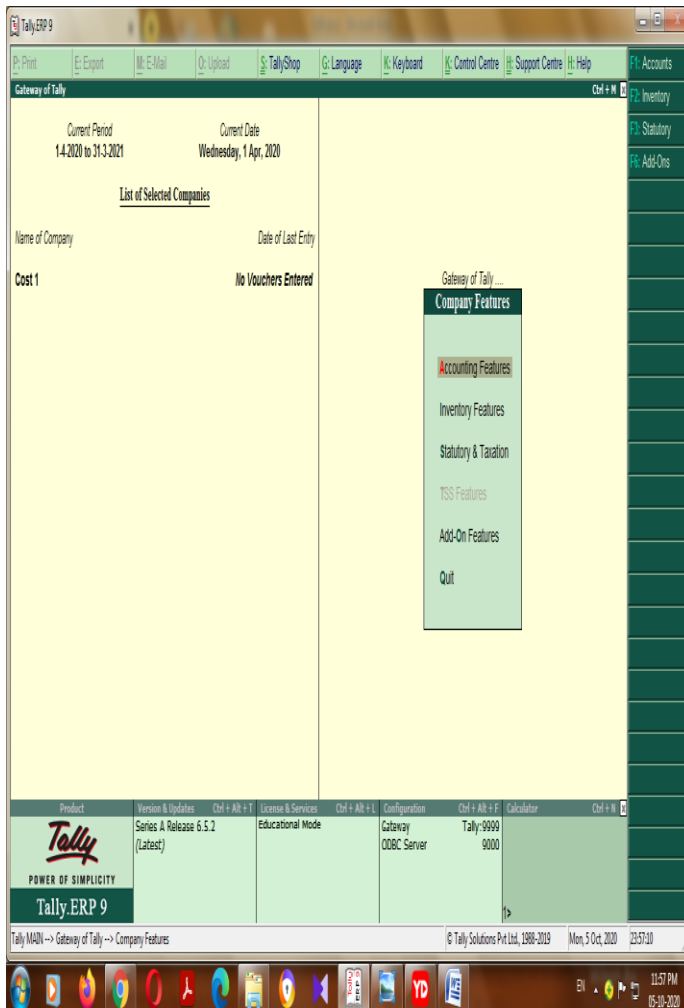
Maintain cost centre

- yes

Maintain cost category

- yes

Accept (Y/N) – Y



Step – 3

Ledger creation

A-Account info L- Multiple Ledger R – Create

Salary - indirect expenses

Cash - cash in hand (default)

Profit & loss - Primary (default) **Accept (Y/N) – Y**

Note: If you want to put the amount go to **ALT** (alter) to make the changes or put the value of Cash

The screenshot shows the Tally.ERP 9 interface for creating a ledger. The main window is titled 'Ledger Creation' and shows the following details:

- Name:** Salary
- Cost 1:** Cost 1
- Total Opening Balance:** (Empty field)
- Under:** Indirect Expenses
- Inventory values are affected:** ? No
- Type of Ledger:** ?
- Cost centres are applicable:** ? Yes
- Mailing Details:** Name, Address, Country, Provide bank details (No), PAN/IT No.
- Tax Registration Details:** (Empty field)
- Opening Balance (on 1-Apr-2020):** (Empty field)

The right-hand pane shows a 'List of Groups' with the following items:

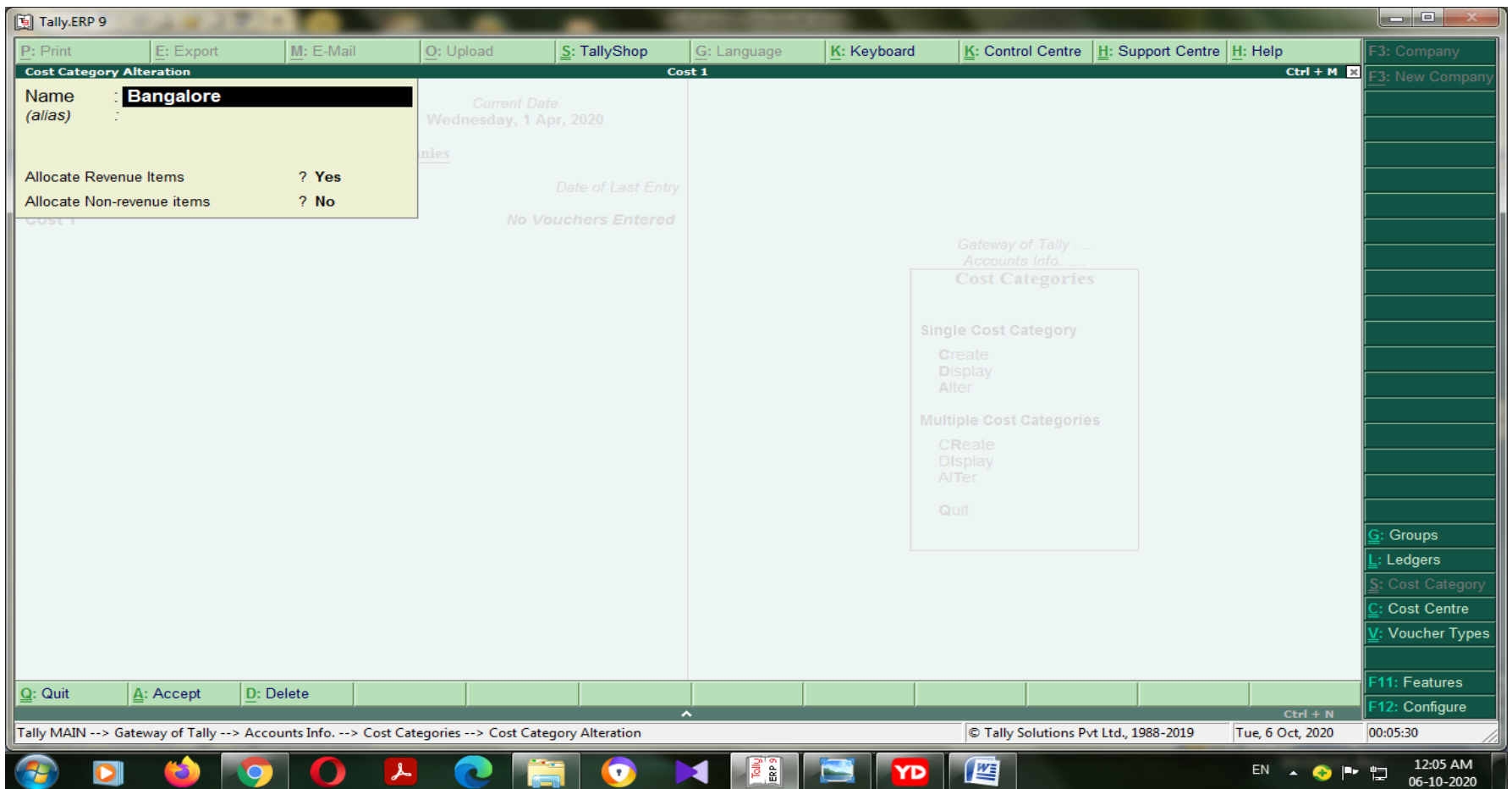
- Bank Accounts
- Bank OCC A/c
- Bank OD A/c
- Branch / Divisions
- Capital Account
- Cash-in-Hand
- Current Assets
- Current Liabilities
- Deposits (Asset)
- Direct Expenses
- Direct Incomes
- Duties & Taxes
- Expenses (Direct)
- Expenses (Indirect)
- Fixed Assets
- Income (Direct)
- Income (Indirect)
- Indirect Expenses**
- Indirect Incomes
- Investments
- Loans & Advances (Asset)
- Loans (Liability)
- Misc. Expenses (ASSET)
- Provisions
- Purchase Accounts
- Reserves & Surplus
- Retained Earnings
- Sales Accounts
- Secured Loans
- Stock-in-Hand
- Sundry Creditors
- Sundry Debtors
- Suspense A/c

The bottom status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. © Tally Solutions Pvt Ltd., 1988-2019. Tue, 6 Oct, 2020. 00:00:40.

Step – 4

A-Account info O- Cost Category R – Create

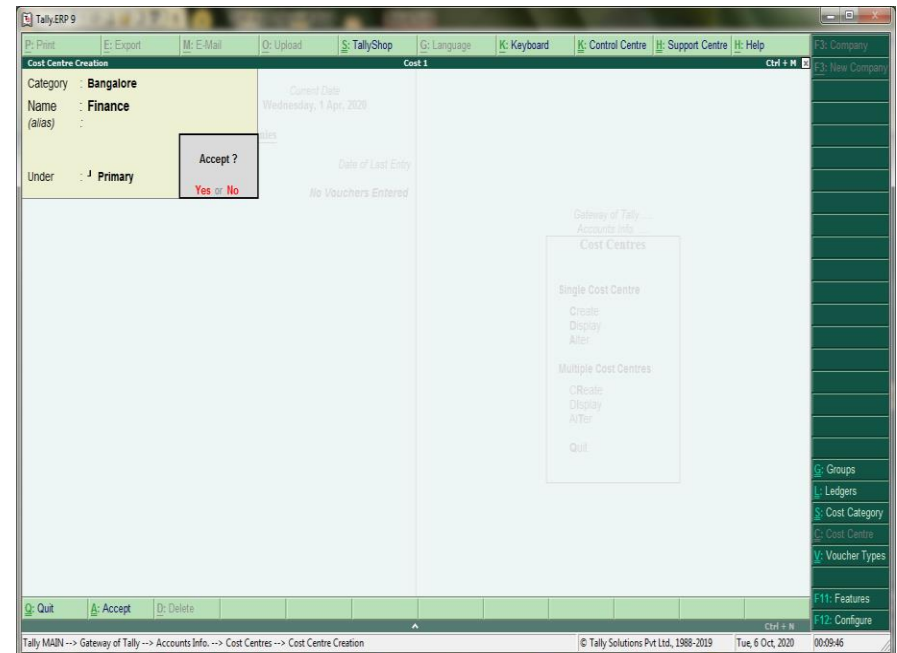
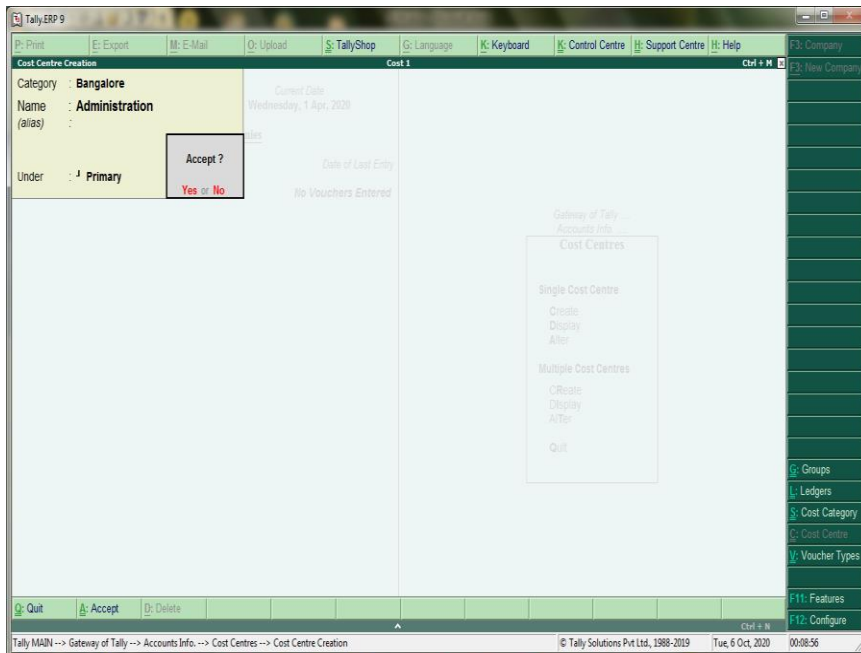
**Create Cost Category – Bangalore, Chennai,
Madurai**



Step – 5

A-Account info O- Cost Centre R – Create (multiple) C- Create (Single)

- Bangalore – Adm, Fin,Mar
- Chennai – Ad, Fi, Ma
- Madurai – Administration, Finance, Marketing
- Accept (Y/N) – Y



Created cost centre through multiple ledger

The screenshot shows the 'Multi Cost Centre Display' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: TallyShop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The window content shows a table with the following data:

S.No.	Category	Name of Cost Centre	Under
1.	Chennai	Ad	Primary
2.	Bangalore	Adm	Primary
3.	Madurai	Adminstration	Primary
4.	Chennai	Fi	Primary
5.	Bangalore	Fin	Primary
6.	Madurai	Finance	Primary
7.	Chennai	Ma	Primary
8.	Madurai	Madurai	Primary
9.	Bangalore	Mar	Primary
10.	Madurai	Marketing	Primary

The window also features a right-hand sidebar with various menu options: F3: Company, F3: New Company, F4: Parent, F4: New Parent, F5: Skip Category, F6: Skip Names, F7: Skip Parent, F8: Skip Details, G: Groups, L: Ledgers, S: Cost Category, C: Cost Centre, and F11: Features. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Cost Centres --> Multi Cost Centre Display', '© Tally Solutions Pvt Ltd., 1988-2019', 'Tue, 6 Oct, 2020', and '00:25:46'. The Windows taskbar at the bottom includes icons for various applications and the system clock showing '12:25 AM 06-10-2020'.

Step – 6

Go to Accounting voucher

Salary paid using cost category and cost centre

Go to voucher press V button and press - F5 open the window of Payment voucher

Go to enter the salary – enter the total value in debit balance – enter the value with cost category and cost centre

Paid **Salary** through payment voucher – F5

Chennai –	Ad	- 15000	
	Fi	- 10000	
	Ma	- 10000	Accept (Y/N) – Y
Madurai –	Admin	- 15000	
	Fina	- 10000	
	Mark	- 10000	Accept (Y/N) – Y
Bangalore –	Administration	- 15000	
	Finance	- 10000	
	Marketing	- 10000	Accept (Y/N) – Y

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

Accounting Voucher Creation Ctrl + M

Payment No. 1 1-Apr-2020
Wednesday

Particulars	Debit	Credit
By Salary	1,05,000.00	
Narration:		1,05,000.00

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd., 1988-2019 | Tue, 6 Oct, 2020 | 00:29:29

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- F1: Post-Dated
- F: Optional
- F11: Features
- F12: Configure



Tally.ERP 9

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

Cost Centre Allocations Ctrl + M

Payment No. 3 1-Apr-2020
Wednesday

Particulars	Debit	Credit																					
Cost Allocations for : Salary Upto: ₹ 35,000.00 Dr	35,000.00																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Cost Category</th> </tr> <tr> <th style="width: 60%;">Name of Cost Centre</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td colspan="3">Chennai</td> </tr> <tr> <td>Ad</td> <td style="text-align: right;">9,000.00</td> <td></td> </tr> <tr> <td>FI</td> <td style="text-align: right;">12,000.00</td> <td></td> </tr> <tr> <td>Ma</td> <td style="text-align: right;">14,000.00</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">35,000.00</td> <td></td> </tr> </tbody> </table>			Cost Category			Name of Cost Centre	Amount		Chennai			Ad	9,000.00		FI	12,000.00		Ma	14,000.00			35,000.00	
Cost Category																							
Name of Cost Centre	Amount																						
Chennai																							
Ad	9,000.00																						
FI	12,000.00																						
Ma	14,000.00																						
	35,000.00																						
		35,000.00																					

Q: Quit

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Cost Centre Allocations © Tally Solutions Pvt Ltd., 1988-2019 | Tue, 6 Oct, 2020 | 00:38:32



Get the result

Go to Gate way of tally – select Display

The screenshot shows the Tally.ERP 9 Gateway of Tally interface. The main window is titled 'Gateway of Tally' and contains the following information:

- Current Period:** 1-4-2020 to 31-3-2021
- Current Date:** Wednesday, 1 Apr, 2020
- List of Selected Companies:**

Name of Company	Date of Last Entry
Cost 1	1-Apr-2020

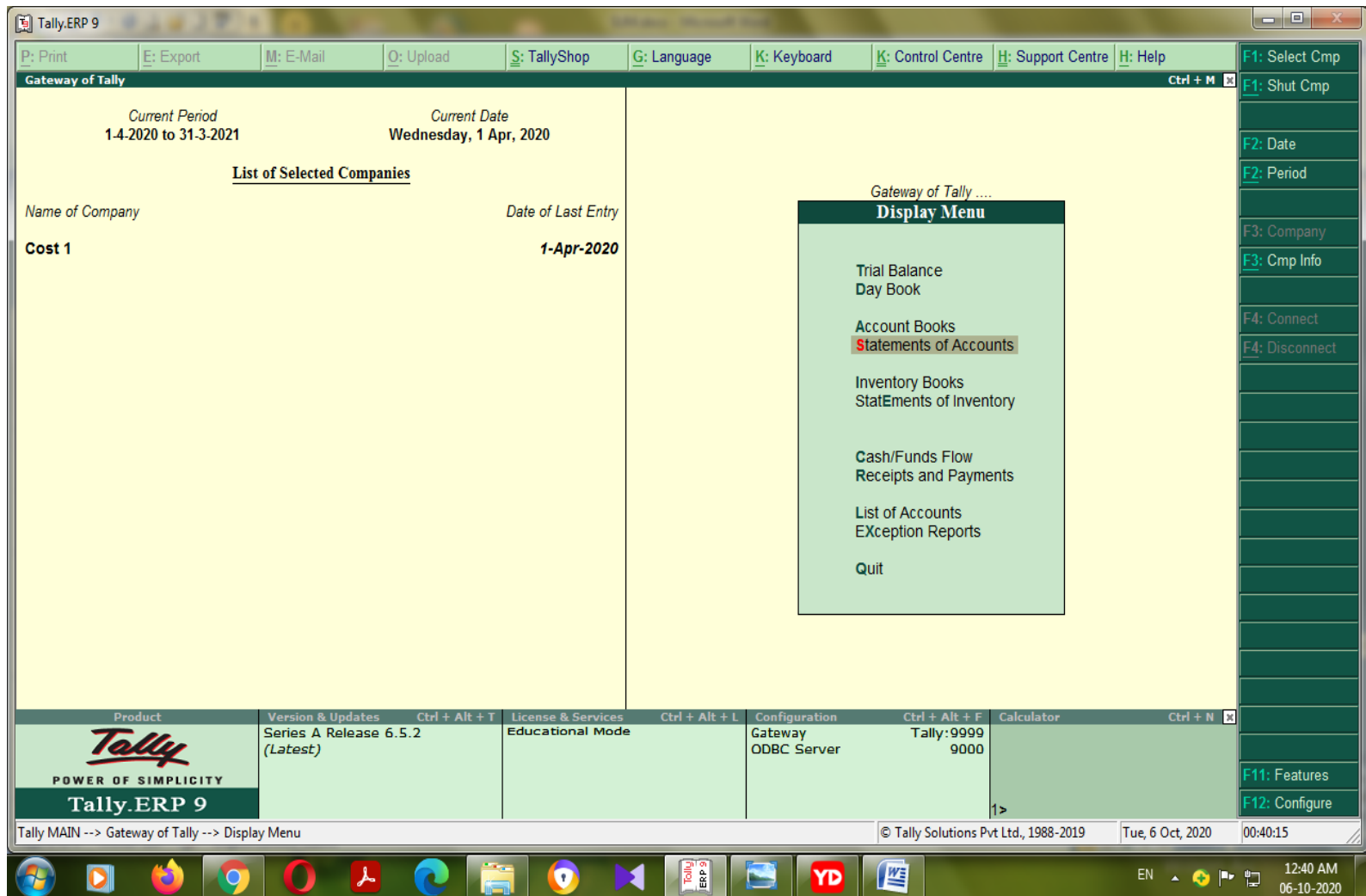
The right-hand side of the screen displays the 'Gateway of Tally' menu with the following categories and options:

- Masters:** Accounts Info, Inventory Info.
- Transactions:** Accounting Vouchers, Inventory Vouchers.
- Utilities:** Import Data, Banking.
- Reports:** Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis.
- Display:** (Selected)
- Quit:**

The bottom status bar shows the following information:

- Product:** Tally.ERP 9
- Version & Updates:** Series A Release 6.5.2 (Latest)
- License & Services:** Educational Mode
- Configuration:** Gateway, ODBC Server
- Calculator:** Tally:9999, 9000
- System Tray:** Tally Solutions Pvt Ltd., 1988-2019, Tue, 6 Oct, 2020, 00:39:50

Go to select statements of accounts



Go to select the cost category

Display the report of cost category and cost centre

Tally.ERP 9

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

Cost Category Summary Cost 1 Ctrl + M

Particulars	Cost 1 For 1-Apr-2020		Closing Balance
	Transactions		
	Debit	Credit	
Bangalore	35,000.00		35,000.00 Dr
Adm	12,000.00		12,000.00 Dr
Fin	10,000.00		10,000.00 Dr
Mar	13,000.00		13,000.00 Dr
Chennai	35,000.00		35,000.00 Dr
Ad	9,000.00		9,000.00 Dr
Fi	12,000.00		12,000.00 Dr
Ma	14,000.00		14,000.00 Dr
Madurai	35,000.00		35,000.00 Dr
Administration	15,000.00		15,000.00 Dr
Finance	10,000.00		10,000.00 Dr
Marketing	10,000.00		10,000.00 Dr

Q: Quit | R: Remove Line | U: Restore Line | U: Restore All | Space: Select | Space: Select All

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Display Cost Centres --> Cost Category Summary © Tally Solutions Pvt Ltd., 1988-2019 Tue, 6 Oct, 2020 00:41:30

EN 12:41 AM 06-10-2020

Cost category & Cost Centre

Sum:2

Create the ledger from the following information and apportioned the expenses using cost category and cost centre in Tally

Capital - 5,00,000

Cash deposited in IOB - 50,000

Purchase Goods from Siva - 25,000

Sold Goods to Latha - 20,000

Purchase Land & building - 80,000

Cost Category - Chennai, Madurai, Bangalore

Cost Centre - Marketing , Finance, Administration

Paid Salary to Chennai- 35,000, Madurai – 35,000, Bangalore – 35, 000

Paid rent to Chennai Rs. 8,000 - Factory -4,000 & Office - 4,000

Paid rent to Bangalore Rs. 10,000 - Factory -6,000 & Office - 4,000

Paid rent to Madurai Rs. 75,000 - Factory -40,000 & Office - 35,000

Paid EB Chennai Rs. 5,500 - Factory -3,000 & Office - 2,500

Paid EB Bangalore Rs. 7,500 - Factory -5,000 & Office - 2,500

Paid EB Madurai Rs. 4,000 - Factory -2,000 & Office – 2,000

Make the journal manually

Journal

Particulars	Dr	Cr	Ledger creation	Under Groups
Cash a/c Dr To Capital a/c	5,00,000	5,00,000	Capital	Capital
IOB a/c Dr To Cash a/c	50,000	50,000	IOB	Bank
Purchase a/c Dr To Siva a/c	25,000	25,000	Purchase Siva	Purchase S. Creditors
Latha a/c Dr To Sales a/c	20,000	20,000	Latha Sales	S. Debtors Sales
Land & Building a/c Dr To Cash a/c	80,000	80,000	L&B	Fixed Assets

Voucher entry

All the transactions amount posted through voucher

F4 – Contra

F5 – Payment

F6 – Receipt

F7 – Journal

F8 – Sales

F9 – Purchase

Configuration of tally for cost centre

Press F11 → Features → set Yes to 2 options

1. Maintain cost centre - Yes
2. More than one cost category - Yes

Creation of cost category

Press **AOR** for single cost category

Create Cost Category -Bangalore

Chennai

Madurai

The screenshot displays the Tally.ERP 9 software interface. The main window is titled 'Cost Category Alteration' and is for 'Co 2'. The 'Name' field is set to 'Bangalore'. The 'Current Date' is 'Sunday, 31 Mar, 2019'. The 'Date of Last Entry' is '1-Apr-2019'. The 'Gateway of Tally Accounts Info' menu is open, showing options for 'Single Cost Category' (Create, Display, Alter) and 'Multiple Cost Categories' (Create, Display, Alter), along with a 'Quit' option. The bottom status bar shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Cost Categories --> Cost Category Alteration'. The system tray at the bottom right indicates the date and time: 'Tue, 13 Oct, 2020 14:45:08'.

Create Cost centre

Press **ACC** for single **cost centre**

Create in each category with cost centre

- Marketing
- Finance
- Administration
- Factory
- Office

Additionally create the ledger in Rent and EB for make the payment

Display the report of Cost category and cost centre

After finished the posting the amount through the voucher

Go to the gateway of tally

Go to Display

Go to statement of accounts

Go to Cost centre

Press Category of summary

Particulars	Co 2		
	1-Apr-2018 to 1-Apr-2019		Closing Balance
	Debit	Credit	
Bangalore	52,500.00	52,500.00	Dr
Administration	14,000.00	14,000.00	Dr
Factory	11,000.00	11,000.00	Dr
Finance	10,000.00	10,000.00	Dr
Marketing	11,000.00	11,000.00	Dr
Office	6,500.00	6,500.00	Dr
Chennai	48,500.00	48,500.00	Dr
Admi	13,000.00	13,000.00	Dr
Fact	7,000.00	7,000.00	Dr
Fina	10,000.00	10,000.00	Dr
Mark	12,000.00	12,000.00	Dr
Off	6,500.00	6,500.00	Dr
Madurai	1,14,000.00	1,14,000.00	Dr
Adm	16,000.00	16,000.00	Dr
Fa	42,000.00	42,000.00	Dr
Fin	9,000.00	9,000.00	Dr
Mer	10,000.00	10,000.00	Dr
Of	37,000.00	37,000.00	Dr

Sum : 3

Cost category	Branch	Department
Cost centre	Kolkata	Purchase
	Mumbai	Sales
	Chennai	Administration

Paid telephone charges – Rs. 25,000

Paid travelling allowances – Rs. 30,000

Creation of cost category using multiple

The screenshot shows the 'Multi Cost Category Display' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the company name is 'Abc Ltd'. The window contains a table with the following data:

S.No.	Name of Category	Allocations for	
		Revenue Items	Non-Revenue Items
1.	Branch	Yes	No
2.	Department	Yes	No
3.	Mobile No	Yes	No
4.	Name	Yes	No
5.	Primary Cost Category	Yes	Yes

The window also features a menu bar at the top with options like 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: TallyShop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. A right-hand sidebar contains function key shortcuts: F3: Company, F3: New Company, F6: Skip Names, F8: Skip Details, G: Groups, L: Ledgers, S: Cost Category, C: Cost Centre, and F11: Features. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Cost Categories --> Multi Cost Category Display', copyright information '© Tally Solutions Pvt Ltd., 1988-2020', the date 'Wed, 14 Oct, 2020', and the time '09:35:27'. The Windows taskbar at the bottom includes icons for various applications and the system tray.

Creation of cost centre in each cost category using multiple

The screenshot displays the 'Multi Cost Centre Creation' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the company name is 'Abc Ltd'. The window contains a table of cost centres and a 'List of Cost Centres' panel on the right.

S.No.	Category	Name of Cost Centre	Under
1.	Branch	Kolkatta	♦ Primary
2.	Branch	Mumbai	♦ Primary
3.	Branch	Chennai	♦ Primary
4.	Name	Mr. Ramesh	♦ Primary
5.	Name	Ms. Gomathi	♦ Primary
6.	Name	Mr. Kannan	♦ Primary
7.	Department	Purchase	♦ Primary
8.	Department	Sales	♦ Primary
9.	Department	Administration	♦ Primary
10.	Mobile No	9564826766	♦ Primary
11.	Mobile No	6487516368	♦ Primary
12.	Mobile No	8654785135	♦ Primary

The 'List of Cost Centres' panel on the right shows a tree structure with 'Primary' expanded. The bottom status bar shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Cost Centres --> Multi Cost Centre Creation'. The system tray shows the date 'Wed, 14 Oct, 2020' and time '09:34:46'.

Make the payment through the payment voucher

The screenshot displays the Tally.ERP 9 Accounting Voucher Creation window. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window content shows:

- Accounting Voucher Creation** (Title Bar)
- Payment** No. 1 (Type)
- 31-Mar-2019 Sunday (Date)
- Account : **Cash** (Cur Bal:)
- Particulars** (Header)
- Telephone Charges** (Particular) with a **Cur Bal:** and an **Amount** of **2500**.
- Narration: (Text area)
- Bottom menu bar: Q: Quit, A: Accept, D: Delete, X: Cancel, Ctrl + N
- Footer: Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation, © Tally Solutions Pvt Ltd., 1988-2020, Wed, 14 Oct, 2020, 09:45:28

On the right side, there is a vertical list of function keys (F1-F12) with their corresponding actions:

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- T: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

Make the payment on the cost category and cost centre wise

The screenshot displays the 'Cost Centre Allocations' window in Tally.ERP 9. The window title is 'Tally.ERP 9' and the company name is 'Abc Ltd'. The menu bar includes options like 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: TallyShop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The main area shows a payment entry for 'Telephone Charges' with an amount of ₹ 2,500.00 Dr. The 'Cost Category' section is currently empty, and the 'Name of Cost Centre' and 'Amount' columns are visible. The status bar at the bottom indicates the current date as 'Wed, 14 Oct, 2020' and the time as '09:46:02'.

Cost Category	Name of Cost Centre	Amount

The telephone charges paid through the payment voucher on the basis of cost category and cost centre wise

The screenshot displays the Tally.ERP 9 interface for 'Cost Centre Allocations'. The window title is 'Tally.ERP 9'. The menu bar includes options like 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: TallyShop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The main window shows a payment voucher for 'Payment No. 1' dated '31-Mar-2019 Sunday'. The account is 'Cash' with a current balance of '₹ 2,500.00 Cr'. The cost allocations are for 'Telephone Charges' up to '₹ 2,500.00 Dr'. A table shows the allocation by cost category:

Cost Category	Name of Cost Centre	Amount
Name	Mr. Ramesh	2,500.00
Branch	Kolkatta	2,500.00
Department	Purchase	2,500.00
Mobile No	6487516368	2,500.00

The total amount allocated is ₹ 2,500.00. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Cost Centre Allocations' and the date 'Wed, 14 Oct, 2020 09:47:28'.

Telephone charges paid using cost category and cost centre

The screenshot displays the Tally.ERP 9 Accounting Voucher Creation window. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window content shows:

- Accounting Voucher Creation** for **Abc Ltd** (Company).
- Payment** No. 1, dated **31-Mar-2019** (Sunday).
- Account: Cash** with a current balance of **2,500.00 Cr**.
- Particulars** table:

Particulars	Amount
Telephone Charges Cur Bal: 2,500.00 Dr	2,500.00
Name	
Mr. Ramesh	2,500.00 Dr
Branch	
Kolkatta	2,500.00 Dr
Department	
Purchase	2,500.00 Dr
Mobile No	
6487516368	2,500.00 Dr

The total amount is **2,500.00**. The narration field is empty.

At the bottom, the status bar shows: Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation. Copyright: © Tally Solutions Pvt Ltd, 1988-2020. Date: Wed, 14 Oct, 2020. Time: 09:47:47.

The Windows taskbar at the bottom shows the Start button, taskbar icons for various applications, and the system tray with the date and time: 9:47 AM, 14-10-2020.

Travelling allowances paid using cost category and cost centre

Tally.ERP 9

Accounting Voucher Creation
Payment No. 1
 31-Mar-2019
 Sunday

Account : **Cash**
Cur Bal: 5,500.00 Cr

Particulars	Amount
↑ ... 1 more <i>Cur Bal: 2,500.00 Dr</i>	
Name Mr. Ramesh	2,500.00 Dr
Branch Kolkatta	2,500.00 Dr
Department Purchase	2,500.00 Dr
Mobile No 6487516368	2,500.00 Dr
Travelling Allowance <i>Cur Bal: 3,000.00 Dr</i>	3,000.00
Name Mr. Ramesh	3,000.00 Dr
Branch Kolkatta	3,000.00 Dr
Department Purchase	3,000.00 Dr
Mobile No 6487516368	3,000.00 Dr
<hr/>	
Narration:	5,500.00

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation © Tally Solutions Pvt Ltd., 1988-2020 Wed, 14 Oct, 2020 09:49:12

Payment No. 1

Account : **Cash**

Cur Bal: 5,500.00 Cr

Particulars

↑ ... 1 more

Cur Bal: 2,500.00 Dr

Branch

Chennai 2,500.00 Dr

Name

Mr. Ramesh 2,500.00 Dr

Department

Purchase 2,500.00 Dr

Mobile No

6487516368 2,500.00 Dr

Travelling Allowance

Cur Bal: 3,000.00 Dr

Branch

Kolkatta 3,000.00 Dr

Name

Mr. Ramesh 3,000.00 Dr

Department

Purchase 3,000.00 Dr

Mobile No

6487516368 3,000.00 Dr

Narration:

If you want to see the result Go to display

The screenshot displays the Tally.ERP 9 Gateway of Tally interface. The main window is divided into two panes. The left pane shows the 'List of Selected Companies' with the following data:

Name of Company	Date of Last Entry
Abc Ltd	31-Mar-2019
Abc Ltd	31-Mar-2019
Jhijk	No Vouchers Entered

The right pane shows the 'Gateway of Tally' menu with the following options:

- Masters**
 - Accounts Info.
 - Inventory Info.
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
- Utilities**
 - Import Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display**
- Quit**

The interface includes a top menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand sidebar contains function key shortcuts (F1-F12) for various actions. The bottom status bar shows 'Tally MAIN --> Gateway of Tally', copyright information, the date 'Wed, 14 Oct, 2020', and the time '09:55:31'. The Windows taskbar at the bottom shows various application icons and the system tray with the time '9:55 AM 14-10-2020'.

Sum : 4

Particulars	Dr	Cr
Capital		5,00,000
Cash	2,00,000	
Furniture	50,000	
Bank loan		2,00,000
Indian bank	1,50,000	
Bank OD		1,50,000
Machinery	1,50,000	
Motor car	75,000	
Computer	1,25,000	
Investment	2,00,000	
Salary due		50,000
Sundry creditors	M/s Reliance ltd was Rs. 1,50,000 bill no. : 29	
Sundry debtors	M/s Malhotra ltd was Rs. 60,000 bill no. : 30 M/s Unilever ltd was Rs. 40,000 bill no. : 31	

Mr. Prakash	Mr. Kavin
Basic pay	Basic pay (k)
DA	DA (k)
TA	HRA (k)
Medical Allowance	Conveyance allowance
Food allowance	Medical allowance

Income and expenditure

Telephone charges

Postages

Interest received

Commission received

Wages

Fright charges

Transactions during the period

Telephone charges paid Rs. 1000

Postages paid Rs.1250.

Commission Received Rs. 1,000

Interest received Rs. 8000

Paid wages and freight charges Rs.700,& Rs.350

Goods purchased from Mr. Dolphin Ltd was Rs. 1,20,000

Salary paid to Mr. Kavin as following basic pay Rs. 6000, DA Rs. 2000, HRA Rs. 500, Conveyance allowance Rs. 700, medical allowances Rs. 500.

Salary paid to Mr.Prakash as following basic pay Rs. 5,000, DA Rs. 2,500, TA Rs. 1000, medical allowances Rs. 500, Food allowance Rs.300

Goods sold to Ms. Ramani was Rs.1,50,000

Amount paid to M/S. Reliance Ltd was Rs. 50,000 partly settlement .

Depreciation of machinery @10%

Procedures

- **Step -1 : Create a new Company**

Go to gateway of tally - Press Alt + F3

Go to creation of company

Open the new window

Put the name of the company press enter

- **Step – 2: Configuration the particular company features**

Go to gateway of tally - Press F11

Select your accounting feature

Open the window, go to change the two options

Maintain cost centre – yes

Maintain more than one cost centre - yes

Procedures

- Step - 3 : Create cost category using single or multiple.

Create following cost category

Mr. Prakash

Mr. Kavin

Income and Expenditure

- Step – 4 : Create cost centre using single or multiple.

Create following cost centre in each cost category

Mr. Prakash – Basic pay, DA, TA, Medical allowance,
Food allowance.

Mr. Kavin – Basic pay (K), DA (K), HRA, Conveyance
allowance, Medical allowance (K).

Income & Expenditure - Telephone charges, Postages,
Interest , received, Commissions
received, Wages, Fright charges.

Cost category

Tally.ERP 9

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

Multi Cost Category Display Ramu &Co Ctrl + M

S.No.	Name of Category	Allocations for	
		Revenue Items	Non-Revenue Items
1.	Income & Expenditure	Yes	No
2.	Mr. Kavin	Yes	No
3.	Mr.Prakash	Yes	No
4.	Primary Cost Category	Yes	Yes

F3: Company
F3: New Company
F6: Skip Names
F8: Skip Details

Cost centre

Tally.ERP 9

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

Multi Cost Centre Display Ramu &Co Ctrl + M

Under Cost Centre : ♦ All Items

S.No.	Category	Name of Cost Centre	Under
1.	Mr.Prakash	Basic Pay	♦ Primary
2.	Mr. Kavin	Basic Pay (K)	♦ Primary
3.	Income & Expenditure	Commission Received	♦ Primary
4.	Mr. Kavin	Convayance	♦ Primary
5.	Mr. Kavin	DA K	♦ Primary
6.	Mr.Prakash	DA P	♦ Primary
7.	Mr.Prakash	Food Allowance	♦ Primary
8.	Income & Expenditure	Fright Charges	♦ Primary
9.	Mr. Kavin	HRA	♦ Primary
10.	Income & Expenditure	Interest Received	♦ Primary
11.	Mr.Prakash	Medical Allowance	♦ Primary
12.	Mr. Kavin	Medical Allowance (K)	♦ Primary
13.	Income & Expenditure	Postages	♦ Primary
14.	Mr.Prakash	TA	♦ Primary
15.	Income & Expenditure	Telephone Charges	♦ Primary
16.	Income & Expenditure	Wages	♦ Primary

F3: Company
F3: New Company
F4: Parent
F4: New Parent
F5: Skip Category
F6: Skip Names
F7: Skip Parent
F8: Skip Details

Procedures

- Step – 5 : Create Ledger – Go to ALR (Single) or ALC (Multiple).

Create ledger the following items

Income – Indirect income

Expenses – indirect expenses

Goods purchased from Mr. Dolphin Ltd was Rs. 1,20,000

Purchases – purchase

Mr. Dolphin – Sundry creditors

Goods sold to Ms. Ramani was Rs.1,50,000

Sales – Sales

Ms. Ramani – Sundry debtors

Depreciation of machinery @10%

Depreciation – Indirect expenses

Create ledger with under groups

Items of ledger	Under groups	Amount
Capital	Capital	5,00,000
Cash	Cash in Hand	2,00,000
Furniture	Fixed Assets	50,000
Bank loan	Loans Liability	2,00,000
Indian bank	Bank	1,50,000
Bank OD	Bank OD	1,50,000
Machinery	Fixed Assets	1,50,000
Motor car	Fixed Assets	75,000
Computer	Fixed Assets	1,25,000
Investment	Investment	2,00,000
Salary due	Current Liability	50,000
M/s Reliance ltd	Sundry creditors	1,50,000
M/s Malhotra ltd	Sundry debtors	60,000
M/s Unilever ltd	Sundry debtors	40,000

Created ledger using multiple

Tally.ERP 9

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

Multi Ledger Display Ramu & Co Ctrl + M

Under Group : ♦ All Items For 1-Apr-2018

S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr
1.	Bank Loan	Loans (Liability)	2,00,000.00	Cr
2.	Bank Od	Bank OD A/c	1,50,000.00	Cr
3.	Capital	Capital Account	5,00,000.00	Cr
4.	Cash	Cash-in-Hand	2,00,000.00	Dr
5.	Computer	Fixed Assets	1,25,000.00	Dr
6.	Depreciation	Indirect Expenses		
7.	Dolphin	Sundry Creditors		
8.	Expenses	Indirect Expenses		
9.	Furniture	Fixed Assets	50,000.00	Dr
10.	Income	Indirect Incomes		
11.	Indian Bank	Bank Accounts	1,50,000.00	Dr
12.	Investment	Investments	2,00,000.00	Dr
13.	Machinery	Fixed Assets	1,50,000.00	Dr
14.	Malhotra	Sundry Debtors	60,000.00	Dr
15.	Motor Car	Fixed Assets	75,000.00	Dr
16.	Profit & Loss A/c	♦ Primary		
17.	Purchase	Purchase Accounts		
18.	Ramani	Sundry Debtors		
19.	Reliance	Sundry Creditors	1,50,000.00	Cr
20.	Salary	Indirect Expenses		
21.	Salary Due	Current Liabilities	50,000.00	Cr
22.	Sales	Sales Accounts		
23.	Unliver Ltd	Sundry Debtors	40,000.00	Dr

Q: Quit A: Accept D: Delete R: Remove Line U: Restore Line U: Restore All Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Multi Ledger Display © Tally Solutions Pvt Ltd., 1988-2020 Thu, 22 Oct, 2020 23:17:04

F3: Company
F3: New Company
F4: Parent
F4: New Parent
Z: Zero Opening Bal
F6: Skip Names
F7: Skip Parent
F8: Skip Details
G: Groups
L: Ledgers
S: Cost Category
C: Cost Centre
F11: Features

Step: 6 - Voucher entries

- After created ledger – Go to make the payment and income & expenditure value through the voucher with cost category and cost centre one by one.

1. Payment voucher – F5 paid salary

The screenshot displays the Tally.ERP 9 Accounting Voucher Alteration window. The voucher is a Payment voucher (No. 2) dated 1-Apr-2018 (Sunday). The company is Ramu & Co. The voucher details are as follows:

Particulars	Debit	Credit
Dr Salary Cur Bal: 19,000.00 Dr	9,700.00	
Mr. Kavin		
Basic Pay (K) 6,000.00 Dr		
DA K 2,000.00 Dr		
HRA 500.00 Dr		
Conveyance 700.00 Dr		
Medical Allowance (K) 500.00 Dr		
Dr Salary Cur Bal: 19,000.00 Dr	9,300.00	
Mr. Prakash		
Basic Pay 5,000.00 Dr		
DA P 2,500.00 Dr		
TA 1,000.00 Dr		
Medical Allowance 500.00 Dr		
Food Allowance 300.00 Dr		
Cr Cash Cur Bal: 1,86,700.00 Dr		19,000.00
Narration:	19,000.00	19,000.00

The window includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand sidebar lists function keys (F1-F12) such as Accounting Vouchers, Inventory Vouchers, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Reversing Journal, Memos, Post-Dated, Optional, Features, and Configure. The status bar at the bottom shows the company name, date (Thu, 22 Oct, 2020), and time (23:02:32).

Voucher entries

3. Expenses – Payment voucher - F5

The screenshot displays the Tally.ERP 9 Accounting Voucher Alteration window for a Payment voucher. The voucher is dated 1-Apr-2018 (Sunday) and is for the company Ramu & Co. The total amount is 3,300.00. The voucher is categorized as 'Payment' (F5).

Particulars	Debit	Credit
Dr Expenses	3,300.00	
Cur Bal: 3,300.00 Dr		
Income & Expenditure		
Telephone Charges	1,000.00 Dr	
Postages	1,250.00 Dr	
Wages	700.00 Dr	
Fright Charges	350.00 Dr	
Cr Cash		3,300.00
Cur Bal: 1,86,700.00 Dr		
Narration:	3,300.00	3,300.00

The interface includes a menu bar with options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. A right-hand sidebar lists various voucher types (F1-F12) such as Accounting Vouchers, Inventory Vouchers, Date, Company, Contra, Payment, Receipt, Journal, Sales, Credit Note, Purchase, Debit Note, Reversing Journal, and Memos. The bottom status bar shows the current date as Thu, 22 Oct, 2020, and the time as 11:07 PM on 22-10-2020.

Voucher entries

4. Journal voucher entries – F7 for depreciation

The screenshot displays the Tally.ERP 9 Accounting Voucher Alteration window. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window content shows:

- Accounting Voucher Alteration
- Journal No. 1
- Date: 1-Apr-2018 Sunday
- Company: Ramu & Co
- Particulars table:

Particulars	Debit	Credit
Dr Depreciation Cur Bal: 15,000.00 Dr	15,000.00	
Cr Machinery Cur Bal: 1,35,000.00 Dr		15,000.00
	15,000.00	15,000.00

Narration:

At the bottom, there is a status bar with: Tally MAIN --> Gateway of Tally --> Accounting Voucher Alteration, © Tally Solutions Pvt Ltd., 1988-2020, Thu, 22 Oct, 2020, 23:10:21.

On the right side, there is a vertical menu with the following options:

- F1: Accounting Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- T: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

Voucher entries

6. Sales voucher – F8

The screenshot displays the Tally.ERP 9 Accounting Voucher Alteration window. The window title is "Tally.ERP 9". The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: TallyShop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window content shows:

- Accounting Voucher Alteration** (Ramu & Co)
- Sales** No. 1
- Reference no.:
- Party A/c name : **Ramani**
- Current balance : **1,50,000.00 Dr**
- Date: **1-Apr-2018** (Sunday)
- Table with columns: Name of Item, Quantity, Rate per, Amount
- Table entry: **Sales** (Amount: **1,50,000.00**)
- Narration:
- Total Amount: **1,50,000.00**

The right-hand side of the window features a vertical menu with the following options:

- F1: Accounting Vouchers
- F1: Inventory Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F8: Credit Note
- F9: Purchase
- F9: Debit Note
- F10: Reversing Journal
- F10: Memos
- S: Stock Query
- I: Accounting Invoice
- V: As Voucher
- I: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

The bottom status bar shows: Tally MAIN --> Gateway of Tally --> Accounting Voucher Alteration, © Tally Solutions Pvt Ltd., 1988-2020, Thu, 22 Oct, 2020, 23:12:36.

Voucher entries

7. Purchase voucher – F9

The screenshot displays the Tally.ERP 9 interface for an Accounting Voucher Alteration. The window title is "Tally.ERP 9". The menu bar includes options like Print, Export, E-Mail, Upload, TallyShop, Language, Keyboard, Control Centre, Support Centre, and Help. The main header shows "Accounting Voucher Alteration" for "Ramu & Co" with a date of "1-Apr-2018" (Sunday). The voucher type is "Purchase" (No. 1). The supplier invoice number is blank, and the date is blank. The party A/c name is "Dolphin" with a current balance of "1,20,000.00 Cr".

Name of Item	Quantity	Rate per	Amount
Purchase			1,20,000.00

Narration: _____

_____ 1,20,000.00

At the bottom, there are navigation buttons: Quit, Accept, Delete, Cancel. The status bar shows "Tally MAIN --> Gateway of Tally --> Accounting Voucher Alteration" and "© Tally Solutions Pvt Ltd., 1988-2020". The system clock shows "Thu, 22 Oct, 2020 23:15:50".

On the right side, a vertical menu lists various functions: F1: Accounting Vouchers, F1: Inventory Vouchers, F2: Date, F3: Company, F4: Contra, F5: Payment, F6: Receipt, F7: Journal, F8: Sales, F8: Credit Note, F9: Purchase, F9: Debit Note, F10: Reversing Journal, F10: Memos, S: Stock Query, I: Accounting Invoice, V: As Voucher, T: Post-Dated, L: Optional, F11: Features, F12: Configure.

Step : 7 Get the result

- Go to gateway of tally - Select P&L A/C

The screenshot displays the Profit & Loss A/c report for Ramu & Co for the period 1-Apr-2018. The report is presented in a two-column format, with the left column showing debits and the right column showing credits. The total for both columns is 39,000.00.

Ramu & Co For 1-Apr-2018		Ramu & Co For 1-Apr-2018	
Particulars		Particulars	
Purchase Accounts	1,20,000.00	Sales Accounts	1,50,000.00
Purchase	1,20,000.00	Sales	1,50,000.00
Gross Profit c/o	30,000.00		
	1,50,000.00		1,50,000.00
Expenses (Indirect) (Indirect Expenses)	37,300.00	Gross Profit b/f	30,000.00
Depreciation	15,000.00	Income (Indirect) (Indirect Incomes)	9,000.00
Expenses	3,300.00	Income	9,000.00
Salary	19,000.00		
Nett Profit	1,700.00		
Total	39,000.00	Total	39,000.00

Step : 7 Get the result

- Go to gateway of tally – Select B/S

Liabilities		Assets	
Ramu & Co as at 1-Apr-2018		Ramu & Co as at 1-Apr-2018	
Capital Account	5,00,000.00	Fixed Assets	3,85,000.00
<i>Capital</i>	5,00,000.00	<i>Computer</i>	1,25,000.00
Loans (Liability)	3,50,000.00	<i>Furniture</i>	50,000.00
Bank OCC A/c (Bank OD A/c)	1,50,000.00	<i>Machinery</i>	1,35,000.00
Bank Loan	2,00,000.00	<i>Motor Car</i>	75,000.00
Current Liabilities	3,20,000.00	Investments	2,00,000.00
Sundry Creditors	2,70,000.00	<i>Investment</i>	2,00,000.00
Salary Due	50,000.00	Current Assets	5,86,700.00
Profit & Loss A/c	1,700.00	<i>Closing Stock</i>	
Opening Balance		Sundry Debtors	2,50,000.00
Current Period	1,700.00	Cash-in-Hand	1,86,700.00
		Bank Accounts	1,50,000.00
Total	11,71,700.00	Total	11,71,700.00

Report of Cost centre & Category

Go to gateway of tally - Select Display

Go to select statement of Accounts

Go to select Cost Centres

Go to select Category Summary

Tally.ERP 9

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

Cost Category Summary Ramu & Co Ctrl + M

Particulars	Ramu & Co For 1-Apr-2018		
	Transactions		Closing Balance
	Debit	Credit	
Income & Expenditure	3,300.00	9,000.00	5,700.00 Cr
Commission Received		1,000.00	1,000.00 Cr
Fright Charges	350.00		350.00 Dr
Interest Received		8,000.00	8,000.00 Cr
Postages	1,250.00		1,250.00 Dr
Telephone Charges	1,000.00		1,000.00 Dr
Wages	700.00		700.00 Dr
Mr. Kavin	9,700.00		9,700.00 Dr
Basic Pay (K)	6,000.00		6,000.00 Dr
Conveyance	700.00		700.00 Dr
DA K	2,000.00		2,000.00 Dr
HRA	500.00		500.00 Dr
Medical Allowance (K)	500.00		500.00 Dr
Mr. Prakash	9,300.00		9,300.00 Dr
Basic Pay	5,000.00		5,000.00 Dr
DA P	2,500.00		2,500.00 Dr
Food Allowance	300.00		300.00 Dr
Medical Allowance	500.00		500.00 Dr
TA	1,000.00		1,000.00 Dr

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All

Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Display Cost Centres --> Cost Category Summary © Tally Solutions Pvt Ltd., 1988-2020 Thu, 22 Oct, 2020 23:34:58