Chapter No. 4 Accounting Voucher in Tall X30NIe Format)

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|| Shree Ganeshaya Namah||

Accounting Fundamental

• What is Accounting ?

Accounting is defined as systematic, summarized recording of business transactions in the books of account . In other words the books of your company can be treated as medical reports that shows the health of your company. To learn accounting , it is necessary to understand the fundamentals of Debits & Credits, Assets & Liabilities, Income & Expenses to prepare & maintain accounts systematically & correctly.

What is Transactions?

Transactions means transfer of money from one party to another. For eg. Sale of Computer, Purchase of Furniture etc.

What is Debtor?

Debtor is that person who owes money to the business on account of Credit sale of goods or advance given

What is Creditor ?

Creditor is that person to whom the business owes money on account of credit purchase of goods or loan taken.

What is Asset ?

Assets are the things of value owned by the business for eg. Cash , Unsold Stock , Furniture , Building , Vehicle, Shares , Money due from the Debtors (Customers)

What is Liabilities?

Liabilities is that sum of money which the business owes to outsiders. for eg. Capital (Amount invested by proprietor to start the business), Loan taken from Bank, friends, relatives, money to be given to Creditors (Suppliers).

• What is Capital?

The Owner Of Business who have invested amount in the business to start the business ie. Loan given by proprietor to the business. Which also mean that Capital is one of the liability of business.

• What is Cash Transaction ?

When assets or goods are sold on cash or purchased on cash then this transaction is known as cash transaction.

When asset or goods are sold on credit or purchased on credit then this transaction is known as Credit transaction.

• What is Transaction Systems?

There are two systems for recording the transaction i.e Double entry system & Single entry system

- A <u>Double entry system</u>: is based on the fact that a transaction is double-sided. If one receives something then either (1) some other person has given it or (2) stock of something else has reduced or (3) some services has been rendered. So each transaction has to be recorded in both the aspects.
- A <u>Single entry system</u>: is concerned with only one side of transaction, either you pay someone or you receive from someone.

Tally Prime

O What are the Rules for Recording Transactions?

Whenever any transaction takes place an accounts is either debited or credited.

The three rules for recording transactions which are as follows:

Three types of Rules for Recording Transactions.

1) Real Account 2) Personal Account 3) Nominal Account

- 1) Personal Account Debit the Receiver and Credit the Giver :- Let us understand the rule by means of example Suppose Ajay buys goods from Sachin. Here...
 - a) Ajay has received the goods
- b) Sachin has given the goods.
- c) Ajay has to pay the price of goods
- d) Sachin is entitled for a credit
- e) Ajay is entitled for a debit

In accounting, Ajay will be Debited & Sachin will be Credited.

Later on when Ajay pays to sachin, then sachin's account will have be debited & Ajay's account has to be credited.

- 2) Real Account Debit What Comes in and Credit What Goes Out: Suppose you buy furniture for your shop on cash. Then according to above rule furniture account will be debited (as furniture comes in) and cash account will be credited (as cash goes out.)
- 3) Nominal Account Debit all Expenses/ Losses and Credit all Income/Gains :- Suppose you hired a shop on rent then accounting as above rule, you will have to debit the Rent A/c & credit the Cash A/c.....

After accounts are prepared the net results of debits and credits of each account are assessed. If the total of debits are more, the balances is known as **Debit Balance** and if the total of credits are more, the balances is known as Credit Balance.

O What is Journalizing Accounts?

It is the process of recording your day to day transactions in chronological order classified into debits & credits.In manual accounting transaction is first posted into Journal & then each accounts from journal is then posted into Ledgers.

The Journal is divided into 5 columns

te Particulars	LF	Debit	Credit
----------------	----	-------	--------

Date

: Records the date of transaction with its month & year.

Particulars

: Records the details of business transaction. A narration is also written in this

column. (Narration means detail explanation of journal entry)

LF(Ledger Folio)

: Posting of each journal entries is done in ledger accounts .It is necessary that there should be certain reference to the page number of Ledger.

This column contains the Page number of ledger.

Debit

: The amount debited under a transaction.

Credit

: The amount credited under a transaction

Note: - Under any transaction the total of debit column of the journal should be the same as that of Credit Column

Enter the following transactions in a Journal shoot resolution of

Date	Transactions	Amount (in Rs.)	
07-01-2020	Paid Salary by cash to typist	3,200.00	
08-01-2020	Paid Rent to the land lord	5,000.00	
10-01-2020	Received cash from Shriram and decorate buildings	10,000.00	
12-01-2020	Purchased Office Table for Cash	6,000.00	
12-01-2020	Paid Cartage for Office Table	100.00	
15-01-2020	Goods sold to Shri Agencies on Credit	50,000.00	
16-01-2020	Paid Monthly installment in Sangli Bank	15,000.00	
19-01-2020	Purchased Raw Material from Ganesh Traders	20,030.00	

Solution: The Journal will look like

Date	Particulars	Debit Rs.	Credit Rs.	The Agency of the State of the
07-01-2020	Salary A/c Dr. To Cash A/c (Salary paid in cash to typist)	3,200.00	3,200.00	Olehit of the
08-01-2020	Rent A/c Dr. To Cash A/c (Rent paid for the month)	Cosh Paid to	5,000.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
10-01-2020	Cash A/c Dr. 6260 vd a To Shriram A/c (Cash received from Shriram)	10,000.00	10,000.00	ξ
12-01-2020	Furniture A/cDr To Cash A/c (Office Table purchased)	00.000,6	6,000.00 6 miniqu	What is Li
12-01-2020	Cartage A/c Dr. To Cash A/c (Paid Cartage for Office Table)	100.00 d na 1503	100.00	pared sepanticular acceu
15-01-2020	Shri Agencies A/c Dr. To Goods A/c (Goods supplied to Shri Agen.)	50,000.00	50,000.00	In the sand the sand with Pake. Recording
16-01-2020	Sangli Bank A/c Dr. To Cash A/c (Monthly installment paid)	15,000.00 anw y he o	15,000.00	We are n
19-01-2020 100 21 JANUOSOE	Raw Material A/cDr. To Ganesh Traders (Raw material purchased)	20,030.00 (C) (IA (20)00000000000000000000000000000000000	be preparted 20,030.00 and ary bunks and	rshould also ch shows the arent subsid

O. What is Cash Book? Course

We have seen that the company records all their transaction in the journal and then post the transactions to concerned ledger accounts from Journal.

Journal is subdivided into two parts. Cash Book & Subsidery Books.

The **Subsidery books** are Purchase Book, Purchase Return Book, Sales Book, Sales Return Book, Bills Receivable Book, Bills Payable Book.

All cash transactions are recorded in Cash Book. Cash means notes, coins, bank drafts, cheques and postal orders. Cash transactions have two aspects i.e. Receipts & Payments. Cash Book records all cash receipts and cash payments.

Cash Book maintains proper & Systematic record of actual cash received or paid. The rule of debit and credit is same as before "Debit what comes in and credit what goes out", that is why receipts are recorded at the debit side and payments are recorded on the credit side.

Date	Transactions	Amount (in Rs.)
08-04-2020	Cash in Hand	50,000.00
10-04-2020	Cash received from Shubham	5000.00
12-04-2020	Paid Rent by Cash	10,000.00
15-04-2020	Sold goods by Cash	3,000.00
17-04-2020	Cash Paid to Krishna	1,000.00
20-04-2020	Purchased Furniture by Cash	5,000.00
31-01-2020	Paid Salaries by Cash	10.000.00

Eg.: Enter the following transactions in a simple Cash Book.

O What is Ledger Account?

- The proprietor of the business expects from accounting to let him know the position of individual debtor (customer) and creditors (supplier) account. In Ledger individual parties account is prepared separately. So the Ledger can be defined as Collection of required information concerning a particular account and presenting them under one head is known as **Ledger posting.** For ex. We may purchase goods from Ram, we may sell goods to him or return goods to him or goods may be returned by Ram. In the same way, we may receive payment from Ram or may pay him. All these transaction regarding dealing with Ram must have been recorded in different books i.e. Cash book, Purchase book or Return book. Recording transaction in different books concerning Ram doesn't present the true picture of Ram's A/c.

We are not in position to verify whether Ram is a debtor or creditor. So each & every dealing with Ram should also be presented under one heading i.e. Ram's A/c. This Ram's A/c is called as ledger Account which shows the position at a glance. All the information regarding a particular account is collected from different subsidiary books and presented under one heading knows as the **Ledger Account.**

O Ledger Account Format State of History Account Format

Debit (Dr) (Cr)

Date	Particulars	Folio	Amount	Date	Particulars	Folio	Amount
4	· ·	1 5,000.0°	1 Constitution	117	THE ALC	hosex-chi	e ()

The ledger account is divided in two parts.

- 1) The left hand side is Debit side (Dr)
- 2) The right hand side is credit side.(Cr)

Each side is again divided into four sections namely

- a) Date :- In this columns the date of transaction is recorded. It is first recorded in the journal book & then brought to the ledger account.
- **b) Particulars** :- In this columns the name of account in which the corresponding debit or credit is found is recorded.
- c) Folio :- This column works as reference. Here the Journal page no. of the account is being written
- d) Amount :- Amount with which the account is debited or credited is entered in this column

Date	Transactions	Amount (in Rs.)
02-02-2020	Sold goods to Ram on cash	50,000.00
04-02-2020	Received cash from Ram	4,000.00
06-02-2020	Bought goods on cash	10,000.00
08-02-2020	Paid cartage exp.by cash	100.00
10-02-2020	Goods returned from Ram	1,000.00
12-02-2020	Sold Goods to Rahul on Credit	2,000.00
15-02-2020	Received cash from Rahul	1,500.00

The Journal entry will look like

Date	Particulars	Debit Rs.	Credit Rs.	
2-02-2020	Cash A/c Dr. To Goods A/c	5,000.00	5,000.00	
4-02-2020	Cash A/c Dr. To Ram A/c	4,000.00	4,000.00	
6-02-2020	Goods A/c Dr. To Cash A/c	10,000.00	10,000.00	
8-02-2020	8-02-2020 Goods A/c Dr. To Cash A/c		100.00	
10-2-2020	10-2-2020 Goods A/c Dr.		1,000.00	
12-2-2020	Rahul A/c Dr. To Goods A/c	2,000.00	2,000.00	
15-2-2020	Cash A/c Dr. To Rahul's A/c	1,500.00	1,500.00	

The entries in the ledger will look like

Cash Ledger Account

Dr.

Cr

Date	Particulars	Amount Rs.	Date	Particulars	Amount
02-2-2020	To Goods A/c	5,000.00	06-2-2020	By Goods A/c	10,000.00
04-2-2020	To Ram A/c	4,000.00	08-2-2020	By Goods A/c	100.00
15-2-2020	To Rahul A/c	1,500.00			100.00
		-			10,100.00
1 - 6 -		10.500.00		By Balance C/d	400.00
. To will not		10,500.00 400.00			10,500.00
risti er	To Balance b/d	400.00		1 (131) E. R	16型。

O What is Trial Balance?

Goods Ledger Account

Dr.

Cr.

Date	Particulars	Amount Rs.	Date	Particulars	Amount Rs.
05-2-2020	To Cash A/c	10,000.00	02-2-2020	By Cash A/c	5,000.00
08-2-2020	To Cash A/c	100.00	12-2-2020	By Rahul A/c	2,000.00
10-2-2020	To Ram A/c	1,000.00	.e.va 1 her	กษาก เกร ชกศามาดอ ฮ	2975 ic 41630
				iouons.	7,000.00
*.	1,		T. Internal	By Balance C/d	4,100.00
and loss it a.	nterms of pro	11,100.00	loginance of r	s to measure the pa	11,100.00
19010 AL 1001	To Balance b/d	4,100.00	SOUTH DAY DAY	प्रवाधिक जा एक बक्रमहरू	THE WOLK OF

Rahul's Ledger Account

Dr.

Cr.

Date	Particulars	Amount Rs.	Date	Particulars	Amount Rs.
12-2-2020	To Goods A/c	2,000.00	15-2-2020	By Cash A/c	1,500.00
man and side	e with I therest	de norma cedi po	sen of the Pat	me and has differe	idt as of her
garetating n	peviaval borning t	ris ini endîmeçxi	i against, the	ed with, or matche	to be compar
-1-2-1-2	. eg : %.	secreptions bac	ween income	By Balance C/d	500.00
इस्ट्रावेड्याच १०.५	the epening stact	2,000.00	pos avidica e	n, the cost of goor	2,000.00
TROUGH SKORNS	To Balance b/d	500.00	es incurred in	is congist of expens	irect expens

O What is Balance On An Account?

The balance on an account is the difference between the total of the debit side and the total of the credit side. If the totals on the two sides of an account are equal, the account is said to be squared up and there is no balance left to debit or credit by the end of the period. If the debit side total of an account is greater than the credit side, the balance is termed as **Debit Balance**, otherwise it is termed as the **Credit Balance**, The balance of an account ascertained on the end of a period is termed as the **Closing Balance** of the account. If the account is real (related to assets) or personal (related to persons), the closing balance is carried down to the succeeding period as an **Opening Balance** but if the account is nominal (related to expenses, losses and income) such balance is transferred to Profit and Loss account.

If the balance is a debit balance it is carried down (C/d) or carried forward (C/f) to the succeeding period as "To balance b/d (brought down)" on the debit side of the account. On the other side if the balance is a credit balance then it is brought to the credit side of the account as "By balance b/d (brought down)".

O. What is Trial Balance?

At the end of an accounting period all the accounts are balanced and the balances listed. The total on the sides of this are the sides of the both the sides of this, called the **Trial Balance**. Because of the duality concept every debit should have a credit and vice years. credit and vice versa. Thus the trial balance is an arithmetic check that all the double entries have been completed because of the unanty count Before completed. however, it will not detect errors such as the posting of a debit to the wrong account. Before we venture into the we venture into the details of trial balance calculations, let us look at how a statement of balances is prepared with debit and credit columns. Debit Balances of ledger accounts are entered in the debit column of the statement of the statement and credit balances of ledger accounts are entered in the credit column of the statement. The totals of these columns are matched. if they are equal then the calculations are correct, else there is a mistake in calculations.

O What is Trading & Profit & Loss Account?

Every firm likes to measure the performance of its business operations in terms of profit and loss it also likes to know the values of its assets and liabilities on the closing date of accounting period. In order to ascertain its income and also the assess the position of assets and liabilities, financial statements are prepared. The traditional name for financial statements is 'Financial Account'.

Financial statements are divided in two parts, income statements and position statements. The term income statement is traditionally known as Trading and Profit & Loss account and position statement is known as Balance Sheet.

The trading & profit & loss account can be described in simplest possible terms as an account in which the profit or loss for an accounting period is computed. The trading and profit & loss account is often referred to as the profit and loss account (the P&L) or the income statement. The income for the period has to be compared with, or matched against, the expenditure for that period involved in generating the income and the profit is difference between income and expenditure.

While calculating the cost of goods sold we add direct expenses to the opening stock and purchases. Direct expenses consist of expenses incurred in acquiring and manufacturing goods. These expenses are divided into two categories as shown below:

(i) Expenses On Purchasing Goods:

- Carriage, Cartage
- Freight Inward
- Octroi and Local taxes
- Excise duty
- Import duty, Landing and Dearing Charges

(ii) Expenses On Manufacturing Goods:

- Coal,gas, Water and Other fuel
- Wages
- Manufacturing Expenses
- Factory Expenses
- Storage Charges

 Selfing Expenses Commission etc.

Illustration: Calculate Gross Profit from the following information

Particulars	Amount (in Rs.)
Opening Stock	25,000.00
Purchases	5,000.00
Sales	50,000.00
Salaries	500.00
Fuel	2,000.00
Closing Stock	5,000.00
Purchases returned 00	2,000.00
Sales returned	1,000.00
Carriage	1,500.00
Octroi	500.00

Solution:

Direct Expenses = Fuel + Carriage + Octroi 4,000 = 2,000 + 1,500 + 500

Net Purchases = Purchase - Purchases Returned

3,000 = 5,000 - 2,000

Net Sales = Sales - Sales Return

49,000 = 50,000 - 1,000

Cost of Goods = Opening Stock + Net Purchases - Direct expenses - Closing stock

27,000 = 25,000 + 3,000 + 4,000 - 5,000

Gross Profit = Net Sales - Cost of goods

22,000 = 49,000 - 27,000

I llu s t Calculate Gross Profit from the following information :

Particulars	Amount (in Rs.)
Opening Stock	65,000.00
Sales A/c	95,000.00
Purchases Return	5,000.00
Royalty A/c ism significant	15,000.00
Fuel The scale mid your	2,000.00
Wages	3,000.00
Sales Return	1,000.00
Purchase A/c	10,000.00
Closing Stock	(31st Mar 2020)

allustration: Calculate Grees Profit from the follows

Ledger Account

Profit & Loss Account

Cr.

D	ľ	

Particulars	Amount Rs.	Particulars	Amount Rs.
To Opening Stock	65,000.00	By Sales 95,000.00 Less Return 1,000.00	
To Purchase 10,000.00		8. <u>- 14.14</u>	94,000.00
Less Return 5,000.00	# 2 T	Closmo Stock	-
	5,000.00	Puri selegi Trug	F 000 00
7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	19. a	By Closing Stock	5,000.00
To Fuel	2,000.00	SUBLIGHT OF AMERICA	
To Wages	3,000.00	(CDSC)	2 884,8137 · 44
To Royalty	15,000.00		
To Gross Profit	BOOKLO 4	S. Fuel + Carriago	a magya turi
(Transferred to Profit & Loss A/c)	9,000.00	= 2,000 + 1,500	4 000
Total	99,000.00	25 mar markin was still the market may still the	99,000.00

O What is Profit & Loss Account?

Profit & Loss Account is prepared to calculate the net profit or net loss of the business for a given accounting period. The profit & loss account start with the credit from the trading account in resxpect of gross profit (or debit if there is gross loss). There after all those indirect expenses or losses which have not been debited to the trading account are debited to the profit & loss account. Indirect expenses include all administrative, selling and distribution expenses such as salaries, rent, taxes, postage, stationary, interest paid, electricity bill, advertising or any other incomes or gains besides gross profit, they will also be transferred to the credit side of the profit & loss account. The difference of the two sides of this account is either net profit or net loss. If the total of credit side is greater than the total of the debit side, the different represents **Net Profit**. On the other hand if the total of debit side exceeds the profit or net loss is transferred to the capital account of the proprietor. Net profit increases the capital whereas net loss decreases the capital. The expenses or charges that are taken to the debit side of profit & loss account are generally classified into three categories:

- i) Selling Expenses such as Rent of Office Premises, Advertising Expenses, Travelling Allowance, Commission etc.
- ii) Distributive expenses such as packing charges, vehicle maintenance, outward cartage etc. Administrative expenses such as staff salary, electricity bill and other office expenses.

The income or profit that are taken to the credit of profit & loss account are generally classified into following categories:

- A) Dividend Received
- B) Interest Earned
- C) Discount and commission Received.

O What is Closing entries in respect of Profit & Loss Account?

The entries that have to be made in the Journal for preparing the trading account and Profit & Loss account are known as **Closing Entries**. Follow the step mentioned below to make the necessary entries

- i) In order to close the accounts of expenses or losses, debit the profit and loss account and credit the corresponding expenses account. This entry will close all the expenses account in the ledger.
- ii) In order to close the accounts of income or profit, debit the corresponding income account and credit the profit & loss account. This entry will close the income account in the ledger.
- **iii)** In order to transfer the balance of profit & loss account, debit the profit & loss account and credit the capital account if there is not profit, otherwise credit the profit & loss account and debit the capital account.

O All Balance On An Account

The Balance on an account is the different between the total of the debit side and the total of the credit side. If the totals on the two sides of an account are equal, the account is said to be squared up and there is no balance left to debit or credit by the end of the period.

If the totals on the two sides of an account are unequal then the debit side of an account will be greater or the credit side will be greater.

If the debit side total of an account is greater than the credit side, the balance is known as **Debit Balance**, otherwise it is known as **Credit Balance**.

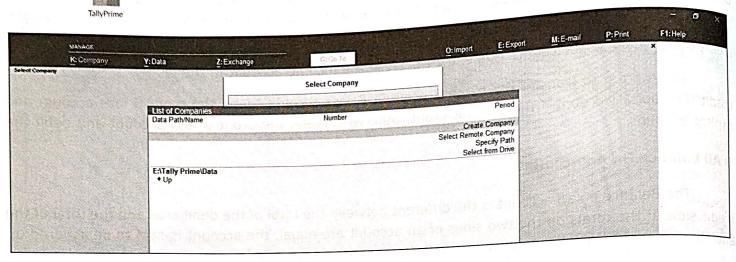
The balance of an account at the end of the period is termed as the Closing Balance of the Account.

If the account is real (related to assets or) personal (related to person), the closing balance is carried down to the succeeding period as on opening balance but if the account is nominal (related to expenses, losses and income) such balance is transferred to Profit & Loss Account.

If the balance is a debit balance it is carried down (c/d) or carried forward (c/f) to the succeeding period as " To balance b/d (brought down)" on the debit side of the account. On the other side if the balance is credit balance then it is brought to the credit side of the account as "By balance b/d (brought down)"

How to Start Tally Prime?

On Desktop By Double clicking the Icon you will see the following first screen of **Select Company**



How to Create A Company?

Shriram Electronics: is wholesaler & retailer of Electronics goods based in Mumbai (M.S.) they started their business operations in Mumbai from 1st April 2020 Shriram Electronics now need to Maintain their of Accounts in Tally Prime

O Select Create Company > Shown by following screen

Company Data Path	E:\Tally Prime\Data			***************************************		
obinpan, manie	M/s. Shriram Electronics		year beginning from eginning from	: 1-Apr-20 : 1-Apr-20	יים בשבנה	
Mailing Name	M/s. Shriram Electronics					
Address	304,Street No.14,					
on the succe	Near Metro Theater Fort-Mumbai					
onto Tartic Out	ne account an			difficient of the same		C. V.
			מפעאות נס היפ פו			
State	Maharashtra					
Pincode elephone	India 400001 022-2345678 7123456789					
ax E-mail Vebsite	Shriram@gmail.com www.shriram.com	39 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -				
ase Chilelica salino	₹ INR				<u> </u>	
Ullia Hallic						ccept?
					_	• - 74
					١.,	es or No

- **Directory**: This is where your company data will be stored on your system. This field is skipped by default as suming that you wish to create company in the data path displayed. However if you want to change it, simply use the backspace key and change it to what ever required For example, the default Tally Prime data directory could be **E:\Tally Prime\Data**.
- Name : Type here the name of the company, you wish to create. Type here the name of the company, you wish to create.
- Mailing Name & Address: The mailing name and address details are picked up for inclusion in any
 report that needs the company name and address as heading. For example: Balance Sheets, Statement
 of Accounts
- State : Select the appropriate state from the list of states
- Country: By selecting state you do not need to select country
- Pin Code : Specify the PIN Code (Postal Index Number) of the specified address.
- Telephone : Enter the telephone number
- Mobile: Enter the mobile number
- Fax: Enter the fax number
- E-Mail: Give the email address that will be used to email documents, reports and data from Tally Prime
- Website: Type the company website name
- Financial Year Beginning From: Specify the date of beginning of financial year for the company. If you specify **01-04-2020** as the date,

 Your financial year will be From April to March (**01/04/2020** to **31/03/2021**)
- Books Beginning From: Specify here the date from which you actually want tally to maintain your accounts. By default the same date for beginning of financial year is taken, but you may give any other date which is later to the date of beginning of financial year.
- Base Currency Information (): The currency symbol given earlier in the Company Creation screen is displayed here automatically. Tally Prime uses this currency symbol in reports, wherever necessary.
- Formal Name: Formal Name is the full name of the currency (INR) specified. The Formal Name for the base currency is set to Indian Rupees for Indian Companies.
- Accept ? Yes or No : If you Press "Y" or Enter then Tally will save all Information you have entered.

5) Enter GST Number an shown below

Enabling GST In Tally Prime

- 1) From the Menu Bar Type Press Alt+K: Company
- 2) Select the Company Shriram Electronics From the List of Companies
- 3) Press: F11 at Gateway of Tally
- 4) Enable Goods and Services Tax (GST) : Yes

42.7	Company crea (Enable the features as	ted successfully. per your business needs.)	
Company: M/s. Shriram Electronics	e ey dayaa dayla	L uibagn Bon Colloy Preset	
Show more features No benting of	Number) of the s	rebationer (rebailed	
Accounting Maintain Accounts Enable Bill-wise entry	: Yes : Yes	Taxation Enable Goods and Services Tax (GST) Enable Tax Deducted at Source (TDS)	Yes No
Inventory		Construction of	: Enter the fact
Maintain Inventory Integrate Accounts with Inventory	: Yes : Yes	Telephone the rest was been to	

5) Enter **GST Number** an shown below

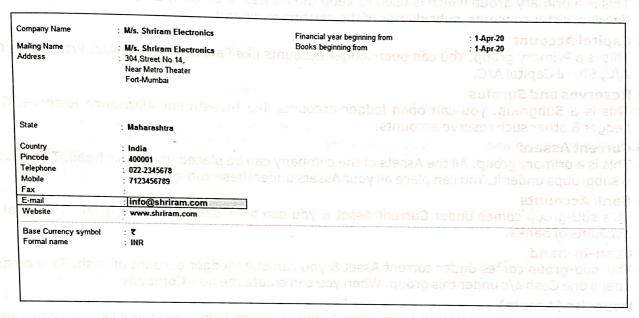
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			-2020 As 'he dene	Vill specify 01-0
- · ·	03/2021)	VIEO DE O GST Details	history of the American Marri	You mandely ear
ov vis	GST Registration Details	e děte from which vou	Invoice Features	Bolks Seginning
risoly	State Registration type	: Maharashtra : Regular	e-Way Bill applicable e-Invoicing applicable	No Sunt SN defa
ĹS.	Assessee of Other Territory	. 110		dati which is later
rijati 1	GST applicable from GSTIN/UIN	: 1-Apr-20 : 27AADFA9350N1Z3	Information () : The	The walk
VST	Periodicity of GSTR1	: Monthly	ed here automatically in	
	Additional Features			necessary.
1 91 16	Set/alter GST rate details 19908 (21/		formal Name is the full n	4
	Eliable tall meeting	for Indian CompanioN.	is set to Indian Pupees	the base currency
979 NE	Enable tax liability on reverse charge (Purchase from unregistered dealer)	oN: Enter then Tally will sav	No : If you Press "Y" or	Act spt ? Yes or
	Enable GST Classifications	: No		1.8
	Provide LUT/Bond details	: No		

- 6) Press Enter and Accept the Screen
- 7) Press Esc & Return to Gateway of Tally

How to Alter A Company?

If you want to make any changes in the company creations then you have to alter the company.

- 1) Gateway of Tally > Press F3 > Select Alter Company > Press Enter
- 2) Change the Email ID from shriram@gmail.com to info@shriram.com



- 3) The moment you press enter to save the alteration screen, Tally will save the changes you made in your company.
- 4) Press Enter & Accept the Screen go neo unity of state Administration approximation of the control of the con
- 5) Press Esc & Return To Gateway of Tally half a tenis of anomaly balance of the second secon
- O How to Shut the Company?
 - 1) From the Gateway of Tally Press F3: Company to display Company Info
 - 2) Select **Shut Company** option which will display the list of companies.
 - 3) Select the Company name from the list which you want to close / Shut.

This will close all the open Reports, Vouchers, and Masters, without saving changes you might have made.

Do you want to shut the Company?

Yes or No

4) Press 'Yes' or Enter To Shut the Selected Company

Pre-Defined Groups in Tally

Tally provides a set of 28 predefined groups. Of these, 15 are Primary Groups and 13 are Sub-groups or ldren. When you are the same opened they are Cash Children. When you create the company by default the 2 ledger accounts are opened they are Cash and Profit & Loss A / 200 Profit & Loss A/c so no need to create the ledger again.

Branch & Division

This is a primary group which is used to keep the names of all companies which may be branches, division, sisterdivision, sister concerns, subsidiaries of the existing company.

Capital Account

This is a Primary group. You can open ledger accounts like Partners Capital A/c. Proprietors Capital A/C, Share Capital A/C.

Reserves and Surplus

This is a Subgroup, you can open ledger accounts like Investment Allowance Reserve, General Ledger 8 other and Ledger & other such reserve accounts.

Current Assets

This is a primary group. All the Assets of the company can be placed under this head. This group has 6 subgroups under it. You can place all your Assets under these sub-groups.

Bank Accounts

This sub-group comes under Current Asset & you can open saving/current accounts and al other accounts of banks.

Cash-in-hand

This sub-group comes under current Asset & you can open ledger account of cash. Tally by default opens one Cash a/c under this group. When you can create the new Company

Deposits (Assets)

This sub-group comes under current Asset & you can open ledger accounts like security deposits, fixed Deposits, rental deposits and all other such deposits made by the company.

Loans and Advances

This sub-group comes under Current Asset & you can open ledger accounts like loans & advances of non-trading nature. Ex. Advances against salaries, work contracts etc.

Stock-in-hand

This subgroup comes under Current Asset and you can open ledger accounts like raw materials, finished goods and work in progress; and to progress as a Company of Tally Progress.

Sundry Debtors

This subgroup comes under Current Asset and you can open ledger accounts such as goods sold on credit (Customer a/c).

Current liabilities

This is a primary group & you can open ledger accounts which are outstanding & liabilities of the company. For ex. PF, TDS etc.

Duties & Taxes

You can open ledger accounts like Excise, Local Sales tax, central Sales Tax, VAT, MODVAT etc.

Provision

You can open ledger accounts that is used to hold other tax provisions like income tax, Audit fees. Legal fees etc.

Sundry Creditors

You can open ledger accounts of trade creditors of the company ex. Supplier (goods purchased on credit)

Direct Income [Income Direct]

You can open ledger accounts of non-trade income accounts that affects gross profit. For eg Suppose your business is of computer hardware, then all your sales of computer would go under sales Account but the account of annual maintenance charges that follows sales of computer would fall under this group

Direct Expenses (Expenses Direct]

You can open ledger account of those expenses that are done on Purchase of goods of company & that directly affects its gross profit. For e.g. Hamali, transportation, goods inward charges, octroi etc.

Fixed Assets

This is a primary group, you can open ledger account such as furniture, Vehicle, building, machinery of the company.

Indirect Income [Income Indirect]

You can open ledger accounts such as Income from rent, Interest, commissions received etc.

Indirect Expenses (Expenses Indirect]

You can open ledger account of those expenses that are done on Sales of goods & that directly affects its Profit& Loss A/c. For e.g. salary shop rent, advertisement, postage, printing & stationary, electric bill, telephone bill etc

Investments

This is a primary group & can open ledger accounts such as shares, LIC, bonds, and other securities and investments made by the company.

Loans (liability)

This is primary group & can open ledger account such as loan taken by the company. This group is divided into 3 sub-groups which are as follows.

Bank OCC A/C

You can open ledger account under this group are All Overdraft accounts with banks like, hypothecation account, C.C A/c etc.

Secured Loans

You can open ledger accounts such as long/medium term loans taken by the company from financial corporations, banks etc against-its fixed assets

Unsecured loans

You can open ledger account where the company has taken loans unconditionally. For ex. Loan taken from friends, relatives, directors, partners, other securities and investments made by the company.

• Purchase Account

This is a primary group & open ledger accounts of all purchase account of the company.

Misc Expenses (Asset)

It is rarely used primary group. The loss of company which has not been written off but carried forward to the next year, however treats it as a negative profit and carries it to profit and loss account.

Sales Account :

This is a primary group & open ledger accounts of all Goods sales account of the Company.

Suspense Account :

A suspense ledger a/c is opened which keeps track of money received or paid by the company, whose nature of transaction is not yet known for Ex. Money paid as traveling advance, the details of which will only be known after the submission of TA bill.

Creating the Groups

The **Single Group** allows you to create one group at a time where as the **Multiple Group** option allows you to create several related groups at a time so it saves your time.

O Single Group Creation

- 1) Gateway of Tally > Create > Group
- 2) Enter the data an Shown below

Field	Туре
Name	Customer
Alias	Press Enter
Under	Sundry Debtors
Groups behaves like a sub ledger	No lagost dade
Nett Debit/Credit Balance For Reporting	No
Used for Calculation (eg. taxes, discounts) (For sales invoice entries)	No strain to the
Method to Allocate when used in Purchase Invoice	Not Applicable
Press Enter	Accept the Screen

Name : Customer (alias)		
(undo)		
as long/medium in a him related to		
Under : Sundry Debtors		
(Current Assets)		
Group behaves like a sub-ledger	רפישטעריא לפא נסי	
Nett Debit/Credit Balances for Reporting	: No	
Used for calculation (for example: taxes, discounts)	nadbaruscu v in :	Accept ?
(for sales invoice entries)	: Not Applicab	

3) Press Esc & Return to Gateway of Tally

O Multiple Groups Creation

- 1) Gateway of Tally > Chart of Accounts > Groups > Press Alt+H (Multi-Masters) > Multi Create
- 2) Under Group Select Sundry Debtors
- 3) In Name of Group Field type Mumbai Debtors, Pune Debtors, Nagpur Debtors, Dhule Debtors, once all the data is entered correctly press Enter to Accept the screen as shown below.

S.No.	Name of Group	9100	Under
1. 2. 3. 4.	Mumbai Debtors Pune Debtors Nagpur Debtors Dhule Debtors	he scream Smart me graph. in the arietion are	Sundry Debtors Sundry Debtors Sundry Debtors
	s with sub-groups -	defined groups, or group	of delete tally pre-

- 4) Press Enter & Accept the Screen
- 5) Press Esc & Return to Gateway of Tally

O Alteration of Group

You can alter the groups in single mode or multiple mode

Single Group Alteration

- 1) Gateway of Tally > Alter > Group
- 2) From the list of Groups displayed on the screen select the newly sub-group customer.
- 3) Change the Group name **Customer** to **Debtors**
- 4) Details Screen as Shown below

Group Alteration	
Name : Debtors	ss Esc.b Return to Galeway of Lally
(alias) :	ing the Ledger Account
	teway of Tally > Create > Ledger
	Section 1
Under : Sundry Debtors	Name
(Current Assets)	25ilA
Sundry Debtors	Upder
	Maintain Balance bill by bill
Group behaves like a sub-ledger	Default Credit Period ON :
Nett Debit/Credit Balances for Reporting	Check for Credit days durito Nv: beher entr
Used for calculation (for example: taxes, dis	scounts) : No Accept ?
(for sales invoice entries)	Ser faller GOT fetalls
Method to allocate when used in purchase i	nvoice : • Not Applicab Yes or No

- 5) Press Enter & Accept the Screen unvited sonake and est semulate allocations vited -: steM
- 6) Press Esc & Return to Gateway of Tally of all equated another years and "at" leve

O Deletion of Group

- 1) Gateway of Tally > Alter > Group
- 2) From list of Groups displayed on the screen Select the group **Debtors** and press Enter
- 3) Press **Alt+D** to delete the group.
- 4) Press "Y" or "Enter" to confirm the deletion.

Note:- You cannot delete tally pre-defined groups, or groups with sub-groups, or groups containing ledgers.

Delete?

Yes or No

5) Press Esc & Return to Gateway of Tally

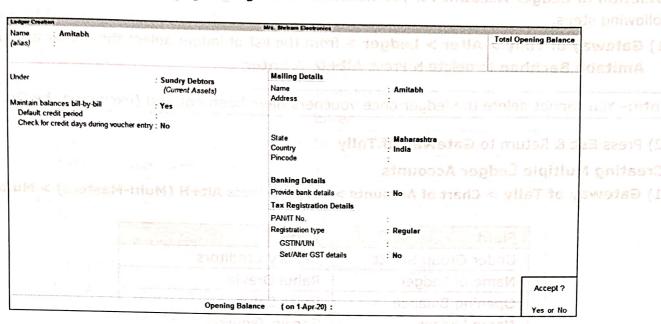
O Creating the Ledger Account

1) Gateway of Tally > Create > Ledger

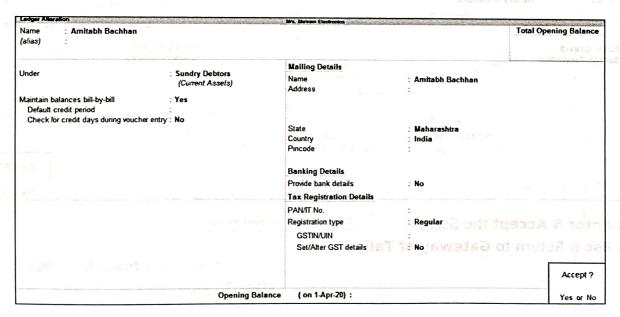
Field	Туре
Name	Amitabh
Alias	Press Enter
Under	Sundry Debtors
Maintain Balance bill by bill	Yes
Default Credit Period	Press Enter
Check for Credit days during voucher entry	No contract manufactible contracts
GSTIN/UIN of samuros	Press Enter
Set/alter GST details	No
Opening Balance	Press Enter & Accept the Screen

Note:- Tally automatically assumes the Dr. Balance but you can change it to Cr. by just typing "Cr." over "Dr." for Sundry Debtors Groups the balance should be "Dr."

2) Following Screen shows new Single Ledger Creation that you is the control of the probability of the control of the control



- 3) When you Accept the data Tally displays a blank Ledger creation screen and you could go on to enter further ledger details.
- 4) In this case press Esc & Return to Gateway of Tally
- O Alteration of Ledger Account
 - 1) Alter / Change the ledger name Amitabh to Amitabh Bachhan
 - Gateway of Tally > Alter > Ledger > Select the ledger name Amitabh & change it to Amitabh Bachhan as shown in following screen



- 3) Press Enter and Accept the Screen
- 4) Press Esc & Return to Gateway of Tally

- O Deletion of Ledger Account: If you want to delete a single ledger you can delete it using following steps.
 - 1) Gateway of Tally > Alter > Ledger > from the list of ledger select the ledger account Amitabh Bachhan to delete & Press Alt+D & Enter

Note: - You cannot delete the ledger once vouchers have been entered (excluding the Op. Balance)

- 2) Press Esc & Return to Gateway of Tally
- O Creating Multiple Ledger Accounts
 - 1) Gateway of Tally > Chart of Accounts > Ledger> Press Alt+H (Multi-Masters) > Multi Create

Field	Туре
Under Group Select	Sundry Creditors
Name of Ledger	Rahul Dravid
Opening Balance	Press Enter
Name Ledger	Sachin Tedulkar
Opening Balance 13 1901	Enter & Accept the screen

Note: - Multiple ledger option is selected to create a set of ledgers with common group. You cannot delete a ledger in multiple mode. you can delete ledger only in the single alteration mode.

2) Following screen shows Multiple Ledger Creation of Addam A small appeal and a small appeal appeal and a small appeal and a small appeal and a small appeal appeal appeal and a small appeal appeal

Marin 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	r Group : Sundry Creditors	CUP INTERVALO CALAMAN	For 1-Apr-2
S.No.	Name of Ledger	Under	Opening Balance Drift
1. 2.	Rahul Dravid Sachin Tendulkar	Sundry Creditors Sundry Creditors	
	Leads As a land	Algorithm and the second secon	and the second
	au standards	on the more than the state	to the state of th
	estadi washing a salahini		Accept ?
	OH on the seasons		Yes or No

- 3) Press Enter & Accept the Screen.
- 4) Press Esc & Return to Gateway of Tally.

O Creating the Ledger & Entering Party GST Details:

1) Gateway of Tally > Create > Ledger

non-E	field & edemant knowledge of the first	Type	
□ V	lame	Jitendra Modi	
EM'ETE V	Alias	Enter	
L	Jnder	Sundry Debtors	
N	Aaintain Balance Bill-by-Bill	Yes	
P	Address	Pune	
5	State	Maharashtra	
⊕r + F	Registration Type	Regular	JATTRAL
(GSTIN/UIN	27AAEFL4420B1ZV	
د ا ا ا	Set/Alter GST details	No DALE DIA	
(Opening Balance	Enter	
(ii)	Accept ? Yes or No	Yes	MSECHI

Name : Jitendra Modi (alias) :		oonoonaa ah a	oontali muutoosii diskoonalitussaaheeleelikkii minikkiin	Total Opening Balance
	5407021	evenues a par	2 (DA DA DA DA TE	mun varius.
Under Maintain balances bill-by-bill Default credit period	: Sundry Debtors (Current Assets) : Yes	Mailing Details Name Address	: Jitendra Modí : Pune	(As Per list "B")
Check for credit days during voucher	entry: No	State Country Pincode	: Maharashtra : India :	
68,914,88		Banking Details Provide bank details	: No	letoT
		Tax Registration Details PAN/IT No. Registration type	; : Regular	
		GSTIN/UIN Set/Alter GST details	: 27AAEFL4420B1ZV : Yes	R.C. Patel Leus Cesmos Bank &
		dger	eJ < estero <	Accept ?
	Opening Bala	ance (on 1-Apr-20) :		Yes or No

- 2) Press **Enter** to **Accept** the screen.
- 3) Press Esc & Return to Gateway of Tally

Balance Sheet

If a businessman wants to switch from manual accounting to computerized accounting for the year 2020-2021, The first step he have to enter all the Opening Balances from the **Audit Report** Or **Balance**Sheet. Here is the Detail Audit Report of **M/s Shriram Electronics** for the year 2019-20.

Enter & Create the Ledger accounts Under appropriate group with their opening balances as shown in following Balance - Sheet

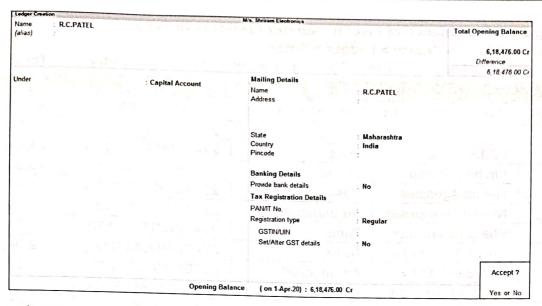
	M/S. SHR	IRAM ELECTRONICS EET AS ON 31-03-2020		
LIABILITIES	AMOUNT	ASSET	AMOUNT	
CAPITAL A/C R.C. Patel	6,18,476.00	FIXED ASSET (As per List "C")	2,74,654.00	
BANK OD A/C COSMOS BANK	9,83,069.00	INVESTMENT (As Per List "D")	1,75,500.00	
UNSECURED LOAN (As per List 'A')	3,49,550.00	DEPOSIT (Asset) (As Per List "E")	1,58,283.00	
		CLOSING STOCK	49,11,180.00	
SUNDRY CREDITORS (As Per list "B")	5 59,37,849.00	SUNDRY DEBTORS (As per List "F")	21,01,606.00	
		BANK & CASH BALANCE (As Per List "G")	2,67,721.00	
Total	78,88,944.00	Total	78,88,944.00	

O Creating the Ledger Accounts

- R.C. Patel Ledger Under group Capital Account.
- Cosmos Bank as shown in the Liabilities side of sheet Under group Bank OD Account.

1) Gateway of Tally > Create > Ledger

Field	Туре
Name	R.C. Patel
Alias	Enter
Under	Capital Account
Opening Balance	6,18,476.00 Cr.
Accept ? Yes or No	Yes



2) Creating the New Ledger Cosmos Bank Under group Bank OD account

Field	Type
Name	Cosmos Bank
Alias	Enter 1915 and annual
Under	Bank OD A/c
Opening Balance	9,83,069.00 Cr.
Accept ? Yes or No	Yes

- 3) Press Esc & Return to Gateway of Tally
- O Entering Opening Balances of List "A" Unsecured Loan in Tally Prime
 - 1) Gateway of Tally > Chart of Accounts > Ledgers > Alt+H (Multi Masters) > Multi Create > Enter the Following Ledgers with their Opening Balances under Group Unsecured Loan an shown below

LIST "A" UNSECURED LOAN		
Sr. No.	Name of Ledgers	Amount(Rs.)
1	Ashok C.B.	81,894.00 Cr.
2	Chandrakant G	56,958.00 Cr.
3	Ramesh T.M.	109,450.00 Cr.
4	Sangita D.G.	26,248.00 Cr.
5	Shivaji Stores	75,000.00 Cr.
	Grand Total	3,49,550.00 Cr.

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you entered correctly.
- 4) Gateway of Tally > Balance Sheet > Loans (Liabilities) > Unsecured Loans > Press Enter

I Pross for 8 return to Getaway of Tally

5) Press Esc & return to Gateway of Tally

O Entering Opening Balance of List "B" Sundry Creditors in Tally

Enter the Following Ledgers with their Opening Balances under Group Sundry Creditors 1) Gateway of Tally > Create > Ledger > Enter

ici ciic i c	ollowing Ledgers with th		GSTIN NO.	Amount(Rs.)
ir. No.	Name of Ledgers	Address/Location	PRACE TAR EDPACE TAR EDPAC TAR EDPA	4,04,020,00
1	Baren International	Mumbai	270 AVFM9161C1Z0	24,04,500.00
2	LG India Ltd	Pune	274 A DFΔ7334Q12F	16,38,302.00
3	Kitchen Appliance	Thane	274KOPM0144K1ZK	1,67,450.00
4	Meena Agencies	Nasik	274 AMFV4720A12C	19,142.00
5	Nirmal Enterprises	Aurangabad	274 ABCP1850F120	1,25,900.00
6	Sharp Electronics	Pune	274KLPM2907M12Q	2,06,561.00
7	Shilpa Electronics	Nasik	274BIPA9137B1ZZ	1,19,700.00
8	Shri Balaji Ltd	Aurangabad	27AAACT6851F1ZA	44,765.00
9	Sindhu Distributors	Pune	27AAFR6042F1ZB	1,57,591.00
10	Sunny Enterprises	Nagpur	27AASPR6367H1ZO	1,33,950.00
11	Suresh Agencies	Aurangabad	27ABDPB2263Q1ZJ	25,956.00
12	Unique Agencies	Thane	27ABB1 5223 27AAGFJ8716L1ZV	1,25,870.00
13	Uptron India Itd	Pune	27AAGI 3672 27AMSPP0245L1ZJ	3,44,117.00
14	Videocon India Ltd	Nasik	27AM3F10210 27APJPB8136J1ZQ	20,025.00
15	Vijay Electronics	Thane	Grand Total	59,37,849.00

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) Gateway of Tally > Balance Sheet > Current Liabilities > Sundry Creditors > Press Enter.
- 5) Press Esc & return to Gateway of Tally
- O Entering Opening Balances of List "C" Fixed Asset in Tally
 - 1) Gateway of Tally > Chart of Accounts > Ledgers > Alt+H (Multi Masters) > Multi Create > Enter the Following Ledgers with their Opening Balances under Group Fixed Asset

LIST "C" FIXED ASSET		
Sr. No.	Name of Ledgers	Amount(Rs.)
1	Computer	25,950.00 Dr.
2	Cycle	1,286.00 Dr.
3	Furniture	13,131.00 Dr.
4	Hero Honda	48,623.00 Dr.
5	Ornaments	1,85,664.00 Dr.
Service 19 1 market 19	Grand Total	2,74,654.00 Dr.

- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) Gateway of Tally > Balance sheet > Fixed Asset > Press Enter
- 5) Press Esc & return to Gateway of Tally

- O Entering Opening Balance of List "D" Investment in Tally
 - 1) Gateway of Tally > Chart of Accounts > Ledgers > Alt+H (Multi Masters) > Multi Create > Enter the Following Ledgers with their Opening Balances under Group Investments

	LIST "D" Investments		
Sr. No.	Name of Ledgers	Amount(Rs.)	
1	Bank of Baroda shares A/c	26,000.00 Dr.	
2	Indira Vikas Patra	16,500.00 Dr.	
3	N.S.C.	1,00,000.00 Dr.	
4	Sachin R.D. A/C	16,500.00 Dr.	
5	Surbhi R.D. A/C	16,500.00 Dr.	
	Total(Rs.)	1,75,500.00 Dr.	

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) **Gateway of Tally >** Balance Sheet > Investment > **Enter.**
- 5) Press Esc & return to Gateway of Tally
- O Entering Opening Balances of List "E" Deposits (Asset) in Tally
 - 1) Gateway of Tally > Chart of Accounts > Ledgers > Alt+H (Multi Masters) > Multi Create > Enter the Following Ledgers with their Opening Balances under Group Deposits (Assets)

LIST "E" Deposits (Asset)		
Sr. No.	Name of Ledgers	Amount(Rs.)
1 n	Aiwa India	5,000.00 Dr.
2	Kisan Tractors	1,015.00 Dr.
3	Mukesh Chaudhari	25,000.00 Dr.
4	Rahul R.D. A/c	16,500.00 Dr.
5	Sangli Bank	1,08,768.00 Dr.
6	Vijay R.D. A/c	2,000.00 Dr.
x 1	Total(Rs.)	1,58,283.00 Dr.

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) Gateway of Tally > Balance sheet > Current Asset > Deposit (Asset) > Enter
- 5) Press Esc & return to Gateway of Tally
- O Entering Opening Balances of List "F" Sundry Debtors in Tally Special Beauty
 - 1) Gateway of Tally > Create > Ledger > Enter
 Enter the Following Ledgers with their Opening Balances under Group Sundry Debtors

LIST "F" SUNDRY DEBTORS				
Sr. No.	Name of Ledgers	Address/Location	GSTIN No.	Amount(Rs.)
1	Aditi Agencies	Pune	27AHNPJ4751B2ZE	2,95,377.00 Dr
2	A.I. Electronics	Mumbai	27AOCPS1482G1ZU	91,743.00 Dr.
3	Amol T.V. Center	Nasik	27AQSPA7998R1ZG	21,970.00 Dr.
4	Bangad Sales	Nasik	27AFQPG4944L1ZV	1,98,000.00 Dr.
5	Bhagat Electronics	Aurangabad	27AABCM2314H1ZU	2,61,300.00 Dr.
6	Bhavsar T.V. Center	Thane	27ACAPS3539E1ZN	15,802.00 Dr.
7	Darshan Agencies	Nasik	27AAPPC3645J1ZI	1,42,256.00 Dr.
8	Ganesh Electricals	Mumbai	27AGCPP1410H1ZS	5,980.00 Dr.
9	Hitesh Agencies	Pune	27BAFPK2585N1Z6	67,961.00 Dr.
10	Jain Electronics	Nasik	27AERPG1948N1ZU	4,740.00 Dr.
11	Jalaram T.V. Center	Aurangabad	27AAWPG0991J1Z4	2,093.00 Dr.
12	Jawahar Electronics	Mumbai	27AMGPP1983R1Z4	5,265.00 Dr.
13	Jitendra Electricals	Mumbai	27AAUPM2672C1ZH	3,636.00 Dr.
14	Laxmi Agencies	Mumbai	27AABPV2221K1ZP	12,140.00 Dr.
15	Madhur Electronics	Thane	27ALTPK1393A1Z1	8,660.00 Dr.
16	Mahavir T.V. Center	Thane	27AADFD0629D1ZX	2,12,785.00 Dr.
17	Mamta Electronics	Aurangabad	27AAJFD9800A1ZQ	4,830.00 Dr
18	Manish Electronics	Pune	27AVOPM2304E1ZR	39,902.00 Dr.
19	Pardeshi Radio	Nasik	27ANTPS5117L1Z8	17,863.00 Dr.
20	Pooja Agencies	Nagpur	27AEKPS2662C1ZF	31,636.00 Dr.
21	Poojara Agencies	Pune	27AKSPS5866N1ZV	79,845.00 Dr.
22	Sagar Enterprises	Nagpur	27AABCP1850F1ZO	18,125.00 Dr.
23	Saibaba Furniture	Nasik	27AAKFM2296E1Z4	64,035.00 Dr.
24	Sarika Agencies	Mumbai	27AAGHM5973A1Z6	90.00 Dr.
25	Seven Star	Pune	27AAVPP2926M1ZV	2,600.00 Dr.
26	Shakti Electronics.	Thane	27AABCB2180N1ZK	9,150.00 Dr.
27	Shraddha Electronics	Nasik	27AAPPB2615K1ZP	9,137.00 Dr.
28	Shri Agencies	Aurangabad	27AZJPS9271P1Z7	425.00 Dr.
29	Sonu Agencies	Nagpur	27AAGPT3413N1ZC	19,097.00 Dr.
30	Sony Electronics	Mumbai	27AAZFS4461J1ZD	97,520.00 Dr.
31	Sumeet Electricals	Nagpur Mass	27AAUPJ5184G1Z7	3,140.00 Dr.
32	Surbhi Electricals	Nasik	27ABFFM2270E1ZH	335.00 Dr.
33	Tirupati Electricals	Thane	27AAOCS3063L1ZU	16,550.00 Dr.

	LIST "F" SUNDRY DEBTORS			
Sr. No.	Name of Ledgers	Address/Location	GSTIN No.	Amount(Rs.)
34	Tulsi Departmental Store	Pune	27ACMPB8233A1ZZ	AND THE PROPERTY OF THE PROPER
35	Vikas Electronics	Aurangabad	27AAPPM9930J1Z0	1,200.00 Dr.
36	Vishal Electricals	Mumbai	27AAFCR7376E1Z3	
37	Zankar Agencies	Pune	27AALFM2571M1ZS	
		The second of the second	Total	21,01,606.00 Dr.

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) Gateway of Tally > Balance Sheet > Current Assets > Sundry Debtors Enter.
- 5) Press Esc & return to Gateway of Tally

O Entering Opening Balances of List "G" Bank Account in Tally

1) Gateway of Tally > Chart of Accounts > Ledgers > Alt+H (Multi Masters) > Multi Create > Enter the Following Ledgers with their Opening Balances under Group Bank Accounts

LIST "G" BANK ACCOUNT		
Sr. No.	Name of Ledgers	Opening balance (Dr/Cr)
1	HDFC Bank	88,765.00 Dr.
2	ICICI Bank	19,974.00 Dr.
3	State Bank of India	2,434.00 Dr.
or using stup	Total	1,11,173.00 Dr.

- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly
- 4) Gateway of Tally > Balance sheet > Current Asset > Bank Accounts > Enter
- 5) Press Esc & return to Gateway of Tally
- O Entering Opening Balances for Ledger Account CASH

Note: While entering the opening Balance of cash In Hand there is no need to create a new ledger account as cash because when you create the company by default two ledger accounts are already created i.e. Cash & Profit & Loss A/c So just Alter the ledger Cash & enter the opening Balance.

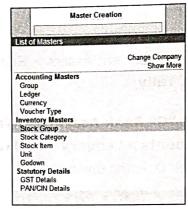
- 1) Gateway of Tally > Alter > Ledger > Select Cash Ledger > Press Enter Select the Cash Ledger & Enter Opening Balance as 1,56,548.00 Dr.
- 2) Press Esc & Return to Gateway of Tally
- 3) Check whether you have entered correctly to be a full running and
- 4) Gateway of Tally > Balance Sheet > Current Assets > Cash-in-Hand > Press Enter
- 5) Press Esc & return to Gateway of Tally

Accounting With Tally Using Inventory

Inventory accounting includes recording of stock details, the purchase of stock, the sale of stock, stock movement between godowns, Stock summary.

Activate Following Options In F11: Features

1) Gateway of Tally > F11 : Company Features > Select Accounting Feature & Press Enter When 'Integrate Accounts and Inventory option' is set to 'Yes', the Tally reflects the closing Stock value from the inventory system in the Profit & Loss account.



Stock Groups

All stock items can be classified into stock groups, which helps for easy location and reporting of stock statements. For ex. Suppose Your business is of Computer Hardware & you are having stock items like Logitech keyboard, TVSE Keyboard, Microsoft Keyboard, Amkette Keyboard, Logitech Mouse, Genius mouse etc. Then you can classify all Logitech products under the stock group Logitech. This will provide you the details of all Logitech product classification.

Stock Categories

You can classify items in your stock into stock categories. There are many stock items that are under different stock groups, but similar in nature or behavior. You can again classify them in one stock category, for example, in the previous ex. you can select Logitech keyboard, Microsoft keyboard, TVSE keyboard & Amkete keyboard & place them under a category keyboard. This will provide the complete information about your total stock of keyboards

Stock Item

Stock Items are the actual items in stock. which is required to be accounted and needs to be created.

Godowns

Under this option you can give the details about godowns, warehouse or any other storage area.

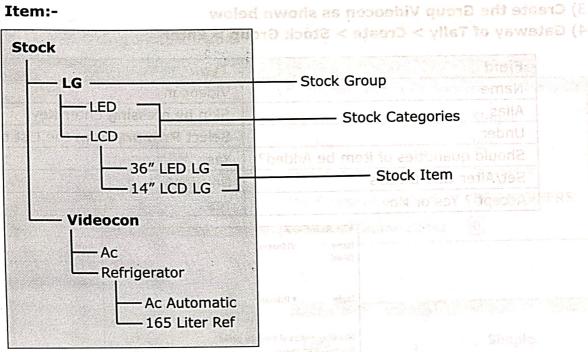
Units of Measure

: -

:-

The various unit of measures for stock items can be created. There can be simple units such as nos, meters, kilograms, pieces, or compound units eg. box of 10 pieces

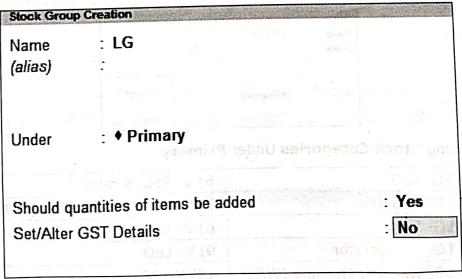
O Flow Chart Stock Item:-



O Creating Single Stock Group

- 1) Gateway of Tally > Create > Stock Group > Enter
- 2) Screen an shown below

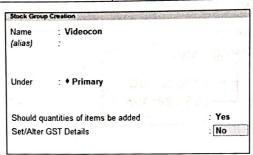
Type
LG
Skip by pressing Enter Key
Select Primary from the List of Groups
Yes & Press Enter
Under
Yes cVina es/ CaganaA con



3) Press Enter to Accept the Screen.

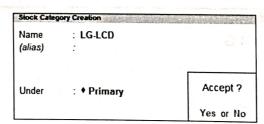
- 3) Create the Group Videocon as shown below
- 4) Gateway of Tally > Create > Stock Group > Enter

Field	Туре
Name	Videocon
Alias Managara Sagara	Skip by pressing Enter Key
Under	Select Primary from the List of Groups
Should quantities of item be Added?	Yes
Set/Alter GST Details	No
Accept ? Yes or No	Yes



- 5) Press Esc & Return to Gateway of Tally
- O Creating Stock Categories
 - 1) Gateway of Tally > Create > Stock Category

Field	Type
Name _ who make we write	LG-LCD
Alias	Skip by pressing Enter Key
Under	Primary Harten Table 7
Accept ? Yes or No	Yes



2) Create the following Stock Categories Under Primary

1) LG- LED	6) V- Refrigerator
2) LG- Audio	7) V- Washing Machine (W/M)
3) LG- Iron	8) V- AC
4) LG- Refrigerator	9) V- LED
5) LG- Washing Machine (W/M)	10) V-LCD

3) Press Esc & Return to Gateway of Tally

- O Creating Unit of Measures
- Creating Unit Nos & Dozen Using Simple Type.
 - 1) Gateway of Tally > Create > Unit programme metabolic deduction visit to yawers (1

Field	Туре
Туре	Simple
Symbol	Nos.
Formal Name	Number Of.
Unit Quantity Code (UQC)	NOS - NUMBERS
Number of Decimal Places	-0-
Accept ? Yes or No	Yes

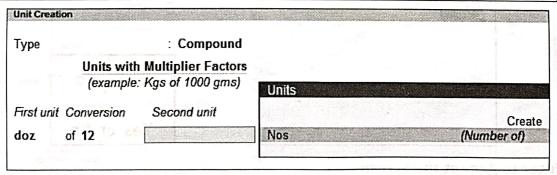
Symbol	Alias	: Nos
Formal name	Unde	: Number of
Unit Quantity Code	(UQC)	: NOS-NUMBERS

- 2) Create Unit **Dozen** as Shown below
- 3) Gateway of Tally > Create > Unit

Field	Туре
Type	Simple
Symbol	Doz
Formal Name	Dozen
Unit Quantity Code (UQC)	DOZ-DOZEN
Number of Decimal Places	0
Accept ? Yes or No	Yes

- Type : Simple
 Symbol : doz
 Formal name : Dozen
 Unit Quantity Code (UQC) : DOZ-DOZENS
 Number of decimal places : 0
- 4) Press Esc & Return to Gateway of Tally
- O Steps for Creating Unit Dozen Using Compound Type.
 - 1) Gateway of Tally > Create > Unit

Field	Туре
Use up arrow key or backspa	ace key to position the cursor in the Type field.
Select	Compound of to early depute a compound of the
First Unit	Doz
Of	12
Second Unit	Select Nos press Enter & Accept the screen



2) Press Enter & Accept the screen & Return to Gateway of Tally 50 of mission & paid agong

Greating Unit Nos & Dozen Using Simple Ivac.

- O Creating Godowns:-
 - 1) Show Room
- 2) Warehouse
- 1) Gateway of Tally > Create > Godown > Press on C : Create New

Field	Type
Name	Showroom
Alias today2	Skip by pressing Enter Key
Under	Primary
Accept ? Yes or No	Yes

Name (alias)	: Showroom	n as Snown below
Under	: ♦ Primary	Accept ?
	emsu fequo (Ves or No

- 2) Press Enter to Accept the Screen
- O Creating Warehouse Godown

Signific

1) Gateway of Tally > Create > Godown >

Field	Type
Name	Warehouse
Alias	Skip by pressing Enter Key
Under	Primary
Accept ? Yes or No	Yes

Name : Warehouse
(alias) :

Under : • Primary

Accept ?

Yes or No

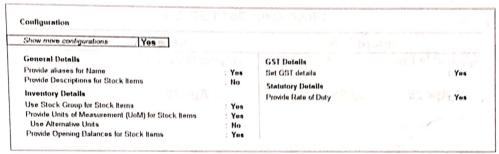
- 2) Press Enter to Accept the Screen
- 3) Press Esc & Return to Gateway of Tally 2 1 muls 1 & nee 12 and 1900 A & need 2 series (S

Defining GST (Tax) Rate at Stock Item Level

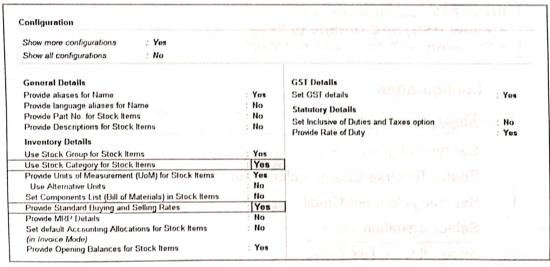
- 1) Gateway of Tally > Press F11 > Set following option to 'Yes'
 - Enable Bill-wise entry

Company: M/s. Shriram Electronics	The state of the s	comments the reducible state on order 650 has a funder on a comment	ang dan kan ketakan ang ang	they are a supplied to the same of the same
Show more features No			of a boundary of	
Accounting Maintain Accounts Enable Bill wise entry	Yes Yes	Taxation Enable Goods and Services Tax (GST) Enable Tax Deducted at Source (IDS)		: Yes : No
Inventory Maintain Inventory Integrate Accounts with Inventory	(ASING DWC ! Yes : Yes			

- 2) Press Ctrl + A & Accept the Screen
- O Creating Single Stock Item
 - 1) Gateway of Tally > Create > Stock Item > Press Enter
 - 2) Press **F12**: **Configuration** > Set following options to 'Yes'
 - 3) Show more configurations



- 4) Use Stock Category for Stock Items to 'Yes'
- 5) Provide Standard Buying and Selling Rates to 'Yes'



6) Press Ctrl + A and Accept the Screen

Create the New Itom 36 " LED- LG as below

Field	Туре
Name	36" LED-LG
Alias	Skip by Pressing Enter
Under	LG
Category	LG-LED
Units	Nos
Set Standard Rates?	Yes
Applicable From	1-Apr-20
Standard Co	ost (Purchase Price)
Rate	3,665
Per	Nos
Standa	rd Selling Price
Applicable From	1-Apr-20
Rate	4,665
Per	Nos

Stock Item: 36" LED-LG			espirati	
Standard Cost		Standard S	Standard Selling Price	
Applicable From	Rate per	Applicable From	Rate	per
1-Apr-20 3	,665.00 Nos	1-Арг-20	4,665.00	Nos
		2002		

GST Applicable	Applicable
Set/Alter GST Details	Yes bas named

Press F12: Configuration:

- Allow HSN/SAC Details to "Yes"
- Show on GST Tax Type to "Yes"

Allow HSN/SAC details	: Yes
Set type of goods	: No
Enable Reverse Charge calculation	: No
Set Ineligible Input Credit	: No
Select Valuation Type	: No

Field	Туре
Description	Electronic Goods
HSN/SAC Code	85121000
Calculation Type	On Value
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Goods
Rate of Duty (eg 5)	Press Enter

Opening Balance Qty	34 Nos
Godown	Show Room
Quantity	11 Nos
Rate	3,665
Per	Nos
Amount	40,315
Godown	Ware House
Quantity	23 Nos
Rate	3,665
Per	Nos
Amount	84,295
	The state of the s

GST Deta	ils for Stock Item:	of - Yelfe
3	6" LED-LG	14 14 1 39
HSN/SAC Details		31450446
Description	: Electronics Goods	
HSN/SAC	: 85121000	
Tax Details	free services	
(From 1-Apr-20)		
Calculation type	: On Value	7-C2
Taxability	: Taxable	
Tax Type	Rate	
Integrated Tax	18 %	
Central Tax	9 %	
State Tax	9 %	
Cess	0 %	

			au-sen (11840) (145		,,,,,,,,,
Godown	Quantity	Rate	per	Amou	n1
Showroom	11 Nos	3,665.00	Nos	40,315.0)(
Warehouse	23 Nos	3,665.00	Nos	84,295.0) (
FS'01 -70 FC'6					
)				***************************************	
100 1000	34 Nos	4		1,24,610.0	X

7) The item creation screen is shown below

Stock item Alteration		M/s. Shriram E	Electronics		
Name : 36" LED-LG (alias) :		PAPE NA	1-1008		
Under Category Units Additional Details Alter standard rates	: LG : LG-LED : Nos	197	Statutory Details GST Applicable Set/Alter GST Details Type of Supply Rate of Duty (eg 5)	: • Applicable : Yes : Goods	20 007 00
	Opening Balance	Quantity : 34 No:	•	Value 24,610.00	Accept ? Yes or No

8) Press Enter & Accept the Screen & Return to Gateway of Tally

Entering opening Stock Position of M/s Shriram Electronics as on 31st March 2020

O Create the following **Stock items** Under **Stock Group - Videocon** as Shown in following Table **Note :** All the items as listed below have **GST Rate 28%**

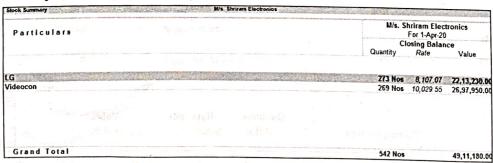
1) Gateway of Tally > Create > Stock Item

Stock Group Name- Videocon								
Stock Items	Stock Category	Std. Cost (Rs.)	Std. Selling Price (Rs.)	HSN Code	Total Qty.	Show Room	Ware House	Value in Rs.
19" LED-V	V-LED	4,200/-	5,000/-	85030010	47	12	35	1,97,400/-
21" LCD-V	V-LCD	9,000/-	10,000/-	85030010	40	20	20	3,60,000/-
24" LCD-V	V-LCD	10,590/-	11,590/-	85030010	35	10	25	3,70,650/-
28" LCD-V	V-LCD	12,000/-	12,700/-	85030010	17	10	07	2,04,000/-
165 Ltr-Ref-V	V-Refrigerator		8,240/-	85021100	35	15	20	2,70,900/-
Fully Auto W/M-V	V-W/M	10,000/-	11,990/-	85021100	35	10	25	3,50,000/-
Semi Auto W/M-V	V- W/M	9,500/-	9,990/-	85021100	30	15	15	2,85,000/-
AC Automatic-V	V-AC	22,000/-	23,000/-	85021100	30	15	15	6,60,000/-

- Note W/M = Washing Machine
- O Create the following **Stock items** Under **Stock Group LG** as Shown in following Table **Note :** All the items as listed below have **GST Rate 18%**
 - 1) Gateway of Tally > Create > Stock Item

Stock Group Name- LG								
Stock Items	Stock Category	Std.Cost (Rs.)	Std. Selling Price (Rs.)	HSN Code	Total Qty.	Show Room	Ware House	Value in Rs.
14" LCD-LG	LG-LCD	9,000/-	10,000/-	85121000	45	25	20	4,05,000/-
24" LCD-LG	LG-LCD	9,590/-	10,590/-	85121000	25	·15	10	2,39,750/-
165 Liter Ref-LG	LG-Refrigerator	7,540/-	8,540/-	85022100	30	10	20	2,26,200/-
210 Liter Ref-LG	LG-Refrigerator	10,890/-	11,890/-	85022100	35	15	20	3,81,150/-
Audio Speed King-LG	LG-Audio	684/-	780/-	85022100	30	15	15	20,520/-
Fully Auto W/M-LG	LG-W/M	11,500/-	12,500/-	85022100	- 39	30	09	4,48,500/-
Semi Auto W/M-LG	LG- W/M	10,500/-	11,500/-	85022100	35	15	20	3,67,500/-
Iron- LG	LG-Iron	300/-	350/-	85022100	00	00	00	811564

- 2) Press Esc & Return to Gateway of Tally
- 3) Have You done it correctly?
- 4) Gateway of Tally > Stock Summary > Press Enter



5) Press Esc & Return to Gateway of Tally

Tally Vouchers (Accounting & Inventory)

Accounting details in Vouchers

Tally is pre-programmed with a variety of accounting vouchers, each designed to perform a different job. The standard vouchers are:

O Accounting Vouchers

• (F4)	Contra Voucher	• (F5)	Payment Voucher
• (F6)	Receipt Voucher	• (F7)	Journal Voucher
• (Alt+F6)	Credit Note Voucher	entres rela(84) . The Cash S	Sales Voucher
• (Alt+F5)	Debit Note Voucher	• (F9)	Purchase Voucher

O Inventory Vouchers

• (Ctrl+F9)	Purchase Order	• (Ctrl+F5)	Rejection Out
• (Ctrl+F8)	Sales Order	• (Ctrl+F6)	Rejection In
• (Alt+F7)	Stock Journal	• (Alt+F9)	Receipt Note
• (Alt+F8)	Delivery Note	• (Ctrl+F7)	Physicals Stock

· Contra (F4):

In this type of voucher all the entries related with Cash & Bank accounts are entered. For Ex

- A) Cash deposited in bank as followed in Section of the version of
- B) Cash withdrawal from bank (Signal Party to Pa
- C) Bank to Bank transfer. Provided voide and accept una nadw needs voide resourced the
- eg. 1) Cash Rs.1000/- Deposited in Dena Bank

Particulars	Debit		Credit
Dena Bank A/c	1,000.00	1 1111	e e e e e e e e e e e e e e e e e e e
To Cash A/c		n n n+1, . +	1,000.00

2) Withdrawal Cash Rs. 500/- from Dena Bank

Particulars	Debit	Credit
Cash A/c	500.00	(75 m) 1 , 1,193
To Dena Bank an ilde C	OLD STATISTERS. THEN	2500.00 ¹ 1 2 10 12 2 3 3

3) Cheque of Dena Bank Rs. 100/- Deposited in Central Bank

Particulars	Debit	Credit
Central Bank	100.00	
To Dena Bank		_100.00

Payment Voucher (F5):

In this type of voucher all the entries related with Cash Purchase, Cash Payments,

Bank Payments are entered for eg.

a) Goods purchased on cash

- b) Salary Rs. 500/- given to Raju.
- c) Advertisement exp. Rs. 150/- paid by cash
- d) Paid Shop rent Rs. 500/- by cheque.
- e) Cheque of Rs. 1000/- given to Creditors. (Suppliers)

Particulars	Debit	Credit
Ledger A/c Paid to	Amount	. 15.
Cash/ Bank Accounts		Amount

Receipt Voucher (F6):

In this type of voucher all the entries related with **Cash Sales, Cash Receipts, Bank Receipts** are entered. for eg.

- a) Goods sold on cash
- b) Cash Rs.500/- received from customer
- c) Cheque of Rs. 1000/- received from customer.

The entries will be in the following form

Particulars :	Debit	Credit
Ledger A/c Received from	Amount	
Cash/ Bank Accounts		Amount

Journal Voucher (F7):

In this type of voucher all entries related with two parties are entered i.e. all the adjustment entries, closing entries at the end of the year are entered in Journal Voucher

(For eg. Party to Party transfer, Depreciation entries, Provision entries etc.)

At the Voucher Entry Screen when you Press F10: Other Vouchers

You can Select Credit Note (Alt+F6) & Debit Note (Alt+F5)

Credit Note Voucher (Alt + F6):

When a customer returns some goods that had been sold to him (Sales Return) then the credit note is given to the customer passing the entry as follows

Party A/c		Amount
Sales Return A/c	Amount	ar
Particulars	Debit	Credit

Debit Note Voucher : (Alt+F5)

When you have short-billed a customer by mistake. then a Debit note is given to the customer passing the entry as follows

Particulars	Debit	Credit
Party A/c	Amount	•
Purchase A/c	3.000	Amount

• Sales Voucher (F8):

In this type of voucher entries related with only **Credit Sales** is entered the sale entry will look like as follows.

To Sales A/c	े दिन क्रिके प्रति	Amount
Customer A/c	Amount	i i
Particulars	Debit	Credit

You can also add the following details in the entry

Particulars	Debit	Credit
Customer A/c	Total Bill Amount	** * .
To Sales A/c		Net sales Amount
To Duty/Tax	Company of the state of the sta	Tax Amount
To Packing Charges	- 186 1 V	Expenses Amount
To Discount	d'Unesidella e con	Discount Amount

• Purchase Voucher (F9):

In this type of voucher, entries related with only **Credit Purchase** is entered. The Purchase entry will look like as follows

Supplier A/c		Amount
Purchase A/c	Amount .	r senio italia.
Particulars	Debit	Credit

• Creating New Voucher Type

Suppose you want to record Bank & Cash payment differently in the payment voucher then You can create the new **Bank Payment** Voucher Type as follows.

1) Gateway of Tally > Create > Voucher Type > Press Enter

Fields	Туре
Name	Bank payment
Select Type of Voucher	Select Payment from the List of Voucher Type
Abbr. (Abbrivation)	Pymt.
Activate this Voucher type	Yes
Method of Voucher Numbering	Select Automatic from Method of Numbering
Use Advanced configuration	Yes
Starting Number	By default is 1 Press Enter & Accept the default.
Width of Numerical part	By default option is 0 , Type 4 to obtain leading zeros to the No . as 0001
Prefill With Zero	Yes to add leading zeros to the no. as in 0001.
Restart Numbering	Enter the date 1 st April 2020 Starting No. 1 and select Yearly
Prefix Details	Type BP / as the prefix
Suffix Details	Type /20-21 as the Suffix

2) After Entering you will see following screen

Starting Numbe Width of Numer Prefill with zero				as and tem live	
Res	start Numbering	Prefix I	Details	Suffix D	etails
Applicable From	Starting Particulars Number	Applicable From	Particulars	Applicable From	Particulars
1-Apr-20	1 Yearly	1-Apr-20	BPI	1-Apr-20	/20-21

Field	Туре
Use Effective Date for Voucher ?	No
Allow Zero Valued Transactions	No
Make this voucher Type as 'Optional' by default ?	No
Allow narration in Voucher ?	Yes
Provide narrations for each Ledger In voucher?	No
Track Additional Costs for Purchases	No
Enable default Accounting Allocations ?	No
Print Voucher after saving ?	No
Name of Class ?	Press Enter

Name : Bank Payment (alias) :	oen enterelle di e Tanz se folkowa.	enk Di Cachir, ay Fammand voi 181	nauto econá d ve nev Baskiř	ippose vou w can create ti	
Genera	i staj - niz	wayT connect	Printing	Name of Class	6
Select type of voucher	: Payment	Print voucher after saving	: No		
Abbreviation	: Pymt				
Activate this Voucher Type	: Yes	· · · · · · · · · · · · · · · · · · ·			
Method of voucher numbering	: Automatic	i lasmo.		7 7 7 30 10 70	
Use advanced configuration	: Yes	*****			
Jse effective dates for vouchers	: No				
Allow zero-valued transactions	: No	3		a d e toA	
flake this voucher type as 'Optional' by de	fault : No	Heims on			
Now narration in voucher	: Yes			M to confight	
Provide narrations for each ledger in vouch	er : No	251		Ginayba sitta	
		9. 8		The American State	
rack Additional Costs for Purchases	: No	ah a		the sea planting of	
nable default accounting allocations	: No	20 10	Mag lends.	· V to ruting	
		80191		24	
		7aV		T (1)	
			71.	Accept	?
District Control of the Control of t		1 m 1 d 1 o	Mille	Yes or	No

- 3) Press Enter & Accept the Screen
- 4) Press Esc & Return to Gateway of Tally

Introduction to GST

O What is Goods and Service Tax (GST)?

It is a destination based tax on consumption of goods and services. It is proposed to be levied at all stages right from manufacture up to final consumption with credit of taxes paid at previous stages available as setoff. In a nutshell, only value addition will be taxed and burden of tax is to be bome by the final consumer.

O What are GST rate slabs? That it is slight and realist of a slight for a slight f

The Goods and Services Tax (GST) will be levied at multiple rates ranging from 0 per cent to 28 per cent. GST Council finalized a four-tier GST tax structure of 5%, 12%, 18% and 28%, with lower rates for essential items and the highest for luxury and de-merits goods that would also attract an additional cess.

Service Tax will go up from 15% to 18%. The services being taxed at lower rates, owing to the provision of abatement, such as train tickets, will fall in the lower slabs.

In order to control inflation, essential items including food, which presently constitute roughly half of the consumer inflation basket, will be taxed at zero rate.

The lowest rate of 5% would be for common use items. There would be two standard rates of 12 per cent and 18 per cent, which would fall on the bulk of the goods and services. This includes fast-moving consumer goods.

Highest tax slab will be applicable to items which are currently taxed at 30-31% (excise Duty plus VAT).

Ultra luxuries, demerit and sin goods (like tobacco and aerated drinks), will attract a cess for a period of five years on top of the 28 per cent GST

The collection from this cess as well as that of the clean energy cess would create a revenue pool which would be used for compensating states for any loss of revenue during the first five years of implementation of GST.

Finance minister said that the cess would be lapsable after five years.

The structure to agreed is a compromise to accommodate demand for highest tax rate of 40% by states like Kerala. While the Center proposed to levy a 4% GST on gold but the final decision on this was put off. During a press conference, finance minister Mr Jaitley said, "GST rate on gold will be finalized after the fitting to the approved rates structure of all items is completed and there is some idea of revenue projections".

The principle for determining the rate on each item will be to levy and collect the GST at the rate slab closest to the current tax incidence on it.

The GST will subsume the multitude of cesses currently in place, including the Swachh Bharat Cess, the Krishi Kalyan Cess and the Education Cess. Only the Clean Environment Cess is being retained, revenues from which will also fund the compensations.

O Which of the existing taxes are proposed to be subsumed under GST?

GST is set to replace various taxes as mentioned below:

Taxes currently levied and collected by the Center	State taxes that would be subsumed under the GST
a. Central Excise duty	a. State VAT
b. Duties of Excise (Medicinal and Toilet	b. Central Sales Tax
Preparations)	grades available as seton, in a nutspell outside
c. Additional Duties of Excise (Goods of Special	c. Luxury Tax
Importance)	a consu
d. Additional Duties of Excise (Textiles and Textile	d. Entry Tax (all forms) is to execute Table 15 in the control of
Products)	The Goods and Splying lax 1351) on the lander
e. Additional Duties of Customs (commonly	e. when levied by the local bodies)Entertainment
known as CVD)	and Amusement Tax (except
f. Special Additional Duty of Customs (SAD)	f. Taxes on advertisements
g. Service Tax	g. Purchase Tax
h. Central Surcharges and Cesses so far as they	h. Taxes on lotteries, betting and gambling
relate to supply of goods and services	
	I. State Surcharges and Cesses so far as they
	relate to supply of goods and services

The GST Council shall make recommendations to the Union and States on the taxes, cesses and surcharges levied by the Center, the States and the local bodies which may be subsumed in the GST.

O What will be status of Tobacco and Tobacco products under the GST regime?

Tobacco and tobacco products would be subject to GST. In addition, the Center would have the power to levy Central Excise duty on these products.

Commodities Proposed # o be	be Alcohol for human consumption, Petroleum Product	
kept outside GST	viz. petroleum crude, motor spirit (petrol), hi	
7. *,	speed diesel, natural gas and aviation turbine fuel &	
×14.5 % 3	Electricity. Col Clow 8-20 -d (seath in regaling 5	
Taxation of such Commodities in	The existing taxation system (VAT & Central Excise)	
GST Regime	will continue in respect of the above commodities	

O What type of GST is proposed to be implemented?

It would be a dual GST with the Center and States simultaneously levying it on a common tax base. The GST to be levied by the Center on intra-State supply of goods and/or services would be called the Central GST (CGST) and that to be levied by the States would be called the State GST (SGST). Similarly Integrated GST (IGST) will be levied and administered by Center on every inter-state supply of goods and services.

O Which authority will levy and administer GST? and disks x61 hour businessed in ammissione

Center will levy and administer CGST & IGST while respective states will levy and administer SGST.

O How a particular transaction of goods and services would be taxed simultaneously under Central GST (CGST) and State GST (SGST) ?

The Central GST and the State GST would be levied simultaneously on every transaction of supply of goods and services except the exempted goods and services, goods which are outside the purview of GST and the transactions which are below the prescribed threshold limits. Further. 8 both would be levied on the same price or value unlike State VAT which is levied on the value of the goods inclusive of CENVAT. While the location of the supplier and the recipient within the country is immaterial for the purpose of CGST, SGST would be chargeable only when the supplier and the recipient are both located within the State.

Illustration I: Suppose the rate of CGST is 10% and that of SGST is 10%. When a wholesale dealer of steel in Uttar Pradesh supplies steel bars and rods to a construction company which is also located within the same State for, say Rs. 100, the dealer would charge CGST of Rs. 10 and SGST of Rs. 10 in addition to the basic price of the goods.

He would be required to deposit the CGST component into a Central Government account while the SGST portion into the account of the concerned State Government. Of course, he need not actually pay Rs. $20 \, (Rs.10 + Rs. \, 10)$ in cash as he would be entitled to set-off this liability against the CGST or SGST paid on his purchases (say, inputs). But for paying CGST he would be allowed to use only the credit of CGST paid on his purchases while for SGST he can utilize the credit of SGST alone.

In other words, CGST credit cannot, in general, be used for payment of SGST. Nor can SGST credit be used for payment of CGST.

Illustration II: Suppose, again the rate of CGST is 10% and that of SGST is 10%. When an advertising company located in Mumbai supplies advertising services to a company manufacturing soap also located within the State of Maharashtra for, let us say Rs. 100, the ad company would charge CGST of Rs. 10 as well as SGST of Rs. 10 to the basic value of the service. He would be required to deposit the CGST component into a Central Government account while the SGST portion into the account of the concerned State Government. Of course, he need not again actually pay Rs. 20 (Rs. 10+Rs. 10) in cash as it would be entitled to set-off this liability against the CGST or SGST paid on his purchase (say, of inputs such as stationery, office equipment, services of an artist etc). But for paying CGST he would be allowed to use only the credit of CGST paid on its purchase while for SGST he can utilize the credit of SGST alone.

In other words, CGST credit cannot, in general, be used for payment of SGST. Nor can SGST credit be used for payment of CGST.

O What is IGST?

Under the GST regime, an Integrated GST (IGST) would be levied and collected by the Center on inter State supply of goods and services Under Article 269A of the Constitution, the GST on supplies in the course of inter-state trade or commerce shall be levied and collected by the

Government of India and such tax shall be a portioned between the Union and the states in the manner as may be provided by Parliament by law on the recommendations of the Goods and Services Tax Council.

O How GST returns will be filed?

For properly updating the invoices, Indian taxpayers and businesses have to file certain returns with the Government. These returns have to be mandatorily filed as any non compliance towards the same may lead to disallowance of input tax credit, apart from attracting penalties and interests, etc. Proper filing or information and passing the same in the returns is o mandatory process for smooth flow of credit to the last recipient.

The returns have been designed so that all transactions are in sync with each other and that no transaction is left unattended between the buyer and the seller. All the data is stored in GSTN, which can be accessed by the users/taxpayers anytime online.

Depending on the type of GST registration (Regular, Composite, etc) businesses will need to file up to 37 GST returns every year. These returns can be led using any Tally Software.

O What would be the role of GST Council?

A GST Council would be constituted comprising the Union Finance Minister (who will be the Chairman of the Council), the Minister of State (Revenue) and the State Finance/Taxation Ministers to make recommendations to the Union and the States on

- The taxes, cesses and surcharges levied by the Center, the States and the local bodies which may be subsumed under GST,
- The goods and services that may be subjected to or exempted from the GST)
- The date on which the GST shall be levied on petroleum crude, high speed diesel, motor sprit (commonly known as petrol), natural gas and aviation turbine fuel.
- Model GST laws, principles of levy, apportionment of IGST and the principles that govern the place of supply,
- The threshold limit of turnover below which the goods and services may be exempted from GST
- The rates including floor rates with bands of GST)
- Any special rate or rates for a specified period to raise additional resources during any natural calamity or disaster,
- Special provision with respect to the North East States, J&KHimachal Pradesh and Uttarakhand, and
- Any other matter relating to the GST, as the Council may decide.

O Who is liable to pay GST under the proposed GST regime?

Under the GST regime, tax is payable by the taxable person on the supply of goods and/or services. Liability to pay tax arises when the taxable person crosses the threshold exemption, i.e. Rs. 10 lakhs (Rs. 5 lakhs for NE States) except in certain specified cases where the taxable person is liable to pay GST even though he has not crossed the threshold limit. The CGST / SGST is

payable on all intra-State supply of goods and/or services and IGST is payable on all inter. State supply of goods and/or services. The CGST/SGST and IGST are payable at the rates specified in the Schedules to the respective Acts.

O What are the benefits available to small tax payers under the GST regime?

Tax payers with an aggregate turnover in a financial year up to [Rs.10 lakhs) would be exempt from tax.

[Aggregate turnover shall include the aggregate value of all taxable and non-taxable supplies, exempt supplies and exports of goods and/or services and exclude taxes viz.GST]

Aggregate turnover shall be computed on all India basis. For NE States and Sikkim, the exemption threshold shall be (Rs. 5 lakhs). All taxpayers eligible for threshold exemption will have the option of paying tax with input tax credit (ITC) benefits. Tax payers making inter-State supplies or paying tax on reverse charge basis shall not be eligible for threshold exemption.

O How will the goods and services be classified under GST regime ? What is HSN under GST ?

HSN (Harmonized System of Nomenclature) code shall be used for classifying the goods under the GST regime. Taxpayers whose turnover is above Rs. 1.5 crores but below Rs. 5 crores shall use 2 digit code and the taxpayers whose turnover is Rs.5 crores and above shall use 4 digit code. Taxpayers whose turnover is below Rs. 1.5 crores are not required to mention HSN Code in their invoices. Services will be classified as per the Services Accounting Code (SAC).

Read about HSN and SAC.

O How will imports be taxed under GST?

Imports of Goods and Services will be treated as inter-state supplies and IGST will be levied on import of goods and services into the country. The incidence of tax will follow the destination principle and the tax revenue in case of SGST will accrue to the State where the imported goods and services are consumed. Full and complete set-off 14 will be available on the GST paid on import on goods and services.

O How will Exports be treated under GST?

Exports will be treated as zero rated supplies. No tax will be payable on exports of goods or services, however credit of input tax credit will be available and same will be available as refund to the exporters.

O What is the scope of composition scheme under GST ? a select

Small taxpayers with an aggregate turnover in a financial year up to (Rs. 1 Crore) shall be eligible for composition levy. Under the scheme, a taxpayer shall pay tax as a percentage of his turnover during the year without the benefit of ITC.

The floor rate of tax for CGST and SGST shall not be less than (1%). A tax payer opting forcomposition levy shall not collect any tax from his customers. Tax payers making inter-state supplies or paying tax on reverse charge basis shall not be eligible for composition scheme.

Please note that the composition scheme is optional.

- O Creating Tax Ledgers (CGST / SGST / IGST)
- 9161) Creating Ledger CGST
 - 2) Gateway of Tally > Create > Ledger | bas 7226 (120) and applying a loggraph whose

Name of Tax Ledger	CGST	
Under	Duties & Taxes	
Type of Duty/Tax	GST	
Tax Type	Central Tax	
Percentage of Calculation	0%	
Rounding Method	Not Applicable	

Name : CGST		Mannahan and a man	l Opening Balance
(alias)			78,88,944.00 D
rast lism	e of shishev	are the benefits a	78,88,944.00 C
N		Mailing Details	
Under 6	(Current Liabilities)	Name Name Address	
Type of duty/tax	: GST		XALIMO
Tax type	: Central Tax		
Percentage of calculation	os 10%) abulani	Bagage Sumover shall	100A}-
Rounding method	: • Not Applicable	hue sollanu	
	pue spoet is	Banking Details	
		Provide bank details . No	mark A
	mygmach d H	Tax Registration Details	
		PANT No.	
TIKE HA!	(Resp 등 Rabins)	PANTI NO. O DIFFERENCE TO	7.71 251 22 20 20
Acres 4			Accept ?
	71 -1 - 1 - 1 - 1 - 1	ce (on 1-Apr-20) :	Yes or No

no beliezaste ed escrives bus abere est like wort

- 3) Press Enter & Accept the Screen
- O Creating Ledger SGST
 - 1) Gateway of Tally > Create > Ledger

Name of Tax Ledger	SGST	
Under	Duties & Taxes	
Type of Duty/Tax	GST	
Тах Туре	State Tax	
Percentage of Calculation	0%. hoppe 916%	
Rounding Method	Not Applicable	

Name : SGST (elias) :		78,88,944.00 I 78,88,944.00 I 78,88,944.00 I
Under	: Duties & Taxes (Current Liabilities)	Mailing Details Name C
Type of duty/tax Tax type	State Tex	lassified as per the Services At
Percentage of	: 0 %	ead about HSN and SAC.
Rounding '	** Not Applicable	gynt en strongni fliw work (
		Provide bank details : No Tax Registration Details
		PANIT No. Accept ?

- 2) Press Enter & Accept the Screening T2D am no addition and like all modes and among an
- O Creating Ledger IGST
 - 1) Gateway of Tally > Create > Ledger of Lesilogue boist

Name of Tax Ledger	IGST
Under	Duties & Taxes
Type of Duty/Tax	GST 8 26 X51 Ve
Тах Туре	Integrated Tax
Percentage of Calculation	0%
Rounding Method	Not Applicable

Name : IGST (alias)		erstio.	78,88,944.00 78,88,944.00
	o nation was	93-5-6-8	warks ?
Under	: Duties & Texes (Current Liabilities)	Mailing Details Name Address	Sma
Type of duty/tax Tax type	: GST : Integrated Tax	ition levy Uneer the	
Percentage of calculation	0%	ans are to a very need	
Rounding method	: * Not Applicable	The figure burst sugar	11W-163
Jon Harie	TROC ons Tela	Banking Details Provide bank details 10 5 No 100	THE
erenne	teles sid morte	PANIT No.	
	rite all albie for	charrae basis sinah	Accept ?
	Opening Balance	(on 1.Apr.20) :	Yes or N

2) Press Enter & Accept the Screen and Return to Gateway of Tally

NOTE: Create the Following New Ledger Accounts Under Group Indirect Expenses

1) Gateway of Tally > Chart of A/c > Ledgers > Press Alt+H: Multi Master > Multi Create

1) Advertisement Exp.	7) Printing & Stationary Exp	
2) Electricity Exp 8) Salary Exp.		
3) Interest Paid	9) Shop Rent Exp.	
4) Legal Charges	10) Telephone Exp.	
5) Office Exp.	11) Postage and Courier Exp	
6) Petrol Exp 12) Traveling Exp.		

NOTE: Create Following a New Ledger Accounts Under Group Direct Expenses

- 1) Goods Inward Exp
- 2) Labour Charges
- 3) Transportation Exp

O Creating Ledger Purchase Account

1) Gateway of Tally > Create > Ledger

Name	Purchase A/c	
Under	Purchase Accounts	
Type of Ledger	Not Applicable	
Is GST Applicable	Applicable	
Set/Alter GST Details	No adealings	
Type of Supply	Goods	
Accept ? Yes or No	Yes	

Ledger Creation	FI 2	am Electronics	Total Opening Balance
Name : Purchases A/c (alias) :	: (05 mg) no	Opening Balance	78,88,944.00 Dr 78,88,944.00 Cr
Under Type of Ledger	: Purchase Accounts	Address	Enter & Accept N Esc Return to Get
Statutory Details		Banking Details Provide bank details	No
ls GST applicable Set/Alter GST Details Type of Supply	:	Tax Registration Details PAN/IT No. :	
			Accept ?
	Opening Bala	ance (on 1-Apr-20) :	Yes or No

- O Creating Ledger Sales Account Grand Middle Grand Unider Grand Theorem 200 Creating Ledger Sales Account Grand Middle Gra
 - 1) Gateway of Tally > Create > Ledger < arapha a \ A to trans < vilst to yews/sa

Sales A/c	
Sales Accounts	
Not Applicable	
Applicable	
No	
Goods	
Yes Too I well a	

Name : Sales A/c (alias) :	M/s. S	viram Electronics	Total Opening Balance
(unus)		רגסטרנאווטח (באך	78,88,944.00 D 78,88,944.00 Cı
Under	: Sales Accounts	Namo	Ledger Eugenas vay of Tally > Cn
Type of Ledger	: • Not Applicable		Name
	Nu chase Accounts		Under
	ict Augustable	of Ledger	SULVI
Statutory Details	.pprical*is	Banking Details SINGON 1	
Is GST applicable Set/Alter GST Details Type of Supply	: • Applicable : No : Goods	Provide bank details : No Tax Registration Details PAN/IT No.	21/62 21/62
	231	27 \$ Vas or No.	Auce
go and page 21861			Accept ?
4G 06.624 AT 8".	Opening Balance	(on 1-Apr-20) :	Yes or No

- 2) Press Enter & Accept the Screen
- 3) Press Esc Return to Gateway of Tally

O Intra-State Sales (Local Sales):

Accounting Voucher In Tally (As Invoice Format)

Intra-State Purchase (Local Purchase):

Intra State supply of goods or services is when the location of the supplier & the place of supply i.e. location of the buyer are in the same state. In Intrastate transactions a seller has to collect both CGST & SGST from the buyer.

Transaction No.1: Purchase Goods From Videocon India Ltd, Nasik on Showroom Invoice No.

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	19" LED-V	85030010	28%	T 50	4,200	Nos	26,880

- 1) Gateway of Tally > Vouchers > Press F9 : Purchase
- 2) Press F12 : Show more configuration to "Yes"
- 3) Select Common Ledger A/c for Item Allocation to "Yes"

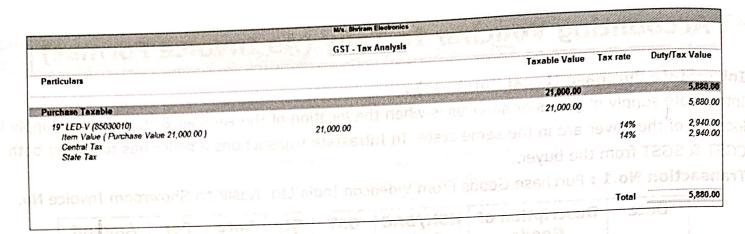
100	The state of the s
Date	01/04/2020
Supplier Invoice No	VL/01
Date	Press Enter
Party A/c Name	Videocon India Ltd
Receipt Details	Press Ctrl+A
Party Details	Press Ctrl+A
Purchase Ledger	Purchase A/c
Name of Item	19" LED-V
Godown	Showroom
Quantity	5 Nos
Rate have 8 series to see with	Press Enter
Amount	Press Enter
CGST (Annually), the stop	Press Enter
SGST	Press Enter

2) Press Ctrl+O > Select GST- Tax Analysis (Alt + A) >

Enter > Alt+F1 : Details

Accounting Voucher Creation M	/s. Shriram Electronics
Purchase No. 1	28 (1-Apr-20
Supplier Invoice No.: VL/01 Date : 1-Apr-20	As V Wednesday
Party A/c name : Videocon India Ltd	Was also Vauces his graves of decades — You
Current balance 3,70,997.00 Cr	Share This coar into a selected Matty Arc
Purchase ledger : Purchases A/c Current balance : 21,000.00 Dr	Shaw Gurest Balers with educati
Name of Item	Quantity Rate per Amount
19" LED.V CGST SGST	5 Nos 4,200.00 Nos 21,000.00 2,000.00 2,940.00 2,940.00 2,940.00
ress Baber and Accept the Solven M Solven	
Narration:	5 Nos 26,880.00

() Gateway of Tally > Vouchers'



- 4) Press Enter and Accept the Screen
- 5) Press Esc & Return to Gateway of Tally
- O Intra-State Sales (Local Sales):

Process for recording Sales Transaction:

- 1) Gateway of Tally > Vouchers > Press F8 : Sales >
- 2) Press F12: Show more Configurations to 'Yes'
- 3) Provide Reference No. and Date to 'Yes

	A : 10 ' 82.87M - 1	gibiba Minaka I	namma i / iii
	4+10122979	Party Details	er A/c for Item
Configuration		Epitel Sep-Dia	est Olivaria
Show more configurations : Yes		Marine of Irem	
Show all configurations : No			
General Details Provide Buyer details Provide Dispatch, Order, and Export details Provide Order details Provide Export details Select common Ledger Account for Item All Use default Bill-wise details for Bill Allocatio Provide Additional Descriptions for Ledgers Provide Additional Descriptions for Stock Ite Warn on negative Stock Balance Use Voucher No. as Bill Reference for Bill Allocation of the stock of	: Yes : Yes : Yes : No : No : No cocation : Yes on : Yes : No : No : No : No : Yes : No : No : Yes	x Details ovide Rate Inclusive of Tax for Stock Items cliculate Tax on Current Subtotal se calculations are on Inventory Total only) ST Details odify Tax Rate details of GST sport e-Way Bill details after saving Voucher ow Tax difference up to Actual versus Computed Tax	: No : No : No : Yes : 0 : Greater or Lesser
(applicable to non-taxation fields) Provide Reference No. and Date Provide Cash/Trade Discount Skip the Date field during voucher creation Warn when Voucher No. exceeds 16 character	: Yes : No : Yes : Yes		O Ole name

4) Press Ctrl+A to Accept the Screen

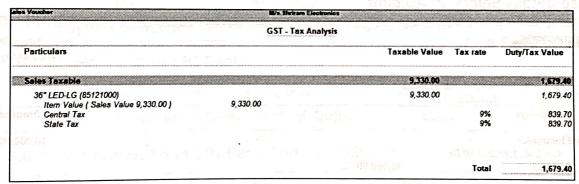
Payment Transaction:

02 Transaction: Sold Goods To Jain Electronics, Nasik on Warehouse on Account

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	36" LED-LG	85121000	18%	2	4,665	Nos	11,009.40

A STATE OF THE PARTY OF THE PAR	
Date	01/04/2020
Reference No	JE/01
Party A/c Name	Jain Electronics
Dispatch Details	Press Ctrl+A
Party Detalis	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	36" LED-LG
Godown	Warehouse
Quantity	2 Nos
Rate	Press Enter
Amount 2 10 2010	Press Enter daups
CGST	Press Enter
SGST	Press Enter

- 1) Press Ctrl+O > Select GST- Tax Analysis > Enter > Alt+F1 : Details
- 2) Select Jain Electronics as Ledger Name



1-Apr-2 Wednesda		Date : 1-Apr-20	Sales Reference No
			Party A/c name Current balance Sales ledger
Amou	Quantity Rate per		Current balance
9,330.0	2 Nos 4,665.00 Nos	at von neo 15.	%" LED-LG
839.7 839.7	4.0 VALLEY STOV	propries the Person Showstom In	CGST SGST
	miles sheet that I will be		

3) Press Enter and Accept the Screen to Save Sales Entry

Payment Transaction:

03 Transaction: Paid Cash Rs. 75,000 To LG India Ltd. on Account

Date	e Account Particulars		Amount		
01/04/20	Cash	LG India Ltd	75,000		

1) Gateway of Tally > Vouchers > Press F5: Payment

Payment No. 1		Date	1-Apr-20 Wednesday
	10030		vicanesua.
Account : Cash Current balance : 81,548.00 Dr	Jan Bedrenics	30084 N. S. V. T. S. S.	
Particulars			Amoun
LG India Ltd. Cur Bal: 23,29,500.00 Cr			75,000.00
On Account	75,000.00 Dr		
Narration:	36 LED-LO	- Nam o of yem	75,000.00

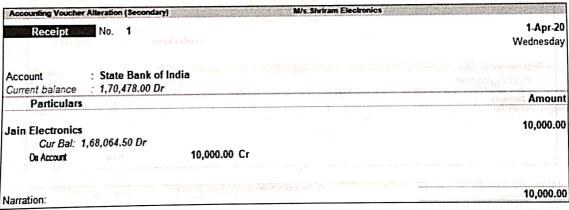
- 2) In Bill-wise details Select on Account
- 3) Press Enter and Accept the Screen

Receipt Transaction

Transaction: Received Cheque from Jain Electronics of Rs. 10,000 and deposited in

SBI Bank	Ch. No. 111102 on Acc	ount		
Date	Account	Particulars	Amount	
01/04/20	State Bank of India	Jain Electronics	10,000	

- 1) Gateway of Tally > Vouchers > Press F6: Receipt
- 2) In Bill-wise details Select on Account



Bank Allocations for: SBI For: 10,000.00 Amount Transaction Type 10,000.00 Cheque/DD Inst. date : 1-Apr-20 : 111102 Inst. no. : State Bank of India Bank

- 3) Press Enter and Accept the Screen & Return to Gateway of Tally
- 4) Check Whether you have entered it correctly
- 5) Gateway of Tally > Display More Reports > Trial Balance > Total Rs. 78,50,154.00

Exercise: Enter the Following Journal Entries with all Voucher Types and influence shoot pioc (01

1) Sold Goods By Cash On Warehouse

Date	F8	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Sales voucher	24"LCD-V	85030010	28%	2	11,590	Nos	29,670.40

2) Purchase Goods From Videocon India Ltd, Nashik on Showroom Invoice No. VL/02

Date	F9	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Purchase voucher	24"LCD-V	85030010	28%	7	10,590	Nos	94,886.40

3) Paid Shop Rent Exp. Rs. 1,500 by Cash

Date	F5 = 100	Account	Particulars	Amount (E
01/04/20	Payment Voucher	Cash	Shop Rent Exp.	1,500

4) Paid Office Exp. Of Rs. 100 by Cash

	Date	F5	Account	Particulars	Amount
1	01/04/20	Payment Voucher	Cash	Office Exp.	100

5) Paid Advertisement Exp. Of Rs. 1,000 by Cash

	Date	F5	Account	Particulars	Amount
S. W. C. S.	01/04/20	Payment Voucher	Cash	Advertisement Exp.	1,000

6) Cash Rs. 10,000 Deposited In SBI Bank

Date	F4	Account	Particulars	Amount	
01/04/20	Contra Voucher	State Bank of India	Cash	10,000	

7) Cash Rs. 5,000 Withdrawal From SBI Bank Chq. No. 065432

Date	F4	Account	Particulars	Amount
01/04/20	Contra Voucher	Cash	State Bank of India	5,000
01/04/20	(M) 30 m2 ms m m m m m m m m m m m m m m m m m		9 10 11	

8) Received Cash Rs. 5,000 From Jain Electronics on Account

	Date	F6 8 0	Account	Particulars	Amount	
-		Receipt Voucher	Cash	Jain Electronics	5,000	
0	01/04/20	Keceipt voucher			-1	

9) Purchase Goods From LG India Ltd. Pune on Showroom Invoice No. LG/01

Date		Description of Goods	HSN/SAC Code	GST Rate	Qty //	Rate	Per	Amount
		26/1/50 1.6	85121000	18%	10	3,665	Nos	43,247
01/04/20	Durchase voucher	36"LED-LG	85121000	10 /0	COLUMN TO THE PARTY	de la	ALC: NO	

8) Received Cas

10) Sold Goods to Aditi Agencies Pune On Showroom Invoice No. AG/01 and a second as se

Date	F8	Description of Goods		GST Rate	-	Rate	Per	Amount
01/04/20	Sales voucher	36"LED-LG	85121000	18%	5	4,665	Nos	27,523.50

11) Sold Goods to Amol T.V. Center Nashik On Warehouse ATC/01

Date	F8	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Sales voucher	165 Liter-Ref-V	85021100	28%	2	8,240	Nos	21,094.40

- 1) Press Esc & Return to Gateway of Tally
- 2) Check whether you have entered the vouchers correctly (Rs. 80,51,272.40)
- 3) Gateway of Tally > Display More Reports > Trial Balance

Particulars		M/s. Shriram E For 1-Ap	
		Closing Ba	lance
	7-6	Debit	Credit
Capital Account Loans (Liability)			6,18,476.0 13,32,619.0
Current Liabilities		16,250.70	60,27,862.4
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		74,50,487.70	
Sales Accounts			72,315.0
Purchase Accounts		1,31,780.00	
Indirect Expenses		2,600.00	
Grand Total	1000	80,51,272.40	80,51,272.4

- 4) Press Esc & Return to Gateway of Tally
- 5) Gateway of Tally > Stock Summary > Press Alt+F5:

Details Check the Following Stock Item Screen

Particulars			68 IU2 -		M/s. Shriram Electronics For 1-Apr-20		
				Clo Quantity	sing Balanc	e Value	
- 164121111	3 4	MCCOURE		,	4.00		
LG				276 Nos	8,058.79	22,24,225.00	
14° LCD-LG		~ DE 1		45 Nos	9.000.00	4,05,000.00	
165 LTR REF-LG				30 Nos	7,540.00	2,26,200.00	
210 LTR PEF-LG				35 Nos	10,890.00	3,81,150.00	
247CO1G				25 Nos	9,590.00	2,39,750.00	
36° LED-LG	11 1 1 1 1 1 1 1 1 1	74 51-1 -34	127 127 11101	37 Nos	3,665 00	1,35,605.00	
Audio Speed King-LG				30 Nos	684.00	20,520.00	
FULLY AUTOMATIC WANLG				39 Nos	11,500.00	4,48,500.00	
SEMI AUTOMATIC WANLG				35 Nos	10,500.00	3,67,500.00	
Videocon				277 Nos	9,950,97	27,56,420.00	
165" LTR-REF-V				33 Nos	7,740.00	2.55.420.00	
19" LED-V	1177	li labele ar		52 Nos	4.200.00	2.18.400.00	
217CD-V				40 Nos	9.000.00	3,60,000,00	
247CO-V				40 Nos	10,590.00	4,23,600.00	
287.CD-V		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	5.03	17 Nos	12,000.00	2,04,000.0	
AC AUTOMATIC-V				30 Nos	22,000.00	6,60,000.0	
FULLY AUTOMATIC WM-V				35 Nos	10,000.00	3,50,000.0	
SEINI AUTOMATIC WIM-V				30 Nos	9,500.00	2,85,000.0	
	9155						
Grand Total				553 Nos		49,80,645,0	

6) Press Esc and Return to Gateway of Tally

Exercise: Continue Entering the following Journal Entries with all Voucher Types Devisor (1)

Note: For Payment from Bank Use Voucher Type as Bank Payment

12) Sold Goods to Poojara Agencies Pune On Showroom Invoice No. PA-01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	24"LCD-V	85030010	28%	2	11,590	Noc	29,670.40

13) Purchase Goods From LG India Ltd, Pune On Showroom Invoice No. LG/02

Date Description of Goods		HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	36 LED-LG	85121000	18%	2	3,665	Nos	8,649.40

14) Received Cash Rs. 50,000/- From Aditi Agencies On Account

Date	Account	Particulars	Amount		
02/04/20	Cash	Aditi Agencies	to no 50,000 = 3		

15) Received Cash Rs. 39,000/- From Poojara Agencies On Account

Date	Account	Particulars	Amount		
02/04/20	Cash	Poojara Agencies	39,000		

16) Sold Goods to Tirupati Electricals Thane On Warehouse Invoice No. TE-01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	Semi Automatic	85022100	18%	3	11,500	Nos	40,710
	W/M-LG	mary Exp.	J6/2-8	patient	9	nes?	8 mg 05\A

17) Paid Cash Rs. 60,000/- To LG India Ltd. On Account and more - 1002 at the property of

Date 301	Account 215	Particulars	ini goda	Amount
02/04/20	1.27 Cash esions	4 LG India Ltd	Cath	04/20 000,00

18) Paid Shop Rent Rs. 1,500/- By Cash

Account	Particulars	Amount
Cash	Shop Rent	1,500
		graffered armeter 2

19) Paid Salary Exp. Rs. 3,000/- By Cash

Date mi	Account 215	Particulars	Amount SIE
02/04/20	Cash Cx	Salary exp.	3,000

20) Received Cash Rs. 81,300/- From Bhagat Electronics On Account

Date 3011	Account (215)	Particulars Inc	QUOA.	Amount	ejs
02/04/20	Cash gyant	Bhagat Electronics	Cat	81,300	04/20

21) Received Cash Rs. 22,650/- From Bangad Sales On Account.

ſ	Date	Account	Particulars	Amount	
	02/04/20	Cash	Bangad Sales	22,650	

22) Paid Telephone Bill Rs. 1,200/- By Cheque of State Bank of India Chq No. 220110

Date	Account	Particulars	Amount	
02/04/20	State Bank of India	Telephone Bill	1,200	

23) Received Cash Rs. 27,500/- From A.I. Electronics On Account

Date Account		Particulars	Amount	
02/04/20	Cash	A.I. Electronics	27,500	

24) Purchase Goods From Videocon India Ltd Nashik On Showroom Invoice No. VL/03

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	24" LCD-V	85030010	28%	2	10,590	Nos	27,110.40

25) Paid Travelling Exp. Rs. 1,280/- By Cash

Date	Account	Particulars	Amount		
02/04/20	Cash	Travelling Exp	1,280		

26) Paid Printing & Stationary Exp. Rs.750/- By Cash

Date	Account	Particulars	Amount
02/04/20	Cash	Printing & Stationary Exp.	750

27) Received Cash Rs. 75,500/- from Darshan Agencies On Account

Date has	Account	Particulars In	and Amount
02/04/20	Cash	Darshan Agencies	75,500

28) Purchased Goods From LG India Ltd Pune On Showroom Invoice No LG/03

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	210 Liter-Ref-LG	85022100	18%	1	10,890	Nos	12,850.20

29) Paid Office Exp. Rs. 500 By Cash

Date	Account	Particulars 200	Amount
02/04/20	Cash	Office Exp.	500

30) Paid Transportation Exp. Rs. 2,189 By Cash

Date	Account	Particulars 100	Amount		
02/04/20	Cash	Transportation Exp.	2,189		

/SWOISE (I

31) Paid Advertisement Exp. Rs. 1,200 By cash

Date	Account	Particulars 4	u gaa	Amount	esti
02/04/20	Cash	Advertisement Exp	121 D	1,200	QSA

32) Sold Goods To Mahavir T.V Center Thane On Showroom Invoice No. MC-01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/04/20	210 Liter-Ref-LG	85022100	18%	2	11.890	Nos	28,060.40

33) Received Cash Rs. 20,000 From Amol T.V Center On Account

Date 21	Account 216	Particulars 2	n unda	Amount	esh
02/04/20	Cash shall	Amol T.V Center	Cast	20,000	4/20

Date	Account	Particulars	1000	Amount	93
02/04/20	Cash	Bhavsar T.V. Center	Casi	4,950	4,/20

35) Received Cash Rs. 32,000 From Mahavir T.V. Center On Account (25) 100 years of the count (25) 100 years of the

Date 300	Account	02"1 ft	Particulars 36	HODDI	Amount	· of
02/04/20	Cash	, TX.7	Mahavir T.V. Center	MHE	32,000	4720

36) Paid Postage & Courier Rs. 650 By Cash

Date	Account (a)	Particulars Particulars Particulars Particulars	fiper Amount High
02/04/20	Cash	Postage & Courier	of Fairy029 issuay

37) Deposited Cash Rs. 2,00,000 in Sate Bank of India

Date	Account	Particulars	Amount	
02/04/20	State Bank of India	Cash	2,00,000	

38) Paid Cash Rs. 35,000 to Videocon India Ltd. On Account

Date	Account	Particulars	Amount
02/04/20	Cash	Videocon India Ltd	35,000

39) Paid Rs. 1,25,000 to LG India Ltd by SBI Bank Chq. No. 221200 On Account

Date	Account	Particulars	Amount
02/04/20	State Bank Of India	LG India Ltd	1,25,000

40) Paid Legal Charges Rs. 1,000 by SBI Bank Chq. No. 221300

Date	Account	Particulars	Amount
02/04/20	State Bank of India	Legal Charges	wais 1,000 131 8

41) Paid Petrol exp. Rs. 150 By Cash

Date	Account	Particulars	Amount si
02/04/20	Cash que n	Petrol Exps.	150

42) Received Cheque Rs. 1,32,000 From Tulsi Departmental Stores & Deposited in SBI Bank Chq No. 111301 On Account

Date Account		Particulars	Amount	
02/04/20	State Bank Of India	Tulsi Departmental Stores	1,32,000	(1

43) Cash Rs. 50,000 Withdrawal From SBI Bank Chq No. 111404

Date	Account	Particulars	Amount
02/04/20	Your Cash	State Bank of India	50,000

44) Paid Goods Inward Exps. Rs.320 By cash

Date		Account	Particulars	Amount		93
	02/04/20	Cash	Goods Inward Exp.	126.1	320	15/4

45) Paid Electricity Exp. Rs.1,756 by SBI Bank Chq No. 221410

Date j	Account	Particulars 1	1000	Amount	93
02/04/20	State Bank of India	Electricity Exp.	Cast	1,756	4/20

Have you entered the correct voucher entry you can check it in Trail Balance
The Total of debit side and credit side in the **Trail Balance** should be **Rs.79,61,342.40/-**

1) Gateway of Tally > Display More Reports > Trail Balance

Particulars			M/s. Shriram Electronics 1-Apr-20 to 2-Apr-20 Closing Balance		
PHO 50, E	0860	a that was	Debit	Credit	
44444		. I will be good			
Capital Account				6,18,476.0	
Loans (Liability)				13,32,619.0	
Current Liabilities			8,479.90	58,56,472.4	
Fixed Assets			2,74,654.00		
Investments		. "	1,75,500.00		
Current Assets			73,13,433.50		
				1,53,775.0	
Sales Accounts Purchase Accounts			1,71,180.00	.,,	
Direct Expenses			2,509.00		
Indirect Expenses			15,586.00		
1 7 .0 25 1					
	Cha No elloni		11111		
Grand Total			79,61,342.40	79,61,342.4	

2) Press Esc & Return to Gateway of Tally

Date of Description of HSN/SAC

Check the Stock Summary Report as Given below

3) Gateway of Tally > Stock Summary > Press Alt+F5: Detailed

Particulars	The Area and are all the area of the area and area and area.		debas		hriram Elec pr-20 to 2-Ap	
		20.0		CI	osing Balar	ce
	and the second of the second o			Quantity	Rate	Value
_G						
14" LCD-LG				274 Nos	7,989.65	21,89,165.0
165 LTR REF-LG			PORTE NELL AND INC.	45 Nos	9,000.00	4,05,000.0
210 LTR REF-LG				30 Nos	7,540.00	2,26,200.0
24"LCD-LG		897		34 Nos	10,890.00	3,70,260.0
36" LED-LG		CH CH		25 Nos	9,590.00	2,39,750.0
Audio Speed King-LG		28 Y		39 Nos	3,665.00	1,42,935.0
FULLY AUTOMATIC WM-LG			evotusted; in	30 Nos	684.00	20,520.0
SEMI AUTOMATIC W/M-LG				39 Nos	11,500.00	4,48,500.0
Videocon				32 Nos	10,500.00	3,36,000.0
				277 Nos	9,950.97	27,56,420.0
165" LTR-REF-V				33 Nos	7,740.00	2,55,420.0
19" LED-V			atellar	52 Nos	4,200.00	2,18,400.0
21"LCD-V	Accept the Screen			40 Nos	9,000.00	3,60,000.0
24"LCD-V				40 Nos	10,590.00	4,23,600.0
28"LCD-V				17 Nos	12,000.00	2,04,000.0
AC AUTOMATIC-V				30 Nos	22,000.00	6,60,000.0
FULLY AUTOMATIC W/M-V				35 Nos	10,000.00	3,50,000.0
SEMI AUTOMATIC W/M-V				30 Nos	9,500.00	2,85,000.0
la un artigian			1442 44	i interior	E of A	
Grand Total	7 p. \$3			551 Nos		49,45,585.0

- 4) Press Esc & return to Gateway of Tally
- 5) Gateway of Tally > Press Alt+K (Company) > Features (F11) > White of about 102 (3)

Set the Following Option to 'Yes'

- Show more features: "Yes"
- Use Discount column in invoices

Company: M/s. Shriram Electronics		end of the Va	MAN
Show more features : Yes Show all features : No	01/UJ/20	1714 <u>- el 1958), 1 la estro 3 de</u> 2 Date	
Accounting		Taxation OV 9 NO 1919 A	. V
Maintain Accounts	Yes	Enable Goods and Services Tax (GST) Enable Tax Deducted at Source (TDS)	: Yes
Enable Bill-wise entry Enable Cost Centres	A+h: No.2519	Enable Tax Collected at Source (TCS)	: No
Inventory	A AMO CEN	Online Access	
Maintain Inventory Integrate Accounts with Inventory	: Yes : Yes	Enable Browser Access for Reports Enable Tally NET Services for Remote Access	: Yes & Synchronisation : No
Enable multiple Price Levels	ottorio : No	Others . fell to amply	
Enable Batches Maintain Expiry Date for Batches	: No : No : Yes	Enable multiple addresses Mark modified youchers	: No : No
Use Discount column in invoices Use separate Actual and Billed Quantity column		Quantity	

- 6) Press Ctrl + A to Accept the Screen
- 7) Gateway of Tally > Vouchers > Press F8 : Sales > Press F12 : Configure > Set the Following Option to 'Yes'
 - Select Common Ledger Account for Item Allocation

Configuration	- Make Amin	the second secon	
Show more configurations : Yes Show all configurations : Yes	31.7		e < yllar
General Details Provide Buyer details Provide Dispatch, Order, and Export details Provide Order details Provide Export details Provide Export details Provide Export details Use default Bill-wise details for Bill Allocation	: Yes : Yes : No : No : Yes	Bank Details Use default Bank Allocations Remove Bank Date while altering Reconciled Voucher Tax Details Provide Rate Inclusive of Tax for Stock Items Calculate Tax on Current Subtotal (else calculations are on Inventory Total only)	: No : No : No
Provide Additional Descriptions for Ledgers Provide Additional Descriptions for Stock Rems Warn on negative Stock Balance Use Voucher No. as Bill Reference for Bill Allocation Modify all fields during voucher entry (applicable to non-taxation fields) Provide Reference No. and Date Provide Cash/Trade Discount Skip the Date field during voucher creation	: No : No : Yes : Yes : No : Yes : No : Yes	(else calculations are on inventory Total duty) GST Details Modify Tax Rate details of GST Export e-Way Bill details after saving Voucher Allow Tax difference up to Actual versus Computed Tax	: No : Yes : 0 : Greater or Less
Warn when Voucher No. exceeds 16 characters Show Turnover from selected Party A/c Show Current Balance of Ledgers Show Balances as on Voucher date Show final Ledger Balance Consolidate Qty of Stock Items with same Rate Show Compound Unit of Items based on Rate Show details of Compound Unit	: Yes : No : Yes : No : No : No : No		
Exporter's Details Provide Marks or Container No. Provide No. of Packages	: No : No		

- 8) Press Ctrl + A to Accept the Screen
 - O How to Apply Discount in Sales Invoice ?
 - Entering a Sales Invoice
- 46) Sold Goods to Aditi Agencies Pune on Showroom Invoice No. AG/02

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Discount	Amount
01/05/20	Semi Automatic W/M-V	85021100	28%	2	9,990	Nos	10%	23,016.96

Date	01/05/20
Reference No	AG/02
Party A/c Name	Aditi Agencies
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	Semi Automatic W/M-V
Godown	Showroom
Quantity	2 Nos
Rate	Press Enter
Disc.	10%
Amount	Press Enter
CGST	Press Enter
SGST 5.1752.111	Press Enter
Accept ? Yes or No	Yes

1) You can View the Sales Invoice Entry by pressing the PageUp Key in Voucher Entry Screen

Keieren	ucher Creation No. 8 AG/02	Date	1-May-20	W	/s. Shriram Ele	ectronics & SA		9,5	1-May-20 Friday
Party A/c name Current balance Sales ledger Current balance	: Aditi Agencies : 2,95,917.46 Dr : Sales A/c : 1,71,757.00 Cr	7,05							
Name of Item		annument de manument		Andrew William			Quantity Rat	e per Disc %	Amour
SEMI AUTOMAT	C W/M-V						2 Nos 9,990.0	0 Nos 10 %	17,982.0
CGST SGST			Invoice	Moonw	Qn Shov			d Goods	2,517.4
2021									2,517.4
antaung Per			Rate		780 Sate	HSN/SAC	Description of		
			Rate 10,590						

- 2) Press Enter or Ctrl +A to Accept the Screen
- Exercise : Enter the Following Sales Entries in Tally by Applying Discount @ 5%
- 47) Sold Goods to Shakti Electronics, Thane on Showroom Invoice No. SE/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	28" LCD-V	85030010	28%	2	12,700	Nos	5%	30,886.40

48) Sold Goods to Jalaram T.V. Center, Aurangabad On Warehouse Invoice No. JTC/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	TruomA
01/05/20	Ac Automatic-V	85022100	28%	* 1 D	23,000	Nos	5%	27,968.00

49) Sold Goods to Saibaba Furniture, Nashik On Warehouse Invoice No. SF/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	14" LCD-LG	85121000	18%	5	10,000	Nos	5%	56,050.00

50) Sold Goods to Poojara Agencies, Pune On Showroom Invoice No. PA/02

Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
165 Liter-Ref-LG	85022100	18%	3	8,540	Nos	5%	28,720.02
	Goods	Goods Code	Goods Code Rate %				

51) Sold Goods to Laxmi Agencies, Mumbai On Warehouse Invoice No. LA/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	Semi Automatic W/M-V	85021100	28%	20 (28 	9,990	Nos	5%	12,147.84

52) Sold Goods To Zankar Agencies, Pune On Showroom Invoice No. ZA/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	Fully Automatic W/M-V	85021100	28%	1	11,990	Nos	5%	14,579.84
01/05/20	36" LED -LG	85121000	18%	5	4,665	Nos	5%	26,147.33
1.00			-		-	11	Total	40,727.17

53) Sold Goods To Bhavsar T.V. Center, Thane On Showroom Invoice No. BTC/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	24" LCD-LG	85021000	18%	2	10,590	Nos	5%	23,742.78
01/05/20	AC Automatic-V	85121100	28%	2	23,000	Nos	5%	55,936.00
				E HIV		5+ 1D	Total	79,678.78

54) Sold Goods To Surbhi Electricals, Nashik On Showroom Invoice No. SE/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	210 Liter-Ref-LG	85022100	18%	1	11,890	Nos	5%	13,328.70
01/05/20	21" LCD-V	85030010	28%	1	10,000	Nos	5%	12,160.00
				A			Total	25,488.70

55) Sold Goods To Sony Electronics, Mumbai On Showroom Invoice No. SE/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	165 Liter-Ref-LG	85022100	18%	_1	8,540	Nos	5%	9,573.34
01/05/20	165 Liter-Ref-V	85021100	28%	1 ,1,	8,240	Nos	5%	10,019.84
180 oz 1	e i al i anti-	-	F 201			City of the	Total	19,593.18

56) Sold Goods To Vishal Electricals, Mumbai On Warehouse Invoice No. VE/01

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	Audio Speedking-LG	85022100	18%	10	780	Nos	5%	8,743.80

- 3) Check whether you have entered Correctly
- 4) Gateway of Tally > Display More Reports > Trail Balance > Changing the period from 01/04/2020 To 01/05/2020
- 5) The Total Amount Should Be Rs. 83,05,883.35

Inventory Vouchers & Tracking Numbers

Inventory Vouchers are related with stock item only when this voucher are entered affecting the Increase or decrease in Stock. In this, the vouchers record the Receipt and Issue of Stock, Transfer of Stock between two different locations & physical stock adjustments.

1) Gateway of Tally > Press Alt+K (Company) > Features (F11) > Set the Following Option to 'Yes'

• Enable Cost Tracking

Accounting Maintain Accounts Enable Bill-wise entry Accounting Yes Yes	Taxation Enable Goods and Services Tax (GST) : Yes
Maintain Accounts Enable Bill-wise entry Yes Yes	
Enable Bill-wise entry	Enable Goods and Services Tax (GST) : Yes
	Enable Tax Deducted at Source (TDS)
Enable Cost Centres : No : No : No	Enable Tax Collected at Source (TCS) Enable Value Added Tax (VAT) : No
Inventory englished	Enable Excise No Senable Service Tax
Maintain Inventory : Yes Integrate Accounts with Inventory : Yes	wing <mark>Transaction in Investory</mark> Vo
Enable multiple Price Levels : No Enable Batches : No	Online Access
Enable Batches : No Maintain Expiry Date for Batches : No Enable Job Order Processing : No	Enable Browser Access for Reports : Yes Enable Tally NET Services for Remote Access & Synchronisation : No
Enable Cost Tracking : Yes	Payroll a seed viumiz neo nov perit
Enable Job Costing : No	Maintain Payroll : No
Use Discount column in invoices Y 10 50 50 Yes	Enable Payroll Statutory 1100005 ISIONSTIFF OF No OF
Use separate Actual and Billed Quantity columns in invoices : No	Others Enable multiple addresses : No Mark modified vouchers : No

- 2) Press **Enter** to **Accept** the screen
- 3) Gateway of Tally > Vouchers > Press F10: Other Vouchers > Select Show Inactive Button > Select Receipt Note (Alt+F9) From list of Inventory Vouchers > Press Enter >
- 4) You need to activate the **Receipt Note** Voucher Type
- 5) Activate Now Press "Yes"

Voucher Type	Details
Receipt Note	Used for recording Goods Received from Supplier
Delivery Note	Used for recording Goods Delivered to a Customer
Rejection in	Used for recording Goods Returned by the Customer
Rejection Out	Used for recording Goods Returned to Supplier
Stock Journal	Used for recording the Stock Transfers from One Location to Another. For Ex. Transfer of Items from Godown to the Shop.

What is Tracking No.?

Many Business deliver stock with a delivery note or a challan and the bill is raised later. There may be a Situation where you raise a bill first and then deliver the goods against the bill raised or receive the goods against the purchase bill. In such cases, it is important to Track the delivery or receipt of Inventory against the bill. Using Tracking no. feature in tally Prime you can track the delivery or receipt of inventory against the bill and it is purely an inventory related activity.

When Tracking No. is activated, the software presumes that movement of goods are not accompanied with invoice(Which will follow later). So, if you require separate challan and bill to be which will make available Delivery Note (F8) and Receipt Note (F9)

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Following Example will explain the actual functionality of Tracking Number

Suppose you are selling 10 Nos of Maxell com 110/- to Krishna Computers on 30.4 and you want a Delivery Challan to accompany the goods. You should make the entry in Delivery Note (under F8: Sales), which will reflect stock out (but will not effect accounts, i.e., neither Krishna. Computers account will be debited not Sales account will be credited) and give a new Tracking number at the Tracking No. field (say Voucher (or Invoice) under F8: Sales Under Tracking No., select the Tracking Number of Delivery Challan date 30.4 (K/144) that update accounts only but not stock (which already took effect on 30.4). If instead of selecting the earlier Tracking No. (K/144 in this instance), you select Not Applicable, Tally w_{ijj} once again update the stock, i.e., double stock out will be shown, once on 30.4 when you entered in Delivery Note and again on 1.5when you entered Invoice with Tracking No. as Not Applicable.

However, if Tracking No. is activated, but you just Invoice (and no Challan), yet affecting both accounts & stock simultaneously, enter Voucher/Invoice and at Tracking No. select Not Applicable, which will update stock and accounts simultaneously without the need of entering separate Inventory voucher.

Following Example Shows Pure Inventory Transactions Enter the following Transaction in Inventory Voucher O Receipt Note:

When you purchase goods, you have to pass a purchase voucher but if you have not received a bill then you can simply pass a Receipt Voucher which updates the stock of that item without affecting the financial accounts. When you receive the bill you can adjust it against this Receipt Note by Pressing Alt+F9 key.

57) Transaction: Goods Received From Videocon India Ltd Nashik Tracking no. RN/TR/001 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	21" LCD-V	85030010	28%	7	9,000	Nos	80,640

02/05/20
RN/TR/001
Videocon India Ltd
Press Ctrl + A
Press Ctrl + A
Purchase A/c
21" LCD-V
RN/TR/001
Warehouse
7 Nos
Press Enter
Press Enter
Press Enter
Press Enter

	Item Allocat	101 21101	21.	TCD-A	
Godown	Quantity	Rate	per	Disc %	Amount
Tracking	No. : RN/TR/0	01			
Tracking Warehouse	7 No. : RN/TR/0 7 Nos	01 9,000.00	Nos		63,000.00

Date : 2-May-20			STATE OF THE LOCAL	2-May-2
ndia Ltd Cr				Saturda
Dr ·		PHILY WILDHAM		
			3	63,000.00
	Way of Tally	eturn to Gate		8,820.00 8,820.00
•	ndia Ltd Cr A/c	ndia Ltd Cr Alc Dr	ndia Ltd Cr Alc Dr Quantity R	ndia Ltd Cr Alc Dr Self W 2. Table 2. Dr

Press Enter And Accept the Screen as a second of even you remote a classification of the second second of even your remote and a second of even your remote a second of even your remote a second of even your remote and a second of even your remote a second of even your remote a second of even your

with Delivery Note later prepare an involing against his Delivery I • Exercise : Enter the following Receipt Note Transactions

58) Goods Received From LG India Ltd. Pune Tracking No. RN/TR/002 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	14" LCD-LG	85121000	18%	7	9,000	Nos	74,340

59) Goods Received From Shilpa Electronics, Nashik Tracking No. RN/TR/003 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate		Rate	Per	Amount
02/05/20	Audio Speedking-LG	85022100	18%	7	684	Nos	5,649.84

60) Goods Received From Kitchen Appliance, Thane Tracking No. RN/TR/004 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	Fully Automatic W/M-V	85021100	28%	2	10,000	Nos	25,600

- 1) To Display the Purchase Bill Pending Vouchers
- Gateway of Tally > Display More Report > Statement of Inventory > Purchase Bills Pending > Enter

Purchae	e Bills Pend	ina				
UICHAS			Initial	Pending	Rate (Disc %)	Value
Date	Tracking Number	Name of Item	Quantity	Quantity	(DISC 76)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Goods Re	ecd. but Bills r	not Recd. :	7 Nos	7 Nos	9,000.00	63,000.0
2-May-20	RN/TR/001	21"LCD-V		-		
		From: Videocon India Ltd	7 Nos	7 Nos	9,000.00	63,000.0
2-May-20	RN/TR/002	14" LCD-LG	, 1103		4.	
,		From: LG India Ltd.	7 Nos	7 Nos	684.00	4,788.0
2-May-20	RN/TR/003	Audio Speed King-LG	7 1403	17.1		
,		From: Shilpa Electronics	2 Nos	2 Nos	10,000.00	20,000.0
2-Mav-20	RN/TR/004	FULLY AUTOMATIC W/M-V	2 1405	2 1103	,	-
,		From: Kitchen Appliance	23 Nos	23 Nos		1,50,788.0

3) Press Esc & Return to Gateway of Tally

O Delivery Note

When you Sell goods to a Customer you have to prepare an invoice. Some times you Send goods out with Delivery Note later prepare an invoice against this Delivery Note. By Pressing **Alt+F8** Key.

61) **Transaction :** Goods Delivered To Amol T.V. Center. Nasik **Tracking No. DN/TR/001**On Showroom.

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	210 Liter-Ref-LG	85022100	18%	2	11,890	Nos	28,060.40

1) Gateway of Tally > Vouchers > Press F10 :Other Vouchers > Select Show Inactive Button > Select Delivery Note (Alt+F8) From list of Voucher types > Enter > Press 'YES'

You need to activate the Delivery Note voucher type.

Activate now?

Yes or No

acroion Enforce	F2 . D .	02/05/2020	anallari anti dalari / t
and cours Delham	F2 : Date	02/05/2020	
222	Ref. No.	DN/TR/001	2) Press Page Ugi
Octo De	Date	Press Enter	American
the same a second of the same of	Party A/c Name	Amol TV Center	
10.2/11.6/RM	Order details	Press Enter	9.286
A VA Claude Links of	Dispatch Details	Press Enter	
Dare	Party Details	Press Ctrl+A	THE ENGRADOR
1 12 13 15 15 15 15 15 15 15 15 15 15 15 15 15	Sales Ledger	Sales A/c	4-550005
n to Gateway of Tally	Name of Item	210 liter -Ref-LG	The second secon
Allos ter Smarraganing	Tracking No.	DN/TR/001	3) Press Enter And P
hall and pel-n-	Godown	Showroom	On Showroom
State	Quantity	2 Nos	Autorove
17 ave d 2 - NSay - 20	Rate	Press Enter eximonio 413 r	NYs. Shricar
Calcies has been beed.	Amount	Press Enter	Ode Aleger
Other References	CGST	Press Enter	CE 15 LACTURE
- I am the first the first the	SGST	Press Enter (orqu	2) eengignee (2
Date Value of	Accept ? Yes or No	Yes	Ball lang unding
		103	Wirkanta

	Ite	m Allocations		of the con-	Garineeredel	i amaklepis
	Godown	Quantity	Rate po	er Disc %	Amount	FILEST BELLET
Residence of	Tracking I	Vo. : DN/TR/0	01	95/78	OF CHEATON	Arrol IV Cashik
	Showroom	2 Nos 1	1,890.00 No	os	23,780.00	State Harra : 1
USTYTA.	A BARLING SI	SH WHELL	O THAR HER	1	SCHOOL ROUGHS	G R

Inventory Voucher Alteration	M/s. Shriram	Electronics		
Delivery Note No. 1 Reference No : DN/TR/001	Date : 2-May-20	COST		2-May-20 Saturday
Party A/c name : Amol TV Center Current balance : 23,064.40 Dr Sales ledger : Sales A/c Current balance : 4,54,732.00 Cr	arkanso menufor tutti eoM S	5657	sfer trans-	Tion in Tally A.e
Name of Item		Quantity	Rate per	Disc % Amount
210 LTR REF-LG		2 Nos	11,890.00 Nos	23,780.00
CGST SGST	ride BibribriuH aw/	brieguosiT mo	7 FM : 65	2,140.20 2,140.20
			Condition	Reed & Goos
	tion in its serry in	***************************************		
Narration:		2 Nos		

- 1) Print the Delivery Note (Delivery Challan)
- 2) Press Page Up Key and then Press Ctrl+P and press I print Preview

Title		TA : DELI	VERY NOTE	
Printer Paper Size Print area Number of Co	pies	· A5 /5	n LBP2900 83" x 8.27") or (148 mr ' x 7.87") or (138 mm	n x 210 mm) x 200 mm)
	C: Configure	Preview	P. Print	

3) Press Enter And Press Alt+Z to view the Preview screen & Press Esc & Return to Gateway of Tally

Etc.	DELIVE	OVMO	TE					
	DELIVE	KINU	IE			1933()		
nar Chi Floring	CAZELS I			De	livery N	ote No.	Date	ed
Ws. Shriram Electronics				1			2-N	Tay-20
Near Metro Theater Fort-Mumbal				_	111	E 1 - 1 - 1 -		Termsof Paymer
GSTINUIN: 27AADFA9350N1Z3 State Name: Maharashta. Code: 27	Press L				7	1	-	
E-Mail: Shriram@gmail.com				- Ref	erence No	. & Date.	Othe	r Reference
Consignee (Ship to) Amol TV Center				DHA	TR/001 dt	2-May-20		
Nashik				1 1 Bu	yers Or	der No.	Date	ed
GSTIN/UIN: 27AQSPA7998R1Z	G			Die	patch D	on No	,	
State Name: Maharashtra, Code:	27			0H/ m:	paten o	OC NO.		
	ale cer i		Vivitt	Dis	patched	th rough	Des	tination
Amol TV Center Nashik				Te	rms of	Delive	207	200
SSTIN/UIN: 27AQSPA7998R1Z0	3					Denve	118	
State Name: Maharashtra, Code:				1 150				
Married L. Z. De J.						in whali		
Description of Goods	HSN/SAC	Qua	ntity	Rate	e pe	r Disc.	%	Amount
210 LTR REF-LG CGS SGS	-	0 21	eoV	11,890		0000	10 1 製 12 1 1	23,780.0 2,140.2 2,140.2
Tota	11	21	eoV				₹	28,060.40
mount Chargeable (in words)					-	Tall the Carlo		E & O.
NR Twenty Eight Thousand	Sixty and	Forty	/ pai	ise O	nly			
HSN/SAC	Taxable	Cer	tral -	Гах	St	ate Ta	<u>x</u>	Total
The small state of the small sta	Value	Rate		юunt	Rate	Amo		Tax Amoun
5022100	23,780.00	9%		40.20	9%		0.20	4,280.40
	23,780.00			40.20			0.20	4,280.40
x Amount (in words): INR Four Thou	usand Tw	o Hur	ndre	d Eigl	nty an	d For	ty pa	aise Only
ecd. in Good Condition					f	or M/s.	Shriran	n Electronics
ME CONTRACTOR CONTRACTOR	-						Author	ised Signator

Exercise: Enter the following Delivery Note Transactions

62) Goods Delivered To Shraddha Electronics, Nasik Tracking No. DN/TR/002 On Warehouse

Date	Description of			ackiii	g No. DN	/ IR/U	iuz on warer
Date	Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	28" LCD-V		itate	21. 17	447.50	· chi.	14 15 0 15
02/03/20	LO LCD-V	85030010	28%	10.5	12,700	Nos	81,280

63) Goods Delivered To Poojara Agencies, Pune Tracking No. DN/TR/003 On Showroom

Date	Date Description of		1. 1990(11)	estimated in		,, 000	311 3110111 0011
Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	16F Liber D. C. F		itate		V. 200 - 1		
02/05/20	165 Liter-Ref-LG	85022100	18%	2	8,540	Nos	20,154.40

64) Goods Delivered To Sony Electronics, Mumbai Tracking No. DN/TR/004 On Showroom

Date	Description of Goods	HSN/SAC Code		Qty	Rate	Per	Amount
02/05/20	19" LED-V	85030010	28%	3	5,000	Nos	19,200

- 1) To Display the Sales Bill Pending Vouchers
- 2) Gateway of Tally > Display More Reports > Statements of Inventory > Sales Bills Pending

Sales E	Bills Pending		M/s. Shriram Electronics				
Sales B	lills Pending		233.8			1-Apr-20	to 2-May-20
Date	Tracking Number	Name of Item	Enter	Initial Quantity	Pending Quantity	Rate (Disc %)	Value
Goods D	elivered but Bi	lls not Made :					
2-May-2	0 DN/TR/001	210 LTR REF-LG To: Arnol TV Center		2 Nos	2 Nos	11,890.00	23,780.00
2-May-2	0 DN/TR/002	28"LCD-V To: Shraddha Electronics		5 Nos	5 Nos	12,700.00	63,500.00
	0 DN/TR/003	165 LTR REF-LG To: Poojara Agencies	R field	2 Nos	2 Nos	8,540.00	17,080.00
2-May-2	0 DN/TR/004	19" LED-V	anona m	3 Nos	3 Nos	5,000.00	15,000.00
		To: Sony Electronics	nudares bresiness is very	12 Nos	12 Nos	unununununununun	1,19,360.00

3) Press Esc & return to Gateway of Tally

O Stock Journal:

Stock Journal is used for entering manufacturing and stock transfer transaction in Tally. A separate Stock Journal type Manufacturing Journal' is created for Auto Computation of consumption of where components for production an item exist. Stock journal voucher updates only inventory. In case of integrated accounts and inventory it updates financial accounts with the value of closing stock in final accounts. In Stock journal voucher, you may enter the following transaction.

- 1) Consumption/Production
- 2) Stock transfer
- 3) Process of Manufacturing
- 4) Process of transformation item, its semi-finished item or finished stage.
- 5) Transfer of material from one location or department to another location or godown.
- 6) Allied expenses

65) Transaction: Transfer following Stock Items From Warehouse to Showroom.

anaderon	III BUGUON		AND ADDRESS OF THE PARTY OF	Man de co	Per	Amount	
Date	Source (Consumption)	Godown	Qty	Rate		- Contract of the Contract of	
Market Market Committee of the Committee	在新疆域(100mm)中方面中域(100mm)中国(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100mm)中的(100		3	3,665	Nos	10,995	
02/05/20	36" LED-LG	Warehouse	providence of the party of the	Rate	Per	Amount	
Date	Destination	Godown	Qty	Rate	,	and the second second second second second	
	(Production)		Daniel Control of the	3,665	Nos	10,995	
02/05/20	36" LED-LG	Showroom	3	3,005	STATE OF THE PERSON.	u t of voughe	

1) Gateway of Tally > Vouchers > Press F10 : Other Vouchers > From list of voucher types Select Stock Journal (Alt+F7)

(//////////////////////////////////////	
F2: Date	02/05/20
Name of Item	36" LED-LG
Godown	Warehouse
Quantity	3 Nos
Rate	3,665
Amount	Enter
Name of Item	36" LED-LG
Godown	Showroom
Quantity	3 Nos
Rate	3,665
Amount	Enter
	The state of the s

Steck Journal IIo 1						2 May 2 Saturda
		Transfer of	Materials			
ангалындардын аңындын анын адын алын адын алын адын адын адын адын адын адын адын ад	rce (Consumption)			nation (Production)	aumpunauuumauumauum Maraanaanauumauum	nicarianning par
Heme of Hem	Godown Quardity Rate	Amount	Name of Item	Quart	Godown ty Rata	Amoun
SE" LED-LG	Warehouse 3 Hos - 3,005 00/Nos	10,995 00	36" LED LO	Showroom 3 Hos	3,665 00/Nos	10.995 00
	3 Hos	10,995,00	viloz fo unu	I and so the land with some	101 2:	10 995 0

2) Press Enter & Accept the Screen & Return to Gateway of Tally

Exercise: Enter the following Stock Journal Voucher Transactions

66) Transaction: Transfer following Stock Item From Warehouse to Showroom.

Date	Source (Consumption)	Godown	Qty	Rate	Per	Amount
02/05/20	Fully-Automatic W/M-LG	Warehouse	5	11,500	Nos	57,500
Date	Destination (Production)	Godown	Qty	Rate	Per	Amount
02/05/20	Fully-Automatic W/M-LG	Showroom	5	11,500	Nos	57,500 °

67) Transaction: Transfer following Stock Item From Warehouse to Showroom.

Date	Source (Consumption)	Godown	Qty	Rate	Per	Amount
02/05/20	AC Automatic-V	Warehouse	inil<	22,000	Nos	22,000
Date	Destination (Production)	Godown	Qty	Rate	Per	Amount
02/05/20	AC Automatic-V	Showroom	1	22,000	Nos	22,000

- 1) To Display the Stock Journal Vouchers
- 2) Gateway of Tally > Display More Reports > Statements of Inventory > Movement Analysis > Transfer Analysis > Select Voucher Type Stock Journal

Transfer Analysis	M/s, Shriram Elec	tronics					
Systems Particulars		Stock Journal M/s.Shriram Electronics 1-Apr-20 to 2-May-20					
			Is In (Produ Eff. Rate	uction) Value	Goods Quantity		Value
36" LED-LG AC-AUTOMATIC-V			3,565.00	10,995.00		3,665.00	10,995.00
FULLY AUTO W/M - LG			22,000.00 11,500.00	22,000.00 57,500.00		22,000.00 11,500.00	22,000.0 57,500.0
	sele Voucher Entry	ical St	eyda p	niwell	the f	Enter	ezibu
Grand Total	A	9 NOS	3 10,055.00	90,495.00	9 NOS	\$ 10,055.00	90,495.0

3) Press Esc & return to Gateway of Tally

O Physical Stock Voucher:

The actual stock verification in the business is very difficult i.e. the stock mentioned in books and stock in Godown should be equal Ex. If you bought 6 kg of sugar out of which 5 kg is sold out & you may have only 800 gms left. To adjust such kind of problem Tally has introduced a Vouchers called Physical Stock Voucher. On Physical Verification when you find that there is 800 gms of Sugar (instead of 1 kg as per books) You make a Physical Stock Voucher on that day for 800 gms& the stock for subsequent period will be considered as 800 gms. & adjust the Stock (Adjustment of 200 gms done)

Negative Balances : The problem of negative stock also appears in most business concerns i.e. your book shows more quantity issued than that has come in.

Goods Out	Balance
-	10
04	06
07	1
	- 04

To Display the Stock Journal
 Gateway of Tally > Display

	Date	Particulars
Sr. No.		L Payerla Physical Stock Iron - LG is 5 Nos On Snow Room.
68	02/05/20	Stock Check Reveals 1 Hysical Des

1) Gateway of Tally > Vouchers > Press F10 : Other Vouchers > Select Physical Stock (Ctrl+F7) From list of Voucher type > Enter

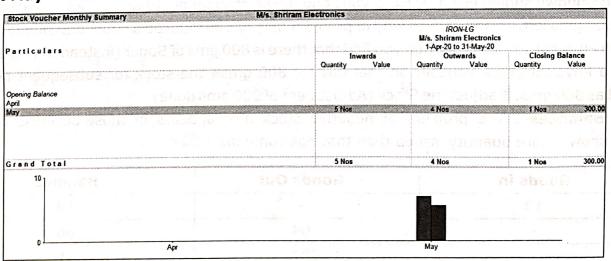
	APPL V
F2 : Date	02/05/20
Name of Item	Iron-LG
Godown	Showroom smuol show
Quantity	5 Nos sandanie signició
Narration	Press Enter 92 < 22
Accept ? Yes or No	Yes

Inventory Voucher Creation Physical Stock No. 1		statuoits	2-May-2 Saturda
Physical Sto	k Verification		
News of Home		n/Lot No. Mfg Dt. Expiry Date Quantity	Amour
Name of Item	Godown Batci	VLOT NO. WING Dr. Examples	

Exercise: Enter the following Physical Stock Voucher Entry

Sr. No.		Particulars Stock Check Reveals Physical Stock Iron - LG is 1 Nos On Show Room.
69	02/05/20	Stock Check Reveals Physical Stock Iron Lo is 1 1103 on Show House

- 3) To Display the physical Stock Voucher
- 4) Gateway of Tally > Stock Summary > LG > Select Iron LG > Press Enter Select May Month for Monthwise Summary



5) Press Esc & Return to Gateway of Tally

ments of Inventory

Gateway of Tally

O Rejections Out

When you reject some items from the goods you purchased, but send its debit note to the supplier later. In this case you have to pass Rejections Out Voucher and raise a Debit Note against this Rejection Note.

* Exercise Penter the Following Refeation Out Volicher being actions

70) Returned Goods To Videocon India Ltd. Nashik Tracking No. RN/TR/001 On Warehouse.

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	21" LCD-V 😁	Warehouse	n 100	9,000	Nos	<i>≥</i> • 9,000 <i>⇒</i> 3

1) Gateway of Tally > Vouchers > Press F10 : Other Vouchers > Select Show Inactive Button > Select Rejections Out (Ctrl+F5) From list of Voucher type > Enter > Press 'YES'

You need to activate the Rejections Out voucher type.

Activate now?

Yes or No

	La Typical Co.
02/05/20	Court the Little on East
Videocon India Ltd.	是中国企业的企业的企业的企业。 2017年1月
Press Enter	THE PERSON NAMED IN T
21" LCD-V	DENIES CAAS
Select RN/TR/001	Short of the Sure Sure Sure Sure Sure Sure Sure Sur
Warehouse	C MARCO CASS
1 Nos	THA YEAR SEAS ON LONG ME
Press Enter	A SAME OF THE SAME
Press Enter	
Yes	
	Videocon India Ltd. Press Enter 21" LCD-V Select RN/TR/001 Warehouse 1 Nos Press Enter Press Enter

	******************	~~~~				100000000000000000000000000000000000000		
ote, t	en you	plier's Name and Address			rib prind		Ledger A	ideocon India L
73) Re	องปรกหย		id asiabyBsE	77 ja 21	1 (275) (275)	MG-AY	O CONTO	
	6 Amount	Quantity Rate per Disc %						ame of Item
	9,000.00	1 Nos 9,000.00 Nos	nwebob	V10	6 367	112/4	2334 2536	1"LCD-V
	9,000.00	Warehouse 1 Nos 9,000.00 Nos					: RIVTR/001	Tracking No.
	05/20	78°1113-V	Warehouse			STAN		

2) Press Enter & Accept the Screen

• Exercise : Enter the Following Rejection Out Voucher transactions

71) Returned Goods To LG India Ltd. Pune Tracking No. RN/ TR/002 On Warehouse

)	Returned Goods to LG India Etal Care				Deta	Per	Amount
	Date	Description of	Godown	Qty	Rate	PCI	1,2 45.5
		Goods		V 201	9,000	Nos	9,000
	02/05/20	14" LCD-LG	Warehouse		9,000	1100	man of the same

72) Returned Goods To Shilpa Electronics Nasik Tracking No. RN/TR/003 On Warehouse

MCCurrica o					Don	Amount
Date	Description of	Godown	Qty	Rate	Per	Amount
	Goods		2 - 2 - 1	684	Nos	684
02/05/20	Audio Speedking-LG	Warehouse	ŋ 1 ŋ 1 2	004	120)	uco anotos.

1) To Display the Purchase Bill Pending Voucher

2) Gateway of Tally > Display More Reports > Statements of Inventory > Purchase Bills Pending > Press Alt+F5: Detailed

Purchas	e Bills Pending		M/s. Sh	riram Electronics			1-Apr-20	to 2-May-20
Purchase	e Bills Pending				Initial	Pending	Rate	Value
Date	Tracking Name of Item				Quantity	Quantity	(Disc %)	
Dute	Number		(10 (2010				
Goods Re	cd. but Bills not Recd. :				7 Nos	6 Nos	9,000.00	54,000.0
2-May-20	RN/TR/001 21"LCD-V							
	From: Videocon India Ltd 2-May-20 Rcpt Note 1 7 Nos @ 2-May-20 Rej Out 1 1 Nos @	9,000.00 9,000.00		ius Pams & Address	9 % d 	6 Nos	9,000.00	54,000.0
2-May-20	RN/TR/002 14" LCD-LG From: LG India Ltd.							
	2-May-20 Rept Note 2 7 Nos @ 2-May-20 Rep Out 2 1 Nos @	9,000.00 9,000.00			7 Nos	6 Nos	684.00	4,104.0
2-May-20	RN/TR/003 Audio Speed King-LG							
	From: Shilpa Electronics 2-May-20 Rcpl Note 3 7 Nos @	684.00						
	2-May-20 Rej Out 3 1 Nos @	684.00 -			7 6 . 2 Nos	2 Nos	10,000.00	20,000.0
2-May-20	RN/TR/004 FULLY AUTOMATIC W/M From: Kitchen Appliance	I-V						
	2-Hay-20 Rcpf Note 4 2 Nos @	10,000.00			23 Nos	20 Nos		1,32,104.0
							-	

3) Press Esc & Return to Gateway of Tally

O Rejection In:

The goods sold to customer are returned if the customers does not immediately send you a debit note, then you have to pass Rejection In voucher to bring the sold goods back in to your Stock. 73) Returned Goods To Shraddha Electronics Nasik Tracking No. DN/TR/002 On Warehouse.

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	28" LCD-V	Warehouse	1	12,700	Nos	12,700

iveis9 (1

1) Gateway of Tally > Vouchers > Press F10 :Other Vouchers > Select Show Inactive Button > Select Rejections In (Ctrl+F6) From list of Voucher type > Enter > Press 'YES'

You need to activate the Rejections In voucher type.

Activate now?

Yes or No

F2: Date	73
	02/05/2020
Ledger Account	Shraddha Electronics
Customer's Name & Address	Enter
Name of Item	28" LCD-V
Tracking No	DN/TR/002
Godown	Warehouse
Quantity	1 Nos
Rate	Enter
Amount of of loading	12,700

***************************************	Ledger Accoun	1		Cueto	mer's Name and Address	Saturday
Shraddha Electronics			Shradd Nashik	ha Electronics	20-00170/10 20-00170/10	350 3
Name of Item	OEB.II.		arbj.	Showroom	Quantity Rate p	er Disc % Amount
28"LCD-V Tracking No. : DN/TR/002				20162:87	1 Nos 12,700.00 N Warehouse 1 Nos 12,700.	
ing Exemple		0503\60	100	and distribution	The section of	
Narration:					1 Nos	12,700.0

2) Press Enter & Accept the Screen

Exercise: Enter the Following Rejection In Voucher

74) Returned Goods To Poojara Agencies Pune Tracking No. DN/TR/003 On Showroom

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	165 Liter-Ref-LG	Showroom	1	8,540	Nos	8,540

75) Returned Goods To Sony Electronics Mumbai Tracking No. DN/TR/004 On Showroom

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	19" LED-V	Showroom	1	5,000	Nos	5,000

1) To Display the Sales Bill Pending Voucher

2) Gateway of Tally > Display More Reports > Statements Of Inventory > Sale Bills Pending > Press Enter > Press Alt + F5: Detailed

> Press Enter > Press Alt 4 F5 . Detailed

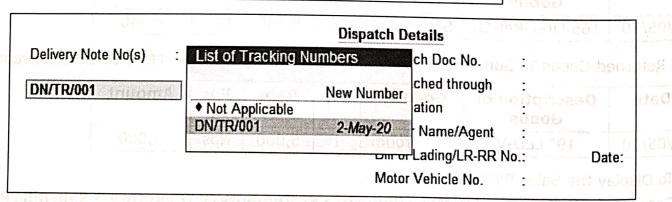
Sales Bil	is Pending						KIND WEEL OF	al and	1-Apr-20	to 2-May-20
Date	Tracking Number	Name of Ite	M	Western William William St.	A to the property control to the state of th		Initi Quantit		Rate (Disc %)	Value
Goods De	livered but Bills	not Made :								
X469420		210 LTR RE					2 No	g 2 Nos	11,890.00	23,780,00
3.11 30	2-May-20 Dely Note	1 28"LCD-V	2 Nos @	11,890.00			5 No	s 4 Nos	12,700.00	50,800.00
z-may-zu	DN/TR/002 2-May-20 Dely Note 2-May-20 Rej In	To: Shraddha 2	Electronics 5 Nos @ 1 Nos @	12,700.00 12,700.00						statione:
2-May-20	DN/TR/003 2-May-20 Dely Note	165 LTR REI To: Poojara Ac 3		8,540.00	20		79H0J03 70		8,540.00	8,540.00
2-May-20	2-May-20 Rej In DN/TR/004	2 19" LED-V	1 Nos @	8,540.00		8 Address	emall 2 em	s 2 Nos	5,000.00	10,000.00
	2-May-20 Dely Note		3 Nos @	5,000.00			e of Item	Nan		
	2-May-20 Rej In	3	1 Nos @	5,000.00			O 91 12 No	s 9 Nos		93,120.00
								Gaga		

- 3) Press Esc & Return to Gateway of Tally
- Following Example Shows One Sales Invoice Linked to Delivery Note
 - 76) Sold Goods to Amol T.V. Center Converting the material Delivered under **Tracking No. DN/TR/001**

Date	Description of Goods	Godown	GST Rate	Qty	Rate	Per	Amount
02/05/20	210 Liter-Ref-LG	Showroom	18%	2	11,890	Nos	28,060.40

1) Gateway of Tally > Vouchers > F8 : Sales

Press F2 : Date	02/05/2020
Reference	Press Enter
Date	Press Enter
Party A/c Name	Amol TV Center
Delivery Note No.	DN/TR/001
Party Details	Press Ctrl+A



2) Press Ctrl+A & Accept the Screen

Accounting Voucher Creation	M/s, Shrie	am Electron				
Sales No. 19 Reference No :	Date		ios Maria de la comunicación de la comu	in in Alexandra and a second	alott errititus	2-May-20
Party A/c name : Amol TV Center Current balance : 23,064.40 Dr Sales ledger : Sales A/c Current balance : 4,54,732.00 Cr	Tone 25 min ros				10000	Saturday
Name of Item			Quantity	Rate (Incl. of Tax)	Rate per Disc %	Amount
210 LTR REF-LG	Weter Vehicle No.		2 Nos	1	1,890.00 Nos	23,780.00
CGST SGST						2,140.20 2,140.20
Narration:		VI 1846-1	2 Nos	ARTIC	ngoonaly ones	28,060.40

- 3) Press Enter & Accept the Screen
- Exercise : Enter the following Sales Invoice Voucher Linked with Delivery Note

Sr. No.	Date	Particulars
77	02/05/2020	Sold Goods to Shraddha Electronics for Rs.65,024.00/- Converting the material delivered under Tracking No. DN/TR/002
78	02/05/2020	Sold Goods to Poojara Agencies for Rs. 10,077.20/- Converting the material delivered under Tracking No. DN/TR/003
79	02/05/2020	Sold Goods to Sony Electronics for Rs. 12,800/- Converting the material delivered under Tracking No. DN/TR/004

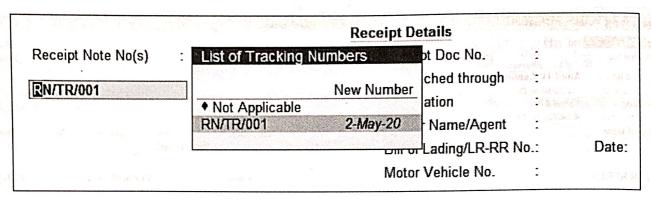
4) Press ESC & Return to Gateway of Tally

1) Following Example Shows One Purchase Invoice Linked to Receipt Note

Sr. No.		Particulars
80	02/05/2020	Purchase Goods From Videocon India Ltd. for Rs. 69,120/- Converting the material delivered under Tracking No. RN/TR/001

2) Gateway of Tally > Vouchers > Press F9 : Purchase (1915)

the state of the s	
Press F2 : Date	02/05/2020
Supplier Invoice No	VL/04 P00\8T\898
Date	02/05/2020
Party A/c Name	' Videocon India Ltd
Receipt Note No.	RN/TR/001
Press Ctrl+A	Accept the Screen
Party Details	Press Ctrl+A



Accounting Voucher Creation M/s.Shriram Electronics	
Purchase No. 7	2-May-20
Supplier Invoice No.: VL/04 Date : 2-May-20	Saturday
Party A/c name : Videocon India Ltd	Ca 12:
Current balance : 4,57,993.80 Cr Purchase ledger : Purchase A/c	
Current balance : 1,71,180.00 Dr	reas anter & Accept the Scoren
Name of Item	Quantity Rate per Disc % Amount
21"LCD-V	6 NOS 9,000.00 NOS 54,000.00
CGST ATTEMPTOR -\08.4\00, Eule Protection and Figure 5 au Line SGST	7,560.00 7,560.00 7,560.00 7,560.00
edgera i general fun Pg. 20 (20). Convening Una Smith	6 NOS 444 6 69,120.00

- 3) Press Enter & Accept the Screen
- Exercise: Enter the following Purchase Invoice Vouchers Linked with Receipt Note

Sr. No.	Date	Particulars
81	02/05/2020	Purchase Goods From LG India Ltd. Invoice No. LG/04 for Rs.63,720/-Convert the material received under Tracking No. RN/TR/002
82	02/05/2020	Purchase Goods From Shilpa Electronics Invoice No. SE/01 for Rs.4,842.72/- Convert the material received under Tracking No. RN/TR/003
83	02/05/2020	Purchase Goods From Kitchen Appliances Invoice No. KA/01 for Rs.25,600/- Convert the material received under Tracking No. RN/TR/004

4) Press Enter & Accept the Screen

- 1) To Check whether you have enter correctly
- 2) Gateway of Tally > Display More Reports > Trial Balance.
- 3) The total of debit side and credit side in the Trial balance should be Rs. 85,53,948.95

Particulars Over 15 Ou man	s of entires it becomes difficult to match a payor	M/s. Shriram 1-Apr-20 to Closing I	2-May-20
with the state of		Debit	Credit
Capital Account Loans (Liability) Current Liabilities	on s F11 > Enable Britchise PAGV 18 Hysse activi-		6,18,476.00 13,32,619.00
Fixed Assets nvestments Current Assets	e screen Period for the following each Ledgers	2,74,654.00 1,75,500.00	1.A+h10 a
Sales Accounts Purchase Accounts Direct Expenses Indirect Expenses	r > hedger		5,33,703.25
bard digmon	wint la constitution of Farty.	metr later	office in
60 Q	a 19 Days A Bhaysar T.V. Center		ectronics
Grand Total		85,53,948.95	85,53,948.95

- 4) Press Esc & Return to Gateway of Tally
- 5) Gateway of Tally > Stock Summary > Press Alt+F5: Detailed

Particulars 200000A Supplies		15 Dave			M/s. Shriram Electronics 1-Apr-20 to 2-May-20		
न्त्री कर्षे वर्षाच्या	Shillian Stellar	Days	2	CI Quantity	osing Balan Rate	ce Value	
eray i Tree rubis	Marinta Flodronies		Cr		papir	imacito 3	
_G				257 Nos	8,123.95	20,87,854.0	
14° LCD-LG	Tulsi Deph. Stores	D978		46 Nos	9,000.00	4,14,000.0	
165 LTR REF-LG				25 Nos	7,540.00	1,88,500.0	
210 LTR REF-LG	Sagar Enterprises	Days	12	31 Nos	10,890.00	3,37,590.0	
24"LCD-LG				23 Nos 34 Nos	9,590.00 3.665.00	2,20,570.0	
36" LED-LG	Sarika Agencies			26 Nos	684.00	1,24,610.0 17,784.0	
Audio Speed King-LG FULLY AUTOMATIC W/M-LG	Shairti Electronics	Days		39 Nos	11,500,00	4.48.500.0	
IRON-LG	23) 100013 1340110	CALL		1 Nos	300.00	300.0	
SEMI AUTOMATIC W/M-LG	Visinal Electricals	2758		32 Nos	10,500.00	3,36,000.0	
/ideocon	the second secon			268 Nos	9,808.88	26,28,780.0	
165" LTR-REF-V	Laxmi Agencies	Days	30	32 Nos	7,740.00	2,47,680.0	
10" I CD 1/				50 Nos	4,200.00	2,10,000.0	
21"LCD-V	norditendra Electricate			45 Nos	9,000.00	4,05,000.0	
24"LCD-V	1	01.00	7. 6	40 Nos	10,590.00	4,23,600.0	
28"LCD-V	A.J. Electronics			11 Nos	12,000.00	1,32,000.0	
AC AUTOMATIC-V				27 Nos 36 Nos	22,000.00 10,000.00	5,94,000.0 3,60,000.0	
FULLY AUTOMATIC W/M-V		Way of Tally	o year		9.500.00	2,56,500.0	
SEMI AUTOMATIC W/M-V		France in Arrest	10000	21 1103	3,300.00	2,00,000.0	
Grand Total		***************************************		525 Nos		47,16,634.0	

6) Press Esc & Return to Gateway of Tally

Bill-Wise Details sine even cov refrest, Noeth of (1

If you make an entry to a ledger that needs Bill Wise Details, you have to give the details of the bill at the voucher entry itself. Where you can see the details of bills, specific credit periods and get the correct outstanding result (Balance) of each ledger.

Where there are large nos of entries it becomes difficult to match a payment to an Invoice. So the details of creditors and debtors are maintained at the Invoice level this is called Bill-Wise Accounting.

O Activation of Bill-wise Details

- Gateway of Tally > Press F11 > Enable Bill-wise entry to 'Yes'
 Press Ctrl+A to Accept the screen
 Setting the Default Credit Period for the following each Ledgers
- 2) Gateway of Tally > Alter > Ledger

Name of Party	Default Credit Period
Jain Electronics	15 Days
Aditi Agencies	18 Days
Zankar Agencies	10 Days
Amol T.V. Center	10 Days
LG India Ltd.	10 Days
Videocon India Ltd.	15 Days
Kitchen Appliances	18 Days
Shri Balaji Ltd.	15 Days
Sunny Enterprises	12 Days
Sharp Electronics	20 Days
Shraddha Electronics	21 Days
Sony Electronics	22 Days
Pardesi Radio	12 Days
Hitesh Agencies	10 Days
Jalaram T.V. Center	30 Days
Baren International	25 Days
Surbhi Electricals	15 Days

Name of Party	Default Credit Period
Bhavsar T.V. Center	24 Days
Sindhu Distributors	15 Days
Uptron India Ltd	21 Days
Nirmal Enterprises	10 Days
Meena Agencies.	15 Days
Suresh Agencies	14 Days
Unique Agencies	16 Days
Shilpa Electronics	10 Days
Mamta Electronics	12 Days
Tulsi Dept. Stores	10 Days
Sagar Enterprises	21 Days
Sarika Agencies	15 Days
Shakti Electronics	15 Days
Vishal Electricals	10 Days
Laxmi Agencies	25 Days
Jitendra Electricals	15 Days
A.I. Electronics	10 Days

3) Press **Esc** and **Return** to **Gateway of Tally**

O Bill-Wise Details In Purchase Voucher Entry

84) Purchase Goods From Videocon India Ltd Nashik with Ref. No. **VL-05** On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	28" LCD-V	85030010	28%	22	12,000	Nos	30,720

- 1) Gateway of Tally > Vouchers > Press F9 : Purchase > Press F12 : Configure > Set Following Option to 'No'
 - Use default Bill-wise details for Bill Allocation

	-				•
	SOM	1979-1762	Annuend		5
	Press Enter	Press Cirl FA	Rate		
: Yes	Press Enter	pales Mc	Amount		
: No	Press Enter	Das Little II :	CGST BLA		
	Press Enter	Rank Dataila	SGST		, i i i i i i i i i i i i i i i i i i i
	85 V1 105	ICHE WORLD SERVICE	ing Vousboe		Yes
alictoh trong				•	Yes
inport details				-	No
	Committee of the committee of the committee of			544 P	, ,
unt for Item Allocation	Fig. Mar. U.S.	THE RESERVE			
or Bill Allocation	- : No	-	LOOT	Tama of D	No
ns for Ledgers	: No			× C -	No Yes
ns for Stock Items	: No		•		res 0
nce	: Yes			7	Greater or Lesser
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	: No	JET SH			
cher creation	: Yes	1 1 22 19			
Party A/c		Saleste Jaya	137.7		
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	: No	-			SOUNDED TO THE SECON
	nport details unt for Item Allocation or Bill Allocation as for Ledgers as for Stock Items ance ar entry olds) cher creation Party A/c gers acher date	: Yes : No : No : No : No : No : No : No	: Yes : No mport details : No mport details : No mport details : No mport details : Yes in the filter Allocation : No more for Ledgers : No more for Stock Items ince : Yes ince : No ince	: Yes : No : No Inport details : Yes In No Inport details : Yes Inport details : No Inport details : No Inport details : Yes Inport details : No Inport details : No Inport details : Yes Inport details : No Inport details : No Inport details : No Inport details Inport deta	: Yes : No Inport details : Yes Inport details : No Inport details : No Inport details : Yes Inport details : No Inport details :

2) Press Ctrl+A to Accept the Configuration Screen.

5) Prees Esc and Return to Gateway of Tally

o Bill-Wise Details In I

		and the second of the second
F2: Date	01/06/2020	Il-Wise Details In I
Supplier Invoice No	.VL/05 I HODGODIV II	p Purchase Goods Fro
Date	01/06/2020	mad Flatson
Party A/c Name	Videocon India Ltd	THE SECTION
Receipt Note No.	Not Applicable	01/06/20 25
Party Details	Ctrl+A	- 141 C C S
Purchase Ledger	Purchase A/C	Galeway of Tally
Name of Item	28" LCD-V	Set Following Option
Tracking No	Not Applicable	e Use default Bill-
Godown	Warehouse	
Quantity	2 Nos	A CO
Rate	Press Enter	nottajupilne)
Amount	Press Enter	Shell more configurations
CGST	Press Enter	
SGST	Press Enter	min of the control
Types New R	tef as VL/05	Provide Substitute and the

- fina ket		or: Videocon India ₹ 30,720.00 Cr	Ltd and and the control of
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jun-20)	Amount Dr/ Cr
New Ref	VL/05	15 Days	30,720.00 Cr
		(16-Jun-20)	Journal of Selection of Selection (Communication)

Purchase No. 11 Supplier Invoice No.: VL/05 Dat	e : 1-Jun-20			Some Salance Mis	1-Jun-20 Monday
Party A/c name : Videocon India Ltd Current balance : 5,57,833.80 Cr Purchase ledger : Purchases A/c Current balance : 3,27,284.00 Dr		No Ro		г Сындару (ув. Вехидец	o de el
Name of Item			Quantity	Rate per Disc %	Amoun
28"LCD.V	een.	digmation Scr	2 Nos 1	2,000.00 Nos	24,000.00
					3,360.00 3,360.00
CGST SGST					

- 4) Press Enter & Accept the Screen
- 5) Prees Esc and Return to Gateway of Tally

O Bill-Wise Details In Sales Voucher Entry

85) Sold Goods To Bhavsar T.V. Center Thane With Ref. No. 101 On Showroom

Date	Description of Goods	HSN/SAC Code	de la companya della companya della companya de la companya della	the same of the same	Rate	Per	Amount
02/06/20	165 Liter Defile	0700		,537.2			
02/00/20	165 Liter-Ref-LG	85022100	18%	3	8,540	Nos	30,231.60

1) Gateway of Tally > Vouchers > Press F8 : Sales

	What Taking	From \$10.7
F2: Date	02/06/2020	Osi
Reference	101	-
Date	02/06/2020	- 4
Party A/c Name	Bhavsar T.V. Center	3) Set the Following optic
Delivery Note No.		• Show Consignee D
Party Details	Press Ctrl+A	Press Enter to Select
Sales Ledger	Sales A/c	
Name of Item	165 Liter-Ref-LG	
Tracking No	Not Applicable	
Godown	Showroom	
Quantity	3 Nos	
Rate	Enter	
Amount	Enter	
CGST	Enter	
SGST	Enter	
Types New	Ref as 101	

4 =		or: Bhavsar T.V.Cen ₹ 30,231.60 Dr	
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jun-20)	Amount Del
New Ref	101 625 838 88	24 Days (25-Jun-20)	30,231.60 Dr
		10 T , I'm 7416	30,231.60 Dr

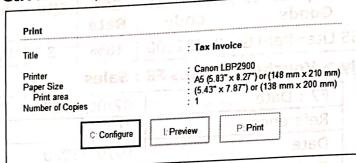
Sales No. 23 Reference No : 101	Date : 2-Jun-2	o de la companya de l		2-Jun-26 Tuesday
Party A/c name : Bhavsar TV Cer Current belance : 1,24,956.00 Dr Sales ledoer : Sales A/c	Ref	A content Brase Guerracy And A count for Support America (A) A marketin		
Current calance : 5,73,472,69 Cr		Quantity	Rate per Disc %	Amous
Name of Item		S 72	abelia.	
165 LTR REF-LG		RC (merchan Mrs Nos (et Rese of Premission of the research of the contract of		25,620.00
cest				2,305.8 2,305.8
		3 Nos	a make the total	30,231.6

²⁾ Press Enter & Accept the Screen

O Printing Tax Invoice

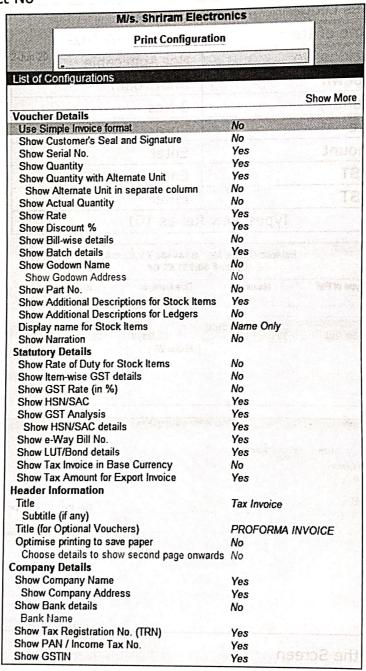
1) Press Page Up Key and then Ctrl+P and press C: Configure Button

2) Use Simple Invoice Format to 'No



- 3) Set the Following option to 'No' under Party Details
 - Show Consignee Details

Press Enter to Select No



Party Details	
Show Name and Address from Party master	TO CONTRACT TO THE TANK AND
Show / watess in a Continuous line	No No
Display name for Parties	No
Show Buyer's Tax Registration No.	Name Only
Show PAN / Income Tax No.	Yes
Show Buyer's GSTIN	SETTLUM STACAPS SESSION N
Show State Name & State Code	Yes
Show Place of Supply	Yes
Show Consignee details	No
Order and Dispatch Details	No
Show Reference No.	
Show Order details	Yes
Show Dispatch details	Yes
Show Torms of Development 1.5.	Yes
Show Terms of Payment and Delivery	Yes
Show Export details	No.
Footer Information	1202
Show Declaration	Yes some on shown and
Show Base Currency Symbol for Total	Yes
Printer Settings	
Printer	Canon LBP2900
Number of copies	
Print Transporter's Copy	Yes

- 3) Press Ctrl+A to Accept the Screen
- 4) Press I: Preview
- 5) Click on **Zoom Button** to View the following Screen

ser your Provising Two Hundred Thing One and Sody as

				In	voic	e No.		Date	Thornest T
Ws. Shriram Electronic 904.Btreet No.14.	29			2	3			2-Ju	n-20
lear Metro Theater =ort-Mumbal	23	elerin	of the first			ry No	ote	Mode∏e	miso! Payment
9STINUIN: 27AADFA9350N1 Rale Name: Maharashra, Code I-Mail: Shriram@gmail.co	27 2011		etill si,	Re	fereno	e No. &	Date.	Other	References
Buyer (Bill to)						. 2-Ju			ar in the contract of
3havsar TV Center Thane				B	ıyers	Orde	rNo.	Date	d Ware
3STIN/UIN: 27ACAPS3539 State Name: Maharashtra, C		- 1 22 % ; • 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		D	ispato	ch Do	e No.	Delive	ry Note Date
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				21 S	in()	eion	e q -1		order a
Deposition of Contr	Jay	HSN/SAC	Quantity	R	ate	lper	Disc.	2/2	Amount
Description of Goods	704	11314/3/10	Quantity			F	707	75 11	: Ward
1 165 LTR REF-LG		85022100	3 Nos	8,54	0.00	Nos	i In	2 34	5,620.00
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Amount Chargeable (in words) INR Thirty Thousand	Two Hu	ndred Th	nirty One	e and	d Siz	xty p	aise	e Onh	
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85022100		25,620.00	9% 2	.305 .305		3%		05.80	
Tax Amount (in words): INR F		25,620.00 usand Si:				n an			
Declaration						f	or M/s	s. Shrira	m Electronics
We declare that this invoi								A soften	rised Signator
			l					Autk	THE STATE OF THE STATE OF

- Exercise: Enter the following Purchase Voucher Using Bill By Bil Option 600 Basicard (59
 - 1) Note: In All the Following Entries Select Tracking Number as Not Applicable
 - 2) Note: For All Entries Select New Reference as Bill by Bill
 - 86) Purchase Goods From Shri Balaji Ltd, Aurangabad With Ref. No. SBL- 01 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	24" LCD-LG	85121000	18%	5	9,590	Nos	56,581

87) Purchase Goods From Videocon India Ltd. Nashik with Ref. No. VL-06 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	19" LED-V	85030010	28%	10	4,200	Nos	53,760

88) Purchase Goods From Kitchen Appliances, Thane with Ref. No. KA-02 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Fully-Automatic W/M-V	85021100	28%	5-	10,000	Nos	64,000

89) Purchase Goods From Shilpa Electronics, Nashik with Ref. No. SE-02 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	4" LCD-LG	85121000	18%	7	9,000	Nos	74,340

90) Purchase Goods From Videocon India Ltd, Nashik with Ref. No. VL-07 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	AC Automatic-V	85021100	28%	5	22,000	Nos	1,40,800

91) Purchase Goods From LG India Ltd, Pune with Ref. No. LG/05 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	36" LED-LG	85121000	18%	4	3,665	Nos	17,298.80
01/06/20	Audio Speed king-LG	85022100	18%	15 2\421	684	Nos	12,106.80
1000	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	42.42	or an	niciae	THE STATE OF THE S	Total	29,405.60

92) Purchase Goods From Sharp Electronics, Pune with Ref. No. SE-01 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Fully-Automatic	85021100	28%	(3)	10,000	Nos	38,400
77,00,20	W/M-V	a Lao	15 700	15021	1/-1911	79117	ir ocyany

93) Purchase Goods From Sunny Enterprises, Nagpur With Ref. No. SENT/100 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	24" LCD-LG	85121000	18%	2	9,590	Nos	22,632.40

94) Purchase Goods From Sharp Electronics, Pune With Ref. No. SE/002 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rat	е	Per	Amount
01/06/20	19" LED-V	85121000	28%	2	4,20	0	Nos	10,752.00
01/06/20	165 Liter-Ref-LG	8522100	18%	1	7,54	0	Nos	8,897.20
						To	otal	19,649.20

95) Purchase Goods From Kitchen Appliances, Thane With Ref. No. KA/03 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-LG	85022100	18%	2	10,500	Nos	24,780

96) Purchase Goods From Shilpa Electronics, Nashik With Ref. No. SE/03 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	165 Liter-Ref-V	85021100	28%	2 1	7,740	Nos	19,814.40

97) Purchase Goods From Unique Agencies, Thane With Ref. No. UA/01 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	24" LCD-V	85030010	28%	3,	10,590	Nos	40,665.60

98) Purchase Goods From Sharp Electronics, Pune With Ref. No. SE/003 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	36" LED-LG	85121000	18%	5	3,665	Nos	21,623.50

99) Purchase Goods From Videocon India Ltd, Nashik With Ref. No. VL/08 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	165 Liter-Ref-V	85021100	28%	. 5	7,740	Nos	49,536

100) Purchase Goods From LG India Ltd, Pune With Ref. No. LG/06 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-LG	85022100		5	10,500	Nos	61,950

101) Purchase Goods From Suresh Agencies, Aurangabad With Ref. No. SA/101 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	28" LCD-V	1		2 11 2	10.2.10	of Sad	
	To ECD V	85030010	28%	1.23	12,000	Nos	30,720

102) Purchase Goods From Meena Agencies, Pune With Ref. No. MA/102 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Audio Speed king-LG	85022100	18%	5	684	Nos	4,035.60

103) Purchase Goods From Videocon India Ltd, Nasik With Ref. No. VL/09 On Warehouse

Date Januaria	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-V	85021100	28%	5 068	9,500	Nos	01/06/10

104) Purchase Goods From Shri Balaji Ltd, Aurangabad With Ref. No. SBL/02 On Showroom

Date	Description of			Qty	Rate	Per	Amount
Mangaa	Goods	Code	Rate	MPH	Ber region	innant	nated !
01/06/20	36" LED-LG	85121000	18%	3	3,665	Nos	12,974.10

105) Purchase Goods From Shilpa Electronics, Nasik With Ref. No. SE/04 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty mogA.	Rate	Per ds Fro	Truchase Go
01/06/20	210 Liter-Ref-LG	85022100	18%	5	10,890	Nos	64,251

106) Purchase Goods From Nirmal Enterprises, Aurangabad With Ref. No. NE-200 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty sihn!	Rate	Per	Amount
01/06/20	36" LED-LG	85121000	18%	_1	3,665	Nos	4,324.70
01/06/20	165 Liter-Ref-V	85021100	28%	1	7,740	Nos	9,907.20
00,31	200 000 6	E W08C		EDER	T	otal	14,231.90

107) Purchase Goods From Videocon India Ltd, Nashik With Ref. No. VL/10 On Warehouse

:Date :/	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Perc	Amount
01/06/20	AC Automatic-V	85022100	28%	2	22,000	Nos	56,320

108) Purchase Goods From Uptron India Ltd, Pune With Ref. No. UIL/111 On Showroom

Date (A	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per (Amount
01/06/20	36" LED-LG	85121000	18%	13 1 3	3,665	Nos	4,324.70

109) Purchase Goods From Kitchen Appliance, Thane With Ref. No. KA/04 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-V	85022100	28%	5	9,500	Nos	60,800

110) Purchase Goods From Baren International, Mumbai With Ref. No. BI/101 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	21" LCD-V	85030010	28%	7	9,000	Nos	80,640

111) Purchase Goods From Sindhu Distributors, Pune With Ref. No. SD/101 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-V	85021100	28%	3 1056	9,500	Nos	36,480

112) Purchase Goods From Suresh Agencies, Aurangabad With Ref. No. SA/102 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	210 Liter-Ref-LG	85022100	18%	4	10,890	Nos	51,400.80

113) Purchase Goods From Uptron India Ltd, Pune With Ref. No. UIL/112 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	19" LED-V	85030010	28%	3	4,200	Nos	16,128

114) Purchase Goods From Kitchen Appliance, Thane With Ref. No. KA/05 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	28" LCD-V	85030010	28%	5	12,000	Nos	76,800

115) Purchase Goods From Sharp Electronics, Pune With Ref. No. SE/004 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	165 Liter-Ref-V	85021100	28%	3	7,740	Nos	29,721.60

116) Purchase Goods From LG India Ltd, Pune With Ref. No. LG/07 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	165 Liter-Ref-LG	85022100	18%	5	7,540	Nos	44,486

117) Purchase Goods From Nirmal Enterprises, Aurangabad With Ref. No. NE/201 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	36" LED-LG	85121000	18%	10	3,665	Nos	43,247

118) Purchase Goods From Videocon India Ltd, Nasik With Ref. No. VL/11 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Fully-Automatic W/M-V	85021100	28%	√и 5 н оЭ	10,000	Nos	64,000

119) Purchase Goods From Kitchen Appliance, Thane With Ref. No. KA-06 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	21" LCD-V	85030010	28%	7	9,000	Nos	80,640

To Check whether you have Entered correctly

- 1) Go To Gateway of Tally > Stock Summary
- 2) Change the Period From 01-04-2020 To 02-06-2020
- 3) Press Alt+F1: Detailed

VEWSTER OF OR

Stock Summary			Ws. Shriram E	lectronics	1-	Shriram Elect Apr-20 to 2-Jur Closing Balan	n-20
MILITARIA MARINA MARIA M					Quantity	Rate	Value
particulars	64654	manus mumanus manus	THE THE PARTY OF T		200	00	25,13,754.0
Million White Company of the Company	THE PARTY OF THE P		935-2	5000	334 Nos		4,77,000.0
				ರ್ಷ-೧೯೮೮ ಕ್ರಮ	53 Nos 28 Nos		2,11,120.
G		(C)			40 Nos	10,890.00	4,35,600
14°1CD-LG	Distriction				30 Nos	9,590.00	2,87,700.
165 LTR REF-LG					58 Nos	3,665.00	2,12,570.
210 LTR REF-LG			HIIW BILL	lectronics, Pr	46 Nos	684.00	31,464.
247CD16	10/35 0				39 Nos	11,500.00	4,48,500. 300.
36" LED-LG Audio Speed King-LG				~ ~ ~ 1 10.234	1 Nos		4.09,500.
FULLY AUTOMATIC WALLS	Rate		A. C. C.	The Instant	39 Nos		34,50,190.
						9,773.91	34,30,190.
211100				0120-1	353 Nos	3,7,70.00	
211100			91EH	31307	43 Nos	7,740.00	3,32,820.
IRON-LG SEMI AUTOMATIC W/M-LG			1985 1985	850/1100	43 Nos 65 Nos	7,740.00 4,200.00	3,32,820. 2,73,000.
IRON-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V		3	1896 1896	850.1100	43 Nos 65 Nos 59 Nos	7,740.00 4,200.00 9,000.00	3,32,820. 2,73,000. 5,31,000.
IRON-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V 19" LED-V		ε	28%	850-1100	43 Nos 65 Nos 59 Nos 43 Nos	7,740.00 4,200.00 9,000.00 10,590.00	3,32,820. 2,73,000. 5,31,000. 4,55,370.
IRON-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V 19" LED-V 21" LCD-V		ε	28%	850 1100	43 Nos 65 Nos 59 Nos 43 Nos 20 Nos	7,740.00 4,200.00 9,000.00 10,590.00 12,000.00	3,32,820. 2,73,000. 5,31,000. 4,55,370. 2,40,000. 7,48,000.
IRON-LG SEMI AUTOMATIC W/M-LG ideocon 165" LTR-REF-V 191" LCD-V 24" LCD-V		1 E	Nate 28%	850 1100	43 Nos 65 Nos 59 Nos 43 Nos 20 Nos 34 Nos	7,740.00 4,200.00 9,000.00 10,590.00 12,000.00 22,000.00	3,32,820. 2,73,000. 5,31,000. 4,55,370. 2,40,000. 7,48,000.
IRON-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V 19" LED-V 21" LCD-V 24" LCD-V		E No. Le	Rate 28%	850 1100 850 1100	43 Nos 65 Nos 59 Nos 43 Nos 20 Nos 34 Nos 49 Nos	7,740.00 4,200.00 9,000.00 10,590.00 12,000.00 22,000.00 10,000.00	3,32,820. 2,73,000. 5,31,000. 4,55,370. 2,40,000. 7,48,000. 4,90,000.
IRON-LG SEMI AUTOMATIC W/M-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V 19" LED-V 21" LCD-V 24" LCD-V 28" LCD-V 36" AC AUTOMATIC V 5111 V AUTOMATIC W/M-V	2,743 /07 Qr	1 ε ου ον	lith Kef	850 1100 850 1100 8166 Punc	43 Nos 65 Nos 59 Nos 43 Nos 20 Nos 34 Nos	7,740.00 4,200.00 9,000.00 10,590.00 12,000.00 22,000.00 10,000.00	3,32,820. 2,73,000. 5,31,000. 4,55,370. 2,40,000. 7,48,000. 4,90,000.
IRON-LG SEMI AUTOMATIC W/M-LG Ideocon 165" LTR-REF-V 19" LED-V 21" LCD-V 24" LCD-V	7,743 /07 Gr	ε Νο υς 1254	Rate 28%	850 1100 81td. Punc	43 Nos 65 Nos 59 Nos 43 Nos 20 Nos 34 Nos 49 Nos	7,740.00 4,200.00 9,000.00 10,590.00 12,000.00 22,000.00 10,000.00	3,32,820. 2,73,000. 5,31,000. 4,55,370. 2,40,000. 7,48,000. 4,90,000.

- 4) Press Esc & return to Gateway of Tally
- Exercise: Enter the Following Voucher of Sales Invoice using Bill by Bill option.
 - Note: In all the following Entries Select Tracking Number as Not Applicable
 - Note: Type Ref. No. as Invoice No. for all the entries in Bill by Bill Screen.
 - 120) Sold Goods To Amol T.V. Center Nasik With Ref. No. 102 On Warehouse

2010 Goods	10 Allion IIVI Comme	11 212			2-4-	Per	Amount
Date	Description of	HSN/SAC Code	GST Rate	Qty	Rate	PCI	and exerting
e esta	Goods				5,000	Nos	32,000
02/06/20	19" LED-V	85030010	28%	5	3,000	1103	E6 7 2-6 4
02/00/20		1 25 4	131	121210	. He in an	411.000	

121) Sold Goods To Jain Electronics, Nasik With Ref. No. 103 On Showroom

Date	Description of	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Goods 36" LED-LG	85121000	18%	3	4,665	Nos	16,514.10

122) Sold Goods To Sony Electronics, Mumbai With Ref. No. 104 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount	3
02/06/20	21" LCD-V	85030010	28%	4	10,000	Nos	51,200	الم داء
02,00,			-125 10				entery me	11.7

123) Sold Goods To Zankar Agencies, Pune With Ref. No. 105 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Fully-Automatic W/M-V	85030010	28%	1	11,990	Nos	15,347.20
	36" LED-LG	85121000	18%	5	4,665	Nos	27,523.50
		· · · · · · · ·	6.0			Total	42,870.70

124) Sold Goods To Aditi Agencies, Pune with Ref. No. 106 On Warehouse 102 of about 102 (IEI

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	21" LCD-V	85030010	28%	539	10,000	Nos	38,400

125) Sold Goods To Sony Electronics, Mumbai With Ref. No. 107 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty \Mah	Rate	Per	Amount
02/06/20	Audio Speed king-LG	85022100	18%	10.4 1 15088	780	Nos .	3,681.60

126) Sold Goods To Amol TV Center, Nasik with Ref. No. 108 On Showroom 12 of about block (EE)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	AC Automatic-V	85022100	28%	S(5)2.	23,000	Nos	1,47,200

127) Sold Goods To Bhavsar TV Center, Thane With Ref. No. 109 On Warehouse Tabood blod (481

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	.20 7 :8-	11,890	Nos	98,211.40

128) Sold Goods To Tulsi Dept. Stores, Pune With Ref. No. 110 On Warehouse of about blod (25)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per-	Amount
02/06/20	21" LCD-V	85030010	28%	8.102	10,000	. Nos	12,800

129) Sold Goods To Amol TV Center, Nasik With Ref. No. 111 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per-	Amount
02/06/20	Fully-Automatic W/M-LG	85022100	18%	\$(4,8	12,500 V-	Nos	59,000\2

130) Sold Goods To Aditi Agencies, Pune With Ref. No. 112 On Warehouse 12 of 2000 bio2 (TE)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-LG	85022100	18%	5019	8,540	/Nos	10,077.20

131) Sold Goods To Sony Electronics, Mumbai with Ref. No. 113 On Showroom (1) 2000 bloc (1)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Semi -Automatic W/M-V	85021100	28%	38	9,990	Nos	38,361.60

132) Sold Goods To Pardesi Radio, Nasik With Ref. No. 114 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	AC Automatic-V	85022100	18%	3	23,000	Nos	88,320

133) Sold Goods To Bhavsar TV Center, Thane with Ref. No. 115 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	5.	11,890	Nos	70,151

134) Sold Goods To Zankar Agencies, Pune With Ref. No. 116 On Warehouse 101 2000 bloc (TSI

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-V	85022100	28%	(318	8,240	Nos	31,641.60

135) Sold Goods To Sony Electronics, Pune With Ref. No. 117 On Showroom IT of about block (85)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-V	85021100	28%	5 -	8,240	Nos	52,736

136) Sold Goods To Amol TV Center, Nasik With Ref. No. 118 On Warehouse Applied (851

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Fully-Automatic W/M-V	85022100	18%	5 8	11,990	Nos	76,736

137) Sold Goods To Sony Electronics, Mumbai With Ref. No. 119 On Showroom

Date	Description of Goods	HSN/SAC Code	GST® Rate	Qty	Rate	Per	Amount
02/06/20	Semi-Automatic W/M-V	85021100	28%	3	9,990	Nos	38,361.60

38) Sold Goods To Hitesh Agencies, Pune with Ref. No. 120 On Showroom 2 of about bloc (24)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Pero	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	.()(4)	11,890	Nos !	56,120.80

39) Sold Goods To Jalaram TV Center, Aurangabad With Ref. No. 121 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Pero	Amount
02/06/20	Semi-Automatic W/M-V	85021100	28%	.0.4 3	9,990	Nos	51,148.80

40) Sold Goods To Amol TV Center, Nasik with Ref. No. 122 On Showroom 9 67-2000 1003 (NE

Date A	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Pero	Amount
02/06/20	Audio Speed king-LG	85022100	18%	5)	780	Nos	4,602\\$0

41) Sold Goods To Zankar Agencies, Pune With Ref. No. 123 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	14" LCD-LG	85121000	18%	5	10,000	Nos	59,000

142) Sold Goods To Aditi Agencies, Pune With Ref. No. 124 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	5	11,890	Nos	70,151

143) Sold Goods To Jain Electronics, Nasik With Ref. No. 125 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	24" LCD-LG	85121000	18%	5	10,590	Nos	62,481

144) Sold Goods To Zankar Agencies, Pune With Ref. No. 126 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Audio Speed king-LG	85022100	18%	5	780	Nos	4,602

145) Sold Goods To Sony Electronics, Mumbai with Ref. No. 127 On Showroom (at 200 Moz (BE)

1Date A	Description of	HSN/SAC	GST Rate	Qty	Rate	Per	Amount
	Goods	Code		70207	8,240	Nos	31,641.60
02/06/20	165 Liter-Ref-V	85021100	28%	.(K3)	0,240	1100	

146) Sold Goods To Amol TV Center, Nasik With Ref. No. 128 On Showroom

			GST	Oty	Rate	Per	Amount
Date	Description of Goods	HSN/SAC Code	Rate	QLY	100	Nos	65,024
02/06/20	28" LCD-V	85030010	28%	4	12,700	W65	03,021

147) Sold Goods To Pardesi Radio, Nasik with Ref. No. 129 On Warehouse 1147 of about block (04)

	HSN/SAC Code	Rate	Qty	zba	327	i
CD-LG	85121000	18%	. 5	10,590	Nos	62,481
	ods CD-LG	0.00	ous cour	ous cons	0d3	003

148) Sold Goods To Aditi Agencies, Pune With Ref. No. 130 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	19" LED-V	85030010	28%	5	5,000	Nos	32,000

149) Sold Goods To Amol TV Center, Nashik With Ref. No. 131 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-LG	85022100	18%	3	8,540	Nos	30,231.60

150) Sold Goods To Jain Electronics, Nasik With Ref. No. 132 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	AC Automatic-V	85021100	28%	3	23,000	Nos	88,320

151) Sold Goods To Mamta Electronics, Aurangabad With Ref. No. 133 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	36" LED-LG	85121000	18%	3	4,665	Nos	16,514.10

152) Sold Goods To Aditi Agencies, Pune with Ref. No.134 On Warehouse, and at about bloc (92)

Date	Description of Goods	TION, OAC		Qty	*Rate **	Per	Amount
02/06/20	17. 0	Code	Rate	00	STATE	25	
02/00/20	21" LCD-V	85030010	28%	s0 3 3	10,000	Nos	38,400

153) Sold Goods To Sagar Enterprises, Nagpur With Ref. No. 135 On Warehouse

Date	Description of Goods			Qty	Rate	Per	Amount
02/06/20		Code	Rate	7-:	200	Jet .	1 1
02/06/20	19" LED-V	85030010	28%	\$1.53	5,000	Nos	32,000

154) Sold Goods To Sarika Agencies, Mumbai with Ref. No. 136 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per (Amount
02/06/20	23V-D3V 191	85030010		SO 4 3	\5,000	Nos	25,600

155) Sold Goods To Shakti Electronics, Thane With Ref. No. 137 On Warehouse

Date -	Description of Goods	HSN/SAC Code	GST Rate	Qty	Raten	Per (Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	⊊0. 5 8.,	11,890	Nos	70,151

156) Sold Goods To Vishal Electricals, Mumbai With Ref. No. 138 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	21" LCD-V	85030010	28%	5	10,000	Nos	64,000

157) Sold Goods To Laxmi Agencies, Mumbai With Ref. No. 139 On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Semi-Automatic W/M-V	85021100	28%	3	9,990	Nos	38,361.60
entre, es, company of the company of	Fully-Automatic W/M-LG	85022100	18%	2 5 and Alig	12,500	Nos	29,500.00
	or a grade of the	1 Feb. 100	Min AMA	ASS IN RES DA	stated section area	Total	67,861.60

158) Sold Goods To Surbhi Electricals, Nasik With Ref. No. 140 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	5 5 10 V	11,890	Nos	70,151

159) Sold Goods To Sony Electronics, Mumbai with Ref. No.141 On Showroom Tabood bloc (See

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per (Amount
02/06/20	165 Liter-Ref-V	85021100	28%	3	8,240	Nos	31,641.60

160) Sold Goods To Hitesh Agencies, Pune With Ref. No. 142 On Showroom 2 0 2000 2002 (82)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	24" LCD-LG	85121000	18%	i 053	10,590	Nos	62,481

161) Sold Goods To Jitendra Electricals, Mumbai with Ref. No. 143 On Warehouse 2000 bloc (12)

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	AC Automatic-V	85021100	28%	f0 3)	23,000	Nos	88,320

162) Sold Goods To A.I. Electronics, Mumbai With Ref. No. 144 On Showroom of about the least

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per (Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	\$0. 5 %	11,890	Nos	70,151\
	AC Automatic-V	85021100	28%	2	23,000	Nos	58,880
						Total	1,29,031

Have You Entered the correct voucher entry you can check it in Trial Balance

- 1) Gateway of Tally > Display More Reports > Trail Balance
- 2) The total of debit side & credit side in the Trial balance should be Rs.1,20,76,328.45/-

Particulars		Qty	720	JARVMEN	YO O	M/s. Shriram E 1-Apr-20 to 2	
						Closing Ba	
			53.1 74.27	3002		Debit	Credit
9- 85 Pak							3/202
apital Account oans (Liability)							5,18,476.0 13,32,619.0
urrent Liabilities			100	Onteenas			77,66,655.2
ixed Assets evestments	000,22			301.32000		2,74,654.00 1,75,500.00	
urrent Assets						1,00,34,865.45	
ales Accounts urchase Accounts						15,73,214.00	23,58,578.2
rect Expenses direct Expenses		0.140		Is. Nasik With	ectrica	2,509.00 15,586.00	Soods To
omin 199		VIO		HSN/SAC	le n	olighazac	1 931
Grand Total					*************	1,20,76,328.45	1,20,76,328.4

3) Press Esc & Return to Gateway of Tally

4) To Check Whether you have entered Correctly - mi broom of allies of mission and rated (S)

Gateway of Tally > Stock Summary > Press Alt+F5: Detailed

particulars	M/s. Shriram Electronics			
particulars			hriram Elec pr-20 to 2-Ju	
	Quality Center		osing Balar	
G				
11° LCD-LG		243 Nos	7.340.79	17,83,813.
165 LTR REF-LG		48 Nos	9,000.00	4,32,000
210 LTR REF-LG 24 LCD-LG		24 Nos	7,540.00	1,80,960
% LED-LG	the state of the s	4 Nos	10,890.00	43,560
Audio Speed King-LG	2 Yes or No - a served a Yes	15 Nos	9,590.00	1,43,850
FULLY AUTOMATIC W/M-LG		47 Nos	3,665.00	1,72,255
IRON-LG		32 Nos 33 Nos	684.00 11.500.00	21,888 3,79,500
SEMI AUTOMATIC W/M-LG		1 Nos	300.00	3,79,300
/ideocon		39 Nos	10,500.00	4,09,500
165" LTR-REF-V	and the second s	265 Nos	9,564.26	25,34,530.
19" LED-V		29 Nos	7,740.00	2,24,460
217LCD-V		46 Nos	4,200.00	1,93,200.
247.CD-V		43 Nos	9,000.00	3,87,000.
28 LCD-V			10,590.00	4,55,370.
AC AUTOMATIC-V FULLY AUTOMATIC W/M-V			12,000.00	1,92,000.
SEMI AUTOMATIC W/M-V	THE PARTY.		22,000.00 10,000.00	3,96,000. 4,30,000.
SEMI AUTOWATIO WIM-V		27 Nos	9,500.00	2,56,500
	The second secon	27 7103	3,300.00	2,00,000.
Grand Total				1,144
		508 Nos		43,18,343.

- 5) Press Esc & return to Gateway of Tally
- Bill-Wise Details In Receipt Voucher Entry

Received Cash From Bhavsar TV Center Against Ref- 101 dated 02/06/2020

Date	Account	Particulars	Amount
01/07/20	Cash	Bhavsar T.V. Center	30,231.60

- 1) Gateway of Tally > Vouchers > Press F6 : Receipt > Press F12: Configuration > Set Following option to "Yes"
 - Preallocate bills for Payment/ Receipt/ Journal Vouchers

Show more configurations : Yes		The first statement of the	inn'	9
Seneral Details Jose Cr/Dr instead of To/By during voucher entry Provide Supplier Inv/Ref No. and Date Varn on negative Cash Balance Preallocate bills for Payment/Receipt/Journal Vouchers Show list of Bills for selection Show Final Balances for each Bill Skip the Date field during voucher creation Show Inventory details Show Current Balance of Ledgers Show Balances as on Voucher date	No No Yes	Bank Details Use default Bank Allocations Set Ledger-wise Bank Allocations Remove Bank Date while altering R GST Details Provide Party details for GST Modify Tax Rate details of GST Allow Tax difference up to Actual versus Computed Tax	during voucher creation: deconciled Voucher Sectional EARS TOTAL SOLUTION TO ISSUE	No No No No O Greater or Lesser
Show final Ledger Balance Show Bill-wise Details	: No : Yes			

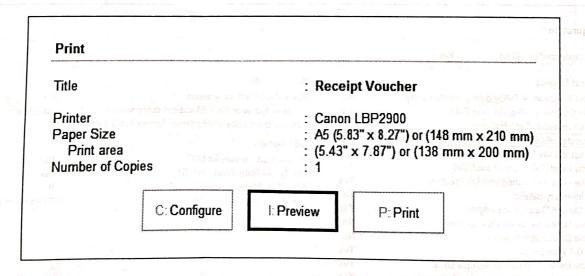
2) Enter the following details to record the receipt transaction of usy social will be a condition of the co

PERIODE FOR TV	The state of the s
F2: Date	01/07/2020
Accounts	Cash
Particular	Bhavsar TV Center
Agst Ref	Select 101 & Press Enter
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Vouche	er Creation M/s. Shi	riram Electronics	1000
Receipt No.	13		1-Jul-20
			Wednesday
Account : Cas			ACAMMAND Y
Current balance : 2,38	5,211.00 Dr		\$4895.CAR.28BA.38 (1912)
Particulars			Amount
Bhavsar TV Center		والمراوات والمستولي والمتابي المتابية والمتابية والمتابي	30,231.60
Cur Bal: 2,63,08	86.80 Dr		16
Agst Ref 101	24 Days 30,231.60 Cr	Aner to Achasa	ress Esc. & return to 6
	(26-Jun-20)	elpt Voucher Butty	-Wise Details in Rec
		sar IV Center Ansinst Raf-	
	Darakove Projection 190		Capita more mara mana
			s/sQ
Narration:	T.V. Center 30,231.6	Cash Bhaysai	US/(VU\LU 30,231.60

O Print the Receipt Voucher

 Press Page Up key and then Ctrl+P and press I: Preview In Print Preview & Show the following screen



2) Press Enter & Press Alt+Z to Zoom the screen and press Esc & Return to administration of the Screen Voucher Entry screen (163) Received Cash and press Esc & Return to administration of the Screen Voucher Entry screen

	and deposited in	Fort-Mumbai	ue From Amel T India (SBI) Cha	
	State Na	ame: Maharashtra, Co	ode : 27	Date
	000,SE E-N	fail: Shriram@gmail.c	SBI Bank MO	01/07/20
		Receipt Voucher	FrograJaja, Electr	Received Cash
	Amount	L. etalunitos (Thubbash	Date
No. : 1	88,320 8	Jain Electronics	Dated	05 1-Jul-20
Par	ticulars	MATERIAL TONO	ad redact many.	Amount
Account	mooma	Farticelais	37830004	9360
	avsar TV Center	Zankar Ageholés	Cash	30,231.60
	st Ref 101	30,231.60 Cr	From Sony Elect	Received Cash
	insome	Partitulars	กลอร์รับ	Date
	51,200	Sony Electronics	Cash	01/07/20
		cles Against Ref. 106	From AultPagen	Received Calib
	inuomA	Particulars	- drugoo/	Date
	38,400	Aditi Agencies	Cash	01/07/20
Through		ronics Against Ref 107	From Sony Elect	Received Cash
Ca	sh ImportAlia	No. 11 Isrsiusitre	Account	Date
	(in words):	Sony Electronics	Cash	01/07/20
INF	R Thirty Thousand	Two Hundred Thirty On	ne and	
Six	• •	Cenum / Car Odolii, ov	una a (SBI) Cha N	₹ 30,231.60
	shuomA	Particulars	Account	Date
	1,42,200	Amal IV, Centella	SSI Babk	01/07/20
		Stores Against Ref. 110	From Tulsi Dept.	Received Cash
	Amount	Particulars		sed Signatory
	20 008,51	Tulsi Dept. Stores	Cash	01/07/20

: MHIOOOA

• Exercise: Enter the following Receipt Vouchers Using Bill by Bill Option A 22919 & 1911 22919 (\$ 163) Received Cash From Jain Electronics Against Ref.- 103

Date	Account	Particulars	Amount
01/07/20	Cash	Jain Electronics	16,514.10

164) Received Cheque From Amol TV Center Against Ref.- 102 and Deposited In State Bank of India (SBI) Chq No. 111050

Date	Account	Particulars 501	Amount
01/07/20	SBI Bank	Amol TV Center	32,000

165) Received Cash From Jain Electronics Against Ref.- 132

Date	Account	Particulars	Amount
01/07/20	Cash	Jain Electronics	88,320

166) Received Cash From Zankar Agencies Against Ref.- 105

Date	Account	Particulars	Amount
01/07/20	Cash	Zankar Agencies	42,870.70

167) Received Cash From Sony Electronics Against Ref.- 104

Date	Account	Particulars	Amount
01/07/20	Cash	Sony Electronics	51,200

168) Received Cash From Aditi Agencies Against Ref.- 106

Date	Account	Particulars	Amount
01/07/20	Cash	Aditi Agencies	38,400

169) Received Cash From Sony Electronics Against Ref.- 107

Date	Account	Particulars	Amount
01/07/20	Cash	Sony Electronics	3,681=60
	DAB	and vining Leadeuplaw	DORBITALION

170) Received Cheque From Amol TV Center Against Ref.- 108 and Deposited In State Bank of India (SBI) Chq No. 111060

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Amol TV Center	1,47,200

171) Received Cash From Tulsi Dept. Stores Against Ref.- 110

Date	Account	Particulars	Amount
01/07/20	Cash	Tulsi Dept. Stores	12,800

185) Received Cas

187) Received Che

188) Received Che

Dake

172) Received Cash From Aditi Agencies Against Ref.- 112 DaspA needs more dead baylassa (181

Date	Account	Particulars	Amount	3
01/07/20	08Cash 32	Aditi Agencies	10,077.20	120

173) Received Cheque From Amol TV Center Against Ref.- 111 and Deposited In 50 beviand (281 . State Bank of India (SBI) Chq No. 111070

Date	Account	Particulars	Amount	01/02/20
01/07/20	SBI Bank	Amol TV Center	59,000	-02/10/10
3.3	The state of the	Complet Newport Meding 22	VI maialat mont	183) Received Cash

174) Received Cash From Sony Electronics Against Ref.- 113

Date	Account	Particulars	Amount	01/07/20
01/07/20	Cash	Sony Electronics	38,361.60	
1.0230		ONICS AMBVIS L.	FOR LIBER FRECTI	(84) Received Cash

175) Received Cheque From Bhavsar TV Center Against Ref.- 115 and Deposited In State Bank of India (SBI) Chq No. 111080 01/07/20

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Bhavsar TV Center	10pA70,151

176) Received Cash From Pardesi Radio Against Ref.- 114

Date	Account	Particulars	Amount	02//0/10
01/07/20	and dead sited	S1 - Pardesi Radio neg/	16 1 88,320 F 61	Received Cine
		90 11 31111	DATA LIGHT STORE	State Bank of

177) Received Cheque From Zankar Agencies Against Ref.- 116 and Deposited In State Bank of India (SBI) Chq No. 111090 01/07/20

Date	Account	Particulars	Amount
01/07/201	SBI Bank	Zankar Agencies	31,641.60
		10.11.00	India (Last) Ging A

178) Received Cheque From Sony Electronics Against Ref.- 117 and Deposited In State Bank of India (SBI) Chq No. 111020

Date	Account	Particulars	Amount	02/10/10
01/07/20	SBI Bank	SF-Sony Electronics 1924	16/n52,736 ¹ eu	Received Che
01/07/20		The second of th	Maria (PRE) Clud L	State Bank of

179) Received Cash From Amol TV Center Against Ref.- 118

Date	Account	Particulars 65	Amount	01/07/20
01/07/20	Cash	Amol TV Center	76,736	7.00
01/07/20	nd Deposited in	Kadio against Net - Las a	ue From Pardesi	89) Received Ched

180) Received Cash From Sony Electronics Against Ref. 1194 prio (182) sibility and 91512

1	eceived Casii	110111 50,	The state of the s		3 - 00
Γ	Date	Account	Particulars	Amount	9364
\vdash		176 -3	Sony Electronics	38,361.60	01/07/20
- 1	01/07/20	Cash	A STATE OF THE PROPERTY OF THE	- Accessor and the second	and the same of th

181) Received Cash From Hitesh Agencies Against Ref.- 120

Date	Account	Particulars	Amount
01/07/20	Cash	Hitesh Agencies	56,120.80

182) Received Cash From Amol TV Center Against Ref.- 122

Date	Account	Particulars	Amount
01/07/20	Cash	Amol TV Center	4,602

183) Received Cash From Jalaram TV Center Against Ref.- 121

Date	Account	Particulars	Amount
01/07/20	Cash	Jalaram TV Center	51,148.80

184) Received Cash From Jain Electronics Against Ref.- 125

Date	Account	Particulars	Amount
01/07/20	Cash	Jain Electronics	62,481

185) Received Cash From Aditi Agencies Against Ref.- 124

Date	Account	Particulars	Amount -
01/07/20	Cash	Aditi Agencies	70,151

186) Received Cheque From Zankar Agencies Against Ref.- 123 and Deposited In State Bank of India (SBI) Chq No. 113010

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Zankar Agencies	59,000

187) Received Cheque From Sony Electronics Against Ref.- 127 and Deposited In State Bank of India (SBI) Chq No. 112020

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Sony Electronics	31,641.60

188) Received Cheque From Zankar Agencies Against Ref.- 126 and Deposited In State Bank of India (SBI) Chq No. 112030

Date	Account	Particulars	Amount
01/07/20	SBI	Zankar Agencies	4,602

189) Received Cheque From Pardesi Radio Against Ref.- 129 and Deposited In State Bank of India (SBI) Chq No. 112040

Date	Account	Particulars	Amount
01/07/20	SBI	Pardeshi Radio	62,481

190) Received Cash From Aditi Agencies Against Ref.- 130 and a more dead beviened (881

Date	Account	Particulars	Amount
01/07/20	Cash	Aditi Agencies	32,000

191) Received Cash From Mamta Electronics Against Ref.- 133

Date	Account	Particulars	Amount	Dute
01/07/20	Cash	Mamta Electronics	16,514.10	01/07/20
	O	121 - 121 - 20110	From Bony clear	OI) Received Cash

192) Received Cash From Amol TV Center Against Ref.- 128

b company was a si		5791 1373 137	. [] - 개설 시유하다 (24	
Date	Account	Particulars	Amount	
01/07/20	Cash	Amol TV Center	65,024	

193) Received Cheque From Amol TV Center Against Ref.- 131 and Deposited In State Bank of India (SBI) Chq No. 112050

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Amol TV Center	30,231.60

194) Received Cash From Sagar Enterprises Against Ref.- 135

Date	Account	Particulars oppos	Amount
01/07/20	Cash	Sagar Enterprises	32,000

195) Received Cheque From Aditi Agencies Against Ref.- 134 and Deposited In
State Bank of India (SBI) Chq No. 112060

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Aditi Agencies	38,400

196) Received Cash From Sarika Agencies Against Ref.- 136

Date	Account	Particulars	Amount
01/07/20	Cash	Sarika Agencies	25,600

197) Received Cheque From Vishal Electricals Against Ref.- 138 and Deposited In State Bank of India (SBI) Chq No. 112070

Date Account		Particulars	Amount
01/07/20	SBI 📜	Vishal Electricals	64,000

198) Received Cash From Shakti Electronics Against Ref.- 137

Date	Account	Particulars	Amount
01/07/20	Cash	Shakti Electronics	70,151

199) Received Cash From Laxmi Agencies Against Ref. 139 page 1104 (not 1200 beviace) (00)

Date	Account	Particulars	Amount	ate
01/07/20	Cash	Laxmi Agencies	67,861.60	7/20

200) Received Cash From Hitesh Agencies Against Ref.- 142

' '	Received Cash	From Hitesh Ag	encies Against Ref 142	From Mamia Ele	191) Received Cash
	Date	Account	Particulars	Amount	otes
	01/07/20	Cash	Hitesh Agencies	62,481	05/20/10

201) Received Cash From Sony Electronics Against Ref.- 141

Date	Account	Particulars	Amount
01/07/20	Cash	Sony Electricals	31,641.60

202) Received Cash From Surbhi Electricals Against Ref.- 140

Date	Account	Particulars 100	T loAmount eur
01/07/20	Cash	Surbhi Electricals	70,151

203) Received Cash From A.I. Electronics Against Ref.- 144

Date	Account	Particulars	Amount
01/07/20	Cash	A.I. Electronics	1,29,031

204) Received Cash From Jitendra Electricals Against Ref.- 143

Date	Account	Particulars	Amount
01/07/20	Cash	Jitendra Electricals	88,320

205) Received Cash From Bhavsar TV Center Against Ref.- 109 (192) sibilities and state

Date	Account	Particulars	Amount	Date
01/07/20	Cash	Bhavsar TV Center	98,211.40	01/07/20

- 1) Press Esc & Return to Gateway of Tally
- 2) To Check whether you have entered correctly
- 3) Go To Gateway of Tally > Display More Reports > Trail Balance

Particulars	turele Aqainab Ref. 13	M/s. Shriram Electronic 1-Apr-20 to 1-Jul-20 Closing Balance	
	(38.08.8.8.	Debit	Credit
Capital Account Loans (Liability) Current Liabilities	Marinoi ba	381	6,18,476.0 13,32,619.0 77,66,655.2
Fixed Assets Investments Current Assets		2,74,654.00 1,75,500.00 1,00,34,865.45	182
Sales Accounts Purchase Accounts Direct Expenses ndirect Expenses		15,73,214.00 2,509.00 15,586.00	23,58,578.2
inunmā	Particulture	3 77	Accou
Grand Total	almosto 15 to 15	1,20,76,328.45	1,20,76,328,4

O Bill-wise Details In Payment Voucher Entry

206) Paid Cheque to Videocon India Ltd Against Ref. No VL/05 Chq No.221050

Date	Account	Particulars	Amount
02/07/20	SBI	Videocon India Ltd.	30,720

1) Gateway of Tally > Vouchers > Press F5: > Select Bank Payment & Enter the Following Details

F2 : Date	02/07/2020	
Accounts	State Bank of India	
Particular	Videocon India Ltd	
Agst Ref	Select VL/05 & Press Enter	
Amount	Press Enter	
10 00.033	Enter Inst No. 221050	
Accept ? Yes or No	Yes	

Accounting Voucher Cre		M/s. Shriram Electronics		
Bank Payment	No. BP/0005/20-21		1 42/8 (2/80)	2-Jul-20
			ing has the second	Thursday
	State Bank of India		make personal	
Current balance : Particulars	7,70,106.80 Dr		Through :	The copy of the second
raiuculais		colon) be	40.00 0.000	Amount
Videocon India Ltd Cur Bal: 9,52 Agst Ref VL/05	2,329.80 Cr	o.oo Dr	Amount (in word) NR Thirty I WR Thirty I Wanty Out	30,720.00
6 757/70	Caso		19-45-	
Narration:	Pile ma to pile and	and the state of the state of	The second secon	30,720,00

- 2) Press Enter & Accept the Screen
- O Print the Payment Voucher
 - 1) Press Page Up key and then Ctrl+P and Select I: Preview & Press Enter
 - 2) Click on Preview Button & Press Alt+Z to Zoom the Print Preview

	Product	in Mulae le	. Balayı Ltd Againsi R	ade at king
Pri	nt	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		9110
Titl Pri	e nt Payment Advice	· No	nk Payment Voucher	2/07/20
Pa	nter per Size unmA Print area	andinoi: A5	non LBP2900 (5.83" x 8.27") or (148 mm x 2 43" x 7.87") or (138 mm x 2	210 mm)
iNu	mber of Copies	gure !: Preview	P:Print	Phid To Shill
	74,340	pa Electronics		0. te

M/s.Shriram Electronics

304, Street No.14, Near Metro Theatre Fort - Mumbai

State Name: Maharashtra, Code: 27 E-Mail: info@shriram.com

Bank Payment Voucher

No. : BP/0005/20-21

Dated: 2-Jul-20

			Amount
Particulars			· M. La Comme
Account: Vide ocon India Ltd Agst Ref VL/05	30,7	20.00 Dr	30,720.00
			et' 5 209334
			- W
			19-12-12-12
			The same and the same
Through:			1 12 1 11 19
State Bank of India			
Amount (in words):			
INR Thirty Thousand	Seven Hu	ndred -	DENOTE TO LOGIC LOCKE
Twenty Only			₹ 30,720.00

Receiver's Signature:

Authorised Signatory

- 3) Press Esc & Return to Gateway of Tally
- Exercise : Enter the following Payment Voucher Using Bill by Bill Option
- Note: Select Voucher Type as a Payment Vouchers for Cash Payment Select Voucher Type as a Bank Payment for Cheque Payment
- 207) Cash Paid To Shri Balaji Ltd Against Ref SBL/01

Date	Account	Particulars	Amount
02/07/20	Cash	Shri Balaji Ltd	56,581

208) Cash Paid To Kitchen Appliances Against Ref KA/02

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	64,000

209) Cash Paid To Shilpa Electronics Against Ref SE/02

Date	Account	Particulars *****	Amount
02/07/20	Cash	Shilpa Electronics	74,340

210) Cheque Paid To Videocon India Ltd Against Ref VL/06 Chq No.221060

Date	Account	Particulars	Amount	
02/07/20	SBI Bank	Videocon India Ltd		115
		Total Ltd	23,700	1. Oak

211) Cash Paid To Sharp Electronics Against Ref SE/001 may A second account of big reso (155

Date	Account	Particulars	Amount	
02/07/20	0 Cash	Sharp Electronics	38,400	0

212) Cash Paid To Sunny Enterprises Against Ref SENT/1002A 22020 A Refuse of bis9 resolution (222)

Date	Account	Particulars	Amount	Date
02/07/20	Cash	Sunny Enterprises	22,632.40	2/07/20

213) Cheque Paid To LG India Ltd Against Ref LG/05 chq No.221070 COORD OF DIST SUPPLY (223)

Date	Account	Particulars	Amount	oisa
02/07/20	SBI Bank	LG India Ltd ov	29,405.60	02/07/20

214) Cheque Paid To Videocon India Ltd Against Ref VL/07 Chq No. 221080

Date	Account	Particulars	Amount	Date
02/07/20	SBI Bank	Videocon India Ltd	1,40,800	1/07/20

215) Cash Paid To Sharp Electronics Against Ref SE/002 Initial Application of bls9 dead (225)

Date	Account	Particulars	Amount	Date
02/07/20	Of Cash	Sharp Electronics	19,649.20	02/07/20

216) Cash Paid To Kitchen Appliances Against Ref KA/0350A and glastiff formula of bis9 rizs0 (855)

Date	Account	Particulars	Amount	Date
02/07/20	02.Cash	Kitchen Appliances	24,780	02/07/20

217) Cheque Paid To Videocon India Ltd Against Ref VL/08 Chq No. 221090 OT bis 9 august 217)

Date	Account	Particulars	Amount	Date
02/07/20	SBI Bank	Videocon India Ltd	49,536	02/67/20

218) Cash Paid To Sharp Electronics Against Ref SE/003 nlspA bit sibni noniqu of bis9 das 3 (855

Date	Account	Particulars	Amount
02/07/20	0 Cash	Sharp Electronics	21,623.50

²¹⁹) Cash Paid To Shilpa Electronics Against Ref SE/03 https://doi.org/10.1001/10.10

Date Account	Particulars	Amount	
02/07/20	Cash	Shilpa Electronics	19,814.40

220) Cheque Paid To LG India Ltd Against Ref LG/06 Chq No.220200 Cheque Paid To LG India Ltd Against Ref LG/06 Chq No.220200

Date	Account	Particulars	Amount
		LG India Ltd	61,950
02/07/20	SBI Bank	LG India Ltd	

221) Cash Paid To Unique Agencies Against Ref UA/01 Mississipped at Language of bis9 das

Date	Account	Particulars	Amount
	Cash	Unique Agencies	40,665.60
02/07/20	Casii	Offique	

222) Cash Paid To Suresh Agencies Against Ref SA/101 10 gA 2001 10 gash vanus

Date	Account	Particulars	Amount	Date
02/07/20	Oh Cash	Suresh Agencies	30,720	02/07/20

223) Cheque Paid To Videocon India Ltd Against Ref VL/09 chq No.222010

Date	Account Particulars		Amount	
02/07/20	SBI Bank	Videocon India Ltd	60,800	

224) Cheque Paid To Meena Agencies Against Ref MA/102 Chq No. 222210 V CT bis9 superf

Date	Account	Particulars	Amount	91
02/07/20	SBI Bank	Meena Agencies V	4,035.60	720

225) Cash Paid To Shri Balaji Ltd. Against Ref SBL/02 renlegA annotasta meda ot bio9 daso (215)

Date	Account	Particulars	Amount	Date
02/07/20	02 Cash	Shri Balaji Ltd	12,974.10	02/07/20

226) Cash Paid To Nirmal Enterprises Against Ref NE/200 (A coordinate of bis9 des) (216)

Date	Account	Particulars	Amount	Date
02/07/20	Cash	Nirmal Enterprises	14,231.90	02/07/20

227) Cheque Paid To Videocon India Ltd Against Ref VL/10 Chq No. 222310/ ov bis9 superior (VIS

Date	Account	Particulars	Amount	Date
02/07/20	SBI Bank	Videocon India Ltd	56,320	02/07/20

228) Cash Paid To Uptron India Ltd Against Ref UIL/111 100A Clinous Figure 10 bis 1 des 2 (815)

Date	Account	Particulars	Amount	Pate
02/07/20	Cash	Uptron India Ltd	4,324.70	/07/20

229) Cash Paid To Shilpa Electronics Against Ref SE/04 mspA eninotics Squide of bis9 des0 (815)

Date	Account	Particulars	Amount	Date
02/07/20	Cash Cash	Shilpa Electronics	64,251	02/07/20

2) To Check wheth

230) Cheque Paid To Baren International Against Ref BI/101 Chq No.222410 13 of big rico (045)

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Boren International	80,640

231) Cash Paid To Kitchen Appliances Against Ref KA/04 100 yowod A common & 223

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	60,800

232) Cash Paid To Sindhu Distributors Against Ref SD/101

, Date ner	Account	Particulars	Amount
02/07/20	Cash	Sindhu Distributors	36,480

233) Cheque Paid To LG India Ltd Against Ref LG/07 chq No.222565

Date	Account	Particulars	Amount
02/07/20	SBI Bank	LG India Ltd	44,486

234) Cheque Paid To Videocon India Ltd Agencies Against Ref VL/11 Chq No. 222666

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Videocon India Ltd	64,000

235) Cash Paid To Suresh Agencies Against Ref SA/102

Date	Account	Particulars	Amount
02/07/20	Cash	Suresh Agencies	51,400.80

236) Cash Paid To Uptron India Ltd Against Ref UIL/112

Date	Account	Particulars	Amount
02/07/20	Cash	Uptron India Ltd	16,128

237) Cash Paid To Kitchen Appliances Against Ref KA/05

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	76,800

238) Cash Paid To Sharp Electronics Against Ref SE/004

Date Account		Particulars	Amount
02/07/20	Cash	Sharp Electronics	29,721.60

239) Cash Paid To Nirmal Enterprises Against Ref NE/201

Date	Account	Particulars	Amount
02/07/20	Cash	Nirmal Enterprises	43,247

240) Cash Paid To Kitchen Appliances Against Ref KA/06 Ingoing and To Big Supplied Cash

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	80,640

- 1) Press Esc & Return to Gateway of Tally
- 2) To Check whether you have entered Correctly
- 3) Go To Gateway of Tally > Display More Reports > Trial Balance

Trial Balance		M/s. Shriram Electronics	Control of the Contro	Starter and the start of the
Particulars		The second secon	M/s. Shriram	
ratticulars			1-Apr-20 to Closing E	
			Debit	Credit
		and the state of the series	d following and a little A	
Capital Account Loans (Liability)				6,18,476.0 13,32,619.0
Current Liabilities				61,85,996.80
Fixed Assets Investments Current Assets			2,74,654.00 1,75,500.00 84,54,207.05	
Sales Accounts		Particulans		23,58,578.2
Purchase Accounts Direct Expenses			15,73,214.00 2,509.00	02/07/7
Indirect Expenses			15,586.00 O Suresh Agencies	Cash Paid 7
		Particulars	Account	Date
be seen and the se	ne ac.		8 50	
Grand Total	72.		1,04,95,670.05	1,04,95,670.0

Cost Centers

While Accounts ledger provides information about the nature of transaction, it does not identify the departments or divisions involved with it. Cost Centers (and Categories) gives additional dimension to the transaction. Cost Center is any unit in an organization to which costs can be allocated. Cost Centers maybe various Branches, Departments, Projects, Products, Persons etc.

You can organize Cost Center into numerous (Primary & Secondary) levels, in hierarchical structure without any limit.

For example, you may analyse the Salary Expenses according to Branches and Departments. Simultaneously you want the Salary Expenses to be split up into Ledger Accounts like Basic. DA, TA, etc. So that you know the department-wise break-up of these elements. In such situation, only Ledger Accounts are insufficient as they will not provide you two-way analysis. Such concept may be extended to any Income or Expense, Spanning Over number of Cost (or Profit) Centers.

Following example will better clarify the utility of Cost Centers.

1) Head Office 2) Branch Office 3) Factory 1 4) Factory 2

And you are interested to get Ledger wise as well Office/Factorywise breakup of expenses figures. For this purpose, Create Cost Centers for each Office/Factory and while entering such expenses in Vouchers, allocate to respective Cost Centers. Then you will be able to get:-

Ledger Account wise Figures

Cost Center wise Figures | < asensox's gnilevan'l belock < repbed < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < repbed < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise Figures | < asensox's gnilevan'l belock < replace | Silent Cost Center wise | Silent Cost Center wise

Cost Center wise breakup of each Ledger

Ledger Account wise breakup of each Cost Center

Normally. Cost Centers are used to allocate Revenue Accounts (Expenses & Income), you can even allocate non revenue account (for example, Capital Project Cost, Fixed Assets etc.) to Cost Centers.

O Activation of Cost Center

1) Gateway of Tally > Press Alt+K: Company > Select Features > Set Following Options to 'Yes'

• Enable Cost Centers

Show more features Yes Show all features Yes			
Maintain Accounts Enable Cost Centres Enable Cost Centres Enable Interest Calculation Inventory Maintain Inventory Integrate Accounts with Inventory Enable multiple Price Levels Enable Batches Maintain Expiry Date for Batches Enable Job Order Processing Enable Job Costing Item Discount column in invoices	Yes Yes No Yes No Yes No Yes No No No Yes No	Taxation Enable Goods and Senices Tax (GST) Enable Tax Deducted at Source (TDS) Enable Tax Collected at Source (TCS) Enable Tax Collected at Source (TCS) Enable Value Added Tax (VAT) Enable Excise Enable Senice Tax Online Access Enable Browser Access for Reports Enable Tally NET Senices for Remote Acce Payroll Maintain Payroll Enable Payroll Statutory Others Enable multiple addresses Mark modified vouchers	: Yes : No

2) Press Ctrl+A & Accept the Screen & Press Esc & Return to Gateway of Tally

O Creating New Cost Centers

1) Gateway of Tally > Create > Cost Center

Field	Туре
Name	Head Office
Under	Primary
Accept ? Yes or No	Yes Testing Te

2) Cost Center Creation Screen is shown as below

Name : Head Office	
(alias)	Accept ?
Under : • Primary	Yes or No

- 3) Create the following Cost Centers as above
 - 3) Factory 2 2) Factory 1 1) Branch Office
- O Alter the following Expenses Ledgers Account
 - 1) Gateway of Tally > Alter > Ledger > Select Traveling Expenses > Press F12 : Configure > 1 Set the Following Option to 'Yes'
 - Apply Cost Centers for Ledgers

Configuration		Company of the second colors of the second	
Show more configurations : Yes Show all configurations : Yes		Cost Canter	in nor o yeki
General Details Provide aliases for Name Provide language aliases for Name Provide Description for Ledgers Provide Notes for Ledgers Maintain balances Bill-by-Bill For Non-Trading Accounts also Provide Credit Limits Use Inventory Allocations for Ledgers Select Type of Ledger to auto-calculate values in Invoice mode (Cash/Trade discount or invoice rounding values) Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only) Apply Cost Centres for Ledgers Apply Cost Tracking of Stock Items for Ledgers Provide Percentage of Calculation and Rounding Method (for auto-calculation during voucher entry) Provide Opening Balances for Ledgers Provide Position Index of Ledgers	: Yes : No : No : No : Yes : No : No : No : Yes : No : Yes : No : Yes : No	Bank Details Provide Effective Date of Bank Reconciliation for Bank Ledgers Provide Bank Account Details for Bank Ledgers Set Bank Reconciliation and e-Payments (for supported Banks only) Provide Cheque Book and Cheque Printing details Set Bank Ledgers as Notional Bank Ledgers (for Post-Dated Vouchers) Tax Details Select type of Duties or Taxes (for Ledgers behaving as Duties & Taxes only) Set Ledgers to behave as Duties and Taxes Include additional Ledger Value to calculate Assessable Value Party Tax Registration Details Provide GST Registration Details Show state and GSTIN/UIN (before reorganisation) for Dadra & Nagar Haveli and Daman & Diu GST Details Provide GST Rate details for Ledgers	: No : Yes : Yes : Yes : No : Yes : No : Yes : No : Yes : No
Party Details Provide Mailing Details For Income and Expense Accounts also Provide Contact Details Provide Bank Details	: Yes : No : No : Yes	For Non-Revenue Accounts also	; No

Name	
Under	Traveling Expenses
	Indirect Expenses
Type of Ledger	Not Applicable
Cost Center are Applicable	Yes
Is GST Applicable	Not Applicable
Set/alter GST Details	No
Type of Supply	Services
Accept ? Yes or No	Yes
	100 1 1 11 11 11 11 11

alias)			78,88,944.00 Di 78,88,944.00 Ci
Jnder	: Indirect Expenses	Address :	avelling Exp
Type of Ledger Cost centres are applicable	: * Not Applicable : Yes	Atate Bank of Ln	
		State : Country : +	Not Applicable
ST PUREDING		Mobile no.	
Statutory Details		Provide Contact Details : N	96 100 8 1495/20
Is GST applicable Set/Alter GST Details	Not Applicable No	Banking Details Provide bank details : N	I the second section of the
Type of Supply	Services	Provide bank details : N Tax Registration Details	8
Branch forms		PAN/IT No.	of dead black of 2081
		No 22221 of Le	Accept?

2) Alter the following Expenses Ledger Account's as shown Above

Ledgers	Group
Electricity Exp.	Expenses (Indirect)
Telephone Exp.	Expenses (Indirect)
Petrol Exp.	Expenses (Indirect)
Postage & Courier	Expenses (Indirect)

Ledgers	Group
Transportation Exp.	Expenses (Direct)
Goods Inward Exp.	Expenses (Direct)

O Cost Center allocation In Voucher Entry

241) Transaction: Cash Paid for Petrol Expenses Cost Center Head Office

ilsaction . eas			
Date	Account	Particulars	Amount
01/08/20	Cash	Petrol Expenses	210.00
1 01/00/20			

1) Gateway of Tally > Voucher > Press F5 : Payment

F2 : Date	01/08/2020		
A Coursing Bar Day on	Cash Cash Cash Cash		
Accounts	Petrol Expenses		
Particular	210.00		
Amount Cost Center 1 28 200	Head Office		
Name of Cost Center	Press Enter		
Amount			
Accept ? Yes or No	Yes		

Accounting Voucher Creation		M/s. Shrirar	n Electronics	
Payment No. 39		- 1		1-Aug-20
			Type of: Ledg.	Saturday
Account : Cash				
Current balance: 8,69,928.90 Dr		N. 19-19	and the second	anamatika <u>e</u> enamanna ana
Particulars			and the second s	Amount
Petrol Expenes			Type of Supply	210.00
Cur Bal: 360,00 Dr Head Office	210.00 Dr		Accept 2 Yes or No	
			graphical med	
Narration:				210.00

Exercise: Enter the following Payment Voucher using Cost Center

Note: All Cheques are given from State Bank of India

Sr. No	Date	Particulars	
242	01/08/2020	Paid Cash for Transportation Exp. Rs. 170/- Cost Center Factory 1	
243	01/08/2020	Paid Cheque No.222710 of Rs.300/-for Telephone Exp. Cost Center Factory 2.	
244	01/08/2020	Paid Cash for Petrol Exp. Rs.80/- Cost Center Branch Office.	
245	01/08/2020	Paid Cheque No.222811 of Rs.350/- for Electricity Exp. Cost Center Head office.	
246	01/08/2020	Paid Cheque No.222912 of Rs.320/- for Telephone Exp. Cost Center Branch office.	
247	01/08/2020	Paid Cash for Postage & Courier Rs. 240/- Cost Center Head Office,	
248	01/08/2020	Paid Cheque No.223013 of Rs.370/- for Electricity Exp. Cost Center Head Office.	
249	01/08/2020	Paid Cash To Petrol Exp. Rs. 80/- Cost Center Factory 1.	
250	01/08/2020	Paid Cheque No.223114 of Rs. 340/ - for Electricity Exp. Cost Center Head office.	
251	01/08/2020	Paid Cheque No.223215 of Rs. 350/- for Telephone Exp. Cost Center Factory 2.	
252	01/08/2020	Paid Cash for Petrol Exp. Rs.85/- Cost Center Head Office.	
253	01/08/2020	Paid Cheque No.223316 of Rs.330/ - for Electricity Exp. Cost Center Factory 1.	
254	01/08/2020	Paid Cheque No.223417 of Rs. 375/- for Telephone Exp. Cost Center Head office.	
255	01/08/2020	Paid Cash for Postage & Courier Rs.190/- Cost Center Factory 2	
256	01/08/2020	Paid Cash for Transportation Exp. Rs. 150/- Cost Center Head Office.	
257	01/08/2020	Paid Cash for Petrol Exp. Rs. 90/- Cost Center Factory 2.	
258	01/08/2020	Paid Cash for Transportation Exp. Rs. 130/- Cost Center Factory 1.	
259	01/08/2020	Paid Cheque No.223518 of Rs. 360/- for Telephone Exp. Cost Center Head Office.	

Sr. No	Date	Particulars
260	01/08/2020	Paid Cheque No.223619 of Rs. 415/ - To Electricity Exp. Cost Center Branch Office.
261	01/08/2020	Paid Cash To Postage & Courier Rs. 150/- Cost Center Head Office.
262	01/08/2020	Paid Cheque No.223730 of Rs. 320/- To Telephone Exp. Cost Center Factory 2.
263	01/08/2020	Paid Cheque No.223831 of Rs. 370/- To Electricity Exp. Cost Center Factory 1.
264	01/08/2020	Paid Cash To Petrol Exp. Rs. 80/- Cost Center Head Office.
265	01/08/2020	Paid Cash To Postage & Courier Rs. 230/- Cost Center Branch Office.
266	01/08/2020	Paid Cheque No.223932 of Rs. 370/- To Telephone Exp. Cost Center Head Office.
267	01/08/2020	Paid Cheque No.224033 of Rs.410/- To Electricity Exp. Cost Center Factory 2.
268	01/08/2020	Paid Cheque No.224134 of Rs. 340/- To Telephone Exp. Cost Center Factory 1.
269	01/08/2020	Paid Cash To Postage & Courier Rs. 240/- Cost Center Head Office .
270	01/08/2020	Paid Cash To Petrol Exp. Rs. 130/- Cost Center Branch Office.
271	01/08/2020	Paid Cheque No.224235 of Rs. 390/- To Electricity Exp. Cost Center
272	01/08/2020	Paid Cash To Transportation Exp. Rs. 110/- Cost Center Factory 1.
273	01/08/2020	Paid Cheque No.224236 of Rs. 390/- To Telephone Exp. Cost certer
,	24 (20 (2020	no 20/- Cost Center Branch Office.
274	01/08/2020	Paid Cash To Petrol Exp. Rs. 80/4 Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center-Paid Cheque No.22440/- To Electricity Exp. Cost Center-Paid Cheque No.22440/- To Elect
275	01/08/2020	Head Office.
276	01/08/2020	Paid Cheque No.224538 of Rs. 420/- To Telephone Exp. Cost Center Factory 2.
277	01/08/2020	Factory 2. Paid Cash To Postage & Courier Rs. 90/- Cost Center Factory 1.
2//	01/00/2020	The state of the s

1) Press Esc & Return to Gateway of Tally

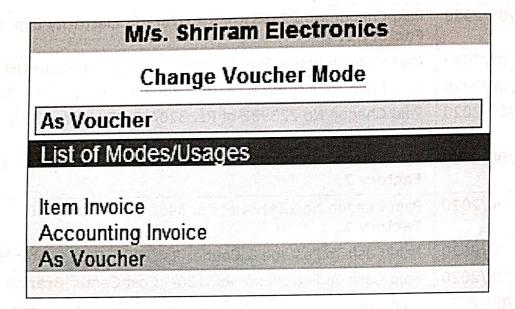
1) Gateway of Tally > Display More Reports > Statement of Accounts > Cost Centres > Check Whether you have entered it Correctly.

Cost Centre Summary

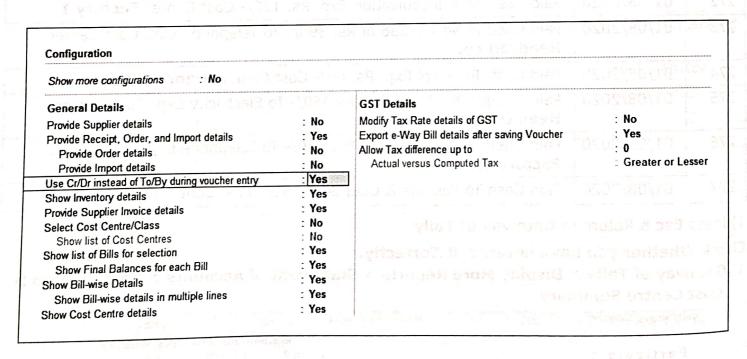
St Centre Summary Cost Category Summary M/s.	Stericam Electronics M/s.Shriram Electronic 1-Apr-20 to 1-Apr	cs Shubham ug-20
tanaaniaanaano. Maaraanaanaanaanaanaanaanaanaanaanaanaana	Transactions	Closing
Particulars	Debit Credit	Balance
	9, 405.00	9,405.00 Di
	1,255.00	1,620.00 D
Primary Cost Category	1,255.00 1,620.00	1,255.00 Di 1,620.00 Di 2,470.00 Di
Primary Cost Category Branch Office Factory 1	1,255.00	1,620.00 D

119

- O Using of Cost Centre In as Voucher Format
- O rCreate Purchase Voucher using As Voucher Format
- 1) Gateway of Tally > Voucher > Press F9: Press Ctrl+H: Change Mode > Select As Voucher



2) Press F12: Configure > Select Use Cr/Dr instead of To/By during Voucher Entry to 'Yes'



278) **Transaction:** Purchase Goods From Shri Balaji Ltd With New Ref. No. SBL/039 uny sych (2 On Showroom & Cost Center **Head Office** Moderated < vilst to yewested (3

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/08/20	36" LED-LG	85121000	18%	4	2.665	Nes	4 224 70
	7 M	33121000	1070	1 -	3,665	Nos	4,324.70

3/2020 03 3/2020 Balaji Ltd		
03 8/2020 Balaji Ltd		
3/2020 Balaji Ltd		
Balaji Ltd		
Press Ctrl+A		
Press Ctrl+A		
1.70		
Ref.		
03		
Enter		
Purchase A/c		
36" LED-LG		
Showroom		
Enter		
Enter		
Office		
Enter		
35 and m		
, 		
35		

Accounting Voucher Creation		M/s.Shrirans Electro	nics		
Purchase No. 46 Supplier Invoice No.: SBL/03	Date :	1-Aug-20			1-Aug-26 Saturday
				Debit	Cred
Particulars	ga na agas				4,324.7
Cr Shri Balaji Ltd Cur Bal: 1,24,024.70 Cr New Ref SBI /03 15 Days	4,324.70 Cr				4,524.1
New Ref SBL/03 15 Days (16-Aug-				3,665.00	
Or Purchase A/c Cur Bal: 15,76,879.00 Dr					
36" LED-LG 1 NOS 1,55.00105 Head Office	3,665.00 3,665.00 Dr		Cost Centres	9110 309 329.85	
Or CGST Cur Bal: 82,790.99 Cr				329.85	
Or SGST Cur Bal: 82,790.99 Cr					
				4,324.70	4,324.7
Narration:		Contract of the Contract of th			

⁴⁾ Press Enter & Accept the Screen & Return to Gateway of Tally

- 5) Have you entered the correct voucher entry you can check it in Trial Balance (8) 6 816
- 6) Gateway of Tally > Display More Reports > Trail Balance.
- 7) The total of debit and credit side in the Trial balance should be 1,04,99,335.05/-

Trial Balance	M/s.Shriram Electronic	CS.		
Particulars	oostaa ka k	maaamaanaanaanaanaanaanaanaanaanaanaanaa	M/s.Shriram 1-Apr-20 to	Electronics 1-Aug-20
			Closing	Balance
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Debit	Credit
Capital Account				6,18,476.00
Loans (Liability)	aaramaan ka	ananananananananananananananananananan		13,32,619.00
Current Liabilities				61,89,661.80
Fixed Assets			2,74,654.00	
Investments			1,75,500.00	
Current Assets			84,44,802.05	
Sales Accounts				23,58,578.25
Purchase Accounts			15,76,879.00	
Direct Expenses			3,069.00	
Indirect Expenses			24,431.00	2
*	1.174 1747			=
Grand Total		1	,04,99,335.05	1,04,99,335.05

- O To Check the Cost Centre Entries for Branch Office
 - 1) Gateway of Tally > Display More Report> Statement of Account > Cost Centres > Cost Centre Break-up > Branch Office > Select Indirect Expenses & Press Enter

		Cost Centre: Bran Indirect Expe M/s.Shriram Ele	nses		
Particulars	7675	1-Apr-20 to 1-A			
		Transactions	Closing		
and the second s		Debit USIT Credit	Balance		
Electricity Exp Petrol Exp Postage & Courier Exp	t old villatetet ind kristisette teidet til til til kinniste til med inke stillet attende med med sinds	415.00 290.00 230.00	290.00 D		
	d este ventete et land in de soute estrat est est de la divisió de la landa est est de la deste de maide en ba	290.00 230.00 320.00	290.00 D 230.00 D 320.00 D		
Petrol Exp Postage & Courier Exp	t ett verketet det alle å krimte skut til et til ett skille til ett skut til ett skut krimte skille med in obs	290.00 230.00 320.00	415.00 D 290.00 D 230.00 D 320.00 D		

2) Similarly you can check other Cost Centres as well

Cost Categories

Tally gives substantial flexibility to allocate ledger account figures to Cost Centers. However some organization may need to allocate the expenses in more than one dimension. If your requirement of allocation of Cost Center is more demanding, then you may use Cost Categories. Cost Categories allow parallel sets of Cost Centers to allocate. For Example.

A Company may allocate an amount independently to Salesman, Products & Agents as follows:

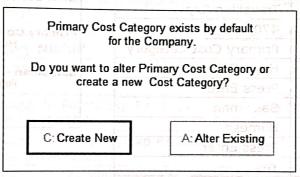
Cost Category	Salesman	Products	Agente
Cost Centers	Mr. A	ITEM 1	ABC
	Mr. B	ITEM 2	XYZ

Having done like this, now you will get reports of allocated amount accordingly

Note:- Normally, most of the organization will find Cost Centers alone sufficient for cost allocation and would not require Cost Categories, Before opting Cost Category, weigh its merits & complexity as it will increase data entry. If Cost Centers alone serves your purpose, avoid Cost Category.

O Creating New Cost Category

1) Gateway of Tally > Create > Select Show More > Select Cost Category > Press C : Create New



Name	Salesman
Alias	Skip by Pressing Enter
Allocate Revenue Items	Yes
Allocate Non-revenue items	No dea3

Cost Categ	ory Creation	
Name	: Salesman	A 4 7 5
(alias)	1988	
	· 是是是一个一个一个一个一个	ALPASTA
		านี อดู้เครื่อ
Allocate	Revenue Items	: Yes
Allocate	Non-revenue items	: No

2) Press Enter & Accept the Screen & return to Gateway of Tally

3) Gateway of Tally > Create > Cost Center > Press Back Space Key > Select Salesman

Category	Salesman
Name Name	Nilmesh
Alias	Press Enter
Under	Primary
Accept ? Yes or No	Yes

Category	: Salesman	sons sovio Air
Name	: Nilmesh	a yena dobasa
(allas)	entte is thine dan	
	Can eas to allocate	Accept ?
		4100 120

- 4) Likewise Create a New Cost Center 'Yash' & Nikhil Under Category Salesman
- 5) Press Esc & return to Gateway of Tally

Sr. No		Particulars
279	02/08/2020	Paid Cash Rs.470 for traveling Exp. Cost Center Head Office & Cost
		Category Nilmesh

F2 : Date	02/08/2020
Account	Cash
Particular	Travelling Exp.
Amount	470/-
Name of Cost Category	Primary Cost Category
Name of Cost Center	Head Office
Amount	Press Enter
Name of Cost Category	Salesman
Name of Cost Center	Nilmesh
Amount	Press Enter
Accept ? Yes or No	Yes

	ocations for : Travelling Ex Upto: ₹ 470.00 Dr
ount	ategory A Maria Ma
0.00	Cost Category Head Office
0.00	an Nilmesh

		511157	
Accounting Voucher Creation	M/s.5	hriram Electronics	1 (27)
Payment No. 58		Alocate Reviews Items	2-Aug-2 Sunda
Account : Cash Current balance : 8,67,133.90		Allocate Non-revenue items	
Particulars	***************************************		Amoui
Cur Bal: 1,750.00 Dr		tkaine Saleainan (aleas)	470.0
Primary Cost Category Head Office Salesman	470.00 Dr		
Nilmesh	470.00 Dr	Allorste Revenue homa	
		Autocate Houseman Items	470 O
larration:	turing the of	23.00.00.00.00.00.00.00.00.00.00.00.00.00	470

Exercise: Enter the following Payment Transactions using Cost Centers & Cost Categories

Sr. No	Date	Particulars Particulars
280	02/08/20	Paid Cash To Petrol Exp. Rs.90/- Cost Center Factory 1 ' & Cost Category 'Nilmesh
281	02/08/20	Paid Cash To Petrol Exp. Rs. 60/- Cost Center 'Factory 2" & Cost Category "Yash'
282	02/08/20	Paid Cash To Petrol Exp Rs. 120/- Cost Center 'Head Office & Cost Category 'Nikhil
283	02/08/20	Paid Cash To Traveling Exp Rs.230/- Cost Center 'Factory 1'& Cost Viller Category 'Nilmesh'
284	02/08/20	Paid Cash To Traveling Exp Rs.500/- Cost Center 'Head Office Cost Category 'Nikhil'
285	02/08/20	Paid Cash To Traveling Exp Rs 400/- Cost Center 'Head Office & Cost Category "Yash'
286	02/08/20	Paid Cash To Traveling Exp.Rs 250/- Cost Center 'Factory 2" & Cost Category 'Nikhil'
287	02/08/20	Paid Cash To Petrol Exp. Rs. 130/- Cost Center 'Factory 1' Cost Category 'Nilmesh'
288	02/08/20	Paid Cash To Traveling Exp. Rs.190/- Cost Center 'Head Office & Cost Category 'Yash'
289	02/08/20	Paid Cash To Traveling Exp.Rs.750/- Cost Center 'Factory 2 Cost Categor' Nilmesh'
290	02/08/20	Paid Cash To Petrol Exp. Rs.120/- Cost Center 'Branch Office & Cost Category Nikhil'
291	02/08/20	Paid Cash To Petrol Exp. Rs. 60/- Cost Center 'Factory 2' & Cost Categor 'Yash'
292	02/08/20	Paid Cash To Petrol Exp Rs. 120/- Cost Center 'Head Office' & Cost Category 'Nikhil'
293	02/08/20	Paid Cash To Traveling Exp Rs.230/- Cost Center 'Factory 1' & Cost Category 'Nilmesh'
294	02/08/20	Paid Cash To Traveling Exp Rs.500/- Cost Center 'Branch Office' Cost Category 'Nikhil'

1) To Check whether you have entered correctly

2) Gateway of Tally > Display More Reports > Statement of Accounts > Cost Centres>Cost Category > Enter

Particulars	M/s Shriram Elec 1-Apr-20 to 2-Ar	g-20
unts books > Ledger > stare bar ; of Indi	200A < 23 10092 630 Transactions	Closing 2 15 14 9 16
	ocut ocut	Balance
MAN (20)		+川色 ○ : □ < (IGE
Primary Cost Category Branch Office	1,875,00	17,290.00 Dr 1,875.00 Dr
	2,300.00	2,300.00 Dr
Factory 1	3,590.00	3,590,00 Dr
Fectory 2 I Head Office		9,525.00 Dr
[18] [18] [18] [18] [18] [18] [18] [18]	og and to instretiste 4,220,00 silonco	571 CJ 4,220.00 Dr JOV TVC
Salesman Nikhil	1,610.00	1,610.00 Dr
Nimesh	1,900.00	1,900,00 Dr
	710.00	710.00 Dr

Bank Reconciliation

When you issue Cheque to any Party. It is not debited in the Bankers Books (i.e. in your account) $_{0n}$ the same date whereas you credit Banks Ledger (In your Account) it is normally not credited by y_{0ur} Bankers on same date whereas you debit Bank's books are also reflected in your Bankers books, Reconciliation of your Accounts with that of Bankers is fundamental Requirement of Accounting.

Tally Provides you the facility to enter Bank Date for Vouchers that you have entered in your books This facility is available for ledger accounts placed under Bank Accounts and Bank OCC Groups

O Reconciling Bank Accounts

13 h

1) The State Bank Of India has sent you a Bank Statement From 01/04/2020 to 01/05/2020

Bank Statement of SBI

1 1 150	State	Bank of India	OF EXPLICE TO	T DI SEDIE		7-3-3
	STATEMENT OF 01	-04-2020 TC	01-05-2020			cor.
Date	Particular	Cheque No.	Transaction Date	Deposit	Withdrawal	Balance Amount
1/4/2020	Opening Balance	ani ani -√∧.	Fig. dy-Ennilove	2434.00	8,20 5.8	289 0270
1/4/2020	Jain Electronics	111102	1/4/2020	10000.00	grid.	12434.00
1/4/2020	Cash	Cash	1/4/2020	10000.00	34 05.48)\\$0 22434.00 \$
1/4/2020	Cash	065432	1/4/2020	querer visig	5000.00	17434.00
2/4/2020	Telephone bill Exp	220110	2/4/2020	STATE OF THE SAME	1200.00	16234.00
2/4/2020	Cash	cash Deposited	2/4/2020	200000.00	alam i na la	216434.00
2/4/2020	LG India Ltd	221200	1/4/2020	- soul#* + 100	125000.00	91234.00
2/4/2020	Legal Charges	221300	2/4/2020	T / drsD	1000.00	90234.00
2/4/2020	Tulsi Departmental Stores	111301	2/4/2020	132000.00	TEC	222234.00
2/4/2020	Cash (241 87 87 19)	111404	2/4/2020	ret at	50000.00	172234.00
2/4/2020	Electricity Exp.	221410	2/4/2020	· 27 (17 (17 17)	1756.00	170478.00
-			A CHASTAL	354434	183956.00	MADE 17 01 (1
	1) some se se server.		Closing Balance		170478.00	The frameward of
				354434.00	354434.00	

- 2) Gateway of Tally > Display More Reports > Accounts books > Ledger > State Bank of India (SBI) > Press Alt+R: Reconcile > Press Alt+F2: Change Date: 01/04/2020 to 01/05/2020
- 3) The Monthly summary screen appears press **Enter** on **April** which brings all the Vouchers for the month of April.
- 4) Now you want to Reconcile the statement for the period 01/04/2020 to 01/05/2020

The display now becomes an edit screen in reconciliation mode. The screen displays a new column for the Bankers date & at the bottom of the screen showing.

- Balance as per Company Books 2002 to glod adv us a sensitivo via di w bestall di britanessand 1900
 - 2) Amounts not reflected in Bank.
 - 3) Balance as per Bank and substitution and

You will find the change at the bottom for each & every voucher reconciled. Leave the dates blank for other vouchers by pressing enter & accept the screen.

ger: State Bank of India		M/s. Shriram Elec				1-Apr-2	0 to 1-May-2
Date Particulars	***************************************	(Reconciliati	on)			•	•
1.Apr.20 Jain Electronics 1.Apr.20 Cash 1.Apr.20 Cash 2.Apr.20 Telephone Bill 2.Apr.20 Cash 2.Apr.20 LG India Ltd. 2.Apr.20 Legal Charges 2.Apr.20 Tulsi Departmental Stores 2.Apr.20 Cash 2.Apr.20 Cash	Vch Type Receipt Contra Contra Bank Payment Contra Bank Payment Bank Payment Receipt Contra Bank Payment	Transaction Type Cheque/DD Cash Cheque Cheque Cash Cheque Cash Cheque Cheque Cheque Cheque Cheque Cheque Cheque	065432 220110 221200 221300 111301 111404 221410	1-Apr-20 1-Apr-20 1-Apr-20 1-Apr-20 2-Apr-20 2-A	Bank Date	10,000.00 10,000.00 2,00,000.00 1,32,000.00	5,000.0 1,200.0 1,25,000.0 1,000.0 50,000.0 1,756.0
				Order	urchass 	ng the Pi	(i)serC
imae 201/ 1 101 or Laborer	manani/ as b			Balance as per com	oany books:	1,70,478.00	200

- Note that when you come for reconciliation next time you will be displayed only those vouchers which are unreconciled.
- If you want to view all the reconciled vouchers or you want to change their marking. You can view this by pressing

F12: Configure key & Set Following Screen option to "Yes"

V-M/W		Name of Item		
Configuration	01-Occ-2020	Due On		
	TIONIVORE I	on Myopowa		*****
Show Narrations	1 Nos	. Quantity		
Show Favouring Na	me/Received From	Rare Per	No	
Show Remarks		cest:	No	
Allow Back-dated F	Reconciliation	1 0 0 0	Yes	
on India Ltd. > Sele	t Party Details Videon	e Details > Selec	FI: Mor	s ^a Ctrl
betin	> Press Ait+F5: Deta	e details > Enter	st of Mon	

Order Processing

Order Processing in linked with inventories. With the help of Order Processing you can track a Stock Item You place Purchase order with your Suppliers for Supply of Goods. Similarly you receive Sales Orders from your Customers.

Note: Order do not effect Financial records nor do they update Inventories and an entire (a

O Activation of Order Processing

1) Gateway of Tally > Vouchers > Press F10 :Other Vouchers > Enter Show Inactive Button > Select Purchase Order (Ctrl+F9) From list of Voucher types > Press Enter

You need to activate the Purchase Order voucher type.

Activate now?

Yes or No

O Creating the Purchase Order

Sr. No	Date	Particulars
295	01/09/2020	A Purchase order No. 001 is raised to Videocon India Ltd for 1 Nos Semi
a rigariw et	PTORON PSCL	Automatic W/M-V @ Rs.9,500 + GST @ 28% for Showroom and the due date is 01/10/2020

F2 : Date	01/09/2020
Party's A/c Name	Videocon India Ltd.
Order Details	Ctrl +A
Party Details	Ctrl +A
Purchase Ledger	Purchase A/c
Name of Item	Semi Automatic W/M-V
Due On	01-Oct-2020
Godown	Showroom
Quantity	1 Nos
Rate Per	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter

 Press Ctrl+I: More Details > Select Party Details Videocon India Ltd. > Select GST - Tax Analysis for List of More details > Enter > Press Alt+F5: Detailed

	More Details	The feet to be	
Details of Ledger Name Additional Details	: Ledger : Videocon India Ltd : []	บลมะภัศสติน	
List of More Details			23/37/6
	the state of the s	The state of the s	And in case of the last of the
Conoral		Attel 2303 Sub Show	v More
Import Details	W85 78 777	annananan ayaran an a	w More
Import Details Ledger Description		(3)V=335851138A	w More
Voucher Narration		zo - A vinonasione Automatic-V@ Is o CY0/2020	v More
Import Details Ledger Description Voucher Narration Order Details	or No. 064 is falsed to K	Automatic V@ Automatic V@ Is et Appa2020 SO A Purchase ord	w More
Import Details Ledger Description Voucher Narration Order Details Party Details		60V-odemintuA 0505-00V-odemintuA 0505-00V-odemintuA 0505-00V-odemintuA 0505-00V-odemintuA 0505-00V-odemintuA 0505-00V-odemintuA	
Import Details Ledger Description Voucher Narration Order Details	or No. 064 is falsed to K	Automatic V@ Automatic V@ Is et Appa2020 SO A Purchase ord	

	GST - Tax Analysis	
Particulars	Taxable Value Tax rate Duty/Tax Value	
	9,500.00 2,660.00	
SEMI AUTOMATIC W	V/M-V (85021100) 9,500.00 2,660.00	700
Item Value (Purcha Central Tax	ase Value 9,500.00) 9,500.00	19
Item Value (Purcha	ase Value 9,500.00) 9,500.00 9,500.00 1,330.00 14% 1,330.00 14% 1,330.00	19
Item Value (Purcha Central Tax	ase Value 9,500.00) 9,500.00 12570 11A < pribrate 20114% 5510 5 1,330.00	19 (
Item Value (Purcha Central Tax	ase Value 9,500.00) 9,500.00 9,500.00 1,330.00 14% 1,330.00 14% 1,330.00	19 (
ltem Value (Purcha Central Tax	ase Value 9,500.00) 9,500.00 9,500.00 1,330.00 14% 1,330.00 14% 1,330.00	19 (

Purchase Order No. 1	sychon edital assess (1. Sep-20
	Tuesday
Party A/c name : Videocon India Ltd	To Veteral Design Control of the Con
Current balance 5,27,113.80 Cr	Order no. : 001
Purchase ledger : Purchases A/c Current balance : 15,76,879.00 Dr	The LETTER STO
Name of Item	Quantity Rate per Disc % Amount
SEMI AUTOMATIC W/M-V	1 Nos 9,500.00 Nos 9,500.00
	1-Sap 20 605 211 CD V
CGST LOCAL OF CORE OF MALES AND ADDRESS.	1,330.00
	200
CGST	1,330.00 3.4 1.97 (T.) ear

²⁾ Press Enter & Accept the screen & return to Gateway of Tally

• Exercise: Enter the following Purchase Order Voucher Purchase Order (Goods Not Received)

Sr. No	Date	Particulars
296	01/09/2020	Automatic W/M LG @ Rs.10,500 + GST @ 18% for Showroom and the due date is $01/10/2020$
297	01/09/2020	Automatic-V@ Rs.22,000 + GST @ 28% for Warehouse and the due $date$ is $01/10/2020$
298	01/09/2020	A Purchase order No. 004 is raised to Kitchen Appliances for 3 Nos 36" LED-LG @ Rs.3,665 + GST @ 18% for Showroom and the due date is 01/10/2020
299	01/09/2020	A Purchase order No. 005 is raised to Meena Agencies for 2 Nos 21" LCD-V @ Rs.9,000 + GST @ 28% for Warehouse and the due date is 01/10/2020
300	01/09/2020	A Purchase order No. 006 is raised to Nirmal Enterprises for 6 Nos 165" Liter Ref-LG @ Rs.7,540 + GST @ 18% for Showroom and the due date is 01/10/2020

O To Display the Purchase Bill Pending Voucher

- 1) Gateway of Tally > Display More Reports > Statement of Inventory > Purchase Order Outstanding > All Order
- 2) Press F2: Date Change the Period 01/04/2020 to 01/10/2020

Purchase Orders(Due Only)			1	-Apr-20 to	1-Oct-20
Date Order Name of Item Number	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due or
Purchase Orders Outstanding:					
1-Sep-20 001 SEMI AUTOMATIC W/M-V To: Videocon India Ltd	1 Nos	1 Nos	9,500.00	9,500.00	1-Oct-20 (0 days
1-Sep-20 002 SEMI AUTOMATIC W/M-LG To: LG India Ltd.	5 Nos	5 Nos	10,500.00	52,500.00	1-Oct-20
1-Sep-20 003 AC AUTOMATIC-V To: Baren International	1 Nos	1 Nos	22,000.00	22,000.00	1-Oct-20 (0 days
-Sep-20 004 36" LED-LG To: Kitchen Appliance	3 Nos	3 Nos	3,665.00	10,995.00	1-Oct-20 (0 days)
Sep-20 005 21"LCD-V To: Meena Agencies	2 Nos	2 Nos	9,000.00	18,000.00	1-Oct-20 (0 days)
Sep-20 006 165 LTR REF-LG To: Nirmal Enterprises	6 Nos	6 Nos	7,540.00	45,240.00	1-Oct-20 (0 days)
70. 14	18 Nos	18 Nos		1,58,235.00	

O Creating the Sales Order

Sr. No	Date	Particulars
301	02/09/2020	A Sales order No. AG-001 is raised to Aditi Agencies for 10 Nos Audio Speed king- LG @ Rs.780 + GST @ 18% for Showroom and the due date is 02/10/2020

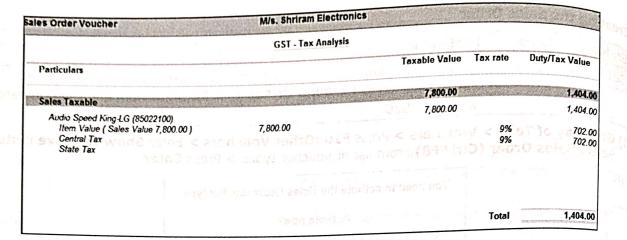
1) Gateway of Tally > Vouchers > Press F10 :Other Vouchers > Enter Show Inactive Button > Select Sales Order (Ctrl+F8) From list of Voucher types > Press Enter

You need to	activate the Sales Order voucher type.
	Activate now?
	Yes or No

F2 : Date	02/09/2020	
Party's A/c Name	Aditi Agencies	edotaga tisk i uni i se esare i i ili.
Order Details	Ctrl+A	"Salte Judges Salves Aire
Order No	AG-001	Home of the State
Sales Ledger	Sales A/c	
Name of Item	Audio Speed king-LG	Audio Spend King 4.6
Due On	02-Oct-2020	Herry > Sales Office
Godown	Showroom	many or seconds segand
Quantity	10 Nos	
Rate	Press Enter	
Amount	Press Enter	Narracine.
CGST	Press Enter	- Company of the Comp
SGST	Press Enter manage at	3) Press Enter & Accept

2) Press Ctrl+I: More Details > Select Aditi Agencies > Select GST - Tax Analysis for List of More details > Enter > Press Alt+F5: Detailed

	More Details		
Details of Ledger Name Additional Details	: Ledger : Aditi Agencies		8 Roy (1 S
List of More Details			MARKET AND
			Show More
General			
Dispatch Details			
Export Details			
Ledger Description			
Voucher Narration			
Order Details		Aditi Agencies	
Party Details		Aditi Agencies	
Consignee Details		Tura Tigoriores	
GST - Tax Analysis			



Order Voucher Creation Sales Order No. 1	M/s. Shriram Ele		1-Sep-20
	02/09/2020	FL Date	Tuesday
Party A/c name : Aditi Agencies Current balance : 2,95,917.46 Dr		Order no. : AG-0	01
Sales ledger : Sales A/c Current balance : 23,72,727,00 Cr	Alim	Order Petalls	
Name of Item	3.6.6072094	Quantity Rate per D	Disc % Amount
Audio Speed King LC	Sales A/c e c	19005 20152 10 Nos 780.00 Nos	7,800.00
Audio Speed King-LG	Audio Speed king LG	Name of Item	7,000.00
CGST	02-00-2020		702.00
SGST	Showcoom		702.00
	TO Nos	Quantity	
	Fress Enter	eren	
larration:	Press Enter	10 Nos	9,204.00

- 3) Press Enter & Accept the Screen 1941 22319
- 4) Press Esc & Return to Gateway of Tally points of the peles a listed atom

• Exercise: Enter the Following Sales Order Vouchers and baseling available and sales Order (Goods Not Delivered)

Sr. No.	Date	Transactions
302	02/09/2020	A Sales order No. SE-002 is raised to Sony Electronics for 1 Nos 36 LED LG @ Rs 4,665 + GST @18% for Warehouse and the due date is 02/10/2020
303	02/09/2020	A Sales order No AC 003 is raised to Amol TV Center for 4 Nos AC Automatic-V @Rs.23,000 + GST @ 28% for Warehouse and the due date is 02/10/2020
304	02/09/2020	A Sales order No HA-004 is raised to Hitesh Agencies for 2 Nos 21"LCD-V @ Rs. $10,000 + GST$ @ 28% for Showroom and the due date is $02/10/2020$
305	02/09/2020	A Sales order No JC 005 is raised to Jalaram TV Center for 8 Nos 24"LCD-V @ Rs.11,590 + GST @ 28% for Warehouse and the due date is 02/10/2020
306	02/09/2020	A Sales order No LA 006 is raised to Laxmi Agencies for 2 Nos AC Automatic-V @ Rs.23,000 + GST @ 28% for Showroom and the due date is 02/10/2020
307	02/09/2020	Sales order No JE-007 is raised to Jitendra Electronics for 1 Nos Iron-LG @ Rs.350 GST @ 18% for Showroom and the due date is 02/10/2020
308	02/09/2020	A Sales order No SE-008 is raised to Shakti Electronics for 2 Nos due date is 02/10/2020 Audio Speed king -LG @ Rs.780 + GST @ 18% for Showroom and the due date is 02/10/2020

O To Display the Sales Bill Pending Voucher

- 1) Gateway of Tally > Display More Reports > Statement of Inventory > Sales Order Outstanding > All Order
- 2) Press F2: Date Change the Period 01/04/2020 to 02/10/2020

Order D	etails		M/s. Shrirai	m Electronics						
ales On	ders(Due	Only)						1	Apr-20 to	2-Oct-20
Date	Order Number	Name of Item			_	rdered uantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
ales Ord	ers Outsta	nding:							5	33.0 10.0
2-Sep-20	AC-003	AC AUTOMATIC-V Arnol TV Center				4 Nos	4 Nos	23,000.00	92,000.00	2-Oct-20 (0 days)
2-Sep-20	AG-001	Audio Speed King-LG Aditi Agencies				10 Nos	10 Nos	780.00	7,800.00	2-Oct-20 (0 days)
2-Sep-20	HA-004	21"LCD-V				2 Nos	2 Nos	10,000.00	20,000.00	2-Oct-20 (0 days)
2-Sep-20	JC-005	Hitesh Agencies 24"LCD-V			NACOUR COLUMN	8 Nos	8 Nos	11,590.00	92,720.00	2-Oct-20 (0 days)
2-Sep-20	IF_007	Jalaram TV Center IRON-LG				1 Nos	1 Nos	350.00	350.00	2-Oct-20 (0 days)
2-Sep-20	1 A .006	Jitendra Electricals AC AUTOMATIC-V				2 Nos	2 Nos	23,000.00	46,000.00	2-Oct-20 (0 days)
2-Sep-20	From: SF_002	Laxmi Agencies 36" LED-LG				1 Nos	1 Nos	4,665.00	4,665.00	2-Oct-20 (0 days)
	From:	Sony Electronics Audio Speed King-LG				2 Nos	2 Nos	780.00	1,560.00	
2-Sep-20	From:	Shakti Electronics				30 Nos	30 Nos		2,65,095.00	
			عامدا والمقار والمدرسة المارات المراق المساعدان							

1) To Check Whether you have entered Correctly - Gateway of Tally > Display More Details > Trial Balance

Particulars	1-Apr-20 t	n Electronics o 2-Sep-20
Particulars on the past of the second of the first of the	**************************************	Balance
SHOULD HE AC ACCORD IS PRINGED BY A RETTY OF YOUR BY A MEE ME	Debit	Credit
101 Just 83,000 FG, it to 28% for vig. 10,158 and the turn	61-1-1300	
Capital Account Loans (Liability) Current Liabilities		6,18,476,0 13,32,619.0 61,89,661.8
Fixed Assets Investments of the payone service service and the payone service of the payone service of the payone service service of the payone service servic	2,74,654.00 1,75,500.00 84,40,582.05	
Sales Accounts Purchase Accounts Direct Expenses Indirect Expenses Of the same	15,76,879.00 3,069.00 28,651.00	23,58,578.2
rice No. 15 to be religed to heardta Stackhonica for 1 Nos Bro		
691 to 1861 to go wroom secting dual date is 52/199-202	98E.85	
Grand Total	1,04,99,335.05	1,04,99,335.0

- 2) Press Esc & return to Gateway of Tally
- 3) To Check Whether you have entered Correctly Gateway of Tally > Stock Summary > Press Alt+F5

Particulars	culars			ectronics Sep-20
	od 01/04/2020 to 02/10/2020-		losing Bala	
		Quantity	Rate	Value
	图 [1] 文章 [1] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2			
LG		244 Nos	0,000	
14" LCD-LG		48 Nos	9,000.00	
165 LTR REF-LG		24 Nos	7,540.00	1,80,960.0
210 LTR REF-LG		4 Nos	10,890.00	43,560.0
24"LCD-LG		15 Nos.	9,590.00	1,43,850.0
36" LED-LG		48 Nos	3,665.00	1,75,920.0
Audio Speed King-LG		32 Nos	684.00	21,888.0
FULLY AUTOMATIC W/M-LG	10 fpc 16 No.	33 Nos	11,500.00	3,79,500.0
IRON-LG	1645-91 2455-01	1 Nos	300.00	300.0
SEMI AUTOMATIC W/M-LG		39 Nos	10,500.00	4,09,500.0
/ideocon		265 Nos	9,564.26	25,34,530.0
165" LTR-REF-V	and B and B	29 Nos	7,740,00	2,24,460.0
19" LED-V		46 Nos	4,200.00	1.93.200.0
247 CD.V	edit wat	43 Nos	9,000,00	3,87,000.0
24"LCD-V	and the vest to	43 Nos	10,590.00	4,55,370.0
287 CD V		16 Nos	12,000.00	1,92,000.0
AC AUTOMATIC-V		18 Nos	22,000.00	3,96,000.00
FULLY AUTOMATIC MALLY		43 Nos	10,000,00	4,30,000.00
SEMI AUTOMATIC W/M-V		27 Nos	9,500.00	2,56,500.00
10-10-0 C 67 (62) 00 991	2 Mcs 2 Mcs	Elipanties of other		
to each to		Fig. 11 suits 15 les		
Grand Total	11 10	509 Nos		43,22,008.00

Pre-Closure Order

Due to reasons like cancellation of orders or delay in acceptance orders may have to be closed in advance, without being executed. The general procedure followed while purchasing goods is to place the order and obtain an invoice for the goods received. For sale of goods, the order is received and sales invoice is raised for the goods delivered. In general these orders are executed fully. At times, there are instances where an order gets cancelled or executed partially. Pre-closure of Order is a feature introduced in Tally prime to track orders that have been closed without being fully executed. This helps in generating accurate inventory reports.

O Sales Order Pre Closure

1) Gateway of Tally > Display More Reports > Statement of Inventory > Sales order Outstanding > Ledger > Amol TV Center > AC Automatic-V > Press Enter

ales Orders(All Ord	or AC AUTOMATIC ers)	-V)				1-	Apres to	2-Sep-2
Date Order Number	Name of Party			Ordered Quartity	Balance Quantity	Rate (Dec: %)	Value	Due o foresta
				Creaty	Quantity	(Dec. 4)		Course
ales Orders Omssta	Assol TV Center			***	4 Hos	******	92 A33 A	1 1/0-4
Sep 20 AC 883	ASSOC IV Lesser		and the same of th	4,703	4,814	Trees ee.	27,000.00	2 4467

Press	Alter+W (Preclose Order)	puller property of the propert
Pre-Close Quantity	1 Qty & Press Enter	The work and and responsible
Reason Of Pre-closure	Order Cancelled	Opplient a selection
Closed On	31/03/2021	
Press	Enter	
	Cant ne need to	Press Enter 8 Act

Supplies and a suppli				1.	ot or mak	Second
Amol TV Center (for AC AUTOMATIC-V)				•		
Sales Orders(All Orders)	Ordered Balance	Pre-Close	Nett	Rate	Value	Due or
Date Order Name of Party	Quartity Quantity	Quantity	Balance	(Dec %)		Averabe
Number	-					
Sales Orders Outstanding:						
	4 Nos 4 Nos	1 Nos	3 Mes	23,000.00	92,000.00	20012
2-Sep-20 AC-003 Amol TV Center						
Reason for Pre-Close Order Cancelled	Closed on:	31.46-21				
Pleason for Mie-Close Contract	4 Nos 4 Nos	1 Nos	3 Nos		92,AW.A	-

VIST

O Purchase Order Pre Closure

1) Gateway of Tally > Display More Reports > Statement of Inventory > Purchase order Outstanding > Stock Item > Select 165 Liter Ref-LG > Press Enter > Show in Following Screen

tem: 165 LTR REF Purchase Orders(All	AG racelyad. Forusite of goods, the orange is rule (sport)	boor s	du 101 41	1-7 110 - 7	Apr-20 to	2-Sep-2
Date Order Number	Name of Party Application of the state of th	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due o
urchase Orders Or	standing:		bellen	UED \$18	in sahr	Y) . F
urchase Orders Or I-Sep-20 006	tstanding: Nirmal Enterprises		6 Nos			

> Striament of Inventory > 5	Gateway of Tally > Display Horn Reports	
Press A - V-oltamojuž DA -	Alter+W (Pre-close Order)	
Pre-Close Quantity	2 Qty & Press Enter	
Reason Of Pre-closure	Order Cancelled A ANTILLA DE ATTRECT VI LOTTA	
Closed On	31/03/2021 And the Cartier of the Ca	
Press (V) (V)	Enter	

Order Pre-Closure Details M/s. Shriram Electroni Item: 165 LTR REF-LG Purchase Orders(All Orders)	C-S	and to the state of	dinahadi da kada da	and in the second of the secon	1-	-Apr-20 to	2-Sep-20
Date Order Name of Party Number	Ordered Quantity	Balance Quantity	Pre-Close Quantity	Nett Balance	Rate (Disc %)	Value	Due or (overdue
Purchase Orders Outstanding: 115-bit 0 800 59-91 Webself							
1-Sep-20 006 Nirmal Enterprises	6 Nos	6 Nos	2 Nos	4 Nos	7,540.00	45,240.00	1-Oct-20
Reason for Pre-Close : Order Cancelled		Closed on:	31-Mar-21				
Order Cancelled	6 Nos	6 Nos	2 Nos	4 Nos		45,240.00	
31/03/2021	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	and a second second second	no ba	980ID [
Enter				22914	i in	200	ir

2) Press Enter & Accept the Screen

Batchwise Details

In this unit , you will learn how to maintain batch information pertaining to Stock Item and their manufacturing date and expiry date.

O Activation of Batchwise Details

- 1) Gateway of Tally > Press Alt+K: Company > Select F11: Features > Set the Following options to 'Yes'
 - Enable Batches
 - Maintain Expiry Date For Batches

Company: M/s. Shrira	m Electronics	elds
Show more features Show all features	: Yes	Si Decars
Inventory	bulks// nC	Tyne
Maintain Inventory Integrate Accounts w Enable multiple Price		: Yes : Yes : No
Enable Batches	Press Enter	Yes
Maintain Expiry Dat	e for Batches	 Yes
Enable Job Order Pro		: No

- 2) Press Esc & Return to Gateway of Tally
- O Activation of Cost Category
 - 1) Gateway of Tally > Create > Stock Item > Press F12 : Configure > Set Following options to 'Yes'
 - Use Stock Category for Stock Items

Configuration	Water Commence	Pain Kitters	
Show more configurations	: Yes	F;03	
Show all configurations	: No		*******************************
Inventory Details			
Use Stock Group for Stock It	ems	oti :	Yes
Use Stock Category for Stoc	k Items	:	Yes
Provide Units of Measuremen	nt (UoM) for Stock	tems :	Yes
Use Alternative Units	Contract to the second		No

2) Gateway of Tally > Create > Stock Item

Name	Crodin
Alias	Press Enter
Under	Medicines (Create the group) if it does not exist Press Alt+C)
Category	Pain Killers (Create the Group if it does not exist Press Alt+C)
Units described 114	Nos
Maintain in Batches?	Yes
Track Date of Manufacture	Yes 15 10 16 17 5 16 4
Use Expiry Dates	Yes endoted and edit C valorial arcon
Set Standard Rates	No
GST Applicable	Applicable Applicable
Set/Alter GST Details	Yes
Description	Medicine
HSN/SAC	3004
Calculation Type	On Value
Taxability	Taxable
Integrated Tax	5%
Center Tax	Press Enter
State Tax	Press Enter
Cess	Press Enter
Type of Supply	Goods Attack to be seen as an end of the seed of
Accept ? Yes or No	Yes

Name : Crocin (alias) :		ಕಿಗಾತ್ ನಿನಿಧಾ	್ ಗುಣ್ಣು	AUDOS SE
Under	: Medicines	Statutory Details		
Category	: Pain Killers	GST Applicable	* Applicable	
Units	: Nos	Sell-Atten GST Details	Yes	
Additional Details		Type of Supply	Seeda	
Maintain in batches Track date of manufacturing Use expiry dates	: Yes : Yes : Yes	Rate of Duty (eg 5)	SOTI N. ALI	
Enable cost tracking				
		275 / 52 25	5 d 92 u	Accept?
ne for your marrie at the second of the common the sept of the control of the following party to the control of		Quantity Rate per	Value	
o	pening Balance			Yes or No

3) Press Enter & Accept the Screen

O Create Following Stock Items

Name of Items			_	Maintain in Batches	Track Date	Use Expiry Date	HSN/SAC Code	GST Rate
Combiflam	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%
Strepcils		Painkillers	Nos	Yes	Yes	Yes	3004	5%
Dettol	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%
Vicks Action 500		Painkillers	Nos	Yes	Yes	Yes	3004	5%

1) Press Esc & return to Gateway of Tally

O Steps for entering Batch-wise details for Purchase Voucher

Sr. No.	Date	Particulars
309	01/10/20	Purchase Crocin X 150 Nos. @ Rs.2.50 From Ganesh Pharma Invoice Number GP/08. After you enter item an item allocation screen will appear, here enter Batch no as GP/01 having Manufacturing date as and 01/04/2020 Expiry Date as 31/03/2021 Received in Warehouse.

1) Gateway of Tally > Voucher > Press F9 : Purchase

F2: Date	01/10/2020
Supplier Invoice No	GP/08
Party's A/c Name	Ganesh Pharma (Press Alt+C to Create the New Ledger)
Purchase Ledger	Purchase A/c
Name of Item	Crocin
Tracking No.	Not Applicable
Order No	Not Applicable
Godown	Warehouse
New Number (Batch No.)	GP/01
Quantity	150 Nos
Rate Per	2.50/-
Discount	Enter
Amount	Enter
Mfg. Date	01/04/2020
Expiry Date	31/03/2021
CGST	Press Enter
SGST	Press Enter
Accept ? Yes or No	Yes

		Item Alloca	ations for: C	rocin		ne huneriti	, 3155
Godown	Batch	/Lot No.	Quantity	Rate	per Disc %	Amount	10 00
3 2/8	Mfg Dt.	Expiry Date			***************************************	***************************************	
					stellin 184	Mediuaes	
Tracking N	/o. : ♦ Nat Ap	plicable Order	No.: Not Ap	plicable		' registrate	
Warehouse	GP/01	-347	150 Nos	2.50	Nos	375.00	
7 - Table 1997	Apr-2020	31-Mar-21					101
	1900 in the 👂 and States of the contract teams (1900) 1909.			1 44414 1	Continued and	1 - 1.2	

Accounting Voucher Alteration Purchase No. 47 Supplier Invoice No.: GP/08 Date	M/s. Shriram Electronics 1-Oct-20 Thursda
Party A/c name : Ganesh Pharma Current balance : 393.76 Cr Purchase ledger : Purchases A/c Current balance : 15,77,254.00 Dr	s for entering Batch-wise details for Purchase Youcher
Name of Item	Quantity Rate per Disc % Amoun
	0. 75.01 10/20 Nos 02 P. 0. 150 Nos 02
the a or pergos the need	6P/08 After you enter item an item allocation ser see a least on ser ser item an item allocation ser see a least on as GP/01 having Manufacturing data as a see allocation.

2) Press Enter & Accept the screen & Return to Gateway of Tally

* Exercise: Enter the Following Purchase Invoice Voucher of the reservoir to the Purchased from Ganesh Pharma

Sr. No.	Date	Particulars
310	01/10/2020	Purchase 'Combiflam' 250 Nos. Rs1.25 + GST @ 5% Purchase Invoice Number GP/10. After you enter item an item allocation screen will appear, here enter Batch no GP/05 as having Manufacturing date as 01/07/2020 Expiry Date as 01/05/2021 Received in Warehouse 100 Nos & Showroom 150 Nos
311	01/10/2020	Purchase 'Strepclis' 180 Nos.@Rs1.75 + GST @ 5% Purchase Invoice Number GP/15. After you enter item an item allocation screen will appear, here enter Batch No as DH/130 having Manufacturing date as and 01/07/2020 Expiry Date as 01/05/2021. Received in Warehouse 80 Nos & ShowRoom 100 Nos.
312	01/10/2020	Purchase 'Dettol 250 Nos. @ Rs.16.00 + GST @ 5% Purchase Invoice Number GP/21. After you enter item an item allocation screen will appear, here enter Batch No as GP/20 having Manufacturing date as and 01/07/2020 Expiry Date as 01/12/2022 Received in ShowRoom 50 Nos. & Warehouse 200 Nos.
313	01/10/2020	Purchase "Vicks Action 500' 240 Nos. @ Rs.0.80 + GST 5% Purchase Invoice Number GP/25. After you enter item an item allocation screen will appear, here enter Batch No as BH/105 having Manufacturing date as and 01/10/2020 Expiry Date as 31/05/2023. Received in Warehouse 150 Nos & ShowRoom 90 Nos

- 2) Press Esc & Return to Gateway of Tally and a distribution become over usy a distribution of (8
- O Searching Particular Batch
 - 1) Gateway of Tally > Display More Reports > Inventory Books > Batch
 - 2) Select Name Of Item Dettol & Press Enter
 - 3) Select Batch No (For e.g GP/20) & Press Enter

Stock Item : Batch Name:	Dettol GP/20	Mfg Date :	1-Apr-20	Expiry Date: 1-Dec-22				1-Oct-20 to	31-Oct-20
Date	Particulars	******		Vch Type	Vch No.	Inwards Quantity Value	Outwards Quantity Value	Closi Quantity	ing Value
1-Oct-20 Ga	nesh Pharma			Purchase	50	250 Nos 4,000	90	250 Nos	4,000.0
							di comitto o		
							- CATHOLEM	90 DEG 35	114
To	tals as per 'Defaul	t' valuation :				250 Nos 4,000	.00 0 Nos	250 Nos	4,000.0

4) Press Esc & Return to Gateway of Tally

1) To Check Whether You have entered Correctly- Gateway of Tally > Display More Reports > 3

Trial Balance

Mam' 250 Nov Relias - GST of the Hay	M/s.Shriram Elec 1-Apr-20 to	tronics Shubham o 1-Oct-20
Particulars not med to mediate me severaliA	Closing	
nd GP/DS to revine Mar feeth on date as Ut/OP	Debit	Credit
	150 1	
Control Assessed		6,18,476.00
Capital Account Loans (Liability) Current Liabilities	Numerica GB/136	13,32,619.00 61,94,856.30
Fire Jate an 03/95/2021 Relemed in a steep baria	2,74,654.00 1,75,500.00	
Current Assets CO. BL. S. C. BOLL OF CO.	84,40,582.05	01/10/2010
Sales Accounts ignerated in made as ment as the moy hold.	Tales again	23,58,578.25
Purchase Accounts with SM gritish -0.5\90 as in M no Direct Expenses in horosopa 2.502\21\10 as eason with the Indirect Expenses	2 000 00	
Artion 500 240 Nos. G Rs 0.80 + 15 5		01/10/2020
요한 / 2동. After vor Jeptor item an item alteressors ar Barra ito ac 용량 / 대통 baying Mandalors	1,05,04,529.55	1,05,04,529.55

- 2) Press Esc & return to Gateway of Tally
- 3) To check Whether You have entered Correctly- Gateway of Tally > Stock Summary 22819 (S

Particulars dota8 < pilo	are Reports > Inventory So	M/s. Shriram	
	ess Enter	Closing	Balance
	& Press Enter	(For e.g SF/20)	lect Batch N
G		•	5.73 17,87,478.0
Medicines		1,070 Nos	and the second second second
/ideocon	Egundapalan da att	265 Nos 9,56	4.26 25,34,530.0
15 et 85 10 6 -		Mg Dur . 14bt 20	Settus e GPIZG
personal graduate state of search sea	Van Ig. Ven De Baue		
			43,27,202.5

Nos & Shew Room 90 Nos

4) Press Esc & Return to Gateway of Tally

Price List

Tally allows different pricing structure for the same item depending on their quantity of purchase or sale

O Activation of Tally > Description

- 1) Gateway of Tally > Press Alt+K: Company > Select F11: Features > Set the Following options to 'Yes'
- 2) Enable Multiple Price Levels

Company: M/s. Shriram Electronics		A Company Service Service		1
Show more features : Yes Show all features : Yes		2 CW 46 651	E STRUCTURE HELLS	
Accounting Maintain Accounts Enable Bill-wise entry Enable Cost Centres Enable Interest Calculation Inventory Maintain Inventory Integrate Accounts with Inventory Enable multiple Price Levels Enable Batches Maintain Expiry Date for Batches Enable Job Order Processing Enable Job Costing Use Discount column in invoices Use separate Actual and Billed Quantity columns in invoices	: Yes : Yes : Yes : No : Yes : Yes : Yes : Yes : No : Yes : No : Yes : No	Taxation Enable Goods and Services Tax (GST) Enable Tax Deducted at Source (TDS) Enable Tax Collected at Source (TCS) Enable Value Added Tax (VAT) Enable Excise Enable Service Tax Online Access Enable Browser Access for Reports Enable Tally.NET Services for Remote Access Payroll Maintain Payroll Enable Payroll Statutory Others Enable multiple addresses Mark modified youchers	: N : N : N : N : N : N : N : N : N : N	0 0 0 0 0

3) Gateway of Tally > Create > Price List

Company Price Levels

- 1. Whole Sale Sales
- 2. Retail Sales
- 4) Press Enter & Accept the Screen & Press Esc & Return to Gateway of Tally
- 5) Gateway of Tally > Create > Price List (Stock Group)

M/s. Shriram Electronics

Stock Group Name : LG

Price Level : Whole Sale Sales

Applicable From : 1-Oct-20

s.Na.	Particulars	Quan From:	tities Less than	Rate	Disc. % (if any)			al Details Disc. %		
1.	36" LEDLG	4 NOS 10 NOS	4 NOS 10 NOS	4,665.00/NOS 4,665.00/NOS 4,665.00/NOS	5 % 10 %	ture for the same	Str 16	nini aiJ	3,666.00/NOS	y allows diff- ctivation o
2.	14" LCD1G < 297111	50 T I	113	10,000.001005	< 5% FT	Alt+K: Compa	2 2519	X 1	9,000.00/NOS	Gallaway
3.	54. FCDT@			10,590.00NOS	5%	Yes'	d eno	jao	9,530.00/NOS	Set the Fo
4.	165 LTR REF-LG	2 NOS		8,540.80/NO S 8,540.80/NO S	5%	vels	638	1144	7,540.00/NOS) Enable M
		5 NOS		8,540.00AKOS	10 %			janki o	epod2 alti	mrqme):
5.	AUDIO SPEED KING - LG			780.00/NOS					684.00/NOS	10 100 g
6.	210 LITER REF-LG			11,890.00NOS				Y	10,890.00/NOS	Two wasts
7.	FULLY AUTO W/M - LG			12,500.00MOS	£ 5%	aran ayaran ayan kanan kanan ayan ka			11,500.00/NOS	неческа .
8.	IRON-LG	Francisco.		350.00/NOS	ad (-23Y	and the same		300.00/NOS	Raymann / Enable S
9.	SEMI AUTO W/M-LG	1 NOS 5 NOS	1 NOS 5 NOS	11,500.007NOS 11,500.007NOS 11,500.007NOS	5%	29.7 29.7 011		roite	10,500.00/NOS	Ensole : Ensite t (eyamery
				osta2 ali			C C	aseal t	Accept ?	s riemas.
				coccă an		4.7		8127	Yes or No	

6) Press Enter & Accept the Screen & Return to Gateway of Tally
Whole Sale Sales Price List of Videocon

S.No.	Particulars	Quar From:	tities Less than	Rate	Disc. % (if any)		al Details Disc. %	Cost Price	
1.	165" LTR-REF-V	1 Nos	1 Nos	8,240.90/Nos 8,240.90/Nos 8,240.90/Nos	321190119 < 9	527) <	7,740.00/Nos	Gateway
	19" LED-V	5 Nos 7 Nos		5,000.00/Nos 5,000.00/Nos 5,000.00/Nos	ongany Pric			4,200.00/Nos	
3.	21"LCD-V	2 Nos 10 Nos		18,000.09/Nos 18,000.09/Nos 18,000.09/Nos	7% 10%			9,000.00/Nos	
4.	24°LCD-V	2 Nos 5 Nos		11,590.00/Nos 11,590.00/Nos 11,590.00/Nos	68701110 P		Say.	10,590.00/Nos	27 57 W
	28"LCD-V AC AUTOMATIC-V			12,700.09/Nos				12,000.08/Nos	
7.	FULLY AUTOMATIC W/M-V	2 Nos 4 Nos 7 Nos	2 Nos 4 Nos 7 Nos	23,000.00/Nos 11,990.00/Nos 11,990.00/Nos 11,990.00/Nos 11,990.00/Nos	te > Price List (\$100)		₹6.7 ≤ ¥	22,000.00/Nos 10,000.00/Nos	Press Ent Gateway
8.	SEMI AUTOMATIC W/M-V	5 Nos 10 Nos	10 Nos	9,990.00/Nas 9,990.00/Nas 9,990.00/Nas	5% 6% Shish quo		(18) (18)	9,500.00/Nos	
*******************		2915	l si	se el	vei Wind	919	PRC	Accept ?	

7) Press Enter & Accept the Screen & Press Esc & return to Gateway of Tally

all innomA

15,747,40 Dr

O Create a Sales Voucher Using Price Level

314) Sold Goods to Amol TV Center On Warehouse

Date	Description of	HCN /CA					and arrest total	
	Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc	Amount
02/10/2020	19" LED-V	85030010				,	%	V- 0,71
02/10/2020	165 Liter-Ref-LG		~0 /0	5	5,000	Nos	5%	30,400.00
02/		85022100	18%	5	8,540	Nos	10%	45,347.40
	2 Of well to but a coll d				5	То	tal	75,747.40

1) Gateway of Tally > Voucher > Press F8 : Sales

		1592
F2 : Date	02/10/2020	
Ref.	Press Enter	4 1 1 1 1 1 1
Date	Press Enter	Protein GSTIE Was SH
Party's A/c Name	Amol TV Center	- amount of
Dispatch Details	Ctrl+A	19.72 78
Price Level	the second secon	1 14 15
Sales Ledger	Whole Sales	-
Name of Item	Sales A/c	
	19" LED-V	
Tracking Number	Not Applicable	Type of Re
Order Number	Not Applicable	
Godown ToO S Jaw	Warehouse	4 68 68 68
Quantity	5 Nos	
Amount	Press Enter	to weid
Name of Item	165 Liter-Ref-LG	The state of the s
Tracking Number	Not Applicable	2 2 2
Order Number	Not Applicable	1
Godown	Warehouse	
Quantity	5 Nos	amount f
Amount	Press Enter	2) Press Enter &
CGST	Press Enter	7,7112,00
SGST	Press Enter	1
Accept ? Yes or No	Yes	

Salas No. 67 Reference No :	Date :				
Party A/c name : Amol TV Center Current balance : 51,124.80 Dr Sales ledger : Sales A/c			Code (a	Price Level	
Current balance 23,72,727.00 Cr Name of Item	Brownia company day and agreement com			Quantity Rate p	per Disc % Amour
	8,540 1	90	5022100 18	5 Nos 5,000.00 N	los 5 % - 23,750.0
165 LTR REF-LG				5 Nos 8,540.00 N	los 10 % 38,430.0
CGST SGST		zeis	> Press F8 : 5	lly > Voucher	62,180.0 6,783.7 6,783.7
				F2:Date	
Provide GST/e-Way Bill details: No		Press l		Refi	
Narration:	inier	Pressi		10 Nos	75,747.A

		CHECK THE CONTRACT		
		for: Amol TV Center 75,747.40 Dr		
Type of Ref	Name 2 A John Share Name 2	Due Date, or Credit Days (wef: 2-Oct-20)	Amount	Dr/ Cr
New Ref	67 19503 Paris	10 DaysiomA	75,747.40	Dr
	Tubb Little gent of the Applicable of Mot Applicable of	- (12-Oct-20) To email of the control of the cont		Chi vostin ne vil 14
	22.2.12.2011	The second second		,

2) Press Enter & Accept the screen

Exercise: Enter the Following Sales Voucher Using Price Level as Wholesale Sales

315) Sold Goods To Jalaram TV Center On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/10/2020	24" LCD-LG	85121000	18%	1	10,590	Nos	5%	11,871.40
02/10/2020	21" LCD-V	85030010	28%	2	10,000	Nos	7%	23,808.00
					l	То	tal	35,679.40

316) Sold Goods To Aditi Agencies On Warehouse

	_							
Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/10/2020	165 Liter-Ref-V	85021100	28%	2	8,240	Nos	5%	20,039.68
02/10/2020	165 Liter-Ref-LG	85022100	18%	2	8,540	Nos	5%	19,146.68
				J15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	a':	То	tal	39,186.36

317) Sold Goods To Zankar Agencies On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/10/2020	24" LCD-V	85030010	28%	√55T	11,590	Nos	7%	68,983.68
02/10/2020	14" LCD-LG	85121000	18%	371 5) h	10,000	Nos	₋ 5% ₋	56,050.00
	100 cm	iai Balance	it < etc	e Repo	Hay More	To To	talsta	1,25,033.68

318) Sold Goods To Laxmi Agencies On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/10/2020	21" LCD-V	85030010	28%	5	10,000	Nos	7%	59,520.00

¹⁾ Press Esc & return to Gateway of Tally

1) To Check Whether you have entered Correctly - Gateway of Tally > Stock Summary > Press Alt+F5: Detailed

Stock Summary		M/s. \$1	riram Electro	onics		and the second second	and the second s	C. Heb day
Parada and a second		And the state of t	a for each also a safe and a safe a safe a safe a safe a safe a sa	amentinenasu vareasti eeen een een een een een een een een e	1-4	hriram Elec pr-20 to 2-0d	1-20	
Particulars				TALL ME		losing Balan		
			and the state of the	The second second second	Quantity	Rate	Value	
							16,80,108.00	
G	SALES AND STREET	9-200-200-200-200-200-200-200-200-200-20		Section of the sectio	231 Hos	7,273.19 9,000.00	3.87.000.00	
14° LCO-LG	.*				43 Nos 17 Nos	7,540.00	1,28,180.00	
165 LTR REF-LG					4 Nos	10,830.00	43,560.00	
210 LTR REF-LG					14 Nos	9,590.00	1,34,260.00	
24 LCD-LG					48 Nos	3,665.00	1,75,920.00	
36° LED-LG					32 Nos	684.00	21,888.00	
Audio Speed King-LG					33 Nos	11,500.00	3,79,500.00	
FULLY AUTOMATIC W/M-LG					1 Nos	300.00	300.00	
IRON-LG					39 Nos	10,500.00	4,09,500.00	
SEMI AUTOMATIC W/M-LG					1.070 Nos	4.85	5,134.50	Oate
Medicines				MAG / CO	250 Nos	1.25	312.50	
Combiflam Crocin					150 Nos	2.50	375.00	
Dettol					250 Nos	16.00	4,000.00	
Strepcils	614 8				180 Nos	1.75	315.00	
Vicks Action 500					240 Nos	0.80	192.00	
Videocon					246 Nos	9,683.33	23,82,100.00	
165" LTR-REF-V					27 Nos	7,740.00	2,08,980.00	
19" LED-V					41 Nos	4,200.00	1,72,200.00	
217LCD-V					36 Nos	9,000.00	3,24,000.00	
24"LCD-V					38 Nos	10,590.00	4,02,420.00	
28"LCD-V					16 Nos	12,000.00	1,92,000.00	
AC AUTOMATIC-V					18 Nos	22,000.00	3,96,000.00 4,30,000.00	
FULLY AUTOMATIC W/M-V				will the Maria	43 Nos 27 Nos	10,000.00 9,500.00	2,56,500.00	F) Sold (F)
SEMI AUTOMATIC W/M-V					21 1405	3,500.00	2,30,300.00	
						roifgi	15-5-5	
Grand Total					1.547 Nos	210000	40,67,402.50	

- 2) Press Esc & return to Gateway of Tally
- 1) To Check Whether you have entered Correctly -

Gateway of Tally > Display More Reports > Trial Balance

Particulars	san dordW p		M/s. Shriram Electronics Shubha 1-Apr-20 to 2-Oct-20		
			Closing B	alance	
754			Debit	Credit	
	etsi			002	
Capital Account				6,18,476.00	
Loans (Liability) Current Liabilities				13,32,619.00 62,59,407.14	
Fixed Assets			2,74,654.00	d muder 8:	
Investments			1,75,500.00		
Current Assets			7,75,748.89		
Sales Accounts				26,29,194.25	
Purchase Accounts		1	5,82,073.50	20,25,104.25	
Direct Expenses			3,069.00	-	
Indirect Expenses			28,651.00		
Grand Total		1,0	8,39,696.39	1,08,39,696.39	

2) Press \mathbf{Esc} & return to $\mathbf{Gateway}$ of \mathbf{Tally}

Bill of Materials

Tally provides basic facilities for production & Inventory management for manufacturing, Third party jobbers & Contractors to specify Bill of Materials, which helps you make a cost estimate for your party Joseph State of Component to Manufacture/assemble another product.

O Activation of Bill Of Materials

- 1) Gateway of Tally > Create > Stock item > Press F12 : Configure > Set Following options to 'Yes'
- 2) Set Components List (Bill of Materials) in Stock Items

Configuration		old father of lands	
Show more configurations : Yes Show all configurations : No		207	
General Details Provide aliases for Name	: Yes	GST Details Set GST details	; Yes
Provide language aliases for Name Provide Part No. for Stock Items Provide Descriptions for Stock Items	: No : No : No	Statutory Details Set Inclusive of Duties and Taxes option Provide Rate of Duty	; No : Yes
Inventory Details Use Stock Group for Stock Items Use Stock Category for Stock Items	; Yes : Yes	o Gateviay or Tally	
Provide Units of Measurement (UoM) for Stock Items Use Alternative Units Maintain Stock Items in Batches	: Yes : No : Yes	of New Items required	g is the list o
Set Components List (Bill of Materials) in Stock Items Provide Standard Buying and Selling Rates Provide MRP Details	: Yes : No : No : Yes	tack Group- Parts of Co Ledger IBM Pyr Ltd	reate New S reate a New
Is Cost Tracking applicable for Stock Items Set default Accounting Allocations for Stock Items (in Invoice Mode) Provide Opening Balances for Stock Items	. No	of Computer from IBM P 020	chase Parts o

- 3) Press Enter & Accept the screen & Press ESC & return to Gateway of Tally
- O Create a New Voucher Type

Create a New Voucher Type called Manufacturing Journal under Stock Journal

- Gateway of Tally > Create > Voucher Type
 - 1) Name Manufacturing Journal
 - 2) Select Type of Voucher- Stock Journal
 - 3) Abbreviation Press Enter
 - 4) Activate this Voucher Type Yes
 - 5) Method of Voucher Numbering Automatic
 - 6) Use Advanced configuration No
 - 7) Use effective dates for vouchers No
 - 8) Allow Zero Valued Transaction No
 - 9) Make this voucher type as 'Optional by default **No**
 - 10) Allow Narration in voucher Yes
 - 11) Use as Manufacturing Journal Yes
 - 12) Track Additional Costs for purchase No
 - 13) Print voucher after saving No

Voucher Type Creation	M/s. Shrira	m Electronics		
Name : Manufacturing Journal (alias) :				
etsmilen ten not den en General		Print youcher after saving	Printing 210	Name of Class
Select type of voucher	Stock Journal 15 9 0	nuracture/assem	5/1 03 /110/10	, It is ast on Long
Abbreviation	: Stk Jml		of cincipal and	ation of Bill-Of
Activate this Voucher Type	: Yes			
Method of voucher numbering	: Automatic	Stock item >		reway of Tally
Use advanced configuration	: No		is to "Yes"	Following aption
Use effective dates for vouchers	Stock Items on:	Materials) in	to IIIA) jai.	t Compoinents
Allow zero-valued transactions	: No			
Make this voucher type as 'Optional' by de	fault : No			
Allow narration in voucher	ː Yes			
			enV soc	SWOTHER CHIEFFORE
Use as a Manufacturing Journal	: Yes			
Track Additional Costs for Purchases	: No		diagram of the state of the sta	
				efferm stensel 1
		Yes		Accept ?
		off -	or strick re	Par no mar no ma
		884	20 1. 15	Yes or No

- 1) Press Enter & Accept the Screen
- 2) Press Esc & return to Gateway of Tally
- O Following is the list of New Items required for Manufacturing Computers

Note:- Create New Stock Group- Parts of Computers and Stock Category - Not Applicable Create a New Ledger - IBM Pvt Ltd

319) Purchase Parts of Computer from IBM Pvt Ltd of Rs. 2,98,648 +GST @12% dated: 01/11/2020

Name of Items	Inward Qty	Rate	Godown	Total	Value
Cabinet - IBM	20	1850	Warehouse	20	37000
DVD Writer - IBM	25	1150	Warehouse	25	28750
CPU Fan - IBM	.15	450	Warehouse	. 15	6750
Hard Disk - IBM	18	2100	Warehouse	18	37800
Internal Modem - IBM	05	450	Warehouse ::	3 22905 - colt	2250
Mother Board - IBM	20	3000	Warehouse	Tien 20 and	60000
RAM - IBM	15	1150	Warehouse	n ders15 cov to	bor 17250
SMPS - IBM	16	1350	Warehouse	านกูปิก16 ก็ออกา	21600
Speakers - IBM	05	1800	Warehouse	าด้า 2005 กับกา	9000
Processor - IBM	02	3000	Warehouse	2012 TO2 115V OT	6000
Key Board - IBM	25	250	Warehouse	25 25	6250
Mouse - IBM	30	150	Warehouse	30	4500
LCD Monitor - IBM	05	5900	Warehouse	05	29500

13) Print voucher after saving - No

w) Wess Enter & Accept the Screen

5) Press Esc & return to Galeway of Tally

1) Gateway of Tally > Create > Stock Group

Stock G	roup Creation		
Name (alias)	Parts of Con	puters	rodeno, di OA isabe
			nhong fêst n. n
Under	: • Primary		k Dotalis om 1 Aprilio
		On Velue Taxable	
Should q	uantities of items b GST Details	e added	Yes
	A Section	Valenting Period	: No

2) Gateway of Tally > Create > Stock Item

Name (alias)	: Cabinet-IBM :	econdary)	M/s. Shriram	Electronics	Surstei
Under	Section 1			And the second s	
Category Units Additional Maintain in t	patches	: Parts of Computers : ♦ Not Applicable : Nos	Statutory Details GST Applicable Set/Alter GST Details Type of Supply	: • Applicable : Yes : Goods	
Enable cost	£0.00€.38	: No	Rate of Duty (eg 5)	CPU 4	
	00.1500 PC	Qu Opening Balance :	lantity Rate per	Value ARI ANDE	

2) Gateway of

	GST Details for St	ock Item: 7 Hook 4 %	DO IN THE
	Cabinet-If	3M	The same of the sa
HSN/SAC Details		- Acitor \$ 986	
Description :	a.eta.	Parts of Comp	Manne
HSN/SAC :			(selles)
Is non-GST goods	No		
Tax Details			
(From 1-Apr-20)		risming +	tebati
Calculation type	: On Value		
Taxability	: Taxable		A second
Is reverse charge applicable Is ineligible for input credit	: No	antities of items be	Should cu
Tax Type	Valuation Type	Rate 786	Set/Alter (
Integrated Tax	Based on Value	12 %	
Central Tax	Based on Value	6 %	
State Tax	Based on Value	te >%.6;ock Item	ally > Crea
Cess	Based on Value	0 %	

3) Gateway of Tally > Voucher > F9 : Purchase

Accounting Voucher Alteration	M/s. Shriram Electronic	S			
Purchase No. 52 Supplier Invoice No.: Date					1-Nov-20 Sunday
Party A/c name : IBM Pvt Ltd Current balance : 2,98,648.00 Cr Purchase ledger : Purchases A/c	Sintetory Hetalin	schrimality a			
Current balance : 18,48,723.50 Dr		Quantity	********	per Disc	% Amount
ele a la grafia de la composición della composic	49F 485 187 4148 - 1		g643		
Cabinet-IBM		20 Nos	1,850.00	Nos	37,000.00
DVD Writer-IBM		25 Nos	1,150.00	Nos	28,750.00
CPU Fan - IBM		15 Nos	450.00	Nos	6,750.00
Hard Disk - IBM		18 Nos	2,100.00	Nos	37,800.00
Internal Modem - IBM		5 Nos	450.00	Nos	2,250.00
Mother Board - IBM		20 Nos	3,000.00	Nos	60,000.00
RAM - IBM		15 Nos	1,150.00	Nos	17,250.00
SMPS-IBM	Quantity Rate per	16 Nos	1,350.00	Nos	21,600.00
Speakers-IBM		5 Nos	1,800.00	Nos	9,000.00
Processor P4-IBM		2 Nos	3,000.00	Nos	6,000.00
Key Board-IBM		25 Nos	250.00	Nos	6,250.00
Mouse-IBM		30 Nos	150.00	Nos	4,500.00
LCD Monitor		5 Nos	5,900.00	Nos	29,500.00
					2,66,650.00
CGST					15,999.00
SGST					15,999.00
Narration:	the state of the s	201 Nos	4-7-57	-	2,98,648.00

- 4) Press Enter & Accept the Screen
- 5) Press Esc & return to Gateway of Tally

O Manufacturing Journal

O Steps for Creating Bill of Material

You can create a Bill of Material (BOM) for any stock item.

Typically, you would like to create a BOM only for those items that are being manufactured 1) Gateway of Tally > Create > Stock Item >

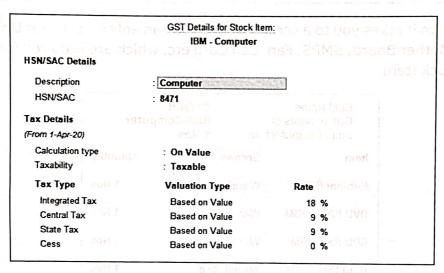
Name	IBM - Commission of the commis
Under	IBM - Computer
Category	Mfg. Item (create the group if it does not exist.)
Units	_Not Applicable
the section is a second war to	Nos ave
Maintain in Batch?	No NO 1
Set Components (BOM)?	Yes oo vloque to gove to
Name of BOM	Type Default & Press Enter

Once this is made to it takes you to a screen where you can enter 1 each for Unit of Manufacture and items Hard Disk, Ram, Mother Board, SMPS, Fan, Lan Card etc. which are required for the assembly of one Computer & Save the Stock Item.

BoM Name Components of Unit of manufacto	: Default : IBM-Con re : 1 Nos	relieve control of				
ltem	Godown	Quantity	Calculation			
Cabinet-IBM .s	Warehouse dansely	1 Nos	Teretiay			
DVD W-is- upon	Bused on Vabre	ras .	Letergetral			
DVD Writer-IBM	Warehouse house	1 Nos	Central Tr			
CPU Fan - IBM	Warehouse	1 Nos	State Yak			
Hard Disk - IBM	Warehouse	1 Nos				
Internal Modem - IBN	Warehouse	1 Nos	ips Comput			
Mother Board - IBM	Warehouse	1 Nos				
RAM - IBM		mod gtM				
AAM - IDM statestock		LON LON		et egesty were		
SMPS-IBM	Warehouse	1 Nos	Values See alles	O innaisth		
Speakers-IBM 🚧 🗀	Warehouse	1 Nos		ed ouristais Pedermon is		
Processor P4-IBM	Warehouse	1 Nos		e sinedant t		
Key Board-IBM	Warehouse	1 Nos				
Mouse-IBM	Warehouse	1 Nos				
LCD Monitor	Warehouse	1 Nos	cept the	3A 8	s Enter	Pres

The purpose of creating 2) Press Enter and Accept the Bill of Material and then press Ctrl+A to save the Default Bill of Material and Components List manufactured with Bill of materials.

GST Applicable	Applicable
Set\alter GST details	Yes
Description	Computer
HSN/SAC	8471
Calculation type	On value
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%/
Cess	0% at these
Type of Supply	Goods (C(MOR) 2ths
Accept ? Yes or No	Yes



Name : IBM - Compt (alias) :	iter ****	. Jehot or	ost Mai seedi medi		
Under Category Units Additional Details	: Mfg. Item	esuorie	Statutory Details GST Applicable Set/Alter GST Details Type of Supply	: • Applicable : Yes : Goods	
Maintain in batches Set components (BOM) Set standard rates	No Yes : No		Rate of Duty (eg 5)		
	Opening Balance	G Quantity	Rate per based Valu	le	Accept?

4) Press Enter & Accept the screen

O Manufacturing Journal

The purpose of creating a bill of material is to enable consumption of the materials in the ratio specified when the product is manufactured. Tally uses a manufacturing Journal to enter goods manufactured with Bill of materials.

Enter the Following Manufacturing Journal Voucher Communication of the Following Manufacturing Journal Vouchers Communication of the Following Manufacturing Man

1) Gateway of Tally > Vouchers > Press Alt+F7: Manufacturing Journal

Press F2 : Date	01/11/2020
Name of Product	IBM Computer
Godown	Warehouse
quantity	2 Nos & Press Enter
Type of Additional Cost	Labour Expenses. (Create the Ledger if it does not) exist , Under Group - Direct Expenses)
Amount	Rs. 700/-
Accept Yes or No	Yes Research segmentative!

Inventory Vouch	No. 1	03 1 CT 0- 0			M/s. Shriram	Electronics					
andacturing Journal	NU. I	8,43,773,50							Accounts	Pulcha-	1-Nov-20
									202000	Direct fix	Sunday
		00.123,35			Manufacture	of Materials				Indired E	
	Name of prod	duct: IBM-Comp	uter		Name of BOM: D	efault	Godown: Ware		04 2 No.		
%-	of Cost allocation	100 %	Batch na		Mfg date:	Expiry da		enou se	Qty: 2 No:	•	
		onents (Consun	nption)				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Co-Product/By-Produ	ict/Scran		
lame of Item	Godown		Quant	tity Rate	Amount	Name of Item	Godown	% of Cos allocation		Rate	Amount
	CONTRACTOR	CE 34E 30-1				**********************	*****************************	anocalor		***********	Allouin
abinet-IBM	Warehouse		2 Non	1,850.00/Nos	2 700 00	• End of List	and the second section of the second		latel t		
VD Writer-IBM	Warehouse		2 1405	1,000.00/1108	3,700.00						
			2 Nos	1,150.00/Nos	2,300.00	vils	T to VE	to Gatew	THITTON &	328 22	21 Pre
PU Fan - IBM	Warehouse										
ard Disk - IBM	Warehouse		2 Nos	450.00/Nos	900.00	Correctly	nterea	you have a	mether	Check V	3) TO (
DIA DISK - IDIM	VVaienouse		2 Nos	2,100.00/Nos	4,200.00		s mans	> Stock S	witer The	* N. 224 6 7 7 7 1	000
iernal Nodem - IBM	Warehouse			2 E 112	,		THE STATE OF	and the state of the	Action to	A 22 A 5 23 7	2 6-2 Gal
.d P 1 1000			2 Nos	450.00/Nos	900.00		Surrey and the same and the	Les			
other Board - IBM	Warehouse		2 Noc	3,000.00/Nos	6,000.00	mailmin parall					d a
AM - IBM	Warehouse	Mile. Stude	2 1403	3,000.001103	0,000.00						4
			2 Nos	1,150.00/Nos	2,300.00				a raft	Parric	
MPS-IBM	Warehouse 100			4.050.0041	2 700 00						
peakers_IBM	Warehouse		2 Nos	1,350.00/Nos	2,700.00						
			2 Nos	1,800.00/Nos	3,600.00						
rocessor P4-IBM	Warehouse ***			S. O. The		Cost of compone					45,200.00
ey Board IBM	The state of the s		2 Nos	3,000.00/Nos	6,000.00	Type of Additi	ional Cost	Percentage		enh. vibusi	
e) pogld-IRM	Warehouse		2 Nos	250.00/Nos	500 00	Labour Expenses					
ouse IBM	Warehouse		2 1405	200.007100					* reduces	TO Sto sers	700.00
CD Monitor			2 Nos	150.00/Nos	300.00	3 ³³				deposta	
-u monitor	Warehouse				11,800,00						
			2 Nos	5,900.00/Nos	11,000.00						
						Total Addl. Cost					700.0
						Effective Cost			1010	1-4813	45,900.0
		professional and a second									
		soft MST.		Nos	45 200 NA	Allocation to Prim Effective rate of P					45,900.00 2,950.00/No:

²⁾ Press Enter & Accept the Screen

³⁾ Press Esc & Return to Gateway of Tally

1) To Check Whether you have entered Correctly - Sand Balance Gateway of Tally > Display More Reports > Trial Balance

Trial Balance M/s. Shriram Electronics			The State of the S
Particulars M31	M/s. Shriram 1-Apr-20 to		2019
Particulars English Mal	Closing B	Balance	HOVE
	Debit	Credit	600
2 Nos & Press Enter -		rtity	SUD
Capital Account		6,18,476.00	1
oans (Liability) (seematica spaniu - quara menu , Juno		13,32,619.00	
Current Liabilities -1007 .29		65,26,057.14	Amn
Fixed Assets	2,74,654.00	of Yes or No	ACC
Investments	1,75,500.00 87,75,748.89		
Current Assets			1000
Sales Accounts		26,29,194.25	Chapter 20
Purchase Accounts	18,48,723.50		The Land
Direct Expenses	3,069.00		
Indirect Expenses	28,651.00		
Torse GROW Colour Cores Warehouse Coy 2 Hes	retugned 1885 boote		
		% of Cost attocation	
Collective Section (Collective Section)			at to non
	Cumiti	arresport th	04 ST R40
Grand Total	1,11,06,346.39	1,11,06,346.39	/U.s

- 2) Press Esc & Return to Gateway of Tally
- 3) To Check Whether you have entered Correctly -

Gateway of Tally > Stock Summary

Particulars			2,300,00	ca/200.021.1	opt 5		hriram Elect pr-20 to 1-No	
			52,017,0	f_3t+c:094-es	2 45 <u>5</u>	CI Quantity	osing Balan Rate	ce Value
							n@L	NGC 88 18
LG Medicines						231 Nos 1,070 Nos	7,273.19	16,80,108.0 5,194.5
Mfg.Item Parts of Computers			m3 00 002			2 Nos 175 Nos		45,900.0 2,21,450.0
/ideocon				301100 par		246 Nos	9,683.33	23,82,100.
				503401 00E				
Grand Total	1.15.79.7	teach ent v	1.23			1.724 Nos		43.34.752.

4) Press Esc & Return to Gateway of Tally

Zero-Value Entries In Voucher

you need to raise an Invoice for free samples as Zero rated Tax. Which means that the When the entry will be Zero Activation of Zero Value Entries

(1) Gateway of Tally > Alter > Voucher Type > Sales > Set the Following option to 'Yes' • Allow zero valued transactions

oucher Type Alteration sme Sales	71	M/s. Shriram Electronics	
ilas)	84	Michael and any service of the servi	
Gene	al	Printing Name of Cl	
elect type of voucher bbreviation ctivate this Voucher Type lethod of voucher numbering Use advanced configuration Use effective dates for vouchers	: Sales : Sale : Yes : Automatic : No	Use for POS invoicing : No Default title to print : Default bank : • Not Applicable Default jurisdiction	Star
Allow zero-valued transactions Make this voucher type as 'Optional' by Allow narration in voucher Provide narrations for each ledger in vou	: Yes	oN: noise state of the Screen of the Following Ledger:	29.10
Enable default accounting allocations	the Followor g opt	eway of Jally > Alter > Ledger > Sales > Set	100

2) Press Enter & Accept the Screen

O Create the Following Ledger

1) Gateway of Tally > Create > Ledger

				14 TH			
Name	Under	Type of Ledger	Inventory Values Are Affected	Cost Centers are applicable	Is GST Applicable	Include in assessable value calculation for	
Sample A/c	Sales Accounts	Not Applicable	Yes	No	Not Applicable	Not Applicable	

O Create the Following Ledger

Ledger Creation Name : Sample A/c		Mis. Shriram Electr	Company of the Section of the Sectio	en kan malaki kan dinan har	Total Op	ening Balance
which means tracelle	Reforested Tax	nee sannples is	ny piec na			78,88,944.00 [78,88,944.00 (
			<u> </u>	sies by an		
Under	: Sales Accounts	Mailing Details Name	asitin	Yalue E	net jo	
Inventory values are affected	es > Set the Fullt		fouch < 7	lly > Afte	et to vi	SACONS
Type of Ledger Cost centres are applicable	: • Not Applicable : No		neactions	silved tra	V 0793	wolla a
		TREAM TO THE			Robard Was	(The
Shakara D. J. H		Banking Details				
Statutory Details		Provide bank details	: No			
Is GST applicable	: • Not Applicable	Tax Registration Details	i.			
Set/Alter GST Details	: No gaillant	PAN/IT No.	:	क रणाइली		
Include in assessable value calculation for	: ♦ Not Applicable	Progress and the	Seles			
			345			
	- off . Show	v 834 m ed),			sq. Treatment	_
		s communica	Automotic 8a		int southern or	Accept ?
	Opening Balanc	e (on 1-Apr-20) :		***************************************		

- 2) Press Enter & Accept the Screen
- 3) Press Esc & Return to Gateway of Tally
- O Alter the Following Ledger:
 - 1) Gateway of Tally > Alter > Ledger > Sales > Set the Following option to 'No'
 - Cost Centers are applicable
 - 2) Press **Enter** & **Accept** the screen to save the changes

Include in assessable value calculation for	is GST Applicable	Cost Centers are applicable	Inventory Values Are Affected	Type of Ledger	Under	
		No		Not Applicable	Sales Accounts	

Recording Sales Transaction: Recording Sold To Bhavsar T.V. Center On Warehouse

3207	Description of		Tarchou	se				
Date	Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc	Amount
02/11/2020	IBM Computer	8471		_			%	pr 211.
02/11/2020	Audio Speed		18%	1	24,200	Nos	0%	28,556.00
02/11/2020	King-LG	85022100	00 18%	1		Nos	10.30	British I
or de								1
-	of Tally > Variation					To	tal	28.556.00

1) Gateway of Tally > Vouchers > Press F8 : Sales

Note: Press F12: Configuration and Set following option to 'No' Select Common ledger account for item allocation

F2: Date	02/11/2020	xercise : Ent∟⊑
Ref.	Press Enter	ni lis nz : atoM
Party's A/c Name	Bhavsar TV Center	
Dispatch Details	Press Ctrl+A	(21) Goods Sold
Party Details	Press Ctrl+A	Date Da
Price Level	Not Applicable	
Name of Item	IBM Computer	02/11/2026
Tracking Number	Not Applicable	02/11/2020
Order Number	Not Applicable	
Godown	Warehouse	-
Quantity	1 Nos 1701 1800	22) Goods Sult
Rate	24,200	Page Dis
Per	Nos	
Discount	0%	28/11/29 1/ 80
Amount	Press Enter	12/11/20
Particulars	Sales A/c	
Name of Item	Audio Speed king-LG	1 Press Esc & 6
Tracking Number	Not Applicable	
Order Number	Not Applicable	To the chief of
Godown	Warehouse	se madelland
Quantity	1 Nos	- 1
Rate	Press Spacebar	
Per	Nos	
Amount	Press Enter	weeks start
Particulars	Sample A/c	and the Control
Amount	Press Enter	Silver March 1985
CGST	Press Enter	appendaV
SGST	Press Enter	in busic
Accept ? Yes or No	Yes	Press Esq & f

Tally Prime and and a second

Sales Reference No :	No. 72	Date	17.			M. J. J. B. Line	Price Le	vel : ♦ Not Ap	Monday plicable
Party Alc name :	Bhavsar 1V Cente 1,23,280.40 Dr	TARRES	e very rid primer season residentes	Maritan Maritan	waanaan ahaan ahaa	Manuscon Man	Quantity	Rate per Disc	& Amoun
lame of Item	The second of the second secon	(14) (in a second	antonium kus	and the control of th	L(T)		24,200.00 Nos	24,200.00
BM-Computer Audio Speed Kin	g LG				6W8T	022100	38 1 Nos	die Speed King-LG	24,200.00 2,178.00

- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- Exercise: Enter the Following Sales Invoice Vouchers

Note: In all the following transaction select price level as Not Applicable

321) Goods Sold To Aditi Agencies On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/11/2020	21" LCD-V	85030010	28%	- 1	10,000	Nos	0%	12,800
02/11/2020	Audio Speed King-LG	85022100	18%	- 1 190/70	r parties	Nos		
T 28 1 E15	1 V	I THE TAKE	4	190	MUKI 157/1	То	tal	12,800

322) Goods Sold To Jain Electronics On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/11/2020	AC Automatic-V	85021100	28%	1	23,000	Nos	0%	29,440.00
02/11/2020	Iron-LG	85022100	18%	1 .	inuam	Nos		
		JA valor			antico de s	То	tal	29,440.00

- 1) Press Esc & Return to Gateway of Tally
- 2) To Check Whether you have entered Correctly Gateway of Tally > Stock Summary > Enter

Particulars	1 Nos	itity	M/s. Shriram Electronics 1-Apr-20 to 2-Nov-20		
				losing Balar Rate	
THE ENGINEERING PROPERTY OF THE PARTY OF THE			220 11-		NAMED STREET,
ALTERNATION OF THE PROPERTY OF			228 Nos	gan an a	
LG Medicines	Sample Av.	anchio	1,070 Nos	4.85	5,194.50
Medicines Mfg.ltem	Sample Av.		1,070 Nos 1 Nos	4.85 22,950.00	5,194.50 22,950.00
Medicines			1,070 Nos	4.85 22,950.00 1,265.43	5,194.50

3) Press Esc & Return to Gateway of Tally

1) Gateway of Fa

Budget & Control Masio from ent no raine is select. Select 'Vas' to Select 'Va In Tally you can create multiple budgets. There could be a budget for Specific purposes

gudget figure can be compared against actual to get Budget Variance. The main purpose of

O Activation of Budget & Control

- Gateway of Tally > Create > Press Show More option > Select Budget
- 2) Give the name of Budget for e.g. Office Budget under Primary Budget
- 3) Specify the period of the Budget as 01/04/2020 to 31/03/2021
- 4) Select 'Yes' for Groups
- 5) Make the following entries :

Alfa maAA		
duer Busine		
Part (1901)		
		BODGÂ
	Par more	Set / Alter Budgets of Ledgers Cost Centres

Groups	Cost Centers	Type of Budget	Amount
Capital Account	Not Applicable	On Closing Balance	8,00,000.00
Sundry Debtors	Not Applicable	On Closing Balance	35,00,000.00
Sundry Creditors	Not Applicable	On Closing Balance	75,00,000.00
Fixed Assets	Not Applicable	On Closing Balance	3,50,000.00
Loans (Liability)	Not Applicable	On Closing Balance	15,00,000.00
Deposit (Asset)	Not Applicable	On Closing Balance	2,00,000.00
Investment	Not Applicable	On Closing Balance	2,50,000.00

Group Budgets Under 'Office Budget' (1949) (From 1-Apr-20 to 31-Mar-21)							
Group Name	Cost Centre	Type of Budget	Amount				
Capital Account Sundry Debtors Sundry Creditors Fixed Assets Loans (Liability) Deposits (Asset) Investments	 Not Applicable 	On Closing Balance	8,00,000.00 35,00,000.00 75,00,000.00 3,50,000.00 15,00,000.00 2,00,000.00 2,50,000.00				

- 6. Press Enter on the next blank field to return & accept the settings for Groups.
- 7. Select 'Yes' for Ledgers.
- 8. Select the following Ledgers:

Ledger	Cost Centers	Type of Budget	Amount
Petrol Exp	Not Applicable	On Closing Balance	5,000.00
Postage & Courier	Not Applicable	On Closing Balance	3,000.00
Travelling Exp	Not Applicable	On Closing Balance	8,000.00
Transportation Exp.	Not Applicable	On Closing Balance	12,000.00
Telephone Bill Exp.	Not Applicable	On Closing Balance	9,500.00
Advertisement Exp.	Not Applicable	On Closing Balance	4,500.00
Office Exp.	Not Applicable	On Closing Balance	6,700.00
Salary Exp	Not Applicable	On Closing Balance	12,000.00

	M/s. Shriram Elec	tronics	a a Contractor processing the
Led	ger Budgets Under 'C (From 1-Apr-20 to 31		12.500
Account Name	Cost Centre	Type of Budget	Amount
Petrol Expenes	♦ Not Applicable	On Closing Balance	5,000.00
Postage & Courier	♦ Not Applicable	On Closing Balance	3,000.00
Travelling Expenses	♦ Not Applicable	On Closing Balance	8,000.00
Transportation Expenses	♦ Not Applicable	On Closing Balance	12,000.00
Telephone Bill	♦ Not Applicable	On Closing Balance	9,500.00
Advertisement Expenses	♦ Not Applicable	On Closing Balance	4,500.00
Office Expenses	◆ Not Applicable	On Closing Balance	6,700.00
Salary Expenses	♦ Not Applicable	On Closing Balance	12,000.00
99, 160 60 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		an an ann an Aireann a Ta a chuir ann an Aireann an Aire	(1942AVLAKOGOQ)

- 9) Press Enter & Accept the Screen
- 10) Press Esc & Return to Gateway of Tally

O Displaying Budgets

Budgets can be Displayed in new columns in most financial statements like Balance Sheet and Profit & Loss Account.

- 1) Gateway of Tally > Balance Sheet as on 31/03/2021
- 2) Select New Column Button [Alt +C)
- 3) Select the option as given below

: 01/04/2020 4) From

: 31/03/2021

6) Method of Stock valuation : Default

7) Type of Value to show : Office Budget

8) Show Variances : No.

8) Balance Sheet with office Budget Column

	00 000 (M/- CI		
10 000 S1	00 000 F 00 000 F 10 000 F	The second	riram Electronics Shubham Actuals s at 2-Nov-20	M/s.Shriram Electronics Shubham Office Budget as at 31-Mar-21
96 805 8	4,745,00		at Z-INUV-ZU	as at 31-Mai-21
Sources of Funds:	00 (108):	ha cone	St. Han	इन् <i>स्वराज्या जिल्ला</i>
Capital Account			6,18,476.00	8,00,000.00
Loans (Liability)	(0.129.85		13,32,619.00	15,00,000.00
Current Liabilities Branch / Divisions		w or early	65,39,653.14	75,00,000.00
Suspense A/C		V	leway of Tai	Esc & return to Ga
Opening Balance Current Period Less: Transferred	vey of Taby	1,73,90	1,73,905.25 5.25 790503 < %	ng Control 00,700,00(-)6(-)66
Total			86,64,653.39	98,00,000.00
Application of Funds:		(2 t 1 ga		នារាជា គ្រងទាំង ១៦៖
Fixed Assets			2,74,654.00	3,50,000.00
nvestments			1,75,500.00	2,50,000.00
Current Assets		an and topic	82,14,499.39	37,00,000.00
Misc. Expenses (ASSET)				
Total			86,64,653.39	43,00,000.00

- 10) Press Esc & Return to Gateway of Tally
- Displaying Indirect Expenses Budgets.
- 1) Gateway of Tally > Display More Report > Trial Balance > Select Indirect Expenses
- 2) Display the Trial Balance for the period ended 31/03/2021
- 3) Select New Column Button (Alt +C)
- 4) From **01/04/2020**
- 5) To **31/03/2021**
- 6) Budget Value Office Budget (Show Budget Variance) No
- 7) Name of Group Indirect Expenses.

Particulars		M/s. Shriran 1-Apr-20 t	Indirect Expenses M/s. Shriram Electronics 1-Apr-20 to 2-Nov-20 Actuals Closing Balance		Expenses m Electronics to 31-Mar-21 Budget
		Closing			Closing Balance
		Debit	Credit	Debit	Credit
\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\				, 537.	
		2,200.00		4,500.00)
Advertisement Expenses		5,081.00			
Electricity Expenses		1,000.00			
Legal Charges		600.00		6,700.00	271 1115-7
Office Expenses		1,685.00		5,000.00)
Petrol Expenes		1,790.00		3,000.00)
Postage & Courier	Carli lut	750.00		-	
Printing & Stationery Exp.		3,000.00		12,000.00	
Salary Expenses		3,000.00			
Shop Rent Expenses		4,745.00		9,500.00	
Telephone Bill		4,800.00		8,000.00	
Travelling Expenses				olon ite	
			5.22		to the sta
Grand Total		28.651.00		48,700.00	idiaseed)

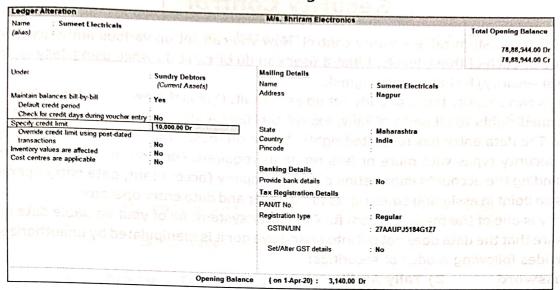
8) Press Esc & return to Gateway of Tally

O Activating Control

- 1) Gateway of Tally > Alter > Ledger > Select Sumeet Electricals > Press F12 : Configure > Set the Following options to 'Yes'
- 2) Provide Credit Limits

Configuration	00.000,03.1		ztozaŭ:	ing mail
Show more configurations	: Yes		dones puses	
			te.	
Show all configurations	: Yes (1.53,63.38			
General Details			Bank Details	
Provide aliases for Name		: Yes	Provide Effective Date of Bank Reconciliation for Bank Ledgers	: No
Provide language aliases for Na	ame	: No	Provide Bank Account Details for Bank Ledgers	: Yes
Provide Description for Ledgers		: No	Set Bank Reconciliation and e-Payments	: Yes
Provide Notes for Ledgers	-	: No	(for supported Banks only)	
Use Price Levels for Party Led	ners	: No	Provide Cheque Book and Cheque Printing details	: Yes
Maintain balances Bill-by-Bill		: Yes	Set Bank Ledgers as Notional Bank Ledgers	: No
For Non-Trading Accounts als	109196 < 80715	: No	(for Post-Dated Vouchers)	SE ED BUT TET
Provide Credit Limits	- po 15 m 16	Yes :	Tax Details	d veln
Use Inventory Allocations for Le	edgers	: Yes	Select type of Duties or Taxes	: Yes
Select Type of Ledger to auto-	calculate values in Invoice mode	: Yes	(for Ledgers behaving as Duties & Taxes only)	1914. 109
(Cash/Trade discount or invoice	e rounding values)		Set Ledgers to behave as Duties and Taxes	: No
Select Appropriation Methods t	o allocate Additional Costs	: No	Include additional Ledger Value to calculate Assessable Value	i Yes
(in Invoice Mode for Purchases	only)		Party Tax Registration Details	
Apply Cost Centres for Ledgers	•	: Yes	Provide GST Registration Details	: Yes
Apply Cost Tracking of Stock It	ems for Ledgers	: No	Show state and GSTIN/UIN (before reorganisation)	: No
Provide Percentage of Calculati	ion and Rounding Method 🤭 🥟	Yes Sin	for Dadra & Nagar Haveli and Daman & Diu	
(for auto-calculation during vous	cher entry)	. V	GST Details	
Provide Opening Balances for L		: Yes	Provide GST Rate details for Ledgers	: Yes
Provide Position Index of Ledge	ers	: No	For Non-Revenue Accounts also	: No
Party Details				
Provide Mailing Details		: Yes		
For Income and Expense Acc	ounts also	: No		
Provide Contact Details		: No		
Provide Bank Details		: Yes		

3) Specify Credit Limits - Rs. 10000 & Save Ledger



- 4) Press Enter & Accept the Screen
- 5) Press Esc & return to Gateway of Tally
- 323) Goods Sold To Sumeet Electricals On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/11/2020	19" LED-V	85030010	28%	3	5,000	Nos	0%	19,200.00

accounting Voucher Creation M/s. Shriram Electronics	
Sales No. 75	2-Nov-20
eference No : Date :	SiziC vnsamoO of associat Monday
arty A/c name : Sumeet Electricals urrent balance : 3,140.00 Dr. Credit Limit : 10,000.00 Dr.	Price Level : • Not Applicable
ame of Item	Quantity Rate per Disc % Amount
9"LED.V Daniel Tool Barck (1981) and would be a little broken	3 NOS 5,000.00 NOS 15,000.00
GST GST	2,100.00
Financial year beginning from 2 April 20 Decision in the Company of the Company o	2,100.00
	e: ox to: Error
ear and I wanted a set of head three a	Oops!
	Credit Limit
Common Interview Colors Control Interview (Colors Colors	of 'Sumeet Electricals' 10,000.00 Dr
	exceeded!
	(Current :22,340.00 Dr)
	6 072345 PG

1) Press Esc & Return to Gateway of Tally

Note: Tally will not save the above entry as we have set the Credit Limit of Rs.10000/-for Sumeet Electricals

Security Control

Tally has the customizable security control. Now you can set up various authority levels and u_{Sers} who are placed at each of these levels. What a user can do or can't do while using Tally is decided by t_{he} level (or type of security) he has been assigned.

Tally has two security types already set up as default. One is the owner and the other is Data Entry. Owner is assigned rights to all parts of Tally, except the Tally Audit, which is exclusively reserved for the administrator. The data entry has restricted rights. Based on these two predefined security types you can create other security types with more or less rights as required. For example you may have number of employees handing the accounts information of your company (accountant, data entry operator, manager etc.). there is no point in assigning equal rights to manager and data entry operator.

Security is one of the major concern for Computer system. All of your valuable data is kept inform. You must ensure that the data does not fall into prying eye nor it is manipulated by unauthorized persons.

Tally provides following modes of securities:

1) Password

2) Tally Audit

O Password -

Password protection is a common method of computer security. An authorised person assigns a secret word (called Password). This word is then necessary to perform the specified computer operation. Any person, who does not know the password, cannot get into system. So, your system remains protected.

When you create a Company, you are prompted to select Use Security Control. If you respond Yes, following prompts to input.

O Alter the Company

- 1) Gateway of Tally > Press F3 : Company > Alter Company > Press F12 : Configure > Use User Access control to 'Yes'
- 2) Control User Access to Company Data Yes
- 3) Username (Administrator) admin
- 4) Password 123
- 5) Confirm Password 123

Company Alteration		M/s. Shriram Electronics		
Company Name Mailing Name	: M/s. Shriram Electronics	Financial year beginning from Books beginning from	: 1-Apr-20 : 1-Apr-20	
Address	: 304,Street No.14, Near Metro Theater	Security		
	Fort-Mumbai	Control User Access to Company Data	: Yes	
		Username (Administrator) Password	: admin	
		Confirm Password		
State	Maharashtra	Enable TallyAudit features	: No	
State	. Manarasing	Disallow opening in Educational Mode	: No	
Country	: India			
Pincode	: 400001			
Telephone	: 022-2345678			
Mobile	: 7123456789			
ax.	·			
-mail	; Shriram@gmail.com			
Nebsite	: www.shriram.com	way of Tally	Return to Gates	S Esc &
Base Currency symbol	1: 7 3 W3 L 2 3 35 6	above entry as we have	and Byle for in	W KINET
ormal name	: INR		inat Flantificals	THE CITY

13) Press Otri + 1 & Accept the screen

14) Press Esc and return to Gateway of Tally

1) Galeway of Tally & Press Air+K: Comp

Create Users and Password For Data Entry Operator

- 6) Press Ctrl + A to Accept the screen
- 7) press Esc and return to Gateway of Tally

Note: Now Shut the Company Shriram Electronics by pressing Alt + F1 From Gateway of Tally and Select the Same Company and insert the Administrator Username & Password > Press Enter

O Creating A New Security Levels

- 1) Gateway of Tally > Press Alt+K : Company > User Roles > Select Data Entry >
- 2) The Level Defination Screen displays

Security Levels

Security Levels for Company

Name: M/s. Shriram Electronics

List of Security Levels

Data Entry

Tally.NET User

Tally.NET Auditor

Tally.NET Owner

3) Name of security level: Data Entry

4) Use Basic Facilities of : Data Entry

5) Days Allowed for Back Dated vouchers: 0

6) Cut-off date for Back Dated vouchers: Enter

7) Set/Alter rules for Print Before Save : No

8) Allow to override tax details: No

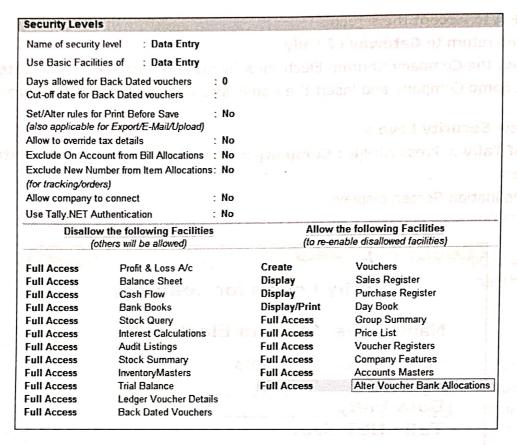
9) Exclude On Account From Bill Allocations: No

10) Exclude New Number from Item Allocations: No

11) Allow company to connect: No

12) Use Tally.NET Authentication: No

Now Shut the Company Shriram Electronics by pressing Air + F1 From Gateway of Tally

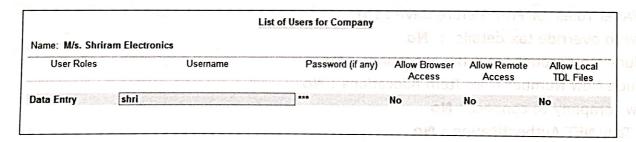


- 13) Press Ctrl + A & Accept the screen
- 14) Press Esc and return to Gateway of Tally

O Create Users and Password For Data Entry Operator

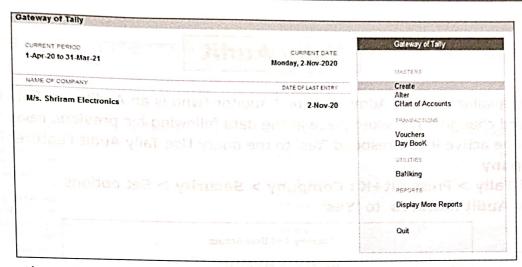
You would need to create different users who belong to one or more different Security Levels. Select the option at the Security Control menu to define users, give their passwords and their security levels.

 Gateway of Tally > Press Alt+K: Company > Users and Passwords > do as shown in following screen



- 2) Press Enter & Accept the Screen
- 3) Press Esc & Return to Gateway of Tally

Now Shut the Company Shriram Electronics by pressing Alt + F1 From Gateway of Tally and Select the same company and insert the Data Entry user name Data Entry's Password You can see following screen.



- Exercise: Enter the Following Payment Voucher in Data Entry Operator Level
- O Alter the Following Ledger
 - 1) Gateway of Tally > Alter > Ledger

Ledger Name	Under	Cost Centers Are Applicable
Traveling Exp.	Indirect Expenses	No
Salary Expenses	Indirect Expenses	No
Office Expenses	Indirect Expenses	No
Petrol Expenses	Indirect Expenses	No
Transport Expenses	Direct Expenses	No
Postage & Courier	Indirect Expenses	No
Electricity Expenses	Indirect Expenses	No
Shop Rent Expenses	Indirect Expenses	No
Telephone Expenses	Indirect Expenses	No s
Goods Inward Exp.	Direct Expenses	No

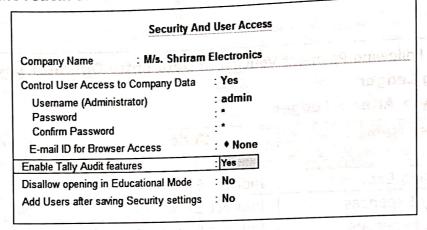
2) Gateway of Tally > Vouchers > Press F5: Payment

Date	Account	Particulars	Amount
02/11/2020	Cash	Salary Exp.	3,000
02/11/2020	Cash	Office Exp.	500
02/11/2020	Cash	Petrol Exp.	25001
02/11/2020	Cash	Travelling Expenses	20
	Cash	Transportation Exp.	15
02/11/2020	Cash	Postage & Courier	90
02/11/2020	Cash	Electricity Exp.	750
02/11/2020	Cash	Office Exp.	240
02/11/2020	Cash	Shop Exp.	1,000
02/11/2020	Cash	Telephone Bill Exp.	315
02/11/2020	Cash	Goods Inward Exp.	215
02/11/2020		Transportation Exp.	415
02/11/2020	Cash	Transportation Exp.	

Tally Audit

This is a means available to the Administrator / Auditor (who is an Auditor in Tally's eye?) to track in the Administrator / Auditor (who is an Auditor in Tally's eye?) to track in the Administrator / Auditor (who is an Auditor in Tally's eye?) to track in the Administrator / Auditor (who is an Auditor in Tally's eye?) to track in the Administrator / Auditor (who is an Auditor in Tally's eye?) to track in the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Administrator / Auditor (who is an Auditor in Tally 's eye?) to the Adminis any unauthorized change have taken place in the data following his previous review. This option will be active if you respond 'Yes' to the query Use Tally Audit Features?.

- O Alter the Company
 - 1) Gateway of Tally > Press Alt+K: Company > Security > Set options Enable Tally Audit features to 'Yes'



- 2) Press Ctrl + A & Accept the screen
- 3) Press Esc and return to Gateway of Tally
- 4) Gateway of Tally > Display More Reports > Statements of Accounts > Tally Audit > Select User

Audit Statistics		M/s.Shriram Electronics	e gala	1 Apr.	20 to 2-Nov-2
User Wise Name	User Type		***************************************	Entered	Altered
TIGHTC		Land Parkey	<u> </u>	. J . Tv	au milli
admin	Administrator			395	
				^^	
shri	Data Entry			23	
shri Gud		Particulars	Account	23	
shri on sa		Particulars Salate Evo	Accorno Cash		

5) Select Shri User > Select Payment > Enter > Select November > Enter

User Name : shri		11267	1-Apr-20 to 2-Nov-20
Name			Entered Altered
			1 4202 11 1 2 2
Accounting Masters		Cash	05001021150
Ledger	Office EXP		000010 + 5000
Types of Vouchers			12
Payment	<u>idaanin ka </u>	Contraction of the Contraction o	12
	Telephone Bil Lxn.		
	Goods inward Exp.	Cash	

Altered Payment Vouche Particulars y Expenses	***************************************			**********************				1-Nov	-20 to 30-l	Nov-20
y Expenses										
				Vch Type		Vch No.	***************************************	Debit Amount		Credi
	Programme and the second	***************************************	- La La Vey	APTER SECRETARY STATE OF THE SECRETARY STREET,				Amount		ATHOUTH
ntered By: shri	come and an arrange of the	All Committee of the Co	San San Branch	Payment		73		3,000.00		
Expenses				Payment	59111.4	74			3051	AMMERIANESE.
				SVILL		medi		ngian		
ntered By : shri			200 6 50	Payment		75		250.00		
lling Expenses ntered By: shri			6 : 5 Hv.	Payment		76		20.00		
portation Expenses ntered By: shri			8G . Y- 1	Payment		77		15.00		
ge & Courier			of group.	Payment		78	noba	90.00		
ricity Expenses			נונונ סל עם	Payment	on ammo	79	ingui!	750.00		
Expenses			1	Payment		80	tore des	240.00	niā to	
Rent Expenses				Payment		81		1,000.00		
phone Bill			adi atshbi	Payment		82		315.00		
ali Expenses			संक्षित्र वर्षे -	Payment		83		215.00		
sportation Expenses			1	Payment		84		415.00		
	I Expenes I Expenes Intered By: shri I Expenes Intered By: shri I Expenses I Ex	I Expenes Intered By: shri Illing Expenses Intered By: shri Iportation Expenses Intered By: shri Iportation Expenses Intered By: shri Inicity Expenses Intered By: shri Inicity Expenses Intered By: shri	I Expenes Intered By: shri Illing Expenses Intered By: shri Iportation Expenses Intered By: shri	I Expenes Intered By: shri Isling Expenses Intered By: shri Isportation Expenses Intered By: shri Intered By	I Expenes Intered By: shri Illing Expenses Intered By: shri	I Expenes Intered By: shri Illing Expenses Intered By: shri Intered By: sh	Expenes Intered By: shri Illing Expenses Intered By: shri	I Expenes Intered By: shri I Expenses	Expenes Intered By: shri Intered By: shr	Expenses Intered By: shri Intered By: sh

- 6) Placing the cursor bar on the relevant voucher click on **Alt+R**: Accept One This would accept the voucher as valid and remove the list.
- 7) There is also an option **Alt+S**: Accept All if you are satisfied that all the vouchers are valid then Click on this option.

Backup & Restore

O Backup

Tally has a flexible back-up mechanism wherein you can take a backup of the data from virtually any storage medium into any other medium.

The more commonly used media are Pen drive, Hard Disk Drive, Zip drive, etc - installed either locally or on a network. In the backup screen, the source of the backup and the destination of where it has to be stored has to be given, Tally will do as required.

- 1) Start Tally > Gateway of Tally > Press Alt+Y: Data > Backup > Specify Path
- 2) Backup Destination Path: Path where you keep your Tally Backup File
- 3) Select M/s. Shriram Electronics from the List of Companies
- 4) Select End of List and Press Enter

Backup Companies			
	Select Companies fo	r Backup	
Backup Destination Path:	D:\Tallyprime\backu	0	542
Company Name		Number	
M/s. Shriram Electronics		(10000)	
en∩ ಗಳುಸ್ಪಟ್ಕು		e reic, ant vouc	Accept ?
		fell and c	
		a lia mand of	Yes or No

- 5) Press Enter & Accept the Screen
- O **Restore**: You can restore the data of companies for which you haven taken a backup. When your current company data is lost or corrupted, you can restore your last backed up data using the Restore option in Tally Prime
 - 1) Start Tally > Gateway of Tally > Press Alt+Y: Data > Restore
 - 2) Restore Destination Path: D:\Tally Prime\Data

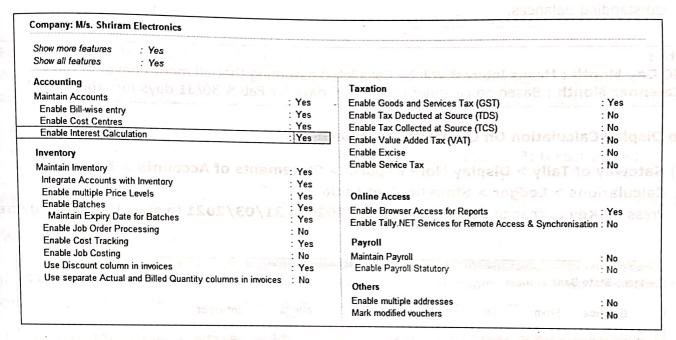
Sele	ect Companies for Re	estore		
Restore Destination Path : D:\Tally Prime\Data				
Company Name	Number	Date & Time of Backup		
M/s. Shriram Electronics	(10000)	20-Dec-20 (06:54 pm)		
		Accept		
		Yes or		

3) Press Enter & Accept the Screen

Interest Calculations

Tally allows you to obtain reports an Interest Calculation by tally based on the instruction you furnish Interest figures as follows:

- 1) On Outstanding Balance Amts.
- 2) On Outstanding Bills/ Invoice/ Transactions
- 3) (Receivable & Payable)
- 1) Gateway of Tally > Press Alt+K: Company > Select Features: F11 > Enable Interest Calculation to 'Yes'
 - Activate Interest Calculation to 'Yes'



- 2) Press Ctrl+A to Accept the screen & return to Gateway of Tally
- Activate & Specify Interest Calculation in State Bank Of India
 - 1) Gateway of Tally > Alter > Ledger > State Bank of India
 - Set the option 'Yes' to Activate Interest Calculation by pressing Enter key
 - Set the Interest Parameters,
 - You have to give 2 type of Information to Saturn to Sa
 - Rate: type 10%
 - Select: 30 Day Month
 - On: All Balances

Interest P	arameters () ()	
Calculate Interest Based on Include transaction date for interest can For amounts added For amounts deducted	: Voucher Date alculation: : No : No	Interest Balances
Rate: 10 % per 30-Day Month	on All Balances	All Balances Credit Balances Only Debit Balances Only

2) Press Enter & Accept the screen & Return to Gateway of Tally

You are now ready to view the amount of Interest that could be paid or charged by the bank on Outstanding Balances.

Note:

- 30 Day Month: Means Interest Will be Calculated assuming that all month have 30 Days
- Calender Month: Based on calender with 28/29 days for Feb & 30/31 days for other months.
- O To Display Calculation On Outstanding Balance
 - 1) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculations > Ledger > State Bank of India

Press F2 Key to change period from 01/04/2020 to 31/03/2021 to show the following screen

Ledger: State Bank of India					1-Apr-20 to 31-Mar-2	
Balance	From:	To:	Total Days	Rate %	Interest	
2,434.00 Dr	1-Apr-20	1-Apr-20	1 days	10 %	8.11 Dr	
17,434.00 Dr			1 days	10 %	58.11 Dr	
1,70,478.00 Dr	3-Apr-20	1-Jul-20	90 days	10 %	51,143.40 Dr	
3,53,562.80 Dr	2-Jul-20	2-Jul-20	1 days	10 %	2,845.21 Dr	
1,77,109.60 Dr	3-Jul-20	1-Aug-20	30 days	10 %	17,710.96 Dr	
1,70,239.60 Dr	2-Aug-20	31-Mar-21	242 days		1,37,326.61 Dr	
			का भाग । असाव			
					9 1 4-4	
				Grand Total	2,09,092.40 Dr	annound and an annound and an annound an annound and an annound an annound an annound an annound an annound an

2) Press Enter & Accept the Screen & Return to Gateway of Tally

• Exercise :-

- Set up Interest Calculation for COSMOS BANK Account at 10% Per 30- day Month
- 1) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculation > ledger > Cosmos Bank
 - Display the interest for the period **01/04/2020** to **02/11/2020**

edger: COSMC	NAME OF		M/s. Sh	riram Electronics	and an internal control of the second	
auger, COSINIC	13 DANK				1.00	Apr-20 to 2-Nov-
Balance	From:	nananakan mananan manan	201011111111111111111111111111111111111			Anna A com
	you and an announce of the second	To:	Total Days	Rate %	Interest	
83,069.00 Cr	KAR BAK					
		NOV-20	216 days	10 % 7,	07,809.68 Cr	100000
				_		
			estri in historia acidi (a			
	***************************************		want is heathy so of to			

O Book Entries & Adjustment of Interest.

We have seen the reports on Interest Calculations in different ways but these have not been brought into books. They simply give you the interest implicationery you must bring them into your books now.

- How to enter the calculated Interest amounts.
- You must use Debit Notes for Interest Receivable & Credit Notes for Interest Payable.

Note: The interest is calculated on Simple or Compound Basis & Seperate classes should be used for them.

O What is Voucher Class?

Voucher Class is a way to automate accounting allocations during Invoice entry. It is a table where you can predefine the normal ledger account to be credited for each item of sale. You can also specify additional accounting entries like Tax, freight & other charges.

O Steps Setting-up Voucher Classes for Interest entries :

- 1) Gateway of Tally > Alter > Voucher Type > Debit Note
 - Name of Class Type : Simple Interest
 - Use Class for Interest Accounting: Yes agree you passed by the Dollars for Interest Accounting: Yes
 - Amounts to be treated as Compound Interest : No and advantable beautiful b
 - In the Class Screen that comes up set the other options as above

		M/s. Shrirar	n Electronics		11/200
		Class: Sim	ple Interest		
Use Class for Inte	rest Accounting	: Yes	etwo pair prote		
Amounts to be tre	ated as Compound Intere	st : No	- Strains but a		
	rict the groups to which th		e used, specify them	here.	
Exclude these Gro	oups		Include these Group		- 21 - 121 - 121 - 1
		* * 2 C			
Default Accountin	g Allocations for all items	s in Invoice (exc	cept for the items spe	ecified below)	
Ledger Name	Set/Alter Tax Class ?	Percentage %		Rounding Limit	Override using Item Default ?
	The same				
Additional Accour	nting Entries (e.g. Taxes /	Other charges	a) to be added in Invo	ice	
Ledger Name	Type of Calculation	\$1000000000000000000000000000000000000	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Rounding Ren	nove
		Basis	_	Limit if Ze	ro ?

Voucher Type Alteration	M/s, Shrira	m Electronics	22.00		
Name : Debit Note (alias) :	CIDE FORTHIND OF				
Select type of voucher	: Debit Note	_ :		Name of Class Simple Interest	
Abbreviation Activate this Voucher Type	: D/Note : Yes	and to deep and	o panambi		
Method of voucher numbering Use advanced configuration	: Automatic : No	Default title to print	. See 2	is Voucier C	
Use effective dates for vouchers Allow zero-valued transactions	: No new years and a second se		705 0176	ETCIONES IN	
Make this voucher type as 'Optional' by default Allow narration in voucher	: No	almost ac in finite in			
Provide narrations for each ledger in voucher	: Yes : No				
Track Additional Costs for Purchases	: No	cretainot coresi	aucher C	Cetting-up \	
Enable default accounting allocations	: No szold sidesi s	> Jaucher Type	20419 23		

- You are taken back to the Debit Note Voucher type Alteration Screen
- Type Compound Interest For the Second Class. The Second Class of the Second Class of
- Use Class for Interest Accounting? To 'Yes' a second second and a second second and all a
- Amount to be treated as **compound Interest?** to **'Yes**

Name : Debit Note (alias) :		A' of noting you	ndesilags	ombonistismission Cost Canter
General	N. J. P. P. SELEC		Printing	Name of Class
Select type of voucher Abbreviation Activate this Voucher Type	: Debit Note : D/Note	Print voucher after saving	: No	Simple Interest Compound Interest
Method of voucher numbering Use advanced configuration	: Yes : Automatic : No	Default title to print		
Use effective dates for vouchers Allow zero-valued transactions	: No : No			to the taken
Make this voucher type as 'Optional' by default Allow narration in voucher Provide narrations for each ledger in voucher	Yes			
Track Additional Costs for Purchases	: No	bates), ore	dent is a now with	
Enable default accounting allocations	: No		Control of the	

		M/s. Shriran	: Electron	iics			
		Class: Comp	ound Ir	nterest			
Use Class for Inte	rest Accounting	: Yes					
Amounts to be tre	ated as Compound Interes	t : Yes	1				
If you wish to rest	rict the groups to which thi	s class can b	e used,	specify them he	re.		
Exclude these Gre		***************************************	с досковноських воссоонной час	these Groups	00000 00000000 00000000000000000000000	***************************************	*****************
		F Skie	mq,	985 291175	0 1200		
Default Accountin	g Allocations for all items	in Invoice (exc	ept for	the items speci	fied below)		
Ledger Name	Set/Alter Tax Class ?	Percentage %		Rounding Method	Roundinț Limit	g Override using Item Default ?	- S. J. S. S.
Additional Accour	nting Entries (e.g. Taxes /	Other charges) to be a	added in Invoice	ı a da		Street
Ledger Name	Type of Calculation	Value Basis	Roundin	g Method 📨 Ro		emove Zero ?	s/hr.
***************************************	WARRANCE TO THE TOTAL THE TOTAL TO THE TOTAL THE TOTAL TO THE TOTAL TH						

2) Press Ctrl+A & Accept Voucher Type the Screen & Return to Gateway of Tally

Similarly make changes in credit Note Voucher Type Follow the Steps given below

• Create two Class Simple Interest , Compound Interest

Create the Following Ledger Account:

• Interest Received Under Group Indirect Income & GST as Not Applicable

1) Gateway of Tally > Create > Ledger > Press Ctrl+I: More Details > Select Cost Center applicability Option to 'No'

	More Details		
Under :	Indirect Incomes		
Add :			
List of Ledger Details			
			Show More
General Details	aran managaran garan kan daran daran kan daran daran daran daran daran kan daran daran daran daran daran daran		
Name and Alias			
Description			
Notes		198	
Bill-wise Details		No	
Inventory Values are affect	cted	No.	l'ashla
Method of appropriation		♦ Not App	licable
Cost centre applicability	and the second second second	No	iskasi dinahan ing salah di kalah di
Opening balance			
Statutory Details		A A . I'	-
GST Details		 Applicab 	oie
Party Details Party Bank details			

Cost Centre	i da tagar
Cost centres are applicable	: No

Name : Interest Received (alias) :	M/s, Shriran	n Electronics	Total Opening Balance
(anas)			78,88,944.00 De 78,88,944.00 Ce
Under svenech	Indirect Incomes	Mailing Details Name : Address :	
	: * Not Applicable : No swatsa of mulsa s us-	Pincode :	s Chibra & Acce make changes
Statutory Details Is GST applicable Set/Alter GST Details Include in assessable value calculated		Provide bank details : No Tax Registration Details PAN/IT No.	ie Steps given b atc two Tiasm Bli io Eulime by Le r
)piicepie	Opening Balance	(on 1-Apr-20):	Accept ?

2) Press Enter & Accept the Screen & Return to Gateway of Tally

O Simple Interest Voucher Entry

Simple Interest does Not Calculate Interest on interest Amounts.

You must make A Debit Note entry to reverse the interest.

The Debit Note Entry For The above Example Will be.

	a rither	asil ill maitamone
Dr.	State Bank of India	2,09,092.40/-
	Interest Received	
<u> </u>	Therest Received	2,09,092.40/-

1) Gateway of Tally > Vouchers > Press Alt+F5 : Debit Note > Select Simple Interest Class

Press F2 : Date	31/03/2021
Dr.	State Bank of India
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Amount	2,09,092.40/-
(Amount is Automatically filed u	p with the calculated Interest)
Bank Allocation Screen	Press Ctrl+A
Cr.	Interest Received
Amount	Press Enter
Accept ? Yes or No	Yes

Debit Note No. 1	W/s. Shriram Electronics **ROLL AND STATE OF THE PROPERTY OF	31-Mar-21 Wednesday
	Debit	Credi
Particulars		
	2,09,092.40	
Or State Bank of India Cur Bal: 3,79,332.00 Dr		2,09,092.40
Cr Interest Received		2,03,032.40
Cur Bal: 2,09,092.40 Cr		
Coll Bai. 2,00,000 minorial in		
	2 09 092 40	2,09,092.40
Narration:	arang tations and a second sec	Carral-

2) Press Enter & Accept the Screen & Return to Gateway of Tally

- O Steps for Interest Calculation transaction (bill-by-bill)
 - 1) Gateway of Tally > Alter > Ledger > Bhavsar TV Center
 Set the Following option for ledger A/c Alteration Screen.
 - Activate Interest Calculation to 'Yes'
 - Calculate Interest transaction-by-Transaction 'Yes'
 - Override Parameters for each transaction 'No'
 - Give Rate 5% per 365- Day Year.
 - On All Balances

Note: If override parameters for each transaction in Set to No. You are Not allowed to change Interest parameters in voucher/Invoice Entry.

Interest Parameters	
Calculate Interest Transaction-by-Transaction	: Yes
Override Parameters for each Transaction	: No
Include transaction date for interest calculation:	
For amounts added	: No
For amounts deducted	: No

Viewing Interest Calculation on Outstanding transactions

2) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculations > Ledger > Bhavsar TV Center

California de la califo	est Calculation Shavsar TV Ce	nter		1-Apr-20	to 31-Mar-21
Date	Ref. No.		Opening Amount	Pending Amount	Interest
1-May-20	15		79,678.78 Dr	79,678.78 Dr	3,645.58 Dr
2-Jun-20	37		70,151.00 Dr		278.68 Dr
2-Jun-20	31		98,211.40 Dr		390.15 Dr
2-Jun-20	101	CARLETT ALL COME	30,231.60 Dr		120.10 Dr
2-Nov-20	72		28,556.00 Dr	28,556.00 Dr	582.86 Di
		2 Mines			
***************************************			3,06,828.78 Dr	1.08.234.78 Dr	5,017.37 D

3) Press Esc & return to Gateway of Tally

- O Steps for Interest Calculation transaction by transaction (bill-by-bill)
 - 1) Gateway of Tally > Alter > Ledger > Kitchen Appliances

Set the Following option for ledger A/c Alteration Screen.

- Activate Interest Calculation to 'Yes'
- Calculate Interest transaction-by-Transaction 'Yes'
- Override Parameters for each transaction 'No'
- Give Rate 5% per 30- Days a Month.
- On All Balances
- O Alter a Purchase Invoice for using Set calculation for Transaction-by-transaction
 - 1) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculations > Ledger > Kitchen Appliances

Appliances & Now display interest calculations again for kitchen Appliance upto 31/03/2021

Date	Ref. No.	Opening Amount	Pending Amount	Interes
	1179 321 12 516 1	er remains avig to a remain nov ju	3 51E 211	[0] 8'Q 51
2-May-20	KA/01	25,600.00 Cr	25,600.00 Cr	14,208.00 CI
1-Jun-20	KA-06	80,640.00 Cr		4,166.40 CI
1-Jun-20	KA-05	76 800 00 Cr		3,968.00 Ct
1-Jun-20	KA-04	60,800.00 Cr		3,141.33 CI
1-Jun-20	KA/03	or evip or bean 10 24,780.00 Cr		1,280.30 Cr
1-Jun-20	KA/02	64,000.00 Cr		3,306.67 Ct

Adjust the interest amount by entering a Credit Note for Compound Interest on 31/03/2021

- 2) Gateway of Tally > Alter > Ledger > Interest Paid Press Ctrl+I : More Details > Select Cost Center applicability Option to 'No' > Return to Gateway of Tally
- 3) Gateway of Tally > Vouchers > Press Alt+F6: Credit Note > Select Simple Interest Class

Press F2 : Date	31/03/2021
Cr.	Kitchen Appliances & Press Enter
Interest Details for	KA-01,KA-02,KA-03,KA-04,KA-05,KA-06
Receipt Details	Press Ctrl+A
Party details	Press Ctrl+A
Amount	Press Enter
Bill Wise Details	Press Ctrl+A
Dr Sales (Ac Cress)	Interest Paid
Amount	Press Enter
Accept ? Yes or No	Yes
(A = 2 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

Credit Note No. 1		Voucher class	: Simple Interes	1 < 16114		31-Mar-21 Wednesday
Particulars	CT 1880 (1-1880) 1884 (1-1880) 12 (1884 (1-1880) 1894 (1-1880) 1894 (1-1880) 1894 (1-1880) 1894 (1-1880) 1894	CONTRACTOR MADE IN CONTRACTOR CON	4.000,000 pares messes present \$20,000 p.c. \$25,000 p.c.	THE PROPERTY OF THE PERSON NAMED OF THE PERSON	Debit	Credit
Cr Kitchen Appliance Cur Bal: 16,79,764.70 Cr New Ref 1 Dr Interest Paid	15,862.70 Cr		var i na na na na na		15,862.70	
Cur Bal: 15,862.70 Dr						
Provide GST details : No						
27 - 12 years 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					15,862.70	15,862.70

4) Press Enter & Accept the Screen

O Advanced Parameters

The Advanced Parameters are Useful Where interest rates Change from time to time

1) Steps for Calculating Interest Calculations on Outstanding Balances Using Advanced parameters.

The following options are activated & You can give Multiple Rate of Interest.

Balances

- All Balance, Credit Balance and Debit balances Only.

Applicable from

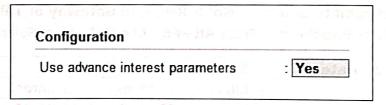
- The Interest Applicable from & to which date.

Rounding Off

 Whether the amount is to be rounded off normally or upward or downward you need to give to rounded to amount ex. Round off upwards to nearest the five

O Activation of Advance Parameter

1) Gateway of Tally > Alter > Ledger > Select HDFC Bank > Activate Interest Calculation
Options to 'Yes' > Press F12 : Configure > Set options 'Use advance interest parameters
to 'Yes'



- Set Activate Interest Calculation Parameters to 'Yes'
- Calculate Interest Based on : Voucher Date
- 10% on 365 Day Year all balances form 01/04/2020 to 01/06/2020
- 12% on 365 Day Year all balances form 02/06/2020 to 01/09/2020
- 15% on 365 Day Year all balances form 02/09/2020 to 31/03/2021

Following Screen shows the advanced parameter for Interest Calculations

Interest Parameters Calculate Interest Based on : Voucher Date Include transaction date for interest calculation: For amounts added For amounts deducted : No Rate: 10 % per 365-Day Year on All Balances Applicable From: 1-Apr-20 To: 1-Jun-20 Rounding: * Not Applicable Rate: 12 % per 365-Day Year on All Balances Applicable From: 2-Jun-20 To: 1-Sep-20 Rounding: Not Applicable Rate: 15 % per 365-Day Year on All Balances Applicable From: 2-Sep-20 To: 31-Mar-21 Rounding : ◆ Not Applicable on

- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- O Display the Advance Interest Parameter
 - 1) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculations > Ledger > HDFC Bank & Now display Interest Calculations for HDFC Bank Upto 31/03/2021

edger Interest Calcula			115 16 06 16 16			1-Apr-20 to 31-Mar-2
edger: HDFC BA	INK					area with the activity must be fi
Balance	From:	To:	Total Days	Rate %	Interest	
					The Parity	
	4 mm 210	4 hun 20	62 days	10 %	1,507.79 Dr	
88,765.00 Dr 1-	Apr-20	1-0411-20	92 days	12 %	2,684.84 Dr	
88,765.00 Dr 2-	Jun-20	1-Sep-20	211 days	15 %	7,697.02 Dr	
88,765.00 Dr 2-	Sep-20	31-Mar-21	211 days	eters for Act	me	
						collections and
				Grand Total	11,889.65 Dr	

- O Advanced Parameters- Interest Calculation transaction by transaction
 - 1) Gateway of Tally > Alter > Ledger > Select Aditi Agencies

Set the Following option for ledgers A/c Alteration Screen

- Activate Interest Calculation to 'Yes'
- Calculate Interest transaction-by-Transaction to 'Yes'
- Override Parameters for each transaction to 'Yes'
- Override Advanced Parameters to 'Yes'

	Interest Paran	eters	
Calculate Interest Transaction-by-Tr	ansaction	: Yes	
Override Parameters for each Trans	action	: Yes	
Override advanced parameters		: Yes	
Include transaction date for interest	calculation:		
For amounts added		: No	
For amounts deducted		: No	
Applicability: Past Due Date by Rounding: ♦ Not Applicable	u days Calci	uate r'iom .	Date specified during entry
Rate: 10 % per 30 Day Month	on All Ralas	1005	
Rate: 10 % per 30-Day Month Applicability: Past Due Date by Rounding: Not Applicable	on All Balaı O days Calcu		Date specified during entry
Applicability: Past Due Date by		ilate From :	Date specified during entry

2) Press Enter & Accept the Screen & return to Gateway of Tally

Following extra options now become available:

- · You can now have multiple rates of interest.
- You can override advanced parameters during voucher entry
- 1) Choice of balances All Balances, Credit Balances only, Debit Balances only.
- 2) Applicability This actually applies to the viewing of the statement and not the levy of interest.
- 3) Calculated From You can decide whether interest is to be levied from the Due Date or from the Effective Date of the transaction or even date ranges specified during voucher entry. Choice of methods for Rounding off interest amounts.

O Alter a Sales Invoice for using Set Interest Parameters

You have set up the Interest Parameters for **Aditi Agencies** to calculate on Dates specified during Voucher Entry

Enter the Invoice dated 02/11/2020 For Rs.12,800 Set the Interest Parameters to be 5% for Due date to 31/03/2021 then 5% thereafter

- 1) Gateway of Tally > Display More Reports > Accounts Books > Ledger > Select Aditi Agencies Change date by Press F2 Key 02/11/2020 to 02/11/2020
- 2) Select the Sales Entry & Press Enter.
- 3) Following Screen will appear on the screen.

Interest Parameters

5 % per 30-Day Month Rate:

on All Balances

Applicability: Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

Rounding: Not Applicable

10 % per 30-Day Month Rate:

on All Balances

Applicability: Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

Rounding: * Not Applicable

on All Balances

15 % per 30-Day Month Applicability: Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

or Press Enter in Accept the screen & return to Cateway of Tally

Rounding: Not Applicable

4) Press Esc & return to Gateway of Tally

Rate:

- Report on Interest Calculation On Outstanding Transactions/bills
 - 1) Gateway of Tally > Display More Reports > Statement of Accounts > Interest Calculations > Ledger > Aditi Agencies > Press F2: 01/04/2020 to 31/03/2021 > Press Enter > Following Screen Displayed

Leoger: Aditi Agencies			1-Apr-20 to 31-M				
Date Ref. No.		. 4		Opening Amount	Pending Amount	Interes	
2-Nov-29 73			 12,8	800.00 Dr	12,800.00 Dr	19,072.00 D	
12,800.00 Dr 3-Nov-20 31-Mar-21 149 days 12,800.00 Dr 3-Nov-20 31-Mar-21 149 days 12,800.00 Dr 3-Nov-20 31-Mar-21 149 days	5 % 10 % 15 %	3, 178.67 Dr 6,357.33 Dr 9,536.00 Dr					
	101		 12,8	300.00 Dr	12,800.00 Dr	19,072.00 D	

2) Press Esc & return to Gateway of Tally

Actual & Billed Qty

In some trade, the quantity delivered and quantity billed may be different. some instances of different billed quantity and Actual quantity may be cted as follows:

- 1)Sample issued free of cost but stock is affected.
- 2) Billed quantity is different due to defects
- 3)Billed quantity is rounded off
- 4) Free items are delivered under scheme

In such cases, the stock is reduced by the delivered Quantity while sales value is computed according to the Billed Quantity, In case of issuing of free sample, an invoice with zero sales value is raised to update Inventory.

Some Business offer items as a sales promotion scheme for a particular item, it could be either another item or the same item that s being sold.

Note: The Actual Quantity updates stock and the Billed Quantity affects the accounts and thus shows the correct position of both Accounts as well as inventory.

O To Activate Actual and Billed Qty

- 1) Gateway of Tally > Press Alt+K: Company > Select Features: F11 > Set the Following options to 'Yes' or 'No'
 - Enable Multiple Price Levels to 'No'
 - Use Separate Actual & Billed Quantity Columns in Invoices to 'Yes'

Show more features : Yes Show all features : Yes		
Accounting		Taxation
Maintain Accounts Enable Bill-wise entry Enable Cost Centres Enable Interest Calculation Inventory	: Yes : Yes : Yes : Yes	Enable Goods and Services Tax (GST) : Yes Enable Tax Deducted at Source (TDS) : No Enable Tax Collected at Source (TCS) : No Enable Value Added Tax (VAT) : No Enable Excise : No Enable Service Tax : No
Maintain Inventory Integrate Accounts with Inventory Enable multiple Price Levels	: Yes	Online Access
Enable Batches Maintain Expiry Date for Batches Enable Job Order Processing	: No :: Yes : Yes : No	Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No
Enable Cost Tracking Enable Job Costing Use Discount column in invoices	: Yes : No : Yes	Payroll Maintain Payroll : No Enable Payroll Statutory : No
Use separate Actual and Billed Quantity columns in invoices	: Yes	Others
		Enable multiple addresses : No Mark modified vouchers : No

2) Press Enter to Accept the screen & return to Gateway of Tally

3) Gateway of Tally > Voucher > Press F9 Purchase ollo and about blog and incomment (TSE

324) **Transaction :** Purchased following Items From Sharp Electronics, Pune on Credit Invoice No. SE-005

30177	Nome of	of CST A		Render	. Millio	1 720 1	10 95159	23134
Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	36" LED-LG	18%	20.11			Charren and	3665	54,975/-
01/12/20	28" LCD-V	28%	10 Nos	10 1103	0 .100	Showroom	J	84,000/-
01/12/			10 1103	7 Nos	3 Nos	Warehouse	12000	84,000/-

Purchase Supplier Invoice No	No. 53 :: SE/005	Date	: 1-Dec-20	. Storram Electronics					1-Dec-20 Tuesday
Party A/c name Current balance Purchase ledger Current balance	: Sharp Electronics : 1,25,900.00 Cr : Purchase A/c : 18,48,723.50 Dr		Mary St.						illesuay
Name of Item			anning and the second s	***************************************	Quan	tity	Rate	per Disc %	Amount
***************************************					Actual	Billed	,,,,,	Po,	
36" LED-LG	rott tuldskijs som delemid	2085 S.B 7 - 2085 B			20 NOS	15 NOS	3,665.00	NOS	54,975.00
28" LCD-V					10 NOS	7 NOS	12,000.00	NOS	84,000.00
									1,38,975.00
CGST SGST									16,707.75 16,707.75
							oli Kara		
Narration:					30 NOS	22 NOS			1,72,390.50

- 4) Press Enter & Accept the Screen & return to Gateway of Tally

325) Purchased Following Item From LG India Ltd, Pune On Credit Invoice No. LG/08

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	24" LCD-LG	18%	12 Nos	10 Nos	2 Nos	Showroom	9590	95,900/-
01/12/20	Audio Speed king-LG	18%	25 Nos	18 Nos	7 Nos	Warehouse	684	12,312/-

326) Purchased Following Item From Videocon India Ltd, Nashik On Credit Invoice No. VL/12

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	101/12/20
01/12/20	21" LCD-V	28%	15 Nos	12 Nos	3 Nos	Showroom	9000	1,08,000/-
01/12/20	AC Automatic-V	28%	1 Nos	0 Nos	1 Nos	Warehouse	<u>-</u>	

327) Transaction: Sold Goods the Following Item From to Aditi Agencies, Pune On Credit

1) Gateway of Tally > Voucher > Press F8 : Sales

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	36" LED-LG	18%	11 Nos	10 Nos	1 Nos	Showroom	4665	46,650/-
01/12/20	28" LCD-V	28%	5 Nos	4 Nos	1 Nos	Warehouse	12700	50,800/-

Accounting Voucher Alteration M/s. Bhrira	n Electronias
Sales No. 75 Reference No : Date :	1-Dec- Tuesd
Party A/c name : Aditi Agencies Current balance : 4,67,974.82 Dr Sales ledger : Sales A/c Current balance : 27,83,844.25 Cr	
Name of Item	Quantity Rate per Disc % Amou
	Actual Billed
36" LED-LG	11 Nos 10 Nos 4,665.00 Nos 46,650.0
28"LCD.V	5 Nos 4 Nos 12,700.00 Nos 50,800.0 97,450.0
CGST SGST	11,310.5 11,310.5
Provide GST/e-Way Bill details: No	
Narration:	16 Nos 14 Nos 1,20,071.0

- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- Exercise : Enter the Following Sales Invoice Voucher

328) Sold Goods the Following Item to Bhavsar TV Center, Thane On Credit

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	AC Automatic-V	28%	2 Nos	2 Nos	0 Nos	Showroom	23,000	46,000/-
01/12/20	Audio Speed king-LG	18%	1 Nos	0 Nos	1 Nos	Warehouse	Cont_es_ Conden St	02/21/10

329) Sold Goods the Following Item to Jain Electronics, Nashik On Credit

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	14" LCD-LG	18%	4 Nos	3 Nos	1 Nos	Showroom	10,000	30,000/-
01/12/20	21" LCD-V	28%	4 Nos	3 Nos	1 Nos	Warehouse	10,000	30,000/-

1) Press Esc & return to Gateway of Tally

1) To Check Whether you have entered Correctly - Gateway of Tally > Stock Summary

particulars	oner steller i transmed lig dagen n			hriram Elec x-20 to 31-M	
1011		300		osing Balan	
The second section of the second seco		***************************************	Quantity	Rate	Value
goma . Te	CI CSF Style Face	AZ / HEH			
G			269 Nos	6,627.85	17,82,890.4
Medicines	NO 1	HINT BOW I SE	1,070 Nos	4.85	5,194.5
Mfa.ltem			1 Nos	22,950.00	22,950.0
Parts of Computers			175 Nos	1,265.43	2,21,450.0
Videocon			258 Nos	9,391.58	24,23,028.5
and the second s		Ledgur	(3)531)	Fally >	ER WEB, DI
	Marine Transfer				
Grand Tota			1,773 Nos		44,55,513.5

- 2) Press Esc & return to Gateway of Tally
- 3) To Check Whether you have entered Correctly Gateway of Tally > Display More Reports > Trial Balance > Enter

rial Balance	ar burn	M/s. Shriram Electronics			
				M/s. Shriram E	
Particulars			manur, deta	1-Apr-20 to 3	
				Closing Ba	
	£, V			140 A Debit	Credit
				agyT on and a	
Capital Account					6,18,476.0
Loans (Liability)	V 18 11 11 11 11 11 11 11				13,32,619.0
Current Liabilities	nda l		211-	rareTD	69,60,003.84
Fixed Assets				2,74,654.00	
Investments		**************************************		1,75,500.00	Z- = [
Current Assets				93,01,578.29	
Sales Accounts		CANAL		E-1	28,89,844.2
Purchase Accounts			1126	22,03,910.50	51000
Direct Expenses				3,714.00	
Indirect Incomes	The second second				2,09,092.4
Indirect Expenses		Allert Boltott		50,678.70	1.0
	**************************************	**************************************			
					1 ====
Grand Total		***************************************		1,20,10,035.49	1,20,10,035.4

⁴⁾ Press Esc & return to Gateway of Tally

Inter - State Purchase

The Purchase of goods from a Supplier from another state attract integrated tax (IGST) 330) **Transaction :** Purchase Goods From Krishna Co. Ltd. Located In Rajasthan On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
31/03/2021	Inverter Batteries	89632105	18%	5	7,500	Nos	44,250

O Create the ledger

1) Gateway of Tally > Create > Ledger

Name	Krishna Co. Ltd
Under	Sundry Creditors
Maintain BalanceBill-by-Bill ?	Yes read of marin 3
Check for credit days during voucher entry	No
Activate Interest Calculation	No No
Address	Rajasthan
Country	India
Set/alter multiple mailing details	No
Provide bank details	No
Registration Type	Regular
GSTIN/UIN	08ABCDE7890F1Z2
Set/alter GST details	No more films
Accept ? Yes or No	Yes

Hame (alias)	: Krishna Co.Ltd				Total Opening Balance
,	for eit c				78,88,944.00 Dr 78,88,944.00 Cr
Under	01.676	: Sundry Creditors (Current Liabilities) : Yes	Mailing Details Name Address	: Krishna Co.Ltd : Rajasthan	2.49Ti org5
Default	balances bill-by-bill credit period for credit days during vouch	;	State	D.L.	
Activate is	terest calculation	: No	Country Pincode Set/alter multiple mailing details	: Rajasthan : India : : No	13,01
			Banking Details Provide bank details	Gabeway of	o muist R
			Tax Registration Details PAN/IT No. Registration type GSTIN/UIN	: : Regular : 08ABCDE7890F1Z2	
			Set/Alter GST details	: No	Accept ?
100000000000000000000000000000000000000		Opening Balance	(on 1-Apr-20) :		Yes or No

2) Press Enter & Accept the screen

O Create the ledger 1) Gateway of Tally > Create > Ledger 19 1000

Name	IGST Purchase A/c
Under	Purchase Accounts
Type of Ledger	Not Applicable
Activate Interest Calculation	No
Is GST Applicable	Applicable
Set/alter GST details	Yes

Market Committee of the State o	ration (Secondary)	M/s. Shriram Electro	MICS	
Name : (alias) :	IGST Purchase A/c	Gldmal		
Under		: Purchase Accounts	Mailing Details Name 1 of Settle Messel 21	
	Rate	SayT noltable V	Address SqvT xaT	:
			Integrated Tax	
Type of Ledge	er 32.0	: Not Applicable	Central Tax	
Activate intere	est calculation	Dased on Volue	State Lax	
		Paseeth Value	Banking Details 2290	3
			Provide bank details	: No
Statutory De	tails		Tax Registration Details	2) Pres Enter 8
Is GST applic	able	: • Applicable	DANIT No.	
Set/Alter G	ST Details	: Yes	ock Item	7 Creating New St
Type of Su	pply	: Goods	ally > Greace > Stock I	1) Galk way of T
		Opening Ba	ance (on 1-Apr-20) :	

Description	Press Enter
HSN/SAC	Press Enter
Is Non-GST Goods	No
Nature of Transaction	Interstate Purchase Taxable
Taxability	Taxable
Is Reverse Charge Applicable	No RESERVED TO THE USE
Is ineligible for input Credit	No
Integrated Tax	18%
Central Tax	9 %
State Tax	9%
Cess	0%
Type of Supply	Goods
Accept ? Yes or No	Yes

GST Details for Ledger: IGST Purchase A/c **HSN/SAC Details** Description HSN/SAC : No Is non-GST goods : Interstate Purchase Taxable Nature of transaction Tax Details (From 1-Apr-20) : Taxable **Taxability** Is reverse charge applicable ; No : No Is ineligible for input credit Rate Valuation Type Tax Type 18 % Based on Value Integrated Tax 9 % Based on Value **Central Tax** 9 % Based on Value State Tax 0 % Based on Value Cess

- 2) Press Enter & Accept the Screen
- O Creating New Stock Item
 - 1) Gateway of Tally > Create > Stock Item

Name or MAT an some	Inverter Battery
Under	Batteries (Press Alt+C to Create the
1 3 7 1 47 20	new Stock group under Primary)
Units	Nos
Maintain in Batches	No.
Enable Cost tracking	No make the stand
GST Applicable	Applicable
Set/Alter GST details ?	Yes
Description	Battery
HSN/SAC Code	89632105
Calculation Type	On Value
Integrated Tax	18%
Central Tax	Enter
State Tax	Enter
Cess	0%
Type of Supply	Goods
Accept ? Yes or No	Yes

Name : Inverter butter (alias) :	Secholige	Fre Stores 19	Hou V a VIIIT	To VEWE
Under Units Additional Details Maintain in batches Enable cost tracking	HC/03/2021 NOS ST/03/2021 Ko / 03/2021 Ko / 03/2021 Ko / 03/2021 No / 03/2021 Recycling Color of the c	Statutory Details GST Applicable Set/Alter GST Details Type of Supply Rate of Duty (eg 5)	• Applicable GGV: Yes Goods 10	
1 1 1	Quan Opening Balance :	ntity Rate per	Value	Accept ?
				Yes or No

<u> </u>	Not April 108	trastant Nu
	GST Details for Stock	N.oV rebio
	Inverter Battery	
HSN/SAC Details	3 1105	Quantity (Autua
	5 nos	Quantity (Billed)
Description	00.00: Battery	
HSN/SAC	89632105	Discount
Tax Details		Amount
Void This iss	1657	Mariner
(From 1-Apr-20)	New Maf	
Calculation type	: On Value	
Taxability	: Taxable	Amount *.
Tax Type	Valuation Ty	pe 257 S 22222 Rate
Integrated Tax	Based on V	alue 18 %
Central Tax	Based on V	alue 9 %
State Tax	Based on V	alue 9 %
Cess	Based on V	alue 0 %

²⁾ Press Enter & Accept the Screen

2) Press Enter a Accept the Screen & Return to Gateway of Tally

O Recording Purchase Entry:

1) Gateway of Tally > Vouchers > Press F9 : Purchase

Date	31/03/2021
Supplier No.	KC/011
Date	31/03/2021
Party A/c Name	Krishna Co. Ltd
Receipt Details	Press Ctrl+A
Party Details	Press Ctrl+A
Purchase Ledger	IGST Purchase A/c
Name of Item	Inverter Batteries
Tracking No.	Not Applicable
Order No.	Not Applicable
Godown	Showroom
Quantity (Autual)	5 nos
Quantity (Billed)	5 nos
Rate	7,500.00
Discount	Press Enter
Amount	Press Enter
Name	IGST
Type of Ref.	New Ref.
Name	KC/011
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher	Creation	M/s. Shriram Electronics		and a second		
Purchase Supplier Invoice No	No. 56 .: KC/011 Date :	31-Mar-21			e santa	31-Mar-21 Wednesday
Current balance	: Krishna Co. Ltd : IGST Purchase A/c	Buser on Value		37-02		
Name of Item			Quan	tity	Rate per Disc %	Amount
			Actual	Billed		
Inverter Battery			5 NOS	5 NOS	7,500.00 NOS	37,500.00
IGST						6,750.00
Narration:	Comment To be		5 NOS	5 NOS	ar managar ng mga n	44,250.00

2) Press Enter & Accept the Screen & Return to Gateway of Tally

o sales Entry:

331) Transaction: Sold Goods to Super Batteries Located in Amritsar Punjab On Showroom

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
31/03/2021	Inverter Battery	89632105	18%	4	10,500	Nos	49,560
create the led		No.	nollsio	0180 P4	19) L 1, v	7007	

1) Gateway of Tally > Create > Ledger

Chalen fellowas mad 1
Super Batteries
Sundry Debtors
Yes Note: Tech
Press Enter
No
No
Amritsar
Punjab ***********************A
India
No
No strategical green to all
Regular
03SBSBS6868B1Z1
No
Yes

Ledger Creation		pus.	Shriram Electronics		Total Ope	ning Balance
Name : Super Battrie	5 59 J	Press En			241	
(alias) :						78,88,944.00 Dr 78,88,944.00 Cr
			lailing Details	ADDIO ISO MEN		
Under	: Sundry Debtor (Current Asset	i_l	lame uddress non	: Super Battries : Amritsar		
Maintain balances bill-by-bill Default credit period	: Yes :	eldexe				
Check for credit days during	voucher entry: No	and the second	state MusumusiA	: Punjab		
Activate interest calculation	: No		Country Pincode Set/alter multiple mailing details Banking Details	. No Serve territa	int	
		F	Provide bank details ax Registration Details	: No		
		301 F	PAN/IT No. Registration type	: Regular = 51		
		shoo!	GSTIN/UIN Set/Alter GST details	: 03SBSBS6868B1Z1 : No	SAL	
		954		00106 297 5 308	DOA .	Accept ?
	***************************************	pening Balance	(on 1-Apr-20) :			Yes or No

²⁾ Press Enter & Accept the Screen & Return to Gateway of Tally

O Create the ledger

1) Gateway of Tally > Create > Ledger to the small sound to a broad blue the office and the same of th

Name 10 120 1370	IGST Sales A/c
Under	Sales Accounts
Type of Ledger	Not Applicable
Activate Interest Calculation	No
Is GST Applicable	Applicable
Set/alter GST details	Yes

(alias)			V1 5 05 "	Total Opening Balance
				78,88,944.00 Di 78,88,944.00 Ci
Jnder	Calan	Mailing Details		101
	: Sales Accounts	Name Address	ost Calcula	
Type of Ledger	1627 \	Addiess		
Activate interest calculation	: • Not Applicable : No			State
		alianah a	iliale meli i	
Statutory Details		Banking Details Provide bank details	inc.eb	
ls GST applicable	• Applicable	Tax Registration Details		
Set/Alter GST Details Type of Supply	: Yes : goods	PAN/IT No.	:	
	The Section of the Se			

Description	Press Enter		
HSN/SAC	Press Enter		
Is Non-GST Goods	No		
Nature of Transaction	Interstate Sales Taxable		
Taxability	Taxable		
Is Reverse Charge Applicable	No		
Is ineligible for input Credit	No		
Integrated Tax	18%		
Central Tax	9 %		
State Tax	9%		
Cess	0%		
Type of Supply	Goods		
Accept ? Yes or No	Yes		

O Recording Sales Entry: O Recording Sales Entry: O Recording Sales Entry: Press F8: Sales

Date 100x30	31/03/2021
Party A/c Name	Super Batteries
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	Inventer Battery
Tracking No.	Not Applicable
Order No.	Not Applicable
Godown	Showroom
Quantity (Autual)	4 nos
Quantity (Billed)	4 nos
Rate	10,500
Discount	Press Enter
Amount	Press Enter
Name of Item	IGST
Type of Ref.	New Ref.
Name	80
Amount	Press Enter
Accept ? Yes or No	Yes

- 1976 1 	1)67	415	rade - shall	
Accounting Voucher Creation M/s. Shriram Electronic		alia kuli kuli alia alia		31-Mar-21
Party A/c name : Super Battries			eman ell	Wednesday
Sales ledger : IGST Sales A/c Current balance : Dinase			209164	
Name of Item	Actual	Jantity Billed	Rate per Disc %	Amoun
Inverter Battery	4 NO	S 4 NOS	10,500.00 NOS	42,000.00
IGST	Cating at Section	ada o da Maria		7,560.0
Narration:	4 NO	S 4 NOS		49,560.00

²⁾ Press Enter & Accept the screen & Return to Gateway of Tally

() Careway of Tally >

TALLY To Excel, JPEG, PDF

Using the Export feature of Tally. Prime, you can export Tally Prime data to. Data exported to can be e-mailed as an attachment, used to generate graphs for better presentation and further analysis. Dispatch betails

- 1) Gateway of Tally > Balance Sheet
- 2) In the Balance sheet Screen Press Alt+E: Export > Select Current > Press Enter > Select Configure

Show Percentages 10531196 A July 1	Novi priblipati
Exclude Accounts with Zero Closing Balance	No all BOIL
Auto Column steetwode	Press Down Arrow Key
Format of Report	Press Enter: Detailed
Show Vertical Balance Sheet	No.
Method of showing Balance Sheet	Liabilities/Assets
Include Working Capital Include Working Capital	No mussaid
Scale Factor	Default
Display name for Ledgers and Groups	Name only
Show Base Currency	Type or ReoN
Show Company Name	Yes emel
Show company Address 19 22919	Yes InnomA
File Format 29Y 0M	Excel (Spreadsheet)
Update existing file	Yes
Export to	Local Drive
Folder Path	Select Export Location
File Name	Bsheet.xlsx
To Accept/Save	Press Ctrl+A
Select	Send

M/s. Shrir	am Electronics	ntoV to arest
Export C	Configuration	Provedlet Bettery
Folder Path		
List of Configurations		12.91
		Nation, nothing
Export Settings	Show Mor	re
File Format	Excel (Spreadsheet)) Press Enter & Ac
Update existing file	Yes	
Export to	Local drive	
Folder Path	D:\Tally Prime\Data	\$27.00 Annual (1997)
File Name	BSheet.xlsx	

- 3) Accept to export the Masters to an Excel file.
- 4) The exported file is saved in the default Tally Prime folder. & Bsheet is Automatic Open

M/s. Shriram Electron	Assets 5.00 Fixed Assets Computer	and the second of the second	Electronics I-Mar-21 274654.00
M/s. Shriram Electron	Assets 5.00 Fixed Assets Computer 9.00 Cycle Furniture	as at 31 25950.00 1286.00	I-Mar-21 274654.00
Liabilities as at 31-Mar-21 Capital Account 618476.00 R.C.PATEL 618476.00 Loans (Liability) 1332619 Bank OD A/c 983069.00 Unsecured Loans 349550.00 Current Liabilities 6960000 Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance 38496	Assets 5.00 Fixed Assets Computer 9.00 Cycle Furniture	as at 31 25950.00 1286.00	I-Mar-21 274654.00
R.C.PATEL 618476.00 Loans (Liability) 1332619 Bank OD A/c 983069.00 Unsecured Loans 349550.00 Current Liabilities 6960000 Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496	5.00 Fixed Assets Computer 0.00 Cycle Furniture	25950.00 1286.00	274654.00
R.C.PATEL 618476.00 Loans (Liability) 1332619 Bank OD A/c 983069.00 Unsecured Loans 349550.00 Current Liabilities 6960003 Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance 38496	Computer 0.00 Cycle Furniture	1286.00	
Bank OD A/c 983069 00 Unsecured Loans 349550.00 Current Liabilities 696000: Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496: Opening Balance	0.00 Cycle Furniture	1286.00	
Bank OD A/c 983069.00 Unsecured Loans 349550.00 Current Liabilities 696000: Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496	Furniture		
Unsecured Loans 349550.00 Current Liabilities 6960003 Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance 38496			
Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance			3
Duties & Taxes 177638.42 Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance	The state of the s	48623.00	
Sundry Creditors 6782365.42 Profit & Loss A/c 38496 Opening Balance	Investments	185664.00	
Profit & Loss Aic 38496 Opening Balance	Bank of Baroda Shares A/c	0000000	175500.00
Opening Balance			
Current Period 384967.00	N.S.C.	16500.00	
	Sachin R.D. A/c	100000.00	
	Surbhi R.D.A/c	16500.00	
	Current Assets	16500.00	<i>h</i> , , †
	Closing Stock	4455540.55	8845911.84
		4455513.55	
911111111111111111111111111111111111111	Deposits (Asset)	158283.00	
	Sundry Debtors Cash-in-Hand	2887470.39	
	41.5	856573.90	
Total 929606	Bank Accounts	488071.00	9296065.84

O You can Export JPEG & PDF Format

1) Gateway of Tally > Balance Sheet > Press Alt+E : Export > Select Current Bold > Press Enter > Select Configure

Show Percentages	No
Exclude Accounts with Zero Closing Balance	No
Auto Column	Press Down Arrow Key
Format of Report	Press Enter : Detailed
Show Vertical Balance Sheet	No
Method of showing Balance Sheet	Liabilities/Assets
Include Working Capital	No
Scale Factor	Default
Display name for Ledgers and Groups	Name only
Show Base Currency	No
Show Company Name	Yes
Encoding Language	Default (All Languages)
File Format	JPEG (Image)
Page Orientation	Portrait Accept Description (S
Page Size	3) The exportant is saven 144
Page Width, Height (in mm)	210, 297
Folder Path	Select Export Location
File Name	Bsheet.jpg
To Save / Accept	Press Ctrl+A
Select	Send

M/s. Shriram Elec	tronics
Export Configura	ation
	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
ist of Configurations	
1.20.25	The second second
(3. 1	Show Le
leport Details	- T - 9
Show Percentages	No
Exclude Accounts with zero Closing Balance Auto Column	No
Format of Report	Detailed
Show Vertical Balance Sheet	No
Show Loss also under Liabilities	No
Method of showing Balance Sheet	Liabilities / Assets
Include Working Capital	No
Stock Valuation Method	Default
Scale Factor	Default
Display name for Ledgers and Groups	Name Only
Show Base Currency	No
Header Information	100
Show Page Number	No 3 03
Company Details	10 35 14 40 4 20 50
Show Company Name	Yes
Show Company Name Show Company Address	No saugitand nel
Show Phone No.	No
Show Website	No
Show CIN	No
Export Settings	, 374 56
Encoding Language	Default (All Languages)
File Format	JPEG (Image)
Page Orientation	Portrait
Page Size	A4
Page Width, Height (in mm)	210, 297
Export to	Local drive
Folder Path	D:\Tally Prime\Data
File Name	BSheet.jpg
Open file/folder after Export	Yes
Show Language	English 200 (000000)

- 2) Accept to export the Masters to an JPEG (Image) file.
- 3) The exported file is saved in the default Tally Prime folder
- O To View file in Excel Sheet, Minimize the Tally

Right click on Tally Prime Icon on Desktop > Select Properties > Click on Open File Location
Button > Select > Open Bsheet file from the JPEG OR PDF

Cheque Printing

O To Activate Cheque Printing

1) Gateway of Tally > Alter > Ledger > HDFC Bank > Set the Following Options to 'Yes'
• Set Cheque Printing Configuration

Ledger Alteration		M/S. Shrira	m Electronics		The state of the s	CV-SUSPENDED
Name : HDFC BANK					Total (Opening Balance
(alias) :					1 11	
						78,88,944.00 D
Michael and the second state of the second state of the second se	The second of the second			4.84 %	A 38	78,88,944.00 C
Under	: Bank Accounts	Mailing Detail	s	Fa.	1 = 15	
	(Current Assets)	Name Address		: HDFC BANK		
Cost centres are applicable	: No	Addiess		1		
Activate interest calculation	: Yes					
Bank Account Details		State		: Maharashtra		
Vc holder's name	: M/s. Shriram Electronics	Country		: India		
Vc no.	M/s. Silliam Electronics	Pincode	* 1 TO 1	Miscorp (
FS code		A CONTRACTOR OF THE CONTRACTOR				
Bank name	* Not Applicable					
Branch	euter sint					
Bank Configuration		Tax Registrati	on Details			
Set cheque books	: No	2				
Enable cheque printing	: Yes					
Set cheque printing configuration	: Yes	GSTIN/UIN				
Enable auto reconciliation	: No					

O Company Name on Cheque:

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

O Name Of Banks:

You will have to fill in the dimensions of the cheque. Tally Prime 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 fill.

HDFC BANK CHEQUE PRINTING CONFIGURATION

	Chec	ue Printing Configuration (All Dimensions in m	m only)	
Cheque Dimension			Amount in Words	
Width of Cheque		: 204	(A) Distance of 2nd Line from Top Edge	: 44
Height of Cheque		: 93	(B) Height (gap) between 2nd and 1st Line	; 8
Cross Cheque		5 % E8 M	Distance of 1st Line from Top Edge (A - B)	: 36
Starting Location from Left Edge		: 50	Starting Location of 1st Line from Left Edge	: 36
Starting Location from Top Edge		: 12	Starting Location of 2nd Line from Left Edge	; 15
Cheque Date		. 12	Width area	: 120
Distance of Line from Top Edge		: 12	Print currency formal name	; No
Starting Location from Left Edge		: 159	Amount in Figures	
Style of Date		: d d m m y y y y	Distance from Top Edge	: 40
Separator used in date			Starting Location from Left Edge	: 161
		: 0	Width area	: 40
Separator width			Print Currency Symbol	; No
Distance between Characters		: 2.90	Pilit Cultericy Symbol	
Party's / Payee Name				F1 25 10
Distance of Line from Top Edge		: 24		
Starting Location from Left Edge		: 21		
Width area		: 135		
		Company Signatory		
	Company Name	•	: M/s. Shriram Electronics	
	Print Company 1		: Yes	
		Signatory (if 2 signatories)	Signatory One	
		or Single Signatory	Signatory Two	
	Distance from To Starting Location		65	
	Width of Signatu	•	145	
	Height of Signat		50	
	g	1	10	

STATE BANK OF INDIA CHEQUE PRINTING CONFIGURATION

	Cheque Printing Configuration for (All Dimensions in m		. 98	Company Na
Cheque Dimension		Amount In Words		during of
Width of Cheque Height of Cheque Cross Cheque Starting Location from Left Edge Starting Location from Top Edge	: 204 : 93 : 50 : 12	(A) Distance of 2nd Line from Top Edge (B) Height (gap) between 2nd and 1st Line Distance of 1st Line from Top Edge (A - B) Starting Location of 1st Line from Left Edge Starting Location of 2nd Line from Left Edge	: 44 : 8 : 36 : 36	Campany (for ex suitan leave it b
Cheque Date Distance of Line from Top Edge Starting Location from Left Edge Style of Date Separator used in date Separator width Distance between Characters Party's / Payee Name Distance of Line from Top Edge Starting Location from Left Edge	: 12	Width area Print currency formal name Amount in Figures Distance from Top Edge Starting Location from Left Edge Width area Print Currency Symbol	: 120 : No : 40 : 161 : 40 : No	Name Of Bar You will be Ilmensions. Tak collimeters and the positioning is mistakes that con
Width area	: 135 Company Signatory Company Name on Cheque Print Company Name on Cheque Salutation of 1st Signatory (if 2 signatories) Salutation of 2nd or Single Signatory Distance from Top Edge Starting Location from Left Edge Width of Signature area Height of Signature area	y Details M/s. Shriram Electronics		The Lorges
	(To Preview the settings	press Alt+P)		

- $_{\mathcal{O}}$ printing Cheques
 - 1) Gateway of Tally > Voucher > Press F5 : Bank Payment
- $_{\mathcal{O}}$ Create the Payment Entry :
 - On 31/03/2021 Paid SBI Cheque of Rs. 35000/- to LG India Ltd. on Account
 - 1) Press F2: 31/03/2021 Select the Bank Name: State Bank of India & Press Enter
 - 2) Name of Cheque : Type LG INDIA LTD
 - 3) cross Cheque using: Type A/c Payee & Save the Entry as Shown in following Screen

Accounting Voucher Alteration		Shriram Electronics		
Bank Payment No. BP/0036/20	21 o saisnep# bib			31-Mar-21 Wednesday
Account : State Bank of Inc Current balance : 3,44,332.00 Dr	dia			
Particulars				Amount
LG India Ltd.				35,000.00
Cur Bal: 23,65,656.76 Cr On Account	35,000.00 Dr			33,000.00
	10000000		aurith ystr.	
101				
Narration:			1.715	35,000.00

	Bank All	a Link cath that		
Ledger Name	Transaction Type			Amoun
LG India Ltd.	Cheque			35,000.00
Cheque range	• Not Applicable	1008 1002		V-GDUTEL
Inst. no.	: 123456	nananan jarah salah	Inst. date	: 31-Mar-21

4) Select I: Preview & Press Enter

A/c	Payee		3 1 0 3 2 0 2 1
5	me autore	3000	V-0. (
LG India Ltd.			0.021
Thirty Fiv	ve Thousand Only		21-7-2 - 11
S - I			**35,000.00
	h-in agi	55 Fd : 50	for M/s. Shriram Electronics
			Signatory One Signatory Two

5) Select Esc & Return to Gateway of Tally

Printing In Simple & Optimise Format

Tally Prime has flexibility of printing you can print any Report Invoice, Reminder Letter and much more, just by using Alt+P, go to any Report screen and Alt+P to print the report.

O Invoice Printing:

332) Transaction:

Date	Particulars
31/03/2021	Sold Following Goods to Aditi Agencies on Credit of 10 days
	from Showroom

				Service A	
Sr.No.	Description of Goods	GST Rate	Godown	Quantity	Rate
1	14" LCD-LG	18%	Showroom	2	10000
2	165 LTR REF-LG	18%	Showroom	- 1	8540
3	210 LITER REF-LG	18%	Showroom	1	11890
4	24" LCD-LG	18%	Showroom	2	10590
5	36" LED-LG	18%	Showroom	3	4665
6	AUDIO SPEED KING - LG	18%	Showroom	2	780
7	FULLY AUTO W/M - LG	18%	Showroom	1	12500
8	SEMI AUTO W/M-LG	18%	Showroom	1	11500
9	165 LTR-REF-V	28%	Showroom	2	8240
10	19"LED-V	28%	Showroom	1	5000
11	21"LCD-V	28%	Showroom	3	10000
12	24" LCD-V	28%	Showroom	2	11590
13	28" LCD-V	28%	Showroom	1	12700
14	AC-AUTOMATIC-V	28%	Showroom	2	23000
15	FULLY AUTO W/M-V	28%	Showroom	2	11990
16	SEMI AUTO W/M-V	28%	Showroom	Pana Iway	9990
17	SEMI AUTO W/M-LG	18%	Showroom	2	11500
18	28" LCD-V	28%	Showroom	1	12700
19	24" LCD-V	28%	Showroom	2	11590
20	24" LCD-LG	18%	Showroom	2	10590
21	210 LITER REF-LG	18%	Showroom	a grown 1	11890
22	165 LTR-REF-V	28%	Showroom	2	8240

1) Gateway of Tally > Voucher > Press F8 : Sales

Sales	No. 78							31-Mar-21
	Aditi Agencies	100						Wednesday
nty Alt name	9,36,968.12 Dr							
Le lectory	Sales A/c							
may Charles I.	32,68,529.25 Cr	an intelligi tiran sertirik intelligi kantun permita kantun permita kantun sertiri.	an na manarana an manarana	THE THE PERSON ASSESSED FOR TH	North constitutions and states appropries	MATERIAL MATERIAL AND	STEETS A STORY AND SOME OF A STANDARD AND SOM	MANUAL
ame of Item		1.0	Austria.	Quan Actual	tity Billed	Rate	per Disc %	Amoun
			Marillo a marillo de provincia de la companya de l	granici i septembri i sett metamoni agam	Direct	- constitution and the second		
LICDIC				2 NOS	2 NOS	10,000.00	NOS	20,000.0
STER REF-LG				1 NOS	1 NOS	8,540.00	NOS	8,540.00
10 LITER REF-L	G			1 NOS		11,890.00		11,890.00
4. TCDT.C				2 NOS		10,590.00		21,180.00
%_ FEDTC				3 NOS		4,665.00		13,995.00
NUDIO SPEED K	ING - LG			2 NOS	2 NOS	780.00		1,560.00
ULLY AUTO W				1 NOS		12,500.00		12,500.00
SEMI AUTO W/N				1 NOS		11,500.00		11,500.00
165 LTR-REF-V				2 NOS		8,240.00		16,480.00
19"LED-V				3 NOS		5,000.00		15,000.00
21"LCD-V				3 NOS	3 NOS	10,000.00	NOS	30,000.00
24" LCD-V				2 NOS	2 NOS	11,590.00	NOS	23,180.00
28" LCD-V				1 NOS	1 NOS	12,700.00	NOS	12,700.00
AC-AUTOMATI	IC-V			2 NOS		23,000.00		46,000.00
FULLY AUTO V				2 NOS		11,990.00		23,980.00
SEMI AUTO W				1 NOS	1 NOS	9,990.00	NOS	9,990.00
SEMI AUTO W				2 NOS	2 NOS	11,500.00	NOS	23,000.00
28" LCD-V				1 NOS	1 NOS	12,700.00	NOS	12,700.00
24" LCD-V				2 NOS	2 NOS	11,590.00	NOS	23,180.00
24" LCD-LG				2 NOS	2 NOS	10,590.00	NOS	21,180.00
210 LITER RE	FLG			1 NOS	1 NOS	11,890.00	NOS	11,890.00
165 LTR-REF-				1 NOS	1 NOS	8,240.00	NOS	8,240.00
								3,78,685.00
CGST SGST			19	1 297	9 0.15	ordo s		45,154.15 45,154.15
		Enter	nes) & Press		nyolog			gleF - n/
b						unin manananananananananananananananananana	ale considerate control control the confidence	4,68,993.3

- 2) Press Enter and Accept the Screen
- 3) Press Page up key and Press Ctrl+P to Print the Current Invoice
- 4) Select Configure and press Enter no a
- 5) Type **Optimise printing to save paper** and Press **Enter**

M/s.Shriram Electronics	
Print Configuration	NATION OF THE PROPERTY OF THE
Optimise printing to save paper	yprodustana analysis and analysis
ist of Configurations	Maria de la companya
A	
oucher Details	No
Use Simple Invoice format	No
Show Customer's Seal and Signature	Yes
Show Serial No.	Yes
Show Quantity	Yes
Show Quantity with Alternate Unit	ves No
Show Alternate Unit in separate column	No
Show Actual Quantity	***
Show Rate	Yes
Show Discount %	Yes
Show Bill-wise details	No
Show Batch details	Yes
Show Godown Name	No
Show Godown Address	No
Show Part No.	No
Show Additional Descriptions for Stock Items	Yes
Show Additional Descriptions for Ledgers	No
Display name for Stock Items	Name Only
Show Narration	No
Statutory Details	, and
Show Rate of Duty for Stock Items	No
Show Item-wise GST details	No
Show GST Rate (in %)	No
Show HSN/SAC	Yes
Show GST Analysis	Yes
Show HSN/SAC details	Yes
Show LUT/Bond details	Yes
Show Tax Invoice in Base Currency	No
Show Tax Amount for Export Invoice	Yes
leader Information	
Title	Tax Invoice
Subtitle (if any)	5505050
Title (for Optional Vouchers)	PROFORMA INVOICE
Optimise printing to save paper	Yes

- 6) Select **Show More** option and Press **Enter**
- 7) Type Height of normal invoice (in Inches) & Press Enter

Printer Settings	
Height Normal invoice (Inches)	· [11.25
animant transmit and the mi-	Charles on the

8) Type Height of simple invoice (in Inches) & Press Enter

Printer Settings	an order of ma	Solve Outsimise print
Height Simple invoice (Inches)	11.25	

- 9) Press Ctrl+A to Save the Configuration Screen
- 10) Select **Preview** option and Press **Enter** & Press **Alt+Z** to **Zoom** the Preview Screen

Ta	x Inv	oic	2							
W/S. Shriram Electronics S	_		ce No	_						
304, Street No.14, Near Metro Theatre		78	CE II U.			Date	_			
Fort - Mumbai			ery Note	-			Mar-21	ofPa	vment	
GSTIN/UIN: 27AADFA9350N1Z3	10	Dat	0 0	_		-	Mode/Terms of Payment Other References			
State Name : Maharashtra, Code : 27 E-Mail : info@shriram.com	1.7	K G IE	rence N). &	Date.	Othe				
Buyer (Bill to)	-	Buyer's Order No.				Date	Dated			
Aditi Agencies Pune		Disc	atch Doc	N a			D-0			
GSTIN/UIN : 27AHNPJ4751B27F		Dispatch Doc No.				D eli	Delivery Note Date			
State Name : Maharashtra, Code : 27	Dispatched through				Des	tination				
		Tern	ns of Deli	iven	,		UPF	u.	A 12	
					4.				- " .	
									- 1	
SI Description of Goods										
SI Description of Goods	H SN/S	AC	Quantit	У	Rate	per	Disc. %	A	m ount	
1 14" LCD-LG	851210	000	2 N C	S	10,000.0	0 NOS			00.000,02	
2 165 LTR REF-LG	850221	100	1 NC		8,540.0			•	8,540.00	
3 210 LITER REF-LG	85022		1 NC				147	1	1,890.00	
4 24" LCD-LG	851210				10,590.0			2	21,180.00	
5 36" LED-LG	851210		3 NC	1	4,665.0		-	1	13,995.00	
6 AUDIO SPEED KING - LG 7 FULLY AUTO W/M - LG	85022		2 NC			0 NOS	-	-	1,560.00	
FULLY AUTO W/M - LG	85022				12,500.0				12,500.00	
9 165 LTR-REF-V	85022 85021				11,500.0 8,240.0				11,500.00	
9 103 ETR-REF-V	85030		2 NC						16,480.00	
11 21"LCD-V	85030				10,000.0		0		15,000.00	
12 24" LCD-V	85030				11,590.0				30,000.00 23,180.00	
13 28" LCD-V	85030				12,700.0				12,700.00	
14 A C-AUTOMATIC -V	85021		2 NO						46,000.00	
15 FULLY AUTO W/M-V	85021				11,9900				23,980.00	
16 SEMI AUTO W/M-V	85021	100	1 N	os	9,9900	0 NOS	£	21	9,990.00	
17 SEMI AUTO W/M-LG	85022	100	2 N	SC	11,500.0	0 NOS	medi	5	23,000.00	
18 28" LCD-V	85030	010			12,700.0		A Saint		12,700.00	
19 24" LCD-V	85030	010			11,590.0				23,180.00	
20 24" LCD-LG	85121				10,590.0				21,180.00	
21 210 LITER REF-LG	85022				11,890.0				11,890.00	
22 165 LTR-REF-V	85021	100	1 N	os	8,240.0	NOS	11 7/14		8,240.00	
			5.					1 '	,78,685.00	
CG ST SGST							1.0		45,154.15 45,154.15	
3037			1.4-	7		4.5	-			
Tota	1		38 N	os		1		₹ 4,	68,993.30	
Amount Chargeable (in words)			l!4 T	hea	a and T	hirty	naiea ()nh	E. & O.E	
INR Four Lakh Sixty Eight Thousand Nine	Taxabl	eu N	Cent	ral T	ax	St	ate tax		Total	
HSN/SAC	Value		Rate	Ап	nount	Rate	Amou 6,87		Tax Amount 13,743.90	
85121000	76,355 80,880		9% 9%		871.95 279.20	9% 9%	7,27		14,558.40	
85022100	1,04,690		14%	14	656.60	14%	14,65	6.60	29,313.20	
85021100	1,16,760	00.0	14%		346.40 ,154.15	14%	16,34 45,15	4.15	32,692.80 90,308.30	
10121	3,78,685	_				!			2 2,300.00	
TaxAmount (in words): INR Ninety Thousand Th	ree Hu	ndre	ed Eight	ane	d Thirty	paise fo	r M/s. Shi	iramE	lectronics S	
Declaration	of the									
goods described and that all particulars are true and	d							Author	ised Signator	
correct.										

- 11) Press Esc and Return to Configure option Screen Windspirited will aven in Attitude 22519 (p.
- 12) Select Use Simple Invoice format and Press Enter (1) and the arrange wastverty to see (0)

Show Mor
Yes
No
Yes
Yes
Yes
No
No
Yes
Yes
No
Yes a see a long to the see
No
No Visual Paragraph
No
Yes
No
Name Only No
140
No
No No
No
Yes
Yes
Yes
Yes
No High your day and I had
Yes
763
Tax Invoice
av IIIAOIC6
PROFORMA INVOICE

The Complete Normal Print Screen appears as shown below

Invoice No. 78 Ref. No.

Dated 31-Mar-21

M/s. Shriram Electronics S 304, Street No.14, Near Metro Theatre Fort - Mumbai GSTIN/UIN: 27AADFA9350N1Z3 State Name: Maharashtra, Code: 27 E-Mail: info@shriram.com

Tax Invoice

Party: Aditi Agencies

Pune GSTIN/UIN

: 27AHNPJ4751B2ZE

State Name : Maharashtra, Code : 27

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
\neg	14" LCD-LG	35121000	2 NOS	40.000.00	1100		
2	405 1 70 0 1 -	35022100	1 NOS	10,000.00	755 / N 195		20,000.00
		85022100		8,540.00			8,540.00
		85121000	1 NOS	11,890.00			11,890.00
		85121000	2 NOS 3 NOS	10,590.00			21,180.00
6		85022100	2 NOS	4,665.00 780.00	10000		13,995.00
7		85022100	1 NOS	12,500.00			1,560.00
8		85022100	1 NOS	12,500.00			12,500.00
9		85021100	2 NOS	8,240.00			11,500.00
-		85030010	3 NOS	5,000.00			16,480.00 15,000.00
11		85030010	3 NOS	10.000.00		3.00	30.000.00
12	24" LCD-V	85030010	2 NOS	11,590.00			23,180.00
13	28" LCD-V	85030010	1 NOS	12,700.00			12,700.00
14	AC-AUTOMATIC-V	85021100	2 NOS	23,000.00			46,000.00
15	FULLY AUTO W/M-V	85021100	2 NOS	11,990.00			23,980.00
16	SEMIAUTO W/M-V	85021100	1 NOS	9,990.00	Nos		9,990.00
17	SEMIAUTO W/M-LG	85022100	2 NOS	11,500.00	NOS		23,000.00
18	28" LCD-V	85030010	1 NOS	12,700.00	NOS	-	12,700.00
19	24" LCD-V	85030010	2 NOS	11,590.00	NOS		23,180.00
20	24" LCD-LG	85121000	2 NOS	10,590.00	NOS		21,180.00
21		85022100	1 NOS	11,890.00	NOS		11,890.00
22	165 LTR-REF-V	85021100	1 NOS	8,240.00	NOS		8,240.00
			_ =				3,78,685.00
	CGST				-		45,154.15
	SGST	SHOOT	Auraun		14		45,154.15
			= 255.0				5.6
		1 22			ALC:	1 × 3 E	The second
	encil/pening/	HEI/T					STOWN OF
\vdash	Total	Y UTSEL	38 NOS			507	₹ 4,68,993.30

INR Four Lakh Sixty Eight Thousand Nine Hundred Ninety Three and Thirty paise Only

HSN/SAC	Taxable	Central Tax		Sta	ate Tax	Total
	Value	Rate	Amount	Rate	Amount	Tax Amount
85121000	76,355.00	9%	6,871.95	9%	6,871.95	13,743.90
85022100	80,880.00	9%	7,279.20	9%	7,279.20	14,558.40
85021100	1,04,690.00	14%	14,656.60	14%	14,656.60	29,313.20
85030010	1,16,760.00		16,346.40	14%	16,346.40	32,692.80
Tota			45,154.15		45,154.15	90,308.30

Tax Amount (in words) : INR Ninety Thousand Three Hundred Eight and Thirty paise Only

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

Authorised Signatory

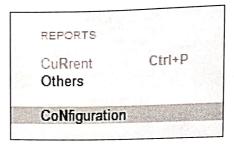
for M/s.Shriram Electronics S

This is a Computer Generated Invoice

15) Press Esc & Return to Gateway of Tally

Logo Printing

1) Gateway of Tally > Press Alt+P: Print > Select Configuration > Press Enter



2) Press Enter & Set Path of Your Logo for following screen and save the screen

M/s. Shriram Electronics S	
Print Configuration	
Image Path	
List of Configurations	2.7
	Show More
Printer Settings	
Printer	doPDF v7
Header Information	
Top Margin of Reports (in Inches)	0.50
Show Date Range of Report	Yes
Show Date and Time of Reports	No
Show Date and Time of Voucher printing	No
Company Details	
Include company logo (applicable to Print/Export/Email)	Yes
Image Path	D:\Tally Prime\tally logo.jpg
Show Company Name	Yes
Show Company Address	Yes

	Company Details
Include company logo (applicable t	o Print/Export/Email): Yes
Image Path	: D:\Tally Prime\Data
Image File Name	: tally prime.jpg
- Only BMP and JPEG file	e formats are supported.
- Recommended file size	is 96 pixels in width by 80 pixels in height.
	rinted only on specific reports and vouchers.

- 3) Press Enter & Save the Configuration & return to Gateway of Tally
- 4) Gateway of Tally > Press Alt+G > Type Ledger Vouchers > Press Enter > Select Aditi Agencies > Select Enter
- 5) Press F2 : Date From 02/10/2020 to 02/10/2020 > Press Enter > Press Ctrl+P
- 6) Press C: Configure > Select Show More option > Select Show Company logo to 'Yes'

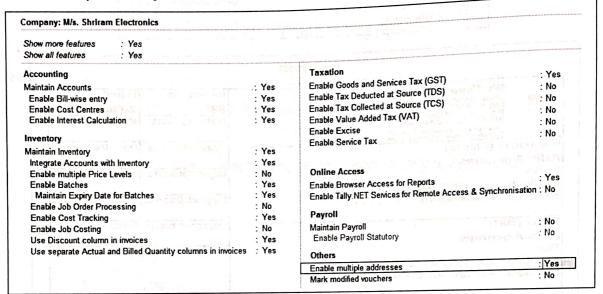
		Logo Printing
M/s. Shriram Electroni Print Configur Show Company Logo List of Configurations	on Shubham ation	
Printer Settings Printer		
Header Information Top Margin of Papers 6	Show More Canon LBP3000	onipanies Multiple Au-
Show Date Range of Report	0.50	1) Gateway of Tall) "
Company Details	Yes No No	nptions : "Yes"
Show Company Logo Image Path	No Yes	aldiginal oldens
Show Company Name Show Company Address	E:\shubham\tally-prime-price.jpg Yes	ay Press Enter in 1) Pr
Marie College Brown College	Yes	
	5.93	

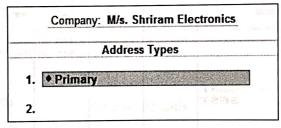
Ws. Shriram Electronics	Tax Inv	oice						
304.Street No.14								No. of the last
NEED AGE	Water Spirit	7	In	voice N	Vo.	Date	· d	toright 1
mum Fort M. Heater				69			The sould do	300,00g
CS 1 2 2 7 A ADF A 93 50 %1 Z 3				elivery	Note		ct-20	3.4
E-Mail: Shrive and Cade: 27				very	IAOGE	MOCe/	erms of Payment	2.7
Soundings (Quib (Q)	1,000		_ P=4	·				175 3
lditi Agencies		75.	- He	erenoe No	2. & Date	Other	References	tois
Pune			_		- w	h-dretz	The state of	0.86
STIN/UIN: 27AHNPJ4751B2ZE			Bu	yers Or	der No.	Date	d we go a	16.10
Rate Name: Maharashtra, Code:	77							15
	۷.		Dis	spatch D	ocNo.	De live	ry Note Date	FFS .
Buyer (Bill to)	the type of	6-X .	- 1					6
Aditi Agencies		-	Dis	patched	through	Dest	ination	10.15
^o une			6		e			97
GSTIN/UIN: 27AHNPJ4751B2ZE			1901 Te	rms of	Delive	rv ·	& 01. 打01. 內接到問題	
State Name: Maharashtra, Code:	FEDRUM 17]				_	,		
- Code :	ZI magan							
			30 s					
Description of Goods	HSNVSAC	Ouzzein						
unics	11.15.45	Quantit	y Rat	e pe	er Disc. 1	%	Amount	
1 165" LTR-REF-V	DEGE				_	7 .		
165 LTR REF-LG	85021100	2 140	s 8,240			6 1	5,656.00	
TO LIKKER-LG	85022100	2 No	s 8,540	.00 No	s 5%		6,226.00	
The state of the s	2 72	Comments of					-	
000	- T. C. T. C.		y signed	- ·		3	1,882.00	
CGS SGS						v	3,652.18	
363	1			C.	2	2	3,652.18	
All they have the same and	4							
Salar Pro-								
As a for a	1	1 1	and the	100	X F. S	51	HE YES	甘平士
-				-				
licaics	D il meth	P alle	0.199					
					1		1	
					1 1000000 1	1 9 -	39,186.36	
Tota	al Smith strill	4 No	5					1
Amount Chargeable (in words)	1. 4	S-91 15 . HL				-7 74	E & O.F.	I
Amount Chargeable (in words)	1. 4	S-91 15 . HL		nd Thi	rty Six	-7 74	E & O.F.	
	1. 4	S-91 15 . HL	Six ar			c pais	E. & O.E se Only	
Amount Chargeable (in words) INR Thirty Nine Thousand On HSN/SAC	e Hundre	d Eighty Centra	Six ar	St	ate Tax	c pai:	E. & O.E se Only Total	12
Amount Chargeable (in words) INR Thirty Nine Thousand On HSN/SAC 85021100	e Hundre Taxable Value 15,658.00	Centra Rate A	Six ar	St Rate 14%	Amo	c pais c unt 1.84	E. & O.E. See Only Total Tax Amount 4,383.68	,
Amount Chargeable (in words) INR Thirty Nine Thousand On HSN/SAC 85021100 85022100	e Hundre Taxable Value	Centra Rate A 14% 2 9% 1	Six ar	St Rate 14% 9%	Amo 2,19 1,46	c pais c unt 1.84 0.34	E. & O.E. See Only Total Tax Amount 4,383.68	2

Multiple Address

Companies Multiple Address

- 1) Gateway of Tally > Press Alt+K: Company > Select Features: F11 > Set the Following options to 'Yes'
 - Enable multiple addresses
- 2) Press Enter in 1) Primary Field & Fill the all Fields





3) Select Primary & Press Enter

Co	mpany: M/s. Shriram Electronics	
Mailing name	M/s. Shriram Electronics	
Address	: 304,Street No.14,	
and day to the party pas	Near Metro Theater	
	Fort-Mumbai	
TO THE PERSON NAMED IN COLUMN TO THE	ng 129 coox or	
Pincode	: 400001 00 the Chale	
Phone no.	022-2345678 behaviored types (all parts)	
Mobile no.	: 7123456789	
Fax no.	The second secon	
E-mail	: Shriram@gmail.com	
Website	: www.shriram.com	

4) Press Enter In 2) Type Branch Office & Fill the All Field

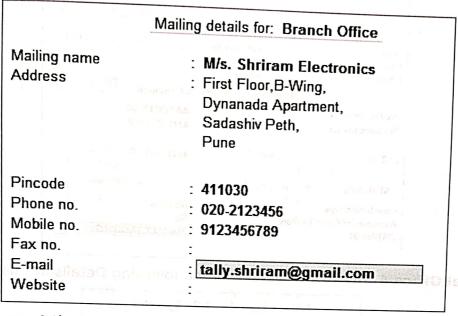
Company: M/s. Shriram Electronics

Address Types

1. * Primary

2. Branch Office

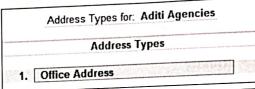
5) Press Enter & fill & mailing details for Branch Office.



- 6) Press Enter & Accept the screen & return to Gateway of Tally
- O Ledger Multiple Address:
 - 1) Gateway of Tally > Alter > Ledger > Select Aditi Agencies > Set the Following options to 'Yes'
 Set/alter multiple mailing details

	to supplied to	1.74-174-1	Total Opening Balance
	espenial vegl,		78,88,944.00 Dr 78,88,944.00 Cr
: Sundry Debtors (Gurrent Assets)	Mailing Details Name Address	: Aditi Agencies	
: Yes : 18 Days cher entry : No	and signers and a second signer and a second s	The second	
Yes negament	Country 1 1 1 1 1 1 1 1 1	: Maharashtra : India :	
	Set/alter multiple mailing details Banking Details Provide bank details	Yes See John Made 1	
	Tax Registration Details PAN/IT No.		
	Registration type GSTIN/UIN Set/Alter GST details	: Regular : 27AHNPJ4751B2ZE : No	
	(Gurrent Assets) : Yes : 18 Days cher entry: No	: Sundry Debtors (Current Assets) : Yes : 18 Days cher entry: No State Country Pincode Set/alter multiple mailing details Banking Details Provide bank details Tax Registration Details PAN/IT No. Registration type GSTIN/UIN	Sundry Debtors (Gurrent Assets) : Yes : 18 Days cher entry: No State Country Pincode Set/alter multiple mailing details Provide bank details PAN/IT No. Registration Details PAN/IT No. Registration type GSTIN/UIN : Aditi Agencies Address Pune : Aditi Agencies Address : Pune : Maharashtra Country India : Yes Banking Details Provide bank details : No Tax Registration Details PAN/IT No. Registration type GSTIN/UIN : 27AHNPJ4751B2ZE

2) Type Office Address Press Enter Fill the Following details in this screen



Mailing Details for : Office Address : 72, Jay Nagar, M.G. Road, Address Mumbai : Maharashtra State : India Country : 400001 Pincode Statutory and Taxation Information : AAACC1206D PAN/income tax no. : 4241565415V TIN/sales tax no. : 4241565415C CST no. **GST Details** : Regular Registration type : No Assessee of Other Territory : 27AAACC1206D1ZG GSTIN/UIN

3) Type Regional Office Address Press Enter fill the following Details in this screen & Save Ledger

Address Types for: Aditi Agencies

Address Types

1. Office Address

2. Regional Office Address

Mailing Details for: Regional Office Address : 3, Galaxy Apt. Address Juhu Mumbai : Maharashtra State Country : India : 450050 Pincode Statutory and Taxation Information PAN/income tax no TIN/sales tax no. CST no. **GST Details** Registration type : Regular Assessee of Other Territory : No : 27ZXCVB1234N1Z3 GSTIN/UIN

O Make a Sales Voucher

333) Transaction

Date	Particulars
31/03/2021	Sold Goods 36" LED-LG @Rs.4,665/- + GST @ 18% x 1 Nos of Total Rs. 5,504.70/- To Aditi Agencies

1) Gateway of Tally > Voucher > Press F8 (Sales)

F2 : Date	31/03/2021	
Party A/c Name	Aditi Agencies	
Dispatch Details	Press Ctrl+A	
Address	Select Regional office Address	
Sales Ledger	Sales A/c	

Constitution of the Consti	Party Details	
Buyer (Bill to)	: Aditi Agencies	
Address Type	: Regional Office A	ddress
Mailing Name	: Aditi Agencies	***************************************
Address	: 3, Galaxy Apt.	
	Juhu Mumbai	Our of the div
		937
		For Earling
State	: Maharashtra	the second
Country	: India	Property and
GST Registration type	: Regular	. 11
GSTIN/UIN	: 27ZXCVB1234N1Z3	1 1 32° °
Place of Supply	: Maharashtra	- 1 t

Name of Item	36" LED-LG
Tracking Number	Not Applicable
Order Number	Not Applicable
Godown	Showroom
Actual (Quantity)	1 Nos
Billed (Quantity)	1 Nos
Rate	4,665
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter
Bill Wise Details Screen	Press Enter
Interest Parameter Screen	Press Ctrl+A
Accept ? Yes or No	Yes

Press Enter & Accept the screen & return to Gateway of Tally 19 and walk and a Lagrang (S

O Multi Address Print In Statement

1) Gateway of Tally > Press Alt+G > Type Ledger Statement > Select Aditi Agencies & Press Enter

Select Ledger	Aditi Agencies
Press F2 Date	01/04/2020 to 31/03/2021
Press Alt+P	Select Current
Press C	Configure
Select Party Address to Print	Select Regional office Address
Press Ctrl+A	Accept the screen

Print Configuration		
Party Address to Print		
ist of Configurations		
	Show N	
Report Details		
Report Type	Ledger Accounts	
Show Narrations	No	
Show Voucher No.	Yes	
Format of Report	Condensed	
Show Bill-wise details	No	
Show Inventory details	No	
Show Mode of Payment	No	
Show additional Bank details	No	
Show Cost Centre details	No	
Type of Voucher entries	All Vouchers	
Include Opening Balance	Yes	
Display name for Ledgers	Name Only	
Display name for Stock Items	Name Only	
Show Running Balance	No	
Header Information	as the ome!	
Title	Aditi Agencies	
Subtitle (if any)	Ledger Account	
Party Details		
Show Party's Address	Yes mychol	
Party Address to Print	Regional Office Address	
Printer Settings		
Printer 2011	Canon LBP3000	
Number of copies	1	

Party Details	List of Address Types
Party Address to Print	◆ Primary Office Address
200	Regional Office Address

2) Press I: Preview to view the Print Preview and 100 product to the preview and 100 product to th

3) Print the Statement shown in Following Screen

M/s.Shriram Electronics

304, Street No.14, Near Metro Theatre Fort - Mumbai TIN/UIN: 27 AAD FA9350N

GSTIN/UIN: 27AADFA9350N1Z3 State Name: Maharashtra, Code: 27

Aditi Agencies

Ledger Account 3, Galaxy Apt. Juhu Mumbai 1-Apr-20 to 31-Mar-21

Date	Particulars			16. Y.	Page 1
	3	Vch Type	Vch No.	Debit	Credit
1-Apr-20 To	Opening Balance			2,95,377.00	
1-Apr-20 To	Sales A/c	ng Vi - Sales			
2-Apr-20 By			3	27,523.50	
	Sales A/c ISOS\SO\M	Receipt	3		50,000.00
	Sales A/c	Sales	8.	23,016.96	
	Sales A/c	Sales	28	38,400.00	
		Sales	34	10,077.20	
	Sales A/c (1997) 2 Jr	rate in the second	tista a peny 46	70,151.00	
	Sales A/c	Sales	52	32,000.00	
1-Jul-20 By		Sales	56	38,400.00	
		Receipt	19		38,400.00
	Cash	Receipt	23		10,077.20
	Cash i month no	Receipt	36	no ishaw i	70,151.00
	Cash	Receipt	41		32,000.00
	State Bank of India	Receipt	46		38,400.00
	Sales A/c	Sales	69	39,186.36	
	Sales A/c	Sales 116	73	12,800.00	
	Sales A/c	Sales	75	1,20,071.00	
31-Mar-21 To		Sales	78	4,68,993.30	
To	Sales A/c	Sales	79	5,504.70	
			- 10 17 213	11,81,501.02	2,39,028.20
By	Closing Balance		ts-mM-tt		9,42,472.82
			6 A-115 A1-1 & 1.50	11,81,501.02	11,81,501.02
			with Mansh other?	frank	

Bill Settlement

1) Gateway of Tally > Display More Report > Statement Of Account > Outstanding > Ledger > Select Bhavsar TV Center > Select Ref. No. 72

STATE OF THE PARTY	utstandings	M/s. Shriram Electronics		1-Apr-	20 to 31-Mar-2
_edger : B	havsar TV Center				Operation
Date	Ref. No. 72		Opening Amount	Pending Amount	Due on Overdu by day:
1-May-20 2-Nov-20	BTC/01 72		28,556.00 Dr 58 880.00 Dr	79,678.78 Dr 28,556.00 Dr 58,880.00 Dr	310 125 96
1-Dec-20 31-Mar-21	76 Sub Total On Account		4 67 114 78 Dr	1,67,114.78 Dr 10,852.00 Dr	
	No. of the last of	And a support for the first transfer and the support of the suppor	1,77,966.78 Dr	1,77,966.78 Dr	

)	
Ledger Name	Bhavsar TV Center
Press F2 Change Period	01/04/2020 to 31/03/2021
Press Alt+B	For Bill Settlement
Fill the Following Detail	In Bill Settlement Screen
Voucher Date	31/03/2021
Account	State Bank of India
Narration	Feel the narration From Following Screen

Bill Settlement

(for: Bhavsar TV Center Amount: ₹ 28,556.00 Dr)

Voucher Type : Receipt

Voucher Date : 31-Mar-21

Account : State Bank of India

Narration : Cheque received from Bhavsar TV Center

Receipt No. 57	31-Mar-2' Wednesday
Account : State Bank of India Current balance : 3,72,888.00 Dr	
Particulars	Amoun
Bhavsar TV Center Cur Bal: 1,49,410.78 Dr Agst Ref 72 24 Days 28,556.00 Cr	28,556.00
(26-Nov-20)	
Narration:	28,556.0

2) Press Enter & Accept the Screen & return to Gateway of Tally

se

CO

Email In Tally Prime

Using the facility provided in Tally Prime, you can e-mail reports and documents such as invoices, Purchase orders, statement of accounts and reminder letters without using external software. All types report from Tally Prime execute the following steps:

1) Press Alt+G: Go to > Type Ledger Outstanding & Press Enter

• Select for the Ex. LG India Ltd.

• Press Ctrl+H : Change view

• Select Voucher Details

• Press Alt+M : Email

Select Current from Reports

Change Vie	:W
List of Views	
	and the control of the section of th
	Show More
Related Reports	
Monthly Summary	
Monthly Summary Movement Analysis	

Email From	Create Create
Email Sender Name	M/s. Shriram Electronics
Email From	info@shriram.com

	E-mail	List of Pro	ofiles	
E-mail from			Britan de la compania	Create
E-mail to	-		×.1	and the latest
Subject	: INVOICE			
E-mail message (if any)	;			
				100
(Press Alt+S to select a	predefined message template)			
		man renim		and Full of

Create Е-п	nail Profile
E-mail sender name E-mail from Show additional options Username(for authentication) E-mail Server Server address Port Number Use SSL (Select 'Yes' if you are using Secured SMTP server)	: M/s.Shriram Electronics : info@shriram.com : Yes : info@shriram.com : Gmail : smtp.gmail.com : 465 : Yes
Use SSL/TLS on standard port (Select 'Yes' if you are using SSL on default/Standard SMTP port)	: No compared the same of the North state of the No

	New Address
Туре	tallyprime@gmail.com
Select	Configure

E-mail

E-mail from

: info@shriram.com : tallyprime@gmail.com

E-mail to Subject

Invoice

E-mail message (if any)

: Tax Invoice for Aditi Agencies

(Press Alt+S to select a predefined message template)

M/s.Shriram Electronics

E-mail Configuration

File Format

List of Configurations

Show More

Report Details

Report Type Ledger Accounts

Show Narrations No Show Voucher No. Yes

Format of Report Condensed

Show Bill-wise details No Show Inventory details No Show Mode of Payment No Show additional Bank details No Show Cost Centre details No

Type of Voucher entries All Vouchers

Include Opening Balance Yes Display name for Ledgers Name Only Display name for Stock Items Name Only

Show Running Balance

Header Information Show Page Number Yes

Party Details

Show Party's Address Yes Party Address to Print Primary

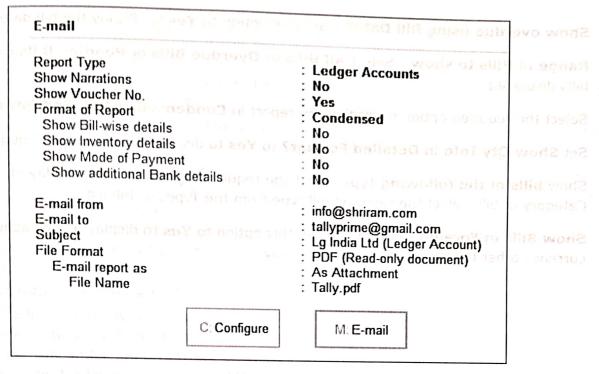
E-mail Settings

E-mail from info@shriram.com E-mail to tallyprime@gmail.com Subject Invoice

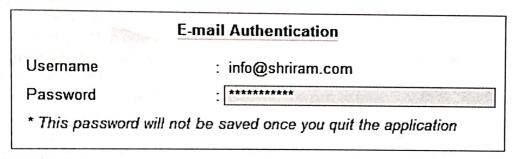
File Format

PDF (Read-only document) File Name Accounting Voucher.pdf

No



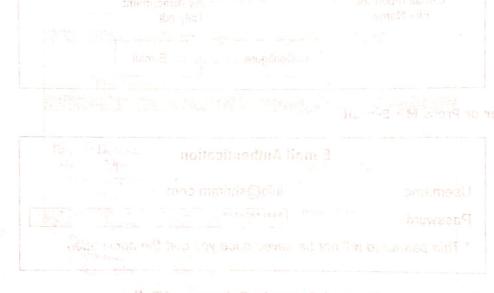
2) Press Enter or Press M: E-mail



4) Press Enter & Accept the Screen & Return to Gateway of Tally

- By default To the Email Address displays the Email address of the respective ledger. To enter another Email address select New Address and type the required Email address in New Address field.
- Type Provide an e-mail address in **CC To** (if Any) field in case you want to send a copy of the same mail to more than one recipient.
- Type Additional Text (if any) field, you can type a message to the recipient which will precede
 the report in the recipient's mail program.
- Information Sent field select the required Mail Sending type from the list displayed.
- By default, Show Group Name is set to No, enable this to display the parent group of the respective ledger.
- Include Post-Dated Transactions? Set this option to Yes to include post-dated transactions.

- Show overdue using Bill Date? Set this option to Yes to display the bill date in report.
- Range of Bills to show Select All Bills or Overdue Bills or Pending Bills from the range of bills displayed
- Select the required option to display the report in Condensed or Detailed format.
- Set Show Qty Info in Detailed Format? to Yes to display the break-up of quantity.
- Show bills of the following type select the required Types of Bills displayed. To display a
 Category of bill, select the required bill type from the Types of Bill list.
- Show Bills in Foreign Exchange Set this option to Yes to display a transaction in a currency other than the base currency, if any.



4) Press Enter & Accept the Screen & Return to Gateway of Tally

By default To the Email Address displays the Email address of the respective ledger. To enter another Email address select New Address and type the required Email address in New Address

Type Provide an e-mail address in CC To (if Any) field in case you want to send a copy of the same mail to mare than one-recipient.

Type Additional Text (if any) field, you can type a message to the recipient which will precede

Information Sent field select the required Mail Sentling type from the list displayed. By default, Show Group Mantel's set to No, enuble this to display the parent group of the

Include Post-Bated Transactions? - Set this office to Vesto include post-dated

TDS (Tax Deducted At Source)

Tax Deducted at Source (TDS) is an indirect method of collecting income tax. This is covered under the under section 192 to 197 of Income Tax Act, 1961. Tax deducted at source is one of the modes of collecting income tax from the taxpayers. The tax so deducted at source by the payer has to be deposited in the Government treasury to the credit of central government within the specified time. The Deductor also provides Form 16A to the Deductee.

TDS is a compulsory and convenient method of Tax payment during the generation of income itself. Such collection of tax has an effect at the source when income arises or due. This is the tax, which is deducted at the time of making payment of expenditure and paying to the Income Tax Department i.e. Government (through Bank) within the stipulated time on behalf of the person to whom payment is made. Tax shall be deducted at the time of crediting that person's account or at the time of payment of such expenditure in cash or by way of a cheque or by any other mode which ever is earlier.

Let us understand the background of TDS with the help of following example:

If Balaji Trading Company makes payment of commission to Mr. Kunal of Rs. 50,000/- for his bill. This is the expenditure to Balaji Trading Company but income to Mr. Kunal. And Mr. Kunal has to pay income tax on this income. But under the provisions of Income Tax Act it is the responsibility of Balaji Trading Company to deduct the Tax from the payment of Mr. Kunal and deposit the same to the government. Balaji Trading Company will also issue a TDS certificate to Mr. Kunal for this deduction so that Mr. Kunal will take credit of the amount of TDS while calculating his Tax Liability. The amount of tax deducted should be deposited to Government within one week from the last date of the month in which the deduction is made. In the above example if Balaji Trading Company has shown commission payable to Mr. Kunal on 11"June. Company has to deduct the tax of Mr. Kunal on 11 June & has to deposit the TDS up to 7h July to the Government through specified bank. Now while making the actual payment to Mr. Kunal against this bill tax is not required to be deducted again as the tax is already deducted. On the other hand if payment is made in advance without recording the bill, tax has to be deducted and should be deposited to Government within one week from the last date of the month in which the payment is made. In the above example if Balaji Trading Company has paid commission in advance to Mr. Kunal on 18 November Company has to deduct the tax of Mr. Kunal while making payment & has to deposit the TDS up to 7 December to the Government through specified bank. In Short the deductions made in a particular month should be deposited within one WEEK of the next month.

If the bill is recorded on last day of the financial year then tax is to be deposited in the bank within 2 months from 31" March. I.e. up to 31* May of that year. In the above example if Balaji Trading Company records the commission payable bill on 31" March then company has to deduct the tax amount on that date and deposit it up to 31" May.

The Deductor will issue Form No. 16/16AA against salary and Form No 16A against other payments. This is commonly known as 'TDS Certificate'

The Deductor has to file his Quarterly return of TOS to the Income Tax Department. The Income Tax Department has prescribed the formats for filing these returns electronically also. For additional details you can visit the Income Tax Website at: http://www.incometaxindia.gov.in

Following are the three important points to be considered for TDS.

- 1. The person deducting the tax is called as Deductor. Whose identity can be a Company or Non Company (an individual, partnership firm, HUF, etc.)
 - Any person responsible for paying an amount covered under the head salary has to deduct tax from
 - Any person including individual or HUF whose total sales or turnover is above Rs. 40 Lacs or professional receipts are above 10 Lacs, has to deduct the Tax.
- 2. The Person receiving payment is called Deductee. Whose identity can be:
- A Individual - It refers to a natural human being. Hindu Undivided Family (HUF) - It refers to a joint Hindu family of persons lineally В descended from a common ancestor and their wives and unmarried daughters. Partnership firm - It refers to partnership governed by Partnership Act. C Company - it means any Indian company or foreign company. D Association of Persons (AOP) OR Body of Individual (BOI) - It refers to group of persons or individuals who come together to do the business. Co-operative Society - A society registered under co-operative societies Act. F Local Authority - Municipal corporations, Dist. Boards, Grampanchyat etc. G Artificial Judicial Person - It covers all remaining entities, which are not covered under Ή above categories.
- 3. Type of Payment This may consists of some following important expenditures:
- Salary (Section 192) It is amount paid by employer to the employee it includes basic Α salary, different allowances, perquisites, bonus, commission, pension etc. Interest other than interest on securities (Section 194A) - It covers interest on deposits В and loans, this does not include interest paid by partnership firm to its partner. interest paid to Banks, LIC, UTI, Co-operative banks, other financial institutions, Payment to contractor and sub contractor - The contract includes Construction Contract C Advertisement contract, Maintenance contract, Telecasting Contract, Supply of labour contract Payment of commission or brokerage - Any payment given as a Commission for selling or D buying of goods or any assets or other valuable articles. Payment for Rent - Any payment given for the use of any building or premises including the E furniture and fixtures under an agreement or lease deed. Payment of fees for Professional or Technical services - This covers services given in F course of Legal, medical engineering, architectural profession, accountancy profession, technical consultancy, interior decoration etc. The Deductor will issue Form No. 16/16AA against salary and Form No 16A against other payments. This is commonly known as 'TDS Certificate:

*61 9mo The Deductor has to file his Quarterly return of TDS to the Income Tax Department. The Income Tax Department has prescribed the formats for filing these returns electronically also. For additional details you can visit the Income Tax Website at: http://www.incometaxindia.gov.in WedsWast smoon, and siziv ne

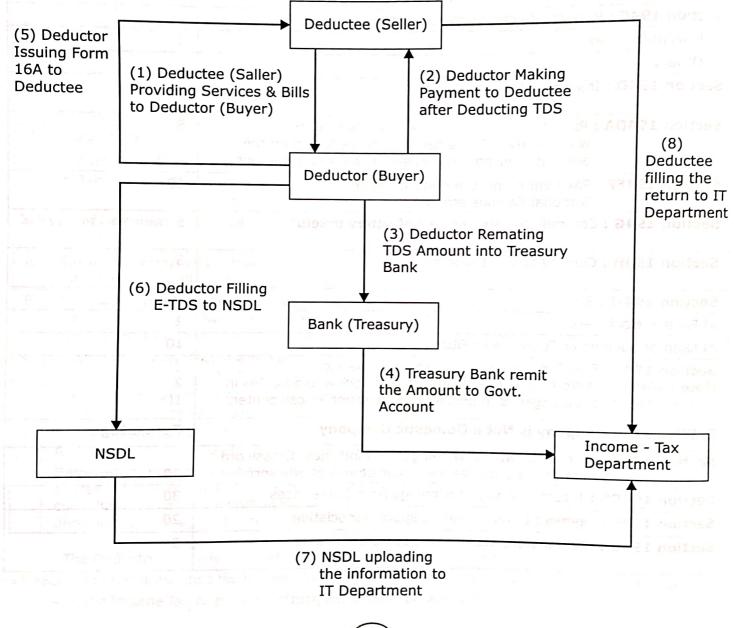
Rates for Tax Deduction at Source

(For Assessment Year 2017/2018)

Shriram Company	1 81 of the store have
- the Company IS a Domestic Comman	Percentage
	10
tion 194 - Dividend	10
"Interest on securities"	
section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30 7 - 35 (6)
section 194BB: Income by way of winnings from horse races	30
section 194C: Payment to contractor/sub-contractor	
A) HUF/Individuals	1 (5) introduction (2)
B) Others	2
Section 194D: Insurance Commission	nio void establic
Section 194DA: Payment in respect of life insurance policy w.e.f. 1/9/2019, the tax shall be deducted on the amount of income comprised in insurance pay-out	5
Section 194EE: Payment respect of deposit under National Savings scheme	10
Section 194G: Commission, etc., on sale of lottery tickets	5
Section 194H: Commission or Brokerage	5
Section 194-I: Rent	(6) ELUC
a) Plant & Machinery	2
b) Land or building or Furniture or Fitting	10
Section 1941: Fees for professional or technical services	2
Note: With effect from June 1, 2017 the rate of TDS would be 2% in	2
case of payee engaged in business of operation of call center.	10
2. Where the company is Not a Domestic Company	Percentage
Section 194B: Income by way of winnings from lotteries, Crossword puzzles, card games and other games of any sort	-30
Section 194BB : Income by way of winnings from horse races	30
Section 194E : Payment to non-resident sports association	20
Section 194G : Commission, etc., on sale of lottery tickets	5

O TDS Process

- 1) Deductee (Seller) provides Services and Bill to the Deductor (Buyer).
- 2) Deductor makes the payment after deducting TDS.
- 3) Deductor remits the TDS amount into Bank (Treasury).
- 4) Bank (Treasury) remit the amount to the Government Account.
- 5) Deductor Issues Form 16A to Deductee for the TDS amount deducted.
- 6) Deductor Files the e-TDS to NSDL.
- 7) NSDL uploads the e-TDS information to Income Tax Department.
- 8) Deductee Files the Return with Form 16A to Income tax Department.



O Create a New Company By Name TDS Company

1) Open Tally Prime > Create Company > complete company creation appears as shown below :

Company Creation	- FIT II G		
Company Data Path	: E:\Tally Prime\Data		
Company Name	: TDS Company	Financial year beginning from	: 1-Apr-20
Mailing Name	: TDS Company	Books beginning from	: 1-Apr-20
Address	: 23, Nehru Nagar,		
	A B Dand D		
State	: Maharashtra		
Country	: India		
Pincode	: 411002		
Telephone	: 020-223564		angleski yrozu
Mobile 101 11 A 9 11	: 9452100030		
Fax of how have			leture of Payments, He
E-mail	: tallyprime.tds@gmail.com		
Website	tallyprime.tds@gmail.com		A section across speciment
A contract be a resident			
Base Currency symbol	s will be loaded in ?		T marach in the T
Formal name	. IIIIX		1
	India. On enabling Ti		Accept ?
	ection during Greation	till ac avarable for sel	95-5t -cut. Ty prosperstw
			Yes or No

2) Press Enter & Accept the screen a seming yillow of facing of a course 201 oil stand of C

O Enabling TDS in Tally Prime

Enable Following option to 'Yes'

• Enable Tax Deducted At Source (TDS)

		ed successfully. er your business needs.)	
Company: TDS Company	arteld .	Part/Size, a par iot age a	
Show more features : Yes Show all features : Yes		Saturor miles come test types	The state of the s
Accounting		Taxation	
Maintain Accounts Enable Bill-wise entry Enable Cost Centres Enable Interest Calculation	: Yes : Yes : No : No	Enable Goods and Services Tax (GST) Enable Tax Deducted at Source (TDS) Enable Tax Collected at Source (TCS) Enable Value Added Tax (VAT) Enable Excise	: No : Yes : No : No : No : No
Inventory Maintain Inventory Integrate Accounts with Inventory Enable multiple Price Levels Enable Batches	: Yes : Yes : No : No	Enable Service Tax Online Access Enable Browser Access for Reports	: Yes
Maintain Expiry Date for Batches Enable Job Order Processing Enable Cost Tracking	: No : No : No	Enable Tally NET Services for Remote Access & Synchronisati Payroll	on : No
Enable Job Costing Use Discount column in invoices Use separate Actual and Billed Quantity columns in invoices	: No : No : No	Maintain Payroll Enable Payroll Statutory Others	: No
		Enable multiple addresses Mark modified vouchers	: No : No

Company TDS Dedu	ctor Details
TAN registration number Tax deduction and collection Account Number (Deductor type Deductor branch/division Set/alter details of person responsible	: T22004566DAC
Rate & Exemption	n Details
Ignore IT exemption limit for TDS deduction	: No
Activate TDS for stock items	: No was

1) Press Enter & Accept the screen to save

O TDS Statutory Masters

Income Tax will be deducted at source based on the rate defined in the Act, for the Deductees, against the Nature of Payments. Hence to account TDS transactions, every payment and the party to whom the payment is made needs to be identified against the Nature of payment and deductee type as defined in the Act. In Tally Prime, all the Nature of Payments and Deductees Types (as defined under the Act) are provided as Statutory Masters. These Statutory Masters will be loaded into Tally Prime during company creation, when the Statutory compliance for is set to India. On enabling TDS Feature in F11: Under Taxation, TDS Statutory masters will be available for selection during Creation of Expenses, Party and TDS ledgers.

O To Create the TDS Nature of Payment In Tally Prime

1) Gateway of Tally > Create > TDS Nature of Payments > Enter the Name as Commission or Brokerage as shown in the screen

Name	Commission or Brokerage	Enable following
Section	194H	s Enable Tax
Payment Code	94H	1
Remittance Code	Skip & Press Enter	
Rate for individuals/HUF	10%	II waxaa a
Rate for other deductee types	10%	manum Navas
There hold/exemption limit	15,000/-	the or the stands

Name	Commission Or Brokerage	
Section (18V) with become	: 194H	
Payment code	: 94H av	
Remittance code	and taken the co	
Rate for individuals/HUF		
With PAN	: 10 %	
Rate for other deductee ty	pes and	
With PAN	: 10 %	Accept ?
Threshold/exemption limit	: 15,000.00	Yes or No

334) Transaction:

Date	Particulars
01/04/2020	Company Received an Invoice for Rs. 25,000/- of Audit &
	Consulting Revenue From CA. Nilesh Gupta & Associates.

O Create Expense Ledger:

1) Gateway of Tally > Create > Ledger

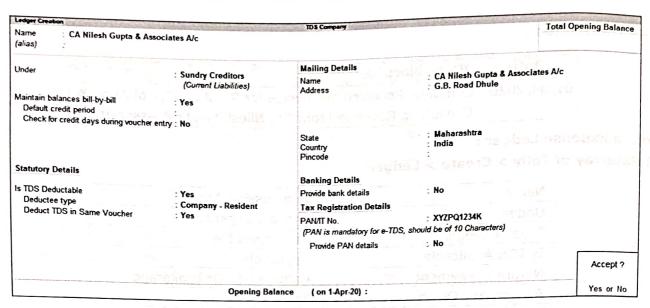
NI	0.1
Name	Commission A/c
Under	Indirect Expenses
Type of Ledger	Not Applicable
Is TDS Applicable	Applicable
Nature of Payment	Commission Or Brokerage
Accept? Yes Or No	Yes

Name : Commision A/ (alias) :	c		Total Op	ening Balance
Under	Mole 4: Indirect Expenses U 201	Mailing Details		
	'attes' laxer	Name : Address :		
Type of Ledger	: • Not Applicable	Type of Euter Tax		
		Nature of Bayment		
Statutory Details		Banking Details		
ls TDS applicable	: • Applicable	Provide bank details : N	0	
Nature of Payment	: Commission Or Brokerage	Tax Registration Details	1	
		PAN/IT No. missuems		
				Accept ?
	Opening Balance	(on 1-Apr-20) :		Yes or No

2) Press Enter & Accept the Screen

O Create Party Ledger

Name	CA Nilesh Gupta & Associates A/c
Under	Sundry Creditors
Maintain balance bill-by-bill	Yes
Is TDS Deductable	Yes
Deductee Type	Company Resident



1) Press Enter & Accept the Screen

O Create TDS Ledger

Name	TDS Duty on Commission
Under	Duties & Taxes
Type of Duty/Tax	TDS
Nature of Payment	Commission Or Brokerage
Accept? Yes Or No	Yes

Name : TDS Duty on Comm (alias) :	nission	Tota	l Opening Balance
Under	: Duties & Taxes (Current Liabilities)	Mailing Details Name : Address :	
Type of duty/tax Nature of payment	: TDS : Commission Or Brokerage	Accept the Screen diger	
		Banking Details	
	Subdity Charles Yes	Provide bank details : No Tax Registration Details	
		DANIETAL	
		PAN/IT No. Such about the Rect of	
		Dědurse lype	Accept ?

$_{O}$ Entering Journal Voucher Entry

1) Gateway of Tally > Voucher > Press F7 : Journal

Press F2 : Date	01/04/2020
Reference No.	Press Enter
Date	Press Enter
Dr.	Commission A/c
Amount	Rs. 25,000/-
Cr.	CA Nilesh Gupta & Associates A/c
Amount	Press Enter

Due Date, or Credit Days (wef: 1-Apr-20)	Amount	Dr/ Cr
	05.000.00	
	25,000.00	Cr
	2,500.00	Dr
identify the origina	al bill amount in t	he
	o identify the origina	2,500.00 Didentify the original bill amount in to 22,500.00

Type of Ref.	New Ref.
Name	Jrnl-1
Type of Ref.	New Ref
Name	1
Amount	Press Enter
Cr.	TDS Duty on Commission
Amount	Press Enter
Accept ? Yes or No	Yes and a second

Journal No. 1 Reference No :	Date :			1-Apr-20 Wednesday
Particulars			Debit	Credit
Dr Commission A/c			25,000.00	
Cur Bal: 25,000.00 Dr	esh Conunisy to 2			22 500 00
Cr CA Nilesh Gupta & Associates I Cur Bal: 22,500.00 Cr	A/C annother			22,500.00
New Ref 1	25,000.00 Cr 2,500.00 Dr	3177		
Cr TDS Duty on Commission				2,500.00
Cur Bal: 2,500.00 Cr				
Narration:			20000V.Q1362 01 6C25,000.00	25,000.00

335) Transaction:

Date	Particulars 6.62 mmission &
01/04/2020	Company Received an Invoice for Rs.35,000/- of Commission &
	Brokerage From Shri Ganesh Commission & Brokerage

O Create Expense Ledger

1) Gateway of Tally > Create > Ledger

Name Name	Brokerage A/c
Under	Indirect Expenses
Type of Ledger	Not Applicable
Is TDS Applicable	Applicable
Nature of Payment	Commission Or Brokerage
Accept? Yes Or No	Yes

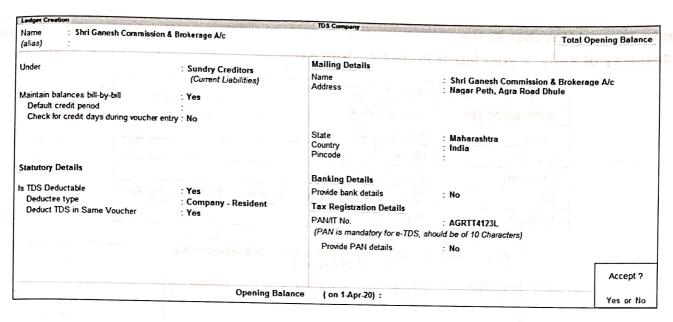
Ledger Creation	TD\$ Comp	Dany	Total Opening Balance
Name : Brokerage i (alias) :	Vic	mer stal en is in grotants about	
Under	: Indirect Expenses	Mailing Details Name : Address :	
Type of Ledger	: * Not Applicable	Tyne of Ref.	
Statutory Details	ar ye M	Banking Details Provide bank details : No	
Is TDS applicable Nature of Payment	: ♦ Applicable : Commission Or Brokerage	Tax Registration Details	
	To a Buty on Commission	PAN/IT No.	the Cay of the
	ares Filer	Amount	Accept ?
Se.	Opening Balance	(on 1-Apr-20) :	Yes or No

2) Press Enter & Accept the Screen

O Create Party Ledger:

1) Gateway of Tally > Create > Ledger

Name	Shri Ganesh Commission & Brokerage A/c		
Under	Sundry Creditors	A STANDARD AND A	
Maintain balances bill-by-bill	Yes	2.7.21	
Is TDS Deductable	Yes	Level that April	
Deductee Type	Company - Resident		
Default TDS in same voucher	Yes		



- 1) Press Enter & Accept the Screen
- O Create Ledger TDS On Commission & Brokerage:
 - 1) Gateway of Tally > Create > Ledger

Name	TDS on Commision & Brokerage
Under	Duties & Taxes
Type of Duty/Tax	TDS
Nature of Payment	Commission Or Brokerage
Accept? Yes Or No	Yes

Ledger Creation		TDS Company		27.4
	mission & Brokerage			Total Opening Balance
(alīas) :	эретомо В Втокогаде			2,00,000.00 Dr
2140		3.0		Difference
				2,00,000.00 Dr
Under	: Duties & Taxes (Current Liabilities)	Mailing Details Name Address	: 8	
Type of duty/tax Nature of payment	: TDS : Commission Or Brok	kerage		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
				Lange Comment
		100000000000000000000000000000000000000		Accept ?
Manual 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981 - 1981	Opening	g Balance (on 1-Apr-20) :		Yes or No

O Create Journal Voucher Entry

1) Gateway of Tally > Voucher > Press F7 : Journal

Press F2 : Date	01/04/2020
Reference No.	Press Enter
Date	Press Enter
Dr.	Brokerage A/c
Amount	Rs. 35,000/-
Cr.	Shri Ganesh Commission or Brokerage A/c
Amount	Press Enter

Type of Ref	Name	Due Date, or Credit Days (wef: 1-Apr-20)	Amount Dr/
New Ref	JrnI-2		35,000.00 Cr
New Ref	2		3,500.00 Dr

New Ref.
Jrnl-2
Press Enter
New Ref
2
Press Enter
TDS on Commission & Brokerage
Press Enter

Journal No. 2					1-Apr-20 Wednesday
Particulars				 Debit	Credit
or Brokerage A/c				35,000.00	
Cur Bal: 35,000.00 Dr				E 40 196	
or Shri Ganesh Commission & Brokerage	A/c				31,500.00
Cur Bal: 31,500.00 Cr		di decr			504
New Ref Jrnl-2	35,000.00	Cr			
New Ref 2	3,500.00	Dr			
Cr TDS on Commission & Brokera Cur Bal: 3,500.00 Cr	ge				3,500.00
Cut Dai. 5,500.00 Cr					
Varration:				35,000.00	35,000.00

Create the following ledger as shown in table

1) Gateway of Tally > Create > Ledger

Ledger	Under	Op. Bal. Amount	
HDFC Bank	Bank Account	Rs. 2,00,000	

Name : HDFC Bank (alias) :	TDS Com			Total Opening Balance
Under	: Bank Accounts (Current Assets)	Mailing Details Name Address	: HDFC Bank	
Bank Account Details A/c holder's name A/c no. IFS code SWIFT code Bank name Branch BSR code	: TDS Company : : : : : * Not Applicable : Pune	State Country Pincode	: Maharashtra : India	Account Particulars Ch Mileth Supples and Christian in the
Bank Configuration Set/Alter cheque books Enable cheque printing Set/Alter cheque printing configuration	: No : Yes : No	net	cept the Scre	Usersan
nmission & Brokerage fro	Opening Balance	(on 1-Apr-20) : 2		Yes or No

2) Press Enter & Accept the Screen

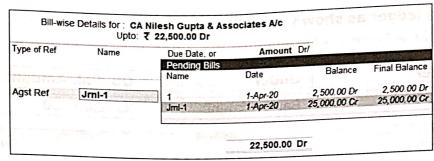
Make an Entry of the transaction in a Payment Voucher:

336) **Transaction :** Paid Cheque of Rs.22,500/- to CA Nilesh Gupta & Associates from HDFC Bank Cheque No.100101

Date	Account	Particulars	Amount
02/04/2020	HDFC Bank	CA Nilesh Gupta & Associates	22,500/-

1) Gateway of Tally > Voucher > Press F5 : Payment

F2 : Date	02/04/2020
Account	HDFC Bank
Particular	CA Nilesh Gupta & Associates A/c
Amount	Rs. 22,500
Agst Ref	Select Jrnl-1
Amount	Press Enter
Inst. No.	100101
Accept ? Yes or No	Yes



Payment No. 1		Company	2-Apr-20
110.			Thursday
Account : HDFC Bank			
Current balance : 1,77,500.00 D	r	Hermann III	
Particulare			Amoun
CA Nilesh Gupta & Associates A/c			22,500.00
Cur Bal: 0.00 Dr			
Agst Ref JrnI-1	22,500.00 Dr		
Narration:		cH	22,500.00

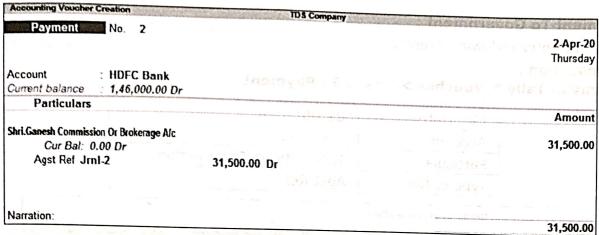
2) Press Enter & Accept the Screen

337) **Transaction :** Paid Cheque of Rs.31,500/- to Shri. Ganesh Commission & Brokerage from HDFC Bank Cheque No.100102

Date	Account	Particulars CH 1993	Amount
02/04/2020	HDFC Bank	Shri. Ganesh Commission & Brokerage	31,500

F2: Date	02/04/2020 Stable to be part block and
Account	HDFC Bank
Particular	Shri. Ganesh Commission & Brokerage
Amount	Rs. 31,500
Agst Ref	Select Jrnl-2
Amount	Press Enter
Inst. No.	100102 Programme value
Accept ? Yes or No	Yes

Bill-wise Details for : Shri.Ga Upto:	T 31,500.00 Dr	or Brokerage A	VC	
Type of Ref Name	Due Date, or	Amount	Dr/	
	Pending Bills			
	Name	Date	Balance	Final Balance
Agst Ref JrnI-2	2	1-Apr-20	3,500.00 Dr	3,500.00 De
	Jml-2	1-Apr-20	35,000.00 Cr	35,000 00 C
	Jm-2	31,500.00		35,000



1) Press Enter & Accept the Screen

O TDS Report

1) Gateway of Tally > Press Alt+G: Go to > Type From 26 Q & Press Enter

Particulars	***************************************	***************************************					1-Apr-2	0 to 30-Jun-20
Total Vouchers								Coun
Included in return						4.00		
Not Relevant in this Return					75 7 7			
Uncertain Transactions (Corrections needed)								
Particulars		Assessable Value	***************************************	Tax		Deducted	reconstruction of the contract	Balance
The state of the s	Prev. Period	Current Period	Total	Deductable	Prev. Period	Current Period	Total	Deductable
Deduction Details								Doddciabic
Deduction at Normal Rate Deduction at Higher Rate		60,000.00	60.000.00	6,000.00		6,000.00	6,000.00	
Lower Rated Taxable Expense			7 7					
Zero rated Taxable Expense Under Exemption limit								
Exempt in lieu of PAN available								
Total Deducted						6,000.00		
Payment Details							1-Apr-2	0 to 30-Jun-20
Included in return							andr Toller	C 10 501 6
Uncertain Transactions								d
Particulars						Paid Amount		Amoun

2) Press Esc & return to Gateway of Tally

O TDS Outstanding Report

1) Gateway of Tally > Press Alt+G: Go to > Type TDS Reports > TDS Outstandings & Press Enter > Select Commission or Brokerage > Press Enter > Show the Following Screen

Date Ref. No.	Party's Name	Opening Amount	Pending Amount	Due on	Overdu by day
(1) c 5		32.03 miles			
-Apr-20 Jml/2/4	Shri, Ganesh Commission Or Brokerage A/c	3,500.00 Cr	3,500.00		
-Apr-20 Jml/1/2	CA Nilesh Gupta & Associates A/c	2,500.00 Cr	2,500.00	7-May-20	

2) Press Esc & Return to Gateway of Tallly

O TDS Payment To Government :

TDS Payment Entry Following Steps:

335) Transaction:

1) Gateway of Tally > Voucher > Press F5: Payment

	Q. C.
F2: Date	01/05/2020
Account	HDFC Bank
Particular	TDS Duty on Commission
Type of Ref	Agst Ref

TROP H	S Nature of Payment Details		1.00
Type of Name Ref	Tax Details Ref. Name	Party Name	Deductee Status Deduction Date Pending Amoun
Agst Ref	Jml / 1 / 1	CA Alfiesh Gupta & Assoc	cieles Alc Company 1-Apr-20 2,500,00
	VIII 7 17 1	Direct opio area.	**************************************
so tra	A 7 & A S. Prace	and and the start of	of Tally > Press Alt+G: G
(Note: Part bill payment w	ill be considered as lower deduc	tion in the E-returns)	
Total	and a control and to the control and a contr	non in the E returnoy	

Particular	TDS on Commission & Brokerage
Type of Ref	Agst Ref
Cheque No.	100103

Type of Name	Tax Details	er was ang an menang ang ang ang ang ang ang ang ang			
Ref	Ref. Name	Party Name	Deductee Status	Deduction Date	Pending Amoun
Agst Ref	Jml/2/2	Shi Ganesh Commission & Bro	kenge At Company	1-Apr-20	3,500.00
Dia wasayar		~			STEP TO
N-4 D-4 bill	be considered as lower deduc	tion in the F-returns)			

2) Show the Following Screen Fill the Details

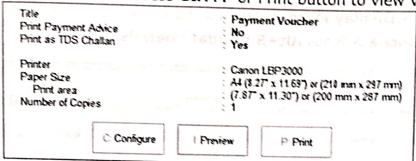
Payment No. 3	TDS Company 1 One 1 - May-20
sports > The untertandings &	Friday > Press AR + G to paying Re
	Enter > Select Commission or Brokerago > Pres
Particulars	Amount
Conga time of Your	Sue south to the same of the s
TDS Duty on Commission Cur Bal: 0.00 Dr	2,500.00
TDS on Commission & Brokerage	3,500.00
Cur Bal: 0.00 Dr	
1 670	and a second
Narration:	6,000,00

3) Press Enter & Accept the screen

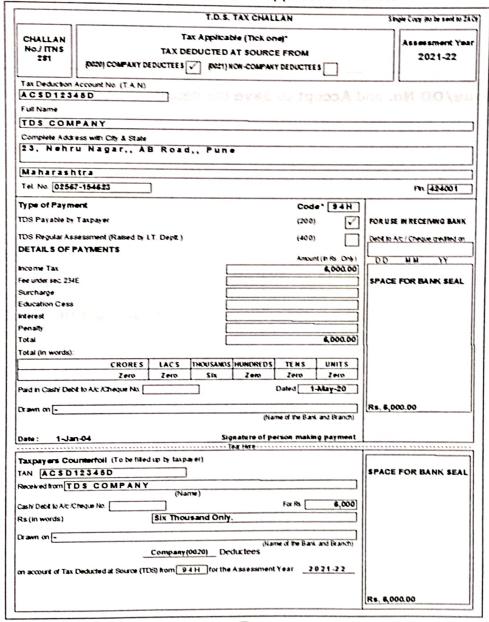
2) Press Esc & Return to Gataway of Fathy

_{O TDS} Challan Printing

- 1) To Print the TDS Challan Press Page Up to view the above Payment Voucher
- 2) From The Payment Voucher Screen Press Ctrl+P or Print button to view Voucher Printing Screen



- 3) Ensure the I: Preview Option is selected to view the Print Preview of TDS Challan
- 4) The Print Preview of TDS Challan ITNS 281 appears as shown



- O TDS Reports
- and the LDS Challen Press Page Up to view the above Payrount violence O TDS Challan Reconciliation
 - 1) Gateway of Tally > Display More Reports > TDS Reports > Challan Reconciliation > Press Alt+R: Reconcile > Press Alt+S: Update details

					(Reconciliation				Ol II-a No	Challan	Vch No.	Amour
Date	Particulars		ter Period Section No.	Deductee Type	Resident Type	Cheque/DD No.	Cheque/DD Date	BSR Code	Challan No.	Date		
1-May-20	TDS Duty on Commission	From 1-4-2020 3	To 1-5-2020 194H	Company	Resident		mw.3	1234567	1235	31-5-2020	3	2,500.0
	Bank Name : HDFC B	ank	Branch N	lame : Pune				4024567	1235	31-3-2021	3	3,500.0
1-May-20	TDS on Commission & Brotarage Bank Name : HDFC B			Company lame : Pune	Resident	hatbal	61 7 3	1234567	(49 49)			
							natted	201	10 A15		1 773177	
											·	
												Accept ?
											Ι,	es or No
						S 7 4	FILMERS IN	THE RESERVE	2		L	22 31 110

2) Enter the Cheque/DD No. and Accept to Save the details

GST Services

Scenario: Shriram Services is a Service Agency based located in Mumbai and want to maintained their books of account in Tally Prime Y: (Tab) ket poivise has about aldered.

- O How to Create a Company?
 - 1) Enter Create Company > Shown by Following Screen

Company Data Path	: E:\Tally Prime\Data		
Company Name Mailing Name Address	: M/S. Shriram Services : M/S. Shriram Services : 70, Shivaji Nagar, Mumbai	Financial year beginning from Books beginning from	: 1-Apr-20 : 1-Apr-20
State	: Maharashtra		
Country Pincode	Ordica Access Conficulty Salary Section 1: Enable Taky DET Sections to 100004 Section 1:		Lauter semple dang berahi Royal Herrina Character Sections
Telephone Mobile	: 022-224466 : 9455089900		
Fax E-mail Website	Because of goes was ing. (2) (3) (4) (5) (6) (7) (7) (7)	ost sacrass un successor	Use Dr. 1917 Human more en Us vop earle Natual hat Effeu Quandy
Base Currency symbol Formal name	: ₹		
, oma name	GST Deletis		Accept ? Yes or No

Enabling GST in Tally Prime

- 1) Set the Following options to 'YES'
 - Enable Goods and Service Tax (GST): Yes the specific and true are the astroic market

Com (Enable the	pany crea features as	s per your business needs.)	(603 9/025)
Company: Shriram Services			W
Show more features : Yes Show all features : Yes	and the second popular and Primore to be a second	. • Eth ally Productor	assigned shows
Accounting Maintain Accounts	: Yes	Taxation 2 second 2144 Enable Goods and Services Tax (GST)	emal4 nana. : Yes
Enable Bill-wise entry Enable Cost Centres Enable Interest Calculation	: Yes : No : No	Enable Tax Deducted at Source (TDS) Enable Tax Collected at Source (TCS) Enable Tax Collected at Source (TCS) Enable Value Added Tax (VAT)	: No :: No :
Inventory		Enable Excise Enable Service Tax	: No : No
Maintain Inventory Integrate Accounts with Inventory Enable multiple Price Levels	: Yes : Yes : No	Online Access	
Enable Batches Maintain Expiry Date for Batches Enable Job Order Processing	: No : No : No	Enable Browser Access for Reports Enable Tally.NET Services for Remote Access &	: Yes Synchronisation : No
Enable Cost Tracking Enable Job Costing Use Discount column in invoices	: No : No : No	Payroll Maintain Payroll Enable Payroll Statutory	: No : No
	: No	Others Enable multiple addresses	: No
		Mark modified vouchers	: No

		CCT Dataile	
		GST Details	
GST Registration Details		Invoice Features	
State	: Maharashtra	e-Way Bill applicable : No	
Registration type	: Regular	e-Invoicing applicable : No	ss Enter &
Assessee of Other Territory	: No		
GST applicable from	: 1-Apr-20		
GSTIN/UIN	: 27ZXCVB4523N1Z3		
Periodicity of GSTR1	: Monthly		
Additional Features			
Set/alter GST rate details	: No		
Enable tax liability on advance receipts	: No		
Enable tax liability on reverse charge (Purchase from unregistered dealer)	: No		
Enable GST Classifications	: No		
Provide LUT/Bond details	: No		
			Accept ?
			19
			Yes or No

O Create SEST ledger

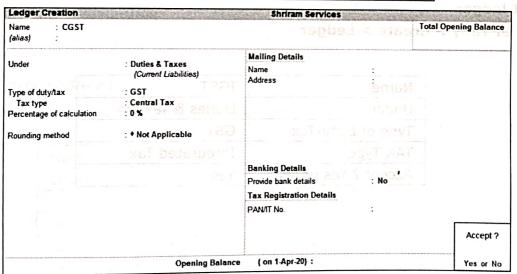
O Enabling Accounts Only in Tally Prime:

- 1) Gateway of Tally> Press Alt +K >Press F11> Set following option < vilst to yoward (1
 - Maintain Accounts to 'Yes'
 - Maintain Inventory to 'No'

Company: Shriram Services		John J.	
Show more features : Yes Show all features : Yes			ATTECHNIC TO THE RESIDENCE OF THE RESIDE
. 163			
Accounting	2011		***************************************
Maintain Accounts	JV	Taxation 12 89 Sage 35A	
Enable Bill-wise entry	: Yes	Enable Goods and Services Tax (GST)	: Yes
Enable Cost Centres	: Yes	Enable Tax Deducted at Source (TDS)	: No
Enable Interest Calculation	: No	Enable Tax Collected at Source (TCS)	No No
	: No	Enable Value Added Tax (VAT)	: No
Inventory		Enable Excise	: No
Maintain Inventory	: No	Enable Service Tax	: No
Integrate Accounts with Inventory	: No		. 110
Enable multiple Price Levels	: No	Online Access	
Enable Batches	: No		
Maintain Expiry Date for Batches	: No	Enable Browser Access for Reports	: Yes
Enable Job Order Processing	: No	Enable Tally NET Services for Remote Access & S	ynchronisation: No
Enable Cost Tracking	: No	Payroll	
Enable Job Costing	: No	-	
Use Discount column in invoices	: No	Maintain Payroll	critish, no pile: No mapos
Use separate Actual and Billed Quantity columns in invoices		Enable Payroll Statutory	: No
and debuttery countries in invoices	: No	Others # ##d&### ### ### #### ###############	
		Enable multiple addresses	; No
		Mark modified vouchers	: No

- 2) Press Enter & Accept the Screen
- O Create CGST ledger
 - 1) Gateway of Tally > Create > Ledger

Name	CGST
Under	Duties & Taxes
Type of Duty/Tax	GST
TAX Type	Central Tax
Accept ? Yes or No	Yes



O Create SGST ledger

1) Gateway of Tally > Create > Ledger

Name	SGST
Under	Duties & Taxes
Type of Duty/Tax	GST
TAX Type	State Tax
Accept ? Yes or No	Yes

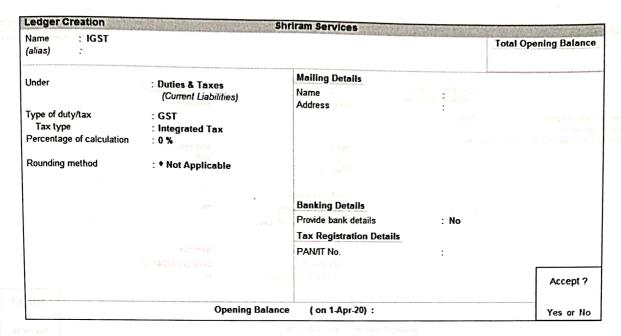
Ledger Creation Name : SGST	51111	am Services	Total Opening Balance
(alias) :			
11-1-		Mailing Details	
Under	: Duties & Taxes	Name :	
	(Current Liabilities)	Address :	
Type of duty/tax	: GST		
Tax type	: State Tax		
Percentage of calculation	: 0 %		
	And the second second	ėt	
Rounding method	: Not Applicable	g, sy transportenia di	
1564	gi a 1947 ag 1		
		Banking Details	
		Provide bank details	Enter & Accept of
		Tax Registration Details	
		***************************************	rephalicas
		PAN/IT No. :	
		eate > Ladger	
			Accept ?
		Name	
	Opening Balanc	e (on 1-Apr-20) :	

2) Press Enter & Accept the Screen

O Create IGST ledger

1) Gateway of Tally > Create > Ledger

Name	IGST 120 V
Under	Duties & Taxes
Type of Duty/Tax	GST star staget and 4
TAX Type	Integrated Tax
Accept ? Yes or No	Yes



3) Press Enter & Accept the Screen

O Intra State Supply of Services

After enabling GST in the company, you record the Inward and Outward Supply of Service using Purchase voucher for Purchase of Services and sales voucher for Sales of Services as required. Supply of service shall we an Intra State Supply if the Service provider and service receiver are located in the same State.

O Intra State Inward Supply (local Service Purchase)

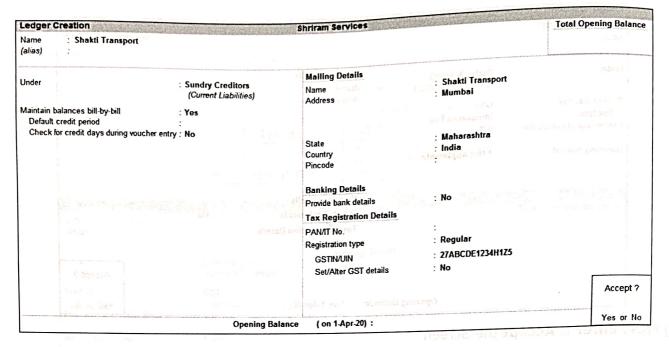
- 1) Scenario: M/s. Shriram Services decided to Purchase transport services locally within the state
- 2) Journal Entry: Purchased Transport Service From Shakti Transport, Mumbai

Date	Particulars	HSN Code	GST Rate	Amount
02/07/17	Transport Service	8505	18%	11,800/-

O Creating the Party Ledger:

3) Create the ledger by name Shakti transport Under Sundry Creditors

Name	Shakti Transport
Under	Sundry Creditors
Maintain balance bill-by-bill	Yes
Address 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Mumbai
Registration Type	Regular
GSTIN/UIN	27ABCDE1234H1Z5
Set/Alter GST Details	No

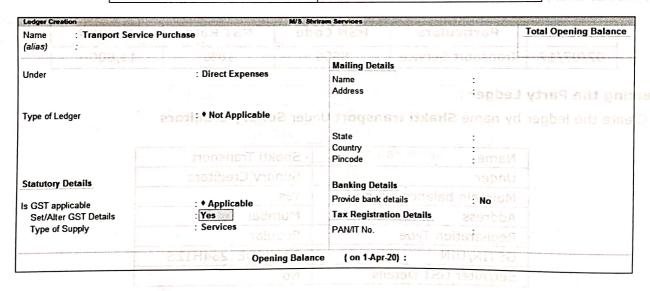


4) Press Enter & Accept the Screen

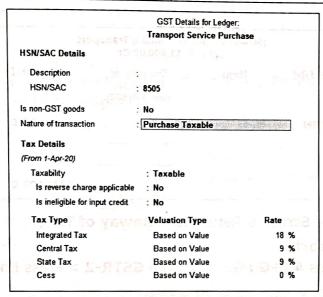
O Creating the Transport Service Ledger

1) Gateway of Tally > Create > Ledger

Name "Is replied a privide an	Transport Service Purchase
Under	Direct Expenses
Type of Ledger	Not Applicable soil ytaase to
Is GST Applicable	Applicable services as Applicable
Set/Alter GST Details	Yes vas2 transport bassdon 4

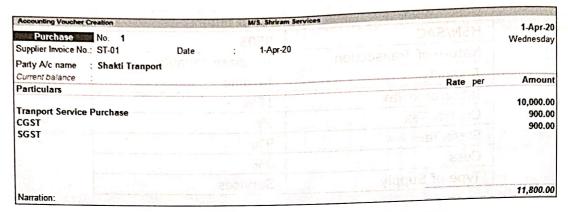


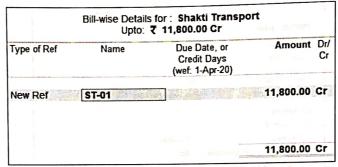
Description	Press Enter
HSN/SAC	8505
Nature of Transaction	Purchase Taxable
Taxablity	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services



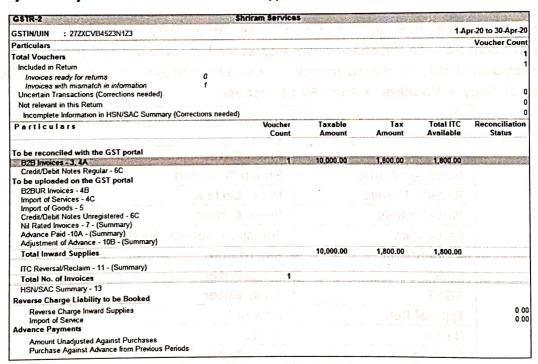
- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- O Recording of Local Service Purchase From Registered Dealer in Tally Prime
 - 338) Transaction: Locally Purchased Transport Service from Shakti Transport Invoice No. ST-01
 - 1) Gateway of Tally > Voucher > Press F9: Purchase

Date	01/04/2020
Suppliers Invoice No.	ST-01
Date	Press Enter
Party A/c Name	Shakti Transport
Receipt Details	Press Ctrl+A
Party Details	Press Ctrl+A
Particulars	Transport Service Purchase
Amount ******	Rs. 10,000
CGST	Press Enter
SGST	Press Enter
Type of Ref.	New Ref.
Name	ST-01
Amount	Press Enter
Accept ? Yes or No	Yes ylist to yswated o.
·	





- 2) Press Enter & Accept the Screen & Return to Gateway of Tally
- Generating GSTR-2 Report :
 - 1) Gateway of Tally > Press Alt+G: Go To > Type GSTR-2 > Press Enter



2) Press Esc & Return to Gateway of Tally

O Intra State Outward Supply of Services regbol reins solved from the polices of

1) Scenario: M/s. Shriram Services decided to Provide Local Transport Service to registered dealer

339) **Transaction :** M/s. Shriram Services rendered Transportation Service for a business purpose of Rs. 18,000 to Yogi Transport, Nagpur. GST @ 18%

Date	Description of Goods	HSN/SAC Code	GST Rate	Amount
02/04/2020	Transportation Service Sales	7895	18%	21,240

O Creating Party Ledger:

- 3) Create the ledger by name Yogi Transport Under Sundry Debtors
- 4) Gateway of Tally > Create > Ledger

Name	Yogi Transport
Under	Sundry Debtors
Maintain balances bill-by-bill	Yes
Address	Nagpur
Registration Type	Regular
GSTIN/UIN	27YOGIM5623T1Z9
Set/Alter GST Details	No

Name : Yogi Transport (alias) :				Total Opening Balance
Under	: Sundry Debtors (Current Assets)	Mailing Details Name Address	: Yogi Transport	7:
Maintain balances bill-by-bill Default credit period	: Yes	18%	Integraled Tax	
Check for credit days during vouch	er entry : No	State Country Pincode	Maharashtra India	
		Banking Details Provide bank details	lyge of Suon: 'y	
		Tax Registration Details PAN/IT No. Registration type	: : Regular	
		GSTIN/UIN Set/Alter GST details	: 27YOGIM5623T1Z9 : No	
				Accept ?
	Opening Ba	lance (on 1-Apr-20) :		Yes or No

4) Press Enter & Accept the Screen

O Creating the Transport Service Sales Ledger: () Viggue | Dewind | District | District

1) Gateway of Tally > Create > Ledger

	C-lead
Name and Lattor sta	Transportation Service Sales
Under	Indirect Incomes
Type of Ledger	Not Applicable
Is GST Applicable	Applicable Control Control
Set/Alter GST Details	Yes

Ledger Creation	Shriram	Services	T	otal Opening Balanc
Name : Transportation (alias) :	Service Sales	A 1	*****	Luber Commission
Under	2 of : Indirect Incomes 2 19001	Mailing Details Name		
Type of Ledger	: * Not Applicable	Address phed < otronic < vilat to you		
	Yogi Transpurt	State Country	Small	
	Sundiry Debtors	Pincode	Undag	
Statutory Details		Banking Details		
Is GST applicable Set/Alter GST Details	: • Applicable : Yes	Provide bank details	325: No A	
Type of Supply	: Services	Tax Registration Details PAN/IT No.	Registra	
	Opening Balance	e (on 1-Apr-20):		

Description	Press Enter
HSN/SAC	7895
Nature of Transaction	Sales Taxable
Taxability	Taxable (1700) A Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services

	GBT Details for Lechier: Transportation Service Sales		
HSN/SAC DHAIN 11 1 11 11			
Hankadaum Hankada	f##A		
ta non 081 genda	No		
Nature of transaction	Salas Taxabla		
Tax Details			
taxalskiy berevise chaige apylicalile	Taxabla No		
Tax Typa	Valuation Type	Hata	
humanated las	Based on Valua	18	96
Central Tax	Hausd on Valua	9	1 57
RIAIA TAX	Hassit on Value	ä	16
CHAR	Dased on Value	0	10

- 2) Press Enter & Accept the Screen & return to Gateway of Tally
- O Recording Outward Supply (Local Service Sales) of Transportation Service in Tally Prime
 - 1) Gateway of Tally > Voucher > Press F8 : Sales

Date	02/04/2020	
Party A/c Name	Yogi Transport	
Dispatch Details	Press Ctrl+A	
Party Details	Press Ctrl+A	re Arithry equip repri
Particulars	Transport Service Sales	neith mails in Add
Amount	Rs. 18,000	Bill at the formal seasons.
CGST	Press Enter	content digital to your co
SGST	Press Enter	13 SHRIPPING (M) 2 (2)
Type of Ref.	New Ref 10.26 and	a below to d
Name	1 ANCON	c. A they principle (2
Amount	Press Enter	in t
Accept ? Yes or No	Yes	Start

Sales	No. 1 A ICL	Thursday
Party A/c name	: Yogi Transport	Configuration of the Configura
Current balance Particulars	and the state from the state of	Rate per Amount
Transportation	Sorvice Sales	18,000.00
CGST	promise that terrivet	1,670,00
SGST		1,620.00

2) Press Enter & Accept the Screen

O Generating GSTR-1 Report:

1) Gateway of Tally > Press Alt+G: Go to > Type GSTR-1 > Press Enter

GST	7.1	Shriram Service	2.10 (64)		1-Apr-20 to 30-Apr.
2511	N : 27ZXCV845Z3N1Z3	(2.7)			Voucher Cou
	culars		100000000000000000000000000000000000000		
Total	Vouchers				
he	laded in Return				
	oluded in HSV-SAC Summary				
	complete Information in HSN/SAC Summary (Corrections needed) relevant in this Return	U			
	certain Transactions (Corrections needed)			ble Amount Tax Amo	ount Invoice Amou
SI	Particulars		Voucher Taxa Count	Die Amoun	
No.				10 000 00 3.24	n an 21,240.
10000	829 Invoices - 4A, 48, 4C, 68, 6C	The second secon	1	18,000.00 3,24	
NOT THE			200000000000000000000000000000000000000		
	520(Large) Invoices - 5A, 5B				
5	E2QSmaE hackes - 7				
	Credit Debt Notes(Registered) - 95				
5	Credit Debit Notes(Unregistered) - 98				
5	Exports Innoices - 6A				
ī	Tax Liability(Advances received) - 11A(1), 11A(2) Adjustment of Advances - 11B(1), 11B(2)				ass Enter
8	Adjustment of Advances - 119(1), 119(2)	TO WASSER			
9	Nil Rated Invoices - 8A, 85, 8C, 8D			18,000.00 3,240	21,240.0
1 4	Total Total Total	Ton land on r	1	18,000.00	
	HSN/SAC Surremany - 12			LIF - WHOT	
	Document Summary - 13				
	Voucher count and values are not provided for HSVSAC Summary a		town for dotails		

2) Press Esc & Return to Gateway of Tally

O Inter State Supply of Service

Supply of Services Shall be an interstate supply, only if the service provider & the receiver of that Service are located in different state. This type of Supply is know as Interstate Supply of Service

O Inter State Inward Supply of Service

- 1) Scenario: M/s. Shriram Services located in Maharashtra decided to Purchase service from Catering service of Rs. 35,000/- GST @ 18% is charge on Invoice
- 2) Journal Entry: Shriram Service received a service from Swami tent house, Indore against catering service of Rs. 35,000/- GST @ 18% is charge on Invoice

Date	Description of Goods	HSN/SAC Code	GST Rate	Amount
01/05/2020	Catering Service	4799	18%	41,300

O Creating the Party Ledger:

- 3) Create the ledger by name Swami tent House Under Sundry Creditors
- 4) Gateway of Tally > Create > Ledger

Name	Swami tent House
Under	Sundry Creditors
Maintain balances bill-by-bill	Yes
Address	Indore
State	Madhya Pradesh
Registration Type	Regular
GSTIN/UIN	23ASDFG1234H1Z3

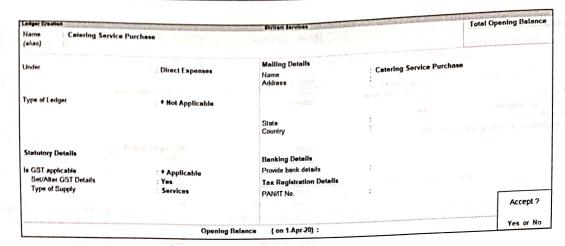
edger Creation Name : Swami Tent House (alias)		January Con 1		Total Opening Balance
		Mailing Details		
Jnder	: Sundry Creditors (Current Liabilities)	Name Address	: Swami Tent House	
Maintain balances bill-by-bill	: Yes	See P		
Default credit period Check for credit days during vouc	: her entry : No	(244 (140.3		
		State Country	: Madhya Pradesh : India	
		Pincode	miles a second	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	(n, ×q1)	
		Registration type	Regular	
	way of Tally	GSTIN/UIN Set/Alter GST details	: 23ASDFG1234H1Z3 : No	ss Einter & Acc
anview vita	gistered Dealor lo T	rase From Re	ste Sorvice Purch	Accept ?
	Opening Balance		21 1 3515551 -	Yes or No

4) Press Enter & Accept the Screen

O Creating the Catering Service Purchase Ledger:

1) Gateway of Tally > Create > Ledger

7 Link 121 3 - 2 2 2 4 2	
Name Approving Shape?	Catering Service Purchase
Under	Direct Expenses
Type of Ledger	Not Applicable
Is GST Applicable	Applicable
Set/Alter GST Details	Yes
Description 18117	Press Enter
HSN/SAC	4799
Nature of Transaction	Interstate Purchase Taxable
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services



2) Press Enter & Accept the Screen & return to Gateway of Tally

Recording of Inter-State Service Purchase From Registered Dealer in Tally Prime

1) Gateway of Tally > Voucher > Press F9: Purchase

Date	01/05/2020	
Suppliers Invoice No.	STH-02	
Date	01/05/2020	
Party A/c Name	Swami tent House	
Receipt Details	Press Ctrl+A	
Party Details	Press Ctrl+A	
Particulars	Catering Service Purchase	
Amount	Rs. 35,000	
IGST	Press Enter	
Type of Ref.	New Ref.	
Name	STH-02	
Amount	Press Enter	
Accept ? Yes or No	Yes	

Purchase Supplier Invoice No.	No. 2 : STH-02 Date	: 1-May-20 N S.		Integrals of the	1-May-20 Friday
Party A/c name	: Swarnl Tent House : 41,300.00 Cr	The American Court	4 - 4 - 5		
Particulars		with the second	The state of the s	Rate per	Amoun
Catering Service IGST	Purchase				35,000.00 6,300.00
Varration:	production of the control of the			and the same production of the same of the	41,300.00

$_{\mathcal{O}}$ Generating GSTR-2 Report :

1) Gateway of Tally > Press Alt+G: Go to > Type GSTR-2 > Press Enter

Change Period: 01/05/2020 to 31/05/2020

GSTINJUIN : 27ZXCVB4523N1Z3							Annual street, state
Particulars	*****	*************************	******	Water Constitution of the		1-M6	y 20 to 31 May 3
Total Vouchers	4***************	***************************************	********	*******************************		Street Constituting Street Squares Squares	Voucher Cou
Included in Return							
Invoices ready for returns	0						
Invoices with mismatch in information	1						
Uncertain Transactions (Corrections needed)							
Not relevant in this Return							
Incomplete Information in HSN/SAC Summary (Cor	rections nee	ded)					
Particulars	***************************************	Voucher Count		Taxable Amount	Tax Amount	Total ITC Available	Reconciliatio Status
To be reconciled with the GST portal							11 To 1 T
B2B Invoices - 3, 4A		1		35 000 00	6.300.00	6 300 00	
Credit/Debit Notes Regular - 6C			MAN CONTRACTOR OF THE PARTY OF			0.500.00	
To be uploaded on the GST portal							
B2BUR Invoices - 4B Import of Services - 4C							
Import of Goods - 5							
Credit/Debit Notes Unregistered - 6C							
Nil Rated Invoices - 7 - (Summary)							
Advance Paid -10A - (Summary)							
Adjustment of Advance - 10B - (Summary)							
Total Inward Supplies			**********	35,000.00	6,300.00	6,300.00	
ITC Reversal/Reclaim - 11 - (Summary)			***********	***************************************			
Total No. of Invoices	***********************	1		***************************************	*****************************	***************************************	
HSN/SAC Summary - 13	***************************************			······································		Andreas and comments	
Reverse Charge Liability to be Booked							
Reverse Charge Inward Supplies							0.0
Import of Service							31111000
Advance Payments							0.0
Amount Unadjusted Against Purchases	ls						

2) Press Esc & return to Gateway of Tally

O Inter State Outward Supply of Service

1) **Scenario :** M/s. Shriram Services located in Maharashtra decided to Sales service from Singh Services, Chandigarh , Punjab

340) **Transaction :** Shriram Services received a Service from Singh Services, Punjab against courier service of Rs. 20,000/- GST @ 18% is charge on Invoice

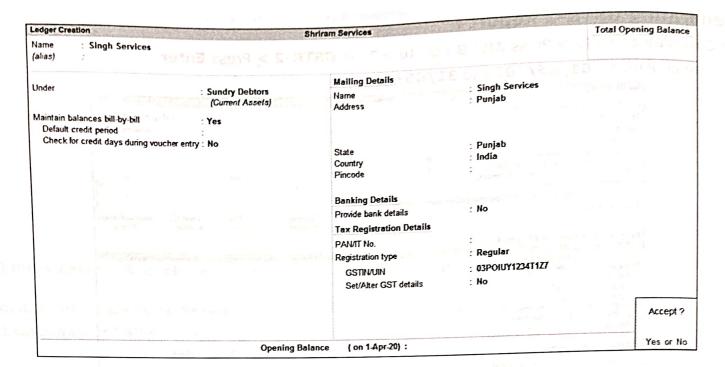
Date	Description of Goods	HSN/SAC Code	GST Rate	Amount
02/05/2020	Courier Service	996812	18%	23,600/-

O Creating the Party Ledger:

3) Create the ledger by name Singh Services Under Sundry Debtors

4) Gateway of Tally > Create > Ledger

Name	Singh Services
Under	Sundry Debtors
Maintain balances bill-by-bill	Yes
Address	Chandigarh
Stete	Punjab
Registration Type	Regular
GSTIN/UIN	03POIUY1234T1Z7



- 4) Press Enter & Accept the Screen
- O Creating the Courier Service Sales Ledger:
 - 1) Gateway of Tally > Create > Ledger

Name	Courier Service Sales
Under	Indirect Incomes
Type of Ledger	Not Applicable
Is GST Applicable	Applicable
Set/Alter GST Details	Yes

Ledger Creation		hriram Services	llandrika kalbulari kumana ayak di		
Name : Courier Service Sales (alias) :					Total Opening Balance
14-4	2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Mailing Details	W15 1 1 1 1 10.	1 - 1 - 5	inamanonimi de la companya della companya de la companya della com
Under	: Indirect Incomes	Name Address	:	sanh.	
Type of Ledger	: • Not Applicable				
		ne ilneer Su			
		State Country	te > Lodge		
Statutory Details		Pincode	:		
Is GST applicable	: • Applicable	Banking Details			
Set/Alter GST Details	Yes	Provide bank details	: No		
Type of Supply	: Services	Tax Registration Det	ails		
		PAN/IT No.	: _		
	Opening Bal	ance (on 1-Apr-20) :			

Description	Enter
HSN/SAC	996812
Nature of Transaction	Interstate Sales Taxable
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services

	GST Details for Ledg	jer:	
	Courier Service Sa		
HSN/SAC Details			
Description	:		
HSN/SAC	: 996812		
Is non-GST goods	: No		
Nature of transaction	: Interstate Sales Taxab	le	33
Tax Details		#2020 to	
Tarrest Marie	: Taxable		
Taxability	. Taxable		
l axability Is reverse charge appli			
•		Rate	
Is reverse charge appli	icable : No		%
Is reverse charge appli Tax Type	cable : No Valuation Type	18	% %
Is reverse charge appli Tax Type Integrated Tax	cable : No Valuation Type Based on Value	18 9	

- 2) Press Enter & Accept the Screen & return to Gateway of Tally
- O Recording of Inter-State Service Sales From Registered Dealer in Tally Prime
 - 1) Gateway of Tally > Voucher > Press F8 : Sales

Date	02/05/2020
Party A/c Name	Singh Services
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Particulars	Courier Service Sales
Amount	Rs. 20,000
IGST	Press Enter
Type of Ref.	New Ref.
Name	2
Amount	Press Enter
Accept ? Yes or No	Yes

Tally Prime

Accounting Voucher Creation	Shriram Service	DASWEH .	2-May-20 Saturday
Sales No. 2	018600	Storage of to graden	Saturday
Party A/c name : Singh Services Current balance : 23,600.00 Dr		Rate per	Amount
Particulars			20,000.00
Courier Service Sales	90,81	Cess	3,600.00
IGST	esolvie? lichte	Videns to east 1	
	Continue Survice Subsection		23,600.00
		All Special Control of the Control o	23,000.00

2) Press Enter & Accept the Screen & return to Gateway of Tally

O Generating GSTR-1 Report:

1) Gateway of Tally > Press Alt+G: Go to > Type GSTR-1 > Press Enter Change Period: 01/05/2020 to 31/05/2020

GSTR-1				1-May-20 to 31-May-2
GSTIN : 27ZXCVB4523N1Z3				Voucher Cour
Particulars		X	'altha	•
Total Vouchers				
Included in Return Included in HSN/SAC Summary Incomplete Information in HSN/SAC Summary (Correct Not relevant in this Return	1			
Uncertain Transactions (Corrections needed)		Voucher	Taxable Amount	Tax Amount Invoice Amou
SI Particulars No.	A. of the version of	of mudern 8 (*Count of	1 000 1090	3A 2 3-1771
1 B2B Invoices - 4A, 4B, 4C, 5B, 5C		1	20,000.00	3,600.00 23,600.
	STATE OF PRINCIPLES			
B2C(Large) Invoices - 5A, 5B	日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日		buoV < v	
B2C(Large) Invoices - 5A, 5B B2C(Small) Invoices - 7	EDITE		buoV < y	HaT to yews at
2 B2C(Large) Invoices - 5A, 5B			y > Vouc	daleway of Tall
B2C(Large) Invoices - 5A, 5B B2C(Small) Invoices - 7 Credit/Debit Notes(Registered) - 9B Credit/Debit Notes(Unregistered) - 9B Exports Invoices - 6A	6.1/05/2020		y > Vouc	daleway of Tall
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2)			y > Voted Date Party A	Hat to yews of
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2) 8 Adjustment of Advances - 11B(1), 11B(2)			y > Voted Date Party A	HaT to yews of
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2)		rer > Pross PS : /c Name n Details	Date Parcy A Dispat	2.00
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2) 8 Adjustment of Advances - 11B(1), 11B(2)		rer > Pross PS . /c Name n Details	20,000.00	
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2) 8 Adjustment of Advances - 11B(1), 11B(2) 9 Nil Rated Invoices - 8A, 8B, 8C, 8D Total HSN/SAC Summary - 12	S. VOS/2020 See S. S. Veca See S. S. Veca	/c Name n Details	038C A v.169 184,010	2.000
2 B2C(Large) Invoices - 5A, 5B 3 B2C(Small) Invoices - 7 4 Credit/Debit Notes(Registered) - 9B 5 Credit/Debit Notes(Unregistered) - 9B 6 Exports Invoices - 6A 7 Tax Liability(Advances received) - 11A(1), 11A(2) 8 Adjustment of Advances - 11B(1), 11B(2) 9 Nil Rated Invoices - 8A, 8B, 8C, 8D Total HSN/SAC Summary - 12		/c Name n Details	Date Parcy A Dispat	2.000

2) Press Esc & return to Gateway of Tally

O Generating GSTR-3B Report:

1) Gateway of Tally > Press Alt+G: Go to > Type GSTR-3B > Press Enter Change Period: 01/04/2020 to 31/05/2020

¢sirsé		Shriram Services	0.00	Proposition 1
GSTIN : 27ZXCVB4523N1Z3			The state of the s	een aan an a
Particulars				1-Apr-20 to 2-May-2
Total Vouchers		and the state of t	Annania de la compania del la compania de la compan	Voucher Coun
Included in Return				Time alotter bien and
Participating in return tables 4 No direct implication in return tables 0				
Not relevant in this Return				
Uncertain Transactions (Corrections needed)				150 Section of the second section of
Table Particulars No.	***************************************			Taxable Amount Tax Amoun
3.1 Outward supplies and inward supplies liable to revers	e charge			38,000.00 6,840.00
Outward taxable supplies (other than zero rated, nil rated at	nd exempted)			38,000.00 6,840.00
b Outward taxable supplies (zero rated)				5,540.00
C Other Outward supplies (Nil rated, exempted)				
d Inward supplies (liable to reverse charge) e Non-GST outward supplies				
·				
3.2 Of the supplies shown in 3.1 (a) above, details of inter4 Eligible ITC	-state supplies made t	to unregistered persons, composition	on taxable persons	and UIN holders
5 Value of exempt, nil rated and non-GST inward suppl	· · · · · · · · · · · · · · · · · · ·			8,100.00
5.1 Interest and Late fee Payable	ies conuA	Kep menu		boumigos vastreoft regreat
Reverse Charge Liability and Input Credit to be booked	a eteleM			
Reverse Charge Inward Supplies Import of Service Input Credit to be Booked				0.00 The first of open
Advance Payments				
Amount Unadjusted Against Purchases				consons never bused to con
Purchase Against Advance from Previous Periods				own
Note: Amount is not shown for Input Credit to be Booked. Drill do	wn for values.			2: U6 - Sill' - Sill wio it-D.

2) Press Esc & Return to Gateway of Tally

Keyboard Shortcuts in Tally Prime

Shortcuts That Work Across Tally Prime

Action	Key Shortcut	Location In Tally Prime	Where does It Work	Equivalent In Tally.ERP9
To primarily open a report, and create masters and vouchers in the flow of work	Alt+G	Top menu	Across Tally Prime	None
To switch to a different report and create masters and vouchers in the flow of work.	Ctrl+G	Top menu	Across Tally Prime	None
To go back to the previous screen by closing the currently open screen To remove inputs that is provided/selected for a field	Esc	Hidden key	Across Tally Prime	Esc
To open Company top menu	Alt+K	Top menu	Across Tally Prime	None
To switch to another company from the list of open companies	F3	Right button	Masters, Vouchers, and Reports	F3 at the second
To select and open another company located in the same folder or other data paths	Alt+F3	Right button	Masters, Vouchers, and Reports	Alt+F3
To shut the currently loaded companies	Ctrl+F3	Right button	Masters, Vouchers, and Reports	Alt+F1
To open Tally Help topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across Tally Prime	Alt+H
To open Company Features screen	F11	Hidden key	Across Tally Prime	F11
To open the list of configurations applicable for the report/view	F12	Right button	Across Tally Prime	F12
To open the company menu with the list of actions related to managing your company	Alt+K	Top menu	Across Tally Prime	None
To open the list of actions applicable to managing the company data	Alt+Y	Top menu	Across Tally Prime	None
To open the list of actions applicable to sharing or exchanging your company data		Top menu	Across Tally Prime	None

To open the import menu for importing masters, transaction and bank statements	Alt+O	Top menu	Across Tally Prime	None
To open the e-mail menu for sending transactions or reports	Alt+M	Top menu	Across Tally Prime	None
To open the print menu for printing transactions or reports.	Alt+P	Top menu	Across Tally Prime	None
To open the export menu for exporting masters, transactions, or reports	Alt+E	Top menu	Masters, Vouchers, and Reports	None
To open the Help menu	F1 ogen	Top menu	Across Tally Prime	None
To open Tally Help topic based on the context of the screen that is open	Ctrl+F1	Top menu	Across Tally Prime	Alt+H
To select the display language that is applicable across all screens	Ctrl+K	Top menu	Gateway of Tally, About Page and Reports	Alt+G
To select the data entry language that is applicable to all screens	Ctrl+W	Top menu	Gateway of Tally, About Page and edit Reports	Alt+K
To move to the first/last menu in a section	Ctrl+Up/Down	Hidden key	Top menu, Gateway of Tally	Ctrl+Up/Down
To move to the left most/right most drop-down top menu	Ctrl+Left/Right	Hidden key	Top menu	None
To move from any line to the first line in a list	Home & PgUp	Hidden key	Across Tally Prime	Home & PgUp
To from any point in a field to the beginning of the text in that field	Home	Hidden key	Across Tally Prime	Home
To move from any line to the last line in a list	End & PgDn	Hidden key	Across Tally Prime	End & PgDn
To move from any point in a field to the end of the text in that field	End	Hidden key	Across Tally Prime	End
To move one line up in a list To move to the previous field	Up arrow	Hidden key	Across Tally Prime	Up arrow
To move one line down in a list To move to the next field	Down arrow	Hidden key	Across Tally Prime	Down arrow

To move:	141 9 34	shoulder.	A DAMA THE THE TANK	ADE TO DE U
One position left in a text field			2.20	
To the previous column on the	Loft arrow	Hidden key	Across Tally Prime	Left arrow
left	Left arrow	mudeli key	, tales	
to the previous menu on the	W. L.	DV.		112 411
left			(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	

Shortcuts In Report

Action	Key Shortcut	Location In Tally Prime	Where does It Work	Equivalent In Tally.ERP9
To insert a voucher in a report	Alt+I	Hidden key	Reports	Alt+I
To create an entry in the report, by duplicating a voucher	Alt+2	Hidden key	Reports Blanch Significant States of the Sta	Alt+2 mag
To drill down from a line in a report	Enter	Hidden key	Reports	Enter
To delete an entry from a report	Alt+D	Hidden key	Reports	Alt+D
To add a voucher in a report	Alt+A	Hidden key	Reports	Alt+A
To remove an entry from a report	Ctrl+R	Hidden key	Reports 03 mine many	Alt+R = 1500
To hide or show the details in a table	Alt+T	Hidden key	Reports	Alt+T
To display all hidden line entries, if they were removed	Alt+U	Hidden key	Reports	Ctrl+U3V000
To display the last hidden line (If multiple lines were hidden, pressing this shortcut repeatedly will restore the last hidden line first and follow the sequence)		Hidden key	Reports	Alt+Us and sent the Alt+Us and the Alt+Us and the Although the Althoug
To expand or collapse information in a report	Shift+Enter	Hidden key	Reports	Shift+Enter
To alter a master during voucher entry or from drill-down of a report	Ctrl+Enter	Hidden key	Reports ni 101 9 di 1	Ctrl+Enter
To view the report in detailed or condensed format	Alt+F1 Alt+F5	Right button	Reports	Alt+F1
To select/deselect a line in a report	Space bar	Hidden key	Reports e	Space bar

To select or deselect a line in a report	Shift+Space bar	Hidden key	Reports	Shift+Spacebar
To perform linear selection/deselection multiple lines in a report	Shift+Up/Down	Hidden key	Reports	None
To select or deselect all lines in a report	Ctrl+Space bar	Hidden key	Reports	Ctrl + Alt + A
To select or deselect lines till the end	Ctrl+Shift+End	Hidden key	Reports	Ctrl+Shift+End
To select or deselect lines till the top	Ctrl+Shift+Home	Hidden key	Reports	Ctrl+Shift+Home
To invert selection of line items in a report	Ctrl+Alt+I	Hidden key	Reports	Ctrl+Alt+I
To open the GST Portal	Alt+V	Right button	Statutory Reports	Ctrl+O
To add a new column	Alt+C	Right button	Reports	Alt+C
To alter a column	Alt+A	Right button	Reports	Alt+A
To delete a column	Alt+D	Right button	Reports	Alt+D
To auto repeat columns	Alt+N	Right button	Reports	Alt+N
To filter data in a report, with a selected range of conditions	Alt+F12	Right button	Reports	Alt+F12
To calculate balances using vouchers that satisfy the selected conditions	Ctrl+F12	Right button	Reports	Ctrl+F12
To views values in different ways in a report	Ctrl+B	Right button	Reports	None
To change view – display report details in different viewsF7/F8/F9 To navigate to Voucher View	Ctrl+H	Right button	Reports	F7/F8/F9
from Summary reports To navigate to post-dated cheque related transactions report	DECV C	्राज्य च्यान	Strain the lights of	Alt+T
To view the exceptions related to a report	Ctrl+J	Right button	Reports	None

Shortcuts In Voucher

Action	Key Shortcut	Location In Tally Prime	Where does It Work	Equivalent In Tally.ERP9
To quit the application	Alt+F4	Hidden key	Across Tally Prime	None
To view the build information	Ctrl+Alt+B	Hidden key	Across Tally Prime	Ctrl+Alt+B
To view TDL/Add - on details	Ctrl+Alt+T	Hidden key	Across Tally Prime	Ctrl+Alt+T
To open Contra voucher	F4	Accounting Vouchers	Vouchers	F4
To open Payment voucher	F5	Accounting Vouchers	Vouchers	F5
To open Receipt voucher	F6	Accounting Vouchers	Vouchers	F6
To open Journal voucher	F7	Accounting Vouchers	Vouchers	F7 - 1990 9 6
To open Stock Journal voucher	Alt+F7	Inventory Vouchers	Vouchers	Alt+F7
To open Physical Stock	Ctrl+F7	Inventory Vouchers	Vouchers	Alt+F10
To open Sales voucher	F8	Accounting Vouchers	Vouchers	F8
To open Delivery Note	Alt+F8	Inventory Vouchers	Vouchers	Alt+F8
To open Sales Order	Ctrl+F8	Order Vouchers	Vouchers	None
To open Purchase voucher	F9	Accounting Vouchers	Vouchers	F9
To open Receipt Note	Alt+F9	Inventory Vouchers	Vouchers	Alt+F9
To open Purchase Order	Ctrl+F9	Order Vouchers	Vouchers	None
To open Credit Note	Alt+F6	Accounting Vouchers	Vouchers	Ctrl+F8
To open Debit Note	Alt+F5	Accounting Vouchers	Vouchers	Ctrl+F9
To open Payroll voucher	Ctrl+F4	Payroll Vouchers	Vouchers	None
To open Rejection In voucher	Ctrl+F6	Inventory Vouchers	Vouchers	Ctrl+F6
To open Rejection Out voucher	Ctrl+F5	Inventory Vouchers	Vouchers	Alt+F6
To view list of all vouchers	F10	Vouchers	Vouchers	None
To retrieve Narration from the previous ledger	Alt+R	Hidden key	Vouchers	Alt+Ragaran of
To open the calculator panel from Amount field	Alt+C	Hidden key	Vouchers	Alt+C
To mark a voucher as Post- Dated	Ctrl+T	Right button	Vouchers	Ctrl+T
To delete a voucher/transaction	Alt+D	Hidden key	Vouchers	Alt+D
To open a manufacturing journal from the Quantity field of a journal voucher	Alt+V	Hidden key	Vouchers	Alt+V

To remove item/ledger line in a voucher	Ctrl+D	Hidden key	Vouchers	Ctrl+D
To auto fill details	Ctrl+F	Right button	Vouchers	Ctrl+A
To retrieve the Narration from the previous voucher, for the same voucher type.	Ctrl+R	Hidden key	Vouchers	Ctrl+R
To change mode – open vouchers in different modes	Ctrl+H	Right button	Vouchers	Ctrl+V (As Voucher mode) Alt+I (As Invoice
1-3V - 138 ජිවිධ කි.ක.	nous A.	und to relp. A j	C+ mA . ajr	mode)
To open the Stock Query report for the selected stock item	Alt+S	Right button	Vouchers	Alt+S
To mark a voucher as Optional	Ctrl+L	Right button	Vouchers	Ctrl+L

Shortcuts In Voucher

Action	Key Shortcut	Location In Tally Prime	Where does	Equivalent In Tally.ERP9
To go to the next input field	Tab	Hidden key	Masters & Vouchers	Tab
To go to the previous input field	Shift+Tab	Hidden key	Masters & Vouchers	Shift+Tab
To remove the value typed	Backspace	Hidden key	Masters & Vouchers	Backspace
To create a master, on the fly	Alt+C	Hidden key	Masters & Vouchers	Alt+C
To open the calculator panel	Alt+C	Hidden key	Masters & Vouchers	Alt+C
To add more details to a master or voucher for the current instance	Ctrl+I	Right button	Masters & Vouchers	None
To insert the base currency symbol in an input field.	Alt+4 Ctrl+4	Hidden key	Masters & Vouchers	Ctrl+4
To open the previously saved master or voucher To scroll up in reports	Page Up	Hidden key	Masters & Vouchers	Page Up
To open the next master or voucher To scroll down in reports	Page Down	Hidden key	Masters & Vouchers	Page Down
To copy text from an input field	Ctrl+C Ctrl+Alt+C	Hidden key	Masters & Vouchers	Ctrl+Alt+C
To paste input copied from a text field.	Ctrl+V Ctrl+Alt+V	Hidden key	Masters & Vouchers	Ctrl+Alt+V

Shortcuts In Voucher & Report

Action	Key Shortcut	Location In Tally Prime	Where does It Work	Equivalent In Tally.ERP9
To export the current voucher or report	Ctrl+E	Top menu	Vouchers & Reports	Alt+E
To e-mail the current voucher or report	Ctrl+M	Top menu	Vouchers & Reports	Alt+M
To print the current voucher or report	Ctrl+P	Top menu	Vouchers & Reports	Alt+P
To define stat adjustments	Alt+J	Right button	Vouchers & Statutory Reports	Alt+J
To cancel a voucher To cancel a voucher from a report	Alt+X	Hidden key	Vouchers & Reports	Alt+X
To zoom in while on print preview	Alt+Z	Hidden key	Vouchers & Reports	Alt+Z

Shortcuts For Report, Voucher & Masters

Action	Key Shortcut	Location In Tally Prime	Where does It Work	Equivalent In Tally.ERP9
To change the date of voucher entry or period for reports	F2	199 (159) in =	re tyr e i Jackar	an in Experiment
To accept or save a screen	Ctrl+A	we come	to an area to a company	rivar a sibar ç
To expand or collapse a group in a table	Alt+Enter		atos cone stac	t near the calls
To move to the last field or last line	Ctrl+End		ent rol	arious vinig in learn
To move to the first field or first line	Ctrl+Home	yax replan	Hawk L. Chemic	To insent the car
To change the date of voucher entry or period for reports	Alt+F2	To Sin Signatura	unical massa pas.	
To open or hide calculator panel	Ctrl+N	Hidden key	Across Tally Prime	Ctrl+N (to Open) Ctrl+M (to Hide)
To exit a screen or the application	Ctrl+Q	Hidden key	Across Tally Prime	Ctrl+Q