



TALLY 9ERP

हमें अपने **BUSINESS** का हिसाब किताब रखने के लिए एकाउंट्स की आवश्यकता रहती है **Accounts** का अर्थ अपनी final transaction को records करके रखना है अपनी information की summary निकाल सकते हैं और business के accounts के आधार पर ये जान सकते हैं कि हमने क्या खोया क्या पाया





WHY WE USE ACCOUNTS

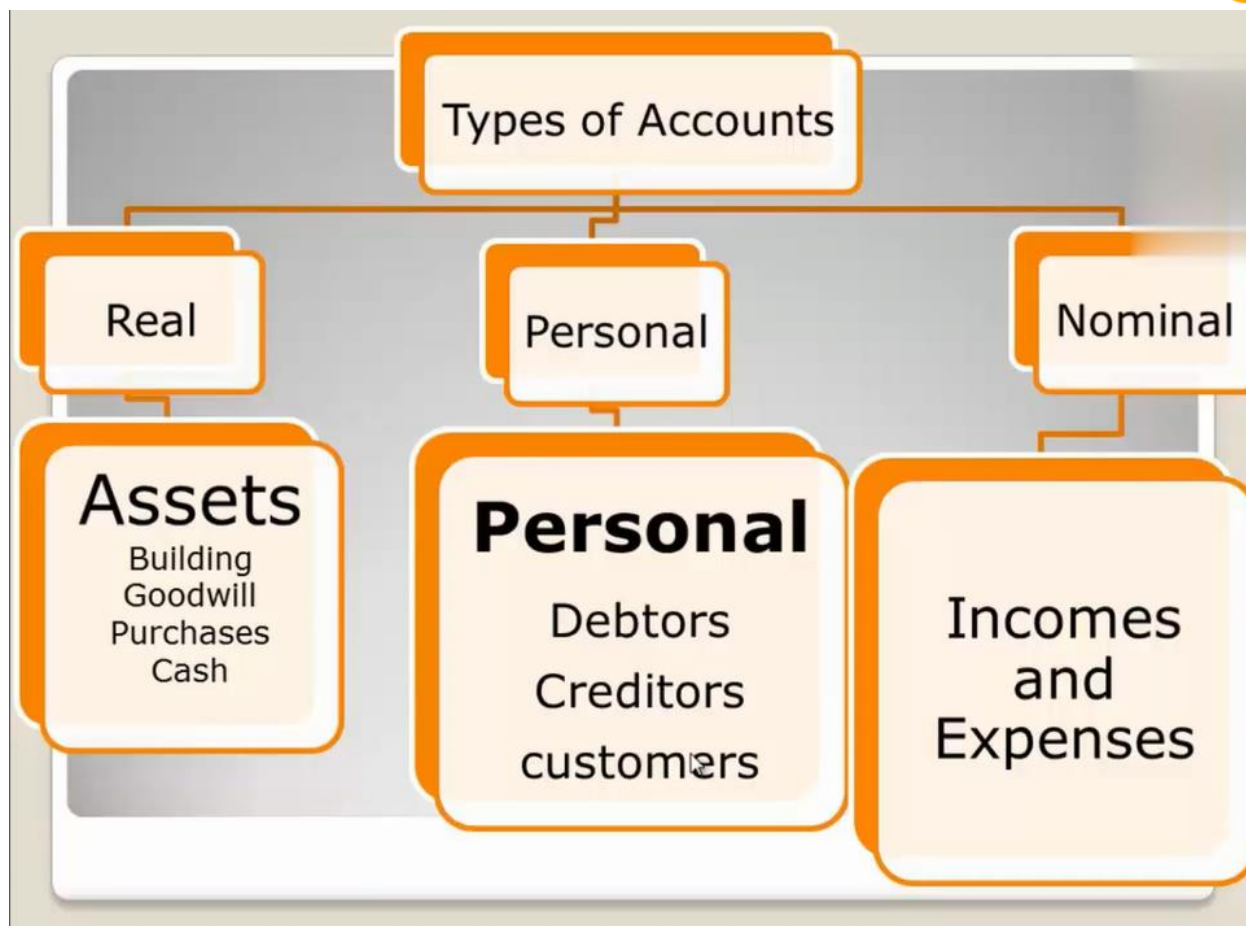
जब हम business में dealing करते हैं तो बहुत सारे पक्ष जुड़ जाते हैं जैसे entrepreneur, investor, customer, employees, banks, other. entrepreneur वो व्यक्ति जो business start करता है, investor वह लोग जो business में पैसा लगाते हैं, customer वह लोग जो business के साथ sale purchase करते हैं, employees जो organisation में काम करते हैं, banks etc इन सभी पक्षों को account का benefit मिलता है, entrepreneur को अपने business के profit and loss के बारे में पता लगता है etc .

WHO NEEDS ACCOUNTS ?



accounts मुख्यतः तीन type के होते हैं 1. real account, 2. personal account, ३. nominal account

1. real account assets का अर्थ उन account से हैं जो assets के आधार पर होते हैं जैसे building, goodwill cash etc
2. personal account मे उन लोगो का लेखा जोखा रखा जाता हैं जो व्यक्तियों या संस्थाओं से सम्बंधित होते हैं जैसे debtors, creditors, customer debtors वह व्यक्ति जिनसे हमने पैसा लेना हैं यानि की हमने उन्हें माल बेचा हैं और उसके आधार पर पैसा लेना हैं
creditors वह व्यक्ति जिनको पैसा देना हैं यानि की जिनसे हमने माल खरीदा हैं और उसके आधार पर पैसा देना हैं etc
3. nominal account का अर्थ हैं उन income और expenditure से हैं जो business के under होते हैं



TYPES OF ACCOUNTS.

जब भी हम account बनाते हैं तो इसको बनाने का सबसे अच्छा तरीका है double entry system जो भी हम transaction करते हैं business में उसको dr or cr (debit or credit) format में save करते हैं जितनी भी transaction की एक debit side जाएगी दूसरी credit side जाएगी यदि transaction में कोई गलती है तो उसको हम trial balance के dr or cr के difference पता लग जायेगा और year के last में हम ये चेक कर सकते हैं की हमारी financial position क्या है



Double Entry System

- **Two accounts get affected with every transaction one should Debit (Dr) and other should Credit (Cr) .**
- **Use to record all financial transaction of business Dr /Cr Format.**
- **Verify with Trial Balance**
- **Financial Position can be described with the help of Profit & loss and Balance sheet**

WHAT IS DOUBLE ENTRY SYSTEM

Real accounts का rule ये हैं की जो भी चीज business में आ रही हैं उसे debit किया जाये और जो भी business चीज से जा रही है उसे credit किया जाये “DEBIT WHAT COMES IN” “CREDIT WHAT GOES OUT”

For example :- purchase goods Rs. 2000 in cash (यहाँ पर माल business में आ रहा है तो हम purchase को debit करेंगे और cash जा रहा है तो हम इसको credit करेंगे)



Real Accounts

- Debit What Comes in

Credit What Goes out

Particulars	Debit	Credit
Purchase Dr	2000	
To Cash		2000

When we Purchase , Purchase will Debit and when we pay for it in Cash will Credit.

RULE OF REAL ACCOUNTS

Personal account का rule ये है की वो व्यक्ति जो कुछ प्राप्त करता हैं उसको debit किया जाता हैं और वो व्यक्ति जो कुछ देता है उसका account personal account के under credit किया जाता है "" DEBIT THE RECEIVER"" "" CREDIT THE GIVER""



for example :- Ram purchase goods in cash Rs. 2000 (यहा पर राम ने माल 2000 रूपए मे खरीदा तो राम यहा पे प्राप्तकर्ता है)

sale goods to sham at rupees 3000 (यहा पर शाम को माल बेचा है तो शाम के account को credit करेंगे)

Personal Accounts
Debit The Receiver **Credit The Giver**

Particulars	Debit	Credit
Ram Dr	2000	
To Cash		2000

When we give cash to Ram , Ram will be the receiver and Ram account will Debit

Particulars	Debit	Credit
Cash Dr	3000	
To Sham		3000

When we get cash from Sham , Sham is a giver and account will Credit .

RULE OF PERSONAL ACCOUNTS



Nominal account के rule के अनुसार जितने भी expenses or losses हैं सब debit किये जाते है or जितने भी incomes or gains होते है credit किये जाते है "" DEBIT ALL EXPENSES & LOSSES "" ""CREDIT ALL INCOMES & GAINS"" .

For example:- paid office phone bill in cash Rs. 4000 (यहा पर office phone बिल expenses है इसको debit करेंगे)received commission Rs 1600 (यहा पर commission income के रूप मे प्राप्त हो रही है इसलिय इसको credit किया है)

Nominal Accounts
Debit All Expenses & Losses
Credit All Incomes and Gain

Particulars		Debit	Credit
Office Phone Bill	Dr	4000	
	To Cash		4000

When we pay office bill of phone because of expenses its account will Debit

Particulars		Debit	Credit
Bank Account	Dr	1600	
	To Commission		1600

When we get commission , commission is a income so its account will credit.

RULE OF NOMINAL ACCOUNTS



accounts बनाने के लिये important documents हैं voucher, invoice/bill, ledger, books keeping, receipt.

Important docs in Accounts

- Voucher : Whenever any business transaction occurs will be stored in different voucher.
- Invoice / Bill : Whenever any purchase or sale is done will be shown by an invoice or a bill.
- Receipt : When we take money from our customer then we give him receipt.
- Ledger : Every object (Debtors/ Machines/ Cash etc.) has an account in our books called ledger.
- Cash book : In which we record cash transactions.
- Books keeping : we records all transactions in ledger , cash book and other accounts books .

IMPORTANT DOCUMENTS USE IN ACCOUNTS



पूरा वित्तीय वर्ष खत्म होने के बाद हमें जिस statement की जरूरत पड़ती है उसे financial statement कहते हैं ये हमारे पास trading account, profit and loss account, और balance sheet के रूप में उपलब्ध है

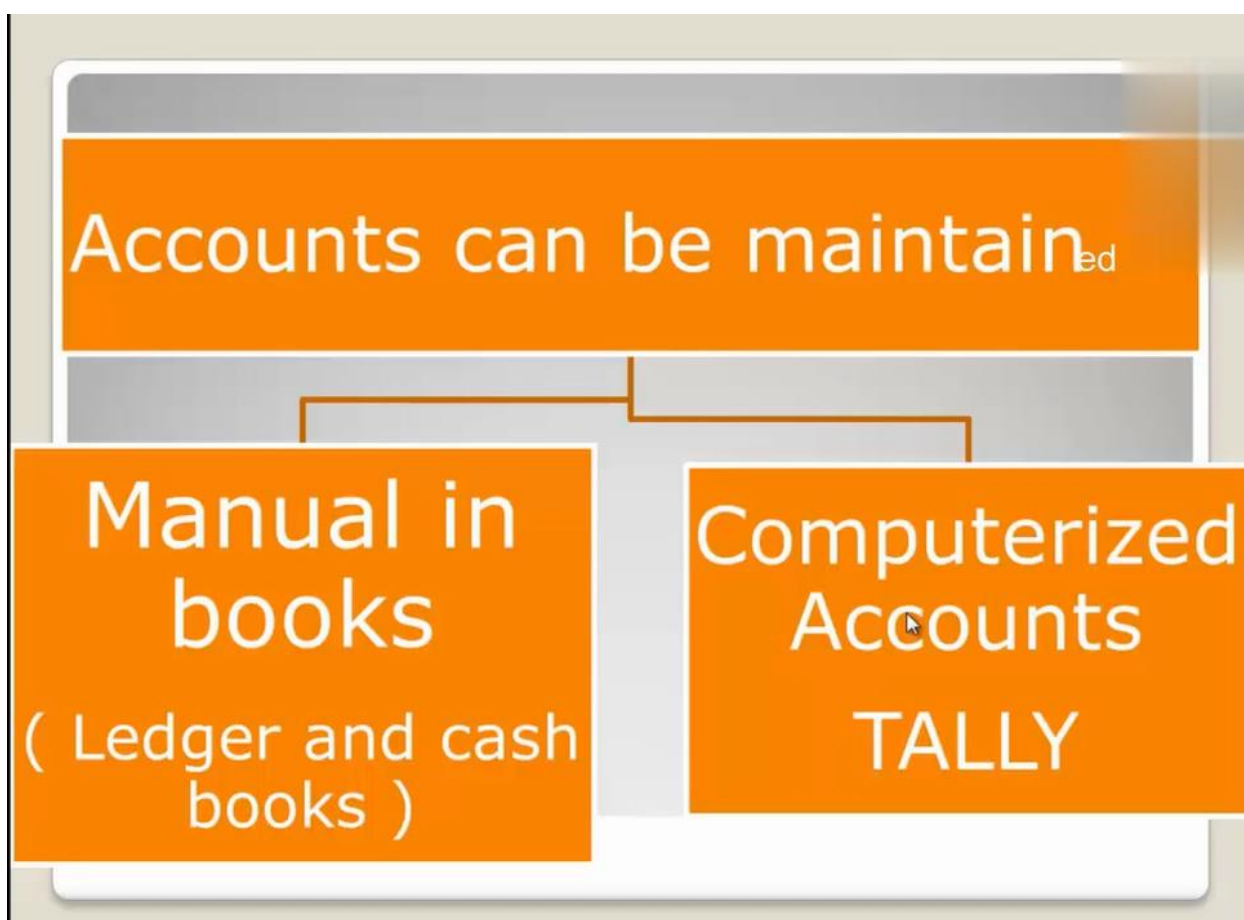
Financial Statements

- Trading account : Which summarizes the selling and purchasing expenses and provide us gross profit or gross loss.
- Profit and Loss account : Which summarizes all expenses and incomes (except shown in Trading account) and provide us net profit or net loss (it also includes the gross profit or gross loss).
- Balance sheet : Which summarizes the final position of Assets and Liabilities at the end of financial year .

FINANCIAL STATEMENT OF ACCOUNTS



हम account को दो तरीको से maintain कर सकते है 1. manual in books (ledger and cash books) यह account बनाने का traditional तरीका है 2. computerized account (tally) हम accounts को tally द्वारा भी बना सकते है ये एकाउंट्स बनाने का बहुत ही महत्वपूर्ण तरीका है



WE CAN BE MAINTAIN ACCOUNT IN TWO TYPES



Tally के features निम्नलिखित हैं

Features of Tally

- Leading accounting package
- Complete solution for any business
- Easy to use
- Accounting and inventory
- Multi-lingual capability

FEATURES OF TALLY



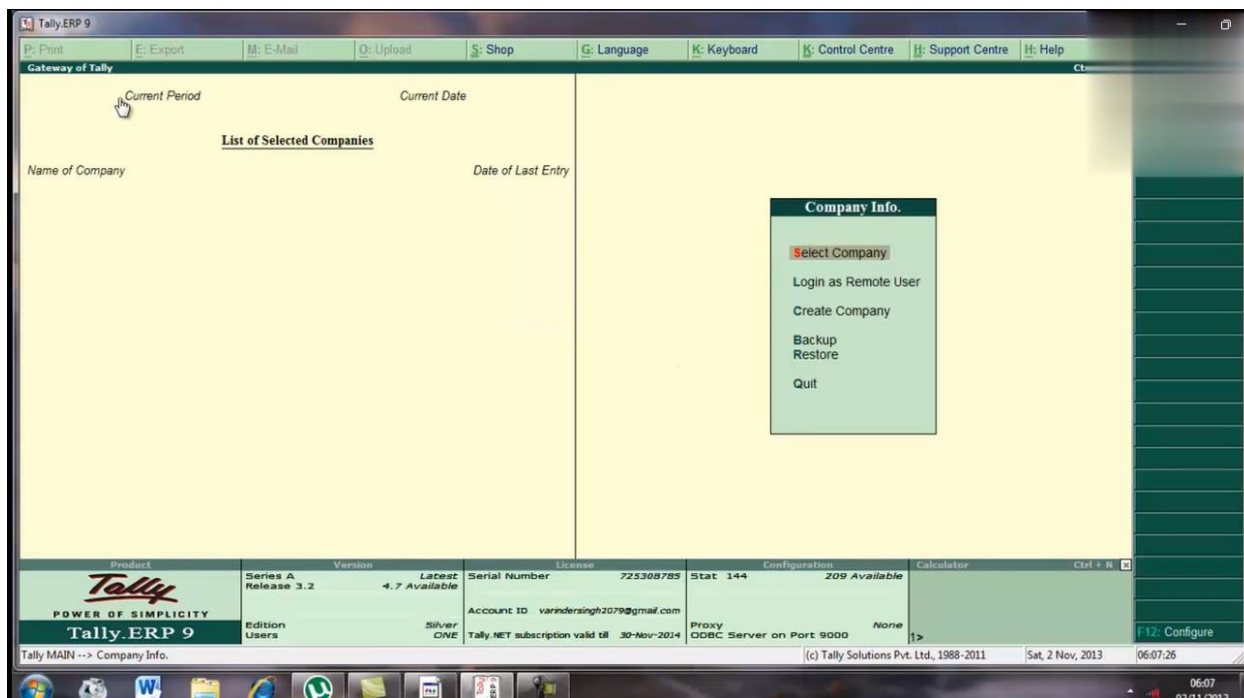
HOW TO CREATE A COMPANY IN TALLY

tally को open करने के लिय अपने कंप्यूटर मे बने tally icon को open करे या फिर start बटन पर click करके tally icon को open कर सकते है



HOW TO OPEN TALLY

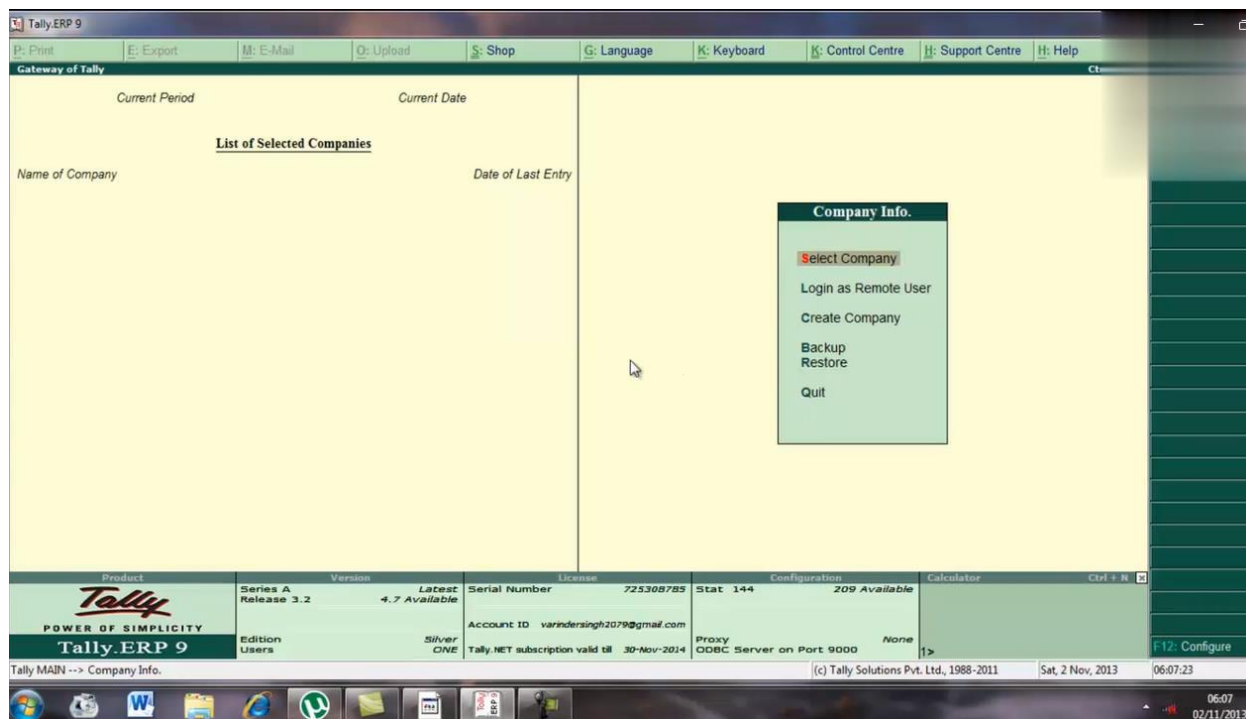
हम यहा पर gateway of tally के बारे मे जानेगे अब आपके सामने tally का एक interface open हो गया है हम पहले इसके भागों की जानकारी लेंगे, सबसे उपर हमारे पास है titlebar, इसके निचे जो bar है वह horizontal buton bar , अगर हम ध्यान से देखे तो P के निचे or E के निचे लाइन हैं ये इनके shortcut है इनका प्रयोग Alt buton के साथ कर सकते है सबसे last मे command wise buton उपलब्ध हो जाते है



GATEWAY OF TALLY

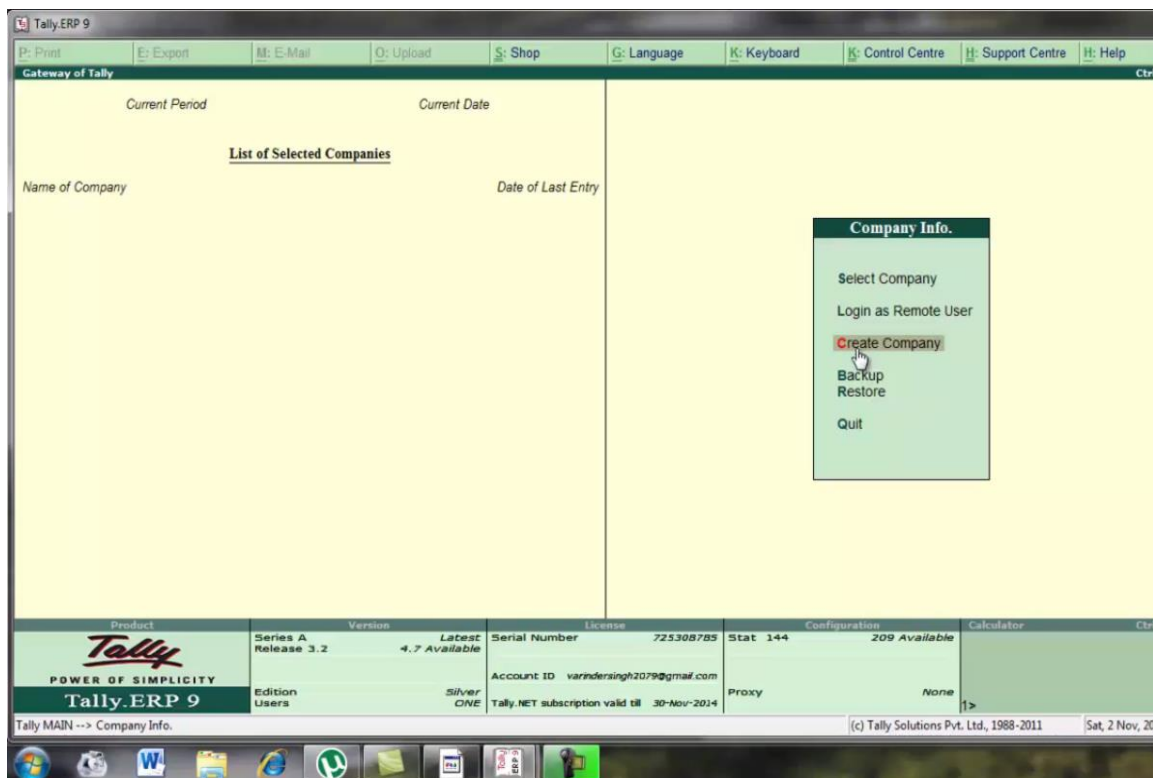


left side में list of selected companies के under name of company date के साथ available हो जाएगी



SHORTCUTS USE IN TALLY

इसी तरह से right side देखे तो company को बनाने से related basic menu available है इसके अतिरिक्त सबसे निचे taskbar available है अब हम company create करेंगे इसके लिय create company को select करे



SELECT CREATE COMPANY



यहा पर हमारे पास company creation की screen उपलब्ध हो जाती है हम यहा पर company से related information fill करेंगे जैसे company name, address, mailling name, state, pincode, mobile number, email address, currency symbol, maintain, financial year from, books beginning, from etc. और last मे सभी information fill करने के बाद accept मे yes कर दे इससे हमारी company create हो जाएगी अगर कोई changes करने है तो no आपशन को select करे

Company Creation

Directory : C:\Users\Public\Tally ERP9\Data
Name : HeadFirstTraders

Mailing & Contact Details

Mailing Name : HeadFirstTraders
Address : 12, Sco 456, Panchkula

Company Details

Currency Symbol : ₹
Maintain : Accounts Only
Financial Year from : 1.4.2010
Books beginning from : 1.4.2010

Security Control

Statutory compliance for : India
State : Haryana
PIN Code : 125001
Telephone No. : 125154
Mobile No. :
E-Mail : info@headfirsttraderspanchkula.com

TallyVault Password (if any) :
Repeat Password :
(WARNING: forgetting your TallyVault password will render your data unusable!!)
Use Security Control : ? No
(Enable Security to avail Tally.NET Features)

Auto Backup Details

Enable Auto Backup : No

Base Currency Information

Base Currency Symbol : ₹
Formal Name : INR
Number of Decimal Places : 2
Is Symbol SUFFIXED to Amounts ? No
Symbol for Decimal Portion : paise

Show Amounts in Millions : ? No
Put a SPACE between Amount and Symbol : ? Yes
Decimal Places for Printing Amounts in Words : 2

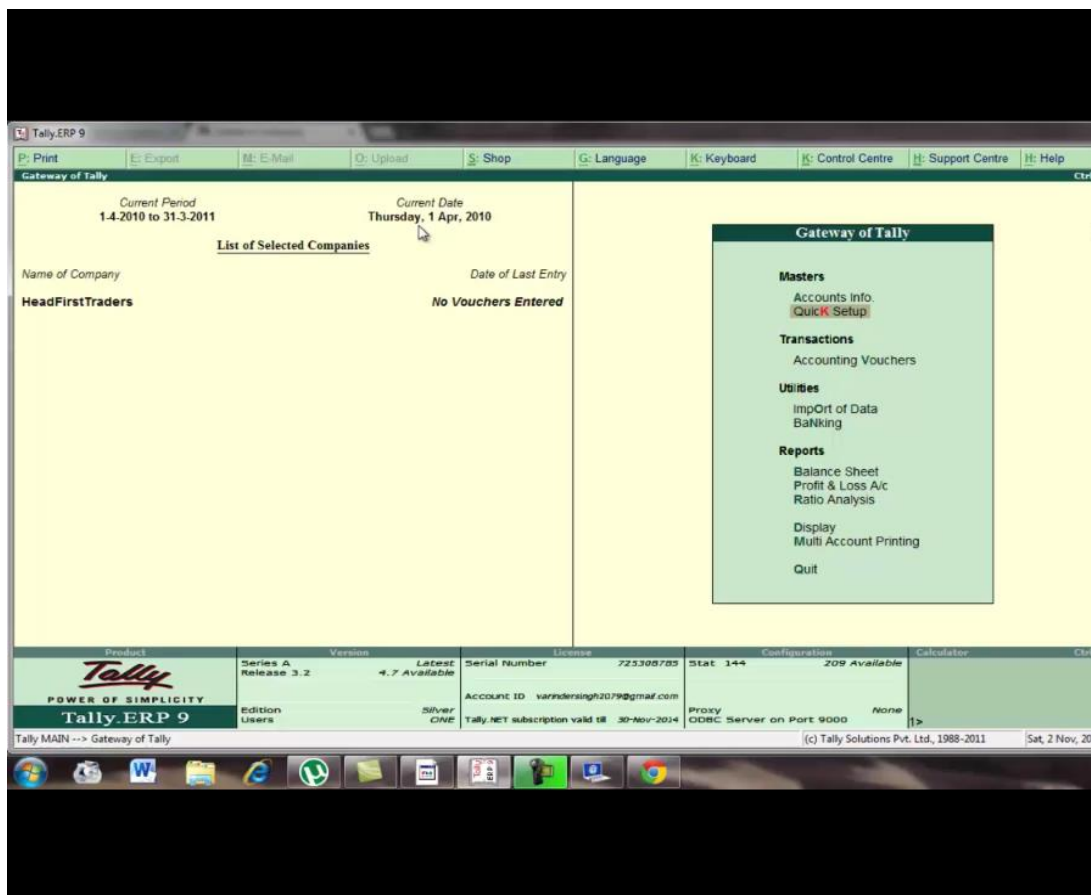
Quit | Product | Version | License | Stat | Configuration | Calculator

Tally ERP 9
Series A Release 3.2 | Latest 4.7 Available
Serial Number 725308785 | Stat 144 | Configuration 209 Available
Edition Users | Silver ONE | Account ID varndersingh2079@gmail.com | Proxy ODBC Server on Port 9000 None
Tally.NET subscription valid till 30-Nov-2014

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

HOW TO CREATE A COMPANY

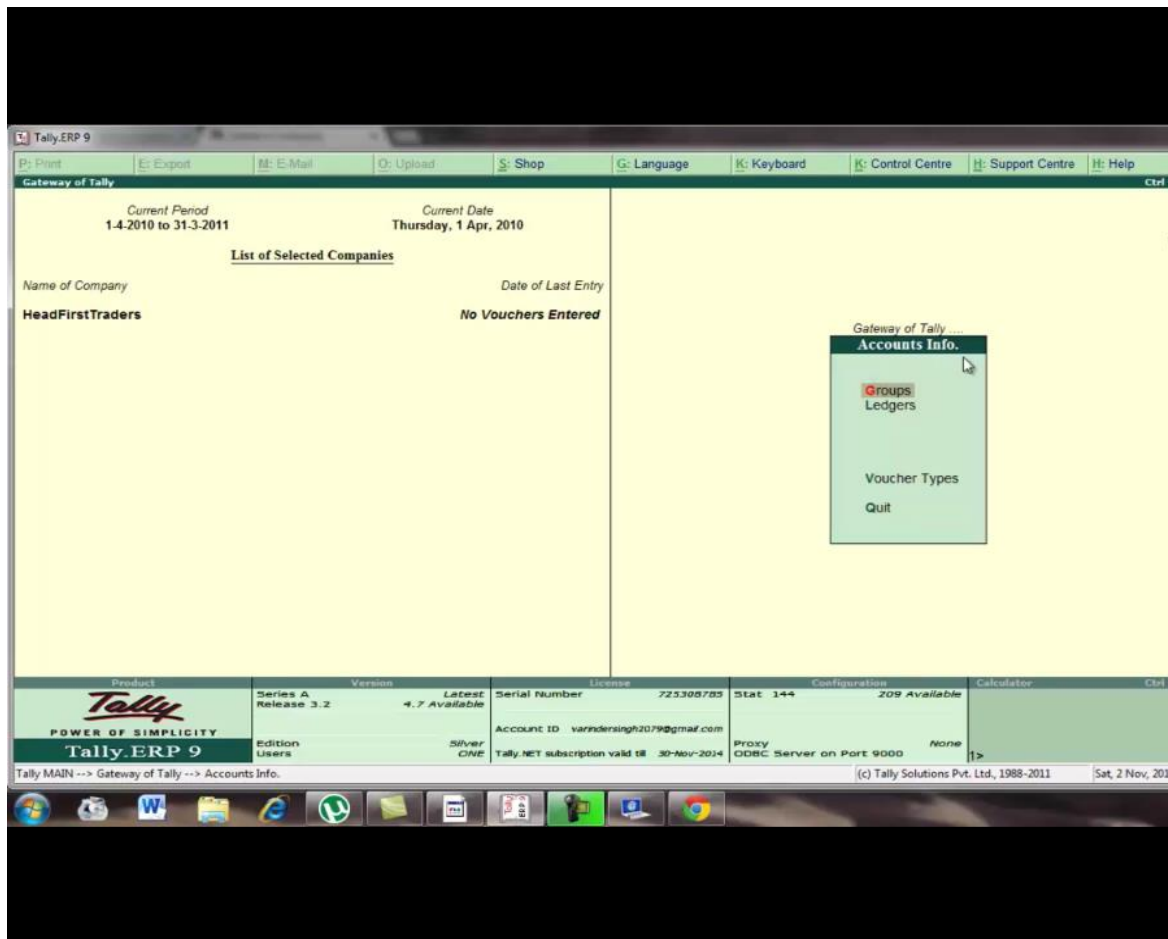
अब देखिये gateway of tally में left side में name of company show हो जायेगा और current period, or current date भी mention होगी or right side में gateway of tally के अंतर्गत masters, transaction, utilities, and reports show होंगे अब हम यहाँ पे account info को select करते हैं



here show name of company, current period, current date and gateway of tally like masters, transaction, utilities, reports.

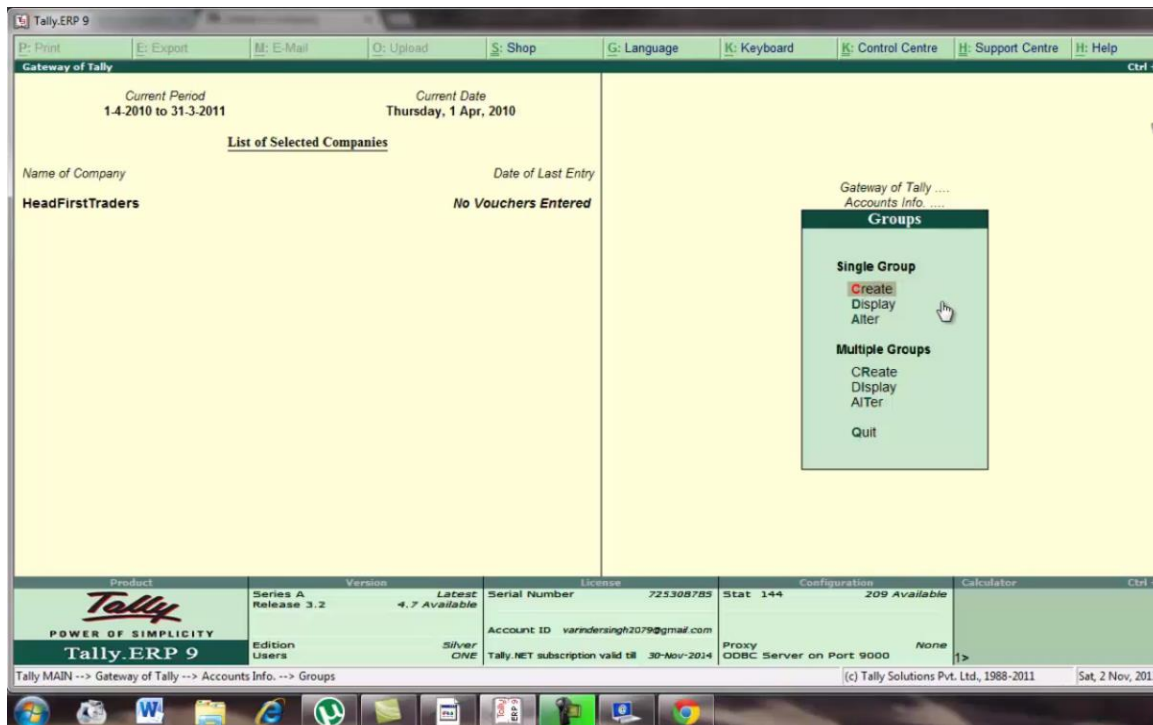


account info को select करने के बाद इसके sub menu open हो जाते हैं जैसे ग्रुप ledger etc group को select करें





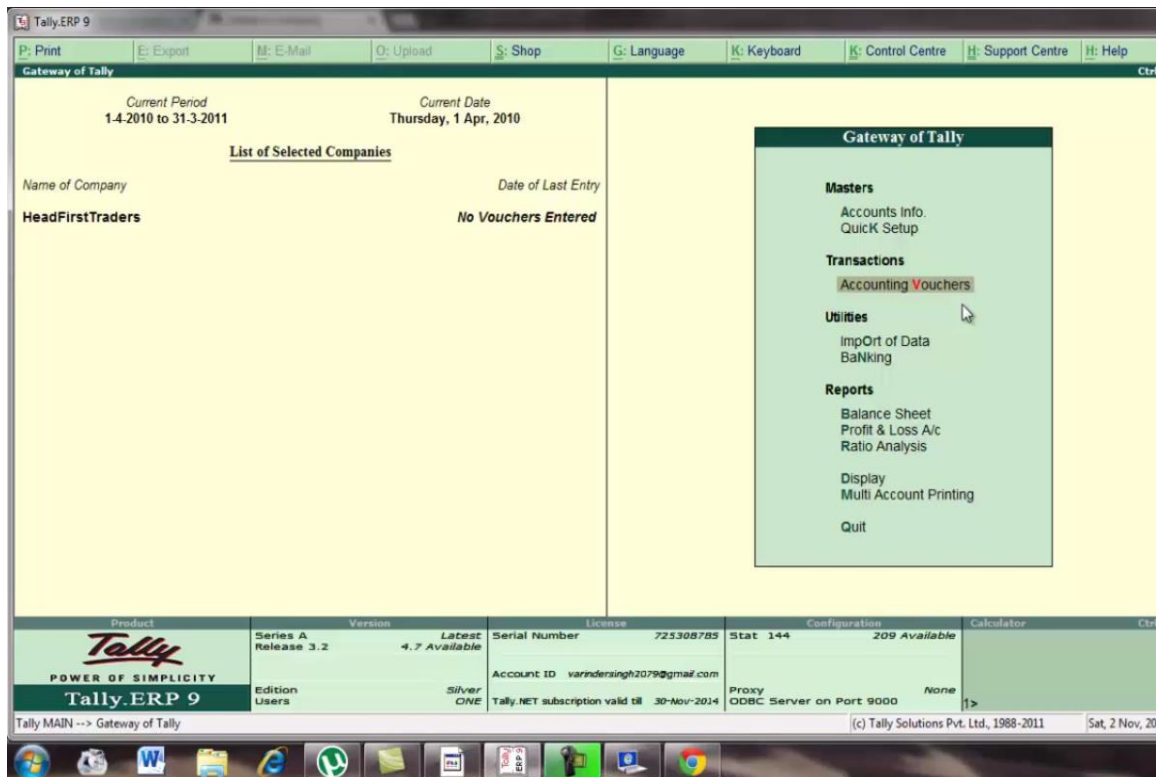
group को select करने क बाद group का जो sub menu है वह उपलब्ध हो जायेगा हम ग्रुप को दो तरह से maintain कर सकते है single group and multiple group.



TYPES OF GROUPS



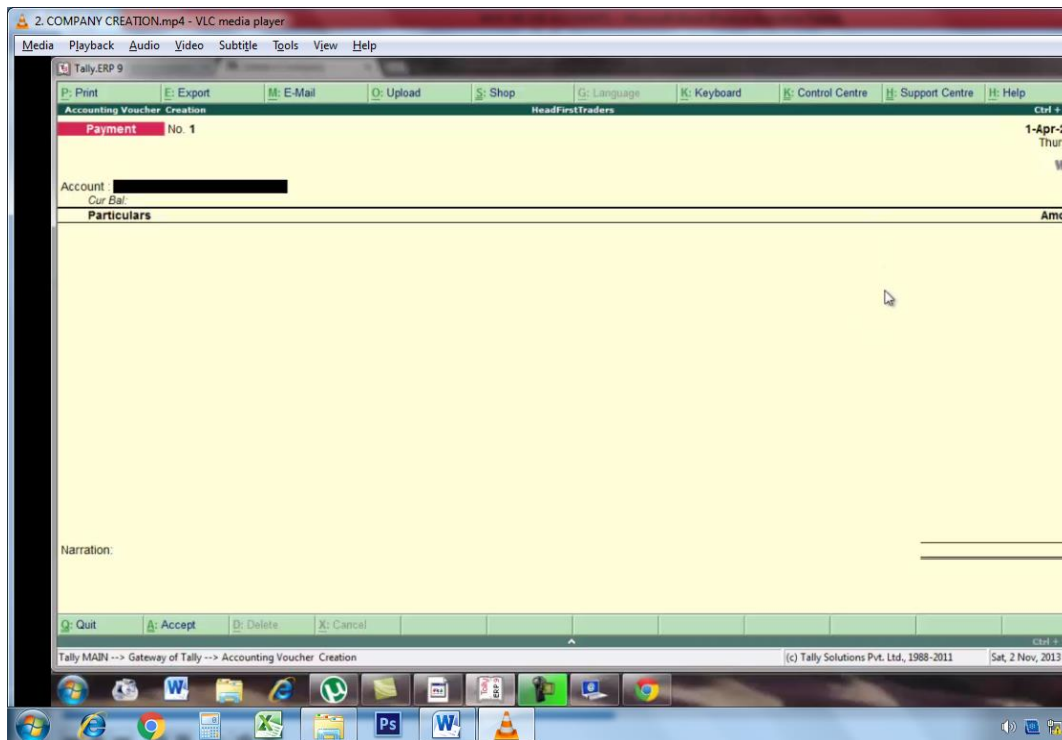
Esc buton को click करे or गेटवे of tally पर वापिस आ जाये अब यहां से transaction के under एकाउंटिंग voucher को select करे



HOW TO CREATE ACCOUNTING VOUCHERS



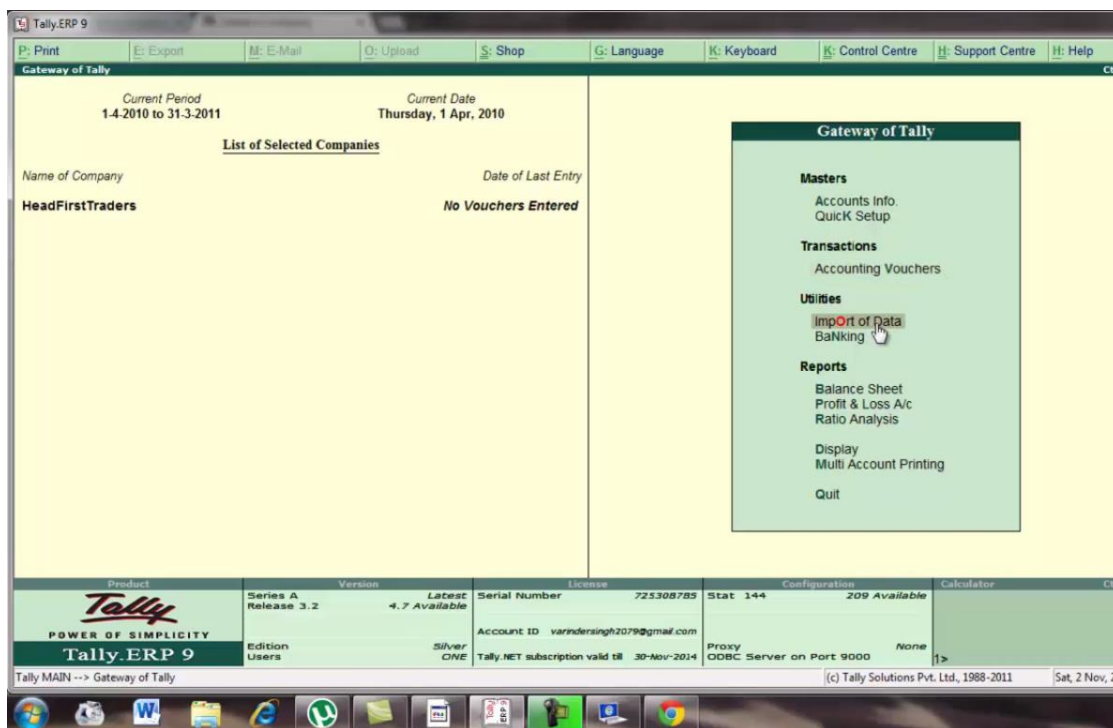
यहा पर हमे accounting voucher creation screen उपलब्ध हो जाएगी right मे buton toolbar उपलब्ध हो जायेगा



ACCOUNTING VOUCHERS SCREEN



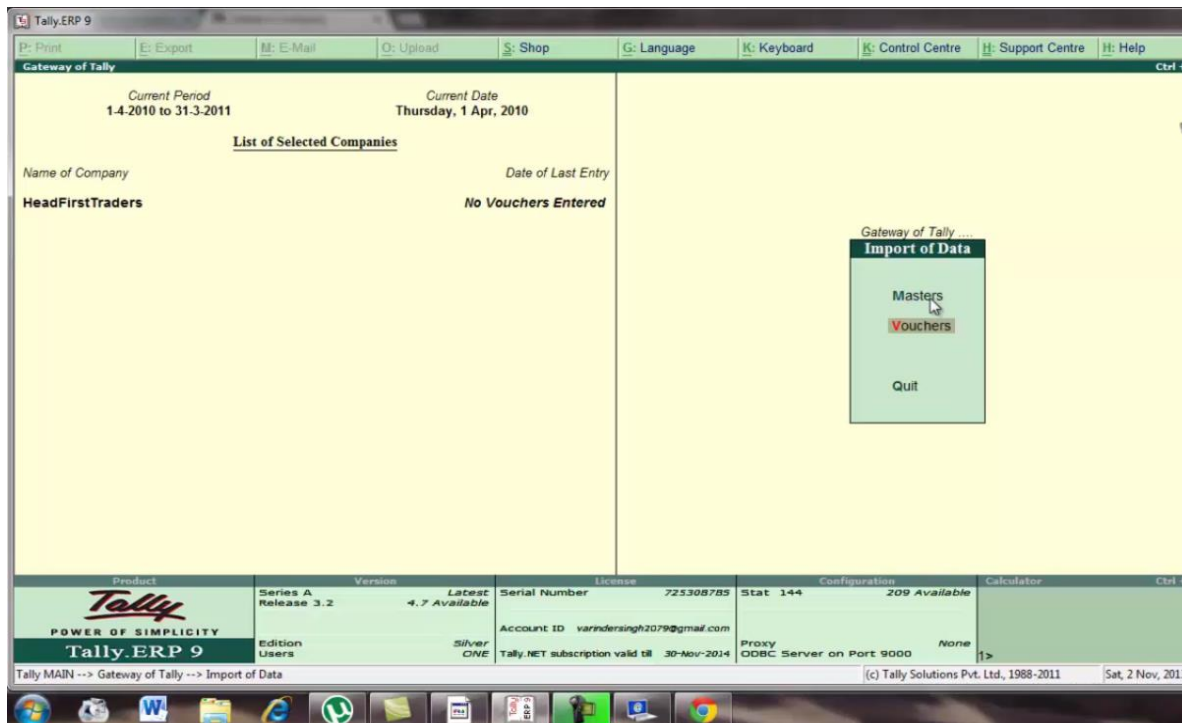
अब हम utilities के under import data को select करेंगे



USING IMPORT OF DATA



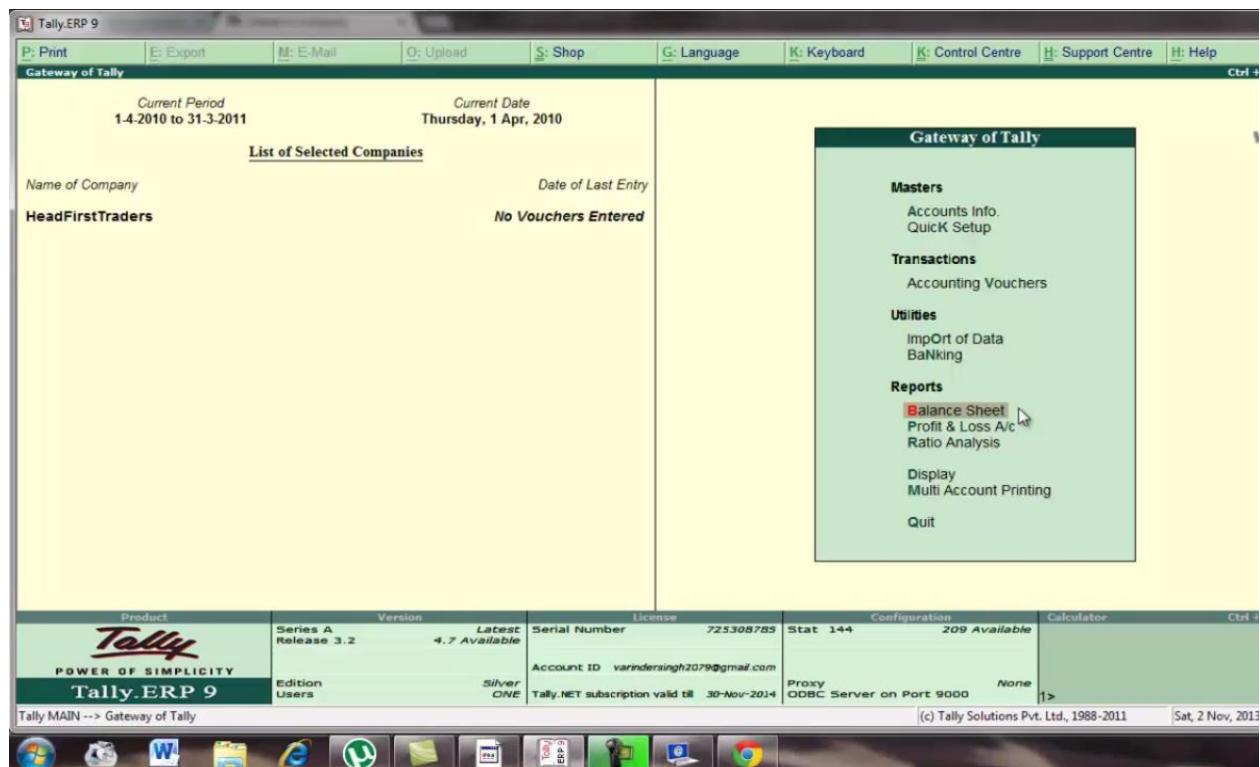
import data के sub menu उपलब्ध हो जायेगा इसके द्वारा हम voucher ओर master का data import कर सकते हैं



WE CAN IMPORT DATA RELATED TO MASTERS AND VOUCHERS



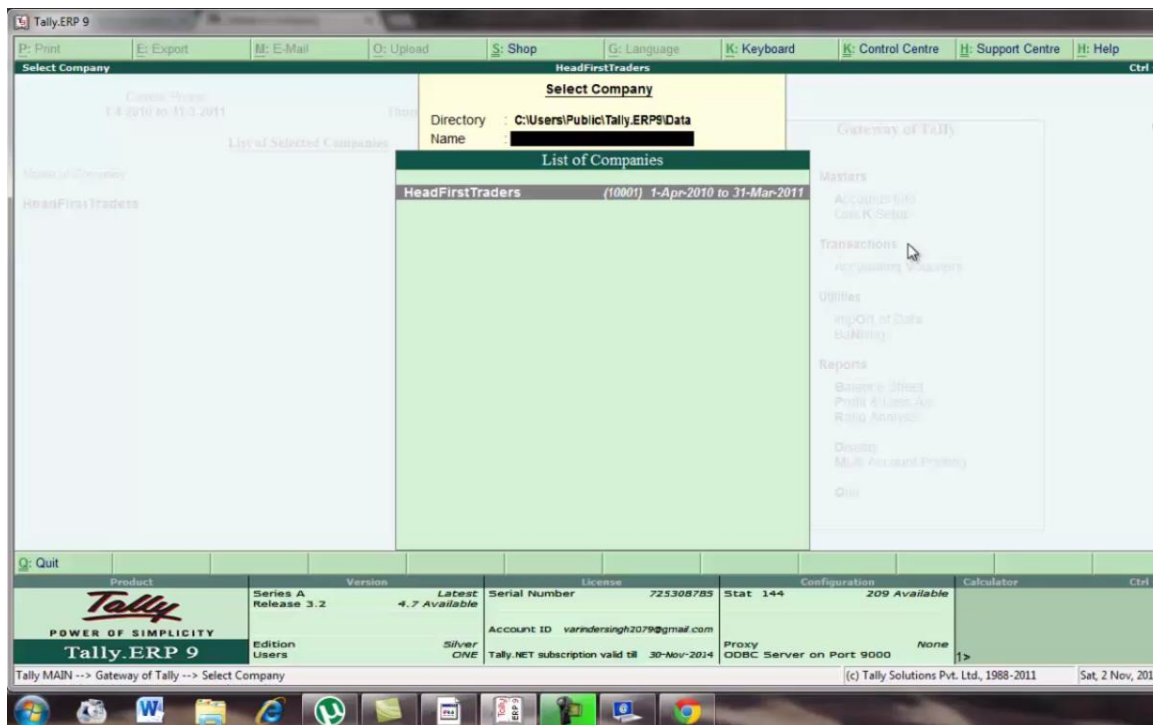
सबसे last section इसमें reports का है इसमें हम balance sheet, profit & loss, ratio analysis etc segment की जानकारी प्राप्त कर सकते हैं right side buton toolbar है हमारा menu selection के अनुसार बदलता रहता है



UNDER THE REPORT OPTION WE CAN SHOWING BALANCE SHEET, PROFIT & LOSS A/C, RATIO ANALYSIS ETC...



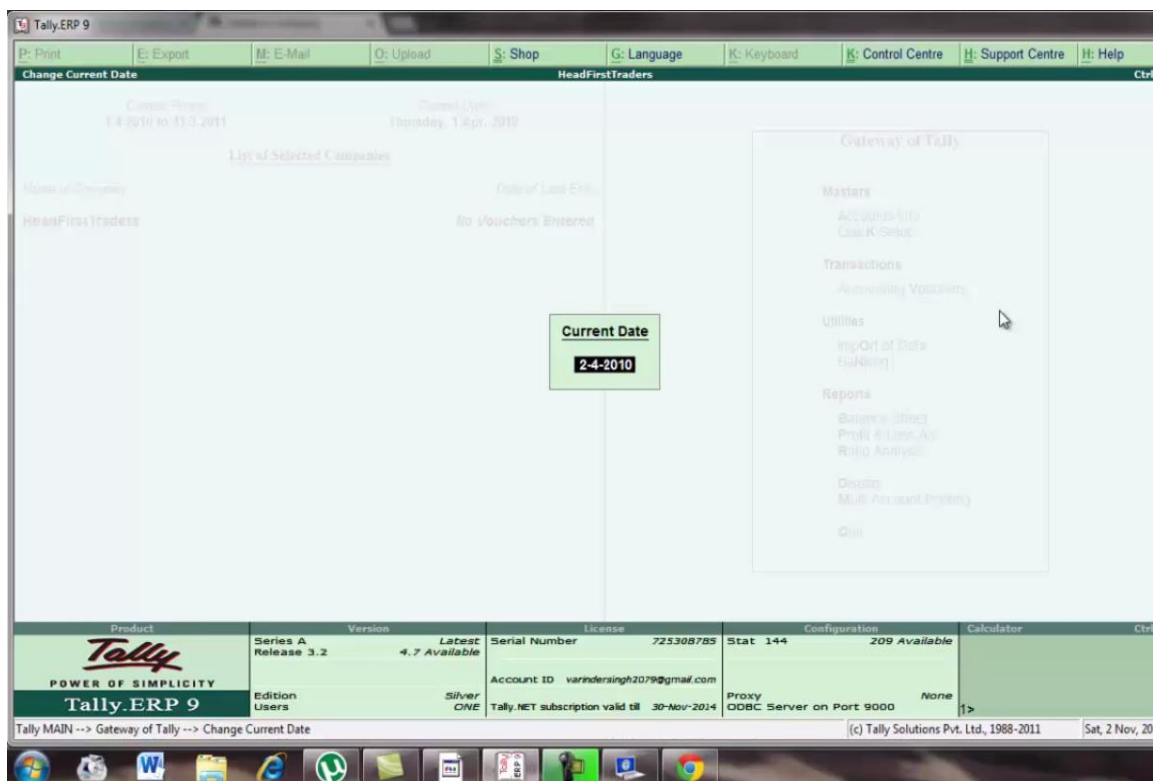
जैसे हम select company पर click करेंगे हमारे पास एक list of company उपलब्ध हो जाएगी हम F1 function key का use भी कर सकते हैं हम directory की help से भी company select कर सकते हैं जिस company name को आप select करना चाहते हैं उसको select करके enter कर दे या double click कर दे



LIST OF COMPANY



अब हम F2 का use date change करने के लिय करेंगे इसी तरह से आप period भी change कर सकते हैं



HOW TO CHANGE DATE



master के अंतर्गत account info पर click करे

Product: Tally ERP 9
Series A Release 3.2
Edition Users: Silver ONE

Version: Latest 4.7 Available

License: 725308785
Serial Number: 725308785
Account ID: varndersingh2079@gmail.com
Tally.NET subscription valid till: 30-Nov-2014

Configuration: Stat 144, 209 Available
Proxy: None
OOBC Server on Port 9000

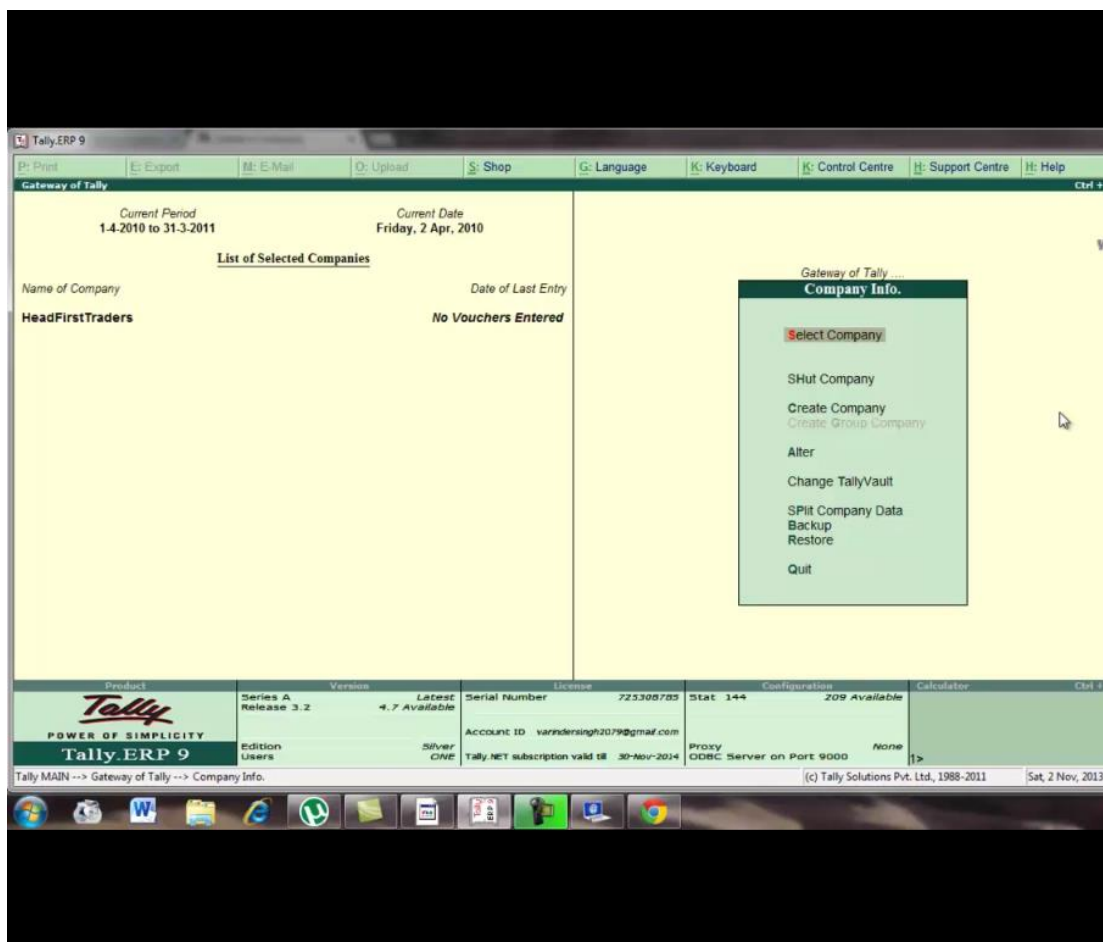
Calculator: >

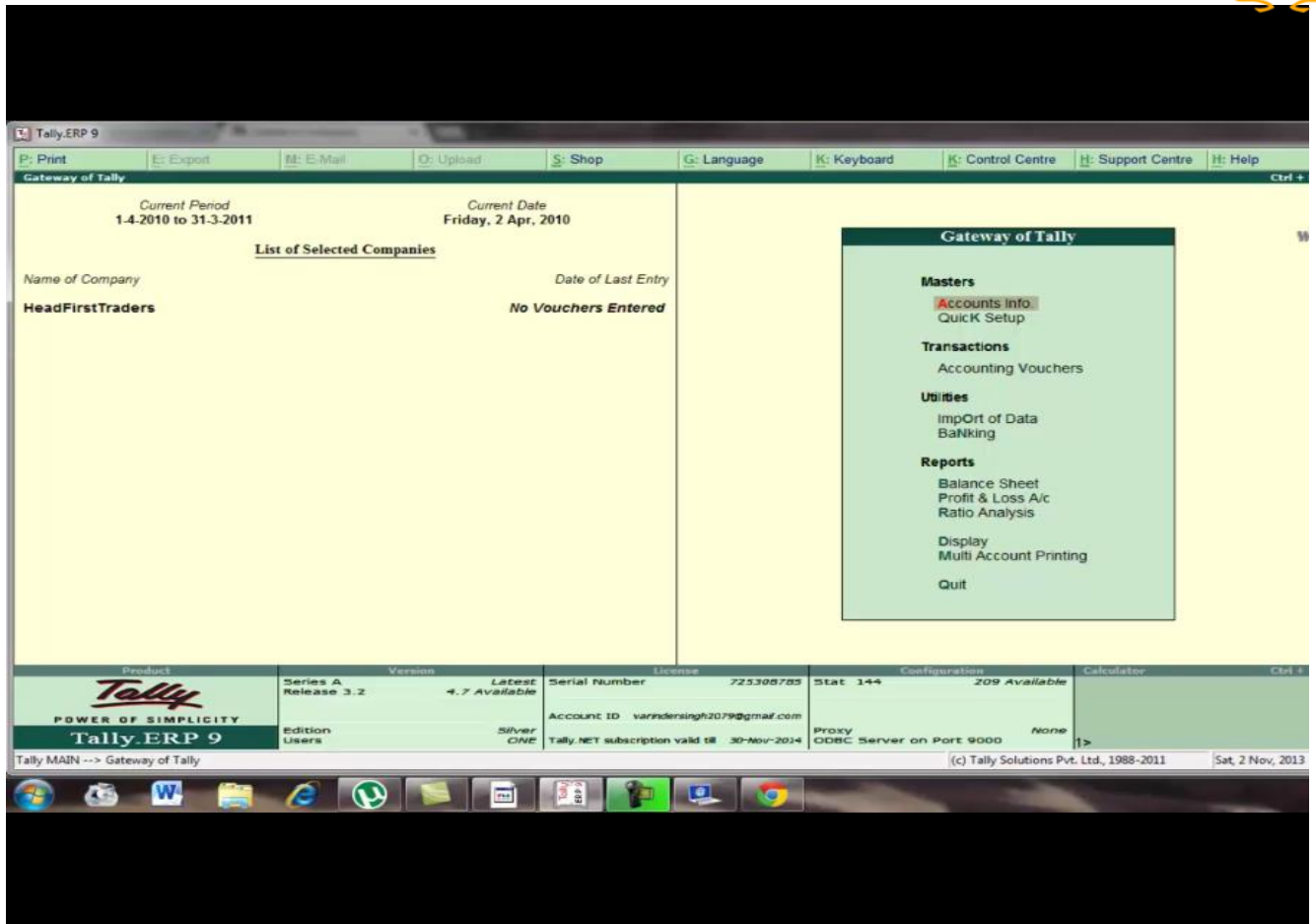
Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 20

WHAT IS USE OF FEATURES (F11)



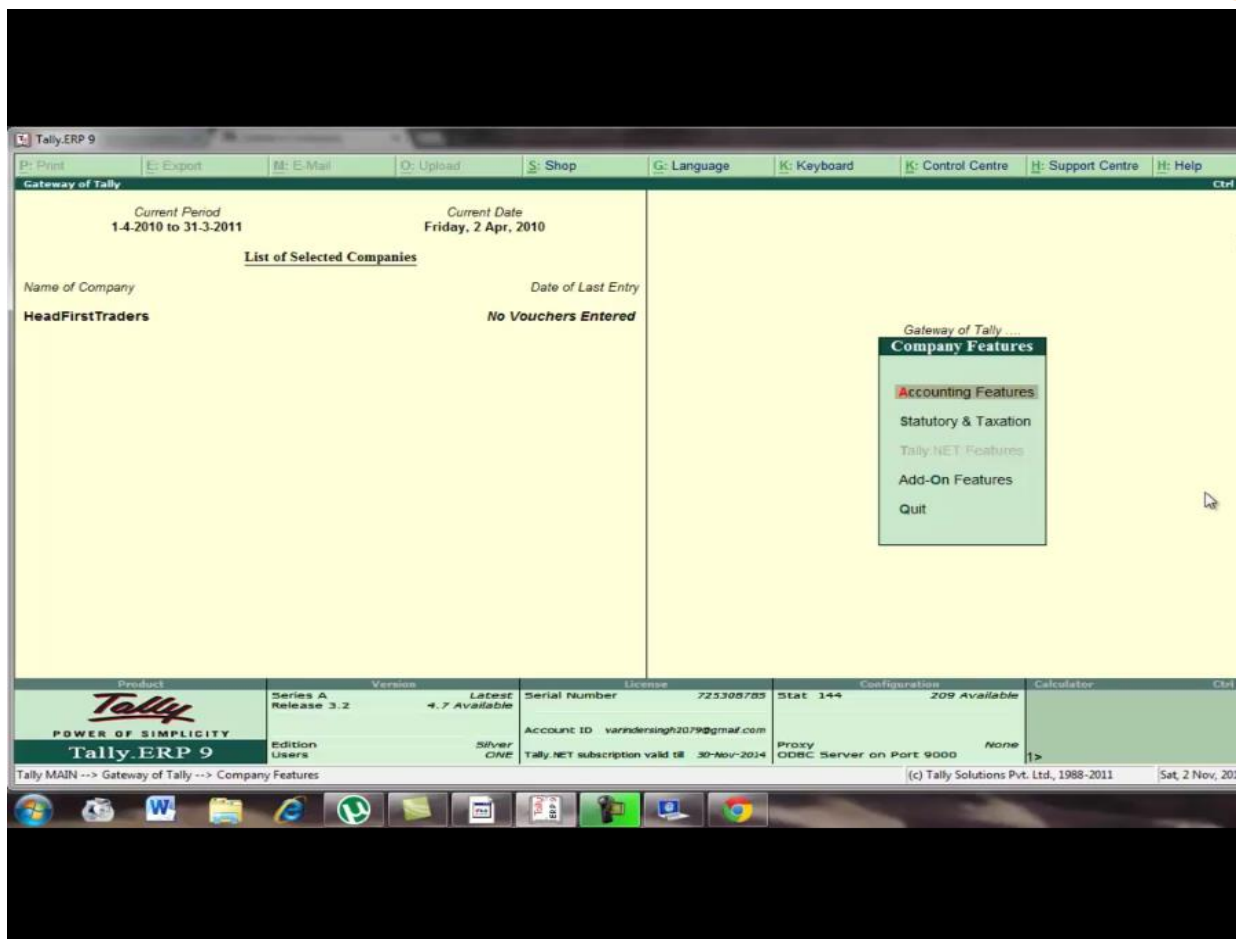
कम्पनी info मे आप company को select कर सकते है,, shut company कर सकते है create company कर सकते है etc



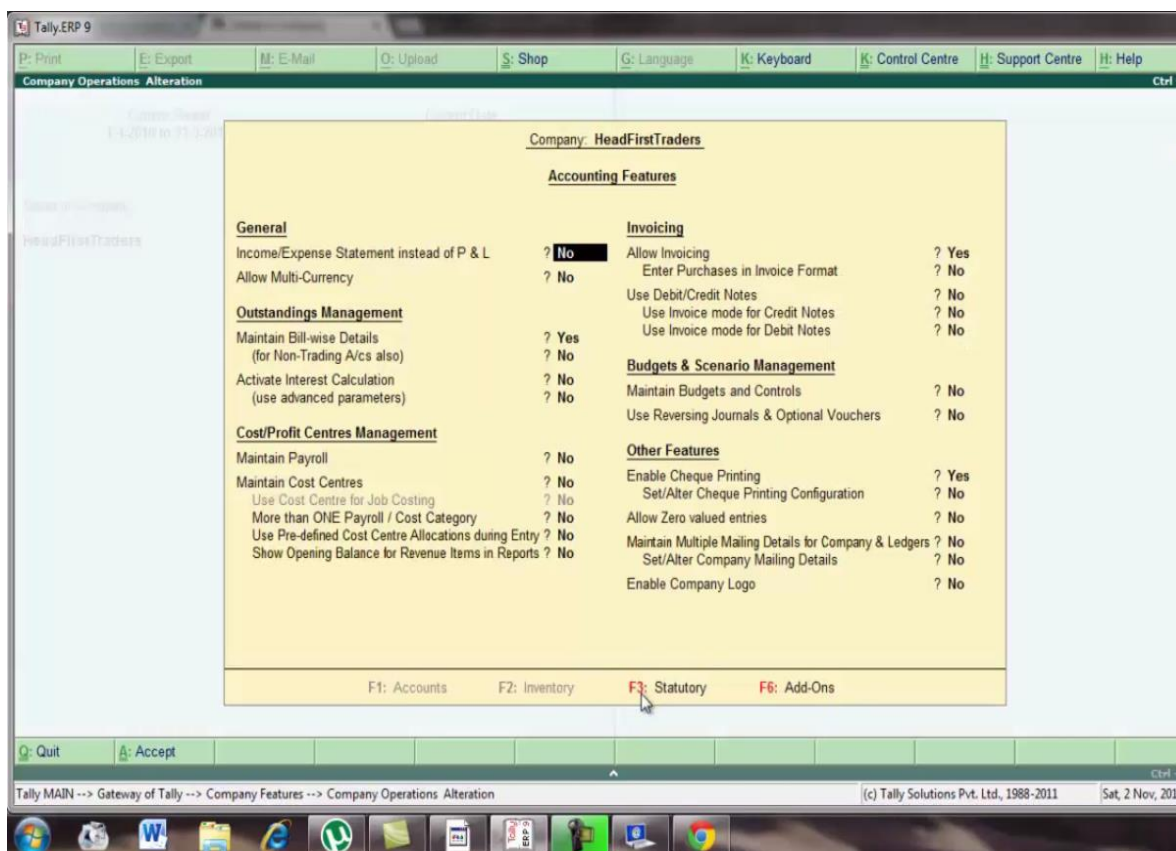


यदि हम buton toolbar मे देखे तो दो बहुत महत्वपूर्ण buton है features or configuration

अगर हम features पर click करे तो company features के name से एक menu उपलब्ध हो जायेगा ये features company specific होते है यहा पर accounting features को select करे

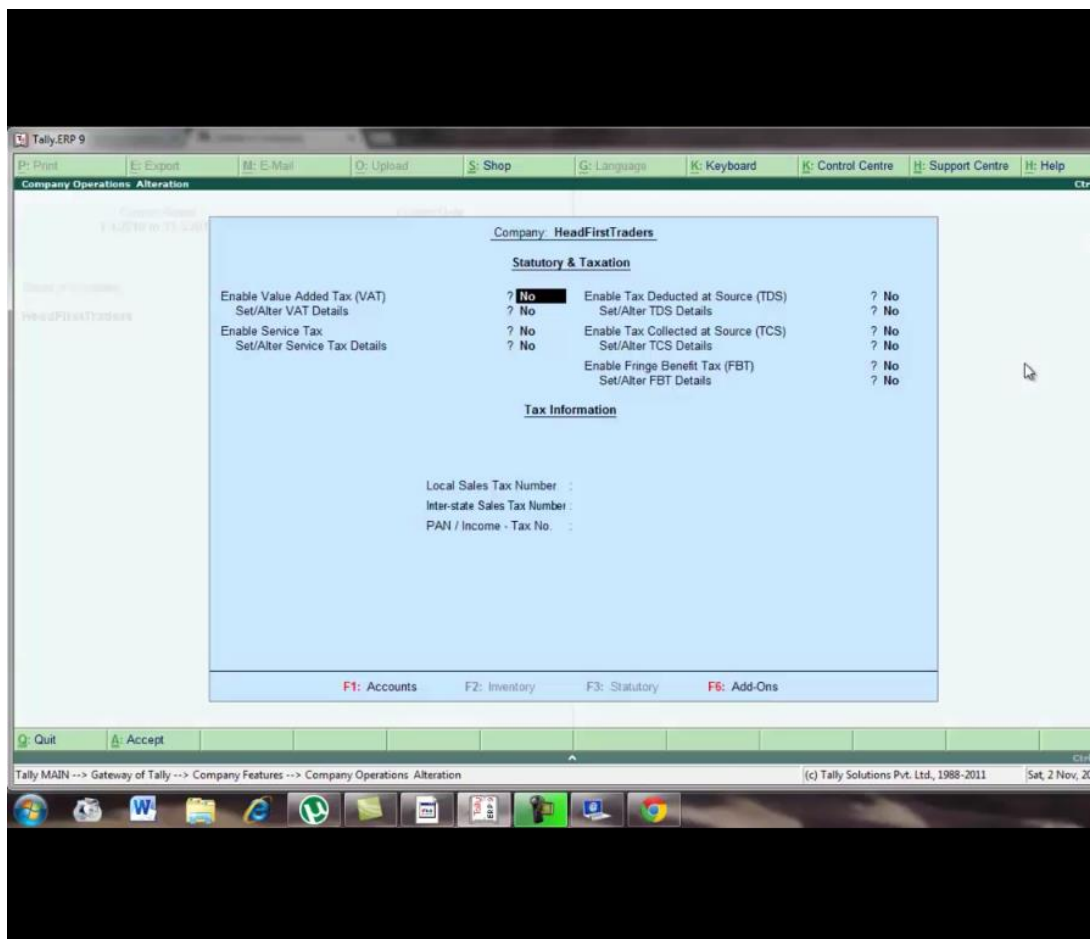


देखिये यहां पर एक menu उपलब्ध हो जायेगा सबसे ऊपर company का name है or हम इन ऑप्शन को yes or no करके allow कर सकते हैं



ACCOUNTING FEATURES

यहा पर statutory & taxation menu उपलब्ध हो जायेगा इसमें हम tax से related information को enable or desable किया जाता है उदारण के लिय यदि हम VAT को enable करना चाहते है तो उसको yes करदो



features के निचे एक configure का buton है features and configure मे एक फर्क ये है की features company to company change होती रहती है लेकिन configure पूरी tally पर apply होता है configure को select करे



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011 | Current Date: Friday, 2 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally

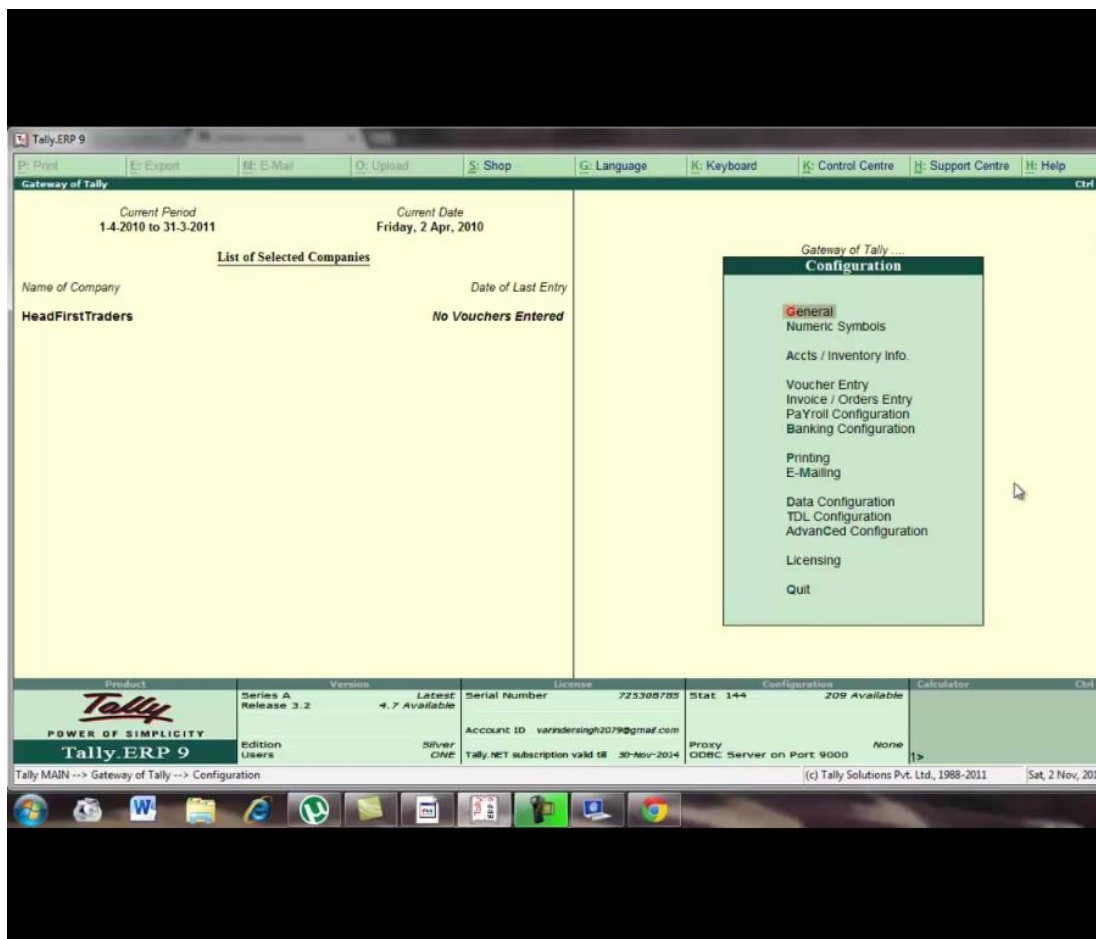
- Masters
 - Accounts Info
 - Quick Setup
- Transactions
 - Accounting Vouchers
- Utilities
 - Import of Data
 - Banking
- Reports
 - Balance Sheet
 - Profit & Loss A/c
 - Ratio Analysis
 - Display
 - Multi Account Printing
 - Quit

Product: Tally ERP 9 | Version: Series A Release 3.2 | License: 725308785 | Stat: 144 | Configuration: 209 Available | Edition: Users | Silver ONE | Account ID: varindersingh2079@gmail.com | Tally.NET subscription valid till: 30-Nov-2014 | Proxy: ODBC Server on Port 9000

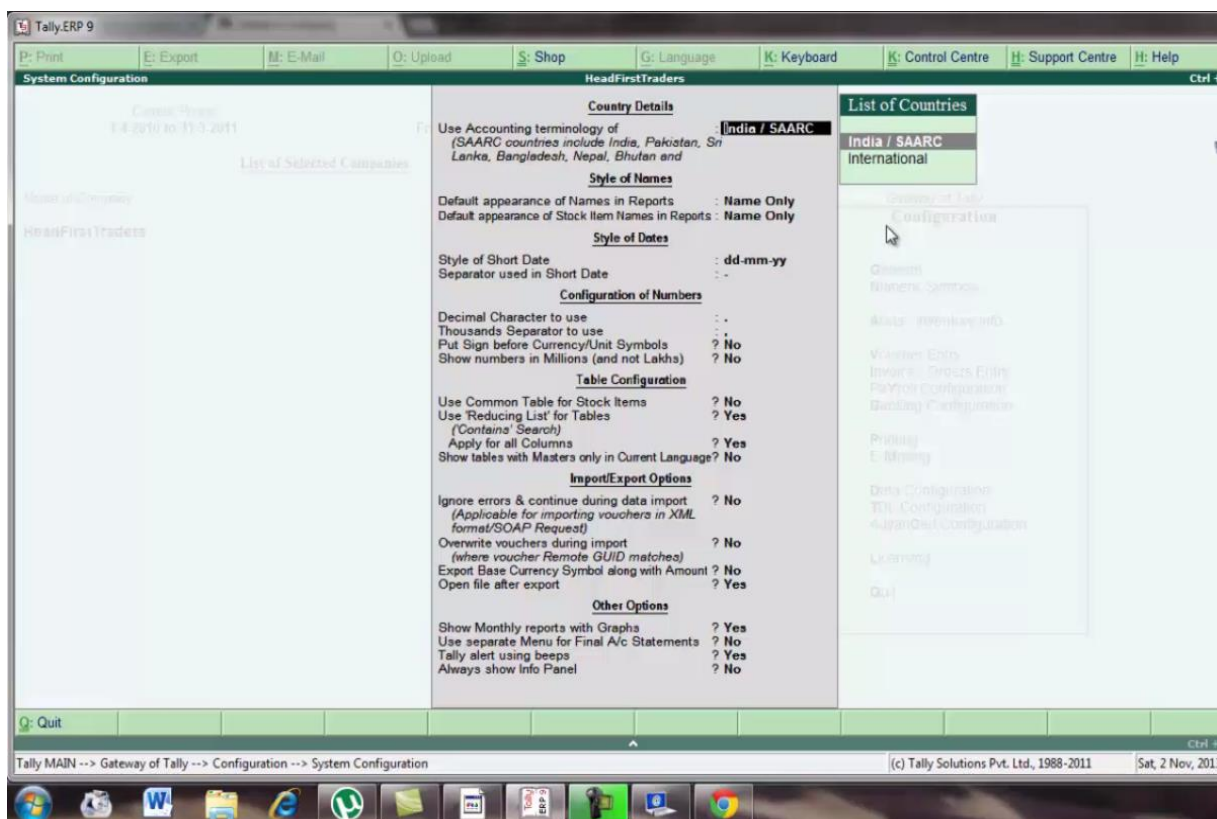
Tally MAIN --> Gateway of Tally | (c) Tally Solutions Pvt. Ltd., 1988-2011 | Sat, 2 Nov, 2013

USE OF CONFIGURATION

यहा से general को select करे



इसमें आप अपनी company related इनफार्मेशन fill करेगे इसी तरह से numeric symbol, accts / inventory info., voucher entry etc में changes कर सकते हैं



ACCOUNTING CONFIGURATION

GROUPS AND LEDGERS MAINTAIN IN TALLY



To Maintain Accounts In Tally
We Need

Ledgers

Groups

3

WHAT IS LEDGERS AND GROUPS



अब हम जानेगे कि ledger क्या है

ledger एक ऐसा account head है जिसमे हम अपनी transaction को पहचान कर record कर सकते हैं यानि की हर ledger के अनुसार अपनी transaction कर सकते है जिससे सभी transaction ledger मे बदल जाती है और ledger का balance जानकर उस particuler account का balance भी जान सकते है vouchers बनाने के लिय भी ledger की आवश्यकता पड़ती है

Ledgers

- Ledger is an account head with it we recognize and record the transactions.
- All voucher entries have to be passed using ledgers.

WHAT IS LEDGERS



group का अर्थ है की जो same तरह की ledger होती है उन्हें हम group में बांध कर रखते हैं यानि group में इकठा कर सकते हैं group का मुख्य काम हमारे accounts को organise करना है यह काम same ledger को इकठा करके करता है और group को हम आवश्यकता अनुसार बाद में भी बदल सकते हैं

Groups

- Same ledgers are bring together is called group.
- There are many pre defined groups in tally.
- Account Groups provide you the ability to organize you Accounts.
- You can classify all ledger based on their functions.
- A Ledger can be grouped at the time of its creation.
- Group of a any account can be changed based on requirement.

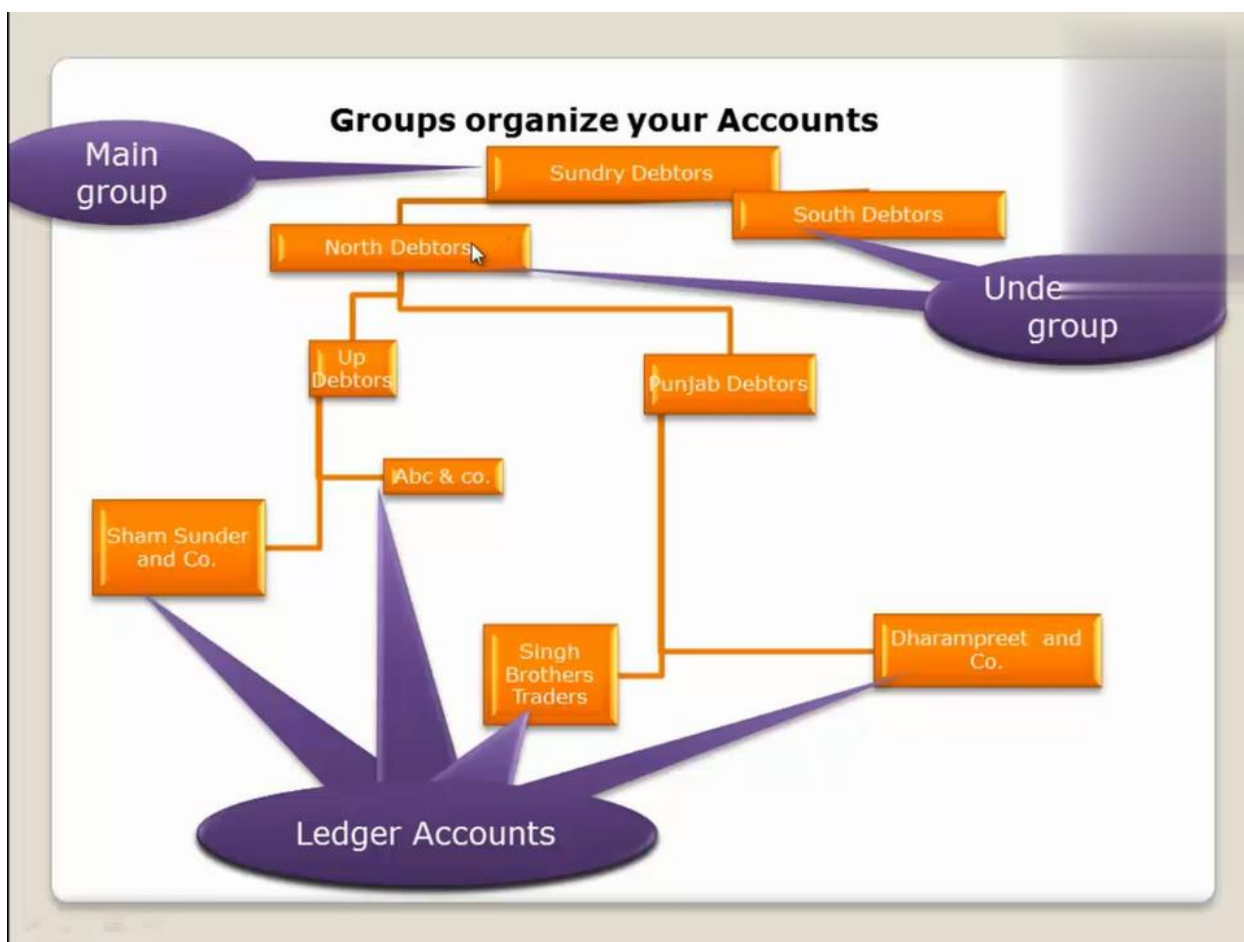
WHAT IS GROUP

हमारे पास tally के द्वारा 28 group प्रदान किये गये हैं जिसमे 15 प्राइमरी group हैं or 13 sub group हैं हर ledger account को किसी ना किसी group के under रखना जरूरी होता है जब भी हम ledger बनाते है तो उसको उससे related group के under जरूरी होता है तभी हम उनमे entries कर पाते हैं



TYPES OF GROUPS

यहा पर कुछ group available है कुछ ledger account हैं कुछ sub group है देखिये sundry debtors group मे दो sub group है north debtors and south debtors. north debtors के अंतर्गत 2 स्टेट के debtors है up debtors and punjab debtors. इसी तरह से up के under shyam sunder and co और abc and co और इसी तरह से punjab के under singh brother traders and dharampreet and co. सबसे last वाले जो debtors है ये ledger से related है इसका अर्थ ये हुआ की हमे जो भी entry करनी है वो shyam sunder and co, abc and co, singh brother traders and dharampreet and co. इसमें करनी है



GROUPS ORGANIZE YOUR ACCOUNTS



HOW TO CREATE LEDGERS AND GROUPS

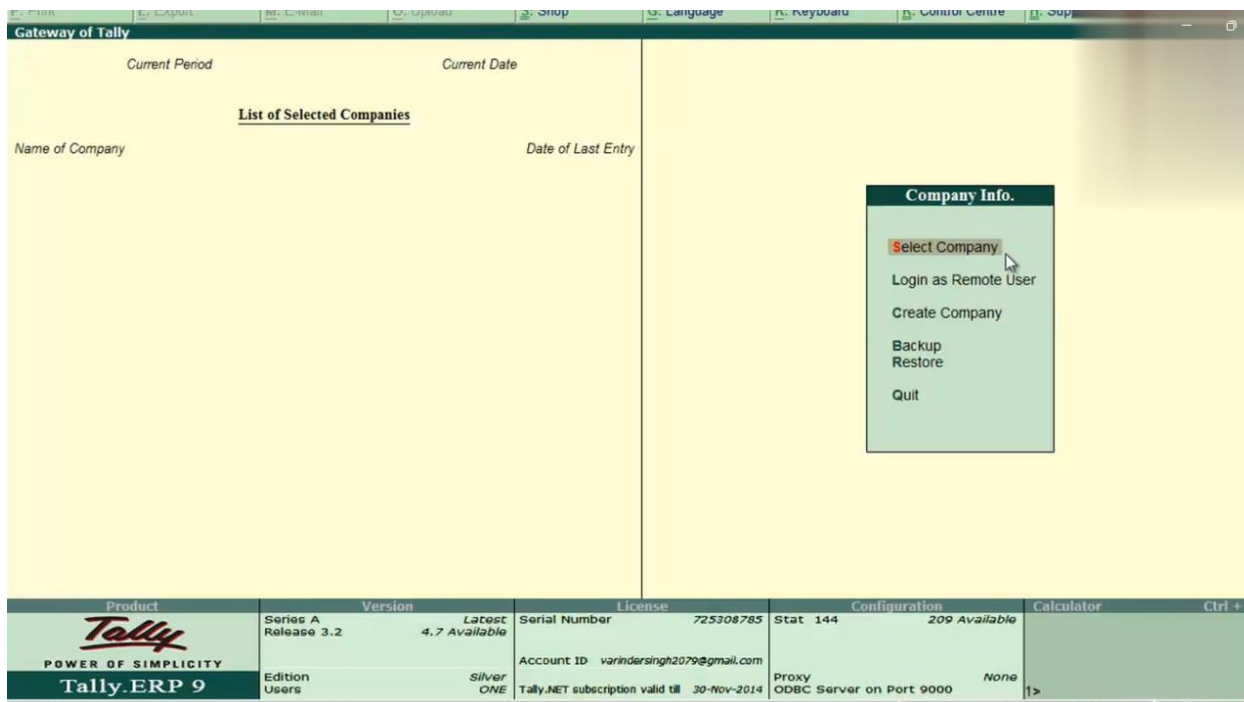
Groups or ledger को हम एक उदाहरण से समझेंगे यहाँ पर कुछ ledger पहले से दिए गये हैं amount दिया गया है or group भी provide है

HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Accou
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Dinesh and Sons	25000	Debtors
Cnc and Co.	95000	Creditors
Local Sales		Sales Account
Local Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income



WE CAN CREATE THE LEDGER BY EXAMPLE

सबसे पहले हम company का चुनाव करेगे उसके लिय select company को select करे



CLICK ON SELECT COMPANY



हम यहा पर HeadFirstTraders को select करेगे

The screenshot shows the 'Select Company' dialog box in Tally ERP 9. The 'List of Companies' table is as follows:

Company Name	Company Code	Period
HeadFirstTraders	(10001)	1-Apr-2010 to 31-Mar-2011

The status bar at the bottom contains the following information:

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2, Latest 4.7 Available	Serial Number 725308785, Account ID varindersingh2079@gmail.com, Tally.NET subscription valid till 30-Nov-2014	Stat 144, 209 Available, Proxy ODBC Server on Port 9000	Ctrl +

WE CAN SELECT THE COMPANY, CLICK ON THE COMPANY NAME



left side पर list of selected company मे company name show हो गया है यहा पर लिखा है no voucher entry इसका अर्थ ये हुआ कि अभी तक किसी voucher की entry नहीं हुई है अब हम group or ledger को create करने के लिय right side मे master के अंतर्गत account info को select करेगे

The screenshot shows the Tally Gateway of Tally interface. The main window is titled "Gateway of Tally" and has a menu bar with options like File, Edit, View, Window, Help, Stop, Language, Keyboard, Control Centre, and Setup. The main area is divided into two panes. The left pane, titled "List of Selected Companies", shows a table with columns "Name of Company" and "Date of Last Entry". The only entry is "HeadFirstTraders" with "No Vouchers Entered" in the date column. The right pane, also titled "Gateway of Tally", shows a menu with categories: Masters (Accounts info, Inventory info, Quick Setup), Transactions (Accounting Vouchers, Inventory Vouchers), Utilities (Import of Data, Banking), Reports (Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis), Display, Multi Account Printing, and Quit. At the bottom, there is a status bar with product information (Tally ERP 9), version (4.7 Available), license (725308785), and other details.

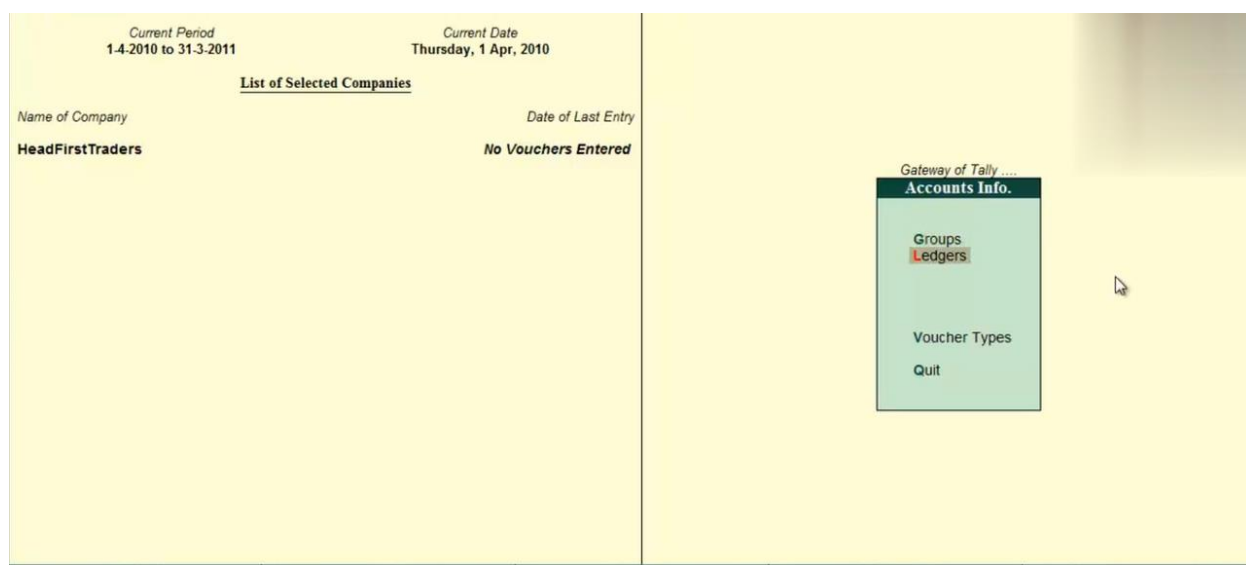
Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2	725308785	Stat 144	Ctrl + N
	Latest 4.7 Available	Account ID varindersingh2079@gmail.com	209 Available	
	Edition Users	Tally.NET subscription valid till 30-Nov-2014	Proxy ODBC Server on Port 9000	None

LEFT SIDE SHOWN LIST OF SELECTED COMPANIES, AND RIGHT SIDE SHOWN GATEWAY OF TALLY. THEN WE SELECT THE ACCOUNTS INFO. UNDER MASTERS



यहा हम सबसे पहले ledger को बनाना सीखेगे इसके लिय एकाउंट्स info के अंतर्गत ledger को select करे

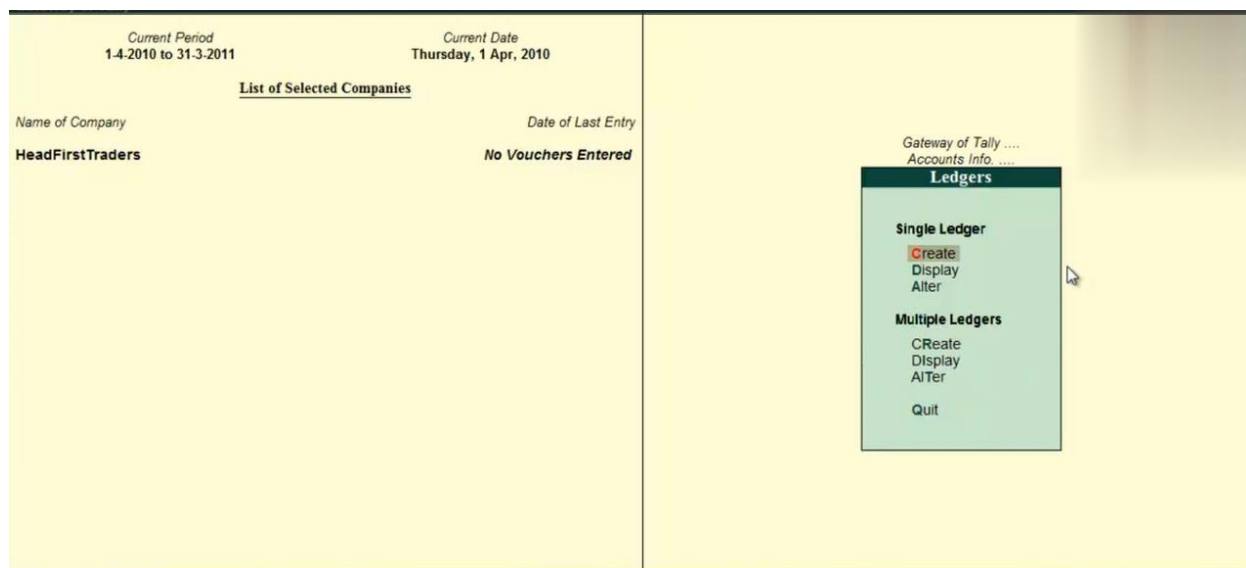


LET WE CAN CREATE LADGERS, SELECT THE LEDGERS



यहां पर ledger के sub menu उपलब्ध हो गये हैं ledger दो तरह की है single ledger or multiple ledger

single ledger का अर्थ है की हम एक एक करके ledger बना सकते हैं or multiple ledger का अर्थ है की हम एक से अधिक ledger एक साथ बना सकते हैं single ledger के अंतर्गत 3 option उपलब्ध है create का अर्थ ledger बनाने से है डिस्प्ले का अर्थ ledger को देखने से है ओए आल्टर का अर्थ ledger में changes करने से है बिल्कुल यही कार्य multiple ledger के option करेगे



TWO TYPE OF LEDGERS SINGLE LEDGER, MULTIPLE LEDGERS

यहा से display को select करे

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011
Current Date: Thursday, 1 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally
Accounts Info.

Ledgers

Single Ledger

- Create
- Display**
- Alter

Multiple Ledgers

- CReate
- DsPlay
- AlTeR
- Quit

Product	Version	License	Configuration	Calculator
Tally ERP 9 POWER OF SIMPLICITY	Series A Release 3.2 Edition Users	Serial Number: 725308785 Account ID: varindersingh2079@gmail.com Tally.NET subscription valid till: 30-Nov-2014	Stat: 144 209 Available Proxy: ODBC Server on Port 9000	None

WHEN WE CAN SELECT DISPLAY THEN WE GET LIST OF LEDGERS

list of ledger मे cash और profit & loss a/c पहले से ही tally द्वारा बना दी जाती है



Select Ledger

HeadFirstTraders

Current Fiscal: 14-2014 to 31-3-2015

Current Date: Thursday, 3 Apr 2015

List of Selected Companies: HeadFirstTraders

List of Ledgers:

- Cash
- Profit & Loss A/c

Single Ledger:

- Create
- Display
- Alter

Multiple Ledgers:

- Create
- Display
- Alter
- Quit

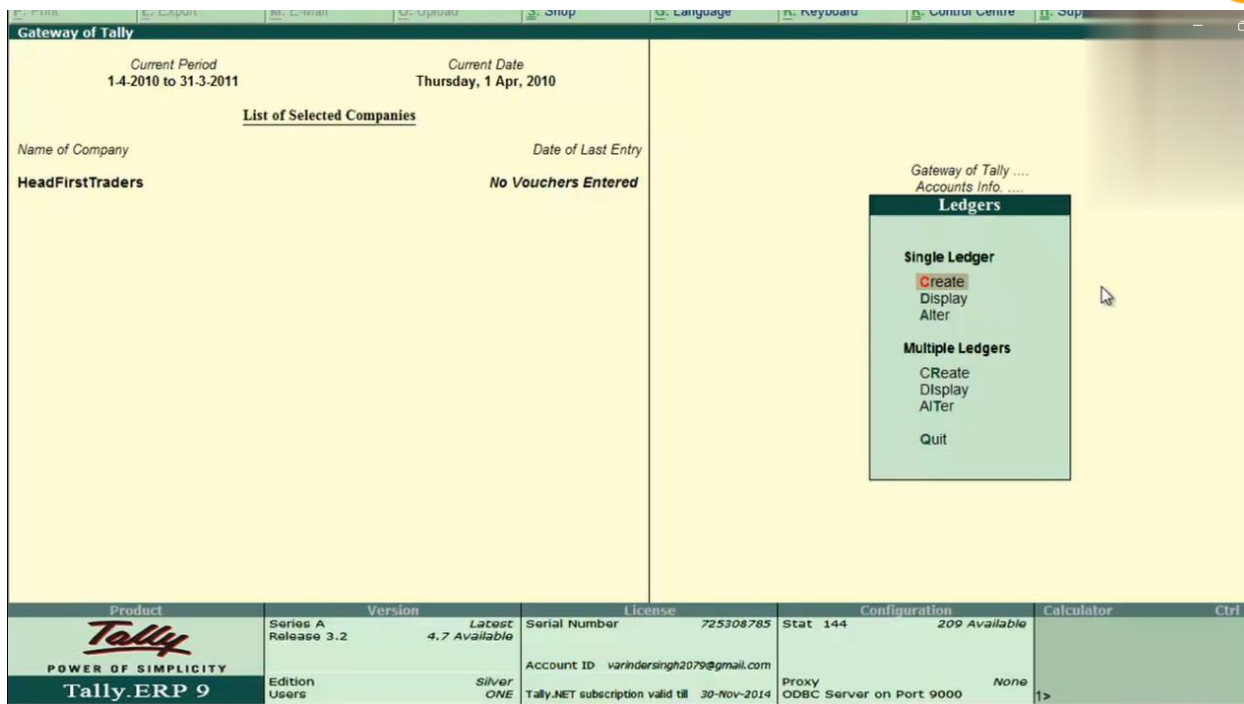
Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Latest 4.7 Available Silver ONE	Serial Number: 725308785 Stat: 144 Account ID: varindersingh2079@gmail.com Tally.NET subscription valid till: 30-Nov-2014 Proxy: ODBC Server on Port 9000	209 Available None

Tally MAIN -> Gateway of Tally -> Accounts Info -> Ledgers -> Select Ledger

(c) Tally Solutions Pvt. Ltd. 1088, 2011 Cat 2 Nov. 2013

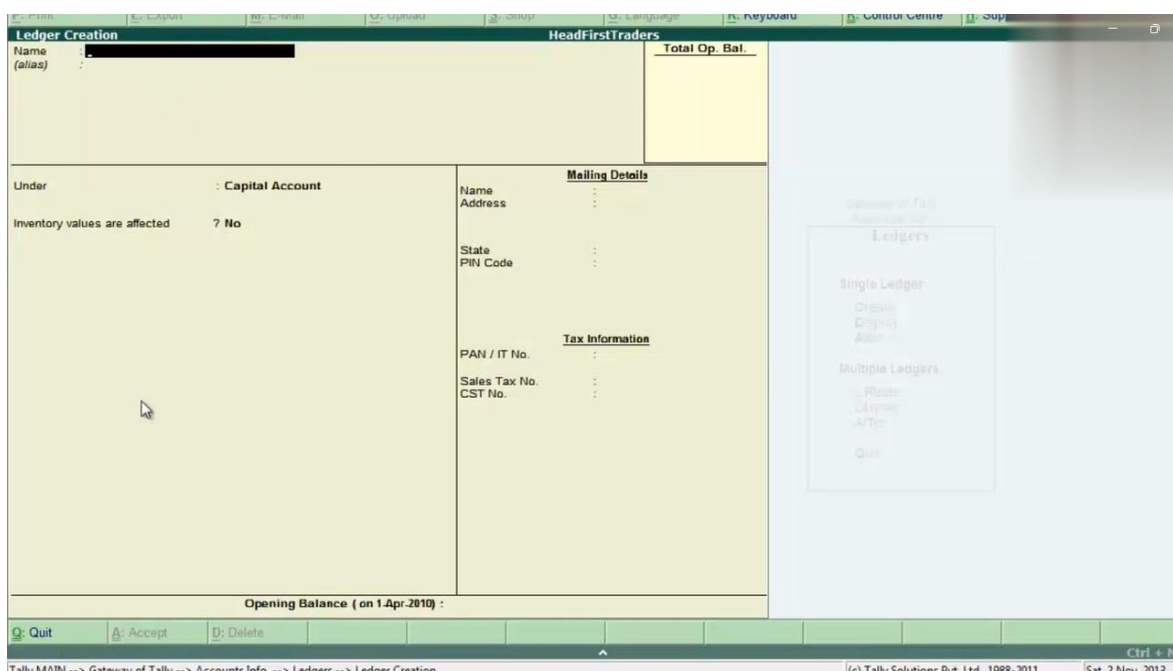
IN TALLY ALREADY MAINTAIN TWO LEDGERS CASH AND PROFIT & LOSS

हम यहा से ledger बनाना सीखेगे इसके लिये single ledger मे create को select करे



LET'S WE CREATE THE LEDGERS UNDER SINGLE LEDGER

हमारे पास यहा पर ledger creation screen available हो जाएगी





LEDGER CREATION SCREEN

हम यहा पर Ram's capital ledger बनायेगे

The screenshot shows the 'Ledger Creation' screen in Tally ERP 9. The main window is titled 'Ledger Creation' and contains the following fields and sections:

- Name:** Ram's Capital
- (alias):** Prop Capital
- Total Op. Bal.:** (Empty field)
- Under:** Capital Account
- Inventory values are affected:** 7 No
- Mailing Details:**
 - Name: Ram's Capital
 - Address: (Empty)
 - State: (Empty)
 - Pin Code: (Empty)
- Tax Information:**
 - PAN / IT No.: (Empty)
 - Sales Tax No.: (Empty)
 - CST No.: (Empty)
- Opening Balance (on 1-Apr-2010):** (Empty field)

On the right side, there is a 'List of Groups' menu with the following items:

- Bank Accounts
- Bank OCC A/c
- Bank OD A/c
- Branch / Divisions
- Capital Account** (highlighted)
- Cash-in-hand
- Current Assets
- Current Liabilities
- Deposits (Asset)
- Direct Expenses
- Direct Incomes
- Duties & Taxes
- Expenses (Direct)
- Expenses (Indirect)
- Fixed Assets
- Income (Direct)
- Income (Indirect)
- Indirect Expenses
- Indirect Incomes
- Investments
- Loans & Advances (Asset)
- Loans (Liability)
- Misc. Expenses (ASSET)
- Provisions
- Purchase Accounts
- Reserves & Surplus
- Retained Earnings
- Sales Accounts
- Secured Loans
- Stock-in-hand
- Sundry Creditors
- Sundry Debtors
- Suspense A/c
- Unsecured Loans

At the bottom, there is a navigation bar with the following text: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. The footer also contains '(c) Tally Solutions Pvt. Ltd. 1988-2011' and 'Sat 2 Nov 2010'.

RAM'S CAPITAL ACCOUNTS



ram's capital ledger बनाने के लिये capital account से related information fill करेंगे or ram's capital को capital account के group से related करेंगे

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes 'Print', 'Export', 'E-Mail', 'Upload', 'Shop', 'Language', 'Keyboard', 'Control Centre', 'Support Centre', and 'Help'. The main area is divided into several sections:

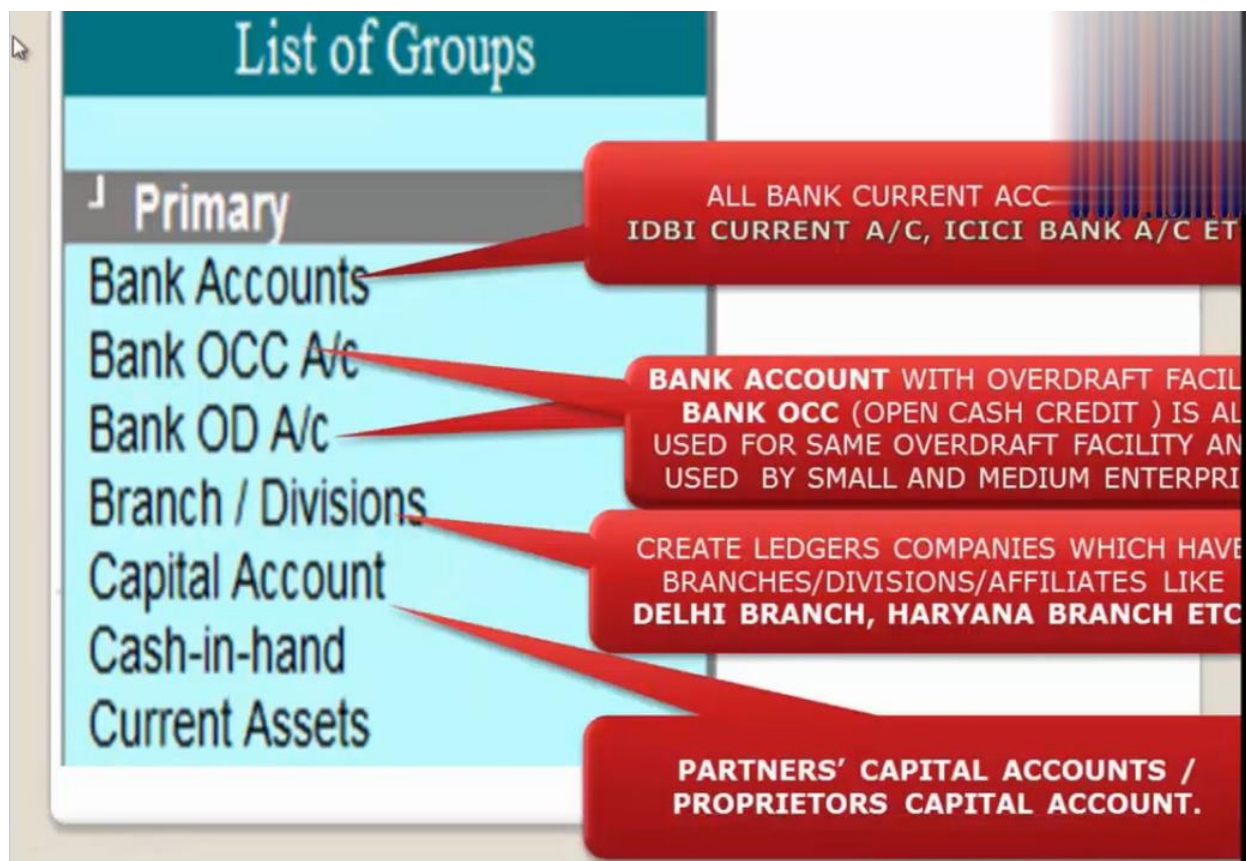
- Name:** Ram's Capital (alias: Prop Capital)
- Total Op. Bal.:** 35,000.00 Cr (Difference: 35,000.00 Cr)
- Under:** Capital Account
- Inventory values are affected:** ? No
- Mailing Details:** Name: Ram's Capital, Address: 84, Ambala City, State: Haryana, PIN Code: 134007
- Tax Information:** PAN / IT No.: 12121, Sales Tax No.: 121212, CST No.:
- Opening Balance (on 1.Apr.2010):** 35,000.00 Cr

At the bottom right, there is an 'Accept ?' button with 'Yes or No' options. The bottom status bar shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation', the copyright notice '(c) Tally Solutions Pvt. Ltd., 1988-2011', and the date 'Sat, 2 Nov, 2011'.

CREATE RAM'S CAPITAL ACCOUNTS



इसमें सबसे important बात ये है की group का चुनाव किस आधार पे किया जाये इसकी जानकारी हम लेंगे जब भी हम कोई ledger बनाते है तो जरूरी है की हम उस ledger को उसके अनुरूप group से relate करे इसलिये tally हमारे पास पहले से group की list उपलब्ध करवा देता है यहा हम primary group की जानकारी लेंगे



LIST OF LEDGER, LEDGER RELATED TO GROUP

Primary

Bank Accounts
Bank OCC A/c
Bank OD A/c
Branch / Divisions
Capital Account
Cash-in-hand
Current Assets

A CASH LEDGER ACCOUNT IS CREATED IN TALLY SOFTWARE BY DEFAULT WHEN YOU CREATE A COMPANY. WE CAN OPEN ANY NUMBER OF REQUIRED CASH ACCOUNT LIKE **PETTY CASH ACCOUNT**

IT CONSISTS 6 SUB-GROUPS STOCK-IN-HAND

1. STOCK-IN-HAND
2. DEPOSITS (ASSETS)
3. LOANS & ADVANCES (ASSETS)
4. CASH-IN-HAND
5. BANK ACCOUNTS
6. SUNDRY DEBTORS

IT IS A BETTER PRACTICE TO CREATE LEDGER ACCOUNT UNDER APPROPRIATE SUB GROUP RATHER THAN CREATING LEDGER DIRECTLY UNDER CURRENT ASSETS GROUP

List of Groups

Current Assets
Current Liabilities
Deposits (Asset)
Direct Expenses
Direct Incomes
Duties & Taxes
Expenses (Direct)
Expenses (Indirect)
Fixed Assets

CURRENT LIABILITIES:- THIS IS A GROUP WHICH HAS THESE SUB GROUPS

1. DUTIES & TAXES
2. PROVISIONS
3. SUNDRY CREDITORS.

IT IS A BETTER PRACTICE TO CREATE LEDGER ACCOUNT UNDER APPROPRIATE SUB GROUP RATHER THAN CREATING LEDGER DIRECTLY UNDER CURRENT LIABILITIES GROUP

DEPOSITS (ASSETS): ALL THE DEPOSITS (ASSETS) LIKE FIXED DEPOSITS/ SECURITY DEPOSITS LIKE RENTAL DEPOSITS/ TELEPHONE DEPOSIT A/C, ELECTRICITY DEPOSIT A/C

List of Groups
Current Assets
Current Liabilities
Deposits (Asset)
Direct Expenses
Direct Incomes
Duties & Taxes
Expenses (Direct)
Expenses (Indirect)
Fixed Assets
Income (Direct)
Income (Indirect)
Indirect Expenses
Indirect Incomes

ALL INCOMES WHICH ARE CONSIDERED FOR COMPUTING GROSS PROFIT/LOSS ARE TO BE PLACED HERE LIKE .

- SALE OF SCRAP
- SALE OF GUNNY BAGS.

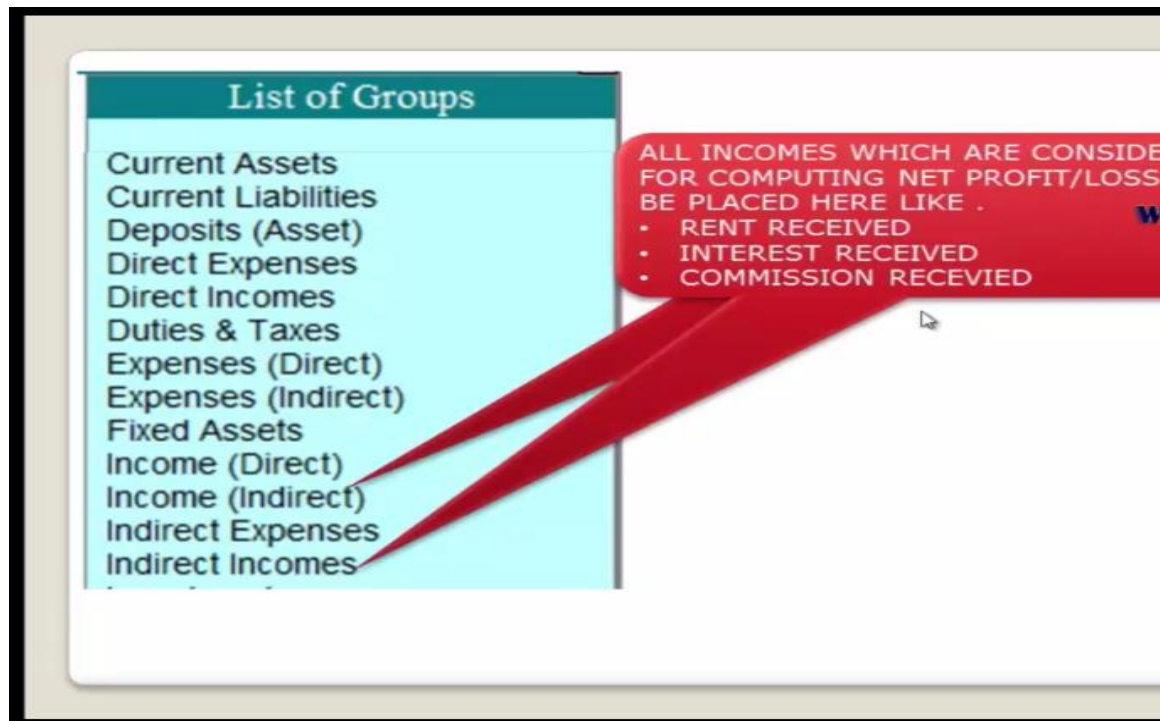
www

List of Groups
Current Assets
Current Liabilities
Deposits (Asset)
Direct Expenses
Direct Incomes
Duties & Taxes
Expenses (Direct)
Expenses (Indirect)
Fixed Assets
Income (Direct)
Income (Indirect)
Indirect Expenses
Indirect Incomes

ALL EXPENSES WHICH ARE CONSIDERED FOR COMPUTING NET PROFIT/LOSS ARE TO BE PLACED HERE LIKE .

- DEPRECIATION ACCOUNT
- SALARY ACCOUNT.

www

A screenshot of a software interface. On the left, a light blue box titled "List of Groups" contains a list of accounting categories. On the right, a red callout box contains text and a bulleted list of items. Red lines connect the callout box to the "Income (Direct)" and "Income (Indirect)" items in the list.

List of Groups

- Current Assets
- Current Liabilities
- Deposits (Asset)
- Direct Expenses
- Direct Incomes
- Duties & Taxes
- Expenses (Direct)
- Expenses (Indirect)
- Fixed Assets
- Income (Direct)
- Income (Indirect)
- Indirect Expenses
- Indirect Incomes

ALL INCOMES WHICH ARE CONSIDERED FOR COMPUTING NET PROFIT/LOSS BE PLACED HERE LIKE .

- RENT RECEIVED
- INTEREST RECEIVED
- COMMISSION RECEIVED

List of Groups

Current Assets
Current Liabilities
Deposits (Asset)
Direct Expenses
Direct Incomes
Duties & Taxes
Expenses (Direct)
Expenses (Indirect)
Fixed Assets
Income (Direct)
Income (Indirect)
Indirect Expenses
Indirect Incomes

FIXED ASSETS: FIXED ASSETS, IMMOVABLE PROPERTIES, PATENT RIGHTS, PLANTS AND MACHINERY AND BUILDING.

FIXED ASSETS CAN HAVE SEVERAL SUB-GROUPS FOR EACH TYPE OF ASSETS IF REQUIRED.

List of Groups

Indirect Expenses
Indirect Incomes
Investments
Loans & Advances (Asset)
Loans (Liability)
Misc. Expenses (ASSET)
Provisions
Purchase Accounts
Reserves & Surplus
Retained Earnings

ACCOUNTS RELATED TO INVESTM
SHARES, BONDS, GOVT. SECURIT
INVESTMENT IN OTHER COMPANI

List of Groups

Indirect Expenses
Indirect Incomes
Investments
Loans & Advances (Asset)
Loans (Liability)
Misc. Expenses (ASSET)
Provisions
Purchase Accounts
Reserves & Surplus
Retained Earnings

ACCOUNTS RELATED SALARY AC
ADVANCE FOR PURCHASE OF FI

LOANS (LIABILITIES): ALL
LOANS WHICH ARE TAKEN BY US
SHOULD BE PLACED UNDER THIS
GROUP.

**ALL EXPENSE ACCOUNTS THAT ARE NOT
WRITTEN OFF TO PROFIT AND LOSS
ACCOUNT FOR THE SAME YEAR IN WHICH
THEY ARE INCURRED FALL UNDER THIS
GROUP.**

. PRELIMINARY EXPENSES
. COPY RIGHT LUMP SUM FEES

List of Groups

Indirect Expenses
Indirect Incomes
Investments
Loans & Advances (Asset)
Loans (Liability)
Misc. Expenses (ASSET)
Provisions
Purchase Accounts
Reserves & Surplus
Retained Earnings

PROVISIONS: LIKE

- PROVISION FOR INCOME TAX
- PROVISION FOR BAD DEBTS
- PROVISION FOR DEPRECIATION

PURCHASE ACCOUNT : IT HOLDS THE ACCOUNTS RELATED TO PURCHASE LIKE

- LOCAL PURCHASE A/C
- PURCHASES 4%
- CASH PURCHASE
- CREDIT PURCHASE

ALL RESERVE ACCOUNTS (RECOGNIZED AS RETAINED EARNINGS) ARE PLACED UNDER THIS GROUP. LIKE

**GENERAL RESERVE
CAPITAL RESERVE**

SHARE PREMIUM RESERVE ACCOUNT ETC.

List of Groups

Retained Earnings

Sales Accounts

Secured Loans

Stock-in-hand

Sundry Creditors

Sundry Debtors

Suspense A/c

Unsecured Loans

**SALES ACCOUNT : IT HOLDS T
ACCOUNTS RELATED TO SALES**

- LOCAL SALE A/C
- SALE 4%
- CASH SALES
- CREDIT SALES

**LOANS TAKEN FROM BANKS, FINANCIAL
INSTITUTES BY MORTGAGING ITS FIXED
ASSETS.**

**UNSECURED LOANS : UNCONDITIONAL
LOAN OBTAINED FROM PARTNERS /
DIRECTORS OR OUTSIDE PARTIES.**

List of Groups

Retained Earnings
Sales Accounts
Secured Loans
Stock-in-hand
Sundry Creditors
Sundry Debtors
Suspense A/c
Unsecured Loans

THIS IS A SUBGROUP UNDER CURRENT ASSETS

- IF WE MAINTAIN BOTH ACCOUNTS AND INVENTORY THEN THERE IS NO NEED TO CREATE STOCK A/C UNDER THIS GROUP. THE SYSTEM AUTOMATICALLY DISPLAYS OPENING, CLOSING STOCK BASED ON PURCHASE AND SALES ACCOUNTS.
- IF WE MAINTAIN ONLY ACCOUNTS AND IT HAS PHYSICAL STOCK IN THE BUSINESS THEN A STOCK A/C SHOULD BE CREATED UNDER THIS GROUP AND THE OPENING AND CLOSING STOCK VALUES AND ON 1ST APRIL AND 31ST MARCH SHOULD BE GIVEN BY THE USER.



HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Account
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Cnc and Co.	187000	Creditors
Sales		Sales Account
Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income

CREATE OTHER LEDGER



नई ledger बनाने के लिय हम फिर से account info. को select करेगे

The screenshot displays the Tally ERP 9 software interface. At the top, there is a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below this, the 'Gateway of Tally' window is open, showing the 'List of Selected Companies' with 'HeadFirstTraders' as the selected company. The 'Gateway of Tally' menu is expanded, showing various options categorized under Masters, Transactions, Utilities, and Reports. The 'Accounts Info' option under the Masters category is highlighted. The bottom status bar provides details about the product (Tally ERP 9), version (4.7 Available), license (Silver ONE), and other system information.

CREATE NEW LEDGER, SELECT ACCOUNT INFO. UNDER MASTERS



ledger को select करे

Current Period: 1.4.2010 to 31.3.2011
Current Date: Thursday, 1 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally Accounts Info.

- Groups
- Ledgers**
- Voucher Types
- Quit

Product: Tally ERP 9
Version: Series A Release 3.2, Latest 4.7 Available
License: 725308765, Stat 144
Configuration: 209 Available, Proxy ODBC Server on Port 9000, None
Edition: Users, Silver ONE
Tally.NET subscription valid till 30-Nov-2014

Tally MAIN --> Gateway of Tally --> Accounts Info. (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2011

SELECT LEDGER



single ledger के अंतर्गत create को select करे

The screenshot shows the Tally ERP 9 Gateway of Tally interface. The top menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area is divided into two panes. The left pane shows the 'List of Selected Companies' with one entry: 'HeadFirstTraders' with a 'Date of Last Entry' of 'No Vouchers Entered'. The right pane shows the 'Ledgers' menu with options for 'Single Ledger' (Create, Display, Alter) and 'Multiple Ledgers' (Create, Display, Alter, Quit). The bottom status bar displays product information, version details, license information, and system status.

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2, Latest 4.7 Available	725308785	Stat 144, 209 Available	
Edition Users	Silver ONE	Account ID varindersingh2079@gmail.com, Tally.NET subscription valid till 30-Nov-2014	Proxy ODBC Server on Port 9000	None

SELECT CREATE



यहा पर हमने बैंक account का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area is titled 'HeadFirstTraders' and contains the following data:

Ledger Creation		Total Op. Bal.
Name : Idbi Bank		45,000.00 Dr
(alias) :		35,000.00 Cr
		Difference
		10,000.00 Dr

Below the table, there are sections for 'Under' and 'Mailing Details':

Under
: Bank Accounts
(Current Assets)

Mailing Details
Name : Idbi Bank
Address : Ambala
State : Haryana
PIN Code : 134007
A/c No. : 12515
Branch Name :
BSR Code :

Effective Date for Reconciliation : 7 1Apr.2010
Set/Alter Cheque Printing Configuration? No

At the bottom, there is a summary: 'Opening Balance (on 1.Apr.2010) : 45,000.00 Dr' and an 'Accept ?' dialog box with 'Yes or No' options.

The bottom status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2011

CREATE BANK ACCOUNT LEDGER



यहा पर प्लांट and मशीनरी account का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'HeadFirstTraders'. The main form contains the following fields:

- Name: Plant and Machinery
- (alias):
- Under: Fixed Assets
- Inventory values are affected: ? No
- Mailing Details: Name, Address, State, PIN Code
- Tax Information: PAN / IT No., Sales Tax No., CST No.

On the right side, there is a 'Total Op. Bal.' summary table:

Total Op. Bal.
1,15,000.00 Dr
35,000.00 Cr
Difference
80,000.00 Dr

At the bottom, there is an 'Accept ?' dialog box with 'Yes' and 'No' options. The status bar at the bottom shows 'Opening Balance (on 1-Apr-2010) : 70,000.00 Dr'. The taskbar at the bottom shows the Tally MAIN menu path: Gateway of Tally -> Accounts Info. -> Ledgers -> Ledger Creation.

CREATE PLANT AND MACHINERY A/C LEDGER



यहा पर sundry creditors (cnc & co.) का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally ERP 9' and the company name is 'HeadFirstTraders'. The ledger name is 'Cnc and Co.' with an alias. The 'Total Op. Bal.' section shows a debit of 1,15,000.00 and a credit of 2,22,000.00, resulting in a credit difference of 1,07,000.00. The 'Under' field is set to 'Sundry Creditors (Current Liabilities)'. Mailing details include Name: Cnc and Co., Address: Ambala, State: Haryana, and PIN Code: 134007. Tax information fields are empty. The opening balance as of 1-Apr-2010 is 1,07,000.00 Cr. The window includes a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. A toolbar at the bottom has buttons for Quit, Accept, and Delete. The status bar shows the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation, and the date is Sat, 2 Nov, 2011.

CREATE SUNDRY CREDITORS ACCOUNTS (CNC & CO.) LEDGER



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Bill-wise Details HeadFirstTraders

Total Cr. Bal. 1,15,000.00
Total Dr. Bal. 2,22,000.00
Difference -1,07,000.00

Bill-wise Breakup of : Cnc and Co.
Upto ₹ 1,87,000.00 Cr

Date	Name	Due Date, or Credit Days	Amount	Dr/ Cr
31/3/2010	Old Bal	31-Mar-2010	1,87,000.00	Cr

On Account: 1,87,000.00 Cr
1,87,000.00 Cr

Gateway of Tally Accounts Info Ledgers Ledger Creation

- Single Ledger
- Create
- Display
- Alter
- Multiple Ledgers
- Reset
- Display
- All Tools
- Quit

Tally MAIN --> Gateway of Tally --> Accounts Info --> Ledgers --> Ledger Creation --> Bill-wise Details (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 20

BILL WISE BREAKUP



यहा पर sales account बनाया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Ledger Creation HeadFirstTraders Ctrl +

Name : Sales (alias) :		Total Op. Bal.	
		1,15,000.00 Dr	
		2,22,000.00 Cr	
		<u>Difference</u>	
		1,07,000.00 Cr	

Under : Sales Accounts

Inventory values are affected ? Yes

Mailing Details

Name :
Address :
State :
PIN Code :

Tax Information

PAN / IT No. :
Sales Tax No. :
CST No. :

Accept ?
Yes or No

Opening Balance (on 1-Apr-2010) :

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

CREATE SALES A/C LEDGER



यह purchase account बनाया गया है

Ledger Creation HeadFirstTraders Ctrl

Name : Purchase
(alias) :

Total Op. Bal.	
1,15,000.00 Dr	
2,22,000.00 Cr	
Difference	
1,07,000.00 Cr	

Under : Purchase Accounts
Inventory values are affected ? Yes

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :
Sales Tax No. :
CST No. :

Opening Balance (on 1-Apr-2010) :
Accept ?
Yes or No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 20

CREATE PURCHASE A/C LEDGER



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl +

Gateway of Tally

Current Period: 1.4.2010 to 31.3.2011
Current Date: Thursday, 1 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally ...
Accounts Info ...

Ledgers

Single Ledger

- Create
- Display**
- Alter

Multiple Ledgers

- CReate
- DIsplay
- AlTeR
- Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Latest 4.7 Available Silver ONE Tally.NET subscription valid till 30-Nov-2014	Serial Number 725308785 Stat 144 Account ID varindersingh2079@gmail.com Proxy ODBC Server on Port 9000	209 Available None

Tally MAIN --> Gateway of Tally --> Accounts Info --> Ledgers

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

display पर click करे

PRESS ESC TO QUIT LEDGER CREATION SCREEN THEN SELECT DISPLAY



यहा पर वह list show हो जाएगी जो हमने ledger create किये है हम इन पर double click करके ledger की information दुबारा देख सकते है

The screenshot shows the 'Select Ledger' window in Tally ERP 9. The window is titled 'HeadFirstTraders' and contains a list of ledgers under the 'Cash' group. The list includes: Cnc and Co., Idbi Bank, Plant and Machinery, Profit & Loss A/c, Prop Capital, Purchase, Ram's Capital, and Sales. The window also shows a 'List of Ledgers' section and a 'Name of Ledger' field. The status bar at the bottom indicates the current date as Sat, 2 Nov, 2013.

LIST OF

LEDGER UNDER DISPLAY

अब हम group बनाना सीखेगे इसके लिय account info. के अंतर्गत group पर click करे



Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help Ctrl +

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011
Current Date: Thursday, 1 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally...
Accounts Info.

- Groups
- Ledgers
- Voucher Types
- Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number: 725308785 Account ID: varindersingh2079@gmail.com Tally.NET subscription valid till: 30-Nov-2014	Stat: 144 209 Available Proxy: ODBC Server on Port 9000 None	Ctrl +

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

CREATE GROUP

हम group को दो तरह से बना सकते हैं single group multiple group अभी हम single group create करेंगे इसके लिए single group के अंतर्गत create को select करें



Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help Ctrl

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011
Current Date: Thursday, 1 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	No Vouchers Entered

Gateway of Tally ...
Accounts Info ...

Groups

Single Group

- Create
- Display
- Alter

Multiple Groups

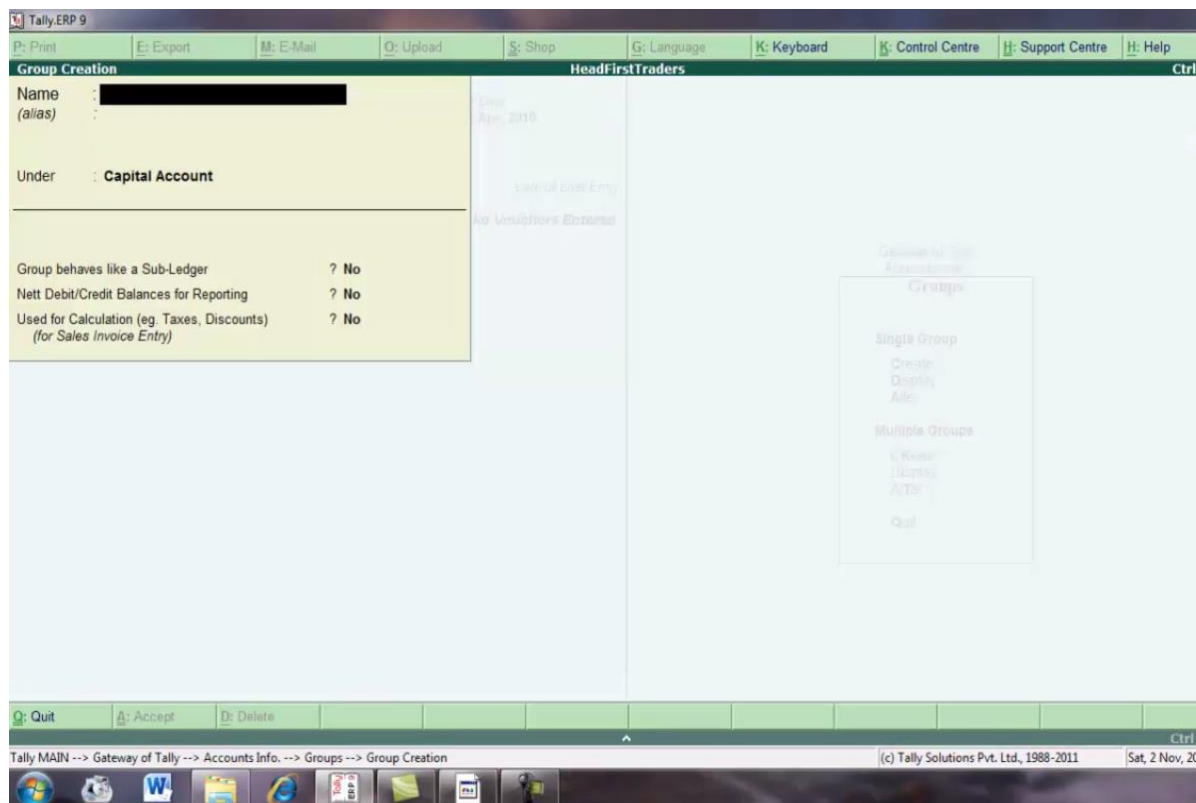
- CReate
- DIsplay
- AlTer
- Quit

Product	Version	License	Configuration	Calculator	Ctrl
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 200 Available Proxy ODBC Server on Port 9000	None	1>

Tally MAIN --> Gateway of Tally --> Accounts Info --> Groups (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 20

HOW TO CREATE GROUP

यहा पर एक group creation screen उपलब्ध हो जाएगी



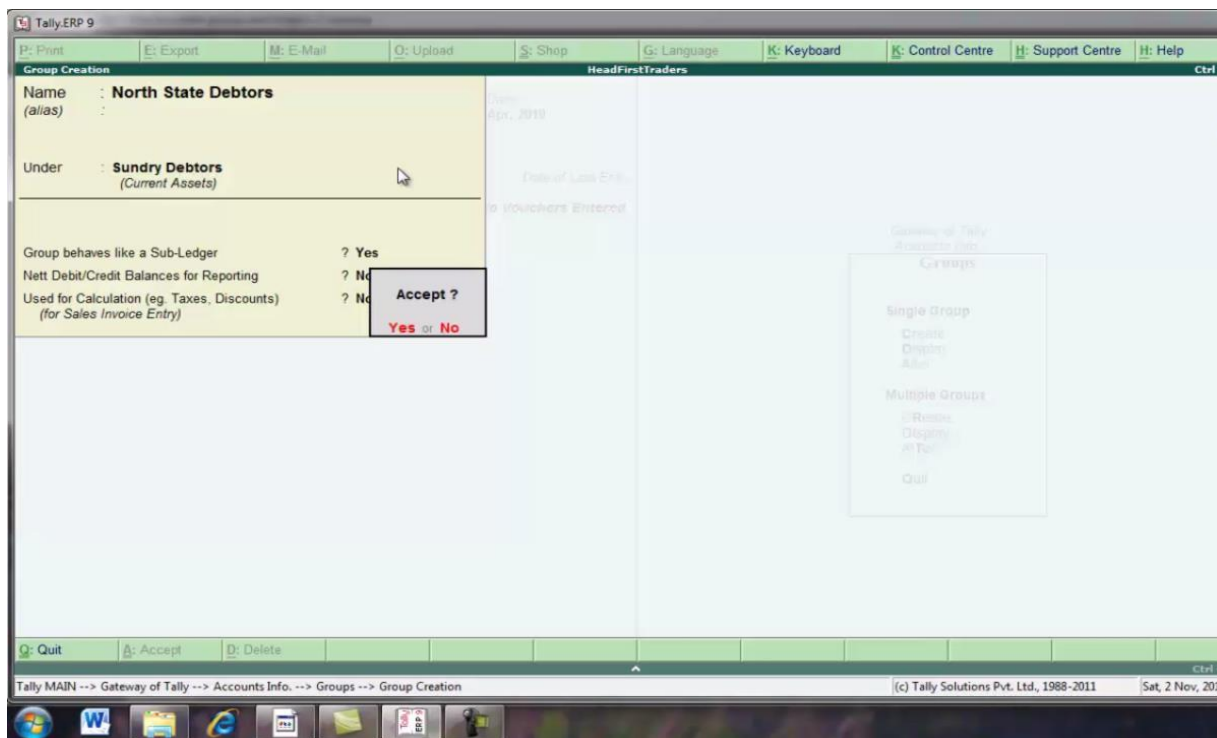
GROUP CREATION SCREEN

हम एक example के द्वारा group को बनाना सीखेंगे

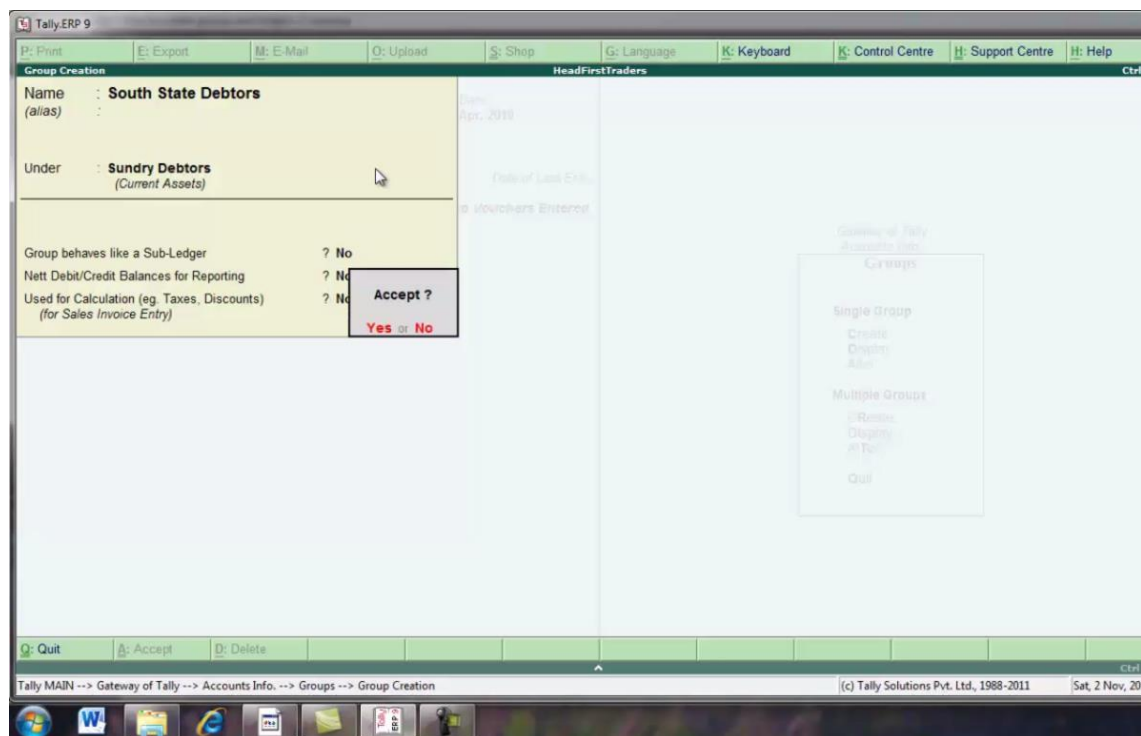


HeadFirst Traders				
Ledger's Name (Accounts)	Amount (Rs)	State	Sub Group	
Dinesh and Sons	25000	Haryana	North State Dr	
Dimple traders	10000	Haryana	North State Dr	Debtors
Dharmaveer and co	12000	Punjab	North State Dr	Debtors
Kd sons pvt ltd	48000	Andhra Pradesh	South State Dr	Debtors
Dd co.	12000	Tamil Nadu	South State Dr	Debtors

CREATE GROUP BY EXAMPLE



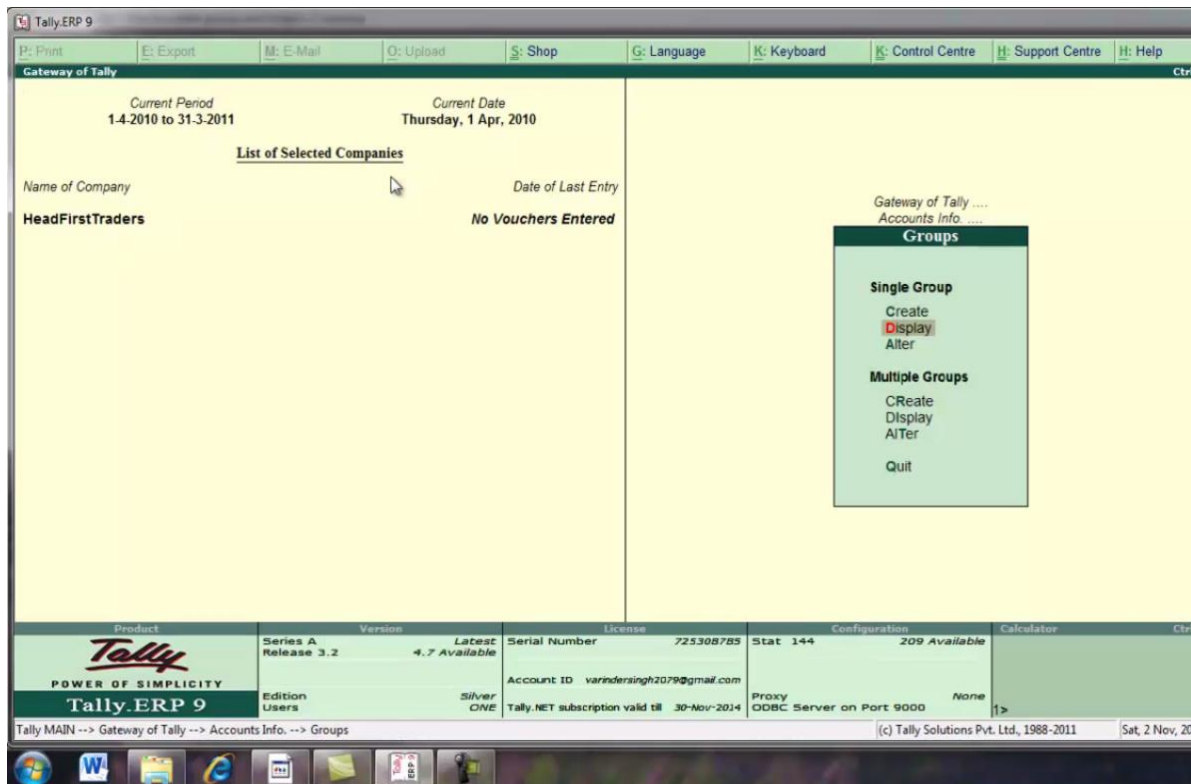
NORTH STATE DEBTORS GROUP



SOUTH STATE DEBTORS GROUPS

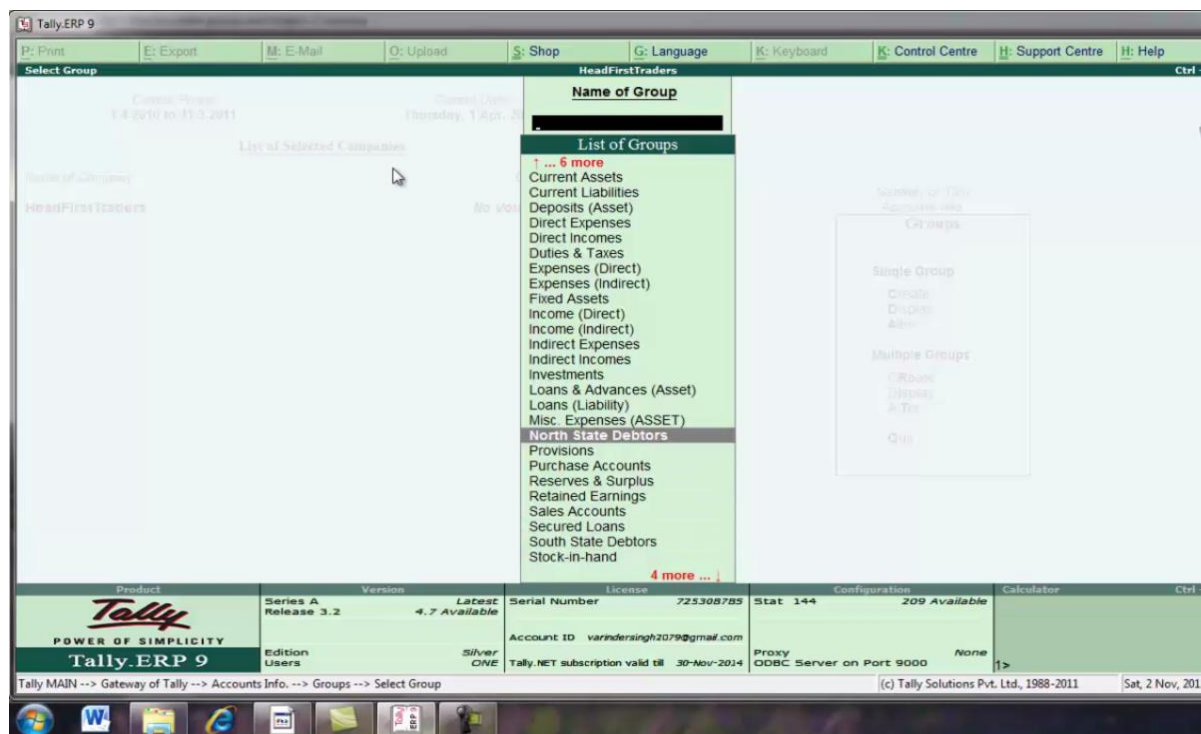


यह से display को select करे

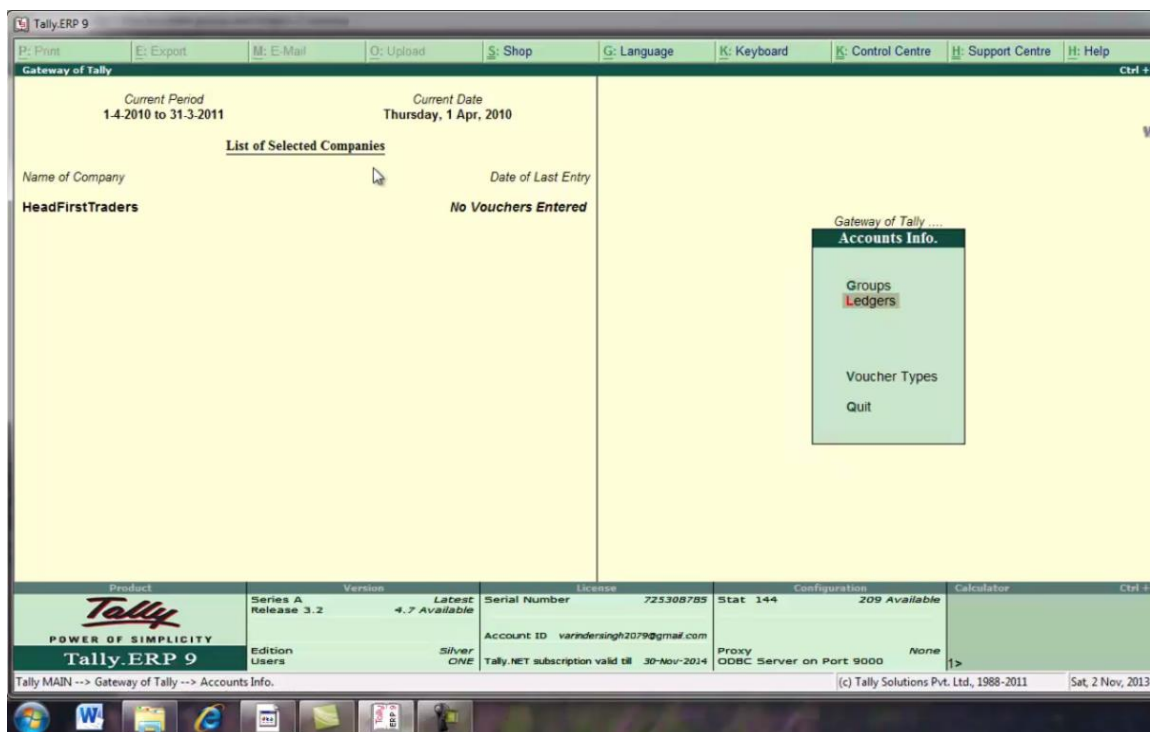


SELECT DISPLAY

यहा पर list of groups show हो जाएगी

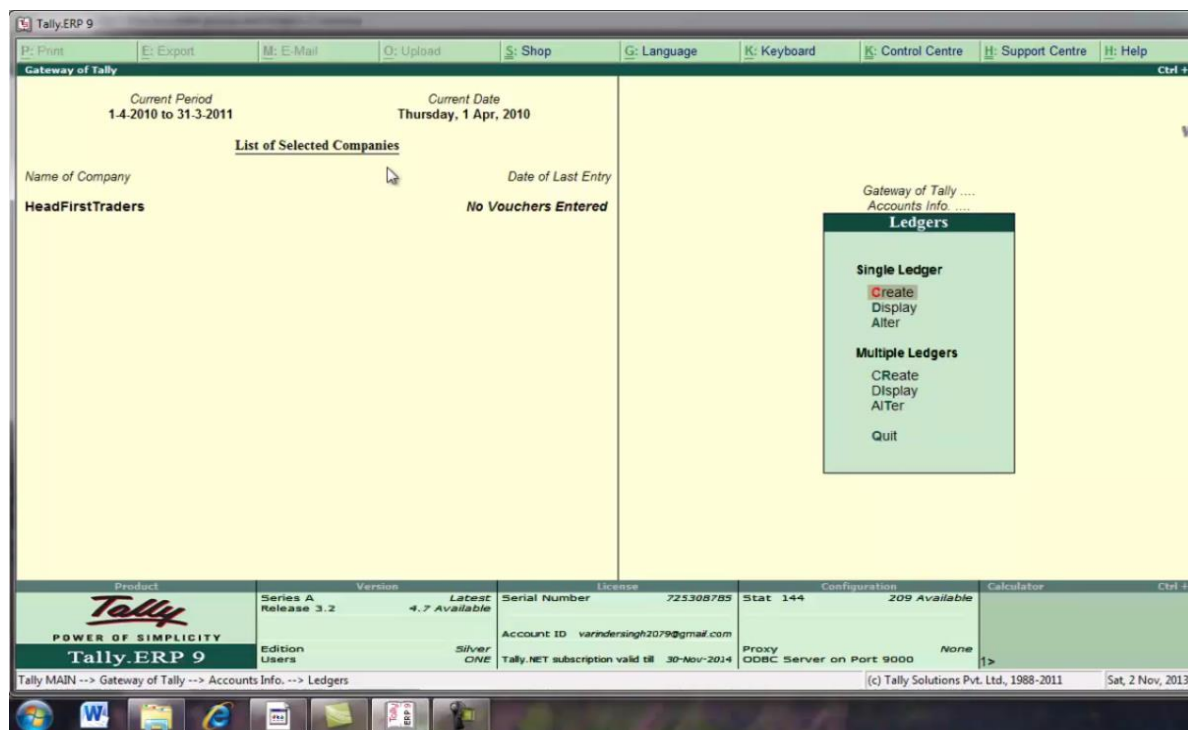


Esc के साथ हम वापिस आ जाते है अब हम इन group से related ledger create करेगे इसके लिय ledger को select करे



DEBTORS GROUPS RELATED TO LEDGER

यहा से single ledger के अंतर्गत क्रेड को select करे



SELECT CREATE

यहा पर north state debtors (dinesh & sons) का ledger create करेगे



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard Ctrl: Control Centre H: Support Centre H: Help

Ledger Creation HeadFirstTraders

Name : Dinesh & Sons (alias) :	Total Op. Bal. 1,40,000.00 Dr 2,22,000.00 Cr Difference 82,000.00 Cr
-----------------------------------	--

Under : North State Debtors (Sundry Debtors)

Maintain balances bill-by-bill : ? Yes
Default Credit Period :
Inventory values are affected : ? No

Mailing Details
Name : Dinesh & Sons
Address :
State : Haryana
PIN Code :

Tax Information
PAN / IT No. :
Sales Tax No. :
CST No. :

Opening Balance (on 1-Apr-2010) : 25,000.00 Dr

Q: Quit A: Accept D: Deletes

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2011

NORTH STATE DEBTORS (DINESH & SONS) LEDGER



Tally.ERP 9

P: Print | E: Export | M: E-Mail | O: Upload | S: Shop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

HeadFirstTraders

Bill-wise Details

Company: Dinesh & Sons

Period: 31-Mar-2010

Date	Name	Due Date, or Credit Days	Amount	Dr/ Cr
31/3/2010	David	31-Mar-2010	25,000.00	Dr

On Account: 25,000.00 Dr

25,000.00 Dr

Gateway of Tally Accounts Info

Ledgers

Single Ledger

- Cr/De
- Display
- Alter

Multiple Ledgers

- Cr/De
- Display
- ALTER
- Quit

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation --> Bill-wise Details

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

BILL WISE BREAKUP



यहा पर north state (dimple traders) का ledger बनाया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9' and the header is 'HeadFirstTraders'. The main area is divided into several sections:

- Name:** Dimple Traders (alias)
- Total Op. Bal.:**

1,40,000.00 Dr
2,22,000.00 Cr
<i>Difference</i>
82,000.00 Cr
- Under:** North State Debtors (Sundry Debtors)
- Mailing Details:**
 - Name: Dimple Traders
 - Address: 22, Near Dd Colony
 - State: Haryana
 - PIN Code:
- Tax Information:**
 - PAN / IT No.:
 - Sales Tax No.:
 - CST No.:
- Options:**
 - Maintain balances bill-by-bill: ? Yes
 - Default Credit Period:
 - Inventory values are affected: ? No
- Opening Balance (on 1-Apr-2010):** 10000

On the right side, there is a 'Ledgers' menu with options: Single Ledger (Create, Display, Alter), Multiple Ledgers (Create, Display, Alter), and Quit.

At the bottom, the status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. Copyright: (c) Tally Solutions Pvt. Ltd., 1988-2011. Date: Sat, 2 Nov, 2011.

NORTH STATE DEBTORS (DIMPLE TRADERS) LEDGER



यहा पर north state debtors (dharamveer & co.) का ledger create किया है

The screenshot shows the Tally ERP 9 interface during the 'Ledger Creation' process. The main window is titled 'Ledger Creation' and contains the following information:

- Name (alias):** Dharmaveer and Co
- Total Op. Bal.:**

1,62,000.00 Dr
2,72,000.00 Cr
Difference
60,000.00 Cr
- Under:** North State Debtors (Sundry Debtors)
- Mailing Details:**
 - Name: Dharmaveer and Co
 - Address: 55 Near Chandigarh
 - State: Punjab
 - PIN Code: [blank]
- Tax Information:**
 - PAN / IT No. [blank]
 - Sales Tax No. [blank]
 - CST No. [blank]
- Options:**
 - Maintain balances bill-by-bill: ? Yes
 - Default Credit Period: [blank]
 - Inventory values are affected: ? No

An 'Accept ?' dialog box is displayed at the bottom right of the window, with 'Yes' and 'No' options.

NORTH STATE DEBTORS (DHARAMAVEER & CO) LEDGER



यह पर south state debtors (kd sons pvt Ltd) का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The main area is divided into several sections:

- Ledger Creation:** Name: Kd Sons Pvt Ltd (alias). Total Op. Bal. table:

2,10,000.00	Dr
2,22,000.00	Cr
Difference	
12,000.00	Cr
- Under:** South State Debtors (Sundry Debtors). Maintain balances bill-by-bill: ? Yes. Default Credit Period: . Inventory values are affected: ? No.
- Mailing Details:** Name: Kd Sons Pvt Ltd, Address: E22 ,Near Ravnagar, State: Andhra Pradesh, PIN Code: .
- Tax Information:** PAN / IT No. : , Sales Tax No. : , CST No. : .
- Opening Balance (on 1.Apr.2010) :** 48,000.00 Dr

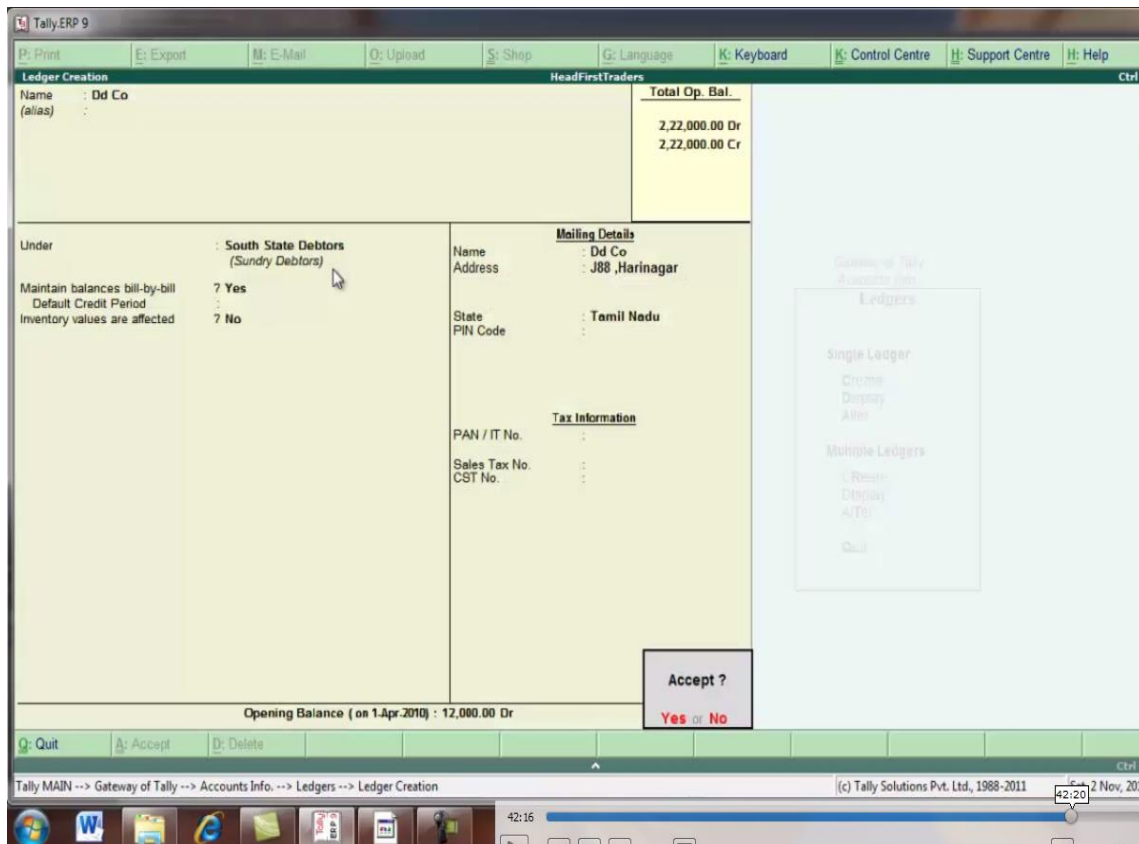
On the right side, there is a 'Gateway of Tally' menu with options: Ledgers, Single Ledger (Create, Display, Alter), Multiple Ledgers (Create, Display, Alter), and Quit.

At the bottom, the status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. Copyright: (c) Tally Solutions Pvt. Ltd., 1988-2011. Date: Sat, 2 Nov, 2013.

SOUTH STATE DEBTORS (KD SONS PVT LTD) LEDGER



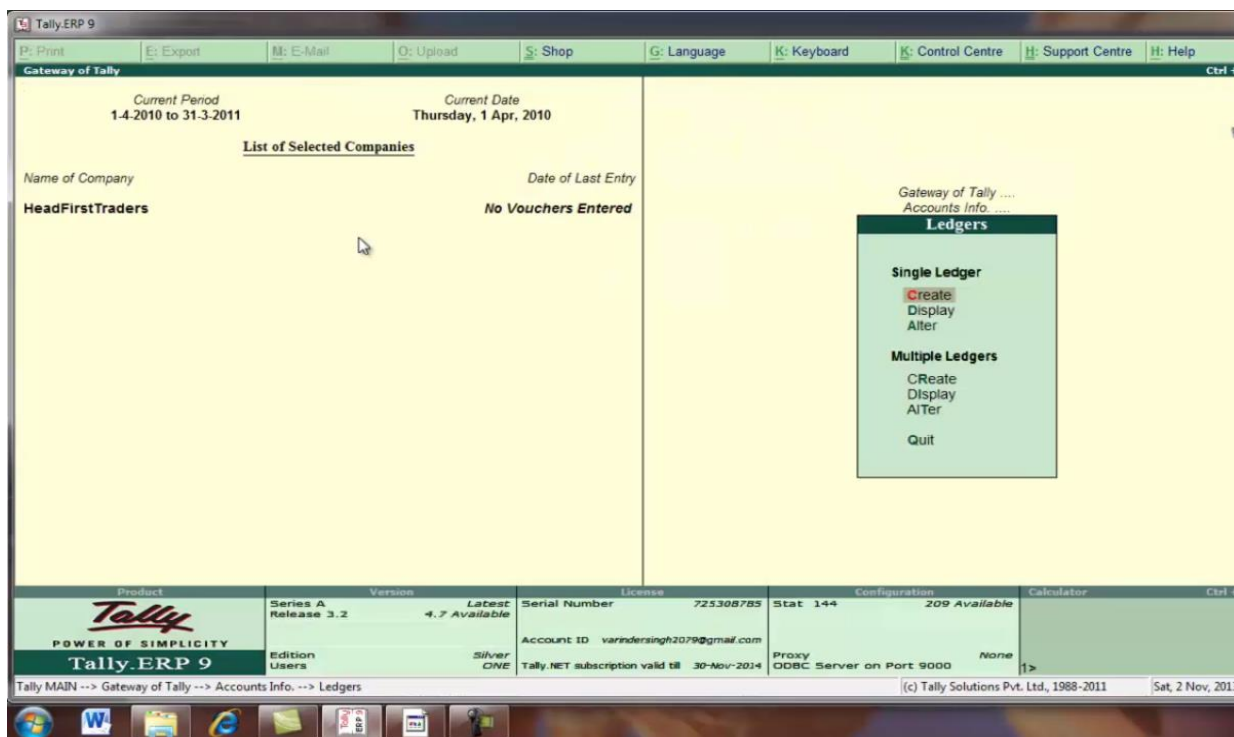
यहा पर south state debtors (Dd co) का ledger create किया है



SOUTH STATE DEBTORS (DD CO) LEDGER



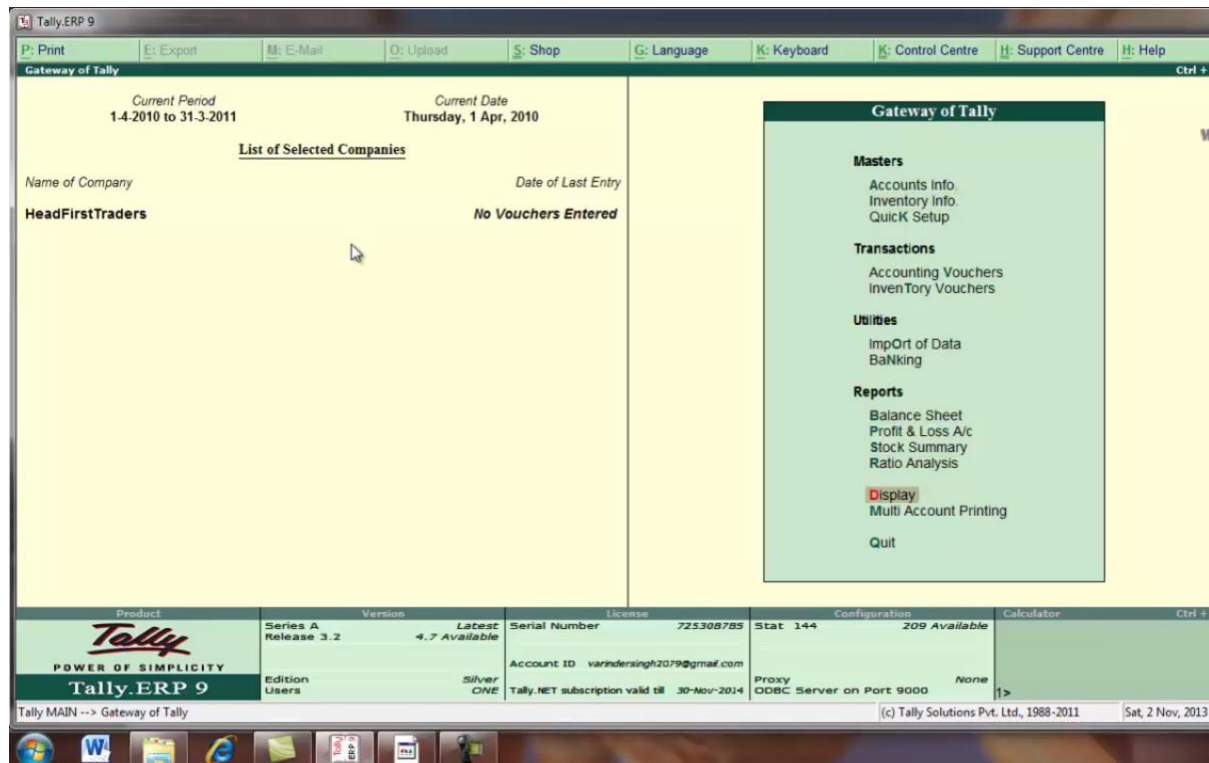
esc press करके वापिस gateway of tally पर आ जाये



PRESS ESC TO QUIT THE LEDGER CREATION SCREEN



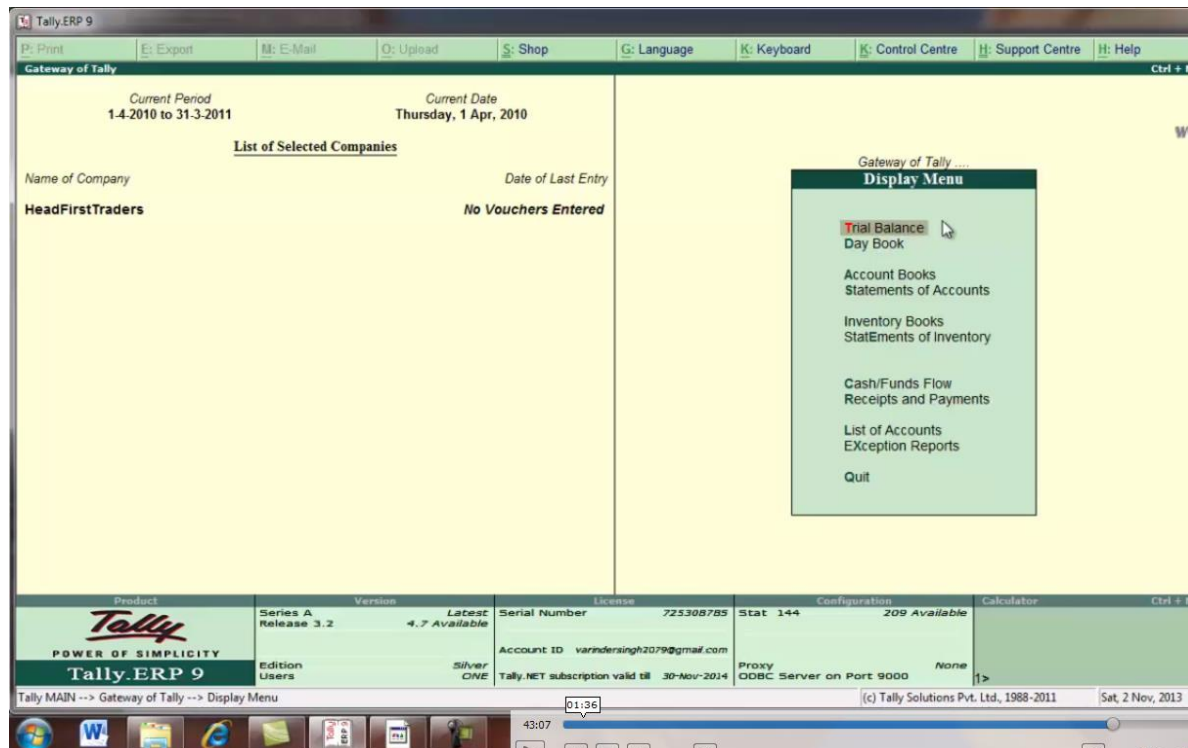
यह से reports के अंतर्गत display को select करे



SELECT DISPLAY UNDER REPORTS (GATEWAY OF TALLY)



यहा से trial balance को select करे



OPEN DISPLAY MENU WE HAVE CHECK TRIAL BALANCE



यहा पर trial balance screen available हो जाएगी

Particulars	Closing Balance	
	Debit	Credit
Capital Account		35,000.00
Current Liabilities		1,87,000.00
Fixed Assets	70,000.00	
Current Assets	1,52,000.00	
Grand Total	2,22,000.00	2,22,000.00

TRIAL BALANCE SCREEN



यहा पर right side पर बहुत सारे buton उपलब्ध हो जायेगे यह से detail buton को select करे हमारे पास account की detail उपलब्ध हो जाएगी

Particulars	HeadFirstTraders For 1-Apr-2010	
	Debit	Credit
Capital Account		35,000.00
Ram's Capital		35,000.00
Current Liabilities		1,87,000.00
Sundry Creditors		1,87,000.00
Fixed Assets	70,000.00	
Plant and Machinery	70,000.00	
Current Assets	1,52,000.00	
Sundry Debtors	1,07,000.00	
Bank Accounts	45,000.00	
Grand Total	2,22,000.00	2,22,000.00

SELECT DETAILS BUTON

यहा पर north state debtors and south state debtors sundry debtors के अंतर्गत show होंगे



Sundry Debtors HeadFirstTraders For 1-Apr-2010	
Closing Balance	
Debit	Credit
North State Debtors	47,000.00
South State Debtors	60,000.00
Grand Total	1,07,000.00

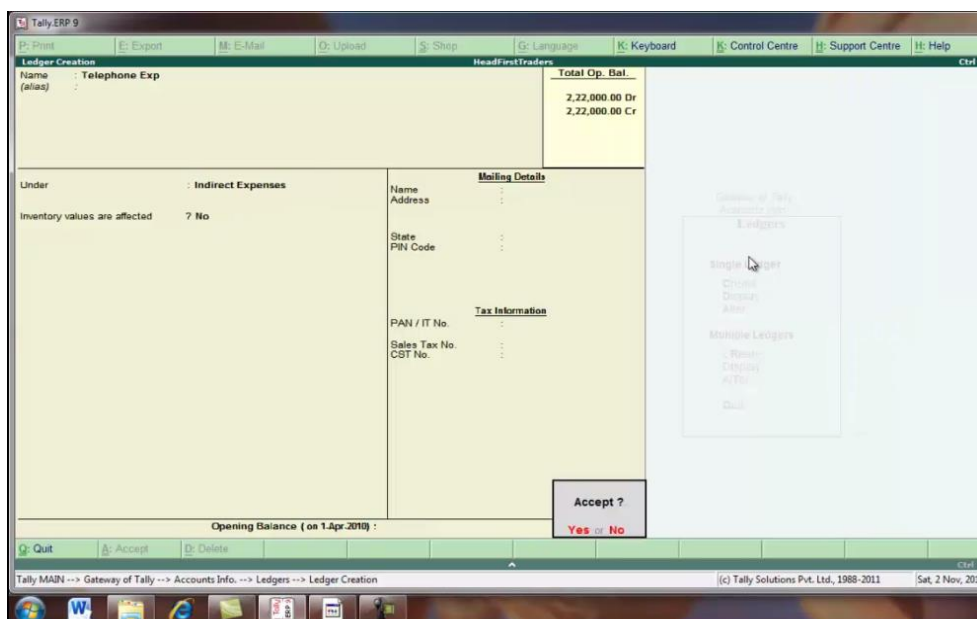
HERE ARE THE NORTH STATE AND SOUTH STATE DEBTORS UNDER SUNDRY DEBTORS

यहा पर हम indirect expenses or indirect income के ledger को एक example के द्वारा बनाना सीखेगे

HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Account
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Cnc and Co.	187000	Creditors
Sales		Sales Account
Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income

CREATE TWO LEDGER TELEPHONE EXPENSES & BANK INTEREST

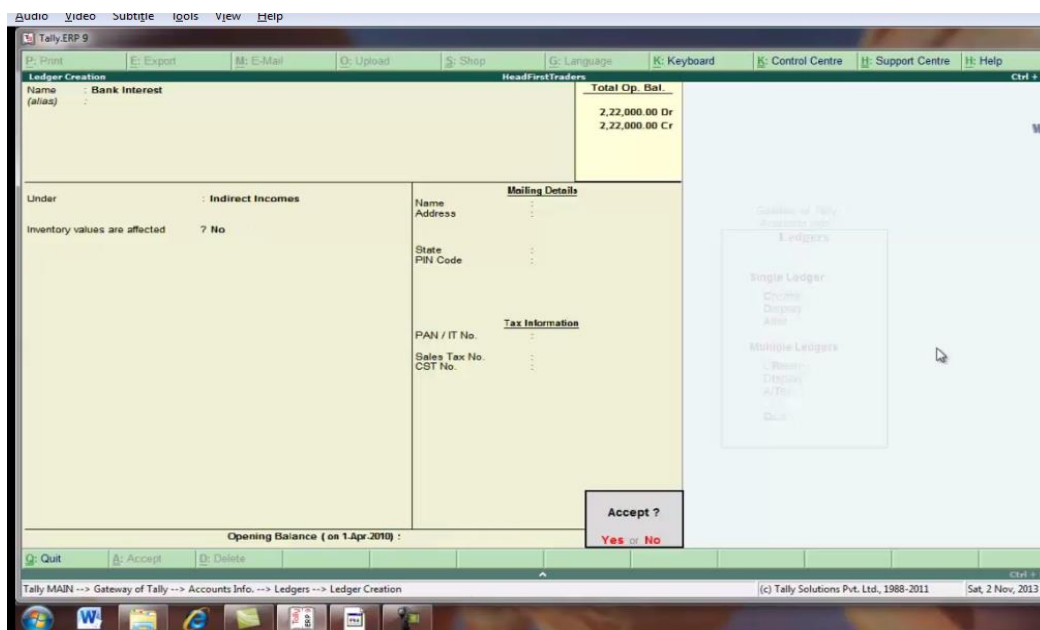
यहा पर telephone exp का ledger बनाया गया है जो कि indirect expenses है



TELEPHONE EXPENSES LEDGER

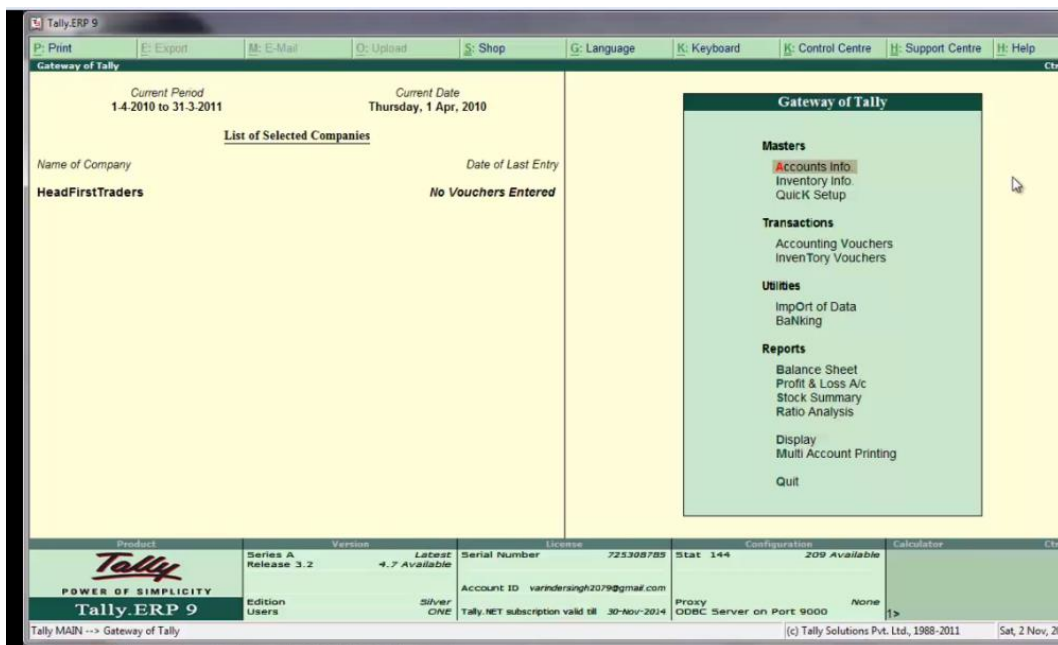


यहा पर bank interest का ledger बनाया गया है जो indirect income है



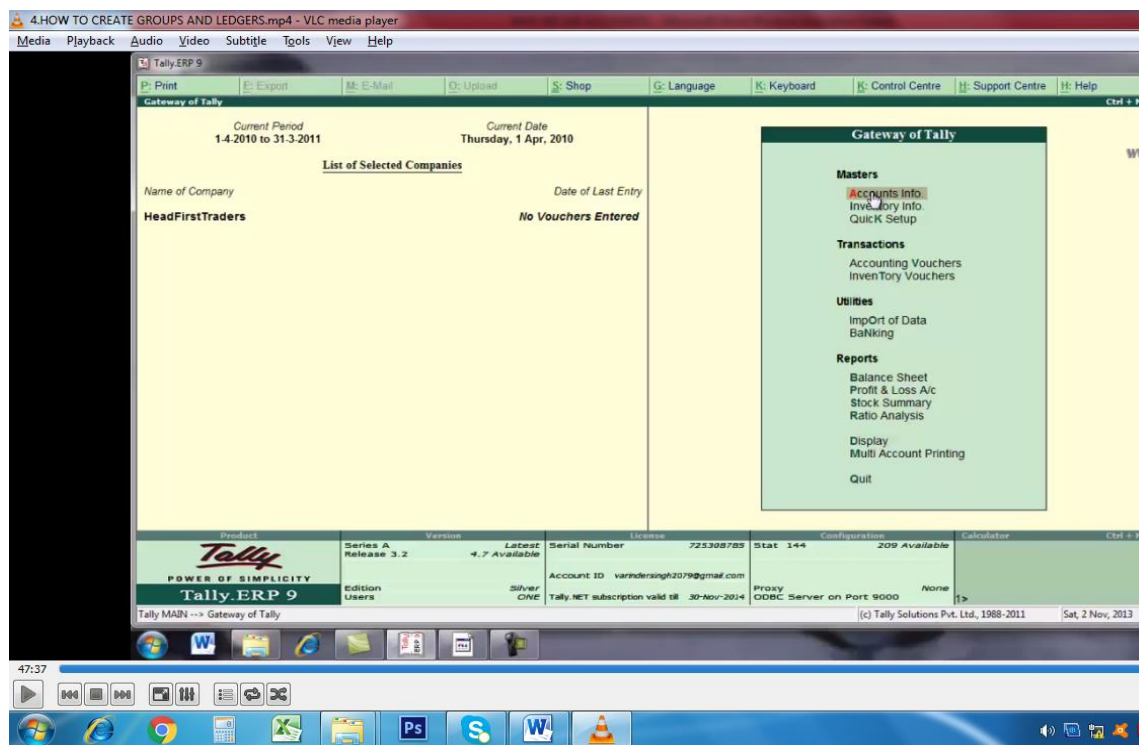
BANK INTEREST LEDGER

यदि हम एक से ज्यादा account बनाते हैं जो की एक group से related है उसके लिय हम multiple ledger का use कर सकते हैं यहा से account info. को select करे



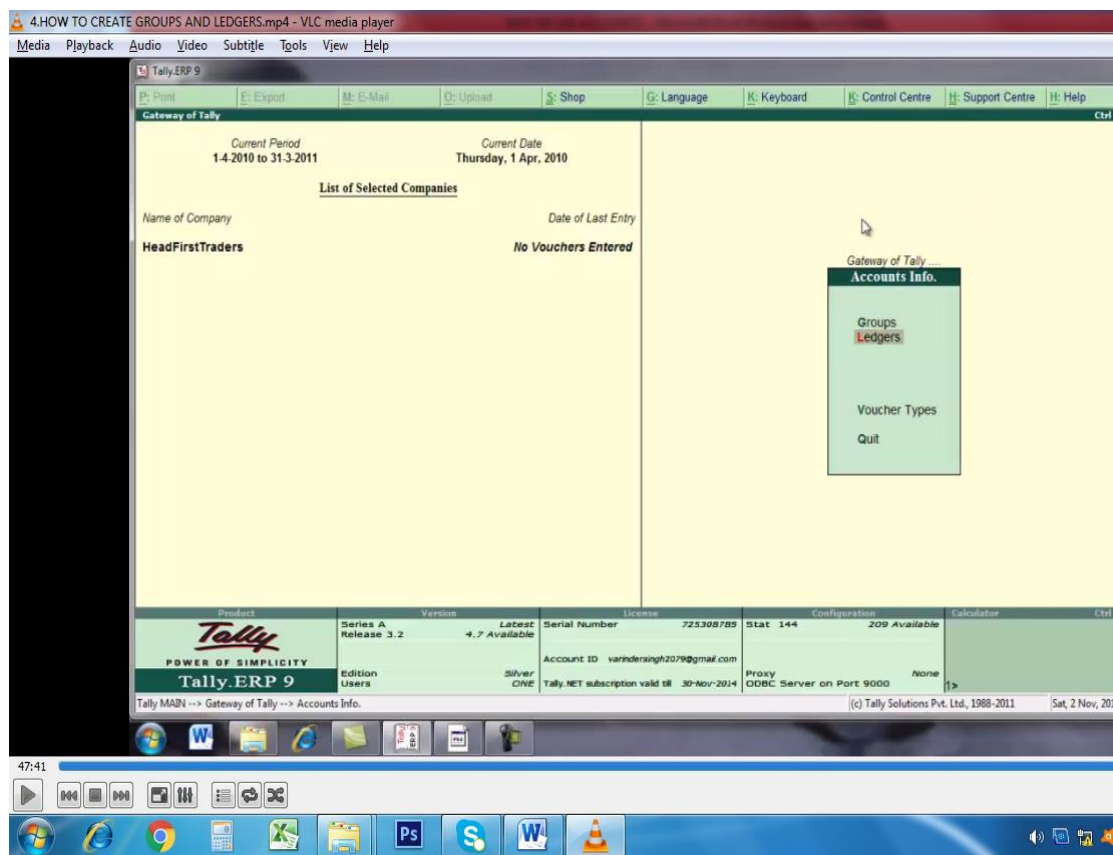
IF WE WANT TO MAINTAIN MANY ACCOUNT RELATED TO ONE SPECIAL GROUP THEN WE CAN USE MULTIPLE LEDGERS

यहाँ से account info. को select करो



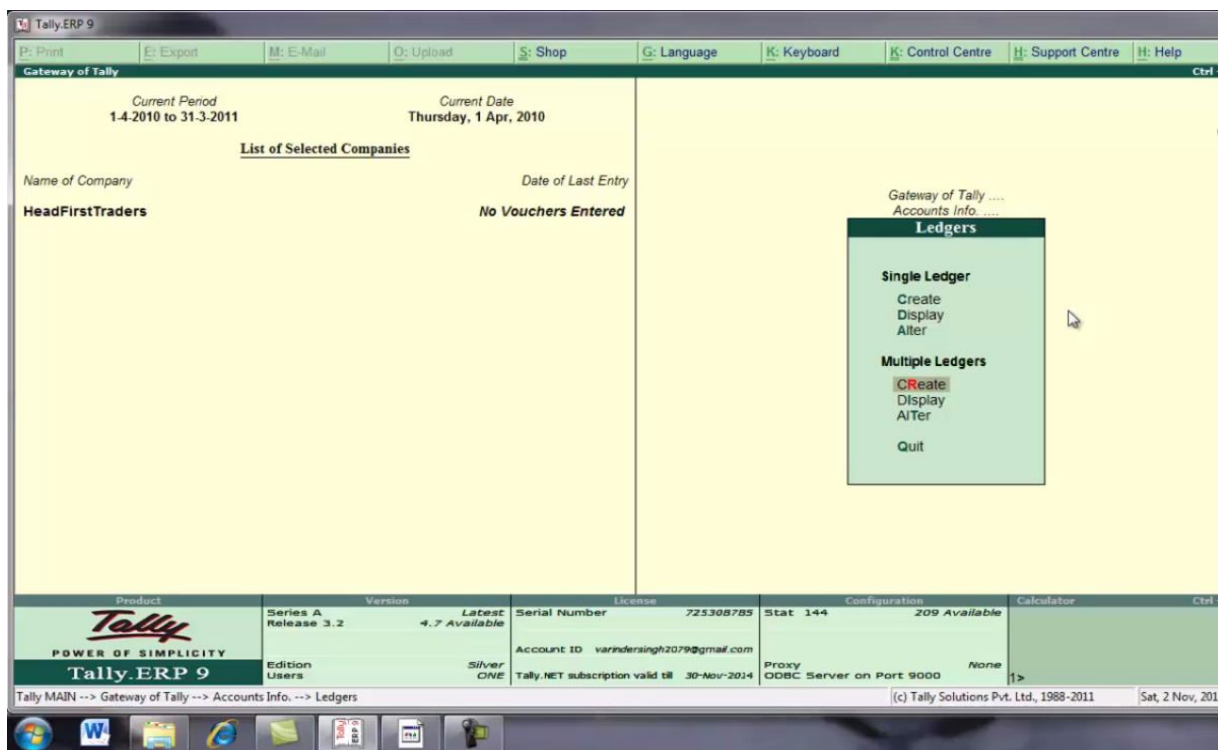
SELECT ACCOUNT INFO.UNDER MASTERS

यहा से ledger को select करे



SELECT THE LEDGER

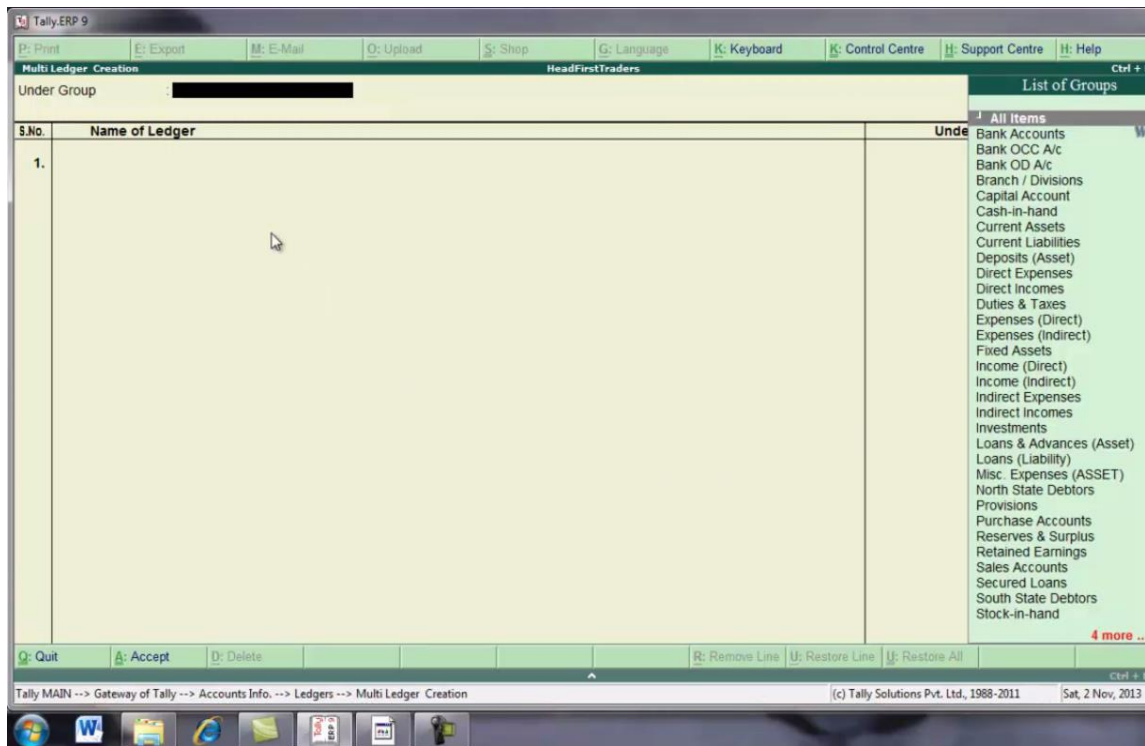
यहा से multiple ledger के अंतर्गत create को select करे



SELECT CREATE OPTION UNDER MULTIPLE LEDGER



यहा पर एक multiple ledger creation screen available हो जाएगी



OPEN A MULTIPLE LEDGER CREATION SCREEN



यहा पर हम group select करेगे की किस group के under multiple ledger बनानी है हम यहा से direct expenses को select करेगे

The screenshot shows the 'Multi Ledger Creation' window in Tally ERP 9. The 'Under Group' field is set to 'Direct'. The 'List of Groups' pane on the right shows the following items:

- All Items
- Direct Expenses (selected)
- Direct Incomes
- Expenses (Direct)
- Expenses (Indirect)
- Income (Direct)
- Income (Indirect)
- Indirect Expenses
- Indirect Incomes

S.No.	Name of Ledger	Under
1.		

The status bar at the bottom shows the navigation path: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Multi Ledger Creation. The date is Sat, 2 Nov, 2013.

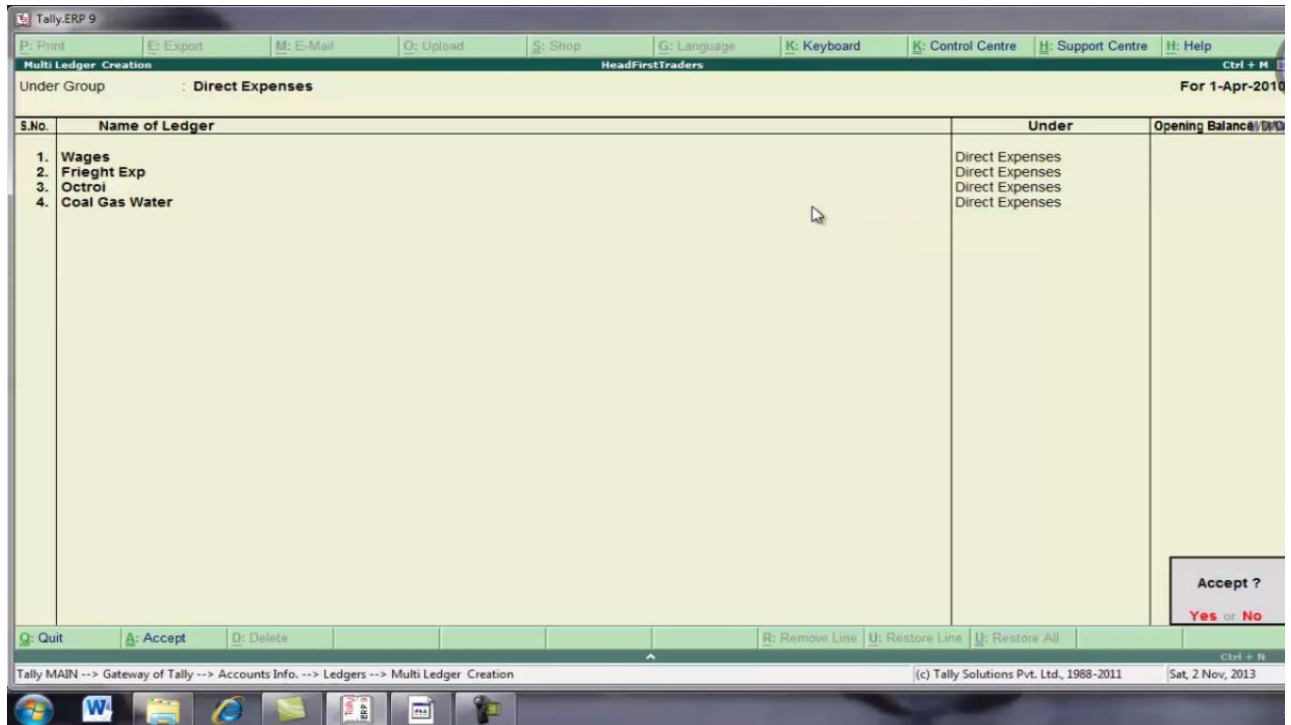
यहा पर कुछ transaction direct expenses से related है

HeadFirst Traders	
Ledger's Name (Accounts)	Groups
Wages	Direct Expenses
Freight exps	Direct Expenses
Octroi	Direct Expenses
Coal,Gas & Water	Direct Expenses

SOME DIRECT EXPENSES EXAMPLE

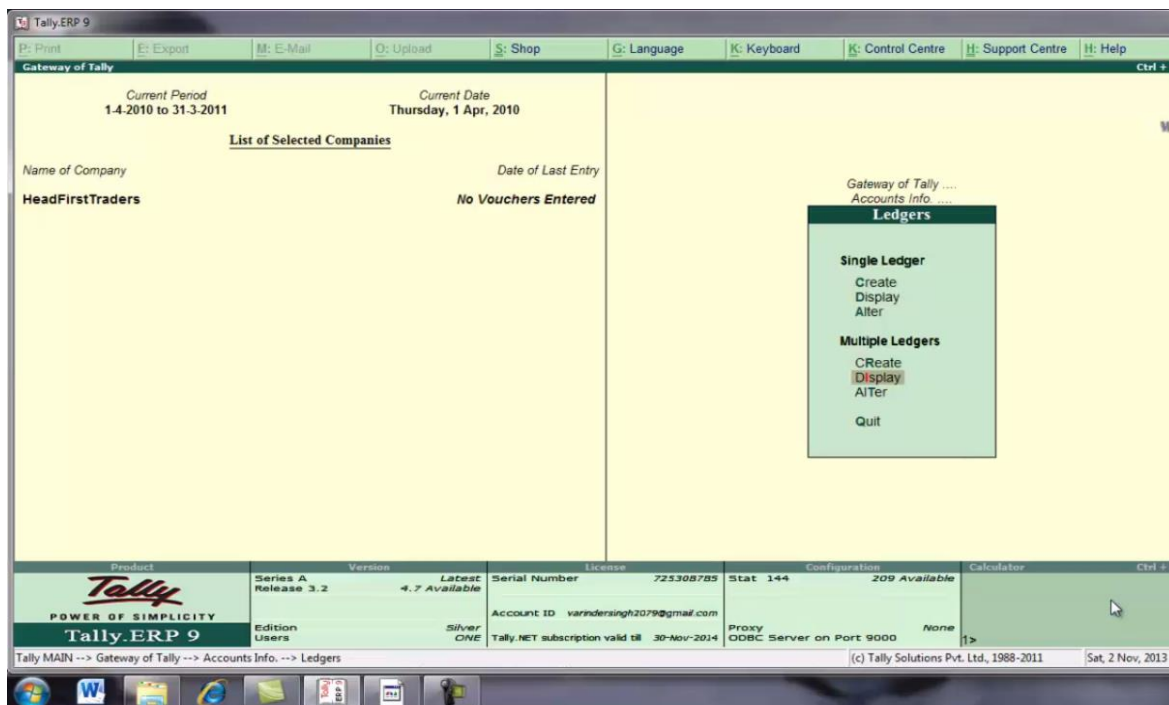


देखिये यह पर हमने multiple ledger बनाये है



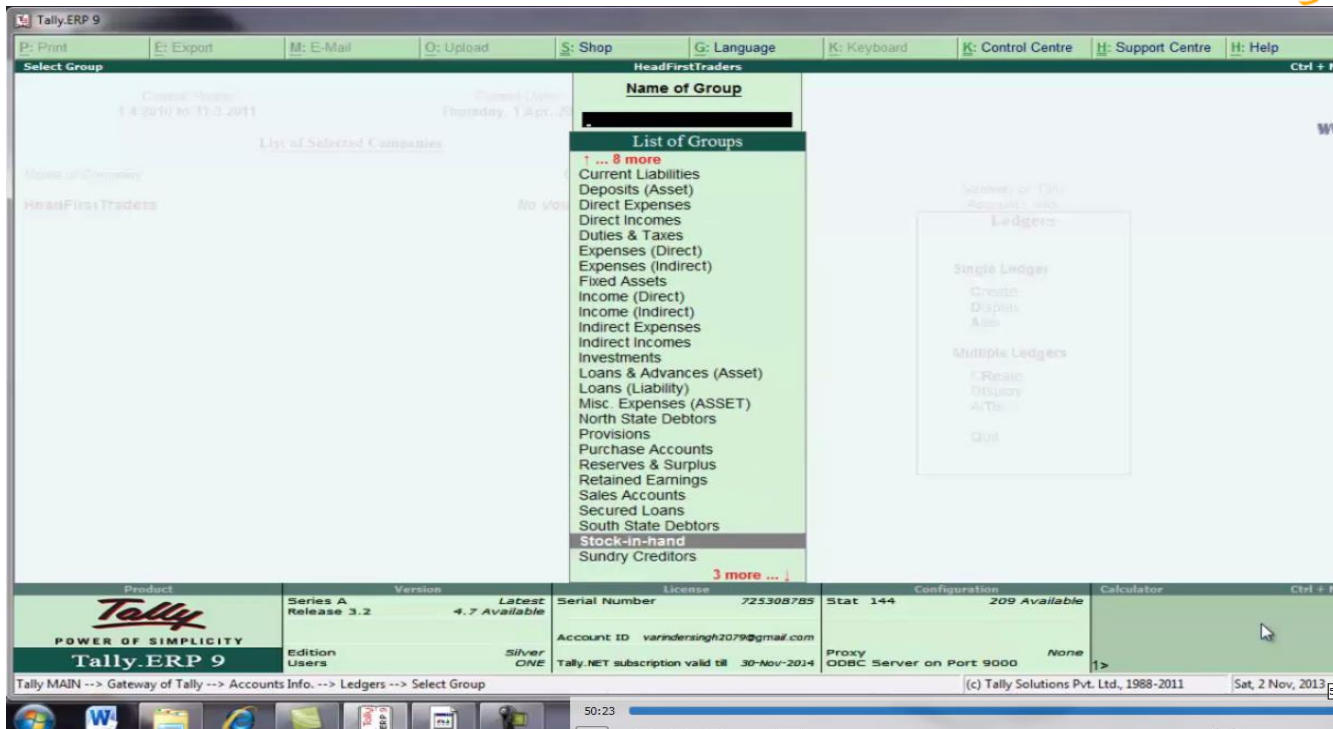
CREATE MULTIPLE LEDGERS

यहा से multiple ledger के अंतर्गत display को select करे



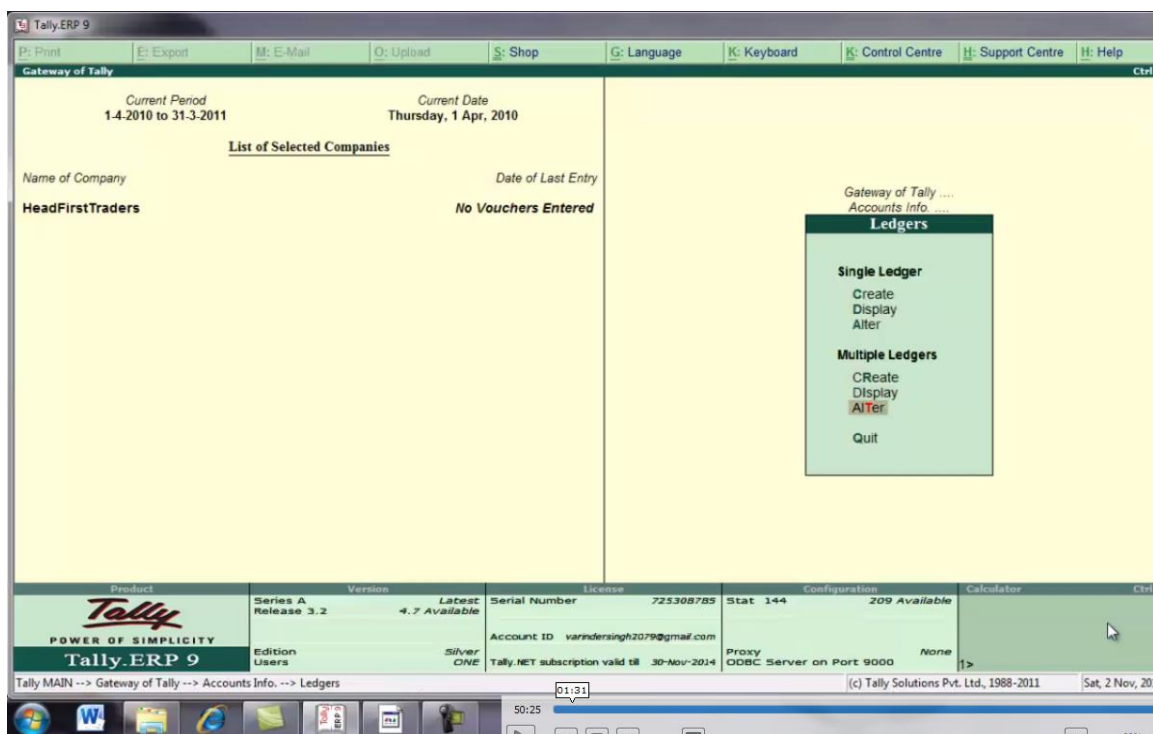
SELECT DISPLAY UNDER MULTIPLE LEDGERS

यहा पर हमारे द्वारा बनाई गयी ledger show होगी



HERE SHOWN THE LIST OF LEDGER CREATE BY US

esc press करके हम वापिस आ जायेगे or यहां से alter को select करे



IF WE WANT SOME CHANGES IN ANY LEDGERS THEN WE SELECT ALTER OPTION UNDER MULTIPLE LEDGERS

उस group को select करे जिसे आप change करना चाहते है हम यहा पर cash-in-hand को select करेगे



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Select Group

HeadFirstTraders

Name of Group

C.

List of Groups

- All Items
- Bank Accounts
- Bank OCC A/c
- Bank OD A/c
- Branch / Divisions
- Capital Account
- Cash-in-hand**
- Current Assets
- Current Liabilities
- Direct Expenses
- Direct Incomes
- Expenses (Direct)
- Expenses (Indirect)
- Income (Direct)
- Income (Indirect)
- Indirect Expenses
- Indirect Incomes
- Loans & Advances (Asset)
- Misc. Expenses (ASSET)
- Purchase Accounts
- Sales Accounts
- Secured Loans
- Stock-in-hand
- Sundry Creditors
- Suspense A/c
- Unsecured Loans

Single Ledger

- Create
- Display
- Alter

Multiple Ledgers

- Create
- Display
- Alter

Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308705 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 209 Available Proxy ODBC Server on Port 9000 None	

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Select Group

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

HERE WE SELECT CASH-IN-HAND



यहा पर multiple ledger alteration screen उपलब्ध हो जाएगी हम यहा पर cash in hand ledger मे opening balance fill कर देंगे

S.No.	Name of Ledger	Under	Opening Balance
1.	Cash	Cash-in-Hand	50,000.00 Dr

ACCOUNTING VOUCHERS

Voucher का अर्थ उस basic document से है जिससे हम financial transaction को ledger में record करके रख सके हैं voucher entry के लिय tally पहले से voucher provide करती है हम अपनी सुविधा अनुसार voucher का चुनाव कर सकते हैं voucher ही वो माध्यम है जिसके द्वारा हम ledger में data store कर सकते हैं or साथ ही company की जो जो financial position है उसको update रखा जा सकता है

Voucher

A Voucher is a basic document to record details of a financial transaction. Every transaction we enter in tally should use appropriate Tally Voucher. Voucher put data into the ledgers and update the financial position of the company.

WHAT IS VOUCHER

voucher मुख्यता दो प्रकार के होते हैं

1. accounting voucher का अर्थ उन voucher से है जो account की basic transaction को store करने के लिए इस्तेमाल किया जाता है जैसे contra voucher, payment voucher, purchase voucher, sales voucher etc.

There are main two types of Voucher Entries

•Accounting vouchers		•Inventory vouchers	
1	Contra Voucher	1	Purchase Order
2	Payment Voucher	2	Sales Order
3	Receipt Voucher	3	Rejections Out
4	Journal voucher	4	Rejections In
5	Purchase Voucher	5	Stock Journal
6	Sales Voucher	6	Delivery Note
7	Credit Note Voucher	7	Receipt Note
8	Debit Note Voucher	8	Physical Stock

NOTE : WE CAN ALSO CREATE OUR OWN VOUCHER TYPES

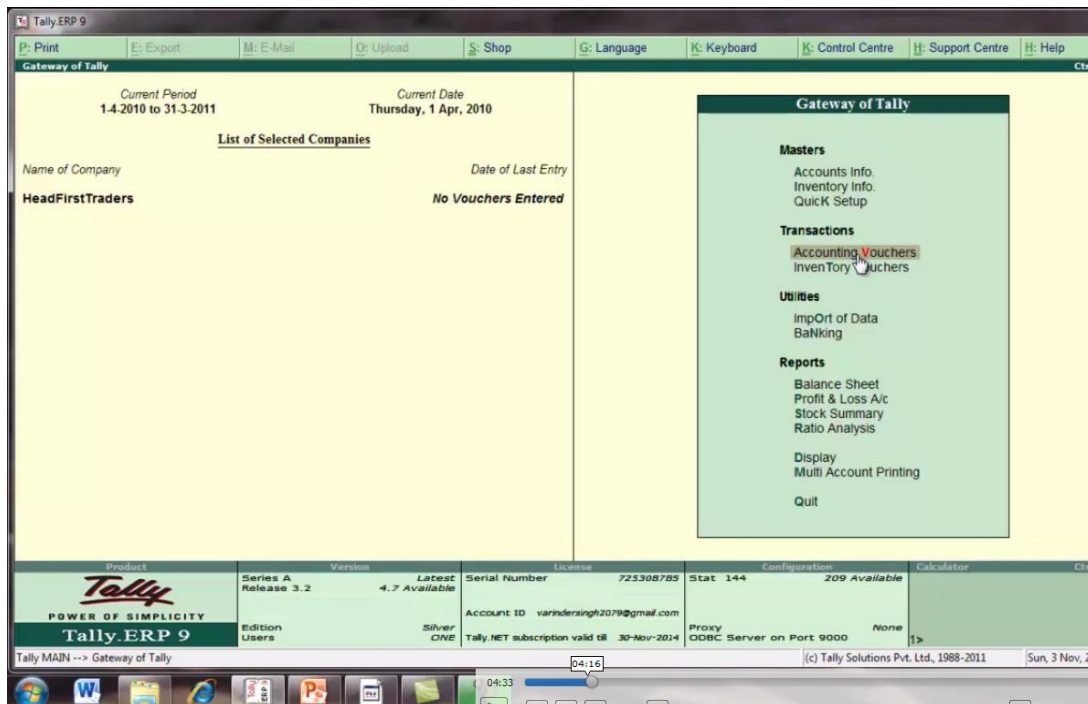
2. inventory voucher का अर्थ उन voucher से है जिसमें inventory की transaction को store करके रखा जाता है जैसे purchase order, sales order, rejection in, rejection out etc.

TYPES OF VOUCHERS

HeadFirst Traders		
S.NO	BASIC VOUCHERS IN TALLY	
1	Contra Voucher	TRANSACTION BETWEEN CASH AND BANK ACCOUNTS ARE RECORDED.
2	Payment Voucher	ALL BANK AND CASH PAYMENTS ARE RECORDED
3	Receipt Voucher	ALL RECEIPTS INTO BANK OR CASH ACCOUNTS ARE RECORDED.
4	Journal voucher	USE TO RECORD ADJUSTMENTS BETWEEN LEDGER ACCOUNTS AND TO RECORD JOURNAL ENTRIES.
5	Purchase Voucher	USE TO RECORD PURCHASE.
6	Sales Voucher	USE TO RECORD SALE
7	Credit Note Voucher	USE TO RECORD SALES RETURN OR IF THE CUSTOMER IS OVERCHARGED THEN ALSO CREDIT NOTE IS CREATED TO MAKE ADJUSTMENT OF OVERCHARGED AMOUNT.
8	Debit Note Voucher	USE TO RECORD PURCHASE RETURN OR IF THE SUPPLIER HAS

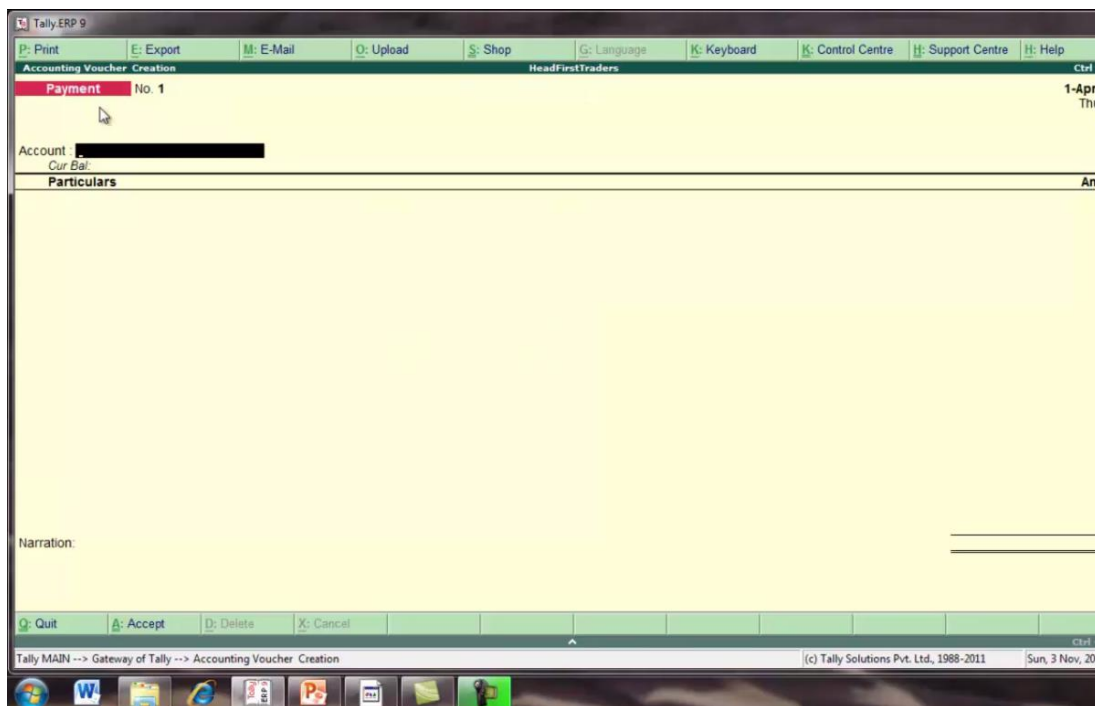
BASICS VOUCHERS IN TALLY

accounting voucher बनाने के लिय gateway of tally मे transaction के अंतर्गत accounting voucher को select करे



SELECT ACCOUNTING VOUCHERS UNDER TRANSACTION

यहा पर accounting voucher creation screen उपलब्ध हो जाएगी यहा पर सबसे उपर company name then voucher name, account , particulars में Dr. or Cr balance हमारे पास buton toolbar पर buton भी उपलब्ध हो गये है



ACCOUNTING VOUCHERS CREATION SCREEN

हम यहा पर कुछ transaction के द्वारा voucher की entry करेगे

S.NO	DATE	TRANSACTIONS
1	2/4/2010	PURCHASING GOODS FROM CNC AND CO. (CREDITORS) VALUE OF 5000/-
2	2/4/2010	PURCHASING GOODS CASH FOR A VALUE OF 8000/-
3	5/4/2010	SELLING GOODS TO DHARMAVEER AND CO (DEBTORS) FOR A VALUE OF RS. 10000/-
4	5/4/2010	SELLING GOODS IN CASH FOR A VALUE OF RS. 13000/-
5	6/4/2010	PAID 4500/- TO CNC AND CO.
6	6/4/2010	PAYMENT 8000/- RECEIVED FROM DHARAMVEER AND CO .
7	8/4/2010	PAID 8000/- TO CNC AND CO BY IDBI BANK ACCOUNT

SOME BUSINESS TANSACTION



S.N O	DATE	TRANSACTIONS
8	8/4/2010	PAID 3500/- TO CEE TECHS. (CREDITORS OP. BAL. 25000/-) BY IDBI BANK ACCOUNT.
9	9/4/2010	PAYMENT 2000/- RECEIVED FROM DHARAMVEER AND CO IN IDBI BANK.
10	9/4/2010	OCTORI PAID 1600/- BY CASH
11	12/4/2010	TELEPHONE EXPENSES PAID 1000/- BY BANK
12	13/4/2010	CASH DEPOSITED INTO BANK 10000/-
13	15/4/2010	SOME STATIONARY HAS BEEN USED BY OFFICE SO WE WANT TO INCLUDE SOME EXP OF STATIONARY SHOULD BE ADDED IN OFFICE EXPENSES.
14	15/4/2010	CASH WITHDRAWL FROM BANK 5000/-

SOME BUSINESS TRANSACTION



हम यहा पर purchase voucher की entry करेगे

Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Purchase No. 1 1-Apr-2010 Thursday

Supplier Invoice No. : pur/1/10 Date : 1-Apr-2010

Particulars	Debit	Credit
To Cnc and Co. Cur Bal: 1,87,000.00 Cr		5000
By		

Narration:

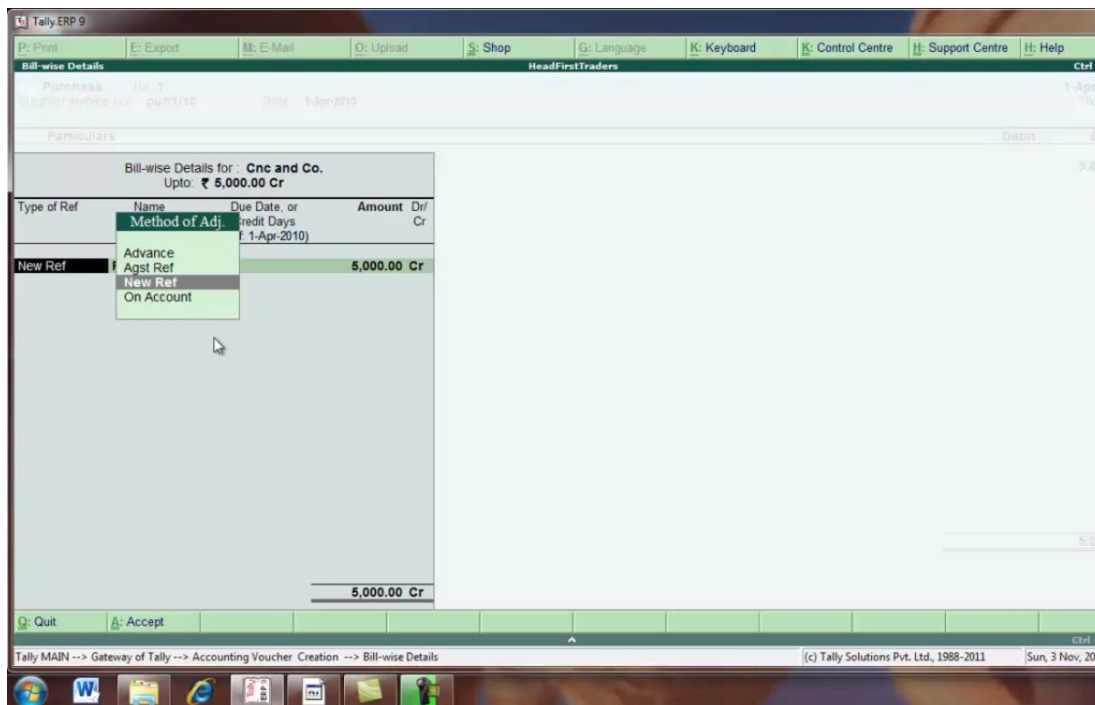
Q: Quit A: Accept D: Delete X: Cancel Ctrl + B

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PURCHASE VOUCHES



अब हमें CNC एंड कंपनी की bill wise details select करेंगे



BILL WISE DETAILS (METHOD OF ADJUSTMENT)



purchase voucher में details fill करने के बाद accept को yes कर देंगे

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The voucher is for a purchase of 5,000.00 from CNC and Co. on 1-Apr-2010. The particulars table shows a debit to Purchase and a credit to Cnc and Co. The narration is 'purchase from cnc andco via bilino 220'. An 'Accept?' dialog box is visible in the bottom right corner.

Particulars	Debit	Credit
To Cnc and Co. Cur Bal: 1,92,000.00 Cr New Ref Pur/1/10 5,000.00 Cr		5,000.00
By Purchase Cur Bal: 5,000.00 Dr	5,000.00	

Narration:
purchase from cnc andco via bilino 220

Accept ?
Yes No

HERE PURCHASE VOUCHER (PURCHASE GOODS FROM CNC AND CO.)



Tally.ERP 9

Accounting Voucher Creation

Purchase No. 2
Supplier Invoice No. : pur/2/10 Date : 2-Apr-2010 2-Apr-2010
Friday

Particulars	Debit	Credit
To Cash Cur Bal: 52,000.00 Dr		8,000.00
By Purchase Cur Bal: 13,000.00 Dr	8,000.00	

Narration:
purchase cash of 8000/-

8,000.00 8,000.00

Accept ?
Yes or No

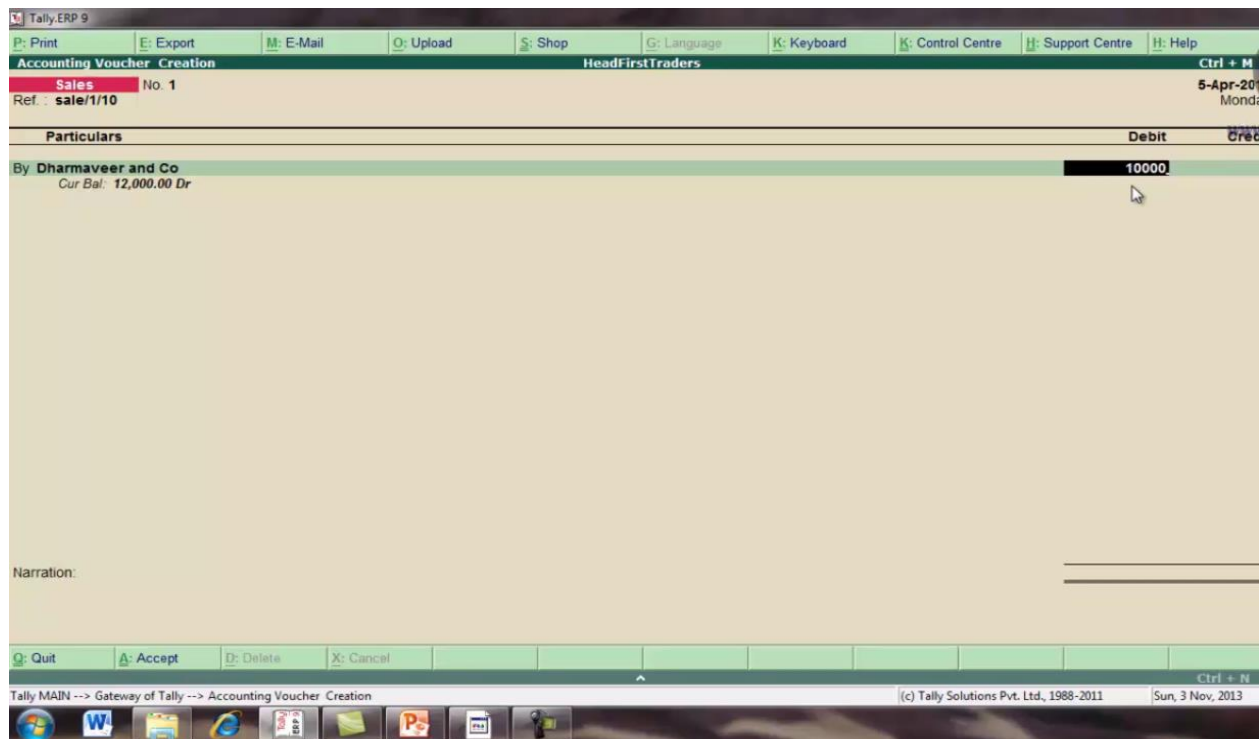
Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PURCHASE VOUCHRE NO. 2 (PURCHASE IN CASH)



अब हम यहां पर sale voucher की entry करेंगे



SALES VOUCHERS



Tally.ERP 9

Bill-wise Details HeadFirstTraders

Sales No. 1
Ref. 2010/10

Particulars Debit

Bill-wise Details for : **Dharmaveer and Co**
Upto : ₹ **10,000.00 Dr**

Type of Ref	Name	Due Date, or Credit Days (wef 5-Apr-2010)	Amount	Dr/ Cr
New Ref	1		10,000.00	Dr

10,000.00 Dr

10,000.00

10,000.00

Quit Accept

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Bill-wise Details (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

BILL WISE DETAILS (METHOD OF ADJUSTMENT)



Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Sales No. 1

Ref : sale/1/10

5-Apr-20
Mond

Particulars	Debit	Cre
By Dharmaveer and Co Cur Bal: 22,000.00 Dr New Ref 1 10,000.00 Dr	10,000.00	
To Sales Cur Bal: 10,000.00 Cr		10,000.

Narration:
sale of 10000/-

10,000.00 10,000.

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SALES VOUCHERS (SALES GOOD TO DHARAMAVEER AND CO)



Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Sales No 2
Ref : sale/2/10

5-Apr-2013
Monday

Particulars	Debit	Credit
By Cash Cur Bal: 65,000.00 Dr	13,000.00	
To Sales Cur Bal: 23,000.00 Cr		13,000.00

Narration:
sale of 10000/-cash

13,000.00 13,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SALES VOUCHERS NO. 2 (SALES IN CASH)



अब हम यहा पर payment voucher की entry करेगे

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Payment No. 1 6-Apr-2013 Tuesda

Particulars	Debit	Credit
By Cnc and Co. Cur Bal: 1,87,500.00 Cr Agst Ref Pur/1/10 4,500.00 Dr	4,500.00	
To Cash Cur Bal: 60,500.00 Dr		4,500.00

Narration:
paid to cnc and co.

4,500.00 4,500.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHERS (PAID TO CNC AND CO.)



यहा पर receipt voucher की entry करेगे

Tally-ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Receipt No. 1 6-Apr-2013 Tuesda

Particulars	Debit	Cred
To Dharmaveer and Co Cur Bal: 14,000.00 Dr Agst Ref 1 8,000.00 Cr		8,000.00
By Cash Cur Bal: 68,500.00 Dr	8,000.00	

Narration:
recived from dharmveer 8000

8,000.00 8,000.00

Accept ?
Yes or No

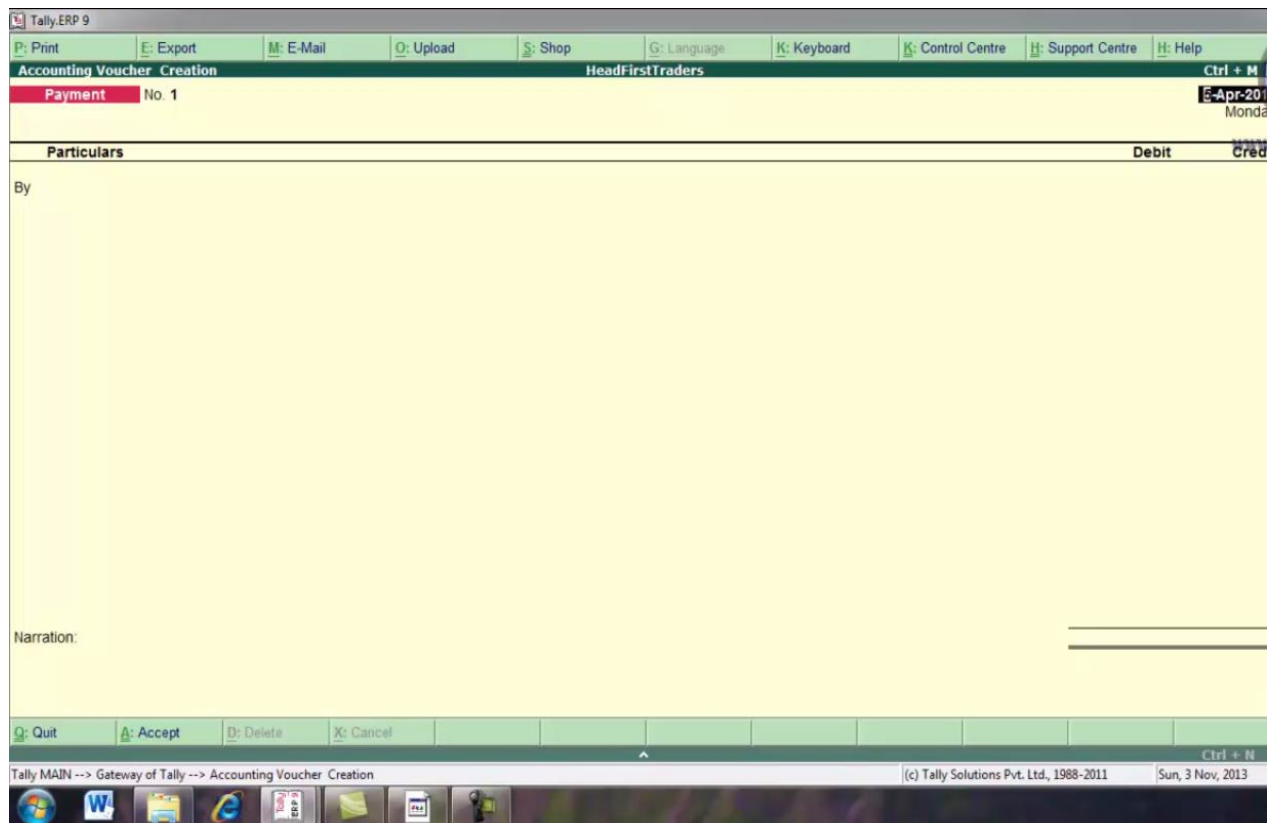
Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

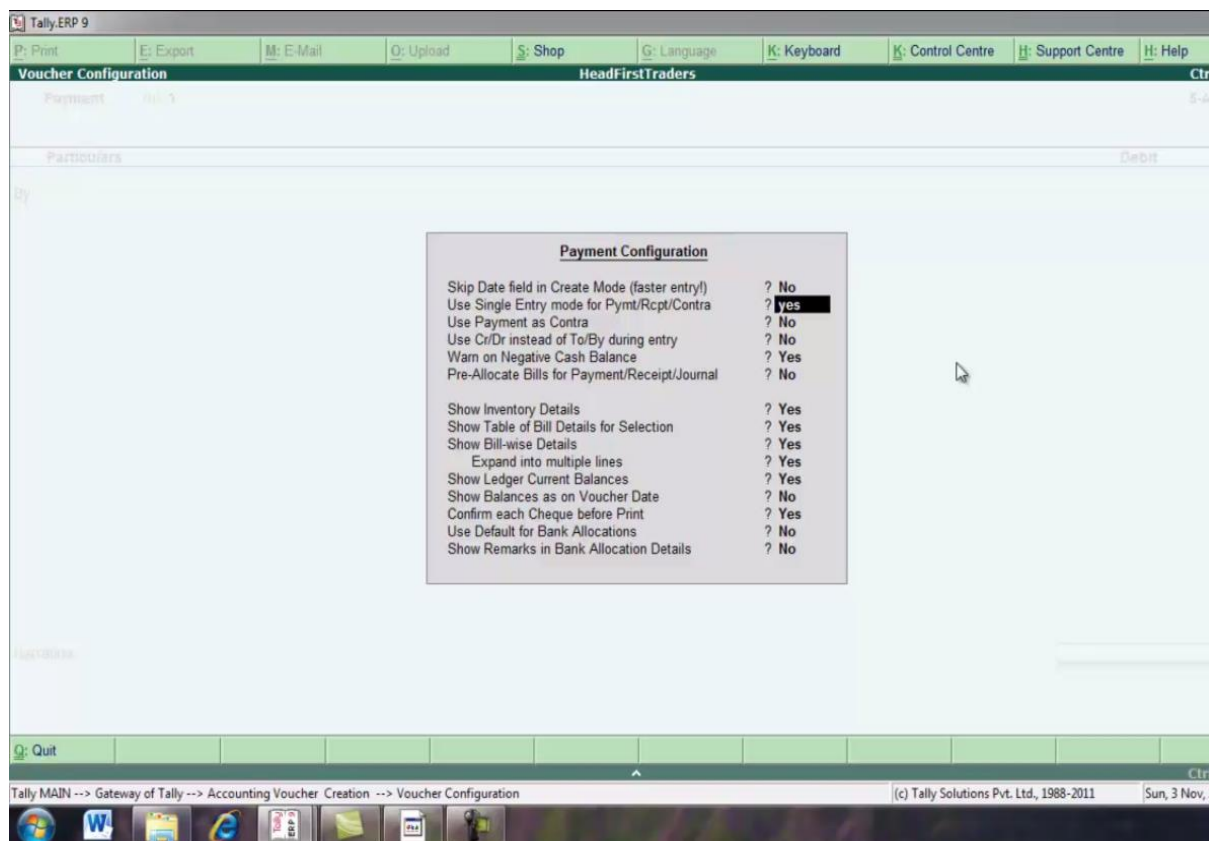
RECEIPT VOUCHERS (RECEIVED FROM DHARAMVEER AND CO.)



यहां से configure buton को select करे



SELECT CONFIGURE (BOTH ENTRIES ARE SAME DATE AND SAME BANK)



OPEN PAYMENT CONFIGURATION (USE SINGLE ENTRY MODE FOR PAYMENT ? YES)

USE SINGLE ENTRY MODE FOR PAYMENT को yes करने से आप देखेगे की to और by यहा से hide हो जायेगा



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation HeadFirstTraders

Payment No. 2 8-Apr-21 Thurs WW

Account : Idbi Bank
Cur Bal: 33,500.00 Dr

Particulars		Amount
Cnc and Co.		8,000
Cur Bal: 1,79,500.00 Cr		
On Account	8,000.00 Dr	
Cee Techs		3,500
Cur Bal: 21,500.00 Cr		
On Account	3,500.00 Dr	

Narration:
checkpaid

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHER LEDGER, HERE WE CAN SEE THAT TO AND BY REMOVED WITH THE HELP OF CONFIGURE BUTON



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M

Accounting Voucher Creation HeadFirst Traders

Receipt No. 2 9-Apr-2013 Friday

Particulars	Debit	Credit
To Dharmaveer and Co Cur Bal: 12,000.00 Dr On Account 2,000.00 Cr		2,000.00
By Idbi Bank Cur Bal: 35,500.00 Dr Dharmaveer and Co Instrument No.: 4444	2,000.00	
Cheque/DD Instrument Date : 9-Apr-2010 Bank Name : Branch :	2,000.00	

Narration:

2,000.00 2,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

RECEIPT VOUCHER



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Payment No. 3 9-Apr-2013 Fri

Particulars	Debit	Credit
By Octroi Cur Bal: 1,600.00 Dr	1,600.00	
To Cash Cur Bal: 66,900.00 Dr		1,600.00

Narration:
paid octroi

1,600.00 1,600.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHER (PAID OCTROI BY CASH)



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Payment No. 4 12-Apr-2010 Monday

Particulars	Debit	Credit
By Telephone Exp Cur Bal: 1,000.00 Dr	1,000.00	
To Idbi Bank Cur Bal: 34,500.00 Dr Telephone Exp Instrument No.: 444 Bank Date :		1,000.00
Cheque 1,000.00 Instrument Date : 12-Apr-2010 Cross Instrument Using: A/c Payee		

Narration: paid telephone exp by cheque

1,000.00 1,000.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHER (PAID TELEPHONE EXP BY BANK)



Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Contra No. 1 13-Apr-2011 Tuesday

Particulars	Debit	Credit
To Cash Cur Bal: 56,900.00 Dr		10,000.00
By Idbi Bank Cur Bal: 44,500.00 Dr	10,000.00	
HeadFirstTraders Instrument No.: Instrument Date : 13-Apr-2010 Bank Name : Branch :		

Narration:

10,000.00 10,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CONTRA VOUCHER



Tally.ERP 9

Accounting Voucher Creation

Journal No. 1

HeadFirstTraders

15-Apr-2013
Thursday

Particulars	Debit	Credit
By Stationary Cur Bal: 250.00 Dr	250.00	
To Office Expenses Cur Bal: 250.00 Cr		250.00

Narration:
office exp of stationary

250.00 250.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

JOURNAL VOUCHER



Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Contra No 2

15-Apr-2010 Thursday

Particulars	Debit	Credit
To Idbi Bank Cur Bal: 39,500.00 Dr HeadFirstTraders Instrument No.: Bank Date : By Cash Cur Bal: 61,900.00 Dr	Cheque 5,000.00 Instrument Date : 15-Apr-2010 Cross Instrument Using: A/c Payee	5,000.00 5,000.00

Narration:

5,000.00 5,000.00

Accept ?
Yes or No

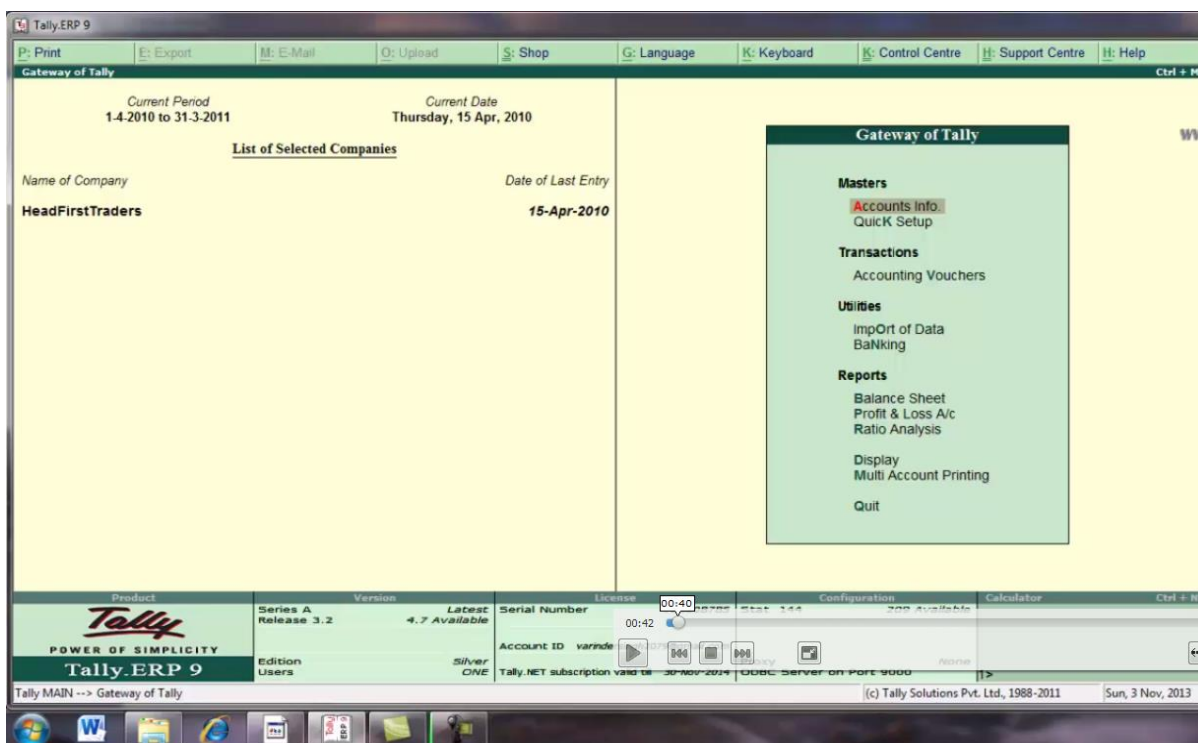
Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CONTRA VOUCHER (CASH WITHDRAW FROM BANK)

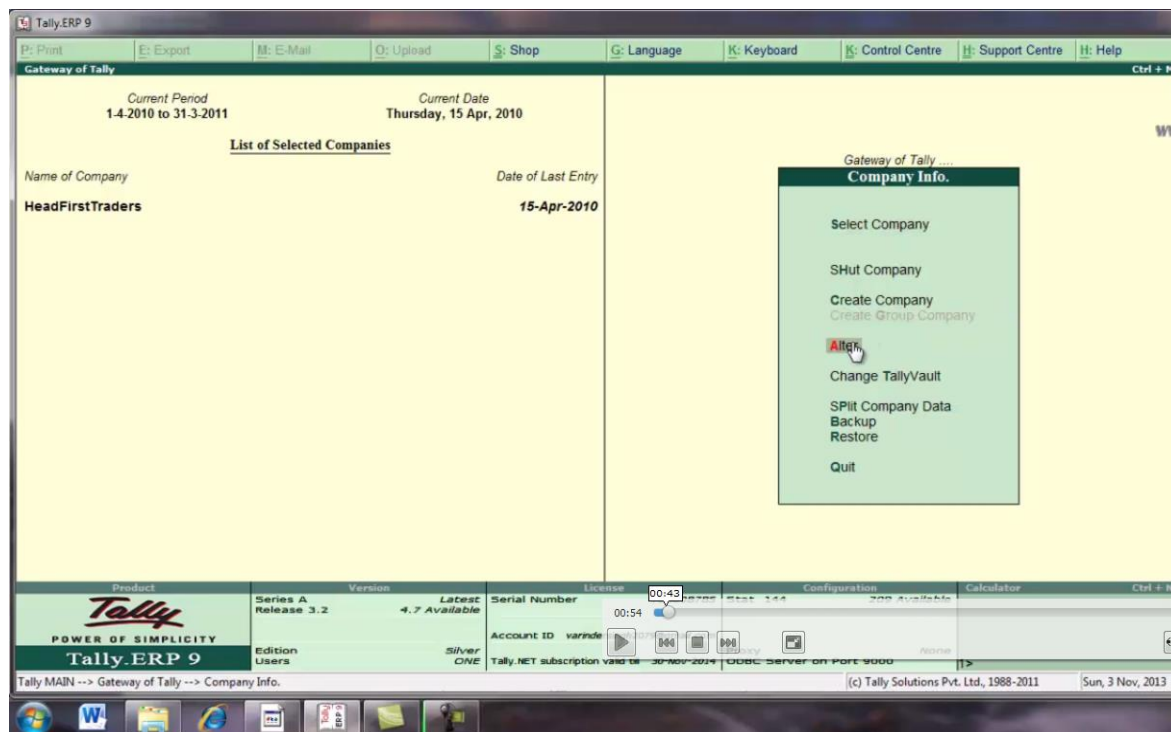
INVENTORY VOUCHERS

इस तरह से financial transaction को store करने के लिए हमारे पास account info. हो accounting voucher available है tally में हेलो उसी तरह से stock को store करने के लिए inventory info or inventory vouchers का प्रयोग कर सकते हैं सबसे जरूरी यह है कि हम उसको अपने account में integrate करें or जो एकाउंट्स maintain करने हैं वो with inventory हो इसके लिए हम यहाँ से comp info को select कर सकते हैं



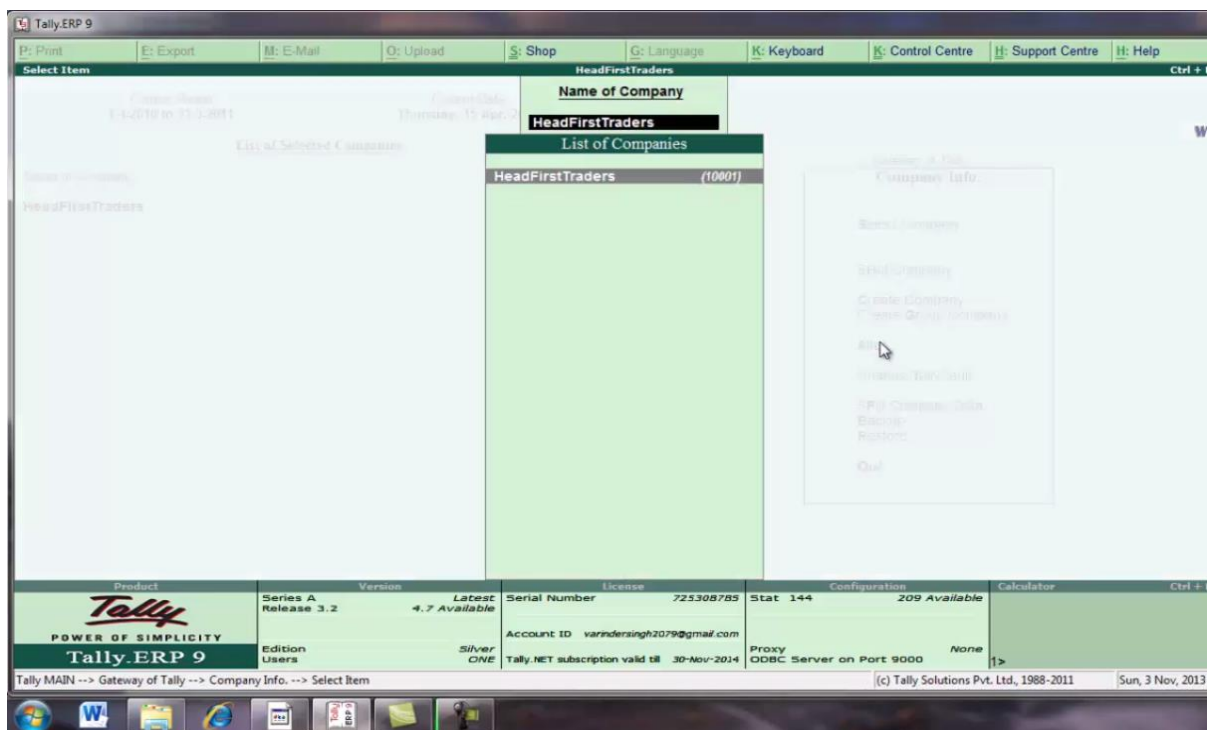
SELECT COMP INFO OR F3

यहा से alter का चुनाव करेगे



SELECT ALTER OPTION (UNDER COMPANY INFO.)

यहा से company name select करे



COMPANY ALTERATION SCREEN

company alteration screen available हो जाएगी यहा से company details के अंतर्गत type of company account with inventory select करेगे



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Company Alteration Ctrl +

Name : **HeadFirstTraders**

Mailing & Contact Details

Mailing Name : HeadFirstTraders Currency Symbol : ₹

Address : 12, Sco 456 , Panchkula Maintain : **Accounts Only**

Financial Year from : 1-4-2010 Financial Year from : 1-4-2010

Books beginning from : 1-4-2010 Books beginning from : 1-4-2010

Company Details

Type of Company

Accounts only

Accounts with Inventory

Security Control

Use Security Control ? No
(Enable Security to avail Tally.NET Features)

Statutory compliance for : India

State : Haryana PIN Code : 125001

Telephone No. : 125154 Mobile No. :

E-Mail : info@headfirsttraderspanchkula.com

Auto Backup Details

Enable Auto Backup : No

Base Currency Information

Base Currency Symbol : ₹ Show Amounts in Millions ? No

Formal Name : INR Put a SPACE between Amount and Symbol ? Yes

Number of Decimal Places : 2 Decimal Places for Printing Amounts in Words : 2

Is Symbol SUFFIXED to Amounts ? No

Symbol for Decimal Portion : paise

Q: Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 License 725308785	Stat 144 Configuration 209 Available	
	Edition Users Silver ONE	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000 None	
		Tally.NET subscription valid till 30-Nov-2014		

Tally MAIN --> Gateway of Tally --> Company Info --> Company Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

TYPE OF COMPANY



यहा से accept को yes कर दे

Tally.ERP 9

Company Alteration

Name : HeadFirstTraders

Mailing Name : HeadFirstTraders

Address : 12.Sco 456 , Panchkula

Currency Symbol : ₹

Maintain : Accounts with Inventory

Financial Year from : 1.4-2010

Books beginning from : 1.4-2010

Statutory compliance for : India

State : Haryana

PIN Code : 125001

Telephone No. : 125154

Mobile No. :

E-Mail : info@headfirsttraderspanchkula.com

Use Security Control : ? No
(Enable Security to avail Tally.NET Features)

Enable Auto Backup : No

Base Currency Information

Base Currency Symbol : ₹

Formal Name : INR

Number of Decimal Places : 2

Is Symbol SUFFIXED to Amounts ? No

Symbol for Decimal Portion : paise

Show Amounts in Millions : ? No

Put a SPACE between Amount and Symbol : ? Yes

Decimal Places for Printing Amounts in W : ?

Accept ?
Yes or No

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 Account ID varnderaigh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 Configuration 209 Available Proxy ODBC Server on Port 9000 None	

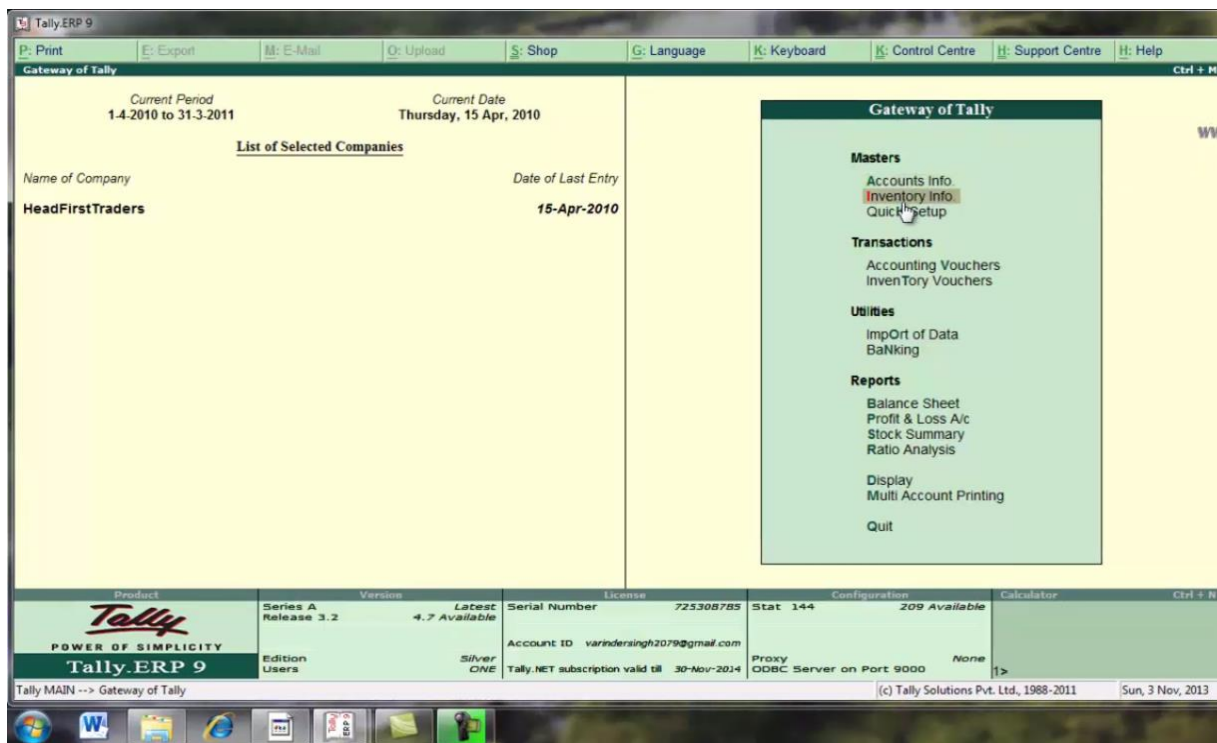
Tally MAIN --> Gateway of Tally --> Company Info. --> Company Alteration

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SELECT ACCOUNT WITH INVENTORY



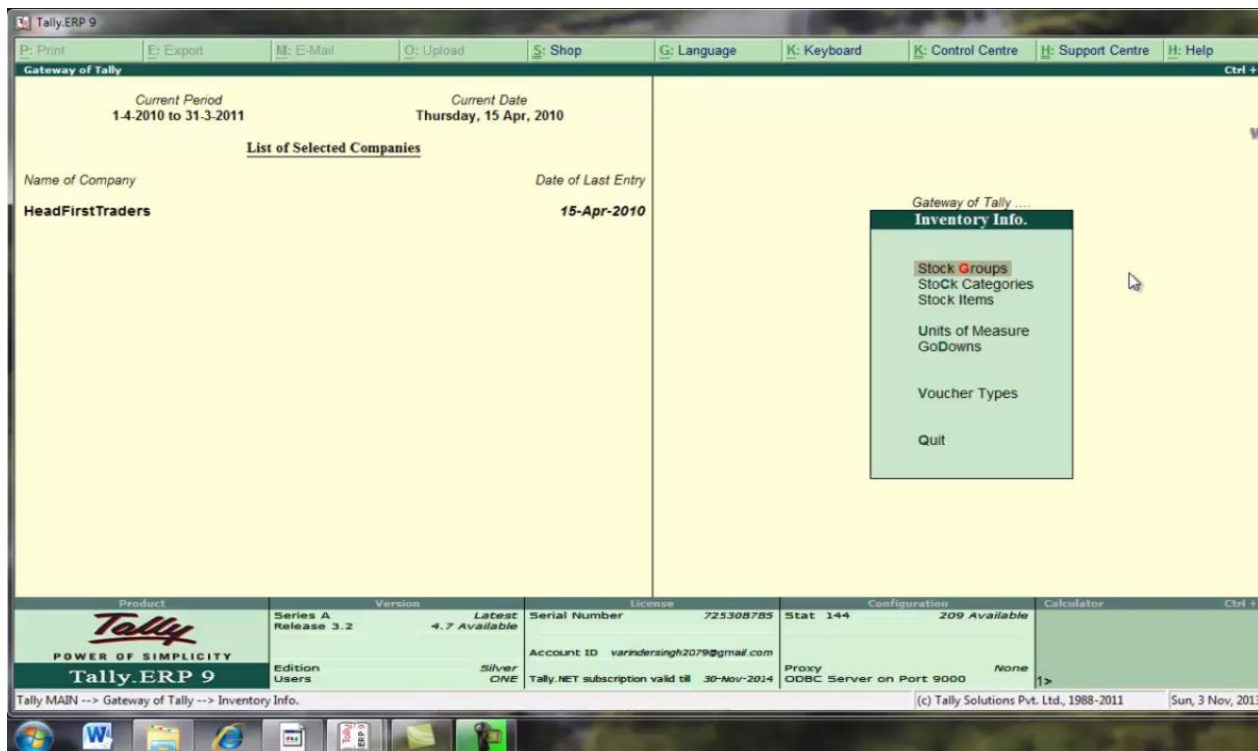
अब हमारे पास gateway of tally के अंतर्गत inventory info or inventory vouchers उपलब्ध हो जायेगे यहा से inventory info को select करे



WE CAN SAW HERE INVENTORY INFO UNDER MASTERS AND INVENTORY VOUCHERS UNDER TRANSACTION. SELECT INVENTORY INFO.



यहा पर inventory info. के menu उपलब्ध हो जायेगा inventory मे खास बात ये है कु जैसे account info मे groups पहले से ही tally उपलब्ध करवाए गये थे inventory मे group स्वयं ही बनाने पड़ते है



INVENTORY INFO MENU

यहा पर हम stock group, categories, items, or unit of measure को एक example के द्वारा समझेगे

INVENTORY INFO					
S.NO.	STOCK GROUPS	STOCK CATEGORIES	STOCK ITEMS		UNIT OF MEASURE
1	Tv	19 inch	Sony	Philips	pcs
		21 inch	Sony	Lg	
		29 inch	Haier	Vcon	
2	Laptops	15.6 screen	Lenovo g560		pcs
			Hp pavilion		
		14.8 screen	Lenovo g460		
			Hp series		

HERE BE DIFFERENCE BETWEEN STOCK GROUP, STOCK CATEGORIES, STOCK ITEMS

Gateway of tally मे masters के अंतर्गत inventory info. को select करे



Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011
Current Date: Thursday, 15 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Gateway of Tally

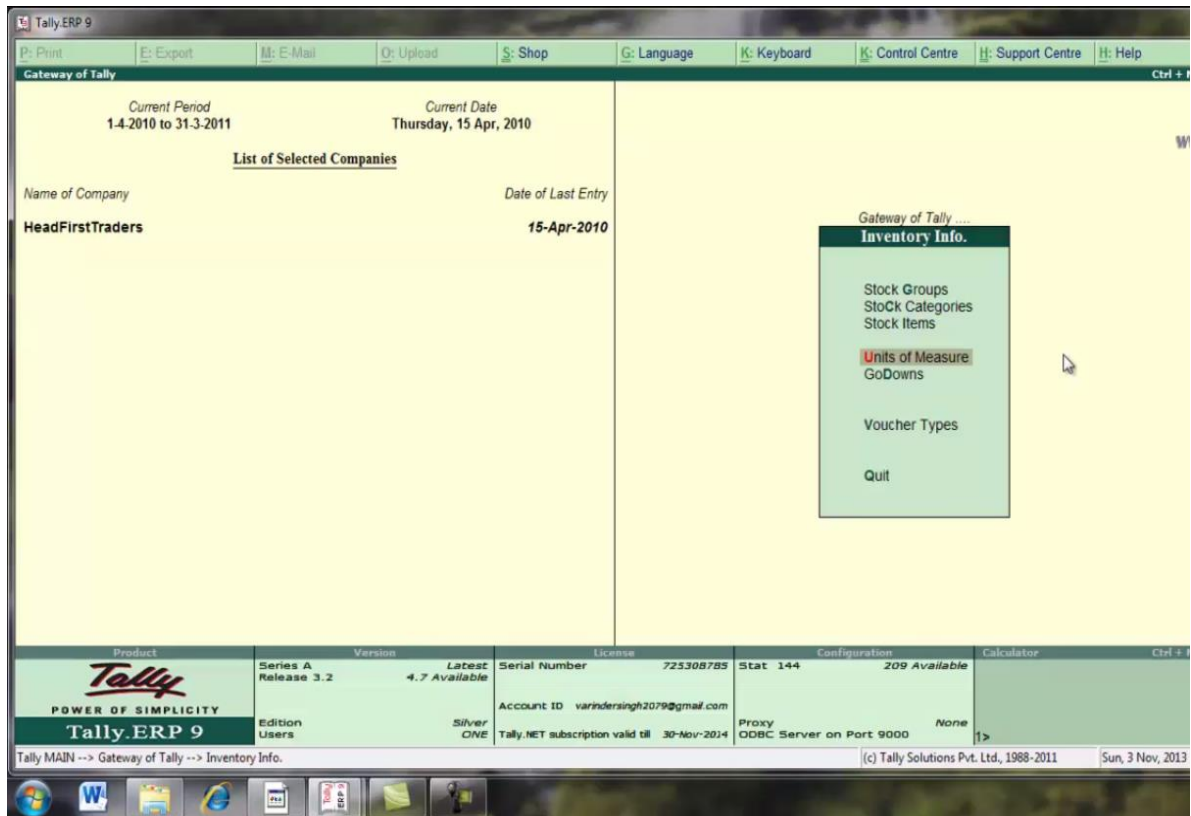
- Masters**
 - Accounts Info
 - Inventory Info**
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
- Utilities**
 - ImpOrt of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display
 - Multi Account Printing
 - Quit

Product: Tally ERP 9
Series A Release 3.2, Latest 4.7 Available
License: 725308785, Stat 144, 209 Available
Account ID: varindersingh2079@gmail.com
Edition: Silver ONE, Tally.NET subscription valid till 30-Nov-2014
Proxy: ODBC Server on Port 9000, None

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

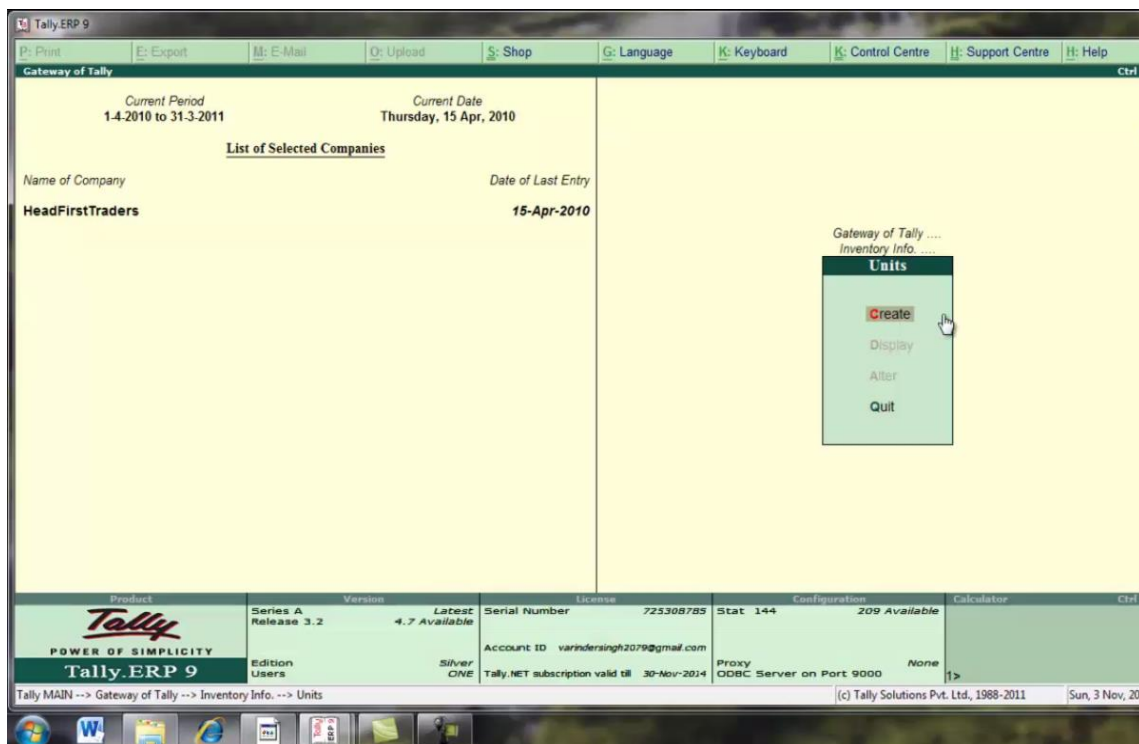
INVENTORY ENTRIES . SELECT INVENTORY INFO

इसमें हम सबसे पहले unit maintain करेंगे इसके लिय inventory info के अंतर्गत unit of measure को select करें



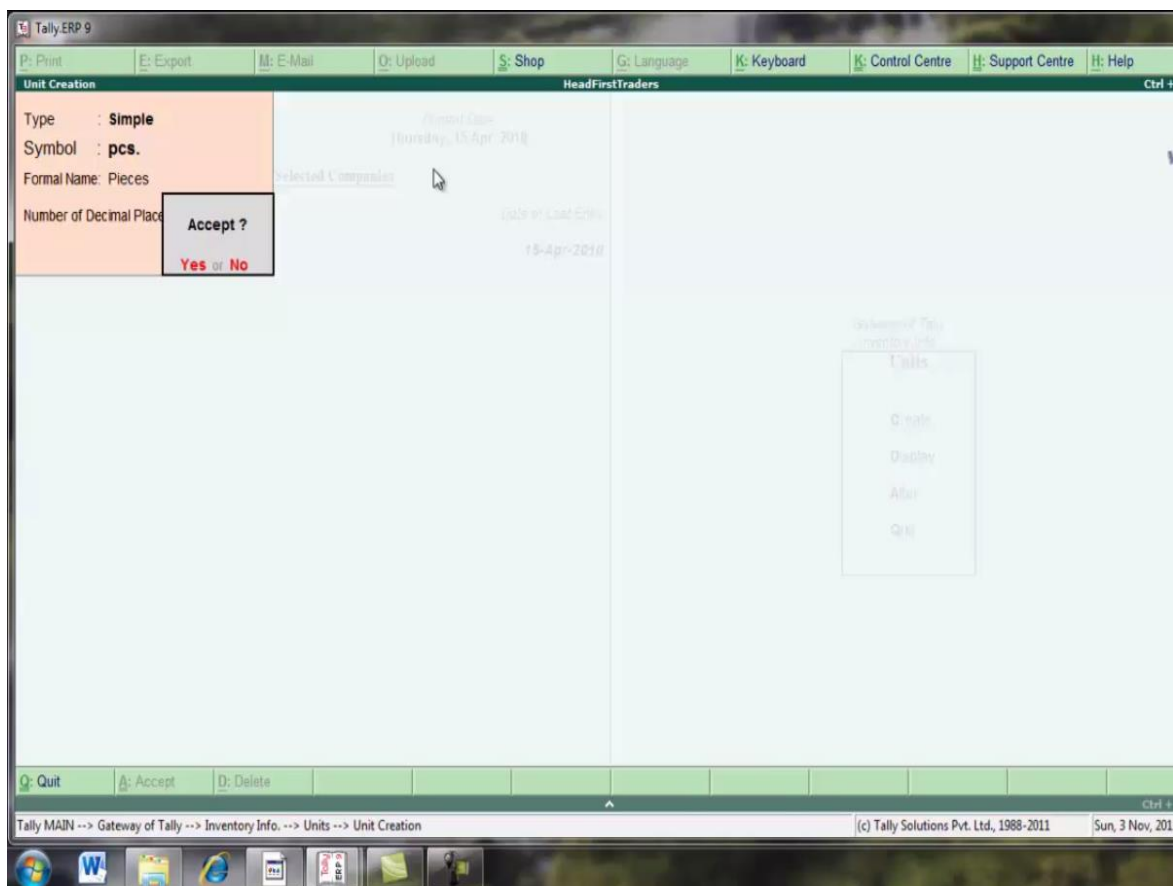
SELECT UNIT OF MAESURE TO CREATE UNIT

यहा से create को select करेगे



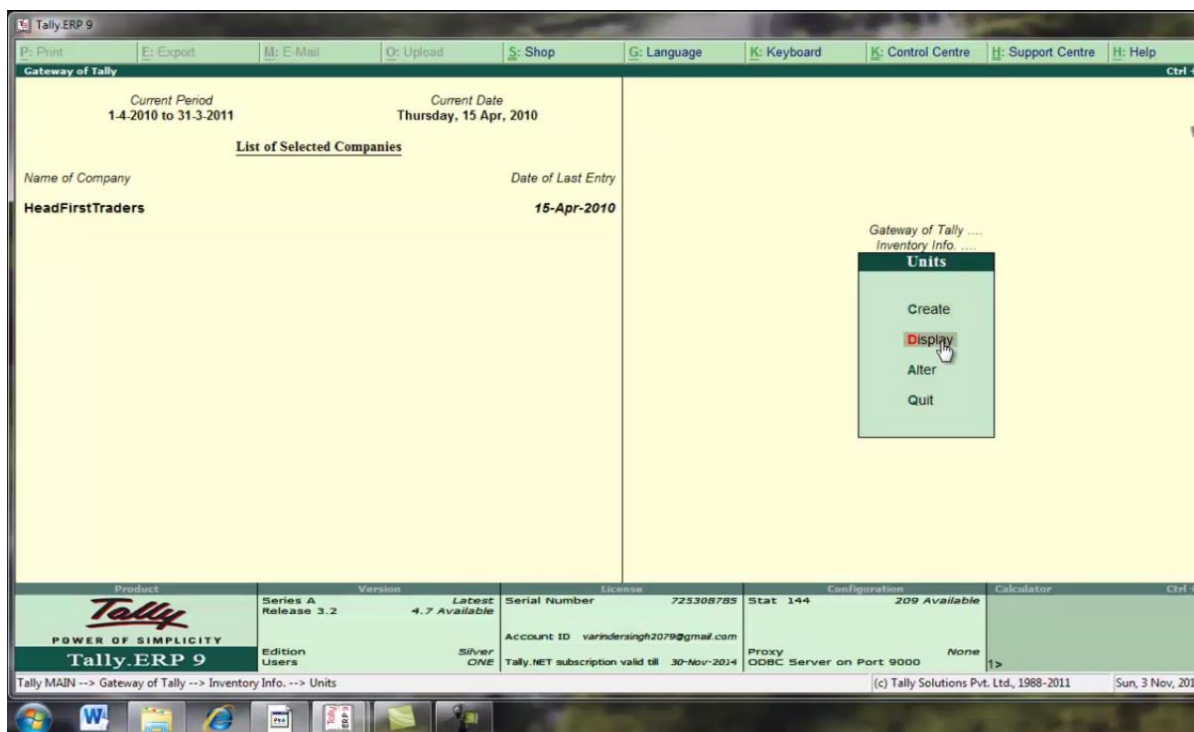
SELECT CREATE

यहा पर एक unit creation screen उपलब्ध हो जाएगी इसमें type or symbol fill करे or accept को yes कर दे

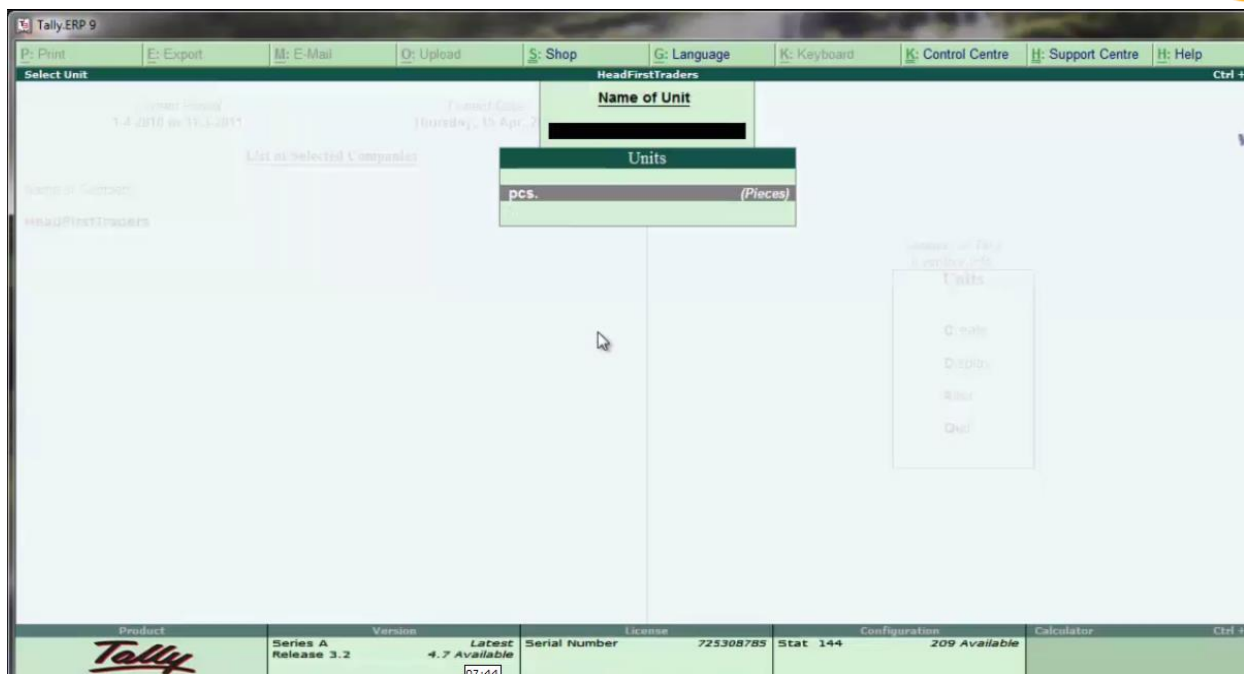


UNIT CREATION SCREEN

units को देखने के लिय display को select करे



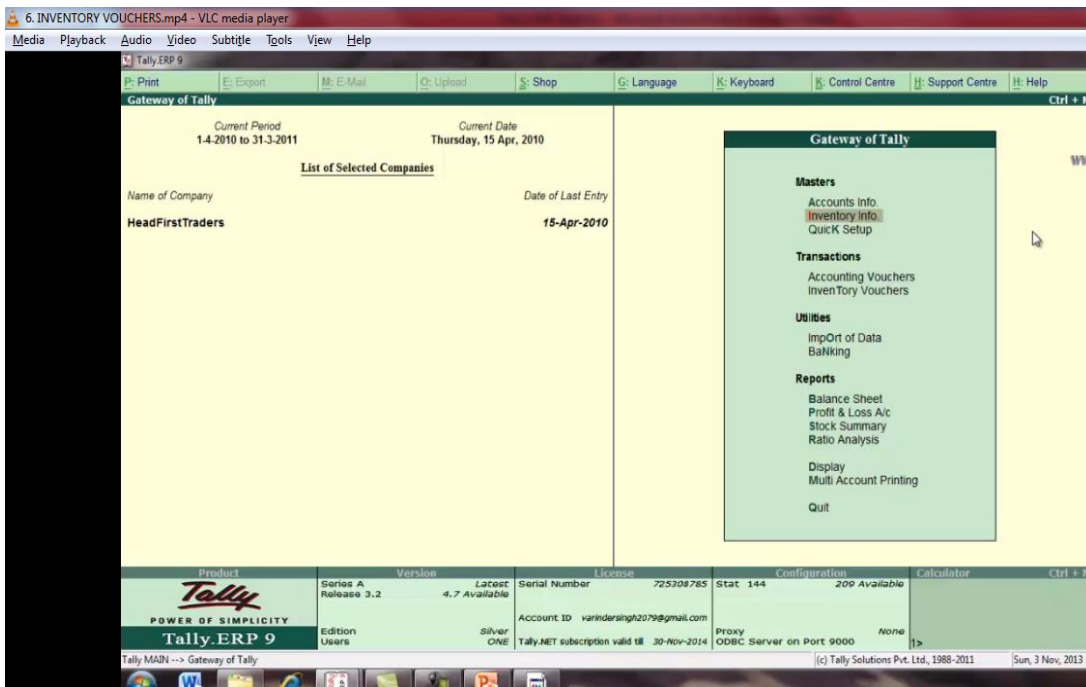
SELECT DISPLAY



NAME OF UNITS

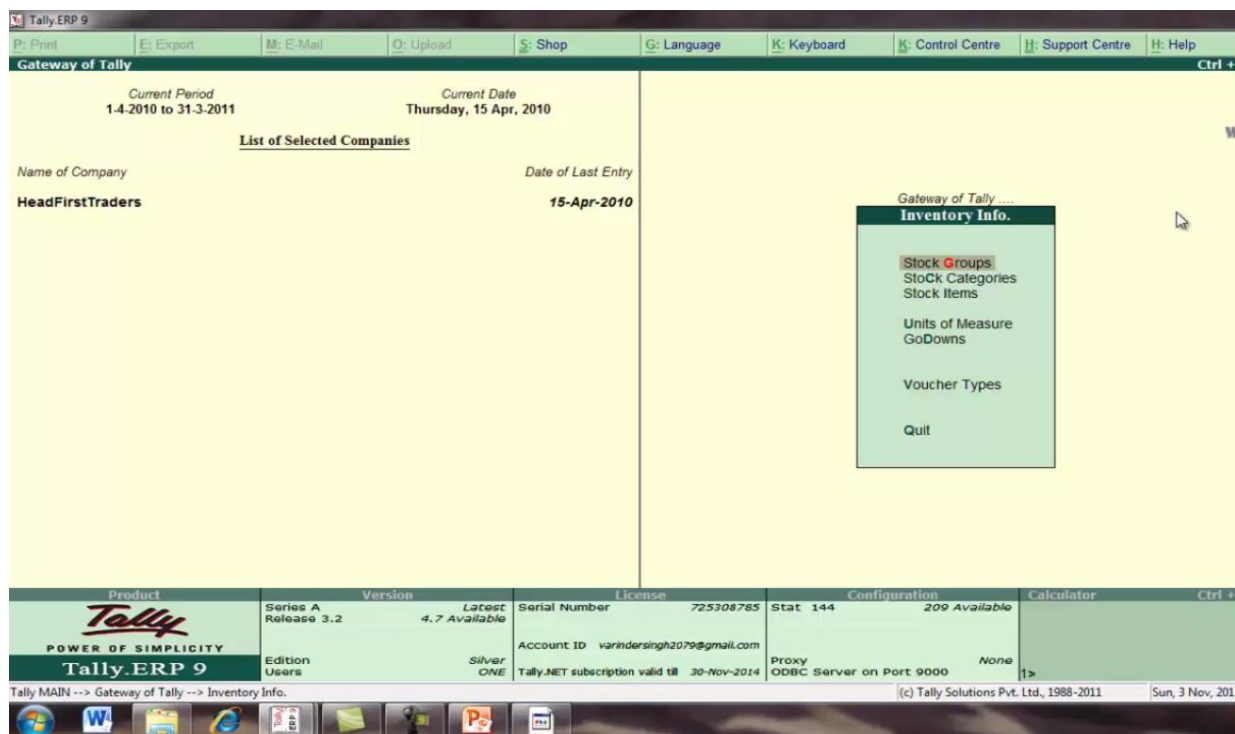


अब हम stock group create करेगे इसके लिय inventory info को select करे



SELECT INVENTORY INFO

यहा से stock group को select करे



The screenshot shows the Tally ERP 9 Gateway of Tally interface. The main window displays the 'List of Selected Companies' with the company name 'HeadFirstTraders' and the date of last entry '15-Apr-2010'. The current period is '1.4-2010 to 31-3-2011' and the current date is 'Thursday, 15 Apr, 2010'. A context menu is open over the 'Inventory Info.' option, listing 'Stock Groups', 'Stock Categories', 'Stock Items', 'Units of Measure', 'GoDowns', 'Voucher Types', and 'Quit'. The 'Stock Groups' option is highlighted. The bottom status bar shows the product name 'Tally ERP 9', version '4.7 Available', and other system information.

SELECT STOCK GROUP



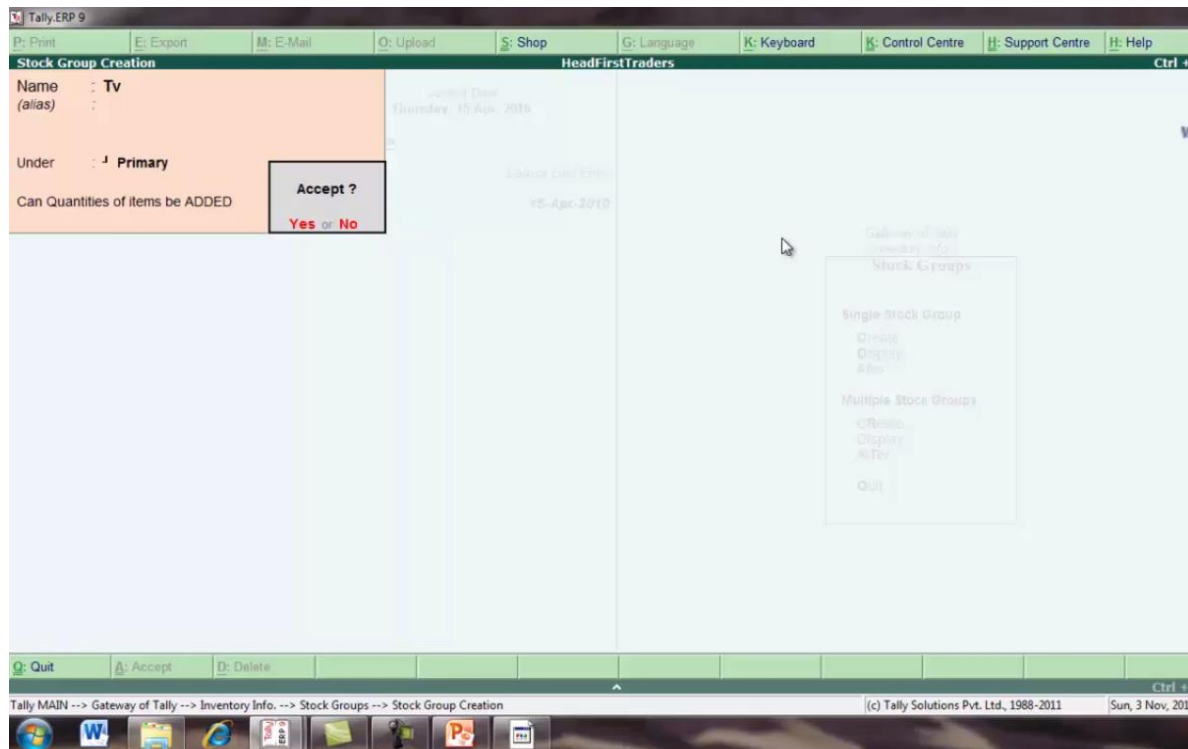
single stock group के अंतर्गत create को select करे

The screenshot shows the Tally ERP 9 'Gateway of Tally' window. The top menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area displays 'Current Period: 1.4.2010 to 31.3.2011' and 'Current Date: Thursday, 15 Apr, 2010'. Below this is a 'List of Selected Companies' table with one entry: 'HeadFirstTraders' with a 'Date of Last Entry' of '15-Apr-2010'. A context menu is open over the 'Stock Groups' option, showing 'Single Stock Group' with a 'Create' button, and 'Multiple Stock Groups' with 'CReate', 'DIsplay', and 'A/TeR' options, along with a 'Quit' option. The bottom status bar shows product details for Tally ERP 9, including version, license, and configuration.

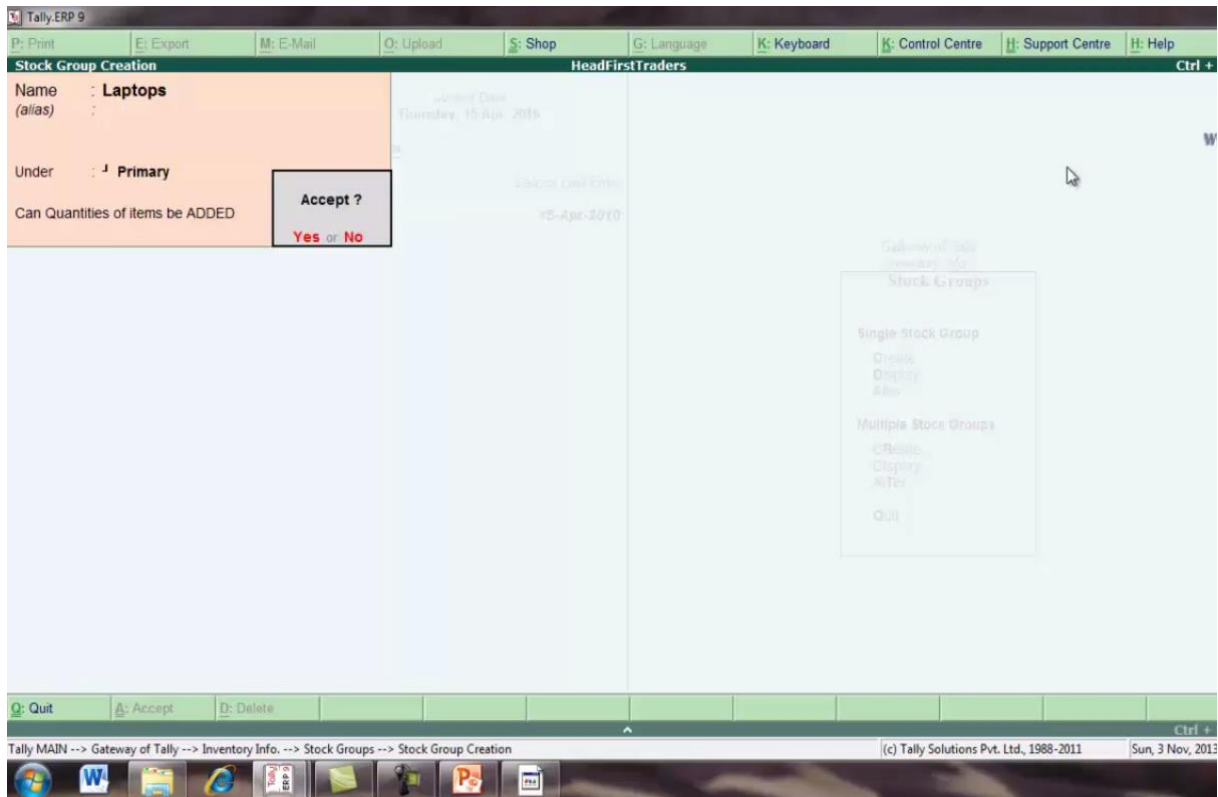
Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Serial Number 725308785 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 Proxy ODBC Server on Port 9000	209 Available None

SELECT CREATE

stock group creation की screen उपलब्ध हो जाएगी



STOCK GROUP CREATION SCREEN (TV)



CREATE STOCK GROUP (LAPTOPS)

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Gateway of Tally

Current Period: 1.4.2010 to 31.3.2011 Current Date: Thursday, 15 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Gateway of Tally
Inventory Info.

Stock Groups

Single Stock Group

- Create
- Display**
- Alter

Multiple Stock Groups

- CRreate
- DSisplay
- AITer
- Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Serial Number: 725308785 Account ID: varindersingh2079@gmail.com Tally.NET subscription valid till: 30-Nov-2014	Stat 144 209 Available Proxy ODBC Server on Port 9000	None

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

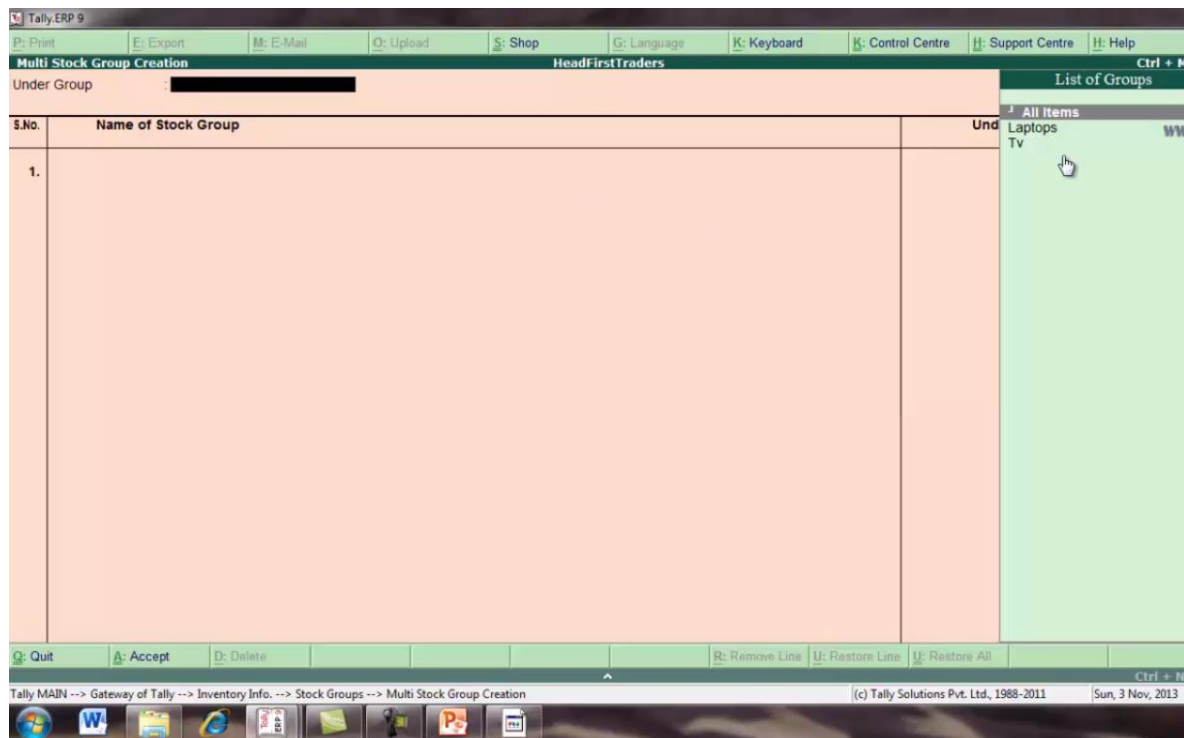
SELECT DISPLAY TO CHECK THE GROUP



Multiple stock group को select करने के लिये create को select करे

The screenshot displays the Tally ERP 9 software interface. At the top, the title bar reads 'Tally.ERP 9'. Below it, a menu bar contains options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main window is titled 'Gateway of Tally' and shows the current period as '1.4.2010 to 31-3-2011' and the current date as 'Thursday, 15 Apr, 2010'. A section titled 'List of Selected Companies' lists 'HeadFirstTraders' with a 'Date of Last Entry' of '15-Apr-2010'. On the right side, a 'Stock Groups' menu is open, showing options for 'Single Stock Group' (Create, Display, Alter) and 'Multiple Stock Groups' (Create, Display, Alter, Quit). The 'Create' option under 'Multiple Stock Groups' is highlighted with a mouse cursor. At the bottom, a status bar provides product details: Tally.ERP 9, Series A Release 3.2, License 725308785, and other system information. The taskbar at the very bottom shows various application icons and the system clock indicating 'Sun, 3 Nov, 2012'.

यहा पर multiple stock creation screen उपलब्ध हो जाएगी



MULTIPLE STOCK CREATION SCREEN



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Multi Stock Group Creation HeadFirstTraders Ctrl + M

Under Group: All Items

S.No.	Name of Stock Group	Under	Items are Addable (Y/N)
1.	Desktop	J Primary	No
2.	Music System	J Primary	No

Accept ?
Yes or No

Quit Accept Delete Remove Line Restore Line Restore All Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups --> Multi Stock Group Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE MULTIPLE STOCK ITEMS

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Select Stock Group HeadFirstTraders

Name of Group

List of Stock Groups

All Items

- Desktop
- Laptops
- Music System
- Tv

Single Stock Group

- Create
- Display
- Alter

Multiple Stock Groups

- Create
- Display
- Alter
- Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Serial Number 725308785 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 ODBC Server on Port 9000	209 Available None

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups --> Select Stock Group

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SELECT DISPLAY TO SHOW LIST OF STOCK GROUP



अब हम stock categories create करेगे inventory info को select करे

Gateway of Tally

Current Period: 1.4.2010 to 31.3.2011
Current Date: Thursday, 15 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

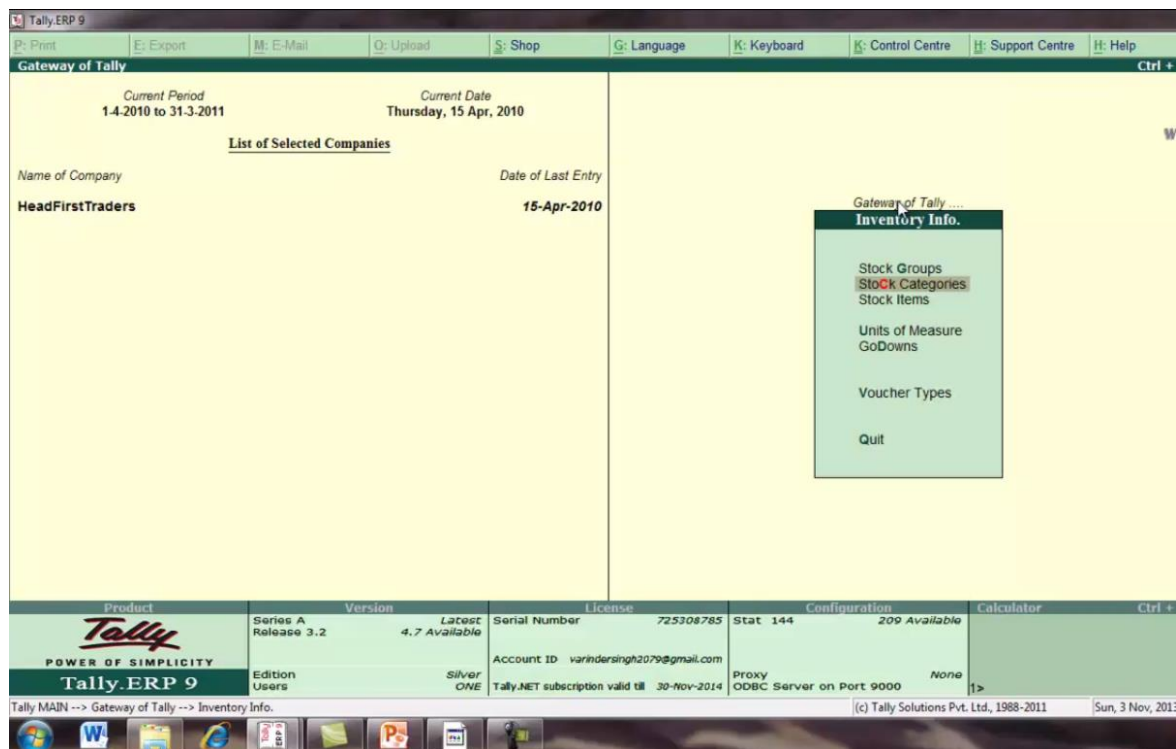
Gateway of Tally

- Masters**
 - Accounts Info
 - Inventory Info**
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display
 - Multi Account Printing
 - Quit

Product Tally ERP 9
Series A Release 3.2
Version Latest 4.7 Available
License Serial Number 725308785
Configuration Stat 144 209 Available
Calculator Ctrl
Edition Users Silver ONE
Account ID varinder Singh2079@gmail.com
Proxy ODBC Server on Port 9000 None
Tally.NET subscription valid till 30-Nov-2014
Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

SELECT INVENTORY INFO

यहा से stock categories को select करो

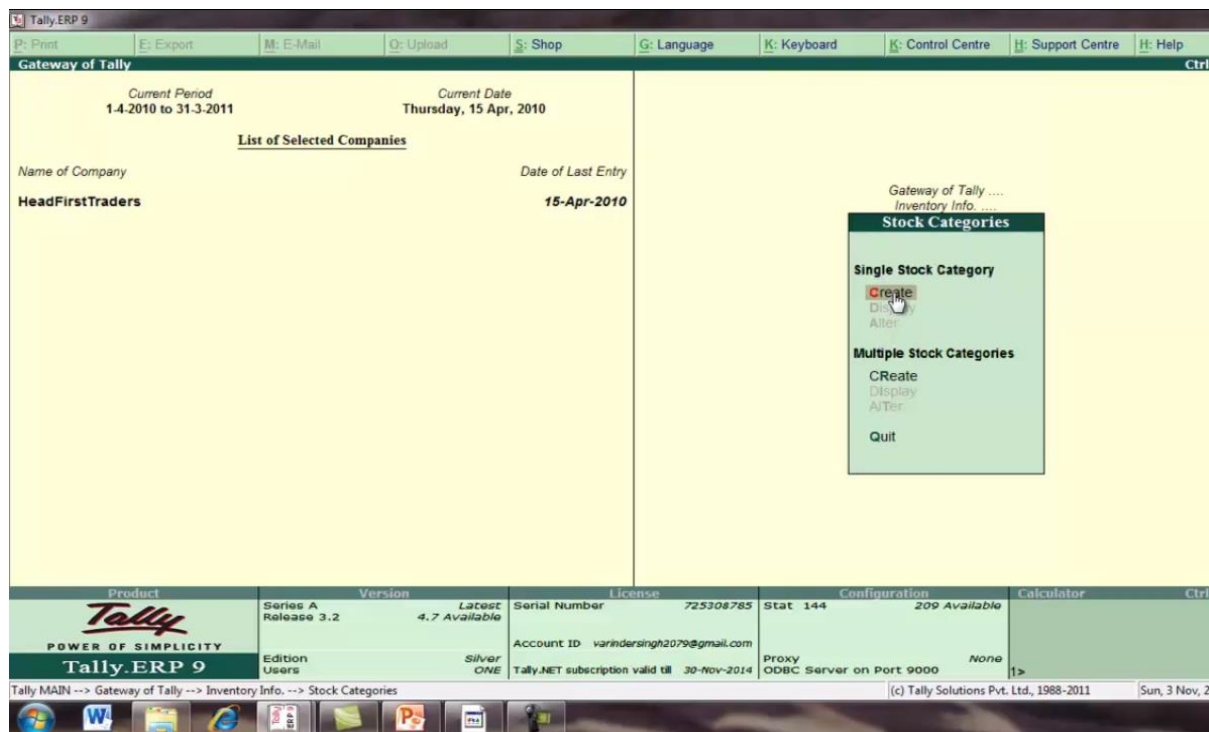


The screenshot shows the Tally ERP 9 Gateway of Tally interface. At the top, there is a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below the menu bar, the current period is 1.4.2010 to 31.3.2011 and the current date is Thursday, 15 Apr, 2010. The main area displays a table of selected companies with columns for Name of Company and Date of Last Entry. The company 'HeadFirstTraders' is listed with a last entry date of 15-Apr-2010. A context menu is open over the 'Inventory Info.' option, listing 'Stock Groups', 'Stock Categories' (which is highlighted), 'Stock Items', 'Units of Measure', 'GoDowns', 'Voucher Types', and 'Quit'. At the bottom, there is a status bar with product information, license details, and system configuration.

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2	725308785	Stat 144 209 Available	
	Latest 4.7 Available	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000 None	
	Edition Users	Silver ONE	Tally.NET subscription valid till 30-Nov-2014	

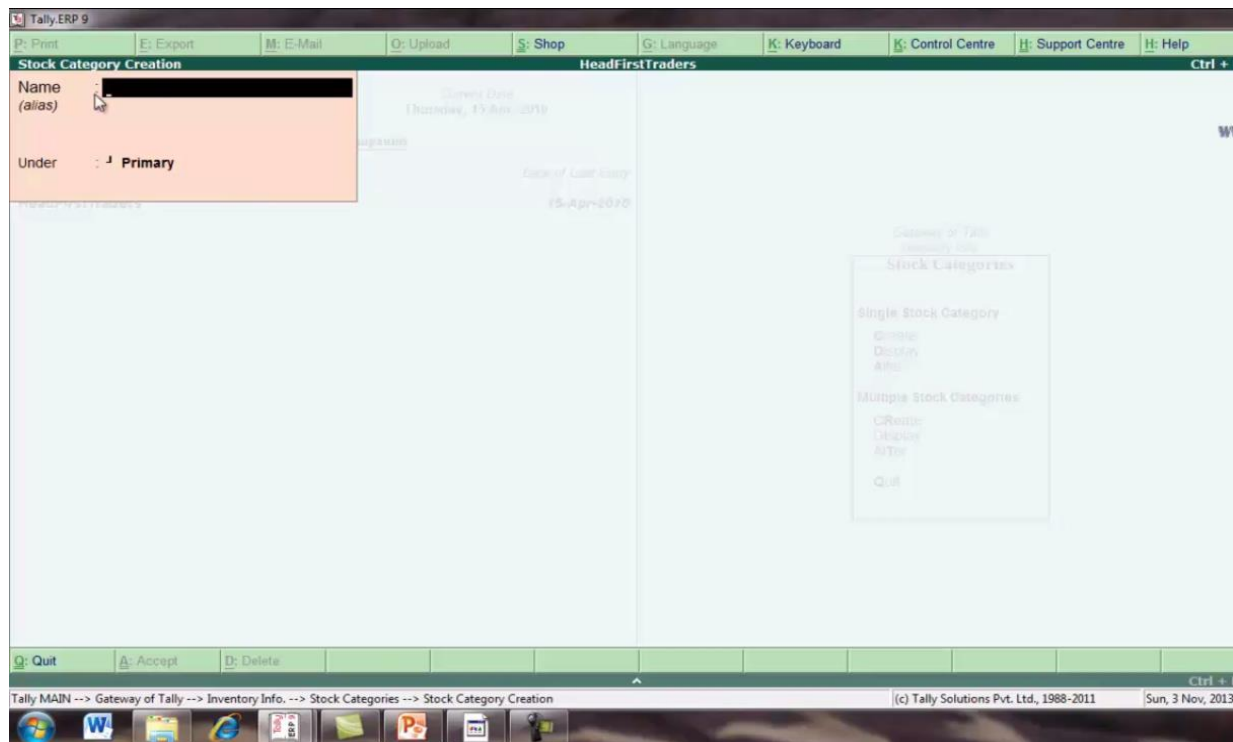
SELECT STOCK CATEGORIES

single stock category के under create को select करो

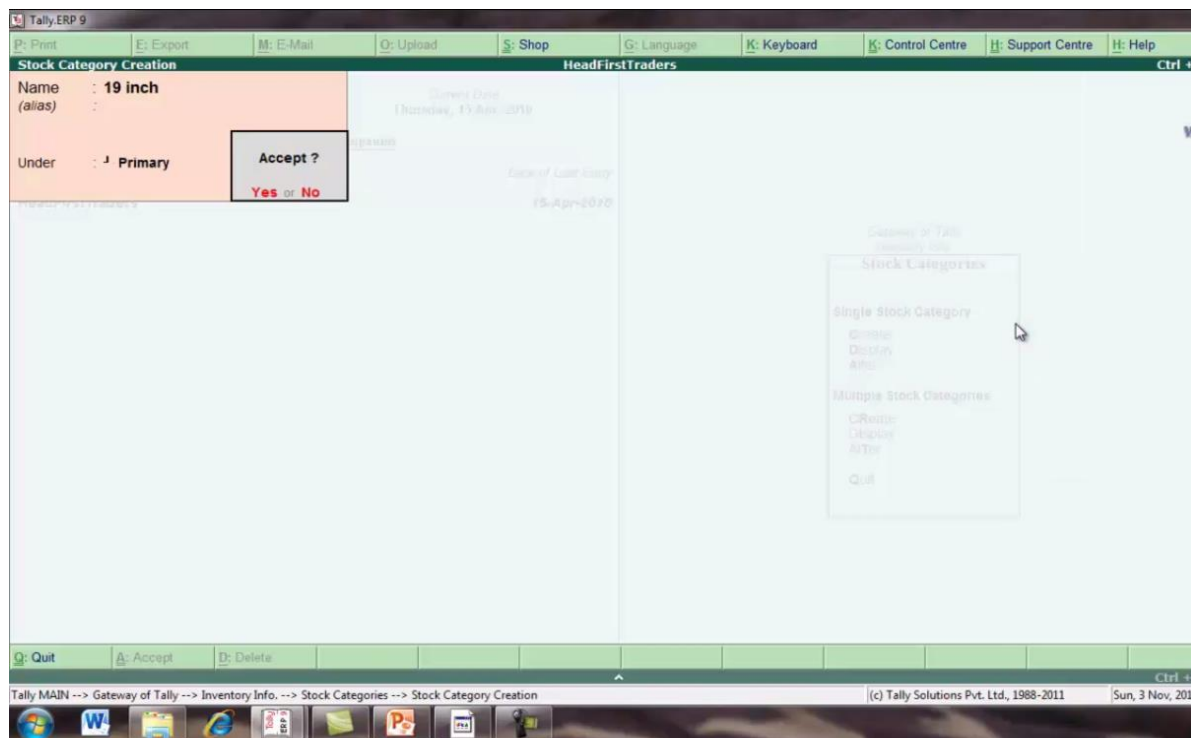


SELECT CREATE UNDER SINGLE STOCK CATEGORIES

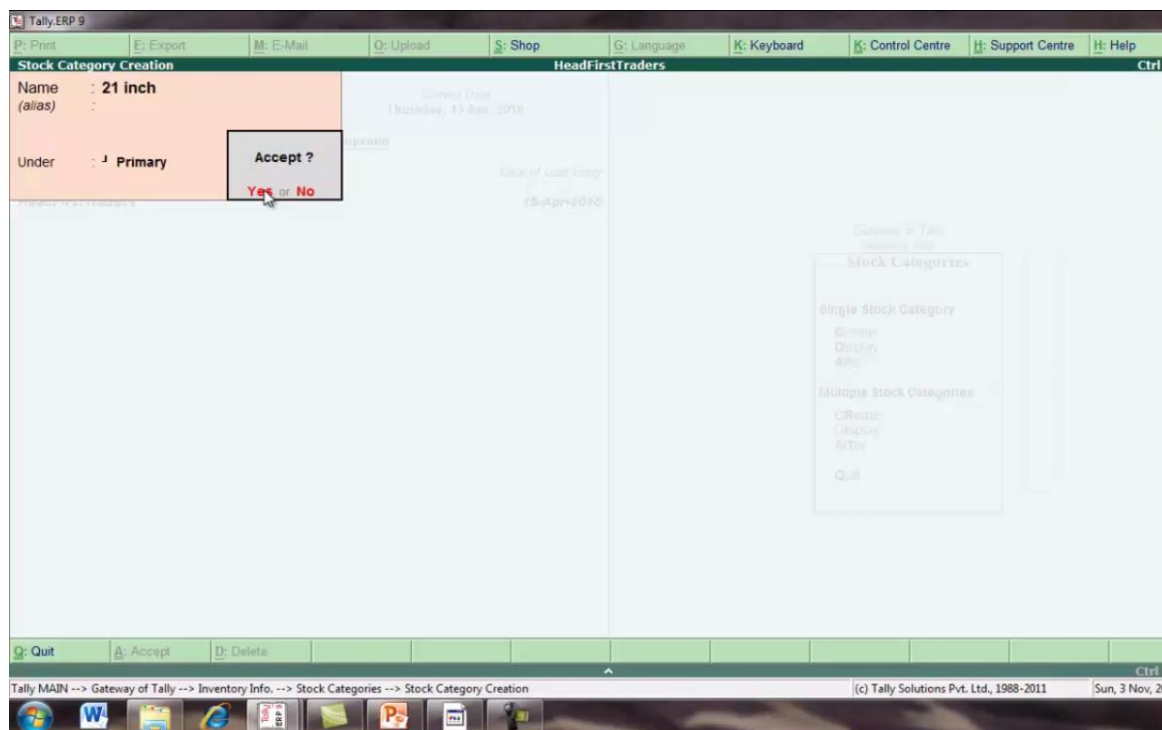
यहा पर stock category creation screen उपलब्ध हो जाएगी



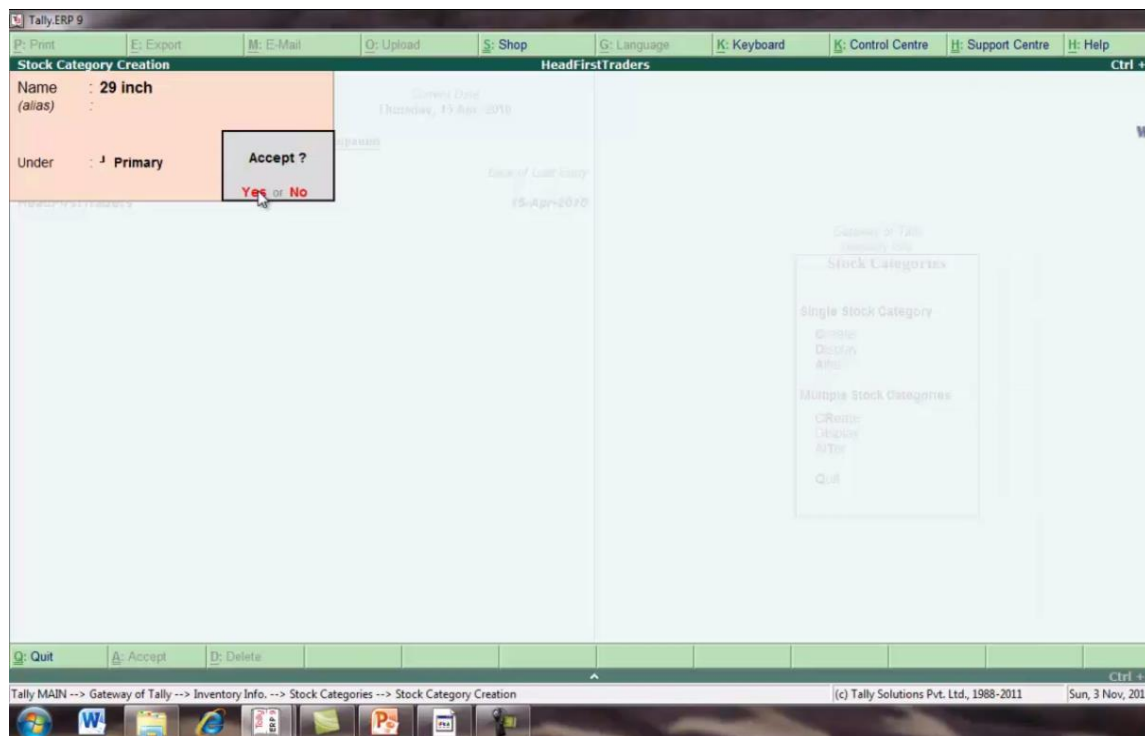
STOCK CATEGORY CREATION SCREEN



CREATE 19 INCH TV STOCK CATEGORY



CREATE 21 INCH TV STOCK CATEGORY



CREATE 29 INCH TV STOCK CATEGORY

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Select Stock Category HeadFirstTraders

Current Fiscal: 1-4-2014 to 31-3-2015 Screen Date: Thursday, 13-Nov-2014

List of Selected Companies

Name of Company: HeadFirstTraders

Name of Category

List of Stock Categories

- 19 inch
- 21 inch
- 29 inch

Single Stock Category

- Create
- Delete
- Alter

Multiple Stock Categories

- Create
- Delete
- Alter
- Quit

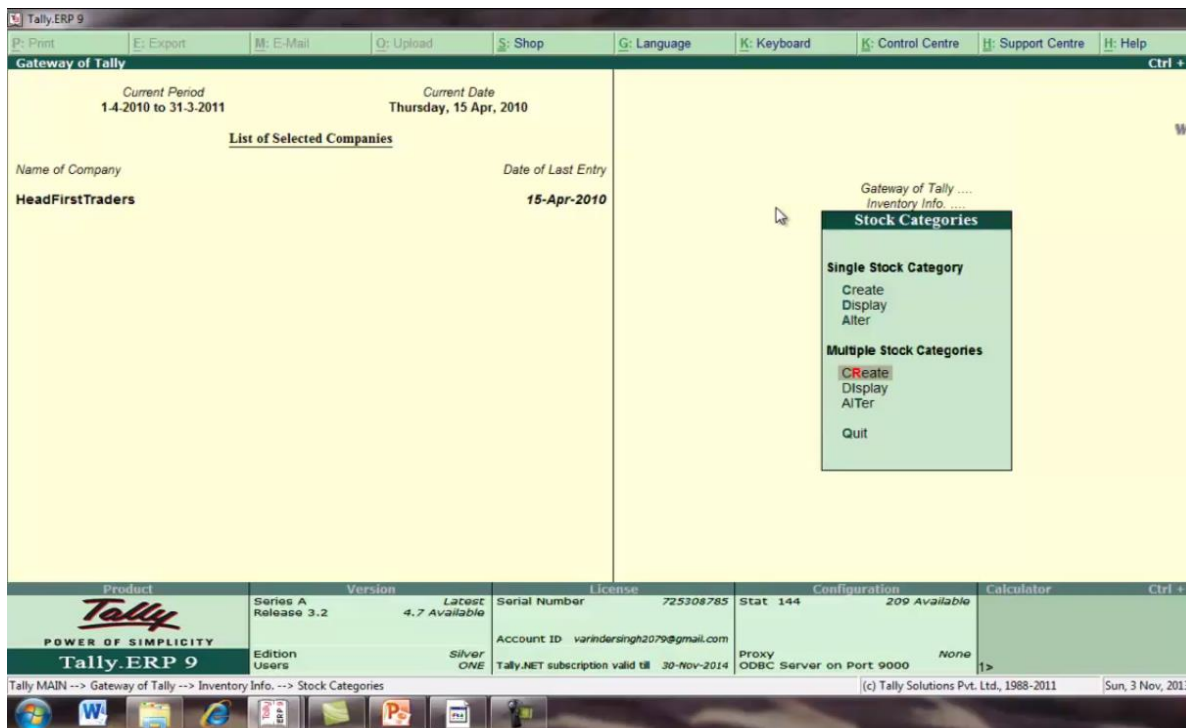
Product	Version	Latest	License	Serial Number	Stat	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2	4.7 Available	725308785	725308785	144	209 Available	
	Edition Users	Silver ONE	Account ID	varindersingh2079@gmail.com	Proxy	ODBC Server on Port 9000	None
			Tally.NET subscription valid till	30-Nov-2014			

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Categories --> Select Stock Category (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PRESS ESC TO QUIT STOCK CATEGORY SCREEN AND SELECT DISPLAY TO SHOW LIST OF STOCK CATEGORY



multiple stock category बनाने के लिये create को select करे



HERE BE MULTIPLE STOCK CATEGORY, SELECT CREATE UNDER MULTIPLE STOCK CATEGORY



Tally, ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Multi Stock Category Creation HeadFirstTraders Ctrl + M

Under Category: All Items

S.No.	Name of Category	Under
1.	15.6	Primary
2.	14.8	Primary

Accept ?
Yes or No

Quit | Accept | Delete | Remove Line | Restore Line | Restore All

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Categories --> Multi Stock Category Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

HERE MULTIPLE STOCK CATEGORY SCREEN AND CREATE MULTIPLE CATEGORY OF LAPTOP



stock items को बनाने के लिये inventory info को select करे

The screenshot displays the Tally ERP 9 Gateway of Tally interface. At the top, there is a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below the menu bar, the current period is 1.4.2010 to 31.3.2011, and the current date is Thursday, 15 Apr, 2010. The main window is divided into two panes. The left pane shows a 'List of Selected Companies' with the following data:

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

The right pane shows a 'Gateway of Tally' menu with the following options:

- Masters
 - Accounts Info
 - Inventory Info (highlighted)
 - QuicK Setup
- Transactions
 - Accounting Vouchers
 - InvenTory Vouchers
- Utilities
 - ImpOrt of Data
 - Banking
- Reports
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
 - Multi Account Printing
- Quit

The bottom status bar shows the following information:

Product	Series A	Version	Latest	Serial Number	License	Stat	Configuration	Calculator	Ctrl
Tally POWER OF SIMPLICITY Tally.ERP 9	Release 3.2		4.7 Available		725308765	144	209 Available		
Edition Users		Silver	ONE	Account ID	varindersingh2079@gmail.com	Proxy	ODBC Server on Port 9000	None	1>
Tally.NET subscription valid till					30-Nov-2014				

The bottom status bar also shows the text: Tally MAIN --> Gateway of Tally, (c) Tally Solutions Pvt. Ltd., 1988-2011, and Sun, 3 Nov, 2010.

SELECT INVENTORY INFO. TO CREATE STOCK ITEMS



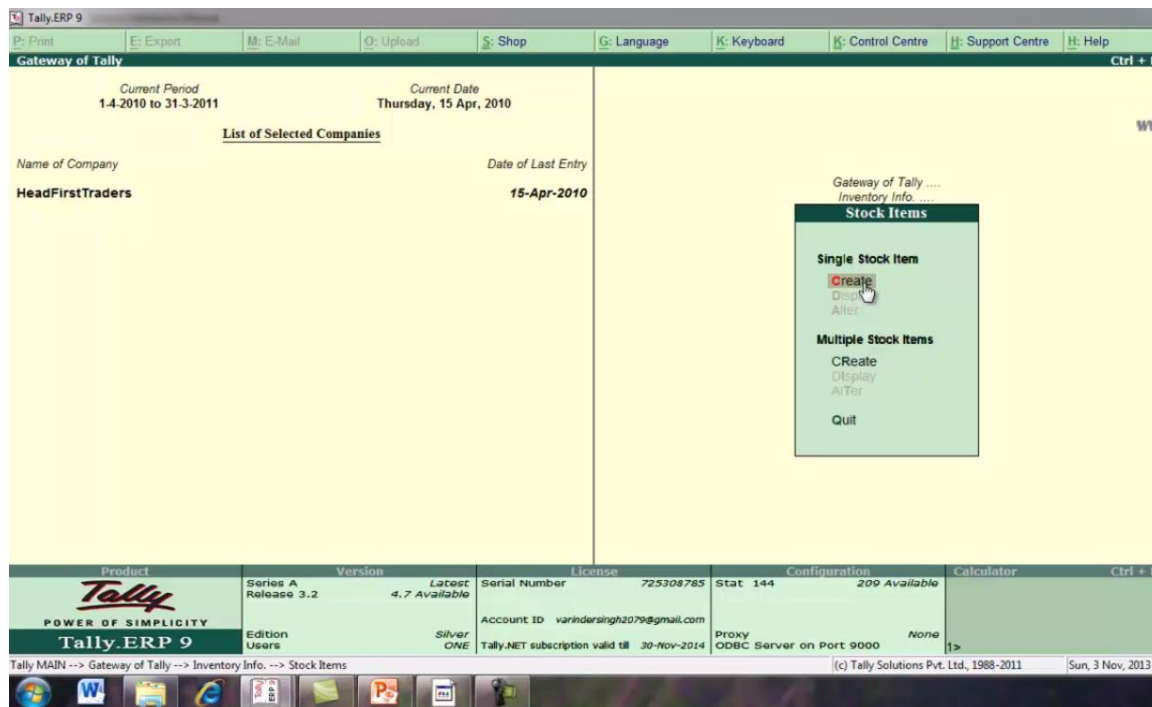
यहा से stock आइटम को select करे

The screenshot shows the Tally ERP 9 Gateway of Tally interface. The top menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area displays the 'List of Selected Companies' with 'HeadFirstTraders' selected, showing a date of last entry of '15-Apr-2010'. The 'Inventory Info.' menu is open, with 'Stock Items' highlighted. The bottom status bar shows product details for Tally ERP 9, including version, license, and configuration information.

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 209 Available Proxy ODBC Server on Port 9000 None	

SELECT STOCK ITEMS

single stock items के अंतर्गत create को select करे



The screenshot shows the Tally ERP 9 interface. At the top, there are menu options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main window is titled 'Gateway of Tally' and displays the current period (1-4-2010 to 31-3-2011) and current date (Thursday, 15 Apr, 2010). Below this, there is a section for 'List of Selected Companies' with a table showing 'HeadFirstTraders' as the company name and '15-Apr-2010' as the date of last entry. On the right side, a 'Stock Items' menu is open, showing options for 'Single Stock Item' (Create, Display, Alter) and 'Multiple Stock Items' (Create, Display, Alter, Quit). The 'Create' option under 'Single Stock Item' is highlighted. At the bottom, there is a status bar with product information (Tally.ERP 9, Series A, Release 3.2), license details (Serial Number 725308765, License 725308765), and other system information. The taskbar at the very bottom shows various application icons and the system clock indicating Sun, 3 Nov, 2013.

SELECT CREATE UNDER SINGLE STOCK ITEM



stock items creation screen उपलब्ध हो जाएगी

English Name : [REDACTED]

Under : Primary
Category : Not Applicable
Units : Not Applicable
Set Standard Rates : ?

Tax Information
Tariff Classification : Not Applicable
Rate of Duty (eg 5) :

Behaviour
Costing Method :
Market Valuation Method :
Ignore Diff. due to Physical Counting : ?
Ignore Negative Balances : ?
Treat all Sales as New Manufacture : ?
Treat all Purchases as Consumed : ?
Treat all Rejections inward as Scrap : ?

	Quantity	Rate per	Value
Opening Balance			

STOCK ITEM CREATION SCREEN



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Creation HeadFirstTraders

English :
Name : **Sony**

Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? yes.	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) :	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
--	---	---

Opening Balance	Quantity	Rate per	Value
:			

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE STOCK ITEM (SONY TV)

Tally.ERP 9

Standard Rates HeadFirstTraders

Stock Item: Sony

Standard Cost		Standard Selling Price	
Applicable From	Rate per	Applicable From	Rate per
1-Apr-2010	12,500.00 pcs.	1-Apr-2010	15,000.00 pcs.

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Standard Rates

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

DEFINE STANDARD COST OR SELLING PRICE



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Stock Item Creation HeadFirstTraders

English :
Name : **Sony**

Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? Yes	Tax Information Tariff Classification : J Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
--	---	---

	Quantity	Rate per	Value
Opening Balance	3		

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov,

MAINTAIN OPENING BALANCE

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocation HeadFirstTraders

Empire Name: Sony

Allocations of - Sony for: 3 pcs.

Godown	Quantity	Rate per	Amount
Main Location	3 pcs.		

Item Information

Classification: Not Applicable

Rebate

Costing Method: Avg. Cost

Material Issuance Method: Avg. Price

Issue on: Issue to Previous Location: ? No

Issue Negative Balance: ? No

Deal of Sales w. Sub-Manufacture: ? No

Deal of Purchase w. Sub-Manufacture: ? No

Deal of Return w. Sub-Manufacture: ? No

Quantity: 3 pcs. Rate per: Value

Balance: 3 pcs.

3 pcs.

Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

ALLOCATION OF SONY



Tally.ERP 9

P: Print E: Export M: E-Mail Q: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M

Stock Item Creation HeadFirstTraders Ctrl + M

English :
Name : **Sony**

Under : Tv
Category : **19 inch**
Units : pcs.
Set Standard Rates ? Yes

Tax Information
Tariff Classification : **Not Applicable**
Rate of Duty (eg 5) : **0**

Behaviour
Costing Method : Avg. Cost
Market Valuation Method : Avg. Price
Ignore Diff. due to Physical Counting ? No
Ignore Negative Balances ? No
Treat all Sales as New Manufacture ? No
Treat all Purchases as Consumed ? No
Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	3 pcs.		

Accept ?
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE SONY STOCK ITEM



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Creation HeadFirstTraders

English :
Name : **Philips**

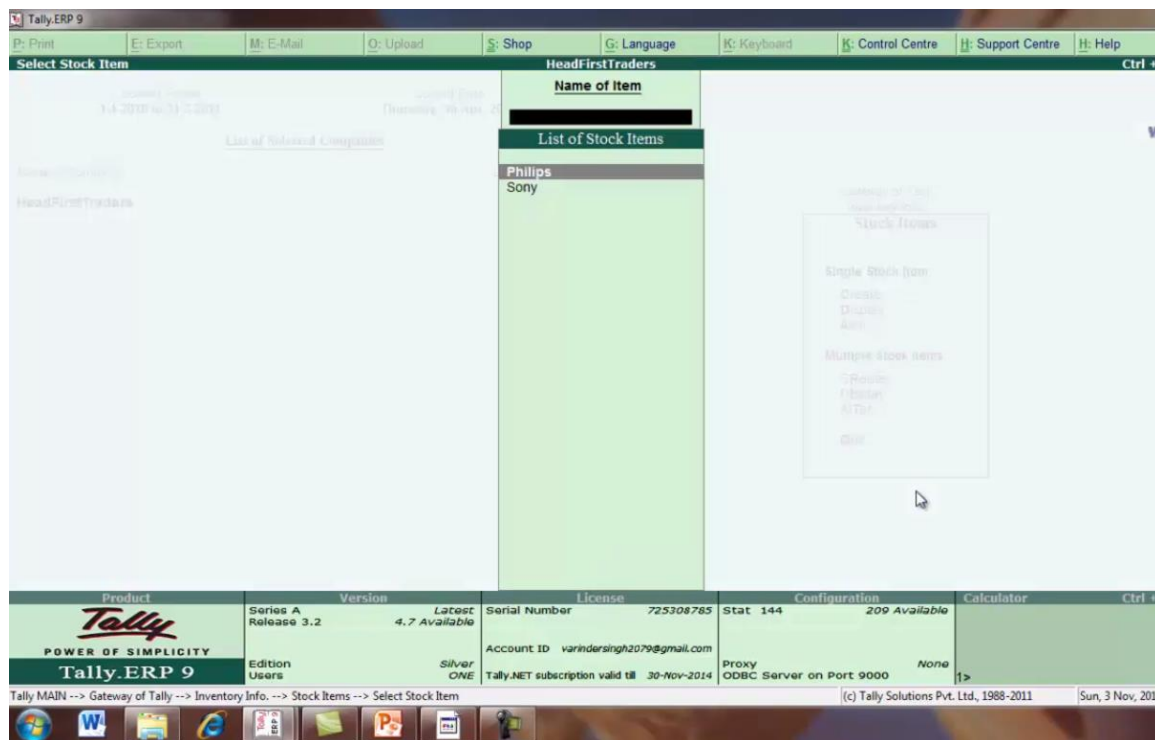
	<u>Tax Information</u>	<u>Behaviour</u>
Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? Yes	Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance :	4 pcs.		

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

CREATE PHILLIPS STOCK ITEM



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Select Stock Item | **HeadFirstTraders** | **Ctrl +**

Name of Item

List of Stock Items

Philips
Sony

Stock Items

- Simple Stock Item
- Create
- Delete
- Print
- Multiple Stock Items
- Transfer
- Refresh
- Print
- Exit

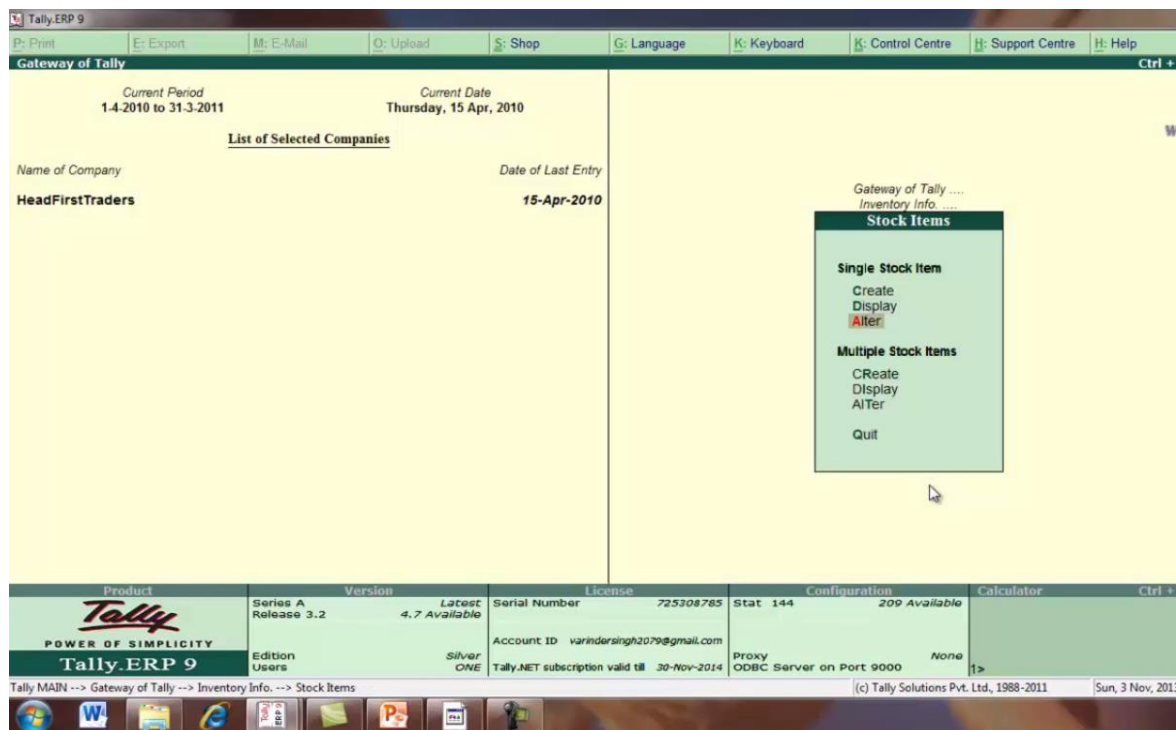
Product | **Version** | **License** | **Configuration** | **Calculator** | **Ctrl +**

Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2	Latest 4.7 Available	Serial Number 725308785	Stat 144	Configuration 209 Available	Calculator
Edition Users	silver ONE	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000	None		

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Select Stock Item | (c) Tally Solutions Pvt. Ltd., 1988-2011 | Sun, 3 Nov, 2013

SELECT DISPLAY TO SHOW LIST OF STOCK ITEM

यदि आप को changes करना चाहते हो तो यहा से alter को select करे

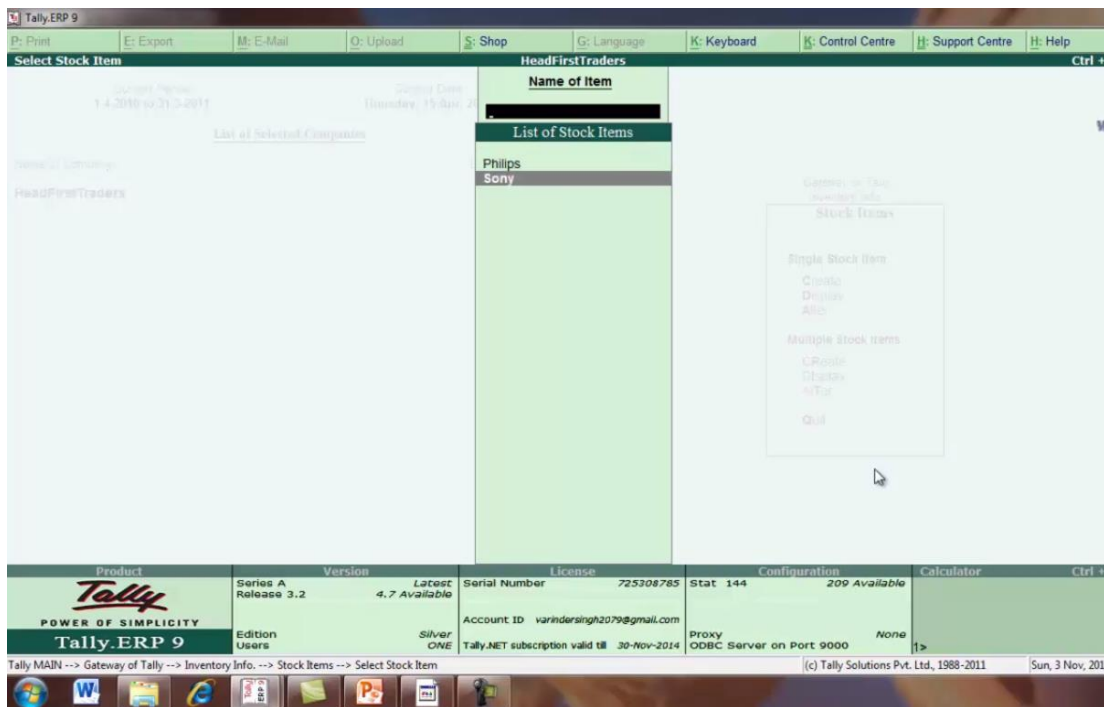


The screenshot shows the Tally ERP 9 software interface. At the top, there is a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below this, the 'Gateway of Tally' window is open, displaying the 'List of Selected Companies' table. The table has two columns: 'Name of Company' and 'Date of Last Entry'. The entry for 'HeadFirstTraders' is shown with a date of '15-Apr-2010'. To the right, the 'Inventory Info.' window is open, showing the 'Stock Items' menu. The 'Alter' option is highlighted in red. Below the menu, there are sections for 'Single Stock Item' (Create, Display, Alter) and 'Multiple Stock Items' (CReate, DIsplay, AIter, Quit). At the bottom, there is a status bar with product information, license details, and system information.

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2	725308785	Stat 144	209 Available
POWER OF SIMPLICITY	Latest Release 4.7 Available	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000	None
Tally ERP 9	Edition Users	Silver OWE	Tally.NET subscription valid till 30-Nov-2014	

SELECT ALTER FOR CHANGES

जिस items मे changes करने है उसको select करे हमने यहा से sony को select किया है



The screenshot shows the Tally ERP 9 interface. At the top, there's a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below that, the 'Select Stock Item' window is open. It has a header 'HeadFirstTraders' and a 'Name of Item' field. A table titled 'List of Stock Items' is visible, with 'Sony' selected. A context menu is open over the 'Stock Items' section, showing options like 'Single Stock Item', 'Multiple Stock Items', 'Create', 'Delete', 'Alter', 'Print', and 'Quit'. At the bottom, there's a status bar with product information, license details, and system information.

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2	Serial Number 725308785	Stat 144 209 Available	
	Latest 4.7 Available	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000	None
	Edition Users	Tally.NET subscription valid till 30-Nov-2014		

SELECT SONY ITEMS



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Alteration HeadFirstTraders Ctrl + M

English :
Name : Sony

	Tax Information	Behaviour
Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	Tariff Classification : Not Applicable Rate of Duty (eg 5) :	Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	3 pcs.		

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocation HeadFirstTraders

Empire Name: Sony

Allocations of : **Sony**
for: **3 pcs.**

Godown	Quantity	Rate per	Amount
Main Location	3 pcs.	12,500.00	37,500.00
		3 pcs.	37,500.00

Tax Information

Classification: Not Applicable

Behaviors

Costing Method: Avg. Cost
 Material Income Method: Avg. Price
 Ignore ERP Stock Physical Counting: No
 Ignore Negative Balances: No
 Treat all Balances as Stock/Consumption: No
 Treat all Receipts as Stock/Consumption: No

Quantity: 3 pcs. Rate per: Value

Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration --> Stock Item Allocation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 20

PUT COST PRICE



Tally.ERP 9

Print Expert E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Stock Item Alteration HeadFirstTraders Ctrl +

English :
Name : **Sony**

	<u>Tax Information</u>	<u>Behaviour</u>
Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	Tariff Classification : J Not Applicable Rate of Duty (eg 5) : 0	Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	3 pcs.	12,500.00 pcs.	37,500.00

Accept ?
Yes or No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

THEN ACCEPT YES



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Alteration HeadFirstTraders

English :
Name : **Philips**

Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	Tax Information Tariff Classification : J Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	---	---

	Quantity	Rate per	Value
Opening Balance	4 pcs.	12,000.00 pcs.	48,000.00

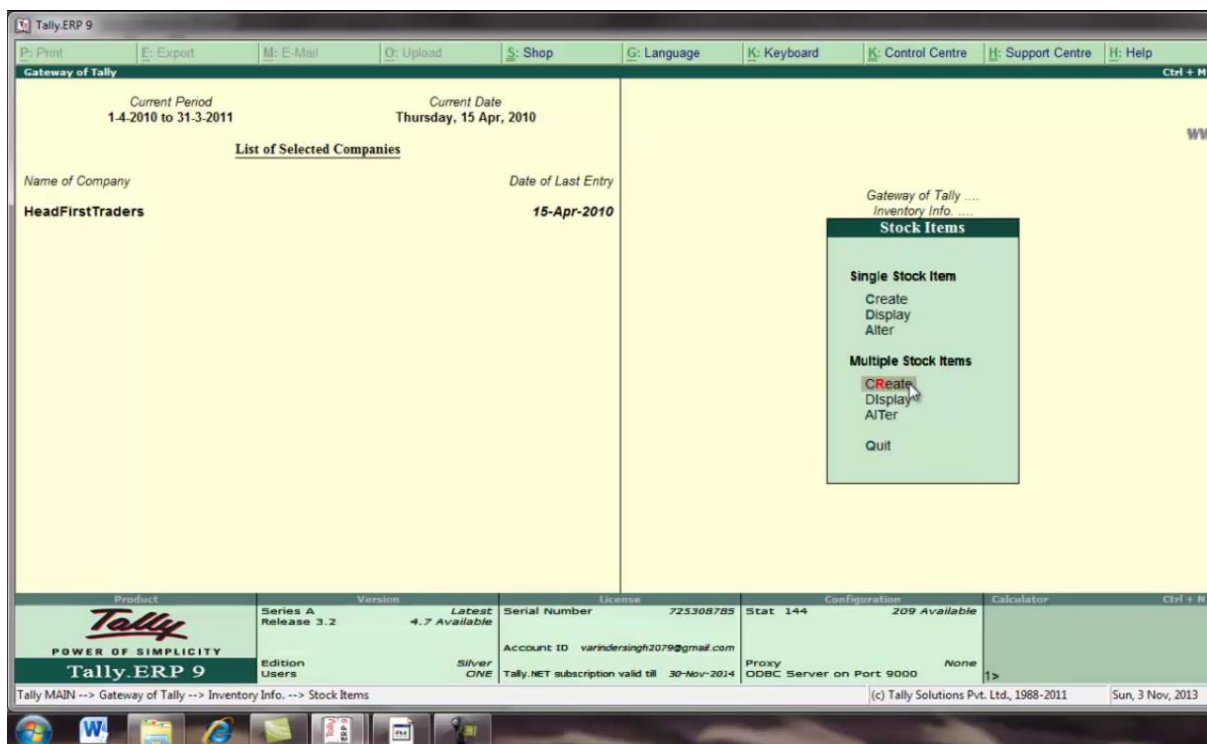
Accept ?
Yes or No

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PHILLIPS STOCK ITEM ALTERATION

multiple stock items बनाने के लिए create को select करे



CREATE MULTIPLE STOCK ITEMS FOR LAPTOP



Tally ERP 9

Multi Stock Item Creation

Under Group : Laptops

1-Apr-2010 to 15-Apr-2010

S.No.	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount
1.	Lenovo G560	Laptops	15.6	pcs.	4 pcs.	18,000.00	pcs.	72,000.00
2.	Hp Pavilion	Laptops	15.6	pcs.	3 pcs.	19,000.00	pcs.	57,000.00
3.	Lenovo G460	Laptops	14.8	pcs.	2 pcs.	16,000.00	pcs.	32,000.00
4.	Hp Series	Laptops	14.8	pcs.	6 pcs.	14,500.00	pcs.	87,000.00

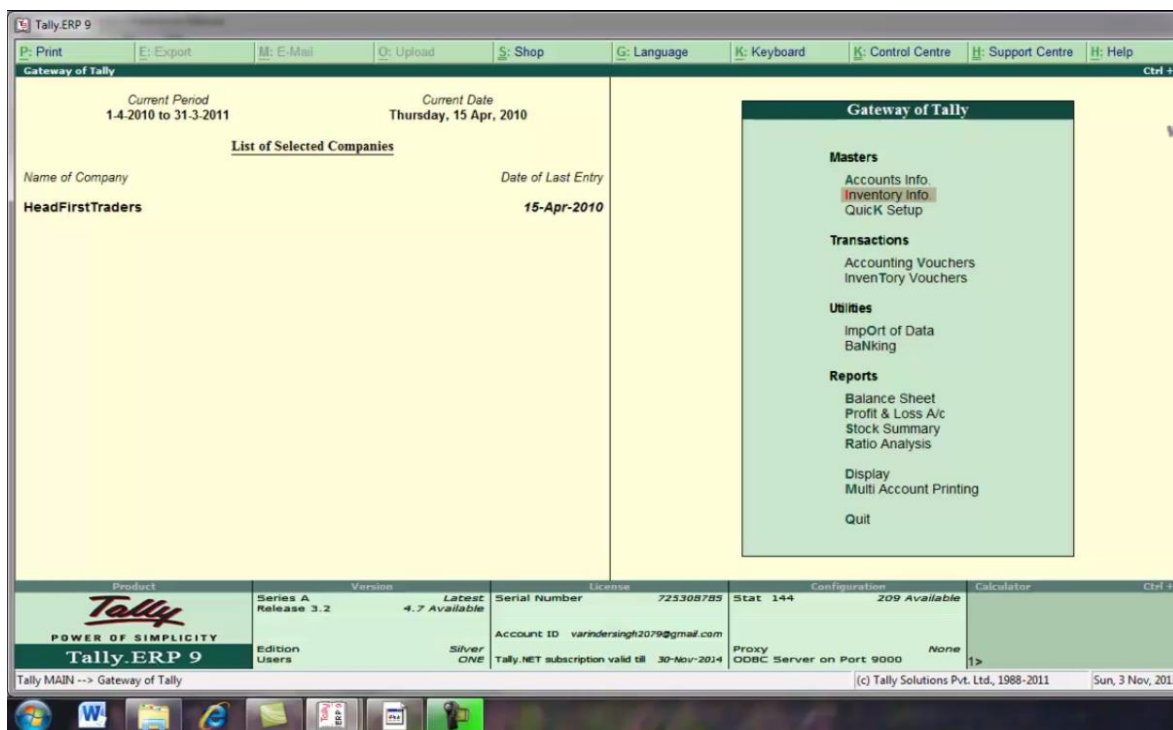
Accept ?
Yes or No

Quit Accept Delete Remove Line Restore Line Restore All

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Multi Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE MULTIPLE ITEMS OF LAPTOPS

यदि हम एक से जायदा godown बनाने चाहते हैं तो उसके लिय inventory info को select करे



SELECT INVENTORY INFO TO CREATE GODOWN MORE THEN ONE



यहा से godown को select करे

The screenshot shows the Tally ERP 9 Gateway of Tally interface. At the top, there are menu options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area displays the current period (1.4.2010 to 31.3.2011) and current date (Thursday, 15 Apr, 2010). Below this is a table titled 'List of Selected Companies' with columns for 'Name of Company' and 'Date of Last Entry'. The table contains one entry: 'HeadFirstTraders' with a date of '15-Apr-2010'. A context menu is open over the 'Inventory Info.' option, listing: Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns (highlighted), Voucher Types, and Quit. The bottom status bar shows product details for Tally ERP 9, including version (Series A Release 3.2), license (Silver ONE), and configuration (Stat 144, 209 Available). The taskbar at the bottom shows various application icons and the system clock indicating Sun, 3 Nov, 2013.

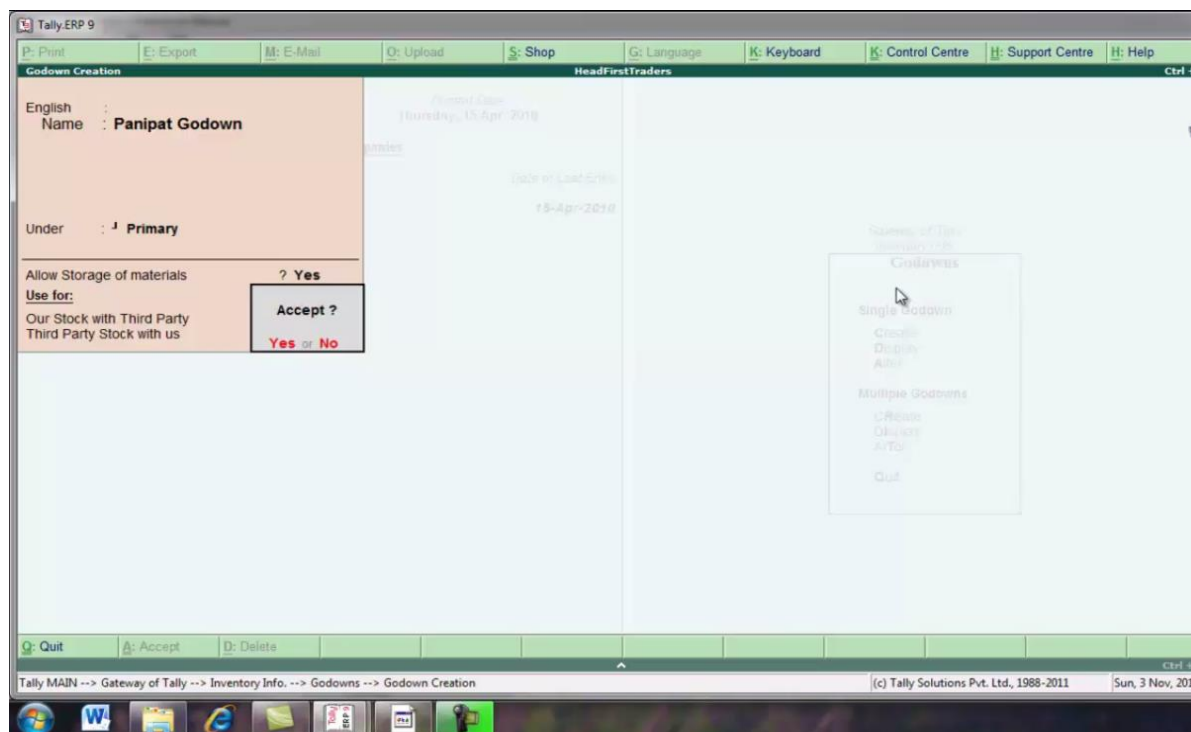
SELECT GODOWNS



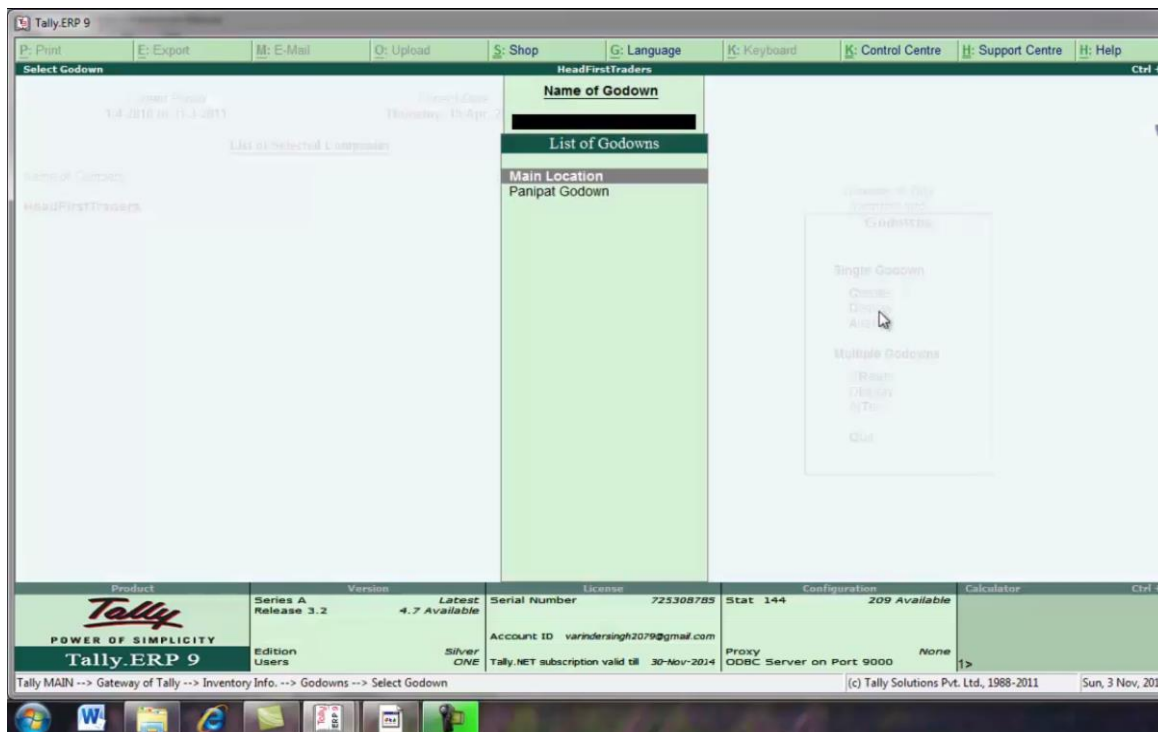
यहा से single godown के under create को select करे

The screenshot shows the Tally ERP 9 software interface. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar, the main window displays the 'Gateway of Tally' screen. The current period is 1-4-2010 to 31-3-2011, and the current date is Thursday, 15 Apr, 2010. A table titled 'List of Selected Companies' shows one entry: 'HeadFirstTraders' with a date of last entry of '15-Apr-2010'. On the right side, a 'Godowns' menu is open, showing options for 'Single Godown' (Create, Display, Alter) and 'Multiple Godowns' (Create, Display, Alter, Quit). The bottom status bar shows product information for Tally ERP 9, including version details, license information, and system configuration.

SELECT CREATE

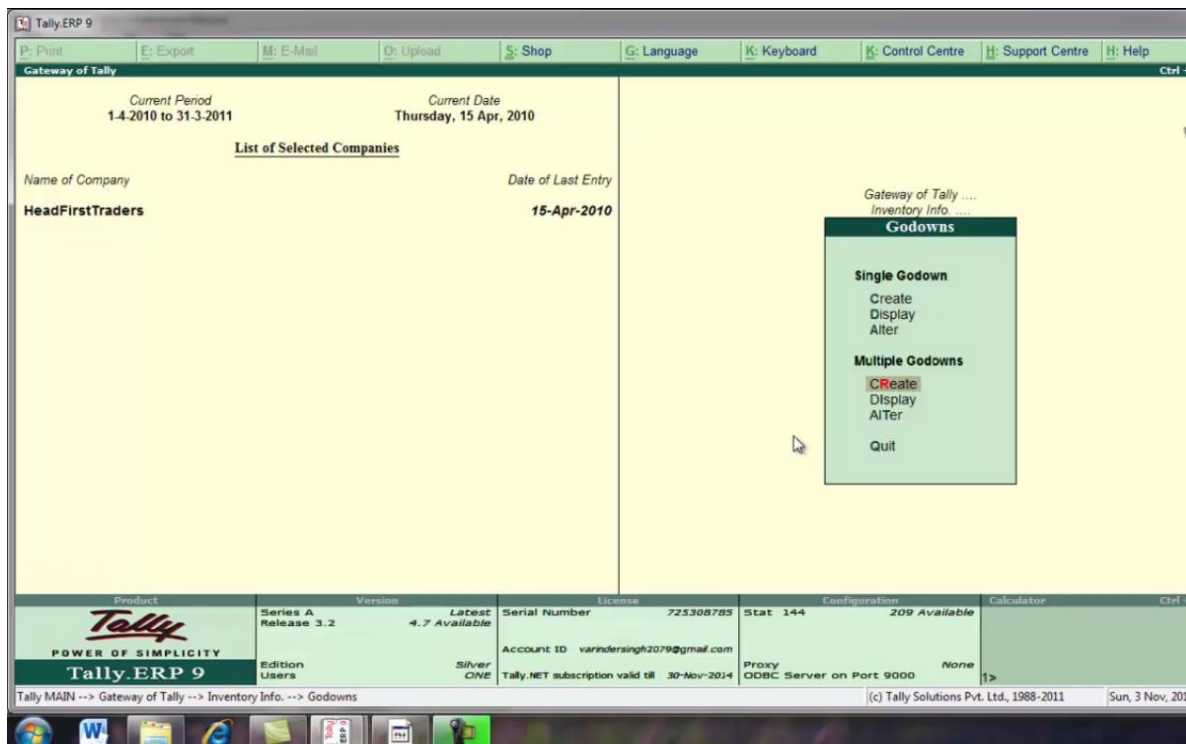


CREATE PANIAPT GODOWN



SELECT DISPLAY TO SHOW LIST OF GODOWN

multiple godown बनाने के लिये create को select करे



CREATE MULTIPLE GODOWN ,SELECT CREATE UNDER MULTIPLE GODOWNS

यहा पर multi godown creation screen उपलब्ध हो जाएगी

Tally ERP 9

Multi Godown Creation HeadFirstTraders Ctrl + M

Under Godown All Items

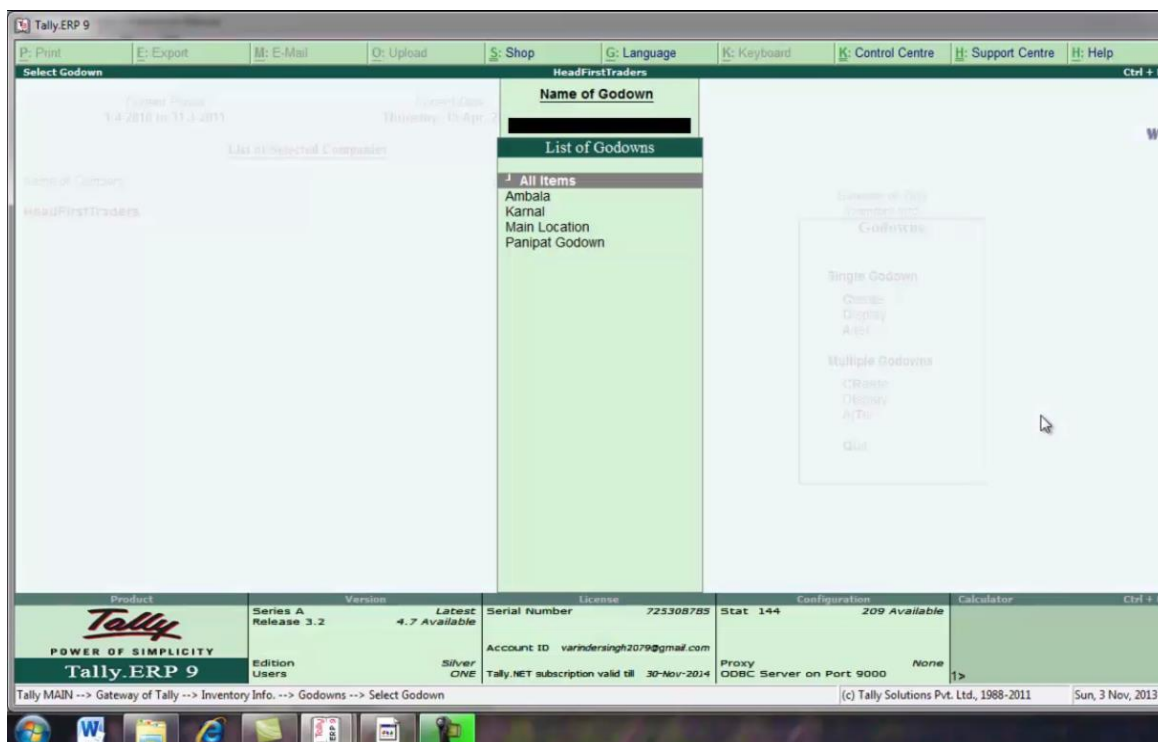
S.No.	Name	Under	WW
1.	Ambala	J Primary	
2.	Karnal	J Primary	

Accept ?
Yes or No

Quit Accept Delete Remove Line Restore Line Restore All

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Godowns --> Multi Godown Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

MULTIPLE GODOWN CREATION SCREEN



SELECT DISPLAY OPTION UNDER MULTIPLE GODOWNS TO SHOW LIST OF GODOWNS



INVENTORY VOUCHER ENTRIES

HeadFirst Traders		
S.NO	BASIC INVENTORY VOUCHERS IN TALLY	
1	PURCHASE ORDER	USE TO RECORD PURCHASE ORDERS OF SUPPLIERS
2	SALES ORDER	USE TO RECORD SALES ORDERS OF CUSTOMERS.
3	REJECTIONS OUT	USE TO RECORD REJECTED STOCK DETAILS RETURNED TO SUPPLIERS .
4	REJECTIONS IN	USE TO RECORD REJECTED STOCK DETAILS RECEIVED FROM CUSTOMERS .
5	STOCK JOURNAL	USE TO RECORD VARIOUS ADJUSTMENTS OF STOCK
6	DELIVERY NOTE	USE TO RECORD GOODS DELIVERED TO A CUSTOMER
7	RECEIPT NOTE	USE TO RECORD GOODS RECEIVED FROM SUPPLIER
8	PHYSICAL STOCK	USE TO RECORD ACTUAL STOCK WHICH IS VERIFIED AND COUNTED

BASIC INVENTORY VOUCHERS IN TALLY



हम godown से related कुछ transaction करेगे

S.NO	DATE	TRANSACTIONS
1	2/4/2010	2 SONY TV 19 INCH AND 5 PHILIPS TV 19 INCH ORDER PLACED TO CNC AND CO. 3 PHILIPS TV OF 5 SHOULD BE STORED IN KARNAL GODOWN AND ALL OTHER ITEMS SHOULD BE STORED IN MAIN LOCATION GODOWN. ORDER DUE ON 12/4/2010
2	8/4/2010	DHARAMVEER AND CO HAS GIVEN ORDER OF 2 PHILIPS TV AND ONE LENOVO G560 LAPTOP . AND DELIVERY DUE ON 15/4/2010
3	12/4/2010	RECEIVED DELIVERY OF PURCHASE ORDER FROM CNC AND CO AND STORED IN GODOWNS.
4	15/4/2010	RECEIVED DELIVERY OF SALES ORDER FROM DHARAMVEER AND CO.
5	18/4/2010	ONE PHILIPS TV IS RETURNED BY DHARAMVEER AND CO DUE TO SOME ISSUE IN WORKING.
6	19/4/2010	SAME TV HAS BEEN RETURNED TO CNC AND CO.
7	21/4/2010	ONE HP PAVILION LAPTOP TRANFERED TO AMBALA GODOWN.
8	22/4/2010	STOCK CHECK REVEALS PHYSICAL STOCK OF 5 HP SERIES.

SOME TRANSACTIONS RELATED TO GODOWNS



यहा से order voucher को select करे

The screenshot shows the Tally ERP 9 Gateway of Tally interface. The main window is titled 'Gateway of Tally' and contains a menu on the right side. The menu items are categorized as follows:

- Masters**
 - Accounts Info.
 - Inventory Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
 - Order Vouchers** (highlighted)
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi Account Printing
- Quit

The left side of the interface shows the 'List of Selected Companies' with the following details:

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

The bottom status bar displays the following information:

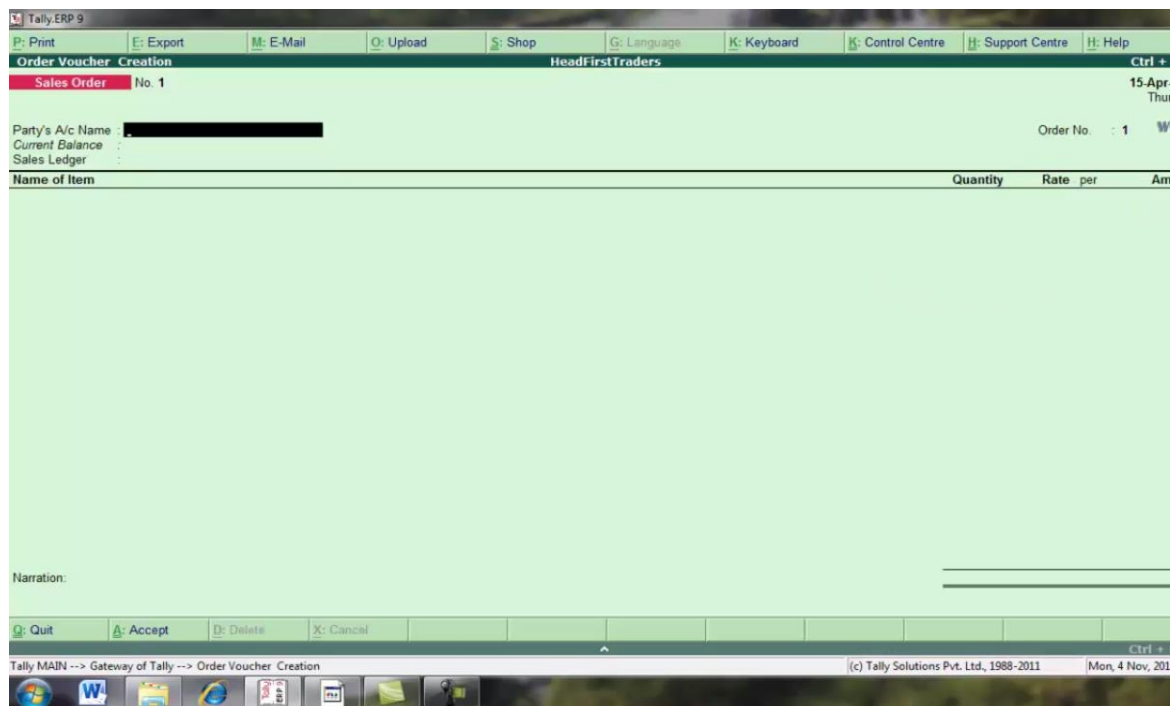
Product	Series A	Version	Latest	Serial Number	License	Stat	Configuration	209 Available	Calculator
Tally ERP 9	Release 3.2	4.7 Available	4.7 Available	725308785	varindersingh2079@gmail.com	144	None	None	

The taskbar at the bottom shows the Windows Start button, Internet Explorer, and Tally ERP 9 icons. The system tray displays '(c) Tally Solutions Pvt. Ltd., 1988-2011' and 'Mon, 4 Nov, 2011'.

SELECT ORDER VOUCHERS



यहा से purchase buton क toolbar से select करे



ORDER VOUCHER CREATION SCEEN. SELECT PURCHASE ORDER TO BUTON TOOLBAR



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Order Voucher Creation HeadFirstTraders

Purchase Order No. 1

Party's A/c Name : **Cn**
Current Balance : 61,900.00 Dr
Purchase Ledger :

List of Ledger Accounts

Cnc and Co.

Name of Item	Quantity
--------------	----------

Narration:

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 20

FILL PARTY NAME



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl +

Party Details HeadFirstTraders Ctrl +

Purchase Order No: 1 2,345

Party's Account: Cnc and Co. W
Contract System: 578,900.00 Lr
Purchase Ledger

Name of Item	Quantity	Base	Net	Am
--------------	----------	------	-----	----

Supplier's Details

Supplier: Cnc and Co.
Address: Ambala

Sales Tax No.:
CST Number:

Order Details

Mode/Terms of Payment:
Other Reference(s):
Terms of Delivery:

Receipt Details

Despatch through:
Destination:

Quit Accept

Tally MAIN --> Gateway of Tally --> Order Voucher Creation --> Party Details (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 201

SUPPLIER DETAILS



Tally.ERP 9

Order Voucher Creation

HeadFirstTraders

Purchase Order No. 1

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

List of Stock Items

J End of List	
Hp Pavilion	6 pcs.
Hp Series	2 pcs.
Lenovo G460	4 pcs.
Lenovo G560	4 pcs.
Philips	4 pcs.
Sony	3 pcs.

Name of Item

S

Narration:

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

SELECT SONY



Tally.ERP 9

Stock Item Allocations HeadFirstTraders Ctrl + M

Purchase Order : 1001

Party : A2 Items Closed Date : 12-Apr-2010

Godown	Quantity	Rate per	Amount
Due on 12-Apr-2010			
Main Location	2 pcs.	12,500.00 pcs.	25,000.00

2 pcs 25,000.00

Quit

Tally MAIN --> Gateway of Tally --> Order Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

STOCK ITEMS ALLOCATIONS FOR SONY



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + N

Stock Item Allocations HeadFirstTraders

Purchase Order No. 1

Party: K: Kamas Exp: 12-04-2010
Current Position: 1,29,12,00.00 Cr

Item Allocations for : Philips			
Godown	Quantity	Rate per	Amount
Due on 12-Apr-2010			
Karnal	3 pcs.	12,000.00 pcs.	36,000.00
Due on 12-Apr-2010			
Main Location	2 pcs.	12,000.00 pcs.	24,000.00
5 pcs.			60,000.00

Quantity Rate per Amount

2 pcs 12,500.00 pcs 25,000

1 pcs 12,000.00 pcs 12,000

31,000

24,000

57,000

Quit

Tally MAIN --> Gateway of Tally --> Order Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

STOCK ITEM ALLOCATION FOR PHILLIPS



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Order Voucher Creation HeadFirstTraders Ctrl + M

Purchase Order No. 1 2-Apr-2013
Fri

Party's A/c Name : Cnc and Co. Order No. : 101
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.00
Philips	5 pcs.	12,000.00 pcs.	60,000.00
			85,000.00

End of List

Narration: ordered tv

7 pcs. Accept ?
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

PREPARE PURCHASE ORDER



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Order Voucher Creation HeadFirstTraders Ctrl + M

Sales Order No. 1 8-Apr-2013
Thurs

Party's A/c Name : Dharmaveer and Co Order No. : 202
Current Balance : 12,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amount
Philips	2 pcs.	14,500.00 pcs.	29,000.
Lenovo G560	1 pcs.	20,500.00 pcs.	20,500.
			49,500.

End of List

Narration: sales order 3 pcs.

Accept ?
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

HERE SALES ORDER



यहा से inventory vouchers को select करे

Gateway of Tally

Current Period: 1-4-2010 to 31-3-2011
Current Date: Thursday, 8 Apr, 2010

List of Selected Companies	
Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Gateway of Tally

- Masters
 - Accounts Info.
 - Inventory Info.
 - Quick Setup
- Transactions
 - Accounting Vouchers
 - Inventory Vouchers**
 - Order Vouchers
- Utilities
 - Import of Data
 - Banking
- Reports
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display
 - Multi Account Printing
 - Quit

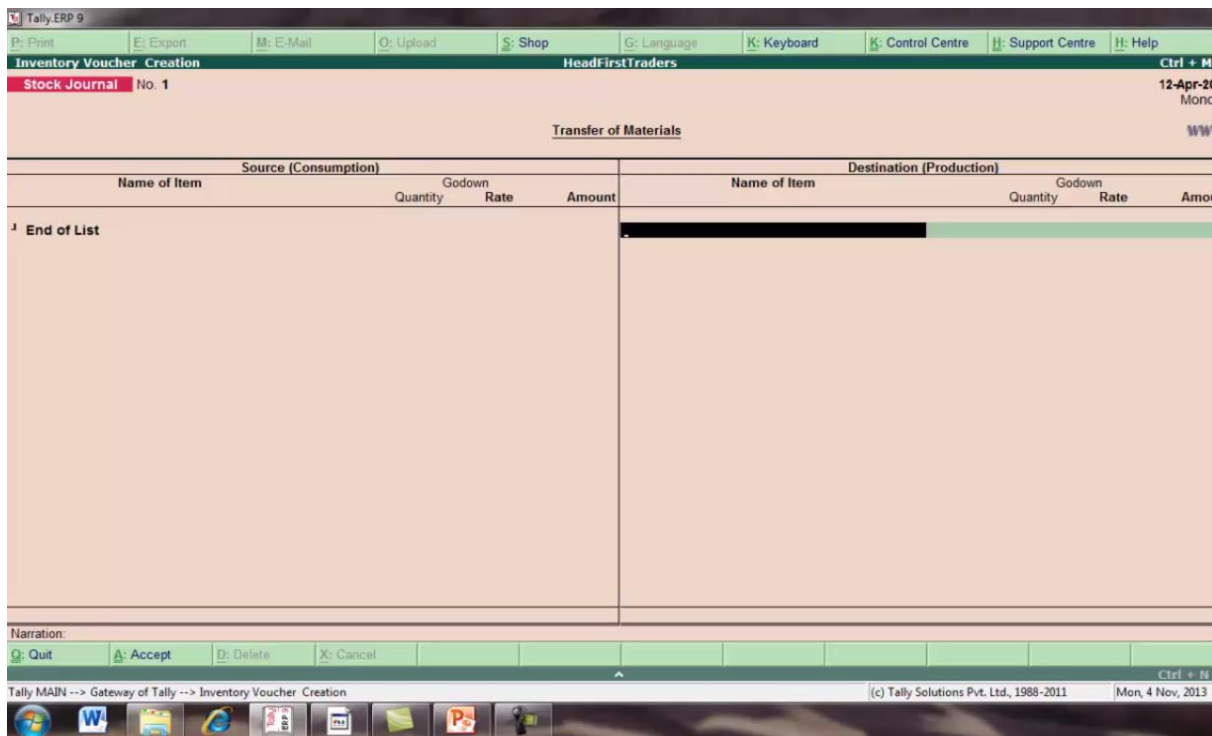
Product: Tally ERP 9
Series A Release 3.2
Version: Latest 4.7 Available
Edition: Silver ONE
License: 725308785
Serial Number: varindersingh2079@gmail.com
Stat: 144
Configuration: 209 Available
Proxy: ODBC Server on Port 9000
None

Tally MAIN --> Gateway of Tally
(c) Tally Solutions Pvt. Ltd., 1988-2011
Mon, 4 Nov, 2013

SELECT INVENTORY VOUCHERS UNDER TRANSACTIONS

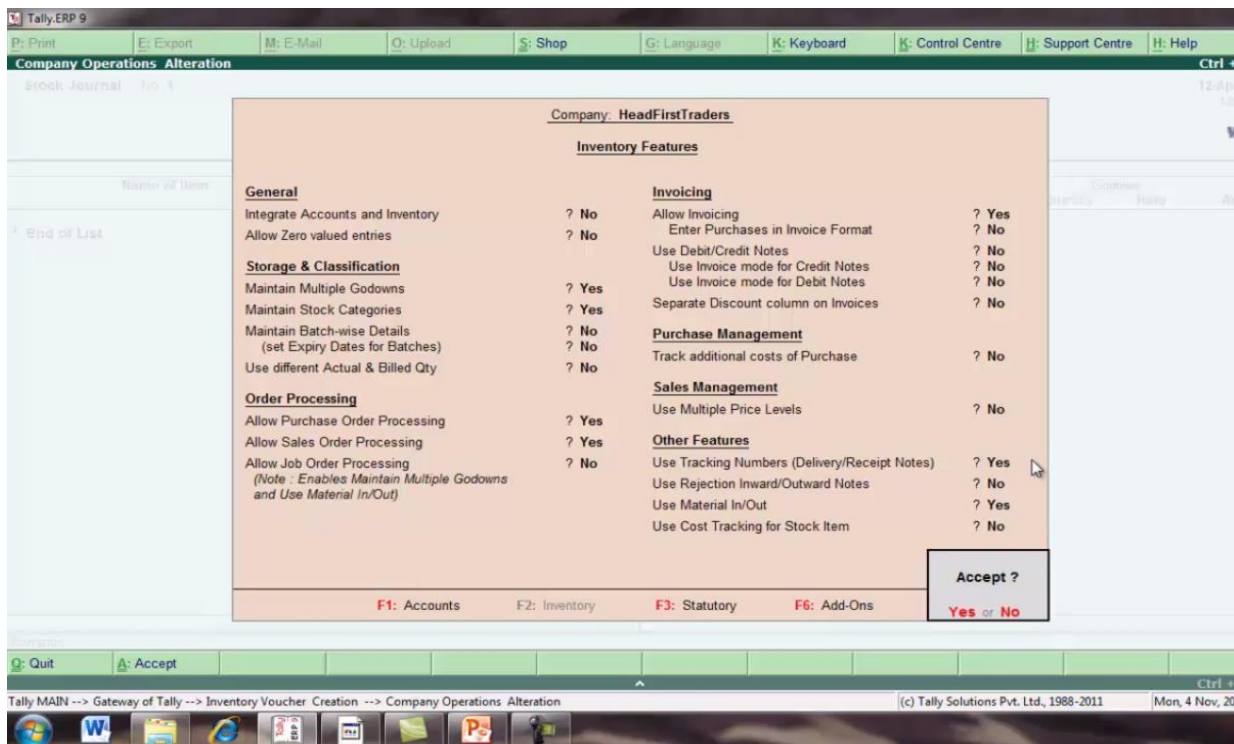


RCPT note को on करने के लिय हम buton toolbar से features buton को select करे



SELECT FEATURES BUTON FOR RCPT NOTE ON

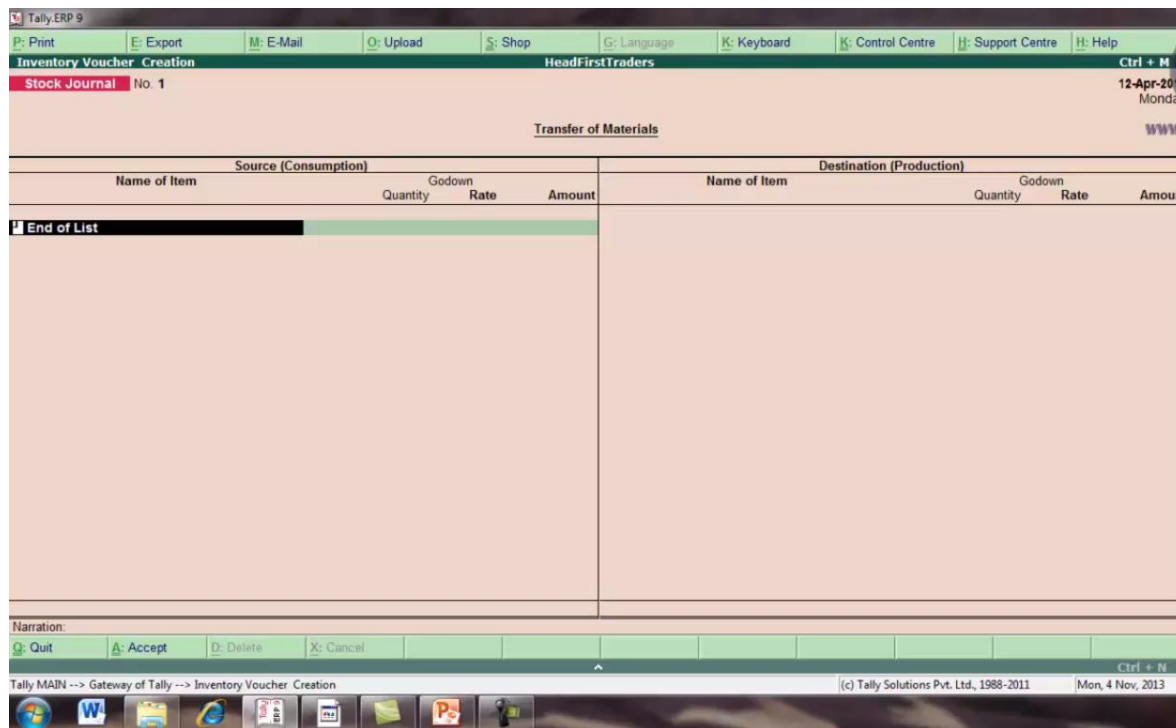
यहा पर other features के अंतर्गत TRACKING NUMBER (DELIVERY/RECEIPT NOTE) को yes करदे



UNDER OTHER FEATURES USE TRACKING NUMBER (DELIVERY/RECEIPT NOTE) ? YES



यहा से rcpt note के buton को select करे



CILCK ON RCPT NOTE BUTON



यहा से recpt note की information fill करे

HERE CREATE RECEIPT NOTE



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help Ctrl + M

Party Details HeadFirstTraders

Receipt Rate 1st 1 12-Apr-2010

Party's Account Number Cnc and Co. WW

Contract/Class 678,900.00 Lr.

Previous Contact

Name of Item Quantity UOM Rate

Order Details

Order No(s) : 101 dt. 2-Apr-2010 Other Reference(s) :

Supplier's Details

Supplier : Cnc and Co.

Address : Ambala

Sales Tax No.

CST Number [REDACTED]

Q: Quit A: Accept

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation --> Party Details (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

PARTY RELATED DETAILS



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Receipt Note No. 1 12-Apr-2013
Monday

Ref. : WWW.I

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.00
Philips	5 pcs.	12,000.00 pcs.	60,000.00
			85,000.00

Narration: 7 pcs. 85,000.00

Quit | Accept | Delete | Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

SELECT SONY

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocations HeadFirst Traders

Receipt Rate No. 1

Receipt Date 12-Apr-10

Receipt Qty 25.0

Receipt Rate 12,500.00

Receipt Amount 312,500.00

Item Allocations for : Sony

Godown	Quantity	Rate per	Amount
Tracking No. : Not Applicable	Order No. : 101	Due on 12-Apr-2010	
Main Location	2 pcs.	12,500.00 pcs.	25,000.00
			2 pcs. 25,000.00

Quantity Rate per Amount

2 pcs. 12,500.00 pcs. 25,000.00

2 pcs. 12,500.00 pcs. 25,000.00

2 pcs. 25,000.00

Quit

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 20

ITEMS ALLOCATION SCREEN FOR SONY



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocations

Received Rate No. 1 12-Apr-10

Party - A: Karnal Credit Total: ₹ 29,500.00 Cr

Item Allocations for : Philips			
Godown	Quantity	Rate per	Amount
Tracking No. : Not Applicable Order No. : 101 Due on 12-Apr-2010			
Karnal	3 pcs.	12,000.00 pcs.	36,000.00
Tracking No. : 1 Order No. : 101 Due on 12-Apr-2010			
Main Location	2 pcs.	12,000.00 pcs.	24,000.00
			5 pcs. 60,000.00

Quit

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 201

ITEM ALLOCATION SCREEN FOR PHILLIPS

information fill करने के बाद accept को yes कर ले



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Receipt Note No. 1 12-Apr-2013
Monday

Ref. : WWW

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.0
Philips	5 pcs.	12,000.00 pcs.	60,000.0
			85,000.0

End of List

Narration: 7 pcs.

Accept ?
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE PREPARE RECEIPT NOTE



यहा पर delivery note को select करे उसकी informatiion fill करे or accept को yes कर दे

Tally-ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Delivery Note No. 1 15-Apr-20
Ref.: 202 Thursd

Party's A/c Name : Dharmaveer and Co
Current Balance : 12,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amou
Philips	2 pcs.	14,500.00 pcs.	29,000.
Lenovo G560	1 pcs.	20,500.00 pcs.	20,500.
			49,500.
End of List			

Narration: 3 pcs. **Accept ?**
Yes or No

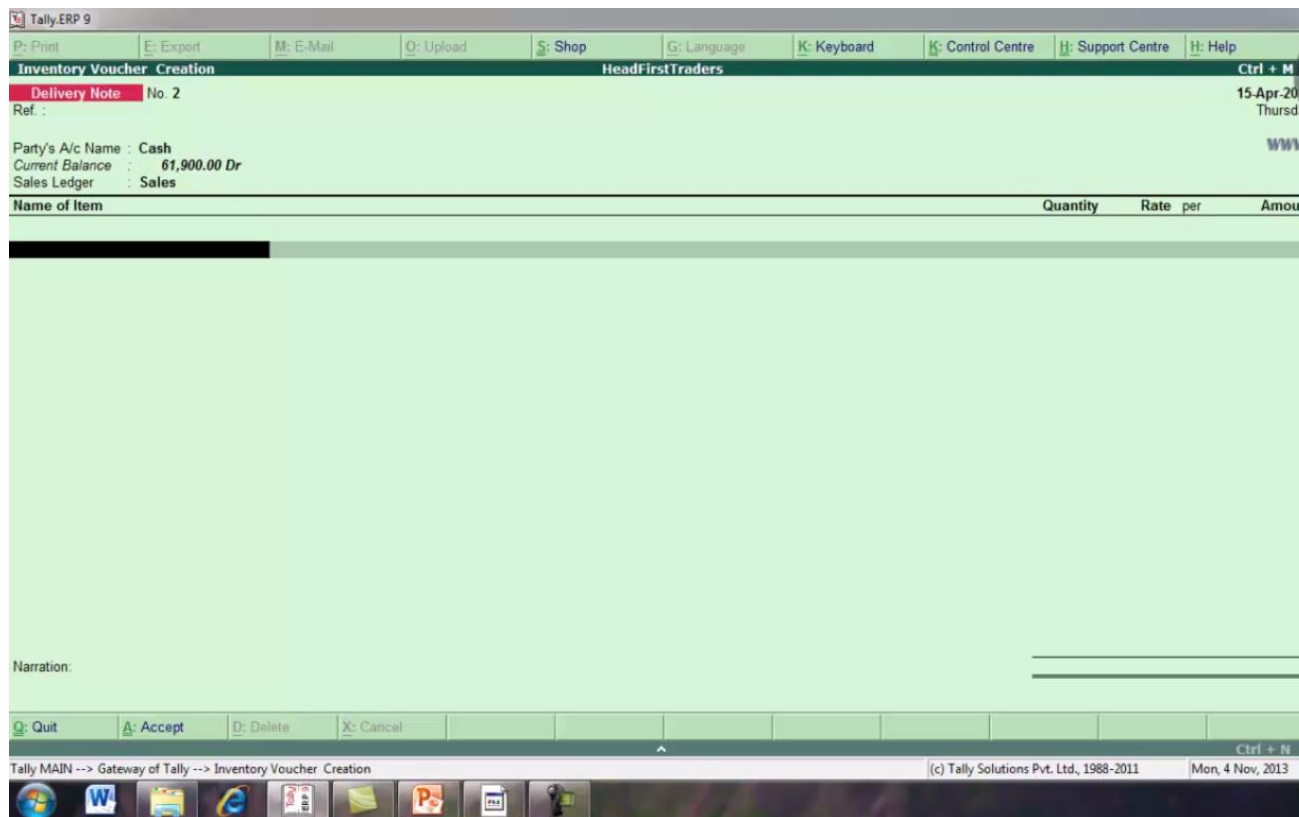
Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE DELIVERY NOTE

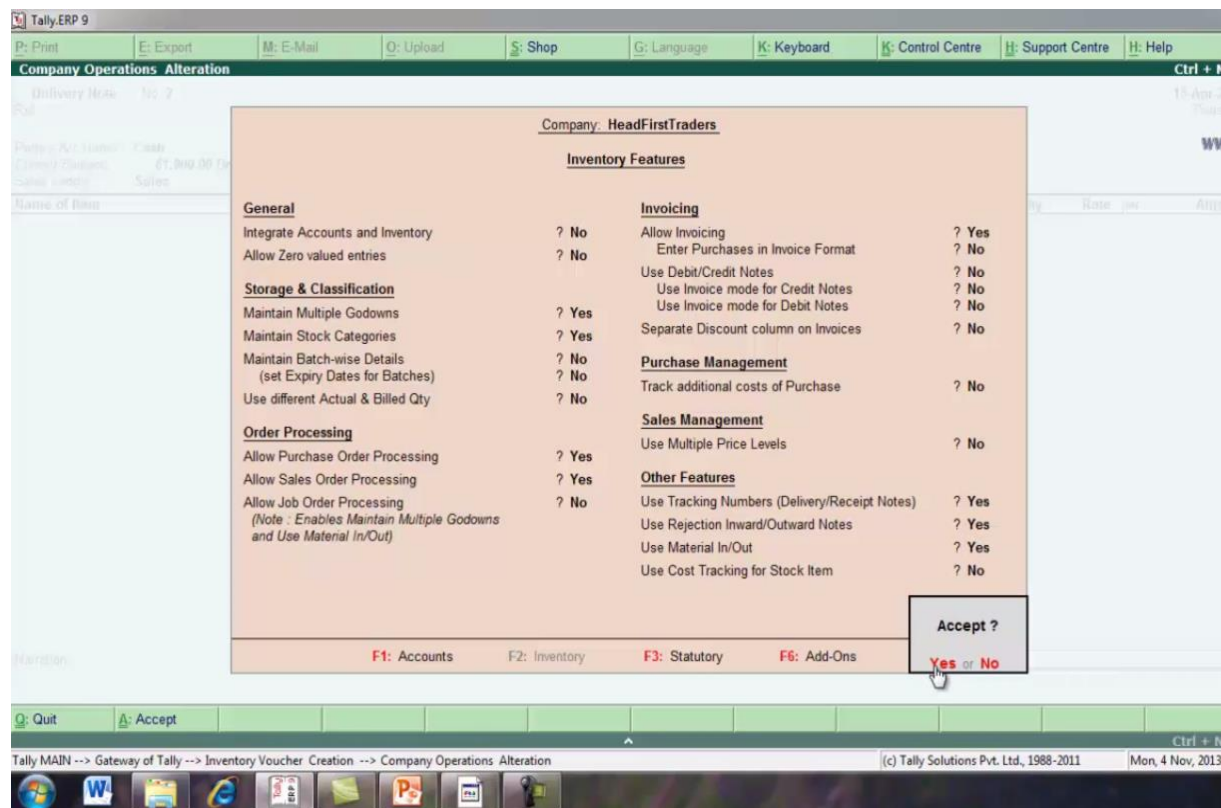


rejection in or rejection out को enable करने के लिय features buton को select करे



SELECT FEATURES BUTON FOR ENABLE TO REJECTION IN OR REJECTION OUT

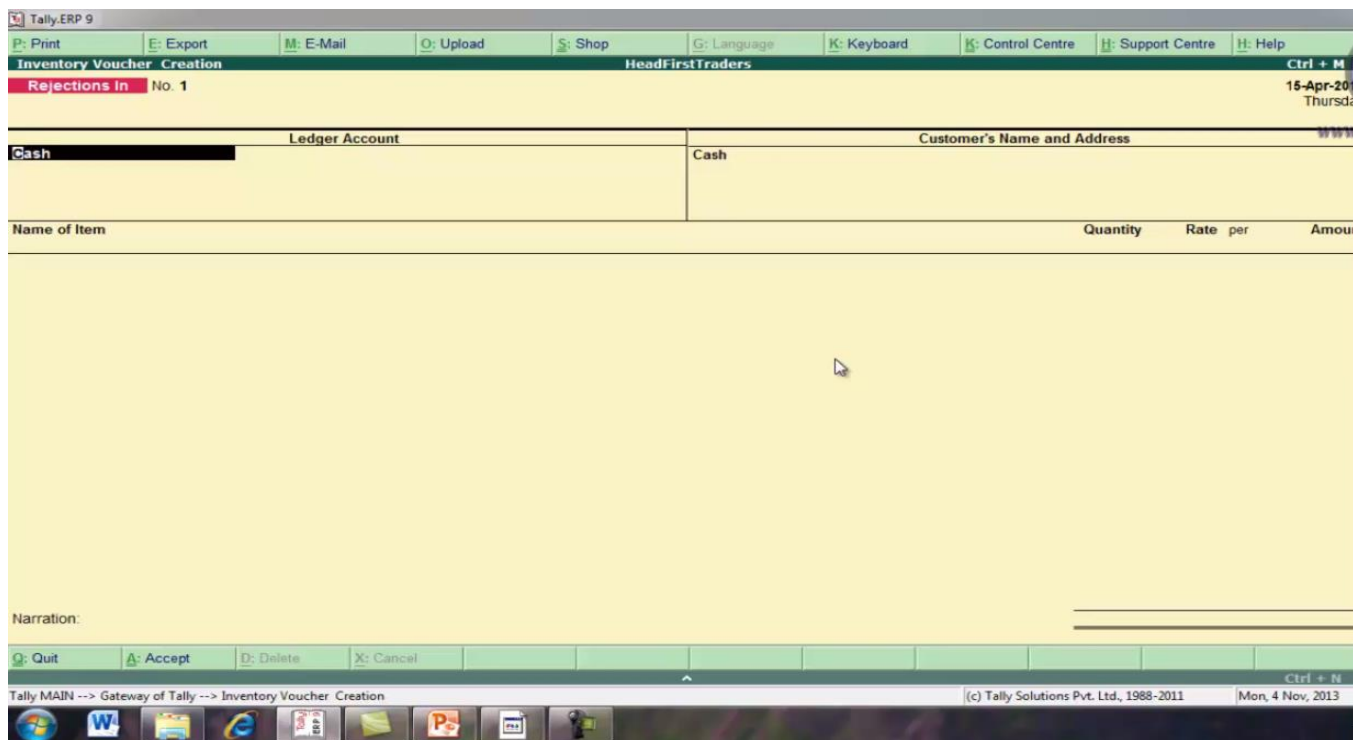
other features के अंतर्गत REJECTION INWARD/ OUTWORD NOTES को yes करे



UNDER OTHER FEATURES USE REJECTION INWARD/ OUTWORD NOTES ? YES



देखिये यहा पर rejection in or rejection out buton enable हो गया है



AVAILABLE REJECTION IN SCREEN



rejection in voucher create किया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Rejections In No. 1 18-Apr-2013 Sunda

Ledger Account	Customer's Name and Address
Dharmaveer and Co	Dharmaveer and Co 55 Near Chandigarh

Name of Item	Quantity	Rate per	Amount
Philips <small>Tracking No.: ↓ Not Applicable Order No.: ↓ Not Applicable</small>	1 pcs.	14,500.00 pcs.	14,500.00
	Main Location	1 pcs. 14,500.00 pcs.	14,500.00

Narration: _____

1 pcs. **Accept ?**
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE REJECTION IN VOUCHERS



rejection out voucher create किया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Rejections Out No. 1 19-Apr-2013 Monday

Ledger Account		Supplier's Name and Address		
Cnc and Co.		Cnc and Co. Ambala		

Name of Item	Quantity	Rate per	Amount
Philips Tracking No.: Not Applicable Order No.: Not Applicable	1 pcs	12,000.00 pcs	12,000.00
	Main Location	1 pcs. 12,000.00 pcs	12,000.00

Narration:

1 pcs

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE REJECTION OUT VOUCHERS



यहा पर stock journal voucher बनाया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Stock Journal No. 1 21-Apr-2013 Wednes

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Godown	Quantity	Rate	Name of Item	Godown	Quantity	Rate
Hp Pavillion	Main Location	1 pcs.	19,000.00/pcs.	Hp Pavillion	Ambala	1 pcs.	19,000.00/pcs.
1 pcs. 19,000.00				1 pcs.			

Narration:

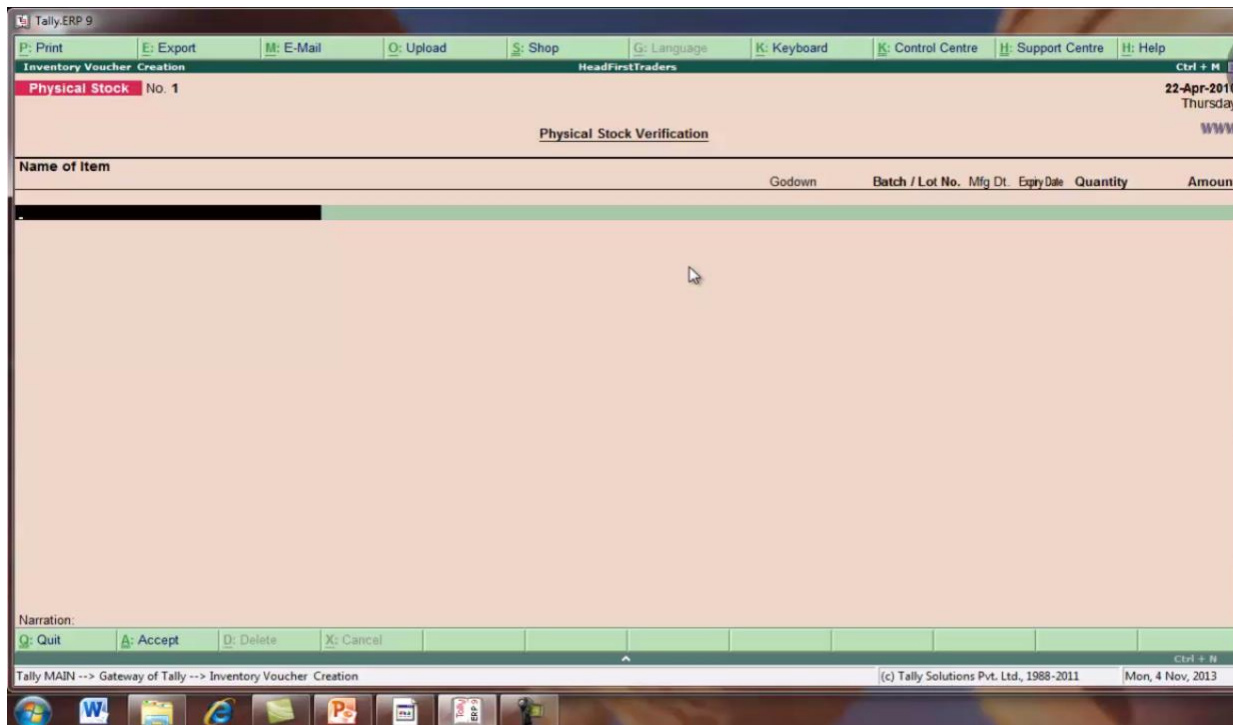
Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

Accept ? Yes or No

HERE STOCK JOURNAL VOUCHER

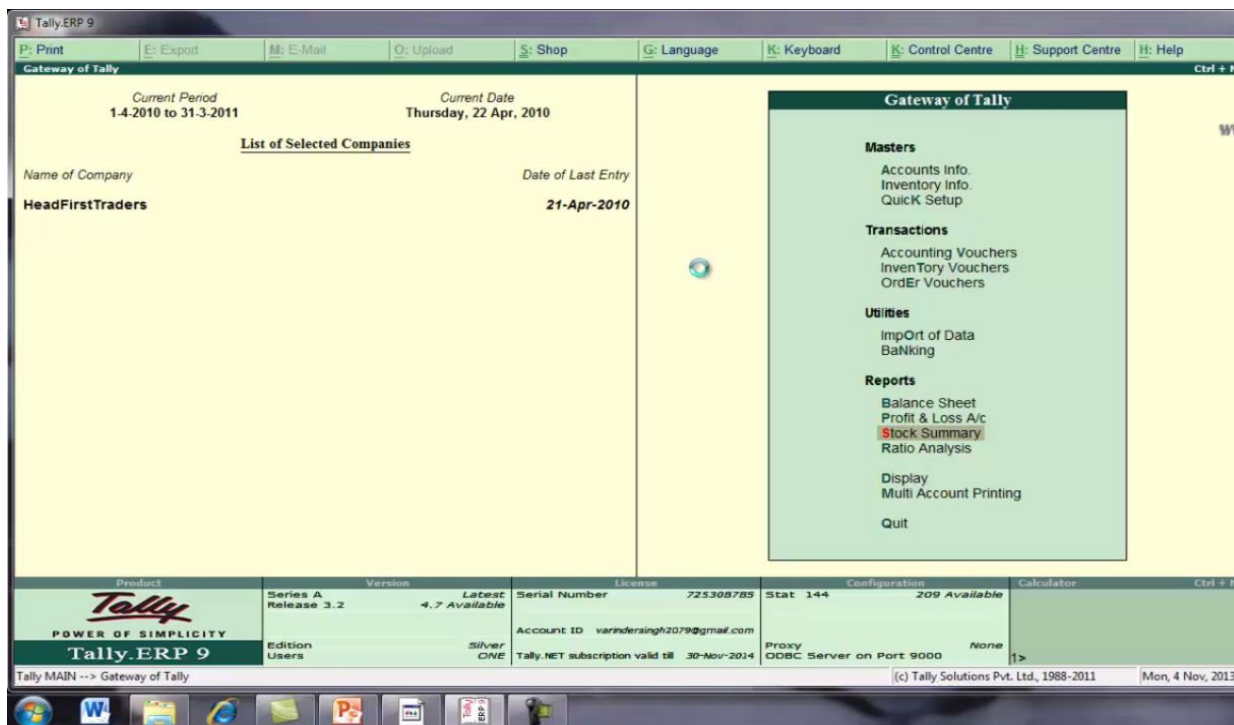
physical stock voucher की entry हम तब करते है हमे account के stock or godown के stock मे अंतर दिखाई देता है मान लीजिये आपके पास books मे 6 hp सीरीज के laptop है or godown मे 5 hp सीरीज के laptop है तो इसको confirm करने के लिय हम physical stock voucher create करेगे



PHYSICAL STOCK CREATION SCREEN



Esc buton को press करे or gateway of tally पर वापिस आ जाये यहा से reports अंतर्गत stock summary को select करे



PRESS ESC GO TO GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS



यहा पर हमे एक stock summary की screen available हो जाएगी यहा से laptop को select करे

Particulars	HeadFirstTraders 1-Apr-2010 to 21-Apr-2010		
	Quantity	Rate	Value
Laptops			2,30,000.00
Tv			1,22,500.00
Grand Total			3,52,500.00

SELECT LAPTOP



देखिये hp series के laptop available हो जायेगे

Particulars	Closing Balance		
	Quantity	Rate	Value
Hp Pavilion	3 pcs.	19,000.00	57,000.00
Hp Series	6 pcs.	14,500.00	87,000.00
Lenovo G460	2 pcs.	16,000.00	32,000.00
Lenovo G560	3 pcs.	18,000.00	54,000.00
Grand Total	14 pcs.		2,30,000.00

HERE AVAILABLE HP SERIES LAPTOP



DIFFERENCE BETWEEN ACTUAL AND BILLED QUANTITY

कुछ goods ऐसी होती है जिनको जब हम sale करते है तब उनकी quantity अलग रहती है लेकिन जब उनको receive किया जाता तब उनकी quantity अलग रहती है जैसे sugar, wheate, oil etc.

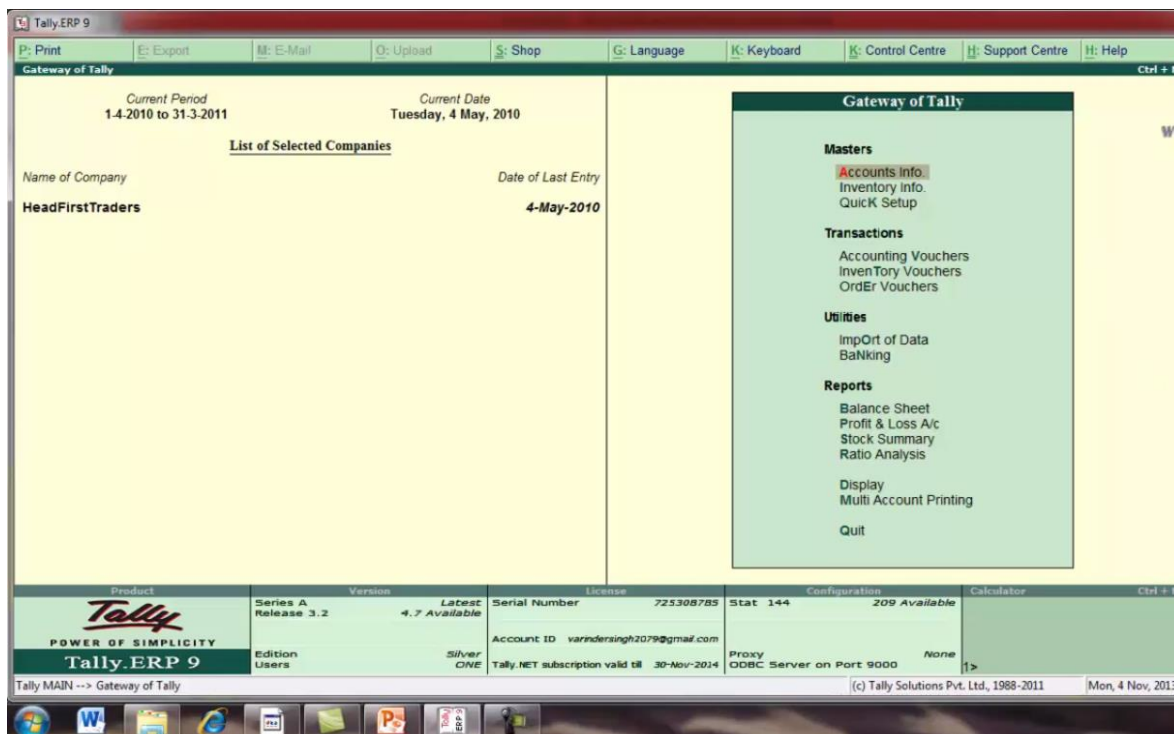
1. SOME GOODS WHEN PURCHASED OR SOLD MAY HAVE DIFFERENCE IN THE **SENT AND RECEIVED QUANTITIES AND THEREFORE CREATE DIFFERENCE IN ACTUAL AND BILLED QUANTITIES**. TO OVERCOME THIS PROBLEM BOOKS OF ACCOUNTS SHOULD BE UPDATED WITH THE BILLED QUANTITIES AND **STOCKS** SHOULD BE UPDATED WITH THE ACTUAL QUANTITIES.
2. ACTUAL AND BILLED QUANTITIES CAN BE THE RESULT OF FREE SCHEME, REJECTION AND ADJUSTING QUANTITIES.

VOUCHER ENTRY FOR ACTUAL AND BILLED QUANTITIES

100 KG SUGAR @ 40/- PER KG SOLD TO M/S SHREE RAM CO. BUT AFTER DELIVERY IT WAS ACKNOWLEDGED THAT 95 KG HAS BEEN RECEIVED

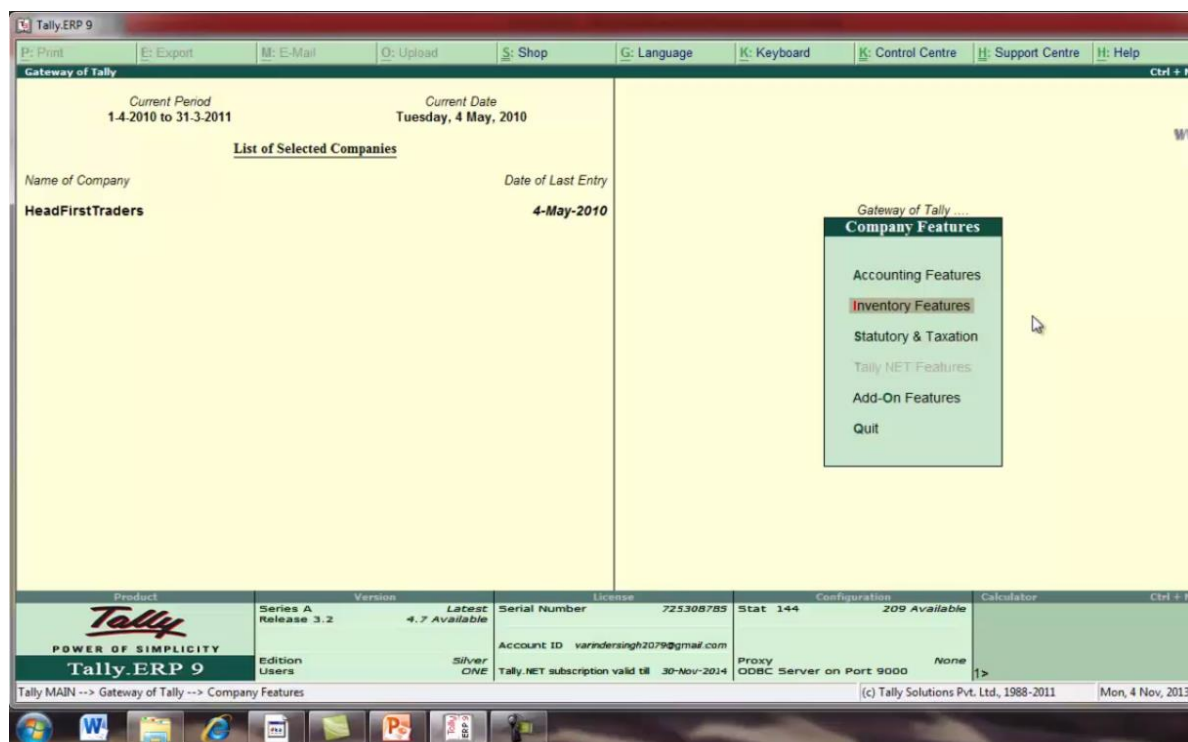
HERE WE KNOW WHAT IS THE DIFFERENCE BETWEEN ACTUAL AND BILLED QUANTITY

gateway of tally मे features buton को select करे



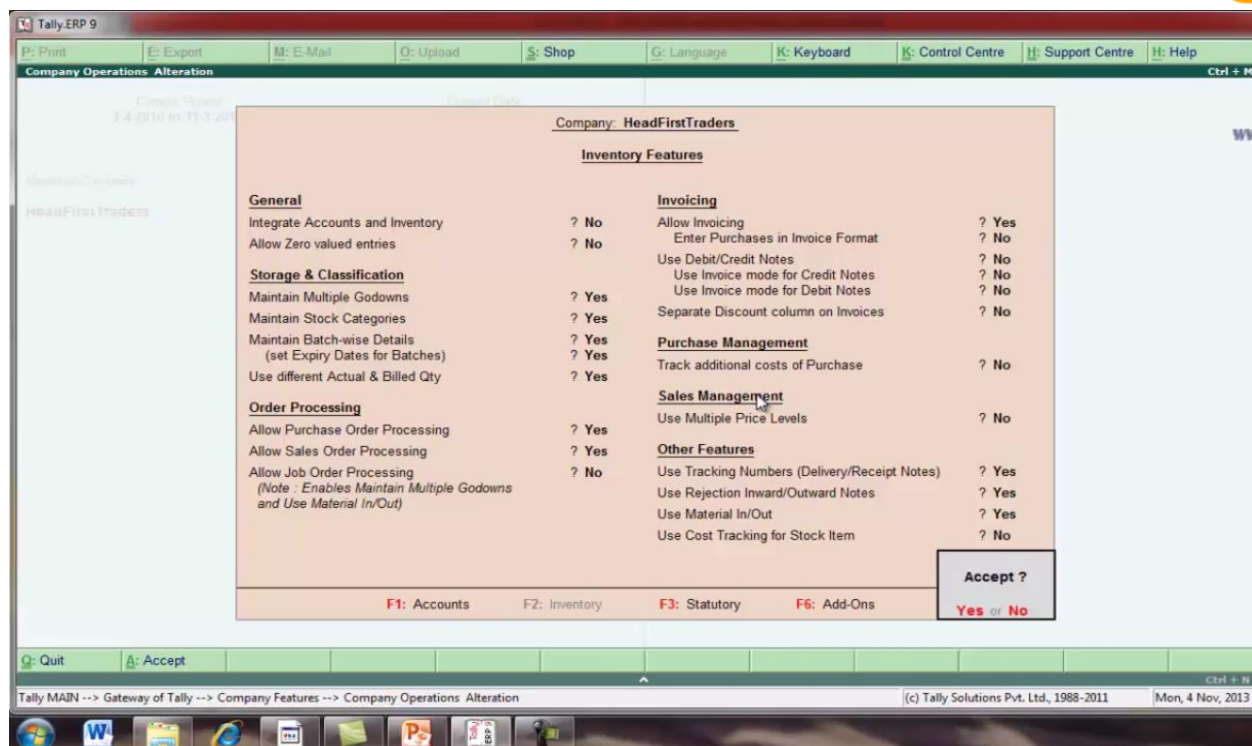
SELECT FEATURES BUTON

यहा से inventory फ़ौरस को select करे



THEN SELECT INVENTORY FEATURES UNDER COMPANY FEATURES

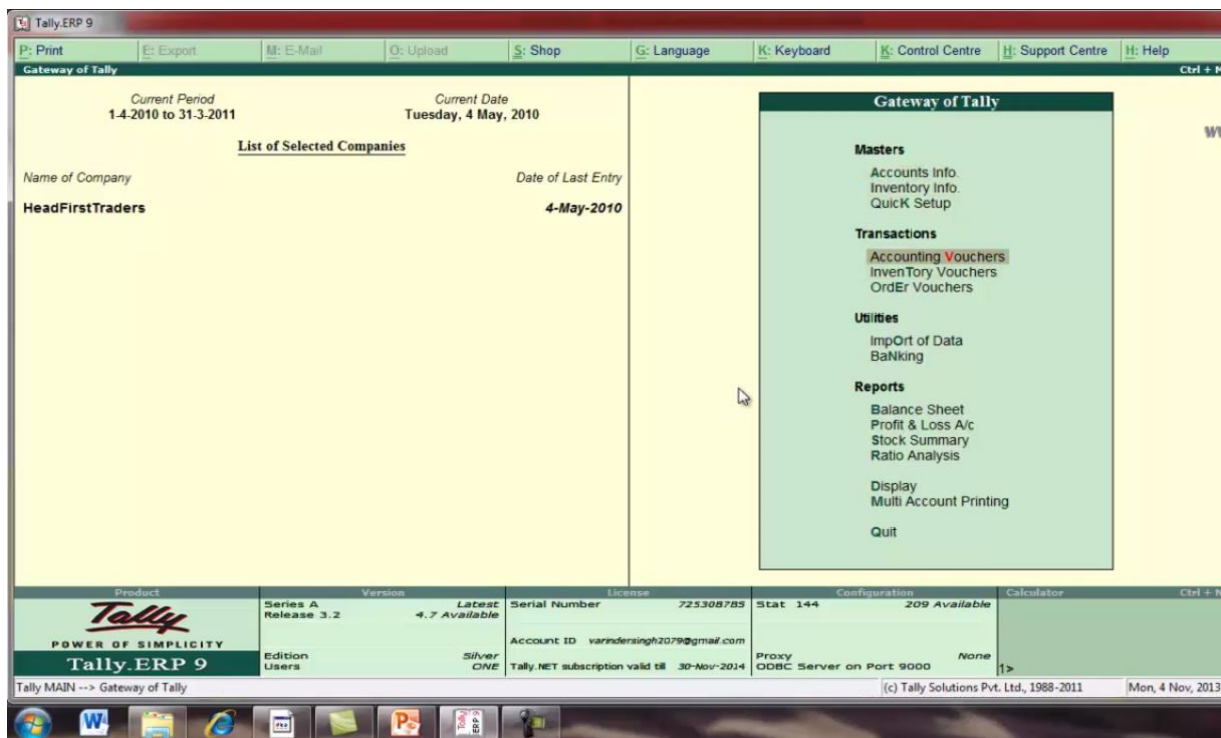
यहा से YES USE DIFFERENCE ACTUAL AND BILLED QTY UNDER STORAGE & CLASSIFICATION को yes कर
 ५



HERE INVENTORY FEATURES SCREEN AND YES USE DIFFERENCE ACTUAL AND BILLED QTY UNDER STORAGE & CLASSIFICATION



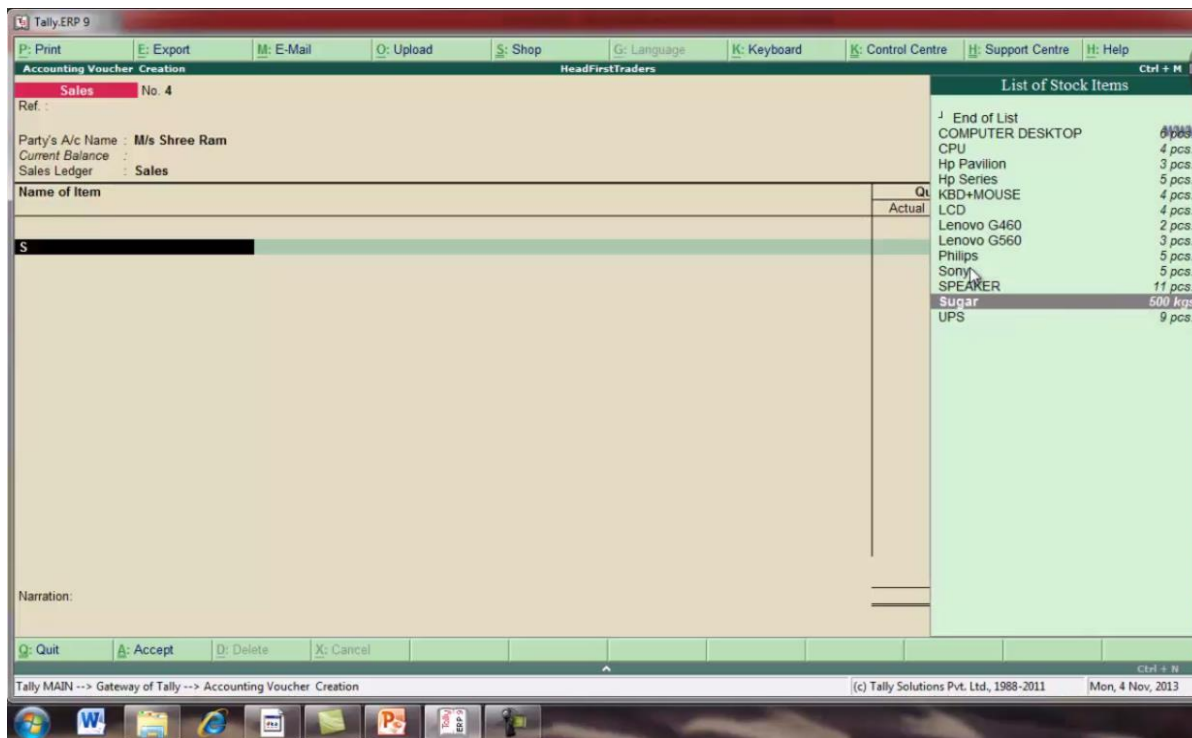
esc को press करके gateway of tally पर वापिस आ जाये or यहा से transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND SELECT ACCOUNTING VOUCHERS



यहा voucher screen उपलब्ध हो जाएगी sales के voucher create करेगे



HERE ACCOUNTING VOUCHER SCREEN



accept को yes कर दे

Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Ref : Sales No. 4 4 May 2010 Tuesday

Party's A/c Name : M/s Shree Ram
Current Balance :
Sales Ledger : Sales

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
Sugar	100 kgs	95 kgs	45.00 kgs	4,275.00
End of List				

Narration:

100 kgs 95 kgs

Accept ?
Yes or No

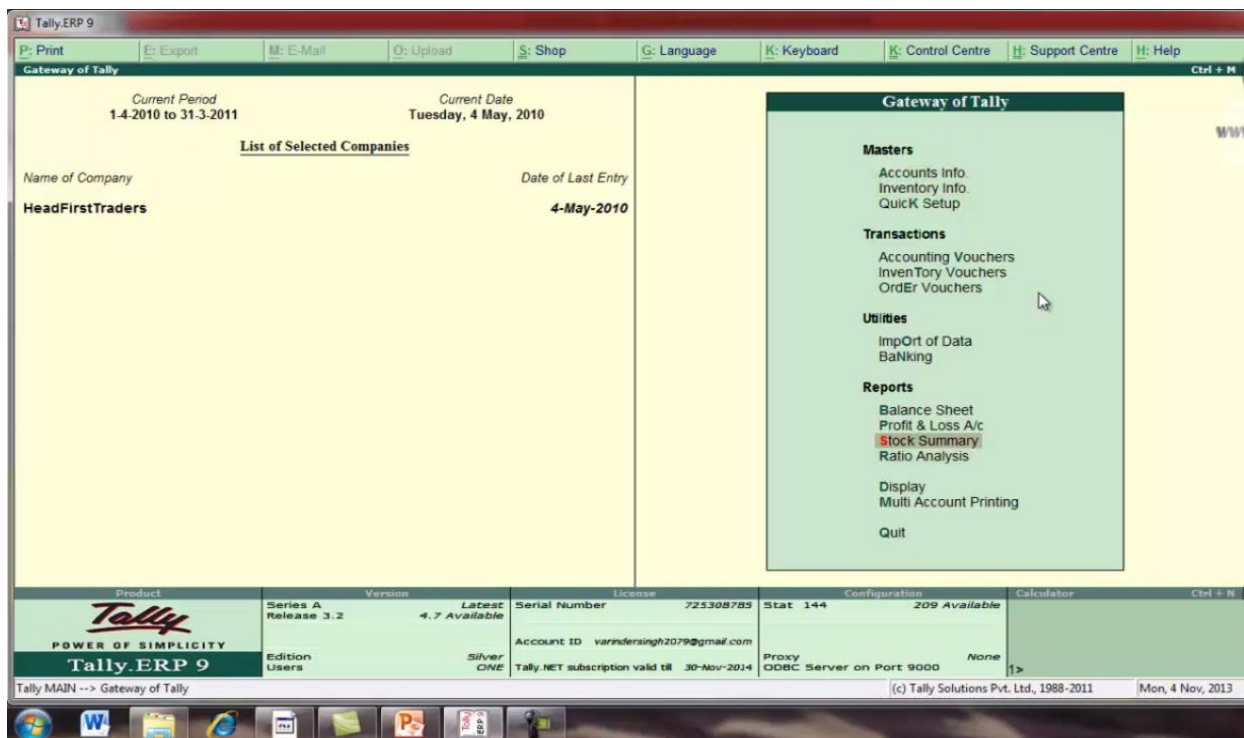
Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE SALES VOUCHER



esc press करके gateway of tally पर वापिस आजाये यहा से reports के अंतर्गत stock summary को select करे



PRESS ESC GO TO BACK GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS



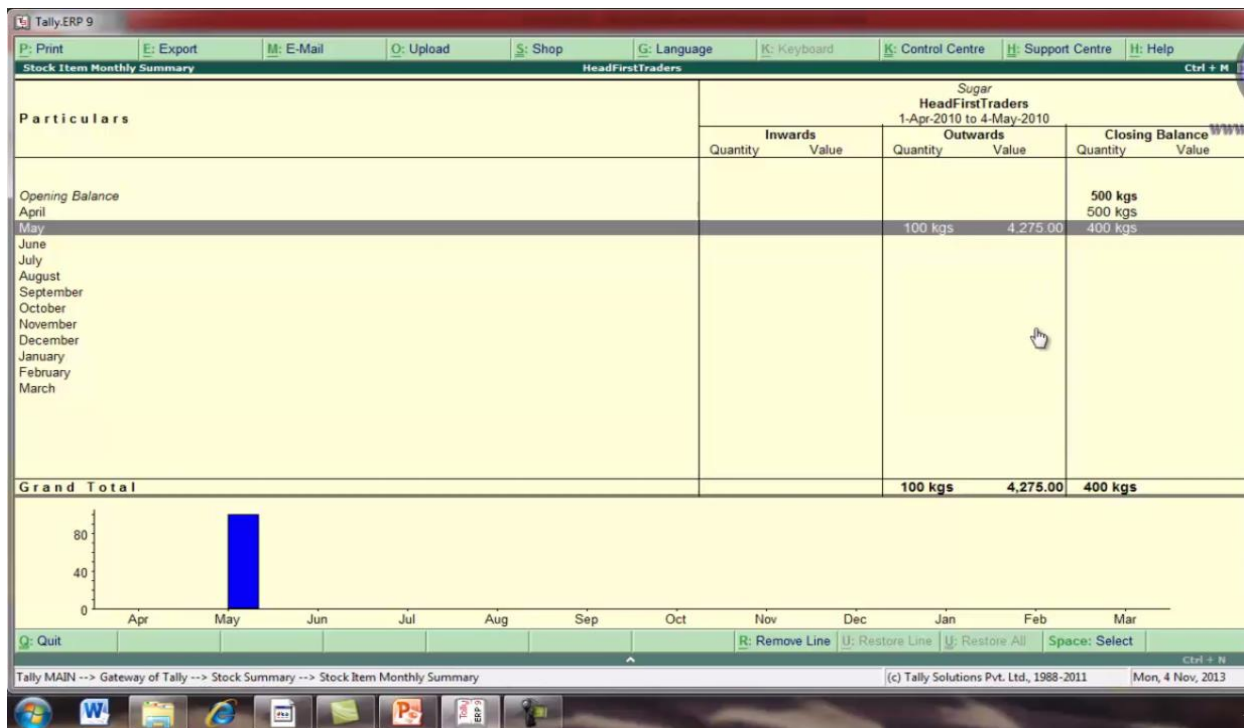
यहा से sugar को select करे

Particulars	HeadFirstTraders 1-Apr-2010 to 4-May-2010		
	Quantity	Rate	Value
COMPONENT			2,01,150.00
Laptops			2,15,500.00
Tablets			200.00
Iv			1,22,500.00
Sugar	400 kgs		
Grand Total	400 kgs		5,39,350.00

SELECT SUGAR



यहा पर stock items की monthly summary show हो जाएगी

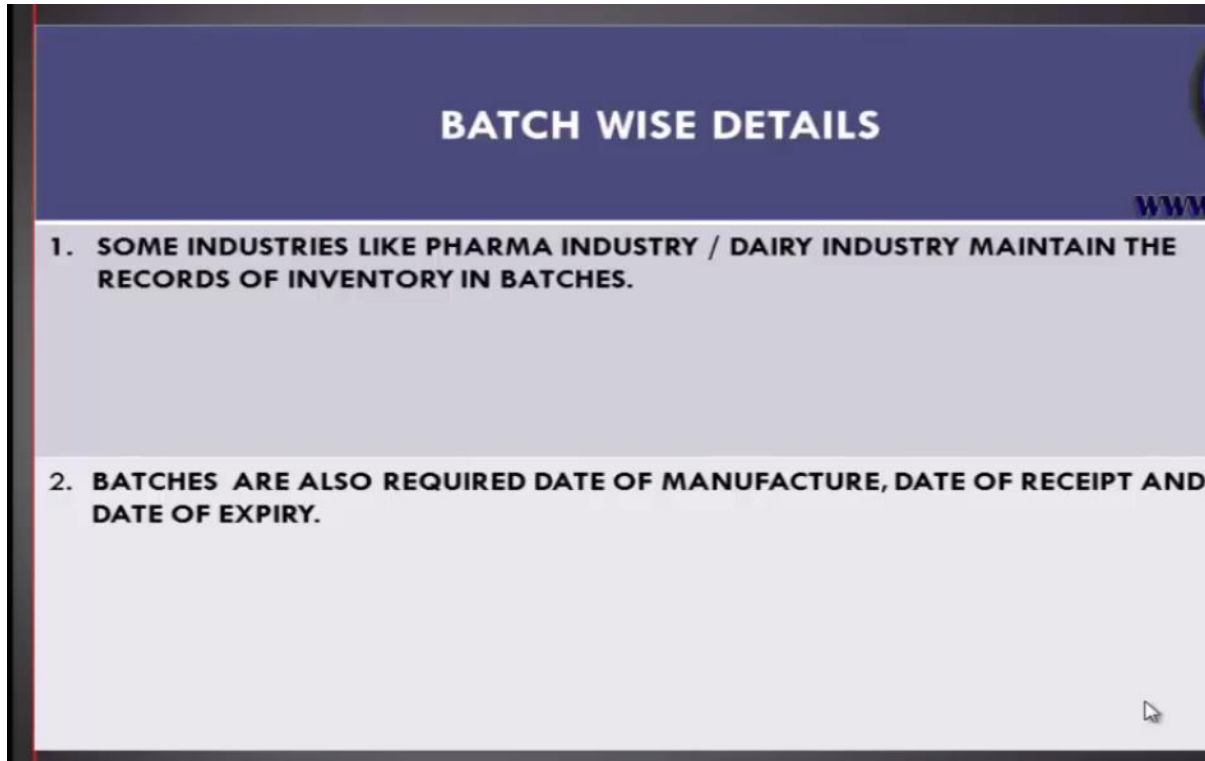


HERE STOCK ITEM MONTHLY SUMMARY



BATCH WISE DETAILS IN TALLY

कुछ products पर manufacturing date, expiry date etc maintain होती है ऐसे product के लिये tally में batch wise details की आवश्यकता होती है कुछ industries like pharma industry/ dairy industry batches में inventory का records रखती है batches के लिये भी date of manufacture, date of receipt and date of expiry की आवश्यकता होती है



BATCH WISE DETAILS



batch wise details को हम एक example के द्वारा समझेंगे

DATE	BATCH WISE TRANSACTIONS	VOUCHERS REQUIRED
5/2010	<p>PURCHASED 5 BOXES (500 TABLETS) OF ACTION 500 (100 mg) MEDICINE FROM ALTRA PHARMA</p> <ol style="list-style-type: none">1. RATE IS 100/- PER box2. MANUFACTURING : 3-4-20103. DATE OF EXPIRY : 3-6-20104. BATCH NO : AM/4610	1. PURCHASE VOUCHER
5/2010	<p>SOLD 3 BOXES OF ACTION 500 (100Mg) MEDICINE TO SATYAM PHARMA</p> <ol style="list-style-type: none">1. RATE IS 150/- PER BOX2. MANUFACTURING : 3-4-20103. DATE OF EXPIRY : 3-6-20104. BATCH NO : AM/4610	1. SALES VOUCHER
6/2010	<p>SOLD 150 NOS OF ACTION 500 MEDICINE TO SATYAM PHARMA</p> <ol style="list-style-type: none">1. RATE IS 3/- PER TABLET2. MANUFACTURING : 3-4-20103. DATE OF EXPIRY : 3-6-2010	1. WE TRY TO ISSUE SALES VOUCHER BUT IT CAN NOT BE ISSUED BECAUSE DATE OF EXPIRY HAS PASSED

BATCH WISE SOME TRANSACTIONS

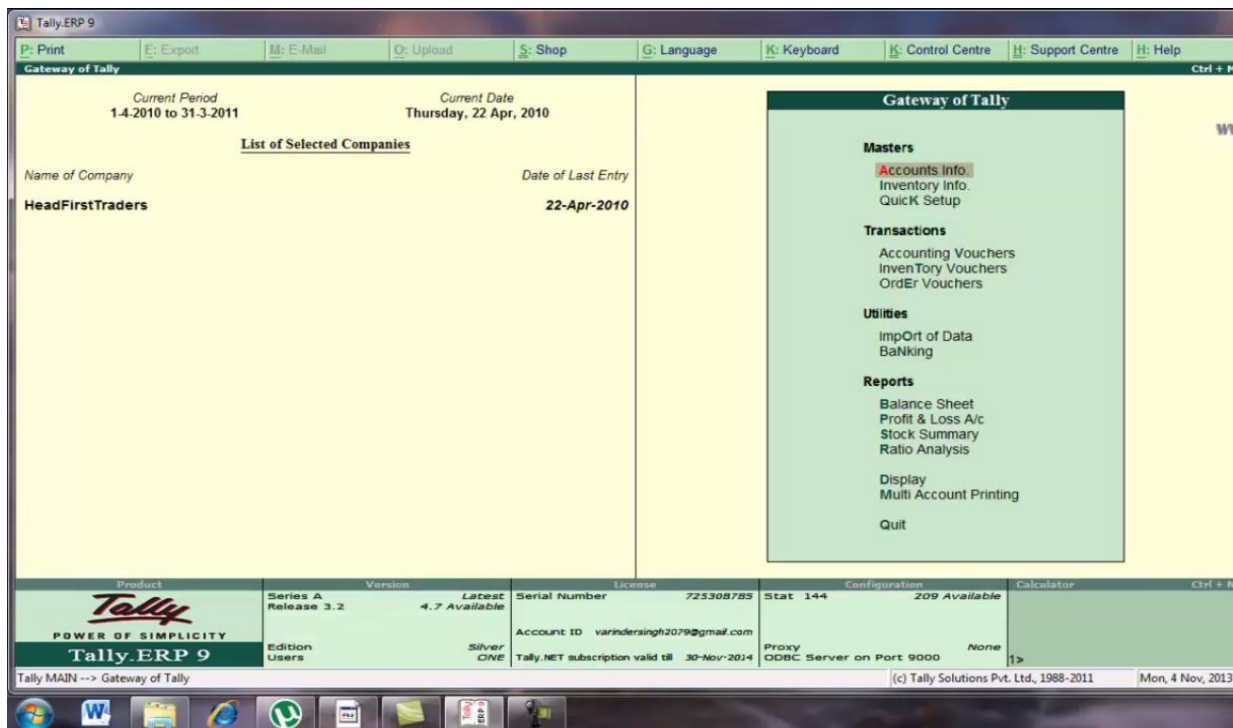


batch wise detail के लिए हम कुछ account create करेंगे

ACCOUNTS CREATION		
S.NO	ACCOUNTS CREATION	TYPES OF ACCOUNT
1	TABLETS	UNIT OF MEASUREMENT
2	BOX	UNIT OF MEASUREMENT (COMPOUND)
3	ALTRA PHARMA	SUNDRY CREDITORS
4	SATYAM PHARMA	SUNDRY DEBTORS

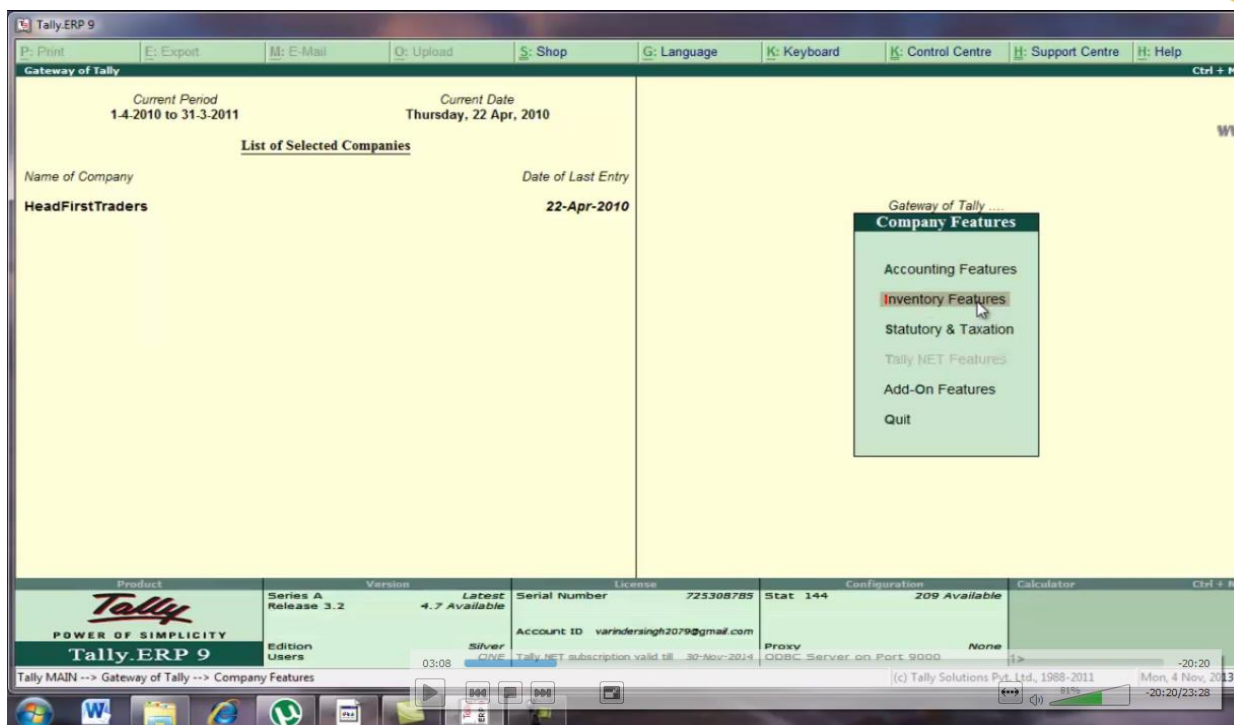
ACCOUNTS CREATION

gateway of tally के अंतर्गत features को select करे



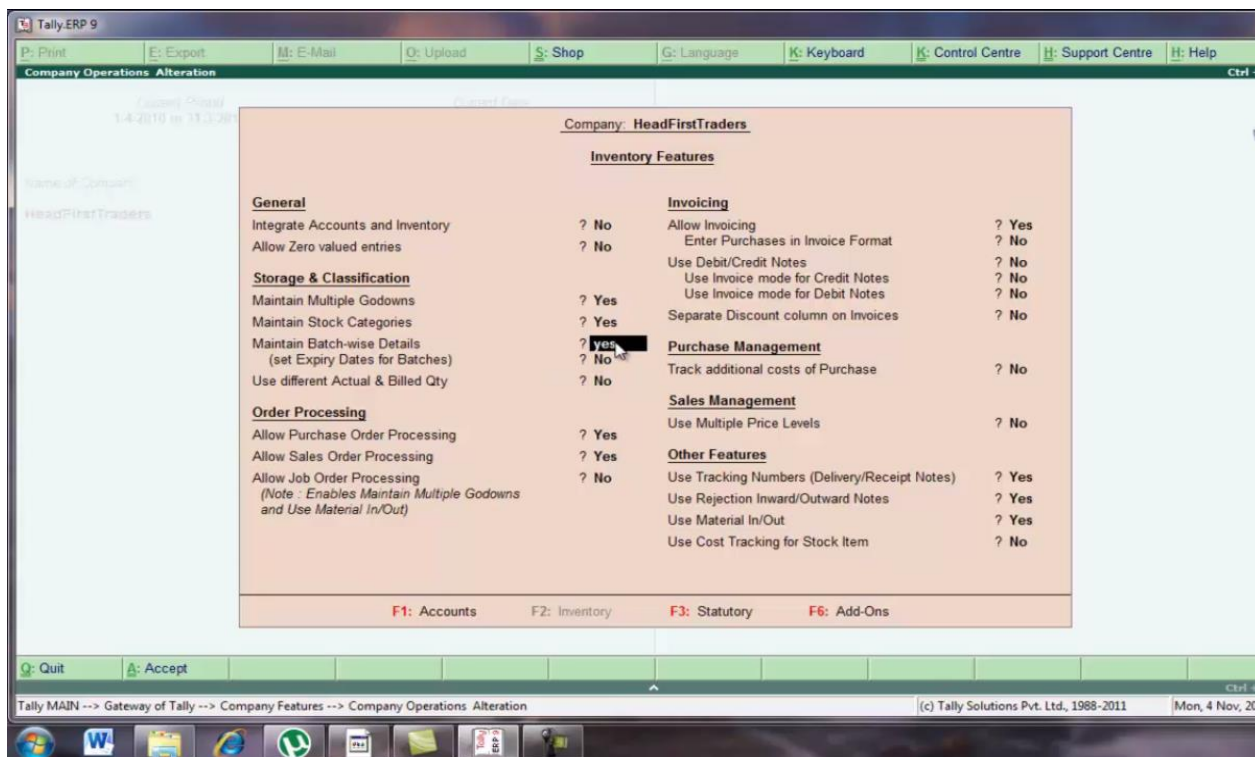
SELECT FEATURES BUTON

company features के under inventory features को select करे



SELECT INVENTORY FEATURES

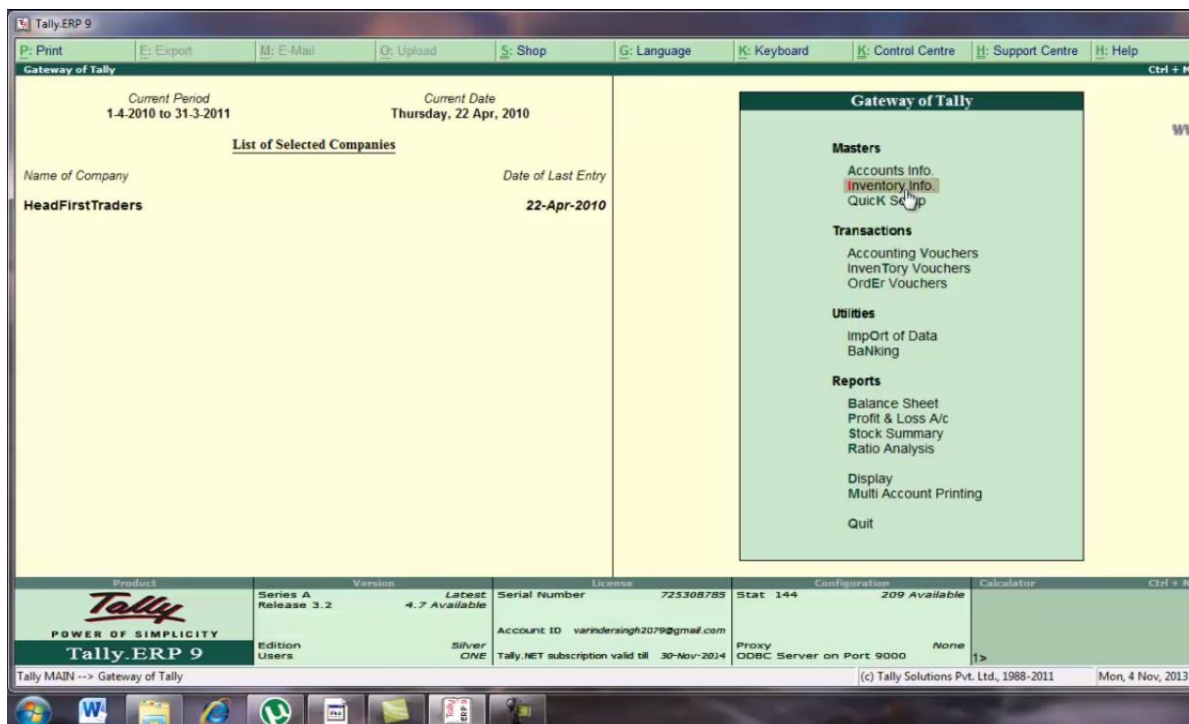
inventory features का एक box open हो जायेगा इसमें storage and classification के अंतर्गत maintain batch wise details को yes करेगे



HERE MAINTAIN BATCH WISE DETAILS YES

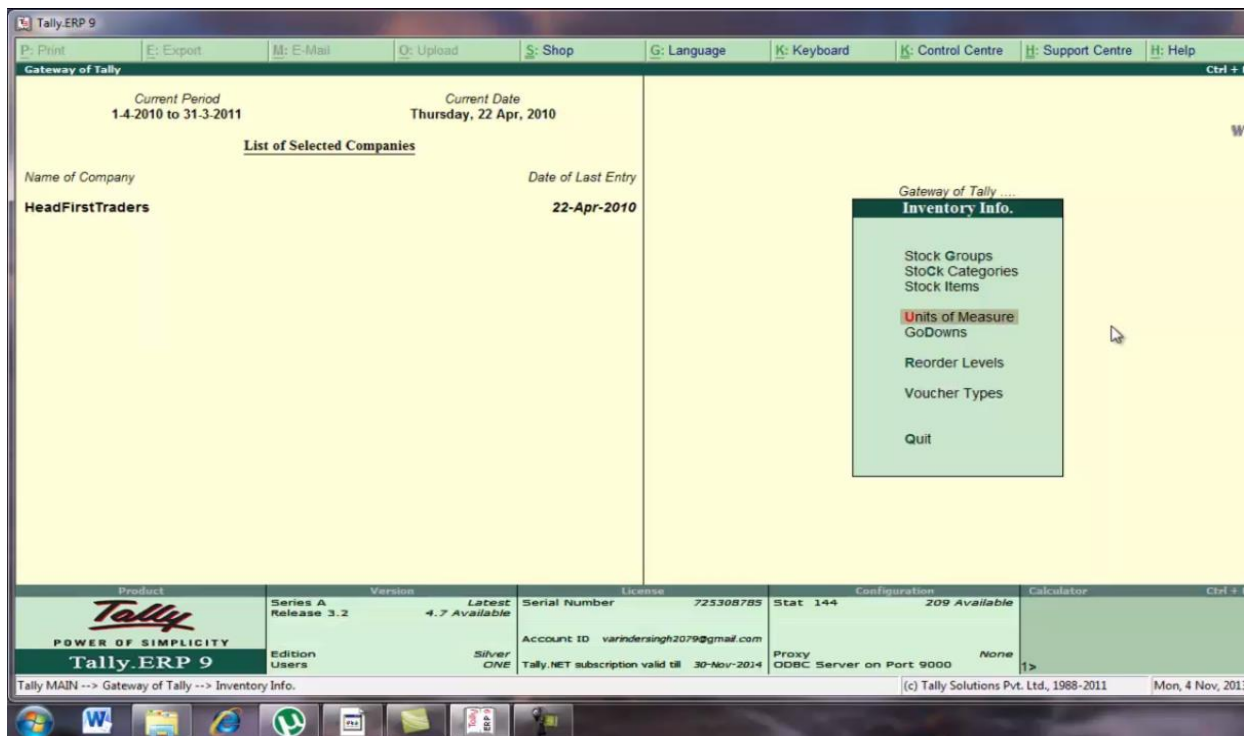


esc press करके gateway of tally पर वापिस आ जाये यहा से inventory info को select करे



SELECT INVENTORY INFO.

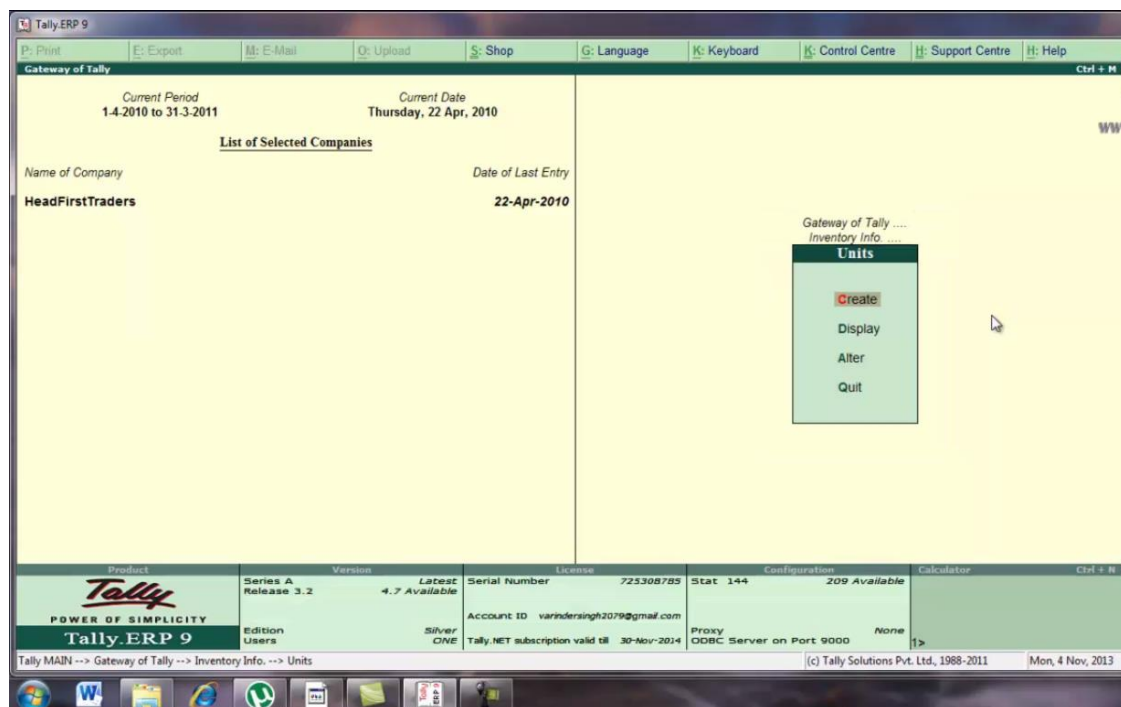
inventory info के menu available हो जायेगे यहा से unit of measure को select करे



SELECT UNIT OF MEASURE

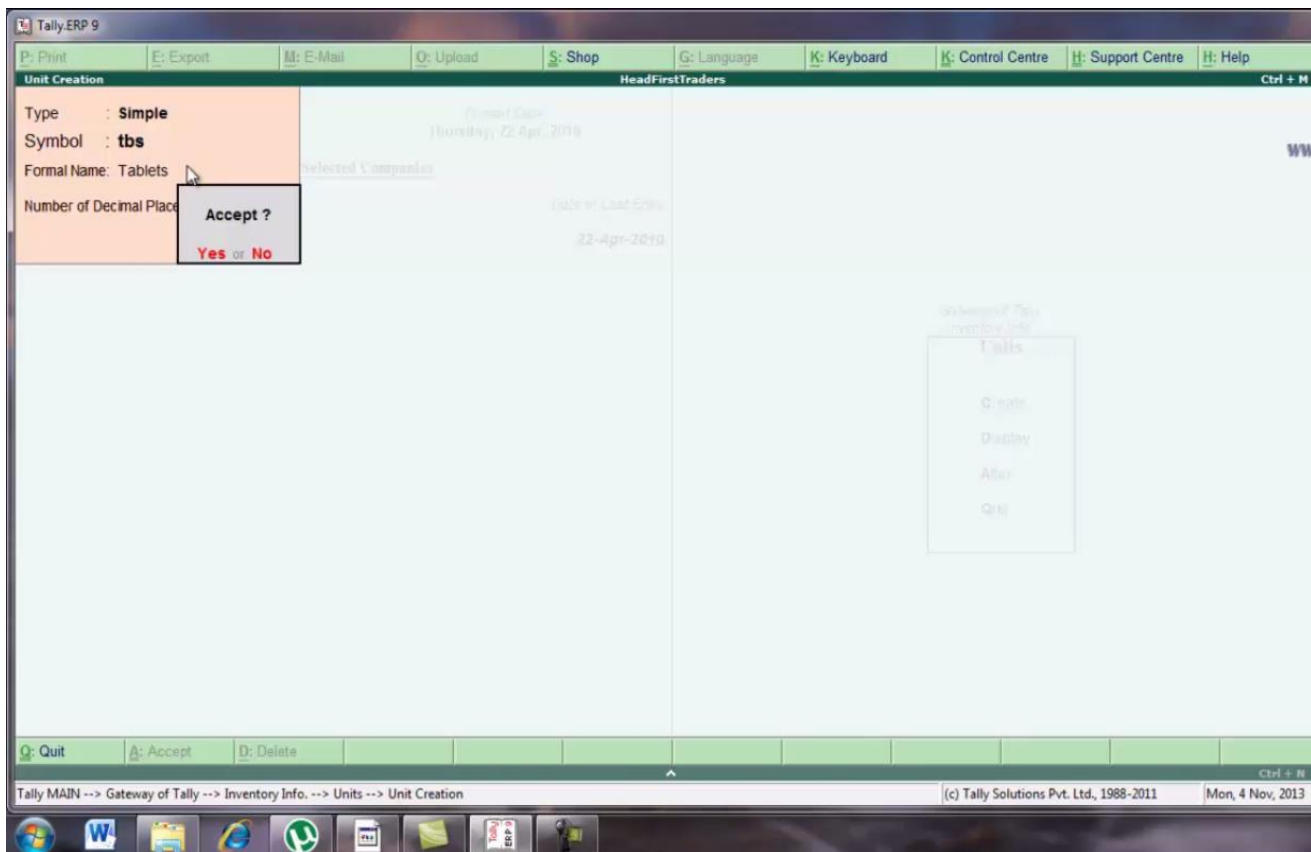


यहा से create को select करे

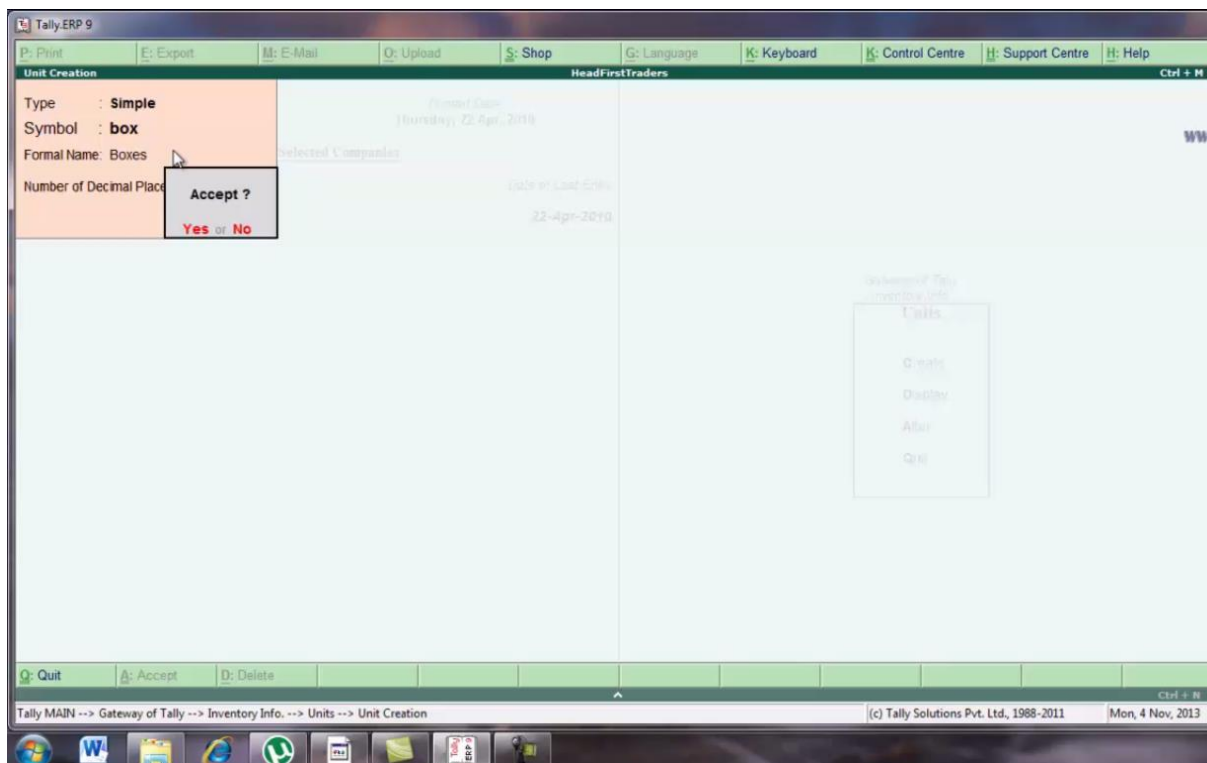


SELECT CREATE

unit creation screen available हो जाएगी information fill करके accept को yes कर दे

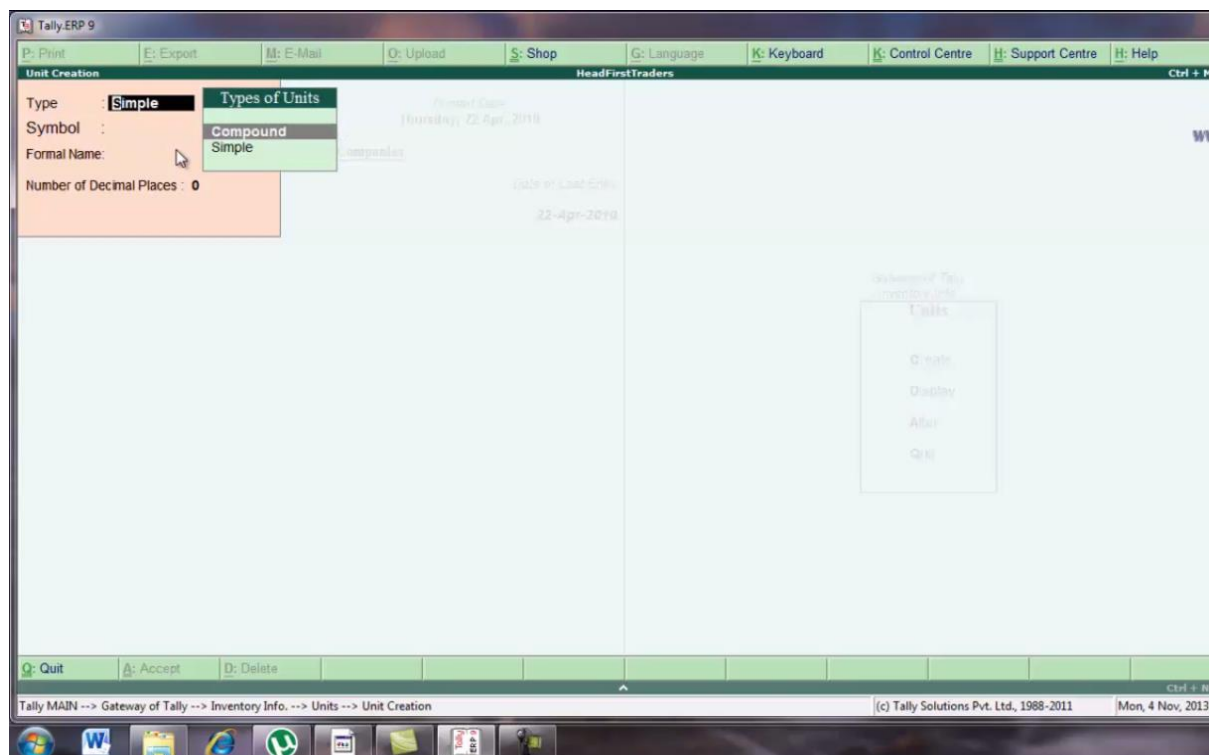


CREATE UNIT TABLETS

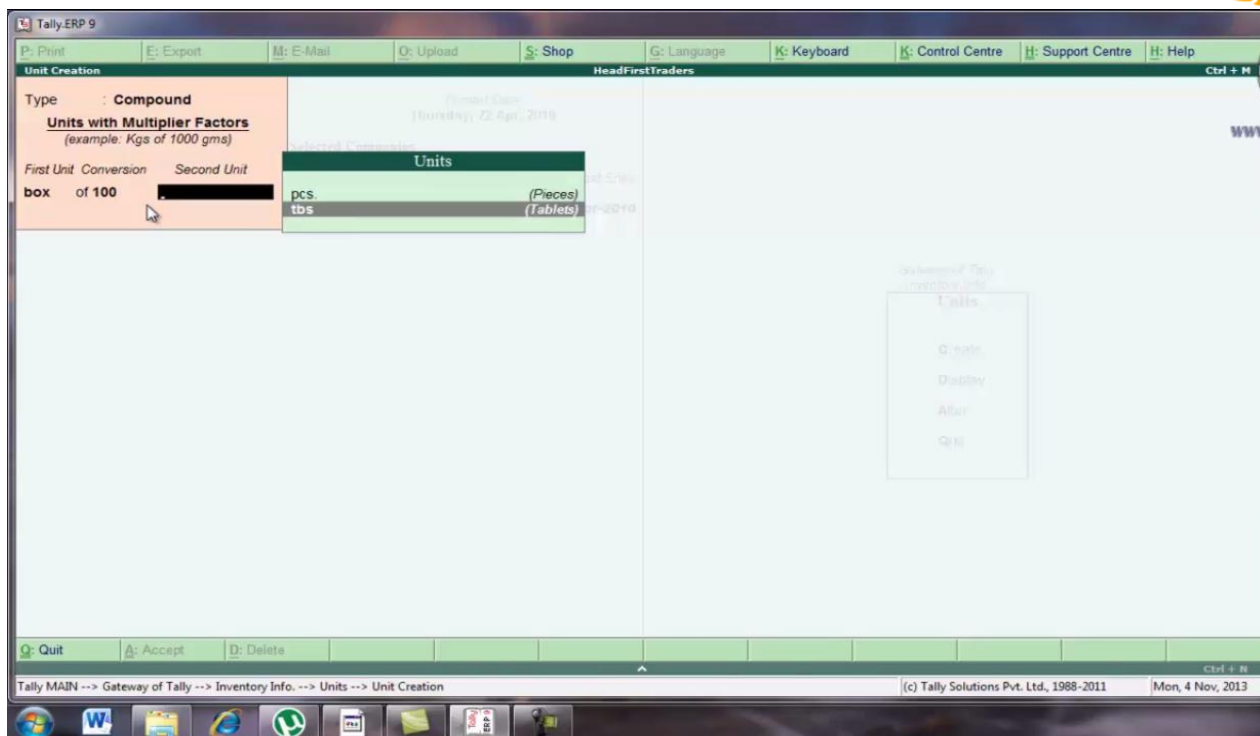


HERE CEATE BOX UNIT

यहा पर हम compound unit create करेगे

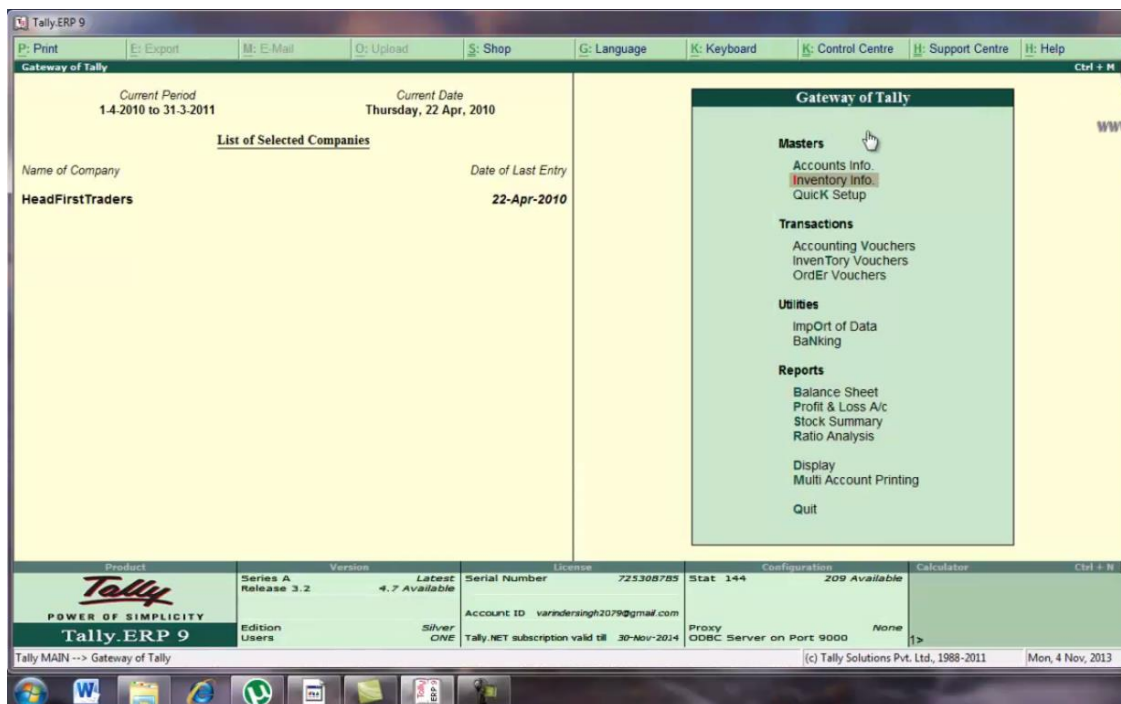


HERE WE PREPARE COMPOUND UNIT



CREATE COMPOUND UNIT

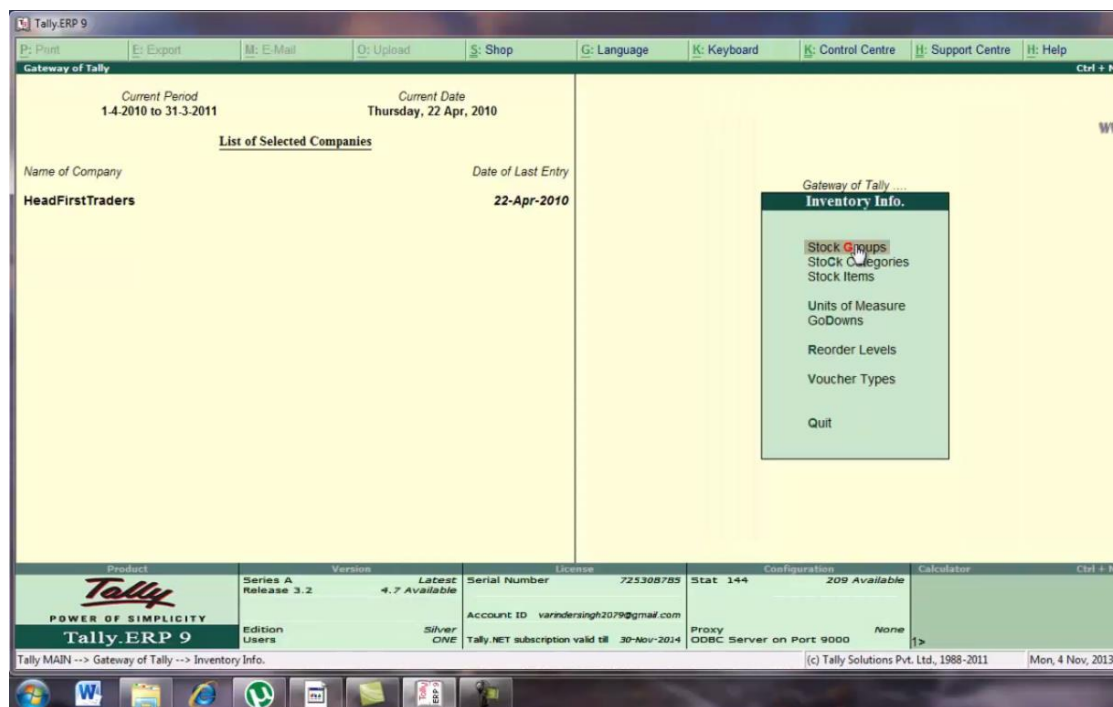
esc press करके gateway of tally पर वापिस आ जाये यहा से masters के अंतर्गत inventory info को select करे



SELECT INVENTORY INFO.

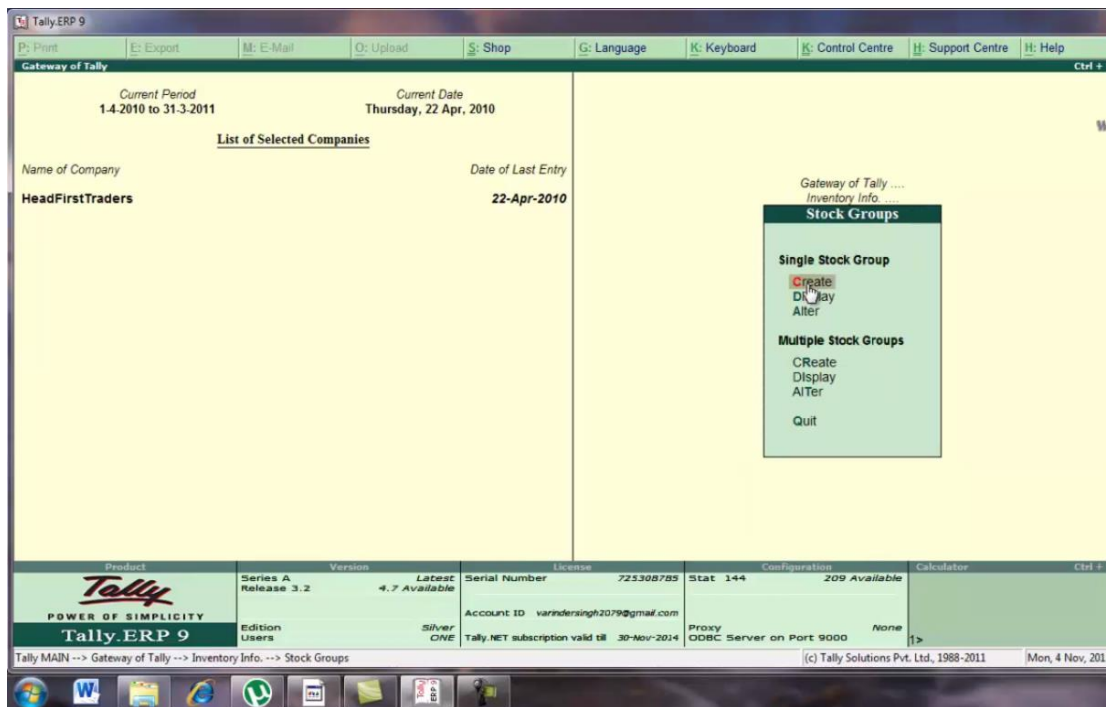


यहा से stock group को select करे



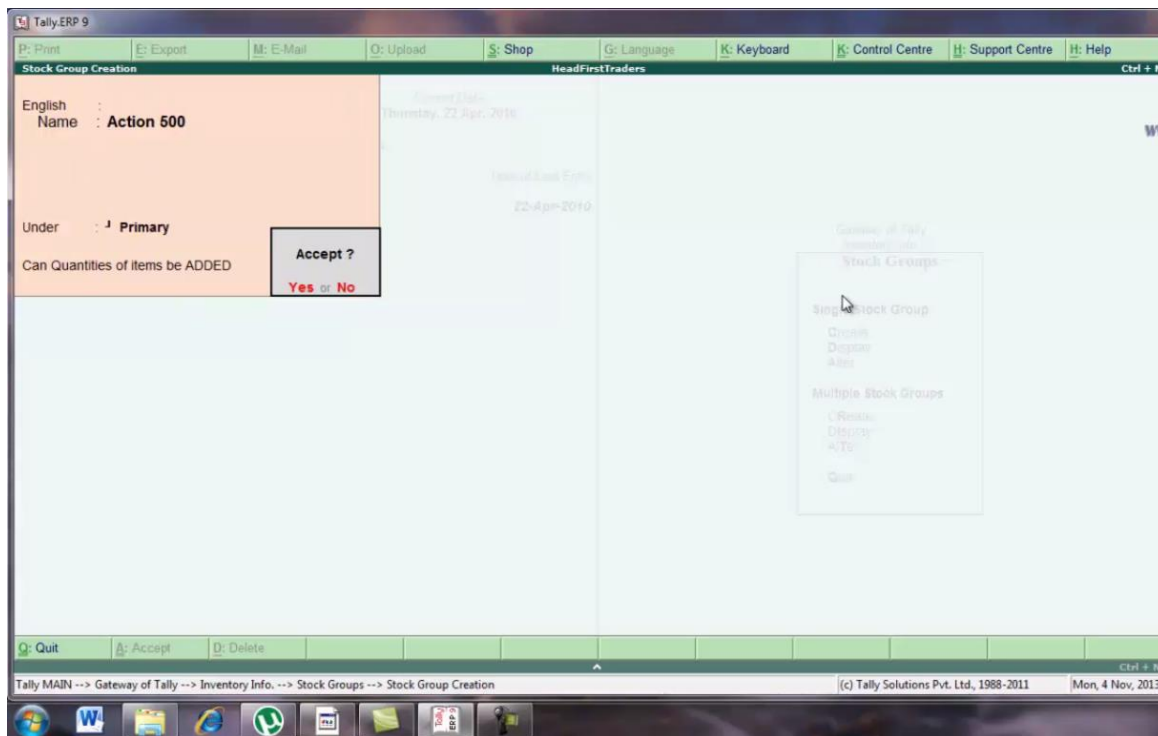
SELECT STOCK GORROUP

यहा से single stock group के अंतर्गत create को select करे



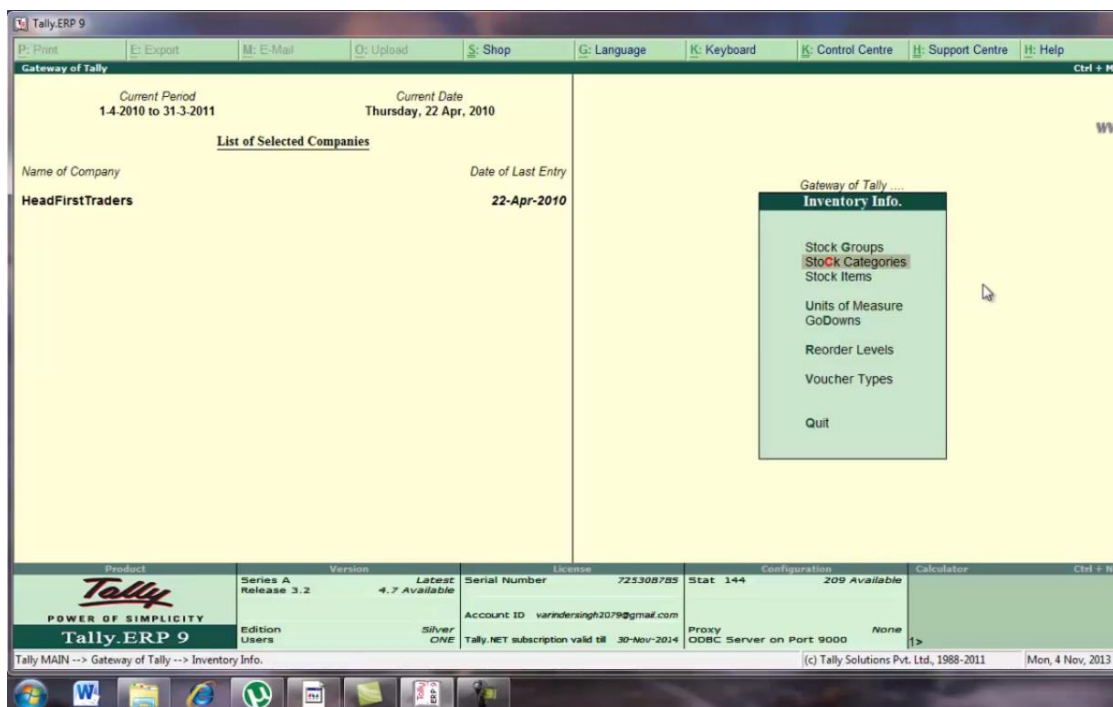
SELECT CREATE UNDER SINGLE STOCK GROUP

stock group creation screen उपलब्ध हो जाएगी information fill करके accept को yes कर दे



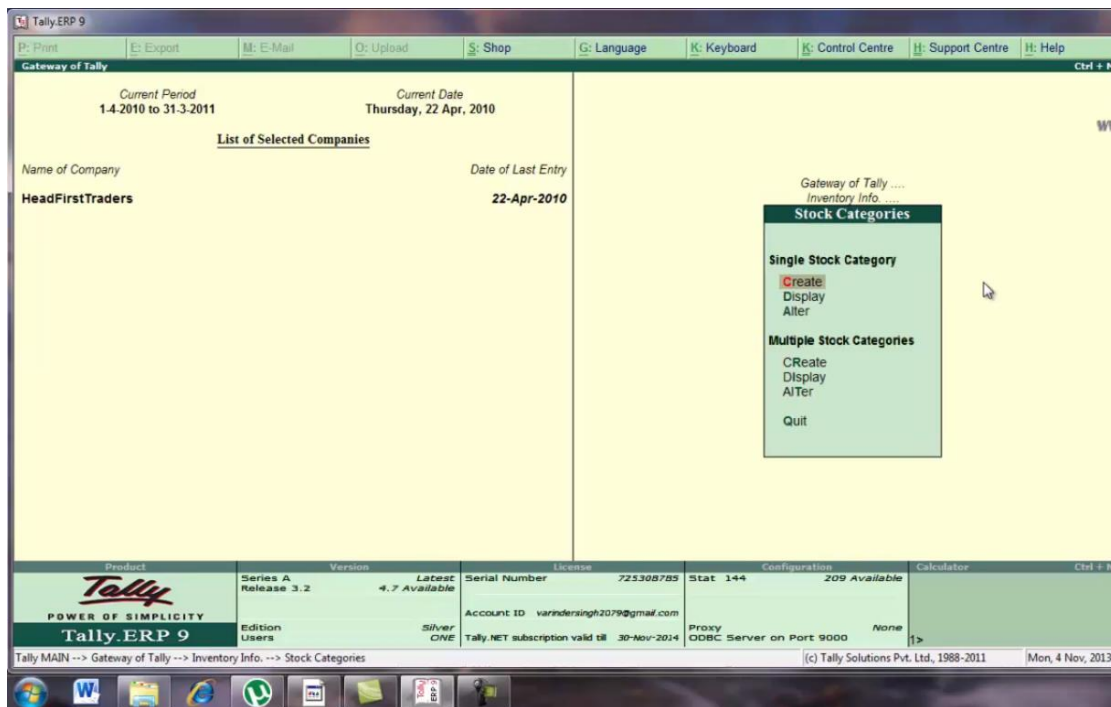
HERE STOCK GOUP CREATION

esc press करके inventory menu पर वापिस आ जाये or यहा से stock categories को select करे



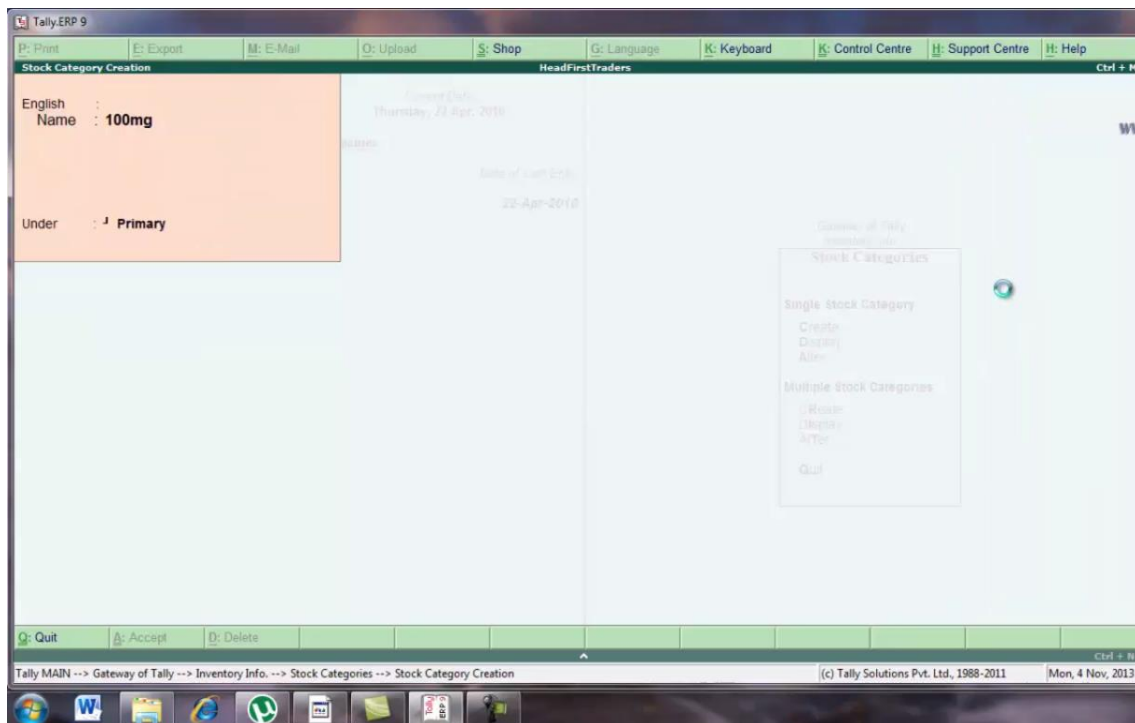
HERE SELECT STOCK CATEGORY

यहा से single stock category के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE GROUP CATEGORY

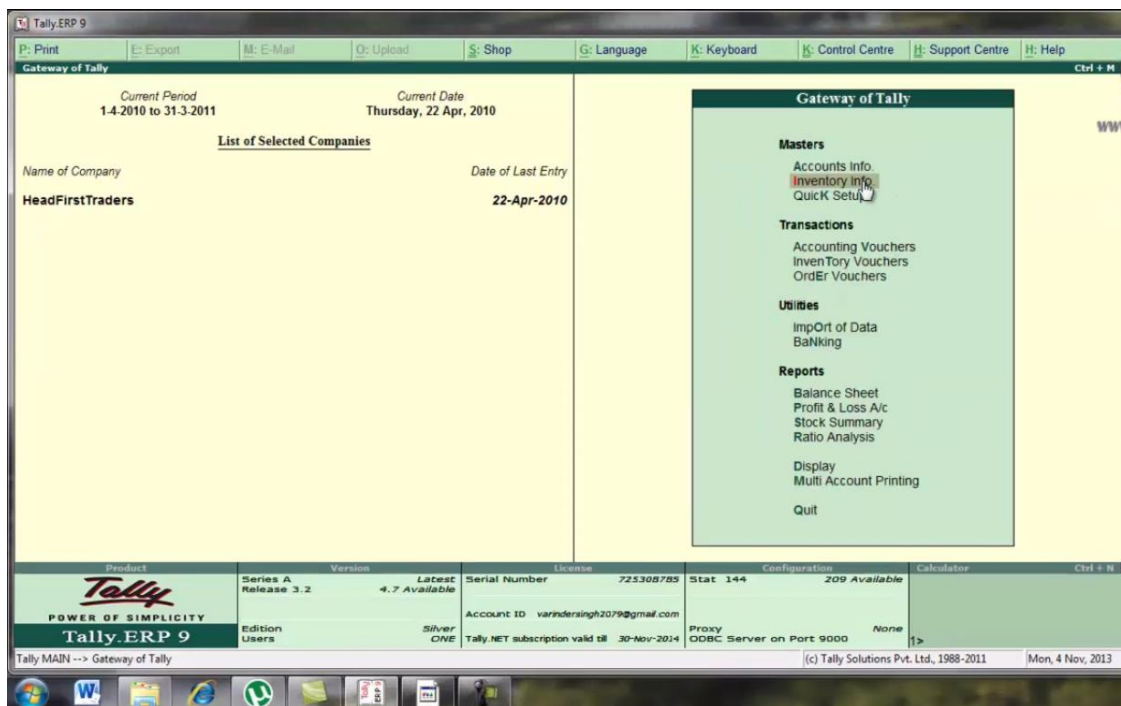
stock category creation screen उपलब्ध हो जाएगी



CREATE STOCK CATEGORY 100 MG

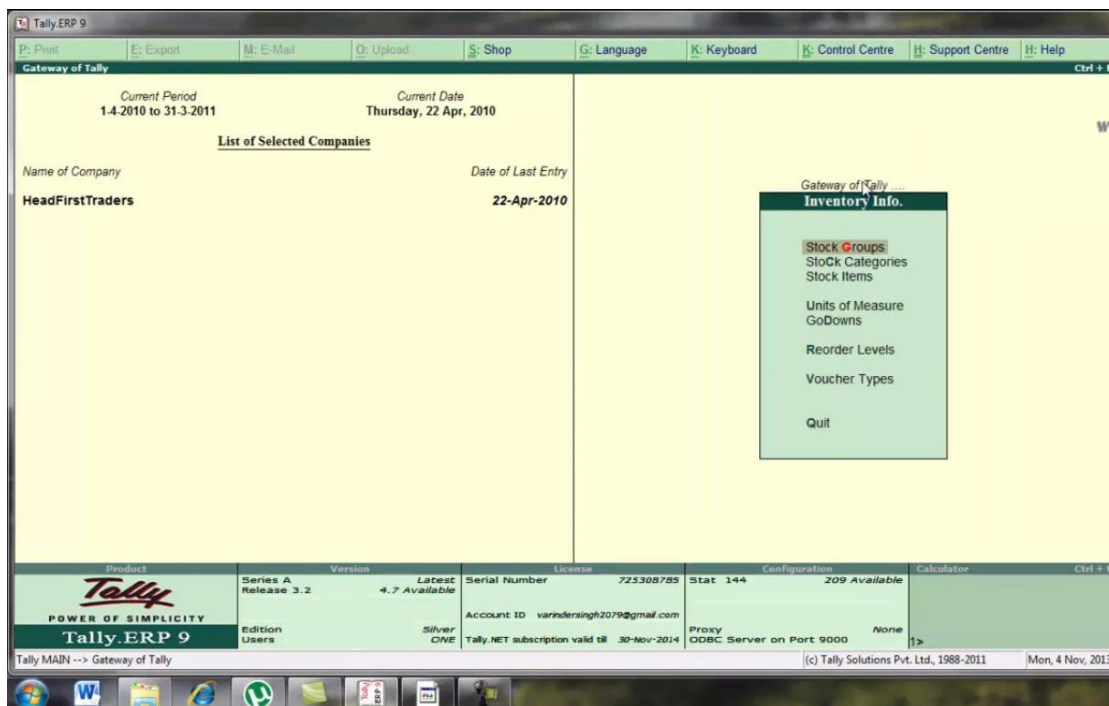


Esc press करके gateway of tally पर वापिस आ जाये यहा से masters के अंतर्गत inventory info को select करे



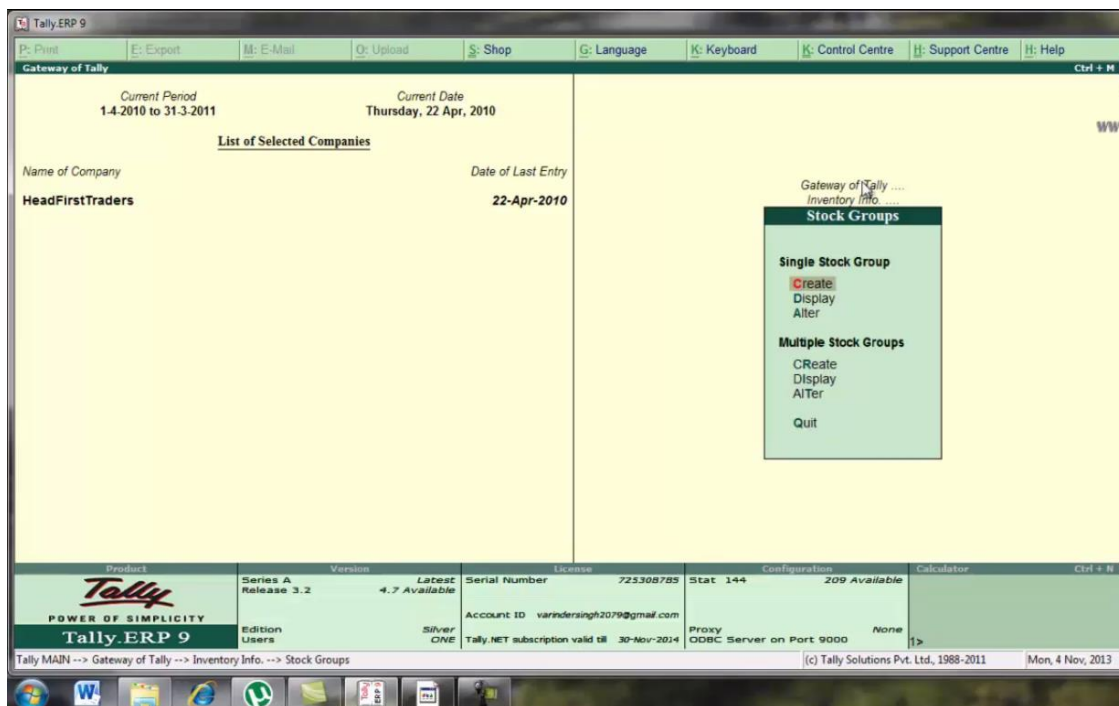
SELECT INVENTORY INFO.

यहा से stock group को select करे



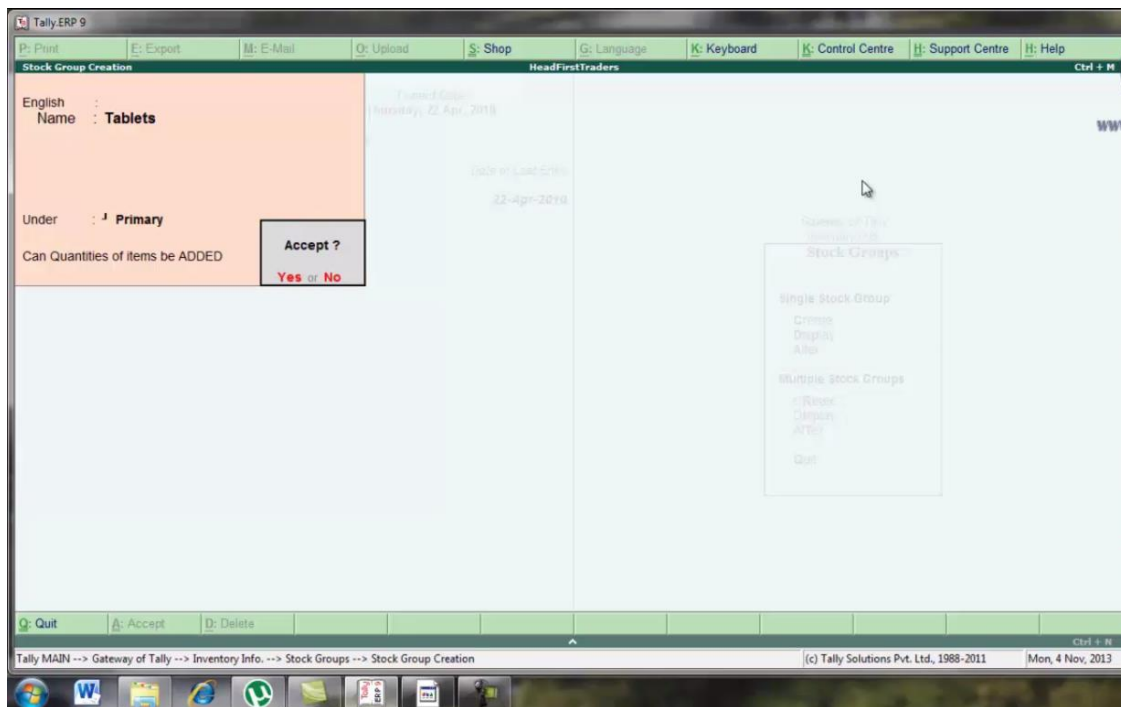
SELECT STOCK GROUP

single stock group के under create को select करे



SELECT CREATE UNDER SINGLE STOCK GROUP

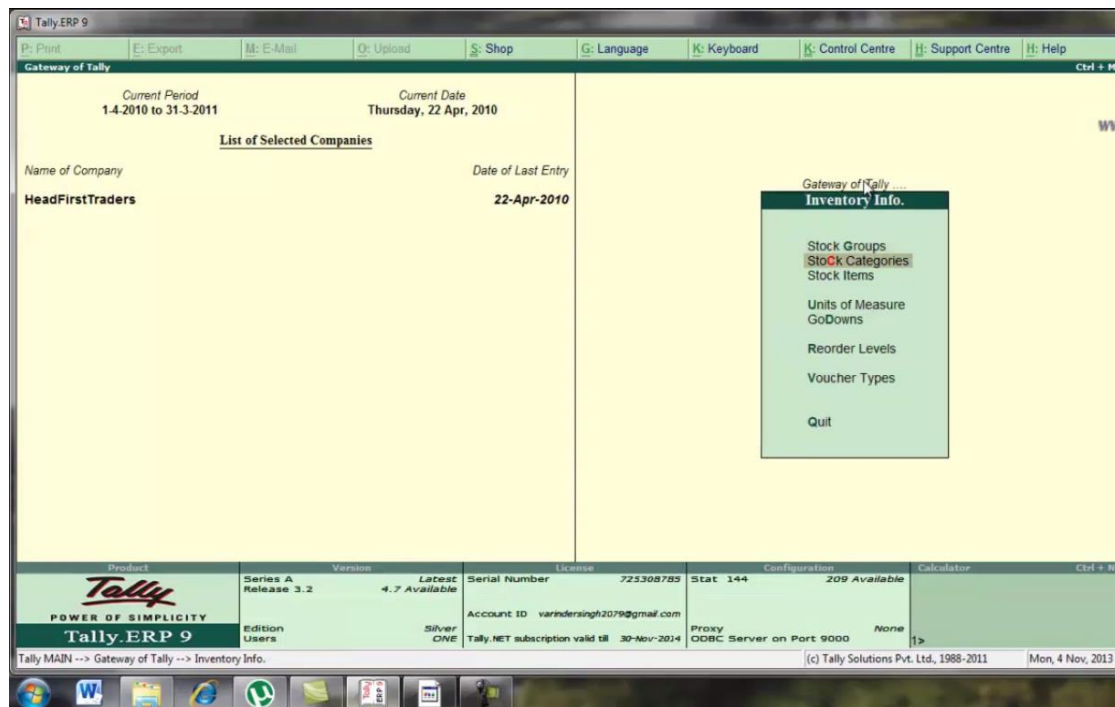
stock group creation screen उपलब्ध हो जाएगी



HERE CREATE TABLETS STOCK GROUP

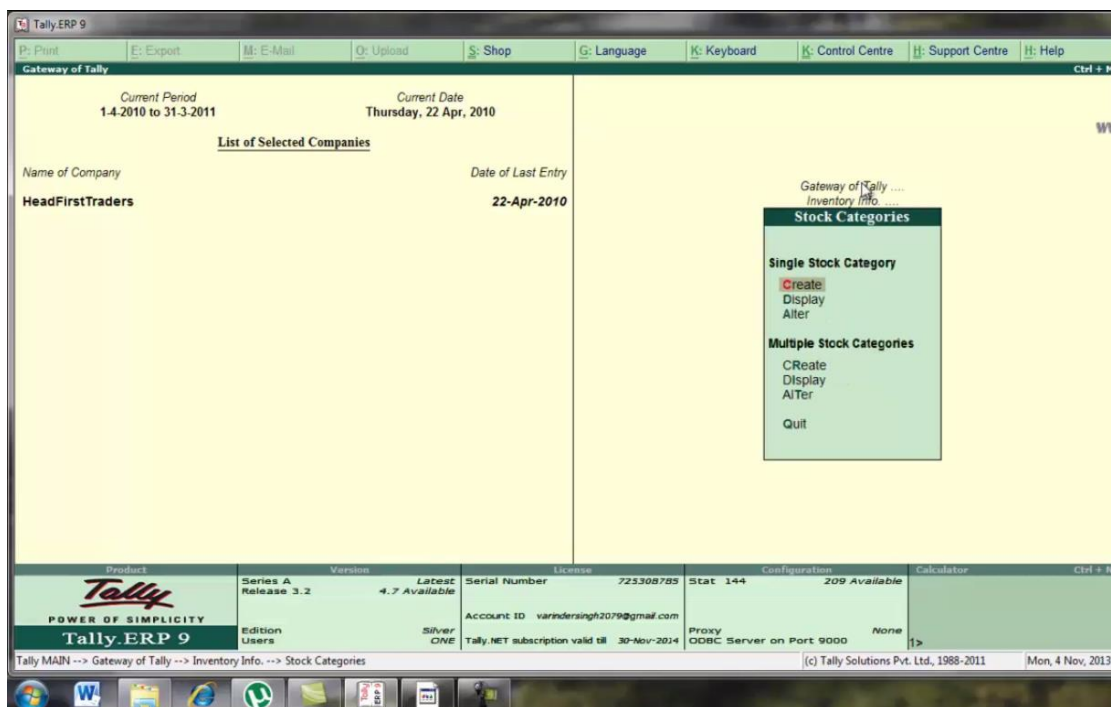


यहा से stock category select करे



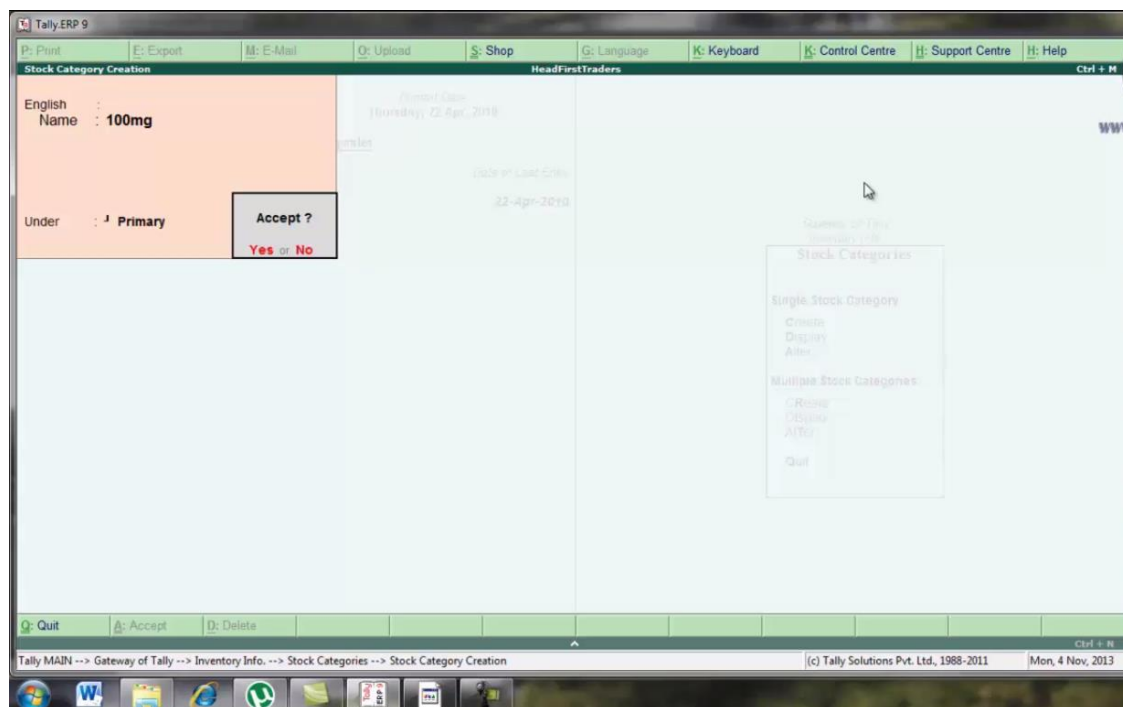
HERE SELECT STOCK CATEGORY

single stock category के under create को select करे



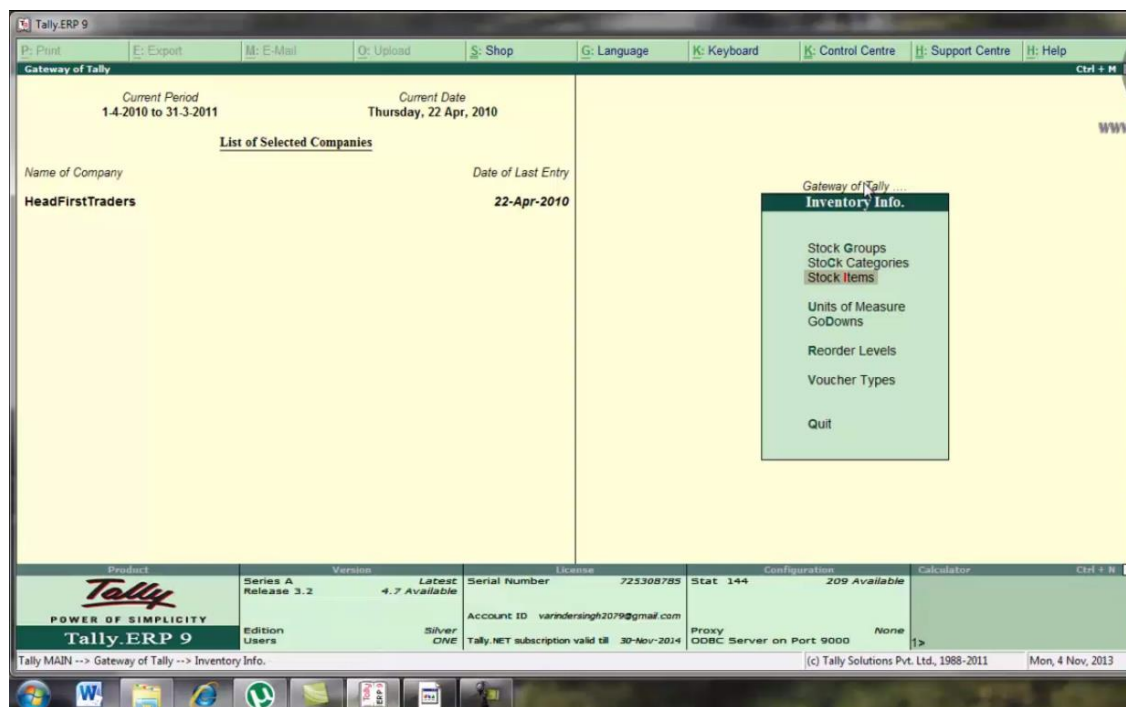
SELECT CREATE UNDER SINGLE STOCK CATEGORY

stock category creation screen उपलब्ध हो जाएगी



HERE STOCK CATEGORY CREATION

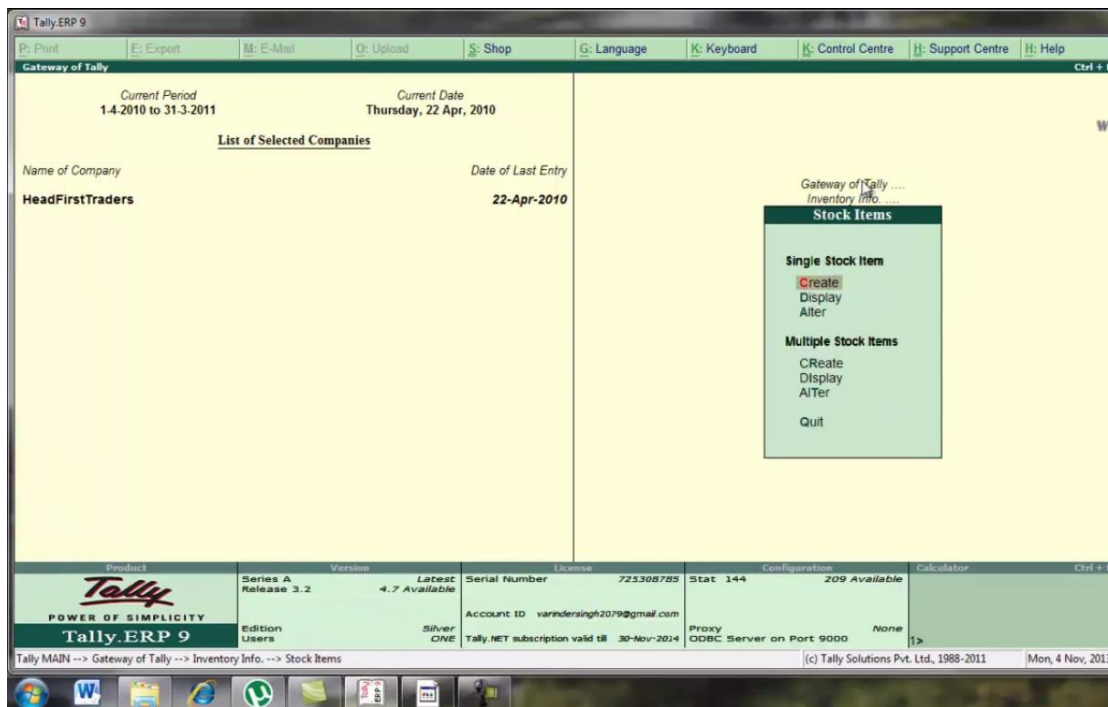
यहा से stock items को select करे



SELECT STOCK ITEMS



single stock items के under create को select करे



SELECT CREATE UNDER SINGLE STOCK ITEMS



stock creation screen उपलब्ध हो जाएगी

Tally.ERP 9

P: Print E: Export M: E-Mail Q: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help Ctrl + M

Stock Item Creation HeadFirstTraders Ctrl + M

English
Name : Action 500(100mg) WW

Under : Tablets Category : 100mg Units : box Maintain in Batches ? Yes Track Date of Mfg ? Yes Use expiry dates ? Yes Set Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No Allow use of expired batches ? No
---	---	--

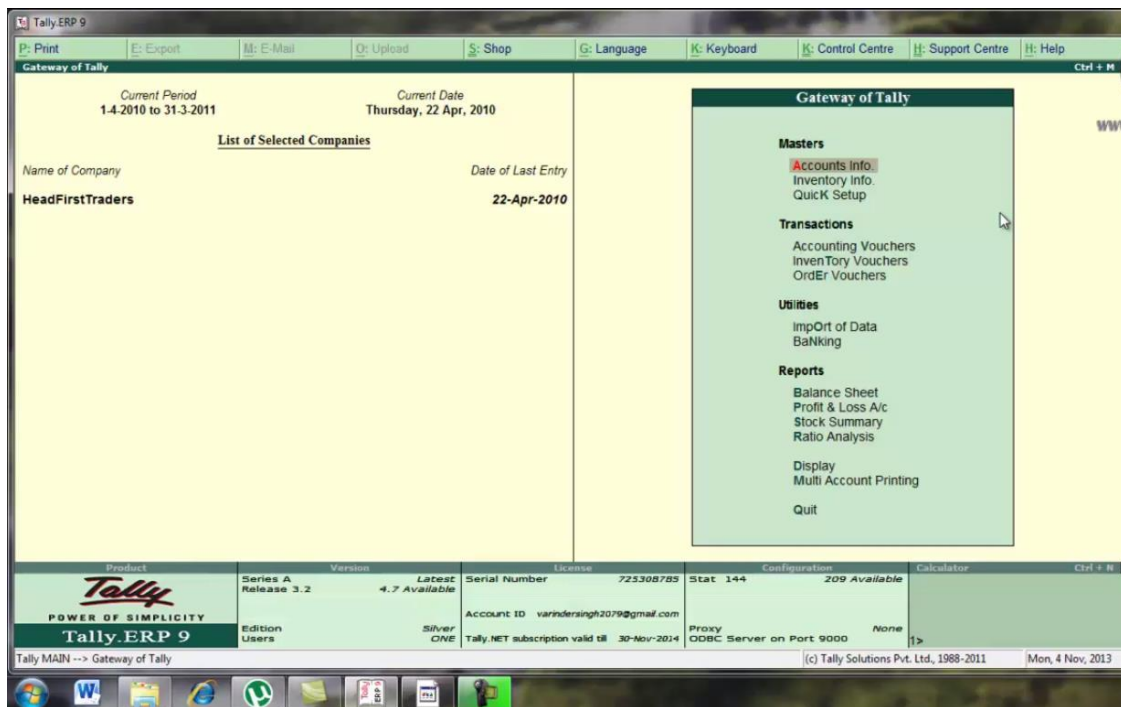
	Quantity	Rate per	Value	Accept ?
Opening Balance :				Yes or No

Q: Quit A: Accept D: Delete Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

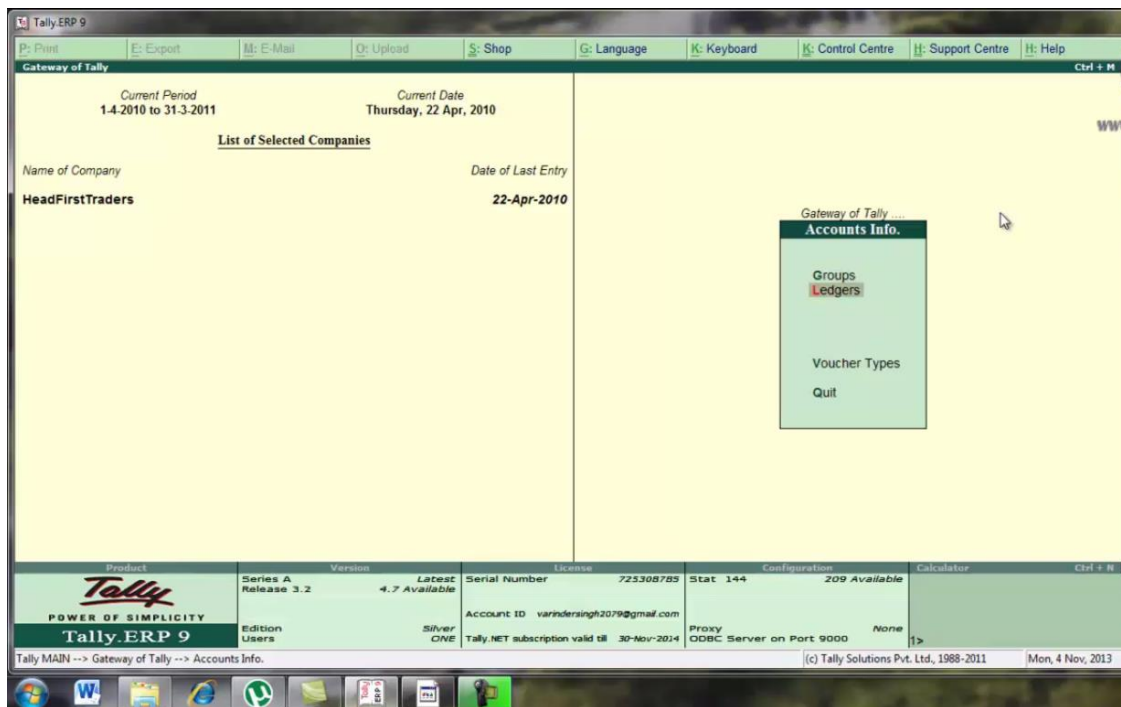
HERE CREATE STOCK ITEMS

esc press करके gateway of tally पर वापिस आ जाये or यहा से account info को select करे



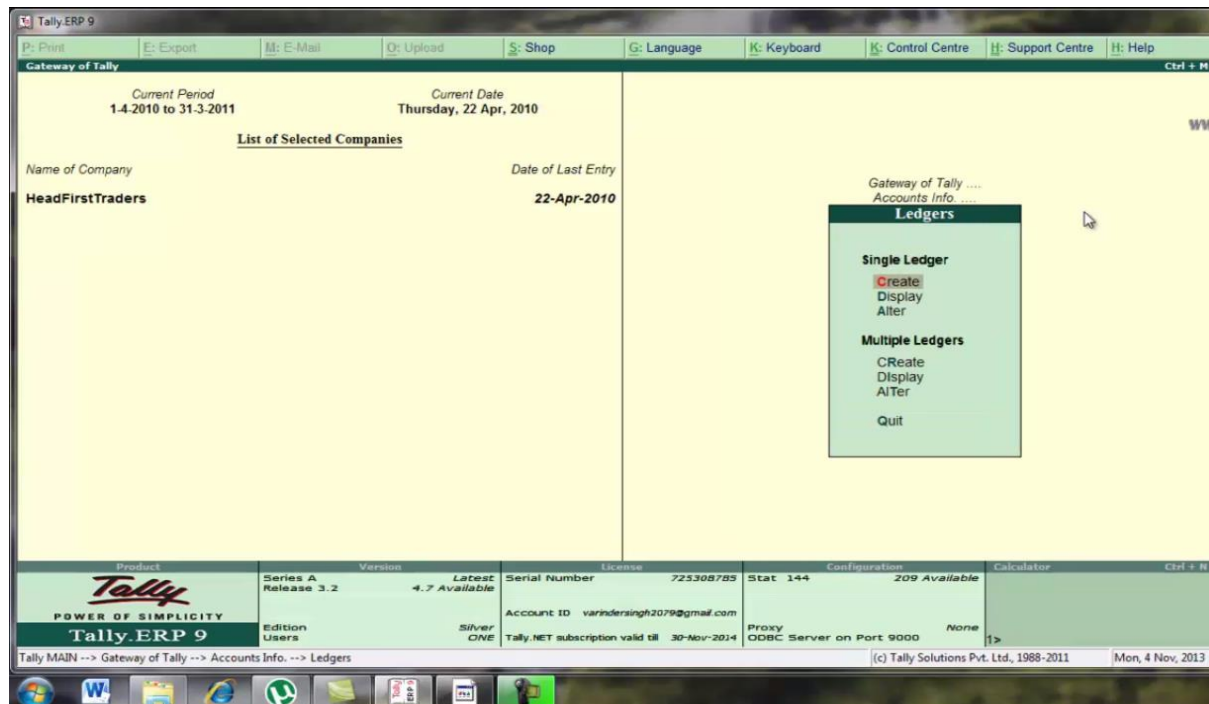
SELECT ACCOUNTS INFO.

accounts info. के menu उपलब्ध हो जायेगे यहा से ledger को select करे



SELECT LEDGER

यहा से single ledger के अंतर्गत create को select करे



SELECT CREATE

यहा पर हम ultra pharma का ledger create करेगे

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ledger Creation HeadFirstTraders Ctrl + M

English : Name : Altra Pharma	Total Op. Bal. 2,82,000.00 Dr 2,47,000.00 Cr <u>Difference</u> 35,000.00 Dr
---	--

Under : Sundry Debtors (Current Assets)	Mailing Details Name : Altra Pharma Address : Subash Nagar, A/city
Maintain balances bill-by-bill : 7 Yes	State : Haryana
Default Credit Period : .	PIN Code : .
Inventory values are affected : 7 No	

Tax Information PAN / IT No. : . Sales Tax No. : . CST No. : .
--

Opening Balance (on 1.Apr.2010) : **Accept ?**
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE LEDGER ALTRA PHARMA

यहा पर satyam pharma का ledger create करेगे



HERE
SATYAM

Tally ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Ledger Creation HeadFirstTraders Ctrl + M

English : Name : Satyam Pharma	Total Op. Bal. 2,82,000.00 Dr 2,47,000.00 Cr Difference 35,000.00 Dr
Under : Sundry Debtors (Current Assets)	Mailing Details Name : Satyam Pharma Address : Near Rai Road,33, Soc New State : Haryana PIN Code :
Maintain balances bill-by-bill : 7 Yes Default Credit Period : Inventory values are affected : 7 No	Tax Information PAN / IT No. : Sales Tax No. : CST No. :

Opening Balance (on 1.Apr.2010)

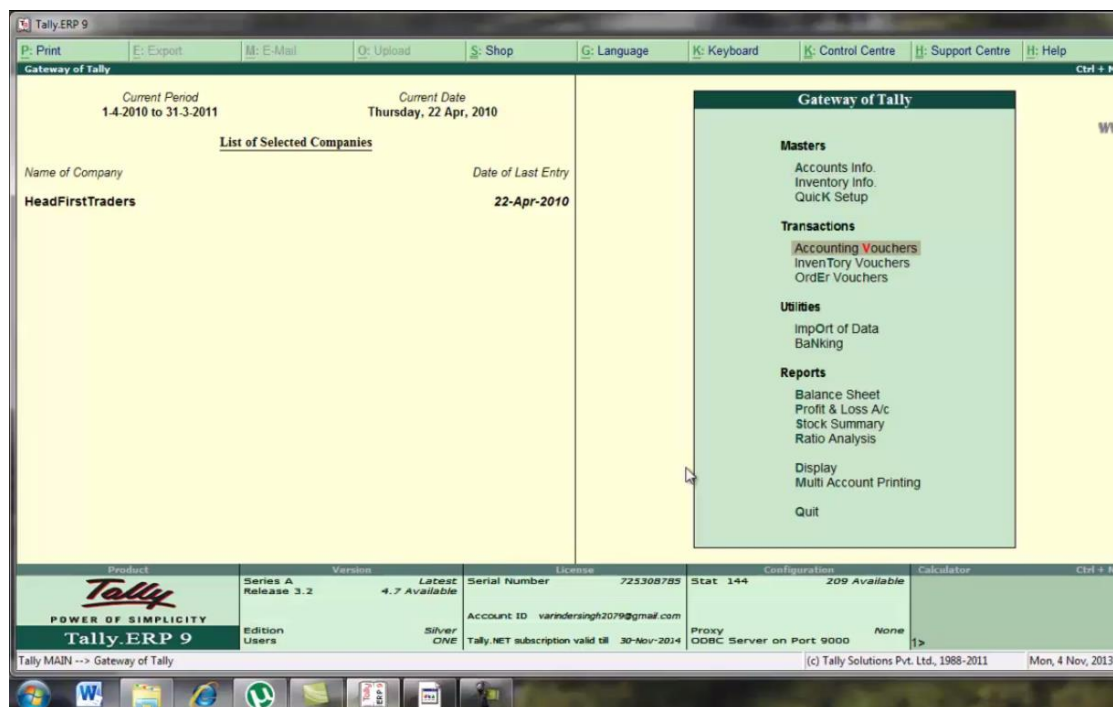
Accept ?
Yes or No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

PHARMA LEDGER

esc press करके वापिस gateway of tally पर आये यहा से gateway of tally मे transaction के अंतर्गत accounting voucher को select करे



SELECT ACCOUNTING VOUCHER

यहा पर altra pharma का purchase voucher create किया है



Tally ERP 9

Accounting Voucher Creation

HeadFirstTraders

Purchase No. 3 Date : 3-May-2011 Monday

Supplier Invoice No. : Date :

Particulars	Debit	Credit
To Altra Pharma		500.00
Cur Bal: 500.00 Cr		
New Ref PUR/ALP/101	500.00 Cr	
By Purchase	500.00	
Cur Bal: 13,500.00 Dr		
Action 500(100mg) 5 box 100.00box	500.00	

Narration:

500.00 500.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE PURCHASE VOUCHER OF ALTRA PHARMA

यहा पर satyam pharma का sales voucher create किया गया है



Tally.ERP 9

Accounting Voucher Creation

HeadFirstTraders

Sales No. 3

4-May-2013 Tuesday

Particulars	Debit	Credit
By Satyam Pharma Cur Bal: 450.00 Dr New Ref: SALE/SP/2	450.00	
To Sales Cur Bal: 23,450.00 Cr Action 500(100mg) 3 box 150.00/box		450.00

Narration:
SOLD 3 BOXES TO SATYAM PHARMA

450.00 450.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE SALES VOUCHER SATYAM PHARMA

यदि हमारी organisation कुछ assemble करती है तो उस समय काफी सारी items को मिलाकर एक बड़ी item बनानी होती है ऐसे case मे हमे छोटी छोटी items के लिय bill न काट कर बड़ी item के लिय bill काटना होता है ऐसा करने के लिय हमे bill of material की आवश्यकता होती है इसका मुख्यता प्रयोग manufacturing के or assembling के लिय किया जाता है जिससे हम उन सभी items जो बड़ी items बनाने के लिय प्रयोग हुई है उनकी detail दे सकते है एक उदाहरण के द्वारा इसको समझते है

BILL OF MATERIALS

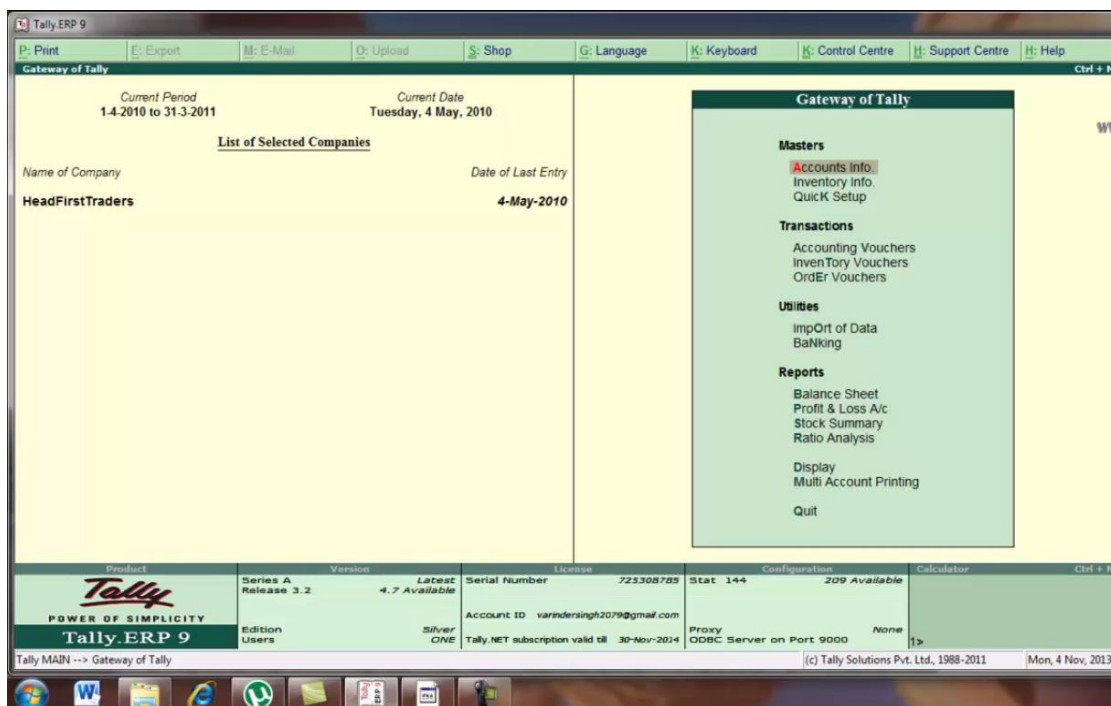
1. BOM IS CREATED AT THE TIME OF MANUFACTURING / ASSEMBLING THE ITEM. IT HELPS US IN DETAILING THE ITEMS USED FOR MANUFACTURING / ASSEMBLING. ALL ITEMS WHICH ARE USED FOR MANUFACTURING / ASSEMBLING ARE STORED IN THE BOM.
2. IT IS BETTER PRACTICE TO CREATE A NEW VOUCHER TYPE WHICH IS USED FOR BOM LIKE MANUFACTURING JOURNAL VOUCHER (UNDER STOCK JOURNAL) OR ASSEMBLING JOURNAL VOUCHER (UNDER STOCK JOURNAL)
3. CREATE ONE ASSEMBLING VOUCHER FOR ONE COMPUTER DESKTOP. WHICH INCLUDES THESE ITEMS. CREATE ALL THESE ITEMS UNDER **COMPONENT GROUP**.

1. LCD – LG -	1
2. KEYBOARD AND MOUSE	1
3. CPU	1
4. UPS	1
5. SPEAKERS	1

THESE ITEMS ARE REQUIRED TO CREATE ON COMPUTER DESKTOP.

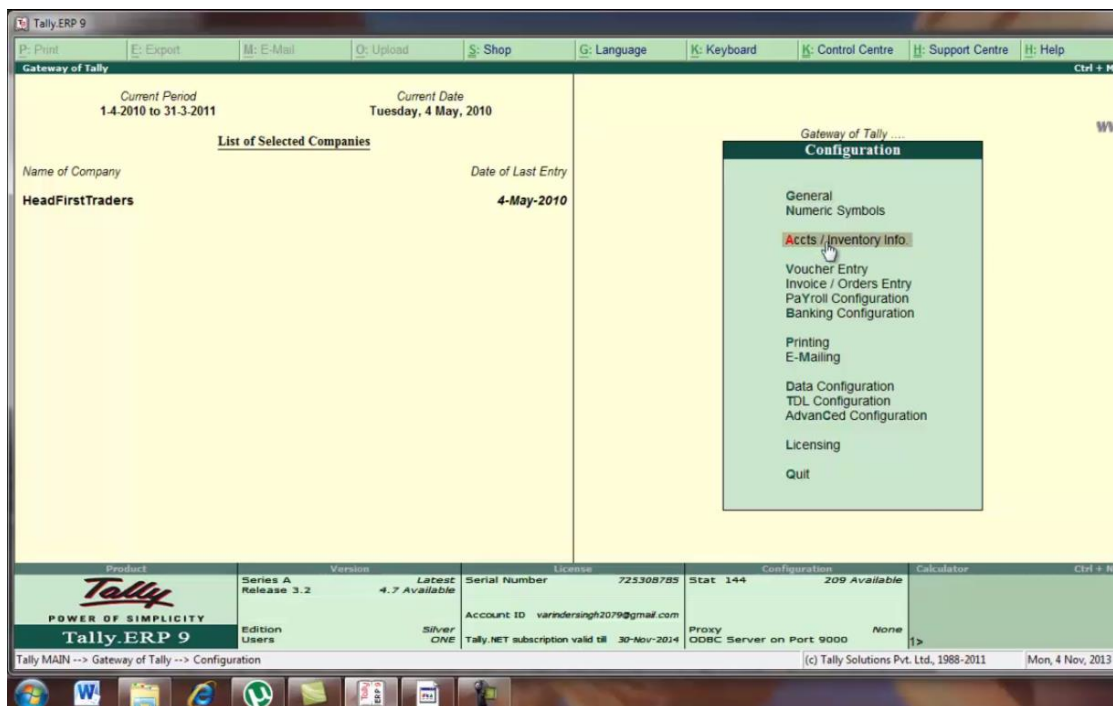
BILL OF MATERIALS

buton toolbar से configure buton को select करे



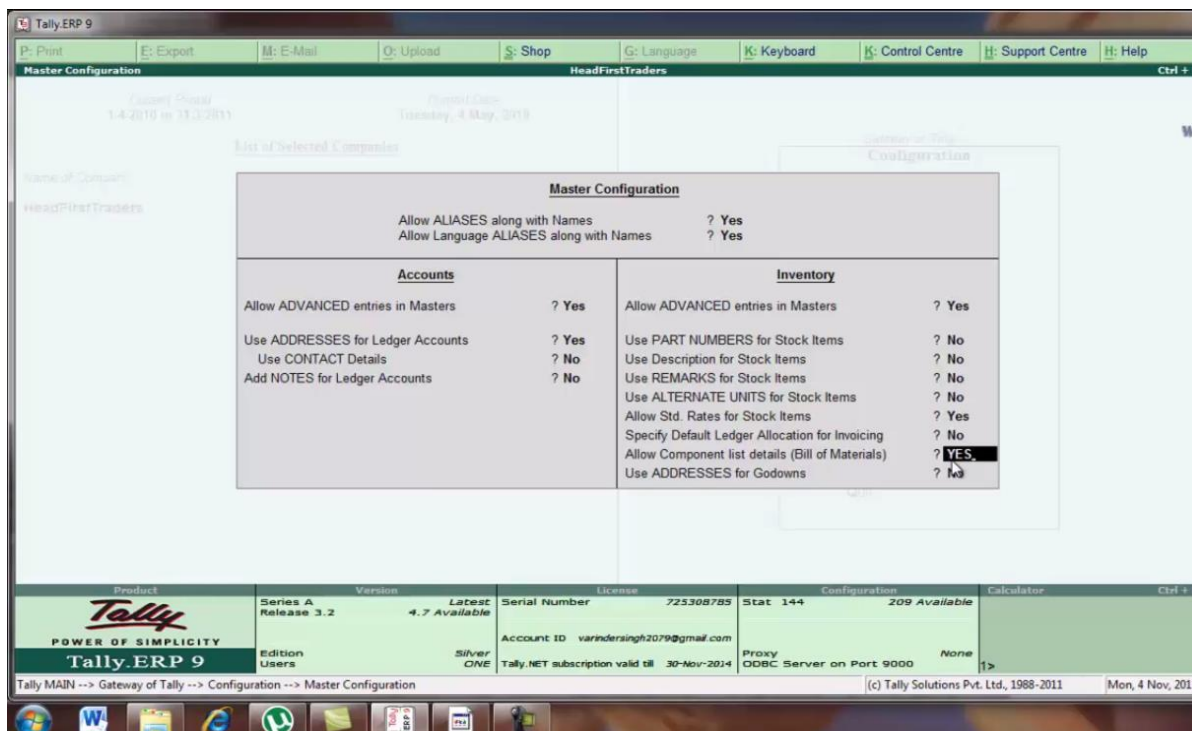
SELECT CONFIGURE

configuration menu उपलब्ध हो जायेगे यहा से accts/ inventory info को select करे



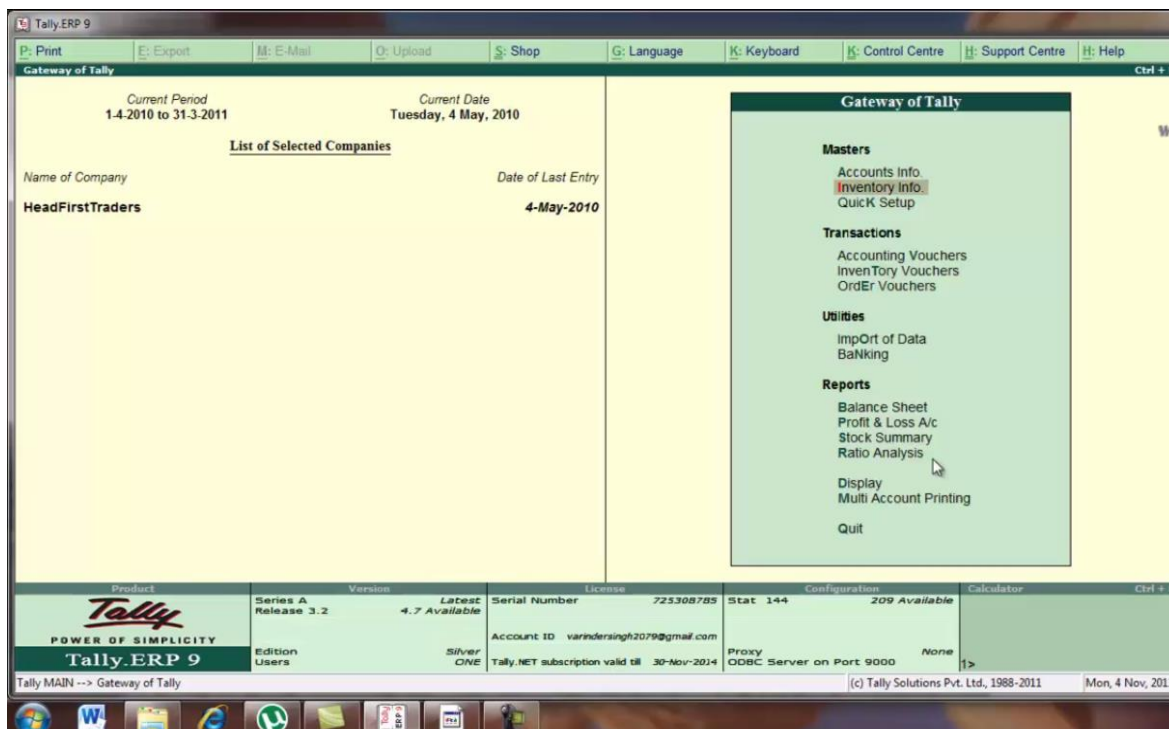
SELECT ACCTS/ INVENTORY INFO

यहा पर allow component list details को yes कर दे



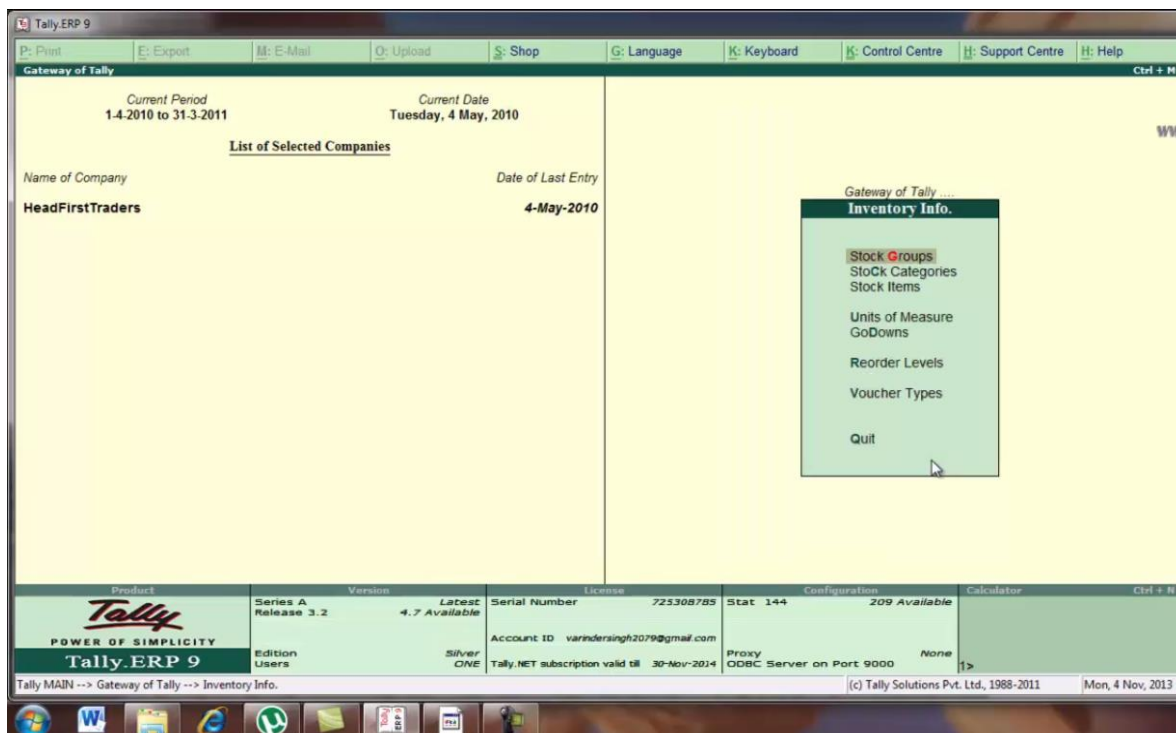
HERE YES ALLOW COMPONENT LIST DETAILS (BILL OF MATERIAL)

esc press करे or gateway of tally मे masters के अंतर्गत inventory info को select करे



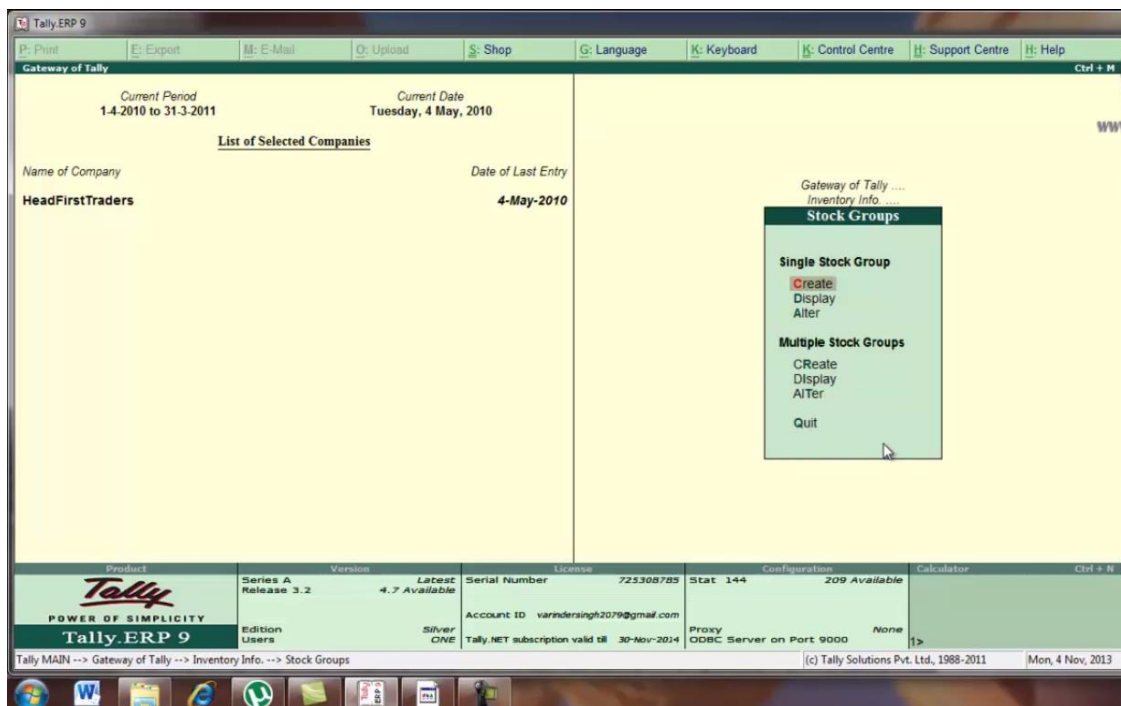
SELECT INVENTORY INFO

यहा से stock group को select करे



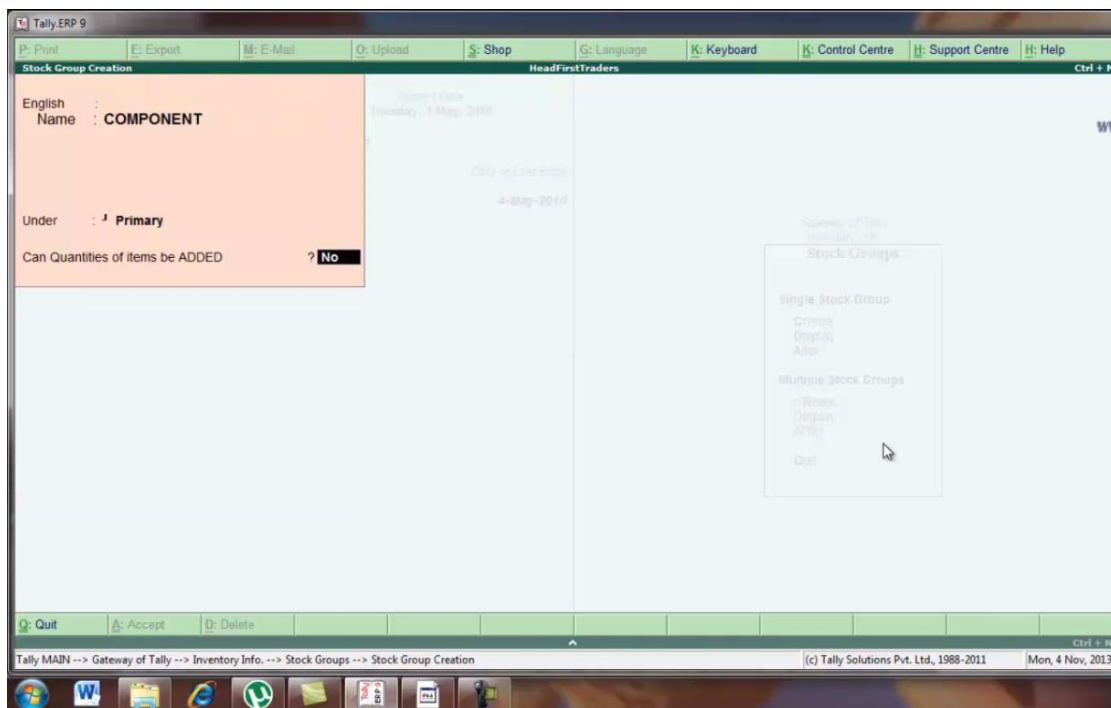
SELECT STOCK GROUP

यहा से single stock group के अंतर्गत create को select करे



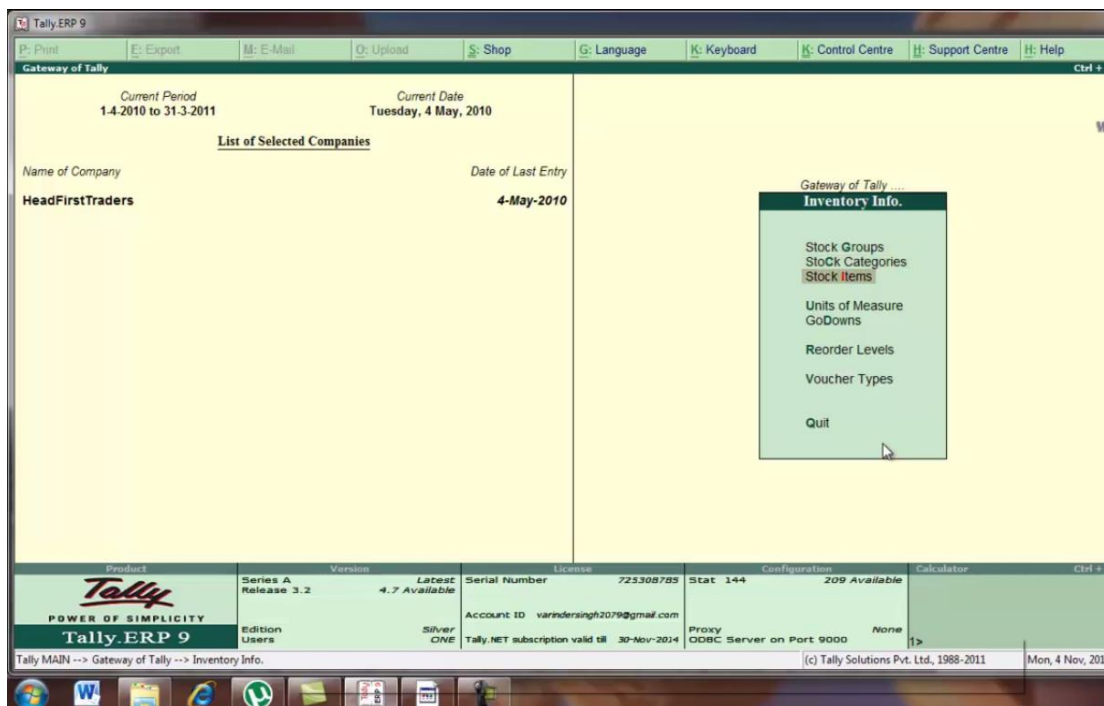
SELECT CREATE

stock group creation screen उपलब्ध हो जाएगी



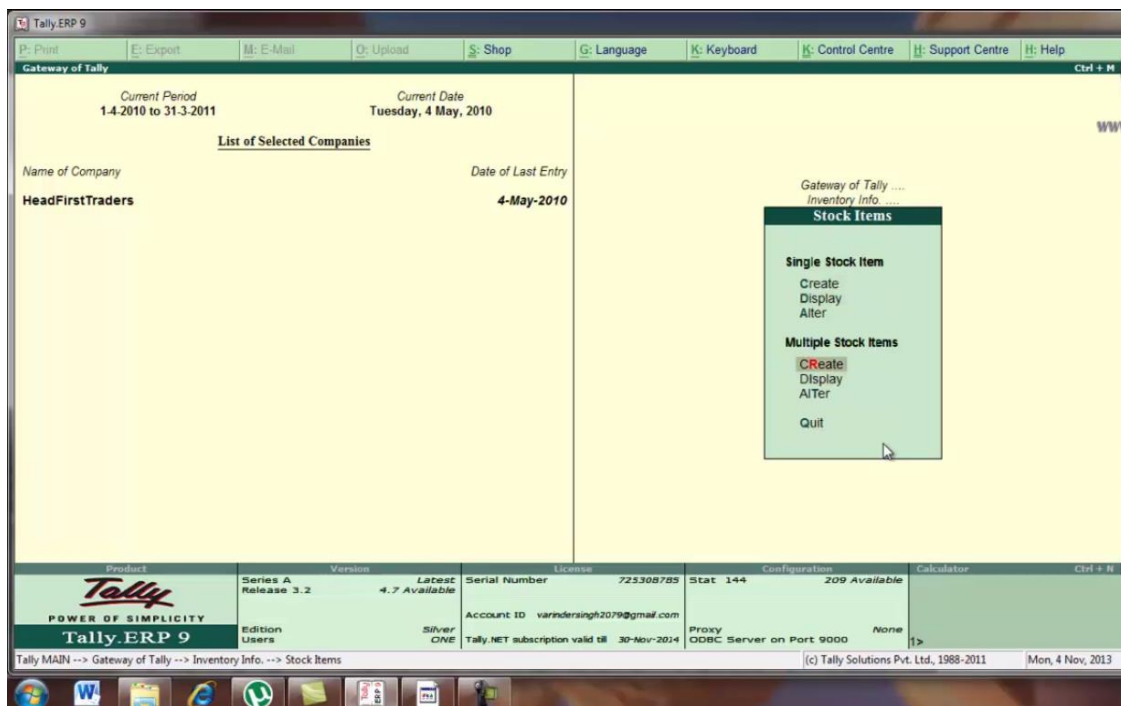
HERE STOCK GROUP CREATION

यहा से stock items को select करे



SELECT STOCK ITEMS

multiple stock items के अंतर्गत create को select करे



SELECT CREATE UNDER MULTIPLE STOCK ITEMS

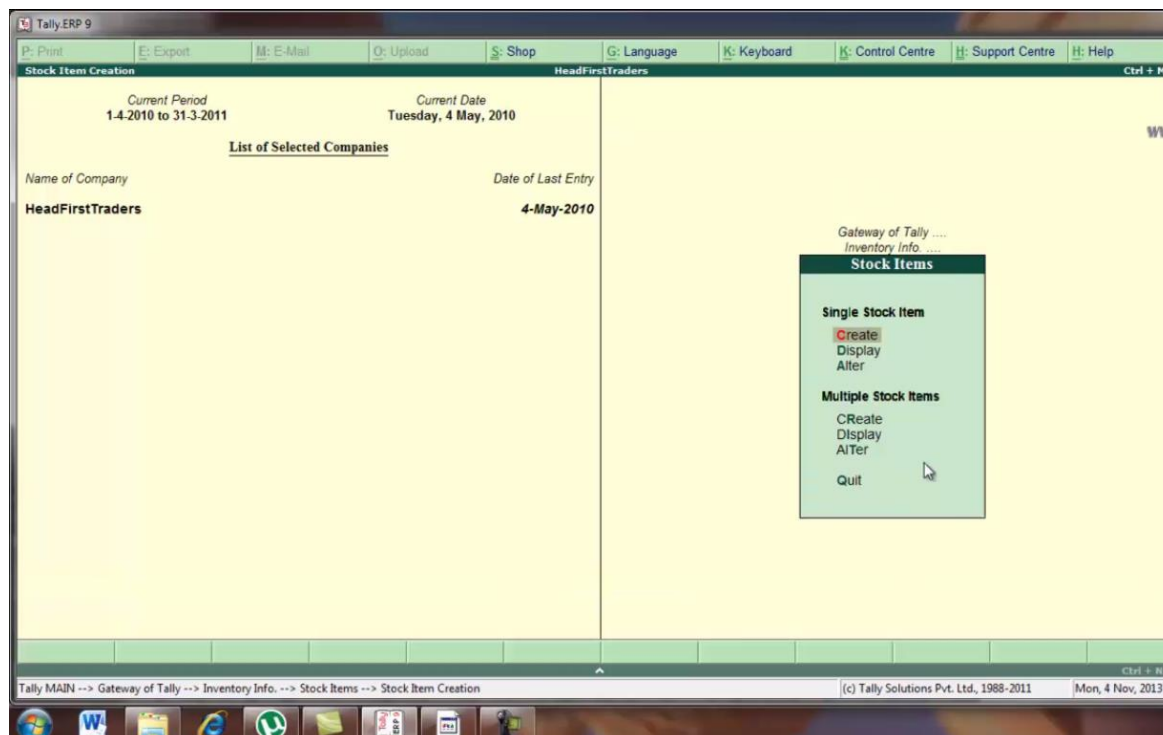


यहा पर multiple stock creation screen उपलब्ध हो जाएगी component group के under multiple items create की गयी है

S.No	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount
1.	LCD	COMPONENT	Not Applicable	pcs.	5 pcs.	6,500.00	pcs.	32,500.0
2.	KBD+MOUSE	COMPONENT	Not Applicable	pcs.	5 pcs.	250.00	pcs.	1,250.0
3.	CPU	COMPONENT	Not Applicable	pcs.	5 pcs.	9,500.00	pcs.	47,500.0
4.	UPS	COMPONENT	Not Applicable	pcs.	10 pcs.	1,500.00	pcs.	15,000.0
5.	SPEAKER	COMPONENT	Not Applicable	pcs.	12 pcs.	950.00	pcs.	11,400.0

MULTI STOCK ITEMS CREATIONS

esc press करके बाहर आ जाये or यहा से single stock items के under create को select करे



SELECT CREATE UNDER SINGLE STOCK ITEMS



Tally.ERP 9

P: Print | E: Export | M: E-Mail | O: Upload | S: Shop | G: Language | K: Keyboard | K: Control Centre | H: Support Centre | H: Help

Stock Item Creation | HeadFirstTraders | Ctrl + M

English
Name : **COMPUTER DESKTOP**

	Tax Information	Behaviour
Under : COMPONENT	Tariff Classification : J Not Applicable	Costing Method : Avg. Cost
Category : J Not Applicable	Rate of Duty (eg 5) :	Market Valuation Method : Avg. Price
Units : pcs.		Ignore Diff. due to Physical Counting ? No
Maintain in Batches ? No		Ignore Negative Balances ? No
		Treat all Sales as New Manufacture ? No
Set Components (BoM) ? YES		Treat all Purchases as Consumed ? No
Set Standard Rates ? No		Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance :			

Quit | Accept | Delete | Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation | (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

HERE COMPUTER DESKTOP STOCK ITEM



Tally.ERP 9

Stock Item Components (BoM)

HeadFirstTraders

COMPUTER DESKTOP

BoM Name : COMPUTER DESKTOP
Components of : COMPUTER DESKTOP
Unit of manufacture : 1 pcs.

Item	Godown	Quantity
LCD	Main Location	1 pcs.
CPU	Main Location	1 pcs.
KBD+MOUSE	Main Location	1 pcs.
SPEAKER	Main Location	1 pcs.
UPS	Main Location	1 pcs.

List of Stock Items

End of List	Qty
Action 500(100mg)	2 pcs.
CPU	5 pcs.
Hp Pavilion	3 pcs.
Hp Series	5 pcs.
KBD+MOUSE	5 pcs.
LCD	5 pcs.
Lenovo G460	2 pcs.
Lenovo G560	3 pcs.
Philips	5 pcs.
Sony	5 pcs.
SPEAKER	12 pcs.
UPS	10 pcs.

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Multi Components...

(c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE STOCK ITEMS COMPONENTS (BOM)



Tally ERP 9

Stock Item Creation

English :
Name : **COMPUTER DESKTOP**

Under	Tax Information	Behaviour
Category : COMPONENT Units : pcs. Maintain in Batches ? No	Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	5 pcs.	18,700.00 pcs.	93,500.00

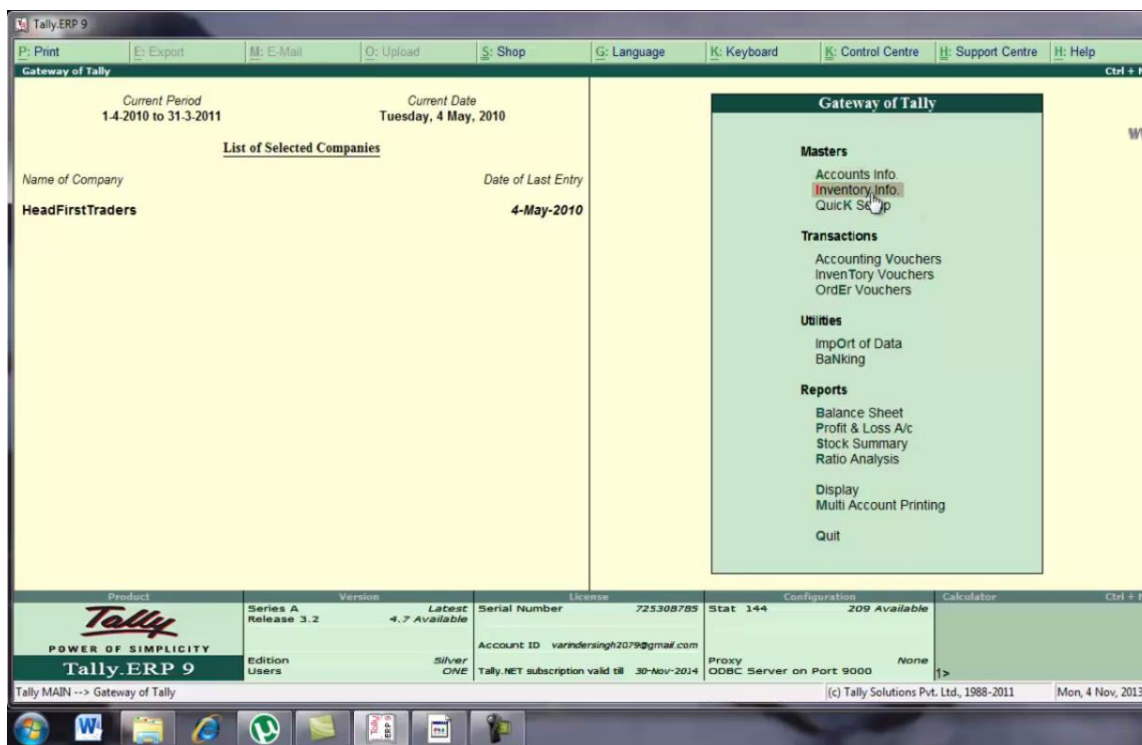
Accept ?
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

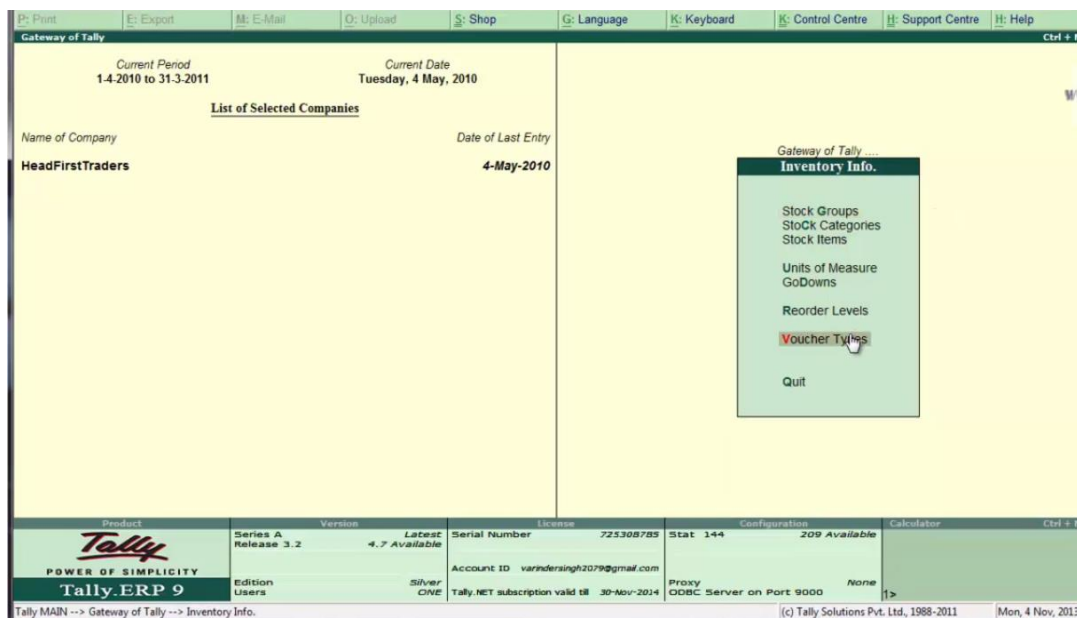
HERE PREPARED COMPUTER DESKTOP STOCK ITMES

esc press करे or gateway of tally पर वापिस आ जाये इसके यहा से masters के अंतर्गत inventory info. को select करे



PRESS ESC FOR BACK TO GATEWAY OF TALLY THEN SELECT INVENTORY INFO.

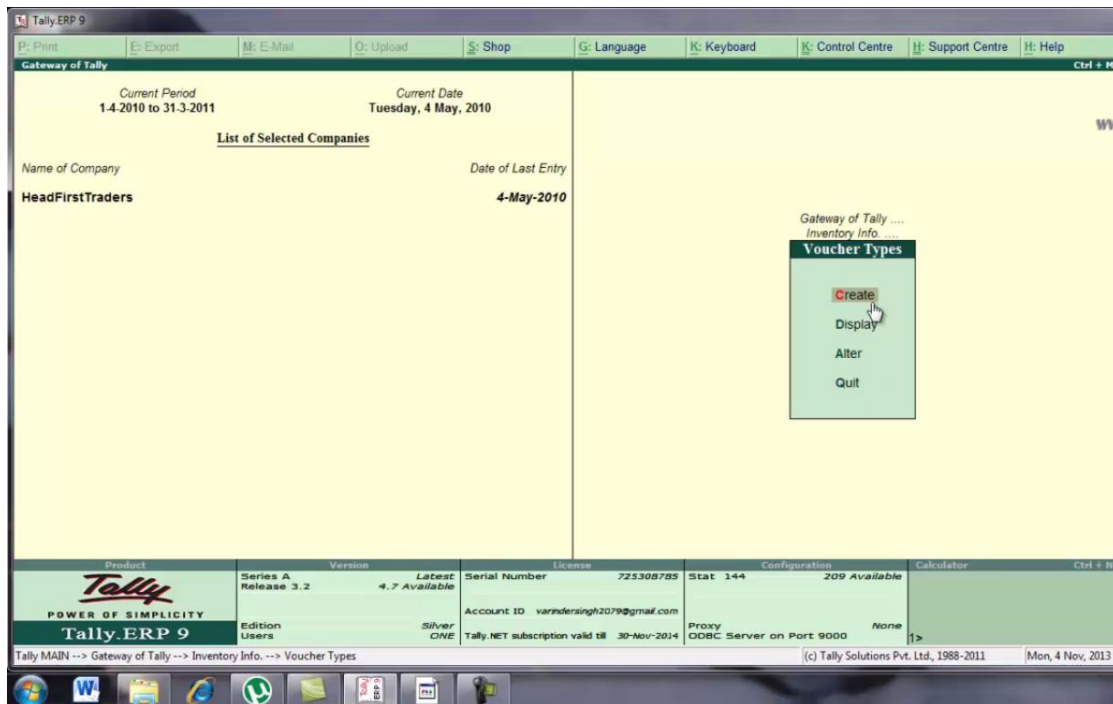
यहा से voucher type को select करे



HERE SELECT VOUCHER TYPE

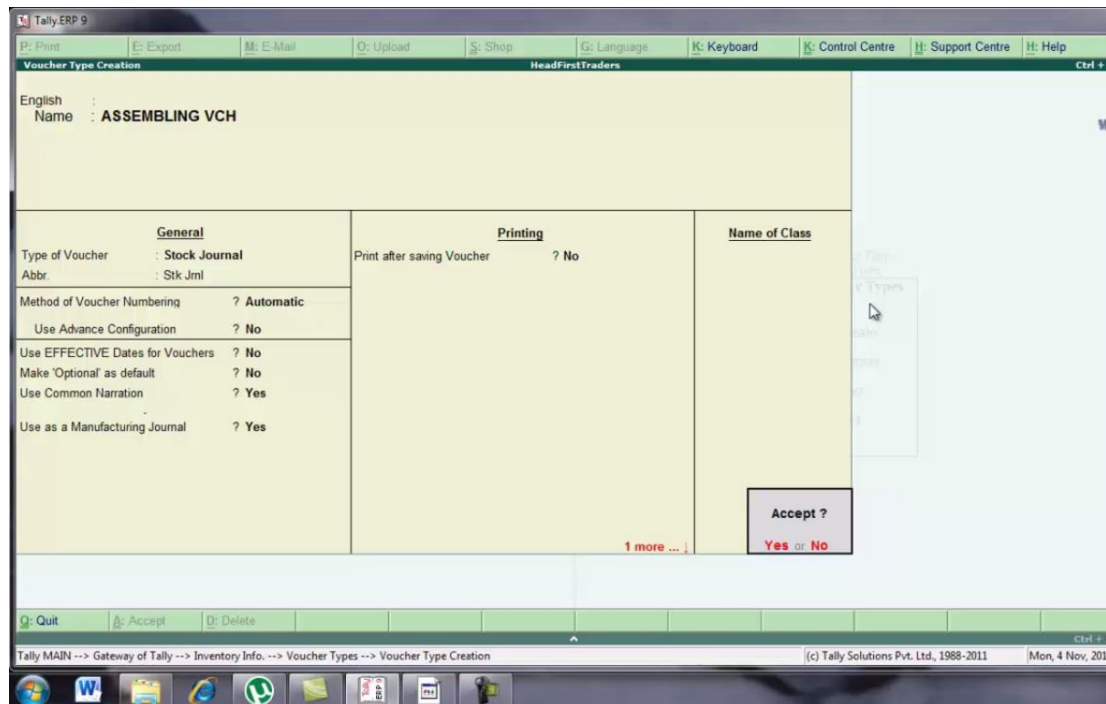


यहा से create को select करे



SELECT CREATE

यहा पे assembling voucher create किया गया है



The screenshot shows the 'Voucher Type Creation' window in Tally ERP 9. The window title is 'Voucher Type Creation' and the user is 'HeadFirstTraders'. The English Name is 'ASSEMBLING VCH'. The window is divided into three main sections: General, Printing, and Name of Class.

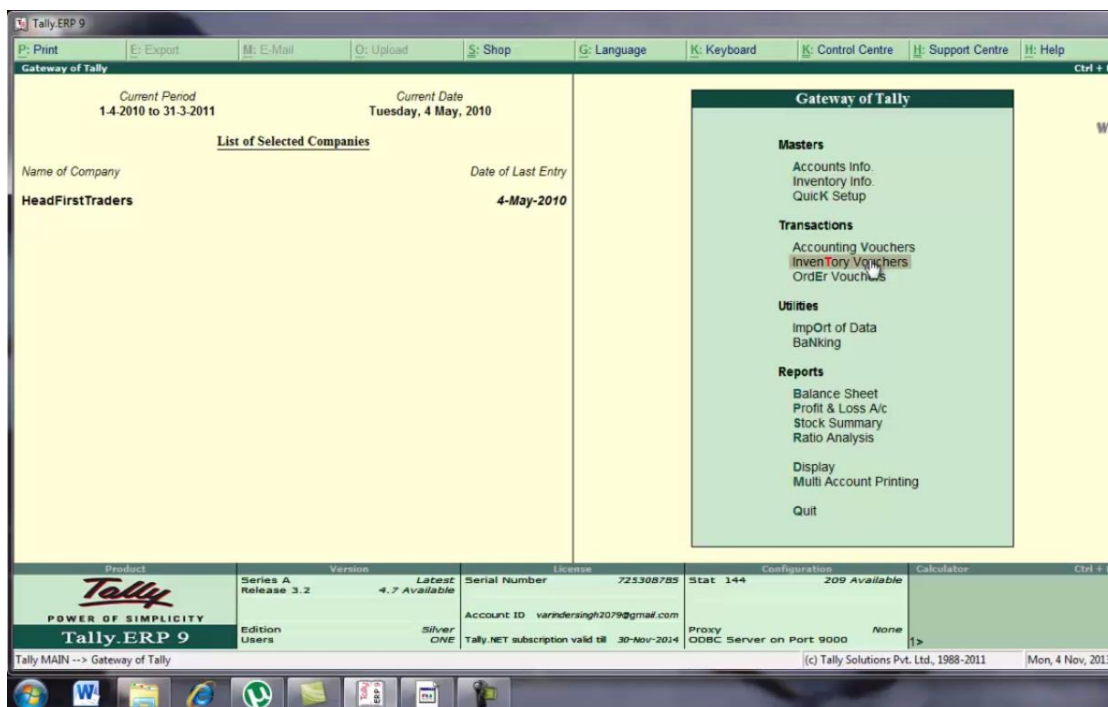
General		Printing	Name of Class
Type of Voucher	Stock Journal	Print after saving Voucher	? No
Abbr.	Stk Jml		
Method of Voucher Numbering	? Automatic		
Use Advance Configuration	? No		
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Use as a Manufacturing Journal	? Yes		

At the bottom right of the window, there is an 'Accept ?' button with 'Yes or No' options. A status bar at the bottom indicates '1 more ...' and 'Accept ? Yes or No'. The taskbar at the bottom shows the Tally ERP 9 application running, with the path 'Tally MAIN --> Gateway of Tally --> Inventory Info. --> Voucher Types --> Voucher Type Creation' and the date 'Mon, 4 Nov, 2013'.

HERE CREATE ASSEMBLING VOUCHER



esc press करके gateway of tally पर वापिस आ जाये or यहा से transaction के अंतर्गत inventory voucher को select करे



PRESS ESC FOR BACK TO GATEWAY OF TALLY AND SELECT INVENTORY VOUCHER



यहा पर हम inventory vouchers मे assembling voucher को create करेगे

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help

Inventory Voucher Creation HeadFirstTraders Ctrl + N

ASSEMBLING VCH No. 1 4-May-2013 Tuesday WWW

Manufacture of Materials

Name of Product : COMPUTER DESKTOP BoM Name : COMPUTER DESKTOP Godown: Main Location Qty 1 pcs.
% of Cost allocation 100 % Batch Name : Mfg Dt. : Expiry :

Components (Consumption)				Co-Product / By-Product / Scrap						
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
LCD	Main Location	1 pcs	6,500.00/pcs	6,500.00	J End of List					
CPU	Main Location	1 pcs	9,500.00/pcs	9,500.00						
KBD+MOUSE	Main Location	1 pcs	250.00/pcs	250.00						
SPEAKER	Main Location	1 pcs	950.00/pcs	950.00						
UPS	Main Location	1 pcs	1,500.00/pcs	1,500.00						
					Cost of Components : 18,700.00					
					Type of Addl. Cost %age					
					J End of List					
					Total Addl. Cost :					
					Effective Cost :					
					Allocation to Primary Item :					
					Effective Rate for Primary Item :					
				5 pcs	18,700.00					Accept ?
										Yes or No

Narration: Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE INVENTORY VOUCHER (ASSEMBLING VCH)



BUDGET

किसी भी business के लिये budget बहुत बहुत जरूरी है budget का अर्थ उस plan से है जिसमें flow of funds को explain किया जाता है जिसके अंतर्गत हम expenses or income की जानकारी रखते हैं or एक budget निर्धारित करते हैं की किस expenses में हमें कितना खर्च करना है or किस income से हमें कितनी प्राप्ति हुई इस प्रकार budget से plan set कर सकते हैं or अपने goal को पा सकते हैं

HEADFIRST TRADERS

BUDGET : A BUDGET IS A PLAN WHICH EXPLAINS THE FLOW OF FUNDS IN AN ORGANIZATION .THE USER CAN **COMPARE THE ACTUAL PERFORMANCE OF THE WITH THE BUDGET** AND ALSO GET A VARIANCE REPORT. MULTIPLE BUDGETS (FIRST BUDGET , HALF YEALY BUDGET AND YEARLY BUDGET OR OPTIMISTIC BUDGET, REAL BUDGET) CAN BE DEFINED FOR GROUPS , LEDGERS AND FOR COST CENTERS WITHIN DIFFERENT PERIODS.

TYPE OF BUDGET

1	ON NETT TRANSACTIONS	SELECT IT TO MONITOR THE TRANSACTION AMOUNTS, NOT TO MONITOR THE BALANCES. NETT IS NET OF DEBITS AND CREDITS FOR THE SPECIFIED PERIOD.
2	ON CLOSING BALANCE	THE BALANCE OF THE ACCOUNTS IS CONSIDERED IN THIS SELECTION. FOR EXAMPLE, BALANCES OF BANK ACCOUNTS, BALANCES OF DEBTORS.

WHAT IS BUDGET AND TYPE OF BUDGET



यहा पर कुछ budget से related transaction का अध्ययन हम करेगे

CREATE A BUDGET (ON CLOSING BALANCE) AND CHECK BUDGETS VARIANCE FOR THESE ITEMS		
LEDGER BUDGETS UNDER FINANCIAL YEAR BUDGETS		
ACCOUNT NAME	TYPE OF BUDGET	AMOUNT
1. TELEPHONE EXP	ON CLOSING BALANCE	1200
2. SALARY AND WAGES	ON CLOSING BALANCE	1800
3. TRAVELLING EXP	ON CLOSING BALANCE	2500
4. ELECTRICITY EXP	ON CLOSING BALANCE	2000

HERE CREATE A BUDGET BY AN EXAMPLE



यहा पर telephone exp का ledger बनायेगे

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard Control Cent

Ledger Display **HeadFirstTraders**

English : Name : Telephone Exp	Total Op. Bal. 2,82,000.00 Dr 2,47,000.00 Cr <u>Difference</u> 35,000.00 Dr
-----------------------------------	--

Under : Indirect Expenses **Mailing Details**

Inventory values are affected ? No

Name :
Address :
State :
PIN Code :

Tax Information

PAN / IT No. :
Sales Tax No. :
CST No. :

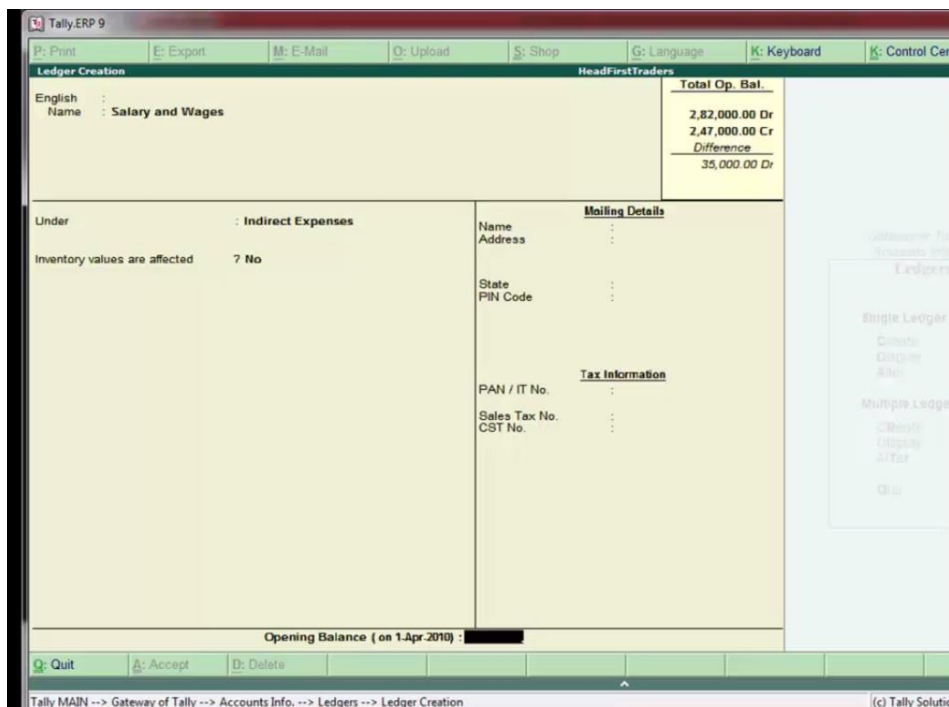
Opening Balance (on 1.Apr.2010) :

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Display (c) Tally Solution

HERE WE CREATE TELEPHONE EXP. LEDGER (UNDER INDIRECT EXP)

यहा पर salary and wages का ledger create किया है



The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The ledger name is 'Salary and Wages' and it is set under 'Indirect Expenses'. The 'Opening Balance (on 1.Apr.2010)' is set to zero. The 'Total Op. Bal.' summary shows a debit of 2,82,000.00 and a credit of 2,47,000.00, resulting in a debit difference of 35,000.00. The 'Mailing Details' and 'Tax Information' sections are also visible.

Total Op. Bal.	
2,82,000.00	Dr
2,47,000.00	Cr
Difference	
35,000.00	Dr

HERE WE CREATE SALARY AND WAGES LEDGER (UNDER INDIRECT EXP)



यहा पर travelling का ledger create किया गया है

Tally.ERP 9

P: Print E: Export M: E-Mail Q: Upload S: Shop G: Language K: Keyboard K: Control Cent

Ledger Creation HeadFirstTraders

English : Name : Travelling Exp		Total Op. Bal. 2,82,000.00 Dr 2,47,000.00 Cr <i>Difference</i> 35,000.00 Dr
Under : Indirect Expenses	Name : Address : State : PIN Code :	Mailing Details
Inventory values are affected 7 No	PAN / IT No. : Sales Tax No. : CST No. :	Tax Information

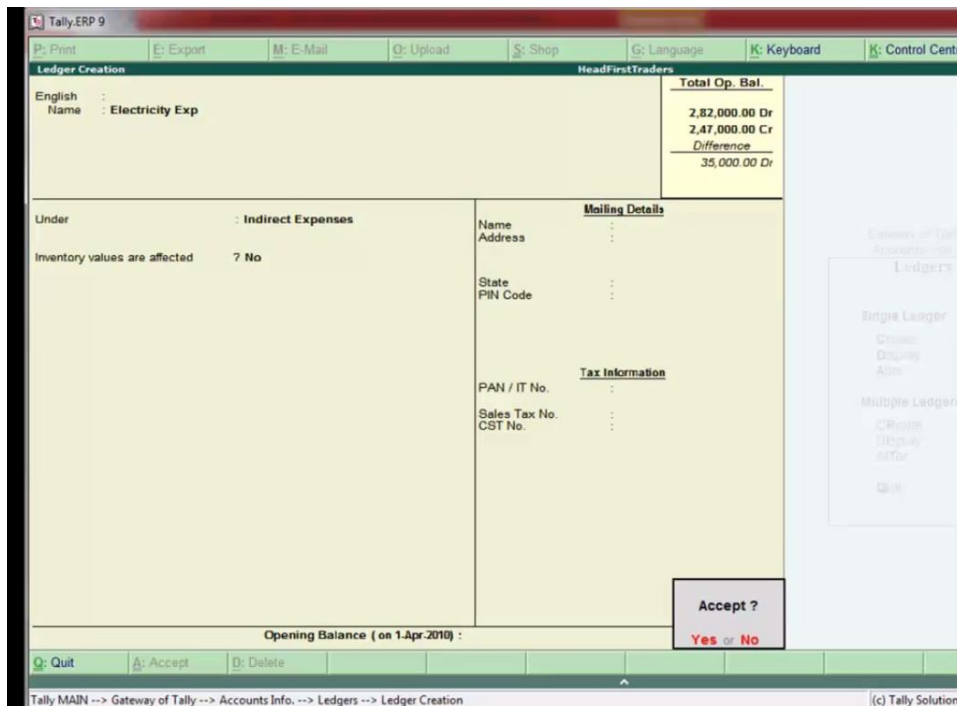
Opening Balance (on 1-Apr.2010) : [REDACTED]

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solution

HERE WE CREATE TRAVELLING EXP. LEDGER (UNDER INDIRECT EXP)

यहा पर electricity exp का ledger create किया गया है



The screenshot shows the 'Ledger Creation' window in Tally.ERP 9. The ledger name is 'Electricity Exp' under 'Indirect Expenses'. The opening balance as of 1-Apr-2010 is 35,000.00 Dr. The window includes fields for Mailing Details and Tax Information, and an 'Accept ?' dialog box at the bottom right.

Ledger Creation		HeadFirstTraders	Total Op. Bal.
English :			2,82,000.00 Dr
Name :	Electricity Exp		2,47,000.00 Cr
			Difference
			35,000.00 Dr

Under : Indirect Expenses

Inventory values are affected ? No

Mailing Details

Name :
Address :
State :
PIN Code :

Tax Information

PAN / IT No. :
Sales Tax No. :
CST No. :

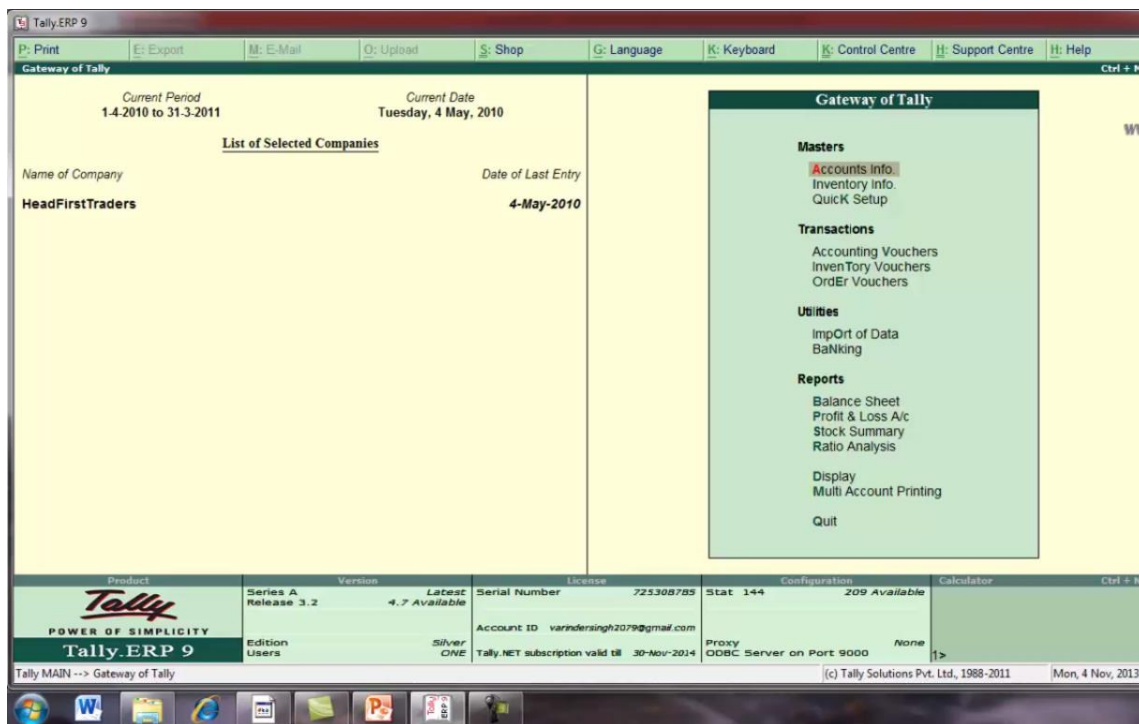
Opening Balance (on 1-Apr-2010) :

Accept ?
Yes or No

HERE WE CREATE ELECTRICITY EXP. LEDGER (UNDER INDIRECT EXP)

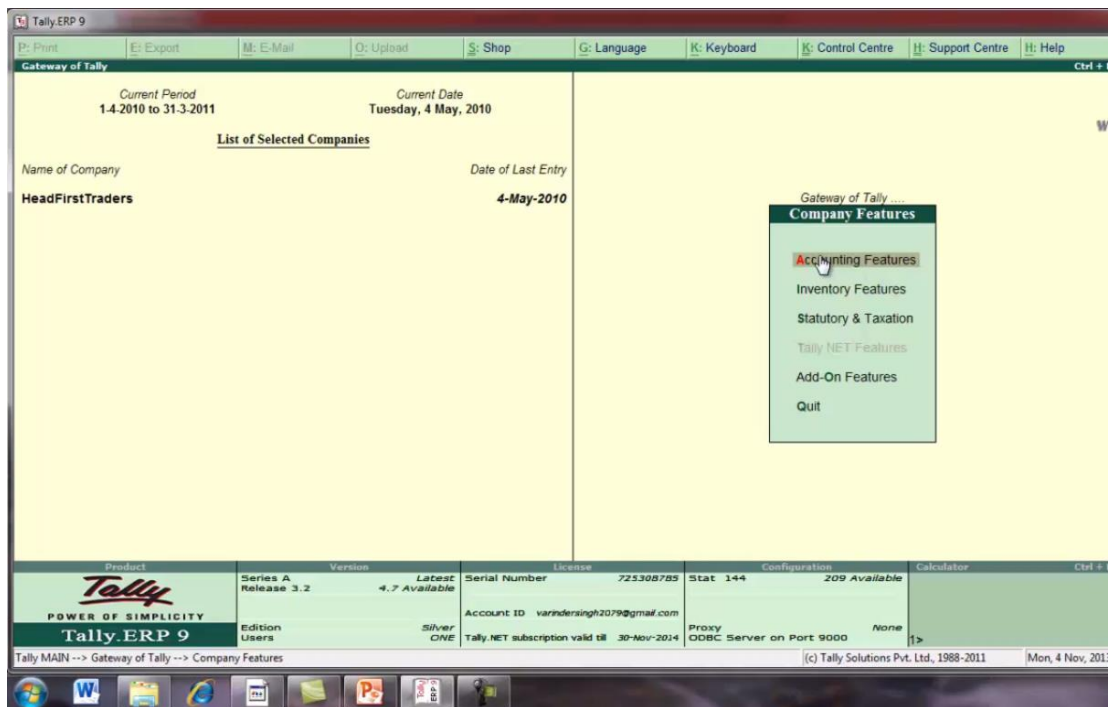


esc press करके gateway of tally मे वापिस आ जाये or buton toolbar से features buton को select करे



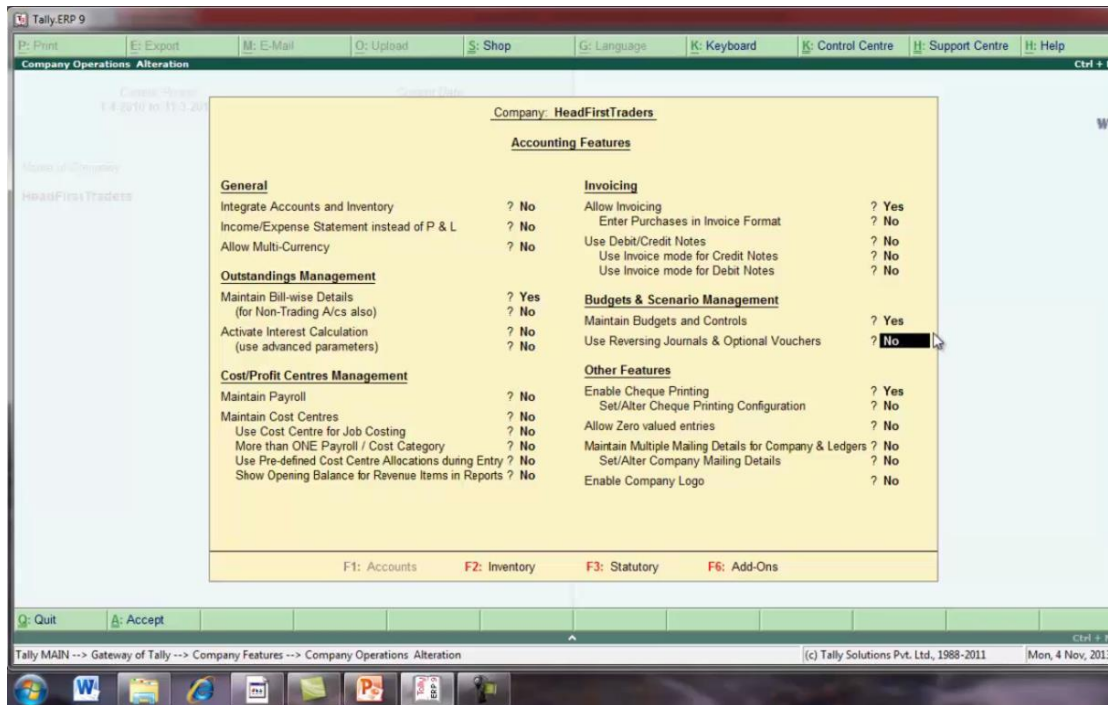
HERE SELECT FEATURES OR F11

features के menu उपलब्ध हो जायेगे यहा से accounting फीचर को select करे



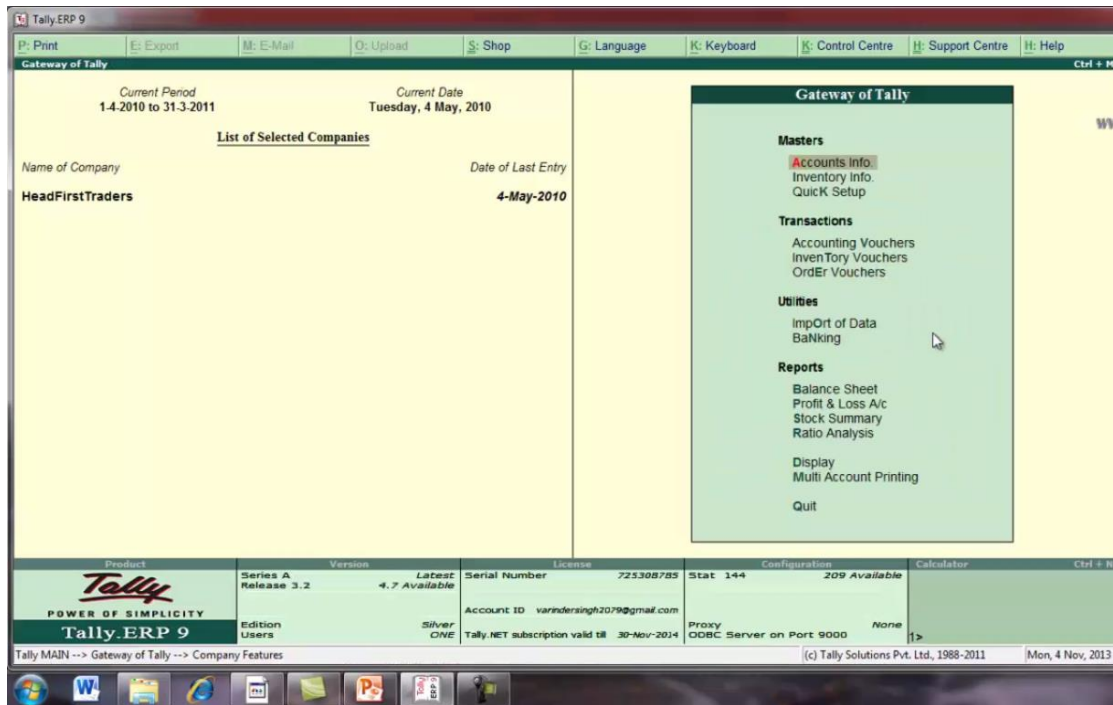
THEN SELECT ACCOUNTING FEATURES

यहाँ से MAINTAIN BUDGET AND CONTROLS UNDER BUDGETS AND SCENARIO MANAGEMENT को yes कर दे



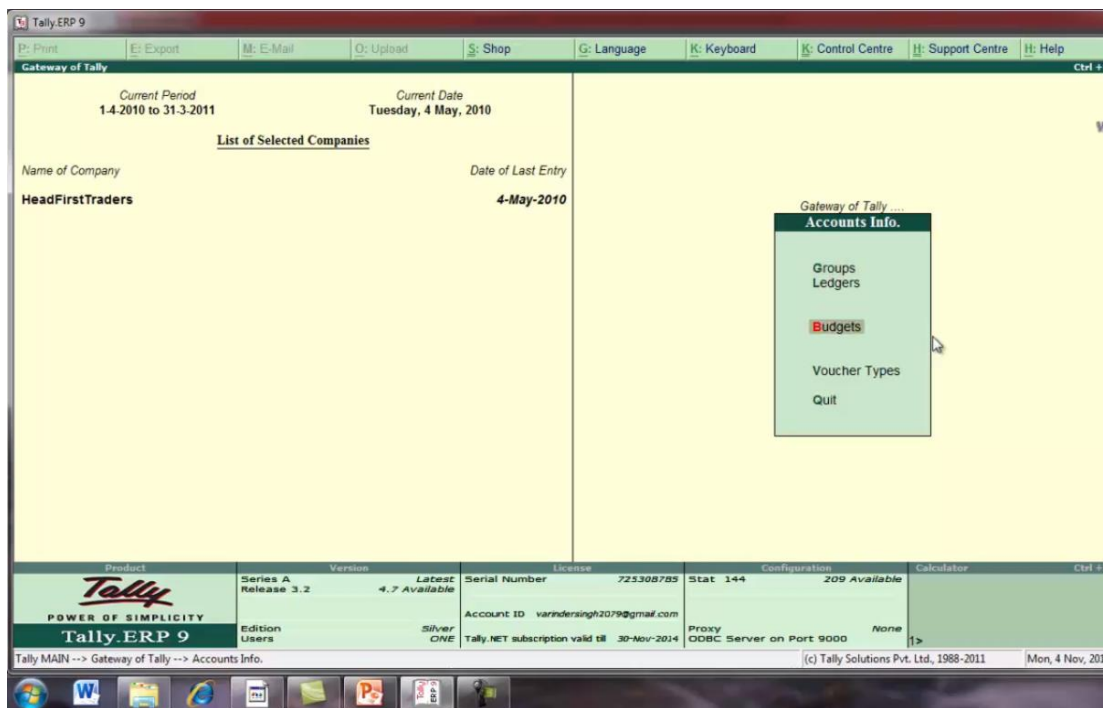
THEN YES MAINTAIN BUDGET AND CONTROLS UNDER BUDGETS AND SCENARIO MANAGEMENT

esc press करके gateway of tally मे वापिस आ जाये or यहाँ से masters के अंतर्गत account info को select करे



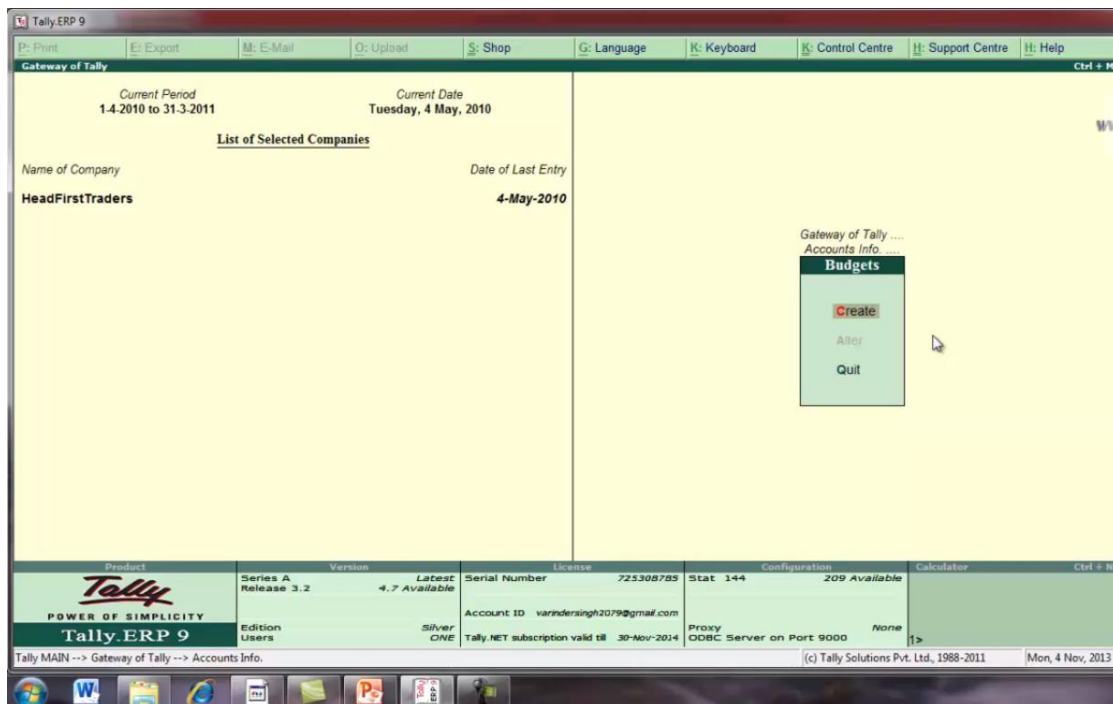
HERE SELECT ACCOUNT INFO.

अब यहां पर account info के menu में budget available हो जायेगा budget को select करे



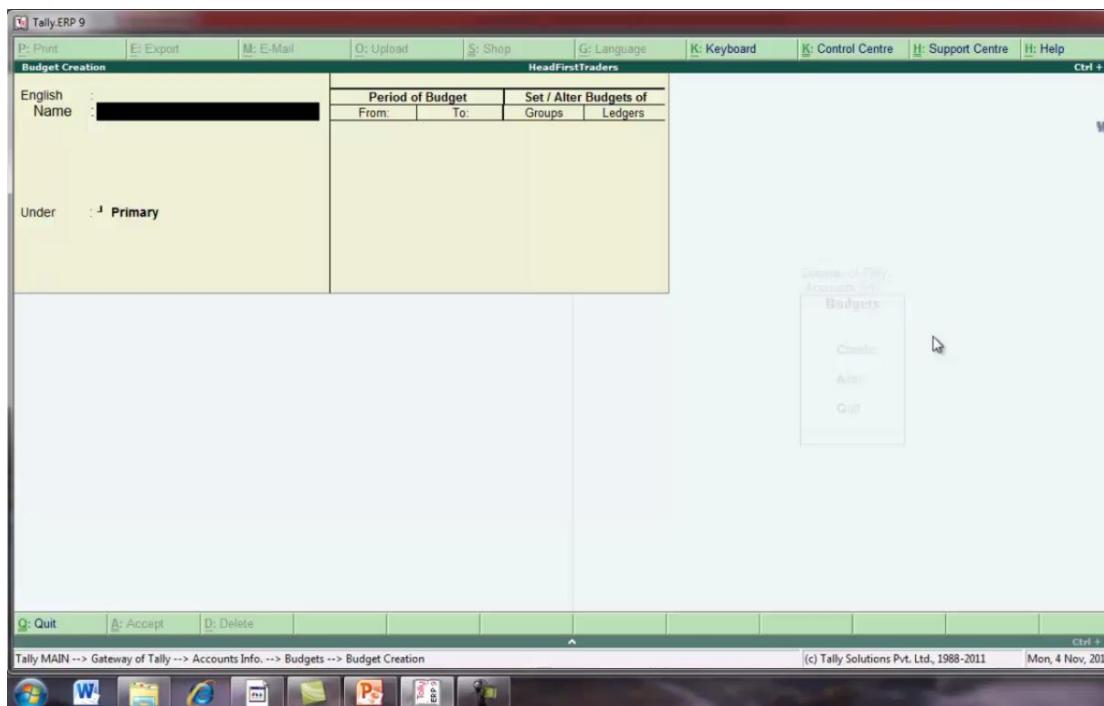
HERE SELECT BUDGET

यहा से create को select करे



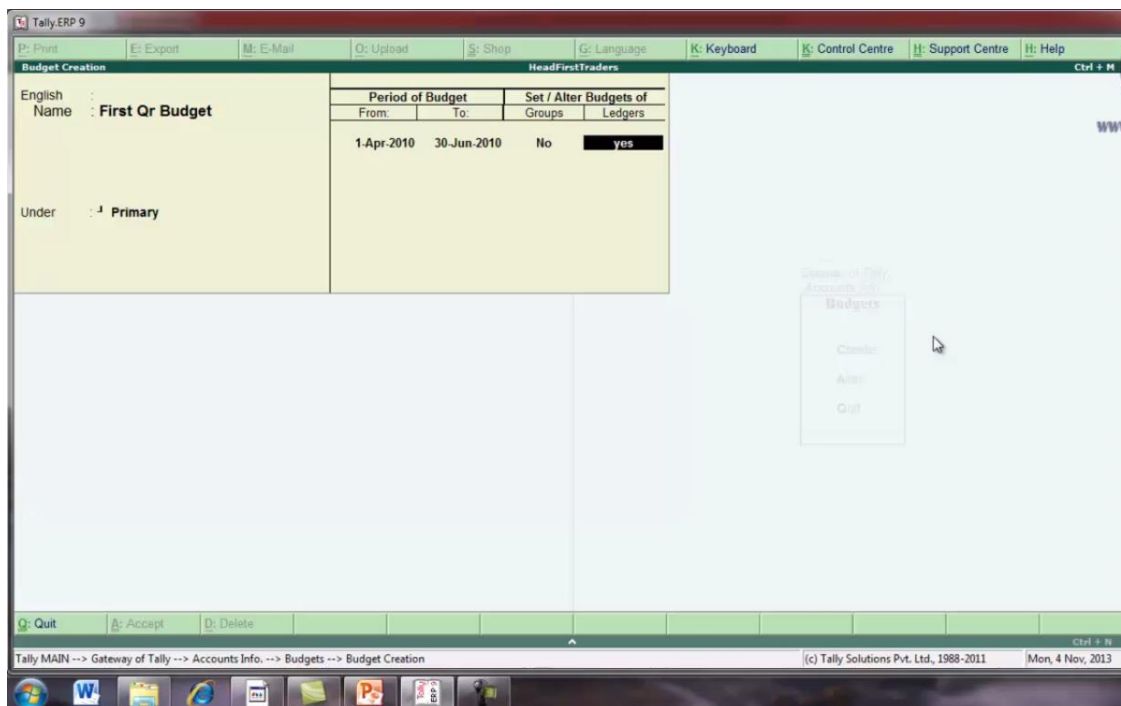
HERE SELECT CREATE

budget creation screen उपलब्ध हो जाएगी



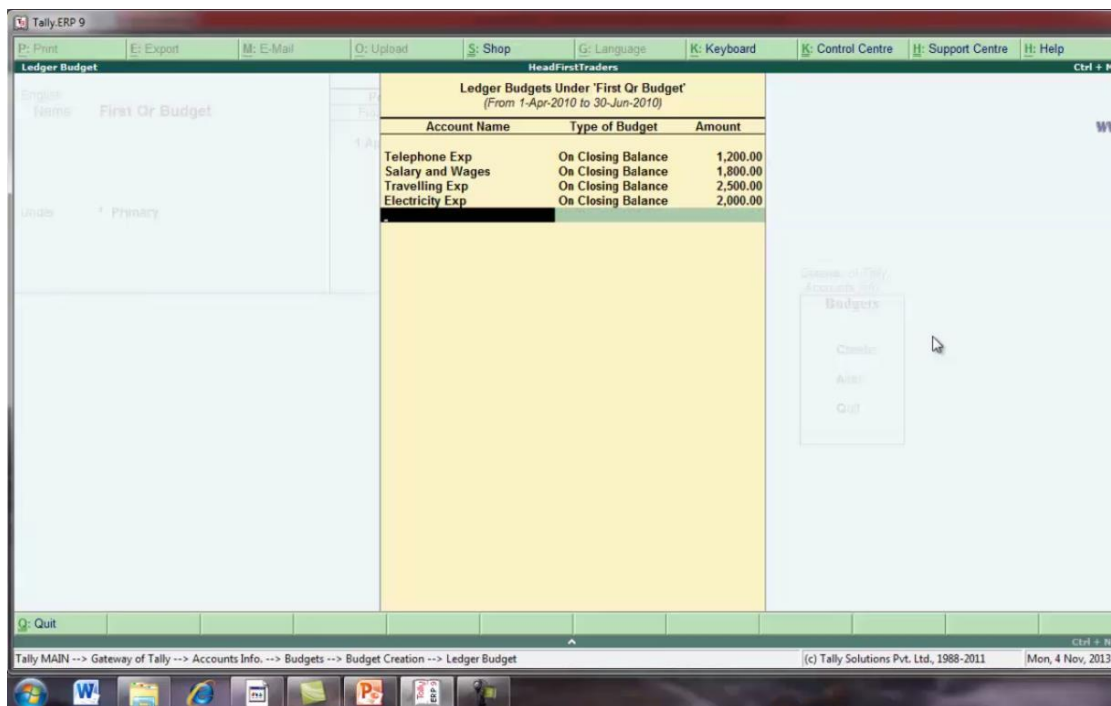
HERE AVAILABLE BUDGET CREATION SCREEN

SET/ALTER BUDGET OF को yes कर दे



HERE YES LEDGER UNDER SET/ALTER BUDGET OF

FIRST QR BUDGET के अंतर्गत budget ledger बनाया है

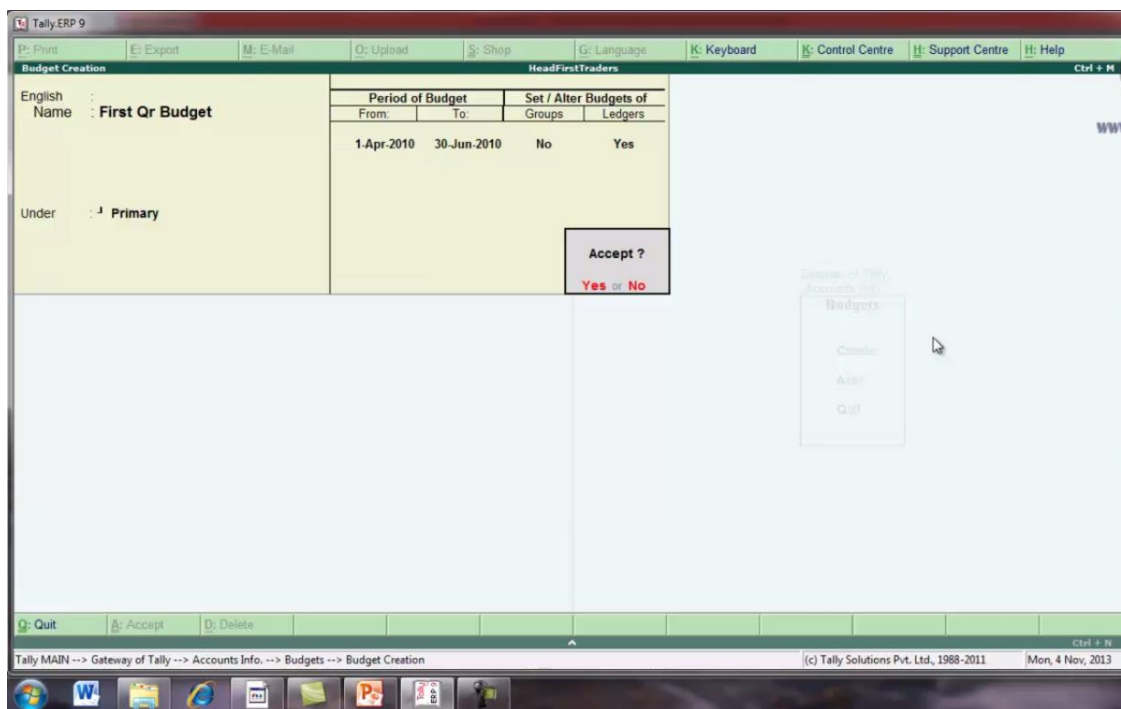


The screenshot shows the Tally ERP 9 interface. The main window displays a ledger budget for 'First Qr Budget' under the 'HeadFirstTraders' group. The budget is for the period from 1-Apr-2010 to 30-Jun-2010. The table lists the following accounts and their budget amounts:

Account Name	Type of Budget	Amount
Telephone Exp	On Closing Balance	1,200.00
Salary and Wages	On Closing Balance	1,800.00
Travelling Exp	On Closing Balance	2,500.00
Electricity Exp	On Closing Balance	2,000.00

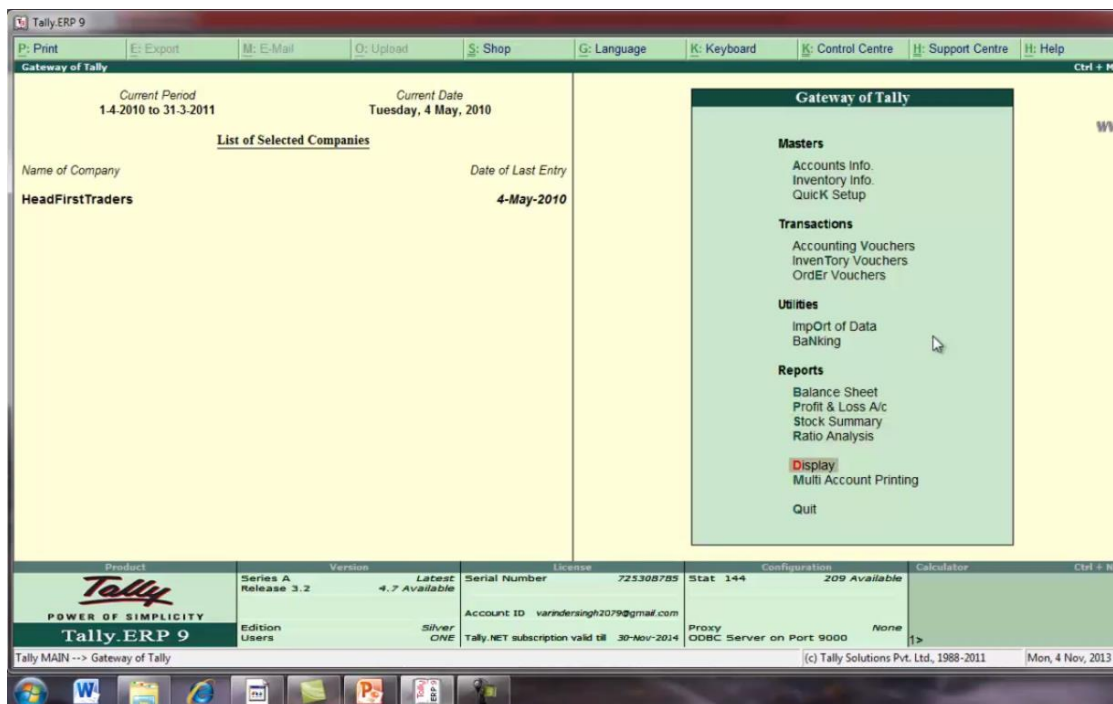
The interface also shows a 'BUDGETS' menu on the right side of the screen. The status bar at the bottom indicates the current date as Mon, 4 Nov, 2013.

HERE LEDGER BUDGET UNDER FIRST QR BUDGET



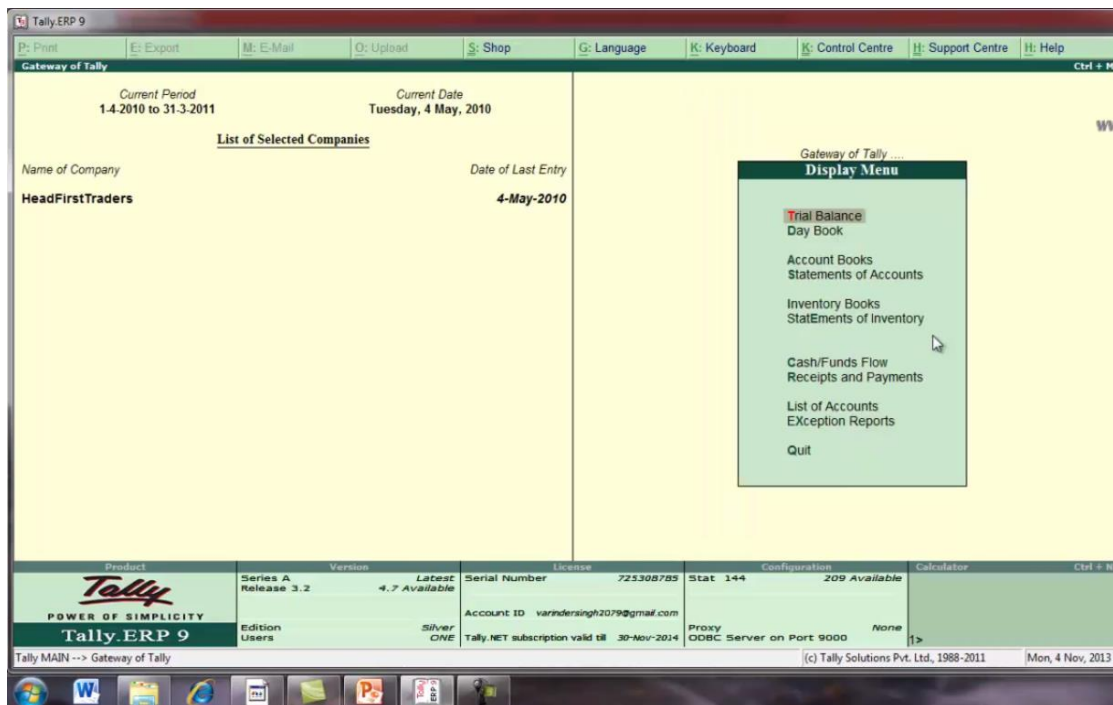
HERE PREPARED BUDGET

अब हम जानेगे की जो budget हमने बनाया था or जो actual मे exp. हुआ है उसमे क्या difference है इसके लिये यहा से display को select करे



NOW WE KNOW THE DIFFERENCE BETWEEN ACTUAL EXP AND EXPECTED EXP UNDER BUDGET. SO THAT HERE SELECT DISPLAY UNDER REPORTS MENU

display menu मे से trial balance को select करे



HERE SELECT TRIAL BALANCE



trial balance open हो जायेगा यहा से indirect expenses को select करे

Particulars	HeadFirstTraders 1-Apr-2010 to 4-May-2010	
	Closing Balance	
	Debit	Credit
Capital Account		35,000.00
Current Liabilities		2,01,000.00
Fixed Assets	70,000.00	
Current Assets	1,97,650.00	500.00
Sales Accounts		23,450.00
Purchase Accounts	13,500.00	
Direct Expenses	1,600.00	
Indirect Expenses	12,450.00	250.00
Diff. in Opening Balances		35,000.00
Grand Total	2,95,200.00	2,95,200.00

SELECT INDIRECT EXP



यहा पर actual exp. show हो रहे है

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010	
	Debit	Credit
Electricity Exp	3,000.00	
Office Expenses		250.00
Salary and Wages	5,000.00	
Stationary	250.00	
Telephone Exp	2,000.00	
Travelling Exp	2,200.00	
Grand Total	12,450.00	250.00

HERE ACTUAL EXP.

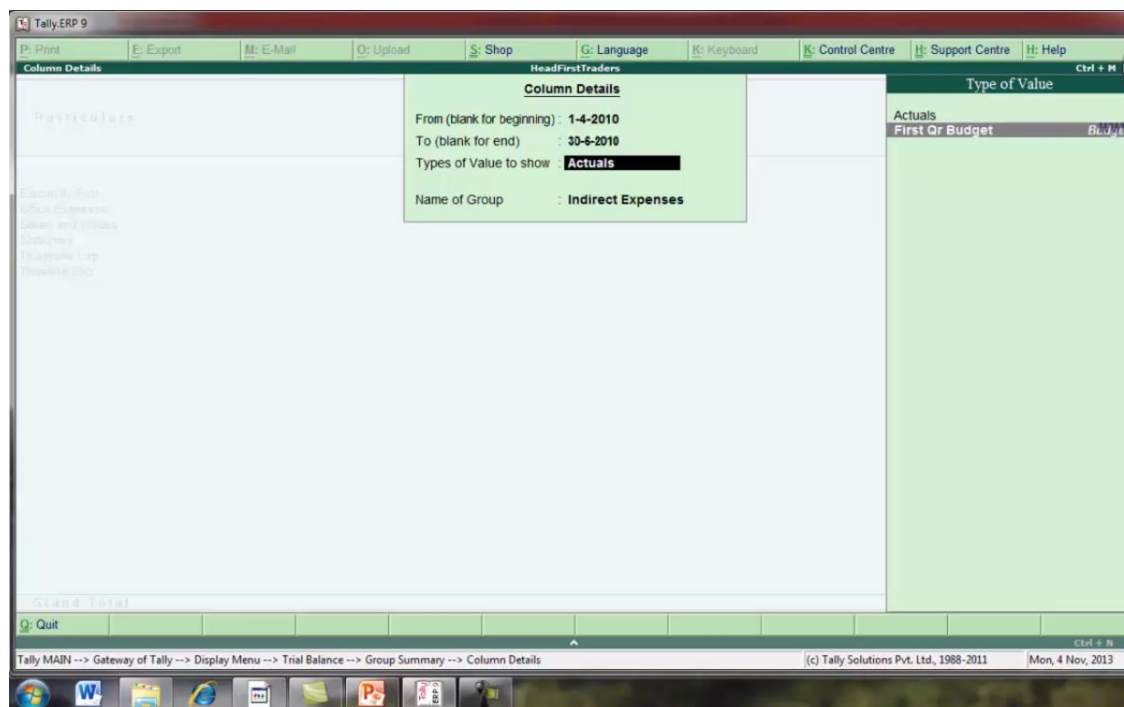


buton toolbar से new column buton को select करे

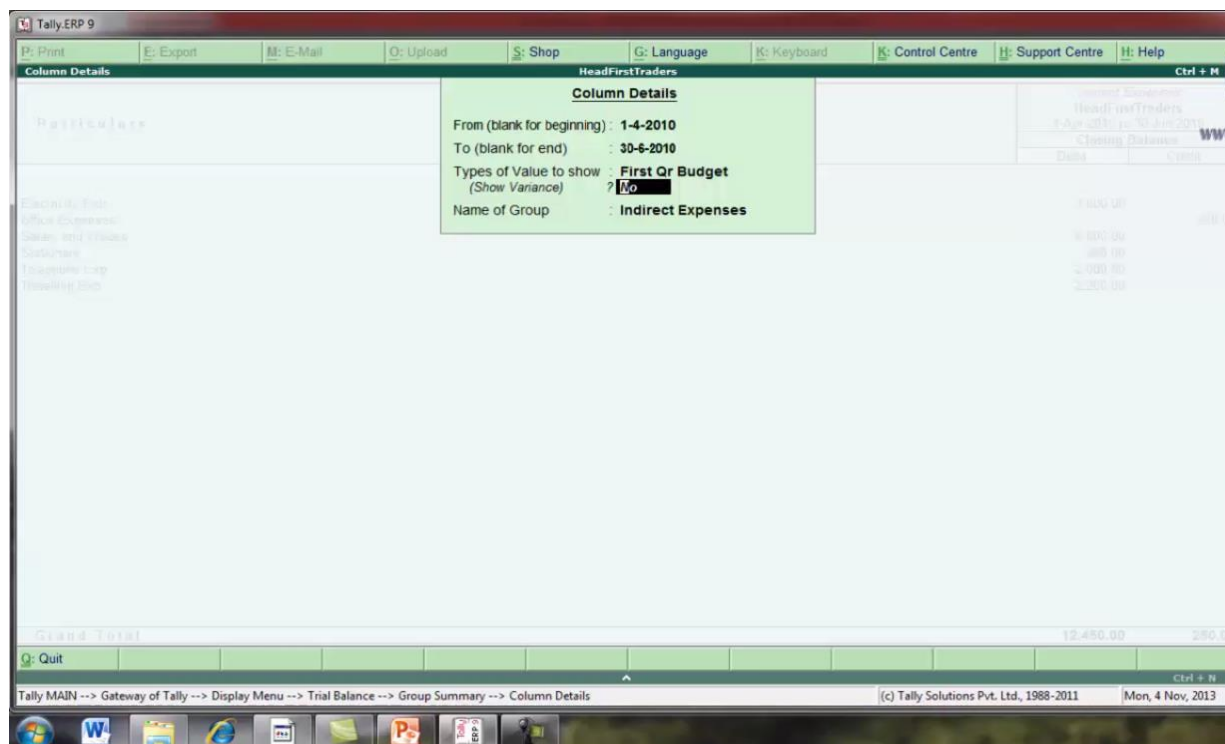
Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010	
	Debit	Credit
Electricity Exp	3,000.00	
Office Expenses		250.00
Salary and Wages	5,000.00	
Stationary	250.00	
Telephone Exp	2,000.00	
Travelling Exp	2,200.00	
Grand Total	12,450.00	250.00

SELECT NEW COLUMN BUTON

यहा पर column detail fill करे



SELECT FIRST QR BUDGET UNDER TYPE OF VALUE



SHOW VARIANCES NO



यह पर FIRST QR BUDGET का column show होगा

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget	
	Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00	
Office Expenses		250.00		
Salary and Wages	5,000.00		1,800.00	
Stationary	250.00			
Telephone Exp	2,000.00		1,200.00	
Travelling Exp	2,200.00		2,500.00	
Grand Total	12,450.00	250.00	7,500.00	

HERE ACTUAL AND FIRST QR BUDGET

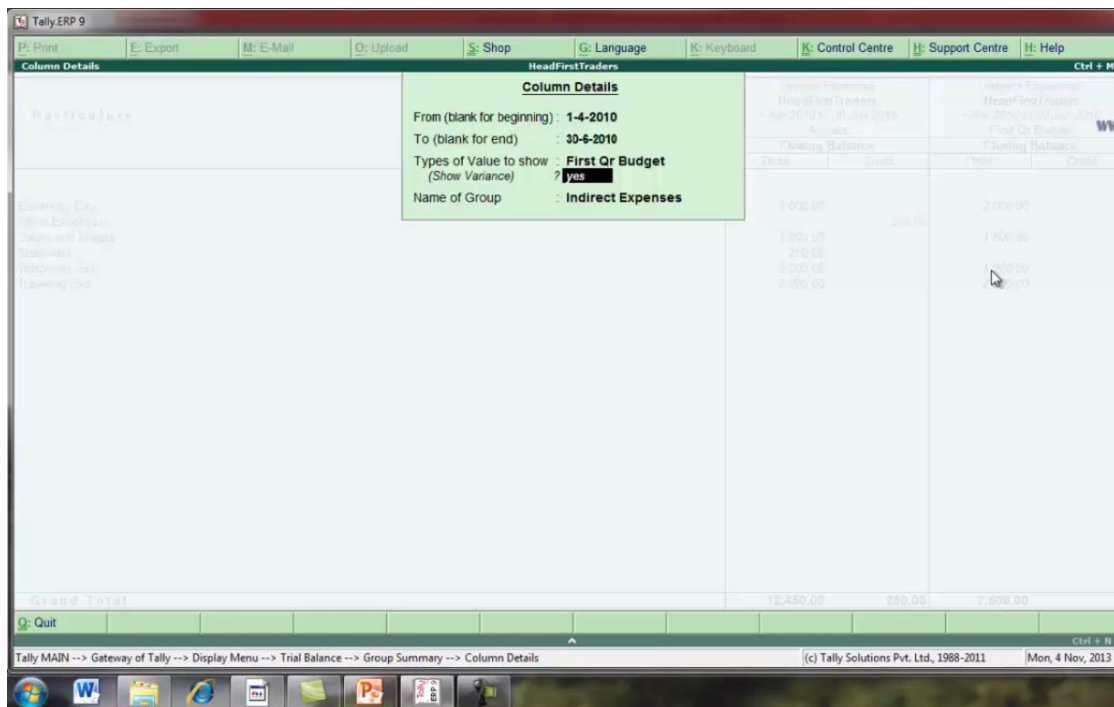


यहा पर फिर से new column buton को select करे

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget	
	Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00	
Office Expenses		250.00		
Salary and Wages	5,000.00		1,800.00	
Stationary	250.00			
Telephone Exp	2,000.00		1,200.00	
Travelling Exp	2,200.00		2,500.00	
Grand Total	12,450.00	250.00	7,500.00	

SELECT NEW COLUMN BUTON

column की details को fill करे



The screenshot shows the Tally ERP 9 interface. A 'Column Details' dialog box is open, displaying the following information:

- From (blank for beginning) : 1-4-2010
- To (blank for end) : 30-6-2010
- Types of Value to show : First Qr Budget
- (Show Variance) : yes
- Name of Group : Indirect Expenses

The background shows a trial balance table with the following data:

Particulars	Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit
HeadFirst Traders			2,000.00	
HeadFirst Traders				1,600.00
HeadFirst Traders	1,000.00	250.00		
HeadFirst Traders	210.00			
HeadFirst Traders	3,000.00			3,000.00
HeadFirst Traders	2,000.00			2,000.00
Grand Total			12,450.00	7,800.00

HERE YES SHOW VARIANCE



यहा पर हमे actual exp. or expected exp मे difference show होगा

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget Variance	
	Closing Balance		Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00		(-)1,000.00	(-)50%
Office Expenses		250.00				
Salary and Wages	5,000.00		1,800.00		(-)3,200.00	(-)64.00%
Stationary	250.00					
Telephone Exp	2,000.00		1,200.00		(-)800.00	(-)40.00%
Travelling Exp	2,200.00		2,500.00		300.00	12%
Grand Total	12,450.00	250.00	7,500.00		(-)4,700.00	

HERE DIFFERENCE BETWEEN ACTUAL AND FIRST QR BUDGET

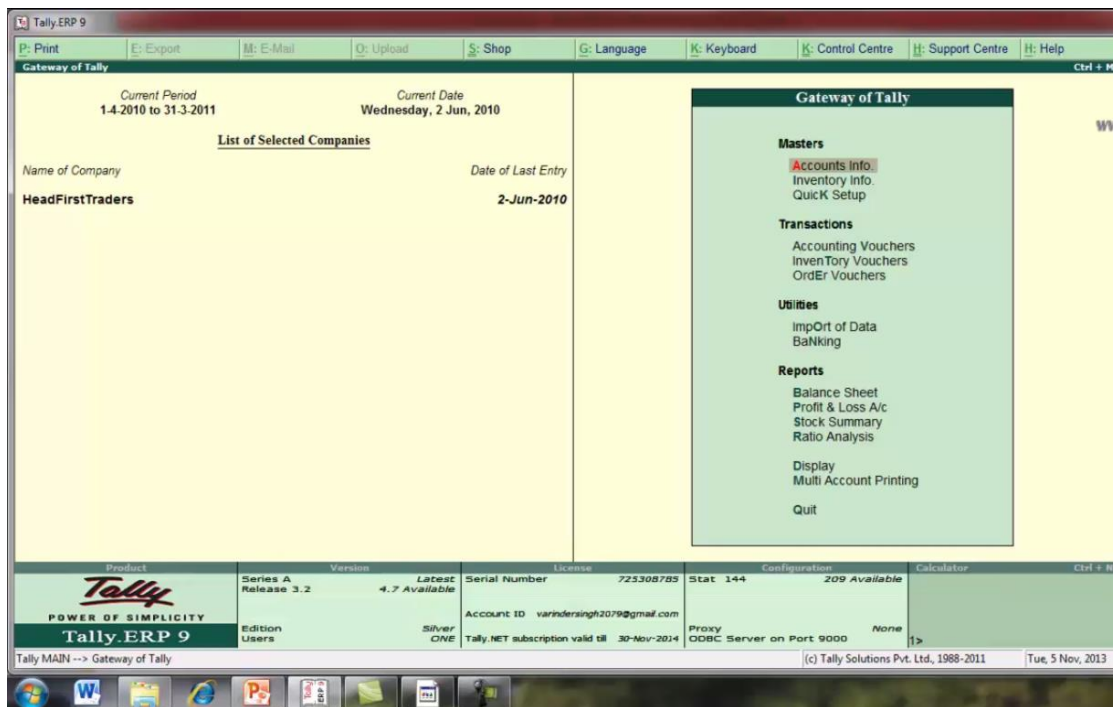
DISCOUNT

यहा हम discount को एक example के द्वारा समझेगे

HeadFirst Traders		
DISCOUNT ON PURCHASE		
1	USING SEPARATE COLUMN IN INVOICE	PURCHASED TWO HP SERIES LAPTOPS FROM CNC AND CO. (CREDITORS) AND GET DISCOUNT 5 %
2	USING DISCOUNT RECEIVED LEDGER	PURCHASED TWO LENOVO G560 LAPTOPS FROM CNC AND CO. (CREDITORS) AND GET DISCOUNT 850/-
DISCOUNT ON SALES		
1	USING SEPARATE COLUMN IN INVOICE	SOLD THREE HP SERIES LAPTOPS TO DIMPLE TRADERS AND GIVE DISCOUNT 2%.
2	USING DISCOUNT RECEIVED LEDGER	SOLD TWO LENOVO G560 LAPTOPS TO DIMPLE TRADERS AND GIVE DISCOUNT 450/-

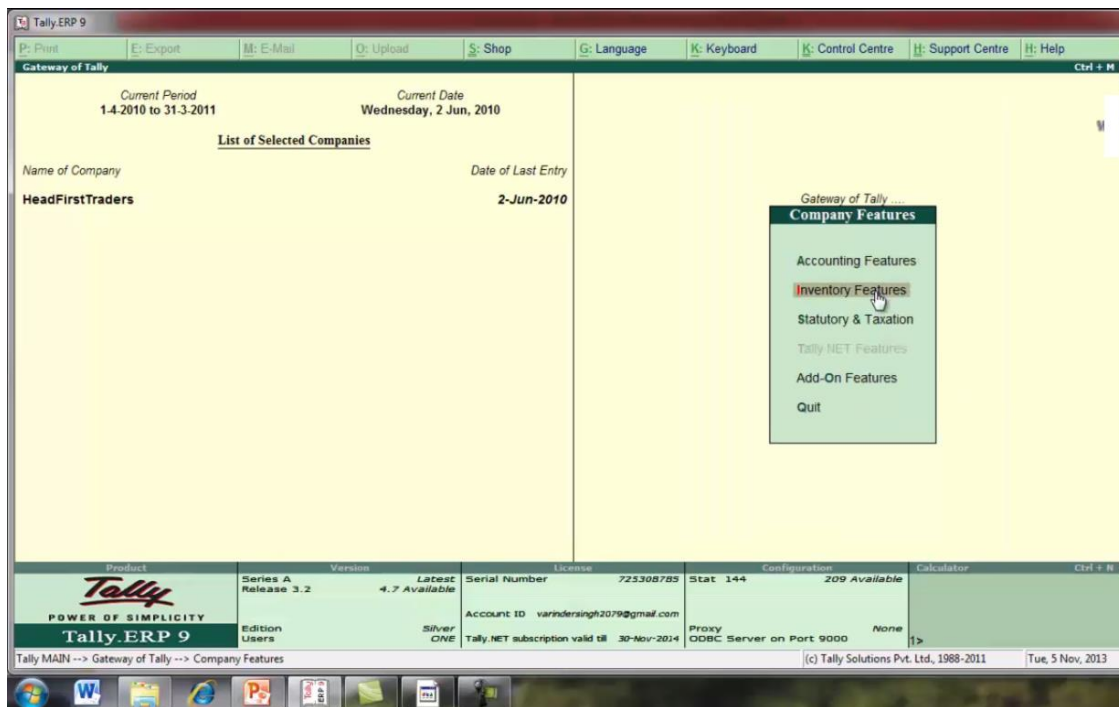
HERE EXAMPLE OF DISCOUNT

buton toolbar से features buton को select करे



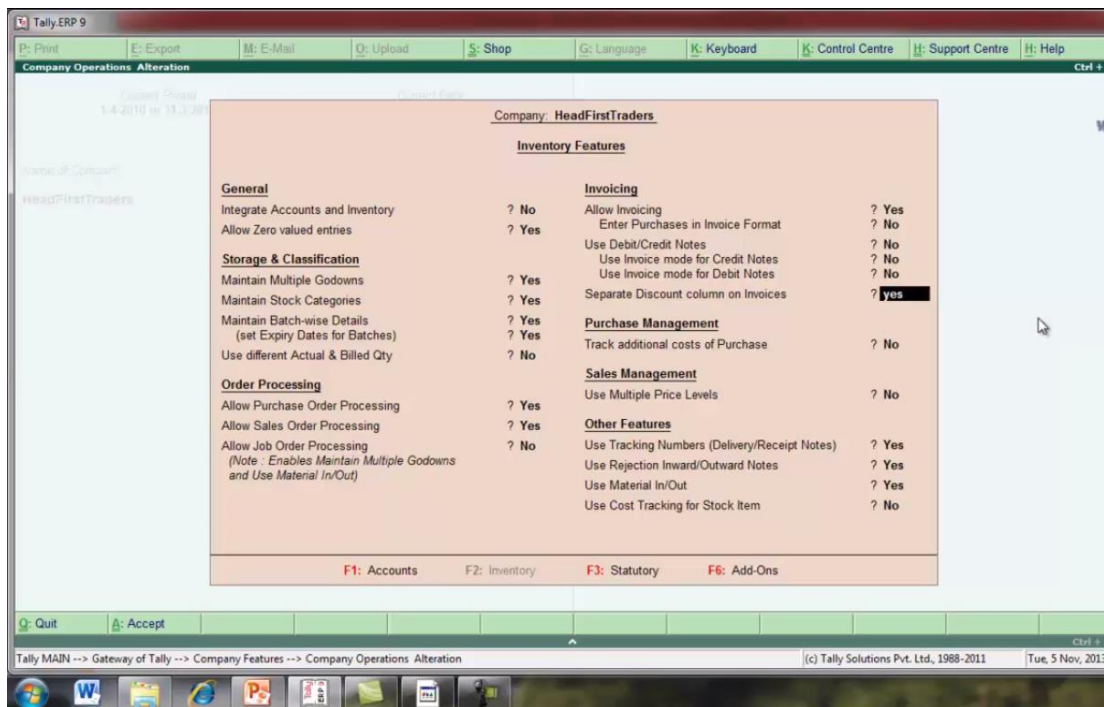
SELECT FEATURES BUTON

यहा से inventory features को select करे



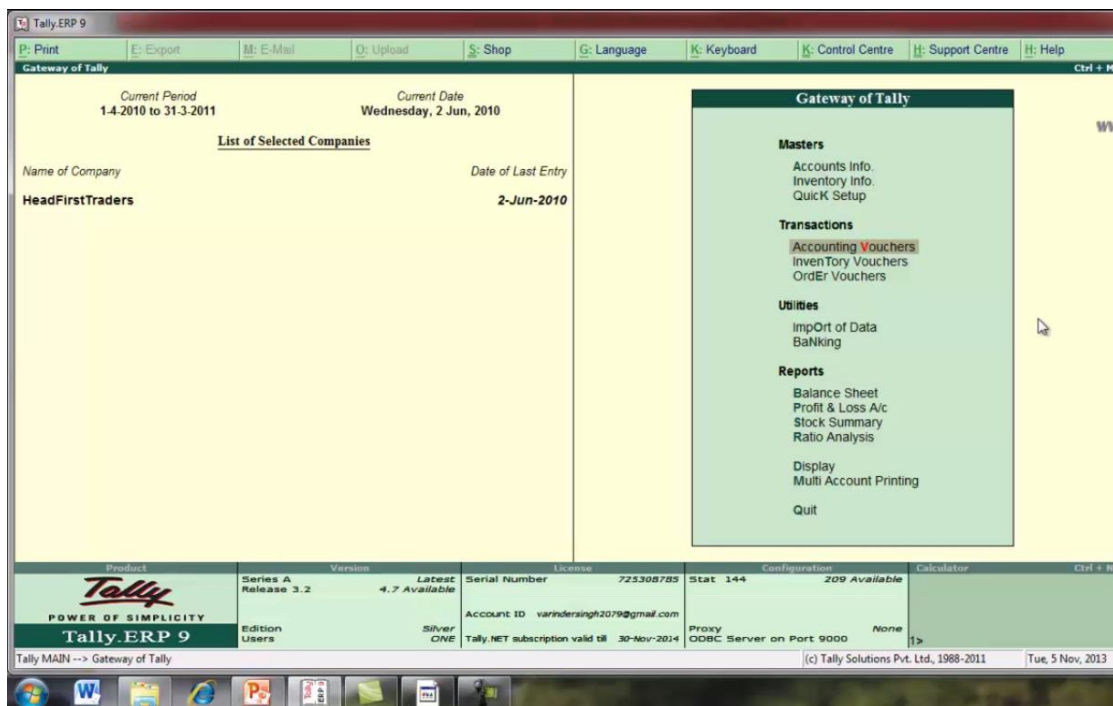
SELECT INVENTORY FEATURES

inventory features में SEPARATE DISCOUNT COLUMN ON INVOICES UNDER INVOICING को yes कर दे



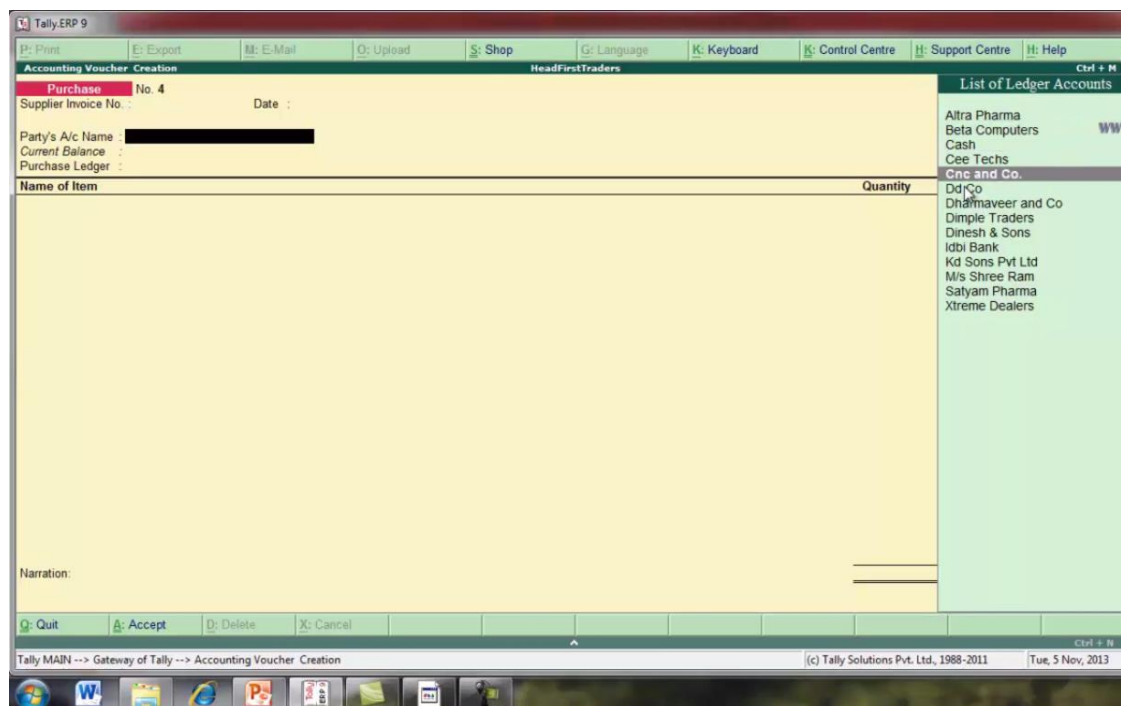
HERE YES SEPARATE DISCOUNT COLUMN ON INVOICES UNDER INVOICING

esc press करके gateway of tally मे वापिस आये or यहा से transaction के अंतर्गत accounting voucher को select करे

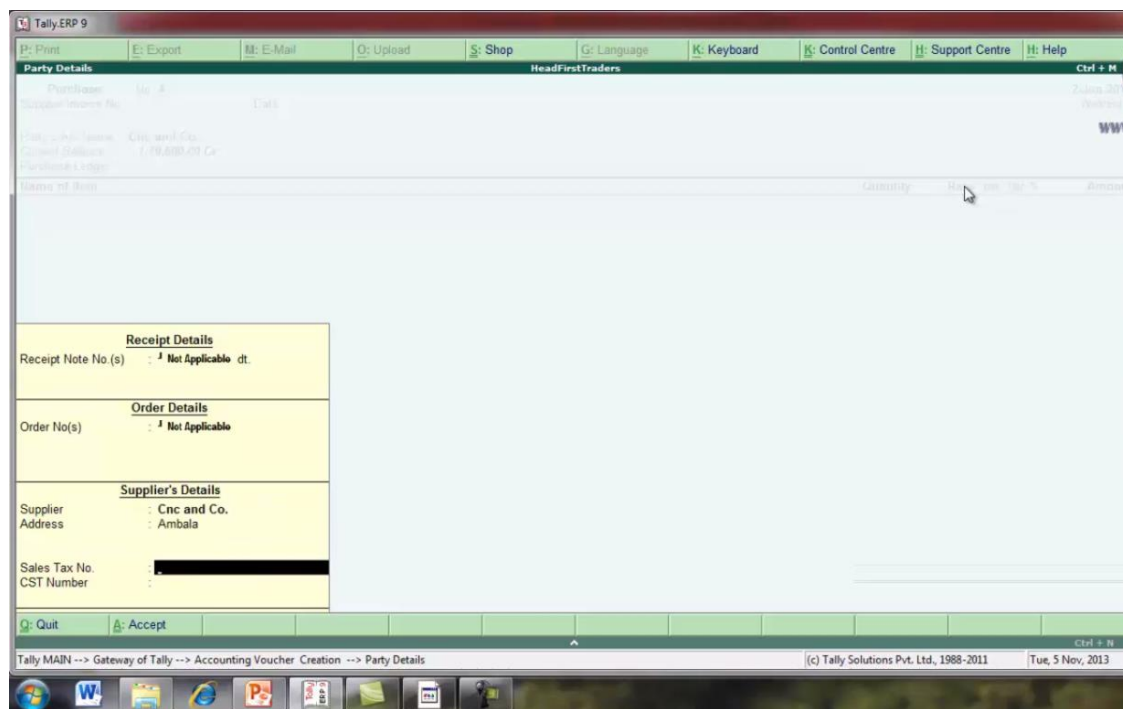


HERE WE SELECT ACCOUNTING VOUCHER UNDE TRANSACTION

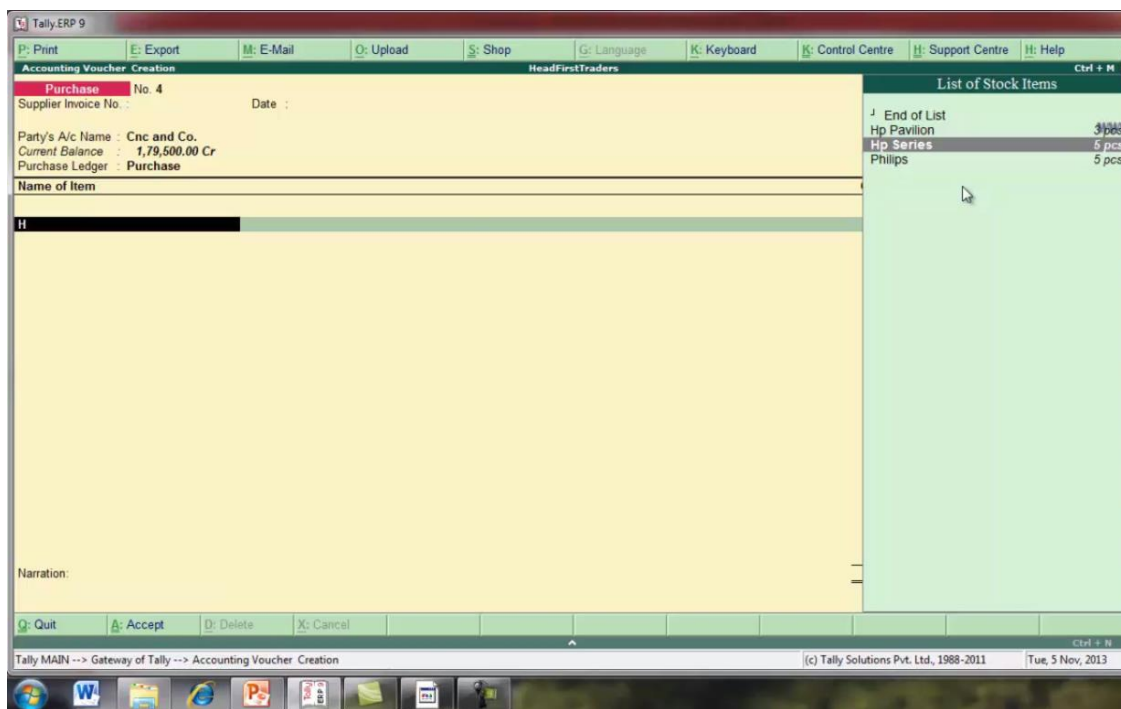
यहा पर purchase voucher create किया है



SELECT CNC AND CO.



RECEIPT DETAILS



SELECT HP SERIES



Tally-ERP 9

Stock Item Allocations

HeadFirstTraders

Item Allocations for : **Hp Series**

Godown	Quantity	Rate	per	Disc. %	Amount
Tracking No. : Not Applicable Order No. : Not Applicable					
Main Location	2 pcs.	14,500.00	pcs.		29,000.00
2 pcs.					29,000.00

Q: Quit

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE AMOUNT WITHOUT DISCOUNT



यहा पर discount के साथ amount fill करे

Item Allocations for : **Hp Series**

Godown	Quantity	Rate per	Disc. %	Amount
Tracking No. : Not Applicable Order No. : Not Applicable				
Main Location	2 pcs.	14,500.00	5 %	27,550.00
2 pcs.				27,550.00

HERE AMOUNT WITH DISCOUNT



यहा पर purchase voucher with discount create हो जायेगा

Tally.ERP 9

Accounting Voucher Creation

HeadFirstTraders

Ctrl + N

Purchase No. 4

Supplier Invoice No. : Date :

2-Jun-2010
Wedn y

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item	Quantity	Rate	per	Disc %	Amount
Hp Series	2 pcs.	14,500.00	pcs.	5 %	27,550.00
J End of List					

Narration:

2 pcs.

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PREPARE PUCHASE VOUCHER WITH DISCOUNT



PRICE LIST

business में day to day की dealing के लिए हमें काफी बार ऐसा करना पड़ता है कि अलग अलग customer के लिए अलग अलग rate decide करने पड़ते हैं ये depend करता है quantity पर जैसे किसी customer ने हमसे कम सामान purchase किया उसको हम retail rate charge करेंगे यदि ज्यादा quantity purchase की तो wholesale rate charge करेंगे इसके लिए हमारे पास tally में price list available है इसको हम एक example के द्वारा समझेंगे

PRICE LIST

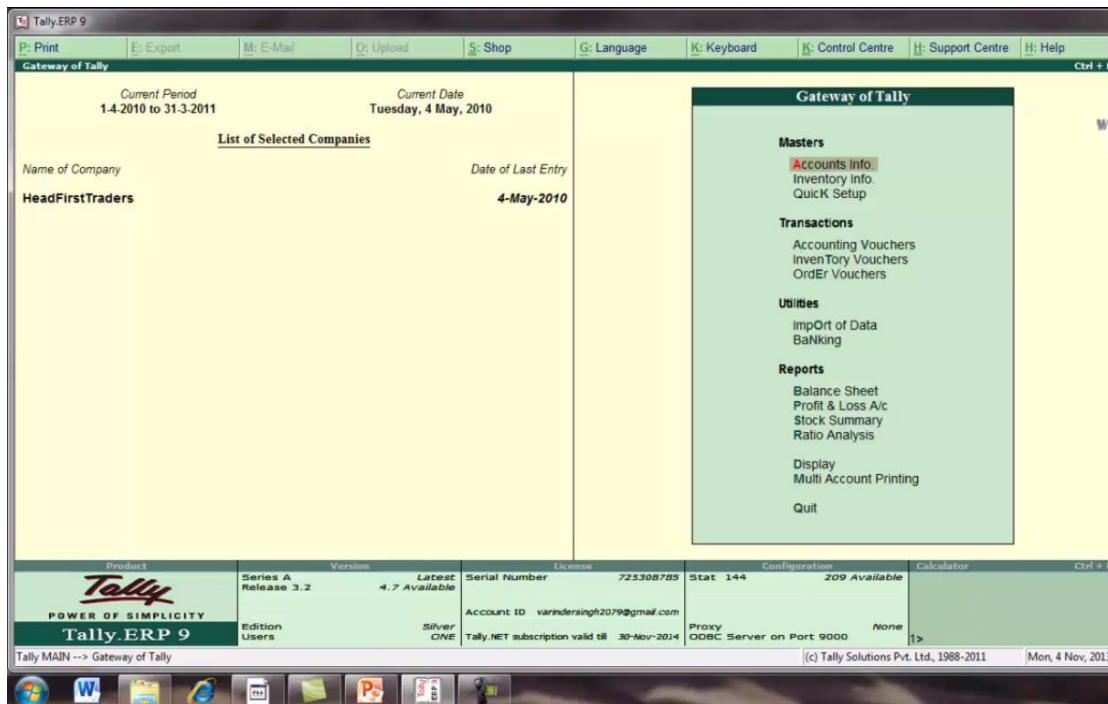
1. WE CAN DEFINE DIFFERENT PRICES FOR OUR DIFFERENT TYPES OF CUSTOMER. IF A CUSTOMER IS A RETAIL CUSTOMER WE CAN CHARGE ACCORDING TO RETAIL PRICE. AND IF THE CUSTOMER BUYS QUANTITY FROM US THEN WE CAN CHARGE ACCORDING TO WHOLESALE PRICE. THIS CAN BE DONE USING PRICE LIST.

VOUCHER ENTRY FOR PRICE LIST

DD CO BUYS ONE LAPTOP FROM US AND ZENTECH CO BUYS 2 LAPTOPS FROM US WHERE AS BETA COMPUTERS BUYS 3 LAPTOPS FROM US. CUSTOMER SHOULD BE CHARGED ACCORDING TO THEIR PURCHASE.

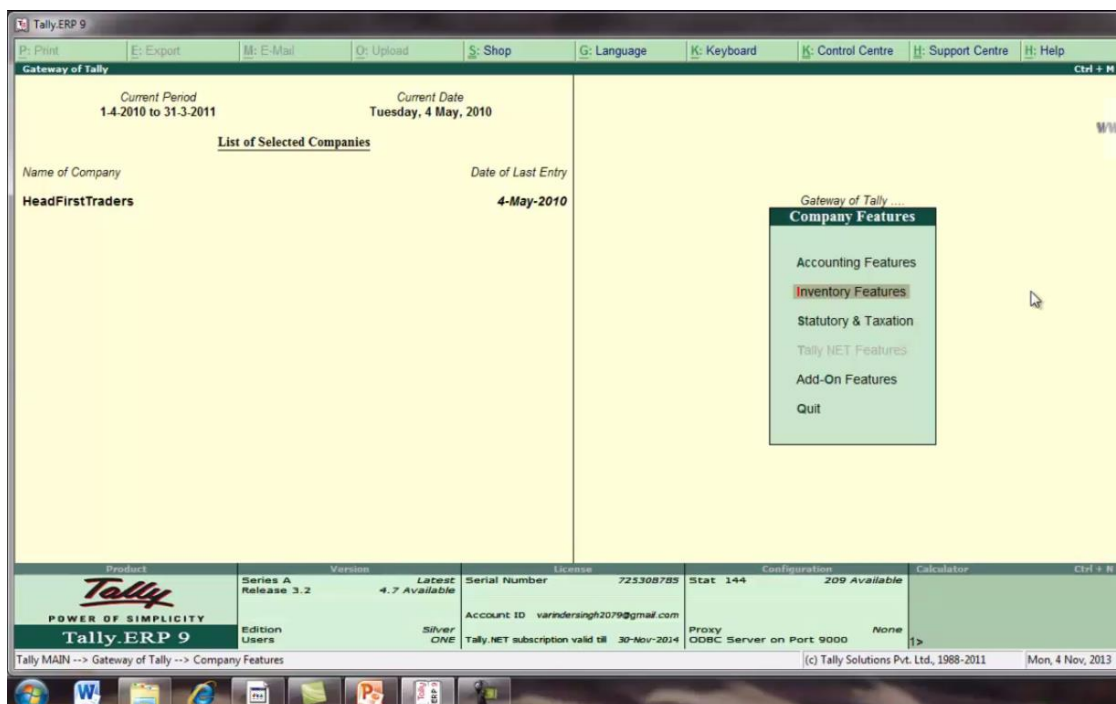
WHAT IS PRICE LIST

gateway of tally मे features buton को select करे



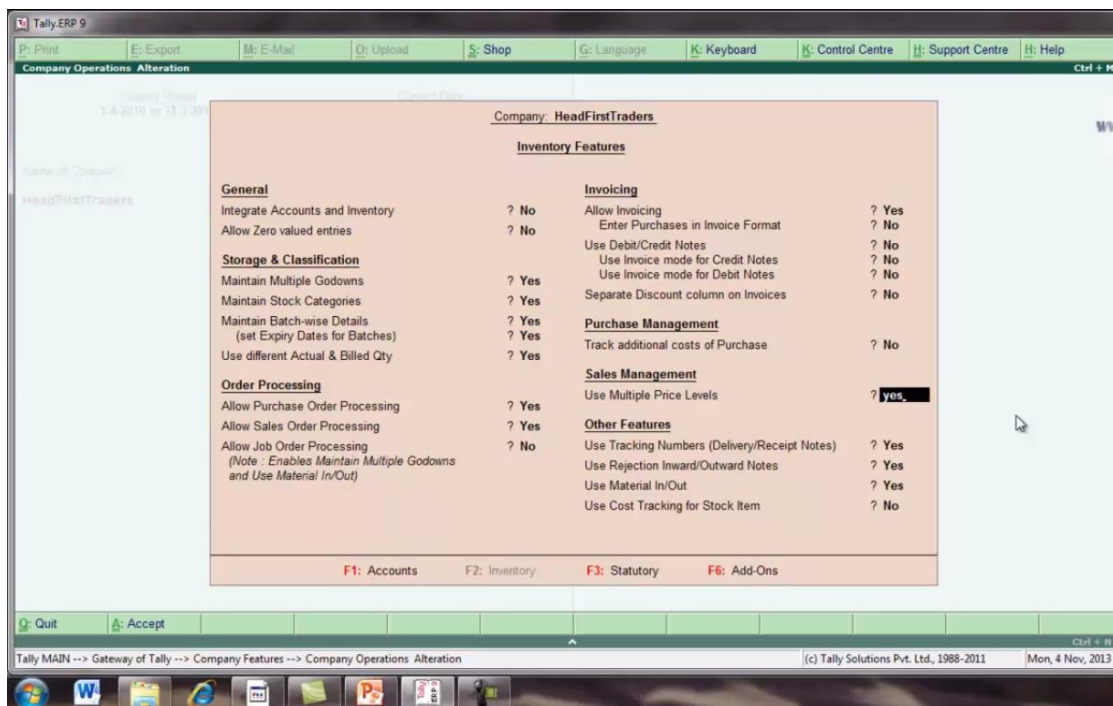
HERE SELECT FEATURES BUTON

यहा से inventory features को select करे



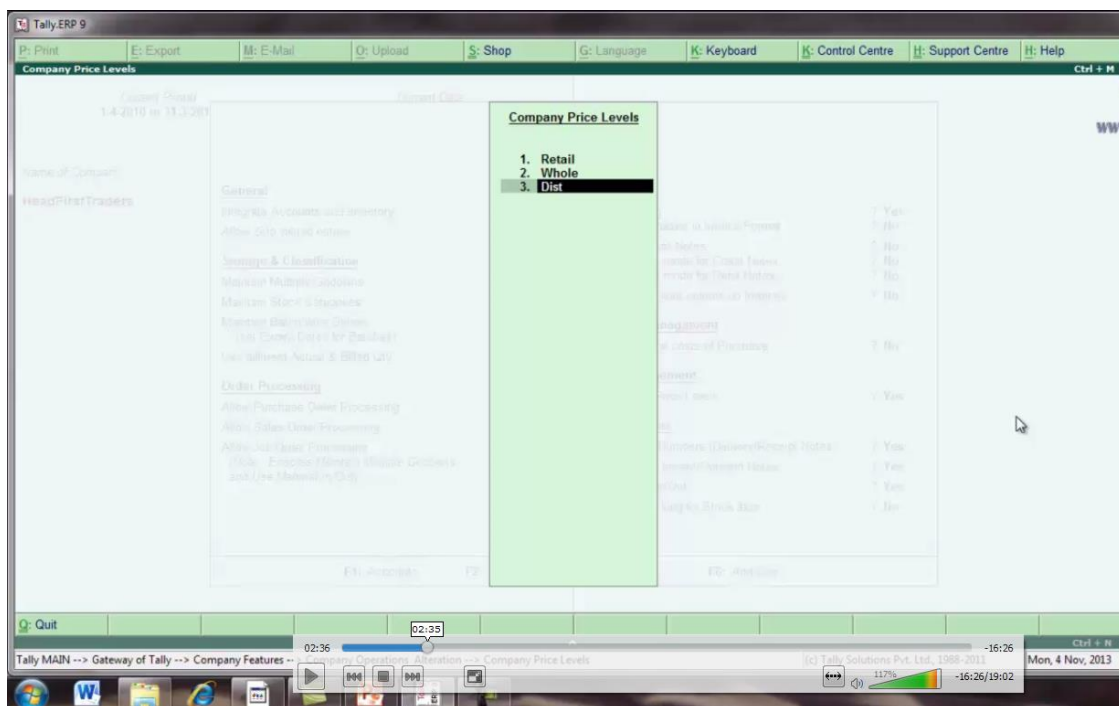
SELECT INVENTORY FEATURES

USE MULTIPLE PRICE LEVEL UNDER SALES MANAGEMENT को yes कर दे



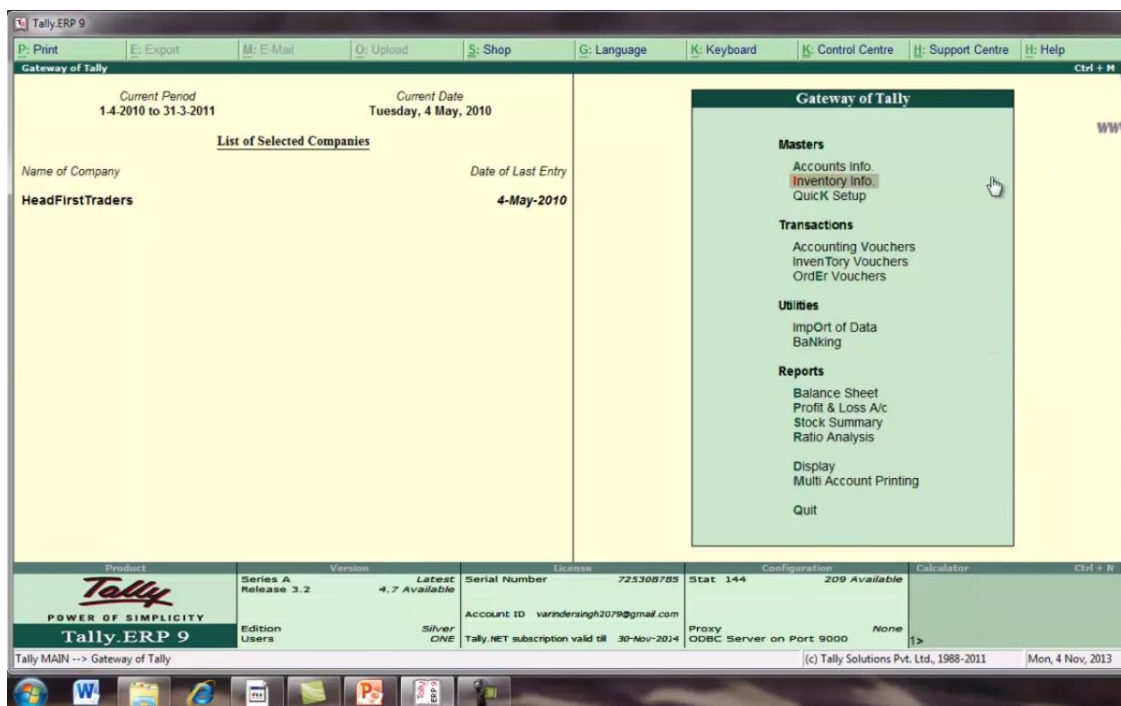
HERE YES USE MULTIPLE PRICE LEVEL UNDER SALES MANAGEMENT

यहा पर company price level उपलब्ध हो जाएगा



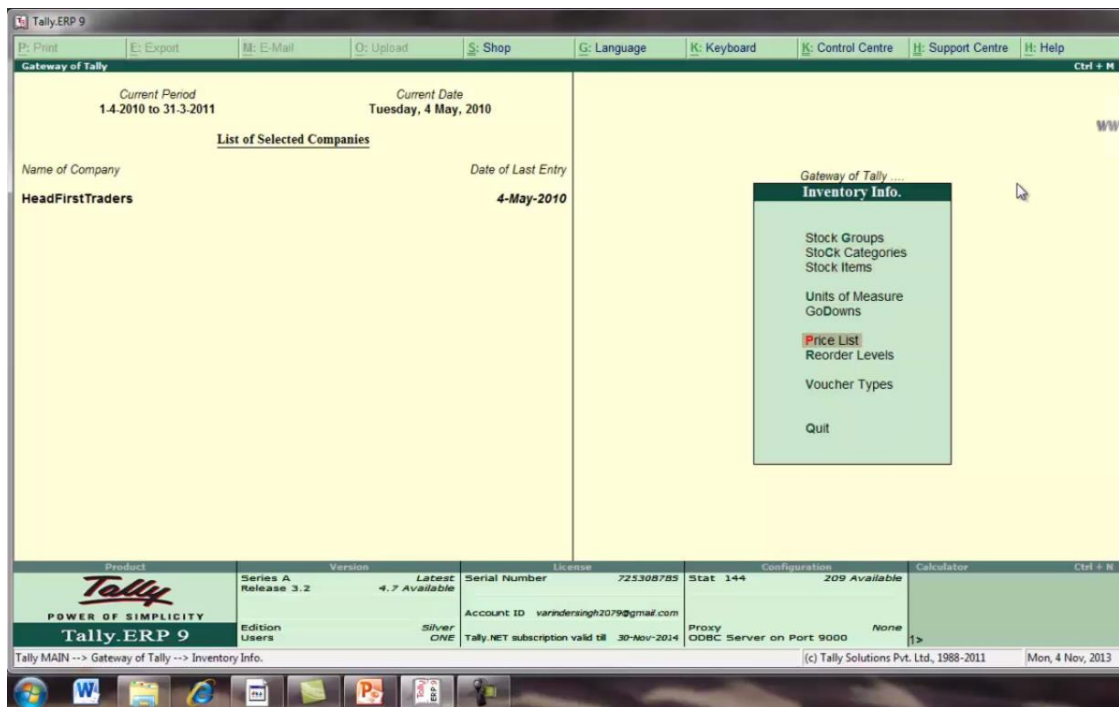
HERE PRICE LIST

gateway of tally मे masters के अंतर्गत inventory info को select करे



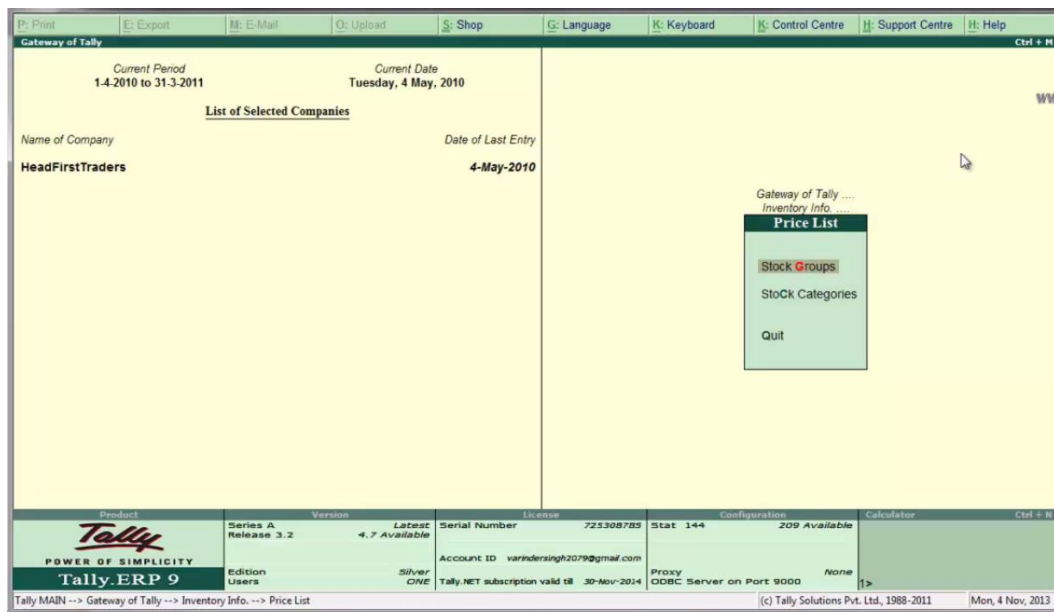
SELECT INVENTORY INFO.

यहा अब inventory info menu मे price list show हो जाएगी यहा से price list को select करे

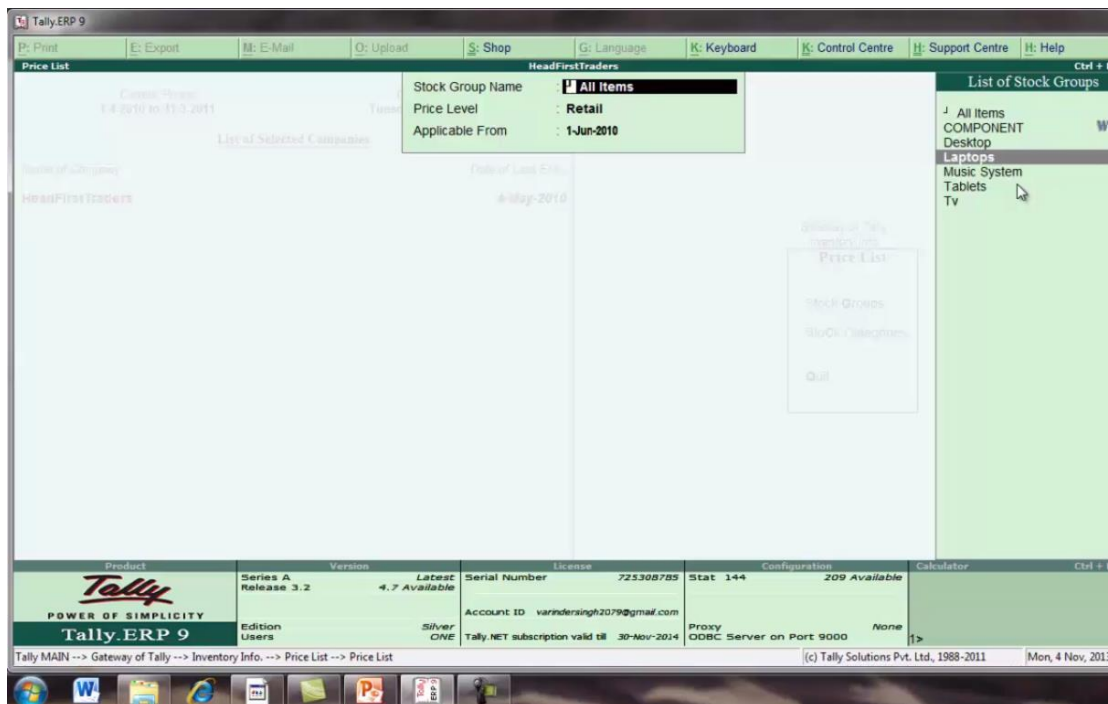


HERE AVAILABLE PRISE LIST OPTION AND SELECT PRISE LIST

यहा से stock group को select करे



SELECT STOCK GROUP



SELECT LAPTOP



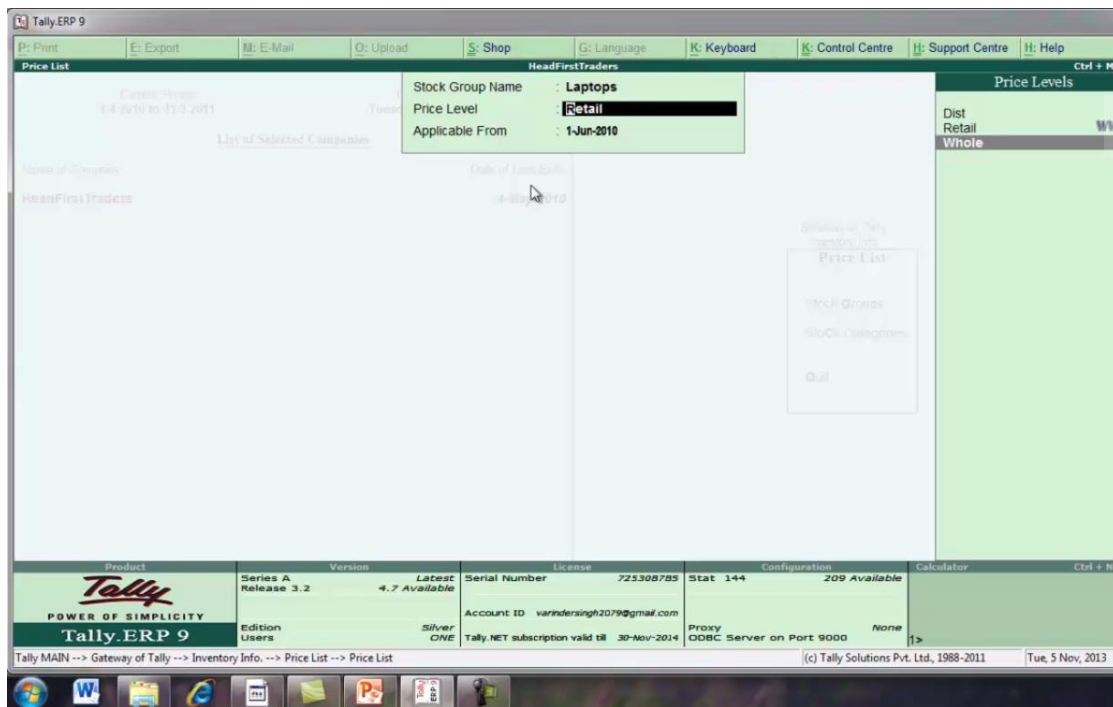
enter press करे यहा पर retail price list show हो जाएगी

The screenshot shows the Tally ERP 9 Price List window. The window title is 'Tally.ERP 9' and the menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: Shop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The window content shows 'Price List' for 'Laptops' under the group 'Laptops'. The price level is 'Retail' and it is applicable from '1-Jun-2010'. The table below lists items with their quantities, rates, and discounts. A dialog box 'Accept ?' with 'Yes' and 'No' buttons is visible in the bottom right corner.

S.No.	Name of Item	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From:	Less than			Rate	Disc. %	
1.	Hp Pavillion	2 pcs.	2 pcs.	24,000.00/pcs.				19,000.00/pcs.
		5 pcs.	5 pcs.	23,000.00/pcs.				
		10 pcs.	10 pcs.	21,000.00/pcs.				
2.	Hp Series							14,500.00/pcs.
3.	Lenovo G460							16,000.00/pcs.
4.	Lenovo G560	2 pcs.	2 pcs.	23,000.00/pcs.	5 %			18,000.00/pcs.
		5 pcs.	5 pcs.	22,000.00/pcs.	6 %			
		10 pcs.	10 pcs.	20,000.00/pcs.	6 %			

PRESS ENTER HERE SHOW PRISE LIST RETAIL

यहा से wholesale को select करे



SELECT WHOLESALE



यहा पर wholesale price list show हो जाएगी

Tally.ERP 9

Price List

Under Group : **Laptops**

Price Level : **Whole** Applicable From: **1-Jun-2010**

S.No.	Name of Item	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From	Less than			Rate	Disc. %	
1.	Hp Pavilion	20 pcs 50 pcs 100 pcs	20 pcs 50 pcs 100 pcs	20,500.00/pcs. 19,800.00/pcs. 19,500.00/pcs.				19,000.00/pcs.
2.	Hp Series							14,500.00/pcs.
3.	Lenovo G460							16,000.00/pcs.
4.	Lenovo G560							18,000.00/pcs.

Accept ?
Yes or No

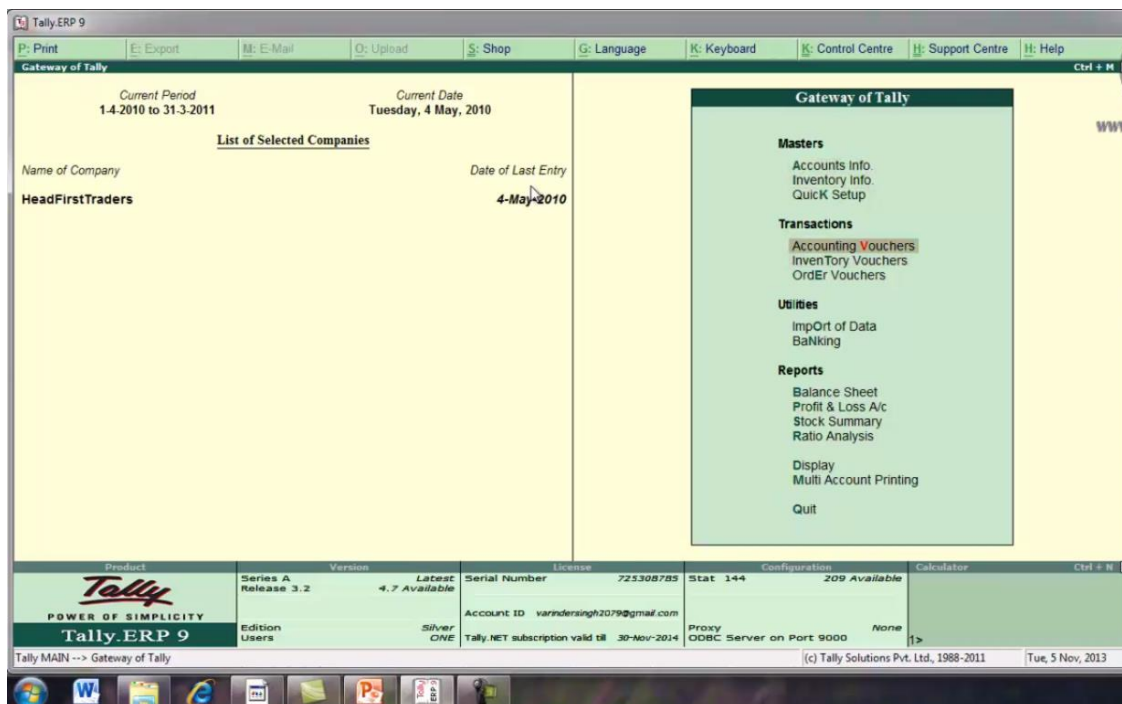
Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Price List --> Price List

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

WHOLESALE PRICE LIST

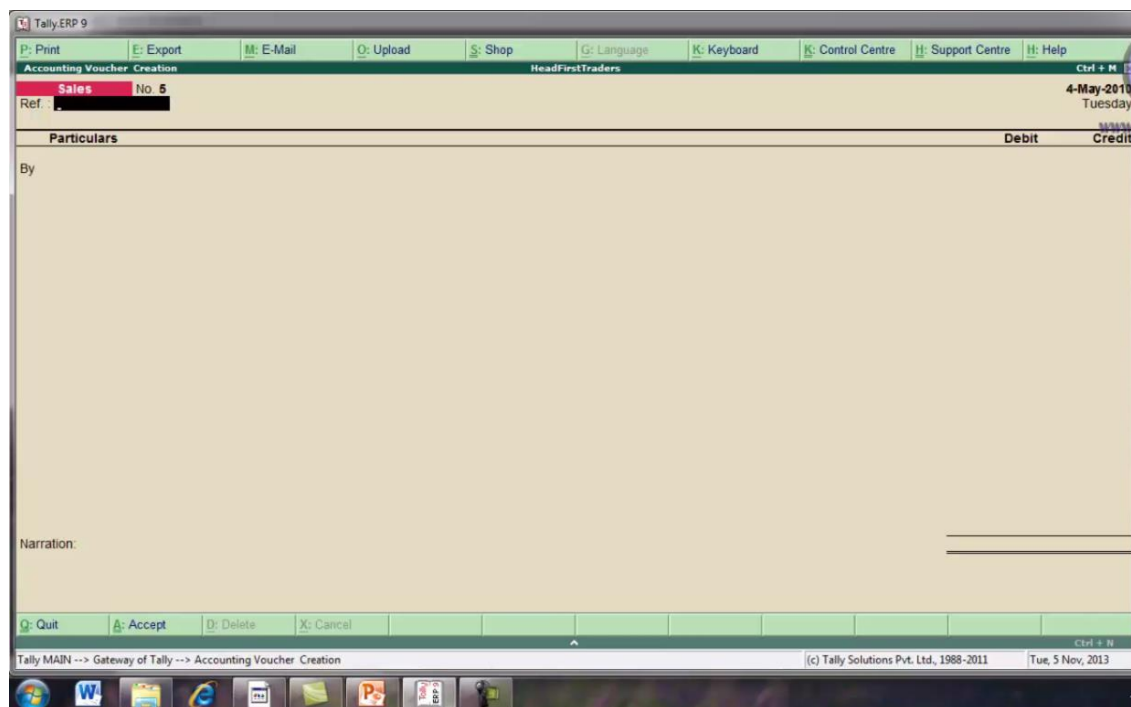
esc press करके gateway of tally पर वापिस आ जाये यहा से transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND HERE SELECT ACCOUNTING VOUCHER



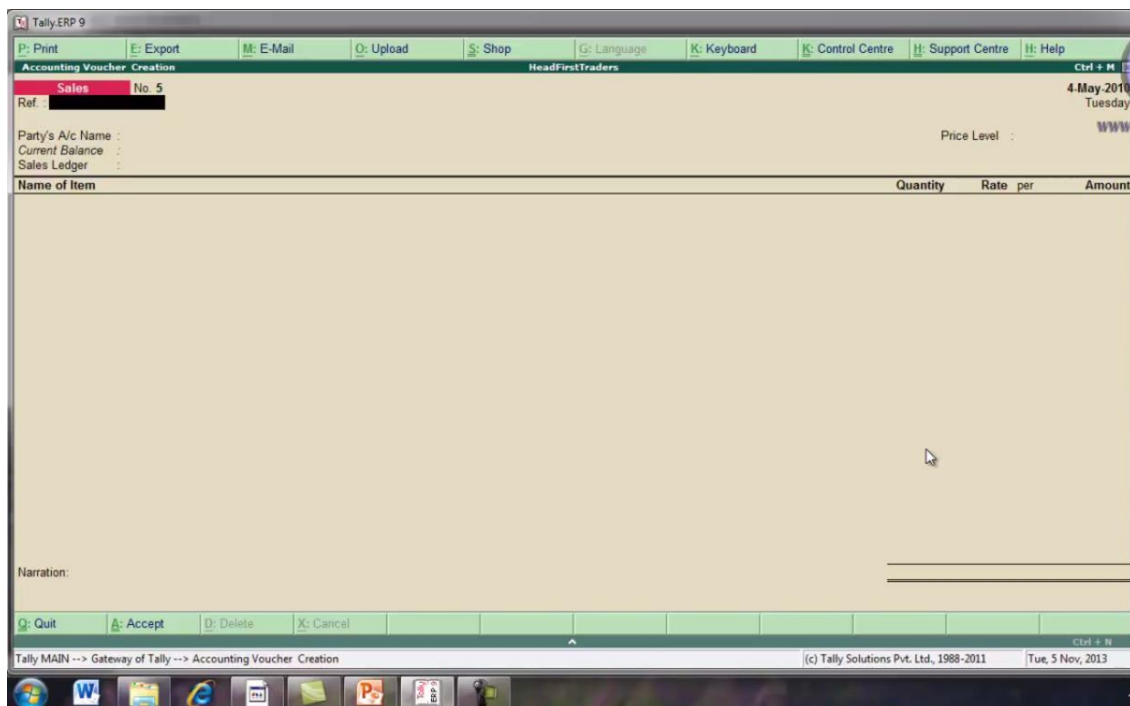
यहा पर ACCT INVOICE AND AS INVOICE buton show हो रहे है as invoice को select करे



HERE AVAILABLE ACCT INVOICE AND AS INVOICE AND SELECT AS INVOICE



यहां पर invoice performa उपलब्ध हो जायेगा



HERE INVOICE PERFORMA

account invoice का प्रयोग professionals करते हैं जबकि आइटम invoice का प्रयोग तब होता है जब हम goods को sale or purchase करते हैं

**SALES INVOICE/BILL : A DOCUMENT WHICH HAS THE DETAILS OF TRANSACTIONS
ITEM NAME , PRICE , DISCOUNT AND TAX , GIVEN TO THE BUYER / DEBTOR /**

SALES INVOICE

1. ACCOUNT INVOICE

IT IS USED BY PROFESSIONALS SUCH AS DOCTORS , LAWYERS AND CONSULTANTS THEY ISSUE AN INVOICE FOR THEIR SERVICES LIKE CONSULTANCY CHARGES, PROFESSIONAL FEES, AND LEGAL FEES ETC.

2. ITEM INVOICE

IT IS USED FOR SALE OF INVENTORY ITEMS IT ALSO RECORDS DETAILS OF THE ITEMS.

SALES INVOICE



यहा पर sales invoice बनाया गया है

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes 'Print', 'Export', 'E-Mail', 'Upload', 'Shop', 'Language', 'Keyboard', 'Control Centre', 'Support Centre', and 'Help'. The window content is as follows:

Accounting Voucher Creation
Sales No. 5
Ref. :
Party's A/c Name : Dd Co
Current Balance : 12,000.00 Dr
Sales Ledger : Sales
Price Level : Retail
WWW.
2-Jun-2010
Wednesday

Name of Item	Quantity	Rate per	Amount
Lenovo G560	1 pcs.	23,000.00 pcs.	23,000.00
End of List			

Narration: 1 pcs.

Q: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ACCOUNTING VOUCHER CREATION DD CO.



Tally ERP 9

Accounting Voucher Creation

HeadFirstTraders

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Sales No. 6

Ref. : 2-Jun-2010
Wednesday

Party's A/c Name : Beta Computers Price Level : Retail

Current Balance : Sales Ledger : Sales

Name of Item	Quantity	Rate	per	Disc %	Amount
Lenovo G560	3 pcs.	22,000.00	pcs.	6 %	62,040.00
End of List					

Narration: 3 pcs. Yes or No

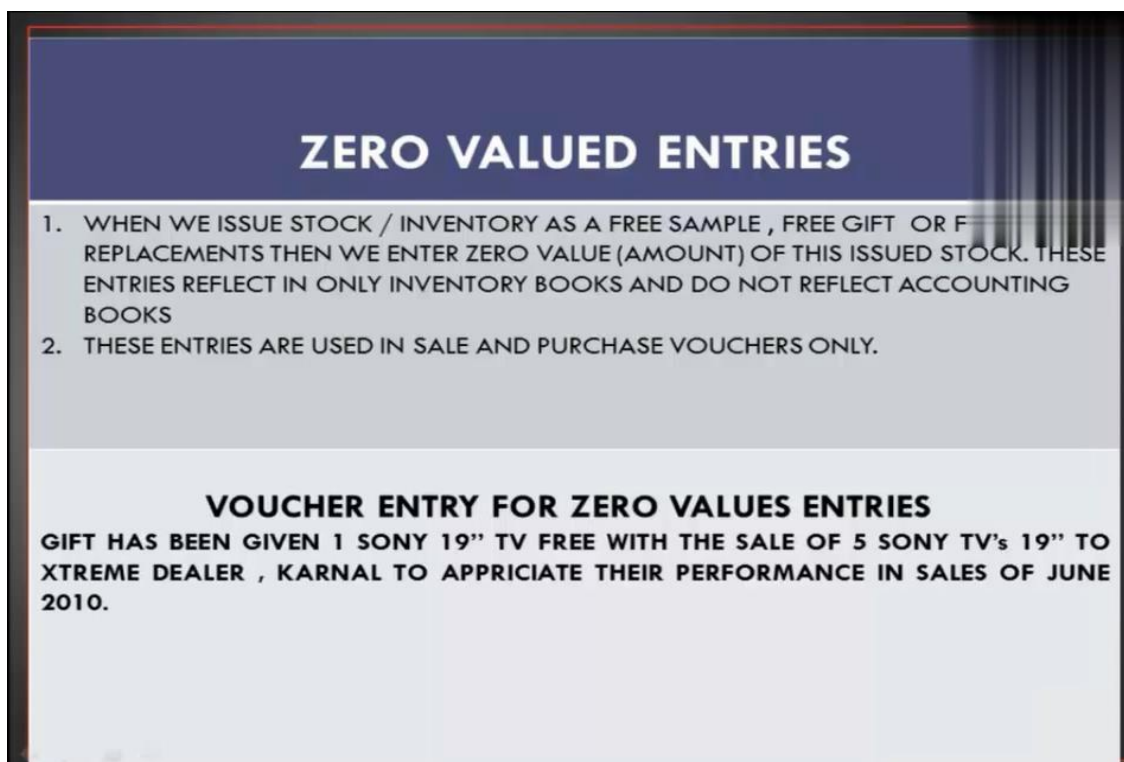
Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ACCOUNTING VOUCHER CREATION BETA COMPUTER

ZERO VALUE

जब stock या inventory को free sample, free gift के रूप में issue करते हैं तब हम ऐसे stock को tally में zero value से replace करते हैं जब हम बिना value के entries करते हैं तो ऐसी entries को zero value entries कहते हैं ऐसी entry सिर्फ inventory books को reflect करती है accounting books को reflect नहीं करती zero valued entries को हम एक example द्वारा समझेंगे



ZERO VALUED ENTRIES

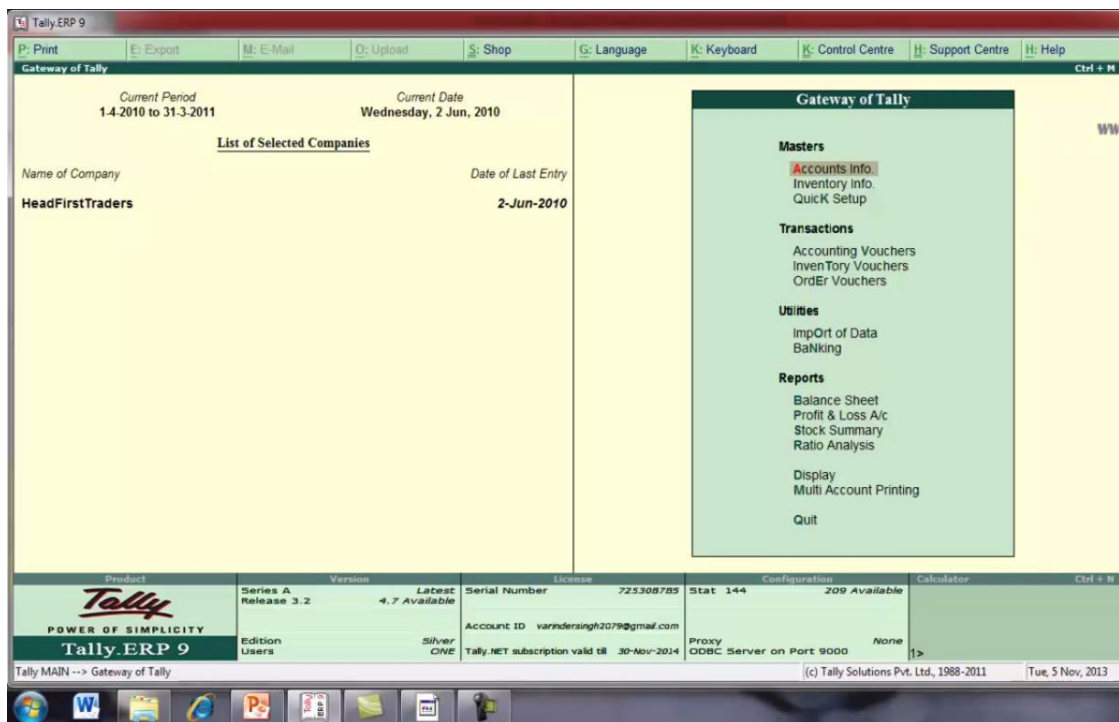
1. WHEN WE ISSUE STOCK / INVENTORY AS A FREE SAMPLE , FREE GIFT OR FREE REPLACEMENTS THEN WE ENTER ZERO VALUE (AMOUNT) OF THIS ISSUED STOCK. THESE ENTRIES REFLECT IN ONLY INVENTORY BOOKS AND DO NOT REFLECT ACCOUNTING BOOKS
2. THESE ENTRIES ARE USED IN SALE AND PURCHASE VOUCHERS ONLY.

VOUCHER ENTRY FOR ZERO VALUES ENTRIES

GIFT HAS BEEN GIVEN 1 SONY 19" TV FREE WITH THE SALE OF 5 SONY TV's 19" TO XTREME DEALER , KARNAL TO APPRICIATE THEIR PERFORMANCE IN SALES OF JUNE 2010.

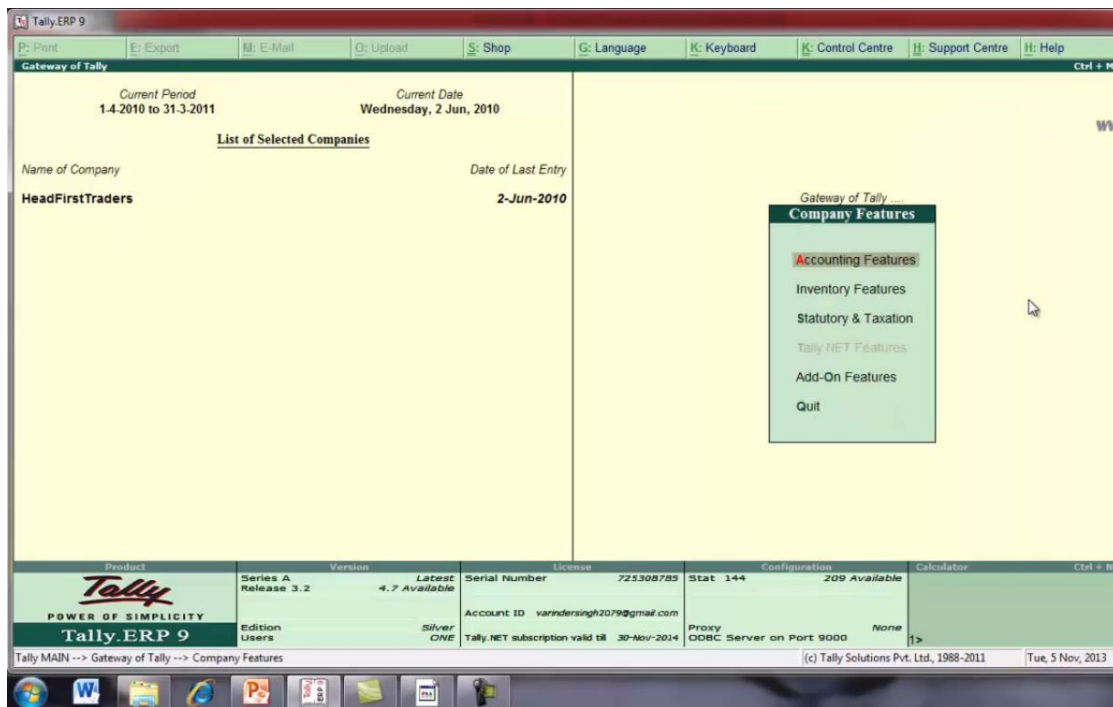
WHAT IS ZERO VALUED

gateway पफ tally मे features buton को select करे



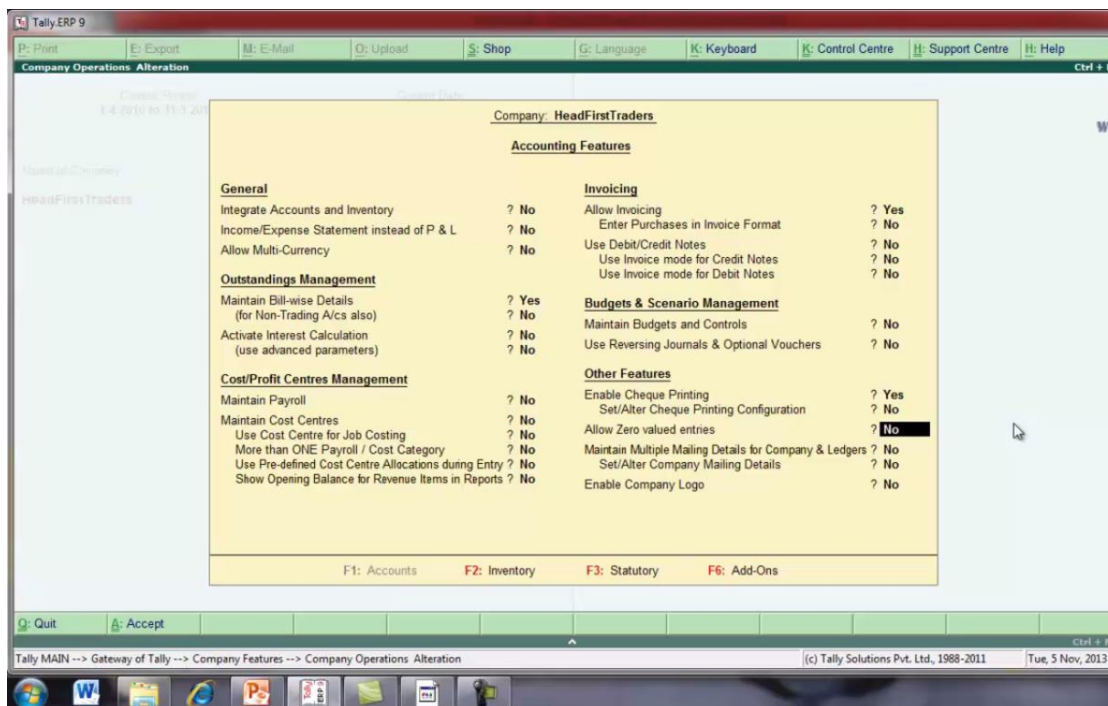
SELECT FEATURES BUTON

यहाँ से accounting features को select करें



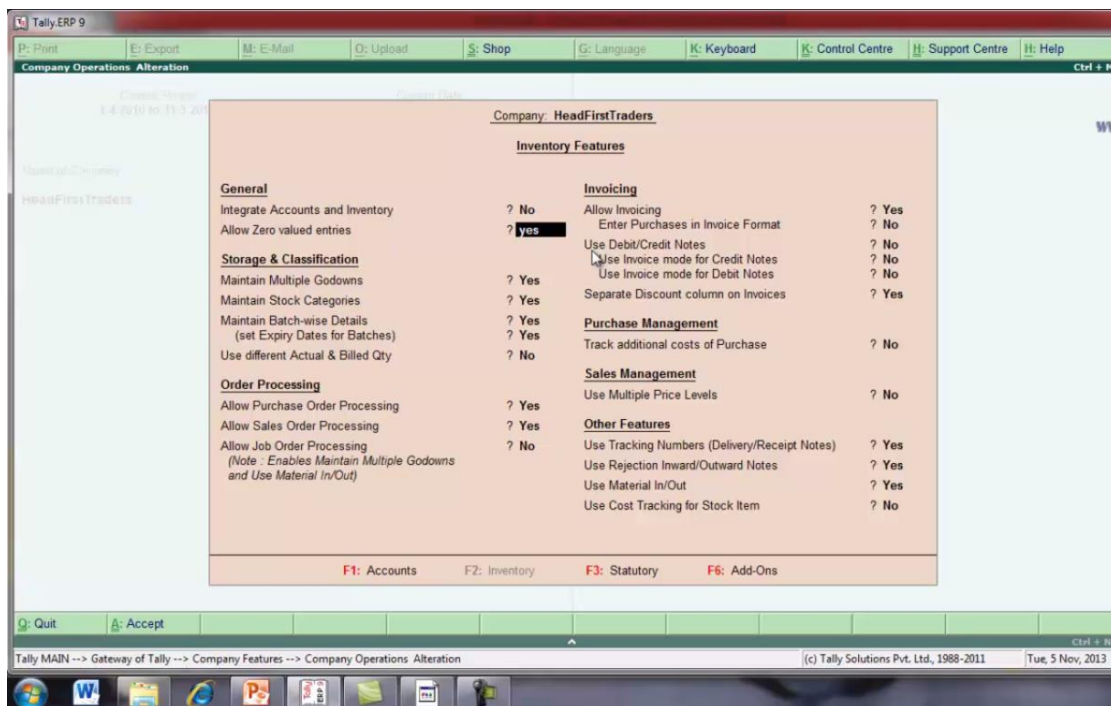
SELECT ACCOUNTING FEATURES

ALLOW ZERO VALUE ENTRIES UNDER OTHER FEATURES को yes कर दे



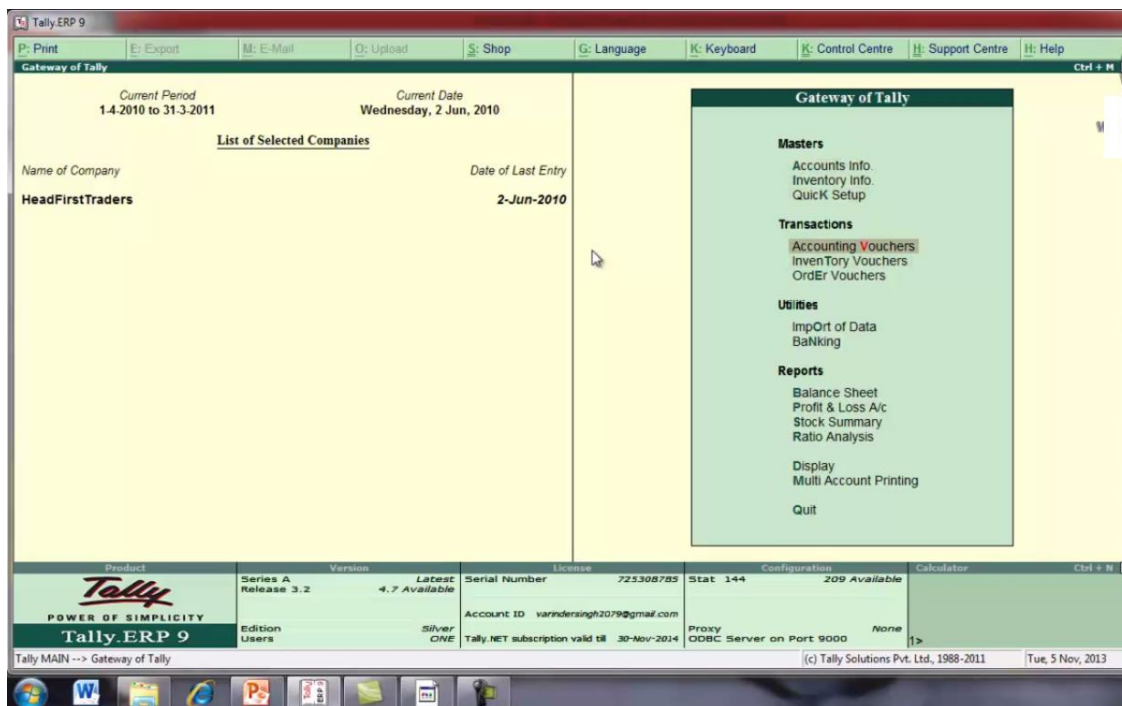
YES ALLOW ZERO VALUE ENTRIES UNDER OTHER FEATURES

या फिर F2 को press करें or ALLOW ZERO VALUE ENTRIES को yes कर दें



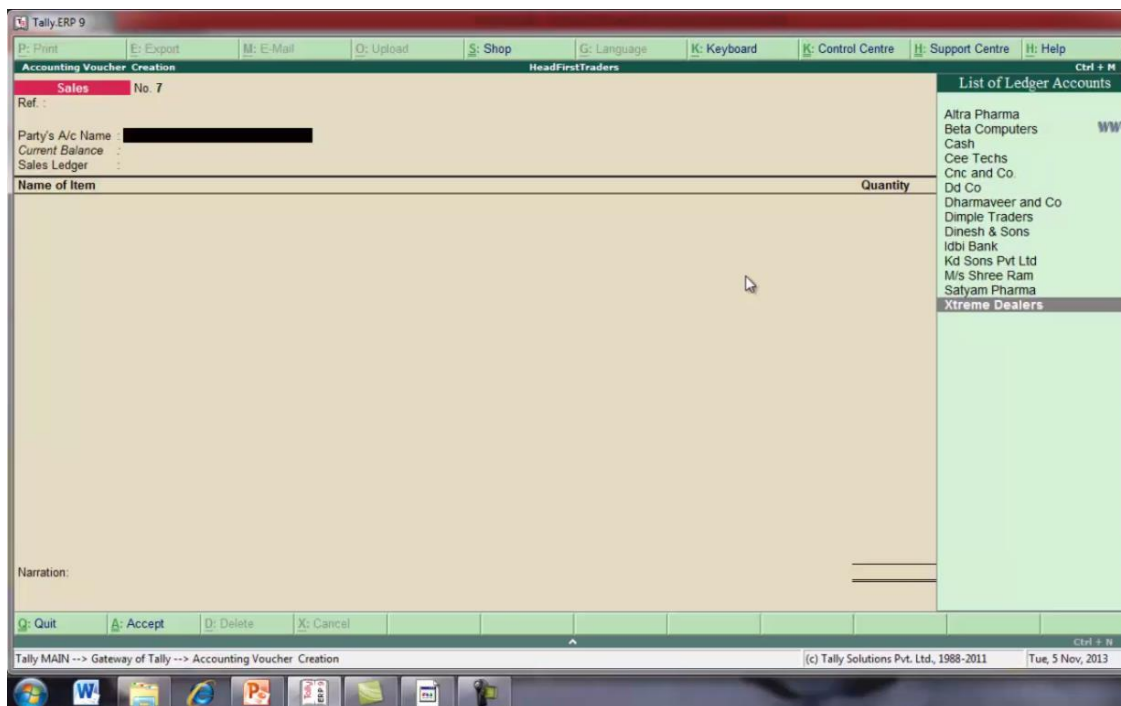
OR PRESS F2 THEN YES ALLOW ZERO VALUE ENTRIES

esc press करके gateway of tally मे त्रन्सक्तिओन के अंतर्गत accounting voucher को select करे



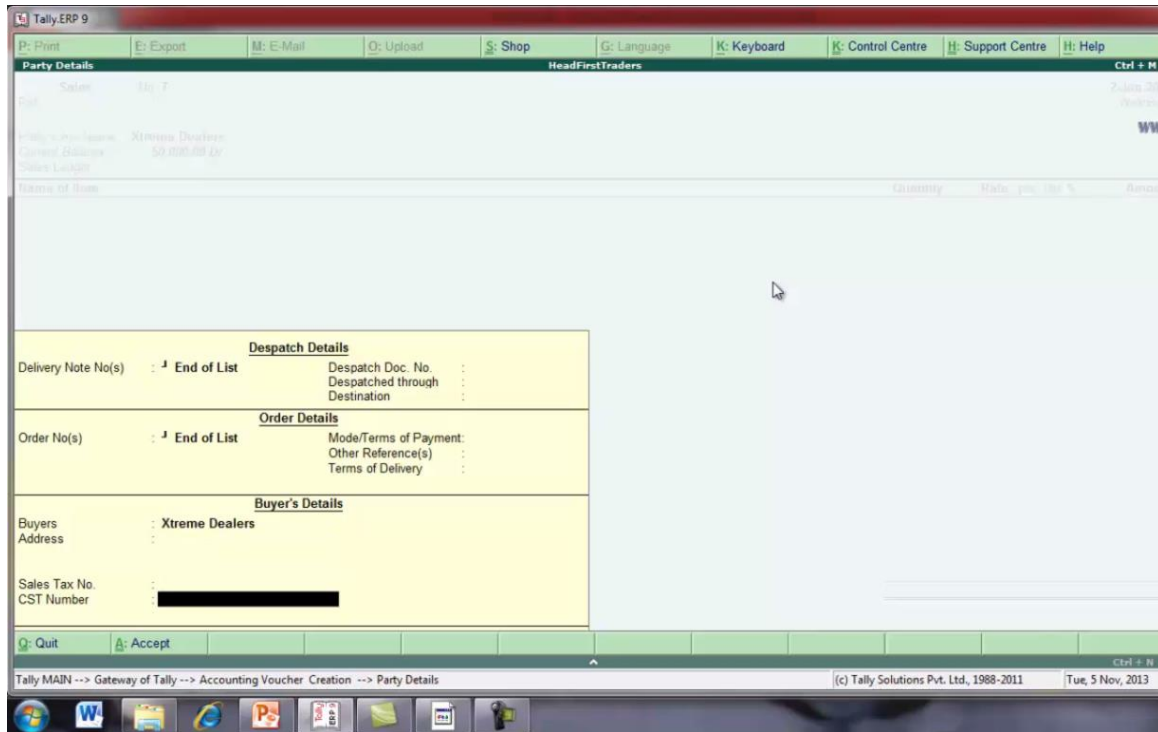
SELECT ACCOUNTING VOUCHERS

sales voucher को select करें or according to example sales voucher को fill करें



SELECT SALES VOUCHER AND SELECT PARTY NAME

यहा पर despatch details fill करे



Party Details

HeadFirstTraders

Despatch Details

Delivery Note No(s) : End of List

Despatch Doc. No. :
Despatched through :
Destination :

Order Details

Order No(s) : End of List

Mode/Terms of Payment :
Other Reference(s) :
Terms of Delivery :

Buyer's Details

Buyers Address : Xtreme Dealers

Sales Tax No. :
CST Number :

HERE

DESPATCH DETAILS

यहा से sony टीवी select करे



Tally ERP 9

Accounting Voucher Creation

HeadFirstTraders

Sales No. 7

Party's A/c Name : Xtreme Dealers
Current Balance : 50,000.00 Dr
Sales Ledger : Sales

Name of Item

List of Stock Items

COMPUTER DESKTOP	8 pcs
CPU	4 pcs
Hp Pavilion	3 pcs
Hp Series	5 pcs
KBD+MOUSE	4 pcs
LCD	4 pcs
Lenovo G460	2 pcs
Lenovo G560	(-)1 pcs
Philips	5 pcs
Sony	10 pcs
SPEAKER	11 pcs
Sugar	400 kgs
UPS	9 pcs

Narration:

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE SELECT SONY TV 19 PCS



Tally ERP 9

Stock Item Allocations

HeadFirstTraders

Item Allocations for : **Sony**

Godown	Quantity	Rate per	Disc. %	Amount
Tracking No. : Not Applicable Order No. : Not Applicable				
Main Location	5 pcs.	15,000.00	pcs.	75,000.00
5 pcs.				75,000.00

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Stock Item Allocations

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ITEM ALLOCATION FOR SONY



फिर से sony टीवी को select करे

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The 'List of Stock Items' pane is open, displaying a list of items. The 'Name of Item' field contains 'Sony' and the 'Narration' field is empty. The 'List of Stock Items' pane shows the following items:

Item Name	Quantity
End of List	
COMPUTER DESKTOP	6 pcs
CPU	4 pcs
Hp Pavilion	3 pcs
Hp Series	5 pcs
KBD+MOUSE	4 pcs
LCD	4 pcs
Lenovo G460	2 pcs
Lenovo G560	(-1) pcs
Philips	5 pcs
Sony	19 pcs
SPEAKER	11 pcs
Sugar	400 kgs
UPS	9 pcs

SELECT AGAIN SONY TV 19 PCS



Tally ERP 9

Stock Item Allocations

HeadFirstTraders

Item Allocations for : Sony

Godown	Quantity	Rate	per	Disc. %	Amount
Main Location	1 pcs.				

Tracking No. : Not Applicable Order No. : Not Applicable

Quantity Rate per Disc. % Amount

5 pcs. 15,000.00 pcs. 75,000

5 pcs. 75,000

1 pcs.

Quit

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

ITEM ALLOCATION FOR SONY



यहा पर आप देखेगे की जो टीवी की quantity है वो 6 pcs है or जो price है वो 5 pcs टीवी का है

Tally ERP 9
Accounting Voucher Creation
HeadFirstTraders
Sales No. 7
2-Jun-2010
Wednesday
WWW

Party's A/c Name : Xtreme Dealers
Current Balance : \$0,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Disc %	Amount
Sony	5 pcs.	15,000.00	pcs.	75,000.00
Sony	1 pcs.			75,000.00
↓ End of List				

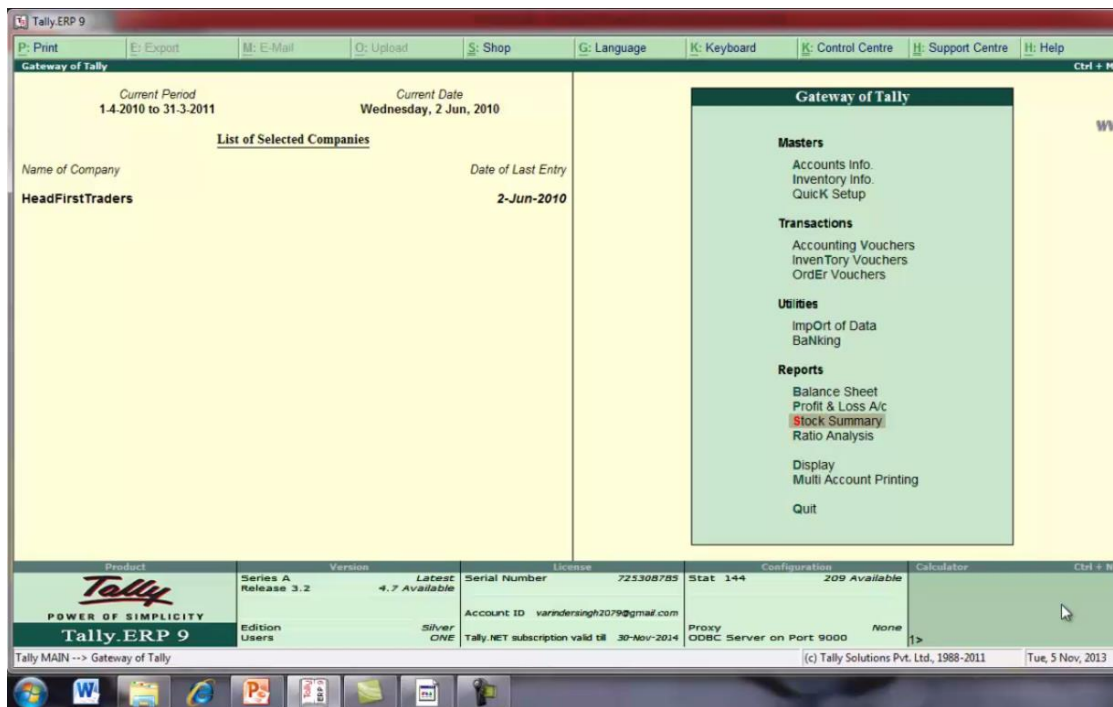
Narration: 6 pcs.

Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation
(c) Tally Solutions Pvt. Ltd., 1988-2011
Tue, 5 Nov, 2013

HERE WE SAW THAT QUANTITY OF TV IS 6 PCS AND AMOUNT OF 5 PCS TV

esc press करके वापिस आ जाये or gateway of tally मे reports के अंतर्गत stock summary को select करे



PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS



यहा से टीवी को select करे

Particulars	Quantity	Rate	Value
COMPONENT			2,01,150.00
Laptops			1,43,500.00
Tablets			200.00
Tv			1,10,000.00
Sugar	400 kgs		
Grand Total	400 kgs		4,54,850.00

SELECT TV



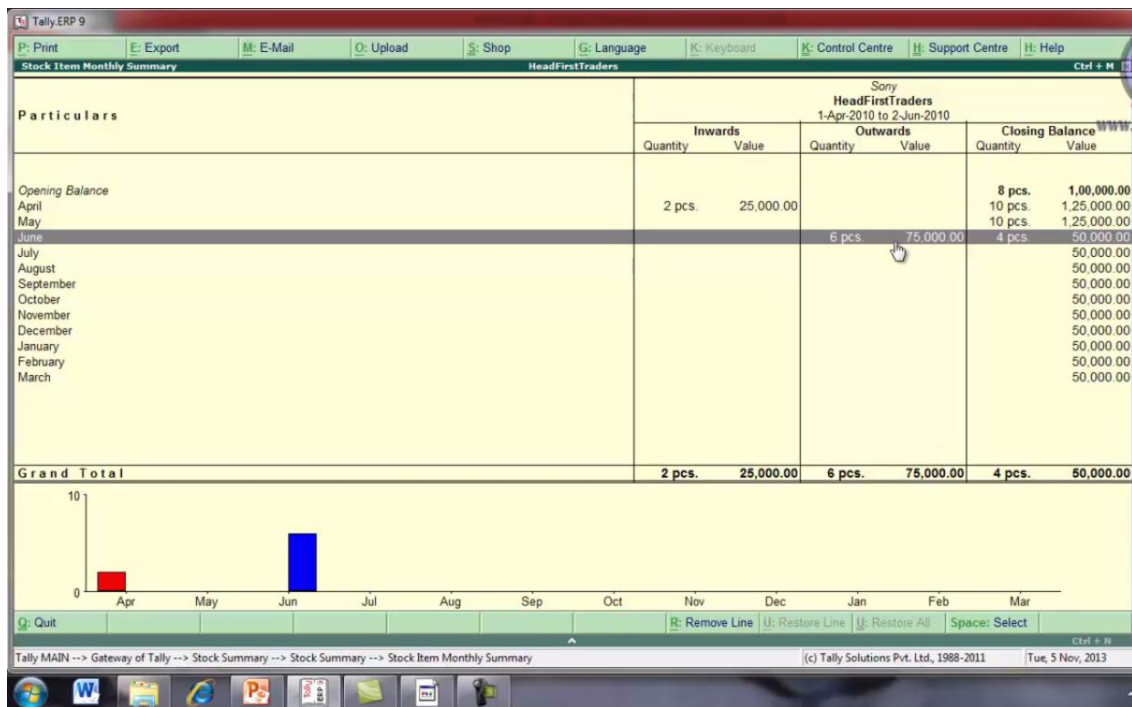
यहा से sony को select करे

Particulars	Closing Balance		
	Quantity	Rate	Value
Philips	5 pcs	12,000.00	60,000.00
Sony	4 pcs	12,500.00	50,000.00
Grand Total	9 pcs.		1,10,000.00

SELECT SONY



देखिये यहा पर 6 pcs टीवी 75000 की value से show हो रही है



HERE WE SAW 6 PCS OF TV QUANTITY WITH VALUE OF 75000



यहा पर xtreme dealer voucher available है

Tally.ERP 9

Stock Vouchers HeadFirstTraders Ctrl + M

Stock Item: Sony 1-Jun-2010 to 30-Jun-2010

Date	Particulars	Vch Type	Vch No.	Inwards		Outwards		Closing	
				Quantity	Value	Quantity	Value	Quantity	Value
1-6-2010	Opening Balance			10 pcs	1,25,000.00			10 pcs	1,25,000.00
2-6-2010	Xtreme Dealers	Sales	7			6 pcs	75,000.00	4 pcs	50,000.00
Totals :				10 pcs	1,25,000.00	6 pcs	75,000.00	4 pcs	50,000.00

Q: Quit D: Delete X: Cancel Z: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line J: Restore All Space: Select Space: Select All

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary --> Stock Item Monthly Summary (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE XTREME DEALER VOUCHER AVAILABLE

xtreme dealer का sales voucher available है



Tally ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard Control Centre Support Centre Help

Accounting Voucher Alteration (Secondary) HeadFirstTraders Ctrl + N

Sales No. 7 2-Jun-2011
Wednesday WWW

Ref. :
Party's A/c Name : Xtreme Dealers
Current Balance : 1,25,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate	per Disc %	Amount
Sony	5 pcs.	15,000.00	pcs.	75,000.00
Sony	1 pcs.			75,000.00
Narration:				6 pcs. 75,000.00

G: Quit A: Accept D: Delete X: Cancel

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary --> Stock Item Monthly Summary --> Stock Vouchers --> A... (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE SALES VOUCHER OF XTREME DEALERS

TAXATION IN TALLY

accounts को maintain करने का मुख्य कारण tax का calculation करना होता है taxation का निर्धारण करना tally को tax को आसानी से calculate कर सकते हैं इससे ये पता लग जायेगा की कितना tax due है अगर कुछ tax दे दिया गया है तो बाकि कितना tax payable है tally के द्वारा tax से सम्बंधित बहुत सारी reports तैयार कर सकते हैं जैसे vat की reports, gst की reports भारत में tax central or state govt. के द्वारा लगाये जाते हैं indian tax structure में tax 2 तरह का होता है direct tax or indirect tax

TAXATION IN TALLY	
TAXES ARE IMPOSED BY THE CENTRAL GOVT. AND THE STATE GOVT. MANY FUNCTIONS ARE PERFORMED BY THESE TAXES COLLECTED BY GOVT.	
INDIAN TAX STRUCTURE	
<p>DIRECT TAX:</p> <p>A DIRECT TAX IS A TAX , WHICH IS IMPOSED DIRECTLY ON THE TAXPAYER AND PAID DIRECTLY TO THE GOVERNMENT. SOME OF THE DIRECT TAXES ARE :</p> <ol style="list-style-type: none"> 1. INCOME TAX 2. PROPERTY TAX 3. GIFT TAX 	<p>INDIRECT TAX :</p> <p>AN INDIRECT TAX IS A TAX COLLECTED BY AN INTERMEDIARY LIKE SHOPKEEPER , RETAILER , SALE OUTLETS FROM THE CUSTOMER/CONSUMER . WHO ACTUALLY BEARS THE REAL BURDEN OF THE TAX. PRICE OF A GOOD/ PRODUCTS CAN BE INCREASED WITH IT. SOME INDIRECT TAXES ARE :</p> <ol style="list-style-type: none"> 1. SALE TAX 2. SERVICE TAX 3. VAT (VALUE ADDED TAX)

MEANING OF TAX AND INDIAN TAX STRUCTURE



यहा पर हम indirect tax के बारे मे detail मे समझेगे

TAXATION IN TALLY

INDIRECT TAX

SALE TAX : IT IS IMPOSED ON ALL SALES OF GOODS. SELLER COLLECTS THE TAX FROM THE BUYER ACCORDING TO HIS STATE SALE TAX LAWS AND PAY TO GOVT. BUT NOW THIS SALE TAX IS REPLACED BY VALUE ADDED TAX IN MOST STATES AND NOW VAT IS CHARGED AT THE PLACE OF SALE TAX.

SERVICE TAX: IT IS IMPOSED ON THE SERVICES LIKE TELEPHONE BILLS , ADVERTISING , COMMERCIAL TRAINING OR COACHING ,WORKS CONTRACT AND ETC.

VAT (VALUE ADDED TAX) : VALUE ADDED TAX (VAT) IS AN INDIRECT TAX . IT IS ASSESSED ON VALUE ADDED TO GOODS AND SERVICES . IT IS IMPOSED ON BOTH SERVICES AND GOODS. VAT IS A MULTI-POINT TAX .

DIFFERENCE BETWEEN VAT AND SALE TAX

VAT HAS REPLACED SALES TAX IN MOST STATES.IT IS A MULTI-POINT TAX AGAINST SALES TAX, WHICH IS A SINGLE-POINT TAX . IT IS ALSO IMPOSED BOTH PRODUCT AND SERVICES BUT SALES TAX IS APPLICABLE TO PRODUCT ONLY.

HERE DEFINE INDIRECT TAX

taxation को हम एक example के द्वारा समझेंगे

NAME	PARTICULARS	AMOUNT	VAT TO GOVT
MATERIAL SUPPLIER	RAW MATERIAL	10000	
	TAX 10%	1000	1000
	SALE	11000	(OUTPUT TAX - INPUT TAX)
MANUFACTURER	PURCHASE	11000	
	PRODUCT PRICE	12000	
	OUTPUT TAX 10%	1200	1200 - 1000 = 200
	SALE	13200	(OUTPUT TAX - INPUT TAX)
RETAILER	PURCHASE	13200	
	PRODUCT PRICE (ASSUME)	15000	
	OUTPUT TAX 10%	1500	1500 - 1200 = 300
	SALE PRICE	16500	(OUTPUT TAX - INPUT TAX)
			TOTAL TAX PAID TO GOVT = 1500

EXAMPLE OF TAXATION

vat की entry के लिय हमे इन ledger की जरूरत पडती है

LEDGER REQUIRED FOR VAT SKY TON AND CO.	
1	PURCHASE LEDGER : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER : TO RECORD PAID AMOUNT VAT ON PURCH...
1	SALES LEDGER : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER : TO RECORD RECEIVED AMOUNT OF VAT ON SALE
1	CEE TRADE AND CO : SUNDRY CREDITORS
2	DEE TRADE AND CO : SUNDRY DEBTORS

LEDGER REQUIRED FOR VAT

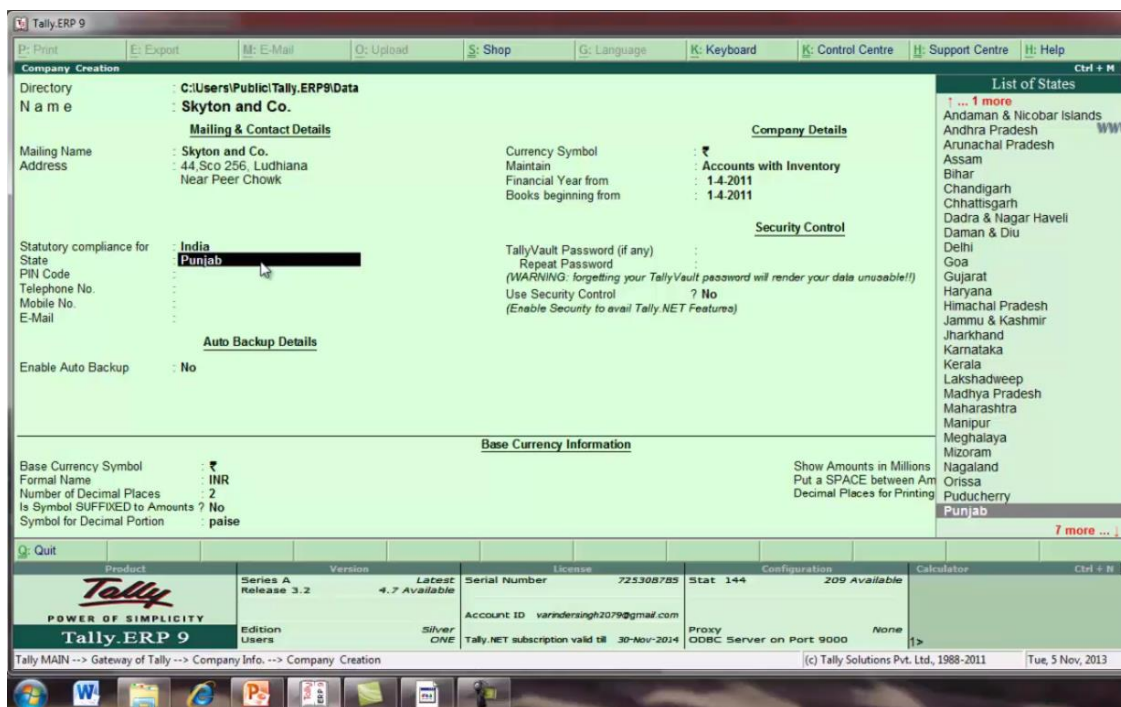


vat से related जब बी हम goods को sale करते है या purchase करते है तो उन पर vat के अलग अलग rate applicable होते है जो की sale tax नियमो के अनुसार रहते है

LEDGER REQUIRED FOR VAT SKY TON AND CO.	
1	PURCHASE LEDGER 12.5% : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER 12.5% : TO RECORD PAID AMOUNT 12.5% VAT PURCHASE
1	SALES LEDGER 12.5% : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER 12.5% : TO RECORD RECEIVED 12.5% AMOUNT OF VAT ON SALE
1	PURCHASE LEDGER 8.8% : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER 8.8% : TO RECORD PAID AMOUNT 8.8% VAT ON PURCHASE
1	SALES LEDGER 8.8% : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER 8.8% : TO RECORD RECEIVED 8.8% AMOUNT OF VAT ON SALE
1	CEE TRADE AND CO : SUNDRY CREDITORS
2	DEE TRADE AND CO : SUNDRY DEBTORS

HERE DIFFERENT RATE APPLICABLE FOR VAT

यहा पर हम new company create करेगे यहा पर सबसे important point state का है जब भी हम जिस state को चुनते है उसके according vat की सेटिंग हो जाएगी



CREATE COMPANY



हमारे पास market मे dealers मुख्यतः 3 तरह के होते है

VAT REGISTRATION

REGISTERED DEALER

- DEALER CAN GET REGISTERED UNDER VAT REGISTRATION, WHICH HELPS BOTH DEALER.
- GOVT CAN EASILY IDENTIFY THE DEALER WHO COME UNDER PURVIEW OF VAT REGISTRATION.
- IF DEALER IS REGISTERED THEN HE IS LIABLE TO COLLECT AND PAY VAT.
- FOR ENCOURAGING THE REGISTRATION PROCESS SOME BENEFITS OR CONCESSIONS ARE GIVEN TO THE DEALERS

UNREGISTERED DEALER

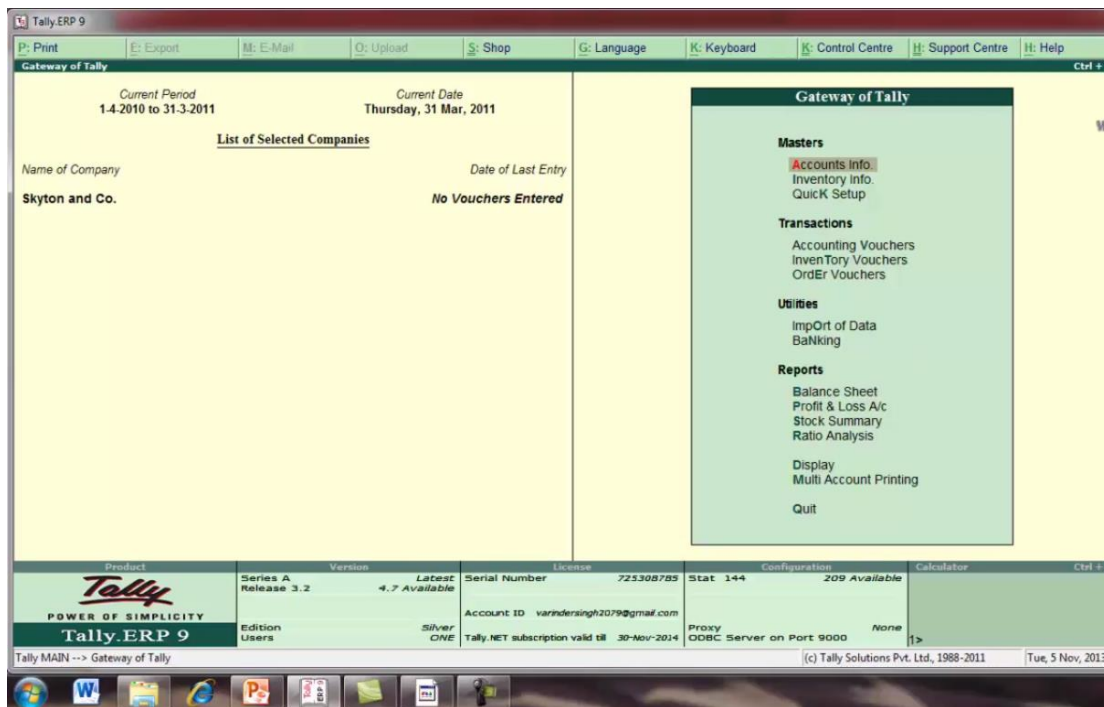
GOVT DECIDES THE THRESHOLD LIMIT FOR TURNOVER , IF DEALER TURNOVER IS BELOW THAT TURNOVER THEN THIS DEALER CAN BE CALLED AS AN UNREGISTERED DEALER. UNREGISTERED DEALERS CANNOT ISSUE A TAX INVOICE REQUIRED FOR CLAIMING THE INPUT CREDIT. SO PURCHASES FROM UNREGISTERED DEALERS, ARE NOT ENTITLED FOR INPUT CREDIT AND HAVE TO BE RECORDED SEPARATELY .THIS LIMIT MAY VARY FROM STATE TO STATE.

COMPOSITE DEALER

GOVT DECIDES THE THRESHOLD LIMIT FOR TURNOVER , IF DEALER TURNOVER IS BELOW THAT TURNOVER THEN THIS DEALER CAN BE REGISTER UNDER COMPOSITE DEALER SCHEME WHO CAN PAY TAX AT A SMALL PERCENTAGE OF GROSS TURNOVER. THESE COMPOSITE DEALERS ARE NOT ENTITLED TO INPUT TAX CREDIT AND HAVE TO RETURN THEIR VAT DETAIL IN SEPARATE FORMAT. THIS LIMIT MAY VARY FROM STATE TO STATE.

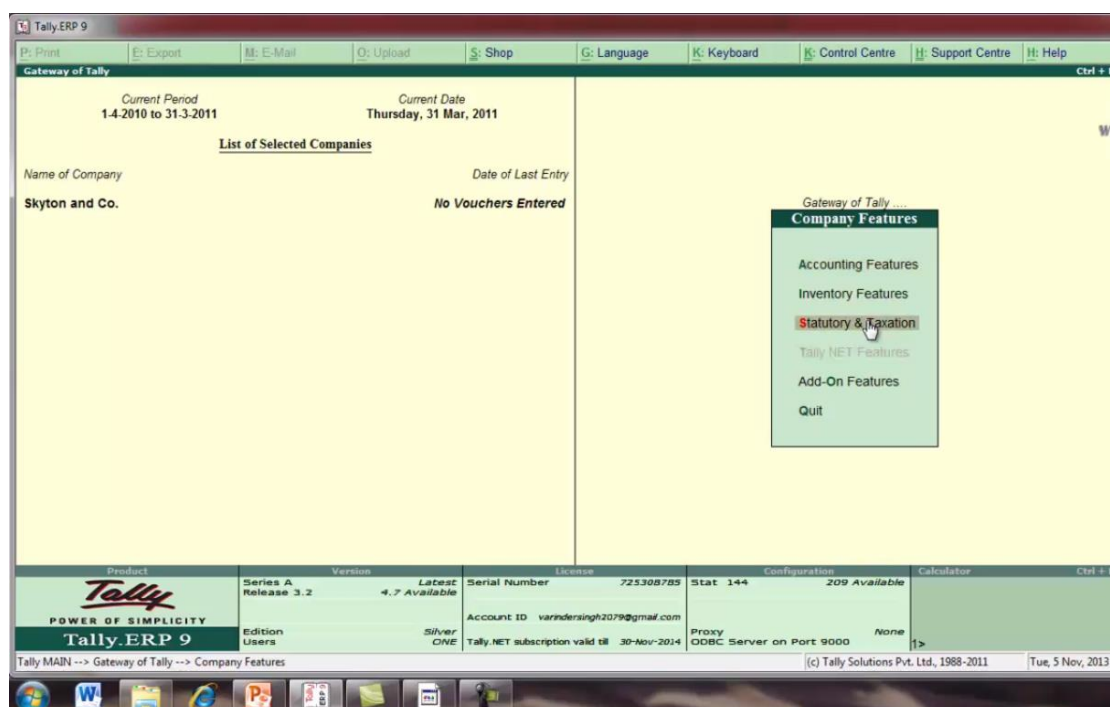
HERE VAT REGISTRATION

gateway of tally मे masters के अंतर्गत accounts info को select करे



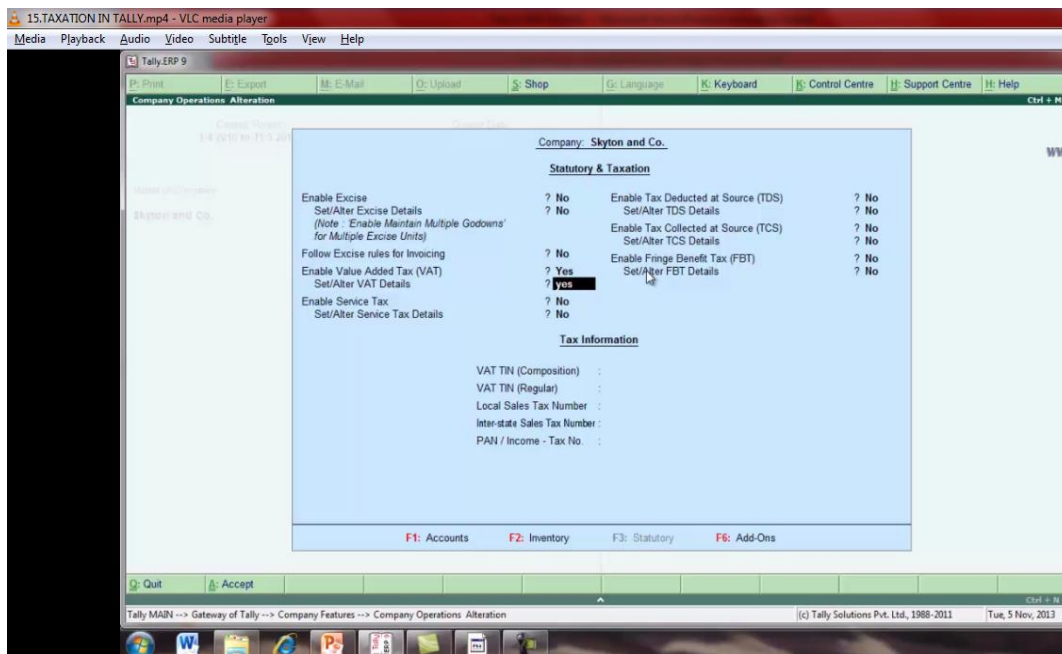
SELECT FEATURES BUTON FOR ACTIVATE VAT OPTION

यहा से statutory & taxation को select करे



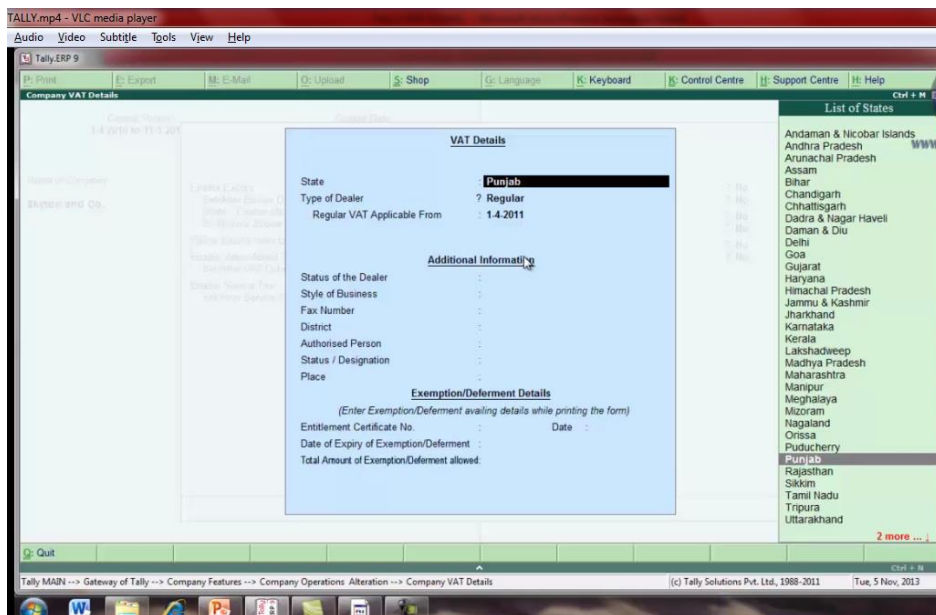
HERE SELECT STATUTORY AND TAXATION

ENABLE VALUE ADDED TAX AND SET ALTER VAT DETAILS को yes करे



HERE YES ENABLE VALUE ADDED TAX AND SET ALTER VAT DETAILS

यहा पर vat से related details fill करे



HERE VAT DETAILS



15.TAXATION IN TALLY.mp4 - VLC media player

Media Playback Audio Video Subtitle Tools View Help

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Company Operations Alteration

Company: Skyton and Co.

Statutory & Taxation

Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? No
Set/Alter Excise Details	? No	Set/Alter TDS Details	? No
(Note 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
Follow Excise rules for Invoicing	? No	Set/Alter TCS Details	? No
Enable Value Added Tax (VAT)	? Yes	Enable Fringe Benefit Tax (FBT)	? No
Set/Alter VAT Details	? Yes	Set/Alter FBT Details	? No
Enable Service Tax	? No		
Set/Alter Service Tax Details	? No		

Tax Information

VAT TIN (Composition) :
VAT TIN (Regular) : 123456789101
Local Sales Tax Number :
Inter-state Sales Tax Number : 123456789101
PAN / Income - Tax No. : abcd0000

F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons

Quit Accept

Tally MAIN --> Gateway of Tally --> Company Features --> Company Operations: Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE FILLED TAX INFORMATION



यहा पर कुछ transaction के द्वारा हम vat को समझेगे

PURCHASE VAT TRANSCATION - 1	
ON 22/4/2011: SKYTON TRADERS PURCHASED KRISHNA LIGHT LAMPS 50 PCS @ 250 PER FROM CEE TRADE CO , LUDHIANA .	
LEDGERS WE NEED TO CREATE	
CEE TRADE CO.	SUNDRY CREDITORS
KRISHNA LIGHT LAMPS ---RATE OF VAT 12.5 %	STOCK ITEM → UNDER GROUP → LAMPS
PURCHASE @ 12.5 % INPUT TAX @ 12.5%	TO RECORD PURCHASE OF 12.5% TO RECORD INPUT TAX OF 12.5%

HERE PURCHASE VAT TRANSACTION

account info को select करे



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard H: Control Centre H: Support Centre H: Help Ctrl + N

Gateway of Tally

Current Period: 1-4-2011 to 31-3-2012 Current Date: Friday, 1 Apr, 2011

List of Selected Companies

Name of Company	Date of Last Entry
Skyton and Co.	No Vouchers Entered

Gateway of Tally

- Masters**
 - Accounts Info.
 - Inventory Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
 - Order Vouchers
- Utilities**
 - Import of Data
 - BANKING
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi Account Printing
- Quit

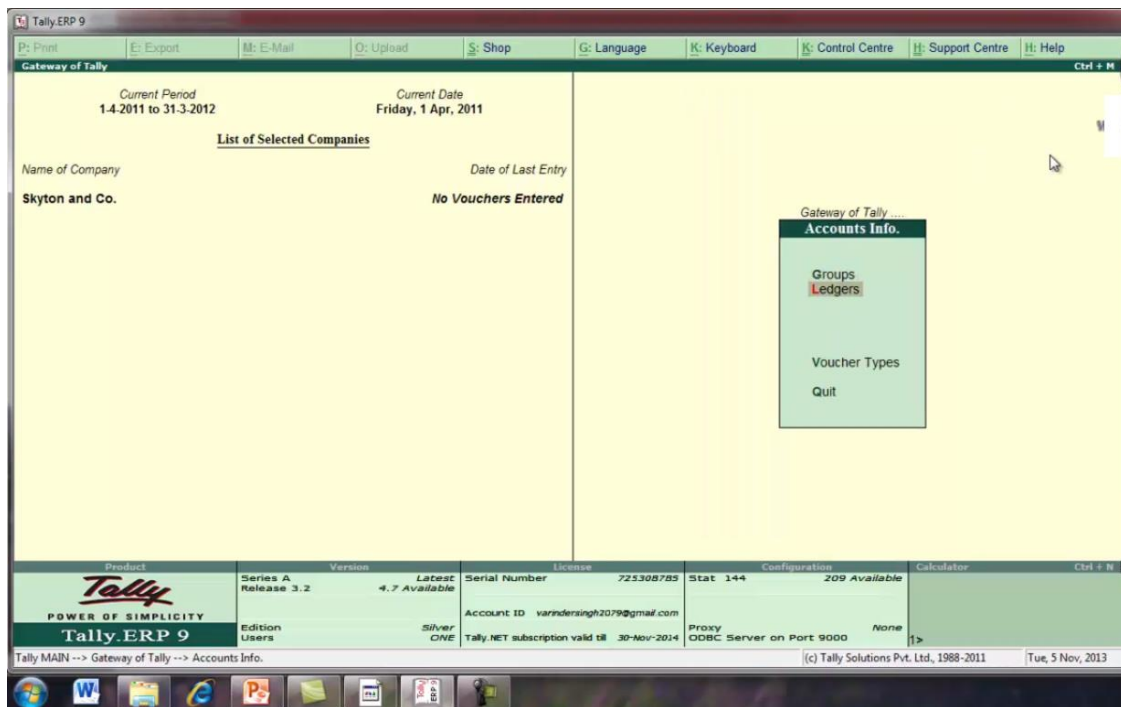
Product: Tally.ERP 9 Series A Release 3.2 Latest 4.7 Available Serial Number 725308705 License Stat 144 Configuration 209 Available Calculator Ctrl + B

Account ID: varindersingh2079@gmail.com Edition Users Silver ONE Tally.NET subscription valid till 30-Nov-2014 Proxy ODBC Server on Port 9000 None

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

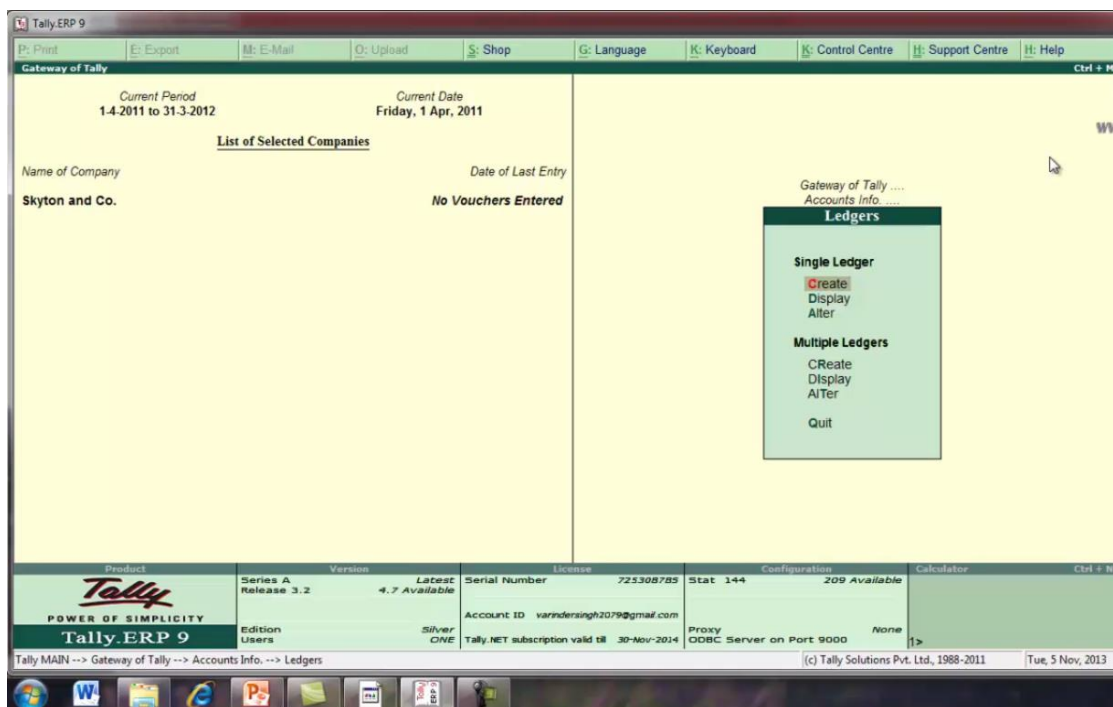
HERE SELECT ACCOUNT INFO. UNDER MASTERS

यहा से ledger को select करे



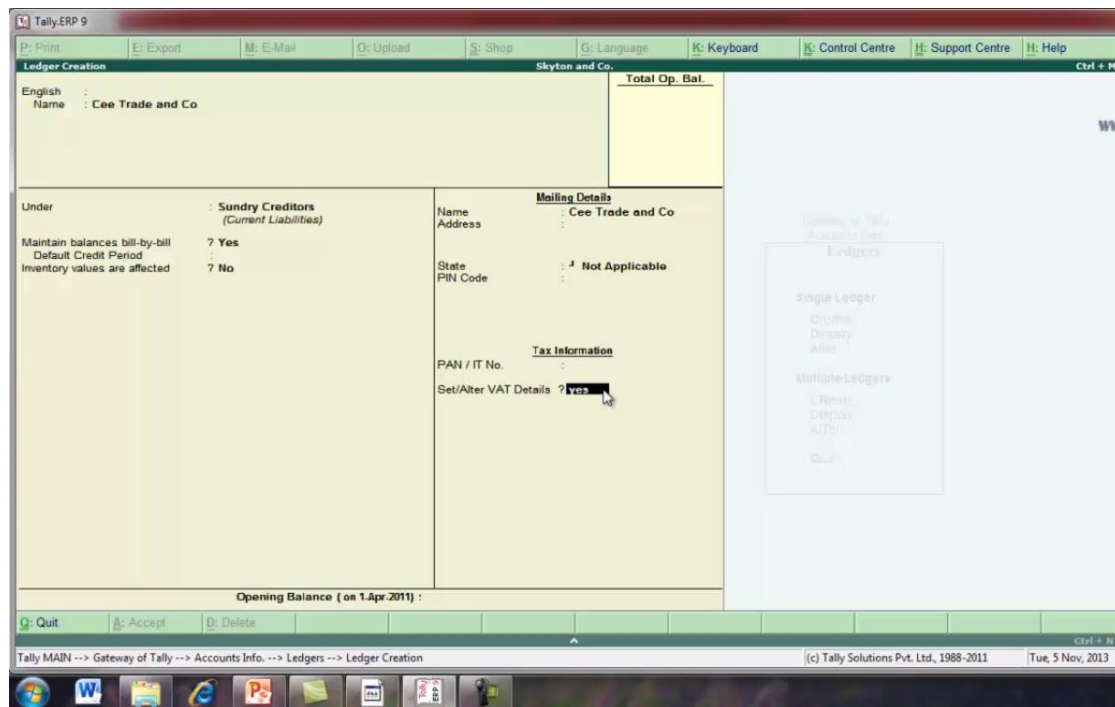
SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

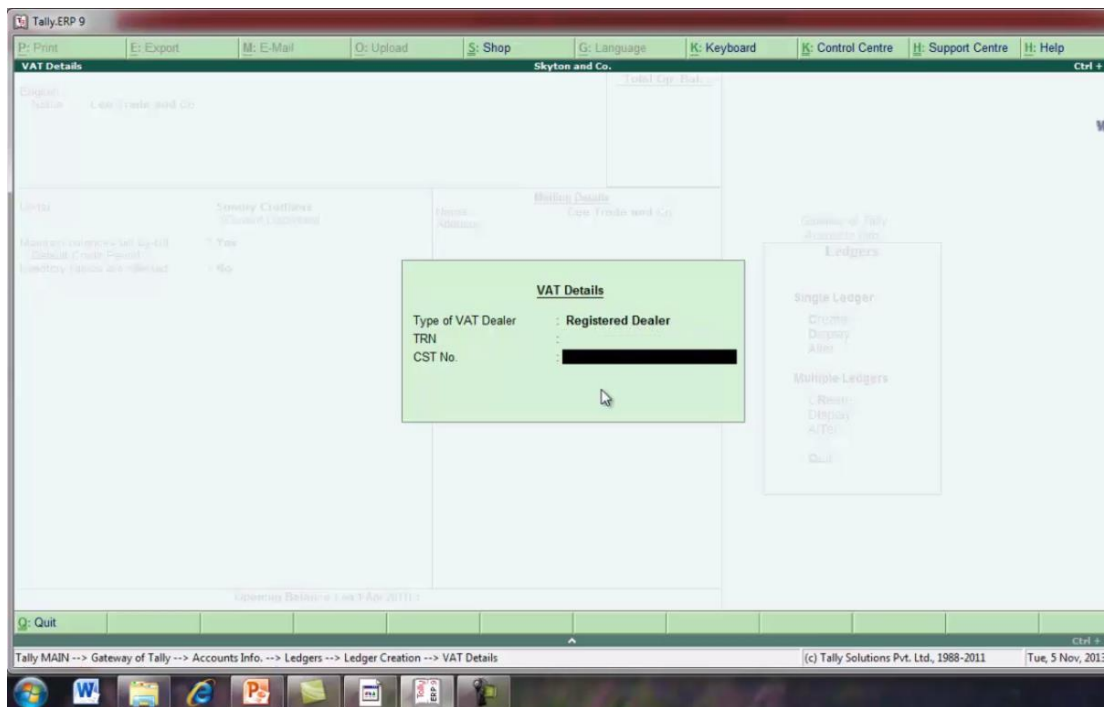
यहा से cee trade co. का ledger create करे



The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally:ERP 9' and the menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: Shop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The window is titled 'Ledger Creation' and 'Skyton and Co.'. The 'English' section shows 'Name : Cee Trade and Co'. The 'Total Op. Bal.' field is empty. The 'Under' section is set to 'Sundry Creditors (Current Liabilities)'. The 'Maintain balances bill-by-bill' is set to 'Yes' and 'Inventory values are affected' is set to 'No'. The 'Mailing Details' section shows 'Name : Cee Trade and Co', 'Address', 'State : Not Applicable', and 'PIN Code'. The 'Tax Information' section shows 'PAN / IT No.' and 'Set/Alter VAT Details ? Yes'. The 'Opening Balance (on 1-Apr-2011)' field is empty. The window also shows a 'WWW' watermark and a 'Gateway of Tally Accounts Info Ledgers' menu on the right side.

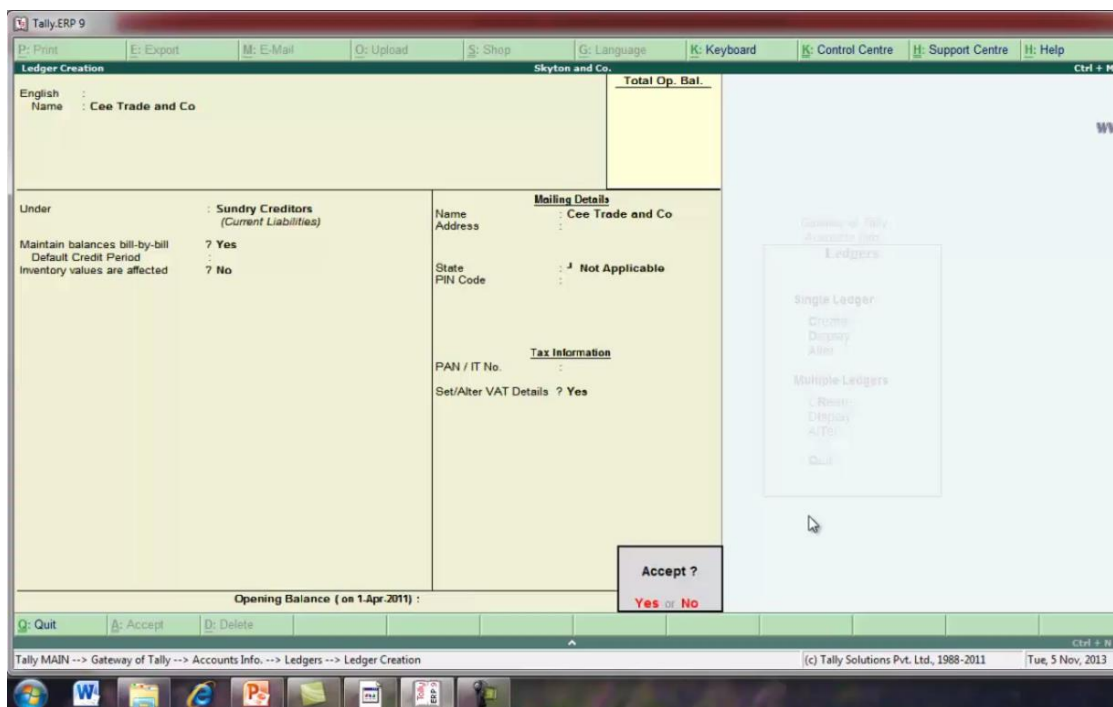
CREATE CEE TRADE AND CO. AND YES SET/ALTER VAT DETAILS

type of vat dealers की information fill करे



HERE VAT DETAILS

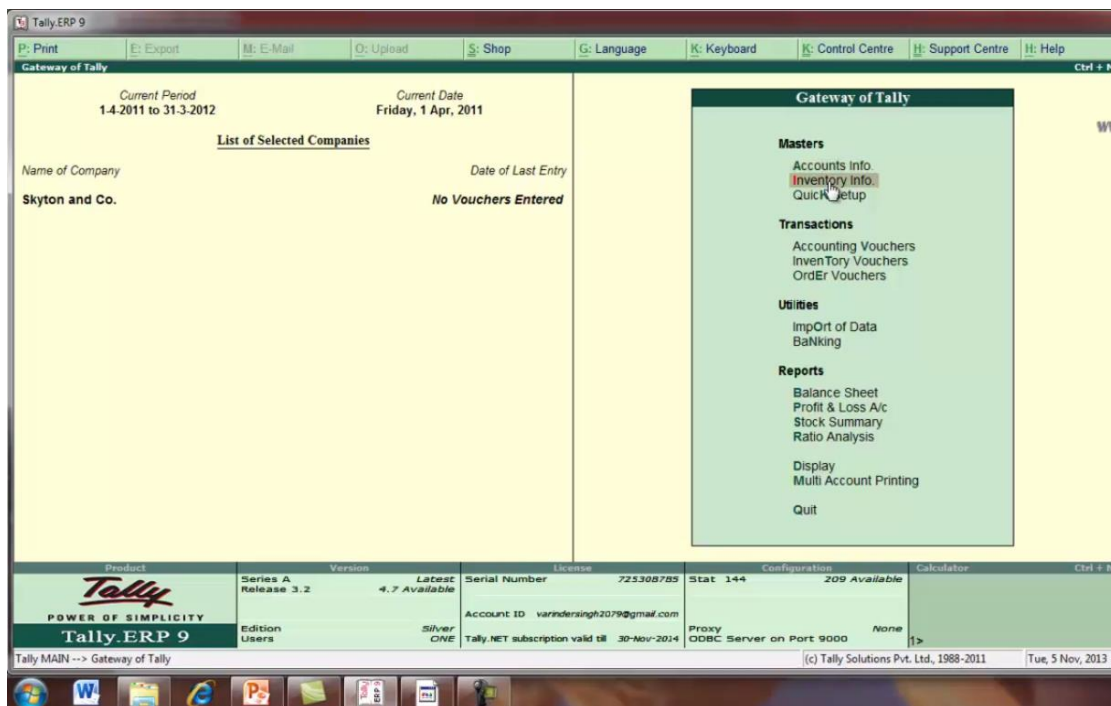
यहा पर cee trade and co. का ledger तैयार हो गया है



HERE PREPARED CEE TADE AND CO. LEDGER

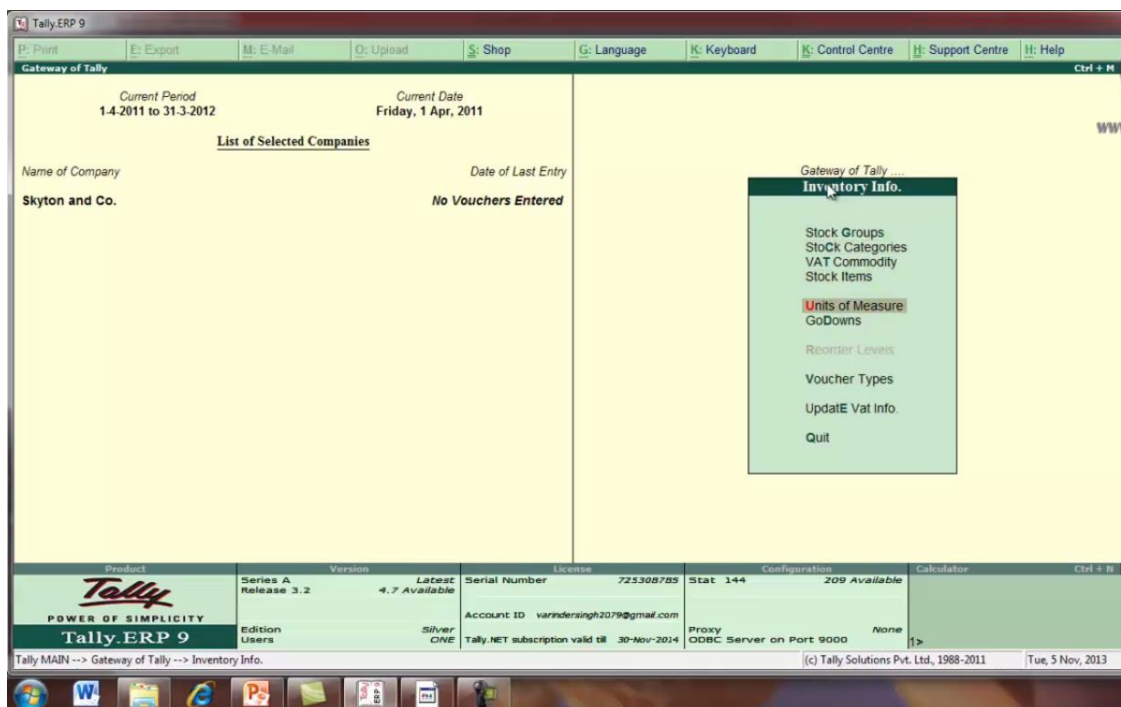


esc press करके वापिस आ जाये or masters के अंतर्गत inventory info. को select करे



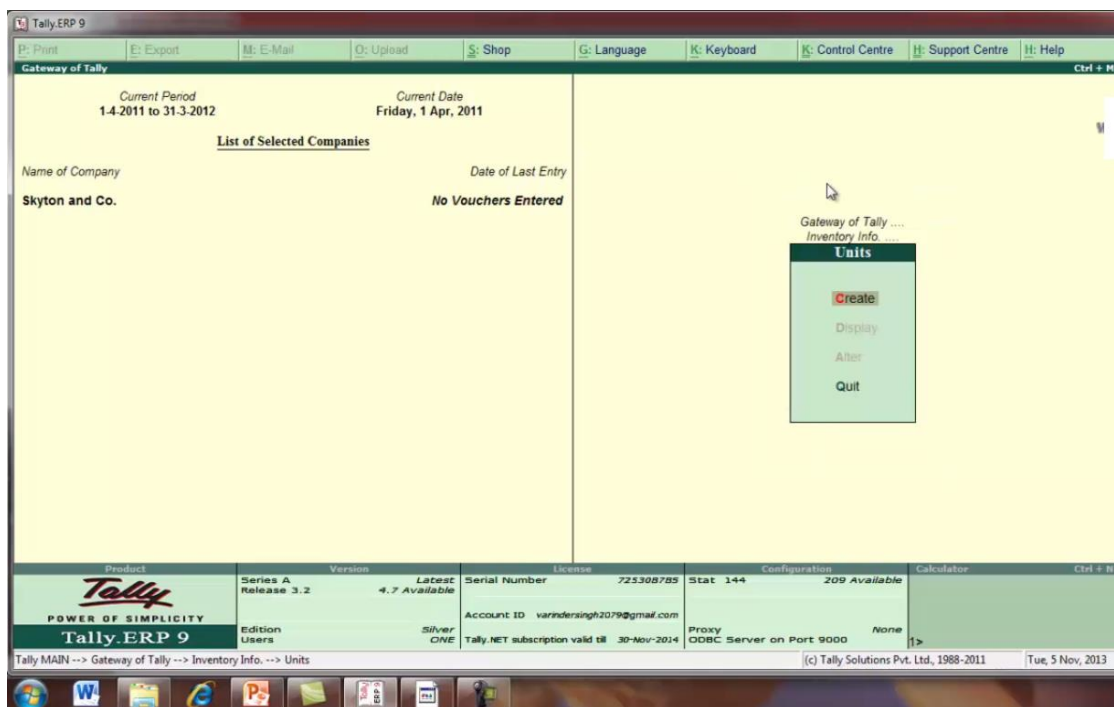
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE INVENTORY INFO

यहा से unit of measure को select करे



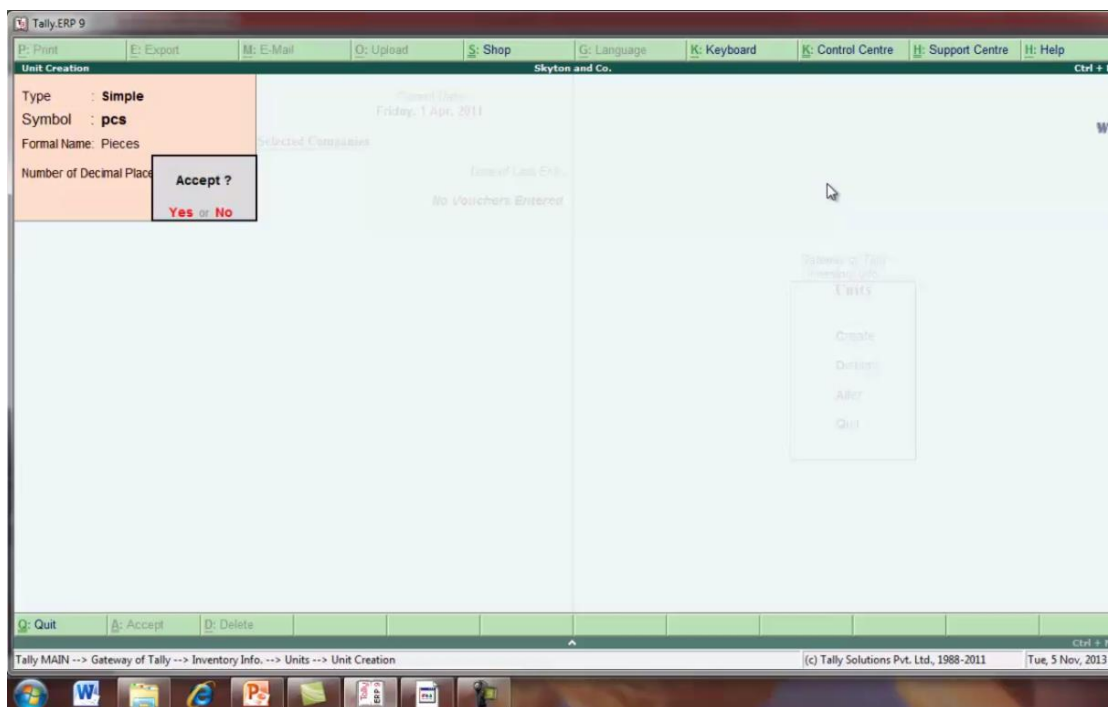
SELECT HERE UNIT OF MEASURE

create को select करे



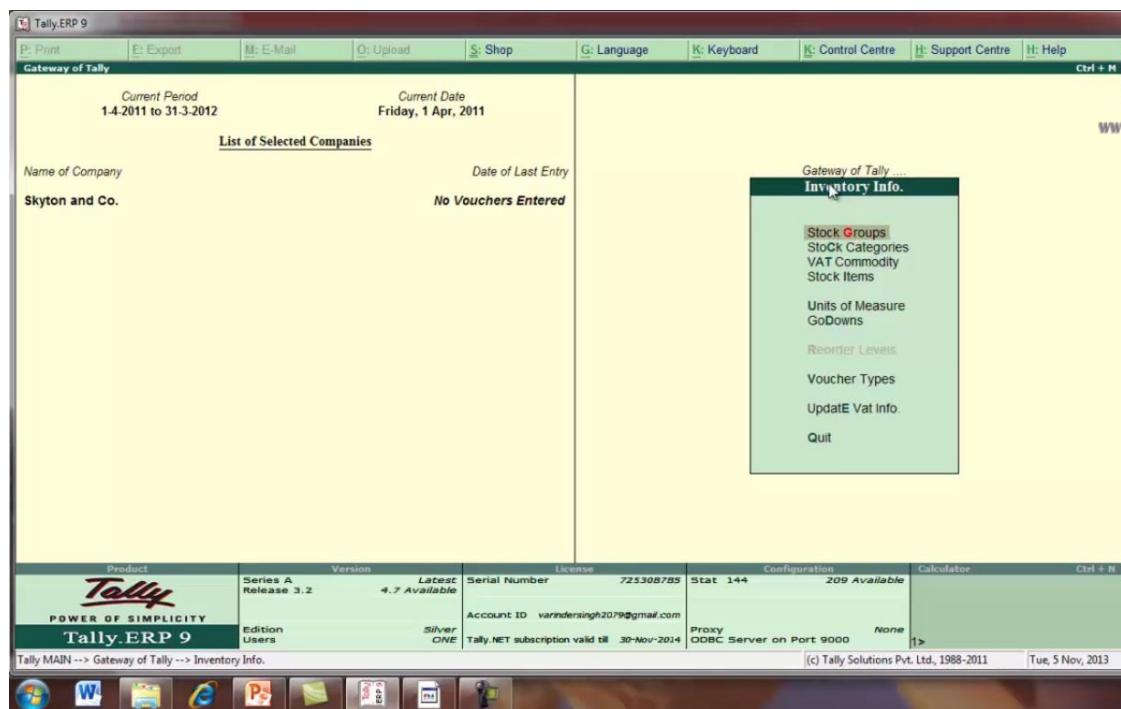
SELECT CEATE

unit creation screen उपलब्ध हो जाएगी



HERE UNIT CREATION

esc press करके वापिस आ जाये or यहा से stock group को select करे



SELECT STOCK GROUP

single stock group के under create को select करे



Tally.ERP 9

Gateway of Tally

Current Period: 1-4-2011 to 31-3-2012
Current Date: Friday, 1 Apr, 2011

List of Selected Companies

Name of Company	Date of Last Entry
Skyton and Co.	No Vouchers Entered

Gateway of Tally ...
Inventory Info ...

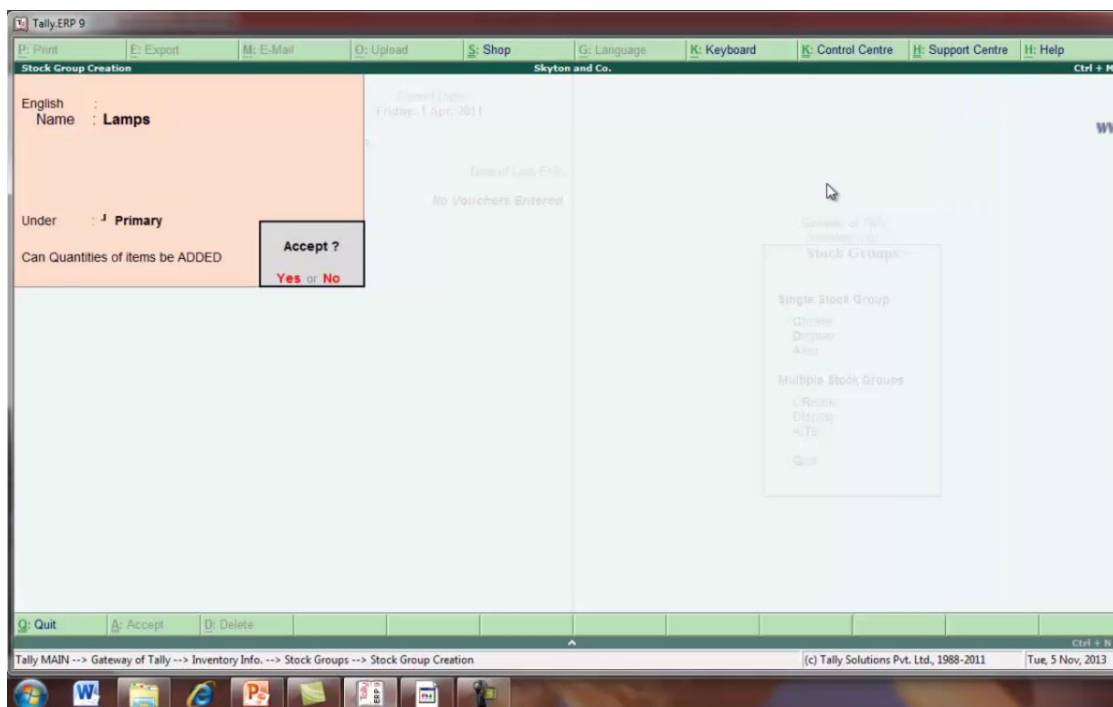
Stock Groups

- Single Stock Group**
 - Create
 - Display
 - Alter
- Multiple Stock Groups**
 - CRate
 - Display
 - AltTer
 - Quit

Product: Tally.ERP 9
Series A Release 3.2
Edition Users
Version: Latest 4.7 Available
Silver ONE
License: 725308785
Serial Number: 725308785
Account ID: varindersingh2079@gmail.com
Tally.NET subscription valid till: 30-Nov-2014
Stat: 144
Configuration: 209 Available
Proxy: None
ODBC Server on Port 9000

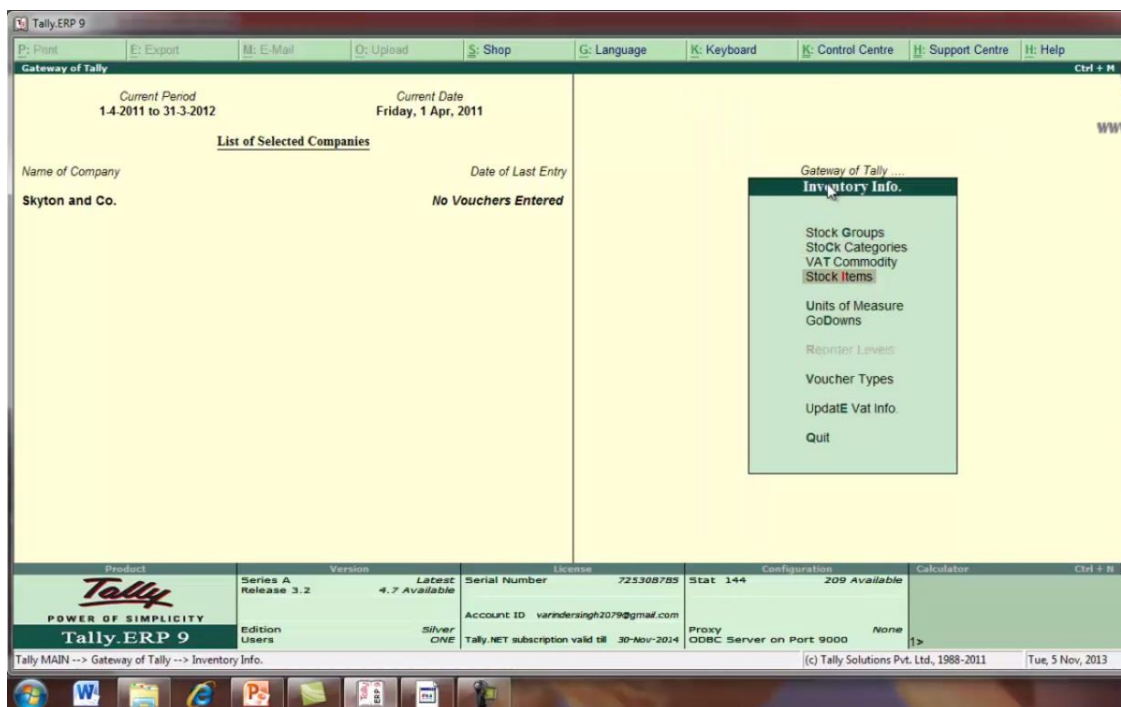
Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups
(c) Tally Solutions Pvt. Ltd., 1988-2011
Tue, 5 Nov, 2013

HERE SELECT CREATE UNDER SINGLE STOCK GROUP



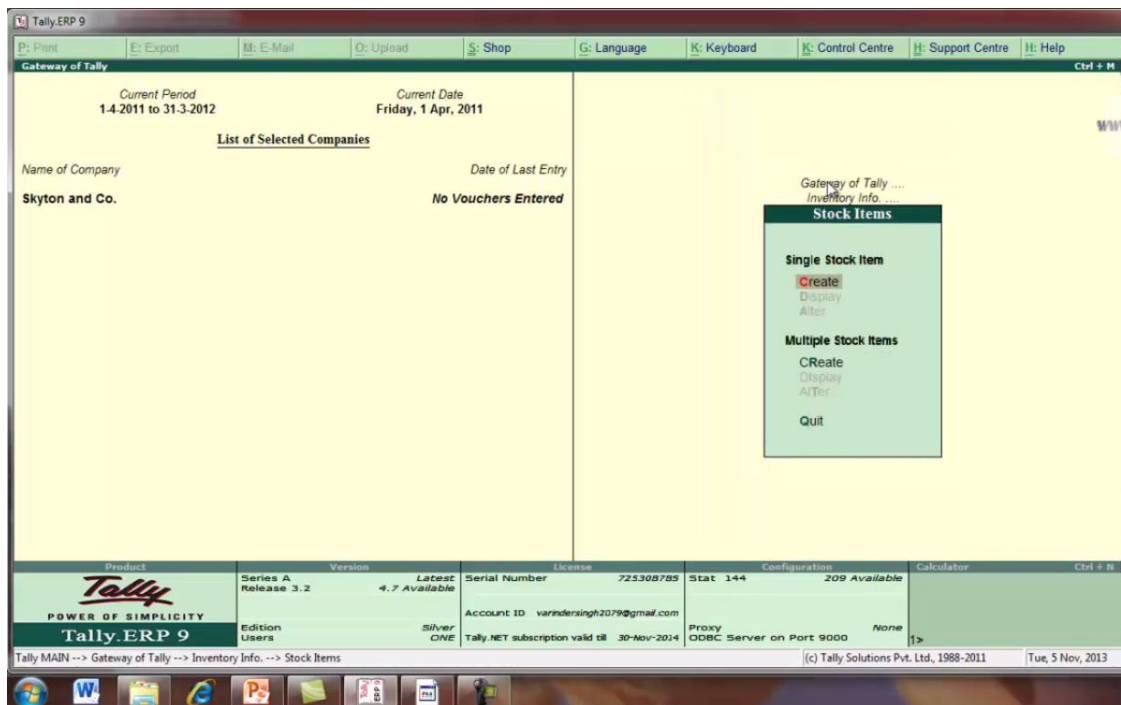
HERE CREATE STOCK GROUP

यहा से stock items को select करे



PRESS ESC AND SELECT HERE STOCK ITEM

single stock items के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE GROUP ITEMS



Tally.ERP 9

Stock Item Creation Skyton and Co.

English :
Name : **Krishna Light Lamp**

Under : Lamps Category : Not Applicable Units : pcs Maintain in Batches ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0 VAT Details Commodity : Not Applicable Rate of VAT (%) : 12.50 Surcharge Exempted ? No	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	--	--

	Quantity	Rate per	Value
Opening Balance	25		

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE STOCK GROUP CREATION



Tally ERP 9

Stock Item Allocation

Godown: Krishna Light Lamp

Allocations of : Krishna Light Lamp for 25 pcs

Godown	Quantity	Rate per	Amount
Main Location	25 pcs	250.00 pcs	6,250.00

Tax Information

MRT Details

Quantity: 25 pcs

Value: 6,250.00

Q: Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ALLOCATION FOR KRISHNA LIGHT LAMP

Tally.ERP 9

Stock Item Creation Skyton and Co.

English Name : **Krishna Light Lamp**

Under : Lamps Category : Not Applicable Units : pcs Maintain in Batches ? No Set Components (BoM) ? No Set Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0 VAT Details Commodity : Not Applicable Rate of VAT (%) : 12.50 Surcharge Exempted ? No	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	--	--

	Quantity	Rate per	Value
Opening Balance	25 pcs	250.00 pcs	6,250.00

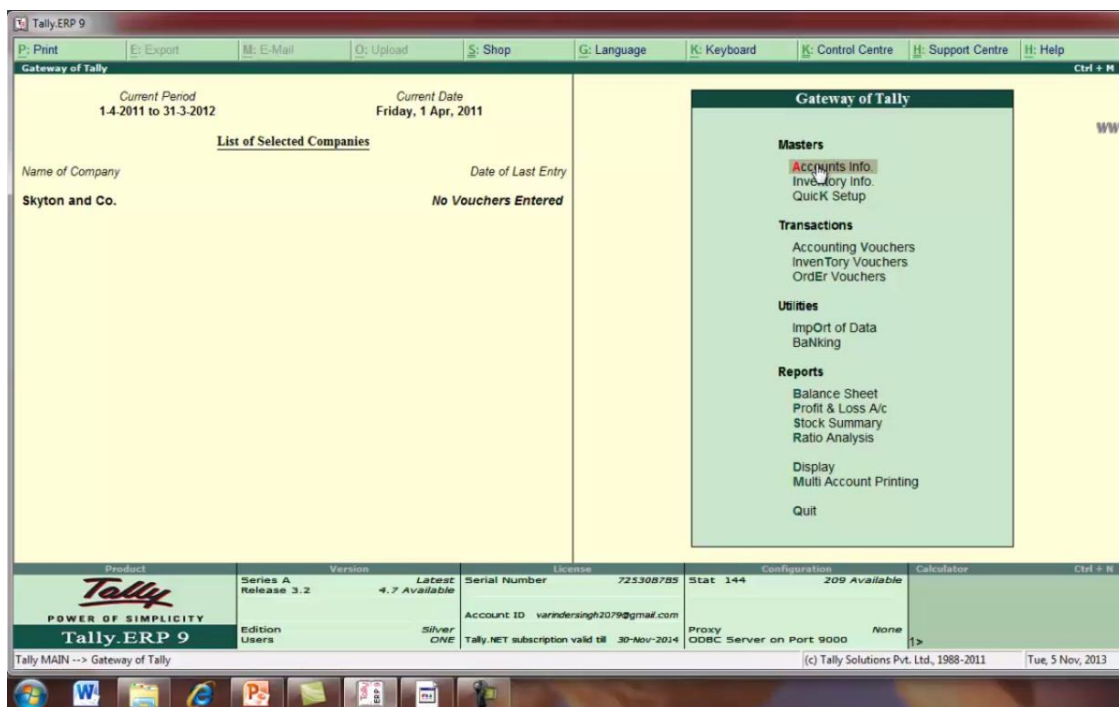
Accept ?
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

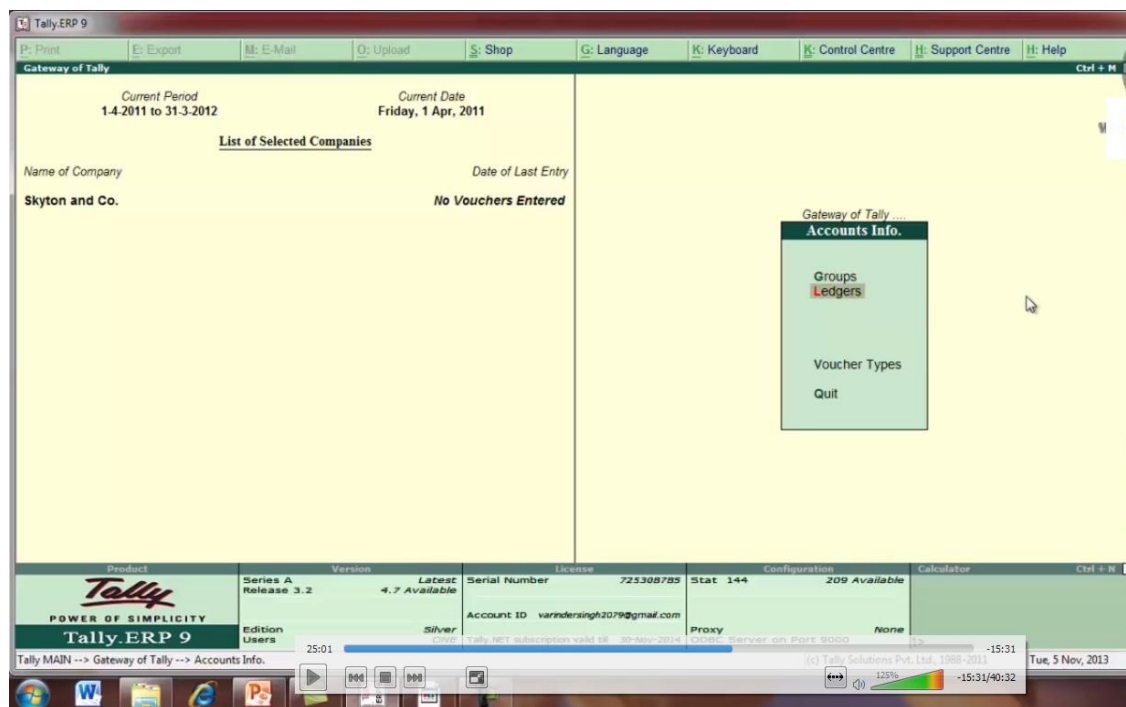
HERE PREPARED KRISHNA LIGHT LAMP STOCK ITEM

esc press करके gateway of tally पर वापिस आ जाये or यहा से masters के अंतर्गत account info को select करे



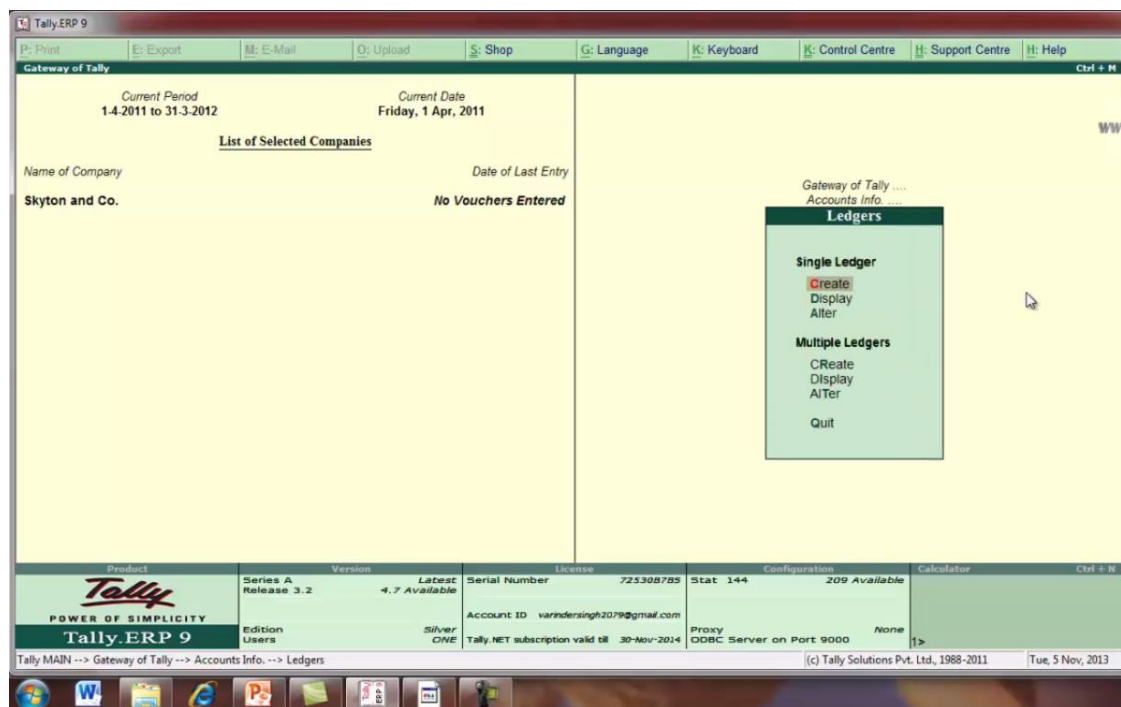
SELECT ACCOUNTS INFO. UNDER MASTERS

यहा से ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

यहा पर purchase ledger क्रिएशन screen उपलब्ध हो जाएगी or USED VAT RETURNS को yes कर दे

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Skyton and Co.

English : Name : Purchase 12.5%	Total Op. Bal. 6,250.00 Dr Difference 6,250.00 Dr
------------------------------------	--

Under : Purchase Accounts	Mailing Details Name : Address : State : PIN Code :
Inventory values are affected ? Yes Type of Ledger ? Not Applicable	Tax Information PAN / IT No. :
Statutory Information Used in VAT Returns ? yes Use for Assessable Value Calculation ? No	

Opening Balance (on 1-Apr-2011) :

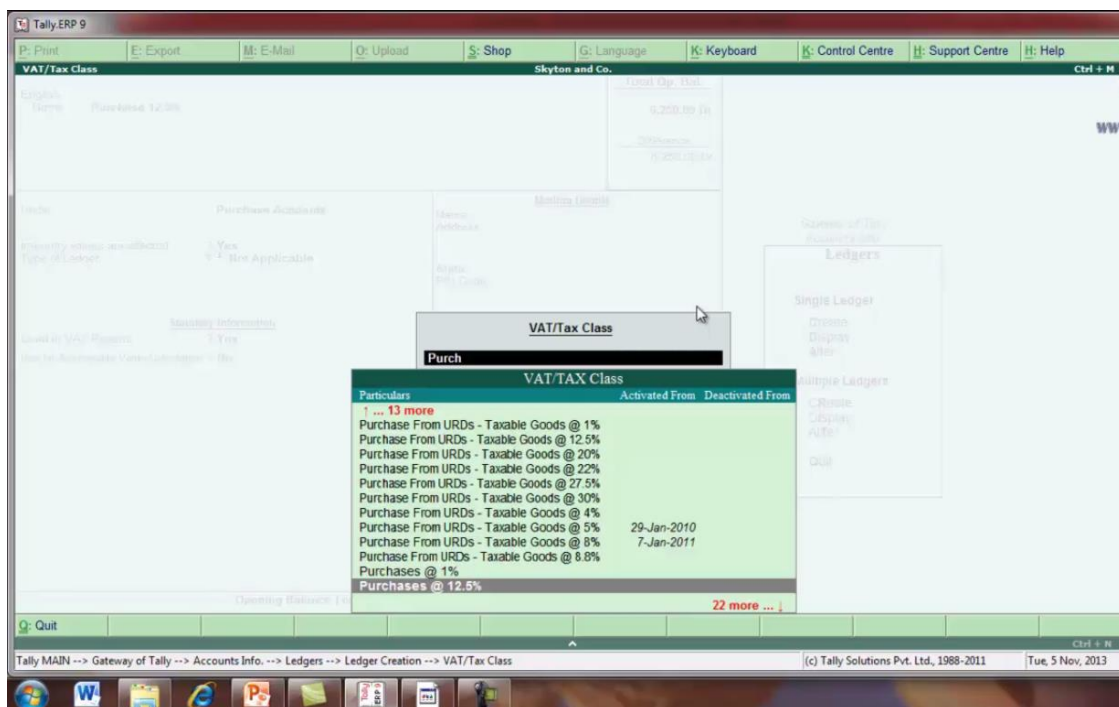
Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation

(c) Tally Solutions Pvt. Ltd., 1988-2011 | Tue, 5 Nov, 2013

HERE PURCHASE LEDGER CREATION AND YES USED VAT RETURNS

यहा पर vat से related कुछ rate available है



HERE AVAILABLE VAT/TAX CLASS

यहा पर purchase ledger तैयार हो गया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co. Ctrl + M

English : Name : Purchase 12.5%	Total Op. Bal. 6,250.00 Dr Difference 6,250.00 Dr
Under : Purchase Accounts Inventory values are affected ? Yes Type of Ledger ? Not Applicable	Mailing Details Name Address State PIN Code Tax Information PAN / IT No.
Statutory Information Used in VAT Returns ? Yes Use for Assessable Value Calculation ? No	Accept ? Yes or No

Opening Balance (on 1.Apr.2011)

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PREPARED PURCHASE LEDGER

tally मे vat की classification state wise available हो जाती है हमने punjab state select किया था इसलिय यहा पर haryana or punjab का vat class show हो रहा है

VAT CLASSIFICATIONS OR VAT CLASS

ARE USED TO DEFINE THE BUSINESS NATURE AND TRANSACTION TYPE .WE NEED BECAUSE WE HAVE DIFFERENT TYPES OF VAT RATES APPLICABLE ON SALE PURCHASE LIKE : PURCHASE @ 12 % , PURCHASE @ 4 % , EXEMPT PURCHASE THESE ARE PREDEFINED AND CAN BE UPDATED WHEN STATUTORY CHANGES.

TALLY SHOWS CLASSIFICATION BASED ON STATE . WHEN WE CREATE COMPANY AND SELECT STATE , TALLY AUTUMATICALLY LOADED CLASSIFICATION ACCORDING TO STATE .EXAMPLE IS GIVEN BELOW :-

SKYTON TRADES

PUNJAB STATE VAT CLASS	HARYANA STATE VAT CLASS
Consignment/Branch Transfer Inward	LP-1
Imports	LP-2
Input Tax Credit on Purchases From URDs @4%(Sch-H)	LP-3
Inter-State Purchases	LP-4
Non Creditable Purchases U/s 13(5)	LP-5
Notional ITC	LP-6
Purchase From URDs - Taxable Goods @ 1%	LP-7A-1%
Purchase From URDs - Taxable Goods @ 12.5%	LP-7A-12.5%
Purchase From URDs - Taxable Goods @ 20%	LP-7A-20%
Purchase From URDs - Taxable Goods @ 22%	LP-7A-4%
Purchase From URDs - Taxable Goods @ 27.5%	LP-7A-8.8%
Purchase From URDs - Taxable Goods @ 30%	LP-7B-4%
Purchase From URDs - Taxable Goods @ 4%	LP-7C
Purchase From URDs - Taxable Goods @ 8.8%	LP-7D
Purchases @ 1%	R1-10A
Purchases @ 12.5%	R1-10B-1-(I)
Purchases @ 20%	R1-10B-1-(II)
Purchases @ 22%	R1-10B-1-(III)
Purchases @ 27.5%	R1-10B-1-(IV)
Purchases @ 30%	R1-10C
Purchases @ 4%	R1-10D
Purchases @ 8.8%	R1-10E-1
Purchases(Against Form - H Deemed Export)	R1-10E-2
Purchases - Capital Goods @ 12.5%	R1-10E-3
Purchases - Capital Goods @ 4%	R1-10E-4

VAT CLASSIFICATION AVAILABLE BY TALLY

यहा पर हम input vat create करेगे

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co. Ctrl + N

English :
Name : **Input Vat 12.5%**

Total Op. Bal.
6,250.00 Dr
Difference
6,250.00 Dr

Under : Duties & Taxes
(Current Liabilities)

Type of Duty/Tax : VAT
VAT Sub Type : Input VAT
VAT/Tax Class : Input VAT @ 12.5%

Inventory values are affected ? No
Percentage of Calculation (eg 5) ? 12.50 %
Method of Calculation : On VAT Rate
Rounding Method : Not Applicable

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

Opening Balance (on 1.Apr.2011) :
Accept ?
Yes or No

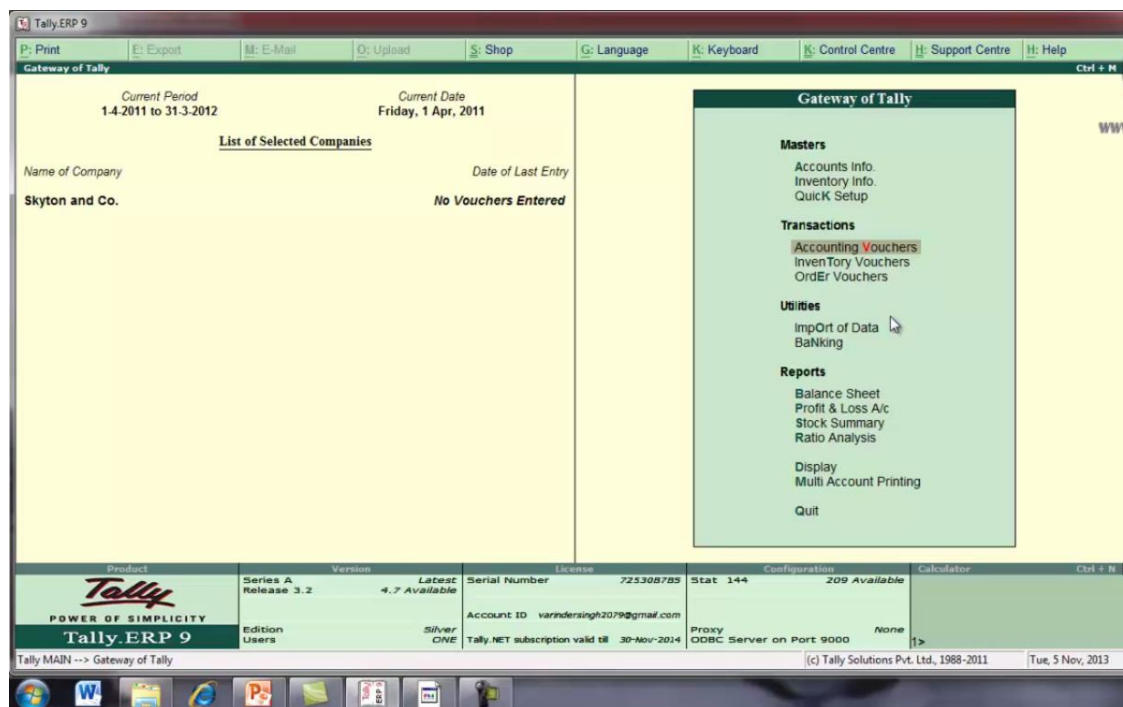
Gateway of Tally Accounts Info
Ledgers
Single Ledger
Create
Display
Alter
Multiple Ledgers
Create
Display
Alter
Delete

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

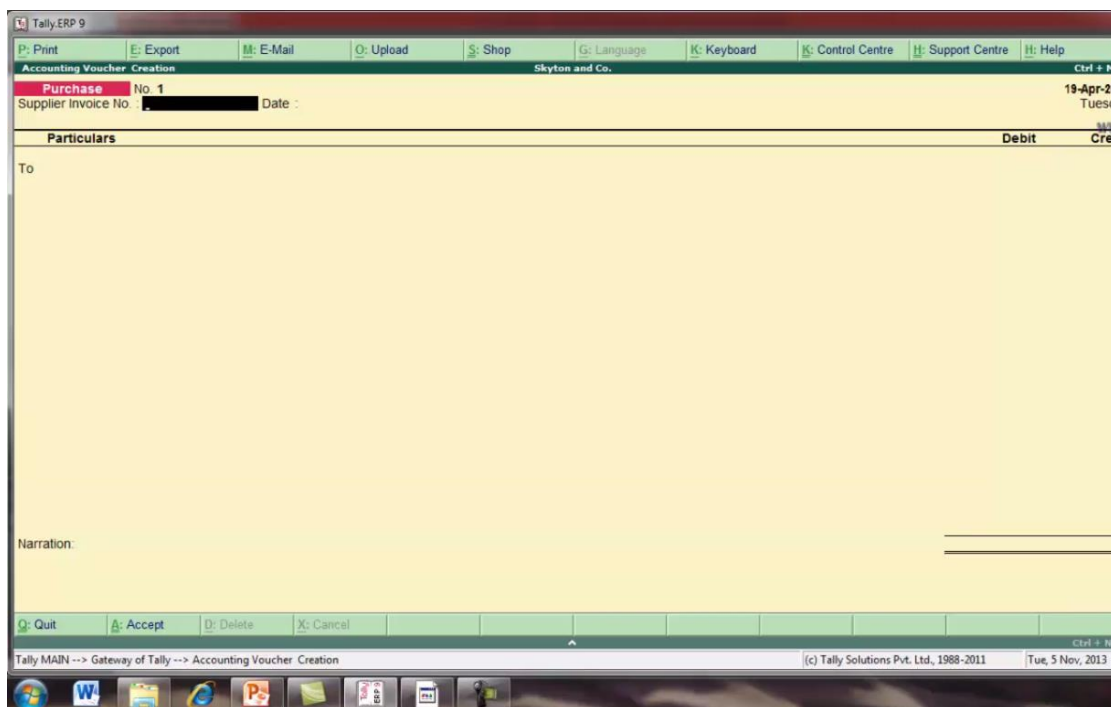
HERE CREATE INPUT VAT

gateway of tally मे transaction के अंतर्गत एकाउंटिंग voucher को select करे



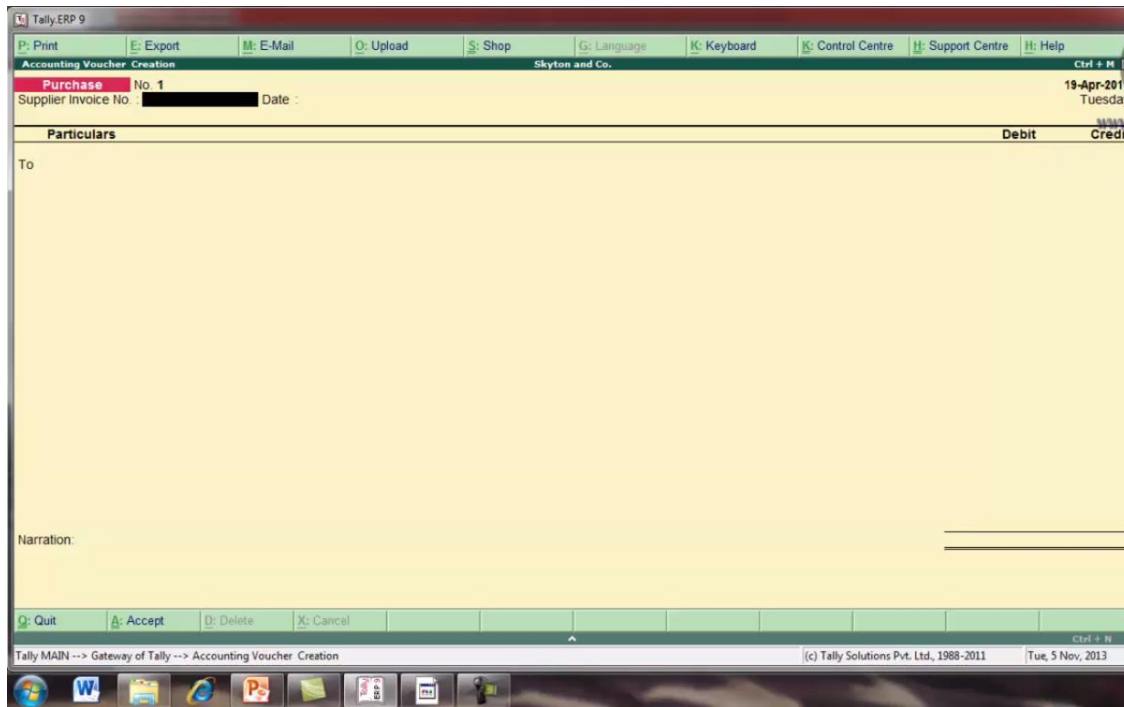
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE ACCOUNTING VOUCHER UNDER TRANSACTION

buton toolbar से item invoice buton को select करे



SELECT ITEM INVOICE BUTON

select as invoice buton



SELECT AS INVOICE BUTON

यहा पर purchase accounting voucher prepare करेगे

Tally.ERP 9

Accounting Voucher Creation

Supplier Invoice No. : ct/101 Date : 22 Apr 2011

Party's A/c Name : Cee Trade and Co

Current Balance :

Purchase Ledger : Purchase 12.5%

VAT/Tax Class : Purchases @ 12.5%

Name of Item	Quantity	Rate per	Disc %	Amount
Krishna Light Lamp	50 pcs	250.00	pcs	12,500.00
Input Vat 12.5%		12.50	%	1,562.50
				14,062.50

Show Statutory Details ? No

Narration:

50 pcs

Yes / No

No

Yes

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PURCHASE ACCOUNTING VOUCHER

यहा से vat की amount select करे

Tally ERP 9

Statutory Details

Statutory Details

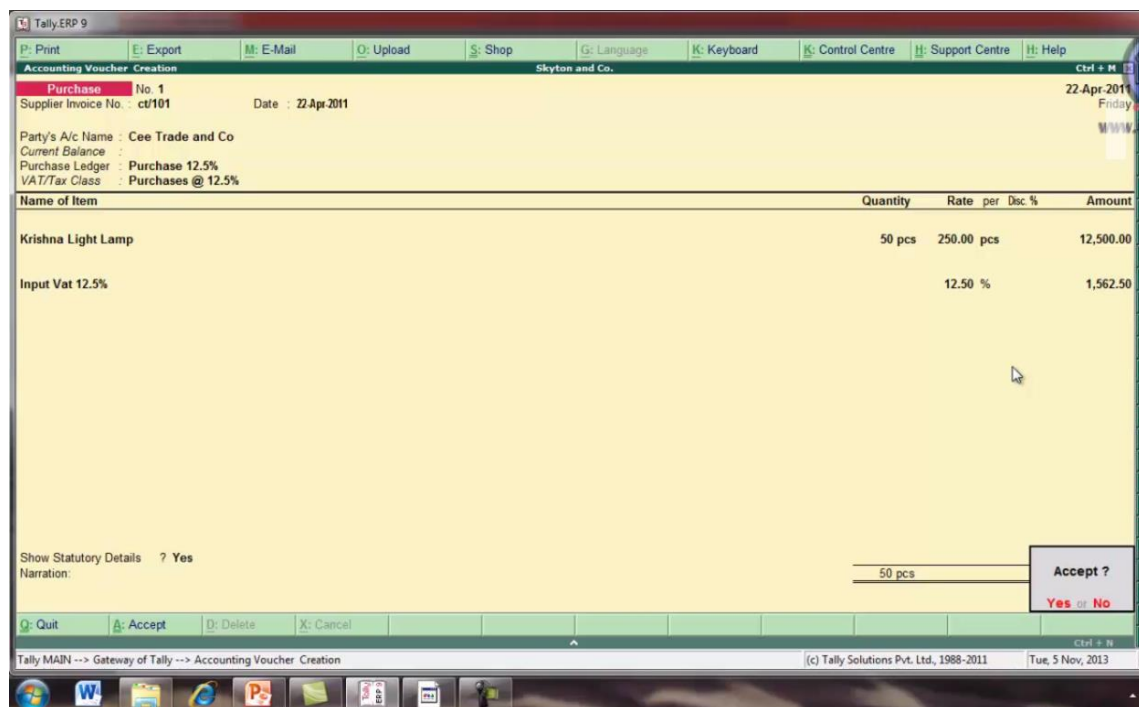
Particulars	VAT
Assessable Value	12,500.00
VAT Amount	1,562.50

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Statutory Details

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

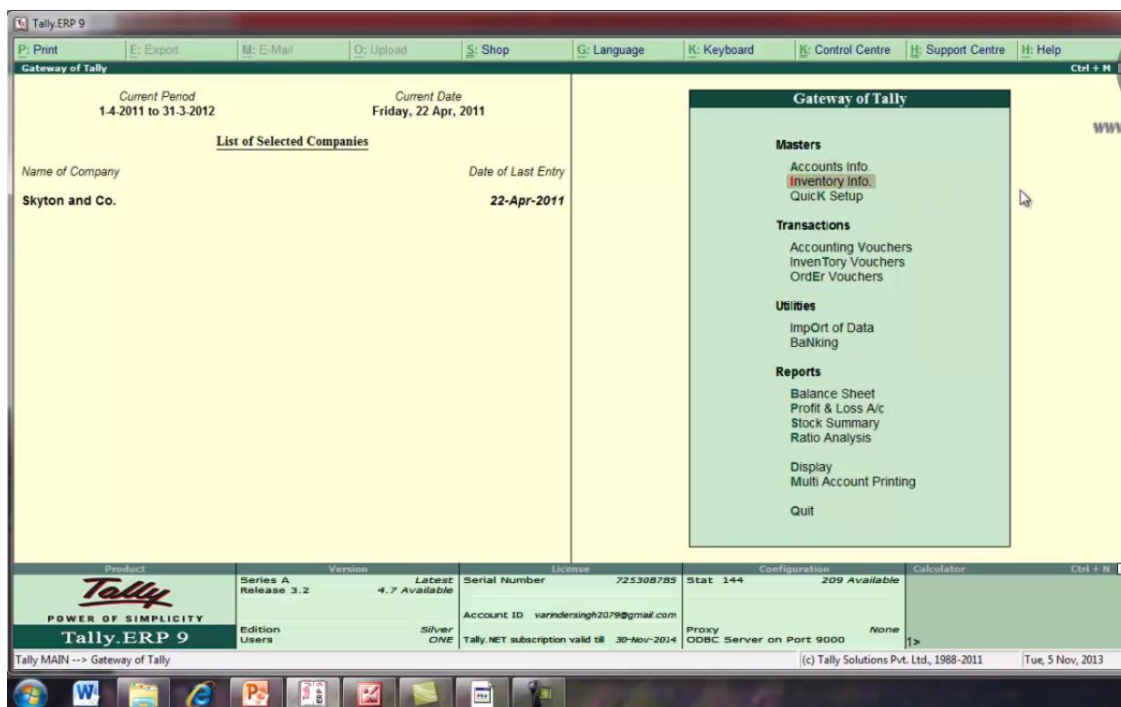
SELECT VAT AMOUNT

यहा पर purchase vat accounting prepare हो गया है accept को yes कर दे



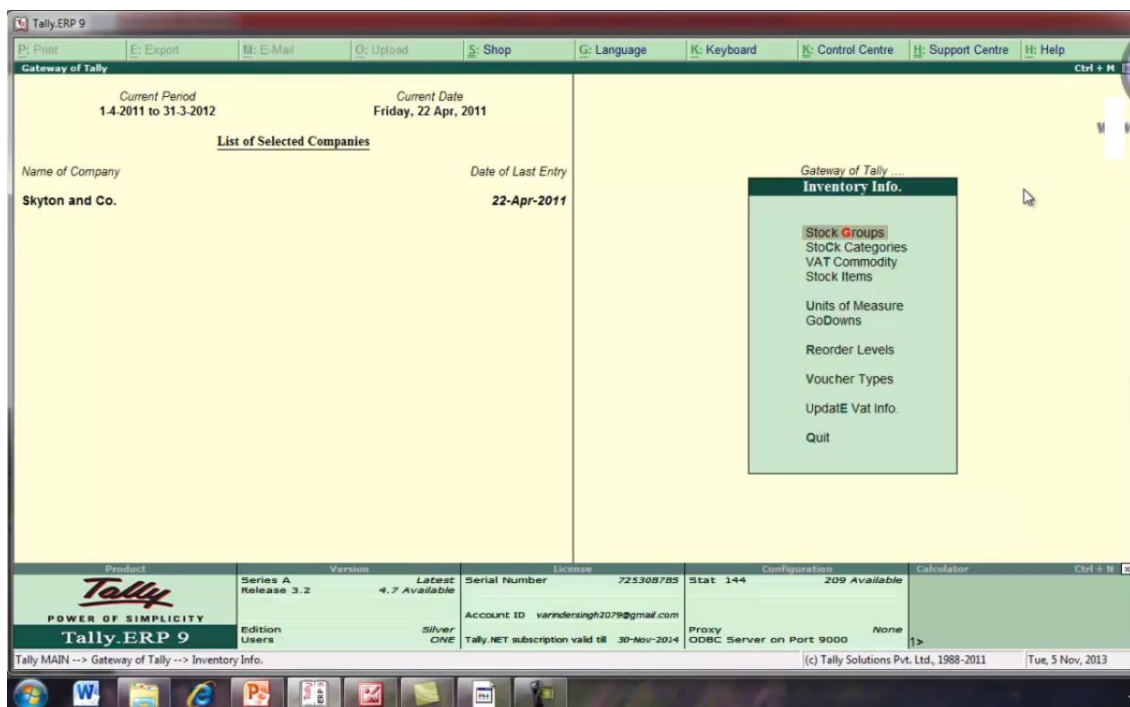
HERE PREPARED PURCHASE VAT ACCOUNTING

masters के अंतर्गत inventory info को select करे



SELECT INVENTORY INFO UNDER MASTERS

यहा से stock group को select करे



SELECT STOCK GROUP

single stock group के under create को select करे



Tally.ERP 9

Gateway of Tally

Current Period: 1-4-2011 to 31-3-2012
Current Date: Friday, 22 Apr, 2011

List of Selected Companies

Name of Company	Date of Last Entry
Skyton and Co.	22-Apr-2011

Gateway of Tally -> Inventory Info -> Stock Groups

Single Stock Group

- Create
- Display
- Alter

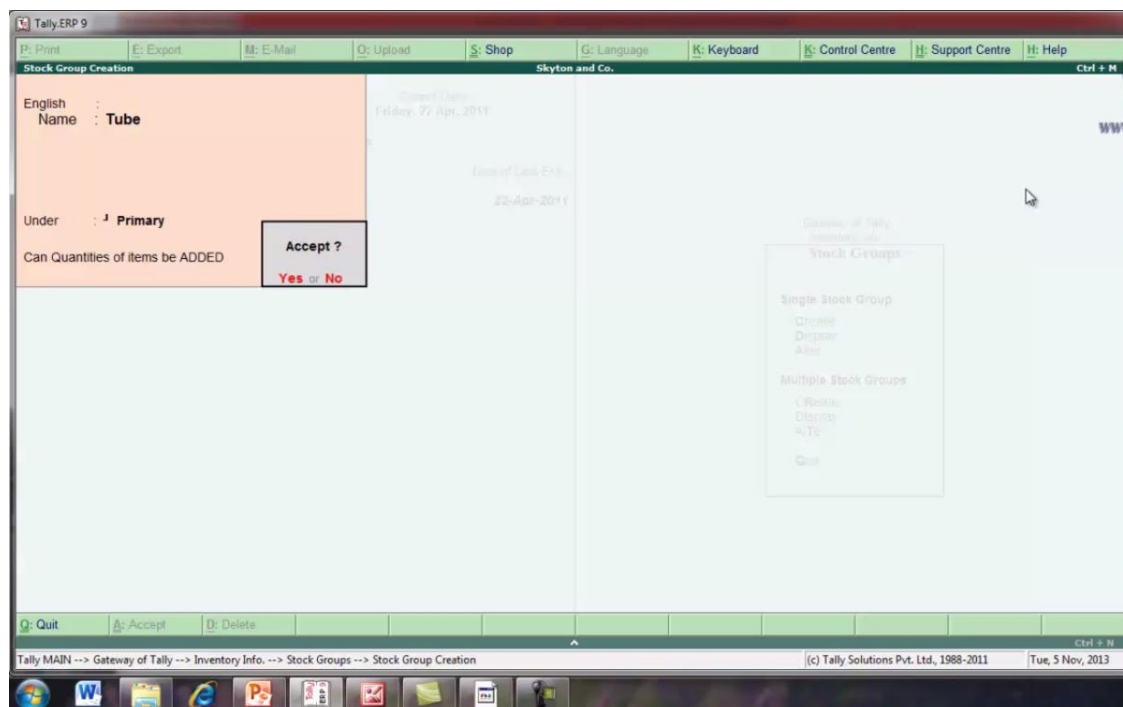
Multiple Stock Groups

- CRreate
- Display
- AlTer
- Quit

Product: Tally.ERP 9
Series A Release 3.2
Edition Users
Version: Latest 4.7 Available
License: Silver CINE
Serial Number: 725308785
Account ID: varindersingh2079@gmail.com
Tally.NET subscription valid till: 30-Nov-2014
Stat: 144
Configuration: 209 Available
Proxy: ODBC Server on Port 9000
Calculator: None

Tally MAIN --> Gateway of Tally --> Inventory Info. (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

SELECT CREATE UNDER SINGLE STOCK GROUP



HERE CREATE STOCK GROUP

यहा से stock items को select करे



Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help Ctrl + R

Gateway of Tally

Current Period: 1-4-2011 to 31-3-2012 Current Date: Friday, 22 Apr, 2011

List of Selected Companies

Name of Company	Date of Last Entry
Skyton and Co.	22-Apr-2011

Gateway of Tally
Inventory Info.

- Stock Groups
- Stock Categories
- VAT Commodity
- Stock Items**
- Units of Measure
- GoDowns
- Reorder Levels
- Voucher Types
- Update Vat Info.
- Quit

Product: Tally.ERP 9 Series A Release 3.2 Latest 4.7 Available Serial Number 725308785 License 225308785 Stat 144 Configuration 209 Available Calculator

Edition Users Silver CINE Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014 Proxy ODBC Server on Port 9000 None

Tally MAIN --> Gateway of Tally --> Inventory Info. (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

PRESS ESC AND SELECT STOCK ITEMS



Tally.ERP 9

Stock Item Creation Skyton and Co.

English :
Name : **Sona Light Tube**

Under : Tube	Tax Information	Behaviour
Category : Not Applicable	Tariff Classification : Not Applicable	Costing Method : Avg. Cost
Units : pcs	Rate of Duty (eg 5) : 0	Market Valuation Method : Avg. Price
Maintain in Batches ? No	VAT Details	Ignore Diff. due to Physical Counting ? No
Set Components (BoM) ? No	Commodity : Not Applicable	Ignore Negative Balances ? No
Set Standard Rates ? No	Rate of VAT (%) : 8.80	Treat all Sales as New Manufacture ? No
	Surcharge Exempted ? No	Treat all Purchases as Consumed ? No
		Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	20		

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE SONA LIGHT TUBE STOCK ITEM



Tally ERP 9
Stock Item Allocation
Sona Light Tube

Allocations of : Sona Light Tube
for: 20 pcs

Godown	Quantity	Rate per	Amount
Main Location	20 pcs	300.00	6,000.00

20 pcs 6,000.00

Q: Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation
(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ALLOCATIN OF SONA LIGHT TUBE

Tally.ERP 9

Stock Item Creation Skyton and Co.

English
Name : **Sona Light Tube**

Under : Tube Category : Not Applicable Units : pcs Maintain in Batches ? No Set Components (BoM) ? No Set Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0 VAT Details Commodity : Not Applicable Rate of VAT (%) : 8.80 Surcharge Exempted ? No	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
--	--	---

	Quantity	Rate per	Value
Opening Balance	20 pcs	300.00 pcs	6,000.00

Accept ?
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PREPARED SONA LIGHT TUBE STOCK ITEMS

masters के अंतर्गत account info को select करे



Tally.ERP 9

Gateway of Tally

Current Period: 1-4-2011 to 31-3-2012
Current Date: Friday, 22 Apr, 2011

List of Selected Companies

Name of Company	Date of Last Entry
Skyton and Co.	22-Apr-2011

Gateway of Tally

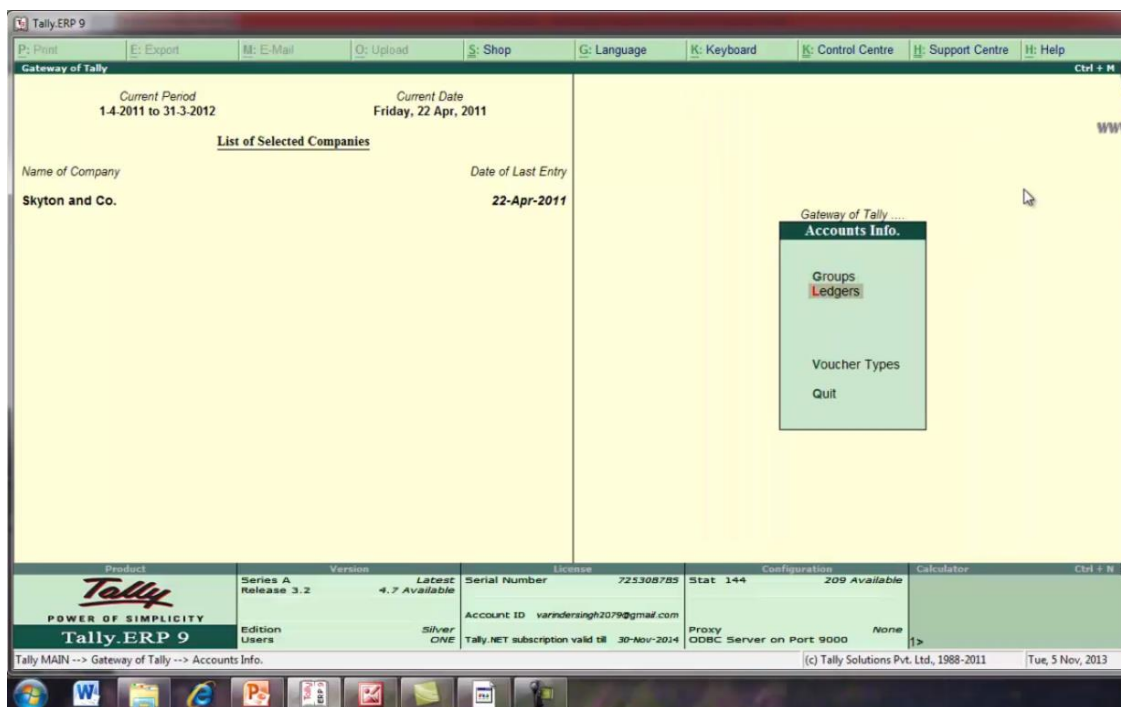
- Masters**
 - Accounts Info.
 - Inventory Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
 - Order Vouchers
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi Account Printing
- Quit

Product: Tally.ERP 9
Series A Release 3.2
Edition Users
Version: Latest 4.7 Available
License: Silver CNE
Serial Number: 725308785
Account ID: varindersingh2079@gmail.com
Tally.NET subscription valid till: 30-Nov-2014
Stat: 144
Configuration: 209 Available
Proxy: None
ODBC Server on Port 9000

Tally MAIN --> Gateway of Tally
(c) Tally Solutions Pvt. Ltd., 1988-2011
Tue, 5 Nov, 2013

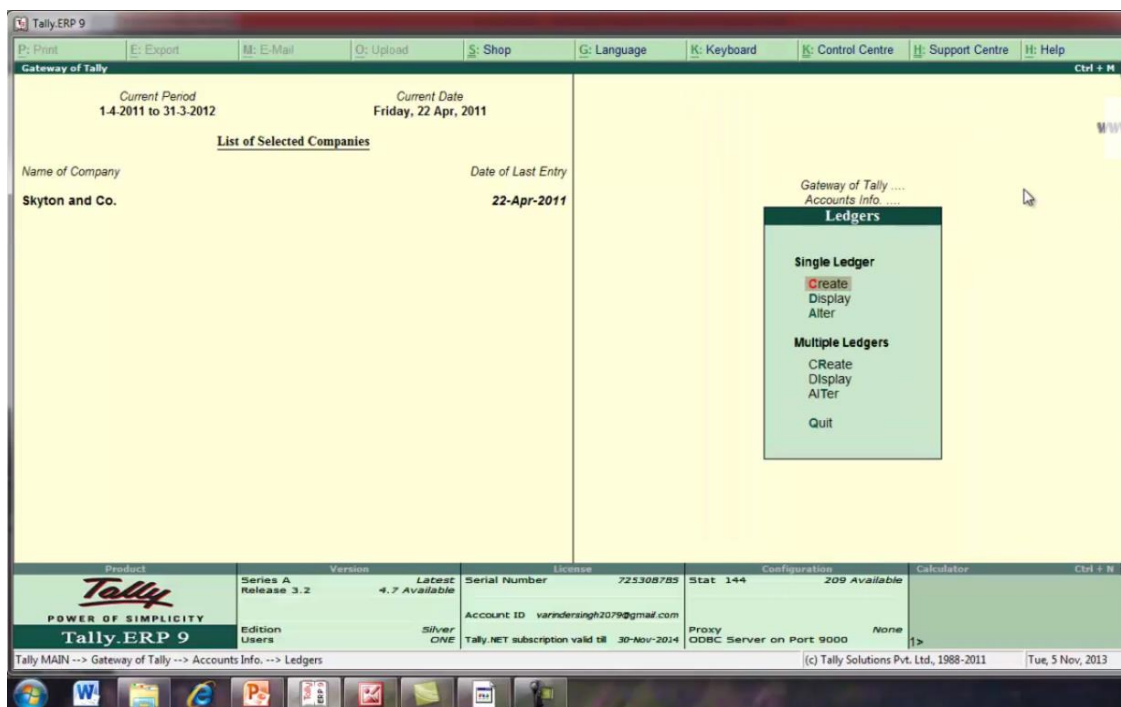
SELECT ACCOUNT INFO

यहा से ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

यहा पर purchase vat ledger create करेगे



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English : Name : Purchase 8.8%	Total Op. Bal. 12,250.00 Dr Difference 12,250.00 Dr
-----------------------------------	--

Under : Purchase Accounts

Inventory values are affected ? Yes
Type of Ledger ? Not Applicable

Used in VAT Returns ? **yes**
Use for Assessable Value Calculation ? No

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

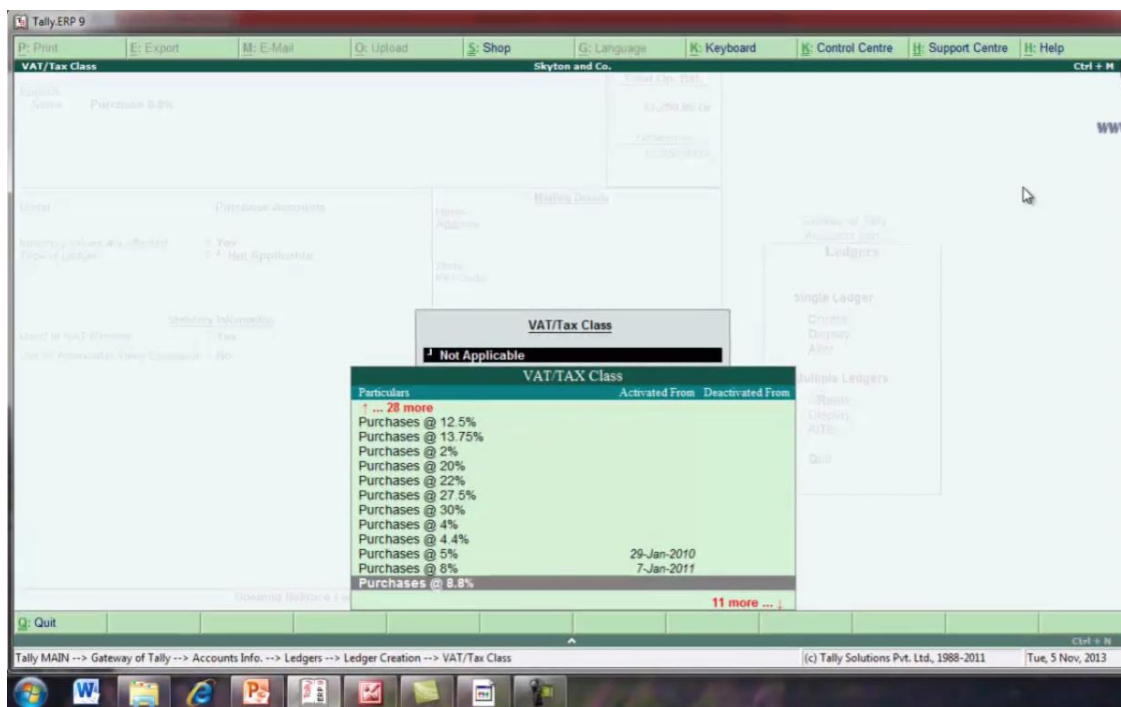
Opening Balance (on 1.Apr.2011) :

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PURCHASE LEDGER 8.8%

यहा से vat class select करे



HERE VAT CLASS

यहा पर purchase ledger तैयार हो गया है

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co. Ctrl + N

English : English
Name : Purchase 8.5%

Total Op. Bal.
12,250.00 Dr
Difference
12,250.00 Dr

Under : Purchase Accounts

Inventory values are affected ? Yes
Type of Ledger ? Not Applicable

Statutory Information
Used in VAT Returns ? Yes
Use for Assessable Value Calculation ? No

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

Accept ?
Yes or No

Opening Balance (on 1.Apr.2011)

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PREPARED PURCHASE LEDGER

यहा पर input vat तैयार हो गया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English :
Name : Input Vat 8.8%

Total Op. Bal.
12,250.00 Dr
Difference
12,250.00 Dr

Under : Duties & Taxes (Current Liabilities)
Type of Duty/Tax : VAT
VAT Sub Type : Input VAT
VAT/Tax Class : Input VAT @ 8.8%

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

Inventory values are affected ? No
Percentage of Calculation (eg 5) : 8.88 %
Method of Calculation : On VAT Rate
Rounding Method : Not Applicable

Accept ?
Yes or No

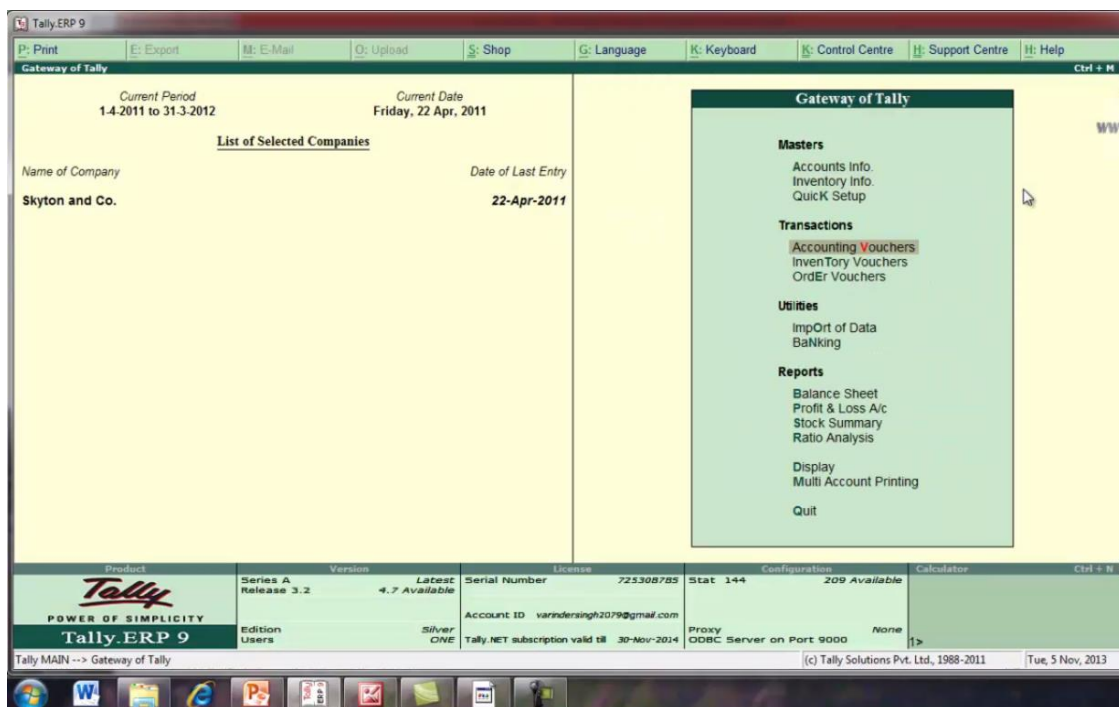
Opening Balance (on 1.Apr.2011)

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE INPUT VAT 8.8%

esc press करके gateway of tally पर वापिस आ जाये or transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND SELECT HERE ACCOUNTING VOUCHER UNDER TRANSACTION

यहा पर purchase accounting voucher create किया है



Tally ERP 9

Accounting Voucher Creation

Purchase No 2 Date : 25 Apr 2011

Supplier Invoice No. : ct/102

Party's A/c Name : Cee Trade and Co
Current Balance : 14,062.50 Cr
Purchase Ledger : Purchase 8.8%
VAT/Tax Class : Purchases @ 8.8%

Name of Item	Quantity	Rate per	Disc %	Amount
Sona Light Tube	60 pcs	300.00	pcs	18,000.00
Input Vat 8.8%		8.80	%	1,584.00

Show Statutory Details ? Yes
Narration: 60 pcs

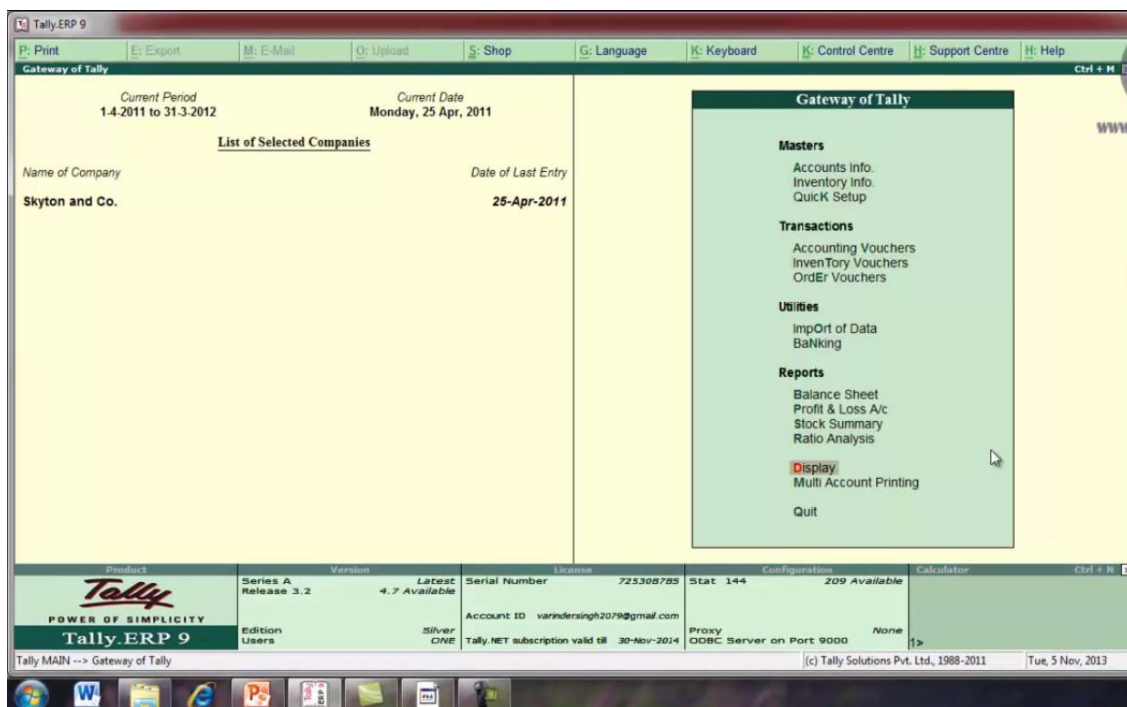
Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

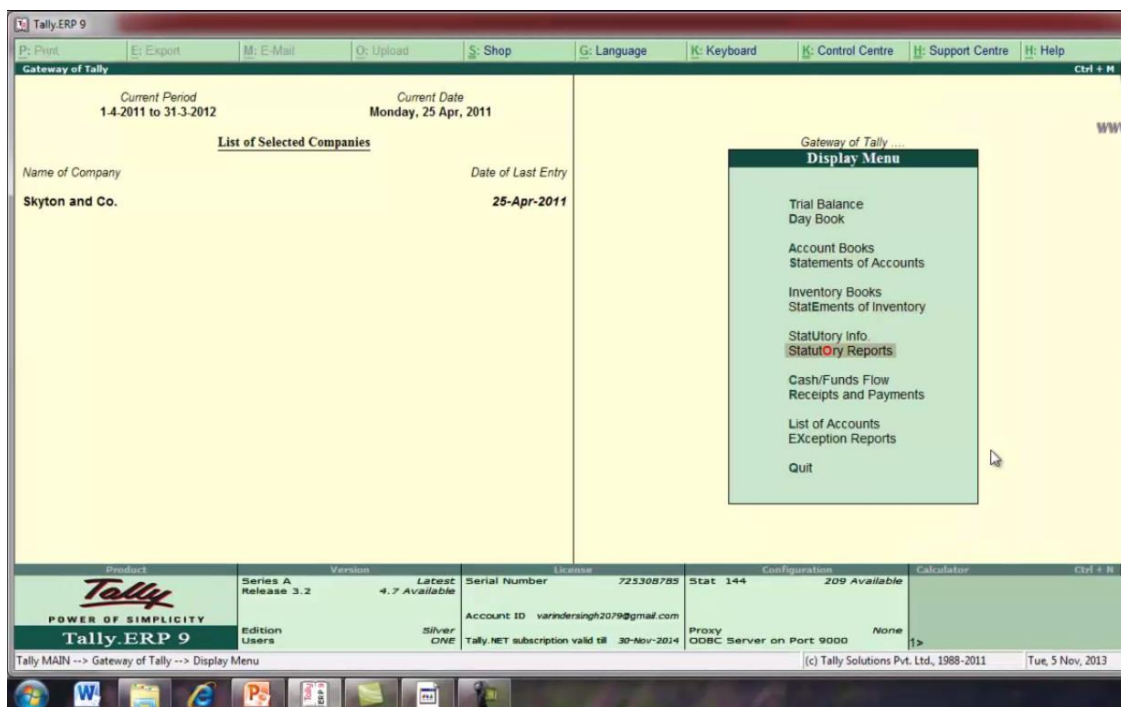
HERE CREATE PURCHASE ACCOUNTING VOUCHER

esc press करके वापिस gateway of tally पर आ जाये यहा से reports के अंतर्गत display को select करे



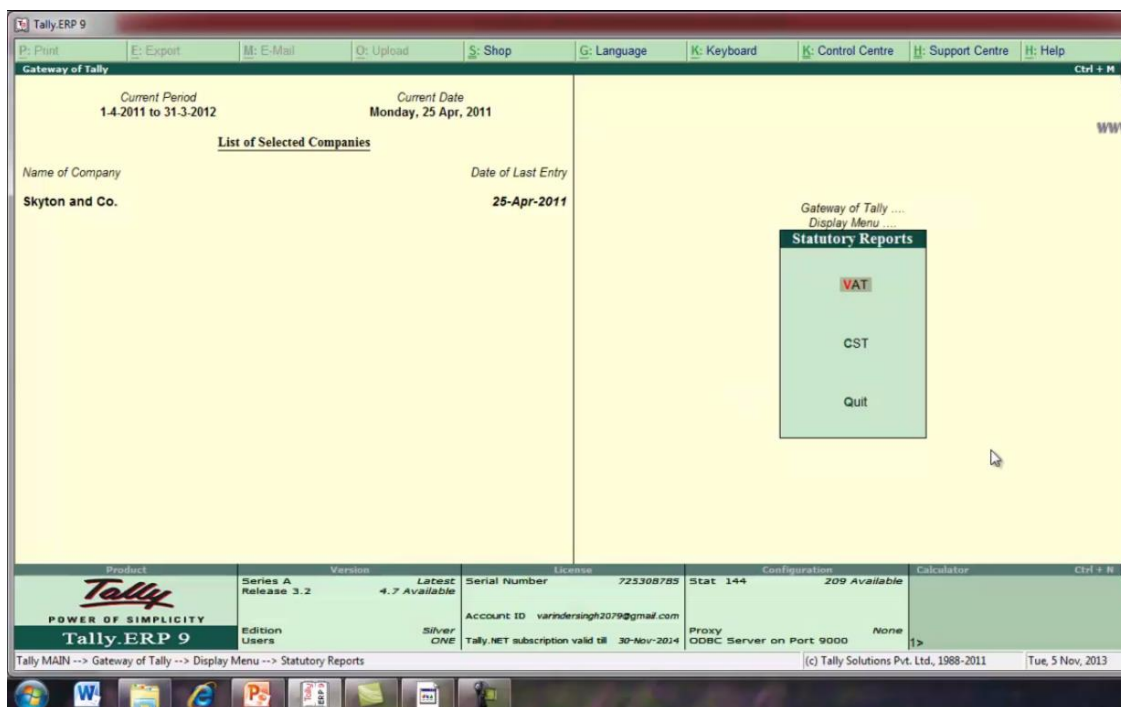
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE DISPLAY UNDER REPORTS

यहा से statutory reports को select करे



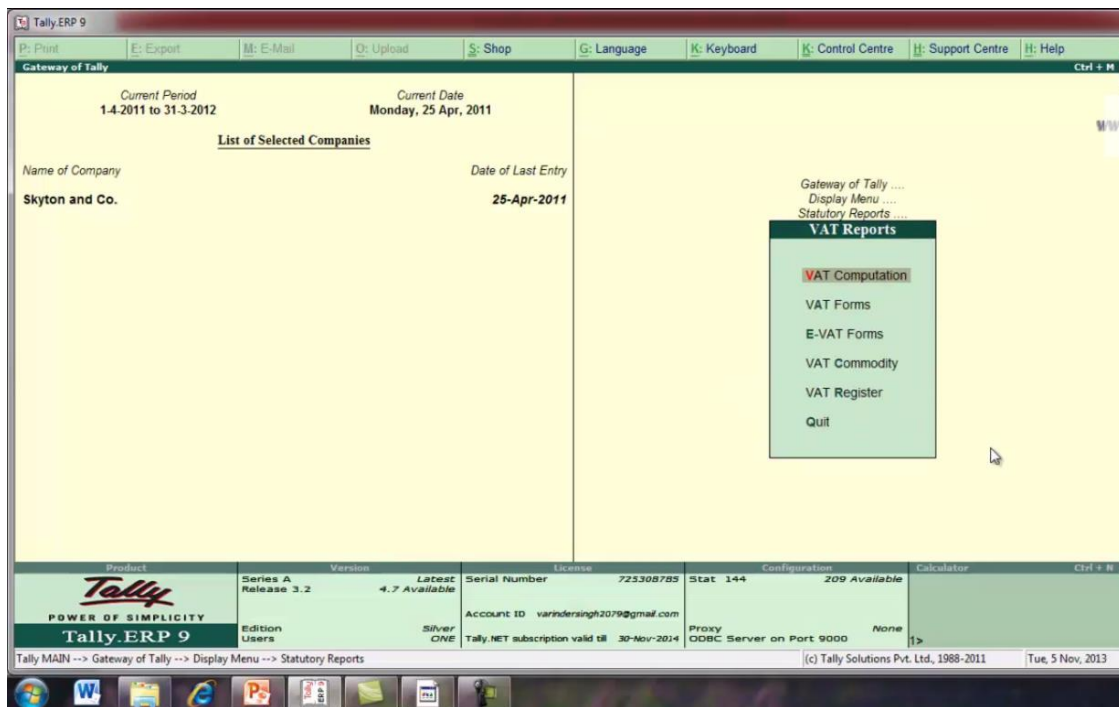
SELECT STATUTORY REPORTS

यहा से vat को select करे



SELECT VAT

यहा से vat computation को select करे



HERE SELECT VAT COMPUTATION

यहा पर हमे input vat show ही रहे है



Tally ERP 9

VAT Computation Skyton and Co.

Particulars		Skyton and Co. 1-Apr-2011 to 30-Apr-2011	
		Assessable Value	Tax Amount
Purchases			
C. Input Tax			
Excess Input Credit Brought Forward			
Input VAT @ 12.5%		12,500.00	1,562.50
Input VAT @ 8.8%		18,000.00	1,584.00
Total Input Credit		30,500.00	3,146.50
VAT Refundable/Carried Forward			3,146.50

Quit Remove Line Restore Line Restore All

Tally MAIN --> Gateway of Tally --> Display Menu --> Statutory Reports --> VAT Reports --> VAT Computation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE WE SAW INPUT VAT 12.5% AND 8.8%