

Voucher:-

A voucher is a document containing the details of financial transaction.

वाउचर एक डाक्यूमेंटस होता है जो फाइनेन्सियल ट्रान्सेक्सन के डिटेल को रखता है ।

Example:- Include Sale invoice, Purchase Invoice, Payslip, rent receipt and so on

Account:-

Account is a statement of transaction affecting any particular asset, liability, expenses or income.

एकाउन्ट ट्रान्सेक्सन का एक स्टेटमेन्ट होता है जो किसी पार्टिकुलर एसेट्स, लाइबिलिटी , एक्सपेन्स ओर इनकम को प्रभावित करता है ।

Ledger:-

A ledger is the book in which all accounts are maintained.

लेजर एक बुक होता है जिसमें हम सभ प्रकार के एकाउन्टस को मेंटेन करता है ।

Posting:-

Posting is the process by which information about transactions is transferred or move to an account.

पोस्टिंग एक ऐसी प्रक्रिया होती है जिससे लेन-देन सम्बन्धित सूचनाओं को किसी एकाउन्टस में ट्रान्सफर या मूव करते है ।



Accounting Period :-

A Regular period of time, such as a quarter of a year for which a financial statement is generated is called accounting period.

समय का एक निश्चित अवधि जैसे साल का तिमाही का फाइनेन्सियल स्टेटमेंट जनरेट करना । इसको हम एकाउन्टिंग पीरियड कहते हैं ।

Trail Balance :-

Trail Balance is a list of the balances of all the ledger accounts.

A Details trail balance has columns for

- * Account Name
- * Debit Balance
- * Credit Balance

ट्रायल बैलेंस सभी प्रकार के एकाउन्ट्स लेजर्स का लिस्ट होता है जिसमें हम निम्न कालम देख सकते हैं—

- एकाउन्ट का नाम
- डेबिट बैलेंस
- क्रेडिट बैलेंस

Profit and Loss :-

Profit and Loss statement shows the performance of the company in terms of profits or losses made by it over a specified period.

प्राफिट एण्ड लास एक स्टेटमेंट होता है जो कम्पनी के प्रोफार्मेंस एवं एक निश्चित अवधि का प्राफिट एण्ड लास दिखाता है ।



Balance Sheet:-

Balance sheet gives an overview of the financial position of a company as on a specified date.

बैलेंस शीट एक दिये हुए डेट पर किसी भी कम्पनी का फाइनेन्सियल पोजिसन दिखाता है ।

Accounting Formula**Personal Computer :**

Dr-----Debit is the Receiver
(पाने वाला)

Cr----- Credit is the giver
(देने वाला)

Example :-

राम को 500 रु. दिये ।

Dr----- Ram 500

श्याम से 500 रु. मिले ।

Cr-----Shayam 500

Real Account :-

Dr----- Debit What's Come in
(जो कुछ आये)

Cr----- Credit What's goes out

(जो कुछ जाये)

Example :-

फर्नीचर खरीदा ।

Dr-----Furniture

Cr-----Cash

Nominal Account:-

Dr-----Debit all expenses and losses

Cr----- Credit all income and gains

Example :-

कमीशन दिया.....

Dr-----

Cr-----

कमीशन लिया.....

व्यापार प्रारम्भ करने पर –

Cr- Name of Person (Ram's Capital)
Dr- Cash, furniture, Machine,

जो वस्तुएं लगाई जाती है ।

नोट- कैपिटल अकाउन्ट डी.आर. का टोटल कैश अगर चार लोग पार्टनरसीप में बिजिनेस प्रारम्भ करते है तो जो जितना कैश या एसेट्स लगायेगा उतने लोगों का नेमवाइज कैपिटल अकाउन्ट होगा ।

Drawing

आहरण- व्यवसाय से व्यक्तिगत खर्च के लिए धन निकालने पर

Dr----- Ram's Capital
Cr----- Cash

or

Dr----- Drawings
Cr----- Cash

“ Cash or goods withdraw for personal use”

जैसे- एल0 आई0 सी0 का पेमेंट करना है ।

Dr----- Ram's Capital
Cr----- Name of Bank/ Cash

Purchase

क्रय करने पर- नगद या उधार दो तरह से वस्तुएं क्रय करते है ।

नगद

Dr----- Purchase
Cr----- Cash

उधार

Dr----- Purchase
Cr----- Name of Party

क्रय वापसी –

Dr----- Name of Party/ Cash
Cr----- Purchase Return

विक्रय-

नगद-

Dr----- Cash
Cr----- Sale

उधार

Dr----- Cash
Cr----- Sale

विक्रय वापसी—

Dr----- Sale Return

Cr----- Cash/ Name of Party

“ खर्च हमेशा होने वाले या कभी-कभी होने वाले ”

सम्पत्ति खरीदने पर —

Dr----- Assets (Machine)

Cr----- Name of Party/ Cash

भुगतान करने पर—

Dr----- Name of Party

Cr----- Cash/ Name of My bank

सम्पत्ति बेचने पर —

Dr----- Cash

Cr----- Assets

“ जब समान वेस्ट होती है तो उसे बेचते हैं । ”

खर्च—

Dr----- Expenses (Salary, Rent, Office Exp. Carriage)

Cr----- Cash/ Name of Bank

आय—

Dr----- Cash/ Name of Bank

Cr----- (Resource Name, Discount, Brokes)

Or

Dr----- Name of My Bank

Cr----- (Rebate & Brokage , Refilling / Services)

भुगतान या छूट करने पर

Dr----- Name of Party 1000

Cr----- Cash / Name of Bank 950

Cr----- Discount Received 50

भुगतान मिलने या छूट देने पर —

Dr----- Cash / Name of Bank

Cr----- Discount Given

Cr----- Name of Party

Primary Group of Capital Nature -

1. Capital Account
 - a. Reserves and Surplus [Retained Earnings]
 2. Current Assets
 - a. Bank Accounts
 - b. Cash in Hand
 - c. Deposits (Asset)
 - d. Loan & Advances(Asset)
 - e. Stock-in-Hand
 - f. Sundry Debtors
 3. Current Liabilities
 - a. Duties and Taxes
 - b. Provisions
 - c. Sundry Creditors
 4. Fix Assets
 5. Investments
 6. Loan (Liability)
 - a. Bank OD Accounts [Bank OCC Accounts]
 - b. Secured Loans
 - c. Unsecured Loans
 7. Suspense Account
 8. Miscellaneous Expenses (Assets)
 9. Branch / Divisions
 10. Sale Account
 11. Purchase Account
 12. Direct Income [Income direct]
 13. Indirect Income[Income Indirect]
 14. Direct Expenses [Expenses Direct]
 15. Indirect Expenses [Expenses Indirect]
- 

Capital Account- This hold the capital and reserves of the company. Examples of ledgers that may be opened under this group are share capital, partner's capital A/C, Proprietor's Capital Account.

“ व्यवसायी द्वारा बिजनेस में जो पूँजी लगाई जाती है उसकी गुपिंग कैपिटल एकाउन्ट के अण्डर होती है । जितने व्यक्ति व्यवसाय में पूँजी निवेश करते है सबके नाम से कैपिटल एकाउन्ट बनेगा । ”

Reserves and Surplus [Retained Earnings]- Open ledgers like capital reserve, general reserve, reserve for depreciation etc.

संचय और आधिक्य— प्राफिट का कुछ भाग दूसरे मद के खर्चों के लिए संचय करते है ।

रोकी गई आय— जो पैसा मालिकों के द्वारा ठेकेदारों को देने में रोक लिया जाता है उसकी गुपिंग रेटेन अर्निंग्स में किया जाता है ।

Current Assets- Directly under current assets you may find place for assets that do not under the following sub groups

चालू सम्पत्ति— चालू सम्पत्ति मतलब कि देनदार , स्टॉक, इन्वेस्टमेंट , एडवॉन्स आदि ।

Bank Deposit- For account, savings, short term deposit account etc.

पी०एन०बी० , इलाहाबाद , एस०बी०आई० आदि बैंक का लेजर अण्डर बैंक अकाउन्ट में करते है जिसका बैलेंस डीआर होता है ।

Cash In Hand- Tally automatically opens one cash a/c under this group. you are permitted to open more cash account if necessary

“ आज के डेट में अकाउन्ट बन्द करते समय व्यापारी के हाथ में जितना पैसा रहता है उसकी गुपिंग कैस इन हैंड अकाउन्ट में करते है ।

Deposit(Assets)- In essence, a place for fixed deposits, security deposits or any deposit made by the company(not received by the company which is a liability)

डिपोजिट ऐसेट्स को जमा सम्पत्ति कहते है । जैसे सिकॉर्टी डिपोजिट , टेलिफोन सिकॉर्टी आदि ।

Loan & Advances(Asset)- for all loans given by the company and advances of a non-trading nature, eg. advance against salary, or even for purchase of fixed assets.

लोन एण्ड एडवॉन्स ऐसेट्स को ऋण एवं अग्रिम सम्पत्ति भी कहते है जब लोन देते है तो उसको लोन एण्ड एडवॉन्स ऐसेट्स ग्रुप में डालते है ।

Stock In Hand- This is a special group, you may to open accounts like raw materials, work in progress and finished goods., How the balances are controlled depends on whether you opted to maint in intergrated account-cum-inventory system in company feature.

31 मार्च बलोसिंग डेट या आज के डेट में व्यवसायी के पास जितने स्टॉक होते है उसको स्टॉक इन हैंड कहते है ।

Sundry Debtors- For your customer accounts do not open them under sale account group, which is a revenue account.

विविध देनदार जितने लोगो को उधार माल बेचते है उसकी गुपिंग इस ग्रुप में करते है ।

Current Liabilities- you may open accounts like outstanding liabilities, statutory liabilities and other minor liabilities directly under this group.

Duties and Taxes- For all tax accounts like vat, Mod Vat, Excise, Sales and Other trade taxes. A convenient place to find the total liability (or asset in case of advances paid), as well as the break up of individual items.

ड्यूटी एण्ड टैक्सेज उत्पाद शुल्क जो सरकार को पेड करना होता है ।

Provisions- For all accounts like provision for taxation, provision of depreciation etc. प्राविधान भविष्य के लिए जो भी आय- व्यय जैसे इनकम टैक्स पेमेन्ट , फोन जिस फाइनेन्सियल इयर की बुक लिख रहे है लेकिन उसका भुगतान इस वर्ष न करके अगले वर्ष करना है तो उसको प्राविजन में गुपिंग करते है ।

Sundry Creditors- For trade creditors of the company. do not open your supplier account under the purchase account group, which is a revenue account.

विविध लेनदार- जिसका बिजनेस कर रहे है और जिससे माल खरीद रहे है उसकी गुपिंग सन्डी डेब्टर्स में करते है ।

Current Liabilities- You may open accouns like outstanding liabilities, statutory liabilities and other minor liabilities directly under this group. Sub group under current liability and duties and taxes.

Investments- To group your investment accounts like investment in shares, bonds, govt. securities long term bank deposit accounts etc. A convenient place to view the total investments made by the company.

Loan (Liability)- For loans, typically long term taken by the comany. लोन लोइबिलिटिज ऋण दायित्व बैंक के अतिरिक्त जो लोन लिये होते है उसे लोन लाइबिलिटिज कहते है ।

Bank OD Accounts [Bank OCC Accounts]- Tally gives two distinct types of bank account the bank OCC account is meant to recor the comapany is overdraft accounts with bank. eg. Bill discounted a/c , Hypotercation a/c etc.



बैंक ओ०सी०सी० अकाउन्ट— ओवर ड्राफ्ट कैस क्रेडिट अकाउन्ट यह लोन अकाउन्ट होता है इस अकाउन्ट से लिमिट से ज्यादा धनराशि नहीं निकाल सकते है ।

Secured Loan- For terms loans and other long/ medium term loans that have been obtained against security of some assets.

सुरक्षित ऋण जो गिरवी रखके लोन लेते है उसे सेक्योर्ड लोन कहते है ।

Unsecured Loan- For loan obtained without any security e.g. loans from directors/ partners or outside parties.

अनसेक्योर्ड लोन जो लोन गिरवी रखके नहीं लेते है उसे अनसेक्योर्ड लोन कहते है ।

Suspense Account- Theroretically speaking this group should not exist. Eaxample the most common example is money paid for travelling adavnce whose details would be known only upon submission of the tally bill.

जिस अकाउन्ट के बारे में सही जानकारी नही होती है उसकी गुपिंग सस्पेंस अकाउन्ट में करते है । जैसे किसी गाड़ी आदि का बैना जो देते है ।

Loans and Advances(Assest) Group-

जब लोन देते है तो उसकी गुपिंग लोन एण्ड एडवान्स ऐसेट्स में करते है ।

Miscellaneous Expenses(Asset)- It should hold incorporation and pre- operative expenses.

मिसलेनियस एक्सपेंसेज ऐसेट विविध पूँजीगत खर्चे ऐसे खर्चे जो तत्काल करते है उसका लाभ 5-7 सालों तक मिलता है । जैसे कम्पनी बनाने में जो खर्चे किये जाते है ।

Branch/ Devisions- This group is provided to keep the ledger accounts of all companies that are your comapay's braches, divisions, affiliates, sister concerns etc. this is group of convenience.
शाखा खण्ड

Sales Account-This is become a simple mechaniesum for preparation of tax returns.

Classify under sale account the following subgroup-

a. Domestic Sales

b. Export Sales

Now under domestic sales open the following Ledgers -

* Sale (10%)

* Sale (5%)

* Sale (exempt)

सेल्स अकाउन्ट जो माल बेचते है उसकी गुपिंग सेल्स अकाउन्ट में करते है ।

Purchase Account-

जो माल बेचने के लिए खरीदते है उसको पर्चेज अकाउन्ट में डालते है ।

Direct Income (Income Direct) --- for non Trade Income accounts that affect gross profit

“गैरलाभकारी सोसाईटी का फान्ड जो सोसाईटी को

ओपरेट

करने के लिए जो इनकम” है ।

Indirect Income (Income indirect)- for miscellaneous non sale income ccounts ,eg. rent received ,Interest received .

direct Expenses (expenses direct)- for manufic turing of direct trading expenses. These accounts deteraine the gross profit of the company .


Indirect expenses (Expenses Indirect)- for all other administrative, selling or non direct expenses.

Tally 9

Company Creation:-

Double Click on Tally 9 Icon----->

Esc-----> Activation Form Screen.



The screenshot shows the 'Activation Form' window. It has a title bar 'Activation Form' and a grey background. On the left, there are labels 'Serial Key' and 'E-Mail' with corresponding input fields. The 'Serial Key' field contains a blacked-out value. Below the input fields, there is a note: '(Important: Indicating correct Email ID would enable you to receive information on Updates, Upgrades and Promotions from Tally.)'

Display The Gateway of Tally Screen----->



The screenshot shows the 'Gateway of Tally' window. It has a title bar 'Gateway of Tally' and a yellow background. The menu items are listed as follows:

- Masters**
 - Accounts Info.
- Transactions**
 - Accounting Vouchers
- Import**
 - Import of Data
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
- Display**
 - Multi Account Printing
- Quit**

After Gateway of Tally The Press-----Alt+F3
 The Create Company



10

| Company Creation | |
|--|---------------------------|
| Directory | : C:\Tally\Data |
| Name | : [REDACTED] |
| Mailing Name | : |
| Address | : |
| Statutory compliance for | : India |
| State | : [Not Applicable |
| PIN Code | : |
| Telephone No. | : |
| E-Mail | : |
| Currency Symbol | : Rs. |
| Maintain | : Accounts with Inventory |
| Financial Year from | : 14-2006 |
| Books beginning from | : 14-2006 |
| TallyVault Password (if any) | : |
| <i>(WARNING: forgetting your TallyVault password will render your data unusable!!)</i> | |
| Use Security Control | : No |

Base Currency Information

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

Fill the information then Accept.

Company Info

Select Company:-

When the company is created it gets to loaded automatically the first time. However, you must select the company to load it.

Shut Company:-

Shut a Company means to unload it. It does not mean that you have deleted it.

Shortcuts----->Alt+F1

Create Company:-

The very first time you start Tally, you would require to “Create” a Company. Simply means giving Basic information about the company whose books of account tally is to maintain for you.

Create Group Company:-

Group Company is simply a name and an identity given to the merged accounts of constituent (memeber) companies of the group.

It contains accounts of member companies.



Alter:-

You can modify, at any time any information given while first creating the company.

Shortcuts- Alt+F3

Delete Company:-

In order to delete a company you have to load the same first and using Alt+F3

Proceed to company information menu Click on alter and reselect the company and use ALT+D Then Yes

Change Tally Vault:-

Tally vault is an enhanced security systems which allows for encryption of the company data with the most secure method of encryption being used.

Split Company Data:-

Split Financial Year

Splitting financial years enable you to retain most benefits while over coming this overhead.

When you split the data, two things happen :-

1. New Companies are created for respective split period.
2. Full data is retained in the original companies.

Backup:-

Tally has a flexible backup mechanism where in you can take a backup of the data from virtually any storage medium.

Example- Floppy Drive, HDD Drive, Zip Drives, Tape Drives, Pen Card

Restore: -

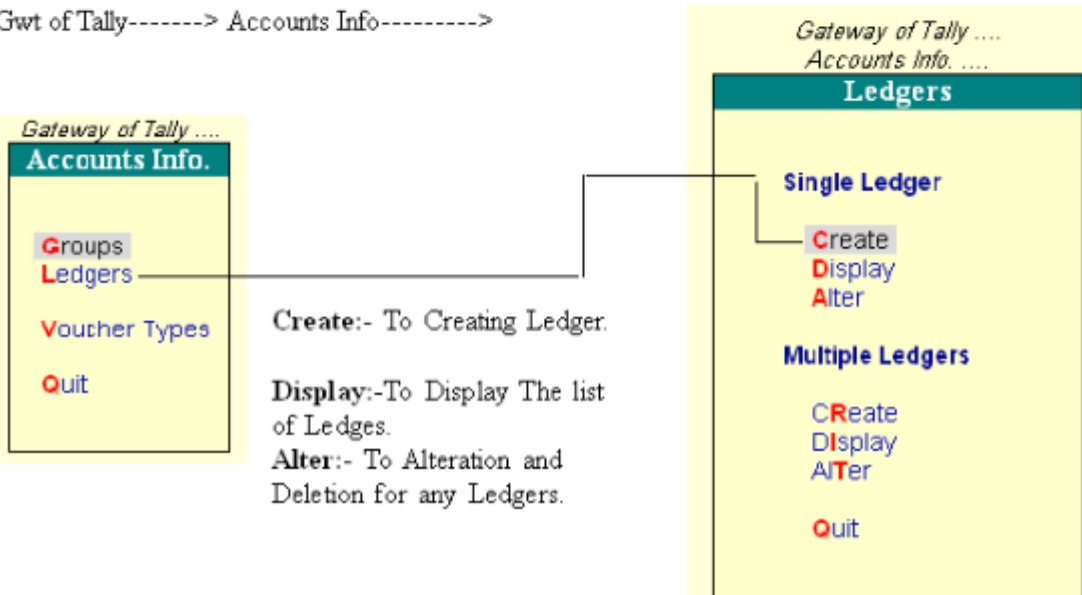
Restore Literally means "to being Back". Similar to backing up data.

Quit :-

For Existing Company the Choose this option.

Creating Ledger

Gateway of Tally-----> Accounts Info----->



| Ledger Creation | | Sunehi Pvt.Ltd |
|------------------------------------|--|-----------------------|
| Name : Ram Capital | | Total Op. Bal. |
| (alias) : | | |
| Under : Capital Account | | |
| Opening Balance (on 1-Apr-2006) : | | Accept ? Yes or No |

Payment & Receipt Voucher Exercise 1

| Ledger Name | Under Group | Amount | Voucher | Notes |
|---------------------|-------------------|--------|---------|---|
| Ram Capital | Capital A/C | 300000 | F6 | Receipt Voucher (Cr---Ram Capital, Dr---Cash) |
| Room's Deposit | Deposit(Assets) | 50000 | F5 | Payment Voucher (Dr---Room's Deposit, Cr---Cash) |
| Electric Fittings | Fixed Assets | 2000 | F5 | (Dr---Electronic Fittings, Cr---Cash) |
| Computer | Fixed Assets | 25000 | F5 | (Dr---Computer, Cr---Cash) |
| Mobile | Fixed Assets | 7000 | F5 | (Dr---Mobile, Cr---Cash) |
| Room Rent | Indirect Expenses | 800 | F5 | (Dr---Room Rent, Cr---Cash) |
| Wages | Direct Expenses | 1200 | | (Dr---Wages, Cr---Cash) |
| Commission Received | Indirect Income | 6000 | F6 | (Dr---Commission Received, Cr---Cash) |

Accounting Vouchers

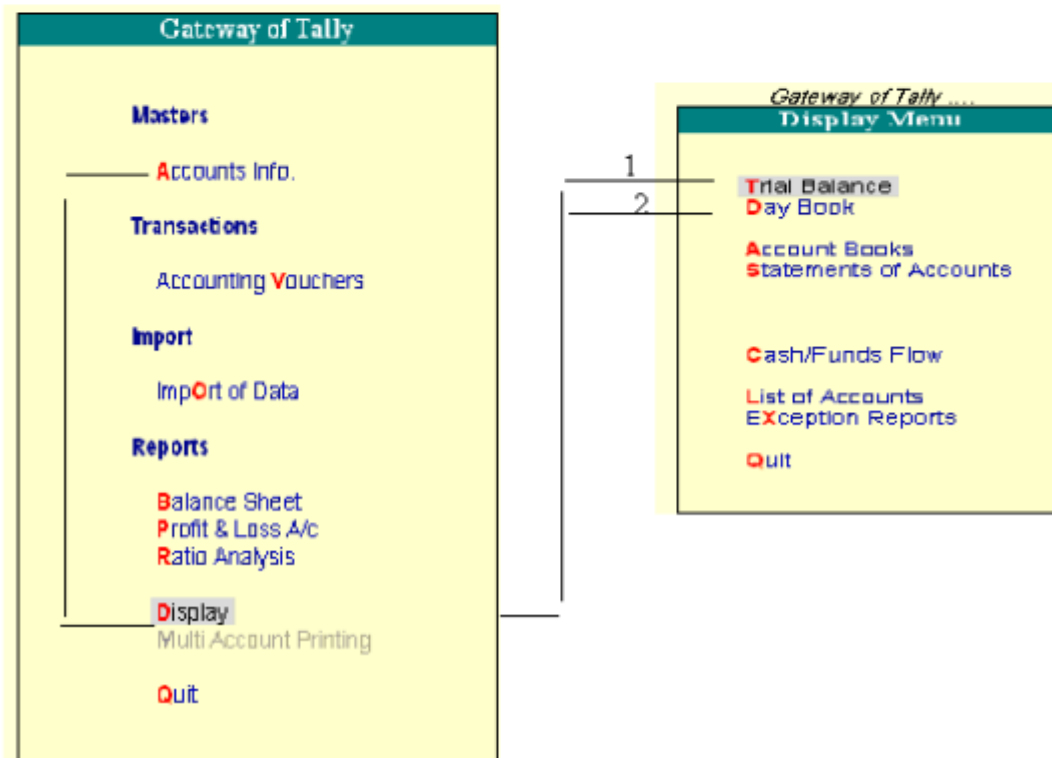
Gwt----->Accounting Vouchers-----> F6

| Accounting Voucher Alteration (Secondary) | | Sunidhi Pvt. Ltd | |
|--|-------------|-------------------------|--|
| Receipt | No 1 | 11-Apr-2006 Saturday | |
| Particulars | Debit | Credit | |
| Cr Ram Capital <i>Cur Bal: 3,00,000.00 Cr</i> | | 3,00,000.00 | |
| Lr Cash <i>Cur Bal: 1,50,000.00 Dr</i> | 3,00,000.00 | | |
| Narration | 3,00,000.00 | 3,00,000.00 | |

Now Do all entry .

Reports:

Gwt----->Display----->Daybook-



1

| Trial Balance | | Ctrl + M | |
|----------------------------|--------------------|--------------------|--|
| Particulars | Relsoft Pvt.Ltd | | |
| | For 1-Apr-2006 | | |
| | Closing Balance | | |
| | Debit | Credit | |
| Capital Account | | 3,00,000.00 | |
| <i>Ram Capital</i> | | 3,00,000.00 | |
| Fixed Assets | 50,000.00 | | |
| <i>Computer</i> | 25,000.00 | | |
| <i>Electric Fittings</i> | 20,000.00 | | |
| <i>Mobile</i> | 5,000.00 | | |
| Current Assets | 2,37,000.00 | | |
| Deposits (Asset) | 50,000.00 | | |
| Cash-in-hand | 1,87,000.00 | | |
| Direct Expenses | 1,200.00 | | |
| <i>Wages</i> | 1,200.00 | | |
| Indirect Incomes | 6,000.00 | | |
| <i>Commission Received</i> | 6,000.00 | | |
| Indirect Expenses | 5,800.00 | | |
| <i>Room Rent</i> | 800.00 | | |
| <i>Salary Paid</i> | 5,000.00 | | |

2

| Day Book | | Relsoft Pvt.Ltd | | Ctrl + H | |
|----------|---------------------|-----------------|---------|--------------|---------------|
| Day Book | | For 1-Apr-2006 | | | |
| Date | Particulars | Vch Type | Vch No. | Debit Amount | Credit Amount |
| | | | | Inwards Qty | Outwards Qty |
| 1-4-2006 | Room's Deposit | Payment | 1 | 50,000.00 | |
| 1-4-2006 | Electric Fittings | Payment | 2 | 20,000.00 | |
| 1-4-2006 | Computer | Payment | 3 | 25,000.00 | |
| 1-4-2006 | Mobile | Payment | 4 | 5,000.00 | |
| 1-4-2006 | Salary Paid | Payment | 5 | 5,000.00 | |
| 1-4-2006 | Room Rent | Payment | 6 | 800.00 | |
| 1-4-2006 | Wages | Payment | 7 | 1,200.00 | |
| 1-4-2006 | Commission Received | Payment | 8 | 6,000.00 | |
| 1-4-2006 | Ram Capital | Receipt | 1 | | 3,00,000.00 |

Contra Voucher Exercise 2

| Ledger Name | Under Group | Amount | Voucher | Notes |
|-------------|---------------|--------|---------|--|
| Ram Capital | Capital A/C | 300000 | F6 | Receipt Voucher (Cr-----Ram Capital, Dr---Cash) |
| P.N.B. | Bank A/C | 200000 | F4 | Deposit in Bank (Cr----cash, Dr-----P.N.B) |
| P.N.B. | .. | 50000 | F4 | With drawl Cash From P.N.B (Cr-----P.N.B., Dr-----Cash) |
| Computer | Fixed Assests | 25000 | F5 | Payment By PNB (Dr----Computer, Cr-----PNB) |
| Mobile | Fixed Assets | 7000 | F5 | Payment By Cash (Dr-----Mobile, Cr-----Cash) |
| S.B.I | Bank A/C | 70000 | F4 | Transfer PNB To SBI (Cr-----PNB, Dr-----SBI) |

Reports:-

Display----->Account Books----->Cash/Bank Book(S)-----

&

Display the Daybook, Tril Balance.

Purchase & Sale Voucher Exercise 3

| Ledger Name | Under Group | Amount | Voucher | Notes |
|---------------|------------------|--------|------------|---|
| Ram Capital | Capital A/C | 300000 | F6 | Receipt Voucher (Cr-----Ram Capital, Dr---Cash) |
| Purchase | Purchase A/C | 80000 | F9, Ctt+V, | Cash Purchase (Cr----Cash, Dr-----Purchase) |
| Sale | Sales | 100000 | F8, Ctt+V, | Cash Sale (Dr-----Cash, Cr--Sale) |
| Anuj Tradres | Sundry Creditors | 20000 | F9 .. | Udhar Purchase (Cr-----Anuj Tradres, Dr--Purchase) |
| Pawan Traders | Sundry Debtors | 25000 | F8 .. | Udhar Sell (Dr--Pawan Tradres, Cr--Sale) |

1. Receive 25000) Amount From Pawan Traders. F6
(Cr-----Pawan Tradres, Dr-----Cash)

2. Payment 20000) Amount To Anuj Tradres. F5

Reports:-

Gwt-----Profit & Loss A/C

Debit & Credit Notes Voucher Exercise 4

| Ledger Name | Under Group | Amount | Voucher | Notes |
|---|------------------|--------|------------|---|
| Ram Capital | Capital A/C | 300000 | F6 | Receipt Voucher (Cr-----Ram Capital, Dr--Cash) |
| Purchase | Purchase A/C | 80000 | F9, Cut+V, | Cash Purchase (Cr----Cash, Dr-----Purchase) |
| Sale | Sales | 100000 | F8, Cut+V, | Cash Sale (Dr-----Cash, Cr--Sale) |
| -----Press F11-----Use Debit Credit Notes ---->Yes. | | | | |
| Purchase Return | Purchase A/C | 10000 | (Ctrl+F9, | Debit Note set Cr--Cash Dr--Purchase Return) |
| Sale Return | Sales A/C | 15000 | (Ctrl+F8, | Credit Note, set Cr--Cash Dr-->Sale Return) |
| Anuj Tradres | Sundry Creditors | 20000 | F9 ,, | Udhar Purchase (Cr-----Anuj Tradres, Dr--Purchase) |
| Pawan Traders | Sundry Debtors | 25000 | F8 ,, | Udhar Sell (Dr--Pawan Tradres, Cr--Sale) |

After the Entry You see the Trail Balance, Day Book and Profit and Loss A/C.

1. Receive 25000) Amount From Pawan Traders.
(Cr-----Pawan Tradres, Dr-----Cash)
 2. Payment 20000) to Anuj Traders.
(Cr----Cash, Dr, Anuj Traders)
 3. Press F9 and then choose Cr-----Cash (10000), Dr Purchase Return
 - 4.Press F8 and the choose Dr-----Cash (5000), Cr-----Sale Return.
- and Then see the Profit and Loss

Journal Voucher Exercise 4

| Ledger Name | Under Group | Amount | Voucher | Notes |
|----------------------|-----------------|--------|---------|---|
| Ankit Capital | Capital A/C | 300000 | F6 | (Cr--Ankit Capital 300000) |
| Computer | Fixed | 25000 | F5 | (Dr--computer(25000)) |
| Discount on Computer | Indirect Income | 1300 | F7 | (Dr- Discount on computer 1300 Cr-computer) |

Reports:-

Display The Daybook & Trail Balance.

List of Vouchers

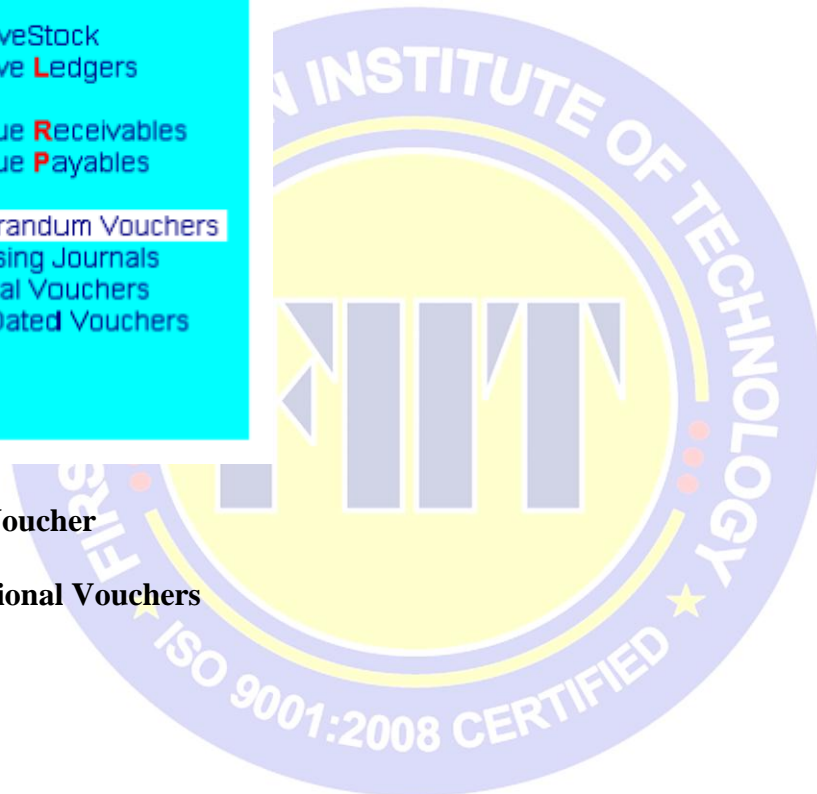
| List of Voucher Types |
|-----------------------|
| Contra |
| Credit Note |
| Debit Note |
| Delivery Note |
| Journal |
| Memorandum |
| Payment |
| Physical Stock |
| Purchase |
| Purchase Order |
| Receipt |
| Receipt Note |
| Rejections In |
| Rejections Out |
| Reversing Journal |
| Sales |
| Sales Order |
| Stock Journal |

Memorandum Voucher Register

None Accounting Vouchers

View all memorandum vouchers through *Display* —>*Exception Reports* —> *Memorandum Vouchers*. View them from the Day Book as well.

You can alter and convert a Memo voucher into a regular voucher when you decide to bring the entry into your books. Use Scenarios to see the effect of Memo entries on reports and statements.



Optional Voucher

Use of Optional Vouchers

-
-

Forecasts

-

This is another **non-accounting** voucher. However, it differs from the Memo voucher in that it is not a separate voucher type. You mark an existing voucher, (e.g., a payment voucher or a receipt voucher) as 'Optional'. Press [CTRL]+[L] or click on the button. This button toggles with 'Regular'. By marking it 'Optional' the voucher does not get posted anywhere but remains in the have the [Optional Register](#).

You can make a voucher type default to 'Optional'. This is done during creation of a new voucher type or alteration of an existing voucher type. (*Gateway of Tally ->Accounts Info ->Voucher Types*).

If a transaction has not been completed, you may not want it to affect the accounts. But you want to record it so that you simply modify the voucher and remove the 'Optional' mark by 'Regularising' it. Display the voucher in 'Alter' form and click on 'Regular'. This way you can regularise the voucher and then post it. E.g. Proforma sales invoice. In fact, an optional sales invoice prints as a Proforma Invoice. You might want to see the impact of transactions without actually posting them. Optional vouchers allow you to do so. This not unlike the [reversing journal](#).

Use [Scenarios](#) to see the effect of Optional vouchers entries on reports and statements.

You may create new voucher types and make them default to 'Optional'. Example: Create a New Voucher Type **Sales Forecast**. Record future sales projections using this voucher type.

Use a Scenario to view Actual Sales against Forecasts. Normally, since these vouchers have no bearing on the books and statements.

Optional Vouchers Register

You can view all optional vouchers through *Display* —>*Exception Reports* —> *Optional Vouchers*. View them from the Day Book as well.

Reversing Journals

Reversing Journals are special journals that are automatically reversed after a specified date. They exist only till that date and are effective only when called for in reports like the [Balance Sheet](#). These are used in interim reporting in the course of the financial year where accruals are required to be reported. These accruals are usually short term and are cleared in the subsequent period. However, to get a proper perspective, decision makers require the reports with full impact of all aspects and transactions.

| Reversing Journal Voucher | | | |
|--|----------------------------|--------|-------|
| Automatically reverses after a particular date – Applicable up to date | | | |
| Description | Account | Amount | |
| | | Dr | Cr |
| Voucher Entry | Depreciation | 15000 | |
| | Provision for Depreciation | | 15000 |

| | | |
|----|----------------------------------|-------|
| Dr | Salaries | 5,000 |
| Cr | Provisions (Current Liabilities) | 5,000 |

An example is the provision for depreciation. Depreciation is usually provided for at the end of the year. However, for monthly reporting including it would give a more accurate status.

Applicable up to

Another example: it is 30th June and you want to view the Balance Sheet as of today but June salaries are not paid until the first week in July. There is, therefore, a large liability, which would not be reflected in the Balance Sheet. To overcome this, you would enter a reversing journal voucher dated 30th June, which would look something like this:

When you view the Balance Sheet, you would ask Tally for the report with the reversing journals included. The voucher affects the report only for that day, i.e., 30th June.

This is the date up to which the reversing journal is available for inclusion in a [scenario report](#). The Reversing journal can be created as of a particular date and made Applicable up to a different date. For example the depreciation entry could be dated 1st Oct 2000 and applicable up to 31st October 2000. The journal will be available for inclusion in a scenario

for any day from 1st Oct 2000 till 31st October 2000. It will does not exist before 1st Oct and will be reversed automatically after 31st Oct and consequently not be available.

Reversing Journal Register

All reversing journal vouchers are maintained in a Reversing Journal Register. These are not posted to any books of accounts and are consequently cannot be included in regular reports. They can only be seen through a scenario

Post-dated Vouchers

While entering vouchers, you can post-date them, and Tally will not update the ledgers until the date in question. This is most useful for entering transactions that take place on a regular basis. For example, if you pay for something by instalments, you can set-up the payments in advance, and Tally will only enter them in the ledgers as they fall due. Mark vouchers 'Post Dated' by [CTRL]+[D] or click on the button. The button toggles with 'Regular'.

Post-dated Vouchers Register

All Post-dated vouchers are maintained in a Post-dated vouchers Register.

Difference in the treatment of Post-dated Vouchers and other Unconventional Vouchers

The major difference between Post dated vouchers and other Unconventional vouchers is that these actually affect regular books of accounts on the date of the voucher. Post-dated vouchers are not available for selection in Scenarios.

Name-----Salary Under-----Indirect Expenses

Memorandum Voucher

1. Gwt----->F11----->Yes----->use Rev. Journal & Optional Vouchers-----
>Accept----->Account Info 2. Ledger----->Create

Accept

3. Gwt----->Accounting Voucher----->Press(CTRL+F10) -----> Dr-----
Salary (5000) Cr-----Cash Accept

4. **For Memorandum Reports-** Display ----->Exception Reports-----
>Memorandum Voucher

Optional Voucher Example-(For Sale)

1. Gwt----->Account Info----->Ledger----->Single Ledger----->Create
Name-----Ram Accept Under-----Sundry Debtors Name-----
-----Sale Accept Under-----Sales A/C 2. Gwt----->Accounting
Voucher----->F8----->CTRL+L

Particulars Dr Cr DR Ram 2000 Cr Sale 2000 **Reports:-** Display----->Exceptions
Reports----->Optional Voucher

Reversing Journal

Name-----Computer

Under-----Fix Assets

Dr Computer 20000

(Depreciation)

1. Gwt----->Account Info----->Ledger----->

Name-----Depreciation on Computer

Under-----Indirect Expenses

2. Gwt----->Accounting Voucher----->F10

Cr Cash 20000

F7 (Journal)

3. Dr Depreciation on computer-----200

Accept

Particular Debit Credit

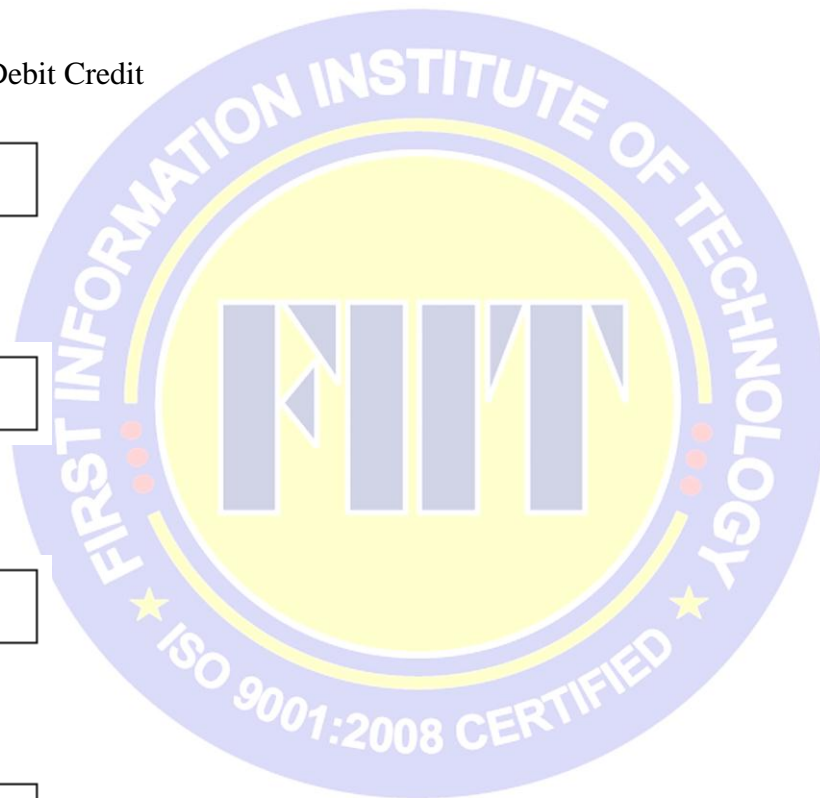
Accept

Accept

Accept

Accept

Cr Computer-----200



4. Reports- Display----->Exception Reports----->Reversing Journal Post-Dated Voucher

1. Create Ledger

Dr Cash

(CTRL+T)

Note-माना अंकित से 28 तारीख को पैसा मिलना है तथा इसको 30 तारीख को भुगतान करना है तब तक इस पैसे को पोस्ट डेटेड वाउचर में रखेंगे ।

Name-----PNB

Godown Summary (Location Summary)

Under-----Bank Account

Experiment with the different buttons for this purpose.

Cr PNB-----5000

Godown

Gateway of Tally ->Display ->Statements of Inventory->Godown/Location

Accept

Accept

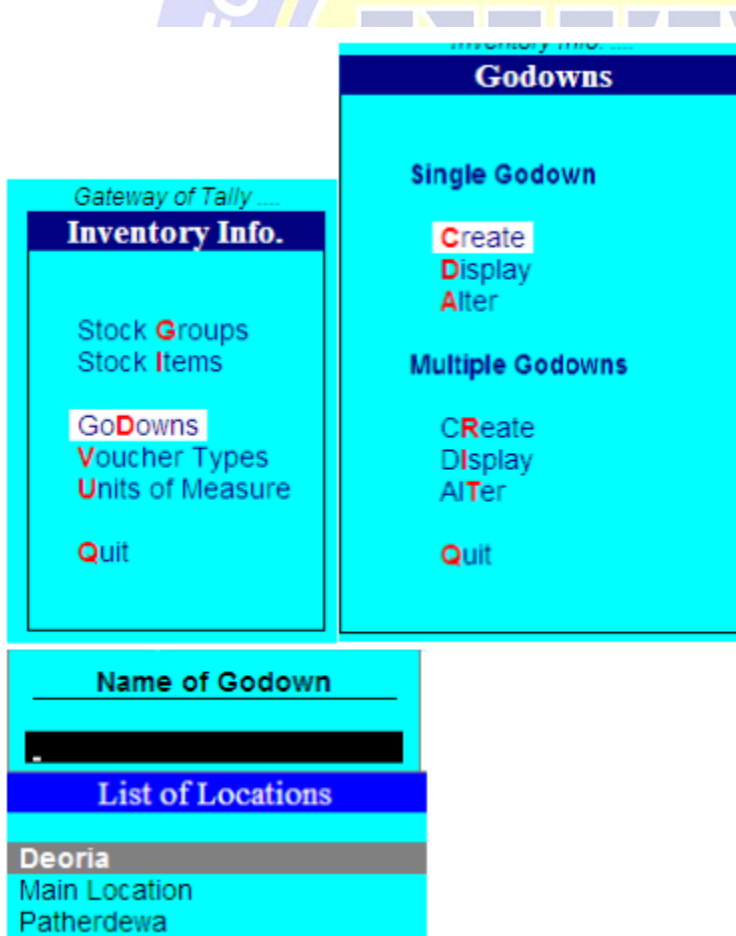
2. Gwt----->Accounting Voucher----->F4----->Press F2----(1.5.09) -----
>CTRL+T

Reports- Gwt----->Display----->Exception Reports----->Post- Dated Voucher

The Godown/Location Summary statement shows the Stock Summary for different Godowns/Locations. While the main **Stock Summary** shows the stock position for the entire company on a given date, the Godown/Location Summary is a statement of stock in hand at each location on a particular date. As with all Tally statements, it is updated with every transaction so that it provides current stock position for any godown/location at any time.

The statement can be drilled down as with all Tally reports, and configured to view different details. It is also possible to see the total flow of stock for each location in a single report.

- 1. Name-----Purchase
- Under-----Purchase A/C
- Name-----Sale
- Under-----Sales A/C



3.

Select Primary to view the summary for all Godowns/locations. Alternatively Select a specific Godown/Location to limit information to that location/godown.

The default display is that of Godown/Location Group balances. Yes, you might have sub-groups of godowns/locations quite like sub-groups of stock items or any other Tally Master entity.

Gwt----->Account Info----->Ledger----->Create the Following Ledgers.

Accept

2. 3.Gwt----->Inventory Info----->Godowns----->Create----->

Gwt----->F11----->Maintain Multiple Godowns----->Yes.

Gwt----->Inventory Info----->



| Item Allocations for : Hero Honda | | | | Quantity | Rate per | Amour |
|-----------------------------------|----------|---------------|--------------|----------|---------------|-------------|
| Godown | Quantity | Rate per | Amount | | | |
| Deoria | 100 pcs | 35,000.00 pcs | 35,00,000.00 | 100 pcs | 35,000.00 pcs | 35,00,000.0 |



5.Gwt----->Accounting Voucher----->Alt+F7

Stock Group-Two Wheeler Units of Measure-Pcs Stock Items-Hero Honda 4. Gwt----->Accounting Voucher----->F9

Accept

| Source (Consumption) | | | | | Destination (Production) | | | | |
|----------------------|--------|----------|--------------|--------------|--------------------------|------------|----------|--------------|-------------|
| Name of Item | Godown | Quantity | Rate | Amount | Name of Item | Godown | Quantity | Rate | Amour |
| Hero Honda | Deoria | 60 pcs | 35,000.00pcs | 21,00,000.00 | Hero Honda | Patherdewa | 60 pcs | 35,000.00pcs | 21,00,000.0 |

5.

| Stock Item Allocations | | | | Topaz Pvt.Ltd | | Ctrl + N | |
|--|----------|---------------|--------------|---------------|---------------|-------------|------|
| Sales | No. 1 | | | | | 1-Apr-8 | Mond |
| Ref: | | | | | | | |
| Party's Ac Name : Cash | | | | | | | |
| Current Balance : 21,50,000.00 Cr | | | | | | | |
| Item Allocations for : Hero Honda | | | | | | | |
| Godown | Quantity | Rate per | Amount | Quantity | Rate per | Amou | |
| Patherdewa | 30 pcs | 45,000.00 pcs | 13,50,000.00 | 30 pcs | 45,000.00 pcs | 13,50,000.0 | |

Reports:-

Gwt----->Accounting Voucher----->F8

6. Gwt----->Display----->Statement of Inventory----->Godowns

Accept

Accept

Bill of Materials Bill of Materials

A Bill of Materials contains a list of items that make up another item. In other words, it is a list of constituent items.

Create----->Company----->Maintain Account With Inventory-----> 1.
 Create Two Ledgers Name Purchase Accept Under Purchase A/C Name Sale Under Sales A/C 2. Create Following -----> **Stock Group**----->Computer **Unites of Measure**----->Pcs **Stock Items**----->



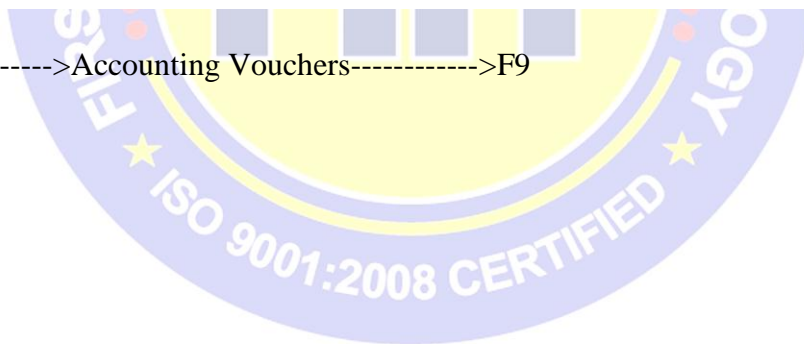
Under Group : Computer

| S.No. | Name of Item | Under | Units |
|-------|--------------|----------|-------|
| 1. | Cabinet | Computer | pcs |
| 2. | Hdd | Computer | pcs |
| 3. | Keyboard | Computer | pcs |
| 4. | Monitor | Computer | pcs |
| 5. | Motherboard | Computer | pcs |
| 6. | Mouse | Computer | pcs |
| 7. | Processor | Computer | pcs |
| 8. | Ram | Computer | pcs |
| 9. | Hcl | Computer | pcs |



3.Gwt----->Accounting Vouchers----->F9

Accept



| Voucher Alteration (Secondary) | | Reisoft Bill Pvt.Ltd | | Ctrl + M |
|----------------------------------|----------|----------------------|---------------------|-----------------|
| Purchase No. 1 | | | | 1-Apr-96 |
| Ref: | | | | Monday |
| Part's Ac/Name : Cash | | | | |
| Current Balance : 9,35,000.00 Cr | | | | |
| Purchase Ledger : Purchase | | | | |
| Name of Item | Quantity | Rate per | Amount | |
| Cabinet | 100 pcs | 900.00 pcs | 90,000.00 | |
| Hdd | 100 pcs | 2,000.00 pcs | 2,00,000.00 | |
| Keyboard | 100 pcs | 350.00 pcs | 35,000.00 | |
| Monitor | 100 pcs | 4,500.00 pcs | 4,50,000.00 | |
| Motherboard | 100 pcs | 2,800.00 pcs | 2,80,000.00 | |
| Mouse | 100 pcs | 150.00 pcs | 15,000.00 | |
| Processor | 100 pcs | 1,900.00 pcs | 1,90,000.00 | |
| Ram | 100 pcs | 750.00 pcs | 75,000.00 | |
| | | | <u>13,35,000.00</u> | |



Name : Hcl
 (alias) : ██████████

Under : Computer
 Units : pcs
 Rate of Duty (eg 5) : 0

Components of : Hcl
 Unit of manufacture : 1 pcs

| Item | Quantity |
|-------------|----------|
| Cabinet | 1 pcs |
| Hdd | 1 pcs |
| Keyboard | 1 pcs |
| Monitor | 1 pcs |
| Motherboard | 1 pcs |
| Mouse | 1 pcs |
| Processor | 1 pcs |
| Ram | 1 pcs |

4.Gwt----->Inventory Info ----->Create Single Stock Items----->F12
 Allow Component list details (Bill of Materials) ? Yes

Accept

5.Gwt----->Account Info----->Voucher Type----->Alter-----
 >Stock Journal----->Use as Manufacturing Journal ? Yes

| Voucher Type Alteration | | Reisoft Bill Pvt.Ltd | Ctrl + M |
|------------------------------------|-----------------|--------------------------------|----------|
| Name | : Stock Journal | | |
| Type of Voucher | : Stock Journal | | |
| Abbr. | : Stk Jml | | |
| Method of Voucher Numbering ? | Automatic | | |
| Starting Number | ? 1 | | |
| Width of Numerical Part | : | Prefill with ZERO | ? No |
| Use Common Narration ? | Yes | Narrations for each entry | ? No |
| Print after saving Voucher ? | No | | |
| Use EFFECTIVE Dates for Vouchers ? | No | Use as a Manufacturing Journal | ? Yes |
| Make 'Optional' as default ? | No | | |

7.

Gwt----->accounting voucher----->Alt+F7



| Voucher Alteration (Secondary) | | | | Reisoft Bill Pvt.Ltd | | Ctrl + M | |
|---------------------------------|----------|--------------|-------------|----------------------|-------|---------------------------|--|
| Stock Journal No. 1 | | | | | | 1-Apr-96 Monday | |
| <u>Manufacture of Materials</u> | | | | | | | |
| Name of Product: Hcl | | | | Qty: 60 pcs | | | |
| Components (Consumption) | | | | Cost of Components : | | | |
| Name of Item | Quantity | Rate | Amount | Type of Addl. Cost | %-age | | |
| Cabinet | 60 pcs | 900.00/pcs | 54,000.00 | Wages | 20% | 1,60,200.00 | |
| Hdd | 60 pcs | 2,000.00/pcs | 1,20,000.00 | | | | |
| Keyboard | 60 pcs | 350.00/pcs | 21,000.00 | | | | |
| Monitor | 60 pcs | 4,500.00/pcs | 2,70,000.00 | | | | |
| Motherboard | 60 pcs | 2,800.00/pcs | 1,68,000.00 | | | | |
| Mouse | 60 pcs | 150.00/pcs | 9,000.00 | | | | |
| Processor | 60 pcs | 1,900.00/pcs | 1,14,000.00 | | | | |
| Ram | 60 pcs | 750.00/pcs | 45,000.00 | | | | |
| | | | | Total | | 13,350.00/pcs 8,01,000.00 | |

8. Create----->Ledger Use Alt+C

Name Wages Under Direct Expenses Accept 9.Gwt----->Accounting Voucher-----
----->F8

| Sales No. 1 | | 1-Apr-96 Monday | |
|----------------------------------|----------|--------------------|-------------|
| Ref: | | | |
| Part's Ac Name : Cash | | | |
| Current Balance : 9,35,000.00 Cr | | | |
| Sales Ledger : Sale | | | |
| Name of Item | Quantity | Rate per | Amount |
| Hcl | 20 pcs | 20,000.00 pcs | 4,00,000.00 |

9. **Reports-** Gwt-----> Display----->Inventory Books----->Stock Items
(Read any Reports)

Vat on Capital Goods Creating Sales Invoice for VAT on MRP

Given below are few examples to show the calculation of VAT based on MRP (inclusive and non-inclusive of taxes).

MRP Inclusive of Tax

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Item Name

Calculations:

3. **VAT On = MRP * Qty**

MRP not Inclusive of Tax

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Item Name

MRP Inclusive of Tax

MRP Incl. of Tax

2. **VAT amount = (VAT % * VAT On)/100.**

MRP Incl. of Tax

VAT Rate 4%

Consider the sale of **Item 1**, which attracts 4% VAT:

Item Vatable @ % Item 1 4.0 Yes 3.85 200 10 2000 76.92

VAT %

Consider the sale of **Item 2**, which also attracts 4% VAT:

VAT %

Consider sale of **Item 3**, which attracts 12.5% VAT:

VAT Rate 12.5%

MRP QTY VAT On

1. As MRP is inclusive of Tax, the actual **VAT%** is calculated as $(100 * \text{Rate of VAT}) / (100 + \text{Rate of VAT})$

Item Vatable @ % Item 2 4.0 No 4 115 10 1150 46

MRP QTY VAT On

As MRP is not inclusive of tax, VAT is calculated on MRP as $(\text{MRP} * \text{QTY}) / 100$.

VAT Amount

VAT Amount

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Item Name

Calculations:

2. **VAT amount** = (VAT % * VAT On)/100.

3. **VAT On** = MRP * Qty.

MRP not Inclusive of Tax

Consider the sale of **Item 4**, which also attracts 12.5% VAT.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |

Item Name

Item MRP VAT MRP QTY VAT Vatable Incl. of % On @ % Tax

1. As MRP is inclusive of Tax, the actual **VAT%** is calculated as $(100 * \text{Rate of VAT}) / (100 + \text{Rate of VAT})$

Item Vatable @ % Item 4 12.5 No 12.5 215 10 1075 268.75

MRP Incl. of Tax

VAT %

MRP QTY VAT On

As MRP is not inclusive of tax, VAT is calculated on MRP as $(\text{MRP} * \text{QTY}) / 100$.

VAT Amount

Item 3 12.5.% Yes 11.11 55 10 550 61.11

VAT Amount

1. Create Company----->maintain with Account with Inventory----->Gwt-----
 --->F11-----> 2. Enable Value Added Tax(Vat) ? Yes

Company: Vat on Capital Goods

Statutory & Taxation

| | | | |
|-----------------------------------|--|--------------------------------------|------|
| Enable Dealer - Excise | ? <input checked="" type="checkbox"/> No | Enable Tax Deducted at Source (TDS) | ? No |
| Set/Alter Dealer - Excise Details | ? No | Set/Alter TDS Details | ? No |
| Follow Excise rules for Invoicing | ? No | Enable Tax Collected at Source (TCS) | ? No |
| Enable Value Added Tax (VAT) | ? Yes | Set/Alter TCS Details | ? No |
| Set/Alter VAT Details | ? No | Enable Fringe Benefit Tax (FBT) | ? No |
| Enable Service Tax | ? No | Set/Alter FBT Details | ? No |
| Set/Alter Service Tax Details | ? No | | |

Tax Information

VAT TIN (Composition) :
 VAT TIN (Regular) : 1111111111
 Local Sales Tax Number :
 Inter-state Sales Tax Number :
 PAN / Income - Tax No. :

F1: Accounts F2: Inventory F3: Statutory

2. Create Two Ledgers

Purchase and Sale



| Ledger Alteration | | Vat on Capital Goods |
|--|-----------------|-----------------------|
| Name | Purchase | <u>Total Op. Bal.</u> |
| (alias) | | 400,000.00 Dr |
| | | <u>Difference</u> |
| | | 400,000.00 Dr |
| Under : Purchase Accounts | | |
| Inventory values are affected | ? Yes | |
| <u>Statutory Information</u> | | |
| Used In VAT Returns | ? Yes | |
| Position Index in Reports : 1,000 | | |
| Opening Balance (on 1-Apr-2006) : | | |

| Ledger Alteration | | Vat on Capital Goods |
|-----------------------------------|-------------|-----------------------|
| Name | Sale | <u>Total Op. Bal.</u> |
| (alias) | | 400,000.00 Dr |
| | | <u>Difference</u> |
| | | 400,000.00 Dr |
| Under : Sales Accounts | | |
| Inventory values are affected | ? Yes | |
| <u>Statutory Information</u> | | |
| Used In VAT Returns | ? Yes | |
| Position Index in Reports : 1,000 | | |

| Ledger Alteration | | Vat on Capital Goods |
|----------------------------------|--|-----------------------|
| Name | : Output Vat | Total Op. Bal. |
| (alias) | : | 400,000.00 Dr |
| | | <i>Difference</i> |
| | | 400,000.00 Dr |
| Under | : Duties & Taxes (Current Liabilities) | |
| Type of Duty/Tax | : VAT | |
| VAT/Tax Class | : Output VAT @ 4% | |
| Inventory values are affected | ? No | |
| Percentage of Calculation (eg 5) | ? 4 % | |
| Method of Calculation | : On VAT Rate | |

3. Gwt----->Inventory Info----->

| Stock Item Alteration | | Vat on Capital Goods | |
|-----------------------|---------------------|------------------------|---------------------|
| Name | : Nokia 1100 | | |
| (alias) | : | | |
| Under | : Mobile | Tax Information | |
| Units | : pcs | Rate of Duty (eg 5) | : |
| | | Rate of VAT (%) | : 4 |
| | | MRP / Marginal | : 2,000 |
| | | MRP Incl. of VAT | ? No |
| Opening Balance | : 100 pcs | Rate per | 2,000.00 pcs |
| | | Value | 200,000.00 |

Stock Group-----> Mobile Units of Measure----->Pcs Stock Item----->
 Followings F12----->Calculate Vat on MRP/ Marginal ? Yes

| Stock Item Alteration | | Vat on Capital Goods | |
|-----------------------|---------------------|---------------------------------|-----------------------------------|
| Name | : Nokia 2600 | | |
| (alias) | : | | |
| Under | : Mobile | <u>Tax Information</u> | |
| Units | : pcs | Rate of Duty (eg 5) | : |
| | | Rate of VAT (%) | : 4 |
| | | MRP / Marginal | : 2,000 |
| | | MRP Incl. of VAT | ? Yes |
| Opening Balance | : 100 pcs | Rate per 2,000.00 pcs | Value 200,000.00 |

| Sales No. 1 | | 1-Apr-2006 | |
|---|--------------|--------------|-----------|
| Ref.: | | Saturday | |
| Party's A/c Name: | Cash | | |
| Current Balance: | 41,569.23 Dr | | |
| Sales Ledger: | Sale | | |
| VAT/Tax Class: | Sales @ 4% | | |
| Name of Item | Quantity | Rate per | Amount |
| Nokia 1100 <i>MRP/Marginal: 2,000.00/pcs</i> | 10 pcs | 2,000.00 pcs | 20,000.00 |
| Output Vat | | 4 % | 800.00 |

| Sales No. 2 | | 1-Apr-2006 | |
|---|--------------|--------------|-----------|
| Ref.: | | Saturday | |
| Party's A/c Name: | Cash | | |
| Current Balance: | 41,569.23 Dr | | |
| Sales Ledger: | Sale | | |
| VAT/Tax Class: | Sales @ 4% | | |
| Name of Item | Quantity | Rate per | Amount |
| Nokia 2600 <i>MRP/Marginal: 2,000.00/pcs</i> | 10 pcs | 2,000.00 pcs | 20,000.00 |
| Output Vat | | 4 % | 769.23 |

4. Gwt----->Accounting Voucher----->F8

5. Calculate The Vat on MRP-----

| Calculator | |
|------------|----------------------|
| 1 | > 400/104 |
| 2 | 3.8462 |
| 3 | > 3.8462*10*2000/100 |
| 4 | 769.24 |

6. Display Appropriate Report Please.

Security Control Create-----> Company as a below



Company Creation Ctrl + M

Directory : C:\Tally91\Data
 Name : **Karan Arjun Pvt.Ltd**
 Mailing Name : Karan Arjun Pvt.Ltd
 Address : Sidhawe Road Patherdewa
 Dist-Deoria

Statutory compliance for : India
 State : Uttar Pradesh
 PIN Code : 274404
 Telephone No. : 9839541154
 E-Mail : usa_reisoft@rediffmail.com
 Currency Symbol : Rs.
 Maintain : Accounts Only
 Financial Year from : 1-4-2006
 Books beginning from : 1-4-2006

TallyVault Password (if any) :
 (WARNING: forgetting your TallyVault password will render your data unusable!!)

Use Security Control : Yes
 Name of Administrator : Admin
 Password : ***** Repeat : *****
 Use Tally Audit Features ? Yes

Base Currency Information

Base Currency Symbol : Rs.
 Formal Name : Indian Rupees
 Number of Decimal Places : 2
 Is Symbol SUFFIXED to Amounts ? No
 Symbol for Decimal Portion : paise

Show Amounts in Millions
 Put a SPACE between Amount and Symbol
 Decimal Places for Printing Amounts in V

Accept ?
Yes or No

Company : Karan Arjun Pvt.Ltd

Name of User : Admin
 Password (if any) : *****

Multi Ledger Creation Karan Arjun Pvt.Ltd Ctrl + M

Under Group : All Items For 1-Apr-2006

| S.No. | Name of Ledger | Under | Opening Balance Dr/Cr |
|-------|----------------|-------------------|-----------------------|
| 1. | Ram Capital | Capital Account | |
| 2. | Room's Deposit | Deposits (Asset) | |
| 3. | Computer | Fixed Assets | |
| 4. | Mobile | Fixed Assets | |
| 5. | Room Rent | Indirect Expenses | |
| 6. | Salary | Indirect Expenses | |



3. Further you see following screen.

4. Create Following Ledgers

5. Gwt----->Accounting Voucher----->F6

Accept

| Payment No. 1 | | 1-Apr-2006 Saturday | |
|---|-----------|------------------------|--|
| Particulars | Debit | Credit | |
| Dr Room's Deposit Cur Bal : 20,000.00 Dr | 20,000.00 | | |
| Cr Cash Cur Bal : 80,000.00 Dr | | 20,000.00 | |



| | | |
|--|--------------|------------------------|
| Receipt No. 1 | | 1-Apr-2006 Saturday |
| Particulars | Debit | Credit |
| Cr Ram Capital Cur Bal : 100,000.00 Cr | | 100,000.00 |
| Dr Cash Cur Bal : 100,000.00 Dr | 100,000.00 | |



5. Gwt----->Alt+F3----->Security Control----->User and Passwords

Accept

Accept

6. List of Users for Company

| <u>List of Users for Company</u> | | |
|----------------------------------|-------------------|----------------|
| Name: Karan Arjun Pvt.Ltd | | |
| Name of User | Password (if any) | Security Level |
| Ram | *** | Owner |
| Hari | *** | Data Entry |

Company : Karan Arjun Pvt.Ltd

Name of User : Ram

Password (if any) : ***

| Accounting Voucher Creation | | Karan Arjun Pvt.Ltd | Ctrl + M |
|--|-----------|---------------------|------------------------|
| Payment | No. 2 | | 1-Apr-2006 Saturday |
| Particulars | Debit | Credit | |
| Dr Computer Cur Bal : 25,000.00 Dr | 25,000.00 | | |
| Cr Cash Cur Bal : 55,000.00 Dr | | 25,000.00 | |

| Accounting Voucher Creation | | Karan Arjun Pvt.Ltd | Ctrl + M |
|---|----------|---------------------|------------------------|
| Payment | No. 3 | | 1-Apr-2006 Saturday |
| Particulars | Debit | Credit | |
| Dr Mobile Cur Bal : 7,000.00 Dr | 7,000.00 | | |
| Cr Cash Cur Bal : 48,000.00 Dr | | 7,000.00 | |

7. Shut the company and next time open ram user and you do entry and you can display account master, daybook and balance sheet and trial balance.

8. wt----->Accounting Voucher----->F5 and Do Following Entry

9. Shut the company and next time open Hari user and you do entry and you can not display account master, and balance sheet and trial balance. Only he see the daybook and not any change.

Accept

Accept

Company : Karan Arjun Pvt.Ltd

Name of User : Hari

Password (if any) : ****

| Accounting Voucher Creation | | Karan Arjun Pvt.Ltd | Ctrl + M |
|-------------------------------------|--------|---------------------|------------------------|
| Payment | No. 4 | | 1-Apr-2006 Saturday |
| Particulars | Debit | Credit | |
| Dr Room Rent Cur Bal : 800.00 Dr | 800.00 | | |
| Cr Cash Cur Bal : 47,200.00 Dr | | 800.00 | |

| Accounting Voucher Creation | | Karan Arjun Pvt.Ltd | Ctrl + M |
|------------------------------------|----------|---------------------|------------------------|
| Payment | No. 5 | | 1-Apr-2006 Saturday |
| Particulars | Debit | Credit | |
| Dr Salary Cur Bal : 3,000.00 Dr | 3,000.00 | | |
| Cr Cash Cur Bal : 44,200.00 Dr | | 3,000.00 | |

10. You can see Gwt as following

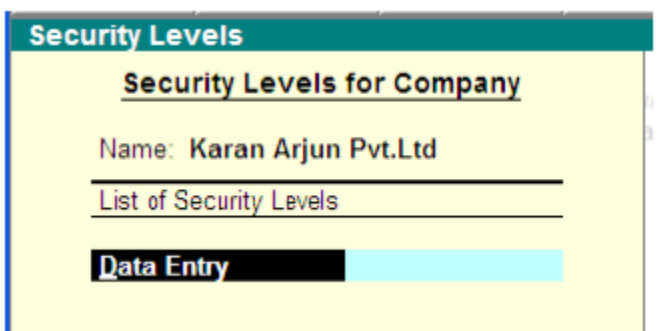


11. Gwt----->Accounting Voucher----->F5----->and Do Following Entry

12. Now Administrator wants to give some facility to Hari User so Open the Company with Admin Login

Accept

Accept



| Security Levels | | Karan Arjun Pvt.Ltd | |
|---|------------------------|--|------------------|
| Name of Security Level | : Data Entry | | |
| Use Basic Facilities of | : Owner | | |
| Days allowed for Back Dated vouchers | : 0 | | |
| Cut-off date for Back Dated vouchers | : | | |
| <u>Disallow the following Facilities</u> <i>(others will be allowed)</i> | | <u>Allow the following Facilities</u> <i>(to re-enable disallowed facilities)</i> | |
| Full Access | Accounts Masters | Full Access | Accounts Masters |
| Full Access | Balance Sheet | Full Access | Trial Balance |
| Full Access | Cash Flow | | |
| Full Access | Company Features | | |
| Full Access | Cost Centre Details | | |
| Full Access | Funds Flow | | |
| Full Access | Location-Wise Summary | | |
| Full Access | Group Monthly Summary | | |
| Full Access | Group Summary | | |
| Full Access | Inventory Masters | | |
| Full Access | Outstandings | | |
| Full Access | Profit & Loss A/c | | |
| Full Access | Stock Category Summary | | |
| Full Access | Stock Summary | | |
| Full Access | Trial Balance | | |
| Create/Alter | Back Dated Vouchers | | |

Company : Karan Arjun Pvt.Ltd

Name of User : Admin

Password (if any) : *****

13. and Gwt----->Alt+F3----->Security Control-----> Types of Security----->Show The Following Screen----->

14. Enter on Data Entry----->Show the Following Screen----->

15. Now Open The company with Hari User and you can see Trail Balance, Account Masters. 16. Now Administrator See the ledgers and voucher and entry details then now open company with admin user.

Company : Karan Arjun Pvt.Ltd

Name of User : Admin

Password (if any) : *****

Configuration

Format : Condensed

Show Narrations also ? No

Show Billwise Details also ? No

Show Cost Centre Details also ? No

Show Inventory Details also ? No

Show Entered/Altered By ? Yes

Appearance of Names : **Alias (Name)**

5 3,1

Display Name Style

Alias (Name)

Alias Only

Name (Alias)

Name Only

Tally Audit Listing
Karan Arjun Pvt.Ltd
Ctrl + M

List of New/Modified Vouchers
1-Apr-2006 to 30-Apr-2006

| Date | Particulars | Vch Type | Vch No. | Debit Amount | Credit Amount |
|----------|--|----------|---------|--------------|---------------|
| 1-4-2006 | Ram Capital <i>Entered By: Admin</i> | Receipt | 1 | | 100,000.00 |
| 1-4-2006 | Room's Deposit <i>Entered By: Admin</i> | Payment | 1 | 20,000.00 | |
| 1-4-2006 | Computer <i>Entered By: Ram</i> | Payment | 2 | 25,000.00 | |
| 1-4-2006 | Mobile <i>Entered By: Ram</i> | Payment | 3 | 7,000.00 | |
| 1-4-2006 | Room Rent <i>Entered By: Hari</i> | Payment | 4 | 800.00 | |
| 1-4-2006 | Salary <i>Entered By: Hari</i> | Payment | 5 | 3,000.00 | |

17. Gwt----->Display----->Statement of Accounts----->Tally Audit---
 -----> Ledgers----->F7 Accept-----> and now ----->Vouchers-----
 ----->F12----->

18. Now Show the following Screen and Accept or Cancel

Extra Group Creation

Become Default 28 Groups

Gateway----->Account Info----->Group----->Single Group Creation----->Create

| | |
|---------------|---------------------|
| Name | : Salary |
| Under | : Indirect Expenses |
| Accept | |

| | |
|----------------------------------|--------------|
| Multiple Group Creation-- | |
| Select | : Salary |
| Name | Under |
| Accountant | Salary |
| Clerk | Salary |
| Manager | Salary |
| Accept | |

Gateway of Tally-----> Account info----->Ledgers----->Multiple ledgers Creation

| | |
|---------------|------------------|
| Select : | All Items |
| Name | Under |
| Ram | Accountant |
| Shayam | Clerk |
| Hari | Manger |
| Accept | |

Gateway of Tally----->Accounting Vouchers----->Press **F5(Payment Voucher)**

| | | |
|---------------|--------|-------|
| Dr | Ram | 10000 |
| Dr | Hai | 8000 |
| Dr | Shayam | 5000 |
| Cr | Cash | |
| Accept | | |

Summary:-

Gateway of Tally----->Display----->Account Books----->Group Summary-----
 >Primary----->Salary----->Enter Alt+F1

Budget & Control

Gateway of Tally----->F11----->set the Maintain Budget & Controls----->Yes----->Account Info----->Budget----->Create----->Type the Name of Budget

Name : **Home Budget**
Under : **Primary**

| From | To | Group | Set/Alter Budget |
|--------|--------|-------|------------------|
| 1.4.06 | 1.5.06 | Yes | |

Group Budgets Under "Home Budget "

| Account Name | Type Of Budget | Amount |
|-------------------|---------------------|--------|
| Indirect Expenses | On Net Trasaction | 10,000 |
| Direct Expenses | On Net Transasction | 5000 |

Create Ledger For Budgets- and Do Entry in Payment(F5) Voucher

| Ledger | Under Group | Amount |
|----------------|-------------------|--------|
| Salary | Indirect Expenses | 5000 |
| Rent | .. | 3000 |
| Telephone Bill | .. | 1500 |
| Wages | Direct Expenses | 5000 |
| Fee | Indirect Expenses | 3000 |

Accept

Budget Summary:-

Gateway of Tally ----->Display----->Trail Balance----->Alt+F2----->

| |
|--------|
| 1.4.06 |
| 1.5.06 |

Alt+F1 For Details----->Alt+B For Budget----->

Notes:-If You want to payment your Budget then

Gateway of Tally----->Accounting Voucher----->Payment

Billwise Details

Gateway of Tally----->F11----->Maintain Billwise details----->Yes(For Non Trading A/C Also)----->Yes

Gateway of Tally----->Accounts Info----->Ledger----->Create

1. Name : Ram & Part
Under : Sundry Debtors
Maintain Balance Bill By Bill ? Yes
Default Period:1.5.06

Accept

2. Name : Sale
Under : Sales A/C

Accept

3. Gateway of Tally----->Accounting Voucher----->F8(For Sale)----->Ctrl+V

| | | |
|----|---------------------|---------------|
| Dr | Ram & Party | 10000 |
| | New Ref 1---30 Days | |
| Cr | Sales | |
| | | Accept |

4. Gateway of Tally----->Display----->Statement of Accounts----->Outstanding----->Ledger----->Ram & Party----->F6-----> Method of Aging
Ageing By Due Date-----

| | | | |
|------|----|----|-----|
| From | 0 | To | 30 |
| | 30 | To | 60 |
| | 60 | To | 90 |
| | 90 | To | 120 |

Yes

5. Gateway of Tally----->(**For Reminder Letter**)----->F12----->Printing----->Reminder Letters----->

Details in 1st Para

Address in 2nd Para

6. **Printing Bill Wise Details:** - Gateway of Tally----->Multiple Printing----->Outstanding Statements----->Ledger----->One Account----->List of Ledger

GWT Of a Tally-----> Accounting Voucher----->Yes
 (Sales) 1.4.2004
 Dr Mohan 50,000
 Naw Ref <|A001 30days
 Cr Sale

Accept

Summary of Interest Calculation :----->GWT-----> Display----->Statement of A/
 C----->Interest Calculation----->Ledger-----> Mohan-----> F2
 Display Details Wise

Interest Charge :- GWT-----> Accounting Infor-----> Voucher type -----> Alter-----
 ----> Debit Note

Name of Class----->Omerest Receipt
 Use Interest Calculation----->Yes
 Amount Treated As Compound----->Yes

Accept

GWT -----> Accounting Voucher
 Ctrl + F9----->Debit Note-----> Interest Receipt
 Change the Date F2 1.6.2004
 Dr Mohan ----- Interest.Amount
 Agt.Ref A001 30days
 Cr Interest Receipt ----- Cash

Accept

Cost Category & Cost Center

1. Create Company----->GWT----->F11
 Maintain Cost Centers----->Yes
 maintain on cost Category----->Yes
2. GWT-----> Account Info-----> Cost Category-----> Multiple Cost Category----->
 Create

| S.N.O. | Name of Categories | RevenueItem | Non Revenue |
|--------|--------------------|-------------|-------------|
| 1. | Area | Yes | No |
| 2. | Sales men | Yes | No |
| 3. | Product | Yes | No |

Accept

3. GWT-----> Account Info----->Cost Centers----->Multiple
 Cost Centers-----> Create
 Under Cost Centers (All Items)

| SNO. | Category | Nome of Cost Centers | Primary |
|------|-----------|----------------------|---------|
| 1. | Area | Basti | Primary |
| 2. | Area | Deoria | "" |
| 3. | Area | Gkp | "" |
| 4. | Product | Pepsy | "" |
| 5. | Product | Thumsup | "" |
| 6. | Product | Dew | "" |
| 7. | Sales man | Ram | "" |
| 8. | Sales man | Mohan | "" |
| 9. | Sales man | Sohan | "" |

4. GWT----->Accounting Infot----->Multiple Ledger----->Create

1. Sale-----Under-----Sales A/c

2. Expenses-----Underv ----- Indirect Expenses

5. GWT----->Accounting Voucher F8 (Sale)

| | | |
|----|-------|--------|
| Dr | Cash | 200000 |
| Cr | Sales | 200000 |

6. Press-----> F5 (Payment)

| | Peticular | Debit | Credit |
|----|-----------|-------|--------|
| Dr | Expenses | 5000 | |
| | Area | | |
| | Basti | 2000 | |
| | Deoria | 1000 | |
| | Gkp | 2000 | |
| | Salesman | | |
| | Ram | 1500 | |
| | Mohan | 1000 | |
| | Sohan | 2500 | |
| | Product | | |
| | Pepsi | 2000 | |
| | Thumsup | 1000 | |
| | Dew | 1000 | |

Reports:----- GWT-----> Display----->Statement of Account----->Cost Centers-----> Category Summary

Import & Export

1. Create Company -----> Select Company-----> Display----->list of Account----->Alt+E

Output File Name : Muster.sdf
Types of Master : Ledgers-----> Yes----->Yes

2. Select other Blank Company----->Gateway of Tally----->Import master----->Master.sdf----->Combine----->Ok----->Format----->Tally

3. Select first Company----->Display Daybook----->Alt + E ----->Daybook.sdf----->Format----->Details----->Allvoucher----->Yes

4. Select Second blank company----->Import Transactions----->Daybook.sdf
F12 Press----- Show percentage

—:Adjustment:—

1. Outstanding Expenses

GWT-----> Accounting Info-----> Ledger----->Single----->Ledger----->Create

(1) Name : Salary
Under : Indirect Expenses

(2) Name : Outstanding
Under : Current liabilities.

GWT-----> Accounting Voucher----->Press F5 (Payment)

Dr Salary 11000
Cr Cash 11000

Press F7 (journal)

Dr Salary 1000
Cr Outstanding 1000

=Total 12000

2. Prepaid Expenses (पूर्वदत्त व्यय)

GWT-----> Account Info----->Ledger

1. Name : Rent
Under : Indirect Expenses

8. Interest On Capital (पूंजी पर ब्याज)

GWT-----> AccountInfo----->Ledger----->

1. Name : Ankit Capital
 Under : Capital A/C
 Opening Bal. 100000

2. Name : Interest on Capital
 Under : Indirect Expenses

GWT-----> Accounting Vouchar----->

F7 (Journal)
 Dr Interest on Capital 1000
 Cr Capital 100000

9. Interest On Drawing (आहरण पर ब्याज)

GWT-----> AccountingInfo-----> Ledger----->

1. Name : Drawings
 Under : Capital A/C

2. Name : Interest On Drawings
 Under : Indirect Income

GWT-----> Accounting Vouchar (f7)

Dr Drawing 1000
 Cr Interest On Drawing 1000

10. Provision for Bad Debtors (इकते ऋण के लिए)

GWT-----> Accounting Info-----> Ledger-----> ^{संघुप्त} Create----->

1. Name : Prevision for Bad Debts
 Under : Provision

2. Name : Bad Debts
 Under : Indirect Expenses

GWT-----> Accounting Vouchar F7 (Journal)

Dr Bad Debts 40,000
 Cr Provisions for Bad Debts 40,000

-----: Security Control:-----

Company Creation : Rahul Bajaj
 Use Security Control : Yes
 Name of Administrator : Admin
 Password : ***
 Repeat : ***

| |
|---|
| Rahul Bajaj |
| Name of use:Admin Password if any: *** |

GWT----->Alt + F3 -----> Security Control

| |
|------------------|
| Security Control |
| user & Password |
| Type of security |
| Quit |

←

| List of Users for Company | | | | | | | | | |
|--|---------------|--------------|--------------|-----|-----|------------|------|-----|-------|
| Name : Rahul Bajaj | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of Users</th> <th style="text-align: left;">Password</th> <th style="text-align: left;">Securitylist</th> </tr> </thead> <tbody> <tr> <td>Ram</td> <td>***</td> <td>Data Entry</td> </tr> <tr> <td>Hari</td> <td>***</td> <td>Owner</td> </tr> </tbody> </table> | Name of Users | Password | Securitylist | Ram | *** | Data Entry | Hari | *** | Owner |
| Name of Users | Password | Securitylist | | | | | | | |
| Ram | *** | Data Entry | | | | | | | |
| Hari | *** | Owner | | | | | | | |

Accept

GWT-----> Alt + F3-----> Security Control



Tally Audit Feature should be enabled while creating the company and authority list.

Only a user designated as an auditor or the administrator can view the audit list and act upon it.

Tally tracks all changes made to vouchers that are less than 30 days old or not reported.

-----: Tally Audit:-----

Create-----> Company-----> Use security Control : Yes

Name of Administrator :
 Password :
 Repeat :

Use Tally Audit features ? Yes

GWT-----> Display-----> Statement of A/C

Tally Audit-----> Vouchers
 Ledgers
 Quit

F7-----> Accept

Alt + F7-----> Accept All

Filteration

If you want to display the personal Entry then you use the filteration

Note:- किसी भी Personal Entry को देखने के लिए इसका प्रयोग करते है। इसमें केवल नामवाली ही Entry करते है।

Example:- Ankit, Anuj, Roshani, Siddhi etc.

Alt + F12

For open filteration

-----: Copy Commands:-----

1. Create a Company-----> Specify the name suppose ABC.

GWT-----> Account Info-----> Ledger-----> Create

| Name | Under Group |
|--------|--------------|
| Ram | Capital A/C |
| Mobile | Fixed Assets |

Accept

2. GWT-----> Accounting Vouchers-----> Press F6 (Receipt)

| | | | |
|----|-----|-------|--------|
| Cr | Ram | Debit | Credit |
| | | | 50,000 |

| | | | |
|----|------|--------|--|
| Dr | Cash | 50,000 | |
|----|------|--------|--|

Accept

Press F5 (Payment)

| | | | |
|----|--------|--------|--|
| Dr | Mobile | 10,000 | |
|----|--------|--------|--|

| | | | |
|----|------|--|--------|
| Cr | Cash | | 10,000 |
|----|------|--|--------|

10,000

Accept

3. Create a another Company and specify the name is XYZ.

GWT-----> Select-----> ABC Company-----> GWT-----> Account Info-----

--> Ledgers-----> Ram-----> Alter

-----> F3

```

Security Control
  Users & Password
  Type of Security
  Quit
    
```

```

Security Levels for Company
Name :      Rahul Bajaj
           List of security Levels
           Data Entry
    
```

Accept

1. Create a Company-----> Specify the name suppose ABC.
 GWT-----> Account Info-----> Ledger-----> Create

| Name | Under Group |
|--------|--------------|
| Ram | Capital A/C |
| Mobile | Fixed Assets |

Accept

2. GWT-----> Accounting Vouchers-----> Press F6 (Receipt)

| | | | |
|----|------|--------|--------|
| Cr | Ram | Debit | Credit |
| | | | 50,000 |
| Dr | Cash | 50,000 | |

Accept

```

Press F5 (Payment)
Dr Mobile
Cr Cash
    
```

| | | |
|--|---------------|--------|
| | 10,000 | |
| | <u>10,000</u> | 10,000 |
| | 10,000 | |

Accept

3. Create a another Company and specify the name is XYZ.

```

GWT-----> Select-----> ABC Company-----> GWT-----> Account Info-----
--> Ledgers-----> Ram-----> Alter
-----> F3
    
```

-----> list of companies
 -----> XYZ
 -----> ABC
 Accept

GWT-----> Account Info-----> Ledgers-----> Alter -----> F3 list of files
 -----> XYZ
 -----> ABC
 Accept

GWT-----> Display-----> Daybook-----> Ram < Ram----->
 Select-----> XYZ Accept

GWT-----> Display-----> Daybook-----> Mobile-----> F3-----> Select----->
 xyz Accept

Now select-----> xyz-----> Display-----> Daybook

Multiple Currency

1. Create a Company-----> GWT-----> F11----->
 Allow Multiple Currency? Yes

2. GWT-----> Account Info -----> Ledger-----> Multiple Ledger----->

| Name | <u>All Items</u> | Under |
|--------------------|------------------|-------------------|
| 1. Ankit Capital | | Capital A/C |
| 2. Computer | | Fixd Assets |
| 3. Room Rent | | Indirect Expenses |
| 4. Salary Received | | Indirect Income |

3. GWT-----> Account Info-----> Currencies

Currencies

Create ←

Display

Alter

Rate of Exchange

Quit

4. **Currency Creation**

Sumbol : \$

Formal Name : Dollor

Number of Decimal places : Z

Show Amount in mullions? No

Is Symbol Suffijed to amounts? No

Put as PACE between Amounts and
 Symbol ? Yes

Symbol for Decimal Portion of Amount Center

Accept

5. GWT-----> Account Info-----> Currencies-----> Rates of Exchange

Multi Currency Alternation

| S.No | Currency | Std Rate | Date for rate of Exchange selling Rate Last Vouchar | Buy ingrih |
|------|-----------|----------|---|------------|
| | \$ Dollor | 45 | : 1 Aprl : 2005 55 | 50 |

6. GWT----->Accounting Voucher-----> F6

Cr Ankit \$ 5000
 Cr Cash
 275000
 \$ 50000

Accept

7. F5

Dr Computer \$ 500
 Cr Cash \$.500 500 1 Pc. 50

Accept

8. Reports:- GWT-----> Display-----> Trail Balance-----> Alt +
 C

Column Details

| | |
|-----------------|----------|
| From : | 1.4.2005 |
| To : | 1.5.2005 |
| Currency : | \$ @ 45% |
| Name of Group : | Primary |

Accept



Inventory

1. Create-----> Company-----> Maintain-----> Accounts With Inventory-----> Accept
2. GWT-----> Account Info-----> Ledger-----> Create two Ledger
 Purchase----- Purchase A/C
 Sale ----- Sales A/C
3. GWT-----> Inventory Info-----> Create
 (1) Stock Group----- Mobile
 (2) Units of Measurement----- Pcs
 (3) Stock Item ----- Nokia 2600
4. GWT-----> F9-----> Purchase
5. GWT-----> F8-----> Sale
6. **Reports**-----> GWT-----> Display-----> Inventory books-----> Stock Item----->
 Item Monthly Summary-----> Stock Vouchers

Separte Discount

7. If you want to give Discount
 GWT-----> F11-- Separte Discount Column on Invoice

Trade Discount

1. Create a Company
2. Create two Ledger :-
 Purchase--- under-- Purchase A/C
 Sale --- Under ---- Sales A./C
3. GWT-----> Inventory Info -----> Create
 (1) Stock Group --- Mobile
 (2) Units of Measere mont-- Pcs
 (3) Stock Item --- Nokia 2600
4. GWT-----> A ccount Info-----> Voucher type-----> Create ----->
 Name : Discount
 Under : Sale A/C
 Used for calculation (eg. Taxes, Discounts) ? yes
 Method to Allocatewhen used in purchase ? Note Applicable Accept
5. GWT-----> Account Info -----> Ledger-----> Create
 Name : Trade discount
 under : Discount
 (Sales Accounts)
 Percentage of Calculation (egs) ? (-) 5%
 Method of Calculation : on Total Sale Accept
6. Purchase (F9)
 Nokia 2600 100 Pcs 1850 per 185000
7. F11-----> Sepirate Discount Columan on Invoice-----> Yes
8. Sale (F8)
 Name of Item Qty Rate Per Disc% Amount
 Nokia 2600 10 2000 Pcs 5% 19000 Accept

9. Sale (F8)

| Name of Item | Qty | Rate | Per | Dis c% | Amount |
|----------------|-----|--------|-----|--------|----------|
| Nokia 2600 | 10 | 2000 | pcs | | 20,000 |
| Trade Discount | | (-) 5% | | | (-) 1000 |
| | | | | | 19000Re |

Accept

Report-----> GWT-----> Display-----> Inventory book-----> Stock Items
----->

Physical Stock Register

For Recording actual stock as physically varified or counted.

1. Create a Company----->Maintain----->Account with inventory
2. Create Ledger :-----> Sale-----> Sales A/c
3. GWT-----> Inventory Infot----->
 - Stock Group-----> Flamble Articles
 - Units of Measurment-----> Litter
 - Stock Intem-----> Petrol

| Opening Balance : Qty | Rate | Per | Value |
|-----------------------|-------|-----|---------|
| 50 | 48.50 | ltr | 2425.55 |

Accept

4. GWT-----> Accounting Voucher -----> Alt + F10
(Physical Stock varification)

| Name of Item | Qty | Amount |
|--------------|-----|--------|
| Petrol | 48 | |

Accept

Report-----> GWT-----> Display-----> Inventory book -----> Stock Item-----> Petrol

| Particular | Inword | | outward | | Closing Balance | |
|------------|--------|-------|---------|------|-----------------|-------|
| | Qty | Value | Qty | Valu | Qty | Value |
| | | | | | 50 tr | 2425 |
| | | | 2 Ltr | | 48 Ltr | 2328 |

(II)
Amount = Billed Quantity * Rate

GWT----->F11-----> Allow Zero Value Entry-----> Yes

| Item | Actual Quantity | Billed Quantity | Rate | Amount |
|--------------------------|-------------------|-----------------|--------------|--------------|
| Nokia 2600 Charger | 2 Pc. 1 Pc | 2 Pc. 0 | 300 0 | 600 0 |

Note: किसी वस्तु के Different type की वस्तु Press देनी होती Option का use करते साथ इस

Standard Rate

GWT-----> Inventory Info-----> Stock Groups -----> Create

Name : Vanaspati
Under : Primary

Unit of measurement-----> Create

Type : Simple
Symbol : Box

Stock Items-----> Create-----> Press F12

Configuration-----> Allow Std. Rate for Stock Items-----> Yes

Name : Gagan
Under : Vanaspati
Units : Box
Set Standard Rate : Yes

| Standard Cost | | Stock Item ----- Gagan | | |
|-----------------|-------------|------------------------|---------------|-----|
| applicable from | ol Rate Per | Standard | Selling Price | |
| | | Applical rom | Rate | Per |
| 1. April- 05 | 125 60x | 1. April 05 | 135 | Box |

Opening Balance : Qty Rate Per Value
200 130 Box 2600

GWT-----> Account Info -----> Create-----> Sale & Purchase Ledger----->
Account Voucher -----> Press F9

| Name of Items | Qty | Rate | Amount |
|---------------|--------|------|--------|
| Gagan | 50 box | 125 | 6250 |

| Name of Item | Qty | Rate | Amount |
|--------------|-----|------|--------|
| Ganga | 30 | 135 | 4050 |

GWT-----> Stock Summary-----> Press F12
Show opening Balance -----> Yes
Show goods inwards -----> Yes
Show goods outwards -----> Yes
Show Closing Balance -----> Yes
Details for Alt + F1

| Name of Items | Qty | Rate | Amount |
|---------------|--------|------|--------|
| Gagan | 50 box | 125 | 6250 |

| Name of Item | Qty | Rate | Amount |
|--------------|-----|------|--------|
| Ganga | 30 | 135 | 4050 |

GWT-----> Stock Summary-----> Press F12
Show opening Balance -----> Yes
Show goods inwards -----> Yes
Show goods outwards -----> Yes
Show Closing Balance -----> Yes
Details for Alt + F1

Order processing, Delivery Note, Receipt Note, Rejection In, Rejection out

1. Create-----> Company
2. GWT-----> F11-----> Select the Appropriate options ---:
 - (1) Create Note
 - (2) Debit Note
 - (3) Allow purchase order processing-----> Yes
 - (4) Allow Sale order Processing -----> Yes
 - (5) use tracking No -----> Yes
 - (6) Rejection Note -----> Yes
3. Create -----> Ledger

| | | | |
|-------------|-------|---------------------------------|--------|
| (twoledger) | Name | : Purchase / Vandana tradars | |
| | Under | : Purchase A/C Sundry Creditors | Accept |

| | | | |
|--------------|-------|------------------------------|--------|
| (two Ledger) | Name | : Sale / Fine traders | |
| | Under | : Sales A/C / Sundry debtors | Accept |
4. GWT-----> Inventory Info -----> Create-----> Group-----> Mobile

| | | |
|-----------------------------|------------|--------|
| Units of measurement -----> | Pcs | |
| Stock Item -----> | Nokia 2600 | Accept |
5. **Purchase** :--
 - (1) Purchase order-----> Alt + F4
 - (2) Receive Note -----> Alt +F9
 - (If you heed) (3) Rejection out -----> Alt +F6
 - (4) Purchase -----> F9
6. **Sale** :---

6. **Sale** :---

- (1) Sale order -----> Alt +F5
- (2) Delivery Note -----> Alt +F8
- (3) Rejection In -----> Ctrl + F6
- (4) Sale -----> F8

7. Summary -----> GWT-----> Display-----> State ment of Inventory

| | |
|--|-----------------------|
| | Sale Bill pending |
| | Purchase Bill Pending |

| Sales No. 1 | | 1-Apr-2006 | |
|-------------------------------|----------|-------------|----------|
| Ref : | | Saturday | |
| Party's A/c Name : Cash | | | |
| Current Balance : 4,200.00 Cr | | | |
| Sales Ledger : Sale | | | |
| Name of Item | Quantity | Rate per | Amount |
| 2kg Pack | 8 pack | 350.00 pack | 2,800.00 |
| 5kg Tea | 10 pack | 800.00 pack | 8,000.00 |

Accept

Summary:-
Gwt of Tally----->Display----->Inventory book----->Stock Items

Price List

Price Levels:- The price level feature in tally allows setting up of different price list for the same items.

- Create Company
- Create Sale and Purchase Ledger
- Gwt of Tally-----> Inventory Info----->Create the followings

| | |
|-------------|--------------|
| Stock Group | :Mobile |
| Unit | : pcs |
| Stock Items | : Nokia 2600 |

Accept

4. Gwt of Tally-----> Accounting Vouchers-----> F9

| Purchase No. 1 | | 1 Apr 2006 | | |
|----------------------------------|----------|--------------|--------|-------------|
| Ref : | | Saturday | | |
| Party's A/c Name : Cash | | | | |
| Current Balance : 1,26,520.00 Cr | | | | |
| Purchase Ledger : Purchase | | | | |
| Name of Item | Quantity | Rate per | Disc % | Amount |
| Nokia 2600 | 200 pcs | 1,500.00 pcs | | 3,00,000.00 |

Accept

5. Gwt of Tally----->F11----->Features
Use Multiple Price Level for Invoicing ?----->Yes

Company Price Levels

1. Retailer
2. Whole Seller

7. Press F6
F11- Alternate for non-Trading A/C also Yes

| | | | |
|----------|-------|-------|---------------------------------------|
| Cr Mohan | | 12750 | |
| Dr Cash | 12750 | | <input type="button" value="Accept"/> |

Reports:-

Gwt----->Display----->Statutory Reports----->Service Tax Reports----->Service Tax Payable

9. Create----->Ledger

| | | | |
|-------|---|---------|---------------------------------------|
| Name | : | PNB | |
| Under | : | Bank/Ac | <input type="button" value="Accept"/> |

10. Gwt of Tally-----> Press F5

| | | | |
|------------------------|-------------------------|-------|---------------------------------------|
| Dr- Output Service Tax | | 12750 | |
| Cur Bal----- | | | |
| | Credit Adjustment : 20% | | <input type="button" value="Accept"/> |
| Cr- PNB 1275 | | | |



| Name of Items | Qty | Rate | Per | Amount |
|------------------------|--------|------|-----|--------|
| Nokia 2600 | 100pcs | 2100 | pcs | 210000 |
| input cst | | 3% | | 6300 |
| form to issue : C Form | | | | |
| | | | | 100pcs |
| | | | | 216300 |

| | |
|--------------------------------------|---------------|
| 7. Create----->Ledger | Accept |
| Name : Inter State Sale | |
| Under: Sales A/C | |
| Used in Vat Returns : Yes | |
| Vat/Tax Class : Inter State Purchase | |
| | Accept |

| Name of Items | Qty | Rate | Per | Amount |
|------------------------|--------|------|-----|--------|
| Nokia 2600 | 100pcs | 2100 | pcs | 210000 |
| input cst | | 3% | | 6300 |
| form to issue : C Form | | | | |
| | | | | 100pcs |
| | | | | 216300 |

| | |
|--------------------------------------|---------------|
| 7. Create----->Ledger | Accept |
| Name : Inter State Sale | |
| Under: Sales A/C | |
| Used in Vat Returns : Yes | |
| Vat/Tax Class : Inter State Purchase | |
| | Accept |

8. Name : Output CST
 Under : Duties and Taxes
 Type of Duty : CST
 Used Vat/Tax Classes- Not applicable

9. Gwt-----> F8
 Party A/C Name : Cash
 Sale ledger : Sale
 Vat/ Tax Class : Inter State Sale

| Name of Item | Qty | Rate | Per | Amount |
|--------------|--------|------|-----|--------|
| Nokia 2600 | 60 | 2500 | Pcs | 150000 |
| Output CST | | 3% | | 4500 |
| | 60 Pcs | | | 154500 |

Reports:-

Display----->Statutory Reports----->Vat Reports----->Vat Computation----->Inter State Sale

Note: -

- C : Form is For Registered Customer
- D : Form is For Government Oraginazition
- F : Form is Branch Transfer
- H : Form is For deemd Export
- I :Form is For SEZ(Special Economic Zone) Customer



Exise Duty

Organizations registered under central have to issue excise invoice specifying some additional information as per central excise

Rules.

- Gwt-----> Then
- 1. Create Company-----> F12 Configuration
 - a. Accept Supplementary Details (Yes). because the excise detaisare entered in party details sabscren)
 - b. Use Excise formate to print the excise specific details in Invoice-----> Yes.
- 2. Gwt-----> F11-----> Select statatory & Taxation follow excise rules for invoicing to get company excise deatails-----> Yes.

Company Excise Details

Excise Regn / code No: 245 E
 Range : Up North (gkp)
 Range Addrss : Ie Ramgadh tal railway colory pavidley Gang Gkp
 Division:-- I Block
 Division address: -- Excise Bawan 1 Paidley Gang
 3. GWT-----> Account Info -----> Ledger-----> Create

- a. Purchase-----under----- purchase A/C
- b. Sale ----- Under ----- sales A/C

4. GWT-----> Inventory Info -----> Create
 Msflats ----- Stock Group-----> Mobile
 Kg ----- Units of measurement-----> Pcs
 Ms flat 15* 15mm ----- Stock Item ----- Nokia 2600----->Tax Inf 15 Tam if class

Accept

5. GWT-----> Accounting Voucher-----> F9



Vat

1. Create Company-----> Set Indian Vat? Yes

Applicable for 1.4.05

Vat Tin : 11111111111

Mai

Maintain : Accounts with Inventory

2. Gwt-----> Account Info-----> Ledgers-----> Create

Name : Purchase @ 4%

Under : Purchase A/C

Use in Vat Returns ? Yes

Default Vat / Tax Class : Prchase @ 4% Inventory Vat use are affected

3. Name : Sale @ 4%

Under : Sale A/C

Use in vat Returns ? Yes

Default Vat / Tax Class : Sale@ 4%

Inventory Values are affected ? 4

4. Name : Input Vat @ 4%

Under : Duties & Taxes

Type of Duty Tax : Vat

Default / Tax Class : Input Vat @ 4%

Percentage of calculation ? Yes

Method of Calculation : On Vat rate

5. Name : Output Vat @ 4%

Under : Duties & Taxes

Type of Duty Tax : Vat

Default / Tax Class : out put vat @ %

Percentage of Calculation ? 4

Method of Calculation : on vat Rate

6. GWT-----> Inventory Info-----> Create Stock Group, units of measurement and stock Item

Stock Grout----- Mobile

Units of measurement ----- Pcs

Stock Item ----- Nokia 2600 , Rate of vat : 4%

7. GWT-----> Accounting Voucher-----> F9

Party's A/C Name : Cash

Vat / Tax Class : Purchase @ 4%

| Name of Item | Qty | Rate | Per | Amount |
|--------------|-----|------|---------|---------|
| Nokia 2600 | 100 | 1850 | pcs | 185000 |
| Input vat 4% | | 4% | | 7400 |
| | | | 100 Pcs | 192,400 |

8. GWT-----> Accounting-----> Voucher-----> F8
 Sale
 Party's A/C Name : Cash
 Vat / Tax Class : Sale @ 4%

| Name of Item | Qty | Rate | Per | Amount |
|-----------------|---------|------|-----|--------|
| Nokia 2600 | 100 | 2500 | pcs | 25000 |
| Catput Vat @ 4% | | 4% | | 10,000 |
| | 100 Pcs | | | 26000 |

9. Report :- Gwet-----> Display-----> Statutory Report
 -----> Vat Computation
 -----> Vat Forms
 -----> Quit

| | | | |
|------------|------------------|--------------------|-------------|
| Sale | A outputvat Tax | | 10,000 |
| | Total output tax | | 250,000 |
| purchase | B. Input tax | Total Input Credit | 185000 7400 |
| Vat Payble | | | 2600 |

Vat Payment करने के लिए

10. GWT----->Accounts Info-----> Voucher types-----> Alter-----> Journal

| | | |
|-----------------|---|---------|
| Name | : | Journal |
| Type of voucher | : | Journal |
| Abbr | : | Journal |

Name of Class : Vat adjustment
 Useclass for vat Adjustments ? Yes

11. GWT-----> Accounts Info-----> Ledgers-----> Create

| | | |
|-------|---|-------------------|
| Name | : | Vat Payable |
| Under | : | Indirect Expenses |

12. GWT-----> Accounting Vouchers----->F7----->Vat

| Adjustment | Debit | Credit |
|-------------------|--------|---------|
| Dr Outputvat @ 4% | 10,000 | 100,0.0 |
| Cr Input Vat @ 4% | | 7400 |
| Cr Vat Payable | | 2600 |
| | | 10,000 |

13. GWT----->Display-----> Statutory Report-----> Vat Reports-----> Vat computa-
 tion----->
 Vat Payable = 0.00
 → Vat Forms

अगर Vat के Bank में जमा करना

14. GWT-----> GA Accounts Info-----> Ledgers-----> Create ----->
 Name : P.N.B.
 Under : Bank A/C

15. GWT-----> Accounting Vouchers----->F5 -----> F12 Use single Entry Mede
 for pymt/Rept/Contra ? Yes

Payment
 Account : P.N.B.

Vat Payable
 Cur Bal : 2600
 Ch. No: 123

Ammount
 2600



F.B.T (fringe Benifit Tax)

1. Create Company-----> GWT-----> F12-----> Set the option as a india / Saarc
2. GWT-----> F11-----> Statutory & Taxation set enable fringe Benefit Tax (FBT) ----->> Yes
3. Set / Alter FBT Details to Yes
Company F.B.T. Details

Paan / Income tax No: Jrs /2535
 Assesee type: Association Of Persens
 Is Surcharge Applicable ? Yes
 Assesee Category : Hotel.

4. GWT-----> Account Info-----> Ledger-----> Create
 Name : Tax
 Under : Duties & Taxes
 Type of Duty / Tax : FBT
 Inventory Values are affect ? Yes
5. Name : Supplier
 Under : Sundry Creditors
 Currency of Ledger ? Yes
 Maintain Bill by Bill ? Yes **Accept**
6. Name : Entertain Ment
 Under : Indirect Expenses
 Is FBT Applicable ? Yes
 Set Entertainment 1,swb(2)(a) **Accept**
7. GWT-----> Account Info-----> Voucher Type -----> Alter-----> Journal
 Name : Journal
 Type of Voucher : Journal
 Method of voucher nam bering ? Alto
 Make optional as default ?
 Name of class - fringe Bene fit Recovery use class for FBT Recovery ? yes **Accept**
8. GWT-----> Accounting Voucher-----> F7

| | | | |
|----|---|---------------|-------|
| Dr | - | Entertainment | 25000 |
| Cr | - | Suppliers | 25000 |

 Accept
- Note-----> F12-----> Allow selection of FBT category-----> Yes
9. GWT-----> Accounting Voucher -----> F7-----> Select fringe Benefit Recovery Class

| | | | |
|----|---|---------------|-------|
| Dr | - | Supplier | 12500 |
| Cr | - | Entertainment | 12500 |

 Accept
10. GWT-----> Account Info -----> Ledger-----> Create
 Name : HDfc
 Under : Bank A/C **Accept**
11. GWT-----> Accounting Info-----> Vouchers----->F12 -----> Set single Entry mode-----> F5 and Autofill option for Alt + F

7.GWT-----> Accounting Vouchers-----> F8

Sales

Party's A/C Name : Customer TCs
 Sale Ledger : Timber Sales

| Name of Items | Qty | Rate | Per | Amount |
|---------------|-----|----------|-----|--------|
| Sagoun Timber | 100 | 700 | Cft | 70000 |
| TCs | | | | |
| | | 2.24% | | |
| | | 400 ft - | | |

8.GWT-----> Accounting Vouchers-----> F8-----> F12-----> Set Allow alteration of Tcs
 Rate For Sales voucher

9. GWT-----> Accounting Vouchres -----> F5----->
 Payment of Tcs

Payment

| particulars | Debit | Credit |
|---|-------|--------|
| Dr Tcs Ledger | | |
| Tcs Details's for | : | Tcs |
| Agst Rat Sale / 1 | | |
| Cr SBI (Alt+C-----> SBI Under Bank A/C) | | |

10. Payment of Tcs using the Tcs recevier Button----->
 Note :- F12-----> use single entery mode
 F5-----> (Alt+R)-----> Tcs Helper

Tcs filter

Tcs Ledger : Tcs
 Byer / Lessee Stator : Non Company
 To Date : 1.5.2006

Payment 500 2. 1.4.2006
 Account SBI

| Particulars | Amount |
|--------------------|----------|
| TCS | ----- |
| Tcs Details is for | : |
| Agst Rat Sale 1 | 1.5.2006 |
| | ----- |

Reports :- GWT-----> Display-----> State ment of Account-----> Tcs outstanding-----> Tcs-
 -----> Payable