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SACSM GUWAHATI ASSAM

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DEFINITION OF BOOK KEEPING: Book keeping is the art of recording transaction in terms of any money as worth systematically in set of books. So that the financial position of an understanding and its relationship do both its proprietors and outsider can readily as certained at any time.

OBJECT OF BOOK KEEPING: A Business man records transaction in set books in order to ascertain the following object accurately and with minimum trouble.

1. The amount of profit the business has earned or the amount of loss the business has suffered during a given period.
2. The financial position of the business on a particular date.
3. The factor contributing to profit or causes resulting in a loss during a given period.
4. The amount owing by the business the other and the amount owing by others to business i.e. Sunday creditors and Sunday debtors.
5. The effect of each financial transaction and the combine effect of all the transaction on the business as a whole.
6. Maintenance of permanent record for future reference and future processing by an account ascertain of tax liability.

Q. WHAT IS ACCOUNTING?

Ans: Accounting is the language of business. Its involves identifying measuring and presenting economic information about a business. In such away that the user of the information can form option about the business judge its performance and take certain decision.

UTILITY OF ACCOUNTING: Utility of accounting information is greatly increased. It is computed in systematical manner and financial statements are periodic intervals for the purpose of competition all monetary events are recognized into various account heads.

ADVANTAGE OF ACCOUNTING: Enumerable monetary transaction occurs in business organization. Accounting keeps a systematic records of such transaction and summaries them through entries in various accounts.

OBJECTIVE OF ACCOUNTING: The main objectives of accounting are given bellow.

(a) To keep systematic and authentic record.
(b) To product business properties.

(c) To ascertain the operation performance.
(d) To help the management in the review of business policy.
(e) To determined tax liability.
(f) To help the government in fixing price physical policy.
(g) To determined credit worthiness.
(h) To show the causes of profit and loss.
(i) To show total debtors and total creditors.

TRANSACTIONS: Transaction is in ordinary sense means the exchange of goods and service measurable in terms of money.

CLASSIFICATION OF TRANSACTION: Transaction are classified into three categories.

1. Cash Transaction
2. Credit Transaction
3. Paper Transaction.

CASH TRANSACTION: Cash transactions are those transactions where the value of transaction is paid immediately either in cash or by cheque.

Example : Hari bought goods for Rs 200/- from Guwahati store.

CREDIT TRANSACTION: Credit transactions are those transactions where the value of the transaction is paid later on.

Example: Shyam purchase furniture value Rs 1000/- from furniture house.

His payment is not paid immediately after the purchase of furniture. He is to pay after on. So it is credit transaction.

PAPER TRANSACTION: Paper transaction are those transaction where value of the transaction is not to be made at all.

Example : a loss by fire (uninsured) to extent of Rs 1000/- is a paper transaction as the value of the transaction is not to be made the words, cash or credit will not to be used in this transaction.

CASH BOOK: The records of all receipt and payment in cash and through cheque usually the deposits into bank account maintained by the business with drawing from such account and cheque payment are also records in cash book.

JOURNAL: The journal is used as the book of first entry for all transaction cannot be recorded in the cash book in the other a non cash transaction should be recorded in journal.

1. Purchase book
2. Purchase returned book

3. Sales book
4. Sales returned book

GENERAL LEDGER: The general ledgers contain all accounts of entries. It is only a device for reclassifying and summarizing all information recorded in the cash book.

CLASSIFICATION OF ACCOUNT

The Account maintained in the general ledger may broadly classified in two:

PERSONAL ACCOUNT: Accounts related to any person or firm.

Example: accounts for customer, supplier, borrowers, lenders etc.

REAL ACCOUNT: Accounts related to any type of assets such as cash building plants, machinery vehicles, Land etc.

NOMINAL ACCOUNT: Account related to expense and incomes as sales purchase. Discount allows, discount received, depreciation etc.

RULES OF DEBIT AND CREDIT

The dual aspect concept requires that when transaction occurs both the debit and credit elements should be recorded in the books of account to ensure a standerised method or recording transaction the rules for debit and credit of accounts were evolved. The golden rules goes with the classification of accounts are stated as under personal accounts.

1. **Personal account**
   Debit – The receiver.
   Credit –The giver.
2. **Real account**
   Debit – What comes in?
   Credit – What goes out?
3. **Nominal account**
   Debit – All expenses and losses.
   Credit – All incomes and gains.

FINANCIAL STATEMENT:

TRIAL BALANCE: As explain earlier all money events classified under various accounts heads which are periodically summarized. This periodical summary is known as *Trial Balance*.

SOME BASIC TERMS

ASSETS: Assets may define as anything which can be used by the business in future operation and which belongs to the business.

ASSETS MAY BE CLASSIFIED AS FOLLOW

A. **FIXED ASSETS:** Fixed assets are those assets which are required for relatively long period for carrying on business. They are not means for resale for example land, building, machinery etc.
B. **CURRENT ASSETS:** Currents assets are those assets that are required with them or converting them into each during the normal business operation.
   Example: cash, bills, receivable, debtors, stock etc.
C. **LIABILITIES**: Liabilities means the amounts that the business owes to others and has to return.
   Example: Sunday creditors, bill payable, bank loan etc.

LIABILITIES ARE THE FOLLOWING CATEGORIES :

(a) **CURRENTS LIABILITIES** : Currents liabilities are those liabilities which will be due within a short terms usually less than one year.
    Example: short term bank loan, debenture.
(b) **CAPITAL**: Capital means the excess of assets over equity or net worth capital may be classified into the following categories.
    a. **FIXED CAPITAL**: It is the capital which in the form of currents assets is invested into business and represented by fixed assets.
    b. **CIRCULATING CAPITAL:** It is the capital which repaired sent in the form of current assets.
    c. **WORKING CAPITAL:** It is the excess of current assets over currents liabilities.

REVENUE: The term revenue means any regular source. The income must be of recurring in nature.

INCOME : The term income means any divided from both regular and irregular sources say interest on deposit or investment rent from house divided from investment in shares called revenue.

EXPENSE: The term expense the cost of services and things use to for earning revenue.

LOSS: The term lost means the total expenditure paid incurred on a thing or as operation of the service.

GOODS: The terms goods means the property or the things purchased for resale to earn revenue in regular course terms goods.

DEBTORS: A debtors is a person who owes money to the business. He has claimed for against the business. If the business purchased goods are on credit from a person's that persons is the creditor to the business.

DRAWING: The drawing means any benefit demanded by the business for his personal use. It may be the drawing of cash use of goods of services from the business.

Cash A/C	Cash A/C
LEDGER	UNDER
Bank A/c	Bank A/c
Purchase A/c	Purchase A/c
Capital A/c	Capital A/c
Sales A/c	Sales A/c
Wages A/c	Direct expense (which exp. Arth manufacturing are direct exp.)
Cash A/c	Cash A/c (but not need)
Freight	Direct exp
Custom duty	Direct exp.
Excise duty	Direct exp.
Electricity exp.	Indirect exp. (all administration are indirect exp.)
Rent	Indirect exp.
Medical	Indirect exp.
Discount allowed	Indirect exp.
Discount received	Indirect income
Bus fair	Indirect exp.
Salary	Indirect exp.
Registration charge	Indirect exp.
Commission payable	Indirect exp.
Commission received	Indirect income
Interest received	Indirect income
Interest payment	Indirect exp.
Income tax	Indirect exp.
Machinery	Fixed assets.
Furniture	Fixed assets.
Lands building	Fixed assets.

Goods will	Fixed assets.
Sunday debtors	Current assets
Sunday creditors	Current liabilities
Bill payable	Current liabilities
Bill receivable	Current assets
Carriage inward	Direct exp.
Carriage outward	Indirect exp
Drawing	Capital A/c
Returned outward(purchase return)	Purchase A/c
Returned inward(sales return)	Sales A/c
Stationary	Indirect exp
Bank loan	Loan liabilities
Outstanding salary	Current liabilities
Mrinals A/c (credit)	Sunday creditor
Investment A/c	Investment
Bad debts reserve	Reserve and surplus
Discount or debtors A/c	Provision
Opening stock	Current assets
Trading A/c	Direct Exp
Unexpired insurances	Current assets
Closing stock	Current assets
Liabilities for Exp. A/c	Current liabilities
Net profit A/c	Capital A/c
Provision for bad debtors	Sunday debtors
Depreciation	Indirect Exp.
Reserve and doubtful debt	Reserve and surplus
Bank over draft	Bank or a/c

CLASSIFICATION OF ACCOUNT

NAME OF THE ACCOUNTS	CLASSIFICATION
Capital A/c	Personal A/c
Drawing A/c	Personal A/c
Rani's A/c	Personal A/c
College A/c	Personal A/c
Bank A/c	Personal A/c
Tata steel "co"s A/c	Personal A/c

Cricket association A/c	Personal A/c
Outstanding salary A/c	Personal A/c
Advance rent A/c	Personal A/c
Reserve A/c	Personal A/c
Sunday debtors A/c	Personal A/c
Sunday creditors A/c	Personal A/c
Bill payable	Personal A/c
Goods account	Real A/c
Furniture A/c	Real A/c
Machinery A/c	Real A/c
Good will A/c	Real A/c
Copy right A/c	Real A/c
Trade mark A/c	Real A/c
Stock A/c	Real A/c
Cash A/c	Real A/c
Investment A/c	Real A/c
Bill receivable A/c	Nominal A/c
Purchase A/c	Nominal A/c
Sales A/c	Nominal A/c
Wages A/c	Nominal A/c
Salaries A/c	Nominal A/c
Interest A/c received and paid)	Nominal A/c
Bad debts A/c	Nominal A/c
Printing and stationary A/c	Nominal A/c
Depreciation A/c	Nominal A/c
Fire loss A/c	Nominal A/c
Carriage (inward & outward)	Nominal A/c
Lighting A/c	Nominal A/c
Power A/c	Nominal A/c
Return A/c (outwards)	Nominal A/c
Office expense	Nominal A/c
Income tax	Nominal A/c
Advertisement	Nominal A/c

VOUCHER ENTRY

Q. (1) Journalize the following transaction.

1) 4-4-2025 Ram started business with a capital of Rs 1,0,000/-
2) 7-4-2025 purchase furniture worth of Rs 500/-
3) 9-4-2025 purchase goods of Rs 3000/- in cash.
4) 11-4-2025 sold goods worth of Rs 3500/- in cash.

Journal entries in the books of accounts.

Date	Particulars	L.F	Debit	Credit
4-4-2025	Cash A/c------------------------Dr To capital A/c (being cash received as capital)		10,000	10,000
7-4-2025	Furniture A/c------------------Dr To cash A/c (being furniture purchase in cash)		500	500
9-4-2025	Purchase A/c------------------Dr To cash A/c (being purchase goods in cash)		3,000	3,000
11-4-2025	Cash A/c-----------------------Dr To sales A/c (being sold goods in cash)		3,500	3,500

Q. (2) Journalise the following.

(a) Souvik started business Rs 50,000/-
(b) Purchase plants & machinery Rs 2,000/-
(c) Purchase goods with Rs 5,000/-
(d) Sold goods to Vikram Rs 6,000/-
(e) Paid salary Rs – 3000/-
(f) Received commission Rs 200/-

Date	Particular	L/F	Debit	Credit
(a) F6	Cash A/c---------------------------Dr To capital A/c (being cash received as capital)		50,000	50,000
(b) F9	Plants and machinery A/c ------Dr To cash A/c (being plants and machinery purchase A/c)		20,000	20,000
(c) F9	Purchase A/c----------------------Dr To cash A/c (being purchase goods in cash)		50,000	50,000
(d) F8	Cash A/c---------------------------Dr To sales A/c (being goods sold for cash)		6,000	6,000
(e) F5	Salary A/c-------------------------Dr To cash A/c (being salary paid in cash)		3,000	3,000
(f) F6	Cash A/c--------------------------Dr To commission received A/c		200	200

	(being commission received in cash)			

Q. 3 Journalise the following transaction-

- **(a)** 1-2-2025 Kamlesh started business with capital of Rs 30,000/-
- **(b)** 2-2-2025 bought furniture for Rs 500/- and machinery for 10,000/-
- **(c)** 5-12-2025 purchased goods for Rs 6,000/-
- **(d)** 7-12-2025 sold goods for Rs 6,000/-
- **(e)** 9-12-2025 purchase goods from Raju Rs .15,000/-
- **(f)** 12-12-2025 sold goods to Raju Rs 10,000/-
- **(g)** 14-12-2025 amount withdrawn from office cash for personal drawing use Rs 500/-
- **(h)** 15-12-2025 salaries paid 500/- and wages paid Rs 200/-

Date	Particular	L/F	Debit	Credit
1-12-2025 F6	Cash A/c-------------------------------Dr To capital A/c (being cash received as capital)		30,000	30,000
2-12-2025 F9	Furniture A/c-------------------------Dr Machinery A/c-----------------------Dr To cash A/c (being bought furniture & machinery purchase in cash)		500 10,000	10,500
5-12-2025 F9	Purchase A/c-------------------------Dr To cash A/c (being purchase goods in cash)		6,000	6,000
7-12-2025 F8	Cash A/c------------------------------Dr To sales A/c (being sold goods in cash)		6,000	6,000
9-12-2025 F9	Purchase A/c-----------------------Dr To cash A/c (being purchase goods in cash)		15,000	15,000
12-12-25 F8	Cash A/c---------------------------Dr To sales A/c (being sold goods in cash)		10,000	10,000
14-12-25 F7	Drawing A/c-----------------------Dr To cash A/c (being amount drawing for personal use		500	500
15-12-25 F5	Salaries A/c-----------------------Dr Wages A/c------------------------Dr To cash A/c (being salaries and wages in cash)		500 200	700

Q. 4. Journalise the following transaction..

- **(a)** Apr-2 Mr. Das started business with cash Rs 10,000/-
- **(b)** Apr-3 Purchase goods for cash Rs 2,000/-
- **(c)** Apr-5 Purchase goods worth 3,000/- from Hari on credit.
- **(d)** Apr-7 Sold goods for Rs 1,000/-
- **(e)** Apr-8 Sold goods for worth Rs 400/- to Mohan on credit.
- **(f)** Apr-9 Bought furniture worth Rs 2,500/- for cash.
- **(g)** Apr-11 Charged depreciation to furniture Rs 100/-
- **(h)** Apr-12 Taken loan from bank Rs 10,000*
- **(i)** Apr-14 paid interest Rs 150/- on bank loan.
- **(j)** Apr-15 salary outstanding 600/-

Date	Particular	L/F	Debit	Credit
1999 Apr2 F6	Cash A/c-------------------------------Dr To capital A/c (being cash received as capital)		10,000	10,000
Apr3 F9	Purchase A/c-------------------------Dr To cash A/c (being purchase goods in cash)		20,000	20,000
Apr4 F9	Purchase A/c------------------------Dr To Hari A/c (being purchase goods on credit)		3,000	3,000
Apr7 F8	Cash A/c-----------------------------Dr To sales A/c (being sold goods)		1,000	1,000
Apr8 F8	Mohan A/c------------------------- Dr To sales A/c (being sold goods on credit)		400	400
Apr9 F9	Furniture A/c----------------------Dr To cash A/c (being bought furniture purchase in cash)		2,500	2,500
Apr11 F7	Deprecation A/c-----------------Dr To furniture A/c (being depreciation charged to furniture)		100	100
Apr12 F6	Cash A/c-------------------------Dr To bank loan A/c (being taken loan from bank)		10,000	10,000
Apr14 F5	Interest bank loan A/c--------Dr To cash A/c (being interest paid on bank)		150	150
Apr15	Salary A/c----------------------Dr		600	

F7	To outstanding salaries A/c (being salary remain unpaid)			600

Q.5 Journalise the following transaction 2000

- **(a)** Apr-4 Hari started business with a capital of Rs 20,000/-
- **(b)** Apr-8 purchase goods for cash Rs 1,000/-
- **(c)** Apr-9 purchase goods worth Rs 5,000/- from Sita on credit.
- **(d)** Apr-10 charged depraction to computer Rs 1,500/
- **(e)** Apr-11 paid salary Rs 4,000/-
- **(f)** Apr-12 received commission Rs 100/-

Date	Particular	L/F	Debit	Credit
Apr4 F6	Cash A/c----------------------------------Dr To capital A/c (being cash received as capital)		20,000	20,000
Apr8 F9	Purchase A/c----------------------------Dr To cash A/c (being purchase goods in cash)		1,000	1,000
Apr9 F9	Purchase A/c----------------------------Dr To Sita A/c (being purchase goods on credit)		5,000	5,000
Apr11 F5	Salary A/c-------------------------------Dr To cash A/c (being salary paid in cash)		4,000	4,000
Apr10 F7	Depraction A/c------------------------Dr To computer A/c (being deprection charged to computer)		1,500	1,500
Apr12 F6	Cash A/c--------------------------------Dr To commission A/c (being commission received in cash)		100	100

Q.6 Journalised the following transaction.

- **(a)** Gopal started business with capital of Rs 10,000/-
- **(b)** Purchased goods for Rs 2,000/-
- **(c)** Purchased goods from Ashok on credit 3,000/-
- **(d)** Paid to Ashok Rs 3,000/-
- **(e)** Goods returned to Ashok Rs 500/-
- **(f)** Purchased goods from Mala.

(g) Sold goods to Madhu on credit Rs 10,000/-
(h) Sold goods worth Rs 500/-
(i) Received cash from Madhu Rs 1,000/-
(j) Goods returned by Madhu Rs 3,000/-
(k) Cash sales to Pawan Rs 600/
(l) Purchased furniture 20,000/-

Date	Particular	L/F	Debit	Cridit
1. F6	Cash A/c----------------------------------Dr To capital A/c (being cash received as capital)		10,000	10,000
2. F9	Purchase A/c----------------------------Dr To cash A/c (being purchase goods in cash)		2,000	2,000
3. F9	Purchase A/c----------------------------Dr To Ashok A/c (being purchased goods on credit)		3,000	3,000
4. F7	Ashok A/c--------------------------------Dr To returned outward A/c (being goods returned to Ashok)		500	500
5.	Ashok A/c--------------------------------Dr To cash A/c (being cash paid to Ashok)		3,000	3,000
6.	Purchase A/c-----------------------------Dr To cash A/c (being purchase goods in cash)		2,500	2,500
7. F8	Madhu A/c-------------------------------Dr To sales A/c (being goods sold to Madhu)		10,000	10,000
8. F8	Cash A/c----------------------------------Dr To sales A/c (being goods sold in cash)		500	500
9. F6	Cash A/c---------------------------------Dr To Madhu A/c (being cash received from Madhu)		1,000	1,000
10. F7	Returned inward A/c-----------------Dr To Mdhu A/c (being goods returned by Madhu)		3,000	3,000
11. F8	Cash A/c----------------------------------Dr To sales A/c (being goods sold in cash)		600	600

12. F9	Furniture A/c----------------------------Dr To cash A/c (being purchase furniture in cash)		20,000	 20,000

Q.7 Journalise the following transaction 2009

(a) May-5 Mr. Sharma started business with a capital of Rs. 5,00,000/-
(b) May-6 purchase goods for Rs 20,000/-
(c) May-7 paid to Dinesh 5,000/-
(d) May-8 purchase goods from Dilip credit Rs 8,000/-
(e) May-9 goods returned to Dilip Rs 800/-
(f) May-10 goods returned by kishor Rs 1,200/-
(g) May-11 cash sales on Manoj Rs 9,000/-
(h) May-12 purchase T.V. Rs 10,000/-
(i) May-13 charge depreciation Rs 1,800/-
(j) May-18 received commission Rs 2,500/-

Date	Particular	L/F	Debit	Credit
2009 5-5-01 F6	Cash A/c---------------------------------Dr To capital A/c (being cash received as capital)		5,00,000	
6-5-01 F9	Purchase A/c---------------------------Dr To cash A/c (being purchase goods in cash)		20,000	 20,000
7-5-01 F5	Danish A/c------------------------------Dr To cash A/c (being cash paid to Danish)		5,000	 5,000
8-5-01 F9	Purchase A/c---------------------------Dr To Dilip A/c (being purchase goods on credit)		8,000	 8,000
9-5-01 F7	Dilip A/c----------------------------Dr To returned outward A/c (being goods returned to Dilip)		800	 800
10-5-01 F7	Return inward A/c---------------------Dr To Kishor A/c (being goods returned by Kishor)		1,200	 1,200
11-5-01 F8	Cash A/c---------------------------------Dr To sales A/c (being good sold in cash)		900	 900
12-5-01 F9	T.V A/c-----------------------------------Dr To cash A/c (being purchase TV in cash)		10,000	 10,000
13-5-01	Depreciation A/c-----------------------Dr		1,800	

F7	To computer A/c (being depreciation charged in computer)			
18-5-01 F6	Cash A/c----------------------------------Dr To commission received A/c (being commission received in cash)		2,500	2,500

Q.8 Journalise the following transaction.

- **(a)** Amount with drawn from office cash for personal use 800/-
- **(b)** Salaries paid Rs 5,000/- and wages paid Rs 400/-
- **(c)** Purchase good for 20,000/-
- **(d)** Goods return to Rahul 1,000/-

Date	Particular	L/F	Debit	Credit
(a) F7	Drawing A/c---------------------------Dr To cash A/c (being cash with drawn personal)		800	800
(b) F5	Salary A/c-----------------------------Dr Wages A/c-----------------------------Dr To cash A/c (being salaries and wages paid in cash)		5,000 400	5,400
(c) F9	Purchase A/c-------------------------Dr To cash A/c (being goods purchase in cash)		20,000	20,000
(d) F7	Rahul A/c----------------------------Dr To returned outward A/c (being goods returned to Rahul)		1,000	1,000

Q.9 Journalise the following 1992.

- **(a)** March-1 started business Rs 90,000/-
- **(b)** March-2 deposit in the bank Rs 4,000/-
- **(c)** March-3 purchase office equipment Rs 1,000/-
- **(d)** March-4 cash purchase issued cheque Rs 2,500/-
- **(e)** March-8 received from Rohan on account of Rs 3,250/-
- **(f)** March-10 cash sales received cheque 1,270/-
- **(g)** March-15 office exp Rs 275/-
- **(h)** March-25 office rent paid by cheque Rs 300/-
- **(i)** March-30 paid advance income tax by.
- **(j)** March-31 deposited into bank balance of Rs 300/-

Date	Particular	L/F	Debit	Credit
1992 1-3-92 F6	Cash A/c--------------------------------Dr To capital A/c (being cash received as capital)		90,000	90,000
2-3-92 F4	Bank A/c--------------------------------Dr To cash A/c (being cash deposit into bank)		4,000	4,000
3-3-92 F9	Office equipment-------------------Dr To cash A/c (being purchase office equipment)		1,000	1,000
4-3-92 F6	Purchase A/c--------------------------Dr To bank A/c (being purchase goods issued cheque		2,500	2,500
8-3-92 F8	Bank A/c-------------------------------Dr To Rohan A/c (being cheque received from Rohan)		3,250	3,250
10-3-92 F8	Bank A/c-------------------------------Dr To sales A/c (being cheque received from sales)		1,270	1,270
15-3-92 F5	Office expense A/c--------------------Dr To cash A/c (being office expense paid in cash)		275	275
25-3-92 F5	Rent A/c---------------------------------Dr To bank A/c (being office rent paid by cheque)		300	300
30-3-92 F5	Income tax A/c------------------------Dr To cash A/c (being advance income tax paid by cheque)		400	400
31-3-92 F4	Bank A/c------------------------------Dr To cash A/c (being cash deposited into bank)		300	300

Q.10 Journalise the following.

1. Balance of cash in hand Rs 4,000/-in bank in Rs 10,000/-
2. Received cash from Mohan lal Rs 1,000/- allowed him discount Rs 30/-
3. Paid to bank Rs 2,000/-
4. Paid to Raj & co by cheque Rs 320/- infullmen of their account Rs 350/-
5. Received from sales cash Rs 275/- & cheque Rs 225/-
6. Paid for purchase by cheque Rs 645/-
7. Paid by cheque to sagar & co Rs 725/- in ful settlement of Rs 800/-
8. Drew for office expense Rs 900/- and Rs 100/- for personal use.
9. Paid cash for advirtisment Rs 450/-

10. Drew cheque of Rs 500/- for personal use.
11. Paid salaries of staff by cheque Rs 120/-
12. Paid life insurance premium Rs 300/-
13. Paid rent Rs 400/-
14. Purchased by cheque office furniture worth Rs 375/-

Date	Particular	L/F	Debit	Credit
1. F6	Cash A/c------------------------------Dr Bank A/c------------------------------Dr To capital A/c (being cash & cheque received as capital)		4,000 10,000	 14,000
2. F6	Cash A/c-------------------------------Dr Discount allowed---------------------Dr To Mohan lal A/c (being cash received from Mohan lal and allowed him discount)		1,000 30	 1,030
3. F4	Bank A/c--------------------------------Dr To cash A/c (being cash deposit into bank)		2,000	 2,000
4. F5	Raj & co--------------------------------Dr To bank A/c To discount received A/c (being cheque paid to Raj & co and discount received)		350	 320 30
5. F6	Cash A/c-------------------------------Dr Bank A/c-------------------------------Dr To sales A/c (being cash & cheque received from sales)		275 225	 500
6. F9	Purchase A/c----------------------------Dr To bank A/c (being purchase goods & paid by cheque)		645	
7. F5	Sagar & co A/c--------------------------Dr To bank A/c To discount received A/c (being cheque paid to sagar & co discount received)		800	 725 75
8. F7	Office expenses-------------------------Dr Drawing A/c------------------------------Dr To cash A/c (being cash withdraw for office expenses and personal use)		900 100	 1,000
9. F5	Advieristment A/c----------------------Dr To cash A/c (being cash paid for advreistment)		450	 450
10.	Drawing A/c----------------------------Dr		500	

F7	To bank A/c (being cheque withdraw to personal use)			500
11. F5	Salaries A/c------------------------------Dr To bank A/c (being paid salaries by cheque)		1,250	1,250
12. F5	Life insurance premium A/c------------Dr To cash A/c (being paid life insurance premium in cash)		300	300
13. F8	Rent A/c---------------------------------Dr To cash A/c (being rent paid in cash)		400	400
14. F9	Office furniture A/c-------------------Dr To bank A/c (being purchase office furniture by cheque)		375	375

Q.11 Journalise the following:

- **(a)** Deposited in the bank Rs 80,000/-
- **(b)** Cash purchase issued chequed Rs 9000/-
- **(c)** Received cheque from Arjun on account of Rs 3,250/-
- **(d)** Paid rent Rs 9,000/-

Date	Particular	L/F	Debit	Credit
1. F4	Bank A/c------------------------------------Dr To cash A/c (being cash deposit into bank)		80,000	80,000
2. F9	Purchase A/c-----------------------------Dr To bank A/c (being purchase good & issued cheque)		9,000	9,000
3. F6	Bank A/c----------------------------------Dr To Arjun A/c (being cheque received from Arjun)		3,200	3,200
4. F6	Cash A/c----------------------------------Dr Bank A/c----------------------------------Dr To capital A/c (being cash & cheque received as capital)		12,000 8,000	2,000
5. F5	Rent A/c----------------------------------Dr To cash A/c (being rent paid in cash)		9,000	9,000

Q.12 Journalise the following.

1. Started business with capital borrowed from his friend Naresh Rs 25,000/-
2. Bought machinery Rs 6,000/-
3. Bought goods for cash from Krishna Rs 3,400/-
4. Sold goods for cash for cash to Manash Rs 2,500/-
5. Purchased goods from Bikash Rs 4,500/-
6. Cash sale Rs 5,100/-
7. Deposited cash into bank Rs 6,100/-
8. Paid to Bikash in full settlement of this account.
9. Sold goods to Ganga Rs 3,600/-
10. Ganga settles his account fully by cheque 3,530/-
11. Paid rent by cheque 400/-
12. Paid interest to Naresh Rs 500/-

Date	Particular	L/F	Debit	Credit
1. F6	Cash A/c-----------------------------------Dr To Naresh A/c (being capital borrowed from Naresh)		25,000	 25,000
2. F9	Machinery A/c----------------------------Dr To cash A/c (being purchased machinery in cash)		6,000	 6,000
3. F9	Purchase A/c-----------------------------Dr To cash A/c (being purchase goods in cash)		3,400	 3,400
4. F8	Cash A/c----------------------------------Dr To sales A/c (being sold goods in cash)		2,500	 2,500
5. F9	Purchase A/c----------------------------Dr To Bikash A/c (being purchase goods on credit)		4,500	 4,500
6. F8	Cash A/c----------------------------------Dr To sales A/c (being sold goods in cash)		5,100	 5,100
7. F4	Bank A/c----------------------------------Dr To cash A/c (being cash deposited into bank)		6,900	 6,900
8. F5	Bikash A/c--------------------------------Dr To cash A/c To discount received A/c (being cash paid to Bikash & discount received)		4,500	 4,350 150
9. F8	Ganga A/c--------------------------------Dr To sales A/c (being sold goods to Ganga on credit)		3,600	 3,600
10. F6	Bank A/c-----------------------------------Dr Discount allowed A/c--------------------Dr		3,350 250	

	To Ganga A/c (being cheque received from Ganga and discount allowed)			3,600
11. F5	Rent A/c---Dr To bank A/c (being rent paid by cheque)		400	400
12. F5	Interest to Naresh A/c------------------------Dr To cash A/c (being paid interest in cash)		500	500
THESE FORMULAH ARE VERY IMPORTANT.				

INTRODUCTION TO TALLY

Q.1 which company issued Tally?

Ans: Power of Simplicity.

Q.2 In which year tally was discovered?

Ans: 1988

Q.3 How to open Tally?

Ans: Start → Search Bar → Tally or Double click on the tally icon present at the desk top screen.

Q.4 How to create a company?

Ans: **Alt+F3** → create company → press enter → now fill up the whole company creation from by giving the name and address and accept it.

Q.5 How to shut a company in Tally?

Ans: Press **Alt+F3** → come to shut company → press enter and accept it.

Q.6 How to select a company in Tally?

Ans: press **Alt+F3** → select Company → press enter → chose the company which you want to select → press enter.

Q.7 How to correct the mistake of any company in Tally?

Ans: press **Alt+F3** → select company → press enter → come to alter → press enter 2 times → now correct the mistake → press enter and accept it.

Q.8 How to delete a company in Tally?

Ans: press **Alt+F3** → select the company which you wanted to delete → come to alter → press enter 2 times → press Alt+D → press Y button means yes 2 times delete the company.

Q.9 How many version are the Tally?

Ans: These are seven versions in Tally. These are following.

Ans: Tally – 4.5

Tally – 5.4

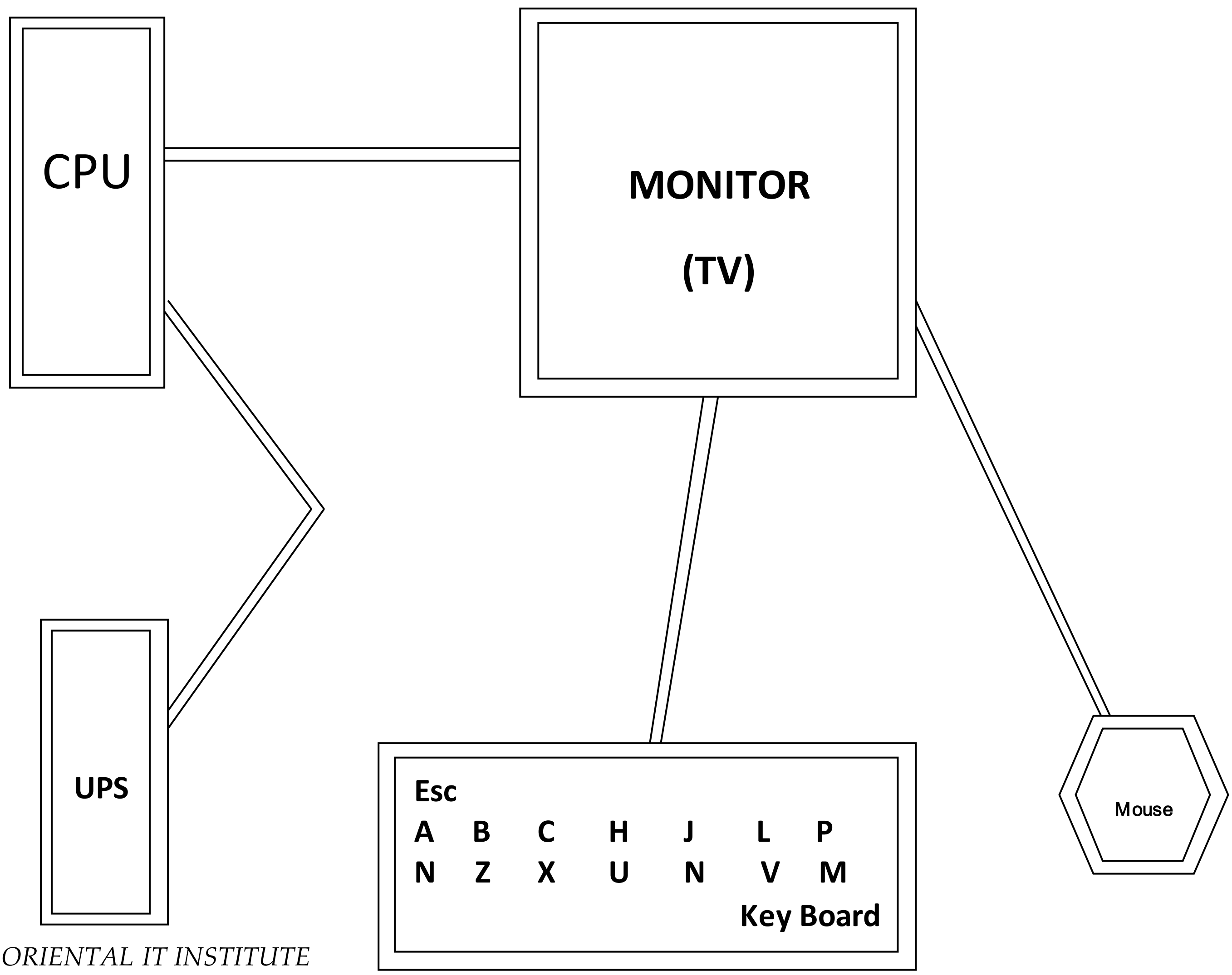
Tally – 6.3

Tally – 7.2

Tally – 8.1

Tally - 9.0

Tally – ERP9



Mouse

Tally 7.2 To 9.0

1. **Group Ledger.**
2. **Voucher Entry.** **Maintain Accounts only**
3. **Inventory Item.**
4. **Maintain Bill-wise details.**
5. **Use of Alternate units.**
6. **Discount Received/Allowed.**
7. **Order process.**
8. **Zero Value Entry.**
9. **Interest Calculation.**
10. **Bills of Materials.(manufacturing)**
11. **Vat Calculation. (vat tax)**
12. **Bank Reconciliation Statement. (BRS)**
13. **Batch Wise Details. (B.W.D.)**
14. **Cost Center.**
15. **Tax Deductible Source. (T.D.S.)**
16. **Service Tax.**
17. **Budget.**

Tally Prime

18. **Payroll**
19. **Central Sales Tax. (CST)**
20. **Fringe Benefit Tax.**
21. **GST**

Q.1 How to create a ledger in Tally?

Ans : First of all select your company and press to gateway of Tally, select account info and press enter, select ledger and press enter select create (under single ledger) and press enter. Now create the ledger one by one and press enter to accept it.

Q.2 How to check the ledger in Tally?

Ans : From gateway of tally. Select account info and press enter than come to ledgers and press enter select display (under single ledger) and press enter now chose the ledger. Which you want to check and press.

Q.3 How to create the mistake of any ledger in Tally?

Ans : From gateway of tally select account info and press enter then come to ledger and press enter. Now chose the ledger which wrong and press enter. Now chose the ledger which is wrong and press enter to correct it.

Voucher Entry

First of all select your company and press Esc to com to Gateway of Tally.

In this course we have to record the following entries.

a. **Purchase Entry (F9)**
b. **Sales Entry (F8)**
c. **Journal Entry (F7)**
d. **Receipt Entry (F6)**
e. **Payment Entry (F5)**
f. **Contra Entry (F4)**

Voucher

Today, I am teaching you how to make simple voucher entries in Tally 7.2
Simple Voucher Entry means any entry in simple mode without changing the setting of tally 7.2. It means it is as equal as journal entry. but after every journal entry you must accept it

Steps for Voucher Entry in Tally 7.2

1) see the voucher and then determine two ledger account
2) open tally 7.2 and make ledger of above transaction
3) Now ready for voucher entry
Come to **Gateway of Tally → Voucher Entry→**

Must know the detail of Voucher Entries
See voucher in right side in voucher entries
1. All cash and bank inter-related transaction records in **Contra Voucher**
Short Cut Function key = **F4**
2. All cash and bank receipt entries will record in **Receipt Voucher**
Short Cut Function Key = **F6**
3. All cash and bank payment entries will record in **Payment Voucher**

Short Cut Function Key = **F5**

4. All Purchase entries goods will pass in **Purchase Voucher**

Short Cut Function Key = **F9**

5. All Sale entries will pass in **Sale Voucher**

Short Cut Function key = **F8**

6. All purchase return journal entries will record in **Debit Note** voucher
7. All sale return journal entries will record in **Credit Note**
8. All other records except above entries will write in **Journal Voucher** =**F7**

Press F11 (features in the key board) the entire feature must be set to 'no' for this course.

Now come to accounting vouchers and press enter. Inside this we have record the above Entries while doing purchase and sales entry we have to click on as voucher at the task bar. If we don't found any type of ledger during recording entries then we have to create those ledgers by pressing **Alt+C** in the key board. To check all the vouchers press **Esc** and come to **gateway of tally**. Select display and press enter again select day book and press enter. Now chose the voucher which you want to check and press enter.

INVENTORY ITEM

First of all select your company and come to alter. Press enter 2 times a company **alteration** chart will come. In this chart come to maintain column and select "**Accounts with Inventory**" press enter and accept the changes. Now press Esc and come to **Gateway of Tally**.

In this course, we have to do **TWO types of Entries (a) Purchase entry (b) Sales entry**.

First **Press F11**, feature.

Integrate accounts and inventory? Yes

Enter purchase in invoice format? Yes

Select accounting vouchers and press enter.

Press F9 for purchase entry.

Click on item invoice at the taskbar for the first time only.

Ref – P – 1

Party's A/c Name. Press **Alt+c**

Name – Mohit & co
Under – Sundry creditor.
Press enter continuously & come outside.

Purchase ledger – purchase A/c

Name of item	Quantity	Rate	Per	Amount

Name- K.R.T Rice
Under- primary
Unit- **press Alt+c**
Symbol- Bg
Format Name- Bags
Press to enter & come to outside

K.R.T Rice	5 BG	750	BG	3,750.00

Similarly create the other items by pressing Alt+c

Press enter and write the narration.
(Being item purchase from Mohit & co)

Press F8 for Sales Entry.

Ref. S- 1
Party's A/c Name Alt+c
Name – Rohit & co
Under – Sundry debtors
Press enter continuously & come outside.
Sales ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
K.R.T Rice	5 Bg	850	Bg	4250

K.R.T Rice (Press K and select it from the list) similarly, Select the other items from the list which you want to sold.

Press enter and write the narration.
(Being item sold to Rohit & co)

Report: Gateway of Tally → Stock summary → Press enter → press F12 (configuration) → Show goods inwards? Yes → Show goods outward? Yes press Esc & come outside.

Q. How to correct the mistake of any item in Tally?

Ans – First go to **Inventory Info** then press then press enter, select **Stock Item** and press enter select **Alter & Press Enter**, now chose the item name that is wrong and press enter.

MAINTAIN BILL WISE DETAILS

First of all select your company and press Esc to come to **Gateway of Tally** in this course we have to record 4 types of entry.

(1) PURCHASE ENTRY.
(2) SALES ENTRY.
(3) RECEIPT ENTRY.
(4) PAYMENT ENTRY.

Press F11 Maintain Bill wise details? Yes

Now come to **Accounting Voucher** and press enter.

Press F9 for Purchase Entry.

Press F12 (Configuration)

Use common ledger A/c for item allocation? Yes
Use defaults for bill allocation? No

Press enter and come outside.

Ref: pb – 001
Party's A/c Name : Hari traders (press Alt+c)

Purchase Ledger: Purchase A/c

Name of item	Quantity	Rate	Per	Amount
Sugar (press **Alt+c**)	4 Kg	18.00	Kg	72.00

Press Enter a Bill-Wise Details chart will come.

Type of ref	Name	Due date or credit days	Amount	dr/cr
New pb-001		--------------------------	72.00	cr

Press enter and write the narration.
(Being item purchase from Hari traders)

Press F8 for Sales Entry.

Ref: sb-001
Party's A/c Name: Raju traders (press **Alt+c)**

Sales ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
Sugar (select from the list)	4 Kg	20	Kg	80.00

Press Enter, A bill-wise details chart will come.

Type of Ref	Name	Due date or credit days	Amount	Dr/Cr
New ref	Sb	----------------------------	80.00	Dr

Press enter and write the narration. (Being item sold to Raju traders)

Report: Gateway of Tally → Display → Statement of Account → Outstanding → Ledger.
Now chose the party ledger which you want to cheek and press enter. **Press Alt+F1** to cheek in details.

Press F6 (Receipt Voucher)

Particular	Debit	Credit
To Raju treders	80.00	
By cash		80.00

Press Enter and **a bill- wise details chart will come.**

Type of ref	Name	Due date or credit days	Amount	Dr/Cr
Agst ref	sb-001	-------------------------	80.00	Cr

Press Enter and write the narration
(Being cash received from Raju traders)

Press F5 (Payment Voucher)

Particulars	Debit	Credit
By Hari traders	72.00	
To cash		72.00

Press Enter and **a bill- wise details chart will come.**

Type of ref	Name	Due date or credit days	Amount	Dr/Cr

Agst ref	pb-001	-----------------------------	72.00	Dr

Press enter and write the narration.
(Being cash paid to Hari traders)

Note: Type of Ref. will be new ref in **Purchase F(9) and Sales F(8) Entry** and type of Ref. will be Agst ref. in **Receipt F(6) and Payment F(5) Entry**.

USE OF ALTERNATE UNITS

Select your company and come to the **Gateway of Tally**. **Press F12 (configuration)** and select Accts/inv. Info and press enter. Use alternate units for stock items? Yes press enter continuously and come outside. In this course **we have to record two types of Entries (a) Purchase Entry (b) Sales Entry.** Now come to accounting voucher and press entry.

Press F9 for Purchase Entry.
Ref.
Party's A/c Name: Cash
Purchase Ledger: Purchase A/c

Name of item	Quantity	Rate	Per	Amount
Press Alt+c				
Name- Basmati Rice	5 Bg(250 Kg)	800	Bg	4,000

Units – Bg Alt. unit- Kg
(Where 50 Kg 01 Bag)

Press enter & come outside. Press enter and write the narration.
(Being item purchase in cash)

Again **press F8 for Sales Entry**.

Ref-
Party's A/c Name: Cash
Sales Ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
Basmati Rice	5 Bg(250 Kg)	850	Bg	4250.00

Press enter and write the narration. (Being item sold in cash)

Report: Gateway of Tally → Display → Day book → selects the entry. Which you want to check and press enter.

Discount Received/Allowed

When we purchase in item, sometimes we get a discount from the original price the discount which we get is called ***Discount received***. When we sold an item Sometimes we allowed the item to be sold lesser than the original price, the price that we allowed is called ***Discount allowed***.

To Fix the Discount Allowed

Gateway of Tally

↓

Accounts info

↓

Voucher Types

↓

Alter

↓

Purchase (select)

After selecting purchase a voucher type alteration chart will come. In this chart the following items will be alter.

Name of Class: Discount received 15% after writing the Discount Press enter. A chart will come, in this chart :-

Exclude these groups: End of list
Include these groups: End of list

Ledger Name: Purchase

Percentage: 100%
Rounding method: ------
Rounding limit: ---------
Over side using item default: No

Ledger Name: Carriage in ward
Type of calculation: On current subtotal.
Value basic: 15%

Rounding method: not applicable.
Rounding limit: --------------
Remove if 200: yes

After completing these press enter and come to the voucher type alteration chart will come again press enter continuously and come outside.

Now from the list of voucher select Sales and press enter, again voucher type alteration chart will come:--
Now of Class: Discount allowed 15% now press, enter, a chart will come. In this chart everything will be same as in purchase voucher except these points.

a) Ledger Name: Sales
b) Ledger Name: Discount allowed.
c) Type of Calculation: On total sales.
d) Value Basic: 15%

Press enter continuously and come outside to the voucher list.

Now, press Esc and come to **Gateway of Tally** select **Accounting voucher** and press enter **press F9 for Purchases Entry**. A small chart will come and from that chart select discount received 15%.
Ref:-
Party's A/c Name: Cash

Name of item	Quantity	Rate	per	Amount
Onida Refrigerator	10 st	10,000	st	100,000
Carriage inward		-15%		- 15,000
				85,000

Press enter and write the narration
(Being item purchase in cash)

Again **press F8 for Sales Entry**. A small chart will come and from that chart select discount allowed 15%

Ref :-
Party's A/c Name – Cash

Name of item	Quantity	Rate	per	Amount
Onida Refrigerator	10 st	11,000	St	110,000.00
Discount allowed		-15%		-16,500.00

93,500.00

Press enter and write the narration. (Being item sold in cash)

Report: - press Esc & come to **Gateway of Tally** → Display → Daybook → press enter.

ORDER PROCESS

First of all come to **Gateway of Tally** and **press F11 features.**

Allow purchase order processing? Yes
Allow sales order processing? Yes
Use tracking numbers? Yes
Now **press F12** and select invoice/order entry & press enter.

Accept supplementary details? Yes
Use common ledger A/c for item allocation? Yes
Use defaults for bill allocation? No
Complete accounting allocation in order/delay note? Yes
Worn on negative stock balance? Yes
Honor expiry dates usage for batches? Yes

Press enter and accept it & press Esc and come to **Gateway of Tally**.

Purchase order process

a. **Purchase order.**
b. **Received note/chalan.**
c. **Purchase bill.**
d. **Payment.**

Purchase order and received note/chalan should be done in inventory vouchers. But purchase bill and payment entry must be done in accounting voucher.

Now come to inventory vouchers and purchase entry.

Press Alt+F4 for purchase order entry.

Party's A/c Name: LG & co
Order No: P.O – 01
Purchase Ledger: **Purchase A/c**

Name of item	Quantity	Rate	Per	Amount
LG TV	10 Nos	10,000	Nos	1,00,000

1,00,000

Press enter and write the narration (Being purchase order placed to LG & co.)

now press **Alt+F9** for received note Entry.

Ref: Rn – 01
Party's A/c Name: LG & co (select po –01 from the list of orders.)

Purchase Ledger: Purchase A/c

Name of item	Quantity	Rate	Per	Amount
LG TV	10	10,000	Nos	1,00,000
				1,00,000

Press enter and write the narration: (Being chalan received from LG & co.)

Press Esc and come outside for report we have to go to order outstanding report i.e from

Gateway of Tally

⇓

Display

⇓

Statement of inventory

⇓

Purchase bill pending

Press Esc and come outside.
Now come to **Accounting Voucher** and press enter **press F9** for **Purchase Bill Entry.**

Ref no: pb – 01
Party's A/c Name: LG & co (select Rn – 01 from the list of Tracking Numbers)

Purchase Ledger: **Purchase A/**C

Name of item	Quantity	Rate	Per	Amount
LG TV	10 nos	10,000	Nos	1,00,000
				1,00,000

Press entry a bill-wise details chart will come.

Type of ref	name	due date or credit days	amount	dr/cr
New “	pb – 01	-----------------------------	1,00,000	cr

Press enter and write narration. (Being purchase bill made for LG & co)

Press F5 (Payment Voucher)

Particulars	Debit	Credit
By LG & co	1,00,000	
To cash		1,00,000

Press enter and a bill – wise details chart will come.

Type of ref	name	due date or credit days	amount	Dr/Cr
Agest ref	1b -01	------------------------------	1,00,000	Dr

Press enter and write the narration. Being cash paid to LG & co

Sales order process

1. **Sales Order.**
2. **Delivery Note.**
3. **Sales Bill.**
4. **Receipt Entry.**

First of all go to **Inventory Voucher** for **sales order and delivery note** entry.

Press Alt+F5 for sales order entry.

Party’s A/c Name: Mira electronics.

Order No: so – 01
Sales Ledger: sales A/c

Name of item	Quantity	Rate	Per	Amount
LG TV	10 nos	11,000	nos	1,10,000
				1,10,000

Press enter write the narration (Being sales order received from Mira electronics)

Now press Alt+F8 for Delivery Not Entry.

Ref no – DN – 01

Party's A/c Name: Mira electronic (select so – 01 from the list of orders)

Sales Ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
LG TV	10 Nos	11,000	Nos	1,10,000
				1,10,000

Press enter and write the Narration
(Being goods delivered to Mira electronics)

Press Esc and come outside: for order outstanding report we have to go to.

Gateway of Tally

↓

Display

↓

Statement of Inventory

↓

Sales Bill Pending

Press Esc and come outside. Now come to **Accounting Voucher** for **Sales Bill**.
Press F8 for sales bill entry

Ref no : ob - 01
Party's A/c Name: Mira electronics (select DN -01 from the list of tracking numbers.)

Sales Ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
LG TV	10 nos	11,000	nos	1,10,000
				1,10,000

Press Enter a bill-wise details chart will come.

Type of ref	Name	Due date or credit days	Amount	Dr/Cr
New ref	Sb - 01	----------------------------	1,10,000	Dr

Press enter and write the narration. Being sales bill raised for Mira Electronics.

Press F6 (Receipt Voucher)

Particulars	Debit	Credit
To Mira electronics	1,10,000	
By cash		1,10,000

Press Enter a bill-wise details chart will come.

Type of ref	Name	Due date of credit days	Amount	dr/cr
Agst ref	sb – 01	---------------------------	1,10,000	cr

Press enter and write narration
(Being cash received from Mira Electronic)

Note: Do not sale more than the stock ie. Do not increase the quantity of the item otherwise negative stock will come.

ZERO (O) VALUE ENTRY

In this chapter we have to purchase or sales those items with which we will get some free item also. First of all come to **Accounting Vouchers** and **Press F11 features**.

Allow 0 valued entries in vouchers? Yes

Now **Press F9 for Purchase entry**.

Ref no –
Party's A/c name cash

Purchase Ledger: Purchase A/c

Name of item	Quantity	Rate	Per	Amount
Kodak camera	6 Nos	700	Nos	4,200
Kodak cameras Roll	6 nos			

Press enter and write the narration.
(Being item purchase in cash) Press enter accept it.
Now press **F8 for Sales Entry**.

Ref no ----------
Party's A/c name: cash

Sales ledger: Sales A/c

Name of item	Quantity	Rate	Per	Amount
Kodak camera	6 nos	1000	nos	10,000
Kodak camera Roll	6 nos			

Press enter write the narration.
(Being item sold in cash) Press enter come outside.

Note: we are purchasing Kodak camera and we get camera roll free with the camera again We sold Kodak camera and we have to give the camera roll free with the camera.

INTEREST CALCULATION

First of all, come to **Gateway of Tally** and **Press F11 features**.

Use debit/credit note? Yes
Activate interest calculation? Yes
(Use advance parameters)? Yes
Press enter and come outside. Now we have to **Create Class Table**.

Gateway of Tally

⇓

Accounts Info

⇓

Voucher Types

⇓

Debit /Credit Note

For purchase credit note have to made and for sale debit note have to made. After selecting credit note, press enter a chart will appear and in this chart we have to do the following things.

Name of class: interest
Press enter and chart will come.
Use class for interest accounting? Yes

Amount to be treated as compound interest? No
Press enter continuously & come outside.

Now come to **Accounting Vouchers** and press enter.
Press F9 for Purchase Entry.

Ref no: PB – 01

Party's A/C name: **Press Alt+C**
Name: N.N furniture.
Under sundry creditors.

Activate interest calculation? Yes

Press enter and a new window will appeared called interest parameters.

Calculate interest transaction by transaction? Yes

Over side parameters for each transaction? No

Rate: 10% per 365 days on credit balances only. Applicability: past due date by 0 days calculate from: due date of invoice /Ref. rounding.

Not applicable: press enter and come outside

Purchase ledger: purchase A/c

Name pf item	Quantity	Rate	per	amount

Press Alt+c

Name: dining table
Under: primary
Rate:
Unit: nos
Press enter & come outside
Press enter; a chart will come called item allocation for dining table.

Tracking no	Order no	Quantity	Rate	Per	Amount
Not applicable	not applicable	20 nos	3,500	nos	70,0000

Press enter a bill wise details chart will come

Type of Ref	Name	Due date	Amount	Dr/Cr
New Ref	PB -01	-------------	70,000.00	Cr

Press enter and write the narration.
(Being item purchase from N.N furniture)

Now press **Ctrl+F8** for **Credit Note Entry**. Press F2 to change the date.

Ref no – 01

Particulars	**Debit**	**Credit**
To N.N Furniture	594.52	

After selecting N.N Furniture. A small chart will appear: interest details for N.N furniture.

Name	**Amount**
PB – 01	594.52

Press enter and come outside. Again press enter a chart will come.

Bill- wise details for N.N furniture up to Rs 594.52 cr

Type of ref	**Name**	**Due date or credit days**	**Amount**	**dr/cr**
Agest ref	PB -01	-----------------------------	594.52	cr

Press enter and come to the main chart.
By interest payment
Now write the narration.
(Being interest due to N.N furniture)
Now **Press F5 (Payment Voucher**)

Particulars	**Debit**	**Credit**
By N.N furniture	70594.52	

After selecting N.N furniture a chart will come. Bill-wise details for N.N furniture.

Type of ref	**Name**	**Due date or credit days**	**Amount**	**Dr/cr**
agest ref	pb -01	------------------------------	70,594.52	dr

Press enter & come to the main chart.

To cash

Now write the narration.
(Being cash paid to N.N furniture)

Press **F8** for **Sales Entry.**

Ref no : sb -01
Party's a/c name: press Alt+c
Name- JK & co
Under – sundry debtors
Activate interest calculation? Yes

A chart will appear naming interest parameters calculate interest transaction by transaction? Yes.
Over side parameters for each transaction? No

Rate 15% per 365 days on debit balances only. Applicability past due date by 0 days. Calculate from due date of Invoice/Ref. Rounding: not applicable.

Now press enter continuously and come outside.

Sales ledger : sales A/c

Name of item	**Quantity**	**Rate**	**per**	**Amount**
Dining table	20	40000	Nos	80, 0000

Press enter a bill –wise details chart will come

Type of ref	**Name**	**Due date or credit days**	**Amount**	**dr/cr**
New ref	sb – 01	------------------------------	80,000	dr

Press enter and write the narration:
(Being item sold to J.K & co)

Now **press Ctrl+F9** for Debit Note Entry.
Press F2 to change the date.

Ref –Dn -01

Particular	**Debit**	**Credit**
By J.K & co	986.30	

After selecting J.K & co a small chart will appear.
Interest details for J.K & co.

Name	**Amount**
sb – 01	986.30

Press enter and come outside. Again press enter a chart will come.

Bill- wise details for: JK & co upto Rs – 986.30

Type of ref	Name	Due date or credit day's	Amount	dr/cr
Agest ref	sb -01	---------------------------------	986.30	dr

Press enter and come to the main chart.

To interest received 986.30

Now write the narration.
(Being interest due from JK & co)

Now press F6 (Receipt Voucher)

Particulars	debit	credit
To JK & co	80,986.30	

After selecting JK & co. a chart will come. Bill –wise details for JK & co.

Type of ref	Name	Due date or credit day's	Amount	dr/cr
agest ref	sb-01	----------------------------------	80,986.30	cr

Press enter and come to the main chart.

By cash 80,986.30

Now write the narration.
(Being cash received from JK & co)

Report: Gateway of Tally → Display → Statement of Accounts → Interest → Calculation → Ledger.

Now choose the party ledger which you want to cheek and press enter **Press Alt+F1** to cheek in details.

Bill of Materials (Manufacturing)

STEP I

Gateway of Tally

↓

Press F12 (Configuration)

↓

Accounts Inv/info

↓

Follow Compound list details (Bill of Materials? yes

STEP II

How to create manufacturing journal voucher

Gateway of Tally

↓

Account Info

↓

Voucher Type

↓

Create

A Chart will come

Name: manufacturing journal.
Type of voucher: stock journal
Use of manufacturing journal? Yes
Press enter and come outside.

STEP III

How to Create Stock Item

Gateway of Tally

↓

Inventory Info

↓

Stock Item

↓

Create

Name: L.G computer

Under press **Alt+C** a small chart will come

Name: finished goods.

Under: primary

Press enter and come outside.

Units – nos

Set components (BOM)? Yes

Press enter a small window will appear called **Component of LG Computer**.

Unit of manufacture: 1 nos
Press **Alt+C** for creating item

Name of: components
Under: primary
Press enter and come outside.
Unit: nos
Set components (BOM)? No
Press enter and accept it
Now **similarly create all the items one by one**.

STEP IV

Purchase of Raw Materials.

Come to go **Gateway of Tally**, select **Accounting Vouchers** and press enter.

Press F9 for Purchase Entry.

ref no---------
Party's a/c name: cash

Purchase Ledger: Purchase A/C

Name of item	Quantity	Rate	Per	Amount
LG monitor	10 nos	4000	nos	40,000.00

Press enter a chart will come called item allocation for LG monitor.

Tracking no	Order no	Quantity	rate	Per	Amount
Not applicable	not applicable	10	4000	nos	40,000

Similarly select the entire items one by to purchase the items. Press enter and come to purchase chart .now write the narration. (Being raw material purchase in cash)

STEP V:

Manufacturing of finished goods

Gateway of Tally

↓

Inventory Voucher

↓

Press Alt+F7

↓

A small chart will appear select manufacturing journal from the chart.

Now manufacturing journal voucher will come.

MANUFACTURE OF MATERIALS

Name of product: LG computer Qty: 1 no's and the other items will come automatically. Press enter continuously and write the narration:
(Being items manufactured for LG Computer)

STEP VI:

To see the finished goods

Gateway of Tally ⟶ Stock Summary ⟶ Finished Goods ⟶ LG Computer

Press 11 Features

Separate discount column on invoices? **Yes**

Set/modify other company feature? **Yes**

Use multiply price level is for invoicing? **Yes**

A small chart will appear called **company price levels**

COMPANY PRICE LEVELS

Type - whole sale

Press enter and come to **Gateway of Tally.**

Report: Gateway of tally ⟶ Inventory Info ⟶ Price List ⟶ Finished Goods.

Components of hero cycle (Unit of Manufactured 3 Nos)

Name	Quantity	Rate
Frame --	3	3000
Type—	6	680
Tube--	6	300
Sit--	3	240
Sit cover--	3	150
Ring --	6	900
Spoke --	216	432
Habsu --	6	300
Bearing --	3	300
Area -	3	300
Basket –	3	300

COMPONENT OF LG COMPUTER.

Item	Quantity	Rate

(1) LG Monitor	2 Nos	8000
(2) LG CPU	2 Nos	2400
(3) LG UPS	2 Nos	3600
(4) LG Keyboard	2 Nos	600
(5) LG Mouse	2 Nos	4200
(6) LG CD ROM	2 Nos	1000
(7) LG Hard Disk	2 Nos	4200
(8) LG Mother Board	2 Nos	4600
(9) LG Modem	2 Nos	2000
(10) LG Speaker	2 Nos	100
(11) LG Processor	2 Nos	7000
(12) LG Rom	2 Nos	1800
(13) Floppy Disk Drive	2 Nos	500
(14) LG Woofer	2 Nos	2000
(15) LG Printer	2 Nos	5000

COMPONENTS OF AJANTA WALL CLOCK Units of manufacture -- 2 no's

1. Ajanta frame	2	100
2. Ajanta glass	2	60
3. Ajanta dial	2	80
4. Ajanta battery	2	20
5. Ajanta number	2	49
6. Ajanta hour stick	2	20
7. Ajanta minutes stick	2	10
8. Ajanta second	2	20

VAT CALCULATION

First of all, select your company & come to **Alter** press enter 2 times everything will be same as we done before only change the following things.

Use Indian VAT? Yes

VAT TIN NUMBER. Give any ten digit number.
Now come to Accounting Vouchers and press enter.
Press F9 for Purchase Entry.
First change the date by pressing F2 (date: 1-4-2009)

Press F12
Use Common Ledger A/c for item allocation? **Yes**

Allow selection of **VAT/TAX** class during entry? **Yes**
Warm mismatch in **VAT** rates? **Yes**

Ref – pb – 01
Party's a/c name ⟶ **Alt+C** and create a party name.
Name: raju & co
Under: sundry creditor

Purchase ledger: press Alt+C

Name: purchase
Under: purchase account
Used in vat returns? **Yes**
VAT/TAX class: Not Applicable
VAT/TAX class: Purchase @ 1%, 4%, 12.5%

Name of item	Quantity	Rate	Per	Amount
BPL Television	10 nos	8,000	nos	80,000

Press enter a chart will come called **Item Allocation** for BPL Television.

Tracking	order no	Quantity	Rate	Per	Amount
Not applicable	Not applicable	10 nos	8,000	nos	80,000

Now press enter continuously and come to **end list & Alt+c**

Name – Input **VAT**
Under – duties & taxes
Type of duties/**TAX: VAT**
Default **VAT/TAX** class: Input VAT @ 1%, 4%, 12.5%
Press enter and come to the purchase chart

Input vat	4%	3,200
		83,200

Now press enter a small window will appear. Bill wise details for Raju & co

Type of ref	Name	Due date or credit days	Amount	dr/cr
New ref	pb – 01	------------------------------	83,200.00	dr

Now press enter and write the narration.
(Being item purchase from Raju & co)

Press F5 for Payment Entry.

Particulars	Debit	Credit
By raju & co	83,200	

After selecting Raju & co, a chart will come. Bill wise details for Raju & co

Type of ref	Name	Due date or credit days	Amount	Dr/Cr
Agest ref	Pb – 01	----------------------------	83,200	dr
To cash			83,200	

Press enter and write the narration.
(Being cash paid to Raju & co)
Now Press F8 for Sales Entry.
First change the date by pressing F2. (Date 1-5-20001)

Ref: sb – 01

Party's a/c name: press Alt+c and create a party name.

Name – Ali & co
Under sundry debtors
Sales ledger: press Alt+C
Name – sales
Under – sales accounts
Used in vat returned? Yes
VAT/TAX: Not applicable.
VAT/TAX sales: Sales @ 1%, 4%, 12.5%

Name of item	Quantity	Rate	Per	Amount
BPL Television	10 nos	9,000	nos	90,000

Press enter a chart will come called **ITEM ALLOCATION** for: BPL Television.

Tracking no	order no	Quantity	Rate	Per	Amount
Not applicable	Not applicable	10	9,000	nos	9,000

Now press enter continuously and come to end list & Alt+c

Name – output vat

Under – duties & taxes
Type of duty/TAX: VAT

Default VAT/TAX class: Output VAT @ 1%, 4%, and 12.5%

Press enter and come to the purchase chart

Output vat 4% 3600

93,600

Now press enter a small window will appear. Bill wise details days: Ali & co.

Type of ref	Name	Due date or credit days	Amount	dr/cr
New ref	sb-01	-----------------------------	93,600	dr

Now press enter and write the narration.
(Being item sold to Ali & co)

Now **Press F6 for Received Entry**.

Particulars	Debit	Credit
To Ali & co	93,000	

After selecting Raju & co chart will come. Bill wise details for Ali & co.

Type of ref	Name	Due date or credit days	Amount	dr/cr
Agest ref	sb- 01	--------------------------	93,600	cr
By cash			93,600.00	

Press enter and write the narration.
(Being cash received from Ali & co)

Note: when an item is purchase from a company. You cannot sold the same item to the same company. You have to create another company.

<u>Report:</u> Gateway of Tally ⟶ Display ⟶ VAT Report ⟶ VAT Computation.

<u>ITEM PURCHASE</u>

1. TVS Centra -- 42,000.00

2. TVS Star city -- 38,000.00
3. TVS Appachi – 58,000.00

SALES

1. TVS Centra – 42,000.00
2. TVS Star city – 42,000.00
3. TVS Appachi – 65,000.00

PURCHASE

(1) Maruti Car – 3,40,000
(2) Maruti Suzuki – 4,00000
(3) Tata Indica – 4,50,000

SALES

(1) Maruti Car – 3,60,000
(2) Maruti Suzuki – 4,20,000
(3) Tata Indica – 4,70.000

PURCHASE

(1) Nokia -- N-96 – 22,000
(2) Nokia – N- 80 -- 18,000
(3) Nokia – N-85 – 28,000

SALES

(1) Nokia -- N-96 – 25,000
(2) Nokia – N- 80 -- 22,000
(3) Nokia – N-85 – 32,000

BANK RECONCILIATION STATEMENT (BRS)

First of All Come To the **VOUCHER** And Press Enter Press **F4 for Contra Entry**. Press F2 to Change the Date.

Particulars	Debit	Credit
To cash	5, 00,000	
By ICICI bank		5, 00,000

Press enter and write the narration.

(Being cash deposited into bank)

Press **F5 for Payment Entry**. Press F2 to change the date.

Particulars	Debit	Credit
By Mr. Ram (under: indirect expense)	50,000	
To ICICI Bank		50,000

Press enter and write the narration.
(Being paid to Mr. Ram by bank)

Press F6 for Receipt Entry. Press F2 to change the date.

Particulars	Debit	Credit
To Mr. Sharma	20,000	
By ICICI Bank		20,000

Press enter and write the narration.
(Being cheque received from Mr. ×Ramm nath)

Press F9 for Contra Entry. Press F2 to change the date.

Particular	debit	credit
To ICICI Bank	10,000	
By cash		10,000

Press enter and write the narration.
(Being cash with drawn from bank)

Report: for reconciliation we have to come **Gateway of Tally** → **Display** → **Account Books** → **Bank Book** → **Change Perio** From 1-4-2008 To 31-3-2009 →
Press F5 (Reconcile)
A toolbar will appear and we have to type the date for each in that toolbar.

BATCHWISE DETAILS

First of all come to **Accounting Vouchers** and press **F11 Features**.

Maintain Batch Wise Details? **Yes**
Set Expiry Dates for Batches? **Yes**
Now press **F9** for **Purchase Entry**.
Ref ----------

Party's a/c mane – cash
Purchase ledger – purchase A/c

VAT/TAX class—

Name of item	Quantity	Rate	per	Amount

Press **Alt+C**
Name – crosin
Under – Primary
Unit – press **Alt+C**
Symbol – STP
Formal name: strips
Maintain in batch? **Yes**
Track date mfg? **Yes**
Use expiry dates? **Yes**
Rate of duty (eg 5)
Rate of vat:
Set components (BOM)? **No**
Press enter and a small chart will come **Item Allocation** for: crosin.

Batch/lot no	Quantity	Rate	Per	Amount

Mfg date/expiry date

Tracking no: not applicable	order no :NA	Rate	Per	Amount
Cr/100	50 STP	15.00	STP	750

Press enter and come to the purchase chart. Now **similarly**, purchase the other medicines.
Now press enter and write the narration.
(Being item purchase in cash)

Report: **Gateway of Tally → Display → Inventory books → Ageing Analysis → Primary → Click on again. Style at the toolbar →**

Now choose ageing styles one by one and see the report.

1. Torle va -- 30 – 156
   Ta/- 109 1-1-2006

2. Lovazam – 40 – 50
   L/M – 110- 1-1-2003
3. Glycodin – 50 – 60
   GN/111 – 1-1-04
4. Humper -- 10 – 70
   HR/112
5. Bicosuls -- 50 – 30
   BS –113 – 1-1-2004
6. Ciprofloxacin – 40 –35
   CO/114
7. AMY to Bin – 50 –45
   AM/115 – 1-1-2002
8. Mathezin – 60 – 35
   MN/116
9. Norflox – 50 –25
   NX /117

COST CENTRE

Press F11 Features

Maintain cost centre? **Yes**

Gateway of Tally → Masters → Account info → Cost Centers → Create.

Name: Project
Under: primary
Press enter and accept it.

Name: Building
Under: project
Press enter and accept it.

Name: Road
Under: project
Press enter and accept it.

Now press Esc and come to **Accounting Voucher press F5** for **Payment Entry**.

Particulars	Debit	Credit

Press Alt+c

Name: Project

Under: indirect incomes

Press enter and accept it.

By project

Press enter a chart will come:

Cost Allocation for: project

Up to: Rs 80,000.00 Dr

Name of Cost Centre	Amount	
Building --	40,000.00	
Road –	40,000.00	
To cash		80,000

Now press enter and write the narration.

(Being cash paid for projects)

Report -- **Gateway of Tally** ⟶ **Display** ⟶ **Statement of Accounts** ⟶ **Cost Center** ⟶ **Category Summary** ⟶ **Press Enter.**

TAX DEDUCTIBIL AT SOURCE (T.D.S)

Press F11 features.

Enable T.D.S? **Yes**

Set modify other company features? **Yes**

Enter TDS deduct or details? **Yes**

After that, a chart will appear:

COMPANY TDS DEDUCTOR DETAILS

Tax assistant number: 56

Income tax circle/ word TDS: 237

Deductor type: company

Name of person responsible: Amit

Designation: Account

Press enter and come outside.

Now come to **Accounting Voucher** and press enter.

Press **F7** for **Journal Entry**.

Particulars	Debit	Credit

Press Alt+C

Name: Advertisement

Particulars	Debit	Credit

Press Alt+c

Name: project

Under: indirect incomes

Press enter and accept it.

By project

Press enter a chart will come:

Cost allocations for: project

Up to: Rs 80,000.00 Dr

Name of cost center	Amount	
Building –	40,000.00	
Road	40,000.00	
To cash		80,000

Now press enter and write the narration.

(Being cash paid for projects)

Report – **Gateway of Tally** → **Display** → **Statement of Accounts** → **Cost centers** → **Category Summary** → **Press Enter.**

Press enter and write the narration.

(Being advertisement mad by Mohan Agency)

Again **Press F7 for Journal Entry**. Click on TDS Deduction at the tool bar.

Particulars	Debit	Credit
By Mohan Agency	6,273.00	

Press enter, a chart will come: TDS details for Mohan Agency.

TDS ledger: TDS on add.

Pending bills for Mohan Agency.

Type of ref	Name	Due date or credit days	Gross amount	Amount
TDS	1	-------------------------------	20,000	6,273

To TDS on add

Cur BAL: 6273.00 cr
Tax details for : TDS on add
New ref Jrn ½ 6,273.00 cr
Now press enter write the narration.
(Being TDS and add charge by Mohan Agency)
Debit credit

Under – indirect expenses
Cost center are applicable? **No**

Press enter and accept it.

By advertisement -- 20,000

Press Alt+C

Name: Mohan Agency
Under: sundry creditor
IS TDS applicable? **Yes**

Deductor type: Company -- non resident press enters and accepts it.

To Mohan agency 20,000

Press enter and chart will come. bill wise details for Mohan Agency.

Type of ref	Name	Due date or credit days	TDS Ledger	Amt	dr/cr
New ref	1	---------------------------			

Press Alt+C

Name: TDS ON ADD
Under: Duties & Taxes
Type of duty/tax: TDS
Nature of payment: payment to contractors
(Advertisement contractors)
Ignore TDS exemption limit: yes
To cash
Press enter and write the narration.

(Being cash paid for TDS on add)

Report: Gateway of Tally → Display → Statement of accounts → TDS outstanding → TDS Company.

Now **Press F5 for Payment Entry**.

Particular	Debit	Credit
By Mohan agency	13,727	

After selecting Mohan agency a chart will come. Bill wise details for: Mohan agency.

Type of ref	Name	Due date or credit days	Amount	Dr/Cr
agest ref	1	----------------------------	13727.00	Dr

To cash 13,727.00

Press enter and write the narration.
(Being cash paid to Mohan agency)

Again **press F5 for Payment Entry.**

Particulars	Debit	Credit
By TDS on add	6,273	

Press enter a chart will appear. Tax details for: TDS on add.

Type of ref	Name	Due date or credit days	Amount	dr/cr
Agest ref	Jrnl ½	------------------------------	6,273	dr

FOCAL BANK DETAILS

Focal bank code: HDFC 26457
Focal bank name: HDFC Bank
Focal bank address: 23, M.G. Road, panbazar ghy.
Now come to **Accounting Voucher** and press enter.
Press F9 for Purchase Entry. Click on **acct invoice**.
Ref: JK -1

Party's a/c name: press **Alt+C**

Name: Reliance.
Under: sundry creditors
Is service tax applicable? **Yes**

EXEMPTION DETAILS

Is exempted? **No**

Press enter & come outside
Purchase ledger**: press Alt+C**

Name: purchase

SERVICE TAX

Press F11 features

Enable service tax? **Yes**
Set/modify other company features? **Yes**
Company: ABC & co
Use multiple price levels for invoicing? **No**
Follow excise rules for invoicing? **No**
Enable cheque printing? **No**
Enter TDS deductor details? **No**
Enter service tax details? **Yes**
Company: ABC & co

Company service tax details	**Division**
Service tax registration NO ABCD 1234EE	code – 8763EE34
Date of registration – 1-4-2008	Range
Assesses code: 12 ABDE	Range

Type of organization: company resident code – 456281

Major Service category name: event management name (Assam credit)

Les:
Abetment: @ 0%
Expense : 90,000.00
Assemble value:
Service tax @ 10%: 9,000.00
Les @ 2% 180.00

Total service tax 9,180.00

<u>Service tax bill wise details for : Input ST – EM</u>

Type of ref	Name	Amount	Dr/Cr	
New ref	JK – 1	9,180.00	Dr	
Input ST- EM			10%	9,180
			Les 2%	99,180

Press enter a chart will come. Bill wise details for Reliance up to 99,180.00 cr

Type of ref	Name	Due date or credit	Service tax ledger	Amount
New ref	JK – 1	-----------------------	input ST – EM 99,180	

Press enter and write the narration.
(Being service purchase from reliance)

Under purchase accounts.
Is service tax applicable? **Yes**
Category name: event management.
Inventory values are affected? **Yes**
Press enter & come outside.

Particulars	Rate	per	Amount

Press Alt+C

Name: post – paid connection
Under: Purchase Account
Is service tax applicable? **Yes**
Category name: Event Management
Inventory values are affected? **Yes**
Press enter and come outside.
Post – paid connection

Again press **Alt+C**
Name: **Alt+C**

Name: Input ST-EM

Under: duties & taxes

Type of duty/tax: service tax

Category name: Event Management

Inventory values are affected? **Yes**

Press enter continuously & a chart will come.

SERVICE TAX DETAILS

Service ledger: post – paid connection

Service amount 90,000.00

Exemption details

Is exempted? No

Press enter & come outside

Sales ledger: press ALT+C

Name: Sales
Under: sales account
Is service tax applicable? **Yes**
Category name: event management.
Inventory values are affected? **Yes**
Press enter & come outside.
Particulars

Press Alt+c

Name – landline connection

Under – sales accounts

Is service tax applicable? Yes
Category name – event management
Inventory values are affected? Yes
Press enter and come outside
Landline connection.

Now **press F5 for Payment Entry**.

Particulars	Debit	Credit
By reliance	9,9,180	

To HDFC

After Selecting Reliance A Chart Will Come. Bill Wise Details for Reliance.

Type of Ref	Name	Due date or credit days	Service tax ledger	Amount	dr/cr
agest ref	JK – 1	----------------------------	input ST – EM	9,9,180	Dr

Press enter and write the narration. (Being payment made to reliance)
Now press F8 for sales entry.
Ref – JK -2
Party's A/c name: **press Alt+C**

Name: B.S.N.L
Under: Sunday Debtors
Is Service Tax Applicable? Yes
Press enter a chart will come
Bill wise details for B.S.N.L
Upto Rs 4, 40,800.00 Dr

Type of ref	Name	Due date or credit days	S. Tax ledger	Amount	Dr/Cr
agest ref	JK – 2	---------------------------	output ST-EM	4,40,800	Dr

Press enter and write the narration. (Being service sold to B.S.N.L)

Press F6 for Receipt Entry.

Particulars	Debit	credit
To BSNL	4,48,800	
By HDFC		4,48,800

After selecting reliance a chart will come: bill wise details for B.S.N.L

Type of ref	Name	Due date or credit days	Service tax ledger	Amount
agest ref	JK-2	---------------------------	output ST –EM	4,40,800

Press enter and write the narration. (Being amount received from B.S.N.L)

Again **press Alt+C**

Name: output ST-EM
Under: Duties & Taxes

Type of Duty / tax: service tax
Category name: event management.
Inventory values are affected? Yes
Press enter and continuously & a chart will come.

Service Tax Details

Service ledger: post – paid connection.

Service amount: 4, 00, 00.00

Less:

Abatement: (a) 0%

Expense 4,00,000.00

Assessable value

Service tax : (a) 10% 40,000,00

cess: (a) 2% 80,000

40,800,00

Service tax bill wise details for : output ST-EM

Type of ref	name	amount	dr/cr
New ref	JK -2	40,800.00	dr

10% 40,800

Less 2% 4,40.800

BUDGET

First come to **gateway of tally**.

Press F11 feature

Maintain budget and control? Yes

Press enter and accept it.

Accounts info → budget → create → press enter.

Budget creation chart will come.

Name: budget
Under: primary

Period of budget		**set alter budget a**	
From	to	group	ledger
1-4-2008	31-3-2009	n	yes

Press enter a chart will come. Ledger budgets under "budget"

(From 1-4-2009 to 31-3-2010)

Report – gateway of tally → display → service tax reports → service tax → payables.

(1)AIRTEL

Lifetime connection sms service caller tune service.

(2) AIRCEL

1-2-3 connection magic card service hello tune service.

(3) GMC

Water service electricity service road service.

(4) ASTC

Tourist Bus Service Volvo bus service rhino bus service.

(5) RELIANCE

Post-paid connection pre-paid connection GPRS connection.

(6) B.S.N.L

Landline connection mobile connection interest connection.

Variance Analysis

Budget (select from the list of budget) press enters.

Now **press Alt+F1 to see the report in details**.

From second time: come to **Gateway of tally** → **Press enter** → **Select budget** → **Press enter** → **Select alter** → **Press enter.**

Account name	Type of budget	Amount
Press Alt+c	on closing balance	12,000.00

Name rent & taxes
Under – indirect expenses
Press enter & accept it.
Again press Alt+c on closing balance 20,000
Name: electricity expenses.
Under: indirect expenses
Press enter & accept it.
Press Esc and come to accounting voucher press F5 for payment entry.

Particulars	Debit	Credit
By rent & taxes	10,000.00	
By electricity expenses	20,000.00	
To cash		30,000.00

Press enter & write the narration. (Being cash paid for budgets)

Report – Gateway of tally → **Display** → **Trial balance** → **Click on budget various at the Taskbar** → **A small chart will come.**

Variance Analysis

Budget (select from the list of budget) press enter

Now **press Alt+F1** to see the report in details.

From second time: come to **Gateway of tally** → **press enter** → **select budgets** → **press enter** → **select alter** → **press enter.**

PAYROLL

First **press F11 features** and then selects accounting features and presses enter.

Maintain payroll? Yes

More than one payroll/cost category? Yes

Press enter and accept the features. Now press Esc and come to **gateway of tally**.

Press F12 and select payroll configuration & press enter.

Show statutory details? Yes
Show passport & visa details? Yes
Show contact details? Yes
Informing in payment advice: please make the payroll transfer from above account number to below mentioned account numbers towards employ salaries press enter and accept it.
Press Esc and come to **Gateway of tally**. Select **payroll info** → **pay heads** → **create.**

Name: basic salary
Pay head type: earning for employees.
Under: indirect expenses
After net salary? Yes
Name to appear in pay slip: basic salary
Use to gratuity? Yes
Calculation type: on attendance
Attendance/leave with pay: not applicable
Leave without pay: absent (**press Alt+c)**
Calculation period: months
Per day calculation basis: as per calendar period.
Rounding method: not applicable.

Press enter & create the next pay head.

Name: professional tax.
Pay Head type: employees statutory deduct under current liabilities.
Name to appear in pay slip professional tax
Calculation type: as computer value
Calculation period: month. Rounding
Method: not applicable
Computer: on current earning total

Effective	from	amount	slab type	value basic
1 apr 2008	amount	upto	percentage	0%
	3,00,000	3,100.00	"	10%

4,999.00	4,999.00	"	15%
7999.00	7999.00	"	20%
9999.00	9999.00	"	25%
11999	11999.00	"	30%

Press enter continuously & create the next pay flead. Similarly, create all the earning and deduction pay head on by one. now create a salary payable pay head.

Name: salary payable.
Pay head type: not applicable
Under: current liabilities.
Press enter and accept it.
Now press Esc and come to payroll info select employee group and press enter. Again select create under single groups and press enter.
Category: primary cost category.

Name: sales

Under: primary

Press enter and accept it.

Similarly create the other employee group one by one. Press Esc and come to payroll info, select employees and press enter. Select create under single employee and press enter.

Name: Mr. A.K. Gupta.
Under: sales
Date of joining: 1 Apr 2008
General info payment details
Employee no: emp/1
Designation: sr executive
Location: guwahati
Gender: male
Date of birth: 1-2-1975
Blood group: +A
Father/mother name: L.K Gupta
Address: chandmari ghy, Assam - 03
Contact number: 0361 – 2459922

Press enter & accept it similarly create the other employees some by one. under different department. Press Esc and come to payroll info select salary details and press enter. now select the employee from list of groups/employees.
Name: Mr. M.K Gupta.

Under: sales

Effective	pay head	rate	per
From	basic salary	– 25,000	month
1-4-2009	dearness allowance		
	House rent allowance		
	Medical allowance		
	Profession tax		
	Provident found		
	Traveling allowance		

Press enter and accept it. Now press Esc & Come to Payroll Info. Select Units (work) & press enter. Now select create and press enter.

1. Type: simple
   Symbol: hr
   Format name: hour
   Number of decimal places: 0

2. Type: simple
   symbol: min
   format name: minutes
   number of decimal place: 0

3. Type: compound

First unit	conversion	second unit
Hr	of 60	min

Press enter 7 & accept the units

Press Esc 7 & come to payroll info

Select attendance/production type

And press enter select create & press enter.

1. name : paid leave
   Under: primary
   Attendance type: attendance / leave with pay

Period type: days

2. name : overtime
   Under: primary
   Attendance type: production
   Unit: hr of 60 min
3. name : unpaid leave
   Under: primary]
   Attendance type: leave without pay period type: days.

Gateway of tally → payroll voucher → press Ctrl+F5 for attendance voucher entry

Press F12 to change the date.

Employee name	Attendance production type	value	unit	days	hours
A.K. Gupta	absent	cur bal	5 day	7	hour
Mr. D. L. Sharma	overtime	cur bal	5 day	7	hour

Press enter and accept it.

Press Ctrl+F4 for payroll voucher.

Accounts: USB Bank A/c

Particular

Primary: cost category.

Mr. A.K. Gupta.

Basic salary	25,000.00	cur bal: 25,000.00 Dr
Dearness allowance	25,000.00	cur bal: 15,000.00 Dr
House rent allowance	1,400.00	cur bal : 1,400.00 Dr
Medical allowance	1,200.00	cur bal: 1,200.00 Dr
Profession tax	1,300.00	cur bal: 1,300.00 Cr
Provident found	1,100.00	cur bal : 1,100.00 Cr
Traveling allowance	1,000.00	cur bal : 1,000.00 Dr

Press enter and accept it.

Report: Gateway of tally → display → payroll reports → statement of → payroll → Paysilp.

EARNINGS

(1) Dearness Allowance
(2) Travelling Allowance
(3) House Rent Allowance
(4) Medical Allowance

DEDUCTION

(1) Profession Tax
(2) Provident Fund

DEPARTMENT

(1) Sales
(2) Accounts
(3) Marketing
(4) Production
(5) Personal

EMPLOYEES

(1) A.K. Gupta → sales → Sr. executive → Rs. 12,000/-
(2) J.C Das → accounts → accountant → Rs 15,000/-
(3) Justice barman → personal → clerk → Rs 11,000/-
(4) Suraj Nath → Marketing → field officers → Rs 14,000/-
(5) Dipika Gohain → production → manager → Rs 13,000/-

1. A. Hussain → accounts → tax consultant → 13,000/-
2. B. Kakati → personal → assistant → 11,000/-
3. J Das → production → supervisor → 12,000/-
4. N. Sarma → marketing → J.R. Offices → 14,000/-
5. P. Deka → sales → salesman → 15,000/-

CENTRAL SALES TAX (CST)

Central Sales Tax is a tax on sales goods levied by the central government of India. CST is applicable only in the case of interstate sales and not on sales made within the state or important export of sales. CST is payable in the state where the goods are sold and then movement of goods commences.

Dealers have to issue certain declaration in prescribed from to buyer/sellers. The types of forms are C, D, E1, E2, F11 and 9. Tracking of forms are.

1. C from – (issuable/issued/received/received)
2. E1, E2 forms- issued against sale of goods in transit by the buyer.

3. F from – for consignment sales and branch transfer.
4. H from – for sale in course of export.
5. D from – for sale to government organization.
6. 9 from – for sale to size customer.

First press F11 features then select statutory & taxation and press enter enable value added tax (vat)? Yes

Set/alter vat details? Yes

Press enter a chart will come:

VAT DETAILS

State: Assam type of dealer? Regular vat applicable from 1-4-2008

Inter state sales tax no 12345 press enter & accept it. Now come to gateway of tally and press F12 configuration. Select invoice/orders entry and press enter. Use default for bill allocation? No activate E1 or E2 transaction? Yes

Now come to gateway of tally select account info & press enter. Select ledger & press enter select create under single ledger and press enter.

1. Name : A. Mohanta (supplier)
   Under: Sunday creditors.
   Tin/sales tax no- 2321328
   Press enter & accept it.
2. Name : D. Sarma (customer)
   Under: Sunday debtors.
   Tin/sales tax no 2364667
   Press enter & accept it.
3. Name : sales
   Under: sales A/c

Vat/tax class: No applicable. Press enter and accept it.

4. Name : purchase
   Under: purchase a/c
   Used in: vat returned? Yes
   Vat/tax class: not applicable
   Press enter accept it.
5. Name : CST

Under: duty/tax: CST
Vat/tax class: not applicable
Percentage of calculation: 4%
Methods of calculation: on total sales
Press enter & accept it. Now come to accounting voucher and press enter. Press F9 for purchase entry. Press F12 to change the date.
Ref pb -01
Party's name: A. Mahanta.
Purchase ledger: purchase a/c
Vat/tax class: interstate purchase.

Name of item	Quantity	Rate	Per	Amount
BPL TV (press Alt+c)	4 no's	11,000	no's	44,000
CST		4%	no's	1,760
From to issue: c from from no date				4, 5760

From to receive: E1 from no date

Bill wise details for A. Mohanta

Type of ref	Name	Due date or credit days	Amount	Dr/Cr
Now ref	pb-01	------------------------	45,760.00	Dr

Press enter and write the narration. (Being c from to be issued to the supplier)

Press F8 for sales entry. Press F2 to change the date.

Ref = sb – 01

Party's a/c name: D. Sarma

Sales ledger: sales a/c

Vat/tax class: interstate sales.

Name of item	Quantity	Rate	Per	Amount
BPL TV	4 no's	12,000	no's	48,000
CST		4%		1,920
From to receive: c from from on date.				49,920

From to issue: E1 from from no date.

Bill wise details: D Sarma

Type of Ref	Name	Due date or credit day	Amount	dr/cr
New of ref	sb – 01	------------------------------	49,920.00	dr

Press enter and write narration. (Being C from will be received from the customer)

Now press F5 for payment entry. Press F12 use signalemtry made for payment /receipt/contra? No

Pre allocate bills for payment/receipt? Yes

Particulars	Debit	Credit
By A. Mohanta	45,760	

After selecting A. Mahanta a chart will come. Bill wise details for A. Mohanta.

Type of ref	Name	Due date or credit days	Amount	dr/cr
Agest ref	pb – 01	----------------------------	45,760.00	

To UBI Bank a/c .

Press enter and write the narration

ch no 36478956.

Now press F6 for receipt entry.

Particulars	**debit**	**credit**
To D. Sharma	49,920	

After selecting D. Sharma and a chart will come. Bill wise details for D. Sharma.

Type of ref	Name	Due date or credit days	Amount	dr/cr
Agest ref	sb – 01	-----------------------------	49,920.00	dr

B UBI Bank A/c

Press enter and write narration

Ch no 40789341

Report: Gateways of tally → display → statutory reports → CST report → from issuble/from receivable → ledger → press enter.

FRINGE BENEFIT TAX (FBT)

The Terms fringe benefit means any consideration for employment provided by way any privilege, service facility or amenity provided by the employer to the employees.

Fringe benefit tax is to be levied on the employer in respect of fringes benefit provide/demanded to provided by the employer to his employees during any financial period commencing after 1-4-2005

ENABLING FBI

Press F12 feature. Select statutory & taxation and press enter.

Enable fringes benefit tax (FBT)? YES

Set/alter FBI details? Yes

Press enter a chart will come.

COMPANY FBT ASSASSE DETAILS

Pan/ income – tax number: Rs 12535

Assesses type: association of persons is surcharge applicable? Yes

Assesses category: hotel

Press enter and come to outside.

CREATING TAX, PARTY & EXPENSE LEDGER

Gateways of tally → Account info → Ledger → Create.

(1) Name : FBT
Under: duties & taxes
Type of duty/tax: FBT
Inventory values are affecting? Yes
Press enter & accept it

(2) Name : P. Gupta (supplier)
Under: Sunday creditors
Maintains balance bill – by bill? Yes
Press enter & accept it.

(3) Name : L. Prasad (customer)
Under: Sunday debtors
Maintain balances bill – by – bill? Yes

Press enter & accept it.

4. Name : entertainment
   Under: indirect expenses
   Is FBT Applicable? Yes
   FBI category: entertainment
   Press enter and accept it.

CREATING / ALTERING FBT VOUCHER TYPE

Gateway of tally → Accounting info → Voucher type → Alter → Journal.

Press enter a voucher type allocation chart will come.

Make optional as default? Yes

Use class for FBT recovery? Yes

Press enter and accept it. Press Esc and come to gateway of tally. Select accounting voucher and press enter. Press F7 for journal entry. Select fringe benefit recovery from the voucher class list.

Press F12 configuration.

Allow selecting of FBT category during entry? Yes

Particulars	Debit	Credit
By p. gupta	24,000	

Bill wise details for: P. Gupta

Type of ref	Name	Due date or credit days	Amount	dr/cr
On account			24,000.00	Dr
To entertainment			24,000.00	

Press enter a chart will come.

FBT

Select Entertainment from the List of FBT category. Press enter and write the narration.

(Being amount received from employee towards provision of entertainment)

Press F5 for payment entry. **Press F2** to change the date. **Press F12** configuration.

Use single entry made for payment/receipt/contra? Yes

Accounts: bank A/c

Particulars	Amount
Entertainment	2,000.00

Select Entertainment from the again list of FBT categories.

Press enter and write the narration.

Ch no – 589625

Again in F5 payment entry

Click on **FBT** helper present in the task bar

FBT FITTER

Type of payment: advantage (100)

FBT ledger FBT

From date -1.8.2009

To date – 31-8-2009

Account BANK A/C

Particulars	Amount
FBT	135

PRESS ENTER AND WRITE THE NARRATION

Ch.no-78653496

Report: Gateway of Tally → Display → Statutory Report → FBT REPORT → FBT Computation → Press Alt+ F2

Change period

From 1-8-2009

To- 31-8-2009

THE END