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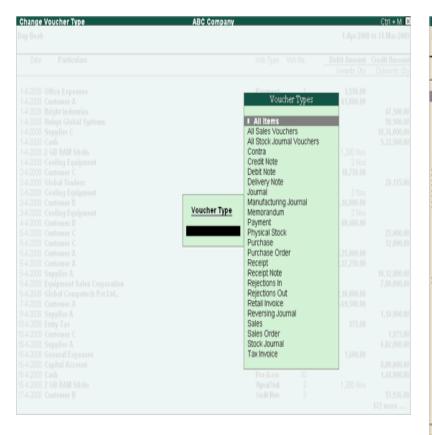
Day Books :
The Day Book lists all transactions made in a particular day and by default displays the last voucher entry date of a regular voucher. It could also be set up to list all the transactions made over a certain period. Transactions include all financial vouchers, reversing and memorandum journals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

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

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:

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

Configuration

Show Opening Balances	? Yes
Show transactions	? Yes
Nett transactions only	? 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	Opening Balance	Transactions Debit	Transactions Credit	Closing Balance
ABC Company 1-Apr-2008 to 31-Mar-2009				
Capital Account	1,00,000.00 Cr		23,00,000.00	24,00,000.00 Cr
Capital Account	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
Loan From Bank			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	2,32,81,965.25 Cr
Duties & Taxes	16,000.00 Dr	6,47,456.25	7,98,043.00	1,34,586.75 Cr
Sundry Creditors	3,16,700.00 Cr	6,10,183.00	2,34,16,187.50	2,31,22,704.50 Cr
CST Deferred Account			3,200.00	3,200.00 Cr
Interest Payable Account			16,275.00	16,275.00 Cr
Tax Deferred A/c			5,200.00	5,200.00 Cr
Fixed Assets		2,00,000.00		2,00,000.00 Dr
Capital Goods		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	4,08,56,757.00 Dr
Opening Stock	56,650.00 Dr			56,650.00 Dr
Loans & Advances (Asset)		65,000.00		65,000.00 Dr
Sundry Debtors	1,55,600.00 Dr	3,19,61,021.00	13,92,889.00	3,07,23,732.00 Dr
Cash-in-Hand	2,17,850.00 Dr	79,75,000.00	7,39,800.00	74,53,050.00 Dr
Bank Accounts	9,00,000.00 Dr	31,49,000.00	14,96,175.00	25,52,825.00 Dr
CST Refund Granted Ac		2,000.00		2,000.00 Dr
Entry Tax		3,975.00	475.00	3,500.00 Dr
Branch / Divisions	8,600.00 Cr			8,600.00 Cr
Branch/ Division	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
Sales Bills to Make		1,12,500.00		1,12,500.00 Dr
Branch Transfer - Outwards	6,97,000.00 Cr		95,000.00	7,92,000.00 Cr
Exports			2,80,000.00	2,80,000.00 Cr
				51 more ...
Grand Total		7,05,17,709.50	7,05,17,709.50	

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.**

Profit & loss A/c

1. Go to **Gateway of Tally** > **Display** > **Profit & Loss A/c** .

2. Click **F1 : Detailed** to view the Profit & Loss Account in detailed format. The Profit & Loss Account appears as shown below:

   The Profit & Loss Account is generated and updated immediately from the date of opening of books till the date of last entry.

3. Press **F2: Period** to change the period as required.

   The **Profit & Loss A/c** is in horizontal form, by default. You can view the report in vertical format by enabling the option **Show Vertical Profit & Loss** by clicking F12: Configure . You can view additional information or toggle to another report using the options available in the button bar.

   Click **S : Schedule VI** in the Schedule VI Profit & Loss A/c, as shown below:

Profit & Loss A/c — ABC Company 11-12

Particulars	ABC Company 11-12 1-Apr-2010 to 31-Mar-2012	Particulars	ABC Company 11-12 1-Apr-2010 to 31-Mar-2012
Opening Stock	16,81,848.44	Sales Accounts	4,32,99,616.28
Purchase Accounts	2,74,43,682.50	Direct Incomes	56,550.00
Direct Expenses	43,000.00	Closing Stock	75,94,295.06
Gross Profit c/o	2,17,81,930.40		
	5,09,50,461.34		5,09,50,461.34
Indirect Expenses	73,30,923.75	Gross Profit b/f	2,17,81,930.40
Nett Profit	1,55,01,006.65	Indirect Incomes	10,50,000.00
Total	2,28,31,930.40	Total	2,28,31,930.40

Schedule-VI Profit and Loss A/c — ABC Company 11-12

Statement of Profit and Loss for the year ended 31-Mar-2012

In ₹ (Rupees)

Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011
I Revenue from Operations		4,33,56,166.28	4,33,81,830.00
II Other Income		10,50,000.00	730.00
III TOTAL REVENUE (I + II)		4,44,06,166.28	4,33,82,560.00
IV EXPENSES			
Cost of Materials Consumed			
Purchases of Stock-in-Trade		2,74,43,682.50	2,73,92,897.50
Changes in Inventories		(59,12,446.62)	6,20,574.91
Employee Benefit Expenses		25,64,791.00	25,63,991.00
Finance Costs			
Depreciation and Amortization Expenses			
Other Expenses		48,09,132.75	34,94,275.86
TOTAL EXPENSES		2,89,05,159.63	3,40,71,739.27
V Profit before Exceptional and Extraordinary Items and Tax (III-IV)		1,55,01,006.65	93,10,820.73
VI Exceptional Items			
VII Profit before Extraordinary Items and Tax		1,55,01,006.65	93,10,820.73
VIII Extraordinary Items			
IX Profit Before Tax		1,55,01,006.65	93,10,820.73
X Tax Expense			
Current Tax			
Deferred Tax			
XI Profit/(Loss) for the period from Continuing Operations(IX-X)		1,55,01,006.65	93,10,820.73
XII Profit/(Loss) from Discontinuing Operations			
XIII Tax Expense of Discontinuing Operations			6 more ...

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			
Opening Balance					
Current Period	5,91,622.71				
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** .

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** .

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:

Configuration

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

Type of Balance Sheet

Assets / Liabilities

Liabilities / Assets

Balance Sheet	ABC Company			Ctrl + M
Liabilities		ABC Company as at 31-Mar-2009	**Assets**	ABC Company as at 31-Mar-2009
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		3,92,87,104.00	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			Ctrl + M
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					Ctrl + M
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
		Opening	Closing	Flow
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	2,69,29,521.62

Funds Flow Summary	ABC Company			Ctrl + M
Sources	ABC Company 1-Apr-2008 to 30-Apr -2008	**Applications**		ABC Company 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	Wkg 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	1.77 : 1
Bank Accounts	1,05,50,000.00 Dr	(Current Assets-Stock-in-hand : Current Liabilities)	
Bank OD A/c	4,000.00 Dr	Debt/Equity Ratio	0.10 : 1
Sundry Debtors	1,06,09,332.00 Dr	(Loans (Liability) : Capital Account + Nett Profit)	
(due till today)	1,12,13,913.00 Dr	Gross Profit %	64.86 %
Sundry Creditors	1,25,93,117.00 Cr	Nett Profit %	64.29 %
(due till today)	1,30,76,300.00 Cr	Operating Cost %	35.71 %
Sales Accounts	1,59,30,328.75 Cr	(as percentage of Sales Accounts)	
Purchase Accounts	1,25,56,447.50 Dr	Recv. Turnover in days	146.61 days
Stock-in-hand	1,17,17,317.74 Dr	(payment performance of Debtors)	
Excess of Income over Expenditure	1,02,40,823.99 Cr	Return on Investment %	82.32 %
Wkg. Capital Turnover	0.75	(Nett Profit / Capital Account + Nett Profit)	
(Sales Accounts / Working Capital)		Return on Wkg. Capital %	47.90 %
Inventory Turnover	1.36	(Nett Profit / Working Capital) %	
(Sales Accounts / Closing Stock)			

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.

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:

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:

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.

Invoice, Delivery Note, or Order Configuration

For customise invoice, delivery notes, and other order vouchers using the options available in the **Invoice Configuration** screen. This involves specifying or automatically allocating the invoice value to a bill reference.

1. Go to **Gateway of Tally** > **F12: Configure** > **Invoice / Orders Entry** . The **Invoice Configuration** screen appears as shown below:
2. Enable the required options.
3. Press **Ctrl+A** to accept.
   Note: Depending on the options enabled in the **Company Features** screen, options are added in **Invoice Configuration** screen.

Invoice/Delivery Note/Order Voucher Configuration

General

Enable supplementary details	? Yes
(Address details, despatch details, etc.)	
Allow separate buyer and consignee names	? No
Allow modification of all fields during entry	? No
Allow ledgers grouped under provision	? No
Use common ledger account for item allocation	? Yes
Use defaults for bill allocations	? Yes
Provide additional descriptions for stock item name	? No
Provide additional descriptions for ledger name	? No
(for accounting invoice)	
Consolidate stock items with same rates	? No
Show compound unit of item based on rate	? No
Show full details of compound unit	? No
Show turnover achieved with customer	? No

Exporters' Options

Provide export shipping details	? No
Provide marks and numbers/container no.	? No
Provide number and kind of packages	? No

Inventory

Warn on negative stock balance	? Yes
Warn on duplicate order number	? No
Provide complete accounting allocations in order/delivery note	? Yes

Statutory

Calculate tax on current sub-total	? No
(else calculations are on inventory total only)	
Allow modification of tax details for VAT	? No

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 <u>**E**</u> **: 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     │  Export ?   │
        To Date                       :   3-4-2015    │             │
                                                      │ 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.

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)   : DayBook.xml

ABC Company

Country Details

Use Accounting terminology of   : India / SAARC
   (SAARC countries include India, Pakistan, Sri
   Lanka, Bangladesh, Nepal, Bhutan and

Style of Names

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

Style of Dates

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

Configuration of Numbers

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

Table Configuration

Use Common Table for Stock Items   ? No
Use 'Reducing List' for Tables   ? Yes
   ('Contains' Search)
   Apply for all Columns   ? Yes
Show tables with Masters only in Current Language? No

Import/Export Options

Ignore errors & continue during data import   ? No
   (Applicable for importing vouchers in XML format
   /SOAP Request)
Overwrite vouchers during import   ? No
   (where voucher Remote GUID matches)
Export Base Currency Symbol along with Amount   ? No
Open file after export   ? Yes

Other Options

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"

Gateway of Tally ....

Inventory Info.

Stock Groups
StoCk Categories
Stock Items

Units of Measure
GoDowns

Voucher Types

Copy Allocation Details

Quit

Step 3: Under single stock item, choose create.

Gateway of Tally .....
Inventory Info. .....

Stock Items

Single Stock Item

Create
Display
Alter

Multiple Stock Items

CReate
DIsplay
AlTer

Quit

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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

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

Under : **⌷ Primary**
Category : **Music Player**

Units : **No's**

Statutory Information

Rate of Duty (eg 5) : **0**

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	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
AlTer

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.

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	Payment: EB Salary	18,000 2,800
9	Drawing From the Bank	5,000

Procedures

Step – 1 : Company creation

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	3,65,000.00 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

Tally.ERP 9

P: Print   E: Export   M: E-Mail

Unit Creation

Type   : Simple
Symbol   : Nos
Formal name: Numbers
Number of decimal places: 0

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

Balance Sheet

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

Balance Sheet — A2 — Ctrl + M

Liabilities	A2 as at 31-Mar-2019	Assets	A2 as at 31-Mar-2019
Capital Account	3,65,000.00	Fixed Assets	3,55,000.00
Capital	3,65,000.00	Building	1,25,000.00
Loans (Liability)		Computer	2,00,000.00
Current Liabilities	2,18,000.00	Furniture	20,000.00
Sundry Creditors	2,18,000.00	Glass & Fittings	10,000.00
Profit & Loss A/c	2,34,000.00	Current Assets	4,62,000.00
Opening Balance		Closing Stock	2,18,000.00
Current Period	2,34,000.00	Cash-in-Hand	2,49,000.00
		Bank Accounts	(-)5,000.00
Total	**8,17,000.00**	**Total**	**8,17,000.00**

| F1: Condensed |
| F2: Period |
| F3: Company |
| F7: Valuation |
| S: Schedule VI |
| C: New Column |
| A: Alter Column |
| D: Delete Column |
| N: Auto Column |
| F9: Inventory Reports |
| F10: A/c Reports |
| F11: Features |
| F12: Configure |
| F12: Range |
| F12: Value |

Q: Quit — R: Remove Line — U: Restore Line — U: Restore All — Space: Select — Ctrl + N

Tally MAIN --> Gateway of Tally --> Balance Sheet — © Tally Solutions Pvt Ltd., 1988-2020 — Wed, 28 Oct, 2020 — 21:28:58

EN — 9:28 PM 28-10-2020

Statement of inventory

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
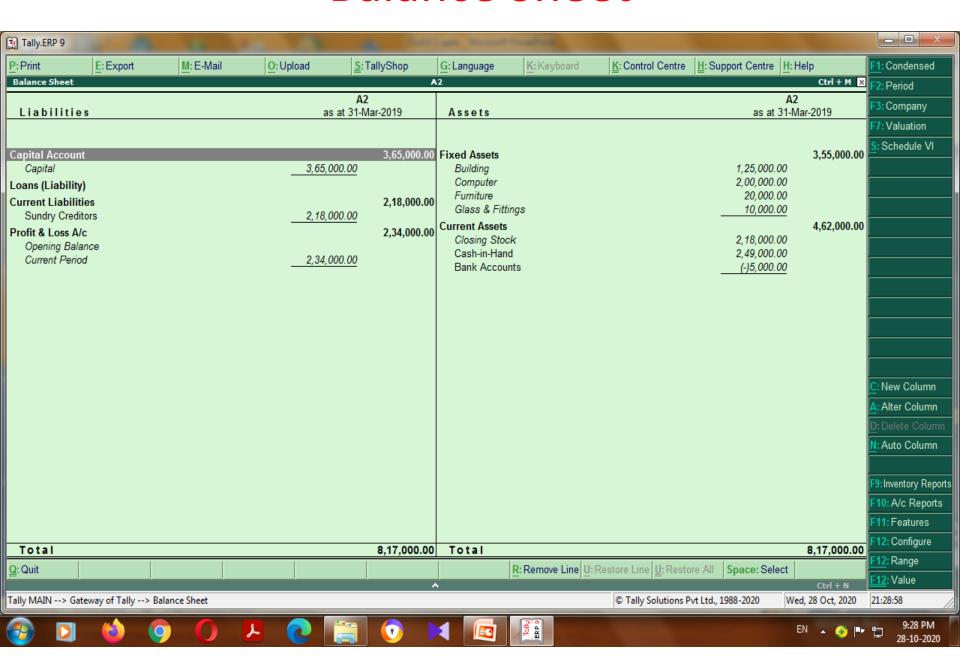- 150 pieces of colgate sold Rs. 15
- 100 pieces colgate sold Rs. 18
- 200 pieces of hamam sold Rs.12 each
- 300 pieces of Liril sold Rs.12 each.
- 500 kg wheat purchase Rs. 10 per kg
- 300 pieces of hamam purchased Rs.10 each
- 10 pieces of hamam taken for personal use
- 400 pieces of liril purchased Rs. 12 each
- 200 dozen pepsodent purchase Rs 10 each
- 500 pieces colgate purchase Rs. 12

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 Solutions

Lightshot
Your screenshot is copied to clipboard

EN   6:12 PM   06-11-2020

18:12:36

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 ⊠

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

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**

Q: Quit	A: Accept	D: Delete	X: Cancel						Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation   © Tally Solutions Pvt Ltd., 1988-2020   Fri, 6 Nov, 2020   18:17:02

Right sidebar:
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

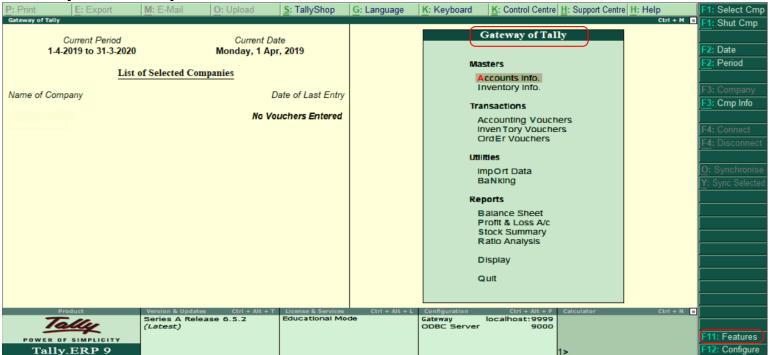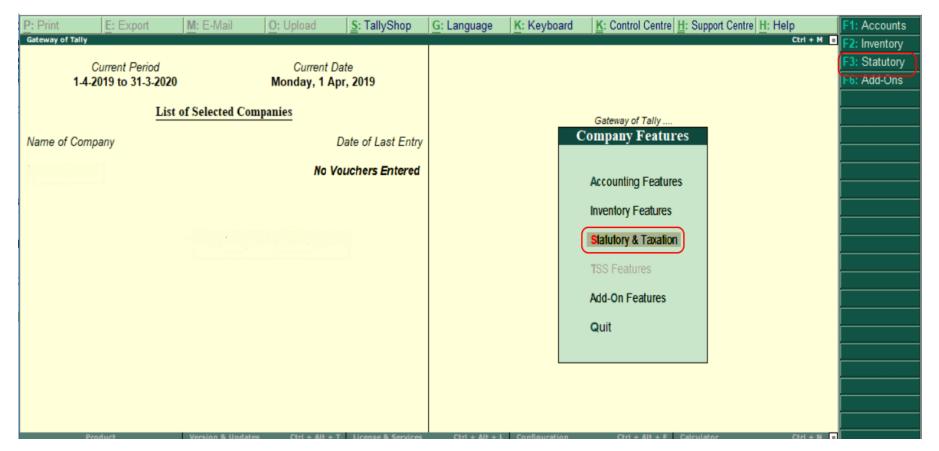EN   6:17 PM
06-11-2020

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:

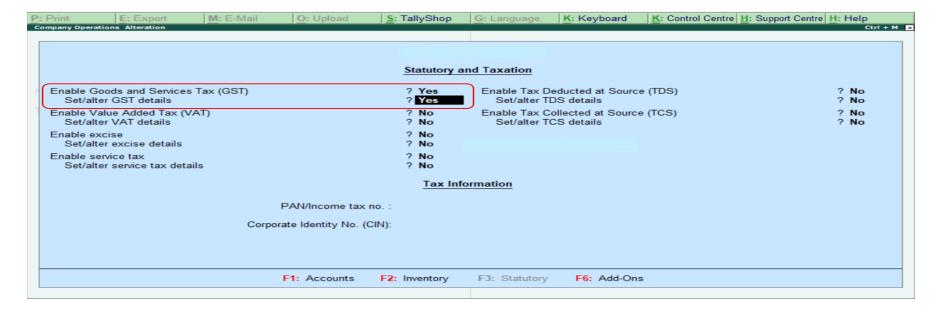- **Step 1:** Click on F11: Features or press function key F11 under Gateway of Tally.

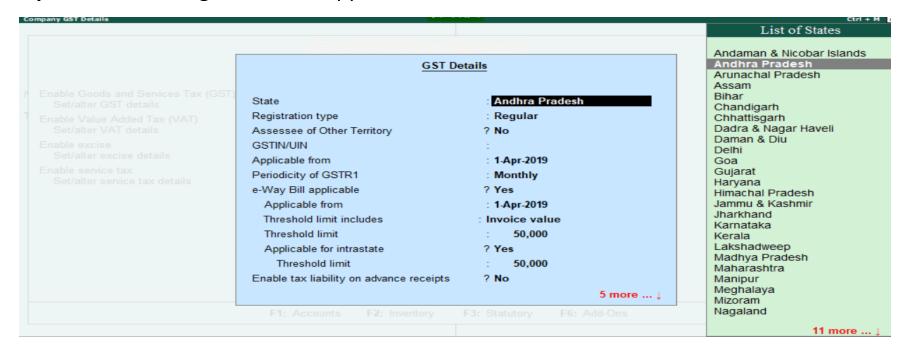**Step 2:** Choose Statutory & Taxation or press function key F3

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'.

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

Company Operations Alteration — Ctrl + M

Statutory and Taxation

Enable Goods and Services Tax (GST)	? Yes	Enable Tax Deducted at Source (TDS)	? No
Set/alter GST details	? Yes	Set/alter TDS details	? No
Enable Value Added Tax (VAT)	? No	Enable Tax Collected at Source (TCS)	? No
Set/alter VAT details	? No	Set/alter TCS details	? No
Enable excise	? No		
Set/alter excise details	? No		
Enable service tax	? No		
Set/alter service tax details	? No		

Tax Information

PAN/Income tax no. :

Corporate Identity No. (CIN):

F1: Accounts   **F2:** Inventory   F3: Statutory   **F6:** Add-Ons

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

GST Details

State	: Andhra Pradesh
Registration type	: Regular
Assessee of Other Territory	? No
GSTIN/UIN	:
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	? No

5 more ... ↓

F1: Accounts   F2: Inventory   F3: Statutory   F6: Add-Ons

List of States

Andaman & Nicobar Islands
Andhra Pradesh
Arunachal Pradesh
Assam
Bihar
Chandigarh
Chhattisgarh
Dadra & Nagar Haveli
Daman & Diu
Delhi
Goa
Gujarat
Haryana
Himachal Pradesh
Jammu & Kashmir
Jharkhand
Karnataka
Kerala
Lakshadweep
Madhya Pradesh
Maharashtra
Manipur
Meghalaya
Mizoram
Nagaland

11 more ... ↓

- **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 *(Purchase from unregistered dealer)*	?	**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

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

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)

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

Created cost centre through multiple ledger

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   Cost 1   Ctrl + M ⊠

Payment   No. 1   1-Apr-2020
Wednesday

Particulars	Debit	Credit
By **Salary**	1,05,000.00	

Narration: 1,05,000.00

- 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

| 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

| 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   Cost 1   Ctrl + M ⊠

Payment   No. 3   1-Apr-2020
Wednesday

Particulars	Debit	Credit

Cost Allocations for : **Salary**
Upto: ₹ 35,000.00 Dr   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

Payment voucher entry

Get the result
Go to Gate way of tally – select Display

Go to select statements of accounts

Go to select the cost category
Display the report of cost category and cost centre

Cost category & Cost Centre

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 $\longrightarrow$ Features $\longrightarrow$ 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

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

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 multilple

Creation of cost centre in each cost category using multiple
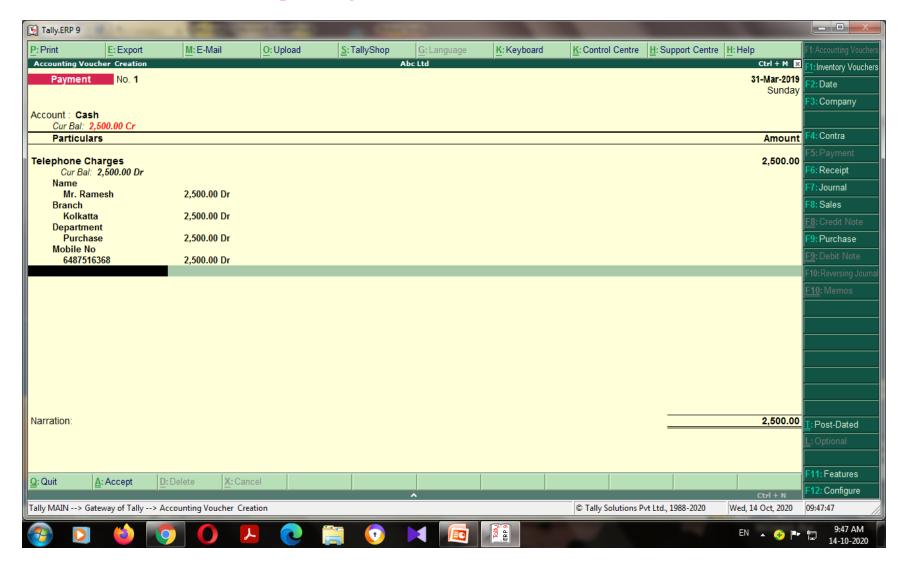
Make the payment through the payment voucher

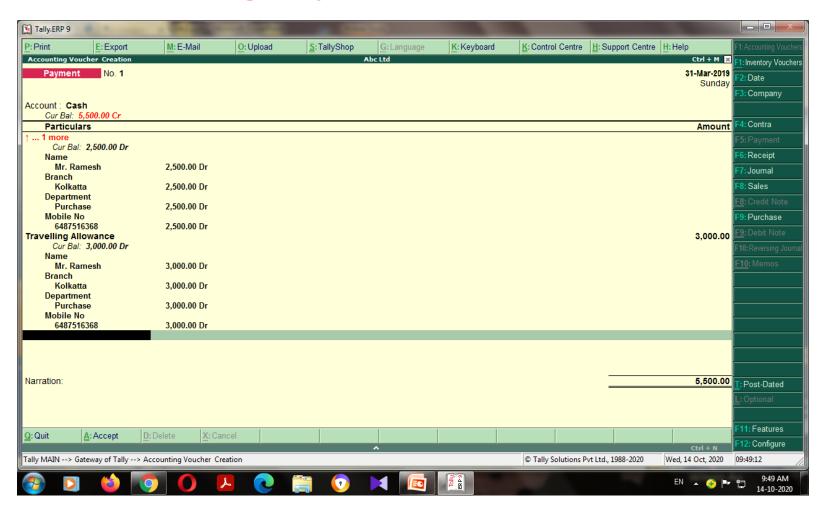# Make the payment on the cost category and cost centre wise

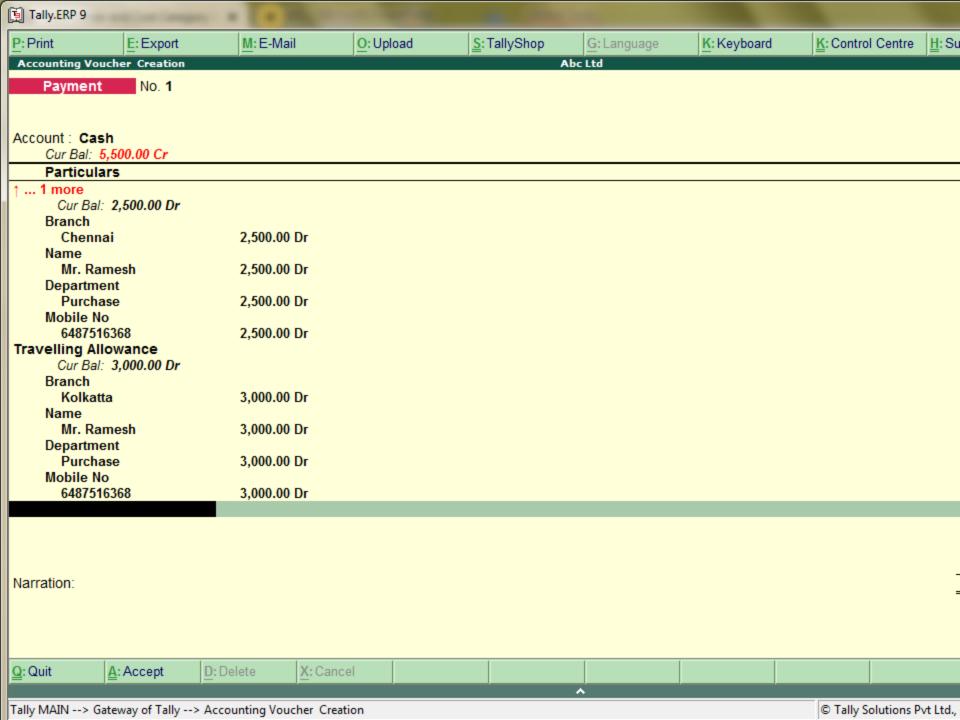# The telephone charges paid through the payment voucher on the basis of cost category and cost centre wise
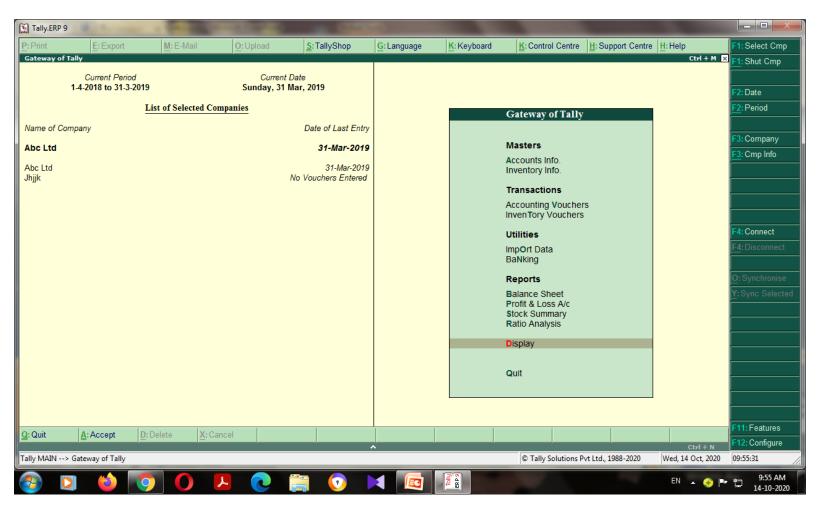
Telephone charges paid using cost category and cost centre

Travelling allowances paid using cost category and cost centre

Accounting Voucher Creation   **Abc Ltd**

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 seen the result
Go to display

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
Machinary	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
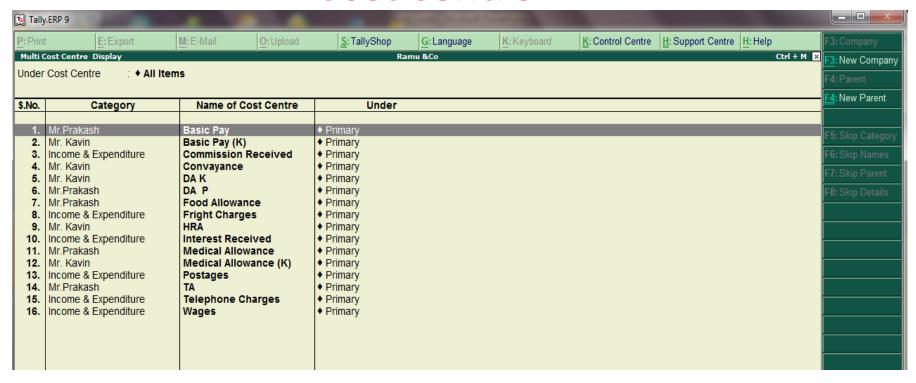
    Mr. Kavin

    Income and Expenditure

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

  Crate 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

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 ☒

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

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

Cost centre

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

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

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

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
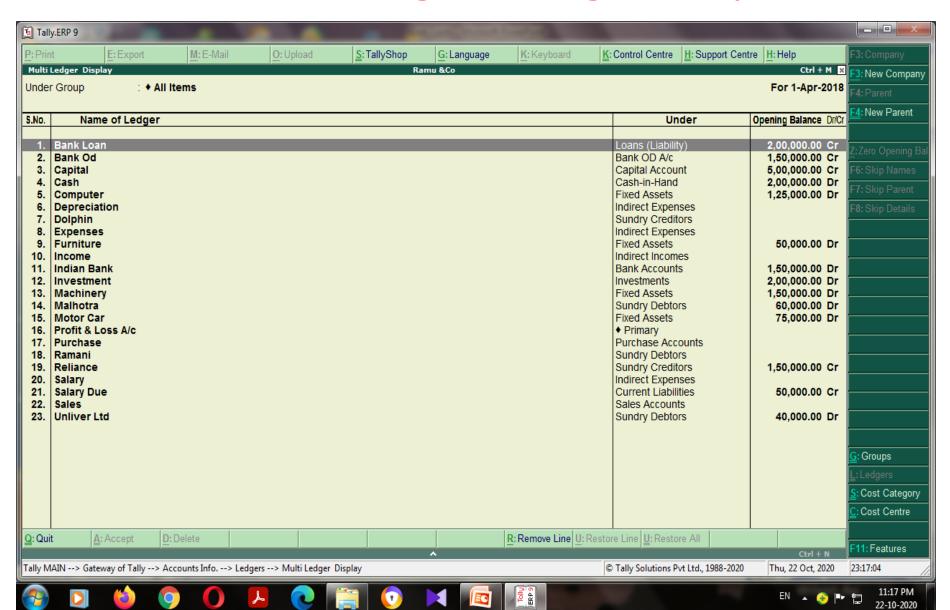
Sales – Sales

Ms. Ramani – Sundry debtors

Depreciation of machinery @10%

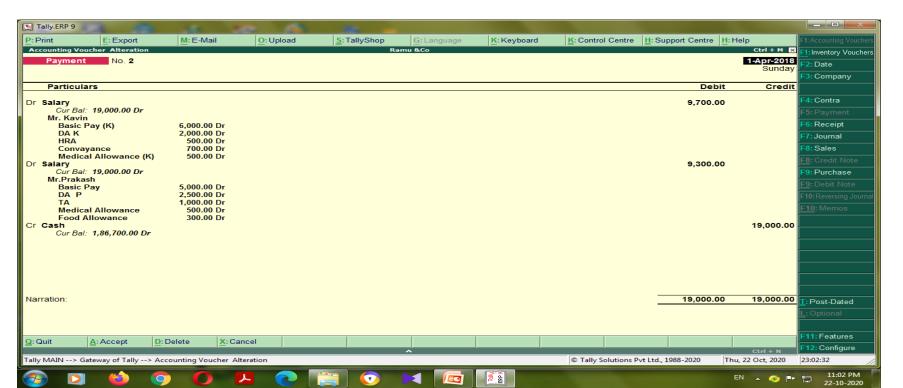Depreciation – Indirect expenses

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

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.
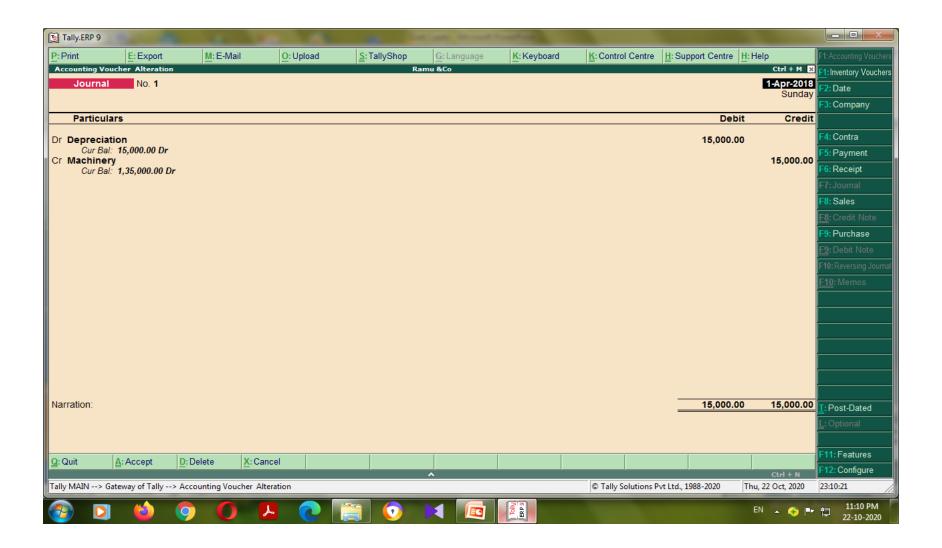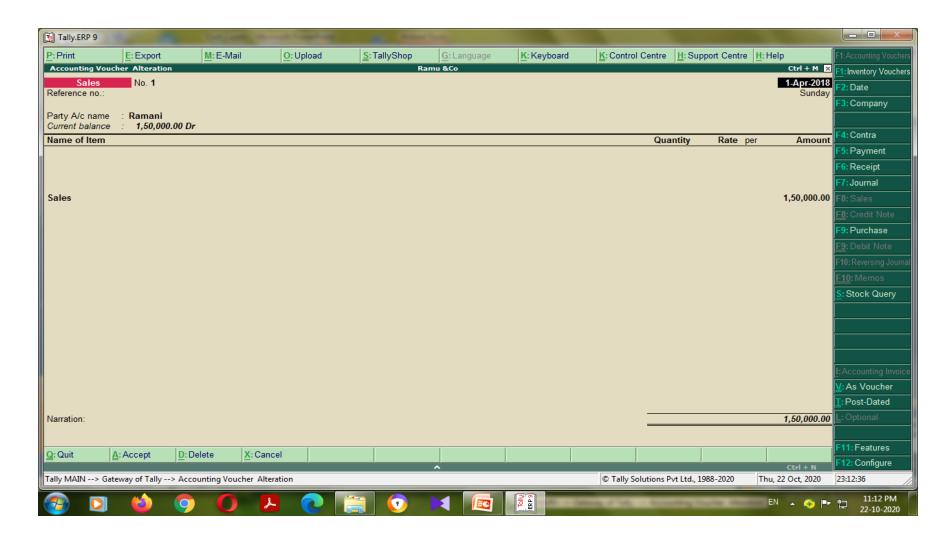
1. Payment voucher – F5 paid salary

Voucher entries

2. Income – Receipt Voucher – F6

Voucher entries

3. Expenses – Payment voucher - F5

Voucher entries

4. Journal voucher entries – F7 for depreciation

Voucher entries

6. Sales voucher – F8
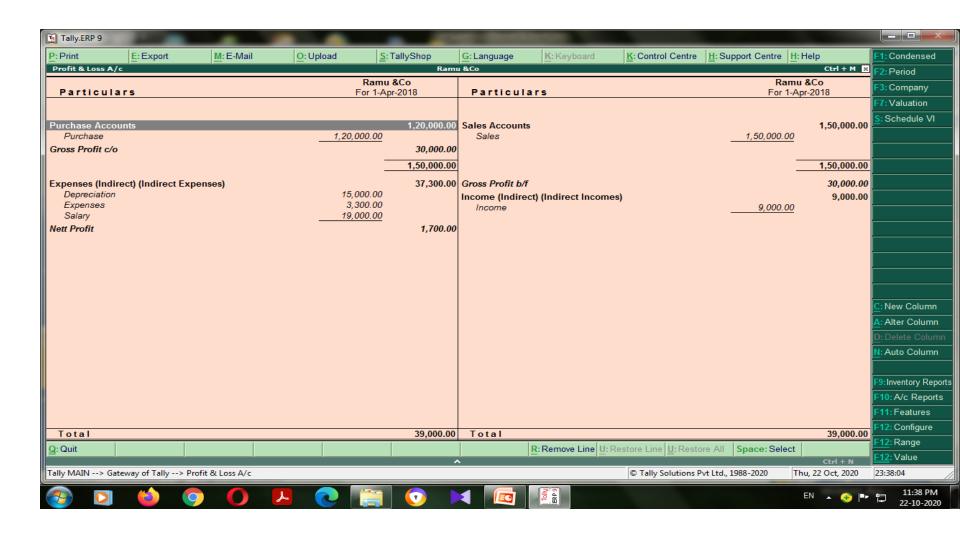
Voucher entries

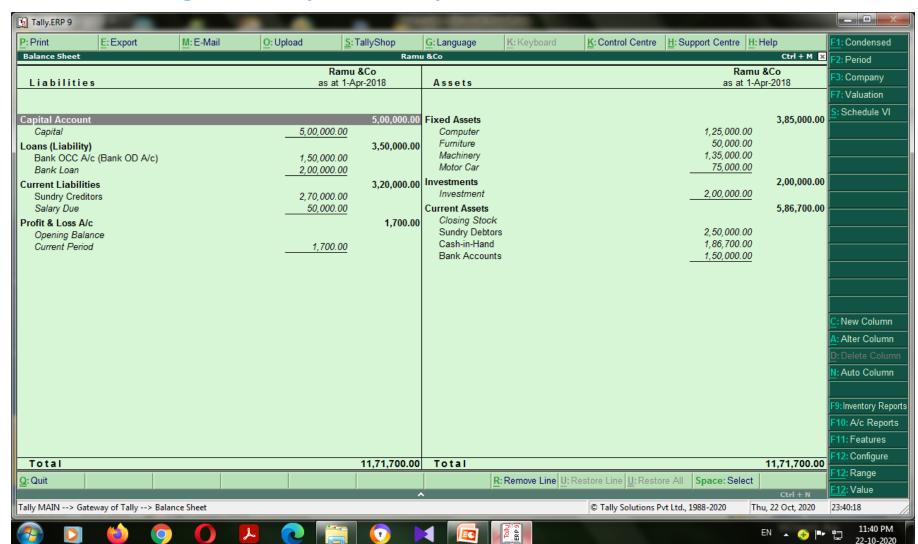## 7. Purchase voucher – F9

Step : 7 Get the result

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

Step : 7 Get the result

- Go to gateway of tally – Select B/S

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