

Company Creation:

Name of Ledger	Account Groups	Amount
Equity Share Capital	Capital Account	26580000
General Reserve	Reserve and Surplus	2560000
Capital Reserve	Reserve and Surplus	598500
Loan from HDFC	Secured Loan	5000000
Ranbir Ltd	Sundry Creditors	254100
Goswami Pvt Ltd	Sundry Creditors	225000
Provision for doubtful debts	Provisions	15000
Outstanding Rent	Outstanding Expenses	16500
Outstanding Telephone bill	Outstanding Expenses	35000
Outstanding A M C	Outstanding Expenses	17514
Profit and Loss Account**	Primary	675420
Land & Building	Fixed Assets	5085410
Plant & Machinery	Fixed Assets	6085011
Furniture & Fixture	Fixed Assets	458700

Computer & Peripherals	Fixed Assets	1045210
Investment in Shares	Investments	2254500
Abir Pvt Ltd	Sundry Debtors	250000
Suraj Ltd	Sundry Debtors	350000
Closing Stock*	Stock – in- Hand	2545800
Prepaid Insurance	Current Assets	45120
Loan to Employee	Loans and Advances (Assets)	158400
Cash**	Cash in Hand	185200
I C I C I Bank	Bank Accounts	17513683

*Do not create Closing Stock ledger as we are maintaining company as Accounts with Inventory

** Do not create these ledgers, alter the ledgers and put opening balance.

Bill wise details of Sundry Creditors:

Ranbir Ltd

Date	Bill No	Credit Days	Amount
01-07-09	P0123	21	65000
02-10-09	P0167	21	70000
31-01-10	P0205	21	119100

Goswami Pvt Ltd

Date	Bill No	Credit Days	Amount
02-01-10	P0518	15	150000
01-03-10	P0617	15	72500
On Account			2500

Bill wise details of Sundry Debtors

Abir Pvt Ltd

Date	Bill No	Credit Days	Amount
01-12-09	S1261	21	130000
02-02-10	S1360	21	120000

Suraj Ltd

Date	Bill no	Credit Days	Amount
01-03-10	S3012	15	225000
31-03-10	S4250	15	112250
On Account			12750

Stock Details:

Activate the following option in Inventory Features (F11)

Integrate Accounts and Inventory → Yes

Maintain Stock Categories → Yes

Maintain Multiple Godown → Yes (for Creation of Godown)

Create the following Stock Group

[Gateway of Tally → Inventory Info → Stock Group]

Name	Under	Can Quantities of item be added
Hardware	Primary	Yes
Software	Primary	Yes

Create following Stock Categories

[Gateway of Tally → Inventory Info → Stock Categories]

Name	Under
Input Device	Primary
Output Device	Primary
Application Software	Primary
Operating Software	Primary
Games Software	Application Software

Create the following Units

[Gateway of Tally → Inventory Info → Unit of Measure]

Type	Symbol	No of Decimal Places
Simple	Pcs	0
Simple	Mtr	2

Create the following Godown

[Gateway of Tally → Inventory Info → Godowns]

Name	Under	Address
Kolkata	Primary	60 B Chowringee Road Kolkata - 700020

Create the following Stock Items:

[Gateway of Tally → Inventory Info → Stock Item]

All stock items measured in PCS

Name	Group	Category	Quantity	Godown	Rate	Amount
HP Printer	Hardware	Output Device	100	Kolkata	3500	350000
LG LCD Monitor	Hardware	Output Device	74	Kolkata	4500	333000
Ace Accounting Software	Software	Application Soft	50	Kolkata	15500	775000
Tally Multi User	Software	Application Soft	15	Kolkata	25000	375000
TVS Keyboard	Hardware	Input Device	467	Kolkata	450	210150
Epson Printer	Hardware	Output Device	40	Kolkata	5500	220000
Samsung LCD Monitor	Hardware	Output Device	50	Kolkata	5653	282650

Voucher Entries:

01-04-10

Rs. 2500 paid for Printing in cash

01-04-10

Rs 5000 paid for commission in cash

02-04-10

Rs. 65000 paid to Ranbir Ltd by cheque no 101201 against reference no: P0123

02-04-10

Rs. 5000 received as dividend by cheque no 156201 of AXIS bank, the cheque deposited into ICICI Bank.

01-05-10

Rs. 130000 received from Abir Pvt Ltd in cheque no 658400 of UBI against Bill no S1261 and the same was deposited in ICICI bank.

01-05-10

Rs. 15000 deposited into ICICI Bank

02-05-10

Rs. 2500 paid for Stationery in cash.

02-05-10

Rs. 35000 paid for Outstanding Telephone bill by cheque no 101202 of ICICI Bank.

02-05-10

Prepaid Insurance of Rs. 15120 adjusted with current year's Insurance charges.

02-05-10

Loan to Employee Rs. 50000 adjusted with Salary a/c

01-06-10

Rs. 9000 paid for Outstanding Rent in cash

01-06-10

Rs. 200000 received from Suraj Ltd by cheque no 157210 of HDFC bank against bill no: S3012, the cheque deposited into ICICI

01-06-10

Rs. 500 Paid for Traveling Expenses

01-06-10

Furniture of Rs. 50000 purchased from Modern Furniture. Invoice No: MF/0001

01-06-10

Cash withdrawn of Rs 25000 from ICICI bank by cheque no 101203.

Cost Centre and Cost categories:

Go to Accounting Features (F11) and activate the following options:

- a) Maintain cost centres -→ Yes
- b) More than one payroll/cost category → Yes

Create the following Cost categories:

[Accounts Info → Cost Categories → Create]

Category Name	Allocate Revenue Items	Allocated Non Revenue Items
Printing Media	Yes	No
Electronic Media	Yes	Yes
Car	Yes	No

Create the following Cost Centres:

[Accounts Info → Cost Centres → Create]

Category	Name	Under
Electronic Media	Star Network	Primary
Electronic Media	Zee Network	Primary
Electronic Media	Star Plus	Star Network
Electronic Media	Star Sports	Star Network
Electronic Media	Zee Sports	Zee Network
Printing Media	Times of India	Primary
Printing Media	Telegraph	Primary
Car	WB-02-D-1526	Primary
Car	WB-03-C-2056	Primary

01-06-10

Rs 10,000 paid for Advertisement in Zee Sports by Cheque no 101204 of ICICI bank

01-06-10

Rs. 8500 paid for Advertisement in Times of India in cash

02-06-10

Rs. 5000 paid for Advertisement in Telegraph in cash

01-07-10

Rs. 3500 paid for Car expenses relating to Car No. WB-03-C-2056

01-07-10

Rs. 10000 paid for Advertisement in Star Plus in cash

02-07-10

Rs. 8750 paid for car expenses relating to Car No. WB-02-D-1526

Show the cost Centre report [Display → Statements of Accounts → Cost centre → Category summary]

Bank Reconciliation Statement

Bank Statement for the period of 1-4-10 to 2-6-10						
Voucher Date	Particulars	Cheque No:	Clearing Date	Deposit	Withdrawal	Balance
1/4/2010	Opening Balance					Rs. 17,513,683.00
2/4/2010	Ranvir Ltd	101201	2/4/2010		Rs. 65,000.00	Rs. 17,448,683.00
2/4/2010	Clearing	156201	1/5/2010	Rs. 5,000.00		Rs. 17,453,683.00
1/5/2010	Clearing	658400	2/5/2010	Rs. 130,000.00		Rs. 17,583,683.00
2/5/2010	Cash Deposit		2/5/2010	Rs. 15,000.00		Rs. 17,598,683.00
2/5/2010	BSNL Telephone	101202	31-5-10		Rs. 35,000.00	Rs. 17,563,683.00
1/6/2010	Cash Withdrawal	101203	1/6/2010		Rs. 25,000.00	Rs. 17,538,683.00
1/6/2010	Clearing	157210	2/6/2010	Rs. 200,000.00		Rs. 17,738,683.00
1/6/2010	AD Agency	101204	2/6/2010		Rs. 10,000.00	Rs. 17,728,683.00

TDS Entry [Tax Deducted at Source]

Go to company features for Statutory & Taxation (F11) and activate the following options:

Enable Tax Deducted as Source (TDS) → Yes

Set / Alter Tds Details → Yes

Tax Assessment Number : AWSC14587S
 Income Tax Circle/Ward (TDS) : 23(2)
 Deductor Type : Others
 Name of Person Responsible : <<Your full name>>
 Son/Daughter of : <<Yours Father Name>>
 Designation : Accounts Manager

Accept the TDS Deductor details.

Create the following Ledgers:

Ledger Name	Under	Is TDS deductible	Deductee Type	PAN/IT No.
Wipro Ltd	Sundry Creditors	Yes	Company- Resident	APOCB1046R
Asha Co-Operative Society	Sundry Creditors	Yes	Cooperative Society	APNBB1089J
Mr. J. Kapoor	Sundry Creditors	Yes	Individual/HUF - Resident	APTPK1046K
ACE Computers	Sundry Creditors	Yes	Individual/HUF - Resident	APTPC1046L
Gokul Co-operative Building Society	Sundry Creditors	Yes	Cooperative Society	APTPB1046M

<u>Ledger Name</u>	<u>Under</u>	<u>Type</u>	<u>Nature of Payment</u>
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Tds on Tech. Service	Duties & Taxes	TDS		Fees for Professional or Technical Service
TDS on Commission	Duties & Taxes	TDS		Commission on Brokerage
TDS on Rent	Duties & Taxes	TDS		Rent of Land, Building Or Furniture
<u>Ledger Name</u>	<u>Under</u>	<u>Cost Centre Applicable</u>	<u>Is Tds Applicabe</u>	<u>Default Nature of Payment</u>
Technical Service	Indirect Expenses	No	Yes	Fees for Professional or Tech. Service
Commission Expenses	Indirect Expenses	No	Yes	Commission or Brokerage
Rent	Indirect Expenses	No	Yes	Rent of Land, Building or Furniture

Pass the following TDS entries using Journal Mode. [Accounting Voucher → Journal (F7)]

TDS on Expenses (Journal Voucher)

02-07-10

A bill of Rs. 60000 received from Wipro Ltd for Technical Service, Bill No: WI/Tech/001 and at the time of passing of this bill Tds on Technical Service also deducted.

Accounting of Expenses and Deducting TDS Later

02-07-10

A bill of Rs. 185000 received from Asha Cooperative Society for Rent, Bill No: Asha/Rent/001. Tds will be deducted later.

Accounting Advance Payments

02-07-10 [Hint: Use Payment Mode F5]

Rs. 10000 paid as Advance to Mr. J. Kapoor Ref no: ADV/JK/COM/001 for commission and Tds on commission also be deducted from the advance amount.

02-07-10 [Hint: Use Journal Mode F7]

A bill for commission of Rs. 30000 received from Mr. J. Kapoor Bill No. BL/COM/JK/005. The bill is adjusted with the Advance amount paid Ref no: ADV/JK/COM/001 and Tds on Commission also applicable on the remaining balance but it not deducted right now.

TDS on Expenses @ Lower Rate

02-07-10

A Bill received from ACE Computers for **Rs.80,000** towards commission charges. ACE Computers has a certificate for deduction of Income tax at **Lower rate @ 5%**, on Commission. Bill No. BL/ACE/001

TDS on Expenses @ Zero Rate

02-07-10

A Bill received from Gokul Co-operative Building Society for **Rs.10,00,000** towards Rent on Building and Furniture. **Gokul Co-operative Building Society** has a certificate for **non-deduction (zero rate) of Income tax on Rent**. Bill No. BL/GCBS/001.

Pass the following TDS Deduction Entries using Journal Mode with TDS Deduction (ALT+ S)

02-07-10

Pass the TDS Deduction entry for Asha Cooperative Society against Bill No: Asha/Rent/001.

02-07-10

Pass the TDS Deduction entry for MR. J. KAPOOR. against BL/COM/JK/005

02-07-10

Outstanding Amount of Wipro Ltd paid by cheque no: 101205 of ICICI Bank.

02-07-10

Outstanding balance of Rs. Mr. J. Kapoor cleared in cash

31-07-10

Outstanding amount of Asha Cooperative society paid by cheque no : 101206 of ICICI bank.

Show the TDS Computation report and TDS Outstanding Report. [Display → Statutory Reports → TDS Reports → Outstanding → TDS Payable

31-07-10

Paid all Tds payable amount by cheque no: 101207 of ICICI Bank. Pass three separate payment entry mentioning same cheque no.

Check TDS Outstanding Report

Check the print preview of Form 16A [Display → Statutory Reports → TDS Reports → Return → Print Form 16A]

Purchase & Sales with Vat

Go to Company Features of Inventory Features (F11) and activate the following options

Allow 0 valued entries in Master → Yes [For making entries without any amount]

Allow purchase order Processing → Yes [For recording Purchase Order]

Use Tracking number (Delivery and Receipt Notes) → Yes [For entering Goods Receipt Note(Purchase Challan) and Goods Delivery Note (Sales Challan).

Use Rejection Inward/Outward Notes → Yes [Normally using for goods returned after challan and before billing but it has some other application also]

Separate Discount column in Invoicing – Yes.

Go to Company Features of Accounting Features (F11) and activate the following options

Use Debit Note and Credit Note → Yes

Use Debit Note for invoice format → Yes

Use Credit Note for Invoice format → Yes

Vat Setup

Go to Company Features of Statutory & Taxation Features (F11) and activate the following options.

Enable Value Added Tax (VAT) → Yes

Set / Alter VAT Details → Yes

State → West Bengal

Type of Dealer → Regular

Regular VAT Applicable From → 1-4-2010

VAT TIN (Regular) → 57575445771

Inter State Sales Tax Number → 87649845555

PAN / INCOME TAX NO : AJIZG3644C

Create the following ledgers

<u>Ledger</u>	<u>Under</u>	<u>Inventory Values are affected</u>	<u>Used in vat return</u>	<u>Tax class</u>
1. Purchase @ 4% A/c	Purchase A/c	Yes	Yes	Purchase @4%
2. Purchase @ 12.5% A/c	Purchase A/c	Yes	Yes	Purchase @12.5%
3. Purchase _Cst A/c	Purchase A/c	Yes	Yes	Inter-State Purchase
4. Sales @4% A/c	Sales A/c	Yes	Yes	Sales @4%
5. Sales @12.5% A/c	Sales A/c	Yes	Yes	Sales @ 12.5%
6. Sales _Cst A/c	Sales A/c	Yes	Yes	Inter State Sales
<u>Type of Duty</u>				
7. Input Vat@4%	Duties & Taxes	VAT		Input vat @ 4%
8. Input Vat @12.5%	Duties & Taxes	VAT		Input Vat @12.5%
9. CST	Duties & Taxes	CST		Inter State Sales
10. Output Vat@4%	Duties & Taxes	VAT		Output vat @ 4%
11. Output Vat @12.5%	Duties & Taxes	VAT		Output Vat @12.5%

Pass the following purchase order entries:-

31-07-10

Place a purchase order to Ranabir Ltd, Order No – Ord/Ran/01

<u>ITEM</u>	<u>Quantity</u>
1. Ace Accounting Software	10 pcs
2. LG LCD Monitor	15 pcs

31-07-10

Placed a purchase order to Goswami pvt Ltd, Order No. – Ord/GH/01

<u>ITEM</u>	<u>Quantity</u>
1. Samsung LCD Monitor	10 Pcs
2. Tally Multiuser	15 Pcs

31-07-10

Goods received from Ranabir Ltd against order No. – Ord/Ran/01, Challan No.- GRN/RAN/01, Goods stored at Kolkata Godown.

31-07-10

Invoice Received form Ranabir Ltd, Invoice No. – INV/RAN/01 against Challan No. – GRN/RAN/01.

<u>ITEM</u>	<u>Quantity</u>	<u>RATE</u>	<u>VAT</u>
1. Ace Accounting Software	10 Pcs	Rs. 13,000	4%
2. LG LCD Monitor	15 Pcs	Rs. 4,500	4%

31-07-10

Placed a purchase order to Goswami pvt Ltd, Order No. – Ord/GH/02

<u>ITEM</u>	<u>Quantity</u>
1. LG LCD Monitor	10 Pcs
2. TVS Keyboard	150 Pcs
3. Epson Printer	25 Pcs

31-07-10

Goods received from Goswami Pvt Ltd against order No. – Ord/GH/01, and Ord/GH/02 Challan No. – GRN/GH/01, Goods stored in Kolkata godown.

31-07-10

Following goods received from Supreme Technologies Pvt Ltd Challan No.- GRN/ST/004. All goods stored at Kolkata godown.

<u>ITEM</u>	<u>Quantity</u>
1. LG LCD Monitor	10 Pcs
2. HP Printer	15 Pcs
3. 4 GB Memory Card	75 Pcs

31-07-10

2 Pcs Samsung LCD Monitor Rejected and returned to Goswami Pvt Ltd against Challan No. – GRN/GH/01.

[Hint: Use Rejection Out]

31-07-10

Invoice Received from Goswami Pvt Ltd. Invoice – INV/GH/01, against Challan No. – GRN/GH/01.and

<u>ITEM</u>	<u>Quantity</u>	<u>RATE</u>	<u>VAT</u>
1. Samsung LCD Monitor	8 Pcs	Rs. 3,100	4%
2. Tally Multi User	15 Pcs	Rs. 20,500	4%
3. LG LCD Monitor	10 Pcs	Rs. 5,500	4%
4. TVS Keyboard	150 Pcs	Rs. 415	4%
5. Epson Printer	25 Pcs	Rs. 4850	4%

31-07-10

Invoice Received from Tally solution Pvt Ltd Invoice No. – INV/TSP/01 for the following Items, tracking No. & Receipt Note – Not Available. All goods stored at Kolkata godown.

<u>ITEM</u>	<u>QTY</u>	<u>RATE</u>	<u>VAT</u>
1. Tally Multi User	10 Pcs	Rs.21,050	CST-2%
2. Tally Single User	35 Pcs	Rs. 8,500	CST-2%

31-07-10

Invoice received for following items from Supreme Technologies Pvt Ltd Invoice No: INV/ST/001 against challan no. GRN/ST/004

<u>ITEM</u>	<u>Quantity</u>	<u>Rate</u>	<u>Vat</u>
1. LG LCD Monitor	10 Pcs	Rs. 3650	4%
2. HP Printer	15 Pcs	Rs. 4500	4%
3. 4 GB Memory Card	75 Pcs	Rs. 475	12.5%

Go to Inventory Features (F11) and activate the following option “Allow Sales order processing” – Yes.

01-08-10

Order received from PLC Ltd with the following details – order No. – Ord/PLC/001.

<u>Item</u>	<u>Quantity</u>
1. LG LCD Monitor	20 Pcs.
2. Epson Printer	25 Pcs.

01-08-10

Order received from Abir Pvt Ltd with the following details – Order No. – Ord/Abir/001.

<u>Item</u>	<u>Quantity</u>
1. Ace Accounting Software	15 Pcs.
2. Tally Single User	25 Pcs.

01-08-10

Order received from Abir Pvt Ltd with the following details – Order No. – ORD/Abir/003.

<u>Item</u>	<u>Quantity</u>
1. HP Printer	22 Pcs.
2. Tally Multi User	18 Pcs.

02-08-10

Goods delivered to PLC Ltd from Kolkata godown against order No. – Ord/PLC/001, Challan No. – DLV/PLC/001.

02-08-10

Make Sales Invoice against Challan No. – DLV/PLC/001, with the following rate and other charges – Invoice No. – INV/PLC/001.

<u>Name</u>	<u>Quantity</u>	<u>Rate</u>	<u>Vat</u>
1. LG LCD Monitor	20 Pcs.	Rs. 6500	4%
2. Epson Printer	25 Pcs.	Rs. 7000	4%

02-08-10

Goods delivered to Abir Pvt Ltd against order No. – Ord/Abir/001 and Ord/Abir/ 003 and Challan No. – DLV/Abir/006. Goods delivered from Kolkata godown.

02-08-10

Cash Sales made to Suraj Ltd with the following Details. Goods delivered from Kolkata godown.

<u>Name</u>	<u>QTY</u>	<u>RATE</u>	<u>VAT</u>
Tally Multi User	3 Pcs	Rs. 25,600	4%

02-08-10

1 Pcs of Ace accounting software rejected by Abir Pvt Ltd against Challan No. – DLV/Abir/006, goods stored at Kolkata godown

02-08-10

Invoice made to Abir Pvt Ltd against challan No. – DLV/Abir/006 with following Details. Invoice No. – Inv/Abir/001.

<u>Name</u>	<u>QTY</u>	<u>RATE</u>	<u>VAT</u>
1. Ace Accounting Software	14 Pcs	Rs. 15,500	4%
2. Tally Single User	25 Pcs	Rs. 17,150	4%
3. Epson Printer	22 Pcs	Rs. 7,150	4%
4. Tally Multi User	18 Pcs	Rs. 29,600	4%

31-08-10

Invoice made to Comptech Enterprises, Invoice No. – Inv/Sale/005 for the following Items. All the items delivered from Kolkata godown

<u>Name</u>	<u>QTY</u>	<u>RATE</u>	<u>Discount</u>	<u>CST</u>
1. Tally Multi User	8 Pcs	Rs. 28,650	5%	2%
2. Tally Single User	3 Pcs	Rs. 17,150	5%	2%

Go to Company Features of Inventory Features (F11) and activate the following options –
“Use Different actual and billed Quantity” – Yes.

31-08-10

Sales invoice made to Savy Computer with the special offer, offer is for every purchase of 50 Pcs of TVS Keyboard 5 Pcs as absolutely free.

Savy Computer purchase 100 Pcs TVS Keyboard @ 521 Per Pcs with CST @ 2% Invoice No. – Inv/Sale/007.

31-08-10

Rs. 20,000 Received from Savy Computers against bill No. – Inv/Sale/007 in cash.

31-08-10

Rs. 60000 received from PLC Ltd. against bill No. – Inv/PLC/001 by Cheque No. – 151006 of AXIS Bank and deposited into bank.

31-08-10

Following goods purchase from Arun Prasad Ltd, Invoice No: Inv/545/2121

<u>Item Name</u>	<u>Quantity</u>	<u>Rate</u>	<u>VAT</u>
Mouse Pad	140 Dozen	6.30/ pcs	12.5%

31-08-10

Rs. 30,000 with drawn from ICICI Bank by Cheque No. – 101208

Go to Accounting features (F11) and check the following options whether the options are activated or not.

1. “Use Debit/Credit Notes” – Yes.
2. “Use Invoice mode for credit note” – Yes.
3. “Use Invoice mode for Debit note” – Yes.

31-08-10

Following goods are returned by Comptech Enterprises against Invoice No. – Inv/Sale/005. Credit note Ref :- CR/SRT/001.

<u>Name</u>	<u>QTY</u>	<u>RATE</u>	<u>CST</u>
Tally Multi User	1 pc	Rs. 28,650	2%

[Hint: Use Credit note as invoice without mentioning any Tracking Number]

Vat Adjustment

Create the voucher class for Vat adjustment:

[Accounts Info → Voucher Types → Alter → Journal]

<u>Name</u>	<u>Type of Voucher</u>	<u>Name of Class</u>	<u>Use for Vat Adjustment</u>
Journal	Journal	Vat Adjustment Class	Yes

Vat on Capital goods :-

Create the following ledgers with following details.

<u>Name</u>	<u>Under</u>	<u>Used in Vat Return</u>	<u>Vat Class</u>
1. Electrical Motor A/c	Fixed Asset	Yes	Purchase capital goods @4%.
2. Vat on capital goods	Miscellaneous Expenditure(Asset)		
3. Input credit on Capital goods	Duties & Taxes	Type VAT	Purchase Capital goods @ 4%.
4. Input Vat credit	Current Asset		
5. Amount Round off	Indirect expenses		

31-08-10

Purchases an Electrical Motor costing Rs. 60,000 on which Vat charged @ 4% from Lenovo Ltd. [Hint: Use Journal Mode F7]

31-08-10

Pass the entry for vat adjustments on Capital goods [Hint: Use Vat Adjustment Class from Journal mode F7]

31-08-10

Check the Vat computation report from 01-04-10 to 31-08-10 and Pass the Input Credit adjustment entry accordingly [Hint: Use Vat Adjustment Class from Journal mode F7]

31-08-10

Pass Output Vat adjustment entry with Input Credit. [Hint: Use Vat Adjustment Class from Journal mode F7]

Voucher Class

Create the following voucher Class based On Sales :-

[Accounts Info → Voucher Types → Alter → Sales]

1. Sales Voucher for Vat @ 4%

Name of Class – Sales @ 4% Vat;
Include group – Sundry Debtor, Cash in hand, Bank Accounts ;
Default account allocation for each item – Sales @4% A/c,
Vat/Tax Class→sales @ 4%;
Percentage→100% ,
Override using the Default – Yes;

Other Charges:-

Output Vat @4% – On Vat Rate – 4%
Amount Round off – Total amount Rounding – Normal Rounding. Rounding limit→ 1
Save all these.

2. Sales Voucher for CST@ 2%

Name of Class – CST Sales @ 2%;
Include group – Sundry Debtors;
Default Account Allocation for each item – Sales_Cst A/c,
Vat/Tax Class→Inter State Sales,
Percentage→100%
Override using the Default – Yes;

Other Charges :-

CST – On total Sales – 2%
Amount Round off – Total amount Rounding – Normal Rounding. Rounding limit→ 1
Save all these.

MANUFACTURING :-

Create the following products :-

ITEM NAME

Measurement Unit

1. Cabinet	Pcs
2. Mouse Motherboard	Pcs
3. Screw	Pcs
4. Wire	Mtr
5. Scroll	Pcs
6. Wheel	Pcs
7. Scroll Mouse (Finished Product)	Pcs

Set the following Bill of material for the Item Scroll Mouse :-

To Manufacture 1 Pc of scroll mouse following Raw Materials are required.

<u>Items</u>	<u>Godown</u>	<u>No. of Pcs.</u>
1. Cabinet	Kolkata	1 Pc
2. Mouse Motherboard	Kolkata	1 Pc
3. Screw	Kolkata	4 Pcs
4. Wire	Kolkata	1.25 Mtr
5. Scroll	Kolkata	3 Pcs
6. Wheel	Kolkata	1 Pc

01-09-10

Purchase the following Items from Monojit Electronics Pvt Ltd, Invoice No. :- Inv/Pur/19

<u>Items</u>	<u>Quantity</u>	<u>Rate</u>	<u>Vat</u>
1. Cabinet	2,5000 Pcs	Rs. 8.00	4%
2. Mouse Motherboard	2,6000 Pcs	Rs. 15.00	4%
3. Screw	200000 Pcs	Rs. 0.25	4%
4. Wire	5,0000 Mtr	Rs. 7.20	4%
5. Scroll	160000 Pcs	Rs. 1.80	4%
6. Wheel	3,0000 Pcs	Rs. 2.30	4%

Create a Voucher Type based on Stock Journal :-

[Accounts Info→Voucher Type→Create]

Name – Manufacturing Journal;

Type of Voucher – Stock Journal;

Use as manufacturing Journal – Yes;

Save it.

Create a Manufacturing Unit (Godown) :-

Budge Budge Unit.

02-09-10

Produce 10000 Pcs Scroll mouse at the Budge Budge Unit [Hint: Use Manufacturing Journal Alt+F7]

Extra Charges :-

A) Labour charges – Rs. 7,0000. B) Factory Over Head – 33%

02-09-10

Produce 13000 Pcs Scroll mouse at Budge Budge Unit [Hint: Use Manufacturing Journal Alt+F7]

Extra Charges :-

A) Rs. 8 Per Unit as Labour charges

B) Factory Overhead – 33%

01-10-10

Transfer 10000 Scroll mouse to Kolkata godown from Budge Budge Unit.

02-10-10

5000 Pcs Scroll mouse @ Rs. 130.63 with OutputVat @ 4%, Sold to Abir Pvt Ltd Invoice No. – INV/ABIR/0186.
[Hint: Use Sales @4% Vat Class]

02-10-10

Transfer 1300 Pcs scroll mouse from Budge Budge Unit to Kolkata Godown. [Use Stock Journal Alt+ F7]

31-10-10

1800 Pcs scroll mouse @ Rs. 131.59 with CST @ 2% sold to Suraj Ltd invoice No. – Inv/Sale/0531. [Hint: Use Sales @4% Vat Class]

31-10-10

Following goods sold to L. L. Enterprise Invoice no: Inv/5485/10-11, Goods delivered from Kolkata godown.

<u>Items</u>	<u>Quantity</u>	<u>Rate</u>	<u>Vat</u>
Scroll Mouse	150 Pcs	135.32	4%
Mouse Pad	60 Dozen	14.50	12.5%
4 GB Memory Card	30 Pcs	565.00	12.5%

Hint: Pass this entry without using in Sales Voucher Class.

Point Of Sale**Create a POS Invoice without Voucher Class**

Go to Gateway of Tally > Accounts Info > Voucher Type > Create

Name : POS Invoice
Type of Voucher : Sales
Use for POS invoicing : Yes

Pass the following entries using Pos Invoice.

31-10-10

Sold 5 Pcs Scroll Mouse and 10 pcs 4 GB Memory Card @ Rs.135.32 and Rs.565 to L. L. Enterprise Invoice no: Inv/5486/10-11 with 4% vat.

Gift Voucher	Gift Voucher	200.00			
Credit/debit card	ICICI	3000.00	Card No.	654A434578952	
Cheque	ICICI	2000.00	Bank Name	Axis Bank	Cheque No. 436002
Cash	Cash	1379.66	Cash tendered	1400.00	Balance: 20.34

Create a POS Invoice with Voucher Class

Go to Gateway of Tally > Accounts Info > Voucher Type > Alter > Pos Invoice

Type Class Name : POS Invoice

Set the following Default Ledgers Accounts for POS Invoice Voucher Class

	Enable	Ledger Name
Gift Voucher	No	
Credit/debit card	Yes	SBI credit card
Cheque	Yes	ICICI
Cash	Yes	Cash

31-10-10

Sold 1 Pcs Samsung LCD Monitor @ Rs. 7000 with 4% vat [Invoice no Inv/5487/10-11] to Abir Pvt Ltd.

Credit/debit card	ICICI	4000.00	Card No.	654A434578485	
Cheque	ICICI	3000.00	Bank Name	ICICI	Cheque No. 936003
Cash	Cash	280.00	Cash tendered	300.00	Balance: 20.00

INTEREST CALCULATION

Activate the following option from Accounting features (F11)

- (i) Activate Interest Calculation – Yes
- (ii) Use Advance Parameter – Yes

Create two voucher classes based on Debit Note :- [Hint: Accounts Info → Voucher Type → Alter → Debit Note]

<u>Name of Class</u>	<u>Used for Interest Calculations</u>	<u>Amount to be treated as Compound</u>
Simple Interest	Yes	No
Compound Interest	Yes	Yes

Set the following Interest Parameter for ABIR Pvt Ltd :-

<u>Rate</u>	<u>Interest Style</u>	<u>On Balance</u>	<u>Applicability</u>	<u>Calculate From</u>
10%	365 Day Year	On Debit Balance Only	Always	Due Date of Invoice

Set the following Interest Parameter for SURAJ Ltd :-

<u>Rate</u>	<u>Interest Style</u>	<u>On Balance</u>	<u>Applicability</u>	<u>Calculate From</u>
2.5%	30 Day Month	On Debit Balance Only	Always	Due Date of Invoice

31-10-10

Charge Simple Interest to Abir Pvt Ltd.

31-10-10

Charge Compound Interest to Suraj Ltd.

PRICE LIST

Create the following price Level :-

Go to Inventory Feature and activate the following options (F11):-

1. “Separate Discount column in Invoicing” – Yes.
2. “Use multiple Price level” – Yes

Name of Price level :-

1. Whole Seller
2. Retailer

Create the Price list for Whole seller on Scroll mouse :-

<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>
UP to 100	105	1%
From 101 to 250	100	1.5%
251 On wards	95	2%

Create another Price list for Retailer on Scroll mouse :-

<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>
UP to 50	110	-
From 51 to 100	106	2%
101 On wards	102	3%

01-11-10

Goods sold to Indrajit Pvt Ltd, a whole seller, Invoice No. – INV/Ind/001

<u>Item Name</u>	<u>Quantity</u>	<u>Vat</u>
Scroll Mouse	300 Pcs	4%

01-11-10

Goods sold to Suman Enterprise, a Retailer, Invoice No. – INV/SUM/001.

<u>Item Name</u>	<u>Quantity</u>	<u>Vat</u>
Scroll Mouse	60 Pcs	4%

Unconventional Vouchers

Activate the following option from Accounting Feature (F11) use optional and Reversal Journal – Yes.

Pass the following entries using appropriate unconventional Voucher :-**01-11-10**

Rent to be paid Rs. 5,0000 (Memorandum)

01-11-10

Insurance charges to be paid Rs. 17,000 (Payment Optional)

02-11-10

Depreciation to be charged on furniture of Rs. 15,000. (Journal Optional)

02-11-10

Salary to be paid Rs. 15,000 and this voucher applicable only on 02-11-10 (Reversing Journal)

02-11-10

Sales made to Suman Enterprise, a Retailer Invoice No. – INV/SUM/002 (Pass this entry through Sales optional)

<u>Item Name</u>	<u>Quantity</u>	<u>Vat</u>
Scroll Mouse	50 Pcs	4%

Scenario

Create Scenarios from Accounts Info – Create

<u>Name</u>	<u>Include Actual</u>	<u>Include</u>
Project Report	Yes	1. Sales Optional 2. Memorandum 3. Payment Optional 4. Journal Optional 5. Reversing Journal

Save the Scenario

Show the projected Balance Sheet and Profit & Loss A/c on 02-11-2010 based on Scenario.

SERVICE TAX

Activate the following option in Statutory Feature (F11)

1. “Enable Service Tax” – Yes.
2. “Enter Service Tax Details” – Yes.

Service Tax Registration Number – AJIZG3644CST001

Date of Registration – 1.4.2010.

Assessee Code – 124.

Premises Code No- EL/511

Type of organisation – Registered Public Ltd Company.

<u>Division</u>	<u>Range</u>	<u>Commissionerate</u>
Code - 013	Code – 115	Code – 23(2)
Name – Eastern	Name – Kolkata	Name – G. L. Grover

Create the following Ledger :-

<u>Ledger Name</u>	<u>Under</u>	<u>Type of Duty/Tax</u>	<u>Category Name</u>
Service Tax on Course Fees	Duties & Taxes	Service Tax	Commercial Training & Coaching
Service Tax on Courier Chrgs	Duties & Taxes	Service Tax	Courier Agency
		<u>Is Service Tax Applicable</u>	
Course Fees	Direct Income	Yes	Commercial Training & Coaching
Courier Charges	Indirect Expenses	Yes	Courier Agency
			<u>Exemption Details</u>
Mr. Pramit Ghosh	Sundry Debtors	Yes	Not Applicable

Blue Dart Courier Ltd
Service Tax Payable

Sundry Creditors Yes
Current Liabilities

Not Applicable

Pass the Bill Entries using Sales (F8) with Account Invoice :-

01-12-10

A bill of Rs. 35,000 for course fees made on Mr. Pramit Ghosh with Service Tax charge @ 10% and Educational Cess 2% and Secondary Edu Cess 1% Invoice No: INV/CF/0001

Pass the Bill Entries using Purchase (F9) with Account Invoice :-

02-12-10

A bill of Rs. 10,000 received on account of Courier Charges from Blue Dart Courier Ltd with Service Tax charge @ 10% and Educational Cess 2% and Secondary Edu Cess 1% Invoice No: INV/BD/521F

02-12-10

Amount received in full from Mr. Pramit Ghosh against Invoice No: INV/CF/0001 by Cheque No: 874521 of Axis Bank and cheque deposited in ICICI Bank.

02-12-10

Amount paid in full to Blue Dart Courier Ltd against Invoice No: INV/BD/521F in cash

Service Tax Adjustment

Create the voucher class for Service Tax adjustment:

[Accounts Info → Voucher Types → Alter → Journal]

<u>Name</u>	<u>Type of Voucher</u>	<u>Name of Class</u>	<u>Use for Service Tax Adjustment</u>
Journal	Journal	Service Tax Adjustment Class	Yes

02-12-10

Pass the Service Tax Adjustment Entry using Service Tax Adjustment Class and balance transferred to Service Tax Payable account.

Transactions related with Abnormal Loss , Provision for Bads Doubtful Debt and Depreciation :-

02-12-10

1500 Pcs scroll mouse Destroyed by fire @ Rs. 65 each at Kolkata godown. And Insurance claim made on that accident.

02-12-10

Insurance company has agreed to pay after investigation of Rs. 75000.

31-12-10

Insurance claimed received from Insurance Company by Cheque No. – 161501 of Bank of India and the Cheque deposited into ICICI Bank.

01-01-11

Amount received in full from L. L. Enterprise in cash against Invoice no: Inv/5485/10-11.

02-02-11

It is expected that Rs. 10,000 not to be realized from Abir Pvt Ltd and it is treated as Bad Debt

02-02-11

Provision for Doubtful Debts for Previous Year to be adjusted with Bad Debt Rs. 5,000.

31st March 2011

Create a new provision for doubtful Debt 3% on sundry Debtor.

31st March 2011

Charge depreciation @ 10% on Land & Building, 20% on Furniture and 15% on Plant & Machinery.

Budget

Activate the following option from Accounting Feature (F11):

“Maintain Budget and Control” – Yes.

Create the Following Ledger :-

<u>Ledger Name</u>	<u>Under</u>	<u>Cost Centres Applicable</u>
1. Tiffin Expenses	Indirect Expenses	No
2. General Expenses	Indirect Expenses	No

Create the following Budget :-

Budget for Following Ledger :-

<u>Budget Name</u>	<u>Under</u>
Expenses Budget	Primary

<u>Period</u>	<u>Ledger</u>	<u>Amount Name</u>	<u>Type</u>	<u>Amount</u>
1.1.2011 – 31.3.2011	Yes	General Expenses	On Closing Balance	4,000
1.1.2011 – 31.3.2011	Yes	Tiffin Expense	On Nett Transaction	1,500

Accept the Budget

Pass the following Transaction :-

01-01-2011 – Rs. 3,500 paid for General Expenses in cash.

02-02-2011 – Rs. 1,500 paid for General Expenses in cash.

01-03-2011 – Rs. 5,500 paid for General Expenses in cash.

01-01-2011 – Rs. 80 paid for Tiffin Expenses in cash.

02-01-2011 – Rs. 50 paid for Tiffin Expenses in cash.

Show the Budget Variance Report from Trial Balance for General Expenses.

Show Budget Variance Report for Tiffin Expenses for the period 1.1.2010 to 2.1.2010.

Job Costing:

Activate the following option in Accounting Features (F11)

Maintain Cost Centres → Yes

Use Cost Centres for Job Costing → Yes

Create the following Cost Centres [Accounts Info → Cost Centres]

<u>Category</u>	<u>Name</u>	<u>Under</u>	<u>Use for Job Costing</u>
Primary Cost Category	Railway Shade at Howrah	Primary	Yes

Create the following godown for the project:[Inventory Info → Godowns]

<u>Name</u>	<u>Address</u>	<u>Under</u>	<u>Allow Storage of Materials</u>	<u>Set Job/Project Name for Job Costing</u>
Howrah Godown	45/2 G. T. Road	Primary	Yes	Railway Shade at Howrah

Create the following Ledger [Accounts Info → Ledger → Create]

<u>Name</u>	<u>Under</u>	<u>Cost Centres are Applicable</u>
Wages	Direct Expenses	Yes
Project Inspection Charges	Indirect Expenses	Yes
Project Designing Charges	Indirect Expenses	Yes
Project Overhead Expenses	Indirect Expenses	Yes
Sale of Railway Shade	Direct Income	Yes
Sale of Scrap	Indirect Income	Yes
Govt. of Indian Railway	Sundry Debtors	No
Megha Enterprises	Sundry Creditors	No

Create the following Stock Item for the project [Inventory Info→Stock Items→ Create

<u>Name</u>	<u>Under</u>	<u>Unit</u>
Heavy Capacity Steel Rod	Project Stock	Mtr
Heavy Capacity Steel Cage	Project Stock	Pcs
Super Quality Asbestos Shade	Project Stock	Pcs
Joining Instruments	Project Stock	Pcs

Create the following voucher class based stock journal for job costing consumption.

[Accounts Info → Voucher Types → Alter → Stock Journal]

<u>Name</u>	<u>Type of Voucher</u>	<u>Name of Class</u>	<u>Use for Job Costing Consumption</u>
Stock Journal	Stock Journal	Job Costing Consumption	Yes

01-01-2011

Purchase the following stock item from Megha Enterprises Invoice No: INV/MGE/4581 and all stocks stored at Howrah Godown.

<u>Item</u>	<u>Quantity</u>	<u>Rate</u>
-------------	-----------------	-------------

Heavy Capacity Steel Rod 1240 Mtr	Rs. 152	
Heavy Capacity Steel Cage	500 Pcs	Rs. 3540
Super Quality Asbestos Shade	2500 Pcs	Rs. 650
Joining Instruments	5000 Pcs	Rs. 52

31-01-2011

Rs. 250000 paid for Wages for Railway Shade at Howrah by cheque no. 541001 of ICICI Bank.

31-01-2011

Rs. 65240 paid for Project Overhead Expenses for Railway Shade at Howrah by Cheque No. 541002 of ICICI Bank.

01-02-2011

Rs. 18540 paid for Project Designing Charges for Railway Shade at Howrah by Cheque No: 541003 of ICICI Bank

02-02-2011

Rs. 25000 paid for Project Inspection Charges for Railway Shade at Howrah by Cheque No. 541004 of ICICI Bank

01-03-2011

Rs. 41250 received from Sale of Scrap by Cheque No. 874514 of UBI and the same was deposited into ICICI Bank.

02-03-2011

Following goods are consumed from Howrah Godown to finish the project [Hint: Inventory Voucher → Stock Journal → Job Costing Consumption]

Item	Quantity	Rate
Heavy Capacity Steel Rod 1200 Mtr	Rs. 152	
Heavy Capacity Steel Cage	450 Pcs	Rs. 3540
Super Quality Asbestos Shade	2450 Pcs	Rs. 650
Joining Instruments	4500 Pcs	Rs. 52

31-03-2011

Project of Railway Shade at Howrah delivered to Govt. of Indian Railway at a Price of Rs. 7500000 Contract cum Invoice No: S/D/8547/10-10

31-03-2011

Rs. 5000000 received from Govt. of Indian Railway by cheque no. 874511 of SBI and the same deposited into ICICI Bank.

Show the job Analyses Report

Excise Duty for Dealers:

Excise for Dealers Module:

Activate the following Statutory and Taxation Features (F11)

Enable Excise → Yes

Set / Alter Excise Details → Yes

Registration Type → Dealer

Address: 9 Elgin Road, 1st Floor,

Pin Code 700020

Telephone No: +913340061024

Excise Details:

Unit mailing Name : Pcs
 Excise Registration (ECC) No. : WSECW4584DXD001
 Date of Registration: :01-04-10

Other Details:

Range	Division	Commissionerate
Code: 145	Code: 874	Code: 324
Name: Beliaghata	Name: Eastern	Name: G V Gulshan
Address: 54, Narkeldanga	Address: 57 Esplanade Row	Address: 541 New Alipore

Create the following Godown:

Inventory Info → Godown / Excise Unit → Create

Name : Dunlop Godown
 Under : Primary
 Excise Registration Type : Dealer
 Set / Alter Excise Details : Yes

Excise Details (Dealer Unit)

Unit Mailing Name : Dunlop Godown
 Excise Registration (ECC) : WSECW4584DXD001
 Date of Registration : 01-04-2010

Other Details:

Range	Division	Commissionerate
Code: 145	Code: 874	Code: 324
Name: Beliaghata	Name: Eastern	Name: G V Gulshan
Address: 54, Narkeldanga	Address: 57 Esplanade Row	Address: 541 New Alipore

Address : 548 B G. T. Road, Hoogly, West Bengal
 Pin Code : 745125
 Telephone No. : +91 33 40056984
 Allow Storage of Materials : Yes
 Set Job/Project Name for
 Job Costing : Not Applicable

Create the Following Tariff / Vat Commodity:

[Inventory Info → Tariff / Vat Commodity → Create]

Name : EX/UPS/001
 Commodity Under : Hardware Goods, Sanitarywares & Mill Stores
 Used For : Both
 HSN Code : 51001460
 Commodity Code : 51001460
 Schedule Number : IV
 Schedule Serial Number : 1819

Create the Following Stock Item with the Excise Details:

[Inventory Info → Stock Item → Create]

Name : U P S
 Under : Primary
 Units : Pcs
 Tariff Classification : EX/UPS/001
 Set / Alter Excise Details : Yes

Excise Unit Name	Reporting UOM	Set /Alter Duty Details
Dunlop Godown	U	Yes

Type of Duty	Applicable From	Rate of Duty	Method of Calculation
Basic Excise Duty	01-04-10	10%	On Assessable Value
Education Cess	01-04-10	2%	On Duty Value
Secondary Education Cess	01-04-10	1%	On Duty Value

Vat Details

Commodity : EX/UPS/001
 Rate of Vat (%) : 4

Create the following Voucher Types for Excise:

[Accounts Info → Voucher Types → Create]

Name	Type of Voucher	Use for Excise	Default Excise Unit	Is Tax Invoice
Excise_ Purchase	Purchase	Yes	Dunlop Godown	
Excise_ Sales	Sales	Yes	Dunlop Godown	Yes
Excise_ Purchase Return	Debit Note	Yes	Dunlop Godown	
Excise_ Sales Return	Credit Note	Yes	Dunlop Godown	

Create the following Ledger:

Name	Under	Maintain Bill Wise Details	Set/Alter Excise Details
APC Industries Ltd	Sundry Creditors	Yes	Yes Excise Regd No: QWSDE5412SXM001 Date of Regd : 01-04-10 Range : Siliguri Default Nature Of Purchase : Manufacturer
B. B. Electornics Ltd	Sundry Debtors	Yes	Yes Excise Regd No: WSDES5214AXM001 Date of Regd : 01-08-2010 Range : Kolkata Default Nature Of Puchase : Manufacturer

Pass the following Purchase Entries using F9 and select Purchase Excise Voucher

Date : 02-02-2011

Invoice No : INV/APC/01
 Party Name : APC Industries Ltd
 Excise Unit :Dunlop godown

Name of Item	Quantity	Rate	RG/23D Entry No	Vat
U P S	300 Pcs	985	APC/001	4%

Date : 01-03-2011
 Invoice No : INV/APC/05
 Party Name : APC Industries Ltd
 Excise Unit : Dunlop Godown

Name of Item	Quantity	Rate	RG/23D Entry No	Vat
U P S	350 Pcs	994	APC/005	4%

Pass the following Sales Entry using F8 and select Sales Excise Voucher

Date : 02-03-2011
 Invoice No : INV/EX/SALE/001
 Party Name : B. B. Electronics Ltd
 Excise Unit :Dunlop godown

<u>Name of Item</u>	<u>Supplier</u> <u>Invoice No</u>	<u>Quantity</u>	<u>Rate</u>	<u>RG/23D Entry No</u>	<u>Vat</u>
U P S	INV/APC/01	150 Pcs	1650	APC/001	4%

Date : 31-03-2011
 Invoice No : INV/EX/SALE/003
 Party Name : B. B. Electronics Ltd
 Excise Unit :Dunlop godown

<u>Name of Item</u>	<u>Supplier</u> <u>Invoice No</u>	<u>Quantity</u>	<u>Rate</u>	<u>RG/23D Entry No</u>	<u>Vat</u>
U P S	INV/APC/01	150 Pcs	1650	APC/003	4%
	INV/APC/05	100 Pcs			

Pass the following Sales Return Entry using Ctrl + F8 and select Excise Sales Return Voucher

Date : 31-03-2011
 Ref No : RET/EX/SALE/001
 Party Name : B. B. Electronics Ltd
 Excise Unit :Dunlop godown

<u>Name of Item</u>	<u>Sales</u> <u>Invoice No</u>	<u>Sales</u> <u>Invoice Dt</u>	<u>Quantity</u>	<u>Rate</u>	<u>Vat</u>
U P S	1	02-03-2010	20 Pcs	1650	4%

Excise Duty for Manufacturer:

Create a new company with the following details:

[Company Info (Alt+ F3) → Create]

Name : <<Solo Plastics Pvt Ltd_Your Roll Number>>
Address : 9, Elgin Road
Kolkata
Statutory Compliance for : India
State : West Bengal
Pin : 700 020
Phone Number : +91 33 2289 4125
Email Address : optional
Maintain : Accounts with Inventory
Financial Year from : 01-04-10
Books Beginning from : 01-04-10
Tally Vault Password : Not Applicable
Use Security Control : No

Activate the following Statutory and Taxation Features (F11)

Enable Excise → Yes
Set / Alter Excise Details → Yes
Registration Type → Manufacturer
Address: 9 Elgin Road, 1st Floor,
Pin Code 700020
Telephone No: +913340061024

Excise Details:

Unit mailing Name : Solo Plastics Pvt Ltd
Excise Registration (ECC) No. : WSECE8547SXM001
Date of Registration : 01-04-10
Type of Manufacturer : Regular
Excise Book Name (As per Rule 11) : New Number

<u>Name</u>	<u>Method of</u> <u>Numbering</u>	<u>Prevent</u> <u>Duplicates</u>	<u>Starting</u> <u>Number</u>	<u>Width of Numerical</u> <u>Part</u>	<u>Prefill with</u> <u>Zero</u>
101	Automatic(Manual override)	Yes	1	3	Yes

Restart Numbering

<u>Applicable From</u>	<u>Particulars</u>
1-Apr-2010	Yearly

Prefix Details

<u>Applicable From</u>	<u>Particulars</u>
1-Apr-2010	EX/

Suffix Details

<u>Applicable From</u>	<u>Particulars</u>
1-Apr-2010	/10-10

Other Details:

Range	Division	Commissionerate
Code: 145	Code: 874	Code: 324
Name: Beliaghata	Name: Eastern	Name: G V Gulshan
Address: 54, Narkeldanga	Address: 57 Esplanade Row	Address: 541 New Alipore

Activate the following Statutory & Taxation Features from Company Features F11

Enable Value Added Tax → Yes

Set / Alter VAT Details → Yes

State → West Bengal
Type of Dealer → Regular
Regular Vat Applicable From → 1-4-2010
VAT TIN (Regular) → 87451456925
Inter State Sales Tax Number → 68484182251
PAN / Income –Tax No → WSECE8547S

Create the following Godown:

Inventory Info → Godown / Excise Unit → Create

Name : Dunlop Godown
Under : Primary
Excise Registration Type : Manufacturer
Set / Alter Excise Details : Yes

Excise Details (Dealer Unit)

Unit Mailing Name : Dunlop Godown
Excise Registration (ECC) : WSECE8547SXM001
Date of Registration : 01-04-2010
Type of Manufacturer : Regular
Excise Book Name : G 101
Starting Number : 1
Address : 548 B G. T. Road, Hoogly, West Bengal
Pin Code : 745125
Telephone No. : +91 33 40056984

Other Details:

Range	Division	Commissionerate
Code: 145	Code: 874	Code: 324
Name: Beliaghata	Name: Eastern	Name: G V Gulshan
Address: 54, Narkeldanga	Address: 57 Esplanade Row	Address: 541 New Alipore

Create the following Voucher Types for Excise:

[Accounts Info → Voucher Types → Create]

Name	Type of Voucher	Use for Excise	Default Excise Unit	Is Tax Invoice
Excise_ Purchase	Purchase	Yes	Dunlop Godown	Yes
Excise_ Sales	Sales	Yes	Dunlop Godown	Yes
Excise_ Purchase Return	Debit Note	Yes	Dunlop Godown	Yes
Excise_ Sales Return	Credit Note	Yes	Dunlop Godown	Yes

Use As Manufacturing Journal

Manufacturing Journal Stock Journal Yes

Create the following Ledger: [Accounts Info → Ledger → Create]

<u>Name</u>	<u>Under</u>	<u>Type of Duty/Tax</u>	<u>Excise Accounting Code</u>	<u>Duty Head</u>	<u>Percentage of Calculation</u>
Excise Duty [Cenvat]	Current Assets	Cenvat	10001010	Basic Excise Duty	10%
Education Cess [Cenv]	Current Assets	Cenvat	10011010	Education Cess	2%
Sec. Edu.Cess [Cenva]	Current Assets	Cenvat	10021010	Sec. Education Cess	1%
Excise Duty @10%	Duties & Taxes	Excise	51001819	Basic Excise Duty	10%
Education Cess @ 2%	Duties & Taxes	Excise	51001820	Education Cess	2%
Sec. Edu Cess @ 1%	Duties & Taxes	Excise	51001821	Sec. Education Cess	1%
<u>VAT/Tax Class</u>					
Input Vat @ 4%	Duties & Taxes	VAT	Input Vat @ 4%		
Output Vat @ 4%	Duties & Taxes	VAT	Output Vat @ 4%		
<u>Inventory Values are Affected</u>					
Purchase of Materials	Purchase Account		Yes	<u>Used in Vat Returs</u>	<u>VAT/Tax Class</u>
				Yes	Purchase @4%
Sales @ 4% A/c	Sales Account		Yes	Yes	Sales @ 4%

	<u>Maintain balance</u>	<u>Address</u>	<u>Pan /IT No</u>	<u>Vat Details</u>	<u>Excise Details</u>
Kusum Products Ltd	Sundry Debtors	Yes	54/A Durgapur Burdwan West Bengal 745810	QWSAW 4587T Yes 4758752 8412	Yes QWSAW45 87TXM008 <u>Nature of Pur:</u> Manufacture <u>Nature of Rmvl</u> Domestic
HPL Manufacturing	Sundry Creditors	Yes	744 A J. L. N. Road Kolkata West Bengal 700050	HWSED 8755R Yes 475458 8745	Yes HWSED9814R XM004 <u>Nature of Pur:</u> Manufacture <u>Nature of Rmvl</u> Domestic
SOS Enterprises	Sundry Creditors	Yes	411 B	QTYWS Yes	Yes

NSC Bose Rd	8652 R	8745145	QTYWS8652R
Kolkata		5478	XM 009
West Bengal			<u>Nature of Pur:</u>
700040			Manufacturer
			<u>Nature of Rmvl</u>
			Domestic

Create the following stock item:

Create the Following Tariff / Vat Commodity:

[Inventory Info → Tariff / Vat Commodity → Create]

Name	:	EX/PG/001
Commodity Under	:	PLASTIC, RUBBER, FIBRE GLASS & OTHER SYNTHETIC PRODUCT
Used For	:	Both
HSN Code	:	80012001
Commodity Code	:	80012001
Schedule Number	:	IV
Schedule Serial Number	:	2001

Create the Following Tariff / Vat Commodity:

[Inventory Info → Tariff / Vat Commodity → Create]

Name	:	EX/ST/001
Commodity Under	:	METAL
Used For	:	Both
HSN Code	:	80022002
Commodity Code	:	80022002
Schedule Number	:	IV
Schedule Serial Number	:	2002

Create the Following Tariff / Vat Commodity:

[Inventory Info → Tariff / Vat Commodity → Create]

Name	:	EX/PC/001
Commodity Under	:	PLASTIC, RUBBER, FIBRE GLASS & OTHER SYNTHETIC PRODUCT
Used For	:	Both
HSN Code	:	80042004
Commodity Code	:	80042004
Schedule Number	:	IV
Schedule Serial Number	:	2004

Create the Following Stock Item with the Excise Details:

[Inventory Info → Stock Item → Create]

Name	:	Plastic Granules
Under	:	Primary
Units	:	KG
Tariff Classification	:	EX/PG/001

Set / Alter Excise Details : Yes

Excise Unit Name	Reporting UOM	Set /Alter Duty Details
Dunlop Godown	KG	Yes

Valuation Type : Ad Valorem

Type of Duty	Applicable From	Rate of Duty	Stock Item Type
Basic Excise Duty	01-04-10	10%	Principal Inputs
Education Cess	01-04-10	2%	
Secondary Education Cess	01-04-10	1%	

Vat Details

Commodity	EX/PG/001
Rate of Vat (%)	4

Create the Following Stock Item with the Excise Details:

[Inventory Info → Stock Item → Create]

Name	:	Steel Handle
Under	:	Primary
Units	:	Pcs
Tariff Classification	:	EX/ST/001
Set / Alter Excise Details	:	Yes

Excise Unit Name	Reporting UOM	Set /Alter Duty Details
Dunlop Godown	Pcs	Yes

Valuation Type : Ad Quantum

Type of Duty	Applicable From	Rate of Duty	Stock Item Type
Basic Excise Duty	01-04-10	10 / Pcs	Principal Inputs
Education Cess	01-04-10	0.2 / Pcs	
Secondary Education Cess	01-04-10	0.1 / Pcs	

Vat Details

Commodity	EX/ST/001
Rate of Vat (%)	4

Create the Following Stock Item with the Excise Details:

[Inventory Info → Stock Item → Create]

Name	:	10 LTR Plastic Containers
Under	:	Primary
Set Components (BOM) ?	:	Yes
Components of	:	10 LTR Plastic Containers
Unit of Manufacture	:	1 Pcs

ITEM	GODOWN	QUANTITY
Plastic Granules	Dunlop Godown	1 KG
Steel Hundle	Dunlop Godown	1 Pcs

Tariff Classification : EX/PC/001
Set / Alter Excise Details : Yes

Excise Unit Name **Reporting UOM** **Set /Alter Duty Details**
Dunlop Godown Pcs Yes

Valuation Type : MRP Based
MRP : 400 / Pcs
Abatement % : 30 %

Type of Duty	Applicable From	Rate of Duty	Stock Item Type	Set Alter Reporting BOM
Basic Excise Duty	01-04-10	10%	Finished Goods	Yes
Education Cess	01-04-10	2%		
Secondary Education Cess	01-04-10	1%		

Vat Details

Commodity : EX/PC/001
Rate of Vat (%) : 4

Create the voucher class for CENVAT Credit Adjustment Entry based on Journal

[Accounts Info → Voucher Types → Alter → Journal]

Name	Type of Voucher	Name of Class	Use Class for Excise/Cenvat
Journal	Journal	CENVAT Credit Adjustment	Yes

Pass the following purchase entries [Use Excise_ Purchase voucher pressing F9]

Date : 01/04/10
Invoice No : INV/HPL/01
Party Name : HPL MANUFACTURING
Excise Unit :Dunlop godown

Name of Item	Quantity	Godown	Rate
Plastic Granules	5000 KG	Dunlop Godown	97.50

Other Charges

Excise Duty [Cenvat] : 10%
Education Cess [Cenvat] : 2%
Sec Education Cess [Cenvat] : 1%

Input Vat @4% : 4%

Date : 02/04/10
Invoice No : INV/SOS/01

Party Name : SOS Enterprises
Excise Unit :Dunlop godown

Name of Item	Quantity	Godown	Rate
Steel Handle	5000 Pcs	Dunlop Godown	35.60

Other Charges

Excise Duty [Cenvat]	:	10%
Education Cess [Cenvat]	:	2%
Sec Education Cess [Cenvat]	:	1%
Input Vat @4%	:	4%

01-05-10

Produce 4500 Pcs of 10 LTR Plastic Containers [Use Manufacturing Journal press ALT + F7]

Pass the sales entry using Excise-Sales pressing F8

Date : 31-05-10
Invoice No : INV/KSM/01
Party Name : Kusum Products Ltd
Excise Unit :Dunlop godown

Name of Item	Quantity	Godown	Rate
10 ltr Plastic Container	4250 Pcs	Dunlop Godown	350

Other Charges

Excise Duty @ 10%	:	10%
Education Cess @ 2%	:	2%
Sec Education Cess @ 1%:	1%	
Output Vat @4%	:	4%

31-05-10

Pass the CENVAT Credit adjustment entry [Use CENVAT Credit Adjustment class pressing F7 with Excise Help]

01-06-10

Paid the balance amount of Excise Duty , Educational Cess and Sec. Educational Cess in cash

Payroll

Enabling Payroll in Tally

Go to Gateway of Tally > F11: Features> Accounting Features

Set the following features to Yes.

- Maintain Payroll

b. More than one Payroll / Cost Category

Enable **Payroll Statutory** feature

Go to **Gateway of Tally > F11: Features > F3: Statutory & Taxation**

Set **Enable Payroll Statutory** to **Yes**

And Set/Alter **Payroll Statutory Details** to **Yes**

Enter the following statutory details:-

Provident Fund	
Company Code	PN/JN/11237/00132
Company Account Group Code	PN/JN/11237/00145
Company Security Code	PN/JN/11237/00158
Employee State Insurance	
Company Code	PN/JN/11237/56879
ESI Branch Office	Sealdah
Eligibility Amount	15000.00
Standard Working Days (per month)	26 Days

Go to Gateway of Tally - Press F12: Configuration – Payroll Configuration.

Field	Description
Show Statutory Details?	Set this field to Yes
Show Passport/Visa Details?	Set this field to Yes
Show Contract Details?	Set this field to Yes

Create the following Units

Day, Hour, Month and Minutes to record the attendance used for calculation of pay.

GOT - Payroll Info – Units – Create.

Also create compound units such as **Mth of 30 day and Hr of 60 Min**

Create Attendance/Production Types

Go to GOT – Payroll Info – Attendance/Production Types – Create.

Name	Under	Attendance/Production Types	Unit
Unpaid Leave	Primary	Leave without pay	Automatically appears
Paid Leave	Primary	Attendance/leave with pay	Automatically appears
Casual Leave	Paid Leave	-	Automatically appears
Absent	Unpaid Leave	-	Automatically appears
Overtime	Primary	Production	Hr of 60 Min

Create the following pay heads:

Go to Gateway of Tally > Payroll Info > Pay heads > Create

SL No .	Name	Pay Head Type	Under	Name to appear in Payslip	Used for Gratuity	Calculation Type	Leave without pay	Calculation Period	Per day calculation basis
1.	Basic	Earnings for Employees	Indirect Expenses	Basic	Yes	On Attendance	Absent	Month	As per calendar year
2.	Dearness Allowance	Earnings for Employees	Indirect Expenses	DA	Yes	As Computed Value [On Basic 50%]	N/A	Month	N/A
3.	House Rent Allowance	Earnings for Employees	Indirect Expenses	HRA	no	As Computed Value [On Basic + DA]*20%	N/A	Month	N/A
4.	Conveyance Allowance	Earnings for Employees	Indirect Expenses	Conveyance	No	Flat Rate	-	Month	N/A
5.	Provident Fund	Employees Statutory Deduction	Current Liabilities	PF	-	As Computed Value [On Basic 12%]	-	Month	N/A
6.	Employer's EPS Contribution @8.33%	Employer's Statutory Contribution	Indirect Expenses		-	As Computed Value [Basic upto 6500, 8.33% on basic otherwise Rs. 541]	-	Month	N/A
7.	Employer's EPF Contribution @3.67%	Employer's Statutory Contribution	Indirect Expenses		-	As Computed Value [(Employee's PF@12.% - Employer's EPS Contribution@8.33%) 100% of that]	-	Month	N/A
8.	ESI	Employees Statutory Deduction	Current Liabilities	ESI	-	As Computed value (On Current Earnings Total 1.75%)	-	Month	N/A
9.	Employer's ESI Contribution	Employer's Statutory Contribution	Indirect Expenses		-	As Computed Value (On Current Earnings Total 4.75%)	-	Month	N/A

10.	Overtime	Earnings for Employees	Indirect Expenses	OT	No	On Production [Production type :Overtime]		Hr of 60 min	N/A
11.	*Professional Tax	Employees Statutory Deduction	Current Liabilities	P.Tax	-	As Computed value (On Current Earnings Total)	-	Month	N/A
12.	**Gratuity	Gratuity	Current Liabilities	-	-	-	-	-	-
13.	Salary Payable	Not Applicable	Current Liabilities	-	-	-	-	-	-
14.	PF Payable	Not Applicable	Current Liabilities						
15.	ESI Payable	Not Applicable	Current Liabilities						

***Slab rate for P.Tax is given below:-**

Effective From	From Amount	Amount Upto	Value Basis
01-04-2010		3000	0
	3000	5000	30
	5000	6000	40
	6000	7000	45
	7000	8000	50
	8000	9000	90
	9000	15000	110
	15000	25000	130
	25000	40000	150
	40000		200

****Slab Rate details for Gratuity calculation**

Gratuity Days of a Months : 26		
Number of Months		Eligibility days for gratuity calculation per year
From	To	
1	60	0
61		15

Create Employee groups

Go to **Gateway of Tally > Payroll Info. > Employee Groups > Create**

Category	Name	Under
Primary Cost Category	Admin	Primary
Primary Cost Category	Sales	Primary

Create Employees with the following details :

Category	Primary Cost Category
Name	Ashis Kapoor
Under	Admin
Date of Joining	01-08-1998
Employee Number	EM01
Designation	Manager
Function	Administration
Location	Elgin
Gender	Male
Date of Birth	1-7-1976
Blood Group	B+
Father / Mother Name	Mr. Ajay Kapoor
Address	29/2, Christopher Road, Kolkata -700 046
Contact Number	033-22873021
E-Mail ID	Ash_125@yahoo.co.in
Bank Name	SBI
Branch	Elgin
Bank A/c Number	009560013
Employee I.T. PAN	AANPI4541L
PF Account Number	356578901
ESI Number	XXX
Passport Number	U103807
Country of Issue	India
Passport Expiry Date	02-12-2012
Visa Number	SQI602545
Visa Expiry Date	31-12-2010
Work Permit Number	WPN35547
Contract Start Date	01-07-2005
Contract Expiry Date	31-07-2012

Category	Primary Cost Category
Name	Priya Sethi
Under	Admin
Date of Joining	01-07-1999
Employee Number	EM02
Designation	Senior Executive
Function	Executive
Location	Elgin
Gender	Female

Date of Birth	02-04-1982
Blood Group	A+
Father / Mother Name	Karan Sethi
Address	P-48 C.I.T. Road Kolkata-700 014.
Contact Number	033-22789524
E-Mail ID	Ps_14@hotmail.com
Bank A/c Number	3329560016
Bank Name	SBI
Branch	Elgin
PF Account Number	356578312
ESI Number	XXX
Employee I.T. PAN	BDFDPI4542L
Passport Number	E10568799
Country of Issue	India
Passport Expiry Date	02-07-2012
Visa Number	HV34794
Visa Expiry Date	31-12-2012
Work Permit Number	SE261112
Contract Start Date	01-07-2007
Contract Expiry Date	31-07-2012
Category	Primary Cost Category
Name	Rohan Agarwal
Under	Sales
Date of Joining	1-09-1999
Employee Number	EM03
Designation	Jr. Executive
Function	Sales
Location	Elgin
Gender	Male
Date of Birth	01-05-1976
Blood Group	A+
Father / Mother Name	Ashok Agarwal
Address	45, Azgar Mistri lane Kolkata -700 025
Contact Number	033-22569874
E-Mail ID	rohan@hotmail.com
Bank A/c Number	3326587942
Bank Name	SBI
Branch	Elgin
PF Account Number	346578905
ESI Number	XXX
Employee I.T. PAN	SETPI4645L
Passport Number	SE104907
Country of Issue	India
Passport Expiry Date	02-12-2012
Visa Number	TI15427
Visa Expiry Date	31-12-2012
Work Permit Number	WI479201

Contract Start Date	01-07-2007
Contract Expiry Date	31-07-2012

1. Create Salary Details for an Employee Group:

Go to **Gateway of Tally > Payroll Info. > Salary Details > Create**

Select one by one

1. Admin

2. Sales

		Admin	Sales	SALARY DETAILS			
Effective From	Pay Head	Rate	Rate	Per	Pay head type	Calculation Type	Computed On
01-04-10	Basic	10000	8000	Month	Earnings for Employees	on Attendance	
	DA				Earnings for Employees	As Computed Value	Basic Salary
	HRA				Earnings for Employees	As Computed Value	Basic Salary + DA
	Conveyance	800	1500	Month	Earnings for Employees	Flat Rate	
	Overtime	80	60	Hr	Earnings for Employees	On Production	
	Provident Fund				Employees Statutory Deduction	As Computed Value	Basic Salary
	ESI				Employees Statutory Deduction	As Computed Value	On Current Earning Total
	Professional Tax				Employees Statutory Deduction		On Current Earning Total

10. Alter Salary Details for Employee:

Go to **Gateway of Tally > Payroll Info. > Salary Details > Alter > Select the Employee** from the List of Employees/Group

- Effective from 1/4/2010 > Select copy from Parent Value for all the employees except Priya Sethi.
- Basic of Priya Sethi will be Rs.9000/- P.M & overtime rate is Rs.70/- per hour.

11. Attendance Voucher Entry –

Go to **Gateway of Tally > Payroll Vouchers > CTRL+F5: Attendance**

In the month of Dec'10 some employee has taken leave and some worked overtime. Pass the necessary transaction with the following details given below.

- Ashis Kapoor has taken a casual leave on 1st Dec'10 and worked 140 min as overtime on 31st Dec'10.
- Priya Sethi has taken a casual leave on 1st Dec, worked overtime on 2nd Dec'10 for 3 hrs and absent on 31st Dec'10.
- Rohan Agarwal has worked overtime for 2 hour and 30 minutes on 1st and 2nd Dec'10.

12. Attendance Sheet / Attendance Register Report:

Check attendance sheet and attendance register report for the month of Dec '10.

[Hint: GOT – Display – Payroll Report – Attendance Sheet / Attendance Register.]

13. Payroll voucher entry:

Generate the pay slip of the employee as on 31st Dec '10

Record the PF payable entry on 31st Dec '10

Record the ESI payable entry on 31st Dec '10

14. Payment voucher entry:

On 31st Dec 2010 salary payment is made through ICICI Bank

On 31st Dec 2010 PF paid through ICICI Bank

On 31st Dec 2010 ESI paid through ICICI Bank

On 31st Dec 2010 PTax paid through ICICI Bank

15. Check the Following Payroll Report:-

- a. Pay Slip
- b. Payroll Statement.
- c. Payment Advice
- d. Gratuity and Expat Reports.

16. Ashis Kapoor's pay structure has been revised with effect from 01-01-2011 and the details are as follows.

Name	Old Pay Structure	New Pay Structure
Basic	Rs.10000	Rs.11000
DA	50% on Basic	60% on Basic
HRA	20% on Basic+DA	25% on Basic+DA
Conveyance	Rs.800 as monthly flat rate	Rs.1200 as monthly flat rate
Overtime	Rs.80 Per Hour	Rs.85 Per Hour

17. Priya Sethi has taken advance of Rs.10000 from the concern on 1st January, Rs.1000 is adjusted every month from her salary.

18. During the month of January 2011, record the following employees leave taken and overtime worked.

Employee Name	Casual Leave	Absent	Overtime
Ashis Kapoor	2 Days	-	90 Min
Priya Sethi	1 Day	1 Day	2 Hours

19. Payroll Voucher Entry:

Generate the pay slip of the employee as on 31st January 2011.

Record the PF payable entry on 31st January 2011

Record the ESI payable entry on 31st January 2011

20. Payment Voucher Entry:

On 31st January' 2011 Salary payment is made through ICICI Bank.

On 31st January' 2011 PF paid through ICICI Bank

On 31st January' 2011 paid through ICICI Bank

On 31st January' 2011 PTax paid through ICICI Bank

21. Check the following reports :-

- a. Pay Slip
- b. Payroll Register
- c. Ledger Employee Breakup
- d. Pay Sheet
- e. Payment Advice for the month of January 2011.
- f. Finally view Profit & Loss and Balance sheet.

Export Import

Export the Balance Sheet of your company to Excel file, with the following Instructions : -

Format – Spread Sheet, output Name – B. Sheet. X LS . Export it.

Create a new company with the name Arun Pvt Ltd with financial year 01-04-2010.

Open your Existing Company and Export All Master with XML Format, out put file name EXP.Xml. [Hint:Display – List of Accounts- Export]

Open Your Day book for the period 1.4.2010 to 31.3.2011 and Export it with the out put file name Day Book. Xml.

Open the new company Arun Pvt Ltd and Import All Master from EXP. Xml file with Tally
[Hint: GOT – Import Master]

Import all transaction from Day Book.Xml [Hint:GOT – Import Transaction.]

Split Company

Open your Existing Company. Start year ending process with split company data from 1.4.2011. [Hint: Comp Info – Split company Data]

Group Company Data

Create a group company with “your name(Group)”.

Members of the group company are:

First Co. (Your existing company)

Second Co. (Arun Pvt Ltd.)

View the merged report of the group co.

Back Up and Restore

Take a Back up of your Existing Company and Arup Pvt Ltd at following folder
D:\Tally B

Delete the company Arun Pvt Ltd. Restore Arun Pvt ltd.

Security Control & Audit Features

Create a security level as “data entry (1)” and assign the following rights in the level.

Add and Edit: Accounts Masters

Add and Edit: Vouchers

Create a New user with the name “Rohan” and assign password “123” Keep this user under the Data entry (1) security type.

Login with the user created and view the effects

Tally Vault

Create a new company with tally vault password named “IIJT”

Important Message for Remote user Settings:

To use remote access control you are to use Tally License Version and to show the function of Remote access control you need LAN and Internet connection between the computers. Remote access control is not available for Tally Educational Version.

Remote Access User Settings

Creation of Tally.NET user

Press Ctrl +K for Control Centre

Enter Email ID and Tally.NET Password

Select Standard User from the list of Security Level.

Enter the required Email ID for the Remote Tally.NET User in *Tally.NET ID* field and press *Enter*.

Select the status as active → Select End of List.

Now open the company in the Server and click on Connect (F4)

Now open the tally (it should be same version given in the server) in other computer which is connected in Internet.

In company Information Select Log in as Remote User and put the Email ID and Password to logged as a remote user to the company.