Welcome to the

Career Jyoti Education

Master Course

TallyPrime

Advanced

CAREER JYOTI EDUCATION

COMPUTER & TYPING INSTITUTE

EK KADAM JOB KI AUR

welcome


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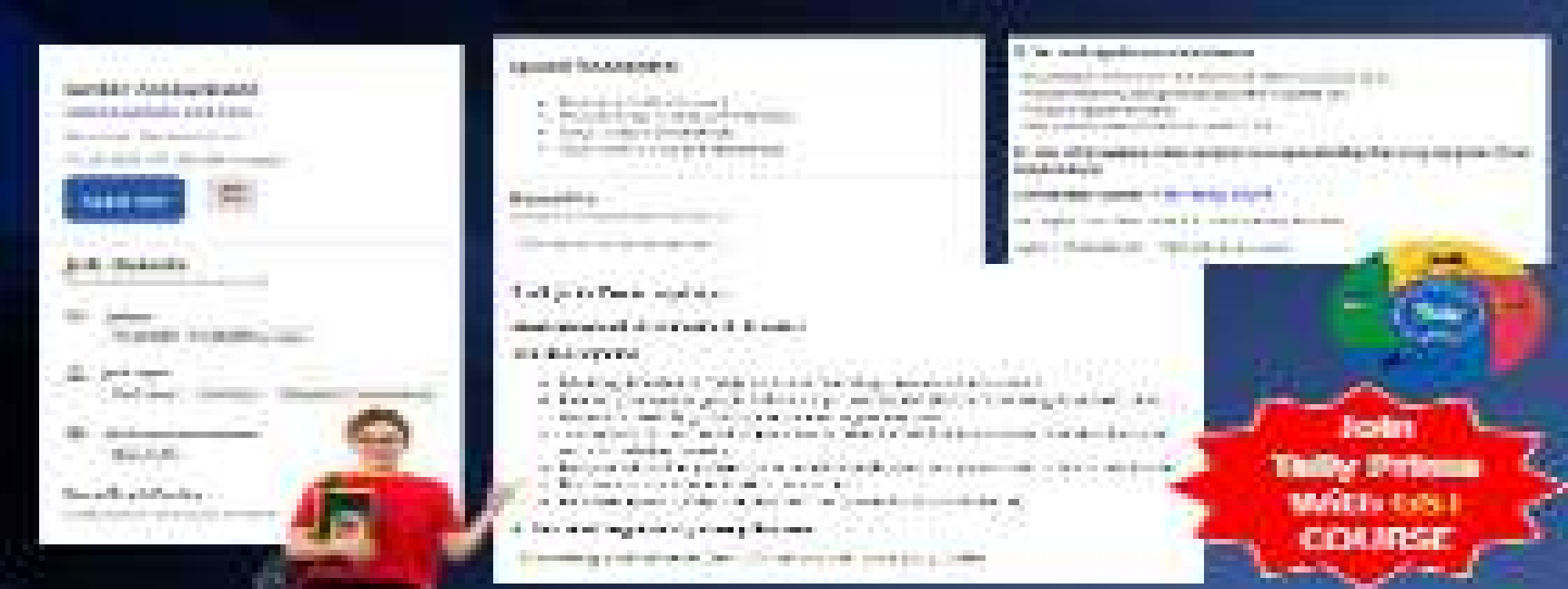
सीखें और बनें अकाउंट प्रोफेशनल
TallyPrime
The Future is Here and Now !
UNIQUE TOTAL EDUCATION


JOIN
TALLY WITH CRT
ACCOUNTING PROFESSIONAL
WITH TALLY ERP.9
Become Certified Expert in Tally
TallyPrime


ACCOUNTANT
VACANCY
JOB


TALLY JOB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HURRY UP

What is Tally?

- Tally is a software package that helps businesses manage their accounting and financial transactions. It can automate and integrate business operations, such as sales, purchases, inventory, and manufacturing. Tally is known for being user-friendly, reliable, and scalable, making it a popular choice for small and medium-sized businesses

Tally.ERP 9 Vs Tally Prime

What is the difference between TallyPrime and Tally ERP 9?

- While Tally ERP9 offers robustness and customization, TallyPrime introduces a more user-friendly interface and efficiency enhancements. The choice between the two ultimately depends on the specific needs, size, and working environment of the business.

TALLY PRIME

- The Founder of Tally is Mr.Shyam Sunder Goenka and Mr. Bharat Goenka .
- Tally was founded in 1986..
- Headquarters are in Bangalore.
- Karnataka, India

DEFINITION OF TALLY

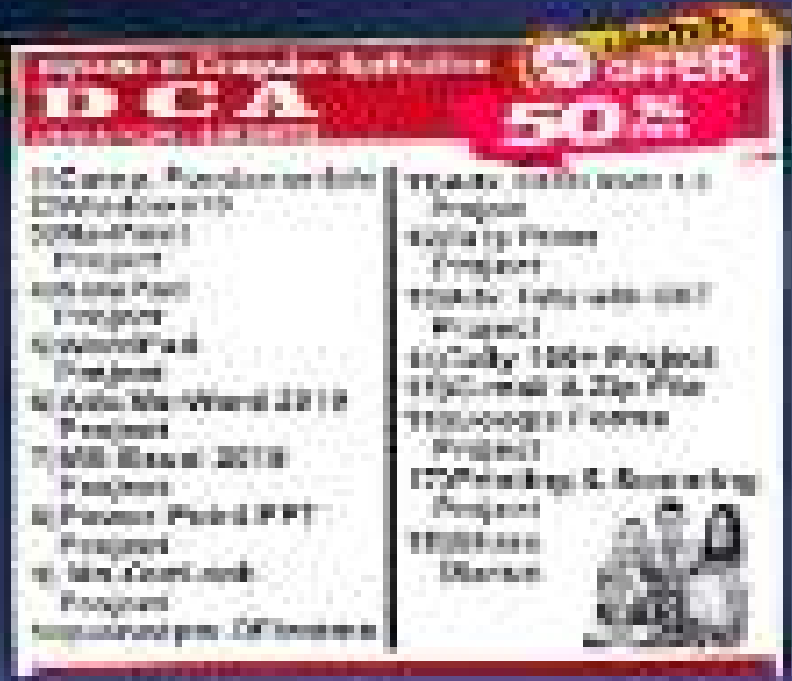
- Tally Accounting Is a software used for accounting purposes. It is provided by Tally Solutions and is a standard business accounting software.

Company Creation

- How to Create a Company
- STEPS
  - Double click on Tally Software
  - Work in education mode
  - Press F1
  - Create Company
  - Fill all the detail of Company
  - Accept the Company

Delete and Alter th

- Press F5
- Select Alter Company
- Change the Company details
- To Delete
- Press F5
- Select Alter Company
- Delete the Company by ALT + D
- Select YES



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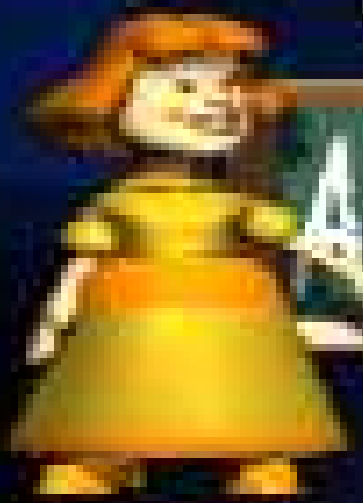

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What is Debit and Credit in Accounting?

Accounts, Tally, GST, Taxation, E-Returns and

Types of Account

1. Personal A/c

2. Real A/c

3. Nominal A/c

Personal A/c

= Persons + Company

Personal A/c

Cash Amount Received from Mr. A of worth Rs. 5000/-

Cash.....Dr 5000

To Mr. A 5000

Cash Amount Paid to Abc & Co. of worth Rs. 10000/-

Abc & Co.....Dr 10000

To Cash 10000

Real A/c

= Current Assets + Fixed Assets

Real A/c

= Current Assets + Fixed Assets

Debit What Comes in

Credit What Goes out

Real A/c

Purchased Goods in Cash of worth Rs. 5000/-

Purchase.....Dr 5000

To Cash 5000

Purchased Computer in Cash for office use Rs. 15000/-

Computer.....Dr 15000

To Cash 15000

Nominal A/c

= Expenses + Incomes

Nominal A/c

= Expenses + Incomes

Debit All Expenses & Losses

Credit All Incomes & Gains

Nominal A/c

Paid Salary by Chuque of worth Rs. 10000/-

Salary.....Dr 10000

To Bank 10000

Tuition Fee Received in Cash Rs. 5000/-

Cash.....Dr 5000

To Tuition Fee 5000

What is group in Tally?

- Ans.
- 1. In tally, all accounts entries can be grouped or sub grouped according to the need of users.
- 2. Group means the type of the account. Functions of each group are fixed.
- 3. Tally provides facility to user to create own group. Also it provides 28 predefined groups.
- 4. Out of these 28 groups, 15 are primary groups and 13 are sub groups.

- 1. Capital account: Handle investments or owner's account. It has 4 subgroups.
- (a) Reserves and surplus: All reserves accounts like general reserves, capital reserves etc.
- 2. Current assets: These assets are divided in 6 sub groups as follows:
- (A) Bank accounts: Holds bank transactions that means current accounts, savings accounts, etc.
- (B) Cash in hand: All cash transactions.
- (C) Deposits (assets): Fixed deposits, security deposits made by company.
- (D) Loans and advances (assets): If the company gives any loans or advances to others.
- (E) Stock in hand: Keeps records of opening or closing stock of the materials.
- (F) Sundry debtors: The customers that had sold all categories or products to whom company gives material on credit.


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- 3. Current Liabilities: It keeps track of outstanding liabilities or statutory liabilities.
- (A) Duties and Taxes: All taxes and duties that are paid by company like Trade duties, Excise, Local Sales Tax etc., are recorded under duties and taxes.
- (B) Provisions: It maintains records of all financial arrangement for possible future requirements.
- (C) Sundry Creditors: Company purchase material or any other things on credit. Then the list of all companies or persons is under sundry creditors to whom company purchased material.
- 4. Fixed Assets: Handle accounts of all assets like machinery, buildings, etc.

- 5. Investments: It keeps records of overall investment like shares, Govt. securities, Deposits etc.
- 6. Loans(liability): It keeps an account of the loans taken by company and has following three subgroup:
  - (A) Bank OD accounts: Keep all overdraft accounts.
  - (B) secured loans: Keep track of loans taken by the company securities against the fixed assets.
  - (C) Unsecured Loans: Unconditional loan obtained from Partners/ Directors or other parties.

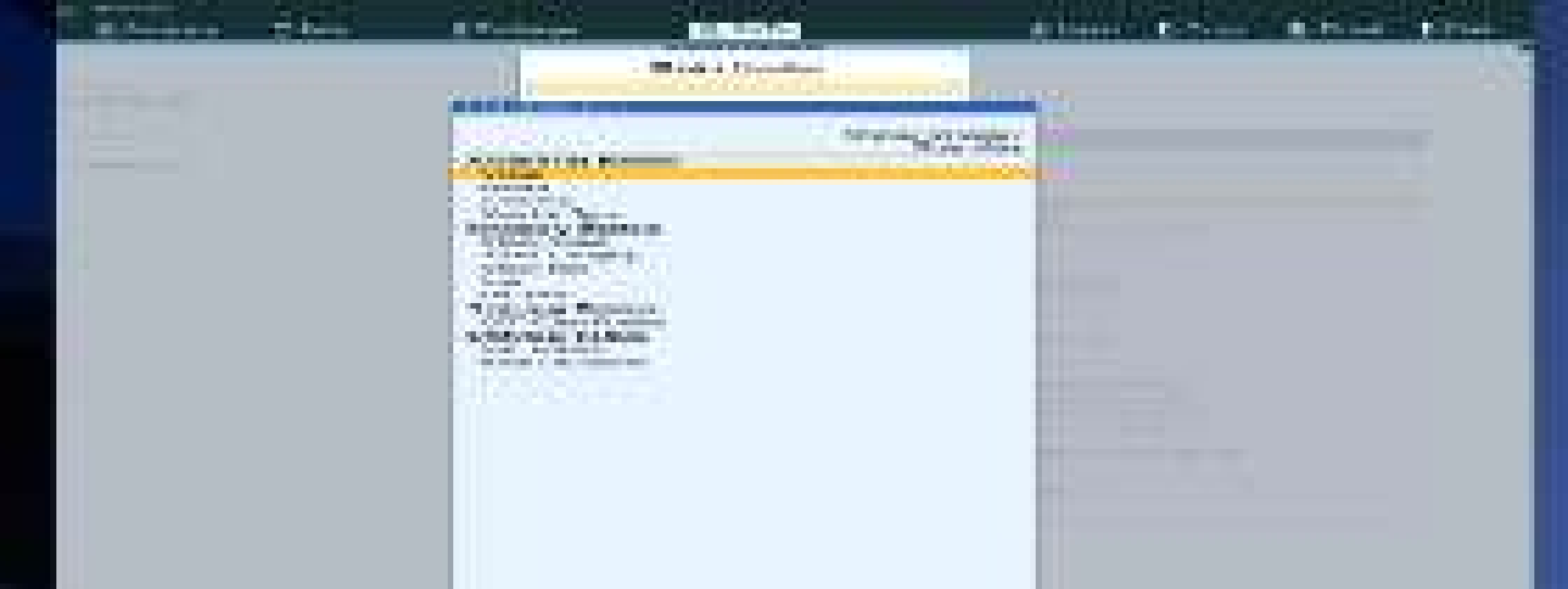
7. Suspense Account: This account is used to enter the transactions whose details are to be finalized.

- s. Branch / Divisions. All the names of branches, divisions and subsidiaries of the company.
- s. Miscellaneous Expenses. Under this group all expenses are entered.
- Following groups affect Manufacturing, Trading and Profit and loss accounts:
- 11. Purchase account: It is used to maintain records of all purchase account.
- 11. Sales account: It keeps record of all sales.
- 11. Direct Income: This group is used for entering all direct incomes like sales of goods.
- 11. Indirect Income. This group maintains the all incomes other than sales. That means it keeps record of all incomes like rent received, interest received etc.

- 14. Direct expenses: This group is used for recording all direct expenses means the purchase of raw material, or wages of workers.
-
-
- 15. Indirect expenses: This group is used to maintain the records of all expenses other than direct expense. All salary paid, rent paid, advertisement charges are under Indirect expenses.

Groups

- How to Create Groups
- STEPS
  - Select Create
  - Select Group
  - Write the group name ,Under
  - Then Accept



Ledger in Tally Prime

- A ledger is the actual account head to identify your transactions and are used in all accounting vouchers. For example, purchase, payments, sales, receipts, and others accounts heads are ledger accounts. Without a ledger, you cannot record any transaction.

Ledger

- How to Create a Ledger
- STEPS

➢ Select Create

➢ Select Ledger

➢ Write the name of the ledger under .

➢ Then Accept

Delete And Alter of Group And Ledger

- Select Alter
- Change the ledger detail
- Delete
- Select Alter
- Delete by ALT + D
- Select YES

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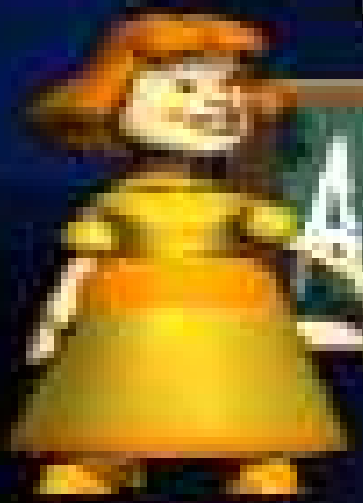

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Assignment of ledger

- 1. Make groups for ledgers and create the ledgers.
- 2. Rahul starts business with Rs. 100000/-
- 3. Purchase machinery for Rs. 20000/ and furniture for Rs. 10000
- 4. Paid amount for rent Rs. 1000/
- 5. Deposits Rs. 100000/- in bank
- 6. Purchase of goods for Rs. 20000/ from Mr. Ram on credit.
- 7. Sold goods to Mr. Prakash for Rs. 10000/
- 8. Rs. 5000/ withdraws from bank for personal use.
- 9. Withdraws Rs. 1000/ for office use.
- 10. Received cash from Mr. Prakash.
- 11. Paid to Mr. Ram.

Ledger	Group
[illegible]	Capital a/c
[illegible]	Indirect expenses
[illegible]	Indirect expenses
Rent a/c	Indirect expenses
[illegible]	Sales a/c
Purchase a/c	Purchase a/c
[illegible]	Sales a/c
[illegible]	Sundry creditors
[illegible]	Sundry debtors
[illegible]	Capital a/c

- 2. Create groups for ledgers & create the ledgers.
- 3. Info: Rani starts business with Rs. 200000/- and deposited into bank Rs. 40,000.
- 4. paid for office building Rs. 50000/ and furniture for Rs. 10000/-
- 5. purchase raw material of Rs. 30000 on credit from Mr. Avinash.
- 6. paid wages Rs. 2000
- 7. paid salary Rs. 3000
- 8. returns money to Mr. Avinash in settlement of Rs. 5000.
- 9. Sold goods to Mr. Shekar Rs. 30000/-
- 10. received interest on bank amount Rs. 500.
- 11. Received from Mr. Shekar after deducted at Rs. 500.
- 12. Sold old news paper Rs. 400/-
- 13. Sold old furniture Rs. 4000/-

Ledger	Group
[illegible]	Capital a/c
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	Purchase a/c
[illegible]	[illegible]
[illegible]	Direct expenses
[illegible]	Indirect expenses
[illegible]	Indirect expenses
[illegible]	Sales a/c
[illegible]	[illegible]
[illegible]	Indirect expenses
[illegible]	[illegible]

Company Name
[illegible]

BALANCE SHEET
[illegible] Road, [illegible] Road, [illegible] — [illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
CVE [illegible]	CURRENT LIABILITY	[illegible]
[illegible]	CURRENT LIABILITY	[illegible]
[illegible]	DEPOSITS (LIABILITY)	[illegible]
[illegible]	INVESTMENT	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible] STOCK	STOCK IN HAND	[illegible]

Name of Ledger	Account Group	Amount
Equity Share Capital	Capital Account	[illegible]
General Reserve	Reserve and Surplus	[illegible]
Capital Reserve	Reserve and surplus	[illegible]
Term Loan [illegible]	Secured Loan	[illegible]
Bank Ltd	Sundry Creditors	[illegible]
Creditors Pvt. Ltd	Sundry Creditors	[illegible]
Provision for doubtful debts	Provisions	[illegible]
Outstanding Rent	Outstanding Expenses	[illegible]
Unclaimed Dividend	Unclaimed Dividend	[illegible]
Unclaimed A.M.C.	Unclaimed Dividend	[illegible]
Profit and Loss Account	Primary	[illegible]
Land & Building	Fixed Assets	[illegible]
Plant & Machinery	Fixed Assets	[illegible]
Furniture & Fixtures	Fixed Assets	[illegible]

Computer & Peripherals	Fixed Assets	1[illegible]
Investment in Shares	Investments	[illegible]
Alok Pvt Ltd Suraj Ltd	Sundry Debtors Sundry Debtors	250000 350000
Closing stock	Stock in Hand	[illegible]
Prepaid Insurance	Current Assets	45120
Loan to Employees	Loans and Advances (Asset)	398400
Cash	Cash in Hand	185300
ICICI Bank	Bank Accounts	[illegible]


LUCKY

Location (Godown)

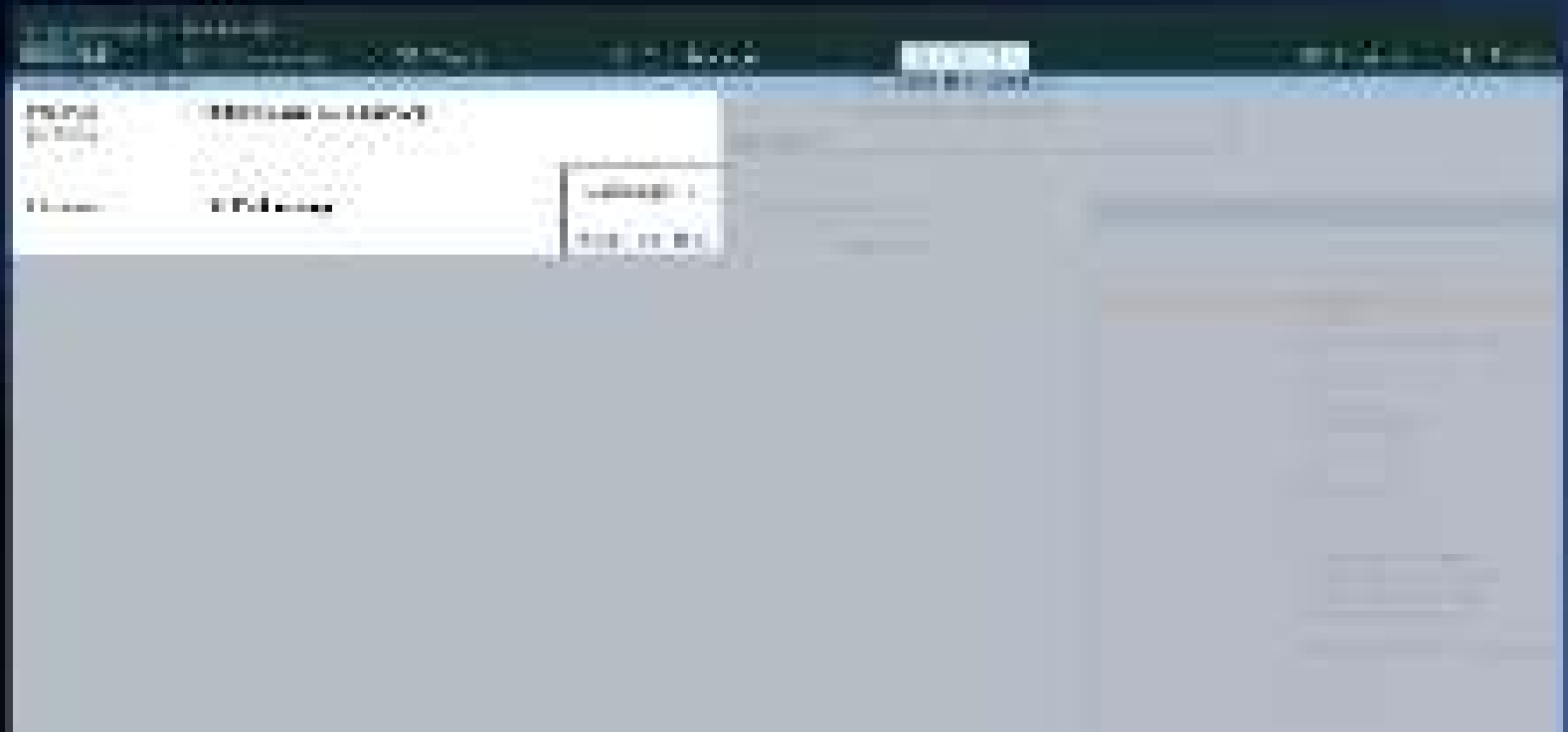
- STEPS

➢ Select Create

➢ Select Location

➢ Write the Location Detail < Storage, office Godown >

➢ Then Accept



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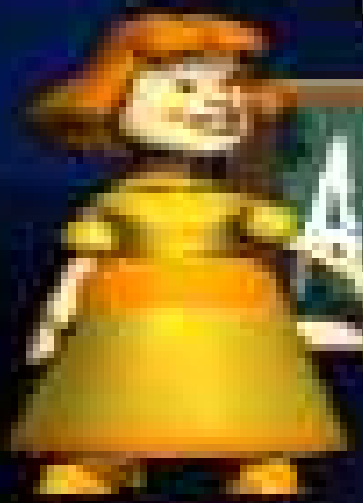

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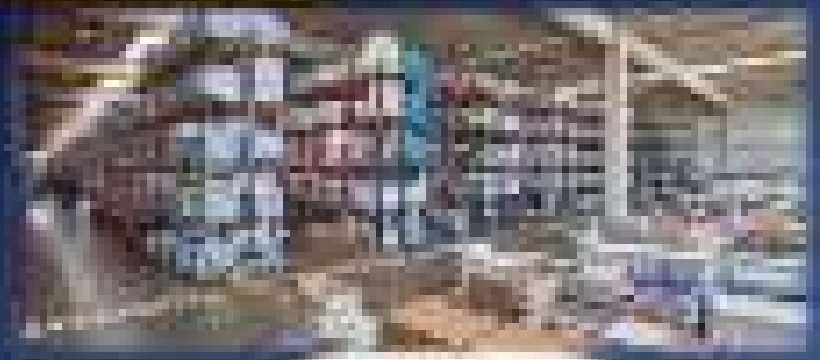
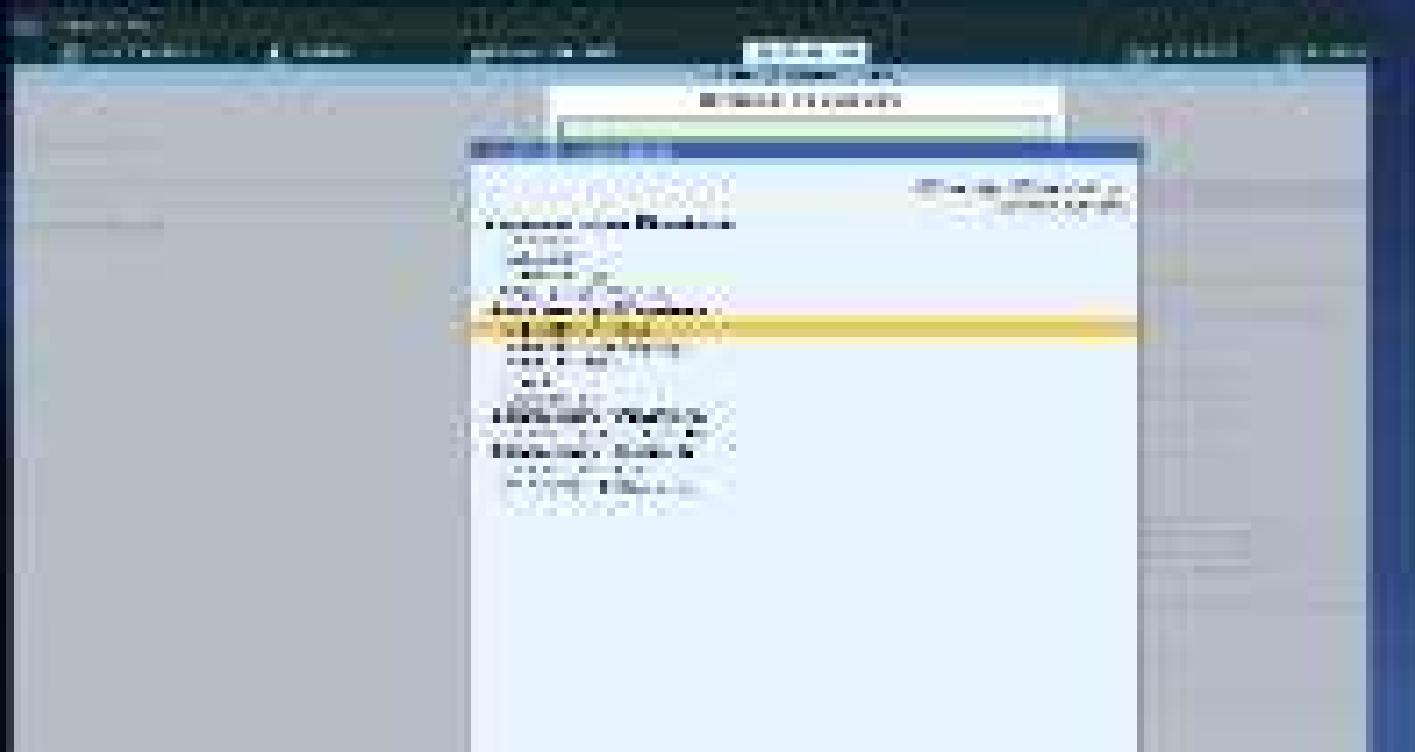
[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Stock Group

- STEPS
  - Select Create
  - Select Stock Group
  - Write the Detail of Stock Group
  - Then Accept
  - EG: Nokia,Samsung,Etc





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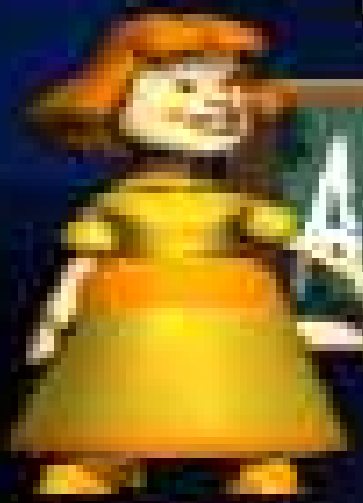

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STOCK GROUP ASSIGNMENT

Stock Category

- Steps

➢ Select Create

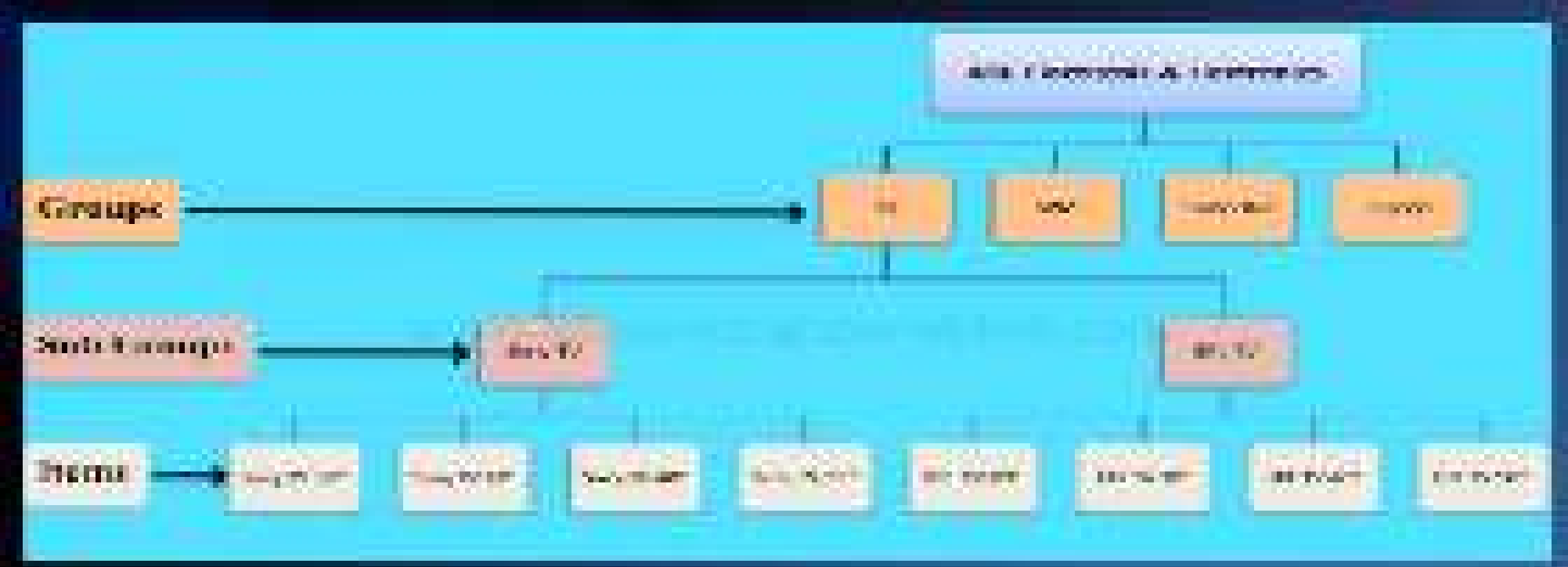
➢ Select Stock Category

➢ Write The Category

➢ Accept

➢ SHOW DETAILS-

➢ STOCK SUMMARY A PRESS Alt + F


Groupe
Sous Groupe
Item

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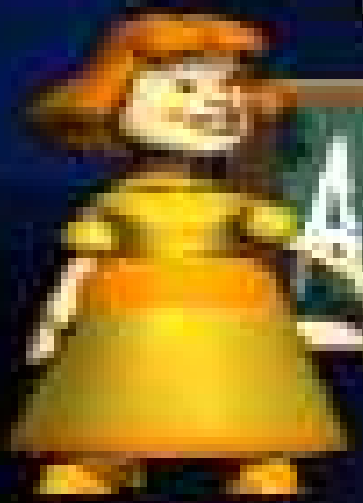

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STOCK CATEGORY ASSIGNMENT

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
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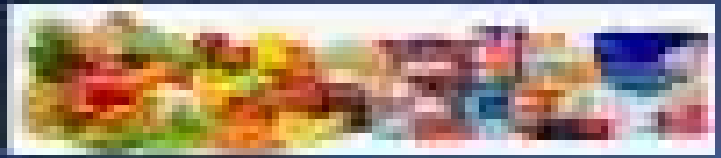
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Unit OF Measurement

- STEPS
> Select Create
> Select Unit
> Write the datall of
  Unit of measurement
> Then Accept



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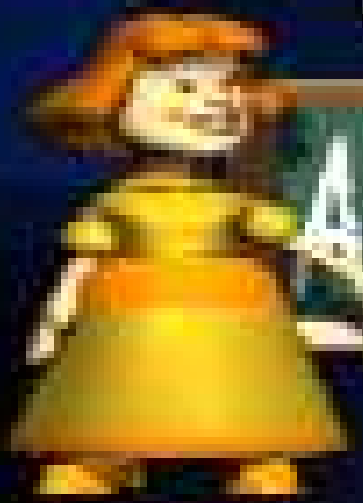

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List of UQCs
* Not Applicable
BAG BAGS
BAL BALE
BDL BUNDLES
BKL BLOCKS
BOU BILL OF LADING
BOX BOX
BTL BOTTLES
BUN BUNCHES
CAN CANS
CBM CUBIC METERS
CCM CUBIC CENTIMETERS
CMT CENTIMETERS
CTN CARTONS


MTR METERS
NCS NUMBERS
PAC PACKS
PRS PAIRS

Stock Item

- Steps
- Select Create
- Select Stock Item
- Fill All The Detail Of Stock Items
- Then Accept

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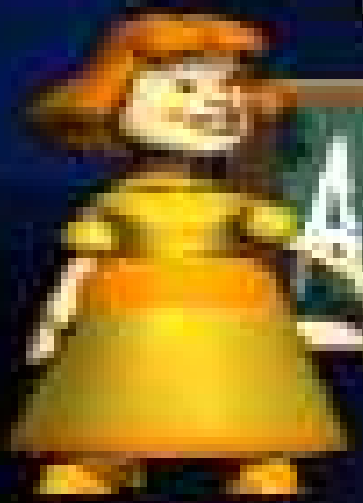

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To maintain Stock Statement

Group	Categories	Stock Item	Purchase price	Opening	Sales
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	DIVARI
		[illegible]	[illegible]	[illegible]	
	BORAL	[illegible]	[illegible]	[illegible]	
		[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	BOH
		INTERMEDIATE	336	436	
		FINAL	[illegible]	[illegible]	
	INDIAN	[illegible]	[illegible]	[illegible]	
		ADVANCE	336	[illegible]	

Assignment Practice

Name	Group	Category	Quantity	Godown	Rate	Amount
HP Printer	Hardware	Output Device	111	Kolkata	4500	499500
LCD (TF) Monitor	Hardware	Output Device	74	Kolkata	4500	333000
Ace Accounting Software	Software	Application Soft	53	Kolkata	15000	795000
Tally Multi User	Software	Application Soft	19	Kolkata	15000	285000
TVS Keyboard	Hardware	Input Device	667	Kolkata	150	100050
Epson Printer	Hardware	Output Device	40	Kolkata	550	22000
Samsung LCD Monitor	Hardware	Output Device	50	Kolkata	5500	275000

LIST OF STOCK ITEMS

Computer Store GROUPS	NAME OF ITEMS	HSN	UNIT ID	UNIT	Op UIT.	RATE	Opening VALUE
Category							
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
CD Drive	CD Drive	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Keyboard	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Mouse	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Monitor	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
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	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]			

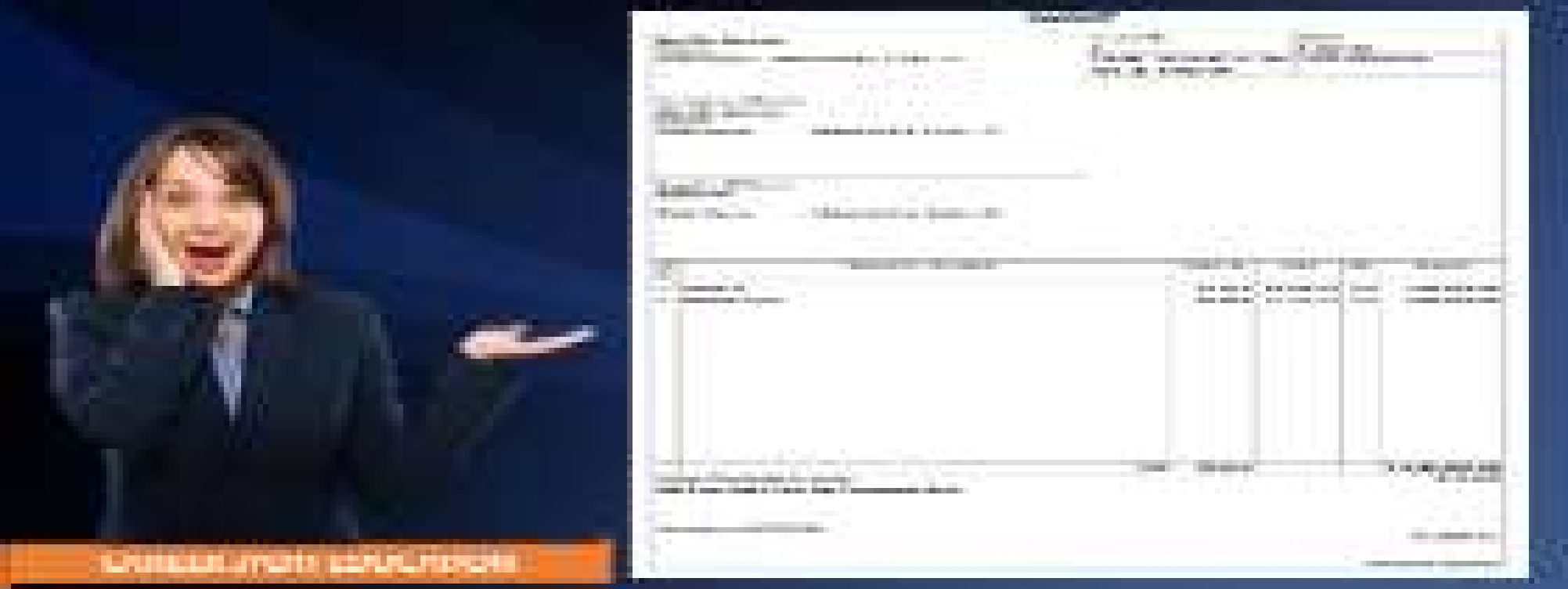
Value Added Taxes

- A value-added tax (VAT), known in some countries as a goods and services tax (GST), is a type of general consumption tax that is collected incrementally, based on the value added, at each stage of production and is usually implemented as a destination-based tax.

PURCHASE BILL

CREAT 2 LEGERS FOR PURCHASE BILL

- TRADER NAME OF PURCHASE
- UNDER – SUNDRY CREDITORS
- PURCHASE A/C
- UNDER– PURCHASE A/C



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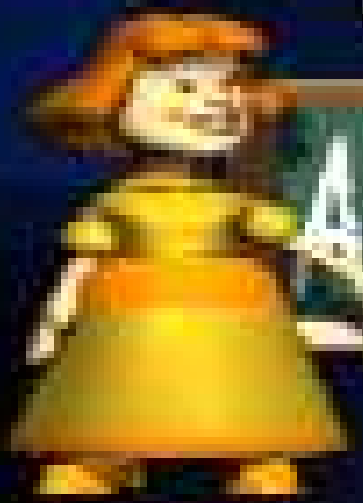

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
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			[illegible]	[illegible]	[illegible]	[illegible]	
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SALES BILL

CREAT 2 LEGERS FOR PURCHASE BILL

- TRADER NAME OF SELLER
- UNDER – SUNDRY DEBTORS
- SALES A/C
- UNDER– SALES A/C

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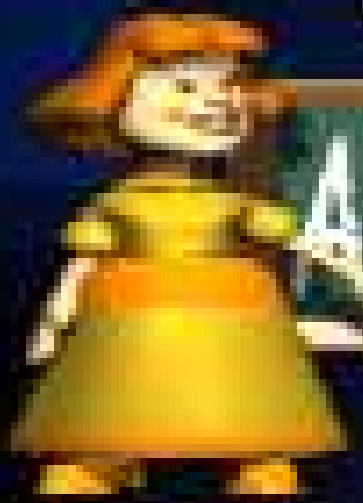

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			[illegible]	[illegible]	[illegible]	[illegible]	


%
GST


G
S
T
Goods
Services
Tax
Common Tax for goods & services

GST(GOODS AND SERVICE TAX)

KITCHENWARE AND APPLIANCES

ITEM	GST RATE(%)	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

CONSUMER GOODS

ITEM	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

GST

GST STANDS FOR GOODS AND TAX

Goods & Services Tax Law in India is a comprehensive, multi-stage, destination-based tax that will be levied on every value addition.

ITS IS APPLIED ON 1ST JULY 2017


Types of GST in India- CGST, SGST & IGST
CGST
SGST
IGST


CGST
SGST
SAME STATE
IGST
OTHER STATES


GST
18%
SGST
9%
CGST
9%

STATUTORY AND TAXATION

- TO YES THE OPTION
- SELECT CREATE
- SELECT GST DETAILS
- AND YES THE GST OPTION

PURCHASE GST BILL

CREAT 4 LEGERS FOR PURCHASE GST BILL.

- SGST @6%
- CGST @6%
- PURCHASE @12%
- TRADER NAME OF PURCHASE

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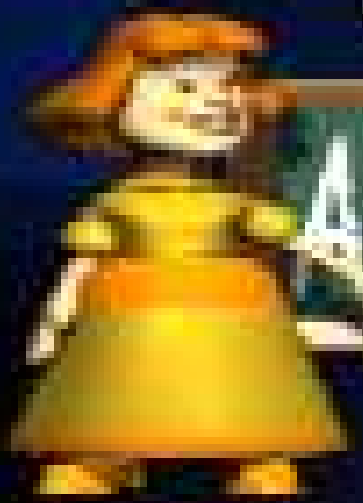

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	Raj Computer	Computer Parts	[illegible] [illegible] [illegible] [illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Sugar Oil Rice [illegible]	[illegible] 5% 5% [illegible]	[illegible]	[illegible]	[illegible]
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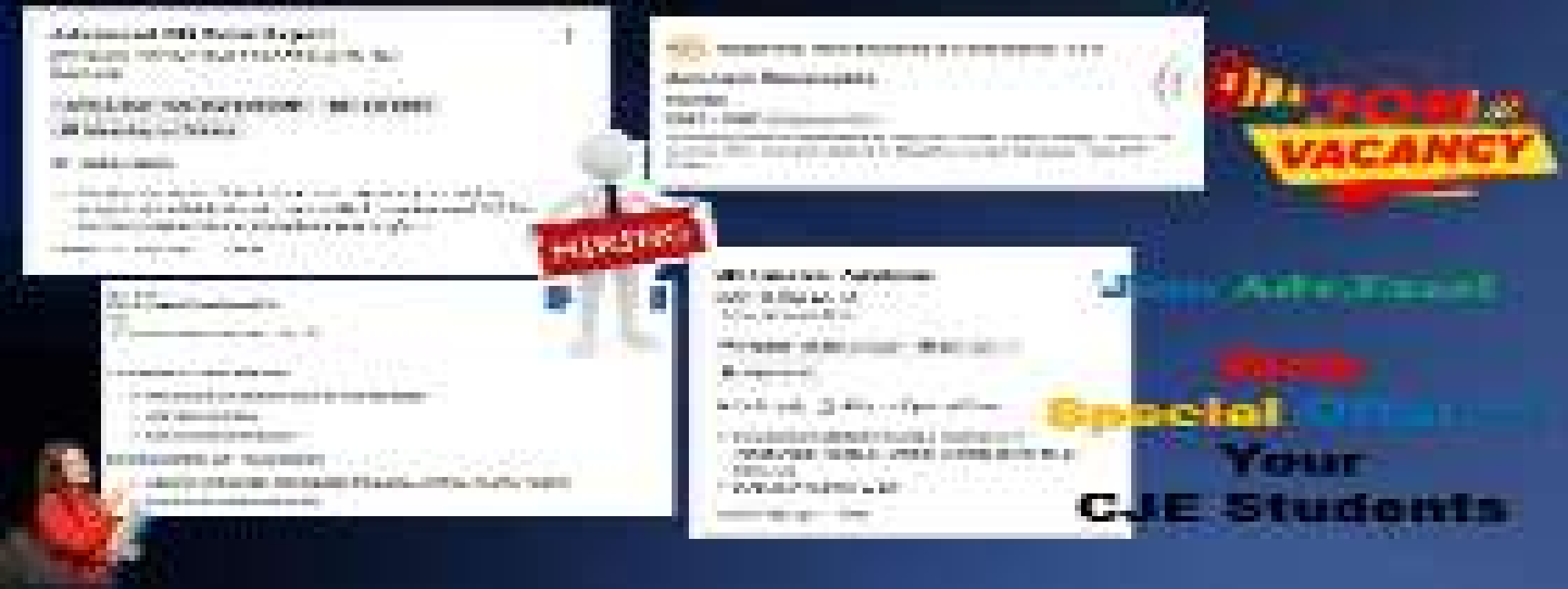
SALES GST BILL

CREAT 4 LEGERS FOR SALES GST BILL.

- SGST @6%
- CGST @6%
- SALES @12%
- TRADER NAME OF PURCHASE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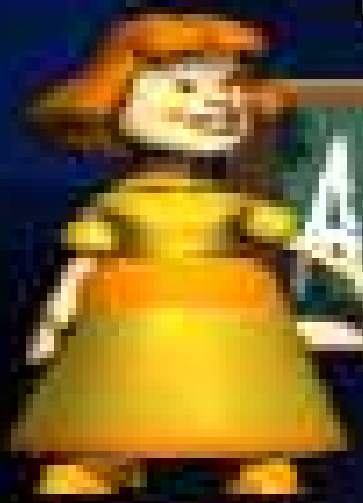

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Sales GST Invoice Debtors

[illegible]	Party Name	Ledger	Item Name	Quantity	Rate	Amount
2	All Computers GST- 1836	Sale	[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	
			Monitor	[illegible]	[illegible]	
3	[illegible] GST- 536	Sale	[illegible]	[illegible]	[illegible]	
			CPU	[illegible]	[illegible]	
			Hard	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	
4	[illegible] GST- 1236	Sale	[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	
			[illegible]	[illegible]	[illegible]	
			Cooler	[illegible]	[illegible]	

Join Marathi Typing

Improve your Typing Speed 30 wpm

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BACKUP AND RESTORE

Backup

- Press Alt + Y
- Select backup
- Fill destination :- c:/ abc
- Enter ledger
- Then accept

Restore

Press Alt+y
Selcet restore
Enter ledger
Accept

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ADVANCED TALLY PRIME+
GST COMPLIANCE

GST

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ADVANCED ACCOUNTING AND GST

WITH TALLY PRIME

Security Control

To secure your business data, Tally Prime offers a variety security features. You can password protect your company data, define security levels for different users and do much more with the security feature in Tally.

Print Setting

Printer Settings | Easy Access to Print-Related Options. Printing invoices and reports for different business needs is quite common. TallyPrime supports different print requirements, such as printing multiple invoice copies, printing on a specific paper type, or using a specific print format.

Export Entry in PDF

The export feature in tally prime allows you to export your company data like masters, transactions and reports in a few simple steps. The exported company data can be saved in formats like XML or ASCII, and you can even export financial reports as pdfs for easy sharing whenever required.

Memorandum Voucher Entry

If you do not understand the details of a voucher you are entering, you can enter it as a Memo voucher and amend it later when the details are available. Generally completed sales are entered into books. In case items are given on approval, use a Memo voucher to track and convert it into a proper Sales voucher.

Integrated Goods and Services Tax (IGST)


Types of GST in India- CGST, SGST & IGST
CGST
SGST
IGST


CGST
SGST
SAME STATE
IGST
OTHER STATES

PURCHASE IGST BILL

CREAT 4 LEGERS FOR PURCHASE GST BILL

- TRADER NAME OF BUY– SUNDRY CREDITOR (Other State)
- PURCHASE A/C 99134 - PURCHASE ACCOUNT
- IGST 99134 - DUTY & TAX
- F9 PURCHASE
- CHANGE THE DATE – F2 (1/7/20XX)
- STOCK ITEM
- ACCEPT

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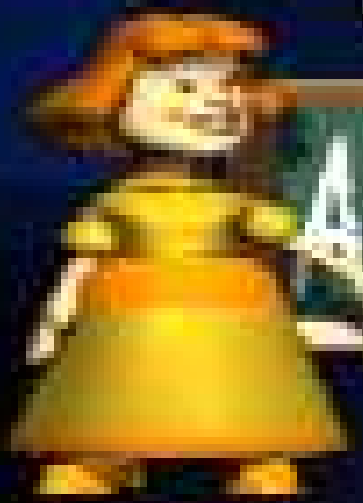

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		[illegible]	[illegible]	[illegible]	[illegible]	

SALES IGST BILL

CREAT 4 LEGERS FOR SALES GST BILL

- TRADER NAME OF SOLD – SUNDRY DEBTORS
- (Other State)
- SALES @12% - SALES ACCOUNT
- IGST @12% - DUTY & TAX
- F8 SALES
- CHANGE THE DATE – F2 (1/7/2000)
- STOCK ITEM
- ACCEPT

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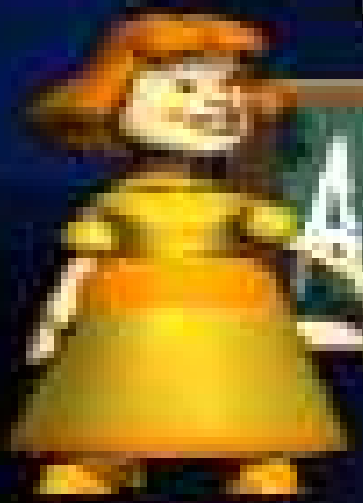

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6 to 2 Shop State: Haryana	Wireless	18%	18 Pcs	90 Rs.	10% 100%
	Switch	18%	100 Pcs	150 Rs	
	Logitech Mouse	18%	15 Pcs	300 Rs	
	Wireless Keyboard	18%	15 Pcs	400 Rs	
Lemmens tech State : Punjab	Solid State Drive	18%	27 Pcs	3000 Rs	10% 100%
	Optical Drive	18%	30 Pcs	200 Rs	
	SMPS	18%	10 Pcs	600 Rs	
	Video Card	18%	30 Pcs	140 Rs	
	Wireless Card	18%	10 Pcs	120 Rs	

New Clothes Store Mirpur	Jacket	12%	5 Pcs	2500 Rs	GST 18%
	Jeans	12%	7 Pcs	1800 Rs	
	Track Suit	12%	2 Pcs	3600 Rs	
	T-Shirt	12%	5 Pcs	900 Rs	
Super Computer Store LP	Solid State Drive	18%	25 Pcs	3600 Rs	GST 18%
	Optical Drive	10%	20 Pcs	200 Rs	
	SIMPs	18%	30 Pcs	600 Rs	
	Video Card	18%	20 Pcs	240 Rs	
	Wireless Card	18%	5 Pcs	150 Rs	
Bharat Trader Store Mirpur	Moment	18%	8 Pcs	5800 Rs	GST 18%
	Keyboard	18%	8 Pcs	800 Rs	
	Lipstick	18%	10 Pcs	50 Rs	
	Nail Polish	18%	5 Pcs	4400 Rs	

STOCK JOURNAL

- Shortcut Key of Stock Journal is Alt + F7
- Transfer the Stock Item From Storage Godown to Office Godown
- Select Inventory Vouchers
- Select Stock Journal
- Transfer the Stock Item

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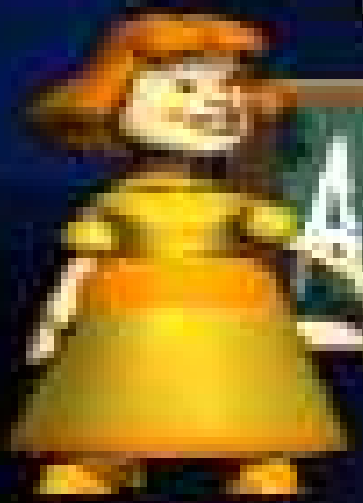

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			[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	MILK	COW MILK	[illegible]	LTR	[illegible]	[illegible]
			BUFFALO MILK	[illegible]	LTR	[illegible]	
			[illegible]	[illegible]	[illegible]	[illegible]	
			APPLE	[illegible]	KGS	[illegible]	
[illegible]	[illegible]		ORANGE	[illegible]	[illegible]	[illegible]	
		FRUIT ITEMS	BANANA	[illegible]	DOZEN	[illegible]	[illegible]
			GRAPES	[illegible]	[illegible]	[illegible]	

Tax Invoice , Discount , Round Off Amount

- A tax invoice is issued by one registered dealer to another. On the basis of this invoice, input tax credit can be claimed by the purchasing dealer

TAX INVOICE

- Create
- Select voucher types
- Then create tax invoice
- select vouchers
- Press F5 select tax invoice
- enter Reference no
- Enter party name (sales ledger
- Enter stock items
- Then accept

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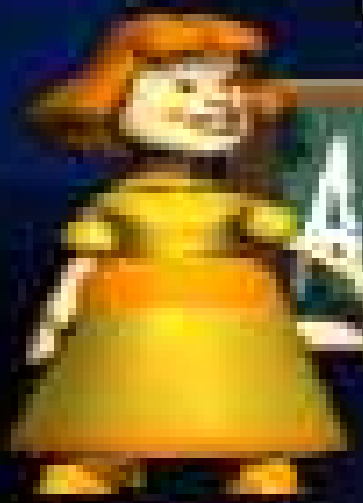

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Career Jyoti Multi Solution Pvt. Ltd.
Kailash Nagar kalyan 421306

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Point of sale (POS)

Point of sale (POS)

- 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 inventory levels to reflect the quantity sold. The equipment required for POS to work effectively is cash registers, card readers, and bar-code scanners and so on.

Advantages of a Point of sale system are

- It helps to calculate sales and manage the cash drawer.
- It manages receiving and calculates the business operations.
- It allows a flexible and simple way of querying gross inventory and sales database.
- It helps you track product movements 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.

POINT OF SALE (POS) FEATURE IN TALLY

1. Gives preset a customer type
2. In the cases filed type you
3. Selects the customer type as sales from the all customer types.
4. Type the other details as you
5. Method of numbering is set by default to automatic.
6. Set use reference configuration set to no.
7. Use common narration set as yes
8. Set print after saving voucher to yes.
9. Use for gst invoicing as yes
10. In the filed of destination type "check your"
11. "Credit Agent".
12. In the filed of default price list type gst invoice.
13. Skip the other filed

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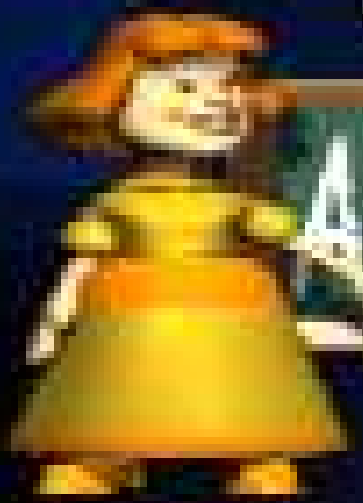

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Tax Invoice Name

(Om Sai Ram)

Bills	Party Name	Tax	Date	Product with Quantity	Price	Rs
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Debit Note and Credit Note

- In simple words about Debit and Credit notes, when there are purchase returns and sales returns in any business,
- Debit note used for purchase returns &
- Credit note used for sales returns.

Debit Note	Credit Note
Records the money that is owed to the seller Issued by the buyer/ client to indicate a refund from the seller	Records the money that will be owed to a client Issued by the seller to customer to tell them a refund is owed
[illegible]	[illegible]
Indicates owned refund of the purchase invoice	Indicates documented refund of the sales invoice

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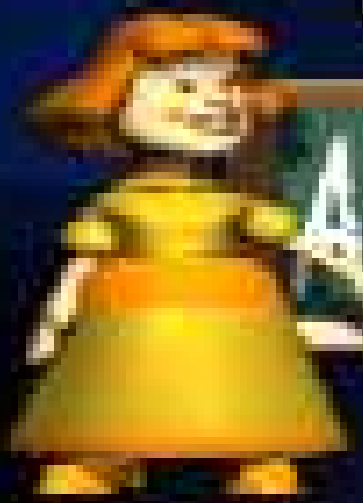

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CREDIT NOTE

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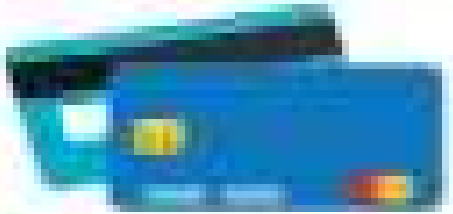
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Payment Voucher

- Payment voucher is used to account all the payments made by the company by way of Cash/Bank. Payment voucher can be passed using Single Entry or Double Entry mode by configuring the setting Use Single Entry mode for Pymt/Rcpt/Contra in F12 configuration .



Credit Cards

Cash

Paper Checks

ACH Payments

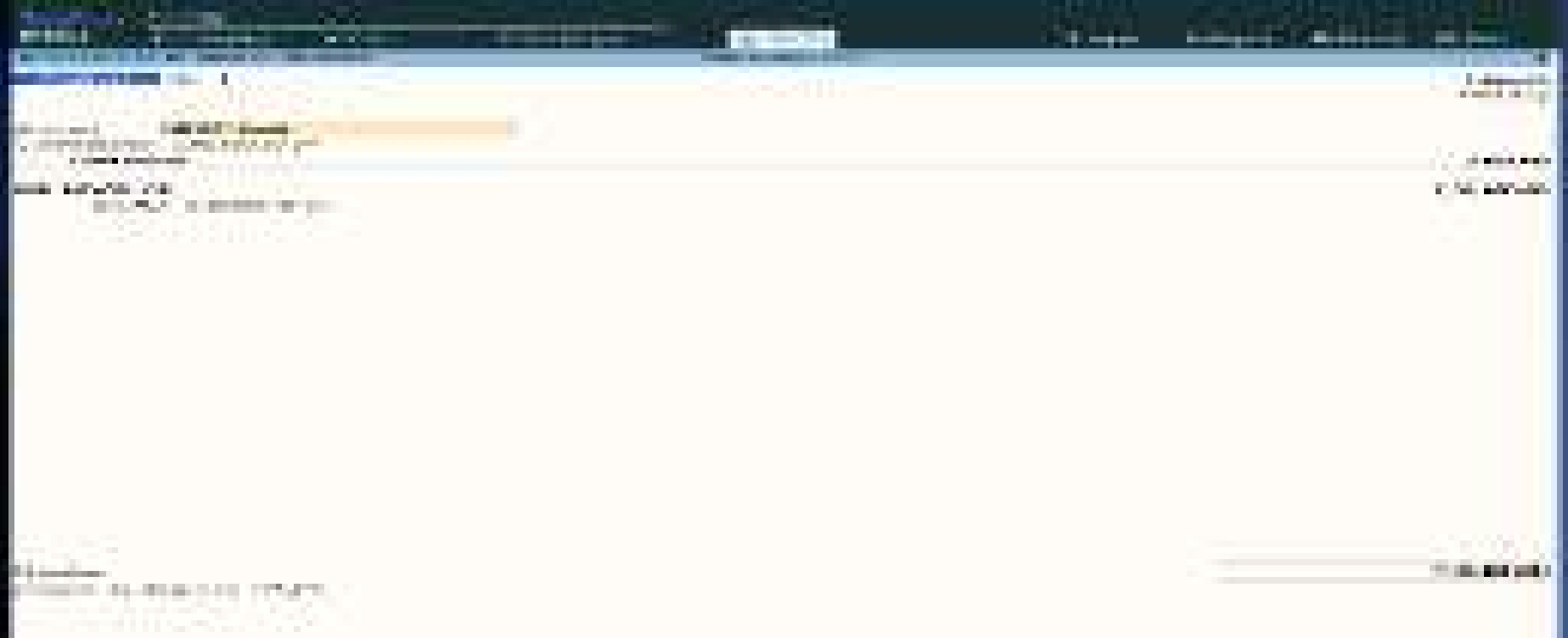
Wire Transfers

Digital Payment Platforms (PayPal, Venmo)

Payment voucher(F5)

- Go To Voucher
- Payment Made to Any Party by Cheque or Cash & Payment of Any Expenses Are Recorded in Payment Vouchers.
- In Tally Prime Entry of Payment Voucher Can be Made in Two Modes.
  - SINGLE ENTRY MODE
  - DOUBLE ENTRY MODE

DESCRIPTION	RECORDS ALL BANK AND CASH PAYMENT		
VOUCHER ENTRY	ACCOUNT	AMOUNT	AMOUNT
	PARTY/EXPENSES A/C	DEBIT	
	BANK/CASH ACCOUNT		CREDIT




Press (2)(2)(2) To Change The Mode

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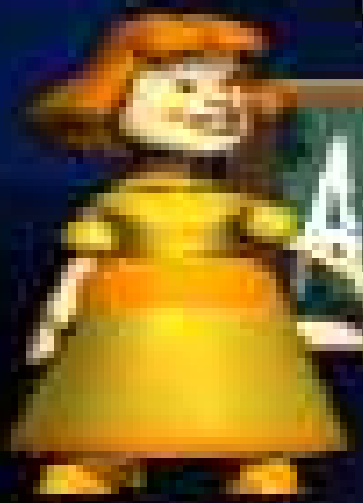

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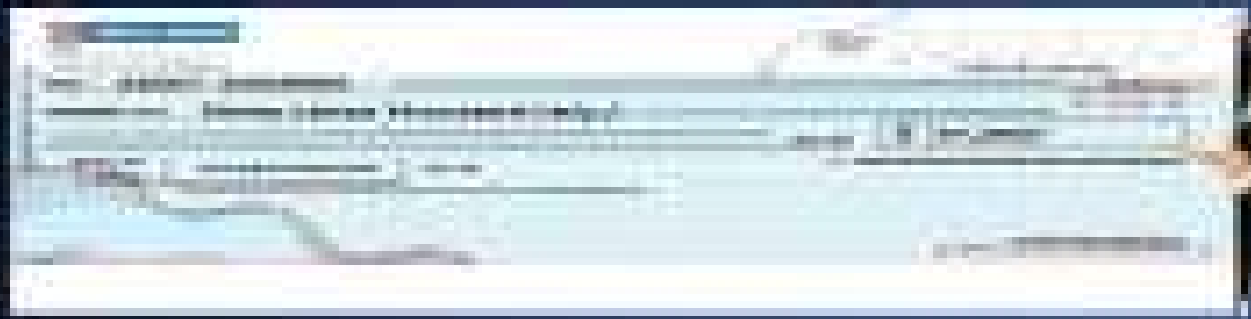
When Amount Paid to Parties, Use Payment Vouchers (PV)

Date	Party name	MODE OF PAYMENT	CHEQUE NUMBER	AMOUNT
2nd MAY	BABAJI STORE	CASH	----------	20000
2nd MAY	ANIL STORE	CASH		20000
2nd MAY	ANAND STORE	CHEQUE	8123623	18000
2nd MAY	ABHISHEK STORE	CHEQUE	888731	8000
2nd MAY	AZIM'S STORE	CHEQUE	888731	30000
2nd MAY	KANAKVATI STORE	CASH		5000

Print Cheques In Tally

The Cheque Printing option in the Banking menu enables you to print the pending, already printed or the required cheques continuously from a single screen. You can also update the cheque details and have track of cheques to be printed, of a selected or all banks.



To print cheques in Tally, you can follow these steps:

1.Go to Gateway of Tally > Banking > Cheque Printing
2.Select the bank account from the List of Bank
3.Click P: Print
4.Set Print Cheque to Yes
5.Press Enter
6.Press Enter to confirm printing of each cheque

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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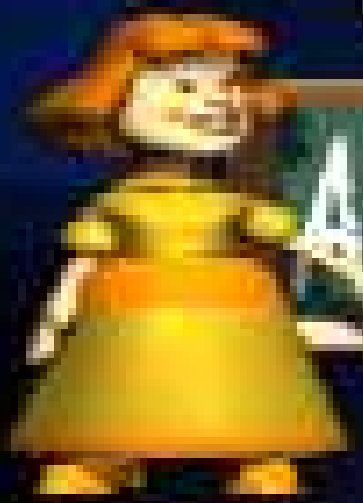

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To print chequse in Tally

Date	Party name	Mode of payment	Cheque number	Amount
2nd March	PANKAJ TRADERS	CHEQUE	100001	[illegible]
2nd March	KISHORE STORE	CHEQUE	100002	[illegible]
2nd March	NAKUL STORE	CHEQUE	100003	[illegible]
2nd March	NAYAN STORE	CHEQUE	100004	[illegible]
2nd March	SADHNA STORE	CHEQUE	100005	[illegible]
2nd March	RAHUL STORE	CHEQUE	100006	[illegible]

Receipt Voucher

In Tally, a receipt voucher is a way to record and track payments and receipts, which are important for maintaining a company's financial health. Here are some ways to create and print a receipt voucher in Tally

RECEIPT VOUCHER(F6)

- PAYMENT RECEIVED FROM ANY PARTY BY CHEQUE OR CASH & ANY INCOME RECEIVED ARE RECORDED IN RECEIPT VOUCHER
- IN TALLY Prime ENTRY OF RECEIPT VOUCHER CAN BE MADE IN TWO MODES
- SINGLE ENTRY MODE
- DOUBLE ENTRY MODE

DESCRIPTION	RECEIVING ALL RECEIPTS INTO BANK OR CASH ACCOUNTS		
VOUCHER TYPE	ACCOUNT	AMOUNT	AMOUNT
	PARTY NAME(DR A/C)		CREDIT
	BANK/ CASH ACCOUNT	DEBIT	

MAKE AN ENTRY RECEIPT VOUCHER (SINGLE ENTRY MODE)

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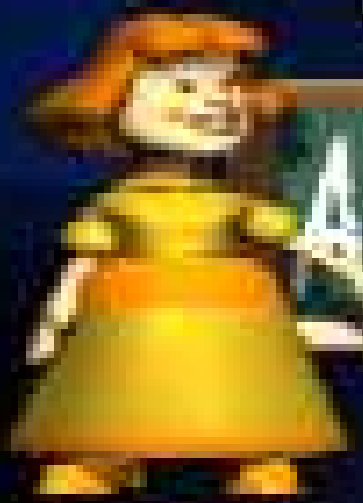

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Which Amount Received From Parties Use Receipt Voucher (PR)				
	Party name	MODE OF PAYMENT	CHEQUE NUMBER	AMOUNT
3rd MAY	Reliance store	CASH	————	7000
3rd MAY	TATA store	CASH	————	3000
3rd MAY	Dmart store	CHEQUE	837562	4000
3rd MAY	Vishwas store	CHEQUE	678 [illegible]	1000
3rd MAY	Philips store	CHEQUE	876 [illegible]	12000
3rd MAY	SPS store	CASH	————	5000

CONTRA VOUCHER (F4)

When cash deposited in the bank, cash withdraw from the bank or balance transfer from one bank, Bank to another such transactions are recorded in. Contra voucher

DESCRIPTION RECEIVED CASH WITHDRAWN CASH TRE. NUMBER

VOUCHER ENTRY	ACCOUNT	AMOUNT	AMOUNT
	BANK ACCOUNT		CREDIT
	CASH	DEBIT	

MAKE AN ENTRY CONTRA VOUCHER

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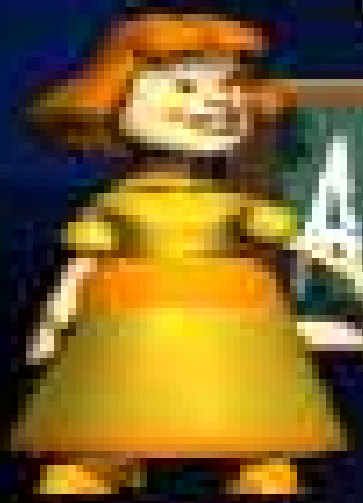

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SR.NO	BANK	WITHDRAW	DEPOSIT
1	SBI BANK	5543	
2	SBI BANK		347745
3	SBI BANK	43412	
4	SBI BANK		85475
5	SBI BANK	34535	
6	SBI BANK		655555
7	SBI BANK	32155	
8	SBI BANK	884322	
9	SBI BANK		456555
10	SBI BANK	4334471	

SR.NO	BANK	WITHDRAW	DEPOSIT
1	HDFC BANK	54242	
2	HDFC BANK		41414
3	HDFC BANK	6545	
4	HDFC BANK		3245
5	HDFC BANK	21454	
6	HDFC BANK		98589
7	HDFC BANK	7847	
8	HDFC BANK	56856	
9	HDFC BANK		538555
10	HDFC BANK	23835	

JOURNAL VOUCHER (F7)

- A journal voucher in Tally is a document that records financial transactions that are not related to cash or bank accounts. These transactions can include: Depreciation, Provisions, Purchase and sale of fixed assets on credit, Write-off balances, and Adjustment entries.

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Advanced Excel

Journal Voucher: Journal Voucher are used to adjust the Debit and Credit amounts without involving cash or Bank Accounts.

- Adjustment Entries
- Entries regarding dishonor of cheque
- Credit /Purchase and sale of things other than goods
- Entities of goods withdrawn by the owner for personal

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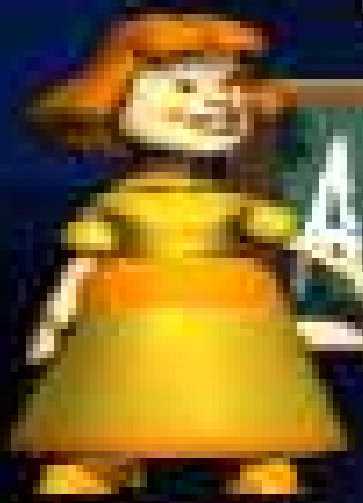

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- Received 1000 bonus from Om Electronics.
- Purchase furniture for 5000 from Neha Traders.
- Goods withdrawn for personal use for rs. 600.
- 10000 rs. of profit. transferred to capital Ac.

1. Purchase transactions from Mr. [illegible] Rs. [illegible]
2. Purchase Machinery from Mr. [illegible] Machinery Rs. [illegible]
3. Purchase Tools from Mr. [illegible] Tools Rs. [illegible]
4. Purchase Computer from Mr. [illegible] Computers Rs. [illegible]
5. Depreciation of Furniture Rs. [illegible]
6. Depreciation of Machinery Rs. [illegible]
7. Advertising Expense Paid back Mr. [illegible] Owner A/C Rs. [illegible]
8. Rent of Building Paid from Mr. [illegible] Owner A/C Rs. [illegible]
9. Sold Computer to Mr. [illegible] Rs. [illegible] With 10% Trade Tax in Cash as Sale in Petty Accounts?

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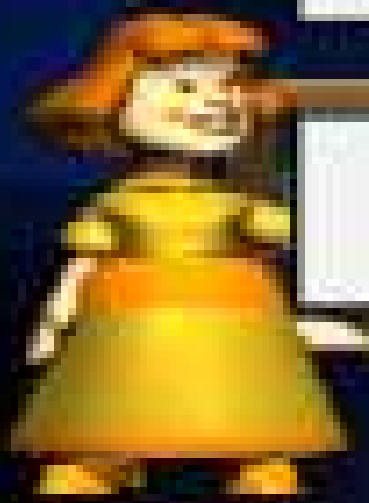

PRACTICAL PROBLEM

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Tally - Practical problems - 1

Record the following transactions in Tally

1. Robert commenced a unipersonal business with a capital of ₹ 1,00,000

2. An account was opened with State Bank of India and deposited ₹ 50,000

3. Purchased furniture by paying cash ₹ 10,000

4. Goods purchased on credit from Srikandan for ₹ 20,000

5. Cash sales made for ₹ 8,000

6. Goods purchased from Radhamani for ₹ 5,000 and money deposited in CDM

7. Goods sold to Rony on credit for ₹ 60,000

8. Money withdrawn from bank for office use ₹ 9,000

9. Part payment of ₹ 10,000 made to Mohaideen by cheque

10. Rony made part payment of ₹ 5,000 by cash

11. Salaries paid to staff through [illegible] ₹ 6,000

12. Wages of ₹ 3,000 paid by cash

13. Purchased stationery from Pandian Ltd. on credit ₹ 1,000

S.No	Voucher Type	Voucher No.	Account	Particulars	Amount	Narration
1	Receipt Voucher	RC	Cash	Bank A/c (Capital A/c [illegible] Loan or Loan Account)	[illegible]	Capital [illegible]
2	Contra Voucher	CR	Cash at Bank	Cash	[illegible]	[illegible]
3	Payment Voucher	PV	Cash	[illegible] A/c	[illegible]	[illegible]
4	Purchase Voucher	PV	Purchase A/c [illegible]	[illegible] A/c	[illegible]	[illegible]
5	Sales Voucher	PV	Cash	Sales A/c	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	Land	[illegible] A/c	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Bank A/c (under Bank A/c)	[illegible] A/c	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Cash	[illegible] A/c	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	State Bank of India	[illegible] A/c	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	Land	[illegible] A/c	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	State Bank of India	[illegible] A/c	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Practical problems – 2

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]

Practical problem

Record the following transactions in Tally

1. Rohan commenced a manufacturing business with a capital of ₹ [illegible]
2. An account was opened with State Bank of India and deposited ₹ 50,000
3. Purchased furniture by paying cash ₹ [illegible]
4. Goods purchased on credit from Mohan [illegible] for ₹ 20,000
5. Cash sales made for ₹ [illegible]
6. Goods purchased from Rajkumar for ₹ [illegible] and [illegible] at [illegible]
7. Goods sold to [illegible] on credit for ₹ [illegible]
8. Sold [illegible] for ₹ [illegible]
9. [illegible] payment of ₹ [illegible] made to [illegible]
10. Rent made part payment of ₹ 5,000 by cash
11. Salaries paid to staff through DCS ₹ [illegible]
12. Wages of ₹ [illegible] paid by cash
13. Purchased stationery from [illegible] on credit ₹ 4,000

Bank Reconciliation

- Reconciliation the Company's Bank Accounts with the Bank Statement is a fundamental and regular task of accounting. The process is referred to as bank Reconciliation.

- With the help of Bank Reconciliation you will be able to reconcile the company's bank accounts with you bankers statement.

Step -1

- Select Display
- Select Day Book
- Then Select Payment Or Enter Cheque No
- Select Account Books
- Select Cash/Bank (Books)
- Select Bank A/C
- Then Press F12
- Show Narrations :- Yes
- Press Alt+r Reconcile To Change The Date
- Then Accept

Step -2

1. You Current Account Bank Has Sent You A Bank Statement For Every Month End

2. Bring Up The Monthly Summary Of Bank Account

Go To Gateway Of Tally>banking>bank Reconciliation>hdfc Bank

Following Buttons Are Given Button Bar In Bank Reconciliation> Hdfc Bank

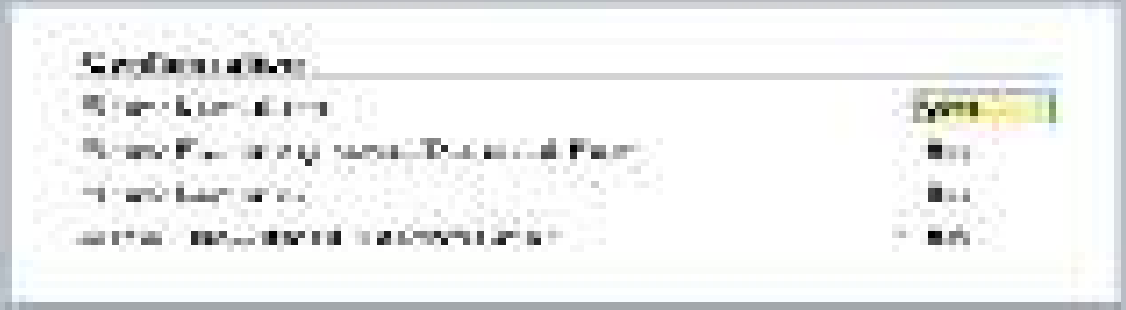
P: Period : Allows The User To Change The Period To Display The Bank Reconciliation Screen For The Specified Period.

S: Set All Dates : Allows The User To Specify The Bank Date To Set For All The Transaction At Once.

C: Create Voucher : Allows The User To Create Voucher From The Reconciliation Screen Itself.

U: Opening Bal : In Tally Series A Release (1.1) Onwards The User Also Provided

In Bank Date Column Type The Bank Date For All Vouchers, Out Of Which Some In The Bank Statement The Reconciliation Screen Appears Or Failure.

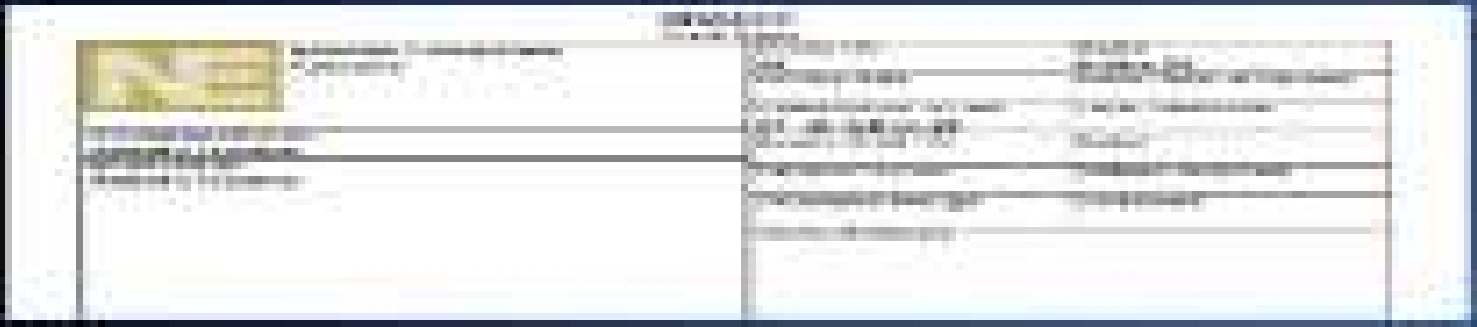


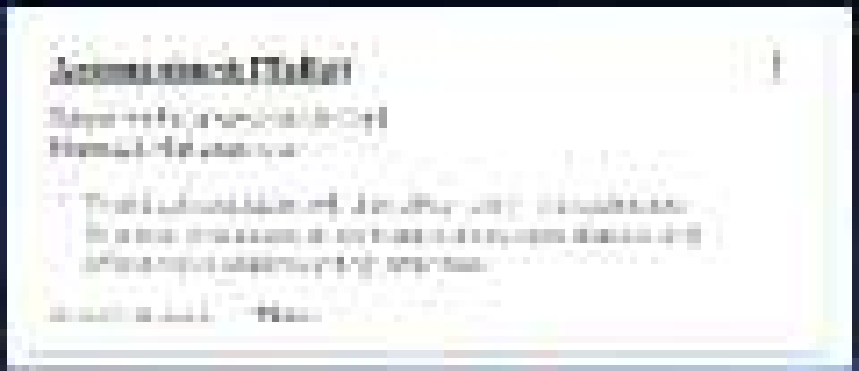
Date	Particulars	Withdrawals Rs. P	Deposits Rs. P	Balance Rs. P
Jan. 1, 2002	By cash	—	500.00	500.00
Jan. 6	To cash	100.00	—	400.00
Jan. 10	By cheque deposit	—	300.00	700.00
Jan. 29	By withdrawal slip	200.00	—	500.00
Feb. 1	By salary	—	2600.00	3100.00
Feb. 5	To cheque No. 819	700.00		2400.00
Feb. 13	To cheque No. 828	400.00		2000.00
Feb. 28	To cheque No. 827	150.00	—	1850.00
Mar. 1	By salary		2550.00	4400.00
Mar. 8	To rent	1750.00	—	2650.00
Mar. 18	By cheque deposit		900.00	3550.00
Mar. 21	To cheque No. 828	1200.00	—	2350.00

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]			[illegible]
[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]	[illegible]
[illegible]	[illegible]	[illegible]		[illegible]
[illegible]	[illegible]	[illegible]		[illegible]

COMPANY LOGO

Having the company's logo on your invoices helps customers to remember your business easily. You can print the company logo along with the company name on your invoices.





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To print a company logo in TallyPrime, you can:

1.Enable the use of the company logo in the application-level configuration:

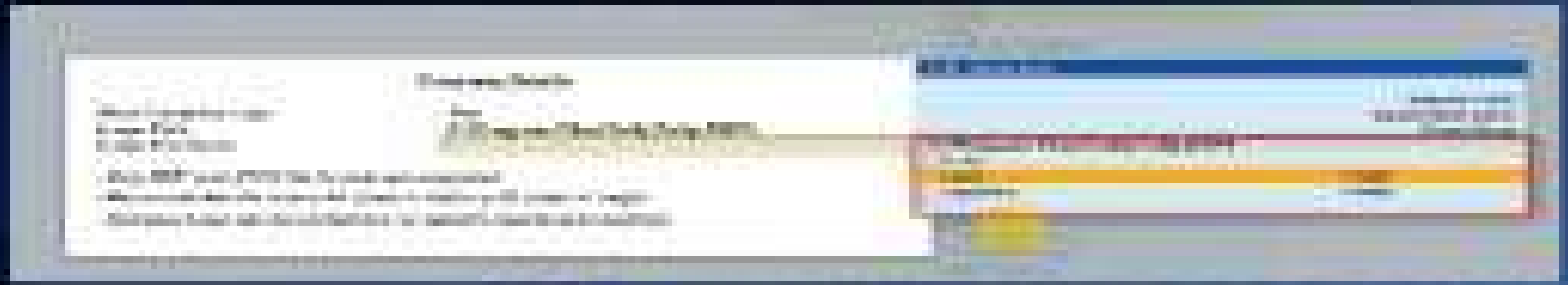
1.Press Ctrl+P in the sales voucher

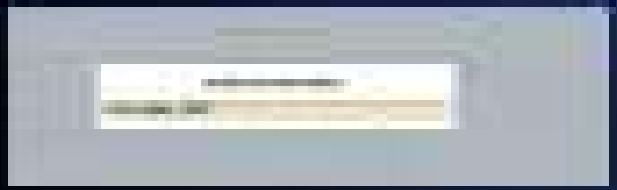
2.Press Alt+P (Print) > Current > C (Configure)

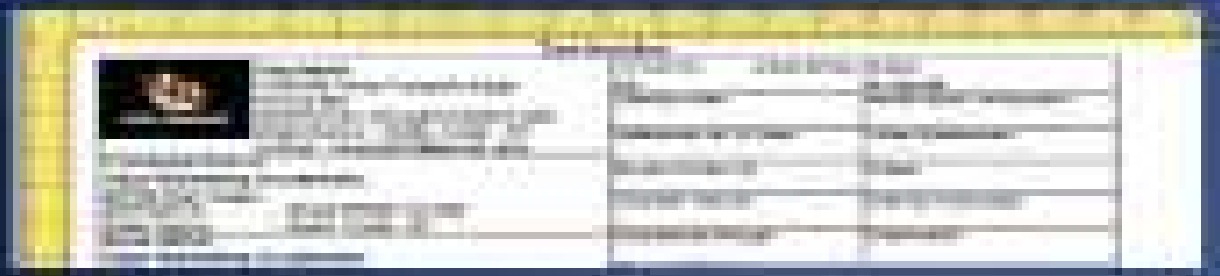
3.Type or select Show Company Logo and press Enter to set it to Yes

4.Select the Image Path and Image File Name

Print Configurations







COST CENTRES

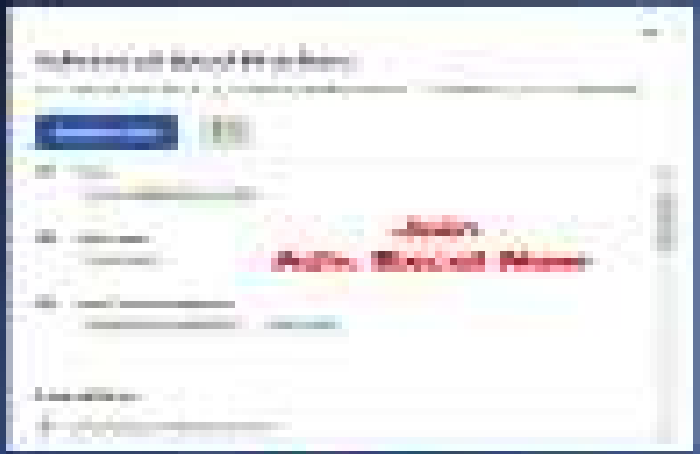
- A Cost Centre is a product, physical place (e.g. sales department) or person within a business that can be held responsible for certain expenses incurred in the runnnig of that business

1. From Gateway of Tally > Click F11:
   Features > Accounting Features -
2. Enable the option Maintain Cost Centres?
3. Enable the option Maintain more than one payroll or cost category? to maintain cost categories.
4. Press Ctrl+A to save the Company Operations Alteration screen.

- Press F11 (Features)
- Enabale Cost Center Option
- To Yse The Option

COST CENTER – SALES (P&)

- CHANGE MODE
- AS VOUCHER MODE
- TO YES THE OPTION



COST CENTER - PURCHASE (F9)

- Cost Cetegory – Project – Under – Road
- Ledger – Party Name
- Ledger – Purcahse A/C
- Stock Iteam – Cement
- Stock Group – Stock Material
- Units – Bags
- Change Mode - As Voucher Mode

[illegible]

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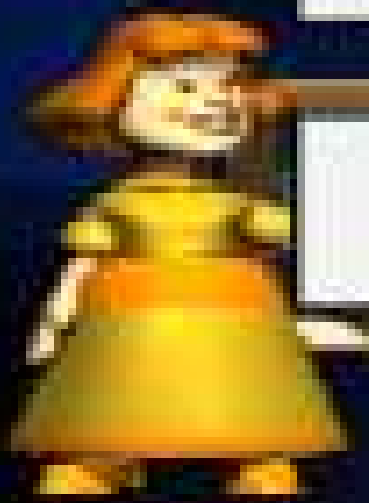

PRACTICAL PROBLEM

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Cost Centre & Cost Categories

Practice Exercise

2-03-2018, Project sales of **Buildings** were made to **Aerobics Technology** for Rs. 9,00,000. 10% received after 5 days and balance after 15 days. **Salesman, Harnisch Singh**

10-01-2018, Purchased Cement from Sanitation Cement for Rs. 4,00,000 (200 bags at Rs. 2,000 per bag). Half of it is for **Roads** and the other half for **Buildings**. Entire lot was stored in On-site. Received credit of 30 days.

15-01-2018, Project sales of **Buildings** for Rs. 7,50,000 were made to **Civic Centre Association**. A credit of 60 days was given. **At the same time,** they took over the **Roads** built for them at Rs. 2,50,000 with a credit period of 30 days. Ready-to-Update was pre-paid for **Civic Centre Association** for both **Buildings** and **Roads**.

20-01-2018, Purchased 20 Tons of **Steel** from **Nishant Steels** @ Rs. 4,000 per ton and was stored in Warehouse. It was equally divided between **Roads** and **Buildings**. **Received credit of 30 days.**

TCS – (Tax Collected At Source)

- TCS is an indirect tax collected at source by the seller while debiting the amount payable by the buyer. If you collect TCS from any party then it will necessary to issue tax collected certificate within 10 days. The certificate

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Nature of Goods	TCS Rate
Alcoholic liquor for human consumption	1%
Tendu Leaves	5%
Timber obtained under a Forest Lease	2.5%
Timber obtained by any mode other than Forest Lease	2.5%
Any other Forest produce not being forest timber or tendu leaves	2.5%
Scrap	1%
Minerals being Coal or Lignite or Iron ore	1%
Parking Lot, Toll Plaza, Mining and Quarrying	1%
Where ANY amount of consideration is received in cash on sale of :- Bullion (consideration exceeds Rs. 2 Lakhs) ,Jewellery (consideration exceeds Rs. 5 Lakhs), and **with effect from June 1,2016** ,Any other goods and services (exceeding Rs. 2.50 Lakhs) (TDS Provision is not applicable)	1%
Where amount is received by cheque or any other mode on sale of :- Motor vehicle of the value exceeding Rs. 10,00,000 Lakhs (applicable from **June 1,2016**)	1%

STATUTORY AND TAXSATION

- To YES the TCS Option
- >Press F11
- >YES the TCS option and Detail of TCS
- >Fill the Detail of TCS
- >Then Accept

STATUARY INFO

- STEPS

> Select Create

> Select Statuary Info

> Select Goods of Payment

> Fill the form name, section , payment code , Etc

> Than Accept

TCS LEDGER

- There are Three Ledgers in TCS
  - Party > Under : Sundry Debtors
  - Sales > Under : Sales Account
  - TCS > Under : Duties and Taxes

STOCK ITEM AND UNIT OF MEASUREMENT

- Go To Create
- Select Inventory Info
- Create Unit of Measurement (KG)
- Create Stock Item (Scrap)

Be Ready For Exam


HURRY UP!
Thank you!