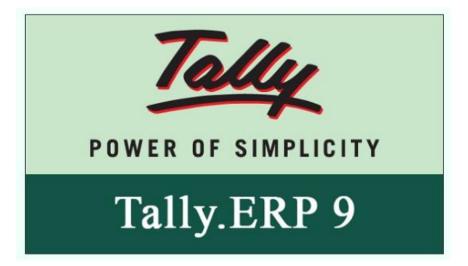# Assignment

**Version Tally.ERP 9 Release 6.0**

IICA Computer Education

New Addition

# Tally.ERP 9 Assignment

Version Tally.ERP 9 Release 6.0

## Company Creation

Company Info (Alt +F3) Create Company

| | | |
|---|---|---|
| Name | : | J.K. India Pvt. Ltd. |
| Address | : | Your Locality and City Name |
| Statutory Compliance for | : | India |
| State | : | Uttar Pradesh |
| Pin Code | : | Optional |
| Telephone | : | 22454570 |
| Email Address | : | Optional |
| Maintain | : | Accounts with Inventory |
| Financial Year from | : | 01/04/2020 |
| Books beginning from | : | 01/04/2020 |
| Tally Vault Password | : | Not Applicable |

Press Ctrl +A for quick saving

**Modify a company**

To modify a company go to Company Info (Alt +F3) → Alter

**Delete a company**

To delete a company go to company info (Alt + F3) → Alter, then press Alt +D to delete a company

# Ledger Creation:

Gateway of Tally → Accounts info → Ledger → Create

Create the following ledger and assign opening balance: (Closing Balance of financial year 2019-2020)

F11 Feature: to maintain bill wise details for Debtors and Creditors turn option

**"Maintain Bill wise Details" in Accounting Features (F1)**

| Sl. No. | Ledger Name | Ledger Group | Debit Amount | Credit Amount |
|---------|-------------|--------------|--------------|---------------|
| 1 | Capital A/c | Capital Account | | 1000000 |
| 2 | General Reserve A/c | Reserve & Surplus | | 50000 |
| 3 | Capital Reserve A/c | Reserve & Surplus | | 30000 |
| 4 | Profit & Loss A/c | Primary * | | 82000 |
| 5 | Loan from ICICI A/c | Secured Loans | | 2000000 |
| 6 | SBI (O/D) A/c | Bank O/D A/c | | 25000 |
| 7 | Supreme InfoTech | Sundry Creditors | | 30000 |
| 8 | Anirban Pvt. Ltd. | Sundry Creditors | | 32000 |
| 9 | O/s Salary A/c | Outstanding Expenses * | | 25000 |
| 10 | O/s Rent A/c | Outstanding Expenses * | | 12000 |
| 11 | Furniture & Fixture A/c | Fixed Assets | 1500000 | |
| 12 | Computer A/c | Fixed Assets | 106000 | |
| 13 | Machinery A/c | Fixed Assets | 900300 | |
| 14 | NSC A/c | Investment | 75000 | |
| 15 | Adv. Salary A/c | Loan & Advanced (Assets) | 5000 | |
| 16 | Roy InfoTech | Sundry Debtors | 38000 | |
| 17 | Globe Infosys | Sundry Debtors | 31000 | |
| 18 | Cash A/c | Cash In Hand * | 32000 | |
| 19 | State Bank of India A/c | Bank Account | 228000 | |

**\* Profit & Loss A/c & Cash A/c are already created just alter and put the opening balance**

**\* Outstanding Expense group is not listed so it should be create.**

**Group Creation**

Gateway of Tally → Accounts Info → Group → Create

| Name  | : | Outstanding Expenses |
|-------|---|----------------------|
| Under | : | Current Liabilities  |

Creditor and Debtors Bill Detail:

| Supreme InfoTech | | 30000 Cr. | | |
|---|---|---|---|---|
| **Date** | **Name** | **C.Days** | **Amount** | **Dr/Cr** |
| 01/08/2019 | SG/101 | 15 | 12000 | Cr |
| 02/12/2019 | SG/102 | 15 | 18000 | Cr |

| Anirban Pvt. Ltd. | | 32000 Cr. | | |
|---|---|---|---|---|
| **Date** | **Name** | **C.Days** | **Amount** | **Dr/Cr** |
| 01/09/2019 | AR/202 | 15 | 17000 | Cr |
| 01/01/2020 | AR/208 | 15 | 15000 | Cr |

| Roy InfoTech | | 38000 Dr. | | |
|---|---|---|---|---|
| **Date** | **Name** | **C.Days** | **Amount** | **Dr/Cr** |
| 01/09/2019 | RT/121 | 15 | 18000 | Dr |
| 01/01/2020 | RT/122 | 15 | 12000 | Dr |
| | | 15 | 8000 | Dr |

| Globe Infosys | | 31000 Dr. | | |
|---|---|---|---|---|
| **Date** | **Name** | **C.Days** | **Amount** | **Dr/Cr** |
| 01/09/2019 | GI/001 | 15 | 12000 | Dr |
| 01/01/2020 | GI/002 | 15 | 19000 | Dr |

View the report

Display → Statements of Accounts → Outstanding → Receivable or Payable

**Stock Group, Stock Category, Godowns, Unit of Measure and Stock Item Creation:**

## Stock Group Creation

Gateway of Tally → Inventory Info → Stock Group → Create

| Name | Under |
|------|-------|
| Mobile | Primary |
| Tablet | Primary |
| Laptop | Primary |

## Stock Category Creation: -

Press F11 → Inventory Features (F2) turn on the option **"Maintain Stock Categories"**

Gateway of Tally → Inventory Info → Stock Categories → Create

| Name | Under |
|------|-------|
| Mi | Primary |
| OPPO | Primary |
| VIVO | Primary |
| Samsung | Primary |

## Godowns Creation:

Press F11 → Inventory Features (F2) → turn on the option **"Maintain Multiple Godowns"**.

Gateway of Tally → Inventory Info → Locations → Create

| Name | Under |
|------|-------|
| KANPUR | Primary |
| GHAZIABAD | Primary |

## Unit of Measure Creation:

Gateway of Tally → Inventory Info → Unit of Measure → Create

Name        :        Pcs

Under       :        Primary

## Stock Item Creation

Gateway of Tally → Inventory Info → Stock Item → Create

| Item Name | Group | Category | | Quantity | Rate | Value |
|-----------|-------|----------|---|----------|------|-------|
| OPPO A9 | Mobile | OPPO | | 7 | 14500 | 101500 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 4 | 14500 | Pcs | 58000 | | |
| GHAZIABAD | 3 | 14500 | Pcs | 43500 | | |

| Item Name | Group | Category | | Quantity | Rate | Value |
|---|---|---|---|---|---|---|
| Samsung B310E | Mobile | Samsung | | 11 | 1400 | 15400 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 6 | 1400 | Pcs | 8400 | | |
| GHAZIABAD | 5 | 1400 | Pcs | 7000 | | |

| Item Name | Group | Category | | Quantity | Rate | Value |
|---|---|---|---|---|---|---|
| OPPO F19 | Mobile | OPPO | | 5 | 28000 | 140000 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 3 | 28000 | Pcs | 84000 | | |
| GHAZIABAD | 2 | 28000 | Pcs | 56000 | | |

| Item Name | Group | Category | | Quantity | Rate | Value |
|---|---|---|---|---|---|---|
| NOKIA 150 | Mobile | NOKIA | | 10 | 1900 | 19000 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 5 | 1900 | Pcs | 9500 | | |
| GHAZIABAD | 5 | 1900 | Pcs | 9500 | | |

| Item Name | Group | Category | | Quantity | Rate | Value |
|---|---|---|---|---|---|---|
| VIVO Y30 | Mobile | VIVO | | 5 | 7000 | 35000 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 3 | 7000 | Pcs | 21000 | | |
| GHAZIABAD | 2 | 7000 | Pcs | 14000 | | |

| Item Name | Group | Category | | Quantity | Rate | Value |
|---|---|---|---|---|---|---|
| Redmi Note 9 Pro | Mobile | Mi | | 4 | 14950 | 59800 |
| Godown | Quantity | Rate | Per | Amount | | |
| KANPUR | 2 | 14950 | Pcs | 29900 | | |
| GHAZIABAD | 2 | 14950 | Pcs | 29900 | | |

To view closing stock amount in Balance sheet automatically active the following option in Company Features

**(F11) → Accounting Feature (F1) → Integrated Accounts and Inventory → Yes**

| View the report [From "Gateway of Tally" menu] |
|---|
| **Balance Sheet**                [Rs. 3286000] |
| **Stock Summary**               [Rs. 370700] |

## Business Transaction:

## Accounting Vouchers → Payment (press F5)

1. Paid O/s Salary (Rs. 25000) on 01/04/2020 from State Bank of India Chq.No. 100001.
2. Paid O/s Rent (Rs. 12000) on 01/04/2020 from State Bank of India Chq. No. 100002.
3. Company clear the dues of Supreme InfoTech of Rs. 20000 from State Bank of India (Chq. No. 100003) on 01/04/2020
4. Payment made for advertisement of Rs. 5000 to Arnab publisher on 01/04/2020.

| View the report [From "Gateway of Tally" menu] | |
|---|---|
| Balance Sheet | [Rs. 3224000] |
| Profit & Loss A/c | [Rs. 5000], Nett – [Rs. 5000] |
| Display → Trial balance | [Rs. 3229000] |
| [Cash – Rs. 27000], [SBI- Rs. 171000], [Creditor-Rs. 42000], [Debtors- Rs. 69000] | |

## Accounting Vouchers → Receipt mode (press F6)

1. Received Rs. 31000 from Globe Infosys against their pending bill by an UTI cheque and deposit into State Bank of India on the same day. (Cheque No. 123456, Dt. 02/04/2020)
2. Received a cheque of Rs. 30000 (Chq. No. 654321) on 02/04/2020 of Allahabad Bank from Roy InfoTech against their pending bills and deposited into State Bank of India on the same day.
3. NSC matured and gets a cheque of Rs. 10000 (Chq.No. 234562) on 02/04/2020 and deposited into company bank Account (SBI).
4. A Loan of Rs. 200000 is taken of Kunal (UTI bank Chq. No. 654321) Dt. 02/04/2020 and deposited in State Bank of India.

| View the report [From "Gateway of Tally" menu] | |
|---|---|
| Balance Sheet | [Rs. 3249000] |
| Profit & Loss A/c | [Rs. 25000], Nett – [Rs. 20000] |
| Display → Trial balance | [Rs. 3454000] |
| [Cash – Rs. 27000], [SBI- Rs. 532000], [Creditor-Rs. 42000], [Debtors- Rs. 8000] | |

## Accounting Vouchers → Contra mode (press F4)

1. Cash withdrawn Rs. 15000 from State Bank of India on 01/05/2020.
2. Deposited Rs. 5000 to State Bank of India on 01/05/2020.
3. Open a bank account in UTI Bank for Rs. 10000 on 01/05/2020.
4. Transfer Rs. 5000 from UTI Bank to State bank of India on 01/05/2020.

| View the report [From "Gateway of Tally" menu] | |
|---|---|
| **Balance Sheet** | [Rs. 3449000] |
| **Profit & Loss A/c** | [Rs. 25000], Nett – [Rs. 20000] |
| **Display → Trial balance** | [Rs. 3454000] |
| [Cash – Rs. 27000], [Bank- Rs. 532000], [Creditor-Rs. 42000], [Debtors- Rs. 8000] | |

# Accounting Vouchers → Journal mode (press F7)

1. Adjust the advance salary (Rs. 5000) with current salary on 02/05/2020.

2. Purchase furniture worth of Rs. 10000 from Singhal Plywood on 02/05/2020.

| View the report [From "Gateway of Tally" menu] | |
|---|---|
| **Balance Sheet** | [Rs. 3454000] |
| **Profit & Loss A/c** | [Rs. 25000], Nett – [Rs. 15000] |
| **Display → Trial balance** | [Rs. 3464000] |
| [Cash – Rs. 27000], [Bank- Rs. 532000], [Creditor-Rs. 52000], [Debtors- Rs. 8000] | |

## Cost Centre and Cost Categories

**Go to Company Feature (F11) Accounting Features (F1) → activate the following options:**

a) **Maintain Cost Centre→ Yes**

b) **More than one Payroll/Cost Categories → Yes**

**Create the following Cost Categories:**

Accounts Info → Cost Categories → Create

| Cost Categories Name |
|---|
| Phone No. |
| Agent |

Accounts → Cost Centre → Create

| Categories | Name | Under |
|---|---|---|
| **Phone No** | 2289-0001 | Primary |
| **Phone No** | 2289-0002 | Primary |
| **Agent** | Sanjay | Primary |
| **Agent** | Rahul | Primary |

**Voucher Entry**

1. Paid a consolidate telephone bill of Rs. 2500 on 31/05/2020 (Rs. 1500 for 2289-0001 and of Rs. 1000 for 2289-0002) by cheque No. 100004 of State Bank of India.

2. Paid agent commission of Rs. 3500 on 31/05/2020 (Rs. 2500 for Sanjay and Rs. 1000 for Rahul).

View the report [From "Gateway of Tally" menu]

**Balance Sheet**                    [Rs. 3448000]

**Profit & Loss A/c**                [Rs. 25000], Nett – [Rs. 9000]

**Display → Trial balance**          [Rs. 3464000]

[Cash – Rs. 23500], [Bank- Rs. 529500], [Creditor-Rs. 52000], [Debtors- Rs. 8000]

# Purchase & Sales Entries with GST

# Goods and Service Tax (GST)

Go to company Features (F11) → Statutory & Taxation (F3) →

Active **"Enable Goods & Service Tax (GST)"** and **"Set/Alter GST details"** Fill in the following details given below:

**State**              :        Uttar Pradesh

**Registration Type**  :        Regular

GSTIN/UIN              :        09BBTPR8497B5Z6

Applicable from        :        01/07/2017

Create the following purchase and sales ledgers:

**Accounts Info → Ledger → Create**

| Ledger Name | Under Group | Inv. Values are aff. | Is GST Applicable | Type of Supply |
|-------------|-------------|----------------------|-------------------|----------------|
| Purchase | Purchase Account | Yes | Applicable | Goods |
| Sales | Sales Account | Yes | Applicable | Goods |

Create the following GST Ledgers:

**Accounts Info → Ledger → Create**

| Ledger Name | Under Group | Type of Duties & Tax | Tax Type |
|-------------|-------------|----------------------|----------|
| CGST | Duties & taxes | GST | Central Tax |
| SGST | Duties & taxes | GST | State Tax |
| IGST | Duties & taxes | GST | Integrated Tax |

Create the following party ledgers:

**Accounts Info → Ledger → Create**

| Ledger Name | Under Group | Bill wise Details | State | GST | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | Set/Alter GST Details | GST Details | | | |
| | | | | | Registration type | GST/UIN | Party Type | |
| Singhal Traders | Sunder Creditors | Yes | Uttar Pradesh | Yes | Regular | 09GBTPR8597B1Z5 | Not App. | |
| Hindustan Pvt Ltd | Sundry Creditors | Yes | Delhi | Yes | Regular | 07AAAGM0289C1ZL | Not App. | |
| Manish Mobile Gallery | Sundry Debtors | Yes | Uttar Pradesh | Yes | Regular | 09UIOPL8526A6Z6 | Not App. | |

**Stock Group Creation**

**(Go to F12-Configuration →          1. Allow HSN/SAC details - Yes**

**2. Show all GST tax Types - Yes**

**Inventory Info→ Stock group→ Alter**

    Name                           :     Mobile

    Under                        :     Primary

    Should quantities of Items be added   :     **Yes**

           **Set/Alter GST Details**     :     Yes

           Description            :     Mobile

           HSN                 :     8517

           Taxability             :     Taxable

           Integrated Tax       :     18%

           Central Tax          :     9%

           State Tax            :     9%

If you have given GST details under stock group then you don't need to put the GST Details in stock Item.

**Purchase Registered Person:**

*Note: If the registered person goods purchase in other state (Inter-state purchase) than IGST is to be applicable and goods purchase in local state (Intra State purchase) than CGST and SGST are applicable.*

1. Purchased 10 Pcs. OPPO F19 @ Rs. 19900, 10 Pcs VIVO Y30 @ Rs.12200, 10 Pcs. Redmi Note 9 Pro@ Rs.12950 from Hindustan Pvt. Ltd.(Delhi) GST is also adjusted (IGST) [Bill No. BL/HPL/01 Dt. 01/06/2020]

2. Purchased 5 Pcs OPPO F19 @ Rs. 19600, 5 Pcs VIVO Y30 @ Rs.12000, 5 Pcs Redmi Note 9 Pro@ Rs.12950 from Singhal Traders (UP) CGST & SGST is also adjusted. [Bill No. BL/ST/01 Dt. 02/06/2020]

**Sales Registered Person:**

**Press F12 (Configuration)→ Statutory Options:** Allow entry of rate inclusive of tax for stock item:  Yes

3. Sold 10 Pcs OPPO F19 @ Rs. 24000 (MRP) incl. of Tax to Manish Mobile Gallery (UP) CGST & SGST is also adjusted [Bill No. BL/MDS/01 Dt. 02/02/2020].

**Sales Unregistered Person or cash sales:**

*Note: If the value of cash sales or unregistered dealer sales exceeds Rs. 50000/- provide the buyers name, address and state name.*

4. Cash sales 2 Pcs VIVO Y30 @ Rs.15000 (MRP) incl. of Tax to Jasan Sen, (UP) CGST & SGST is also adjusted. [Billl No.- BL/CSH/01]

5. Cash Sales 3 Pcs Redmi Note 9 Pro@ Rs.15500 (MRP) incl. of Tax to Ajay (Delhi) & IGST is adjusted. [Bill No. – BL/CSH/02]

Create a Tax Invoice using Voucher Type and Voucher Class

Create a Voucher type for **"Tax Invoice"**

Gateway of Tally → Inventory Info → Voucher Type → Create

| Name | Type of Voucher | Abbr. |
|------|-----------------|-------|
| Tax Invoice | Sales | Sale |

Create a Voucher type for "**Tax Invoice**"

| Name of Class | Intra state@18% | | | | |
|---------------|-----------------|--|--|--|--|
| Exclude these group | - | | | | |
| Include these group | - | | | | |
| Default Accounting Allocation for each Item in Invoice | | | | | |
| **Ledger Name** | **Vat /Tax Class** | **Per%** | **Round. Meth.** | **Round. Limit** | **Overwrite** |
| Intrastate Sale@18% | | 100% | | | No |
| Additional Accounting Entries | | | | | |
| **Ledger Name** | **Type of Calculation** | **Value Basic** | **Round. Meth.** | **Round. Limit** | **Remove If Zero** |

| CGST@9% | GST | | | | |
|---|---|---|---|---|---|
| SGST@9% | GST | | | | |
| Round off | As Total Amount Rounding | | Normal Round | 0.50 | Yes |

Pass the following entries using Voucher Type "Tax Invoice" and Voucher Class GST@ 18%

1. Sold 2 Pcs OPPO F19 @ Rs. 24000 from GHAZIABAD Godown in Cash on 02/03/2018 with 18% GST. Bill no. [bill/sal/03]