

Instructor Inputs




Session Slides

Slide 1

Accounting with Tally.ERP 9 **NIIT**

Objectives

- ◆ In this session, you will learn to:
 - ◆ Generate and print accounting and inventory reports
 - ◆ Understand the features related to Point of Sale in Tally.ERP 9




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Slide 2

Accounting with Tally.ERP 9 **NIIT**

Generating and Printing Accounting and Inventory Reports

- ◆ Report generation is a powerful tool in Tally.ERP 9, which puts the user in charge of his business information.
- ◆ The display of information entered in Tally.ERP helps the user to:
 - ◆ Prepare his financial statements based on the vouchers entered to date.
 - ◆ Present strategic information in a manner that would aid his decision making and control.
- ◆ Tally.ERP 9 reports are generated in real time and the user has infinite options to display the information in the manner that he requires.



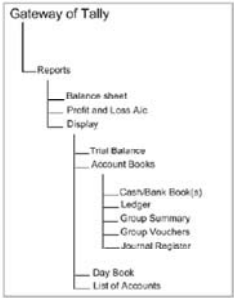
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Slide 3

Accounting with Tally.ERP 9**NIIT**

Generating and Printing Accounting and Inventory Reports (Contd.)

◆ The following figure shows the Tally Menu for Financial Reports.



The screenshot shows the 'Gateway of Tally' menu with the 'Reports' option selected. The menu structure is as follows:

- Reports
 - Balance sheet
 - Profit and Loss A/c
 - Display
 - Trial Balance
 - Account Books
 - Cash/Bank Book(s)
 - Ledger
 - Group Summary
 - Group Vouchers
 - Journal Register
 - Day Book
 - List of Accounts

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Slide 4

Accounting with Tally.ERP 9**NIIT**

Generating and Printing Accounting and Inventory Reports (Contd.)

***Let us see how to generate and print
accounting and inventory reports with
Tally.ERP 9.***


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Slide 5

Accounting with Tally.ERP 9**NIIT**

Understand the Features Related to Point of Sale in Tally.ERP 9

- ◆ **Point of Sale (POS):**
 - ◆ Is a computerized cash register, which adds up the:
 - ◆ Sales totals
 - ◆ Calculates the balance to be returned to buyer
 - ◆ Automatically adjusts the inventory levels
 - ◆ Has the following advantages:
 - ◆ It helps to calculate sales and manage the cash drawer.
 - ◆ It manages inventory and facilitates the bar-code scanner operations.
 - ◆ It offers a flexible and simpler way of querying your inventory and sales database.
 - ◆ It helps you track product movement and the cost to push certain brand over others.
 - ◆ It tracks and records the date and time of every sale made at your point of sale.




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Accounting with Tally.ERP 9**NIIT**

Understand the Features Related to Point of Sale in Tally.ERP 9 (Contd.)

- ◆ **POS in Tally.ERP 9:**
 - ◆ Generates POS Invoice with date and time of transaction.
 - ◆ Generates POS related reports, such as Cash Registers, Sales Registers, and Inventory reports.
 - ◆ Ensures management of gift cards, vouchers, admissions, and discounts.
 - ◆ Allows multiple mode of payment for a single Invoice.
 - ◆ Eases Cash and Credit/Debit transactions and tracks balances to be tendered to buyers.
 - ◆ Provides quantified tracking of sales and promotions.
 - ◆ Allows for real time updation of inventory and the option quickly matching inventory with floor counts.




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Accounting with Tally.ERP 9 **NIIT**

Understand the Features Related to Point of Sale in Tally.ERP 9 (Contd.)

- ◆ Helps in identifying consumer-purchasing patterns.
- ◆ Facilitates bar-code scanning of Stock Keeping Units (SKUs) or items.
- ◆ Ensures multi-level security control of cash and Inventory.
- ◆ Increases efficiency and productivity at point of sale.
- ◆ POS register provides the list of invoices.
- ◆ These vouchers are ordered and listed together for a period to give meaningful information.
- ◆ Each POS Invoice is further drilled down to obtain the lowest level of information.




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Slide 8

Accounting with Tally.ERP 9 **NIIT**

Summary

- ◆ In this session, you learned that:
 - ◆ Report generation is a powerful tool in Tally.ERP 9, which puts the user in charge of his business information.
 - ◆ Tally.ERP 9 reports are generated in real time and the user has infinite options to display the information in the manner that he requires.
 - ◆ Point of Sale (POS) is a computerized cash register, which adds up the:
 - ◆ Sales totals
 - ◆ Calculates the balance to be returned to buyer
 - ◆ Automatically adjusts the inventory levels
 - ◆ POS register provides the list of invoices.
 - ◆ These vouchers are ordered and listed together for a period to give meaningful information.



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