



### Real Account/Computer Account

Particular	Amount (Rs.)	Particular	Amount (Rs.)
Debit purchase of asset	xxx	Credit sales of asset	xxx

Plant and machinery purchased on cash Rs.500, 000.

#### Journal Entry

Plant & machinery a/c Dr.                      Rs.500, 000  
     To Cash a/c    Rs.500, 000

(Being plant and machinery purchased on cash.)

### Nominal Account

Nominal accounts are related with **income and gains (credit) expenses and losses (debit)** of a business concern. For example,

- Telephone charge
- Advertising
- Salary
- Commission received
- Discount

### Nominal Account/Salaries A/c

Particular	Amount (Rs.)	Particular	Amount (Rs.)
Debit expenses or losses	xxx	Credit income or gains	xxx

Salary paid to staff Rs.10, 000.

#### Journal Entry

Salary a/c Dr.                                      Rs.10, 000  
     To Cash a/c    Rs.10, 000

(Being salary paid to staff.)

Classification of Account

Personal Account	Real Account	Nominal Account
Capital Account	Cash in Hand Account	Interest Account
Drawing Account	Furniture Account	Discount Account
Ram Account	Machinery Account	Commission Account
ABC Ltd. Account	Building Account	Purchase Account
Bank Account	Motor Account	Sales Account

### Accounts can be broadly classified under the following four groups.

- Assets
- Liabilities
- Income
- Expenses

The above classification is the basis for generating various financial statements viz., Balance Sheet, Profit & Loss A/c and other MIS reports. The Assets and liabilities are taken to Balance sheet and the Income and Expenses accounts are posted to Profit and Loss Account.

### Golden Rules of Accounting

Account Head	Debit	Credit
<i>Personal account</i>	<i>Debit the receiver</i>	<i>Credit the giver</i>
<i>Real account</i>	<i>What comes in</i>	<i>What goes out</i>
<i>Nominal account</i>	<i>Expenses and loss</i>	<i>Income and gain</i>

## Introduction of Tally

Tally.ERP 9 is the world's fastest and most powerful concurrent Multi-lingual Business Accounting and Inventory Management software. Tally.ERP 9, designed exclusively to meet the needs of small and medium businesses, is a fully integrated, affordable and highly reliable software. Tally.ERP 9 is easy to buy, quick to install, easy to learn and use. Tally.ERP 9 is designed to automate and integrate all your business operations, such as sales, purchasing, inventory, and manufacturing. With Tally.ERP 9, accurate, up-to date business information is literally at your fingertips anywhere. The powerful new features and blazing speed and power of Tally.ERP 9 combined with enhanced MIS, Multi-lingual, Data Synchronization and Remote capabilities help you simplify all your business processes easily and cost-effectively. This software is developed by Tally Solution Pvt. Ltd., Bangalore in 1988. It is one of the leading for accounting and inventory purpose. It is used in NGO, INGO, school, college, rate of exchange, medicine shop, trading company and manufacturing company.

## Features of Tally

1. One of the leading for accounting Program.
2. No account codes are used in Tally.
  - a. i.e., 0001, 0002, 0003, 0004
3. Complete business solution.
4. Integrated/ Non-integrated accounting and inventory.
5. Flexible and easy to use.
6. Speed
7. Power
8. Flexibility
9. Protects data and makes confidential with Tally vault password and security control password command.
  - a. There are two ways of password system.
    - i. Tally Vault Password
    - ii. Security Control Password
10. Accept multi-currencies.
11. Cost Categories and Cost Center functions.
12. Display P/L account and Balance Sheet automatically.

## Tally.ERP 9 Screen Components

- **Title bar:** Displays the Tally.ERP 9 version number.
- **Horizontal button bar:** Selection of Language key, Keyboard Language and Tally.ERP 9 Help.
- **Close button:** Performs the standard Windows Operating Systems function allowing you to minimize Tally.ERP 9 and work on other applications. To restore Tally.ERP 9, click the Tally.ERP 9 icon on the taskbar.
- **Gateway of Tally:** Displays menus, screens, reports and accepts the choices and options which you select to view data as required.
- **Buttons toolbar:** Displays buttons which provide quick interaction with Tally.ERP 9. Only buttons relevant to the current task are visible.
- **Calculator Area:** Used for Calculator functions. Tally command is used to calculate the mathematical value if it required. We can use this calculator by pressing (Ctrl+N) and (Ctrl+M) minimize and we can also use this calculator as auto calculator by pressing (Alt+C) in particular fields.
- **Info Panel:** Displays Version number, License details, Configuration details.

## Company Info

Company info is related with company information for the company in details.

### Buttons, Shortcut Key and Description

Buttons	Shortcut Key	Description
Print	Alt + P	Navigate to Print Menu
Export	Alt + E	Export the data
E-mail	Alt + M	E-mail the data
Upload	Alt + O	Upload the new version of Tally
Language	Alt + G	To change the Language
Keyboard	Alt + K	To change the Keyboard Language
Control Center	Ctrl + K	Login to Control Centre
Support Center	Ctrl + H	To post the queries of the product.
Select Company	F1	To select a company
Shut Company	Alt + F1	To shut or close the company
Date	F2	To change the current date
Period	Alt + F2	To change the period
Company	F3	To select a different company which is already loaded? (If one company is Loaded in Gateway of Tally, this button is disabled)
Company Info	Alt + F3	To access the Company Info. Menu
Connect	F4	To connect companies on Tally.NET
Disconnect	Alt + F4	To disconnect companies from Tally.NET
Features	F11	To access the Company features for a company
Configure	F12	To access the configuration settings

### **Create Company**

This option is used to create a new company. Tally.ERP 9 can be started in any of the following ways;

#### **How to create a new company?**

- Open Tally >> Click Create company >> fill All information >> Accept.

#### **How to Edit or Delete Company?**

- Gate way of Tally >> Press Alt+F3 >> Choose Alter >> Chose Company >> Enter
- Now You can Modify as you want .>> for Delete >> Alt+D >> Yes

### **Ledger**

Ledgers are the actual account heads to which transaction is identified. Ledges are very important for voucher entries. You can't create same ledge twice as same name.

#### **How to Create Leger?**

- Gate way of Tally >> Account Info >> ledger Crete >> Type Leger Name :

Fill the blank format (i.e.)

Fields	Data to be entered
Directory	This option used to select a drive to store your company data i.e. D, E, F etc.
Name	Company name (Samriddhi Trading Pvt. Ltd.)
Mailing Name	Click same company name
Address	Type the company address (Durbar marg, Kathmandu, Nepal)
Statutory Compliance for	Select Nepal
Telephone No.	You can give your company telephone number
E- Mail	You can give your mobile number
Mobile No.	Type E-mail address of the company ( <a href="mailto:samriddhi@gmail.com">samriddhi@gmail.com</a> )
Enable Auto backup	You can set your companies data as auto backup function mode giving the instruction of "Yes" or "No"

	for none.
Currency Symbol	Type your countries currency symbol (NRs.)
Maintain	Specify whether you want to maintain only financial books of account or only inventory or both accounts and inventory. Select from the popup list. Account only: - Select this only if you do not have any inventory transactions (suitable for professionals and corporate offices). Account with inventory: - This obviously allows you to maintain both financial accounts and inventory. You may choose not to use one or the other until the need arises.
Financial Year From	This option mention current year financial year period.
Books Beginning From	This option is relate with starting date or opening date of the company.
Tally Vault Password (if any)	This option is used for set Tally vault password. (**** (1001), (**** (1002), (**** (1003)
Repeat	Re-type your password.
Use security control	This option is used to set administrative user and privacy password. Note: - If we can set password in security control user press y button or if not press n button.
Use Tally audit features	Press y button
Base currency symbol	Type your currency symbol i.e. NRs.
Formal name	This option is used for set full name of currency. i.e. (Nepalese Rupees)
Number of decimal places	Type 2 (NRs.10000.00,NRs.20000.00)
Show amounts in millions?	If we can set our all amount in million and then press y button or if not press n button.
Is symbol suffixed to amounts?	This option is used to set symbol before amount. (NRs.10000, NRs.20000)
Put a space between amounts and symbol?	If you can set space between amount and symbol and then we can press y button or if not press n button.
Decimal places for printing amounts in words	Type 2
<b>Note: - If you can save your company you can click 2 times enter button or press (Ctrl+A).</b>	

### Shut company

Shut a company is to unload it. It does not mean that you have deleted it. Simply select it again to load and work on it again.

### How to shut company?

Select required company

Press Enter key

Modify company data

Press Enter 3 times or (Ctrl+A)

### How to delete company?

Open Company

Gateway of Tally into company info (Alt+F3)

Select Alter and press Enter.

Select the company to be deleted.

The Company Alteration screen is displayed.

Use (Alt + D) to delete.

Tally will prompt for a confirmation on deleting the company.

Press enter to delete the company

### Create Group Company

The books of Account of different companies belonging to the same management or owners are required to be consolidated to present the financial position of the group of companies as a whole. This is mandatory in many developed countries and currently shareholders would rather know the performance of the group as a whole and not the performance of individual constituent companies.

Tally makes consolidation of accounts a simple task. You can consolidate the accounts of any number of companies as well as keep them separate. You also have the option of bringing the companies into the group and separating them at will.

The first step is to create a Group Company, which is simply a name and identity given to the merged accounts of constituent (member) companies of the group. A group company may also include other group companies.

**Note: - Do not confuse the word Group to refer to a member of the group! It simply contains the consolidated accounts of member companies.**

Assume that you are in the global, trans-national organization (or a 'group') headquartered in the UK having subsidiary companies in countries around the world. The group has different lines of business. Let's say the businesses are Thread, Fashion Retail, Home Fabrics and Accessories. You would prefer to present your group accounts in groups according to their line of businesses, which in turn are grouped accounts of the individual companies around the world.

### How to create a Group Company?

Gateway of Tally into company info or (Alt+F3) >> Create company >>

Then we can create sub group (Branch Company) one by one >> Press (Alt+F3)

Create Group Company

**Note: - If you can open Head Company than at that time open branch company we can use user name and password.**

If we can open Head Company than we active branch company by click F3 button and select company.

### Security Control

It helps to create multiple users for log on the company and also that can define the authority and work area for the user.

### How to create a Security Control?

Gateway of Tally into company info or (Alt+F3)

Go to security Control

Go to Users and Passwords

Select Data entry

Give name of user

Give password

Then save it.

### How to set types security for different of users?

Gateway of Tally into company info or (Alt+F3)

Go to security control

Go to types of security

Select list of security

### Change Tally vault

This option helps to replace the existing Tally vault password or it helps to set the Tally vault password to the company if no existing password.

- Company Info
- Change Tally vault
- Select your Company

- Then type Current password, New Password and Retype New Password.
- Press enter key, and view your new company number for next time log on.

### Split Company Data

Split Company is used to divide financial year or current period date. It is used in last date of financial period. For example; 1-4-2074 to 31-3-2075 will be the financial period than we split data at 31-3-2075.

### How to split company?

Open company

Gateway of Tally into company info (Alt+F3)

Split company data

Type new accounting period

Press Enter button

### Backup

Backup option is used for present from future uncertain risk (missing data, deleting data from hard disk) through lighting and unexpected loss of power supply, virus and others.

### How to keep Backup?

Insert the DVD in DVD Rom/Pen drive/External Hard disk/Internal Hard disk

Gateway of Tally into company info (Alt+F3)

Backup

Press Enter key

Then dialog box will be shown

Select company

Press Enter key

After finishing recover of backup and then press (Ctrl+A) for save

### Restore

This option is used to restore companies missing data.

### How to restore company data?

First of all, we have backup of company data

Insert the DVD in DVD Rom

Gateway of Tally into company info (Alt+F3)

Restore

Press Enter Key

After Finished restore than press (Ctrl+A) for save

### Four types of operation in an accounting package

1. Creation
2. Entry/Voucher/Transaction
3. Reporting
4. Utilities

### Creation

In this parts we have to create everything, which is required for keeping computerized accounts. Like ledger, Product/Item etc.

- **Accounting Masters**
- **Accounts Info**  
From the accounts info parts, we can create the ledger head related with company's assets, liabilities, incomes and expenses. We can also create cost centers, cost categories. And we can handle the information related with financial accounts.
- **Inventory Info**

From this parts we can create products/item or trading goods of the company. And also it gives the information related with inventory as stock groups, stock categories, measure unit, Godowns etc.

## Entry

In this part we have to journalize the transaction of the company with their respective voucher type.

- **Transactions**
- **Accounting Voucher**  
From the accounting voucher we can enter the all transaction related with ledger and invoice.
- **Inventory Voucher**  
From the inventory voucher parts, we can enter the data only related with inventory.

## Reporting

After enter the data we have to prepare the final accounts report. Tally automatically prepares the final accounts report.

### Reports

- Balance Sheet
- Profit and Loss Account
- Stock Summary
- Ratio Analysis

## Utilities

Utilities part allows the reporting of all the individual accounts, inventory, vouchers etc.

- Display
- Multi accounting printing
- Quit

## Group

It is used to classification or identification of account head. A new group select under primary group appear in the same listing. That determines the accounting preparation. It affects profit & loss account and balance sheet. Normally major groups are classified into four types: -

- Assets
- Liabilities
- Income
- Expenses

There are 28 predefined groups in Tally.ERP 9, which are widely used in the Chart of Accounts of many trading organizations. Out of these, 15 groups are Primary Groups and the remaining 13 are Sub-Groups. Among the 15 predefined groups, 9 Groups are Balance Sheet items and the remaining 6 groups are Profit & Loss A/c items. However, you may also alter the nomenclature of these predefined 28 Groups

### The List of Accounts screen is displayed as shown

1. **Capital Account** Reserves & Surplus [Retained Earnings]
2. **Current Assets** Bank Accounts Cash-in-hand Deposits (Asset) Loans & Advances (Asset) Stock-in-hand Sundry Debtors
3. **Current Liabilities** Duties & Taxes Provisions Sundry Creditors
4. **Fixed Assets**
5. **Investments**
6. **Loans (Liability)** Bank OD A/c [Bank OCC A/c] Secured Loans Unsecured Loans
7. **Suspense A/c**
8. **Misc. Expenses (Asset)**
9. **Branch/Divisions**

Out of the Pre-defined primary groups, the following are the six pre-defined groups that appear in the Profit & Loss Account.

1. Sales Accounts
2. Purchase Accounts
3. Direct Incomes [Income (Direct)]
4. Indirect Incomes [Income (Indirect)]
5. Direct Expenses [Expenses (Direct)]
6. Indirect Expenses [Expenses (Indirect)]

#### **How to create group?**

Go to gateway of Tally  
Accounts info  
Group  
Create

#### **How to Display Group?**

Go to gateway of Tally  
Accounts info  
Group  
Display

#### **How to modify Group?**

Go to gateway of Tally  
Accounts info  
Group  
Alter  
Modify the desired group  
Press (Ctrl+A) for save

#### **How to delete Group?**

Go to gateway of Tally  
Accounts info  
Group  
Alter  
Select desired group  
Press (Alt+D) for delete  
Enter 2 times

#### **Quit**

Quit is used to exit from the company info.

#### **Ledger**

A ledger is the actual account head to which you identify a transaction. You pass all accounting voucher using ledgers. However, as mentioned in the introduction to groups, all ledgers have to be classified into groups. Hence, a thorough of understanding of account classification is important for working with ledgers. Tally doesn't allow duplicate ledger name. It has also plus point, it converses the first letter appears with help us to do data entry. Cash and Profit & Loss account are open automatically but we can open more cash account if necessary.

#### **Related with ledger**

**Bank a/c:** - Everest bank, Kist bank, saving account, current account etc.

**Bank overdraft a/c:** - Bill of discount, Kist bank overdraft etc.

**Branch/Division:** - Branches, division, subsidiaries of the existing company etc.

**Capital a/c:** - Capital, partner, proprietors, capital of ram, share capital etc.

**Deposits:** - Security deposits, fixed deposits, rental deposits etc.

**Direct expenses:** - Expenses for guest, carriage inwards, expenses for fuel, expenses for travel etc.

**Direct income/ Indirect income:-** Saving charge, fees charge, tourist guide, money exchange etc.

**Duties and taxes:-** VAT on purchase, vat on sale, interest payable, interest receivable, discount etc.

**Indirect expenses:-** Salary, house rent, telephone charge, electricity charge, water charge, TV cable charge etc.

**Indirect income:-** Rent received, salary received, interest commission received etc.

**Investments:-** Investment in share, bond, government securities, and long term deposits etc.

**Loans:-** Loan, Everest bank loan, Shambhu loan etc.

**Provision:-** Provision for taxation, provision for depreciation, bad debts etc.

**Purchase a/c:-** Purchase, foreign purchase etc.

**Reserve and surplus:-** Capital reserve, general reserve, reserve for depreciation, net profit etc.

**Sales account:-** Sales, domestic sales, export sales etc.

**Stock in hand:-** Raw materials, finished goods, work in progress etc.

**Sundry creditors:-** Sundry Creditors (Ram), Sundry Creditors (Sita) etc.

**Sundry debtors:-** Sundry Debtors (Ram), Sundry Debtors (Sita) etc.

**Suspense a/c:-** Suspense for paid, suspense for TA etc.

## How to create ledger?

Go to gateway of Tally >> Accounts info >> Ledger >> Create

Ledger (Name)	Under	Ledger (Name)	Under
Capital A/c	Capital A/c	Furniture	Fixed Assets
House Rent	Indirect Expenses	Computer	"
Staff Salary	"	Land and Building	"
Telephone Bill	"	Plant and Machinery	"
Stationery	"	Photocopy Machine	"
Electricity Bill	"	Fax Machine	"
Transportation	"	Printer	"
Wages	"	Himalayan Bank	Bank a/c
Interest paid	"	Everest Bank	Bank a/c
Discount Allowed	"	Mega Bank	Bank A/c
Loan on sales	"	Capital a/c Samir	Capital A/c
Donation	"	Share Capital	"
Bad Debts	"	Cash A/c	Cash in hand
Advertisement	"	Petty Cash	"
Depreciation	"	Vat on Purchase a/c	Provision
Repair & Maintenance	"	Local Sales Tax (LST)	"
Transportation	"	Investment in Share	Investment a/c
Bank Charge	"	Bonds a/c	Investment
Fine and penalties	"	Gov. Securities	Investment a/c
Electricity and water	"	Loans a/c	Loan and Liabilities
Fuel	"	Everest Bank Loan	Loan and liabilities
Newspaper and Magazine	"	Cambridge Loan a/c	Loan and Liability
Audit Fee	"	Loan Invest	Loan and Advance (assets)
Decoration	"	Purchase a/c	Purchase a/c
Commission paid	"	Purchase return a/c	"
Allowance	"	Purchase order A/c	"
Interest received	Indirect Income	Sales a/c	
Discount Receipt	"	Sales return a/c	"

Commission receipt	“	Provision for Bad debit	Provision
Dividend Receipt	“	Provision for Depreciation	“
Fee received	“	Salary Outstanding	Current Liability
Compensation receipt	“	Rent outstanding	Liability
		Salary Advance to Staff	Loan and Advance
		Salary Charge Payable	Provision

### How to display Ledger?

Go to gateway of Tally >> Accounts info >> Ledger >> Display

### How to delete created Ledger?

Go to gateway of Tally >> Accounts info >> Ledger >> Alter >> Open desired ledger >> Press (Alt+D) for delete

### How to modify created Ledger?

Go to gateway of Tally  
Accounts info  
Ledger  
Alter  
Open desired ledger  
Modify desire ledger  
Press (Ctrl+A) for save

### Inventory Info

Inventory accounting includes recording of stock details like the purchase of stock, the sale of stock, stock movement between storage locations or godowns and providing information on stock availability. Tally.ERP 9 makes it possible to integrate the inventory and accounting systems so that the financial statements reflect the closing stock value from the Inventory system.

The inventory system operates in much the same way as the accounting system.

- First you set up the inventory details, which is a similar operation to creating the chart of accounts although, in this case, there are no pre-defined set of stock groups.
- Second, you create the individual stock items, which is similar to setting up the ledgers.

### Stock Items

Like ledgers, stock items are the primary inventory entity. You will use stock items while recording their receipts and issues. This is lowest level of information about your inventory. Each item that required to be accounted for needs to be created.

### Stock Groups

Stock items can be group together under stock groups to reflect their classification based on some commonality. Grouping would enable easy location and reporting of stock items in statements. Hence, items of a particular brand can be grouped together so that you can extract stock of all items of that brand. For example, stock groups like Sony Maxell and Rice. Your stock items could be Sony 3.5” disks, Maxell 3.5”, Basmati. Classify the Sony products under the stock group Sony. Now you have ready detail of all Sony products.

### Unit of Measure

Stock Items are purchased or sold on the basis of quantity. The quantity is measured by Units. Hence, it is necessary to create Units of Measure. You need to create Units of Measure for all the Stock Items. You can have simple units such as numbers, meters, kilograms, and pieces or compound units like box, where say, one box equals ten pieces, e.g. box, dozen and bora etc.

## Opening Balance of Inventory Items

On creation of a company, while creating new item you should enter closing balance of previous year as opening balance for the book beginning form date for all inventory items transfers in to balance sheet. Unless financial year from and books beginning from dates different opening balance.

Stock Group	Stock Item	Unit of measurement	Quantity	Rate
Hard Disk	500 GB	Pcs.	15 Pcs.	6,500/Pcs.
	800 GB	Pcs.	10 Pcs.	7,500/Pcs.
Noodle	Mayos	Pkt.	200 Pkt.	12/Pkt.
	Quick	Pkt.	150 Pkt.	12/Pkt.
Television	Sony	Set.	25 Set.	65,000/Set.
	Panasonic	Set.	15 Set.	70,000/Set.
Rice	Basmati	Kg.	1600 Kg.	70/Kg.
	Sona mansuli	Kg.	1200 Kg.	65/Kg.

### How to create stock group?

Go to gateway of Tally  
Inventory info  
Stock group  
Create

### How to display stock group?

Go to gateway of Tally  
Inventory info  
Stock group  
Display

### How to modify stock group?

Go to gateway of Tally  
Inventory info  
Stock group  
Alter  
Modify desire stock group  
(Ctrl+A) for save

### How to delete stock group?

Go to gateway of Tally  
Inventory info  
Stock group  
Alter  
Open desire stock group  
Press (Alt+D) for delete  
Press 2 times Enter key

### How to create stock item?

Go to gateway of Tally  
Inventory info  
Stock item  
Create

### How to display stock item?

Go to gateway of Tally  
Inventory info  
Stock item  
Display

### How to modify stock item?

Go to gateway of Tally  
Inventory info  
Stock item  
Alter  
Open required stock item  
Modify stock item  
(Ctrl+A) for save

### How to delete stock item?

Go to gateway of Tally  
Inventory info  
Stock item  
Alter  
Open required stock item  
(Alt+D) for delete  
Press Enter key 2 times

### Compound Units

A Compound Unit is a relation between two Simple Units. Hence, before you create a Compound Unit, ensure that you have already created two Simple Units. For example, there are two Simple Units No. (Numbers) and Doz (Dozen). Now define the relation between No. and Doz, as one dozen equals' twelve numbers.

### How to create compound unit of measurement?

Go to gateway of Tally  
Inventory info  
Unit of measurement  
Create  
Press backspace key and select compound

First unit	Conversion	Second Unit
Doz.	12	Pcs.

### How to display units?

Go to gateway of Tally  
Inventory info  
Unit of measurement  
Display

### Godown

The concept of Godowns is essentially to store the inventory and can be used as a location, warehouse, department, sub-contractor locations etc. Tally.ERP 9 permits any number of godowns that can be grouped and sub-grouped to match the structure you need.

### How to active go down?

Go to gateway of Tally  
Press F11  
Inventory features  
Maintain multiple locations

Yes

(Ctrl+A) for save

## How to create go down?

Go to gateway of Tally

Inventory info

Go down

Create

## Cost Categories

Cost categories are used for heading of the groups. Cost Categories have been introduced specially for project oriented organizations as they require allocation of resources to parallel sets of cost centre. For example, the project is to construct an airport. The airport is the cost centre. For this project certain expenses are incurred by the project head. A simultaneous allocation of the amount has to be made for both the project and the project head. This requirement can be achieved using Tally.ERP9's Cost Category feature. Any number of parallel allocations can be done as per requirements.

## Cost Centre

A cost centre is a unit of an organization to which transactions can be allocated. Cost Centres are units to which costs or expenses are allocated and Profit Centres are units to which incomes are allocated. Tally.ERP9's cost centres allow a dimensional analysis of financial information. Tally.ERP 9 gives you the cost.

For example: -

Cost categories	Executive	Departments	Branches
Cost Center	Kipla	Service	Kathmandu
	Anurag	administrative	Chitwan
	Kusum	Marketing	Hetauda
	Evengelina	advertising	Dang

For example: -

### Salary Paid to staff Rs.100,000.

Ram	Rs.20, 000
Samriddhi	Rs.30, 000
Bengina	Rs.15, 000
Anurag	Rs.35, 000

### Cash received as share capital Rs.5,000,000, 000 from various shareholders.

Ravi	Rs.2, 000, 000
Ramesh	Rs.1, 200,000
Rakesh	Rs.1, 800, 000

### Cash received from different departments Rs.150, 000.

Department "A"	Rs.40, 000
Department "B"	Rs.30, 000
Department "C"	Rs.50, 000
Department "D"	Rs.30, 000

### Printing & stationery expenses made Rs.1, 000.

Pen	Rs.100
Photocopy	Rs.800
Ledger	Rs.100

## How to active cost categories?

Go to gateway of Tally >> Press F11 Key >> Accounting features >> Maintain cost centers >> Yes  
More than one payroll/cost category >> Yes >> (Ctrl+A) for save

## How to create cost categories?

Go to gateway of Tally

Accounts info  
Cost categories  
Create

### How to display cost categories?

Go to gateway of Tally  
Accounts info  
Cost categories  
Display

### How to active cost center?

Go to gateway of Tally  
Press F11  
Accounting features  
Maintain cost centers Yes  
Use cost center for job costing Yes  
(Ctrl+A) for save

### How to create cost center?

Go to gateway of Tally >> Accounts info >> Cost center >> Create

### How to display cost center?

Go to gateway of Tally >> Accounts info >> Cost Centers >> Display >> Voucher Types

### How to create voucher types?

Go to gateway of Tally >> Go to accounts info >> Go to voucher types >> Create

### How to modify voucher types?

Go to gateway of Tally >> Go to accounts info >> Go to voucher types >> Go to alter

### How to display voucher types?

Go to gateway of Tally  
Go to accounts info  
Go to voucher types  
Go to display

### Types of Voucher

A voucher is the primary entry of documents for recording daily transactions. Transaction recording and analysis are greatly facilitated by having specific formats for different types of transactions. Tally provides 16 different predefined voucher formats or what it calls predefined types of vouchers. These are used for recording various transactions. It is a process of keeping data systematically transaction of company organization is called voucher. It is classified into two types: -

- Accounting vouchers
- Inventory vouchers

Accounting vouchers	Inventory Vouchers
Contra(F4)	Purchase order(Alt+F4)
Payment(F5)	Receipt Note(Alt+F9)
Receipt(F6)	Rejection Out(Alt+F6)
Journal(F7)	Sales Order (Alt+F5)
Purchase(F9)	Delivery Note(Alt+F8)
Sales(F8)	Rejection In(Ctrl+ F6)

Debit Note(CTRL+ F9)	Stock Journal(Alt+F7)
Credit Note(CTRL+ F8)	Physical Stock(Alt+F10)
Memorandum Voucher (CTRL+ F10)	

### Receipt Voucher (F6)

In this voucher you can entry cash and bank related receipt transactions. Cash can be inflow from various income and non-trading goods.

**Note:** -Credit the customer account and debit the Cash account, if you receive cash or Debit the Bank account where you need to deposit the money, if you receive Cheques.

**Note:** Before entry in Contra/Payment/Receipt you can active in F12 Function like this.

Use single entry mode for Pymt/Rcpt/Contra **No**

Use Cr/Dr instead of To/By during entry **Yes**

Receipt Voucher			
Description	Records all receipts into bank or cash accounts		
Voucher Entry	Account	Amount	Amount
	Ledger account receiving Bank Interest (Indirect Incomes)		Credit
	Bank or cash account Deposit Account	Debit	

#### 1) Business started with cash of Rs.50,000,000 on 2074-04-01.

##### Journal Entry

Cash A/c Dr.	Rs.50,000,000
To Capital A/c	Rs.50,000,000

(Being business started with cash.)

#### 2) Cash received as share capital Rs.5, 000, 000 from various shareholders on 2074-04-01.

i. Elvis	Rs.2, 000, 000
ii. Rojalin	Rs.1, 200,000
iii. Bengina	Rs.1, 800, 000

##### Journal Entry

Cash A/c D/r.	Rs.5, 000, 000
To Share Capital a/c	Rs.5, 000, 000
(Elvis)	Rs.2, 000, 000
(Rojalin)	Rs.1, 200,000
(Bengina)	Rs.1, 800, 000

(Being cash received through different shareholders.)

#### 3) Cash received from different departments Rs.150, 000 on 2074-04-02. --

i. Department "A"	Rs.40, 000
ii. Department "B"	Rs.30, 000
iii. Department "C"	Rs.50, 000

- |  |                           |                   |
|--|---------------------------|-------------------|
|  | <b>iv. Department "D"</b> | <b>Rs.30, 000</b> |
|--|---------------------------|-------------------|
- Cash A/c Dr. Rs.150, 000
- |                    |             |
|--------------------|-------------|
| To Departments a/c | Rs.150, 000 |
| Department "A"     | Rs.40, 000  |
| Department "B"     | Rs.30, 000  |
| Department "C"     | Rs.50, 000  |
| Department "D"     | Rs.30, 000  |
- (Being cash received through different departments.)
- 4) **Receivable form Customer "A" Rs.900 but Customer "A" paid only Rs.850 and given him a discount of Rs.50. - Journal Entry**
- |                        |        |
|------------------------|--------|
| Cash A/c Dr.           | Rs.850 |
| Discount Given A/c Dr. | Rs.50  |
| To Customer "A"        | Rs.900 |
- (Being cash received Rs.850 & discount given Rs.50.)
- 5) **Tax deducted at source (TDS) received different staff Rs.50, 000 on 2074-04-03. - Journal Entry**
- |              |            |
|--------------|------------|
| Cash A/c Dr. | Rs.50, 000 |
| To TDS a/c   | Rs.50, 000 |
- (Being TDS received of different staff.)
- 6) **Cash received Rs.10, 000 from vendor as bonus on 2074-04-03. – Journal Entry**
- |              |            |
|--------------|------------|
| Cash A/c Dr. | Rs.10, 000 |
| To Bonus a/c | Rs.10, 000 |
- (Being Cash received from vendor as bonus.)
- 7) **Interest received Rs.50, 000 from Himalayan Bank Ltd. on 2074-04-03. - Journal Entry**
- |                        |            |
|------------------------|------------|
| Himalayan bank A/c Dr. | Rs.50, 000 |
| To Interest a/c        | Rs.50, 000 |
- (Being interest received from Himalayan bank booked.)
- 8) **Charity and donation received by donors Rs.50, 000 on 2074-04-04.- Journal Entry**
- |                              |            |
|------------------------------|------------|
| Cash A/c Dr.                 | Rs.50, 000 |
| To Charity and donation, a/c | Rs.50, 000 |
- (Being Charity and donation received by donors.)
- 9) **Old furniture sold on scrap value Rs.20, 000 on 2074-04-03. - Journal Entry**
- |              |            |
|--------------|------------|
| Cash A/c Dr. | Rs.20, 000 |
| To Sales a/c | Rs.20, 000 |
- (Being old furniture sold.)
- 10) **Loan taken from MEGA Bank Rs.5,00,000 on 2074-04-03. - Journal Entry**
- |                       |             |
|-----------------------|-------------|
| Cash A/c Dr.          | Rs.5,00,000 |
| To MEGA Bank Loan A/c | Rs.5,00,000 |
- (Being loan taken from mega bank).

#### Contra Voucher (F4)

Contra voucher used for cash and bank related transaction.

**Note: Before entry in Contra/Payment/Receipt you can active in F12 Function.**

In Voucher entry mode, press F12: Contra Configuration and set the following

- |   |  |            |
|---|--|------------|
| • | Skip the Date field in Create Mode (faster entry!) | <b>Yes</b> |
| • | Use single entry mode for Pymt/Rcpt/Contra         | <b>No</b>  |
| • | Use Cr/Dr instead of To/By during entry            | <b>Yes</b> |
| • | Warn on Negative Cash Balance                      | <b>Yes</b> |

- Show Ledger Current Balances
- Show Balances as on Voucher Date

Yes

Yes

Contra Voucher			
<b>Description</b>	Records funds transfer between cash and bank accounts		
<b>Voucher Entry</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Bank Accounts		Credit
	Cash-in-hand	Debit	

For example: -

**Cash account to bank account**

- 1) Cash deposited into Everest Bank Rs.5, 000, 000 on 2074-04-05.

**Journal Entry**

Everest Bank A/c Dr.                      Rs.5, 000, 000  
     To cash a/c                                      Rs.5, 000, 000

(Being cash deposited into Everest bank.)

**Cash withdraw from bank**

- 2) Cash withdraw from Everest Bank Rs.2, 000, 000 on 2074-04-06.

**Journal Entry**

Cash A/c Dr.                                      Rs.2, 000, 000  
     To Himalayan bank a/c                      Rs.2, 000, 000

(Being Cash withdraw from Himalayan bank.)

**Bank a/c to bank a/c**

- 3) Cash transfer from Everest Bank to Himalayan Bank Rs.1, 000, 000 on 2074-04-07.

**Journal Entry**

Himalayan Bank A/c Dr.                      Rs.1, 000, 000  
     To Everest bank a/c                                      Rs.1, 000, 000

(Being cash transfer from Everest bank to Himalayan Bank.)

**How to entry contra voucher?**

Go to gateway of Tally

Accounting voucher

Contra voucher or, F4

**Payment Voucher (F5)**

Payment voucher used for payment related transaction of non-trading goods of expenses.

Purchase for office use and paid by bank (Computer, Furniture, Building).

Monthly office expenses (Indirect expenses) (Salary, House rent, Electricity charge).

Monthly office expenses (Direct expenses) (Guest charge, Petro charge, transportation, Vehicle)

Advanced payment (Salary advanced, House rent advanced, Loans advanced)

Payment Voucher			
<b>Description</b>	Records all bank and cash payments		
<b>Voucher Entry</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Sundry Creditors		Debit

	Bank Account		Credit
--	--------------	--	--------

For example: -

**Note: Before entry in this journal you can active in F11 Function like this.**

**Maintain cost centres Yes**

1) Expenses made in different department and different heading;

Expenses	Conveyance Exp	Salary Exp	Mobile Exp	Total
Accounts Dept	1500	20,000	500	<b>22,000</b>
Admin Dept	1600	30,000	600	<b>32,200</b>
Sales Dept	1900	50,000	1400	<b>53,300</b>
<b>Total</b>	<b>5,000</b>	<b>100,000</b>	<b>2500</b>	<b>107,500</b>

### Journal Entry

#### Conveyance Exp. A/c Dr. 5,000

Account Dept	Rs.1500
Admin Dept	Rs.1600
Sales Dept	Rs.1900

#### Salary Exp. A/c Dr. Rs.100,000

Account Dept	Rs. 20,000
Admin Dept	Rs. 30,000
Sales Dept	Rs. 50,000

#### Mobile Exp. A/c Dr. Rs. 2500

Account Dept	Rs.500
Admin Dept	Rs.600
Sales Dept	Rs.1400
To Cash A/c	Rs.107,500

(Being expenses made by different headings.)

**Note: Before entry in this journal you can active in F11 Function**

**Maintain cost centres**

**Yes**

**More than one payroll/cost category**

**Yes**

2) Salary Paid to staff Rs.100, 000 on 2074-04-06.

i.	Ram	Rs.20, 000
ii.	Samriddhi	Rs.30, 000
iii.	Bengina	Rs.15, 000
iv.	Anurag	Rs.35, 000

### Journal Entry

Salary A/c Dr. Rs.100, 000

(Ram) 20,000
(Samriddhi) 30,000
(Bengina) 15,000
(Anurag) 35,000
To Cash a/c

Rs.100, 000

(Being Salary paid to staff.)

3) Plant and machinery purchased on cash Rs.100, 000 on 2074-04-06.

### Journal Entry





Bank a/c Dr. Rs.70,000  
 Furniture a/c Dr. Rs.10,000  
 Land and Building a/c Dr. Rs.500,000  
     To Capital a/c Rs.6,00,000

(Being business started with cash, bank balance, furniture and land and building etc.)

6) Drawing in cash Rs.50,000, Everest Bank Rs.50,000 and sony television (1 Set) Rs.25,000 of proprietor Shambhu Chaudhary for his personal use.

**Journal Entry**

Drawings a/c Dr. Rs.125,000  
     To Cash Rs.50,000  
     To Everest Bank Rs.50,000  
     To Purchase Rs.25,000

(Being drawings of cash, bank balance and sony television for his personal use.)

**How to entry journal Voucher?**

Go to gateway of Tally  
 Accounting voucher  
 Journal voucher or F7

**How to display journal voucher?**

Go to gateway of Tally  
 Display  
 Account books  
 Journal register  
 Journal register  
 Select required item

**Purchase Voucher/Purchase Invoice (F9)**

Purchase voucher used for purchase related transaction of trading goods. Cash and bank should be in credit. The purchase transaction can be cash or credit.

**For example: -**

- 1) Purchase 100 Pkt. of Quick noodles purchase from Dinesh Trading Pvt. Ltd. @ Rs.12/Pkt. on 2074-04-10 bill number 1.
- 2) Purchase 70 Set of Sony televisions purchased from Annu Computer Suppliers @ Rs.65,000/Set on 2074-04-10 bill number 2.
- 3) Purchase 500 Kg. of Basmati Rice purchased from Shiva Food Suppliers @ Rs.70/Kg. on 2074-04-10 bill number 3.

<b>Purchase (Invoice)</b>			
<b>Description</b>	Records receipt of new stock with invoice from suppliers.		
<b>Details recorded</b>	Reference, ledger account, supplier's name and address, name of stock item, godown, quantity, rate, amount, purchase ledger, other ledgers (if required), narration.		
<b>Purchase Voucher</b>			
<b>Description</b>	Records all purchases		
	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Supplier's ledger account		Credit

	(Sundry Creditor)		
	Purchase Accounts		Debit

### How to entry purchase voucher?

Go to gateway of Tally >> Accounting voucher  
Purchase voucher or F9

### How to display purchase voucher?

Go to gateway of Tally >> Display >> Account books >> Purchase register or,  
Go to gateway of Tally >> Statement of inventory >> Stock Query

### How to display stock?

Go to gateway of Tally >> Display >> Inventory books >> Stock item >> Press Enter key  
Select item of stock

### How to display total purchase of goods?

Go to gateway of Tally >> Display >> Account books >> Ledger >> Purchase voucher

### How to display purchase register?

Go to gateway of Tally >> Display >> Account books >> Purchase register >> Select required transactions

### Sales voucher and sales invoice (F8)

Sales voucher used for sales related transaction of trading goods. Cash and bank should be credit. Sales vouchers are used when the company sells some goods to customers. Invoicing is generally used for sale of stock where the details of the items sold are listed. Trading and manufacturing organizations commonly use this format.

#### For example: -

- 1) Sale 40 Pkt. of Quick noodles sold on cash Rs.15/Pkt. on 2074-04-12 bill number 1
- 2) Sale 30 Set of Sony televisions sold to Ramesh Television House Pvt. Ltd. @ Rs.65,000/Set on 2074-04-12 bill number 2
- 3) Sale 250 Kg. of basmati rice sold to Rita Food Suppliers Pvt. Ltd. @ Rs.70/Kg. on 2074-04-12 bill number 3.

<b>Sales (Invoice)</b>			
<b>Description</b>	Records the delivery of goods and invoice to customers.		
<b>Details recorded</b>	Reference, ledger account, customer's name and address, name of stock item, godown, quantity, rate, amount, sales ledger, sales tax ledger (if required), narration.		
<b>Sales Voucher</b>			
<b>Description</b>	Records all sales		
<b>Voucher Entry</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Buyer's ledger account (Sundry Debtors)	Debit	
	Sales Accounts (Local Sales)		Credit

### How to entry sales voucher?

Go to gateway of Tally >> Accounting voucher >> Sales voucher or F8

### How to display sales voucher?

Go to gateway of Tally

Display

Account books

Sales register

Or,

Gateway of Tally

Display

Inventory books

Stock item

Press F7 for show profit

### How to display total sales of goods?

Go to gateway of Tally

Display

Account books

Ledger

Sales voucher

### How to display sales register?

Go to gateway of Tally

Display

Account books

Sales register

Select required transaction

### Debit Note (Purchase return)/ Debit note Invoice (Ctrl +F9)

A debit note is a note prepared by the buyer and send to the supplier along with the goods returned. The debit note describes that the supplier's account is debited with the amount of goods returned from some specific reasons. In this voucher we entry purchase return related transaction of trading goods due to damage, due to rate difference, difference in quantity, difference in size, validity period etc.

**For example: -**

- 1) Purchase return 5 Pkt. of Quick noodles return to Dinesh Trading Pvt. Ltd. on 2074-04-20 bill number 1.
- 2) Purchase return 10 Set of Sony television return to Annu Computer Suppliers on 2074-04-22 bill number 2.
- 3) Purchase return 10 Kg. Basmati rice returns to Shiva Food Suppliers on 2074-04-22 bill number 3.

<b>Debit Note (Invoice)</b>			
<b>Description</b>	Records the delivery of goods and debit note to supplier.		
<b>Details recorded</b>	Reference, ledger account, supplier's name and address, name of stock item, godown, quantity, rate, amount, purchase ledger, other ledgers (if required), narration.		
<b>Debit Note Voucher</b>			
<b>Description</b>	Records debit note entry for purchase returns or over-charging by a supplier		
<b>Voucher Entry</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Supplier's ledger account (Sundry Creditor)	Debit	
	Purchase Accounts		Credit

### How to active debit Note?

Go to gateway of Tally

Press F11

Accounting Features

Use Debit/Credit Notes Yes

Use invoice mode for debit notes Yes

(Ctrl+A) for save

### How to entry debit notes?

Go to gateway of Tally

Accounting voucher

Debit notes or (Ctrl+F9)

### How to display debit note voucher?

Go to gateway of Tally

Display

Account books

Journal register

Debit note register

### Credit note (Sales return)/ Credit note Invoice (Ctrl + F8)

A credit note is a note prepared by the supplier after accepting the goods returned by the buyer. The credit note is send by the supplier starting that buyer's account created with the amount of goods returned for some specific reasons. In this voucher we entry sales return related transaction from customer due to damage, due to rate difference, difference in quantity, difference in size, validity period etc.

**For example: -**

- 1) Sales return 2 Pkt. of Quick noodles received/reject from customer on 2074-04-25 bill number 1.
- 2) Sales return 5 set of Sony television received/reject from Ramesh Television House Pvt. Ltd. on 2074-04-27 bill number 2.
- 3) Sales return 30 kg. Basmati rice received/reject from Rita Food Suppliers on 2074-04-28 bill number 3.

Credit Note (Invoice)			
<b>Description</b>	Records receipt of rejected goods with advice from customer. Company issues credit note.		
<b>Details recorded</b>	Reference, ledger account, customer's name and address, name of stock item, godown, quantity, rate, amount, sales ledger, sales tax ledger (if required), narration.		
Credit Note Voucher			
<b>Description</b>	Records credit note entry for sales returns or Customer overcharging		
<b>Voucher entry</b>	<b>Account</b>	<b>Amount</b>	<b>Amount</b>
	Buyer's ledger account (Sundry Debtors)		Credit
	Sales Accounts	Debit	

### How to active credit Note?

Go to gateway of Tally

Press F11

## Accounting Features

Use Debit/Credit Notes	Yes
Use invoice mode for credit note (Ctrl+A) for save	Yes

### How to entry credit note?

Go to gateway of Tally  
Accounting voucher  
Credit Note or (Ctrl+F8)

### How to display credit note?

Go to gateway of Tally  
Display  
Accounts books  
Journal register  
Credit note register

## Inventory vouchers

Tally.ERP 9 inventory vouchers perform the same function in the inventory system as accounting vouchers do. They are the means by which you enter transactions relating to the Inventory. The vouchers record transactions relating to the issue and receipt of stock, the transfer of stock between godowns, and physical stock adjustments. The following inventory vouchers are available in Tally.ERP 9.

### Purchase order (Alt + F4)

In this voucher we entry purchase order related transaction of trading goods to supplier/creditor. It does not effect on inventory or account.

#### For example: -

- 1) Purchase order 500 Pcs. of Tube light to Jitan Light House Pvt. Ltd. @ Rs.300/Pcs. on 2074-05-01 bill number 1.
- 2) Purchase order 200 Pcs. of Sunsilk shampoo to Prakash Cosmetics Pvt. Ltd. @ Rs.400/Pcs. on 2074-05-01 bill number 2.
- 3) Purchase order 1, 000 Set of Panasonic Television to Sunita Television House Pvt. Ltd. @ Rs.65,000/Set on 2074-05-01 bill number 3.

Purchase Order (Invoice)	
<b>Description</b>	Records placing an order for stock items to suppliers.
<b>Details recorded</b>	Supplier's Ledger account, Name and address, Order details, name of stock item, <b>Due on</b> , Godown, Quantity, Rate, Amount, and Narration.

### How to active purchase order?

Go to gateway of Tally  
Press F11  
Inventory features

Allow invoicing	Yes
Enter purchase in invoice format	Yes
Allow Purchase Order Processing (Ctrl+A) for save	Yes

### How to entry purchase order?

Go to gateway of Tally  
Inventory vouchers  
Purchase order or (Alt+F4)

### How to display purchase order summary?

Go to gateway of Tally  
 Display  
 Statement of inventory  
 Purchase order summary  
 Or

Go to gateway of Tally  
 Display  
 Inventory books  
 Purchase order books

### Receipt Note (Alt + F9)

In this voucher we entry receipt of trading goods which we order. It affects stock only.

**For example: -**

- 1) Receipt Note 500 Pcs. of Tube light received from Jitan Light House Pvt. Ltd. @ Rs.300/Pcs. on 2074-05-05 bill number 1.
- 2) Receipt Note 150 Pcs. of Sunsilk shampoo received from Prakash Cosmetics Pvt. Ltd. @ Rs.400/Pcs. on 2074-05-05 bill number 2.
- 3) Receipt Note 1, 000 set of Panasonic television received from Sunita Television House Pvt. Ltd. @ Rs.65, 000/Set on 2074-05-05 bill number 3.

<b>Receipt Note (Invoice)</b>	
<b>Description</b>	Records receipt of new stock from suppliers
<b>Details recorded</b>	Reference, ledger account, (If supplementary details are set to yes in F12: Receipt Note Configuration) then, Order details, Supplier's name and address, name of stock item, Tracking details, Order details, Godown, Quantity, Rate (optional), Amount (optional), narration.

### How to active receipt note?

Go to gateway of Tally  
 Press F11  
 Inventory features  
 Use tracking numbers (Receipt/DeliveryNotes) Yes  
 (Ctrl+A) for save

### How to entry receipt note?

Go to gateway of Tally  
 Inventory vouchers  
 Receipt note or Alt+F9

### Rejection Out (Alt + F6)

In this voucher we entry reject transaction of trading goods due to damage, difference in rate, difference in quality etc. It made before purchase bill. It does not affect account but if effect inventory.

<b>Rejections Out (Purchase Returns) (Invoice)</b>	
<b>Description</b>	Records rejected stock details returned to suppliers.
<b>Details recorded</b>	Ledger Account, Suppliers name and address, stock item, Tracking details, Order details, Godown, Quantity, Rate, Amount, Narration.

**For example: -**

- 1) Rejection out 20 Pcs. of Tube light reject to Light House Pvt. Ltd. on 2074-05-01 bill number 1.

- 2) Rejection out 5 Pcs. of Sunsilk shampoos reject to Prakash Cosmetics Pvt. Ltd. on 2074-05-01 bill number 2.
- 3) Rejection out 50 set of Panasonic television reject to Sunita Television House Pvt. Ltd. on 2074-05-01 bill number 3.

### How to active reject out?

Go to gateway of Tally

Press F11

Inventory Features

Use Rejection Inward/Outwards Notes

Yes

(Ctrl+A) for save

### How to entry rejection out?

Go to gateway of Tally

Inventory voucher

Rejection out or (Alt+F6)

### Sales Order (quotation) (Alt + F5)

In this voucher we entry sales order transaction from customer/Debtor. It does not affect account and stock.

**For example: -**

- 1) Sale orders 50 Pcs. of Tube light from Suresh Light House Pvt. Ltd. @ Rs.240/Pcs. each on 2074-05-20 bill number 1.
- 2) Sale order 100 Pcs. of Sunsilk shampoos from Anish Cosmetics Pvt. Ltd. @ Rs.350/Pcs. each on 2074-05-20 bill number 2.
- 3) Sale order 500 Set of Panasonic Television from Shanti Television Group Pvt. Ltd. @ Rs.55,000/Set each on 2074-05-20 bill number 3.

<b>Sales Order (Invoice)</b>	
<b>Description</b>	Records order details for stock items received from customers.
<b>Details recorded</b>	Customer's Ledger account, Name and address, Order details, name of stock item, Due on, Godown, Quantity, Rate, Amount, and Narration.

### How to active sales order?

Go to gateway of Tally

Press F11

Inventory features

Allow sales order processing

Yes

(Ctrl+A) for save

### How to entry sales order?

Go to gateway of Tally

Inventory voucher

Sales order or (Alt+F5)

### How to display sales order book?

Go to gateway of Tally

Display

Inventory books

Sales order books

### How to display sales order summary?

Go to gateway of Tally

Display

Statement of inventory

## Sales order summary

### Delivery Note (Alt + F8)

In this voucher we entry deliver of trading goods transaction of customer which already ordered. It affects stock but it does not affect account.

#### For example: -

- 1) Delivery note 50 Pcs. of Tube lights delivered to Suresh Light House Pvt. Ltd. @ Rs.240/Pcs. each on 2074-05-20 each.
- 2) Delivery note 75 Pcs. of Sunilk shampoos deliver to Anish Cosmetics Pvt. Ltd. @ Rs.350/Pcs. each on 2074-05-20 bill number 2.
- 3) Delivery note 500 Set of Panasonic televisions deliver to Shanti Television Group Pvt. Ltd. @ Rs.55, 000/Set each on 2074-05-20 bill number 3.

Delivery Note (Invoice)	
<b>Description</b>	Records delivery of new stock to customers
<b>Details recorded</b>	Reference, ledger account, supplier's (if supplementary details are set to yes in F12: Delivery Note Configuration) then, name and address, Order & dispatch details, name of stock item, Tracking details, Order details, Godown, Quantity, Rate(optional), Amount(optional), narration.

### How to active delivery note?

Go to gateway of Tally

Press F11

Inventory features

Use tracking numbers (Receipt/Delivery Note) Yes

(Ctrl+A) for save

### How to entry delivery note?

Go to gateway of Tally

Inventory voucher

Delivery note or (Alt+F8)

### How to display sales bill pending?

Go to gateway of Tally

Display

Statement of inventory

Sales bill pending

### How to display sales order summery?

Go to gateway of Tally

Display

Statement of inventory

Sales order summery

### Rejection In (Ctrl + F6)

In this voucher we entry reject of trading goods related transaction from customer before sales bill. It does not affect account but effect stock.

Rejections In (Sales Returns) (Invoice)	
<b>Description</b>	Records rejected stock details received from customers
<b>Details recorded</b>	Ledger account, Customer's name and address, stock item, tracking details, order details, Godown, Quantity, Rate, Amount, Narration.

**For example: -**

- 1) Rejection In 2 Pcs. of Tube lights return from Suresh Light House Pvt. Ltd. on 2074-05-20. Bill number 1.
- 2) Rejection In 5 Pcs. of Sunsilk shampoos return from Anish Cosmetics Pvt. Ltd. on 2074-05-20 Bill number 2.
- 3) Rejection In 10 Set of Panasonic televisions return from Shanti Television Group Pvt. Ltd. on 2074-05-20 Bill number 3.

**How to active rejection in?**

Go to gateway of Tally

Press F11

Inventory features

Use rejection inward/outward notes Yes

(Ctrl+A) for save

**How to entry rejection in?**

Go to gateway of Tally

Inventory voucher

Rejection in or (Ctrl+F6)

**Stock Journal (Alt + F7)**

A Stock Journal is used to transfer materials or stock from one location to another location. Stocks can also be shown as consumed. It can only be produced without consumption and production. Hence, it is not like other journals where debits and credits match.

You can specify quantities that are moved, their rates and amounts. If standard rates are entered in the Stock Item masters, they will appear. In the target location, you can specify additional costs incurred without actually affecting accounting at all. Only the stock value goes up. Hence, it is technically correct where an expense incurred on production or inward has been accounting for in the cost of that item.

In this voucher we entry stock transfer from one godown to another godown. The quantity of Stock remains the same, but the Location changes.

**Stock Journal**

**Description**

Essentially records the transfer of stock from one Godown to another.

**Details recorded**

Names of from and to godowns, name of stock item, quantity, rate, amount, narration.

**For example: -**

- 1) 100 Pcs. of Fair and lovely transferred from Room 1 to Room 2 godown on 2074-06-01.
- 2) 50 Pcs. of Jacket transferred from New Road to Baneshwor godown on 2074-06-01.
- 3) 70 set of HP laptop transferred from Kathmandu to Pokhara on 2074-06-01.

**How to active go down?**

Go to gateway of Tally

Press F11

Inventory features

Maintain multiple locations Yes

(Ctrl+A) for save

**How to create go down?**

Go to gateway of Tally

Inventory info

Go down

Create

### How to entry stock journal voucher?

Go to gateway of Tally  
Inventory voucher  
Stock journal or (Alt+F7)

### How to display go down wise stock?

Go to gateway of Tally  
Display  
Statement of inventory  
Go down  
Select related go down

### Physical Stock (Alt + F10)

Physical Stock Voucher is used for recording the actual stock which is verified or counted. It could happen that the Book Stocks and the Physical Stock do not match. It is not unusual that the company finds a discrepancy between actual stock and computer stock figure.

Physical stock vouchers will be useful for recording purposes only if you have configured inventory vouchers to ignore physical stock differences. If you have configured the vouchers, so that physical stock difference is not ignored, then all transactions subsequent to the physical stock voucher will use the balance as mentioned in that voucher. It should verify or adjustment of go down stock and computer stock.

Physical Stock (Invoice)	
<b>Description</b>	Records the physical stock count as the new stock balance
<b>Details recorded</b>	Name of stock item, Godown, Physical stock quantity.

**For example: -**

- 1) Computer stock shows 100 Pkt. of Mayos noodles but we find in godown 80 Pkt. on 2074-06-20.
- 2) Computer stock Shows 500 Kg Basmati rice but we find in godown 450 Kg. on 2074-06-20.
- 3) Computer stock shows 40 Sets of Sony television but find in godown 38 Sets on 2074-06-20.

### How to entry physical stock voucher?

Go to gateway of Tally  
Inventory voucher  
Physical stock or (Alt+F10)

### How to display physical stock voucher?

Go to gateway of Tally  
Display  
Inventory books  
Physical stock register

### Memorandum Voucher (Ctrl + F10)

This is a non accounting voucher and the entries made using it will not affect your accounts. It does not post entries to ledgers but stores them in a separate memo register. You can modify and convert a memo voucher into a regular voucher when you decide to bring the entry into your books. Memorandum voucher are used for recording the outstanding and payable of expenses. For e.g.; staff salary outstanding, house rent outstanding etc.

Memo Voucher	
<b>Description</b>	Records the voucher entries in a memo register, without affecting the ledger accounts and financial statements

Voucher Entry	Account	Amount	Amount
	Ledger account		Debit
	Ledger account		Credit

**For example;**

1) Outstanding salary Rs.100, 000.  
Salary Payable A/c Dr. Rs.100, 000  
To Cash a/c Rs.100, 000  
(Being outstanding salary not adjusted but now at memos.)

2) House rent outstanding Rs.20,000.  
House Rent Payable A/c Dr. Rs.20,000  
To Cash A/c Rs.20,000  
(Being outstanding house rent not but now at memos booked.)

**How to active memorandum voucher?**

Go to gateway of Tally  
Press F11

**Accounting features**

Use Rev. Journals & Optional Voucher Yes

**How to entry physical stock voucher?**

Go to gateway of Tally  
Go to accounting vouchers  
Memorandum vouchers

**How to display physical stock voucher?**

Go to gateway of Tally  
Go to display  
Go to exception reports  
Go to memorandum vouchers

**Point of Sale (PoS)**

POS or PoS is an acronym for point-of-sale. Point of Sale can be a retail outlet, a checkout counter in a shop, or any other location where a sale transaction takes place.

POS system is a computerized cash register which adds up the sales totals, calculates the balance to be returned to buyer and automatically adjusts the inventory levels to reflect the quantity sold. The equipment required for POS to work effectively are cash registers, card readers, bar-code scanners and so on.

The Advantages of a Point of Sale system are:

- It helps to calculate sales and manage the cash drawer.
- It manages inventory and facilitates the barcode scanner operations.
- It offers a flexible and simpler way of querying your inventory and sales database.
- It helps you track product movement and the cost to push certain brands over others.
- It tracks and records the date and time of every sale made at your point of sale.

**Features of Point of Sale (PoS) in Tally.ERP 9**

- Generates POS Invoice with date and time of the transaction.
- Generates POS related reports such as Cash Registers, Sales Registers and Inventory reports.
- Ensures management of gift cards, vouchers, admissions, discounts and so on.
- Allows multiple mode of payment for a single invoice.
- Eases Cash and Credit/Debit transactions and tracks balances to be tendered to buyers.
- Provides quantified tracking of sales and promotions.

- Allows for real time updating of inventory and the option of quickly matching inventory with floor counts.
- Helps in identifying consumer-purchasing patterns.
- Facilitates bar-code scanning of Stock Keeping Units (SKU's) or items.
- Ensures multi-level security control of cash and Inventory.
- Increases efficiency and productivity at the point of sale.

### How to create Point of Sale Voucher?

Gateway of Tally  
 Accounts info  
 Voucher types  
 Create

### How to entry in POS in Sales Voucher?

Go to Gateway of Tally  
 Go to Accounting Vouchers  
 Go to Sales  
 Select the POS Invoice

### Zero Values Entries

It is use when we purchase and sale with zero value. It is used in free sample advertisement, festival offer, buy 2 get 1 free, product self-promotion, fashion expired.

For example;

- 1) Purchase 100 Pkt. of Quick noodles purchase from Dinesh Trading Pvt. Ltd. @ Rs.12/Pkt. also we get 3 bottles Coke of festival offer on 2074-04-10 bill number 35.
- 2) Sale 70 Set of Sony televisions sales to Annu Computer Suppliers @ Rs.60,000/Set also we gave him 2 Set Refrigerator of product self-promotion on 2074-04-10 bill number 40.

**Before this entry you active F11 function.**

<b>Accounting features</b>	<b>Allow Zero Values Entries</b>	<b>Yes</b>
<b>Inventory features</b>	<b>Allow Zero Values Entries</b>	<b>Yes</b>

### How to entry purchase voucher?

Go to gateway of Tally  
 Accounting voucher  
 Purchase voucher or F9

### How to display purchase voucher?

Go to gateway of Tally  
 Display  
 Account books  
 Purchase register  
 Or,  
 Go to gateway of Tally  
 Statement of inventory  
 Stock Query

### Actual and Billed Quantity

This option is used to entry bill and actual quantity in different situations. The need for different actual and billed quantities may arise in several instances. For example, if an extra inventory is sent to cover up for any stock that reaches in a damaged condition or Inventory sent as extra samples or the stock is dispatched to the customer as quantity discount.

**For example: -**

- 1) 100 Pkt. Quick noodles Purchase @ Rs.10 each on cash but stock increased by 150 Pkt.
- 2) 500 set Samsung LCD purchase @ Rs.11, 000 each but stock increased by 700 only.
- 3) 1, 000 set Sony mobile sale @ Rs.55, 000 each but stock increased by 1, 200 set.
- 4) 500 Pcs Seiko watch sale @ Rs.5, 000 each but stock increased by 700 pcs.

## How to active actual and bill quantity?

Go to gateway of Tally

Press F11

Inventory features

Use different Actual and Bill quantity

Yes

(Ctrl+A) for save

## How to entry actual and bill quantity in purchase voucher/sales voucher?

Go to gateway of Tally

Accounting vouchers

Purchase voucher/Sales voucher or F8

Name of the item	Actual	Bill	Rate	Amount
Quick Noodle	150 Pkt.	100	10 Pkt.	1,000
Mayos Noodle	550 Pkt.	500	20 Pkt.	10,000

## Discount

Discount is a reduction either in the list price of goods being purchased or in the amount of debt being paid. Discount is the difference between market price/tag price and sales price. Discount can be classified into two types:

- **Trade discount**

Trade discount is a reduction in the list price of goods being purchased. Trade discount is offered by the seller so as to encourage the buyer to purchase goods in bulk. However, trade discount is not recorded in any book. Therefore, the purchase of goods transaction is recorded with the net amount derived after subtracting trade discount out of the invoice price. The reduction of price of goods at the time of purchase out of the invoice price is treated as trade discount.

For e.g.;

Goods sold to Hari Rs.5000

Hari's A/c Dr.                      Rs.5,000

    To Sales a/c                                      Rs.5,000

- **Cash discount**

Cash discount is reduction in the amount of debt being paid. It is offered by the creditor to the debtor so as to motivate the debtor to make the payment promptly within a specified time. Cash discount allowed to the debtor is an expense and cash discount received from the creditor is an income

$$\begin{aligned}\text{Discount} &= \text{Tag price} - \text{Sales price} \\ &= \text{Rs.500} - \text{Rs.400} \\ &= \text{Rs.100}\end{aligned}$$

### Discount Allowed

Cash a/c Dr.                      xxx

Discount a/c Dr.                      xxx

    To Sundry Debtor a/c xxx

### Discount Received

Sundry Creditor a/c                      xxx

To Cash a/c Dr.                                      xxx

To Discount a/c Dr.                                      xxx

### For example: -

- 1) Purchase 100 Pkt. of Mayos noodles from Chaudhary Group Pvt. Ltd. @ Rs.15/Pkt. with 5% discount on 2074-06-25.
- 2) Purchase 500 Pcs. of Samsung hard disk on cash @ Rs.4,000/Pcs. with 10% discount on 2074-06-25.
- 3) Sales 70 Set of Sony televisions from Saroj Computer Suppliers @ Rs.20,000/Set. With 5% discount on 2074-06-25.

- 4) Sales 50 Pcs. of Yamaha Motorbike from Yamaha Pvt. Ltd. @ Rs.240, 000/Pcs. with 15% discount on 2074-06-25.

Notes: -

Sales	Discount allowed	Indirect expenses
Purchased	Discount received	Indirect Income

### How to active discount?

Go to gateway of Tally

Press F11

Inventory features

Separate discount column on invoices Yes

(Ctrl+A) for save

### Value added tax (VAT)

It is an indirect tax. It is charged on the value added at each stage in a chain of manufacture and distribution. It is collected bit by bit along the chain and finally into the consumer who does not add value, but uses up the goods. It is a modern taxation system. It was formulated in order to expand the base of taxation.

The basic principle of VAT is that it should be borne by the final consumer. It is a tax on consumption of goods and services. It is also known as goods and services tax (GST). Registrants may deduct the tax which they charge to their customers (Output VAT) at the time this is paid to the government thus, at each stage of the manufacturing or service process, which net VAT paid as on the value added at each amount of value addition at every level of sales. It is implementing at 2054 Mangsir 1 in Nepal. VAT has applying 13% in the contest of Nepal.

The current threshold for VAT register is Rs. 20,000,000 (Trading & Manufacturing) 10,00,000 (Service Oriented). Those vendors whose annual turnover is below the threshold can however register voluntarily.

$$\text{VAT} = \text{VAT on Sale} - \text{VAT on Purchase}$$

### Journal Entry at time of purchase/import

Particulars	Debit (Rs)	Credit (Rs)
<b>Time of Purchase/import</b>		
Purchase A/c Dr.	xxx	
VAT A/c Dr.	xxx	
To Cash A/c		xxx

### Journal entry at time of sale

Particulars	Debit (Rs)	Credit (Rs)
<b>Time of sale</b>		
Cash A/c Dr.	xxx	
To Sales A/c		xxx
To VAT A/c		xxx

For example: -

- 1) Purchase 100 Pkt. of Mayos noodles from Himal Trading House Pvt. Ltd. @ Rs.15/Pkt. with 5% discount and vat on 2074-07-01. (Assume that VAT 13% in the contest of Nepal.)
- 2) Purchase 500 Kg. of Pokhareli rice from Sujit Store Pvt. Ltd. @ Rs.60 each with Rs.500 cash discount and vat on 2074-07-01. (Assume that VAT 13% in the contest of Nepal.)
- 3) Sales 20 Set of LG. television on cash Rs.75,000/Set with 10% discount and vat on 2074-07-01.

### Calculation of VAT

Purchase		Sale	
Dictionary	Rs. 1000	Dictionary	Rs. 1200

VAT @ 13%	Rs. 130	VAT @ 13%	Rs. 156
Total	<u>Rs. 1130</u>	Total	<u>Rs. 1356</u>

### VAT Payable

VAT payable	<b>VAT charge on sale</b>	<b>VAT charge on purchase</b>
	Rs. 156	Rs. 130
	Rs. 26	

Value addition = Sales Price – Purchase Price  
= Rs.1200- Rs.1000  
= Rs.200  
VAT payable = Rs. 200 @ 13%  
= Rs. 26

### How to create vat at purchase voucher?

Go to gateway of Tally  
Accounting voucher  
Purchase voucher or F9

### How to create vat at sales voucher?

Go to gateway of Tally  
Accounting voucher  
Sales voucher or F8

### How to display value added tax (VAT)?

Go to gateway of Tally  
Display  
Account books  
Ledger  
Value added tax

### Maintain Batch wise details

Batch details are used to identify the movement of inventory in batches or lots. Although this is a requirement primarily of the pharmaceutical industry, the same can be used by other industries that maintain or manufacture perishable goods. Many organizations also purchase in batches in order to monitor the result of the batch purchased individually. Batches/Lots are also often used to monitor the date of manufacture, date of receipt or the date of expected time when it cannot be further used (perished or expired). This option is used to set manufacturing date, expiry date, and batch/lot of stock items or product. Dates and batches are to be set during the creation of stock item as follows.

For example:

- 1) On 2074-4-1, Purchased Paracetamol Tablet – 300 Nos from Megawell Pharmacy @ 2.5 each will batch number 150 having manufacturing date as 2074-3-10 and expiring date as 2074-10-30.

### How to active Batch-wise details?

Go to gateway of Tally  
Press F11  
Inventory Features  
Maintain batch-wise details                      Yes  
(Ctrl+A) for save

### How to create batch wise details?

Go to gateway of Tally  
Inventory info  
Stock items  
Create

### How to entry batch wise details in purchase voucher?



## How to display additional cost of purchase?

Go to gateway of Tally

Display

Inventory books

Stock Item

Select name of item

### Bill-Wise Details

Bill-wise details are available, firstly when activated in F11: Company features and secondly when set to yes in the ledger. Bill-wise details are pertinent only for party account, ledger accounts classified under sundry debtors, sundry creditors and branch/divisions.

You would activate bill wise details if you wish to track each invoice to its conclusion and you wish to adjust the bill and payments bill by bill. Moreover, you want to obtain such information as outstanding analysis, aging analysis, pending, due and overdue bills (These are available through display-statement of accounts-outstanding). In this section you will learn to:

- Maintain details of bills.
- Specify credit periods.
- Obtain receivable and payable reports.
- Relate every entry with the relevant transaction.

### Types of Ref

Bill reference can be of four types:

- Advance
- New Reference
- Against Ref
- On Account

You must select one or more of these to adjust the account. The amount can be broken up and different references given.

### Advance (Advance Payment)

This is relevant where you receive or pay money's in advance. You can adjust that advance when making the sale or purchase entry. At that time, it will be available for adjustment.

### New Reference (last bill first)

You select this for new transactions, e.g. for a new bill raised by you on your customer or raised on you by your supplier. If you mark the bill as a new reference, it is adding to the list of outstanding. In the field, you can give the voucher number, the references number, or any alpha numeric set of characters that would identify the reference and help set it off later using against references. You are not allowed to give the same name for two new references. In other words, new references must be unique.

### Against Reference (First bill first)

Select this when adjusting against a previous reference, i.e. adjust against a bill mark new reference. Typically, you would mark a bill new reference and adjust its payments by marking the payment against reference. When selecting against reference a list of pending reference (bill) for the party comes up from which you select. You may adjust the whole bill or part of it. The rest of the bill remains unadjusted. You can use against reference even to adjust advance with an invoice. This will be referring when entering a purchase or sales voucher. If there are no pending bill the money should be adjusted.

### On Account (Shouldn't display bill wise details)

On account is selected when you are unable to mark a payment or a receipt against specific pending references. Typically, you would do this in case of lump sum payments where a numbers of bills are pending but you are not instructed against which bill the money should be adjusted.

Purchase	Amounts (Rs.)	Date
1 <sup>st</sup> bill	50, 000	2074-07-01
2 <sup>nd</sup> bill	40, 000	2074-07-05

3 <sup>rd</sup> bill	30, 000	2074-07-08
4 <sup>th</sup> bill	80, 000	2074-07-10
<b>Total</b>	<b>200, 000</b>	
Payment amount	100, 000	2074-07-20
Remaining amount	<b>100, 000</b>	

### How to active Bill Wise details?

Go to gateway of Tally

Press F11

Accounting features

Maintain bill wise details Yes

(Ctrl+A) For save

### How to entry bill wise detail in Purchase?

Go to gateway of Tally

Accounting Voucher

Go to purchase Voucher

(Ctrl+A) For save

### How to entry in outstanding in payment voucher?

Go to gateway of Tally

Accounting Voucher

Payment Voucher or, F5

### How to display Bill-wise details?

Go to gateway of Tally

Display

Statement of account

Outstanding

Select Receivable/Payable one

### Budget

A budget is a plan prepared for the flow of funds in an organization. It contains financial guidelines for the future plan of action for a selected period of time. The main purpose of Budgeting is to control the expenditure. This is possible by creating budgets and comparing the budgeted figures against the actual figures.

A budget helps to refine goals and use funds efficiently. It provides accurate information for evaluation of financial activities, aids in decision making and provides a reference for future planning.

Multiple budgets can be created for specific purposes in Tally. Budgets for Banks, Head offices, Optimistic budgets, Realistic budgets, Pessimistic budgets, and so on can be created. Departmental budgets like Marketing Budgets, Finance Budgets, and so on, can also be created. Budget figures can be used in Tally to compare actual and variances. In summary, it is used to classify the capital into different headings for expenditure for specific period of time.

**For example: -**

You have total capital of Rs.800, 000

Capital	Amount (Rs.)
Purchase account	350,000
Salary account	200,000

Electric charge account	20,000
House rent account	150,000
Guest account	20,000
Advertisement account	20,000
Miscellaneous account	40,000
<b>Total</b>	<b><u>800,000</u></b>

### How to active budgets?

Go to gateway of Tally

Press F11 key

Accounting features

Maintain budgets and control

Yes

(Ctrl+A) for save

### How to create budget?

Go to gateway of Tally

Accounts info

Budget

Create

### How to display budgets in trial balance?

Go to gateway of Tally

Display

Trial balance

Press (Alt+B)

Select desired budget

Press (Alt+F1) for display in detail

### Price level

Price Lists are useful for orders and invoices. An up-to-date price list helps in decision-making even at the lower levels of the organization and quickens the sales process. Tally assists in creating quantity based pricing with complex discount structure. Price Lists are available only for inventory items and hence the feature is available only if inventory and invoicing are activated for the company.

You can have one or more price lists. You require more than one price list, when you have different price structures/levels for different purposes, usually, different groups of customers requiring different discounts or dealing in different products. It is used to set the different price level quantity and rate for the selling goods.

**For example: -**

❖	1 set	100 set	Rs.20, 000
❖	101 set	500 set	Rs.19, 000
❖	501 set	Up-to	Rs.18, 500
❖	1 pkt.	100 pkt.	Rs.12
❖	101 Pkt.	500 Pkt.	Rs.11.5
❖	501 Pkt.	Up-to	Rs.11
❖	1 set	10 set	Rs. 100No discount
❖	11 set	25 set	Rs. 1005 % discount

❖	26 set	Up-to	Rs. 1008 % discount
❖	Wholesaler		Rs.10
❖	Retailer		Rs.12
❖	Customer		Rs.14
❖	Export		Rs.9.5

### How to active Multi price level?

Go to gateway of Tally

Press F11

#### Accounting features

Allow invoicing Yes

Enter Purchase in invoice format Yes

#### Inventory Features

Allow invoicing Yes

Enter Purchase in invoice format Yes

Use multiple price levels Yes

Press Enter key

Then you should type whole seller, Retailer, Dealer and Customer etc.

(Ctrl+A) for save

### How to create price level?

Go to gateway of Tally

Inventory info

Price list

(Ctrl+A) for save

**Note: Price level only active when you should already purchase goods.**

### How to create price levels in sales voucher/sales invoice?

Go to gateway of Tally

Accounting Vouchers

Sales or, Press F8 Key

### Reorder Levels

Reorder level is the level on reaching which an order has to be placed for a stock item. The importance of a reorder level arises from the desire to have sufficient stocks to service customer orders and at the same time not to have unnecessarily high stocks. Therefore, the points to be considered in deciding reorder levels are:

- Lead time for suppliers to deliver stock
- Delivery time specified by the customer
- The stock in hand to satisfy orders in the meantime

### How to active Reorder Levels?

Go to gateway of Tally

Press F11 feature

Go to inventory features

Allow purchase order processing Yes

Allow sales order processing Yes

(Ctrl+A) For save

### How to entry in outstanding in Reorder Levels?

Go to Gateway of Tally

Go to inventory info

Go to reorder levels

Go to all levels

(Ctrl+A) For save

## Currencies

Many Organizations have transactions in more than one currency. Such transactions have to be recorded either in the base (home) currency or in the foreign currency. If the transactions are recorded in home currency, the rate at which the foreign currency is exchanged should be recorded as well. At times you need to record the transaction in the foreign currency itself when you maintain the balance of the concerned account in foreign currency. Tally uses the term base currency for the currency in which your account books are kept. Foreign Exchange is used interchangeably with foreign currency. The base currency is specified while creating the company.

Tally makes it easy to manage multiple currencies, automatic calculations of exchange rates, automatic conversion of any currency used to record a transaction to the currency of the account, etc. It used to entry two or more currencies transactions. It is also used for rate of exchange.

**For example: -**

Shortcut keys	Symbol	Full Name	Unit
Alt+0163	£	Pound sterling	Pence
Alt+0165	¥	Japanese Yen	Sen.
Alt+0128	€	Euro	Cent
IC	IC	Indian currency	Paisa
\$	\$	US dollar	Cent
Rail	Rail	Omani Rail	Baizes

## How to show more symbols?

Start

All programs

Accessories

System control

Character map

Or,

Go to run or, press (Windows+R)

Type (charmap)

## How to active multi-currency?

Go to gateway of Tally

Press F11 Key

Accounting features

Allow Multi-currency

Yes

(Ctrl+A) for save

## How to create currencies?

Go to gateway of Tally

Accounts info

Currencies

Create

## How to display currencies?

Go to gateway of Tally

Accounts info

Currencies

Display

## How to modify currencies?

Go to gateway of Tally

Accounts info

Currencies

Alter

Select from the Currencies list (Display if there is more than 1 currency)

Modify desired one

## How to delete currencies?

Go to gateway of Tally

Accounts Info

Currencies

Alter

Select from the Currencies list (Display if there is more than 1 currency)

Press (Alt+D) for delete

Press Enter Key

## Rates of Exchange

Rates of Exchange are a feature wherein you can enter the rate of foreign currency for a specific date. Foreign exchange variations occur every day with different selling and buying rates. Rate of Exchange helps you apply the rate for the given date in your transactions.

## How to keep rate of exchange?

Go to gateway of Tally?

Accounts info

Currencies

Rate of exchange

## Interest Calculation

Interest is a legitimate return on money invested and chargeable in the business world on loans and also on delayed payments. Interest can be calculated on the basis of simple interest or compound interest. This option is used to calculate interest receivable and payable amount.

**For example: -**

- 1) Sale 40 Pkt. of Quick noodles sold on Samriddhi Trading Pvt.Ltd. Rs.15/Pkt. on 2074-04-12 bill number 1 for 30 days' credit period.
- 2) Sale 30 Set of Sony televisions sold to Ramesh Television House Pvt. Ltd. @ Rs.17000/Set on 2074-04-12 bill number 2 for 30 days' credit period.

## How to active interest calculation?

Go to gateway of Tally

Press F11

Accounting features

Activate interest calculation Yes

Use Advanced Parameters Yes

(Ctrl+A) for save

## How to create Customer/Supplier ledger for interest calculation?

Go to gateway of Tally

Account info

Ledger

Create

Customer ABC Company Pvt. Ltd. Yes

Under Sundry Debtors

Default Credit Period for e.g. 30 Days.

Activate Interest Calculation Yes

Calculate Interest Transaction by-Transaction Yes

Override transaction for each transaction Yes

Rate for e.g. 18%	
365-Day Year	
If Customer	(Debit Balance Only)
If Supplier	(Credit Balance Only)
Applicability	Always
Calculate from	Due Date of Invoice/Ref
Rounding	Not Applicable
(Ctrl+A) for save	

### How to create Sales Invoice?

Gate Way of Tally  
Accounting Voucher  
Sales Voucher

### How to display interest calculation?

Go to gateway of Tally  
Display  
Statement of account  
Interest calculation  
    Interest payable  
    Interest receivable

### How to Issue Debit Note or Credit Note after calculation Interest?

Go to Gateway of Tally  
Accounting Voucher  
Debit Note/Credit Note

### Some Journal Entries

- 1) Cheque issue in favor of Aric Company Rs.50,000

#### Journal entry

Aric Company A/c Dr.	Rs.50,000	
To Bank a/c		Rs.50,000

- 2) On Jan 1, cheque received from Joblin of Rs.40,000 which was deposited into bank on Jan 2.

#### Journal entry

Cash/Bank A/c Dr.	Rs.40,000	
To Joblin a/c		Rs.40,000

- 3) Bank's A/c Dr. Rs.40,000  
    To Cash/Bank a/c Rs.40,000

- 4) Cheque received from Jeniffer Rs.80,000 and immediately deposited into bank.

#### Journal entry

Bank's A/c Dr.	Rs.80,000	
To Jeniffer's a/c		Rs.80,000

- 5) Cheque dishonored by bank which was given by Keith Rs.75,000.

#### Journal entry

Bank's A/c Dr.	Rs.75,000	
To Keith's a/c		Rs.75,000

- 6) Cheque received from Rajendra and endorsed to Prajeet Rs.40,000.

#### Journal entry

Rajendra A/c Dr.	Rs.40,000	
To Prajeet's a/c		Rs.40,000

- 7) Computer purchase on cash Rs.80,000 and paid transportation charge Rs.500.

#### Journal entry

Computer A/c Dr.	Rs.80,500	
To Cash a/c		Rs.80,500

- 8) An old computer worth Rs.15,000 sold for cash.

**Journal entry**

Cash A/c Dr.	Rs.15,000	
To Computer a/c		Rs.15,000

9) An old computer worth Rs.15,000 was sold for cash Rs.18,000.

**Journal entry**

Cash A/c Dr.	Rs.18,000	
To Computer a/c		Rs.15,000
To P/L a/c		Rs.3,000

10) An old computer worth Rs.15,000 was sold for cash Rs.12,000.

**Journal entry**

Cash A/c Dr.	Rs.12,000	
P/L a/c Dr.	Rs.3,000	
To Computer a/c		Rs.15,000

11) Goods distributed as sample Rs.50,000.

**Journal entry**

Advertisement A/c Dr.	Rs.50,000	
To Purchase a/c		Rs.50,000

12) Advertisement on Kantipur Daily inclusive VAT Rs. 6,780.

Advertisement A/c Dr.	Rs.6,000	
VAT @13% A/c Dr.	Rs.780	
To Cash a/c		Rs. 6,690.
To Tax Deduction at Source a/c		Rs. 90

**13) Dividend paid to shareholder**

Expenses for provision on dividend A/c Dr.	xxx	
a. To Provision for dividend a/c		xxx

14) At the time of payment

Provision for dividend A/c Dr.	xxx	
a. To Cash/Bank a/c		xxx

**15) General Reserve**

Net Profit/ Retained earning A/c Dr.	xxx	
a. To General Reserve a/c		xxx

16) At the time of purchase on the basis of general reserve.

General Reserve A/c Dr.	xxx	
To Cash a/c		xxx
Furniture A/c Dr.	xxx	
To Cash a/c		xxx

**17) Advance Payment of Field Visit****Payment Voucher**

Staff Advance (Shambhu Chaudhary) a/c Dr.	Rs.10,000	
To Cash a/c		Rs.10,000

(Being advance paid for chitwan field visit).

**Journal Voucher (At the time of adjustment)**

Travelling Expenses a/c Dr.	Rs.5,000	
Lunch Expenses a/c Dr.	Rs.2,000	
Medical Expenses A/c Dr.	Rs.1,000	
To Staff advance (Shambhu Chaudhary) a/c		Rs.8,000

(Being adjustment booked as advanced given to shambhu for chitwan field).

**Receipt Voucher (Expenditure less than payment)**

Cash A/c Dr.	Rs.2,000	
To Staff Advance (Shambhu Chaudhary) a/c		Rs.2,000

(Being cash receipt from shambhu chaudhary as over payment for chitwan field.)

**Journal Voucher (At the time of adjustment)**

Travelling Expenses A/c Dr.	Rs.7,000
Lunch Expenses A/c Dr.	Rs.3,000
Medical Expenses A/c Dr.	Rs.2,000
To Staff advance (Shambhu Chaudhary) a/c	Rs.12,000

(Being adjustment booked as advanced given to shambhu for chitwan field).

**Payment Voucher (Payment less than Expenditure)**

Staff Advance (Shambhu Chaudhary) A/c Dr.	Rs.2,000
To Cash a/c	Rs.2,000

(Being cash paid to shambhu chaudhary as due payment for chitwan field).

**Classification of Depreciable Assets**

Block	Structural Category of Assets	Types of Assets Included	Depreciation
A	Tangible	Buildings, structures & similar construction a permanent nature	5%
B	Tangible	Computers, data handling equipment's, fixtures, furniture's & office equipment's	25%
C	Tangible	Automobiles, buses & motor bike and other vehicle	20%
D	Tangible	Construction and earth moving equipment's, plant and machinery, production equipment, pollution control cost, research and development	15%
E	Intangible	Patent right, copy right, goodwill, software other than depreciable assets included in block D	Cost/Life

Pool 'A, B, C & D' will be charged on the basis of Diminishing Balance Method (DBM) and pool 'E' will be charged on the basis of Straight Line Method (SLM).

**Calculation of depreciable base value**

Particular	Amount
Opening written down value	xxx
Add: Purchase of assets	xxx
Total absorbed value	<u>xxx</u>
Less: disposal (sales of assets)	xxx
Depreciation base value	<u>xxx</u>

$$\text{Depreciation} = \text{Depreciation base value} \times \text{depreciation rate}$$

**In the case of purchase**

- Purchase within first 6 months (first Shrawan to end of Poush).  
Total value of purchase price.
- Purchase within next 3 months (first Magh to end of Chaitra).  
2/3 of purchase price.
- Purchase within last 3 months (first Baisakh to end of Ashadh).  
1/3 of purchase price.

**In the case of sales**

- Time of sales, book value and original cost price are irrelevant.
- Cash disposable value is relevant

Note: In case of special industry, infrastructure project and electricity project are allowable depreciation is increase by 1/3 of normal depreciation.

$$\text{Allowable depreciation} = \text{depreciation} \times 1/3$$

All types of manufacturing industry are special industry except alcohol and tobacco industry. This provision is effective for block (A, B, C & D)

### Calculation of TDS (Tax Deduction at Source)

Details	Presented
House Rent	10%
Audit Fee	1.5% (VAT bill), 15% (Pan bill)
Social Security Fund	1%
<b>Staff Salary</b>	
Annual up to Rs.4,00,000 (3,50,000 for single)	1% (Mandatory) i.e. Rs. 4, 000 (3,500 for single)
Annual up to next Rs.1,00,000	10% i.e. Rs. 10,000
Annual up to next Rs.2,00,000	20% % i.e. Rs. 40,000
Annual up to next Rs.13,00,000	30% % i.e. Rs. 3,90,000
For more than above mentioned slab tax will be	36%

### Hot Keys

Esc	Come out from screen without saving		company
Backspace	Go to previous file	Ctrl+A	Save screen quickly
Alt+F3	To display company info	Ctrl+R	Repeat narration entered in previous voucher
Alt+D	To delete the master voucher stock item	Ctrl+M	Return to gateway of Tally/ from calculator
Alt+I	To insert the voucher	ODBC	Open data base connectivity
Alt+R	To remove a line in airport	F3	Company information
F1	Select company	F4	Contra entry
F2	Date	F6	Receipt voucher
Alt+F2	Period	F7	Journal
Alt+F12	Range	F8	Sales
Alt+C	For creation of new account group	F9	Purchase
Alt+N	Calculate on voucher screen	F10	Reverse journal voucher/memorandum
Ctrl+Q	Quit the screen	F11	features
Alt+D	Delete ledger/ Delete company	F12	configuration
Ctrl+Alt+R	Rewrite data for	OD	overdraft
		OCC	Overdraft cash or credit

### Function Key Combination

Windows	Functionality	Availability
F1	To select a company	At all masters menu screen
F1	To select the Accounts Button	At the Accounting Voucher creation and alteration screen
F1 (ALT+F1)	To select the Inventory Button	At the Inventory/Payroll Voucher creation and alteration screen

F1 (CTRL + F1)	To select Payroll Vouchers to alter	At the Accounting/Inventory voucher creation or alteration screen.
F2	To change the current date To select company inventory features	At almost all screens in TALLY At the F11: Features screen
F3	To select the company To select Company Statutory & Taxation features	At almost all screens in TALLY At F11: Features screen
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
F8 (CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
F9 (CTRL+F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F10 (Ctrl + F10)	To select the Memorandum voucher	At Accounting / Inventory / Payroll Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY

### Special Key Combination

Windows	Functionality	Availability
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ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher To Alter the column in columnar report	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination. Alters the column in all the reports which can be viewed in columnar format
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report) To access Auto Value Calculator in the amount field during voucher entry	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen. At all voucher entry screens in the Amount field
ALT + D	To delete a voucher To delete a master To delete a column in any columnar report (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual. All the reports screen which can be viewed in columnar format
ALT + E	To export the report in ASCII, Excel, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher To toggle between Item and Accounting invoice	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination. At creation of sales and purchase invoice
ALT + L	To select the Language Configuration	At almost all screens in TALLY.
ALT + K	To select the Keyboard Configuration	At almost all screens in TALLY.
ALT + O	To upload the report at your website	At all reports screens in TALLY
ALT + L	To select language for Tally Interface	At almost all screens of TALLY
ALT + M	To Email the report	At all reports screens in TALLY
ALT + N	To view the report in automatic columns	At all the reports where columns can be added
ALT + P	To print the report	At all reports screens in TALLY

ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + U	To retrieve the last line which is deleted using Alt + R	At all reports screens in Tally
ALT+ V	From Invoice screen to bring Stock Journal screen	At Invoice screen à Quantity Field à Press Alt + V to select the Stock Journal.
ALT + W	To view the Tally Web browser.	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
ALT + R	To Register Tally	At almost all screens in TALLY.
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.
CTRL + B	To select the Budget	At Groups/Ledgers/Cost Centers/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + ALT + B	To check the Company Statutory details	At all the menu screens
CTRL + C	To select the Cost Centre To select the Cost Category	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure ( Inventory Info) creation/alteration screen
CTRL+ E	To select the Currencies	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen
CTRL + G	To select the Group	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen

CTRL + I	To select the Stock Items	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure ( Inventory Info) creation/alteration screen
Ctrl + Alt + I	To import statutory masters	At all menu screens
CTRL + L	To select the Ledger To mark a Voucher as Optional	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At the creation and alteration of Vouchers
CTRL + O	To select the Godowns	At Stock Group/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure ( Inventory Info) creation/alteration screen
CTRL + Q	To abandon a form – wherever you use this key combination, it quits that screen without making any changes to it.	At almost all screens in TALLY.
CTRL + R	To repeat narration in the same voucher type	At creation/alteration of voucher screen
CTRL + Alt + R	Rewrite data for a Company	From Gateway of Tally screen
CTRL + S	Allows you to alter Stock Item master	At Stock Voucher Report and Godown Voucher Report
CTRL + U	To select the Units	At Stock Groups/ Stock Categories/ Stock Items/ Reorder Levels/ Godowns/ Voucher Types / Units of Measure ( Inventory Info) creation/alteration screen
CTRL + V	To select the Voucher Types To toggle between Invoice and Voucher	At Groups/Ledgers/Cost Centres/ Budgets/Scenarios/Voucher Types/ Currencies (Accounts Info) creation and alteration screen At creation of Sales/Purchase Voucher screen

### Special Function Key Combination

Windows	Functionality	Availability
ALT + F1	To close a company To view detailed report To explode a line into its details	At all menu screens At almost all report screens At almost all screens in TALLY

	To select Inventory vouchers to alter	At the Inventory/ Payroll voucher creation or alteration screen.
ALT + F2	To change the period	At almost all screens in TALLY
ALT + F3	To select the company info menu To create/alter/shut a Company	At Gateway of Tally screen
ALT + F4	To select the Purchase Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F5	To select the Sales Order Voucher Type To view monthly and quarterly report	At Accounting / Inventory Voucher creation and alteration screens At almost all report screens in TALLY
ALT + F6	To select the Rejection Out Voucher Type To change the Sales Order Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F7	To select the Stock Journal Voucher Type To accept all the Audit lists	At Accounting / Inventory Voucher creation and alteration screens At Tally Audit Listing screen
ALT + F8	To select the Delivery Note Voucher Type To view the Columnar report	At Accounting / Inventory Voucher creation and alteration screens At Ledger Voucher screen
ALT + F9	To select the Receipt Note Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F10	To select the Physical Stock Voucher Type	At Accounting / Inventory Voucher creation and alteration screens
ALT + F12	To filter the information based on monetary value	At almost all report screens
Ctrl + F1	To select payroll vouchers for alteration	At the Accounting/Inventory Voucher creation or alteration screen
CTRL + ALT + F12	Advanced Configuring	At Gateway of Tally

### Key Combination used for navigation

Windows	Functionality	Availability
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PgUp	Display previous voucher during voucher entry/alter	At voucher entry and alteration screens
PgDn	Display next voucher during voucher entry/alter	At voucher entry and alteration screens
ENTER	To accept anything you type into a field. To accept a voucher or master To get a report with further details of an item in a report.	You have to use this key at most areas in TALLY At the receivables report – press Enter at a pending bill to get transactions relating to this bill (e.g., original sale bill, receipts and payments against this bill, etc)
ESC	To remove what you typed into a field To come out of a screen To indicate you do not want to accept a voucher or master.	At almost all screens in TALLY.
SHIFT + ENTER	Collapse next level details	At Voucher Register screen and Trial Balance report
SHIFT + ENTER	To explode a line into its details	In almost all Reports: At a Group/Stock Group/Cost Category/Godown/Stock Category – displays Sub Groups and Ledgers/Stock Items/Cost Centres/Secondary Godowns/Secondary Stock Categories At a Voucher – displays its entries and narration At a Stock Item- displays its go downs and batch details At Voucher Register screen – displays the next level details At Trial Balance report - displays the next level details
CTRL + ENTER	To alter a master while making an entry or viewing a report	At voucher entry and alteration screens At all reports