

ERP-Enterprise Resource Planning

What is ERP Full Form? The Full form of ERP is **Enterprise Resource Planning**. ERP is business management software. It is a suite of integrated application that helps users to store and manage data of their business

Introduction of Tally

TALLY ERP

ERP	Enterprises Resource Planning (Bangalore)
Software Developer	Tally Solution Pvt. Ltd
Work from	1988 to 2018
Version	Tally 4.5 Tally 5.4 Tally 6.3 Tally 7.2 Tally 8.1 Tally 9.0 Tally ERP 9 (Rel. From 2010-2011) Tally ERP 9 (Rel 6.0.2) & (6.4) With GST 1 st July-2017 Tally ERP 9 (Rel 6.4.8) 3 rd Oct-2018 Tally ERP 9 (Rel 6.5.4.) 28 th Aug-2019

The latest version under Tally.ERP 9 Release 6 series is Release 6.5.4, launched on 28th August, 2018.

Accounting Fundamental

What is accounting?

Accounting is defined as systematic, summarized recording of business transactions in the book of account. In other words the book of your company can be treated as medical reports that show the health of your company. To learn accounting, it is necessary to understand the fundamental of Debits and Credit, assets & liabilities, income & expenses to prepare & maintain accounts systematically & correctly.

The types of accounting

- Financial accounting. This field is concerned with the aggregation of financial information into external reports. ...
- Public accounting. ...
- Government accounting. ...
- Forensic accounting. ...
- Management accounting. ...
- Tax accounting. ...
- Internal auditing.

What is the important of accounting?

Accounting is a business necessity for many reasons. ... The last reason that accounting is a business necessity is because the government requires reporting financial data to the IRS for tax purposes. It's very important that the dollar amount reported for both income and expenses be accurate.

What is transactions?

Transaction means transfer of money from one party to another.
For ex. Sale of computer.

What is debtor?

Debtor is that person to who owes money to the business on account of credit sale of goods, or advance given.

What is creditor?

Creditor is that person to whom the business owes money on account of credit purchase of goods, or loan taken.

What is Asset?

Asset are the thing of value owned by the business for ex. Cash unsold stock, furniture, building, etc

What is liabilities?

Liabilities is that sum of money which the business owes to outsiders. For ex. Capital

What is Capital?

The owner of business who have invested amount in the business to start the business

What is cash transaction?

When assets or goods are sold on cash or purchase on cash this is transaction is known as cash transaction.

What is Credit transaction?

When assets or goods are sold on credit or purchase on credit then this transaction is known as credit transaction.

What is transaction system in tally?

There are two system

1) Double entry system : is based on the fact that a transaction is double sided. One is Debit and second is Credit.

2) Single Entry System : is concerned with only one side of Transaction.

What is goods?

The term goods means commodities or merchandise in which trader regularly deals or carries on the business

What is Drawings?

Drawing represents money or money's worth in the shape of goods, other asset or services withdraw from the business by its Proprietors for his Personal use.

What is Trial balance?

At the end of account period all the account are balanced listed. The total on both the sides of this called the trial balance

What is Trading and profit and loss account?

Every firm likes to measure the performance of its business operations in term of profit and loss account.

It also likes to know the value of its assets and liabilities on the position of assets and liabilities, financial statements are prepared the traditional name for financial statement is Financial Account.

What is profit and loss account?

Profit and loss account is prepared to calculate the net profit or net loss of the business for given accounting period.

Classification of Accounts

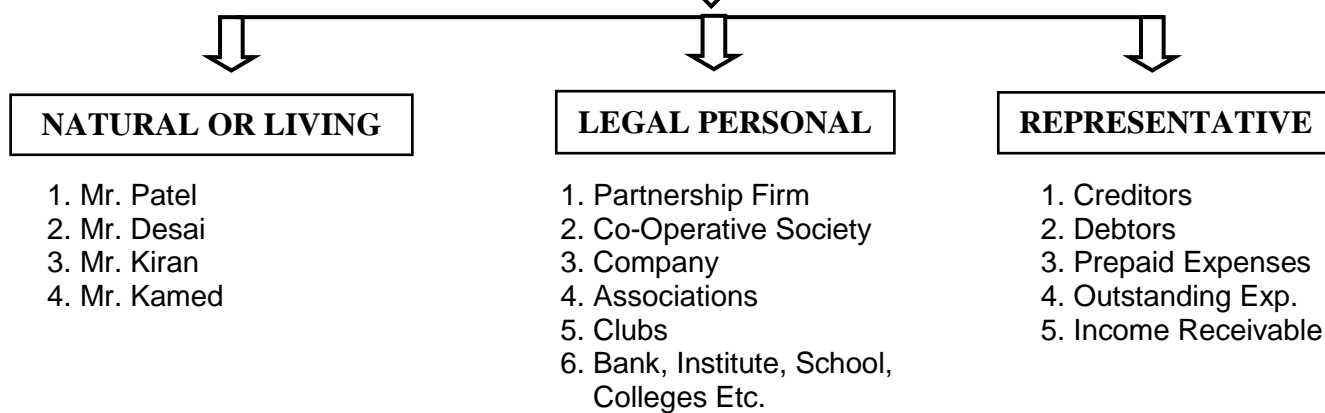
An account is a systematic and summarized record of all transaction relating to person, an asset or liabilities, an expenses or an income. Every account is Vertically divided into two equal sides. One is Debit side and second is Credit side. Let us study or try to understand this classification in details.

The rule Applicable for debiting and crediting the accounts.

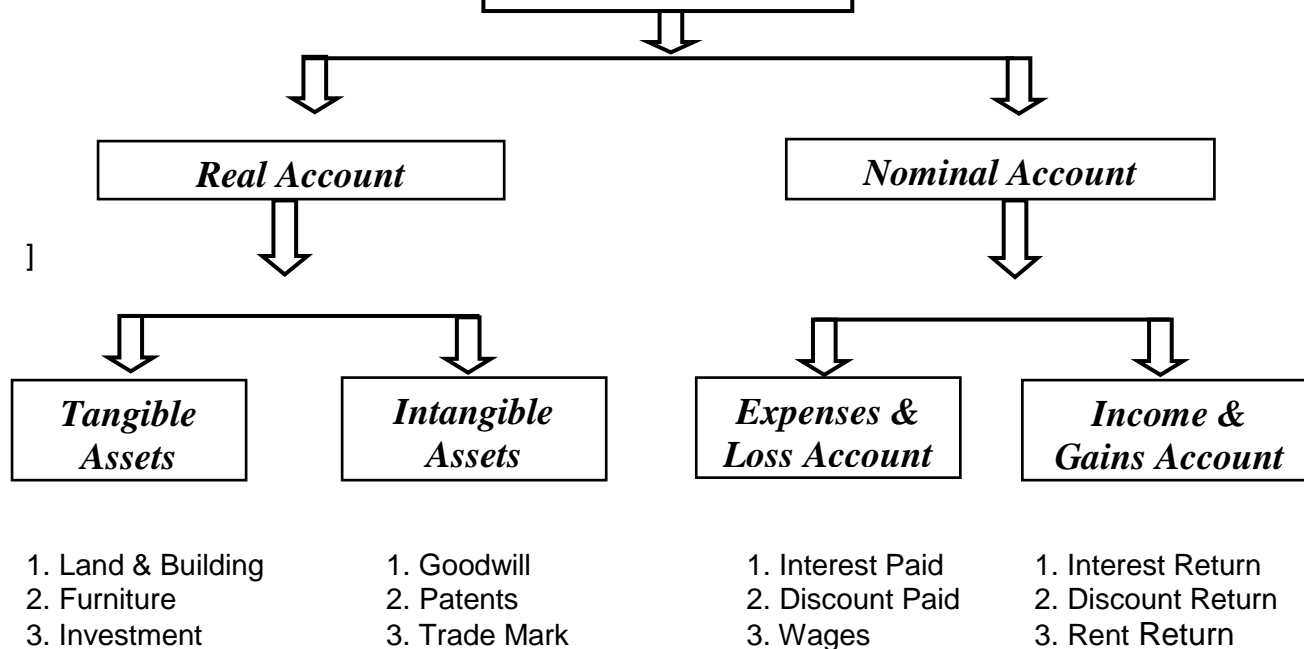
Golden rules of Accounting.

- 1) Personal Account - **Debit the receiver**
Credit the giver.
- 2) Real account - **Debit what comes in**
Credit what goes out.
- 3) Nominal account - **Debit all expenses and losses**
Credit all income and gains

PERSONAL



IMPERSONAL



BASIC ASSIGNMENT

Assignment No: 1

<u>Date</u>	<u>Transaction</u>
Feb 2	Started business with cash Rs. 5000/-.
Feb 5	Purchased furniture for Rs. 1000/-.
Feb 7	Purchased goods for Rs. 3500/-.
Feb 9	Sold Goods for Rs. 4000/-.
Feb 12	Sold Goods for Rs. 800/- to Soham.
Feb 13	Paid Rent Rs. 2000/-.
Feb 15	Sold goods of Rs. 1200/- to Ajay.
Feb 16	Opened a Current Account in Bank by depositing Rs.1000/-.
Feb 17	Ajay returned goods of Rs. 120/-.
Feb 19	Soham paid us Rs. 500/- on account.
Feb 20	Purchased goods of Rs. 1500/- from Gaurav.
Feb 21	Returned goods of Rs. 500/- to Gaurav.
Feb 22	Received Commission Rs. 50/-.
Feb 23	Paid Rs. 500/- by Cheque to Gaurav.
Feb 24	Withdrawn Rs. 200/- from the Bank for Office use.
Feb 27	Withdrawn Rs.50/- from the office cash for Proprietor's Personal use.
Feb 28	Received a Cheque for Rs.300/- from Rohini and deposited it into bank.
Feb 29	Issued a Cheque for Rs.220/-to the Proprietor's son for his College fees.

Assignment No: 2

<u>Date</u>	<u>Transaction</u>
Mar 2	Ashok Patil has started the business by introducing cash Rs.40000/-
Mar 3	Deposited Rs. 38000/- in the Bank in Current A/c.
Mar 4	Goods sold on credit for Rs. 12,000/- to Gupta.
Mar 6	Amount paid Rs. 400/- for Purchase of Stationery.
Mar 8	Received Cheque of Rs. 12,000/- from Gupta.
Mar 9	Cash Withdrawn from Bank Rs. 15,000/- for office use.
Mar 12	Purchase furniture costing Rs. 2,900/- from Steel Age Co. Ltd.
Mar 13	Paid cash Rs. 10,000/- to Mr. Parekh & earned discount Rs. 200/-.
Mar 15	Sold Goods to Mr. Sameer Rs.15000/- on credit.
Mar 20	Received bill receivable from Mr. Sameer Rs.15000/-.

Assignment No: 3

<u>Date</u>	<u>Transaction</u>
April 2	Started Business with Cash Rs. 25,000/-.
April 3	Cash Purchase Rs. 5,000/-.
April 4	Cash Sales Rs. 8,000/.
April 6	Purchased Goods from Mona Rs. 4,000/- on Credit.

April 8	Sold Goods to Sona Rs. 6,000/-on Credit.
April 9	Sona Returned Goods worth Rs.200/-.
April 11	Returned Defective goods to Mona Rs. 500/-.
April 13	Paid Cash to Mona Rs. 1000/-.
April 14	Deposited into the Bank Rs. 5,000/-.
April 16	Received Cash from Sona Rs. 4,000/-.
April 18	Paid Rent by Cheque Rs. 1,000/-.
April 20	Issued a Cheque to Mona Rs. 2,500/-.
April 21	Cash Withdrawn From Bank Rs. 1,000/-
April 23	Received Cash from Sona Rs. 1,800/-.
April 25	Paid Salary Rs. 2,000/-, Electricity Charges Rs. 500/- & Telephone Charges 1,500/- by Cash.

Assignment No: 4

<u>Date</u>	<u>Transaction</u>
Jun 1	Rohan started his business with Rs. 10,0000/- in Cash.
Jun 2	Purchased goods worth Rs. 20,000/- on credit from Anand.
Jun 4	Paid advance to Landlord for premises Rs. 5,000/-.
Jun 6	Purchased goods worth Rs. 30,000/- on credit From Madhur.
Jun 7	Opened a Bank account by depositing of Rs. 2,000/-
Jun 8	Sold goods to Sushant for Rs. 35,000/-.
Jun 10	Paid Anand by Cheque of Rs.19, 500/- . Anand offered a cash discount of Rs. 500/-.
Jun 11	Received a Cheque of Rs. 34,000/- from Sushant. Cash discount of Rs. 1000/-was offered to him.
Jun 13	Purchased furniture for Rs. 15,000/- and Paid by Cheque.
Jun 14	Purchase stationery in cash Rs. 5,000/-.
Jun 17	Withdrawn cash from Bank Rs. 5,000/-.
Jun 19	Paid by Cheque Rs. 1,000/- for Personal credit card bill of Rohan.
Jun 20	Paid salary to The Manager Rs. 15,000/- by cash.

Assignment No: 5

<u>Date</u>	<u>Transaction</u>
Jul 1	Started Business with Cash of Rs.50000/-
Jul 2	Purchases goods Rs. 27,000/-.
Jul 3	Purchased Furniture for office use for Rs. 12,000/-.
Jul 4	Sold goods Rs. 24,000/-.
Jul 5	Paid Salaries Rs. 11,500/- to Staff.
Jul 7	Paid Rent Rs. 1,150/- to Landlord.
Jul 8	Received Rs. 1,500/- of policies.
Jul 13	Deposited all the cash in Bank Rs. 9,300/-.
Jul 14	Purchase Goods from Mr. Sujay Rs.1000/-.

Assignment No: 6

<u>Date</u>	<u>Transaction</u>
Sep 02	Started Business with cash Rs.50, 000/- , Furniture Rs. 15,000/-.
Sep 03	Deposited into Bank Rs. 10,000/-.
Sep 05	Purchased goods from Arun Rs. 23,000/- on credit.
Sep 07	Sold good to Varun Rs. 15,000/- on credit.
Sep 09	Paid Rs. 8,000/- by cash & 15,000/- by Cheque to Arun.
Sep 10	Purchased goods form Mohan worth Rs. 10,000/-.
Sep 11	Sold goods worth Rs. 15,000/- to Sushil less 5% T.D.
Sep 13	Received cash Rs.12,500/- from Sushil & allowed him discount of Rs.1,750/-
Sep 15	Paid Rs. 9,900/- to Mohan towards full settlement of Rs.10,000/-.
Sep 16	Paid Salary Rs. 2,000/- Rent Rs. 1,500/-, Electricity charges Rs. 500/- & Telephone Charges Rs. 2,500/- by cash.

Assignment No: 7

<u>Date</u>	<u>Transaction</u>
Dec 02	Started Business with cash Rs.50,000/- , Furniture Rs. 40,000/- , Bank Balance Rs.25, 000/-.
Dec 03	Deposited into the Bank Rs.20,000/-.
Dec 04	Brought goods of Rs. 25,000/- off 8% C.D.
Dec 06	Brought goods on credit from Manish Rs. 10,000/- @10% T.D.
Dec 08	Sold goods to Rajesh Rs. 19,500 off 3% T.D.
Dec 10	Sold goods on cash Rs. 3,000 off 5% C.D.
Dec 11	Paid House Rent Rs. 1,500 office Rent Rs. 1,000/-.
Dec 13	Paid Advertisement Rs.2, 500/- Printing Rs. 1,500/-.
Dec 15	Paid Rs. 8,500/- to Manish & earned discount of Rs. 500/- paid by Cheque.
Dec 16	Withdrawn cash from office Rs.2,000/- & cash from Bank Rs.1,000/- for self-use.
Dec 17	Paid Insurance Premium Rs. 1,000/- on the Policy of Business.

Assignment No: 8

<u>Date</u>	<u>Transaction</u>
Jan 01	Started Business with cash of Rs. 50000/- & Building of Rs. 25000/-
Jan 02	Sold Goods to Miss Jyoti of Rs. 11900/-
Jan 02	Received from Miss Jyoti Rs. 11,750/- in full settlement of Rs. 11,900/-.
Jan 03	Purchase goods from Shyam of Rs.19500/-
Jan 03	Paid Shyam Rs. 19,300/- in full settlement of Rs. 19,500/-.
Jan 04	Purchased from Mr. Jayawant goods of Rs. 15,000/- @ 10% trade discount.
Jan 05	Sold goods of Rs. 10,000/- to Miss Jaya @ 5% trade discount and 2% cash discount on cash basis.
Jan 07	Paid to Mr. Jayawant Rs. 13,400/- in full settlement of his account.
Jan 08	Purchased goods worth Rs.20,000/- @ 12% trade discount and 6% cash discount.

Jan 09	Sold goods costing Rs. 17,000/- @ allowed 5% trade discount and 2% cash discount.
Jan 10	Withdrawn cash Rs. 10,000/- from Bank account and Rs. 3,000/- give to wife for home expense

Assignment No: 9

<u>Date</u>	<u>Transaction</u>
Feb 04	Business started with cash Rs.50,000/-, Building worth Rs. 50,000/- , Bank Rs. 50,000/- .
Feb 05	Deposited into the Bank cash Rs. 41,500/-.
Feb 06	Purchase goods from M/s. Kedar & Sons for Rs. 45,000/- @ 5% T.D. & 2% C.D. term. Half of the amount paid immediately.
Feb 07	Purchased goods on cash for Rs. 24,000/-.
Feb 09	Sold goods worth Rs. 33,000/- & received a Cheque.
Feb 12	Sold goods worth Rs. 24,000/- to Jaya @ 5 % T.D.
Feb 15	Paid Rs. 20947.5/- by Cheque to M/s Kedar & Sons.
Feb 16	Received cash Rs. 22,750/- from Jaya & allowed discount Rs.50/-.
Feb 18	Paid Salaries to staff Rs. 4,000/- paid Electricity charges Rs. 600/-.
Feb 19	Withdrawn Rs. 2,000/- form business for personal use.
Feb 22	Withdrawn from Bank Rs.5,000/- for personal use & Rs.2,000/- for office use.

Assignment No: 10

<u>Date</u>	<u>Transaction</u>
April 01	Started Business with Cash of Rs. 75,000/-
April 03	Brought goods of Rs. 20,000/- @ 10% T.D. from Amar.
April 04	Distributed goods of Rs.1,000/- as free samples.
April 06	Received dividend Rs. 1,000/- on our investment.
April 07	Brought goods on credit from Amit Rs. 15,750/- @ 15% T.D.
April 09	Paid to Amit Rs. 12,900 in full settlement of his account.
April 10	Received Rs. 11,900/- from Aditya for full settlement of Rs. 11,950.
April 11	Nikita Sold goods to us Rs. 26,000/- @ 10% T.D. & 5 % C.D. only 60% amount paid in cash.
April 13	Sonali brought goods from us Rs. 27,500/- @ 5% T.D.
April 15	Paid bonus to staff Rs. 2,250/-.
April 16	Cash Sales Rs. 15,000/- off 5 % C.D.
April 18	Received Rs. 25,900/- from Sonali in full settlement.

Assignment No: 11

<u>Date</u>	<u>Transaction</u>
Jan 1	Started Business with Cash Rs 25000/-, Furniture Rs 20000, & Building Rs 1,55,000/-.
Jan 2	Purchased Goods Of Rs 11000/- On Cash.
Jan 3	Sold Goods Of Rs 12000/- For Cash.
Jan 4	Purchased Goods From Mandar Rs 5000 On Credit.

Jan 5	Sold Goods Of Rs 7000 To Sanjay On Credit.
Jan 6	Purchase Machinery of Rs 10000 on Cash.
Jan 7	Deposited Cash Into Cash Bank of India Rs 5000.
Jan 11	Bills Receivable of Rs 15000 from Mr. Yash.
Jan 12	Bills Payable of Rs 10000 to Mr. Sunny.
Jan 13	Returned Defective Goods To Mandar Rs 1000
Jan 14	Sanjay Returned Defective Goods of Rs 2000
Jan 15	Withdraw Cash Rs 2000 from Bank of India
Jan 16	Paid Salary of Rs 4000
Jan 17	Paid Cheque of Rs 2000 to Mandar
Jan 18	Received Commission Rs 3000
Jan 19	Paid Electricity Charges Rs 1000 By Cheque.

Assignment No: 12

<u>Date</u>	<u>Transaction</u>
Feb 1	Started Business With The Cash Rs25, 000/-
Feb 3	Deposited Into Bank Rs 5000/-
Feb 4	Purchase Goods For Cash Rs 10,000/-
Feb 5	Sold Goods For Cash Rs 15,000/-
Feb 6	Purchased Goods From Mr. Sharma Rs 5000/-
Feb 7	Sold Goods To Verma Rs 5000/-
Feb 8	Return Defective Goods To Sharma Rs 500/-
Feb 9	Verma Returned Defective Goods Rs 5000/-
Feb 10	Paid Cash To Sharma Rs 4000/-
Feb 12	Received Cash From Verma Rs 6000/-
Feb 15	Received Interest Rs 1000/-
Feb 17	Received Commission Rs 1500/-
Feb 18	Paid Interest Rs 1000/-

Company Creation (Alt + F1)

Directory	:	C:\Tally\Data
Name	:	Tata Motors Pvt. Ltd.
Mailing Name	:	Tata Motors
Statutory Compliance For	:	India
State	:	Maharashtra
Pin Code	:	411027
Telephone No	:	020-28282828
E-Mail	:	tata@yahoo.com
Currency Symbol	:	Rs.
Financial Year From	:	1-4-2018
Books Belonging From	:	1-4-2018
Tally Vault Password	:	No
Use Security Control	:	No

Base Currency Information

Base Currency Symbol	:	Rs
Show Amount In Millions	:	No
Formal Name	:	INR
Put & Space between Amount & Symbol	:	Yes
Is Symbol Suffixed To Amount	:	No
Decimal Places for Printing Amount in word	:	2
Symbol to Decimal Portion	:	Paise

Alt +F1	:	Company Information
Alt + F3	:	Company Information
F1	:	Select Company
F2	:	Change Current Date
Alt +F2	:	Change Financial Period
D	:	Display

Accounting Voucher

F4	:	Contra Voucher
F5	:	Payment Voucher
F6	:	Receipt Voucher
F7	:	Journal Voucher
F8	:	Sales Voucher
F9	:	Purchase Voucher
Alt + P	:	Print
Alt + I	:	Print Preview
Alt + Z	:	Zoom
Alt + E	:	Export
Ctrl + N	:	Calculator
Ctrl + V	:	To Change Voucher Mode (In Purchase & Sales Only)
F11	:	Company Features
F12	:	Configuration
Alt + D	:	Delete (Company / Ledger / Voucher entry)

LEDGER CREATION

Name Of Ledger	Under Groups
Capital	Capital
Drawing	Capital
Purchase	Purchase
Purchase Return	Purchase
Sales	Sales
Sales Return	Sales
Royalty	Direct Expenses
Freight	Direct Expenses
Carriage Inward	Direct Expenses
Power, Fuel And Oil	Direct Expenses
Wages	Direct Expenses
Work Manager Salary	Direct Expenses
Coal, Gas And Water	Direct Expenses
Manufacturing Expenses	Direct Expenses
Trade Expenses	Direct Expenses
Custom Duty	Direct Expenses
Import Duty	Direct Expenses
Motive Power	Direct Expenses
Heating And Lighting	Direct Expenses
Dock Charges	Direct Expenses
Factory Rent	Direct Expenses
Factory Insurance	Direct Expenses
Wages And Salaries	Direct Expenses
Outro	Direct Expenses
Salary	Indirect Expenses
Salary And Wages	Indirect Expenses
Rent Paid	Indirect Expenses
Electricity Charges	Indirect Expenses
Telephone Charges	Indirect Expenses
Conveyance Charges	Indirect Expenses
Traveling Expenses	Indirect Expenses
Advertisement	Indirect Expenses
Interest Paid	Indirect Expenses
Commission Paid	Indirect Expenses
0Dividend Paid	Indirect Expenses
Bank Charges	Indirect Expenses
Discount Paid	Indirect Expenses
Audit Fees	Indirect Expenses
Depreciation	Indirect Expenses
Printing And Stationery	Indirect Expenses
Loss By Fire	Indirect Expenses
Loss By Thief	Indirect Expenses
Packing Charges	Indirect Expenses

Bad Debts	Indirect Expenses
R.D.D. (NEW)	Indirect Expenses
Rent Received	Indirect Income
Commission Received	Indirect Income
Discount Received	Indirect Income
Interest Received	Indirect Income
Interest On Investment	Indirect Income
Interest On Bank Deposit	Indirect Income
Sundry Income	Indirect Income
Interest On Drawing	Indirect Income
Interest On Capital	Indirect Income
Dividend Received	Indirect Income
Profit On Sale Of Asset	Indirect Income
Loan Taken	Current Liabilities
Bank Overdraft	Current Liabilities
Reserve And Surplus	Current Liabilities
Sundry Creditors	Current Liabilities
Bills Payable	Current Liabilities
Outstanding Expenses	Current Liabilities
Reserve Fund	Current Liabilities
Provident Fund	Current Liabilities
Prepaid Income	Current Liabilities
Vat Payable	Current Liabilities
Professional Tax	Current Liabilities
Bills Receivable	Current Assets
Outstanding Income	Current Assets
Sundry Debtors	Current Assets
Good Will	Fixed Assets
Patent And Copyright	Fixed Assets
Trade Mark	Fixed Assets
Land And Building	Fixed Assets
Furniture And Fixture	Fixed Assets
Motor Vehicle	Fixed Assets
Investment	Fixed Assets
Other Investment	Fixed Assets
Loose Tools	Fixed Assets
Equipment's	Fixed Assets
Bank	Bank Account
Bank O.C.C.	Bank OCC
Party A/C (If Purchase Or Paid)	Sundry Creditors
Party A/C (If Sales Or Received)	Sundry Debtors
Postage And Telegram	Indirect Exp.
Brokerage	Indirect Exp.
Goods (Comes In)	Current Assets
Goods (Goes Out)	Current Liabilities
VAT Payable	Current Liabilities
VAT Refundable	Current Assets

Gateway of tally

↓

Accounting Voucher

F4: Contra

Bank Transaction Entry

E.g. Deposit in Bank, Withdraw from Bank, Bank to Bank A/c Transfer

Mode of Entry: 1) Single Mode

1) Single Mode : (Note: In a Account Field we can only entered the Cash or Bank Ledger)

E.g. Opened a Bank Account in Bank of India by depositing Rs.15000

Account: Bank A/c

Particulars	Amount
Cash A/c →	15000 enter ↵

F5: Payment

Amount Paid Entry

E.g. Paid cash to Mr. B, Purchase goods for cash, Paid Salary by Cheque etc.

1. Single Mode:(Note: In a Account Field we can only entered the Cash or Bank Ledger)

E.g. Paid Cash Rs.5000 to Mr. B

Account: Cash A/c

Particulars	Amount
Mr. B →	5000 enter ↵

E.g. Paid Salary by Cheque Rs.5000

Account: Bank A/c

Particulars	Amount
Salary A/c	5000 ↵

F6: Receipt

Amount Received Entry

E.g. Received cash from Mr. A, Sold Goods for Cash, Receive Commission by Cheque etc.

Mode of Entry: 1) Single Mode

Single Mode : (Note: In a Account Field we can only entered the Cash or Bank Ledger)

E.g. Receive Cash Rs 5000 from Mr. A

Account: Cash

Particulars	Amount
Mr. A A/c	5000 enter ↵

E.g. Receive Commission by Cheque Rs.5000

Account: Bank A/c

Particulars	Amount
Commission A/c	5000 enter ↵

F7: Journal

All Adjustment Entries

E.g. Sales Return, Purchase Return, Bills Receivable, Bills Payable Etc.

Mode of Voucher: Double Mode

E.g. Issued Bills Payable to Mr. Rajesh Rs 5000

Particulars	Debit	Credit
Dr. Mr. Rajesh A/c	5000	
Method of Adjst		
Agst Ref enter ↵		
Cr. Bills Payable A/c		5000 ↵

E.g. Received Bills Receivable from Mr. Raj Rs.5000

Particulars	Debit	Credit
Dr. Bills Receivable A/c	5000	
Cr. Mr.Raj A/c		5000 ↵
Method of Adjst		
Agst Ref enter ↵		

E.g. Mr. Nilesh returned goods to us Rs.1000

Particulars	Debit	Credit
Dr. Sale return A/c	1000	
Cr. Mr. Nilesh A/c		1000 ↵
Method of Adjst		
Agst Ref enter ↵		

F8. Sales

Credit Sales Entries

E.g. sold goods to Mr. Nilesh on Credit/by cash Rs.2000

Mode of Voucher: 1) Invoice Mode:

A) Account Invoice b) Item Invoice

Invoice Mode: 1 Account Invoice

Ref-:

Alt + I

Party's Name: Mr. Nilesh enter ↵
Sales Ledger: Sales A/c ↵

Particulars	Rate per	Amount
Sales A/c	2000 enter	

Sold goods to Mr. Ajay Rice 100kg at Rs.30 kg each

Invoice Mode: 2) Item Invoice

Ref-:

Party's Name: Mr. Ajay
Sales Ledger: Sales A/c

Name of Item	Quantity	Rate per	Amount
Rice	100kg	30/kg	3000 enter ↵

End of List enter ↵

F9. Purchase

Credit Purchase Entries

E.g. Purchase goods from Mr. Amit on Credit / by cash Rs.3000

Mode of Voucher: 1) Invoice Mode:

a) Account Invoice b) Item Invoice

Alt + I

Invoice Mode: 1 Account Invoice

Party's Name: Mr. Amit
Purchase Ledger: Purchase A/c

Particulars	Rate per	Amount
Purchase A/c	3000 enter	

E.g. Purchase goods from Mr. Amit Books 100 box at Rs.30/- each

Invoice Mode: 2) Item Invoice

Party's Name:
Purchase Ledger:

Name of Item	Quantity	Rate per	Amount
Books	100 box	Rs.30 box	3000 enter ↵

End of List enter ↵

Cost Centre

While Accounts Ledger provides information about the nature of transaction, it does not identify the Department or division involved with it. Cost Centre (Category) gives additional dimension to the transaction. Cost Centres are any unit in an organisation to which cost can be allocated. Cost Centre may be various Branches, Department, Projects, Products, and Persons etc.

For E.g.

Cost Centre		
Centre	Ledger	
Branches	Transaction	Amount
Pimpri	Purchase	5400
Pune	Sale	5445
Pimpri	Purchase	2445
Pune	Sale	1445
Chinchwad	Electricity	1721
Pimpri	Sale	2541
Pune	Electricity	542
Chinchwad	Electricity	411
Chinchwad	Purchase	6841
Pune	Sale	5440

Step 1: Activation Press F11



Company Features



Accounting Feature



Cost/Profit Centres Management

Maintain Cost Centre: yes

Step 2:

Accounts Info

Cost Centre – Create

- Name : Chinchwad ,
Pimpri ,
Pune

Under: Primary

Ledger – Create

Cost Centres: Yes

- Purchase – Under Purchase A/c

- Sales Under Sales A/c
- Electricity – Under Indirect Expenses

Step 3:

Accounting Vouchers

Note: Pass the Transaction as there Keys are followed in below table

Cost Centre		
Centre	Ledger	
Branches	Transaction	Amount
(F5:Payment)Pimpri	Purchase	5400
(F6: Receipt)Pune	Sale	5445
(F5:Payment)Pimpri	Purchase	2445
(F6: Receipt)Pune	Sale	1445
(F5:Payment)Chinchwad	Electricity	1721
(F6: Receipt)Pimpri	Sale	2541
(F5:Payment)Pune	Electricity	542
(F5:Payment)Chinchwad	Electricity	411
(F5:Payment)Chinchwad	Purchase	6841
(F6: Receipt)Pune	Sale	5440

ASSIGNMENTS OF COST CENTRE

Assignment No. 1

M/S GANESH FASHION STORES has 4 different Departments.

FOOD DEPARTMENT

TOYS DEPARTMENT

COSMETICS DEPARTMENT

MEDICINE DEPARTMENT

Opening Balances

Cash Rs. 200000/-

Bank Rs. 125000/-

Capital Rs. 325000/-

- 1) Purchase goods of Rs. 30000/- in cash for Food Department Rs. 10000/-, Toys Department Rs. 5000/-, Cosmetic Department Rs. 5000/-, Medicine Department Rs. 10000/-.
- 2) Sold goods to cash Rs. 50000/- for Food Department Rs. 10000/-, Medicine Department Rs. 10000/-, Toys Department, Rs. 15000/-, Cosmetic Department Rs.15000/-.

- 3) Purchase Machinery for Food Department Rs. 10000/- & Toys Department for Rs. 8000/-
- 4) Paid electricity charges Rs. 40000/- for Food Department Rs. 10000/-, Medicine Department Rs. 7000/-, Toys Department Rs.13000/-, Cosmetic Department Rs. 10000/-.
- 5) Paid Advertisement expenses worth Rs. 20000/- for Food Department Rs. 6000/-, Medicine Department Rs. 4000/-, Toys Department Rs. 6500/-, Cosmetic Department Rs. 3500/-.
- 6) Received Commission by for Food Department Rs.10000/-, Toys Department Rs.15000/-.
- 7) Cash withdrawn from Bank worth Rs. 50000/-.

Assignment No. 2

ABHA FASHION STORE started business with cash of Rs. 100000/-, Furniture of Rs. 150000/- has two different department.

A. Gents Department

B. Ladies Department

1. Purchase goods of Rs. 20000/- in cash for Gents Department Rs. 8000/- & Ladies Department Rs. 12000/-
2. Sold Goods of Rs. 25000/- by Gents Department Rs. 10000/- & by Ladies Department Rs. 15000/-
3. Purchase Machinery for Gents Department of Rs. 5000/-
4. Deposited cash 25000/- in Janata Bank
5. Commission received by Gents Department of Rs. 4000/-
6. Paid Electricity charges of Rs. 6000/- for Gents Department of Rs. 2000/- & Ladies Department of Rs. 4000/-
7. Paid Salary worth Rs. 3000/- for Gents Department of Rs. 2200/- & Ladies Department Rs. 800/-

BRS

(Bank Reconciliation Statement)

A Bank is a Statement prepared by Organisation to reconcile the balance of cash at book in a Company's own records with the bank statement on a particular date.

This Statement is the most common tool used by organisation for reconciling the balance as of company with the bank statement & it made at the end of every month. The main objective of reconciliation is to see or rather than timing.

The difference between the two records. On the given date may arise because of the following:

Cheques drawn but not yet presented to the Bank.

Cheque received but not yet deposited in the Bank

Interest Credited and not recorded in the Organisations book.

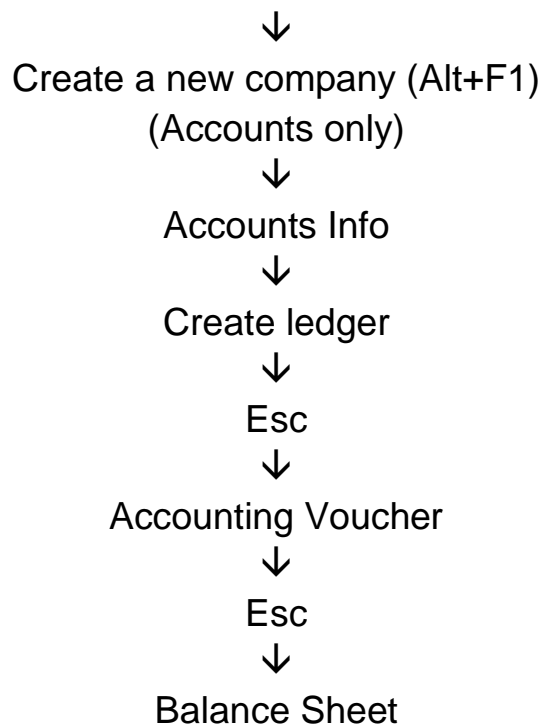
The charges debited but not recorded in Organisations book.

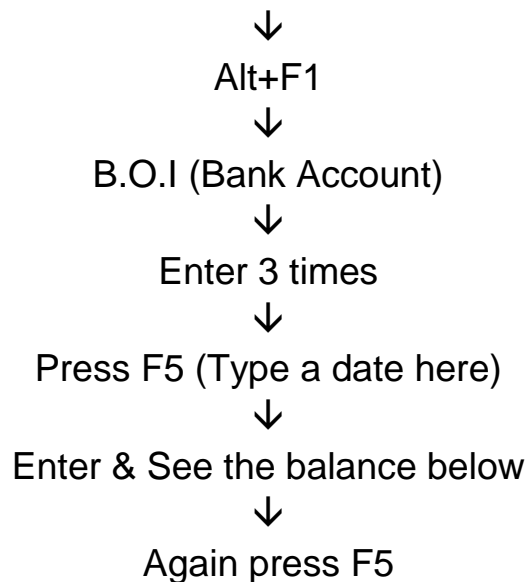
BRS process in being out sourced professional accounting firms by large Organisation, this helps them to have an accurate view & also ensure that the company's book keeping is good. Account firms make monthly reconciliation statements for clients & help then display any discrepancy.

Advantages of BRS:

1. Faster Processing.
2. Requirement of less manpower
3. Easy identification of error

Steps





ASSIGNMENTS OF BRS

Problem- 1

Opening Bank Balance of Rs. 300000/-.

1. Paid Office Rent of Rs. 6000/- by cheque (Cheque No- 62854)
2. Paid Salary of Rs. 8000/- by cheque (Cheque No- 87601)
3. Paid Electricity charges of Rs. 5000/- by cheque (Cheque No- 87264)
4. Received Interest of Rs. 800/-
5. Purchase machinery of Rs. 80000/-
6. Received commission of Rs. 500/-

Problem-2

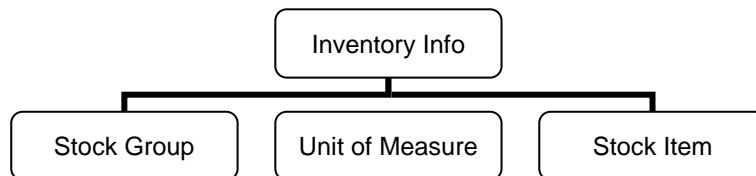
Opening Bank Balance of Rs.150000/-

1. Received discount of Rs. 150/-
2. Advertisement expenses paid by cheque of Rs. 5000/- (Cheque No- 24567)
3. Sangram paid computer fees by cheque of Rs. 4500/- (Cheque No- 45689)
4. Received commission of Rs.500/-
5. Received Interest of Rs. 800/-
6. Purchase machinery of Rs. 8000/-

Stock

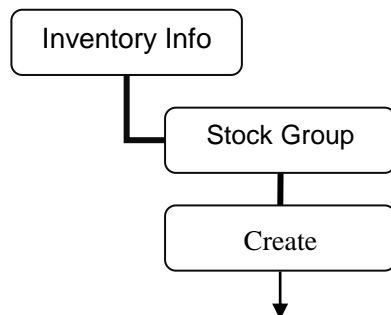
Stock Group -: Stationary, Cloths, Electronic, Grossary, Computer, etc
Unit of Measure -: kg, bags, box, meter, packet etc
Stock item -: Book-Pens, T-shirt-Jeans, Rice-Sugar etc

Gateway of Tally



e.g. Purchase goods from Mr. Amit Rice 100 kg at Rs.30/- each
e.g. Sold goods to Mr. Ajay Rice 100kg at Rs.40 kg each with T.D @ 5 %
e.g. Mr. Ajay returned goods to us Rice 20kg because of poor quality

Step 1

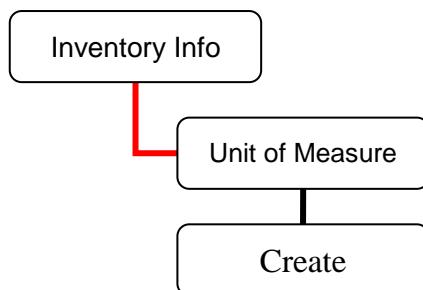


□Name: Grossary
(alias):

Under: Primary ←

Can Quantities of item be added: yes/no?

2)

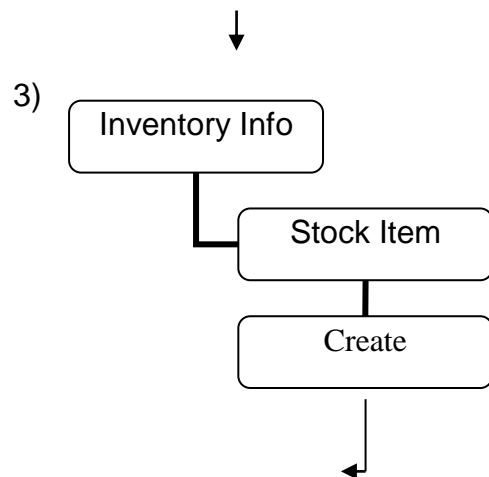


Type:- Simple ←

Symbol:- kg

Formal Name:-kilogram

Number of Decimal Places: 0



Name:- Rice

(alias):- _____

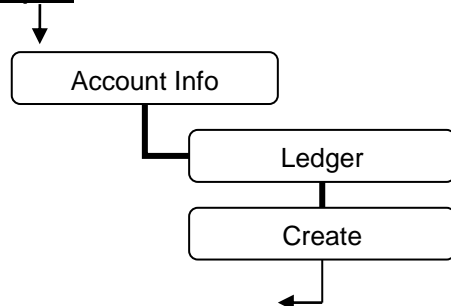
Under:- Grossary

Units:- kg

Rate of Duty:

Opening Balance: Quantity Rate per Value ←

Step 2



☐ Name :- _Purchase

(alias)_____

Under: Purchase A/c



Step 3

Gateway of tally

ACCOUNTING VOUCHER:

F9. Purchase

E.g. Purchase goods from Mr. Amit Rice 100 kg at Rs.30/- each

Invoice Mode: 2) Item Invoice

Party's Name: Mr Amit

Purchase Ledger: Purchase A/c

Name of Item	Quantity	Rate per	Amount
Rice	100 kg	30 kg	3000 enter ←

End of List enter ←

F8. Sales

Sold goods to Mr. Ajay Rice 100kg at Rs.40 kg each

Invoice Mode: 2) Item Invoice

Ref:- _____

Party's Name: Mr. Ajay
Sales Ledger:: Sales A/c

Name of Item	Quantity	Rate per	Amount
Rice	100kg	40/kg	4000 enter ↵
T .D @ 5%	-5%	200 ↵	

F7: Journal

Eg. Mr.Ajay returned goods to us Rice 20kg because of poor quality

Dr. Sale return A/c 800

Name of Item	Quantity	Rate per	Amount
Rice	20kg	40 kg	800
Cr. Mr. Ajay A/c		800	
Method of Adjst	↵		
Agst Ref enter	↵		

ASSIGNMENT OF STOCK

Assignment No: 1

Mr. Surya Started business with cash Rs. 150000/-

Stock	Quantity	Rate
Onida TV	10 Nos.	15,000/-
Samsung TV	05 Nos.	16,000/-
Tape Recorder	20 Nos.	05,000/-
Walkman	20 Nos.	01,000/-
DVD	18 Nos.	04,000/-

1. Purchase 3 Samsung TV for Rs.15, 600/- from Mr. James on credit.
2. Sold 4 DVD Player for Rs.5, 000/- to Mr. Arihant on credit.
3. 1 Samsung TV return to Mr. James.
4. 2 DVD Player return from Mr. Arihant.
5. Purchase 5 Onida TV for us 15,000/-
6. Sold 6 Walkman for Rs. 1200/-

Assignment No: 2

Mr. Rathod Started Business with Cash Rs. 5, 00,000/- , Furniture Rs. 20,000/-

Item	Quantity	Rate
Sugar	100 Kg	Rs. 30/-
Rice	100 Kg	Rs. 20/-
Wheat	100 Kg	Rs. 17/-

1. Purchased 100 Kg Rice from Mr. Aryan.
2. Purchased 50 Kg Wheat from Mr. Vibhor.
3. Purchased 20 Kg Sugar from Mr. Ayush.
4. Purchased 50 Kg Rice from Mr. Vibhor on credit.
5. Purchased 20 Kg Wheat from Mr. Ayush on credit.
6. Purchased 5 Kg Sugar from Mr. Aryan on credit.
7. Returned to Mr. Vibhor 5 Kg Rice.
8. Returned to Mr. Aryan 2 Kg Sugar.
9. Returned to Mr. Ayush 5 Kg Wheat.

Assignment No: 3

Mr. Soni Started Business with Cash Rs. 75,000/- , Furniture Rs. 15,000/-

Item	Quantity	Rate
Cotton Dress Material	30 Mtr	Rs. 100/-
Silk Dress Material	50 Mtr	Rs. 240/-
Punjabi Dress Material	200 Nos	Rs. 250/-
Khadi Dress Material	50 Mtr	Rs. 280/-
Bandhani Dress Material	20 Mtr	Rs. 250/-
Kosa Dress Material	50 Mtr	Rs. 280/-

- 1 Sold 30 Mtr Cotton Dress Materials to Mr. Ashish.
- 2 Sold 50 Mtr Slik Dress Materials to Mr. Krishna.
- 3 Sold 200 Nos Punjabi Suits to Mr. Sujay.
- 4 Sold 50 Mtr Khadi Dress Materials to Mr. Sujay on credit.
- 5 Sold 20 Mtr Bhandhani Dress Materials to Mr. Krishna on credit.
- 6 Sold 50 Mtr Kosa Dress Materials to Mr. Ashish on credit.
- 7 Returned from Mr. Ashish 5 Mtr Kosa Dress Materials.
- 8 Returned from Mr. Krishna 10 Mtr Bhandhani Dress Materials.
- 9 Returned from Mr. Sujay 12 Mtr Khadi Dress Materials.

Assignment No: 4

1) Purchase Following Material From M/S Pooja Communication.

Stock Item	Qty.	Rate
Nokia	1000 Nos.	5200/-
Samsung	1200 Nos.	8500/-
LG	1500 Nos.	8000/-
Reliance	1200 Nos.	7500/-
Tata Indicom	1300 Nos.	4500/-

2) Sold Following Material To M/S Geeta Communication.

Stock Item	Qty.	Rate
Nokia	850 Nos.	5500/-
Samsung	120 Nos.	9000/-
LG	550 Nos.	8500/-
Reliance	720 Nos.	8000/-
Tata Indicom	130 Nos.	5000/-

3) Return Following Defective Material To M/S Pooja Communication.

Stock Item	Qty.	Rate
Nokia	100 Nos.	5200/-
Samsung	120 Nos.	8500/-
LG	150 Nos.	8000/-
Reliance	120 Nos.	7500/-
Tata Indicom	130 Nos.	4500/-

4) M/S Geeta Communication Return Following Defective Material .

Stock Item	Qty.	Rate
Nokia	50 Nos.	5500/-
Samsung	20 Nos.	9000/-
LG	50 Nos.	8500/-
Reliance	20 Nos.	8000/-

Assignment No: 5

1) Purchase Following Material From J.S.Enterprises.

Stock Item	Qty.	Rate
Intel Motherboard	500 Nos.	3500/-
Assus Motherboard	750 Nos.	3000/-
Mercury Motherboard	550 Nos.	2800/-

2) Sold Following Material To Poonam Electronics.

Stock Item	Qty.	Rate
Intel Motherboard	450 Nos.	3800/-
7Assus Motherboard	700 Nos.	3200/-
Mercury Motherboard	500 Nos.	3000/-

3) Purchase Following Material From Snehal Enterprises

Stock Item	Qty.	Rate
Hard Disk 320GB	500 Nos.	2500/-
RAM 2GB DDR3	500 Nos.	1250/-
LG DVD RW	500 Nos.	1150/-
Intel I3 Processor	500 Nos.	8500/-
Iball Keyboard + Mouse	500 Nos.	650/-
LG Monitor 18.5"	350 Nos.	6500/-

4) Sold Following Material To Priya Enterprises

Stock Item	Qty.	Rate
Hard Disk 320GB	400 Nos.	2700/-
RAM 2GB DDR3	350 Nos.	1450/-
LG DVD RW	400 Nos.	1350/-
Intel I3 Processor	400 Nos.	9500/-
Iball Keyboard + Mouse	400 Nos.	750/-
LG Monitor 18.5"	250 Nos.	7000/-

Assignment No: 5

1) Purchased Following Material From M/S Ajay Traders.

Stock Item	Qty.	Rate
Birla Cement	100 Bags	450/-
Birla White Putty	100 Bags	320/-
Asian Paint 20 Ltr.	100 Nos	1000/-
Asian Paint 10 Ltr.	100 Nos	500/-

2) Sold Following Material To M/S Hemant Hardware.

Stock Item	Qty.	Rate
Birla Cement	100 Bags	500/-
Birla White Putty	100 Bags	400/-
Asian Paint 20 Ltr.	100 Nos	1200/-
Asian Paint 10 Ltr.	100 Nos	550/-

3) Purchased Following Material From M/S Sai Darshan Construction.

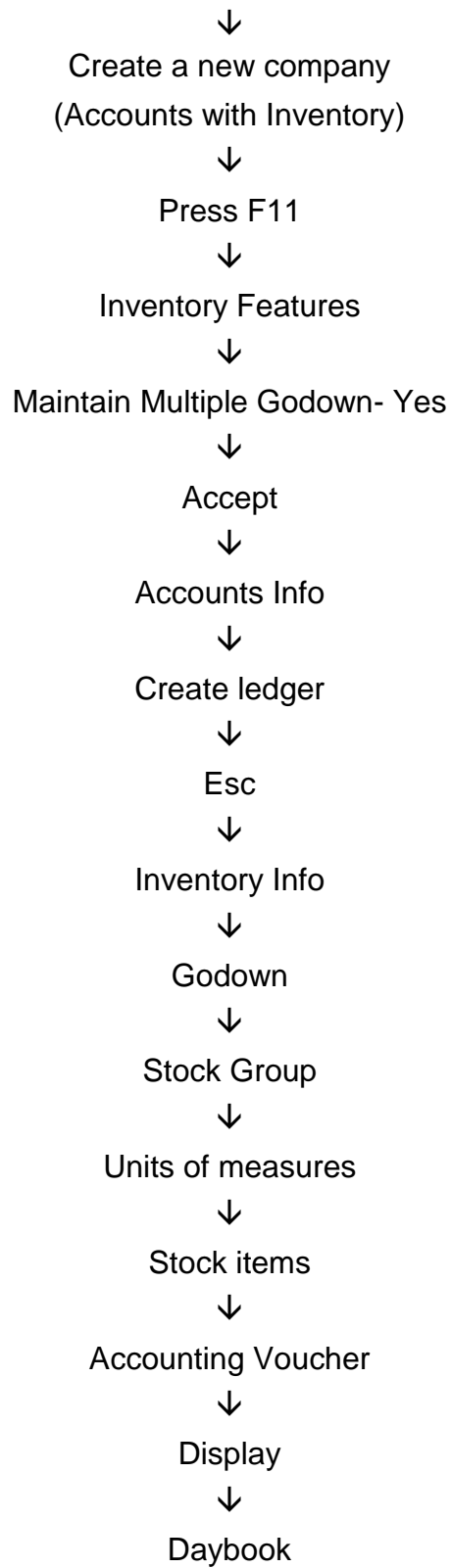
Stock Item	Qty.	Rate
T Angle 4"	100 K.G.	45/-
L Angle 4"	100 K.G.	32/-
6mm BAR	100 K.G.	40/-
8mm BAR	100 K.G.	50/-
12mm BAR	100 K.G.	60/-

4) Sold Following Material From M/S Jhamtani Traders.

Stock Item	Qty.	Rate
T Angle 4"	100 K.G.	50/-
L Angle 4"	100 K.G.	38/-
6mm BAR	100 K.G.	44/-
8mm BAR	100 K.G.	55/-
12mm BAR	100 K.G.	70/-

Godown

Steps



Assignment 1

M/S R. K Computers Started Business with Cash Rs. 100000/-.

Godown	Stock	Rate
Pune	Amket floppies	10 boxes per Rs.150/-
	Phillips floppies	5 boxes per Rs. 120/-
Pimpri	Makeli floppies	8 boxes per Rs. 130/-
	Sony floppies	7 boxes per Rs.140/-.

- 1) Purchase 9 boxes Amket floppies from Om Computers of Rs. 140/- per box. On credit and stored in Pune Godown.
- 2) Sold 12 boxes Amket Floppies to Mr. Joshi of Rs. 160/- per box. From Pune Godown on credit.
- 3) Purchase 20 boxes of Sony Floppies from Sujata Computer @ Rs. 160/- per box with purchase on credit & store in Pimpri Godown.
- 4) Sold 15 boxes of Sony floppies to Mandar @ 170/- per box on credit from Pimpri Godown.
- 5) Purchase 15 box of Philips floppies from Sai computers @ 140/- per box with bill on credit stored at Pune Godown.
- 6) Sold 10 boxes of Philips floppies to Ajagoankar at 150/- per box on credit from Pune Godown.
- 7) Purchase 20 boxes of Makeli floppies from Prithvi computers at Rs. 150/- per box on credit stored at Pimpri Godown.

Assignment 2

- 1) Swastik Distributors Started Business with Cash Rs.500000/- & Building Rs.400000/-.
They Have Two Godown One Is Located In Pune & Second Is Located In Pimpri.
- 2) Purchase Following Material From M/S Pooja Communication which Is Stored In Pimpri Godown.

Stock Item	Qty.	Rate
Nokia Mobile	1000 Nos.	5200/-
Samsung Mobile	1200 Nos.	8500/-
LG Mobile	1500 Nos.	8000/-
Reliance Mobile	1200 Nos.	7500/-
Tata Indicom	1300 Nos.	4500/-

- 3) Sold Following Material To M/S Geeta Communication. Delivered From Pimpri Godown

Stock Item	Qty.	Rate
Nokia Mobile	1000 Nos.	5500/-
Samsung Mobile	1200 Nos.	9000/-
LG Mobile	1500 Nos.	8500/-

Reliance Mobile	1200 Nos.	8000/-
Tata Indicom	1300 Nos.	5000/-

4) Purchase Following Material From J.S.Enterprises Which Is Stored In Pimpri Godown.

Stock Item	Qty.	Rate
Intel Motherboard	500 Nos.	3500/-
Assus Motherboard	750 Nos.	3000/-
Mercury Motherboard	550 Nos.	2800/-

5) Sold Following Material To Which Snehal Enterprises Is Stored In Pimpri Godown.

Stock Item	Qty.	Rate
Intel Motherboard	500 Nos.	3800/-
Assus Motherboard	750 Nos.	3200/-
Mercury Motherboard	550 Nos.	3000/-

6) Purchase Following Material From Poonam Electronics Which Is Stored In Pune Godown.

Stock Item	Qty.	Rate
Hard Disk 320GB	500 Nos.	2500/-
RAM 2GB DDR3	500 Nos.	1250/-
LG DVD RW	500 Nos.	1150/-
Intel I3 Processor	500 Nos.	8500/-
Iball Keyboard + Mouse	500 Nos.	650/-
LG Monitor 18.5"	350 Nos.	6500/-

7) Sold Following Material To Priya Enterprises Which Is Stored In Pune Godown.

Stock Item	Qty.	Rate
Hard Disk 320GB	500 Nos.	2700/-
RAM 2GB DDR3	500 Nos.	1300/-
LG DVD RW	500 Nos.	1200/-
Intel I3 Processor	500 Nos.	9000/-
Iball Keyboard + Mouse	500 Nos.	700/-
LG Monitor 18.5"	350 Nos.	7000/-

Assignment 3

Dreamtech Computer Started Business By Introducing Cash Rs.500000/-, Building Rs. 250000/-, Bank Rs. 100000/-

1) Purchase Following Stock From Vignesh Infotech Is Stored In Mira-Road Godown.

Stock Item	Qty.	Rate
Iball Keyboard	500 Nos.	350/-
Iball Mouse	500 Nos.	250/-
Iball Speaker	500 Nos.	450/-

2) Sold Following Stock To Alpha Computer Is Stored In Mira-Road Godown.

Stock Item	Qty.	Rate
Iball Keyboard	250 Nos.	400/-
Iball Mouse	250 Nos.	300/-
Iball Speaker	250 Nos.	500/-

3) Purchase Following Stock From Sunshine Computers Is Stored In Bhayander Godown.

Stock Item	Qty.	Rate
Webcam	500 Nos.	1500/-
HP Printer	500 Nos.	3500/-
EPSON Scanner	500 Nos.	2450/-

4) Sold Following Stock To Micro World Technologies Is Stored In Bhayander Godown.

Stock Item	Qty.	Rate
Webcam	250 Nos.	2800/-
HP Printer	250 Nos.	4800/-
EPSON Scanner	250 Nos.	3000/-

5) Transfer Following Goods From Mira Road Godown To Bhayander Godown

Stock Item	Qty.	Rate
Iball Keyboard	100 Nos.	350/-
Iball Mouse	100 Nos.	250/-
Iball Speaker	100 Nos.	450/-

6) Transfer Following Goods From Bhayander Godown To Mira Road Godown

Stock Item	Qty.	Rate
Webcam	150 Nos.	1500/-
HP Printer	150 Nos.	3500/-
EPSON Scanner	150 Nos.	2450/-

Order Processing

Step 1: Activation Press F11



Company Features



Inventory Feature



Order Processing

Allow Sales order Processing: Yes

Allow Purchase Order Processing: Yes

Invoicing

Use Debit /Credit Note: Yes

Use Invoice Mode for Credit note: Yes

Use Invoice Mode for Debit note : Yes

Additional Inventory Vouchers

Use Tracking Number (Delivery & Receipt Note): Yes

Use Rejection Note (Inward & Outward): Yes

Step 2: Accounts Info

Ledger: Create

1. Sales -Under : Sales A/c
2. Customer - Under : Sundry Debtors
3. Purchase- Under Purchase A/c
4. Supplier A/c -Under Sundry Creditors
5. Purchase Return - Under: Purchase A/c
6. Sales Return - Under : Sales A/c

Step3: Inventory Info

- Stock Group : Create
Name : Food Products
Under : Primary
- Units Of Measure : Create
Symbol : No
Formal Name : Numbers
- Stock Item : Create
Name : Pizza
Under : Food Products
Units : No

Step 4: Voucher Entry

Purchase Order (Alt +F4) Supplier (Order No.1)	Sales Order (Alt+F5) Customer (Order No.1)
Receipt Note (Alt +F9) Supplier (choose Order No.1 from list)	Delivery Note (Alt +F8) Customer (choose Order No.1 from list)
Rejection out (Alt +F6) Ledger – Supplier	Rejection In (Ctrl +F6) Ledger – Customer
Purchase (F9) Supplier (Choose Receipt Note No.1)	Sales (F8) Customer (Choose Delivery Note No.1)
Payment (F5) Supplier	Receipt (F6) Customer
Debit Note(Ctrl +F9) Ctrl+V Supplier (Choose Tracking No. 1) Purchase Return	Credit Note(Ctrl +F8) Ctrl+V Customer (Choose Tracking No. 1) Sales Return

Assignment

- ❖ Purchase Ordering 100 computers of Rs.25000/- each as order no.155 from Laptop House, 5 pcs will be rejected because of poor quality.
- ❖ Sold 40 CPU to ABC Pvt. Ltd @ 5500/- each. Rejected 5 CPU by company due to damage in transportation and 2 CPU because of poor quality and received the remaining payment.
- ❖ Purchase 100 nos Pizzas 500/-each, from MacDonald Pizza Hut. 5 nos will be rejected because of poor quality. After the payment 2 nos will return.
- ❖ Sold Cosmetic Products to Mrunal Stores, Garneer Color Naturals 150 bottles of 250/- each & Garneer Body Lotion 50 nos of Rs.120 each. Rejected the Cosmetic Product by Mrunal Stores 25 nos of Garneer Color Naturals damaged in transportation. And received the remaining.
- ❖ A Purchaes Order No. 002 on 01/09/2008 is Raised To BPL India LTD for 5 Nos Semi Automatic W/M –B @Rs. 10500 and the Due Date 1/10/2008
- ❖ A Purchaes Order No. 003 on 01/09/2008 is raised To Bearn International for 1 Nos AC Automatic –V @ Rs.22000 and Due Date 1/10/2008
- ❖ A Purchase Order No.004 on 01/09/2008 is raised To Kitchen Appliances for 3 Nos 14” B/W TV-B@ Rs.3665 and Due Date 1/10/2008
- ❖ A Sales Order No. SE- 002 on 02/09/2008 is raised To Sony Electronics for 1 Nos 14”B/W TV –B@ Rs.4665 and Due Date 2/10/2008
- ❖ A Sales Order No. AC - 003 on 02/12/2019 is raised to Amol TV Center, for 4 Nos AC Autmatic-V @Rs.23000 and Due Date 2/10/2008
- ❖ A Sales Order No. HA -004 on 02/09/2008 is raised to Hitesh Agencies for 8 Nos 14”CTV –V @Rs. 10000 and Due Date2/10/2008

IMPORT EXPORT

Select any company (Alt F1)
(Which have Voucher Entry's)



Display



List of Accounts



Press End Button



Press Alt E



Backspace



Enter 3 Times



Exporting List of Ledgers



Language: Default (All Languages)

Format: XML (Data Interchange)

Export Location: C:\Program File\Tally.ERP 9

Output File Name: (Define Name).XML

Open Exported Folder: Yes

Type of Masters: All Masters

Export Closing Balance as opening: Yes

To Date: 1-4-2015



Minimize the File



Esc



Daybook



Press End Button



Press Alt E



Backspace



Enter 3 Times



Language: Default (All Languages)

Format: XML (Data Interchange)

Export Location: C:\Program File\Tally.ERP 9

Output File Name: (Define Name).XML

Open Exported Folder: Yes

Format: Detailed

Show Voucher number also: Yes

Show Narration also: Yes

Show Bill wise Details also: Yes

Show Cost Centre Details also: Yes

Show Inventory Details also: Yes

Show Bank Details also: Yes

Show Department Masters also: Yes



Minimize the Window



Esc



Create new Company



Import of Data



Masters



Import of Masters

Import File Name (XML): (Name).XML

Treatment of entries already existing: Modify with new Data



Accept



Vouchers



Import of Vouchers



Import File Name (XML): (Name).XML



Esc



Display



Day Book

PAYROLL

A payroll is a company's list of its employees, but the term is commonly used to refer to:

- the total amount of money that a company pays to its employees
- a company's records of its employees' salaries and wages, bonuses, and withheld taxes
- The company's department that calculates and pays these.

Payroll in the sense of "money paid to employees" plays a major role in a company for several reasons.

The Payroll Management System deals with the financial aspects of employee's salary, allowances, deductions, gross pay, net pay etc. and generation of pay-slips for a specific period.

The outstanding benefit of Payroll Management System is its easy implementation. Other advantages of Payroll Management System are its extensive features and reports.

FEATURES

Payroll Management System gives you the power to:

- Manage Employee Information Efficiently.
- Define the emoluments, deductions, leave etc.
- Generate Pay-Slip at the convenience of a mouse click.
- Generate and Manage the Payroll Processes according to the Salary Structure assigned to the employee.
- Generate all the Reports related to employee, attendance/leave, payroll etc.
- Manage your own Security

STEPS

Create a new Company (Alt+F1)
(Accounts Only)



Company Features (F11)



Accounting Features



Maintain Payroll: Yes

More than one Payroll/ Cost Category: Yes



Accept



Ecs



Payroll Info



Units (works)



Create

Types – Simple

Symbol -1) days

2) Hrs.

3) Minutes

4) Month

Back space



Types – Compound

Unit with multiple Factures

Hrs. : of 60 minutes

Month: of 30 days

Day: of 8 hrs.



Ecs



Attendance/Production types



Create



Name: Present

Under: Primary

Attendance Type: Attendance/Leave with pay



Ecs



Name – Absent

Under –primary

Attendance type – leave without pay



Name – overtime

Under –primary

Attendance type –production

Units – hrs.



Accounts info



Employee Category



Create



Name – Department

Allocate revenue teams—yes

Allocate non-revenue items—yes



Payroll Info



Employee group



Create



Category: Department

Name: HR

Under: Primary



Esc



Employees



Create



Backspace



Categories – Department
Name – (Employee Name)
Under – (Department Name)
Date of joining –
Employee number –
Designation –
Function – (Accountant head/ Administration)
Location -
Gender – male/female
Date of birth –
Blood group –
Father/mother name-
Spouse Name: (Husband/ Wife Name)
Address –
Contact no –
E- Mail id –



Accept



Ecs



Pay Heads



Create



1) Name – basic salary (Pay Head Info)



Pay head type – Earning for Employees

Income Type: Variable

Under – Indirect expenses

Affect Net Salary – Yes

Name to appear in pay slip – Basic salary

Use for gratuity – Yes/NO

Calculation type – On Attendance

Attendance/leave with pay – Present

Calculation period – Month

Per day calculation basic – as per calendar period

Rounding method – Not applicable



Accept



2) Name – Professional tax (Pay head info)



Pay head type – Employees Statutory Deduction

Under – current liabilities

Affect net salary – Yes

Name to appear in pay slip – Professional tax

Calculation type – as computed value

Calculation period – months

Rounding method – not applicable

Computation Info

Compute – On current Earning total

Effective from	From amount	amount up to	slab type	Value basic
1 April 2015		5000	Value	100
	5000	15000	Value	200
	15000	30000	Value	300
	30000		Value	400



Accept



3) Name –Travelling allowances (Pay head info)



Pay head type – Earning for employees

Income Type: Variable

Under – Indirect Expenses

Affect Net Salary – Yes

Name to appear in pay slip – Travelling allowances

Use for gratuity – Yes/No

Calculation type – On Attendance

Attendance/leave with pay – present

Calculation period – Month

Per day calculation basic – As per calendar period

Rounding method – Not applicable



Accept



4) Name –Food Coupons (Pay head info)



Pay head type – Deduction from Employee

Under – Current Assets

Affect Net Salary – Yes

Name to appear in pay slip – Food Coupons

Calculation type –Flat rate

Calculation period – month

Rounding method – Not applicable



Accept



5) Name –Over time (Pay head info)



Pay head type – Earning for employees

Income Type: Variable

Under – Direct Expenses

Affect Net Salary – Yes

Name to appear in pay slip – Over time

Use for gratuity – yes/NO

Calculation type – On Production

Production Type – Overtime

Rounding method – Not applicable



Accept



6) Name – Salary Payable

Pay head type – Not applicable

Under – Current liability



Accept



7) Name – Provident fund (Pay head info)



Pay head type – Deduction for Employee

Under – current liabilities

Affect net salary – Yes

Name to appear in pay slip – Provident fund

Calculation type – as computed value

Calculation period – months

Rounding method – not applicable

Computation Info

Compute – On current Earning total

Effective from	From amount	amount up to	Slab type	Value basic
1 April 2015		5000	Percentage	5%
	5000	15000	Percentage	8%
	15000	30000	Percentage	10%
	30000		Percentage	11%



Accept



8) Name – Dearness Allowance (Pay head info)



Pay head type – Earning for employees

Income Type: Variable

Under – Indirect Expenses

Affect Net Salary – Yes

Name to appear in pay slip – Dearness Allowance

Use for gratuity – Yes/No

Calculation type – Flat Rate

Calculation period – months

Rounding method – not applicable



Payroll Info



Salary Detail



Create

(Add Salary Details)

Name-Name of Employee

Under:

Salary details

Create



Basic Salary:

Dearness Allowances:

Food Coupons:

Overtime:

Professional Tax: (Automatic Calculate as per Salary)

Provident Fund: (Automatic Calculate as per Salary)

Travelling Allowances:



Accept



Gateway of Tally



Payroll Voucher



Ctrl+F5 – **Attendance**

1 Presents

2 Absent

3 Overtime



Accept



Ctrl+F4 – Payroll

Account – Salary Payable



Department



Employee Name



Press Alt+A



Employee Filter

Process for Salary

From (blank for beginning) - 1-7-2015

To (blank for end) - 1-7-2015

Cost Category – Department

Employee Group – All items/ Employee Name

Payroll Ledger – Cash/Bank



Gate way of Tally



Report



Display



Payroll Report



Statement of Payroll



Pay slip

TDS (Tax Deducted at Source)

Service applicable-: Advertisement Contractor/ other than advertisement, Rent, Commission on sales of lottery Ticket, Insurance commission, Win of Crossword and Puzzle, etc

Paid Rent to Mr Anil Rs.15000/- with deducting the TDS

Step 1: Activation Press F11

Company Features

Statutory & Taxation

Enable TDS (Tax Deducted at Source): Yes

Set/Alter TDS Details: Yes

TDS Deductor Detail

Tax Assessment Number-----

Income Tax Circle/ Ward Number----

Type of Organization----- Govt./ Other

Name of Person Responsible-----

Designation-----

Step 2

Account Info

Ledger

Create

1. Name-: Rent A/c
Under-: Indirect Expenses

2. Name-:Mr Anil
Under-: Sundry Creditor
TDS Applicable : yes
TDS Details
Deductee Type-: Partnership Firm

3. Name-: TDS on Rent
Under-: Duties & Taxes

Type of Duty: TDS

└─
Nature of Payment: Rent

Step 3: Accounting Vouchers

1) F7: Journal

Particulars	Debit	Credit
Dr Rent A/c	15000	
Cr Mr Anil A/c		
Method of Adjst		
New ref – 1- Tds on Rent		15000

2) **F7: Journal** Press Alt S before selecting the party name for TDS deduction entry

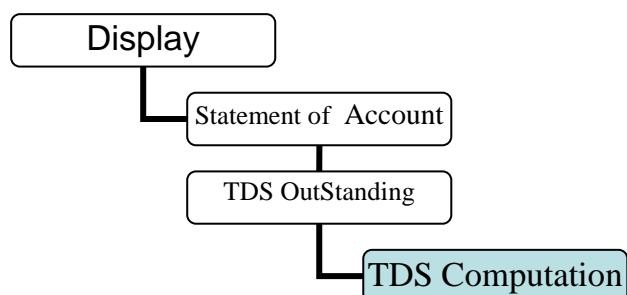
TDS Deduction Particulars	Debit	Credit
Dr Mr Anil	3366	
Cr TDS on Rent		3366

3) F5: Payment

Account: Cash

Particulars	Amount
Mr Anil	11634
(Agst Ref: 1)	
TDS on Rent	3366
(Agst Ref: 1)	

Step 4-: To Check TDS Reports



ASSIGNMENT

1. Paid a Technical Service from Roy Services Rs. 80000/- show the TDS on Technical Service.
2. Paid an Advertisement Contract from the Bank Publishing Agency Rs. 1,50,000/- and the TDS.
3. Paid Rent for Building from Mr. Vikas Agarwal of Rs. 2,00,000/- and deduct the TDS
4. Paid Machinery on Rent of Rs. 2,50,000/- from Mr. Sumit Raghwan deduct the TDS.
5. Paid Advertising Service from Speak Asia Company of Rs.1,00,000/-apply TDS.
6. Paid Commission on Sale of Lottery Ticket from Broker of Rs. 12,000/- and deduct the TDS.
7. Paid Interest on 8% saving Bond of Rs.15,000/- from Mr. Ashish and deduct the TDS.
8. Paid Professional fees of Rs.1,55,000/- from Bajaj Company and deduct TDS.
9. Paid Insurance Commission from LIC Rs. 25,000/- with TDS deduction.
10. Paid to Broker a commission of Rs-15000 remaining amount will paid through Punjab National Bank with TDS Payment.
11. Mr. Sunil Paid Interest on Securities Rs-5,000/-amount paid by cheque.
12. Mr. Kumar paid Insurance commission of Rs-10,000, and amount paid to Mr. Kumar by Punjab National Bank.
13. Paid annual office Rent for Chennai branch purchased department of Rs.1,50,000/- to Vikas Agarwal after deducting TDS on the amount.
14. Mr. Tendulkar paid Rent for Machinery of Rs.150000/- for Delhi branch Purchase department. Apply the TDS on Rent and paid the remaining amount through HDFC Bank (Ch no: 660145)

Goods & Services Tax

Following existing taxes to be subsumed in GST regime:

- VAT
- CST
- Service Tax
- Luxury Tax
- Octroi
- Entry Tax
- Central Excise
- Customs Duty
- Entertainment Tax

Following new taxes will come into force :

- CGST – Central Goods & Services Tax
- SGST – State Goods & Services Tax
- IGST – Integrated Goods & Services Tax

GST (GOODS & SERVICES TAX)

- GST is system of indirect taxation which has been levied on supply of goods or services. It is tax paid by the producers, manufactures retailers or any other dealer as well as service provider who supply of goods or services that is ultimately passed on to the consumer.
- The GST is a Value added Tax (VAT) proposed to indirect tax levy on manufacture, sale and consumption of goods as well as services at the national level.
- Goods and Services Tax (GST) is an indirect tax throughout India to replace taxes levied by the central and state governments.
- Goods and services will be taxed at the following rates, 0%, 5%, 12%, 18%, 28%. There is a special rate of 0.25% on rough precious and semi-precious stones and 3% on gold. There will be additional cess on sin goods like cigarettes.

Registration of GST process

- GST registration process will be online through a portal maintained by Central Government of India. Govt. will also appoint GSPs (GST Suvidha Providers) to help businesses with the registration process.
- The applicant, will need to submit his PAN, mobile number and email address in Part A of Form GST REG-01 on the GSTN portal or through Facilitation center (notified by board or commissioner).
- The PAN is verified on the GST Portal. Mobile number and E-mail address are verified with a one-time password (OTP). Once the verification is complete, applicant will receive an application reference number on the registered mobile number and via E-mail. An acknowledgement should be issued to the applicant in FORM GST REG-02 electronically.
- Applicant needs to fill Part- B of Form GST REG-01 and specify the application reference number. Then the form can be submitted after attaching required documents.

- If additional information is required, Form GST REG-03 will be issued. Applicant needs to respond in Form GST REG-04 with required information within 7 working days from the date of receipt of Form GST REG-03.
- If you have provided all required information via Form GST REG-01 or Form GST REG-04, the registration certificate in Form GST REG –06 for the principal place of business as well as for every additional place of business will be issued to the applicant. If the person has multiple business verticals within a state he can file a separate application for the registration in Form GST REG-01 for each business verticals. If the details submitted are not satisfactory, the registration application is rejected using Form GST REG-05. The applicant who is required to deduct TDS or collect TCS shall submit an application in Form GST REG – 07 for registration. If he is no longer liable to deduct or collect tax at source then the officer may cancel and communicate the cancel of registration.

Documents required for GST Registration

- PAN card of the Company
- Proof of constitution like partnership deed, Memorandum of Association (MOA) /Articles of Association (AOA), certificate of incorporation.
- Details and proof of place of business like rent agreement or electricity bill
- Cancelled cheque of your bank account showing name of account holder, MICR code, IFSC code and bank branch details
- Authorized signatory like List of partners with their identity and address proof in case of partnership firm or List of directors with their identity and address proof in case of company.

Cancellation of Registration

- Regular supplier not filing continuous 6 monthly returns
- Composition supplier not filing 3 continuous returns
- Voluntary dealer not starting business for 6 months
-






Who are the persons liable to take a Registration under the Model GST Law?

Region	Aggregate Turnover	
	Liability to Register	Liability for Payment of Tax
North East India	Rs 9 Lakhs	Rs 10 Lakhs
Rest of India	Rs 19 Lakhs	Rs 20 Lakhs

- Any supplier who carries on any business at any place in India and whose aggregate turnover exceeds threshold limit as prescribed above in a year is liable to get himself registered. However, certain categories of persons mentioned in Schedule III of MGL are liable to be registered irrespective of this threshold.
- An agriculturist shall not be considered as a taxable person and shall not be liable to take registration.

Format of GSTIN

22 AAAAAA0000A 1 Z 5

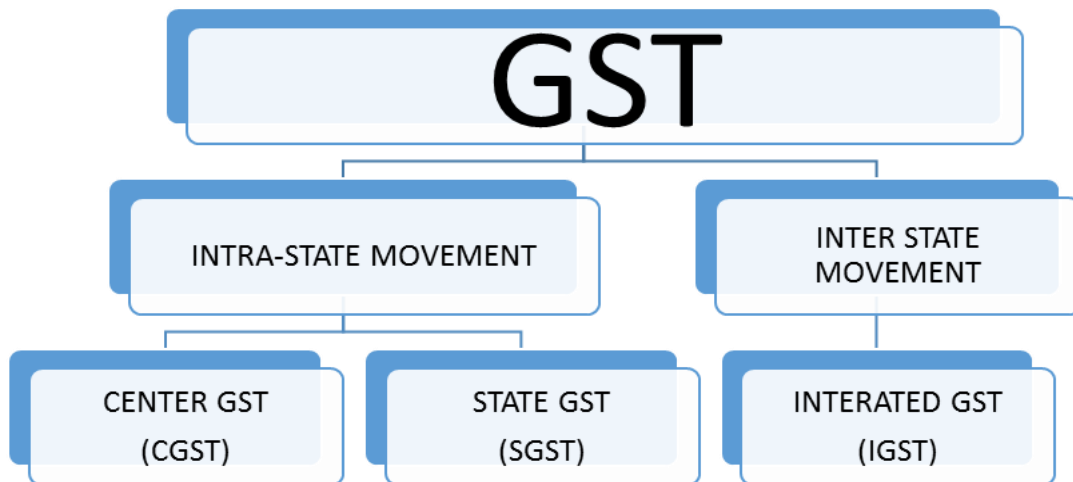
				
State Code	Permanent Account Number (PAN)	Entity number of the same PAN holder in a state	Alphabet 'Z' by default	Check sum digit

GST Details		
<u>Tax Rate Details</u>		
HSN/SAC Details		
Description	:	
HSN/SAC	:	87651234
Tax Details		
(From 1-Jul-2017)		
Calculation type	:	On Value
Taxability	:	Taxable
Tax Type	Rate	<div style="border: 1px solid black; background-color: #d3d3d3; padding: 10px;"> Accept ? Yes or No </div>
Integrated Tax	12 %	
Cess	0 %	

CHAPTER	HEADING	SUB-HEADING	TARIFF ITEM	CLASSIFICATION NUMBER
0101	.	21	.	00
				.
				10

- The Harmonized Commodity Description and Coding System generally referred to as “Harmonized System of Nomenclature” or simply “HSN” is a multipurpose international product nomenclature developed by the World Customs Organization (WCO).
- It comprises about 5,000 commodity groups; each identified, arranged in a legal and logical structure and is supported by well-defined rules to achieve uniform classification.
- The system is used by more than 200 countries and economies as a basis for their Customs tariffs and for the collection of international trade statistics.

Taxes under GST



How to charge the tax under GST

EVENT	CGST	SGST	IGST
• Goods sold from Delhi to Pune (i.e.within the state – inter-state)	NO	NO	YES
• Goods sold within Pune (i.e. within the state – intra-state)	YES	YES	NO
• Goods sold from Pune to Mumbai (i.e. within the state – intra-state)	YES	YES	NO

Input Tax Credit (ITC) under GST

Input Tax Credit (ITC) is the backbone of the GST system. This will eliminates the cascading effect, i.e. tax on tax. GST is based on Vat concept of allowing input tax credit of tax paid on inputs, input services and capital goods, for payment of output tax. This will avoid cascading effect of taxes

How to Utilise Input Tax Credit (ITC)?

A Registered supplier may accumulate credit of GST in following forms :

IGST – Tax paid on inward supplies effected from outside State.

SGST – Tax paid on inward supplies effected within the state.

CGST – Tax paid on inward supplies effected within the state.

How to Utilise Input Tax Credit (ITC)?

Example 1 -

- A Pune (MH) based supplier purchases goods from Nagpur (MH) supplier for Rs. 100 and plus Rs.9 (CGST) & Rs.9 (SGST).
- He (Pune supplier) sells those goods to a Mumbai (MH) based person for Rs.150 plus taxes, i.e. Rs.13.5 (CGST) & Rs.13.5 (SGST)
- Pune based supplier's tax liability would be as below :

Particulars	CGST	SGST
Tax on outward Supplies	13.50	13.50
Tax on Inward Supplies (ITC)	9.00	9.00
Tax Liability of Pune Supplier	4.50	4.50

How to Utilise Input Tax Credit (ITC)?

Example 2 -

- The Mumbai (MH) based supplier from earlier example sells goods to Surat (GUJ) person for Rs. 200 and plus Rs.36 (IGST).
- Mumbai (MH) based supplier's tax liability would be as below :

Particulars	IGST
Tax on inter-state outward Supplies (IGST)	36.00
Input Tax Credit on Inward Supplies (ITC)	
CGST	13.50
SGST	13.50
Net Liability of Mumbai based supplier	9.00

How to Utilise Input Tax Credit (ITC)?

Example 3 –

- A Pune (MH) based supplier purchases goods from Surat (GUJ) person for Rs.100 and plus Rs.18 (IGST) and sells those goods to Nagpur (MH) based person for Rs.150 plus Rs.13.50 (CGST) and Rs.13.50 (SGST)

Particulars	CGST	SGST
Tax on intra-state outward Supplies	13.50	13.50
Input IGST on inter-state Inward Supplies	9.00	9.00
Tax Liability of Pune Supplier	4.50	4.50

Points to be kept in mind for claiming ITC

- ❖ A service supplier can take ITC on goods and vice versa.
- ❖ A person cannot take ITC with respect to goods lost, stolen, destroyed or written off.

OTHER POINTS

In followings cases ITC is not available

- ❖ Food & Beverages
- ❖ Immovable property
- ❖ Passenger Vehicle
- ❖ Outdoor catering
- ❖ Beauty treatment
- ❖ Health services, cosmetic and plastic surgery
- ❖ Membership fees of club
- ❖ Health and fitness center
- ❖ Life insurance, health insurance,
- ❖ Goods used for personal consumption contract etc.

Benefits

To Trade

- Overall reduction in Prices for
- Consumers
- Reduction in Multiplicity of Taxes,
- Cascading and Double Taxation
- Uniform Rate of Tax and Common
- National Market
- Free Flow of Goods and Services –
- No Checkpoints
- Development of common national market

To Consumers

- Simpler Tax system
- Reduction in prices of goods &
- services due to elimination of
- cascading Uniform prices
- throughout the country
- Transparency in taxation system
- Increase in employment
- Opportunities

ASSIGNMENT 1

(GOODS) TRANSACTION WITHIN STATES

INTRA-STATE = PURCHASE & SALE (CGST & SGST)

1. PURCHASE FOLLOWING ITEMS FROM ABC PVT LTD PUNE (MH).

GOODS	QUANTITY	RATE
32" LCD TV	10	5600
MONITOR	15	4500

2. SALE FOLLOWING ITEMS TO XYZ PVT LTD MUMBAI (MH).

GOODS	QUANTITY	RATE
32" LCD TV	5	6000
MONITOR	3	5000

3. PURCHASE FOLLOWING ITEMS FROM RAM PVT LTD PUNE (MH).

GOODS	QUANTITY	RATE
32" LCD TV	6	6200
MONITOR	3	5000

4. SALE FOLLOWING ITEMS TO SHYAM PVT LTD MUMBAI (MH).

GOODS	QUANTITY	RATE
32" LCD TV	10	6800
MONITOR	12	6000

5. PASS GST PAYMENT ENTRY

GOODS	HSN CODE	TAX RATE
32" LCD TV	85284900	18%
MONITOR	87651234	12%

PARTY NAME	STATE	GST IN COAD
ABC PVT LTD	MAHARASHTRA	27AGWPD1239C1Z3
XYZ PVT LTD	MAHARASHTRA	27AGSYK1257A4Z2
RAM PVT LTD	MAHARASHTRA	27AMGNT3253Y9Z3
SHYAM PVT LTD	MAHARASHTRA	27YSTKN3745K7Z5

ASSIGNMENT 2

(GOODS) TRANSACTION BETWEEN 2 DIFFERENT STATES

INTER-STATE = PURCHASE & SALE (IGST)

1. PURCHASE FOLLOWING ITEMS FROM DEF PVT LTD PUNE (MH).

GOODS	QUANTITY	RATE
32" LCD TV	5	6000
MONITOR	10	5500

2. SALE FOLLOWING ITEMS TO LMN PVT LTD MUMBAI (MH).

GOODS	QUANTITY	RATE
32" LCD TV	3	6500
MONITOR	2	6000

3. PURCHASE FOLLOWING ITEMS FROM UMESH PVT LTD PUNE (MH).

GOODS	QUANTITY	RATE
32" LCD TV	5	5800
MONITOR	2	5200

4. SALE FOLLOWING ITEMS TO VISHAL PVT LTD MUMBAI (MH).

GOODS	QUANTITY	RATE
32" LCD TV	7	7200
MONITOR	10	6600

5. PASS GST PAYMENT ENTRY

GOODS	HSN CODE	TAX RATE
32" LCD TV	85284900	18%
MONITOR	87651234	12%

PARTY NAME	STATE	GST IN COAD
DEF PVT LTD	KARNATAKA	29AGPST7856H6Z5
LMN PVT LTD	HARAYANA	06AYTYA8965L6Z9
UMESH PVT LTD	PANJABI	03T-HDER8546P6Z8
VISHAL PVT LTD	GUJRAT	24JKLSD3593E3Z3

ASSIGNMENT 3

(SERVICE) TRANSACTION BETWEEN 2 STATES INTER-STATE = PURCHASE & SALE (CGST & SGST)

1. PURCHASE CONSULTANCY SERVICES TO ABC PVT LTD AT RS.10000 PUNE (MH).
2. SOLD FASHION DESIGNING SERVICES TO XYZ PVT LTD AT RS.12000 MUMBAI (MH).
3. PURCHASE CONSULTANCY SERVICES TO RAM PVT LTD AT RS.9000 PUNE (MH).
4. SOLD FASHION DESIGNING SERVICES TO SHYAM PVT LTD AT RS.15000
NAGPUR (MH).
5. PASS GST PAYMENT ENTRY.

SERVICES	SAC CODE	TAX RATE
CONSULTANCY SERVICE	00440290	18%
FASHION SERVICES	00440237	18%

PARTY NAME	STATE	GST IN COAD
ABC PVT LTD	MAHARASHTRA	27AGWPD1239C1Z3
XYZ PVT LTD	MAHARASHTRA	27AGSYK1357A4Z2
RAM PVT LTD	MAHARASHTRA	27AMGGNT2853Y9Z3
SHYAM PVT LTD	MAHARASHTRA	27YSTKN3745K7Z5

ASSIGNMENT 4

(SERVICE) TRANSACTION WITHIN STATE.

INTER-STATE = PURCHASE & SALE (IGST)

1. PURCHASE FASHION SERVICES FROM GFR PVT LTD (KARNATAKA) AT RS.10000.
2. SOLD CONSTRUCTION SERVICES TO RTE PVT LTD (HARAYANA) AT RS.25000.
3. SOLD CONSTRUCTION SERVICES TO VIJAY PVT LTD (PANJAB) AT RS.20000.
4. PURCHASE FASHION SERVICES FROM VISHAL PVT LTD (GUJRAT) AT RS.12000.
5. PASS GST PAYMENT ENTRY.

SERVICES	SAC CODE	TAX RATE
CONSTRUCTION SERVICES	00440290	18%
FASHION SERVICES	00440237	18%

PARTY NAME	STATE	GST IN COAD
GFR PVT LTD	KARNATAKA	29AGPST7856H6Z5
RTE PVT LTD	HARAYANA	06AYTYA8965L6Z9
VIJAY PVT LTD	PUNJAB	03THDER8546P6Z8
VISHAL PVT LTD	GUJRAT	243JKLSD8593E3Z3

Shortcut Keys in Tally.Erp 9

Key	Use
Ctrl + A	Accept the Current Screen which in used.
Ctrl + V	To Change as Voucher mode or Invoice mode when using Puchase/sales & debit note/credit note.
Ctrl + Enter	Alter the ledger when doing voucher entry for rechecking the under groups
Ctrl + N	Switch the cursor in Calculater window
Ctrl + M	Switch the cursor in Tally main (screen) window
Ctrl + R	Repeat the Previous ledger content
Alt + P	Print the Reports
Alt + I	Preview the reports when
Alt + Z	Zoom the reports at the preview the reports
Alt + D	Delete ledger or voucher entry
Alt + X	Cancel Voucher Entry
Alt + 2	Create Duplicate Voucher entry when Daybook open
Alt + E	Export reports
Alt + M	Email reports
Alt + C	Create Master items at the time of Entry
Alt + A	Payroll Auto Fill
space	used for select single
Ctrl + Space	+ / used for select all
F1	Select Company
Alt + F1	Shut Company
F2	Change Current Date
Alt + F2	Change Current Financial Period
F3	Switch between Company (Which is Currently Open)
Alt + F3	Company Information
F4	Contra Voucher
F5	Payment Voucher
F6	Reciept Voucher
F7	Journal Voucher
F8	Sales Voucher
Ctrl + F8	Debit Note
F9	Purchase Voucher
Ctrl + F9	Sales Voucher
Ctrl + F10	Memorandum Voucher
F11	Select Company Features
F12	Configuration Setting of current screen