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## INTRODUCTION

Tally, in the context of software, typically refers to Tally.ERP 9. It is accounting software that is widely used for business purposes. Developed by Tally Solutions, this software is designed to handle various accounting operations, including financial accounting, inventory management, taxation, payroll, and more. Tally is commonly used by businesses and professionals for bookkeeping and financial management.

### **Key features of Tally.ERP 9 include:**

- **Accounting:** It facilitates comprehensive financial accounting, including the management of ledgers, balance sheets, and profit and loss statements.
- **Inventory Management:** Tally allows businesses to track and manage their inventory efficiently, helping with tasks such as stock valuation and order processing.
- **Taxation:** The software supports various taxation requirements, including GST (Goods and Services Tax) in countries where it is applicable.
- **Payroll:** Tally can be used for managing payroll processes, calculating salaries, and generating related reports.
- **Statutory Compliance:** It helps businesses adhere to regulatory and statutory requirements, ensuring compliance with laws and regulations.
- **Data Security:** Tally.ERP 9 provides features to secure and control access to sensitive financial data.

### **Use of Tally**

Tally is versatile accounting software used for bookkeeping, financial reporting, and inventory management. It simplifies complex financial tasks, including payroll processing and statutory compliance. With a user-friendly interface, Tally is widely adopted by businesses for efficient and accurate financial management. Its features cater to diverse industries, making it a comprehensive tool for streamlined accounting processes.

## **Terminologies Related to Tally:**

### **Ledger:**

A ledger in Tally is an account where financial transactions are recorded. It serves as a detailed summary for a specific entity, such as a customer or expense category.

### **Voucher:**

A voucher is a document used to record individual financial transactions in Tally. It provides supporting evidence for entries, detailing the nature, amount, and parties involved in a transaction.

### **Debit:**

In Tally, a debit entry increases assets or expenses and decreases liabilities or income. It is recorded on the left side of a ledger account, indicating money going out or an increase in an expense.

### **Credit:**

A credit entry in Tally increases liabilities or income and decreases assets or expenses. It is recorded on the right side of a ledger account, signifying money coming in or an increase in income.

### **Trial Balance:**

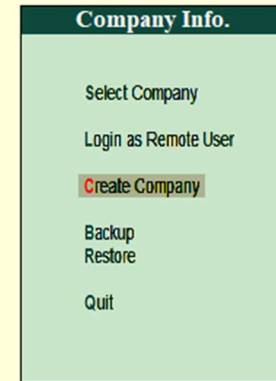
The Trial Balance in Tally is a statement showing the balances of all ledger accounts at a specific point. It ensures that total debits equal total credits, acting as a preliminary step before preparing financial statements like the Balance Sheet and Profit and Loss Statement.

### **Balance Sheet:**

A Balance Sheet is a key financial statement in Tally that provides a snapshot of a company's financial position at a specific time. It outlines assets, liabilities, and equity, enabling a comprehensive view of the organization's financial health.

## 1. Create Company:

1. Open Tally.ERP 9 software.
2. Choose "Company Info" from the main menu.
3. Select "Create Company."
4. Fill in company details:
  - Company Name
  - Address
  - Mailing Name
  - Financial Year (start and end dates)
  - Books Beginning From (starting date for accounts)
5. Save the company information.
6. Activate the company as prompted.
7. Optionally, set up security controls to restrict access.



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 Creation** Ctrl + N

Directory	: C:\Users\Public\Tally.ERP9\Data	<b>Books and Financial Year Details</b>	
Name	: Nischal's Company	Financial Year from	: 1.4.2023
	<b>Primary Mailing Details</b>	Books beginning from	: 1.4.2023
Mailing Name	: Nischal's Company	<b>Security Control</b>	
Address	:	TallyVault Password (if any)	:
		Repeat Password	:
Country	: Nepal	(Warning: Forgetting TallyVault password will make your data unusable)	
		Use security control	? No
		(Enable security to avail Tally.NET features)	
<b>Contact Details</b>			
Telephone No.	: 0255678910		
Mobile No.	: 981234567		
Fax No.	: 3784873		
E-Mail	: nischalscompany@gmail.com		
Website	: nischalscompany.com		
<b>Base Currency Information</b>			
Base Currency Symbol	: NRs	Number of decimal places	: 2
Formal name	: Nepalese Rupee	Word used to print decimal portion of amount	: paisa
Is symbol suffixed to amounts	? No	Decimal places for printing amount in words	: 2
Add space between amount and symbol	? Yes		
Show amount in millions	? No		

Q: Quit

<b>Tally</b> POWER OF SIMPLICITY Tally.ERP 9	<b>Product</b>	<b>Version &amp; Updates</b> Series A Release 5.0 (Latest)	<b>License &amp; Subscription</b> Educational Mode	<b>Configuration</b> Gateway ODBC Server	<b>Calculator</b> localhost:9099 9000
--	----------------	--	---	--	---

Tally MAIN --> Company Info. --> Company Creation

(c) Tally Solutions Pvt. Ltd., 1988-2015 | Tue, 30 Jan, 2024 | 21:37:09

## **2. Create a Ledger Group:**

Name	Group
Itahari Debtors	Primary
Itahari Creditors	Primary

1. Open Tally.ERP 9 software.
2. Select "Accounts Info" from the main menu.
3. Choose "Ledger Groups."
4. Click on "Create" to add a new ledger group.
  - a. Enter the name "Itahari Debtors" in the group name field.
  - b. Set the parent group as "Primary."
  - c. Save the ledger group entry for "Itahari Debtors."
5. Create another ledger group:
  - a. Enter the name "Itahari Creditors" in the group name field.
  - b. Set the parent group as "Primary."
  - c. Save the ledger group entry for "Itahari Creditors."
6. The ledger groups "Itahari Debtors" and "Itahari Creditors" are now created with the respective "Primary" parent groups.

Group Creation	
Name	: <b>Itahari Debtors</b>
(alias)	:
Under	: <b>Primary</b>
Nature of Group	? <b>Assets</b>
Group behaves like a Sub-Ledger	? <b>No</b>
Nett Debit/Credit Balances for Reporting	? <b>No</b>
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	? <b>No</b>
Method to Allocate when used in Purchase Invoice	? <b>Not Applicable</b>
<div>Accept ? Yes or No</div>	

Group Creation	
Name	: <b>Itahari Creditors</b>
(alias)	:
Under	: <b>Primary</b>
Nature of Group	? <b>Liabilities</b>
Group behaves like a Sub-Ledger	? <b>No</b>
Nett Debit/Credit Balances for Reporting	? <b>No</b>
Used for Calculation (eg. Taxes, Discounts) (for Sales Invoice Entry)	? <b>No</b>
Method to Allocate when used in Purchase Invoice	? <b>Not Applicable</b>
<div>Accept ? Yes or No</div>	

### 3. Create a Ledger:

- A Company Started Business with Rs. 100,000 with cash in hand and 500,000 in Nabil Bank.

1. Open Tally.ERP 9 software.
2. Navigate to "Accounts Info" in the main menu.
3. Select "Ledgers" and click on "Create" to add a new ledger.
4. Enter the name "Cash in Hand" in the ledger name field.
5. Choose the appropriate group for this ledger, such as "Cash-in-Hand" or "Cash Assets."
6. Specify the opening balance as Rs. 100,000 and choose Dr.
7. Save the ledger entry for "Cash in Hand."

Ledger Alteration		Nischal's Company		Total Op. Bal.
Name	: Cash in Hand			1,00,000.00 Dr
(alias)	:			Difference
				1,00,000.00 Dr
Under	: Cash-in-Hand (Current Assets)	Name	:	
		Address	:	
		Provide bank details	: No	
		Tax Registration Details		
Opening Balance ( on 1-Apr-2023 ) : 1,00,000.00 Dr				

#### Next ledger:

8. Click on "Create" again to add another ledger.
9. Enter the name "Nabil Bank" in the ledger name field.
10. Choose the appropriate group for this ledger, such as "Bank Accounts" or "Bank."
11. Specify the opening balance as Rs. 500,000 and choose Cr.
12. Save the ledger entry for "Nabil Bank."

Ledger Creation		Nischal's Company		Total Op. Bal.
Name	: Nabil Bank			6,00,000.00 Dr
(alias)	:			Difference
				6,00,000.00 Dr
Under	: Bank Accounts (Current Assets)	Name	:	
		Address	:	
Effective Date for Reconciliation	? 1-Apr-2023	Country	: Nepal	
Set/Alter Bank Details	? No			
Opening Balance ( on 1-Apr-2023 ) : 5,00,000.00 Cr				

#### 4. Create Ledger related to Group:

Name	Under
Saurab Pvt. Ltd	Itahari Debtors
Puja Pvt. Ltd	Itahari Creditors

1. Open Tally ERP 9 and select the company.
2. Navigate to "Accounts Info" (A).
3. Choose "Ledgers" (L).
4. Create a new ledger (Alt + C).
5. For "Saurab Pvt. Ltd":
  - Name: Saurab Pvt. Ltd
  - Under: Itahari Debtors

Ledger Creation		Nischal's Company		Total Op. Bal.
Name	: Puja Pvt. Ltd			1,00,000.00 Dr
(alias)	:			5,00,000.00 Cr
				Difference
				4,00,000.00 Cr
Under	: Itahari Creditors	Name	:	
Inventory values are affected	? No	Address	:	
Rounding method	:    Not Applicable			
Rounding Limit	: 0	Provide bank details	: No	
Tax Registration Details				

6. Save the ledger (Enter).
7. Repeat steps 5-7 for "Puja Pvt. Ltd":
  - Name: Puja Pvt. Ltd
  - Under: Itahari Creditors

Ledger Creation		Nischal's Company		Total Op. Bal.
Name	: Saurab Pvt. Ltd			1,00,000.00 Dr
(alias)	:			5,00,000.00 Cr
				Difference
				4,00,000.00 Cr
Under	: Itahari Debtors	Name	:	
Inventory values are affected	? No	Address	:	
Rounding method	:    Not Applicable			
Rounding Limit	: 0	Provide bank details	: No	
Tax Registration Details				

8. Save the ledger (Enter).

## 5. Create Stock Items:

Items Name	Group	Qty	Rate	Units of Measure	Opening Stock	Rate
Pashupati	Biscuit	5000	5	Pcs	100	50

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Navigate to "Inventory Info" (I).
4. Choose "Units of Measure" (U).
5. Create a new unit of measure (Alt + C).
  - Symbol: Pcs
  - Formal Name: Pieces
  - Save the unit of measure (Enter).

**Unit Creation**

Type : **Simple**

Symbol : **Pcs**

Formal name: Pieces

Number of decimal places : **0**

**Stock Group Creation**

Name : **Biscuit**  
(alias) :

Under : ☒ **Primary**

Can Quantities of items be ADDED ? **Yes**

Accept ?  
**Yes** or **No**

6. Navigate to "Inventory Info" (I).



7. Choose "Stock Items" (S).
8. Create a new stock item (Alt + C).
  - Enter the details for "Pashupati" as follows:
  - Name: Pashupati
  - Under: Biscuit
  - Opening Balance: 5000 (Quantity)
  - Opening Rate: 5 (Rate)
  - Units: Pcs (select from the list of units)
  - Opening Stock Quantity: 100
  - Opening Stock Rate: 50
9. Save the stock item (Enter).

Stock Item Alteration			
Name	:	<b>Pasupati</b>	
(alias)	:		
<hr/>			
Under	:	<b>Biscuit</b>	
Units	:	<b>Pcs</b>	
<hr/>			
Opening Balance	:	<b>Quantity</b> <b>5,000 Pcs</b>	<b>Rate per</b> <b>5.00 Pcs</b>
			<b>Value</b> <b>25,000.00</b>

## 6. Create Related Name Godown:

Name	Under
Itahari Godown	Primary
Dharan Godown	Primary

1. Open Tally ERP 9 and select the company.
2. Navigate to "Inventory Info" (I).
3. Choose "Godowns" (G).
4. Create a new godown (Alt + C).
5. Enter the details for "Itahari Godown"

Godown" as follows:

- a. Name: Itahari Godown
  - b. Under: Primary
  - c. Save the godown (Enter).
6. Repeat steps 5-7 for "Dharan Godown":
- a. Name: Dharan Godown
  - b. Under: Primary
  - c. Save the godown (Enter).

Location Creation	
Name	: Itahari Godown
(alias)	:
Under	: <input checked="" type="checkbox"/> Primary
<hr/>	
<b>Use for:</b>	
Our stock with third party	? No
Third party stock with us	? <input checked="" type="checkbox"/> No

Location Creation	
Name	: Dharan Godown
(alias)	:
Under	: <input checked="" type="checkbox"/> Primary
<hr/>	
<b>Use for:</b>	
Our stock with third party	Accept ? Yes or No
Third party stock with us	

## **7. Contra Voucher:**

**- Company Transfer Amount Nabil Bank to Siddhartha Bank Rs. 15000.**

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Contra" (F4) from the voucher types.
5. Fill in the details for the Contra Voucher:
  - Date: Enter the transaction date.
  - Debit Account: Select "Nabil Bank" (from where the amount is transferred).
  - Credit Account: Select "Siddhartha Bank" (to where the amount is transferred).
  - Amount: Enter Rs. 15,000.
6. Save the voucher (Enter).

Accounting Voucher Creation		Nischal's Company	Ctrl + H
<b>Contra</b>	No. 1		1-Apr-2023 Saturday
Particulars		Debit	Credit
Cr <b>Siddhartha Bank</b> <i>Cur Bal: 15,000.00 Cr</i>			15,000.00
Dr <b>Nabil Bank</b> <i>Cur Bal: 4,85,000.00 Cr</i>		15,000.00	
		15,000.00	15,000.00
Narration:			
Being 15000 transferred from nabil bank to siddhartha bank			
Q: Quit	A: Accept	D: Delete	X: Cancel

### **8. Purchase Voucher:**

**- A Company Purchase Pasupati Biscuit from Puja Pvt. Ltd. Quantity 550 pcs, Rate 50 for Itahari Godown.**

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Purchase" (F9) from the voucher types.
5. Fill in the details for the Purchase Voucher:
  - Date: Enter the transaction date.
  - Supplier Invoice No.: Enter the invoice number from Puja Pvt. Ltd.
  - Supplier: Select "Puja Pvt. Ltd" from the list of ledgers.
  - Name of Item: Select "Pasupati Biscuit" from the list of stock items.
  - Godown: Select "Itahari Godown" from the list of godowns.
  - Quantity: Enter 550 pcs.
  - Rate: Enter Rs. 50.
6. Save the voucher (Enter).

Item Allocations for : <b>Pasupati</b>			
Location	Quantity	Rate per	Amount
Itahari Godown	550 Pcs	50.00 Pcs	27,500.00
<b>550 Pcs</b>			<b>27,500.00</b>

Accounting Voucher Creation		Nischal's Company		Ctrl + M	
Purchase		No. 1		1-Apr-2023	
Supplier Invoice No. :		Date :		Saturday	
Party's A/c Name : Puja Pvt. Ltd					
Current Balance :					
Purchase Ledger : Purchase					
Name of Item			Quantity	Rate per	Amount
Pasupati			550 Pcs	50.00 Pcs	27,500.00
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>   End of List</span> </div>					
Narration: <div style="background-color: black; color: white; padding: 2px; display: inline-block;">Being pasupati biscuit purchased from Puja Pvt. Ltd.</div>					<div style="display: flex; justify-content: space-between; align-items: center;"> <span>550 Pcs</span> <span>27,500.00</span> </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Quit</span> <span>Accept</span> <span>Delete</span> <span>Cancel</span> </div>					

**9. Payment Voucher:**

**- Company Paid Cash regular vender Puja Pvt. Ltd. of Purchase goods.**

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Payment" (F5) from the voucher types.
5. Fill in the details for the Payment Voucher:
  - Date: Enter the transaction date.
  - Payment to: Select "Puja Pvt. Ltd" from the list of ledgers.
  - Account: Select the appropriate bank or cash ledger where the payment is made.
  - Amount: Enter the payment amount.
6. Save the voucher (Enter).

Accounting Voucher Creation		Nischal's Company	Ctrl + M
<b>Payment</b>	No. 1		1-Apr-2023 Saturday
Particulars		Debit	Credit
Dr Puja Pvt. Ltd <i>Cur Bal: 0.00 Dr</i>		27,500.00	
Cr Cash in Hand <i>Cur Bal: 72,500.00 Dr</i>			27,500.00
		27,500.00	27,500.00
Narration: Being cash paid to Puja Pvt. Ltd.			
Q: Quit    A: Accept    D: Delete    X: Cancel			

## 10. Purchase Return:

- Company purchase return Pasupati Biscuit Quantity 50 pcs, Rate 50 from Vender Puja Pvt. Ltd.

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Purchase Return" (Ctrl + F9) from the voucher types.
5. Fill in the details for the Purchase Return Voucher:
  - Date: Enter the transaction date.
  - Supplier Invoice No.: Enter the original invoice number from Puja Pvt. Ltd.
  - Supplier: Select "Puja Pvt. Ltd" from the list of ledgers.
  - Name of Item: Select "Pasupati Biscuit" from the list of stock items.
  - Quantity: Enter 50 pcs.
  - Rate: Enter Rs. 50.
6. Save the voucher (Enter).

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The window title is 'Nischal's Company'. The voucher type is 'Debit Note' with number '1'. The date is '2-Apr-2023 Sunday'. The original invoice number is blank. The party's A/c name is 'Puja Pvt. Ltd', current balance is blank, and the purchase ledger is 'Purchase'.

Name of Item	Quantity	Rate per	Amount
Pasupati	50 Pcs	50.00 Pcs	2,500.00
End of List			

Narration:

50 Pcs	2,500.00
--------	----------

At the bottom, there are buttons for 'Q: Quit', 'A: Accept', 'D: Delete', and 'X: Cancel'. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation', '(c) Tally Solutions Pvt. Ltd., 1988-2015', and 'Wed, 31 Jan, 2024'.

## 11. Sales Voucher:

- A Company sold Pasupati Biscuit from Saurab Pvt. Ltd Quantity 100 pcs, Rate 70 for Itahari Godown.

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Sales" (F8) from the voucher types.
5. Fill in the details for the Sales Voucher:
  - a. Date: Enter the transaction date.
  - b. Buyer's Order No.: Enter the buyer's order number if applicable.
  - c. Buyer's Order Date: Enter the buyer's order date if applicable.
  - d. Party A/c Name: Select "Saurab Pvt. Ltd" from the list of ledgers.
  - e. Name of Item: Select "Pasupati Biscuit" from the list of stock items.
  - f. Godown: Select "Itahari Godown" from the list of godowns.
  - g. Quantity: Enter 100 pcs.
  - h. Rate: Enter Rs. 70.
6. Save the voucher (Enter).

Item Allocations for : Pasupati			
Location	Quantity	Rate per	Amount
Itahari Godown	100 Pcs	70.00 Pcs	7,000.00
100 Pcs			7,000.00

Accounting Voucher Creation		Nischal's Company		Ctrl + H	
Sales No. 1				2-Apr-2023 Sunday	
Ref. :					
Party's A/c Name : Saurabh Pvt. Ltd					
Current Balance :					
Sales Ledger : Sales					
Name of Item	Quantity	Rate per	Amount		
Pasupati	100 Pcs	70.00 Pcs	7,000.00		
End of List					
Narration:					
Being 100 pcs pasupati biscuit sold to Saurabh Pvt. Ltd					
100 Pcs					
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., 1988-2015 Wed, 31 Jan, 2024					

## 12. Receipt Voucher:

- Company Receive Cash regular vender Saurab Pvt. Ltd of Sales goods.

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Receipt" (F6) from the voucher types.
5. Fill in the details for the Receipt Voucher:
  - Date: Enter the transaction date.
  - Received from: Select "Saurab Pvt. Ltd" from the list of ledgers.
  - Account: Select the appropriate cash or bank ledger where the amount is received.
  - Amount: Enter the receipt amount.
6. Save the voucher (Enter).

The screenshot shows the 'Accounting Voucher Creation' window for 'Nischal's Company'. The voucher type is 'Receipt' and the number is '1'. The date is '2-Apr-2023' (Sunday). The table below shows the accounting entries:

Particulars	Debit	Credit
Cr Saurabh Pvt. Ltd Cur Bal: 0.00 Cr		7,000.00
Dr Cash Cur Bal: 7,000.00 Dr	7,000.00	
	7,000.00	7,000.00

Narration:  
Being cash received from Saurabh Pvt. Ltd.

At the bottom, there are buttons for 'Quit', 'Accept', 'Delete', and 'Cancel', along with a 'Ctrl + N' shortcut.



### 13. Sales Return:

- Company Sales Return Pasupati Biscuit Quantity 50 pcs, Rate 70 from Customer Saurab Pvt. Ltd.

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Sales Return" (Ctrl + F8) from the voucher types.
5. Fill in the details for the Sales Return Voucher:
  - Date: Enter the transaction date.
  - Original/Duplicate: Select "Original" or "Duplicate" as appropriate.
  - Party A/c Name: Select "Saurab Pvt. Ltd" from the list of ledgers.
  - Name of Item: Select "Pasupati Biscuit" from the list of stock items.
  - Quantity: Enter 50 pcs.
  - Rate: Enter Rs. 70.
6. Save the voucher (Enter).

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The window title is 'Nischal's Company'. The voucher type is 'Credit Note' (No. 1). The date is '2-Apr-2023' (Sunday). The original invoice number and date are blank. The party's A/c name is 'Saurabh Pvt. Ltd', current balance is blank, and sales ledger is 'Sales Return'. The item list shows 'Pasupati' with a quantity of 50 Pcs, rate of 70.00 Pcs, and amount of 3,500.00. The narration is 'being 50 pcs pashupati biscuit returned by Saurabh Pvt. Ltd.'. The bottom bar shows 'Q: Quit', 'A: Accept', 'D: Delete', 'X: Cancel', and 'Ctrl + N'.

Name of Item	Quantity	Rate per	Amount
Pasupati	50 Pcs	70.00 Pcs	3,500.00
End of List			

Narration:  
being 50 pcs pashupati biscuit returned by Saurabh Pvt. Ltd.

50 Pcs	3,500.00
--------	----------

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

## 14. Additional Cost:

- A company purchase 150 sack Gaida Cement @ Rs 750 and paid Labor charge 950

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Purchase" (F9) from the voucher types.
5. Fill in the details for the Purchase Voucher:

- Date: Enter the transaction date.
- Supplier: Select the supplier (e.g., Gaida Cement) from the list of ledgers.
- Name of Item: Select "Gaida Cement" from the list of stock items.
- Quantity: Enter 150 pcs (sacks).
- Rate: Enter Rs. 750.

6. Additional Costs:

- Debit Account: Select "Labor Charges" or the appropriate ledger for labor charges.
- Debit Amount: Enter Rs. 950.

7. Credit Account: Select "Cash" or the appropriate ledger where the payment is made.
8. Save the voucher (Enter).

Item Allocations for : <b>Gaida Cement</b>			
Location	Quantity	Rate per	Amount
Itahari Godown	150 Sacks	750.00 Sacks	1,12,500.00
Labour Cost		950.00	950.00
<b>150 Sacks</b>			<b>1,13,450.00</b>

Accounting Voucher Creation		Nischal's Company		Ctrl + H
<b>Purchase</b>	No. 3	Date :	2-Apr-2023	Sunday
Supplier Invoice No. :				
Particulars		Debit	Credit	
<b>Cr Cash</b>			<b>1,13,450.00</b>	
Cur Bal: 1,06,450.00 Cr				
<b>Dr Purchase</b>		1,13,450.00		
Cur Bal: 2,50,950.00 Dr				
Gaida Cement 150 Sacks 750.00/Sack 1,12,500.00				
Actuals : 756.32/Sack (1,13,450.00)				
Narration:		1,13,450.00	1,13,450.00	
Being gaida cements purchased also labor charge included				
G: Quit    A: Accept    D: Delete    X: Cancel    Ctrl + H				

## 15. Stock Transfer:

**- Company transfer stock 100 pcs @ Rs. 50 from Itahari Godown to Dharan Godown and additional Labor charge Rs. 100**

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Inventory Vouchers" (V).
4. Choose "Stock Journal" (Alt + F7) from the voucher types.
5. Fill in the details for the Stock Transfer Voucher:
  - Date: Enter the transaction date.
  - Source Godown: Select "Itahari Godown" from the list of godowns.
  - Destination Godown: Select "Dharan Godown" from the list of godowns.
  - Name of Item: Select the appropriate stock item.
  - Quantity: Enter 100 pcs.
  - Rate: Enter Rs. 50.
  - Additional Cost (Ledger): Select "Labor Charges" or the appropriate ledger.
6. Amount: Enter Rs. 100.
7. Save the voucher (Enter).

Additional Cost Details for : Pasupati		
Type of Cost	%-age	Amount
Labour Cost		100.

Inventory Voucher Creation				Nischal's Company				Ctrl + N			
Stock Journal No. 1								2-Apr-2023 Sunday			
Transfer of Materials											
Source (Consumption)				Destination (Production)							
Name of Item	Location	Quantity	Rate	Amount	Name of Item	Location	Quantity	Rate	Amount		
Pasupati	Itahari Godown	100 Pcs	50.00/Pcs	5,000.00	Pasupati	Dharan Godown	100 Pcs	50.00/Pcs	5,000.00		
					Actuals: 51.00Pcs				(5,100.00)		
				100 Pcs	5,000.00					100 Pcs	5,100.00
Narration: being stocked transferred from itahari to dharan godown with labor charge											
Q: Quit    A: Accept    D: Delete    X: Cancel											
Ctrl + N											

## 16. Actual bill Qty:

- A company sold 40 pcs Lux soap Rs. 25 to Liza Pvt. Ltd. with Trade discount 5 Pcs.
- A company sold 50pcs Rumpum Noodles Rs.12 to Millennium Niraula with Trade discount 3pcs.

### **For Lux Soap:**

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Accounting Vouchers" (V).
4. Choose "Sales" (F8) from the voucher types.
5. Fill in the details for the Sales Voucher for Lux Soap:
  - Date: Enter the transaction date.
  - Party A/c Name: Select "Liza Pvt. Ltd" from the list of ledgers.
  - Name of Item: Select "Lux Soap" from the list of stock items.
  - Quantity: Enter 40 pcs.
  - Rate: Enter Rs. 25.
  - Trade Discount: Enter 5 pcs.
6. Save the voucher (Enter).

The screenshot shows the 'Accounting Voucher Creation' window for 'Nischal's Company'. The voucher type is 'Sales' (No. 2) dated '2-Apr-2023 Sunday'. The party is 'Liza Pvt. Ltd.' with a current balance of 'Sales'. The item list contains one entry: 'Lux' with a quantity of 40 Pcs, a rate of 25.00 Pcs, a trade discount of 12.50%, and a total amount of 875.00. The narration is 'Being lux soap sold to liza pvt. ltd at 5 pcs discount\_'. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and the date 'Wed, 31 Jan, 2024'.

Name of Item	Quantity	Rate	per	Disc. %	Amount
Lux	40 Pcs	25.00	Pcs	12.50 %	875.00

|| End of List

Narration: 40 Pcs 875.00

Being lux soap sold to liza pvt. ltd at 5 pcs discount\_

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2015 Wed, 31 Jan, 2024

## For Rumpum Noodles:

1. Repeat same steps up to step 4
2. Fill in the details for the Sales Voucher for Rumpum Noodles:
  - Date: Enter the transaction date.
  - Buyer's Order No.: Enter the buyer's order number if applicable.
  - Buyer's Order Date: Enter the buyer's order date if applicable.
  - Party A/c Name: Select "Millennium Niraula" from the list of ledgers.
  - Name of Item: Select "Rumpum Noodles" from the list of stock items.
  - Quantity: Enter 50 pcs.
  - Rate: Enter Rs. 12.
  - Trade Discount: Enter 3 pcs.
3. Save the voucher (Enter).

The screenshot shows the 'Accounting Voucher Creation' window for 'Nischal's Company'. The voucher is a Sales Voucher (No. 3) dated 2-Apr-2023 (Sunday). The Party's A/c Name is 'Millennium Niraula', Current Balance is blank, and Sales Ledger is 'Sales'. The item list contains one entry: 'Rumpum' with a quantity of 50 Pcs, a rate of 12.00 Pcs, a 6% discount, and a total amount of 564.00. The narration is 'Being rumpum sold to Millennium Niraula at 3pcs trade discount'. The window has a status bar at the bottom showing 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and 'Wed, 31 Jan, 2024'.

Name of Item	Quantity	Rate per	Disc %	Amount
Rumpum	50 Pcs	12.00 Pcs	6 %	564.00

|| End of List

Narration:  
Being rumpum sold to Millennium Niraula at 3pcs trade discount

50 Pcs

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., 1988-2015   Wed, 31 Jan, 2024

## 17. Viewing Reports in Tally ERP 9:

- Day Book
- Ledger Book
- Cash and bank book
- Godown
- Showing the transaction into the trial balance.
- Showing the transaction into the profit and loss account
- Showing the transaction into the balance sheet

### 1. Day Book:

1. Open Tally ERP 9 and select the company.
2. Go to Gateway of Tally (G).
3. Select "Display" (D) and then "Day Book" (D).
4. Choose the desired date or press Enter to view the entire day book.

Day Book		Nischal's Company		Ctrl + M	
Day Book		For 2-Apr-2023			
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty
2-4-2023	Saurabh Pvt. Ltd	Receipt	1		7,000.00
2-4-2023	Saurabh Pvt. Ltd	Credit Note	1		3,500.00
2-4-2023	Puja Pvt. Ltd	Debit Note	1	2,500.00	
2-4-2023	Saurabh Pvt. Ltd	Sales	1	7,000.00	
2-4-2023	Liza Pvt. Ltd.	Sales	2	875.00	
2-4-2023	Millennium Niraula	Sales	3	564.00	
2-4-2023	Saurabh Pvt. Ltd	Purchase	2		1,13,450.00
2-4-2023	Pasupati	Stock Journal	1	100 Pcs	

## 2. Ledger Book:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Account Books" (B).
3. Choose "Ledger" (L).
4. Select the ledger for which you want to view the book.

Nischal's Company	
Name of Ledger	
Liza Pvt. Ltd.	
List of Ledgers	
Cash	
Cash in Hand	
Gaida Cements	
Labour Cost	
Liza Pvt. Ltd.	
Millennium Niraula	
Nabil Bank	
Profit & Loss A/c	
Puja Pvt. Ltd	
Purchase	
Sales	
Sales Return	
Saurabh Pvt. Ltd	
Saurab Pvt. Ltd	
Siddhartha Bank	

Nischal's Company					
Ledge Vouchers					
Ledge: Millennium Niraula					
1-Apr-2023 to 2-Apr-2023					
Date	Particulars	Vch Type	Vch No.	Debit	Credit
2-4-2023	Sales	Sales	3	564.00	

## 3. Cash and Bank Book:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Account Books" (B).
3. Choose "Cash/Bank Books" (C).
4. Select the cash or bank ledger for which you want to view the book.

Cash/Bank Summary		Nischal's Company		Ctrl + M
Particulars	Bank Accounts			
	Nischal's Company			
	1-Apr-2023 to 2-Apr-2023			
	Closing Balance			
	Debit		Credit	
Cash-in-hand		79,500.00		
Cash		7,000.00		
Cash in Hand		72,500.00		
Bank Accounts			5,00,000.00	
Nabil Bank			4,85,000.00	
Siddhartha Bank			15,000.00	

#### 4. Godown:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Inventory Books" (B).
3. Choose "Godown" (G).
4. Select the godown for which you want to view the book.

#### 5. Trial Balance:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Trial Balance" (T).

Trial Balance		Nischal's Company		Ctrl + H	
Particulars		Nischal's Company		1-Apr-2023 to 2-Apr-2023	
		Closing Balance			
		Debit	Credit		
Current Liabilities		2,500.00			
Current Assets		10,86,939.00	6,16,950.00		
Sales Accounts		3,500.00	8,439.00		
Purchase Accounts		1,37,500.00			
Indirect Expenses		950.00			
Diff. in Opening Balances			6,06,000.00		

#### 6. Profit and Loss Account:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Profit & Loss A/C" (P).

#### 7. Balance Sheet:

1. Go to Gateway of Tally (G).
2. Select "Display" (D) and then "Balance Sheet" (B).





# ITAHARI NAMUNA COLLEGE

Itahari, Sunsari

## TALLY

labsheet

BCA II

Prepared by :  
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Submitted to :  
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