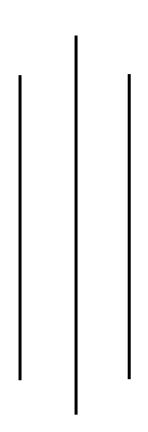# Kathmandu BernHardt College

Bafal , Kathmandu

Affiliated to TU

Lab Report No:

Lab report on:

Submission Date:

Submitted by:

Name:

Roll No:

Faculty: BCA

Submitted To:

BCA Department

Signature

Tally:

Tally is powerful accounting software, which is driven by a technology called concurrent multi-lingual accelerated technology engine. It is easy to use software and is designed to simply complex day to day activities associated in an enterprise. Tally provides comprehensive solution around accounting principles, inventory and data integrity. Tally also has feature encompassing global business. Tally software comes with easy to use interface thus making it operationally simple. Tally accounting software provides a solution around inventory management, stock management, invoicing, purchase order management, discounting, stock valuation methodology,etc. Tally accounting software also comes with drill down options, which can track every detail of transaction. It helps in maintaining simple classification of accounts, general ledger, accounts receivable and payable, bank reconciliation, etc. The technology employed by tally makes data reliable and secure. Tally software supports all the major types of file transfer protocols. This helps in connecting files across multiple office locations. Tally accounting software is capable ofundertaking financial analysis and financial management. It provides information around receivables turnover, cash flow statement, activity consolidation and even branch accounting. Tally accounting software is east to set up and simple to use. A single connection can support multiple users. It can be easily used in conjunction with the Internet making possible to publish global financial reports.

Objective:

To introduce the students to the Basic of Accounts and the usage of Tally for accounting purpose. It teaches student to maintain accounts with and without inventory.

Company Info:

The section consist of the blocks of options either to create, select, backup, restores or quit. We can get the menu of company info by pressing AH + F3 in the Gateway of Tally.

Gateway of Tally

Company info
Select
Create Company
Alter
Change tally vault
Split company Data
Backup
Restore
Quit

Creates Company:

This creates or adds the number companies as per the requirement written the program.

Steps to create company:

- ➢ Go to gateway of tally.

- ➢ Press Alt+F$_3$ keys in keyboard.

- ➢ Select the options creates company in company info and enter.

  This display screen shows the creation section. Typing the name of company, address, financial year begins and all other details asked by the creation screen creates a company.

Company info
Select
Create Company
Alter
Change tally vault
Split company Data
Backup
Restore
Quit

To create next company, user can repeat the procedure from of tally.

Select Company:

Step to select company:

- ➢ Go to gateway of tally.

- ➢ Press Alt+F$_3$ keys in keyboard.

- ➢ Select the option select company in company info and enter.

  Select company allows you to load another company from lift of companies listed which may have been created earlier.

Alter:

One can reach alter options, pressing (Alt+F3) in the gateway of tally. This option allows user tomake modifications, change as per requirements.

Change Tally vault:

Tally vault is kind of security features built in Tally. It keeps up confidentially of information byencrypting the data. A combinations of such formulas help to ensure that Tally vault becomes one of the very most secure means of data storage. It also change password of selected company.

Split company data:

User can split company data into the time gaps by pressing (Alt+F3) in Gateway of tally and choosing split option. This splits company data into multiple numbers of years as per user demands. This increase flexibility in an accounting when data is split, companies are created for respective split periods and full of data is retained in the original company.

Backup:

Simplest way of reaching backup option is processing (Alt+F3) in gateway of tally. Backup is process of copying data from one location to other location. To avoid data lost on tally, one should take backup of tally data. Tally backup take on auto route to periodically safeguard business data from accidental loss, systems crash and even it to remote location.

Restore:

This allows to restore data of companies for which backup is done. When current data is lost orcorrupted, one can restores last backup data restores options in company info of tally.

Quit:

This option allows the user to close the tally windows pressing enter or 'y' in the keyboard.

Balance Sheet:

To ascertains the financial positions of the business. It is a statement of assets and liabilities.

Types of Account:

1. Personal Account:

Personal Accounts are the account of person, firms, concerns institutions which the business deal.

Principle:

- Debit the receiver.
- Credit the giver.

2. <u>Real Account</u>

Real Accounts are the account of things, materials, assets & properties. It has physical existence which can be seen & touch. EX: Cash, Sale, Purchase, Furniture, Inventories, etc.

Principle:

- Debit what comes in?

- Credit what goes out?

3. <u>Nominal Account</u>

Nominal Accounts are the account of service received (expenses and losses) and service given (income and gain). EX: Salary, Rent, Wages, Stationery, etc.

Principle:

- Debit all the expenses and losses.

- Credit all the income and profit.

<u>Basic concepts of accounting</u>

i. Accounting:

It is an art of recording, classifying and summarizing in significant manner and in terms of money, transactions and events which are of financial character and interpreting the result there of.

ii. Business transactions:

A business transaction is "The movement of money's worth from one persons to another." or exchange of values between two parties id also known as "Business transaction."

iii. Purchase:

A purchase means goods purchase by the businessman from a suppliers.

iv. Sales:

Sales is a goods sales by the businessman to his customers.

v. Purchase Return or Outward Invoice:

Purchase return means the return of the full or a part of goods purchased by the business to his suppliers.

vi.   Sales Return or Inward Invoice:

Sales return means the return of the full or a part of the goods sold by the customers to thebusiness.

vii.   Assets:

Assets are the things and properties possessed by the businessman not for resole but for theuse in the business.

viii.   Liabilities:

All the amount payable by a business concern to outsiders are called liabilities.

ix.   Capital:

Capital is the amount invested for starting a business by a persons.

x.   Debtors:

Debtor is the persons who owed amount to the businessman.

xi.   Creditors:

Creditor is the person to whom amounts are owed by the businessman.

xii.   Debit:

The receiving aspect of the business transaction is called debit or Dr.

xiii.   Credit:

The giving aspect of the business transaction is called debit or Cr.

xiv.   Drawing:

Drawings are the amount withdrawn (taken back) by the businessman from his business for his personal or private and domestic purpose. Drawing may be made in the form of cash, goods and assets of the business.

xv.   Receipts:

It is a document issued by the receiver of cash to the giver of cash acknowledging the cashreceived vouchers.

xvi.   Ledger:

The book of final entry where account lie.

xvii.   Journal Entries:

The daily record of the transactions.

xviii. Trial balance:

It is a statement of all the ledger account balance prepared at the end of particular period of verifying the accuracy of the entries made in the book of accounts.

xix. Profit and Loss account:

It is prepared to ascertain actual profit or loss of the business.

Gateway of Tally > Account Info

Account info
Group
Ledger
Voucher Type
Quit

Groups:

Group is a collection of ledgers of the same nature. In the business, expenses like electric bills,telephone bill, conveyance, etc. are commonly included in groups. Ledger based on these expenses is created to be used while accounting vouchers are entered. In the tally some predefined group will appear we can use these group, if we are not satisfied with these groups means we can create the new groups. Tally consists of 28 pre- define groups out of them 15 are"primary groups" and 13 are "sub groups" are the head groups and the sub groups are the division of the primary group, Finally these groups are divided 2 types depending upon the appearance in the reports (final accounts).

GROUP CREATION:-

This creates the group as per the requirement written the program.

Steps to create new group:

➢ Go to gateway of tally.

➢ Click on account info.

➢ Click on group.

➢ Finally creates a group.

<div align="center">

Gateway of
Tally…
Account
Info…

Ledger
Single Group
Create
Display
Alter
Multiple Group
Create
Display
Alter
Quit

</div>

Under Single Group

The group screen displays in following ways.

    i.   Name of Group
Enter the name of the group to create. For Example: Administrative Expenses.

    ii.   Alias:
Enter an alias name to allow access to the group using the alias in addition to itsname of leave it blank for Example: for Administrative Expenses, you can enteroffice expenses or even an alphanumeric code, say Eool, as an alias.

    iii.   Under
Specify under which existing (parent) group the sub-classification is required. It isa new primary group, select primary (requirement of new primary groups is very rare, but the option exist). You can also create a new parent groups by using Alt+C.

Creating, Altering, displaying and deleting group under both groups.

- "**Create**" is used to create new ones on both types of ledger.
- "**Display**" is used to show or display the existing ones on both types of ledger.
- "**Alter**" is used to change any information which already exists ones. To delete any group in "Alter" select which u want to delete and press "Alt" together.
- "**Delete**" is performed through the single alteration mode. You cannot delete groups from Multiple Alteration Mode.

   Note: - The Groups which already exist cannot be deleted.

Account info
Group
Ledger
Voucher Type
Quit

Ledger:

A ledger is the actual account head to identify your transactions and is used in all accounting vouchers. For example, purchase, payments, sales, receipts, and others accounts heads are ledger accounts. Without a ledger, you cannot record any transaction. All ledgers have to be classified into groups. Hence, through understanding of account classification is important for working with ledgers.

LEDGER CREATION:-

This creates the ledger as per the requirement written the program.

Steps to create new ledger:

➢ Go to gateway of tally.

➢ Click on account info.

➢ Click on ledger.

➢ Finally creates a ledger.

Gateway of
Tally…
Account
Info…

Ledger
Single Ledger
Create
Display
Alter
Multiple Ledger
Create
Display
Alter
Quit

- "**Create**" is used to create new ones on both types of ledger.
- "**Display**" is used to show or display the existing ones on both types of ledger.
- "**Alter**" is used to change any information which already exists ones.To delete any groupin "Alter" select which u want to delete and press "Alt" together on both types of ledger.

The difference between the single and multiple is same as groups and "create", display", "Alter",also same.
While creating the ledgers selection of background is important, without selecting any group wecan't create the ledger.
Alias is the short name for the ledgers it is not necessary to give.

➢ To give the "Address &contact details" for ledger a/c Press F12 (Configuration settings)--Use address for Ledgers a/c----Yes Use contact details for Ledgers ------ Yes to add any notes for ledgers. Press F12 (configuration settings) ---add notes for Ledgers a/c Yes.
➢ While the address and contact details for certain ledgers only. After activation theseoptions the screen which appears as ledger.
➢ Address and contact details options are displayed only in single ledger creation but not inmultiple creation.
➢ In similar manner if you want to delete ledgers it is possible only in single ledger alteroption.
➢ The appearance of the ledgers creation in multiple options is shown below. If you want togive opening balance for ledgers, while creating you gets one option for opening balance amount. This Option will be displayed in both single and multiple.

Inventory Accounting:

Inventory accounting is the body of accounting that deals with valuing and accounting for changes in inventoried assets. A company's inventory typically involves goods in three stages ofproduction: raw goods, in-progress goods, and finished goods that are ready for sale.

Gateway of Tally

Inventory Info
Stock Group
Stock Items
Units of measures
Voucher Type
Quit

Stock Groups:

Stock Groups in Inventory are similar to Groups in Accounting Masters. They are helpful in the classification of Stock Items. You can group Stock Items under different Stock Groups toreflect their classification based on some common features such as brand name, product type,quality, and so on. Grouping enables you to locate Stock Items easily and report their details in statements.

For example,

Stock Item	Sub Group	Main Group
Brand A - 19" TFT	Brand A	Grade One
Brand A - 17" CRT	Brand A	Grade One
Brand B - 19" TFT	Brand B	Grade Two
Brand B - 17" CRT	Brand B	Grade Two

You now have ready details of Grade One and Grade Two products, duly classified. You canalso view the sub group classification.

- Go to Gateway of Tally > Inventory Info. > Stock Groups.

Stock Group Creation:-

➢ Go to gateway of tally.

➢ Click on inventory info.

➢ Click on stock group.

➢ Then, create a stock group (Under single stock group).

Stock Group Creation…..
Name:
Under:
Can quantities of item be added? Yes

To create a stock group.

1. Enter the Name of the Stock Group to be created. For example, Grade One.

3. Enter additional name apart from primary name [if required] in the field Alias. You cancreate any number of additional names.

4. Specify whether it is a primary group or a sub-group of another group in the field under,by selecting from the list.

5. Press Alt+C to create a parent group, if you do not have it in the list.

6. The field should quantities of items be added? Pertains to information on measuring theunits of the Stock Items that you would categories under the Stock Group.

   The Stock Items categorized under the group should have similar units for them to be added up. You cannot add quantities in Kgs to quantities in Pcs.

Buttons specific to stock group creation:

Buttons	Short Cut Key	Description & Use
C: Category	CTRL+C	Allows you to Create a Stock
I: Items	CTRL+I	Allows you to Create a Stock Item.
U: Units	CTRL+U	Allows you to Create a Unit of
O: Go down	CTRL+O	Allows you to Create a Go down.
V: Voucher	CTRL+V	Allows you to Create a Voucher

Note: Category and **Go down** buttons are visible only if you have opted for the same in **F11: Features.**

Stock Items:

Stock Item refers to goods that you manufacture or trade. It is the primary inventory entityand is the lowest level of information on your inventory. Items in the inventory transactionare similar to ledgers being used in accounting transactions. Therefore, stock items are important in an inventory just as ledgers are important in accounting.

● Go to Gateway of Tally > Inventory Info > Stock Items.

To create a Stock Item

1. Go to Gateway of Tally > Inventory Info > Stock Item > Create (under Single StockItem).

2. Specify the Name of the Stock Item.

3. Specify the Alias name of Stock Item (if required).

4. The field under will show the List of Groups. Here you can select the Stock Group towhich the Stock Item belongs. By default, Primary Stock Group appears in this field.

   Note: You can create a new stock Group by pressing ALT+C at this field.

5. This field will show the Unit List. Here you can select the Unit of measure (UOM)applicable for the stock item. By default, Not Applicable appears in this field.

   Note: You can create a new UOM by pressing ALT+C at this field. For stock items without UOM, the cursor will not move to the Quantity field during voucher entry.

6. Specify the Rate of Duty applicable for the stock item. This field is used for the calculation of excise duty or if duty is based on item rate. During Invoicing, whenever you select a Stock Item, the Rate of duty entered here is displayed in the Invoice creationscreen.

   Note: In F11 Inventory features, if the option Enable Invoicing is set to No then Rate of Duty field will not visible.

7. Specify the Tariff Classification for the item, if applicable. Tariff Classification can becreated or used when Excise features is activated for the company.

8. Specify the details of Opening Balance, if any, for the Stock Item as on the date ofBeginning of Books.
   - ➢ In the Quantity Field, specify the stock item Quantity, say 5 Nos.
   - ➢ In the Rate field, specify the stock item Rate, say Rs. 8000 per piece.
   - ➢ In the Value field, Tally.ERP 9 automatically calculates the value by multiplying the Quantity and Rate. You can also edit the value, Tally ERP 9automatically refreshes the Rate field accordingly.

 Note: If Unit field is Not Applicable then the cursor will move from Quantity and Rate Field.

Units of Measures:

The unit of measure concept is a standard convention used in accounting, under which all transactions must be consistently recorded using the same currency For example, a business maintaining its records in the United States would record all of its transactions in U.S. dollars, while a Nepalese company would record all of its transactions in NPR. If a transaction involves receipts or payments in a different currency, the amount is converted to the home currency used by an organization before being recorded. Without a common unit of measure, it would be impossible to produce financial statements.

Creating Compound Unit of Measure

A Compound Unit is a relation between two Simple Units. Hence, before you create a Compound Unit, ensure that you have already created two Simple Units.

For example, To Create Compound unit – Doz (Dozen) of 12 Nos (Numbers), you have to create two simple units, Doz (Dozen) and Nos (Numbers) and set the conversion factor as 12.

1. Go to Gateway of Tally > Inventory Info > Units of Measure > Create. The Unit Creation screen is displayed in a screen. Now Click on Type field or Press SHIFT +TAB or Press Backspace Key.

2. Select Compound from the Types of Units and press Enter. The Conversion field will bedisplayed for creating Compound unit.

3. Select the First unit from the Units List. In the above example, dozen will be the FirstUnit.

4. Specify the Conversion Factor. In the above example, Conversion factor will be 12.

5. Specify the Second Unit from the Units List. In the above example, Number will be theSecond Unit. This unit is also called Tail Unit.

6. Use (CTRL + A) or Accept the Screen for Saving of Compound Unit Creation.

7. Similarly we can create following units:

   ❖ Meter-M

   ❖ Pieces-pcs

   ❖ Cartoon-C

   ❖ Dozen-Dz

   ❖ Quintal-Q

   ❖ Dollars-$

   ❖ Size-S

   ❖ Liter-L

Inventory Voucher:

Inventory Vouchers perform the function in the inventory system that accounting vouchers do in the accounting system. Inventory Vouchers are also means of entering transactions. Accounting vouchers will update only Accounts, but Inventory vouchers will update both Accounts and Inventory. Inventory vouchers record the receipt and issue of goods/stock (Movement of goods), the transfer of stock between locations and physical stock adjustments.

Inventory Voucher Creation:-

➢ Go to gateway of tally.

➢ Click on inventory info.

➢ Click on Voucher type.

➢ Then, create a voucher.

Integrating Accounts with Inventory

Enabling the option Integrate accounts with inventory in F11: Features (F1: Accounting Features) will reflect on the Balance Sheet and Profit and Loss Account.

● If the option Integrate accounts with inventory? Is set to yes in F11: Accounting Features/Inventory Features, the stock/inventory balance figures are automaticallyupdated from the inventory records. You can also drill down to Stock
Register from Balance Sheet.

● If the option Integrate accounts with inventory? Is set to No in F11: Accounting Features/Inventory Features, the inventory values are ignored, and closing stockbalances have to be entered manually.

Receipt Note Voucher (GRN)

A Receipt Note voucher is used to record receipt of goods/items at stores. For example, the Company receives new stock item from a Supplier. If a Purchase Order exists for that supply,selecting the PO reference in the Receipt Note will display its particulars. The details recorded in the Receipt Note are the PO reference, Ledger account, Supplier'sname and address, Name of stock item, Stock location, quantity, rate, amount and the transaction narration.

To enter the Receipt Note voucher:

1. Select Party A/c Name from the List of Ledger Accounts.
2. Select Order No(s) from the List of Orders, if a purchase order exists for that supplier.
3. Enter the required information in the Party Details screen.
4. Select the Order No(s). If the Order No(s) is selected, the item name, quantity, rate andamount will be displayed automatically.

Note: For more details on F12: Configure refer Invoice/Order Entry Configuration.

5. Press Enter. The Stock Item Allocations.
6. Select existing Tracking No. or create a new tracking number.

Note: A Receipt Note with Tracking No. marked as Not Applicable will be an inventory document, affecting only the inventory values. This will not affect the accounts. A purchase voucher with Tracking No. marked as Not Applicable will update the accounts without increasing the stock. The Purchase Bills Pending list is generated as Bills recd. But Goods not recd.

7. Enter Narration, if required.
8. Press Enter to save.

To configure the receipt note

1. Go to Gateway of Tally > F11: Features > F2: Inventory.

2. Set Use tracking numbers (enables delivery and receipt notes) to Yes.

3. Press Ctrl+A to accept.

4. Go to Gateway of Tally > Inventory Vouchers

5. Click F9: Rcpt Note. The receipt note appears.

6. Click F12: Configure. The Voucher Configuration.

7. Set Accept Supplementary details to Yes.

8. Press Ctrl+A to accept and return to the voucher screen.

Accounting voucher:

A voucher is a document that contains details of a financial transaction and is required for recording the same into the books of accounts. For every transaction, you can use the appropriate Tally voucher to enter the details into the ledgers and update the financial position of the company. The voucher entry menus options are available under Transactions in the Gateway of Tally. The Payroll and Order Vouchers are available as separate options whichcan be enabled based on the requirements. The Payroll Vouchers can be enabled from F1: Accounting Features, whereas the Order Vouchers can be activated from F2: Inventory Features.

Gateway of tally>Accounting Voucher>Transaction

Gateway of Tally

Masters
Accounting Info.
Inventory Info.
Transaction
Accounting voucher
Inventory voucher
Order voucher
Utilities

Imported Data
Banking
Reports
Balance Sheet
Profit & Loss a/c
Stock Summary
Ratio Analysis
Display
Quit

Pre-defined Voucher:

Tally comprises of the following predefined Vouchers, to suit different business requirementsfor recording various transactions. Tally also allows you to create user-defined Vouchers (Voucher Types) as per your requirements.

- Contra Voucher

- Payment Voucher

- Receipt Voucher

- Journal voucher

- Sales Voucher / Invoice

- Debit Note Voucher

- Credit Note Voucher

- Purchase Voucher / Invoice

Contra Entry:-

In the dual entry accounting system, a contra entry is an entry which is recorded to **reverse** or **offset** an entry on the other side of an account. If a debit entry is recorded in anaccount, it will be recorded on the credit side and vice-versa. Debit and credit aspects of a

Single transaction are entered in the same account but in different columns. Each entry, in thiscase, is viewed as a contra entry of the other. Remember the word contra

As **"Against"** or **"Opposite".** The Contra Voucher can be recorded using Single entry mode or Double Entry Mode. To toggle between Single Entry and Double Entry mode, we

Need to change the setting Use Single Entry mode for Payment/Rcpt/Contra to Yes/No in **F12:Configure.** As per the Accounting Principles, a Contra entry is a transaction involving transfer of cash between one Cash A/c to another or one Cash A/c to another Bank A/c i.e., isa transaction indicating transfer of funds from:

- Cash account to Cash account

- Cash account to Bank account

- Bank account to Cash account

- Bank account to Bank account

To view the Contra Voucher Entry Screen

- Go to Gateway of Tally > Accounting Vouchers

- Select F4: Contra from the Button Bar or press F4.

To create a Contra Entry.

To view Contra Voucher creation screen in Single Entry mode,

1. Go to Gateway of Tally > Accounting Vouchers > Select F4: Contra

2. For example, to transfer funds from Cash Account to Bank Account:

- Debit the Bank Account.

- Credit the Cash Account.

Deposit Contra (F6)

Deposit is the cash received by the bank or when the person keeps balance in the bank. Deposit is current liability account in general ledger, in which is stored the amount of fundspaid by customer in advance of product or service delivery. Example:

Credit: -   Ajay Phuyal

Amount: - 5, 00,000.00

a. Cash deposited into the Laxmi Bank Rs. 1, 00,000.00

Laxmi Bank a/c Dr 1, 00,000.00

      To, Cash a/c… 1, 00,000.00

b. Cash deposited into the Nabil Bank Rs. 50,000.00

Nabil Bank a/c Dr… 50,000.00

      To, Cash a/c… 50,000.00

c. Cash deposited into the NCC Bank Rs. 30,000.00

NCC Bank a/c Dr......................... 30,000.00

      To, Cash a/c… 30,000.00

d. Cash deposited into the Nepal Bank Rs. 2, 00,000.00

Nepal Bank a/c Dr… 2, 00,000.00

      To, Cash a/c… 2, 00,000.00

The deposited entry will be displayed as shown:

Contra No.1

Particulars	Debit	Credit
Dr. Laxmi Bank	1, 00,000.00	
CurBal: 1, 00,000.00		
Cr. Cash		1, 00,000.00
CurBal: 4, 00,000.00		

Narration

Being Cash Deposited into Laxmi Bank.

Others Transaction also can be shown by the above process.

- When Cash is selected as a Transaction Type , you can specify the cash denominations for the transaction in the voucher entry screen, if the option Show Cash Denomination Details setto Yes in F12: Configuration (By default, this option is enabled)

  During Bank Allocation, a new screen – Cash Denominations will appear for Cash Transaction Type. The cash denominations entered here will be captured in the CashDenomination details while printing a Cash Deposit Slip for this transaction.

  Note: Cash denomination of 2000 is supported from Release 5.4.8.

The Difference field will give the difference between the total and the sum of amounts specified for the Denominations.

Advantages of Single Entry Mode:

- Faster data entry.
- When there is a Single Debit and Multiple Credits in the entry.

Receipts:-

Receipts are the amount of cash a business takes in during any one accounting period. Receipts are cash sales, as well as money received on a customer's account. Receipts alsoinclude any cash received in the business from any source, including loan or credit line proceedsor funding from investors.

Any money received from debtors against sales Invoices or on Account and for all transactions where money is received are accounted or entered into Tally.

To view the Receipt Voucher screen,

- Go to Gateway of Tally > Accounting Vouchers.

- Select F6: Receipt from the button bar or press F6.

For example, if your company receives money from a customer for an earlier transaction say sales, and the same is passed through a Receipt Voucher:

- Credit the customer account and debit the Cash account, if you receive cash or

- Debit the Bank account where you need to deposit the money, if you receive

  Cheques.The entry in double-entry mode is displayed.

Note: If you want to set a default account for all your receipt vouchers, you can create a voucher type with the option Enable default accounting allocation? Set to Yes, and record your payments. In this case, the payment vouchers appear in the single entry mode.

Special Keys for Voucher Narration Field

- ALT+R: Recalls the Last narration saved for the first ledger in the voucher,irrespective of the voucher type.

- CTRL+R: Recalls the Last narration saved for a specific voucher type, irrespective ofthe ledger.

Receipt Entry Using Bank

To create a receipt voucher in single entry mode,

1. Go to Gateway of Tally > Accounting Vouchers > F6: Receipt.

2. In F12: Configure set the option Use Single Entry mode for Pymt/Rcpt/Contra to Yes. The Bank Allocations screen appears.

3. In the Received From field, the party name as defined in the ledger master appears bydefault. This can be changed as the convenience of the user.

4. Select Inter Bank Transfer as the Transaction Type.

5. Specify the Inst.No , Bank , Branch and the Transfer Mode .

Note: The option Transfer Mode will appear only if the option Show Transfer Mode is set to Yes in F11: Accounting Features > Edit banking features

The completed Bank Allocations screen appears.

Other Transaction Types

To include other transaction types, (such as cards)

1. Go to Gateway of Tally > F11: Features > Alter Banking Details

2. Set the option Alter List of Transaction Types

to Yes.The screen appears:

3. The user can set the option to yes for any transaction type that he/she wish to enable.

The bank allocation screen after selecting the various transaction types appears as shownbelow:

Note: When recording a receipt voucher using bank for two parties, in the bank allocation screen, the default of both the parties will be captured on setting the option Set Ledger wise Bank Allocation on Create Mode to Yes.

Withdrawn (Contra [F4])

It is the process of taking money back from bank by the owner. It also involves contra entry.The Cash Withdrawals from Bank report provides the details of Total Amount Withdrawn from bank during the Audit year, along with the voucher count. Example:

i. Cash withdrawn from Laxmi Bank Rs.5, 000.00

Cash a/c Dr 5,000.00

    To, Laxmi Bank a/c 5,000.00

ii. Cash withdrawn from Nabil Bank Rs.50, 000.00

Cash a/c Dr 50,000.00

    To, Nabil Bank a/c 50,000.00

iii. Cash withdrawn from NCC Bank Rs.8, 000.00

Cash a/c Dr 8,000.00

    To, NCC Bank a/c…..8,000.00

iv. Cash withdrawn from Nepal Bank Rs.6, 000.00

Cash a/c Dr 6,000.00

    To, Nepal Bank a/c… 6,000.00

The deposited entry will be displayed as shown:

Receipts No.1

Particulars	Debit	Credit
Dr. Cash	5,000.00	
CurBal: 95,000.00		
Cr. Laxmi Bank		5,000.00
CurBal: 95,000.00		

Narration

Being Cash withdrawn from Laxmi Bank.

Others Transaction also can be shown by the above process.

Transfer:

- If the bank name selected in the bank ledger is same as the bank name selected in thetransaction bank allocation screen, it is treated as same bank transfer.

- If the bank name selected in the transaction bank allocation screen is different from thebank name selected in the bank ledger then it is treated as inter-bank transfer.

For example, in the bank ledger if the bank name is selected as Laxmi Bank and on recording the transaction, in the bank allocation screen if the bank name is selected as Laxmi Bank, then itis treated as same bank transfer. If any other bank is selected in bank allocation screen, then it istreated as inter-bank transfer. As per the accounting principles, a contra entry is a transaction involving transfer of cash between one cash A/c to another or one cash A/c to another bank A/c i.e., is a transaction indicating transfer of funds from: Bank account to bank account.

i. Nepal Bank Transfer amount 4,000.00 to Nabil Bank.

Nabil Dr…..................... 4,000.00

To, Nepal Bank a/c 4,000.00

ii. Nabil Bank Transfer amount 2,000.00 to NCC Bank.

Cash a/c Dr 2,000.00

To,Nabil Bank a/c 2,000.00

iii. Laxmi Bank Transfer amount 6,000.00 to Nabil Bank.

Cash a/c Dr 6,000.00

To, NCC Bank a/c…... 6,000.00

iv. NCC Bank Transfer amount 3,000.00 to Laxmi Bank.

Cash a/c Dr 3,000.00

To, Nepal Bank a/c… 3,000.00

The deposited entry will be displayed as shown:

Receipts No.1

Particulars	Debit	Credit
Dr.Nabil Bank	4,000.00	
CurBal: 99,000.00		
Cr. Nepal Bank		4,000.00
CurBal: 1, 90,000.00		

Narration

Being Cash transfer from
Nepal Bank to Nabil Bank.

Others Transaction also can be shown by the above process.