TALLY ERP.9 GST

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Topics

Accounts Introduction

Transactions, Types of Accounts (Personal, Real, Nominal Accounts) Accounting Cycle & How to Posting to Computerised Accounts Tally Generations

Accounting Information

Company Information (Create, Modify, Delete) Backup/Restore of the Company Split Company data Security Controls (Users Creations & Password Policy)

Accounting Masters

Groups (Create, Display, Modify, Delete) Voucher Types (Create, Display, Modify) Ledgers (Create, Display, Modify, Delete)

Accounting Vouchers Postings

Contra, Payment, Receipt, Journal, Purchase, Sales, Debit Note, Credit Note

Accounting Features

Cost Centres and Cost Categories Budget Creation & Reporting

Multi-Currency & Valuation

Multi-Currency Rate (Creation, Posting) Calculation (Forex) of Exchange Rates Bill-wise details (Receivables, Payables) Interest Calculation with advance features Bank Reconciliation Statement

Accounting Reports with Customization

Day book, Ledger, Trial Balance, Sales Register, Purchase Register, Debit Note Register, Credit Note Register, Journal Register, Bills Outstanding (Receivables / Payables), Cost Centre Breakup, Profit & Loss, Balance Sheet, etc...

Statutory Information

<u>GST (Goods and Service Tax)</u> Activation on GST (Goods and Service Tax) GST Invoice Postings (Sales/Purchase & Expenses) GST Reports (GSTR-1. GSTR-2, GSTR-3B) Exports of GSTR-1 & GSTR2

TDS (Tax Deduction at Source)

Activate on TDS (Tax Deduction at Source) TDS Entries Postings TDS Reports

<u>Inventory Information</u> Inventory Masters

Stock Groups (Create, Display, Modify) with HSN Code Units of Measure (Create, Display, Modify) Stock Items (Create, Display, Modify) with HSN Code

Inventory Features

Stock Categories (Create, Display, Modify) Godowns (Create, Display, Modify) Batch wise details (Expiry dates for batch) Zero-Value Vouchers Postings Actual and Billed Quantity Vouchers Posting (Free issue of stocks) Additional cost of Purchases Cost Tracking for Stock

Inventory/Order Vouchers Postings

Purchase Order, Sales Order, Receipt Note, Delivery Note, Stock Journal, Rejection In, Rejection Out Sale/Purchase Invoice with Multiple Tax in Single Invoice Sale Invoice Include GST (like MRP Price) Stock Journal Posting with Class (Godown Transfers, Manufacturing Journals)

Inventory Reports with Customization

Stock Summary, Group wise Report, Category wise Report, Item wise Report, Location wise Report, Batch wise report, Pending Orders (Sales/Purchase) Ledger wise Stock report, Stock Cost Tracking Report, Profit/Loss for Cost Tracking Report etc...

ACCOUNTS INTRODUCTION

Transactions

Any dealings made between persons involving exchange of values is called transactions. The transactions which are-

- Money relatedRelated to our firm
- > Effect the financial position (or) profit or loss of the firm is taken into books.

There are 2 types.

Cash transactionCredit transactions

Cash Transactions

The transactions in which cash receipt (or) payment involved in the exchange are called cash transaction. For identifying cash transactions, the following one of the 3 rules must be follow.

- ➢ Cash item must be there
- ➤ Cash and person name both must be there
- Cash and person name both not necessary

Examples

- Cash sales ₹5000
- Goods purchased from Jyothi on cash ₹ 8000
- Purchases ₹ 2000

Credit Transactions

The transactions in which cash receipt (or) payment is not involved in the exchange are called credit transactions. In another way the transactions which are not cash transactions are called credit transactions.

Examples

- Purchased goods from Sampath ₹ 3000
- ➤ Goods sold to Raja ₹ 5000

Classifying of Accounts

Accounts mean classified record of business transactions. Accounts are 2 types.

- Personal Accounts
 Impersonal Accounts
- Impersonal accounts again 2 types
 - Real Accounts
 Nominal Accounts
- Now present Accounts 3 types Personal Account
- Real Account
- Nominal Account

Personal Account

Accounts which are related to names of persons and firms are called personal accounts. (Including debtors and creditors)

Example: - Siva A/c, Bank A/c, Capital A/c, Drawings A/c, Debtors A/c, Creditors A/c

Rule

Debit the receiver Credit the giver

Real Account

Accounts which are related to Assets, Liabilities and Goods of a firm. (Excluding Debtors and Creditors)

Example

Assets: Cash A/c, Building A/c, Furniture A/c, Investment A/c, Goodwill A/c, Patent A/c, Trademark A/c, Copyright A/c

Liabilities: Bills payable A/c, Loan A/c, Bank overdraft A/c

Goods: Purchases A/c, Sales A/c, Purchases returns A/c, Sales returns A/c

Rule

Debit what comes into the firm Credit what goes out from the firm

Nominal Account

Accounts which are related to expenses, losses, incomes and gains are called Nominal accounts.

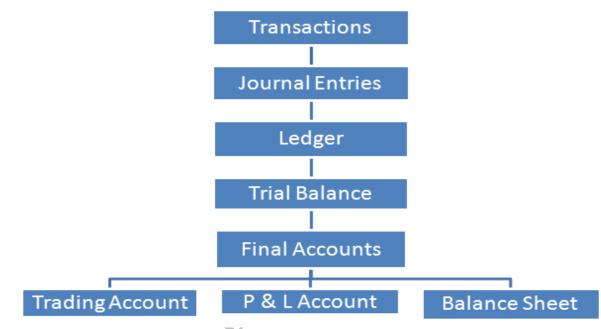
Examples

Expenses: Salary paid A/c, Commission paid A/c **Losses:** Bad debts A/c, Charities A/c, Discount allowed **Incomes:** Rent received, Interest received A/c, and Allowance received A/c **Gains:** Bad debts recovered A/c, Discount received A/c

Rule

Debit all Expenses and Losses Credit all Incomes and Gains.

ACCOUNTING CYCLE



Ledger

An account is a ledger record in a summarized from all the transactions that have taken with the particular person or things specified.

Trial Balance

Trial balance is a statement, prepared with the debit and credit balance of ledger accounts to the test the arithmetical accuracy of the ledger of the books. It may be also prepared with debit and credit totals of the books. It may be also prepared with debit and credit totals of ledger accounts and also with the balance and totals of ledger accounts.

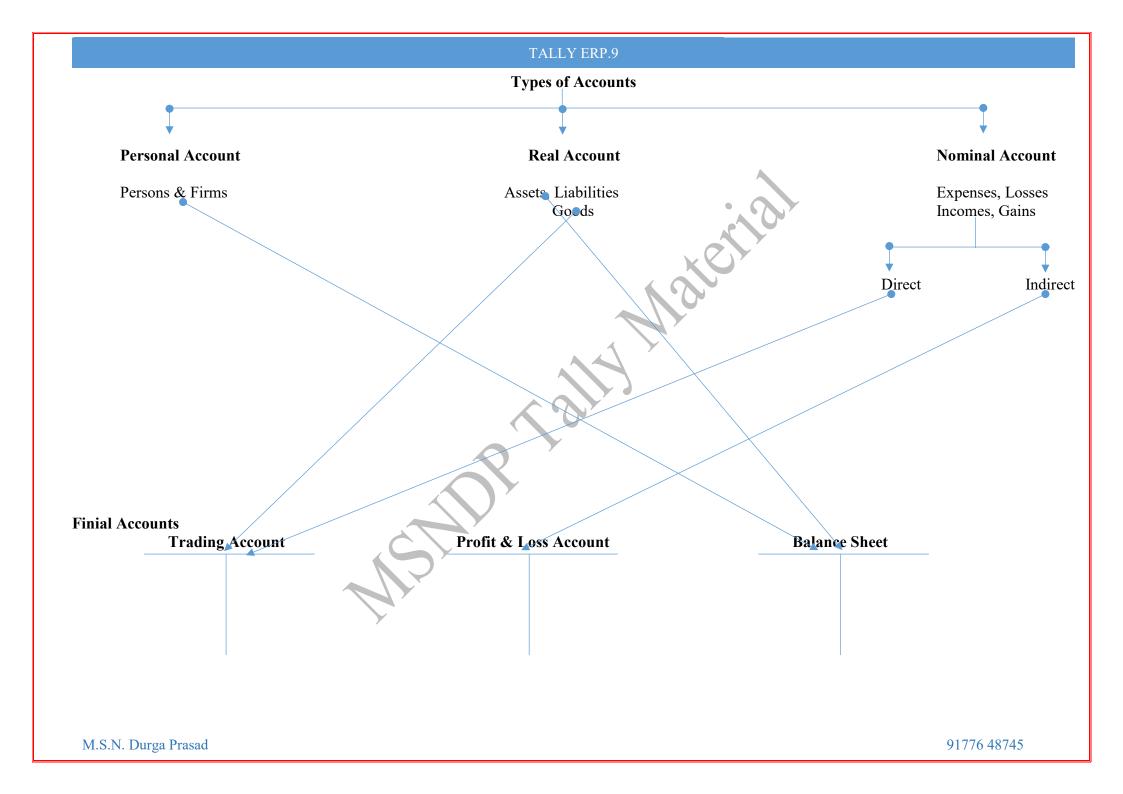
Trial balance rule

- All ledger accounts debit balance is debit
- > All ledger accounts credit balance is credit

Final Accounts

Financial position is reflected by Balance Sheet. These are usually prepared at the close of the year hence known as final accounts. They serve the ultimate purpose of keeping accounts. Their purpose is to investigate the consequence of various incomes and expenses during the year and the resulting profit or loss. There are 3 accounts in final accounts.

Trading Account is calculating the company Gross profit (or) Gross loss **Profit & Loss Account** is calculating the company Net profit (or) Net loss **Balance Sheet** is showing the company financial position



Tally Generations

Tally4.5

Its working operation system is DOS. (Disk operating system) Maintain the company information is Accounts only.

Tally5.4

Its working operation system is Windows. Maintain the company information is Accounts only, Accounts with Inventory and Inventory only.

Tally6.3

Its working operation system is Windows. Maintain the company information is Accounts only, Accounts with Inventory and Inventory only. Using the VAT Taxation.

Tally7.2

Its working operation system is Windows & Linux. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax)

Tally8.1

Its working operation system is Windows & Linux. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS) apply the multi languages.

Tally9.0

Its working operation system is Windows & Linux. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS, Payrolls, FBT) apply the multi languages.

Tally.ERP9

Its working operation system is Windows & Linux. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS, Payrolls) apply the multi languages. Updated the features.

Tally.ERP9 (Version 6)

Its working operation system is Windows. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (GST – Goods and Service Tax from July'2017 onwards. VAT, TDS, Service Tax, Excise duty, TCS, Payrolls) apply the multi languages. Updated the GST features.

Tally Material

Company Information

Select Company

To select an existing company

Login as Remote user

Remote user working as Clint mode it's working as Tally.Net ID User name

Create Company

To create a new company

Backup

To write the company information on CD or DVD. To format the system or update the version.

Restore

Restore the computer from CD or DVD to reinstall the tally.

Quit

Close the tally.

Creation of Company

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		
Company Crea	tion								Ctrl + M 🗵	
Directory	: C:\Us	ers\Public\Tally.ERP	9\Data			Books and	d Financial Year Deta	ils		
Name	: M.S.	N.Durgaprasad			ial year begins from	: 1-4-2017				
	Pri	mary Mailing Details		Books	beginning from	: 1-4-2017				
Mailing name	: M.S.M	I.Durgaprasad				<u>s</u>	Security Control			
Address	-				ault password (if any)					
					eat password	:				
Country	: India						ler your data inaccessil	ole.)		
State Pincode	Andh	ra Pradesh			ecurity control le security to avail TSS	? Yes				
1 Incode		Contact Details			ne of administrator	: msndp				
Phone no.	: 91776			Pas	sword	****				
Mobile no.		48745		F	Repeat password	: ****				
Fax no.						(Password	strength: Weak)			
E-mail	: msnd	urgaprasad@gmai.c	om	Use	Tally Audit features	? No				
Website				Disallo	w opening in Education	al Mode? No				
				Base Curre	ency Information					
Base currency sy	/mbol	:₹					Number of decir		: 2	
Formal name		: INR						ng amount after decir		
Suffix symbol to a	amount en amount and sym	? No bol ? Yes					No. of decimal p	laces for amount in v	^{/0} Accept ?	
Show amount in r	millions	? No							Yes or No	
Q: Quit			[[
<u>o</u> . out									Ctrl + N	
Tally MAIN> Com	pany Info> Compa	ny Creation					(c) Tally Solutions Pv	t. 1td. 1988-2017	Fri, 5 Jan, 2018	18:49:10
	and a compe	.,					ites any solutions a			///

Save the information (Ctrl +A)

Functional keys

F1	\rightarrow Select Company
Alt+F1	\rightarrow Shut Company
F2	\rightarrow Current Date
Alt+F2	\rightarrow Current Period
F3	\rightarrow Present using Company
F4	\rightarrow Connect (Connect is working as remote user working only Business Version)
Alt+F3	\rightarrow Company Information
F11	\rightarrow Features (Company Operation Alteration)
F12	\rightarrow Configuration

Actio

How to Modify or delete the Company Alter

It means modify the information or delete the information. GOT (Gate way of tally) \rightarrow Company information (Alt+F3) \rightarrow Alter If you want delete the company Press (ALT+D) Key.

Company Backup/Restore

How to take the back of the company GOT→Alt+F3 (Company Info)→ Backup Give to Destination & Select companies Backup Companies on Disk

Ducitup Co	Buckup companies on Disk							
Select Companies to Backup								
Source	: C:\Users\Public\1	ally.ERP9\Data						
Destination	: E:\MSNDP							
Name of Co	ompany	Company Number						
M.S.N.Durg	japrasad	(10000)						

How to restore of the company

GOT→Alt+F3 (Company Info)→ Restore (OR) GOT→Restore Give to Destination & Select companies Restore Companies

Select Companies to Restore								
Destination : C:\Users\Public\	Tally.ERP9\Data							
Source : E:\MSNDP								
Backu	IP		Auto Backup					
Name of Company	Company Number	Name of Company	Company Number	Backup Ver				
M.S.N.Durgaprasad D End of List	(10000)	I End of List						

Split Company Data

GOT \rightarrow Alt+F3 (Company Info) \rightarrow Split Company Data \rightarrow Select Company It means the company data will be split from 1st Sept. and it will be create two duplicate companies.

	M.S.N.Durgaprasad		Ctrl + M 2
	Split Company Data		List of Companies
Name	M.S.N.Durgaprasad		M.S.N.Durgaprasad (10000)
	: 1-Sep-2017 he beginning of the financial year for the new company.) 17 to 1-Apr-2018; Recommended date is 1-Sep-2017)		
The following	g companies will be created and opened		
First company	: M.S.N.Durgaprasad - (from 1-Apr-2017)		
Second company	: M.S.N.Durgaprasad - (from 1-Sep-2017)	0. (T.)	
		Gateway of Tally Company Info	

Security Control Settings

It means to create the users and password of company employees. (Accounts Officer, Accountant, Cashier, etc...)

Users & Passwords

Users is created of two types owner & data entry

GOT→Alt+F3 (Company Info)→Security Controls→Users and Passwords

List of Users for Company

Name: M.S.N.Durgaprasad								
Security Level		Username	Password (if any)	Allow Remote	Allow Local	Allow SMS		
				Access	TDL Files	Access		
Owner	Acc Officer		****	No	No	No		
Data Entry	Accountant		****	No	No	No		
Data Entry	Cashier		****	No	No	No		
				_				

Password Polies for the company

GOT→Company Information → Security Control → Password Policy

Password Policy for Company							
Name: M.S.N.Durgaprasad							
Activate password policy	? Yes						
Password Strength		· · · · · · · · · · · · · · · · · · ·					
Minimum password length	: 8						
Specify advanced parameters for password stre	ngth ? No	A					
Password Expiry							
Password expires after (Set '0' to disable Password Expiry)	: 90 day(s)						
Notify users before password expires	? No						
	0 N						
Restrict the use of old passwords	? No						
Other Options							
Change password on first login	? No						
Allow users to change password	? No						

Activate Company Operation/Alteration Features

There are 3Types

- 1. Accounting Features
- 2. Inventory Feature
- 3. Statutory & Taxation

Activate Statutory Features (GST/VAT/CST/Service Tax, Etc...)

 $GOT \rightarrow F11$ Features \rightarrow Statutory & Taxation Features (F3)

Enable Goods and Services Tax (GST)	? Yes
Set/alter GST details	? No

GST Tax TIN Information

For India GST, the following is the format for the India GST number that contains the Indian State Code, the Indian PAN number and the other values.

State Code	PAN Number	Entity Code	Blank	Check Digit
2 (digit)	10 (digit)	1 (digit)	1 (digit Alphabet)	1 (digit Alphabet)

Sr. No.	State Name	TIN number – First two digits	State Code
1	Andaman and Nicobar Islands	35	AN
2	Andhra Pradesh	28	AP
3	Andhra Pradesh (New)	37	AD
4	Arunachal Pradesh	12	AR
5	Assam	18	AS
6	Bihar	10	BH
7	Chandigarh	04	СН
8	Chhattisgarh	22	СТ
9	Dadra and Nagar Haveli	26	DN
10	Daman and Diu	25	DD
11	Delhi	07	DL
12	Goa	30	GA
13	Gujarat	24	GJ
14	Haryana	06	HR
15	Himachal Pradesh	02	HP
16	Jammu and Kashmir	01	JK
17	Jharkhand	20	JH
18	Karnataka	29	KA
19	Kerala	32	KL
20	Lakshadweep Islands	31	LD
21	Madhya Pradesh	23	MP
22	Maharashtra	27	MH
23	Manipur	14	MN
24	Meghalaya	17	ME
25	Mizoram	15	MI
26	Nagaland	13	NL
27	Odisha	21	OR
28	Pondicherry	34	PY
29	Punjab	03	PB
30	Rajasthan	08	RJ
31	Sikkim	11	SK
32	Tamil Nadu	33	TN
33	Telangana	36	TS
34	Tripura	16	TR
35	Uttar Pradesh	09	UP
36	Uttarakhand	05	UT
37	West Bengal	19	WB

Enter GST Details in Tally Features $F11 \rightarrow F3$ (Statutory)

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Company GST E	etails			M.S.N	.Durgaprasad				Ctrl + M 🗵	
Name of Company				69	ST Details					
M.S.N.Durgapr				<u>u.</u>	JT Detalla					
			0		: Andhra Pradesh					
			State Registration type		: Regular					
			Periodicity of GSTR1		Monthly					
		vice tax detail	GSTIN/UIN		: 37ABHF S1242E1	ΖE				
			Applicable from		: 1-Jul-2017					
			Enable tax liability on ad-		? No					
			Enable tax liability on rev (Purchase from unregister		? No					
			Set/alter GST rate details	· · · · · · · · · · · · · · · · · · ·	? No					
			Enable GST Classificatio	ns	? No					
			Provide LUT/Bond details		? No					
Q: Quit										
					^				Ctrl + N	
Tally MAIN> Gate	vay of Tally> Comp	pany Features>	Company Operations Alterat	tion> Company GST	Details		(c) Tally Solutions P	vt. Ltd., 1988-2017	Fri, 5 Jan, 2018	21:05:20

Set Alter GST Rates –Yes (if all commodity (Inventory) It belongs to one rate of Tax easy to configure company level. Assume that you have more than 1 type of items don't put the "yes" and not define the configuration settings.

Enable GST Classification – Yes (Sales/Purchase required classification) Provide LUT/Bond details – Export Transactions (Put in "Yes" otherwise "No")

🚺 Tally.ERP 9										
	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounts
Company Operati	ons Alteration								Ctrl + M 🗙	F2: Inventory
G									1	F3: Statutory
	2 <u>Company: M.S.N.Durgaprasad</u>									
				Statutory a	nd Taxation					F5: Audit
	Enable Goods	and Services Tax (G	ST)	? Yes	Enable Tax De	ducted at Source (TDS)		? No		F6: Add-Ons
	Set/alter GS			? Yes	Set/alter TD			? No		
	Enable Value A Set/alter VA	dded Tax (VAT) T details		? No ? No	Enable Tax Col Set/alter TC	lected at Source (TCS) S details		? No ? No		
	Enable excise			? No	Enable payroll			? No		
	Set/alter exc Enable service			? No ? No	Set/alter pay	roll statutory details		? No		
		uax vice tax details		? No						
				Tax Info	ormation					
			PAN/Income	tax no. :						
			Corporate Identity N	lo. (CIN):						
									_	
		F1: Accounts	F2: Inventory	F3: Statutory	F4: TSS	F5: Audit	F6: Add-Ons			
									1	
Q: Quit	Accept									
T-IL MAIN - C :		5.1			^		(a) Tells Calution D	4 Jul 1000 2017	Ctrl + N	21.05.40
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Accounting Masters

Groups

By default, Tally.ERP9 provides a list of groups called pre-defined groups. The user can create any number of primary groups and sub groups which are again grouped under a primary group/sub group. There are 28 pre-defined groups in Tally.ERP9, out of which 15 are primary groups and 13 are sub groups.

Display of Groups (Single/Multiple)

GOT→Accounts information →Groups→ Display Example: - Bank accounts, Bank OD A/C, Capital Accounts, Cash in Hand, Fixed Assets

Alternation(Modify/Delete) of Group(Single/Multiple)

GOT→Accounts information →Groups→ Alter

Voucher Types

In accounting terms, a voucher is a document the details of financial transaction. For every transaction made a voucher is used to enter the details into the ledgers to update the financial position of the company. The voucher is 23 in Tally 5.4 & 6.3, 21 in Tally7.2, 18 in Tally8.1 & 9.0, 22 in Tally.ERP9

Display of Vouchers

 $GOT \rightarrow Accounts information \rightarrow Voucher Types \rightarrow Display Example: - Contra, Payments, Receipts, Sales, Purchase$

Alternation(Modify/Delete) of Vouchers

 $GOT \rightarrow Accounts information \rightarrow Voucher Types \rightarrow Alter$

Creation of Cash Payment, Receipt & Bank Payment, Receipt vouchers

 $GOT \rightarrow Accounts information \rightarrow Voucher Types \rightarrow Create$

Creation of Bank Payment

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P: Print E: Expor	M: E-Mail	O: Upload	<u>S</u> : TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		F3: Company
Voucher Type Creation			M.S.	N.Durgaprasad				Ctrl + M 👂	F3: New Company
Name : Bank Paym (alias) :	ent								
(anas) .									
	General			Printing		Name of Class			
	/ment	Prin	t voucher after saving	? No					
Abbreviation : Py									
Method of voucher numbering	? Automatic								
Use advanced configuration	? No								
Use effective dates for vouche									
Make this voucher type as 'Op									
Allow narration in voucher	? Yes								
Provide narrations for each led	ger in voucher ? No								
Enable default accounting allo	ations ? No								
Set/Alter Default Accounting	Entries ? No								G: Groups
									L: Ledgers
									Q: Employee Groups
									E: Pay Heads
									P: Employees
									T: Attendance Type
									U: Units
									<u>¥</u> : Voucher Types
Q: Quit A: Accept	D: Delete								F11: Features
			1	^			1	Ctrl + N	F12: Configure
Tally MAIN> Gateway of Tally	-> Accounts Info> Vou	icher Types> Vouche	r Type Creation			(c) Tally Solutions P	vt. Ltd., 1988-2017	Fri, 5 Jan, 2018	21:06:53

Creation of bank Receipt

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P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		F3: Company
Voucher Type Name : E (alias) :	Creation Bank Receipt			M.S.N.D	urgaprasad				Ctrl + M	E3: New Company
Select type of v Abbreviation	: Ropt	-		cher after saving	nting ? No		Name of Class			
Vethod of vouch Use advanced		? Automatic ? No	Print for	nal receipt after saving	? No					
	es for vouchers er type as 'Optional' by	? No y default ? No ? Yes								
Provide narration Enable default a	is for each ledger in vo ccounting allocations It Accounting Entries									<u>G</u> : Groups L: Ledgers
										Q: Employee Group E: Pay Heads P: Employees I: Attendance Typ U: Units
								1		¥: Voucher Types
<u>⊇</u> : Quit	Accept D:	Delete			^				Ctrl + N	F11: Features F12: Configure
ally MAIN> Ga	teway of Tally> Accou	unts Info> Voucher T	ypes> Voucher Typ	e Creation			(c) Tally Solutions Pv	t. Ltd., 1988-2017	Fri, 5 Jan, 2018	21:07:35

Creation of Ledgers

$GOT \rightarrow Accounts$ information $\rightarrow Ledgers \rightarrow Creat$
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Example: Creation Furniture Account

Tally.ERP 9							
P: Print E: Export M: E-Mail O: Upload			: Keyboard	K: Control Centre	H: Support Centre		F3: Company
Ledger Creation Name : Furniture (alias) :	M.S.N.C	burgaprasad	<u>Total O</u>	pening Balance		Ctrl + M ⊠	<u>F3</u> : New Company
Under : Fixed Assets Inventory values are affected ? No	Name Address	<u>Mailing Details</u> : Furniture :					
Statutory Information	Country State	: India : Andhra Pradesh	Pincod	le :			·
Is GST Applicable ? I Applicable Set/alter GST Details ? No Type of Supply : Services	Provide bank details	: No					L: Details B: Set Chq Books
	PAN/IT No. Set/alter GST details	Tax Registration Det : ? No	ails				S: Set Chq Printing
	Set/alter GST details	i no					G: Groups
							Q: Employee Groups
							E: Pay Heads
							P: Employees T: Attendance Type
							Units
							V: Voucher Types
Opening Balance	(on 1-Apr-2017) :						
Q: Quit Accept D: Delete							F11: Features F12: Configure
Tally MAIN> Gateway of Tally> Accounts Info> Ledgers> Ledger Creat	on	^		(c) Tally Solutions F	Pvt. Ltd., 1988-2017	Ctrl + N Fri, 5 Jan, 2018	21:08:35

Note: - Opening Balance Enter Only Assets & Liabilities.

Alteration of Ledger

 $\overrightarrow{\text{GOT}}$ Accounts Information \rightarrow Ledgers \rightarrow Alter (Select any Ledger Account Eg: Cash)

Creation of No of Ledgers

Name of the Ledgers	Groups
ICICI Bank	Bank Account
HDFC Bank	Bank Account
ING Vysya Bank	Bank Account
Indian Overseas Bank	Bank Account
State Bank of India OD	Bank Occ Account
Axis Bank OD	Bank Od
Bangalore Branch	Branch/ Division
Eluru Division	Branch/Division
(Name of The Owner) Capital	Capital
(Name of The Partner) Capital	Capital
Drawings	Capital
Cash	Cash-In-Hand
Petty Cash	Cash-In-Hand
Cheque Received	Cash-In-Hand
Electricity Deposit	Deposits(Assets)
Telephone Caution Deposit	Deposits(Assets)
Security Deposits (If Any)	Deposits(Asset)
Service Tax	Duties & Taxes
Excise Duty	Duties & Taxes
GST (IGST, CGST, SGST)	Duties & Taxes
Custom Duty	Duties & Taxes
Income Tax	Duties & Taxes
Surcharge on Taxes	Duties & Taxes
Wealth Tax	Duties & Taxes
Entry Tax	Duties & Taxes
T.D.S (Tax Deduction at Source)	Duties & Taxes
T.C.S (Tax Collected Source)	Duties & Taxes
Professional Tax	Duties & Taxes
Direct Expenses Related to Factory and Manufacturing Unit	Direct Expenses
Direct Income (Incomes Accrued from Factory or Manufacturing	Direct Incomes
Units)	
Plant & Machinery	Fixed Assets
Land & Building	Fixed Assets
Computers	Fixed Assets
Electrical Fittings	Fixed Assets
Furniture and Fittings	Fixed Assets
Indirect Expenses Related to Office	Indirect Expenses
Indirect Incomes (Incomes Accrued from Office)	Indirect Incomes
Shares	Investments
Insurances	Investments

Debentures	Investments
Fixed Deposits	Investments
Mutual Funds	Investments
Name of The Party or Concern Who Owes from Us	Loans Liability
Name of The Party or Concern Who Owes to Us	Loans & Advances
Salary Advance	Loans & Advances
Provision for Bad Debts	Provision
Building Fund	Provision
Purchase (Credit or Cash)	Purchase
Purchase Returns	Purchase
General Reserve	Reserve & Surplus
Sales (Cash/Credit)	Sales
Sales Returns	Sales
Suppliers	Sundry Creditors
Customers	Sundry Debtors
Loan Which Carries Interest (Name of The Party or Concern) With	Secured Loans
Documentation	
Loan Which Carries Interest (Name of The Party or Concern) Without	Unsecured Loans
Documentation	
Opening Stock	Stock in Hand
Closing Stock	Stock in Hand

Transactions (Voucher Posting/Ledger Posting)

Introduction to voucher entry in Tally.ERP9. a voucher is a document that contains details of a financial transaction and required for recording the same into the books of accounts. The voucher entries menus options are available under transactions in the gateway of Tally.

➤Accounting Vouchers	Inventory Vouchers
Order Vouchers	Payroll Vouchers

Accounting Vouchers (F1)

F4	\rightarrow Contra	F5	\rightarrow Payments
F6	\rightarrow Receipts	F7	\rightarrow Journal
F8	\rightarrow Sales	F9	\rightarrow Purchases
Ctrl+F8	\rightarrow Credit Note (Sales	Returns)	
Ctrl+F9	\rightarrow Debit Note (Purcha	ase Returns)	
Inventory	Vouchers (Alt+F1)		

Alt+F6	\rightarrow Rejection Out	Ctrl+F6	\rightarrow Rejection In							
Alt+F7	\rightarrow Stock Journal	Alt+F8	\rightarrow Delivery Note							
Alt+F9	\rightarrow Receipt Note	Alt+F10	\rightarrow Physical Stock							
Order Vouchers (Ctrl+F2)										
Alt+F4	\rightarrow Purchase Order	Alt+F5	\rightarrow Sales Order							
Payroll V	Payroll Vouchers (Ctrl+F1)									
Ctrl+F4	\rightarrow Payroll	Ctrl+F5	\rightarrow Attendance							

Contra (F4)

It means the Journal entry is recorded in same book in twice. That journal entry is contra entries. Contra was using the following transactions.

- Cash deposited in to bank
- \succ Cash with drawn from bank for office use

 \succ Cash transfer

 \succ Bank transfer

Transactions

- 1. Cash deposited in to HDFC 35000
- 2. Cash transfer from cash to petty cash 5000
- 3. HDFC chq.(456852) issued to ICICI 10000
- 4. Cash with drawn from ICICI 4000

Change the voucher type double entry format (Contra, Payment, and Receipt) Press F12

Use Single entry mode for Payment/Receipt/Contra Vouchers -- No

Contra Configuration		
Skip Date field during creation for faster entry	?	Yes
Use single entry mode for payment/receipt/contra vouch	ers?	Yes
Use Cr/Dr instead of To/By during entry	?	No
Warn on negative cash balance	?	Yes
Show Employee Details	?	Yes
Show current balances of ledgers	?	Yes
Show balances as on voucher date	?	No
Show Ledger Final balances	?	No
Print cheque after saving voucher	?	Yes
Confirm each cheque before print	?	Yes
Show Cash Denomination Details	?	Yes
Statutory Options		
Bank Allocations Configuration		
Use default values for bank details	?	No
Use Auto Cheque Numbering	?	Yes
Allow selection of cheque range	?	Yes
Set ledger-wise bank allocations in voucher creation	?	No

Posting of contra Voucher

Tally.ERP 9											
2: Print	E: Export	<u>M</u> : E-I	Mail <u>O</u>): Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting
Accounting	Voucher Creat	ion			M.S.N.D	urgaprasad		,		Ctrl +	M × F1: Inventory \
Contra	No. 1									1-Apr-	-2017 E2: Order Vo
										Sali	E1: Payroll V
Particu	lars								De	bit C	redit F2: Date
o Cash										30.00	60.00 F3: Company
Cur Ba	al: 2,66,500.00 D	r									
y HDFC Cur Ba	al: 30,000.00 Dr								30,000	.00	F4: Contra
											F5: Payment
											F6: Receipt
											F7: Journal
											F8: Sales
											E8: Credit No
											F9: Purchase
											F9: Debit No
											F10: Reversing
											<u>F10</u> : Memos
arration: ash Deposi	ited								30,000	.00 30,00	
asir Deposi	licu										L: Optional
: Quit	A: Accept	D: Delete	X: Cancel								F11: Feature
				1		^				Ctrl +	
ally MAIN>	Gateway of Tally	> Accounting Vou	cher Creation					(c) Tally Solutions P	vt. Ltd., 1988-2017	Fri, 5 Jan, 2018	21:11:59

If you want Create of Ledger or any Information in Voucher Posting (Alt+C)

Payments (F5) This voucher records all the payments made through bank or cash. The Payments is divided in two types \triangleright Cash payments ➢ Bank payments The payment was using following transactions Payment for Expenses without GST Bills > Payment to creditors Purchase of Asset/Goods on Cash basic without GST Liabilities Payment **Transactions** 1. Salaries Paid by HDFC bank Chq.No (524215) 5000 2. Paid by workers' wages 3500 3. Purchase of Furniture 25000 Paid by Bank on HDFC Chq.No(524251) 4. Insurance paid 4000 How to Posting the Cash Voucher and Bank Voucher a Bank Payment Voucher M.S.N.Durgaprasa Ctrl + M 🛛 Bank Payment No. 1 1-Apr-2017 Saturday Payroll Vouche Particulars Debi Credit By Salaries *Cur Bal:* 10,000.00 Dr To HDFC *Cur Bal:* 20,000.00 Dr 10,000.00 10.000.00 10,000.00 10,000.00 Narration Post-Dated aalries Paid : Features A: Accept Confia Ctrl + N Tally MAIN --> Gateway of Tally --> Accounting Voucher Creatio (c) Tally Solutions Pyt, Ltd., 1988-2017 Fri 5 Jan 2018 21:13:19 Cash Payment Voucher Accounting Voucher Creat M S N Durgapraca Ctrl + M × F1: Inventory Vouch

TALLY ERP.9

Gash Fayin	ent no. i										Saturday	E2: Order Vouchers
											Saturday	E1: Payroll Vouchers
Particula	ars									Del	bit Credit	F2: Date
Dr Wages										3,500.	00	F3: Company
Cur Bal	: 3,500.00 Dr									-,		
Cr Cash Cur Bal	: 1,96,500.00 D	r									3,500.00	F4: Contra
												F5: Payment
												F6: Receipt
												F7: Journal
												F8: Sales
												E8: Credit Note
												F9: Purchase
												E9: Debit Note
												F10: Reversing Journal
												F10: Memos
												A: Payroll Autofill
Narration:										3,500.	<u>00 3 500 00</u>	T: Post-Dated
Wages Paid											Accept ?	L: Optional
											Yes or No	
Q: Quit	A: Accept	D: Delete	X: Cancel	[[[[[[[Tes of NO	F11: Features
S. Guit	Accept	<u>D</u> . Delete				 ^					Ctrl + N	F12: Configure
Tally MAIN> G	ateway of Tally	> Accounting Vouch	ner Creation					(c) Tally S	olutions Pvt. Ltd., 1	988-2017	Fri, 5 Jan, 2018	20:50:13

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Receipts (F6)

This voucher records all the receipts transactions receipt is a legal document that we received cash or cheque. Receipts divided in two types.

➢ Cash Receipts➢ Bank Receipts

The receipt was using following transactions

- Incomes Received
- ▶ Received from Debtors
- Sale of Asset on Cash basic
- Liabilities Received

Transactions

- 1. Commission Received 3000
- 2. Rent Received 15000 deposited in to HDFC (Chq. No 584620)
- 3. Interest Credited by HDFC 350
- 4. Sale of Furniture 3000

Posting the Cash Voucher and Bank Voucher

Cash Receipt

Accounting working Vencher Creation Image: Cash Receipt No. 2 1: hendrey Voucher Cash Receipt No. 2 1: hendrey Voucher 1: hendrey Voucher Particulars Debit Credit 9: Date 2: Odde To Commission Received Cur Bai: 2,71,500.00 Dr 5,000.00 5,000.00 5,000.00 5,000.00 Stand S,000.00 r 5,000.00 r 5,000.00 5,000.00 Fit Contra Sp Cash Cur Bai: 2,71,500.00 Dr S,000.00 r 5,000.00 Fit Contra 5,000.00 Sp Cash Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 Fit Contra 5,000.00 Sp Cash Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 Fit Demand Fit Particular Sp Cash Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 Fit Demand Fit Particular Sp Cash Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 S,000.00 Fit Particular Sp Cash Mathematical Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 S,000.00 Fit Particular Sp Cash Mathematical Cur Bai: 2,71,500.00 Dr S,000.00 r S,000.00 S,000.00 Fit Particular Cur Bai: 2, Cur Bai: 2, Cur B	Tally.ERP 9										
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Particulars Debit Credit 2 Date Cor Bai: 2,71,500.00 Dr 5,000.00 F4 Contral: F5 Payment Sy Cash 5,000.00 Dr 5,000.00 Dr F4 Contral: F5 Payment F5 Payment Sy Cash 5,000.00 Dr F4 Contral: F5 Payment F5 F5 F5 F5 F5 F5 F5			n		M.S.N.D	urgaprasad					
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You built for cereived 5,000.00 F4: Contra Sour Bal: 2,71,500.00 Dr 5,000.00 F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F8: Sales F9: Porchase F9: Porchase F9: Porchase F1: Debit Note F10: Reversing Journal F10: Reversing Journal F1: Synthetic 5,000.00 5,000.00 F10: Reversing Journal F1: Porchase F10: Reversing Journal F10: Reversing Journal F1: Porchase F10: Reversing Journal F10: Reversing Journal F1: Porchase F10: Reversing Journal F11: Features F2: Quit A: Accept D: Delete X: Cancel F11: Features	Partic	ulars							Del	bit Credit	F2: Date
Say Cash Cur Bal: 5,000.00 Dr F4: Contra F5: Payment F6: Receipt F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Post-Dated F10: Reversing Journal L10 Memos F10: Reversing Journal L2: Quit A: Accept D: Delete X: Cancel	To Commis	sion Received								5,000.00	F3: Company
Cur Bai: 2,71,500.00 Dr F4: Contra F5: Payment F5: Payment F6: Secert F7: Journal F8: Sales 5: Conti Note F9: Purchase 5: Dobit Note F10: Roversing Journal F10: Roversing Journal F10: Roversing Journal F10: Roversing Journal F11: Foot Note F10: Roversing Journal F12: Merrison F11: Foot Note F11: Foot Note F12: Configure		Bal: 5,000.00 Cr							5 000	00	
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Varration: 5,000.00 5,000.00 1/ Post-Dated 1/ W Commission received 1/ Post-Dated 1/ Coptional 2: Quit A Accept 1/ Delete X: Cancel 1/ 1/ Features											F6: Receipt
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Narration: 5,000.00 1: Post-Dated F/W Commission received L: Optional 2: Quit A: Accept D: Delete X: Cancel Ctrl + N											
Image: Accept D: Delete X: Cancel F11: Features F12: Configure Ctrl + N F12: Configure											<u>F10</u> : Memos
Image: Accept D: Delete X: Cancel F11: Features F12: Configure Ctrl + N F12: Configure											
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Bank Receipt

	-											
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Cash Receip	t No. 3									1-Ap	r-2017 F2: Ore	der Vouch
										30	E1: Pa	yroll Vouch
Particular	5								De	ebit (Credit F2: Da	ite
o Rent Recei	ved									10.0	000.00 F3: Co	
Cur Bal:	10,000.00 Cr											
y HDFC Cur Bal: 1	30,000.00 Dr								10,000		F4: Co	intra
											F5: Pa	iyment
											F6: Re	ceipt
											F7: Jou	urnal
											F8: Sa	iles
											E8: Cre	edit Note
												irchase
											<u>F9</u> : De	bit Note
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		Accounting Vouche						(c) Tally Solutions P		Sat, 6 Jan, 201		

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Journal (F7)

It means not recorded in any voucher that is journal voucher. & without cash and bank voucher posting is Journal.

Example

- Purchase of asset on credit basis
- Depreciation on asset
- Outstanding expenses
- Sale of asset on credit basis

- Transaction
 - 1. Outstanding Salaries 5000
 - 2. Depreciation on furniture 3000
 - 3. Prepaid insurance 2000

📜 Tally.ERP 9											
P: Print	E: Export	<u>M</u> : E-M	1ail <u>O</u> : U	Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
Accounting Vo		on			M.S.N.Du	urgaprasad					F1: Inventory Vouchers
Journal	No. 1									1-Apr-2017 Saturday	E2: Order Vouchers
										Saturday	E1: Payroll Vouchers
Particula	rs								De	bit Credit	F2: Date
By Salaries									5,000	.00	F3: Company
Cur Bal: To O/S Salari	15,000.00 Dr									5,000.00	
	5,000.00 Cr									5,000.00	F4: Contra
											F5: Payment
											F6: Receipt
											F7: Journal
											F8: Sales
											E8: Credit Note
											F9: Purchase
											F9: Debit Note
											F10: Reversing Journal
											F10: Memos
Narration: T/W provide O	/S Salaries								5,000	.00 5,000.00	T: Post-Dated
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Accounting Reports
Display of Ledgers

 $GOT \rightarrow Display \rightarrow Accounts Books \rightarrow Ledger \rightarrow Select any ledger account. (Cash)$

Display of Cash/Bank Book

 $GOT \rightarrow Display \rightarrow Accounts Books \rightarrow Cash/Bank Book(s)$ If you want to see the details Press (Alt+F1)

Display of Day book

 $GOT \rightarrow Display \rightarrow Day Book$ To see the daily transaction by day by day

Display of Journal Book

GOT→Display→Accounts Books→Journal Register →Journal Register

Accounting Features

F11 (Features) \rightarrow F1 (Accounting Features)

	Company: M.S	5.N.Durgaprasad	
	Accountin	ng Features	
General Maintain accounts only Integrate accounts and inventory Use Income and Expenses A/c instead of Profit and Loss A/c Enable multi-currency Outstanding Management Maintain bill-wise details	? No ? Yes ? No ? Yes ? Yes	Invoicing Enable invoicing Record purchases in invoice mode Use debit and credit notes Record credit notes in invoice mode Record debit notes in invoice mode Budgets and Scenario Management Maintain budgets and controls	? Yes ? Yes ? Yes ? Yes ? Yes ? No
For non-trading accounts also Activate interest calculation Use advanced parameters	? No ? Yes ? Yes	Use reversing journals and optional vouchers Banking Features	? No
Cost/Profit Centres Management Maintain payroll Maintain cost centres Use cost centre for job costing Maintain more than one payroll or cost category Use pre-defined cost centre allocations in transactions Show opening balance for revenue items in reports	? No ? Yes ? No ? Yes ? No ? No	Enable cheque printing Set/alter transaction types Set/alter banking features Set/alter post-dated transaction features <u>Other Features</u> Enable zero-valued transactions Maintain multiple mailing details for company and ledgers Set/alter company mailing details Enable company logo Mark changed vouchers	? Yes ? No ? No ? No ? No ? No ? No ? No

Under General

Maintain accounts only: If your company is service oriented company then put in "**Yes**" otherwise your company is trading company (Inventory) then put in "**No**".

Integrated accounts and inventory: your company is trading company we maintain accounts with inventory.

Income and expenses a/c instead of profit and loss a/c: If your company is service oriented company then put in "Yes" it will show "Income & Expenses a/c" otherwise put in "No" it will show "Profit & Loss A/c"

Multi-currency: we maintain multiple currencies then put in "Yes"

Under Outstanding Management

Bill-wise details: we maintain the bill-wise details for customers and suppliers then put in "**yes**" this feature will be default activated in Tally.ERP9

Interest Calculation: If you activate Interest calculation put in "yes"

Under Cost/Profit Centres Management

Payroll: we maintain the salaries calculation put in "Yes" **Cost Centres**: we maintain cost centres put in "Yes"

Under Invoicing

Enable invoicing: If you enter sales, purchase vouchers invoice format then put in "**Yes**" **Debit/Credit Notes**: If you enable Debit note/Credit note put in "**Yes**" as well invoice format also.

Under Budgets and scenario

Budget and Controls: we maintain the budgets put in "Yes"

Reversing Journal & Optional Vouchers: If you enter reversing journals & Optional Vouchers put in "Yes"

Under Banking Features

Cheque printing: If you want printing of cheque name & amount put in "Yes"

Under Other Features

Zero-Value Transactions: if any voucher enters zero (0) value then put in "**Yes**" **Company logo**: If any invoice print of tally displays our company logo put in "**Yes**"

Cost Centres and Cost Categories

Cost Categories

Cost Categories are useful for organizations that require allocation of Revenue and Non-Revenue Items to parallel sets of – Cost categories facilitate third dimensional reporting of Expenditure and revenue. Some of the examples of Cost Categories can be Region wise or geography wise, Grade wise, Department wise and so on.

Cost Centre

Cost Centre is any unit of an organization to which transactions (generally, revenue) can be allocated. When only costs or expenses are allocated to these units, they are referred to as Cost Centres. Cost Centre in Tally. ERP 9 allows an additional dimension to a transaction where a Ledger account indicates the nature of the transaction. It does not readily disclose, except in the narration field, which part of the organization was involved in the transaction. With the help of Cost Centres, a transaction can be allocated to it, which would then enable accumulation of the all transactions for that particular Cost Centre. Tally. ERP 9 gives you the Cost Centre break-up of each transaction as well as details of transactions for each Cost Centre.

Creation of Cost Categories

$GOT \rightarrow Accounts Information \rightarrow Cost categories \rightarrow Created$								
Cost Cate	egory Creation							
Name	: Department							
(alias)	1							
Allocate R	levenue Items	? Yes						
Allocate N	lon-revenue items	? Yes						

Revenue items: Revenue is shown usually as the top item in an income (profit and loss) statement from which all charges, costs, and expenses are subtracted to arrive at net income. Its related to Profit& Loss account.

Non-Revenue items: Non-revenue items. A non-revenue item is an item that does not add to the overall revenue of a business. You might make an item non-revenue if you do not want to track the charge of the item. For example, a customer wants to load a gift card with more money. Its related to Balance Sheet.

Creation of Cost Centres

GOT \rightarrow Accounts Information \rightarrow Cost Centres \rightarrow Create

Cost Centr	Cost Centre Creation									
Category	: Department									
Name	: Administration									
(alias)	÷									
Under	I Primary									

Eg: Production, Finance & Accounts, Marketing etc...

Display of Cost Centres

GOT→Accounts Information→Cost Centres→Display

S.No.	Category	Name of Cost Centre	Under
1.	Department	Administration	I Primary
2.	Department	Finance & Accounts	I Primary
3.	Department	Marketing	Primary
4.	Department	Production	I Primary

Cost Categories

Branch

Department

Employee

Cost Centres

Vijayawada, Hyderabad under Branch

Sales, Production, Administration, Finance under Department

Siva, Kiran, Raghu under Employee

Transaction

- Salaries Paid 20000 (Siva 10500, Kiran 9500)
- > Telephone Expenses paid 15000 (Vijayawada 7000, Hyderabad 8000)
- Raghu Salaries paid 15000
- Purchase of Furniture 25000 for Vijayawada branch
- Purchase of Stationery 500 Vijayawada 250, Hyderabad 250 for administration.
- Rent Paid for Vijayawada branch 10000
- > Paid for Postage & Telegram 250 Vijayawada Branch
- Telephone Expenses paid 5000 Hyderabad Branch
- Salaries paid 45000 (Siva 12000, Kiran 20000, Raghu 13000)
- Purchase of Machinery 25000 for Hyderabad branch

How to Post Cost Centres Vouchers

🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	I <u>S</u> : Та		G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Vouchers
	oucher Creation	1			M.S.N.Du	rgaprasad					F1: Inventory Vouchers
Cash Paym	ent No. 2									1-Apr-2017 Saturday	E2: Order Vouchers
										Saturday	F2: Date
Particul	ars								De	bit Credit	F3: Company
By Salaries									50,000	.00	
Cur Ba	: 65,000.00 Dr										F4: Contra
Departm Admir	nistration	15,000.00 Dr									F5: Payment
Finan Marke	ce & Accounts	20,000.00 Dr 15,000.00 Dr									F6: Receipt
To Cash	-	13,000.00 DI								50,000.00	F7: Journal
Cur Ba	l: 2,21,500.00 Dr										F8: Sales
											E8: Credit Note
											F9: Purchase
											E9: Debit Note
											F10: Reversing Journal
											<u>F10</u> : Memos
Narration:									50,000	.00 50,000.00	T: Post-Dated
department w	ise Salaries paid										L: Optional
Q: Quit	A: Accept	D: Delete X: 0	Cancel								F11: Features
2. 40%		<u> </u>				\				Ctrl + N	F12: Configure
Tally MAIN> 0	Gateway of Tally> A	Accounting Voucher Crea	ition					(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 8 Jan, 2018	19:28:52

Display of the Cost Category Report

GOT→Display → Statement of Accounts→Cost Centres→Category Summery

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Condensed
Cost Categor	y Summary			M.S.N.D	urgaprasad				Ctrl + M 🗴	F2: Period
Particu	lars							M.S.N.Durgapras For 1-Apr-2017	ad	F3: Company
								ansactions	Closing	
							Debit	Credit	Balance	
							50.00	0.00	50.000.00 D	
Department Administration	n						<u> </u>		50,000.00 Dr 15,000.00 Dr	
Finance & Ac	counts						20,00		20,000.00 Dr	
Marketing							15,00	0.00	15,000.00 Dr	
										C: New Column
										A: Alter Column
										D: Delete Column
										N: Auto Column
										<u>B</u> : Budget Variance
										F8: Related Reports
										F9: Inventory Reports
										F10: A/c Reports
										F11: Features
										F12: Configure
Q: Quit			[R: Remove Line U:	Restore Line U: Restor	e All Space: Selec	t Space: Select All	F12: Range
2. au					^			opacer ociev	Ctrl + N	F12: Value
Tally MAIN> G	ateway of Tally> Disp	olay Menu> Statement	s of Accounts> Dis	olay Cost Centres> Cost	Category Summary		(c) Tally Solutions Pv	t. Ltd., 1988-2017	Mon, 8 Jan, 2018	19:30:53

Display of the Cost Centres Break Report

GOT→Display →Statement of Accounts→Cost Centres→Cost Centres Break-up Condensed Tally.ERP 9 P: Print E: Export Breakup of Cost Centre M: E-Mail O: Upload S: TallyShop K: Control Centre H: Support Centre H: Help G: Language M.S.N.Durgaprasad Ctrl + M 🗵 Cost Centre: Finance & Accounts M.S.N.Durgaprasad Particulars For 1-Apr-2017 Transactions Group Closing Balance Ledger-wise Debit Vouchers Indirect Exper 20,000.00 20,000.00 20,000.00 Dr 20,000.00 Dr Inventory Report : Features Grand Total 20,000.00 20,000.00 Dr R: Remove Line U: Space: Select Q: Quit : Value Ctrl + N (c) Tally Solutions Pvt. Ltd., 1988-2017 Tally MAIN --> Gateway of Tally --> Display Menu --> Statements of Accounts --> Display Cost Centres --> Breakup of Cost Ce... Mon. 8 Jan. 2018 19:32:25

Display of the Cost Centres Report Ledger wise

 $GOT \rightarrow Display \rightarrow Statement of Accounts \rightarrow Cost Centres \rightarrow Ledger Break-up$

Display of the Cost Centres Report Group wise

 $GOT \rightarrow Display \rightarrow Statement of Accounts \rightarrow Cost Centres \rightarrow Group Break-up$

BUDGET

Budgets is an estimate of income and expenditure for a set of periods of time. Reflecting a reading of future financial conditions and goals.

Creation of Budget GOT→Accounts information →Budgets →Create Budget Creation Name : Expenses Budget Under : I Primary

-	Period o	f Budget	Set	/ Alter Budge	ts of
-	From:	To:	Groups	¥	Cost Centres
	1-Apr-2017	31-Mar-2018	Ne	No	No

If you Provide Group Budget/ Ledger Budget/Cost Centre Budget – Put Yes Provide Group Budget – Yes

M.S.N.Durgaprasad										
Group Budgets Under 'Expenses Budget' (From 1-Apr-2017 to 31-Mar-2018)										
Account Name Cost Centre Type of Budget Amount										
Indirect Expenses	Administration	On Closing Balance	2,00,000.00							
Direct Expenses	Production	On Closing Balance	3,00,000.00							
Indirect Incomes	Administration	On Closing Balance	3,00,000.00							
Indirect Expenses	Finance & Accounts	On Closing Balance	2,00,000.00							

Provide Ledger Budget – Yes

M.S.N.Durgaprasad										
Ledger Budgets Under 'Expenses Budget' (From 1-Apr-2017 to 31-Mar-2018)										
Account Name Cost Centre Type of Budget Amount										
Administration	On Closing Balance	30,000.00								
Finance & Accounts	On Closing Balance	40,000.00								
Administration	On Closing Balance	50,000.00								
	From 1-Apr-2017 to 31-I Cost Centre Administration Finance & Accounts	From 1-Apr-2017 to 31-Mar-2018) Cost Centre Type of Budget Administration On Closing Balance Finance & Accounts On Closing Balance								

Provide Cost Centre Budget - Yes

	M.S.N.Durgaprasa Budgets Under 'Exp n 1-Apr-2017 to 31-Ma	enses Budget'	
Cost Centre	Expenses	Income	Closing Balance
Administration Finance & Accounts Production	2,00,000.00 3,00,000.00 3,00,000.00	3,00,000.00	

		<u> </u>	•					0		,	
Tally.ERP 9											
P: Print	E: Export	M: E-Mail	<u>O</u> : Up	load <u>S</u>	: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Vouchers
	ucher Alteration	n			M.S.N.Du	ırgaprasad				Ctrl + M 🛛	F1: Inventory Vouchers
Cash Paymer	nt No. 1									2-Apr-2017 Sunday	E2: Order Vouchers
										Sunday	F2: Date
Particular	5								De	bit Credit	F3: Company
By Salaries									50,000.	00	
Cur Bal:	50,000.00 Dr										F4: Contra
Departmer Adminis		20,000.00 Dr									F5: Payment
Finance	& Accounts	30,000.00 Dr								50.000.00	F6: Receipt
To Cash Cur Bal:	50,000.00 Dr									50,000.00	F7: Journal
											F8: Sales
											E8: Credit Note
											F9: Purchase
											F9: Debit Note
											F10: Reversing Journal
											F10: Memos
Narration:						_			50,000.	.00 50,000.00	T: Post-Dated
Salaries Paid											L: Optional
O: Ouit	A. Assest	D: Delete)	V. Canad		[[[F11: Features
<u>Q</u> : Quit	A: Accept	D: Delete	X: Cancel			<u>`</u>				Ctrl + N	F12: Configure
Tally MAIN> Gat	eway of Tally> Ad	ccounting Voucher A	Alteration					(c) Tally Solutions Pv	t. Ltd., 1988-2017	Thu, 11 Jan, 2018	13:12:57

Vouchers Postings (Payments, Receipts, Purchase, Sales using Cost Centres)

Display of Budget Variance (Group/Ledger/Cost Center) GOT→Display →Statement of Accounts→Cost Center→Cost Centre Breakup →Select Account

Breakup of Cost Centre M.S.N.Durgaprasad	Ctrl + M 🗵
Cost Centre: Finance &	
M.S.N.Durgapra	sad
Particulars 1-Apr-2017 to 2-Apr	
Transactions	Closing
Debit Credit	Balance
Indirect Expenses 30,000.00	30,000.00 Dr

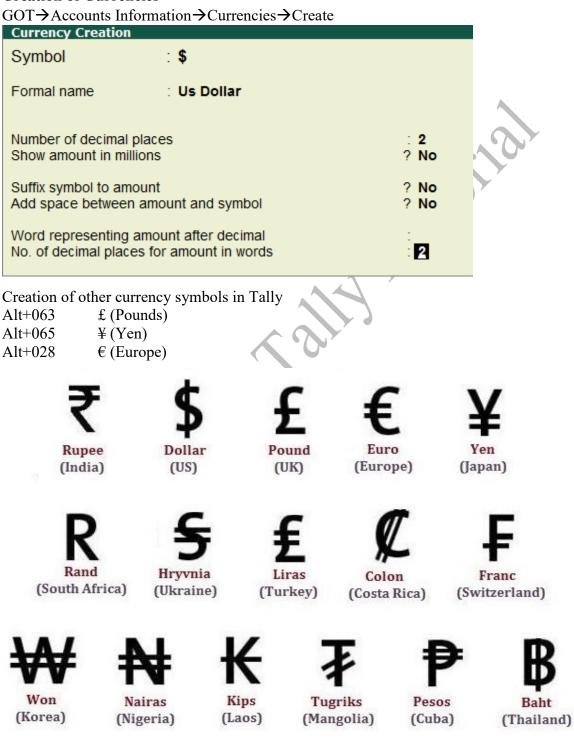
Click on Budget Variance (Alt + B) Select Budget Variance

		ntre: Finance & A	counte	0			
Particulars	1-A	S.N.Durgaprasa or-2017 to 2-Apr-2 Expenses Budget	d)17	Cost Centre: Finance & Accounts M.S.N.Durgaprasad 1-Apr-2017 to 2-Apr-2017 Actuals			
	Transa		Closing	Transa		Closing	
	Debit	Credit	Balance	Debit	Credit	Balance	
						1 more →	
Indirect Expenses	40,000.00		40,000.00 Dr	30,000.00 75.009	6	30,000.00 Dr 75.00%	
Salaries	40,000.00		40,000.00 Dr	30,000.00 75.009	6	30,000.00 Dr 75.00%	

Multi-Currency

Multi-Currency: Multi-currency pricing (MCP) is a financial service which allows businesses to price goods and services in a variety of foreign currencies, while continuing to receive settlement and reporting in their home currency.

Creation of Currencies



Rate of Exchange: In the Rates of Exchange menu, you can specify the rate of foreign currency for a specific date. Foreign exchange variations occur every day with different selling and buying rates. Rates of Exchange feature helps you record rate of Currency for particular date and apply in your transactions.

Creation of Rate of Exchange

 $GOT \rightarrow Accounts information \rightarrow Currencies \rightarrow Rate of Exchange$

Date f	or rate of exchange : 1-Apr-2017					
S.No.	Currency	Std Rate	Selling	Rate	Buying	Rate
			Last Voucher Rate		Last Voucher Rate	
1. 2. 3.	£ (Pounds)	₹ 63.51/\$ ₹ 86.04/£ ₹ 9.77/¥				
	€ (Europe)	₹ 76.07/€				

- 1. Enter the **Standard Rate (optional)** which is used to calculate variances from the actual transaction rates
- 2. Enter the **Selling Rate** (your selling rate)
- 3. Enter the **Buying Rate** (your buying rate)

Selling Rate – Specified Rate

Selling rate is your selling rate (as opposed to bank's selling rate) used for receipt voucher entry where you receive foreign exchange.

Selling Rate – Actual rate

The actual rate at which the currency was last used is displayed and cannot be changed. Buying Rate – Specified Rate

Buying Rate is your buying rate (as opposed to bank's buying rate) used in payment vouchers.

Buying Rate – Actual Rate

The actual rate at which the currency was last used is displayed and cannot be changed.

Transactions

- 1. Deposited in to Western union money transfer from HDFC \$600 (Rs.59/\$)
- 2. HDFC Cheque issued for the purpose of Rent \$300 (Rs.60/\$)
- 3. Rent Received \$250 (Rs.58/\$)
- 4. Commission Paid \$150 (Rs.57/\$)
- 5. Cash deposited in to Western union money transfer \$600 (Rs.60/\$)
- 6. Cash with drawn from Western union money transfer \$500 (Rs.59/\$)

📜 Tally.ERP 9										
	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centr	e H: Support Centre	H: Help	F1: Accounting Vouchers
Accounting Vouch	ner Creation				urgaprasad			, <u> </u>	Ctrl + M	F1: Inventory Vouchers
Cash Receipt	No. 4								1-Apr-2017	F2: Order Vouchers
									Saturday	F2: Date
Particulars								D	ebit Credit	F3: Company
To Rent Receive	d								\$150	
Cur Bal: 10,										F4: Contra
										F5: Payment
										F6: Receipt
										F7: Journal
										F8: Sales
										E8: Credit Note
										F9: Purchase
										E9: Debit Note
										F10: Reversing Journal
										F10: Memos
										·
Narration:										I: Post-Dated
										L: Optional
										Er optionen
										F11: Features
Q: Quit A:	Accept D: Del	lete X: Cance	el							F12: Configure
Tally MAIN> Gatewa	v of Tally> Accounti	ing Voucher, Creation			^		(c) Tally Solution	s Pvt. Ltd., 1988-2017	Ctrl + N Mon, 8 Jan, 2018	10.50.55
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	\$150.00		of Exchan		Value in 🕅					
	\$150.00				5 9,526.50					
	\$150.00									
📬 Tally.ERP 9	\$150.00									
	\$150.00 E: Export						K: Control Centr	e H: Support Centre	H: Help	F1: Accounting Vouchers
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P: Print Accounting Vouch Cash Receipt Particulars To Rent Receive Cur Bai: 19, \$150.00 (Department Administrat By H D F C Cur Bai: 39,	E: Export er Creation No. 4 d 526.50 Cr 2 f 53.51/\$ tion 9, 526.50 Dr	@ ₹ 63.5	51/\$	₹ <u>S</u> : TallyShop	9,526.5 0	3	K: Control Centr	D	Ctrl + M E 1-Apr-2017 Saturday ebit Credit 9,526.50	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note
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P: Print Accounting Vouch Cash Receipt Particulars To Rent Receive <i>Cur Bai</i> : 19, \$150.00 (Department Administrat By H D F C <i>Cur Bai</i> : 39,	E: Export er Creation No. 4 d 526.50 Cr 2 f 53.51/\$ tion 9, 526.50 Dr	@ ₹ 63.5	51/\$	₹ <u>S</u> : TallyShop	9,526.5 0	3	K: Control Centr	D	Ctrl + M E 1-Apr-2017 Saturday ebit Credit 9,526.50	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F3: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
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P: Print Accounting Youch Cash Receipt Particulars To Rent Receive Cur Bai 'By, \$150.00 (Department Administrat By H D F C Cur Bai '39, \$150.00 (S150.00 (Particulars) Cur Bai '39, \$150.00 (Rent Received)	E: Export er Creation No. 4 d 526.50 Cr 2 f 53.51/5 tion 9, 526.50 Dr 2 f 63.51/5	@ ₹ 63.5	51/\$ Q: Upload	₹ <u>S</u> : TallyShop	9,526.5 0	3	K: Control Centro	9,624	Ctrl + M E 1-Apr-2017 Saturday ebit Credit 9,526.50	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Purchase F9: Debit Note F10: Reversing Journal F10: Memos
Accounting Vouch Cash Receipt Particulars To Rent Receive <i>Cur Bal:</i> 19, \$150.00 (Department Administrat By H D F C <i>Cur Bal:</i> 39, \$150.00 (\$150.00 (Narration: Rent Received	E: Export er Creation No. 4 d 526.50 Cr 2 f 53.51/\$ tion 9, 526.50 Dr	@ ₹ 63.5	51/\$ Q: Upload	₹ <u>S</u> : TallyShop	9,526.5 0	3	K: Control Centro	9,624	Ctrl + M E 1-Apr-2017 Saturday ebit Credit 9,526.50	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F8: Sales F9: Purchase F9: Purchase F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal

How to Post Voucher using Exchange Rates

CALCULATE (FOREX) EXCHANGE GAIN/LOSS

Exchange Gain/Loss: Increase or decrease in a cash flow caused by a change in the exchange rate of two currencies, such as when an invoice denominated in one currency is paid in another. See also translation exchange gain or loss

Creation of Ledger MSF Cop (USA)

📜 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F3: Company
Ledger Crea Name : (alias) :	ation : MSF Cop (USA) :			M.S.N	.Durgaprasad	<u>Total O</u>	pening Balance		Ctrl + M 🗷	<u>F3</u> : New Company
Under		: Sundry Cred (Current Lia)		ame ddress	<u>Mailing Detai</u> MSF Cop (USA)	<u>s</u>				
Currency of le	edger	:\$	C	ountry	: United States of Ar	nerica				
Activate intere	est calculation	? No	P	rovide bank details	: No					
				AN/IT No. et/alter GST details	Tax Registration E : ? No	etails	5			L: Details B: Set Chq Books
										S: Set Chq Printing
										L: Ledgers
										Cost Centre
		Oponing Balan	ce (on 1-Apr-2017)							Voucher Types
Q: Quit	A: Accept	D: Delete								F11: Features
					^				Ctrl + N	F12: Configure
Tally MAIN> 0	Gateway of Tally>	Accounts Info> Ledger	s> Ledger Creation				(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 8 Jan, 2018	20:07:27

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Creation of Exchange Gain/Loss

Tally.ERP 9												
P: Print	E: Export	M: E-Mail	O: Upload	d <u>S</u> : 1	FallyShop	G: Language	K: Keybo	ard K: Control	Centre	H: Support Centre		F3: Company
Ledger Creat Name : (alias) :	tion Exchnage Gain/Loss	3			M.S.N.D	urgaprasad	-	Total Opening Bala	<u>1ce</u>		Ctrl + M 🛛	F3: New Company
Under Currency of lec Inventory value Type of Ledger Cost centres a Activate interes	s are affected r are applicable	: Indirect Expe : ₹ ? No ? II Not Applica ? Yes ? No		Name Address Country Provide ban		<u>Mailing D</u> : : : : No	etails		-			
Is GST Applics Set/alter GS Type of Sup	ST Details	nformation ? I Applicable ? No : Services		PAN/IT No.		<u>Tax Registrati</u>	on Details					L: Details B: Set Chq Books S: Set Chq Printing G: Groups L: Ledgers S: Cost Category C: Cost Centre E: Currency V: Voucher Types
		Opening Balanc	e (on 1-Apr-	2017) :					_			
<u>Q</u> : Quit	·	Delete				<u>_</u>]	Ctrl + N	F11: Features F12: Configure
Tally MAIN> G	ateway of Tally> Acco	unts Info> Ledgers	> Ledger Creat	tion				(c) Tally So	lutions Pv	t. Ltd., 1988-2017	Mon, 8 Jan, 2018	20:09:38 //.

Creation of Voucher (exchange Gain/Loss)

Tally.ERP 9 K: Control Centre H: Support Centre H: Help Ctrl + M ⊠ S: TallyShop K: Keyboard M: E-Mai Voucher Type Creation M.S.N.Durgapra Name Exchange Gain/Loss (alias) General Printing Name of Class Select type of voucher : Journal Print voucher after saving ? No Exchange Gain/Loss : Jml Abbreviation Method of voucher numbering ? Automatic Use advanced configuration ? No Use effective dates for vouchers ? No Make this voucher type as 'Optional' by default ? No Allow narration in voucher ? Yes Provide narrations for each ledger in voucher ? No Ledgers Cost Centre Q: Quit Accept Ctrl + N Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Creation (c) Tally Solutions Pvt. Ltd., 1988-2017 Mon, 8 Jan, 2018 20:11:50 - - X Tally.ERP 9 M: E-N S: TallyShop K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M 🛛 M.S.N.Durgaprasad Class: Exchange Gain/Loss Voucher Type Class Use Class for Forex Gain/Loss Adjustments ? Yes Not Applicable Forex Gain/Loss Ledger Account to use Not Applicable Capital Commission Received Exchnage Gain/Loss Furniture MSF Cop (USA) O'S Salaries Profit & Loss A/c Rent Received Salaries Wanes Ledger Name Exchnage Gain/Loss Wages Q: Quit Ctrl + N Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Creation --> Voucher Type Class (c) Tally Solutions Pyt. Ltd., 1988-2017 20:13:23 Mon. 8 Jan. 2018

GOT→Accounts information→Voucher Types→Create

Voucher Postings using exchange rate Transaction: Purchase of Machinery from MSF Cop (USA) \$2500 on 01-04-2018

Tally.ERP 9											
P: Print		1					1		1	(
_	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help		
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Particulars								D	ebit	Credit	
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91776 48745

Payment made to MSF Cop (USA) \$2500 on 02-04-2018 (Voucher Entry Posted – F5-Payment))

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Vouchers
Accounting Vouch					Durgaprasad				Ctrl + M	
Cash Payment	No. 3								2-Apr-2017 Sunday	
										F2: Date
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By MSF Cop (US	A)							\$2	500	
Cur Bal: 1,5	8,775.00 Cr									F4: Contra
										F5: Payment
										F6: Receipt F7: Journal
										F8: Sales
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										F9: Purchase
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S Tally,ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 72,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal
S Tally,ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 72,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	또: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note
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Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 72,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F9: Purchase F9: Debit Note
Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 72,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 72,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 75,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 75,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
Tally.ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (US) Cur Bal: 37, 75,2500.00 (To Cash Cur Bal: 66,	2,500.00	@ ₹ 62/	\$	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De	Ctrl + M E 2-Apr-2017 Sunday bit Credi	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal
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S Tally,ERP 9 P: Print Accounting Vouch Cash Payment Particulars By MSF Cop (USF) Car Bal: 86, \$2,500.00 (To Cash Car Bal: 86, \$2,500.00 (Narration: Payment made to 1	2,500.00	@ ₹ 62/	S Q: Upload	₹1. <u>S:</u> TallyShop	,55,000.0	0	K: Control Centre	De 1,55,000	Ctrl + M E 2-Apr-2013 Sunday ibit Credi .00 1,55,000.00	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F8: Sales F9: Purchase F9: Purchase F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal
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Tally.ERP 9			J			,				
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H. Hala	F1: Condensed
Balance Sheet	E. Export		O. Opidad		Ingaprasad	Keyboard	A. Control Centre	T: Support Centre	Ctrl + M ×	
Bulance Sheet			MS	N.Durgaprasad	l			MSN	.Durgaprasad	l
Liabilities			as	at 2-Apr-2017	Assets			as a	t 2-Apr-2017	F3: Company
										F7: Valuation
Capital Account				2 00 000 00	Fixed Assets				1,58,775.00	<u>S</u> : Schedule VI
Capital			3,00,00		Machinery			1,58,775		
Loans (Liability)					Current Assets				1,06,026.50	
Current Liabilitie				5,000.00	Closing Stock					
Sundry Credito	ors				Cash-in-Hand Bank Accounts			66,500 39,526		
O/S Salaries	0 : "		5,00	<u>00.00</u>	Excess of expendi	turo ovor incomo			<u>.50</u> 43,973.50	<u> </u>
Unadjusted Forex	Gain/Loss			3,775.00	Opening Balance	e over income			43,973.30	<u> </u>
					Current Period			43,973	.50	
										i
										C: New Column
										<u> </u>
										A: Alter Column
										<u>D</u> : Delete Column
										N: Auto Column
										F9: Inventory Report
										F10: A/c Reports
										F11: Features
										<u></u>
Total				3,08,775.00	Total				3,08,775.00	F12: Configure
Q: Quit					R	Remove Line U: R	Restore Line U: Resto	re All Space: Selec	at	F12: Range
					^		<u></u>		Ctrl + N	F12: Value
ally MAIN> Gate	way of Tally> Balar	nce Sheet					(c) Tally Solutions P	rt. Ltd., 1988-2017	Mon, 8 Jan, 2018	20:22:28

Display of Balance Sheet (Unadjusted Forex Gain/Loss)

Display of Ledger (MSF Cop (USA)) (Unadjusted Forex Gain/Loss) GOT \rightarrow Display \rightarrow Accounts Books \rightarrow Ledger \rightarrow MSF Cop (USA)

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Ce	ntre H: He	alo	F1: Detailed
_ Ledger Vouch					Durgaprasad		=	=		Ctrl + M 🗵	F2: Period
Ledger: MSF (Cop (USA)							1-/	Apr-2017 t	o 2-Apr-2017	
Date	Particulars					Vch Typ	e V	ch No.	Debit	Credit	F4: Ledger
1-4-2017 Mach 2-4-2017 Cash	hinery 1					Journal Cash Payme		2 3 1,55	5,000.00	1,58,775.00	
2-4-2017 Un	nadjusted Forex Gai	n/Loss							,775.00		
											F6: Dly Brk-up
											F7: Monthly
											F8: Columnar
											C: Contact
											L: Include Post-da
											F8: Related Rep
											F9: Inventory Rep
											F10: A/c Report
							Opening Bala	ance :			F11: Features
							Current 1	Total : 1,58	3,775.00	1,58,775.00	F12: Configure
		Delete X: Can			[Closing Bala		01.1	0.1	F12: Range
	Enter: Alter D: [Delete X: Can	cel 2: Duplicate	A: Add Vouch	er i: insert Voucher	R: Remove Line U: Res	store Line <u>U</u> : Restore	e All Space:	Select S	pace: Select All	
<u>:</u> Quit					^					Ctrl + N	

Voucher Posting of Exchange Gain/Loss Entry (F7 – Journal)

	Voucher	Туре								
Name	Exchange	e Gain/L	.055	V	oucher	Class I	List			
Class	:				ot Appli hange	cable Gain/Lo)55			
Tally.ERP 9										- 8 23
P: Print E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control	Centre H: Supp	ort Centre	H: Help	F1: Accounting Voucher
Accounting Voucher Creat	ion			Durgaprasad					Ctrl + M 🛛	F1: Inventory Voucher
Exchange Gain/Loss No. 1			Voucher cla	ss: Exchange Ga	in/Loss				2-Apr-2017 Sunday	E2: Order Voucher
										F2: Date
Account : Exchnage Gain/I Cur Bal: 3,775.00 Cr	.055									F3: Company
Particulars									Amount	
MSF Cop (USA)									3,775.00 Dr	F4: Contra
Cur Bal: 3,775.00 Dr									0,110.000 21	F5: Payment
										F6: Receipt
										F7: Journal
										F8: Sales
										E8: Credit Note
										F9: Purchase
										F9: Debit Note
										F10: Reversing Journa
										<u>F10</u> : Memos
Narration: Exchnage Gain									3,775.00 Cr	
										L: Optional
										Edd. Cashing
Q: Quit Accept	D: Delete X: Car	ncel								F11: Features
T-B-MAIN				*		(AT-IL C I	aliana Dia tata 4000	2017	Ctrl + N	F12: Configure
Tally MAIN> Gateway of Tally	Accounting Voucher Creatio	n				(c) Taily Sol	utions Pvt. Ltd., 1988	5-2017	Mon, 8 Jan, 2018	20:26:28

MA

M.S.N. Durga Prasad

91776 48745

Inventory Features

F11 (Features) \rightarrow F2 (Inventory Features)

	Company: M.	S.N.Durgaprasad							
Inventory Features									
General		Invoicing							
Integrate accounts and inventory	? Yes	Enable invoicing	? Yes ? Yes ? Yes ? Yes ? Yes ? Yes						
Enable zero-valued transactions	? No	Record purchases in invoice mode							
Storage and Classification		Use debit and credit notes Record credit notes in invoice mode Record debit notes in invoice mode							
Maintain multiple Godowns	? Yes	Use separate discount column in invoices							
Maintain stock categories	? Yes	Ose separate discount column in invoices							
Maintain batch-wise details	? Yes	Purchase Management							
Set expiry dates for batches	? Yes	Track additional costs of purchases	? No						
Use separate actual and billed quantity columns	? No								
Order Processing		Sales Management							
Enable purchase order processing	? Yes	Use multiple price levels	? No						
Enable sales order processing	? Yes	Other Features							
Enable job order processing	? No	Use tracking numbers (enables delivery and receipt notes)	? Yes						
(Enables the options 'Maintain multiple godowns'		Use rejection inward and outward notes	? Yes						
and 'Use material in and out vouchers')		Use material in and out vouchers	? No						
		Use cost tracking for stock item	? No						

Under General

Integrated accounts and inventory: We are maintaining inventory with accounts put in "Yes" **Zero-Value Transactions**: if any voucher enters zero (0) value then put in "Yes"

Under Storage and classification

Godowns: If you maintain storage locations for stock items put in "Yes" Categories: If you maintain stock categories put in "Yes" Batch-wise: You are maintained stock batch-wise allocation put in "Yes"

Under Order Processing

Purchase order: If you enter order processing vouchers put in "Yes" Sales order: If you enter order processing vouchers put in "Yes"

Under Invoicing

Enable invoicing: If you enter sales, purchase vouchers invoice format then put in "**Yes**" **Debit/Credit Notes**: If you enable Debit note/Credit note put in "**Yes**" as well invoice format also.

Separate Discount: If you enable discount column in vouchers put in "Yes"

Under Purchase Management

Additional cost of purchase: If you want enable additional cost of purchases put in 'Yes" Price Levels: Enable price levels put in "Yes"

Under Other Features

Tracking Numbers: Enable tracking's for stock items for delivery & receipt put in "**Yes**" **Rejections**: enable for stock rejections put in "**Yes**"

Creation of Stock Groups

GOT→Inventory I	nformation→Groups→Create
-----------------	--------------------------

	roup Creation	
Name (alias)		
Under	: I Primary	
	uantities of items be added GST Details	? No ? <u>Y</u> es

If you enter GST details with group wise "Set/alter GST Details – "Yes" Goto F12 Configurations

	coto i iz coninguiations			
	Configurat	ion		
	Allow HSN/SAC details	?	Yes	
	Set type of goods	?	Yes	
	Enable reverse charge calculation	on ?	Yes	
	Set ineligible input credit	?	Yes	
	Select valuation type	?	Yes	2
	Show all GST tax types	?	Yes	
Ì	GST Details			M.S.N.D
		GST Details for	Stock Gro	
		Bik		
	HSN/SAC Details			
	Description :	Bike		
		87112029		
	Is non-GST goods ?	No		
	Tax Details			
	Taxability	: Taxable		
	Is reverse charge applicable	? No		

Is ineligible for input credit	? No		
Тах Туре	Valuation Type	Rate	
Integrated Tax	Based on Value	28	%
Central Tax	Based on Value	14	%
State Tax	Based on Value	14	%
Cess	Based on Value	0	%

Creation of Stock Categories

GOT→Inventory Information→Stock Categories→Create

Stock Ca	Stock Category Creation				
Name (alias)	: Achiver				
Under	: Primary				

Eg: Duet, Glamour, etc...

Creation of Units

Eg: Duet, Glamour,	etc	
Creation of Units		
$GOT \rightarrow$ Inventory In	$formation \rightarrow Units of measurements of measurements of the second statement of$	ure→Create
Unit Creation		
Туре	: Simple	XOY
Symbol	: Pc's	
Formal name	: Pice	
Unit Quantity Code	e (UQC): PCS-PIECES	\checkmark
Number of decimal	places: 0	3

Creation of Godowns

GOT→Inventory Information→Godowns→Create

Godown A	Alteration		
Name (alias)	Sri Lakshmi	Motors Godown	
Address	:		
Under	: I Primary		
	with third party y stock with us	? Yes ? No	

Creation of Stock Items

 $GOT \rightarrow Inventory Information \rightarrow Stock Items \rightarrow Create$ Stock Item Creation M.S.N.Durgaprasad Name : Achiver (alias) : Bike Under Statutory Information Category : Achiver GST Applicable : Applicable Units : Pc's Set/alter GST Details ? No Maintain in batches ? Yes : Goods Type of Supply Track date of manufacturing? Yes Use expiry dates ? No Rate of Duty (eg 5) : 0 Quantity Rate per Value Opening Balance 5 Pc's

If you Enter Item wise HSN code for GST details put in "Set/alter GST Details – "**Yes**" it will open another screen of GST Rate Settings and HSN Code details.

If you enter Opening Balance for stock items it displays another screen of allocation of stock items

	Allocations of : Achiver for: 5 Pc's					
Godown	Batch	Mfg Dt.	Quantity	Rate	per	Amount
Main Location	027HGF05661	Apr-2016	1 Pc's	54,282.00	Pc's	54,282.00
Main Location	301HGA06743	Apr-2016	1 Pc's	54,282.00	Pc's	54,282.00
Main Location	049HGC00517	Apr-2016	1 Pc's	54,282.00	Pc's	54,282.00
Sri Lakshmi Notors Godown	048HGC00542	Apr-2016	1 Pc's	54,282.00	Pc's	54,282.00
Sri Lakshmi Motors Godown	307HGE00876	Apr-2016	1 Pc's	54,282.00	Pc's	5 <mark>4,282.00</mark>

M.S.N. Durga Prasad

Stock Item Creation Name : Achiver (alias) :	M.S.N.Du	irgaprasad
Under : Bike Category : Achiver Units : Pc's Maintain in batches ? Yes Track date of manufacturing? Yes Use expiry dates ? No	Statutory Information GST Applicable : I Applicable Set/alter GST Details ? No Type of Supply : Goods Rate of Duty (eg 5) : 0	
Opening Balance	Quantity Rate per Value 5 PC's 54,282.00 Pc's 2,71,410.00	

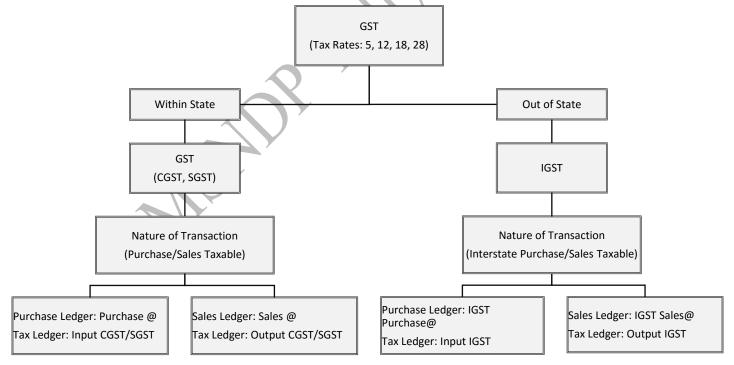
Eg: Creation of Stock items with HSN wise

Eg: Creation of Stock items with HSN wise					
Stock Item	Stock Group	Stock Category	Location (Godown)	Opening Stock	Batch No's (Engine Number)
Achiver	Bike (87112029)	Achiver	Main Location	5 Pc's	300HGA06877 301HGA06743 049HGC00517 048HGC00542 307HGE00876
Duet	Scoter (87112019)	Duet	Sri Lakshmi Motors	3 Pc's	025HGK15698 023HGK21599 023HGK21604
Glamour	Bike	Glamour	Main Location (3Pc's) Sri Lakshmi Motors (2Pc's)	5 Pc's	027HGF05661 023HGF20710 01XH9F03012 02XHGF46432 020HGF48156
Maestro	Scoter	Maestro Edge	Main Location (2Pc's) Sri Lakshmi Motors (1Pc's)	3 Pc's	017HGJ07211 019HGJ11115 018HGJ10814
Baring Ball Radial	Spares 18% (84829900)	Spares	Main Location	590 Pc's	Not Available
Cylinder Head O-Ring Kit	Spares 28% (40169320)	Spares	Main Location	1000 Pc's	Not Available
Engine Oil – 250ML	Lubricants (27101990)	Lubricants	Main Location	500 Pc's	Not Available

M.S.N. Durga Prasad

Tax Rates	Products
5%	Edible oil, sugar, spices, tea, coffee (except instant) Coal (instead of current 11.69%) Mishti/Mithai (Indian Sweets) Life-saving drugs
12%	Computers, Processed food
18%	Hair oil, toothpaste and soaps (currently at 28%) Capital goods and industrial intermediaries (big boost to local industries)
28%	Small cars (+1% or 3% cess) Consumer durables such as AC and fridge Luxury & sin items like BMWs, cigarettes and aerated drinks (+15% cess) High-end motorcycles (+15% cess) Beedis are NOT included here

Creation of Ledgers Purchase/Sales & GST(Input/Output) Format



Inventory Vouchers Posting with Accounting Features (Bills & Interest) Bill–wise details:

It means record the bill to bill transactions to customers & suppliers. That bill to bill transaction is Credit Sales & Credit Purchase after purchase & sales we enter the Payments, Receipts & Returns (Sales & Purchase) that using the bill to bill recording transactions. It shows the books of bills receivable & bills payable. That is outstanding bills of customers & suppliers.

Interest Calculation:

Interest is the charge for the privilege of borrowing money, typically expressed as annual percentage rate. Interest can also refer to the amount of ownership a stockholder has in a company, usually expressed as a percentage.

Tally has the option to use simple mode interest calculation and advance mode interest calculation. Generally, interest is calculated on the overdue bills or delayed payments and on loans. Interest is the income to the receiver and expense for the payer.

Posting & Activate bill – wise details and Interest:

Activation of bill – wise details with Create of Ledger (Debtors, Creditors)

Maintain balance bill-by-bill – Yes

Activate Interest Calculation - Yes

It will open another Screen of Interest parameters

	Interest Parameters		
Calculate Interest Transaction-by-Transaction	? Yes		
Override Parameters for each Transaction	? Yes		
Override advanced parameters	? Yes		
For amounts added	? Yes		
For amounts deducted	? Yes		
	Override Parameters for each Transaction Override advanced parameters Include transaction date for interest calculation: For amounts added		

Rate : 2 % per Calendar Year Applicability : Past Due Date by Rounding : I Not Applicable
on Credit Balances Only 30 days Calculate From : Eff. Date of Transaction

Details of bill – wise details in Vouchers posting (Purchase, Sales, Returns, Receipts & Payments)

Bill-wise Details for : Hero Company Upto: ₹ 12,61,646.08 Cr								
Type of Ref	Name Method of Adj.	Due Date, or redit Days f: 1-Jul-2017)	Amount Dr/ Cr					
New Ref	Advance Agst Ref New Ref On Account	30 Days -Jul-2017)	12,61,646.08 Cr					

Posting of Purchase Invoice

Purchase of stock process in three (Order, Receipt Note, Purchase invoice). Purchase entry posing in Tally two types (Accounting/Item Invoice and Accounting/Item Voucher) Voucher/Invoice:

Voucher

In this voucher format posting of journal entry format

Invoice

In this Invoice format showing bill format.

Accounting/Item Invoice

Item Invoice

In this format showing item details of the screen.

Accounting Invoice

In this format not showing the item details but posted only accounting.

Purchase Order (Alt+F4)

It means we purchase the stock from suppliers first we give the orders of stock to suppliers Transaction:

 Purchase order given to Hero Company Vehicles Order no PO-00256/16-17(GST No. 29AODPA1945B2ZG)

Model	Qty (PC's)	Rate	Chasis Numbers
			187H4A03591, 183H4A03636
Glamour	5 (PC's)	66,624.00	300HGA06877, 301HGA06743
			086HHB70552
			018H9F14171, 019H9F14311
Maestro	5 (PC's)	50,822.99	012H9F14117, 025HGG11803
			027HGG11785

2. Purchase order to Shrika Service with GST Rate of interest 2%PA, Bill No 568 order no P-568/16-17(**37ACWFS9434N2ZV**)

Stock Item	Stock Group	Location (Godown)	Order Stock	Rate	Batch No's (Engine Number)
Baring Ball Radial	Spares 18%	Main Location	600 Pc's	70/-	Not Available
Cylinder Head O-Ring Kit	Spares 28%	Main Location	1000 Pc's	40/-	Not Available
Engine Oil – 250ML	Lubricants	Main Location	500 Pc's	250/-	Not Available

Posting Purchase Order Screen in Tally

					v						
🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Ma	iil O:	Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Vouch
Order Vouch	er Alteration (S	Secondary)			M.S.N.D	urgaprasad				Ctrl + M ×	F1: Inventory Vouche
Purchase Or	der No. 1									1-Jul-2017	
										Saturday	F2: Date
D-+- 6/									Order	DO 00050/40 47	
Party A/c name Current balance		any Vechicles 4 Cr							Order r	10. : PU-00230/10-17	F3: Company
Name of Item								Quanti	ty Rate per D	isc % Amount	
											F4: Purchase Ord
Glamour								5 P	c's 66,624.00 Pc's	3,33,120.00	F5: Sales Order
Maestro								5 P	c's 50,822.99 Pc's	2,54,114.95	J: Job Work Out Ord
										5,87,234.95	W: Job Work In Ord
IGST 28%									28 %	1,64,425.79	S: Stock Query
											C: Pre-Close Orde
											A: Tax Analysis
											<u> </u>
											ļ
											[
											E: Excise
Varration:								10 P		7,51,660.74	-
	r given to Hero Cor	mpany						10 P	0.8	7,51,000.74	L: Optional
alonado olde	. g										F11: Features
Q: Quit	Accept	D: Delete	X: Cancel								
					,	^				Ctrl + N	F12: Configure
ally MAIN> G	ateway of Tally> [Display Menu> D	ay Book> Orde	r Voucher Alteratio	n (Secondary)			(c) Tally Solutions P	vt. Ltd., 1988-2017	Thu, 18 Jan, 2018	20:50:50

Receipt Note (Alt+F9)

It means stock received from suppliers. We transfer the stock to godowns. The godown in charge is raise the receipt note.

Transaction:

1. Stock received from Hero Company Vehicles Order no PO-00256/16-17(GST No.

29AODPA1945B2ZG)

Model	Qty (PC's)	Rate	Chasis Numbers
			187H4A03591, 183H4A03636
Glamour	5 (PC's)	66,624.00	300HGA06877, 301HGA06743
			086HHB70552
			018H9F14171, 019H9F14311
Maestro	5 (PC's)	50,822.99	012H9F14117, 025HGG11803
			027HGG11785

2. Order Stock Received from Shrika Service with GST Rate of interest 2%PA, Bill No 568 order no P-568/16-17(**37ACWFS9434N2ZV**)

Stock Item	Stock Group	Location (Godown)	Order Stock	Rate	Batch No's (Engine Number)
Baring Ball Radial	Spares 18%	Main Location	500 Pc's	70/-	Not Available
Cylinder Head O-Ring Kit	Spares 28%	Main Location	850 Pc's	40/-	Not Available
Engine Oil – 250ML	Lubricants	Main Location	500 Pc's	250/-	Not Available

Posting Receipt Note Screen in Tally

		-									
Tally.ERP 9											
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nventory V	oucher Alterat	ion (Secondary))		M.S.N.D	urgaprasad				Ctrl + M	F1: Inventory Vouc
Receipt N	ote No. 1									1-Jul-2017	E2: Order Vouch
eference no.	: PO-00256/16-17	1								Saturday	F2: Date
arty A/c nam		pany Vechicles									F3: Company
urrent balan		.74 Cr									
ame of Iten	n							Quant	ity Rate per D	Disc % Amount	F4: Purchase O
ilamour								5 F	c's 66,624.00 Pc's	3,33,120.00	=
laestro									C's 50,822.99 Pc's	2,54,114.95	
accac											W: Job Work In C
GST 28%									28 %	1,64,425.79	
									20 /0	.,,	A: Tax Analysis
											<u>A</u> rux / elalysis
											ļ
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											E: Excise
arration:								10 F	'c's	7,51,660.74	T: Post-Dated
tock Receive	ed from Hero Com	pany									L: Optional
: Quit	A: Accept	D: Delete	X: Cancel								F11: Features
	Entracept	<u></u>				^				Ctrl + N	F12: Configure
lly MAIN>	Gateway of Tally	> Display Menu>	Day Book> Invent	ory Voucher Alterat	ion (Secondary)			(c) Tally Solutions	vt. Ltd., 1988-2017	Thu, 18 Jan, 2018	20:51:23

Purchase (F9)

We purchase from suppliers. After receipt note we raise the purchase invoice that invoice is cash purchase and credit purchase. In this purchase voucher following transactions

- Purchase of Stock on Cash/Credit with GST
- > Purchase of any other items (Expenses, Assets) with GST

Ctrl+V \rightarrow To convert Voucher format and Invoice format

Alt+I \rightarrow To convert Accounting Invoice and Item Invoice format

Transaction:

1. Stock Received from Hero Company(PI-459/16-17)

Stock Item	Stock Group	Location (Godown)	Order Stock	Rate	Batch No's (Engine Number)
Achiver	Bike (87112029)	Main Location	3 Pc's	68590/-	300HGA66877, 301HGA66743 307HGE65876
Duet	Scoter (87112019)	Main Location	4 Pc's	52285/-	025HGK58698, 023HGK48599 023HGK45699, 023HGK46999
Glamour	Bike	Main Location	5 Pc's	70650/-	027HGF50661, 023HGF02710 01XH9F30012, 02XHGF65432 020HGF85156
Maestro	Scoter	Main Location	5 Pc's	53685/-	017HGJ85211, 019HGJ55115 018HGJ56814, 019HGJ55168 019HGJ58965

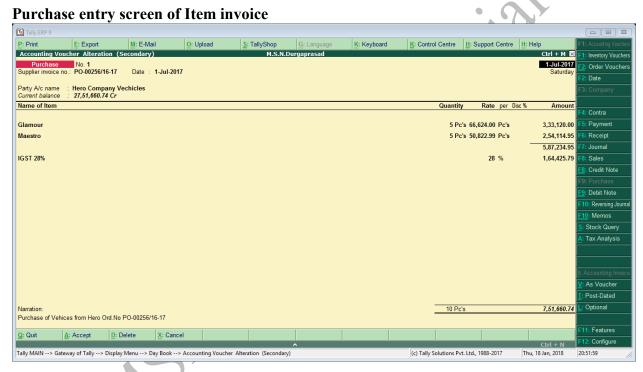
Stock Item	Stock Group	Location (Godown)	Order Stock	Rate	Batch No's (Engine Number)
Baring Ball Radial	Spares 18%	Main Location	400 Pc's	230/-	Not Available
Cylinder Head O-Ring Kit	Spares 28%	Main Location	8000 Pc's	135/-	Not Available
Engine Oil – 250ML	Lubricants	Main Location	450 Pc's	250/-	Not Available

2. Stock Received from Shrika Service with GST (PI-568/16-17)

Activate bill – wise details for manually in Voucher Postings

Goto F12 Configuration

Use default for bill allocations - No



Bill - wise details for under Voucher Posting

		for : Hero Compa 12,61,646.08 Cr	ny
Type of Ref	Name	Due Date, or	Amount Dr/
		Credit Days	Cr
		(wef: 1-Jul-2017)	
New Ref	PI-459/16-17	30 Days	12,61,646.08 Cr
		(31-Jul-2017)	

Interest Parameters for bills with voucher posting

Interest Parameters							
Rate : 2 % per Calendar Year Applicability : Always From: Eff. Date of Transaction Rounding : I Not Applicable	on Credit Balances Only Date: 1-Jul-2017 To:						

Purchase entry screen of Accounting invoice (Expenses for GST)

Eg. Purchase of Stationery 1600 with GST 6% from Stationery mart (37ABZFS7433B1ZP)

📜 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre			F1: Accounting Vouchers
	ucher Creation			M.S.N.D	urgaprasad				C	trl + M 🔀	F1: Inventory Vouchers
Purchase Supplier invoice r		Date :								1-Jul-2017 Saturday	E2: Order Vouchers
Supplier Invoice I	0	Date .								Gaturday	F2: Date
Party A/c name Current balance	Stationery Mart									1	
Particulars								Rate	por	Amount	
								Kate	per		F4: Contra
Stationery Input SGST 6%								6	%	1,000.00 60.00	F5: Payment
Input CGST 6%									%	60.00	F6: Receipt
											F7: Journal
											F8: Sales
											E8: Credit Note
											F9: Debit Note
											F10: Reversing Journa
											F10: Memos
											A: Tax Analysis
											I: Item Invoice
											- V: As Voucher
											T: Post-Dated
Narration:										1,120.00	L: Optional
	onery from Stationer	y Mart								1,120.00	
			((([(F11: Features
<u>Q</u> : Quit	Accept D:	Delete X: Can	cel								F12: Configure
Tally MAIN> Gat	eway of Tally> Acco	unting Voucher Creation	1		^		(c) Tally Solutions Pv	t. 1td. 1988-2017	Tue, 16 Ja	rl + N	16.16.00
and the second second	andy of rony - Acco						(c) rany solutions PV		100, 1038	., 2010	10:15:52

Multiple Tax Applied on Single Invoice (Purchase/Sales)

Activate the Feature on Configuration Settings (F12) Use common ledger account for item allocations – "**No**"

Sales Order Configuration	
Enable supplementary details (Address details, despatch details, etc.)	? Yes
Allow separate buyer and consignee names	? No
Use common ledger account for item allocation	? No
Provide additional descriptions for stock item name	? No

Tally.ERP 9		1				1					
P: Print	E: Export	M: E-Mail	<u>O</u> : Upl	load <u>S</u> :	TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouc
	oucher Alteration	n (Secondary)			M.S.N.Du	ırgaprasad				Ctrl + M 🗴	F1: Inventory Vouch
Purchase Supplier invoice	No. 3 e no.: P-568/16-17	Date : 1	-Jul-2017							1-Jul-2017 Saturday	E2: Order Vouche
Party A/c nam Current balanc	e : Shrika Servio e : 86,450.00										F3: Company
Name of Item								Quantity	Rate per Dis	c% Amount	F4: Contra
Baring Ball R								500 Pc's		35,000.00	F5: Payment
Cylinder Head	-							850 Pc's		34,000.00	
Engine Oil – 2	250ML							500 Pc's	s 250.00 Pc's	1,25,000.00	
										1,94,000.00	!
nput CGST 14 nput CSGT 9									14 % 9 %	4,760.00 14,400.00	E8: Credit Note
nput SGST 14									14 %	4,760.00	F9: Purchase
nput SGST 9	%								9 %	14,400.00	E9: Debit Note
											F10: Reversing Jour
											F10: Memos
											S: Stock Query
											A: Tax Analysis
											· · · ·
											I: Accounting Invo
											V: As Voucher
											T: Post-Dated
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Varration:								1,850 Pc's	3	2,32,320.00	L: Optional
Purchase of Sh	Irika Service										
2: Quit	A: Accept	D: Delete	X: Cancel	[F11: Features
						^				Ctrl + N	F12: Configure
ally MAIN> 0	ateway of Tally> Di	isplay Menu> Day	Book> Account	ting Voucher Altera	tion (Secondary)			(c) Tally Solutions Pvt.	Ltd., 1988-2017	Mon, 29 Jan, 2018	18:23:55

Posting Screen of Multiple Tax in Single Invoice on Purchase

Posting of Sales Invoice

Sale of stock process in three (**Order, Delivery Note, Sale invoice**). Sale entry posing in Tally two types (**Accounting/Item Invoice and Accounting/Item Voucher**)

Voucher/Invoice:

Voucher

In this voucher format posting of journal entry format

Invoice

In this Invoice format showing bill format.

Accounting/Item Invoice

Item Invoice

In this format showing item details of the screen.

Accounting Invoice

In this format not showing the item details but posted only accounting.

Sale Order (Alt+F5)

It means Sale the stock to customers first we receive the orders of stock from customers. Transactions

- 1. Sale Order received from Anvita Motors Order No SO0002/16-17
 - (37AYZPS6047C1ZR)

Stock Item	Order Stock	Rate	Dis.Rate	Batch No's (Engine Number)
Baring Ball Radial	800 Pc's	100/-		
Cylinder Head O-Ring Kit	1500 Pc's	80/-	2 %	
Engine Oil – 250ML	550 Pc's	300/-		
Achiver				048HGC00542,
	3 Pc's	50,265.62/-	1 %	049HGC00517,
				300HGA06877
Glamour				027HGF05661,
				01XH9F03012,
	5 Pc's	45,685.16/-	1 %	086HHB70552,
				02XHGF46432
			N.0	183H4A03636
Maestro				018HGJ10814, 025HGG11803
	5 Pc's	42,108.59/-	1%	027HGG11785, 017HGJ07211
			7	012H9F14117

2. Sale Order received from Sangavi Automobiles Order No - SO0001/16-17 / J

(37AAFFJ9355G1Z1)

Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	350/-

Posting Sales Order Screen in Tally

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
	r Alteration (Seco	ndary)		M.S.N.Du	irgaprasad					E1: Inventory Vouchers
Sales Order	No. 1								1-Jul-2017 Saturday	
									Saturuay	F2: Date
Party A/c name	: Anvita Motors							Order n	io. : SO0002/16-17	F3: Company
Current balance	: 4,64,536.00 Dr						Quantity	Rate per Di	sc % Amoun	
Nume of item							Quantity	Nate per bi	ac a Amoun	F4: Purchase Order
Baring Ball Rad	lial						800 Pc's	s 100.00 Pc's	80,000.00	F5: Sales Order
Cylinder Head	D-Ring Kit						1,500 Pc's	s 80.00 Pc's	2 % 1,17,600.00	J: Job Work Out Order
Engine Oil – 25	DML						550 Pc's	s 300.00 Pc's	1,65,000.00	W: Job Work In Order
Achiver							3 Pc'	s 50,265.62 Pc's	1 % 1,49,288.88	S: Stock Query
Glamour							5 Pc'	s 45,685.16 Pc's	1 % 2,26,141.55	C: Pre-Close Order
Maestro							5 Pc'	s 42,108.59 Pc's	1 % 2,08,437.50	A: Tax Analysis
									9,46,467.93	
Output CGST 14 Output SGST 14								14 % 14 %	98,205.51 98,205.51	
Output CGST 9	6							9 %	22,050.00	
Output SGST 99 Round Off	6							9 %	22,050.00 0.05	
Round On									0.00	
										E: Excise
Narration:							2,863 Pc's	6	11,86,979.00	T: Post-Dated
Sale Order receiv	ed from Anvita Motors	1								L: Optional
Q: Quit	A: Accept D: I	Delete X: Cance								F11: Features
a. aan	Turnere Die	<u>N.</u> Oanet			~				Ctrl + N	F12: Configure
Tally MAIN> Gat	eway of Tally> Displa	y Menu> Day Book>	Order Voucher Alt	teration (Secondary)			(c) Tally Solutions Pvt	. Ltd., 1988-2017	Sat, 27 Jan, 2018	11:38:06

M.S.N. Durga Prasad

DELIVERY NOTE (Alt+F8)

It means stock delivery to customers from the stock godowns. The godown in charge the raise the delivery note.

Transactions

1. Stock Delivery to Anvita Motors Delivery No – DN0001/16-17

Stock Item	Order Stock	Rate	Dis.Rate	Batch No's (Engine Number)
Baring Ball Radial	500 Pc's	100/-		
Cylinder Head O-Ring Kit	800 Pc's	80/-	2 %	
Engine Oil – 250ML	400 Pc's	300/-		
Achiver	2 Pc's	50,265.62/-	1 %	048HGC00542,
	2105	50,205.02/-	1 /0	300HGA06877
Glamour				027HGF05661,
				01XH9F03012,
	5 Pc's	45,685.16/-	1 %	086ННВ70552,
			×	02XHGF46432
				183H4A03636
Maestro			N.0	018HGJ10814, 025HGG11803
	5 Pc's	42,108.59/-	1%	027HGG11785, 017HGJ07211
		4		012H9F14117

2. Stock Delivery to Sangavi Automobiles Delivery No – DN0002/16-17

Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	350/-

Posting Delivery Note Screen in Tally

Tally.ERP 9	
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard	K: Control Centre H: Support Centre H: Help F1: Accounting Voucher
Inventory Voucher Alteration (Secondary) M.S.N.Durgaprasad Delivery Note No. 1 Reference no.: SO000/16-17 Party A/c name : Anvita Motors Current balance : 4,64,536.00 Dr	Ctrl + M 22 1-Jul 2017 Saturday F2: Date F3: Company
Name of Item	Quantity Rate per Disc % Amount F4: Purchase Orde
Baring Ball Radial Cylinder Head O-Ring Kit	500 Pc's 100.00 Pc's 50,000.00 F5: Sales Order 800 Pc's 80.00 Pc's 2 % 62,720.00 G: Job Wark Out Orde
Engine Oil – 250ML	400 Pc's 300.00 Pc's 1,20,000.00 W: Job Work In Orde
Achiver	2 Pc's 50,265.62 Pc's 1 % 99,525.92 Stock Query
Glamour	5 Pc's 45,685.16 Pc's 1 % 2,26,141.55 A: Tax Analysis
Maestro	5 Pc's 42,108.59 Pc's 1 % 2,08,437.50
Output CGST 14% Output SGST 14% Output SGST 9% Output SGST 9% Round Off	14 % 83,555.50 14 % 83,555.50 9 % 15,300.00 9 % 15,300.00 0.03
Narration:	1,712 Pc's 9,64,536.00 1: Post-Dated
Received from Anvita Motors	L: Optional
Q: Quit A: Accept D: Delete X: Cancel	F11: Features F12: Configure
Tally MAIN> Gateway of Tally> Display Menu> Day Book> Inventory Voucher Alteration (Secondary)	Ctrl + N F12: Conjugate (c) Tally Solutions Pvt. Ltd., 1988-2017 Sat, 27 Jan, 2018 11:39:34

SALES (F8)

After delivery note we raise the Sales invoice that invoice is cash Sales and credit Sales. Transactions

- 1. Sale of Vehicle (Maestro) to Prasanthi 64300/- including GST 28% Chasis Number (018HGJ56814)
- 2. Stock sold to Anvita Motors Delivery No DN0001/16-17

Stock Item	Order Stock	Rate	Dis.Rate	Batch No's (Engine Number)
Baring Ball Radial	500 Pc's	100/-		
Cylinder Head O-Ring Kit	800 Pc's	80/-	2 %	
Engine Oil – 250ML	400 Pc's	300/-		
Achiver				048HGC00542,
	2 Pc's	50,265.62/-	1 %	049HGC00517,
				300HGA06877
Glamour				027HGF05661,
			X	01XH9F03012,
	5 Pc's	45,685.16/-	1 %	086HHB70552,
			NU	02XHGF46432
				183H4A03636
Maestro				018HGJ10814, 025HGG11803
	5 Pc's	42,108.59/-	1 %	027HGG11785, 017HGJ07211
				012H9F14117

3. Sale made to Sangavi Automobiles Delivery No - DN0002/16-17

Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	350/-

Posting of Sales Screen in Tally

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F1: Account (Incl. of Tax) Accounting Voucher Alteration (Secondary) M.S.N.Durgaprasad Ctrl + M F1: Mexically F2: Order V F2: Order V </th
Sales No. 4 Reference no:: SO0002/16.17 Saturday Party A/c name : Anvita Motors Current balance : 4,64,536.00 Dr F2: Order V Name of Item Quantity Rate Rate per Disc % Amount P4: Contra (Incl. of Tax) F4: Contra
Reference no:: S00002/16.17 Party A/c name : Anvita Motors Current balance : 4,64,536.00 Dr Saturday 12: Order V Name of Item Quantity Rate Rate per Disc % Amount 14: Contra
Party A/c name : Anvita Motors Current balance : 4,64,536.00 Dr Name of Item Quantity Rate per Disc % Amount (Incl. of Tax) F2: Date F3: Comparing (Incl. of Tax) F4: Contra
Current balance : 4,64,536.00 Dr Name of Item Quantity Rate Rate per Disc % Amount (Incl. of Tax)
Name of Item Quantity Rate per Disc % Amount (Incl. of Tax) F4: Contra
(not, or tax)
152 Paring Ball Radial 500 Pc's 118.00 100.00 Pc's 50.00.00 Pc
2 Data 64 200 00 50 265 50 Data 4 % 00 555 50
Glamour 5 Pc/c 58 477 00 45 685 16 Pc/c 1 % 2 76 141 55
Maneto 5Pc's 53,89,00 42,108,59 Pc's 1 & 2,04,173 Pc Purcha
1.66,624 B B B B B B B B B B B B B B B B B B B
Output CGST 14% 14 % 83,555.50 F10: Revesi 14 % 83,555.50 Uutput CGST 14% 14 % 83,555.50
Output SGST 14% 14 % 83,555.01 E10: Memo Output CGST 9% 9 % 15,300.00 5: Stock Q
Output SGST 9% 9 % 15,300.00
Round Off 0.03 A. Tax Ana
1. Accountin
Vr. As Your
I. Post-Dati
Narration: 1,712 Pc's 9,64,536.00 U Optional
Narraton:
F11: Feature
Q: Quit A: Accept D: Delete X: Cancel
Tally MAIN> Gateway of Tally> Display Menu> Day Book> Accounting Voucher Alteration (Secondary) (c) Tally Solutions Pvt. Ltd., 1988-2017 Sat, 27 Jan, 2018 11:42:08

Multiple Tax Applied on Single Invoice (Purchase/Sales)

Activate the Feature on Configuration Settings (F12) Use common ledger account for item allocations – "**No**"

Sales Order Configuration	
Enable supplementary details (Address details, despatch details, etc.)	? Yes
Allow separate buyer and consignee names Use common ledger account for item allocation Provide additional descriptions for stock item name	? No ? No ? No

Posting of Sale invoice on Multiple Tax on Single Invoice

📜 Tally.ERP 9		c	
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard	K: Control Centre H: Support Centre		ccounting Vouchers
Accounting Voucher Alteration (Secondary) M.S.N.Durgaprasad		Ctrl + M 🔀 F1: In	ventory Vouchers
Sales No. 5 Reference no.: SO0001/16-17		1-Jul-2017 Saturday	order Vouchers
		F2: D)ate
Party A/c name : Sangavi Automobiles Current balance : 98,700.00 Dr		F3: C	
Name of Item	Quantity Rate per Disc	% Amount	
			Contra
Baring Ball Radial	350 Pc's 100.00 Pc's		ayment
Cylinder Head O-Ring Kit	500 Pc's 80.00 Pc's	· · · · ·	leceipt
Engine Oil – 250ML	300 Pc's 300.00 Pc's	90,000.00 F7: Jo	
		1,65,000.00 F8: S	
Output SGST 9% Output SGST 14%	9 % 14 %	5 600 00	redit Note
Output CGST 14%	14 % 9 %	3,000.00	urchase
Output CGST 9%	9 %		lebit Note
			Reversing Journal
			Memos
			ock Query
		A: Ta	x Analysis
			Voucher
			st-Dated
Narration:	1,150 Pc's	1,98,700.00 L: Op	otional
Sold to Sangavi Motors			
Q: Quit A: Accept D: Delete X: Cancel			Features
			Configure
Tally MAIN> Gateway of Tally> Display Menu> Day Book> Accounting Voucher Alteration (Secondary)	(c) Tally Solutions Pvt. Ltd., 1988-2017	Mon, 29 Jan, 2018 18:27:	09 //

M.S.N. Durga Prasad

How to enter Item rate is include of GST like MRP rate

Activate of inclusive of tax for stock item

Under Sales Voucher go to configuration settings (F12)

Statutory Options	
Allow entry of rate inclusive of tax for stock item	? Yes
Calculate tax on current sub-total	? No

Transaction

50 Pc's Sale of stock item (Engine Oil – 250ML) to Siva Traders include of GST rate 300 (37DKCPD2411M1ZD)

🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centr	e <u>H</u> : Support C	Centre H: Hel	-	F1: Accounting Vouchers
Accounting Vou Sales	cher Creation No. 5			M.S.N.D	urgaprasad					Ctrl + M 🛛	F1: Inventory Vouchers
Reference no.:	110. 5									Saturday	E2: Order Vouchers
Party A/c name	: Siva Traders										F2: Date F3: Company
Current balance	1										r or company
Name of Item							Quantity (Incl. of	Rate Rate Tax)	per Disc %	Amount	F4: Contra
											F5: Payment
Engine Oil – 250M	ML						50 Pc's 3	00.00 254.24	Pc's	12,712.00	- or receipt
											F7: Journal
											F8: Sales <u>F8</u> : Credit Note
											F9: Purchase
											E9: Debit Note
											F10: Reversing Journal
											<u>F10</u> : Memos
											S: Stock Query
											A: Tax Analysis
											I: Accounting Invoice
											⊻: As Voucher
											T: Post-Dated
Narration:							50 Pc's			12,712.00	L: Optional
Q: Quit	Accept D: De	elete X: Cance	el 🖉								F11: Features F12: Configure
Tally MAIN> Gates	way of Tally> Account	ing Voucher Creation			^		(c) Tally Solution	s Pvt. Ltd., 1988-201	17 Fri. 19	<u>Ctrl + N</u> Jan, 2018	22:05:20
		-									1 10
6											
📜 Tally.ERP 9											
Tally.ERP 9	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centr	e H: Support C	Centre H: Hel	p	F1: Accounting Vouchers
P: Print Accounting Vou	cher Creation	M: E-Mail	O: Upload		<u>G:</u> Language urgaprasad	K: Keyboard	<u>K</u> : Control Centr	e <u>H</u> : Support C	Centre <u>H</u> : Hel	Ctrl + M 🗵	F1: Accounting Vouchers F1: Inventory Vouchers
P: Print		<u> M</u> : E-Mail	O: Upload			K: Keyboard	K: Control Centr	e <u> </u> <u>H</u> : Support C	Centre <u>H</u> : Hel	-	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers
P: Print Accounting Vou Sales Reference no.:	cher Creation No. 5	M: E-Mail	O: Upload			<u>K</u> : Keyboard	K: Control Centr	e <u>H</u> : Support C	Centre <u>H</u> : Hel	Ctrl + M 🛛	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date
P: Print Accounting Vou Sales Reference no.: Party A/c name <i>Current balance</i>	cher Creation	M: E-Mail	O: Upload			K: Keyboard			Centre <u>H</u> : Hel	Ctrl + M 🛛	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers
P: Print Accounting Vou Sales Reference no.: Party A/c name	cher Creation No. 5	<u> M</u> : E-Mail	O: Upload				Quantity	Rate Rate	Centre <u>H</u> : Hel	Ctrl + M 🛛	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company
P: Print Accounting Vous Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item	Cher Creation No. 5 : Siva Traders :	<u>M</u> : E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax)	per Disc %	Ctrl + M I 1-Jul-2017 Saturday Amount	F1: Accounting Vouchers E1: Inventory Vouchers E2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment
P: Print Accounting Vou Sales Reference no.: Party A/c name <i>Current balance</i>	Cher Creation No. 5 : Siva Traders :	<u>M</u> : E-Mail	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate	per Disc %	Ctrl + M X 1-Jul-2017 Saturday	F1: Accounting Vouchers E1: Inventory Vouchers E2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2500	Cher Creation No. 5 : Siva Traders :	J <u>M</u> : E-Mail	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00	F1: Accounting Vouchers E1: Inventory Vouchers E2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment
P: Print Accounting Vous Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item	Cher Creation No. 5 : Siva Traders :	JM: E-Mail	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate Tax)	per Disc %	Ctrl + M I 1-Jul-2017 Saturday Amount	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	<u>M: E-Mail</u>	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	<u>M: E-Mail</u>	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	<u>Q</u> : Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	<u>M</u> . E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F9: Ourchase F9: Debit Note
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Potrchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Memos S: Stock Query
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F9: Purchase F9: Purchase F10: Reversing Journal F10: Reversing Journal
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Potrchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Memos S: Stock Query
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	<u>O</u> : Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F9: Ordit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Memos \$3: Stock Query A: Tax Analysis
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Memos S: Stock Query A: Tax Analysis I: Accounting Invoice
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Potrchase F9: Debit Note F10: Reversing Journal F10: Memos S: Stock Query A: Tax Analysis I: Accounting Invoice V: As Voucher
P: Print Accounting Vou Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2500 Output SGST 9% Output CGST 9%	Cher Creation No. 5 : Siva Traders :	M: E-Mail	O: Upload				Quantity (Incl. of 50 Pc's 34	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M ⊠ 1.Jul-2017 Saturday Amount 12,712.00 1,144.08 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Memos S: Stock Query A: Tax Analysis I: Accounting Invoice
P: Print Accounting Vour Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2501 Output SGST 9%	Cher Creation No. 5 Siva Traders	M: E-Mail	O: Upload				Quantity (Incl. of	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M E 1-Jul-2017 Saturday Amount 12,712.00 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal S: Stock Query A: Tax Analysis L: Accounting Invoice V: As Voucher T: Post-Dated
P: Print Accounting Vou Sales Reference no.: Party A/c name <i>Current balance</i> Name of Item Engine Oil – 2500 Output CGST 9% Output CGST 9% Narration: Sale of E-Oil to Sk	va Traders						Quantity (Incl. of 50 Pc's 34	Rate Rate Tax) 00.00 254.24 9	per Disc %	Ctrl + M ⊠ 1.Jul-2017 Saturday Amount 12,712.00 1,144.08 1,144.08	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F8: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal F10: Reversing Journal S: Stock Query A: Tax Analysis L: Accounting Invoice V: As Voucher T: Post-Dated
P: Print Accounting You Sales Reference no.: Party A/c name Current balance Name of Item Engine Oil – 2500 Output SGST 9% Output CGST 9% Output CGST 9% Sale of E/Oil to Sh Q: Quit 2	Cher Creation No. 5 Siva Traders	Hete X: Cance					Quantity (Incl. of 50 Pc's 34	Rate Rate Tax) 00.00 254.24 9	per Disc % Pc's %	Ctrl + M 2 1.Jul.2017 Saturday Amount 12,712.00 1,144.08 1,144.08 1,144.08 1,144.08 1,144.08 Ctrl + N	F1: Accounting Vouchers F1: Inventory Vouchers F2: Order Vouchers F2: Date F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal F8: Sales F8: Sales F9: Purchase F9: Purchase F9: Purchase F9: Purchase F10: Reversing Journal F10: Memos S: Stock Query A: Tax Analysis I: Accounting Invoice V: As Voucher I: Post-Dated V: Optional

Posting of Sale Returns (Credit Note)

Rejection In (Ctrl+F6)

Return stock from customers. This rejection in Entry passed by godown in charge after rejection we enter the Credit note.

Transactions

2 Pc's Glamour Vehicle Return from Anvita Motors Order No. SO0002/16-17 (01XH9F03012, 027HGF50661)

🚺 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Uploa		G: Language	K: Keyboard K: Co	ntrol Centre	H: Support Centre	H: Help	F1: Accounting Vouch
Inventory Vouch				M.S.N.Du	rgaprasad					M X F1: Inventory Vouch
Rejections In	No. 1								1-Jul-	2017 E2: Order Vouche
									Salu	F2: Date
		Ledger Account				Customer's	Name and Ad	dress		F3: Company
Anvita Motors					Anvita Motors					
										F6: Rejections In
										F6: Rejections O
Name of Item					•		Quantity	Rate per Dis	c% Am	ount F7: Indent
										F7: Stock Journa
Glamour							2 Pc'	s 45,685.16 Pc's	91,37	0.32 F8: Delivery Note
Tracking No.	RI/CN-0023	Order No.: I Not Applicable				Main Location 01XH9F0301	2	1 Pc's 45,685.16 Pc's	45,68	F9: Receipt Note
						Mfg Dt.: Apr-2016		1 PC 5 40,000.10 PC	40,00	F10: Physical Sto
Tracking No.	RI/CN-0023	Order No.: I Not Applicable				Main Location 027HGF056		1 Pc's 45,685,16 Pc's	45.68	J: Material Out
						Min Location 027HGF056 Mfg Dt.: Apr-2016		1 PCS 45,005.10 PCS	45,60	W: Material In
										Stock Query
										I: Post-Dated
										L: Optional
Narration:							2 Pc'	s	91,37	0.32
Return Stock from	Anvita Motor Accept	D: Delete X: Cance	al		.					F11: Features
<u>Q</u> : Quit <u>A</u> :	. Accept	D: Delete	ei						Ctrl +	N F12: Configure
Tally MAIN> Gatew	ay of Tally> I	nventory Voucher Creation				(c) Ta	lly Solutions Pvt	. Ltd., 1988-2017	Sat, 27 Jan, 2018	

Credit Note (Ctrl+F8)

It Record in returns transaction from Customer and Customer Adjustments.

Transactions

2 Pc's Glamour Vehicle Return from Anvita Motors Order No. SO0002/16-17 (01XH9F03012, 027HGF50661)

Y

	/										
🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Uple	oad <u>S</u> :	TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
Accounting Vouc					M.S.N.Du	ırgaprasad					EI: Inventory Vouchers
Credit Note Original invoice no.		Date								1-Jul-2017 Saturday	2: Order Vouchers
Chighiai invoice no.	-	Date								Gaturuay	F2: Date
Party A/c name : Current balance	Anvita Motors 4.64.536.00 Dr										F3: Company
Name of Item	4,04,530.00 DF							Quantit	y Rate per D	lisc % Amount	-
								quanta	, Nato por 2	All of the second se	F4: Contra
Glamour								2 P	c's 45,685.16 Pc's	91,370.32	F5: Payment
											F6: Receipt
Dutput SGST 14%									14 % 14 %	12,791.84	
Output CGST 14%									14 70	12,791.84	F8: Sales
											<u>F8</u> : Credit Note
											F9: Purchase
											E9: Debit Note
											F10: Reversing Journal
											F10: Memos
											S: Stock Query
											A: Tax Analysis
											I: Accounting Invoice
											V: As Voucher
Provide GST details	s : No										T: Post-Dated
Varration:								2 PC		1,16,954.00	=
Narration: Sales Retuurn from	anvita motors							2P0	3	1,10,954.00	
							1		1		F11: Features
2: Quit A	: Accept D: D	lelete X: 0	Cancel			_				Ctrl + N	F12: Configure
ally MAIN> Gatev	vay of Tally> Accour	nting Voucher Crea	tion			~		(c) Tally Solutions P	rt. Ltd., 1988-2017	Sat, 27 Jan, 2018	11:51:33
		-							-		

Posting of Purchase Returns (Debit Note)

Rejection Out (Alt+F6)

Return stock to Suppliers. This rejection in Entry passed by godown in charge after rejection we enter the Debit note.

Transactions

1 Pc's of Achiver Reject to Hero Company(049HGC00517) order no P-459/16-17

Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
Inventory Vou				M.S.N.D	urgaprasad					F1: Inventory Vouchers
Rejections O	ut No. 1								1-Jul-2017 Saturday	E2: Order Vouchers
									Gaturday	F2: Date
		Ledger Account					plier's Name and Ad	ldress		F3: Company
Hero Company	y vecnicies				Hero Company	Vechicles				
										E6: Rejections In
										F6: Rejections Out
Name of Item							Quantit	y Rate per Dis	:% Amount	F7: Indent
										F7: Stock Journal
Achiver							1 P0	's 48,418.75 Pc's	48,418.75	F8: Delivery Note
Tracking N	o. : 1	Order No.: 1 Not Applicable				Main Location 049	HGC00517	1 Pc's 48,418.75 Pc's	48,418.75	F9: Receipt Note
						Mfg Dt.: /				F10: Physical Stock
										<u>↓</u> : Material Out
										W: Material In
										Stock Query
										T: Post-Dated
Narration:							1 P(-1-	40,440,75	L: Optional
Return to Hero	Company						1P0	. 5	48,418.75	
Q: Quit	A: Accept	D: Delete X: Cance	d.							F11: Features
		,,_			^				Ctrl + N	F12: Configure
Tally MAIN> Gat	eway of Tally>	Inventory Voucher Creation					(c) Tally Solutions P	rt. Ltd., 1988-2017	Sun, 28 Jan, 2018	17:05:00 //.

Debit Note (Ctrl+F9)

It Record in returns transaction to Supplier and Supplier Adjustments.

Transactions

1 Pc's of Achiver return to Hero Company(049HGC00517) order no P-459/16-17

🚺 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
Accounting Vou				M.S.N.Du	urgaprasad				Ctrl + M 🗵	F1: Inventory Vouchers
Debit Note Original invoice no		Date	:						1-Jul-2017 Saturday	E2: Order Vouchers
Ŭ									,	F2: Date
Party A/c name Current balance	: Hero Company Ve : 8,06,829.89 Cr	chicles								
Name of Item							Quantit	y Rate per Di	isc % Amount	
										F4: Contra
Achiver							1 Pe	c's 48,418.75 Pc's	48,418.75	
										F6: Receipt
Input IGST 28%								28 %	13,557.25	F7: Journal
										F8: Sales F8: Credit Note
										F9: Purchase
										F9: Debit Note
										F10: Reversing Journal
										F10: Memos
										S: Stock Query
										A: Tax Analysis
										I: Accounting Invoice
										V: As Voucher
Provide GST detai	ls :No									T: Post-Dated
Narration:							1 Pc	:'s	61,976.00	L: Optional
Stock Return to H	ero Company									
Q: Quit	A: Accept D: D	elete X: Canco								F11: Features
a. am		<u>A</u> . Caller			^				Ctrl + N	F12: Configure
Tally MAIN> Gate	way of Tally> Accoun	ting Voucher Creation					(c) Tally Solutions P	/t. Ltd., 1988-2017	Sun, 28 Jan, 2018	17:07:28

Stock Journal (Alt+F7)

It means stock transfer to one location to another location. (Raw Material to Finished Goods & Branch to Branch)

. 1 <u>K</u>: Keyboard <u>K</u>: Control Centre <u>H</u>: Support Centre <u>H</u>: Help Ctrl + M E3 S: TallyShop G: Languag M: E-M Voucher Type Alteration Name (alias) Stock Journal General Printing Name of Class Select type of voucher : Stock Journal Print voucher after saving ? No own Transfe Abbreviation : Stk Jml Method of voucher numbering ? Automatic Use advanced configuration ? No Use effective dates for vouchers ? No Make this voucher type as 'Optional' by default ? No Allow narration in voucher ? Yes ? Yes Use as a Manufacturing Journal ? No 1: Eeature Q: Quit Accept Tally MAIN --> Gateway of Tally --> Accounts Info. --> Voucher Types --> Voucher Type Alterat) Tally Solutions Pvt. Ltd., 1988-2017 Class: Godown Transfer ? Yes Use Class for Inter- Godown Transfers Transaction Stock Transfer from Main location to Sri Lakshmi Motors Engine Number Model Glamour 187H4A03591, 183H4A03636, 300HGA06877 025HGG11803, 027HGG11785 Maestro Achiver 300HGA06877, 301HGA06743

Modify the Stock Journal Voucher using Godown Transfer Class

Posting of Journal Voucher

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Cen	tre <u>H</u> : Help		F1: Accounting Vouchers
	ucher Alteration (S	econdary)			urgaprasad						F1: Inventory Vouchers
Stock Journ	nal No. 1			Voucher clas	s: Godown Tran	sfer				1-Jul-2017 Saturday	
										Saturuay	F2: Date
				Transfer of Mate	rials (Inter- Godov	vn)					F3: Company
Destination Goo	lown : Sri Lakshmi Mo	otors Godown									
	Name of Item		Godov	vn				Quantity	Rate	Amount	F6: Rejections In
Glamour		Main I	ocation					3 Pc's 43,892	10/0	1.31.676.54	F6: Rejections Out
Maestro		Main L	ocation					2 Pc's 38,908	59/Pc's	77,817.18	F7: Indent
Achiver		Main L	ocation					2 Pc's 48,418	.75/Pc's	96,837.50	F7: Stock Journal
											F8: Delivery Note
											F9: Receipt Note
											F10: Physical Stock
											J: Material Out
											W: Material In
											S: Stock Query
											T: Post-Dated
											L: Optional
								7 Pc's		3,06,331.22	
	k Transfer to Sri Lakshr			1		1					F11: Features
Q: Quit	A: Accept D: [Delete X: Car	ncel								F12: Configure
Tally MAIN> Ga	teway of Tally> Displa	Menu> Day Book	> Inventory Voucher	Alteration (Secondary)	^		(c) Tally Solutions P	vt. Ltd., 1988-2017		Ctrl + N Jan, 2018	17:17:03
	and a second second						ites and because ite		Darit co		///

M.S.N. Durga Prasad

How to Enter Zero Value of Stock Item in Sale Invoice (Eg: Buy 2 Get 1 Free another Item) Go to F11(Features) \rightarrow Inventory Features (F2)

 Under General

 Enable Zero-Valued transactions – Yes

 General

 Integrate accounts and inventory
 ? Yes

 Enable zero-valued transactions
 ? Yes

Posting of Sale Entry with Zero-Value issue of Stock Items

5Pc's Engine Oil – 250ML Sold 300/- to Kiran for Cash and 1Pc's of Cylinder Head O-Ring Kit Free issued

រៀ Tally.ERP 9				
P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard	K: Control Centre H: Supp	oort Centre H: Help		1: Accounting Vouchers
Accounting Voucher Creation M.S.N.Durgaprasad		(trl + M 🛛	1: Inventory Vouchers
Sales No. 10 Reference no.:			1-Jul-2017 Saturday	2: Order Vouchers
				2: Date
Party A/c name : Cash Current balance : 34,820.00 Dr				3: Company
Name of Item		ate per Disc%	Amount	4: Contra
	(Incl. of Tax)			
Engine Oil – 250ML	5 Pc's 300	0.00 Pc's	1,500.00	5: Payment 6: Receipt
Cylinder Head O-Ring Kit	1 Pc's			7: Journal
			1,500.00	8: Sales
Dutput CGST 9%		9 %	135.00	8: Credit Note
Dutput SGST 9%		9 %	135.00	9: Purchase
			1	9: Debit Note
			i i	10: Reversing Journal
				10: Memos
				Stock Query
			4	: Tax Analysis
				Accounting Invoice
				As Voucher
				: Post-Dated
Narration:	6 Pc's		1,770.00	: Optional
Sale Of Spares				
<u>Ω</u> : Quit <u>Δ</u> : Accept <u>D</u> : Delete <u>X</u> : Cancel				11: Features
ally MAIN> Gateway of Tally> Accounting Youcher Creation	(c) Tally Solutions Pvt. Ltd., 198		UTTN L	12: Configure
any many> dateway of faily> Accounting volumer Creation	(C) rany solutions Pvt. Ltd., 198	Sun, 28 J	an, 2018 2	20:33:22 //.

How to Enter Free Issue of Stock Item in Sale Invoice (Eg: Buy 2 Get 1 Free)

Go to F11(Features) \rightarrow Inventory Features (F2)

Under Storage and Classification

Use Separate actual and billed quantity columns - Yes

Storage and Classification	
Maintain multiple Godowns	? Yes
Maintain stock categories	? Yes
Maintain batch-wise details Set expiry dates for batches	? Yes ? Yes
Use separate actual and billed quantity columns	? Yes

Posting of Sale Entry with Free issue of Stock Items

5Pc's Engine Oil – 250ML Sold 300/- to Kiran for Cash and 1Pc's of Item Engine Oil – 250ML Free issued

🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Co	ntrol Centre	H: Support Centre	H: Help	F1: Accounting Vouchers
Accounting Vo Sales	No. 9			M.S.N.D	urgaprasad					Ctrl + M 🗙 1-Jul-2017	E1: Inventory Vouchers E2: Order Vouchers
Reference no.:	110.0									Saturday	F2: Date
Party A/c name Current balance	: Cash : 33,050.00 Dr										F3: Company
Name of Item						Quar		Rate		sc % Amount	
						Actual	Billed	(Incl. of Tax	:)		F4: Contra
Engine Oil – 25	OMI					6 Pc's	5 Pc's		300.00 Pc's	1,500.00	F5: Payment
Light on Lo						0.00	5105		500.00 1 0 5	1,000.00	Fo: Receipt
Output SGST 9	%								9 %	135.00	F7: Journal F8: Sales
Output CGST 9									9 %	135.00	F8: Credit Note
											F9: Purchase
											F9: Debit Note
											F10: Reversing Journal
											F10: Memos
											S: Stock Query
											A: Tax Analysis
											L: Accounting Invoice
											⊻: As Voucher
											T: Post-Dated
Narration:						6 Pc's	5 Pc's			1,770.00	L: Optional
Sale Of Stock It	ems with Free Issed										
<u>Q</u> : Quit	Accept D: D)elete <u>X</u> : Cano	cel							Ctrl + N	F11: Features F12: Configure
Tally MAIN> Ga	teway of Tally> Accou	nting Voucher Creation			~		(c) Ta	Ily Solutions Pvt.	. Ltd., 1988-2017	Sun, 28 Jan, 2018	20:11:33
							,			· · · · · · · · · · · · · · · · · · ·	, "

How shown the Print in Quantity column in Actual & Billed in Sale Invoice Click on Print (Alt+P) go to Configure Settings (F12)

Under Item Details

Print actual quantity column – Yes

Another Format of Free Issue of Stock Items

📜 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	<u>G</u> : Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouche
Accounting Vou Sales Reference no.:	cher Creation No. 10			M.S.N.D	ourgaprasad				Ctrl + M X 1-Jul-2017 Saturday	F1: Inventory Vouche F2: Order Vouche F2: Date
Current balance	: Cash : 34,820.00 Dr									F2: Date F3: Company
Name of Item							Quantity Ra (Incl. of T	n te Rate per Di ax)	isc % Amount	F4: Contra
Engine Oil – 2501 Engine Oil – 2501							5 Pc's 1 Pc's	300.00 Pc's	1,500.00	i o. Receipe
Dutput CGST 9% Dutput SGST 9%								9 % 9 %	1,500.00 135.00 135.00	F7: Journal F8: Sales F8: Credit Note
Juput 5051 5%								5 10	133.00	F9: Purchase F9: Debit Note
										F10: Reversing Journ
										<u>S</u> : Stock Query <u>A</u> : Tax Analysis
										I: Accounting Invoi
									(770.00	T: Post-Dated
larration: ash Sale for Spa	res						6 Pc's		1,770.00	
<u>]</u> : Quit _/	<u>↓</u> : Accept <u>D</u> :	Delete X: Can	cel							F11: Features F12: Configure
ally MAIN> Gate	way of Tally> Accou	unting Voucher Creation	1		^		(c) Tally Solutions P	vt. Ltd., 1988-2017	Ctrl + N Sun, 28 Jan, 2018	20:44:09

How to Enter the Manufacturing Journals

Transactions

Purchase of Raw Materials from Sobith Infotech

Items (Raw Material)	Quantity	Rate
Mother Board	5 Pc's	3000
Hard Disk	4 Pc's	1000
Cabin	5 Pc's	5000
SMPS	3 Pc's	2500
Ram	10 Pc's	1000

> Transfer of Material from Raw Material to Finished Goods (Using of Raw Materials) Additional Cost of manufacturing Transport charges of 150, Labour charge 2%

Items (Raw Material)	Quantity
Mother Board	3 Pc's
Hard Disk	3 Pc's
Cabin	3 Pc's
SMPS	3 Pc's
Ram	3 Pc's
CPU (Finished Goods)	3 Pc's

	Quantity					
(Raw Material)	Quinning					
Mother Board	3 Pc's		(
Hard Disk	3 Pc's		X	\mathbf{O}^{\prime}		
Cabin	3 Pc's	-				
SMPS	3 Pc's					
Ram	3 Pc's					
CPU (Finished Goods)	3 Pc's					
Creation of Manufacturing Journal	Vouchor					
Tally ERP 9	Voucher					
P: Print E: Export M: E-Mail Q: Upload	S: TallyShop G: Lar		K: Control Centre	H: Support Centre	H: Help	F3: Company
Voucher Type Alteration Name Manufacturing Journal	M.S.N.Durgapra	sad			Ctrl + M 🗙	F3: New Company F10: Edit Sort
(alias) :						
General Select type of voucher : Stock Journal Print vouch	Printing eraftersaving ? No		Name of Class			
Abbreviation : Stk Jml						
Method of voucher numbering ? Automatic						
Use advanced configuration ? No Use effective dates for vouchers ? No						
Make this voucher type as 'Optional' by default ? No						
Allow narration in voucher ? Yes						
Use as a Manufacturing Journal ? Yes						
						G: Groups
						L: Ledgers
						S: Cost Category
						C: Cost Centre B: Budgets
						E: Currency
						¥: Voucher Types
Q: Quit Accept D: Delete						F11: Features F12: Configure
Tally MAIN> Gateway of Tally> Accounts Info> Voucher Types> Voucher Type Al	teration		(c) Tally Solutions Pv	t. Ltd., 1988-2017	Ctrl + N Tue, 30 Jan, 2018	19:41:29

Activation of Additional cost of Purchase (F11 Features) Purchase Management

JV.

Track additional costs of purchases

? Yes

Posting of Manufacturing Journal Voucher

📜 Tally.ERP 9										
P: Print	E: Export	M: E-Mail O: U	Jpload	S: TallyShop		: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
Inventory Vou				M.S.N.Du	rgaprasad					F1: Inventory Vouchers
Manufacturing Jou	rnal No. 1								1-Jul-2017 Saturday	E2: Order Vouchers
									outorouy	F2: Date
				Manufacture	of Materials					F3: Company
	Name	of product: CPU		Name of BOM: I	Not Applicable God	own: Main Loca	ation Qty :	3 Pc's		
		%- of Cost allocati	ion 100 %	Batch name:	Mfg date:	Exp	iry date:			F6: Rejections In
	Co	omponents (Consumption)				Со	Product/By-Product	Scrap		F6: Rejections Out
Name of Item	Godown		uantity Rat	e Amount		odown	% of Cos allocatio		Rate Amount	F7: Indent
		Q	uantity Rat	e Amouni			anocatio	n Quantity F	kate Amount	F7: Stock Journal
Mother Board	Main Location	21	Pc's 3.000.00/Pc	s 9,000.00	End of List					F8: Delivery Note
Hard Disck	Main Location									F9: Receipt Note
Cabin	Main Location	31	Pc's 1,000.00/Pc	s 3,000.00						F10: Physical Stock
		31	Pc's 5,000.00/Pc	s 15,000.00						∐: Material Out
SMPS	Main Location	31	Pc's 2,500.00/Pc	s 7,500.00						W: Material In
Ram	Main Location	21	Pc's 1.000.00/Pc	s 3.000.00						S: Stock Query
		51	-cs 1,000.00/Pc	5,000.00						
					Cost of components:				37,500.00	
					Type of Additional	Cost I	Percentage			
					Transport Charges Labour Charge		2 %		150.00 750.00	
					Labour Charge		2 70		750.00	
					Total Addl. Cost Effective Cost				900.00 38.400.00	I: Post-Dated
					Allocation to Primary It	em :			38,400.00	L: Optional
Narration: Manuf	ecturing Journal (Daw	Material to Finished Goods)	15 Pc's	37,500.00	Effective rate of primary	ritem :			12,800.00/Pc's	
		Delete X: Cancel								F11: Features
					^				Ctrl + N	F12: Configure
Tally MAIN> Gat	eway of Tally> Invent	ory Voucher Creation					(c) Tally Solutions P	vt. Ltd., 1988-2017	Tue, 30 Jan, 2018	19:48:24

BANK RECONCILIATION STATEMENT

Cash Book

A book of original entry for cash and bank receipts and payments.

Bank statement

A copy issued by a bank to a customer showing the customer's current account maintained at the bank.

Bank Reconciliation Statement

A calculation comparing the Cash Book balance with the bank statement balance.

ren

How to Calculate Bank Reconciliation Statement

GOT→Banking→Bank Reconciliation

Select Our Bank Account (for Reconciliation)

Give the Bank date (for Clearing)

Another way

Display of Ledger Account (Bank- for Reconciliation) Press F5 (Reconcile) Button Give the Bank date (for Clearing)

Print	E: Export	M: E-Mail	: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Cen	tro H- Sun	port Centre H:	Help	F2: Period
ank Reconci		Intervian C	opiodu		N.Durgaprasad	<u>It</u> . Reyboard	Tr. Control Cell	ue <u>II</u> . Sup	poir Genue	Ctrl + M ×	1
				11.51	N.Durgaprasau					For 1-Jul-2017	
uger. Notai	k OD Account			(Re	econciliation)					For 1-Jul-2017	C: Create Vou
Date	Particulars		Vch Ty		Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	U: Opening BR
											B: Bank State
	o Company Vechicle				Cheque	852369	1-7-2017			5,00,000.00	R: Reconcile Un
	o Company Vechicle: e Bank of India	5	Bank		Cheque Cheque/DD	852370 Online Transfer	1-7-2017 1-7-2017		10.00.000.00	10,00,000.00	
	onal insurance Co. L	td			Cheque	852371	1-7-2017		10,00,000.00	3,630,00	Reconcile All U
7-2017 Sala					Cheque	852372	1-7-2017			60.000.00	
7-2017 Hero	o Company Spares A	cc			Cheque	852373	1-7-2017			1,85,000.00	
7-2017 Shri	ka Service				Cheque	852374	1-7-2017			1,50,000.00	
	gavi Automobiles				Cheque/DD		1-7-2017		1,00,000.00		
7-2017 Anv					Cheque/DD	050075	1-7-2017 1-7-2017		5,00,000.00		í
7-2017 Hero 7-2017 Casi	o Company Vechicle	5	Contra		Cheque Cash	852375	1-7-2017		2.00.000.00	15,00,000.00	
	Cop (USA)				Cheque		1-7-2017		2,00,000.00	1.90.530.00	ļ
	Cop (USA)				Cheque		1-7-2017			62.310.00	
7-2017 MSF	Cop (USA)				Cheque		1-7-2017			64,450.00	í
7-2017 TDS	on Rent				Cheque	4586525	1-7-2017			40,000.00	
7-2017 Own	ner Name - Building		Bank	Payment	Cheque		1-7-2017			3,60,000.00	ļ
											i
											ļ
											ļ
											ļ
							Balance as per comp	any books:		31,17,156.13	
							Amounts not reflecte		18,00,000.00		E11: Features
							Balance as			8,01,236.13	
Quit	D: D:								Enter: Alter	Enter: Display	F12: Configure
	<u>D</u>				^					Ctrl + N	F12: Range
		Menu> Account Books -					(c) Tally Solutio	D		lon, 29 Jan, 2018	22:00:47



Accounting Reports & Inventory Reports

Accounting Reports in Tally Display of Purchase Register GOT→Display→Account Books→Purchase Register

Display of Sales Register GOT→Display→Account Books→Sale Register

Display of Cash/Bank Book GOT→Display→Account Books→Cash/Bank Book

Display of Group Summary GOT→Display→Account Books→Group Summary

Display of Credit Note Register GOT→Display→Account Books→Journal Register→Credit Note Register

Display of Debit Note Register GOT→Display→Account Books→Journal Register→Debit Note Register

Display of Journal Register GOT→Display→Account Books→Journal Register→Journal Register

Display of Outstanding's (Bills) GOT→Display→Statement of Accounts→Outstanding's (Receivables/Payables)

Display of Interest Calculations (Ledger wise) GOT→Display→Statement of Accounts→Interest Calculations→Ledger Give the Period (Press F2)

Display of Day Book GOT→Display→Day Book (If you want details Click on Alt+F1)

Display of Cost Centres Report GOT→Display→Statement of Accounts→Cost Centres→Category Summary

Display of Cash Flow Statement GOT→Display→Cash/Funds Flow→Cash Flow

Display of Funds Flow Statement GOT→Display→Cash/Funds Flow→Funds Flow

Display of Trial Balance GOT→Display→Trial Balance It display's group wise report. (If you want details Click on Alt+F1) If you want trial balance in Ledger wise report (Click on F5)

Display of Trading & Profit Loss Account

GOT \rightarrow Profit & Loss (If you want details Click on Alt+F1) If you want comparation of Profit & loss Account monthly wise (Click on Alt+C Give the period)

Display of Balance Sheet

GOT \rightarrow Balance Sheet (If you want details Click on Alt+F1) If you want comparation of Balance Sheet Account monthly wise (Click on Alt+C Give the period)

Inventory Reports Display of Stock Summary GOT→Stock Summary

Display of Stock Item Report

 $GOT \rightarrow Display Inventory Books \rightarrow Stock Items$

Display of Stock Group Report GOT→Display Inventory Books→Group Summary

Display of Stock Items with Godown GOT→Display→Statement of Inventory→Godowns

Display of Stock Categories Wise Report

 $GOT \rightarrow Display \rightarrow Statement of Inventory \rightarrow Categories$

Display of Stock Query

It Means display of Stock Item Purchase, Sales, Godowns & Closing Stock GOT→Display→Statement of Inventory→Stock Query

Display of Sale Orders Outstanding's (All orders, Items, Groups, Categories, Ledger) GOT→Display→Statement of Inventory→Sales Order Outstanding's (All orders, Items, Groups, Categories, Ledger)

ne.

Display of Purchase Orders Outstanding's (All orders, Items, Groups, Categories, Ledger) GOT→Display→Statement of Inventory→Purchase Order Outstanding's (All orders, Items, Groups, Categories, Ledger)

Display of Stock Items Sales, Purchase with party wise GOT→Display→Inventory Books→Moment Analysis→Ledger Analysis

Display of GST Reports

GSTR-1 (It showing Sale Report of B2B Invoice, B2C (Large, Small), Returns, HSN Code, Document Summary)

$GOT \rightarrow Display \rightarrow Statutory Reports \rightarrow GST \rightarrow GSTR-1$

🚺 Ta	IIy.ERP 9											
P: Pr	int	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	<u>K</u> :	Control Centre	H: Support Centre		F1: Detailed
GST					M.S.N.E	Ourgaprasad					Ctrl + M	
GST										1-Jul	-2017 to 31-Jul-2017	F3: Company
	rns Summar											
		ouchers for the period	od								65	
	luded in returr t relevant for n										4	
		natch in information (to	be resolved)								4	
SI		culars					\	oucher	Taxable Valu	Je Tax Amount	Invoice Amount	V: View Summary
No.								Count				
	0001								45.04.400	17 0.00 007.00	40.00.004.40	U: Status Reconciliation
		s - 4A, 4B, 4C, 6B, 6C						4	15,34,496.	47 3,98,887.82	19,33,384.16	A: View Accepted as is
2		Invoices - 5A, 5B										
3	B2C(Small)	Notes(Registered) - 98										J: Stat Adjustment
4		Notes(Registered) - 9t Notes(Unregistered) -										
6	Exports Invo		90									E: Export GSTR-1
7		(Advances received) - '	110/1) 110/2)									<u> </u>
8		of Advances - 11B(1),										Open GST Portal
9		voices - 8A, 8B, 8C, 8E										
-	Total	101CES - 0A, 0D, 0C, 0L	, ,					4	15,34,496.	47 3,98,887.82	19,33,384.16	
								4	13,34,430.	47 3,50,007.02	13,33,304.10	-
		Summary - 12										
	Document S	Summary - 13										
Note	Voucher cou	nt and values are not r	provided for HSN/S	AC Summary and Doc	iment Summary Dr	ill down for details						
<u>Q</u> : Q												F11: Features
						^					Ctrl + N	F12: Configure
Tally N	MAIN> Gate	vay of Tally> Display N	Menu> Statutory R	eports> GST Reports	-> GSTR-1			(c)	Tally Solutions Pvt	. Ltd., 1988-2017	Sun, 28 Jan, 2018	18:08:29

If you want export to GSTR-1 Report (Click on Ctrl+E)

Exporting GSTR-1 (1-Jul-2017 to 31-Jul-2017) Format : Default (All Languages) Excel (Spreadsheet) : CXProgram Files/Tally/Tally.Ett : GSTR-1_37ABHFS1242E12E_July Language Format Export Location Output File Name Open Exported File Export HSN/SAC details even if UQC is not available Export HSN/SAC details not included for other reasons ? Yes ? Yes ? No Export document summary Allow Export of ? Yes All Vouchers * Add details of Nil Rated Invoices and Document Summary tables directly on the portal. Click H: Help for details. Resolve all the exceptions for the period to file complete returns.

Note:

GSTR-2 (It showing Purchase Report from Suppliers)

	<u>`</u>	-	1		11						
🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Contro	ol Centre H: Si	pport Centre	H: Help	F1: Detailed
GSTR-2	-)		,	M.S.N.I	Durgaprasad		,			Ctrl + M 🛛	
GSTIN/UIN : 3	7ABHFS1242E1ZE								1-Jul	-2017 to 31-Jul-2017	F3: Company
Returns Summar	1										r or company
	ers for the period									66	ļ
Included in return										5	
Invoices ready	for returns nismatch in informatior	n 0									
	eturns due to incomple									8	
Not relevant for n										53	
Particular	3					No. of	Taxable	Total	Total ITC	Reconciliation	·
						Invoices	Value	Tax	Available	Status	
To be reconciled	with the GST portal										J: Stat Adjustmen
B2B Invoices - 3						5	12.20,692.99	3,25,086.90	3,25,086.90	Not Complete	
Credit/Debit Not								0,20,000.00	0,20,000,00		E: Export Return
	on the GST portal										L: Load File
B2BUR Invoices											O: Open GST Port
Import of Service Import of Goods											S: Save Return
Credit/Debit Not	es Unregistered - 6C										
	es - 7 - (Summary) 0A - (Summary)										A: View Status-wis
	dvance - 10B - (Summary)	arv)									
Total Inward S							12,20,692.99	3,25,086.90	3,25,086.90)	-
ITC Reversal/Re	claim - 11 - (Summarv	0									
Total No. of In		,				5					
HSN/SAC Sum	mary - 13										
Reverse Charge	Liability to be Booke	ed									
	ge Inward Supplies									0.00	
Import of Sen Advance Payme										0.00	
	ljusted Against Purcha										
Amount Unac	ijusted Against Purcha	1562									
			[1	1	1	[1 more ↓	F11: Features
2: Quit											F12: Configure
	unu of Tally	denus - Statuten / Per	oorts> GST Reports>	CCTR 2	^		(a) Tally S	olutions Pvt. Ltd., 1	1099 2017	Ctrl + N Sun, 28 Jan, 2018	18:24:23
any main> Gate	vay or rany> Display iv	vienu> statutory kep	ours> Gal Reports>	Gorn-2			(c) Tally 5	olutions Pvt. Ltd.,	1900-2017	Jun, 20 Jan, 2018	10:24:20

Seller Party upload the bills. It will have shown online GSTR2 (Inward bills of our company) put in to the of Reconciliation status (Compete)

Party Register		M.S.N.Durgapra	asad			Ctrl + M ×	
Vouchers of : B2B Invoices - 3, 4A					1-Jul-2017	7 to 31-Jul-2017	
Supplier Name	Supplier GSTIN/UIN	No.of Invoices	Taxable Value	Tax Paid	ITC Availed	Reconciliation Status	F5: Invoice-wise
Hero Company Vechicles	29AODPA1945B2ZG	2	10.20.960.85	2.85.869.04	2.85.869.04	Completed	
Stationery Mart	37ABZFS7433B1ZP	1	2,232.14	267.86	267.86	Completed	C: Contact Details
Shrika Service	37ACWFS9434N2ZV	2	1,97,500.00	38,950.00	38,950.00	Not Complete	S: Set Status

Reconciliation Status showing of (Shrika Service – Not Complete)

Voucher Reg	ister			M.S.N.Durgaprasad					Ctrl + M 🛛	
Vouchers of GSTIN/UIN	Shrika Service 37ACWFS9434N2Z	1						1-Jul-2017	7 to 31-Jul-2017	
Invoice No.	Invoice Date	Total Invoice Place of Value Supply	Status	Total Taxable Value	Integrated Tax Amount	ITC Available Integrated Tax	Central Tax Amount	ITC Available Central Tax	State Tax Amount	
									3 more →	F4: Change Supplie
P-568/16-17	1-7-2017	2,32,320.00 Andhra Pradesh	Accepted	1,94,000.00			19,160.00	19,160.00	19,160.00	C: Contact Details
P-598/16-17	1-7-2017	4,130.00 Andhra Pradesh		3,500.00			315.00	315.00	315.00	S: Set Status
										R: Clear Status
										X: Exclude Vouchers

Click on Set Status (Alt+S) Put in Accepted

	Status
Set Status	Accepted
Activity status :	Modified New Pending
	Rejected Rejected by GST

Cost Tracking

The Item Cost Tracking can be established from transactions having Inventory Movements or have an intent to create inventory movement in future, for a specific item, such as Sales Order, Purchase Order, Job Orders, Sales, Purchase, Receipt Note, Delivery Note, etc.

How to Activate of Cost Tracking Goto F11(Features)→F2(Inventory Feature Other Features Use tracking numbers (enables delivery and reco Use rejection inward and outward notes		
Use material in and out vouchers	? N	0
Use cost tracking for stock item	? Y	es
How to Activate of Cost Tracking in Stoc Stock Item Alteration Name : Glamour (alias) :	k Items	M.S.N.Durgaprasad
Under : Glamour Category : Glamour Units : Pc's Maintain in batches ? Yes Track date of manufacturing? Yes Use expiry dates ? No Enable cost tracking ? Yes	<u>Statut</u> GST Applicable Set/alter GST Details Type of Supply Rate of Duty (eg 5)	ory Information : I Applicable ? No : Goods :
Opening Balance :	Quantity Rate per 5 Pc's 43,892.18 Pc's	Value 2,19,460.90

Voucher Posting of Purchase of Stock Items Using Cost Tracking

3 Pc's Purchase of Glamour Vehicles from Hero Company 43,892.18 (01XH9F00002, 023HGF00010, 027HGF00061) Cost Tracking No (GT-0001)

Tally.ERP 9											
P: Print	E: Export		Mail <u>O</u> : U	Jpload S	: TallyShop	G: Language	K: Keyboard	K: Control C	entre H: Support Centr		F1: Accounting Vouchers
	Voucher Creat	ion			M.S.N.Du	ırgaprasad			List of Sto	Ctrl + M	F1: Inventory Vouchers
Purchas Supplier invoid		Date	: 1-Jul-2017						List of St	JCK Hellis	E2: Order Vouchers
			. 1-041-2011						End of List Achiver	3 Pc3	F2: Date
Party A/c nan Current balan		pany Vechicles							Baring Ball Radial	290 Pc's	F3: Company
Name of Iten		.03 Ci						G	Cabin CPU	2 Pc's 3 Pc's	
									Cylinder Head O-Ring	Kit 549 Pc's	F4: Contra
Glamour									Duet Engine Oil – 250ML	2 Pc's 239 Pc's	F5: Payment
									Glamour	3 Pc's	F6: Receipt
									Hard Disck Maestro	1 Pc's 3 Pc's	Fr. Journal
									Mother Board Ram	2 Pc's 7 Pc's	
									SMPS	0 Pc's	E8: Credit Note
											F9: Purchase
											E9: Debit Note
											F10: Reversing Journal
											F10: Memos
											S: Stock Query
											A: Tax Analysis
											L: Accounting Invoice
											<u>¥</u> : As Voucher
											T: Post-Dated
Narration:								_			L: Optional
Q: Quit	A: Accept	D: Delete	X: Cancel								F11: Features
				1		^				Ctrl + N	F12: Configure
Tally MAIN>	Gateway of Tally	Accounting Vouc	ther Creation					(c) Tally Solu	tions Pvt. Ltd., 1988-2017	Wed, 31 Jan, 2018	11:34:01

Display of Stock Item Allocation with Cost Tracking Number

	Item /	Allocations for : G	lamour	
Godown	Batch/Lot No.	. Quantity	Rate per Disc	c% Amount
	Mfg [Dt.		
Main Location	Vo.: 0 Not Applicable 01XH9F00002 Jul-2017 king To: GT-0001	1 Pc's	Applicable 43,892.18 Pc's	43,892.18
<i>Tracking I</i> Main Location	Vo. : 0 Not Applicable 023HGF00010 Jul-2017 king To : GT-0001	1 Pc's	Applicable 43,892.18 Pc's	43,892.18
	Vo. : I Not Applicable 027HGF00061 Jul-2017	1 Pc's	Applicable 43,892.18 Pc's	43,892.18
Cost Traci	king To : GT-0001			
		3 Pc's		1,31,676.54

🚺 Tall	y.ERP 9											
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		her Creation				M.S.N.Du	rgaprasad		,			F1: Inventory Vouchers
	urchase er invoice no.	No. 7 48569	Date : 1-Jul-2	2017							1-Jul-2017 Saturday	E2: Order Vouchers
											outuruuy	F2: Date
	A/c name : t balance :	Hero Company V 8.06.829.89 Cr	echicles									F3: Company
	of Item	-,,							Quantit	/ Rate per Di	sc% Amount	
												F4: Contra
Glam	our								3 Pc	's 43,892.18 Pc's	1,31,676.54	
												F6: Receipt
Input	IGST 28%									28 %	36,869.43	F7: Journal
												F8: Sales F8: Credit Note
												F9: Purchase
												F9: Debit Note
												F10: Reversing Journal
												F10: Memos
												S: Stock Query
												A: Tax Analysis
												L: Accounting Invoice
												V: As Voucher
												I: Post-Dated
Narrat									3 Pc	's	1,68,545.97	L: Optional
Purch	ase of Vehicle	es										
<u>Q</u> : Qu	it A:	Accept D: D	elete X: Ca	incel								F11: Features
		<u></u>					^				Ctrl + N	F12: Configure
Tally M	AIN> Gatew	ay of Tally> Accou	nting Voucher Creati	on					(c) Tally Solutions Pv	t. Ltd., 1988-2017	Wed, 31 Jan, 2018	11:41:27

Voucher Posting Sale of Vehicle with Cost Tracking

Sale of Vehicle Glamour to Bhanu 45,685.16 (01XH9F00002) with Cost Tracking

🚺 Tally.ERP 9													
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	Voucher Creat	ion			M.S.N.D	ourgaprasad				List of Stocl	Ctrl +	M×	F1: Inventory Vouchers
Sales Reference no.	No. 11										Citteniis		2: Order Vouchers
									End of Achiver	f List	3	Pc's	F2: Date
Party A/c nam Current balance									Baring B	all Radial	290	Pc's	F3: Company
Name of Item								Quantity	Cabin CPU		2	Pc's Pc's	
								(Inc	Cylinder Duet	Head O-Ring Ki	t 549	Pc's Pc's	F4: Contra
Glamour									Engine C	Dil – 250ML	239	Pc's	F5: Payment
Gramour									Glamour Hard Dis		6	Pc's Pc's	F6: Receipt
									Maestro		3	Pc's	F7: Journal
									Mother B Ram	Board	7	Pc's	F8: Sales F8: Credit Note
									SMPS		0	Pc's	
													F9: Debit Note
													F10: Reversing Journal
													F10: Memos
													S: Stock Query
													A: Tax Analysis
													: Accounting Invoice
													V: As Voucher
													: Post-Dated
Narration:							-		-				: Optional
							=						
Q: Quit	A: Accept	D: Delete	X: Cancel									-	F11: Features
S. Gun	a. Accept	Delete	A. Cancer			^			_		Ctrl +	N	F12: Configure
Tally MAIN>	Gateway of Tally	-> Accounting Voucher	Creation					(c) Tally Solu	itions Pvt. Ltd	d., 1988-2017	Wed, 31 Jan, 20	18	11:45:21 //

Display of Sic			Hom Allos	ationa fa					
0.4					or : Glamo			Disc. M	
Godown	Batcl	h/Lot No. Mfg Dt.	Qua	ntity	Rat (Incl. of Ta:		te per	DISC %	Amount
Tracking I Main Location	No.: 0 Not / 01XH9F0	Applicable C 0002] Not Appl I Pc's	icable	45,685.1	16 Pc's		45,685.16
		Jul-2017							
Cost Trac	king To :	GT-0001							
					1 Pc	'5			45.685.16
					1 Pc	' <u>s</u>			45,685.16
Tally.ERP 9 P: Print E: Export	M: E-Mail	0: Upload	S: TallyShop	G: Language			H: Support C	entre H: Help	
P: Print E: Export Accounting Voucher Creati Sales No. 11	M: E-Mail	Q: Upload	<u>S:</u> TallyShop M.S.N.	<u>G: Language</u> Durgaprasad	<u>1 PC</u>	S	H: Support C	entre <u>H</u> : Help	
P: Print E: Export Accounting Voucher Creati Sales No. 11 Reference no.: Party A/c name : Bhanu		Q: Upload					H: Support C		Ctrl + M X F1: Inventory Vouchers
P: Print E: Export Accounting Voucher Creating Sales No. 11 Reference no.: No. 11		Q: Upload			K: Keyboard	K: Control Centre	ate Rate		Ctrl + M 22 Saturday F1: Accenting Vocchers 1-Jul-2017 Saturday F2: Date
P: Print E: Export Accounting Voucher Creati Sales No. 11 Reference no.: No. 11 Party A/c name : Bhanu Current balance :		Q: Upload			K: Keyboard	K: Control Centre	ate Rate	per Disc %	Ctrl + M 2 1.Jul.2017 Saturday Amount
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M F1: Accounting Vouchers 1-Lineatory Vouchers F1: Inentory Vouchers 1-Lul.2017 F2: Order Vouchers Saturday F2: Date F3: Company F3: Company Amount F4: Contra 45:685.16 F6: Receipt 6:395.92 F7: Journal 6:395.92 F0: Solara
P: Print E: Export Accounting Voucher Creati Sales No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate ax) 45,685.16 F	per Disc %	Ctrl + M 22 Ctrl + M 22 1-Jul-2017 Saturday Amount 45,685.16 5-2 Payment F6: Receipt F7: Journal
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Cf1 + M.2 F1: Accounting Vouches Cf1 + M.2 F1: Inentory Vouches 1.Jul.2017 F2: Order Vouchers 1.Jul.2017 F2: Date F3: Company F3: Company Amount F4: Contra 45,685.16 F6: Receipt F6: Receipt F6: Receipt F6: Sales F3: Sales 6,335.92 F3: Credit Note
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M. 2 F1: Accounts Vouchers 1 - Luiz 2017 F1: Inventory Vouchers 1 - Juiz 2017 F2: Inventory Vouchers Saturday F2: Order Vouchers F3: Company F3: Company Amount F4: Contra F5: Payment F6: Receipt F7: Journal F3: Sales 6,395:92 F8: Sales F3: Credit Note F9: Purchase F9: Debit Note F9: Debit Note
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M 23 F1: Accounting Vocabes Ctrl + M 23 F1: Inventory Vocabes 1-Jul-2017 F2: Order Vouchers 1-Saturday F2: Date F3: Company F3: Company Amount F4: Contra 6,395:92 F8: Sales F3: Credit Note F9: Purchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Memos
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M.2 F1: Accounting Vocates Ctrl + M.2 F1: Inventory Vocates 1.Jul-2017 F2: Date F3: Company F3: Company Amount F4: Contra F5: Payment F6: Receipt F3: Sales F3: Sales F3: Sales F3: Payment F6: Receipt F7: Journal F9: Purchase F9: Purchase F1: Reversing Journal F10: Reversing Journal F10: Memos F3: Stock Query
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Image: Status F1: Acount of Vouches Cirl + M.2 F1: Inentary Vouches Saturday F2: Order Vouchers F2: Date F3: Company Amount F4: Contra 45:685.16 F6: Receipt F7: Journal 6:395.92 F3: Credit Note F9: Purchase F9: Debit Note F1: Receipt F1: Acount Note F9: Stack Query At Tax Analysis F1: Acount Note
P: Print E: Export Accounting Voucher Creati Sates No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14%		Q: Upload			K: Keyboard	K: Control Centre Quantity R (Incl. of T:	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M 25 Ctrl + M 25 1-Jul-2017 Saturday Amount 45,685.16 6,395.92 F1 Journal 6,395.92 F3 Crompany F4: Contra F4: Contra F5: Payment F6: Receipt F7: Journal F6: Sales F9: Purchase F9: Debit Note F10: Reversing Journal F10: Reversing Journal F10: Memos S: Stock Query A: Tax Analysis F1: Accounting Invoice Y: As Voucher
P: Print E: Export Accounting Voucher Creati Sales No. 11 Reference no.: Party A/c name : Bhanu Current balance : Name of Item Glamour Output SGST 14% Output CGST 14% Narration:		Cancel			K: Keyboard	K: Control Centre	ate Rate (ax) 45,685.16 F	per Disc %	Ctrl + M 2 Ctrl + M 2 Ctrl + M 2 F1 Iwentory Vouches F2 Date F2 Date F3 Company Amount F4: Contra F3: Company F4: Contra F5: Payment F6: Receipt F7: Journal 6,395:52 F3: Credit Note F9: Purchase F9: Purchase F1: Newens S: Stock Query A: Tax Analysis I: Accounting Invoice Y: As Voucher I: Post-Dated

Display of Stock Item Allocation with Cost Tracking Number

Display of Cost Analysis for Stock Item

GOT→Display→Statement of Inventory→Item Cost Analysis→Stock Item

🚺 Tally.ERP 9													
P: Print	E: Export	M: E-Mail	<u>o</u>	: Upload	<u>S</u> : TallySł		G: Language	K: Keyboa	ard K	: Control Centre	H: Suppor	t Centre H: Help	F1: Condensed
Stock Item Co	ost Analysis				1	1.S.N.Durg	aprasad					Ctrl + M	F3: Company
								Glamour M.S.N.Durgapre	asad				F4: Item
Particula	rs							Apr-2017 to 1-J	ul-2017			1	Close Cost Track
			A Inward	. Cost (Exper	nse)	B. Outward	Revenue (Inc	:ome)	C. Nett	Balance at Cos	st	Profit/(Loss) (B - (A - C))	
			Quantity	Rate	Value	Quantity	Rate	Value	Quantity	Rate	Value	Value Rate	
GT-0001 (3 Pc's)		3 Pc's	43,892.18	1,31,676.54	1 Pc's	45,685.16	45,685.16	2 Pc's	43,892.18	87,784.36	1,792.98 <i>1,792.98/Pc</i>	's
													F8: Related Reports
													F9: Inventory Reports
Courd To	4-1		3 Pc's	43,892.18	1,31,676.54	1 Pc's	45.685.16	45,685.16	2 Pc's		87,784.36	1.792.98	F10: A/c Reports
Grand To Q:Quit			5 PCS	43,092.18	1,31,676.34	TPCS	40,080.16	40,680.16	ZPCS		01,184.36	1,192.98	F11: Features
			_				_					Ctrl + N	F12: Configure
Tally MAIN> Ga	teway of Tally> Displa	ay Menu> Stat	tements of Inv	entory> Item	n Cost Analysis		Cost Ana		(c) Tally Solutions F	Pvt. Ltd., 1988-2		11:49:44

Display of Cost Track Break-up (GT-0001)

GOT→Display→Statement of Inventory→Item Cost Analysis→Cost Track Break-up

📜 Tally.ERP 9											
P: Print	E: Export	M: E-Ma	il <u>O</u> : U	pload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Detailed
Item Cost Tra	ck Breakup				M.S.N.D	urgaprasad				Ctrl + M 🛛	F3: Company
Particula	rs							M.S.N.Durgaprasa 1-Apr-2017 to 1-Jul-2	ad 017		F5: Ledger-wise
Tracking	Dotaile										
		e. Multi-Batch. Main	Location)							3 Pc's	ļ
A.Cost (Ex	· · · · ·	, man Daton, man	Locationy			2 Dolo	43,892.18			1,31,676.54	
Purchase Ac		-				JFUS	43,052.10		1,31,676		
Consumption									1,51,010		
B.Revenu	e (Income):				1 Pc's	45,685.16			45,685.16	
Sales Accou		<u></u>					,		45,685		
C.Balance						2 8-1-	43,892.18			87,784.36	·
C. Dalance	at cost					2 PCs	43,092.10			67,764.36	
Nett Profit/(Los	s):									1,792.98	
(B- (A - C))										(1,792.98/Pc's)	
Item Movement	t Summary:										
Item Moveme	ent Inwards										
Order placed	± :										
Materials ree	ceived	3 Pc's									
Materials bil	led	3 Pc's									
Material mar	nufactured										F9: Inventory Report
										4 more ↓	F10: A/c Reports
Q: Quit											F11: Features
_						^				Ctrl + N	F12: Configure
Tally MAIN> Ga	teway of Tally:	> Display Menu> S	tatements of Invent	ory> Item Cost	Analysis> Item Co	ost Track Bre		(c) Tally Solutions P	vt. Ltd., 1988-2017	Wed, 31 Jan, 2018	11:52:22

TDS (Tax Deduction at Source)

TDS stands for tax deducted at source. As per the Income Tax Act, any company or person making a payment is required to deduct tax at source if the payment exceeds certain threshold limits. TDS has to be deducted at the rates prescribed by the tax department.

The company or person that makes the payment after deducting TDS is called a deductor and the company or person receiving the payment is called the deductee. It is the deductor's responsibility to deduct TDS before making the payment and deposit the same with the government. TDS is deducted irrespective of the mode of payment-cash, cheque or credit-and is linked to the PAN of the deductor and deductee.

TDS is deducted on the following types of payments:

- > Rent payments
- Interest payments by banks
- ➢ Salaries
- Commission payments
- Consultation fees
- Professional fees

TNS Rates

Rent payments	
Interest payments by banks	
> Salaries	
Commission payments	
Consultation fees	
Professional fees	
TDS Rates	
Particulars	TDS Rates (in %)
1. In the case of a person other than a company	
1.1 where the person is resident in India-	
Section 192: Payment of salary	Normal Slab Rate
Section 192A: Payment of accumulated balance of provident fund which	10
is taxable in the hands of an employee.	
Section 193: Interest on securities	
a) any debentures or securities for money issued by or on behalf of any	10
local authority or a corporation established by a Central, State or	
Provincial Act;	
b) any debentures issued by a company where such debentures are listed	10
on a recognised stock exchange in accordance with the Securities	
Contracts (Regulation) Act, 1956 (42 of 1956) and any rules made	
thereunder;	
c) any security of the Central or State Government;	10
d) interest on any other security	10
Section 194: Dividend other than the dividend as referred to in Section	10
<u>115-0</u>	

Section 194A: Income by way of interest other than "Interest on securities"	10
Section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30
Section 194BB: Income by way of winnings from horse races	30
Section 194C: Payment to contractor/sub-contractor	
a) HUF/Individuals	1
b) Others	2
Section 194D: Insurance commission	5
Section 194DA: Payment in respect of life insurance policy	1
Section 194EE: Payment in respect of deposit under National Savings scheme	10
Section 194F: Payment on account of repurchase of unit by Mutual Fund or Unit Trust of India	20
Section 194G: Commission, etc., on sale of lottery tickets	5
Section 194H: Commission or brokerage	5
Section 194-I: Rent	
a) Plant & Machinery	2
b) Land or building or furniture or fitting	10
Section 194-IA: Payment on transfer of certain immovable property other than agricultural land	1
Section 194-IB: Payment of rent by individual or HUF not liable to tax audit Note: This provision is applicable from June 1, 2017	5
Section 194-IC:Payment of monetary consideration under Joint Development Agreements	10
 <u>Section 194J</u>: Any sum paid by way of a) Fee for professional services, b) Fee for technical services c) Royalty, 	10

d) Remuneration/fee/commission to a director or	
e) For not carrying out any activity in relation to any business	
f) For not sharing any know-how, patent, copyright etc.	
Note: With effect from June 1, 2017 the rate of TDS would be 2% in case of payee engaged in business of operation of call center.	
Section 194LA: Payment of compensation on acquisition of certain immovable property	10
Note: With effect from April 1, 2017, no deduction of tax shall be made on any payment which is exempt from levy of income-tax under Right to Fair Compensation Act, 2013.	
Section 194LBA(1) : Business trust shall deduct tax while distributing, any interest received or receivable by it from a SPV or any income received from renting or leasing or letting out any real estate asset owned directly by it, to its unit holders.	10
Section 194LBB : Investment fund paying an income to a unit holder [other than income which is exempt under Section 10(23FBB)]	10
Section 194LBC: Income in respect of investment made in a securitisation trust (specified in <i>Explanation</i> of section115TCA)	25% in case of Individual or HUF 30% in case of other person
Any Other Income	10
1.2 where the person is not resident in India-	
Section 192: Payment of Salary	Normal Slab Rate
Section 192A: Payment of accumulated balance of provident fund which is taxable in the hands of an employee.	10
Section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30
Section 194BB: Income by way of winnings from horse races	30
Section 194E: Payment to non-resident sportsmen/sports association	20
Section 194EE: Payment in respect of deposits under National Savings Scheme	10
	20
Section 194F:Payment on account of repurchase of unit by Mutual Fund or Unit Trust of India	20

Section 194LB: Payment of interest on infrastructure debt fund	5
Section 194LBA(2): Business trust shall deduct tax while distributing any interest income received or receivable by it from a SPV to its unit holders.	5
Section 194LBA(3) : Business trust shall deduct tax while distributing any income received from renting or leasing or letting out any real estate asset owned directly by it to its unit holders.	30
Section 194LBB: Investment fund paying an income to a unit holder [other than income which is exempt under Section 10(23FBB)].	30
Section 194LBC : Income in respect of investment made in a securitisation trust (specified in <i>Explanation</i> of section115TCA)	30
Section 194LC: Payment of interest by an Indian Company or a business trust in respect of money borrowed in foreign currency under a loan agreement or by way of issue of long-term bonds (including long-term infrastructure bond) Note: With effect from April 1, 2018 benefit of such concessional TDS rate has been further extended by three years. Now TDS at concessional rate of 5% will be applicable for borrowings made before July 1, 2020.	5
 Section 194LD: Payment of interest on rupee denominated bond of an Indian Company or Government securities to a Foreign Institutional Investor or a Qualified Foreign Investor Note: With effect from April 1, 2018 benefit of such concessional TDS rate has been further extended by three years. Now TDS at concessional rate of 5% will be applicable for borrowings made before July 1, 2020. 	5
Section 195: Payment of any other sum to a Non-resident	
a) Income in respect of investment made by a Non-resident Indian Citizen	20
b) Income by way of long-term capital gains referred to in <u>Section 115E</u> in case of a Non-resident Indian Citizen	10
c) Income by way of long-term capital gains referred to in sub-clause (iii) of clause (c) of sub-Section (1) of <u>Section 112</u>	10
d) Income by way of short-term capital gains referred to in Section 111A	15
e) Any other income by way of long-term capital gains [not being long-term capital gains referred to in clauses (33), (36) and (38) of <u>Section 10</u>]	20
f) Income by way of interest payable by Government or an Indian concern on moneys borrowed or debt incurred by Government or the Indian concern in foreign currency (not being income by way of interest referred to in <u>Section 194LB</u> or <u>Section 194LC</u>)	20

g) Income by way of royalty payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern where such royalty is in consideration for the transfer of all or any rights (including the granting of a licence) in respect of copyright in any book on a subject referred to in the first proviso to sub-section (1A) of <u>Section 115A</u> of the Income-tax Act, to the Indian concern, or in respect of any computer software referred to in the second proviso to sub-section (1A) of <u>Section 115A</u> of the Income-tax Act, to a person resident in India

h) Income by way of royalty [not being royalty of the nature referred to point g) above E] payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern and where such agreement is with an Indian concern, the agreement is approved by the Central Government or where it relates to a matter included in the industrial policy, for the time being in force, of the Government of India, the agreement is in accordance with that policy

i) Income by way of fees for technical services payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern and where such agreement is with an Indian concern, the agreement is approved by the Central Government or where it relates to a matter included in the industrial policy, for the time being in force, of the Government of India, the agreement is in accordance with that policy

j) Any other income

Section 196B: Income from units (including long-term capital gain on transfer of such units) to an offshore fund	10
Section 196C: Income from foreign currency bonds or GDR of an Indian company (including long-term capital gain on transfer of such bonds or GDR)	
Section 196D: Income of foreign Institutional Investors from securities (not being dividend or capital gain arising from such securities)	20

2. In the case of a company-

2.1 where the company is a domestic company-

Section 193: Interest on securities

a) any debentures or securities for money issued by or on behalf of any local authority or a corporation established by a Central, State or Provincial Act;

b) any debentures issued by a company where such debentures are listed 10 on a recognised stock exchange in accordance with the Securities

10

10

10

30

c) any security of the Central or State Government;	10
d) interest on any other security	10
Section 194: Dividend	10
Section 194A: Income by way of interest other than "Interest on securities"	10
Section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30
Section 194BB: Income by way of winnings from horse races	30
Section 194C: Payment to contractor/sub-contractor	
a) HUF/Individuals	1
b) Others	2
Section 194D: Insurance commission	10
Section 194DA: Payment in respect of life insurance policy	1
Section 194EE: Payment in respect of deposit under National Savings scheme	10
Section 194F: Payment on account of repurchase of unit by Mutual Fund or Unit Trust of India	20
Section 194G: Commission, etc., on sale of lottery tickets	5
Section 194H: Commission or brokerage	5
Section 194-1: Rent	
a) Plant & Machinery	2
b) Land or building or furniture or fitting	10
Section 194-IA: Payment on transfer of certain immovable property other than agricultural land	1
Section 194-IC: Payment of monetary consideration under Joint Development Agreements	10
Section 194J: Any sum paid by way of a) Fee for professional services,	10

b) Fee for technical services	
c) Royalty,	
d) Remuneration/fee/commission to a director or	
e) For not carrying out any activity in relation to any business	
f) For not sharing any know-how, patent, copyright etc.	
Note: With effect from June 1, 2017 the rate of TDS would be 2% in case of payee engaged in business of operation of call center.	
Section 194LA: Payment of compensation on acquisition of certain immovable property	10
Note: With effect from April 1, 2017, no deduction of tax shall be made on any payment which is exempt from levy of income-tax under Right to Fair Compensation Act, 2013.	2
Section 194LBA(1): Business trust shall deduct tax while distributing, any interest received or receivable by it from a SPV or any income received from renting or leasing or letting out any real estate asset owned directly by it, to its unit holders.	10
Section 194LBB: Investment fund paying an income to a unit holder [other than income which is exempt under Section 10(23FBB)].	10
Section 194LBC: Income in respect of investment made in a securitisation trust (specified in <i>Explanation</i> of section115TCA)	10
Any Other Income	10
2.2 where the company is not a domestic company-	
Section 194B: Income by way of winnings from lotteries, crossword puzzles, card games and other games of any sort	30
Section 194BB: Income by way of winnings from horse races	30
Section 194E: Payment to non-resident sports association	20
Section 194G: Commission, etc., on sale of lottery tickets	5
Section 194LB: Payment of interest on infrastructure debt fund	5
Section 194LBA(2) : Business trust shall deduct tax while distributing any interest income received or receivable by it from a SPV to its unit holders.	5
Section 194LBA(3): Business trust shall deduct tax while distributing any income received from renting or leasing or letting out any real estate asset owned directly by it to its unit holders.	40
Section 194LBB: Investment fund paying an income to a unit holder [other than income which is exempt under Section 10(23FBB)].	40

Section 194LBC: Income in respect of investment made in a securitisation trust (specified in <i>Explanation</i> of section115TCA)	40
Section 194LC: Payment of interest by an Indian Company or a business trust in respect of money borrowed in foreign currency under a loan agreement or by way of issue of long-term bonds (including long-term infrastructure bond)	5
Note: With effect from April 1, 2018 benefit of such concessional TDS rate has been further extended by three years. Now TDS at concessional rate of 5% will be applicable for borrowings made before July 1, 2020.	
Section 194LD:Payment of interest on rupee denominated bond of an Indian Company or Government securities to a Foreign Institutional Investor or a Qualified Foreign Investor	5
Note: With effect from April 1, 2018 benefit of such concessional TDS rate has been further extended by three years. Now TDS at concessional rate of 5% will be applicable for borrowings made before July 1, 2020.	
Section 195: Payment of any other sum	
a) Income by way of long-term capital gains referred to in sub-clause (iii) of clause (c) of sub-section (1) of <u>Section 112</u>	10
b) Income by way of short-term capital gains referred to in <u>Section 111A</u>	15
c) Any other income by way of long-term capital gains [not being long-term capital gains referred to in clauses (33), (36) and (38) of <u>Section 10</u>]	20
d) Income by way of interest payable by Government or an Indian concern on moneys borrowed or debt incurred by Government or the Indian concern in foreign currency (not being income by way of interest referred to in <u>Section 194LB</u> or <u>Section 194LC</u>)	20
e) Income by way of royalty payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern after the 31st day of March, 1976 where such royalty is in consideration for the transfer of all or any rights (including the granting of a licence) in respect of copyright in any book on a subject referred to in the first proviso to sub-section (1A) of Section 115A of the Income-tax Act, to the Indian concern, or in respect of any computer software referred to in the second proviso to sub-section (1A) of Section 115A of the Income-tax Act, to a person resident in India	10
f) Income by way of royalty [not being royalty of the nature referred to in point e) above C] payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern and where such agreement is with an Indian concern, the agreement is approved by the Central Government or where it relates to a	

matter included in the industrial policy, for the time being in force, of the Government of India, the agreement is in accordance with that policy—	
A. where the agreement is made after the 31st day of March, 1961 but before the 1st day of April, 1976	50
B. where the agreement is made after the 31st day of March, 1976	10
g) Income by way of fees for technical services payable by Government or an Indian concern in pursuance of an agreement made by it with the Government or the Indian concern and where such agreement is with an Indian concern, the agreement is approved by the Central Government or where it relates to a matter included in the industrial policy, for the time being in force, of the Government of India, the agreement is in accordance with that policy—	ð
A. where the agreement is made after the 29th day of February, 1964 but before the 1st day of April, 1976	50
B. where the agreement is made after the 31st day of March, 1976	10
h) Any other income	40
Section 196B: Income from units (including long-term capital gain on transfer of such units) to an offshore fund	10
Section 196C: Income from foreign currency bonds or GDR of an Indian company (including long-term capital gain on transfer of such bonds or GDR)	10
Section 196D: Income of foreign Institutional Investors from securities (not being dividend or capital gain arising from such securities)	20

Enable of TDS (Tax Deduction at Source) F11 Features→Statutory & Taxation

Enable Tax Deducted at Source (TDS) Set/alter TDS details

Company TDS Deducto	or Details	? No
TAN registration number Tax deduction and collection Account Number (TA	: APMS02603P N): APMS02603P	Collector/Deductor Types
Deductor type	: Company	Company
Deductor branch/division	:	Individual/HUF
Set/alter details of person responsible	? No	
Rate & Exemption E	Details	
Rate of TDS if PAN not available (The rate specified here or the IT rate, whichever i	: 20 % s	
higher, will be applicable.)	0 N-	
Ignore IT exemption limit for TDS deduction	? No	
Activate TDS for stock items	? No	

? Yes ? Yes

Creation of Ledgers (for TDS on Rent)

Rent Owner TDS on Rent

Creation of TDS Nature of payment

GOT→Accounts Information→Statutory Information→TDS Nature of payments→Create

TDS Nature	of Payment Creat	ion	
Name :	Rent of Land/B	uildings	
Section Payment code		: 194 I :	
Rate		: 10 %	i do
Threshold/exe	mption limit	3,00,000.00	x
Creation of I	Rent Ledger		<u> </u>

Creation of Rent Ledger

🚺 Tally.ERP 9											
P: Print	E: Export	M: E-Mail	<u>O</u> : Upload			K: Keyboar	rd <u>K</u> : C	ontrol Centre	H: Support Centre		F3: Company
Ledger Creat Name : (alias) :	Rent			м.	S.N.Durgaprasad	<u>_</u>	58,71,	Any New Cate Undefined	vist of Nature of Pa gory d nd/Buildings	Ctrl + M E ayments	S F3: New Company
Under Currency of led Inventory values Type of Ledger Cost centres au Activate interes	s are affected re applicable	: Indirect Ex ? No ? II Not Appl ? Yes ? No		Name Address Provide bank details	<u>Mailing</u> : : : No	Details					L: Details
	Chattata				Tax Registra	tion Details					B: Set Chq Books
Is GST Applica		ory Information ? I Applicat	1-	PAN/IT No.							<u>S</u> : Set Chq Printing
Set/alter GS	T Details	? No	ne								
Type of Sup Is TDS applicat		: Services ? I Applicat	In								G: Groups
Nature of Pa		Rent of La	nd/Buildings								L: Ledgers
											S: Cost Category C: Cost Centre
											B: Budgets
											E: Currency
											V: Voucher Types
		Opening Bala	nce (on 1-Apr-	2017) ·							
Q: Quit	A: Accept	D: Delete							[F11: Features
<u>u</u> . uuit	Accept	D. Delete			~					Ctrl + N	F12: Configure
Tally MAIN> Ga	ateway of Tally>	Accounts Info> Ledg	ers> Ledger Creat	ion			(c) T	ally Solutions P	vt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:02:34

Creation of TDS on Rent Ledger

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upl	oad S:	TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F3: Company
Ledger Creati					M.S.N.D	urgaprasad	Total	0		Ctrl + M	F3: New Company
Name : 1 (alias) :	IDS on Rent							List of	TDS Nature of Pay	yments	
(4//40)								0 Any			
								I New Category Rent of Land/Buil	dinas		
								Rent of Earlarban	ungo		
						Mailing D	otaile	-			
Under		: Duties &		Name			etans				
			t Liabilities)	Address							
Currency of ledg Type of duty/tax		:₹ :TDS									
Nature of pay	/ment	Rent of L	Land/Buildings								
Inventory values Cost centres an	are affected	? No ? No									
Activate interest	t calculation	? No									
				Provide ba	nk details	: No					L: Details
						Tax Registration	on Details				B: Set Chg Books
	Statuton	y Information		PAN/IT No		:	bit botans				S: Set Cha Printina
	Statutory	ymormation									3. Set Ond Finding
											G: Groups
											L: Ledgers
											S: Cost Category
											Cost Centre
											B: Budgets
											E: Currency
											V: Voucher Types
		Opening Ba	alance (on 1-A	pr-2017) :							
Q: Quit	A: Accept	D: Delete									F11: Features
						^				Ctrl + N	F12: Configure
Tally MAIN> Ga	teway of Tally> Ad	ccounts Info> Le	dgers> Ledger C	reation				(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:03:29

Creation of Owner Account

Tally.ERP 9								
P: Print E: Export M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F3: Company
Ledger Creation Name : Owner Name - Building (alias) :		M.S.N.C	Durgaprasad	<u>Total O</u>	58,71,236.13 Dr 58,71,236.13 Cr		Ctrl + M 🛛	E3: New Company
Under : Sundry Cre (Currency of ledger : ₹ Maintain balances bill-by-bill ? Yes Default credit period : Check for credit days during voucher entry ? No Specify credit limit : Inventory values are affected ? No Cost centres are applicable ? No Activate interest calculation ? No <u>Statutory Information</u> Is TDS Deductable ? Yes Deducte type : Individual/ Deduct TDS in Same Voucher ? Yes	iabilities) A C S (F F	PAN/IT No. (PAN is mandatory for e- Provide PAN details	: No <u>Tax Registration</u> : AXNPP1238N	Pincod ing voucher entry.) Details	le :			L: Details B: Set Chq Books S: Set Chq Printing G: Groups L: Ledgers S: Cost Category C: Cost Category C: Cost Centre B: Budgets E: Currency V: Voucher Types
Opening Bala	nce (on 1-Apr-2017):						
Q: Quit A: Accept D: Delete								F11: Features
			^				Ctrl + N	F12: Configure
Tally MAIN> Gateway of Tally> Accounts Info> Ledg	ers> Ledger Creation				(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:05:39

Voucher Postings (Rent Payable)

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	<u>О</u> : Up	load <u>S</u> :	TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre		F1: Accounting Vouchers
	ucher Creation				M.S.N.Du	rgaprasad					F1: Inventory Vouchers
Journal	No. 10									1-Jul-2017 Saturday	E2: Order Vouchers
										Guididay	F2: Date
Particula	rs								De	bit Credit	F3: Company
By Rent									4,00,000	.00	
Cur Bal: Departme	4,00,000.00 Dr										F4: Contra
Ådmini	stration	4,00,000.00 Dr									F5: Payment
To Owner Nar Cur Bel:	ne - Building 3,60,000.00 Cr									3,60,000.00	F6: Receipt
New Ref 1	DÍ	3,60,000.00 Cr									F7: Journal
To TDS on Re	nt 40,000.00 Cr									40,000.00	F8: Sales
Cur Du.											E8: Credit Note
											F9: Purchase
											E9: Debit Note
											F10: Reversing Journal
											F10: Memos
											J: Stat Adjustment
											P: TDS Deduction
Narration:	or the Month of Ju					-			4,00,000	.00 4,00,000.00	I: Post-Dated
Refit Payable I	or the Month of J	une (with TDS)									L: Optional
Q: Quit	A: Accept	D: Delete X:	Cancel								F11: Features
						^				Ctrl + N	F12: Configure
Tally MAIN> Ga	teway of Tally> A	ccounting Voucher Cre	ation					(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:07:59

Display of TDS Report TDS Report Form 26Q

$GOT \rightarrow Display \rightarrow Statutory Reports \rightarrow TDS Reports \rightarrow Form 26Q$

Tally.ERP 9											
P: Print	E: Export	M: E-Mail	O: Upload	<u>S</u> : TallyS	hop <u>G</u> : Lai	nguage	K: Keyboard	K: Control Centre	H: Support Cent		F1: Detailed
Form 26Q					M.S.N.Durgapra	sad				Ctrl + M	
Form 26Q									1-	Jul-2017 to 30-Sep-20	17 F2: Period
Statistics of Vo											F3: Company
Total Number of											69
Included Transa Excluded Trans											1 61 F4: Remarks
Uncertain Trans											7 F6: Save
					sessable Value				educted		E: e-Return
Particula	rs		_		sessable Value	Total	Tax Deductable			btal Deductable	J=
Deduction Deta	ails										S: Stat Payment
Deduction at N					4,00,000.00	4,00,000.00	40,000.00		40,000.00 4	0,000.00	3: Stat Payment
Deduction at H	Higher Rate Faxable Expense										
Zero rated Tax	kable Expense										
Under Exempt											
Exempt in lieu	of PAN available										
Total Deduct	ed								40,000.00		
Payment Detail	ls								1-	Jul-2017 to 30-Sep-20	17 E2: Pymt. Till Date
Included Transa											0
Not Included Tr	ansactions										0
Particula								Da	id Amount	Amou	
Fatticula	115							Fa	nu Amount	Amot	<u> </u>
											F9: Inventory Reports
Balance Paya	ble								40,000.00		F10: A/c Reports
Q: Quit	Accept										· · · · · · · · · · · · · · · · · · ·
					^				,	Ctrl + N	F11: Features
Tally MAIN> Gat	teway of Tally> Displ	ay Menu> Statutory Rep	orts> TDS Return	n> Form 26Q				(c) Tally Solutions	Pvt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:10:15

TDS Outstanding's (Nature of Payment)

GOT→Display→Statutory Reports→TDS Reports→TDS outstanding Tally.ERP 9 K: Control Centre H: Help Ctrl + M E 1.Apr-2017 to 1-Jul-2017
 O: Upload
 S: TallyShop
 G: Language

 M.S.N.Durgaprasad
 P: Print M: E-Mail Period E: Export K: Keyboard TDS Nature of Payment Outstandings Nature of Payment : 0 All Items Nature of Payment Total Pending Company Non Company 40,000.00 Rent of Land/Buildings 40.000.00 Grand Total 40,000.00 40,000.00 Q: Quit Configure Ctrl + N Tally MAIN --> Gateway of Tally --> Display Menu --> Statutory Reports --> TDS Return --> TDS Nature of Payment Outstandings (c) Tally Solutions Pvt. Ltd., 1988-2017 Mon, 29 Jan, 2018 21:11:40

Posting of Payment of TDS on Rent Tally.ERP 9

P: Print	E: Export	<u>M</u> : E-I	/lail <u>O</u> : U	bload <u>S</u>	: TallyShop	G: Language	K: Keyboard	K: Contro	I Centre	Support Centre		F1: Accounting Vouchers
	oucher Creati	ion			M.S.N.DL	ırgaprasad					Ctrl + M	E1: Inventory Vouchers
Bank Paym	ent No. 15										1-Jul-20 Saturd	
											outura	F2: Date
Particul	ars									De	ebit Cred	lit F3: Company
By TDS on R	lent									40,000	.00	
Cur Ba To Kotak OE	1: 0.00 Dr										40,000.	F4: Contra
	l: 27,57,156.13 (Cr									40,000.0	F5: Payment
												F6: Receipt
												F7: Journal
												F8: Sales
												E8: Credit Note
												F9: Purchase
												E9: Debit Note
												F10: Reversing Journal
												F10: Memos
												Stat Payment
												V: Reverse Chrg. Adv.
Narration:						_				40,000	.00 40,000.	00 T: Post-Dated
Payment on 1	IDS on Rent											L: Optional
0.0.1	1			1			[[[[[F11: Features
<u>Q</u> : Quit	Accept	<u>D</u> : Delete	X: Cancel			<u></u>					Ctrl + N	F12: Configure
Tally MAIN> 0	Sateway of Tally	> Accounting Voud	her Creation					(c) Tally S	olutions Pvt. Ltd	., 1988-2017	Mon, 29 Jan, 2018	21:13:36

- - X

Payment to Owner

🚺 Tally.ERP 9										
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Accounting Vouchers
	Voucher Creatio	n		M.S.N.Du	irgaprasad					F1: Inventory Vouchers
Bank Payn	nent No. 16								1-Jul-2017 Saturday	E2: Order Vouchers
									Saturday	F2: Date
Particu	lars							De	bit Credit	F3: Company
By Owner N	ame - Building							3,60,000	.00	
	al: 0.00 Dr	3,60,000.00 Dr								F4: Contra
To Kotak Ol		3,60,000.00 Dr							3,60,000.00	F5: Payment
Cur Ba	al: 31,17,156.13 Cr	•								F6: Receipt
										F7: Journal
										F8: Sales
										E8: Credit Note
										F9: Purchase
										F9: Debit Note
										F10: Reversing Journal
										F10: Memos
										Stat Payment
										V: Reverse Chrg. Adv.
Narration:	Owner with deduct	ion of TDC			-			3,60,000	.00 3,60,000.00	I: Post-Dated
Payment to C	Jwher with deduct									L: Optional
Q: Quit	A: Accept	D: Delete X: Cance	el							F11: Features
	E				^				Ctrl + N	F12: Configure
Tally MAIN>	Gateway of Tally>	Accounting Voucher Creation					(c) Tally Solutions P	vt. Ltd., 1988-2017	Mon, 29 Jan, 2018	21:14:30

Enter the TDS challan Reconciliation

 $GOT \rightarrow Display \rightarrow Statutory Reports \rightarrow TDS Returns \rightarrow Challan Reconciliation$

Tally.ERP	9											
: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Contr	ol Centre <u>H</u> :	Support Centre			2: Period
	lan Reconciliation an Reconciliation			M.S.N.	Durgaprasad				1	-Jul-2017 to 3	trl + M 🔀 1 Jul 2017 -	
	Particulars	E TDC Overter Daried	Section No. Deducto	ee Type Resider	t Type Chequ		BSR Code	Challan No.		Vch No.		5: Reconcile Cha
Date	Particulars	From To	Section No. Deducto	ee i ype Resider	it Type Cneqi No.	Date	BSR Code	Challan No.	Date V	VCN NO.	Amount	
-7-2017	TDS on Rent		194I Non Co	mpany Resider						15	40,000.00	: Show All
-7-2017	Bank Name :		Branch Name ;	mpany Resider	it					15	40,000.00	
	Bank Name .		Branon Warne .									
												<u>3</u> : Budget Varia
												8: Related Rep
												9: Inventory Re
											1	10: A/c Report
											1	11: Features
						[[. [12: Range
Quit					^	<u>R</u> : Remove Line	U: Restore Line	U: Restore Al	Space: S		e: Select All	12: Value
	-> Gateway of Tally> D							Solutions Pvt. Ltd		Mon, 29 Ja		21:16:56

Click on F5 (Reconcile Challan)

Tally.ERP	0											
P: Print	E: Export	M: E-Mail	O: Upload	S: TallyShop	G: Language	K: Keyboard	K: Contr	ol Centre H	Support Centre	H: Help	1	F2: Period
	an Reconciliation		<u>o</u> . opidad		urgaprasad	<u>H</u> . Reyboard			Copport Centre			
	an Reconciliation			M.S.N.D	urgaprasau				1.6	ul-2017 to 31	1 u 2017	
D3 Chana	an Reconcination								1-51	ui-2017 to 5	1-JUI-2017	F5: Reconcile Chal
	D (1)	E TDO 0 1 D 1 1	<u></u>		nciliation)	00 01 (00		01 11 11	0	h No.		S: Set Challan Deta
Date	Particulars	E-TDS Quarter Period From To	Section No. Deduct	ee Type Resident	Type Cheque/ No.	DD Cheque/DD Date	BSR Code	Challan No.	Challan Vc Date	n NO.	Amount	
		110111 10			140.	Date						
1-7-2017	TDS on Rent		194I Non Co	mpany Resident					1	15	40,000.00	
	Bank Name :		Branch Name :									
											i	
												F8: Related Repo
												F9: Inventory Repo
												F10: A/c Reports
												F11: Features
2: Quit						R: Remove Line	J: Restore Line	U: Restore A	II Space: Sel	ect Space	: Select All	
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Ily MAIN	-> Gateway of Tally> Di	splay Menu> Statutor	Reports> TDS Return	> TDS Challan Reconcil	iation> TD		(c) Tally	Solutions Pvt. Lt	d., 1988-2017	Mon, 29 Ja		21:17:40
								_				

Enter E-TDS Quarter Period From and To

Problem

PK Motors Pvt Ltd. Opening Balance as Ledger wise on 01-04-2017 (37ABHFS1242E1ZE)

Particuars	Debit	Credit
Buildings	12,00,000.00	
Cash	2,75,000.00	
Computers	2,00,000.00	
Electricity Deposit	1,00,000.00	
Furniture	3,00,000.00	
Hero Company Spares Acc		1,85,000.00
Hero Company Vehicles Acc		25,00,000.00
ICICI	94,538.82	
Kotak OD Account		8,01,236.13
Loan from Sundaram Finance		8,00,000.00
Opening Stock	9,00,352.31	
Plant & Machinery	5,00,000.00	
Prasad Capital Account		7,00,000.00
Profit & Loss A/c		1,85,000.00
Security Deposit with Hero Company	5,00,000.00	
Siva Capital Account		7,00,000.00
State Bank of India	10,01,345.00	
Vehicles	8,00,000.00	
Grand Total	58,71,236.13	58,71,236.13

Note: Interest Rate of Debtors & Creditors 1.5% PM, OD & Loan Interest of 8.39% PA

Details of Stock items with Batch Details

Details of Stock items with Batch Details										
Stock Item	Stock Group	Stock Category	Location (Godown)	Opening Stock	Rate	Engine Number				
Achiver (GST-28%)	Bike (87112029)	Achiver	Main Location	5 Pc's	48418.75	300HGA06877 301HGA06743 049HGC00517 048HGC00542 307HGE00876				
Duet (GST-28%)	Scoter (87112019)	Duet	Sri Lakshmi Motors	3 Pc's	38,590.63	025HGK15698 023HGK21599 023HGK21604				
Glamour (GST- 28%)	Bike	Glamour	Main Location (3Pc's) Sri Lakshmi Motors (2Pc's)	5 Pc's	43,892.18	027HGF05661 023HGF20710 01XH9F03012 02XHGF46432 020HGF48156				
Maestro (GST-28%)	Scoter	Maestro Edge	Main Location (2Pc's) Sri Lakshmi Motors (1Pc's)	3.Pe's	38,908.59	017HGJ07211 019HGJ11115 018HGJ10814				
Baring Ball Radial (GST - 18%)	Spares (84829900)	Spares	Main Location	590 Pc's	70.00	Not Available				
Cylinder Head O- Ring Kit (GST-28%)	Spares (40169320)	Spares	Main Location	1000 Pc's	40.00	Not Available				
Engine Oil – 250ML (GST-18%)	Lubricants (27101990)	Lubricants	Main Location	500 Pc's	250.00	Not Available				

All Cost Centers Expenses using Administration, Sales using Marketing, Purchase using Production

Note: Creation of Ledger Group (HDFC Finance Dues), Vouchers Types (Bank Payments / Receipts) and any other Vouchers types also

Transactions

- 1. Cash Deposited in to SBI 125000
- 2. Kotak Chq. Issued to Hero Company Vehicles 500000 Chq. No (852369)
- 3. Amount paid to ANL Parcel service 3000
- 4. Xerox Charges paid 100
- 5. Purchase of A4 Papers Bundle 2410
- 6. Amount received on Prasanthi 20000 and 38000 of HDFC Finance (Show the amount due to HDFC Finance)
- 7. Sale of Vehicle (Maestro) to Prasanthi 52619 including GST 28% Engine Number (019HGJ11115)
- 8. Life Tax paid for Prasanthi vehicle 4675 through SBI bank (Online Payment)
- 9. Kotak OD Chq. Issued to Hero Company 1000000 (852370)

- 10. Online Amount transfer to Kotak OD from SBI 1000000
- 11. Chq. (458623) Received from Prasad 65127 deposited to ICICI
- 12. Sale of Vehicle (Glamour) to Prasad 57197 including GST 28% Engine Number (023HGF20710)
- 13. Purchase order given to Hero Company Vehicles Order no PO-00256/16-17(GST No. 29AODPA1945B2ZG)

Model	Qty (PC's)	Rate	Engine Numbers
			187H4A03591, 183H4A03636
Glamour	5 (PC's)	43,892.18	300HGA06877, 301HGA06743
			086HHB70552
			018H9F14171, 019H9F14311
Maestro	5 (PC's)	38,908.59	012H9F14117, 025HGG11803
			027HGG11785

14. Life Tax paid for Prasad vehicle 5950 through SBI bank (Online Payment)

- 15. National Insurance amount debited to Prasad & Prasanthi amount of (1980 & 1650)
- 16. Insurance Amount paid to National Insurance company through Kotak OD a/c 3630 (Chq. No 852371)
- 17. Purchase of A4 Papers Bundle 2500 (include GST 12%) from Stationery Mart (37ABZFS7433B1ZP) B.No 2568-17/18
- 18. Vehicles Received from Hero Company Vehicles Order no PO-00256/16-17

Model	Qty (PC's)	Rate 🔨	Engine Numbers
			187H4A03591, 183H4A03636
Glamour	5 (PC's)	43,892.18	300HGA06877, 301HGA06743
			086HHB70552
			018H9F14171, 019H9F14311
Maestro	5 (PC's)	38,908.59	012H9F14117, 025HGG11803
		/	027HGG11785

- 19. Salaries Paid to staff through Kotak OD 60000 Chq. No 852372 (Admin, Finance & Marketing equal amount to all departments)
- 20. 50 PC's Engine Oil 250ML Sold to Siva Traders 300 (Include GST) 37DKCPD2411M1ZD
- Purchase of Vehicles from Hero Company Vehicles with GST (GST No. 29AODPA1945B2ZG)

Model	Qty (PC's)	Rate	Engine Numbers
			187H4A03591, 183H4A03636
Glamour	5 (PC's)	43,892.18	300HGA06877, 301HGA06743
			086HHB70552
			018H9F14171, 019H9F14311
Maestro	5 (PC's)	38,908.59	012H9F14117, 025HGG11803
			027HGG11785

22. Purchase order to Shrika Service with GST Rate of interest 2%PM, Bill No 568 order no P-568/16-17(**37ACWFS9434N2ZV**)

Stock Item	Location (Godown)	Order Stock	Rate
Baring Ball Radial	Main Location	600 Pc's	70/-
Cylinder Head O-Ring Kit	Main Location	1000 Pc's	40/-
Engine Oil – 250ML	Main Location	500 Pc's	250/-

- 23. Purchase of Stationery 1000 (without GST) from Sai Pen Corner
- 24. Order stock received from Shrika Service Order no P-568/16-17

Stock Item	Location (Godown)	Order Stock	Rate
Baring Ball Radial	Main Location	500 Pc's	70/-
Cylinder Head O-Ring Kit	Main Location	850 Pc's	40/-
Engine Oil – 250ML	Main Location	500 Pc's	250/-

25. Purchase from Shrika Service Bill No 568 Order no P-568/16-17

Stock Item	Location (Godown)	Order Stock	Rate
Baring Ball Radial	Main Location	500 Pc's	70/-
Cylinder Head O-Ring Kit	Main Location 🔌	850 Pc's	40/-
Engine Oil – 250ML	Main Location	500 Pc's	250/-

26. Stock Transfer from Sri Lakshmi Motors to Main location

Model	Engine Number	

Duet 023HGK21599, 025HGK15698

- 27. Purchase of Machinery on 05-05-2017 from MKP Cop (USA) \$5000 (₹ 63.51/\$)
- 28. Online Payment to MKP Cop (USA) \$ 3000 (₹ 63.51/\$) through Kotak OD on 05-05-2017
- 29. Stock Transfer to Sri Lakshmi Motors

Model	Engine Number		
Glamour	187H4A03591, 183H4A03636, 300HGA06877		
Maestro	025HGG11803, 027HGG11785		
Achiver	300HGA06877, 301HGA06743		

30. Sale Order received from Anvita Motors Order No – SO0002/16-17 (37AYZPS6047C1ZR)

Stock Item	Order	Rate	Dis.	(Engine Number)
×	Stock		Rate	
Baring Ball Radial	800 Pc's	100/-		
Cylinder Head O-	1500	80/-	2 %	
Ring Kit	Pc's	80/-	2 70	
Engine Oil –	550 Da'a	300/-		
250ML	550 Pc's	300/-		
Achiver	3 Pc's	50,265.62	1 %	048HGC00542, 049HGC00517,300HGA06877
Classic	5 Pc's	45685.16	1 %	027HGF05661, 01XH9F03012, 086HHB70552,
Glamour	S PC S	43083.10	1 70	02XHGF46432, 183H4A03636
Maestro	5 Pc's	42,108.59	1 %	018HGJ10814, 025HGG11803, 027HGG11785,
Iviaesuo	JFUS	42,108.39	1 70	017HGJ07211,012H9F14117

31. Amount paid to Stationery mart 2500 through ICICI Bank (Online)

32. Delivery to Anvita Motors Order No – SO0002/16-17

Stock Item	Order Stock	Rate	Dis.Rate	(Engine Number)
Baring Ball Radial	500 Pc's	100/-		
Cylinder Head O-Ring Kit	800 Pc's	80/-	2 %	
Engine Oil – 250ML	400 Pc's	300/-		
Achiver	2 Pc's	50,265.62	1 %	048HGC00542, 300HGA06877
Glamour	5 Pc's	45685.16	1 %	027HGF05661, 01XH9F03012, 086HHB70552,02XHGF46432, 183H4A03636
Maestro	5 Pc's	42,108.59	1 %	018HGJ10814, 025HGG11803 027HGG11785, 017HGJ07211 012H9F14117

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33. Sale Order received from Sangavi Automobiles Order No - SO0001/16-17

(37AAFFJ9355G1Z1)

/		
Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	300/-

34. Amount Received from Prasanthi 944

35. Petrol Expenses Paid 1000

36. Stock Delivery to Sangavi Automobiles Delivery No - DN0002/16-17

Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	350/-

37. Stock Sold to Sangavi Automobiles Delivery No – DN0002/16-17

Stock Item	Order Stock	Rate
Baring Ball Radial	350 Pc's	100/-
Cylinder Head O-Ring Kit	500 Pc's	80/-
Engine Oil – 250ML	300 Pc's	350/-
Califica Matana Dalizzana	$N_{a} = DN0001/1$	6 17

38. Stock Sold to Anvita Motors Delivery No – DN0001/16-17

Stock Item	Order Stock	Rate	Dis.Rate	(Engine Number)
Baring Ball Radial	500 Pc's	100/-		
Cylinder Head O-Ring Kit	800 Pc's	80/-	2 %	
Engine Oil – 250ML	400 Pc's	350/-		
Achiver	2 Pc's	50,265.62	1 %	048HGC00542, 300HGA06877
Glamour	5 Pc's	45,685.16	1 %	027HGF05661, 01XH9F03012, 086HHB70552,02XHGF46432, 183H4A03636
Maestro	5 Pc's	42,108.59	1 %	018HGJ10814, 025HGG11803 027HGG11785, 017HGJ07211 012H9F14117

- 39. Kotak OD Chq. 852373 Issued to Hero Company Spares 185000
- 40. Purchase order given to Hero Company Vehicles Order no PO-00586/16-17

10.	. Furchase order given to Hero Company Venicles Order no PO-00380/10-17				
	Model	Qty (PC's)	Rate	Engine Numbers	
				187H4A18591, 183H4A18666	
	Glamour	5 (PC's)	43,892.18	300HGA17777, 301HGA14543	
				086HHB15852	
				018H9F25871, 019H9F18561	
	Maestro	5 (PC's)	38,908.59	012H9F18672, 025HGG19856	
				027HGG17586	
				018H9F11171, 019H9F14581	
	Duet	5 (Pc's)	38,590.63	012H9F17857, 025HGG16893	
			-	027HGG14855	
41.	Received from	Hero Company	y Vehicles Or	der no PO-00586/16-17	
	Model	Qty (PC's)	Rate	Engine Numbers	
	Model	Qty (PC's)	Rate	Engine Numbers 187H4A18591, 183H4A18666	
	Model Glamour	Qty (PC's) 5 (PC's)	Rate 43,892.18		
		- • ` ` /		187H4A18591, 183H4A18666	
		- • ` ` /		187H4A18591, 183H4A18666 300HGA17777, 301HGA14543	
		- • ` ` /		187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852	
	Glamour	5 (PC's)	43,892.18	187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852 018H9F25871, 019H9F18561	
	Glamour	5 (PC's)	43,892.18	187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852 018H9F25871, 019H9F18561 012H9F18672, 025HGG19856	
	Glamour	5 (PC's)	43,892.18	187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852 018H9F25871, 019H9F18561 012H9F18672, 025HGG19856 027HGG17586	
	Glamour Maestro	5 (PC's) 5 (PC's)	43,892.18 38,908.59	187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852 018H9F25871, 019H9F18561 012H9F18672, 025HGG19856 027HGG17586 018H9F11171, 019H9F14581	
42.	Glamour Maestro Duet	5 (PC's) 5 (PC's) 5 (Pc's)	43,892.18 38,908.59 38,590.63	187H4A18591, 183H4A18666 300HGA17777, 301HGA14543 086HHB15852 018H9F25871, 019H9F18561 012H9F18672, 025HGG19856 027HGG17586 018H9F11171, 019H9F14581 012H9F17857, 025HGG16893	

Model	Qty (PC's)	Rate	Engine Numbers
			187H4A18591, 183H4A18666
Glamour	5 (PC's)	43,892.18	300HGA17777, 301HGA14543
			086HHB15852
			018H9F25871, 019H9F18561
Maestro	5 (PC's)	38,908.59	012H9F18672, 025HGG19856
			027HGG17586
	Y		018H9F11171, 019H9F14581
Duet	5 (Pc's)	38,590.63	012H9F17857, 025HGG16893
			027HGG14855

43. Amount Received from Siva Traders 10000 (Online Transfer to ICICI Account)

44. Sale order received from KM Motors (37ABTPG2703L1ZE) Ord No. SO0015/16-17 with discount 1%

Model	Qty (PC's)	Rate	Engine Numbers
Glamour	4 (PC's)	45,685.16	187H4A18591, 300HGA17777
			301HGA14543, 086HHB15852
Maestro	4 (PC's)	42,108.59	018H9F25871, 019H9F18561
			025HGG19856, 027HGG17586
Duet	6 (Pc's)	40,790.62	018H9F11171, 019H9F14581
			012H9F17857, 025HGG16893
			027HGG14855, 023HGK21604

45. Kotak OD Chq. Issued to Shrika Services 150000 (852374)

- 46. Glamour Vehicle sold to Mani (187H4A03591) 57,197 with GST
- 47. Glamour Vehicle sold to Sandeep (300HGA06877) 44,685.16 without GST Total amount **due to HDFC Finance**
- 48. Amount Received from mani 68616
- 49. Life tax amount debited to mani & Sandeep 7851, 7852 (online payment through SBI)
- 50. Insurance amount debited to mani & Sandeep 3568, 3570
- 51. Chq. (458695) Received from sangavi Automobilies 100000 Chq. Deposited to Kotak
- 52. Amount transfer to Kotak OD from Anvita Motors 500000
- 53. Delivery to KM Motors Ord No. SO0015/16-17 with discount 1%

Model	Qty (PC's)	Rate	Engine Numbers
Glamour	4 (PC's)	44,685.16	187H4A18591, 300HGA17777
			301HGA14543, 086HHB15852
Maestro	4 (PC's)	41,108.59	018H9F25871, 019H9F18561
			025HGG19856, 027HGG17586
Duet	6 (Pc's)	40,790.62	018H9F11171, 019H9F14581
			012H9F17857, 025HGG16893
			027HGG14855, 023HGK21604

54. Sold to KM Motors Ord No. SO0015/16-17 with discount 1%

Model	Qty (PC's)	Rate	Engine Numbers
Glamour	$4 (\mathbf{DC}^{2} \mathbf{r})$	44,685.16	187H4A18591, 300HGA17777
	4 (PC's)		301HGA14543, 086HHB15852
Maestro	$4 (\mathbf{DC}'_{\mathbf{z}})$	41,108.59	018H9F25871, 019H9F18561
	4 (PC's)		025HGG19856, 027HGG17586
Duet	6 (Pc's)		018H9F11171, 019H9F14581
		40,790.62	012H9F17857, 025HGG16893
			027HGG14855, 023HGK21604

- 55. Kotak OD Chq. Issued to Hero Company 1500000 (852375)
- 56. Cash Deposited to OD Account 200000
- 57. Prasanthi HDFC Finance Amount Approved 37500 Received from Finance Company
- 58. Online Transfer to MKP Cop (USA) on 21-07-2017 \$ 1000 (₹ 62.31/\$)
- 59. Online Transfer to MKP Cop (USA) on 26-07-2017 \$ 1000 (₹ 62.31/\$)
- 60. Online Transfer to MKP Cop (USA) on 31-07-2017 \$ 1000 (₹ 64.45/\$)