

Session Overview

This session covers Lesson 6 of the book, Accounting with Tally - Student Guide. It covers how to generate and print accounting and inventory reports. In addition, it covers the features related to Point of Sale in Tally.ERP 9.

Generating Reports for Trading Organization

Handling Tips

Tally.ERP 9 reports are classified into two categories, namely accounting reports and inventory reports. Each report is further grouped into account books and statements.

Sales Register

A Sales Register displays the monthly summary of the sales transactions along with the closing balances. A Sales Register helps in:

- Analyzing periodic turnover of an organization.
- Tracing errors made while recording the transactions.
- Analyzing the sales returns of the year.
- Conducting performance analysis of godown, salesperson, or sales area with the help of cost centre and cost category reports

To display Sales Register, you need to select the link, **Display→Account Books→Sales Register** from the **Gateway of Tally** screen.

Purchase Register

A Purchase Register displays the information on the periodic purchases of a business, which helps in determining the stock movement at each godown. To display the Purchase Register, you need to select the link, **Display→Account Books→Purchase Register** from the **Gateway of Tally** screen.

A Purchase Register can be configured by using the link, **Display→Account Books→Purchase Register→Ctrl+F12: Value** from the **Gateway of Tally** screen. This displays the following information:

- Actual quantity
- Billed quantity
- Date

- Bill name
- Cost centre
- Cost category
- Voucher number
- Narration
- Stock item
- Godown name

Inventory Reports

Tally.ERP 9 prepares inventory reports based on the vouchers entered till the current date.

Stock Summary

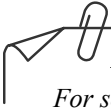
A Stock Summary is a statement of the stock-in-hand on a particular date. It provides information on stock groups and shows the quantity details, rate, and closing value of the stock items under each group. To view the Stock Summary, you need to select the link, **Stock Summary** from the **Gateway of Tally** screen.

Point of Sale (POS)

POS is a computerized Cash Register that adds the sales total, computes the state sales tax or VAT, calculates the change from the money tendered. It then adjusts the store's inventory to debit the amount of inventory sold. To implement POS, the retail outlets need cash registers, card readers, and barcode scanners.

Some of the benefits of using POS invoicing in Tally.ERP 9 are:

- Provides a simple and user friendly interface
- Facilitates faster data entry and calculations
- Helps to calculate sales and sale proceeds
- Manages inventory and facilitates bar code scanner operations
- Offers a flexible and simple way of querying your inventory and sales information
- Helps you to track the movement of items and how much you are spending on them
- Tracks and records the date and time of every sale made at the store
- Helps faster printing of invoices



Note

For session 16(MR), tell the students that they need to practice the demonstration 6.8.1 Accounting Reports in Tally.ERP 9 given on page no. 139 of the Student Guide. In addition, they need to practice the illustrations 67-71 of the topic, 6.9 Point of Sale (POS) given on page no. 149 of the Student Guide.

FAQs

- *What is godown wise movement analysis in Tally.ERP 9?*

Movement analysis shows the movement of a particular item, either within the company or outside the company for a given period of time. To view movement of items for a given godown, you need to select the link, **Display→Inventory Books→Movement Analysis→Stock Group Analysis→Primary**.

