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COMPUTERISED ACCOUNTING WITH TALLY

Unit I

Interface and Company Management:

Introduction to Tally ERP9 - Creating a Company - Altering and Deleting Company – Data Security: Security Control Setup - User Security Control, Multi Language, Export, Import, Backup and Restore: Export and Import Formats - Data Backup and Restore - Masters - Ledgers: Understanding Ledgers - Creating Ledgers - Creating Multiple Ledgers - Altering and Deleting Ledgers – Groups: Creating Groups - Altering and Deleting Groups - Bill wise Debtors and Creditors Ledgers: Configuring Bill wise Details

Unit II

Default Vouchers:

Payment Voucher - Receipt Voucher - Contra Voucher - Journal Voucher, Day Book: Day Book Reports - Altering and Deleting Transactions, Cheque Printing: CTS Cheque Printing System, Masters : Inventory: Understanding Inventory -Integrating Accounts and Inventory - Stock Group - Go down and Locations - Stock Category - Units of Measure - Stock Items - Manual Stock Valuation without Inventory.

Unit III

Purchase Order Processing:

Purchase Order Process - Purchase Order Voucher - Receipt Note (Inventory) - Rejection-Out Voucher, Sales Order Processing: Sales Order Process -Sales Order Voucher - Delivery Note (Inventory) - Rejection-IN Voucher , Debit and Credit Notes, Bank Reconciliation, Manufacturing Vouchers: Bills of Materials - Job Costing, Tax Deducted at Source (TDS): Understanding TDS - Creating TDS Masters - TDS Payment - Tax Reports and Tax Forms, Payroll Accounting: Understanding Payroll - Pay Heads and Categories - Employee Details and Salary Details - Attendance Entries - Salary Payment – Pay sheet and Pay Slips

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Unit IV

Goods and Services Tax (GST):

Activating Tally in GST - Setting Up GST (Company Level, Ledger Level or Inventory Level) - GST Taxes & Invoices - SGST, CGST & IGST - Creating GST Masters in Tally, Purchase Voucher with GST: Updating GST Number for Suppliers -Intra-State Purchase Entry in GST (SGST + CGST) - Inter-State Purchase Entry in GST (IGST) - GST Purchase Entry for Unregistered Dealer in Tally - Reverse Charge Mechanism Entry for GST in Tally, Sales Voucher with GST: Updating GST Number for Suppliers - Intra-State Sales Entry in GST (SGST + CGST) - Inter-State Sales Entry in GST (IGST) - Printing GST Sales Invoice from Tally ERP9 Software, GST Reports and Returns: GSTR 1 in Tally - GSTR 1 Return Filing.

Unit V

Interest Calculations (Auto Mode):

Activating Interest Calculations, Point of Sales, Budgets and Controls: Budget Masters and Configurations - Budget Reporting and Analysis, Cost Centers and Cost Categories: Cost Centers - Profit Centers, Purchase and Sales Reporting: Analyzing Purchase and Sales Register - Analyzing Debit and Credit Note - Overdue Payables and Receivables - Outstanding Reports and Printing, Stock Analysis and Reports: Stock Registers - Stock Valuation - Stock Transfer Report - Negative Stock Report -Record Physical Stock and Shortage - Stock Entry without Perpetual Inventory, Financial Reports: Trial Balance - Profit and Loss Account - Balance Sheet - Working Capital - Cash Flow and Fund Flow Statements, Printing Reports: Sales Invoice -Printing Payment and Receipt Vouchers - Printing Various Other Reports -Miscellaneous: Inserting Vouchers - Duplicating Entries - Split Company Data -Merge Tally Companies, Shortcut Keys

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Introduction

ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises. Tally ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control, and in-built customisability.

Tally is popular accounting software developed by Tally Solutions Pvt. Ltd. It is widely used by businesses for managing their financial transactions, invoicing, inventory management, and other related activities. Tally provides an intuitive and user-friendly interface that simplifies complex accounting processes for users.

To put in simple words, Tally is an ERP accounting software with its latest version being Tally.ERP 9. This software has the combined power of the financial accounting system and inventory management system. Being popular accounting software, Tally.ERP 9 makes it easier for businesses to manage their day-to-day transactions, sales, debts, etc while eliminating the risk of manual errors. The best part, Tally.ERP 9 can be integrated with a host of other business applications such as payroll, sales & finance, inventory, purchasing, etc.

Tally is an ERP accounting software package used for recording day to day business data of a company. The latest version of Tally is Tally ERP 9. Tally ERP 9

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Software is one acclaimed financial accounting system and inventory management system with power computer. Tally.ERP 9 is one best accounting software that can integrated with other business applications such as Sales, finance, Purchasing, Payroll, Inventory, etc. Tally software stores all the business transactions of each account in detail. Tally ERP 9 follows double entry accounting system and hence eliminates and rectifies possible errors.

Features of Tally

1. Tally ERP 9 supports multi languages, so it is called as multi-lingual tally software. Accounts can be maintained in one language and reports can be viewed in another language.

2. You can create and maintain accounts up to 99,999 companies.

3. Using payroll feature, you can automate employee records management.

4. Tally has feature of synchronization, the transactions maintained in multiple locations offices can be automatically updated.

5. Generate consolidated financial statements as per requirements of company.

6. Managing single and multiple groups are very important features of tally.

Versions of Tally

1. The first version of Tally was Tally 4.5 and it was released in 1990's. It is a MS-Dos based software.

2. The second version of Tally was Tally 5.4 and it was released in 1996. It was a graphic interface version.

3. The next version of Tally was Tally 6.3 and this Tally version was released in 2001. It is a window based version and supports in printing and implemented with VAT (Value Added Tax).

4. The next version of Tally was Tally 7.2 and it was released in 2005. This version was added with new features of Statutory complimentary version and VAT rules as per state wise.

5. The next version of Tally was Tally 8.1 and it was developed with a new data structure. This version was added with new features of POS (Point Of Sale) and Payroll.

6. Due to bugs and errors, a new version of Tally 9 was released in 2006. It has maximum features like Payroll, TDS, FBT, E-TDS filling, etc.

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7. Tally.ERP 9 is the latest version of Tally and released in 2009. This latest Tally ERP 9 package offering maximum features for small business industries to large business industries. It also updated with new features of GST (Goods & Services Tax).

Advantages of Tally ERP 9

1. Tally ERP 9 software is a low cost of ownership and it can be easily implement and customize.

2. Supports multi operating systems such as Windows & Linux and can be installed on multiple systems.

3. Tally software utilizes very low space for installation and the installation of tally is an easy method.

4. It is built in backup and restore, so the user can easily backup all companies data in a single directory, in a local system disk.

5. Supports all types of protocols such as HTTP, HTTPS, FTP, SMTP, ODBC, etc.

6. Supports multi languages including 9 Indian languages.

The data can be entered in one language and you can generate invoices, Po's, delivery notes, etc in other language.

The interface of Tally is designed to be interactive and easy to navigate. It consists of different modules and screens that allow users to access various functionalities. Some of the key modules in Tally include:

Gateway of Tally: This is the main screen that appears when you launch Tally. It provides access to different modules and features of the software.

Accounting Vouchers: Tally allows users to create and manage various types of accounting vouchers such as payment vouchers, receipt vouchers, journal vouchers, sales invoices, and purchase invoices. The interface for creating vouchers is straightforward, with fields for entering relevant information such as ledger accounts, amounts, and narration.

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Inventory Management: Tally enables businesses to manage their inventory efficiently. The software allows for the creation of stock items, tracking stock movements, and generating reports related to inventory. The interface for managing inventory includes options for item creation, stock adjustments, and stock transfer.

Financial Statements: Tally provides comprehensive financial reporting capabilities. Users can generate various financial statements like balance sheets, profit and loss statements, cash flow statements, and trial balances. The interface for generating financial statements includes customization options to select the desired period and format.

In addition to the interface, Tally also offers company management features that allow users to create and manage multiple companies within the software. Users can create new company profiles, set up financial year details, define chart of accounts, and configure other company-specific settings. The company management features in Tally make it convenient for businesses to handle multiple entities or divisions within a single software environment.

Overall, Tally's interface and company management features contribute to its popularity among businesses of all sizes for effective accounting and financial management.

Tally ERP

Tally ERP9 is an advanced version of the Tally accounting software developed by Tally Solutions Pvt. Ltd. It is comprehensive business management software that integrates various functionalities such as accounting, inventory management, invoicing, financial reporting, taxation, and more. Tally ERP9 is widely used by businesses to streamline their operations, ensure accurate financial management, and comply with regulatory requirements.

The software offers several features and capabilities that make it a powerful tool for managing business processes.

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Here are some key aspects of Tally ERP9:

Accounting: Tally ERP9 provides robust accounting capabilities, allowing users to maintain accurate financial records. It supports various accounting principles and practices and offers features such as ledgers, vouchers, cash and bank management, cost centres, and budgeting.

Inventory Management: Businesses can efficiently manage their inventory with Tally ERP9. It enables users to create and track stock items, set reorder levels, manage stock transfers, and generate inventory reports. The software also supports batch tracking, multi-location stock management, and bill of materials.

Invoicing and Billing: Tally ERP9 simplifies the invoicing and billing process. Users can create professional-looking sales invoices, purchase orders, delivery notes, and other transactional documents. It supports multiple currencies, tax calculations, discounts, and payment tracking.

Financial Reporting: Tally ERP9 offers comprehensive financial reporting capabilities. Users can generate a wide range of financial statements such as balance sheets, profit and loss statements, cash flow statements, and trial balances. The software provides customization options for reports, allowing users to analyze financial data in a format that suits their needs.

Taxation and Compliance: Tally ERP9 helps businesses comply with tax regulations. It supports various tax calculations, including GST (Goods and Services Tax) in countries where it is applicable. The software enables users to generate tax reports, file tax returns, and maintain compliance with tax laws.

Multi-company and Multi-currency Support: Tally ERP9 allows businesses to manage multiple companies within a single software instance. Users can create separate company profiles, maintain independent financial records, and generate consolidated reports. The software also supports transactions in multiple currencies, making it suitable for businesses operating internationally.

Overall, Tally ERP9 is versatile business management software that offers a wide range of features for accounting, inventory management, invoicing, financial reporting, and taxation. Its user-friendly interface and robust functionality make it a popular choice for businesses of all sizes and industries.

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How to Use Tally.ERP 9 Software?

To set up Tally, all you need to do is – download, install, activate and start transacting on it – it is as simple as that. For customizing the Tally software or integrating it with other existing business applications, you would require the help of an experienced <u>Tally.ERP 9 service provider</u>.

Tally.ERP 9 has outgrown from the concept of just accounting software to managing statutory compliance by updating statutory files available at Tally solution website. Today one can operate Tally remotely using Tally.net features, process payroll and many more features are updating regularly by Tally solutions. The most recent improvement is GST) with compatibility from version Tally.ERP 9

For now, here is a step-by-step guide on how to work on Tally.ERP 9.

Step 1 – <u>Download Tally.ERP 9 software</u> from the official Tally website. There is a 30-day trial version that you can opt for to better understand how the Tally software works before purchasing a premium package. Another option for how to use Tally is using it in the Educational mode. This, however, comes with restricted features.

Step 2 – After installation, you'd come across different navigation tools that will help you to access different functionalities. Here, it is important to note that in Tally, everything has a keyboard shortcut. The key is usually displayed next to the option, and learning about these short-cuts will help you to boost efficiency and productivity.

Step 3 – Irrespective of whether it is a trial version or a paid version with a license, to use Tally, you need to 'create a company.' In the menu section, select 'Create a company.' This will take you to a screen wherein you need to fill in the details about your company.

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- ✓ Choose 'Accounts info' if you are just using Tally to manage your accounts.
- Choose 'Accounts with inventory' for the menu if you are using Tally for inventory management as well.
- ✓ Choose your preferred currency.

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- ✓ Enter the start of your financial year, plus the start date for the books.
- Also, don't forget to turn on the 'Auto backup.' This will ensure you have a copy of the details for future needs.

Creating a Company

To create a company in Tally ERP9, you need to follow these steps:

Launch Tally ERP9: Open the Tally ERP9 software on your computer by doubleclicking the Tally ERP9 icon.

Open Company Creation Screen: Once Tally ERP9 is launched, you will see the Gateway of Tally screen. From the Gateway of Tally, press "Alt + F3" or click on "Company Info" in the top menu and select "Create Company".

Enter Company Details: In the Company Creation screen, you will be prompted to enter various details about the company. Some of the key information you need to provide includes:

Company Name: Enter the name of your company.

Mailing Name: Specify the name that will appear on documents like invoices and reports.

Address: Enter the address details of your company.

Financial Year: Set the financial year for your company.

Starting Date of Books: Specify the starting date for maintaining books of accounts. Base Currency: Select the base currency for your company.

Maintain: Choose the type of accounts you want to maintain, such as only accounts or accounts with inventory.

Configure Additional Settings: After entering the basic company details, you may need to configure additional settings based on your requirements. This may include setting up security controls, enabling features, defining cost centres, activating taxes, etc. Configure these settings as per your business needs.

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Save and Create Company: Once you have entered all the required details and configured the necessary settings, click on the "Accept" button or press "Ctrl + A" to save the company details and create the company in Tally ERP9.

Once the company is created, you can start using Tally ERP9 to perform various accounting and business management tasks for the newly created company. You can create ledgers, enter transactions, manage inventory, generate reports, and perform other operations based on your business requirements.

Note: It's important to note that the steps may vary slightly depending on the version and configuration of Tally ERP9 you are using. The instructions provided here are based on the general process followed in Tally ERP9.

How to create a company in Tally.ERP 9?

To create a company in Tally.ERP 9

Steps	Actions	Instructions to be followed
Step 1	To open Tally Software	Double click on tally icon from your desktop.
Step 2	To go to Create Company Screen	To do this Select Create company from the Company

		Info. Menu using up and down arrow key and press Enter Key.
Step 3	To fill up the Details in Company Creation Screen	In this company creation screen, you should enter all the details of the company that you been asked for.

Details to be filled in company creation screen

Directory

It is nothing but the data storage location. The tally directory will store all data you entered in Tally ERP

9. Anyway, by default, the data storage will be inside the installation folder.

Name

In this field, we are required to type the name of the company, for example. XYZ INC.

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Primary mailing details

✓ Mailing name

In this field, we are required to type the name of the company, for example. XYZ INC.

✓ Address

In this data field, we are required to enter the address of the company.

✓ Country

Here we are required to select the country from the list in which the business Operates.

✓ State

In this data field, we have to select the state in which we would comply with statutory laws

✓ Pincode

Pincode of the location where the office exists.

Contact details

✓ Phone no

Enter the Company contact number which we would like to display on Invoices

✓ Mobile no

Enter the Contact number of Managing Person to whom any queries related to Invoicing or Deliveryof product, complaint in the product could be reached to

✓ Fax No

Enter the Fax number to which any confirmation statements, ledger copies etc., could be sent and received

✓ E-mail

Enter the company's email address to which any product inquiry and other communications could be made.

✓ Website

Enter the company's web address if any

Altering and Deleting Company

Altering and deleting a company

To alter or delete a company in Tally ERP9, follow these steps:

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Launch Tally ERP9: Open the Tally ERP9 software on your computer by doubleclicking the Tally ERP9 icon.

Select the Company: From the Gateway of Tally screen, select the company that you want to alter or delete. You can choose the company from the list of available companies.

Altering a Company:

a. To alter the company, press "Alt + F3" or click on "Company Info" in the top menu and select "Alter".

b. In the Company Alteration screen, you can modify the details of the selected company, such as company name, address, financial year, base currency, etc. Update the necessary information as required.

c. Once you have made the necessary changes, click on the "Accept" button or press "Ctrl + A" to save the alterations.

Deleting a Company:

a. To delete the company, press "Alt + F3" or click on "Company Info" in the top menu and select "Alter".

b. In the Company Alteration screen, select the option "Delete" instead of "Alter".

c. A confirmation prompt will appear asking if you want to delete the company. Confirm the deletion by selecting "Yes".

d. Please note that deleting a company is a permanent action, and all data associated with the company, including ledgers, transactions, inventory records, etc., will be permanently removed from Tally ERP9. Therefore, exercise caution while deleting a company and ensure that you have a backup of the data if needed.

Save Changes: After altering or deleting the company, Tally ERP9 will save the changes automatically. You can now proceed with selecting another company or exiting the software.

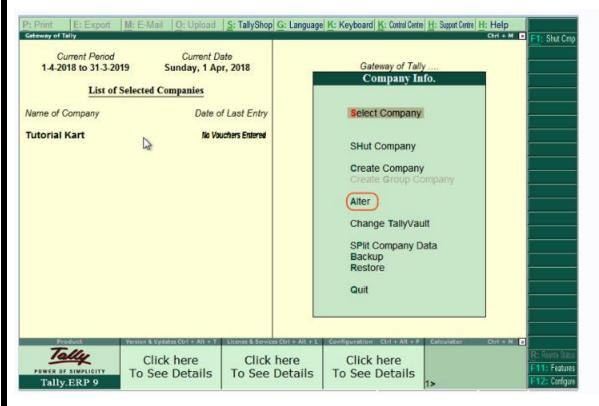
Remember to exercise caution when making changes to companies or deleting them in Tally ERP9, as it can have a significant impact on your business data. It's always a good practice to take regular backups of your data to avoid any accidental loss.

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How to Alter Company in Tally

After <u>creation of company in tally</u>, the given company information can be alter/ modify/ change as per requirements.

Step 1: To Alter company in Tally: Gateway of Tally >> Press Alt+F3 > Alter



Step 2: Under list of companies, choose the company name (Tutorial Kart) and click on name of company to alter.

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Step 3: On company alteration screen, add and modify the required details and use Ctrl+ A options to save the details. Here we have added contact details of phone number.

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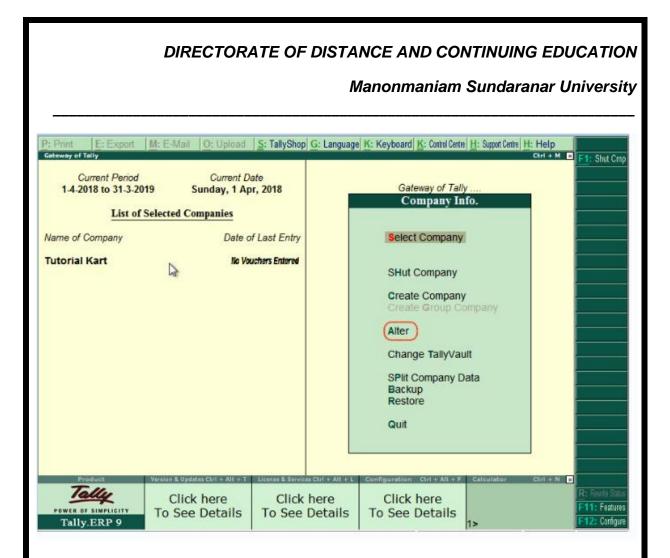
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How to delete company in Tally ERP 9

If you delete company in Tally, it removes the complete information of company from hard drive, all the files and directories that are associated with company will be deleted permanently and it cannot be reversed.

To delete company in Tally ERP 9: Gateway of Tally > Alt+F3 > Alter > Alt+D.

Step 1: After using Alt+F3 keys, the company information screen displays on the screen. Here the delete option will be not available. Click on alter option.



Now selection company and click Alt+D and click on YES option to delete the company in Tally ERP 9.

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How to shut company in Tally ERP 9

Shut a company in tally does not mean that delete a company, it means close. After you work with company, press Alt+F1 if you choose more than one company or choose Quit button to close the present company.

Data Security:

Data security is a critical aspect of any business, and it is important to protect sensitive information from unauthorized access, loss, or theft. When using Tally ERP9 or any other software, there are several measures you can take to enhance data security. Here are some key considerations:

User Access Control: Implement proper user access control within Tally ERP9. Assign user roles and permissions based on job responsibilities to restrict access to sensitive data. This ensures that only authorized personnel can access and modify company information.

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Password Management: Enforce strong password policies for Tally ERP9 users. Encourage users to create unique and complex passwords and regularly change them. It is also recommended to enable password encryption and protect Tally ERP9 data files with secure passwords.

Data Backup and Recovery: Regularly backup your Tally ERP9 data to ensure that you have a copy of critical information in case of data loss or system failure. Store backups in secure locations, both onsite and offsite. Test the backup and recovery process periodically to verify its effectiveness.

Secure Network and Infrastructure: Maintain a secure network infrastructure for Tally ERP9. Implement firewalls, antivirus software, and intrusion detection systems to protect against external threats. Regularly update software and apply security patches to mitigate vulnerabilities.

Data Encryption: Consider encrypting Tally ERP9 data files to protect them from unauthorized access. Encryption ensures that even if the data is compromised, it remains unreadable without the decryption key. Tally ERP9 may offer built-in encryption features or you can use third-party encryption tools.

Physical Security: Ensure physical security measures for the systems and servers hosting Tally ERP9. Restrict physical access to authorized personnel, secure server rooms, and use surveillance systems to prevent unauthorized entry.

Regular Updates and Maintenance: Keep Tally ERP9 software up to date with the latest versions and security patches. Updates often include bug fixes and security enhancements that address known vulnerabilities.

Employee Awareness and Training: Educate your employees about data security best practices and the importance of safeguarding sensitive information. Train them on using Tally ERP9 securely, recognizing phishing attempts, and adhering to company data security policies.

Compliance with Data Protection Regulations: Depending on your location, ensure that your data practices comply with applicable data protection regulations such as the General Data Protection Regulation (GDPR) or other regional requirements.

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Data Audit and Monitoring: Regularly audit and monitor Tally ERP9 data usage, user activities, and system logs. Implement logging mechanisms to track any suspicious activities and promptly investigate and address any security incidents.

By implementing these data security measures, you can enhance the protection of your business data when using Tally ERP9 or any other software. It's important to regularly review and update your security practices to stay ahead of emerging threats and ensure the ongoing security of your data.

Security Control Setup

To set up security controls in Tally ERP9, you can follow these steps:

Launch Tally ERP9: Open the Tally ERP9 software on your computer by doubleclicking the Tally ERP9 icon.

Enable Security Controls: From the Gateway of Tally screen, press "Alt + F3" or click on "Company Info" in the top menu and select "Security Control".

Create User Groups: In the Security Control screen, you can create user groups to define different levels of access and permissions. User groups allow you to categorize users based on their roles and responsibilities within the organization. For example, you can create user groups like Administrator, Manager, Accountant, etc.

Assign Security Levels: After creating user groups, assign security levels to each group. Security levels determine the permissions and access rights for users belonging to a particular group. Specify the access rights for each security level, such as viewing, creating, modifying, or deleting vouchers, reports, masters, etc.

Create Users: Once you have set up user groups and security levels, you can create individual user accounts. Assign each user to the appropriate user group based on their job roles. Specify the login name, password, and other details for each user.

Set Password Policies: Tally ERP9 allows you to define password policies to enforce strong password management. Specify password parameters such as minimum length, complexity requirements, password expiration, and password history. Enable password encryption to ensure that user passwords are securely stored.

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Configure Security Options: Tally ERP9 provides additional security options that you can configure as per your requirements. These options include features like enabling or disabling the alteration of masters, blocking the deletion of vouchers, enabling audit features, and more. Review these options and select the appropriate settings to enhance security.

Save and Apply Security Controls: Once you have configured the necessary security controls, click on the "Accept" button or press "Ctrl + A" to save the changes. Tally ERP9 will apply the security controls and enforce the specified access rights for user groups and individual users.

It's important to note that the setup and configuration of security controls may vary depending on the version and configuration of Tally ERP9 you are using. The instructions provided here are based on the general process followed in Tally ERP9. Always refer to the Tally ERP9 documentation or consult the user guide for your specific version for detailed instructions on setting up security controls.

User Security Control

Security control

□ Tally Vault password (if any)

This data filed is for security purpose. By enabling this field, Tally ERP 9 Convert tally data into an encrypted format. To encrypt means convert data from recognised format to unrecognised format.

By entering the Tally Vault password we can prevent unauthorized access of company data. Now in Latest Tally ERP 9, There is a password strength indicator, which will help you to set a strong password. Red colour indicates a weak password whereas peach-orange colour: fair, Yellow is good and Green colour indicates a strong password.

CAUTION: FORGETTING TALLY VAULT PASSWORD WILL RENDER THE DATA INACCESSIBLE

Use security control?

Enabling this data field, we will get complete control over the data, we can assign users for specific purposes, for example :

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- We can assign data entry operators who can access only voucher entry screens.
- We can assign billing clerks who can access only Sales invoice voucher
- We can assign Financial managers who can access financial data's and reports as the administrator control his access. In this data field, we will be asked the administrator name and password.
 Dage surroups information

Base currency information

- Base currency symbol In this data field, the currency symbol of the country is auto selected based on the country of origin fed by you in the previous data field. There is no need to change this data field if you are using the same currency for accounting.
- Formal name
- This is the formal name of the currency selected in the previous field
- Suffix symbol to amount?
- This data field will ask you whether currency symbol is required for example: prior to amount like \$4,500
- Add space between amount and symbol?
- This data field is like \$ 4,500 space in between currency symbol and amount.
- Show amount in millions?

If we set this data field to Yes, Tally will display the amount in millions that are in the Balance sheet or other reports. Amount for example 100,00,000 will be shown as 10. [One million equals 10,00,000].

Number of decimal places

It is a general practice to use 2 decimal places, for example :

- ✓ for using Paisa in Indian currency we use 2 decimal place.
- ✓ for using cents in American dollar currency we use 2 decimal places
- Word representing amount after decimal

This data field is used in printing, in Indian currency decimal portion is said to be Paisa. Set this field as per your formal name of decimal value in your currency. For USD it is cents. Hundred cents makeover dollar.

Number of decimal places for amount in words

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If we set this data field to 1 decimal places in Indian currency, then while printing 75 Paisa. Will print as seventy Paisa, if we set this to 2 decimal places, then it will print second fraction like seventy-five

Paisa.

To save the details entered in company creation screen

If you have entered all the details and after verifying it seems to be right, then you have to accept the screen by pressing Enter and again Enter to accept and save the details.

Note: If we have enabled the Tally Vault password, then in the next screen it will ask the Name of the user and Password details. After entering these details, Tally ERP 9 will create a company and direct you to the Menu Gateway of Tally Where you can create masters and enter transactions.

To set up user security control in Tally ERP9, follow these steps:

Launch Tally ERP9: Open the Tally ERP9 software on your computer by doubleclicking the Tally ERP9 icon.

Select the Company: From the Gateway of Tally screen, select the company for which you want to set up user security control. You can choose the company from the list of available companies.

Enable Security Control: Press "Alt + F3" or click on "Company Info" in the top menu and select "Security Control".

Create User Groups: In the Security Control screen, create user groups based on the roles and responsibilities within your organization. For example, you can create user groups like Administrator, Manager, Accountant, Salesperson, etc. Click on "Create" to add a new user group.

Set Security Levels: Assign security levels to each user group. Security levels determine the access rights and permissions for users belonging to a specific group. Specify the level of access for each security level, such as viewing, creating, modifying, or deleting vouchers, masters, reports, etc. You can set security levels by clicking on the respective user group and selecting the appropriate access rights.

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Create Users: Once you have defined user groups and security levels, create individual user accounts. Assign each user to the relevant user group based on their job roles. Specify the login name, password, and other details for each user.

Set Password Policies: Tally ERP9 allows you to set password policies to ensure strong password management. Specify password parameters such as minimum length, complexity requirements, password expiration, and password history. You can configure password policies by clicking on "Password Policy" in the Security Control screen.

Apply Security Controls: After setting up user groups, security levels, and creating users, click on the "Accept" button or press "Ctrl + A" to save the changes and apply the security controls. Tally ERP9 will enforce the specified access rights and permissions for each user based on their assigned user group and security level.

It's important to note that the process of setting up user security control in Tally ERP9 may vary slightly depending on the version and configuration of the software. The instructions provided here are based on the general process followed in Tally ERP9. Always refer to the Tally ERP9 documentation or user guide for your specific version for detailed instructions on user security control setup.

Multi Language

Tally ERP9 supports multi-language functionality, allowing users to work with the software in their preferred language. This feature is particularly useful for businesses operating in multilingual environments or for users who are more comfortable working in a specific language. Here's how you can enable and use the multi-language feature in Tally ERP9:

Launch Tally ERP9: Open the Tally ERP9 software on your computer by doubleclicking the Tally ERP9 icon.

Language Configuration: From the Gateway of Tally screen, press "F1" or click on "F1: Select Company" to access the Company Info menu. Here, you can configure the language settings.

Select Language: In the Language Configuration screen, you will find a list of available languages. Choose the language you want to work with by selecting it from

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the list. Tally ERP9 supports multiple languages, including English, Hindi, Tamil, Telugu, Malayalam, Gujarati, Bengali, and more.

Save Language Settings: After selecting the desired language, click on the "Accept" button or press "Ctrl + A" to save the language settings. Tally ERP9 will apply the chosen language throughout the software interface.

Work in the Selected Language: Once the language settings are saved, you can start working in the selected language. The entire Tally ERP9 interface, including menu options, buttons, and labels, will be displayed in the chosen language.

Please note that while the user interface can be displayed in the selected language, it may not automatically translate your company data. You will need to input or import data in the respective language manually.

Tally ERP9 also provides the flexibility to switch between languages as per your requirements. You can repeat the above steps to change the language at any time.

It's important to mention that the availability of specific languages may depend on the version and configuration of Tally ERP9 you are using. Make sure to check the supported languages in your particular Tally ERP9 installation.

Export, Import, Backup and Restore

Exporting, importing, backing up, and restoring data are important operations in Tally ERP9 that allow you to manage and safeguard your business information. Here's a breakdown of each process:

Exporting Data:

- To export data from Tally ERP9, open the company for which you want to export data.
- **4** Go to the relevant section, such as Ledgers, Vouchers, Masters, or Reports.
- Select the specific data you want to export, such as a ledger or a voucher entry.
- Use the export options provided within Tally ERP9, such as CSV (Comma Separated Values), Excel, or PDF formats, to export the data to a desired location on your computer or external storage device.

Importing Data:

To import data into Tally ERP9, open the company where you want to import the data.

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- Ensure that the data you want to import is in a compatible format, such as CSV or Excel.
- From the Gateway of Tally screen, go to the relevant section where you want to import the data, such as Ledgers or Masters.
- Use the import options provided within Tally ERP9 to browse and select the data file you want to import.
- Follow the on-screen prompts and mappings to ensure the data is imported correctly.

Backing up Data:

- To create a backup of your Tally ERP9 data, open the company you want to back up.
- From the Gateway of Tally screen, go to "Company Info" and select "Backup".
- Choose the backup location where you want to save the backup file. It's recommended to use an external storage device or cloud storage for backup purposes.
- Specify a filename for the backup and save it. Tally ERP9 will create a backup file containing all the company data.

Restoring Data:

- To restore data in Tally ERP9, open the company where you want to restore the data.
- Browse and select the backup file (.zip format) that you want to restore.
- Follow the on-screen prompts to restore the data. Tally ERP9 will replace the existing data with the restored data from the backup file.
- It's important to regularly perform data backups to prevent data loss and have a contingency plan in case of any unforeseen events. Additionally, ensure that you carefully review and verify data before importing or restoring to avoid any discrepancies or errors.
- Please note that the exact steps and options for exporting, importing, backing up, and restoring data in Tally ERP9 may vary slightly depending on the version and configuration of the software. Always refer to the Tally ERP9

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documentation or user guide for your specific version for detailed instructions on these processes.

Export and Import Formats

- Tally ERP9 supports various export and import formats that allow you to transfer data to and from the software.
- Here are some commonly used export and import formats in Tally ERP9:
- Export Formats:
- CSV (Comma Separated Values): This format is widely used for exporting data from Tally ERP9. It stores tabular data with each field separated by a comma. CSV files can be opened and edited in spreadsheet software like Microsoft Excel.
- Excel: Tally ERP9 allows you to export data directly to Microsoft Excel format (.xls or .xlsx). Excel files offer advanced formatting options and can be easily manipulated and analyzed using Excel's features.
- PDF (Portable Document Format): Tally ERP9 allows you to export reports and documents to PDF format. PDF files retain the formatting and layout of the original document and can be easily shared or printed.
- HTML (Hypertext Markup Language): Tally ERP9 provides the option to export data and reports in HTML format. HTML files can be viewed in web browsers and are useful for sharing data online or incorporating it into web pages.

Import Formats:

CSV (Comma Separated Values): Tally ERP9 supports importing data from CSV files. You can create CSV files in spreadsheet software or export data from other applications in CSV format and import it into Tally ERP9.

Excel: Tally ERP9 allows you to import data from Microsoft Excel files. You can prepare the data in Excel, save it in a compatible format (.xls or .xlsx), and import it into Tally ERP9.

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XML (eXtensible Markup Language): Tally ERP9 supports importing data in XML format. XML files contain structured data and are commonly used for exchanging data between different systems.

ODBC (Open Database Connectivity): Tally ERP9 provides ODBC connectivity, allowing you to import data from external databases that support ODBC. This enables you to directly import data from databases like Microsoft SQL Server, MySQL, Oracle, etc.

Tally XML: Tally ERP9 has its own XML format for data interchange. You can export data from Tally ERP9 in XML format and import it back into the software.

When exporting or importing data in Tally ERP9, it's essential to ensure that the data is properly formatted and mapped to the appropriate fields to maintain accuracy and integrity.

Please note that the availability of specific export and import formats may depend on the version and configuration of Tally ERP9 you are using.

Import

The main purpose of Import is to read and make use of the data produced by same application or another application. Tally.ERP 9 has the ability to import data that is in xml/sdf format. The data can be produced by another Tally.ERP 9 or by another application. The xml that is used for importing should be as per the Tally.ERP 9 schema if the same has to get imported to Tally.ERP 9.

Export

Data is exported from software so that it can be used by another application for data sharing. Export also helps in representing the data in various formats as per the user's requirement. In Tally.ERP 9 the data can be exported to **SEVEN** formats [**ASCII** (Comma delimited), **Excel** (Spreadsheet), **HTML** (webpublishing), **JPEG** (Image), **PDF** (Portable Document Format), **XML** (data interchange) **SDF** (using SDF Utility)].

'Export and Import Data & Vouchers'@ Tally.ERP 9

We will now learn about Tally.ERP 9's export and import capabilities, which enables Tally.ERP 9 to interact globally. Statements and data from Tally.ERP 9 can

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be exported to other programs like spreadsheets and databases. Only data from Tally.ERP 9 can be imported and not data from other systems.

1. Export of Data

You might need to export information for different purposes, viz:

- + To re-import data into another company run on Tally.ERP 9.
- . To export data out to be used by other programs.

2. Exporting Masters

Step 1:

Go to Gateway of Tally.ERP 9 > Display > List of Accounts > click on Export.

the file of the tasks for the export format. The different formats are, ASCII, EXCEL, HTML and XML. The file name extension will take the default format.

Exporting List of Le	dgers
	Default (All Languages) XML (Data Interchange) Cotally EDDO Format ASCII (Comma delimited) Excel (Spreadsheet) HTML (web-publishing) XML (data interchange)
Type of Masters : Led	gers

For example, since we have selected XML, the filename displayed will be Master.xml

Computerised Accounting with Tally

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			·
	Exporting Lis	st of Ledgers	
	Language Format	: Default (All L at : <i>XML (Data Inter</i>	
	Export Location Output File Name	∶C:\Tally.ERP9 ∶Master.xml	All Acctg. Masters All Inventory Masters All Masters All Statutory Masters Budgets & Scenarios
	Type of Masters	: All Masters	Budgets & Scenarios Cost Categories Cost Centres Currencies Godowns Groups Ledgers
			Serial Numbers Stock Categories Stock Groups Stock Items Tariff Classifications Units Voucher Types
	sters – Any of the men Select All Masters and acce	-	/pes can be
exported.	Select All Masters and acce	pt it to Export.	/pes can be
exported.	Select All Masters and acce	pt it to Export.	/pes can be
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exported. . Exporting Dat Step 1: Exporti	Select All Masters and acce	pt it to Export.	

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Exporting Day Book					
Language Format Export Locatio Output File Na	: <i>XM</i> . on : C:\ 1	ault (All Languages) L (Data Interchange) Fally.ERP9 /Book.xml			
Format Show Voucher Number Show Narrations also Show Billwise Details a Show Cost Centre Deta Show Inventory Details	rsalso? No? No ? No also? No ailsalso? No				
Select vouchers to sho		Vouchers Ex	(port ?		
Show Forex Transaction	ons ? No	Yes	or No		

Fally.ERP 9 first asks for the language. Select **Default (All Languages)**, then convert it into the export format. The different formats are: ASCII, EXCEL, HTML and XML. The filename extension will take the default format. For example: Selecting **ASCII**, results in the filename being displayed as **Daybook.txt**.

Accept to export, Data exported from a company can be imported into another.

4. Import of Data [Importing Master]

Step 1: Importing Masters

- ‡ Return to the Gateway of Tally.
- [‡] Shut National Traders and load **Indus Enterprises** (Ensure that it has the same financial year as the current company National Traders).
- ‡ Select Import of Data > Masters
- ‡ Type in the file name. The name and path of the source file should match. In this case the current directory is in use, hence you do not need to give the path.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University Import of Data National Traders Ctrl + M 🛛 Behaviour Combine Opening Balances Ignore Duplicates Modify with new data Import of Masters (Only Tally (XML) Format is Supported) Import File Name (XML) : Master.xml Treatment of entries already existing : Modify with New Data The opening balance can be modified from the exported source file. Carefully select, Modify with new data. # Verify that the import is completed successfully. The opening balance can be modified from the exported source file. Carefully select, Modify with new data. [‡] Verify that the import is completed successfully. Note : Data can be imported from the previous version, provided the Import filename is in the XML format, since Tally.ERP 9 supports only the XML Format.

5. Import of Data [Importing Vouchers]

‡ Return to the Gateway of Tally.

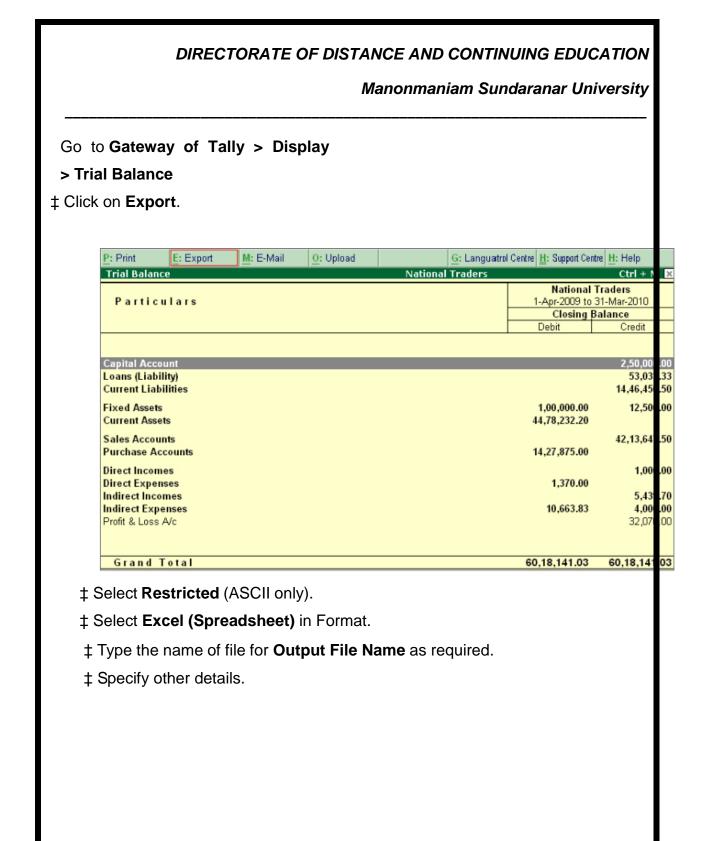
‡ Select Import of Data > Vouchers.

- ‡ Give the filename Daybook.xml.
- ‡ Check the statistics after import.

6. Export to Excel

Tally.ERP 9 now comes with the functionality, wherein all reports can be exported to Microsoft Excel spreadsheet. This feature enables you to export any report generated by Tally.ERP 9 into Excel.

To export the Trial Balance,



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Exporting Trial Bala	ance	Format	
Format Export Location	: Restricted (ASCII Only) : Excel (Spreadsheet) : C:\Tally.ERP9 : TrialBal.xls	ASCII (Comma delimite Excel (Spreadsheet) HTML (web-publishing XML (data interchange)
Update existing file Excel (Spreadsheet) Formatting	: Trial Balance : Yes : Yes : No	7,875.00	000.0
	: Default ? No ? No	3,663.83	439.7 000.0 070.0
	? Yes ? No		
Method of information Format Expand all levels in Detailed Format Show ALL Accounts (incl. Empty A/cs)	: Grouped : Condensed ? No ? No		

‡ Click Yes for Export.

‡ By default, the exported report in **Excel format** is saved in the Tally.ERP 9 folder. **Open** this file using MS-Excel to view the report.

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M	<mark>1icrosoft Exce</mark> l - TrialBa	l.xls	_	
1	<u>File E</u> dit <u>V</u> iew Inse	ert F <u>o</u> rmat <u>T</u> o	ols <u>D</u> ata <u>W</u> indow	
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	A1 🔹	fx		
	A	В	С	=
1		Nationa	al Traders	
2	Particulars	1-Apr-2009 t	to 31-Mar-2010	
3		Closing	g Balance	
4		Debit	Credit	
5	Capital Account		250000.00	
6	Loans (Liability)		53033.33	
7	Current Liabilities		1446450.50	
8	Fixed Assets	100000.00	12500.00	
9	Current Assets	4478232.20		
10	Sales Accounts		4213647.50	
11	Purchase Accounts	1427875.00		
12	Direct Incomes		1000.00	
13	Direct Expenses	1370.00		
14	Indirect Incomes		5439.70	
15	Indirect Expenses	10663.83	4000.00	
16	Profit & Loss A/c		32070.00	
17	Grand Total	6018141.03	6018141.03	
18				
4 4	Trial Balance /	I •		
Read	dy		NUM	

You can export data or report from Tally.ERP 9 in any one of the standard available formats. You can select the required format before exporting the data and based on the format selected you need to specify the resolution, page size and formatting. You can also export the data in non-editable formats such as JPEG and PDF formats. The JPEG format has dual facility, where the user can store the file in printable format or as an image.

Export Formats in Tally ASCII (Comma Delimited)

By selecting the **ASCII (Comma Delimited)** format, you can export all the reports or data from Tally.ERP 9. The data exported is converted to plain text separated with

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commas and stored in a file with the extension .txt. This file format is widely used for sending data using e-mail.

Excel Spreadsheet

You can export data and reports generated in Tally.ERP 9 to Excel by selecting the **Excel (Spreadsheet)** format. The data is put in columns and the file is saved with the extension .xls. You can also export data with formatting and background colour as it appears in Tally.ERP 9. You can set the formatting and background colour in the **Export Report** screen. The Excel file can be sent as an attachment and also used to generate graphs for better presentation.

Note: Export to Excel is compatible with Microsoft Office 97 or higher versions only. Tally.ERP 9 exports the data faster when **Excel (Spreadsheet) Formatting** is set to **No**.

HTML (Web Publishing)

On selecting the HTML (Web Publishing) format, Tally.ERP 9 exports the data in HTML format retaining the colours and formatting. The file name has an extension .html. It can be sent as an attachment and read using an internet browser. It is recommended that you choose a higher resolution for better quality output.

JPEG (Image)

On selecting this format the specified report is exported as an image file which is stored with an extension **.jpg** in the specified folder. The image file generated is non-editable, platform independent and supports the highest level of compression. You need to specify the paper orientation and paper size. If you are opting to store the report on a **User defined** or customised paper size, you need to specify the page width and height in millimetres. This image file can be mailed as an attachment to a recipient, viewed using an image viewer and printed.

PDF (Portable Document Format)

When you select PDF ad the format for export, the report is converted to a PDF document which is independent of the application software, hardware and operating system. This document can be viewed using the Adobe Acrobat Reader commonly

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known as the PDF Reader. On exporting the data using **PDF** format, the file is stored in the specified location and assigned the extension **.pdf**. While configuring the system to export data to PDF it is necessary for you to specify the paper orientation and paper size. On opting to store the report with **User defined** or customised paper dimensions, you are required to specify the page width and height in millimeters. This PDF file can be mailed as an attachment to the desired recipient and viewed using the Adobe Acrobat reader or PDF reader.

XML (data interchange)

Extensible Markup Language (XML) is an extension of HTML. Using XML, data can be imported by other systems. An XML file from Tally.ERP 9 has an XML envelope and formatted with XML tags to enable import into other systems. The destination system requires re-formatting of XSLT (XML Style Sheets) based on the inherent style used in Tally.ERP 9 before importing the data. When two systems are running different versions of Tally.ERP 9, XML data can be directly imported using the import menu option, without re-formatting.

How to backup and restore data in Tally.ERP9?

Tally is an ERP accounting Software used by many professionals for their accounting purpose. In Tally, all the transactional and accounting records are saved in your storage media, be it an external hard drive or Internal hard drive assembled in your laptop or desktop.

To avoid data loss in Tally one should take the backup of tally data that ensures data protection against data loss. Users can create a backup and restore Tally data with help of given solution.

Backing up data of accounting in Tally

Following is the step by step process to procure the backup of the Tally data.

Step 1: Go to Gateway of Tally (GOT) and Click on the F3: Company Info or Press Alt+F3 > Click on Backup to view the Backup Companies on Disk screen.

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Step 2: Select Backup from the Gateway of Tally (GOT). The "Back-up Companies on Disk" screen, Source field contains the current data path. By default, the folder path of users existing company data gets displayed automatically.

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	La d'Annai (se		14.74414 14.444 24.25			-		
Tange		-			-			

Step 3: In the Destination field, specify the path where you want to take the back-up of Tally data. The destination data path can be on the same device as the source, on another external device or even a storage space on the network.

Step 4: Select the required company from the "List of Companies" for backup. Select "All items" to back up data of all the companies.

Step 5: Press "Ctrl +A" to initiate the backup process.

Restoring back up of accounting Data in Tally

At times, when the data of any concerned company is lost or corrupted, users can restore the last backed up data using the Restore option in Tally.ERP9. By following this, step by step process to restore the Backup of the Tally data.

Step 1: Go to Gateway of Tally (GOT) and Click on the F3: Company Info or Press Alt+F3 > Click on Restore to view the Restore Companies screen.

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Step 2: Select Restore from the Gateway of Tally (GOT). The "Restore Companies" screen, Source field contains the back-up folder path.

Step 3: In the Destination field, specify the path where you want to restore the backup of Tally data.

Step 4: Select the required companies from the "List of Companies". Select "All items" to restore data of all companies.

Step 5: Press "Ctrl +A" to restore the data backup.

Backing up of Data Automatically in Tally

There is another possibility of backing up of data automatically. There are 3 aspects for this;

- Enable
- Configure and
- Restore

Enable Auto Backup

Step 1: Gateway of Tally (GOT) > Click on F3: Company Info > Click on Create or Alter

Step 2: Enable Auto Backup to "Yes"

Skip to content

How to backup and restore data in Tally.ERP9?

How to backup and restore data in Tally.ERP9?

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Step 3: In the Destination field, specify the path where you want to restore the backup of Tally data.

Step 4: Select the required companies from the "List of Companies". Select "All items" to restore data of all companies.

Step 5: Press "Ctrl +A" to restore the data backup.

Backing up of Data Automatically in Tally

There is another possibility of backing up of data automatically. There are 3 aspects for this;

- Enable
- Configure and
- Restore

Enable Auto Backup

Step 1: Gateway of Tally (GOT) > Click on F3: Company Info > Click on Create or Alter

Step 2: Enable Auto Backup to "Yes"

Configure Auto Backup

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Step 1: Gateway of Tally (GOT) > Click on F12: Configure > Click on Data Configuration

Step 2: Specify the path to store backup data (Created due to Auto backup)

Restore Auto Backup

Step 1: Gateway of Tally (GOT) > Press Ctrl + Alt + K

- Step 2: Change backup path, if required
- Step 3: Select Company to restore backup
- Step 4: Select backup version to restore
- Step 5: Press "Y" to Overwrite

Restore Auto Backup – 1

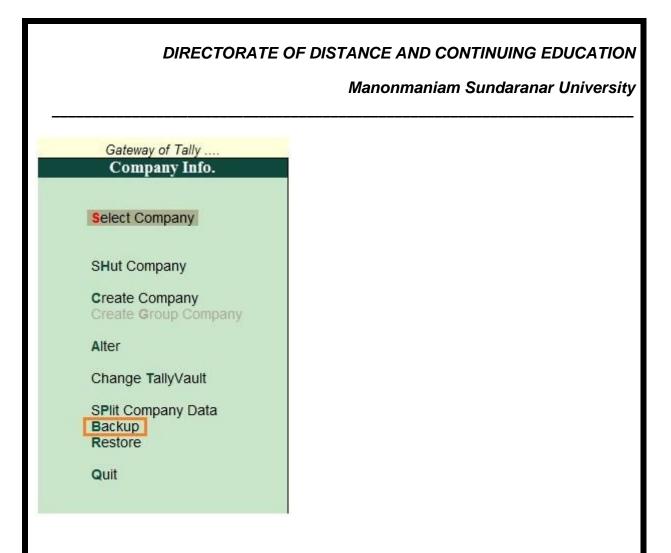
Step 1: Gateway of Tally (GOT) > Click on F3: Company Info > Click on Restore

- Step 2: Select required Company
- Step 3: Select Auto backup version
- **Step 4:** Press "Y" to restore data from backup

Data Backup in Tally ERP9

This is one of the most useful options in Tally.ERP9, every company should use this option weekly basis or ten days once, because if any Tally related file was lost, then you have to record all missing business transactions again in Tally, it will take time to record again, instead of this if you would have been taken data backup frequently then you can easily restore the recent data file and you will continue with the current transactions.

Path: Gateway of Tally -> (Alt+F3) Company info -> Backup



Backup Companies on Disk	
Select Companies	
Source : C:\Users\Public Destination : D:\wm 02.2	:\Tally.ERP9\Data\wisdom 20.2017
Name of Company	Number
Wisdom Media	(10001)
	Accept ?

Click on YES to accept

In the above screen select the destination where you want to save the backup file and need to choose a company from the list for which company data you want to take backup.

Generally date wise will save the data backup file so, you can easily find recent dated backup file and you can restore the same in Tally.

Data Restore in Tally ERP9

This is one of the important options provided by Tally.ERP9. Generally in real time environment due to many reasons like data corruption, system crash and other technical issues there may be a chance to lose Tally related data files, due to this you have to take data backup frequently

Computerised Accounting with Tally

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otherwise you have to record all missing transactions again. To avoid this problem, companies will take data backup and restore the recent dated data backup file when the file was lost.

Path: Go to Gateway of Tally ->(Alt+F3) Company info -> Restore



Once you click on restore option in the above screen, then the below screen will appear, here you have to select recent dated back up file.

Computerised Accounting with Tally

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Source : D:\wm 02.20.	ckup	1	Auto Back	10
Name of Company	Number	Name of Company	Number	Backup Version
Wisdom Media	(10001)	J End of List		

Click on **YES** to accept

Creating Ledgers in Tally

Creating a Ledger

A ledger helps you to record all the transactions of different accounts. You can create a separate ledger for different accounts that you do business with. This will provide more clarity if you need information on transactions of a particular account in the future. There are two types of ledgers here; 'Cash' and 'Profit & Loss Account'.

To create a new ledger;

Step 1 - From the Gateway menu, select 'Accounts info.'

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							R		
Tally.F	TAX DOLLAR DO	Series & Releas (Latest)	e 6.6.2	Educational Mode		Gateway ODBC Server	Rocalhost 9000	() () () () () () () () () ()	F11 Features

Step 2 – Next, click on 'Ledgers' followed by 'Create.' Here, you can create a single ledger or multiple ledgers as per your needs.

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internay of Tally		and the second second second	Statement Statement						Ctrl + H	
	Current Period		Curre	nt Date						and the second second
1	1.2020 to 31-3-2021			, 1 Apr, 2020						F2 Date
		List of Selected Co	manies							Penod
				101010000000000000000000000000000000000						
lame of Compa	4			Date of Last Entry	r l		Gateway of Tally			F3(Cemplery)
ajaj Auto Ltd				No Vouchers Entered	h e		Accounts Info. Groups			F3: Cmp Info
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	FSIMPLICITY									F11 Features
Tally	ERP 9					-		1>		F12 Configure

Step 3 – After creating a ledger, you also need to choose which group a particular ledger will be assigned to. You can select a group from the given 'List of Groups.'

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		Önen	ing Balance	on 1 Apr 2020) :				Summy Cre		

Step 4 – Also, for easy identification, always enter a name for your ledger so you know what it contains.

14/18		M. E-Mail	(D) UpRind	Artanything	Griangrage	K: Keyboard	K: Control Centre	H Support Centre	It: Help	2.3. Company
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Step 5 – Lastly, enter the opening balance. For a bank account, the opening balance in the ledger would be the current amount in your account. For an amount owed to you by a client or a contractor, the starting amount would be what they owe you. For example; ₹10,000/-

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Create Single Ledger in Tally.ERP 9

How to create single ledger in Tally

step by step procedure:

Note: we are going to create ledger Axis Bank Account under Bank Account.

The date that required for ledger depends upon the features opted by us. If the settings of accounting features (F11) of company were "NO" for all options, than the ledger screen provides with minimal information.

Tally.ERP 9 automatically creates two ledger accounts i.e. Cash in Hand and Profit & Loss Account. We can create the ledger accounts as per requirements of an organization. We cannot create another profit & loss account in tally, and we can create any number of cash accounts with different names (Petty Cash).

How to create ledger account in Tally ERP 9

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger -> Choose Create

Step 1: From Gateway of Tally Screen, click on accounts info

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Gateway of Tally

Accounts Info. Inventory Info.

Transactions

Accounting Vouchers InvenTory Vouchers OrdEr Vouchers

Utilities

ImpOrt Data BaNking

Reports

Balance Sheet

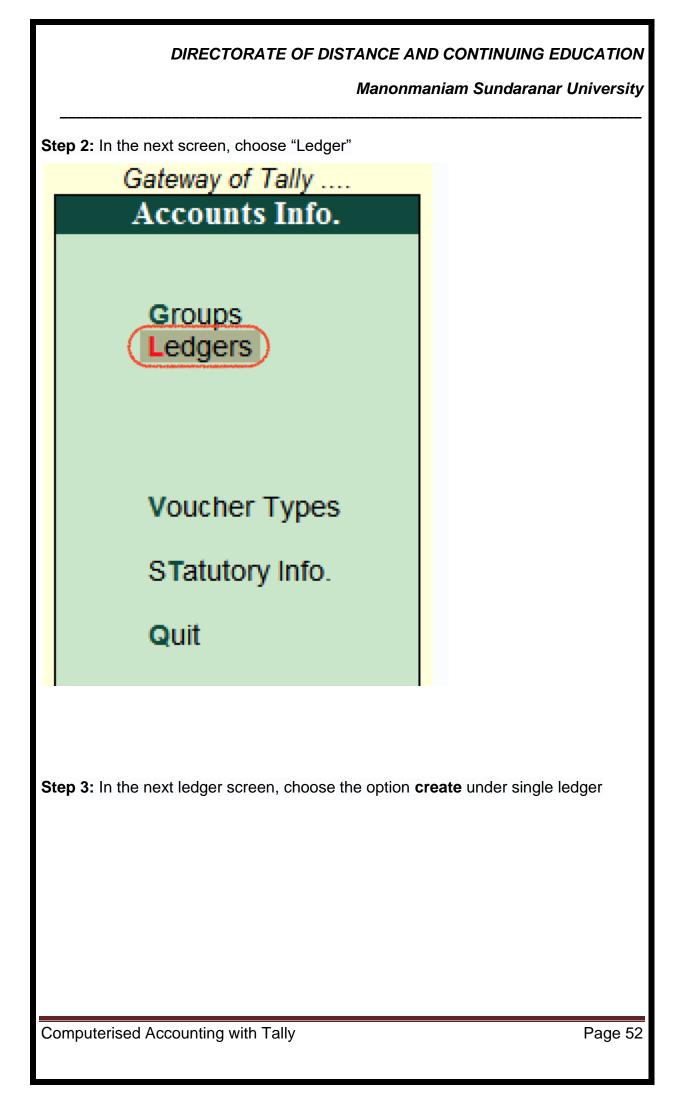
Profit & Loss A/c Stock Summary Ratio Analysis

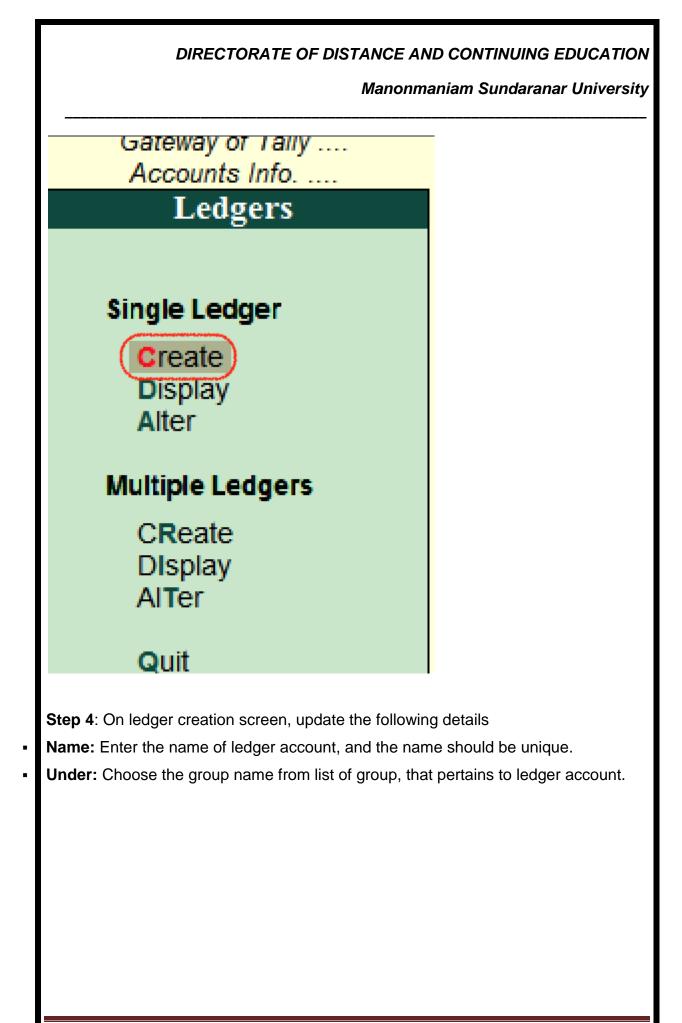
Display

Quit

Computerised Accounting with Tally

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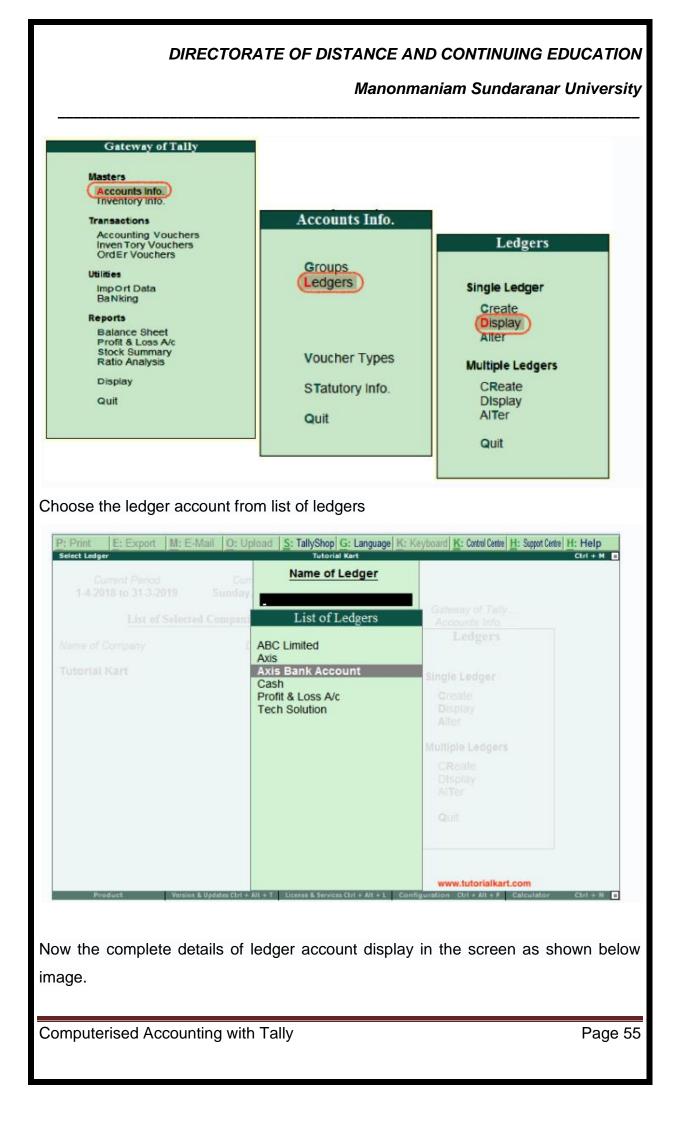
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	Opening Balance	e (on 1.Apr.2018) : 2,00,0	00.00 Dr	Yes or N

After maintaining all the required details, choose Yes option under Accept to save the configured details in Tally.ERP 9.

How to display single ledger in Tally

After creation of single ledger account in Tally, you view the details of ledger by choosing the option display. Refer below steps how to display single ledger **Path:** Gateway of Tally -> Accounts Info -> Ledgers -> Single Ledger -> Choose Display



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Bat OD limit : Address : Iank Account Datalls : Country : Vo no. : : : Yo no. : : : State : : : State <td< th=""><th>Mailing Details xis Bank Account</th><th>Ctrl + M Total Opening Balance 2,00,000.00 Dr <u>Difference</u> 2,00,000.00 Dr</th></td<>	Mailing Details xis Bank Account	Ctrl + M Total Opening Balance 2,00,000.00 Dr <u>Difference</u> 2,00,000.00 Dr
Set/atter service tax details ? No Opening Balance (on 1.Apr.2018) : 2,00,000.00 D 2: Quit A: Accept D: Delete How to Alter Single ledger in Tally ath: Gateway of Tally -> Accounts Info -> Ledgers	dia ndhra Fradesh darsh Kumar	Pincode :
<u>E Quit A: Accept D: Delete</u> How to Alter Single ledger in Tally ath: Gateway of Tally -> Accounts Info -> Ledgers	<u>ax Registration Details</u> o	
How to Alter Single ledger in Tally ath: Gateway of Tally -> Accounts Info -> Ledgers	Quit	
ath: Gateway of Tally -> Accounts Info -> Ledgers		
	-> Single Le	edger –> Choc

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Gateway of Tally Masters Accounts Info. Inventory Info.		
Transactions Accounting Vouchers Inven Tory Vouchers Ord Er Vouchers Utilities Imp Ort Data Ba Nking	Groups Ledgers	Ledgers Single Ledger Create
Reports Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis Display Quit	Voucher Type STatutory Info Quit	CReate
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gers Print E: Export M: E-Mail elect Ledger	O: Upload S: TallyShop G: Language K: 1 Tutorial Kart Name of Ledger	Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M
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cep	low modify/ alter the to save the change	d details in Tally	-		CIICK OII
	Set OD limit Sank Account Details Vc holder's name Vc no. FS code Bank name Branch SSR code Sank Configuration	Bank OD A/c (Loans (Liability)) Tutorial Kart 90110099798488 UTIB0000069 J Not Applicable Vijayawada	Name Address Country State Contact person Phone no. Fax no. E-mail CC to (if any) Website GSTIN/UIN	Mailing Details Axis Bank Account India Andhra Pradesh Adarsh Kumar I I I I I I I I I I I I I I I I I I I	Pincode :
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Gateway of Tally

Masters

Accounts Info. Inventory Info.

Transactions

Accounting Vouchers InvenTory Vouchers OrdEr Vouchers

Utilities

ImpOrt Data BaNking

Reports

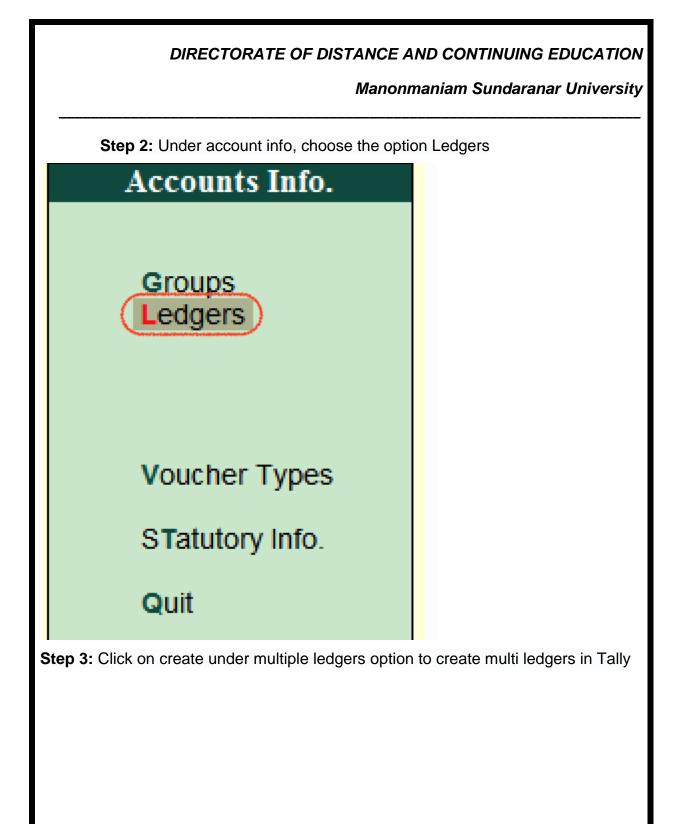
Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis

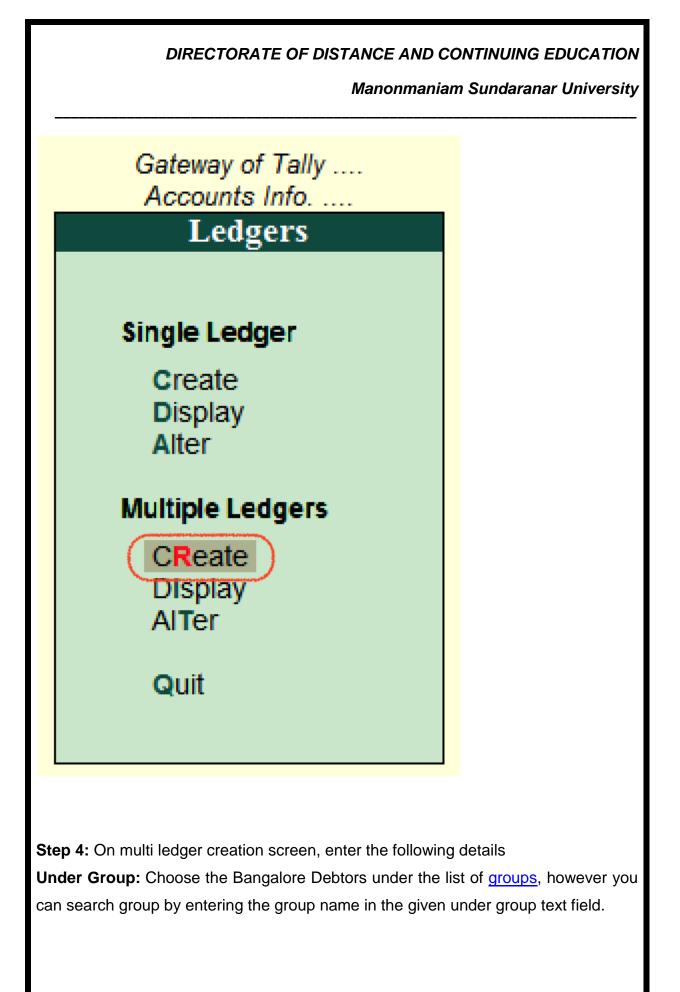
Display

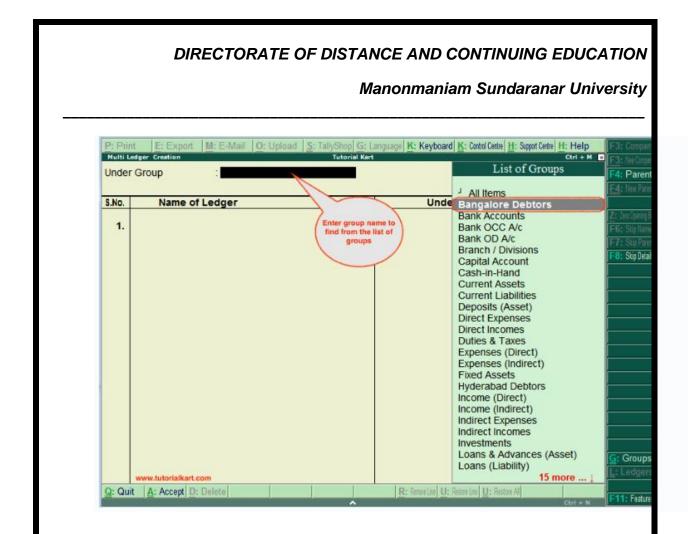
Quit

Computerised Accounting with Tally

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Step 5: Under Group: Bangalore Debtors screen, update the following details.

- 1. Name of Ledgers: Enter the name of ledger that you like to create in Tally
- 2. **Under**: The under group field will be automatically filled by Tally as Bangalore Debtors (As we are creating ledgers under Bangalore Debtors).
- 3. After entering the details, press enter to continue. You will get messages as **Accept: Yes or No**, choose Yes to accept the updated details in Tally.ERP 9.

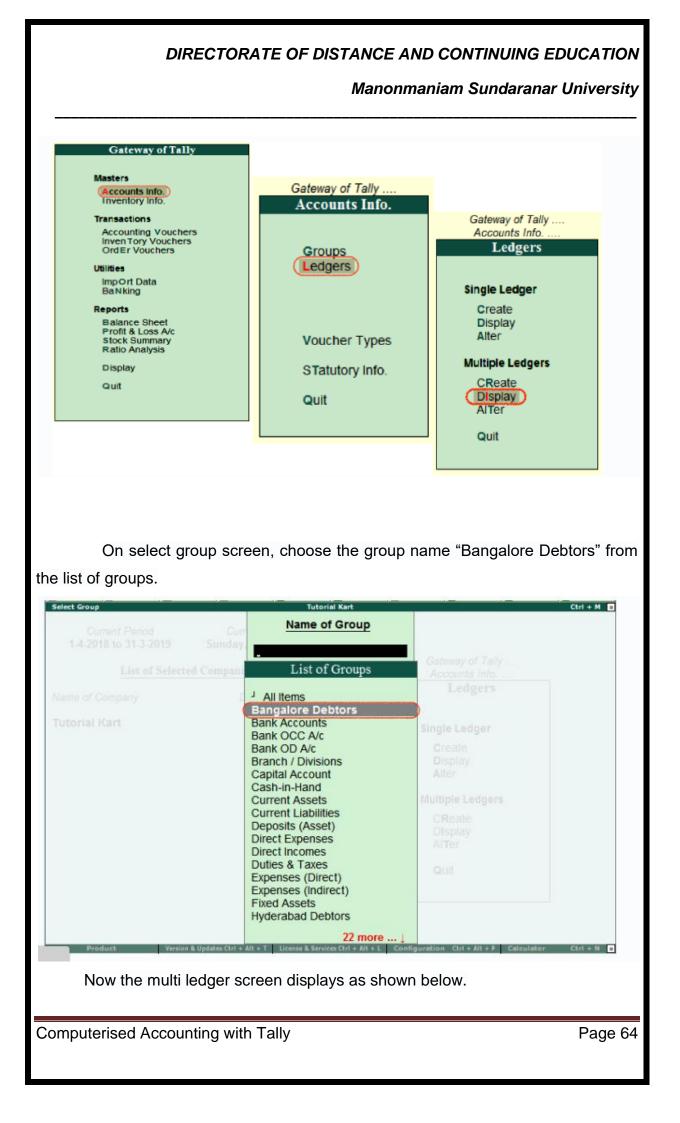
	<u>P:</u> Prin	nt E: Export M: E-Mail O: U	Jpload <u>S</u> : TallyShop <u>G</u> :	Language K: Keyboard K: Control I	n Sundaranar Un Centre <u>H</u> : Support Centre H: Help	iversity
		edger Creation	Tutorial Ka	rt	сtrl + М For 1-Apr-2018	I - J - Hen Company
					(2)	<u>F4</u>: New Parent
l	S.No.	Name of Ledger	<u>y</u>	Under	Opening Balance Dr/Cr	
7.×	1. 2.	ABC Limited Tech Solution		Bangalore Debtors Bangalore Debtors	Accept ? Yes or No	Z: Zen Opening Bal F6: Skip Names F7: Skip Parent F8: Skip Details
	<u>Q</u> : Qu	it Accept D: Delete		R: Remove Line U: Restore Line <u>U</u>	: Restore All	F11: Features

Successfully we have created multiple ledgers in Tally ERP 9.

How to display Multiple Ledgers in Tally.ERP 9

After ledgers are created in Tally application, we can check multiple ledger by choosing the display option.

Path : Gateway of Tally -> Accounts Info -> Ledgers -> Multiple Ledgers (Display).



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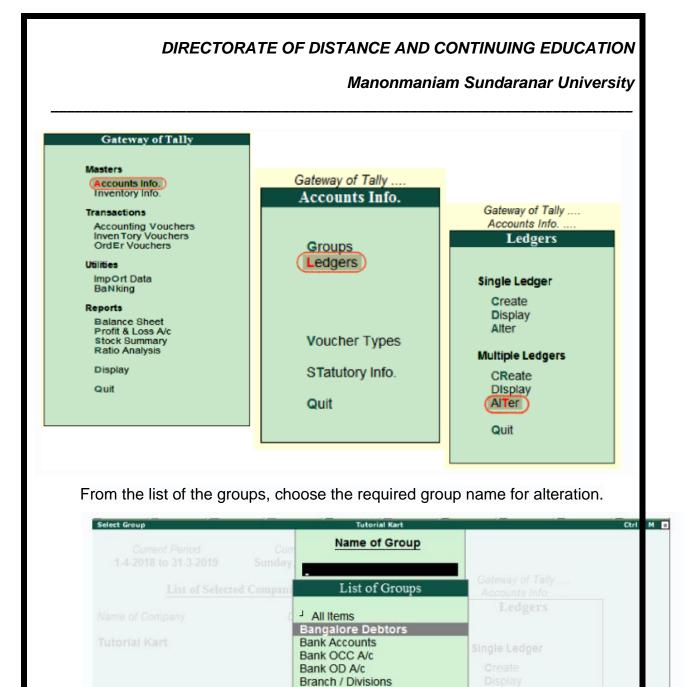
	r Group : Bangalore Debtors		For 1-Apr-2018	: New(: Pa
		Under		: New
S.No.	Name of Ledger	Under	Opening Balance Dr/Cr	7 0
1.	ABC Limited	Bangalore Debtors	Z	Zero Op
2.	Tech Solution	Bangalore Debtors		: Skip
				: Skip
			IF .	: Skip
				Gro

Note: In this display mode, users are not allowed to modify any changes. For this user are required to choose the alter option.

How to change/ alter multi ledgers in Tally ERP 9

The path for alter multiple ledger is same as create and display. Through this alter mode, you can change the details as per the requirements.

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Multiple Ledgers -> Choose Alter.



On multi ledger alteration screen, you can update the following details

Version & Updates Ctrl + Alt + T License & Services Ctrl + Alt + L Config

22 more ...

Capital Account Cash-in-Hand Current Assets Current Liabilities Deposits (Asset) Direct Expenses Direct Incomes Duties & Taxes Expenses (Direct) Expenses (Indirect) Fixed Assets Hyderabad Debtors

- Add or delete the ledgers
- Opening Balance Dr/Cr

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N 14

	DIRECTORATE OF DISTA	NCE AND CONTINUIN	IG EDUCATION
	л	Manonmaniam Sundara	anar University
Multi Le	edger Alteration Tutorial Ka	rt	Ctrl + M
	Group : Bangalore Debtors		For 1-Apr-2018
S.No.	Name of Ledger	Under	Opening Balance Dr/Cr
	ABC Limited Tech Solution	Bangalore Debtors	
2.	www.tutorialkart.com	Bangalore Debtors	
Q: Quit	it Accept D: Delete	R: Remove Line U: Restore Line U: Restore	
	Press enter and accept the deta	ails to save in Tally.	
How	to delete ledger in Tally		
	can delete any ledger in Tally, i cular ledger.	if balance does not	exist in that
Path Ledg	: Gateway of Tally -> Accounts gers)	Info -> Ledgers ->	Alter (Single
Comp	puterised Accounting with Tally		Page 67

I	DIRECTORATE (AND CONTINUIN	
			nmaniam Sundara	
Ledger Alteration Nome Conveyonce Cope County	111-03		ABC Company	Total Opening Balance
	i to	Addreis	1 June	
	7 No 7		Control of	
		Delete ?	- No	
	(Information)		Tax Registration Details	
	7 J Applicable 7 Bo Services	Yes or No		

During the above ledger alteration screen press Alt+D to delete the ledger account.

How to Create Multiple Groups in Tally ERP9

Creation of multiple groups in Tally is very useful and time saving option. You can create multiple groups in the same screen by using the below path.

Path: Gateway of Tally -> Accounts Info -> Groups -> Create (Multiple Groups)

Select the group under which group you want to create groups like, Under

- Sundry Creditors

Enter the group names under Name of Group

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION
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Multi Group Creations Add Company (Ed + H D Under Group : Sundry Creditors
Sile Name of Group Under 1. Creditors - Raw Material Sundry Creditors 2. Creditors - Consumables Sundry Creditors Accept ? Yes or No
Press Enter to save the screen
Displaying Multiple Groups in Tally ERP9
Path: Gateway of Tally -> Accounts Info -> Groups -> Display (Multiple
Groups)
Click on display , then the below screen will appear
Mohil Group Omplay All: Company Out + H. E Under Group : Sundry Creditors Under SNo. Name of Group Under
Creditors - Consumables Sundry Creditors Creditors - Raw Material Sundry Creditors
Select the group from the list of groups or select all items to display all groups.
How to Alter Multiple Groups
Select the group from the list of groups for which group you want to alter.
Path: Gateway of Tally -> Accounts Info -> Groups -> Alter (Multiple
Groups)
Click on Alter
Multi Group. Absention ABC Company Chi + H. (Under Group : Sundry Creditors Site. Name of Group Under 1. Creditors = Constantables Sundry Creditors 2. Creditors - Raw Material Sundry Creditors
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You can alter the group as you required and click on **Yes** to **save** the screen.

Based on requirement you can create number of main groups and subgroups for the reporting purpose.

taves like a si		
/Credit Balari		
with the time of the		
es invoice en		
	Delete ?	pplicable
es invoice en	Delete ?	oplicable
es invoice en	Delete ?	oplicable

During the above group alteration screen **press Alt+D** to delete the group

Click on Yes to delete the group

Bill wise Debtors and Creditors Ledgers

Tally is a widely used accounting software in India that offers various features to help businesses manage their finances efficiently. One such feature is the 'Bill Wise

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Details' feature, which allows businesses to track their outstanding payments and receipts in a systematic manner.

What are Bill Wise Details in Tally?

Bill Wise Details is a feature in Tally that helps businesses track their outstanding payments and receipts by linking them to specific invoices or bills. When a business receives a payment or makes a payment, it can be linked to a specific invoice or bill using this feature. This makes it easier for businesses to track which invoices or bills are pending and which ones have been paid.

How to use Bill Wise Details in Tally?

Using Bill Wise Details in Tally is a simple process. Here's how you can use it:

- 1. Go to the 'Accounting Vouchers' section in Tally.
- 2. Create a new payment or receipt voucher.
- 3. In the voucher, select the 'Bill-wise Details' option.
- Enter the details of the invoice or bill to that you want to link the payment or receipt. This includes the invoice or bill number, date, amount, and party name.
- 5. Save the voucher.

Once you have linked the payment or receipt to a specific invoice or bill, Tally will automatically update the bill-wise details report. This report shows a summary of all the outstanding payments and receipts linked to each invoice or bill.

Benefits of using Bill Wise Details in Tally

- Better cash flow management: By tracking outstanding payments and receipts in a systematic manner, businesses can get a better understanding of their cash flow. This helps them plan their finances more effectively and avoid cash flow problems.
- Improved accuracy: Linking payments and receipts to specific invoices or bills ensures that the accounting records are accurate. This reduces the risk of errors and ensures that the financial statements reflect the true financial position of the business.
- 3. Easy tracking of outstanding payments and receipts: Bill Wise Details makes it easy for businesses to track their outstanding payments and

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receipts. This reduces the time and effort required to manually track payments and ensures that no payments are missed.

4. **Faster dispute resolution:** In case of any disputes related to payments, businesses can easily track the invoice or bill and resolve the dispute faster.

Bill Wise Details in Tally:

Bill Wise Details is a useful feature in Tally that can help businesses manage their finances more efficiently. By linking payments and receipts to specific invoices or bills, businesses can track their outstanding payments and receipts in a systematic manner. This helps them improve their cash flow management, ensure accuracy in accounting records, and resolve disputes faster. Therefore, businesses should consider using this feature in Tally to streamline their accounting processes and improve their financial management.

'Bill wise Details' hence can be used to track the details of any already made or due payments and also to generate payables or receivables reports with minimum effort. **How to activate:** Go to Gateway of Tally > Press - F11: Accounting Features > Set 'Yes' to 'Maintain Bill wise Details

In Tally.ERP 9, you can generate bill-wise debtors and creditors ledgers to track outstanding payments and receipts for each transaction. Here's how you can set up and use bill-wise ledgers in Tally.ERP 9:

Enable Bill-wise Details: Go to Gateway of Tally > F11: Features > Accounting Features. Under the 'Bill-wise Details' section, set 'Yes' for the option 'Maintain bill-wise details'.

Create Debtors and Creditors Ledgers: Create the required debtors and creditors ledgers under the 'Sundry Debtors' and 'Sundry Creditors' groups, respectively. Go to Gateway of Tally > Accounts Info > Ledgers > Create. Enter the necessary details such as name, address, and contact information.

Enable Bill-wise Details for Ledgers: While creating or altering the debtor or creditor ledger, set 'Yes' for the option 'Maintain balances bill-by-bill'.

Record Transactions with Bill-wise Details: While recording sales or purchase transactions, enter bill-wise details. In the voucher entry screen, press 'Alt+B' to enable bill-wise details. Enter the relevant bill references, amounts, and due dates for each transaction.

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View Bill-wise Reports: Tally.ERP 9 provides various bill-wise reports to track outstanding payments and receipts. Some of the important reports include:

Outstanding Receivables: Go to Gateway of Tally > Display > Account Books > Outstanding > Sundry Debtors. This report shows the bill-wise details of outstanding receivables from debtors.

Outstanding Payables: Go to Gateway of Tally > Display > Account Books > Outstanding > Sundry Creditors. This report displays the bill-wise details of outstanding payables to creditors.

Bills Receivable/Payable: Go to Gateway of Tally > Display > Account Books > Bills Receivable or Bills Payable. These reports provide a summary of all bills receivable or payable, along with their due dates.

Receivables/Payables Ageing Analysis: Go to Gateway of Tally > Display > Account Books > Statements of Accounts > Outstandings > Receivables/Payables Ageing Analysis. This report shows the ageing analysis of outstanding receivables or payables.

These steps will help you set up and utilize the bill-wise debtors and creditors ledgers in Tally.ERP 9 to track and manage your outstanding transactions more effectively.

How to activate Bill wise Accounting in Tally.ERP 9? It just takes few steps to activate this feature in Tally.ERP 9

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Step 1:	To set Maintain Bill wise Details to Yes in F11: Accounting Features window
Step 2 :	To create a Party (Ledger A/c) under Sundry Debtors / Sundry Creditors group
Step 3 :	To set maintain balances bill by bill to Yes for the parties during ledger creation
Step 4 :	From Gateway of Tally > Accounting Vouchers > Sales (F8) or Purchase (F9) accordingly and enter the transaction by specifying a Bill reference No. along with due dates for the amount to be received or paid in the Bill Allocations for the screen (we can also break up the amount into multiple reference numbers with different due dates)

To generate various types of Bill wise summary report in Tally.ERP 9 Generally, to view Receivables / Payables Reports, we have to proceed to Gateway of Tally > Display > Statement of Accounts > Outstandings > Receivables (to view due to the company). This report displays a bill by bill outstanding for all the parties with the pending amount along with the due date.

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Individual party wise – Bill wise outstanding	 Select Ledger in the Outstandings menu We will now get a report displaying bill-by-bill details of all outstandings for the concerned party along with the total outstanding amount
Group Outstanding report – Bill wise outstanding	To View Group Outstanding Report, select Group in the Outstandings menu and then select the specific group or sub group
Ageing analysis report – Bill wise outstanding	 We can also view Ageing Analysis of Outstandings, by defining various ranges of periods and view outstanding across the specified time slabs Such as 0 to 30 days, 30 to 45 days and 45 to 75 days and so on To View Ageing Analysis Report, go to Gateway of Tally > Display > Outstandings > Receivables or Payables Select F6 (Age wise)

Specify ageing methods and the periods

How to maintain bill wise detail for receivable and payable in Tally or Tally.ERP9 ?

Step 1. Press F11 (Company Features)- > F1 (Accounting Feature) -> Maintain Bill Wise

Details - YES.

Step 2. Now Create a Party (Ledger A/c) under the group 'Sundry Debtors' as well as one under group 'Sundry Creditors', and also activate 'Maintain balances bill by bill' for all the Parties while you are in Ledger creation mode.

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Step 3. Make a Voucher Entry from 'Gateway of Tally' -> Select Sales or Purchase Voucher.

Now, while entering the transaction, the user can specify a Ref. no with due date for the amount or break it up by giving multiple ref no with different due dates. There are four types of reference given below:

Types of Reference

New Reference:

It is used when you make any purchases or sales entry.

Against Reference:

It is used when you have to pay or receive amount against credit bill.

Advance Reference:

Use this option when you paid or received amount as an advance from or to party. In other words, It is used in case of advance receipt or payment entry.

On Account:

It is used when you don't have any idea of any bill wise detail.

Step 4. To view the reports follow the procedure given below:

Select 'Display' (in Gateway of Tally menu) -> Select 'Statement of Accounts' -> Select 'Outstanding' -> Select 'Receivables' (in case you want to see amount due to the company) -> Select any particular group. The report displays bill by bill outstanding for all parties along with the pending amount as well as the due date.

In case user wants to see the amount payable by the company then select the option 'Payable' under the menu 'Outstanding'. The user, once he has selected either Payable or Receivables can toggle between the two reports by clicking F4 function key.

Step 5. For individual Party wise outstanding Report:

Select 'Display' (in Gateway of Tally menu) -> Select 'Statement of Accounts' -> ->Select 'Ledger' option under 'Outstanding'. This report gives a bill-by-bill display of all outstanding for the concerned party along with the total outstanding amount.

For a display of total outstanding for all parties -> select 'Group' in the menu 'Outstanding' and then select any particular group or sub-group.

Step 6. Tally gives Age wise Analysis Reports and hence keeps the user informed for the range of period the bills have been outstanding. The user has the luxury of

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defining the Ageing periods as per his needs. e.g. 0 to 30 days, 30 to 45 days, 45 to 60 and so on. The procedure for displaying the report is given below. The aging analysis gives flexibility to do ageing by due date or bill date.

Select 'Display' (in Gateway of Tally menu) -> Select 'Statement of Accounts' -> -> Select 'Outstanding' under Display menu -> select 'Receivables ' or 'Payable' press F5 (age wise) -> select method of ageing -> specify the periods.

Configuring Bill wise Details in Tally ERP 9

To configure bill-wise details in Tally.ERP 9, follow these steps:

Enable Bill-wise Details: Go to Gateway of Tally and press F11 or click on "F11: Features" in the toolbar. Then select "Accounting Features" from the list.

Set Options for Bill-wise Details: In the Accounting Features screen, scroll down to find the "Bill-wise Details" section. Ensure that the option "Maintain bill-wise details" is set to "Yes."

Enable Bill-wise Details for Ledgers: After enabling bill-wise details globally, you need to enable it for specific ledgers. To do this, go to Gateway of Tally and select "Accounts Info" from the menu. Then choose "Ledgers" and select the desired ledger (e.g., Sundry Debtors).

Configure Ledger Details: In the ledger creation or alteration screen, set the option "Maintain balances bill-by-bill" to "Yes." You can also specify the default billwise method (e.g., "Use Single Entry") if required.

Save the Ledger Details: After configuring the necessary options, press Ctrl+A or click on "Accept" to save the changes made to the ledger.

By following these steps, you have successfully configured bill-wise details in Tally.ERP 9. Now, whenever you record transactions involving the ledger with billwise details enabled, you can enter the relevant bill references, amounts, and due dates to track outstanding payments and receipts accurately.

Unit II

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Accounting Vouchers in Tally.ERP 9 Sales Voucher in Tally

The Sales Voucher is most widely used by the users of TallyErp-9, it is a type of accounting voucher. Depending on the nature of your business, it can be created in the Invoice mode or Voucher mode. In the Invoice mode, you can print and provide a copy of the invoice to your customers. The Voucher mode can be used when you want to basically record transactions for statutory purpose only, and when you don't necessarily have the need to print and share the information with your customer. Tally.ERP 9 gives you the flexibility to address different needs.

You keep track of sales entries every time you make a sale of a service or product. The sales voucher is used to document the sales in a tally.

In tally, it is among the most commonly used vouchers of accounting. Invoice mode and Voucher mode are the dual accounting modes available under sales vouchers.

Either one can suffice. Under Invoice mode, you can take a printout of your invoice for the client. You can enter a transaction in Voucher mode for statutory purposes without having the invoice sheet printed out.

Tally ERP 9 is a software high in adaptability. With the Toggle button, you can switch the transaction mode, and your display will be modified with the necessary details, making it more user-friendly.

Purchase Voucher in Tally

The Purchase Voucher too can be recorded either in the Voucher or Invoice mode based on the nature of business operations. It comes under accounting vouchers in Tally.ERP 9.

Purchase Vouchers

You create a purchase entry every time you avail of a service or buy a product. This is documented in the tally via the purchase voucher.

Also said to be among the most commonly used vouchers. Similar to the sales voucher mentioned above accounting has two modes under purchase vouchers: voucher mode and invoice mode.

You are free to use any one of the two, whatever you deem appropriate. You can take a printout of the invoice sheet you issued/issued by the party.

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Transactions can be entered under Voucher mode for statutory purposes, and these need not be printed. Users can also modify the transaction mode, much like in Tally's sales voucher.

Suppose you change your mind and decide to change the mode when entering details of a purchase transaction? What if you have entered all the details and decide to change the mode in the last second? Tally ERP 9 helps you to convert a voucher into an invoice, or vice versa, without expecting you to re-enter the details. It auto adjusts to your preference. Just use the Toggle button. You can add more details by enabling options. Press F12 to do so.

Payment Voucher in Tally

• The Payment Voucher in Tally.ERP 9 lets you provide all types of details when creating it. While making payment to a party you can provide details such as the instrument number, and even print the cheque. As soon as you pass a Payment Voucher, you can print the corresponding cheque. To see the list of cheques which need to be printed, go to Banking and click on Cheque Printing. Tally.ERP 9 supports over 500 banks from both India and abroad. After making the payment, you can generate a Payment Advice inTally.ERP 9 and share it with your supplier as it will update him with the details of all your payments.

Tally has all of the features needed to complete this payment transaction. You can access all of the relevant information, such as the bank name, instrument number, available balance, and so on. You may also take a printout of the cheque after the payment voucher is updated with the information.

To access the cheque list that must be printed, simply navigate to 'Banking' in the software and select 'Cheque printing'.

Approximately 500 Indian banks and other nations are supported by Tally ERM9. You may share the receipt for updating with your vendor when the payment has been received.

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Receipt Voucher in Tally•

When you create a Receipt Voucher, Tally.ERP 9 prompts you to take a look at all the pending invoices for which payments are yet to be received. As and when your customer makes a payment, you can record detail such as against which invoice the payment is made; whether you received the payment by cash, cheque or via NEFT/RTGS; and what the instrument numbers are. You can even email this information to your customer. This way, you will never lose track of the payments.

You can document the transaction using the receipt voucher after the payment is received. You will also get notified about any outstanding payments from your customers.

After receiving payment, you can immediately enter the information and keep track as well as choose a mode for payment, such as cash or cheque. Receipt Vouchers allow you to maintain transparency of sales between you and your customers.

Contra Voucher

• Contra Vouchers are generally used by businesses to with draw cash from banks or to deposit cash in banks. With Journal Voucher The Journal Voucher is used by businesses for multiple purposes, based on their business types. Some accountants use them for purchases and sales as well. Both accounting and inventory Journal Vouchers are available in Tally.ERP

A contra voucher comes in handy when anyone or both sides of entry have involvement of cash, bank, or multiple banks.

It is used to document any cash deposit, withdrawal, or transfer between the various types of accounts in accounting available on Tally. You may also create a cash deposit slip that specifies the monetary denominations used in the process.

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The Inventory Journal Vouchers can be used to adjust inventory or for movement of inventory from one go down to another.

Credit Note Voucher in Tally

• The Credit Note Voucher is used generally for a sales return. By default, the Credit Note is not enabled in Tally.ERP 9

Debit Note Voucher in Tally•

A Debit Note is used for purchase returns. With Tally.ERP 9,a user can either pass a Debit Note as a voucher or as an invoice where the inventory values also get affected. The Debit Note Voucher can be enabled by pressing F11 and configuring the Features. You can provide details of the original invoice numbers as well.

Journal Voucher

A contra voucher comes in handy when anyone or both sides of entry have involvement of cash, bank, or multiple banks.

It is used to document any cash deposit, withdrawal, or transfer between the <u>various</u> <u>types of accounts in accounting</u> available on Tally. You may also create a cash deposit slip that specifies the monetary denominations used in the process.

Credit Note Voucher

A sales return transaction can call for a Credit note entry. Under usual circumstances, this voucher comes deactivated by default.

By hitting F11 and customizing features in invoicing, you can activate the credit note voucher. To maintain a record of these transactions, you can make use of the original sales invoice against which this entry is passed.

Upon choosing a party you will land upon the window that will display the list of invoices against which the credit note voucher is used.

Similar to a sales voucher, a Credit note voucher can be availed under either invoice mode or voucher mode.

Debit Note Voucher

You can pass <u>debit and credit note</u> entries whenever there is a purchase return transaction or sale.

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The activation process begins by hitting the f11 button and configuring its features. The original purchase invoice against which the entry is passed can be used as a point of reference to enter a record of such transactions.

You can access the list of invoices against which the debit note voucher is applied by simply selecting the name of a party. Like many others on the list, a debit note voucher can be obtained in invoice mode or voucher mode.

Creating a Voucher

One of the perks of using Tally.ERP 9 is that it comes with several pre-configured types of vouchers. A voucher is a document that records the details of a financial transaction and is used by businesses for multiple purposes such as sales, deposits, everyday expenses, etc.

To create a voucher, you need to;

Step 1 – From the Gateway menu, choose "Accounting Vouchers."



Step 2 – Next, from the right-hand-side menu, select a voucher option from the available list.

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- **Contra Voucher (F4)**: This is used when money is deposited or withdrawn from the bank. Or when money is transferred between 2 accounts in the same company.
- **Payment Voucher (F5)**: This is used for payments made by the company.
- Receipt Voucher (F6): This is used for any income made by the business; interest, sales, etc.

Step 3 – Lastly, you need to fill the required details based on the type of voucher you created. You also need to choose which ledger the voucher will be attached to. Plus, enter the names of the parties involved as well as the date.

You can use a Payment voucher to record cash and bank payments using **Single Entry** or **Double Entry** mode.

In this section

- Cash payment in Single Entry mode
- Bank payments in Single Entry mode
- Payments in Double Entry mode
- Provide narration for each ledger in the payment voucher

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Cash Payment in single entry mode

In business, you can pay daily wages, regular business expenses like stationery, printing, postage, and other miscellaneous expenses, or payments to your suppliers with cash as it is an instant payment method. In TallyPrime, you can record such cash payments in single entry mode. If you are unfamiliar with the accounting rules, you can use the single-entry mode of accounting. Once you select the ledgers correctly, TallyPrime automatically records your transaction as per the accounting rules.

Suppose you want to make payment through Cash for Conveyance and Telephone expenses incurred in your business. You need to select Cash account under the Account field and under Particulars select the conveyance and telephone accounts and enter the respective amounts. Similarly, you can make payments to your suppliers. You have to select your supplier account under Particulars, and you can record the transaction.

In the below example, let's record cash payment for Conveyance and Telephone expenses in single entry mode.

- 1. Open the Payment Voucher in single entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F5 (Payment).
 Alternatively, Gateway of Tally > Vouchers > press F5 (Payment).
- b. Press **Ctrl+H** (Change Mode) > select **Single Entry**.
- 2. Select the **Cash** account, and Expenses account.
- a. In the Account field, select the Cash ledger.
- b. Under **Particulars**, select the Conveyance and Telephone ledgers, and enter the corresponding amounts.
- 3. Accept the screen. As always, you can press Ctrl+A to save the payment voucher.

Bank Payments under Single Entry Mode

You can make bank payments and record them using the Payment voucher. In the Receipt voucher, select the Bank account under the Account field and expenses or party ledger under Particulars. You can make payments for more than one expense or to more than one supplier through a single voucher in case they are sister concerns.

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Select more than one Transaction Type and allocate the amount to each Transaction Type by providing the required details. In this case, let us make payment for Furniture purchased.

- 1. Open the Payment Voucher and in single entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F5 (Payment).
 Alternatively, Gateway of Tally > Vouchers > press F5 (Payment).
- b. Press **Ctrl+H** (Change Mode) > select **Single Entry**.
- Press F12 (Configure) and set the option Set Ledger-wise Bank Allocations during voucher creation to Yes, to view the bank details defined in the party ledgers.
- 3. Select the Bank account and Furniture account.
- a. In the **Account** field, select the Bank ledger.
- b. Under **Particulars**, select the Furniture ledger, and enter the corresponding amount.
- 4. Provide the bank details in the Bank Allocations screen.
- a. Select the required **Transaction** Type. The Transaction Type is by default set to **Cheque** in the Bank Allocations screen. You can change it as needed, for example, **e-Fund** Transfer, Electronic Cheque, and SO on. If you do not find the required **Transaction Type**, select **Show More** in the Transaction **Types** list and press Enter. You can configure the Bank Allocation screen. by pressing F12 (Configure).
- 5. Accept the screen. As always, you can press Ctrl+A to save the payment voucher.

Similarly, you can do payments towards capital expenditure also.

Payment in Double Entry Mode

You can record your payments using double entry mode in TallyPrime. In double entry mode, you need to decide which account to debit and which account to credit. You can use double entry mode if you are familiar with the accounting rules. Suppose you are making a payment for your regular

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business expenses. You need to debit the expense ledgers one after the other along with their corresponding amounts and credit the cash, bank, or petty cash account from where you are making the payment.

You can record all entries in double-entry mode by selecting the ledger to be debited and credited correctly. In TallyPrime, you can also convert a payment voucher to a Journal Voucher by pressing F7, and you can see the entry in the double-entry mode under the Journal Voucher as well. In this example, we are recording payment of regular business expenses through Petty Cash.

- 1. Open the Payment Voucher in double entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F5 (Payment). Alternatively, Gateway of Tally > Vouchers > press F5 (Payment).
- b. Press **Ctrl+H** (Change Mode) > select **Double Entry**.
- 2. Select the Bank/Cash accounts and Party or Expenses accounts.
- a. Debit the Expense ledgers and enter the corresponding amounts.
- b. Credit the Petty cash ledgers, and enter the corresponding amounts.
- 3. Accept the screen. As always, you can press Ctrl+A to save the payment voucher.

You can use a receipt voucher to record cash and bank receipts. You can record using **Single Entry** or **Double Entry mode**.

In this section

- Cash receipts in Single Entry mode
- Bank receipts in Single Entry mode
- <u>Receipts in Double Entry mode</u>

Cash receipts in Single Entry mode

In business, you might want to record receipts for Commission, Bank Interest, Discounts Received, Receipts from Customers, and so on. TallyPrime allows you to record such cash receipts using Receipt Voucher in single-entry mode. You can use a single-entry mode of accounting if you are unfamiliar with the accounting rules. Once you select the ledgers correctly,

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TallyPrime automatically records your transaction as per the accounting rules.

Suppose you want to record receipts through Cash for Commission. You need to select the Cash account under the Account field, and under Particulars, select the Commission Received ledger and enter the respective amount. Similarly, you can record receipts from your customers. You have to select your customer account under particulars, and you can record the transaction.

- 1. Open the Receipt Voucher in single entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F6 (Receipt). Alternatively, Gateway of Tally > Vouchers > press F6 (Receipt).
- b. Press Ctrl+H (Change Mode) > select Single Entry.
- 2. Select the Cash account and Income account.
- a. In the Account field, select the Cash ledger.
- b. Under **Particulars**, select the Income ledgers, and enter the corresponding amounts.
- 3. Accept the screen. As always, you can press Ctrl+A to save the receipt voucher.

Bank receipts in Single Entry Mode

You can receive bank receipts and record them using Receipt Vouchers. Select the Bank account under the Account field and income or party ledger under Particulars. In the Bank Allocation screen, you can specify the transaction type as well as other details such as the instrument number if you received the funds by cheque.

- 1. Open the Receipt Voucher in single entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F6 (Receipt).
 Alternatively, go to Gateway of Tally > Vouchers > press F6 (Receipt).
- b. Press Ctrl+H (Change Mode) > select Single Entry.
- Press F12 (Configure) and set the option Set Ledger-wise Bank Allocations during voucher creation to Yes, to view the bank details defined in the party ledgers.

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- 3. Select the Bank account and Party account.
- a. In the Account field, select the Bank ledger.
- b. Under **Particulars**, select the Party ledgers, and enter the corresponding amounts.
- 4. Provide the bank details in the Bank Allocations screen.
- a. Select the required Transaction Type.
 The Transaction Type is by default set to Cheque in the Bank
 Allocations screen. You can change it as needed, for example, e-Fund
 Transfer, Electronic Cheque, and so on.
 If you do not find the required Transaction Type, select Show More in
 the Transaction Types list and press Enter.
- Accept the screen. As always, you can press Ctrl+A to save the Voucher.

Bank receipts in Single Entry mode

You can record your transactions using double entry mode in TallyPrime. In double entry mode, you need to decide which account to debit and which account to credit. You can use double entry mode if you are familiar with the accounting rules.

Suppose you are recording a receipt for an Interest Received. You need to debit the Cash or Bank ledger with the corresponding amount and credit the Interest Received account. You can record all entries in double-entry mode by selecting the ledger to be debited or credited correctly. In TallyPrime, you can also convert a receipt voucher to a Journal Voucher by pressing F7, and you can see the entry in the double-entry mode under the Journal Voucher as well.

- 1. Open the Receipt Voucher and select the double entry mode.
- a. Press Alt+G (Go To) > Create Voucher > press F6 (Receipt).
 Alternatively, go to Gateway of Tally > Vouchers > press F6 (Receipt).
- b. Press **Ctrl+H** (Change Mode) > select **Double Entry**.
- 2. Select the Bank/Cash account and Income account.

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- a. Credit the Income or Party ledgers and enter the corresponding amounts.
- b. Debit the Cash or Bank ledgers, and enter the corresponding amounts.
- 3. Accept the screen. As always, you can press Ctrl+A to save the receipt voucher.

Use Payment or Receipt Voucher as Contra Voucher

The **Contra Voucher** is used to indicate transfer of funds from the following modes:

- Bank account to Cash account
- Bank account to Bank account
- Cash account to Bank account.
- Cash account to Cash account.

When you are passing a Payment voucher, you do not get the Cash and Bank Ledgers for selection in the list of Ledger Accounts on the Debit side and when you are passing a Receipt voucher, you do not get the Cash and Bank Ledgers for selection on the credit side.

However, for users who wish to use the Payment and Receipt vouchers for this nature of transaction, Tally.ERP 9 has the flexibility of defining Payment and Receipt behavior as per Contra voucher.

To use payment/receipt voucher as a contra voucher,

- 1. Go to Gateway of Tally > Accounting Vouchers.
- 2. Select **F5: Payment** from the Button Bar or press **F5**.

3. Set the option Use payment/receipt as Contra to Yes in F12: Configuration screen.

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Payment Standard Configuratio	<u>n</u>
General Options	
Skip Date field during creation(faster entry)	? Yes
Use single entry mode for pymt/rcpt/contra	? Yes
Use payment/receipt as contra	? Yes
Use Cr/Dr instead of To/By during entry	? No
Warn on negative cash balance	? Yes
Show table of bill details for selection	? Yes
Show bill final balances	? Yes
Show bill-wise details	? Yes
Expand into multiple lines	? Yes
Show ledger current balances	? Yes
Show balances as on voucher date	? No
Show Ledger Final balances	? No
Print Cheque after Saving Voucher	? Yes
Confirm each cheque before print	? Yes
Bank Allocations Options	
Use defaults for bank allocations	? No
Use Auto Cheque Numbering	? Yes
Allow Selection of Cheque Range	? Yes
Show remarks	? No
Show E-mail	? No
Press F12 for more options.	

4. Click Accept to save.

Refer to F12: Configuration in Tally.ERP 9 for more details.

If the option **Use Payment as Contra** is set to **Yes** in the **F12: Configure** screen, the cash and bank accounts will be displayed for selection.

List of Ledger A Advertising Cash - Location A Cash - Location B Computer Conveyance Courier Charges Customer A Debtor A Debtor B Debtor C Interest Receivable Labour Charges LMN & Company Local Bank Local Duty Local Bank Local Duty Local Sales Postage PQR Debtors Professional Income Professional Income Professional Income Professional Income Stationery Supplier A XYZ Couriers
Advertising Cash - Location A Cash - Location B Computer Conveyance Courier Charges Customer A Debtor A Debtor A Debtor C Interest Receivable Labour Charges LMN & Company Local Bank Local Duty Local Buty Local Buty Local Duty Local Purchase Local Sales Postage PQR Debtors Professional Income Professional Service Purchase Sales Staff Welfare Stationery Supplier A
Cash - Location A Cash - Location A Computer Conveyance Courier Charges Customer A Debtor A Debtor B Debtor C Interest Receivable Labour Charges LMN & Company Local Bank Local Bank Local Bank Local Bank Local Sales Postage PQR Debtors Professional Income Professional Income Professional Service Purchase Sales Staff Weffare Stationery Supplier A
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Local Duty Local Purchase Local Sales Postage PQR Debtors Professional Income Professional Service Purchase Sales Staff Welfare Stationery Supplier A
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Supplier Á
not be displayed.
Advertising
Computer Conveyance
Courier Charges Customer A
Debtor A Debtor B
Debtor C Interest Receivable Labour Charges
LMN & Company Local Duty
Local Purchase Local Sales
Postage PQR Debtors
Professional Income Professional Services
Purchase Sales
Staff Welfare Stationery
Staff Welfare
Staff Welfare Stationery Supplier A

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In Tally Prime, the voucher must be activated to record. However, one can also deactivate the voucher if not needed. To activate/deactivate vouchers, go to

- Gateway of Tally> MastersChart of Accounts> Voucher Types> Select Voucher Type and then Press Enter.
- Now you can enable the option, "ACTIVATE THIS VOUCHER TYPE "into YES
- Accept the screen or you can press Ctrl+A to save.

To record a new voucher, go to Gateway of Tally> Transactions> Vouchers.

Payment voucher:

Payment voucher in accounting vouchers in tally records all business transactions related to Payment. Any payment made by the company through cash, cheque, online payment or any other mode comes under this voucher type. To record transactions, click **Gateway of tally> Transaction> Vouchers> Press F5.**

TallyPrime	MANAGE								- 0	
EDU	K: Company	Y: Data	Z: Exchange	G:Go To	O: Import	E:Export	M:E-mail	P: Print	F1:Help	
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Particular	5								F5: Payment	¢
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									F7: Journal	¢
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Receil	ot Voud	cher:								
				_						

The Receipt voucher under accounting vouchers in tally records all money transactions received by the company. The amount received could be in the form of cash, cheque or online. When an accountant makes a receipt voucher in Tally Prime,

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all the invoices with pending payments pop up as a reminder. To record this transaction, go to Gateway of tally> Transaction> Vouchers> Press F6.

scounting Voucher Creation	Max Electronics	×	F2: Date
Receipt No. 1			F3: Company
count :			F4: Contra
Particulars		Amount	F5: Payment
			F6:Receipt
			F7: Journal
			F8: Sales
			F9: Purchase
			F10: Other Vouche
			E: Autofill
			H: Change Mode
			: More Details
			Q: Related Reports
			L: Optional
			I: Post-Dated
			J: Stat Adjustment
ation:			
			F12: Configure

Contra Voucher:

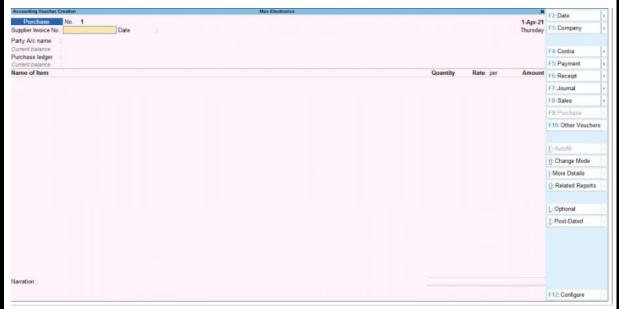
In contra voucher, all the company's transactions include deposits or money withdrawal from its bank account. The entry is made in this voucher if the amount is transferred from bank to bank or cash to cash. To record such transactions, go to Gateway of tally> Transaction> Vouchers> Press F4.

Accounting Voucher Creat	n Man Electronics	×	2:Da	4
Contra N	. 1	1.Apr.21 Thursday	3:Co	pany
Account :			F4: Ce	ca.
Particulars		Amount	F5:Pa	nent
		1	6:Re	hipt .
			7:Jo	hai
			FB: Sa	5
			9: Pt	-
			F10: C	er Ve
			E: Aut	I
			: Cha	ge M
			Mon	
		.5	2:Re	ed R
		1	Opt	hal
		1	Pot	Date
Narration:				
			F12:C	-form

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Purchase Voucher:

In this voucher, all the transaction related to company purchases is recorded. The purchase can be made in cash or borrowed or in the form of goods and services. To record the transaction, go to **Gateway of tally> Transaction> Vouchers>** Press F9.



Sales Voucher:

It is one of the most used accounting vouchers in tally. Accountants can create two different formats, such as invoice and voucher in this type. Sales voucher records all sales transactions of the company in credit or cash. In vouchers, one can store transactional records electronically and print them for customers. To record this transaction, go to **Gateway of tally> Transaction> Vouchers>** Press F8.

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counting Voucher Creation		Max Electronics	List of Ledger Accounts	×	F2:Date
Sales No. 1			A STATE OF A	Create	F3: Company
ty A/c name :			Cash	Credite	
rent balance : es ledger :					F4: Contra
ent balance					P5: Payment
e of Item					F5:Receipt
					F7: Journal
					F9: Purchase
					F19: Other Vouch
					H: Change Mode
					[: More Details
					L: Optional
tion:					

Debit Note

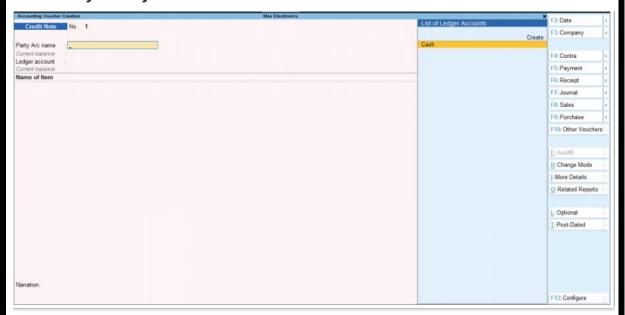
When a company returns the purchased commodity, it is recorded in these accounting vouchers in Tally. An accountant can also record interest calculations in this voucher. To record such transactions, go to **Gateway of tally> Transaction> Vouchers>** Press Alt+ F5.

Debit Note No. Party A/c name		Max Electronics	List of Ledger Accounts	F2:Date	¢
Dartu A/s same	1		The second s	E1-Company	
			Cash	reate	C
urrent balance			Cash		
edger account				F4: Contra	- 15
Current balance				F5: Payment	×
ame of Item			-	F6:Receipt	
				F7: Journal	- 0
				F8: Sales	1
				F9: Purchase	1
				F10: Other Vouch	ers
				E: Autofil	
				H: Change Mode	
				: More Details	
				Q: Related Report	ts
				L: Optional	
				<u>⊺</u> :Post-Dated	
Narration:					
				F12: Configure	

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Credit Note

When a company returns the sold commodity, it is recorded in these accounting vouchers in Tally. An accountant can also record Transactions related to sales returns and interest calculations in this voucher. To record such transactions, go to **Gateway of tally> Transaction> Vouchers>** Press Alt+F6.



Journal

In Tally's inventory and accounting vouchers, users can use it as an optional voucher in Tally to make sales and purchases. An accountant can also use it to adjust or transfer stock from one warehouse to the other and for tax calculations and tax adjustment entries. To open this voucher, go to **Gateway of tally> Transaction> Vouchers>**Press F7.

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ccounting Voucher Creation	Max Electronics	List of Ledger Accounts	F2:Date
Journal No. 1			E3 Compa
		Cre	ate
Particulars		Local Taxes	bre
Particulars		Profit & Loss A/c	F4: Contra
		Sales	F5: Payme
			F6: Receip
			F7: Journa
			F8: Sales
			F9: Purcha
			F10: Other buch
			E: Autofill
			H: Change ode
			E More De
			Q: Related epor
			L: Optional
			<u>⊺</u> :Post-Da
			J: Stat Adj tmer
ration:			
			F12: Config

Cheque Printing in Tally.ERP9

To enable Cheque Printing in Tally.ERP 9,

- 1. Go to Gateway of Tally > F11: Accounting Features
- 2. Set Enable Cheque Printing to Yes
- 3. Set/Alter Cheque Printing Configuration to Yes.

Once the option **Set/Alter Cheque Printing Configuration** is activated to **Yes**, you will get the below screen.

The screen appears as shown :

Other Features	
Enable Cheque Printing	? Yes
Set/Alter Cheque Printing Configuration	? Yes
Allow Zero valued entries	? No

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Company Name on Cheque:

To print the company name on the cheque for signature purposes, mention the name of the Company (for example, ABC Company). If you do not want Tally.ERP 9 to print the name, you can leave it blank. Many banks issue cheques with your company name printed.

Name of Banks

Select the Bank from the Bank accounts list.

You will have to fill in the dimensions of the cheque. Tally.ERP 9 accepts user defined cheque dimensions. Take the bank's cheque book and measure the dimensions of a cheque leaf carefully in millimeters and fill in the above form. You may need to correct it after trying out a couple of cheques so that the positioning is accurate. The placing of the cheque in the printer also determines the printing. To avoid mistakes trial could be made on photocopies of a cheque before using an actual cheque leaf.

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Cheque Printing Configuration (All Dimensions in mm only)	
Width of Cheque Height of Cheque	: 158 : 76
Distance of Date Line from Top Edge Starting Location of Date from Left Edge	: 23 : 116
Distance of Party's Name Line from Top Edge	: 31
Starting Location of Name from Left Edge Width of Name area	: 10 : 94
Distance of 2nd Amt-in-words Line from Top Edge Height (gap) of Amt-in-words Line	: 50 : 5
Starting Location of Amt-in-words from Left Edge Width of Amt-in-words area	: 10 : 99
Distance of Amt-in-figures Line from Top Edge Starting Location of Amt-in-figures from Left Edge	: 25 : 110
Width of Amt-in-figures area Distance of Company Signature Bottom Line from Top Edge	: 41 : 59
Starting Location of Signature from Left Edge * Width of Signature area	: 120 : 35
* Height of Signature area (* mandatory to save configuration)	: 14
Salutation of 1st Signatory (if 2 signatories) Salutation of 2nd or Single Signatory	: Managing Director : Secretary

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Note:

- 1. Salutation fields are for signatures and naturally follow the Company name (for example, Director)
- 2. Ensure that you have not left any field blank other than the salutation fields. Trial and error is the only way to get the printing in the right positions. Change the set-up a couple of times to set it right. This is necessary to enable printing on Cheques correctly on different sizes of Cheques used by different banks

Printing Cheques

To print the cheque after making the required settings,

Go to Gateway of Tally > Voucher Entry > F5: Payment

Name on Cheque

Debit the Party Ledger and give the bill reference details if any. Credit the bank for which the cheque printing is enabled. The name of the Debited party account appears next to the field Name on the cheque by default. You can change the name on the cheque if necessary.

Cross Cheque using?

This is filled in by the most common words used - Account payee. You may change it if required.

Cross Cheque using?

This is filled in by the most common words used - Account payee. You may change it if required.

Accounting Voucher Creation	ABC Company	Ctrl + M
Payment No. 20		30-Aug-2 Satur
Particulars		Debit Cre
By Supplier A		25,000.00
Cur Bal: 46,53,500.00 Cr Agst Ref 12	25,000.00 Dr	
To Local Bank Cur Bal: 49,20,000.00 Dr		25,000
Name on Cheque : Supplier A	7	
Cross cheque using ? A/c Payee Narration:		25,000.00 05 000
Ch. No. :069785		
		Accept ?
		Yes or No

Note: Cheque Printing feature is available only from the Payment voucher.

Enter the Cheque Number (Ch. No.) and save the Voucher. Then, you will get the Cheque Printing sub-screen appears as shown below:

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University **Cheque Printing** Printer : RnD Printer (NeO1:) Paper Type : 8.5x13 No. of Copies : 1 Print Language : English (Printing Dimensions) : Neat Mode on Pre-printed Paper Paper Size : (8.50" x 12.99") or (216 mm x 330 mm) Method Print Area : (8.19" x 12.68") or (208 mm x 322 mm) Page Range : All **Report Titles Cheque Printing** Print ? (with Print Preview) Yes or No Select Yes to print the cheque. The printed Cheque appears as shown :

A/c Payee	30 <i>-</i> A	\ug-2008
Supplier A		
Twenty Five Thousand Only	**25,000	0.00
	for A	BC Company
	Managing Director	Secretary

Masters : Inventory: Understanding Inventory

Inventory features in Tally ERP 9

In Tally ERP 9, Inventory features consist of configurations related to inventory transactions and reports.

Inventory features are subdivided into 7 functions, which are as follows:

- 1. General
- 2. Storage and Classification
- 3. Order processing
- 4. Invoicing

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- 5. Purchase Management
- 6. Sales Management
- 7. Other features

How to start Inventory features

Path: Tally Main -> Gateway of Tally -> F11: Features -> Company Features > Inventory Features or click on F2: Inventory.

📜 Tally.ERP 9					23
P: Print E: Export	M: E-Mail O: Upload S: TallySt	op <u>G</u> : Languag	e K: Keyboard K: Control Centre H: Support Cen		Accounts
Gateway of Taily Current Period 1.4-2018 to 31.3-20 List of Name of Company	Current Date 19 Sunday, 1 Apr, 2018 <u>Selected Companies</u> Date of Last Entr No Vouchers Entere		Gateway of Tally Company Features Accounting Features Inventory Features Statutory & Taxation TSS Features Add-On Features Quit	Ctvl + M T F2: F3: F6: 	nventory Statutory Add-Ons
Product Tally		vices Ctrl + Alt + L	Configuration Ctrl + Alt + F Calculator Click here	Ctrl + N I	
POWER OF SIMPLICITY Tally.ERP 9		e Details	To See Details		
Tally MAIN> Gateway of	Tally> Company Features		C Tally Solutions Pvt Ltd	I., : Thu, 7 Jun, 2(12)	:48

How to enable Inventory features

We can enable or disable the options for day to day business transactions using the inventory features. After executing the inventory features, the following screen will display:

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<u>General</u> Integrate accounts and inventory Enable zero-valued transactions <u>Storage and Clastification</u> Maintain multiple Godowns Maintain stock categories Maintain stock categories Maintain batch-wise details Set expiry dates for batches Use separate actual and billed quantity columns <u>Order Processing</u> Enable purchase order processing	Inventory ? Yes ? No ? No ? No ? No ? No ? No ? No ? No	Invoicing Enable invoicing Record purchases in invoice mode Use debit and credit notes Record credit notes in invoice mode Use separate discount column in invo Purchase Management Track additional costs of purchases Sales Management Use multiple price levels	? No	
Enable sales order processing Enable job order processing (Enables the options: Meritain multiple godowns' and 'Use material in and out vouchers')	? No ? No ? No	Other Features Use tracking numbers (enables delivery a Use rejection inward and outward not Use material in and out vouchers Use cost tracking for stock item		
<u>Q</u> : Quit <u>A</u> : Accept			Ctrl + N	

General

- Integrate accounts and inventory: If we want to include stock or inventory balances in inventory records, then choose this option as Yes.
- Enable Zero-value transactions: If we want to allow the zero-value transactions, then choose this option as Yes.

Storage and classification

- Maintain multiple godowns: If we have more than one storage location and godowns for storing the materials, then enable this option.
- Maintain stock categories: If we want to define or maintain stock categories, then enable this option.
- Maintain batch-wise details: If we want to maintain batch-wise details for stock items, then enable this option.
- Set expiry dates for batches: If we want to maintain the expiry dates for batches, then choose this option.
- Use separate actual and billed quantity columns.

Order Processing

 Enable sales order processing: If we want to define sales orders, then enable this option.

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- Enable job order processing: If we want to define the job orders, then enable this option.
- Enable purchase order processing: If we want to define job orders, then enable this option.

Invoicing

- Enable Invoicing:
- Record purchases in invoice mode
- Use separate discount columns in invoice
- ✤ Use credit or debit notes:
- Record debit notes in invoice mode
- Record credit notes in invoice mode

Purchase Management

Track additional costs of purchases

Sales management

✤ Use multiple price levels

Other features

- Use material in and out vouchers
- Use rejection inwards and outward notes
- ✤ Use tracking numbers
- Use cost tracking for stock item

After enabled or disabled the features, press **ctrl+A** or choose **A**: **Accept** to save the details.

Inventory in Tally ERP 9

Inventory means stock; the trader's sells are called goods. Inventories include the purchases, sales of stock or stock movements. The closing stock of a particular year becomes the opening stock of the next year.

Closing stock = Opening stock + Purchase – Sales

Stock consumption = Opening stock + purchase – Closing stock

Gross profit = Sales + Closing Stock – Opening stock + Purchase

Company maintain --> Accounts with inventory

Financial year --> ----- to ------

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Step - 1

Normal Opening Balance

Accounts Info--> Ledger --> Single Ledger --> Create

Indger Creation		Picture	
Name : <mark>Dispita</mark> She			Tetal Op. Ref. 10,00,068.80 0 0/Memore 10,00,000.00 0
Inder	: Capital Account	Ners Addicto	Mailing Detaits Capital
		Shin Pin Suite	² But Applicable
		Dan JIT No.	Technormation
		States Tex: No.	

Step - 2

Stock group:

Gateway of tally -> Inventory info -> Stock group -> Single group -> Create Stock group is enable easy identification and reporting of stock item in statement. Head of the stock item is called stock group.

Inventory Info.	Stock Gro	oup Creation	
·	Name	Stock in Hand	
	(alias)	1	
Stock Groups			
Stock Items			
Units of Measure	Under	: J Primary	
	Can Quant	ities of items be ADDED	? Yes
Voucher Types			
Quit			

Units of measures:

The stock purchased or sales of quantity based. The quantity is measured by units. Units creation is most important in stock item. You need to create units of measures for all the stock items. Gateway of tally --> Inventory info --> units of measures --> create

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Unit Creation	
Type :	Simple
Symbol :	nos
Formal Name:	Numbers
Number of Deci	mal Places ː 🗕

How many number of decimal place accept in stocks?

Only 4 decimal place accept in stock.

Stock items:

The stock item is refers to the good of trade. Stock ledger account is created for each items and tally calls this accounts of stock items.

	Gateway	of	tally	->	Inve	entory	Info->	Stock	items	->	creat
Name (silas)	Ms-Office_			I							
Under Units	: Stock in Har : nos	nd		Teriff Classific Rate of Duty (r	eation	nformation : J Not Ap : O	splicable				
	Opening Balance		Quantity : 150 nos	Rate 500.00	per nos	Value 75,000.00					

Inventory Sum 1

The following would be recording in journal using double entry system. Do the posting process from journal entries and prepare the Trial balance, Trading a/c, Profit & loss a/c and balance sheet with inventory maintain in the books of M/s. ISPAT CO for the following year 2001 to 2002.

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Particular	Dr	Cr
Capital		400000
Royalty payable		70000
Cash	120000	
Bank O/D		50000
ICICI Bank	80000	
Bills payable		20000
Furniture & fittings	50000	
Bills receivable	50000	
Land & buildings	60000	
Loan from Ravi (unsecured loan)		10000

STOCK IN HAND:

- Sony TV 15nos Rs.5500
- Sony I-pad 15nos Rs.500
- Lenovo laptop 7nos Rs.12000
- Micro max phone 8nos Rs.2000

TRANSACTION DURING THE PERIOD:

- 1. Purchased on credit from Mr. CITIZEN for the followings
 - LC-10121 calculator 20nos Rs.1200
 - USB 17nos Rs.2300
 - Laptop battery 22nos Rs.2100 bill no:236 (35 days)
- 2. Withdraw from bank for office use Rs.5000
- 3. Purchased on credit from Mr. Micro Max for the followings
 - Phone display 20nos Rs.500.Bill no: 12 (25 days)
- 4. Deposit into bank Rs.10,000
- 5. Sold goods on credit to Mr. BENN for the followings
 - Sony TV 10nos Rs.7500
 - Lenovo laptop 4nos Rs.15000.Bill no: 34 (15 days)
- 6. Return goods to Mr. CITIZEN for the followings
 - LC-10121 calculator 3nos Rs.1200

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• Laptop battery 2nos Rs.2100 again bill no:236

7. With Draw for Proprietors Own Use Rs.7000

- 8. Sold Goods to Mr. NETWORK for the followings
 - Laptop Battery 15nos Rs.3000
 - Phone Display 12nos Rs.750 bill no: 67 (24 days)

9. Paid Salary Rs.5000

- 10. Received Interest Rs.7500
- 11. Return by Goods Mr. BENN for the followings
 - Sony TV 2nos Rs.7500
 - Lenovo Laptop 1nos Rs.15000. Again bill no: 34
- 12. The Stock of LC10121 calculator 3nos transferred to Chennai branch.

13. After Stock Verify the manual inventory the stock of Sony I-Pad 10nos only

Answers:	
opening balance	5,50,000
Gross profit	35,400
Net profit	37,9000
Balance sheet	6,92,400

Company Creation

To create a company named "Ms. Ispat Co" in Tally.ERP 9, follow these steps:

ompany Creation	Canit M.C.M.	d Original	5 TalyShop	6 rune	K Keybeard	E-Control Centre	It Support Centre	/sitely
the second s	and the second second second	States			and the second secon		Summer of the second se	C01+ H
kectory	CitizensiPubliciTally El	RPKData				and Financial Year Detail	fe .	
отто	Ms/ Ispat Co		First	elar gear begins from s beginning form	1.4.2022 1.4.2022			
	Primary Mail	ing Details		e my may rear	T-H-ENER			
laling name	Mai lapat Co					Security Control		
ddress				Autopassword (Fary)				
	1201		Ra	par passiord	t password withernaw year			
damity	Tamil Nada				Contract Index I have been	tions inscentions.		
tale incode	Tamil Nacu		(Engl	ecarity central the security to even TSS 1	7 No.			
	Centers I	Details		ensergender vers				
hare to								
labilu na								
ax ne. -mai								
/ebsite								
	-		fore Cr	arency information		Transie -		
ase conency symbol smal name	e ine					- Watte	r of decimal places spreariing amount after	the second
income of lodings who	7 No					No. of a	Normal places for amou	nt in Accept 7
dit space between anno- how amount in millions	ext and symbol ? Yes 7 No							
								Tes o Me
			Tallu					Deere
	sed Accou	nting with	Tally					Page
	sed Accou	nting with	Tally					Page
	sed Accou	nting with	Tally					Page

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- Open Tally.ERP 9 software on your computer.
- Click on "Create Company" option on the startup screen or press the key combination "Alt+F3" to open the "Company Info" menu.
- In the "Company Info" menu, select "Create Company" and press Enter.
- In the next screen, you need to enter the basic information of the company, such as the name of the company, address, city, state, country, and pin code.
 In this case, enter "Ms. Ispat Co" as the name of the company.
- After entering the basic information, select the appropriate option for the "Maintain" field. The options available are "Accounts only," "Accounts with inventory," and "Accounts with payroll." Select the option that is appropriate for your business.
- Next, select the appropriate option for the "Financial Year" field. You can select "Calendar Year" or "Financial Year" based on the requirement of your business.
- In the **"Base Currency"** field, select the currency that is used in your business. You can choose from a list of currencies available in Tally.ERP 9.
- Select the appropriate option for the "Books" field. You can choose "Maintain only Accounts" or "Maintain Accounts with Inventory" based on your business requirement.
- In the "Statutory Compliance" field, select the option that is applicable to your business. You can choose "GST," "VAT," "TDS," or "Excise" based on the requirement of your business.
- Finally, enter the Administrator details such as name, email ID, and password. The administrator is the person who has full access to the company data.
- Press Enter to **save** the company details.

Your company "Ms. Ispat Co" has now been created in Tally.ERP 9. You can now start entering transactions and managing your business with Tally.ERP 9.

Ledger Creation

To create a ledger for capital of Rs.400,000 in Tally.ERP 9, follow these steps:

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P:Pnm	E: Expant	M: E-Mail	O:Upload	S: TallyShop	G:Lungsage	K:Keybo
Ledger Creati Name : Ca	on apital		- 90	Ms	/ Ispat Co	otal Opening Bala
(alias) :						4,00,000.0 Difference
Under		: Capital Account	Name	Mailing	Details	4,00,000.
			Address	Capital		
Inventory values a	are affected	? No				
			Country State	: India : Tamil Nadu		Pincode :
			State	, Tamii Nadu		Princode .
			Provide bank details	? No		
				Tax Registre	ation Details	
			PAN/IT No.	- in register	and betains	
			Registration type	Reg	jular	
			GSTIN/UIN			
			Set/alter GST details	? No		
						Accept ?
						Acceptie
		Opening Bala	ince (on 1-Apr-2022) : 4,00,	100.00 Cr		Yes or No

- Go to Gateway of Tally and select "Accounting Info."
- Select "Ledgers" from the list of options.
- In the "Ledgers" menu, select "Create" to create a new ledger account.
- Enter the name of the ledger as "Capital" and select "Capital Account" as the group.
- Enter the opening balance of **Rs. 400,000** in the "**Opening Balance**" field.
- Select the appropriate date for the opening balance. This will be the date on which the capital amount was invested.
- Select "Save" to create the ledger account.

The capital account with an opening balance of Rs.400,000 has now been created in Tally.ERP 9. You can use this account to record any capital-related transactions such as investments, withdrawals, or profits/losses. The balance in this account will be used to calculate the overall net worth of the company.

		M	anonmania	m Sundara	nar Univer
Print E:Export	M: E-Mail	O: Upload	S: TallyShop	G:Language	K: Keyboard
Ledger Creation			M	s/ Ispat Co	Opening Balance
(alias)					5,50,000.00 Dr 5,50,000.00 Cr
(Index)	Unserviced Lanas		Mailin	ig Details	
Under :	(Loevis (Liability))	Name Address	Ę		
Inventory values are affected ?	No				
		Country	-		
		Provide bank det	ails ? No		
Statutory Inform	Contraction of the second second		Tay Regist	ration Details	
Include in assessable value calculation for:	Not Applicable	PAN/IT No.	Tax respe	ration because	
		Registration type GSTIN/UIN			
		Convolu			
		Set/alter GST	details ?		
	Opening Bala	ance (on 1-Apr-2022) :			
	Opening data	men four (-da-suss) :			
tock Group Creatio	n				
o create a stock grou		ock in Hand"	in Tally.ERF	P 9, follow th	nese steps:
	E: Export	M:E-	Mail		
P: Print	Er Erepore.				
Stock Group Creation					

Name (alias)	Stock in Hand	
Under	: • Primary	
	antities of items be added	? Yes
Set/alter (GST Details	Accept ?
		Yes or No

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- Go to Gateway of Tally and select "Inventory Info."
- Select "Stock Groups" from the list of options.
- In the "Stock Groups" menu, select "Create" to create a new stock group.
- Enter the name of the stock group as "In Stock in Hand."
- Select "**Primary**" as the group under which the stock group will be created.
- Select "Save" to create the stock group.

The "In Stock in Hand" stock group has now been created in Tally.ERP 9. You can use this stock group to categorize your inventory items that are currently in stock and are not sold yet.

Stock Unit Creation

To create a stock unit for "Nos" in Tally.ERP 9, follow these steps:

P: Print	E:Export	M:E-Mail
Unit Creation		
Туре	: Simpl	e
Symbol	: nos	
Formal name	: Nun	
Unit Quantity Code	e (UQC): NO:	Accept ?
Number of decima	I places: 0	
		Yes or No

- Go to Gateway of Tally and select "Inventory Info."
- Select "Unit of Measure" from the list of options.
- In the "Unit of Measure" menu, select "Create" to create a new unit of measure.
- Enter the name of the unit of measure as "Nos" and select "Simple" as the type.
- Select "Save" to create the unit of measure.

The "Nos" unit of measure has now been created in Tally.ERP 9. You can use this unit of measure for items that are sold or purchased in whole numbers, such as bottles, boxes, or pieces.

Stock Item Creation

To create a stock item for "Sony TV" with a quantity of 15 and a rate of Rs. 5500 in Tally.ERP 9, follow these steps:

P: Print	E: Export	M:E-Mail	O: Upload	S: TallyShop
Stock Item Name : (alias) :	Sony TV			
Under	: Stock in Hand		Statutory Info	rmation
Units	: nos		cable : • A r GST Details ? No Supply : Go	
		Rate of Du	ty (eg 5) : 0	
		Quantity	Rate per	Valu Accept
	Opening Balance	: 15 nos 5	,500.00 nos 82,	500.0

- Go to Gateway of Tally and select "Inventory Info."
- Select "Stock Items" from the list of options.
- In the "Stock Items" menu, select "Create" to create a new stock item.
- Enter the name of the stock item as "Sony TV."
- Select "In Stock in Hand" as the stock group for this item.
- Enter the details of the item, such as its unit of measure. In this case, you can create a new unit of measure called "**Nos**" if it doesn't already exist.
- Enter the opening quantity as **15** and the rate as **Rs. 5500**.
- Select "Save" to create the stock item.

The **"Sony TV"** stock item has now been created in Tally.ERP 9. You can use this stock item to track inventory levels and transactions related to this product.

Transaction Entry

1.Purchased on credit from Mr. CITIZEN for the followings

• LC-10121 calculator 20nos Rs.1200

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University USB 17nos Rs.2300 Laptop battery 22nos Rs.2100 bill no:236 (35 days) O:Uplead S TalyShop GcLanguage Ms/ Japat Co M:E-Nal K: Keyboard K: Control Centre ntina Vaucher, Cra List of Lodger A Date Bank Od Cavh ICICI Bank To record the purchase on credit from Mr. Citizen for the items "Calculator", "USB", and "Laptop Battery" with the given details in Tally.ERP 9, follow these steps: Go to Gateway of Tally and select "Accounting Vouchers." Select "F9: Purchase" to record a purchase transaction. • Enter the details of the transaction, such as the date, supplier, and bill number • (in this case, bill no 236 with a credit period of 35 days). Select "Calculator" as the stock item and enter the quantity as 20 and the rate as **Rs. 1200**. Select "USB" as the stock item and enter the quantity as 17 and the rate as **Rs. 2300**. Select "Laptop Battery" as the stock item and enter the quantity as 22 and • the rate as Rs. 2100. Select the appropriate ledger account for the purchase, such as "Purchase Account." Select "Save" to record the transaction. The purchase on credit from Mr. Citizen for the items "Calculator", "USB", and "Laptop Battery" has now been recorded in Tally.ERP 9. You can use the purchase report to track the amount owed to Mr. Citizen and the stock item report to track the quantity and value of these items in your inventory. + M 🛛 : Mr. Cittizer Purchase 20 nos 1,200.00 nos 24,000.00 17 nos 2,300.00 nos 39,100.00 22 nos 2,100.00 nos Jostop Battery 46,200.00 69 380 O

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION	ON
Manonmaniam Sundaranar Univers	ity
2. Withdrawal from the bank for office use of Rs. 5000	
Print Except M E Mail Order of the second secon	
To record a payment withdrawal from the bank for office use of Rs. 5000 Tally.ERP 9, follow these steps:	in
Go to Gateway of Tally and select "Accounting Vouchers."	
 Select "F5: Payment" to record a contra transaction. Enter the date of the transaction and select the bank account from which t payment is being withdrawn. Enter the amount of the withdrawal, which in this case is Rs. 5000. 	he
 Enter the amount of the withdrawal, which in this case is Rs. 5000. Select the "Drawing" ledger accounts from the list of ledger account under "Debit" and enter the amount of Rs. 5000. 	nts
 Select the "Cash" ledger account from the list of ledger account under "Credit" and enter the amount of Rs. 5000. 	nts
Select "Save" to record the transaction.	
The payment withdrawal from the bank for office use of Rs. 5000 has now be	
recorded in Tally.ERP 9. You can use the bank statement report to track the transaction and the cash book report to track the payment made.	nis
Accounting Vocilier Cruation Hs/ Ispat Co Catri + H (2) Payment No. 1 1-4pr-5022 Particulars Debit Credit Ur Drawing Car Dai: 1,000.00 Dr 7,000.00 7,000.00 Car Bai: 1,00,00 Dr 7,000.00 Dr 7,000.00	
Computerised Accounting with Tally Page 1	15

DIRECTORATE OF DISTANCE AND CONTINUING EDU	ICATION
Manonmaniam Sundaranar U	niversity
4. Deposit into bank Rs. 10000 Accounting Vaucher Creation Contra No.1 Particulars CI	Ctri + H El d <u>are Accenanta</u>
To record a deposit into the bank for Rs. 10000 in Tally.ERP 9, follo steps:	ow these
 Go to Gateway of Tally and select "Accounting Vouchers." Select "F4: Contra" to record a contra transaction. Enter the date of the transaction and select the bank account in w deposit is being made, in this case, the "ICICI Bank" account. Enter the amount of the deposit, which in this case is Rs. 10000. Select the "ICICI Bank " ledger account from the list of ledger a under "Debit" and enter the amount of Rs. 10000. Select the "Cash " ledger account from the list of ledger and and enter the amount of Rs. 10000. Select "Save" to record the transaction The deposit into the bank for Rs. 10000 has now been recorded in Tally.ER can use the bank statement report to track this transaction and the cash bo to track the payment made. 	accounts accounts P 9. You
	ri + H E Apr-2022 Friday
Particulars Debit Cr IDICI Bank Cur Bal 75,000.00 Dr Dr Cash Cur Bal 1,25,000.00 Dr Cur Bal 1,25,000.00 Dr	Credit 5,800.00
 5. Sold goods on credit to Mr. BENN for the followings Sony TV 10nos Rs.7500 Lenovo laptop 4nos Rs.15000.Bill no: 34 (15 days) 	
Computerised Accounting with Tally	Page 116

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Accounting Voucher Creation Hs/ Ispat Co	Cbrl + M ×
Solar No.4 Reference no.	List of Ledger Accounts
	Bank Od
Paty Ac same	Cash KICI Bank
Sales ladger :	Mr. Benn Mr. Cittizen
Name of Item 0	Anti Mr. Micro Max

To record the sale of goods on credit to Mr. Benn for the following items - Sony TV 10 nos Rs.7500 and Lenovo Laptop 4 nos Rs.15000 with bill no 34(15 day) in Tally.ERP 9, follow these steps:

- Go to Gateway of Tally and select "Accounting Vouchers."
- Select "F8: Sales" to record a sales transaction.
- Enter the date of the transaction and select the "Mr. Benn" ledger account from the list of ledger accounts under "Account Name" under the "Party A/c Name" section.
- Select the "Sales" ledger account from the list of ledger accounts under "Name of Item" under the "Particulars" section.
- Enter the quantity sold, which in this case is **10 nos** for **Sony TV** and **4 nos** for **Lenovo laptop**.
- Enter the rate of each item sold, which in this case is **Rs. 7500** for Sony TV and **Rs. 15000** for Lenovo laptop.
- Tally will automatically **calculate** the total amount of the sale, which in this case is **Rs. 1,05,000** for Sony TV and **Rs. 60,000** for Lenovo laptop.
- Under "Bill-wise Details," select "New Ref" to create a new bill.
- Enter the bill number as "34" and the due date as "15 days."
- Select "Save" to record the transaction.

The sale of goods on credit to Mr. Benn for Sony TV 10 nos Rs.7500 and Lenovo Laptop 4 nos Rs.15000 with bill no 34(15 day) has now been recorded in Tally.ERP 9. You can use the sales register report to track this transaction and the outstanding reports to monitor the payments due.

Accounting Vaucher Creation	Hs/ Ispat Co	Ctrl + M X
Sales No. 1 Reference no.:		1-Apr-2822 Finday
Porty Alic name : Mir. Benn Coment balance : Sales Idager : Sales		
Name of Item	Quantity Hate	per Amount
Sony TV Lenevo Laptop	16 nos 7,546.08 4 nos 15,000.09	
computerised Accounting with T	ally	Page 11

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University **6. Return goods to Mr. CITIZEN for the followings** a. LC-10121 calculator 3nos Rs.1200 b. Laptop battery 2nos Rs.2100 again bill no:236 **Improvement of the set of the terminal for the following items** - Calculator 3 nos Rs.1200 and Laptop Battery 2 nos Rs.2100 with bill no 236(35 day) in Tally.ERP 9, follow these steps: **6. Go to Gateway of Tally and select "Accounting Vouchers." 5. Select "Ctrl+F9: Debit Note" to record a debit note transaction. 6. Enter the date of the transaction and select the "Mr. Citizen" ledger account from the list of ledger accounts under "Account Name" under the "Party A/c**

- Select the "Sales Return" ledger account from the list of ledger accounts under "Name of Item" under the "Particulars" section.
- Enter the quantity returned, which in this case is 3 nos for the calculator and 2 nos for the laptop battery.
- Enter the rate of each item returned, which in this case is Rs. 1200 for the calculator and Rs. 2100 for the laptop battery.
- Tally will automatically calculate the total amount of the debit note, which in this case is Rs. 7500.
- Under "Bill-wise Details," select "New Ref" to create a new bill.
- Enter the bill number as "236" and the due date as "35 days."
- .Select "Save" to record the transaction.

The debit note for the return of goods from Mr. Citizen for the following items -Calculator 3 nos Rs.1200 and Laptop Battery 2 nos Rs.2100 with bill no 236(35 day) has now been recorded in Tally.ERP 9. You can use the sales register report to track the original sales transaction and the debit note register report to monitor the returns.

Computerised Accounting with Tally

Name" section.

DIRECTORATE OF	DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University
Counting Voucher Creation r Centition No. 1 prit Indice no. Date : ty Alc name Mo. Rean text Enders 5.35,600,400 Dr set Glasses 5.400 Dr set Of Dess rg TV revo Laptop	Control = M Control = M Ex 1 Apr 2022 Friday Quantity Date pre Amount 2 rose 7,590.00 rose 15,000.00 1 sources 15,000.00 15,000.00 1 non 15,000.00 30,000.00 30,000.00
9. Paid Salary Rs.5000	
PyPent Except M EVail Q-Upter Accounting Voucher Creation Payment No. 1 Particulars No. 1	StatyShep Campange Keykoard Sortral Centre Beport Centee thelp Key Ispace Co List of Lodger Acc Derive Ot The Prefix On Co Co Plin Prefix Co Co Plin Prefix Co Co Plin Prefix Co Plin Plin Prefix Co Plin Plin

To create a paid salary entry in Tally ERP9 for Rs.500 with cash payment, you can follow these steps:

Open Tally ERP9 and select the company in which you want to make the entry.

Go to the Gateway of Tally and click on Accounting Vouchers.

In the Accounting Vouchers screen, select Payment Voucher.

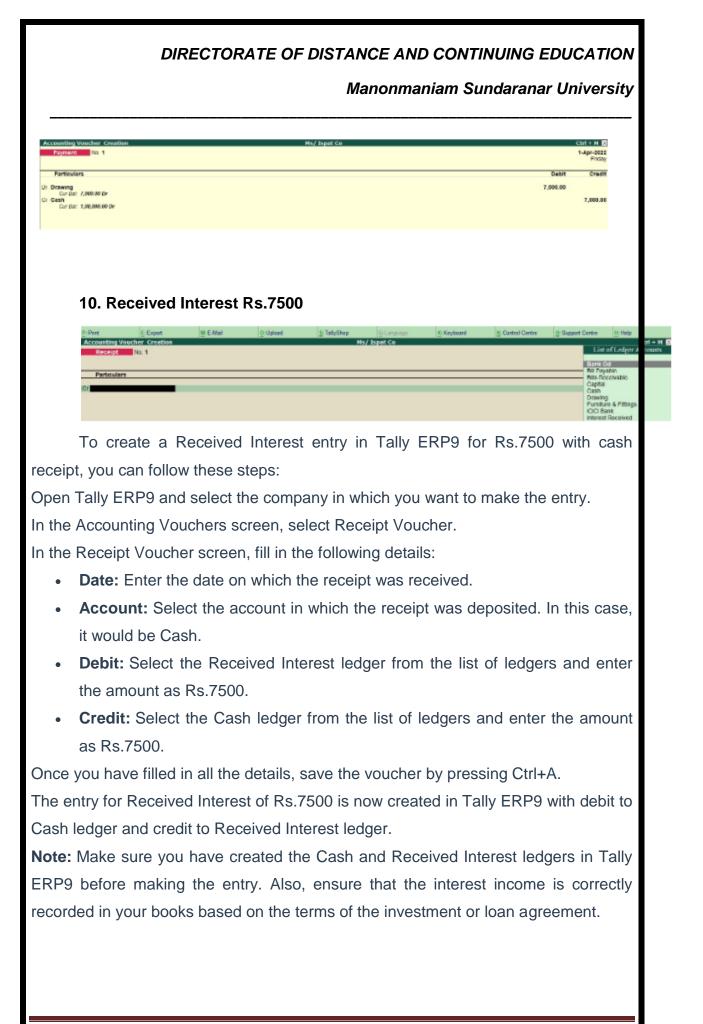
In the Payment Voucher screen, fill in the following details:

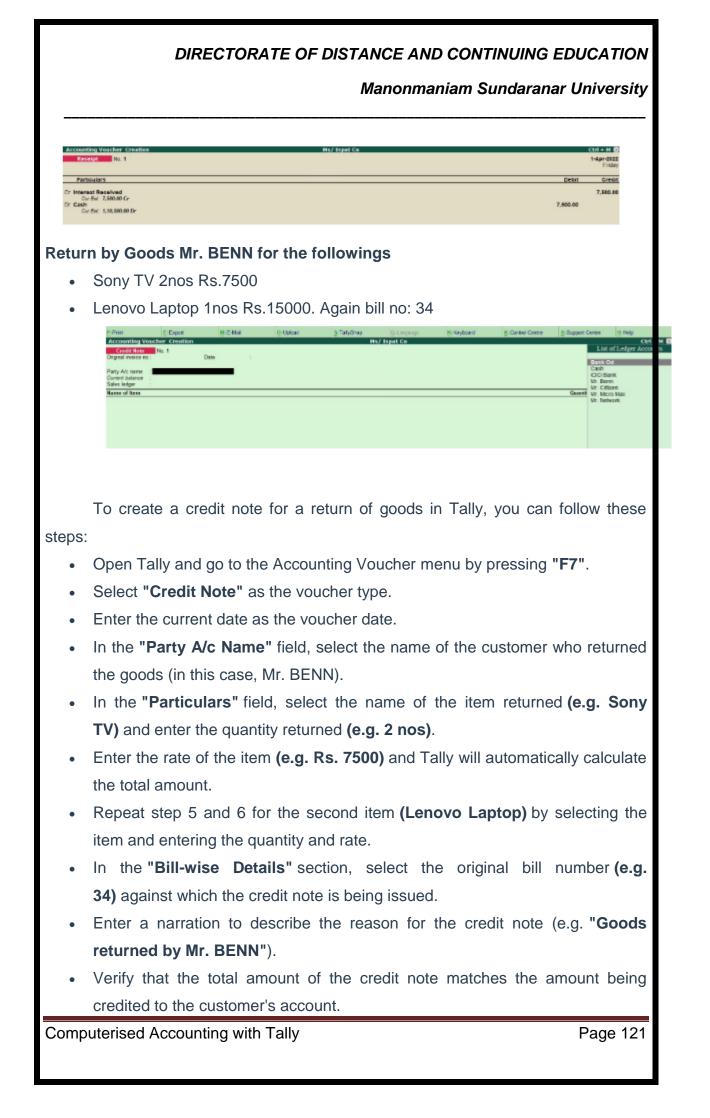
- **Date:** Enter the date on which the payment was made.
- Account: Select the account from which the payment was made. In this case, it would be Cash.
- **Debit:** Select the Salary ledger from the list of ledgers and enter the amount as Rs.500.
- **Credit:** Select the Cash ledger from the list of ledgers and enter the amount as Rs.500.

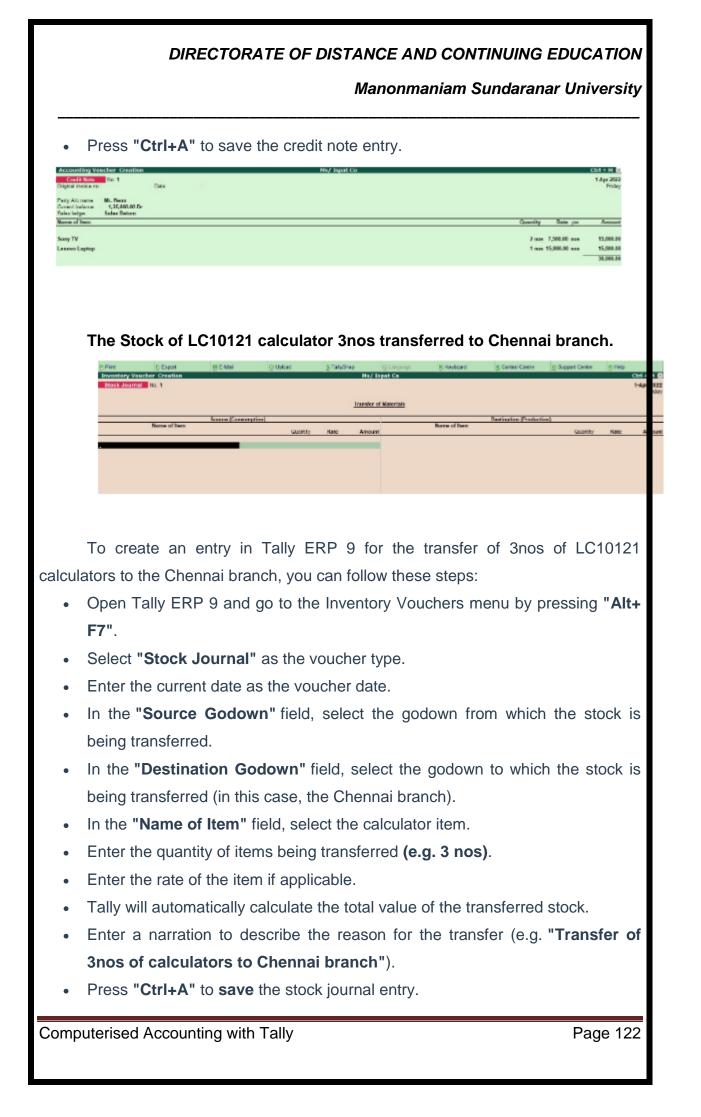
Once you have filled in all the details, save the voucher by pressing Ctrl+A.

The entry for paid salary of Rs.500 is now created in Tally ERP9 with debit to Salary ledger and credit to Cash ledger.

Note: Make sure you have created the Salary and Cash ledgers in Tally ERP9 before making the entry.







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Once the entry is saved, Tally ERP 9 will update the stock ledger for the source godown to reflect the reduction of 3nos of calculators, and the stock ledger for the destination godown to reflect the addition of 3nos of calculators. This will ensure that the stock balances at both locations are accurate and up-to-date.

Once the credit note is created, the customer's account will be credited with the total amount of the returned goods, and the original invoice will be adjusted accordingly in Tally.

Print	t. Export	M.E-Mail	O Upbed	In Taily St	KD	ST. Avgalage	10 Keybeard	S: Contrar Centre	It Support Centre	If Help	
Inventory Ve	ouchur Creation		10.00		MC/ IS	pat the	ALC: NO				COLO + M
SIDER JOUTT	NO 1										1-4pr-212 Frida
					Transfer of	Manager 1					
					(Inclusion of						
	Name of item	Source (Consumption					Name of item	Dostination (Product)	(80		
	Name et nom		Quarter	Rain	Arrest		Name or nem		Querily	Rate	Arrest
Dalculator						* End of List					
			3/00 13		3,608,08						

After Stock Verify the manual inventory the stock of Sony I-Pad 10nos only.

Inventory Voucher Creation	Ms/ Ispat Co	Ctrl + M 🔯
Physical Block No. 1		1-Apr-2022 Friday
		ritury
	Physical Stock Verification	
Name of Item		
	Batch/Lot No. Mig Dt. Spiphie Gaussity	Arrest

To create an entry in Tally ERP 9 for the physical verification of 10nos of Sony I-Pad, you can follow these steps:

- Open Tally ERP 9 and go to the Inventory Vouchers menu by pressing "Alt+ F7".
- Select "Physical Stock" as the voucher type.
- Enter the current date as the voucher date.
- In the "Name of Item" field, select the Sony I-Pad item
- Enter the actual physical quantity of the item counted during the verification (e.g. 10 nos)
- Enter the actual rate per item if applicable.
- Tally will automatically calculate the total value of the physical stock counted.
- Enter a narration to describe the reason for the physical stock verification (e.g. "Physical stock verification of 10nos of Sony I-Pad").
- Press "Ctrl+A" to save the physical stock entry.

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Inventory Voucher Creation	Hs/ Ispet Ce		Ctrl + H
Physical Steck No. 1			1-Apr-200 Frida
	Physical Stock Verification		
ame of Item		Ratchill of No. 165 D. Spipilate Quantity	Amou
ony I Pad		10 nos	

Profit and Loss

Tally.ERP 9 is a popular accounting software used by businesses for managing their financial transactions. Profit and loss in Tally ERP 9 is calculated based on the transactions recorded in the software.

To calculate profit and loss in Tally ERP 9, follow these steps:

- Record all your business transactions in Tally ERP 9, including sales, purchases, expenses, and incomes.
- Once you have recorded all the transactions, go to the 'Display' menu and select 'Profit & Loss A/c' to view the profit and loss statement.
- The profit and loss statement will show the revenue earned by the business and the expenses incurred during a specific period. The difference between revenue and expenses will give you the net profit or loss for that period.
- You can also view the profit and loss statement for a specific period, such as a month or a year, by selecting the relevant period in the software.
- Tally ERP 9 also allows you to customize the profit and loss statement by adding or removing specific accounts, depending on your business requirements.

Overall, Tally ERP 9 makes it easy to calculate and manage profit and loss statements, helping businesses make informed financial decisions.

Particulars For 1-Apr-2022 Particulars For 1-Apr-2			M.E.Mai	Q.Viproet:	3.Tal)Shus	ULANGLASK.	Strephild.	5: Control Centre	Bapport Centre	the Halls
Partie viers For 14gr3022 Partie viers For 14gr302 Opening Stock 159,094.00 Sales Advant Sales Advant Stock 159,094.00 Sales Advant Sales Advant Partie viers 1,93,094.00 Sales Advant 1,93,090.00 Partie viers 3,5,094.00 Sales Advant 1,93,090.00 Material Department 3,5,094.00 Sales Advant 1,93,094.00 Sales Advant 3,5,094.00 Sales Advant Sales Advant Sales Advant 3,5,094.00 Sales Advant Sales Advant	Profit & Locs A	/c		11000000000		epat da			Protocol and a second	
Sock in Hand C 50 (20) (20) Some C 60 (20) (20) Parchase Resente 1,11,068,88 Some Ream 1,302,000,30 Parchase Resente 1,11,068,88 Clease Ream 1,302,000,30 Parchase Resente 1,12,000,30 Clease Ream 1,302,000,30 Parchase Resente 1,12,000,30 Clease Ream 1,202,000,30 Parchase Resente 1,27,000,30 Dock in Hand 1,77,000,30 Total Total 3,5,000,40 Total Parchical Resente 1,000,000 Matrixet Department 3,5,000,40 Clease Profit Cal 1,000,000 Some 5,000,000 Dock in Hand 1,000,000,000 1,000,000,000	Perticular	•			Mor Input Co For 1-Apr 3022	Particulars				Mol Ispat C For 1 Age-20
Indirect Expenses Solary 5,000.00 Dudiest large	Stock in Hand Perchase Accoust Perchase Perchase Perchase Return				1,11,598,30 1,12,598,30 1,17,598,30 35,498,9 35,498,9	Sales Sales Return Closing Stack Discik in fland			_12	0,000,00 7,900,00
	Satary	i.			5,008.0	Group Profit bit Indirect Incomes				7.500.00
					5.000.00	indirect incomes				7,500.00
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Balance Sheet

A balance sheet is a financial statement that provides an overview of a company's financial position at a particular point in time. In Tally ERP 9, a balance sheet can be generated using the following steps:

- Record all your business transactions in Tally ERP 9, including sales, purchases, expenses, and incomes.
- Once you have recorded all the transactions, go to the 'Display' menu and select 'Balance Sheet' to view the balance sheet.
- The balance sheet will show the company's assets, liabilities, and equity. Assets are the resources owned by the company, such as cash, inventory, and property. Liabilities are the obligations owed by the company to others, such as loans and accounts payable. Equity represents the residual interest in the assets of the company after deducting liabilities.
- The balance sheet should always balance, meaning that the total assets should equal the total liabilities and equity.
- Tally ERP 9 allows you to customize the balance sheet by adding or removing specific accounts, depending on your business requirements.
- You can also generate a comparative balance sheet for multiple periods, allowing you to track changes in the company's financial position over time.

Overall, Tally ERP 9 makes it easy to generate and manage balance sheets, providing valuable insights into a company's financial health and helping businesses make informed financial decisions.

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ialance Sheet					ipat Ce					+ 84
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Integrate accounts with inventory in F11: Features

On enabling the option "Integrate Accounts with Inventory" in F11: Features (F1: Accounting Features), the final output will reflect on the Balance Sheet and P/L Account of the concerned organization.

With the Inventory function being enabled in Tally.ERP9, the user possesses the option to choose closing stock balance from inventory records or from the (S)tock(L)edger account.

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	Company	DEMO	
	Accounting	Features	
Seneral Aaintain accounts only Negrate accounts and inventory	7 Tos	Invalcing Exable insolcing Record purchases in Invoice mode	7 Yes 7 Yes
Ise Income and Expenses A/c instead of Profit and Loss A/c Inable multi-cumency	7 No 7 No	Use dabit and credit notes Record credit notes in invoice mode Record dabit notes in invoice mode	7 Yas 7 Yas 7 Yes
Autstanding Mahagement Aardain bil-wise details For non-trading accounts also voltuda interest calculation Use advanced parameters	7 Yes 7 No 7 No 7 No 7 No	Budgets and Scenario Management Maintain budgets and controls Use reversing journals and optional vouchers Banking Features	7 Yes 7 No
Cost/Profit Centres Management Aaintain paynoll Aaintain cost centres Use cost centre for job costing Maintain more than one payroll or cost category Use pre-defined cost centre allocations in transactions	7 No 7 Yes 7 Yes 7 Yes 7 No	Enable cheque printing Set/after transaction types Set/after banking features Set/after post-dated transaction features Other Features	7 Yes 7 No 7 No 7 No
Show opening balance for revenue items in reports	7 No	Enable zero-valued transactions Maintain multiple mailing details for company and ledgers Set/alter company mailing details Enable company logo Mark changed vouchers	7 Yes 7 No 7 No 7 No 7 No

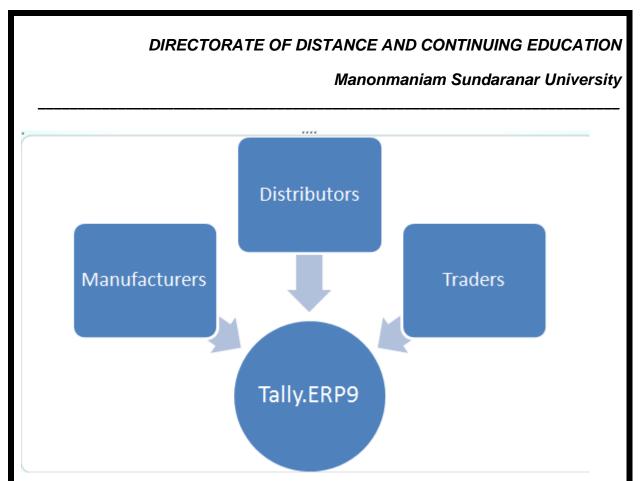
Now, there are 2 scenarios that need to be done based on the options.

Scenario 1: If the option "Integrate accounts with inventory" is set at "Yes" in F11: (A)ccounting Features or Inventory Features, the stock or inventory balance figures will automatically be updated from the inventory records.

Scenario 2: If the option "Integrate accounts with (I)nventory" is set at "No" in F11: the inventory values are ignored, and the (C)losing (S)tock balances have to be maintained manually.

Inventory Accounting & Management

Let's take for example a company that deals in some kind of a product (goods) and is a user of Tally.ERP9 of all its accounting transactions. This software has (I) Inventory capabilities in built and is developed to cater to manufacturers, distributors and wholesalers or traders.



Tally.ERP9 broadly allows the users to record all types of (I)nventory transactions using (G)oods (R)eceipt notes, (D)elivery notes, (S)tock journals, manufacturing journals and physical stock journals.

Below are some of the features briefly with respect to manufacturers, distributors and wholesalers or traders. Following up next, will explain how to access some of the elements of accounting and (R)eports.

Manufacturers:

- Bill of Materials and Manufacturing Journals, to record material conversions
- Compound Bill of Materials support, for units that contain assemblies
- Multiple locations in F11: Features (for instance, godowns)
- Excise for manufacturers, including all documentation and invoice details
- Item cost estimation

Distributors & Wholesalers:

- Multiple price lists, with effective dates of applicability
- Use multiple units of measure (like for exampleKilo-Grams&Grams)
- Dual units of measure (say for exampleKilo-Gramsand bags, to support variations, typically seen in commodities)

Traders:

• High speed billing, with support for Point of Sale (POS) printers

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- Barcode support
- Automatic application of taxes
- Service billing &GST
- Integrated sales return in bills
- Print bills (and any other documents) in the customer's language

Common:

- By entering the figure manually, the user can choose to de-link the computed inventory value to automatically appear in your financial statements.
- Stock ageing reports, to identify slow and non-moving stocks
- Invoice profitability reports to keep a pulse on sales
- Multi-currency transactions –buy and sell across the world with integrated Forex (foreign exchange)including gain or loss calculations
- Physical stock take records to adjust physical vs. actual stocks
- Maintain batch & expiry details.

Now it is time for the explanation of flow chart for the elements of accounting and some important reports as mentioned earlier

Creation of Bill of Material (BOM)

Step 1: Select Inventory information

Step 2: Then, select Stock Item

Step 3: Click on "Create"

Step 4: Then, in items creation screen, click on F12 and activate Bill of Material (BOM) for Item.

Creation of Manufacturing Journal

Step 1: Select Inventory information

- Step 2: Then, select Voucher Types
- Step 3: Click on "Create"
- Step 4: Specify the name of the Journal (specifically the Manufacturing Journal)
- Step 5: Select type of voucher "Stock Journal"
- Step 6: Then, activate the option "Use as a Manufacturing Journal"
- Step 7: Finally, save the screen

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Entering a Manufacturing Journal

- Step 1: Select Voucher entry
- Step 2: Then, select Alt + F7 i.e. Stock Journal
- Step 3: Opt for Manufacturing Journal
- Step 4: Select the finished product that needs to be manufactured or assembled
- Step 5: Specify appropriate Quantity

Stock Ageing Analysis

Tally's previously stock analysis or Stock Ageing enables the user to calculate the age of stocks in hand in accordance with their date of purchase (default functionality) and value. This feature assists the management in deciding the production schedule and also monitors how fast inventory of various stock items are moving to and from. The user can select the style of ageing by selecting the option "Ageing Style". Following is the procedure of Stock Ageing Analysis.

- Step 1: Select (G)ateway of Tally (GOT)
- Step 2: Click on (D)isplay
- Step 3: Select (I)nventory Books
- Step 4: Click on Ageing Analysis
- Step 5: Select F6 option for changing period
- Step 6: Select Alt + S for changing ageing style
- Step 7: Select Alt + B for Expired Batches only

Creating a Location or Godown

A godown is a place where stock items are stored. You can specify where the stock items are kept. You can obtain stock reports for each godown and account for the movement of stock between locations/godowns. You can create Locations/Godowns in **Single** mode and **Multiple** mode

Creating a Single Location/Godown

To create a Location/Godown

 Go to Gateway of Tally > Inventory Info. > Locations/Godowns > Create (under Single Godown). The Location/Godown Creation screen is displayed as shown:

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Godown Creation	ABC
Name : Chennai (alias) :	
Under : I Primary	
Allow storage of materials Set job/project for job costing	? Yes : I Not Applicable
<u>Use for:</u> Our stock with third party	? No Accept ?
Third party stock with us	? No Yes or No

Specify the **Name** of the Location/Godown.

- 3. Enter an Alias name for the Location/Godown name, if required.
- Specify the Location/Godown Under which the Location/Godown is to be categorised. Use Alt + C to create the parent Location/Godown if it is not in the list. Select Primary, if it is not a sub Location/Godown of any Location/Godown.
- 5. Use for: This section is provided in Tally.ERP 9 Release 3.0 where users can create the godowns to store:
- ✓ The stock of the company lying with third party like Consignment Agent, Bonded Ware house, Job worker, and so on.

Or

- ✓ Third Party stock lying with the company in case company has received the stock for Job Work or acting as consignment agent or for any other reason.
- ✓ Our Stock with Third Party: Set this option to Yes if the godown is used to account the company's goods lying with the third party.
- Third Party Stock with us : Set this option to Yes if the godown created is used to account the goods received from third party and the stock of third party should not affect the company stock value.

Creating a Single Location/Godown – Advance Mode:

Advance Mode indicates enabling certain options in Inventory master configuration screen in order to add or remove field which require in Godown Master.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University the Godown Creation screen, press F12: Configure (Godown In Configuration) screen is displayed as shown. **Godown Configuration** Allow aliases along with names ? Yes Allow language aliases for names ? No Use addresses for Godowns ? Yes

Use Addresses for Godowns: Setting this option to Yes enables the Address field in Godown Master

Accts / Inventory Info. Configuration

- 1. Go to Gateway of Tally > F12: Configure > Accts /Inventory Info.
- Allow Advanced Entries in Masters: Setting this option to Yes enables the Allow Storage of Materials option in Godown Master. The Location/Godown Creation in Advance Mode screen is displayed as shown.

	on odown A		ABC
Address	: No.31, New Cole Chennai Tamil Na India		
Under : Cl	nennai		
Allow storage of Set job/project for		? Yes ∶ I Not Appli	cable
Use for: Our stock with th	ird party	? No	Accept ?

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A brief description of each additional field in Godown Creation screen is given below.

- 3. The field **Address** is a Multi-Line Field. You can enter the Address for Godown.
- 4. This option **Allow storage of materials** is used for deciding whether storage of material is allowed in this Godown or not. The Godown for which the Allow Storage of Materials is selected as No, will not appear in the Godowns list, during Voucher entry.

For example,

Godown A is under Chennai Location. Here, Chennai is a Location and Godown A is a place where material is stored.

For Chennai, Allow Storage of Materials is set to No, since this will not store the material. During Entry, Chennai will not get listed in the **List of Godown**. For Godown A, Allow Storage of Material is set to Yes, since this will store the material. During Entry, Godown A will get listed in the **List of Godown**.

Creating Multiple Locations/Godowns

 Go to Gateway of Tally > Inventory Info. > Locations/Godowns > Create (under Multiple Godowns). The Multi Godown Creation screen is displayed as shown below:

_	Godown Creation ABC Company	Ctrl +
Under	GOODWII . * All Items	
S.No.	Name	Under
1.	Godown B	Chennai
	Godown C	Bangalore
3.		

Select the parent group under which you want the new Godowns to be created in the field **Under Godown**. If you select any specific Godown other than All Items, then all the new Godowns will be created under that Godown. Selecting All Items gives you the flexibility of specifying the parent of each new Godown created.

3. Specify the **Name** of the Godown.

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4. If you select All Items in the field **Under Godown**, you must specify a parent Godown here. If you select a specific Godown in the field Under Godown, that Godown will be displayed automatically in this column.

Creation of Single stock item

Use the following path to create single stock items in Tally.

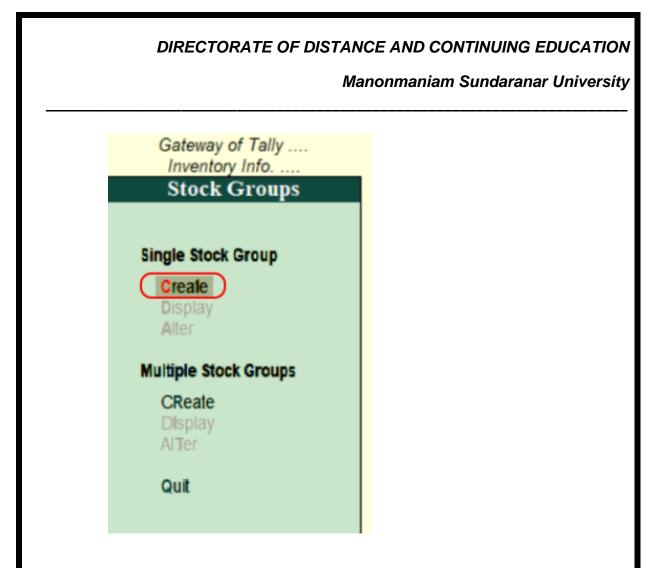
Gateway of Tally \rightarrow Inventory Info \rightarrow Stock Items \rightarrow Single stock item \rightarrow Create

Step 1: Go to Gateway of Tally and then Choose Inventory Info.

Step 2: Choose Stock items under Inventory Info.

Gateway of Tally
Inventory Info.
Stock Groups
StoCk Categories
Stock Items
Units of Measure
GoDowns
Voucher Types
Copy Allocation Details
Quit

Step 3: Choose "Create" under the Single Stock Item.



Step 4: Enter the following details on the next screen, "Single Stock Group Creation".

Name: Specify the name of the stock item.

Alias: It can be short name of stock item or product id or another name.

Under: Specify the stock group under which this stock item is to be specified.

Category: Specify the stock category of stock items.

Units: It specifies the units of measure to count the stock items.

Opening Balance: Specify the opening balance of the stock items.

Quantity: Specify the quantity of stock items.

with iteration with the maximum in the standard with the maximum in the standard with the maximum in the standard with the standard withe standard with the standard with the stand		Manon	nmaniam Sundaranar Uni	versity
Image: Sony BlueRay Player				
<pre>text :: Sevy BRP25 try:::::::::::::::::::::::::::::::::::</pre>	ock Item Creation			Ctrl + M
The set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Image: Set of large transmission The set of large transmission Im				
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te: When we are entering the values of the rate for stock items, a new window ens. Update the following details, as shown below: belo	tegory : Music Player			
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te: Specify the rate of stock items. Based on the quantity and rate amounts, per and amount values are tomatically calculated.		-	N:	WINGOW
Based on the quantity and rate amounts, per and amount values are tomatically calculated.	ens. Update the foll	owing details, as shown below		WINDOW
tomatically calculated. Print E: Export M: E-Mail O: Upload S: TailyShop G: Language K: Keyboard K: Control Centre H: Support Centre Stack Rem Allocation Name : Sony BlueRay Player Image: Sony BlueRay Player Image: Sony BlueRay Player	ens. Update the foll	owing details, as shown below		WINDOW
tomatically calculated. Print E: Export M: E-Mail O: Upload S: TailyShop G: Language K: Keyboard K: Control Centre H: Support Centre Stack Rem Allocation Name : Sony BlueRay Player Image: Sony BlueRay Player Image: Sony BlueRay Player	ens. Update the follo down: Under the li	owing details, as shown below st of Godowns, choose Godov		window
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Stock Reen Allocation Name : Sony BlueRay Player	ens. Update the follo down: Under the lise te: Specify the rate	owing details, as shown below st of Godowns, choose Godow of stock items.	wn.	
Stock Reen Allocation Name : Sony BlueRay Player	ens. Update the follo down: Under the lise te: Specify the rate Based on the	owing details, as shown below st of Godowns, choose Godow of stock items. quantity and rate amounts	wn.	
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	cations of: Sony BlueRay Pla for: 10 No's	Statuto	
Amravathi	Quantity Rate pe	e of Duty (ep 5)	
		Rate per 00.00 Nors	
<u>Q</u> : Qut	10 No's	2,50,000.00	

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After specifying all required details, press enter to continue. In Tally ERP 9, choose 'Yes' to save the details.

	E: Export M: E-Ma Sony BlueRay Player Sony BRP25		S: TallyShop	<u>G</u> : Language	K: Keyboard	D. COURSE COURSE	H: Support Centre	Ctri + M
Under Category Units	: Il Primary : Music Player : No's	Ra	Statutory Inf	iormation : 0				
Oper	ning Balance :	Quantity 10 No's 25,0	Rate per 00.00 No's 2,	Ve Accept ? (Yes):: No				

Creation of Multiple Stock Items

Use the following path to create multiple stock items:

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

Step 1: Choose the "Create" option under multiple stock items, as shown below.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University teway of Tally Christen III Current Date Monday, 1 Apr, 2019 Current Period 1-4-2019 to 31-3-2020 List of Selected Companies Gateway of Tally Name of Company Date of Last Entry Stock Items No Vouchers Entered Single Stock Item Create Display Alter Multiple Stock Items CReate Display AlTer Quit

Step 2: Enter the following details in the next screen, "Multi Stock Item Creation".

Under group: Choose under group as **all items** to update the different types of stock items with different category groups.

Now update all the required details: Specify the name of items, stock group, stock category, stock units, stock opening qty, and rates.

Print	E: Export itock Item Creation	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support	Centre	H: Help Ctrl + M
		All Items								For 1-Apr-201
5.No.	Name of It	em	(Inder	Category	Units	Opening City	Rete	per	Amount
1.	Philips Dvd Player		Music System		Music Player	No's	5 No's	15,000.00		75,000.0
2.	Sony 5.1 Music System		Music System		Music Player	No's	2 No's	20,000.00	No's	40,000.0
3.	Sony 32 Inch Tv		Television		32 Inches Tv	No's	3 No's	25,000.00	No's	75,000.0
4.	LG 32 Inch Tv		Television		32 Inches Tv	No's	4 No's	20,000.00	No's	80,000.0
5.	MI 32 Inch Tv		Television		32 Inches Tv	No's	2 No's	15,000.00	No's	30,000.0
6.	MI 42 Inch Tv		Television		42 Inches Tv	No's	2 No's	20,000.00	No's	40,000.0
: Ouit	(A: Accept) D: D	elete			-	R: Remove Line U: R	estore Line Ut Resto	re All		

In the Tally ERP 9 system, click on A: Accept to save the entered details. A Guide on How to Maintain Accounts With or Without Inventory in Tally ERP 9

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All business firms must learn how to maintain inventory in Tally or use a method to maintain accounts in ledgers and journals. However, when one speaks of accounts, you refer to a separate ledger and what it shows. In Tally, we can maintain accounts and deal with the inventory and stock. Thus we can also deal with the trading and manufacturing accounts by creating an account statement with the inventory. Besides the firm's accounts, you can make the inventory to display the inventory master account concurrently with the items/group of items dealt with, stock entries, and more. Let us see how we can do this.

Choosing the mode of accounting operations:

Here's how you configure the options available in the three modes.

- Maintain accounts only
- Accounts integrated with inventory option
- Accounts and Inventory maintained separately option

When you select 'Accounts only', no inventory details are added. If you do not have any purchase entry in Tally without inventory or inventory transactions, you can use the maintain accounts option by setting the option to 'Yes'.

To enable the options in maintaining stock in <u>Tally ERP 9</u>, you must change the settings to 'Yes' and press Ctrl+A to accept the changes made. For example, set the Maintain Accounts only tab to 'No' and click Ctrl+A to use inventory features.

If you select the accounts with the integrated inventory option, your next step should be to set the menu for the inventory information and its details.

Setting the inventory information menu:

The 'Inventory Info' menu is a 'master inventory list with details like Stock Items, Groups, Measurement units, etc., which can be displayed, altered, or created to display the master inventory details.

To see the display of the inventory info, you use the Tally gateway and set the F11 tab query 'Maintain Accounts only' to 'No'. Under the F11 tab, select the accounting features listed under the F1 tab to see the display of inventory info.

- The F11 tab sets the features and the settings for the transaction entries.
- The F12 tab helps you configure your master inventory information. Remember, the default settings here are set to 'No' and need to change it to 'Yes' to enable features configuration of the inventory info creation and details

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displayed. Clicking on the F12 tab anywhere in the Tally menu heads straight to the configure tab.

What are Inventory Stock Groups?

The 'stock groups' help classify the various Stock Items based on product type, brand, quality, and more in an inventory. Putting all items under such stock groups enables you to easily undertake tasks like entering closing stock in Tally ERP 9 and reporting and locating the stock items when drawing up an accounting statement.

How to create a 'Stock Group"?

Since the Stock Items are grouped based on common features like product type, brand, etc., in the closing stock in Tally, you will need to create your stock group list under the master inventory. First, head to the Tally Gateway, choose the Inventory Info tab using F11, select enable or 'Yes' to get the accounts with inventory option, and then choose the Stock Group tab under F1.

Here, you need to choose the 'Create' tab under the single stock group option and enter your stock group's name (Ex: Grade One/Two/Three). You can also create additional names 'under' this group using the 'Alias' option (Ex: Under '1/11/111 Primary group).

Ensure you choose a sub-group, parent group, primary group, etc., from the dropdown options. If it is not mentioned in your stock group, create the stock group using the Alt+C command.

The next field to specify is the 'Should item quantities be added'? Note that items should have the same measurement unit to be grouped. You cannot club items with 'pcs' as the measure with items having 'kgs' as the measure. Entering your stock items under this single group ensures that all these items clubbed together under this group will be added together in the inventory.

The next query here is whether to Alter/Set the <u>GST</u> details. Click 'Yes' if you wish to enable the option and define the GST rate applicable.

Click enter tab to save the information. If you find some items do not belong to this group, you can go back and reconfigure your options for these items under a different group.

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Creation Button Commands:

In the creation screen of the stock group, you can use the button commands as follows.

Short cut keys	Button	Details
Ctrl+C	C-button for	Create a Stock
	Category	Category
Ctrl+U	U-button for a unit	Create a
		Measurement
		Unit
Ctrl+I	I-button for an	Create a Stock
	Item	Item.
Ctrl+V	V-button for a type of vouchers	Create various
		types of
		vouchers. Note
		that the voucher
		available on your
		display, only if
		you select these
		features from the
		F11 'Set
		Features' tab.
Ctrl+O	O-button for a	
	godown	many Godown (s)

How to create multiple groups?

Tally's ERP 9 is most popularly used and has a create option wherein you can create a single group or multiple groups under the Create Stock Groups option tab. It is used to change the closing stock value, which automatically reflects in the P&L statement when integrated with the accounts.

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If you follow the same procedure to create a multiple stock groups option, you have to create 'under' multiple groups as your option instead of creating a single group. From the Groups Listing shown below, you have to select the parent or primary group and then enter the name of your stock group. (Ex: Brand A, B, C).

Selecting a specific group and not the 'All Items' in the 'Under' tab helps enter data speedily. The column's 'Group Name' selected is auto-filled with the cursor skipping the chosen column. Thus brand names allocated can be grouped under Group 1, 11,111 etc.

Selecting 'All Items' ensures that the cursor permits you to manually enter the parent group for each selected brand or group.

Note that the 'Should Item Quantities be added?' option permits you to enter or not enter the units and whether to add this feature in the how to add closing stock in the Tally section.

Groups Button Options:

Here's a quick table for the button options in the how to enter closing stock in Tally, the shortcut keys, and its details under the multiple Stock Group creation procedure.

Short cut keys	Button	Details
Ctrl+C	C-button for Category	Create a Stock Category
Ctrl+U	U-button for a unit	Create a Measurement Unit
Ctrl+I	I-button for an Item	Create a Stock Item.
Ctrl+F4	F4-tab for parent group	Alter parent group for all the subgroups under it
Ctrl+O	O-button for a godown	Create many Godown (s)
F8	F8-tab to Skip Details	To hasten data entry, and auto- set the 'Should Item Quantities be Added?' option to Yes. If you set this to "No" then clicking the F8 tab helps edit details.

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Display or Alter Stock category:

The process is simple, and once you are in the Master Stock screen, you can use the button options and display them to your CD writer, CRT or Monitor. Using the 'All Items' and 'List of Groups' options, you can work in any group, subgroup, category, or subcategory, etc., provided these features have been enabled on the initial F11 settings screen. Remember, F12 can be used to configure settings. **Single or multiple alter or display:**

Shortcut key	Button option	Details
Ctrl+G	G button for Group	Displays Stock Group.
Ctrl+I	I Button for Item	Displays Stock Item.
Ctrl+U	U Button for Measure Unit	Displays Measurement Unit
Ctrl+O	O Button for Godown	Displays Godown.
Ctrl+V	V Button for Voucher and its types.	Displays types of vouchers
Ctrl+F4	F4 Button for Parent Group	Displays Stock Group.
Ctrl+G	G Button for Groups	Displays Stock Item.
F6	F6 Button to skip names	Use to alter column details as the cursor will skip names under the Stock Category names.
F7	F7 Button to Skip Parent	Use to alter items under the parent with cursor skipping the parent name.

Note that deleting any stock category in the 'Alter' option means that you must first delete all items and subgroups under it.

The above discussion on the Tally ERP software solution is relevant to how to maintain company accounts in Tally without or with the inventory options. Thus using Tally for inventory resolves all issues of maintaining the inventory. Stock Items

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addition, display, altering, etc., all follow the same procedures and basic button options laid out above.

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Unit III

Purchase Order Processing: Purchase Order Process - Purchase Order Voucher -Receipt Note (Inventory) - Rejection-Out Voucher, Sales Order Processing: Sales Order Process - Sales Order Voucher - Delivery Note (Inventory) - Rejection-IN Voucher , Debit and Credit Notes, Bank Reconciliation, Manufacturing Vouchers: Bills of Materials - Job Costing, Tax Deducted at Source (TDS): Understanding TDS - Creating TDS Masters - TDS Payment - Tax Reports and Tax Forms, Payroll Accounting: Understanding Payroll - Pay Heads and Categories - Employee Details and Salary Details - Attendance Entries - Salary Payment – Pay sheet and Pay Slips

Purchase Order Processing in Tally ERP9

Purchase order is a document, issued by the buyer to the supplier for supplying of goods and services. Purchase order contains details of PO number, PO date, quantity, rate of each item, unit of measure, shipping method and payment terms etc.

You can able to see the outstanding purchase order reports in Tally ERP9.

How to enable the purchase order processing in Tally ERP9 **Path:** Gateway of Tally->F11 Features ->Inventory Features-> Allow purchase order processing: **Yes**

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	Invento	ry Features		
General		Invoicing		
Integrate Accounts and Inventory	? Yes	Allow Invoicing		Ye
Allow Zero valued entries	? No	Enter Purchases in Invoice Format		Ye
Storage & Classification Maintain Multiple Godowns / Excise Units	? Yes	Use Debit/Credit Notes Use Invoice mode for Credit Notes Use Invoice mode for Debit Notes	?	Ye Ye Ye
Maintain Stock Categories	? Yes	Separate Discount column on Invoices	?	No
Maintain Batch-wise Details	? No	Purchase Management		
(set Expiry Dates for Batches)	? No	Track additional costs of Purchase	?	No
Use different Actual & Billed Qty	? No			
Order Processing		Sales Management	2	22.0
Allow Purchase Order Processing	? Yes	Use Multiple Price Levels	?	No
Allow Sales Order Processing	? No	Other Features		
Allow Job Order Processing	? No	Use Tracking Numbers (Delivery/Receipt Notes)	?	No
(Note : Enables Maintain Multiple Godowns		Use Rejection Inward/Outward Notes	?	No
and Use Material In/Out)		Use Material In/Out	?	No
		Use Cost Tracking for Stock Item	?	No

PO Creation

Path: Gateway of Tally -> Order Vouchers -> Click on Purchase order

	Gateway of Tally	
Mas	ters	
Pi In	ccounts Info. ayroLI Info. ventory Info. uicK Setup	
Tra	sactions	
In O	ccounting Vouchers ven Tory Vouchers rdEr Vouchers a Yroll Vouchers	
Utili	ties	
	ip O rt of Data aNking	
Rep	orts	
P S	alance Sheet rofit & Loss A/c tock Summary atio Analysis	
D	isplay	
Q	uit	
Computerised Acc	counting with Tally	

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DIRECTORATE OF DISTANCE AND CON Manonmaniam S	TINUING EDUCATION Sundaranar University
Click on F4: Purchase Order Purchase Order Creation	
Order Versities All Company Purchase Order 16.2 Party A/c name : Pavan Traders Current belance : 15.5480.00 Cr Purchase ledger : Purchases@18% Name of Item HP Computers CGST SGST	Crid + H 1. Sep.2017 Friday Friday Order no. : 2 2 Quantity Rate per Disc % Amount 12 Nos 45,000.00 Nos 5,40,000.00 48,600.00 48,600.00 48,600.00 48,600.00
Narration:	12 Nos 6,37,200.06
Enter party A/c name: Pavan Traders	
Enter purchase order no: 2	
Select the name of stock item from the list of stock ite	ms
Enter quantity of item	
Enter rate of item	
Press enter to save the screen Invoice posting (Goods received against purchase order N	o: 2)
Accounting Entry	
HP Computers Dr 5,40,000	
Computerised Accounting with Tally	Page 147

DIRECTORATE OF DISTANCE AND CONTINUING ED Manonmaniam Sundaranar	
CGST Dr 48,600	
SGST Dr 48,600	
To Pavan Traders 6,37,200	
Accounting Veacher Creation ABC Company Parchase No. 22 Supplier innice no :: 246 Date : 1.Sep-2017 Party Alc name :: Parvan Tradeers Current balance :: 7,55,480.00 Cr Purchase ledger :: Parchases@18% Quantity Name of Item Quantity Rate per Dec! HP Computers 12 Nos 45,000.00 Nos CGST	Ctol + M D 1.Sep.2017 Friday 5. Amount 5.40,000.00 48,500.00
SGST Provide GST/e-Way Bill details : Yes Narration: 12 Nos	48,690.00 6,37,200.00
Order No(s) : Other Reference(s) : 2 dt. 1-Sep-2017	
Supplier's Details Consignee : ABC Company Supplier : Pavan Traders Address : Address :	
How to Check Purchase Order Outstandings in Tally Path: Gateway of Tally -> Display -> Statements of Inventory -> Order Outstandings Click on purchase order outstandings and check the status of ord	
Computerised Accounting with Tally	Page 148

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St	Display Monu atements of Inventory
	ock Query st Estimation
	n Cost Analysis
	es Order Outstandings chase Order Outstanding
	order Status
ne	Nucl oldida
sta	tistics
Qu	t

Payment Entry (F5)

Pavan Traders Dr 6,37,200

To Bank Account 6,37,200

ORDER PROCESSING IN TALLY ERP9

Order Processing in Tally ERP 9, categorized into Purchase Order Processing, Sales Order Processing and Job Order Processing.

PURCHASE ORDER PROCESSING:

Purchase Order Processing is placing orders to suppliers (or) Sundry creditors for purchasing goods/stock from them.

The following vouchers are required to do Purchase order processing.

- PURCHASE ORDER : (ALT + F4):
 Purchase order voucher can be used to place order with supplier (sundry creditors) for purchasing goods at a given price and pre-determined time.
- 2. **RECEIPT NOTE** : (ALT + F9): Receipt note is the inventory voucher and it can be used to enter stock/goods

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	which our company	received a	gainst Purc	hase Orde	r (order num	ber must be
	there					
3.	REJECTIONS	(OUT: (ALT		+	F6)
	This voucher can b	e used to r	return good	ls against r	eceipt note.	If the goods
	that we received ag	gainst purcl	hase order	falls under	bad quality	/ damaged,
	then the stock will b	e return. A	nd can be	enter that t	ransaction in	Rejections
	Out.					
SALE	S ORDER PROCES	SING:				
Sales	order processing is	receiving or	ders from S	Sundry Deb	tors / Custon	ners for sale
of the	goods.					
The fo	ollowing vouchers are	required to	o do sales o	order proces	ssing.	
1.	SALES O	RDER	:	(ALT	+	F5):
	Sales order vouche	r cab be u	sed to ente	er orders re	ceived from	customers /
	sundry debtors to sa	ale of the go	oods			
2.	DELIVERY	NOTE		: (ALT	+	F8):
	Delivery note can b	be enter de	livery of go	oods to cus	tomers / sur	ndry debtors
	against the sales or	der.				
3.	REJECTIONS	IN	(CTRL	+	F6):
	When the stock /	goods retu	rned again	st the deliv	very note ch	nallana, that
	transactions cab be	enter in Re	jections in	Voucher.		
PURC	HASE ORDER PRO	CESSING				
1.	Company placed	an order	to RAJ C	OMPANIES	for purcha	sing goods
	with order no:	PO/F	Raj/300 for	the	following	goods.
	Computers	10	pcs	(0	Rs.25000/-
	Laptops	05pcs	@		Rs.	30,000/-
	Mobiles	05pcs	@		Rs.	14,000/-
	Tabs 10pcs @ Rs.	11,400/-				
2.	Company received	the goods	from RAJ	Companies	against pur	chase order
	no: PO/Raj/300 and	d Challana	no: Ch/Ra	aj/300 and :	stored at Ra	jam godown
	Computers	10	pcs		0	Rs.25000/-
Comp	outerised Accounting	with Tally				Page 150

	D	IRECTORATE			D CONTINUI aniam Sunda		
	Laptops	05pcs		@	Rs.		30,000/-
	Mobiles	05pcs		@	Rs.		14,000/-
	Tabs 10pcs @	2 Rs. 11,400/-					
3.	Company ret	urned the follo	owing good	ds to Raj	Companies	due to o	damages
	against chall	ana no:	Ch/Ra	aj/300. (r	ef no:	RO	/Raj/001)
	Computers			—			04pcs
	Laptops			_			-02pcs
	Mobiles			_			02pcs
	Tabs – 01pcs	5					
SOLU	JTION						
STEP	2:1						
٠	Press F11 fo	r company fea	itures —				
•	Press F2	for		Inve	ntory	I	Features
	Storage		and			Classi	fication:
	Maintain	Multiple		Godown	S -		Yes
	Order					Pro	cessing:
	Enable	Purchase	Order	Р	rocessing	:	YES
	Enable	Sales	Order	Pro	cessing	:	YES
	Other					F	eatures:
		ig numbers inward and ou		-	and receip	ot notes)? YES
			Company Order Pro	and the second se			
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)	Gateway of T	ally — O	rder Vouc	hers —	Press AL1	+ F4 fo	r purcha	se order
)	Party	A/c	Name	•	:(ALT	+	С)
	Name		:		RAJ		CO	MPANIES
	Under		:		Sundry			Creditors
	Maintain	balan	ces	bill	by	bill	:	YES
	press enter_A	Accept- y	es — Pres	s Enter				
	Supplier's D	etails : E	Enter suppl	ier's det	ails here a	nd state	, sales ta	x number
	etc							
	Order			De	etails			:
	Mode / term	s of pa	yment : e	nter ou	r terms of	paymen	it to sup	olier here
	(Example:			Si	ngle			term)
	Terms of Del	ivery : E	Example : S	Single Te	erm			
	Receipt			D	etails			:
	Dispatched		Through		: Exampl	е	:	Van
	Destination :	Rajam						
	Order No: pb	/ raj / 30	00					
	Purchase		Ledger		: ALT		+	С
	Name			: Pure	chase			A/c
	Under		:	: Purcha	ISE			Accounts
	Inventory valu	ies are a	iffected : ye	es				
	Name	of	lt	em	: AL	Т	+	С
	Name						: C	omputers
	Under: Electr	onics						
	Units							: Pcs
	Accept – Yes	(Press E	ENTER)					
	Item		Alloc	cations			for Co	omputers
	Godown		: ALT		+		С	-
	Name: RAJA	M						
	Quantity			:	: 10			pcs

		Manonmar	niam	Sundarana	r Univers
Rate		:			25,0
Press Enter					
Create the re	maining items and	d enter the quantit	y,ra	ate also	
• TOTAL PUR	CHASE ORDER	VALUE : <i>5,59,000</i> /	/_		
urchase Order No. 1					1-Apr-2020 Wednesday
Alc name : Raj Companies over : Current bala	ance :			Order no.	: pb / raj / 300
e of Item		٩	uantity	Rate per Disc%	Amount
puters				25,000.00 PCS 30,000.00 PCS	2,50,000.00
iles			5 PCS	9,000.00 PCS	45,000.00
•			10 PCS	11,400.00 PCS	1,14,000.00
ation:		_	30 PCS		5,59,000.00
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automatically Select Track i		/RAJ/300 for every	' iten	ו	he
 Total 	Receipt	Note		Value	
5,59,000/-					

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Receipt Not Reference no. ch Party A/c name	No. 1 Iraj/300 Raj Companies			1-Apr-2020 Wednesday
<i>Turnover :</i> Purchase ledger	Current balance			
Name of Item			Quantity Rate per Dis	and the second second
Computers Laptops			10 PCS 25,000.00 PCS 5 PCS 30,000.00 PCS	2,50,000.00
Mobiles			5 PCS 9,000.00 PCS	45,000.00
Tabs			10 PCS 11,400.00 PCS	1,14,000.00
Narration			30 PCS	Accept ?
				Yes or No
Step	o : 4			
• Pres	ss ALT + F6 for	Rejections Out		
• Led	ger Account : F	Raj Companies		
• Sup	plier's Name &	Address: Raj Compa	nies	
• Nan	ne	of	ltem	
Con	nputers			04p
Lap	top			02p
Mob	oile			02p
Tab	s 01pcs			
• Tota	al Value : 2,16,4	00/-		
	sed Accounting	with Tally		Page 1

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Ledger Account	Supplier's Na	me and Address	
Raj Companies	Raj Companies		
Name of Item	Quantity	Rate per Disc %	Amou
Computers		25,000.00 PCS	1,00,000.0
Tracking No. : chiraj/300 Order No.: pb / raj / 300 Due on 1-Apr-20) Rajam	4 PCS 25,000.00 PCS	1,00,000.
Laptops		30,000.00 PCS	60,000.0
Tracking No. ; chirai/300 Order No. pb / raj / 300 Due on 1-Apr-20		2 PCS 30,000.00 PCS	60,000 (
			9 more)

Receipt Note in Tally.ERP 9: A Guide to Efficient Inventory

Receipt Note is a feature in Tally.ERP 9 that allows businesses to record the receipt of goods or materials from a supplier. It is an important part of inventory management that helps businesses to maintain accurate stock records and update accounting information.

When a business receives goods from a supplier, they create a Receipt Note in Tally.ERP 9 to record the details of the receipt. The Receipt Note includes information such as the date of receipt, supplier details, purchase order details, and the details of the goods received. Once the Receipt Note is saved, Tally.ERP 9 updates the stock records and accounting information based on the details provided. Receipt Note is a crucial feature in Tally.ERP 9 that helps businesses to keep track of their inventory and manage their stock effectively. By recording the receipt of goods, businesses can maintain accurate stock records, track their inventory levels, and prevent stock discrepancies. It also helps businesses to keep track of their purchase orders and supplier transactions, which is important for accounting and business operations.

In summary, Receipt Note is a feature in Tally.ERP 9 that helps businesses to record the receipt of goods or materials from a supplier. It is an important part of inventory management that helps businesses to maintain accurate stock records and update

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accounting information. By using Receipt Note in Tally.ERP 9, businesses can effectively manage their inventory, track their purchase orders and supplier transactions, and improve their business operations.

In summary, the Physical Stock feature in Tally.ERP 9 helps businesses to perform physical stock verification and maintain accurate inventory records. This feature is important for businesses that need to manage their inventory accurately and ensure that their financial reporting is correct.

Receipt Note Voucher

	E: Export	Mr. E-Mail	Q: Uplend	Gellangunge	R: Keyboard	E: Control Centre	(): Support Centre	It: Help
Inventory You	cher Creation			Tutorpes 18-02-23				Ctrl +
Receipt Note st. :	No. 1							1-Apr Se
erforti Bullanco errorti Bullanco erforac Lodger								
ame of item							Quantity Rat	w per An

Example

Receipt note received from Mr.Tranced

- Tally Software 10 packs Rs. 15000 (w-2,G-2,M-6)
- ms-offfice software 15 packs Rs. 17000 (w-3,G-4,M-8)

Pi Print	E Export	MIE-Mai	Quliphed	Ge Cargiage	R) Keyboard	3) Cantrul Centre	H Sappor	t Centre	H Help	
Inventory Ve	sucher Creation			Tutorjoes 18-02-23						Cirl + H
Becoupt Not Ref. : Party's Ait: Name Cernert Belance : Punchase Ladger										1-Apr-202 Saturda
iame of item							Quantity	Rate	per	Amour
Tally Software							10 see	15,000.00	NOR	1,50,898.0
Is-Office Softw	wre						15 packs	17,898.00	pacits	2,55,888.0
									_	4,05,000.0

- Go to Gateway of Tally and select "Inventory Vouchers" under "Inventory Info" from the "Vouchers" menu.
- Select "Godown Transfer" voucher type.
- Enter the voucher date, which is the **date** of the transfer.
- In the "From Godown" field, select the godown from which the items are being transferred.
- In the "To Godown" field, select the godown where you want to track the items.

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- In the "Particulars" field, select "Purchase Accounts" from the list of ledgers.
- Enter the details of the first item transferred, which is "Tally Software 10 packs Rs. 15000 (w-2,G-2,M-6)".
- Enter the quantity transferred in the "Quantity" field, which is 10 packs in this case.
- In the "Rate" field, enter the rate per pack, which is Rs. 15000.
- In the "Amount" field, the total amount will be automatically calculated as 10 packs x Rs. 15000 = Rs. 150000.
- In the **"Tracking Number"** field, enter a unique tracking number to identify this transfer.
- In the **"Godown"** field, select the godown where the items are being tracked.
- Enter the details of the second item transferred, which is "MS-Office software 15 packs Rs. 17000 (w-3,G-4,M-8)".
- Enter the quantity transferred in the "Quantity" field, which is **15 packs** in this case.
- In the "Rate" field, enter the rate per pack, which is Rs. 17000.
- In the "Amount" field, the total amount will be automatically calculated as 15 packs x Rs. 17000 = Rs. 255000.
- In the **"Tracking Number"** field, enter the same tracking number as for the first item to link both items together.
- In the "Godown" field, select the godown where the items are being tracked.
- Save the godown transfer voucher.

Once the godown transfer voucher has been saved, the items will be transferred to the tracking godown and linked to the tracking number you provided. You can view the tracking details by going to the "Inventory Info" menu, selecting "Godowns" and then selecting the tracking godown. Here you will be able to see the quantities of Tally and MS-Office software in the tracking godown, along with the tracking number to identify their source.

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Delivery Note in Tally.ERP 9: A Guide to Streamlining Sales and Inventory

In Tally.ERP9, a Delivery Note is a document that is created to record the delivery of goods from one location to another. It is usually created by the supplier or the seller to document the delivery of goods to the customer or the buyer. Here are the steps to create a Delivery Note in Tally.ERP9:

P: Pret	E: Expat	No. 5-Mail	Q: Upbed		5-rutrati	E Reyboard	E: Control Cantra	Support Derb		it Help
Inventory Youch	er Creation			Tutorjoes	18-02-23					Ctrl + P
Belivery Note Ref. :	No. 1									4-April Setu
Party's Aic None : Current Balance : Bales Ledger :										
Name of Item								Quantity	Rate p	er Amo

- Go to the main menu and select "Inventory Vouchers."
- Select "Delivery Note" from the list of available vouchers.
- Enter the details of the customer or the buyer, such as the **name**, **address**, **and contact** information.
- Enter the details of the goods being delivered, such as the quantity, description, and unit price.
- Select the ledger accounts for both the customer and the goods being delivered.
- **Save** the Delivery Note.

Once the **Delivery Note** is saved, it can be printed and given to the customer as proof of delivery. The information entered in the **Delivery Note** can also be used to create other documents, such as an invoice or a receipt.

In Tally.ERP9, the **Delivery Note** can also be used to update the stock records and the accounts records. When a **Delivery Note** is created, it updates the stock records to reflect the reduction in stock due to the delivery of goods. It also updates the accounts records to reflect the sale of goods and the accounts receivable from the customer.

Example

Delivery Note issued To Mr. Motorala Pvt Ltd

• CPU 6nos Rs. 17000 (w-1,G-2,M-6)

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• Calculator 30nos Rs.1000 (w-7,G-10,M-13)

P: Print	E: Export	Mt E-Hal	Q: Uplead		Gr Language	E: Keyboard	g: Control Centre	ti: Support	Centre	te Help	
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Delivery Note Ref. :	No. 1										1.Apr.280 Seturde
Party's Aic None : Carrent Balance : Bales Ledger : Sal	Mr. Matorolo Pvt Ltd										
Name of Item								Quantity	Rate p	aer	Amos
CPU								4 mos	17,000.00 m	05	68,000.0
Calculator								30 mm	1,000.00 m		38,000.0
											\$4,000.

To create a godown tracking number in Tally ERP 9, follow these steps:

- Open Tally ERP 9 and select the "Inventory Vouchers" option from the "Gateway of Tally" menu.
- Click on "Alt + F7" or select the "Delivery Note" option from the list of inventory vouchers.
- In the "**Delivery Note**" screen, select the "**Godown**" field and choose the appropriate godown from the list of available godowns.
- Enter the details of the items being delivered in the "Item Allocation" section.
 For example, for CPU 6nos at Rs. 17000, enter "CPU" in the "Name of Item" field, "6" in the "Quantity" field, "17000" in the "Rate" field, and "W-1, G-2, M-6" in the "Godown Details" field.
- Similarly, enter the details of the 30 calculators being delivered at Rs. 1000 each with their respective godown details.
- Once you have entered all the details, save the Delivery Note.
- To generate a godown tracking number, go to the "Display" menu and select "Statement of Inventory" and choose "Godown Summary".
- Select the appropriate godown and the date range, and click on "Show" to generate the **report**.
- The report will show the opening balance, receipt, issue, and closing balance for the selected godown. The Delivery Note details will be included in the "Issued" section, along with a unique tracking number that Tally ERP 9 will automatically generate.
- You can then provide this tracking number to Mr. Motorala Pvt Ltd as a reference for their delivery.

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Note: Make sure to set up the appropriate ledgers and stock items in Tally ERP 9 before creating the Delivery Note. This will ensure that the details are accurately recorded and can be easily tracked later.

Rejection Outward in Tally.ERP 9

Rejection Outward Voucher

P: Print	ErExpert	M E-Mail	Q: Upload		Gi Langsage	Keyboard	E Cantrol Centre	B Support Centre	H Help	
Teventory Vo	ucher Creation			Tatorjoas	18-02-23					Chri + H
Rejections 0	No. 1									1-Apr-2023 Saturday
		Lodger Access	el.				Supplier's Name and As	Alter ana		
Name of item								Quantity Rat	e per	Amount

In Tally.ERP9, a Rejection Outward Note is a document that is used to record the return of goods by a customer or buyer to the supplier or seller due to rejection of the goods. This document serves as evidence of the returned goods and is necessary to keep track of the stock and the value of the returned goods.

Here are the steps to create a Rejection Outward Note in Tally.ERP9:

- Go to the main menu and select Inventory Vouchers.
- Select **Rejection Outward** from the list of available vouchers.
- Enter the details of the customer or the buyer, such as the **name**, **address**, **and contact** information.
- Enter the details of the rejected goods, such as the quantity, description, and unit price.
- Select the ledger accounts for both the customer and the goods being returned.
- **Save** the Rejection Outward Note.

Once the **Rejection Outward Note** is saved, it can be printed and given to the customer as proof of the returned goods. The information entered in the Rejection Outward Note can also be used to create other documents, such as a debit note or a credit note.

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In Tally.ERP9, the **Rejection Outward Note** can also be used to update the stock records and the accounts records. When a Rejection Outward Note is created, it updates the stock records to reflect the increase in stock due to the return of goods. It also updates the accounts records to reflect the decrease in the sale of goods and the accounts payable to the customer.

Example

Rejection Outward to Mr.Tranced followings item

- Tally Software 5 packs Rs. 15000 (M-1)
- ms-offfice software 3 packs Rs. 17000 (w-1,G-1,M-1)

P: Post	6 Export	UI E-Hal	O Upeed	-	Aurous	IC Reytoard	L ComulCentre	S Support	Cerste H Help	
Inventory Vo Reportions O	enhan Greation Man 1				Tellurjeen 18-02-23					1 Apr 2023 Saturday
-		Ledger Acco	iet.				Supplier's Name and Addre	esa :		
Hr. Tranced					Mr. Tranced					
Name of Hem							6	wentity	Rate per	Amount
Tally Sofeare								1 nos	15,000.00 nm	15,000.00
Tracking As	0.2						Maie Loos	det.	1.000 15.301.00 100	15.000.00
Ms-Office Softw	are .							3 packs	17,000.00 psile	51.000.00
Track/top 24							Warne		pactos 17,808-28 pade	17,000.00
Tracking N	0.7 2						Orees Par	к з	20100	17,000.00
Tracking A	1.2						Main Long	en. 1	pacita	17,000.00

To create a godown tracking number in Tally ERP 9 for the rejection outward of items to Mr. Tranced, follow these steps:

- Open Tally ERP 9 and select the "Inventory Vouchers" option from the "Gateway of Tally" menu.
- Click on "Alt + F8" or select the "Rejection Out" option from the list of inventory vouchers.
- In the "**Rejection Out**" screen, select the "**Godown**" field and choose the appropriate godown from the list of available godowns.
- Enter the details of the items being rejected in the "Item Allocation" section.
 For example, for Tally Software 5 packs at Rs. 15000, enter "Tally Software" in the "Name of Item" field, "5" in the "Quantity" field, "15000" in the "Rate" field, and "M-1" in the "Godown Details" field.
- Similarly, enter the details of the 3 packs of **MS-Office software being** rejected atRs. 17000 each with their respective godown details.

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- Once you have entered all the details, save the **Rejection Out voucher**.
- To generate a godown tracking number for the rejected items, go to the "Display" menu and select "Statement of Inventory" and choose "Godown Summary".
- Select the appropriate godown and the date range, and click on "Show" to generate the report.
- The report will show the opening balance, receipt, issue, and closing balance for the selected godown. The Rejection Out voucher details will be included in the "Issued" section, along with a unique tracking number that Tally ERP 9 will automatically generate.
- You can then provide this tracking number to Mr. Tranced as a reference for the rejected items.

Note: Make sure to set up the appropriate ledgers and stock items in Tally ERP 9 before creating the Rejection Out voucher. This will ensure that the details are accurately recorded and can be easily tracked later.

Rejection in Tally.ERP 9

In Tally.ERP9, Rejection In is a document that is used to record the receipt of rejected goods from a customer or buyer. It is created by the supplier or the seller to document the return of goods due to rejection by the customer.

Here are the steps to create a Rejection In voucher in Tally.ERP9:

Go to the main menu and select Inventory Vouchers.
 Select Rejection In from the list of available vouchers.

 Enter the details of the customer or the buyer, such as the name, address, and contact information.

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- Enter the details of the rejected goods, such as the quantity, description, and unit price.
- Select the ledger accounts for both the customer and the goods being returned.
- Save the Rejection In voucher.

Once the **Rejection In** voucher is saved, it can be printed and used as proof of the returned goods. The information entered in the Rejection In voucher can also be used to create other documents, such as a debit note or a credit note.

In Tally.ERP9, the **Rejection In** voucher can also be used to update the stock records and the accounts records. When a Rejection In voucher is created, it updates the stock records to reflect the increase in stock due to the return of goods. It also updates the accounts records to reflect the decrease in the sale of goods and the accounts receivable from the customer.

Example

Rejection In by Mr. Motorola followings item

- CPU 2 nos Rs. 17000 (w-1,M-1)
- Calculator 5nos Rs.1000 (w-1,G-1,M-3)

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: Print	E: Export	M: C-Mail	Q: Upbed			R: Keyboard	E: Control Cardra	t: Support	t Dentre	it He	
	wcher Creation			Tutorjoes	18-02-23						Ctvl + H
Reportations	in No. 1										1-Apr-20 Saturd
ltr. Motorolo Pr	4114	Ledger Account			Nr. Wotoroia Pvt L1d	Cash	imer's Same and Addr			_	
art. and an ord P a					NT. HOUSEPPICT						
Name of Item							Qu	antity	Rate	per-	Amou
Calculator								3 nos	1,000.00	nos	3,000
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a stranger							Wilconise		1 805 17,	109.00 m	15 17,000
Thanking N	a.7.2						Kein Local		1 108 17.		17,000

To create a godown tracking number in Tally ERP 9 for the rejection in of items by Mr. Motorola, follow these steps:

- Open Tally ERP 9 and select the "Inventory Vouchers" option from the "Gateway of Tally" menu.
- Click on "Alt + F9" or select the "Rejection In" option from the list of inventory vouchers.
- In the "Rejection In" screen, select the "Godown" field and choose the appropriate godown from the list of available godowns.
- Enter the details of the items being rejected in the "Item Allocation" section.
 For example, for CPU 2 nos at Rs. 17000, enter "CPU" in the "Name of Item" field, "2" in the "Quantity" field, /b>"17000" in the "Rate" field, and "W-1, M-1" in the "Godown Details" field.
- Similarly, enter the details of the 5 calculators being rejected at Rs. 1000 each with their respective godown details.
- Once you have entered all the details, save the Rejection In voucher.
- To generate a godown tracking number for the rejected items, go to the "Display" menu and select "Statement of Inventory" and choose "Godown Summary".
- Select the appropriate godown and the date range, and click on "Show" to generate the report.

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- The report will show the opening balance, receipt, issue, and closing balance for the selected godown. The Rejection In voucher details will be included in the "Received" section, along with a unique tracking number that Tally ERP 9 will automatically generate.
- You can then provide this tracking number to Mr. Motorola as a reference for the rejected items.

Note: Make sure to set up the appropriate ledgers and stock items in Tally ERP 9 before creating the Rejection In voucher. This will ensure that the details are accurately recorded and can be easily tracked later.

Sales Order Processing in Tally ERP9 Sales Order Processing in Tally ERP9

Sales Order Processing in Tally ERP9

Tally is one of the most popular accounting software that can help in tracking each and every sales order and invoice that are generated.

What is Sales Order?

Sales Order is an order placed by a customer for the delivery of specified goods at a given price and at a predetermined time. At the time of receiving the order from a customer for the specified category of goods that needs to be supplied, the details of the items, quantity of how much goods need to be supplied, date and place of delivery, etc. are provided with the Sales Order Number. Finally, after the delivery of the goods, the same Sales Order is again tracked for the Order Details, either in the Delivery Note or in the Sales Invoice.

EnableSalesOrderinF11->FeaturesTo enableSalesOrderinTally.ERP9, click onF11:Features (F2: InventoryFeatures).

In the Order Processing section, set Allow Sales Order Processing to "YES", to create Sales Order. This feature can also be used for pre-order closure of sales order.

SowhatisF11:Features(F2:InventoryFeatures)?F11[F2]:InventoryFeatures in Tally.ERP9enablesuser to set the Inventory

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University the Features for transactions. Go to Gateway of Tally and select F11: Features and then click on F2: Inventory. Company: ABC Company Inventory Features General Invoicing ? Yes Integrate Accounts and Inventory Allow Invoicing ? Yes Enter Purchases in Invoice Format ? Yes Allow Zero valued entries ? No Use Debit/Credit Notes 2 No Use Invoice mode for Credit Notes Storage & Classification 2 No ? No Use Invoice mode for Debit Notes Maintain Multiple Godowns ? Yes Separate Discount column on Invoices ? No Maintain Stock Categories ? No Maintain Batch-wise Details ? No Purchase Management (set Expiry Dates for Batches) ? No Track additional costs of Purchase ? No ? No Use different Actual & Billed Qty Sales Management Order Processing ? No Use Multiple Price Levels Allow Purchase Order Processing ? Yes Allow Sales Order Processing ? Yes Other Features Use Tracking Numbers (Delivery/Receipt Notes) Allow Job Order Processing ? Yes ? No (Note : Enables Maintain Multiple Godowns Use Rejection Inward/Outward Notes ? No and Use Material In/Out) Use Material In/Out ? Yes Track Stock Item Cost ? No F2: Inventory F4: Tally.NET F5: Audit F1: Accounts F3: Statutory Enter SO (Sales Order) Sales Order Entry is done by the following steps. Go Gateway to of Tally. Click Inventory Vouchers. on F5 Then press Alt +or click on Sales Order. Select the Customer's name from the List of Ledger Accounts. Alt С to Press + create а new account. • The Order number is automatically displayed. Generally, it will take the Voucher number as Order No. The user can change this number if

The user can also configure the voucher type for Sales Order, to get the Suffix and Prefix for the sales orders.
The user can configure by following these steps (Go to Gateway of Tally-> Accounts Info / Inventory Info->Voucher Types->Alter->Sales

required.

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order->Set Yes Use Advance Configuration). to • Select the particular Item on which the order has to be placed from List of Stock Items given the the in drop down. • Enter the due date for the Delivery of the items. This helps in monitoring the outstanding of the Delivery of the items. • Enter the quantity of the item and its rate. The amount will be calculated automatically.

• The narration is optional. User can give some particulars about the order, if required.

✓ Goods Receipt Note

The purpose of Receipt note is to record the goods received from the supplier. To configure receipt note;

• Go to Gateway of Tally, select F11: Features and then click on F2: Inventory.

- Set Use tracking numbers that enables delivery and receipt notes to Yes.
- Press Ctrl + A to accept.
- Go to Gateway of Tally and then click on Inventory Vouchers
- Click on F9: Receipt Note.
- Click on F12: Configure.
- Set Accept Supplementary details to Yes.
- Press Ctrl + A to accept.

Enter Sales Invoice

Sale is the most crucial part of every business. Sales entry or sales voucher entry is a part and parcel of daily tasks. Sale is considered as the main income stream of an organization as it generates revenue for the organization causing an increase in the benefits manifold. Be it salary of employees, growth and expansion of organization, etc.

Users need to follow some basic steps to enter Sales Invoice in Tally. ERP9.

- Start with, Go to Gateway of Tally and then select Accounting Voucher
- Then click on F8 button. This represent Sales
- Change the date if needed by pressing F2 or date button.
- Click on Accounting Invoice button if no stock is involved in the sale, or click on

Computerised Accounting with Tally

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Item Invoice if stock items to be selected.

• Here we need to enter the Reference Number, the Name of the Party or Client,

Sales Ledger, Name of the item, the Quantity and the Rate in case you have chosen item invoice.

• Following that enter Reference Number, Party Account Name, Particulars, Rate and Amount in case you have chosen accounts invoice.

• Write the narration for the transaction and save the voucher.

Reporting of Sales Order

Sales Order Summary statement provides the users with detailed information on the outstanding sales orders.

To access Sales Order Outstanding,

- Go to Gateway of Tally (GOT).
- Select Display and click on Statements of Inventory.
- Then click on Sales Order Outstanding.

A menu bar has been provided to make the navigation much easier to the users.



Let us briefly understand about each of the following reports mentioned above.

Sales Order -> Stock Group

This report displays the Sales Order Outstanding summary of all or a selected Stock

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Group.

To view Sales Order Stock Group Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on Statements of Inventory and select Sales Order Outstanding.
- Now click on Stock Group.

Sales Order -> Stock Item

Sales Order -> Stock Item report displays the Sales Order Outstanding summary of a selected Stock Item.

To view Sales Order Stock Item Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on the Statements of Inventory and select Sales Order Outstanding.
- Now click on Stock Item

Sales Order -> Group

This report displays the Sales Order Outstanding summary of a selected Group.

To view Sales Order Group Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on the Statements of Inventory and then select Sales Order Outstanding.

Now click on Group

Sales Order -> Ledger

The Ledger Report displays the Sales Order Outstanding summary of a selected Ledger.

To view Sales Order Ledger Outstanding summary:

- Go to Gateway of Tally and select Display.
- Click on the Statements of Inventory and select Sales Order Outstanding.

Now click on Ledger

Sales Order -> All Orders

All order report displays the Sales Order Outstanding of all the orders which are pending. Sales Order -> All Orders report provides information on the order number, date on which the order was made, party details, ordered Quantity, undelivered order, rate, value of ordered stock, due date for delivering the goods and the number of days overdue. Additionally, it provides information on goods delivered but orders not received.

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To view All Orders:

- Go to Gateway of Tally and click on Display.
- Click on Statements of Inventory and select Sales Order Outstanding.
- Now click on All Order

Sales Order Processing in Tally ERP9 Sales Order Processing in Tally ERP9

Sales Order Processing in Tally ERP9

Tally is one of the most popular accounting software that can help in tracking each and every sales order and invoice that are generated.

What is Sales Order?

Sales Order is an order placed by a customer for the delivery of specified goods at a given price and at a predetermined time. At the time of receiving the order from a customer for the specified category of goods that needs to be supplied, the details of the items, quantity of how much goods need to be supplied, date and place of delivery, etc. are provided with the Sales Order Number. Finally, after the delivery of the goods, the same Sales Order is again tracked for the Order Details, either in the Delivery Note or in the Sales Invoice.

Enable Sales Order in F11 -> Features

To enable Sales Order in Tally.ERP9, click on F11: Features (F2: Inventory Features).

In the Order Processing section, set Allow Sales Order Processing to "YES", to create Sales Order. This feature can also be used for pre-order closure of sales order.

So what is F11: Features (F2: Inventory Features)?

F11 [F2] : Inventory Features in Tally.ERP9 enables user to set the Inventory Features for the transactions.

Go to Gateway of Tally and select F11: Features and then click on F2: Inventory.

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	Invento	ry Features	
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
Storage & Classification Maintain Multiple Godowns	2 Yes	Use Debit/Credit Notes Use Invoice mode for Credit Notes Use Invoice mode for Debit Notes	? No ? No ? No
Maintain Nutliple Godowns Maintain Stock Categories	? No	Separate Discount column on Invoices	? No
Maintain Batch-wise Details (set Expiry Dates for Batches)	? No ? No	Purchase Management Track additional costs of Purchase	? No
Use different Actual & Billed Qty	? No		
Order Processing	2 Yes	Sales Management Use Multiple Price Levels	? No
Allow Purchase Order Processing	? Yes	Other Features	
Allow Sales Order Processing			2 No
Allow Job Order Processing (Note : Enables Maintain Multiple Godowns	? Yes	Use Tracking Numbers (Delivery/Receipt Notes) Use Rejection Inward/Outward Notes	? No
and Use Material In/Out)		Use Material In/Out	? Yes
		Track Stock Item Cost	? No
		Hack Stock item Cost	r NO
F1: Accounts F2: Inv	entory F	3: Statutory F4: Tally.NET F5: Audit	

Enter SO (Sales Order)

Sales Order Entry is done by the following steps.

- Go to Gateway of Tally.
- Click on Inventory Vouchers.
- Then press Alt + F5 or click on Sales Order.
- Select the Customer's name from the List of Ledger Accounts.
- Press Alt + C to create a new account.

• The Order number is automatically displayed. Generally, it will take the Voucher number as Order No. The user can change this number if required.

• The user can also configure the voucher type for Sales Order, to get the Suffix and Prefix for the sales orders.

• The user can configure by following these steps (Go to Gateway of Tally->

Accounts Info / Inventory Info->Voucher Types->Alter->Sales order->Set Yes to Use Advance Configuration).

• Select the particular Item on which the order has to be placed from the List of Stock

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Items given in the drop down.

• Enter the due date for the Delivery of the items. This helps in monitoring the outstanding of the Delivery of the items.

• Enter the quantity of the item and its rate. The amount will be calculated automatically.

• The narration is optional. User can give some particulars about the order, if required.

Goods Receipt Note

The purpose of Receipt note is to record the goods received from the supplier. To configure receipt note;

- Go to Gateway of Tally, select F11: Features and then click on F2: Inventory.
- Set Use tracking numbers thatenables delivery and receipt notes to Yes.
- Press Ctrl + A to accept.
- · Go to Gateway of Tally and then click on Inventory Vouchers
- Click on F9: Receipt Note.
- Click on F12: Configure.
- Set Accept Supplementary details to Yes.

• Press Ctrl + A to accept.

Enter Sales Invoice

Sale is the most crucial part of every business. Sales entry or sales voucher entry is a part and parcel of daily tasks. Sale is considered as the main income stream of an organization as it generates revenue for the organization causing an increase in the benefits manifold. Be it salary of employees, growth and expansion of organization, etc.

Users need to follow some basic steps to enter Sales Invoice in Tally. ERP9.

- Start with, Go to Gateway of Tally and then select Accounting Voucher
- Then click on F8 button. This represents Sales
- Change the date if needed by pressing F2 or date button.

• Click on Accounting Invoice button if no stock is involved in the sale, or click on Item Invoice if stock items to be selected.

• Here we need to enter the Reference Number, the Name of the Party or Client,

Sales Ledger, Name of the item, the Quantity and the Rate in case you have chosen

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item invoice.

• Following that enter Reference Number, Party Account Name, Particulars, Rate and Amount in case you have chosen accounts invoice.

• Write the narration for the transaction and save the voucher.

Reporting of Sales Order

Sales Order Summary statement provides the users with detailed information on the outstanding sales orders.

To access Sales Order Outstanding,

- Go to Gateway of Tally (GOT).
- Select Display and click on Statements of Inventory.
- Then click on Sales Order Outstanding.

A menu bar has been provided to make the navigation much easier to the users.



Let us briefly understand about each of the following reports mentioned above.

Sales Order -> Stock Group

This report displays the Sales Order Outstanding summary of all or a selected Stock Group.

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To view Sales Order Stock Group Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on Statements of Inventory and select Sales Order Outstanding.
- Now click on Stock Group.

Sales Order -> Stock Item

Sales Order -> Stock Item report displays the Sales Order Outstanding summary of a selected Stock Item.

To view Sales Order Stock Item Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on the Statements of Inventory and select Sales Order Outstanding.

Now click on Stock Item

Sales Order -> Group

This report displays the Sales Order Outstanding summary of a selected Group.

To view Sales Order Group Outstanding summary:

- Go to Gateway of Tally and click on Display.
- Click on the Statements of Inventory and then select Sales Order Outstanding.
- Now click on Group

Sales Order -> Ledger

The Ledger Report displays the Sales Order Outstanding summary of a selected Ledger.

To view Sales Order Ledger Outstanding summary:

- Go to Gateway of Tally and select Display.
- Click on the Statements of Inventory and select Sales Order Outstanding.
- Now click on Ledger

Sales Order -> All Orders

All order report displays the Sales Order Outstanding of all the orders which are pending. Sales Order -> All Orders report provides information on the order number, date on which the order was made, party details, ordered Quantity, undelivered order, rate, value of ordered stock, due date for delivering the goods and the number of days overdue. Additionally, it provides information on goods delivered but orders not received.

To view All Orders:

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- · Go to Gateway of Tally and click on Display.
- Click on Statements of Inventory and select Sales Order Outstanding.
- Now click on All Order

Delivery Note Voucher

The **Delivery Note Voucher** is used for recording goods delivered to a customer. To pass the **Delivery Note voucher**,

- From F11: Inventory Features, Enable the option Use Tracking Numbers (Delivery / Receipt Notes).
 - 2. Go to Gateway of Tally > Inventory Vouchers
 - 3. Press Alt+F8 or select the button F8: Dely Note from the button bar.

Under F12: Configure (Delivery Note Configuration) set Accept Supplementary Details to Yes.

	Delivery Note	e Configuration		
General Options		Statutory Options		
Accept supplementary details (Address details, despatch details, etc.)	? Yes	Calculate tax on current sub-total (else calculations are on inventory total only)	?	Yes
Allow separate buyer and consignee names Use common ledger A/c for item allocation Use defaults for bill allocations	? No ? Yes ? No	Activate E1 or E2 transaction(VAT) Other Options	?	Yes
Use additional description(s) for item name Use pre-closure order details Use additional description(s) for ledger name Consolidate stock items with same rates Show compound unit of item based on rate Show full details of compound unit	? Yes ? No ? No ? No ? No ? No	Complete Accounting Allocations in Order/Delivery Note Show turnover achieved with customer Allow modification of all the fields during entry Calculate MRP on billed quantity Warn on negative stock balance Use expired batches for all stock items	?????	Yes No Yes Yes Yes Yes
Exporters' Options		Show batches with zero quantity	?	Yes
Specify export shipping details Specify marks and nos./container no. Specify no. and kind of packages	? No ? No ? No			

For more details on Delivery Note configurations refer <u>Voucher Entry</u> Configuration.

For example, the company delivers goods to Customer A. If a Sales Order exists for that customer, selecting the appropriate Order Number from the List of Orders pop-up menu will automatically bring up the relevant particulars.

	DIRECTORATE OF DI	STANCE AN	ND CONTIN	UING EDUCAT
		Manonm	aniam Sun	daranar Univei
Party Details Delivery Note No. 1 Ref.:	ABC Compar	74		Ctrl+M ≥ 1-Apr-2008 Tuesday
				te per Amount
Order No(s) : 01.	List of Orders D End of List New Number Not Applicable T-Apr-2808			
Despatch Dec. No. : Despatched through : Destination :	Receipt Details			
Buyers : Custome Address :	<u>Buyer's Details</u> r A			
Sales Tax No. :				

Once you accept the **Order** details, the cursor will move to **Name of Item** column. On pressing **Enter**, the '**Item Allocations** screen is displayed. You may select an existing Tracking number or create a new Tracking Number. Tracking number is the reference to have a link between transactions. For eg: if Tracking Number is selected in the Delivery Note, this will automatically display the details of the items in the Sales Invoice.

em Allocations rery Note No. 1	AB	C Company		Ctrl + M 💌 1-Apr-2008
				Tuesday
Balance :	Allocations for : Item A			Amount
	Quantity Rate per	Amount		750.00
acking No. : 1	Order No.: 01 Due on 1- 5.00 nos 150.00 nos	Apr-2008 720100		
	5.00 nos	750.00		750.00
ntory Voucher Creation	1	ter completic	on will appear as show	Ctrl + M 🛛
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custor			on will appear as show	
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance :			on will appear as show	Ctrl + M 🙁
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : se of Item				Ctrl+M ≥ 1-Apr-2008 Tuesday
The Delin Intery Voucher Creation All No. 1 y's A/C Name : Custor ent Balance : the of Item A A			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ne of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ne of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ee of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ee of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ee of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ee of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 y's A/c Name : Custon ent Balance : ee of Item			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 ('s A/c Name : Custon ent Balance : le of Item A			Quantity Rate per	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount
ntory Voucher Creation elivery Note No. 1 /s A/c Name : Custor int Balance : e of Item A d of List			Ouantity Rate per 5.00 nos 150.00 nos	Ctrl+M ≥ 1.Apr-2008 Tuesday Amount 750.00

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Party's A/c Name

Select the **Party Ledger** from the **List of Ledger Accounts** to whom goods are delivered.

Name of Item

Once we select the **Order Number** from the **List of Orders**, the item name will be displayed automatically.

Quantity, Rate and Amount

Since the Order number is selected from the **List of Orders**, quantities, rate and amount will be displayed automatically.

Rejection in Tally.ERP 9

In Tally.ERP9, Rejection In is a document that is used to record the receipt of rejected goods from a customer or buyer. It is created by the supplier or the seller to document the return of goods due to rejection by the customer.

Here are the steps to create a Rejection In voucher in Tally.ERP9:

P: Print	E: Expert	MI: E-Mail	O: Upload		Ge Las paape	E) Keyboard	Ki Central Centre	H Support Centre	H Help	
Inventory V	outher Creation			Tutorjoes	18-02-23					Cirl + N
Rejections	In No. 2									Apr-202 Saturda
										Saturda
		Ledger Accou	at			0	ustomer's Name and A	ddress		
ame of item								Quantity Rate	per	Amour

- Go to the main menu and select Inventory Vouchers.
- Select Rejection In from the list of available vouchers.
- Enter the details of the customer or the buyer, such as the **name**, **address**, **and contact** information.
- Enter the details of the rejected goods, such as the quantity, description, and unit price.
- Select the ledger accounts for both the customer and the goods being returned.
- **Save** the Rejection In voucher.

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Once the **Rejection In** voucher is saved, it can be printed and used as proof of the returned goods. The information entered in the Rejection In voucher can also be used to create other documents, such as a debit note or a credit note.

In Tally.ERP9, the **Rejection In** voucher can also be used to update the stock records and the accounts records. When a Rejection In voucher is created, it updates the stock records to reflect the increase in stock due to the return of goods. It also updates the accounts records to reflect the decrease in the sale of goods and the accounts receivable from the customer.

Example

Rejection In by Mr. Motorola followings item

- CPU 2 nos Rs. 17000 (w-1,M-1)
- Calculator 5nos Rs.1000 (w-1,G-1,M-3)

P: Pret	E Depart	and the second	G upbed		(Clargester)	S: Kayboard	E Cottol Dardra	g: Sappo	ri Ciertra 🛛 🗄	. fep
Inventory Ve	No.1			Tutorio	s 18-02-23					1-Apr-2023 Seturday
Larger Account					Customer's Same and Address					
Hr. Metorolo Pa	d LM				Nr. Motorois Pvt					
Name of Item								Guandity	Rate per	Amount
Calculator								Элоз	1,000.00 not	1.000.00
Tracking N	0.(2)						Ween	• C = 2	1.008. 1,000.00	1,000.00
Tracking A	6.2						Green	Parts	1 444 1,000.00	
Treaking A	0.2									
							Made: La	celer	f mam 1,000.00	1 448 1,222.00
CPU Tracking No. 2							2 nos	17,800.00 mos	34,000.00	
napenyn							Wilcom	ie .	1.105 17,681.0	12,000,000
Tranking N	n : 2						then be	contine .	1 100 17,001.0	1 100 17,000.00

To create a godown tracking number in Tally ERP 9 for the rejection in of items by Mr. Motorola, follow these steps:

- Open Tally ERP 9 and select the "Inventory Vouchers" option from the "Gateway of Tally" menu.
- Click on "Alt + F9" or select the "Rejection In" option from the list of inventory vouchers.
- In the "**Rejection In**" screen, select the "**Godown**" field and choose the appropriate godown from the list of available godowns.
- Enter the details of the items being rejected in the "Item Allocation" section. For example, for CPU 2 nos at Rs. 17000, enter "CPU" in the "Name of

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Item" field, "2" in the "Quantity" field, /b>"17000" in the "Rate" field, and "W-1, M-1" in the "Godown Details" field.

- Similarly, enter the details of the 5 calculators being rejected at Rs. 1000 each with their respective godown details.
- Once you have entered all the details, save the Rejection In voucher.
- To generate a godown tracking number for the rejected items, go to the "Display" menu and select "Statement of Inventory" and choose "Godown Summary".
- Select the appropriate godown and the date range, and click on "Show" to generate the report.
- The report will show the opening balance, receipt, issue, and closing balance for the selected godown. The Rejection In voucher details will be included in the "Received" section, along with a unique tracking number that Tally ERP 9 will automatically generate.
- You can then provide this tracking number to Mr. Motorola as a reference for the rejected items.

Note: Make sure to set up the appropriate ledgers and stock items in Tally ERP 9 before creating the Rejection In voucher. This will ensure that the details are accurately recorded and can be easily tracked later.

Debit Note and Credit Note in Tally ERP9

In simple words about **Debit and Credit notes**, when there are purchase returns and sales returns in any business, debit note used for purchase returns and credit note used sales returns.

Example, ABC Company sold goods worth of Rs.50,000 to **XYZ Company,** After checking the goods, XYZ company has **returned** damaged goods worth of Rs.20,000 to ABC company. Here XYZ Company issue **debit note** to ABC Company.

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Debit Note in Tally ERP9

This note will use for purchase returns; it is issued by a buyer to a seller debiting to his account and requesting for credit note.

How to Activate Debit Note and Credit Note in Tally ERP9

Path: Gateway of Tally -> F11 Features -> Accounting Features

Use debit and credit notes: Yes

Invoicing	
Enable invoicing	7 Yes
Record purchases in invoice mode	7 Yes
Use debit and credit notes	7 Yes
Record credit notes in invoice mode	7 Yes
Record debit notes in invoice mode	7 Yes
Budgets and Scenario Management	
Maintain budgets and controls	7 No
Use reversing journals and optional vouchers	7 No
Banking Features	
Enable cheque printing	7 Yes
Set/alter transaction types	7 No
Set/alter banking features	7 No
Set/alter post-dated transaction features	7 No
Other Features	
Enable zero-valued transactions	7 No
Maintain multiple mailing details for company and ledgers	7 No
Set/alter company mailing details	7 No
Enable company logo	7 No
Mark changed vouchers	7 No

Example

ABC Company has purchased 6 HP Computers from Ram Enterprises worth of each is Rs. 45,000 with GST@18% (CGST@9% and SGST@9%).

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Entry

HP Computers Dr 2,70,00

CGST Dr 24,300

SGST Dr 24,300

To Ram Enterprises 3,18,600

ABC Company has returned damaged 3 Dell Computers to Ram Enterprises, here you should post the below debit note entry in Tally debiting to supplier A/c and crediting to HP Computers.

Debit Note Entry in Tally ERP9

Ram Enterprises Dr 1,06,200

To HP Computers 90,000

To CGST 8,100

То	SGST	8,100
- International	and the lot of the lot	The second se

			gawy /			CIH + M E
Debit Note: No. 2 Original invoice no.: 34	Date : 2 Aug-301	7				2.Aug-2017 Wednesday
Party Alc name Ram Enterprises Current balance 40,98,050.00 Cr Purchase ledger Purchases@18%						
Name of Item				Quantity	Rate per Disc %	Amount
HP Computers				2 Nos	45,000.00 Nos	90,000.00
CGST SGST						8,106.00 8,106.00
Provide GST/e-Way Bill details : No Namation:				2 Nos		1,06,200.09

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Credit Note in Tally ERP9

This note will use for sales returns, it is issued by a seller to buyer in different situations informing that his account is credited.

Example: ABC Company has sold 8 Dell computers to Rajesh & Co each@ Rs.55,000 with GST@18% (CGST@9% and SGST@9%).

Entry

Rajesh & Co Dr 5,19,200

To Dell Computers 4,40,000

To CGST 39,600

To SGST 39,600

Rajesh & Co has returned 2 damaged Dell Computers to ABC Company, here you should record the below credit note entry.

Credit Note Entry in Tally ERP9

Dell Computers Dr 1,65,000

CGST Dr 14,850

SGST Dr 14,850

To Rajesh & Co 1,94,700

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Accounting Counting Counting Credit Notes No. 2 Diginal impice no.: 458 Date : 2 Aug 2017	ABCCompany	2 Aug-201 Wednesda
Party A/c name Rajesh & Co Jonent balance 28,63,894.09 Dr Jales Indger Sales@18%		
lame of Item	Quantity Rate per Dic S	Amoun
Bell Computers Discount	3 Nos 55,000.00 Nos	1,65,000.0
GST GST		14,850.00 14,850.00
Yovide GST/e-Way Bill details : Yes		1,94,700.0
lamation:	3 Nos	1,94,700

Bank Reconciliation Statement (BRS) is a statement that reconciles the balances between the bank statement and the book of accounts. Many times, the balances as per bank statements and cash books do not match. That is when the role of the Bank Reconciliation Statement (BRS) came into the limelight.

What is the Importance of Bank Reconciliation in Tally

BRS in Tally is ideal for the higher management to reach out to the bank if the difference between cash book and passbook is not justified. The bank may have passed the entries that do not pertain to the company. With BRS, transactions can be easily tracked, and it helps the auditor find how old the unreconciled balance is so that they can have an overall view of the business. Even if a situation occurs when the cashier tries to inflate the bank balances, the Auditor can get a true picture by viewing the BRS.

There are many ways to reconcile the BRS. There is various software available in the market that provides Bank reconciliation features. As a result, we are seeing a shift from the manual process of making the BRS to the electronic method. However, the principle of making the BRS remains the same. The manual process of making a BRS will take days, given the volume of transactions. It is always advisable to use software tools such as BRS in <u>Tally ERP 9</u> to prepare BRS.

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What differences can occur in Bank Reconciliation?

1. Cheques: The Company may have issued the cheque, but the vendor may not have presented it for payment. Similarly, the cheque deposited in the bank might not have gotten cleared. The maximum time which a bank takes to clear a cheque is 3 days. The entries in the books of transactions cannot stop since the accountant continues to pass the entries. To keep a check on the unreconciled amount, the cashier prepares a Bank Reconciliation Statement. Once the cheques get cleared, the amount moves from the BRS to the books of transactions of the account. In business lines, issuing post-dated cheques is a common practice. The entries about the post-dated cheques get passed in the books of accounts. But since it's a post-dated cheque, it will not appear in the bank statement unless its date arrives. Consequently, these cheques will lie unreconciled in the BRS.

2. Interest Entries: The bank provides interest income on the fixed deposits. This income, at times, does not tally with the income recorded in the books. Also, the interest on loan figures may not match. This is because the bank has a different method for the calculation of interest. This practice varies from bank to bank, and the interest gets recorded monthly or daily.

3. Bank charges: Bank debits its charges on account of the service provided by it. The management of the company may not agree with these charges. Hence, the same may still show in the BRS till the matter gets resolved.

4. Forgotten Mandates: The Company might have given the bank some standing instructions. These may include instructions to transfer the funds as per the requirement to the chosen account. But the accountant might forget those mandates at the time of passing entries in the books.

5. Stale Cheques: The Company may have issued cheques to its vendors. But if the vendor fails to encash the cheque within 3 months of the cheque date, it becomes stale as per the RBI mandate. As a result, a new cheque has to be issued. Otherwise, the accountant needs to reverse the payment entry and record the corresponding liability. This entry gets passed against the appropriate ledger. Until the reverse process is not done, the previous balance will continue to appear in the BRS.

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What is the structure of the Bank Reconciliation Statement?

- The first thing to note on how to prepare a Bank Reconciliation Statement is evaluating the balance of cash as per books or as per bank statements.
- After that, matching every transaction is necessary, as shown in the books or the bank statement. The idea is to reach the actual balance as per the bank statement if you start the balancing process as per the books of accounts.
- On the other hand, balance the amount as per books of accounts if you start with balance as per bank statement.

The cashier does the addition or deletion of amounts accordingly. He ticks every transaction shown in both bank statements and that in books of accounts. The reconciliation process continues until the target balance gets reached.

Why do we need tally?

Tally is Enterprise Resource Planning (ERP) software generally used for bookkeeping and accounting purposes. It works with the Windows platform and is used for payroll management, banking, accounting, inventory management, <u>GST</u> reconciliation, and many other financial needs of the company. It is multipurpose software designed to meet bookkeeping needs with ease. Therefore, it can be asserted as a one-stop solution for all managing accounting needs of a business.

The manual process of making a BRS can be easily streamlined using Tally ERP 9. BRS in tally ERP 9 offers ease of use, especially when there is a huge volume of transactions. When the transactions are numerous, then matching every bank transaction becomes a challenging task. It offers both auto and manual reconciliation features. With the aid of Tally ERP 9 Bank reconciliation, the preparation of BRS becomes seamless.

How to use Auto Reconciliation Function in tally?

First Activate Auto Bank Reconciliation in Tally ERP 9

Step 1: Start with the gateway of Tally. Then select accounts info.

Then click on the ledger. If the bank ledger is already created, then click on alter else, click create.

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Groups Ledgers Voucher Types	
Quit	
Gateway of Tally Accounts Info Ledgers	
Single Ledger Create Display Alter	
Multiple Ledgers CReate DIsplay AITer	
Quit	
Step 2: Choose Yes in the option to Set /Alter Auto BRS configuration Step 3: Press enter and accept the changes as required. After that, click on Accept button at the bottom.	the

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How to use the Auto Bank reconciliation statement for preparing Bank Reconciliation in Tally?

Step 1: Start with the gateway of Tally. Then select banking out of the available option in the utility head.

Step 2: Then click on bank Reconciliation out of the options available.

В	anking	
Chequ	e Printing	
Chequ	e R egiste	r
Bank F	Reconcilia	tion
Deposi	t Slip	
Payme	nt Advice	
Pos T -d	lated Sum	nmary
Quit		

Step3: The list of banks will appear on your screen. If a bank name does not appear on the screen, there might have been some issue with the ledger creation. You might not have designated the concerned ledger as a bank account ledger. Go to the alter ledger option from the gateway of the tally. Do the necessary changes as desired.

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Ledger NameAccount No.1Advance to High Court - SBIAxis Bank Ltd (Barrackpur Branch)Bank - East CoastFDR Vijay (7218033110000162)FDR Vijay Bank (721802751000177)FDR With Kotak BankFDR With Kotak BankFDR With Union BankHDFC Bank Ltd - 5020012036319 (Tolkgunge)HDFC Bank Ltd - 5020016272546 (Fort)HDFC Bank Ltd - 50200016272546 (Fort)HDFC Bank Ltd - 50200016272546 (Fort)HDFC Bank Ltd - 50200016272546 (Fort)HDFC Bank Ltd - 50200018272546 (Fort)HDFC Bank Ltd - 50200018272546 (Fort)HDFC Bank Ltd - 0015602702050Ing Vysya Bank Ltd A/c 553011000090KOTAK BANK SWEEP IN/OUTKOTAK BANK SWEEP IN/OUTKotak Mahindra - 03232010001810O3232010001810Kotak Mahindra - 03232010001810Kotak Mahindra - 03232010001810Kotak Mahindra - 0323201000003638State Bank of India (Alipore, Closed)State Bank of India (Alipore, Closed)State Bank of India (CBr. 34826449489)State Bank of India (CBr. 34826449489)State Bank of India (Park Street)00000010945133919	List of Bank Led	gers	
Advance to High Court - SBI Axis Bank Ltd (Barrackpur Branch) Bank - East Coast FDR Vijay (7218033110000162) FDR Vijay Bank (721802751000177) FDR With Kotak Bank FDR With Union Bank HDFC Bank (Julious Baer) HDFC Bank Ltd - 50200016272546 (Fort) HDFC Bank Ltd - 50200016272546 (Fort) HDFC Bank Ltd - 50200016272546 (Fort) HDFC Bank Ltd (DP & PAO) - 50200035824232 Indusind Bank A/c - 0015602702050 Ing Vysya Bank Ltd A/c 553011000090 KOTAK BANK SWEEP IN/OUT KOTAK BANK SWEEP IN/OUT KOTAK BANK SWEEP IN/OUT Kotak Mahindra - 03232010001810 Kotak Mahindra - 03232010001810 Kotak Mahindra - 03232010001810 Kotak Mahindra Investments Ltd. Oriental Bank of Commerce A/c-10491010022140 Punjab National Bank A/c -0210002100003698 State Bank of India (Alipore, Closed) State Bank of India (Alipore, Closed) State Bank of India (MGP)- A/c-766616 State Bank of India (Park Street) 00000010945133919		<u> </u>	
28 more↓ Alt + T License & Services Ctrl + Alt + L Configuration	Advance to High Court - SBI Axis Bank Ltd (Barrackpur Branch) Bank - East Coast FDR Vijay (7218033110000162) FDR Vijay Bank (721802751000177) FDR With Kotak Bank FDR With Union Bank HDFC Bank (Julious Baer) HDFC Bank Ltd - 50200012036319 (Tollygunge) HDFC Bank Ltd - 50200016272546 (Fort) HDFC Bank Ltd - 50200016272546 (Fort) HDFC Bank Ltd (DP & PAO) - 50200035824232 Indusind Bank A/c - 0015602702050 Ing Vysya Bank Ltd A/c 553011000090 KOTAK BANK SWEEP IN/OUT KOTAK BANK SWEEP IN/OUT KOTAK BANK SWEEP IN/OUT KOTAK BANK SWEEP IN/OUT KOTAK Mahindra - 03232010001810 Kotak Mahindra Investments Ltd. Oriental Bank of Commerce A/c - 10491010022140 Punjab National Bank A/c - 0210002100003698 State Bank of India (Alipore, Closed) State Bank of India (C/Br. 34826449489) State Bank of India (MGP) - A/c -766616 State Bank of India (Park Street)	03232010001810	
Step 4: Click on the bank statement button on your right. Alternative	Step 4: Click on the bank sta	atement button on yo	ur right. Alternatively,

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dger. ICICI BANK LTD - 000605031685		(Reconciliation)				1-Apr-2014 t	0 10-Feb-2021	Create Vouch
Date Particulars	Vch Type	Transaction Type	Instrument No	Instrument Date	Bank Date	Debit	Credit	I Committee
0-2018 ICICI BANK LTD ESCROW A/C - 000605031669	Contra	Cheque DD	rtgs	9-10-2018	_	85.00.000.00	-	Bank Stateme
0-2018 RDB REALTY & INFRASTRACTURE LTD- H.O.	Payment	Cheque	000851	9-10-2018	_		70.00,000.00	Reconcile Unlin
0-2018 M & M Foundations 0-2018 SD Construction Cio Sandip Das)	Payment Payment	Cheque Cheque	000852 000853	5-10-2018 5-10-2018			3,68,303.00	Records At Unio
0/2018 JOHNSON LIFTS PVT, LTD.	Payment	Cheque	000854	9-10-2018			71,108.00	
3-2020 Cash	Contra	Cash		6-3-2020		100.00		
3-2920 ICICI LENDER ESCROW ACCOUNT : 000605033755	Contra	Cheque	RTGS	17-3-2020			60,689.00	

Step 5: Specify the Directory path. This path is the address of the bank statement. Select the supported option from the File type option on the Top. This will ensure that only supported versions appear before you.

irectory : C:\Program Files\Tally\Tally.ERP9 (Supported format(s) for selected Bani	c) File Type	All		
ile Name				nk Osle
List of Files : C	\Program Files\Tally\Tally ERP9			-
File Name	System Date	Size	Type	Is Imported
Bills xlsx	20-Jun-2019	28.07 KB	xlsx	No
dsd.xls	8-Feb-2021	9.85 KB	xls	No
GrpSum.xlsx	8-Feb-2021	27.74 KB	xlsx	No
nt.xis	19-Jun-2019	14.97 KB	xls	No
ny xis	19-Jun-2019	11.40 KB	xls	No
PandLixisx	15-Dec-2020	27.12 KB	xisx	No
pur.xls	18-Jun-2019	11.66 KB	xls	No
ge xis	14-Dec-2020	10.55 KB	xls	No
reg xis	13-Jan-2021	13.36 KB	xls	No
allycfg.tsf	8-Aug-2021	361.56 KB	tsf	No
tally ini	8-Aug-2021	1.27 KB	ini	No
allywin32.dat	6-Apr-2018	1.25 MB	dat	No
allywin.dat	6-Apr-2018	1.95 MB	dat	No
TALLY XISX	9-Dec-2020	179.64 KB	xlsx	No
tdlfunc.log	8-Aug-2021	0 bytes	log	No
TDS Contractor Email.xls	9-Dec-2020	16.98 KB	xls	No
TDS contractor HO.xis	9-Dec-2020	16.78 KB	xis	No
TDS.xls	9-Dec-2020	16.02 KB	xls	No
TrialBal.xlsx	26-Sep-2018	14.80 KB	xlsx	No

Step 6: Once you have selected the correct file, then click on it. After that, an auto-run will take place. Once the reconciliation takes place, a notification of success reconciliation will appear. At the bottom of the screen, the following details will appear.

Balance as per Company Books: The balance in the company's book as per the latest accounting date will appear.

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Amounts not reflected in Bank: Those amounts are, to date, not reflected in the bank statement. They can be there in the bank statement after the reporting date.

Amount not reflected in Company Books: The entries missing in the books of accounts and within the reporting date will appear here.

Balance as per Bank: This should tally with the balance per book if there is no mismatch.

Step 7: The Bank Reconciliation Statement with the bank statement will appear. You will view the list of entries from the bank statement that are not yet accounted for in the company's books of accounts.

Step 8: Start the reconciliation process by passing entries of the transactions contained in the bank statement. If those entries do not pertain to the company, then leave it as unreconciled.

and the second second			A	1		(Reconciliation)	11.5.8		
Opening BE	Credit	Debit	Bank Date	Instrument Date	Instrument No.	Transaction Type	Vch Type	Particulars	Date
Bank State		15,11,142.50		4-1-2021	RTGS	Cheque/DD	Contra	KICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	12021
Reconcile Un	65,31,995.00			5-1-2021	RTGS	Cheque	Contra	ICICI LENDER ESCROW ACCOUNT : 000605033755	
and the second second second	(and services)	3,80,777.60		11-1-2021	RTGS	Cheque/DD	Contra		
Reconcile All U		29,70,641.80		15-1-2021	RTGS	Cheque/DD		ICICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
		1,23,645.90		16-1-2021	RTGS	Cheque/DD	Contra	ICICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
	51,54,286.00			21-1-2021	RTGS	Choque	Contra		
		13,43,227.20		25-1-2021	RTGS	Cheque/DD		ICICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
	0	17,28,350.40		27-1-2021	RTGS	Cheque/DD			
		3,42,472.20		28-1-2021	RTGS	Cheque/DD		ICICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
		39,00,414.00		29-1-2021	RTGS	Cheque/DD		ICICI - MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
	74,38,110.00			2-2-2021	RTGS	Cheque	Contra	ICICI LENDER ESCROW ACCOUNT: 000605033755	021 1

Select Amount not reflected in the company books. Then click on the reconcile unlinked button. This will show the most appropriate transaction from the company's books of accounts. Select the most suitable transaction via the space bar and press enter button. The BRS will get reconciled.

If there are no transactions in the company's book for the unreconciled amount, you will have to pass separate voucher entries. To do this, click on the create voucher button or Alt C.

Alternatively,

You can select the appropriate bank ledger from the display menu of the gateway of the tally.

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- For that, click on display and select Account books. Then select the ledger option.
- Choose the bank you want to reconcile.
- Then click on the reconcile button on your left. As a result, the bank reconciliation statement will appear on your screen.
- Enter the date of clearing from the bank statement. Fill this in the bank date column.

Also Read: How to do Payroll Management in Tally ERP 9

How to change the details once fed into the BRS?

Step 1: From the gateway of tally, select the display option. Then select account books. Consequently, press on the Cash/Bank book.

Ace	count Bo	oks
Cas	h/Bank Bo	ook(s)
vas	n/Dank D	501(3)
Led	ger	
Gro	up Summ	ary
Gro	up Vouch	ers
Sale	es Registe	r
Pure	chase Reg	gister
Jou	rnal Regis	ster
Quit	t	

Step 2: Select the required bank account from the list of ledgers

appearing on the screen. Also, select the required period for which the reconciliation will be altered. Press the F5 button. This will redirect to the reconciliation screen.

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Pint Export M. E-Mail O: Upload 3: TailyShop G: Language K. A ash/Bank Summary ROB Reality & Infrastructure Limited - (Regent Cross	Antouni S. Control Centre H. Support Centre H. Help F1. Condumsed
Particulars	Bank Accounts RDB Reaby & Infrastructure Limited. (Regent Crown) For 1-ep 7021
	Closing Balance F5 Ledgerweie Debr Credit credit
ahlis Hand Bah ETTY CASH Building Maintenance Alt: twy Cash-Report Crown Ak Accounts Operation Bank Alto No. 510101005533457 Ticl Bahar School AcCount Coole00031765 Ticl Bahar School AcCount: 000605033751 Ticl A MASTER COLLECTION ESCROW ACCOUNT: 000605033751	
Formed (Frees)	F12: Configure

Step 3: Press the F12 button to reach the configuration option. Select "Yes" against the dialogue – *Show also reconciled transactions.*

033755			
		Configuration	
Select v	ouchers to show		: All Vouchers
Show na	rrations		? No
Show Re	emarks also		? No
Show Re	econciled Transaction	is also	? Yes
Allow ba	ck dated Reconciliati	ion	? No
Show Pa	ayment Favouring/ Re	ceived From	? No
Show dit	ference in bank balar	nce	? Yes
	Unreconciled Transa reconciliation will alw		? Yes
Show all	unlinked transaction	s (Amount not reflected)	? Yes

Step 4: The reconciled transactions with the bank will open up. You can alter the reconciliation sheet as per your requirement.

Important Point to Consider while Using BRS in Tally ERP 9

1. You must ensure that the excel file starts with the column heading on the first row. All the other details must be there without any empty spaces.

2. The amount column for both withdrawal and deposit must contain '0' for nil or empty values.

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3. If any are opening unreconciled balances, then you have to reconcile them manually.

Printing of BRS in tally

The user may print the bank reconciliation statement. This is usually done to meet the record-keeping needs.

- Start with the gateway of the tally.
- Then select banking.
- After that, opt for Bank Reconciliation. The list of banks will appear on the screen. Choose the required bank for reconciliation. The bank reconciliation statement for that particular bank will appear on the screen.
- Then click on the print button. Alternatively, you can press the Alt and P buttons to gather. The Printing screen will appear.

Print	E Export Mt E-Mail O: Uplos	ed S: TallyShop	G. Lingson	K: Keyboard	K: Control Cen	ine It Support	Centre H: He	elp:	2: Period
ek Rece	etiliation	ROD House y in the first	matter thanks a	Constitution of				CIrl + H E	Set Bank Date
Co	proration Bank A/c No. \$1010100000077					3	1-Apr-2014 to	10-Feb-2021	Create Vouche
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	Dpening BRS
		and the	Transfer of the				22200		Bank Statemer
	k Najmul Hossain & Jesmin Sultana-PH-2 FL-3/30	Payment	Cheque	372395	24-8-2020			1,14,620.00	
	uhrid & Mitali Roy-PH-2 Flat No-4/5H	Payment	Cheque	372396	1-9-2020	1.0		1,00,000.00	Reconcile Unlinks
	rishna Pada Roy & Chaitali Biswas (4/10A)	Payment	Cheque	372397	1-9-2020			1,00,000.00	Recenctie Al Unink
	Aadhumita Das 5/9G	Payment	Cheque	372398	1-9-2020			1,00,000.00	 Metalcal va carate
	ritam Das	Payment	Cheque	372399	4-9-2020			10,000.00	
	Iohit Gupta	Payment	Cheque	372400	4-9-2020			9,000.00	
	nkit Kumar Bothra	Payment	Cheque	372401	4-9-2020			21,000.00	
	anjay Kumar Rai	Payment	Cheque	372402	4-9-2020			14,220.00	
	remjit Das	Payment	Cheque	372403	4-9-2020			7,500.00	
	HANTANU DAS	Payment	Cheque	372464	21-9-2020			4,290.00	
	M ENTERPRISE	Payment	Cheque	372405	23-9-2020			41,037.00	
	RANDPOINT MEDIA	Payment	Cheque	372406	23-9-2020			35,362.00	
	hoenix Realty	Payment	Cheque	372407	23-9-2020			79,089.00	
	ajpati Homes Realty	Payment	Cheque	372408	24-9-2020			6,88,116.00	
	nupam Mondal- PH-2 Flat No- 3/4D	Payment	Cheque	372409	24-9-2020			2,00,000.00	
	CICI LENDER ESCROW ACCOUNT : 000605033755	Contra	Cheque/CD	RTGS	25-9-2020	1	00.000,000,00		
	.C. Enterprise	Payment	Cheque	372410	8-10-2020			3,900.00	
	AEGA ENTERPRISE	Payment	Cheque	372412	8-10-2020			1,770.00	
	bul Ansar (6/4D)	Payment	Cheque	372413	20-10-2020			1,00,000.00	
	ATWA BROTHERS TEXTILES PVT LTD	Payment	Cheque	372414	20-10-2020			42,000.00	
0-2020 H	i Tech International	Payment	Cheque	372411	31-10-2020			4,444.00	
-2020 \$	D Construction C/o Sandip Das)	Payment	Cheque	372415	7-11-2020			1,00,000.00	
1-2020 A	nkit Kumar Bothra	Payment	Cheque	372416	10-11-2020			21,000.00	
1-2020 R	tohit Gupta	Payment	Cheque	372417	10-11-2020			9,000.00	
1-2020 P	ritam Das	Payment	Cheque	372418	10-11-2020			10,000.00	

Important Points to remember when printing BRS in Tally

In the Select Vouchers to show, select all vouchers. You can also customise as per your needs. There are a host of other options available. These are:

Show narration also: Select this option if you want the narration to appear in the print result.

Show remarks also: Select this option if you have given some remarks earlier and want them to appear in the print result.

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Show Forex details also: If there are any Forex transactions in your business, you can make them appear in the print statement.

Show reconciled transactions also: If you want the list of reconciled vouchers, then select this option.

Show payment received from: This gives the details of the recipient and source of payment. Click yes if you want it to get the view of the same.

A small box will appear in the bottom right corner. Click yes to proceed.

You can track any mismatch between the books of accounts and the bank statement via the BRS, even when the bank balances fluctuate daily. If required, an accountant can make the BRS daily through which cash defalcation and shortages can be tracked. It provides a simplified view of the differences between the balance per book and bank statement. Bank Reconciliation in tally ERP 9 offers numerous options to the users. These include auto reconciliation, recheck, and rectification of past transactions, and many more.

Create Bill of Materials for a Stock Item

A **Bill of Materials** is a list of constituent items along with quantity details that can be allotted for the manufacture of a certain product, byproduct or likewise. This facilitates immediate reduction in stock of the item automatically.

Related topics

Manufacturing Journal with BOM

This process of listing the items that make up another item is made possible in Tally by enabling the Bill of Materials Facility.

Bill of Material (BoM) is created only for those items that are being assembled in-house. Therefore, you need to specify a BoM at the time of creating a Stock Item or while altering the stock item. For trading items, you do not need a BoM. Setup Bill of Materials

- Go to Gateway of Tally > F12: Configure > select Accts/Inventory Info.
- Set Enable component list details (Bill of Materials)? to Yes .

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	Master Co	onfiguration		
Provide aliases along v Provide language alias		? Yes ? No		
Accounts		Inventory		
Provide advanced information in masters	? Yes	Allow advanced entries in masters	?	Ye
Provide addresses for ledger accounts	? Yes	Provide part numbers for stock items	?	Ye
Provide contact details	? Yes	Add description for stock items	?	Ye
Add notes for ledger accounts	? No	Add remarks for stock items	?	Ye
Add description for ledger accounts	? No	Use alternate units for stock items	?	Ye
		Enable standard rates for stock items	?	Ye
		Specify default ledger allocation for invoicing	?	Ye
		Enable component list details (Bill of Materials)	?	Ye
		Provide address for Godowns	?	Ye

OR

- Go to Gateway of Tally > Inventory Info > Stock Items > Create.
- Press F12: Configure (Stock Item Configuration) and set Enable component list details (Bill of Materials)? to Yes.

		Stock	Item Config	uration					
F	Provide aliases al	ong wit	h name			? Yes			
	Provide language					? No			
1	Allow advanced e	ntries i	n masters			? Yes			
1	Allow MRP/Margi	nal for :	stock items			? No			
1	Allow inclusive of	tax for	stock items			? No			
F	Provide part num	bers for	stock items			? Yes			
1	Add description for	or stock	titems			? Yes			
1	Add remarks for s	stock it	ems			? Yes			
	Specify default le	dger all	ocation for inv	oicing		? Yes			
L L	Jse alternate unit	ts for st	ock items			? Yes			
E	Enable standard i	rates fo	r stock items			? Yes			
E	Enable componer	nt list d	etails (Bill of N	Aaterial	5)	? Yes			
For	a Stock Item	you c	an create						
• A	Single BOM								
• N	/lultiple BOM								
• 5	Single/Multiple	BOM	with Type	of Item	۱.				
Single B	ill of Material	for a S	Stock Item						
Single	BOM can	be	created	for	а	stock	item	where	у
use star	ndard set of i	nputs	to manufa	cture f	inishe	d goods			
omputeri	sed Accountir	ng with	n Tally					Pag	je ´
-		-	-					-	-

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University Let us create a new Stock Item Television and specify BoM. 1. Go to Gateway of Tally > Inventory Info. > Stock Items > Create 2. In Stock Item Creation screen o Enter the Stock Item Name, select the appropriate Stock Group and specify the appropriate Unit of Measurement in Unit field o Set Component List: To create the component list required to manufacture the Finished goods enable this option to Yes Stock Item Creation Ctrl + M 🖾 Name : Television Part No. (alias) Description Remarks Set/modify default ledgers for invoicing 7 No Under : I Primary : I Not Applicable Statutory Information Behaviour Category Costing method : Avg. Cost Market valuation method: Avg. Price Units : Nos. Is Excise Applicable 7 Applicable Set/alter excise details? No Set components (BOM) 7 No ignore difference due to physical counting? No Set standard rates 7 No Ignore negative balances 7 No Treat all sales as new manufacture 7 No Treat all purchases as consumed 7 No Treat all rejections inward as scrap 7 No VAT Applicable : I / Set/alter VAT details 7 No Enable cost tracking 7 No I Applicable

Note: The Set Components List option will not displayed in Stock Item master on enabling the configuration option Allow Component list details (Bill of Material), option will display in item master only on entering/ specifying the unit of measure in the Units field.

Quantity

Rate per

Value

- 3. Press Enter to view Stock Item Multi Components (M BOM) screen
- 4. In Stock Item Multi Components (M BOM) screen

Opening Balance

o Under Name of BOM specify component list Name - Standard and press enter to view Stock Item Components (BOM) screen

Computerised Accounting with Tally

Accept ?

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Stock Item Multi Components (M BOM)		ABC Company	Ctrl + M E
		BOM List of: Television	
		Name of BOM	
	Tariff Class Rate of Du	Standard	

5. In Stock Item Components (BOM) screen:

- BOM Name : By default the BOM Name specified in Stock Item Multi Components (M BOM) screen will be defaulted and application will not allow to move the cursor to BOM Name field.
- Components of : In this field application displays the Name of the Stock Item for which the components are defined.
- Unit of manufacture : Specify the appropriate number of finished product that will be manufactured by using the components identified in the component list.
- Item : In this field identify the raw materials which are required to manufacture the finished goods
- Godown : If there are multiple Godowns or Locations, specify the storage location of the items from where the items will be used for manufacture.
- Note: The godown option will be displayed only when Maintain multiple Godown feature is enabled in F11: Features (Inventory Features)
 - **Quantity**: In this field mention the quantity of Raw Material required to manufacture the finished goods.

Observe to create **1** Television we require **5** different inputs. The Quantity of inputs consumed to manufacturer finished goods is **1** each of 5 different inputs.

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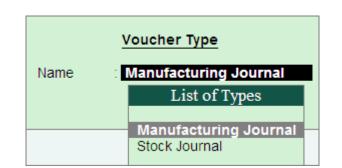
BoM Name Components of Unit of manufact	: Standard : Television ure : 1 nos	
Item	Godown	Quantity
Picture Tube	Raw Material Godown	1 nos
PCB Main Board	Raw Material Godown	1 nos
TV Tuner Card	Raw Material Godown	1 nos
Auto Amplifian	Raw Material Godown	1
Auto Amplifier	Naw material Godown	1 nos
Stereo Speakers	Raw Material Godown	1 nos
otoroo opounoro	Nutrinatorial Godowin	1 1103

- Specify other required details in the stock item master and accept the screen.
- Creating Manufacturing Journal for a Stock Item with Single Bill of Materials.
 All the manufacturing transactions can be accounted through a Stock Journal.
 - ✓ To record manufacture of finished goods in Stock Journal -Alter the Voucher Type by setting the option Use as a Manufacturing Journal to Yes . Or
 - Create a Manufacturing Journal under Stock Journal by setting the option Use as a Manufacturing Journal to Yes.

Note: Bill of Material should be created before accounting the manufacture of an item.

- 7. Go to Gateway of Tally > Inventory Vouchers
- 8. Select the button **F7: Stk. Jrnl** or press **Alt + F7.** If you have created a new voucher type **Manufacturing Journal**, a pop-up menu will be displayed with the options default Stock Journal and Manufacturing Journal.

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Select **Manufacturing Journal** to view the Manufacturing Journal voucher creation screen

- Name of Product : Select the product which needs to be manufactured from the List of Items.
- **BoM Name** : In this field the **BoM** created for the stock item will be displayed automatically with one more option **Not Applicable** .
- Note: The list of Raw materials required for the manufacture of finished goods will be displayed in **Components (Consumption)** side based on the BOM defaulted.
 - **Godown**: Select the godown where you would like to place the produced goods.
- Note: Godown option will be displayed only when Maintain multiple Godown feature is enabled in F11: Features (Inventory Features)
 - **Quantity** : In this field specify the quantity of finished goods manufactured.
 - Components (Consumption): In this section the components required to manufacture the finished goods will be displayed automatically based on the components defined in the BoM.

Quantity of Raw material will be defaulted based on the **quantity requirement** defined in the **BOM** multiplied by the **Quantity** of finished goods manufactured. The completed Manufacturing Journal is displayed as shown

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Inventory Vouch	er Creation			ABC Co	mpany		C	trl + M 🗵
fanufacturing Journ	2 No. 1						1	Jan-2011 Saturday
				Manufacture	of Materials			
Name of P	Product : Televisio	on	<u>s.</u>	BoM Name : S of Cost alloca		nished Goods Godown Qty	10 no	15
	Components	(Consum	ption)		Co-Produ	icts / By-Products / Scrap		
Name of Item	Godown	Quantit	y Rate	Amount	Name of Item Godown	% of Cost allocation Quantity	Rate	Amount
Picture Tube	Raw Material Godewn	10 nos	2,500.00/hos	25,000.00	J End of List			
PCB Main Board	Raw Material Godewn	10 nos	1,500.00/hos	15,000.00				
Auto Amplifier	Raw Material Godown	10 nos	750.00/hos	7,500.00				
Stereo Speaker	Raw Material Godewn		1,200.00/hos 2,000.00/hos	12,000.00				
					Cost of Components : Type of Addl. Cost %-age			79,500.00
					^J End of List			
					Total Addl. Cost			
					Effective Cost Allocation to Primary Item			79,500.00
		50 r	05	79,500.00	Effective Rate for Primary Item			7,950.00

Multiple Bill of Material for a Stock Item

Multiple BOM can be created for a stock items where you use varying set of components to manufacture a specific finished goods based on the availability of goods or customer requirements.

The facility to create **Multiple Bill of Materials** for Stock Item has been provided in Tally.ERP 9 Release 3.0. Where you can create **multiple BOM** with **different component list** for a stock item & appropriate BOM can be selected in the manufacturing Voucher.

This feature will be useful where you are using different components to manufacture the same stock item based on the customer requirement

Example: Customer A wants **Television** to be manufactured with **specific brand of Picture Tube.** Whereas **other customers** has not specified any such specifications. In this scenario ABC Company needs 2 BOM, one for **Customer A** as per his component specification & other may be a standard BOM for all other customers.

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To create multiple Bill of Material

- 1. Go to Gateway of Tally > Inventory Info. > Stock Items > Create
- 2. In Stock Item Creation screen:
- Enter the Stock Item Name, select the appropriate stock group and specify the appropriate unit of measurement in Unit field
- Set Component List : To create the component list required to manufacture the Finished goods enable this option to Yes and press Enter to view Stock Item Multi Components (M BOM) screen
- In Stock Item Multi Components (M BOM) screen, under Name of BOM specify component list Name - Customer A and press enter to view Stock Item Components (BOM) screen.
 - If BOM is specifically created for a specific customer/sale you can enter the customer or sale name in Name of BOM field to identify the BOM while recording manufacturing transaction.
- In Stock Item Components (BOM) screen: BOM Name : By default the BOM Name specified in Stock Item Multi Components (M BOM) screen will be defaulted and application will not allow to move the cursor to BOM Name field.
- Components of : In this field application displays the Name of the Stock Item for which the components are defined.
- Unit of Manufacture: Specify the appropriate number of finished product that will be manufactured by using the components identified in the component list.
- Item : In this field identify the raw materials which are required to manufacture the finished goods
- Godown: If there are multiple Godowns or Locations, specify the storage location of the items from where the items will be used for manufacture.
- Quantity: In this field mention the quantity of Raw Material required to manufacture the finished goods.

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BoM Name Components of Unit of manufact	: Customer A : Television ure : 1 nos]
Item	Godown	Quantity
Picture Tube - BPL	Raw Material Godown	1 nos
PCB Main Board	Raw Material Godown	1 nos
TV Tuner Card	Raw Material Godown	1 nos
Auto Amplifier	Raw Material Godown	1 nos
Stereo Speakers	Raw Material Godown	1 nos

Press Enter to save the Stock Item components for BOM - Customer A and to view Stock Item Multi Component screen

- In Stock Item Multi Component screen enter the second Bill of Material name- Standard in Name of BOM field
- ✓ In Stock Item Components (BOM) screen specify the Unit of Manufacture, Item, Godown and Quantity details as shown

BoM Name Components of Unit of manufac	: Tel	ndard evision os		
ltem	Godown	Quantity		
Picture Tube	Raw Material Godo	wn 1 nos		
PCB Main Board	Raw Material Godo	wn 1 nos		
TV Tuner Card	Raw Material Godo	wn 1 nos		
Auto Amplifier	Raw Material Godo	wn 1 nos		
Stereo Speakers Stock Item Hulti Components (Raw Material Godo M BOM)	ABC Company	Ctrl	+ M 🗵
		BOM List of: Television Name of BOM Customer A Standard		
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- Note: In the above scenario for Stock item **Television** we have created **2 BOM**. Similarly you can create **multiple BOM** with different component list for the stock items.
 - 3. Specify other required details in the stock item master and accept the screen.

Manufacturing Journal for a Stock Item with Multiple Bill of Materials

- 1. **Name of Product** : Select the product which needs to be manufactured from the List of Items.
- 2. **BoM Name** : In this field Tally.ERP 9 displays the **BOM List** for selection of **BOM**, as multiple BOM are created for the finished goods.

Inventory Vouch	er Creation			ABC Co	mpany					Ctrl + M 🗵
Manufacturing Journ	al No. 1								1	Jan-2011 Saturday
				Manufacture	of Materials	BoM L				
Name of F	Product : Television		%-	BoM Name : C of Cost allocat		³ Not Applicable Customer A Standard	e	Qty		
	Components (Consumption)				COTTOBUCOTO	1-1-1000000	/ Scrap		
Name of Item	Godown	Quantity	Rate	Amount	Name of Item Go	down	% of Cost allocation	Quantity	Rate	Amount
Picture Tube - BPL	Raw Material Godswn									
PCB Main Board	Raw Material Godown									
TV Tuner Card	Raw Material Godown									
Auto Amplifier	Raw Material Godawn									
Stereo Speaker	Raw Material Godewn									

- Note: The list of Raw materials required for the manufacture of finished goods will be displayed in Components (Consumption) side based on the BOM defaulted.
 - 3. **Godown** : Select the godown where you would like to place the produced goods.
- Note: Godown option will be displayed only when Maintain multiple Godown feature is enabled in F11: Features (Inventory Features)
 - 4. **Quantity** : In this field specify the quantity of finished goods manufactured.
 - 5. **Components (Consumption)**: In this section the components required to manufacture the finished goods will be displayed automatically based on the components defined in the BoM.

Quantity of Raw material will be defaulted based on the **quantity requirement** defined in the **BOM** multiplied by the **Quantity** of finished goods manufactured.

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Inventory Vouche	er Creation			ABC Co	mpany		c	trl + M 🛙
Manufacturing Journa	No. 1						1	Jan-2011 Saturday
				Manufacture	of Materials			
Name of Pr	roduct : Televisio	on	s.	BoM Name : C of Cost allocat		shed Goods Godown Qty	10 no	15
	Components	(Consum	ption)		Co-Produc	ts / By-Products / Scrap		
Name of Item	Godown	Quanti	ty Rate	Amount	Name of Item Godown	% of Cost allocation Quantity	Rate	Amount
Picture Tube - BPL	Raw Material Godewn	10 nos	2.800.00/hos	28.000.00	J End of List			
CB Main Board	Raw Material Godewn		1,500.00/hos	15.000.00				
V Tuner Card	Raw Material Godewn	10 nos	750.00/hos	7,500.00				
luto Amplifier Stereo Speaker	Raw Material Godown	10 nos	1,200.00/hos	12,000.00				
stereo speaker	NAME INCOME OF CALCULATION	10 nos	2,000.00/nos	20,000.00				
					Cost of Components : Type of Addl. Cost %-age			82,500.00
					^J End of List			
					Total Addl. Cost Effective Cost			82,500.00
		50 r	005	82,500,00	Allocation to Primary Item Effective Rate for Primary Item			82,500.00
Narration:		001	100	WE, 049.00	Checuve Rate for Primary item			8,250.00

Single/Multiple Bill Of Material with Type of Item

In some of the manufacturing processes along with the finished goods, Co-Products or By-Products or Scrap may be produced.

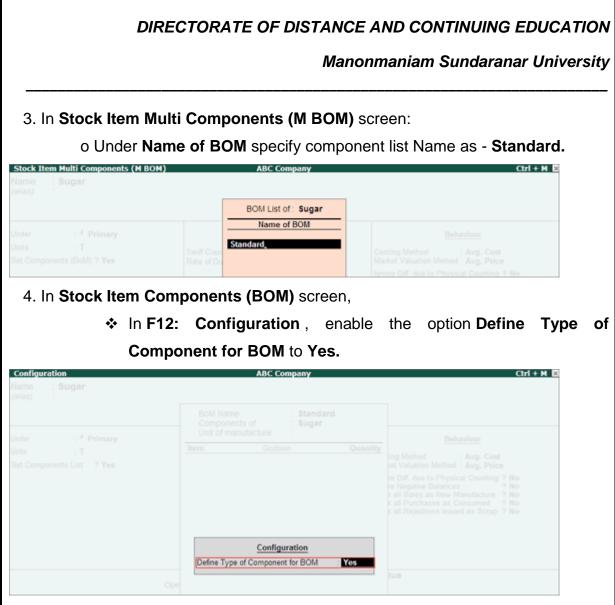
In this scenario while defining the **BOM** for the Finished goods, you may want to identify the **inputs** which are **consumed** to manufacture Finished goods & the **By-products /Co-Products/ scrap** manufactured.

Now in Tally.ERP 9 Release 3.0, you can create the BOM by selecting & identifying the components as consumption, By-Product/Co-Product/ Scrap.

Let us take the case of manufacture of **Sugar** and create the **BOM** for the stock Item.

To create Bill of Material with Type of Item

- 1. Go to Gateway of Tally > Inventory Info. > Stock Items > Create .
- 2. In Stock Item Creation screen:
- Enter the Stock Item Name, select the appropriate Stock Group and specify the appropriate Unit of Measurement in Unit field.
- Set Component List : To create the component list required to manufacture the Finished goods enable this option to Yes and press Enter to view Stock Item Multi Components (M BOM) screen.



On enabling the configuration option **Define Type of Component for BOM** in **Stock Item Components (BOM)** screen a new column **Type of Item** will be displayed.

- BOM Name : By default the BOM Name specified in Stock Item Multi Components (M BOM) screen will be defaulted and application will not allow to move the cursor to BOM Name field.
- **Components of** : In this field application displays the Name of the Stock Item for which the components are defined.
- Unit of Manufacture: Specify the appropriate number of finished product that will be manufactured by using the components identified in the component list.
- Item : In this field identify the raw materials which are required to manufacture the finished goods
- **Godown** : If there are multiple Godowns or Locations, specify the storage location of the items from where the items will be used for manufacture.

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- **Type of Item** : In this field select the appropriate type for the item selected.
- **By-Product** : Select this classification for the stock items which are produced as By-Product of finished goods
- **Component** : Select this classification for the Raw materials /inputs which are used or consumed for the production of finished goods.
- **Co-Product** : Select this classification for the stock items which are produced as Co-product of finished goods
- **Scrap** : Select this classification for the stock item produced as scrap in the process of manufacture of finished goods.

	BoM Name Components of Unit of manufact		List of Component Type
Item	Godown	Type of Item	
			By-Product
Sugar Cane	Raw Naterial Godown	Component	Component
			Co-Product
			Scrap
			Jonson

- Quantity: In this field mention the quantity of Raw Material required to manufacture the finished goods or the Co- Products/ By-Products /scrap manufactured.
- Note: Cursor will not move to Rate (%) column when the Component Type selected is Consumption .
 - Rate (%): In this field you can specify the percentage of cost of components to be considered to determine the cost of production of Coproducts/By-Products/Scrap.
- Note: If the Component Type selected is Co-product/By-Product or Scrap, cursor will move to Rate (%) column to define the percentage of cost of production of Co-product/By-Product or Scrap.

The completed Stock Item Component (BOM) screen for Stock Item - Sugar appears as shown

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	BoM Name Components Unit of manuf	-		
Item	Godown	Type of Item	Quantity	Rate (%)
Sugar Cane	Raw Material Godow	n Component	4 T	
Lime	Raw Material Godow	m Component	20 KG	
Bagasse	By-Product Godow	n By-Product	1 T	0. 0 %
Molasses	By-Product Godow	n By-Product	100 Ltrs	0. :5 %

Observe to manufacture Sugar, **Sugar Cane & Lime** are identified as **Raw materials (Component)**. **Bagasse & Molasses** are identified as **By-Products**.

Note: When the Manufacturing Journal is recorded to account the manufacture created **BOM** the **stock** of Sugar using the above items identified as **Component** will be displayed under **Components** (Consumption) section. The stock items identified as **CoProduct/ByProduct** or **Scrap** will under Cobe displayed Products/By-Products/Scrap section

- Press Enter to save the Stock Item components for BOM -Standard and to view Stock Item Multi Component screen. If required you can create the second BOM for the stock Item
- Specify other required details in the stock item master and accept the screen.

Manufacturing Journal for a Stock Item with single/Multiple BOM created with Component Type

In Manufacturing Journal voucher:

- Name of Product : Select the product which needs to be manufactured from the List of Items.
- BOM Name : In this field the BoM created for the stock item will be displayed automatically with one more option Not Applicable .

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For Stock Item Sugar we have created only one BOM, hence that BOM is defaulted. If Multiple BOM are created application displays the BOM list for selection

Inventory Vou	ther Creation			ABC Co	mpany						Ctrl + M 🗵
Manufacturing Jour	nal No. 2									1	Saturday
				Manufacture	of Materials		BoM	List			
Name of	Product : Sugar			BoM Name : S		55	J Not Applica Standard	able	Qty		
	Components	(Consumption)				-	Co-Products	By-Products	Scrap		
Name of Item	Godown	Quantity	Rate	Amount	Name of Iten	n Gode	own	% of Cost allocation (Quantity	Rate	Amount
Sugar Cane	Raw Material Godewn				Bagasse	8yPr	oduct Godown	0.50 %			
Lime	Raw Material Godewn				Molasses	By Pr	oduct Godown	0.25 %			

Note: Based on the BOM selected

* The list of **Raw materials** required to manufacture finished goods will be displayed in **Components (Consumption)** side

*The **By-products & scrap** produced during the manufacture will be displayed under **Co-Products/By-Products/Scrap** side

The default of Raw Materials & **Co-Products/By-Products/Scrap** will be based on the **Component Type** defined in BOM.

• **Godown** : Select the godown where you would like to place the produced goods.

Note: Godown option will be displayed only when **Maintain multiple Godown** feature is enabled in F11: Features (Inventory Features)

- Quantity : In this field specify the quantity of finished goods manufactured.
- Components (Consumption) : In this section the components required to manufacture the finished goods will be displayed automatically based on the components defined in BoM.

Quantity of Raw material will be defaulted based on the **quantity requirement** defined in the **BOM** multiplied by the **Quantity** of finished goods manufactured.

 Co-Products / By-Products / Scrap : In this section the co-products/ byproducts/scrap produced during manufacture of finished goods will be

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displayed automatically based on the components defined & Component Type defined in BOM

Quantity of **Co-Products / By-Products / Scrap** will be defaulted based on the **quantity** defined in the **BOM** multiplied by the **Quantity** of finished goods manufactured.

 % of Cost : In this field, the percentage specified in Rate (%) column for the By-products/Co-Products or scrap while creating BOM will be defaulted. The % of Cost will be considered to determine the cost of production of Co-products/By-Products/Scrap.

Inventory Vouc	cher Creation			ABC Co	mpany				0	trl + M D
Manufacturing Jour	mai No. 2								1	-Jan-2011 Saturday
				Manufacture	of Materials					
Name of	Product : Sugar		%-	BoM Name : S of Cost allocat			nished Goods God	lown Qty	10	т
	Components	(Consumpt	ion)			Co-Produ	cts / By-Products	/ Scrap		
Name of Item	Godown	Quantity	Rate	Amount	Name of Item		% of Cost allocation		Rate	Amoun
Sugar Cane	Raw Material Godewn	40 T	40,000.00/T	16,00,000.00	Bagasse	By-Product Godewn	0.50 %		805.00/T	8,050.0
.ime	Raw Material Godewn	200 KG	50.00/KG	10,000.00	Molasses	By-Product Godown	0.25 %	1,000 Ltrs	4.034.trs	4,030.0
					Cost of Comp Type of Addi	onents: . Cost %-age			16	5,10,000.0
					^J End of List					
					Total Addl. Co	st				
					Effective Cost Allocation to P	nimary Item				5.10.000.0 5.97.925.0
				16,10,000.00	Effective Rate f	for Primary Item			1	1,59,792.5

Tax Deducted at Source (TDS)

TDS means Tax Deducted at Source. The concept of TDS was introduced in the Income Tax Act, 1961, with the objective of deducting the tax on an income, at the source of income. It is one of the methods of collecting Income Tax, which ensures regular flow of revenue to the Government.

Enable TDS

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You can enable the TDS feature in Tally.ERP 9, provide surcharge details, record transactions and generate the required reports and returns.

- 1. Go to Gateway of Tally > F11: Features > Statutory & Taxation .
- 2. Set Enable Tax Deducted at Source (TDS) to Yes in the Company Operations Alteration screen.
- 3. Enable the option **Set/alter TDS details** to display **TDS Deductor Details** screen.

Company Operations Alteration			Ctrl + H 🖪			
Current Period						
Company: National Enterprises						
	Statutory a	nd Taxation				
Enable Goods and Services Tax (GST) Set/alter GST details Enable Value Added Tax (VAT)	? No ? No ? No	Enable Tax Deducted at Source (TDS) Set/alter TDS details Enable Tax Collected at Source (TCS)	? Yes ? <mark>Yes</mark> ? No			
Set/alter VAT details	? No	Set/alter TCS details	? No			
Enable excise Set/alter excise details	? No ? No					
Enable service tax Set/alter service tax details	? No ? No					
	Tax Info	rmation				
PA	N/Income tax no. ;					
Corporate	Identity No. (CIN);					
F	F1: Accounts F2: Inventory	F3: Statutory F6: Add-Ons				

- 4. Press F12 .
 - Set Enable surcharge and cess details for TDS to Yes .

Configuration					
Show all Deductor types	? No				
Enable surcharge and cess details for TDS	? Yes				
Provide alternate contact details	? No				

Press Ctrl+A to save.

- 5. Enter the TAN registration number.
- 6. Enter the Tax deduction and collection Account Number (TAN) .
- 7. Select the Deductor Type.
- 8. Enter the **Deductor branch/division.**

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9. Enable the option **Set/alter details of person responsible** to display the **Person Responsible Details** screen. Enter the relevant details:

Person Respo	nsible Details
Name	: Mahesh
Son/daughter of	: Suresh
Designation	: Manager
PAN	: AAAAA1234E
Flat no.	: #24
Name of the premises/building	: Priya Arcade
Road/Street/Lane	: Hosur Main Road
Area/Location	: Bommanahalli
Town/City/District	: Bangalore
State	: Karnataka
Pincode	: 560068
Mobile no.	: 999999999
STD code	: 080
Telephone	:
E-mail ID	mahesh@email.com

(Note: All the above details will be used in Challan, Forms & Returns)

Note:

- In Release 6.5.5 and later versions, you can enable the TDS features for a company located in Ladakh. You can select the State as Ladakh in the Person Responsible Details screen.
- The name of new union territory Dadra & Nagar Haveli and Daman & Diu is provided in Release 6.6.3. All masters with Daman & Diu and Dadra & Nagar Haveli are automatically updated with the name of new union territory.
- 10. Press Enter . The TDS Deductor Details screen appears.

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11. Set Ignore IT Exemption Limit for TDS Deduction to:

- Yes , if you don't want to consider the IT exemption limit.
- No , if you want to consider the IT exemption limit.

12. Set Activate TDS for stock items to:

- Yes , if you want to define TDS rate in stock item.
- No , if you do not want to define TDS rate in stock item.
- 13. Set **Provide surcharge and cess details** to **Yes**. This option appears only when you have set **Enable surcharge and cess details for TDS** to **Yes** in the configuration screen.

14. Enter the surcharge and cess details for each deductee status. You can enter the required surcharge slab details with the applicability date.

	TDS	Surcharge De	tails			
Residential Status	Deductee Status	Applicable Date	Surcharge Rate	Exemption Limit	Cess Rate	Sec.Ed.Cess Rate
NonResident	Individual/HUF - Non Resident	1-4-2020			2%	1%
			15 % 25 %	50,00,000.00 1,00,00,000.00 2,00,00,000.00 5,00,00,000.00		
	Co-Operative Society - Non Resident Company - Non Resident	1-4-2020		1,00,00,000.00	2%	1 %
	Company - Non Resident	1-4-2020	2 %	1,00,00,000.00		1%

Press Ctrl+A to save the details.

Surcharge in Releases 6.6.1 and Lower Releases

In Release 6.6 and earlier, as there was only one surcharge amount with corresponding tax rate, the same was supported as shown below:

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TDS Surcharge Details							
Company - Non Resident	:	2 %	Exemption limit :	1,00,00,000.00			
Individual/HUF - Non-Resident	÷	10 %	Exemption limit :	50,00,000.00			
Cess and Secondary Education Cess Rates							
Cess	:	2 %					
Seconday Education Cess	1	1 %					

Configuring TDS Masters

The application migrates all the TDS nature of payments which were used in your previous version of Tally.ERP 9. Those Nature of Payments which were never used will not be migrated by default.

Note: When the Nature of Payment was selected as Any in the expense ledger, and specified when recording the transaction directly in the previous version, then that TDS Nature of Payment have to be created manually.

Configuring TDS Nature of Payments

The TDS Natures of Payments which have not been migrated, will have to be created.

To create TDS Nature of Payment

- 1. Go to Gateway of Tally > Accounts Info. > Statutory Info. > TDS Nature of Pymts > Create
- 2. Enter the Name .
- 3. Enter the **Section** number.
- 4. Enter the Payment Code .
- 5. Enter the Rate of TDS.
- 6. Enter the Threshold/exemption limit .

All other tax configurations made in the expense ledgers, party ledgers, and duty ledgers will be retained.

Hence, you can get started with recording transactions.

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What is Payroll?

Payroll is simply an aggregation of total amount of wages paid by the company to its employees. It is one of the most significant expenses for businesses; hence it is very complicated expense for companies to process. Processing payroll slips is a very time consuming task and can be prepared weekly, semi - monthly or monthly depending upon the resources which the company has in its reserve.

Payroll accounting

Payroll accounting is an accounting function within the organization that looks into the management, recording, determination, and analysis of the compensation of the employees. In addition, they work towards calculating taxes and benefits along with the salary given to the employees.

The payroll feature also provides management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers. Gratuity, Provident Fund (PF), Employee State Insurance (ESI), National Pension Scheme (NPS).

How do we process Payroll Accounts?

Companies usually hire payroll services from third parties by way of outsourcing which make the process of accounting for payroll and easy and effortless task. Payroll service provider manages multiple tasks such as tax obligations, employee's time calculation, preparing checks and salary report management. It eventually reduces the operating cost of the business.

Salient Payroll features in Tally.ERP 9

- Payroll accounting in Tally offers the benefits of simplified <u>Payroll</u> processing and accounting due to its added benefit of integration with accounts.
- The Payroll module in Tally.ERP 9 reports comprehensively as it has user defined classifications and sub classifications. This might be associated with the employees, employee groups, pay components, departments etc.
- The payroll module also lets flexible and user defined criteria for users.
- It also offers the facility to create user defined earnings and deductions pay heads.
- The module lets us use unlimited grouping of Payroll Masters.

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- Supports production/attendance/time based remuneration units which are user defined production units.
- It offers all-inclusive cost centre as well as employee wise costing reports.
- Ensures timely and precise processing of salary along with employee statutory deductions and employer statutory contributions with the help of predefined processes.
- It helps generate statutory forms and challans for EPF & ESI as prescribed.
- The payroll module helps in tracking the loan details of employees as well.

How to enable payroll feature in Tally ERP 9

We can enable payroll in Tally.ERP 9 from the Cost/Profit Centers Management section under F1: Accounting Features parked under "F11": Company Features Panel.

To enable Payroll in Tally.ERP 9:

Step 1	Go to Gateway of Tally > F11: Features > F1: Accounting Features.
Step 2	Tab down to Cost/Profit Centers Management section.
Step 3	Set the option Maintain payroll to Yes.
Step 4	Set the option Maintain more than one payroll or cost category to
	Yes, to allocate employee cost by creating separate employee
	categories.
Step 5	Press Enter to accept and save, and return to the Gateway of Tally
	screen.
Now at Gateway	of Tally.ERP 9 we can see Payroll Info master next to Accounts
Info. With this no	w we can process payroll accounting by creating Employee master,
and then creating	g payroll units, creating pay heads and defining the salary structure
and tax related to	o these components.
How to generate	e a payslip in Tally.ERP 9?
We can generate	e a payslip in Tally with just 6 simple steps:
Step 1	The first step is to <i>create employee master.</i>
	 <u>Path for employee creation:</u> - G.O.T. (Gateway of Tally)>
	Payroll Info> Employees> Create (Single).
	· Path for employee group creation: - G.O.T. (Gateway of
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	Tally)> Payroll Info> Employee Group> Create (Single).
	We are here required to enter the requisite Employee Details &
	Employee group by grouping employees under the function they
	perform such as their department or designation.
Stop 2	
Step 2	The next step in this process is to create payroll units .
	Path for attendance/ production types creation: - G.O.T.
	(Gateway of Tally)> Payroll Info> Attendance/ Production Types> Create.
	Here we are required to brief on Attendance/Production type which
	will be used to record the Attendance and Production details.
Ctore 2	
Step 3	In this step we will <i>create pay heads for salary components.</i>
	Path for pay head creation: - G.O.T. (Gateway of Tally)> Payroll
	Info> Pay Heads> Create.
	All the components of structured salary are created under Pay
	Head. Pay head creation in Tally ERP 9 is very user-friendly as it
0	allows creating any complex type of pay heads.
Step 4	At this stage we will <i>journalize or record salary details</i> .
	Path for salary detail creation: - G.O.T. (Gateway of Tally)>
	Payroll Info> Salary Detail> Create
	Here we will key into the Tally ERP 9 system the details of salary
	applicable for both Employee Groups as well as Individual
	Employees with earnings, deductions and basis of computation.
Step 5	Path for voucher creation: - G.O.T. (Gateway of Tally)> Payroll
	Voucher> Press "Ctrl + F5" and then press "Ctrl + F4" to open
	payroll voucher: and finally Press "Alt + A" to auto fill information.
	This is the final step in the process to pass payroll voucher
	Here we will be required to enter all Earnings and Deductions in
	payroll transactions that are paid along with the salary payslip for all
	employees.
Step 6	To generate the payslip created.
	Path for view report of payroll: - G.O.T. (Gateway of Tally)
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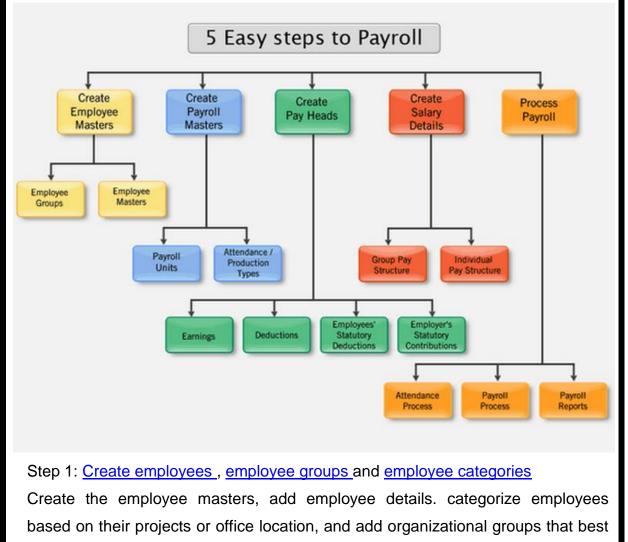
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>Display --> Payroll Report --> Statement of Payroll Finally we have to generate the Payslip which will provide details of employee such as attendance details, and we will also see that Tally ERP 9 system itemizing each components of employee's earnings and deductions, and displaying the net amount paid to him for a given pay period.

Pay Heads and Categories - Employee Details and Salary Details - Attendance Entries - Salary Payment – Pay sheet and Pay Slips

Generating Pay Slips (Payroll)

The new enhanced **Payroll** in Tally.ERP 9 offers fast and easy salary processing. The **Payroll** process is a five-step procedure in Tally.ERP 9.



represent their job functions such as m arketing, R&D, sales, or accounts .

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Step 2: Create Payroll Masters

Payroll masters represent various the Payroll Units and the Attendance/Production Type used in your organization. **For example**, Payroll Units could be Simple or Compound while the Attendance Type could include Present and Leave without Pay.

Step 3: Create Pay Heads

Pay heads represent the different components that constitute a salary structure. You can add any complex type of pay head with ease in Tally.ERP 9.

Step 4: Create Salary Details

Create the applicable salary structure for employees and employee groups. Step 5: Process Payroll and Generate Pay Slip

Record a payroll voucher that represents the various heads such as PF, ESI and PT towards which employees and the employer contributes.

Generate the pay slip, which includes attendance details, provides a listing of each component of the employee's earnings and deductions, and displays the net amount paid to the employee for a given pay period. Employees can use the pay slip to understand how the net amount is calculated.

Pay Sheet Report (Payroll)

Pay Sheet is a matrix report which displays cascading records of category, groups, and employees a rows, and Pay Heads as columns. The default report contains details of all earnings and deduction for a given month or period with a number of options to re-configure the appearance of rows and columns.

If you reconfigure the format appropriately, the pay sheet report can serve as a Salary and Wage register. You can also filter the report data based on a given category or group of employees.

View Pay Sheet

1. Go to Gateway of Tally > Display > Payroll Reports > Statements of Payroll > Pay Sheet .

Employee Filters	National Enterprises			I+M 🗵	
Current Period	Name of Employee / Group : • All Ite	ms	List of Employees	/ Group	
			All Items Administration Ajay Kumar R & D Srinivas R	(Group) (Group)	
			Umesh K Vijay Kumar N		

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- 2. In the Employee Filters screen,
- 3. In the Name of Employee/ Group select the required Employee Group from the List of Employees / Groups . The Pay Sheet appears.

Pay Sheet		Nat	tional Enterpr	ises				Ctrl + M 🖾
For all employees							1-May-2020 to	o 31-May-2020
Particulars	Applic	ability	Basic Pay	Conveyance	Entertainme- nt Allowance	House Rent Allowances		Variable Pay
	Tax Regime	Effective from						
								6 more →
Primary Cost Category			3,40,000.00	9,000.00	5,000.00	1,36,000.00		
Administration			1,60,000.00			64,000.00		
Ajay Kumar Vijay Kumar N R & D	Tax Regime UIs 115BAC Regular Tax Regime	1-4-2020 1-4-2020		2,000.00		32,000.00 32,000.00 72,000.00		
Srinivas R Urnesh K	Tax Regine UIs 1158AC Regular Tax Regime	1-4-2020 1-4-2020				36,000.00 36,000.00		
Grand Total			3,40,000.00	9,000.00	5,000.00	1,36,000.00		

4. Scroll towards the right to view other details.

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Pay Sheet		N	lational Enterp	prises				Ctrl + M
For all employees							1-May-2020 to	31-May-207
Particulars	Leave Travel Assistance	Variable Pay	Total Earnings	Employee's PF Contribution @12%	Income Tax	Professional Tax	Total Deductions	Net Amoun
	← 5 more							
Primary Cost Category			4,90,000.00	And in case of the local division of the loc	Commission of the Owner would be a	A CONTRACTOR OF A CONTRACTOR O	A REAL PROPERTY OF TAXABLE PARTY.	Committee of the party of the p
Administration			2,29,000.00					
Ajay Kumar			1,15,000.00					
Vijay Kumar N		(1,14,000.00					
R & D			2,61,000.00					
Srinivas R Umesh K			1,28,000.00 1,33,000.00					
Grand Total			4,90,000.00	40,800.00	63,942.00	800.00	1,05,542.00	3,84,458

Configuration options in Pay Sheet report

1. Use the **F12: Configure** button in the Pay Sheet to access a configuration sub-form that you can use to customize the display or printing content and the appearance of the Pay Sheet report.

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Configuration		Appearance
Appearance of Pay Head Types	• All Items	All items
Show 'Net Amount' Column	? Yes	Deductions
Show Column SubTotals	? Yes	Earnings
Show Gross Salary Details	? No	
Show Grand Total	? Yes	
Show Attendance Details	? No	1.36.000.00
Display production types in tail units	? No	64,000.00
Show Employees By Categories & Groups	? Yes	32,000.00
Show Category / Group Total	? Yes	32,000.00
Show Category / Group in Columns	? No	72,000.00
Show Serial Number	? No	36,000.00
Remove Zero Entries Employees	? Yes) 36,000.00
Format	: Detailed	
Show Employee Number	? No	
Show Employee Bank Details	? No	
Show Tax Regime	: Yes	
Show Income Tax Number (PAN)	? No	
Show Aadhaar Number	? No	
Show Universal Account Number (UAN)	? No	
Show Employee PF Account Number	? No	
Show Employee Designation	? No	
Show Employee Function	? No	
Show Date of Joining & Resignation	? No	
Expand all levels in Detailed Format	? Yes	
Appearance of Names	: Name Only	
Display employee name as	: Name Only	
Display pay head name as	: Payslip Name	
Sorting Method	: Default	

2. In the Appearance of Pay Head Types field, Select an option to indicate if you want the report to include only Earnings, Deductions, or All Pay Heads

- 3. Set the **Show** '**Net Amount**' Column option to **Yes** to include the Net Amount Column.
- 4. Set the **Show Column SubTotals** option to **Yes** to include the sub-totals of Earnings/Deductions columns.
- 5. Set the Show Pay Slip Names for Ledgers option to Yes to include the Name to Appear in Pay Slip, defined in Pay Heads, as the column headings. Setting this to No will display Pay Head name.

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- 6. Set the Show Gross Salary Details option to Yes to display Pay Head-wise Gross Salary details. This displays all Pay Heads that have the Income Type set to Fixed in the Pay Head Master.
- 7. Set the **Show Grand Total** option to **Yes** to display Grand total at the bottom of the report.
- 8. Set the **Show Attendance Details** option to **Yes** to include details of the employee's attendance.
- 9. Set the **Display Production Types** in **Tail Units** option to:
 - Yes to include the Production Data in Tail Unit for compound units used in Production Type.
 - No to include the Main Unit for compound units used in Production Type.
- 10. Set the Show Employees By Categories & Groups option to Yes to include the rows of categories and groups. Setting this to No lists only employee information.
- 11. Set the **Show Category/Group Total** option to **Yes** to display totals for categories and groups.
- 12. Set the **Show Category / Group** in **Columns** option to **Yes** to display Category and Groups in Columns. You can set this option to Yes only when the option Show Employees By categories & Groups is disabled.
- 13. Set the **Remove Zero Entries Employees** option to **Yes** to remove employee records that have Zero Earnings/ Deductions.
- 14. Set the Format option to either Detailed or Condensed .
- 15. Set the **Show Employee Number** option to **Yes** to display the employee number along with the employee name.
- 16. Set the Show Employee Bank Details option to Yes to display the Bank Name and Account Number of the employees along with the employees' names.
- 17. Set the **Show Tax Regime** option to **Yes** to display the tax regime of the employee in the pay sheet.
- 18. Set the **Show Income Tax Number (PAN)** option to **Yes** to display the employee's IT PAN number.

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- 19. Set the **Show Aadhaar Number** option to **Yes** to display employee's aadhaar number.
- 20. Set the **Show Universal Account Number (UAN)** option to **Yes** to display employee's PF universal account number.
- 21. Set the **Show Employee PF Account Number** option to **Yes** to display the employee's PF Account number.
- 22. Set the **Show Employee ESI Number** option to **Yes** to the display employee's ESI number.
- 23. Set the **Show Employee PR Account Number** option to **Yes** to display the employee's Permanent Retirement Account Number.
- 24. Set the **Show Employee Designation** option to **Yes** to display the employee's designation.
- 25. Set the **Show Employee Function** option to **Yes** to display the employee's job function specified under General Information.
- 26. Set the **Show Date of Joining & Resignation** option to **Yes** to display the employee's dates of Joining and leaving the organization.
- 27. Set the **Expand all levels in Detailed format** option to **Yes** to expand all levels and display all relevant details of the employee. Set the same to No, to generate a summary report for a Category or Group.
- 28. Set the **Appearance of Employee Names**. Select the appropriate names from the **Display Employee Name Style** list.

29. Select the appropriate **Sorting Method** f rom the list.

Button options in Pay Sheet report

- F1: Detailed/Condensed : Use this toggle button (F1) to quickly shift between the detailed and summary views.
- F2: Period : Use the Period (F2) button to change the time frame of the report. You can generate the report for a day, week, fortnight, month, quarter, half-year, or the entire year.
- Ctrl+F7: Employee Filters : Use the Employee Filters button or click F7 : Employee Filters, to quickly select employees/groups that you want to include in the pay sheet report.

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- <u>C</u>: New Column : Use this button (Alt+C) to add a column to include any other Pay Head that is not included in the default Pay Slip format. The new column appears on the right-hand side of the report.
- <u>A</u>: Alter Column : Use this button (Alt+A) if you want to replace an existing column in the report with a new Pay Head column. Position the mouse cursor in the column that you want to replace.
- <u>D</u>: Delete Column : Use this button (Alt+D) if you want to delete an existing column in the report. Position the cursor on the column that you want to delete.
- P: Print: You can print the Pay Sheet by pressing Alt+P from the report display screen. While printing the Pay Sheet report, choose an option to increase the line height (for each employee line) to allocate space for the employee's signature or to affix a stamp, and use the printed report for manual salary disbursement..
- <u>M</u>: E-Mail : You can E-Mail the Pay Sheet by pressing Alt+M from the report display screen.
- <u>E</u>: Export : You can export the Pay Sheet by pressing Alt+E from the report display screen.

Display Employee Names in Another Language

You can view employee names in different languages in the Pay Sheet report.

- **Note:** Release 5.0 onwards, Tally.ERP 9 does not support dictionaries for multiple languages, by default. In order to display the names in the required language, you need to download the required .dct files (language files) to Tally.ERP 9.
 - 1. Go to Gateway of Tally > G: Language .
 - 2. Select the required language, for example, Hindi.
 - 3. Go to Gateway of Tally > Display > Payroll Reports > Statement of Payroll > Pay Sheet .
 - 4. Select the required Employee Categories and Employee Names .

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Longer addres								
भुगतान पत्रिका सभी कर्मचारियों के लिए			ACME Distribu	tors			1.अप्रै2016 से 3	× M + HT
कर्मचारी का नाम	Att Bonus	Basic Oct	Basic	Bonus	Conveyance	HRA	Overtime Pay	Variable Pay
								9 और 🛶
अजय		A second se	10,000.00	5,000.00	1,000.00			12,000.00
अरुन् अरुण श्रेट्टी दयनन्द गिरीश कुमार महेश रपू राहुल राजीव			5,000.00 20,000.00 50,000.00 10,000.00 10,000.00 12,000.00	2,000.00 5,000.00 10,000.00	1,000.00 1,000.00 5,000.00 2,000.00 1,000.00	2,500.00 3,000.00 5,000.00		
			50,000.00		2,000.00	10,000.00		25,000.00
कुलयोग		/	1,67,000.00	24,000.00	14,000.00	20,500.00	2,500.00	95,000.00

The **Paysheet** report displays the employee names in the selected language.

Record Salary Payments (Payroll)

You can pay salaries from payroll vouchers or use the payroll vouchers to create the liability, and salary can be paid using a payment voucher.

- 1. Go to Gateway of Tally > Accounting Vouchers > F5: Payment .
- 2. Press F2 to change the Voucher Date .
- 3. Click A: Payroll Auto Fill.
- 4. Select the **Salary** in **Process for** field.
- 5. Enter the **From** and **To** dates.
- 6. Enter the required Voucher Date .
- Note: The Voucher Date can be different or outside the period specified in (From and To fields). For example, the voucher date for salary payment for April can be 2.05.2009.
 - 7. Select the appropriate Employee Category .
 - 8. Select the Employee/Group from the List of Employees/Group .
 - 9. Select the appropriate Bank/Cash Ledger from the List of Ledger Accounts.
 - Note: If the bank selected is enabled for e-payments in the master, you can select any of the e-payments methods
 - 10. Select the appropriate Payroll Ledger from the List of Ledger Accounts .

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Process for From (blank for beginning)	: Salary Payment : 1-4-2013
To (blank for end)	: 30-4-2013
Voucher Date	: 30-4-2013
Employee Category	: Primary Cost Category
Employee/Group	: J All Items
Bank / Cash Ledger	: HDFC Bank
Payroll Ledger	: Salary Payable

the **Bank/Cash Ledger** field. 11. Press **Enter** to accept the **Payment Auto Fill** screen, and return to the payment youcher

Accounting Voucher Crea	tion National Traders Pvt. Ltd.	Ctrl -
Payment No. 518 Account : HDFC OD A/e	Payroll autofill (Salary payment)	31-M3 Th
Cur Bal: 1,63,955.20 Cr Particulars		Ar
Salary Payable Cur Bal: \$0,793.00 Dr Primary Cost Category Ajay Mahesh Rahul Suresh Vijay Kumar	24,832.00 Dr 81,987.00 Dr 16,323.00 Dr 11,997.00 Dr 24,368.00 Dr	1,59,6
Narration:		Accept

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12. Press Enter to save.

Create Attendance or Production Vouchers (Payroll)

You can use the attendance voucher to enter attendance, overtime, leave, or production details. You can enter separate vouchers every day or a single voucher for a given pay period, say a month, with aggregated values. One voucher can store data on all employees, and multiple attendance types.

You can also process the salary payment manually similar to <u>Attendance</u> <u>Voucher creation</u>.

Attendance Voucher – Manual Entry

- 1. Go to Gateway of Tally > Payroll Vouchers > Ctrl+F5: Attendance .
- 2. Click **F2: Date** to change the date.
- 3. Select the employee whose attendance you want to record from the List of Employees .
- 4. Select the Attendance/Production Type from the list.
- 5. Enter the Value .
- 6. Select End of List from the List of Employees.

	reation	ABC Con	19210 A	Ctr
Attendance No. 1	1			30-4
Employee Name	Employee Number	Attendance/Productio	on Type	Value
Employee A	0065	Absent	Cur Bal: 0 Days	0
Employee B	0067	Absent	Cur Bal: 1 Days	1
Employee C	0069	Absent	Cur Bal: 1 Days	i
Employee D	0072	Absent	Cur Bal: 2 Days	2
Employee Q	0076	Absent	Cur Bal: 0 Days	õ
Employee A	0065	Overtime	Cur Bal: 5- 0.00 Hrs	5
Employee B	0067	Overtime	Cur Bal: 1- 0.00 Hrs	1
Employee C	0069	Overtime	Cur Bal: 1- 0.00 Hrs	1
Employee D	0072	Overtime	Cur Bal: 3- 0.00 Hrs	3
Employee Q	0076	Overtime	Cur Bal: 2- 0.00 Hrs	2
Narration: Attendance details for April	2013 without using Auto-6ll			
	2013 without using Auto-5II			Acce
	2013 without using Auto-6II			Sec. 1
	2013 without using Auto-5II			Accept Yes or
Attendance details for April	2013 without using Auto-611	/		- Alexandra

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7. Press Enter to save.

Attendance Voucher using Auto Fill

In the attendance voucher, you can use the <u>A</u>: Payroll Auto Fill button to speed up the data entry process.

Using **Auto Fill**, you can fill all employees of a selected Employee Category (if **more than One Payroll Category** is enabled) and/or a selected Employee Group and enter data for selected type of **Attendance/Production Type** for these employees.

1. Go to Gateway of Tally > Payroll Vouchers > Ctrl+F5: Attendance .

- 2. Click F2: Date to enter the date.
- 3. Click A: Attd Auto Fill button .
- 4. Enter/Alter the Voucher Date , if required.
- 5. Select the appropriate Employee Category .
- 6. Select the Employee/Group from the List of Group/Employees.
- 7. Select the Attendance/Production Type from the list.
- 8. Enter the required number of days in the **Default Value to Fill** field (for **example**, 0 days for absent and 26 days for present).

Attendar	nce Auto Fill	
Voucher Date Employee Category Employee/Group	30-4-2013 Primary Cost Category All Items	
Auto F	Fill Values	
Attendance/Production Type Default Value to Fill (Value entered above will be prefille	: Absent : 0 Sorting 1 ed for all the Employees)	Metho
Sort by	Employee Name Employee Employee	

9. In the **Sort by** field, select the **Sorting Method** based on which the employee details should appear in the voucher. You can use **Employee Name** or **Employee Number** as the sorting method.

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10. Enter the	e Value ag	ainst the En	nployee N	ame.		
Attendance Voucher Creation	-		ompany		30-Ap	r-2013 Jesday
Employee Name	Employee Numbe	er Attendance/Product	tion Type		Value	Unit
Employee A Employee B Employee C Employee D Employee Q	0065 0067 0069 0072 0076	Absent Absent Absent Absent Absent	Cur Ba Cur Ba Cur Ba	I: 0 Days I: 1 Days I: 1 Days I: 1 Days I: 2 Days I: 0 Days	0 D 1 D 1 D 2 D 0 D	ays ays ays
Narration: Attendance details for April 2013	using Attendance Aut	to fill			Accept Yes or N	
11 Press F	ntor to sav	ve the attend		har		·········
				the	details	of Paid
Similarly,	•	can	record			UI Faiu
) Productio	n using A	ttendance A	uto Fill.	
	•					
Click F12: Co	onfigure to	change the	e default vie	ew for the att	tendance vou	icher.
	Attend	ance Configu	ration			
Show Resig Show Balan	eld in Create ned / Retired ces as on Vo oyee Number	oucher Date	ntry!)	? Yes ? Yes ? Yes ? <mark>Yes</mark>		
• Skip Da	te field in	Create M	ode (faste	er entry!): Se	et this optior	n to Yes to
skip the	date sele	ction field,	for faster	data entry. E	By default, th	ne Date of
Last En	try is set a	as the vouch	er date.			
• Show R	esigned/R	etired Emp	oloyees: S	et this option	n to Yes to i	nclude the
resigned	d/retired en	nployees als	so during th	ne voucher e	ntry.	
• Show B	alances a	as on Voud	cher Date	: Set this of	ption to Yes	to include
the Cur	rent Balan	i ce as per th	ne voucher	date for eac	h employee.	
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• Show Employee Number : Set this option to Yes to include the employee number during the voucher entry.

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Unit IV Goods and Services Tax (GST): Activating Tally in GST - Setting Up GST (Company Level, Ledger Level or Inventory Level) - GST Taxes & Invoices - SGST, CGST & IGST - Creating GST Masters in Tally, Purchase Voucher with GST: Updating GST Number for Suppliers -Intra-State Purchase Entry in GST (SGST + CGST) - Inter-State Purchase Entry in GST (IGST) - GST Purchase Entry for Unregistered Dealer in Tally - Reverse Charge Mechanism Entry for GST in Tally, Sales Voucher with GST: Updating GST Number for Suppliers - Intra-State Sales Entry in GST (SGST + CGST) - Inter-State Sales Entry in GST (IGST) - Printing GST Sales Invoice from Tally ERP9 Software, GST Reports and Returns: GSTR 1 in Tally - GSTR 1 Return Filing

UNIT IV

To use Tally.ERP 9 for GST compliance, you need to activate the GST feature. Once activated, GST-related features are available in ledgers, stock items, and transactions, and GST returns can be generated.

Activate GST for Regular Dealers

- 1. Open the company for which you need to activate GST.
- 2. Press F11 > F3 .

		Company: Nati	onal Enterprises	
		Statutory a	nd Taxation	
Enable Goods and Services Tax (GST) Set/alter GST details		? Yes ? Yes	Enable Tax Deducted at Source (TDS) Set/alter TDS details	? No ? No
Enable Value Added Tax (VAT) Set/alter VAT details		? Yes ? Yes	Enable Tax Collected at Source (TCS) Set/alter TCS details	? No ? No
Enable excise Set/alter excise details		? No ? No		
Enable service tax Set/alter service tax details		? No ? No		
		Tax Info	ormation	
	PAN/Income tax	no. : AAACC0061H	1	
Cor	porate Identity No. (0	(IN): U2222229201	7003123456	
				Accept ?
	Accounts F	2: Inventory	F3: Statutory F6: Add-Ons	Yes or No

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- 4. Set/alter GST details Yes . The GST Details screen appears.
- State shows the State name as selected in the Company Creation screen. This helps in identifying local and interstate transactions according to the party's state.

The **State** can be changed in the **GST Details** screen and this change will affect the company master. Once the company's state is changed the existing transactions will have an effect. To inform users of this effect, a warning message appears when state name is changed.

Company GST Details	New Com	pany	Ctrl + M a List of States
			List of States
			Maharashtra
	GST Deta	nils	
Enable Goods and Senices Tax (GST Set/alter GST details Enable Value Added Tax (VAT) Set/alter VAT details Enable excise Set/alter service details Enable service tax Set/alter service tax details	State Registration type Assessee of Other Territory GST applicable from GSTIN/UIN Periodicity of GSTR1 e-Way Bill applicable Applicable from Threshold limit includes Threshold limit Applicable for intrastate Threshold limit Enable tax liability on advance receipts Enable tax liability on reverse charge (Purchase from unregistered dealer) Set/alter GST rate details Enable GST Classifications Provide LUT/Bond details	: Moharoshtro, : Regular ? No : 1-Apr-2019 : : Monthly ? Yes : 1-Apr-2019 : Invoice value : 50,000 ? Yes : 50,000 ? Yes : 50,000 ? No ? No ? No ? No ? No ? No ? No	Warning I If the State is changed here then your transactions, invoice printing, reports and returns will be impacted.

- 6. Set the Registration type as Regular .
- 7. Set the option **Assessee of Other Territory** to **Yes**, if your business unit in located in the Exclusive Economic Zone (other territory).
- 8. Specify **GST Applicable from** date. GST will be applicable for your transactions from this date onwards.
- 9. Specify the **GSTIN/UIN** for the business. This can be printed in the invoices as required. You can specify this later.
- 10. Select the **Periodicity of GSTR1** as **Monthly** or **Quarterly**, based on your business turnover.

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- 11. The option e-Way Bill applicable is set to Yes, with the Applicable from date and Threshold limit.
- 12. Select the value to be considered for e-Way Bill for the option **Threshold limit includes**.
- 13. Set the option **Applicable for intrastate** to **Yes**, if it applies to your State and enter the **Threshold limit**.
- 14. Set the option **Enable tax liability on advance receipts** to **Yes** to activate calculation of tax liability on advance receipts. This options is disabled by default.
- 15. Set the option Enable tax liability on reverse charge (Purchase from unregistered dealer) to Yes to activate calculation of tax liability for reverse charge on URD purchases. This option is disabled by default.
- 16. Enable the option **Set/alter GST rate details?** to enter the GST details at the company level.
- 17. Set the option **Enable GST Classification?** to Yes, to create and use the classifications in **GST Details** screen of masters.
- Set the option Provide LUT/Bond details? to Yes, to enter the LUT/Bond
 No., and Validity period.

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GST Deta	iils	
State Registration type Assessee of Other Territory GST applicable from GSTIN/UIN Periodicity of GSTR1 e-Way Bill applicable Applicable from Threshold limit includes Threshold limit Applicable for intrastate Threshold limit Enable tax liability on advance receipts Enable tax liability on reverse charge (Purchase from unregistered dealer)	: Karnataka : Regular ? No : 1-Jul-2017 : 29 : Monthly ? Yes : 1-Feb-2018 : Invoice value : 50,000 ? Yes : 50,000 ? No ? No	5
Set/alter GST rate details Enable GST Classifications	? No ? No	
Provide LUT/Bond details	? No	Accept ?
		Yes or No

19. Press Enter to save.

Activate GST for Composition Dealers

- 1. Open the company for which you need to activate GST.
- 2. Press F11 > F3 .

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	Company: Na	tional Enterprises	
	Statutory a	and Taxation	
Enable Goods and Services Tax (GST) Set/alter GST details	? Yes ? Yes	Enable Tax Deducted at Source (TDS) Set/alter TDS details	? No ? No
Enable Value Added Tax (VAT) Set/alter VAT details	? Yes ? Yes	Enable Tax Collected at Source (TCS) Set/alter TCS details	? No ? No
Enable excise Set/alter excise details	? No ? No		
Enable service tax Set/alter service tax details	? No ? No		
	Tax In	formation	
PAN/incor	ne tax no. : AAACC0061	н	
Corporate Identity	y No. (CIN): U222222920	017003123456	
			Accept ?
F1: Accounts	F2: Inventory	F3: Statutory F6: Add-Ons	Yes or No

- 3. Enable Goods and Services Tax (GST) Yes .
- 4. Set/alter GST details Yes .
- 5. The **State** field helps in identifying local and interstate transactions according to the party's state. If you change the state here, the company details will get updated.
- 6. Set the Registration type as Composition .
- 7. Set the option **Assessee of Other Territory** to **Yes**, if your business unit in located in the Exclusive Economic Zone (other territory).
- 8. Specify **GST Applicable from** date. GST composition will be applicable for your transactions from this date onwards.
- 9. Specify the **GSTIN/UIN** for the business. This can be printed in the invoices as required. You can specify this later.
- 10. **Tax rate for taxable turnover** appears as **1%**. This rate is applied on your transactions to arrive at the taxable value.
- **Note:** If you are changing the registration type from regular to composition, the applicability date of GST regular registration will be retained. You can change the date as required.
 - 11. Based on your business type, select the **Basis for tax calculation**. For outward supplies, the total of taxable, exempt and nil rated will be considered

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as the **Taxable Value**. For inward supplies, the total value of purchases made under reverse charge will be considered as the **Taxable Value**.

GST	Details
0	
State	: Karnataka
Registration type	: Composition
Assessee of Other Territory	? No
GST applicable from	: 1-Jul-2017
GSTIN/UIN	: 29/ 5
Tax rate for taxable turnover (From 1-Jul-2017)	: 1%
Basis for tax calculation (Applicable for GST CMP-08)	: Taxable, Exempt and Nil rated values
e-Way Bill applicable	List of values
Applicable from	Taxable, Exempt and Nil rated values
Threshold limit includes	Taxable value
Threshold limit	
Applicable for intrastate	? Yes
Threshold limit	: 50,000
Enable tax rate for purchase	? No
(Includes purchases under reverse	charge)

• Taxable, Exempt and Nil rated values - the tax will be calculated on the:

- > Total of taxable, exempt and nil rated sales.
- > Total of purchases attracting reverse charge.
 - Taxable the tax will be calculated on the:
- > Total of only the taxable sales.
- > Total of purchases attracting reverse charge.

Click <u>L</u>: Tax Rate History to provide the history of Tax Rates with the corresponding Applicable From date and Basis for Tax Calculation.

- 12. The option e-Way Bill applicable is set to Yes, with the Applicable from date and Threshold limit.
- 13. Select the value to be considered for e-Way Bill for the option **Threshold limit includes.**

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- 14. Set the option **Applicable for intrastate** to **Yes**, if it applies to your State and enter the **Threshold limit**.
- 15. Set the option Enable tax rate for purchase (Includes purchases under reverse charge) to:
 - Yes, to enter the GST rate in the ledgers and stock items for calculating GST in transactions.
 - No, to specify the GST rates in each transaction for calculating GST.
- 16. Press Enter to save.

You can record transactions using the ledgers with GST details, and print invoices with GSTIN.

Setting Up GST Rates

Quickly set up GST rates for your company, stock item-wise or stock group-wise, using the **GST Rate Setup** option. You must enable GST in your company to provide GST rates. You can set up GST rates at the company level, stock group level, stock item level, ledger group level, and ledger level. You can also set the GST rates for a particular price range/slab for multiple stock items.

To set GST rates for stock groups and stock items

1. Go to Gateway of Tally > Display > Statutory Reports > GST > GST Rate Setup.

GST Rate Setup	Triage Limited						Ctrl + M
Stock Group : I Primary							
Particulars	Applicable	HSN/SAC	Taxability	Integrated Tax	Central Tax	State Tax	Cess
	From						
<rate configured="" not=""> 3 stock items</rate>		(5670 (220)	(Tavabla)	(400/)	(00)(1)	(00(1)	
Batteries Inverters		(56784332) (23456789)	(Taxable) (Taxable)	(18%) (18%)	(9%) (9%)	(9%) (9%)	
Wires		(67855444)	(Taxable)	(10%)	(5%)	(5%)	
Note:							
* Stock group has items with mulitple tax rates. A single tax rate cannot be set for this stoc GST rate details in brackets are derived from company or stock-group, as configured.	ck group.						
				_			
Note: Brackets indicate that ta	ax rates ar	re capt	ured	from	the	company	y (
		-					
stock group level.							
- ·							
Computerised Accounting with Tally						Page	2:
						1 ~90	-

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 Select the stock group or stock item, and press Alt+S to provide the applicable tax rates. You can press Spacebar to select multiple stock groups or stock items. Set the tax rates and save.

GST Details	
	Tax Rate Details
Classification	: Undefined
(Note: when the tax detai tax information below)	Is are set using classification it ignores the direct
Tax Details	
Taxability	: Taxable
Тах Туре	Rate
Integrated Tax	18 %
Cess	2 %

The rate entered for integrated tax will be equally divided between central tax and state tax.

To view the history of tax rate changes, press Alt + L.

To specify further GST-related details, click F12: Configure.

In order to remove a tax rate, use the option **Ctrl+C** (Clear Rate). You can clear rate of multiple items or groups by selecting them using **Spacebar**. You can also clear rate from items under a group and automatically infer tax details recorded at group level to sub-groups and items using the option <u>**F**</u>: **Enforce Rate**.

Under GST in Tally Prime, you can create accounts for various taxes (central tax, state tax, UT tax, integrated tax, and cess), for which you must create GST ledgers or tax ledgers for each tax type. The GST that your company pays in the normal course of business, are the number of ledgers that you must keep so that each tax has its own set of records.

	I	DIRECTORAI	E OF DISTANCE	E AND CONTINUIN	G EDUCATION
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steps		outlined below		en creating these le	dgers, and the
	Gateway		Illy> Create >	type or	select Ledger.
1.			-	e Master > type or s	•
2	-	der Duties & T		Find Ster - type or o	CICUL LEUYUI.
	•	as the Type o			
	Select Cent		Tax as	the Tax	type.
			TUA US		·Jbc.
Ledger Crea	NAMES OF A DESCRIPTION OF A DESCRIPTION OF A DESCRIPTIONO		National	Enterprises	
Name (alias)	: Central Tax :				Total Opening Balance
Under Type of du Tax typ Percentag Rounding	ge of calculation	: Duties & Taxes (Current Liabilities) : GST : Central Tax : 0 % : * Not Applicable	Mailing Details Name Address Banking Details Provide bank details Tax Registration Deta PAN/IT No.	: No ails :	Accept ?
		Openi	ng Balance (on 1-Apr-20) :		Yes or No
the re	arly, you can	pe under GST	s for state tax, int	egrated tax, and ce	
Comp	outerised Acco	ounting with Ta	ally		Page 240

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Cess Ledger

You can create separate cess ledgers for quantity and value to print the breakdown of these values in the invoice. Please note that the previous transactions will be impacted by changes to the existing cess ledgers.

- 1. GatewayofTally> Create >typeorselect Ledger.Alternatively, pressAlt+G (Go To) > CreateMaster > type or selectLedger.
- 2. Group it under **Duties & Taxes**.
- 3. Select **GST** as the **Type of duty/tax**.
- 4. Select **Cess** as the **Tax type**.
- 5. Select the valuation type as:
- Based on Quantity to calculate cess on quantity.
- **Based on Value** to calculate cess on the assessable value.

Ledger Creation		National Enterprises	
Name : Cess on Quantity (alias) :			Total Opening Balance
Under Type of duty/tax Tax type Valuation type Rate per unit Rounding method	: Cess : Based on Quantity Base	Mailing Details Name : Address : of Valuation Types / / / don Quantity d on Value Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :	
	Opening Bala	nce (on 1-Apr-20) :	

Note: Set the Valuation Type to Any to use it as a common ledger.

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UT Tax Ledger

You can create the UT tax ledger if your company is located in a union territory or if you are an Assesses of Other Territory and have enabled this option in the Company GST Details screen.

- 1. GatewayofTally> Create >typeorselect Ledger.Alternatively, press Alt+G (Go To) > Create Master > type or select Ledger.
- 2. Group it under **Duties & Taxes**.
- 3. Select **GST** as the **Type of duty/tax**.
- 4. Select UT Tax as the Tax type

Ledger Creation		National Enterprises	
Name : UT Tax (alias) :			Total Opening Balance
Under Type of duty/tax Tax type Percentage of calculation Rounding method	: Duties & Taxes (Current Liabilities) : GST : UT Tax : 0 % : • Not Applicable	Mailing Details : Name : Address : Banking Details : Provide bank details : No Tax Registration Details PAN/IT No. :	
			Accept ?
	Opening Bala	ance (on 1-Apr-20) :	Yes or No

Press Enter to save.

Create GST Ledgers

Under GST in Tally Prime, you can create accounts for various taxes (central tax, state tax, UT tax, integrated tax, and cess), for which you must create GST ledgers or tax ledgers for each tax type. The GST that your company pays in the normal

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course of business, are the number of ledgers that you must keep so that each tax has its own set of records.

The correct information should be submitted when creating these ledgers, and the steps to do so are outlined below.

Central Tax Ledger

- 1. GatewayofTally> Create >typeorselect Ledger.Alternatively, press Alt+G (Go To) > Create Master > type or select Ledger.
- 2. Group it under **Duties & Taxes**.
- 3. Select **GST** as the **Type of duty/tax**.
- 4. Select Central Tax as the Tax type.

Ledger Creation		National Enterprises	
Name : Central Tax (alias) :			Total Opening Balance
Under Type of duty/tax Tax type Percentage of calculation Rounding method	: Duties & Taxes (Current Liabilities) : GST : Central Tax : 0 % : • Not Applicable	Mailing Details Name : Address :	
		Banking Details Provide bank details No Tax Registration Details PAN/IT No. :	Accept ?
	Opening Balance	(on 1-Apr-20) :	Walling Ma
	Opening Datatice	(on requized :	Yes or No

1. Press Enter to save.

Similarly, you can create ledgers for state tax, integrated tax, and cess by selecting the relevant Tax type under GST.

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Cess Ledger

You can create separate cess ledgers for quantity and value to print the breakdown of these values in the invoice. Please note that the previous transactions will be impacted by changes to the existing cess ledgers.

- 1. GatewayofTally> Create >typeorselect Ledger.Alternatively, pressAlt+G (Go To) > CreateMaster > type or selectLedger.
- 2. Group it under **Duties & Taxes**.
- 3. Select **GST** as the **Type of duty/tax**.
- 4. Select **Cess** as the **Tax type**.
- 5. Select the valuation type as:
- Based on Quantity to calculate cess on quantity.
- **Based on Value** to calculate cess on the assessable value.

Ledger Creation		National Enterprises	and the second second second second
Name : Cess on Quantity (alias) :			_Total Opening Balance
Under Type of duty/tax Tax type Valuation type Rate per unit Rounding method	: Cess Based on Quantity	Mailing Details Name : Address : of Valuation Types y addron Quantity ed on Value Banking Details Provide bank details : No Tax Registration Details PAN/IT No. :	
	Opening Bala	ance (on 1-Apr-20) : Ny to use it as a common ledge	

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UT Tax Ledger

You can create the UT tax ledger if your company is located in a union territory or if you are an Assesses of Other Territory and have enabled this option in the Company GST Details screen.

- 1. Gateway of Tally> Create > select Ledger. type or Alternatively, press **Alt+G** (Go To) > **Create Master** > type or select **Ledger**.
- 2. Group it under **Duties & Taxes**.
- 3. Select **GST** as the **Type of duty/tax**.
- 4. Select **UT Tax** as the **Tax type**

		National Enterprises		Total Opening Balance
(alias) :				
Under Type of duty/tax Tax type Percentage of calculation Rounding method	: Duties & Taxes (Current Liabilities) : GST : UT Tax : 0 % : • Not Applicable	Mailing Details Name Address Banking Details Provide bank details Tax Registration Details PAN/IT No.	: : :	
				Accept ?
	Opening Bal	ance (on 1-Apr-20) :		Yes or N
	ave.			
Press Enter to sa				
	CGST/SGST/IGST)	Ledger in Tally. E	RP9	
Creating GST (C				
Creating GST (C	CGST/SGST/IGST) of Tally > Accounts I			
Creating GST (C Go to Gateway o In Under, select I	CGST/SGST/IGST) of Tally > Accounts I			
Creating GST (C Go to Gateway o In Under, select I	CGST/SGST/IGST) of Tally > Accounts I Duties & Taxes. ne Type of duty/tax.			
Creating GST (C Go to Gateway o In Under, select I Select GST as th Select State Tax	CGST/SGST/IGST) of Tally > Accounts I Duties & Taxes. ne Type of duty/tax.	Info. > Ledgers > C	create.	

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Once you activate GST in your company, you can record the purchase of goods and services (inward supply) that attract GST using a purchase voucher. You can provide unique voucher numbers for your purchase vouchers, and use a new series of voucher numbering.

Local purchase

The purchase of goods or services from a supplier in the same state attracts central tax and state tax.

1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase .

Accounting Voucher Creation	National Enterprises	Ctrl + M 🗵		
Purchase No. 2 Supplier invoice no.: 25	Date : 2-Jul-2017	5-Jul-2017 Wednesday		
		nonstay		
Party A/c name : Indigo Computech Current balance : 10,83,194.80 Cr Purchase ledger Purchase				
Purchase ledger Purchase Name of Item	Quantity Rate	per Amount		
Dell Personal Computer	22 Nos 22,990.00	Nos 5,05,780.00		
Haier 1 Ton Split Air Conditioner	20 Nos 18,999.00			
		8,85,760.00		
Central Tax State Tax		98,717.00 98,717.00		
Narration:	42 Nos	10,83,194.00		
Cupplier inv	ning no : Entar the calce invoice no, of the supply	ing ports		
	roice no.: Enter the sales invoice no. of the supply			
Date: Enter	the date on which the sales invoice was pas	sed by the		
supplier.				
2. In Party A/c name , select the supplier's ledger or the cash ledger.				
3. Select the purch	hase ledger applicable for local taxable purchases.			
4. Select the required items, and specify the quantities and rates.				
5. Select the centr	al and state tax ledgers.			
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	ing with runy	1 age 240		

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You can view the tax details by clicking <u>A</u>: Tax Analysis. Click <u>F1</u>: Detailed to view the tax break-up.

ax Analysis	National Enterprises Tax Analysis			Ctrl + M
Particulars		Taxable Value	Tax rate	Duty/Tax Value
T Details				
Purchase Taxable		8,85,760.00		1,97,434.8
Dell Personal Computer		5,05,780.00		91,040.4
Item Value (Purchase Value 5,05,780.00)	5,05,780.00			
CGST			9%	45,520.2
SGST/UTGST Haier 1 Ton Split Air Conditioner		3,79,980.00	9%	45,520.2 1,06,394.4
Item Value (Purchase Value 3,79,980.00)	3,79,960.00	3,79,900.00		7,00,394.4
CGST	3,79,900.00		14%	53, 197, 2
SGST/UTGST			14%	53, 197.2
			Total	1,97,434.8

Mismatch in Central Tax and State/UT Tax values

If the Central Tax and State/UT Tax values do not match in the transaction, a warning message appears as shown:

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Accounting Voucher Creation National Enterprises	Ctrl +
Purchase No. 8 Supplier invoice no.: FM29 Date : 2-Feb-2020	2.Feb St
arty A/c name : Prithvi Enterprises urrent balance : urchase ledger : Purchases	
ame of Item	Quantity Rate per Am
lobile Phones	10 unit 7,500.00 unit 75,0
entral Tax tate Tax	7,5 6,0
	Warning I
	Central Tax and State Ta values do not match
rovide GST/e-Way Bill details? Yes	(Verify Central Tax and St Tax amount in Alt+A: Ta Analysis)
arration;	10 un (press any key)
The same information will appear in the follo	owing screens:
 In the Tax Analysis screen as a note, as 	shown below:
omputerised Accounting with Tally	Page 2

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University	
Tax Analysis Nat	ional Ente
	Tax Analy
Particulars	
GST Details	
Purchase Taxable	
Mobile Phones Item Value (Purchase Value 75,000.00) 7	6,000.00
Central Tax State Tax	
Note: Central Tax and State Tax values do not match.	
• The warning message will appear when you press Alt+P to print	
the voucher. The GST portal will not accept the GST returns if:	
The value of State Tax does not match with Central Tax value.	
• The value of UT Tax does not match with Central Tax value, when a Union	

Territory is selected in the company's State field, or the company is an assessee of other territory. This message will appear when there is a mismatch in Central Tax and State/UT

Tax values, in transactions recorded in the invoice mode of purchase, debit note, and credit note. You need to correct the <u>GST rates and values</u>, as applicable, before saving and/or printing the invoice.

Interstate Purchase

The purchase of goods or services from a supplier from another state attracts integrated tax.

		EDUCATIO
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 Follow the steps used for <u>recording</u> following changes: Select the purchase ledger applie Select the integrated toy ledger 		
o Select the integrated tax ledger.		Ctrl + M
Purchase No. 2 ppler invoice no.: Date :		5-Jul-2017 Wednesday
nty A/c name : PTS Tech Solutions		
ment balance inchase ledger Interstate Purchase ame of Item	Quantity Rate per	Amount
P Pavilion All-In-One Computer ell Personal Computer	30 Nos 23,200.00 Nos 25 Nos 20,990.00 Nos 	6,96,000.00 5,24,750.00 12,20,750.00 2,19,735.00
irration:	55 Nos	14,40,485.00
Depending on the location of the supplie	er, you can record a local	
	er, you can record a local	
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets	er, you can record a local	or intersta
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).
Depending on the location of the supplie purchase transaction with the applicable G Purchase of Fixed Assets You can record taxable or exempt purchas	er, you can record a local ST rates. ses of fixed assets (capital)	or intersta goods).

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Ledger Creation Name : Machinery		National Enterprises		Ctrl + M × Total Opening Balance
(alias) :				
Under	: Fixed Assets	Name	Mailing Details	
Inventory values are affected	? No	Address		
Statutory	Information	Country State	: India : Karnataka	Pincode :
ls GST Applicable Set/alter GST Details Type of Supply	? [Applicable ? Yes : Goods	Provide bank details	: No	
			Tax Registration Details	
		PAN/IT No. Set/alter GST details	: ? No	
				Accept ?
	Opening Bala	ance (on 1-Jul-2017) :		Yes or No

2. Group it under Fixed Assets .

3. Select the required **Nature of transaction**. You can select the following natures of transaction for capital goods:

- Imports Exempt
- Imports Taxable
- Interstate Purchase Exempt
- Interstate Purchase From Unregistered Dealer Services
- Interstate Purchase Taxable
- Purchase Deemed Exports Exempt
- Purchase Deemed Exports Taxable
- Purchase Exempt
- Purchase From SEZ Exempt
- Purchase From SEZ Taxable
- Purchase From SEZ (Without Bill of Entry) Exempt
- Purchase From SEZ (Without Bill of Entry) Taxable
- Purchase From Unregistered Dealer Exempt
- Purchase From Unregistered Dealer Nil Rated
- Purchase From Unregistered Dealer Taxable
- Purchase Taxable

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DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University 4. Select the Nature of goods as Capital Goods .			
	GST Details		National Enterprises
		GST Details for Ledger:	
		Machinery	
	HSN/SAC Details		
	Description	: Machinery	
	HSN/SAC	: 84017181	
	Nature of transaction	: Purchase Taxable	Nature of Goods
	Nature of goods	: Capital Goods	I Not Applicable
	Tax Details		Capital Goods
	Taxability	: Taxable	
	Тах Туре	Valuation Type	Rate
	Integrated Tax	Based on Value	28 %
	Central Tax	Based on Value	14 %
	State Tax	Based on Value	14 %
	Cess	Based on Value	0 %

- 5. Accept the **GST Details** screen.
- 6. Press Enter to save.
 - Record the purchase of fixed asset
- 1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase .

 Credit the party ledger, and enter the fixed asset value inclusive of tax. Debit the fixed asset ledger and enter the assessable value. Debit the tax ledgers and enter the tax amount. Press Enter to save. 		
Accounting Voucher: Creation National Enterprint os Purchase No. 1 Date : 3-Jul 2017 os Particulars Cr Pratvij Traders Gar Bat 5,61,500.00 Cr 4,48,000.00 Cr os Cr Machinery Cur Bat 3,30,000.00 Dr 4,48,000.00 Cr os os Dr Machinery Cur Bat 49,000.00 Dr Cr Bat 49,000.00 Dr os os Dr Central Tax Cur Bat 49,000.00 Dr Cur Bat 49,000.00 Dr os os os Narration: Cur Bat 49,000.00 Dr State Tax Cur Bat 49,000.00 Dr os os os os . Click F12: Configure > F12: Advanced > set Allow expenses/fixed assets in purchase vouchers to Yes . os	DIRECTORATE OF DISTANCE AND CONTINUING ED	DUCATION
Purchase No. 1 Supplier Invoice no.: Pool Date : 3-Jul-2017 Particulars Cr. Pratvij Traders Cr. Particulars 4,48,000.00 Cr. Dr. Machinery Cur. Bel: 3,50,000.00 Dr. Dr. Gar. Bel: 3,50,000.00 Dr. Corr. Bel: 49,000.00 Dr. Dr. Central Tax Cur. Bel: 49,000.00 Dr. Dr. State Tax Cur. Bel: 49,000.00 Dr. Narration:	Manonmaniam Sundaranar	University
Purchase No. 1 Supplier Invoice no.: Pool Date : 3-Jul-2017 Particulars Cr. Pratvij Traders Cr. Particulars 4,48,000.00 Cr. Dr. Machinery Cur. Bel: 3,50,000.00 Dr. Dr. Gar. Bel: 3,50,000.00 Dr. Corr. Bel: 49,000.00 Dr. Dr. Central Tax Cur. Bel: 49,000.00 Dr. Dr. State Tax Cur. Bel: 49,000.00 Dr. Narration:		
Supplier invoice no.: P001 Date : 3-Jul-2017 Particulars Cr Pratvij Traders Cr Pratvij Traders A,48,000.00 Cr New Ref P001 4,48,000.00 Cr Dr Machinery Cur Bat: 35,000.00 Dr Dr Central Tax Cur Bat: 49,000.00 Dr Dr State Tax Cur Bat: 49,000.00 Dr Narration: Image: State St		al Enterpri es
Cr Pratvij Traders Cur Belt 5,61,500.00 Cr 4,48,000.00 Cr Dr Machinery Gur Belt 39,000.00 Dr Dr Central Tax Cur Belt 49,000.00 Dr Dr State Tax Cur Belt 49,000.00 Dr Narration: Narration: . Click F12: Configure > F12: Advanced > set Allow expenses/fixed assets in purchase vouchers to Yes . Enter the Supplier invoice no. and Date . . Credit the party ledger, and enter the fixed asset value inclusive of tax. . Debit the fixed asset ledger and enter the assessable value. . Debit the tax ledgers and enter the tax amount. . Press Enter to save.		
Cur Bet: 5,61,500.00 Cr 4,48,000.00 Cr P Machinery Cur Bet: 3,50,000.00 Dr Dr Central Tax Cur Bet: 49,000.00 Dr Dr State Tax Cur Bet: 49,000.00 Dr Narration: Narration: Click F12: Configure > F12: Advanced > set Allow expenses/fixed assets in purchase vouchers to Yes . Enter the Supplier invoice no. and Date . Credit the party ledger, and enter the fixed asset value inclusive of tax. Debit the fixed asset ledger and enter the assessable value. Debit the tax ledgers and enter the tax amount. Press Enter to save.	Particulars	
 purchase vouchers to Yes . Enter the Supplier invoice no. and Date . Credit the party ledger, and enter the fixed asset value inclusive of tax. Debit the fixed asset ledger and enter the assessable value. Debit the tax ledgers and enter the tax amount. Press Enter to save. 	Cur Bal: 5,61,500.00 Cr New Ref P001 4,48,000.00 Cr Dr Machinery Cur Bal: 3,50,000.00 Dr Dr Central Tax Cur Bal: 49,000.00 Dr Dr State Tax Cur Bal: 49,000.00 Dr	
 purchase vouchers to Yes . Enter the Supplier invoice no. and Date . Credit the party ledger, and enter the fixed asset value inclusive of tax. Debit the fixed asset ledger and enter the assessable value. Debit the tax ledgers and enter the tax amount. Press Enter to save. 		
omputerised Accounting with Tally Page 253	 purchase vouchers to Yes . Enter the Supplier invoice no. and Date . Credit the party ledger, and enter the fixed asset value inclusive of tax. Debit the fixed asset ledger and enter the assessable value. Debit the tax ledgers and enter the tax amount. Press Enter to save. 	
	omputerised Accounting with Tally	Page 253

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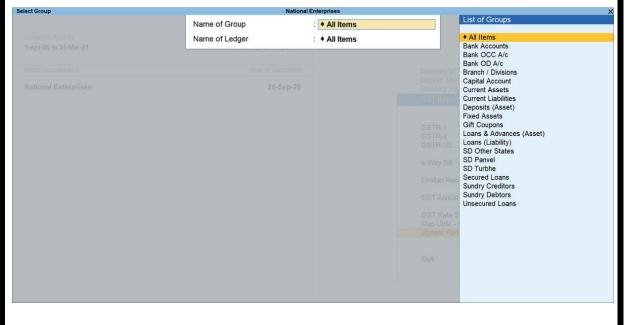
Update Party GSTIN/UIN

Quickly update the GSTIN/UIN details for your parties group-wise from the Update Party GSTIN/UIN report. You can also provide this at the individual party ledger level. Use the Import Party GSTIN tool to import GSTINs for several parties in one-go.

To update party GSTIN or UIN

 Gateway of Tally > Display More Reports > Statutory Reports > GST Reports > Update Party GSTIN.

Alternatively, press **Alt+G** (Go To) > type or select **Update Party GSTIN** > and press**Enter**.



- Select the group and ledger for which you want to update the GSTIN/UIN.
- In the Update Party GSTIN/UIN screen, enter the GSTIN/UIN number for each party.
- PressF12 (Configure), set the option Show other territory to Yes if the party is belongs to Exclusive Economic Zone (other territory).

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			National Er			
	with Pending Details under:					
I. no	Particulars	State	Country	Registration Type	Party Type	GSTIN/UIN
	Hita Enterprises Karan Enterprises Raj Enterprises Shiv Stores Sodexo Gift Vouchers	Maharashtra Maharashtra Maharashtra Maharashtra Maharashtra	India India India India India	Regular Regular Regular Regular	 Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable 	
						Accept

Press F8 (All Ledgers) to list All Parties.

Once you have updated the GSTIN/UIN for your parties, you can print the GSTIN details in your invoices for filing returns.

Import Party GSTIN

The Import Party GSTIN add-on helps you update GSTIN details of all parties at once from Microsoft Excel. It is very useful if you have the GSTIN information of all parties outside TallyPrime and want to import the information to update the party ledgers in TallyPrime.

Note: You need to export existing party information to MS Excel using Update Party GSTIN, and use this MS Excel file to fill in the GSTINs that you want to import.

To install the Import Party GSTIN add-on

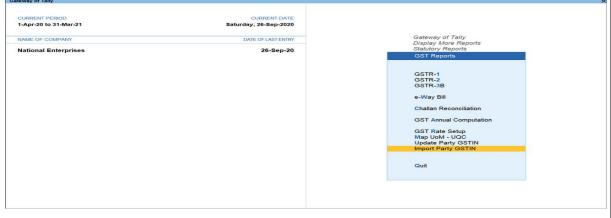
- Download the Import Party GSTIN add-on from the Add-ons section <u>here</u>.
- In TallyPrime press F1 (Help) > TDL & Add-On > F4 (Manage Local TDLs).

TDL Configuration		
Load selected TDL files on startup : Yes		
TDL Path	File Name	Load TDL
C:\Program Files\TallyPrime	ImportGSTIN.tcp	Yes
L		
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- In the TDL Configuration screen, set the option Load selected TDL files on startup to Yes.
- Select or Specify the path of Add on in File Selection field.
- Accept the screen. As always, you can press **Ctrl+A** to save.

Import Party GSTIN appears under GST Reports.



To import party GSTIN details

 Gateway of Tally > Display More Reports > Statutory Reports > GST Reports > Update Party GSTIN.
 Alternatively, press Alt+G (Go To) > type or select Update Party

GSTIN > and press **Enter**.

- Select All Items in the Name of Group and Name of Ledger fields in Select Group screen and press Enter. The Update Party GSTIN/UIN screen lists all parties without a GSTIN.
- Press Alt+E (Export) to export the information in excel format.
- Open the exported file, specify GSTIN details for the parties, and save the file.
- In TallyPrime
- Gateway of Tally > Display More Reports > Statutory Reports > GST Reports > Import Party GSTIN.
- Specify the name of the MS Excel file to be imported in the field Name of the file to be imported (Excel).
- Specify the name of the sheet containing information in MS Excel file in the field Sheet name.

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(0	Import Party GSTIN Dnly Excel format is supported)	
File path	: C:\Program Files\TallyPrime	
Name of file to be imported (Excel)	: tally.xlsx	
Sheet name	: Sheet1	
		Accept ?
Note: The excel file should remain closed du	iring the import process.	
		Yes or No

When the import is completed, the MS Excel file opens and displays the message Data imported successfully.

Note: Ensure the party names are not altered in the MS Excel file exported from TallyPrime. Also, the name of Country, State and Registration Type specified in the MS Excel file must match the spellings given in TallyPrime.

To correct errors in the imported data

- Open the MS Excel file and check for a sheet called Errors. If this sheet is there, it means that some data was incorrect for some parties and has not been imported into TallyPrime
- Check and make necessary corrections in the Errors sheet. Save the file.
- Import the file again, and specify the sheet name as Errors. The corrected information is imported this time.

File path	: C:\Program Files\TallyPrime	
Name of file to be imported (Excel) Sheet name	∶ tally.xlsx ∶ errors	
Note: The excel file should remain closed o	luring the import process.	Accept ?
		Yes or N
		Yes or N
a-State Purchase Entry in GS		Yes or N
		Yes or N

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If your business is GST registered, then the supplies consumed by your company that are taxable will incur GST. In TallyPrime, you can record taxable purchases under GST for the purchase of goods and services using a purchase voucher and it will take care of everything right from the tax rates to tax returns and so on.

Tax for Local and Interstate purchases: In TallyPrime, you can record local or interstate taxable purchases under GST by selecting the tax ledgers – GST and SGST/UTGST for local purchases and IGST for interstate purchases.

Calculate appropriate GST: TallyPrime will calculate GST based on the GST rates defined by you and make sure that the voucher complies with the rules and regulations of the GST governing department. TallyPrime also provides you with the facility to view tax analysis while recording a voucher for a detailed understanding of taxation.

Purchases under Multi-GSTIN: In case you have multiple registrations, TallyPrime provides the flexibility to handle supplies using multiple GSTINs of your company, record supplies with different tax rates in the same invoice, and modify the assessable value of purchases.

Purchases under GST in reports and returns: Once you record a purchase invoice with GST, you can see the transaction in the Eligible for Input Tax Credit section of GSTR-3B. TallyPrime will also show your total ITC which you can adjust as required.

Record Local Purchase of Goods and Services

In your business, you can get supplies from a local party or a party from a different state. A GST purchase is identified as a local or interstate according to the location at which the goods or services are going to be consumed. In TallyPrime, you have the flexibility to select the Place of Supply under Party Details while creating vouchers for purchases under GST. Once the right place of supply is selected, the rest of the transaction remains the same for local and interstate supplies. You can also view the Tax Analysis while passing vouchers for purchases under GST to have a detailed understanding of the taxation inferred in the voucher.

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Local purchase of goods

You can record a local purchase of goods in TallyPrime, using a Purchase voucher in Item Invoice mode.

- 1. Open a purchase voucher in the **Item Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
 Alternatively, Gateway of Tally > Vouchers > F9 (Purchase).
- b. Press Ctrl+H (Change Mode) and select Item Invoice.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration, press F3 (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press Enter.

- 2. Enter the **Supplier Invoice No.** and **Date**.
- 3. Provide the supplier details.
- a. **Party A/c name**: Select the supplier or cash ledger. Enter Dispatch Details and Order Details, as needed.
- b. Place of Supply: Select the location where the goods are supplied. This is prefilled with the State entered for your company. For local purchases, ensure that the Place of Supply is same as the state of the supplier, under Party Details. You can also enter Receipt Details and Order Details if required. If you do not see these options, enable them from F12 (Configure).

DII	RECTORATE OF DIST		
		Manonmaniam Sun	
	Party Details		
Supplier (Bill from)	: Akshaya Traders WB		
Mailing Name Address	: Akshaya Traders WB		
State	: West Bengal		
Country	India		
GST Registration type GSTIN/UIN	: Regular : 19A		
Place of Supply	: West Bengal		

- In Purchase ledger, select the common purchase ledger. Ensure that GST applicability is set to Applicable. However, if you want to define GST rates at Purchase Ledger level refer to <u>Create/Update Sales & Purchase Ledgers As Per GST Rate</u>. To know more about how hierarchy works in TallyPrime refer to <u>Apply GST Rate and HSN/SAC Details in the Company</u>.
- 2. Enter stock item details.
- a. **Name of Stock Item**: Select the stock item. For GST to be calculated in the voucher, ensure that the stock item is configured with the correct GST Rate.
- b. Specify **Quantity** and **Rate**.

Accounting Voucher Alteration National Enterprises			×
Purchase No. 1			2-Nov-22
Supplier Invoice No.: LPG-01 Date : 1-Nov-22			Wednesday
Party A/c name : Akshaya Traders WB			weakeday
Current balance : 9,44,000.00 Cr			
Purchase ledger : Purchase			
Current balance : 8,00,000.00 Dr			
Name of Item	Quantity	Rate per	Amount
Bajaj Microwave	100 no	8,000.00 no	8,00,000.00
SGST		9% 9%	72,000.00
CGST		9 %	72,000.00
Provide GST/e-Way Bill details : No			
Narration:	100 no		9,44,000.00
Local purchase.	100110		3,11,000.00
Computerised Accounting with Tally		Pa	ge 260
Computerised Accounting with Fairy		īα	gc 200

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Select the tax ledgers – central tax and state tax, for local purchase. GST will be calculated based on the CGST and SGST rates defined in the stock item ledger.

Tax Analysis		National Enterprises				
S		GST - Tax Analysis				
Party Details :						
State	: West Bengal					
Registration Type	: Regular					
Place of Supply	: West Bengal					
Particulars			HSN/SAC	Taxable Value	Tax rate	Duty/Tax Value
Е						
Local Purchase - Taxa	ble			8,00,000.00		1,44,000.00
Bajaj Microwave			151000	8,00,000.00		1,44,000.00
					T	4 44 000 00
L					Total	1,44,000.00

 If you want to view Tax Analysis, press Ctrl+O (Related Reports)
 SGST Tax Analysis. Press Alt+F5 (Detailed) to view the detailed breakup of the tax. If you are in TallyPrime Release 2.1 or earlier, then you can see the GST – Tax Analysis report by pressing Ctrl+I.

2. As always, press Ctrl+A to save the voucher.

Similarly, you can use Voucher mode if you have good knowledge of accounting entries. If you want to post your purchase entry in Dr/Cr or By/To format you can use this mode

Local purchase of services

You can record a local purchases under GST for the purchase of services in TallyPrime, using a Purchase voucher in Accounting Invoice mode.

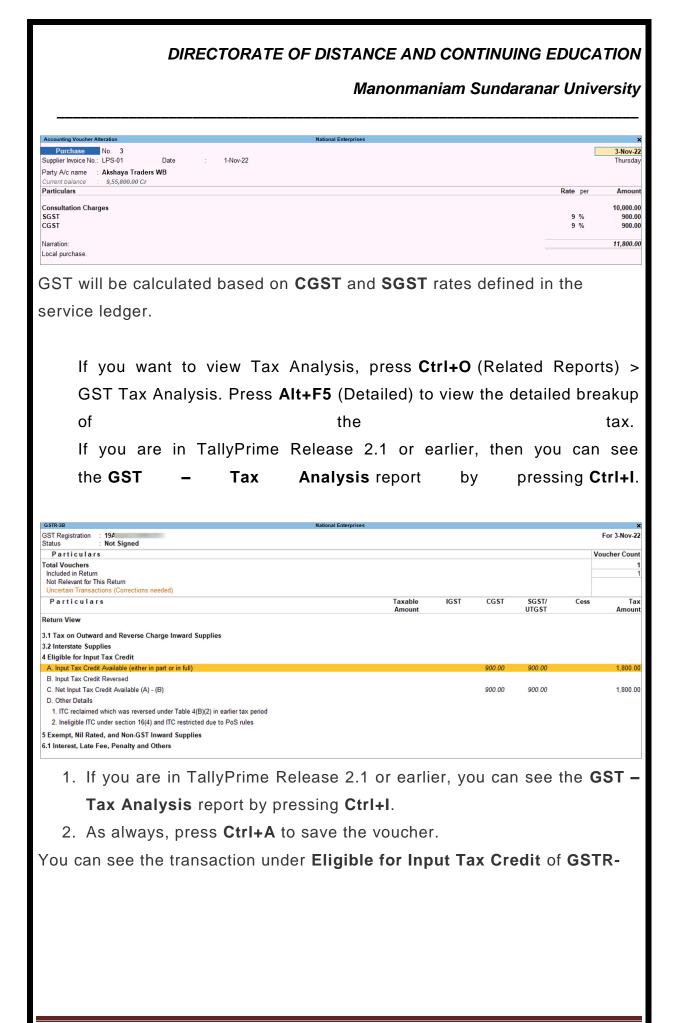
- 1. Open a purchase voucher in the **Accounting Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
 Alternatively, Gateway of Tally > Vouchers > F9 (Purchase).
- b. Press Ctrl+H (Change Mode) and select Accounting Invoice.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration, press F3 (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press Enter.

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2.	Enter	the Sup	oplier		Invoice	No	.and	Date.
	Your suppli	er issues yc	ou a Sa	les invoid	ce which y	ou will be	enteri	ng as
	Purchase v	oucher. Su	oplier li	nvoice N	o. and Da	ate is from	that	Sales
	Invoice rece	eived from y	our sup	plier.				
3.	Provide the	supplier de	tails.					
a.	Party A/c n	ame: Selec	t the su	pplier or	cash ledg	er.		
b.	Place of Su	upply: Selee	ct the lo	ocation w	here serv	ices are su	pplied	d.This
	is prefilled	with the	State	entered	for your	company.	For	local
	purchases,	ensure that	the Pl	ace of S	upply is f	the same a	is the	state
	of t	the	supplie	er,	under F	Party	De	tails.
	You can al	so enter Re	ceipt I	Details a	nd Order	Details if	requir	ed. If
	vou do not s	see these o	otions	enable th	em from I	=12 (Confid	uure)	

		Party Details	
5	Supplier (Bill from)	: Akshaya Traders WB	
	Mailing Name	: Akshaya Traders WB	
1	Address	:	
	State	: West Bengal : India	
	Country GST Registration type		
	GSTIN/UIN	: 19A	
F	Place of Supply	: West Bengal	
1	. Enter Particulars d	etails.	
а	a. Select the	service purchased	ledger.
	For GST to be cal	culated in the voucher, ensure that the	service is
	configured with the	correct GST Rate.	
b	b. Specify the Amoun	t.	
		nd state tax ledgers for local purchase	
		nu state tax leugers for local purchase	
	nputerised Accounting w	ith Tally	Page 262



DIRECTORATE OF				_	_		ATION versity
	National Enterprises						×
GST Registration : 19A Status : Not Signed							For 3-Nov-22
Particulars							Voucher Count
Total Vouchers Included in Return Not Relevant for This Return Uncertain Transactions (Corrections needed)							1
Particulars		Taxable Amount	IGST	CGST	SGST/ UTGST	Cess	Tax Amount
Return View							
3.1 Tax on Outward and Reverse Charge Inward Supplies							
3.2 Interstate Supplies							
4 Eligible for Input Tax Credit							
A. Input Tax Credit Available (either in part or in full)				900.00	900.00		1,800.00
B. Input Tax Credit Reversed							
C. Net Input Tax Credit Available (A) - (B)				900.00	900.00		1,800.00
D. Other Details							
1. ITC reclaimed which was reversed under Table 4(B)(2) in earlier tax period							
2. Ineligible ITC under section 16(4) and ITC restricted due to PoS rules							
5 Exempt, Nil Rated, and Non-GST Inward Supplies							
6.1 Interest, Late Fee, Penalty and Others							

Record Interstate Purchase of Goods and Services

In your business, you can get supplies from a local party or a different state. Purchases under GST are identified as local or interstate purchases according to the location at which the goods or services are going to be consumed. Hence, for an interstate purchase, ensure that the Place of Supply is different from the state of the supplier, under Party Details. and not the seller's location specified in the Party Ledger. In TallyPrime, you have the flexibility to select the Place of Supply under Party Details while creating the voucher. Once the right place of supply is selected, the rest of the transaction remains the same for local and interstate supplies. You can also view the Tax Analysis while passing a voucher to have a detailed understanding of the taxation inferred in the voucher.

Interstate purchase of goods

You can record an interstate purchase of goods in TallyPrime, using a Purchase voucher in Item Invoice mode.

- 1. Open a purchase voucher in the **Item Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
 Alternatively, Gateway of Tally > Vouchers > F9 (Purchase).
- b. Press Ctrl+H (Change Mode) and select Item Invoice.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration,

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press **F3** (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press **Enter**.

- 2. Enter the **Supplier Invoice No.** and **Date**.
- 3. Provide the supplier details.
- a. **Party A/c name**: Select the supplier or cash ledger. Enter Dispatch Details and Order Details, as needed.
- b. **Place of Supply**: Select the location where the goods or services are supplied.
- Under Party Details if the Place of Supply is different from the State address of your supplier, then only the purchase is considered as interstate under GST. It is to be noted that in Purchase vouchers, Place of Supply is picked automatically as the state of your company.

You can also enter **Receipt Details** and **Order Details** if required. If you do not see these options, enable them from **F12** (Configure).

- 4. In Purchase ledger, select the common purchase ledger. Ensure that GST applicability is set to Applicable. However, if you want to define GST rates at Purchase Ledger level refer to <u>Create/Update Sales & Purchase Ledgers As Per GST Rate</u>. To know more about how hierarchy works in TallyPrime refer to <u>Apply GST Rate and HSN/SAC Details in the Company</u>.
- 5. Enter stock item details.
- a. Name of Stock Item Select the stock item. For GST to be calculated in the voucher, ensure that the stock item is configured with the correct GST Rate.
- b. Specify **Quantity** and **Rate**.

Select the tax ledger – interstate tax, for interstate purchase

Computerised Accounting with Tally

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DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University Purchase No. 3-Nov-22 4 Supplier Invoice No.: IPG-01 Date 2-Nov-22 Thursday : Sheetal Enterprise Party A/c name 59,000.00 Cr Purchase 8,50,000.00 Dr Purchase ledger Name of Item Quantity Rate per Amou Computer Cables 10 no 5,000.00 no 50,000.00 IGST 18 % 9,000.00 Provide GST/e-Way Bill details No Narration: 10 no 59,000.00 Interstate purchase GST will be calculated based on the IGST rate defined in the stock item ledger. If you want to view Tax Analysis, press Ctrl+O (Related Reports) > GST Tax Analysis. Press Alt+F5 (Detailed) to view the detailed break-up of tax. If you are in TallyPrime Release 2.1 or earlier, you can see the GST -Tax Analysis report by pressing Ctrl+I. 1. As always, press Ctrl+A to save the voucher. 2. As always, press **Ctrl+A** to save the voucher. Tax Analy GST - Tax Analysis Party Details : State West Bengal Registration Type : Regular Place of Supply : Karnataka Particulars HSN/SAC Taxable Value Tax rate Duty/T Value Interstate Purchase - Taxable 50,000.00 9,000.00 Computer Cables 520941 50,000.00 9.000.00 (Source of GST Rate Details : Company) (Source of HSN/SAC Details : Company) Item Value (Purchase Value 50,000.00) 50,000.00 IGST 18% 9,000.00 9,000.00 Total As always, press **Ctrl+A** to save the voucher. Computerised Accounting with Tally Page 266

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Interstate purchase of services

You can record an interstate purchase of services in TallyPrime, using a Purchase voucher in Accounting Invoice mode.

- 1. Open a purchase voucher in the **Accounting Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
 Alternatively, Gateway of Tally > Vouchers > F9 (Purchase).
- b. Press Ctrl+H (Change Mode) and select Accounting Invoice.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration, press F3 (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press Enter.

- 2. Enter the **Supplier Invoice No.** and **Date**.
- 3. Provide the supplier details.
- a. Party A/c name: Select the supplier or cash ledger.
- b. Place of Supply: Select the location where services are supplied.
- Under Party Details if the Place of Supply is different from the State address of your supplier, then only the purchase is considered as interstate under GST. It is to be noted that in Purchase vouchers, Place of Supply is picked automatically as the state of your company.
- 4. Under **Particulars**, enter the name of service purchased, and specify the **Amount**.
- 5. Select the tax ledger interstate tax, for interstate purchase

Accounting Voucher Alteration	National Enterprises		
Purchase No. 5 Supplier Invoice No.: IPS-01 Date	: 3-Nov-22	E.	4.1
Party A/c name : Sheetal Enterprise			
Particulars		Rate per	A
Consultation Charges IGST		18 %	10, 1,
Narration:			11,
Interstate purchase.			

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GST will be calculated based on the **IGST** rate defined in the stock item ledger.

If you want to view Tax Analysis, press Ctrl+O (Related Reports)
> GST Tax Analysis.
Press Alt+F5 (Detailed) to view the detailed break-up of tax.
If you are using TallyPrime Release 2.1 or earlier, then you can
view GST – Tax Analysis report by pressing Ctrl+I.

		GST - Ta	x Analysis			
Party Details : State Registration Type Place of Supply	: Karnataka : Regular : West Bengal					
Particulars			HSN/SAC	Taxable Value	Tax rate	Duty/Tax Value
Interstate Purchase -	Taxable			10,000.00		1,800.00
Consultation Charges (Source of GST R (Source of HSN/S) Purchase Value		10,000.00	151000	10,000.00		1,800.00
IGST					18% Total	1,800.00

1. As always, press Ctrl+A to save the voucher.

Record Inward Supply from Unregistered Dealers

Enable tax liability on reverse charge

To calculate liability and input tax credit on purchases made from unregistered dealers, set the option Enable tax liability on reverse charge (Purchase from unregistered dealer) to Yes, in the Company GST Details screen. This will activate the reverse charge calculation for the applicable period.

Update party ledgers

- Gateway of Tally > Alter > type or select Ledger > and press Enter. Alternatively, press Alt+G (Go To) > Alter Master > type or select Ledger > and press Enter.
- 2. Select the required party ledger.
- 3. Select the **Registration type** as **Unregistered**.

	DIRECTORATE	OF DISTANCE AN Manonm		NG EDUCATIO ranar Universit
Ledger Alteration		National Enterprise	5	
Name : J S Enterprises (alias) :				Total Opening Balance
Under Maintain balances bill-by-bill Default credit period Check for credit days during vouch Specify credit limit	: Sundry Creditors (Current Liabilities) : Yes er entry : No	Mailing Details Name Address State Country Pincode Banking Details Provide bank details Tax Registration Details PAN/IT No. Registration type GSTIN/UIN Set/Alter GST details	: Unregistered	Registration Types • Unknown Composition Consumer Regular Unregistered
	Opening Ba	lance (on 1-Apr-20) :		

Save the ledger.

Configure purchase ledger for reverse charge applicability

- Gateway of Tally > Alter > type or select Ledger > and press Enter. Alternatively, press Alt+G (Go To) > Alter Master > type or select Ledger > and press Enter.
- 2. Select the required purchase ledger.
- 3. Specify GST applicability.
 - ✓ Set the option **Is GST Applicable** to **Applicable**.
 - ✓ Enable the option **Set/Alter GST Details**.
- 4. Provide GST details.
 - Press F12 (Configure) > set the option Enable Reverse Charge calculation to Yes > and save the configuration screen.
 - ✓ In the **GST Details** screen, set the **Taxability** to **Taxable**.
 - ✓ Set Is reverse charge applicable to Yes.

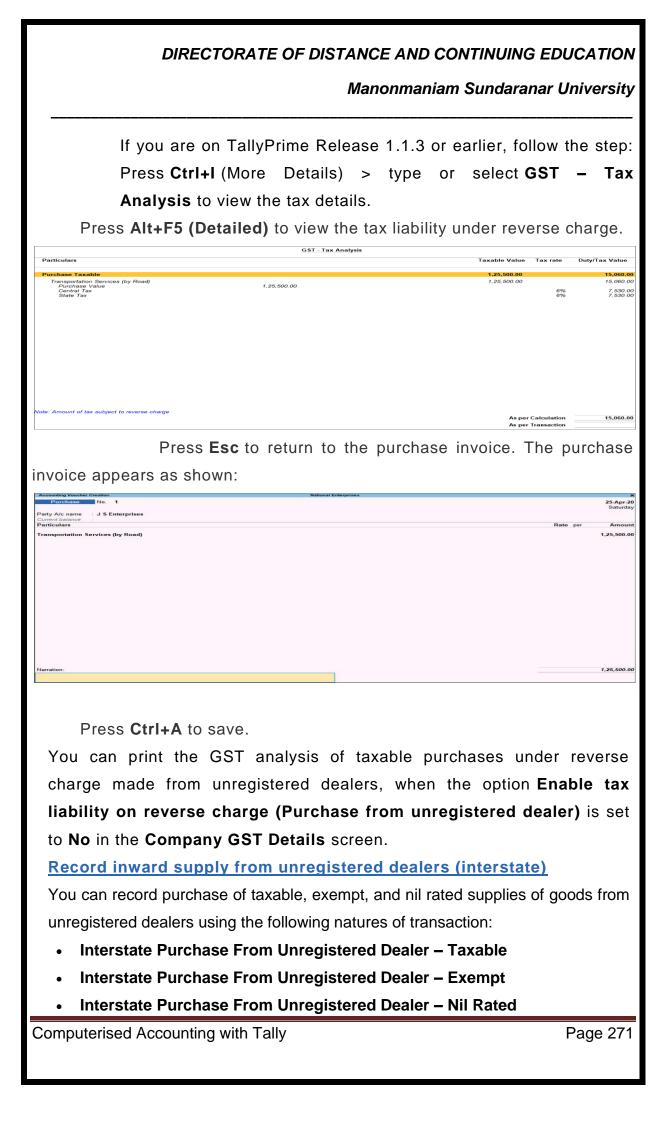
	DIRECTORATE OF DISTANCE AND CONT	INUING EDUCATION
	Manonmaniam Su	ındaranar University
1. En	ter the GST rates.	
	GST Details for Ledger:	
	Transportation Services (by Road)	
HSN/SAC Detai	ls	
Description	:	
HSN/SAC	:	
Nature of transac	ction : • Not Applicable	
Tax Details		
Taxability	: Taxable	
Is reverse ch	arge applicable : Yes	
Тах Туре	Rate	
Integrated Ta		
Central Tax	6 %	
State Tax Cess	6 % 0 %	
Cess	U %	
• Note: If	a reverse chargeable service is created a	as a stock item, set
the optio	on is reverse charge applicable to Yes	in the GST Details
screen of	f stock item.	
2. Save the	purchase ledger.	

Record Inward Supply

You can do inward supply of goods or services from unregistered dealers in the same state or other states.

Record inward supply from unregistered dealers (intrastate)

- 1. Gateway of Tally > Vouchers > press F9 (Purchase). Alternatively, press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
- Press Ctrl+H (Change Mode) to select the required voucher mode (Accounting Invoice, in this case).
- For Party A/c name, select the party ledger with Registration type set to Unregistered.
- 4. Select the purchase ledger enabled for reverse charge.
- 5. Press Ctrl+O (Related Reports) > type or select GST Tax Analysis to view the tax details.



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• Interstate Purchase From Unregistered Dealer – Services

You can record purchase of services from unregistered dealers using the natures of transaction – Interstate Purchase From Unregistered Dealer – Services.

- 1. GatewayofTally > Vouchers >press F9 (Purchase).Alternatively, press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
- 2. Press **Ctrl+H** (Change Mode) to select the required voucher mode (**Accounting Invoice**, in this case).
- 3. For **Party A/c name**, select the interstate party ledger with **Registration type** set to **Unregistered**.
- 4. Select the purchase ledger in which the options:
- Nature of transaction is set to Interstate Purchase From Unregistered Dealer – Services.
- Type of Supply is set to Services.
- 5. Press Ctrl+O (Related Reports) > type or select GST Tax
 Analysis to view the tax details.

If you are on TallyPrime Release 1.1.3 or earlier, follow the step: Press **Ctrl+I** (More Details) > type or select **GST – Tax Analysis** to view the tax details.

Press Alt+F5 (Detailed) to view the tax liability under reverse charge.

	GST - T	ax Analysis				
Particulars				Taxable Value	Tax rate D	uty/Tax Value
Interstate Purchase From Unregistered Dea	aler - Services			85,000.00		
Transport Services Purchase Value	85,000.00			85,000.00		
purchase invoice a	Press Esc to ppears as shown:	return t	o the	purchase	invoice	. The
Computerised Accou	unting with Tally				Pa	ge 272

 Press Ctrl+A to save. <u>Raise Tax Liability</u> You can view the liability payable on such purchases from unregistered lealers for each tax period. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. 		
Proprior Markanes Data per Advances Name Name		Manonmaniam Sundaranar University
The second a purchase from unregistered dealer. In the purchase ledger set to No. I. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. I. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. I. Save the purchase invoice. I. Record of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and	Accounting Veucher Creation Na	ational Enterprises
Image: Sectors Note: Sectors Note: Sectors Note: Sectors 1. Press Ctrl+A to save. Note: Sectors Note: Sectors 1. Press Ctrl+A to save. Note: Sectors Note: Sectors 1. Press Ctrl+A to save. Note: Sectors Note: Sectors 1. Press Ctrl+A to save. Note: Sectors Note: Sectors 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Note: Sectors Note: Sectors Note: Sectors Note: Sectors Note: Sectors Note: Sectors Note: Sectors Note: S	Party A/c name : Prajna Associates	
 Press Ctrl+A to save. Raise Tax Liability You can view the liability payable on such purchases from unregistered tealers for each tax period. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase invoice. Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 	Particulars	
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 Press Ctrl+A to save. Raise Tax Liability You can view the liability payable on such purchases from unregistered tealers for each tax period. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase invoice. Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
Raise Tax Liability You can view the liability payable on such purchases from unregistered lealers for each tax period. 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No . Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase from unregistered dealer. In the purchase invoice. 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and	łarration:	85,000.0
Raise Tax Liability You can view the liability payable on such purchases from unregistered lealers for each tax period. 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No . Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase from unregistered terminative set to the purchase invoice. 1. Save the purchase invoice. 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and		
You can view the liability payable on such purchases from unregistered lealers for each tax period. 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. Image: State of the option is reverse charge applicable is set to No. 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and	1. Press Ctrl+A to save.	
You can view the liability payable on such purchases from unregistered lealers for each tax period. 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge applicable is set to No . Image: Set the option Is reverse charge invoice. Image: Set the option Is reverse ch		
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lealers for each tax period. 1. Record a purchase from unregistered dealer. In the purchase ledger set the option Is reverse charge applicable is set to No. Image: The set of the se		on such nurchases from unregistered
 Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase from unregistered dealer. In the purchase ledger set to No. Record a purchase invoice Record a purchase invoice. Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		on such purchases nom unregistered
<pre>set the option Is reverse charge applicable is set to No. set the option Is reverse charge applicable is set to No. set the purchase invoice frameport Services Road 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and</pre>		
Internation Name Part Market Enterprises Part Market Enterp	·	
Arrando Constrained Second Cr Barded Second Cr Rate Deterprises Particular Rate Deterprises Transport Services - Read 90,000.1 Name 50,000.1 Name 50,000.1 <th>set the option Is reverse char</th> <th>ge applicable is set to No.</th>	set the option Is reverse char	ge applicable is set to No.
Vertextures S0.000.00 Cr Transport Services - Read S0.000.00 Cr Vertextures S0.000.00 Cr 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and		alional Enterprises 25-Apr-2 Saturda
 Veretor: 1. Save the purchase invoice. 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 	Current balance : 50,000.00 Cr Particulars	
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 	Transport Services - Road	50,000.0
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 Save the purchase invoice. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 		
 2. Gateway of Tally > Display More Reports > GST Reports > GSTR 3B. Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and 	larration:	50,000.
3B . Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and		
Alternatively, press Alt+G (Go To) > type or select GSTR-3B > and	1. Save the purchase invoid	ce.
	 Save the purchase invoid Gateway of Tally > Display 	ce.
	 Save the purchase invoid Gateway of Tally > Display 3B. 	ce. More Reports > GST Reports > GSTR
	 Save the purchase invoid Gateway of Tally > Display 3B. Alternatively, press Alt+G (Godda) 	ce. More Reports > GST Reports > GSTR
	 Save the purchase invoid Gateway of Tally > Display 3B. Alternatively, press Alt+G (Godda) 	More Reports > GST Reports > GSTR
Computerised Accounting with Tally Page 27:	 Save the purchase invoid Gateway of Tally > Display 3B. Alternatively, press Alt+G (Go press Enter. 	ce. More Reports > GST Reports > GSTR o To) > type or select GSTR-3B > and

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GSTR-3B National Enterprises		×
GSTIN : 29	1-Apr-	20 to 30-Apr-20
Particulars	•	Joucher Count
Total Vouchers		1
Included in Return		1
Participating in return tables 0		
No direct implication in return tables 1		
Not relevant in this Return		0
Uncertain Transactions (Corrections needed)		0
Table Particulars No.	Taxable Amount	Tax Amount
3.1 Outward supplies and inward supplies liable to reverse charge 3.2 Of the supplies shown in 3.1 (a) above, details of inter-state supplies made to unregistered persons, composition taxable persons and UIN holders 4 Eligible ITC 5 Value of exempt, nil rated and non-GST inward supplies 5.1 Interest and Late fee Payable Reverse Charge Liability and Input Credit to be booked		
URD Purchases		6,000.00
Reverse Charge Inward Supplies		0.00
Import of Service		0.00
Input Credit to be Booked		
Advance Payments		
Amount Unadjusted Against Purchases		0.00
Purchase Against Advance from Previous Periods		0.00
Note: Amount is not shown for Input Credit to be Booked. Drill down for values.		

- 1. Press **Enter** on **URD Purchases** to view the liability on purchase from unregistered dealers.
- 2. Press F12 (Configure) and set Show eligible Input Tax Credit to Yes.

GSTR-3B - R	Reverse Charge - Liability and ITC		Na	itional Enterprises					
ouchers of	f : URD Purchases limit : 5000 / day)							1-Apr	r-20 to 30-Apr-2
Date	Supplier Name		Vch Type	Vch No.	Supplier Inv No.	Supplier Inv Date	Taxable Amount	Total Tax	Total Eligible Tax
5-Apr-20							50,000.00	6,000.00	6,000.0
K	Kanak Enterprises		Purchase	1			50,000.00	6,000.00	6,000.0
	Total						50,000.00	6,000.00	6,000.
							50,000.00	6,000.00	6,000.
	of Tax Liability		T		LUN ATO D				
Tax Rat	ax Details Ite Tax Type	Taxable Amount	Total Liability Tax Amount	Taxable Amount	iability/ITC Bool Tax Amount		Taxable Amount	alance Liability Tax Amount	1
6	% Central Tax % State Tax	50,000.00 50,000.00	3,000.00 3,000.00	Taxabe Anothe			50,000.00 50,000.00	3,000.00 3,000.00	
6									

- 1. Press Alt+J (Stat Adjustment) to record a journal voucher for increase in tax liability and tax credit, report this transaction to the department as a self-invoice. The value of this transaction appears in GSTR-3B report. For this, you need to debit and credit the same tax ledgers by entering the tax values.
- 2. Select the options as shown below:

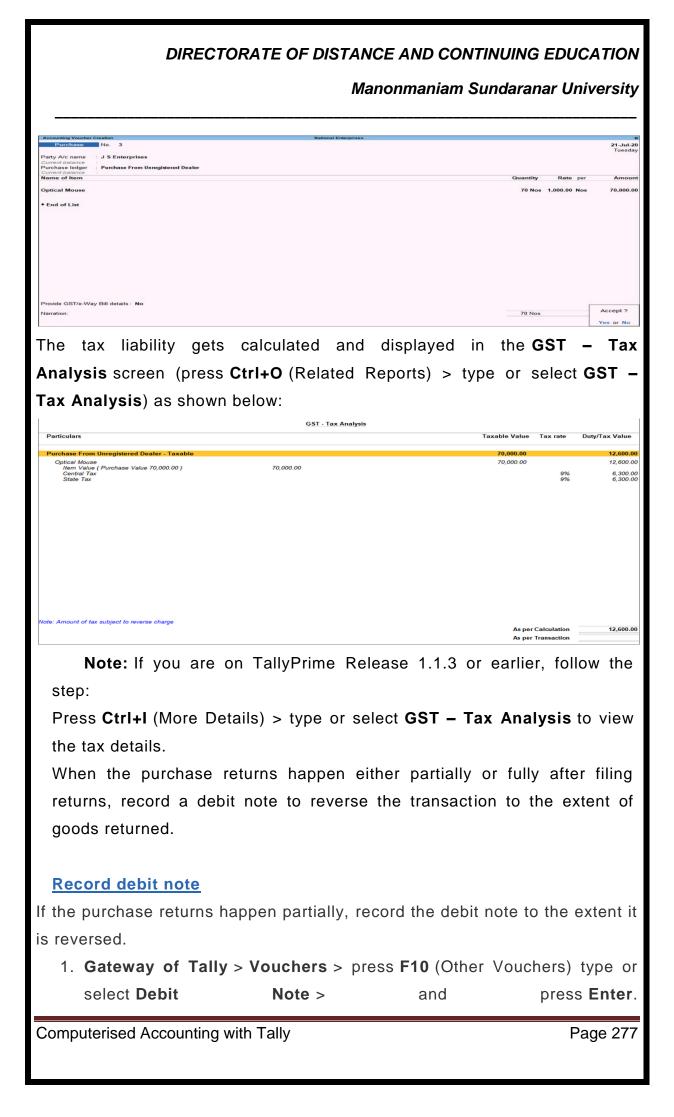
DIRE	CTORATE OF DISTANCE AND CONTINUING EDUCAT	τιον
	Manonmaniam Sundaranar Unive	rsity
	Stat Adjustment	
Type of duty/tax	: GST	
Nature of adjustment	: Increase of Tax Liability & Input Tax Credit	
Additional Details	: Purchase from Unregistered dealer	
	and credit the tax ledgers. Enter	the
	axable Value for each tax ledger.	
2. Set the option P	rovide GST Details to Yes.	
3. Select the Type	of Input.	
Accounting Voucher Creation Journal No. 1	National Enterprises	× 30-Apr-20 Thursday
Particulars By CGST Gur Bal: 0.00 Dr SG Stur Bal: 0.00 Dr	Used for : Increase of Tax Liability & Input Tax Credit Additional Details : Purchase from Unregistered dealer 3,000.00 3,000.00	Credit
By SGS 108: 0.00 Dr		3,000.00 3,000.00
Provide OST details: Yes Narration:		c.ooo.oo Accept ? es or No

1. Press Enter to save.

Purchase return in the same month – At the end of the month, the liability will be raised and input credit will be claimed on all the purchases, based on the daily exemption limit. This report will show purchase and debit note only if it is in the same month.

Purchase return in subsequent month – The report Purchase from URD
– Reverse Charge Liability will show only the debit note if it is in the next month. Tax has to be reversed only on the value of purchase returns, as the liability and tax credit would have been calculated in the month in which the purchase was made.

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Record Tax Payments	
1. Gateway of T	ally > Vouchers >press F5 (Payment).
	It+G (Go To) > Create Voucher >
press F5 (Payment).	the second se
2. Press Ctrl+F (Autofill) >	
Type as Recipient Liabil	Ity. Autofill
Type of transaction	: Stat Payment Type of Payment
	: GST : Recipient Liability • Any
Period From	: 1-Apr-20 To 30-Apr-20 Advance Recipient Liability Regular
1 Only of the beak from	
	m which the payment will be made.
2. Select the central and sta	de GST details to enter the bank details.
	not available, you can enter them later in
the Challan Reconciliation	·
	screen, select the ledgers, enter the amount
and provide the payment	
Accounting Vencher Creation Payment No. 1	Mational Enterprises X 5-May 20 Tuesday
Account : HDFC Bank Current balance : 28,500.00 Dr	Statutory payment for : GST Payment Type : Recipient Liability
Particulars CGST Cur Bal: 3,000.00 Dr SGST Cur Bal: 3,000.00 Dr	Amount 3,000.00 3,000.00
Provide GST details: Yes	
Narration:	Son on Accept ? Yes or No
	Press Enter to save
Record purchase returns	
Consider a purchase invoice	e recorded for purchase from unregistered
dealer as shown below:	
Computerised Accounting with Tall	y Page 276



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Alternatively, press Alt+G (Go To) > Create Voucher > press F10 (Other Vouchers) > type or select Debit Note > and press Enter.

- In Party A/c name, select the party from whom the original purchase was made. Enter the Original Invoice No. and Date of the purchase transaction against which you are recording the current purchase return.
- 3. Select the Nature of Return, and the Supplier's Debit/Credit Note No. and Date in the Statutory Details screen.

Additional D	etails : Purchase From U	nregistered D	List of Reasons	
Reason for Issuing Note	:		 Not Applicable 	
Supplier's Debit/Credit Note	No. :		01-Sales Return 02-Post Sale Discount 03-Deficiency in services 04-Correction in Invoice 05-Change in POS 06-Finalization of Provisional as 07-Others	ssessment
	ress Ctrl+O (Rela		played in the GST orts) > type or selec	– Tax t GST –
	GST -	Tax Analysis		
Particulars				
Purchase From Unregistered Dealer - Taxab	le		Taxable Value Tax rate	Duty/Tax Value
Purchase From Unregistered Dealer - Taxab Optical Mousae Hear Mailae (Purchase Value 20,000.00) Central Tax State Tax	1e 20,000.00		Taxable Value Tax rate 20,000.00 20,000.00 20,000.00 9%	Duty/Tax Value 3,600.00 7,800.00 1,900.00

You can raise the liability for purchase from unregistered dealers after considering purchase returns.

Record Inward Supply | GST Reverse Charge (RCM)

Under reverse charge, you can account for advance payments, inward supply of taxable services, cancellation of advance payments, and purchase returns. The transaction details are captured in **GSTR-2** and **GSTR-3B** report.

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Set up for Inward Supply Under Reverse Charge

You can set up the following for inward supplies under reverse charge:

- Stock items
- <u>Service ledgers</u>

Configure Stock Item

- 1. Go to Gateway of Tally > Inventory Info. > Stock Items > Alter > select the stock item.
- 2. GST applicability.
 - > Is GST Applicable? Applicable .
 - > Set/alter GST details? Yes .

3. Set GST Details .

- ✓ Press F12: Configure and set Enable reverse charge calculation? to Yes .
- ✓ Taxability Taxable .
- ✓ Is reverse charge applicable? Yes .
- ✓ Enter the GST rates.

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		National Enterprises
	GST Details for Stock Ite	em:
	Used Cars	
HSN/SAC Details		
Description :	Used Cars	
	99120000	
ls non-GST goods ?	No	
Tax Details		
Calculation type	: On Value	
Taxability	: Taxable	
ls reverse charge applicable	? Yes	
Is ineligible for input credit	? No	
Тах Туре	Valuation Type	Rate
Integrated Tax	Based on Value	28 %
Central Tax	Based on Value	14 %
State Tax	Based on Value	14 %
Cess	Based on Value	0 %
ote: If a reverse chargeable s	ervice is created as a st	cock item, set the option Is
 ote: If a reverse charge applicable s reverse charge applicable Enter the GST radius Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec	etails screen of stock item.
 reverse charge applicable Enter the GST radius 4. Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App Set/alter GST details? - Yes 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec	etails screen of stock item.
 reverse charge applicable Enter the GST radius 4. Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec	etails screen of stock item.
 reverse charge applicable Enter the GST radius 4. Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App Set/alter GST details? - Yet 3. GST details. 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec	etails screen of stock item.
 reverse charge applicable Enter the GST radius 4. Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App Set/alter GST details? - Yet 3. GST details. 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec licable . es . onfigure and set Ena	etails screen of stock item.
 reverse charge applicable Enter the GST radius 4. Save the stock item. Configure Purchase Ledgers 1. Go to Gateway of Tally purchase ledger. 2. GST applicability. Is GST Applicable? - App Set/alter GST details? - Yet 3. GST details. Press F12: C 	le? to Yes in the GST De ates. - Services > Accounts Info. > Lec licable . es . onfigure and set Ena Yes .	etails screen of stock item.

DIRECTOR		AND CONTINUING EDUCA maniam Sundaranar Univ
Is reverse charge app	licable? - Yes .	
 Enter the GST rates. 		
GST Details		National Enterprises
	GST Details for Ledge	er:
	Transport Services (by	Road)
HSN/SAC Details		
Description		
HSN/SAC	•	
Nature of transaction	E Not Applicable	
Tax Details		
(From 1-Jul-2017)		
Taxability	: Taxable	
Is reverse charge applicable		
Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	12 %
Central Tax	Based on Value	6 %
State Tax	Based on Value	6 %
Cess	Based on Value	0 %

Note: If a reverse chargeable service is created as a stock item, set the option Is reverse charge applicable? to Yes in the GST Details screen of stock item.

- Enter the GST rates.
- 4. Save the purchase ledger.

Record Inward Supply Under Reverse Charge

You can record inward supply of:

- <u>Goods</u>
- <u>Services</u>

Record inward supply of goods

- 1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase .
- 2. Enter the details as required.
 - o Click <u>A</u>: Tax Analysis > <u>F1</u>: Detailed to view the detailed Tax Analysis report that displays the reverse charge amount

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ax Analysis	National Enterprises <u>Tax Analysis</u>			Ctrl + M
Particulars		Taxable Value	Tax rate	Duty/Tax Value
ST Details				
Purchase Taxable		6,75,000.00		1,89,000.0
Used Cars (99120000)		6,75,000.00		1,89,000.0
ltern Value (Purchase Value 6,75,000.00) Central Tax State Tax	6, 75,000.00		1.4% 1.4%	94,500.0 94,500.0
te: Amount of tax subject to reverse charge			Calculation Transaction	1,89,000.

Accounting Voucher Creation	Nati	ional Enterprises				Ctrl + M 🗵	
Purchase No. 20 Supplier invoice no.: 20	Date : 4.Aug-2017					4-Aug-2017 Friday	
Party A/c name : Excel Traders Current balance : 11,95,930.00 Cr							
Name of Item			Quantity	Rate	per	Amount	
Used Cars			5 Nos	1,35,000.00	Nos	6,75,000.00	
[End of List							
Provide GST details : No							
Narration:			5 Nos			Accept ?	
						Vec. or No.	

3. Press Enter to save.

Record inward supply of services

You can create invoices to track the purchase of services attracting reverse charge.

- 1. Go to Gateway of Tally > Accounting Vouchers > F9: Purchase .
- 2. Enter the details as required.
 - o Click <u>A</u>: Tax Analysis > <u>F1</u>: Detailed to view the detailed Tax Analysis report that displays the reverse charge amount.

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Particulars GST Details	Taxable Value Tax rate	Dut Tou Value
ST Details		Duty/Tax Value
Purchase Taxable	1,25,500.00	15,060.00
Transport Services (by Road) Purchase Value 1,25,500.00	1,25,500.00	15,060.00
Central Tax State Tax	6% 6%	7,530.00 7,530.00
lote: Amount of tax subject to reverse charge		
une. Announe or tax autgest to reverse strange	As per Calculation	15,060.00
	As per Transaction	

liability for the amount shown in this report.

Purchase	e of Reverse Charg	e Supplies - Revers	e Charge Liability		National E	nterprises					Ctrl + M
List of	reverse charg	e supplies								1.Aug-2017 t	o 31 Aug 201
Date	Supplier Name	Vch Type	Vch No.	Supplier Inv No.	Supplier Inv Date	Taxable Value	Central Tax	State Tax	Integrated Tax	Cess	Total Tax
	Done Tooloo	Durchase			2.0.2017	1 25 500 00	7.530.00	7.600.00			15 000 00
	Pratvij Traders Excel Enterprises		20	20		1,25,500.00					15,060.00
	Total					8,00,500.00	1,02,030.00	1,02,030.00			2,04,060.00
	r of Tax Liability										
	ax Details			tal Liability/I			ility/ITC Boo			ability/ITC to	
Tax Ra	ate Tax Type	3	Taxable Value	Tax Amount	ITC	Taxable Value	Tax Amount	ITC	Taxable Value	Tax Amount	по
14	5% Central Ta 4% Central Ta 5% State Tax 4% State Tax	kx.	1,25,500.00 6,75,000.00 1,25,500.00 6,75,000.00	94,500.00 7,530.00	94,500.00 7,530.00				1,25,500.00 6,75,000.00 1,25,500.00 6,75,000.00	7,530.00	7,530.00 94,500.00 7,530.00 94,500.00
		Tot	al	2,04,060.00	2,04,060.00					2,04,060.00	2,04,060.00

Click J: Stat Adjustment .

4. Debit and credit the tax ledgers.

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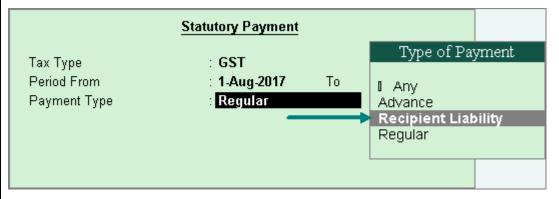
ccounting Voucher Creation	National Enterprises	Ctrl + M ×
Journal No. 1		31-Aug-2017
		Thursday
	Used for: Increase of Tax Liability & Input Tax Credit	
	(Additional Details: Purchase under reverse charge)	
Particulars	Debit	Credit
r Central Tax	7,530.00	
Cur Bal: 97,637.50 Dr		
r Central Tax	94,500.00	
Cur Bal: 97,637.50 Dr r State Tax	7,530.00	
Cur Bal: 97,637.50 Dr	7,550.00	
r State Tax	94,500.00	
Cur Bal: 97,637.50 Dr		
r Central Tax		7,530.00
Cur Bal: 97,637.50 Dr		
r Central Tax Cur Bal: 97,637.50 Dr		94,500.00
r State Tax		7,530.00
Cur Bal: 97,637.50 Dr		1,000.00
r State Tax		94,500.00
Cur Bal: 97,637.50 Dr		
arration:	2,04,060.00	2 04 060 00
		Accept ?
		· · · · · · · · ·
		Yes or No

Press Enter to save.

Note: While recording a separate journal voucher for Increase of Input Tax Credit on Purchases under Reverse Charge, enable the option Provide GST Details and enter the period for which the tax credit is being claimed.

Record Payment of Tax

- 1. Go to Gateway of Tally > Accounting Vouchers > F5: Payment .
- 2. Click **<u>S</u>**: Stat Payment and enter the required details as shown.



Payment Type: Set the type of payment as Recipient Liability .

- 3. Account : Select the bank from which the payment will be made.
- 4. Select the central and state tax ledgers.
- 5. Provide GST details: Enable this option to enter the bank details. If the bank details are not available, you can enter them later in the <u>Challan</u> <u>Reconciliation</u> report.

DIRECTORATE OF DISTANCE AND CON Manonmaniam	ITINUING EDUCAT Sundaranar Univer	-
6. In the Bank Allocations screen, select the ledgers,	enter the amount	and
provide the payment details. Accounting Voucher Creation National Enterprises	Ctrl + M	
Payment No. 2 Statutory payment for: GST (Payment Type: Recipient Liability)	5-Sep-2017 Tuesday	
Account: Bank of India		
Cur Bel: 9,81,780.00 Dr Particulars	Amount	
Central Tax Cur Bak 1,02,030.00 Dr State Tax Cur Bak 1,02,030.00 Dr	1,02,030.00	
Provide GST details: Yes		
Narration:	2.04.060.00	
	Accept ?	
	Yes or No	
7. Press Enter to save.		
Manage Purchase Returns Under Reverse Charge		
When purchase returns happens either partially or fully:		
Record debit notes		
Go to Gateway of Tally > Accounting Vouchers > Ctr	I+F9. If the purch	nase
returns happens partially, record the debit note to the e	xtent it is reversed	d as
shown below:		
Accounting Voucher Creation National Enterprises Debit Note No. 1	Ctrl + M 🖾 1-Sep-2017	
Original invoice no.: 2 Original Invoice Dt. : 2 Aug-2017	Friday	
Party A/c name : Pratvij Traders Current balance : 1,25,500.00 Cr Particulars	Rate per Amount	
Transport Services (by Road)	12,000.00	
Provide GST details : Yes		
Narration:	Accept ? Yes or No	
	. 67 01 100	
Computerised Accounting with Tally	Page	285

	Manonmaniam Sundaranar Unive
	Nature of Return
	Tradic of Relatin
	[Not Applicable
	01-Sales Return
	02-Post sale discount 03-Deficiency in service
Additional Details : Purchas	04-Correction in invoice
	05-Change in POS
Nature of Return :	06-Finalization of Provisional assessment
Supplier's Debit/Credit Note No. :	07-Others

The tax liability gets calculated and displayed in the **Tax Analysis** screen (click <u>A</u>: **Tax Analysis** in the above debit note) as shown below:

Tax Analysis	National Enterprises Tax Analysis			Ctrl + M 🛙
Particulars	Tax Paralysis	Taxable Value	Tax rate	Duty/Tax Value
GST Details				
Purchase Taxable		12,000.00		1,440.00
Transport Services (by Road)		12,000.00		1,440.00
Purchase Value Central Tax State Tax	12,000.00		6% 6%	720.00 720.00
Note: Amount of tax subject to reverse charge		Asper	Calculation	1,440.00
			Transaction	

Press Esc to return to the debit note, and save the debit note.

Reverse the tax liability to the extent of purchase returns

- 1. Go to journal voucher, click <u>J</u>: Stat Adjustment , select the:
- Nature of Adjustment Reversal of Tax Liability .
- Additional Details Purchase under reverse charge .
- 2. Record the voucher as shown below:

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Accounting Youcher Creation	National Enterprises	Ctrl + M 🛙 4-Sep-2017
Bodinar No.2	Used for: Reversal of Tax Liability (Additional Details: Runchess under Reverse Change)	4-Sep-2017 Monday
Particulars	(Additional Details: Purchase under Reverse Charge) Det	bit Credit
Dr Central Tax Cur Bel: 720.00 Dr	720./	00
Dr State Tax Cur Bel: 720.00 Dr Cr Tax on Reverse Charge	720.	1,440.00
Cur Bat 1,440.00 Cr		
larration:	1,440.	Accept ?
		Yes or No
3. Press Enter to save.		
Deverse the tex credit to the	extent of nurshade returns	
Reverse the tax credit to the	extent of purchase returns	
1. Go to journal voucher, clic	ck <u>J</u>: Stat Adjustment , select:	
Nature of Adjustment - Re	versal of Input Tax Credit .	
•	•	
Additional Details - Purch	ase under reverse charge .	
2. Record the voucher as sh	own below:	
Accounting Youther Creation Journal No. 3	National Enterprises	Сtrl + М 🛙 5-Sep-2017
	Used for: Reversal of Input Tax Credit (Additional Details: Purchase under Reverse Charge)	Tuesday
Particulars	Det	
r Tax on Reverse Charge Cur Bat 1,440.00 Cr r State Tax Cur Bat 720.00 Dr	1,440.0	00 720.00
Central Tax Cur Bal: 720.00 Dr		720.00
larration:	1,440.0	0 1 440 00
		Accept ?
		Yes or No
Press Enter to save		
Recording GST Sales and Printin	ig involces	
Once you activate GST in your	company, you can record the sa	ale of goo
		-
ervices (outward supply) that a	ttract GST using a sales voucher.	Ensure tr
rovide unique sequential vouche	er numbers for your sales vouchers	
In Tally FRP 9, you can record	I sales in the item invoice mode or i	n the acco
invoice mode.		
Computerised Accounting with Ta	ally	Pa
Accounting with the	any	ra

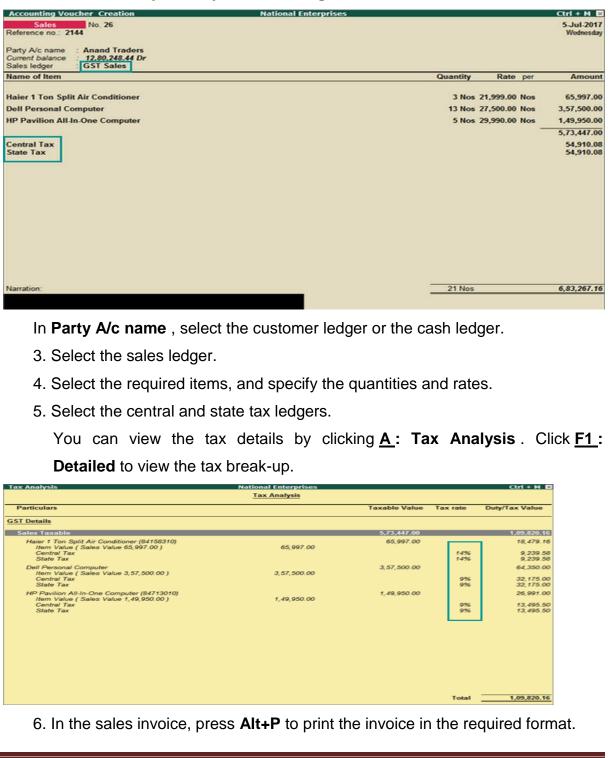
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Local Sales

The sale of goods or services to customers in the same state attract central tax and state tax.

To record a local sales using item rate

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales .



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For multiple copies :

Press Alt+P and then Alt+C to select the number of copies.

	Print
	0 All
Number of Copies	Not Applicable Duplicate
Number of Copies : 2	Extra copy Original
Type of Copy : 1 All	Quadruplicate Triplicate

Note: When you are printing multiple copies of the invoice, only the page number of the current invoice will be displayed, and not the number of the copy. For example, if you want to print 3 copies for an invoice (original, duplicate, and triplicate), then in the print preview, the page number would be displayed as 1 of 1, and not 1 of 3.

For services, original copy for buyer and duplicate copy for supplier will be printed in the invoice.

For goods, original for buyer, duplicate for transporter and, triplicate for supplier will be printed in the invoice. If you do not want to print the transporter's copy, then disable the option **Print transporter's copy?** in the sales **Invoice Printing Configuration** screen.

Printed Invoice Format

As per GST guidelines, details such as the applicable taxes and tax rates, and the GSTIN/UIN of the company and the customer will be captured. After selecting the state in the ledger master, the state name and the state code will be captured in the printed invoice. Depending on your requirements, you can include additional details in your invoice by clicking **F12: Configure**.

To ensure that company GSTIN is printed on the sales invoice:

- Specify GSTIN under Set/alter GST details? in company F11 > F3 features.
- In the Voucher Printing screen of the sales invoice, press F12 and set:
 - Print Company GSTIN Number? to Yes.
 - Print Item-wise GST details? to Yes, to print the GST invoice in landscape orientation with tax breakup for each stock item.

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		Tax Inv	oice						(ORIO	SINAL FOR	RECIPIENT)	
Hatianal Enterminen			Invoice No			e-Way Bill No	Det	ed				
National Enterprises Bommanahali , Bangalore			26			e-way barree	5-JI	JI-2017				
GSTIN/UN: 29DFGRY1111A2Z1 State Name : Kamataka, Code : 29		Delivery N					Mode/Terms of Payment					
			Supplier's 2144	Ref.			Oth	er Referenc	æ(s)			
Buyer			Buyer's Or	der No).		Date	ed				
Anand Traders PR Reddy Complex			Despatch	Docurt	ent No.		Deli	very Note [ate			
Hosur Main Road, Garebhavipalya, Bornmanahalli, GSTIN/UN : 29AKPCT1423A1Z3			Despatche	d thro	ugh		Des	tination				
State Name : Kamataka, Code : 29					-							
Terms of Delivery												
SI Description of Goods	HSNSAC	Quantity	Rate	per	Amount	Taxable		ntrai Tax		ate Tax	Total	
1 Haier 1 Ton Split Air Conditioner	84158310	3 Nos	21,999.00	Nos	65,997,00	Value 65,997.00	14%	Arnount 9,239.58			Amount 84,476.16	
2 Dell Personal Computer	847 130 10	13 Nos	27,500.00	Nos	3,57,500.00	3,57,500.00	9%	32,175.00	9%	32,175.00	4,21,850.00	
3 HP Pavilion All-In-One Computer	847 130 10	51108	29,990.00	Nos	1,49,950.00 5,73,447.00	1,49,950.00	9%	13,495.50	9%	13,495.50	1,76,941.00	
Central Tax					54,910.08							
State Tax					54,910.08							
Total		21 Nos			₹ 6,83,267,16	5,73,447.00		54,910.08	-	54,910.08		
Amount Chargeakle (in words) INR Six Lakh Eighty Three Thousand Ty											E. & O.E	
				· ·	axable R	Central Tac tate Amo		Rate	tate Ta	nount	Total Tax Amount	
					65,997.00	14% 9	239.5	3 14%		9,239.58	18,479.16	
			Total		07,450.00 73,447.00		670.50 910.00			5,670.50 4,910.08	91,341.00 1,09,820.16	
Tax Amount (in words): INR One Lakh Nine Thousand Eight Hundred	Twenty a	nd Sixteen p	aise O nhy									
Declaration										for Nation:	al Enterprises	
We declare that this invoice shows the actual price of the goods describe particulars are true and correct.	d and that	all										
										Autho	rised Signatory	
	Thisis	a Computer G	enerated I	nvoice	•							
To print the party's contact of1. Goto Gatewayof					· · · ·				g >	> Adv	vanceo	
Configuration.		-			_				-			
2. Set Reduce space betwee	en a	addre	ss ai	۱d	item r	name/	pai	rticu	ar	s? to	No .	
Advanced Co	nfigur	ation										
						-						
Reduce space between address and item nan					?	No						
(Enabling this option will not print the contact	details	of the p	arty									
in pre-printed format.)												
Retrieve paper size for non-standard printers					?	No						
Frankle Marrier and a first star					-							
Enable bitmap mode of printing (Set to Yes, in case of overlapping text in the	printou	it)			3	No						
3. Press Ctrl+A to accept.												
To record sales with MRP												
1. Go to Gateway of Tally >	Acc	count	ing V	/οι	uchers	s > F8:	S	ales				
			-									
<u> </u>												
Computerised Accounting with T										-	÷ -	
Joinputerised Accounting with T	ally									Pa	ige 290	
bompatensed Accounting with T	ally									Pa	ige 290	

Mano	
mano	onmaniam Sundaranar Univers
counting Voucher Creation National Enterprises	Ctrl + M 😰
Sales No. 4 ference no.: atb2651 ty A/c name : KR Enterprises rent balance : 10,84,400.00 Dr es ledger : Sales	10-Jul-2017 Monday
II Personal Computer	Quantity Rate per Amount 25 Nos 25,500.00 Nos 6,37,500.00
ite Tax itral Tax	57,375.00 57,375.00
ration:	25 Nos 7,52,250.00
Click <u>A</u> : Tax Analysis to view the tax eak-up, click <u>F1</u> : Detailed . x Analysis National Enterprises	details. To view the detailed
Tax Analysis Particulars	Taxable Value Tax rate Duty/Tax Value
T Details Sales Taxable Sandals Outdoor (GST rate on MRP @ 550/pcs) Item Value (Sales Value 48,000.00) 48,000.00 Central Tax	87,000.00 10,590.00 48,000.00 8,640.00 9% 4,320.00
Central Tax State Tax Sandals Party Wear (GST rate on MRP @ 420/Nos) Item Value (Sales Value 39,000.00) Central Tax State Tax	9% 4,320,00 9% 4,320,00 39,000,00 1,950,00 2,50% 975,00 2,50% 975,00
	Total 10,590.00
Stock Item : Sandals Consider additional expense/income ledger fo Rate Tax Type Integrated Tax Centra	or slab rate calculation : No
Greater than Up to Rate	All Tax State Tax Cess Rate Rate Valuation Type Rate 2.50 % 2.50 % Based on Value 0 % 9 % 9 % Based on Value 0 %
The MRP of a stock item is considered for (CST rate calculation when slab
rates are applicable. However, the tax amo	
rates are applicable. However, the tax amo selling price of the item.	

in the slab range of Rs. 500 and above. Therefore, GST gets calculated at 18%.

To record sales based on item rate

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales , and record your sales entry.

DIRECTORATE OF I	DISTANCE AND CON Manonmaniam S		
ccounting Voucher National En Sales No. 5	terprises		Ctrl + M ⊵ 14-Jul-2017
eference no.: 5 stry A/c name : KR Enterprises urner balance : 16,89,840.00 Dr ales ledger : Sales ume of Item	Quantity	Rate per	Friday
andals Rainwear	100 Nos	700.00 Nos	
Moans Rainweal MSP / Marginal 749.00/Nos andals Office Wear MSP / Marginal - 628.00/Nos	100 Nos	450.00 Nos	70,000.00
			1,15,000.00
entral Tax ate Tax			7,425.00 7,425.00

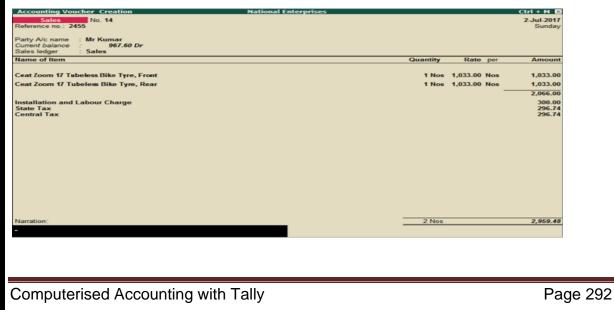
Click <u>A</u>: Tax Analysis to view the tax details. To view the detailed tax break-up, click <u>F1</u>: Detailed .

x Analysis	National Enterprises			Ctrl + M
	Tax Analysis			
Particulars		Taxable Value	Tax rate	Duty/Tax Value
T Details				
Sales Taxable		1,15,000.00		14,850.
Sandals Rainwear (GST on item rate @ 700/Nos) Item Value (Sales Value 70.000.00)	70.000.00	70,000.00		12,600
Central Tax State Tax			996 996	6,300. 6,300
Sandals Office Wear (GST on item rate @ 450/Nos) Item Value (Sales Value 45,000.00)	45.000.00	45,000.00		2,250
Central Tax State Tax	40,000,00		2.50% 2.50%	1,125
			Total	14,850
		andals Office Wear		
		ledger for slab rate calculati		
Rate Tax Typ Greater than Up to	e Integrated Tax Rate	Central Tax State Rate	Tax Rate Valuation	Cess Type Rate
Greater than Op to	Rate	Rate	kate valuation	туре кате
0 500 Taxable	5 %	2.50 % 2.	50 % Based on	Value 0 %
500 Taxable	18 %	9%	9% Based on	Value 0 %

In the highlighted case, the rate per unit is the item rate of Rs 450, which appears in the slab range of Rs. 0 to 500. Therefore, GST gets calculated at 5%.

Sales of Goods and Services in a Single Invoice

You can record the sales of both goods and services in the same invoice by selecting the required sales ledger and GST ledgers (state tax and central tax for local sales; integrated tax for interstate sales).



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You can view the tax details by clicking <u>A</u>: Tax Analysis . Click <u>F1</u>: Detailed to view the tax break-up

ax Analysis	National Enterprises <u>Tax Analysis</u>			Ctrl + M
Particulars		Taxable Value	Tax rate	Duty/Tax Value
ST Details				
Sales Taxable		2,366.00		593.4
Installation and Labour Charge Sales Value	300.00	300.00		15.0
Central Tax State Tax			2.50% 2.50%	7.5 7.5
Ceat Zoom 17 Tubeless Bike Tyre, Front Item Value (Sales Value 1,033.00)	1,033.00	1,033.00		289.2
Central Tax State Tax			14% 14%	144.6 144.6
Ceat Zoom 17 Tubeless Bike Tyre, Rear Item Value (Sales Value 1,033.00)	1,033.00	1,033.00		289.2
Central Tax State Tax			14% 14%	144.6 144.6
			Total	593.4

Sales in the Accounting Invoice Mode

When you maintain only accounting transactions (but not inventory of your goods), or when your company deals with services, you can use the accounting invoice mode for recording your local and interstate sales.

To record GST sales in the accounting invoice mode

- 1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales.
- 2. Click I: Accounting Invoice.

Accounting Voucher Creation	Annapoorna Catering	Ctrl + M
Sales No. 1 Reference no.: 3242		1-Jul-2017 Saturday
Party A/c name : Kumar - Radiant Lotus Society Current balance :		
Particulars	Rate	per Amount
Veg Thali - Diwali Special Walter Services Central Tax State Tax		55,000.00 1,500.00 5,085.00 5,085.00
Narration:		66,670.00
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- 3. Select the required goods/service ledgers, and specify the quantities and rates. Alternatively, press **Alt+C** to create the ledgers.
- 4. Select the central and state tax ledgers for local sales and the integrated tax ledger for interstate sales.

Depending on the location of the party, you can record a local or interstate sales transaction with the applicable GST rates, and print the invoice. You have the choice of using item invoice or accounting invoice according to your business requirements.

Local & Interstate Supply of Goods and Services with GST

You do business to earn revenue by selling goods or services and to track such revenue you need to record transactions once you sell goods or services. If you are a registered dealer, then you need to pay tax for the goods or services sold. You can supply goods or services to both registered and unregistered consumers. After you have recorded the sales transactions, you can print the invoices, including the GST details.

The GST invoice must have details like the Name, address, and GSTIN of the supplier and registered buyer, Name of the item or service, Unique Tax Invoice Number, HSN/SAC codes, GST rates and more.

Tax for Local and Interstate sales: In TallyPrime, you can record taxable sales with GST using a sales voucher. Depending on the location of the supply, the sale of goods and services can be classified as either local or interstate. Central and State taxes (CGST and SGST) are applicable when you sell goods or services within the state, whereas Integrated tax (IGST) is applicable for interstate sales.

Calculate appropriate GST: GST is calculated based on the GST rates defined by you in the master. You can also define an HSN/SAC for your stock item. TallyPrime provides you with the option to view the tax analysis to see the accuracy of your entry.

Multi-GSTIN: If you have business in multiple locations, you may be assigned multiple GSTINs for each location. TallyPrime provides you with

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the facility to record the supply of goods or services for any specific GSTIN. This is not applicable for Rel 2.1 and earlier.

Record with multiple tax rates in a single invoice: In GST, different tax rates are applicable to different goods and services. If your business provides a mix of goods and services in a single invoice, then it may also have multiple tax rates applied to the invoice. In TallyPrime, you can record the supply of goods and services with multiple tax rates in a single invoice. You need to correctly define each item's GST rates to calculate the tax amount.

Override assessable value: The assessable value of goods and services is the amount on which the GST payable is determined. You can override the assessable value in TallyPrime and calculate the GST amount on the overridden value. Along with the assessable value, you can also override the HSN/SAC of the stock item.

Sales to buyer, delivery to consignee: While recording the supply of goods and services, the buyer may ask you to deliver the goods or services to a different address or to a different person. In that case, you can mention in the party details in TallyPrime, the details of both buyer and consignee. You can also send the sales invoice to your buyer and delivery details to the consignee.

Use Voucher Class for sales: You can create a voucher class for sales with details like sales ledger, tax ledger along with their tax rates and additional ledger if any. Later you can use the same voucher class to record the supply of goods and services. You do not have to select the tax ledgers separately, as it automatically considers the ledger mentioned in the voucher class.

GST Portal View: TallyPrime Release 3.0 presents your GST-related data just as you can see it on the GST portal, which helps you visualise how the data appears on the portal when you upload at the end of the return cycle. You can check the **GST Portal view of Invoice** before exporting the transaction to the portal. This is not applicable for Rel 2.1 and earlier.

GST sales in reports and returns: Once you record the sales invoice with GST, you can see the transactions in GSTR-1.

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Record Local Supply of Goods and Services

When you supply goods or services to a local party, such sales is a local supply of goods or services under GST. You identify the supply of goods or services as local based on the Place of Supply. If the Place of Supply is the same as your company address, then it is a local sale. TallyPrime enables the option to select the Place of Supply in the Party Details screen while creating the voucher. Once you select the right place of supply, the rest of the transaction remains the same for both local and interstate supplies. For local sales, you need to use CGST and SGST ledgers to determine the tax amount. You can also view the Tax Analysis while passing a voucher to have a detailed understanding of the taxation inferred in the voucher.

Local supply of goods | Item Invoice mode

When recording the sale of goods, choose cash or bank for cash sales and the party ledger for credit sales. In TallyPrime, you can record sales of goods or stock items using the Item Invoice mode, and specify the stock item details, quantity, and rate. In the Party Details screen, the Place of Supply is prefilled with the party ledger state. If the Place of Supply is the same as your company states then the sales transaction is recorded as a local supply of goods. To record the tax for local sales, you must use the CGST and SGST ledgers.

- 1. Open the **Sales Voucher** in the **Item Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F8 (Sales).
 Alternatively, Gateway of Tally > Vouchers > press F8 (Sales).
- b. Press **Ctrl+H** (Change Mode) > select **Item Invoice**.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration,

press **F3** (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press **Enter**.

2. Specify the buyer details.

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a. Party A/c name: Select Cash or Bank for cash sales and the party name for credit sales, and press Enter.
 You can create the Party A/c on the fly by pressing Alt+C.

The **Dispatch Details** screen appears.

b. **Dispatch Details**: Enter the **Dispatch Details**, as needed and press **Enter**.

You can choose to enable the options for **Order Details** by pressing **F12** (Configure).

The Party Details screen appears.

c. **Party Details**: You can update the buyer details while recording the transaction and print the same in the invoice.

The **Place of Supply** field is prefilled with the party ledger state. You consider a sale as a local sale under GST if the buyer is from the same state as your company state.

Your regular customer may need specific details, such as the address with the landmark, alternative contact number, and so on, to appear in the printed invoice. In such cases, create the party account with the required details and select the same party account in the Buyers field.

	Party Details
Buyer (Bill to)	 Skyline Enterprise Skyline Enterprise 62, 10th Main Rd
Mailing Name	HMT Layout, P&T Colony
Address	RT Nagar
State	: Karnataka
Country	: India
GST Registration type	: Regular
GSTIN/UIN	: 29,
Place of Supply	: Karnataka

a. As always, you can press Ctrl+A to save and proceed.

In the **Sales ledger**, select the common sales ledger. Ensure that **GST applicability** is set to **Applicable** and that no GST rate is defined.

2. Enter stock item details.

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- a. **Name of Item**: Select the stock item. For GST to be calculated in the voucher, ensure that the stock item is configured with the correct GST Rate.
- b. Specify Quantity and Rate.
 In case you do not see the required item in the list, you can create the stock item on the fly by pressing Alt+C.
- Select the tax ledgers CGST and SGST for local sales.
 GST is calculated based on the tax rates defined in the stock item ledger.

If you are selling goods with the same GST rate then you can define the GST rate at the time of creating the company. In such cases, the GST gets calculated based on the rate defined when creating the company.

 To view the Tax Analysis, press Ctrl+O (Related Reports) > GST Tax Analysis. Press Alt+F5 (Detailed) to view the detailed breakup of the tax.

				GST - 1	ax Analysis					
Party Details : State Registration Type	: Karnataka : Regular									
Place of Supply	Karnataka									
Particulars						HSN/	AC Taxable	Value	Tax rate	Duty/Tax Value
Local Sales - Taxable							626,4	35.00	_	75,172.
(Source of HSN/S/	te Details : Company) C Details : Company) Value 494,995.00)	494,995.00				8	517 494,9	195.00	6% 6%	59,399. 6 29,699.
(Source of HSN/S/	te Detaila : Company) C Details : Company) Value 131,440.00)	131,440.00				8	517 131,4	40.00	6% 6%	15,772 6 7,886 6 7,880
4 5			.,	needed.					Total	sales

- 1. Provide **Narration**, if needed, and press **Ctrl+A** to save the sales voucher.
- 2. Print the invoice.
- a. In the sales voucher, press Ctrl+P.

Alternatively, press **Alt+P** (Print) > **Current**.

 b. In the **Print** screen, press **C** (Configure) to configure the print options for your invoice, if needed.

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- To change the printer, C (Configure) > press F6 (Printer) > select a printer from the List of Printers > and press Enter.
- To print multiple copies of the invoice, press F5 (No. of Copies) and press Enter. You can also select the Type of Copy (for example, Original, Duplicate, or Triplicate, as needed).
- To view the GST breakup of each item, go to C (Configure) > set Show Item-wise GST details as Yes.

lational Enterprises				Invoice No				Dat						
29, 7th A Cross Rd, . V Nagar, HMT Layout,					1 Delivery Note				10-Oct-22 Mode/Terms of Payment					
)innur, Ganganagar			L			-								
STIN/UIN: 29	1			Reference 1 dt. 10-0		Date.		Oth	er Referenc	æs				
State Name : Kamataka, C Consignee (Ship to)	ode : 29			Buyer's Or		2		Dat	ed					
Skyline Enterprise 32, 10th Main Rd				Dispatch D	oc No).		Del	ivery Note D	ate				
MT Layout, P&T Colony			ŀ	Dispatche	throu	unh		Dec	tination					
(T Nagar	20			Dispatched	1 till Ot	ign		Des	unation					
GSTIN/UIN State Name	: 29/ : Kamataka, Code : 29		-	Terms of D	e liver	у								
Buyer (Bill to)	. Ramataka, Code : 25													
Skyline Enterprise 12, 10th Main Rd MT Layout, P&T Colony RT Nagar SSTIN/UIN State Name Nace of Supply	: 29 : Kamataka, Code : 29 : Kamataka													
	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	Taxable		CGST	SGST/UTGST	Total			
0.							Value	Rate	Amount	Rate Amount	Amount			
Apple 13 Pro Max Google Pixel 6 Pro		8517 8517		98,999.00	Nos Nos				29,699.70 7,886.40	6% 29,699.70 6% 7,886.40	554,394.40 147,212.80			
						626,435.00								
		GST				37,586.10								
		GST				37,586.10								
		Total	7 Nos	6		₹ 701,607.20	626,435.00		37,586.10	37,586.10				
mount Chargeable (in words) INR Seven Hundred One Thousand	Six Hundred S	even and Tw	venty pais	e Only	1		-		· · ·	E. & O.E			
						axable	CGST		SGS	T/UTGST	Total			
								ount	Rate	Amount	Tax Amount			
				Total		26,435.00 26,435.00		,586.1		37,586.10 37.586.10	75,172.20 75.172.20			
						20,435.00	31	,500.1		37,500.10	15,172.20			
	R Seventy Five Thousand One Hundred	d Seventy Two	and Twenty	paise Only	/					forNation	al Enterprises			
										IOFNATION	arcmerprises			
eclaration	shows the actual price of the goods desc rect.	cribed and that	all											

- a. Press I (Preview) to check the invoice before printing if needed.
- b. Press **P** (Print) to print the invoice.

To know more, refer to Print GST Details in Invoice

You can generate an e-Invoice and e-Way Bill, if needed. To know more about e-Invoice and e-Way Bill, go to <u>e-Invoice using TallyPrime</u> and <u>e-Way</u> <u>Bill using TallyPrime</u>.

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Taxable

626,435.00

The same transaction you can record using As Voucher mode if you are familiar with the double entry mode of accounting. If you record the transaction in Voucher Mode, it appears as below.



Now that you have recorded a local supply of goods with GST, you can see the transaction in the **Local Supplies** under **Outward Supplies** of **GSTR-1**. To know more about GST Returns, refer to <u>GSTR-1</u>.

If you are in Rel 2.1 and earlier, you can view the transaction in the Local Sales under Outward Supplies of GSTR-1.

Local supply of services | Accounting Invoice mode

When recording the sale of services, choose cash or bank for cash sales and party ledger for credit sales. In TallyPrime, record sales of services and the total amount using the Accounting Invoice mode. An accounting ledger is not required as there is no stock item to allocate. In the Party Details screen, the Place of Supply is prefilled with the party ledger state. If the Place of Supply is the same as your company states then the sales transaction is recorded as a

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Registration : 25/ lus Not Signed Particulars Hodochers

vi in Petur

×

75,172.20

SGST/

37,586.10 37,586.10 37,586.10

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local supply of services. To record the tax for local sales, you must use the CGST and SGST ledgers.

- 1. Open the **Sales Voucher** in the **Accounting Invoice** mode.
- a. Press Alt+G (Go To) > Create Voucher > press F8 (Sales).
 Alternatively, Gateway of Tally > Vouchers > press F8 (Sales).
- b. Press **Ctrl+H** (Change mode) > select **Accounting Invoice**.

If you have created multiple registrations in TallyPrime Release 3.0 or later, then to change the registration, press **F3** (Company/Tax Registration) > type or select the Registration under which you want to create the voucher and press **Enter.**

2. Specify the buyer details.

- a. Party A/c name: Select Cash or Bank for cash sales and the party name for credit sales, and press Enter.
 You can create the Party A/c on the fly by pressing Alt+C.
 The Dispatch Details screen appears.
- b. **Dispatch Details**: Enter the **Dispatch Details**, as needed and press **Enter**.

You can choose to enable the options for **Order Details** by pressing **F12** (Configure).

The Party Details screen appears.

c. Party Details: You can update the buyer details while recording the transaction and print the same in the invoice. The Place of Supply field is prefilled with the party ledger state. You consider a sale as a local sale under GST if the buyer is from the same state as your company state.

Your regular customer may need specific details, such as the address with the landmark, alternative contact number, and so on, to appear in the printed invoice. In such cases, create the party account with the required details and select the same party account in the Buyers field.

DIF	RECTORATE OF DISTANCE AND CONTINUING EDUCA Manonmaniam Sundaranar Unive	-
Buyer (Bill to) Mailing Name Address	Party Details Skyline Enterprise Skyline Enterprise 62, 10th Main Rd HMT Layout, P&T Colony RT Nagar	
State Country GST Registration type GSTIN/UIN Place of Supply	: Karnataka : India : Regular : 29.	

- a. As always, press Ctrl+A to save and proceed.
- 2. Enter **Particulars** details.
- a. Select the service ledger. For GST to be calculated in the voucher, ensure that the service is configured with the correct GST Rate.
- b. Specify the Amount.

Create the service ledger on the fly by pressing Alt+C.

3. Select the tax ledgers **CGST** and **SGST** for local sales. GST is calculated based on the tax rates defined in the service ledger.

If you are selling services with the same GST rate then you can define the GST rate at the time of creating the company. In such cases, the GST gets calculated based on the rate defined when creating the company.

 To view the Tax Analysis, press Ctrl+O (Related Reports) > GST Tax Analysis. Press Alt+F5 (Detailed) to view the detailed breakup of the tax.

HSN/SAC			
HENRAC			
HENVEAC			
HENVEAC			
HSN/SAC	Taxable Value	Tax rate	Duty/Tax
	10,000.00		200.0
9987	10,000.00		200.0
		696 696	600.0 600.0
		Total	200.0
	Do	an 20	12
	Га	ye si	JZ
	9987	9897 70,000.00	9987 10.000.00 6% 8%

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Provide **Narration**, if needed, and press **Ctrl+A** to save the sales voucher. Print the invoice.

In the sales voucher, press Ctrl+P.

Alternatively, press **Alt+P** (Print) > **Current**.

In the **Print** screen, press **C** (Configure) to configure the print options for your invoice, if needed.

- To change the printer, C (Configure) > press F6 (Printer) > select a printer from the List of Printers > and press Enter.
- To print multiple copies of the invoice, press F5 (No. of Copies) and Enter. You can also select the Type of Copy (for example, Original, Duplicate, or Triplicate, as needed).
- To view the GST breakup of each item, go to C (Configure) > set Show Item-wise GST details as Yes.

Not					Tax Inv	/oice								
	tional Enterprises					Invoice No) .			Date	ed Oct-22			
), 7th A Cross Rd, V Nagar, HMT Layout,					Delivery N	ote				le/Terms of	Payme	ent	
	nur, Ganganagar TIN/UIN: 29					Reference				Oth	er Referend	æs		
Sta	te Name : Kamataka, Code	: 29				2 dt. 11-0 Buyer's Or				Date	-d			
	nsignee (Ship to) /line Enterprise					-								
62,	10th Main Rd					Dispatch D	DocNo) .		Deli	very Note E)ate		
RT	T Layout, P&T Colony Nagar					Dispatche	d throu	ugh		Des	tination			
	TIN/UIN te Name	: 29 : Kamataka, Code : 29				Terms of [Deliver	γ .		-				
Bu	yer (Bill to)													
5ky 62.	/line Enterprise 10th Main Rd													
HM	T Layout, P&T Colony Nagar													
GS'	TIN/UIN	: 294												
Pla	te Name ce of Supply	: Kamataka, Code : 29 : Kamataka												
SI No.		Particulars		HSN/SAC	Quantity	Rate	per	Amount	Taxable Value	Rate	CGST Amount	SGST Rate	Amount	To Amo
1	Repairing Charges	•		9987				10,000.00	10,000.00	6%	600.00	6%	600.00	11,3
			CGST SGST					600.00 600.00						
			3631					800.00						
			Total					₹ 11,200.00	10,000.00		600.00		600.00	
Am	ount Chargeable (in words)	NR Eleven Thousand Two Hu		,				K 11,200.00	10,000.00		600.00		600.00	Ε.
-	vant ontal goalaro (in Hordo) - I		naroa onij	,			1	Faxable	CGST			T/UTG		Tot
							-	Value F 10,000.00	ate Amo 6%	unt 600.00	Rate 0 6%	Am	ount 600.00	Tax An
						Total		10,000.00		600.00			600.00	1,
						Total								
Тах	Amount (in words) : INR Or	ne Thousand Two Hundred Or	nly			Total								
Тах	Amount (in words) : INR Or	ne Thousand Two Hundred Or	nly			Total						;	forNationa	al Enter
Тах	Amount (in words) : INR O	ne Thousand Two Hundred Or	nly			Total						1		
Тах	Amount (in words) : INR O	ne Thousand Two Hundred Or	nly		a Computer G							1		al Enter

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- 1. Press I (Preview) to check the invoice before printing if needed.
- 2. Press P (Print) to print the invoice.

To know more, refer to Print GST Details in Invoice

You can generate an e-Invoice and e-Way Bill, if needed. To know more about e-Invoice and e-Way Bill, go to <u>e-Invoice using TallyPrime</u> and <u>e-Way Bill using TallyPrime</u>.

Recording GST Sales and Printing Invoices

Once you activate GST in your company, you can record the sale of goods and services (outward supply) that attract GST using a sales voucher. Ensure that you provide unique sequential voucher numbers for your sales vouchers.

In Party A/c name , select the customer ledger or the cash ledger.

- 3. Select the sales ledger.
- 4. Select the required items, and specify the quantities and rates.
- 5. Select the central and state tax ledgers.

You can view the tax details by clicking <u>A</u>: Tax Analysis. Click <u>F1</u>: Detailed to view the tax break-up.

In the sales invoice, press **Alt+P** to print the invoice in the required format.

For multiple copies:

Press Alt+P and then Alt+C to select the number of copies.

		Print
Numb	er of Copies	I All I Not Applicable Duplicate
Number of Copies	: 2	Extra copy Original
Type of Copy	: 0 All	Quadruplicate Triplicate

Note: When you are printing multiple copies of the invoice, only the page number of the current invoice will be displayed, and not the number of the copy. For example, if you want to print 3 copies for an invoice (original, duplicate, and triplicate), then in the print preview, the page number would be displayed as 1 of 1, and not 1 of 3.

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For services, original copy for buyer and duplicate copy for supplier will be printed in the invoice.

For goods, original for buyer, duplicate for transporter and, triplicate for supplier will be printed in the invoice. If you do not want to print the transporter's copy, then disable the option **Print transporter's copy?** in the sales **Invoice Printing Configuration** screen.

Printed Invoice Format

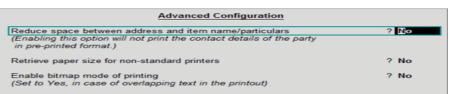
As per GST guidelines, details such as the applicable taxes and tax rates, and the GSTIN/UIN of the company and the customer will be captured. After selecting the state in the ledger master, the state name and the state code will be captured in the printed invoice. Depending on your requirements, you can include additional details in your invoice by clicking **F12: Configure.**

To ensure that company GSTIN is printed on the sales invoice:

- Specify GSTIN under Set/alter GST details? in company F11 > F3 features.
- In the Voucher Printing screen of the sales invoice, press F12 and set:
 - > Print Company GSTIN Number? to Yes .
 - Print Item-wise GST details? to Yes, to print the GST invoice in landscape orientation with tax breakup for each stock item.

To print the party's contact details in the pre-printed format

- 1. Go to Gateway of Tally > F12: Configure > Printing > Advanced Configuration.
- 2. Set Reduce space between address and item name/particulars? to No .



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

To record sales with MRP

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales.

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Accounting Voucher Creation	National Enterprises			Ctrl + M 🛛
Sales No. 4 Reference no.: atb2651				10-Jul-2017 Monday
Party A/c name : KR Enterprises Jurrent balance : 10,84,400.00 Dr Bales ledger : Sales				
ame of Item		Quantity	Rate per	Amount
ell Personal Computer MRP/Marginal: 26,200.00Nos		25 Nos 2	5,500.00 Nos	6,37,500.00
tate Tax entral Tax				57,375.00 57,375.00
larration;		25 Nos		7,52,250.00

Select the Party A/c name.

- 3. Select the stock item for which MRP details have been set in the stock item master.
- 4. Select the applicable GST ledgers. Tax will be calculated on the assessable value based on the item rate in the invoice.
- 5. Press Enter to save.
- **Note:** In the invoice, to modify MRP for the applicable stock item, ensure the following:
 - In the stock item master: In the MRP Details screen, set the option Allow MRP modification in voucher? to Yes.
 - In the invoice: Press F12, and set the option Allow MRP modification in voucher? to Yes. Now you can set the MRP in the invoice for the stock item in which MRP is applicable.

The **Modify MRP Rate** screen appears. Accept the predefined **MRP/Marginal** or enter the amount required.

To print MRP in the sales invoice

- 1. On the sales voucher, press Alt+P to open the Voucher Printing screen.
 - Press F12 to open the Invoice Print Configuration screen.

Computerised Accounting with Tally

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- Print MRP/Marginal Column? Yes .
- Press Ctrl+A to accept.
- 2. Press Enter to print. The printout of the sales invoice appears as shown below, with the MRP/Marginal column.

Interstate Sales

Sale of goods or services to a customer in another state attract integrated tax.

To record an interstate sale

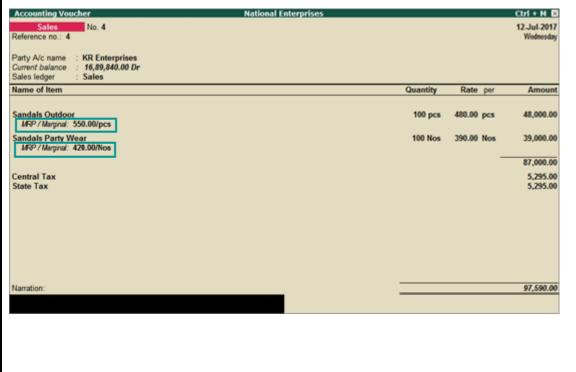
• Follow the steps used for <u>recording a local sales transaction</u>. The only difference is that you have to select the integrated tax ledger instead of central tax and state tax.

Sales of Items Following Slab Rate

When GST is based on slab rates, calculation of tax is based on either MRP or item rate. The slab rate needs to be <u>set in the stock item master</u>.

To record sales based on MRP

1. Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**, and record your sales entry.



Click <u>A</u>: Tax Analysis to view the tax details. To view the detailed tax break-up, click <u>F1</u>: Detailed .

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Sales Taxable 87,000.00 10,59 Sandals Outdoor (GST rate on MRP @ 550/pcs) 48,000.00 8,64 Item Value (Sales Value 48,000.00) 48,000.00 8,64 Central Tax 9% 4,32 State Tax 9% 4,32 State Tax 9% 4,32 Item Value (SST rate on MRP @ 420/Nos) 39,000.00 1,95 Item Value (Sales Value 39,000.00) 39,000.00 1,95 Central Tax 2,50% 97	ax Analysis	National Enterprises <u>Tax Analysis</u>			Ctrl + M E
Sandals Outdoor (GST rate on MRP @ 550/pcs) 48,000.00 8,64 Item Value (Sales Value 48,000.00) 48,000.00 9% 4,33 Central Tax 9% 4,33 9% 4,33 State Tax 9% 4,33 9% 4,33 Sandals Party Wear (GST rate on MRP @ 420/Nos) 39,000.00 1,95 1,95 Item Value (Sales Value 39,000.00) 39,000.00 2,50% 97	Particulars		Taxable Value	Tax rate Du	ty/Tax Value
Sandals Outdoor (GST rate on MRP @ 550/pcs) 48,000.00 8,64 Item Value (Sales Value 48,000.00) 48,000.00 9% 4,33 Central Tax 9% 4,33 9% 4,33 State Tax 9% 4,33 9% 4,33 Sandais Party Wear (GST rate on MRP @ 420/Nos) 39,000.00 1,95 1,95 Item Value (Sales Value 39,000.00) 39,000.00 2,50% 97	ST Details				
Item Value (Sales Value 48,000.00) 48,000.00 9% 4,33 Central Tax 9% 4,33 9% 4,33 State Tax 9% 4,33 9% 4,33 Sandals Party Wear (GST rate on MRP @ 420/Nos) 39,000.00 1,95 1,95 Item Value (Sales Value 39,000.00) 39,000.00 2,50% 97	Sales Taxable		87,000.00		10,590.00
Central Tax 9% 4,32 State Tax 9% 4,33 Sandails Party Wear (GST rate on MRP @ 420/Nos) 39,000.00 1,95 Item Value (Sales Value 39,000.00) 39,000.00 1,95 Central Tax 2,50% 97			48,000.00		8,640.00
Item Value (Sales Value 39,000.00) 39,000.00 Central Tax 2.50% 97	Central Tax	48,000.00			4,320.00 4,320.00
Central Tax 2.50% 97		39.000.00	39,000.00		1,950.00
	Central Tax				975.00 975.00
Total 10,59				Total	10,590.00
	Rate T	ax Type Integrated Tax	Central Tax State Ta	x Ce	55
Rate Tax Type Integrated Tax Central Tax State Tax Cess	Greater than Up to	Rate	Rate Rat	e Valuation Typ	e Rate
	0 500 Tab	xable 5%	2.50 % 2.50	% Based on Valu	e 0%
Greater than Up to Rate Rate Rate Valuation Type Rate	500 Tax	xable 18 %	9% 9	% Based on Valu	e 0%

The MRP of a stock item is considered for GST rate calculation when slab rates are applicable. However, the tax amount still gets calculated on the selling price of the item.

In the highlighted case, the rate per unit is the MRP of Rs 550, which appears in the slab range of Rs. 500 and above. Therefore, GST gets calculated at 18%.

To record sales based on item rate

1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales , and record your sales entry.

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Accounting Voucher National	Enterprises	Ctrl + M 🗵
Sales No. 5 Reference no.: 5		14-Jul-2017 Friday
Party A/c name : KR Enterprises Current balance : 16,89,840.00 Dr Sales ledger : Sales		
Name of Item	Quantity Rate	per Amount
Sandals Rainwear MRP / Marginal: 740.00/Nos	100 Nos 700.00	Nos 70,000.00
Sandals Office Wear MRP / Marginal: 628.00/Nos	100 Nos 450.00	Nos 45,000.00
		1,15,000.00
Central Tax State Tax		7,425.00 7,425.00
Narration:	200 Nos	1,29,850.00

Click <u>A</u>: Tax Analysis to view the tax details. To view the detailed tax break-up, click <u>F1</u>: Detailed .

	Tax Analysis			
Particulars		Taxable Value	Tax rate	Duty/Tax Value
ST Details				
Sales Taxable		1,15,000.00		14,850.0
Sandals Rainwear (GST on item rate @ 700/Nos)		70,000.00		12,600.0
Item Value (Sales Value 70,000.00) Central Tax	70,000.00		9%	6.300.0
State Tax			9%	6,300.0
Sandals Office Wear (GST on item rate @ 450/Nos)		45,000.00		2,250.0
Item Value (Sales Value 45,000.00)	45,000.00			
Central Tax State Tax			2.50% 2.50%	1,125.0
			Total	14,850.0
			Total	14,0503
Consider addit		andals Office Wear ledger for slab rate calculation	n : No	
Rate Tax Type	Integrated Tax	Central Tax State T	ax	Cess
Greater than Up to	Rate	Rate R	ate Valuation	Type Rate
0 500 Taxable	5%	2.50 % 2.50	% Based on V	Value 0 %

In the highlighted case, the rate per unit is the item rate of Rs 450, which appears in the slab range of Rs. 0 to 500. Therefore, GST gets calculated at 5%.

Sales of Goods and Services in a Single Invoice

You can record the sales of both goods and services in the same invoice by selecting the required sales ledger and GST ledgers (state tax and central tax for local sales; integrated tax for interstate sales).

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Accounting Voucher Creation	National Enterprises	Ctrl + M
Sales No. 14 Reference no.: 2455		2-Jul-2 Sun
Party A/c name : Mr Kumar Current balance : 967.60 Dr Sales ledger : Sales		
Name of Item	Quantity Rate	per Amo
Ceat Zoom 17 Tubeless Bike Tyre, Front	1 Nos 1,033.00 M	Nos 1,033
Ceat Zoom 17 Tubeless Bike Tyre, Rear	1 Nos 1,033.00 P	
		2,066
Installation and Labour Charge State Tax Central Tax		30(29(29
Central Tax		
		2,95

You can view the tax details by clicking A: Tax Analysis .

Click F1: Detailed to view the tax break-up

Sales in the Accounting Invoice Mode

When you maintain only accounting transactions (but not inventory of your goods), or when your company deals with services, you can use the accounting invoice mode for recording your local and interstate sales.

To record GST sales in the accounting invoice mode

- 1. Go to Gateway of Tally > Accounting Vouchers > F8: Sales.
- 2. Click I: Accounting Invoice.

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· · · · · · · · · · · · · · · · · · ·	terres Catalan	(H-1 - H-
Accounting Voucher Creation Sales No. 1	Annapoorna Catering	Ctrl + M
Reference no.: 3242		Saturday
Party A/c name : Kumar - Radiant Lotus Socie	sty	
Particulars		Rate per Amount
		•
/eg Thali - Diwali Special Vaiter Services		55,000.00 1,500.00
Central Tax		5,085.00
State Tax		5,085.00
terret en		
larration:		66,670.00

- . Select the required goods/service ledgers, and specify the quantities and rates. Alternatively, press **Alt+C** to create the ledgers.
- 4. Select the central and state tax ledgers for local sales and the integrated tax ledger for interstate sales.

Depending on the location of the party, you can record a local or interstate sales transaction with the applicable GST rates, and print the invoice. You have the choice of using item invoice or accounting invoice according to your business requirements.

GSTR-1 Report in Tally.ERP 9

GSTR-1 has to be filed by a taxable person registered under GST. <u>GSTR-1</u> <u>returns can be generated from Tally.ERP 9 in the JSON format</u>, and uploaded to the portal for filing returns.

You need to file GSTR-1 returns:

- Every month, for aggregate turnover exceeding Rs. 1.5 crores.
- Every quarter, for aggregate turnover up to Rs. 1.5 crores.

GSTR-1 includes the details of all outward supplies of B2B invoices, B2C invoices, adjustments to sales made in debit/credit notes, exports, nil rated invoices, advances received with tax adjustments.

To view the report in the format provided by GST

• Go to Gateway of Tally > Display > Statutory Reports > GST Reports > GSTR-1 . The report displays the data for a

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month or quarter depending on the **Periodicity of GSTR-1** set in the **Company GST Details** screen.

If the report is not appearing in the format shown below, press Alt+V .

- **Note:** You can press **Alt+V** in **GSTR-1** report to change the view from return format to summary view and vice-versa.
 - Specify the required reporting period by pressing F2.

For a company whose **State** is selected as **Ladakh**, if you set the period as **Dec 2019** to **Jan 2020**, the **Periodical View** screen will appear with the return period and corresponding GSTIN.

GSTIN/UIN applicable from 1-Jan-2020.

• **GSTIN/UIN (prior to 1-Jan-2020)** in the scenario of head office forming part of Ladakh from 1-Jan-2020. A single GSTIN was applicable for head office and branch offices located in Jammu & Kashmir until 31-Dec-2019. When the location of head office changed to Ladakh with effect from 1-Jan-2020, the company's GSTIN would have got changed to Ladakh. This would mean a fresh registration for the branch office in Jammu & Kashmir. Hence, to enter the fresh GSTIN received for the branch office in Jammu & Kashmir, you need to press F12 and enable the option Show GSTIN/UIN (prior to 1-Jan-2020) for Jammu & Kashmir.

In the above **Periodical View** screen, select the **Return Period** and the report will open for the corresponding GSTIN.

- You can generate the report with the line HSN/SAC Summary by enabling the option Show HSN/SAC Summary?
- You can generate the HSN/SAC Summary report with only the description or HSN or both, based on the grouping set in the option Group vouchers by.
- If HSN/SAC description is not specified in the masters, you can set Use stock item/ledger name as HSN/SAC description when not specified? to Yes. The stock item or ledger name will appear as the

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HSN/SAC description.

By default, the transactions having voucher numbers more than 16 characters, including special characters ("-" and "/") are not exported to the e-return formats.

Click **F12: Configure** to change the settings, if required and view the report with the relevant transactions.

In the return format view, there are two sections in the report:

- Returns summary a snapshot of the business operations in the given period.
- Particulars structured as per the offline tool provided by the department.

To view the report in summary view

Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR 1. If the report is not appearing in the format shown below, press Alt+V.
 Displays the local and interstate transactions grouped on GST and non-GST outward supplies.

In the summary view, there are two sections in the report:

- Returns summary a snapshot of the business operations in the given period.
- Particulars displays the taxable value and tax amount from outward supplies considered in the returns.

F12: Configure

How break-up of net values? : Enable this option to display Gross Value, Returns, and Addition/Deduction values in detailed mode of the report. This option is disabled by default.

Show tax types in separate columns? : Enable this option to view all GST tax types in separate columns. This option is enabled by default. When this option is displayed, tax amount is displayed in a single column without the Central Tax, state tax and integrated tax break-up.

Export vouchers with voucher number more than 16 characters? : Enable this option to export the transactions having more than 16 characters, including special characters ("-" and "/") to the template.

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Allow tax difference up to: It is set to 0. You can change it as required to ensure the relevant transactions are included in the returns.

Actual tax versus computed Tax: Based on the tax difference value allowed, you can include the relevant vouchers.

- **Greater:** Vouchers with actual (transaction) value greater than the computed value are included in the returns.
- **Greater or lesser:** Vouchers with actual (transaction) value greater or lesser than the computed value are included in the returns.
- Lesser: Vouchers with actual (transaction) value lesser than the computed value are included in the returns.

File GSTR-1

With Tally.ERP 9, you can file GSTR-1 in three easy ways: by generating JSON from Tally.ERP 9, by using the GST Offline tool, or by filing directly on the GST portal.

GSTR-1 includes the details of all outward supplies made in a given period. Tally.ERP 9 exports GSTR-1 returns in the latest format compatible with ver 2.0 of validation APIs used in offline tool.

Check the following video for details on filing GSTR-1 using JSON created from Tally.ERP 9:

File GSTR-1 in any of the following three methods:

- By generating JSON file from Tally.ERP 9
- By using the GST Offline tool
- By filing your returns directly on the GST portal

Prerequisites for filing GSTR-1

- Internet connectivity: This is required for uploading the JSON file, downloading the offline tool, and filing returns.
- Microsoft Office: For exporting data to MS Excel, GSTN recommends MS Excel 2007 or later (if you are using the GST Offline Tool and MS Excel for filing returns).
- To comply with GST rules and file accurate returns, ensure that the tax values of sales are equal to or greater than the computed values.

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Tax liability on advance receipts

- For businesses with an annual turnover of up to Rs. 1.5 crores, there is no need to pay tax on advance receipts from customers. To support this, the calculation of tax liability on advance receipts has been disabled by default from Release 6.1.1.
- The values of tax liabilities on advance receipt from customers will not be included in the GSTR-1 returns by default. Such transactions will appear under Not relevant for returns in the GSTR-1 report.
- For businesses with turnovers above Rs. 1.5 crores, you can enable the option Enable tax liability on advance receipts in the Company GST Details screen.

Generate the JSON file from Tally.ERP 9

Generate GSTR-1 returns in the JSON format

- 1. Go to Gateway of Tally > Display > Statutory Reports > GST > GSTR-1 .
- 2. F2: Period: Select the period for which returns need to be filed.
- 3. F12: Configure: To view the export options for HSN/SAC details, enable Show HSN/SAC Summary?
- 4. Press Ctrl+E .
- 5. Select JSON (Data Interchange) as the Format .

Export HSN/SAC details even if UQC is not available? - Yes, to export transactions where UQCs are not available. For such transactions, you have to map the units of measurement of the stock items to related UQCs in the MS Excel or CSV file. For more details, click <u>here</u>.

- Export HSN/SAC details not included for other reasons? Yes, to export transactions that are not included in the HSN/SAC Summary due to various reasons. You have to enter this data directly on the portal.
- Note: The options Export HSN/SAC details even if UQC is not available? and Export HSN/SAC details not included for other reasons? will appear only when the option Show HSN/SAC Summary? is set to Yes in the GSTR-1 report.

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If the data is exported without enabling the option **Show HSN/SAC summary?** in the configuration screen of the **GSTR-1** report, the HSN summary of the exported output file will be blank.

- Allow Export of :
 - All Vouchers: Select this option to export all the transactions that have been already filed on the GST portal.
 - Only New Vouchers: Select this option to export the transactions that are not filed on GSTN portal.
- 6. Press Enter to export.

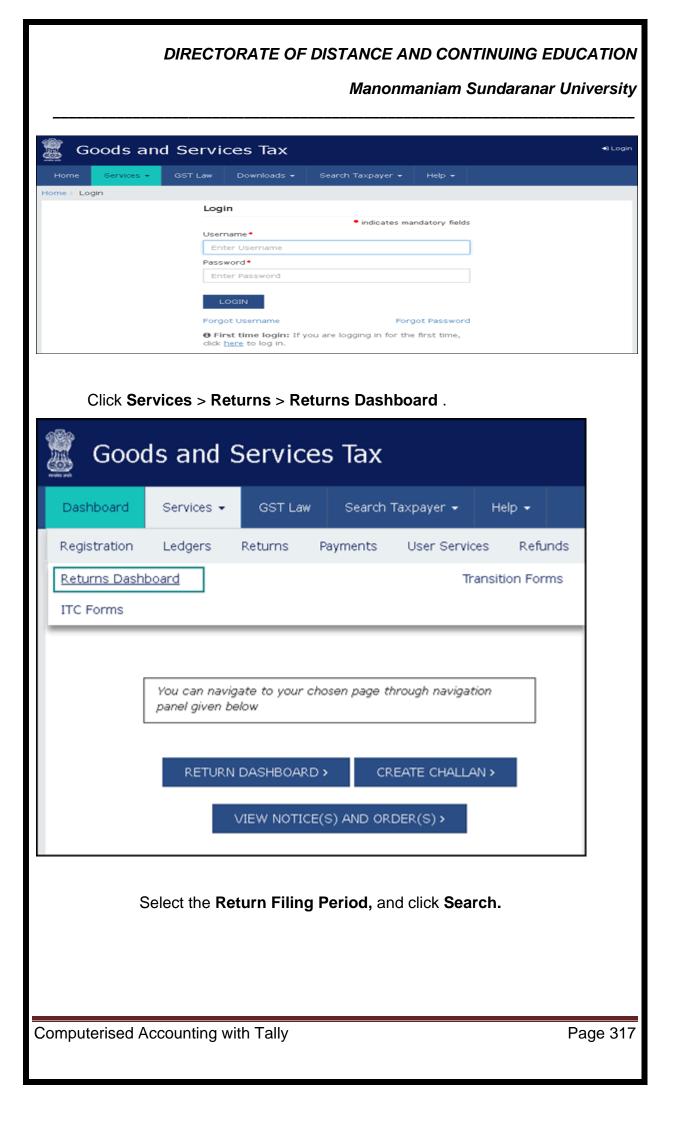
Upload the JSON file generated from Tally.ERP 9 to the portal for filing returns.

Upload of GSTR-1 JSON file fails when HSN summary has negative quantity If the HSN summary of GSTR-1 has negative quantity, the upload of JSON generated from offline tool or from Tally.ERP 9 is failing. Until the issue is resolved by GSTN, you can do the following:

- 1. Open the JSON generated from Tally.ERP 9. You can open it in Notepad.
- 2. Go to the section "hsn".
- 3. Go to the tag "**qty**" and remove the negative sign. Repeat this for each "**qty**" that has a negative sign for taxable value and tax amount.
- 4. Save the JSON.
- 5. Upload it to portal.
- 6. In the portal, go the section **HSN Summary.**
- 7. Add the negative sign against each of the quantities that has taxable value and tax amount (which was removed from JSON).

File GSTR-1 returns

- 1. Press Ctrl+O from GSTR-1 report.
- 2. Log in to the GST portal.



DIRECT	TORATE OF DISTANCE AND CONTINUIN Manonmaniam Sundar	
Goods and Ser	vices lax	
Dashboard Services + GS	ST Law Search Taxpayer + Help +	
Dashboard Returns		
File Returns to 30th Sep 2017.		
Financial Year*	Return Filing Period*	SEARCH
Whether your aggregate turnover of If you have registered after 1st July 2018 to be upto Rs. 1.5Crores?	Return filing by Normal Taxpayer Juring FY 2016-2017 was upto Rs. 1.5Crores?: y 2017, do you expect your aggregate turnover during FY 2017-	
Yes No Would you like to opt for quarterly	filing of tax return:	
Yes No		SUBMIT
Select Yes or No bas	ed on your turnover to file Monthly or Qua	rterly returns. If
you want to opt for	quarterly returns, then set the 2nd option to	o Yes .
6. Click SUBMITS.		
7. Click PREPARES		
	-	
Dashboard Services - GST Law	Search Taxpayer • Help •	Q Facility
File Returns		English
	intimation in Form GST CMP-04 stating the effective date of withdrawal between 1	st July to 30th Sep 2017.
		Indicates Mandatory Fields
Financial Year* 2017-18	Return Filing Period	
Details of outward supplies of goods or services GSTR1	s Table 6A of FORM GSTR1 Auto Drafted d	l etails (For view only) GSTR2A
PREPARE ONLINE PREPARE OFFLINE	PREPARE ONLINE PREPARE OFFLINE VIEW	DOWNLOAD
Monthly Return GSTR3B		
PREPARE ONLINE PREPARE OFFLINE		
	File to import the JSON file generated from	n Tally.ERP 9 or
the offline tool.		
Computerised Accounting	with Tally	Page 318

DIREC	TORATE OF DISTANCE AND CONTINUING EDUCATION
DIALO	Manonmaniam Sundaranar University
Goods and Services	s Tax
Dashboard Services - GST Law	Search Taxpayer + Help +
Dashboard > Returns > GSTR Offline Upload and Download for C Upload Download	SSTR1 C
he online portal for only those records which	ch fail. Please download the error file and view it in the Offline tool to correct the same. After making required co Invoice Upload Choose File No file chosen Upload History
Date Time Reference	
07/12/2017 18:44:09	Error Error in processing request. Please Upload Again.
07/12/2017 18:43:55	Error Occurred File could not be uploaded! Download the latest version of Offline tool to generate the JSON file or ensure to validate your uploaded file against the template published at Specification Portal.
07/12/2017 16:03:11	Processed NA
07/12/2017 15:56:18	Processed NA
You have to Supplies and Doo of <u>GSTR-1</u> , becau	d details after the time specified in the GSTR screen. manually enter the details for Nil Rated cuments Issued by referring to the table-wise format use these details do not get directly uploaded to the portal. s > Returns > Returns Dashboard , and click Prepare
Dashboard > Returns	♀ English
File Returns ted out from the composition scheme by filin	ng intimation in Form GST CMP-04 stating the effective date of withdrawal between 1st July to 30th Sep 2017. • Indicates Mandatory Fields
Financial Year• 2017-18	Return Filing Period*
Details of outward supplies of good or services GSTR1 PREPARE ONLINE PREPARE OFFLINE	Image: ds Table 6A of FORM GSTR1 Auto Drafted details (For view only) GSTR2A PREPARE ONLINE PREPARE OFFLINE VIEW DOWNLOAD
Monthly Return GSTR3B PREPARE ONLINE PREPARE OFFLINE	
Computerised Accounting	g with Tally Page 319

DIREC	TORATE OF I	DISTANCE AND CONTINUIN Manonmaniam Sundara	
	8A, 8B, 8C, 8	D - Nil Rated Supplies page	, and enter the
details.			
🖉 Goods and Serv	rices Tax	4	
	T Law Search Taxp	ayer • Help •	
Dashboard> Returns> GSTR-1> NIL			🛛 English
8A, 8B, 8C, 8D - Nil Rated	Supplies		3
Item Details			
Description	Nil Rated Supplies (₹)	Exempted(Other than Nil rated/non- GST supply) (₹)	Non-GST Supplies (₹)
Intra-state supplies to registered person	₹0.00	I	₹0.00
Intra-state supplies to unregistered person	₹0.00	₹0.00	₹0.00
Inter-state supplies to registered person	₹0.00	₹0.00	₹0.00
Inter-state supplies to unregistered person	₹0.00	₹0.00	₹0.00
			ACK SAVE
13 - Documents Issue Total Docs C 1 0 Net Issued Docs 1 1 0	ed	sued page, and enter the deta	ails.
-	ns in the MS E Tally > Displa		
Computerised Accounting	g with Tally		Page 320

Manonmaniam Sundaranar University

- 3. F12: Configure: To view the export options for HSN/SAC details, enable Show HSN/SAC Summary?
- 4. Press Ctrl+E .
- 5. Select Excel (Spreadsheet) or CSV (Comma delimited) as the Format. Export HSN/SAC details even if UQC is not available? - Yes, to export transactions where UQCs are not available. For such transactions, you have to map the units of measurement of the stock items to related UQCs in the MS Excel or CSV file. For more details, click <u>here</u>.
 - Export HSN/SAC details not included for other reasons? Yes, to export transactions that are not included in the HSN/SAC Summary due to various reasons. You have to enter this data directly on the portal.
 - Allow Export of:
 - All Vouchers: Select this option to export all the transactions that have been already filed on the GST portal.
 - Only New Vouchers: Select this option to export the transactions that are not filed on GSTN portal. To avoid overwriting the existing files with the new transactions, use a different MS Excel file name.
- 6. Press Enter to export.

If you have selected the CSV format, Tally.ERP 9 will create separate CSV files for each table in GSTR-1. These files need to be imported into the **GST Offline Tool.**

Note: If \$ symbol appears in the data exported to MS Excel, generate your data in the CSV format. If you want to continue in the MS Excel format, go to the **Trust Center Settings** in MS Excel, and add the location where Tally.ERP 9 is installed on your computer. Click <u>here</u> for more information. For information regarding the mapping of unit of measurement (UOM) when

the UQC is not available, click here.

If the error Internal Error Report GSTR 1 Export File 41194-00004.cap appears, click here to view the cause and solution.

For more details on the information captured in each column of the e-return template, click <u>here</u>.

Import data and generate the JSON file

DIRECTO	RATE OF DISTANCE AND	CONTINUING EDUCATION
	Manonman	iam Sundaranar University
	e Tool. Ensure that you do ifline Tool. Click <u>here f</u> or mo	wnload and install the latest ore details.
STR Returns		- a ×
Goods and Services Tax Offline Tool		
Upload new invoice/other data for return	Open Downloaded Return file from GST portal OPEN	Open Downloaded Error file from GST portal OPEN
	• • •	
NEW button: To upload new invoice/other data for return. Taxpayer can upload invoice data as many times as needed.	Instructions OPEN button: To open return file downloaded from GST portal to accept, reject, modify and add missing invoice details.	OPEN button: To open error file downloaded from GST portal to correct the invoice data rejected by GST system.
	Overview	
has to be entered on the GST portal directly. GSTR-2: A. Missing Invoice (New and Saved) and Other details addition Registered Business to Registered Business (82B), Unregistered Pe	(AT), Advance Adjustments (ATADJ) and HSN Summary. The data f /Deletion rson to Registered Business (B2BUR), Import of Services (IMPS), Import Advances (AT), Advance Adjustments (ATADJ), Supplies from compositio on the portal and will be part of preview.	or sections Nil Rated/ other Exempted/ Non GST and Documents issued
Provide the required details, a	and click PROCEED .	– ø
File Returns		
GST Statement/Returns*	GSTIN of Supplier*	indicates required fields Financial Year
GSTR1 V	Aggregate Turnover in the preceding Financial Year •	2017-18 Aggregate Turnover- April to June, 2017
February 🗸	Enter Aggregate Turnover	Enter Aggregate Turnover
Is SEZ Taxpayer?* 🥥 Yes 💿 No		BACK PROCEED
Computerised Accounting wit	h Tally	Page 322

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University					
. Click IMPORT FILES					
GSTR Returns Goods and Services Tax Offline Tool	GSTR1		2017-18 Fe	ebruary	
IMPORT FILES DELETE ALL DATA CLEAR SECTION DATA VIEW SUMMARY					
Select Section* B2B Invoices - 4A, 4B, 4C, 6B, 6C V Q Search Invoices		• in	dicates required	d fields	
\$Receiver GSTIN/UIN* \$Receiver Name \$Invoice No.* \$Invoice Date* \$Total Invoice Of Supply Value(₹)*	Supply Type •	Invoice Type •	Reverse Aj Charge	pplicable % Tax Rate	
DD-MM-YYYY M Select V	~	Select 🗸		Select `	
Note: Please do not mention the E Commerce Tin while declaring your outward supplies in the worksheets b2b, b2cl, b2cs, b2ba, b2	cla, b2csa as the re	lated provisions are	not yet notifie	> ed.	
				ВАСК	
Click IMPORT EXCEL, and select your file					
STR Returns Goods and Services Tax Offline Tool	GSTR1			ebruary	
Lesset Bete Union Event and COV Instant					
Import Data Using Excel and CSV Import Import Returns - All sections in one Go				_	
IMPORT EXCEL					
Import Returns - One section at a time					
Select Section					
		BACK	VIEW SU	MMARY	
Note: If the tool shows a warning that some invoices c ignore it and proceed. This happens when you the given sections. To export the return details in the CSV format, s in Select Section under Return Import – One click Import CSV . You have to individually impor 6. Click YES on the warning message, and click VIE	do not l select th e sectic t files for	nave tra e name on at a r each se	nsaction of the time ection.	ons in e table , and	
			Γaυ	y c 323	

DIRECT	ORATE OF DISTANCE AN Manonma		ING EDUCATION aranar University
🦉 GSTR Returns			- 0
Goods and Services Tax Offline Tool		GSTR1	2017-18 February
Import Data Using Excel and CSV Import	(!)		
Import Returns - All sections in one Go	Warning		
IMPORT EXCEL	Are you sure you want to save data?		
Import Returns - One section at a time	NOYES		
Select Section			
Select	~		
			BACK VIEW SUMMARY

. Click GENERATE FILE.

The offline tool generates a JSON file that has to be uploaded on the GST portal.

Log in to the GST portal and file your GSTR-1 returns.

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Unit V Interest Calculations (Auto Mode): Activating Interest Calculations, Point of Sales, Budgets and Controls: Budget Masters and Configurations - Budget Reporting and Analysis, Cost Centers and Cost Categories: Cost Centers - Profit Centers, Purchase and Sales Reporting: Analyzing Purchase and Sales Register - Analyzing Debit and Credit Note - Overdue Payables and Receivables - Outstanding Reports and Printing, Stock Analysis and Reports: Stock Registers - Stock Valuation - Stock Transfer Report - Negative Stock Report - Record Physical Stock and Shortage - Stock Entry without Perpetual Inventory, Financial Reports: Trial Balance - Profit and Loss Account - Balance Sheet - Working Capital - Cash Flow and Fund Flow Statements, Printing Reports: Sales Invoice - Printing Payment and Receipt Vouchers - Printing Various Other Reports - Miscellaneous: Inserting Vouchers - Duplicating Entries - Split Company Data - Merge Tally Companies, Shortcut Keys

Interest Calculation

Interest is a legitimate return on money invested and chargeable in the business world on loans and also on delayed payments. Interest can be calculated on the basis of Simple or Compound Interest. With Tally.ERP 9 you can obtain reports on interest calculated based on the configurations made. Interest is calculated on outstanding receivables or payables.

Enable interest calculation

- 1. Click F11 > F1 (Accounting Features).
- 2. Set the option Activate interest calculation to Yes.
- 3. Press Ctrl+A to save the Company Operations Alteration.

Calculate interest in simple mode

Interest calculation on outstanding balances is allowed for any ledger account. Configure the interest rate and style of calculation in the ledger master to start calculating interest on outstanding amounts. Interest on outstanding balances can also be calculated <u>transaction-by-transaction</u>.

- 1. Go to Gateway of Tally > Accounts Info. > Ledgers > Alter (Single) > XY Bank (bank account)
- 2. Set Activate interest calculation? to Yes. The Interest Parameters screen appears.

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- 3. In the Calculate Interest Based On? Field select the Date Type, as required.
- 4. Set Include transaction date for interest calculation. This can be enabled For Amounts added and/ or For Amounts Deducted.
- 5. Enter the Rate of interest.
- 6. Select the **Interest Style**, as required. The rate of interest will be calculated on the basis of the interest style applied.
- Note: If the interest style selected is **365-day Year**, then the interest will be calculated for 365 days irrespective of the number of days in the calendar year. If **Calendar Year** is selected as the interest style, then the rate of interest will be calculated on 365 days or 366 days, depending on the number of days as per the calendar.
 - 7. Select required details in other fields of Ledger Creation screen.
 - 8. Press Ctrl+A to save.

Calculate interest transaction-by-transaction

Interest calculation can be done bill-by-bill for accounts grouped under **Sundry Debtors** and **Sundry Creditors**.

- 1. In the party ledger alteration screen, set Activate interest calculation? to Yes . The Interest Parameters screen appears.
- 2. Set Calculate Interest Transaction-by-transaction? to Yes .
- 3. Set **Override Parameters for each Transaction?** to **Yes** to change the parameters during voucher or invoice entry.
- 4. Enter the rate of interest in the field Rate .
- 5. Select the **Interest Style**, as required. The rate of interest will be calculated on the basis of the interest style applied.

Calculate interest in advanced mode

The advanced parameters are used when interest rates change periodically. Number of days, balance type, and applicable from date to be considered for interest calculation can be configured using advanced parameters.

Enable advanced parameters

1. Go to Gateway of Tally > F11: Features > Accounting Features

2. Set Activate interest calculation? to Yes .

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- 3. Set Use advanced parameters? to Yes .
- 4. Press **Ctrl+A** to accept the changes.

Set advanced configuration for a party

- 1. In the party ledger master set **Calculate Interest Transaction-by-Transaction?** to **Yes** to calculate interest for each transaction.
- 2. Set **Override Parameters for each Transaction?** to **Yes** to display the **Interest Parameters** screen while recording the transaction. The defined parameters can be modified during voucher entry.
- 3. Set Override advanced parameters? to Yes.
- 4. Enter the **Rate** of interest.
- 5. Select the **Interest Style**, as required. The rate of interest will be calculated on the basis of the interest style applied.
- 6. Select the balance on which the interest has to be calculated. Interest can be calculated on credit balance, debit balance or both credit and debit balances.
- Select the Applicability of the interest as required. If Past Due Date is selected, then the number of days after which interest has to be applied can be specified.
- 8. Select the date from which interest is applicable in the **Calculate from** field.
- 9. Select the rounding method applicable in the **Rounding** field. Select **Not Applicable** for saving values as is without rounding off.
- 10. Define multiple slabs with different rates and applicability.

The **Interest Parameters** screen with multiple slabs appears as shown below:

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Interest Parameters				
Calculate Interest Transaction-by-T Override Parameters for each Trans Override advanced parameters				
Rate : 5 % per 365-Day Year Applicability : Past Due Date by Rounding : ^J Not Applicable	on Debit Balances Only 10 days Calculate From : Date Specified During Entry			
Rate : 10 % per 365-Day Year Applicability : Past Due Date by Rounding : J Not Applicable	on Debit Balances Only 60 days Calculate From : Date Specified During Entry			
Rate : % per	on			

11. Press **Ctrl+A** to accept the configuration.

12. Press Ctrl+A to save the ledger.

In case of the above configuration, interest will be calculated at 5% starting from 10th day after due date and at 10% starting from 60th day after due date. Similarly, multiple slabs can be configured with different interest style, applicability, calculate from and rounding.

Calculate interest on Group

The **Group Interest Calculation** statement is a list of all accounts and subgroups belonging to the selected group that displays the current balance in each account or sub-group and the total interest.

1. Go to Gateway of Tally> Display > Statements of Accounts > Interest Calculations > Group

2. Select a Group, E.g. Loans (Liability)

DIRECTORATE OF DIS	TANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University
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Group Interest Calculations ABC Compan	ctri+M 🗵
Particulars	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation Cl. Balance Interest
Bank Loan Account	4,80,000 00 Cr 66,023.23 Cr
Grand Total	4.80,000.00 Cr 65,023.23 Cr
Group Interest Calculations ABC Compan	
Particulars	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation Cl. Balance Interest
Particulars	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation CI. Balance Interest
Particulars Bark Losn Account	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation C1. Balance Interest 4 (80,000.00 Cr 65 (023.23 Cr
Particulars	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation CI. Balance Interest
Particulars Bark Losn Account	Loans (Liability) ABC Company 1-Apr-2008 to 31-Mar-2009 Interest Calculation C1. Balance Interest 4 (80,000.00 Cr 65 (023.23 Cr

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3. Press Enter to drill down to the Ledger level Interest report.

Calculate interest on Ledger Balances

You can get a report on the Ledger balances for the interest calculated.

- 1. Go to Gateway of Tally > Display > Statements of Accounts > Interest Calculations > Ledger
- 2. Select an Account, for example, **Bank Loan Account.** The **Ledger Interest** report appears as shown below:

Ledger Interest Ledger : Bank Loan Account			ABC Compa 1-Apr-2008 to		
Balance	From:	To:	Total Days	Rate %	Interest
50,000.00 Cr 41,500.00 Cr 30,000.00 Cr 30,000.00 Cr	18-Apr-2008 1-Oct-2008	1-Oct-2008 31-Dec-2008	18 days 166 days 91 days 59 days	12 % 12 % 13.50 % 20 %	295.89 Cr 2,264.88 Cr 1,009.73 Cr 969.86 Cr
				Grand Total	4,540.36 Cr

View interest amount on invoices

You can calculate interest on each invoice for the period it is outstanding, wholly or partly. Transaction by transaction or bill-by-bill interest calculation is permitted for party accounts like accounts under the groups sundry debtors and sundry creditors. For interest calculation on each bill, Bill-wise details should be enabled for the company and the party.

The **Ledger Interest** report displays the interest calculated for the ledger selected. If a part of the amount is settled, then interest is calculated only on the amount pending to be repaid.

- 1. Go to Gateway of Tally > Display > Statements of Accounts > Interest Calculations > Ledger.
- 2. Select the required ledger. The Ledger Interest report appears as shown below:

D	IRECTORATE OF DISTANCE AND CONTINUIN	IG EDUCA
	Manonmaniam Sundar	anar Unive
edger Interest	ABC Company	Ctrl + M 🖾
edger : Shanthi Traders	1-Apr-201	5 to 4-Aug-2015
Date Ref. No.	Opening Pending Amount Amount	t Interest
Jun-2015 81	1,82,812.50 Dr 1,82,812.50 Dr	r 2,779.75 Dr
	1,82,812.50 Dr 1,82,812.60 D	r 2,779.75 Dr

1. Click **<u>F1</u>**: **Detailed** to view the calculation and period.

Ledger Intere				ABC C	ompany			Ctrl + M
Ledger : Sh	anthi Traders						1-Apr-2015 to	30-Aug-201
Date	Ref. No.					Opening Amount	Pending Amount	Interes
2-Jun-2015						1,82,812.50 Dr	1,82,812.50 Dr	4,081.98 (
	Dr 4-Jun-2015 15-Jun-201		5 % 10 %	275.47 Dr 3.806.51 Dr				
15-Jun-2015	Dr 15-Jun-2015 30-Aug-201 10-3	o 70 days	10 76	3,000.37 DF		15 750 00 Dr	15,750.00 Dr	174.76
	Dr 25-Jun-2015 15-Aug-201	5 51 days	5%	110.03 Dr		10,700.00 D1	10,700.00 01	174.701
15,750.00	Dr 15-Aug-2015 30-Aug-201	5 15 days	10 %	64.73 Dr				
23-Jun-2015						1,41,400.00 Dr	1,41,400.00 Dr	1,259.04
	Dr 3-Jul-2015 23-Aug-201 Dr 23-Aug-2015 30-Aug-201		5 % 10 %	987.86 Dr 271.18 Dr				
30-Jun-2015		/ aays	10 76	211.10 DF		1 01 000 00 04	1,01,000.00 Dr	705.62
	Dr 10-Jul-2015 30-Aug-201	5 51 days	5%	705.62 Dr		1,01,000.00 Dr	1,01,000.00 Dr	705.62
						4,40,962.50 Dr	4,40,962.50 Dr	6,221.40

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Ledger Interest ABC Company		сы + м 🖪
edger : Shanthi Traders	1-Apr-201	5 to 4-Aug-2015
Date Ref. No.	Opening Pending Amount Amoun	
Jun-2015 81	1,82,812.50 Dr 1,82,812.50 D	r 2,779.75 Dr
	1,82,812.50 Dr 1,82,812.50 D	r 2,779.75 Dr
	1,82,812.50 Dr 1,82,812.60 D	r 2,779.75 Dr
Note: In case if part of the amount is settled		
•		
remaining balance.		
remaining balance. Now check the interest amount due.		alculated on th
remaining balance. Now check the interest amount due.	, the interest is ca	
remaining balance. Now check the interest amount due.	, the interest is ca 1-Apr-2008 Opening Pending	Ctri + M E to 30-Sep-2008
remaining balance. Now check the interest amount due. edger Interest ABC Company edger: XYZ Agency Date Ref. No.	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending	Ctrl + M E to 30-Sep-2008
remaining balance. Now check the interest amount due. edger Interest ABC Company edger : XYZ Agency Date Ref. No. Apressos FUE/201 1,30,000.00 Cr 2:44ay-2008 30:Sep-2008 151 days 9 % 4,840.27 Cr	, the interest is ca 1-Apr-2008 Opening Pending Amount Amount 1,30,000 00 Cr 1,30,000.00 C	Ctrl + M E to 30-Sep-2008
remaining balance. Now check the interest amount due. edger Interest ABC Company edger : XYZ Agency Date Ref. No. ACC PUINTON AUXIONAL OF COMPANY AUXIONAL OF COMPANY AUX	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending 1,30,000.00 Cr 1,30,000.00 Cr 88,000.00 Cr 88,000.00 Cr	Ctrl + M to 30-Sep-2008 interest t 4,840.27 Cr 1,909.48 Cr
remaining balance. Now check the interest amount due. edger: XYZ Agency Date Ref. No. Aprecos EUE/01 1,30,000.00 Cr 2 May-2008 30 Sep-2008 151 days 9 % 4,840.27 Cr May-2008 PUR/02 88,000.00 Cr 4-Jul-2008 30 Sep-2008 88 days 9 % 1,909.48 Cr Marcos PUR/03 36,000.00 Cr 15-Jul-2008 30 Sep-2008 76 days 9 % 674.63 Cr	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending 1,30,000.00 Cr 1,30,000.00 Cr 36,000.00 Cr 35,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 4,840.27 Cr r 1,909.48 Cr r 674.63 Cr
remaining balance. Now check the interest amount due. edger: XYZ Agency Date Ref. No. Apreces EUE/01 1,30,000.00 Cr 2 Aday-2008 30-Sep-2008 151 days 9 % 4,840.27 Cr Maycoos PUR/02 88,000.00 Cr 4-Jul-2008 30-Sep-2008 88 days 9 % 1,909.48 Cr Amotos PUR/03 36,000.00 Cr 16-Jul-2008 30-Sep-2008 76 days 9 % 674.63 Cr	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending 1,30,000.00 Cr 1,30,000.00 Cr 88,000.00 Cr 88,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 4,840.27 Cr r 1,909.48 Cr r 674.63 Cr
remaining balance. Now check the interest amount due. ABC Company edger: XYZ Agency Date Ref. No. APF-5006 EUE/01 1,30,000.00 Cr 2:May-2008 30:Sep-2008 151 days 9 % 4.840.27 Cr Mary-2008 PUR/02 88,000.00 Cr 2:May-2008 30:Sep-2008 88 days 9 % 1,909.48 Cr Mary-2008 PUR/03 30:Sep-2008 76 days 9 % 674.63 Cr Jul-2008 PUR/04 9 % 674.63 Cr Jul-2008 PUR/04	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending 1,30,000.00 Cr 1,30,000.00 Cr 36,000.00 Cr 35,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 1,909.48 Cr 674.63 Cr 604.11 Cr
remaining balance. Now check the interest amount due. ABC Company edger: XYZ Agency Date Ref. No. APF-5006 EUE/01 1,30,000.00 Cr 2:May-2008 30:Sep-2008 151 days 9 % 4.840.27 Cr Mary-2008 PUR/02 88,000.00 Cr 2:May-2008 30:Sep-2008 88 days 9 % 1,909.48 Cr Mary-2008 PUR/03 30:Sep-2008 76 days 9 % 674.63 Cr Jul-2008 PUR/04 9 % 674.63 Cr Jul-2008 PUR/04	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending Amount 1,30,000 D0 Cr 1,30,000.00 Cr 36,000.00 Cr 36,000.00 Cr 36,000.00 Cr 70,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 1,909.48 Cr 674.63 Cr 604.11 Cr
remaining balance. Now check the interest amount due. ABC Company edger: XYZ Agency Date Ref. No. APF-5006 EUE/01 1,30,000.00 Cr 2:May-2008 30:Sep-2008 151 days 9 % 4.840.27 Cr Mary-2008 PUR/02 88,000.00 Cr 2:May-2008 30:Sep-2008 88 days 9 % 1,909.48 Cr Mary-2008 PUR/03 30:Sep-2008 76 days 9 % 674.63 Cr Jul-2008 PUR/04 9 % 674.63 Cr Jul-2008 PUR/04	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending Amount 1,30,000 D0 Cr 1,30,000.00 Cr 36,000.00 Cr 36,000.00 Cr 36,000.00 Cr 70,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 1,909.48 Cr 674.63 Cr 604.11 Cr
remaining balance. Now check the interest amount due. edger: XYZ Agency Date Ref. No. Apr-2006 RUE/03 88,000.00 Cr 4-Jul-2008 30-Sep-2008 151 days 9 % 4,840.27 Cr May 2008 PUR/02 88,000.00 Cr 4-Jul-2008 30-Sep-2008 88 days 9 % 1,909.48 Cr Jul-2008 PUR/03 36,000.00 Cr 15-Jul-2008 30-Sep-2008 88 days 9 % 674.63 Cr Jul-2008 PUR/03 36,000.00 Cr 25-Jul-2008 30-Sep-2008 35 days 9 % 604.11 Cr	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending Amount 1,30,000.00 Cr 1,30,000.00 Cr 36,000.00 Cr 35,000.00 Cr 36,000.00 Cr 70,000.00 Cr 3,24,000.00 Cr 3,24,000.00 Cr	Ctrl + M IX to 30-Sep-2008 Interest 1,909.48 Cr 674.63 Cr 604.11 Cr 8,028.49 Cr
remaining balance. Now check the interest amount due. edger Interest ABC Company edger : XYZ Agency Date Ref. No. Apress PUR/01 1,30,000.00 Cr 2:May 2008 30:Sep 2008 151 days 9 % 4.840.27 Cr May 2008 PUR/02 88,000.00 Cr 4:May 2008 30:Sep 2008 88 days 9 % 1,909.48 Cr Jun 2008 PUR/03 36,000.00 Cr 4:May 2008 30:Sep 2008 76 days 9 % 674.63 Cr Jun 2008 PUR/04	, the interest is ca 1-Apr-2008 Opening Pending Amount Pending Amount 1,30,000.00 Cr 1,30,000.00 Cr 36,000.00 Cr 35,000.00 Cr 36,000.00 Cr 70,000.00 Cr 3,24,000.00 Cr 3,24,000.00 Cr	Ctrl + M IX to 30-Sep-2008 Interest 1,909.48 Cr 674.63 Cr 604.11 Cr 8,028.49 Cr
remaining balance. Now check the interest amount due. edger: XYZ Agency Date Ref. No. Apreced RUE203 38,000.00 Cr 4-Jul 2008 30-Sep-2008 151 days 9 % 4,840.27 Cr May 2008 PUR/02 88,000.00 Cr 4-Jul 2008 30-Sep-2008 88 days 9 % 1,909.48 Cr Jul 2008 PUR/03 36,000.00 Cr 15-Jul 2008 30-Sep-2008 76 days 9 % 674.63 Cr Jul 2008 PUR/04 70,000.00 Cr 25-Jul 2008 30-Sep-2008 35 days 9 % 604.11 Cr	, the interest is ca <u>1-Apr-2008</u> <u>Opening Pending</u> <u>Amount Pending</u> <u>1,30,000.00 Cr 1,30,000.00 Cr</u> 36,000.00 Cr 35,000.00 Cr 36,000.00 Cr 3,24,000.00 Cr 3,24,000.00 Cr 3,24,000.00 Cr	Ctrl + M IX to 30-Sep-2008 Interest 1,909.48 Cr 604.11 Cr 8,028.49 Cr
remaining balance. Now check the interest amount due.	, the interest is ca <u>1-Apr-2008</u> <u>Opening Pending</u> <u>Amount Pending</u> <u>1,30,000 00 Cr 1,30,000.00 Cr</u> 36,000.00 Cr 35,000.00 Cr 36,000.00 Cr 3,24,000.00 Cr 3,24,000 00 Cr 3,24,000.00 Cr 3,24,000 00 Cr 3,24,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 1,909.48 Cr 604.11 Cr 604.11 Cr 8,028.49 Cr ty. a journal entry
And the interest amount due.	, the interest is ca <u>1-Apr-2008</u> <u>Opening Pending</u> <u>Amount Pending</u> <u>1,30,000 00 Cr 1,30,000.00 Cr</u> 36,000.00 Cr 35,000.00 Cr 36,000.00 Cr 3,24,000.00 Cr 3,24,000 00 Cr 3,24,000.00 Cr 3,24,000 00 Cr 3,24,000.00 Cr	Ctrl + M E to 30-Sep-2008 Interest 1,909.48 Cr 604.11 Cr 604.11 Cr 8,028.49 Cr ty. a journal entry

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Point of Sale

Point of Sale transaction may take place at a retail shop, a check-out counter in a shop or any similar location. The various POS equipment used in retail outlets are cash registers, card readers, and barcode scanners. In Tally.ERP 9, you can record a POS invoice in single or multiple payment modes, print it using a POS invoice printing device, and view the list of POS transactions in reports. You can also create a voucher class for POS, to automate ledger allocation in the invoice.

Record a POS Invoice

When you need to raise a bill for a POS transaction, you need to create a POS invoice voucher type in Tally.ERP 9 and use it to record transactions.

- 1. Open the voucher type screen and select the type of voucher.
 - a. Gateway of Tally > Inventory Info. > Voucher Types > Create.
 - b. Enter the Name for the voucher type, for example POS Invoice.
 - c. Set **Sales** as the **Type of Voucher.**
 - d. Provide the <u>voucher numbering</u> details as needed.
- 2. Enable the voucher type for POS transactions.
 - a. Set the option Use for POS invoicing to Yes.
 - b. Enter **Print Message 1** and **Print Message 2**, as required, to be printed at the bottom of the **POS invoice**.
 - c. Enter the Default Print Title, as required.

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Voucher Type Creation Name : POS Invoice	National Enterprises	
(alias) :		
General Select type of voucher : Sales	Printing Print voucher after saving ? Yes	Name of Class
Abbreviation : Sale Method of voucher numbering ? Automatic Use advanced configuration ? No Allow narration in voucher ? Yes	Use for POS invoicing ? Yes Message to print (1) : Thank You! Message to print (2) : Visit Again! Default title to print : POS Invoice	
Provide narrations for each ledger in voucher ? No Enable default accounting allocations ? No Set/Alter Default Accounting Entries ? No	Set/alter declaration ? No	
		Accept ? Yes or No

Accept the screen. As always, you can press **Ctrl+A** to save.

- 3. Open the POS invoice screen and provide the details of stock items.
 - a. Gateway of Tally > Accounting Vouchers > F8 (Sales) > POS Invoice .
 - b. You can set the Party A/c Name to Not Applicable when the buyer details are not known. If you know the buyer details, you can select the same.
 - c. Select the Sales ledger.
 - d. Select the stock item. By default, the **Quantity** appears as 1. You can press **Backspace** and change it, if needed.
 - e. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**.
- 4. Specify the payment details.
 - By default, **Cash** appears as the mode of payment. When you receive cash, enter the cash **Tendered.** The **Balance** amount, if any, will appear.

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Accounting Voucher Creation Nation POS Invoice No. 1	ol Enterprises			Ctrl + M × 4-May-2020
				Monday
Party A/c name: * Not Applicable Sales Ledger : Sales				
Name of Item	Qu	antity	Rate	per Amount
Stationery Kit			2,500.00	
Glass Art Showpiece		1 Nos	4,000.00	Nos 4,000.00 6,500.00
• End of List				
	_			6,500.00
Cash : Cash 6,500.00 Ca: Narration:	h tendered : 7,000.00 Balance :	500.00)	
Accept the screen. As always, yo Click here to see the possible F1				
6. Print the invoice.				
a. Press Alt+P .				
b. Press Alt+S (Select Printer) a	nd select the POS printe	٩r		
c. Press Alt+F (Print Format) and	a select the required for	nal.		
d. Press Enter to print.				

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National Enterprises					
POS Invoice					
Bill No. : 1		Time : 12:0	05 hrs		
Date : 4-5-2020					
SI Description	Qty	Rate	Amount		
Batch Mfg Dt.		Exp Dt.			
1 Stationery Kit	1	2,500.00	2500.00		
2 Glass Art	1	4,000.00	4000.00		
Showpiece					
Total			₹ 6500.00		
Cash :		6500.00			
Cash Tendered :		7000.00			
Balance :		500.00			
Total Paid		6500.00			
	1.32				
	ank Yo				
Vis	it Agai	n!			

You can print the POS invoice with the relevant information using the required paper size.

Record POS Invoice with Multiple Modes of Payment

You may want to select different payment modes while recording a POS invoice. In Tally.ERP 9, you can select multiple modes of payment.

- 1. Open the POS invoice screen and provide the details of stock items.
 - a. Gateway of Tally > Accounting Vouchers > F8 (Sales) > POS Invoice .
 - b. You can set the **Party A/c Name** to **Not Applicable** when the buyer details are not known. If you know the buyer details, you can select the same.
 - c. Select the Sales ledger.
 - d. Select the stock item. By default, the **Quantity** appears as 1. You can press **Backspace** and change it, if needed.
 - e. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**.

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2. Select the modes of payment and enter the amount.
 Press Ctrl+P (Multi Mode Pymt). The multi mode payment options
appear.
Gift Voucher - You can select only the ledgers created
under Sundry Debtors / Sundry Creditors . Select the gift
voucher ledger created under these groups.
Credit/Debit card and Cheque - Select the bank ledgers.
The Balance amount, if any, appears.
Accounting Voucher Creation National Enterprises Ctrl + M 😒
POS Invoice No. 1 4-May-2020 Monday
Party A/c name: Not Applicable Sales Ledger: Sales
Name of Item Quantity Rate per Amount
Stationery Kit 1 Box 2,500.00 Box 2,500.00 Class Ad Sharelland 4 Max 4 000 00 Max 4 000 00
Glass Art Showpiece 1 Nos 4,000.00 Nos 4,000.00 6,500.00
6,500.00
Gift vouchers : Amazon Gift Voucher 3,000.00 Credit/debit card : Bank Credit Card 2,750.00 Card no. : 12 00
Cheque : * Not Applicable Cash : Cash 750.00 Cash tendered : 1,000.00 Balance : 250.00 Narration: :
Accept the screen. As always, you can press Ctrl+A to save.
4. Print the invoice.
a. T he Voucher Printing screen appears.
If you want to print it later, you can press Esc to skip it. When you need to
print the POS invoice, open it in alteration mode and press Alt+P (Print).
b. Press Alt+S (Select Printer) and select the POS printer.
c. Press Alt+F (Print Format) and select the required format.

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				ստեսո <mark>է</mark> ստեստեստես		
National Enterprises						
	POS	ΙΝΥΟΙ	CE			
Bill No. : 1				9:15 hrs		
Date : 4-5-2	0000		inite . i	3.10113		
	020	Otu	Data	Amount		
SI Description		Qty	Rate	Amount		
	fg Dt.		Exp Dt.			
1 Stationery Kit		1	2,500.00	2500.00		
1 Stationery Kit 2 Glass Art Showpiece		1	4,000.00	4000.00		
Showpiece						
<u> </u>						
Total				₹6500.00		
Gift Voucher	1		3000.00			
Cr/Dr Card	1		2750.00	•		
Card No	: XXX	x xxxx	XXXX 1100			
Cash	1		750.00			
Cash Tendered	2		1000.00)		
Balance	:		250.00)		
Total Paid	-		6500.00			
-						

You can print the POS invoice with the required details.

Faster Data Entry for POS Invoice

The payments for POS invoices are generally made by cash, gift vouchers, cheques/drafts, or credit/debit cards. In Tally.ERP 9, you can create a voucher class for POS invoice with the required modes of payment. These payment modes will be prefilled in the invoice on selecting the voucher class. This will help you to quickly record a POS invoice with the required modes of payment.

In this section

- <u>Create POS Voucher Type with Voucher Class</u>
- <u>Record a POS Invoice with Voucher Class</u>

Create POS Voucher Type with Voucher Class

In Tally.ERP 9, you can create a voucher class with the required modes of payment, which can be used to quickly record the transactions.

1. Enter a name for POS invoice voucher class.

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- a. Gateway of Tally > Accounts Info. > Voucher Type > <u>Create</u> (create a POS invoice voucher type, if not available) or Alter (open the POS invoice voucher type if you had created it earlier).
- b. Enter a name for the voucher class under Name of Class .
- c. Press Enter to view the Voucher Type Class screen.
- 2. Define the voucher class details.
 - a. The options Gift Vouchers , Credit/Debit Card Payment , Cheque/DD , Cash will be enabled.
 - b. Select the ledgers for each.
 - Gift Vouchers Select the ledgers grouped under Sundry Debtors or Sundry Creditors .
 - Credit/Debit Card Payment Select the bank ledger grouped under Bank account or Bank OD/OCC.
 - Cheque/DD Select the bank ledger grouped under Bank account or Bank OD/OCC.
 - * Cash Select the ledger grouped under Cash-in-Hand .
 - c. Select the sales ledger to be prefilled in the invoice, and enter the percentage of allocation.
- **Note:** If you want to use this voucher class to calculate sale value inclusive of tax, you can enter a lesser percentage for sales ledger and allocate the remaining percentage for tax. For example, if the tax is 14%, you can enter the percentage for sale as 87.72% (which is (100*100)/114) and the remaining percentage (12.28% (which is 100*14)/114) for tax ledger.
 - d. Select any additional accounting ledgers to be pre-defined in the invoice, with the **Type of Calculation**. This is applicable only if you want to enter additional expenses, like transportation charges, which will be added to the item value.

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Mauchan Tura Class	Notional Paternalized	Ctrl + M
Voucher Type Class	National Enterprises Class: POS	Ctri + M 🗵
Name POS Invoice	Default Ledger Accounts for POS Invoice :	
(a-as) <u>General</u>	Enable Ledger Name Gift Vouchers : Yes Credit/Debit Card Payment: Yes VISA Card Cheque/DD : Yes Cash : Yes	
Select type of voucher Sales	Default Accounting Allocations for all items in Invoice (except for the items specified below)	
Abbreviation Sale	Ledger Name Percentage % Rounding Rounding Override using Method Limit Item Default ?	
Method of voucher numbering		
Use advanced configuration	Sales 100 % No Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice	
Allow nurration in voucher Provide narrations for each ledger in vo	Ledger Name Type of Calculation Value Rounding Method Rounding Remove Basis Limit if Zero ?	
Finable default accounting attacations Set/Alter Default Accounting Entries	• End of List	

3. Press Enter to return to the Voucher Type Alteration screen.

4. Accept the screen. As always, you can press **Ctrl+A** to save.

Record a POS Invoice with Voucher Class

Using the voucher class, you can record a POS invoice with the required modes of payment.

- 1. Open the POS invoice voucher type with voucher class.
 - a. Gateway of Tally > Accounting Vouchers > F8 (Sales).
 - b. Select the POS invoice voucher type > select the POS voucher class.

The modes of payment with the corresponding ledgers will appear.

- 2. Enter the transaction details.
 - a. You can set the **Party A/c Name** to **Not Applicable** when the buyer details are not known. If you know the buyer details, you can select the same.
 - b. Select the stock item. By default, the Quantity appears as 1. You can press Backspace and change it, if needed. The sales ledger selected in the voucher class will be allocate to the stock items.
 - c. The **Rate** will be auto-filled, if available for the stock item. However, you may choose to enter the **Rate**.
- 3. Enter the values against the applicable modes of payment.

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Accounting Manufactor Co		Mational Estamation				C1-1 - 11 1
Accounting Voucher Cro POS Invoice No. 2		National Enterprises Voucher class: POS				Ctrl + M 🔀 15-May-2020
Party A/c name: + Not App	plicable					Friday
Name of Item				Quantity	Rate per	Amount
Stationery Kit				1 Box	2,500.00 Box	2,500.00
Glass Art Showpiece				2 Nos	4,000.00 Nos	8,000.00
						10,500.00
						10,500.00
Gift vouchers : Credit/debit card :	Amazon Gift Voucher VISA Card	2,500.00 7,970.00 Card no. : 1	20011001111			
Cheque Cash	HDFC Bank Cash	30.00 Cash tendered :		Balance : 20.0	0	
Narration:					-	
ν	Vhat vou see o	on the screen d	an varv	, based on	vour c	hoices.
	•	o change the opti	•		-	
		o change the opti			63) 10 61	
disable	features.					
4. Accept t	the screen. As al	lways, you can pre	ess Ctrl+	A to save.		
Note: You ca	an record POS i	nvoices with diffe	erent actu	ual and bille	ed quant	ities bv
				_		billed
enabling		-	arate	actual	and	billed
quantit	ies in F11 (Featu	ures) > F2 (Invent	ory).			
POS Registe	er					
POS Registe	er lists all the F	POS invoices. Yo	ou can c	drill down fr	om eacl	n POS
U					0111 0401	
Invoice to vie	ew the invoice de	talis.				
1. Gatewa	y of Tally > Dis	play > Accounts	Books >	POS Regis	ster.	
POS Register List of All POS Vouchers		National Enterprises		1 Apr 20	Ctrl + M 19 to 8-Apr-2019	
Date Vch Type	Vch No.	Gift Vouchers	Credit/Debit Card Pymt	Cheque Cas		-
1-4-2019 POS Invoice	1	Voiciters	27,250.00		27,250.00	
3-4-2019 POS Invoice 4-4-2019 POS Invoice	2		32,000.00	15,000.00 4,300.0		1
5-4-2019 POS Invoice 8-4-2019 POS Invoice	4	5,500.00 3,500.00	15,000.00	18,000.00 1,820.0 10,000.00 471.2	40,320.00	
				10.000 00		
	Total:	9,000.00	1,06,640.00	43,000.00 6,591.2	1,65,231.20	

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Note: The POS Register will be available only if the option Use for POS Invoicing is enabled in the POS Voucher Type, and at least one transaction has been recorded.

- 2. Press Alt+F1 (Detailed) to view the report in detailed mode.
- 3. Press F12 (Configure) and set the options as needed.

Click here to see the possible F12 configurations for POS Register.

Descriptions	
Display the transaction details based on accounting groups and ledgers, with corresponding debit and credit values.	
Display only the transaction details based on stock groups and stock items, with corresponding Inward Qty , Rate and Amount .	
Invokes the Columnar Register Alteration screen, where you can set the options as needed and view the report with the voucher details in separate columns.	
Display the Gross Profit and Cost columns, with percentage of profit and the calculation of the cost of stock item.	
Display the Cost based on the stock valuation method selected in the stock item. This option can be enabled only if Show Gross Profit estimates is set to Yes .	
Display the report in a detailed or condensed view.	
Display the narration entered in the POS invoice.	
Display the stock item quantity, rate and value.	

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Show additional description for stock items	Display the additional description entered for stock items in the POS invoice.
Appearance of Stock Item Names	Display the stock items by selecting the required Display Name Style .
Appearance of Names	Display the party/bank ledger names by selecting the required Display Name Style .
Sorting Method	Display the stock items based on the required Sorting Methods .
 For example, if 	f you set Show inventory details to Yes , you can

view the List of All POS Vouchers with inventory details.

4. Press Alt+F12 (Range Filter) to filter the POS invoices based on a range of parameters, such as party name, buyers name, cost centre, cost category and so on.

	tange of Information in Report only those lines that satisfy the below con	nditions)
Voucher	having	
	Particulars Actual Oty Attendance Types Batch Name Billed Qty Bill Name Buyer Name Cost Category Cost Centres Date Employees Employees Employees Excise Book Name Excise Serial Number Favouring Name Godown Name Instrument Amount Instrument Date	
Total:	15 more (

You can view all the POS transactions in the POS Register .

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Budget Management

What is Budget Management?

Budget management is an effective tool for organisations to better manage their expenses and costs. It is traditionally the domain of financial managers and controllers, but certainly as important for procurement management.

Business organisations determine how much financial scope is available for expenditure based on budgets making it an indirect factor for quality. And thereby making an accurate estimate of costs to be allocated by budget holders organisations are able to control expenditures and not be faced with any surprises.

Benefits of Budget Management for Businesses

- Contributes towards better cash management.
- Helps control financial results.
- Increases financial clout and performance measurement.
- Enhances cost awareness within organisations.

Four Keys to a Successful Budget Management Application

Key No.	Name of the key	Explanation
Key No. 1:	Building a forecast and	Before imposing any budget, we need to
	budget for the year.	first set one up in its most basic form. i.e.,
		to figure out what the costs should look
		like based on expected revenue.
Key No. 2:	To make sure accurate	Understanding actual spending is only
	book keeping	doable if the transactional data behind the
		scenes is recorded correctly.
		It becomes important to make sure that
		the <u>bookkeeper</u> is on the same page with
		regard to the transactions and the
		appropriate account charts they fall into. It
		can be accounts of costs that were
		incurred by a specific department or
		group.
		Say, if you take a client out to lunch to

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		close a deal, then this should be
		categorized as a sales expense. Similarly
		if you buy lunch for employees in the
		office, then this would fall under
		meals/entertainment in your operations
		budget.
		The bookkeeper needs to classify these
		types of transactions differently and
		consistently. Otherwise, we will not be
		able to accurately track spending per
		department, resulting in inaccuracies and
		misinformed decisions.
Key No. 3:	Tracking of actuals Vs.	In order to enforce budgets, we need an
	Budgets	easy way to track each department's
		actual spending's versus planned
		spending. It becomes important here to
		not complicate this process.
		There are numerous amount of robust
		systems to help with this; however, those
		systems are usually not necessary for
		many small- or mid-sized companies
		because they are very process-intensive
		and expensive.
		The requirement is to build a system that
		is easy to maintain, and simple to enforce
		such as Tally.ERP 9.
Key No. 4:	Setting up of time	It is important to complete the financials
	periods to set the	before setting up the budget for any given
	Budgets	time period.
		We can't hold departments accountable
		for their budgets when we haven't
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completed the books for that time period. If the plan is to close out the books every quarter, then asking the departments to set a monthly budget is unfair: because their financials are not in place for them to make a proper estimate.

How to Enable Budgets in Tally.ERP 9?

To enable Budgets in Tally.ERP 9:

Step 1: Gateway of Tally > F11: Features (Accounting Features)

Step 2: Set 'Maintain Budgets and Controls' to 'Yes'

How to Create Budgets in Tally.ERP 9?

With Tally, we can create Budgets for an individual ledger account, groups of ledger accounts and <u>Cost Centers</u> or for all of them. Let's say that, we can create budgets for traveling, advertisement, operations etc.,

To follow the steps below to create Budgets in Tally.ERP 9:

Computarized A	ecoupting with Tally Dage 346
	For Ledger Budget:
	Step 5: Accept the screen.
	Step 4: Enter budget 'Amount'
	Step 3: Select the appropriate 'Type of Budget'
	'Account Name'
	Step 2: In 'Group Budgets' screen, select the required Group in
	'Enter'
	Step 1: Set 'Yes' under 'Group' in 'Set/ Alter Budgets of' > Press
	Budget as shown below:
	Let us that we want to track all expenses; we can create Financial
Step 6:	For Group Budget: -
Step 5:	Specify the 'Period of Budget' in 'From:' and 'To:'
Step 4:	Select 'Primary' in 'Under'
Step 3:	Enter budget name in the 'Name' field.
Step 2:	Select 'Create' > Press 'Enter'
Step 1:	Gateway of Tally > Accounts Info. > Budgets

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Step 1: Set 'Yes' under 'Ledger' in 'Set/ Alter Budgets of' > Press 'Enter'

Step 2: In 'Ledger Budgets' screen, select the required Group in 'Account Name'

Step 3: Select the appropriate 'Type of Budget'

Step 4: Enter budget 'Amount'

Step 5: Accept the screen.

For Cost Centre:

Step 1: Set 'Yes' under 'Cost Centers' in 'Set/ Alter Budgets of' > Press 'Enter'

Step 2: In 'Cost Centre Budget' screen, select the required Cost Centres and enter 'Expenses' for each Cost Centre (Income and Closing Balance can also be entered if required)

How to Alter or Delete a Budget in Tally.ERP 9?

In <u>Tally.ERP 9</u>, we can make changes to Budgets as per our requirement. To do these we have to follow the steps listed below :

Step 1: Gateway of Tally > Accounts Info. > Budgets > Alter and;

Step 2: To press 'Alt + D' on the budget alteration screen to delete the budget.

How Tally Displays the Budget and Variances in it's Budget Management Report

Once a budget is created, it can then be displayed in the new columns in financial statements such as Balance Sheet, Profit & Loss Account etc. Users of information can use this handy feature to compare budgeted figures against the actual figures.

Let us include the created Group Budgets in Trial Balance and view the variance.

Step 1: Gateway of Tally > Display > Trial Balance

Step 2: Press 'Alt + B' or click on 'B: Budget Variance'

Step 3: On the Variance Analysis screen, select the appropriate Budgets > Press 'Enter'

Now, the report has columns for Group Budget, Actuals, and Budget Variance to display and to make comparison and calculate the variances under each budget item head.

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Create Budgets for Cost Centres

The purpose of a budget is to control expenditure. You can create multiple budgets in Tally.ERP 9, each for a specific purposes. If cost centres are enabled for the company, then budgets can be created for cost centres.

1. Go to Gateway of Tally > Accounts Info . > Budgets > Create .

- 2. In the **Budget Creation** screen, enter a **Name** for your budget.
- 3. Enable budgets for groups, and ledgers if required.

Budget Creat	ion			ABC Co
Name	Name : Corporate Budget			
Under	: Primary			
Perio	d of Budget	Set	t / Alter Budg	ets of
Perio From:	d of Budget To:	Set Groups	t / Alter Budg Ledgers	ets of Cost Centres

- 4. Set the option Cost Centres to Yes to view the Cost Centre Budget screen.
- 5. Enter a budget figure in **Expenses** for the cost centre.
- 6. Enter a budget figure in **Income** for the cost centre.
- 7. Enter Closing Balance .

The Cost Centre Budget screen appears as shown below:

	ABC Company			
Cost Centre Budgets Under 'Corporate Budget' (From 1-Apr-2008 to 3-Apr-2008)				
Cost Centre	Expenses	Income	Closing Balance	
Financial Department Marketing Department	15,000.00 25,000.00	5,000.00 4,000.00	10,000.00 21,000.00	

Press Enter .

9. Press Enter to save the budgets created.

Purchase and Sales Ledgers

Purchase or sales ledgers are required for trading, repacking or in manufacturing products. Sales and purchase account groups are revenue accounts and are used in the profit and loss account.

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- 1. Go to Gateway of Tally > Accounts Info. > Ledgers > Create .
- 2. Group it under **Purchase Accounts** for purchases or **Sales Accounts** for sales.
- 3. Select **Yes** for the option **Inventory values are affected?** if your company maintains accounts with inventory.

The **Ledger Creation** screen appears as shown below:

Ledger Creation	A	BC Company		Ctrl + M 🛛
Name : Purchases				Total Opening Balance
		1	Mailing Details	
Under	: Purchase Accounts	Name		
		Address	1	
Inventory values are affected	? Yes			
		Provide bank details	: No	
			Tax Registration Details	
		PAN/IT No.	Tax registration becans	
				Accept ?
	Opening Balance	(on 1-Apr-2016) :		Yes or No

Note: You can link inventory with accounts like customs duty, or direct expenses related to purchases such as freight inwards.

To get the options for cost centre and interest calculation in the **Ledger Creation** screen, you have to enable the following options in set the option in **F11: Features > Accounting Features** :

- Set Maintain cost centres to Yes. In the ledger master, set the option Cost centers are applicable? to Yes i f any of the transactions need to be allocated to any particular cost center.
- Set Activate interest calculation to Yes to enable interest calculation automatically based on the interest rate and style of calculation specified.
- Set **Use advanced parameters** to **Yes** to enable the advanced parameters for interest rates that change from time to time.

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Analyzing the Purchase and Sales Register in Tally.ERP 9

Analyzing the Purchase and Sales Register in Tally.ERP 9 involves reviewing the recorded transactions related to purchases and sales in the software. This analysis can provide valuable insights into your business's financial health, inventory management, and sales performance. Here's how you can approach the analysis:

Transaction Volume and Value: Start by examining the total number of purchase and sales transactions recorded in the register during a specific period. Compare the transaction volume and value to previous periods to identify any trends or significant changes.

Inventory Levels: Analyze how purchases and sales transactions have affected your inventory levels. Look at the opening and closing stock quantities to determine if your inventory is being managed efficiently. High levels of unsold stock could indicate overstocking, while low levels could indicate potential stockouts.

Purchase Analysis:

Supplier Performance: Identify your top suppliers based on the total value of purchases. Evaluate their performance in terms of timely deliveries, quality of goods, and pricing.

Purchase Patterns: Analyze the frequency of purchases from different suppliers. Are there regular purchases or sporadic ones? This can help in negotiating better terms with suppliers.

Purchase Returns: Examine the number and value of goods returned to suppliers. This could indicate issues with product quality or incorrect orders.

Sales Analysis:

Customer Analysis: Identify your top customers based on the total value of sales. Evaluate their payment patterns, creditworthiness, and overall contribution to your business.

Sales Patterns: Analyze the seasonality or trends in your sales data. Identify peak periods and slow periods to better plan your operations.

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Sales Returns: Examine the number and value of products returned by customers. This could highlight product quality issues or customer dissatisfaction.

Gross Profit Margin: Calculate the gross profit margin by subtracting the cost of goods sold (COGS) from total sales revenue and expressing it as a percentage. This helps you understand the profitability of your sales after accounting for direct costs.

Profitability Analysis: Compare the gross profit generated from sales to the total expenses incurred, including operational expenses and overheads. This analysis gives you insights into your overall profitability.

Debtors and Creditors Analysis:

Aging Analysis: Review the aging of outstanding customer invoices (accounts receivable) and supplier invoices (accounts payable). This helps in managing cash flow and identifying potential collection or payment issues.

Credit Terms: Analyze the average credit period you provide to customers and the credit period you receive from suppliers. Adjust these terms based on your business needs.

Discounts and Offers: Study the impact of discounts, promotions, and offers on sales and purchases. Assess whether these strategies are effectively driving business growth.

Cash Flow Impact: Analyze how purchases and sales are affecting your cash flow. Understand the timing of cash inflows and outflows to ensure you have enough liquidity to meet your obligations.

Key Performance Indicators (KPIs): Define and track relevant KPIs such as inventory turnover ratio, debtor turnover ratio, creditor turnover ratio, and sales growth rate to measure the overall health and performance of your business.

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Debit and Credit Notes

Debit and Credit Notes are important accounting documents used to record adjustments to financial transactions. In Tally ERP 9, a popular accounting software, you can easily create and manage Debit and Credit Notes. Let's dive into how to analyze and use them:

Debit Note:

A Debit Note is issued by a buyer to a seller when they need to request an increase in the amount of goods returned or a decrease in the invoice amount due to various reasons, such as damaged goods, incorrect pricing, or quantity discrepancies.

To create a Debit Note in Tally ERP 9:

Go to Gateway of Tally.

Select "Accounting Vouchers."

Choose "Debit Note" from the list of voucher types.

Fill in the necessary details such as the party's name, ledger account, item details, quantity, rate, and reasons for the Debit Note.

Credit Note:

A Credit Note, on the other hand, is issued by a seller to a buyer to reduce the amount payable due to adjustments in the transaction, such as overcharged amounts or goods returned by the buyer.

To create a Credit Note in Tally ERP 9:

Go to Gateway of Tally.

Select "Accounting Vouchers."

Choose "Credit Note" from the list of voucher types.

Enter the relevant details like the party's name, ledger account, item details, quantity, rate, and reasons for the Credit Note.

Analyzing Debit and Credit Notes:

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Transaction Reconciliation: Debit and Credit Notes help in reconciling transactions by providing a clear record of adjustments made to invoices or bills.

Financial Reporting: Debit and Credit Notes impact financial statements. Debit Notes might affect accounts payable, while Credit Notes could affect accounts receivable. Analyzing these notes provides insights into changes in financial positions.

Inventory Management: Debit Notes might be related to returned goods, impacting inventory levels. Credit Notes can indicate goods returned to the supplier.

Tax Compliance: Debit and Credit Notes might impact tax calculations. Analyzing them helps ensure accurate tax reporting.

Vendor/Client Relationships: Frequent use of Debit and Credit Notes might indicate issues in vendor-client relationships, requiring further analysis and resolution.

Audit and Accountability: Analyzing these notes ensures that financial records are accurate and transparent, which is crucial for audits and maintaining accountability.

Cash Flow Management: Debit and Credit Notes can influence cash flow. Analyzing them helps in understanding how adjustments affect the company's cash position.

Operational Efficiency: Patterns in Debit and Credit Notes might reveal operational inefficiencies or quality control problems, prompting corrective actions.

In Tally.ERP 9, which is accounting software widely used for managing financial transactions and records, you can manage overdue payables and receivables using the following steps:

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Overdue Payables:

Create Purchase Vouchers: Whenever you make purchases from your suppliers, create purchase vouchers in Tally.ERP 9. Make sure you enter the due date for payment in the voucher.

View Outstanding Reports: To see the list of outstanding payables, go to Display - > Statements of Accounts -> Outstandings -> Payables. This report will show you the details of your pending payments, including due dates.

View Ageing Analysis: Tally.ERP 9 also provides an Ageing Analysis report that categorizes payables based on the number of days overdue. You can access it by going to Display -> Statements of Accounts -> Outstandings -> Ageing Analysis.

Overdue Receivables:

Create Sales Vouchers: When you make sales to your customers, create sales vouchers in Tally.ERP 9. Enter the due date for the receipts.

View Outstanding Reports: To see the list of outstanding receivables, go to Display -> Statements of Accounts -> Outstandings -> Receivables. This report will display the details of pending receipts along with due dates.

View Ageing Analysis: Similar to payables, you can access the Ageing Analysis report for receivables as well. Go to Display -> Statements of Accounts -> Outstandings -> Ageing Analysis.

Reminder Letters: Tally.ERP 9 allows you to generate reminder letters for overdue receivables. You can use the Mailing feature to send automated reminders to your customers.

	DIRECTORATE O	F DISTANCE ANI	D CONTINUING ED	UCATION
		Manonma	niam Sundaranar (University
Overdue R	eceivables Report			
View Over	due Receivables report			
• Go	to Gateway of Tally	> Display > Exc	eption Reports >	Overdue
Re	ceivables			
Bills Outstanding Bills Receivable	AB	C Company	Ctrl - 1-Apr-2008 to 30-Sep	-2008
Date Ref. No.	Partys' Name		Pending Due on (
1-4ar-2008 2	Customer - Bangalore		2,500.00 1-Ar-2008	182
2-May-2008 4 26-Jun-2008 5 26-Jun-2008 4	Customer-Chennai Customer - Bangalore Customer -Delhi		10,250.00 2-May-2008 6,500.00 26-Jun-2008 10,000.00 26-Jun-2008	151 96 96
	Customer -Denn		10,000.00 2010/200	50
			29,250.00	
	Date: The date of Invo			
	Ref No. : Invoice numb			
	Party's Name: The na		rom whom bills are	due as of
	the specified period is	displayed here.		
	Pending Amount: Th	e amount which	is pending/due as	on period
	specified will be display	/ed.		
\triangleright	Due on: The due date	of receipt of the a	mount will be display	yed.
\triangleright	Overdue by days: A	ccording to the p	period specified, O	verdue by
	days will be displayed	By default it will	l calculate overdue	days from
	the date of 'Due On'.			
Configurat	on options in Overdue F	eceivables report		
• Pre	ss F12: Configuration	and set 'Include	Post-Dated Tran	sactions',
'S	now Opening Amount'	to Yes.		
Computerise	d Accounting with Tally			Page 355

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University Configuration Include Post-Dated Transactions ? Yes_ Show Opening Amount ? Yes Show overdue using Bill Date ? No Range of Bills to show : Overdue Bills Show Qty Info in Detailed Format ? Yes : Name Only Appearance of Names : Default Sorting Method **Bills Outstan** Ctrl+M 🛛 ARC Compar 1-Apr-2008 to 30-Sep-2008 **Bills Receivable** Date Ref. No. Partys' Name Opening Pending Post-Datea Final Balance Amount Amount Amount 1-Apr-2008 2 Customer - Bangalore 1,500.00 Cr 2,500.00 2,500.00 Dr 10,250,000 Dr 10,250,000 2,000,00 Cr 8,250,00 Dr 6,500,00 Dr 6,500,00 6,500,00 Dr 10,000,00 Dr 10,000,00 Dr 2-May-2008 4 26-Jun-2008 5 Customer-Chennal Customer - Bangalore 26-Jun-2008 4 Customer - Delhi 25,250.00 Dr 29,250.00 2,000.00 Cr 27,250.00 Dr **Opening Amount:** The total amount of bills which are due against a party will be displayed here. For example, in the above screen, for customer-

• Pending Amount: The amount which is due from the party will be displayed here. For ex: out of total amount of bill, i.e., Rs. 5,000/-, if the

Bangalore, total Invoice amount is raised for Rs. 5,000/-.

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party pays Rs. 1,000/-, then Rs. 4,000/- (5000-1000) will be displayed under pending amount.

- Post-Dated Amount: In the above screen, the period is selected from 1st April 2008 to 30th September 2008. On 2nd May 2008, Customer-Chennai is having Pending Amount of Rs. 10,250/- but customer-Chennai has given the Post-Dated cheque for Rs. 2,000/-, i.e., cheque dated after 30th September 2008. And if you wish to view the details of this customer with Final Balance (Pending Amount – Post-Dated Amount) as on 30th September 2008, you need to enable 'Include Post-Dated Transactions' in F12:Configuration.
- Show overdue using Bill Date: In F12: Configuration screen set Show overdue using Bill Date to Yes.

Configuration	
Include Post-Dated Transactions	? No
Show Opening Amount	? No
Show overdue using Bill Date	? Yes_
Range of Bills to show Show Qty Info in Detailed Format	: Overdue Bills ? Yes
Appearance of Names	: Name Only
Sorting Method	: Default

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION					
		Manonmaniam Sundaranar University			
Bills Outstanding	ABC C	empany Ctrl+M 🗵			
Bills Receivable		1-Apr-2008 to 30-Sep-2008			
Date Ref. No.	Partys' Name	Pending Due on Aged Bil Amount in Days			
1-Apr-2008 2	Customer - Bangalore	2,500.00 1-Apr-2008 /82			
2-May-2008 4 26-Jun-2008 5 26-Jun-2008 4	Customer-Chennai Customer - Bangalore Customer -Delhi	10,250.00 2/May-2008 / 57 6,500.00 26-Jun-2008 96 10,000.00 26-Jun-2008 96			
		29,250.00			
	When you enable 'Show o y	verdue using Bill Date', you can view the			
	ageing days due by 'Bill date'.				
	For example, in the above screen. Bill Date is on 01.04.2008 and Due on date is on 01.05.2008, when you set the option 'Show overdue using Bill				
	Date' to Yes, it will calculate the 'Age of Bill in Days' from the date of Bill				
	not from the due on date.				
• F	• F4: Payable: This is the button to toggle to view the due of bills Payable				
and Receivable. If you wish to view the bills payable from this screen, then					
	press F4: Payable button.				
Bills Outstanding	ABC C	ompany Ctrl + M 🗵			
Bills Receivable Date Ref. No.	Partys' Name	1-Apr-2008 to 30-Sep-2008 Pending Due on Aped SM			
		Amount in Days			
1-Apr-2006 2 2-May-2008 4 26-Jun-2008 5 26-Jun-2008 4	Customer - Bangalore Customer-Chennai Customer - Bangalore Customer -Delhi	2,500.00 1-Apr-2008 152 10,250.00 2-May-2008 151 6,500.00 26-Jun-2008 96 10,000.00 26-Jun-2008 96			
When you enable 'Show overdue using Bill Date' , you can view the					
i	ageing days due by 'Bill date	,			
Computeri	sed Accounting with Tally	Page 358			

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For example, in the above screen. Bill Date is on 01.04.2008 and Due on date is on 01.05.2008, when you set the option 'Show overdue using Bill Date' to Yes, it will calculate the 'Age of Bill in Days' from the date of Bill not from the due on date.

F4: Payable: This is the button to toggle to view the due of bills Payable and Receivable. If you wish to view the bills payable from this screen, then press **F4: Payable** button.

ABC Company	Ctrl + M 🔛
	1-Apr-2008 to 30-Sep-2008
Partys' Name	Pending Due on Aged 84
	Amount in Days
Customer - Bangalore	2,500.00 1-Apr-2008 182
Customer-Chennai	10,250.00 2-May-2008 151
Customer - Bangalore	6,500.00 26-Jun-2008 96
Customer -Delhi	10,000.00 26-Jun-2008 96
	Partys' Name Customer - Bangalore Customer-Chennai Customer - Bangalore

F6: Age wise : Press F6 button to view the report – Ageing by Bill date or Ageing by Due Date .

Ageing	Ageing Methods	
Method of Ageing	Ageing by Bill Date	Ageing by Bill Date Ageing by Due Date

Physical stock voucher is used to record the quantity of actual stock of a particular stock item. Sometimes, when you count or map your stocks manually, you may find that your stock summary showcased in TallyPrime is not matching with your physical stock. This situation might occurs, when you forget to enter sales or purchase transaction or you have started using TallyPrime in the middle of the financial year. You need to correct your stock summary, so that the error gets rectified and the accurate fact gets reflected in your stock summary. But, even before the investigation is done and correction is made, you can pass a physical stock journal in TallyPrime to correct the count of your stock to avoid any future mistake. Now TallyPrime, will accept the value that you have entered for the particular stock item and will balance the stock by either accepting the difference value as inward or outward entry of your particular stock item.

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This physical stock register in TallyPrime summarises the stock adjustments made during the reporting period. An analysis of the stock recorded in the register gives you an insight into the causes of discrepancies to ensure that timely action is taken. In the inventory books, the actual balance of stock in hand as on the date of voucher entry is shown and the difference in stock is automatically added as inwards or outwards as the case may be. The cause of discrepancy can be recorded in the narration field of the physical stock journal voucher.

Physical Stock Register showcase the total stock adjustments made during a particular period. An analysis of the total number of physical stock vouchers recorded in the register for a particular month can give you an insight into the discrepancies and you can take timely action.

 Press Alt+G (Go To) > type or select Physical Stock Register> and press Enter.

Alternatively, Gateway of Tally > Display More Reports > Inventory Books > Physical Stock Register.

9	National Enterprises	4
	Go To	
Wa	Physical Stock Register	
List of R	eports	
		Create Voucher Create Master Alter Master Expand All Show More
Register		
	I Stock Register	
Monthly	Physical Stock Register	

Physical stock register displays a list, showing the number of vouchers in each month.

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Physical Stock Register	National Enterprises	× F2:Pe	d	L
	Physical Stock National Enterprise		bany	
Particulars	1-Apr-20 to 31-Mar-2		her Type	
	Transactions		nei rype	
	Total Vouchers (canc	elled)		
		F5		
April	1	F6: Mo	hly	¢
May	1			-
June July	7	F7		
August		F8		
September	1	F9		
October	1			
November December	1	F10		
January	2			
February	1	B: Bas	of Values	
March	f		e View	
			14. W1460-112	2
		j:Exc Rep	tion	
		Rep	2	
		C: Nev	Column	
		A: Alte	Column	
		D: Del	Column	
		N: Aut	Column	
Grand Total	13	F12: C	figure	<

By accessing Vouchers, you can press **Ctrl+F7** for (Physical Stock) to view and analyse the differences between the Stock in Books and Physical Stocks.

- 1. Record a Physical Stock Voucher.
- a. Press Alt+G (Go To) > Create Voucher > press Ctrl+F7 (Physical Stock).

Alternatively, **Gateway of Tally > Vouchers >** press **Ctrl+F7** (Physical Stock).

- b. Enter the physical stock details as a post-dated entry and accept the voucher.
- 2. Compare between Physical stock and stock in books.
- a. Press Alt+G (Go To) > type or select Stock Summary > and press Enter.
- b. Press Alt+C (New Column). The Column Details screen is displayed.
- c. Enter the date provided in the physical stock transaction in the From & To field.
- d. Press Ctrl+A to accept. A new column is added in Stock
 Summary report displaying the post-dated entries.
- 3. Export the report.
- a. In the Stock Summary report, press Ctrl+E (Export).

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- b. Select Excel (Spreadsheet) in Format field.
- c. Press Ctrl+A to accept and export the report.
- 4. Open the Excel file.
- Define a formula in the Excel sheet to calculate the difference. For example, assume that the physical stock is in column A and book value in column B. The difference can be calculated in column C by defining =a1-b1 in column D.

In Tally.ERP 9, a perpetual inventory system is a method of managing inventory where inventory quantities and values are updated in real-time as transactions occur. However, if you are not using the perpetual inventory system and want to make a stock entry, you can follow these steps:

Go to Gateway of Tally: Open Tally.ERP 9 and navigate to the Gateway of Tally.

Select the Voucher Type: Depending on the type of stock entry you want to make, select the appropriate voucher type. Common voucher types for stock entries include "Purchase," "Sales," "Receipt," "Delivery Note," etc. For this example, let's consider a "Purchase" entry.

Create a New Voucher: Click on the voucher type you want to use (e.g., "Purchase"). This will open a new voucher entry screen.

Enter Details: Enter the necessary details for the voucher. This will typically include the supplier's name, date of the transaction, and other relevant information.

Enter Stock Items: In the voucher entry screen, you will see a section to enter stock items. Here, you can enter details like the stock item's name, quantity, rate, and amount. You can add multiple stock items if needed.

Save the Voucher: Once you have entered all the relevant details, save the voucher by pressing "Ctrl+A" or using the relevant option in the menu.

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Repeat as Needed: Repeat the above steps for any other stock entries you need to make.

It's important to note that without using the perpetual inventory system, you'll need to manually update your inventory records and stock balances separately. This means that the stock quantities and values won't be automatically adjusted based on these entries as they would be in a perpetual inventory system.

Financial Reports: Trial Balance - Profit and Loss Account - Balance Sheet Balance Sheet is one of the most important financial statements prepared by a business firm. It's like a one-stop shop for gauging the financal status and position of a company. The financial details of the balance sheet helps the business and the external stakeholders to evaluate the financial performance of the business on a given date. Preparing a balance sheet in Tally.ERP 9 is an important skill to master

in any Tally course.

Just like every other report, the source to preparing a balance sheet is from the transactions accounted in the firm's books of accounts. In the process of preparing the balance sheet, the maker needs to prepare other financial statements which will help gather the accounting data.

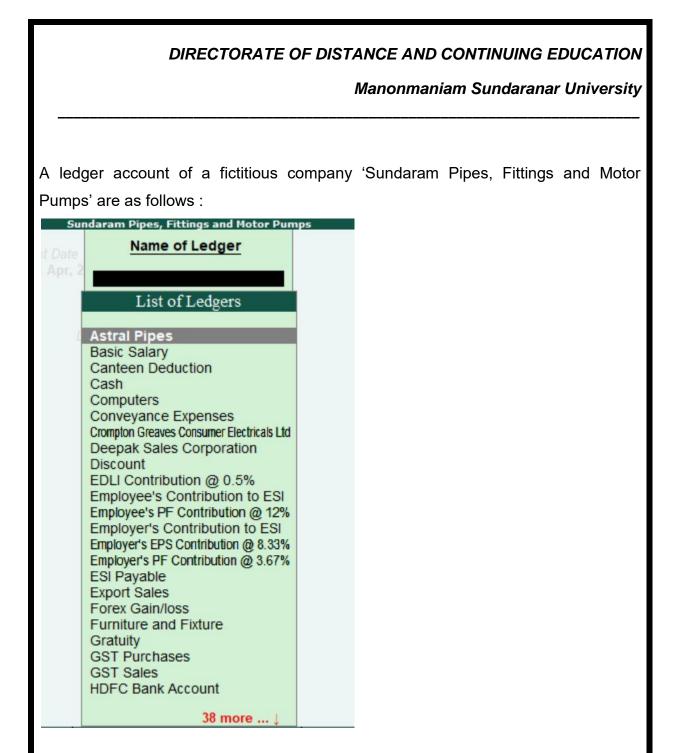
The major steps of preparing a balance sheet are as follows :



Preparing ledger accounts

From the first transaction accounted in the journal book (a book where day to day transactions are recorded), the accountant must prepare an account statement for each ledger to determine the closing balance. This is because, a ledger account may have several transactions and there is no way that journal book will reflect the current balance of each account.

Computerised Accounting with Tally



Creating trial balance

Trial balance provides a snapshot of all the ledger accounts. It presents all ledger accounts with closing balance posted from individual ledger accounts statement. The format of trial balance consists of the Debit column and Credit column in which the closing balance of each ledger accounts is posted.

The main rule is that the total of debit balance in trial balance should match the total of credit balance. Only when it matches, it is assumed that the posting and ledger accounts are mathematically correct. The purpose of preparing trial balance is to ascertain whether recording and posting of ledger accounts are correct.

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The procedure to create a trial balance in Tally is as follows :

Tally.ERP 9									9	- 🗆 ×
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Detailed
Trial Balance				Sundaram Pipes, F	Fittings and Motor Pu	umps				F2: Period
								Sundaram Pipes		F3: Company
Particula								Motor P 1-Apr-2018 to 3		F4: Group
r urtiture.	11.							Closing B		F5: Ledger-wise
								Debit	Credit	F6: Monthly
										F7: Vouchers
Capital Account									1,00,00,000.00	
Loans (Liability)	1)								15,16,598.36	5
Current Liabilitie	es								1,06,72,128.60	
Fixed Assets								38,00,000.00		
Investments								38,05,245.90		
Current Assets								1,66,21,542.10		
Sales Accounts								1 01 51 000 00	1,48,32,995.00	
Purchase Account Indirect Income								1,01,54,000.00	8,11,800.00	
Indirect Expense								39,67,421.71	5,07,137.75	
Unadjusted Fore									7,550.00	
										D: Delete Column
										N: Auto Column
										B: Budget Variance
										B: Dudget Vanance
										F8: Related Reports
										F9: Inventory Reports
										F10: A/c Reports
										F11: Features
Grand Tot	tal							3,83,48,209.71	3,83,48,209.71	F12: Configure
Q: Quit	<u>u.</u>					R. Remove Line U:	: Restore Line U: Restor		and the second se	F12: Range
Se alu	and the second s				~	A rolling of the	Testine Line L	C 2m Spant C	Ctrl + N	F12: Value

Making trading and profit & loss account

Profit and loss accounts is prepared to ascertain the profitability of the business. This consists of 2 sections which are : Trading account and Profit & Loss Account. Many businesses combine these two in a single statement as a convention. Others, especially those into manufacturing segment prefer to prepare separately.

Trading Account shows the resulting value of buying and selling of goods including the direct cost associated with it. It shows the gross profit or loss without taking the operational expenses and incomes into account.

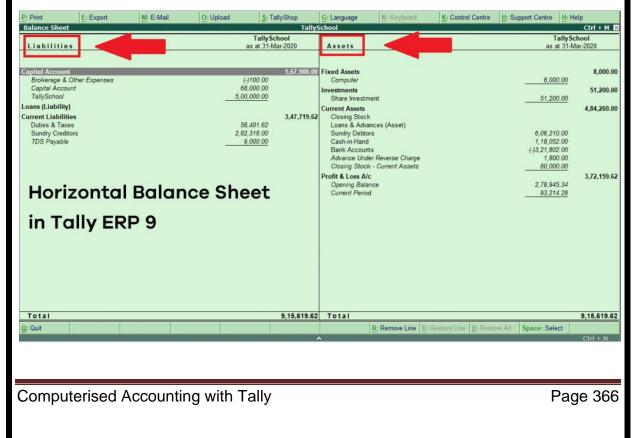
On the other hand, **Profit & Loss Account** shows you the net profit considering the gross profit/loss and all the indirect expenses and income.

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🚺 Tally.ERP 9									-	- 🗆 ×
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	I: Help	F1: Detailed
Profit & Loss A	/c			Sundaram Pipes, Fit	tings and Motor Pur	nps			Ctrl + M 🗵	F2: Period
				n Pipes, Fittings and	L .				es, Fittings and	F3: Company
Particul	376			Notor Pumps 018 to 30-Sep-2019	Particula				Pumps to 30-Sep-2019	F7: Valuation
raitical	415		1-Apr-2	0101030-069-2013	runteuru			1-Apr-20101	0 30-060-2013	S: Schedule VI
Opening Stock	¢			The state of the s	0 Sales Accounts				1,48,32,995.00	
Purchase Acco					0 Closing Stock				16,75,457.75	
Gross Profit c/	D			38,10,527.7	5					
				1,65,08,452.7	5				1,65,08,452.75	
ndirect Exper	ISAS			34,60,283,9	6 Gross Profit b/f				38,10,527.75	
lett Profit					9 Indirect Income	s			8,11,800.00	
										C: New Colum
										A: Alter Colum D: Delete Colu
										N: Auto Colum
										F9: Inventory Rep
										F10: A/c Report
										F11: Features
T				40.00.007.7					10 00 000 00	F12: Configure
Total				46,22,327.7					46,22,327.75	F12: Range
: Quit							Restore Line U: Restor			

Final step – Preparing the balance sheet

Now that all the above statements have been prepared, it's time for the final step – to prepare a balance sheet. All the ledgers which are non-revenue in nature need to be considered. In other words, all the ledgers expect the one which has been already considered for Trading and Profit & loss account should be considered for the balance sheet.



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The balance sheet is mostly prepared after the closure of the financial year as per 'tradition'. But these days with modern-day business requirements, the balance sheet is looked upon as one of key financial statement for decision making.

Preparing balance sheet is not easy. It requires a lot of time and efforts in identifying, preparing and verifying the accounting data. To make the processes easier, most businesses are using accounting software which automatically generates the balance sheet along with various other financial statements. Tally is one of the best accounting software addressing major accounting needs.

Working Capital - Cash Flow and Fund Flow Statements INTRODUCTION

Tally.ERP 9 provides us the capability to generate numerous advanced and critical Management Information System Reports and analytical tools, thereby facilitating better management, effective control and well-informed decisions.

Following are the some of analytical reports in Tally.ERP 9:

- Cash Flow Statement
- Fund Flow Statement
- Ratio Analysis
- Budgeting & Controls
- Bank Reconciliation Statement

Working capital, cash flow, and fund flow are important financial concepts that help businesses manage their financial resources effectively. In Tally ERP 9 (as of my last knowledge update in September 2021), you can generate Cash Flow and Fund Flow Statements to analyze the financial health of your business.

Here's how you can work with these concepts in Tally ERP 9:

Working Capital:

Working capital refers to the difference between current assets and current liabilities. It represents the funds available to cover day-to-day operational expenses. Tally ERP 9 allows you to monitor your working capital by generating various reports.

Computerised Accounting with Tally

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To generate a Working Capital report in Tally ERP 9:

Go to the 'Gateway of Tally'.

Select 'Display' from the main menu.

Choose 'Cash/Funds Flow' and then 'Funds Flow'.

You can customize the report to view working capital details.

Cash Flow Statement:

The cash flow statement shows the inflows and outflows of cash and cash equivalents over a specific period. It helps you understand how cash is being generated and used in your business operations.

To generate a Cash Flow Statement in Tally ERP 9:

Go to the 'Gateway of Tally'.

Select 'Display' from the main menu.

Choose 'Cash/Funds Flow' and then 'Cash Flow'.

You can customize the report to view cash flow details.

Fund Flow Statement:

The fund flow statement tracks the movement of funds (both long-term and shortterm) within a business during a specific period. It helps you understand how funds are raised and utilized for different purposes.

To generate a Fund Flow Statement in Tally ERP 9:

Go to the 'Gateway of Tally'.

Select 'Display' from the main menu.

Choose 'Cash/Funds Flow' and then 'Funds Flow'.

You can customize the report to view fund flow details.

Remember, the steps and options might vary slightly based on the version of Tally ERP you're using. It's always a good practice to refer to the user manual or guides provided by Tally Solutions for the most accurate and up-to-date instructions.

Additionally, Tally ERP 9 also allows you to generate various other financial reports, such as balance sheets, profit and loss statements, and more, which can provide a comprehensive view of your business's financial performance and health.

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Cash Flow Statement

Tally.ERP 9 facilitates generation of Cash flow statement, which displays the movement of cash flow viz., cash inflows and cash outflows (both, cash and bank) for a given period. The report also displays the net flow for any period.

To view Cash Flow Summary:

- Go to Gateway of Tally > Display > Cash/Funds Flow > Cash Flow.
- Select a month and press Enter.

lattew	Balversal Esterprise 1-Jan-2009 to 31-Jan -2000		Halverial Exterption 1-Jan 2009 to 31-Jan 2009
Anne Unitability United Lane Connect Liabilities Polise 3 Tares Connect Analytics Surge Politics Surge Politics Safet Accounts Local Tales	81,000.00	EDU Advis Charges @ 0.07%	11,221,27 10,221,275,560 1,22,205,207 1,20,205,207 1,20,205,207 1,20,205,207 1,205
Total		R Tatal	1.000

To generate Daily Cash Flow Statement, press F4. To view information on the average cash inflow /out flow for any period, activate Show Average Details in F12: Configure.

Fund Flow Statement

Tally.ERP 9 facilitates generation of Fund Flow Statement, which displays the sources of the

Funds and their applications. This report clearly indicates the movement in sources and application of funds impacting the business's working capital and cash position. It includes operational funds, increase and decrease in inventories, creditors/ debtors.

To view Fund Flow Statement:

- Go to Gateway of Tally > Display > Cash / Funds Flow > Funds Flow.
- Select any month and press Enter.

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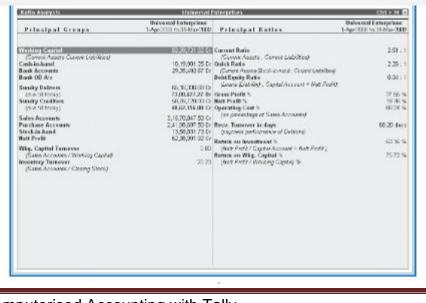
Funds Flow Summary	Liniversal F	atarprises	WHITE 22	Ctri + M
Saurces	Universal Esterprises 1-Mar 2009 to 31-Mar -2009	Applications	Universat (1-Mar-2000 -20	Eto 35-Mar
Fixed Assots	8.62,662.20	Leano (Liability) Neti Lose Unadjusted Fores Gain Loss	96,121.27	39,121.2 1,08,136,8 292.5
Yatal Partostare Current Assets	1 more	Opening Bala	rce: Cloang Balance: Wij Dr. 136/25.90235 Dr	1 more 1.47.556.5 Gas Perrese 61.450.2
Current Ausses Current Liabilities Working Capital		58,33,461,91	Cr 54.39.840.51 Cr Dr 82.39.721.02 Dr	3,93,671.4

Ratio Analysis

Ratio Analysis is an indicator of the operating performance of a business. In Tally.ERP 9, we can generate Ratio Analysis report providing information on critical ratios (viz., operating cost percentage, return on working capital and so on) in a single report.

To view Ratio Analysis Report:

 \Box Go to Gateway of Tally > Ratio Analysis.



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Budgeting & Controls

Tally.ERP 9 helps us to create Budgets for different periods and compare the actual financial performance vs budgeted figures and generate variance reports. We can define budget values for each Group as well as for Ledgers.

To enable Budgets:

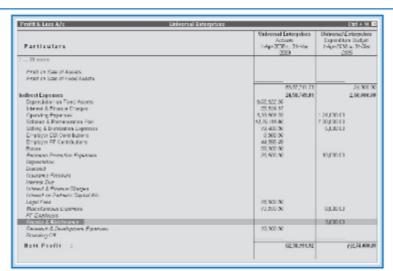
- Go to Gateway of Tally > F11: Features > F1: Accounting Features.
- Set Maintain Budgets and Controls to Yes.

To create Budgets:

- > Go to Gateway of Tally > Accounts Info. > Budgets > Create.
- Specify Name for the Budget.
- > Specify Date range for the budget.
- > Set Yes to Groups'/ Ledgers and assign budget to selected groups/ledgers.

To view Budget Reports:

- Select any report (i.e., Balance Sheet or Profit and Loss A/c or Trial Balance).
- Press Alt + C (New Column).
- Specify details for period, Currency and Method of Stock Valuation.
- Select the created budget name for Types of Value to show.
- Set Show Variance to No.



Variance Analysis

In Tally.ERP 9, we can view Variance Analysis Report which provides information on the difference between the actual vs the budgeted figures.

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To view Variance Analysis report, set Show Variance to Yes from the above Insert Column

(Alt+C) screen or follow the steps given below:

- Go to Gateway of Tally > Display > Trial Balance/Account Books (Group Summary).
- Select Budget Variance (Alt + B).
- Select the Type of budget and press Enter.

Trial halon of	a local	ters all Enforcements	Carl + 31
Patticktaix	Universal Entergathes 1.4p-2004 to 31.004 -7737 Expenditive Endpri Closing Balance	Oniversal Entropolies 1 April 2014: 21-444-2530 Accests Classing Enderces	Televisial Exercision 1-april 1011011-0012109 Elevisiture discher Konster Cloning Balance
	- Sahi Cori	Dark Could	0a-3 [5-68
Scriffin Classical Learn Stability Connect (Labilities Franci Render Notochinaen Carrean Antoch Sales Accounts Particles Accounts Particles Accounts Direct Expenses Mellined Expenses Profit Science Art	00.000 30.000 2.50,000.00 2.74(00.00	52.00.00210 4.05.206.003 52.25.0017 63.002120 63.002120 63.002120 73.00210000000000000000000000000000000000	n Xosaaanse se saanse Toolaa 2.2253 402.76281.01 (oolaan 1927-1381.01 (oolaan 1927-1381.01 (oolaan
Grand Letal	2,74.000.00 2,84.090.00	CERTRANT HALT COLOUR FE MAR	K (12.11.400.01 2,12.00 047 50

Bank Reconciliation Statement

Tally.ERP 9 provides us the facility to reconcile the transactions of the company's Bank Book with the Bank Statement and instantly displays the Balance at Bank and as per the company's Bank Book.

To view Bank Reconciliation Statement:

- ➢ 鋛 Go to Gateway of Tally > Display > Account Books > Cash/Bank Book.
- ➢ 鋛 Select the required Bank Account and press Enter on the required month.
- ➢ 鋛 Press F5: Reconcile.
- 并 Enter the date of clearing (Bank Date), date on which the transaction is being debited/ credited, from the Bank Statement.

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Bank Reconciliation U	siversal Enterarises	Ctrl - M
Ledger: HDFC Bank	1-34	in-2008 to 30-Jun-200
preces	nciliation - All Voucheraj	
Cate Particulars	Voh Type Betli Care	Debit Cred
2-4-2008 Cash	Contra 2-4-2009	20,000.0
8-4-2008 Capital		00,000,0
4-2008 Cash	Contra 2-4-2059	50,000.0
-4-2008 Computer Junction	Receipt 5-4-2009 #0	1,440.00
4-2009 NextGen Systems	Payment 25-4-2000	28,000.0
3.4-200 NextGen Systems	Payment 27-4-2003	4,680.0
5-4-202 New Buzz Traders	Payment 22-4/2009	4,500.0
5-4-2000 Hyundai Motors (I) Pvt. Ltd.,	Payment 30-4-2000	2,00,000.0
0-4-200 Travelling & Conveyance	Payment 3-5-2009	21,650.0
3.4 TTE Assembling Charges	Paymont 352009	1,520.0
-5-2008 Canara Bank	Contra 0-6-2009	2,00,000.0
-5-2008 Jet Roadways (P) Ltd.,	Payment 72-5-2009	8,000.0
7.5/2001 Canara Bank	Contra 27-5/2000	3,000,000.0
5.5-200 Office Automation Systems	Receipt 20-0 2009 1.00	00.000.0
5-5-208 Cholamandalam Auto Finance Coy	Payment 30-6-2009	19,603.6
0-5-200 Cash	Contra 30-5-2009	1,00,000.0
3.5.2000 D.R.D.O. Bangalore	Receipt 3.0.2059 1.00	00.000.0
1-6-20E Assembling Charges	Poyment #6-2059	1.520.0
1-5-2000 D R D O. Bangalore	Receipt 4-8-2009 2.31	.200.00
-6-2008 Jain Realtors	Paymont 12.6/2003	4,00,000.0
6-2008 Jet Roadways (P) Ltd.,	Payment 15-5 2009	8,500.0
3-5-202 Top Computers	Poyment 22-6-2009	3,65,840.0
36/200 TVS Electronics (i) Ltd.,	Paymont 28-8-2000	2,00,000,0
9.6.2706 Cash	Contra 29-6-2009	1,00,000.0
5.6-338 Cholamandalari Auto Finance Cey	Payment 35-6-2009	19,603,6
0-6-200 Assembling Charges	Payment 3-7-2009	1,520.0
0.4-200 D R D O, Bangalore	Receipt 4-7-2009 5/00	0,000.00
3 5 20E D R D O, Bangalore	Receipt 2.00	00.000
	Balance as per Company Books 26,11	264.33
	Amounts not reflected in Bank 66.94	4,992.48 37,93,729,1
	Balance as per Bank .	3,00,000.0

Printing a Sales Invoice

Press Alt+P or click Print button to print any Invoice/voucher. You can also configure to print the voucher automatically after saving, set the option Print voucher after saving to Yes in the voucher type master to automate. This is applicable to the vouchers/invoices created using that particular voucher type.

Voucher Printing				
Printer Number of copies Print language Print format Range of pages to pr	: Microsoft XPS Document Writer (PORTPROMPT:) : 1 : English : Neat Mode on pre-printed paper int: All	Paper type: Paper size: (8.27' x 11. Print area : (8.27' x 11.		
	Report Titles	_		
	TAX INVOICE		Print?	
(with Print Preview) Without company address, Without company CIN, Without company website, With Yes or No				
Note: You can	configure the printing options	s, by selecting th	e appropriate b	

You can give additional information, change titles, print additional pages, and change printer settings.

Buttons specific to sales invoice printing options

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Button	Shortcut Keys	Behavior
Ŀ	Alt+L	To select the language in which the Invoice is to be printed.
<u>l</u>	Alt+I	To preview the Invoice
Ţ	Alt+T	To change the Report Titles or to print the default title on the invoice
<u>G</u>	Alt+G	To select the Page range for printing
<u>R</u>	Alt+R	To change the method of printing
<u>F</u>	Alt+F	To change the print format/mode
<u>C</u>	Alt+C	To increase/change the number of copies to print, and also to choose the type of copy to be printed
<u>S</u>	Alt+S	To change/select the Printer

The buttons Pre-Printed and Quick Format toggle between Plain

Paper and **Neat Format** respectively. These are print specifications that you set. Pre-printed is for pre-printed stationery. Quick Format does not give fonts or other niceties but is ideal for fast printing.

In the invoice printing configuration, set the print options as desired. You can configure the invoice as per your requirement. The options depend on the various **F11: Features** and **F12: Configure** parameters that have been set for your company and for the voucher either by you or by the administrator.

Print voucher after saving

To print the voucher automatically after saving.

- Go to Account Info. / Inventory Info. > Voucher Types > Alter .
- Set the option **Print voucher after saving** to **Yes**.

DIRECTORATE OF DISTANCE AND CONTINUING EDUCATION Manonmaniam Sundaranar University Voucher Type Alteratio National Enterprise : Sales Name (alias) Printing General Select type of youcher : Sales Print youcher after saving ? Yes Abbreviation : Sale ? Automatic (Manual Override) ? Yes Use for POS invoicing Method of voucher numbering ? No Prevent duplicates 7 No Default title to print : Tax Invoice Use advanced configuration Default bank : • Not Applicable Use effective dates for vouchers ? No Default jurisdiction Make this voucher type as 'Optional' by default ? No ? Yes ? No Allow narration in youcher Provide narrations for each ledger in voucher Set/alter declaration ? No Enable default accounting allocations ? No ? No Set/Alter Default Accounting Entries

Printing Reports: Sales Invoice - Printing Payment and Receipt Vouchers in tally ERP 9

To print reports like Sales Invoices and Payment/Receipt Vouchers in Tally.ERP 9, you can follow these steps:

Printing Sales Invoice:

Launch Tally.ERP 9 and open the company for which you want to print a Sales Invoice.

Navigate to the 'Gateway of Tally' screen.

Go to 'Display' > 'Account Books' > 'Sales Register'.

Select the appropriate Sales Ledger or Party Ledger.

Set the required date range for the invoices you want to print.

Press 'Enter' to view the list of sales invoices.

Identify the invoice you want to print and select it.

Press 'Alt+P' or click on the 'Print' button (icon with a printer) to print the selected invoice.

Printing Payment/Receipt Vouchers:

Open Tally.ERP 9 and access the company for which you want to print Payment/Receipt vouchers.

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Go to the 'Gateway of Tally'.

Choose 'Display' > 'Account Books' > 'Cash/Bank Book'.

Select the cash or bank ledger for which you want to print payment or receipt vouchers.

Specify the required date range for the vouchers you want to print.

Press 'Enter' to view the list of payment and receipt vouchers.

Identify the voucher you want to print and select it.

Press 'Alt+P' or click on the 'Print' button (printer icon) to print the selected voucher.

Introduction to Printing Reports

Reports and documents generated through Tally's extensive display capabilities can also be printed. The print options in Tally.ERP 9 are flexible and very easy to use. By default Tally.ERP 9 will identify and list all the Printers installed in the system (can check in Devices and Printers). While Printing the Reports you have to select/set the Printer Name. The Printer selected will be considered as primary printer. If you want to change the selected printer, in Printing screen press **Alt+S** and select the appropriate Printer from the **List of Printers**. Printing can be done in two ways

- Using the Print (Alt + P) button: You can obtain a printed version of the screen that is displayed by selecting Print from the button bar menu. This brings up new button bar options and the Print Configuration screen for the report, which displays Print? Yes or No. Select Yes to print the report using the options specified on the screen. Select No to change the print options before printing.
- Using Multi-Account Printing option: Multi-account printing is used to print the primary books of accounts like the Cash and Bank Books, Account Ledgers, Sales and Purchase Registers instead of selecting the accounts one at a time and pressing Alt+P. This facilitates to print one account at a time, all accounts or all accounts in a selected group. Before printing, the date range and other selections can also be set up.

Both these methods yield the same output.

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Types of Print Configuration Options

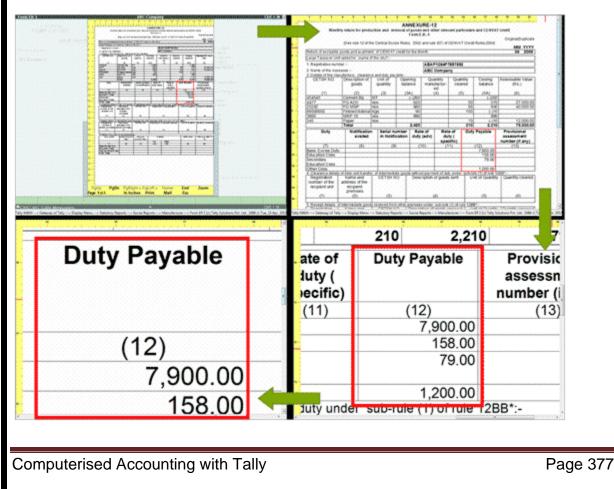
Common printing options affect the printing of all reports and are changed by selecting the appropriate button from the button bar.

- Print Language : Print the report in a language of your choice, click L : Print Language or press Alt+L, the List of Languages appear. Select the required language to print the report.
- With Preview : To view the report in print preview mode before printing, click I : With Preview or press Alt+I . The print preview screen appears. Press Alt+Z or F4 to zoom in to 100% screen.

You can also zoom in or out print previews from this screen using the shortcut keys:

- Ctrl + scroll wheel (mouse wheel)
- Shift + scroll wheel (mouse wheel) for horizontal scrolling

Let us consider an example of viewing the print preview of Form ER1. The following image depicts Form ER1 in four different sizes of zoom in.



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- Titling: To change the report title click T : Titling . The Report Title screen appears
 - The default report title appears in the Title field. Enter the required title in the Title field.
 - > Enter the required Sub-Title in the Sub-Title field.
 - By default Print with Company Name is set to Yes . In case you do not want to print the company name on top of the page set this field to No
 - By default Print with Company Address is set to Yes. In case you do not want to print the company address name set this field to No.
 - By default Print Date Range of Report is set to Yes. Set this field to No in case you do not want to print the date range.
 - By default Print Page Numbers in Report is set to Yes. Set this field to No in case you do not want to print page numbers.
- Page Nos: To specify the page number and page range click Ctrl+G: Page Nos or press Ctrl+G. The Page Range to Print screen appears
 - ✓ By default the Page Numbering Starts from is set to 1. In case you want to begin the page numbering from a specific number. Enter the required number in Page Numbering Starts from field.
 - ✓ By default the Page Range is set to All . The page range field will also accept the following parameters

Keywords	Details
	Print all the
All/Every	pages in a
	range
	Is used in
And	conjunction
Anu	with other
	keywords
Pagas	Prints the
Pages	specified

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	pages
	Is used in
	conjunction
Numbered/Numbers	with other
	keywords
	Exclude
	numbered
Excluding/Exclude/Except/without/Not	pages from
	printing
	Prints all
Odd/Front	Odd Pages
	Prints all
Even/Back	Even
	Pages
	Prints all
	pages to
To/ Upto / Uptill / till	the
	specified
	pages
	Starts
	printing
From/beg/Beginning/Starting/First/Initial	from the
	specified
	page
	Prints till
	the ending
End/Ending/Last/Final	or the last
	page
	specified

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The above keyword can be used in combination to achieve the desired result while printing a report, let us look at the possible combinations with an example in the table shown in multi-part printing.

- Pre-Printed/ Plain Paper : To select between pre-printed and plain stationery click R : Pre-Printed or press Alt+R
- Print Format : To select the required print format click F : Format . The available print formats are Dot-Matrix Format, Neat Mode and Quick/Draft. To know more on the print formats click the available link under More.
- **Copies** : Specify the number of copies to be print by clicking C : Copies or press Alt+C .
- Select Printer : To change the printer click S : Select Printer or press Alt+A . On selecting the required printer, the printer properties window appears. Click Paper/Output to change the paper size.

View Report Details

- Press **S pacebar** to select a record.
- Press Shift+Ente r to display bill-wise/inventory details, cost center, ledger narration & voucher narration used in the voucher for the selected ledger.
 On printing the report, the exploded details will be printed.
- Right click to hide the exploded details.

If there are report specific options available for a report, they are displayed in a sub-screen when the print option is selected. You can change options before taking a final print.

Duplicating entries in Tally.ERP 9 can be useful in various scenarios, such as when you need to create similar transactions or when you want to save time by copying and modifying existing entries. Here's how you can duplicate entries in Tally.ERP 9:

Single Voucher Entry Duplication:

a. Open Tally.ERP 9 and go to the company where you want to duplicate the entry.

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- b. Navigate to the appropriate voucher entry screen (e.g., Sales, Purchase, Payment, Receipt, etc.).
- c. Locate the entry you want to duplicate.
- d. Press Alt + 2 (or use the "Duplicate" button, if available) while the entry is selected.
- e. Tally will create a new voucher entry with the same details as the original entry.
- f. Modify the necessary fields as required (e.g., date, amount, ledger accounts, etc.).
- g. Save the duplicated entry.

Multiple Voucher Entry Duplication:

- a. Open Tally.ERP 9 and go to the company where you want to duplicate the entries.
- b. Navigate to the Display menu and select the appropriate Reports (e.g., Day Book, Ledger, etc.).
- c. Use filters or search options to display the transactions you want to duplicate.
- d. Select the transactions you want to duplicate (you can use the Spacebar key to select multiple transactions).
- e. Press Alt + 2 to duplicate the selected entries.
- f. Tally will create new voucher entries with the same details as the originals.
- g. Modify the necessary fields as required.
- h. Save the duplicated entries.

Remember, the steps might slightly vary based on your specific Tally.ERP 9 version and configuration. Always ensure you have a backup of your data before making any changes.

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Split Company Data in Tally ERP 9

Split is another useful tool to manage the volume of your data. If your business prefers to start on a fresh note every financial year, then you can split your data and maintain a fresh batch every year. Once all your transactions are recorded, reviewed, and closed for the year, you can proceed to split the data. This will help you maintain your books neatly for the purpose of audit, tax compliance, and so on.

Further, if you have many parties or vendors, and you have recorded numerous transactions over time, it will be reflected in the size of your company data. If you have maintained all your data in a single block or folder over the years, it might become difficult to manage or share with anyone. Therefore, it would be a good idea to split the data into manageable pieces.

Alternatively, if you want to start a fresh company with the same masters, ledgers, and company features, but without splitting your data, then you will have to create a new company, set the same features for the company, and import the masters from the previous company. You can avoid all of these steps by just splitting your data, which will provide you with two or more companies with the same configuration.

Before you split the data

- Account for your unadjusted forex gains/losses, if any, by recording journal entries.
- Verify if any purchase/sales bills are due. Check the Profit & Loss A/c and inventory statements (purchase/sales bills pending). You have to account for them in the respective party accounts or in the bills pending account.
- Take a <u>backup</u> of your data.
- Verify the company data to ensure that no errors occur during splitting.

Verify Company Data

Before splitting the data, the Verify feature automatically detects any errors in the data, and allows you to correct them quickly.

 Gateway of Tally > Alt+Y (Data) > Split > Verify Data, to open the Verify Company Data screen.

DIRECTORATE OF DI	ISTANCE AND CONTINUING EDUCATIO Manonmaniam Sundaranar Universit
National Enterprises	X
Verify Company Data	List of Companies
Company Name : National Enterprises (After verification, you can see the errors that might occur while splitting Company Data.)	National Enterprises (10008)
 Select the required company, an f there are any errors, the <u>List of Er</u> correct the errors easily. 	nd press Enter to proceed. r <u>rors</u> screen will appear, where you ca
List of Errors National E	Enterprises X
List of Errors	Total
Voucher Has Stock Items with Incorrect Batch A	Ilocation/Item Cost Tracking 25
Split Company Data	

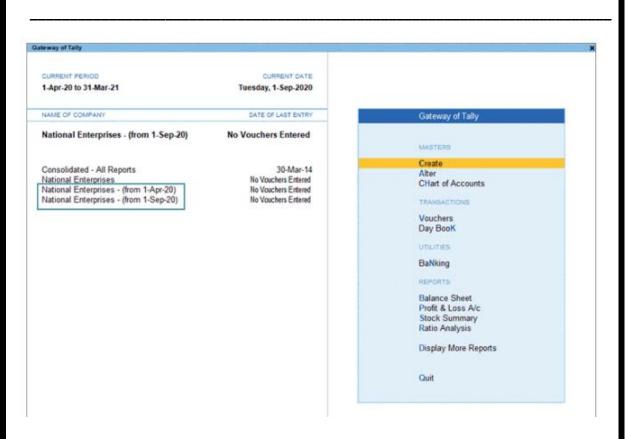
 Gateway of Tally > Alt+Y (Data) > Split > Split Data, to open the Split Company Data screen.

	National Enterprises		×
	Split Company Data	List of Companies	
Company Name	National Enterprises	Consolidated - All Reports National Enterprises	(17777) (10008)
	: 1-Sep-20 as the Financial Year beginning date for the new Company.) a between 2-Apr-20 and 1-Apr-21; Recommended date is 1-Sep-20)		
1	he following Companies will be created		
Name of First Compar	y : National Enterprises - (from 1-Apr-20)		
Name of Second Com	pany: National Enterprises - (from 1-Sep-20)	-	

- 1. Select the required company from the List of Companies.
- Enter the required date in the Split from field, and press Enter to proceed. The Split from date is considered as the beginning of the current financial year.

Once the company data is split, two separate companies will be created, without affecting the original data.

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If required, you can rename these companies, and also record entries or alter any data.

Merge Companies with Different GSTINs

TallyPrime now comes with the flexibility and ease to merge your existing companies with different GST registrations into a single company, where you can view all the details of different GSTINs.

Your business might be using multiple GST registrations (GSTINs) for multiple branches or units, which are an integral part of your own company. To cater to your special needs, TallyPrime comes with the multi-GSTIN feature, which will help you to conveniently maintain all your GST registrations within a single company. What's more, you also have the flexibility to merge these existing companies with different registrations into a single company.

For example, if you have been maintaining two different companies for two of your branch offices with different GST registrations, then you can easily merge both these companies into a single company. After that, you can simply

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continue to maintain these two branches as two registrations under your main company.

To merge the companies, you only have to export the masters and transactions from the existing companies and then import them into the current company. That's it. You are good to go!

All your details will automatically appear under the specific registrations, and you can proceed to record your transactions, as usual, for the required registration.

Prerequisites | What You Need to Do Before Merging the Companies To ensure a smooth and seamless merger of all your companies into a single company, you have to complete a couple of prerequisites, which include the following activities.

- Migrate company data: The multi-GSTIN feature will only be available from TallyPrime Release 3.0 onwards. Therefore, if your companies were created in an earlier release, then you have to migrate the companies to TallyPrime Release 3.0 or later. Refer to the <u>Migrate Company Data</u> topic to know more about migration to Release 3.0.
- Update Voucher Number Series: Once you migrate your company data to TallyPrime Release 3.0 or later, the name of the voucher series will be retained as **Default** for all the companies. However, it is essential to maintain unique voucher number series for each of your registrations, before merging your companies. Therefore, it is recommended that you rename the voucher number series appropriately for each of your registrations. For example, if you have a Karnataka registration and a Tamil Nadu registration, then you can rename the voucher numbering series as KA Registration and TN Registration, respectively.

Refer to the <u>Create Voucher Numbering Series section</u> of the <u>Getting</u> <u>Started with GST in TallyPrime</u> topic to know more about voucher numbering series.

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Export Masters & Transactions of Existing Companies

Once you have migrated your data to TallyPrime Release 3.0 or later and updated the voucher numbering series, it is time to export the masters and transactions for all the companies that you want to merge.

For example, if you have two companies, **National Enterprises – Karnataka**, with Karnataka registration, and **National Enterprises – Tamil Nadu**, with Tamil Nadu registration, then you can export the data from these two companies, and import them into the main company, say, **National Enterprises – HO**.

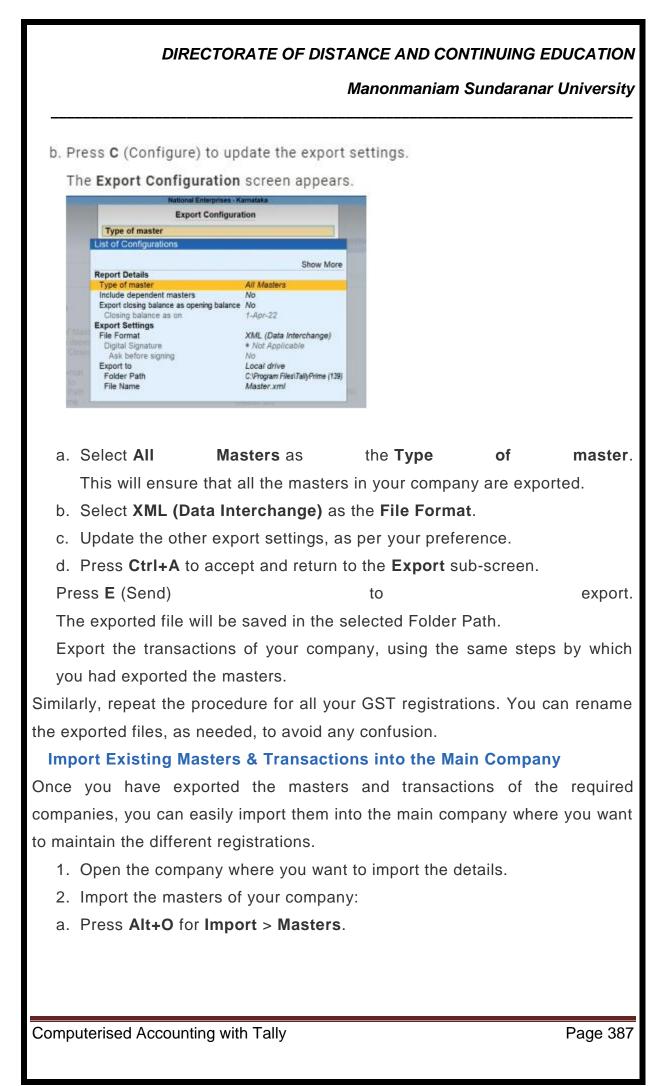
- 1. Open the required company.
- 2. Export the masters of your company:
- a. Press Alt+E for Export > Masters.

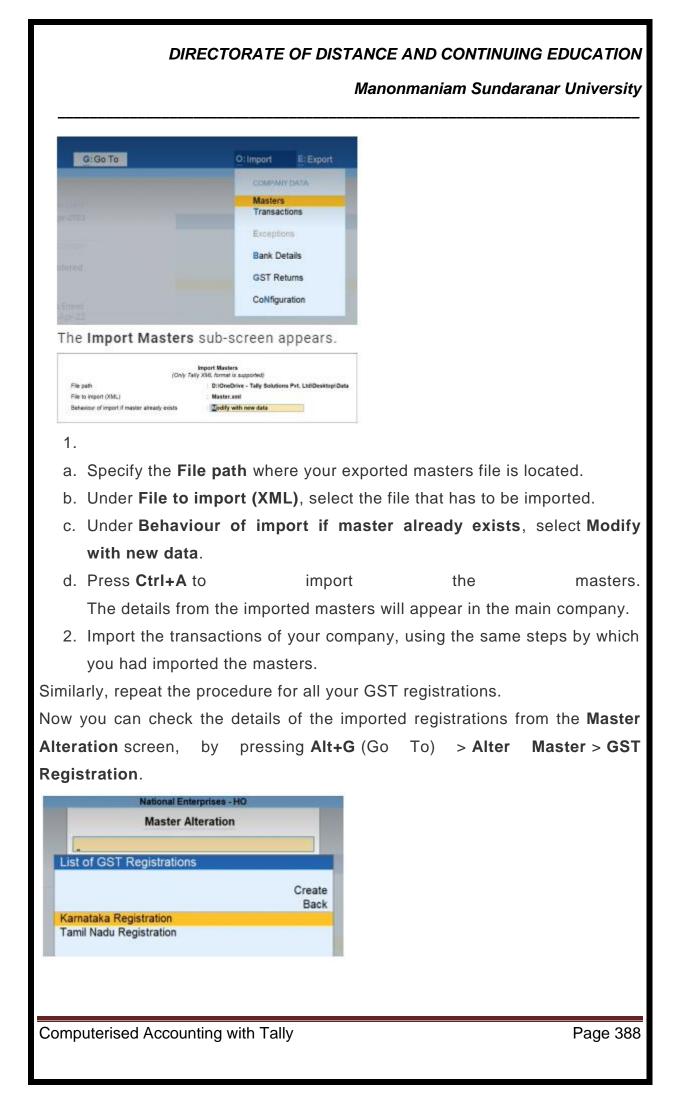


The Export sub-screen appears.

Type of Masters		: Ledgers
Include dependent mast	ers	No
Export Closing Balances	as Opening	No
File Format Export to Folder Path File Name		: XML (Data Interchange) : Local drive : C:/Program Files/TailyPrime (139) : Master.xml
	C: Configure	E:Send

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Similarly, you can check the details of the imported transactions by referring to the **Day Book** and other reports.

Depilente		hadronic Tribeprise 200			
Day Book					For 1-Apr-22
Date	Particulars	Web Type	Veh No.	Debit Areaant Inwards Oty	Credit Amount Outwards City
1.44-22 84	C#	Bales	1	58,000.00	
1-Apr-22 84	ugam Enforprises	Bako	1	11,890.90	

Further, if you drill down to the transactions, then you can see the details of the GST registrations.

Tente be 4 parameters		1.40-3
Tery Advances Bar man Advances Advances Den Barge Barn man Advances Man Man Man Man		Freedo
lians of lives	Guetty Rais pr	Arrest of
tan file	7 m 10,000.00 m	0.000
(ga Bay ga Bay		4580.0
nna tirl sing allandi. Wi Wilder	146	0.00.0
Name of the Owner of the Owne		
And Annu In annu I		Luga I
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Once the import is complete, you can proceed to record your transactions for all your registrations with great ease, from the same company.

Tally Shortcut Keys

Tally ERP 9 shortcut keys make your Tally accounting work faster, simpler, and easy. **Tally ERP 9 accounting software** is known for easy-to-use and convenient Tally function keys. Tally ERP shortcut keys enables users to use their Tally account easily and more efficiently.

Knowing **Tally ERP 9 all shortcut keys** is the best solution to boost your speed. Tally ERP 9 shortcut keys are primarily used to enter fast transactions and **cut down our efforts**. Tally shortcut keys list can used to operate, analyze, and report the financial statements. Shortcut keys in Tally ERP 9 enable users to analyze the statements for **fast decision making**.

What is Tally ERP?

Tally ERP 9 is admired software for enterprise resource planning used by professionals.

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They **use Tally** for handling company's accounting, inventory control, order management, tax management, payroll, banking, and many other specifications. All day-to-day processes are supported by the application, from **tracking** invoices to creating different **MIS reports**.

The newest version of Tally, which was released in 2009, is **Tally ERP 9**.

A tally short key provides a **range of features** for small and large businesses.

What do you mean by using shortcut keys in Tally ERP application?

The attention is drawn to list of **keyboard shortcut keys** for Tally ERP 9, as shortcut keys in Tally ERP 9 software utilizes the keyboard functionality to run, journalize, and record the financial statements generated for the users. Tally function keys helps via the financial statements to take fast decisions.

The keyboard shortcut key is about a series of one or more keys that can be used to trigger a function without touching a mouse. As a **substitute to mouse** clicks or contentious usage **Enter Key**. Tally ERP 9 shortcuts can trigger any command in this application.

There is a **list of shortcuts** for practically all **functions in Tally ERP 9**. Tally keyboard shortcuts allow accessing the program without using the mouse. Tally shortcut keys list will facilitate you in speedy data entry, quick navigation, easy processing of reports, easy printing, data export-import, etc.

Important Shortcut Keys in Tally ERP 9

Shortcut Keys	Actions
F1	Select or open the company using this key.
Alt + F1	To see the constrained messages, use this shortcut key to select the inventor.
Ctrl + F1	This key could be used for selecting a payroll voucher

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	from the Accounting screen or Inventory voucher.
F2	To change the date.
F3	Tax Properties and selecting the company for selecting
	the corporate statutes.
F4	For selecting the Contra Voucher.
F5	To select the payment client.
F6	To select a Receipt Voucher.
F7	To select a Journal Voucher.
F8	To have a choice of Business Voucher.
Ctrl + F8	To select a Credit Note Voucher.
F9	To select any Purchase Voucher.
Ctrl + F9	To initiate Selection of Debit Note Voucher.
F10	To select any Reverse Journal Voucher.
Ctrl +	To initiate selection of Reminder Voucher.
F10	
F11	For selecting Screen Functions.
F12	To go to the Configuration Screen.
Alt + 2	To initiate use for Duplicate Voucher.
Alt + A	Adding the voucher to change to make a change in the
	center of the column report.
Alt + B	To check Outstanding balances.

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Alt + C	To create a master on voucher screen (This will work only if you have not changed the function for the same).
Alt + D	To remove the Voucher or Delete the Master. Remove the table in the column report using this key.
Alt + E	For exporting the reports in ASCII, Excel, HTML, PDF, XML format.
Alt + I	To Insert Voucher/ Changes Between Items and Accounting.
Alt + G	For Selecting Language Configuration.
Alt + K	For making keyword configurations.
Alt + O	To Upload Reports.
Alt + G	To arrive at the Language Selection for Tally ERP 9.
Alt + M	For Deleting any message.
Alt + N	For Displaying Messages in Automatic Columns.
Alt + P	To initiate Printing of the Report.
Alt + R	For Removing Line from Report.
Alt + S	To check the Public Return of the Line Removed with Alt + R.
Alt + U	To Get the Last Used Line which was also removed before.
Alt + V	For Connecting invoice Screen with Stock Journals Screen.

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Alt + R	For Registering your Tally ERP 9.
Ctrl + B	For accommodation of Budget.
Ctrl + Alt + B	To Check the Statutory Details of the Company.
Ctrl + C	For choosing the Cost category.
Ctrl + E	To select any currency.
Ctrl + G	For selecting Group.
Ctrl + H	To take help from Help & Support Center.
Ctrl + I	For Selecting the Items in Stock.
Ctrl + Alt + I	For Implementation of Legal Masters.
Ctrl + K	For Logging in to Remote User Http://Tally.Net
Ctrl + L	For ledger selection.
Ctrl + O	For checking the Godowns in Tally Selection.
Ctrl + Q	The Screen exits and is left without Changes saved.
Ctrl + R	Helps you to Return directly to the Voucher Type.
Ctrl + Alt + R	To access the Company's Data.
Ctrl + S	To Change the Master of the Attack Items.
	For Selecting any Unit.
Ctrl + U	5,

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Ctrl + K	For connecting directly to the Control Center.
Ctrl + H	To access the Help Center directly where You Can Send Questions Directly to the Tally erp9 developer and tally executives.
Alt + ENTER	To view the Voucher Display.
Alt + S	To forsee the Financial Report.
Alt + F1	For Detailed News.
Alt + F2	To Change the Period.
Alt + F3	To modify company information.
Alt + F4	To select the Trading order Type.
Alt + F5	For Selection of Sales order. Also, to gain Monthly and Quarterly display.
Alt + F6	For the selection of the order. To select or reject the voucher type.
Alt + F7	For Choosing an additional Vehicle Type to Accept all kind of Tests.
Alt + F8	For initiating the Display of Columnar Report.
Alt + F9	For the selection of External Paper Type.
Alt + F10	To select the Physical Vehicle Type.
Alt + F12	For filtering of Money Value information.
Alt + J	For the selection of Job Work Out Order Voucher.

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Alt + W	For selecting Job Work in Order Voucher.
CTRL + A	For selecting a Form.
CTRL + N	To Switch to Calculator.
R	To generate ratio.
S	To look for stock.
Р	To go to P&L.
В	To go to the Balance Sheet.
D + T	To go to Trial Balance.
E	For developing Order Voucher.
Т	For developing Inventory Voucher.
Ctrl + Alt + F12	For going to Advanced Configuration.
PgUp	Helps Displaying the Previous Voucher When You Change the Voucher.
PgDn	Helps to display the Next Voucher While Changing the Voucher.
Esc + Enter	To Exit.
Q + Enter	For Quitting.
ENTER	To Accept Anything in a Field.

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ESC	For Clearing the Entry.
Shift + ENTER	To Condense Next Level of Details.
CTRL + ENTER	To change the Master While Entering or Displaying a Message.

GST Ready software shortcuts on Tally

Shortcut Keys	Actions
Alt + J	To get Statutory Adjustment Vouchers.
Alt + S	For availing Statutory Payment Voucher.
CTRL + O	For opening GST portal.
CTRL + E	To export any return.
CTRL + A	For viewing it accepted for as it is.

Conclusion:

The above-mentioned list of **Tally all shortcut keys** including shortcut keys in Tally GST could be helpful to users. Tally shortcut key help in using your Tally account easily and with pace. Tally ERP 9 all shortcut keys can be used for any business operations.

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