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COMPUTER ACCOUNTING WITH Tally

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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

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Unit I

COMPUTER 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

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 Tally.ERP 9 service provider.

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 – Download Tally.ERP 9 software 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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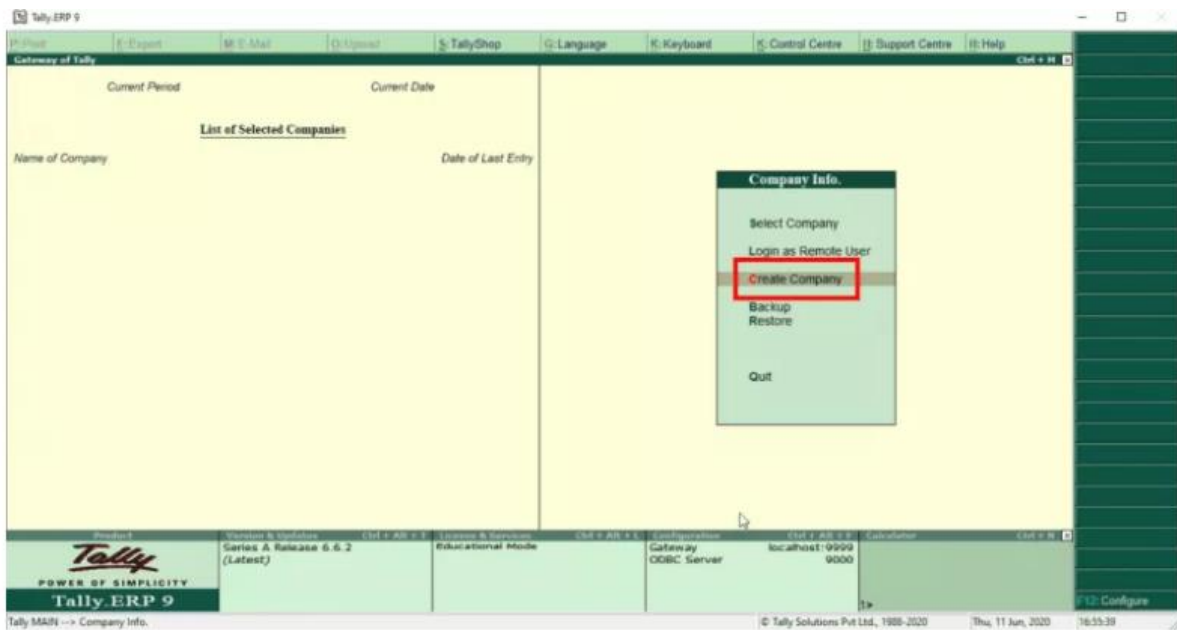
- ❖ Enter company name, as mentioned in the banking records. Add company address, telephone number, and information on statutory compliance.
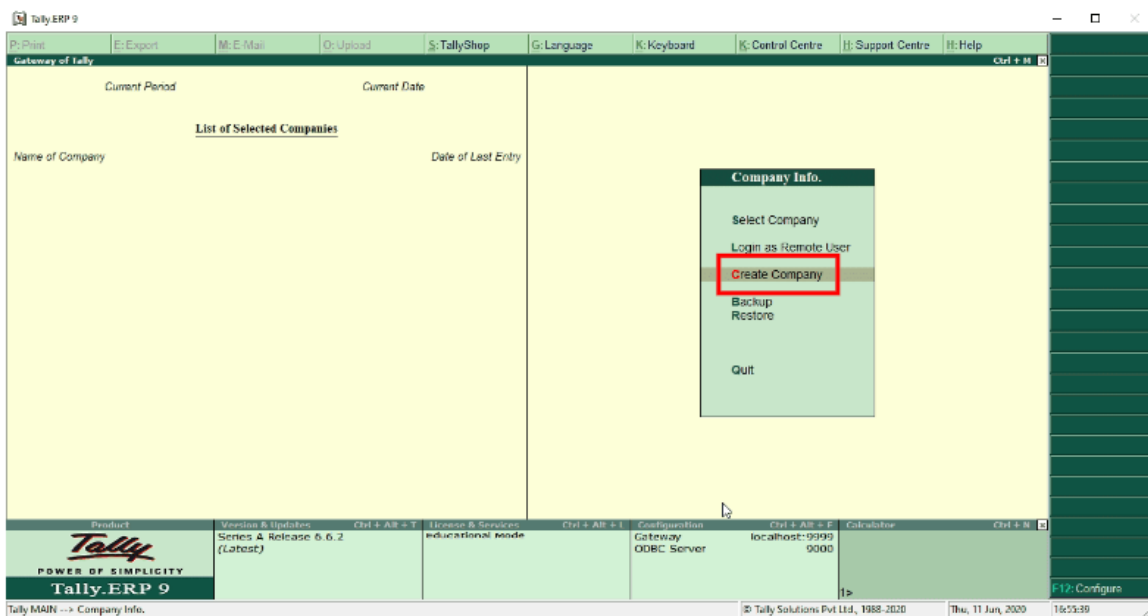
- ✓ Choose 'Accounts info' if you are just using Tally to manage your accounts.
- ✓ Choose 'Accounts with inventory' for the menu if you are using Tally for inventory management as well.
- ✓ Choose your preferred currency.

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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 double-clicking 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
Step 3	To fill up the Details in Company Creation Screen	Info. Menu using up and down arrow key and press Enter Key. 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 double-clicking 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 creation of company in tally, 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**
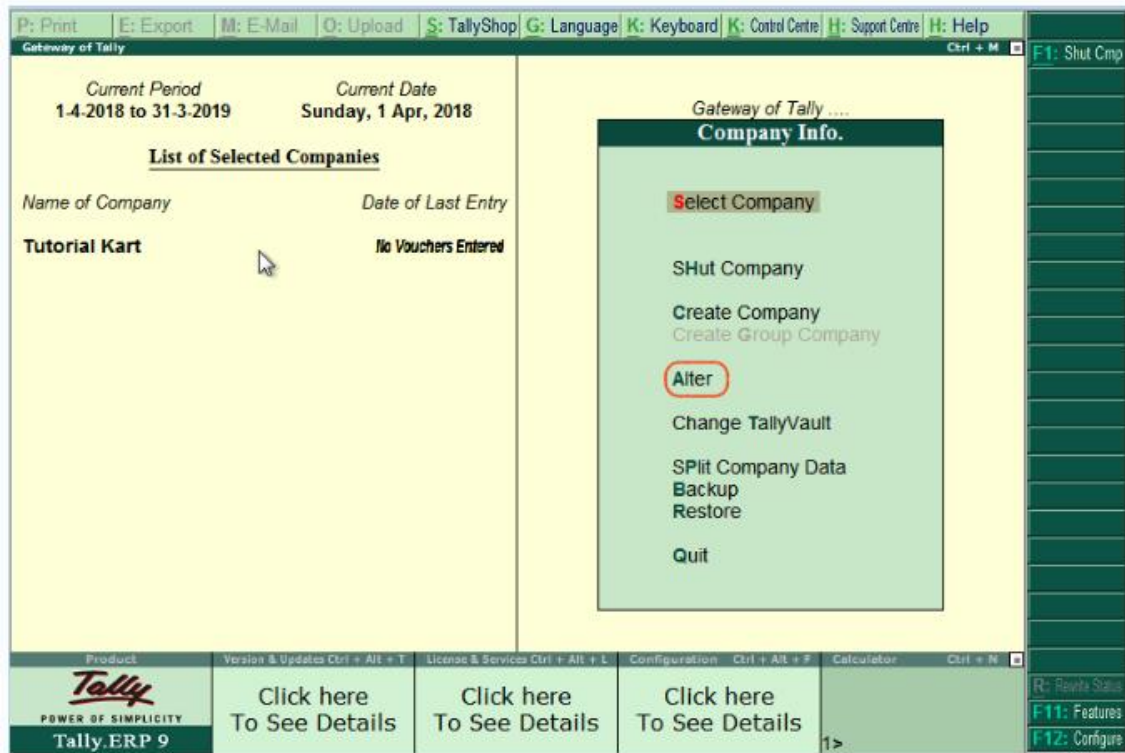
Step 2: Under list of companies, choose the company name (Tutorial Kart) and click on name of company to alter.
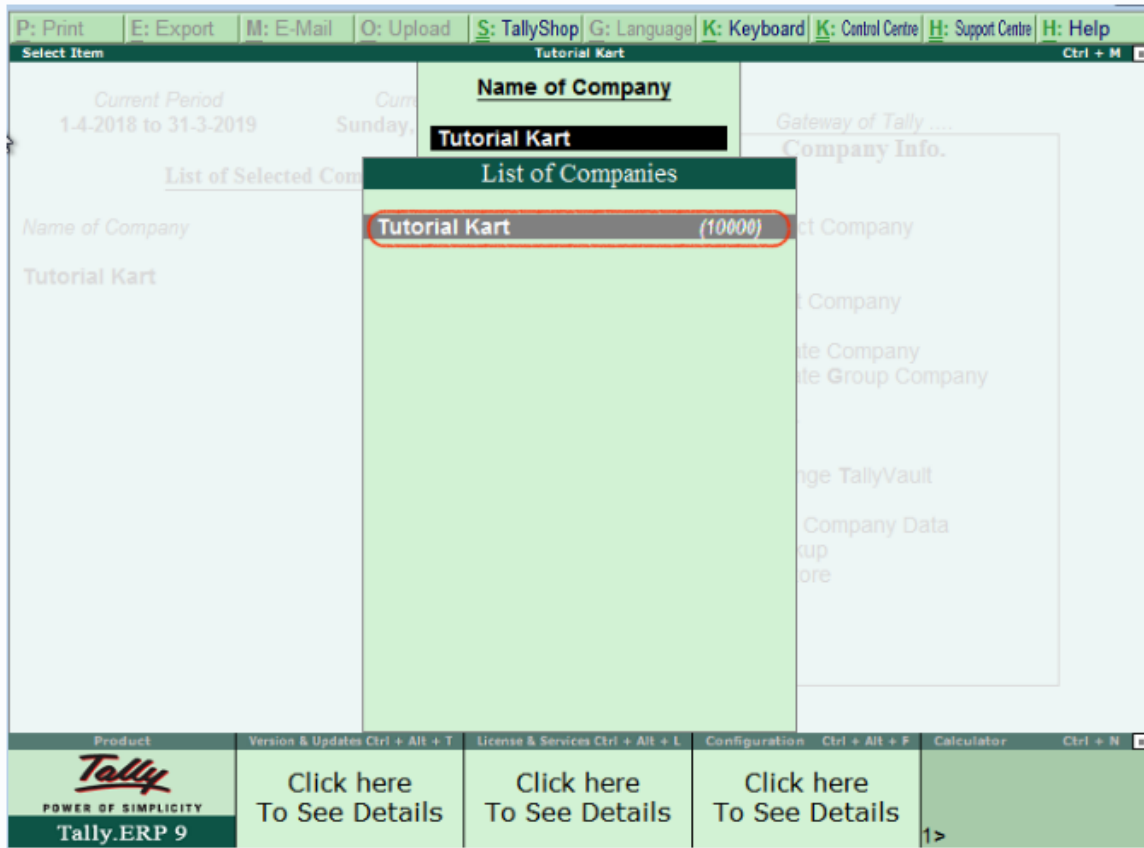
Step 3: On company alteration screen, add and modify the required details and use Ctrl+ A options to save the details. Here we have added contact details of phone number.

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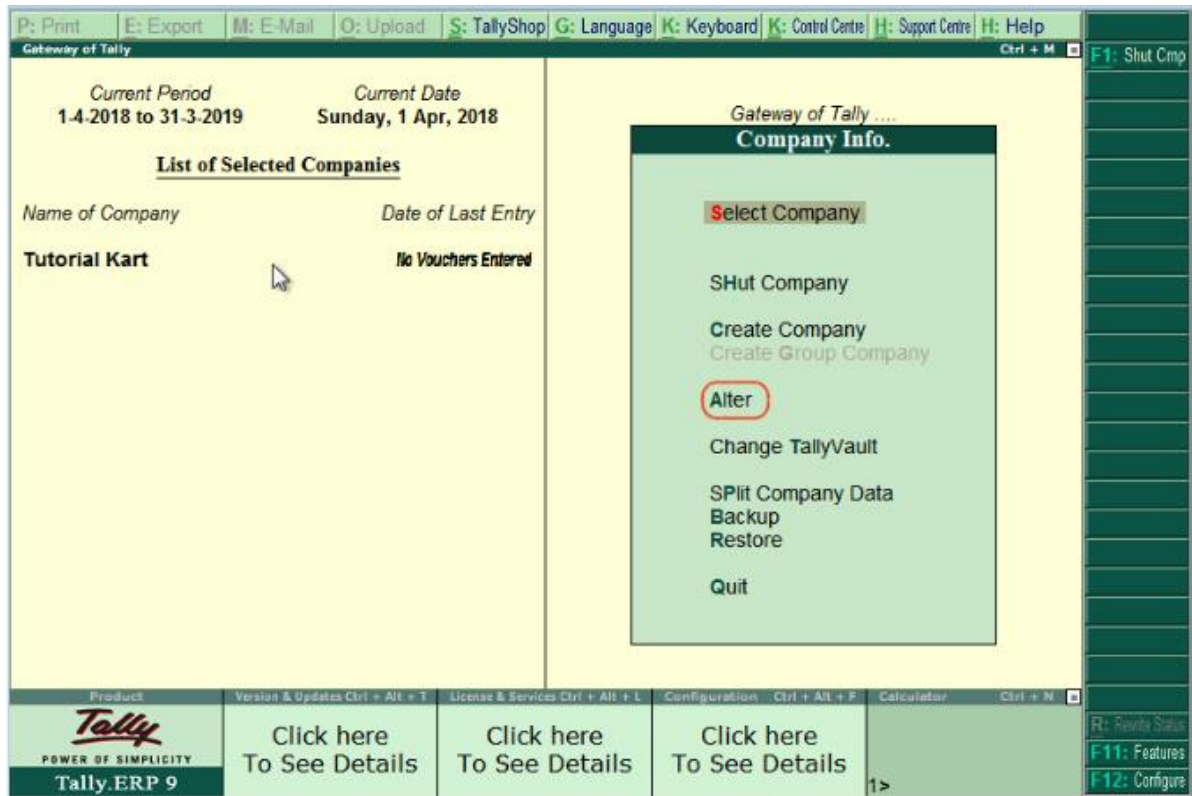
Now selection company and click Alt+D and click on YES option to delete the company in Tally ERP 9.

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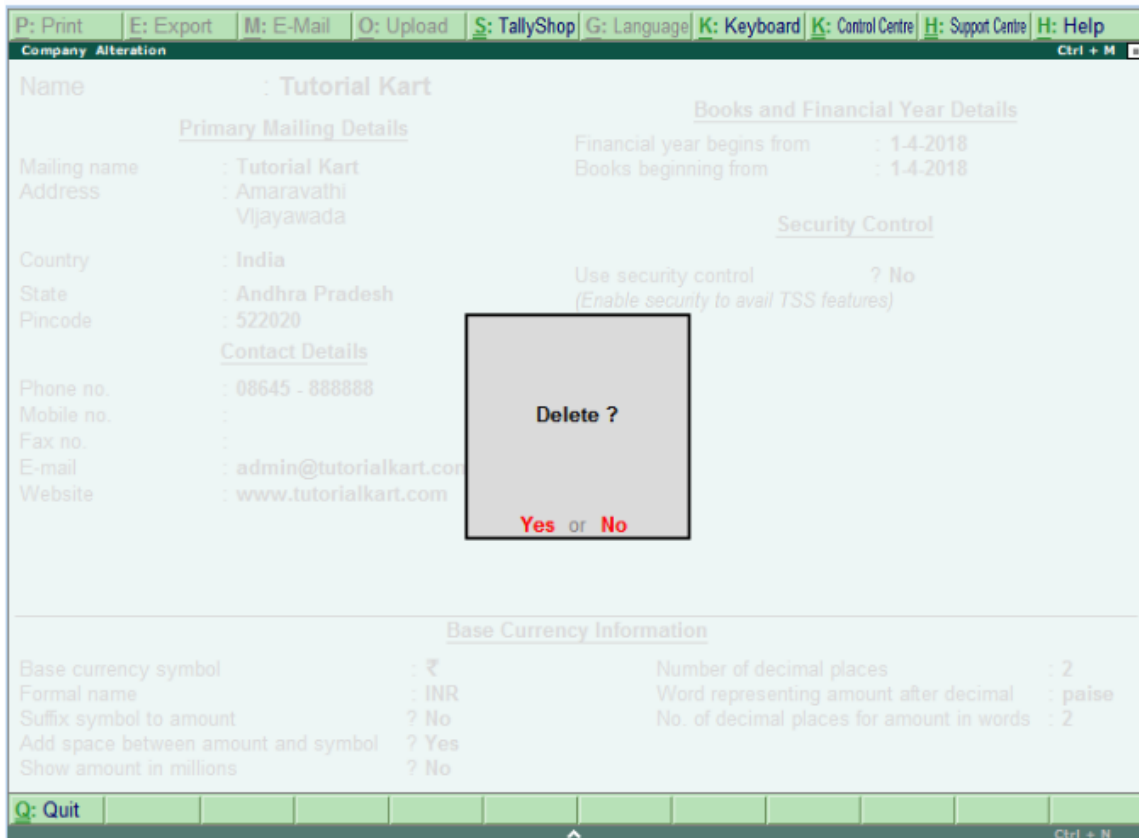
How to shut company in Tally ERP 9

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 double-clicking 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.

  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 double-clicking 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 double-clicking 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.
- 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.
- From the Gateway of Tally screen, go to "Company Info" and select "Restore".
- 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.**

- Tally.ERP 9 first asks for the export **format**. The different formats are, **ASCII, EXCEL, HTML** and **XML**. The filename extension will take the default format.

Exporting List of Ledgers

Language	:	**Default (All Languages)**
Format	:	*XML (Data Interchange)*
Export Location	:	C:\Tally.ERP9
Output File Name	:	

Format

ASCII (Comma delimited)
Excel (Spreadsheet)
HTML (web-publishing)
XML (data interchange)

| Type of Masters | : | **Ledgers** |

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

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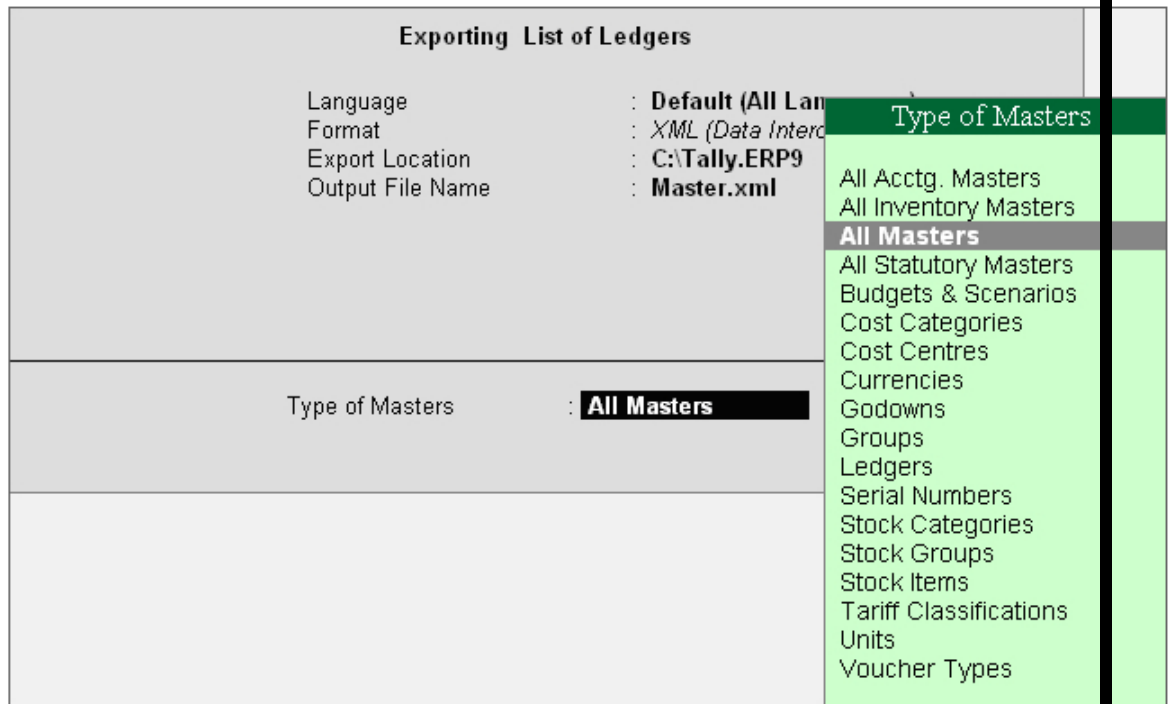
Type of Masters – Any of the mentioned master types can be exported. Select **All Masters** and accept it to Export.

3. Exporting Data for Re-import into another Company

Step 1: Exporting Daybook

Go to **Gateway of Tally > Multi Account Printing > Daybook >** click on **Export**.

```
                        Exporting  Day Book

         Language                : Default (All Languages)
         Format                  : XML (Data Interchange)
         Export Location         : C:\Tally.ERP9
         Output File Name        : DayBook.xml




         Format                       : Condensed
         Show Voucher Numbers also    ? No
         Show Narrations also         ? No
         Show Billwise Details also   ? No
         Show Cost Centre Details also ? No      ┌──────────────┐
         Show Inventory Details also  ? No       │              │
                                                 │   Export ?   │
         Select vouchers to show      : All Vouchers
                                                 │              │
         Show Forex Transactions      ? No       │  Yes or No   │
                                                 └──────────────┘
```

꞉ Tally.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.
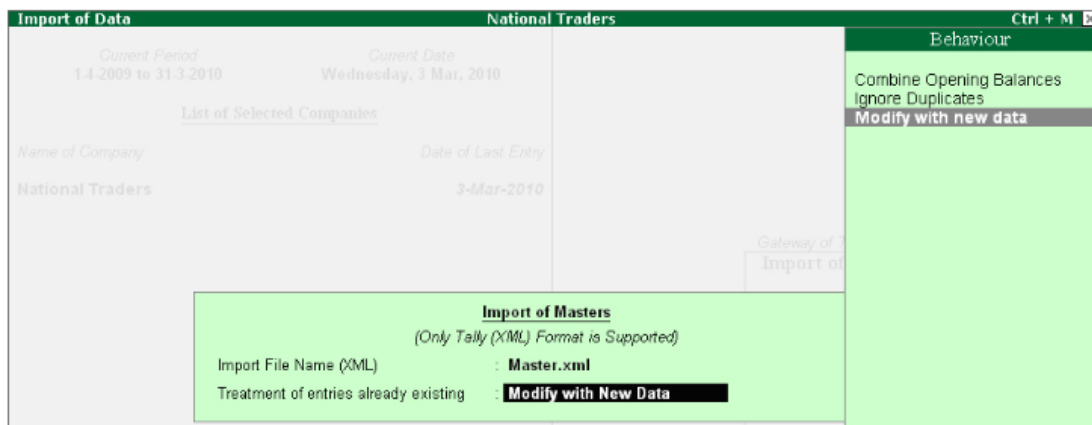
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The opening balance can be modified from the exported source file. Carefully select, **Modify with new data**.

: 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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Go to **Gateway of Tally > Display**

> Trial Balance

‡ Click on **Export**.

P: Print	E: Export	M: E-Mail	O: Upload		G: Languatrol Centre	H: Support Centre	H: Help

Trial Balance — National Traders — Ctrl + N

Particulars	National Traders 1-Apr-2009 to 31-Mar-2010 Closing Balance	
	Debit	Credit
Capital Account		2,50,00.00
Loans (Liability)		53,03.33
Current Liabilities		14,46,45.50
Fixed Assets	1,00,000.00	12,50.00
Current Assets	44,78,232.20	
Sales Accounts		42,13,64.50
Purchase Accounts	14,27,875.00	
Direct Incomes		1,00.00
Direct Expenses	1,370.00	
Indirect Incomes		5,43.70
Indirect Expenses	10,663.83	4,00.00
Profit & Loss A/c		32,07.00
Grand Total	60,18,141.03	60,18,141.03

‡ Select **Restricted** (ASCII only).

‡ Select **Excel (Spreadsheet)** in Format.

‡ Type the name of file for **Output File Name** as required.

‡ Specify other details.

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‡ 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.

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, t he 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.

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 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?

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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.

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"

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

Gateway of Tally ....

Company Info.

Select Company

SHut Company

Create Company
Create **G**roup Company

Alter

Change TallyVault

SPlit Company Data
Backup
Restore

Quit

Backup Companies on Disk

Select Companies to Backup

Source   : C:\Users\Public\Tally.ERP9\Data\wisdom
Destination : D:\wm 02.20.2017

Name of Company	Number
Wisdom Media	(10001)

Accept ?

Yes or **No**

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

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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.
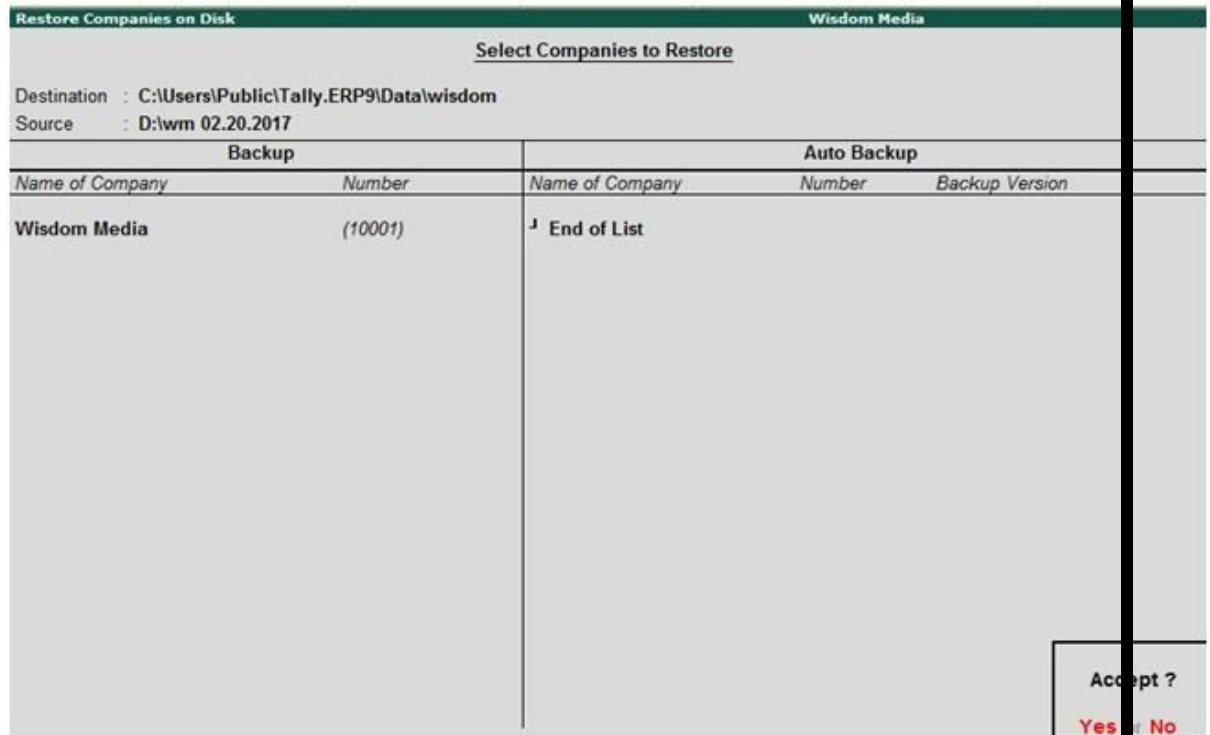
Click on **YES** to accept

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.'
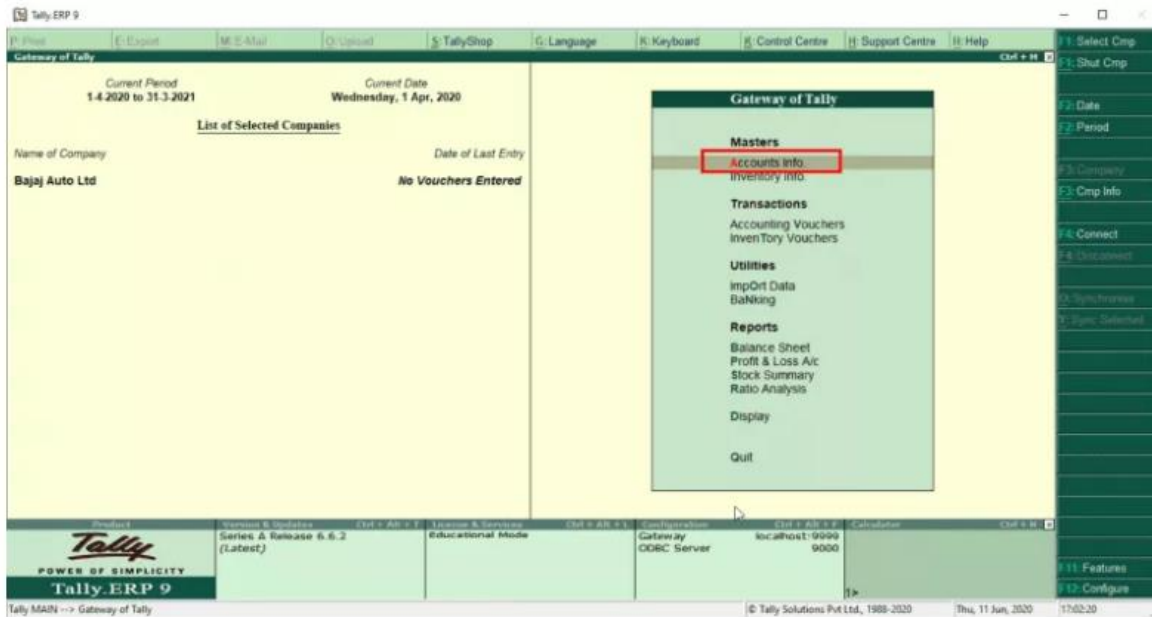
Step 2 – Next, click on 'Ledgers' followed by 'Create.' Here, you can create a single ledger or multiple ledgers as per your needs.
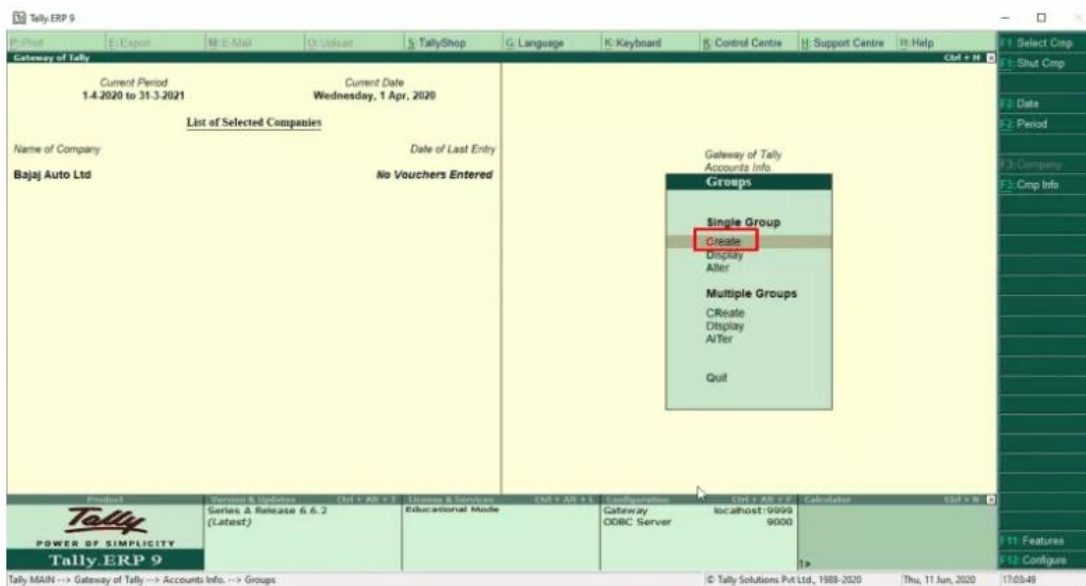
Step 3 – After creating a ledger, you also need to choose which group a particular ledger will be assigned to. You can select a group from the given 'List of Groups.'
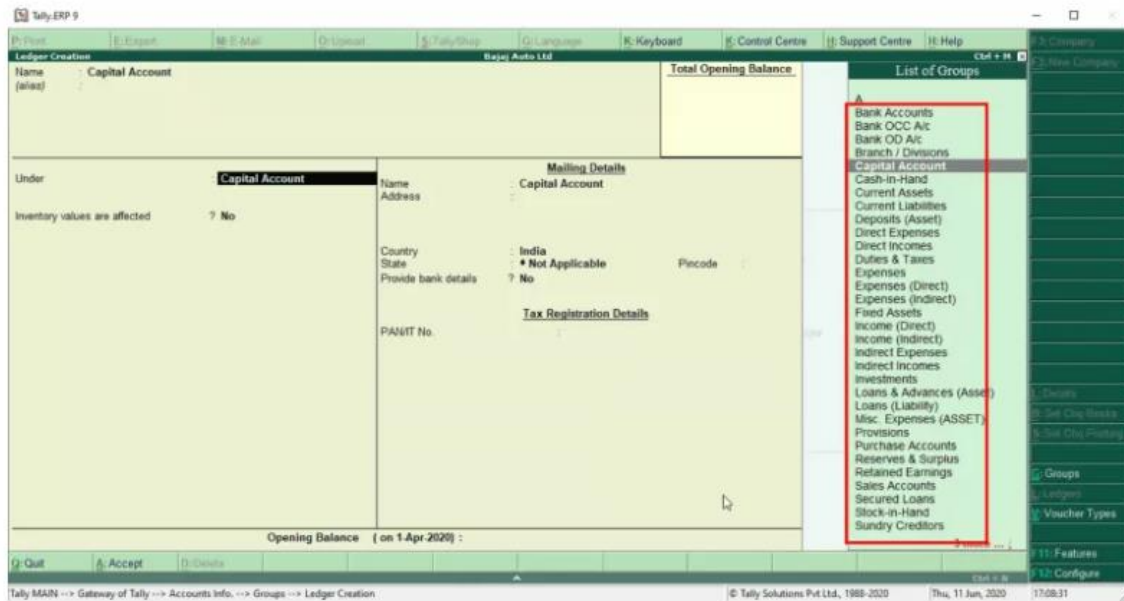
Step 4 – Also, for easy identification, always enter a name for your ledger so you know what it contains.
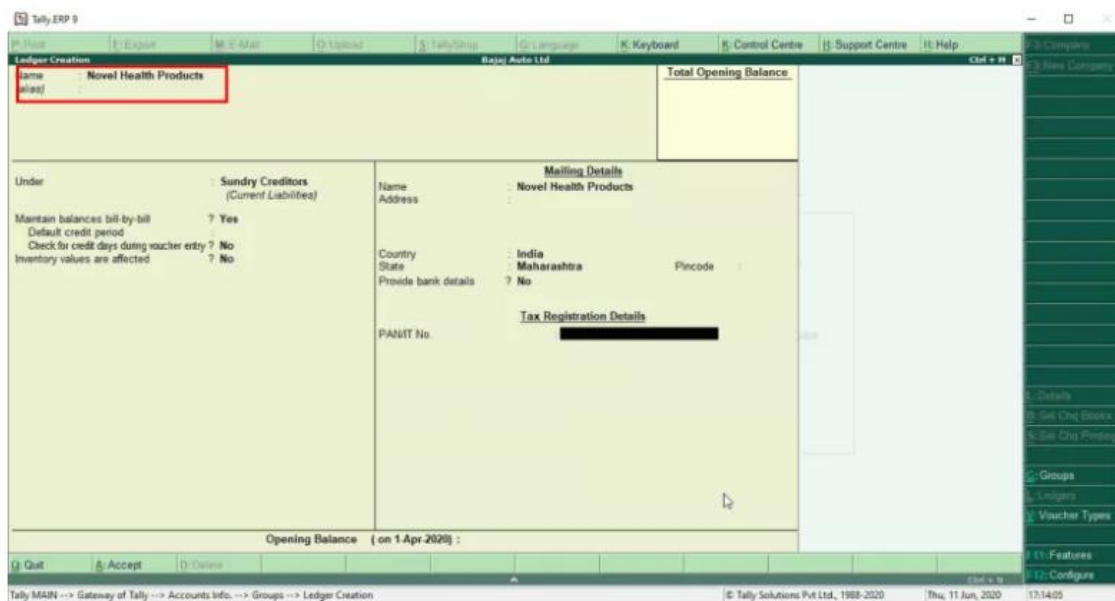
Step 5 – Lastly, enter the opening balance. For a bank account, the opening balance in the ledger would be the current amount in your account. For an amount owed to you by a client or a contractor, the starting amount would be what they owe you. For example; ₹10,000/-

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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

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

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Step 2: In the next screen, choose "Ledger"
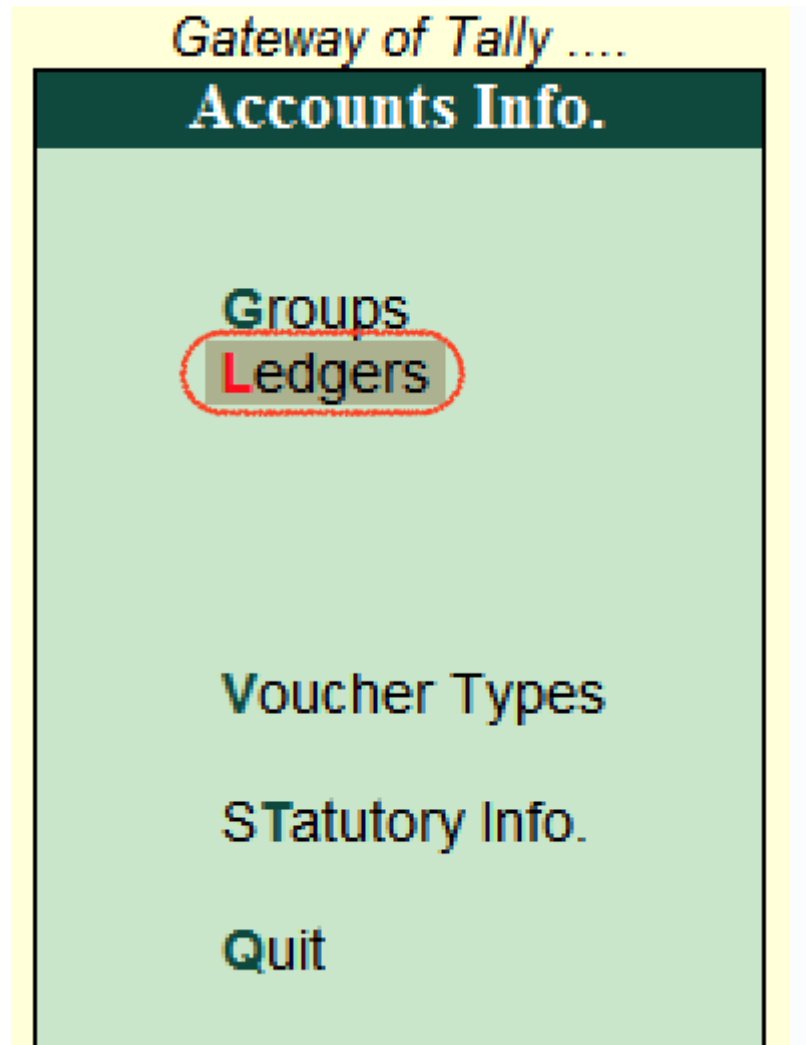
Step 3: In the next ledger screen, choose the option **create** under single ledger

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Gateway of Tally ....
Accounts Info. ....

Ledgers

Single Ledger

Create
Display
Alter

Multiple Ledgers

CReate
DIsplay
AlTer

Quit

Step 4: On ledger creation screen, update the following details

- **Name:** Enter the name of ledger account, and the name should be unique.
- **Under:** Choose the group name from list of group, that pertains to ledger account.

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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
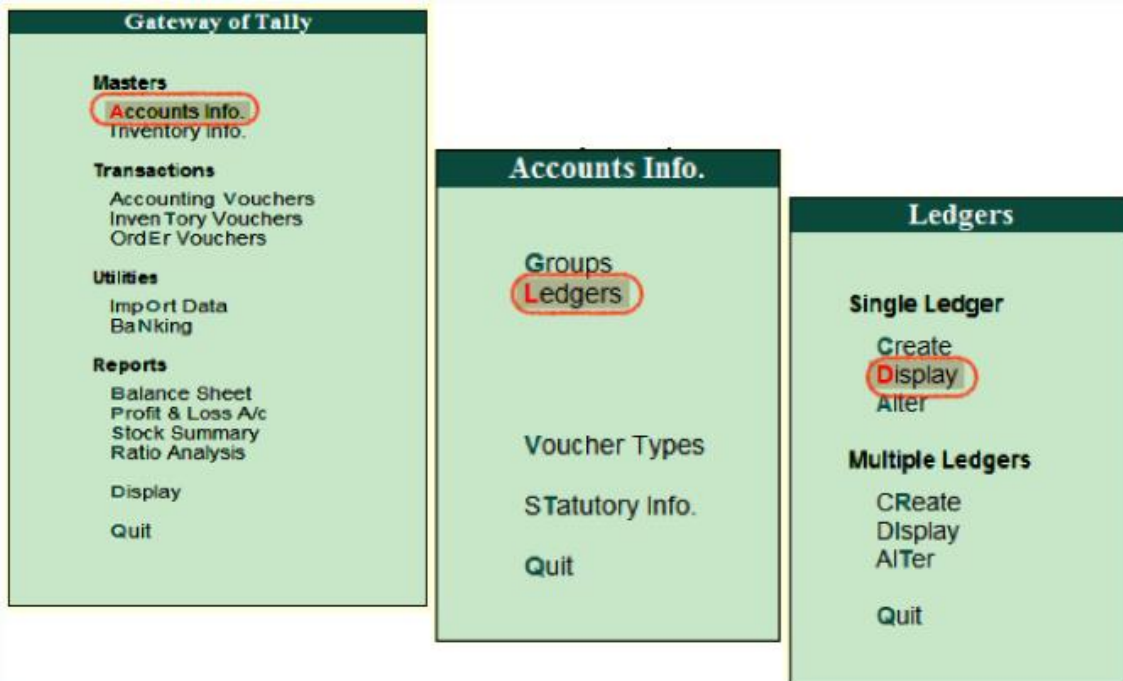
Choose the ledger account from list of ledgers

Now the complete details of ledger account display in the screen as shown below image.

How to Alter Single ledger in Tally

Path: Gateway of Tally –> Accounts Info –> Ledgers –> Single Ledger –> Choose Alter

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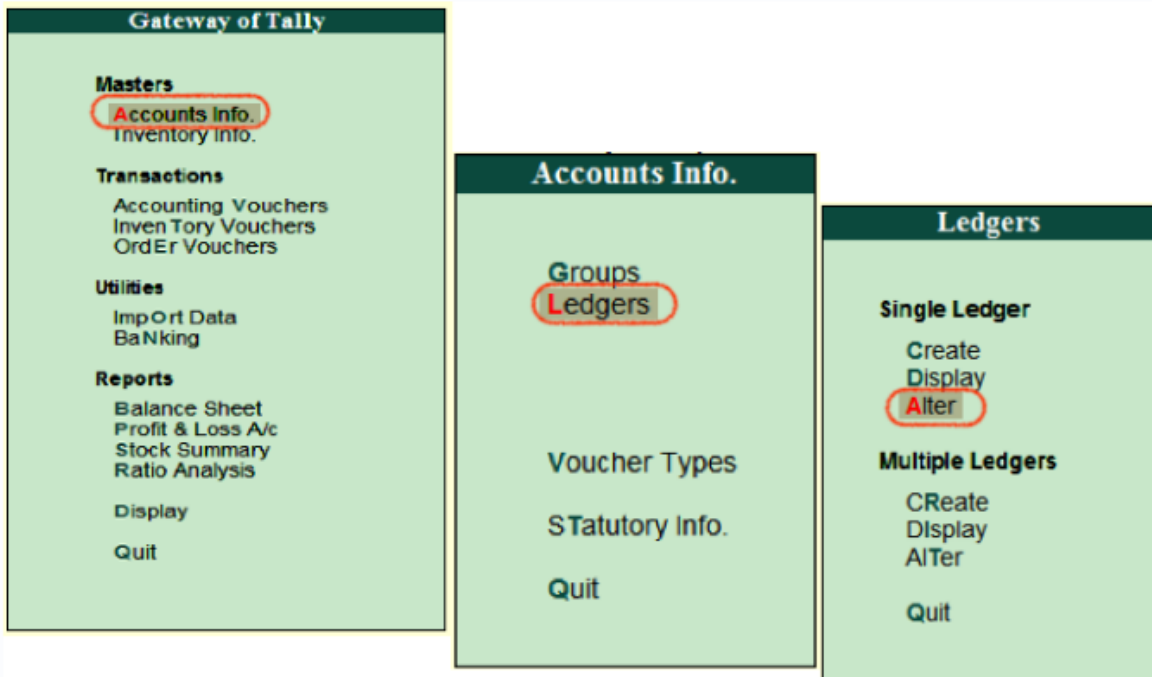
On select ledger screen, choose the ledger account from the list of ledgers

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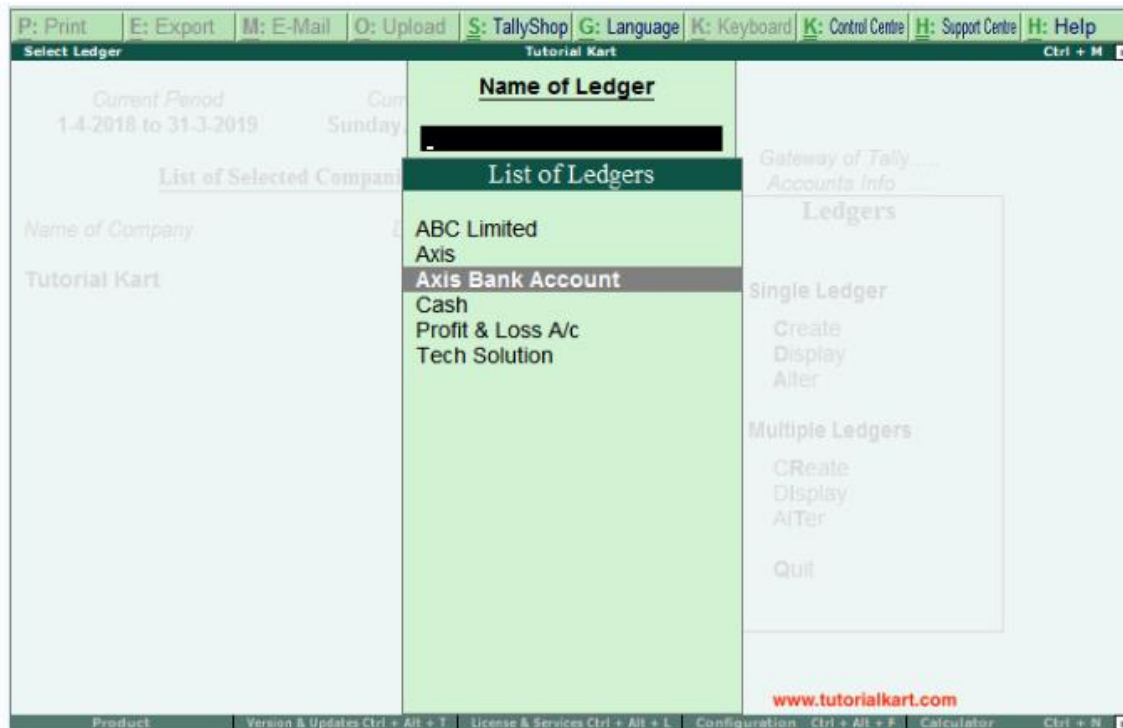
Now modify/ alter the required details for ledger account and click on A:Accept to save the changed details in Tally ERP 9.

we shall learn how to create ledgers (multiple ledgers) in Tally.ERP 9. After creation of groups, you can create ledgers under groups in Tally.

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

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

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Step 2: Under account info, choose the option Ledgers

Accounts Info.

Groups
Ledgers

Voucher Types

STatutory Info.
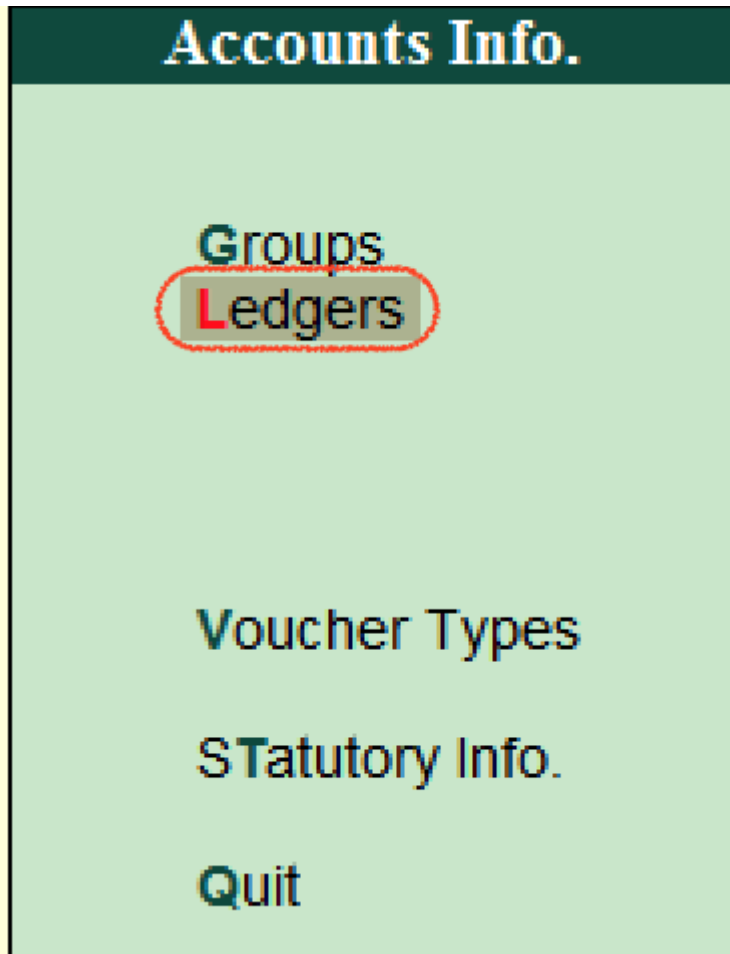
Quit

Step 3: Click on create under multiple ledgers option to create multi ledgers in Tally

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Gateway of Tally ....
Accounts Info. ....

Ledgers

Single Ledger

Create
Display
Alter

Multiple Ledgers

CReate
Display
AlTer

Quit

Step 4: On multi ledger creation screen, enter the following details

Under Group: Choose the Bangalore Debtors under the list of groups, however you can search group by entering the group name in the given under group text field.

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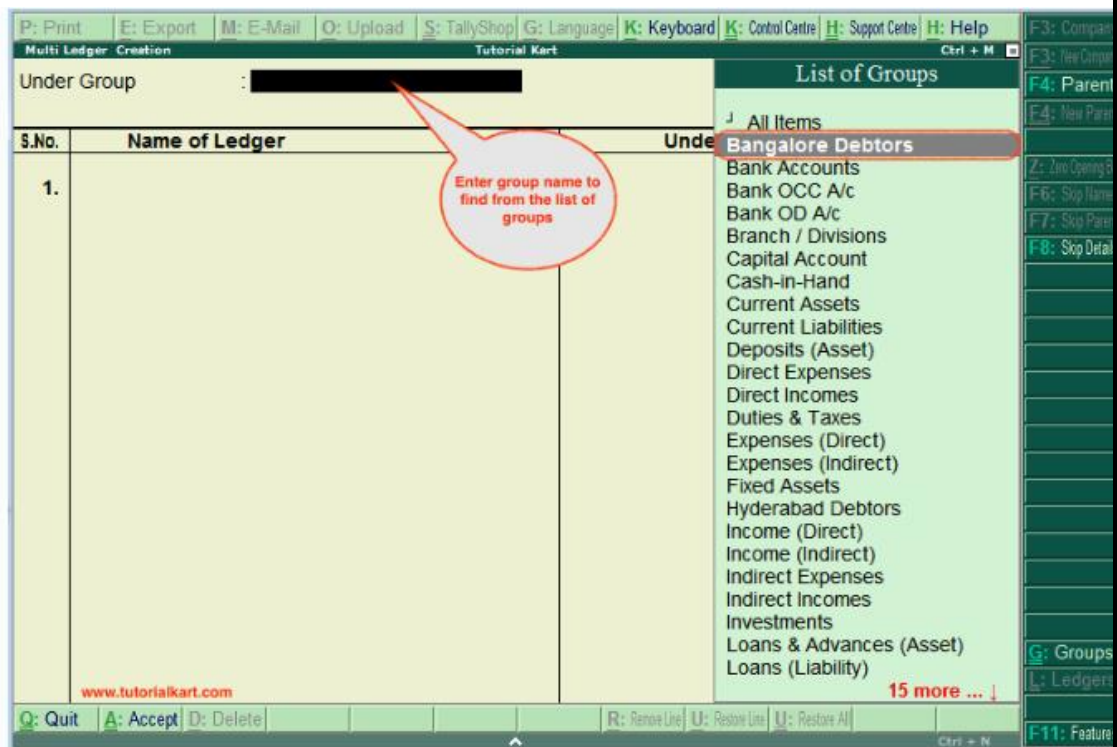
Step 5: Under Group: Bangalore Debtors screen, update the following details.

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.

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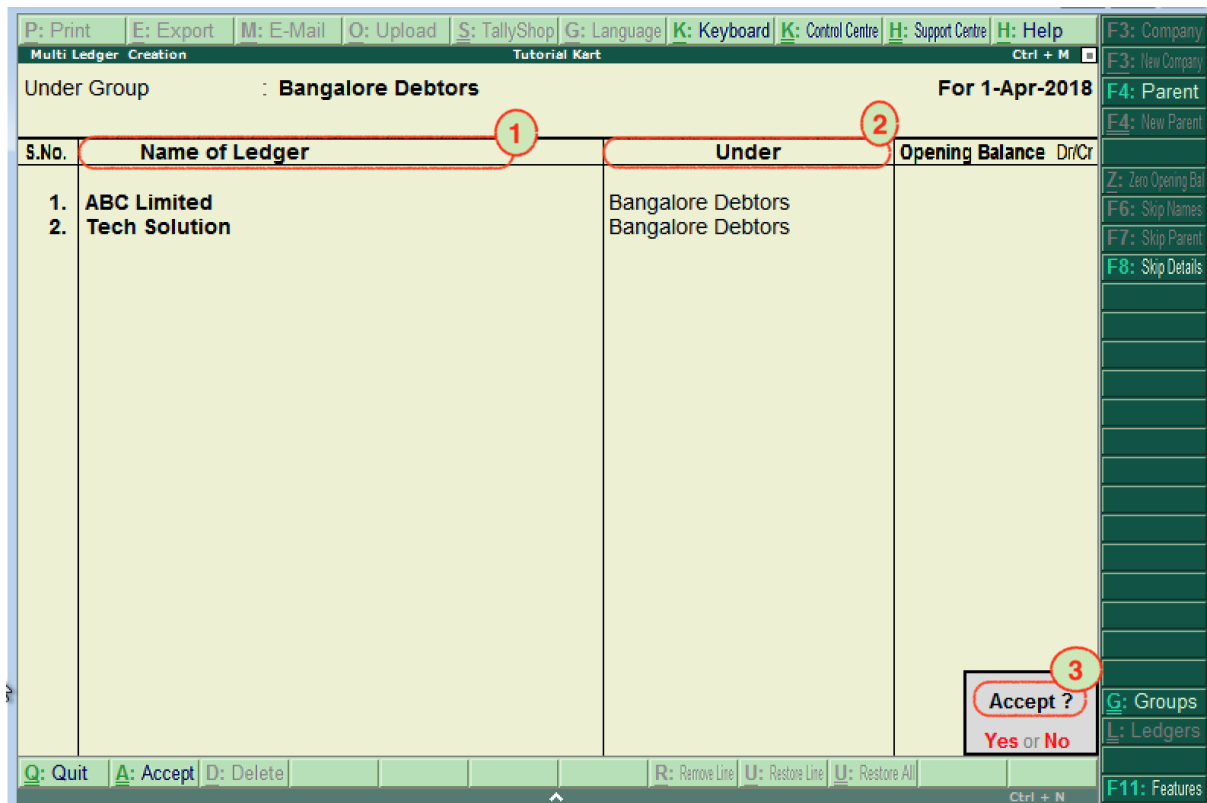
Successfully we have created multiple ledgers in Tally ERP 9.

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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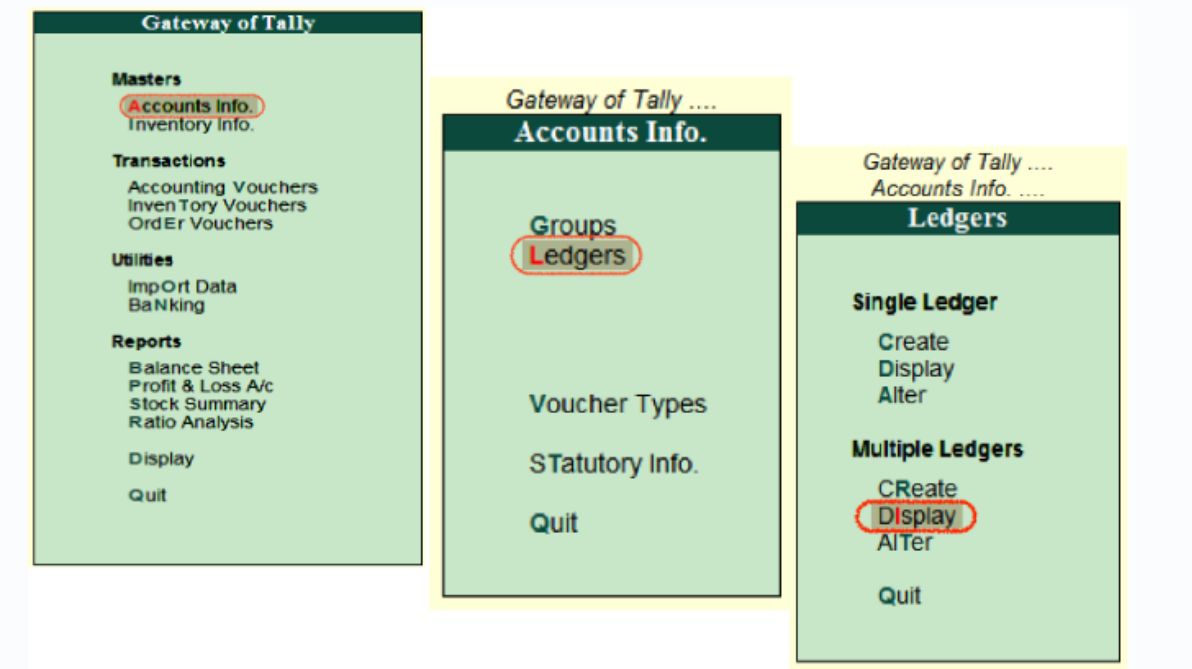
On select group screen, choose the group name "Bangalore Debtors" from the list of groups.
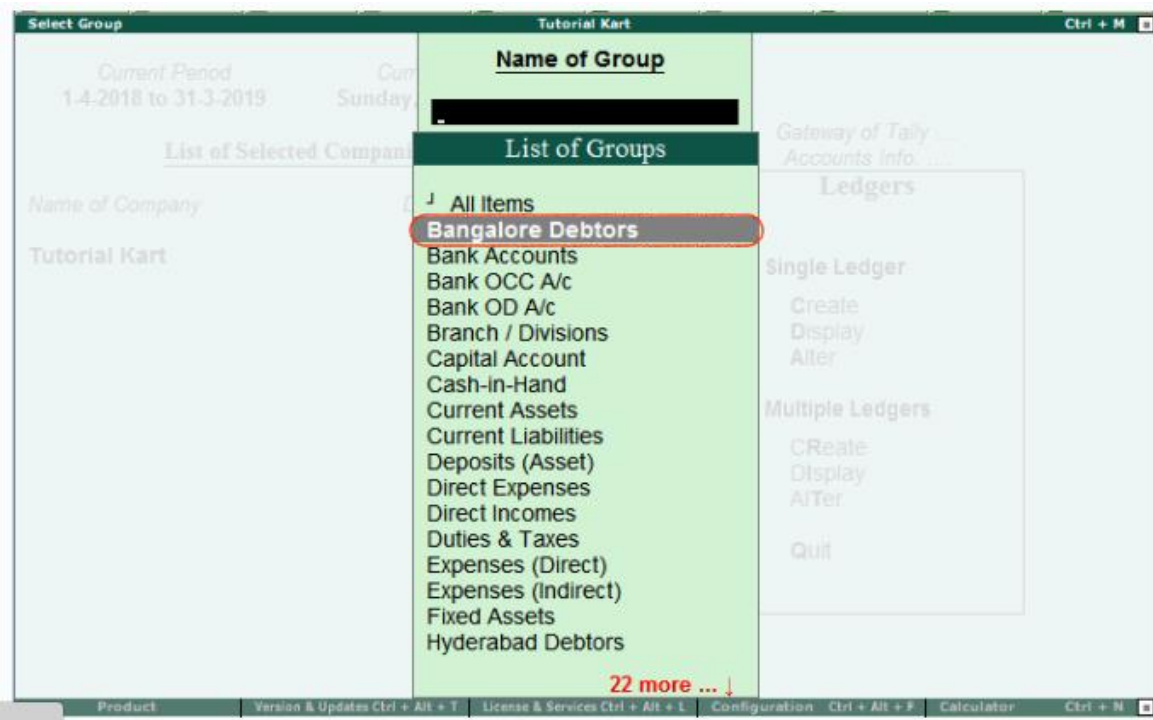
Now the multi ledger screen displays as shown below.

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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.
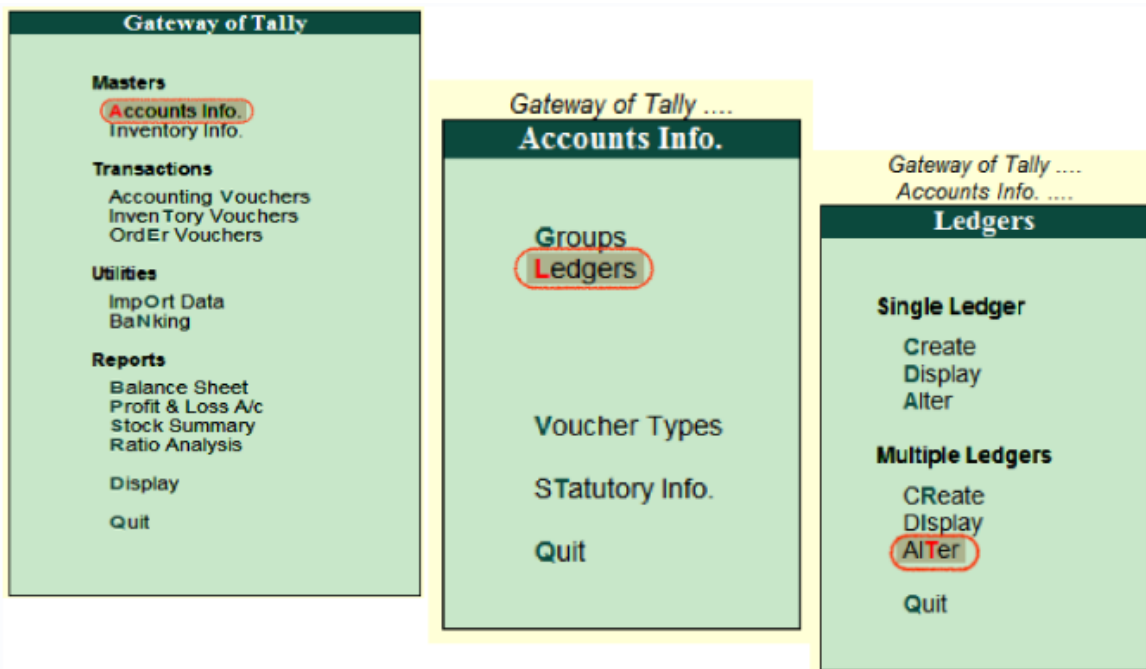
From the list of the groups, choose the required group name for alteration.

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

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

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S.No.	Name of Ledger	Under	Opening Balance Dr/Cr
1.	ABC Limited	Bangalore Debtors	
2.	Tech Solution	Bangalore Debtors	

Multi Ledger Alteration — Tutorial Kart — Ctrl + M

Under Group : **Bangalore Debtors** — **For 1-Apr-2018**

Q: Quit | A: Accept | D: Delete | R: Remove Line | U: Restore Line | U: Restore All

www.tutorialkart.com

Press enter and accept the details to save in Tally.

How to delete ledger in Tally

You can delete any ledger in Tally, if balance does not exist in that particular ledger.

Path: Gateway of Tally -> Accounts Info -> Ledgers -> Alter **(Single Ledgers)**
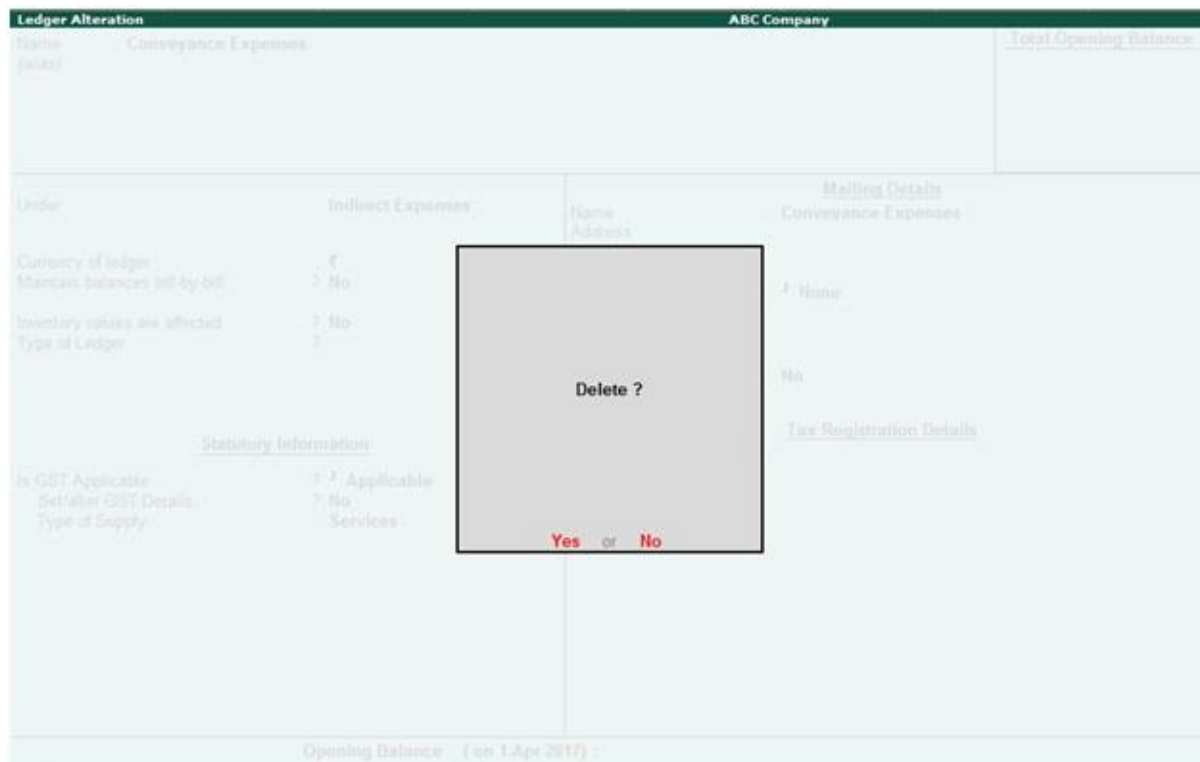
During the above ledger alteration screen press **Alt+D** to delete the ledger account.

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**
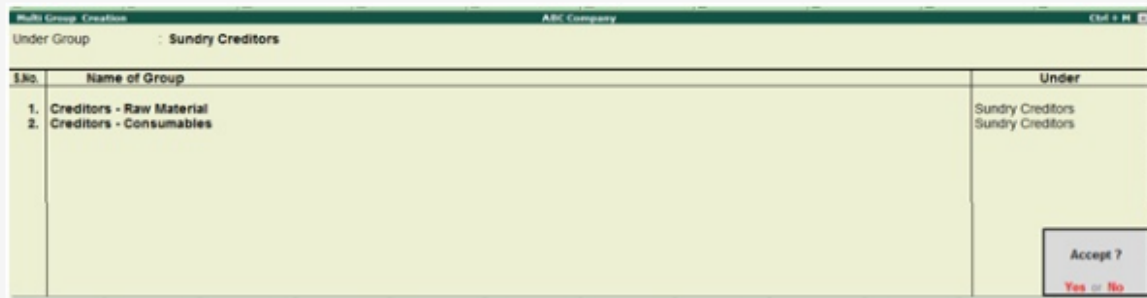
Press Enter to **save** the screen

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

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**

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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 sub-groups for the reporting purpose.

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.
4. 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

1. **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.
2. **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

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 bill-wise 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 bill-wise 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.

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 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.

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 debit and credit note 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."
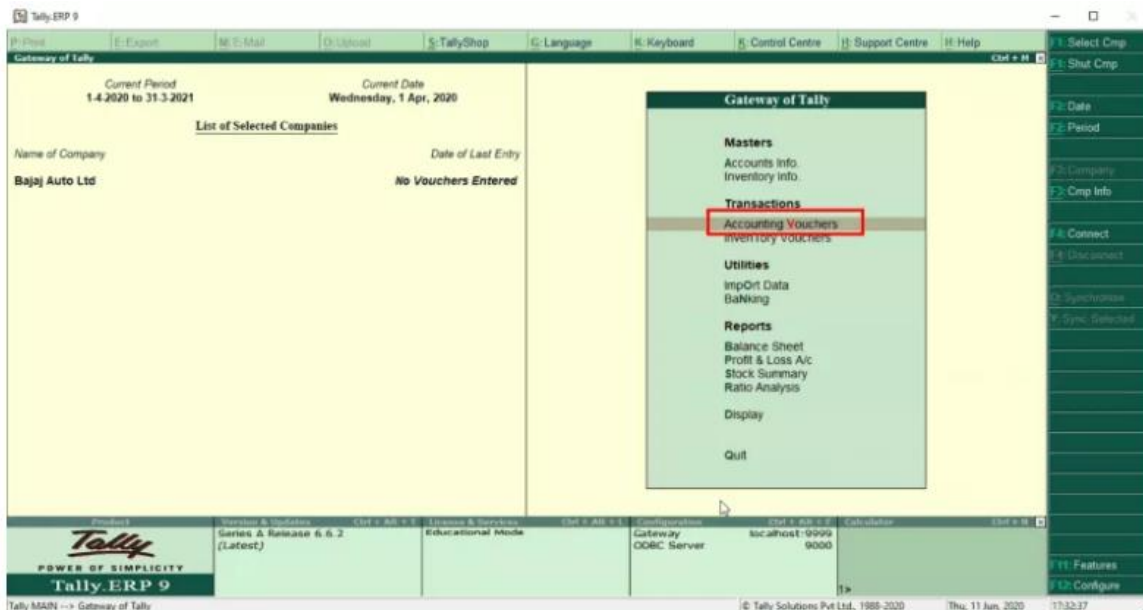
Step 2 – Next, from the right-hand-side menu, select a voucher option from the available list.

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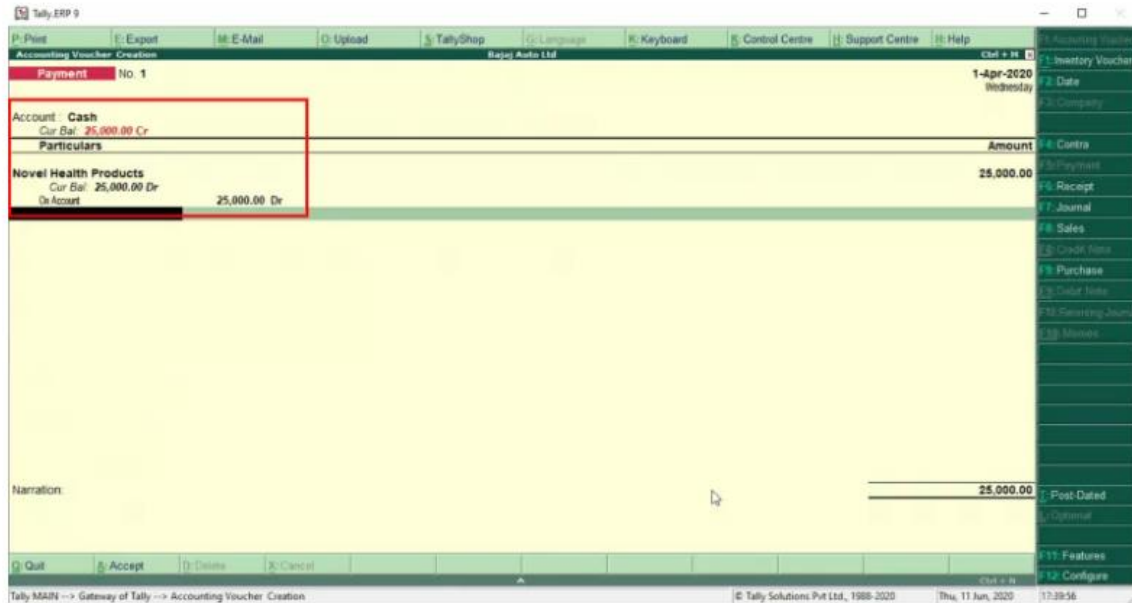
- **Contra Voucher (F4)**: This is used when money is deposited or withdrawn from the bank. Or when money is transferred between 2 accounts in the same company.
- **Payment Voucher (F5)**: This is used for payments made by the company.
- **Receipt Voucher (F6)**: This is used for any income made by the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

2. 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
- Receipts in Double Entry mode

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**.
2. 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.

5. 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 Configuration

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.

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If the option **Use Payment as Contra** is set to **No** in the **F12: Configure** screen, the cash and bank accounts will not be displayed.

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.**
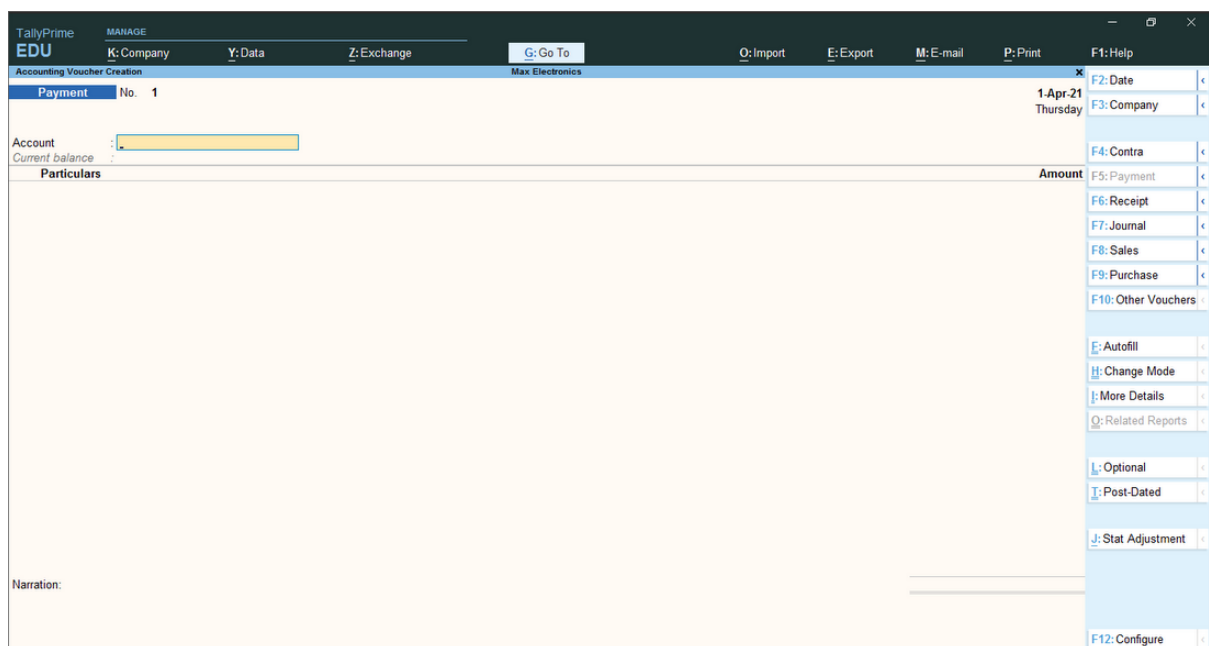
Receipt Voucher:

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,

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

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.

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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.
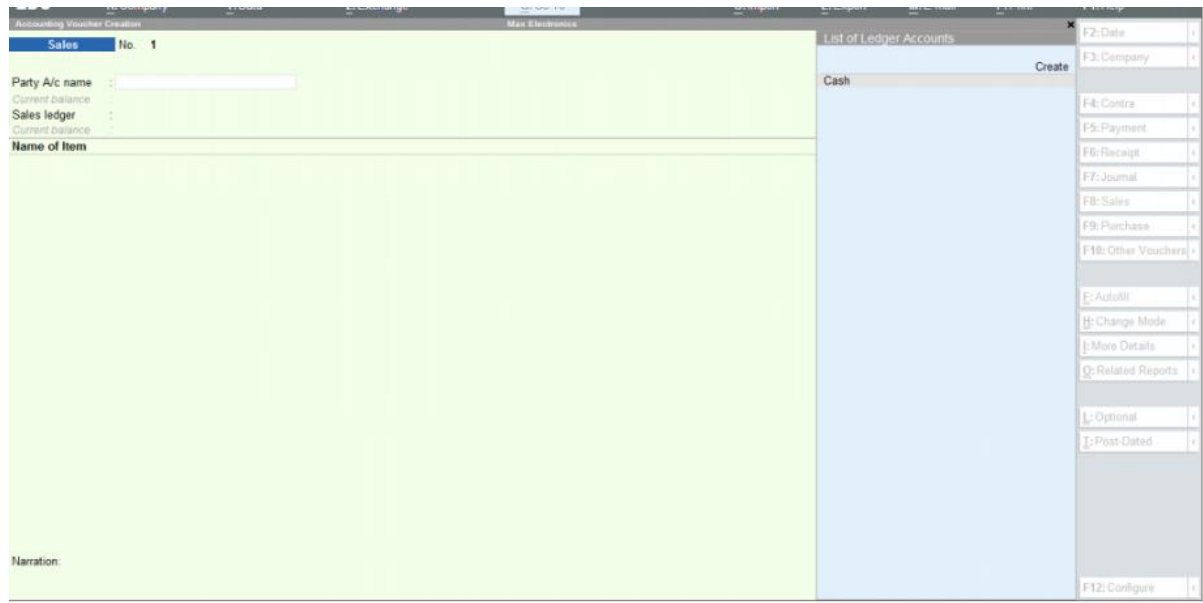
Debit Note

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.

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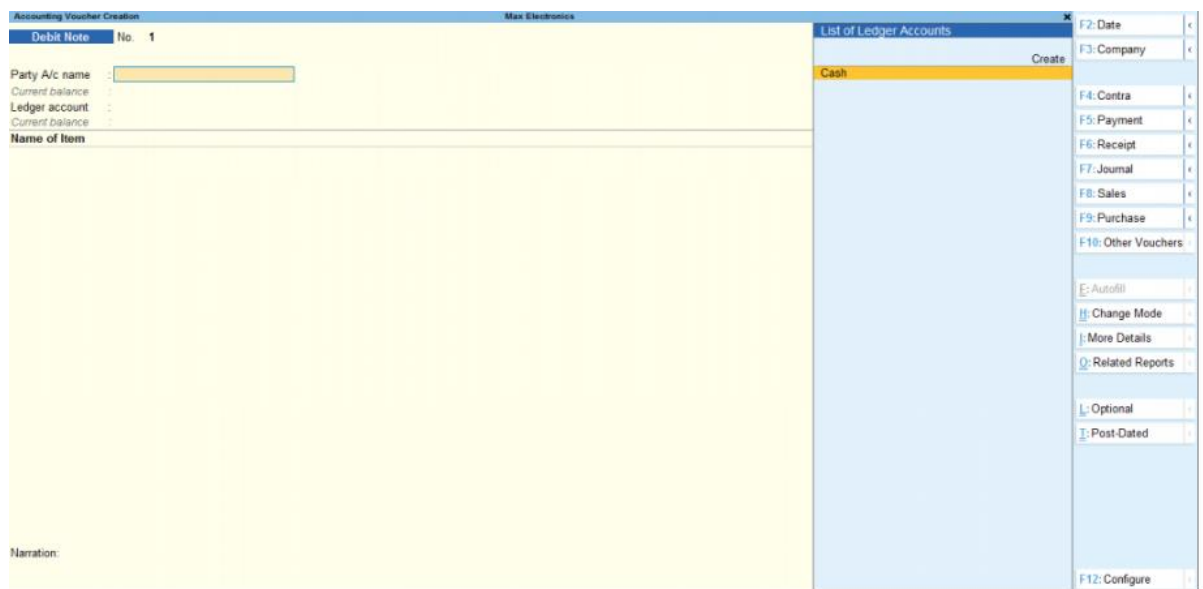
Credit Note

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.
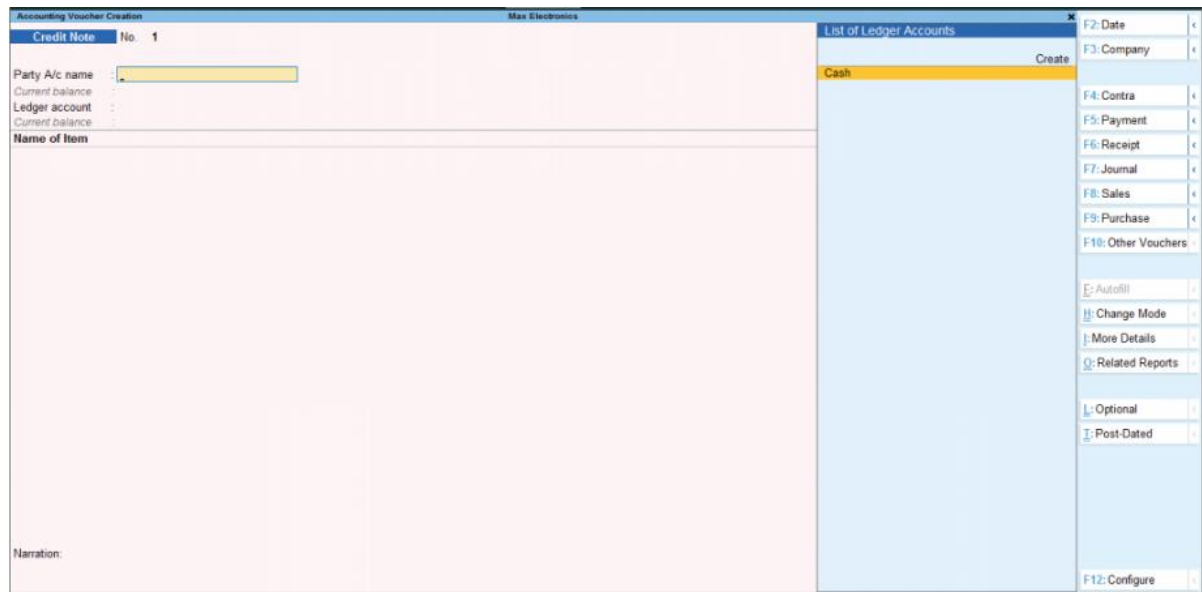
Journal

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.
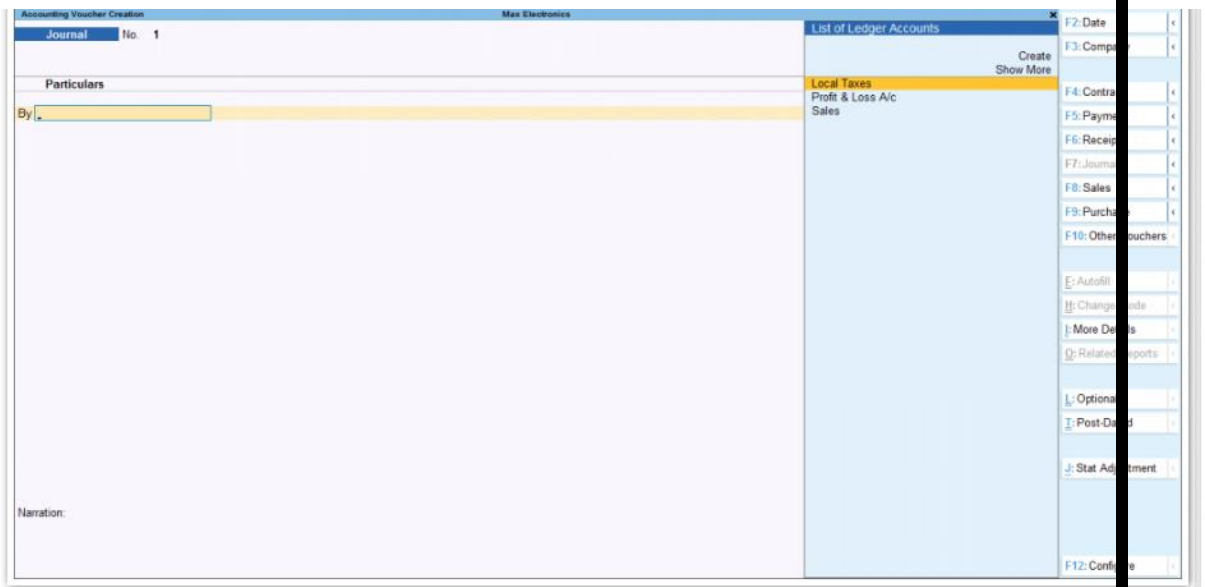
Cheque Printing in Tally.ERP9

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 :

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Company Cheque Details

Company Name on Cheque : **ABC Company**

Names of Banks : **Local Bank**

Bank Accounts

◻ End of List
Bank-Current A/c
Bank-Saving A/c
Local Bank

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

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.

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:

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Select **Yes** to print the cheque.

The printed Cheque appears as shown :

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

- o Path: Tally Main -> Gateway of Tally -> F11: Features -> Company Features -> Inventory Features or click on F2: Inventory.
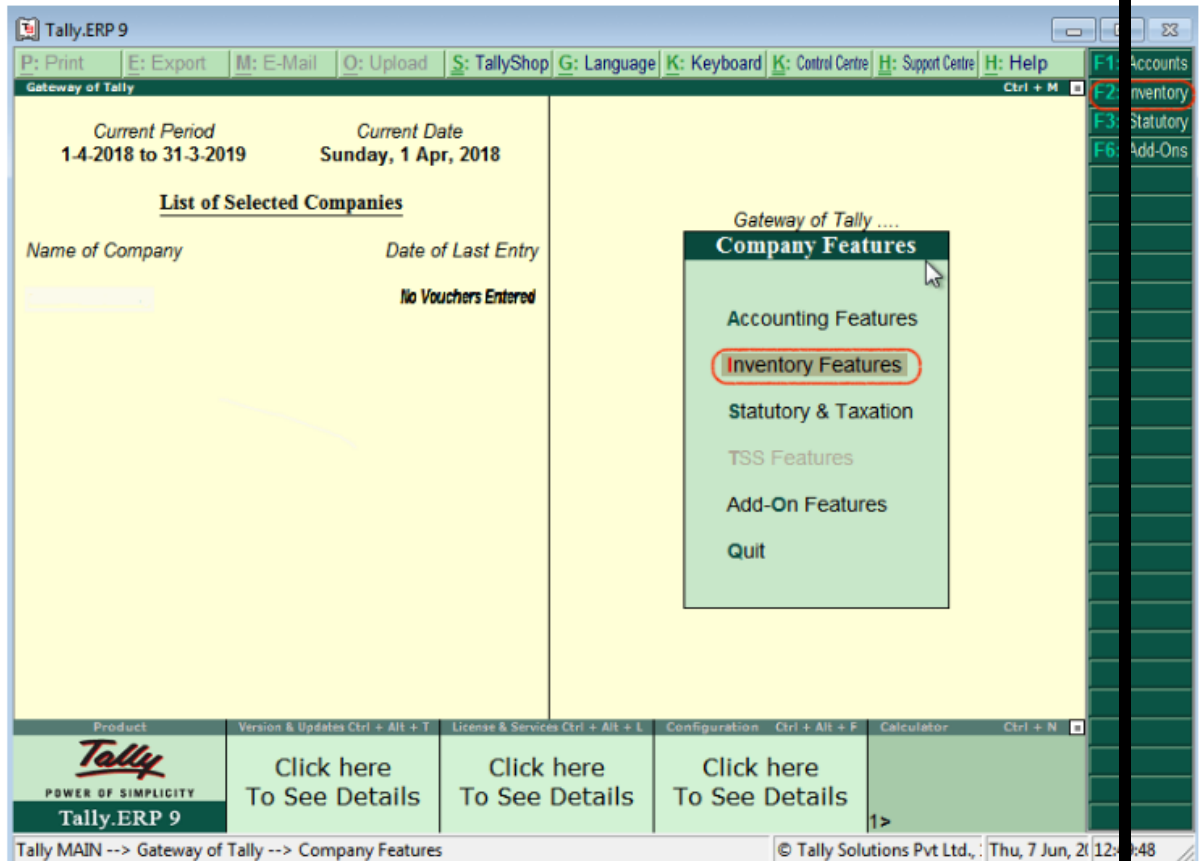
How to enable Inventory features

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:
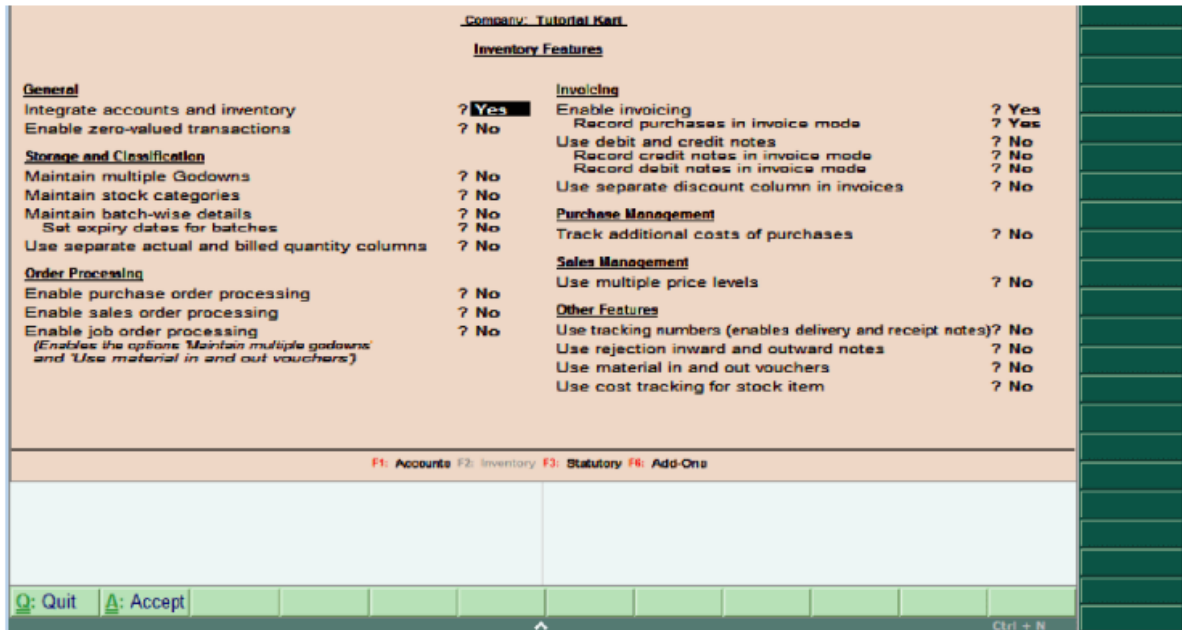
General

❖ **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

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.

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 Decimal Places : **0**

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 -> Inventory Info-> Stock items -> create.

Name : Ms-Office
(alias) :

Under : Stock in Hand

Units : nos

Tax information

Tariff Classification : Not Applicable
Rate of Duty (eg 5) : 0

	Quantity	Rate per	Value
Opening Balance :	150 nos	500.00 nos	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

- 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:

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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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- 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.

Stock Group Creation

To create a stock group for "In Stock in Hand" in Tally.ERP 9, follow these steps:

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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:

- 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:

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P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop

Stock Item Creation Ms/

Name : **Sony TV**
(alias) :

Under	: Stock in Hand
Units	: nos

Statutory Information

GST Applicable : ♦ Applicable
Set/alter GST Details ? No
Type of Supply : Goods

Rate of Duty (eg 5) : 0

	Quantity	Rate per	Valu	**Accept ?**
Opening Balance :	15 nos	5,500.00 nos	82,500.0	Yes or No

- 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

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- USB 17nos Rs.2300
- Laptop battery 22nos Rs.2100 bill no:236 (35 days)
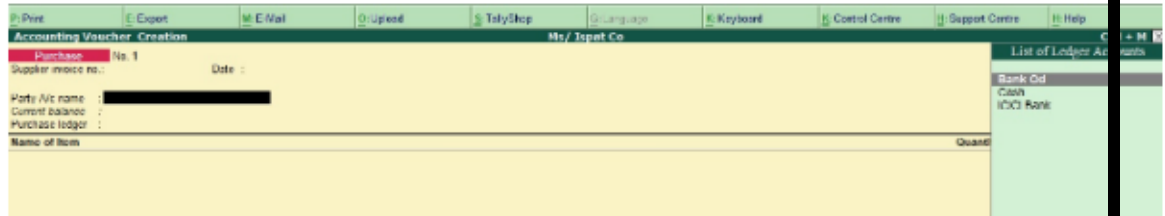
To record the purchase on credit from Mr. Citizen for the items "Calculator", "USB", and "Laptop Battery" with the given details in Tally.ERP 9, follow these steps:
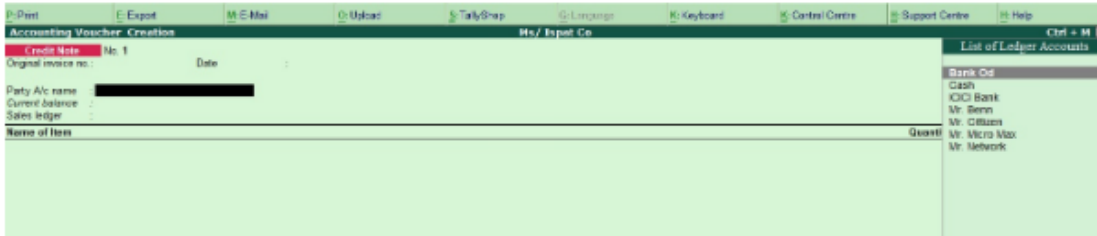
- Go to Gateway of Tally and select **"Accounting Vouchers."**
- Select **"F9: Purchase"** to record a purchase transaction.
- Enter the details of the transaction, such as the date, supplier, and bill number (in this case, bill no 236 with a credit period of 35 days).
- Select **"Calculator"** as the 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.

2. Withdrawal from the bank for office use of Rs. 5000
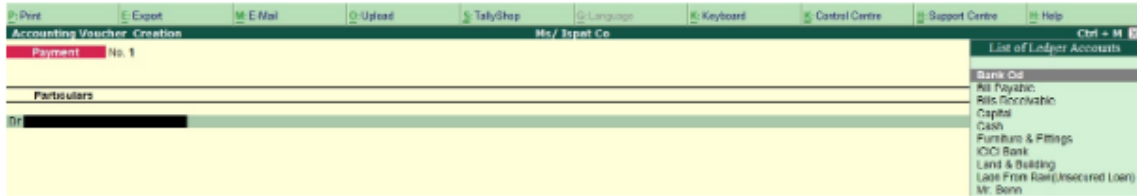
To record a payment withdrawal from the bank for office use of Rs. 5000 in Tally.ERP 9, follow these steps:

- 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 the payment is being withdrawn.
- Enter the amount of the withdrawal, which in this case is **Rs. 5000**.
- Select the **"Drawing"** ledger accounts from the list of ledger accounts under **"Debit"** and enter the amount of **Rs. 5000**.
- Select the **"Cash"** ledger account from the list of ledger accounts under **"Credit"** and enter the amount of **Rs. 5000**.
- Select **"Save"** to record the transaction.

The payment withdrawal from the bank for office use of Rs. 5000 has now been recorded in Tally.ERP 9. You can use the bank statement report to track this transaction and the cash book report to track the payment made.

4. Deposit into bank Rs. 10000
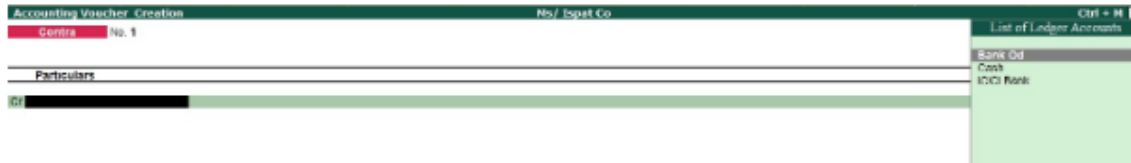
To record a deposit into the bank for Rs. 10000 in Tally.ERP 9, follow these steps:

- 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 which the 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 accounts under **"Debit"** and enter the amount of **Rs. 10000**.
- Select the **" Cash "** ledger account from the list of ledger accounts under **"Credit"** 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.ERP 9. You can use the bank statement report to track this transaction and the cash book report to track the payment made.

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)

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.

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6. Return goods to Mr. CITIZEN for the followings

- LC-10121 calculator 3nos Rs.1200

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

To record the return of goods from Mr. Citizen using a debit note 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:

- Go to Gateway of Tally and select "Accounting Vouchers."

- Select "Ctrl+F9: Debit Note" to record a debit note transaction.

- 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 Name" section.

- 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.

9. Paid Salary Rs.5000

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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10. Received Interest Rs.7500

To create a Received Interest entry in Tally ERP9 for Rs.7500 with cash receipt, you can follow these steps:

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

In the Accounting Vouchers screen, select Receipt Voucher.

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

- **Date:** Enter the date on which the receipt was received.
- **Account:** Select the account in which the receipt was deposited. In this case, it would be Cash.
- **Debit:** Select the Received Interest ledger from the list of ledgers and enter the amount as Rs.7500.
- **Credit:** Select the Cash ledger from the list of ledgers and enter the amount as Rs.7500.

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

The entry for Received Interest of Rs.7500 is now created in Tally ERP9 with debit to Cash ledger and credit to Received Interest ledger.

Note: Make sure you have created the Cash and Received Interest ledgers in Tally ERP9 before making the entry. Also, ensure that the interest income is correctly recorded in your books based on the terms of the investment or loan agreement.

Return by Goods Mr. BENN for the followings

- Sony TV 2nos Rs.7500
- Lenovo Laptop 1nos Rs.15000. Again bill no: 34

To create a credit note for a return of goods in Tally, you can follow these steps:

- Open Tally and go to the Accounting Voucher menu by pressing **"F7"**.
- Select **"Credit Note"** as the voucher type.
- Enter the current date as the voucher date.
- In the **"Party A/c Name"** field, select the name of the customer who returned the goods (in this case, Mr. BENN).
- In the **"Particulars"** field, select the name of the item returned **(e.g. Sony TV)** and enter the quantity returned **(e.g. 2 nos)**.
- Enter the rate of the item **(e.g. Rs. 7500)** and Tally will automatically calculate the total amount.
- Repeat step 5 and 6 for the second item **(Lenovo Laptop)** by selecting the item and entering the quantity and rate.
- In the **"Bill-wise Details"** section, select the original bill number **(e.g. 34)** against which the credit note is being issued.
- Enter a narration to describe the reason for the credit note (e.g. **"Goods returned by Mr. BENN"**).
- Verify that the total amount of the credit note matches the amount being credited to the customer's account.

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- Press **"Ctrl+A"** to save the credit note entry.

The Stock of LC10121 calculator 3nos transferred to Chennai branch.

To create an entry in Tally ERP 9 for the transfer of 3nos of LC10121 calculators to the Chennai branch, you can follow these steps:

- Open Tally ERP 9 and go to the Inventory Vouchers menu by pressing **"Alt+ F7"**.
- Select **"Stock Journal"** as the voucher type.
- Enter the current date as the voucher date.
- In the **"Source Godown"** field, select the godown from which the stock is being transferred.
- In the **"Destination Godown"** field, select the godown to which the stock is being transferred (in this case, the Chennai branch).
- In the **"Name of Item"** field, select the calculator item.
- Enter the quantity of items being transferred **(e.g. 3 nos)**.
- Enter the rate of the item if applicable.
- Tally will automatically calculate the total value of the transferred stock.
- Enter a narration to describe the reason for the transfer (e.g. **"Transfer of 3nos of calculators to Chennai branch"**).
- Press **"Ctrl+A"** to **save** the stock journal 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.

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

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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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.

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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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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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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.

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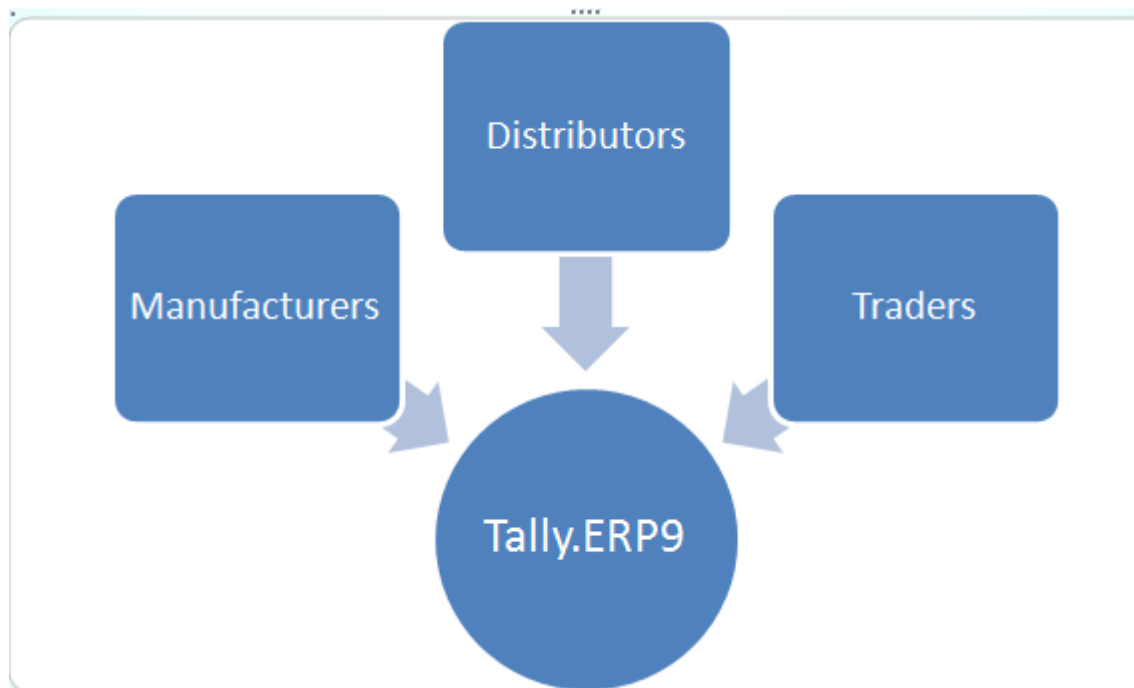
Tally.ERP9 broadly allows the users to record all types of (I)nventory transactions using (G)oods (R)eceipt notes, (D)elivery notes, (S)tock journals, manufacturing journals and physical stock journals.

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

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

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

3. Enter an **Alias** name for the Location/Godown name, if required.

4. 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.

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In the **Godown Creation** screen, press **F12: Configure (Godown 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**.

2. **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.

```
Godown Creation                                          ABC

Name      : Godown A
(alias)   :


Address              : No.31,
                       New Colony Street,
                       Chennai 600105
                       Tamil Nadu,
                       India




Under     : Chennai
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Allow storage of materials          ? Yes
Set job/project for job costing     : ⫿ Not Applicable
Use for:                                        ┌─────────────┐
                                                │  Accept ?   │
Our stock with third party          ? No        │             │
Third party stock with us           ? No        │  Yes or No  │
                                                └─────────────┘
```

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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

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

   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 → Inventory Info → Stock Items → Single stock item → Create

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

Step 2: Choose Stock items under Inventory Info.
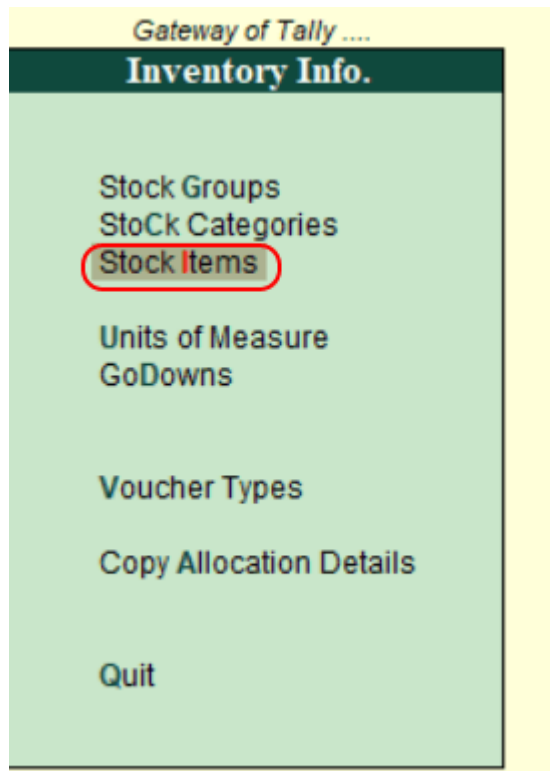
Step 3: Choose "Create" under the Single Stock Item.

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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.

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

Godown: Under the list of Godowns, choose Godown.

Rate: Specify the rate of stock items.

Based on the quantity and rate amounts, per and amount values are automatically calculated.

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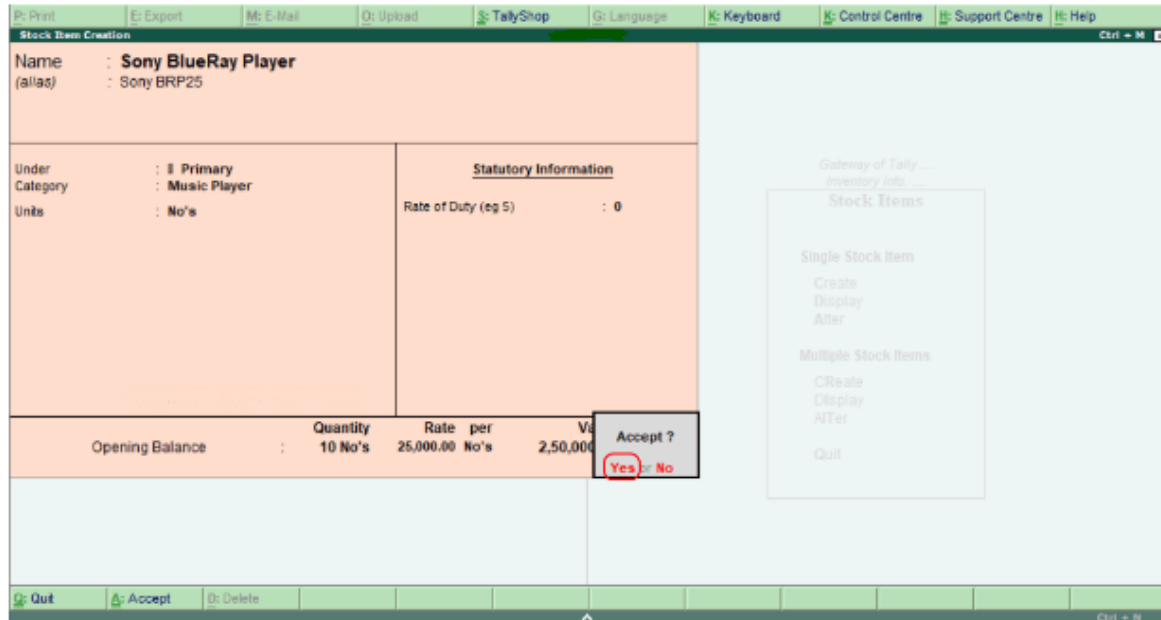
Creation of Multiple Stock Items

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.

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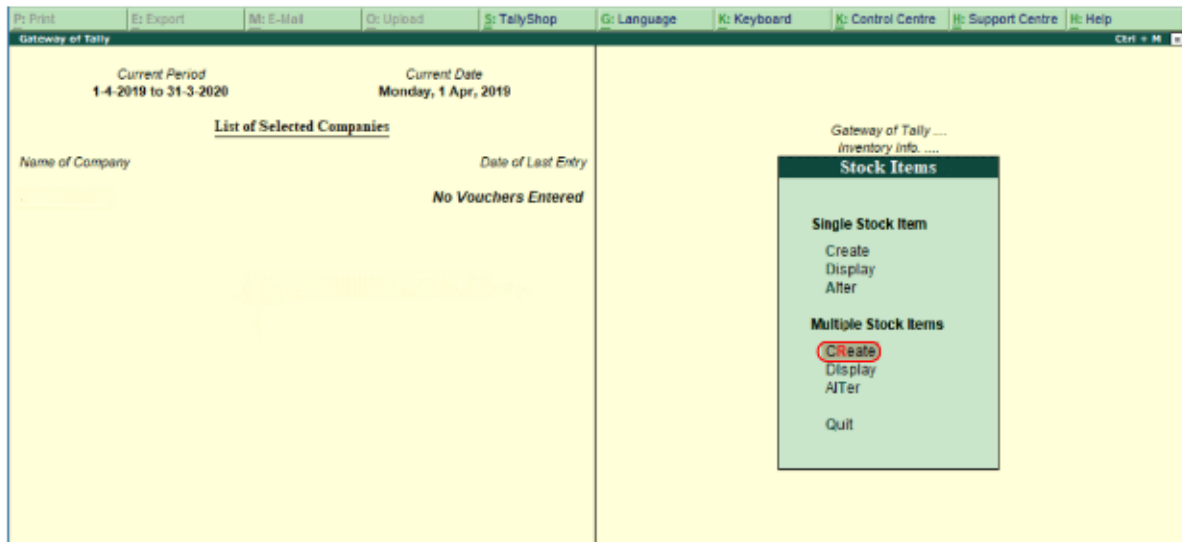
Step 2: Enter the following details in the next screen, "Multi Stock Item Creation".

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.

S.No.	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount
1.	Philips Dvd Player	Music System	Music Player	No's	5 No's	15,000.00	No's	75,000.00
2.	Sony 5.1 Music System	Music System	Music Player	No's	2 No's	20,000.00	No's	40,000.00
3.	Sony 32 Inch Tv	Television	32 Inches Tv	No's	3 No's	25,000.00	No's	75,000.00
4.	LG 32 Inch Tv	Television	32 Inches Tv	No's	4 No's	20,000.00	No's	80,000.00
5.	MI 32 Inch Tv	Television	32 Inches Tv	No's	2 No's	15,000.00	No's	30,000.00
6.	MI 42 Inch Tv	Television	42 Inches Tv	No's	2 No's	20,000.00	No's	40,000.00

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 Tally ERP 9**,** 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 GST 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 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+V	V-button for a type of vouchers	Create various types of vouchers. Note that the voucher and godown options are available on your display, only if you select these features from the F11 'Set Features' tab.
Ctrl+O	O-button for a godown	Create one or 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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Inventory Features

General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Ye
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Ye
		Use Debit/Credit Notes	? Ye
Storage & Classification		Use Invoice mode for Credit Notes	? Ye
Maintain Multiple Godowns / Excise Units	? Yes	Use Invoice mode for Debit Notes	? Ye
Maintain Stock Categories	? Yes	Separate Discount column on Invoices	? No
Maintain Batch-wise Details	? No		
(set Expiry Dates for Batches)	? No	**Purchase Management**	
Use different Actual & Billed Qty	? No	Track additional costs of Purchase	? No
		Sales Management	
Order Processing		Use Multiple Price Levels	? No
Allow Purchase Order Processing	? Yes		
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

Masters

Accounts Info.
PayroLI Info.
Inventory Info.
QuicK Setup

Transactions

Accounting Vouchers
InvenTory Vouchers
OrdEr Vouchers
PaYroll Vouchers

Utilities

ImpOrt of Data
BaNking

Reports

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

Display

Quit

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Click on **F4: Purchase Order**

Purchase Order Creation

Enter party A/c name: Pavan Traders

Enter purchase order no: 2

Select the name of **stock item** from the list of stock items

Enter **quantity** of item

Enter **rate** of item

Press enter to **save** the screen

 Invoice posting **(Goods received against purchase order No: 2)**

Accounting Entry

HP Computers Dr 5,40,000

CGST Dr 48,600

SGST Dr 48,600

To Pavan Traders 6,37,200

How to Check Purchase Order Outstandings in Tally

Path: Gateway of Tally -> Display -> Statements of Inventory -> Purchase Order Outstandings

Click on purchase order outstandings and check the status of order.

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.**

1. **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 against **Purchase Order** (order number must be there

3. **REJECTIONS OUT: (ALT + F6)**

   This **voucher** can be used to return goods against receipt note. If the goods that we received against purchase order falls under bad quality / damaged, then the stock will be return. And can be enter that transaction in **Rejections Out.**

SALES ORDER PROCESSING:

Sales order processing is receiving orders from Sundry Debtors / Customers for sale of the goods.

The following vouchers are required to do sales order processing.

1. **SALES ORDER : (ALT + F5):**

   Sales order voucher cab be used to enter orders received from customers / sundry debtors to sale of the goods

2. **DELIVERY NOTE : (ALT + F8):**

   Delivery note can be enter delivery of goods to customers / sundry debtors against the sales order .

3. **REJECTIONS IN (CTRL + F6):**

   When the stock / goods returned against the delivery note challana, that transactions cab be enter in Rejections in Voucher.

PURCHASE ORDER PROCESSING

1. Company placed an order to **RAJ COMPANIES** for purchasing goods with **order no: PO/Raj/300** for the following goods.

   Computers 10 pcs @ 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 purchase **order no: PO/Raj/300** and **Challana no: Ch/Raj/300** and stored at **Rajam** godown

   Computers 10 pcs @ Rs.25000/-

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| Laptops | 05pcs | @ | Rs. | 30,000/- |
| Mobiles | 05pcs | @ | Rs. | 14,000/- |

Tabs 10pcs @ Rs. 11,400/-

3. Company returned the following goods to Raj Companies due to damages against **challana no: Ch/Raj/300. (ref no: RO/Raj/001)**

Computers	–	04pcs
Laptops	–	-02pcs
Mobiles	–	02pcs

Tabs – 01pcs

SOLUTION

STEP : 1

- Press **F11 for company features** —
- Press **F2** for **Inventory Features**

Storage and Classification:

| Maintain Multiple Godowns | — | Yes |

Order Processing:

| Enable Purchase Order Processing | : | YES |
| Enable Sales Order Processing | : | YES |

Other Features:

Use Tracking numbers (enables delivery and receipt notes)? YES

Use rejection inward and out ward notes ? YES
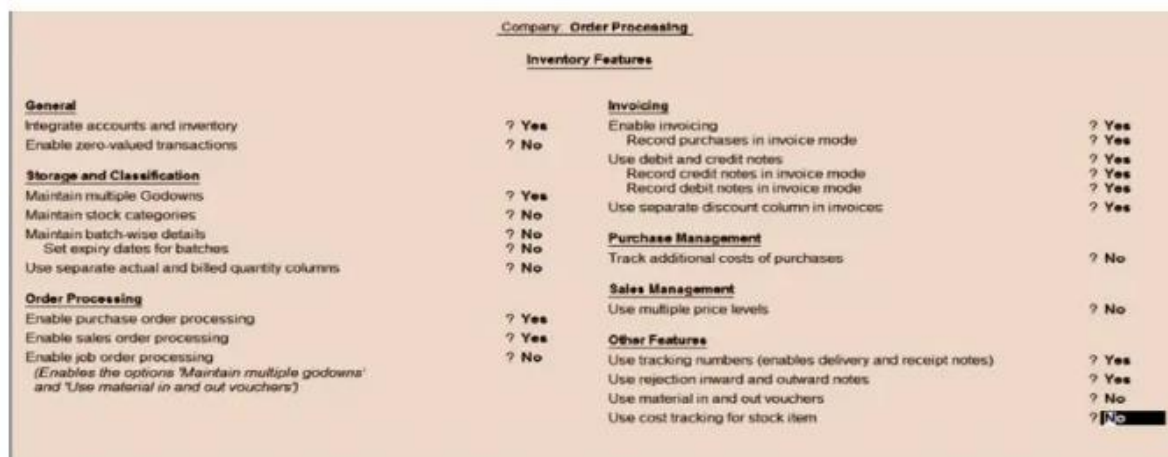
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STEP: 2

- Gateway of Tally — **Order Vouchers** — Press **ALT + F4** for **purchase order**

- **Party A/c Name** : (ALT + C)

  Name : RAJ COMPANIES

  Under : Sundry Creditors

  Maintain balances bill by bill : YES

  press enter_Accept- yes — Press Enter

- **Supplier's Details :** Enter supplier's details here and state , sales tax number etc

- **Order Details :**

  Mode / terms of payment : enter our terms of payment to supplier here (Example: Single term)

  Terms of Delivery : Example : Single Term

- **Receipt Details :**

  Dispatched Through : Example : Van

  Destination : Rajam

- **Order No:** pb / raj / 300

- **Purchase Ledger** : ALT + C

  Name : Purchase A/c

  Under : Purchase Accounts

  Inventory values are affected : yes

- **Name of Item** : ALT + C

  Name : Computers

  Under: Electronics

  Units : Pcs

  Accept – Yes (Press ENTER)

- Item Allocations for **Computers**

  Godown : ALT + C –

  Name: RAJAM

  Quantity : 10 pcs

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Rate	:	**25,000**

Press Enter

- Create the remaining items and enter the **quantity , rate** also
- **TOTAL PURCHASE ORDER VALUE :** *5,59,000/-*

Purchase Order No. 1					1-Apr-2020 Wednesday
Party A/c name : **Raj Companies**				Order no.	: **pb / raj / 300**
Turnover : Current balance :					
Purchase ledger : **Purchase A.C**					
Name of Item		**Quantity**	**Rate** per	**Disc %**	**Amount**
Computers		10 PCS	25,000.00	PCS	2,50,000.00
Laptops		5 PCS	30,000.00	PCS	1,50,000.00
Mobiles		5 PCS	9,000.00	PCS	45,000.00
Tabs		10 PCS	11,400.00	PCS	1,14,000.00
					5,59,000.00
Narration:		30 PCS			5,59,000.00

STEP: 3

- Press **ALT + F9** for **Receipt Note** voucher
- **Reference no:** Ch/ Raj / 300 — Press ENTER
- **Order No(s) :** Pb / raj/ 300 — End of List — Press Enter
- **Name   of   Item   :**
  All the items which are in purchase order and against purchase order appears automatically   here.
  Select **Tracking number : CH/RAJ/300** for every item
- **Total   Receipt   Note   Value   :**
  5,59,000/-

Receipt Note	No. 1					1-Apr-2020 Wednesday
Reference no.: **chiraj/300**						
Party A/c name : **Raj Companies**						
Turnover : Current balance :						
Purchase ledger : **Purchase A.C**						
Name of Item			Quantity	Rate per	Disc %	Amount
Computers			10 PCS	25,000.00 PCS		2,50,000.00
Laptops			5 PCS	30,000.00 PCS		1,50,000.00
Mobiles			5 PCS	9,000.00 PCS		45,000.00
Tabs			10 PCS	11,400.00 PCS		1,14,000.00
						5,59,000.00
↵ End of List						
Narration:			30 PCS			Accept ? Yes or No

Step : 4

- Press **ALT + F6** for **Rejections Out**
- **Ledger Account :** Raj Companies
- **Supplier's Name & Address:** Raj Companies
- **Name   of   Item   :**
  Computers   04pcs
  Laptop   02pcs
  Mobile   02pcs
  Tabs 01pcs
- **Total Value : 2,16,400/-**

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.
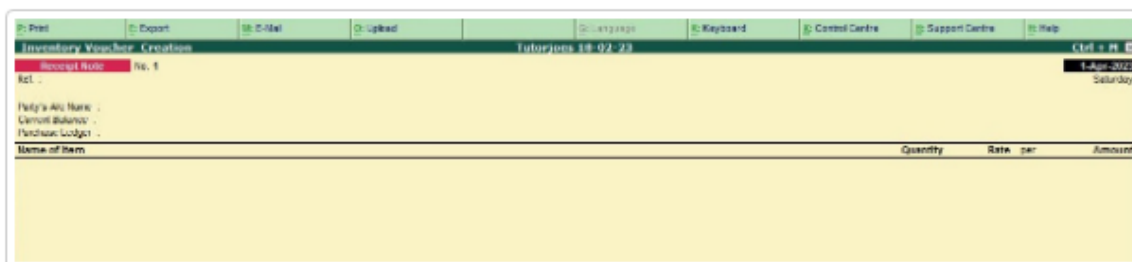
Example

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)
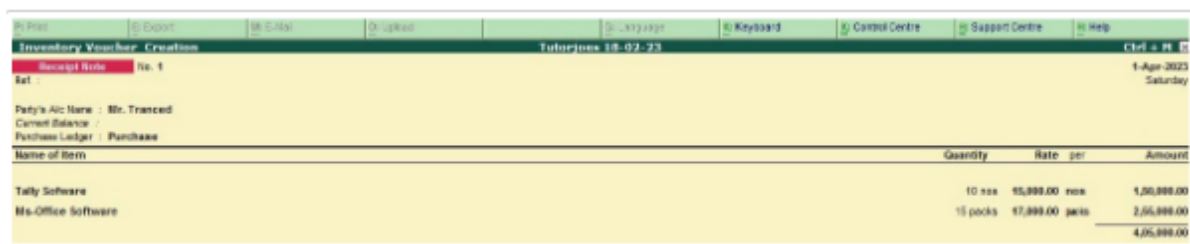
- Go to Gateway of Tally and select **"Inventory Vouchers"** under **"Inventory Info"** from the **"Vouchers"** menu.
- Select **"Godown Transfer"** voucher type.
- Enter the voucher date, which is the **date** of the transfer.
- In the **"From Godown"** field, select the godown from which the items 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:
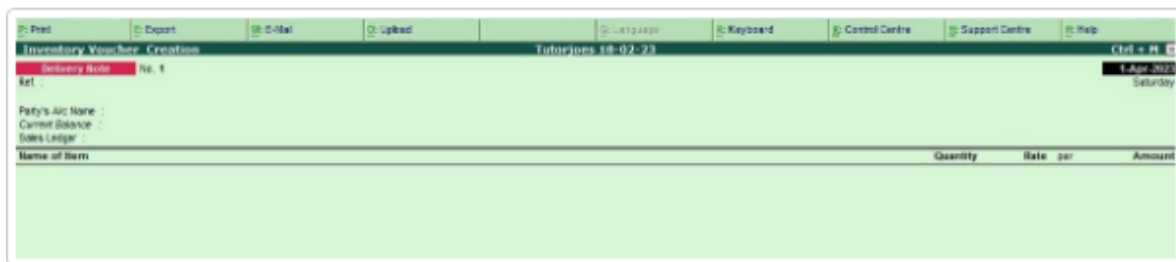
- Go to the main menu and select **"Inventory Vouchers."**
- Select **"Delivery Note"** from the list of available vouchers.
- Enter the details of the customer or the buyer, such as the **name, address, and contact** information.
- Enter the details of the goods being delivered, such as the **quantity, 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)
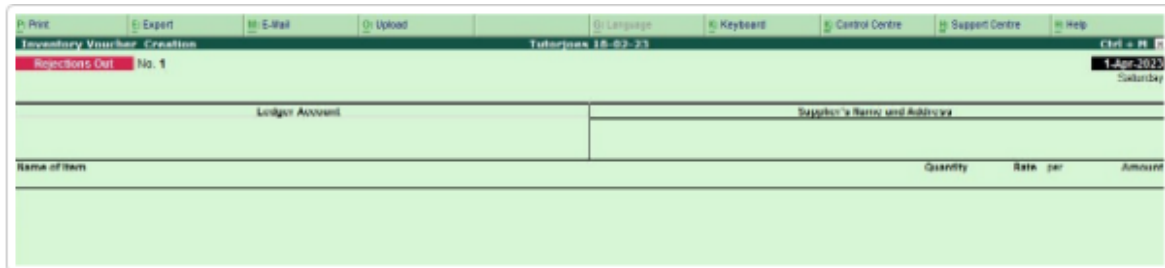
To create a godown tracking number in Tally ERP 9, follow these steps:

- 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

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)

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.

- 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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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

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.

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

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order->Set Yes to Use Advance Configuration).

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

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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.

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

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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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

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:

• 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**,

1. 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**.

 For more details on Delivery Note configurations refer **Voucher Entry 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.

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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.

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Stock Item Allocations	ABC Company	Ctrl + M ⊠

Delivery Note   No. 1   1-Apr-2008
Ref.:   Tuesday

Party's A/c Name : Customer A
Current Balance :

Item Allocations for : **Item A**		Quantity	Rate per	Amount
	Quantity **Rate** per **Amount**	5.00 nos	150.00 nos	750.00
Tracking No. : 1	*Order No.: 01*	*Due on 1-Apr-2008*		
	5.00 nos 150.00 nos	750.00		
			5.00 nos	750.00
	5.00 nos 750.00			

The **Delivery Note** Voucher after completion will appear as shown :

Inventory Voucher Creation	ABC Company	Ctrl + M ⊠

Delivery Note No. **1**   1-Apr-2008
Ref.:   Tuesday

Party's A/c Name : **Customer A**
Current Balance :

Name of Item	Quantity	Rate per	Amount
Item A	5.00 nos	150.00 nos	750.00
□ End of List			

Narration: 5.00 nos   750.00

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:

- 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)

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

To SGST 8,100

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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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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 Tally ERP 9 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, GST 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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Gateway of Tally ....

Accounts Info.

Groups
Ledgers

Voucher Types

Quit

Gateway of Tally ....
Accounts Info. ....

Ledgers

Single Ledger

Create
Display
Alter

Multiple Ledgers

CReate
DIsplay
AlTer

Quit
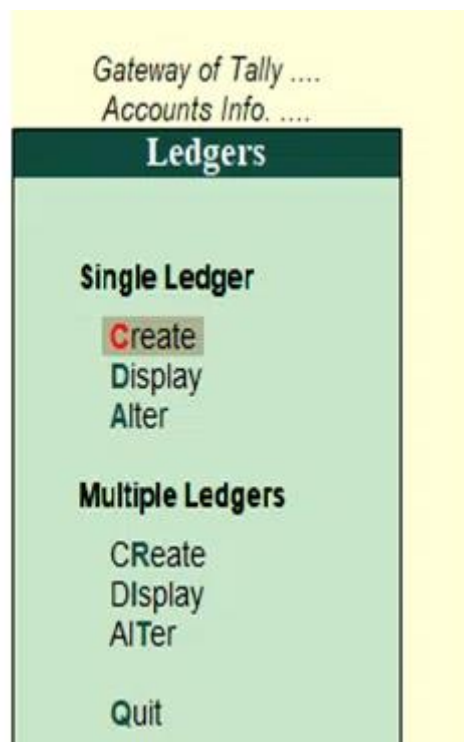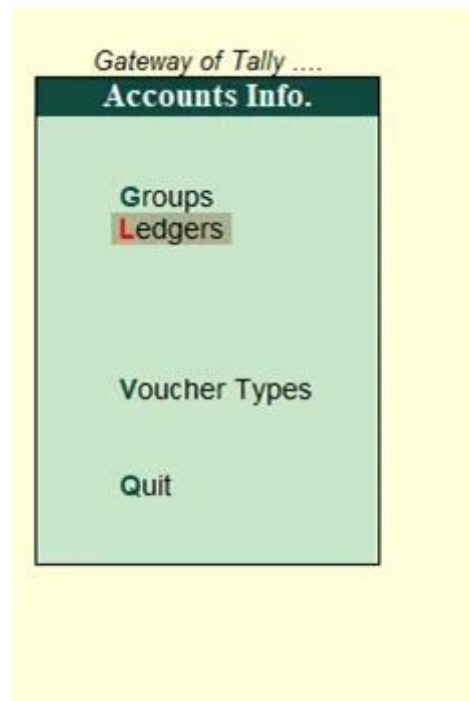
Step 2: Choose Yes in the option to Set /Alter Auto BRS configuration

Step 3: Press enter and accept the changes as required. After that, click on the Accept button at the bottom.

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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.
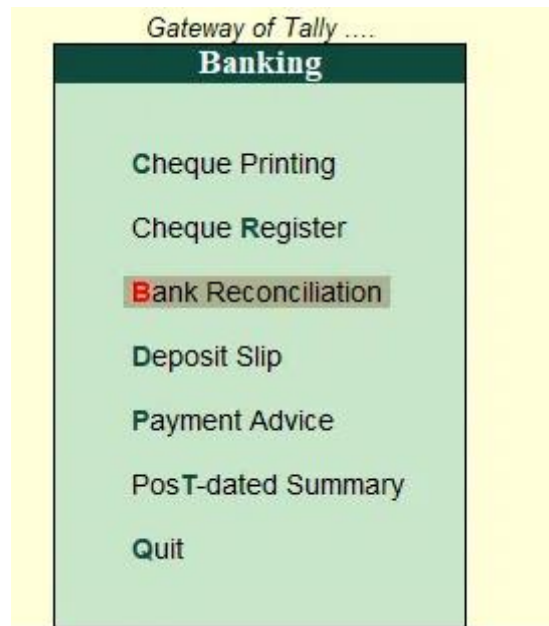
Step3: The list of banks will appear on your screen. If a bank name does not appear on the screen, there might have been some issue with the ledger creation. You might not have designated the concerned ledger as a bank account ledger. Go to the alter ledger option from the gateway of the tally. Do the necessary changes as desired.

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Step 4: Click on the bank statement button on your right. Alternatively, you can press the Alt B keys. It will have the same effect.

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.

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.

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.
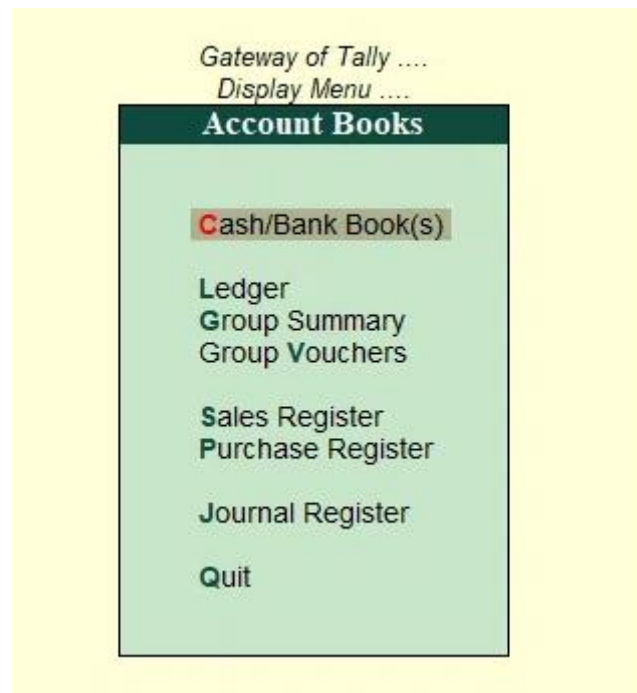
Step 2: Select the required bank account from the list of ledgers appearing on the screen. Also, select the required period for which the reconciliation will be altered. Press the F5 button. This will redirect to the reconciliation screen.

Step 3: Press the F12 button to reach the configuration option. Select "Yes" against the dialogue – *Show also reconciled transactions.*

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.

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.

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, by-product 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 Configuration

Provide aliases along with name	? Yes
Provide language aliases for name	? No

Accounts		Inventory	
Provide advanced information in masters	? Yes	Allow advanced entries in masters	? Yes
Provide addresses for ledger accounts	? Yes	Provide part numbers for stock items	? Yes
Provide contact details	? Yes	Add description for stock items	? Yes
Add notes for ledger accounts	? No	Add remarks for stock items	? Yes
Add description for ledger accounts	? No	Use alternate units for stock items	? Yes
		Enable standard rates for stock items	? Yes
		Specify default ledger allocation for invoicing	? Yes
		Enable component list details (Bill of Materials)	? Yes
		Provide address for Godowns	? Yes

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 Configuration

Provide aliases along with name	? Yes
Provide language aliases for name	? No
Allow advanced entries in masters	? Yes
Allow MRP/Marginal for stock items	? No
Allow inclusive of tax for stock items	? No
Provide part numbers for stock items	? Yes
Add description for stock items	? Yes
Add remarks for stock items	? Yes
Specify default ledger allocation for invoicing	? Yes
Use alternate units for stock items	? Yes
Enable standard rates for stock items	? Yes
Enable component list details (Bill of Materials)	? Yes

For a Stock Item you can create

- A Single BOM
- Multiple BOM
- Single/Multiple BOM with Type of Item.

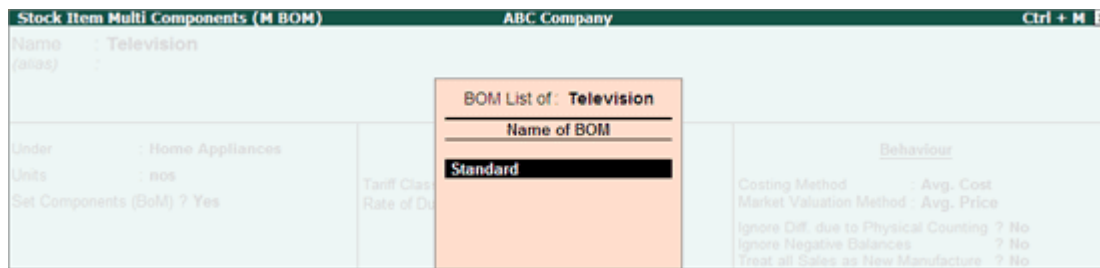Single Bill of Material for a Stock Item

Single BOM can be created for a stock item where you use **standard set of inputs** to manufacture finished goods.

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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**

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.

3. Press **Enter** to view Stock Item Multi Components (M BOM) screen

4. In **Stock Item Multi Components (M BOM)** screen

    o Under **Name of BOM** specify component list Name - **Standard** and press enter to view Stock Item Components (BOM) screen

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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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- Specify other required details in the stock item master and accept the screen.

6. 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 Voucher Creation	ABC Company	Ctrl + M ⊠

Manufacturing Journal No. 1   1-Jan-2011   Saturday

Manufacture of Materials

Name of Product : **Television**   BoM Name : **Standard**   Godown: **Finished Goods Godown** Qty   10 nos

%- of Cost allocation   100 %

Components (Consumption)					Co-Products / By-Products / Scrap					
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
Picture Tube	Raw Material Godown	10 nos	2,500.00/nos	25,000.00	↲ End of List					
PCB Main Board	Raw Material Godown	10 nos	1,500.00/nos	15,000.00						
TV Tuner Card	Raw Material Godown	10 nos	750.00/nos	7,500.00						
Auto Amplifier	Raw Material Godown	10 nos	1,200.00/nos	12,000.00						
Stereo Speaker	Raw Material Godown	10 nos	2,000.00/nos	20,000.00						

Cost of Components :   79,500.00

Type of Addl. Cost   %-age

↲ End of List

Total Addl. Cost   :

Effective Cost   :   79,500.00

Allocation to Primary Item   :   79,500.00

Effective Rate for Primary Item   :   7,950.00

50 nos   79,500.00

Narration:

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 a**nd 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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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

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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.
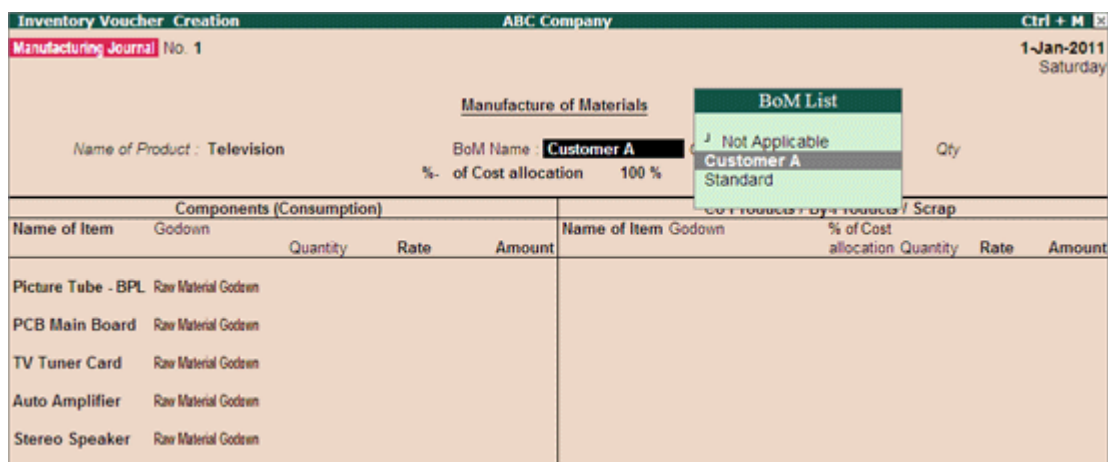
Note: The list of Raw materials required for the manufacture of finished goods will be displayed in Components (Consumption) side based on the BOM defaulted.

   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.

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.
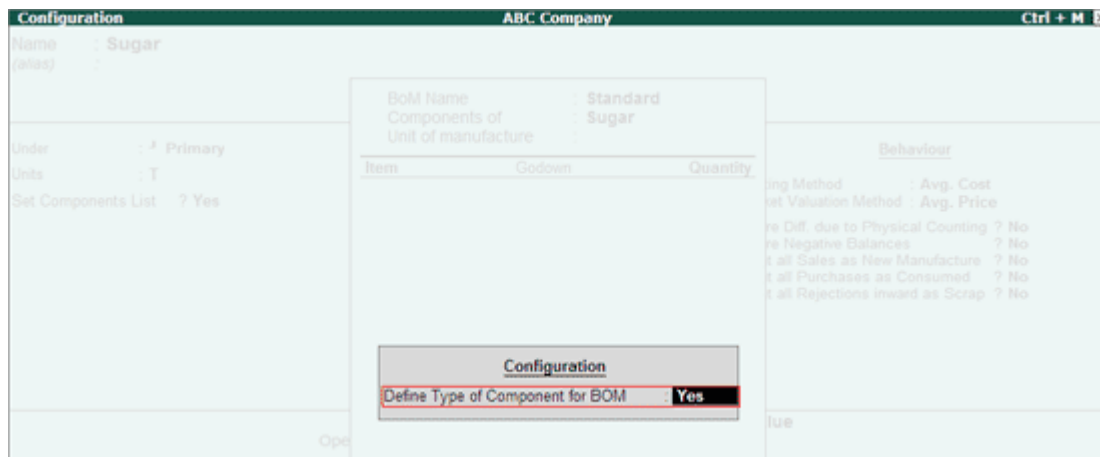
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3. In **Stock Item Multi Components (M BOM)** screen:

o Under **Name of BOM** specify component list Name as - **Standard.**
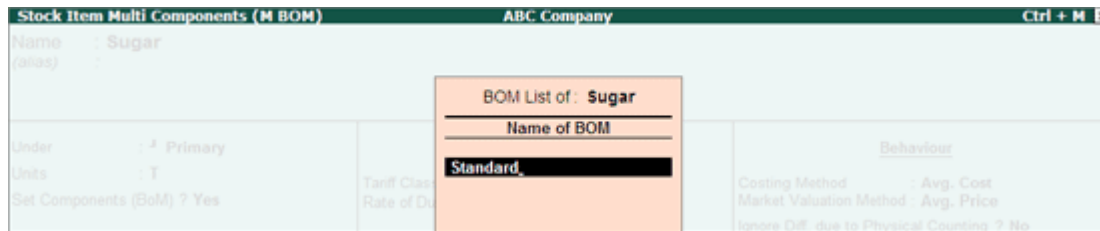
4. In **Stock Item Components (BOM)** screen,

❖ In **F12: Configuration**, enable the option **Define Type of Component for BOM** to **Yes.**

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.

- **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 Co-products/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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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 of **Sugar** using the above created **BOM** the **stock items** identified as **Component** will be displayed under **Components (Consumption)** section. The **stock items** identified as **CoProduct/ByProduct** or **Scrap** will be displayed under **Co-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

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/ by-products/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** .

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.
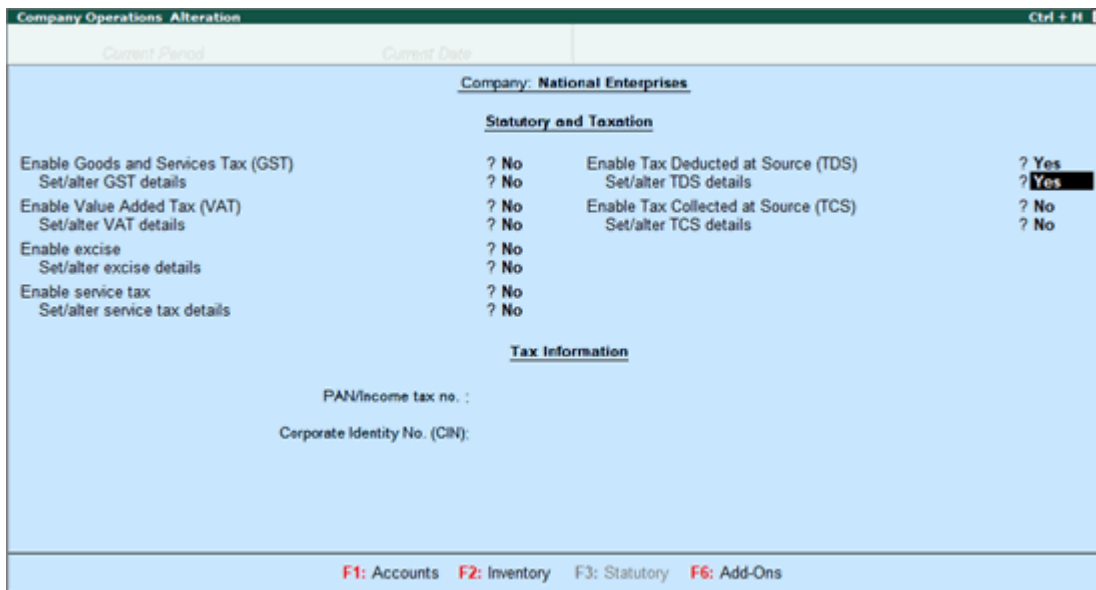
4. Press **F12** .

   ● Set **Enable surcharge and cess details for TDS** to **Yes** .
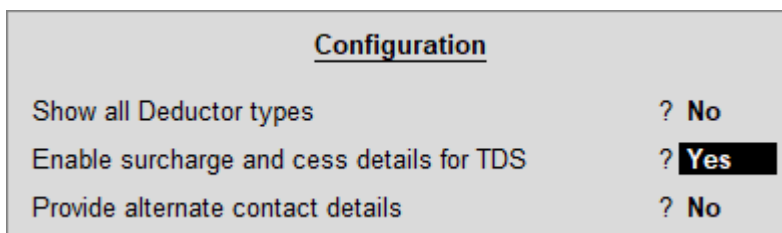
   Press **Ctrl+A** to save.

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.**

_____

9. Enable the option **Set/alter details of person responsible** to display the **Person Responsible Details** screen. Enter the relevant details:

Person Responsible 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 Details						
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 %
			10 %	50,00,000.00		
			15 %	1,00,00,000.00		
			25 %	2,00,00,000.00		
			37 %	5,00,00,000.00		
	Co-Operative Society - Non Resident	1-4-2020			2 %	1 %
			12 %	1,00,00,000.00		
	Company - Non Resident	1-4-2020			2 %	1 %
			2 %	1,00,00,000.00		
			5 %	10,00,00,000.00		

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:

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 %

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 Payroll 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 now we can process payroll accounting by creating Employee master, and then creating payroll units, creating pay heads and defining the salary structure and tax related to these components.

How to generate a payslip in Tally.ERP 9?

We can generate a payslip in Tally with just 6 simple steps:

Step 1	The first step is to *create employee master.*
	· *Path for employee creation:* - 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.
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.
Step 3	In this step we will ***create pay heads for salary components.*** ***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 allows creating any complex type of pay heads.
Step 4	At this stage we will ***journalize or record salary details.*** ***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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|	
	>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.
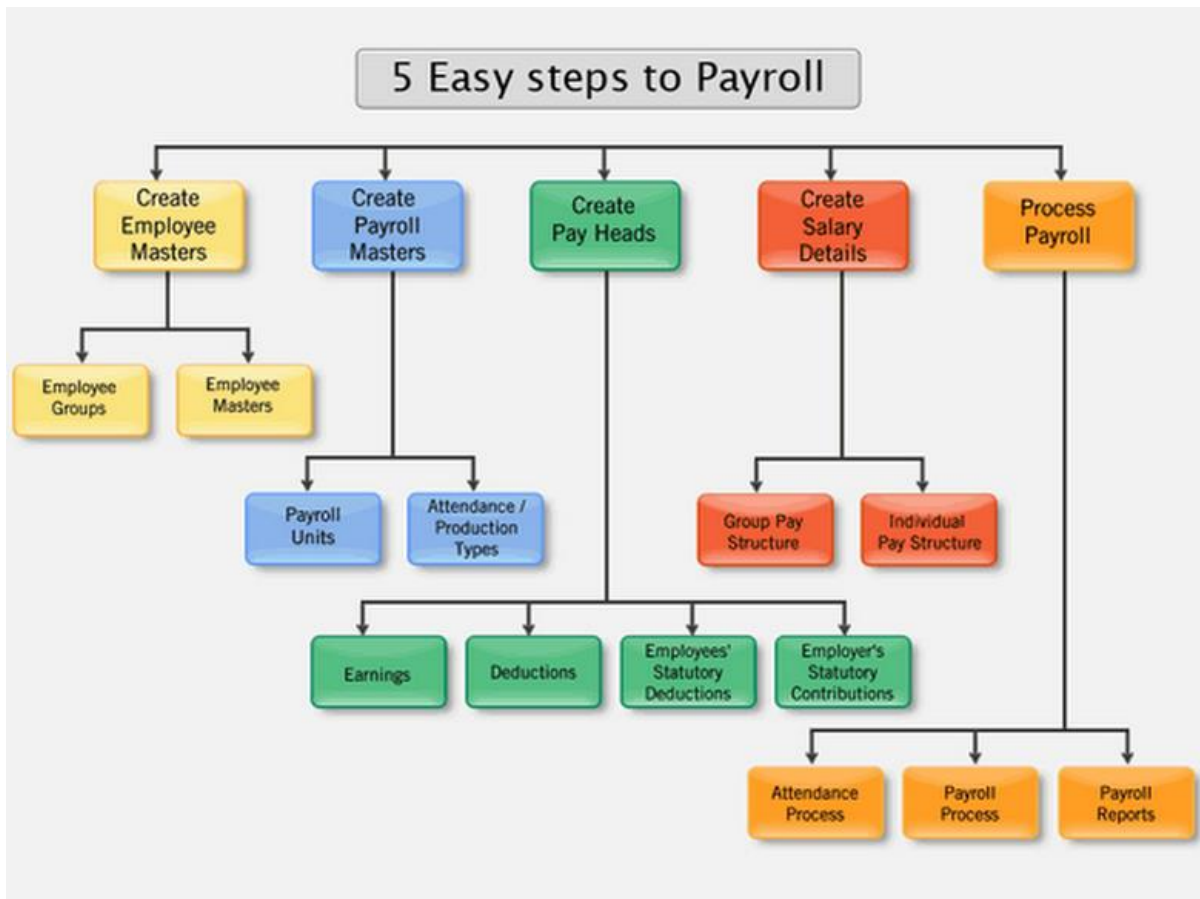
Step 1: Create employees , employee groups and employee categories

Create the employee masters, add employee details. categorize employees based on their projects or office location, and add organizational groups that best 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** .

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		National Enterprises					Ctrl + M
For all employees							1-May-2020 to 31-May-2020
Particulars	Applicability		Basic Pay	Conveyance	Entertainme-nt Allowance	House Rent Allowances	Leave Travel Assistance	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	5,000.00		64,000.00		
Ajay Kumar	Tax Regime U/s 115BAC	1-4-2020	80,000.00	3,000.00		32,000.00		
Vijay Kumar N	Regular Tax Regime	1-4-2020	80,000.00	2,000.00		32,000.00		
R & D			1,80,000.00	4,000.00	5,000.00	72,000.00		
Srinivas R	Tax Regime U/s 115BAC	1-4-2020	90,000.00	2,000.00		36,000.00		
Umesh K	Regular Tax Regime	1-4-2020	90,000.00	2,000.00	5,000.00	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		National Enterprises						Ctrl + M
For all employees								1-May-2020 to 31-May-2020
Particulars	Leave Travel Assistance	Variable Pay	Total Earnings	Employee's PF Contribution @12%	Income Tax	Professional Tax	Total Deductions	Net Amount
	← ... 5 more							
Primary Cost Category			4,90,000.00	40,800.00	63,942.00	800.00	1,05,542.00	3,84,458.00
Administration			2,29,000.00	19,200.00	26,372.00	400.00	45,972.00	1,83,028.00
Ajay Kumar			1,15,000.00	9,600.00	14,734.00	200.00	24,534.00	90,466.00
Vijay Kumar N			1,14,000.00	9,600.00	11,638.00	200.00	21,438.00	92,562.00
R & D			2,61,000.00	21,600.00	37,570.00	400.00	59,570.00	2,01,430.00
Srinivas R			1,28,000.00	10,800.00	17,186.00	200.00	28,186.00	99,814.00
Umesh K			1,33,000.00	10,800.00	20,384.00	200.00	31,384.00	1,01,616.00
Grand Total			4,90,000.00	40,800.00	63,942.00	800.00	1,05,542.00	3,84,458.00

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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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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● **C** : **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.

● **A** : **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.

● **D** : **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..

● **M** : **E-Mail** : You can E-Mail the Pay Sheet by pressing Alt+M from the report display screen.

● **E** : **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** .

भुगतान पत्रिका				ACME Distributors			Ctrl + M ☒	
सभी कर्मचारियों के लिए							1.अप्रै.2016 से 30.अप्रै.2016	
कर्मचारी का नाम	Att Bonus	Basic Oct	Basic	Bonus	Conveyance	HRA	Overtime Pay	Variable Pay
								9 और ... →
अजय			10,000.00	5,000.00	1,000.00			12,000.00
अरुण			5,000.00	2,000.00	1,000.00	2,500.00	2,500.00	
अरुण शेट्टी			20,000.00	5,000.00	1,000.00			10,000.00
दयानन्द			50,000.00	10,000.00	5,000.00			25,000.00
गिरीश			10,000.00		2,000.00	3,000.00		5,000.00
कुमार			10,000.00		1,000.00	5,000.00		10,000.00
महेश			12,000.00	2,000.00	1,000.00			8,000.00
रघु								
राहुल								
राजीव			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** .

Note: If the salary payment is done through cash, you can select **Cash** in the **Bank/Cash Ledger** field.

11. Press **Enter** to accept the **Payment Auto Fill** screen, and return to the payment voucher.

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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 **Attendance Voucher creation** .

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.**

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7. Press **Enter** to save.

Attendance Voucher using Auto Fill

In the attendance voucher, you can use the **A : 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).

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 **Value** against the **Employee Name.**

11. Press **Enter** to save the attendance voucher.

Similarly, you can record the details of **Paid Leave** , **Overtime** or **Production** using **Attendance Auto Fill.**

Configuration options

Click **F12: Configure** to change the default view for the attendance voucher.

- ● **Skip Date field in Create Mode (faster entry!):** Set this option to **Yes** to skip the date selection field, for faster data entry. By default, the **Date of Last Entry** is set as the voucher date.

- ● **Show Resigned/Retired Employees:** Set this option to **Yes** to include the resigned/retired employees also during the voucher entry.

- ● **Show Balances as on Voucher Date:** Set this option to **Yes** to include the **Current Balance** as per the voucher date for each 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** .

   3. **Enable Goods and Services Tax (GST)** - **Yes** .

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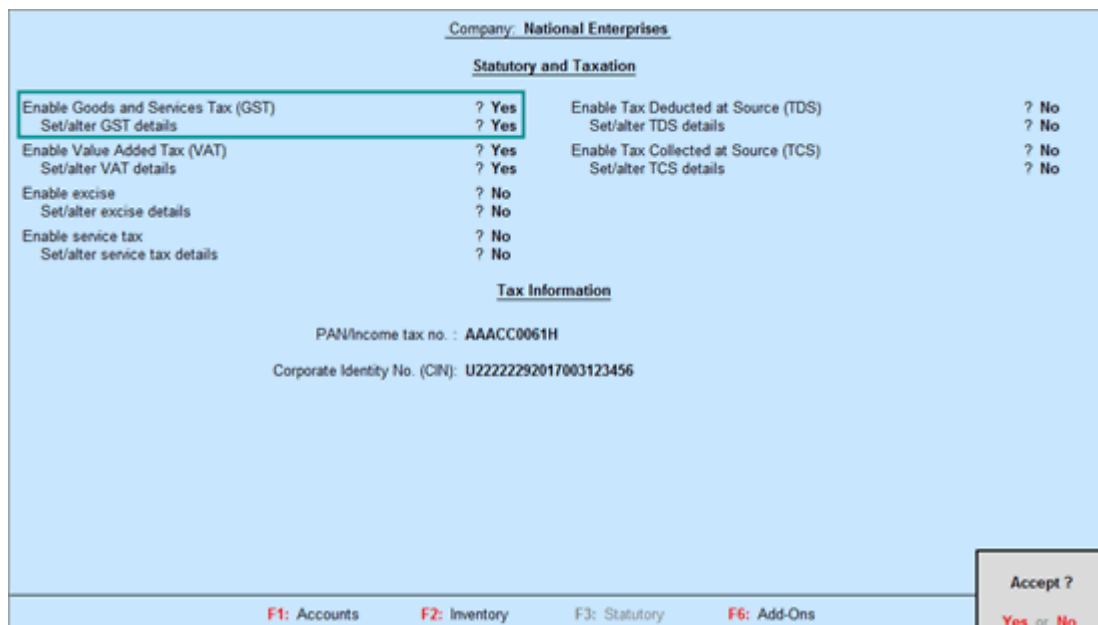
4. **Set/alter GST details** - **Yes** . The **GST Details** screen appears.

5. **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.
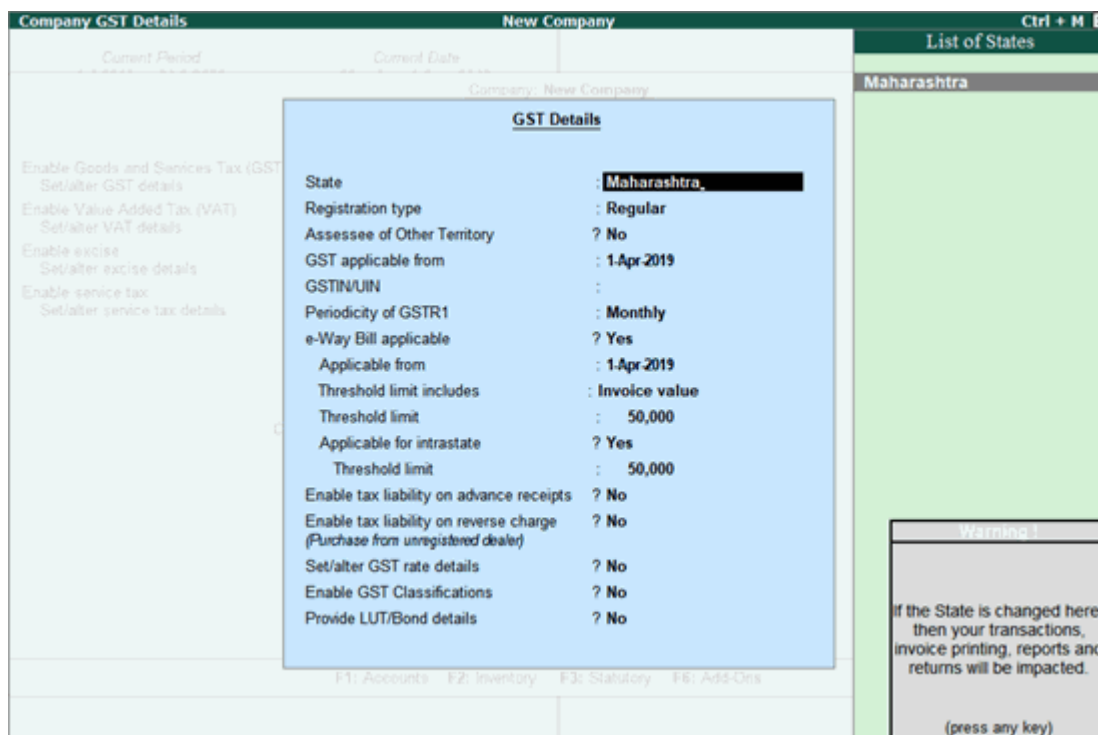
6. Set the **Registration type** as **Regular** .

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.

18. Set the option Provide LUT/Bond details? to Yes, to enter the **LUT/Bond No.** , and **Validity** period.

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<u>GST Details</u>

State	: **Karnataka**
Registration type	: **Regular**
Assessee of Other Territory	? **No**
GST applicable from	: **1-Jul-2017**
GSTIN/UIN	: 29 5
Periodicity of GSTR1	: **Monthly**
e-Way Bill applicable	? **Yes**
Applicable from	: **1-Feb-2018**
Threshold limit includes	: **Invoice value**
Threshold limit	: **50,000**
Applicable for intrastate	? **Yes**
Threshold limit	: **50,000**
Enable tax liability on advance receipts	? **No**
Enable tax liability on reverse charge *(Purchase from unregistered dealer)*	? **No**
Set/alter GST rate details	? **No**
Enable GST Classifications	? **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** .

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** .

● **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 **L : 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 : ▌ Primary									
Particulars			Applicable From	HSN/SAC	Taxability	Integrated Tax	Central Tax	State Tax	Cess
<Rate Not Configured>	3 stock items								
Batteries				(56784332)	(Taxable)	(18%)	(9%)	(9%)	
Inverters				(23456789)	(Taxable)	(18%)	(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 stock group.
GST rate details in brackets are derived from company or stock-group, as configured.

   Note: Brackets indicate that tax rates are captured from the company or stock group level.

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2. 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 details are set using classification it ignores the direct tax information below)

Tax Details

Taxability	: **Taxable**

Tax Type	**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 **F: 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.

The correct information should be submitted when creating these ledgers, and the steps to do so are outlined below.

Central Tax Ledger

1. **Gateway   of   Tally**> **Create** >   type   or   select **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**.

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. **Gateway of Tally**> **Create** > type or select **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 **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.

6. Press **Ctrl+A** to save.

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. **Gateway of Tally**> **Create** > type or select **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**

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. **Gateway   of   Tally**> **Create** >   type   or   select **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**.

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. **Gateway   of   Tally**> **Create** >   type   or   select **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 **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.

6.   Press **Ctrl+A** to save.

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. **Gateway   of   Tally**> **Create** >   type   or   select **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**

Press **Enter** to save.

Creating GST (CGST/SGST/IGST) Ledger in Tally. ERP9

1. Go to Gateway of Tally > Accounts Info. > Ledgers > Create.
2. In Under, select Duties & Taxes.
3. Select GST as the Type of duty/tax.
4. Select State Tax as the Tax type.

Record Purchases under GST - Local, Interstate, and Fixed Assets

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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** .

        Supplier invoice no.: Enter the sales invoice no. of the supplying party.

        Date: Enter the date on which the sales invoice was passed by the supplier.

    2. In **Party A/c name** , select the supplier's ledger or the cash ledger.

    3. Select the purchase ledger applicable for local taxable purchases.

    4. Select the required items, and specify the quantities and rates.

    5. Select the central and state tax ledgers.

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You can view the tax details by clicking **A : Tax Analysis** . Click **F1 : Detailed** to view the tax break-up.

Tax Analysis	National Enterprises			Ctrl + M ☒
	Tax Analysis			
Particulars		**Taxable Value**	**Tax rate**	**Duty/Tax Value**
GST Details				
Purchase Taxable		**8,85,760.00**		**1,97,434.80**
Dell Personal Computer		5,05,780.00		91,040.40
Item Value (Purchase Value 5,05,780.00)	5,05,780.00			
CGST			9%	45,520.20
SGST/UTGST			9%	45,520.20
Haier 1 Ton Split Air Conditioner		3,79,980.00		1,06,394.40
Item Value (Purchase Value 3,79,980.00)	3,79,960.00			
CGST			14%	53,197.20
SGST/UTGST			14%	53,197.20
			Total	1,97,434.80

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:

The same information will appear in the following screens:

● In the **Tax Analysis** screen as a note, as shown below:

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Tax Analysis	Na|ional Ente
	Tax Analy
Particulars	
GST Details	
Purchase Taxable	
Mobile Phones	
Item Value (Purchase Value 75,000.00)	7 ,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 GST rates and values, 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.

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- Follow the steps used for <u>recording a local purchase transaction</u>, with the following changes:

    o Select the purchase ledger applicable for interstate purchases.

    o Select the integrated tax ledger.

Accounting Voucher Creation	National Enterprises	Ctrl + M ⊠
Purchase No. 2		5-Jul-2017
Supplier invoice no.:	Date :	Wednesday

Party A/c name : PTS Tech Solutions
Current balance :
Purchase ledger   Interstate Purchase

Name of Item	Quantity	Rate per	Amount
HP Pavilion All-In-One Computer	30 Nos	23,200.00 Nos	6,96,000.00
Dell Personal Computer	25 Nos	20,990.00 Nos	5,24,750.00
			12,20,750.00
Integrated Tax			2,19,735.00

Narration:	55 Nos	14,40,485.00

Depending on the location of the supplier, you can record a local or interstate purchase transaction with the applicable GST rates.

Purchase of Fixed Assets

You can record taxable or exempt purchases of fixed assets (capital goods).

1. Go to **Gateway of Tally** > **Accounts Info.** > **Ledgers** > **Create** .

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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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4. Select the **Nature of goods** as **Capital Goods** .

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** .

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```
Accounting Voucher  Creation                    National Enterprises

 Purchase      No. 1
Supplier invoice no.: P001              Date : 3-Jul-2017

    Particulars

Cr  Pratvij Traders
       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

Narration:
```

2. Click **F12: Configure** > **F12: Advanced** > set **Allow expenses/fixed assets in purchase vouchers** to **Yes** .

3. Enter the **Supplier invoice no.** and **Date** .

4. Credit the party ledger, and enter the fixed asset value inclusive of tax.

5. Debit the fixed asset ledger and enter the assessable value.

6. Debit the tax ledgers and enter the tax amount.

7. Press **Enter** to save.

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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**.
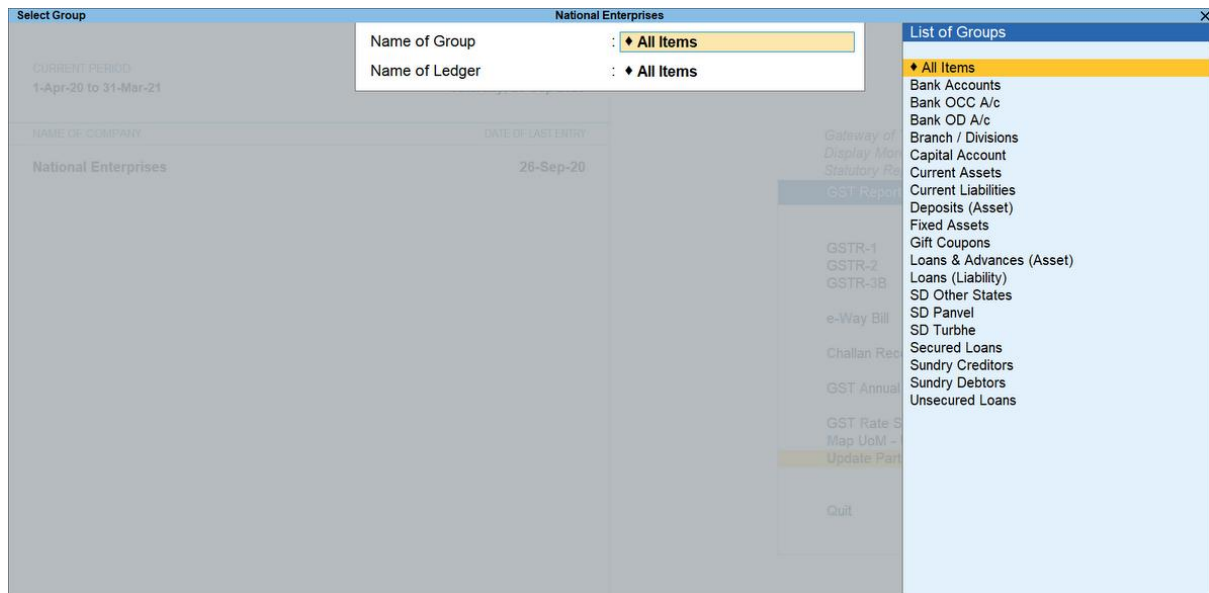
- Select the group and ledger for which you want to update the GSTIN/UIN.
- In the Update Party GSTIN/UIN screen, enter the GSTIN/UIN number for each party.
- Press**F12** (Configure), set the option **Show o**ther territory to Yes if the party is belongs to Exclusive Economic Zone (other territory).

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 here.
- In TallyPrime press F1 (Help) > TDL & Add-On > F4 (Manage Local TDLs).

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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.
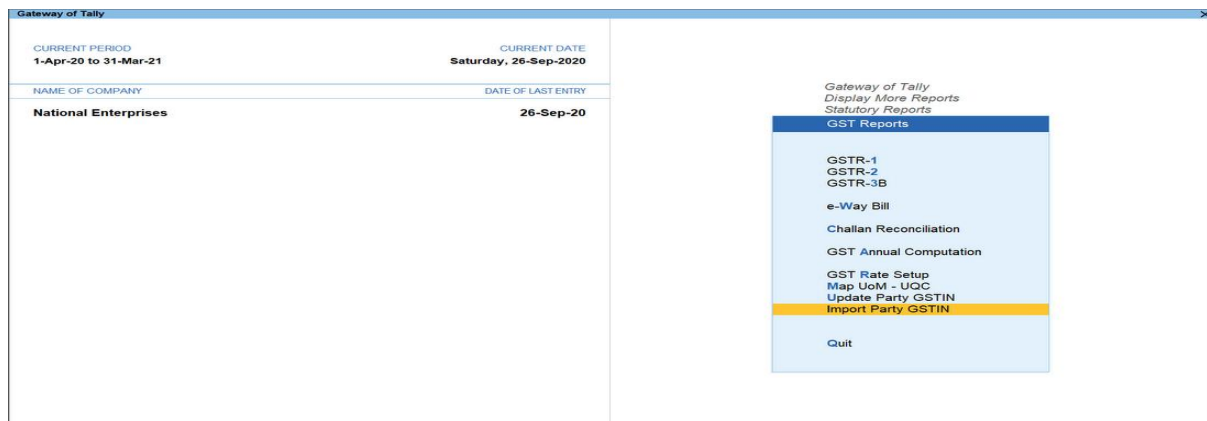
To import party GSTIN details

- **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.

Import Party GSTIN
(Only 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 during the import process.

Yes or No

- Press **Enter** to import.

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.

Import Party GSTIN
(Only Excel format is supported)

File path   : **C:\Program Files\TallyPrime**

Name of file to be imported (Excel)   : **tally.xlsx**
Sheet name   : **errors**

Accept ?

Note: The excel file should remain closed during the import process.

Yes or No

Intra-State Purchase Entry in GST (SGST + CGST)

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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.

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).

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1. 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 Create/Update Sales & Purchase Ledgers As Per GST Rate. To know more about how hierarchy works in TallyPrime refer to Apply GST Rate and HSN/SAC Details in the Company.

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**.

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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				x
	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
Local Purchase - Taxable		**8,00,000.00**		**1,44,000.00**
Bajaj Microwave	*151000*	*8,00,000.00*		*1,44,000.00*
			Total	1,44,000.00

1. If you want to view Tax Analysis, press **Ctrl+O** (Related Reports) > GST 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 **Supplier Invoice No.** and **Date**. Your supplier issues you a Sales invoice which you will be entering as Purchase voucher. Supplier Invoice No. and Date is from that Sales Invoice received from your supplier.

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.This is prefilled with the State entered for your company. For local purchases, ensure that the **Place of Supply** is the 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).

1. Enter **Particulars** details.

a. Select the service purchased ledger. For GST to be calculated in the voucher, ensure that the service is configured with the correct GST Rate.

b. Specify the **Amount**.

2. Select the central and state tax ledgers for local purchase

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Accounting Voucher Alteration	National Enterprises				X

Purchase	No.	3			3-Nov-22
					Thursday

Supplier Invoice No.: LPS-01   Date   :   1-Nov-22

Party A/c name   : **Akshaya Traders WB**

Current balance   :   9,55,800.00 Cr

Particulars	Rate	per	Amount
Consultation Charges			10,000.00
SGST	9	%	900.00
CGST	9	%	900.00
Narration:			11,800.00
Local purchase.			

GST will be calculated based on **CGST** and **SGST** rates defined in the service ledger.

If you want to view Tax Analysis, press **Ctrl+O** (Related Reports) > GST 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**.

GSTR-3B	National Enterprises						X
GST Registration : 19A████████							For 3-Nov-22
Status : **Not Signed**							

Particulars							Voucher Count
Total Vouchers							1
Included in Return							1
Not Relevant for This Return							
Uncertain Transactions (Corrections needed)							

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						

1. If you are in TallyPrime Release 2.1 or earlier, you can see the **GST – Tax Analysis** report by pressing **Ctrl+I**.
2. As always, press **Ctrl+A** to save the voucher.

You can see the transaction under **Eligible for Input Tax Credit** of **GSTR-**

GSTR-3B			National Enterprises						✕
GST Registration : 19A								For 3-Nov-22	
Status : Not Signed									
Particulars								**Voucher Count**	
Total Vouchers									1
Included in Return									1
Not Relevant for This Return									
Uncertain Transactions (Corrections needed)									
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 Create/Update Sales & Purchase Ledgers As Per GST Rate. To know more about how hierarchy works in TallyPrime refer to Apply GST Rate and HSN/SAC Details in the Company.

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

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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 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.

As always, press **Ctrl+A** to save the voucher.

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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

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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 - Tax Analysis				
Party Details :				
State	: Karnataka			
Registration Type	: Regular			
Place of Supply	: West Bengal			
Particulars		**HSN/SAC**	**Taxable Value**	**Tax rate**	**Duty/Tax Value**
Interstate Purchase - Taxable			10,000.00		1,800.00
Consultation Charges		151000	10,000.00		1,800.00
(Source of GST Rate Details : Company)					
(Source of HSN/SAC Details : Company)					
Purchase Value	10,000.00				
IGST				18%	1,800.00
				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

1. **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**.

Save the ledger.

Configure purchase ledger for reverse charge applicability

1. **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**.

_____

1. Enter the GST rates.


```
              GST Details for Ledger:
         Transportation Services (by Road)
HSN/SAC Details
  Description               :
  HSN/SAC                   :
Nature of transaction       : ◆ Not Applicable
Tax Details
  Taxability                : Taxable
    Is reverse charge applicable : Yes
  Tax Type                  Rate
  Integrated Tax            12 %
  Central Tax               6 %
  State Tax                 6 %
  Cess                      0 %
```

o   **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.

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).
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 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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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.

Press **Esc** to return to the purchase invoice. The purchase invoice appears as shown:

Press **Ctrl+A** to save.

You can print the GST analysis of taxable purchases under reverse charge made from unregistered dealers, when the option **Enable tax liability on reverse charge (Purchase from unregistered dealer)** is set to **No** in the **Company GST Details** screen.

Record inward supply from unregistered dealers (interstate)

You can record purchase of taxable, exempt, and nil rated supplies of goods from unregistered dealers using the following natures of transaction:

* **Interstate Purchase From Unregistered Dealer – Taxable**
* **Interstate Purchase From Unregistered Dealer – Exempt**
* **Interstate Purchase From Unregistered Dealer – Nil Rated**

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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. **Gateway of Tally** > **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:

o **Nature of transaction** is set to **Interstate Purchase From Unregistered Dealer – Services**.

o **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 - Tax Analysis			
Particulars	**Taxable Value**	**Tax rate**	**Duty/Tax Value**
Interstate Purchase From Unregistered Dealer - Services		85,000.00	
Transport Services		85,000.00	
Purchase Value	85,000.00		

Press **Esc** to return to the purchase invoice. The purchase invoice appears as shown:

_____

Accounting Voucher Creation	National Enterprises	
Purchase No. 1		15-May-20
		Friday

Party A/c name : **Prajna Associates**
Current balance :

Particulars	Rate	per	Amount
Transport Services			85,000.00

Narration: 85,000.00

1.   Press **Ctrl+A** to save.

Raise Tax Liability

You can view the liability payable on such purchases from unregistered dealers 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**.

Accounting Voucher Alteration (Secondary)	National Enterprises	
Purchase No. 2		25-Apr-20
		Saturday

Party A/c name : **Kanak Enterprises**
Current balance : *50,000.00 Cr*

Particulars	Rate	per	Amount
Transport Services - Road			50,000.00

Narration: 50,000.00

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 press **Enter**.

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**.

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:

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1. Debit and credit the tax ledgers. Enter the GST **Rate** and **Taxable Value** for each tax ledger.

2. Set the option **Provide GST Details** to **Yes**.

3. Select the **Type of Input**.

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   Tally** > **Vouchers** >   press **F5** (Payment). Alternatively,   press **Alt+G** (Go   To)   > **Create   Voucher** > press **F5** (Payment).

2. Press **Ctrl+F** (Autofill)   >   select **Stat   Payment** >   select **Payment Type** as **Recipient Liability**.

1.   Select the bank from which the payment will be made.

2. Select the central and state tax ledgers.

3. Enable the option **Provide GST details** to enter the bank details. If the bank details are not available, you can enter them later in the Challan Reconciliation report.

4. In the **Bank Allocations** screen, select the ledgers, enter the amount and provide the payment details.

Press **Enter** to save

Record purchase returns

Consider a purchase invoice recorded for purchase from unregistered dealer as shown below:

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The tax liability gets calculated and displayed in the **GST – Tax Analysis** screen (press **Ctrl+O** (Related Reports) > type or select **GST – Tax Analysis**) as shown below:

> **Note:** 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.

When the purchase returns happen either partially or fully after filing returns, record a debit note to reverse the transaction to the extent of goods returned.

Record debit note

If the purchase returns happen partially, record the debit note to the extent it is reversed.

1. **Gateway of Tally** > **Vouchers** > press **F10** (Other Vouchers) type or select **Debit Note** > and press **Enter**.

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Alternatively, press **Alt+G** (Go To) > **Create Voucher** > press **F10** (Other Vouchers) > type or select **Debit Note** > and press **Enter**.

2. 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.

The tax liability gets calculated and displayed in the **GST – Tax Analysis** screen (press **Ctrl+O** (Related Reports) > type or select **GST – Tax Analysis**) as shown below:

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
- Service ledgers

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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GST Details — **National Enterprises**

GST Details for Stock Item:
Used Cars

HSN/SAC Details

Description	:	**Used Cars**
HSN/SAC	:	**99120000**

Is non-GST goods ? **No**

Tax Details

Calculation type	:	**On Value**
Taxability	:	**Taxable**
Is reverse charge applicable	?	**Yes**
Is ineligible for input credit	?	**No**

Tax Type	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 %

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 stock item.

Configure Purchase Ledgers - Services

1. Go to **Gateway of Tally** > **Accounts Info.** > **Ledgers** > **Alter** > select the purchase ledger.

2. GST applicability.

- **Is GST Applicable?** - **Applicable** .

- **Set/alter GST details?** - **Yes** .

3. GST details.

> ❖ Press **F12: Configure** and set **Enable reverse charge calculation?** to **Yes** .

> ❖ **Taxability - Taxable** .

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> **Is reverse charge applicable?** - **Yes** .

> Enter the GST rates.

GST Details		National Enterprises
	GST Details for Ledger:	
	Transport Services (by Road)	
HSN/SAC Details		
Description	:	
HSN/SAC	:	
Nature of transaction	: [**Not Applicable**	
Tax Details		
(From 1-Jul-2017)		
Taxability	: **Taxable**	
Is reverse charge applicable	? **Yes**	
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:

- Goods

- Services

Record inward supply of goods

1. Go to **Gateway of Tally** > **Accounting Vouchers** > **F9: Purchase** .

2. Enter the details as required.

o Click **A :** **Tax Analysis** > **F1 :** **Detailed** to view the detailed **Tax Analysis** report that displays the reverse charge amount

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Tax Analysis	National Enterprises			Ctrl + M ⊠
Tax Analysis				
Particulars		Taxable Value	Tax rate	Duty/Tax Value
GST Details				
Purchase Taxable		**6,75,000.00**		**1,89,000.00**
Used Cars (99120000)		6,75,000.00		1,89,000.00
Item Value (Purchase Value 6,75,000.00)	6,75,000.00			
Central Tax			14%	94,500.00
State Tax			14%	94,500.00
Note: Amount of tax subject to reverse charge				
			As per Calculation	1,89,000.00
			As per Transaction	

Press **Esc** to go back to the purchase voucher.

Accounting Voucher Creation	National Enterprises				Ctrl + M ⊠
Purchase No. 20					4-Aug-2017
Supplier invoice no.: 20	Date : 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 ?
					Yes 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 **A : Tax Analysis** > **F1 : Detailed** to view the detailed **Tax Analysis** report that displays the reverse charge amount.

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Tax Analysis	National Enterprises			Ctrl + M ☒
	Tax Analysis			
Particulars		**Taxable Value**	**Tax rate**	**Duty/Tax Value**
GST Details				
Purchase Taxable		1,25,500.00		15,060.00
Transport Services (by Road)		1,25,500.00		15,060.00
Purchase Value	1,25,500.00			
Central Tax			6%	7,530.00
State Tax			6%	7,530.00
Note: Amount of tax subject to reverse charge				
		As per Calculation		15,060.00
		As per Transaction		

Press **Enter** to save.

Raise the Tax Liability and Claim Tax Credit

1. Go to **Gateway of Tally** > **Display** > **Statutory Reports** > **GST** > **GSTR-3B** .

2. Press **Enter** on **Reverse Charge Inward Supplies** . You can raise the tax liability for the amount shown in this report.

Date	Supplier Name	Vch Type	Vch No.	Supplier Inv No.	Supplier Inv Date	Taxable Value	Central Tax	State Tax	Integrated Tax	Cess	Total Tax
2-8-2017	Pratvij Traders	Purchase	2	2	2-8-2017	1,25,500.00	7,530.00	7,530.00			15,060.00
4-8-2017	Excel Enterprises	Purchase	20	20	4-8-2017	6,75,000.00	94,500.00	94,500.00			1,89,000.00
	Total					8,00,500.00	1,02,030.00	1,02,030.00			2,04,060.00

Summary of Tax Liability

Tax Details		Total Liability/ITC			Liability/ITC Booked			Balance Liability/ITC to be Booked		
Tax Rate	Tax Type	Taxable Value	Tax Amount	ITC	Taxable Value	Tax Amount	ITC	Taxable Value	Tax Amount	ITC
6%	Central Tax	1,25,500.00	7,530.00	7,530.00				1,25,500.00	7,530.00	7,530.00
14%	Central Tax	6,75,000.00	94,500.00	94,500.00				6,75,000.00	94,500.00	94,500.00
6%	State Tax	1,25,500.00	7,530.00	7,530.00				1,25,500.00	7,530.00	7,530.00
14%	State Tax	6,75,000.00	94,500.00	94,500.00				6,75,000.00	94,500.00	94,500.00
	Total		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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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 **S : 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 **Challan Reconciliation** report.

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6. In the **Bank Allocations** screen, select the ledgers, enter the amount and provide the payment details.

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** > **Ctrl+F9** . If the purchase returns happens partially, record the debit note to the extent it is reversed as shown below:

_____

The tax liability gets calculated and displayed in the **Tax Analysis** screen (click **A :**
Tax Analysis in the above debit note) as shown below:

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 **J : Stat Adjustment** , select the:

- Nature of Adjustment - **Reversal of Tax Liability** .

- Additional Details - **Purchase under reverse charge** .

    2. Record the voucher as shown below:

_____

3. Press **Enter** to save.

Reverse the tax credit to the extent of purchase returns

1. Go to journal voucher, click **J : Stat Adjustment** , select:

- Nature of Adjustment - **Reversal of Input Tax Credit** .

- Additional Details - **Purchase under reverse charge** .

2. Record the voucher as shown below:

Press **Enter** to save

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 Tally.ERP 9, you can record sales in the item invoice mode or in the accounting invoice mode.

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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** .

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 **A : Tax Analysis** . Click **F1 : Detailed** to view the tax break-up.

6. In the sales invoice, press **Alt+P** to print the invoice in the required format.

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For multiple copies :

Press **Alt+P** and then **Alt+C** to select the number of copies.

```
                                              Print

                                           ▯ All
                                           ▯  Not Applicable
        Number of Copies                   Duplicate
                                           Extra copy
Number of Copies      : 2                  Original
                                           Quadruplicate
Type of Copy          : ▯ All              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 Invoice		(ORIGINAL FOR RECIPIENT)

Tax Invoice (ORIGINAL FOR RECIPIENT)

National Enterprises
Bommanahalli, Bangalore
GSTIN/UIN: 29DFGRY1111A2Z1
State Name : Karnataka, Code : 29

Invoice No. **26**	e-Way Bill No.	Dated **5-Jul-2017**
Delivery Note	Mode/Terms of Payment
Supplier's Ref. **2144**	Other Reference(s)

Buyer
Anand Traders
P R Reddy Complex
Hosur Main Road, Garebhavipalya, Bommanahalli,
GSTIN/UIN : 29AKPCT1423A1Z3
State Name : Karnataka, Code : 29

Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	Haier 1 Ton Split Air Conditioner	84158310	3 Nos	21,999.00	Nos	65,997.00	65,997.00	14%	9,239.58	14%	9,239.58	84,476.16
2	Dell Personal Computer	84713010	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	84713010	5 Nos	29,990.00	Nos	1,49,950.00	1,49,950.00	9%	13,495.50	9%	13,495.50	1,76,941.00
						5,73,447.00						
	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 Chargeable (in words)   **INR Six Lakh Eighty Three Thousand Two Hundred Sixty Seven and Sixteen paise Only**   E. & O.E

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	65,997.00	14%	9,239.58	14%	9,239.58	18,479.16
	5,07,450.00	9%	45,670.50	9%	45,670.50	91,341.00
Total	5,73,447.00		54,910.08		54,910.08	1,09,820.16

Tax Amount (in words) :   **INR One Lakh Nine Thousand Eight Hundred Twenty and Sixteen paise Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for National Enterprises

Authorised Signatory

This is a Computer Generated Invoice

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** .

Advanced Configuration

Reduce space between address and item name/particulars	? **No**
(Enabling this option will not print the contact details of the party in pre-printed format.)	
Retrieve paper size for non-standard printers	? **No**
Enable bitmap mode of printing	? **No**
(Set to Yes, in case of overlapping text in the printout)	

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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Click **A : Tax Analysis** to view the tax details. To view the detailed tax break-up, click **F1 : Detailed** .

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.

Click **A** : **Tax Analysis** to view the tax details. To view the detailed tax break-up, click **F1** : **Detailed** .

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 **A : Tax Analysis** . Click **F1 : Detailed** to view the tax break-up

Particulars	Taxable Value	Tax rate	Duty/Tax Value
GST Details			
Sales Taxable	**2,366.00**		**593.48**
Installation and Labour Charge	300.00		15.00
Sales Value	300.00		
Central Tax		2.50%	7.50
State Tax		2.50%	7.50
Ceat Zoom 17 Tubeless Bike Tyre, Front	1,033.00		289.24
Item Value (Sales Value 1,033.00)	1,033.00		
Central Tax		14%	144.62
State Tax		14%	144.62
Ceat Zoom 17 Tubeless Bike Tyre, Rear	1,033.00		289.24
Item Value (Sales Value 1,033.00)	1,033.00		
Central Tax		14%	144.62
State Tax		14%	144.62
Total			593.48

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.**

Particulars	Rate	per	Amount
Veg Thali - Diwali Special			55,000.00
Waiter Services			1,500.00
Central Tax			5,085.00
State Tax			5,085.00
			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.

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.

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**.

3. 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.

4. 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.

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**.

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 e-Invoice using TallyPrime and e-Way Bill using TallyPrime.

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 GSTR-1.

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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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.

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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.

4. 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.

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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**.

Tax Invoice

National Enterprises 129, 7th A Cross Rd, V . V Nagar, HMT Layout, Dinnur, Ganganagar GSTIN/UIN: 29. State Name : Karnataka, Code : 29	Invoice No. **2**	Dated **11-Oct-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **2 dt. 11-Oct-22**	Other References
Consignee (Ship to)	Buyer's Order No.	Dated
Skyline Enterprise 62, 10th Main Rd HMT Layout, P&T Colony RT Nagar GSTIN/UIN : 29 State Name : Karnataka, Code : 29	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	
Buyer (Bill to) **Skyline Enterprise** 62, 10th Main Rd HMT Layout, P&T Colony RT Nagar GSTIN/UIN : 29A State Name : Karnataka, Code : 29 Place of Supply : Karnataka		

Sl No.	Particulars	HSN/SAC	Quantity	Rate	per	Amount	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Amount
1	*Repairing Charges* *CGST* *SGST*	9987				**10,000.00** **600.00** **600.00**	10,000.00	6%	600.00	6%	600.00	11,200.00
	Total					**₹ 11,200.00**	10,000.00		600.00		600.00	

Amount Chargeable (in words)   **INR Eleven Thousand Two Hundred Only**   E. & O.E

Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
10,000.00	6%	600.00	6%	600.00	1,200.00
Total: 10,000.00		600.00		600.00	1,200.00

Tax Amount (in words) :   **INR One Thousand Two Hundred Only**

for National Enterprises

Authorised Signatory

This is a Computer Generated Invoice

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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 e-Invoice using TallyPrime and e-Way Bill using TallyPrime.

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 **A : Tax Analysis** . Click **F1 : 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.

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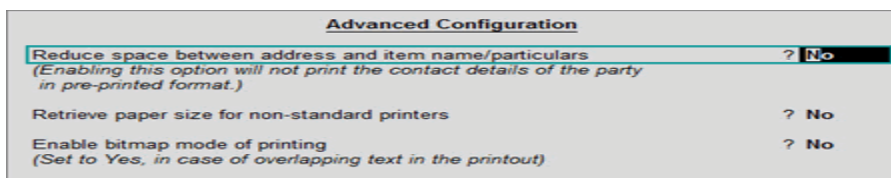
3. Press **Ctrl+A** to accept.

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   10-Jul-2017
Reference no.: atb2651   Monday

Party A/c name : **KR Enterprises**
Current balance : **10,84,400.00 Dr**
Sales ledger   : **Sales**

Name of Item	Quantity	Rate per	Amount
Dell Personal Computer	25 Nos	25,500.00 Nos	6,37,500.00
MRP / Marginal: 26,200.00/Nos			
State Tax			57,375.00
Central Tax			57,375.00
Narration:		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.

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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 **A : Tax Analysis** to view the tax details. To view the detailed tax break-up, click **F1 : Detailed** .

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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.

Click **A : Tax Analysis** to view the tax details. To view the detailed tax break-up, click **F1 : Detailed** .

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 **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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. 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. GSTR-1 returns can be generated from Tally.ERP 9 in the JSON format , 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 here .

   - **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.

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Click **Services** > **Returns** > **Returns Dashboard** .

Select the **Return Filing Period,** and click **Search.**

Select **Yes** or **No** based on your turnover to file **Monthly** or **Quarterly** returns. If you want to opt for quarterly returns, then set the 2nd option to **Yes** .

6. Click **SUBMITS.**

7. Click **PREPARES OFFLINE.**

Click **Choose File** to import the JSON file generated from Tally.ERP 9 or the offline tool.

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Once your JSON file is uploaded successfully, you will be notified by a message.

9. Verify the uploaded details after the time specified in the **GSTR** screen.

You have to manually enter the details for **Nil Rated Supplies** and **Documents Issued** by referring to the table-wise format of GSTR-1 , because these details do not get directly uploaded to the portal.

10. Go to **Services** > **Returns** > **Returns Dashboard** , and click **Prepare Online** .

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Go to the **8A, 8B, 8C, 8D - Nil Rated Supplies** page, and enter the details.

Go to the **13 - Documents Issued** page, and enter the details.

. Submit your returns and e-sign.

Export GSTR-1 returns in the MS Excel or CSV

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.

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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 here .

    ● **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 here 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 here .

Import data and generate the JSON file

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1. Open the **GST Offline Tool.** Ensure that you download and install the latest version of the GST Offline Tool. Click here for more details.

2. Click **NEW.**
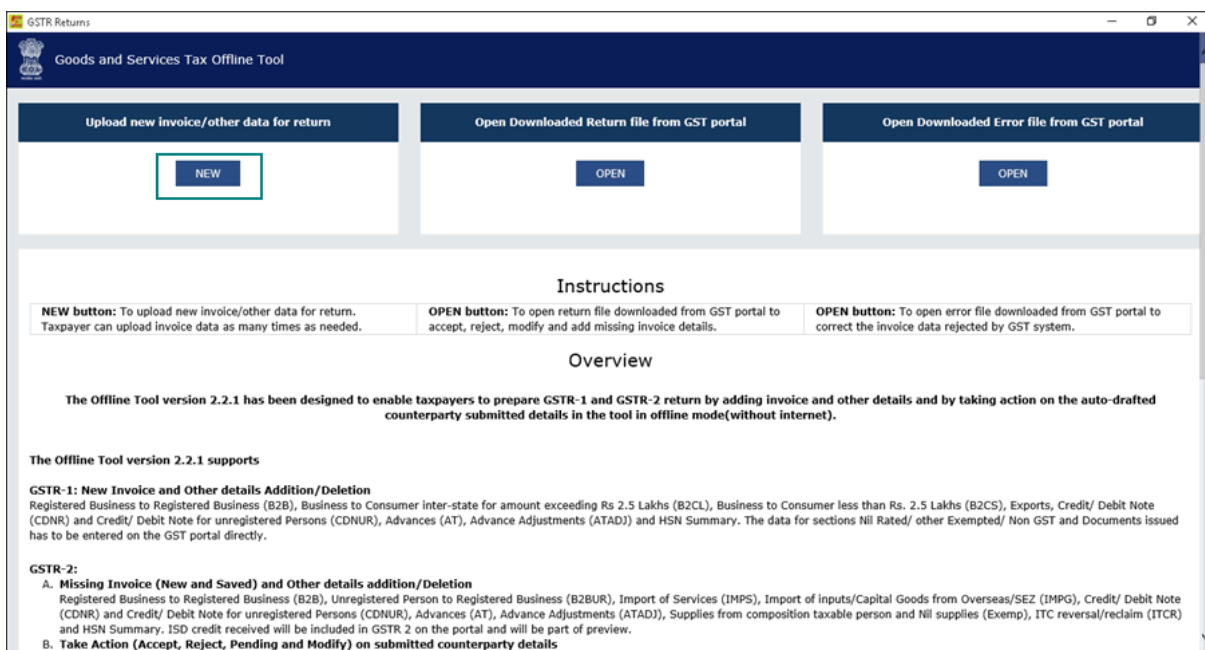
Provide the required details, and click **PROCEED** .

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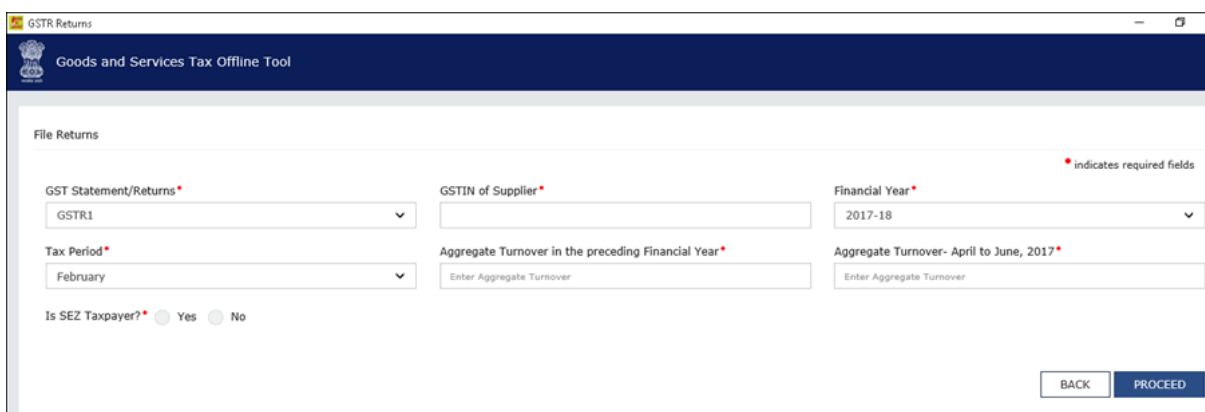
. Click **IMPORT FILES**

Click **IMPORT EXCEL** , and select your file

Note: If the tool shows a warning that some invoices contain invalid input, you can ignore it and proceed. This happens when you do not have transactions in the given sections.

To export the return details in the CSV format, select the name of the table in **Select Section** under **Return Import – One section at a time** , and click **Import CSV** . You have to individually import files for each section.

6. Click **YES** on the warning message, and click **VIEW SUMMARY** .

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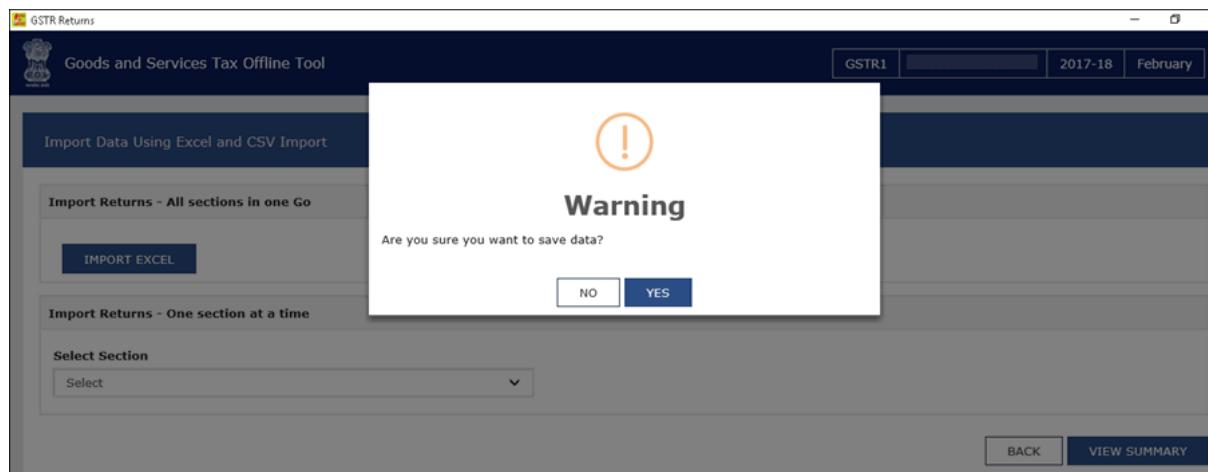
. Click **GENERATE FILE.**

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 transaction-by-transaction .

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** t o 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.

7. 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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<div align="center">

Interest Parameters

</div>

Calculate Interest Transaction-by-Transaction	? **Yes**
Override Parameters for each Transaction	? **Yes**
Override advanced parameters	? **Yes**

Rate : 5 % per 365-Day Year   on **Debit Balances Only**
   Applicability : *Past Due Date* by   10 days Calculate From : *Date Specified During Entry*
   Rounding : ⌐ *Not Applicable*

Rate : 10 % per 365-Day Year   on **Debit Balances Only**
   Applicability : *Past Due Date* by   60 days Calculate From : *Date Specified During Entry*
   Rounding : ⌐ *Not Applicable*

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 sub-groups 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)**

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Group Interest Calculations	ABC Company	Ctrl + 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	65,023.23 Cr
Grand Total	**4,80,000.00 Cr**	**65,023.23 Cr**

Group Interest Calculations	ABC Company	Ctrl + 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	65,023.23 Cr
Grand Total	**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				ABC Company	
Ledger : **Bank Loan Account**				1-Apr-2008 to 28-Feb-2009	
Balance	From:	To:	**Total Days**	Rate %	**Interest**
50,000.00 Cr 31-Mar-2008	18-Apr-2008		**18 days**	12 %	295.89 Cr
41,500.00 Cr 18-Apr-2008	1-Oct-2008		**166 days**	12 %	2,264.88 Cr
30,000.00 Cr 1-Oct-2008	31-Dec-2008		**91 days**	13.50 %	1,009.73 Cr
30,000.00 Cr 31-Dec-2008	28-Feb-2009		**59 days**	20 %	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:

Ledger Interest	ABC Company			Ctrl + M
Ledger : **Shanthi Traders**				1-Apr-2015 to 4-Aug-2015
Date Ref. No.		Opening Amount	**Pending Amount**	Interest
2-Jun-2015 81		1,82,812.50 Dr	**1,82,812.50 Dr**	2,779.75 Dr
		1,82,812.50 Dr	**1,82,812.50 Dr**	2,779.75 Dr

1. Click **F1 : Detailed** to view the calculation and period.

Ledger Interest				ABC Company		Ctrl + M
Ledger : **Shanthi Traders**						1-Apr-2015 to 30-Aug-2015
Date Ref. No.				Opening Amount	**Pending Amount**	Interest
2-Jun-2015 81				1,82,812.50 Dr	**1,82,812.50 Dr**	4,081.98 Dr
1,82,812.50 Dr 4-Jun-2015 15-Jun-2015 11 days	5 %	275.47 Dr				
1,82,812.50 Dr 15-Jun-2015 30-Aug-2015 76 days	10 %	3,806.51 Dr				
15-Jun-2015 103				15,750.00 Dr	**15,750.00 Dr**	174.76 Dr
15,750.00 Dr 25-Jun-2015 15-Aug-2015 51 days	5 %	110.03 Dr				
15,750.00 Dr 15-Aug-2015 30-Aug-2015 15 days	10 %	64.73 Dr				
23-Jun-2015 113				1,41,400.00 Dr	**1,41,400.00 Dr**	1,259.04 Dr
1,41,400.00 Dr 3-Jul-2015 23-Aug-2015 51 days	5 %	987.86 Dr				
1,41,400.00 Dr 23-Aug-2015 30-Aug-2015 7 days	10 %	271.18 Dr				
30-Jun-2015 121				1,01,000.00 Dr	**1,01,000.00 Dr**	705.62 Dr
1,01,000.00 Dr 10-Jul-2015 30-Aug-2015 51 days	5 %	705.62 Dr				
				4,40,962.50 Dr	**4,40,962.50 Dr**	6,221.40 Dr

2.

Ledger Interest		ABC Company				Ctrl + M ☒
Ledger : **Shanthi Traders**						1-Apr-2015 to 4-Aug-2015
Date	Ref. No.			Opening Amount	**Pending Amount**	Interest
2-Jun-2015	81			1,82,812.50 Dr	**1,82,812.50 Dr**	2,779.75 Dr
				1,82,812.50 Dr	**1,82,812.50 Dr**	2,779.75 Dr

Note: In case if part of the amount is settled, the interest is calculated on the remaining balance.

Now check the interest amount due.

Ledger Interest		ABC Company				Ctrl + M ☒
Ledger : **XYZ Agency**						1-Apr-2008 to 30-Sep-2008
Date	Ref. No.			Opening Amount	**Pending Amount**	Interest
2-Apr-2008	PUR/01			1,30,000.00 Cr	**1,30,000.00 Cr**	4,840.27 Cr
1,30,000.00 Cr	2-May-2008	30-Sep-2008 151 days	9 %	4,840.27 Cr		
5-May-2008	PUR/02			88,000.00 Cr	**88,000.00 Cr**	1,909.48 Cr
88,000.00 Cr	4-Jul-2008	30-Sep-2008 88 days	9 %	1,909.48 Cr		
6-Jun-2008	PUR/03			36,000.00 Cr	**36,000.00 Cr**	674.63 Cr
36,000.00 Cr	16-Jul-2008	30-Sep-2008 76 days	9 %	674.63 Cr		
7-Jul-2008	PUR/04			70,000.00 Cr	**70,000.00 Cr**	604.11 Cr
70,000.00 Cr	26-Aug-2008	30-Sep-2008 35 days	9 %	604.11 Cr		
				3,24,000.00 Cr	**3,24,000.00 Cr**	8,028.49 Cr

Note: The **Cr** in the interest amount indicates that it is a liability.

The interest liability and expense can be accounted by recording a journal entry. Interest can also be recorded using debit notes and credit notes with voucher class.

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 voucher numbering 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	National Enterprises	
Name : **POS Invoice**		
(alias) :		

General	**Printing**	**Name of Class**
Select type of voucher : **Sales**	Print voucher after saving ? **Yes**	
Abbreviation : Sale		
Method of voucher numbering ? **Automatic**	Use for POS invoicing ? **Yes**	
Use advanced configuration ? **No**	Message to print (1) : **Thank You!**	
	Message to print (2) : **Visit Again!**	
Allow narration in voucher ? **Yes**	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	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 Boxes	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 Cash tendered :   7,000.00 Balance :   500.00

Narration:

Accept the screen. As always, you can press **Ctrl+A** to save.

Click here to see the possible F12 configurations for POS Invoice.

6. Print the invoice.

   a. Press **Alt+P** .

   b. Press **Alt+S** (Select Printer) and select the POS printer.

   c. Press **Alt+F** (Print Format) and select the required format.

   d. Press Enter to print.

_____

```
                    National Enterprises
                       POS Invoice
Bill No.      : 1                Time   : 12:05 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


                     Thank You!
                     Visit Again!
```

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.

   ❖ **Cash** - Enter the cash **Tendered** , if applicable. 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
Glass Art Showpiece				1 Nos	4,000.00 Nos	4,000.00
						6,500.00
◆ End of List						
						6,500.00
Gift vouchers	: Amazon Gift Voucher	3,000.00				
Credit/debit card	: Bank Credit Card	2,750.00	Card no.	: 12▮▮▮▮▮0		
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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```
National Enterprises
          POS INVOICE
Bill No.   : 1           Time  : 19:15 hrs
Date       : 4-5-2020
Sl  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
Gift Voucher      :          3000.00
Cr/Dr Card        :          2750.00
Card No           : xxxx xxxx xxxx 1100
Cash              :           750.00
Cash Tendered     :          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

- Create POS Voucher Type with Voucher Class
- Record a POS Invoice with Voucher Class

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** > **Create** (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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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.

Accounting Voucher Creation	National Enterprises	Ctrl + M ☒
POS Invoice No. 2	Voucher class: POS	15-May-2020 Friday

Party A/c name: ♦ Not Applicable

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	: Amazon Gift Voucher	2,500.00				
Credit/debit card	: VISA Card	7,970.00	Card no.	: 120011001111		
Cheque	: HDFC Bank					
Cash	: Cash	30.00	Cash tendered :	50.00	Balance :	20.00

Narration:

*What you see on the screen can vary based on your choices. Press **F12** (Configure) to change the options and **F11** (Features) to enable or disable features.*

4. Accept the screen. As always, you can press **Ctrl+A** to save.

Note: You can record POS invoices with different actual and billed quantities by enabling the option **Use separate actual and billed quantities** in **F11** (Features) > **F2** (Inventory).

POS Register

POS Register lists all the POS invoices. You can drill down from each POS invoice to view the invoice details.

1. **Gateway of Tally** > **Display** > **Accounts Books** > **POS Register** .

POS Register		National Enterprises					Ctrl + M ☒
List of All POS Vouchers							1-Apr-2019 to 8-Apr-2019
Date Vch Type	Vch No.		Gift Vouchers	Credit/Debit Card Pymt	Cheque	Cash	Total
1-4-2019 POS Invoice	1			27,250.00			27,250.00
3-4-2019 POS Invoice	2			32,000.00	15,000.00	4,300.00	51,300.00
4-4-2019 POS Invoice	3			12,390.00			12,390.00
5-4-2019 POS Invoice	4		5,500.00	15,000.00	18,000.00	1,820.00	40,320.00
8-4-2019 POS Invoice	5		3,500.00	20,000.00	10,000.00	471.20	33,971.20
	Total:		9,000.00	1,06,640.00	43,000.00	6,591.20	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.

Options	Descriptions
Show Extract of Register	Display the transaction details based on accounting groups and ledgers, with corresponding debit and credit values.
Show Inventory-wise Extract	Display only the transaction details based on stock groups and stock items, with corresponding **Inward Qty** , **Rate** and **Amount** .
Show Columnar Register	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.
Show Gross Profit estimates	Display the **Gross Profit** and **Cost** columns, with percentage of profit and the calculation of the cost of stock item.
Show Cost based on stock valuation	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** .
Format	Display the report in a detailed or condensed view.
Show narrations	Display the narration entered in the POS invoice.
Show inventory details	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 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.
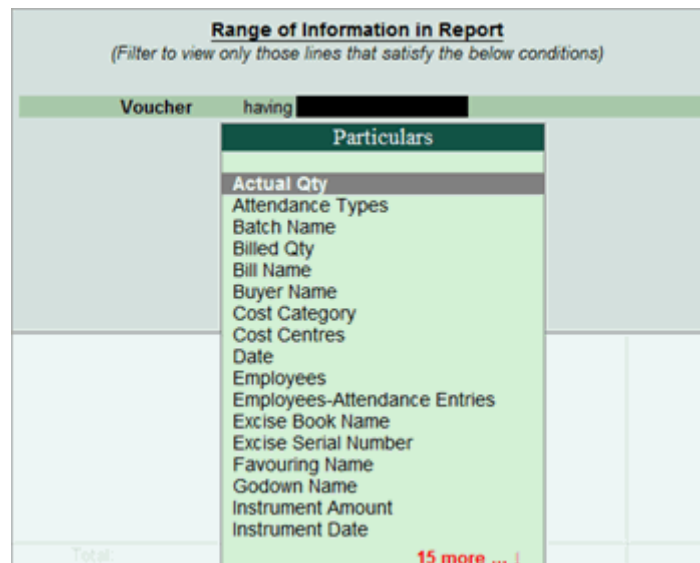
You can view all the POS transactions in the **POS Register** .

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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 budget for the year.	Before imposing any budget, we need to 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 book keeping	Understanding actual spending is only doable if the transactional data behind the scenes is recorded correctly. It becomes important to make sure that the bookkeeper 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

		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. Budgets	In order to enforce budgets, we need an 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 periods to set the Budgets	It is important to complete the financials before setting up the budget for any given time period.
		We can't hold departments accountable for their budgets when we haven't

		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 Cost Centers 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:

Step 1:	Gateway of Tally > Accounts Info. > Budgets
Step 2:	Select 'Create' > Press 'Enter'
Step 3:	Enter budget name in the 'Name' field.
Step 4:	Select 'Primary' in 'Under'
Step 5:	Specify the 'Period of Budget' in 'From:' and 'To:'
Step 6:	For Group Budget: - Let us that we want to track all expenses; we can create Financial Budget as shown below: **Step 1**: Set 'Yes' under 'Group' in 'Set/ Alter Budgets of' > Press 'Enter' **Step 2**: In 'Group 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 Ledger Budget:

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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 Tally.ERP 9, 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. I n the **Budget Creation** screen, enter a **Name** for your budget.

3. Enable budgets for groups , and ledgers if required.

Budget Creation				ABC Co
Name	: **Corporate Budget**			
Under	: ▪ **Primary**			

Period of Budget		Set / Alter Budgets of		
From:	To:	Groups	Ledgers	Cost Centres
1-Apr-2008	31-Mar-2009	Yes	Yes	**Yes**

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	15,000.00	5,000.00	10,000.00
Marketing Department	25,000.00	4,000.00	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:

   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** if 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.

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:

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.

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Overdue Receivables Report

View Overdue Receivables report

- ● Go to **Gateway of Tally > Display > Exception Reports > Overdue Receivables**

Bills Outstanding		ABC Company			Ctrl + M ☒
Bills Receivable					1-Apr-2008 to 30-Sep-2008
Date Ref. No.		Partys' Name		Pending Amount	Due on Overdue by days
1-Apr-2008 2		Customer - Bangalore		2,500.00	1-Apr-2008 182
2-May-2008 4		Customer-Chennai		10,250.00	2-May-2008 151
26-Jun-2008 5		Customer - Bangalore		6,500.00	26-Jun-2008 96
26-Jun-2008 4		Customer -Delhi		10,000.00	26-Jun-2008 96
				29,250.00	

- ➢ **Date:** The date of Invoice entry is displayed here.
- ➢ **Ref No.** : Invoice number will be displayed here.
- ➢ **Party's Name:** The name of the party from whom bills are due as of the specified period is displayed here.
- ➢ **Pending Amount:** The amount which is pending/due as on period specified will be displayed.
- ➢ **Due on:** The due date of receipt of the amount will be displayed.
- ➢ **Overdue by days:** According to the period specified, Overdue by days will be displayed. By default it will calculate overdue days from the date of 'Due On'.

Configuration options in Overdue Receivables report

- ● Press **F12: Configuration** and set **'Include Post-Dated Transactions'**, **'Show Opening Amount'** to **Yes.**

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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
Appearance of Names	:	Name Only
Sorting Method	:	Default

Bills Outstanding   ABC Company   Ctrl + M

Bills Receivable   1-Apr-2008 to 30-Sep-2008

Date	Ref. No.	Partys' Name	Opening Amount	Pending Amount	Post-Dated Amount	Final Balance
1-Apr-2008	2	Customer - Bangalore	1,500.00 Cr	2,500.00		2,500.00 Dr
2-May-2008	4	Customer-Chennai	10,250.00 Dr	10,250.00	2,000.00 Cr	8,250.00 Dr
26-Jun-2008	5	Customer - Bangalore	6,500.00 Dr	6,500.00		6,500.00 Dr
26-Jun-2008	4	Customer -Delhi	10,000.00 Dr	10,000.00		10,000.00 Dr
			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-Bangalore, total Invoice amount is raised for Rs. 5,000/-.

● **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

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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.**

<u>Configuration</u>

Include Post-Dated Transactions	?	**No**
Show Opening Amount	?	**No**
Show overdue using Bill Date	?	**Yes**
Range of Bills to show	:	**Overdue Bills**
Show Qty Info in Detailed Format	?	**Yes**
Appearance of Names	:	**Name Only**
Sorting Method	:	**Default**

When you enable **'Show overdue 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.

- **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.

When you enable **'Show overdue using Bill Date'**, you can view the ageing days due by 'Bill date'.

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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.

Bills Outstanding		ABC Company			Ctrl + M
Bills Receivable				1-Apr-2008 to 30-Sep-2008	
Date Ref. No.	Partys' Name		Pending Amount	Due on	Age of Bill in Days
1-Apr-2008 2	Customer - Bangalore		2,500.00	1-Apr-2008	182
2-May-2008 4	Customer-Chennai		10,250.00	2-May-2008	151
26-Jun-2008 5	Customer - Bangalore		6,500.00	26-Jun-2008	96
26-Jun-2008 4	Customer -Delhi		10,000.00	26-Jun-2008	96

F6: Age wise : Press **F6** button to view the report – **Ageing by Bill date** or **Ageing by Due Date** .

Ageing Analysis		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**.

Physical stock register displays a list, showing the number of vouchers in each month.

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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).

b. Select Excel (Spreadsheet) in Format field.

c. Press **Ctrl+A** to accept and export the report.

4. Open the Excel file.

5. 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.

A ledger account of a fictitious company 'Sundaram Pipes, Fittings and Motor Pumps' are as follows :

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.

The procedure to create a trial balance in Tally is as follows :

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.

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.

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.

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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 short-term) 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.

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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Fig. 5.3.1. Fund Flow Statement screen

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:

☐ 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.

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:

- ➢ 鈾 Go to Gateway of Tally > Display > Account Books > Cash/Bank Book.
- ➢ 鈾 Select the required Bank Account and press Enter on the required month.
- ➢ 鈾 Press F5: Reconcile.
- ➢ 鈾 Enter the date of clearing (Bank Date), date on which the transaction is being debited/ credited, from the Bank Statement.

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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.

Note: You can configure the printing options, by selecting the appropriate buttons. 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
L	Alt+L	To select the language in which the Invoice is to be printed.
I	Alt+I	To preview the Invoice
T	Alt+T	To change the Report Titles or to print the default title on the invoice
G	Alt+G	To select the Page range for printing
R	Alt+R	To change the method of printing
F	Alt+F	To change the print format/mode
C	Alt+C	To increase/change the number of copies to print, and also to choose the type of copy to be printed
S	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** .

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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:

- ❖ ' + ' and ' - '
- ❖ 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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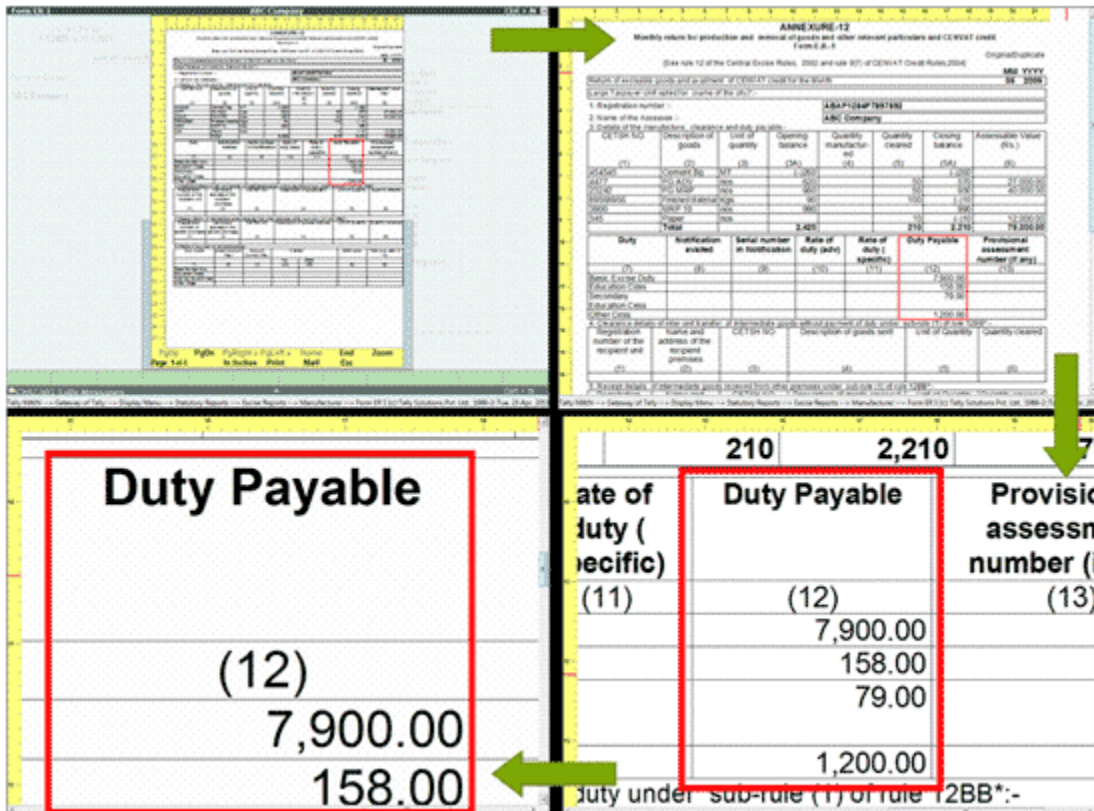
- Titling: To change the report title click T : Titling . The Report Title screen appears

  ➢ 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
All/Every	Print all the pages in a range
And	Is used in conjunction with other keywords
Pages	Prints the specified

	pages
Numbered/Numbers	Is used in conjunction with other keywords
Excluding/Exclude/Except/without/Not	Exclude numbered pages from printing
Odd/Front	Prints all Odd Pages
Even/Back	Prints all Even Pages
To/ Upto / Uptill / till	Prints all pages to the specified pages
From/beg/Beginning/Starting/First/Initial	Starts printing from the specified page
End/Ending/Last/Final	Prints till the ending 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 backup 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.

1. **Gateway of Tally** > **Alt+Y** (Data) > **Split** > **Verify Data**, to open the **Verify Company Data** screen.

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1. Select the required company, and press **Enter** to proceed.

If there are any errors, the List of Errors screen will appear, where you can correct the errors easily.

Split Company Data

1. **Gateway of Tally** > **Alt+Y** (Data) > **Split** > **Split Data**, to open the **Split Company Data** screen.

1. Select the required company from the **List of Companies**.
2. 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.
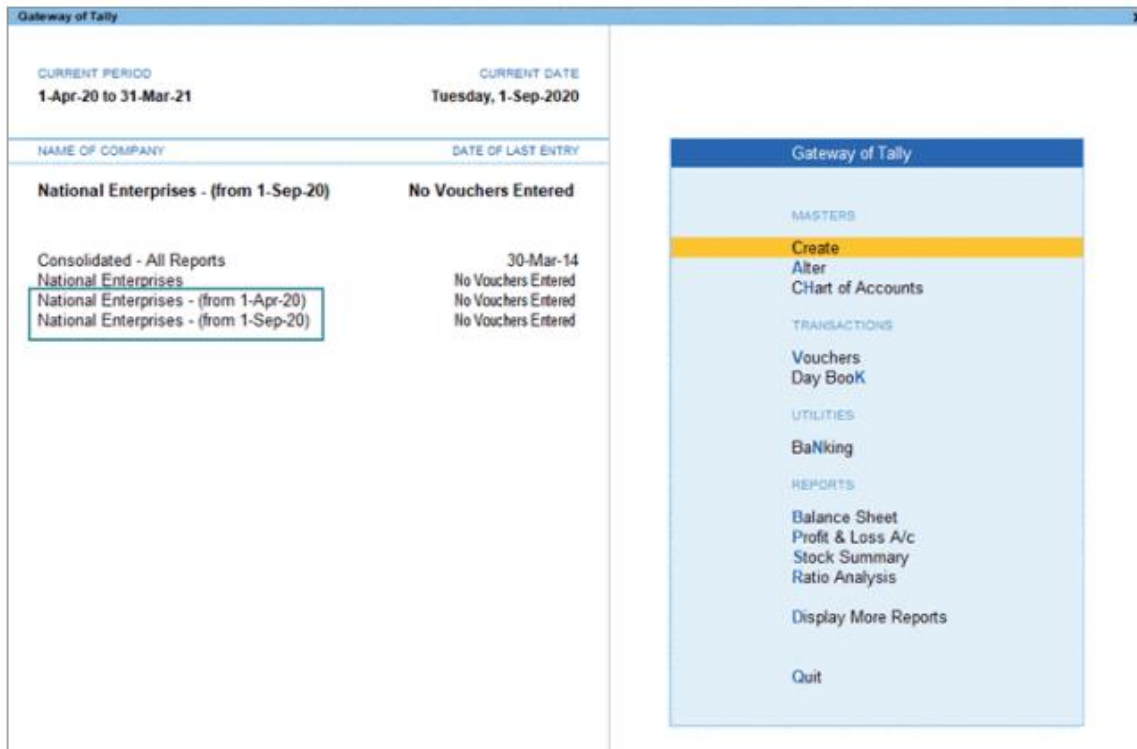
If required, you can rename these companies, and also record entries or alter any data.

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 Migrate Company Data 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 Create Voucher Numbering Series section of the Getting Started with GST in TallyPrime 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**.
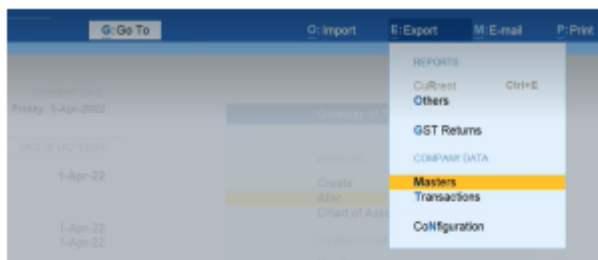
The **Export** sub-screen appears.

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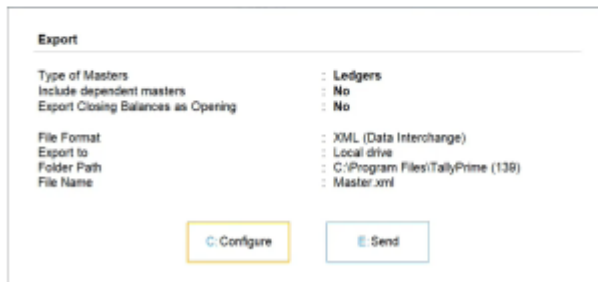
b. Press **C** (Configure) to update the export settings.

The **Export Configuration** screen appears.

a. Select **All Masters** as the **Type of master**. This will ensure that all the masters in your company are exported.

b. Select **XML (Data Interchange)** as the **File Format**.

c. Update the other export settings, as per your preference.

d. Press **Ctrl+A** to accept and return to the **Export** sub-screen.

Press **E** (Send) to export. The exported file will be saved in the selected Folder Path.

Export the transactions of your company, using the same steps by which you had exported the masters.

Similarly, repeat the procedure for all your GST registrations. You can rename the exported files, as needed, to avoid any confusion.

### Import Existing Masters & Transactions into the Main Company

Once you have exported the masters and transactions of the required companies, you can easily import them into the main company where you want to maintain the different registrations.

1. Open the company where you want to import the details.

2. Import the masters of your company:

a. Press **Alt+O** for **Import** > **Masters**.

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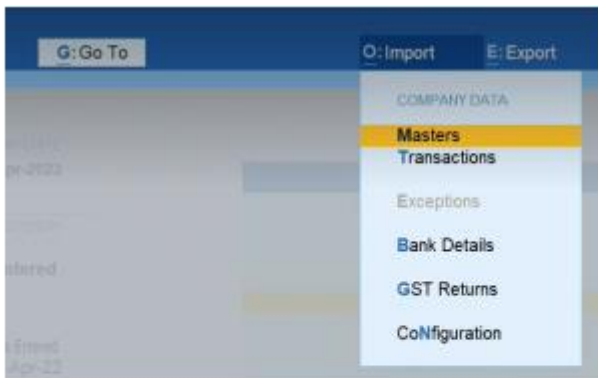
The **Import Masters** sub-screen appears.
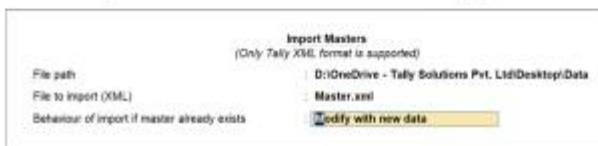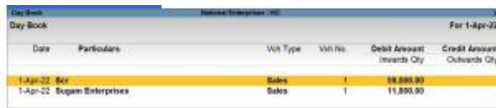
1.
   a. Specify the **File path** where your exported masters file is located.
   b. Under **File to import (XML)**, select the file that has to be imported.
   c. Under **Behaviour of import if master already exists**, select **Modify with new data**.
   d. Press **Ctrl+A** to   import   the   masters.
      The details from the imported masters will appear in the main company.
2. Import the transactions of your company, using the same steps by which you had imported the masters.

Similarly, repeat the procedure for all your GST registrations.

Now you can check the details of the imported registrations from the **Master Alteration** screen,   by   pressing **Alt+G** (Go   To)   > **Alter   Master** > **GST Registration**.

Similarly, you can check the details of the imported transactions by referring to the **Day Book** and other reports.

Further, if you drill down to the transactions, then you can see the details of the GST registrations.

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 + F10	To initiate selection of Reminder Voucher.
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.

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.
Alt + X	To cancel Voucher in Daily List or Voucher List.

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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.
Ctrl + U	For Selecting any Unit.
Ctrl + V	To initiate Selection of Voucher Types and Wiring Between Billing and Goods.

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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.
P	To go to P&L.
B	To go to the Balance Sheet.
D + T	To go to Trial Balance.
E	For developing Order Voucher.
T	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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