

## **WHAT IS TALLY ERP 9?**

Tally ERP 9 is one of the most popular accounting software used in India. It is a completed enterprise software for small and medium enterprise.

Tally ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control and in-built customizability.

Tally ERP 9 permits business owners and their associated to interact more in accounts related associated to interact more in accounts related discussions and is a completed product business functionality such as Accounting finance, inventory, sales, porches, point, of sales, Manufacturing, costing job costing, Payroll and Branch management along with compliance capabilities for Excise, TDS, TCS, and now GST tool.

## **WHAT IS ERP FULL FORM?**

THE FULL FORM OF ERP is Enterprise Resources planning. Tally is used in POS software especially designed to meet daily financial transactions and its calculations.

**\*\*POS:** -The POS is the place in a shop where a product is passed from the seller to the customer POS is an abbreviation for “Point of sale” (business a pos system that doubles as a stock and sales system.)

## **SOME BASIC CONCEPTS WHILE DOING TALLY?**

**LEDGER:** -a ledger records classified and summarized financial information from journals (The books of first entry) as debits and credits, and shows their current balances. In manual accounting systems, a ledger is usually a loose leaf accounts. it is also called a book of final entry.

### **EXAMPLES OF LEDGER ACCOUNTS ARE: -**

- Accounts receivable
- Inventory
- Depreciation
- Revenue accounts
- Credits
- Debit
- Sunday Editors

- Sunday debtors
- Current Assets
- Fixed assets
- Drawings
- Income Expense
- Expense

**CASH:** -Cash is bills, coins, bank balance, money orders, and cheques. cash is used to acquire goods and services or to eliminate obligations. Cash is listed first in the balance sheet, since the reporting sequence is in order by liquidity, and cash is the most liquid of all assets.

**ACCOUNTS RECEIVABLE:** -Accounts receivable refers to money due to a seller from buyers who have not yet paid for their purchases.

**CREDIT:** -Credit is an agreement whereby a financial institute agrees to lend a borrower a maximum amount of money over a given time period. For example, Credit cards.

**DEBIT:** -A Debit is an accounting record that represents either an increase in assets or a decrease in liabilities or net worth. A debit is the opposite of a credit. For Example, let's say that company xyz sells \$1,000,000 worth of widgets to John Doe for cash.

**SUNDAY CREDITORS:** -Any person who supplies the goods or services or consumable item to a business from on credit basis, will be called as Sunday creditors by the firm.

Sunday creditors are the liabilities of the firm because the firm is supposed to pay the outstanding amount in future as per terms and conditions agreed upon by both the parties. They are also

called trade creditors. But at the time of preparing creditors are shown as Sunday creditors.

**CURRENT ASSETS:** -These assets of the business which are kept for short term for converting into cash for resale debtors, bank balance, etc., are some of the examples of current assets.

**LIABILITY:** -Legal obligation to be paid to the outside.

**DRAWINGS:** -It is the amount of the money of the value of goods which the proprietor takes for personal use.

**REVENUE:** -It means caring for money from different sources.

**EXPENSE:** -Expense is the amount spent in order to produce and sell goods and services. Expenses is the cost of the use of things or services for the purpose of generating revenue like. Purchase, expense, printing & stationery expenses, conveyance expenses etc.

**INCOME:**-Income is the profit earned during a period of time. In other words, the difference between revenue and expense is called income.

Income= Revenue-expense

## SOME LEDGER NAMES AND OTHERS GROUP: -

### NAME

### UNDER

Cash	cash in hands
Petty cash	cash in hands
Capital	capital A/C
Drawings	capital A/c
Person (purchasing from)	Sunday Creditors
Person (selling to)	Sunday debtors
Salary	indirect Expenses
Wages	Direct Expenses
Machine, Furniture, lancets.	Fixed Assists
Purchase	Purchase/C
sale	sales A/C

## HOW TO OPEN TALLY SOFTWARE?

Go to start menu-type tally or double click on icon of tally on the desktop-choose “Work in Educational mood”-or press Alt +w.

- If you are opening the tally for the first time “Company info “is gone, else the “Gateway of tally” (Got) will open.
- In order to work further we need to make a company.

## HOW TO CREATE COMPANY?

Go to company into on press Alt+F3□Create Company □Fill the details□Accept(ctrl+A)

## HOW TO SHUT COMPANY?

Go to company info □shut company□chose the name of company you want to shut □accept(hit the enter).

## HOW TO OPEN COMPANY?

Go to company info□after□chose the name of company□accept(ctrl+A)□press (Y) from your keyboard.

## TO CLOSE TALLY?

Press “esc” key → Enter y or press ctrl Q.

## HOW TO CREATE LEDGER?

Go to accounts info → ledgers → create → put name  
alias (secondary name for the same ledger) → put proper  
under/Group → put opening balance → accept.

By Default, tally has two predefined ledgers.

## FEW STATEMENT TO CREATE LEDGERS: -

1. Started Business with cash 50,000/-
2. Purchased Machine by cash from ADITI 20,00/-

3. Sold goods to Ashok 13,000/-

		AMOUNT	
SL NO.	LEDGER	DR	CR
1.	CASH	50,000/-	
	TO CAPITAL		50,000/-
2.	MACHINE	20,000/-	
	CASH		20,000/-

3.	ASHOK	13,000/-	
	SALES		13,000/-

NAME	CASH	AMOUNT
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CASH	CASH IN HAND	50,000/-dr
CAPITAL	CAPITAL AMOUNT CASH	50,000/-cr
MACHINE	FIXED ASSETS	20,000/-dr
Open cash 30,000/-dr		
ASHOKE	SUNDRY DEBITORS	13,000/-dr

SALES UNDER	SALES ACCOUNT	13,000/-cr
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### HOW TO SHOW BALANCE SHEET?

GO TO From the reports head choose “BALANCE SHET  
“ or you can press “B”.

### HOW TO EDIT THE DETAILS OF COMPANY?

Go to company info after chose the name of  
company chose the name of company change  
Anything Accept.

### HOW TO DELETE A COMPANY?

Go to company info After chose the name of company press Alt+D Accept.

## WHEN THE FINANCIAL YEAR (FY) STENDS AND ENDS?

Fy starts from 1<sup>st</sup> April and ends 31<sup>st</sup> march of any year.

## SUM SHORT CUTS

F1 SELECT COMPANY

F1 SHUT COMPANY

F2 DATE

F2 PERIOD

F3 COMPANY INFO

F11 FEATURES

F12 CONFIGURE

**(STANDS FOR ALT)**

## HOW TO RENAME A LEDGER?

Go to Accounts info Ledgers After chose the ledger name Edit.

## HOW TO DELETE A LEDGER?

Go to accounts info ledgers after chose the ledger name press Alt+D yes.

## HOW TO SHOW A LEDGER?

Go to □ account info □ ledgers □ display □ choose □ the ledger name.

- ❖ Tally has 28 pre-defend Groups among which 15 group are primary and 13 are secondary groups.

## HOW TO SEE THE GROUPS?

Go to □ display □ list of accounts □ Press ctrl+G to see only groups.

# CREATE THE LEDGERS

1. ASHOKE STARTS BUSINESS WITH RS. 1,0,000/-
2. PURCHASE MACHINERY FOR RS. 50,000/- AND FURNITURE FOR RS. 10,000/-.
3. PAID AMMOUNT FOR RS.1000/-
4. DEPOSITS RS. 10,000/- IN BANK
5. PURCHASE OF GOODS FOR RS. 20,000/- FROME MR. RAM ON CREATE.
6. SOLD GOODS TO MR. RAKESH FOR RS. 10,000/-
7. RS. 50,000/- WITH DRAWS FROME BAND FOR PERSOND USE
8. WITHDRAWS RS. 1000/- FOR OFFICE USE

## 15 PRIMARY GROUPS

1. BRANCH/DIVISIONS
2. CAPITAL ACCOUNT
3. CURRENT ASSETS
4. CURRENT LIABILITIES
5. DIRECT EXPENSES
6. DIRECT INCOME
7. FIRED ASSETS
8. INDIRECT EXPENSES
9. INDIRECT INCOME
10. INVESTMENTS
11. LOANS (LIABILITY)

## 13 SUB GROUPS

1. BANK ACCOUNTS
2. BANK OD A/C
3. CASH-IN-HAND
4. DEPOSITS & TAXES
5. LOANS & ADVANCE  
(ASSET)
6. PROVISIONS
7. RESERVES &  
SURPLUS
8. SECURED LOANS
9. STOCK-IN-HAND

12. MISE.ECPENSES(ASSET )	10. SUNDRY CREDITORS
13. PURCHSE ACCOUNT	11. SUNDRY DEBITORS
14. SALES ACCOUNTS	12. UNSECURED LOANS
15. SUSPENSE A/C	

### HOW TO CREAT MULTIPLE LEDGER?

Go to □ accounts info□ledgers□choose create from multiple ledgers□under group= “ALL ITEMS” or choose any from provided option □ put name and other details.

### HOW TO SHOW BALANCE SHEET?

Go to □ from the reports head choose “BALANCE SHEET”□ Or you can press “B”.

1. Mr. Ram starts business with Rs. 2,00,000/- and deposited into bank Rs. 40,000.
2. Paid for office building Rs. 50,000/- and furniture for Rs. 10,000/-.
3. Purchase raw material of RS. 10,000/- on credit from MR. Avinash.
4. Paid wages Rs. 2000/-
5. Paid salary RS. 10,000

## **HOW TO SHOW TRIAL BALANCE?**

Display from gateway of tally  trial balance  for details  Alt+F1

**SHOW PROFIT AND LOSS:-Gateway** of Tally Reports profit & loss A/C.

**CREATE THE FOLLOWING LEDGER & SHOW BALANCE SHEET:**

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<b>LIABILITIES</b>	<b>AMOUNT</b>	<b>ASSETS</b>	<b>AMOUNT</b>
<b>CAPITAL</b>	<b>1500000</b>	<b>FURNITURE</b>	<b>45000</b>
<b>DRAWINGS</b>	<b>15000</b>	<b>CASH</b>	<b>941500</b>
<b>LOANS</b>	<b>15000</b>	<b>SBI</b>	<b>500000</b>
		<b>TV</b>	<b>13500</b>

**HOW TO EXPORT ANY REPORT? (BALANCE SHEET)**

Open your balance sheet in details format(Alt+f1) For export(Alt) Language default format choose excel,HTML,JPGG,PDF see carefully export location and output file name save

## HOW TO ENABLE SECURITY CONTROL?

Go to company info → alter → open company → used security control  
yes → name of administrator → any name → enter password → create any password → report password → again password → save.

**INVENTORY:-** Inventory is an asset that is intended to be sold in the ordinary course of business. Inventory may not be immediately ready for sale. Inventory items can fall into one of the following three categories.

Help for sale in the ordinary course of business; or that in the process of being produced for sale; or the materials or supplies intended for consumption in the production process.

This asset classification includes items purchased and held for resale. In the case of services, inventory can be the cost of services for which it is recognized.

In accounting, inventory is typically broken down into three categories, which are:

**RAW MATERIALS:** Includes materials intended to be consumed in the production of finished goods.

**WORK-IN-PROGRESS:** Includes items that are in the midst of the production process, and which are not yet in a state ready for sale to customers.

**FINISHED GOODS:** Includes goods ready for sale to customers, may be termed merchandise in a retail environment where items are bought from suppliers in a state ready for sale.

Inventory is typically classified as a short-term-asset, since it is usually liquidated within one year.

CSDC

## HOW TO CREATE STOCK GROUP?

Go to [inventory info] [stock group] create [put] name [save].

## UNIT OF MEASURE?

Units are mainly two types of units. 1. Simple unit and 2. Compound unit.

### SIMPLE UNIT-

Go to [inventory unit] units of measure [create] [type =simple] [put symbol for the unit (e.g. for pleas unit put pes)] [save].

### COMPOUND UNIT

Go to [inventory info] [units of measure] [create] [type=(compound)] [create two simple unit] [then first put maximum unit] [save].

## HOW TO CREATE STOCK ITEM?

Go to [inventory info] [stock items] [create] [type items name] [under=stock group name] [put unit(simple or compound)] [put quantity and rate] [save]

## HOW TO SHOW AND EDIT STOCK ITEM?

Go to  inventory info  stock item  to show open display option  to edit open alter.

To delete open alter  choose item press Alt+D  yes.

<b>PRODUCT</b>	<b>QUANTITY</b>	<b>RATE</b>
<b>BUTTER</b>	<b>6kg</b>	<b>200/kg</b>
<b>SUGAR</b>	<b>10kg</b>	<b>80/kg</b>
<b>CHOCOLATE</b>	<b>5kg</b>	<b>650/kg</b>
<b>FLOUR</b>	<b>15kg</b>	<b>45/kg</b>
<b>MILK</b>	<b>12kg</b>	<b>75/kg</b>
<b>EGGS</b>	<b>100pcs</b>	<b>4/pcs</b>
<b>VANILLA EXTRACT</b>	<b>3kg</b>	<b>1000/kg</b>
<b>BAKING POWDER</b>	<b>1kg</b>	<b>3700/kg</b>
<b>SALT</b>	<b>1kg</b>	<b>40/kg</b>

STOCK	QUANTITY/UNIT	GODOWN	RATE
SOAP	12 PACKETS(5PES/PACK )	BIDHANNAGAR	100
BOTTLE	10 PACKETS(6PES/PACK )	KOLKATA	270
SHAMPOO	25 BOX(12 POUCH/BOX	BARRACKPORE	210
CHOCOLATE	8 BOX (7PEC/BOX)	MANIKTALA	400
BISCUIT	15 PACK (16POUCH/PACK)	KOL	390

## TALLY & GST Sem-1

- COMPANY CREATE
- JURNAL CREATION(COPY)
- LEDGER CREATION (COPY T TALLY)
- MULTIPLE LEDGER CREATION
- BALANCE SHEET
- TRIAL BALANCE
- PROFIT AND LOSS
- STOCK ITAM CREATION
- UNITE OF MEASURES
- GODOWN CREATION
- COMPOUND AND ALTERNATIVE UNIT
- VOUCHAR (*CONTRA, PAYMENT, RECEIVE, JOURNAL, SATES, PURCHASE*)
- STOCK GROUP AND CATEGORY

- **BOM AND MANUFACTURING**
- **BILL BY BILL PAYMENT**
- **STOCK TRANSFER**
- DISCOUNT
- ACTUAL AND BILLED QUANTITY
- BATCH CREATION
- MULTIPLE USER AND PASSWORD
- SPLIT COMPANY
- PURCHASE AND SALES ORDER
- TRACKING NUMBER
- NEGATIVE BALANCE/ STOCK EXCLUSION
- COST CENTER AND CATEGORY
- PRICE LEVEL
- INTEREST CALCULATION
- ZERO VALUE ENTRY
- BACKUP AND RESTORE
- NON A/C VOUCHER
- EXPORT
- LANGUAGE+OTHER SHORTCUTS

## TALLY & GST Sem-2

- INCOME TAX
- TDS
- GST
- STANDER RATE
- REORDER LEVEL
- ADDITIONAL COST OF PURCHASE
- CREDIT LIMIT
- BUDGET
- SCENARIO
- PAYROLL(CONCERT)
- NET BANKING

## **HOW TO ENABLE GODOWN OR LOCATION?**

Press F11 → go to inventory features(F2) → mention multiple godown=yes → save(y) → go to inventory info from got → GODOWN → create → type name of godowns → save(y) → then create stock items.

## **HOW TO CHECK STOCK ITEM GODOWN WISH?**

Display of got ⇒ display → statement of inventory → godown → open your godown location.

FEATURES (F11) ARE THREE TYPES → 1. ACCOUNTING(F1) 2. INVENTORY FEATURE(F2) 3. STATUTORY & TAXATION(F3)

## **HOW TO USE ALTERNATIVE UNIT?**

Press F12 → accts/inventory info → open master configuration → use alternate units for stock items → yes → save → return got → inventory info → stock items → create → item name → under → unites (Ex=pack) → alternative unit(Ex-pcs) → where EX(6pcs=1 pack) → put quantity → chose location or godown → put rate → save.

# VOUCHAR

## CONTRA VOUCHER(F4)

IN THIS VOUCHER THOSE ENTRIES CAN BE PASS WHERE THE TRANSACTION BETWEEN CASH AND BANK.

EXAMPLE: - CASH A/C DEBIT TO BANK A/C CREDIT

## PAYMENT VOUCHER(F5)

In this voucher area can pass all the entries where the company pays to others by cash or bank.

## RECEIVE VOUCHER(F6)

In this voucher we can pass the entries where the company receives the amount in cash or through the bank.

## **JURNAL VOUCHER(F7)**

This voucher passed All the entries which does not include any monetary involve.

EXAMPLE: - Salary received form Ashok Leyland.

## **SALES VOUCHER(F8)**

All the entries where all the selling details of the company can be passed through the voucher.

## **PURCHASE VOUCHER(F9)**

Purchase details of the company are passed in this voucher.

### **1. Deposit RS. 10,000/- in bank (contra voucher)**

Go to □ accounting vouchers □ open contra voucher or press (f4) □  
account □ bank (to deposit) □ particular = cash put amount □ put  
narration □ save.

### **2. Paid rent Rs.1000/- (Payment voucher)**

Go to □ accounting voucher □ open permanent voucher or press  
(f5) □ account = cash/bank □ particular = rent □ put amount □ put  
narration □ save.

### **HOW TO SHOW PASS VOUCHER?**

Go to □ display □ day book □ open your voucher.

# VOUCHE

R

1<sup>ST</sup>

EXAMPLE

E

1. OPEN COMPANY WITH 5000000.
2. PURCHASE THE FOLLOWING ITEMS FROME SUMAN AND STORED AT ICHAPUR GODOWN.

ITEM	QUANTITY	RATE/UNITE
BOOK	17 PCS	180/PCS
PENCIL	22 PCS	5/PCS
PAPER	15 BUNDLES	130/BUNDLES
STAMP	1PCS	40/PCS
STAPLER	2 PCS	35/PCS
BOTTLE	20 PACKET	70/PACKETS
	(2PCS/PACKET)	

3. PAID AMOUNT TO SUMAN.
4. SOLD THE FLOWING ITEMS TO AMIT FROME ICHAPUR GODOWN.

ITEM	QUANTITY	RATE/UNIT
BOOK	17 PCS	200/PCS
PENCIL	22 PCS	7/PCS
PAPER	15 BUNDLES	140/BUNDLES
STAMP	1 PCS	55/PCS

<i>STAPLER</i>	<i>2 PCS</i>	<i>50/PCS</i>
<i>COTTLE</i>	<i>20 PACKET</i>	<i>100/PACKET</i>
	<i>(2 PCS/PACKET)</i>	

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## 2<sup>ND</sup> EXAMPLE

1. Anita started business with cash as capital of Rs.500000/-
2. Purchase goods for cash of Rs. 50,000/-
3. Purchased machinery Rs.100000
4. Paid for printing and stationary Rs.1300/-
5. Purchase office furniture Rs.50000/-
6. Wages paid Rs.1000/-
7. Open bank A/C in SBI bank with cash Rs.25000/-
8. Sold goods for cash Rs. 75,000/-
9. Purchased goods from arise sham PVT/LTD rs.40000/-
10. Sold goods on credit to projukta Rs.15000/-
11. Received amount from prajukta Rs.15000/-
12. Withdraw cash for Rs.5000/-
13. Telephone Bill paid Rs.1500/-
14. Deposited cash in SBI bank of Rs.4500/-
15. Rent paid Rs.5000/-
16. Purchase item from Anil rs.20000/-

## PROCESS OF (1 EXAMPLE)

At first create a new company enter cash amount got accounting voucher put invoice no pur/receive no/financial year party account name=chose or create name of SANDRY creation (summon) purchase ledger=purchase name of item =chose or create item put down, quantity, rate create all items in same process put narration save.

Go to permanent voucher account cash/bank particular =name of sundry creditor(EX-SUMON) Put amount put narration save.

## <<PROCESS OF (4-5) EXAMPLE>>

Open seals voucher from accounting voucher Put reference no=sale/1234/22-23(ex) party A/C name chose or create any sundry

details name=Amit sales ledger=chose or create sale name of item pot  
godwons,quantity,rate,narration,save.

Open receipt voucher account=cash or bank particular=chose your  
sundry dative name put amount, narration save.

### HOW TO CREATE STOCK CATEGORY?

Press f11 f2 maintain stock categories=yes save. Go to inventory  
info categories create now put the category name save while  
creating stock items choose the category names fill other details the  
category names fill other details save.

- TO SHOW-

Go to  STOCK SUMMARY alt+f1  then show details.

- **ADD DISCOUNT COLUMN**

Press F11→F2→Add discount column in invoice=yes→ save→ then go to accounting voucher→open purchase or sale voucher→fill the details→such as chose or create party name→choose or create purchase or sales ledger→choose the item→put quantity & rate→discount% enter→save→put narration→pass the voucher.

- **ACTUAL AND BILL QUANTITY-**

Press 11→F2→Use separate actual and bill quantity columns=yes→save.

Open purchase or sales voucher→fill the details→put the details→put the original quantity of item that you are purchasing or selling→put the no. of quantity that you are paying for→put narration→save.

## EXAMPLES OF ACTUAL AND BILL QUANTITY AND DISCOUNT COLUMN: -

- ✓ Purchase 7pcs gitter from a musical company at the rate of 70000/- each with 3.7% discount and stored it in Bulgaria godown.
- ✓ Sold 3pcs gitter to royal at the rate of 10,000/- each with 5% discount.
- ✓ Company purchased 50 qtls of cotton from XYZ company at the rate of 34000/- per/unit among which 10qtls were added for free.
- ✓ 2 bottles are offered free with the purchase of 5 bottles at the rate of 90/- rs each.
- ✓ 11 chairs are purchased at the rate of 350 each and given discount is 3.07% then sold 6 chaises to Mohan at the rate of 500 along with 1 chair free.

### MAINTAIN BALANCE BILL BY BILL: -

Press 11 f1 maintain bill wise details=yes save now create any party name(sundry creditor or debtors) maintain balance bill by bill=yes save now pass any purchase or sales voucher Go to payment or receipt voucher choose A/C=cash or bank particulars=choose the party name put the amount choose any reference style (Advanced) against ref,new,pef,on account distribute the amount put narration and save.

TO SAVE Go to display from got day book choose the entry enter.

### COST CATEGORIES AND COST CENTER: -

Press F11 F1 maintain cost center=yes maintain more than payroll or cost categories=yes save now go to A/C info cost category create only enter the category name save now go to cost center name save.

*COST CATEGORY*

*COST CENTER*

1.) FOOD

-

Breakfast fast-100

-

Lunch-400

-

Snacks-200

2.) EDUCATION

-

TUITION-1000

-

BOOK-1500

-

SCHOOL-4000

## MULTIPLE USER

Open any company in after administrator name & password save then again go to company info security level put username and password save.

Now shut the company login as the user by entering ID and password and the user will be allowed to work as per security level.

## SPLIT COMPANY

Go to company info split company data put split from data save. Default split company data from data is 1<sup>st</sup> sep (6-month division).

## PRICE LIST

Price list is only application on sale press F11 F2 use multiple price level=Yes enter price(manufacturer, WholesalerT, retailer etc.) save then go to inventory info price level=choose any enter applicable from data now chose the item enter quantity and rate accordingly save go to sale voucher go to the party section create or choose SD save select the price level create or choose sales larger chose item enter quantity the rate will be approved as per the price level save.

## DISPLAY

Price list stock group select stock group.

Data to change korte hobe F2.

TO MAKE ONE PCS OF CAKE WE REQUIRED

ITEMS	QUANTITY	AMOUNT
Topping	2 packet	15 Rs.
Flour	1 kg	30 RS.
Egg	6 pcs	5 RS.
Sugar powder	500gm	2 RS.
Essence	1 teaspoon	5 RS.
Dry fruits	1 packet	120 RS.
Butter	5 packet	65 RS.
Baking powder	2 ts	2 RS.
Salt	5 ts	1 RS.

PROCESS

Press F12 Accts/ inventory info enable component list details(bill of materials)= yes save then go to inventory info create required item for the main product do not put any quantity of rate only enter units save then go to purchase voucher purchase the ingredients required for the product then again go to inventory info stock item create enter the name of product set component list(BOM)=Yes save entre bom name as product name cake unit of manufacture=1 choose the ingredients and quantity to manufacture 1 unit of product save do not put any quantity or rate save.

MANUFACTU  
RING  
VOUCHER

To manufacture any product, we need to create manufacturing journal for that-

Go to inventory info voucher type create name=manufacturing voucher type=stock journal method of numbering=automatic use as manufacturing journal=yes save then go to inventory voucher press ALT+F7 chose manufacturing voucher select product name and quantity then the material details will be appeared automatically additional cost=create ledgers of any direct expenses put percentage and amount enter narration save.

## INTEREST CALCULATION

Press F11 F1 activate interest calculation=yes use advanced parameter=yes save.

Go to accounting info ledger create ledger of Sundry creditor or debtor activate interest calculation= yes put rate of interest calculation=yes put rate of interest interest style=calendar year all balance put application data range rounding=normal limit=1 now put the amount you are borrowing or giving save.

Now go to display from got statement of accounts interest calculation chose interest payable in case of Sunday creditor and interest receivable in case of Sunday debtor press F2 AND SET DURATION You will see the interest amount for that time Period.

## STOCK TRANSFER

At first create any item with proper godown unit,rate,quantity then go to gateway of tally inventory voucher choose item choose the source location put the quantity you want to transfer now choose the same item again for the destination chose another location put quantity put narration save.

## ZERO VALUE ENTRY

Press f11 F1 or F2 Enable zero value transaction=yes save now open any voucher and you will be able to pass any voucher without entering any amount.

## BACK UP & RESTORE

First create a folder in any location then open any company of which you want to take backup go to company info backup destination=entre the location and name of the folder you have create to take the location and name right click on the folder properties copy the location (ctrl+c)

then paste it on the destination of backup(ctrl+alt+n) again copy & enter the folder name ⇒ choose company⇒save.

In case of deletion or any kind of corruption of the company, go to company info ⇒ restore ⇒choose the file and company name to restore⇒save.

## BATCH CREATION

- Press F11□F2□Maintain batch wise details =yes□set expiry dates for batch=yes□save.

- Now go to inventory info → stock item → create → put item name and unit → maintain in batches=yes → set expiry date=yes → use data of manufacturing=yes → put quantity → put batch (company name/product/code/year) → put manufacturing and expiry date → put rate → save.
- To show → go to display from gateway of tally → statement of inventory → stock query → choose the item → press enter for further details.
- You can go to stock summary for got → choose item → enter → press F5.

### NEGATION BALANCE EXCLUSION

Press F12 from got invoice of orders entry warn on negative stock balance=no save.

While passing any sale voucher will not allow the user to stop passing the entry but if the option remains yes it will show negative stock balance MSG to notify if company does not have enough stock.

CSDC

## NON-ACCOUNTING OR UN CONVENTIONAL VOUCHER

Non-accounting voucher are those voucher that do not affect accounts of the company there are three non-accounting or un conventional voucher available-

- Optional voucher
- Memorandum voucher
- Reversing journal

### OPTIONAL VOUCHER

- Press F11→F1→use reversing journal and optional voucher=yes→save.

There is no voucher individually available as optional voucher you can make it any voucher optional by pressing CTRL+L open payment or receipt voucher a/c= book or cash particular=choose or create any expense a/c save.

- This voucher entry will not show any import on the reports such as balance sheet, profit and loss etc.
- You can convert any optional voucher into a regular voucher by pressing ctrl+l again.

## MEMORANDUM VOUCHER

Go to accounting voucher and press ctrl+F10 or choose memos now press any entry save.

It will not show on the report until you convert it into accounting voucher for that go to display select the memorandum voucher from day book press the shortcut key of the convenient accounting voucher save now it will be appeared on the reports.

## REVERSING JOURNAL

Enable the option first then go to accounting voucher reversing journal(F10) Now pass any entry in a voucher put applicable up to date the voucher date should not be a head of the application up to date pass the voucher.

Now go to display exception reports reversing journal open the voucher change the current date into application up to date now you will see the voucher is reversed then go to daybook change it into accounting voucher and it will be showing on the reports.

## PURCHASE ORDER

Press F11 F2 enable purchase order processing=yes use debit and credit note in invoice=yes record debit note in invoice mode=yes use tracking number(enables delivery and receipt notes)=yes use rejection inward and outward notes=yes save.

Go to order voucher purchase order (alt+F4) create ledger of Sundry creditor put order number(pur/xxxx/22-23) or (pur/product code/f.y) create or choose purchase ledger now create or choose item you want to order put quantity and rate put narration save.

## PURCHASE ORDER PROCESSING

Now go to inventory voucher open receipt note(alt+F9) now put reference or challan no=PCHL/xxLL/22-23(pcht/product code/F.y) choose the party name choose the order no the details will be appeared automatically put narration save.

Then again we will go to inventory voucher rejection out(alt+F6) ledger A/c= choose the party name select challan no new enter the number 0/- item you want to reject save put narration(being items returned) save.

Then go to purchase voucher put invoice no.(puri product code /f.y)

(Ex-pur/xxx-22/22-23) choose party name select challan no other entails will appear automatically put narration (being item purchased) save.

# PROCESSING

Enable option



Order voucher purchase order voucher



Inventory voucher 1.) RECEIPT NOTE 2.) REJECTION OUT (IF ANY)



ACCOUNTING PURCHASE VOUCHER

## ***SALES ORDER PROCESSING***

Press F11 F2 enable sales order processing the rest details are similar to purchase order voucher processing.

Go to order voucher choose sales order or press Alt+F5 put the name of party (Sunday debtor) enter order number (sor/product code/financial year) choose our create sales order choose the item to sale put quantity and rate put narration (being items ordered for sale) save.

Then go to inventory voucher delivery note or press alt+F8 put challan number (sehl/product code/financial year) chose the party name,order number the details will appear automatically narration.

In case of any dispute of error the item can be reject by the customer for that go to inventory voucher rejection in or press ctrl+F6 name of the ledger choose the party name choose the item put quantity customer wants to reject put narration save.

INCOME TEX SLAB	INCOME TAX RATE
UP to rs.2,50,000	Nil
Rs.2,50,001-5,00,000	5% above rs.2,50,000
Rs.5,00,001-7,50,000	Rs. 12,500+10% above rs.5,00,000
Rs.7,50,001-10,000,000	Rs.37,500+15% above rs.7,50,000
Rs.10,000,001-12,50,000	Rs.75,00+20% abovers.10,00,00
Rs.12,50,001-15,00,000	Rs.1,25,000+25% above rs.12,50,00
Above rs.15,00,000	Rs.1,87,500+30% above rs.15,00,000

### ***WHAT IS SURCHARGE?***

Surcharge is an additional charge levied for persons earning income above the specified limits, it is charged on the amount of income tax calculation as per application rates.

10%-taxable income above rs.50 lakhs-up to 2.1 crore.

15%-taxable income above rs.1 crore-up to rs.2 crore.

25%-taxable income above rs.2 crore-up to rs.5 crores.

37%-taxable income above rs.5 crores.

Maximum rate of surcharge on income by way of dividend or income under the provisions of sections 11A,112A, and 115AD is 15%.

### ***HEALTH AND EDUCATION CESS***

Health & education cess @4% shall also be paid on the amount of income tax plus surcharge (if any)

- 1.) 7,00,000/-
- 2.) 8,50,000/-
- 3.) 6,25,000/-
- 4.) 1,50,000/-
- 5.) 4,26,000/-

6.) 9,57,000/-

7.) 3,97,625/-

### WHO TO CALCULATE INCOME TAX N TALLY?

Press F11 F1 enable cost center & cost category save return got way of tally go to create info create a ledger of income tax under=duties & taxes cost center are application=yes save then create cost center category name=tax on amount, health & education cess (4%) go to accounting voucher open payment voucher account=bank particular=ledger of income tax put to fall amount enter choose cost category=primary cost category choose cost center name=1.)tax on amount put amount 2.)health & education cess (4%) put amount put narration save.

1.) 8,50,000/-

2.) 6,25,000/-

3.) 1,50,000/-

- 4.) 4,26,000/-
- 5.) 9,57,00/-
- 6.) 3,97,625/-
- 7.) 13,08,000/-

## TAN

Tan or ten dedication and collection account number is a 10-digit alphanumeric number required to be obtained by all persons who are responsible for deducting or collecting tax.

## ELIGIBILITY FOR TAN

Any organization running a business and having employees, have to compulsorily apply for a TAN. This means, if you are any of the following legal entities paying salary or a commission. You will fall under the purview of tan. The categories of applicants can be any of the following.

- 1.) Company/branch/division of a company.
- 2.) Individual (Sale proprietorship)/branch of individual business.
- 3.) Hindu undivided family(HUF).
- 4.) Firm/branch of firm.
- 5.) Association of persons/body of individuals/association of person (trusts)/artificial juridical person.

## STRUCTURE

- Tan structure is as follows: GOA A9999B: First four characters are letters, five are numerals, and last character is a letter.
- Each tan deductor is uniquely identified by tan.
- The first three characters represent the city of state where the deduct.
- And the next 5 characters are numeric.
- And the last character is a letter.

## PRACTICE SHEET

- 1.) Create a company as “ATUL industries LTD”. In tally with inventory management.
- 2.) Pass the following entries.
  1. Sager started “ATUL industries LTD” by bringing capital RS.3,00,000/- cash.

2. He deposited RS.1,00,00/- cash at ICICI bank.
3. He paid an electric bill for RS.1200/- by cash.
4. He withdraws RS. 10,000/- cash for his personal use.
5. He purchased the following item from computer lab.LTD ON CREATED with (A) computer -10nos -@20000/- each.
6. He sold the following item to somnath traders in cash (A)-5 nos- @27500/-.
7. He received RS.6000/- as commission from rohit by cash.
8. He paid house rent for Rs.5000/- by cash.
9. He withdraws RS. 25000/- cash from ICICI bank.
10. He purchased furniture for RS. 25,000/- cash for office use.

- 3.) Show the trial balance and balance sheet of “ATUL INDUSTRIES LTD”.
- 4.) Show the cash book & bank book of the company.
- 5.) Show the day book.

## HOW TO CREATE TDS?

Press F11 F3 (standing and taration feature) enable tax deducted at source(TDS)=YES set/after TDS details=yes enter TAN registration no as per the structure enter the same number in TAN save enter pan for the company save.

## TDS PROCESSING

Open journal voucher create a ledger of salary (under indirect expense) is TDS application nature of payment= choose name category enter payment name=salary put section=192 payment code=92 rate=5% threshold limit=RS.50000 save

Enter amount for salary credit=create ledger f Sunday creditor (name can be employee) is TDS deductible= yes deducted type=company resident deduct TDS in same voucher=yes enter pan number provide pan details=yes save the amount will be deducted automatically credit=create ledger of TDS on salary under(duties & taxes) type of duty=TDS on

salary save the ledger the amount will be adjusted put narration as being TDS calculated.

To pay TDS open payment voucher accounts=bank/SBI/HDFC PARTY COLOR =choose the ledger of TDS on salary pass the voucher.

TO show the TDS REPORT go TO display from GOT statutory reports TDS reports form 26Q.

If the TDS is not paid then from TDS reports, choose TDS outstanding.

### PAN

**A permanent account number(pan) is a ten-character alphanumeric identifier issued in the form of a laminated “pan card”, by the Indian income tax department to any person. who applies for it or to whom the department allots the number without an application.**

**A pen is a unique identifier issued to all judicial entities identifiable under the Indian income tax act 1967. The income tax PAN and its linked card are**

issued under section 139A of the income tax act. It is issued by the Indian income tax department under the supervision of the central board for direct taxes(CBDT) and it also serves as an important proof of identification.

It is also issued to foreign nationals (such as investors) subject to a valid visa, and hence a PAN card is not acceptable as proof of Indian citizenship.

A pan is necessary for filing income tax returns.

### STRUCTURE

The PAN (or PAN number) is a ten-character long alpha-number unique identifier. The PAN structure is as follows: AAAPL1234C:

- The first five characters are letters (in rupees by default), followed by four numerals, and the last(tenth) character is a platter.
- The first three characters of the code are three letters forming a sequence of alphabet letters from AAA to ZZZ.

- The fourth character identifies the type of holder of the card. Each holder type is uniquely defined by a letter from the list.

## **BELOW**

- **A- Association of persons (AOP)**
- **B-Body of individuals (BOI)**
- **C-Company**
- **H-HVF (Hindu undivided family)**
- **G-Government**
- **F-Firm**
- **L-Locate authority**
- **J-Artificial juridical person**
- **P-Individual (proprietor)**
- **T-Trust (NGO)**
- **E-LLP (Limited liability partnership)**

**The fifth character of the PAN is the first character of either.**

- **Of the surname of last name of the person, in the case of a “personal” PAN card, where the fourth character is “p” or**
- **Of the name of the entity, trust, society or organization in the case of a company/HUF/FIRM/AOP/TRUST/BOI/LOCAL/AUTHORITY/ARTIFICIAL Judicial person/ government where the fourth character is “C”, “H”, “F”, “A”, “T”, “B”, “L”, “J”, “G”.**
- **The last (tenth) character is an alphabetic digit used as a check-sum to verify the validity of that current code.**

## **GST**

### **GOODS AND SERVICE TAX**

**VAT (value added tax) +service tax excise duty=gst**

**Excise duty=GST**

### **GST**

- 1.CGST (central goods and service tax)**
- 2. SGST/UTGST (State goods and service tax/ Union territories goods and service tax)**
- 3. IGST (Integrated goods and service tax)**

## **GST COUNCIL**

**GST council is the governing body of GST having 33 members, out of which 2 Members are of center and 31 members are from 28 states and 3 union territory with legislation. The council contains the following members (a) union finance (as members). The minister of state in charge of finance or taxation or other minister as nominated by each state government (as member). GST council is an apex member committee of modify reconcile or to procure any law or regulation based on the content of goods and service Tax in India. The council is headed by the union finance minister “Nirmala sitarman” assisted with the fiancé minister of all the state of India. The GST council is responsible for any revision or catchment of rule or any rate changes of the goods and services in India.**

**The first meeting of GST council was held of 2022-2023 sep, 2016. It focused on rolling out GST on 1<sup>st</sup> April, 2017.**

**GST was implemented in INDIA 01 July 2017.**

**Goods and services are divided into five different TAX slabs for collection of TAX - 0%, 5%, 12%, 18%, and 28%. However, Petroleum product, alcoholic product and electricity are not taxed under GST and instead are taxed separately by the individual state government, as per the previous tax system. There is a special rate of 0.25% on rough precious and semi-precious stones and 3% on gold. In addition, a cess of 22% or other rates on top of 28% GST applies on few items like aerated drinks, luxury cars, and tobacco products. Pre-GST the statutory tax rate for most goods was about 26.5%, post-GST most goods are expected to be in the 18% Tax range.**