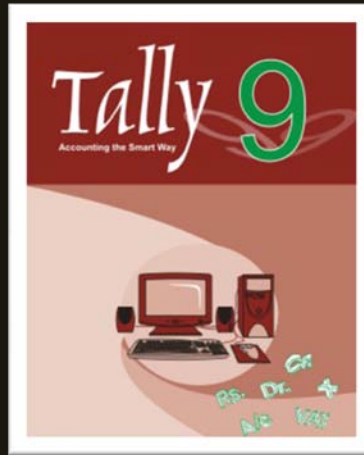


STUDENT PROJECT NEPAL
COMPUTER INSTITUTE



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TALLY 9

Introduction

Tally is accounting software developed by tally solution india. It is general purpose accounting software packaged we can use school , college, hotel, Retail and sholesale, shop hospital supermarket and finance etc.

Scope of tally it is being used by

Trading company (manufacturing , Import and Export)

Non trading company (INGO, NGO, Finacial Company)

Advantage of tally

The users of this program get reports (balance sheet, profit and loss) stock summary, and ratio analysis automatically by doing transaction entry.

Features of tally 9

1. 12 month (1 years) accounting peroid)
2. Does not allow duplicate entry Eg. Cash – Cash (does not accept again)
3. Works with multiple currencies
4. Generate report automatically (Porfit and Loss, Balance sheet, Cash Flow stock summary)
5. Potect company and company data by using password.
6. Backup and restore system
7. Company modify and delete.

Method of accounting

1 single entry system.

This system is based porely on cash accounting i.e. accounted for when money is received or paid only cash transactioms are taken into account

2. duble Entry system

This system is based both cash and credit transactions are recognized all commercial organizations use this system all transaction aspects in system (Debit and credit) duble Entry system for every transaction debits and credit must be equal.

Rules of Debit and Credit

1. Personal Account (bank , Firm)

Date	Particular	DR	CR	Balance
	Debit the Receiver	xxxxxxx		
	Credite the Giver		xxxxxx	

For example

Transactions	Related prosonal A/C	Debit Account	Credit Account
Amit started business with cash.	Amit's capital a/c or capital a/c	-	Xxxxxxx
Goods Purchsed on Cr. From ram	Ram A/c	-	Xxxxxxxx
Goods sold to rajan on cr.	Rajan A/c	Xxxxxxx	---
Loan taken from anita	Anita A/c	-	Xxxxxxxx
Goods returned from hari	Hari A/c	-	Xxxxxxxx
Goods Return to hari	Hari A/c	Xxxxxxxx	-
Loan of anita paid	Anita A/c	Xxxxxxx	-

2. Real Account (Cash , bulding, machine,stock etc.)

Date	Particular	DR	CR	Balance
	Debit what comes in	xxxxxxx		
	Credite what goes out		xxxxxxx	xxxxxxxxxx

For example

Transactions	Real A/C	Debit Account	Credit Account
Amit started business with cash.	Cash A/c	xxxxxxx	-
Furniture Purchased	Furniture a/c	Xxxxxxxx	-
Goods sold to rajan on cr.	Goods A/c	-	xxxxxxxxxx
Loan taken from anita	Cash A/c	xxxxxxx	-
Goods returned from hari	Goods A/c	xxxxxxx	-

Goods Return to hari	Goods A/c	-	XXXXX
Loan of anita paid	Cash A/c	-	Xxxx

3. Nominal Account (paid to salary, telephone bill)

Date	Particular	DR	CR	Balance
	Debit all expenses and losses	xxxxxxx		
	Credite all incomes and gains		Xxxxxxx	Xxxxxxxxx

For example

Transactions	Nominal prosonal A/C	Debit Account	Credit Account
Salaries paid	Salaries A/c (expense)	Xxxxxxx	-
Rent paid to landlord	Rent A/c (expense)	Xxxx	-
Wages paid to krishna	Wages A/c (expense)	Xxxx	---
Stationery purchased	Stationery A/c	Xxxx	-
Interest Received	Interest a/c (income)	-	Xxxxxxxxx
Commission Receive	Commission A/c (income)	-	Xxxxxxxxx
Discount allowed	Discount a/c (loss)	Xxxx	-
Discount received	Discount A/c (gain)	-	Xxxxxxx

Related Case of Simple jurnal entries

Case	Particular	Dr. Amount	Cr. Amount
Starting business: Anis started a Business with capital of Rs 200000	Cash A/c Dr. To Capital A/c (being business started with cash) Sundry Debtors	200,000	200,000
Drawing (Capital Withdra): Cash withdraw from Business for personal or private or domestic use Rs.1500	Drawing a/c Dr To cash a/c (Being cash with draw for personal use)	1500	1500
Goods with drawn goods used for personal purpose	Drawing a/c Dr. To Purchase a/c or Goods	500	500

Rs.500	a/c (Being goods taken)		
Purchasing assets furniture for Rs.10500	Furniture a/c Dr. To cash a/c (Being furniture purchase)	10500	10500
Sales of assets furniture sold for Rs.10000	Furniture a/c Dr. To cash a/c (Being furniture sold)	10000	10000
Cash purchase Goods purchase for cash Rs.50000	Goods a/c or purchase a/c Dr. To cash a/c (Being Goods purchase for cash)	50000	50000
Credit purchase Goods purchased from Binod for 10000 on credit	Goods a/c Dr. To Binod a/c (Being Goods purchase on credit)	10000	10000
Cash sales Goods sold for cash Rs.8000	Cash a/c Dr. To Goods a/c or sales a/c (Being Goods sold for cash)	8000	8000
Credit sales Goods sold to Amit on credit Rs.10000	Amit A/c Dr. To Goods /sales a/c (Being Goods sold to Amit on Credit)	10000	10000
Payment to creditors : Cash paid to amit Rs 30,0000	Amit A/c Dr. To cash A/c (being cash paid to amit)	30,000	30,000
Payment for Expenses: Paid for salaries Rs 8000	Salaries A/c Dr. To cash A/c (being paid to salary)	8000	8,000
Salary paid to ram Rs 10,000	Salary A/c Dr. To cash A/c (being salary paid to ram)	10,000	10,000
Receiving incom. Interest received amounting Rs 6,000 for the month of april	Cash A/c Dr. To interest a/c (being interest received)	6,000	6,000
Cash received from Debtors: cash received from anish Rs 5000 as a party of cr. sales.	Cash a/c Dr. To anis a/c (being cash received from anis)	5,000	5,000
Exchange of assets : New machinery purchased by giving furniture Rs 7,000	Machinery A/c Dr. To furniture A/c (being furniture exchange for machinery)	7,000	7,000
Taking of loan: Received Rs 1000 from ram as a loan.	Cash a/c Dr. To loan a/c (being loan taken from Ram)	1,000	1,000
Repayment of loan:	Loan / Ram a/c Dr.	1,000	

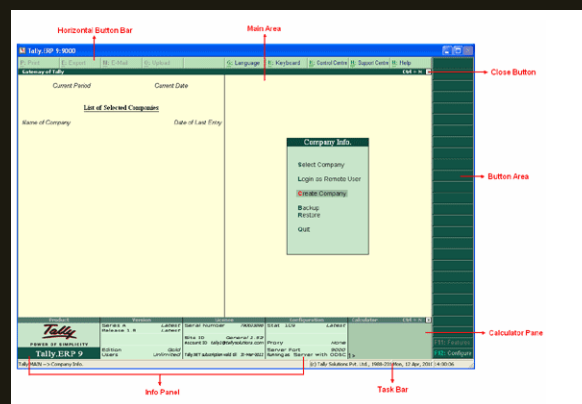
Paid R 1000 to Ram as a part of loan.	To cash a/c (being paid Ram as a part of loan)		1,000
Sales Return: Goods return from hari being not according to the sample rs 500	Sales return A/c Dr. To hari a/c (Being goods Return from hari)	500	500
Purchased Return: Defecting goods costing Rs 15,000 returned to suman	Bank A/c Dr. To purchase A/c (being goods return to suman)	15,000	15,000
Deposit into Bank: Cash deposited into the bank Rs 25000	Bank a/c Dr. To cash a/c (being cash deposited into bank)	25,000	25,000
Withdraw from bank: Cash withdraw from bank for office use Rs 5,000	Cash a/c Dr. To bank a/c B(being cash withdraw from bank)	5,000	5,000
Expenses paid to by cheque: Wages of rs 1,000 paid by cheque.	Wages a/c Dr. To bank a/c (being paid for wages by cheque)	1,000	1,000

How to run the tally 9

Steps:

1. Click on strat button.
2. Go to program.
3. Click on tally 9.
4. Again click on tally 9 or
5. Give the duple click on tally 9 Icon.

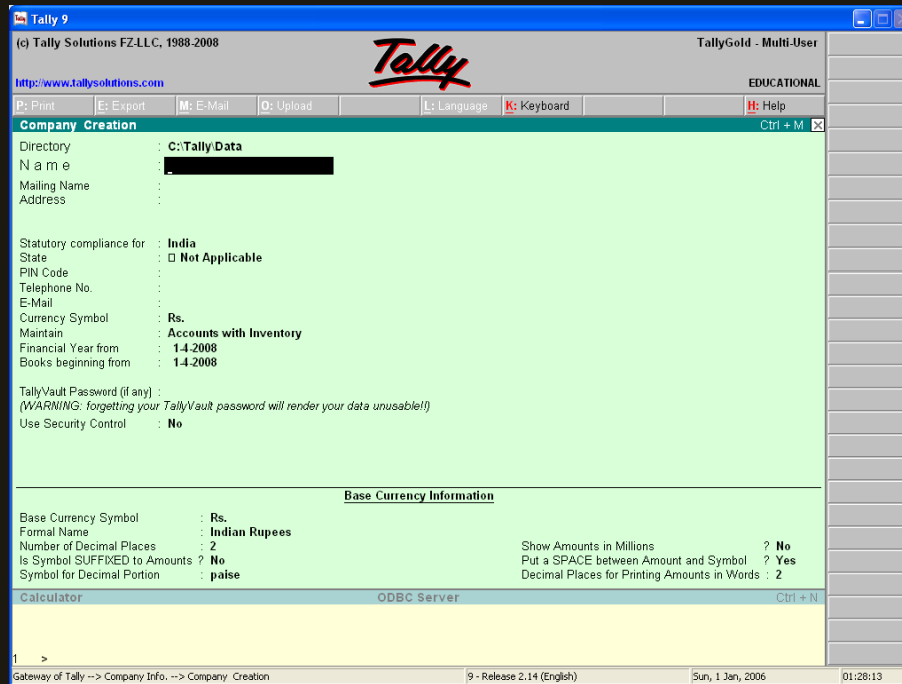
Then we can see window display tally 9.



About a Company Information.

At includes all company Related information . Included in company Information select company SHUT Company , create company, create group, Company, Alter, Change Tally Ault split company data, Backup, Restore, Quit, This option included.

Company creation



Steps:-

1. We can go to Gateway of tally.
2. Press Alt + F3
3. Select “create company”.
4. Then fillup from it as company information.
5. Directory: directory your create company will save.

Eg: d:, E:/tally... etc

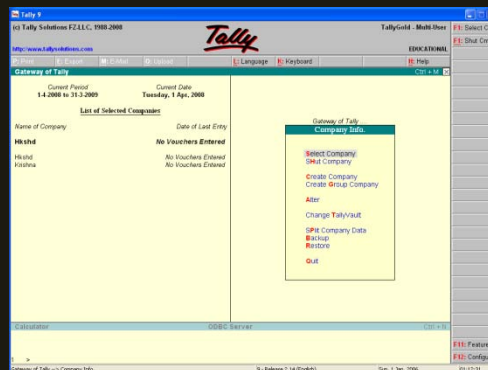
6. Name : Give company name.
7. Mailling : type mailling name of company.
8. Address: give compnay address.
9. Statutory compliance for: Area or location (None)
10. E-mail: Give company e_mail ID.
11. Currency symbol:-
12. Maintain: i. Account only used for financial company related.
ii. Account Inventory : used for trade company.

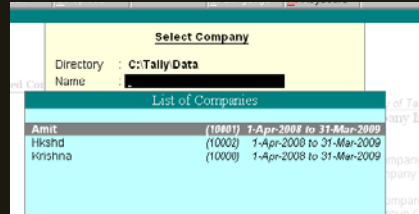
13. Financial year from: Entry date of Financial year start
14. Books beginning from : Transaction of started date.
15. Tally vault password (if any): you can give any password in tally vault. Symbol
(*****)
16. Use security :- Yes, no
17. Name of Administor :- Computer
18. Password : *****
19. Base currency symbol : - Give currency symbol. For example:- Rs, Ic, etc.
20. Number of decimal place:- How many Number you want to show after decimal place
(10.250 two decimal place (10.752 three decimal place).
21. Is symbol suffixed to amount? Yes = 150 Rs, No = 100.
22. Symbol for decimal portion:- (name of decimal amount after decimal place)
23. Show amount in millions:- yes = If you want to show amount in million Eg. 122,
550,660.
 - a. No = you want to show lakhas Eg. 2,55.85,000.
24. Put the space between amount and symbol:- yes = Rs. 150, No = Rs. 150.
25. Decimal place for printing amounts in words:- Give the number of decimal place to print
the after decimal place amount. Eg. 150.75 --- 2, 150.785 --- 3.
26. When you finish you must make yes to save this company. Yes = save to your create a
company (y) No = No save company (N)

Select Company

Steps:

1. Gateway of tally.
2. Press key from Alt + F3.
3. Select company from keyboard up down cursor.
4. Then press Enterkey.
5. Then we can see display of companies list. And select your company.





Shut Company

Steps:

1. Go to gateway tally.
2. Press alt + F3 .
3. Select Shut company. (which you want to close company)
4. Press enter key.
5. then we can see delete a company.



Alter Company:-

This option you can used to change information of company, you can delete company, Rename a company etc.

Steps:

1. go to gateway of tally.
2. Press Alt + F3.
3. Select a Alter option.
4. select which you want to change a company information.
5. If you want to delete a company, press Alt +D key from keyboard, then Prees Y key for delete N key for No delete.

Create Group Company:-

This option is used to create many member company.

Steps:

1. Go to Gateway of tally.
2. Press Alt + F3 .
3. Select a Create Group company.

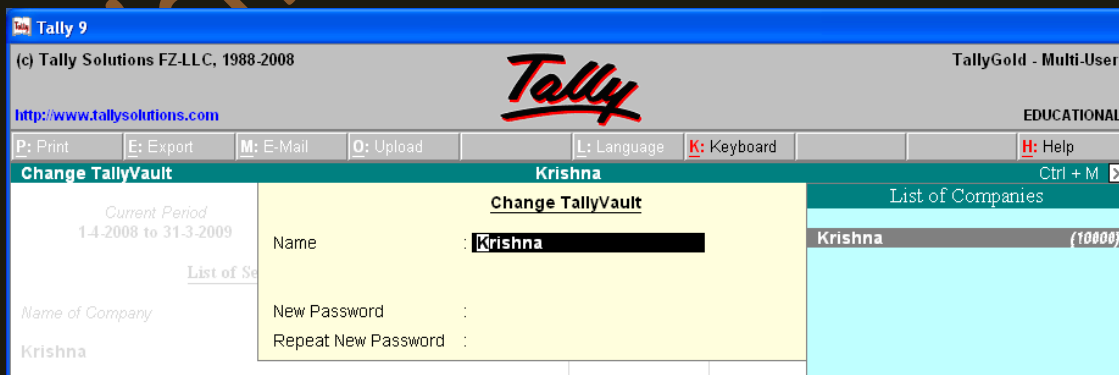


Change Tally Vault:

This option is used to change a password.

Steps:

1. Gateway of tally
2. Or press Alt + F3
3. Select the change tally vault.
4. Select company which want give tally vault password.
5. Type a password.
6. Some Repeat type a password.



Split Company Data

Allows you to split company data across multiple period

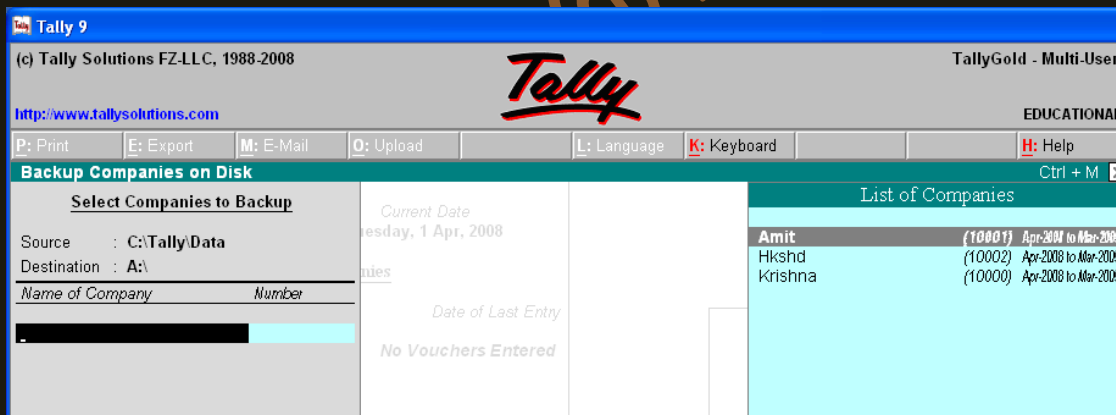


Backup

Allows you to take a backup of the company data.

Steps:

1. Gateway of tally.
2. Press Alt + F3.
3. Backup.



4. Source : you want to take a data.
5. Destination: select a store device.

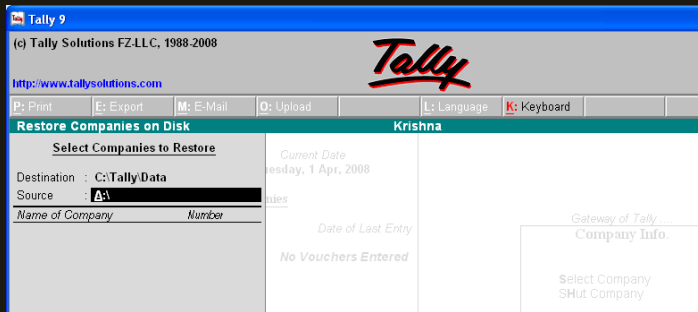
Restore

Allows you to restore a data backup.

Steps:

1. Gateway of Tally.
2. Press Alt + F3.

3. Select restore option.
4. Select source/destination.
5. Then you will see all companies. If you want restore company select.



Account Information:

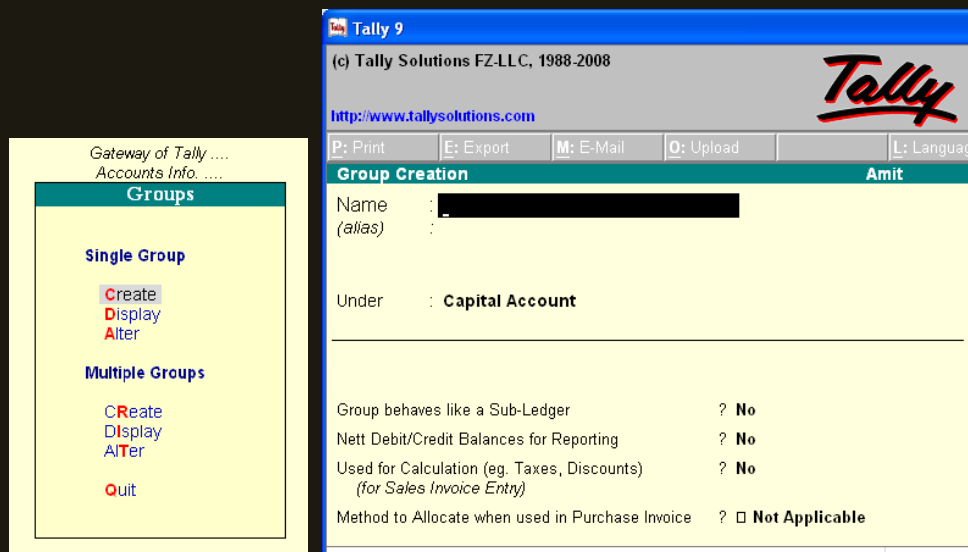
We can use this option to create account groups, Ledger, Cost categories, cost center, multi-Currency and rate of exchange etc.



Create a Groups:-

Steps:

1. Gateway of tally.
2. Account info.
3. Select a Groups./ create.



Project: 1

1. Cash received from capital Account:

- Hari shresth Rs 10,00,000,000.
- Sushant thapa Rs 20,00,000,000.

2. Anita thapa entered into the business as a share holder investing rs 250,000,

3. Amit stha also entered into the same business with cash Rs..... 150,0000. Bank cheque of nabil Bank Ltd. Rs 20,000.00 and Telephone line of Rs. 5000.00

4. Cash deposit to himalayan Bank Ltd. Rs 100,000.00

5. Purchased Fixed Assets by Cheque (Himalayan)

- Funitures a/c Rs 150,000.00
- Computer Rs 160,000.00.
- Laptop Rs 170,000.
- Office goods Rs 140,000.00

6. Exps payment by cash

- Stationery expⁿ Rs 150000.
- Advertisement and Publicity Exp Rs 150000.
- Fuel Eps Rs 80000.

7. Purchase computer on credit from LG company Rs 20,000.

8. Cash withdraw from himalayan Bank Ltd. Rs 70,0000

9. Cash deposite Nabil bank. Rs 250,0000.

10. Payment to sundary creditors by cheque (Nabil bank)

- Star office Rs. 15000.

- Krishna travels Rs 25000.
- Spn computer Rs 100000.

11. Exps Payment By Cheque (himalyan Bank)a

- House Rent Rs 150000.
- Office rent Rs . 25000.

12. Exps Payment by cash

- Repair & Maint. Exps Rs . 26000.
- Registration Exps. Rs 20000.

13. Took a loan 150,000. From himalayan bank and transferred to NBI Bank amount.

14. Interest received on an investment. Rs 10,000.

15. Salary paid to the staff rs. 10000 and due Rs 2,900.

16. Sold office goods costing Rs 50000. For Rs 45000.

17. Commision paid of Rs 2500 and outstanding commision Of rs 2000.

18. Cash received from amit of rs 1500 in full installment of Rs 1500.

19. Paid cash to anita rs 25000 and allowed discount of RS 500.

20. Received cash from amit Rs 60000 and allowed him discount of Rs 5000.

21. Deprecation plant and Machinery @ 5% the value of p/m is Rs 250000.

22. Deprecation on furniture is to be Rs.500 for the year.

23. A debtor of Rs.500{Mr.ABC sharma} became insolvent and declared as bad debt.

24. paid House Rent Rs.5000 and salaries Rs.15000.

25. Bank charges by Bank Rs.1000.

26. Interest endorsed by Nabil Bank Ltd Rs.200.

27. Paid to Deep Furniture Rs.50000.

28. Cash received from sundry Debtors

-Ranjan sharmaNrs.35000

-Pandey watch.....Nrs.15000.

-Modern electronics.....Nrs.20000.

Ledger	Secondary Group	Primary(main)Group
Cash	Cash-In-hand	Current Assets
Raju Gurung a/c	Share capital	Capital Accounts
Sushant sharma a/c	Share capital	Capital Accounts
Sabin Basnet a/c	Share capital	Capital Accounts
Mrs.Thapa a/c	Share capital	Capital Accounts
Nabil Bank a/c	Bank Accounts	Current Accounts
Telephone Line a/c	Office Equipments	Fixed Assets
Furniture a/c	Furniture &Fixtures	Fixed Assets
Computer a/c	Computer &peripherals	Fixed Assets

Printer a/c	Computer & peripherals	Fixed Assets
Rx 100 bike a/c	Vehicles	Fixed Assets
Maruti 800 car a/c	Vehicles	Fixed Assets
Office Goods a/c	Office Equipments	Fixed Assets
Printing & stationeries		Indirect Expenses
Advertisement & publicity a/c		Indirect Expenses
Fuel exp a/c		Indirect Expenses
Deep Furniture a/c	Sundry Creditors	Current Liabilities
Machhapuchre Bank a/c	Bank Accounts	Current Assets
Star Office Automation a/c	Sundry Creditors	Current Liabilities
Himalaya Trading House a/c	Sundry Creditors	
Professional Trading House a/c	Sundry Creditors	
Repair & maint exp a/c		Indirect Expenses
Registration & Renewals a/c		Indirect Expenses
Tea Exp a/c		Indirect Expenses
House Rent a/c		Indirect Expenses
Electricity a/c		Indirect Expenses
Newspaper a/c		Indirect Expenses
NB Bank (Loan) a/c		Loans (Liabilities)
Interest received a/c		Indirect Income
Salary a/c		Indirect Expenses
Salary outstanding a/c	Outstanding	Current Liabilities
Depreciation (Furniture) a/c	Depreciation	Indirect Expenses
Bad debt a/c		Indirect Expenses
ABC Sharma's a/c	Sundry Debtors	Current Assets
Bank charge a/c		Indirect Expenses
Interest received		Indirect Expenses
Ranjan Sharma's a/c	Sundry Debtors	Current Assets
Pandey Watch a/c	Sundry Debtors	Current Assets
Modern Electronics a/c	Sundry Debtors	Current Assets
Profit & Loss a/c		
Commission paid a/c		Indirect Expenses
Commission Outstanding a/c	Outstanding	Current Liabilities
Discount given a/c		Indirect Expenses
Rajat's a/c	Sundry Creditors	Current Liabilities
Discount received		Indirect Incomes
Anupa's a/c	Sundry Creditors	Current Liabilities
Bikal's a/c	Sundry Creditors	Current assets
Depreciation (P&M) a/c	Depreciation	Indirect expenses

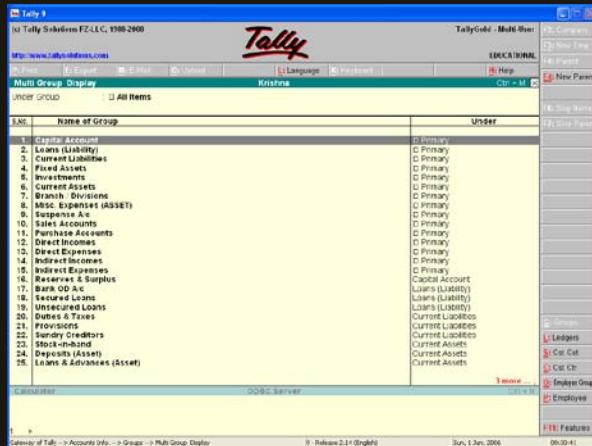
Display :

This option is used to see a create groups.

Steps:

1. Gateway of tally.
2. Account info / groups.
3. Select display.

Then you see a group list & select which one you want to see.

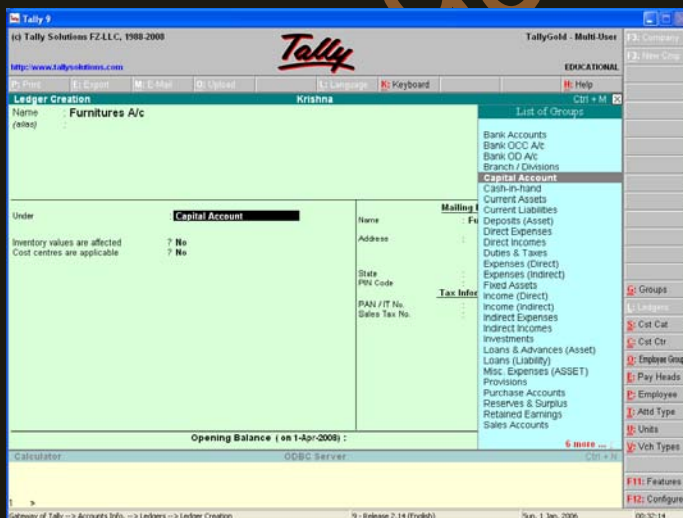


Ledger:

Ledger is create a new ledger, display, Rename & delete groups etc.

Steps:

1. Gateway of tally.
2. Account info/ ledger / create.



3. Name : give a ledger name.
4. Alias: give a sub ledger name.
5. Under : select a group of ledger.

6. Cost centers are applicable “yes”.

Cost centres are applicable ? **Yes**
 Effective Date for Reconciliation ? **1-Apr-2008**

7.

8. Give opening balance (if you have).

9. At last accepts “yes” or Press (ctrl + A) for save.

10. If you do not entry the ledger group while creating the ledgers (Alt + C)

(sundry creditors – Itg' {kg} { kf6L , sundary creditors – lng' {kg} { kf6L)

Ledger	Under Group
Bank a/c	Bank account
Capital a/c	Capital account
Cash	Cash in hand
Computer a/c	Fixed assets
Furniture a/c	“
Building a/c	“
Land a/c	“
Machinery a/c	“
Purchases a/c	Purchase A/c
Sales a/c	Sales A/c
Sundry creditor A/c	Sundry creditor
Sundry debtors a/c	Sundry deptors
Supermarket a/c	“
Loan taken	Loan liabilities
Drqwing a/c	Capital a/c
Share capital a/c	“
Partner's capital	“
Interest Receiver	Indirect income
Commissions receiver	“
Dividente Receiver	“
Wages	Direct expensive
Cash in hand	Current Assets
Cash in bank	“
Account pay	Current liabilities
Loan Giver a/c	Loan and advace
Office rent a/c	Indirect Expensive
Salary	“
Telephone Expn	“
Stationery Expn a/c	“
Electric Exp a/c	“
Discount paid a/c	“
Commission a/c	“
Depreciation a/c	“
Interest paid A/c	“
Repairs and Maintain a/c	“

Vat / Tax a/c	Indirect Income
Discount receipt a/c	“
Interest Receipt a/c	“
Commision Receipt a/c	“

Display:

Steps:

1. Gateway of tally/ account info .
2. Ledger / Display.
3. Which you want to see a ledger infromation.

Alter :

Used to change ledger infromaion and delet ledgers.

Steps:

1. Gateway tally / account info.
2. Ledger / Alter.
3. Select a ledger which you want to delete or change ledger.
4. Alt+ D press from keyboard.

Delete transactionn of ledger /or you will see transaction.

Steps:

1. Display / Account book / ledger.
2. Select which you want delete.
Transation or see transaction.
3. If you want delete press (Alt +D)
4. **Press y or select yes option.**

Cost categories:

Activation:

Steps;

1. Gateway of tally / press F11.
2. Account features.
3. Maintain cost center “yes”.

Cost/Profit Centres Management

Maintain Payroll	? No
Maintain Cost Centres	? Yes
Use Cost Centre for Job Costing	? Yes
More than ONE Payroll / Cost Category	? Yes
Use Pre-defined Cost Centre Allocations during Entry ?	No

How to create cost categories

Steps;

1. Gateway of tally.
2. Account info.
3. Cost categories / create.
4. For example
A) Book b) copy c) computer d) pen etc. you can create.

Display cost categories:

Steps:

1. Gateway of tally.
2. Account info.
3. Cost categories / display.
4. Select categories.

Alter:

Steps:

1. Gateway or tally / account info/ cost categories / alter.
2. If you want delete a categories press Alt + D.

How to create of cost center.

Steps:

1. Gateway of tally/ account info.
2. Cost center /select create

For example

Name	Post
AMIT	Manager

Rajan	Staff
Rita	Peon
Bus no 00254	Bus
Telephone no 014254255	Telephone
Mobile no 974100000	Mobile no

Note : this is related case use salary A/c, Telephone expn a/c

Display :

1. Gateway of tally / account info
2. Cost center/ select display.

Alter option.

Steps:

1. Gateway of tally./ account info/ cost center / alter.
2. Which you want to rename or delete and change information of cost center.
3. If you want delete press Alt + D.

For examples

1. Salary paid
 - a. Ram Rs 2500. B, hari Rs 5000. C. anis Rs. 10,000.
2. Telephone exp paid.
 - a) Telephone no 0142541, b) telephone 97510, 98510..... Rs 1000.
3. Exp computer paid.
 - a) Intel computer Rs 30,000.

Multi – currency:-

Steps:

1. Gateway of tally.
2. Press F11 / Accounting feature.
3. Allow multi currence “Yes”.

General

Integrate Accounts and Inventory	? Yes
Income/Expense Statement instead of P & L	? No
Allow Multi-Currency	? Yes

Creating Rate of exchange:

Steps:

1. Gateway of tally/ account info/ multi-currency / select create.

Symbol:

NC = Nepali currency

IC = Indian currency

\$ = Dolor us

£ = pound sterling

¥ = japans yen

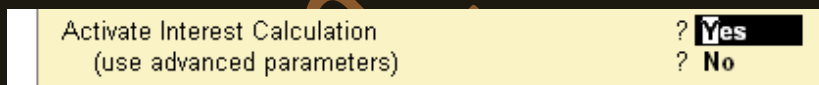
Display / alter (same process)

Interest calculation:

Activation.

Stpes:

1. Gateway of tally / press F11.
2. Accounting features.
3. Activation interest calculation “yes”.



4.show the interest amount.

Steps.

1. Gateway of tally/ display.
2. Statement of inventory
3. Show the receivable amount/ payable amount.

Rate of exchange:

Steps:

1. Gateway of tally.

2. Account info – multi –currency.
3. Select Rate of exchange.
4. The record as basic currency.

Inventory information.

1. Stock groups.

Create stock groups.

Steps:

1. Gateway of tally/ Inventory info/ stock group.
2. Select crate.

For example

- i. Computer ii. Mouse iii. Pen iv. Calculater etc.

Can quantities of items be ADD ? “yes”

Can Quantities of items be ADDED ? **yes.**

(Display/ alter stock group same process)

2. Unit od measurement :

Create unit of measurement.

Steps:

- i. Gateway of tally.
- ii. Inventory info / unit of measurement.
- iii. Create.

For example:

Unit	Symbol
Sets	Set
Pieces	Pcs
Catun	Ctr
Kilogram	kg

Display / alter unit of measurement (same process) Repit again.

3. Stock items:

Create stock items:

Steps:

- i. Gateway of tally.

ii. Inventory info /stock items/ select create.

For example.

Name	Under	Units
1 gb pendrive	Pendrive	Pcs
Dell computer	Computer	Set
Mouse	Mouse	pcs

Display/ alter stock item (same process)

4. Godowns:

Activation of godowns:

Steps:

1. Gateway of tally. Press F11 / inventory features
2. Maintain multi – godown “yes”

3.

Storage & Classification

Maintain Multiple Godowns	? Yes
Maintain Stock Categories	? Yes
Maintain Batch-wise Details	? No
(set Expiry Dates for Batches)	? No
Use different Actual & Billed Qty	? No

How to create Godowns:

Steps:

- i. Gateway of tally/ inventory info/ Godowns / create.

For example

Godowns name	Address
G A	Kathmandu
GB	Pokhara
GC	Gorkha etc.
	`

Display/ alter

Steps:

1. Gateway of tally/ inventory info/ godowns.
2. which you want Select (alter/ Display)

How to see the Godown report.

Steps:

1. display / statements of inventory.
2. Then select Godown in which you want to see report.

4. Stock categories:

Activation:

Steps:

- i. Gateway of tally / f11/ inventory features/ maintain stock categories “yes”.

<u>Storage & Classification</u>	
Maintain Multiple Godowns	? Yes
Maintain Stock Categories	? Yes
Maintain Batch-wise Details (set Expiry Dates for Batches)	? No
Use different Actual & Billed Qty	? No

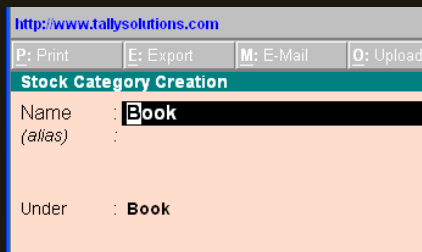
- ii. Create stock categories:

Steps:

- i. Gateway of tally.inventory info/ stock categories.
- ii. Select create.

For example>

- i) TV ii). Computer table iii) computer iv) laptop etc,
- ii)



The screenshot shows a web browser window with the URL <http://www.tallysolutions.com>. The browser has buttons for Print, Export, E-Mail, and Upload. The page title is "Stock Category Creation". The form contains the following fields:

- Name: **Book**
- (alias):
- Under: **Book**

Display / alter (same process)

How to use the stock categories:

Steps:

1. Create stock items.
2. Create the stock items.
3. Select categories.
4. Use all option as stock items.

How to see the report of stock categories.

Steps:

- i. Display / statements of inventory.
- ii. Select categories.

Accounting vouchers:

In accounting terms a voucher is a document containing the details of financial transactions. For example a purchase invoice, sales receipt, a petty cash, a cheque, a bank interest statement and so on.

Types of voucher.

F6 – Receipt Voucher

F5 – Payment “

F4 – Contra “

F7 – Jurnal voucher

F9 – Purchase voucher.

F8 – sales Voucher.

Ctrl + F9 – Debit note voucher.

Ctrl + F8 – credit “ “

Contra vouchers:

Steps:

- i. Gateway of tally./ accounting voucher.
- ii. Contra voucher /press F4.

For example

- a. Cash deposited in to Nabil bank. Rs. 1,00,000/-
- b. Cash withdraw from bank Rs. 50,000/-

Bank a/c Dr 1,00,000

To cash a/c cr 1,00,000/-

Cash a/c DR. Rs 50,0000

To Bank a/c Cr. Rs. 50000.

Cr. – Cash a/c

Dr. – Entry which you want to deposit bank.

Payment fo Voucher: (cheque, cash)

Salary a/c , house rent a/c, electricity charge a/c, telephone charge a/c, transport a/c, salary advance a/c, furniture a/c, building a/c etc.

Dr.= Select releted expn

Cr. = cash / Bank a/c.

Steps:

1. Gateway of tally.
2. Account voucher/ payment voucher / F5.

For example

- i. Salary paid Rs 60,000.
- ii. Computer purchased Rs 50,000.

- iii. Cash paid to salary creditor Rs 50,000.
- iv. Stationery expn paid Rs 5000.
- v. Furniture purchased Rs 20,000.
- vi. Interest paid Rs 25,000.
- vii. Rent paid Rs 12,000. Etc.

Salary a/c Dr Rs 60,000.

To cash a/c 60,000

Computer a/c Dr. Rs 50,000.

To cash a/c 50,000

Sundry creditor a/c Dr. 50,000.

To cash a/c 50,000.

Furniture's a/c Dr Rs 15000

To cash Cr. Rs 15000

Interest paid a/c Dr Rs 25000.

To cash a/c 25000.

Rent A/c Dr. 20,000

To cash a/c 20,000.

Receipt voucher:

Dr = cash / Bank a/c (receiver).

Cr = hari a/c (giver)

Steps:

- i. Gateway of tally.
- ii. Accounting vouvher/ receipt voucher / F6.

For example

- i. Commission receipt rs 5000.
- ii. Loan taken Rs 10000.
- iii. Interest Receipt Rs 5000.

iv. Cash Receipt from s. debtors rs 20,000.

Journal entry.

Cash a/c	Dr.	5000	
To commission a/c			5000
Cash a/c	Dr.	10000	
To loan taken a/c			10000.
Cash a/c	Dr.	5000	
To interest paid a/c			5000
Cash a/c Dr		2000	
To sundary debtors a/c			2000

Discount active:

Steps:-

1. Gateway of tally
2. Company feature
3. Inventory feature
4. Separate Discount column on invoices ? Yes
5. Save (Alt + A)

Sales Voucher:

Releted case.

Sales to cash – cash

Sales a/c to sundary debtors a/c (ram) Dr.

Dr. = Receiver

Cr. = giver

Steps :

- i. Gateway of tally / account voucher
- ii. Sales voucher / F8.

Example

Goods sold Rs 5000

Cash a/c Dr. 5000

To sales a/c 5000

Go to change voucher (ctrl + v)

- i. Goods sold items.

Name of items	Qty	Rate	amount
Lcd monitor	2`	2000	4000
1 Gb ram	5	500	2500
4 GB pendrive	2	450	900

Purchase voucher

- F12 configuration.
- Use single entry mode for pymt/ rect/ contra? "NO".
- Use or / DR instead of to / by during entry "YES".
- Releted case (cash)

Cash a/c Dr xxxxxx

To purchase a/c

Sundry creditor a/c to purchase a/c

Cr = Giver

Dr. = purchase a/c.

Steps:

- I. gateway of tally/ purchase voucher / F9.
- II. For example.

- a. Goods purchased Rs 10,000.

Jurnal entry.

Purchase a/c Dr. 10,000.

To cash a/c 10,000.

Go to change purchase vouchers (Ctrl +V) Purchase goods items.

Name of items	Qty	Rate	amount
Lcd monitor	5	2000	10000
1 Gb ram	2	500	1000
4 GB pendrive	2	450	900

Journal vouchers

- Credit note voucher.
- Debit note voucher.
- F11- features / use debit/credit note ? “yes”
- F7 press from keyboard.
- Dr. furniture a/c (related expn)
- Cr. Entry of giver person or org.

Send to rowing goods. Use to credit note voucher

Cr. Pashupati a/c (receiver lkmf{ lng] JolQm)

Dr. sales return a/c.

Debit note voucher (damage goods return use case)

Dr. Receiver

Cr. Purchase Return a/c.

Steps:

- Gateway of tally / account voucher.
- Journal voucher / F7.

Example:

1. Goods sold Rs 50,000 on cr.
2. Goods purchased rs 20,500 on cr.
3. Deprecation charged on .

-laptop computer . 5000

- furniture a/c Rs 10,000.

4. Discount receipt Rs 5000

5. Discount paid Rs 2000.

Sundry debtors a/c Dr	15000	
To sales a/c		Rs 15000
Purchased a/c Dr	20500	
To sundary creditor a/c	20500.	
Deprecation a/c	15000	
To lap top computer		5000
To furniture a/c		10,000
Discount paid Dr	2000	
To sales a/c		Rs 2000
Purchase a/c Dr	500	
To discount Receipt a/c		500.

Inventory voucher

- I. Stock journal
- II. Activation steps:
 - a. Gateway of tally.
 - b. F11/ inventory feature.
 - c. Track additional cost of purchase "yes"

Stock journal :

Steps:

1. Gateway of tally.
2. Inventory voucher.
3. Select Journal voucher./ Alt+ F7.
4. Goods are transferred on Godown to another Godown.

Inventory Voucher

Stock journal

Activation:

Steps:

1. Gateway of tally/ press F11/ inventory feature.
2. track additional cost of purchase "yes"

Stock journal

steps:

1. gateway of tally/ inventory voucher
2. select journal voucher.
3. Press alt+F7 key from keyboard.

goods are transferred on godown to another godown .

name of goods	from	stock items transfer one G to another Godown.				
		Qty	unit	Rate	to	additional
lcd monitor	GA	15	set	Type of purchase	GC	1%
1GB Ram	GB	2	Pcs	Rate	GA	1.5% etc

Order Processing activation:

Steps:

1. Gateway of tally/ press F11.
2. Inventory features / order processing.

Purchase order voucher

Steps::

- i. Gateway of tally/ inventory vouchers.
- ii. Purchase order or press Alt + F4 .

Entry purchase order.

name of goods	Go down	stock items transfer one G to another Godown.		
		Qty	unit	rate

lcd monitor	GA	5	set	2000
1GB Ram	GB	3	Pcs	1400

how to see Report of purchase order.

steps:

1. gateway of tally.
2. display / inventory books.
3. select purchase order.

sales order voucher.

steps:

1. gateway of tally.
2. inventory voucher.
3. sales order or Alt + F5.

sales order:

items of name	Godown	sales order		
	GA	Qty	unit	Rate
Lcd monitor	Ga	2	Set	9000
1Gb Ram	GB	3	pcs	1400.

Report of sales orders:

steps:

- i. gateway of tally/ display / inventory book.
- ii. then select sales order.
- iii. sundry debtors form return goods.

Rejection of activation:

steps:

1. Gateway of tally/ press F11 / Inventory features
2. use rejection in / out note "yes".

Rejection in voucher:

steps:

- i. Gateway of tally./ inventory voucher / Rejection or Press Ctrl + F6.

goods are Rejectedby coustomers

items of name	Godown	Rejection in		
items	GA	Qty	unit	Rate
Lcd monitor	GB	2	Set	Sales Rate
1Gb Ram	GB	3	pcs	

Rejection out voucher:

steps:

- i. gateway of tally / inventory voucher.
- ii. Rejection out voucher Or alt + F6.

goods are rejected to sundry creditor.

items of name	Godown	Rejection in		
items	GA	Qty	unit	Rate
Lcd monitor	GB	2	Set	Sales Rate
1Gb Ram	GB	3	pcs	

Rejection voucher:

steps:

- i. Gateway o f tally/ inventory voucher.
- ii. rejection out voucher or Alt +F6.

goods are rejection o sundry creditor.

items of name	Godown	Rejection out		
items	GA	Qty	unit	Rate
Lcd monitor	GB	2	Set	purchase rate
1Gb Ram	GB	4	pcs	

note:-

These accounting voucher. keeps are purchase and creditor good sales, goods Return.

activation of rejected out.

steps:

1. gateway of tally / F11.
2. accounting voucher.
3. usedebite and credit notes ? "yes"

how to purchase goods on credit.

Goods are purchase on credit.

items of name	Godown		Purchase on credited	
items	GA	Qty	unit	rate
Lcd monitor	GB	2	Set	5000
1Gb Ram	GB	4	pcs	1400

Return goods on Credit purchase.

steps: (go to credit voucher)

- i. gateway of tally/ account voucher / select Debite note.
- ii. or Ctrl + F9 key from keyboard.

How to sales the goods on creditor ?

sales F8.

following goods are sales as Cr.

items of name	Godown		sales on cr.	
items	GA	Qty	unit	rate
Lcd monitor	GB	2	Set	5000
1Gb Ram	GB	4	pcs	1400

activation of delivery and Receipt note:-

additional inventory voucher

usetranking numbers (d/ Receipt note) 'Yes'

step:

1. gateway of tally / inventory voucher / press Alt +F8

2.

for Report.

steps.

1. gateway of tally.
2. display / statement of inventory. sales Bill pending.

Receipt Note:

1. Gateway of tally. display / statement of inventory.
2. purchasebilspanding.

Automatic interest calculation

Activation:

steps>

1. Gateway of tally.
2. F11 / accounting feature / "active interest calculation ? "yes".
3. now you go to ledger creation.
4. gateway of tally/ account info / ledger / create.
5. Active interest calculation "Yes".

change period = Alt + F2.

Followings types:

- i. gateway of tally/ Display
- ii. satemetnts of account/ interest calculation S/ Then select which you want to see.
- iii. Interest Receivable/ interest payable/ ledger/ group – all releatedinterst.

Lifo / FIFO

activation

steps:

- i. gateway of tally.
- ii. F12/ account / inventory info.
- iii. all ADVANCE entries in masters "yes".
- iv. now go to stock items Credtion place.

1. Gateway of tally/Inventory Info

2. Stock items/Then select create.

Name: Name of stock Item costing method:

For Example

Purchase goods date on 2065/01/30

For Reports:

1. Gateway of tally.

2. Stock summary.

3. Press F5 to see all in details.

Use part number for stock Items

Active part Number.

Steps:

1. Gateway of tally/Press F12.

2. Account/Inventory Info

3. use part Number for stock Items “yes”

Description & Remarks to stock

Items:

Activation steps:

1. Gateway of tally/ Press F12.

2. Account /Inventory info

“use Decripation for stock Items Yes”

“use Remarks for stock Items Yes”

Activation of Alternative unit

Steps:

1. Gateway of tally /Press F12.
2. Account Inventory info
3. Inventory master
4. use ALTERATE units for stock Items “Yes”

How to creation of unit

Steps:

1. Gateway of tally
2. Inventory Info/Unite of measurement.
3. Create

Key	Kilogram
Qtc	quintal
Set	sets
G	gram
tn	Ton

Now go to again creation unit

Type-

Compound-

g-

F unit kg

Allow std Rate for stock Items:

Steps:

1. Gateway of tally/Press F12.
2. Account/Inventory info

3.”Allow std Rates for stock items Yes”

4.go to the stock items creation.

Activation of use Address for Godown

Steps:

1.Gateway of tally

2.Press F12/A/c/Inventory info

3.Use Address for Go downs Yes

Go to the Go downs creation

Steps:

1.Gateway of tally /Inventory info

2.Go down create

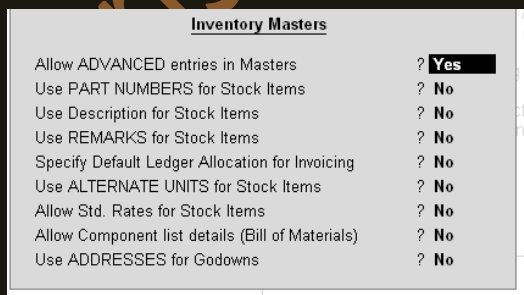
3.Give Name of Go down Address.

LIFO /FIFO

Active of LIFO/ FIFO

Steps :

1. Gateway tally / press 12
2. Accounting / inventory info.
3. Allow ADVANCE entries in master “Yes”



Now go to the stock items creation.

Steps:

1. Gateway of tally
2. Inventory info
3. Stock items.
4. Create

Stock Item Creation		Spn		Ctrl +
Name	: New Pen			
(alias)	:			
Under	: Pent			
Category	: Pen			
Units	: pices			
		Tax Information		Behaviour
		Rate of Duty (eg5) : 0		Costing Method : <input type="text"/>
				Market Valuation Method : <input type="text"/>
				Ignore Diff. due to Physic: <input type="text"/>
				Ignore Negative Balances: <input type="text"/>
				Treat all Sales as New M: <input type="text"/>
				Treat all Purchases as Co: <input type="text"/>
				Treat all Rejections inwar: <input type="text"/>
				Costing Methods
				At Zero Cost
				Avg. Cost
				FIFO
				FIFO Perpetual
				Last Purchase Cost
				LIFO Annual
				LIFO Perpetual
				Monthly Avg. Cost
				Std. Cost
Opening Balance :		Quantity	Rate per	Value

Purchase good from date on 2068/05/15

s.n	Particular	Me-thod	Godown	Qty	Rate
1	1 gb Ram	FIFO	GA	20	1400
2	LCD monitor	LIFO	GB	6	1800
3	2GB RAM	FIFO	GC	13	2500

Purchase good from date on 2068/10/05

s.n	Particular	Me-thod	Godown	Qty	Rate
1	1 gb Ram	FIFO	GA	10	1500
2	LCD monitor	LIFO	GB	5	15000
3	2GB RAM	FIFO	GC	13	2000

Now go to the sales of goods.

s.n	Particular	Me-thod	Godown	Qty	Rate
1	1 gb Ram	LIFO	GA	12	1800
2	LCD monitor	FIFO	GB	5	1900
3	2GB RAM	FIFO	GC	15	2600

Stock valuation will display of

1GB RAM LIFO Method

Total purchase = 20+10= 30 sets

Total sold = 12 sets

Last give from dated = 10sets

Fist sold = 2 sets

Now remaining sets = 18*1400

Stock value will be = ...

For stock reports

Steps:

1. Gateway of tally
2. Stock summary
3. Press F5 to see all in details.

Discount active :-

Steps :

1. Gateway of tally.
2. Company features
3. Inventory features
4. Separate discount column on invoices ? yes

Company: **Spn**

Inventory Features

General

Integrate Accounts and Inventory ? **Yes**
 Allow Zero valued entries ? **No**

Storage & Classification

Maintain Multiple Godowns ? **Yes**
 Maintain Stock Categories ? **Yes**
 Maintain Batch-wise Details (set Expiry Dates for Batches) ? **No**
 Use different Actual & Billed Qty ? **No**

Order Processing

Allow Purchase Order Processing ? **Yes**
 Allow Sales Order Processing ? **No**

Invoicing

Allow Invoicing ? **Yes**
 Enter Purchases in Invoice Format ? **Yes**
 Use Debit/Credit Notes ? **Yes**
 Use Invoice mode for Credit Notes ? **No**
 Use Invoice mode for Debit Notes ? **No**
 Separate Discount column on Invoices ? **Yes**

Purchase Management

Track additional costs of Purchase ? **Yes**

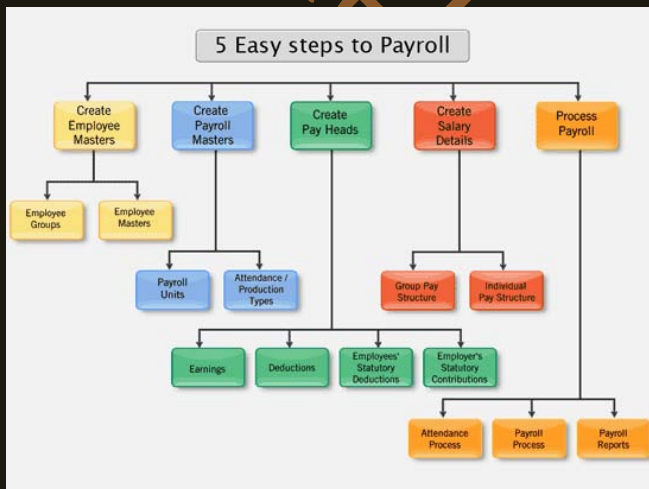
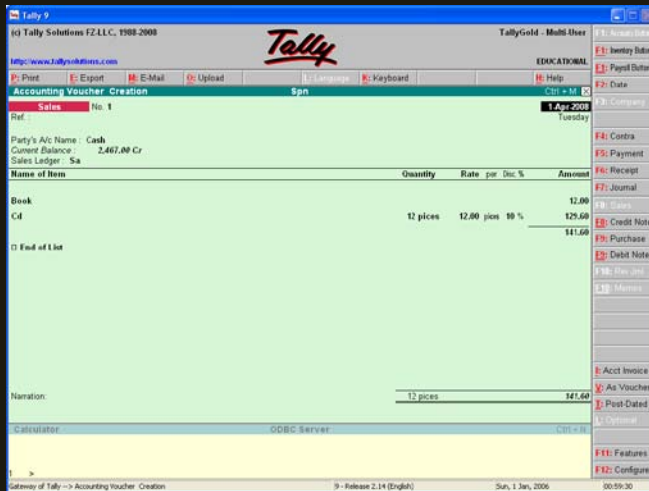
Sales Management

Use Multiple Price Levels ? **No**

Additional Inventory Vouchers

Use Tracking Numbers (Delivery/Receipt Notes) ? **Yes**
 Use Rejection Inward/Outward Notes ? **Yes**

5. Save (alt + A)



How to active payroll

Steps :

1. Gateway of tally
2. Press F11
3. Accounting feature
4. Maintain payroll? Yes
5. More than one payroll / cost categories ? yes

Payroll configuration

Steps :-

1. F12 configuration at click .
2. Select on payroll configuration.
3. Show statutory details? – yes
(Employee details, employee pay ship)
4. Show passport and visa details – Yes
5. Cateate on employee heads fill of export details
6. Show contact details – yes
 - i. Employee :- make of employee head
 - ii. Attendance / production type –

Voucher types :-

- Payroll
- Attendance
- Payment

Manaying payhead:-

Creating payhead, displaying payhead and attering pay head.

How to make a creating payhead:-

Steps :

1. Gatway of tally
2. Select on payroll info
3. Select on payhead.

For example

Basic salary, TA, DA, HRA, Medcal allowance, etc.

For example

1. Salary E. / IE
2. TA E.E/ IE
3. DA E.E/Ind
4. KRA E.E/Ind.E.
5. Medical allowance E./I.E
6. Canteen D.E/Ind.
7. Professional tax D./D.E.
8. Gratuity E.E/D.E
9. Salary advance E./I.E.

Use for Gratitude: Yes.

Calculation Type:

(Asflat, Rate, on Attendance, on production, as to computed values &As user Defined value.

Displaying payhead:

Steps:

1. Gateway of today.
2. Payroll Info
3. Pay Heads
4. Display

Managing Employee Groups:

Steps:

1. Gateway of tally.
2. Payroll Info
3. Employee Groups At click
4. Selection single group create

For example

- a. Supervisor
- b. Manager director
- c. House keeper
- d. Cooks
- e. Driver
- f. Waiter
- g. Asst. manager etc.

Creating Employee payhead

Stpes: -

1. Gateway of tally – payroll info
2. Pay heads
3. Select on employee.
4. Select on create.

Salary details :-

Steps :

1. Gateway of tally – payroll info
2. Pay heads
3. Salary details – at select account and pop up menu from selection pay heads.

Salary details configuration

Steps:

1. Gateway of tally payroll info
2. Pay heads
3. Salary details
4. Alter
5. Selection employee
6. F12 configure
7. Yes, Yes, Yes, yes

Units (work) setting

(time , work or quantity)

1. Gateway of tally payroll info
2. Unit (work) create
3. Type simple
4. Symbol = max
5. Formal : minute hours

For example

OT = Over time

Hrt = Hour time

FT= Full time

DT = Day time

NT = night time

Day = Days

Week = weeks

Month – months

Managing attendance production type

Steps :-

1. Attendance type – leave with pay , leave without pay.
2. Production type :- OT, Hours, Qty.

Make a attendance and production type.

Steps:-

1. Gateway of tally – payroll info
2. Attendance and production type
3. Create

Name :- over time

Under:- primary

Attendance type : production

Unit :- max

Managing voucher types :-

(payroll, attendance, payments)

Payroll voucher creation:-

Steps :

1. Gateway of tally – payroll voucher
2. Cash / bank select
3. Select on Employee – pop up menu – payhead select.

Payroll report

1. Statement of payroll
2. Pay slip configuring
3. No
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes
10. No
11. No
12. Yes

13. Name only

Pay sheet:-

Pay shee – F12 configure

Yes, Yes, No ,Yes, Yes, No, Yes, detailed , No, Yes, Name, defcult.

Numerical symbol:

Steps:

1.Gateway of tally /F12

2.General

Country Details

Style name

Default appearance of stock Item

Style Date

Configuration of Numbers

Other options

Final Accounts:

-Balance sheet

-Profit & loss a/c

-cash flow

-Ratio Analysis

Voucher Entry:

Steps:

1.Gateway of tally /F12 key

2.Voucher entry

3.Select Accounting Voucher.

The End

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