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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.

● What is Credit 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 **Double entry system** : 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 **Single entry system** : is concerned with only one side of transaction, either you pay someone or you receive from someone.

Tally Prime

○ 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**.

○ 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

Date	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

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	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.
07-01-2020	Salary A/c..... Dr. To Cash A/c (Salary paid in cash to typist)	3,200.00	3,200.00
08-01-2020	Rent A/c..... Dr. To Cash A/c (Rent paid for the month)	5,000.00	5,000.00
10-01-2020	Cash A/c..... Dr. To Shriram A/c (Cash received from Shriram)	10,000.00	10,000.00
12-01-2020	Furniture A/c.....Dr To Cash A/c (Office Table purchased)	6,000.00	6,000.00
12-01-2020	Cartage A/c..... Dr. To Cash A/c (Paid Cartage for Office Table)	100.00	100.00
15-01-2020	Shri Agencies A/c..... Dr. To Goods A/c (Goods supplied to Shri Agen.)	50,000.00	50,000.00
16-01-2020	Sangli Bank A/c..... Dr. To Cash A/c (Monthly installment paid)	15,000.00	15,000.00
19-01-2020	Raw Material A/c..... Dr. To Ganesh Traders (Raw material purchased)	20,030.00	20,030.00

○ What is Cash Book ?

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 & Subsidiary Books.**

The **Subsidiary 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.

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

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

○ 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**.

○ Ledger Account Format

Debit

(Dr)

Credit

(Cr)

Date	Particulars	Folio	Amount	Date	Particulars	Folio	Amount
------	-------------	-------	--------	------	-------------	-------	--------

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	Goods A/c..... Dr. To Cash A/c	100.00	100.00
10-2-2020	Goods A/c..... Dr. To Ram A/c	1,000.00	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 Rs.
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			
					10,100.00
				By Balance C/d	400.00
		10,500.00			10,500.00
	To Balance b/d	400.00			

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			
					7,000.00
				By Balance C/d	4,100.00
		11,100.00			11,100.00
	To Balance b/d	4,100.00			

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
				By Balance C/d	500.00
		2,000.00			2,000.00
	To Balance b/d	500.00			

○ 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)".

Tally Prime

○ What is Trial Balance?

At the end of an accounting period all the accounts are balanced and the balances listed. The total on both the sides of this, called the **Trial Balance**. Because of the duality concept every debit should have a credit and vice versa. Thus the trial balance is an arithmetic check that all the double entries have been completed. However, it will not detect errors such as the posting of a debit to the wrong account. Before 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 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.

○ 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 to assess the position of assets and liabilities, financial statements are prepared. The traditional name for financial statements is 'Financial Account'.

Financial statements are divided into 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

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	2,000.00
Sales returned	1,000.00
Carriage	1,500.00
Octroi	500.00

Solution :

$$\begin{aligned} \text{Direct Expenses} &= \text{Fuel} + \text{Carriage} + \text{Octroi} \\ 4,000 &= 2,000 + 1,500 + 500 \end{aligned}$$

$$\begin{aligned} \text{Net Purchases} &= \text{Purchase} - \text{Purchases Returned} \\ 3,000 &= 5,000 - 2,000 \end{aligned}$$

$$\begin{aligned} \text{Net Sales} &= \text{Sales} - \text{Sales Return} \\ 49,000 &= 50,000 - 1,000 \end{aligned}$$

$$\begin{aligned} \text{Cost of Goods} &= \text{Opening Stock} + \text{Net Purchases} - \text{Direct expenses} - \text{Closing stock} \\ 27,000 &= 25,000 + 3,000 + 4,000 - 5,000 \end{aligned}$$

$$\begin{aligned} \text{Gross Profit} &= \text{Net Sales} - \text{Cost of goods} \\ 22,000 &= 49,000 - 27,000 \end{aligned}$$

Illustration :

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	15,000.00
Fuel	2,000.00
Wages	3,000.00
Sales Return	1,000.00
Purchase A/c	10,000.00
Closing Stock	(31st Mar 2020)

Ledger Account

Profit & Loss Account

Dr.		Cr.	
Particulars	Amount Rs.	Particulars	Amount Rs.
To Opening Stock	65,000.00	By Sales 95,000.00	
		Less Return 1,000.00	
			94,000.00
To Purchase 10,000.00			
Less Return 5,000.00			
	5,000.00		
		By Closing Stock	5,000.00
To Fuel	2,000.00		
To Wages	3,000.00		
To Royalty	15,000.00		
To Gross Profit			
(Transferred to Profit & Loss A/c)	9,000.00		
Total	99,000.00		99,000.00

○ 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 respect 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.

○ 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.

○ 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**.

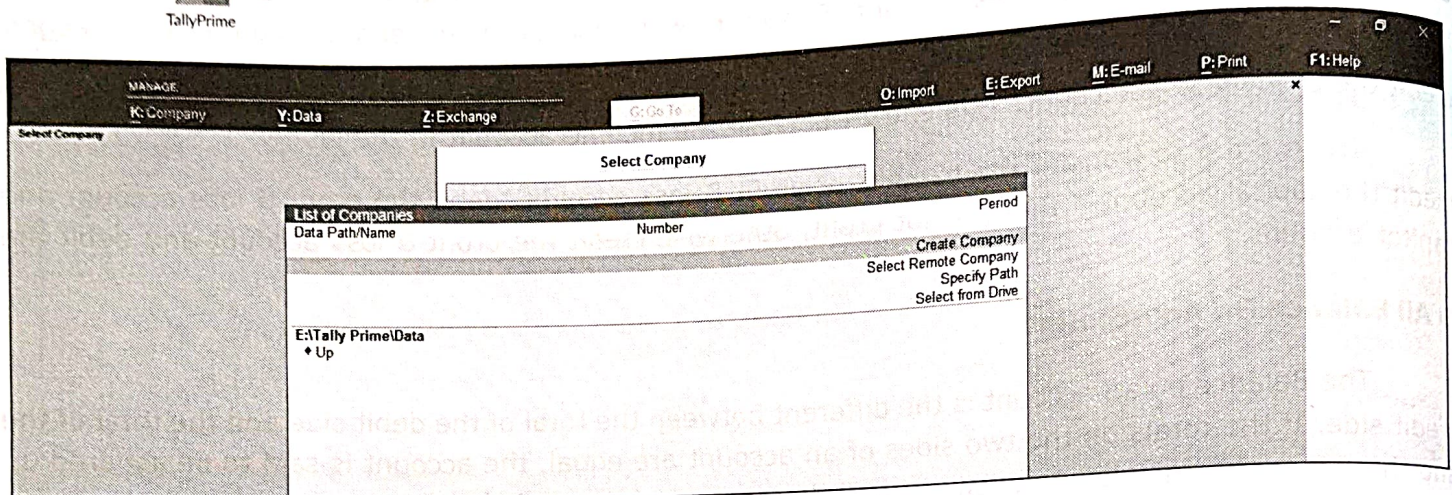
The balance of an account at the end of the period is termed as the **Closing Balance of the Account**.

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

○ **Select Create Company > Shown by following screen**

Company Data Path	: E:\Tally Prime\Data		
Company Name	: M/s. Shriram Electronics	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/s. Shriram Electronics	Books beginning from	: 1-Apr-20
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai		
State	: Maharashtra		
Country	: India		
Pincode	: 400001		
Telephone	: 022-2345678		
Mobile	: 7123456789		
Fax	:		
E-mail	: Shriram@gmail.com		
Website	: www.shriram.com		
Base Currency symbol	: ₹		
Formal name	: INR		
Accept ?			
Yes 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.
- **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.

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**

Company created successfully.
(Enable the features as per your business needs.)

Company: M/s. Shriram Electronics

Show more features : No

Accounting	Taxation
Maintain Accounts : Yes	Enable Goods and Services Tax (GST) : Yes
Enable Bill-wise entry : Yes	Enable Tax Deducted at Source (TDS) : No
Inventory	
Maintain Inventory : Yes	
Integrate Accounts with Inventory : Yes	

- 5) Enter **GST Number** as shown below

GST Details

GST Registration Details	Invoice Features
State : Maharashtra	e-Way Bill applicable : No
Registration type : Regular	e-Invoicing applicable : No
Assessee of Other Territory : No	
GST applicable from : 1-Apr-20	
GSTIN/UIN : 27AADFA9350N1Z3	
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 : No	
(Purchase from unregistered dealer)	
Enable GST Classifications : No	
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

Company Name	: M/s. Shriram Electronics	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/s. Shriram Electronics	Books beginning from	: 1-Apr-20
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai		
State	: Maharashtra		
Country	: India		
Pincode	: 400001		
Telephone	: 022-2345678		
Mobile	: 7123456789		
Fax	:		
E-mail	: info@shriram.com		
Website	: www.shriram.com		
Base Currency symbol	: ₹		
Formal name	: INR		

- 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
- 5) Press **Esc & Return To Gateway of Tally**

○ 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 Children. When you create the company by default the 2 ledger accounts are opened they are **Cash** and **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, 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 & 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 all 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.

- **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 whereas the **Multiple Group** option allows you to create several related groups at a time so it saves your time.

○ Single Group Creation

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

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

Name	: Customer				
(alias)	:				
Under	:	Sundry Debtors			
		(Current Assets)			
Group behaves like a sub-ledger	:	No			
Nett Debit/Credit Balances for Reporting	:	No			
Used for calculation (for example: taxes, discounts) (for sales invoice entries)	:	No			
Method to allocate when used in purchase invoice	:	Not Applicable			
				Accept ? Yes or No	

- 3) Press **Esc & Return** to **Gateway of Tally**

○ 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.

Under Group : Sundry Debtors		
S.No.	Name of Group	Under
1.	Mumbai Debtors	Sundry Debtors
2.	Pune Debtors	Sundry Debtors
3.	Nagpur Debtors	Sundry Debtors
4.	Dhule Debtors	Sundry Debtors
		Accept ?
		Yes or No

4) Press **Enter** & **Accept** the Screen

5) Press **Esc** & Return to **Gateway of Tally**

○ 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
(alias)	:
Under	: Sundry Debtors (Current Assets)
Group behaves like a sub-ledger	: No
Nett Debit/Credit Balances for Reporting	: No
Used for calculation (for example: taxes, discounts) (for sales invoice entries)	: No
Method to allocate when used in purchase invoice	: ♦ Not Applicable
Accept ?	
Yes or No	

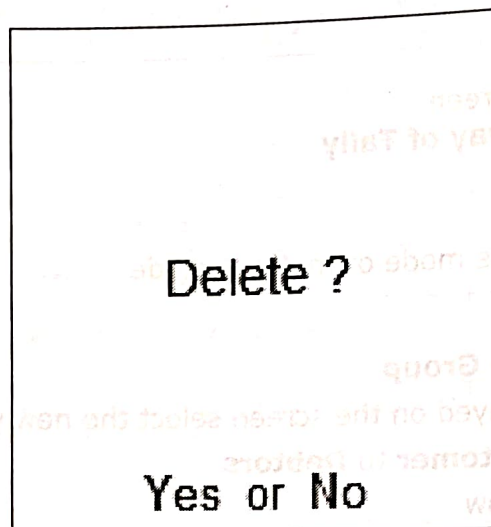
5) Press **Enter** & **Accept** the Screen

6) Press **Esc** & Return to **Gateway of Tally**

○ 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.



- 5) Press **Esc & Return** to Gateway of Tally

○ Creating the Ledger Account

- 1) Gateway of Tally > Create > Ledger

Field	Type
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
GSTIN/UIN	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

Ledger Creation		M/s. Shreeam Electronics		Total Opening Balance
Name (alias)	Amitabh			
Under	Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	Yes	Name	Amitabh	
Default credit period		Address		
Check for credit days during voucher entry	No	State	Maharashtra	
		Country	India	
		Pincode		
		Banking Details		
		Provide bank details	No	
		Tax Registration Details		
		PAN/IT No.		
		Registration type	Regular	
		GSTIN/UIN		
		Set/Alter GST details	No	
Opening Balance (on 1-Apr-20) :		Accept ?		Yes or No

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**

○ Alteration of Ledger Account

1) Alter / Change the ledger name Amitabh to Amitabh Bachhan

2) **Gateway of Tally > Alter > Ledger >** Select the ledger name **Amitabh** & change it to **Amitabh Bachhan** as shown in following screen

Ledger Alteration		M/s. Shreeam Electronics		Total Opening Balance
Name (alias)	Amitabh Bachhan			
Under	Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	Yes	Name	Amitabh Bachhan	
Default credit period		Address		
Check for credit days during voucher entry	No	State	Maharashtra	
		Country	India	
		Pincode		
		Banking Details		
		Provide bank details	No	
		Tax Registration Details		
		PAN/IT No.		
		Registration type	Regular	
		GSTIN/UIN		
		Set/Alter GST details	No	
Opening Balance (on 1-Apr-20) :		Accept ?		Yes or No

3) Press **Enter** and **Accept** the Screen

4) Press **Esc** & Return to **Gateway of Tally**

- **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**

- **Creating Multiple Ledger Accounts**

- 1) **Gateway of Tally > Chart of Accounts > Ledger >** Press **Alt+H (Multi-Masters) > Multi Create**

Field	Type
Under Group Select	Sundry Creditors
Name of Ledger	Rahul Dravid
Opening Balance	Press Enter
Name Ledger	Sachin Tedulkar
Opening Balance	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

Multi Ledger Creation		M/s. Shriram Electronics		For 1-Apr-20	
Under Group : Sundry Creditors					
S.No.	Name of Ledger	Under	Opening Balance	Dr/Cr	
1.	Rahul Dravid	Sundry Creditors			
2.	Sachin Tendulkar	Sundry Creditors			
					Accept ?
					Yes or No

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

○ Creating the Ledger & Entering Party GST Details :

1) Gateway of Tally > Create > Ledger

Field	Type
Name	Jitendra Modi
Alias	Enter
Under	Sundry Debtors
Maintain Balance Bill-by-Bill	Yes
Address	Pune
State	Maharashtra
Registration Type	Regular
GSTIN/UIN	27AAEFL4420B1ZV
Set/Alter GST details	No
Opening Balance	Enter
Accept ? Yes or No	Yes

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance
Name	: Jitendra Modi			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Jitendra Modi	
Default credit period	:	Address	: Pune	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/T No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 27AAEFL4420B1ZV	
		Set/Alter GST details	: Yes	
Opening Balance (on 1-Apr-20) :		Accept ?		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. SHRIRAM ELECTRONICS BALANCE SHEET 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")	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

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

Ledger Creation		M/s. Bhram Electronics	
Name	R.C.PATEL		
(alias)			
		Total Opening Balance	
		6,18,476.00 Cr	
		Difference	
		6,18,476.00 Cr	
Under	Capital Account		
		Mailing Details	
		Name : R.C.PATEL	
		Address :	
		State : Maharashtra	
		Country : India	
		Pincode :	
		Banking Details	
		Provide bank details : No	
		Tax Registration Details	
		PAN/IT No. :	
		Registration type : Regular	
		GSTIN/UIN :	
		Set/Alter GST details : No	
		Accept ?	
		Yes or No	
Opening Balance (on 1-Apr-20) : 6,18,476.00 Cr			

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

Field	Type
Name	Cosmos Bank
Alias	Enter
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**

○ 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** as 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**

5) Press **Esc** & return to **Gateway of Tally**

Tally Prime

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

1) Gateway of Tally > Create > Ledger > Enter

Enter the Following Ledgers with their Opening Balances under Group Sundry Creditors

LIST "B" SUNDRY CREDITORS				
Sr. No.	Name of Ledgers	Address/Location	GSTIN No.	Amount(Rs.)
1	Baren International	Mumbai	27AFDPA0674G1ZU	4,04,020.00 Cr.
2	LG India Ltd	Pune	27AAKFM9161C1Z6	24,04,500.00 Cr.
3	Kitchen Appliance	Thane	27AAPFA7334Q1ZP	16,38,302.00 Cr.
4	Meena Agencies	Nasik	27AKOPM0144R1ZK	1,67,450.00 Cr.
5	Nirmal Enterprises	Aurangabad	27AAMFV4720A1ZC	19,142.00 Cr.
6	Sharp Electronics	Pune	27AABCP1850F1ZO	1,25,900.00 Cr.
7	Shilpa Electronics	Nasik	27AKLPM2907M1ZQ	2,06,561.00 Cr.
8	Shri Balaji Ltd	Aurangabad	27ABIPA9137B1ZZ	1,19,700.00 Cr.
9	Sindhu Distributors	Pune	27AAACT6851F1ZA	44,765.00 Cr.
10	Sunny Enterprises	Nagpur	27AAEFR6042F1ZB	1,57,591.00 Cr.
11	Suresh Agencies	Aurangabad	27AASPR6367H1ZO	1,33,950.00 Cr.
12	Unique Agencies	Thane	27ABDPB2263Q1ZJ	25,956.00 Cr.
13	Uptron India Ltd	Pune	27AAGFJ8716L1ZV	1,25,870.00 Cr.
14	Videocon India Ltd	Nasik	27AMSP0245L1ZJ	3,44,117.00 Cr.
15	Vijay Electronics	Thane	27APJPB8136J1ZQ	20,025.00 Cr.
			Grand Total	59,37,849.00 Cr.

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

○ 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.
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

○ **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**

○ **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	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.
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**

○ **Entering Opening Balances of List "F" Sundry Debtors in Tally**

- 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	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	2,62,505.00 Dr.
35	Vikas Electronics	Aurangabad	27AAPP9930J1Z0	1,200.00 Dr.
36	Vishal Electricals	Mumbai	27AAFCR7376E1Z3	48,757.00 Dr.
37	Zankar Agencies	Pune	27AALFM2571M1ZS	25,156.00 Dr.
			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**

○ 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.
	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**

○ 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.

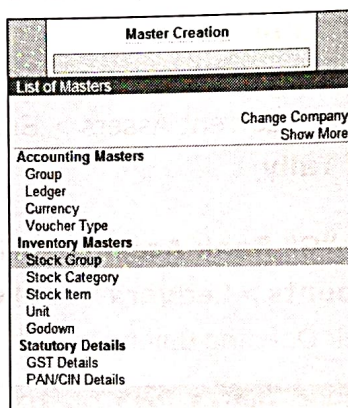
- 1) **Gateway of Tally** > **Alter** > **Ledger** > Select **Cash** Ledger > **Press Enter**
Select the **Cash** Ledger & Enter **Opening Balance** as **1,56,548.00 Dr.**
- 2) Press **Esc** & Return to **Gateway of Tally**
- 3) Check whether you have entered correctly
- 4) **Gateway of Tally** > **Balance 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.

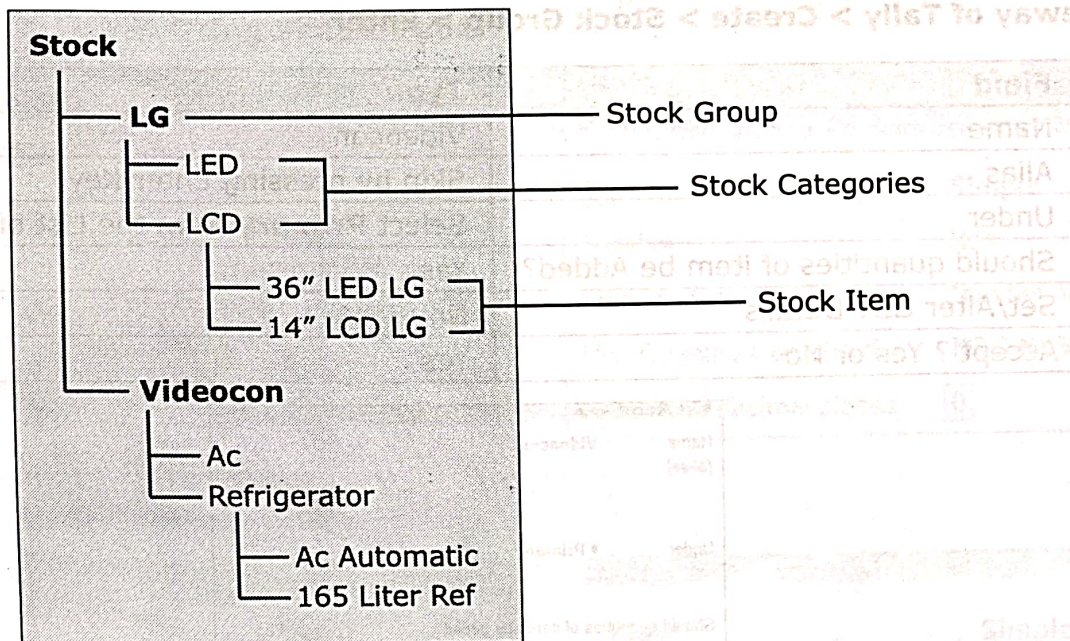
Stock Categories :- You can classify items in your stock into stock categories. There are many stock items that are under different stock groups, but similar in nature or behavior. You can again classify them in one stock category, for example, in the previous ex. you can select Logitech keyboard, Microsoft 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

○ Flow Chart Stock Item:-



○ Creating Single Stock Group

1) Gateway of Tally > Create > Stock Group > Enter

2) Screen as shown below

Stock Group	Type
Name	LG
Alias	Skip by pressing Enter Key
Under	Select Primary from the List of Groups
Should quantities of item be Added?	Yes & Press Enter
Set/Alter GST Details	No
Accept ? Yes or No	Yes

Stock Group Creation

Name : LG

(alias) :

Under : ♦ Primary

Should quantities of items be added : Yes

Set/Alter GST Details : No

3) Press **Enter** to **Accept** the Screen.

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

Field	Type
Name	Videocon
Alias	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

Stock Group Creation

Name : Videocon
 (alias) :

Under : ♦ Primary

Should quantities of items be added : Yes
 Set/Alter GST Details : No

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

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

Stock Category Creation

Name : LG-LCD
 (alias) :

Under : ♦ Primary

Accept ?
 Yes or No

- 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**

○ Creating Unit of Measures

● Creating Unit Nos & Dozen Using Simple Type.

1) Gateway of Tally > Create > Unit

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

Unit Creation	
Type	: Simple
Symbol	: Nos
Formal name	: Number of
Unit Quantity Code (UQC)	: NOS-NUMBERS
Number of decimal places	: 0

2) Create Unit **Dozen** as Shown below

3) Gateway of Tally > Create > Unit

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

Unit Creation	
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**

○ Steps for Creating Unit Dozen Using Compound Type.

1) Gateway of Tally > Create > Unit

Field	Type
Use up arrow key or backspace key to position the cursor in the Type field.	
Select	Compound
First Unit	Doz
Of	12
Second Unit	Select Nos press Enter & Accept the screen

Unit Creation					
Type	: Compound				
Units with Multiplier Factors (example: Kgs of 1000 gms)					
First unit	Conversion				
doz	of 12				
Second unit					
<table border="1"> <thead> <tr> <th colspan="2">Units</th></tr> </thead> <tbody> <tr> <td>Nos</td><td>Create (Number of)</td></tr> </tbody> </table>		Units		Nos	Create (Number of)
Units					
Nos	Create (Number of)				

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

○ Creating Godowns :-

1) Show Room 2) Warehouse

1) Gateway of Tally > Create > Godown > Press on C : Create New

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

Godown Creation	
Name	: Showroom
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

2) Press **Enter** to **Accept** the Screen

○ Creating Warehouse Godown

1) Gateway of Tally > Create > Godown >

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

Godown Creation	
Name	: Warehouse
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

2) Press **Enter** to **Accept** the Screen3) Press **Esc** & **Return** to **Gateway of Tally**

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. Shulram Electronics	
Show more features	: No
Accounting	
Maintain Accounts	: Yes
Enable Bill wise entry	: Yes
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Taxation	
Enable Goods and Services Tax (GST)	: Yes
Enable Tax Deducted at Source (TDS)	: No

2) Press **Ctrl + A** & **Accept** the Screen

○ 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

Configuration	
Show more configurations	: Yes
General Details	
Provide aliases for Name	: Yes
Provide Descriptions for Stock Items	: No
Inventory Details	
Use Stock Group for Stock Items	: Yes
Provide Units of Measurement (UoM) for Stock Items	: Yes
Use Alternative Units	: No
Provide Opening Balances for Stock Items	: Yes
GST Details	
Set GST details	: Yes
Statutory Details	
Provide Rate of Duty	: Yes

4) Use Stock Category for Stock Items to 'Yes'

5) Provide Standard Buying and Selling Rates to 'Yes'

Configuration	
Show more configurations	: Yes
Show all configurations	: No
General Details	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Provide Part No. for Stock Items	: No
Provide Descriptions for Stock Items	: No
Inventory Details	
Use Stock Group for Stock Items	: Yes
Use Stock Category for Stock Items	: Yes
Provide Units of Measurement (UoM) for Stock Items	: Yes
Use Alternative Units	: No
Set Components List (Bill of Materials) in Stock Items	: No
Provide Standard Buying and Selling Rates	: Yes
Provide MRP Details	: No
Set default Accounting Allocations for Stock Items (in Invoice Mode)	: No
Provide Opening Balances for Stock Items	: Yes
GST Details	
Set GST details	: Yes
Statutory Details	
Set Inclusive of Duties and Taxes option	: No
Provide Rate of Duty	: Yes

6) Press **Ctrl + A** and **Accept** the Screen

- Create the New Item 36 " LED- LG as below

Field	Type
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 Cost (Purchase Price)	
Rate	3,665
Per	Nos
Standard Selling Price	
Applicable From	1-Apr-20
Rate	4,665
Per	Nos

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

GST Applicable	Applicable
Set/Alter GST Details	Yes
Press F12: Configuration :	
• Allow HSN/SAC Details to "Yes"	
• Show on GST Tax Type to "Yes"	

Configuration	
Allow HSN/SAC details	: Yes
Set type of goods	: No
Enable Reverse Charge calculation	: No
Set Ineligible Input Credit	: No
Select Valuation Type	: No
Show all GST Tax Types	: Yes

Field	Type
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

GST Details for Stock Item:	
36" LED-LG	
HSN/SAC Details	
Description	Electronics Goods
HSN/SAC	85121000
Tax Details	
(From 1-Apr-20)	
Calculation type	On Value
Taxability	Taxable
Tax Type	Rate
Integrated Tax	18 %
Central Tax	9 %
State Tax	9 %
Cess	0 %

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

Allocations of : 36" LED-LG for: 34 Nos			
Godown	Quantity	Rate per	Amount
Showroom	11 Nos	3,665.00 Nos	40,315.00
Warehouse	23 Nos	3,665.00 Nos	84,295.00
34 Nos			1,24,610.00

7) The item creation screen is shown below

[illegible]

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

○ 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	7,740/-	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

○ 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	

2) Press **Esc** & Return to **Gateway of Tally**

3) **Have You done it correctly ?**

4) **Gateway of Tally > Stock Summary > Press Enter**

Stock Summary			
M/s. Shriram Electronics			
Particulars		M/s. Shriram Electronics For 1-Apr-20	
		Closing Balance	
		Quantity	Value
LG		273 Nos	8,107.07
Videocon		269 Nos	10,029.55
Grand Total		542 Nos	49,11,180.00

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:

○ Accounting Vouchers

• (F4)	Contra Voucher	• (F5)	Payment Voucher
• (F6)	Receipt Voucher	• (F7)	Journal Voucher
• (Alt+F6)	Credit Note Voucher	• (F8)	Sales Voucher
• (Alt+F5)	Debit Note Voucher	• (F9)	Purchase Voucher

○ 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

B) Cash withdrawal from bank

C) Bank to Bank transfer.

eg. 1) Cash Rs.1000/- Deposited in Dena Bank

Particulars	Debit	Credit
Dena Bank A/c	1,000.00	
To Cash A/c		1,000.00

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

Particulars	Debit	Credit
Cash A/c	500.00	
To Dena Bank		500.00

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	
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

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

• 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		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.

Particulars	Debit	Credit
Customer A/c	Amount	
To Sales A/c		Amount

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		Tax Amount
To Packing Charges		Expenses Amount
To Discount		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

Particulars	Debit	Credit
Purchase A/c	Amount	
Supplier A/c		Amount

• 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	Type
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

M/s. Shriram Electronics						
Starting Number		: 1				
Width of Numerical Part		: 4				
Prefill with zero		: Yes				
Restart Numbering			Prefix Details		Suffix Details	
Applicable From	Starting Number	Particulars	Applicable From	Particulars	Applicable From	Particulars
1-Apr-20	1	Yearly	1-Apr-20	BP/	1-Apr-20	/20-21

Field	Type
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

Voucher Type Creation		M/s. Shriram Electronics	
Name : Bank Payment			
(alias) :			
General		Printing	Name of Class
Select type of voucher	: Payment	Print voucher after saving	: No
Abbreviation	: Pymt		
Activate this Voucher Type	: Yes		
Method of voucher numbering	: Automatic		
Use advanced configuration	: Yes		
Use effective dates for vouchers	: 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		
		Accept ? Yes or No	

3) Press **Enter** & **Accept** the Screen

4) Press **Esc** & Return to **Gateway of Tally**

Introduction to GST

○ 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 borne by the final consumer.

○ What are GST rate slabs?

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.

○ 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 b. Duties of Excise (Medicinal and Toilet Preparations) c. Additional Duties of Excise (Goods of Special Importance) d. Additional Duties of Excise (Textiles and Textile Products) e. Additional Duties of Customs (commonly known as CVD) f. Special Additional Duty of Customs (SAD) g. Service Tax h. Central Surcharges and Cesses so far as they relate to supply of goods and services	a. State VAT b. Central Sales Tax c. Luxury Tax d. Entry Tax (all forms) e. when levied by the local bodies) Entertainment and Amusement Tax (except f. Taxes on advertisements g. Purchase Tax h. Taxes on lotteries, betting and gambling 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.

○ 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 to be kept outside GST	Alcohol for human consumption, Petroleum Products viz. petroleum crude, motor spirit (petrol), high speed diesel, natural gas and aviation turbine fuel & Electricity.
Taxation of such Commodities in GST Regime	The existing taxation system (VAT & Central Excise) will continue in respect of the above commodities

○ 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.

○ Which authority will levy and administer GST?

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

○ 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, 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.

○ 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 apportioned 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.

○ 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 of information and passing the same in the returns is a 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 filed using any Tally Software.

○ 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 spirit (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&K Himachal Pradesh and Uttarakhand, and
- Any other matter relating to the GST, as the Council may decide.

○ 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.

○ 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.

○ 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.

○ 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.

○ 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.

○ What is the scope of composition scheme under GST ?

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 for composition 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.

○ Creating Tax Ledgers (CGST / SGST / IGST)

1) Creating Ledger CGST

2) Gateway of Tally > Create > Ledger

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

Ledger Creation		Mrs. Shreem Electronics		Total Opening Balance
Name (alias)	: CGST			78,88,944.00 Dr 78,88,944.00 Cr
Under	: Duties & Taxes (Current Liabilities)	Mailing Details	Name	
Type of duty/tax	: GST		Address	
Tax type	: Central Tax			
Percentage of calculation	: 0 %	Banking Details	Provide bank details	: No
Rounding method	: * Not Applicable	Tax Registration Details	PAN/IT No.	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

3) Press **Enter** & **Accept** the Screen

○ Creating Ledger SGST

1) Gateway of Tally > Create > Ledger

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

Ledger Alteration		Mrs. Shreem Electronics		Total Opening Balance
Name (alias)	: SGST			78,88,944.00 Dr 78,88,944.00 Cr
Under	: Duties & Taxes (Current Liabilities)	Mailing Details	Name	
Type of duty/tax	: GST		Address	
Tax type	: State Tax			
Percentage of	: 0 %	Banking Details	Provide bank details	: No
Rounding	: * Not Applicable	Tax Registration Details	PAN/IT No.	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

2) Press **Enter** & **Accept** the Screen

○ Creating Ledger IGST

1) Gateway of Tally > Create > Ledger

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

Ledger Alteration		Mrs. Shreem Electronics		Total Opening Balance
Name (alias)	: IGST			78,88,944.00 Dr 78,88,944.00 Cr
Under	: Duties & Taxes (Current Liabilities)	Mailing Details	Name	
Type of duty/tax	: GST		Address	
Tax type	: Integrated Tax			
Percentage of calculation	: 0 %	Banking Details	Provide bank details	: No
Rounding method	: * Not Applicable	Tax Registration Details	PAN/IT No.	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

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

○ 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
Type of Supply	Goods
Accept ? Yes or No	Yes

Ledger Creation		Mrs. Shriram Electronics	
Name : Purchases A/c			Total Opening Balance
(alias) :			78,83,944.00 Dr
			78,83,944.00 Cr
Under : Purchase Accounts	Mailing Details Name : Address :		
Type of Ledger : ♦ Not Applicable	Banking Details Provide bank details : No		
Statutory Details Is GST applicable : ♦ Applicable Set/Alter GST Details : No Type of Supply : Goods	Tax Registration Details PAN/IT No. :		
Opening Balance (on 1-Apr-20) :			Accept ? Yes or No

2) Press **Enter & Accept** the Screen

○ Creating Ledger Sales Account

1) Gateway of Tally > Create > Ledger

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

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance	
Name	: Sales A/c			78,88,944.00 Dr	
(alias)	:			78,88,944.00 Cr	
Under	: Sales Accounts	Mailing Details			
Type of Ledger	: ♦ Not Applicable	Name			
		Address			
Statutory Details		Banking Details			
Is GST applicable	: ♦ Applicable	Provide bank details		: No	
Set/Alter GST Details	: No	Tax Registration Details			
Type of Supply	: Goods	PAN/T No.			
Opening Balance (on 1-Apr-20) :				Accept ?	
				Yes or No	

2) Press **Enter** & **Accept** the Screen3) Press **Esc** Return to **Gateway of Tally**

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%	5	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"

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	Press Enter
Amount	Press Enter
CGST	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			1-Apr-20
Supplier Invoice No.:	VL/01	Date	1-Apr-20	Wednesday
Party A/c name :	Videocon India Ltd			
Current balance :	3,70,997.00 Cr			
Purchase ledger :	Purchases A/c			
Current balance :	21,000.00 Dr			
Name of Item		Quantity	Rate per	Amount
19" LED-V		5 Nos	4,200.00 Nos	21,000.00
CGST				2,940.00
SGST				2,940.00
Narration:		5 Nos		26,880.00

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

Process for recording **Sales Transaction** :

- 4) Press **Ctrl+A** to **Accept** the Screen

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

Date	01/04/2020
Reference No	JE/01
Party A/c Name	Jain Electronics
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	36" LED-LG
Godown	Warehouse
Quantity	2 Nos
Rate	Press Enter
Amount	Press Enter
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

Sales Voucher		M/S Shriram Electronics
GST - Tax Analysis		
Particulars	Taxable Value	Duty/Tax Value
Sales Taxable	9,330.00	1,679.40
36" LED-LG (85121000)	9,330.00	1,679.40
Item Value (Sales Value 9,330.00)	9,330.00	
Central Tax		9%
State Tax		9%
		839.70
		839.70
		Total
		1,679.40

Accounting Voucher Creation		M/s. Shivam Electronics	
Sales	No. 1		
Reference No	: JEV01	Date	: 1-Apr-20
Party A/c name	: Jain Electronics		
Current balance	: 4,740.00 Dr		
Sales ledger	: Sales A/c		
Current balance			
Name of Item	Quantity	Rate per	Amount
36" LED-LG	2 Nos	4,665.00 Nos	9,330.00
CGST			839.70
SGST			839.70
Narration:	2 Nos		11,009.40

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

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

Accounting Voucher Creation		M/s. Shriram Electronics	
Payment	No. 1	1-Apr-20 Wednesday	
Account : Cash			
Current balance : 81,548.00 Dr			
Particulars		Amount	
LG India Ltd.		75,000.00	
Cur Bal: 23,29,500.00 Cr			
On Account		75,000.00 Dr	
Narration:		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 Account

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

Accounting Voucher Alteration (Secondary)		M/s. Shriram Electronics	
Receipt	No. 1	1-Apr-20 Wednesday	
Account : State Bank of India			
Current balance : 1,70,478.00 Dr			
Particulars		Amount	
Jain Electronics		10,000.00	
Cur Bal: 1,68,064.50 Dr			
On Account		10,000.00 Cr	
Narration:		10,000.00	

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

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

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

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

Date	F5	Account	Particulars	Amount
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

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

Date	F6	Account	Particulars	Amount
01/04/20	Receipt Voucher	Cash	Jain Electronics	5,000

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

Date	F9	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/04/20	Purchase voucher	36"LED-LG	85121000	18%	10	3,665	Nos	43,247

10) Sold Goods to Aditi Agencies Pune On Showroom Invoice No. AG/01

Date	F8	Description of Goods	HSN/SAC Code	GST Rate	Qty	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**

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics For 1-Apr-20 Closing Balance	
		Debit	Credit
Capital Account			5,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities		16,250.70	60,27,862.40
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		74,50,487.70	
Sales Accounts			72,315.00
Purchase Accounts		1,31,780.00	
Indirect Expenses		2,600.00	
Grand Total		80,51,272.40	80,51,272.40

4) Press **Esc** & Return to **Gateway of Tally**

5) **Gateway of Tally > Stock Summary > Press Alt+F5 :**

Details Check the Following Stock Item Screen

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics For 1-Apr-20 Closing Balance		
		Quantity	Rate	Value
LG		276 Nos	8,058.79	22,24,225.00
14" LCD-LG		45 Nos	9,000.00	4,05,000.00
165 LTR REF-LG		30 Nos	7,540.00	2,26,200.00
210 LTR REF-LG		35 Nos	10,890.00	3,81,150.00
24" LCD-LG		25 Nos	9,590.00	2,39,750.00
36" LED-LG		37 Nos	3,665.00	1,35,605.00
Audio Speed King-LG		30 Nos	684.00	20,520.00
FULLY AUTOMATIC W/M-LG		39 Nos	11,500.00	4,48,500.00
SEMI AUTOMATIC W/M-LG		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		52 Nos	4,200.00	2,18,400.00
21" LCD-V		40 Nos	9,000.00	3,60,000.00
24" LCD-V		40 Nos	10,590.00	4,23,600.00
28" LCD-V		17 Nos	12,000.00	2,04,000.00
AC AUTOMATIC-V		30 Nos	22,000.00	6,60,000.00
FULLY AUTOMATIC W/M-V		35 Nos	10,000.00	3,50,000.00
SEMI AUTOMATIC W/M-V		30 Nos	9,500.00	2,85,000.00
Grand Total		553 Nos		49,80,645.00

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

Exercise : Continue Entering the following Journal Entries with all Voucher Types

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	Nos	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	50,000

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 W/M-LG	85022100	18%	3	11,500	Nos	40,710

17) Paid Cash Rs. 60,000/- To LG India Ltd. On Account

Date	Account	Particulars	Amount
02/04/20	Cash	LG India Ltd	60,000

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

Date	Account	Particulars	Amount
02/04/20	Cash	Shop Rent	1,500

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

Date	Account	Particulars	Amount
02/04/20	Cash	Salary exp.	3,000

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

Date	Account	Particulars	Amount
02/04/20	Cash	Bhagat Electronics	81,300

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

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

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

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

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

Date	Account	Particulars	Amount
02/04/20	Cash	Advertisement Exp	1,200

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	Account	Particulars	Amount
02/04/20	Cash	Amol T.V Center	20,000

34) Received Cash Rs. 4,950 From Bhavsar T.V Center On Account

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

35) Received Cash Rs. 32,000 From Mahavir T.V. Center On Account

Date	Account	Particulars	Amount
02/04/20	Cash	Mahavir T.V. Center	32,000

36) Paid Postage & Courier Rs. 650 By Cash

Date	Account	Particulars	Amount
02/04/20	Cash	Postage & Courier	650

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	1,000

41) Paid Petrol exp. Rs. 150 By Cash

Date	Account	Particulars	Amount
02/04/20	Cash	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

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

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

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

Date	Account	Particulars	Amount
02/04/20	Cash	Goods Inward Exp.	320

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

Date	Account	Particulars	Amount
02/04/20	State Bank of India	Electricity Exp.	1,756

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**

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Apr-20 Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities		8,479.90	58,56,472.40
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		73,13,433.50	
Sales Accounts			1,53,775.00
Purchase Accounts		1,71,180.00	
Direct Expenses		2,509.00	
Indirect Expenses		15,586.00	
Grand Total		79,61,342.40	79,61,342.40

2) Press **Esc & Return** to **Gateway of Tally**

Check the Stock Summary Report as Given below

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

Stock Summary			
M/s. Shriram Electronics			
Particulars	M/s. Shriram Electronics 1-Apr-20 to 2-Apr-20 Closing Balance		
	Quantity	Rate	Value
LG			
14" LCD-LG	274 Nos	7,989.65	21,89,165.00
165 LTR REF-LG	45 Nos	9,000.00	4,05,000.00
210 LTR REF-LG	30 Nos	7,540.00	2,26,200.00
24" LCD-LG	34 Nos	10,890.00	3,70,260.00
36" LED-LG	25 Nos	9,590.00	2,39,750.00
Audio Speed King-LG	39 Nos	3,665.00	1,42,935.00
FULLY AUTOMATIC W/M-LG	30 Nos	684.00	20,520.00
SEMI AUTOMATIC W/M-LG	39 Nos	11,500.00	4,48,500.00
	32 Nos	10,500.00	3,36,000.00
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	52 Nos	4,200.00	2,18,400.00
21" LCD-V	40 Nos	9,000.00	3,60,000.00
24" LCD-V	40 Nos	10,590.00	4,23,600.00
28" LCD-V	17 Nos	12,000.00	2,04,000.00
AC AUTOMATIC-V	30 Nos	22,000.00	6,60,000.00
FULLY AUTOMATIC W/M-V	35 Nos	10,000.00	3,50,000.00
SEMI AUTOMATIC W/M-V	30 Nos	9,500.00	2,85,000.00
Grand Total	551 Nos		49,45,585.00

4) Press Esc & return to Gateway of Tally

5) Gateway of Tally > Press Alt+K (Company) > Features (F11) >

Set the Following Option to 'Yes'

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

Company: M/s. Shriram Electronics			
Show more features : Yes			
Show all features : No			
Accounting		Taxation	
Maintain Accounts	: Yes	Enable Goods and Services Tax (GST)	: Yes
Enable Bill-wise entry	: Yes	Enable Tax Deducted at Source (TDS)	: No
Enable Cost Centres	: No	Enable Tax Collected at Source (TCS)	: No
Inventory		Online Access	
Maintain Inventory	: Yes	Enable Browser Access for Reports	: Yes
Integrate Accounts with Inventory	: Yes	Enable Tally.NET Services for Remote Access & Synchronisation	: No
Enable multiple Price Levels	: No	Others	
Enable Batches	: No	Enable multiple addresses	: No
Maintain Expiry Date for Batches	: No	Mark modified vouchers	: No
Use Discount column in invoices	: Yes		
Use separate Actual and Billed Quantity columns in invoices	: No		

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

8) Press **Ctrl + A** to **Accept** the Screen

○ **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	Press Enter
Accept ? Yes or No	Yes

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

Accounting Voucher Creation		M/s. Shriram Electronics	
Sales No. 8	Reference No : AG/02	Date : 1-May-20	1-May-20 Friday
Party A/c name : Aditi Agencies	Current balance : 2,95,917.46 Dr		
Sales ledger : Sales A/c	Current balance : 1,71,757.00 Cr		
Name of Item	Quantity	Rate per	Disc % Amount
SEMI AUTOMATIC W/M-V	2 Nos	9,990.00 Nos	10 % 17,982.00
CGST			2,517.48
SGST			2,517.48
Narration:	2 Nos		23,016.96

- 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 %	Amount
01/05/20	Ac Automatic-V	85022100	28%	1	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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
01/05/20	165 Liter-Ref-LG	85022100	18%	3	8,540	Nos	5%	28,720.02

- 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%	1	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
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
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
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	8,240	Nos	5%	10,019.84
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

Company: M/s. Shriram Electronics	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: Yes
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: 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)**

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 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 will 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 1.5 when 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

○ 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

Date	02/05/20
Reference No	RN/TR/001
Party A/c Name	Videocon India Ltd
Order Details	Press Ctrl + A
Party Details	Press Ctrl + A
Purchase Ledger	Purchase A/c
Name of Item	21" LCD-V
Tracking No.	RN/TR/001
Godown	Warehouse
Quantity	7 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter

Item Allocations for : 21"LCD-V				
Godown	Quantity	Rate	per Disc %	Amount
Tracking No. : RN/TR/001				
Warehouse	7 Nos	9,000.00	Nos	63,000.00
	7 Nos			63,000.00

Inventory Voucher Alteration		M/s. Shriram Electronics		
Receipt Note No. 1				
Reference No. : RN/TR/001	Date : 2-May-20			2-May-20 Saturday
Party A/c name : Videocon India Ltd				
Current balance : 4,57,993.80 Cr				
Purchase ledger : Purchases A/c				
Current balance : 1,71,180.00 Dr				
Name of Item		Quantity	Rate per Disc %	Amount
21"LCD-V		7 Nos	9,000.00 Nos	63,000.00
CGST				8,820.00
SGST				8,820.00
Narration:		7 Nos		80,640.00

Press **Enter** And **Accept** the Screen

• **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	Qty	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
- 2) Gateway of Tally > Display More Report > Statement of Inventory > Purchase Bills Pending > Enter

Purchase Bills Pending			M/s. Shriram Electronics		1-Apr-20 to 2-May-20	
Purchase Bills Pending			Initial Quantity	Pending Quantity	Rate (Disc %)	Value
Date	Tracking Number	Name of Item				
Goods Recd. but Bills not Recd. :			7 Nos	7 Nos	9,000.00	63,000.00
2-May-20	RN/TR/001	21"LCD-V From: Videocon India Ltd	7 Nos	7 Nos	9,000.00	63,000.00
2-May-20	RN/TR/002	14" LCD-LG From: LG India Ltd.	7 Nos	7 Nos	684.00	4,788.00
2-May-20	RN/TR/003	Audio Speed King-LG From: Shilpa Electronics	2 Nos	2 Nos	10,000.00	20,000.00
2-May-20	RN/TR/004	FULLY AUTOMATIC W/M-V From: Kitchen Appliance	23 Nos	23 Nos		1,50,788.00

- 3) Press **Esc** & Return to **Gateway of Tally**

○ 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

F2 : Date	02/05/2020
Ref. No.	DN/TR/001
Date	Press Enter
Party A/c Name	Amol TV Center
Order details	Press Enter
Dispatch Details	Press Enter
Party Details	Press Ctrl+A
Sales Ledger	Sales A/c
Name of Item	210 liter -Ref-LG
Tracking No.	DN/TR/001
Godown	Showroom
Quantity	2 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter
Accept ? Yes or No	Yes

Item Allocations for : 210 LTR REF-LG

Godown	Quantity	Rate	per	Disc %	Amount
Tracking No. : DN/TR/001					
Showroom	2 Nos	11,890.00	Nos		23,780.00

Inventory Voucher Alteration		M/s. Shriram Electronics			
Delivery Note No. 1		2-May-20			
Reference No	: DN/TR/001	Date	: 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				
Name of Item	Quantity	Rate	per	Disc %	Amount
210 LTR REF-LG	2 Nos	11,890.00	Nos		23,780.00
CGST					2,140.20
SGST					2,140.20
Narration:					2 Nos 28,060.40

2) Press **Enter** & **Accept** the Screen

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

Print	
Title	: DELIVERY NOTE
Printer	: Canon LBP2900
Paper Size	: A5 (5.83" x 8.27") or (148 mm x 210 mm)
Print area	: (5.43" x 7.87") or (138 mm x 200 mm)
Number of Copies	: 1
C. Configure I. Preview P. Print	

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

DELIVERY NOTE																																															
M/s. Shriram Electronics 304, Street No. 14, Near Metro Theater Fort-Mumbai GSTIN/UIN: 27AADFA9350N1Z3 State Name: Maharashtra, Code: 27 E-Mail: Shriram@gmail.com					Delivery Note No. 1		Dated 2-May-20																																								
Consignee (Ship to) Amol TV Center Nashik GSTIN/UIN: 27AQSPA7998R1ZG State Name: Maharashtra, Code: 27					Mode/Terms of Payment		Reference No. & Date DN/TR/001 dt 2-May-20																																								
					Other References		Buyer's Order No.																																								
Buyer (Bill to) Amol TV Center Nashik GSTIN/UIN: 27AQSPA7998R1ZG State Name: Maharashtra, Code: 27					Date		Dispatch Doc No.																																								
					Destination		Terms of Delivery																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sl. No.</th> <th style="width: 40%;">Description of Goods</th> <th style="width: 10%;">HSN/SAC</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">Rate</th> <th style="width: 5%;">per</th> <th style="width: 5%;">Disc. %</th> <th style="width: 15%;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>210 LTR REF-LG</td> <td>85022100</td> <td>2 Nos</td> <td>11,890.00</td> <td>Nos</td> <td></td> <td>23,780.00</td> </tr> <tr> <td></td> <td style="text-align: right;">CGST</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2,140.20</td> </tr> <tr> <td></td> <td style="text-align: right;">SGST</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>2,140.20</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td></td> <td>2 Nos</td> <td></td> <td></td> <td></td> <td>₹ 28,060.40</td> </tr> </tbody> </table>								Sl. No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	1	210 LTR REF-LG	85022100	2 Nos	11,890.00	Nos		23,780.00		CGST						2,140.20		SGST						2,140.20		Total		2 Nos				₹ 28,060.40
Sl. No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount																																								
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	Total		2 Nos				₹ 28,060.40																																								
Amount Chargeable (in words) E & O E INR Twenty Eight Thousand Sixty and Forty paise Only																																															
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HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount																																									
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85022100	23,780.00	9%	2,140.20	9%	2,140.20	4,280.40																																									
Total	23,780.00		2,140.20		2,140.20	4,280.40																																									
Tax Amount (in words) : INR Four Thousand Two Hundred Eighty and Forty paise Only																																															
Recd. in Good Condition				for M/s. Shriram Electronics Authorised Signatory																																											
This is a Computer Generated Document																																															

• **Exercise : Enter the following Delivery Note Transactions**

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/05/20	28" LCD-V	85030010	28%	5	12,700	Nos	81,280

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
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	GST Rate	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 Bills Pending		M/s. Shriram Electronics			1-Apr-20 to 2-May-20	
Date	Tracking Number	Name of Item	Initial Quantity	Pending Quantity	Rate (Disc %)	Value
Goods Delivered but Bills not Made :						
2-May-20	DN/TR/001	210 LTR REF-LG To: Amol TV Center	2 Nos	2 Nos	11,890.00	23,780.00
2-May-20	DN/TR/002	28"LCD-V To: Shraddha Electronics	5 Nos	5 Nos	12,700.00	63,500.00
2-May-20	DN/TR/003	165 LTR REF-LG To: Poojara Agencies	2 Nos	2 Nos	8,540.00	17,080.00
2-May-20	DN/TR/004	19" LED-V To: Sony Electronics	3 Nos	3 Nos	5,000.00	15,000.00
			12 Nos	12 Nos		1,19,360.00

3) Press **Esc** & return to **Gateway of Tally**

○ **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

Tally Prime Inventory Vouchers & Tracking Number

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	1	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 Electronics					
Particulars		Stock Journal M/s. Shriram Electronics 1-Apr-20 to 2-May-20					
		Goods In (Production)			Goods Out (Consumption)		
		Quantity	Eff. Rate	Value	Quantity	Eff. Rate	Value
36" LED-LG		3 NOS	3,665.00	10,995.00	3 NOS	3,665.00	10,995.00
AC-AUTOMATIC-V		1 NOS	22,000.00	22,000.00	1 NOS	22,000.00	22,000.00
FULLY AUTO W/M - LG		5 NOS	11,500.00	57,500.00	5 NOS	11,500.00	57,500.00
Grand Total		9 NOS	10,055.00	90,495.00	9 NOS	10,055.00	90,495.00

3) Press **Esc** & return to **Gateway of Tally**

○ 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 in	Goods Out	Balance
10	-	10
-	04	06
-	07	-1

Sr. No.	Date	Particulars
68	02/05/20	Stock Check Reveals Physical Stock Iron - LG is 5 Nos On Show Room.

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

F2 : Date	02/05/20
Name of Item	Iron-LG
Godown	Showroom
Quantity	5 Nos
Narration	Press Enter
Accept ? Yes or No	Yes

Inventory Voucher Creation		M/s. Shriram Electronics			2-May-20 Saturday	
Physical Stock No. 1						
<u>Physical Stock Verification</u>						
Name of Item	Godown	Batch/Lot No.	Mfg Dt.	Expiry Date	Quantity	Amount
IRON-LG	Showroom				5 Nos	

Exercise : Enter the following Physical Stock Voucher Entry

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

- 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

Stock Voucher Monthly Summary		M/s. Shriram Electronics					
Particulars		IRON-LG M/s. Shriram Electronics 1-Apr-20 to 31-May-20					
		Inwards		Outwards		Closing Balance	
		Quantity	Value	Quantity	Value	Quantity	Value
Opening Balance							
April							
May		5 Nos		4 Nos		1 Nos	300.00
Grand Total		5 Nos		4 Nos		1 Nos	300.00

Month	Quantity
Apr	5
May	4
May	1

10
0

Apr

May

- 5) Press **Esc** & Return to Gateway of Tally

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.

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	1	9,000	Nos	9,000

- 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

F2 : Date	02/05/20
Ledger Account	Videocon India Ltd.
Supplier Name & Address	Press Enter
Name of Item	21" LCD-V
Tracking No	Select RN/TR/001
Godown	Warehouse
Quantity	1 Nos
Rate	Press Enter
Amount	Press Enter
Accept ? Yes or No	Yes

Inventory Voucher Creation		M/s. Shriram Electronics	
Rejections Out No. 1		2-May-20 Saturday	
Ledger Account		Supplier's Name and Address	
Videocon India Ltd		Videocon India Ltd Nashik	
Name of Item	Quantity	Rate per Disc %	Amount
21"LCD-V	1 Nos	9,000.00	9,000.00
Tracking No. : RN/TR/001	Warehouse	1 Nos 9,000.00	9,000.00
Narration:		1 Nos	9,000.00

- 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

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	14" LCD-LG	Warehouse	1	9,000	Nos	9,000

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

Date	Description of Goods	Godown	Qty	Rate	Per	Amount
02/05/20	Audio Speedking-LG	Warehouse	1	684	Nos	684

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

Purchase Bills Pending				M/s. Shriram Electronics		1-Apr-20 to 2-May-20	
Date	Tracking Number	Name of Item		Initial Quantity	Pending Quantity	Rate (Disc %)	Value
Goods Recd. but Bills not Recd. :				7 Nos	6 Nos	9,000.00	54,000.00
2-May-20	RN/TR/001	21" LCD-V					
		From: Videocon India Ltd					
2-May-20	Repl Note 1	7 Nos @	9,000.00				
2-May-20	Rej Out 1	1 Nos @	9,000.00				
				7 Nos	6 Nos	9,000.00	54,000.00
2-May-20	RN/TR/002	14" LCD-LG					
		From: LG India Ltd.					
2-May-20	Repl Note 2	7 Nos @	9,000.00				
2-May-20	Rej Out 2	1 Nos @	9,000.00				
				7 Nos	6 Nos	684.00	4,104.00
2-May-20	RN/TR/003	Audio Speed King-LG					
		From: Shilpa Electronics					
2-May-20	Repl Note 3	7 Nos @	684.00				
2-May-20	Rej Out 3	1 Nos @	684.00				
				2 Nos	2 Nos	10,000.00	20,000.00
2-May-20	RN/TR/004	FULLY AUTOMATIC W/M-V					
		From: Kitchen Appliance					
2-May-20	Repl Note 4	2 Nos @	10,000.00				
				23 Nos	20 Nos		1,32,104.00

3) Press Esc & Return to Gateway of Tally

○ **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

- 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	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	12,700

Inventory Voucher Creation		M/s. Shriram Electronics	
Rejections In No. 1		2-May-20 Saturday	
Ledger Account		Customer's Name and Address	
Shraddha Electronics		Shraddha Electronics Nashik	
Name of Item		Quantity	Rate per Disc % Amount
28"LCD-V		1 Nos	12,700.00 Nos 12,700.00
Tracking No. : DN/TR/002		Warehouse	1 Nos 12,700.00 Nos 12,700.00
Narration:		1 Nos	12,700.00

- 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**

Sales Bills Pending		M/s. Shriram Electronics		1-Apr-20 to 2-May-20		
Date	Tracking Number	Name of Item	Initial Quantity	Pending Quantity	Rate (Disc %)	Value
Goods Delivered but Bills not Made :						
2-May-20	DN/TR/001	210 LTR REF-LG	2 Nos	2 Nos	11,890.00	23,780.00
		To: Amol TV Center				
2-May-20	Dely Note 1	2 Nos @	11,890.00			
2-May-20	DN/TR/002	28" LCD-V	5 Nos	4 Nos	12,700.00	50,800.00
		To: Shraddha Electronics				
2-May-20	Dely Note 2	5 Nos @	12,700.00			
2-May-20	Rej In 1	1 Nos @	12,700.00			
2-May-20	DN/TR/003	165 LTR REF-LG	2 Nos	1 Nos	8,540.00	8,540.00
		To: Poojara Agencies				
2-May-20	Dely Note 3	2 Nos @	8,540.00			
2-May-20	Rej In 2	1 Nos @	8,540.00			
2-May-20	DN/TR/004	19" LED-V	3 Nos	2 Nos	5,000.00	10,000.00
		To: Sony Electronics				
2-May-20	Dely Note 4	3 Nos @	5,000.00			
2-May-20	Rej In 3	1 Nos @	5,000.00			
			12 Nos	9 Nos		93,120.00

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

Dispatch Details	
Delivery Note No(s) :	List of Tracking Numbers
DN/TR/001	New Number
	◆ Not Applicable
	DN/TR/001 2-May-20
ch Doc No. :	
ched through :	
ation :	
Name/Agent :	
ing/LR-RR No.:	Date:
Motor Vehicle No. :	

2) Press **Ctrl+A** & **Accept** the Screen

Accounting Voucher Creation		M/s. Shriram Electronics	
Sales	No. 19		
Reference No :	Date		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		
Name of Item	Quantity	Rate (Incl. of Tax)	Rate per Disc % Amount
210 LTR REF-LG	2 Nos	11,890.00	Nos 23,780.00
CGST			2,140.20
SGST			2,140.20
Narration:	2 Nos		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.	Date	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**

Press F2 : Date	02/05/2020
Supplier Invoice No	VL/04
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

Receipt Details	
Receipt Note No(s) :	List of Tracking Numbers New Number Not Applicable RN/TR/001 2-May-20
	Doc No. : checked through : ation : Name/Agent : Date:
	Motor Vehicle No. :

Accounting Voucher Creation		M/s. Shriram Electronics		
Purchase	No. 7	2-May-20		
Supplier Invoice No.:	VL/04	Date :	2-May-20	
Party A/c name	: Videocon India Ltd	Saturday		
Current balance	: 4,57,993.80 Cr			
Purchase ledger	: Purchase A/c			
Current balance	: 1,71,180.00 Dr			
Name of Item	Quantity	Rate per	Disc %	Amount
21"LCD-V	6 NOS	9,000.00	NOS	54,000.00
CGST				7,560.00
SGST				7,560.00
Narration:	6 NOS			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**

Trial Balance			
M/s. Shriram Electronics			
Particulars	M/s. Shriram Electronics 1-Apr-20 to 2-May-20		
	Closing Balance		
	Debit	Credit	
Capital Account		6,18,476.00	
Loans (Liability)		13,32,619.00	
Current Liabilities		60,69,150.70	
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		77,82,415.95	
Sales Accounts		5,33,703.25	
Purchase Accounts		3,03,284.00	
Direct Expenses		2,509.00	
Indirect Expenses		15,586.00	
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**

Stock Summary			
M/s. Shriram Electronics			
Particulars	M/s. Shriram Electronics 1-Apr-20 to 2-May-20		
	Closing Balance		
	Quantity	Rate	Value
LG	257 Nos	8,123.95	20,87,854.00
14" LCD-LG	46 Nos	9,000.00	4,14,000.00
165 LTR REF-LG	25 Nos	7,540.00	1,88,500.00
210 LTR REF-LG	31 Nos	10,890.00	3,37,590.00
24"LCD-LG	23 Nos	9,590.00	2,20,570.00
36" LED-LG	34 Nos	3,665.00	1,24,610.00
Audio Speed King-LG	26 Nos	684.00	17,784.00
FULLY AUTOMATIC W/M-LG	39 Nos	11,500.00	4,48,500.00
IRON-LG	1 Nos	300.00	300.00
SEMI AUTOMATIC W/M-LG	32 Nos	10,500.00	3,36,000.00
Videocon	268 Nos	9,808.88	26,28,780.00
165" LTR-REF-V	32 Nos	7,740.00	2,47,680.00
19" LED-V	50 Nos	4,200.00	2,10,000.00
21"LCD-V	45 Nos	9,000.00	4,05,000.00
24"LCD-V	40 Nos	10,590.00	4,23,600.00
28"LCD-V	11 Nos	12,000.00	1,32,000.00
AC AUTOMATIC-V	27 Nos	22,000.00	5,94,000.00
FULLY AUTOMATIC W/M-V	36 Nos	10,000.00	3,60,000.00
SEMI AUTOMATIC W/M-V	27 Nos	9,500.00	2,56,500.00
Grand Total	525 Nos		47,16,634.00

- 6) Press **Esc & Return** to **Gateway of Tally**

Bill-Wise Details

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.

○ Activation of Bill-wise Details

1) 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

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%	2	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

Configuration	
Show more configurations	: Yes
Show all configurations	: No
General Details	
Provide Supplier details	: No
Provide Receipt, Order, and Import details	: Yes
Provide Order details	: No
Provide Import details	: No
Select common Ledger Account for Item Allocation	: Yes
Use default Bill-wise details for Bill Allocation	: No
Provide Additional Descriptions for Ledgers	: No
Provide Additional Descriptions for Stock Items	: No
Warn on negative Stock Balance	: Yes
Provide Supplier Invoice details	: Yes
Modify all fields during voucher entry (applicable to non-taxation fields)	: No
Provide Cash/Trade Discount	: No
Skip the Date field during voucher creation	: Yes
Show Turnover from selected Party A/c	: No
Show Current Balance of Ledgers	: Yes
Show Balances as on Voucher date	: No
Show final Ledger Balance	: No
Importer's Details	
Provide Marks or Container No.	: No
Provide No. of Packages	: No
Bank Details	
Print Cheque after saving Voucher	: Yes
Show Cheque details before printing	: Yes
Calculate Tax on Current Subtotal (else calculations are on Inventory Total only)	: No
GST Details	
Modify Tax Rate details of GST	: No
Export e-Way Bill details after saving Voucher	: Yes
Allow Tax difference up to	: 0
Actual versus Computed Tax	: Greater or Lesser

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

F2 : Date	01/06/2020
Supplier Invoice No	VL/05
Date	01/06/2020
Party A/c Name	Videocon India Ltd
Receipt Note No.	Not Applicable
Party Details	Ctrl+A
Purchase Ledger	Purchase A/c
Name of Item	28" LCD-V
Tracking No	Not Applicable
Godown	Warehouse
Quantity	2 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter
Types New Ref as VL/05	

Bill-wise Details for : Videocon India Ltd Upto: ₹ 30,720.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jun-20)	Amount	Dr/ Cr
New Ref	VL/05	15 Days (16-Jun-20)	30,720.00	Cr

Accounting Voucher Alteration		M/s. Shriram Electronics		
Purchase	No. 11	1-Jun-20 Monday		
Supplier Invoice No.:	VL/05	Date	:	1-Jun-20
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			
Name of Item	Quantity	Rate per	Disc %	Amount
28"LCD-V	2 Nos	12,000.00	Nos	24,000.00
CGST				3,360.00
SGST				3,360.00
Narration:	2 Nos			30,720.00

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

Bill-Wise Details In Sales Voucher Entry

s5) Sold Goods To Bhavsar T.V. Center Thane With Ref. No. 101 On Showroom

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

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

F2 : Date	02/06/2020
Reference	101
Date	02/06/2020
Party A/c Name	Bhavsar T.V. Center
Delivery Note No.	Not Applicable
Party Details	Press Ctrl+A
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	

Bill-wise Details for : Bhavsar T.V.Center Upto: ₹ 30,231.60 Dr				
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Jun-20)	Amount	Dr/ Cr
New Ref	101	24 Days (25-Jun-20)	30,231.60	Dr
			30,231.60	Dr

Accounting Voucher Alteration		M/s. Shriram Electronics				
Sales	No. 23			2-Jun-20		
Reference No	: 101	Date	: 2-Jun-20	Tuesday		
Party A/c name	Bhavysar TV Center					
Current balance	1,24,956.00 Dr					
Sales ledger	Sales A/c					
Current balance	5,73,472.00 Cr					
Name of Item			Quantity	Rate per	Disc %	Amount
165 LTR REF-LG			3 Nos	8,540.00	Nos	25,620.00
CGST						2,305.80
SGST						2,305.80
Narration:			3 Nos			30,231.60

2) Press Enter & Accept the Screen

○ Printing Tax Invoice

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

Print	
Title	: Tax Invoice
Printer	: Canon LBP2900
Paper Size	: A5 (5.83" x 8.27") or (148 mm x 210 mm)
Print area	: (5.43" x 7.87") or (138 mm x 200 mm)
Number of Copies	: 1
C: Configure I: Preview P: Print	

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

M/s. Shriram Electronics	
Print Configuration	
List of Configurations Show More	
Voucher Details	
Use Simple Invoice format	No
Show Customer's Seal and Signature	No
Show Serial No.	Yes
Show Quantity	Yes
Show Quantity with Alternate Unit	Yes
Show Alternate Unit in separate column	No
Show Actual Quantity	No
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	
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 e-Way Bill No.	Yes
Show LUT/Bond details	Yes
Show Tax Invoice in Base Currency	No
Show Tax Amount for Export Invoice	Yes
Header Information	
Title	Tax Invoice
Subtitle (if any)	
Title (for Optional Vouchers)	PROFORMA INVOICE
Optimise printing to save paper	No
Choose details to show second page onwards	No
Company Details	
Show Company Name	Yes
Show Company Address	Yes
Show Bank details	No
Bank Name	
Show Tax Registration No. (TRN)	Yes
Show PAN / Income Tax No.	Yes
Show GSTIN	Yes

Party Details

Show Name and Address from Party master	No
Show Address in a continuous line	No
Display name for Parties	Name Only
Show Buyer's Tax Registration No.	Yes
Show PAN / Income Tax No.	No
Show Buyer's GSTIN	Yes
Show State Name & State Code	Yes
Show Place of Supply	No
Show Consignee details	No

Order and Dispatch Details

Show Reference No.	Yes
Show Order details	Yes
Show Dispatch details	Yes
Show Terms of Payment and Delivery	Yes
Show Export details	No

Footer Information

Show Declaration	Yes
Show Base Currency Symbol for Total	Yes

Printer Settings

Printer	Canon LBP2900
Number of copies	1
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

M/s. Shriram Electronics 304, Street No. 14, Near Metro Theater Fort-Mumbai GSTIN/UIN: 27AADFA9350N1Z3 State Name: Maharashtra, Code: 27 E-Mail: Shriram@gmail.com		Invoice No. 23	Dated 2-Jun-20
Buyer (Bill to) Bhavsar TV Center Thane GSTIN/UIN: 27ACAPS3539E1ZN State Name: Maharashtra, Code: 27		Delivery Note 101 dt. 2-Jun-20	Mode/Term of Payment
		Reference No. & Date 101 dt. 2-Jun-20	Other References
		Buyer's Order No.	Dated
		Dispatch Doc No.	Delivery Note Date
		Dispatched through	Destination
		Terms of Delivery	

S	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	165 LTR REF-LG	85022100	3 Nos	8,540.00	Nos		25,620.00
	CGST						2,305.80
	SGST						2,305.80
Total			3 Nos				₹ 30,231.60

Amount Chargeable (in words)

E & O E

INR Thirty Thousand Two Hundred Thirty One and Sixty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
85022100	25,620.00	9%	2,305.80	9%	2,305.80	4,611.60
Total	25,620.00		2,305.80		2,305.80	4,611.60

Tax Amount (in words) : INR Four Thousand Six Hundred Eleven and Sixty paise Only

Declaration

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

for M/s. Shriram Electronics

Authorised Signatory

3) Press Esc & Return to Gateway of Tally

• **Exercise : Enter the following Purchase Voucher Using Bill By Bil Option**

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	14" 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	684	Nos	12,106.80
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 W/M-V	85021100	28%	3	10,000	Nos	38,400

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	Rate	Per	Amount
01/06/20	19" LED-V	85121000	28%	2	4,200	Nos	10,752.00
01/06/20	165 Liter-Ref-LG	8522100	18%	1	7,540	Nos	8,897.20
Total							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	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	18%	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	85030010	28%	2	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	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	Semi-Automatic W/M-V	85021100	28%	5	9,500	Nos	60,800

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
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	Rate	Per	Amount
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	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
Total							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	Per	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	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/06/20	36" LED-LG	85121000	18%	1	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	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%	5	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**

Stock Summary		M/s. Shriram Electronics		
		M/s. Shriram Electronics 1-Apr-20 to 2-Jun-20 Closing Balance		
Particulars		Quantity	Rate	Value
LG		334 Nos	7,526.21	25,13,754.00
14" LCD-LG		53 Nos	9,000.00	4,77,000.00
165 LTR REF-LG		28 Nos	7,540.00	2,11,120.00
210 LTR REF-LG		40 Nos	10,890.00	4,35,600.00
24" LCD-LG		30 Nos	9,590.00	2,87,700.00
36" LED-LG		58 Nos	3,665.00	2,12,570.00
Audio Speed King-LG		46 Nos	684.00	31,464.00
FULLY AUTOMATIC W/M-LG		39 Nos	11,500.00	4,48,500.00
IRON-LG		1 Nos	300.00	300.00
SEMI AUTOMATIC W/M-LG		39 Nos	10,500.00	4,09,500.00
Videocon		353 Nos	9,773.91	34,50,190.00
165" LTR-REF-V		43 Nos	7,740.00	3,32,820.00
19" LED-V		65 Nos	4,200.00	2,73,000.00
21" LCD-V		59 Nos	9,000.00	5,31,000.00
24" LCD-V		43 Nos	10,590.00	4,55,370.00
28" LCD-V		20 Nos	12,000.00	2,40,000.00
AC AUTOMATIC-V		34 Nos	22,000.00	7,48,000.00
FULLY AUTOMATIC W/M-V		49 Nos	10,000.00	4,90,000.00
SEMI AUTOMATIC W/M-V		40 Nos	9,500.00	3,80,000.00
Grand Total		687 Nos		59,63,944.00

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

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

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

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
02/06/20	21" LCD-V	85030010	28%	4	10,000	Nos	51,200

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
Total							42,870.70

124) Sold Goods To Aditi Agencies, Pune with Ref. No. 106 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	21" LCD-V	85030010	28%	3	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	Rate	Per	Amount
02/06/20	Audio Speed king-LG	85022100	18%	4	780	Nos	3,681.60

126) Sold Goods To Amol TV Center, Nasik with Ref. No. 108 On Showroom

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

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

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

128) Sold Goods To Tulsi Dept. Stores, Pune With Ref. No. 110 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	21" LCD-V	85030010	28%	1	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	12,500	Nos	59,000

130) Sold Goods To Aditi Agencies, Pune With Ref. No. 112 On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-LG	85022100	18%	1	8,540	Nos	10,077.20

131) Sold Goods To Sony Electronics, Mumbai with Ref. No. 113 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

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	165 Liter-Ref-V	85022100	28%	3	8,240	Nos	31,641.60

135) Sold Goods To Sony Electronics, Pune With Ref. No. 117 On Showroom

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	Fully-Automatic W/M-V	85022100	18%	5	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

138) Sold Goods To Hitesh Agencies, Pune with Ref. No. 120 On Showroom

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

139) Sold Goods To Jalaram TV Center, Aurangabad With Ref. No. 121 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%	4	9,990	Nos	51,148.80

140) Sold Goods To Amol TV Center, Nasik with Ref. No. 122 On Showroom

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

141) 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

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

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

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

147) Sold Goods To Pardesi Radio, Nasik with Ref. No. 129 On Warehouse

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

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

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
02/06/20	21" LCD-V	85030010	28%	3	10,000	Nos	38,400

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

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

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	19" LED-V	85030010	28%	4	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	Rate	Per	Amount
02/06/20	210 Liter-Ref-LG	85022100	18%	5	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
	Fully-Automatic W/M-LG	85022100	18%	2	12,500	Nos	29,500.00
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	11,890	Nos	70,151

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

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

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

161) Sold Goods To Jitendra Electricals, Mumbai with Ref. No. 143 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

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

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
	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/-**

Trial Balance		M/s. Shriram Electronics	
Particulars	M/s. Shriram Electronics		
	1-Apr-20 to 2-Jun-20		
	Debit	Credit	
Capital Account		6,18,476.00	
Loans (Liability)		13,32,619.00	
Current Liabilities		77,66,655.20	
Fixed Assets	2,74,654.00		
Investments	1,75,500.00		
Current Assets	1,00,34,865.45		
Sales Accounts		23,58,578.25	
Purchase Accounts	15,73,214.00		
Direct Expenses	2,509.00		
Indirect Expenses	15,586.00		
Grand Total	1,20,76,328.45	1,20,76,328.45	

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

4) To Check Whether you have entered Correctly -

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

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Jun-20 Closing Balance		
		Quantity	Rate	Value
LG				
14" LCD-LG		243 Nos	7,340.79	17,81,813.00
165 LTR REF-LG		48 Nos	9,000.00	4,32,000.00
210 LTR REF-LG		24 Nos	7,540.00	1,80,960.00
24" LCD-LG		4 Nos	10,890.00	43,560.00
36" LED-LG		15 Nos	9,590.00	1,43,850.00
Audio Speed King-LG		47 Nos	3,665.00	1,72,255.00
FULLY AUTOMATIC W/M-LG		32 Nos	684.00	21,888.00
IRON-LG		33 Nos	11,500.00	3,79,500.00
SEM AUTOMATIC W/M-LG		1 Nos	300.00	300.00
Videocon		39 Nos	10,500.00	4,09,500.00
165" LTR-REF-V		265 Nos	9,564.26	25,34,530.00
19" LED-V		29 Nos	7,740.00	2,24,460.00
21" LCD-V		46 Nos	4,200.00	1,93,200.00
24" LCD-V		43 Nos	9,000.00	3,87,000.00
28" LCD-V		43 Nos	10,590.00	4,55,370.00
AC AUTOMATIC-V		16 Nos	12,000.00	1,92,000.00
FULLY AUTOMATIC W/M-V		18 Nos	22,000.00	3,96,000.00
SEM AUTOMATIC W/M-V		43 Nos	10,000.00	4,30,000.00
		27 Nos	9,500.00	2,56,500.00
Grand Total		508 Nos		43,18,343.00

5) Press **Esc** & return to **Gateway of Tally**

6) **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**

Configuration	
Show more configurations	: Yes
General Details	
Use Cr/Dr instead of To/By during voucher entry	: No
Provide Supplier Inv/Ref No. and Date	: No
Warn on negative Cash Balance	: Yes
Preallocate bills for Payment/Receipt/Journal Vouchers	: Yes
Show list of Bills for selection	: Yes
Show Final Balances for each Bill	: Yes
Skip the Date field during voucher creation	: Yes
Show Inventory details	: Yes
Show Current Balance of Ledgers	: Yes
Show Balances as on Voucher date	: No
Show final Ledger Balance	: No
Show Bill-wise Details	: Yes
Show Bill-wise details in multiple lines	: Yes
Warn when Voucher No. exceeds 16 characters	: Yes
Bank Details	
Use default Bank Allocations	: No
Set Ledger-wise Bank Allocations during voucher creation	: No
Remove Bank Date while altering Reconciled Voucher	: No
GST Details	
Provide Party details for GST	: No
Modify Tax Rate details of GST	: No
Allow Tax difference up to	: 0
Actual versus Computed Tax	: Greater or Lesser

2) Enter the following details to record the receipt transaction

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 Voucher Creation		M/s. Shriram Electronics	
Receipt	No. 13	1-Jul-20 Wednesday	
Account : Cash			
Current balance : 2,35,211.00 Dr			
Particulars		Amount	
Bhavsar TV Center		30,231.60	
Cur Bal: 2,63,086.80 Dr			
Agst Ref 101	24 Days 30,231.60 Cr (26-Jun-20)		
Narration:		30,231.60	

○ Print the Receipt Voucher

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

Print	
Title	: Receipt Voucher
Printer	: Canon LBP2900
Paper Size	: A5 (5.83" x 8.27") or (148 mm x 210 mm)
Print area	: (5.43" x 7.87") or (138 mm x 200 mm)
Number of Copies	: 1
C: Configure I: Preview P: Print	

- 2) Press **Enter** & Press **Alt+Z** to Zoom the screen and press **Esc** & Return to Voucher Entry screen

M/s. Shriram Electronics

304, Street No.14,

Near Metro Theater

Fort-Mumbai

State Name : Maharashtra, Code : 27

E-Mail : Shriram@gmail.com

Receipt Voucher

No. : **13**

Dated : **1-Jul-20**

Particulars	Amount
Account :	
Bhavsar TV Center	30,231.60
Agst Ref 101	30,231.60 Cr
Through :	
Cash	
Amount (in words) :	
INR Thirty Thousand Two Hundred Thirty One and Sixty paise Only	
	₹ 30,231.60
Authorised Signatory	

- **Exercise :** Enter the following Receipt Vouchers Using **Bill by Bill** Option

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	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

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

172) Received Cash From Aditi Agencies Against Ref.- 112

Date	Account	Particulars	Amount
01/07/20	Cash	Aditi Agencies	10,077.20

173) Received Cheque From Amol TV Center Against Ref.- 111 and Deposited In
State Bank of India (SBI) Chq No. 111070

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Amol TV Center	59,000

174) Received Cash From Sony Electronics Against Ref.- 113

Date	Account	Particulars	Amount
01/07/20	Cash	Sony Electronics	38,361.60

175) Received Cheque From Bhavsar TV Center Against Ref.- 115 and Deposited In
State Bank of India (SBI) Chq No. 111080

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Bhavsar TV Center	70,151

176) Received Cash From Pardesi Radio Against Ref.- 114

Date	Account	Particulars	Amount
01/07/20	Cash	Pardesi Radio	88,320

177) Received Cheque From Zankar Agencies Against Ref.- 116 and Deposited In
State Bank of India (SBI) Chq No. 111090

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Zankar Agencies	31,641.60

178) Received Cheque From Sony Electronics Against Ref.- 117 and Deposited In
State Bank of India (SBI) Chq No. 111020

Date	Account	Particulars	Amount
01/07/20	SBI Bank	Sony Electronics	52,736

179) Received Cash From Amol TV Center Against Ref.- 118

Date	Account	Particulars	Amount
01/07/20	Cash	Amol TV Center	76,736

180) Received Cash From Sony Electronics Against Ref.- 119

Date	Account	Particulars	Amount
01/07/20	Cash	Sony Electronics	38,361.60

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

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
01/07/20	Cash	Mamta Electronics	16,514.10

192) Received Cash From Amol TV Center Against Ref.- 128

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	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

Date	Account	Particulars	Amount
01/07/20	Cash	Laxmi Agencies	67,861.60

200) Received Cash From Hitesh Agencies Against Ref.- 142

Date	Account	Particulars	Amount
01/07/20	Cash	Hitesh Agencies	62,481

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	Amount
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

Date	Account	Particulars	Amount
01/07/20	Cash	Bhavsar TV Center	98,211.40

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**

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics 1-Apr-20 to 1-Jul-20 Closing Balance	
		Debit	Credit
Capital Account			6,10,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			77,66,655.20
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		1,00,34,865.45	
Sales Accounts			23,58,578.25
Purchase Accounts		15,73,214.00	
Direct Expenses		2,509.00	
Indirect Expenses		15,586.00	
Grand Total		1,20,76,328.45	1,20,76,328.45

4) Press **Esc** & Return to **Gateway of Tally**

○ 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
	Enter Inst No. 221050
Accept ? Yes or No	Yes

Accounting Voucher Creation		M/s. Shriram Electronics	
Bank Payment	No. BP/0005/20-21	2-Jul-20 Thursday	
Account : State Bank of India			
Current balance : 7,70,106.80 Dr			
Particulars		Amount	
Videocon India Ltd		30,720.00	
Cur Bal: 9,52,329.80 Cr			
Agst Ref VL/05	15 Days 30,720.00 Dr (16-Jun-20)		
Narration:			
		30,720.00	

2) Press Enter & Accept the Screen

○ 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

Print	
Title	: Bank Payment Voucher
Print Payment Advice	: No
Printer	: Canon LBP2900
Paper Size	: A5 (5.83" x 8.27") or (148 mm x 210 mm)
Print area	: (5.43" x 7.87") or (138 mm x 200 mm)
Number of Copies	: 1
C: Configure I: Preview P: Print	

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

Particulars	Amount
Account:	
Videocon India Ltd	30,720.00
Agst Ref VL/05 30,720.00 Dr	
 Through :	
State Bank of India	
Amount (in words) :	
INR Thirty Thousand Seven Hundred 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	53,760

211) Cash Paid To Sharp Electronics Against Ref SE/001

Date	Account	Particulars	Amount
02/07/20	Cash	Sharp Electronics	38,400

212) Cash Paid To Sunny Enterprises Against Ref SENT/100

Date	Account	Particulars	Amount
02/07/20	Cash	Sunny Enterprises	22,632.40

213) Cheque Paid To LG India Ltd Against Ref LG/05 chq No.221070

Date	Account	Particulars	Amount
02/07/20	SBI Bank	LG India Ltd	29,405.60

214) Cheque Paid To Videocon India Ltd Against Ref VL/07 Chq No. 221080

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Videocon India Ltd	1,40,800

215) Cash Paid To Sharp Electronics Against Ref SE/002

Date	Account	Particulars	Amount
02/07/20	Cash	Sharp Electronics	19,649.20

216) Cash Paid To Kitchen Appliances Against Ref KA/03

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	24,780

217) Cheque Paid To Videocon India Ltd Against Ref VL/08 Chq No. 221090

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Videocon India Ltd	49,536

218) Cash Paid To Sharp Electronics Against Ref SE/003

Date	Account	Particulars	Amount
02/07/20	Cash	Sharp Electronics	21,623.50

219) Cash Paid To Shilpa Electronics Against Ref SE/03

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

Date	Account	Particulars	Amount
02/07/20	SBI Bank	LG India Ltd	61,950

221) Cash Paid To Unique Agencies Against Ref UA/01

Date	Account	Particulars	Amount
02/07/20	Cash	Unique Agencies	40,665.60

222) Cash Paid To Suresh Agencies Against Ref SA/101

Date	Account	Particulars	Amount
02/07/20	Cash	Suresh Agencies	30,720

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

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Meena Agencies	4,035.60

225) Cash Paid To Shri Balaji Ltd. Against Ref SBL/02

Date	Account	Particulars	Amount
02/07/20	Cash	Shri Balaji Ltd	12,974.10

226) Cash Paid To Nirmal Enterprises Against Ref NE/200

Date	Account	Particulars	Amount
02/07/20	Cash	Nirmal Enterprises	14,231.90

227) Cheque Paid To Videocon India Ltd Against Ref VL/10 Chq No. 222310

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Videocon India Ltd	56,320

228) Cash Paid To Uptron India Ltd Against Ref UIL/111

Date	Account	Particulars	Amount
02/07/20	Cash	Uptron India Ltd	4,324.70

229) Cash Paid To Shilpa Electronics Against Ref SE/04

Date	Account	Particulars	Amount
02/07/20	Cash	Shilpa Electronics	64,251

230) Cheque Paid To Baren International Against Ref BI/101 Chq No.222410

Date	Account	Particulars	Amount
02/07/20	SBI Bank	Boren International	80,640

231) Cash Paid To Kitchen Appliances Against Ref KA/04

Date	Account	Particulars	Amount
02/07/20	Cash	Kitchen Appliances	60,800

232) Cash Paid To Sindhu Distributors Against Ref SD/101

Date	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

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	
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Jul-20 Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			61,85,996.80
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		84,54,207.05	
Sales Accounts			23,58,578.25
Purchase Accounts		15,73,214.00	
Direct Expenses		2,509.00	
Indirect Expenses		15,586.00	
Grand Total		1,04,95,670.05	1,04,95,670.05

- 4) Press **Esc** & Return to **Gateway of Tally**

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

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.

○ Activation of Cost Center

1) Gateway of Tally > Press **Alt+K** : Company > Select **Features** >

Set Following Options to 'Yes'

● Enable Cost Centers

Company: M/s. Shriram Electronics	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: Yes
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

2) Press **Ctrl+A** & **Accept** the Screen & Press **Esc** & Return to **Gateway of Tally**

○ Creating New Cost Centers

1) Gateway of Tally > Create > Cost Center

Field	Type
Name	Head Office
Under	Primary
Accept ? Yes or No	Yes

2) Cost Center Creation Screen is shown as below

Cost Centre Creation	
Name	: Head Office
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

3) Create the following Cost Centers as above

- 1) Branch Office 2) Factory 1 3) Factory 2

○ Alter the following Expenses Ledgers Account

1) Gateway of Tally > Alter > Ledger > Select Traveling Expenses > Press F12 : Configure >

Set the Following Option to 'Yes'

● Apply Cost Centers for Ledgers

Configuration	
Show more configurations	: Yes
Show all configurations	: Yes
General Details	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Provide Description for Ledgers	: No
Provide Notes for Ledgers	: No
Maintain balances Bill-by-Bill	: Yes
For Non-Trading Accounts also	: No
Provide Credit Limits	: No
Use Inventory Allocations for Ledgers	: No
Select Type of Ledger to auto-calculate values in Invoice mode (Cash/Trade discount or invoice rounding values)	: Yes
Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only)	: No
Apply Cost Centres for Ledgers	: Yes
Apply Cost Tracking of Stock Items for Ledgers	: No
Provide Percentage of Calculation and Rounding Method (for auto-calculation during voucher entry)	: Yes
Provide Opening Balances for Ledgers	: Yes
Provide Position Index of Ledgers	: No
Party Details	
Provide Mailing Details	: Yes
For Income and Expense Accounts also	: No
Provide Contact Details	: No
Provide Bank Details	: Yes
Bank Details	
Provide Effective Date of Bank Reconciliation for Bank Ledgers	: No
Provide Bank Account Details for Bank Ledgers	: Yes
Set Bank Reconciliation and e-Payments (for supported Banks only)	: Yes
Provide Cheque Book and Cheque Printing details	: Yes
Set Bank Ledgers as Notional Bank Ledgers (for Post-Dated Vouchers)	: No
Tax Details	
Select type of Duties or Taxes (for Ledgers behaving as Duties & Taxes only)	: Yes
Set Ledgers to behave as Duties and Taxes	: No
Include additional Ledger Value to calculate Assessable Value	: Yes
Party Tax Registration Details	
Provide GST Registration Details	: Yes
Show state and GSTIN/UIN (before reorganisation) for Dadra & Nagar Haveli and Daman & Diu	: No
GST Details	
Provide GST Rate details for Ledgers	: Yes
For Non-Revenue Accounts also	: No

Name	Traveling Expenses
Under	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

Ledger Alteration		M/s. Shriram Electronics	
Name : Travelling Exp		Total Opening Balance	
(alias) :		78,88,944.00 Dr	
		78,88,944.00 Cr	
Under : Indirect Expenses	Mailing Details		
	Name : Travelling Exp		
	Address :		
Type of Ledger : ♦ Not Applicable	State :		
Cost centres are applicable : Yes	Country : ♦ Not Applicable		
	Mobile no. :		
Statutory Details	Provide Contact Details : No		
Is GST applicable : ♦ Not Applicable	Banking Details		
Set/Alter GST Details : No	Provide bank details : No		
Type of Supply : Services	Tax Registration Details		
	PAN/IT No. :		
		Accept ?	
		Yes or No	
Opening Balance (on 1-Apr-20) :			

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)

○ Cost Center allocation In Voucher Entry

241) Transaction : Cash Paid for Petrol Expenses Cost Center **Head Office**

Date	Account	Particulars	Amount
01/08/20	Cash	Petrol Expenses	210.00

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

F2 : Date	01/08/2020
Accounts	Cash
Particular	Petrol Expenses
Amount	210.00
Name of Cost Center	Head Office
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Creation		M/s. Shriram Electronics	
Payment	No. 39	1-Aug-20 Saturday	
Account	: Cash		
Current balance	: 8,69,928.90 Dr		
Particulars		Amount	
Petrol Expenses		210.00	
Cur Bal: 360.00 Dr			
Head Office	210.00 Dr		
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 Factory 2.
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 Center Head Office.
274	01/08/2020	Paid Cash To Petrol Exp. Rs. 80/- Cost Center Branch Office.
275	01/08/2020	Paid Cheque No.224437 of Rs.350/- To Electricity Exp. Cost Center Head Office.
276	01/08/2020	Paid Cheque No.224538 of Rs. 420/- To Telephone Exp. Cost Center Factory 2.
277	01/08/2020	Paid Cash To Postage & Courier Rs. 90/- Cost Center Factory 1.

- 1) Press **Esc** & Return to **Gateway of Tally**
Check Whether you have entered it Correctly.
 1) **Gateway of Tally > Display More Reports > Statement of Accounts > Cost Centres > Cost Centre Summary**

M/s. Shriram Electronics			
Cost Category Summary		M/s. Shriram Electronics Shubham 1-Apr-20 to 1-Aug-20	
Particulars	Transactions		Closing Balance
	Debit	Credit	
	9,405.00		9,405.00 Dr
	1,255.00		1,255.00 Dr
	1,620.00		1,620.00 Dr
Primary Cost Category	2,470.00		2,470.00 Dr
Branch Office	4,060.00		4,060.00 Dr
Factory 1			
Factory 2			
Head Office			

○ Using of Cost Centre In as Voucher Format

○ rCreate Purchase Voucher using As Voucher Format

1) Gateway of Tally > Voucher > Press **F9** : Press **Ctrl+H** : Change Mode > Select As Voucher

M/s. Shriram Electronics	
Change Voucher Mode	
As Voucher	
List of Modes/Usages	
Item Invoice	
Accounting Invoice	
As Voucher	

2) Press **F12** : **Configure** > Select **Use Cr/Dr instead of To/By** during Voucher Entry to 'Yes'

Configuration			
Show more configurations : No			
General Details		GST Details	
Provide Supplier details	: No	Modify Tax Rate details of GST	: No
Provide Receipt, Order, and Import details	: Yes	Export e-Way Bill details after saving Voucher	: Yes
Provide Order details	: No	Allow Tax difference up to	: 0
Provide Import details	: No	Actual versus Computed Tax	: Greater or Lesser
Use Cr/Dr instead of To/By during voucher entry	: Yes		
Show Inventory details	: Yes		
Provide Supplier Invoice details	: Yes		
Select Cost Centre/Class	: No		
Show list of Cost Centres	: No		
Show list of Bills for selection	: Yes		
Show Final Balances for each Bill	: Yes		
Show Bill-wise Details	: Yes		
Show Bill-wise details in multiple lines	: Yes		
Show Cost Centre details	: Yes		

278) **Transaction** : Purchase Goods From Shri Balaji Ltd With New Ref. No. SBL/03
On Showroom & Cost Center **Head Office**

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Amount
01/08/20	36" LED-LG	85121000	18%	1	3,665	Nos	4,324.70

F2 : Date	01/08/2020
Supplier Invoice No.	SBL/03
Date	01/08/2020
Cr.	Shri. Balaji Ltd
Receipt details	Press Ctrl+A
Party Details	Press Ctrl+A
Amount	4,324.70
Type of Ref.	New Ref.
Name	SBL/03
Amount	Press Enter
Dr.	Purchase A/c
Name of Item	36" LED-LG
Godown	Showroom
Quantity	1 Nos
Rate	Press Enter
Amount	Press Enter
Name of Cost Center	Head Office
Amount	Press Enter
Dr.	CGST
Amount	329.85
Dr.	SGST
Amount	329.85

Accounting Voucher Creation			M/s. Shriam Electronics		1-Aug-20 Saturday	
Purchase No. 46		Date : 1-Aug-20				
Supplier Invoice No.: SBL/03						
Particulars			Debit	Credit		
Cr Shri Balaji Ltd				4,324.70		
Cur Bal: 1,24,024.70 Cr						
New Ref SBL/03 15 Days 4,324.70 Cr						
(16-Aug-20)			3,665.00			
Dr Purchase A/c						
Cur Bal: 15,76,879.00 Dr						
36" LED-LG 1 NOS 3,665.00						
Head Office 3,665.00 Dr						
Dr CGST				329.85		
Cur Bal: 82,790.99 Cr				329.85		
Dr SGST						
Cur Bal: 82,790.99 Cr						
			4,324.70	4,324.70		
Narration:						

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
- 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 Electronics	
Particulars	M/s. Shriram Electronics 1-Apr-20 to 1-Aug-20		
	Closing Balance		
	Debit	Credit	
Capital Account		6,18,476.00	
Loans (Liability)		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		
Grand Total	1,04,99,335.05	1,04,99,335.05	

○ 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 Breakup		M/s. Shriram Electronics	
Particulars	Cost Centre: Branch Office Indirect Expenses M/s. Shriram Electronics 1-Apr-20 to 1-Aug-20		
	Transactions		Closing Balance
	Debit	Credit	
Electricity Exp	415.00		415.00 Dr
Petrol Exp	290.00		290.00 Dr
Postage & Courier Exp	230.00		230.00 Dr
Telephone Exp	320.00		320.00 Dr
Grand Total	1,255.00		1,255.00 Dr

- 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	Agents
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.

○ Creating New Cost Category

1) **Gateway of Tally > Create > Select Show More > Select Cost Category >**

Press **C : Create New**

Primary Cost Category exists by default for the Company.

Do you want to alter Primary Cost Category or create a new Cost Category?

C: Create New
A: Alter Existing

Name	Salesman
Alias	Skip by Pressing Enter
Allocate Revenue Items	Yes
Allocate Non-revenue items	No

Cost Category Creation

Name : Salesman
(alias) :

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	Nilmesh
Alias	Press Enter
Under	Primary
Accept ? Yes or No	Yes

Cost Centre Creation	
Category	: Salesman
Name	: Nilmesh
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

4) Likewise Create a New Cost Center 'Yash' & Nikhil Under Category **Salesman**

5) Press **Esc** & return to **Gateway of Tally**

Sr. No	Date	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

Cost Allocations for : **Travelling Expenses**
Upto: ₹ 470.00 Dr

Cost Category	Name of Cost Centre	Amount
Primary Cost Category		
	Head Office	470.00
Salesman		
	Nilmesh	470.00

Accounting Voucher Creation		M/s. Shriram Electronics
Payment	No. 58	2-Aug-20 Sunday
Account	: Cash	
Current balance	: 8,67,133.90 Dr	
Particulars		Amount
Travelling Exp		470.00
Cur Bal: 1,750.00 Dr		
Primary Cost Category		
Head Office	470.00 Dr	
Salesman		
Nilmesh	470.00 Dr	
Narration:		470.00

Exercise : Enter the following Payment Transactions using **Cost Centers & Cost Categories**

Sr. No	Date	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 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 Category '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 Category '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**

Cost Category Summary			
M/s Shriram Electronics			
1-Apr-20 to 2-Aug-20			
Particulars	Transactions		Closing Balance
	Debit	Credit	
Primary Cost Category	17,290.00		17,290.00 Dr
Branch Office	1,875.00		1,875.00 Dr
Factory 1	2,300.00		2,300.00 Dr
Factory 2	3,590.00		3,590.00 Dr
Head Office	9,525.00		9,525.00 Dr
Salesman	4,220.00		4,220.00 Dr
Nikhil	1,610.00		1,610.00 Dr
Nilmesh	1,900.00		1,900.00 Dr
Yash	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) on the same date whereas you credit Banks Ledger (In your Account) it is normally not credited by your 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

○ Reconciling Bank Accounts

1) The State Bank Of India has sent you a Bank Statement From 01/04/2020 to 01/05/2020

Bank Statement of SBI

State Bank of India						
STATEMENT OF 01-04-2020 TO 01-05-2020						
Date	Particular	Cheque No.	Transaction Date	Deposit	Withdrawal	Balance Amount
1/4/2020	Opening Balance			2434.00		
1/4/2020	Jain Electronics	111102	1/4/2020	10000.00		12434.00
1/4/2020	Cash	Cash	1/4/2020	10000.00		22434.00
1/4/2020	Cash	065432	1/4/2020		5000.00	17434.00
2/4/2020	Telephone bill Exp	220110	2/4/2020		1200.00	16234.00
2/4/2020	Cash	cash Deposited	2/4/2020	200000.00		216434.00
2/4/2020	LG India Ltd	221200	1/4/2020		125000.00	91234.00
2/4/2020	Legal Charges	221300	2/4/2020		1000.00	90234.00
2/4/2020	Tulsi Departmental Stores	111301	2/4/2020	132000.00		222234.00
2/4/2020	Cash	111404	2/4/2020		50000.00	172234.00
2/4/2020	Electricity Exp.	221410	2/4/2020		1756.00	170478.00
				354434	183956.00	
			Closing Balance		170478.00	
				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.

- 1) Balance as per Company Books
- 2) Amounts not reflected in Bank.
- 3) Balance as per Bank

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.

Bank Reconciliation		M/s. Shriram Electronics						
Ledger: State Bank of India		1-Apr-20 to 1-May-20						
Date	Particulars	Vch Type	(Reconciliation)		Instrument Date	Bank Date	Debit	Credit
			Transaction Type	Instrument No.				
1-Apr-20	Jain Electronics	Receipt						
1-Apr-20	Cash	Cheque/DD		111102	1-Apr-20		10,000.00	
1-Apr-20	Cash	Contra	Cash		1-Apr-20		10,000.00	
1-Apr-20	Cash	Contra	Cheque	065432	1-Apr-20			5,000.00
2-Apr-20	Telephone Bill	Bank Payment	Cheque	220110	2-Apr-20			1,200.00
2-Apr-20	Cash	Contra	Cash		2-Apr-20		2,00,000.00	
2-Apr-20	LG India Ltd.	Bank Payment	Cheque	221200	2-Apr-20			1,25,000.00
2-Apr-20	Legal Charges	Bank Payment	Cheque	221300	2-Apr-20			1,000.00
2-Apr-20	Tulsi Departmental Stores	Receipt	Cheque/DD	111301	2-Apr-20		1,32,000.00	
2-Apr-20	Cash	Contra	Cheque	111404	2-Apr-20			50,000.00
2-Apr-20	Electricity Expenses	Bank Payment	Cheque	221410	2-Apr-20			1,756.00
Balance as per company books:							1,70,478.00	
Amounts not reflected in bank:							3,52,000.00	1,83,956.00
Balance as per bank:							2,434.00	

- 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"

Configuration	
Show Narrations	No
Show Favouring Name/Received From	No
Show Remarks	No
Allow Back-dated Reconciliation	Yes

Order Processing

Order Processing is 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

○ 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

○ 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 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

- 1) 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**

M/s. Shriram Electronics	
More Details	
Details of	: Ledger
Ledger Name	: Videocon India Ltd
Additional Details	:
List of More Details	
General	Show More
Import Details	
Ledger Description	
Voucher Narration	
Order Details	
Party Details	
Consignee Details	
Receipt Details	
GST	
GST - Tax Analysis	

Purchase Order Voucher			
M/s. Shriram Electronics			
GST - Tax Analysis			
Particulars	Taxable Value	Tax rate	Duty/Tax Value
Purchase Taxable	9,500.00		2,660.00
SEMI AUTOMATIC W/M-V (85021100)	9,500.00		2,660.00
Item Value (Purchase Value 9,500.00)	9,500.00		
Central Tax		14%	1,330.00
State Tax		14%	1,330.00
Total			2,660.00

Order Voucher Creation			
M/s. Shriram Electronics			
Purchase Order No. 1			1-Sep-20 Tuesday
Party A/c name : Videocon India Ltd	Order no. : 001		
Current balance : 5,27,113.80 Cr			
Purchase ledger : Purchases A/c			
Current balance : 15,76,879.00 Dr			
Name of Item	Quantity	Rate per Disc %	Amount
SEMI AUTOMATIC W/M-V	1 Nos	9,500.00 Nos	9,500.00
CGST			1,330.00
SGST			1,330.00
Narration:	1 Nos		12,160.00

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	A Purchase order No. 002 is raised to LG India Ltd for 5 Nos Semi Automatic W/M LG @ Rs.10,500 + GST @ 18% for Showroom and the due date is 01/10/2020
297	01/09/2020	A Purchase order No. 003 is raised to Baren International for 1 Nos AC 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

○ **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**

Order Details		M/s. Shriram Electronics				
Purchase Orders(Due Only)		1-Apr-20 to 1-Oct-20				
Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value Due on (overdue)
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 (0 days)
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)
1-Sep-20	004	36" LED-LG To: Kitchen Appliance	3 Nos	3 Nos	3,665.00	10,995.00 1-Oct-20 (0 days)
1-Sep-20	005	21" LCD-V To: Meena Agencies	2 Nos	2 Nos	9,000.00	18,000.00 1-Oct-20 (0 days)
1-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)
			18 Nos	18 Nos		1,58,235.00

- 3) Press **Esc** & return to **Gateway of Tally**

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
Order Details	Ctrl+A
Order No	AG-001
Sales Ledger	Sales A/c
Name of Item	Audio Speed king-LG
Due On	02-Oct-2020
Godown	Showroom
Quantity	10 Nos
Rate	Press Enter
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter

- 2) Press **Ctrl+I : More Details** > Select **Aditi Agencies** > Select **GST – Tax Analysis** for List of More details > **Enter** > Press **Alt+F5 : Detailed**

M/s. Shriram Electronics	
More Details	
Details of	: Ledger
Ledger Name	: Aditi Agencies
Additional Details	:
List of More Details	
Show More	
General	
Dispatch Details	
Export Details	
Ledger Description	
Voucher Narration	
Order Details	
Party Details	
Consignee Details	
Aditi Agencies	
Aditi Agencies	
GST	
GST - Tax Analysis	

Sales Order Voucher		M/s. Shriram Electronics		
GST - Tax Analysis				
Particulars	Taxable Value	Tax rate	Duty/Tax Value	
Sales Taxable	7,800.00		1,404.00	
Audio Speed King-LG (85022100)	7,800.00		1,404.00	
Item Value (Sales Value 7,800.00)	7,800.00	9%	702.00	
Central Tax		9%	702.00	
State Tax				
Total			1,404.00	

Order Voucher Creation		M/s. Shriram Electronics		1-Sep-20 Tuesday	
Sales Order No. 1					
Party A/c name : Aditi Agencies		Order no.		: AG-001	
Current balance : 2,95,917.46 Dr					
Sales ledger : Sales A/c					
Current balance : 23,72,727.00 Cr					
Name of Item	Quantity	Rate	per	Disc %	Amount
Audio Speed King-LG	10 Nos	780.00	Nos		7,800.00
CGST					702.00
SGST					702.00
Narration:		10 Nos			9,204.00

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

- **Exercise :** Enter the Following Sales Order Vouchers
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

○ **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 Details			M/s. Shriram Electronics				
Sales Orders(Due Only)			1-Apr-20 to 2-Oct-20				
Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
Sales Orders Outstanding:							
2-Sep-20	AC-003	AC AUTOMATIC-V From: Amol 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 From: Aditi Agencies	10 Nos	10 Nos	780.00	7,800.00	2-Oct-20 (0 days)
2-Sep-20	HA-004	21"LCD-V From: Hitesh Agencies	2 Nos	2 Nos	10,000.00	20,000.00	2-Oct-20 (0 days)
2-Sep-20	JC-005	24"LCD-V From: Jalaram TV Center	8 Nos	8 Nos	11,590.00	92,720.00	2-Oct-20 (0 days)
2-Sep-20	JE-007	IRON-LG From: Jitendra Electricals	1 Nos	1 Nos	350.00	350.00	2-Oct-20 (0 days)
2-Sep-20	LA-006	AC AUTOMATIC-V From: Laxmi Agencies	2 Nos	2 Nos	23,000.00	46,000.00	2-Oct-20 (0 days)
2-Sep-20	SE-002	36" LED-LG From: Sony Electronics	1 Nos	1 Nos	4,665.00	4,665.00	2-Oct-20 (0 days)
2-Sep-20	SE-008	Audio Speed King-LG From: Shakti Electronics	2 Nos	2 Nos	780.00	1,560.00	2-Oct-20 (0 days)
			30 Nos	30 Nos		2,65,095.00	

- 3) Press **Esc** & return to **Gateway of Tally**

- 1) To Check Whether you have entered Correctly - **Gateway of Tally > Display More Details > Trial Balance**

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Sep-20 Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			61,89,661.80
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		84,40,582.05	
Sales Accounts			23,58,578.25
Purchase Accounts		15,76,879.00	
Direct Expenses		3,069.00	
Indirect Expenses		28,651.00	
Grand Total		1,04,99,335.05	1,04,99,335.05

- 2) Press **Esc** & return to **Gateway of Tally**

- 3) To Check Whether you have entered Correctly - **Gateway of Tally > Stock Summary > Press Alt+F5**

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Sep-20 Closing Balance		
		Quantity	Rate	Value
LG		244 Nos	7,325.73	17,87,478.00
14" LCD-LG		48 Nos	9,000.00	4,32,000.00
165 LTR REF-LG		24 Nos	7,540.00	1,80,960.00
210 LTR REF-LG		4 Nos	10,890.00	43,560.00
24" LCD-LG		15 Nos	9,590.00	1,43,850.00
36" LED-LG		48 Nos	3,665.00	1,75,920.00
Audio Speed King-LG		32 Nos	684.00	21,888.00
FULLY AUTOMATIC WM-LG		33 Nos	11,500.00	3,79,500.00
IRON-LG		1 Nos	300.00	300.00
SEMI AUTOMATIC WM-LG		39 Nos	10,500.00	4,09,500.00
Videocon		265 Nos	9,564.26	25,34,530.00
165" LTR-REF-V		29 Nos	7,740.00	2,24,460.00
19" LED-V		46 Nos	4,200.00	1,93,200.00
21" LCD-V		43 Nos	9,000.00	3,87,000.00
24" LCD-V		43 Nos	10,590.00	4,55,370.00
28" LCD-V		16 Nos	12,000.00	1,92,000.00
AC AUTOMATIC-V		18 Nos	22,000.00	3,96,000.00
FULLY AUTOMATIC WM-V		43 Nos	10,000.00	4,30,000.00
SEMI AUTOMATIC WM-V		27 Nos	9,500.00	2,56,500.00
Grand Total		509 Nos		43,22,008.00

- 4) Press **Esc** & return to **Gateway of Tally**

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.

○ 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

Order Details		M/s. Shriram Electronics					
Amol TV Center (for AC AUTOMATIC-V)		1-Apr-20 to 2-Sep-20					
Sales Orders/All Orders)							
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
Sales Orders Outstanding:							
2-Sep-20	AC-003	Amol TV Center	4 Nos	4 Nos	23,000.00	92,000.00	2-Oct-20
			4 Nos	4 Nos		92,000.00	

Press	Alter+W (Preclose Order)
Pre-Close Quantity	1 Qty & Press Enter
Reason Of Pre-closure	Order Cancelled
Closed On	31/03/2021
Press	Enter

Order Pre-Closure Details			M/s. Shriram Electronics						
Amol TV Center (for AC AUTOMATIC-V)			1-Apr-20 to 2-Sep-20						
Sales Orders/All Orders)									
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Pre-Close Quantity	Nett Balance	Rate (Disc %)	Value	Due on (overdue)
Sales Orders Outstanding:									
2-Sep-20	AC-003	Amol TV Center	4 Nos	4 Nos	1 Nos	3 Nos	23,000.00	92,000.00	2-Oct-20
			Closed on:		31-Mar-21				
Reason for Pre-Close : Order Cancelled			4 Nos	4 Nos	1 Nos	3 Nos		92,000.00	

- 2) Press Esc & return to Gateway of Tally

○ 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

Order Details		M/s. Shriram Electronics				1-Apr-20 to 2-Sep-20	
Item: 165 LTR REF-LG		Purchase Orders(All Orders)					
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Rate (Disc %)	Value	Due on (overdue)
Purchase Orders Outstanding:							
1-Sep-20	006	Nirmal Enterprises	6 Nos	6 Nos	7,540.00	45,240.00	1-Oct-20
			6 Nos	6 Nos		45,240.00	

Press	Alter+W (Pre-close Order)
Pre-Close Quantity	2 Qty & Press Enter
Reason Of Pre-closure	Order Cancelled
Closed On	31/03/2021
Press	Enter

Order Pre-Closure Details			M/s. Shriram Electronics						
Item: 165 LTR REF-LG						1-Apr-20 to 2-Sep-20			
Purchase Orders(All Orders)									
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Pre-Close Quantity	Nett Balance	Rate (Disc %)	Value	Due on (overdue)
Purchase Orders Outstanding:									
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				
			6 Nos	6 Nos	2 Nos	4 Nos	45,240.00		

- 2) Press **Enter** & **Accept** the Screen

Item: 165 LTR REF-LG									
Purchase Orders(All Orders)									
1-Apr-20 to 2-Sep-20									
Date	Order Number	Name of Party	Ordered Quantity	Balance Quantity	Pre-Close Quantity	Nett Balance	Rate (Disc %)	Value	Due on (overdue)
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		6 Nos	6 Nos	2 Nos	4 Nos	45,240.00

Batchwise Details

In this unit, you will learn how to maintain batch information pertaining to Stock Item and their manufacturing date and expiry date.

○ 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. Shriram Electronics	
<i>Show more features</i>	: Yes
<i>Show all features</i>	: Yes
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No

2) Press **Esc** & Return to **Gateway of Tally**

○ 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	
<i>Show more configurations</i>	: Yes
<i>Show all configurations</i>	: No
Inventory Details	
Use Stock Group for Stock Items	: Yes
Use Stock Category for Stock Items	: Yes
Provide Units of Measurement (UoM) for Stock Items	: Yes
Use Alternative Units	: No

2) Gateway of Tally > Create > Stock Item

Name	Crocin
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	Nos
Maintain in Batches?	Yes
Track Date of Manufacture	Yes
Use Expiry Dates	Yes
Set Standard Rates	No
GST 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
Accept ? Yes or No	Yes

Stock Item Creation		M/s. Shriram Electronics	
Name	: Crocin		
(alias)	:		
Under	: Medicines	Statutory Details	
Category	: Pain Killers	GST Applicable	: * Applicable
Units	: Nos	Set/Alter GST Details	: Yes
Additional Details		Type of Supply	: Goods
Maintain in batches	: Yes	Rate of Duty (arg 5)	: 0
Track date of manufacturing	: Yes		
Use expiry dates	: Yes		
Enable cost tracking	: No		
		Quantity	Rate per
Opening Balance :		Value	
		Accept ?	
		Yes or No	

3) Press Enter & Accept the Screen

○ Create Following Stock Items

Name of Items	Under	Category	Unit	Maintain in Batches	Track Date of Mfg	Use Expiry Date	HSN/SAC Code	GST Rate
Combiflam	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%
Strepcils	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%
Dettol	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%
Vicks Action 500	Medicines	Painkillers	Nos	Yes	Yes	Yes	3004	5%

1) Press **Esc** & return to **Gateway of Tally**

○ 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 Allocations for : Crocin							
Godown	Batch/Lot No.		Quantity	Rate	per	Disc %	Amount
	Mfg Dt.	Expiry Date					
Tracking No. : ♦ Not Applicable Order No.: ♦ Not Applicable							
Warehouse	GP/01		150 Nos	2.50	Nos		375.00
	Apr-2020	31-Mar-21					

Accounting Voucher Alteration		M/s. Shriram Electronics		1-Oct-20	
Purchase	No. 47			Thursday	
Supplier Invoice No.:	GP/08	Date	:	1-Oct-20	
Party A/c name	Ganesh Pharma				
Current balance	393.76 Cr				
Purchase ledger	Purchases A/c				
Current balance	15,77,254.00 Dr				
Name of Item	Quantity	Rate per	Disc %	Amount	
Crocin	150 Nos	2.50	Nos	375.00	
CGST				9.38	
SGST				9.38	
Narration:	150 Nos			393.76	

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

Accept ? Yes or No	Yes
SGST	press Enter
CGST	press Enter
Expiry Date	31/03/2021
Mfg. Date	01/01/2020
Amount	Enter
Discount	Enter
Rate per	2.50/-
Quantity	150 Nos
New Number (Batch No.)	GP/01
Godown	Warehouse
Order No	Not Applicable
Tracking No.	Not Applicable
Name of Item	Crocin
Purchase Ledger	Purchases A/c
Party's A/c Name	Ganesh Pharma
Supplier Invoice No	GP/08
F2 : Date	01/10/2020

- Exercise : Enter the Following Purchase Invoice Voucher
1) Following all Item 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**

○ 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**

Batch Vouchers			M/s. Shriram Electronics								
Stock Item : Dettol			Mfg Date : 1-Apr-20		Expiry Date : 1-Dec-22		1-Oct-20 to 31-Oct-20				
Batch Name: GP/20											
Date	Particulars	Vch Type	Vch No.	Inwards		Outwards		Closing			
				Quantity	Value	Quantity	Value	Quantity	Value		
1-Oct-20	Ganesh Pharma	Purchase	50	250 Nos	4,000.00			250 Nos	4,000.00		
Totals as per 'Default' valuation :				250 Nos	4,000.00	0 Nos		250 Nos	4,000.00		

- 4) Press **Esc** & Return to **Gateway of Tally**

- 1) To Check Whether You have entered Correctly- **Gateway of Tally > Display More Reports > Trial Balance**

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics Shubham 1-Apr-20 to 1-Oct-20	
		Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			61,94,856.30
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		84,40,582.05	
Sales Accounts			23,58,578.25
Purchase Accounts		15,82,073.50	
Direct Expenses		3,069.00	
Indirect Expenses		28,651.00	
Grand Total		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**

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 1-Oct-20		
		Closing Balance		
		Quantity	Rate	Value
LG		244 Nos	7,325.73	17,87,478.00
Medicines		1,070 Nos	4.85	5,194.50
Videocon		265 Nos	9,564.26	25,34,530.00
Grand Total		1,579 Nos		43,27,202.50

- 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

○ Activation of Price List

- 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	
Show more features : Yes Show all features : Yes	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: Yes
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: Yes
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

- 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

Price List							
M/s. Shriram Electronics							
Under Group : LG							
Price Level : Wholesale Sales		Applicable From: 1-Oct-20					
S.No.	Particulars	Quantities		Rate	Disc. % (if any)	Historical Details	
		From:	Less than			Rate	Disc. %
1.	36" LED-LG	4 NOS	10 NOS	4,665.00/NOS	5 %		3,665.00/NOS
				4,665.00/NOS	10 %		
2.	14" LCD-LG			10,000.00/NOS	5 %		9,000.00/NOS
3.	24" LCD-LG			10,590.00/NOS	5 %		9,590.00/NOS
4.	165 LTR REF-LG	2 NOS	5 NOS	8,540.00/NOS	5 %		7,540.00/NOS
				8,540.00/NOS	10 %		
5.	AUDIO SPEED KING - LG			780.00/NOS			684.00/NOS
6.	210 LITER REF-LG			11,890.00/NOS			10,890.00/NOS
7.	FULLY AUTO W/M - LG			12,500.00/NOS	5 %		11,500.00/NOS
8.	IRON-LG			350.00/NOS			300.00/NOS
9.	SEMI AUTO W/M-LG	1 NOS	5 NOS	11,500.00/NOS	5 %		10,500.00/NOS
				11,500.00/NOS			
						Accept ?	
						Yes or No	

6) Press **Enter** & **Accept** the Screen & Return to **Gateway of Tally**
Whole Sale Sales Price List of Videocon

Price List							
M/s. Shriram Electronics							
Under Group : Videocon							
Price Level : Whole Sales Sales		Applicable From: 1-Oct-20					
S.No.	Particulars	Quantities		Rate	Disc. % (if any)	Historical Details	
		From:	Less than			Rate	Disc. %
1.	165" LTR-REF-V	1 Nos	5 Nos	8,240.00/Nos	5 %		7,740.00/Nos
				8,240.00/Nos	7 %		
2.	19" LED-V	5 Nos	7 Nos	5,000.00/Nos	5 %		4,200.00/Nos
				5,000.00/Nos	7 %		
3.	21" LCD-V	2 Nos	10 Nos	10,000.00/Nos	7 %		9,000.00/Nos
				10,000.00/Nos	10 %		
4.	24" LCD-V	2 Nos	5 Nos	11,590.00/Nos	5 %		10,590.00/Nos
				11,590.00/Nos	7 %		
5.	28" LCD-V			12,700.00/Nos			12,000.00/Nos
6.	AC AUTOMATIC-V			23,000.00/Nos			22,000.00/Nos
7.	FULLY AUTOMATIC W/M-V	2 Nos	4 Nos	11,990.00/Nos	2 %		10,000.00/Nos
				11,990.00/Nos	5 %		
8.	SEMI AUTOMATIC W/M-V	5 Nos	10 Nos	9,990.00/Nos	5 %		9,500.00/Nos
				9,990.00/Nos	7 %		
						Accept ?	
						Yes or No	

7) Press **Enter** & **Accept** the Screen & Press **Esc** & return to **Gateway of Tally**

O Create a Sales Voucher Using Price Level

314) Sold Goods to Amol TV Center On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/10/2020	19" LED-V	85030010	28%	5	5,000	Nos	5%	30,400.00
02/10/2020	165 Liter-Ref-LG	85022100	18%	5	8,540	Nos	10%	45,347.40
Total								75,747.40

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

F2 : Date	02/10/2020
Ref.	Press Enter
Date	Press Enter
Party's A/c Name	Amol TV Center
Dispatch Details	Ctrl+A
Price Level	Whole Sales
Sales Ledger	Sales A/c
Name of Item	19" LED-V
Tracking Number	Not Applicable
Order Number	Not Applicable
Godown	Warehouse
Quantity	5 Nos
Amount	Press Enter
Name of Item	165 Liter-Ref-LG
Tracking Number	Not Applicable
Order Number	Not Applicable
Godown	Warehouse
Quantity	5 Nos
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Creation		M/s. Shriram Electronics	
Sales No.	67	Date	2-Oct-20 Friday
Reference No.		Price Level	Whole Sales Sales
Party A/c name	Amol TV Center		
Current balance	51,124.80 Dr		
Sales ledger	Sales A/c		
Current balance	23,72,727.00 Cr		
Name of Item		Quantity	Rate per Disc % Amount
19" LED-V		5 Nos	5,000.00 Nos 5 % 23,750.00
165 LTR REF-LG		5 Nos	8,540.00 Nos 10 % 38,430.00
			62,180.00
CGST			6,783.70
SGST			6,783.70
Provide GST/e-Way Bill details: No			
Narration:		10 Nos	75,747.40

Bill-wise Details for : Amol TV Center
Upto: ₹ 75,747.40 Dr

Type of Ref	Name	Due Date, or Credit Days (wef: 2-Oct-20)	Amount Dr/ Cr
New Ref	67	10 Days (12-Oct-20)	75,747.40 Dr

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
Total								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
Total								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%	5	11,590	Nos	7%	68,983.68
02/10/2020	14" LCD-LG	85121000	18%	5	10,000	Nos	5%	56,050.00
Total								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. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Oct-20		
		Closing Balance		
		Quantity	Rate	Value
LG		231 Nos	7,273.19	16,80,108.00
14" LCD-LG		43 Nos	9,000.00	3,87,000.00
165 LTR REF-LG		17 Nos	7,540.00	1,28,180.00
210 LTR REF-LG		4 Nos	10,890.00	43,560.00
24" LCD-LG		14 Nos	9,590.00	1,34,260.00
36" LED-LG		48 Nos	3,665.00	1,75,920.00
Audio Speed King-LG		32 Nos	684.00	21,888.00
FULLY AUTOMATIC WM-LG		33 Nos	11,500.00	3,79,500.00
IRON-LG		1 Nos	300.00	300.00
SEMI AUTOMATIC WM-LG		39 Nos	10,500.00	4,09,500.00
Medicines		1,070 Nos	4.85	5,194.50
Combiflam		250 Nos	1.25	312.50
Crocin		150 Nos	2.50	375.00
Dettol		250 Nos	16.00	4,000.00
Strepcils		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
21" LCD-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
FULLY AUTOMATIC WM-V		43 Nos	10,000.00	4,30,000.00
SEMI AUTOMATIC WM-V		27 Nos	9,500.00	2,56,500.00
Grand Total		1,547 Nos		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

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics Shubham 1-Apr-20 to 2-Oct-20	
		Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			62,59,407.14
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		87,75,748.89	
Sales Accounts			26,29,194.25
Purchase Accounts		15,82,073.50	
Direct Expenses		3,069.00	
Indirect Expenses		28,651.00	
Grand Total		1,08,39,696.39	1,08,39,696.39

- 2) Press **Esc** & return to **Gateway of 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 products. It is list of Component to Manufacture/assemble another product.

○ 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			
Show more configurations	: Yes		
Show all configurations	: No		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> General Details Provide aliases for Name : Yes Provide language aliases for Name : No Provide Part No. for Stock Items : No Provide Descriptions for Stock Items : No Inventory Details Use Stock Group for Stock Items : Yes Use Stock Category for Stock Items : Yes Provide Units of Measurement (UoM) for Stock Items : Yes Use Alternative Units : No Maintain Stock Items in Batches : Yes Set Components List (Bill of Materials) in Stock Items : Yes Provide Standard Buying and Selling Rates : No Provide MRP Details : No Is Cost Tracking applicable for Stock Items : Yes Set default Accounting Allocations for Stock Items (in Invoice Mode) : No Provide Opening Balances for Stock Items : Yes </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> GST Details Set GST details : Yes Statutory Details Set Inclusive of Duties and Taxes option : No Provide Rate of Duty : Yes </td> </tr> </table>		General Details Provide aliases for Name : Yes Provide language aliases for Name : No Provide Part No. for Stock Items : No Provide Descriptions for Stock Items : No Inventory Details Use Stock Group for Stock Items : Yes Use Stock Category for Stock Items : Yes Provide Units of Measurement (UoM) for Stock Items : Yes Use Alternative Units : No Maintain Stock Items in Batches : Yes Set Components List (Bill of Materials) in Stock Items : Yes Provide Standard Buying and Selling Rates : No Provide MRP Details : No Is Cost Tracking applicable for Stock Items : Yes Set default Accounting Allocations for Stock Items (in Invoice Mode) : No Provide Opening Balances for Stock Items : Yes	GST Details Set GST details : Yes Statutory Details Set Inclusive of Duties and Taxes option : No Provide Rate of Duty : Yes
General Details Provide aliases for Name : Yes Provide language aliases for Name : No Provide Part No. for Stock Items : No Provide Descriptions for Stock Items : No Inventory Details Use Stock Group for Stock Items : Yes Use Stock Category for Stock Items : Yes Provide Units of Measurement (UoM) for Stock Items : Yes Use Alternative Units : No Maintain Stock Items in Batches : Yes Set Components List (Bill of Materials) in Stock Items : Yes Provide Standard Buying and Selling Rates : No Provide MRP Details : No Is Cost Tracking applicable for Stock Items : Yes Set default Accounting Allocations for Stock Items (in Invoice Mode) : No Provide Opening Balances for Stock Items : Yes	GST Details Set GST details : Yes Statutory Details Set Inclusive of Duties and Taxes option : No Provide Rate of Duty : Yes		

3) Press **Enter** & **Accept** the screen & Press **ESC** & return to **Gateway of Tally**

○ 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. Shriram Electronics	
Name	: Manufacturing Journal		
(alias)	:		
General		Printing	Name of Class
Select type of voucher	: Stock Journal	Print voucher after saving	: No
Abbreviation	: Stk Jml		
Activate this Voucher Type	: Yes		
Method of voucher numbering	: Automatic		
Use advanced configuration	: No		
Use effective dates for vouchers	: No		
Allow zero-valued transactions	: No		
Make this voucher type as 'Optional' by default	: No		
Allow narration in voucher	: Yes		
Use as a Manufacturing Journal	: Yes		
Track Additional Costs for Purchases	: No		
		Accept ?	
		Yes or No	

1) Press **Enter** & **Accept** the Screen

2) Press **Esc** & return to **Gateway of Tally**

○ **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	05	2250
Mother Board - IBM	20	3000	Warehouse	20	60000
RAM - IBM	15	1150	Warehouse	15	17250
SMPS - IBM	16	1350	Warehouse	16	21600
Speakers - IBM	05	1800	Warehouse	05	9000
Processor - IBM	02	3000	Warehouse	02	6000
Key Board - IBM	25	250	Warehouse	25	6250
Mouse - IBM	30	150	Warehouse	30	4500
LCD Monitor - IBM	05	5900	Warehouse	05	29500

1) Gateway of Tally > Create > Stock Group

Stock Group Creation	
Name (alias)	: Parts of Computers
Under	: ♦ Primary
Should quantities of items be added Set/Alter GST Details	: Yes : No

2) Gateway of Tally > Create > Stock Item

Stock Item Alteration (Secondary)		M/s. Shriram Electronics	
Name (alias)	: Cabinet-IBM		
Under Category	: Parts of Computers : ♦ Not Applicable	Statutory Details GST Applicable : ♦ Applicable Set/Alter GST Details : Yes	
Units	: Nos	Type of Supply : Goods	
Additional Details Maintain in batches : No Alter components (BOM) : No Enable cost tracking : No		Rate of Duty (eg 5) :	
Opening Balance		Quantity	Rate per Value

GST Details for Stock Item:
Cabinet-IBM

HSN/SAC Details

Description :
HSN/SAC :
Is non-GST goods : No

Tax Details
(From 1-Apr-20)

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

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	12 %
Central Tax	Based on Value	6 %
State Tax	Based on Value	6 %
Cess	Based on Value	0 %

3) Gateway of Tally > Voucher > F9 : Purchase

Accounting Voucher Alteration		M/s. Shriram Electronics			
Purchase	No. 52		1-Nov-20		
Supplier Invoice No.:	Date :		Sunday		
Party A/c name : IBM Pvt Ltd					
Current balance : 2,98,648.00 Cr					
Purchase ledger : Purchases A/c					
Current balance : 18,48,723.50 Dr					
Name of Item	Quantity	Rate per	Disc %	Amount	
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	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:				201 Nos	2,98,648.00

4) Press **Enter** & **Accept** the Screen5) Press **Esc** & return to **Gateway of Tally**

0 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 - Computer
Under	Mfg. Item (create the group if it does not exist.)
Category	Not Applicable
Units	Nos
Maintain in Batch?	No
Set Components (BOM)?	Yes
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	: Default
Components of	: IBM-Computer
Unit of manufacture	: 1 Nos

Item	Godown	Quantity
Cabinet-IBM	Warehouse	1 Nos
DVD Writer-IBM	Warehouse	1 Nos
CPU Fan - IBM	Warehouse	1 Nos
Hard Disk - IBM	Warehouse	1 Nos
Internal Modem - IBM	Warehouse	1 Nos
Mother Board - IBM	Warehouse	1 Nos
RAM - IBM	Warehouse	1 Nos
SMPS-IBM	Warehouse	1 Nos
Speakers-IBM	Warehouse	1 Nos
Processor P4-IBM	Warehouse	1 Nos
Key Board-IBM	Warehouse	1 Nos
Mouse-IBM	Warehouse	1 Nos
LCD Monitor	Warehouse	1 Nos

2) Press **Enter** and **Accept** the Bill of Material and then press **Ctrl+A** to save the **Default Bill of Material** and **Components List**

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%
Type of Supply	Goods
Accept ? Yes or No	Yes

GST Details for Stock Item:
IBM - Computer

HSN/SAC Details

Description : **Computer**
HSN/SAC : **8471**

Tax Details
(From 1-Apr-20)

Calculation type : **On Value**
Taxability : **Taxable**

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

Stock Item Creation M/s. Shriram Electronics

Name : **IBM - Computer**
(alias) :

Under Category	: Mfg. Item	Statutory Details
Units	: ♦ Not Applicable	GST Applicable : ♦ Applicable
		Set/Alter GST Details : Yes
		Type of Supply : Goods
Additional Details		Rate of Duty (eg 5) : 0
Maintain in batches	: No	
Set components (BOM)	: Yes	
Set standard rates	: No	

	Quantity	Rate per	Value	Accept ?
Opening Balance	:			Yes or No

4) Press **Enter** & **Accept** the screen

○ 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

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

Inventory Voucher Creation				M/s. Shriram Electronics						
Manufacturing Journal No. 1				1-Nov-20 Sunday						
Name of product: IBM-Computer				Manufacture of Materials						
% of Cost allocation 100 %		Batch name:		Name of BOM: Default		Godown: Warehouse		Qty : 2 Nos		
				Mfg date:		Expiry date:				
Components (Consumption)				Co-Product/By-Product/Scrap						
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
Cabinet-IBM	Warehouse	2 Nos	1,850.00/Nos	3,700.00	♦ End of List					
DVD Writer-IBM	Warehouse	2 Nos	1,150.00/Nos	2,300.00						
CPU Fan - IBM	Warehouse	2 Nos	450.00/Nos	900.00						
Hard Disk - IBM	Warehouse	2 Nos	2,100.00/Nos	4,200.00						
Internal Modem - IBM	Warehouse	2 Nos	450.00/Nos	900.00						
Mother Board - IBM	Warehouse	2 Nos	3,000.00/Nos	6,000.00						
RAM - IBM	Warehouse	2 Nos	1,150.00/Nos	2,300.00						
SMPS-IBM	Warehouse	2 Nos	1,350.00/Nos	2,700.00						
Speakers-IBM	Warehouse	2 Nos	1,800.00/Nos	3,600.00						
Processor P4-IBM	Warehouse	2 Nos	3,000.00/Nos	6,000.00	Cost of components:					45,200.00
Key Board-IBM	Warehouse	2 Nos	250.00/Nos	500.00	Type of Additional Cost					Percentage
Mouse-IBM	Warehouse	2 Nos	150.00/Nos	300.00	Labour Expenses					700.00
LCD Monitor	Warehouse	2 Nos	5,900.00/Nos	11,800.00						
				Total Addl. Cost	:					700.00
				Effective Cost	:					45,900.00
				Allocation to Primary Item	:					45,900.00
				Effective rate of Primary Item	:					22,950.00/Nos
				26 Nos	:					
				45,200.00	:					

- 1) To Check Whether you have entered Correctly -
Gateway of Tally > Display More Reports > Trial Balance

Trial Balance		M/s. Shriram Electronics	
Particulars		M/s. Shriram Electronics 1-Apr-20 to 1-Nov-20 Closing Balance	
		Debit	Credit
Capital Account			6,18,476.00
Loans (Liability)			13,32,619.00
Current Liabilities			65,26,057.14
Fixed Assets		2,74,654.00	
Investments		1,75,500.00	
Current Assets		87,75,748.89	
Sales Accounts			26,29,194.25
Purchase Accounts		18,48,723.50	
Direct Expenses		3,069.00	
Indirect Expenses		28,651.00	
Grand Total		1,11,06,346.39	1,11,06,346.39

- 2) Press **Esc** & Return to **Gateway of Tally**
 3) To Check Whether you have entered Correctly -
Gateway of Tally > Stock Summary

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 1-Nov-20 Closing Balance		
		Quantity	Rate	Value
LG		231 Nos	7,273.19	16,80,108.00
Medicines		1,070 Nos	4.85	5,194.50
Mfg.Item		2 Nos	22,950.00	45,900.00
Parts of Computers		175 Nos	1,265.43	2,21,450.00
Videocon		246 Nos	9,683.33	23,82,100.00
Grand Total		1,724 Nos		43,34,752.50

- 4) Press **Esc** & Return to **Gateway of Tally**

Zero-Value Entries In Voucher

When you need to raise an Invoice for free samples as Zero rated Tax. Which means that the amount of 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

Voucher Type Alteration		M/s. Shriram Electronics	
Name	: Sales		
(alias)	:		
General		Printing	Name of Class
Select type of voucher	: Sales	Print voucher after saving	: No
Abbreviation	: Sale		
Activate this Voucher Type	: Yes	Use for POS invoicing	: No
Method of voucher numbering	: Automatic	Default title to print	:
Use advanced configuration	: No	Default bank	: ♦ Not Applicable
Use effective dates for vouchers	: No	Default jurisdiction	:
Allow zero-valued transactions	: Yes	Set/alter declaration	: No
Make this voucher type as 'Optional' by default	: No		
Allow narration in voucher	: Yes		
Provide narrations for each ledger in voucher	: No		
Enable default accounting allocations	: No		

- 2) Press **Enter & Accept** the Screen

0 Create the Following Ledger

- 1) Gateway of Tally > Create > Ledger

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

Ledger Creation		M/s. Shriram Electronics	
Name : Sample A/c		Total Opening Balance	
(alias) :		78,88,944.00 Dr	
		78,88,944.00 Cr	
Under : Sales Accounts		Mailing Details	
Inventory values are affected : Yes		Name :	
Type of Ledger : ♦ Not Applicable		Address :	
Cost centres are applicable : No			
Statutory Details		Banking Details	
Is GST applicable : ♦ Not Applicable		Provide bank details : No	
Set/Alter GST Details : No		Tax Registration Details	
Include in assessable value calculation for : ♦ Not Applicable		PAN/IT No. :	
Opening Balance (on 1-Apr-20) :		Accept ?	
		Yes or No	

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

○ **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

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

Recording Sales Transaction :

320) Goods Sold To Bhavsar T.V. Center On Warehouse

Date	Description of Goods	HSN/SAC Code	GST Rate	Qty	Rate	Per	Disc %	Amount
02/11/2020	IBM Computer	8471	18%	1	24,200	Nos	0%	28,556.00
02/11/2020	Audio Speed King-LG	85022100	18%	1		Nos		
Total								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
Ref.	Press Enter
Party's A/c Name	Bhavsar TV Center
Dispatch Details	Press Ctrl+A
Party Details	Press Ctrl+A
Price Level	Not Applicable
Name of Item	IBM Computer
Tracking Number	Not Applicable
Order Number	Not Applicable
Godown	Warehouse
Quantity	1 Nos
Rate	24,200
Per	Nos
Discount	0%
Amount	Press Enter
Particulars	Sales A/c
Name of Item	Audio Speed king-LG
Tracking Number	Not Applicable
Order Number	Not Applicable
Godown	Warehouse
Quantity	1 Nos
Rate	Press Spacebar
Per	Nos
Amount	Press Enter
Particulars	Sample A/c
Amount	Press Enter
CGST	Press Enter
SGST	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Alteration		M/s. Shriram Electronics		2-Nov-20 Monday	
Sales No. 72					
Reference No.	Date		Price Level	♦ Not Applicable	
Party A/c name : Bhavsar TV Center					
Current balance : 1,23,280.40 Dr					
Name of Item		Quantity	Rate per	Disc %	Amount
IBM Computer		1 Nos	24,200.00	Nos	24,200.00
Audio Speed King LG		1 Nos			24,200.00
					2,178.00
CGST					2,178.00
SGST					
		2 Nos			28,556.00
Narration:					

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		Nos		
Total								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		Nos		
Total								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**

Stock Summary		M/s. Shriram Electronics		
Particulars		M/s. Shriram Electronics 1-Apr-20 to 2-Nov-20 Closing Balance		
		Quantity	Rate	Value
LG		228 Nos	7,361.58	16,78,440.00
Medicines		1,070 Nos	4.85	5,194.50
Mfg. Item		1 Nos	22,950.00	22,950.00
Parts of Computers		175 Nos	1,265.43	2,21,450.00
Videocon		244 Nos	9,635.66	23,51,100.00
Grand Total		1,718 Nos		42,79,134.50

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

Budget & Control

In Tally you can create multiple budgets. There could be a budget for Specific purposes e.g. for Head Office, Marketing etc.

Budget figure can be compared against actual to get Budget Variance. The main purpose of Budgeting is to control the expenses.

Activation of Budget & Control

- 1) 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 :

Budget Creation					
Name	: Office Budget				
Under	: ♦ Primary				
Period of Budget		Set / Alter Budgets of			
From:	To:	Groups	Ledgers	Cost Centres	
1-Apr-20	31-Mar-21	☒ Yes	☐ No	☐ No	

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

M/s. Shriram Electronics			
Group Budgets Under 'Office Budget'			
(From 1-Apr-20 to 31-Mar-21)			
Group Name	Cost Centre	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
Deposits (Asset)	♦ Not Applicable	On Closing Balance	2,00,000.00
Investments	♦ Not Applicable	On Closing Balance	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 Electronics			
Ledger Budgets Under 'Office Budget'			
(From 1-Apr-20 to 31-Mar-21)			
Account Name	Cost Centre	Type of Budget	Amount
Petrol Expenses	◆ 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

- 9) Press **Enter** & **Accept** the Screen
- 10) Press **Esc** & Return to **Gateway of Tally**

○ 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

- 4) From : 01/04/2020
 5) To : 31/03/2021
 6) Method of Stock valuation : Default
 7) Type of Value to show : Office Budget
 8) Show Variances : No.
 9) Balance Sheet with office Budget Column

Balance Sheet		
M/s. Shriram Electronics		
	M/s. Shriram Electronics Shubham Actuals as at 2-Nov-20	M/s. Shriram Electronics Shubham Office Budget as at 31-Mar-21
Sources of Funds:		
Capital Account		
Loans (Liability)	6,18,476.00	8,00,000.00
Current Liabilities	13,32,619.00	15,00,000.00
Branch / Divisions	65,39,653.14	75,00,000.00
Suspense A/c		
Profit & Loss A/c		
Opening Balance	1,73,905.25	
Current Period	1,73,905.25	(-)60,700.00
Less: Transferred		60,700.00
Total	86,64,653.39	98,00,000.00
Application of Funds:		
Fixed Assets	2,74,654.00	3,50,000.00
Investments	1,75,500.00	2,50,000.00
Current Assets	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**
- 0 **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.**

Group Summary		M/s. Shriram Electronics			
Particulars	Indirect Expenses M/s. Shriram Electronics 1-Apr-20 to 2-Nov-20 Actuals		Indirect Expenses M/s. Shriram Electronics 1-Apr-20 to 31-Mar-21 Office Budget		
	Closing Balance		Closing Balance		
	Debit	Credit	Debit	Credit	
Advertisement Expenses	2,200.00		4,500.00		
Electricity Expenses	5,081.00				
Legal Charges	1,000.00				
Office Expenses	600.00		6,700.00		
Petrol Expenses	1,685.00		5,000.00		
Postage & Courier	1,790.00		3,000.00		
Printing & Stationery Exp.	750.00				
Salary Expenses	3,000.00		12,000.00		
Shop Rent Expenses	3,000.00				
Telephone Bill	4,745.00		9,500.00		
Travelling Expenses	4,800.00		8,000.00		
Grand Total	28,651.00		48,700.00		

8) Press **Esc** & return to **Gateway of Tally**

○ 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	
Show more configurations	: Yes
Show all configurations	: Yes
General Details	
Provide aliases for Name	: Yes
Provide language aliases for Name	: No
Provide Description for Ledgers	: No
Provide Notes for Ledgers	: No
Use Price Levels for Party Ledgers	: No
Maintain balances Bill-by-Bill	: Yes
For Non-Trading Accounts also	: No
Provide Credit Limits	: Yes
Use Inventory Allocations for Ledgers	: Yes
Select Type of Ledger to auto-calculate values in Invoice mode (Cash/Trade discount or invoice rounding values)	: Yes
Select Appropriation Methods to allocate Additional Costs (in Invoice Mode for Purchases only)	: No
Apply Cost Centres for Ledgers	: Yes
Apply Cost Tracking of Stock Items for Ledgers	: No
Provide Percentage of Calculation and Rounding Method (for auto-calculation during voucher entry)	: Yes
Provide Opening Balances for Ledgers	: Yes
Provide Position Index of Ledgers	: No
Party Details	
Provide Mailing Details	: Yes
For Income and Expense Accounts also	: No
Provide Contact Details	: No
Provide Bank Details	: Yes
Bank Details	
Provide Effective Date of Bank Reconciliation for Bank Ledgers	: No
Provide Bank Account Details for Bank Ledgers	: Yes
Set Bank Reconciliation and e-Payments (for supported Banks only)	: Yes
Provide Cheque Book and Cheque Printing details	: Yes
Set Bank Ledgers as Notional Bank Ledgers (for Post-Dated Vouchers)	: No
Tax Details	
Select type of Duties or Taxes (for Ledgers behaving as Duties & Taxes only)	: Yes
Set Ledgers to behave as Duties and Taxes	: No
Include additional Ledger Value to calculate Assessable Value	: Yes
Party Tax Registration Details	
Provide GST Registration Details	: Yes
Show state and GSTIN/UIN (before reorganisation) for Dadra & Nagar Haveli and Daman & Diu	: No
GST Details	
Provide GST Rate details for Ledgers	: Yes
For Non-Revenue Accounts also	: No

3) Specify Credit Limits - Rs. 10000 & Save Ledger

Ledger Alteration		M/s. Shriram Electronics	
Name (alias)	Sumeet Electricals	Total Opening Balance	
		78,88,344.00 Dr	
		78,88,344.00 Cr	
Under	Sundry Debtors (Current Assets)	Mailing Details	
Maintain balances bill-by-bill	Yes	Name	Sumeet Electricals
Default credit period		Address	Nagpur
Check for credit days during voucher entry	No	State	Maharashtra
Specify credit limit	10,000.00 Dr	Country	India
Override credit limit using post-dated transactions	No	Pincode	
Inventory values are affected	No	Banking Details	
Cost centres are applicable	No	Provide bank details	No
		Tax Registration Details	
		PAN/T No	
		Registration type	Regular
		GSTIN/UIN	27AAUPJ5184G1Z7
		Set/After GST details	No
Opening Balance (on 1-Apr-20) :		3,140.00 Dr	

4) Press **Enter** & **Accept** the Screen5) 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 Monday	
Reference No	:	Date	:
Party A/c name	Sumeet Electricals	Price Level	♦ Not Applicable
Current balance	3,140.00 Dr Credit Limit : 10,000.00 Dr		
Name of Item		Quantity	Rate per Disc % Amount
19"LED-V		3 NOS	5,000.00 NOS 15,000.00
CGST			2,100.00
SGST			2,100.00
		Error Oops! Credit Limit of 'Sumeet Electricals' 10,000.00 Dr exceeded ! (Current :22,340.00 Dr)	

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 users who are placed at each of these levels. What a user can do or can't do while using Tally is decided by the 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 handling 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**

○ 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.

○ 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	: M/s. Shriram Electronics	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/s. Shriram Electronics	Books beginning from	: 1-Apr-20
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai	Security	
		Control User Access to Company Data	: Yes
		Username (Administrator)	: admin
		Password	: ***
		Confirm Password	: ***
State	: Maharashtra	Enable TallyAudit features	: No
Country	: India	Disallow opening in Educational Mode	: No
Pincode	: 400001		
Telephone	: 022-2345678		
Mobile	: 7123456789		
Fax	:		
E-mail	: Shriram@gmail.com		
Website	: www.shriram.com		
Base Currency symbol	: ₹		
Formal name	: INR		

- 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**

Creating A New Security Levels

- 1) **Gateway of Tally** > Press **Alt+K : Company** > **User Roles** > Select **Data Entry** > Press **Enter**
- 2) The Level Definition 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**

Security Levels	
Name of security level	: Data Entry
Use Basic Facilities of	: Data Entry
Days allowed for Back Dated vouchers	: 0
Cut-off date for Back Dated vouchers	:
Set/Alter rules for Print Before Save	: No
(also applicable for Export/E-Mail/Upload)	
Allow to override tax details	: No
Exclude On Account from Bill Allocations	: No
Exclude New Number from Item Allocations	: No
(for tracking/orders)	
Allow company to connect	: No
Use Tally.NET Authentication	: No
Disallow the following Facilities <i>(others will be allowed)</i> Allow the following Facilities <i>(to re-enable disallowed facilities)</i>	
Full Access	Profit & Loss A/c
Full Access	Balance Sheet
Full Access	Cash Flow
Full Access	Bank Books
Full Access	Stock Query
Full Access	Interest Calculations
Full Access	Audit Listings
Full Access	Stock Summary
Full Access	Inventory Masters
Full Access	Trial Balance
Full Access	Ledger Voucher Details
Full Access	Back Dated Vouchers
Create	Vouchers
Display	Sales Register
Display	Purchase Register
Display/Print	Day Book
Full Access	Group Summary
Full Access	Price List
Full Access	Voucher Registers
Full Access	Company Features
Full Access	Accounts Masters
Full Access	Alter Voucher Bank Allocations

13) Press **Ctrl + A** & **Accept** the screen

14) Press **Esc** and return to **Gateway of Tally**

○ 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.

1) **Gateway of Tally > Press Alt+K : Company > Users and Passwords >** do as shown in following screen

List of Users for Company					
Name: M/s. Shriram Electronics					
User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access	Allow Local TDL Files
Data Entry	shri	***	No	No	No

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.

Gateway of Tally	
CURRENT PERIOD 1-Apr-20 to 31-Mar-21	CURRENT DATE Monday, 2-Nov-2020
NAME OF COMPANY M/s. Shriram Electronics	DATE OF LAST ENTRY 2-Nov-20
Gateway of Tally MASTERS Create Alter Chart of Accounts TRANSACTIONS Vouchers Day Book UTILITIES Banking REPORTS Display More Reports Quit	

● **Exercise :** Enter the Following Payment Voucher in **Data Entry Operator Level**

○ **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
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.	250
02/11/2020	Cash	Travelling Expenses	20
02/11/2020	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	Cash	Transportation Exp.	415

Tally Audit

This is a means available to the Administrator / Auditor (who is an Auditor in Tally's eye?) to track if 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?.

○ Alter the Company

- 1) Gateway of Tally > Press **Alt+K** : Company > Security > Set options
Enable Tally Audit features to 'Yes'

Security And User Access	
Company Name	: M/s. Shriram Electronics
Control User Access to Company Data	: Yes
Username (Administrator)	: admin
Password	: *
Confirm Password	: *
E-mail ID for Browser Access	: ♦ None
Enable Tally Audit features	: Yes
Disallow opening in Educational Mode	: No
Add Users after saving Security settings	: No

- 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		1-Apr-20 to 2-Nov-20	
User Wise					
Name		User Type	Entered	Altered	
admin	Administrator		395		
shri	Data Entry		23		
Total			418		

- 5) Select **Shri** User > Select **Payment** > Enter > Select **November** > Enter

User Statistics		M/s. Shriram Electronics			
User Name : shri				1-Apr-20 to 2-Nov-20	
Name				Entered	Altered
Accounting Masters				10	
Ledger				10	
Types of Vouchers				12	
Payment				12	
Grand Total				22	

Tally Audit Listing					
List of Entered/Altered Payment Vouchers					
M/s. Shriram Electronics					
1-Nov-20 to 30-Nov-20					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
2-Nov-20	Salary Expenses Entered By : shri	Payment	73	3,000.00	
2-Nov-20	Office Expenses Entered By : shri	Payment	74	500.00	
2-Nov-20	Petrol Expenses Entered By : shri	Payment	75	250.00	
2-Nov-20	Travelling Expenses Entered By : shri	Payment	76	20.00	
2-Nov-20	Transportation Expenses Entered By : shri	Payment	77	15.00	
2-Nov-20	Postage & Courier Entered By : shri	Payment	78	90.00	
2-Nov-20	Electricity Expenses Entered By : shri	Payment	79	750.00	
2-Nov-20	Office Expenses Entered By : shri	Payment	80	240.00	
2-Nov-20	Shop Rent Expenses Entered By : shri	Payment	81	1,000.00	
2-Nov-20	Telephone Bill Entered By : shri	Payment	82	315.00	
2-Nov-20	Hamali Expenses Entered By : shri	Payment	83	215.00	
2-Nov-20	Transportation Expenses Entered By : shri	Payment	84	415.00	

- 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

○ 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 for Backup	
Backup Destination Path : D:\Tallyprime\backup	
Company Name	Number
M/s. Shriram Electronics	(10000)
Accept ? Yes or No	

- 5) Press **Enter** & **Accept** the Screen

○ **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

Restore Companies		
Select Companies for Restore		
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 No		

- 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'**

Company: M/s. Shriram Electronics	
Show more features : Yes Show all features : Yes	
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: Yes
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: Yes
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: Yes
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

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
- Rate: type 10%
- Select: 30 Day Month
- On : All Balances

Interest Parameters					
Calculate Interest Based on	: Voucher Date				
Include transaction date for interest calculation:					
For amounts added	: No				
For amounts deducted	: No				
Rate : 10 % per 30-Day Month	on All Balances				
<table border="1"> <thead> <tr> <th>Interest Balances</th> </tr> </thead> <tbody> <tr> <td>All Balances</td> </tr> <tr> <td>Credit Balances Only</td> </tr> <tr> <td>Debit Balances Only</td> </tr> </tbody> </table>		Interest Balances	All Balances	Credit Balances Only	Debit Balances Only
Interest 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.

○ **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 Interest Calculation			M/s. Shriram Electronics		
Ledger : State Bank of India			1-Apr-20 to 31-Mar-21		
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	2-Apr-20	2-Apr-20	1 days	10 %	58.11 Dr
1,70,478.00 Dr	3-Apr-20	1-Jul-20	90 days	10 %	51,143.40 Dr
8,53,562.80 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	10 %	1,37,326.61 Dr
			Grand Total		
			2,09,092.40 Dr		

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**

Ledger Interest Calculation					
Ledger : COSMOS BANK			M/s. Shriram Electronics		1-Apr-20 to 2-Nov-20
Balance	From:	To:	Total Days	Rate %	Interest
9,83,069.00 Cr	1-Apr-20	2-Nov-20	218 days	10 %	7,07,809.68 Cr
Grand Total 7,07,809.68 Cr					

○ 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.

○ 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.

○ 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**
- Amounts to be treated as Compound Interest : **No**
- In the Class Screen that comes up set the other options as above

M/s. Shriram Electronics					
Class: Simple Interest					
Use Class for Interest Accounting : Yes					
Amounts to be treated as Compound Interest : No					
If you wish to restrict the groups to which this class can be used, specify them here.					
Exclude these Groups			Include these Groups		
Default Accounting Allocations for all items in Invoice (except for the items specified below)					
Ledger Name	Set/Alter Tax Class ?	Percentage %	Rounding Method	Rounding Limit	Override using Item Default ?
Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice					
Ledger Name	Type of Calculation	Value Basis	Rounding Method	Rounding Limit	Remove if Zero ?

Voucher Type Alteration		M/s. Shriram Electronics	
Name : Debit Note			
(alias) :			
General		Printing	Name of Class
Select type of voucher	: Debit Note	Print voucher after saving	: No
Abbreviation	: D/Note		
Activate this Voucher Type	: Yes		
Method of voucher numbering	: Automatic	Default title to print	:
Use advanced configuration	: No		
Use effective dates for vouchers	: 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		
			Simple Interest

- You are taken back to the Debit Note Voucher type Alteration Screen
- Type **Compound Interest** For the Second Class.
- Use **Class for Interest Accounting?** To '**Yes**'
- Amount to be treated as **compound Interest ?** to '**Yes**'

Voucher Type Alteration		M/s. Shriram Electronics	
Name	: Debit Note		
(alias)	:		
General		Printing	Name of Class
Select type of voucher	: Debit Note	Print voucher after saving	: No
Abbreviation	: D/Note		
Activate this Voucher Type	: Yes		
Method of voucher numbering	: Automatic	Default title to print	:
Use advanced configuration	: No		
Use effective dates for vouchers	: 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		

M/s. Shriram Electronics						
Class: Compound Interest						
Use Class for Interest Accounting	: Yes					
Amounts to be treated as Compound Interest	: Yes					
If you wish to restrict the groups to which this class can be used, specify them here.						
Exclude these Groups			Include these Groups			
Default Accounting Allocations for all items in Invoice (except for the items specified below)						
Ledger Name	Set/Alter	Percentage %	Rounding	Rounding	Override using	
	Tax Class ?		Method	Limit	Item Default ?	
Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice						
Ledger Name	Type of Calculation	Value	Rounding Method	Rounding	Remove	
		Basis		Limit	if Zero ?	

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'

M/s. Shriram Electronics	
More Details	
Under	: Indirect Incomes
Add	:
List of Ledger Details	
Show More	
General Details	
Name and Alias	
Description	
Notes	
Bill-wise Details	No
Inventory Values are affected	No
Method of appropriation	♦ Not Applicable
Cost centre applicability	No
Opening balance	
Statutory Details	
GST Details	♦ Applicable
Party Details	
Party Bank details	

Cost Centre	
Cost centres are applicable	: No

Ledger Creation		M/s. Shriram Electronics	
Name	: Interest Received	Total Opening Balance	
(alias)	:		
		78,88,944.00 Dr	
		78,88,944.00 Cr	
Under	: Indirect Incomes	Mailing Details	
Type of Ledger	: ♦ Not Applicable	Name	
Activate interest calculation	: No	Address	
		State	
		Country	
		Pincode	
		Mobile no.	
		Provide Contact Details	
		No	
Statutory Details		Provide bank details	
Is GST applicable	: ♦ Not Applicable	No	
Set/Alter GST Details	: No	Tax Registration Details	
Include in assessable value calculation for	: ♦ Not Applicable	PAN/IT No.	
Opening Balance		(on 1-Apr-20) :	
		Accept ?	
		Yes or No	

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

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.

Dr.	State Bank of India	2,09,092.40/-
Cr.	Interest 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 up with the calculated Interest)	
Bank Allocation Screen	Press Ctrl+A
Cr.	Interest Received
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Alteration		M/s. Shriram Electronics	
Debit Note	No. 1	Voucher class : Simple Interest	31-Mar-21 Wednesday
Particulars	Debit	Credit	
Dr State Bank of India	2,09,092.40		
Cur Bal: 3,79,332.00 Dr		2,09,092.40	
Cr Interest Received			
Cur Bal: 2,09,092.40 Cr			
	2,09,092.40	2,09,092.40	
Narration:			

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

○ 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
Rate : 5 % per 365-Day Year	on All Balances

Viewing Interest Calculation on Outstanding transactions

2) Gateway of Tally > Display More Reports > Statements of Accounts > Interest Calculations > Ledger > Bhavsar TV Center

Ledger Interest Calculation		M/s. Shrin Electronics		
Ledger : Bhavsar TV Center		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	30,231.60 Dr		120.10 Dr
2-Nov-20	72	28,556.00 Dr	28,556.00 Dr	582.86 Dr
		3,06,828.78 Dr	1,08,234.78 Dr	5,017.37 Dr

3) Press **Esc** & return to **Gateway of Tally**

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**

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**

Ledger Interest Calculation		M/s. Shriram Electronics		
Ledger : Kitchen Appliance		1-Apr-20 to 31-Mar-21		
Date	Ref. No.	Opening Amount	Pending Amount	Interest
2-May-20	KA/01	25,600.00 Cr	25,600.00 Cr	14,208.00 Cr
1-Jun-20	KA-06	80,640.00 Cr		4,166.40 Cr
1-Jun-20	KA-05	76,800.00 Cr		3,968.00 Cr
1-Jun-20	KA-04	60,800.00 Cr		3,141.33 Cr
1-Jun-20	KA/03	24,780.00 Cr		1,280.30 Cr
1-Jun-20	KA/02	64,000.00 Cr		3,306.67 Cr
		3,32,620.00 Cr	25,600.00 Cr	30,070.70 Cr

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	Interest Paid
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Alteration		M/s. Shriram Electronics		31-Mar-21 Wednesday	
Credit Note No. 1		Voucher class : Simple Interest			
Particulars		Debit		Credit	
Cr Kitchen Appliance				15,862.70	
Cur Bal: 16,79,764.70 Cr					
New Ref 1	15,862.70 Cr				
Dr Interest Paid		15,862.70			
Cur Bal: 15,862.70 Dr					
Provide GST details : No					
Narration:				15,862.70	15,862.70

4) Press **Enter & Accept** the Screen

○ 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 |

○ 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'

Configuration

Use advance interest parameters : **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	: No
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	
Rate : % per	on

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

○ **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**

Ledger Interest Calculation					M/s. Shriram Electronics
Ledger : HDFC BANK					1-Apr-20 to 31-Mar-21
Balance	From:	To:	Total Days	Rate %	Interest
88,765.00 Dr	1-Apr-20	1-Jun-20	62 days	10 %	1,607.79 Dr
88,765.00 Dr	2-Jun-20	1-Sep-20	92 days	12 %	2,684.84 Dr
88,765.00 Dr	2-Sep-20	31-Mar-21	211 days	15 %	7,697.02 Dr
Grand Total					11,889.65 Dr

○ **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 Parameters	
Calculate Interest Transaction-by-Transaction	: Yes
Override Parameters for each Transaction	: Yes
Override advanced parameters	: Yes
Include transaction date for interest calculation:	
For amounts added	: No
For amounts deducted	: No
Rate : 5 % per 30-Day Month	on All Balances
Applicability : Past Due Date by	0 days Calculate From : Date specified during entry
Rounding : ♦ Not Applicable	
Rate : 10 % per 30-Day Month	on All Balances
Applicability : Past Due Date by	0 days Calculate From : Date specified during entry
Rounding : ♦ Not Applicable	
Rate : 15 % per 30-Day Month	on All Balances
Applicability : Past Due Date by	0 days Calculate From : Date specified during entry
Rounding : ♦ Not Applicable	

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.

○ **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

Rate : 5 % per 30-Day Month on All Balances

Applicability : Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

Rounding : ♦ Not Applicable

Rate : 10 % per 30-Day Month on All Balances

Applicability : Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

Rounding : ♦ Not Applicable

Rate : 15 % per 30-Day Month on All Balances

Applicability : Always

From: Eff. Date of Transaction

Date: 2-Nov-20 To:

Rounding : ♦ Not Applicable

4) Press **Esc** & return to **Gateway of Tally**

● 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**

Ledger Interest Calculation				M/s. Shriram Electronics			
Ledger : Aditi Agencies				1-Apr-20 to 31-Mar-21			
Date	Ref. No.			Opening Amount	Pending Amount	Interest	
2-Nov-20	73			12,800.00 Dr	12,800.00 Dr	19,072.00 Dr	
12,800.00 Dr	3-Nov-20	31-Mar-21	149 days	5 %	3,178.67 Dr		
12,800.00 Dr	3-Nov-20	31-Mar-21	149 days	10 %	6,357.33 Dr		
12,800.00 Dr	3-Nov-20	31-Mar-21	149 days	15 %	9,536.00 Dr		
				12,800.00 Dr	12,800.00 Dr	19,072.00 Dr	

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.

○ 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'**

Company: M/s. Shriram Electronics	
Show more features : Yes Show all features : Yes	
Accounting Maintain Accounts : Yes Enable Bill-wise entry : Yes Enable Cost Centres : Yes Enable Interest Calculation : Yes	Taxation 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
Inventory Maintain Inventory : Yes Integrate Accounts with Inventory : Yes Enable multiple Price Levels : No	Online Access Enable Browser Access for Reports : Yes Enable Tally.NET Services for Remote Access & Synchronisation : No
Enable Batches : Yes Maintain Expiry Date for Batches : Yes Enable Job Order Processing : No Enable Cost Tracking : Yes Enable Job Costing : No Use Discount column in invoices : 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

324) Transaction : Purchased following Items From Sharp Electronics, Pune on Credit

Invoice No. SE-005

Date	Name of Item	GST Rate	Actual Qty	Billed Qty	Free Qty	Godown	Rate	Amount
01/12/20	36" LED-LG	18%	20 Nos	15 Nos	5 Nos	Showroom	3665	54,975/-
01/12/20	28" LCD-V	28%	10 Nos	7 Nos	3 Nos	Warehouse	12000	84,000/-

Accounting Voucher Creation				M/s. Shriram Electronics				
Purchase		No. 53						
Supplier Invoice No.: SE/005		Date : 1-Dec-20		1-Dec-20 Tuesday				
Party A/c name : Sharp Electronics								
Current balance : 1,25,900.00 Cr								
Purchase ledger : Purchase A/c								
Current balance : 18,48,723.50 Dr								
Name of Item				Quantity		Rate per Disc %		Amount
				Actual	Billed			
36" LED-LG				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								16,707.75
SGST								16,707.75
Narration:				30 NOS	22 NOS			1,72,390.50

4) Press **Enter & Accept** the Screen & return to **Gateway of Tally**

● **Exercise** : Enter the Following 2 Purchase Invoice Voucher

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	Amount
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	-	-

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. Shriram Electronics		1-Dec-20 Tuesday	
Sales No. 75		Reference No :		Date :	
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 %	
				Amount	
		Actual		Billed	
36" LED-LG		11 Nos		10 Nos	
				4,665.00 Nos	
				46,650.00	
28" LCD-V		5 Nos		4 Nos	
				12,700.00 Nos	
				50,800.00	
				97,450.00	
CGST					
				11,310.50	
SGST					
				11,310.50	
Provide GST/e-Way Bill details: No					
Narration:		16 Nos		14 Nos	
				1,20,071.00	

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	-	-

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

Stock Summary		M/s. Shriram Electronics		
Particulars	M/s. Shriram Electronics			
	1-Apr-20 to 31-Mar-21			
	Closing Balance			
	Quantity	Rate	Value	
LG	269 Nos	6,627.85	17,82,890.48	
Medicines	1,070 Nos	4.85	5,194.50	
Mfg.Item	1 Nos	22,950.00	22,950.00	
Parts of Computers	175 Nos	1,265.43	2,21,450.00	
Videocon	258 Nos	9,391.58	24,23,028.57	
Grand Total	1,773 Nos		44,55,513.55	

- 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**

Trial Balance		M/s. Shriram Electronics	
Particulars	M/s. Shriram Electronics		
	1-Apr-20 to 31-Mar-21		
	Closing Balance		
	Debit	Credit	
Capital Account		6,18,476.00	
Loans (Liability)		13,32,619.00	
Current Liabilities		69,60,003.84	
Fixed Assets	2,74,654.00		
Investments	1,75,500.00		
Current Assets	93,01,578.29		
Sales Accounts		28,89,844.25	
Purchase Accounts	22,03,910.50		
Direct Expenses	3,714.00		
Indirect Incomes		2,09,092.40	
Indirect Expenses	50,678.70		
Grand Total	1,20,10,035.49	1,20,10,035.49	

- 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

○ Create the ledger

1) Gateway of Tally > Create > Ledger

Name	Krishna Co. Ltd
Under	Sundry Creditors
Maintain Balance Bill-by-Bill ?	Yes
Check for credit days during voucher entry	No
Activate Interest Calculation	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
Accept ? Yes or No	Yes

Ledger Alteration		M/s. Shriram Electronics	
Name : Krishna Co.Ltd (alias) :		Total Opening Balance 78,88,944.00 Dr 78,88,944.00 Cr	
Under : Sundry Creditors (Current Liabilities)	Mailing Details Name : Krishna Co.Ltd Address : Rajasthan		
Maintain balances bill-by-bill : Yes Default credit period : Check for credit days during voucher entry : No	State : Rajasthan Country : India Pincode : Set/alter multiple mailing details : No		
Activate interest calculation : No	Banking Details Provide bank details : No Tax Registration Details PAN/T No : Registration type : Regular GSTIN/UIN : 08ABCDE7890F1Z2 Set/Alter GST details : No		
Opening Balance (on 1-Apr-20) :		Accept ? Yes or No	

2) Press **Enter** & **Accept** the screen

○ Create the ledger

1) Gateway of Tally > Create > Ledger

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

Ledger Alteration (Secondary)		M/s. Shriram Electronics	
Name (alias)	IGST Purchase A/c		
Under	: Purchase Accounts	Mailing Details Name : Address :	
Type of Ledger	: ♦ Not Applicable	Banking Details Provide bank details : No	
Activate interest calculation	: No	Tax Registration Details PAN/IT No. :	
Statutory Details Is GST applicable : ♦ Applicable Set/Alter GST Details : ☒ Yes Type of Supply : Goods			
Opening Balance (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
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 :
Is non-GST goods : No
Nature of transaction : **Interstate Purchase Taxable**

Tax Details
(From 1-Apr-20)

Taxability : Taxable
Is reverse charge applicable : No
Is ineligible for input credit : No

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

2) Press **Enter** & **Accept** the Screen

○ Creating New Stock Item

1) **Gateway of Tally > Create > Stock Item**

Name	Inverter Battery
Under	Batteries (Press Alt+C to Create the new Stock group under Primary)
Units	Nos
Maintain in Batches	No
Enable Cost tracking	No
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

Stock Item Creation		M/s. Shriram Electronics	
Name	: Inverter Battery		
(alias)	:		
Under	: Batteries		
Units	: NOS		
Additional Details		Statutory Details	
Maintain in batches	: No	GST Applicable	: ☒ Applicable
Enable cost tracking	: No	Set/Alter GST Details	: Yes
		Type of Supply	: Goods
		Rate of Duty (eg 5)	: 0
Opening Balance		Quantity	Rate per Value
		Accept ?	
		Yes or No	

GST Details for Stock Item:		
Inverter Battery		
HSN/SAC Details		
Description	:	Battery
HSN/SAC	:	89632105
Tax Details		
(From 1-Apr-20)		
Calculation type	:	On Value
Taxability	:	Taxable
Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

2) Press **Enter** & **Accept** the Screen

○ 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		31-Mar-21 Wednesday	
Purchase	No. 56				
Supplier Invoice No.:	KC/011	Date	:	31-Mar-21	
Party A/c name	: Krishna Co. Ltd				
Current balance					
Purchase ledger	: IGST Purchase A/c				
Current balance					
Name of Item	Quantity		Rate per	Disc %	Amount
	Actual	Billed			
Inverter Battery	5 NOS	5 NOS	7,500.00	NOS	37,500.00
IGST					6,750.00
Narration:	5 NOS	5 NOS			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

o Create the ledger

1) Gateway of Tally > Create > Ledger

Name	Super Batteries
Under	Sundry Debtors
Maintain Balance Bill-by-Bill ?	Yes
Default Credit Period	Press Enter
Check for credit days during voucher entry	No
Activate Interest Calculation	No
Address	Amritsar
State	Punjab
Country	India
Set/alter multiple mailing details	No
Provide bank details	No
Registration Type	Regular
GSTIN/UIN	03SBSBS6868B1Z1
Set/alter GST details	No
Accept ? Yes or No	Yes

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance	
Name	: Super Batteries			78,88,944.00 Dr	
(alias)	:			78,88,944.00 Cr	
Under	: Sundry Debtors (Current Assets)	Mailing Details			
Maintain balances bill-by-bill	: Yes	Name	: Super Batteries		
Default credit period	:	Address	: Amritsar		
Check for credit days during voucher entry	: No	State	: Punjab		
Activate interest calculation	: No	Country	: India		
		Pincode	:		
		Set/alter multiple mailing details	: No		
		Banking Details			
		Provide bank details	: No		
		Tax Registration Details			
		PAN/IT No.	:		
		Registration type	: Regular		
		GSTIN/UIN	: 03SBSBS6868B1Z1		
		Set/Alter GST details	: No		
Opening Balance (on 1-Apr-20) :				Accept ?	Yes or No

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

○ Create the ledger

1) Gateway of Tally > Create > Ledger

Name	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

Ledger Creation		M/s. Shriram Electronics		Total Opening Balance
Name	: IGST Sales A/c			78,88,944.00 Dr
(alias)	:			78,88,944.00 Cr
Under	: Sales Accounts	Mailing Details		
Type of Ledger	: ♦ Not Applicable	Name	:	
Activate interest calculation	: No	Address	:	
Statutory Details		Banking Details		
Is GST applicable	: ♦ Applicable	Provide bank details	: No	
Set/Alter GST Details	: Yes	Tax Registration Details		
Type of Supply	: goods	PAN/IT No.	:	
Opening Balance (on 1-Apr-20) :				

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

Recording Sales Entry :

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

Date	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	Inverter Battery
Tracking No.	Not Applicable
Order No.	Not Applicable
Godown	Showroom
Quantity (Actual)	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

Accounting Voucher Creation		M/s. Shriram Electronics :		31-Mar-21 Wednesday	
Sales	No. 80				
Party A/c name	: Super Batteries				
Current balance	:				
Sales ledger	: IGST Sales A/c				
Current balance	:				
Name of Item	Quantity		Rate per	Disc %	Amount
	Actual	Billed			
Inverter Battery	4 NOS	4 NOS	10,500.00	NOS	42,000.00
IGST					7,560.00
Narration:	4 NOS	4 NOS			49,560.00

2) Press **Enter** & **Accept** the screen & Return to **Gateway 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.

1) Gateway of Tally > Balance Sheet

2) In the Balance sheet Screen Press **Alt+E : Export** > Select **Current** > 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
Show company Address	Yes
File Format	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. Shriram Electronics

Export Configuration

Folder Path

List of Configurations

[Show More](#)

Export Settings	
File Format	Excel (Spreadsheet)
Update existing file	Yes
Export to	Local drive
Folder Path	D:\Tally Prime\Data
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. & Bsheel** is Automatic Open

M/s. Shriram Electronics			
Balance Sheet			
1-Apr-20 to 31-Mar-21			
Liabilities	M/s. Shriram Electronics as at 31-Mar-21	Assets	M/s. Shriram Electronics as at 31-Mar-21
Capital Account	618476.00	Fixed Assets	274654.00
R.C.PATEL	618476.00	Computer	25950.00
Loans (Liability)	1332619.00	Cycle	1286.00
Bank OD A/c	983069.00	Furniture	13131.00
Unsecured Loans	349550.00	Hero Honda	48623.00
Current Liabilities	6960003.84	Ornaments	185664.00
Duties & Taxes	177638.42	Investments	175500.00
Sundry Creditors	6782365.42	Bank of Baroda Shares A/c	26000.00
Profit & Loss A/c	384967.00	Indira Vikas Patra	16500.00
Opening Balance		N.S.C.	100000.00
Current Period	384967.00	Sachin R.D. A/c	16500.00
		Surbhi R.D. A/c	16500.00
		Current Assets	8845911.84
		Closing Stock	4455513.55
		Deposits (Asset)	158283.00
		Sundry Debtors	2887470.39
		Cash-in-Hand	856573.90
		Bank Accounts	488071.00
Total	9296065.84	Total	9296065.84

○ 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
Page Size	A4
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 Electronics	
Export Configuration	
List of Configurations	
	Show Less
Report Details	
Show Percentages	No
Exclude Accounts with zero Closing Balance	No
Auto Column	
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	
Show Page Number	No
Company Details	
Show Company Name	Yes
Show Company Address	No
Show Phone No.	No
Show Website	No
Show CIN	No
Export Settings	
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

2) Accept to export the Masters to an JPEG (Image) file.

3) The exported file is saved in the default Tally Prime folder

○ 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

○ 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. Shriram Electronics		Total Opening Balance
Name	: HDFC BANK			
(alias)	:			
				78,88,944.00 Dr
				78,88,944.00 Cr
Under	: Bank Accounts (Current Assets)	Mailing Details		
Cost centres are applicable	: No	Name	: HDFC BANK	
Activate interest calculation	: Yes	Address	:	
Bank Account Details		State	: Maharashtra	
A/c holder's name	: M/s. Shriram Electronics	Country	: India	
A/c no.	:	Pincode	:	
IFS code	:	Tax Registration Details		
Bank name	: ♦ Not Applicable			
Branch	:			
Bank Configuration		GSTIN/UID		
Set cheque books	: No			
Enable cheque printing	: Yes			
Set cheque printing configuration	: Yes			
Enable auto reconciliation	: No			
Opening Balance (on 1-Apr-20) : 88,765.00 Dr				

○ 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.

○ 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

Cheque Printing Configuration for : HDFC BANK
(All Dimensions in mm 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		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		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
Separator width	: 0	Width area	: 40
Distance between Characters	: 2.90	Print Currency Symbol	: No
Party's / Payee Name			
Distance of Line from Top Edge	: 24		
Starting Location from Left Edge	: 21		
Width area	: 135		
Company Signatory Details			
Company Name on Cheque	:	M/s. Shriram Electronics	
Print Company Name on Cheque	:	Yes	
Salutation of 1st Signatory (if 2 signatories)	:	Signatory One	
Salutation of 2nd or Single Signatory	:	Signatory Two	
Distance from Top Edge	:	65	
Starting Location from Left Edge	:	145	
Width of Signature area	:	50	
Height of Signature area	:	10	

(To Preview the settings press Alt+P)

STATE BANK OF INDIA CHEQUE PRINTING CONFIGURATION

Cheque Printing Configuration for : State Bank of India
(All Dimensions in mm 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		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		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
Separator width	: 0	Width area	: 40
Distance between Characters	: 2.90	Print Currency Symbol	: No
Party's / Payee Name			
Distance of Line from Top Edge	: 24		
Starting Location from Left Edge	: 21		
Width area	: 135		
Company Signatory Details			
Company Name on Cheque	:	M/s. Shriram Electronics	
Print Company Name on Cheque	:	Yes	
Salutation of 1st Signatory (if 2 signatories)	:	Signatory One	
Salutation of 2nd or Single Signatory	:	Signatory Two	
Distance from Top Edge	:	65	
Starting Location from Left Edge	:	145	
Width of Signature area	:	50	
Height of Signature area	:	10	

(To Preview the settings press Alt+P)

Printing Cheques

1) Gateway of Tally > Voucher > Press **F5** : Bank Payment

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		M/s. Shriram Electronics	
Bank Payment	No. BP/0036/20-21		31-Mar-21 Wednesday
Account	: State Bank of India		
Current balance	: 3,44,332.00 Dr		
Particulars	Amount		
LG India Ltd.			35,000.00
Cur Bal: 23,65,656.76 Cr			
On Account	35,000.00 Dr		
Narration:			35,000.00

Bank Allocations for : State Bank of India		
For: 35,000.00		
Ledger Name	Transaction Type	Amount
LG India Ltd.	Cheque	35,000.00
Cheque range	: ♦ Not Applicable	
Inst. no.	: 123456	Inst. date : 31-Mar-21

4) Select **I** : Preview & Press **Enter**

<u>A/c Payee</u>	3 1 0 3 2 0 2 1
LG India Ltd.	
Thirty Five Thousand Only	
	**35,000.00
	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.

○ Invoice Printing :

332) Transaction :

Date	Particulars
31/03/2021	Sold Following Goods to Aditi Agencies on Credit of 10 days from Showroom

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	1	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	1	11890
22	165 LTR-REF-V	28%	Showroom	2	8240

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

Accounting Voucher Alteration M/s. Shriram Electronics

Sales No. 78 31-Mar-21 Wednesday

Party A/c name : Aditi Agencies
 Current balance : 9,36,968.12 Dr
 Sales ledger : Sales A/c
 Current balance : 32,68,529.25 Cr

Name of Item	Quantity		Rate per Disc %	Amount
	Actual	Billed		
14" LCD-LG	2 NOS	2 NOS	10,000.00 NOS	20,000.00
165 LTR REF-LG	1 NOS	1 NOS	8,540.00 NOS	8,540.00
210 LITER REF-LG	1 NOS	1 NOS	11,890.00 NOS	11,890.00
24" LCD-LG	2 NOS	2 NOS	10,590.00 NOS	21,180.00
36" LED-LG	3 NOS	3 NOS	4,665.00 NOS	13,995.00
AUDIO SPEED KING - LG	2 NOS	2 NOS	780.00 NOS	1,560.00
FULLY AUTO W/M - LG	1 NOS	1 NOS	12,500.00 NOS	12,500.00
SEMI AUTO W/M-LG	1 NOS	1 NOS	11,500.00 NOS	11,500.00
165 LTR-REF-V	2 NOS	2 NOS	8,240.00 NOS	16,480.00
19"LED-V	3 NOS	3 NOS	5,000.00 NOS	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-AUTOMATIC-V	2 NOS	2 NOS	23,000.00 NOS	46,000.00
FULLY AUTO W/M-V	2 NOS	2 NOS	11,990.00 NOS	23,980.00
SEMI AUTO W/M-V	1 NOS	1 NOS	9,990.00 NOS	9,990.00
SEMI AUTO W/M-LG	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 REF-LG	1 NOS	1 NOS	11,890.00 NOS	11,890.00
165 LTR-REF-V	1 NOS	1 NOS	8,240.00 NOS	8,240.00
				3,78,685.00
CGST				45,154.15
SGST				45,154.15
	38 NOS	38 NOS		4,68,993.30

Narration:

- 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**
- 5) Type **Optimise printing to save paper** and Press **Enter**

M/s. Shriram Electronics S	
Print Configuration	
Optimise printing to save paper	
List of Configurations	
1 ▲	
Voucher Details	
Use Simple Invoice format	No
Show Customer's Seal and Signature	No
Show Serial No.	Yes
Show Quantity	Yes
Show Quantity with Alternate Unit	Yes
Show Alternate Unit in separate column	No
Show Actual Quantity	No
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	
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
Header Information	
Title	Tax Invoice
Subtitle (if any)	
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

8) Type **Height of simple invoice (in Inches)** & Press **Enter**

Printer Settings	
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

Tax Invoice							
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				Invoice No.		Dated	
				78		31-Mar-21	
Buyer (Bilto) Aditi Agencies Pune GSTIN/UIN : 27AHNPJ4751B2ZE State Name : Maharashtra, Code : 27				Delivery Note		Mode/Terms of Payment	
				Reference No. & Date.		Other References	
				Buyer's Order No.		Dated	
				Dispatch Doc No.		Delivery Note Date	
				Dispatched through		Destination	
				Terms of Delivery			
SI No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	14" LCD-LG	85121000	2 NOS	10,000.00	NOS		20,000.00
2	165 LTR REF-LG	85022100	1 NOS	8,540.00	NOS		8,540.00
3	210 LITER REF-LG	85022100	1 NOS	11,890.00	NOS		11,890.00
4	24" LCD-LG	85121000	2 NOS	10,590.00	NOS		21,180.00
5	36" LED-LG	85121000	3 NOS	4,665.00	NOS		13,995.00
6	AUDIO SPEED KING - LG	85022100	2 NOS	780.00	NOS		1,560.00
7	FULLY AUTO W/M - LG	85022100	1 NOS	12,500.00	NOS		12,500.00
8	SEMI AUTO W/M-LG	85022100	1 NOS	11,500.00	NOS		11,500.00
9	165 LTR-REF-V	85021100	2 NOS	8,240.00	NOS		16,480.00
10	19"LED-V	85030010	3 NOS	5,000.00	NOS		15,000.00
11	21"LCD-V	85030010	3 NOS	10,000.00	NOS		30,000.00
12	24" LCD-V	85030010	2 NOS	11,590.00	NOS		23,180.00
13	28" LCD-V	85030010	1 NOS	12,700.00	NOS		12,700.00
14	AC-AUTOMATIC-V	85021100	2 NOS	23,000.00	NOS		46,000.00
15	FULLY AUTO W/M-V	85021100	2 NOS	11,990.00	NOS		23,980.00
16	SEMI AUTO W/M-V	85021100	1 NOS	9,990.00	NOS		9,990.00
17	SEMI AUTO 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	210 LITER REF-LG	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							45,154.15
Total			38 NOS				₹ 4,68,993.30
Amount Chargeable (in words) INR Four Lakh Sixty Eight Thousand Nine Hundred Ninety Three and Thirty paise Only							
HSN/SAC		Taxable Value	Central Tax		State Tax		Total
			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	14%	16,346.40	14%	16,346.40	32,692.80
Total		3,78,685.00		45,154.15		45,154.15	90,308.30
Tax Amount (in words) : INR Ninety Thousand Three Hundred Eight and Thirty paise Only							
Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.				for M/s Shriram Electronics S Authorised Signatory			
This is a Computer Generated Invoice							

- 11) Press **Esc** and Return to **Configure** option Screen
 12) Select **Use Simple Invoice format** and Press **Enter**

M/s. Shriram Electronics S	
Print Configuration	
Use Simple Invoice format	
List of Configurations	
Show More	
Voucher Details	
Use Simple Invoice format	Yes
Show Customer's Seal and Signature	No
Show Serial No.	Yes
Show Quantity	Yes
Show Quantity with Alternate Unit	Yes
Show Alternate Unit in separate column	No
Show Actual Quantity	No
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	
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
Header Information	
Title	Tax Invoice
Subtitle (if any)	
Title (for Optional Vouchers)	PROFORMA INVOICE

- 13) Accept **Voucher Printing Screen**

14) 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: 27AADFA9350N123
State Name : Maharashtra, Code : 27
E-Mail : info@shriram.com

Tax Invoice

Party : Aditi Agencies
Pune

GSTIN/UIN : 27AHNPJ4751B2ZE
State Name : Maharashtra, Code : 27

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	14" LCD-LG	85121000	2 NOS	10,000.00	NOS		20,000.00
2	165 LTR REF-LG	85022100	1 NOS	8,540.00	NOS		8,540.00
3	210 LITER REF-LG	85022100	1 NOS	11,890.00	NOS		11,890.00
4	24" LCD-LG	85121000	2 NOS	10,590.00	NOS		21,180.00
5	36" LED-LG	85121000	3 NOS	4,665.00	NOS		13,995.00
6	AUDIO SPEED KING - LG	85022100	2 NOS	780.00	NOS		1,560.00
7	FULLY AUTO W/M - LG	85022100	1 NOS	12,500.00	NOS		12,500.00
8	SEMI AUTO W/M-LG	85022100	1 NOS	11,500.00	NOS		11,500.00
9	165 LTR-REF-V	85021100	2 NOS	8,240.00	NOS		16,480.00
10	19"LED-V	85030010	3 NOS	5,000.00	NOS		15,000.00
11	21"LCD-V	85030010	3 NOS	10,000.00	NOS		30,000.00
12	24" LCD-V	85030010	2 NOS	11,590.00	NOS		23,180.00
13	28" LCD-V	85030010	1 NOS	12,700.00	NOS		12,700.00
14	AC-AUTOMATIC-V	85021100	2 NOS	23,000.00	NOS		46,000.00
15	FULLY AUTO W/M-V	85021100	2 NOS	11,990.00	NOS		23,980.00
16	SEMI AUTO W/M-V	85021100	1 NOS	9,990.00	NOS		9,990.00
17	SEMI AUTO 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	210 LITER REF-LG	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
							SGST
							45,154.15
							45,154.15
Total			38 NOS				₹ 4,68,993.30

Amount Chargeable (in words)

E. & O E

INR Four Lakh Sixty Eight Thousand Nine Hundred Ninety Three and Thirty paise Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	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	14%	16,346.40	14%	16,346.40	32,692.80
Total	3,78,685.00		45,154.15		45,154.15	90,308.30

Tax Amount (in words) : INR Ninety Thousand Three Hundred Eight and Thirty paise Only

Declaration

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

for M/s. Shriram Electronics S

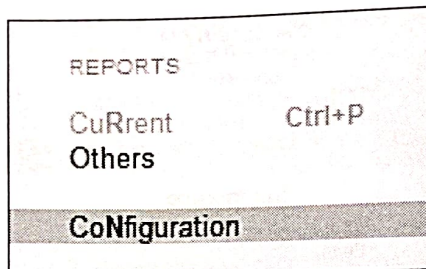
Authorised Signatory

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	
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 to Print/Export/Email):	Yes
Image Path	: D:\Tally Prime\Data
Image File Name	: tally prime.jpg
- Only BMP and JPEG file formats are supported. - Recommended file size is 96 pixels in width by 80 pixels in height. - Company Logo can be printed 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'

M/s. Shriram Electronics Shubham

Print Configuration

Show Company Logo

List of Configurations

Printer Settings

Printer

Header Information

Top Margin of Reports (in Inches)

Show Date Range of Report

Show Date and Time of Reports

Show Date and Time of Voucher printing

Company Details

Show Company Logo

Image Path

Show Company Name

Show Company Address

Canon LBP3000

0.50

Yes

No

No

Yes

E:\shubham\tally-prime-price.jpg

Yes

Yes

Show More

Tax Invoice

M/s. Shriram Electronics
304, Street No. 14,
Near Metro Theater
Fort-Mumbai
GSTIN/UIN: 27AADFA3350N1Z3
State Name: Maharashtra, Code: 27
E-Mail: Shriram@qmail.com

Invoice No. **69** Dated **2-Oct-20**

Delivery Note Mode/Terms of Payment

Reference No. & Date Other References

Buyer's Order No. Dated

Dispatch Doc No. Delivery Note Date

Dispatched through Destination

Terms of Delivery

Consignee (Ship to)
Aditi Agencies
Pune
GSTIN/UIN: 27AHNPJ4751B2ZE
State Name: Maharashtra, Code: 27

Buyer (Bill to)
Aditi Agencies
Pune
GSTIN/UIN: 27AHNPJ4751B2ZE
State Name: Maharashtra, Code: 27

S/Sl	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	165" LTR-REF-V	85021100	2 Nos	8,240.00	Nos	5 %	15,656.00
2	165 LTR REF-LG	85022100	2 Nos	8,540.00	Nos	5 %	16,226.00
							31,882.00
	CGST						3,652.18
	SGST						3,652.18
	Total		4 Nos				₹ 39,186.36

Amount Chargeable (in words) **INR Thirty Nine Thousand One Hundred Eighty Six and Thirty Six paise Only** E. & O.E.

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
85021100	15,656.00	14%	2,191.84	14%	2,191.84	4,383.68
85022100	16,226.00	9%	1,460.34	9%	1,460.34	2,920.68
Total	31,882.00		3,652.18		3,652.18	7,304.36

Tax Amount (in words) : **INR Seven Thousand Three Hundred Four and Thirty Six paise Only**

Dedation

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

for M/s. Shriram Electronics

Authorised Signatory

This is a Computer Generated Invoice

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

Company: M/s. Shriram Electronics	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: Yes
Enable Interest Calculation	: Yes
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: Yes
Maintain Expiry Date for Batches	: Yes
Enable Job Order Processing	: No
Enable Cost Tracking	: Yes
Enable Job Costing	: No
Use Discount column in invoices	: Yes
Use separate Actual and Billed Quantity columns in invoices	: Yes
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: Yes
Mark modified vouchers	: No

Company: M/s. Shriram Electronics	
Address Types	
1.	◆ Primary
2.	

- 3) Select **Primary** & Press **Enter**

Company: M/s. Shriram Electronics	
Mailing name	: M/s. Shriram Electronics
Address	: 304, Street No. 14, Near Metro Theater Fort-Mumbai
Pincode	: 400001
Phone no.	: 022-2345678
Mobile no.	: 7123456789
Fax no.	:
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**.

Mailing details for: Branch Office	
Mailing name	: M/s. Shriram Electronics
Address	: First Floor,B-Wing, Dynanada Apartment, Sadashiv Peth, Pune
Pincode	: 411030
Phone no.	: 020-2123456
Mobile no.	: 9123456789
Fax no.	:
E-mail	: tally.shriram@gmail.com
Website	:

6) Press **Enter** & **Accept** the screen & return to **Gateway of Tally**

0 Ledger Multiple Address :

1) **Gateway of Tally > Alter > Ledger > Select Aditi Agencies > Set the Following options to 'Yes'**

• Set/alter multiple mailing details

Ledger Alteration		M/s. Shriram Electronics	
Name : Aditi Agencies			
(alias) :			
		Total Opening Balance	
		78,88,944.00 Dr	
		78,88,944.00 Cr	
Under : Sundry Debtors		Mailing Details	
(Current Assets)		Name : Aditi Agencies	
Maintain balances bill-by-bill : Yes		Address : Pune	
Default credit period : 18 Days			
Check for credit days during voucher entry : No		State : Maharashtra	
Activate interest calculation : Yes		Country : India	
		Pincode :	
		Set/alter multiple mailing details : Yes	
		Banking Details	
		Provide bank details : No	
		Tax Registration Details	
		PAN/IT No. :	
		Registration type : Regular	
		GSTIN/UIN : 27AHNPJ4751B2ZE	
		Set/Alter GST details : No	
Opening Balance		(on 1-Apr-20) : 2,95,377.00 Dr	

2) Type **Office Address** Press **Enter** Fill the Following details in this screen

Address Types for: Aditi Agencies	
Address Types	
1. Office Address	

Mailing Details for : Office Address	
Address	: 72, Jay Nagar, M.G. Road, Mumbai
State	: Maharashtra
Country	: India
Pincode	: 400001
Statutory and Taxation Information	
PAN/income tax no.	: AAACC1206D
TIN/sales tax no.	: 4241565415V
CST no.	: 4241565415C
GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
GSTIN/UIN	: 27AAACC1206D1ZG

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	
Address	: 3, Galaxy Apt. Juhu Mumbai
State	: Maharashtra
Country	: India
Pincode	: 450050
Statutory and Taxation Information	
PAN/income tax no.	:
TIN/sales tax no.	:
CST no.	:
GST Details	
Registration type	: Regular
Assessee of Other Territory	: No
GSTIN/UIN	: 27ZXCVB1234N1Z3

○ 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

Party Details	
Buyer (Bill to)	: Aditi Agencies
Address Type	: Regional Office Address
Mailing Name	: Aditi Agencies
Address	: 3, Galaxy Apt. Juhu Mumbai
State	: Maharashtra
Country	: India
GST Registration type	: Regular
GSTIN/UIN	: 27ZXCVB1234N1Z3
Place of Supply	: Maharashtra

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**

○ **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

M/s. Shriram Electronics

Print Configuration

Party Address to Print

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	No
Header Information	
Title	Aditi Agencies
Subtitle (if any)	Ledger Account
Party Details	
Show Party's Address	Yes
Party Address to Print	Regional Office Address
Printer Settings	
Printer	Canon LBP3000
Number of copies	1

Party Details		List of Address Types
Party Address to Print	: ♦ Primary	♦ Primary
		Office Address
		Regional Office Address

2) Press **I : Preview** to view the Print Preview

3) Print the Statement shown in Following Screen

M/s. Shriram Electronics 304, Street No.14, Near Metro Theatre Fort - Mumbai 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	Vch Type	Vch No.	Debit	Page 1 Credit
1-Apr-20	To Opening Balance			2,95,377.00	
1-Apr-20	To Sales A/c	Sales	3	27,523.50	
2-Apr-20	By Cash	Receipt	3		50,000.00
1-May-20	To Sales A/c	Sales	8	23,016.96	
2-Jun-20	To Sales A/c	Sales	28	38,400.00	
	To Sales A/c	Sales	34	10,077.20	
	To Sales A/c	Sales	46	70,151.00	
	To Sales A/c	Sales	52	32,000.00	
	To Sales A/c	Sales	56	38,400.00	
1-Jul-20	By Cash	Receipt	19		38,400.00
	By Cash	Receipt	23		10,077.20
	By Cash	Receipt	36		70,151.00
	By Cash	Receipt	41		32,000.00
	By State Bank of India	Receipt	46		38,400.00
2-Oct-20	To Sales A/c	Sales	69	39,186.36	
2-Nov-20	To Sales A/c	Sales	73	12,800.00	
1-Dec-20	To Sales A/c	Sales	75	1,20,071.00	
31-Mar-21	To Sales A/c	Sales	78	4,68,993.30	
	To Sales A/c	Sales	79	5,504.70	
				11,81,501.02	2,39,028.20
By	Closing Balance				9,42,472.82
				11,81,501.02	11,81,501.02

Bill Settlement

- 1) Gateway of Tally > Display More Report > Statement Of Account > Outstanding > Ledger > Select **Bhavsar TV Center** > Select Ref. No. 72

er > Select Bhavsar TV Center > Select Ref. NO. 72

Ledger Outstandings		M/s. Shriram Electronics		1-Apr-20 to 31-Mar-21	
Ledger : Bhavsar TV Center					
Date	Ref. No. 72	Opening Amount	Pending Amount	Due on	Overdue by days
1-May-20	BTC/01	79,678.78 Dr	79,678.78 Dr		310
2-Nov-20	72	28,556.00 Dr	28,556.00 Dr		125
1-Dec-20	76	58,880.00 Dr	58,880.00 Dr		96
Sub Total		1,67,114.78 Dr	1,67,114.78 Dr		
31-Mar-21	On Account	10,852.00 Dr	10,852.00 Dr		
		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

Accounting Voucher Creation		M/s. Shriram Electronics	
Receipt No. 57		31-Mar-21 Wednesday	
Account : State Bank of India			
Current balance : 3,72,888.00 Dr			
Particulars		Amount	
Bhavsar TV Center		28,556.00	
Cur Bal: 1,49,410.78 Dr			
Agst Ref 72 24 Days 28,556.00 Cr			
(26-Nov-20)			
Narration:		28,556.00	
Cheque received from Bhavsar TV Center			

- 2) Press **Enter & Accept** the Screen & return to **Gateway of Tally**

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 of 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

M/s. Shriram Electronics Shubham

Change View

List of Views

Show More

Related Reports

Monthly Summary

Movement Analysis

Voucher Details

Email From	Create
Email Sender Name	M/s. Shriram Electronics
Email From	info@shriram.com

E-mail

E-mail from :

E-mail to :

Subject : INVOICE

E-mail message (if any) :

(Press Alt+S to select a predefined message template)

List of Profiles

Create

Create E-mail Profile

E-mail sender name : M/s. Shriram Electronics

E-mail from : info@shriram.com

Show additional options : Yes

Username(for authentication) : info@shriram.com

E-mail Server : Gmail

Server address : smtp.gmail.com

Port Number : 465

Use SSL : Yes

(Select 'Yes' if you are using Secured SMTP server)

Use SSL/TLS on standard port : No

(Select 'Yes' if you are using SSL on default/Standard SMTP port)

Email To	New Address
Type	tallyprime@gmail.com
Select	Configure

E-mail

E-mail from : info@shriram.com
 E-mail to : tallyprime@gmail.com
 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	Ledger Accounts
Report Type	No
Show Narrations	Yes
Show Voucher No.	Condensed
Format of Report	No
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	
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

E-mail	
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
E-mail from	: info@shriram.com
E-mail to	: tallyprime@gmail.com
Subject	: Lg India Ltd (Ledger Account)
File Format	: PDF (Read-only document)
E-mail report as	: As Attachment
File Name	: Tally.pdf

C: Configure
M: E-mail

2) Press **Enter** or Press **M : E-mail**

E-mail Authentication	
Username	: info@shriram.com
Password	: *****
* This password will not be saved once you quit the application	

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.

E-mail Authentication

Username: info@shriam.com

Password: [REDACTED]

* This password will not be saved once you quit the application.

- 4) Press Enter & Accept the Screen & Return to Gateway of Tally.
- By default, 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 transaction.

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 11th June. Company has to deduct the tax of Mr. Kunal on 11 June & has to deposit the TDS up to 7th 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 31st March. I.e. up to 31st May of that year. In the above example if Balaji Trading Company records the commission payable bill on 31st March then company has to deduct the tax amount on that date and deposit it up to 31st 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 salary.
- 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.
B	Hindu Undivided Family (HUF) - It refers to a joint Hindu family of persons lineally descended from a common ancestor and their wives and unmarried daughters.
C	Partnership firm - It refers to partnership governed by Partnership Act.
D	Company - it means any Indian company or foreign company.
E	Association of Persons (AOP) OR Body of Individual (BOI) - It refers to group of persons or individuals who come together to do the business.
F	Co-operative Society - A society registered under co-operative societies Act.
G	Local Authority - Municipal corporations, Dist. Boards, Grampanchayat etc.
H	Artificial Judicial Person - It covers all remaining entities, which are not covered under above categories.

3. Type of Payment - This may consists of some following important expenditures:

A	Salary (Section 192) - It is amount paid by employer to the employee it includes basic salary, different allowances, perquisites, bonus, commission, pension etc.
B	Interest other than interest on securities (Section 194A) - It covers interest on deposits 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,
C	Payment to contractor and sub contractor - The contract includes Construction Contract Advertisement contract, Maintenance contract, Telecasting Contract, Supply of labour contract
D	Payment of commission or brokerage - Any payment given as a Commission for selling or buying of goods or any assets or other valuable articles.
E	Payment for Rent - Any payment given for the use of any building or premises including the furniture and fixtures under an agreement or lease deed.
F	Payment of fees for Professional or Technical services - This covers services given in 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:

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>

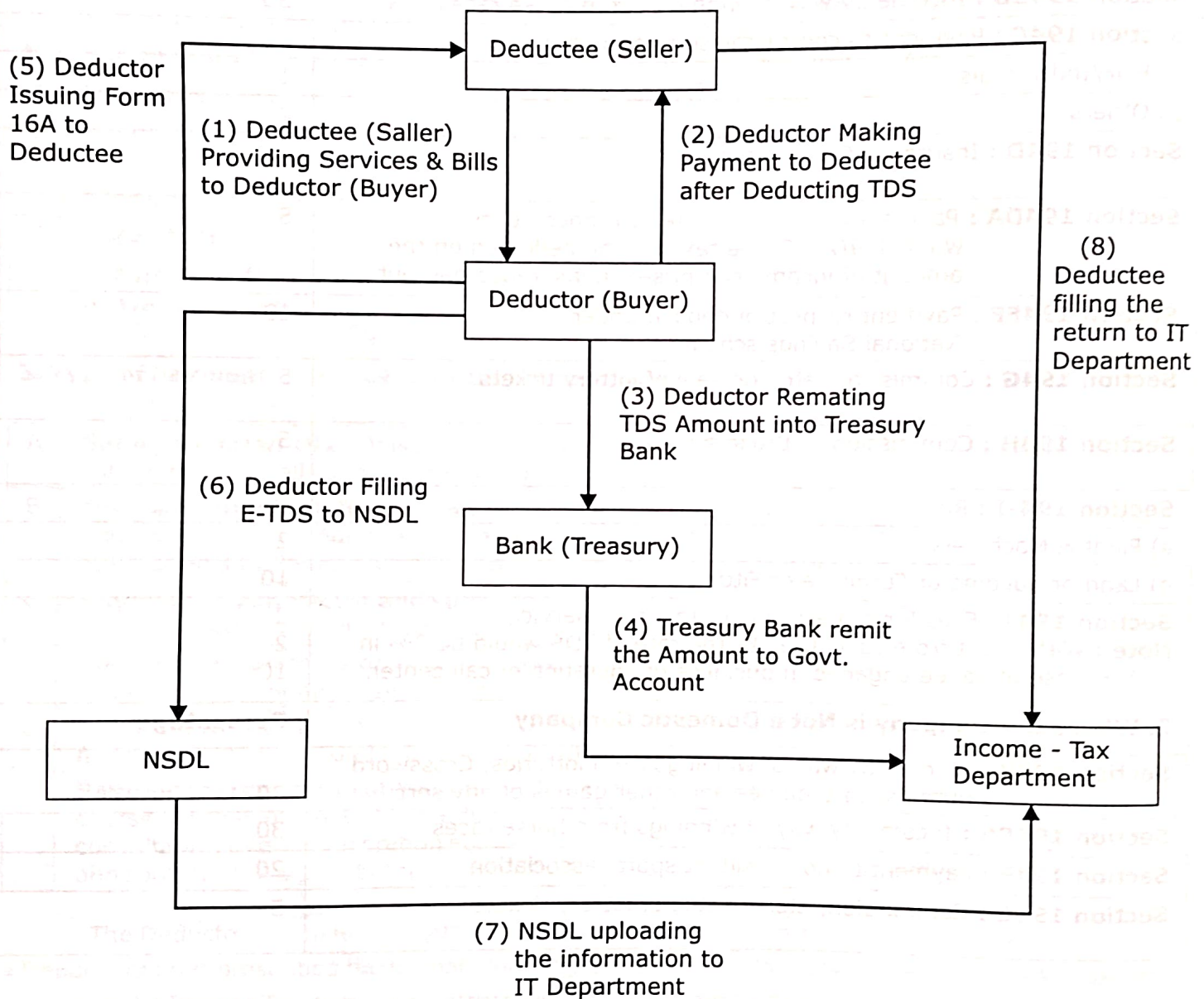
Rates for Tax Deduction at Source
(For Assessment Year 2017/2018)

Shriram Company

1. Where the Company is a Domestic Company		Percentage
Section 193 : Interest on Securities		10
Section 194 : Dividend		10
Section 194A : Income by way of interest other than "Interest on securities"		10
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 194C : Payment to contractor/sub-contractor		
A) HUF/Individuals		1
B) Others		2
Section 194D : Insurance Commission		10
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		
a) Plant & Machinery		2
b) Land or building or Furniture or Fitting		10
Section 194J : Fees for professional or technical services		2
Note : With effect from June 1, 2017 the rate of TDS would be 2% in case of payee engaged in business of operation of call center.		2
		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

○ 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.



0 Create a New Company By Name TDS Company

1) Open **Tally Prime > Create Company >** complete company creation appears as shown below :

Company Creation			
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. Road, Pune.		
State	: Maharashtra		
Country	: India		
Pincode	: 411002		
Telephone	: 020-223564		
Mobile	: 9452100030		
Fax	:		
E-mail	: tallyprime.tds@gmail.com		
Website	:		
Base Currency symbol	: ₹		
Formal name	: INR		
Accept ?			
Yes or No			

2) Press **Enter & Accept** the screen

0 Enabling TDS in Tally Prime

Enable Following option to 'Yes'

• Enable Tax Deducted At Source (TDS)

Company created successfully. (Enable the features as per your business needs.)	
Company: TDS Company	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	: Yes
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	: Yes
Integrate Accounts with Inventory	: Yes
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
Enable Goods and Services Tax (GST)	: No
Enable Tax Deducted at Source (TDS)	: Yes
Enable Tax Collected at Source (TCS)	: No
Enable Value Added Tax (VAT)	: No
Enable Excise	: No
Enable Service Tax	: No
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

Company TDS Deductor Details	
TAN registration number	: T22004566DAC
Tax deduction and collection Account Number (TAN)	: ACSD12345D
Deductor type	: Company
Deductor branch/division	:
Set/alter details of person responsible	: No
Rate & Exemption Details	
Ignore IT exemption limit for TDS deduction	: No
Activate TDS for stock items	: No

1) Press **Enter & Accept** the screen to save

○ 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.

○ 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
Section	194H
Payment Code	94H
Remittance Code	Skip & Press Enter
Rate for individuals/HUF	10%
Rate for other deductee types	10%
There hold/exemption limit	15,000/-

TDS Nature of Payment Creation	
Name	: Commission Or Brokerage
Section	: 194H
Payment code	: 94H
Remittance code	:
Rate for individuals/HUF	:
With PAN	: 10 %
Rate for other deductee types	:
With PAN	: 10 %
Threshold/exemption limit	: 15,000.00
Accept ? Yes or No	

2) Press **Enter & Accept** the Screen

334) Transaction :

Date	Particulars
01/04/2020	Company Received an Invoice for Rs. 25,000/- of Audit & Consulting Revenue From CA. Nilesh Gupta & Associates.

○ Create Expense Ledger :

1) Gateway of Tally > Create > Ledger

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

Ledger Creation		TDS Company		Total Opening Balance
Name	: Commision A/c			
(alias)	:			
Under	: Indirect Expenses	Mailing Details		
		Name		
		Address		
Type of Ledger	: ♦ Not Applicable			
Statutory Details		Banking Details		
Is TDS applicable	: ♦ Applicable	Provide bank details		: No
Nature of Payment	: Commission Or Brokerage	Tax Registration Details		
		PAN/IT No.		
Opening Balance (on 1-Apr-20) :		Accept ?		Yes or No

2) Press **Enter** & **Accept** the Screen

○ 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

Ledger Creation		TDS Company		Total Opening Balance	
Name (alias)	CA Nilesh Gupta & Associates A/c				
Under	Sundry Creditors (Current Liabilities)			Mailing Details	
Maintain balances bill-by-bill	: Yes			Name : CA Nilesh Gupta & Associates A/c	
Default credit period	: No			Address : G.B. Road Dhule	
Check for credit days during voucher entry	: No			State : Maharashtra	
Statutory Details			Country : India		
Is TDS Deductible	: Yes			Pincode :	
Deductee type	: Company - Resident			Banking Details	
Deduct TDS in Same Voucher	: Yes			Provide bank details : No	
			Tax Registration Details		
			PAN/IT No. : XYZPQ1234K		
			(PAN is mandatory for e-TDS, should be of 10 Characters)		
			Provide PAN details : No		
Opening Balance (on 1-Apr-20) :				Accept ?	
				Yes or No	

1) Press **Enter & Accept** the Screen

○ 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

Ledger Creation		TDS Company		Total Opening Balance	
Name (alias)	TDS Duty on Commission				
Under	Duties & Taxes (Current Liabilities)			Mailing Details	
Type of duty/tax	: TDS			Name :	
Nature of payment	: Commission Or Brokerage			Address :	
			Banking Details		
			Provide bank details : No		
			Tax Registration Details		
			PAN/IT No. :		
Opening Balance (on 1-Apr-20) :				Accept ?	
				Yes or No	

1) Press **Enter & Accept** the Screen

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

Bill-wise Details for : CA Nilesh Gupta & Associates A/c Upto: ₹ 22,500.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef: 1-Apr-20)	Amount	Dr/ Cr
New Ref	Jrnl-1		25,000.00	Cr
New Ref	1		2,500.00	Dr
(Note: 'Breaking of above bills helps to identify the original bill amount in the outstanding statement')			22,500.00	Cr

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

Accounting Voucher Creation		TDS Company	
Journal	No. 1		1-Apr-20
Reference No	:	Date	Wednesday
Particulars		Debit	Credit
Dr Commission A/c		25,000.00	
Cur Bal: 25,000.00 Dr			
Cr CA Nilesh Gupta & Associates A/c			22,500.00
Cur Bal: 22,500.00 Cr			
New Ref Jrnl-1	25,000.00 Cr		
New Ref 1	2,500.00 Dr		
Cr TDS Duty on Commission			2,500.00
Cur Bal: 2,500.00 Cr			
Narration:		25,000.00	25,000.00

2) Press Enter & Accept the Screen

335) Transaction :

Date	Particulars
01/04/2020	Company Received an Invoice for Rs.35,000/- of Commission & Brokerage From Shri Ganesh Commission & Brokerage

○ Create Expense Ledger

1) Gateway of Tally > Create > Ledger

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		TDS Company		Total Opening Balance
Name	: Brokerage A/c			
(alias)	:			
Under	: Indirect Expenses	Mailing Details		
		Name :		
		Address :		
Type of Ledger	: ♦ Not Applicable	Banking Details		
Statutory Details		Provide bank details : No		
Is TDS applicable	: ♦ Applicable	Tax Registration Details		
Nature of Payment	: Commission Or Brokerage	PAN/IT No. :		
Opening Balance (on 1-Apr-20) :				Accept ?
				Yes or No

2) Press **Enter** & **Accept** the Screen

○ Create Party Ledger :

1) Gateway of Tally > Create > Ledger

Name	Shri Ganesh Commission & Brokerage A/c
Under	Sundry Creditors
Maintain balances bill-by-bill	Yes
Is TDS Deductible	Yes
Deductee Type	Company - Resident
Default TDS in same voucher	Yes

Ledger Creation		TDS Company		Total Opening Balance
Name	: Shri Ganesh Commission & Brokerage A/c			
(alias)	:			
Under	: Sundry Creditors (Current Liabilities)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Shri Ganesh Commission & Brokerage A/c	
Default credit period	:	Address	: Nagar Peth, Agra Road Dhule	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
Statutory Details		Banking Details		
Is TDS Deductible	: Yes	Provide bank details	: No	
Deductee type	: Company - Resident	Tax Registration Details		
Deduct TDS in Same Voucher	: Yes	PAN/IT No.	: AGRTT4123L	
		(PAN is mandatory for e-TDS, should be of 10 Characters)		
		Provide PAN details	: No	
Opening Balance (on 1-Apr-20) :			Accept ?	
			Yes or No	

1) Press **Enter & Accept** the Screen

○ Create Ledger TDS On Commission & Brokerage :

1) Gateway of Tally > Create > Ledger

Name	TDS on Commission & Brokerage
Under	Duties & Taxes
Type of Duty/Tax	TDS
Nature of Payment	Commission Or Brokerage
Accept? Yes Or No	Yes

Ledger Creation		TDS Company		Total Opening Balance
Name	: TDS on Commission & Brokerage			
(alias)	:			
				2,00,000.00 Dr
				Difference
				2,00,000.00 Dr
Under	: Duties & Taxes (Current Liabilities)	Mailing Details		
Type of duty/tax	: TDS	Name	:	
Nature of payment	: Commission Or Brokerage	Address	:	
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
Opening Balance (on 1-Apr-20) :			Accept ?	
			Yes or No	

2) Press **Enter & Accept** the Screen

○ 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

Bill-wise Details for : Shri.Ganesh Commission Or Brokerage A/c Upto: ₹ 31,500.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef. 1-Apr-20)	Amount	Dr/ Cr
New Ref	Jrnl-2		35,000.00	Cr
New Ref	2		3,500.00	Dr
(Note: 'Breaking of above bills helps to identify the original bill amount in the outstanding statement')				
			31,500.00	Cr

Type of Ref.	New Ref.
Name	Jrnl-2
Amount	Press Enter
Type of Ref.	New Ref
Name	2
Amount	Press Enter
Cr.	TDS on Commission & Brokerage
Amount	Press Enter

Accounting Voucher Creation		TDS Company	
Journal	No. 2		1-Apr-20 Wednesday
Particulars	Debit	Credit	
Dr Brokerage A/c Cur Bal: 35,000.00 Dr	35,000.00		
Cr Shri Ganesh Commission & Brokerage A/c Cur Bal: 31,500.00 Cr		31,500.00	
New Ref Jrnl-2	35,000.00 Cr		
New Ref 2	3,500.00 Dr		
Cr TDS on Commission & Brokerage Cur Bal: 3,500.00 Cr		3,500.00	
Narration:	35,000.00	35,000.00	

2) Press Enter & Accept the Screen

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

Ledger Creation		TDS Company		Total Opening Balance
Name	: HDFC Bank			
(alias)	:			
Under	: Bank Accounts (Current Assets)	Mailing Details		
		Name	: HDFC Bank	
		Address	:	
Bank Account Details		State	: Maharashtra	
A/c holder's name	: TDS Company	Country	: India	
A/c no.	:	Pincode	:	
IFS code	:			
SWIFT code	:			
Bank name	: ♦ Not Applicable			
Branch	: Pune			
BSR code	:			
Bank Configuration				
Set/Alter cheque books	: No			
Enable cheque printing	: Yes			
Set/Alter cheque printing configuration	: No			
Opening Balance (on 1-Apr-20) : 2,00,000		Accept ?		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

Bill-wise Details for : CA Nilesh Gupta & Associates A/c				
Upto: ₹ 22,500.00 Dr				
Type of Ref	Name	Due Date, or	Amount Dr/	
Pending Bills				
	Name	Date	Balance	Final Balance
Agst Ref	Jrnl-1	1	2,500.00 Dr	2,500.00 Dr
	Jrnl-1	1-Apr-20	25,000.00 Cr	25,000.00 Cr
			22,500.00 Dr	

Accounting Voucher Creation		TDS Company	
Payment	No. 1	2-Apr-20 Thursday	
Account	: HDFC Bank		
Current balance	: 1,77,500.00 Dr		
Particulars			Amount
CA Nilesh Gupta & Associates A/c			22,500.00
Cur Bal: 0.00 Dr			
Agst Ref Jrnl-1	22,500.00 Dr		
Narration:			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	Amount
02/04/2020	HDFC Bank	Shri. Ganesh Commission & Brokerage	31,500

F2 : Date	02/04/2020
Account	HDFC Bank
Particular	Shri. Ganesh Commission & Brokerage
Amount	Rs. 31,500
Agst Ref	Select Jrnl-2
Amount	Press Enter
Inst. No.	100102
Accept ? Yes or No	Yes

Bill-wise Details for : Shri.Ganesh Commission Or Brokerage A/c				
Upto: ₹ 31,500.00 Dr				
Type of Ref	Name	Due Date, or	Amount Dr/	
Pending Bills				
	Name	Date	Balance	Final Balance
Agst Ref	Jrnl-2	2	1-Apr-20	3,500.00 Dr
	Jrnl-2	1-Apr-20	35,000.00 Cr	35,000.00 Cr
			31,500.00 Dr	

Accounting Voucher Creation		TDS Company	
Payment No. 2		2-Apr-20 Thursday	
Account	: HDFC Bank		
Current balance	: 1,46,000.00 Dr		
Particulars		Amount	
Shri.Ganesh Commission Or Brokerage A/c		31,500.00	
Cur Bal: 0.00 Dr			
Agst Ref Jmnl-2		31,500.00 Dr	
Narration:		31,500.00	

1) Press **Enter** & **Accept** the Screen

○ TDS Report

1) **Gateway of Tally > Press Alt+G : Go to > Type From 26 Q & Press Enter**

Form 26Q		TDS Company		1-Apr-20 to 30-Jun-20	
Particulars				Count	
Total Vouchers				4	
Included in return				2	
Not Relevant in this Return				2	
Uncertain Transactions (Corrections needed)				0	
Particulars	Assessable Value	Tax Deductable	Prev. Period	Deducted Current Period	Balance Deductable
	Prev. Period	Current Period	Total		
Deduction Details					
Deduction at Normal Rate	60,000.00	60,000.00	6,000.00	6,000.00	6,000.00
Deduction at Higher Rate					
Lower Rated Taxable Expense					
Zero rated Taxable Expense					
Under Exemption limit					
Exempt in lieu of PAN available					
Total Deducted				6,000.00	
Payment Details	1-Apr-20 to 30-Jun-20				
Included in return	0				
Uncertain Transactions	0				
Particulars	Paid Amount		Amount		
Balance Payable	6,000.00				

2) Press **Esc** & return to **Gateway of Tally**

○ 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**

TDS Outstandings		TDS Company		1-Apr-20 to 2-Apr-20	
Nature of Payment : Commission Or Brokerage					
Date	Ref. No.	Party's Name	Opening Amount	Pending Amount	Due on Overdue by days
1-Apr-20	Jmnl / 2 / 4	Shri.Ganesh Commission Or Brokerage A/c	3,500.00 Cr	3,500.00	7-May-20 0
1-Apr-20	Jmnl / 1 / 2	CA Nilesh Gupta & Associates A/c	2,500.00 Cr	2,500.00	7-May-20 0
			6,000.00 Cr	6,000.00	

2) Press **Esc** & Return to **Gateway of Tally**

○ TDS Payment To Government :

TDS Payment Entry Following Steps :

335) Transaction :

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

F2 : Date	01/05/2020
Account	HDFC Bank
Particular	TDS Duty on Commission
Type of Ref	Agst Ref

TDS Nature of Payment Details					
Type of Name Ref	Tax Details		Party Name	Deductee Status	Deduction Date Pending Amount
Agst Ref	Ref. Name				
	Jml / 1 / 1		CA Mitesh Gupta & Associates At: Company		1-Apr-20 2,500.00
(Note: Part bill payment will be considered as lower deduction in the E-returns)					
Total					

Particular	TDS on Commission & Brokerage
Type of Ref	Agst Ref
Cheque No.	100103

TDS Nature of Payment Details					
Type of Name Ref	Tax Details		Party Name	Deductee Status	Deduction Date Pending Amount
Agst Ref	Ref. Name				
	Jml / 2 / 2		Shri Ganesh Commission & Brokerage At: Company		1-Apr-20 3,500.00
(Note: Part bill payment will be considered as lower deduction in the E-returns)					
Total					

2) Show the Following Screen Fill the Details

Accounting Voucher Creation		TDS Company	
Payment	No. 3		1-May-20 Friday
Account	: HDFC Bank		
Current balance	: 1,40,000.00 Dr		
Particulars	Amount		
TDS Duty on Commission	2,500.00		
Cur Bal: 0.00 Dr			
TDS on Commission & Brokerage	3,500.00		
Cur Bal: 0.00 Dr			
Narration:	6,000.00		

3) Press Enter & Accept the screen

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

Title	: Payment Voucher
Print Payment Advice	: No
Print as TDS Challan	: Yes
Printer	: Canon LBP3000
Paper Size	: A4 (8.27" x 11.69") or (210 mm x 297 mm)
Print area	: (7.87" x 11.30") or (200 mm x 287 mm)
Number of Copies	: 1

- 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

T.D.S. TAX CHALLAN						Single Copy (to be sent to TAO)	
CHALLAN No./ ITNS 281		Tax Applicable (Tick one)* TAX DEDUCTED AT SOURCE FROM (0020) COMPANY DEDUCTEE ☒ (0021) NON-COMPANY DEDUCTEE ☐				Assessment Year 2021-22	
Tax Deduction Account No. (T.A.N.) ACSD12345D							
Full Name TDS COMPANY							
Complete Address with City & State 23, Nehru Nagar,, AB Road,, Pune							
Maharashtra							
Tel No. 02567-154623						Pin 434001	
Type of Payment TDS Payable by Taxpayer (200) ☒ TDS Regular Assessment (Raised by LT. Deptt.) (400) ☐				Code* 94H (200) ☒ (400) ☐		FOR USE IN RECEIVING BANK Debit to A/c / Cheque credited on DD MM YY	
DETAILS OF PAYMENTS				Amount (IN Rs. Only)		SPACE FOR BANK SEAL	
Income Tax				6,000.00		Rs. 6,000.00	
Fee under sec. 234E							
Surcharge							
Education Cess							
Interest							
Penalty							
Total				6,000.00			
Total (in words):							
CRORES		LACS		THOUSANDS		HUNDREDS	
Zero		Zero		Six		Zero	
Paid in Cash/ Debit to A/c / Cheque No.				Dated 1-May-20			
Drawn on -				(Name of the Bank and Branch)			
Date: 1-Jan-04				Signature of person making payment			
Taxpayers Counterfoil (To be filled up by taxpayer)							
TAN ACSD12345D							
Received from TDS COMPANY (Name)							
Cash/ Debit to A/c / Cheque No.				For Rs. 6,000			
Rs. (in words)				Six Thousand Only.			
Drawn on -				(Name of the Bank and Branch)			
Company (0020) Deductees							
on account of Tax Deducted at Source (TDS) from 94H for the Assessment Year 2021-22							
Rs. 6,000.00							

○ TDS Reports

○ TDS Challan Reconciliation

1) Gateway of Tally > Display More Reports > TDS Reports > Challan Reconciliation >

Press **Alt+R** : Reconcile > Press **Alt+S** : Update details

TDS Challan Reconciliation					TDS Company		1-May-20 to 31-May-20					
(Reconciliation)												
Date	Particulars	E-TDS Quarter Period From To	Section No.	Deductee Type	Resident Type	Cheque/DD No.	Cheque/DD Date	BSR Code	Challan No.	Challan Date	Vch No.	Amount
1-May-20	TDS Duty on Commission	1-4-2020 31-5-2020	194H	Company	Resident			1234567	1235	31-5-2020	3	2,500.00
	Bank Name : HDFC Bank			Branch Name : Pune								
1-May-20	TDS on Commission & Brokerage	1-4-2020 31-5-2020	194H	Company	Resident			1234567	1235	31-3-2021	3	3,500.00
	Bank Name : HDFC Bank			Branch Name : Pune								
												Accept ?
												Yes or No

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

○ How to Create a Company ?

1) Enter **Create Company** > Shown by Following Screen

Company Creation			
Company Data Path		: E:\Tally Prime\Data	
Company Name	: M/S. Shriram Services	Financial year beginning from	: 1-Apr-20
Mailing Name	: M/S. Shriram Services	Books beginning from	: 1-Apr-20
Address	: 70, Shivaji Nagar, Mumbai		
State	: Maharashtra		
Country	: India		
Pincode	: 400001		
Telephone	: 022-224466		
Mobile	: 9455089900		
Fax	:		
E-mail	:		
Website	:		
Base Currency symbol	: ₹		
Formal name	: INR		
			Accept ? Yes or No

2) Press **Enter** & **Accept** the Screen

Enabling GST in Tally Prime

1) Set the Following options to 'YES'

- **Enable Goods and Service Tax (GST) : Yes**

Company created successfully.
(Enable the features as per your business needs.)

Company: Shriram Services

Show more features : Yes
Show all features : Yes

Accounting	Taxation
Maintain Accounts : Yes	Enable Goods and Services Tax (GST) : Yes
Enable Bill-wise entry : Yes	Enable Tax Deducted at Source (TDS) : No
Enable Cost Centres : No	Enable Tax Collected at Source (TCS) : No
Enable Interest Calculation : No	Enable Value Added Tax (VAT) : No
	Enable Excise : No
	Enable Service Tax : No
Inventory	
Maintain Inventory : Yes	Online Access
Integrate Accounts with Inventory : Yes	Enable Browser Access for Reports : Yes
Enable multiple Price Levels : No	Enable Tally.NET Services for Remote Access & Synchronisation : No
Enable Batches : No	
Maintain Expiry Date for Batches : No	Payroll
Enable Job Order Processing : No	Maintain Payroll : No
Enable Cost Tracking : No	Enable Payroll Statutory : No
Enable Job Costing : No	
Use Discount column in invoices : No	Others
Use separate Actual and Billed Quantity columns in invoices : No	Enable multiple addresses : No
	Mark modified vouchers : No

GST Details

GST Registration Details	Invoice Features
State : Maharashtra	e-Way Bill applicable : No
Registration type : Regular	e-Invoicing applicable : No
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 ?

Yes or No

2) Press **Enter & Accept** the Screen

○ Enabling Accounts Only in Tally Prime :

1) Gateway of Tally> Press Alt +K >Press F11> Set following option

- Maintain Accounts to 'Yes'
- Maintain Inventory to 'No'

Company: Shriram Services	
Show more features	: Yes
Show all features	: Yes
Accounting	
Maintain Accounts	
Enable Bill-wise entry	: Yes
Enable Cost Centres	: No
Enable Interest Calculation	: No
Inventory	
Maintain Inventory	
Integrate Accounts with Inventory	: No
Enable multiple Price Levels	: No
Enable Batches	: No
Maintain Expiry Date for Batches	: No
Enable Job Order Processing	: No
Enable Cost Tracking	: No
Enable Job Costing	: No
Use Discount column in invoices	: No
Use separate Actual and Billed Quantity columns in invoices	: No
Taxation	
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
Online Access	
Enable Browser Access for Reports	: Yes
Enable Tally.NET Services for Remote Access & Synchronisation	: No
Payroll	
Maintain Payroll	: No
Enable Payroll Statutory	: No
Others	
Enable multiple addresses	: No
Mark modified vouchers	: No

2) Press Enter & Accept the Screen

○ 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

Ledger Creation		Shriram Services	
Name	: CGST	Total Opening Balance	
(alias)	:		
Under	: Duties & Taxes (Current Liabilities)	Mailing Details	
Type of duty/tax	: GST	Name	
Tax type	: Central Tax	Address	
Percentage of calculation	: 0 %		
Rounding method	: ♦ Not Applicable	Banking Details	
		Provide bank details : No	
		Tax Registration Details	
		PAN/IT No. :	
Opening Balance (on 1-Apr-20) :		Accept ?	
		Yes or No	

2) Press Enter & Accept the Screen

○ 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		Shriram Services		Total Opening Balance
Name	: SGST			
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)	Mailing Details		
Type of duty/tax	: GST	Name		:
Tax type	: State Tax	Address		:
Percentage of calculation	: 0 %			
Rounding method	: ♦ Not Applicable	Banking Details		
		Provide bank details		: No
		Tax Registration Details		
		PAN/IT No.		:
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

2) Press **Enter** & **Accept** the Screen

○ Create IGST ledger

1) Gateway of Tally > Create > Ledger

Name	IGST
Under	Duties & Taxes
Type of Duty/Tax	GST
TAX Type	Integrated Tax
Accept ? Yes or No	Yes

Ledger Creation		Shriram Services	
Name : IGST		Total Opening Balance	
(alias) :			
Under : Duties & Taxes (Current Liabilities)		Mailing Details	
Type of duty/tax : GST		Name :	
Tax type : Integrated Tax		Address :	
Percentage of calculation : 0 %			
Rounding method : ♦ Not Applicable		Banking Details	
		Provide bank details : No	
		Tax Registration Details	
		PAN/T No. :	
Opening Balance (on 1-Apr-20) :		Accept ?	
		Yes or No	

3) Press **Enter** & **Accept** the Screen

○ 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 be an Intra State Supply if the Service provider and service receiver are located in the same State.

○ 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/-

○ 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	Mumbai
Registration Type	Regular
GSTIN/UIN	27ABCDE1234H1Z5
Set/Alter GST Details	No

Ledger Creation		Shriram Services		Total Opening Balance
Name : Shakti Transport (alias) :				
Under	: Sundry Creditors (Current Liabilities)	Mailing Details	Name : Shakti Transport Address : Mumbai	
Maintain balances bill-by-bill	: Yes	State	: Maharashtra	
Default credit period	:	Country	: India	
Check for credit days during voucher entry	: No	Pincode	:	
		Banking Details	Provide bank details : No	
		Tax Registration Details	PAN/IT No. :	
		Registration type	: Regular	
		GSTIN/UIN	: 27ABCDE1234H1Z5	
		Set/Alter GST details	: No	
Opening Balance		(on 1-Apr-20) :		Accept ? Yes or No

4) Press **Enter** & **Accept** the Screen

○ Creating the Transport Service Ledger

1) Gateway of Tally > Create > Ledger

Name	Transport Service Purchase
Under	Direct Expenses
Type of Ledger	Not Applicable
Is GST Applicable	Applicable
Set/Alter GST Details	Yes

Ledger Creation		M/S. Shriram Services		Total Opening Balance
Name : Tranport Service Purchase (alias) :				
Under	: Direct Expenses	Mailing Details	Name : Address :	
Type of Ledger	: ♦ Not Applicable	State	:	
		Country	:	
		Pincode	:	
Statutory Details		Banking Details	Provide bank details : No	
Is GST applicable	: ♦ Applicable	Tax Registration Details	PAN/IT No. :	
Set/Alter GST Details	: ☒ Yes			
Type of Supply	: Services			
Opening Balance		(on 1-Apr-20) :		

Description	Press Enter
HSN/SAC	8505
Nature of Transaction	Purchase Taxable
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services

GST Details for Ledger:
Transport Service Purchase

HSN/SAC Details

Description :
HSN/SAC : 8505
Is non-GST goods : No
Nature of transaction : **Purchase Taxable**

Tax Details
(From 1-Apr-20)

Taxability : Taxable
Is reverse charge applicable : No
Is ineligible for input credit : No

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

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

○ 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

Accounting Voucher Creation		M/S. Shriram Services		1-Apr-20 Wednesday
Purchase	No. 1			
Supplier Invoice No.:	ST-01	Date:	1-Apr-20	
Party A/c name:	Shakti Transport			
Current balance:				
Particulars		Rate per	Amount	
Transport Service Purchase			10,000.00	
CGST			900.00	
SGST			900.00	
			11,800.00	
Narration:				

Bill-wise Details for : Shakti Transport Upto: ₹ 11,800.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef. 1-Apr-20)	Amount	Dr/ Cr
New Ref	ST-01		11,800.00	Cr
			11,800.00	Cr

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**

GSTR-2		Shriram Services		1-Apr-20 to 30-Apr-20		
GSTIN/UID : 27ZXCVB4523N123				Voucher Count		
Particulars						
Total Vouchers				1		
Included in Return				1		
Invoices ready for returns		0				
Invoices with mismatch in information		1				
Uncertain Transactions (Corrections needed)				0		
Not relevant in this Return				0		
Incomplete Information in HSN/SAC Summary (Corrections needed)				0		
Particulars	Voucher Count	Taxable Amount	Tax Amount	Total ITC Available	Reconciliation Status	
To be reconciled with the GST portal						
B2B Invoices - 3, 4A	1	10,000.00	1,800.00	1,800.00		
Credit/Debit Notes Regular - 6C						
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		10,000.00	1,800.00	1,800.00		
ITC Reversal/Reclaim - 11 - (Summary)						
Total No. of Invoices	1					
HSN/SAC Summary - 13						
Reverse Charge Liability to be Booked						
Reverse Charge Inward Supplies					0.00	
Import of Service					0.00	
Advance Payments						
Amount Unadjusted Against Purchases						
Purchase Against Advance from Previous Periods						

2) Press **Esc** & Return to **Gateway of Tally**

○ Intra State Outward Supply of Services

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

○ 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

Ledger Creation		Shriram Services		Total Opening Balance
Name	: Yogi Transport			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Yogi Transport	
Default credit period	:	Address	: Nagpur	
Check for credit days during voucher entry	: No	State	: Maharashtra	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 27YOGIM5623T1Z9	
		Set/Alter GST details	: No	
Opening Balance		(on 1-Apr-20) :		Accept ?
				Yes or No

4) Press **Enter** & **Accept** the Screen

○ Creating the Transport Service Sales Ledger :

1) Gateway of Tally > Create > Ledger

Name	Transportation Service Sales
Under	Indirect Incomes
Type of Ledger	Not Applicable
Is GST Applicable	Applicable
Set/Alter GST Details	Yes

Ledger Creation		Shriram Services		Total Opening Balance
Name	: Transportation Service Sales			
(alias)	:			
Under	: Indirect Incomes			
Type of Ledger	: ♦ Not Applicable			
Statutory Details		Mailing Details		
Is GST applicable	: ♦ Applicable	Name	:	
Set/Alter GST Details	: ☒ Yes	Address	:	
Type of Supply	: Services	State	:	
		Country	:	
		Pincode	:	
		Banking Details		
		Provide bank details	:	No
		Tax Registration Details		
		PAN/IT No.	:	
Opening Balance (on 1-Apr-20) :				

Description	Press Enter
HSN/SAC	7895
Nature of Transaction	Sales Taxable
Taxability	Taxable
Integrated Tax	18%
Central Tax	9%
State Tax	9%
Cess	0%
Type of Supply	Services

**GST Details for Ledger:
Transportation Service Sales**

HSN/SAC Details	
Description	
HSN/SAC	7823
Is non GST goods	No
Nature of transaction	Sales Taxable
Tax Details	
Taxability	Taxable
Is reverse charge applicable	No
Tax Type	Valuation Type
Integrated Tax	Based on Value
Central Tax	Based on Value
State Tax	Based on Value
Cess	Based on Value
	Rate
	18 %
	9 %
	9 %
	0 %

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

○ 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
Particulars	Transport Service Sales
Amount	Rs. 18,000
CGST	Press Enter
SGST	Press Enter
Type of Ref.	New Ref.
Name	1
Amount	Press Enter
Accept ? Yes or No	Yes

Accounting Voucher Creation		M/S. Bhairon Services	
Sales	No. 1		2 Apr 20 Thursday
Party A/c name	Yogi Transport		
Current balance			
Particulars		Rate per	Amount
Transportation Service Sales			18,000.00
CGST			1,620.00
SGST			1,620.00
Narration:			21,240.00

2) Press **Enter** & **Accept** the Screen

○ Generating GSTR-1 Report :

- 1) Gateway of Tally > Press **Alt+G** : Go to > Type **GSTR-1** > Press **Enter**

GSTR-1 Shriram Services 1-Apr-20 to 30-Apr-20				
GSTIN : 27ZXCVB4523N1Z3				Voucher Count
Particulars				2
Total Vouchers				1
Included in Return				
Included in HSN/SAC Summary				1
Incomplete Information in HSN/SAC Summary (Corrections needed)				0
Not relevant in this Return				
Uncertain Transactions (Corrections needed)				
Sl No.	Particulars	Voucher Count	Taxable Amount	Tax Amount Invoice Amount
1	B2B Invoices - 4A, 4B, 4C, 6B, 6C	1	18,900.00	3,240.00 21,240.00
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	1	18,900.00	3,240.00 21,240.00
HSN/SAC Summary - 12				
Document Summary - 13				

Note: Voucher count and values are not provided for HSN/SAC Summary and Document Summary. Drill down for details.

- 2) Press **Esc** & Return to **Gateway of Tally**

○ 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

○ 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

○ 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

Ledger Creation		Shriram Services		Total Opening Balance
Name	: Swami Tent House			
(alias)	:			
Under	: Sundry Creditors (Current Liabilities)	Mailing Details		
Maintain balances bill-by-bill	: Yes	Name	: Swami Tent House	
Default credit period	:	Address	: Indore	
Check for credit days during voucher entry	: No	State	: Madhya Pradesh	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 23ASDFG1234H1Z3	
		Set/Alter GST details	: No	
Opening Balance		(on 1-Apr-20) :		Accept ? Yes or No

4) Press **Enter & Accept** the Screen

○ Creating the Catering Service Purchase Ledger :

1) Gateway of Tally > Create > Ledger

Name	Catering Service Purchase
Under	Direct Expenses
Type of Ledger	Not Applicable
Is GST Applicable	Applicable
Set/Alter GST Details	Yes
Description	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

Ledger Creation		Shriram Services		Total Opening Balance
Name (alias)	Catering Service Purchase			
Under	Direct Expenses	Mailing Details Name Address	Catering Service Purchase	
Type of Ledger	Not Applicable	State Country		
Statutory Details		Banking Details Provide bank details		
Is GST applicable	Applicable	Tax Registration Details PAN/IT No.		
Set/Alter GST Details	Yes			
Type of Supply	Services			
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

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

Accounting Voucher Alteration		Shriram Services	
Purchase	No. 2		1-May-20 Friday
Supplier Invoice No.:	STH-02	Date :	1-May-20
Party A/c name :	Swami Tent House		
Current balance :	41,300.00 Cr		
Particulars		Rate per	Amount
Catering Service Purchase			35,000.00
IGST			6,300.00
Narration:			41,300.00

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**

GSTR-2 Shriram Services					
GSTIN/UIN : 27ZXCVB4523N1Z3			1-May-20 to 31-May-20		
Particulars			Voucher Count		
Total Vouchers					
Included in Return			1		
Invoices ready for returns			1		
Invoices with mismatch in information			0		
Uncertain Transactions (Corrections needed)			1		
Not relevant in this Return			0		
Incomplete Information in HSN/SAC Summary (Corrections needed)			0		
Particulars	Voucher Count	Taxable Amount	Tax Amount	Total ITC Available	Reconciliation Status
To be reconciled with the GST portal					
B2B Invoices - 3, 4A	1	35,000.00	6,300.00	6,300.00	
Credit/Debit Notes Regular - 6C					
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					
Reverse Charge Liability to be Booked					
Reverse Charge Inward Supplies					
Import of Service					
Advance Payments					
Amount Unadjusted Against Purchases					
Purchase Against Advance from Previous Periods					

2) Press **Esc** & return to **Gateway of Tally**

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/-

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

Ledger Creation		Shriram Services		Total Opening Balance
Name	: Singh Services			
(alias)	:			
Under	: Sundry Debtors (Current Assets)	Mailing Details	: Singh Services	
Maintain balances bill-by-bill	: Yes	Name	: Punjab	
Default credit period	:	Address	:	
Check for credit days during voucher entry	: No	State	: Punjab	
		Country	: India	
		Pincode	:	
		Banking Details		
		Provide bank details	: No	
		Tax Registration Details		
		PAN/IT No.	:	
		Registration type	: Regular	
		GSTIN/UIN	: 03POIUY1234T1Z7	
		Set/Alter GST details	: No	
Opening Balance (on 1-Apr-20) :				Accept ? Yes or No

4) Press **Enter** & **Accept** the Screen

○ 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		Shriram Services		Total Opening Balance
Name	: Courier Service Sales			
(alias)	:			
Under	: Indirect Incomes	Mailing Details		
Type of Ledger	: ♦ Not Applicable	Name	:	
		Address	:	
		State	:	
		Country	:	
		Pincode	:	
Statutory Details		Banking Details		
Is GST applicable	: ♦ Applicable	Provide bank details	: No	
Set/Alter GST Details	: ☒ Yes	Tax Registration Details		
Type of Supply	: Services	PAN/IT No.	:	
Opening Balance (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 Ledger:
Courier Service Sales

HSN/SAC Details

Description :
HSN/SAC : 996812

Is non-GST goods : No

Nature of transaction : **Interstate Sales Taxable**

Tax Details

Taxability : Taxable

Is reverse charge applicable : No

Tax Type	Valuation Type	Rate
Integrated Tax	Based on Value	18 %
Central Tax	Based on Value	9 %
State Tax	Based on Value	9 %
Cess	Based on Value	0 %

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

○ 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

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

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

2) Press **Esc** & return to **Gateway of Tally**

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**

GSTR-3B		Shriram Services	
GSTIN : 27ZXCVB4523N1Z3		1-Apr-20 to 2-May-20	
Particulars		Voucher Count	
Total Vouchers			
Included in Return		4	
Participating in return tables		4	
No direct implication in return tables		0	
Not relevant in this Return			
Uncertain Transactions (Corrections needed)		0	
Table No.	Particulars	Taxable Amount	Tax Amount
3.1	Outward supplies and inward supplies liable to reverse charge		
a	Outward taxable supplies (other than zero rated, nil rated and exempted)	38,000.00	5,840.00
b	Outward taxable supplies (zero rated)	38,000.00	6,840.00
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 inter-state supplies made to unregistered persons, composition taxable persons and UIN holders		
4	Eligible ITC		8,100.00
5	Value of exempt, nil rated and non-GST inward supplies		
5.1	Interest and Late fee Payable		
Reverse Charge Liability and Input Credit to be booked			
Reverse Charge Inward Supplies			0.00
Import of Service			0.00
Input Credit to be Booked			
Advance Payments			
Amount Unadjusted Against Purchases			0.00
Purchase Against Advance from Previous Periods			

Note: Amount is not shown for Input Credit to be Booked. Drill down for values.

- 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
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	Alt+Z	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	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: One position left in a text field To the previous column on the left to the previous menu on the left	Left arrow	Hidden key	Across Tally Prime	Left arrow
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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	Alt+2
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	Alt+R
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+U
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)	Ctrl+U	Hidden key	Reports	Alt+U
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	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	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 views F7/F8/F9 To navigate to Voucher View from Summary reports To navigate to post-dated cheque related transactions report	Ctrl+H	Right button	Reports	F7/F8/F9 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
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+R
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 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 It Work	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			
To accept or save a screen	Ctrl+A			
To expand or collapse a group in a table	Alt+Enter			
To move to the last field or last line	Ctrl+End			
To move to the first field or first line	Ctrl+Home			
To change the date of voucher entry or period for reports	Alt+F2			
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