TALLY ERP

What is Business?

All the creativity including human activity relating to production of goods and services for satisfying human wants.
Activities relate into distribution of goods and services.
Activities relating to providing of financial assistance to business.
Activities relating to management support.

What is business activity?

The business activity means activities relating to the production and distribution. The business activities are two types:5
Those are as follows
i) Industry
ii) Commerce

industry:- उद्योग:

Industry is the place where goods and services are produced.

Commerce:- वाणिज्य:

Exchange of goods and services in between manufacture and consumer is called commerce. It includes trade and aids of trade.

Trade:- व्यापार:

purchase and selling of goods and services are called trade.
Aid of Trade:- व्यापार का उद्देश्य:
Which things are essential to promote the trade is know as aids of trade.
Ex-Bank, Finance, discount etc.
There are four factors are required to take up the business activity successfully. Those are as follows.
1. man
2. money
3. material
4. management.

TALLY Defn.

Tally is an integrated enterprise solution that enables the new age business to simplify their day-to-day business dealings. Tally is the backbone of every business process with the advanced of new technologies. Other wise called It is an automated Accounting package through which we made accounting work automatically.
Tally = Transaction Allowed in a Linear Line Yards
ERP = Enterprise Resource Planning
Founder = Shyam Sundar Goenka (1986)

Some other accounting packages are
Focus, FICCO, DELFI, EX, Wings, TCS (Tata Consulting Service), Swift etc.

Computerized Accounts

By Us		By Computer
5-10 %		90-95 %
T-J	J-C.S	Cash Book, Ledger, T.B, P/L A/c, balance sheet, Inventory, TDS,GST.
99%	1% - 10%	Mandatory Features

Basic concept of accounting

Assets = Value – Benefit – Future
Expenses = Value – Benefit – already taken:- It does not matter, whether payment has been maid or not.
(Advance salary, prepaid salary) Assets
(Outstanding salary) In case u not paid salary end of month.
Capital =Clamed of owner in total assets of business.

Liability = Obligation /- Clamed of out sider in total assets of business

Income = If services have been rendered, It means income has been earned. It does not matter, weather payment has been received or not.
When student will not give me fees (outstanding Fees/Accrued)
Admission fees received = (Advance fees or unearned fees)

Assets

Assets = Value – Benefit – Future
Any things which will enable a business enterprise to get cash or a benefit in future say Assets. The assets are two types. Those are as follows.
i) Fixed asset.
ii) Current asset.

Fixed asset:- The assets which is purchase with a view to deep them for a loner period of time to get the benefit in future is called fixed asset. Exp.- land, building, machinery.

Current asset:- The assets which value can be converted into cash in one accounting year is called current asset. Exp. cash, marketable securities, short-term investments, accounts receivable , prepaid expenses, etc.

Liqied asset:- Those assets are we can not seen. That is called liquid asset some example's are- Brand, goodwill, trade mark, company.

Expenses

Expenses = Value– Benefit– already taken. It does not matter, whether payment has been maid or not.
Exp:-Loss by theft, loss by fire etc comes under loss.
Exp:-Payment made to Employees, Carriage Inward and Outward etc.

The expenses are two types.

i) Direct expenses. ii) Indirect expense.

Direct expenses:- The direct expenses is that expense which is charged directly to the production of goods and services.
Ex-expenses for row material, transportation, discount.

Indirect expenses:- The indirect expense is that expense which is charged indirectly to the production of goods and services.
Ex- salary paid, phone bill paid, house rent paid.

Revenue Expenses

All terms of expenditure, whose benefit expire within a year or which have been incurred merely to maintain the business or to keep assets in good working condition.
Exp:- Salary and wages paid to Employees, Depreciation of business assets, maintenance expenses of motor vehicle etc.

Income = If services have been rendered, It means income has been earned. It does not matter, weather payment has been received or not.
When student will not gave fees (outstanding Fees/Accrued)
Advance fees received = (Advance fees or unearned fees)

Liabilities

Obligation or clamed of out sider in total assets of business. Settlement of a liability can be accomplished through the transfer of money, goods, or services. The liabilities are four types. Those are as follows.
i) Fixed liability.
ii) Current liability.
iii) Contingent liability.
iv) Long term liability.

Fixed liability:- The fixed liability is that liability which will be repaid after the termination of business firm.

Current liability:- The current liability is that liability which will be repaid within one accounting year.

Contingent liability:- The contingent liability is not actual liability , but become a liability after happening of some events.

Long term liability:- The long term liability is that liability which will be repaid within 5-10 year or more then 5-10 year.
exp:-Loans from banks, Trade Creditors etc.

Capital

It refers to the amount invested by the Proprietor in a business Enterprise. It is an Owner's A/c or Personal A/c.
(capital= total asset-total liability
Ex- total asset = 1,00,000.00
Total liability= 30,000.00
= 70,000.00

Book keeping:-

Book → A record or an account
Keeping → maintaining
To maintain a record or an account maintain. Bookkeeping is to write this business transaction in a systematic way in a set of books.

Accounting

Accounting is the art of recording, classifying and summarizing in a significance manner and in terms of money, transaction and events, which are in part of a finance character.

Accounting involves

1. Recording
2. Classifying
3. Summerising
4. Interpreting Financial Events
5. Information to facilitate decision-making

Recording:- it is concerned with the recording of business transaction of financial character in a systematic manner.

Classified:- It is the systematic analysis of recorded data with a view to bring together the items of similar nature at one place.

Summarizing:- This is the presenting of classified data in a way which is understandable and useful to the internal as well as external uses.

Mainly the accounting systems are three types.

1. Financial accounting.
2. Cost accounting
3. Management accounting

Financial accounting:-

The financial accounting concern with determination or operation result of business and financial position of business

(Note:- Tally is totally concern with financial management)

Cost accounting:-

The cost accounting aims to determine the cost of individual business.

Management accounting:-

The process of preparing management reports and accounts that provide accurate and timely financial and statistical information required by managers to make day-to-day and short-term decisions.

Need For Accounting

Accounting helps a person to run a business to know

1. Financial Position
2. Profit or Loss
3. What he owes etc.

Proprietor:-

Proprietor is the person who makes investment and bears all the risk to the business. The proprietor is also called as the business owner.

Revenue

It means income of recurring nature from any source related to business.

Creditor

Any person who gives credit is a creditor. The proprietor gives money to the business and so he is a creditor to the business.

Sundry Creditors

Group of Creditors are called Sundry Creditors. In case of Purchases on credit, which are recurring in nature, usually the name of individual creditor is not mentioned in the books, though their names can be written in narration.

Debtor

A person who owes money to the business is called a debtor. He is a customer to whom goods are sold on credit.

Insolvent

A person who is not in a position to pay his debts as they become due. The dues from an insolvent debtor known as Bad Debts.

Reserve For bad Debt

A reserve amount from the profit of the organisation is created for bad and doubtful debts.

Wages
Remuneration paid to the laborers in the factory.

Salary
Remuneration paid to the employees in the administrative building.

Drawings
Cash or goods taken by the owner of the business for his personal use.

Entry
Recording of a transaction in any book of accounting is called an Entry.

Profit
It is a gain. It increases cash of the owner.

Stock(or Goods Account)
Stock of items on which business deal say Stock or Goods Account.
Goods Account are 4 types

1. Purchase A/c
2. Sales A/c
3. Purchase Returns A/c
4. Sales Returns A/c

Discount
Discount is an Allowance or Deduction from an Account due. Discount pay is an Expense for the organisation.

Investments
It is same as Capital A/c as Organisation Invest for continuing business.

Brokerage
It is a person or any thing which is an Expense of the Organisation.

TYPES OF ACCOUNTS
Depends upon transaction accounts are 2 types

1. Personal A/c
2. Impersonal A/c

Personal A/c
A/c dealing with an individual such as any personal body, Organisation that are recognized as person in business dealings say Personal A/c.
For Exa. Customer, Creditor, Debtor Rama, Hari, Abc Company, Sun sign Agency, Govt. Science College etc.

Impersonal A/c
The Accounts those are not relate to a particular individual or person or organisation say Impersonal A/c.
It is of 2 types

1. Real A/c
2. Nominal A/c

Real Account

Accounts relating to Assets, such as Cash, Bank balance, Machinery, Plants, Buildings, Goods (Purchase & Sales), Furniture, Tools etc.
The Accounts relate to things that can be touched or untouched called real A/c.
Real A/c are again 2 types
1. Tangible (Real) A/c
2. Intangible A/c

Tangible Account

The Accounts relate to things that can be touched, felt, measured called Tangible A/c.
Exp:-Building, Furniture, Stock, Cash etc.
Tangible A/c are 2 types
1. Tangible A/c with fixed in nature
   Exp:-Furniture, machinery etc.
2. Tangible A/c with current in nature
   Exp:- Cash

Intangible account

The Accounts, which cannot be touched but can be measured in terms of money say Intangible A/c.
Exp:-patent, goodwill, brand etc.

NOMINAL ACCOUNT

The Accounts deal with expenses and losses, income and gains called Nominal A/c.
Exp:- Rent,salary,tax,comission etc.

REMARK

In an Account we should divide a transaction into two parts say Debit and Credit. Therefore, we should fallow certain rule entering entities into corresponding Debit side or Credit side.

Accounting Cycle

T > J > L >B.L> T/B > T a/c > P&L a/c >B/S

T=Transaction
J=Journal
L=Ledger,
TB=Trail Balance
P & L =Profit & Loss A/c
B/S =Balance Sheet

Transaction

Exchange of goods and services is called transition.
"Or"
A transaction is an event that changes the organizations financial position and its earnings. For example, when you deposit cash in bank, your cash balance reduces and bank balance increases.

When you sell goods for cash, your cash balance increases and your stock reduces. Other called Any event which can be expressed in terms of money.
Exp:-Buying a house, paying Salaries to Employee, selling goods etc.

Journal:- It is the chronological records of day to day transactions of the Business

Exa.

Date	Particulars	LF	Dr. Amount in Rs.	Cr. Amount in Rs.
10.04.09	Purchase a/c ...Dr.		5,000/-	
	To Cash			5,000/-
(Being Cash purchse)				

Ledger:- Ledger is the principal book which contains all types of accounts like Purchase Ledger, Sales Ledger, Cash Book, Bank Book, Party Ledger etc.

Trail Balance :- At the end of year the balances of all the ledger accounts are extracted and all the Debit balances and Credit balances are written separately in a statement such a statement is called Trail Balance.

RULES OF DEBIT and CREDIT IN AN ACCOUNT

1. For Personal Account

Debit the Receiver
Credit the Giver

2. For Real Account

Debit what comes in
Credit what goes out

3. For Nominal Account

Debit all Expenses and Losses
Credit all Income and gains

Explanation1

Let consider a transaction as
Haribabu Start business with cash Rs\-5000.00
Here 2 A/c used say

1. Haribabu A/c or Capital A/c
2. Cash A/c

According to rule of Personal A/c
Capital A/c - Cr.
Cash A/c -Dr.

Explanation2

Let consider a transaction as
Sita Deposit 3000 in SBI(State Bank of India)

Here 2 A/c used say
1. SBI A/c
2. Cash A/c
But SBI A/c is a personal A/c.
So according to Rule of Personal A/c
SBI A/c - Dr.
Cash A/c - Cr.

Explanation3

Let consider a transaction as
Brought Furniture on cash 20000
Here 2 A/c used say
1. Furniture A/c
2. Cash A/c
So According to rule of Real A/c
Furniture A/c -Dr.
Cash A/c - Cr.

Explanation4

Let consider a transaction as
Paid House Rent 2000
Here 2 A/c used say
1. House Rent A/c
2.Cash A/c
So According to rule of Nominal A/c
House Rent A/c -Dr.
Cash A/c - Cr.

Example

Explain all these transaction and choose Dr. or Cr.
1. Paid Salary 7000
2. Deposit in Bank 5400
3. Purchase Electrical Instruments of 9000 from Ram babu on Credit.
4. Sales goods on cash 6900
5. Paid Vat 800
Ans:-
1. Salary A/c - Dr.
   Cash A/c - Cr.
2. Bank A/c - Dr.
   Cash A/c - Cr.
3. Purchase A/c -Dr.
   Ramababu A/c - Cr.
4. Cash A/c - Dr.
   sales A/c - Cr.
5. Vat A/c -Dr.
   Cash A/c -Cr.

LEDGERS AND GROUPS

FIXED ASSETS

Land and Building
Plant & Machinery A/c
Computer & Type Writer
Tools
Furniture & Fitting
Motor vehicles
Patents
Freehold/Lease hold hand
Business Premise
Brand

CURRENTS ASSETS

Stock in Hand
Investment
Rent Deposit
Prepaid Expenses
Bill Receivable
Good Will
Outstanding Income
Unexpired Insurance

CURRENT LIABILITY

Bills Payable
Outstanding Expenses
Loan and Taking
Sales on taxes
Prepaid Income

INDIRECT INCOME

Rent received
Commission Received
Bad debt Received
Discount Received
Interest Received
Etc. (any Expenses received)

DIRECT EXPENESS

Wages
Factories Rent
Excise Duty
Factory Duty
Freight Inward
Installation Charge
Manufacture Expense
Fuel, Hearting & Lighting
Labor Welfare A/c
Labors Charges
Fees and Fines
Carriage Inward
Carriage on purchase
Carriage
Custom duty of Import
Duck Charges (inward)
Factory Expenses and Insurance
Grease
Gas, Water & Oil
Motive Power, Coal
Royalty Based On Product
Wages & Salary

INDIRECT EXPENESS

Advertisement
Audit Fess
Administrative Expense
Brokerage
Carriage on sales
Bad Debts
Bank Charges
Boxes & Labels
Carriage Outward
Commission

Conveyance	Deprecation
Discount	Discount on debtors
Donation	Distributive Expenses
Electric & Lighting	Entertainment Expense
Export duty	Fright outward
General Expense	Go down Rent
Hospital Charges	House rent
Insurance	Interest on capital
Interest	Interest on Investment
Legal Charges & low fess	License Fess
Loss theft by fire	Octroi
Office Expense	Oils and Lubricants
Packing Expenses	Petty Expense
Postage and Telegrams	Puja Expense
Provision for bad debts	Rent
Rent adv.	Repair and Maintenance
Royalty A/c	Staff Salary A/c
Selling Expense	Staff Salary Adv A/c
Stationery	Staff Welfare A/c
Telephone Charges	Transport Expense
Traveling Expense	Trade Expense
Workshop Expense	Keep car & Vans

OTHER GROUPS

Capital A/c	Capital A/c
Drawings	Capital A/c – **Dr.**
Bank	Bank A/c
Bank overdraft	Bank O/D
Sales	Sales A/c
Sales Return or return inward	Sales A/c **Dr.**
Purchase	Purchase A/c
Purchase Return or return Outward	Purchase A/c Cr.
Cash in hand	Cash
Investment	Investment A/c
Loans (Cr.)	Loans Liability
Loans (Dr.)	Loans Assets
Reserve fund	Reserve & Surplus
Sales Tax	Duty and Taxes
Service Tax	Duty and Taxes
Input Vat	Duty and Taxes
Output Vat	Duty and Taxes
Stock	Stock in Hand
Closing Stock Entry With Opening Stock	

Journal

It IS a books of Account through which we enter daily transaction in systematic way by which one can easily posted to corresponding ledger book. A journal book contain two sides

1. Debit Side say Dr.
2. Credit Side say Cr.

FORMAT OF JOURNAL BOOK

Journal Book divides into
1. Date
2. Particulars
3. L.F.
4. Debit Side (amount)
5. Credit Side (amount)

->In date we enter Date on which Transaction made.
->In Particulars we Enter Debited A/c in Top with "Dr" keyword. We Enter Credited A/c below with "To" keyword. Below we also write narration that narrates about Transactions for Future.
->L.F stands for Ledger Folio, here we enter page No. of Ledger book that will posted.
->In Dr. side Enter Debit amount.
-> In Cr. side Enter Credit amount.

Example

Journalizing the Fallowing

Mr. Alberts made his business, journalize all the transactions 2018.
April 1 -ALBERT Starts Business with Rs.50, 000. He Opens A Bank Account And Deposit Rs.20,000.
April 2 -Bought Furniture For Rs.5, 000 And Machinery For Rs.10,000.
April 3 -Purchased Goods From For Rs.14,000.
April 6 -Sold Goods For Rs.8,000.
April 8 - Purchased Goods From Malhotra & Co. Rs .11,000.
April 10 - paid Telephone Rent for the Year by cheque Rs.500.
April 11 - Bought one Typewriter for Rs.2, 100.From Universal Typewriter co. on Credit.
April 15 - Sold Goods To Keshav Ram For RS.12,000.
April 17 - sold Goods To Rajesh Kumar For RS .2,000.
April 19 - Amount Withdrawn From Bank For Personal Use Rs. 1,500.
April 21 - Received Cash From keshav Ram Rs.11,900 And Discount Allowed Rs.100.
April 22 - Paid Into Bank Rs.5,800.
April 23 - Bought 50 Shares In Ultra. (P)Ltd. At Rs.60 Per Share, brokerage Paid Rs.20.
April 25 - Goods Worth Rs 1,000 Found Defective Were Returned To Malhotra & Co. And Balance of The Amount Due To Them Settled By Issuing A cheque In Their Favor.
April 28 - Sold 20 Share X Y & Co. ltd . At Rs.65Per Share, Brokerage paid Rs.20.
April 28 - Bought Goods Worth Rs.2,100 from Ramesh And Supplied them to Suresh at Rs. 3,000.
April 30 - Suresh returned goods worth Rs. 100, which in turn were sent to Ramesh.
April 30 - Issued a check for Rs. 1,000 in favor of Landlord for rent for April.
April 30 - Paid Salaries to staff Rs. 1,500 & received from traveling salesman Rs.2,000 for goods sold by him, the traveling expenses Rs. 100.

COMPANY CREATION

In Tally a Company Involves providing basic information about the particular Organisation or Company whose books of Accounts are to be maintained in software.

STEP FOR COMPANY CREATION

1.Open Gateway of Tally
2.Click on F3:Cmp Info in Button Panel
OR
Press Alt+F3
3. Click on Create Company

4. Fill up appropriate Information such as Name, Mailing name, statutory Compliance for, maintain,Financial Year From, Book Beginning etc.
5. Press Enter Key.

REMARK

When Company creation or Company Alteration screen will appear then some options are there such as...

1. Maintain

It contain 2 options

1. Account Only
2. Accounts with Inventory

->Select Accounts Only if you do not have any Inventory Transaction.(For corporate or Professional).
->Select Accounts with Inventory to maintain both financial accounts and inventory.

2. Financial Year From

In most countries, the books of accounts of a Company are maintained for a stipulated period like 12 months and 15 months so on. This stipulated period is referred as the Financial Year. Most of the country use 12 months as Financial Year.
Tally ERP9.0 automatically considered 12 Months starting from 1st April to March 31.

3. Book Beginning From

If your company is New you can Opt to start Books of Accounts from Date of actual Establishment of the company but close Books according to the Financial year as specified you. Tally will open Books from this date and close as on the last day of the financial year March 31.

4.Tally Vault password

Tally vault is an enhanced security system which allows for encryption of the Company data.

ALTERING COMPANY

We can change any information regarding in Existing Company.

STEPS

1. Open Gateway of Tally
2. Click on F3: Cmp Info in Button Panel
   OR
   Press Alt+F3
3. Click on Alter Company
4. Change appropriate Information such as Name, Mailing name, statutory Compliance for, maintain, Financial Year From, Book Beginning etc optionally.
5. Press Enter Key.

REMARK

In generally in the particular organisation we create only one Company. But some cases we may create multiple companies in the particular computer.

SWITCHING (Selecting) TO COMPANY

Switching a Company means we can activating the Particular Company for that period from list of Company.

STEPS

1. Open Gateway of Tally
2. Click on F1: Select Cmp Info in Button Panel
   OR
   Press F1
3. Select any Company from list.
4. Press Enter Key.

SHUTING (Deactivating) A COMPANY

Shutting a Company means not deleting the particular company permanently but we can deactivate the Particular Company for that period from list of Company.

STEPS

1. Open Gateway of Tally
2. Click on F1:Shut Company Info in Button Panel

OR

Press Alt+F1

3. Select any Company from list.
4. Press Enter Key.

DELETE A COMPANY

WE can delete any Company From list.

STEPS

1. Open Gateway of Tally
2. Click on F3:Cmp Info in Button Panel

OR

Press Alt+F3

3. Choose Alter
4. Select Company from the List
5. Press Alt+D
6. Press Enter7.Again press Enter Key.

CHANGING PERIOD

It is possible to change the period of Finance year.

steps

1. Open Gateway of Tally
2. Press Alt+F2

or

Click on F2: Period from Button Panel.

3. In From and To type appropriate date.
4. Press Enter.

CHANGING CURRENT DATE

For changing current date steps as

1. Open Gateway of Tally
2. Press F2

or

Click on F2: Date from Button Panel.

3. In Current Date type appropriate date.
4. Press Enter.

COST CENTRES AND COST CATEGORY

COST CENTRE

A cost centre can said to be any unit of an organisation to which transactions (revenue) can be allocated.

When only costs or expenses are allocated to these units they are referred to as Cost Centers.

CENTRES

It is a unit of an organisation to which transaction (usually revenue) are allocated .We can have the details of all the transaction from a centres.The ledger A/c shows only the nature of a transaction, it does not give any idea of the unit or organisation involves. The centers are two types

1. Cost Centre
2. Profit Centre

Profit Centre

When income is also allocated to these centres, then they are termed as profit Centers.

Cost Category

It allows allocation of a transaction to several sets of cost Centers (Parallel Allocation).

REMARK

The Concept of Cost Centers and Cost Categories is similar to ledgers and groups respectively. By default tally maintains a cost category as Primary.

Examples of Cost Centers

1. Department of an Organisation
   e.g. Finance,Manufacturing,Marketing etc.
2. Products of company e.g individuals like
   Salesman A, salesman B, salesman C etc.

Use of cost controls

Like groups or ledgers we can also classify cost centers.
we may have primary cost centers and several
layers of cost centers under each.
e.g Primary Cost Centre=Finance, Manufacturing, Marketing.
Under Marketing we may create our sales Executive as cost Centers. such asSalesm an A,Salesman B,Salesman C etc.

Use of Cost categories

If there are any cost category you may allocate in parallel a transaction to more than one set of Cost Centers say primary Cost Centers having its own subsidiaries.
By using Cost categories you may allocate in parallel a transaction to more than one set of Cost Centre.

Exp

Let the primary cost Centers Marketing, Finance, manufacturing can now belonging to a Cost Category Departments. Let salesmanA, SalesmanB, SalesmanC are Cost Centers belonging to Cost category Executives.
Let Cost Centers Road Cunstructions,Building Constructions etc may be under Cost category Projects.

COST CATEGORIES

1.DEPARTMENTS
2.EXECUTIVES
3.PROJECTS

COST CENTRES

1.1 MARKETING
1.2 MANUFACTURING
1.3 FINANCE
2.1 SALESMAN1
2.2 SALESMAN2
2.3 SALESMAN3

3.1 AIRPORT CUNSTRUCTION
3.2 ROAD CONSTRUCTION
3.3 BUILDING CUNSTRUCTION

REMARK

Before creating Cost Centers or Cost categories we must activate it by setting feature as
1.Open gateway of tally
2.Press F11
3.Click on Accounting Features.
4.Maintain Cost Centers type y
5.More than one Payroll/Cost Category type Y
6.Press Enter key.

STEP FOR CREATING COST CATEGORY

1. Open Gateway of Tally
2. Click on Accounts Info.
3. Click on Cost categories.
4. Click on Create Under Single Cost Category.
5. In Name type Department.
6. Optionally in allias name type any name.
7. Press Enter key.

REMARK

When Cost category Creation Screen will apear,it contain some fields such as
Name:-Type name for Cost category.
Alias:- If need type any
Allocate Revenue Item(Y/N)-If type y so that we can allocate all sales,purchases,expenses and income related transactions to cost Centers created under this Cost category.

STEP FOR DISPLAYING COST CATEGORIES

1 to 3 steps same
4. Click on Display under Single Cost category.
5. Choose and Click any one from List of Categories.

STEP FOR ALTERING COST CATEGORIES

One to 3 steps are same
4. Click on Alter under Single Cost Category
5. Choose any One from List of categories.
6. Made some alteration or Mode fiction and Press Enter key.

STEP FOR DELETING COST CATEGORY

We delete a cost Category, which does not have any Cost Centers under it.
1-5 steps are same
6. Press Alt+D
7. Press Enter Key.

MULTIPE MODE

In Multiple modes, we can create Multiple Cost categories at a time but cannot delete any Cost Category in this mode.

CREATING COST CENTRE

1. Open Gateway of tally
2. Click on Accounts Info.
3. Click on Cost Centers
4. Click on Create under Single Cost Centre.
5. From Category choose any One.
6. In Name type any name (e.g. Product)
7. Under choose Primary.
8. Press Enter Key.

DISPLAYING COST CENTRES

1-3 steps are same
4. Click on Display under Single Cost Centre.
5. Select any one from list.

ALTERING COST CENTRE

1-3 steps are same
4. Click on Alter under Single Cost Centre.
5. Select any one from list.
6. Made some Modification or Alteration
7. Press Enter Key.

DELETING COST CENTRE

1-3 steps are same
4. Click on Alter under Single Cost Centre.
5. Select any one from list.
6. Press Alt+D
7. Press Enter Key.

CREATING MULTIPLE COST CENTRE AT ONCE

1. Open Gateway of tally
2. Click on Accounts Info.
3. Click on Cost Centers
4. Click on Create under Multiple Cost Centre.
5. Under Cost Centre choose All items
6. From Category choose Primary Cost Category
7. In Cost Centre type any name (e.g. Product)
8. Fallow step 6 and 7 repeatedly from multiple Cost Centre.
9. Press Enter Key.

DISPLAYING AND ALTERING MULTIPLE COST CENTRE

Fallow Similar steps as usually.

NOTE

In Multiple Mode, we cannot delete any Cost Centre instead delete only in Single mode.

ACCOUNTING INFORMATION

When open Gateway of Tally then a Popup menu list will appear, where top menu will "Accounts Info". Accounts Info menu has lists the masters through which we can provide Tally the details of your company's account. Through Accounts Info. We can create and manipulate groups.

Groups are helpful in classifying and identifying accounts heads based on their functions and nature. In the modern way of accounting, all financial entries are performed using Ledgers or accounting heads. Tally fallow the single Ledger concept of accounting.

GROUPS

Grouping helps in presenting summarized information. Usually group of Accounts is done only when reports are needed. We can group the ledger accounts while creating them. This will enable your reports and statements to reflect the desired classification at any point. At the highest level of grouping, accounts are classified into Assets, Liabilities, Income and Expenses. User may create some new groups if required. However, tally provides some Pre-Defined Groups using these groups we can manage our ledgers or Accounts head. These Pre-Defined groups save time from unnecessary burden of creating new Groups. In these groups some are Primary, Some are subgroups, where subgroups are part of main groups. Pre-defined groups classified into

1. Capital in nature
2. Revenue in nature

Pre-Defined Groups
==================
|
|

Capital in nature	Revenue in nature
1. Capital A/c	1.Sales A/c
I. Reserves and Surplus	
[Retained Earning]	
2. Current Assets	2.Purchase A/c
I. Bank A/c	
Ii.Cash-in hand	
iii.Deposits (Asset)	
iv.Loans & Advances (Asset)	
V.Stock-in-hand	
Vi.Sundry Debtors	
3. Current Liabilities	3.Direct Income
I. Duties and Taxes	[Income Direct]
ii.Provisions	
Iii.Sundry Creditors	
4. Fixed Assets	4.Indirect Income
	[Income Indirect]
5. Investments	5.Direct Expenses
6. Loans (Liability)	6.Indirect Expen
I. Bank OD Accounts	
Insecure Loans	
Iii.Unsecured Loans	
7. Suspense A/c	
8. Miscellaneous Expenses	
9. Branch/Division	

1. Captal Assets

It holds capital and reserves of the company. For exp-proprietors or owners capital a\c, Partners capital A\c, share capital.

a) Reserve and surplus [Retained Earnings]:

Related to reserves. Retained Earning is the alias name for reserves and surplues, Eg.Capital Reserve, General Reserve, and Reserve for Deprecation.

2. Current Assets

It consists of six subgroups. If not all the assets of the company could be allocated in any of these groups then the primary group 'current Assets' can accommodate it.

a) BANK ACCOUNTS: It holds current savings, short term deposits,etc.

b) CASH IN HEND: This holds ledger accounts for cash. More then one cash accounts can be opened if needed, e.g. Petty Cash A\c.

c) DEPOSITS (Assets): It holds deposits like Fixed deposits, Rental Deposits, Security Deposits,etc. that is made by the company(not received).

d) LOANS & ADVANCES (Assets): It is for holding loans given by the company which are non trading in nature,eg.salary Advance, Advance for Purchase of fixed assets.

e) STOCK IN HAND: It holds opening and closing stock. It is a special group. The balances depend on the type of inventory management option selected while creating a company,eg.Raw materials A\c,Work in progress, finished goods etc.

->INTEGRATED ACCOUNTS CUM INVENTORY

Transactions in inventory records are permitted and the corresponding changes are reflected in the balance sheet as Closing stock.

->NON INTEGREATED ACCOUNTS CUM INVENTORY

No trancation permitted.It holds only the opening and closing balances. The authorised users can directly alter closing balances as no voucher can ba passed for these accounts.

f)SUNDRY DEBTORS: It holds the accounts of the debtors,who won money to the business.

3) CURRENT LIABILITIES:

It holds outstanding liabilities,statuatory liability and some other minor liabilities such as PF,TDS,ESI also fall under this groups.

a)DUTIES AND TAXES: It holds the accounts of trade duties,excise,local sales tax,central sales tax.

b) PROVISIONS:

This acts as a reserve like provision for depreciation, provision for taxation etc.

C) SUNDRY CREDITORS:

It holds the account of the trade creditors of the company.

4) FIXED ASSETS:

It is a convenient place for holding the fixed asset of the company.

5) INVESTMENTS:

It holds the accounts of overall investments, like bonds, shares, Govt. Securitas, long term bank deposits etc.

6) LOANS:

It keeps an accounts of the loans taken by the company.

A)BANK OD A\C'S[BANK OCC A\C'S]

Bank occ is the alias name for bank od accounts. It holds over drafts accounts like Hypothecation accounts, bill discounting accounts, etc of the bank.

b) SECURED LOANS:

It holds the accounts of the
loans taken by the company from bank and other financial bodies by mortgaging its fixed assets.

C) UNSECURED LOANS:

This is an unconditional loans obtain from partners or outside parties.

7) SUSPENSE ACCOUNTS:

It is created when there is some discrepancy in the balance sheet. It is a balance sheet item

8) MISCELLANOUS EXPENSES(ASSETS):

This is mainly for legal discloser requirements, like schedule 6 of Indian company act. it is rarely used.

9) BRANCH\DIVISIONS:
It holds the accounts of all the sister concerns, branches, divisions, affiliation, etc. of the existing company.

10) SALES ACCOUNTS:
It holds the different sales accounts. The sales accounts can be categorized as types of sales and the tax slabs.

11) PURCHASE ACCOUNTS:
It holds the accounts related to purchase.

12) DIRECT INCOME(Income Direct):
it holds the accounts of the direct income like income due to sales of goods. A professional service company may like to open an account as Professional Fees insted of sales accounts ,under this groups.

13) INDIRECT INCOME(income Direct):
It holds the accounts of non sales indirect income, like income from rent received, commission recived, interest recived etc.

14) DIRECT EXPENSES(expenses direct):
It holds the direct trading expenses of the factory, like wages paid to labours, electricity bill.

15) INDIRECT EXPENSES(expenses indirect):
Expenses incurred in the administrative building, like salary paid to staff, maintained of vehicle etc.

REMARK
Else pre-defined groups are already present, user also create his own groups and Sub groups.

CREATING GROUP
Group create in Single Mode as well as in multiple Mode.

Single Mode
In this Mode we create, manipulate a single group at a time.

Creating
1.Open gateway of tally
2.Click on Accounts Info.
3.Click on Groups
4.Click on Create under Single Group.
5.In Name Type any Name
6.Under choose Primery.
7.choose appropriate options
8.Press Enter key.

ALTERING
We can modify any options in Existing Group.
1. Open gateway of tally
2. Click on Accounts Info.
3. Click on Groups
4. Click on Alter under Single Group.
5. Choose any Group from list
6. Made some Alteration or Modification in the group.
7. Press Enter Key.

DISPLAYING GROUPS
1. Open gateway of tally
2. Click on Accounts Info.

3. Click on Groups
4. Click on Display under Single Group.

DELETING GROUP

We can delete any existing group only in Alter mode.

STEP

1. Open gateway of tally
2. Click on Accounts Info.
3. Click on Groups
4. Click on Alter under Single Group.
5. Choose any Group from the list.
6. Press Alt+D and Press Enter Key.

Multiple Mode

In this Mode we create, manipulate multiple groups at a time.

Creating

1. Open gateway of tally
2. Click on Accounts Info.
3. Click on Groups
4. Click on Create under Multiple Group.
5. Choose All Items from List
6. In Name Type any Name Under chooses Primary one by one.
6. Under choose Primary.
7. Press Enter key.

ALTERING

We can modify any options in Existing Groups at a time.

1.Open gateway of tally
2.Click on Accounts Info.
3.Click on Groups
4.Click on Alter under Multiple Group.
5.Choose All Items from list of Groups
6.Made some Alteration or Modification in the groups one by one.
7.Press Enter Key.

DISPLAYING GROUPS

1.Open gateway of tally
2.Click on Accounts Info.
3.Click on Groups
4.Click on Display under Multiple Group.
5.Choose All Items from Lists of groups.

NOTE

In multiple mode in we cannot delete any Group in alter mode but delete in single mode only.

REMARK

It is also Possible under a particular Group we can create subgroups.

LEDGER

Ledgers are the actual account Head to which a transaction is identified.

In Tally we pass all accoiunting vouchers using Ledgers.Ledgers are very important for voucher Entries.However all ledgers have to be classified int groups.Hence a thorough understanding of Account classification is important for working with ledgers.Ledgers can create or manipulate in two modes.

1.Single Ledger
2.Multiple Ledger

REMARK

The creation of ledgers depends on the features you opt for in the F11:features of your company and f12:Configuration screen before creating any Ledgers.

NOTE

As you create a company ,two Ledgers Accounts are alraedy Exist say Cash and Profit & Loss A/c.We cannot create another Profit & Loss A/c.

SINGLE MODE

CREATING LEDGER

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Create under Single ledger.
5.In Name type any name(e.g.SBI A/c)
6.Under choose any Group(Let here Bank Account)
7.Inventory values are affected? type yes.
8.Press Enter.

DISPLAYING LEDGER

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Display under Single ledger.

ALTERING LEDGER

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Alter under Single ledger.
5.Choose any one from list
6.Made some modification or Alteration.
7.Press Enter

DELETING A LEDGER

A ledger can be deleted only if no accounting transaction takes place into it.

STEP

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Alter under Single ledger.
5.Choose any one from list
6.Press Alt+D and press Enter.

MULTIPLE MODE

In this mode we can create and manipulate multiple ledgers at a time.

CREATING LEDGERS

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Create under Multiple ledger.
5.Under group choose All items
6.In Ledger Name type any Ledger A/c and under choose corresponding group one by one.
7.press Enter.

DISPLAYING LEDGERS

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Display under Multiple ledger.
5.choose All Items.

ALTERING LEDGERS

1.Open Gateway of Tally.
2.Click on Accounts Info
3.Click on Ledgers
4.Click on Alter under multiple ledger.
5.Made some modifications one by one.
6.Press Enter.

NOTE

We cannot delete any Ledgers in Multiple Mode but delete any ledger in Single Mode one by one.

VOUCHERS

========

A voucher is the basic recording document in Tally. We will enter the Vouchers for the particular organisation for transactions on different dates.

Vouchers are used for recording day-to-day transactions. Tally has some pre-defined Vouchers with different formats for different types of transactions. If you need you can modify the existing formats as per your need. If you need can create a new voucher only in single mode as usually.

SOME COMMON PREDEFINED VOUCHERS ARE

----

1. Contra Voucher
2. Purchase Voucher
3. Sales Voucher
4. Payment Voucher
5. Reciept Voucher
6. Journal Voucher
7. Memo Voucher
8. Optional Voucher
9. Reversing Journals
10. Post-dated Vouchers

CONTRA VOUCHER

===============

This voucher is used for fund transfer between cash and Bank accounts only. Also transfer from one Bank/Cash account to another Bank/Cash account, Cash deposit into Bank, Cash withdraw from Bank comes under Contra voucher. For contra voucher F4 is used.

Exp:- Ken soft deposit Rs.50000/- in SBI.
Here SBI A/c - Dr.
Cash A/c - Cr.
step:- 1.Open Gateway of Tally
2.Choose Accounting Voucher
3.press F4
4.Enter Voucher

REMARK

=========

If at the time of Voucher Entry show -Ve balance then
1.Open Gateway of Tally
2.Press F12
3.Choose Voucher Entry
4.In Warns on Negative cash balance type No
5.Press Enter

SETING PERIOD

=================

Before entering voucher at first set Time Period as
1.Open Gateway of Tally
2.Press Alt+f2
3.In From and To type appropriate date
4.Press Enter

PURCHASES VOUCHER

=====================

It is 3 types

1.PURCHASE VOUCHER

~~~~~~~~~~~~~~~~~~~~~~~

This voucher records all entries related to purchases. If Inventory values are affected for purchase accounts in case of Acct-with-Inventory companies, item details must be given. For Purchase voucher F9 is used.

Exp:-Ken soft purchased goods for Rs.60000/-.
Here Purchase A/c - Dr.
Cash

A/c - Cr.
step:- 1.Open Gateway of Tally
2.press F9
3.Enter Voucher

2.PURCHASE ORDERS

~~~~~~~~~~~~~~~~~~~~~

This voucher is used to place purchase orders of goods to the supplier.

3.REJECTION OUT

~~~~~~~~~~~~~~~~~

This voucher is for outward return of rejected goods. The rejected goods are sent back to the supplier.
~~~~~~~~~~~~~~~~~

SALES VOUCHER

=================

It is of 4 types

1.SALES VOUCHER

~~~~~~~~~~~~~~~~~~

This voucher records all entries related to sales. We need to enter the item details if inventory value gets affected due to sales. It is very useful when sale entry is not made through Invoice. For sales voucher F8 is used.

Exp:- Kensoft sells goods worth Rs.10000/- to Sundry Debtor on credit and a sum of Rs.200/- was also charged for packing the goods.

Here Sundry Debtor A/c - Dr.
Sales A/c - Cr.
Packing A/c Cr.

step:- 1.Open Gateway of Tally
2.press F8
3.Enter Voucher

2. SALES ORDER

~~~~~~~~~~~~~~~

This voucher is used for recording orders for supply of goods or services.

3.SALES INVOICES

~~~~~~~~~~~~~~~~~~

It is used for making customer's Invoices.

4.REJECTION IN

~~~~~~~~~~~~~~~

This is return inward of sold goods by the customers.

PAYMENT VOUCHER

=====================

This voucher records all the payments made through Bank and Cash. For this voucher F5 is used.

Exp:-Kensoft paid a cheque for Rs.1100/- to Shakti Cement (Sundry Creditor) for renovation work.

Here SBI A/c - Cr.
Sundry Creditor A/c - Dr.

step:- 1.Open Gateway of Tally
2.press F5
3.Enter Voucher

RECEIPT VOUCHER

====================

The purpose of this voucher is to record all receipts into bank or cash accounts. For this voucher F6 is used.

Exp:-Kensoft receives a cheque for Rs.5000/- from a sundry Debtor for the sale of goods.

Here SBI A/c - Dr.
Sundry Debtor A/c - Cr. Voucher

step:- 1.Open Gateway of Tally
2.press F6
3.Enter Voucher

JOURNAL VOUCHER

===================

Journal Vouchers are of three types:

1. Journal
2. Credit Note Voucher
3. Debit Note Voucher

Hint

In Voucher Entry panel only Journal option active.But for activating Credit/Debit note voucher we set features as

1. Open Gateway of tally.
2. Press F11
3. Choose Accounting feature
4. Use Debit/Credit Notes ? type y.
5. Press Enter key.

1.JOURNAL

It is adjustments between any two ledgers. No outside parties, like Debtor, Creditor, Branches/Division are involved.F7 key is used.

Exp:-Suppose a sum of Rs.3,000/-(cash) was spent by Kensoft for polishing of the existing furniture. Since Journal is an adjustment Voucher ,we can adjust the entry by debiting the exopenses incurred in Office Expenses.

Here Office Expense -Dr.
        Cash A/c-Cr.

step:- 1.Open Gateway of Tally
        2.press F7.
        3.Enter voucher.

CREDIT NOTE VOUCHER

===========================

This note is useful in case of return of a part of goods by the customer due to incorrect supply or due to overcharging .

Exp:-Suppose good worth Rs 500/- were supplied to Mr. X(Sundry Debtor).The same has been returned to Kensoft.

Here Sales Return-Dr.
        S. Debtor-Cr.

step:- 1.Open Gateway of Tally.
        2.Choose Accounting Voucher
        3.Press F7
        4.Choose Credit Note voucher from Button panel.
        5.Enter Voucher.

DEBIT NOTE VOUCHER

========================

This note is raised in case of Return Outward(Purchase Return) of damaged goods to the supplier or in case of under-charging a customer.

Exp:-Suppose goods worth Rs2000/- were found damaged and were returned to the supplier Mr. Y(Sundry Creditor).

Here Purchase Return-Cr.
        Mr. Y-Dr.

Step:- 1.Open Gateway of Tally
        2.Choose Accounting Voucher

3.Press F7
4.choose Debit note voucher from Button panel.
5.Enter Voucher.

MEMO VOUCHER

=================

It is a non-Accounting voucher whose entries do not affect your accounts at all.The entries in this voucher are not posted into ledgers,instead they are stored in a separate Memo Register.Amemo Voucher can be converted to a regulr voucher ,for inclusion in your books of accounts.F10 key is used.

step:- 1.Open gateway of tally.
2.Accounting Voucher.
3.Press F10

Memo Vouchers are two types
1.Memorandum
2.Reversing Journal

MEMORANDUM VOUCHER

===========================

This type of memo voucher can be used in many situations such as

(a)Suspense Payments

~~~~~~~~~~~~~~~~~~~~

Suppose an employee takes an advance for his travelling expenses.Until and unless the expenses are incurred,the actual expenditure details cannot be worked out.A Memo Voucher can be entered for advance and can be turned to a Payment Voucher after receiving the details of the expenditure incurred.

(b) Voucher not Verified at the time of Entry

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

At the time you may not understand the details in a Voucher .You can ener a Memo Voucher under such condition,which can be amended after recieving the details.

(c)Items given on approval

~~~~~~~~~~~~~~~~~~~~~~~~

Memo Vouchers can be entered for items,which are approved.This Voucher may be amended into a proper Sales Voucher depending upon the outcome.

(d)Reminder Service

~~~~~~~~~~~~~~~~

Memo Vouchers may be entered for future transactions ,such as Dates of Insurance Premiums,Tax due,Installment Payments,Post-Dated cheques.Tally may be set to remind you a date before the due date of these transactions.

OPTIONAL VOUCHERS

=====================

This is also non-accounting Voucher but this is not a separate voucher type.An Existing Voucher may be marked optional. An optional voucher does not affect your account,the data gets stored into optional Register.You can regularise this voucher by again clicking on the Optional button on the Button panel as it toggles between Optional and Regular options.Optional vouchers are useful in recording doubtful or incomplete transactions,which can be later regularised to be included into the books.

REVERSING JOURNALS

======================

This is a memo voucher with an internal life of single day.
For activating Reversing Journal

1.open Gateway of Tally
2.Press F11
3.Use Rev.Journals type y.
4.Press Enter.
Exp:-Suppose you except a huge expenditure on some item on some date and desire to have a through idea of your Firm's Balance sheet .You can enter a Reversing journal Voucher for this item on that date say 20-07-2009.This voucher will effects report only for date 20-07-2009 and will have no effect on any other date.

VOUCHER FOR FOLLOWING JOURNAL

=========================

Mr. Alberts made his business ,Enter vouchers for all the transactions?
2009
April 1 -ALBERT Starts Business With Rs.50,000. He Opens A Bank Account And Deposit Rs.20,000.
April 2 -Bought Furniture For Rs.5,000 And Machinery For Rs.10,000.
April 3 -Purchased Goods From For Rs.14,000.
April 6 -Sold Goods For Rs.8,000.
April 8 - Purchased Goods From Malhotra & Co. Rs .11,000.
April 10 - paid Telephone Rent For The Year By Cheque Rs.500.
April 11 - Bought one Typewriter For Rs.2,100.From Universal Typewriter co. On Credit .
April 15 - Sold Goods To Keshav Ram For RS.12,000.
April 17 - soid Goods To Rajesh Kumar FRor RS .2,000.
April 19 - Amount Withdrawn From Bank For Personal Use Rs. 1,500.
April 21 - Recived Cash From keshav Ram Rs.11,900 And Discount Allowed Rs.100.
April 22 - Paid Into Bank Rs.5,800.
April 23 - Bought 50 Shares In X y & Co. Ltd. At Rs.60 Per Share , brokerage Paid Rs.20.
April 25 - Goods Worth Rs 1,000 Found Defective Were ReturnedTo Malhotra & Co. And Balance Of The Amount Due To Them Settled By Issuing A cheque In Their Favour.
April 28 - Soid 20 Share X Y & Co. ltd . At Rs.65Per Share, Brokerage paid Rs.20.
April 28 - Bought Goods Worth Rs.2,100 from Ramesh And Supplied them to Suresh at Rs. 3,000.
April 30 - Suresh returned goods worth Rs. 100 ,which in turn were sent to Ramesh.
April 30 - Issued a check for Rs. 1,000 in favour of Landlord for rent for April.
April 30 - Paid Salaries to staff Rs. 1,500 & recieved from travelling salesman Rs.2,000 for goods sold by him,the travelling expenses Rs. 100.
Ans:-
Transaction on April-1

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Capital A/c	p	Cr	Receipt
Cash A/c	R	Dr	

Transaction on April-1

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Bank A/c	P	Dr	Contra
Cash A/c	R	Cr	

Transaction on April-2

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Mechinery& Furniture A/c	R	Dr	Payment

Cash A/c R Cr

Transaction on April-3

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Purchase A/c	N	Dr	Payment
Cash A/c	R	Cr	

Transaction on April-6

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Cash A/c	R	Dr	Receipt
Sales A/c	N	Cr	

Transaction on April-8

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Purchase A/c	N	Dr	Purchase
Malhotra & Co. A/c	P	Cr	

Transaction on April-10

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Telephone Rent A/c	N	Dr	Payment
Bank A/c	P	Cr	

Transaction on April-11

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Typewritwer	R	Dr	Journal
Universal Ty pewriter Co.	P	Cr	

Transaction on April-15

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Keshava Ram A/c	P	Dr	Sales
Sales A/c	N	Cr	

Transaction on April-17

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Cash A/c	R	Dr	Receipt
Sales A/c	N	Cr	

Transaction on April-19

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Drawing A/c	P	Dr	Payment
Bank A/c	P	Cr	

Transaction on April-21

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Cash A/c	R	Dr	Receipt
Discount Allowed A/c	N	Dr	

Keshav P Cr
Ram A/c
Transaction on April-22

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Bank A/c	P	Dr	Contra
Cash A/c	R	Cr	

Transaction on April-23

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Investment	R	Dr	Payment
Brokrage	N	Dr	
Cash A/c	R	Cr	

Transaction on April-25

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Malhotra & Co. A/c	P	Dr	Payment
Return Outward A/c	N	Cr	
Bank A/c	P	Cr	

Transaction on April-28

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Cash A/c	R	Dr	Receipt
Investment	R	Cr	

Transaction on April-28

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Investment	R	Dr	Journal
Profit & Loss	N	Cr	

Transaction on April-28

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Bokerage	N	Dr	Payment
Purchase A/c	N	Dr	
RameshA/c	P	Cr	

Transaction on April-28

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Suresh A/c	P	Dr	Sales
Sales A/c	N	Cr	

Transaction on April-30

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~
Return Inward A/c	N	Dr	Journal
Suresh A/c	P	Cr	

Transaction on April-30

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~	~~~~~	~~~~~~~~

Ramesh A/c	P	Dr	Journal
Retur outwrd	N	Cr	

Transaction on April-30

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~~	~~~~~~	~~~~~~~~~
Rent A/c	N	Dr	Payment
Bank A/c	P	Cr	

Transaction on April-30

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~~	~~~~~~	~~~~~~~~~
Salary A/c	N	Dr	Payment
Cash A/c	R	Cr	

Transaction on April-30

A/c Name	A/c Type	Rule	Voucher
~~	~~~~~~~~~	~~~~~~	~~~~~~~~~
Cash A/c	R	Dr	Reciept
Travelling Expense A/c	N	Dr	
Sales A/c	N	Cr	

DISPLAYING DAY BOOK

=========================

1.Open Gateway of Tally
2.Choose Display
3.clickon Day Book

REMARK

=========

After opening Day Book we can alter or delete any voucher from the list.

INVENTORY:-

In this part we use item related transactions such as Stock, godown, Stock Category etc.For inventory at the time company creation from maintain choose Accounts-with-Inventory.

STOCK GROUP

===============

We can group our stock itemsbased on some similarity(common features) in them.We can group all the Hardware components under group Hardware.Similarly we can group Raw material,Finished Good,Printer,Veg,Non-Veg etc.

CREATING STOCK GROUP

===========================

We can create stock group in two mode
1.Single Stock Group
2.Multiple Stock Group

Single Stock Group

==================

we create and manipulate a single stock group at a time.

creating stock Group

===================

1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group

4.Choose Create under single Stock group
5.Name type Veg
6.Under choose Primery.

Dispalying Group
=================
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Display under single Stock group

Altering Group
==============
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Alter under single Stock group
5.Choose any one from list.
6.Made any alteration and press Enter key

Deleting Stockgroup
====================
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Alter under single Stock group
5.Choose any one from list.
6.Press Alt+D
7.Press Enter.

Multiple Stock Group
====================
Here we create and manipulate multiple stock group at a time.

Creating Stock Group
====================
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Create under Multiple Stock group.
5.Under choose All Items
6.In Name of Stock Group type any Name and Under choose primary one by one.
7.At last press Enter.

Displaying Stock Group
======================
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Display under Multiple Stock group.
5.Under choose All Items

Altering Stock Group
===================
1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock group
4.Choose Alter under Multiple Stock group.

5.Under choose All Items
6.Made some Ateration one by one
7.At last pressEnter.

NOTE
======
In multiple mode we never delete any stock group but only delede in single mode.
STOCK CATEGORIES
====================
Similar as Stock Group we can create and manipulate Stock Category in Single mode as well as in Multiple mode.
At fist Stock Category option not present in Inventory Menu,so for activating
1.Open Gateway of Tally
2.Press F11
3.Choose Inventory Feature
4.Maintain Stock category type y and Press Enter.

Creating STOCK CATEGORY
======================
Single Mode

1.Open Gateway of Tally
2.Choose Inventory Info
3.Choose Stock Category.
4.create under Single Stock category
5.In Name type any Name(Let type Food)
6.Under choose Primery.
7.Press Enter
DISPLAY and ALTER and DELETE stock GROup
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Fallow Similar steps as Stock Group Please.
Multiple STOCK Category
=======================
Create,Display and Alter multiple stock category exact fallow similar steps as Stock Group.
GODOWN
~~~~~~~
It is place where we store stock items.It may be main location or Primery Stock Item.
STEP FOR CREATING GODOWN
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
In similar way we can create and manipulate Godown in Single mode as well as in multiple mode.In Single mode create and manipulate a single Godown at a time.But in multiple mode we create and manipulate multiple Godowns.
STEP
====
1.Open Gate way of Tally
2.Click on Inventory Info.
3.Click on Godown
4.Click on Create under Single Godown(or Multiple Godown)
5.In Name type any City name(Let Khallikote)
6.Under choose Primery
7.Press Enter
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

ALTERING,DISPLAY,DELETING GODOWN
==
Fallow exact same steps as Cost Category
CREATING,DISPLAYING,ALTERING MULTIPLE GODOWN
==
In multiple mode we create and manipulate multiple Godown at a time.
Here fallow exact similar steps as Cost category.
UNIT MEASURE
================
Each and every item having its unit.Units are two types
1.Simple Unit
2.Compound Unit
SIMPLE UNIT
==============
CREATING
~~~~~~~~~~~
1.Open Gateway of Tally
2.Click on Inventory Info.
3.choose Unit Measures
4.Choose Create
5.From Type choose Simple
6.In Symbol type pc
7.Optionally in formal name Piece.
8.If Required in Decimal places type any number or 0
9.Press Enter
ALTERING
~~~~~~~~~~~
1.Open Gateway of Tally
2.Click on Inventory Info.
3.choose Unit Measures
4.Choose Alter
5.choose any one from list
6.Made some alteration and press Enter.
DISPLAYING
~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Click on Inventory Info.
3.choose Unit Measures
4.Choose Display
DELETING
~~~~~~~~~~~
1.Open Gateway of Tally
2.Click on Inventory Info.
3.choose Unit Measures
4.Choose Alter
5.Choose any one from List.
6.Press Alt+D
7.Press Enter
8.Again Press Enter
COMPOUND UNIT
~~~~~~~~~~~~~~~~~~
~~~~~~~~~~~~~~~~~~

Before creating compound unit at first create simple units.
Ex:- Create compound Unit Dozen of 12 pcs?
Ans:-
1.At first create two simple unit Dozen and pcs.
2.Then create Compound Unit as
a)From type choose Compound.
b)From First unit choose Dozen
c) From Conversion type 12
d)From Second Unit choose pcs
3.Press Enter

CREATING STOCK ITEMS
========================
Before creating Stock item at first create Godown, Stock Category, Units etc.
Ex:-Create a Stock Items as
1.Rice 20Quintal(Rs15/- per Kg)
2.Dal 25Quintal(Rs45/- per Kg)
3.Lanka 10Kg(Rs70/- per Kg)
4.Alo 50Quintal(Rs12/- per Kg)
5.Baigana 3Quintal(Rs8/- per Kg)
6.Kancha Kadali 20 Kandi(Rs10 per Fena)
7.200Ltrs Kirosin(Rs10/- per Liter)
Ans:-
1.
PURE INVENTORY
~~~~~~~~~~~~~~
Pure Inventory vouchers are used to record the receipt and issue of items/Stocks/Goods, transfer of Stock between godwons etc. These Vouchers do not affect the books of Accounts. At the time of company creation under maintain choose
Inventory Only.

REMARK
======
Before Inventory Voucher we should activate Use Tracking Numbers? as y by Company Features F11.Check Financial Yaer, Period, create appropriate Ledger Accounts such as Supplier, Customer etc. Create appropriate Stock Category, Stock items, Unit, Godown etc.
SOME COMMON INVENTORY VOUCHERS
==============================
1.Receipt Note Voucher(Goods In)
2.Rejections In Voucher(Goods In)
3.Delivery Note Voucher(Goods Out)
4.Rejections Out Voucher(Goods Out)
5.Stock Journal Voucher(Stk Journal)
6.Physical Stock Voucher(Phy Stk)
Receipt Note Voucher
~~~~~~~~~~~~~~~~~~~~
It is used to record receiot of new Stocks in case the bill is not received.

Set Use Rejection Notes? as Y in Company Feature:F11.Instead of passing a Purchase Voucher that you can pass a Receipt Note so that only the Stock is updated without affecting the Financial Accounts.The books can be later adjusted after receiving the bill.
STEP
====
1.Open Gateway of Tally
2.Choose Inventory Voucher
3.Press Alt+F9
4.Enter appropriate information.
Rejection In Voucher
~~~~~~~~~~~~~~~~~~~~~
It is used to keep arecord of the goods returned by a Customer. We can use this voucher by setting Use Rejections Notes? as y in Company Features:F11.You can pass Rejections. In Voucher,in case the Customers do not immediately send back the rejected goods.By passing this Voucher,the goods rejected by the customer will be included in your existing Stock.
STEP
====
1.Open Gateway of Tally
2.Choose Inventory Voucher
3.Press Alt+F9 and Ctrl+F6
4.Enter appropriate information.
Delivery Note Voucher
~~~~~~~~~~~~~~~~~~~~~~
It is used to record the delivery of goods to Customers. Goods may be sold to Customers with a Delivery Note and Invoice can raised later against this Delivery Note. It is adjusted with Sales Voucher.
STEP
====
1.Open Gateway of Tally
2.Choose Inventory Voucher
3.Press Alt+F8
4.Enter appropriate information.
Rejection-Out Voucher
~~~~~~~~~~~~~~~~~~~~~~~~
It is used to record return of rejected goods to Supplier. A Rejection Out Voucher may be passed in cases where Debit Note is not sent immediately.
STEP
====
1.Open Gateway of Tally
2.Choose Inventory Voucher
3.Press Alt+F9 and Alt+F6
4.Enter appropriate information.
Stock-Journal Voucher
~~~~~~~~~~~~~~~~~~~~~~
It is used to record the transfer of Stock from one location to another without affecting the books of Accounts. It is different from other Journals because it permits different Debit and Credit amount.
STEP
====
1. Open Gateway of Tally
2. Choose Inventory Voucher
3. Press Alt+F7

4. Enter appropriate information.

Physical Stock Voucher
~~~~~~~~~~~~~~~~~~~~~

It records the Physical Stock (actual Stock) as the new Stock balance and this is called as the Stock-in-hand.

STEP
====

1. Open Gateway of Tally
2. Choose Inventory Voucher
3. Press Alt+F10
4. Enter appropriate information.

PURCHASE ORDERS & SALES ORDERS
================================

PURCHASE ORDER
~~~~~~~~~~~~~~~~

A purchase order can be easily generated by Tally and the same can be directly sent to the Supplier. The Order position can be seen in the Stock Summary. The Purchase Order Book lists all the Purchase Order placed.

Before placing Purchase Order set features as

1. Open gateway f Tally
2. Press F11
3. Choose Inventory Feature
4. Allow Purchase Order Processing type Y
5. Press Enter.

STEPS
=======

1. Open Gateway of Tally
2. Choose Inventory Voucher
3. Press F9
4. Enter appropriate information.
5. Press Enter.

ALTERING PURCHASE ORDER
==============================

1. Open Gateway of Tally
2. Choose Display
3. Chose Day Book
4. Choose and Alter appropriately.

DELETING A PURCHASE ORDER
=================================

1. Open Gateway of Tally
2. Choose Display
3. Chose Day Book
4. Press Alt+D
5. Press Enter.

SALES ORDER
~~~~~~~~~~~~~~~~

A Sale order can be easily generated by Tally and the same can be directly sent to the Custmer. The Order position can be seen n the Stock Summary. The Sales Order Book lists all the Sales Order placed.

Before placing Sales Order set features as
~~~~~~~~~~~~~~~~

1. Open gateway f Tally
2. Press F11
3. Choose Inventory Feature
4. Allow Sales Order Processing type Y
5. Press Enter.

STEPS
=======

1. Open Gateway of Tally
2. Choose Inventory Voucher
3. Press F8
4. Enter appropriate information.
5. Press Enter.

ALTEING SALES ORDER
==============================

1. Open Gateway of Tally
2. Choose Display
3. Chose Day Book
4. Choose and Alter appropriately.

DELETING A SALES ORDER
=================================

1. Open Gateway of Tally
2. Choose Display
3. Chose Day Book
4. Press Alt+D
5. Press Enter.

DISPLAYING ORDER POSITION
================================

For displaying Order position

1. Open Gateway of Tally
2. Choose Stock Summary
3. Press Alt+F1(Clicked Detailed on Button Pnel)
4. We may further have Orders and Stock details by clicking on Auto Column button on Button panel.
5. We can even have Sales Order Report by pressing Alt+F7.

VAT(Value Added Tax)

~~~~~~~~~~~~~~~~~~~~~~

VAT was introduced on 1st April 2005 to irradiate the difficulties or problems of Sales Tax and increasing the review of the Government. A new Tax system called VAT was introduced in the place of Sales Tax. It is very easy to use and easy to calculate.

Near about 560 teams coming under VAT. Central Govt. has given 46 items to the state Govt. to select 10 items out of 46 items will be Tax free in the Concern state.

VAT are 2 types

1. Input VAT
2. Output VAT

VAT charge on Purchase says Input VAT.

VAT charge on Sale says Output VAT.

->VAT classified as

1. Input VAT@1%
2. Input VAT@4%
3. Input VAT@12.5%
4. Input VAT@20%
~~~~~~~~~~~~~~~~~~~~~~

5. Output VAT@1%
6. Output VAT@4%
7. Output VAT@12.5%
8. Output VAT@20%

VAT-EXEMPT

There are certain items on which no need paid VAT. Such as Purchase of Capital Goods, Purchase Goods from Unregistered dealer etc, Unprocessed Goods etc.

CHARGING VAT ON DIFFERENT GOODS
================================

VAT@1%
~~~~~~~~

Gold, Silver, precious Stones, Jewelry, Bullions (Unproceed Gold) etc.

VAT@4%
~~~~~~~~

Medicines, drugs, Food products, Processed Foods, Clothes, Stationery, light tools etc.

VAT@12.5%
~~~~~~~~~~~

Petrolium Products, Cosmetics, Liquor, Heavy Machineries etc.

VAT@20%
~~~~~~~~~~

Some Petroleum Products, Foreign Liquor etc.

VAT-EXEMPT
~~~~~~~~~~~~~~

Unprocessed Agriculture Products, Salts, Milk, Goods Exempts by Govt. etc.

Formula
=========

VAT payable=Output VAT-Input VAT
VAT Refundable=Input VAT-Output VAT

VAT AFFECTED LEDGERS
~~~~~~~~~~~~~~~~~~~~~~~~

1. Purchase
2. Purchase Return
3. Sales
4. Sales Return
5. Direct Expenses
6. Direct Income
7. Fixed Assets
8. Input VAT
9. Output VAT

ACTIVATING VAT IN TALLY
~~~~~~~~~~~~~~~~~~~~~~~~~~

If think VAT must applicable in this company,after creation of company at first Activate VAT as

1. Create a New Company
2. Open Gateway of Tally
3. Press F11(Compny Featers)
4. Press F3(Statutory & Taxation)
~~~~~~~~~~~~~~~~~~~~~~~~~~

5. In Enable Value Added Tax(VAT) type Yes
6. In Set/Alter VAT Details type Yes
7. Press Enter key.
8. State choose any state name.
9. Type of Dealer choose Regular(or other)
10.In Regular VAT Applicable from type any date from where VAT applicable.
11.Press Enter.

REMARK
=========
At the time of Ledger creation set VAT returns as Yes.Such as
Purchase A/c
~~~~~~~~~~~~~~
1. Open Gateway of Tally
2. Choose Accounts Info.
3. Choose Ledger
4. Choose Create under Single Ledger
5. In Name type Purchase A/c
6. Under choose Purchase Accounts
7. In Inventory Values are affected type Yes.
8. In Used in VAT Returns type yes.
9. VAT/Tax Class choose Not Applicable (for Multivat) or appropriate VAT Rates from the List.
10. Press Enter.

Sales A/c
~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Salse A/c
6.Under choose Sales Accounts
7.In Inventory Values are affected type Yes.
8.In Used in VAT Returns type yes.
9.VAT/Tax Class choose Not Applicable(for Multivat) or appropriate VAT Rates from the List.
10.Press Enter.

Direct Expense A/c
~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Direct Exp. A/c
6.Under choose Direct Expenses
7.In Inventory Values are affected type Yes.
8.In Used in VAT Returns type yes.
9.VAT/Tax Class choose Not Applicable(for Multivat) or appropriate VAT Rates from the List.
10.Press Enter.

Direct Income A/c
~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.

3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Direct Income A/c
6.Under choose Direct Income
7.In Inventory Values are affected type Yes.
8.In Used in VAT Returns type yes.
9.VAT/Tax Class choose Not Applicable(for Multi vat) or appropriate VAT Rates from the List.
10.Press Enter.

Fixed Assets A/c
~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Fixed Assets A/c
6.Under choose Fixed Assets
7.In Inventory Values are affected type No.
8.In Used in VAT Returns type yes.
9.VAT/Tax Class choose Not Applicable(for Multivat) or appropriate VAT Rates from the List.
10.Press Enter.

Input VAT A/c(Let on Medicine)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Input VAT@4% A/c
6.Under choose Duties & Taxes
7.Type of Duty/Tax choose VAT
8.VAT/Tax class choose Input VAT@4%
9.In Inventory Values are affected type Yes.
8.In Percentage of Calculation type 4%.
9.Press Enter.

Output VAT A/c(Let on Medicine)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger
5.In Name type Output VAT@4% A/c
6.Under choose Duties & Taxes
7.Type of Duty/Tax choose VAT
8.VAT/Tax class choose Output VAT@4%
9.In Inventory Values are affected type Yes.
8.In Percentage of Calculation type 4%.
9.Press Enter.

VAT Payable A/c(Let on Medicine)
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger

4.Choose Create under Single Ledger
5.In Name type VAT Payable A/c
6.Under choose Provision.
7.In Inventory Values are affected type Yes.
8.Press Enter.

VOUCHER ENTRY IN VAT
==========================
We may enter Voucher differently or directly Journal Voucher.
METHOD-1

1.Journal Voucher
================
a)Let create 3 Ledgers say Output VAT@4%,Input VAT@4%,VAT Payable.
b)Create Stock Item Medicine
c)Unit measures Pcs.
d)Open gateway of Tally.
e)choose Inventory Voucher
f) Press F7
e)Dr-Output VAT@4%
Iems-Medicine
Tracking No-Not Applicable
Order No-Not applicable
Quantity-200
Rate-4
f)Cr-Input VAT@4%
Iems-Medicine
Tracking No-Not Applicable
Order No-Not applicable
Quantity-200
Rate-3
g)Cr-VAT Payable
Iems-Medicine
Tracking No-Not Applicable
Order No-Not applicable
Quantity-200
Rate-1
2.Payment Voucher
~~~~~~~~~~~~~~~~~
In Payment voucher we use VAT Payable A/c only.
Exp:-Paid Rs.2000 as Check in SBI.
Ans:-
i)Create two Ledgers say VAT Payable A/c under Provision and SBI A/c under Bank Accounts.
ii)Open gateway of Tally.
iii)choose Inventory Voucher
iv) Press F5
v)Dr-VAT PayableA/c
Iems-Medicine
Tracking No-Not Applicable
Order No-Not applicable
Quantity-200
~~~~~~~~~~~~~~~~~

Rate-10
v)Cr-SBI A/c
vi)In narration type check no as 46654
vi)press Enter.

METHOD-2

HINTS
======
Real VAT entry takes place in Purchase Voucher and Sales Voucher.(Please Do)
STEP

1.Let create ledgers as Purchase A/c and Sales A/c with VAT
2.Create ledgers as Sundry Creditors A/c and Sundry Debtor A/c
3.VAT payable A/c ledger under Duties & Taxes.(let 3%)
4.Create Stock Item,Godwon,Unit Measure etc.
5.Open Gateway of Tally
6.choose Inventory Voucher
7.Press F9 for Purchase voucher or F8 for Sales Voucher.
8.Enter appropriate Information
9.Press Enter.

VAT REPORT
~~~~~~~~~~~~~~
For displaying VAT report
1.Open Gateway of Tally
2.Choose Display
3.Choose VAT Reports
4.Choose VAT computations.
NOTE
~~~~~~
Output VAT charged on Sales but Input VAT charged on Purchases.

CENTRAL SALES TAX

======================
Central Sales Tax is taken for sales of goods received by Central Govt. of India. This is approved by Center only in the cash of interstate sales and not on sales made within the states. CST is payable in the state where the goods are sold. The Tax calculated is return by the state.
(Hint:-VAT is state sales tax but CST is Central sales tax)

ACTIVATE CST
=============
For activating CST in Tally
1.Open Gateway of Tally
2.Press F11
3.Press F3(Statutory & Taxation)
4.Enable Value Added Tax to "Yes"
5.Set/Alter Value Added Tax to "Yes"
6.State-Orissa
7.Dealer-Regular
8.Date

9.Press Enter.

CREATING CST LEDGERS

====================

1.Open Gateway of Tally
2.Choose Accounts Info.
3.Choose Ledger
4.Choose Create under Single Ledger

CST Purchase Ledger

~~~~~~~~~~~~~~~~~~

a.Name-Purchase CST
b.Under-Purchase Account
c.Used in VAT Returns-Yes
d.VAT class-Inter-state purchase
e.Press Enter.

CST Sales Leger

~~~~~~~~~~~~~

a.Name-Salse CST
b.Under-Salse Account
c.Used in VAT Returns-Yes
d.VAT class-Inter-state purchase
e.Press Enter.

CST Tax Ledger

~~~~~~~~~~~~~~

a.Name-CST@%
b.Under-Duties & Taxes
c.Type of Duty/Tax-Select CST from list.
d.VAT class-Inter-state purchase
e.Percentage of Calculation-3%
f.Method of Calculation -On total Sales
g.Press Enter.

VOUCHER ENTRY ON SALES TAX

1.Let create ledgers as Purchase A/c and Sales A/c with VAT
2.Create ledgers as Sundry Creditors A/c and Sundry Debtor A/c
3.Create CST Sales A/c ledger under Duties & Taxes.(let 3%)
4.Create Stock Item,Godwon,Unit Measure etc.
5.Open Gateway of Tally
6.choose Inventory Voucher
7.Press F8 for Sales Voucher.
8.Enter appropriate Information
9.Press Enter.

TDS(Tax Deducted At Source)

=========================

Tax Deducted at Surce is one of the mode of collecting income tax from the tax payers. Such collection of tax is affected at the source when income arises.

The TDS deducted by the payer has to be deposited in the Govt. Treasury to the credit of Central Govt. within the specified time. Presently the concept of TDS is also used as an instrument in enlarging the tax base. Some of such income subjected to TDS are Salary, Interest, dividend, interest
~~~~~~~~~~~~~~

on Security, willing from lottery, horse races, commission and brokerage rent, fees for professional and Technical Services, Payment to non-resident etc.
The deductor files the TDS returns containing the details of the deductive and the back where the TDS amount is deposited to the income tax department.

ACTIVATE TDS IN TALLY

~~~~~~~~~~~~~~~~~~~

1.Open Gateway of Tally
2.Press F11
3.Press F3
4.Enable Tax deducted At Source TDS-Yes
5.Set/Alter TDS details-Yes
6.Fillup Company TDS deduction details
7.Press Enter.
TDS LEDGER CREATE
~~~~~~~~~~~~~~~~~~

1.Open Gateway of Tally
2.Accounts Info.
3.Choose Ledger
4.Click create under Single Ledger.

TDS LEGER
===========
1.Name-Type TDS On....(Write the head on which TDS will be calculated)
2.Under-select Duties & Taxes from the list
3.Type of Duty/Tax-Select TDS
4.Nature of Payment-Select the payment head from the list on which TDS will be calculated.
5.Ignore TDS Exempted Limit-Yes

EXPENSE LEDGER
==============
1. Name-Type the head of Expenses on which TDS will be calculated. (e.g Insurance Commission, Rent, Fees for Professional or Technical services etc.
2. Under-Select Indirect Expenses from list.
3. Press Enter.

PARTY LEDGER
============
1.Name-Type name of party to whom the payment will be made.
2.Under-Sundry Creditors
3.Is TDS Applicable-Yes
4.Deductee type-Select from the list.
5.Is lower/No deduction applicable-No
6.Ignore Surcharges Exemptetion Limit-Yes
7.Mailing details-Give detail address of party.
TDS PAYABLE LEDGER
==================
1.Name-Type TDS Payable
2.Under-Select Provision
TDS VOUCHER ENTRY
~~~~~~~~~~~~~~~~~
~~~~~~~~~~~~~~~~~

1.Open Gateway of Tally
2.Inventory Voucher
JOURNAL VOUCHER(F7)
=================
Dr-Select Expense Head
Cr-Select Party Account to whom payment will be made.

PAYMENT VOUCHER(F5)
================
Dr-Select the Party Accounts
   Type of Ref-Select New Reference
   TDS Ledger-Select the TDS ledger from the list.
   Amount-Mention the amount of the Bill
Cr-It will automatically displayed,Press Enter key to display the TDS Calculation Box.
Cr-Select cash or Bank from the list.

JOURNAL VOUCHER(F7)
====================
Dr-Select TDS ledger from the list & also mention the amount of the head.
Cr-Select TDS Payable.
PAYMENT VOUCHER(F5)
===================
Dr-Select TDS Payable
Cr-Select Cash/Bank
FBT(Fringe Benefit Tax)
==========================
The term Fringe Benifit means any consideration for employment provided by way of any service,fascilityor amenity provided by the employer to the employees.
Characteristics
===============
It is a tax on expenditure not income .It is a tax on employer not employee.It cannot be recovered form the employee.
Benifits
========
1.Entertainment
2.Hospital
3.Employee Walfare(Water)
4.Employee Tours andTravels
5.Hotel,Boarding and Lodging
6.Repairs,Running and Maintenance of Cars etc.
7.Use of Telephone
8.Festival celeberation
9.Health Club
10.Gifts
11.Scholarship to Employee childrens etc.
Activate FBT in Tally

1.Open Gateway of Tally.
2.Press F11
3.Press F3
4.Enable Fring Benifit Tax(FBT)-yes

5.Set/alter FBT details-yes
6.PAN/Income taxNumber-type if present.
7.select the Assessee from the list.
8.each surcharges Applicable yes/no
9.select assessee catagory from list

FBT Ladegers

1.Open Gateway of Tally
2.Choose Accts info
3.Choose Ladger
4.choose create under Single Ledger
5.Name-Type the name of head of Expenses.
6.Under-Select Indirect Expenses from the list.
7.Is FBT Applicable-Yes
8.Select FBT category from the list.

Hint
====

Conveyance, Gift, Cell phone Expenses, Entertainment-All are comes under FBT ledger creation)

VOUCHER ENTRY
===============

1.Open gateway of Tally
2.Choose Accounting Voucher

PAYMENT VOUCHER(F6)
~~~~~~~~~~~~~~~~~~~~~~

Dr-Select FBT Expenses head
Cr-Select Cash/Bank
For recovery of FBT Expenses press F12
Allow cash Accounts Journal Voucher-Yes
Press Enter

JOURNAL VOUCHER(F7)
~~~~~~~~~~~~~~~~~~~~~

Dr-Select Cash/Bank
Cr-Select FBT expense head.

FBT REPORT
==========

FBT is paid Quaterly.
1.Open Gateway of Tally.
2.Display
3.Statutory Reports
4.FBT Reports
5.FBT Computation
It displays details of the FBT calculation.
For FBT calculation click F2(Inventory) button for giving period. After giving period total amount of Tax will automatically be calculated.

PAYROLL
=======

It is another portion in Tally through which we maintain payroll of Employees details including Salary, HRA, DA, Income Tax etc.

ACTIVATING PAYROLL

~~~~~~~~~~~~~~~~~~~~
1.Open Gateway of Tally
2.Press F11
3.Choose Accounting Features
4.Maintain Payroll-Yes

REMARK
=======
After Activating PayRol we should create
1.Employee Group
2.Pay Heads
3.Units
4.Employees

CREATE EMPLOYEE GROUP
=====================
We should create Employee Group depends upon Job,Department etc.
1.Open Gateway of Tally
2.Choose PayrolInfo
3.Choose Employee Group
4.Choose Create
5.In Name-Accounts
6.In Under-Primery
7.Similarly create Employee group as Marketing,Sales etc.

CREATE PAY HEAD
===============
Here Pay head means on which head payment made to Employees such as Salary,HRA,DA,TA,Medical Allowence etc.

STEP
=====
1.Open GateWay of Tally
2.Choose PayrolInfo
3.Choose Pay Heads
4.Choose Create
A.Name-Medical Allowence
  Pay Head Type-choose Earning for Employees
  Under-Indirect Expense
  Calculation Type-As Userdefined.
B.Name-Food Coupon
  Pay Head Type-choose Deduction from Employees
  Under-Current Assets
  Calculation Type-As Userdefined.
C.Name-Professional Tax
  Pay Head Type-choose Employees Statutory Deduction
  Under-Current Liabilities
  Calculation Type-As Userdefined.
D.Name-Convency
  Pay Head Type-choose Earning for Employees
  Under-Indirect Expense
~~~~~~~~~~~~~~~~~~~~

Calculation Type-As Userdefined.
E.Name-DA
Pay Head Type-choose Earning for Employees
Under-Indirect Expense
Calculation Type-As Userdefined.
F.Name-PF
Pay Head Type-choose Deduction from Employees
Under-Current Assets
Calculation Type-As Userdefined.
G.Name-Salary
Pay Head Type-choose Earning for Employees
Under-Indirect Expense
Calculation Type-As Userdefined.

DISPLAYING PAY HEADS THOSE ARE ALREADY CREATED
==
1.Open GateWay of Tally
2.Choose PayrolInfo
3.Choose Pay Heads
4.Choose Display
CREATE UNITS(Works)
=====================
1.Open GateWay of Tally
2.Choose PayrolInfo
3.Choose Units
4.Choose Create
A.Symbol-t
Formal Name-time
B.Symbol-w
Formal name-Work

CREATE EMPLOYEES
================
1.Open GateWay of Tally
2.Choose PayrolInfo
3.Choose Employees
4.Choose Create
A.Name-Rakesh
Under-Accounts

B.Name-Rahul
Under-Marketing

C.Name-Jamuna
Under-Sales

CREATING SALARY DETAILS
=======================

1.Open GateWay of Tally
2.Choose PayrolInfo
3.Choose Salary Details
4.Choose Create
A.Select Rakesh
In Pay Heads Select Pay Heads from the list of pay Head one by one.
Similar Steps fallow for Rahul,Jamuna etc.

PAYROL VOUCHER
==============
1.Open GateWay of Tally
2.Choose Payrol Voucher
A.Cash-Primery Cost Category
Name-choose Rakesh
Salary-5000
Medical Allowence-300
HRA-500
B.Similar steps fallow for all Employees

PAYROL REPORT
===============
1.Open GateWay of Tally
2.Choose Display
3.Choose Payrol Report
4.Choose Statement of Payroll
5.Choose Pay slip, Pay Head etc.