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Basic Principles of Accounting :-

Guidelines on Basic Accounting Principles and Concepts

GAAP (**Generally Accepted Accounting Principles**) is the framework, rules and guidelines of the financial accounting profession with a purpose of standardizing the accounting concepts, principles and procedures.

Here are the basic accounting principles and concepts under this framework :

1. Business Entity

A business is considered a separate entity from the owner(s) and should be treated separately. Any personal transactions of its owner should not be recorded in the business accounting book, vice versa. Unless the owner's personal transaction involves adding and/or withdrawing resources from the business.

2. Going Concern

It assumes that an entity will continue to operate indefinitely. In this basis, assets are recorded based on their original cost and not on market value. Assets are assumed to be used for an indefinite period of time and not intended to be sold immediately.

3. Monetary Unit

The business financial transactions recorded and reported should be in monetary unit, such as INR, US Dollar, Canadian Dollar, Euro, etc. Thus, any non-financial or non-monetary information that cannot be measured in a monetary unit are not recorded in the accounting books, but instead, a memorandum will be used.

4. Historical Cost

All business resources acquired should be valued and recorded based on the actual cash equivalent or original cost of acquisition, not the prevailing market value or future value. Exception to the rule is when the business is in the process of closure and liquidation.

5. Matching Concept

This principle requires that revenue recorded, in a given accounting period, should have an equivalent expense recorded, in order to show the true profit of the business.

6. Accounting Period

This principle entails a business to complete the whole accounting process of a business over a specific operating time period. It may be monthly, quarterly or annually. For annual accounting period, it may follow a Calendar or Fiscal Year.

7. Conservatism

This principle states that given two options in the valuation of business transactions, the amount recorded should be the lower rather than the higher value.

8. Consistency

This principle ensures consistency in the accounting procedures used by the business entity from one accounting period to the next. It allows fair comparison of financial information between two accounting periods.

9. Materiality

Ideally, business transactions that may affect the decision of a user of financial information are considered important or material, thus, must be reported properly. This principle allows errors or violations of accounting valuation involving immaterial and small amount of recorded business transaction.

10. Objectivity

This principle requires recorded business transactions should have some form of impartial supporting evidence or documentation. Also, it entails that bookkeeping and financial recording should be performed with independence, that's free of bias and prejudice.

Golden Rules of Accounting :-

A] Real Accounts:-

- 1) Debit what comes in.
- 2) Credit what goes out.

B] Personal Accounts :-

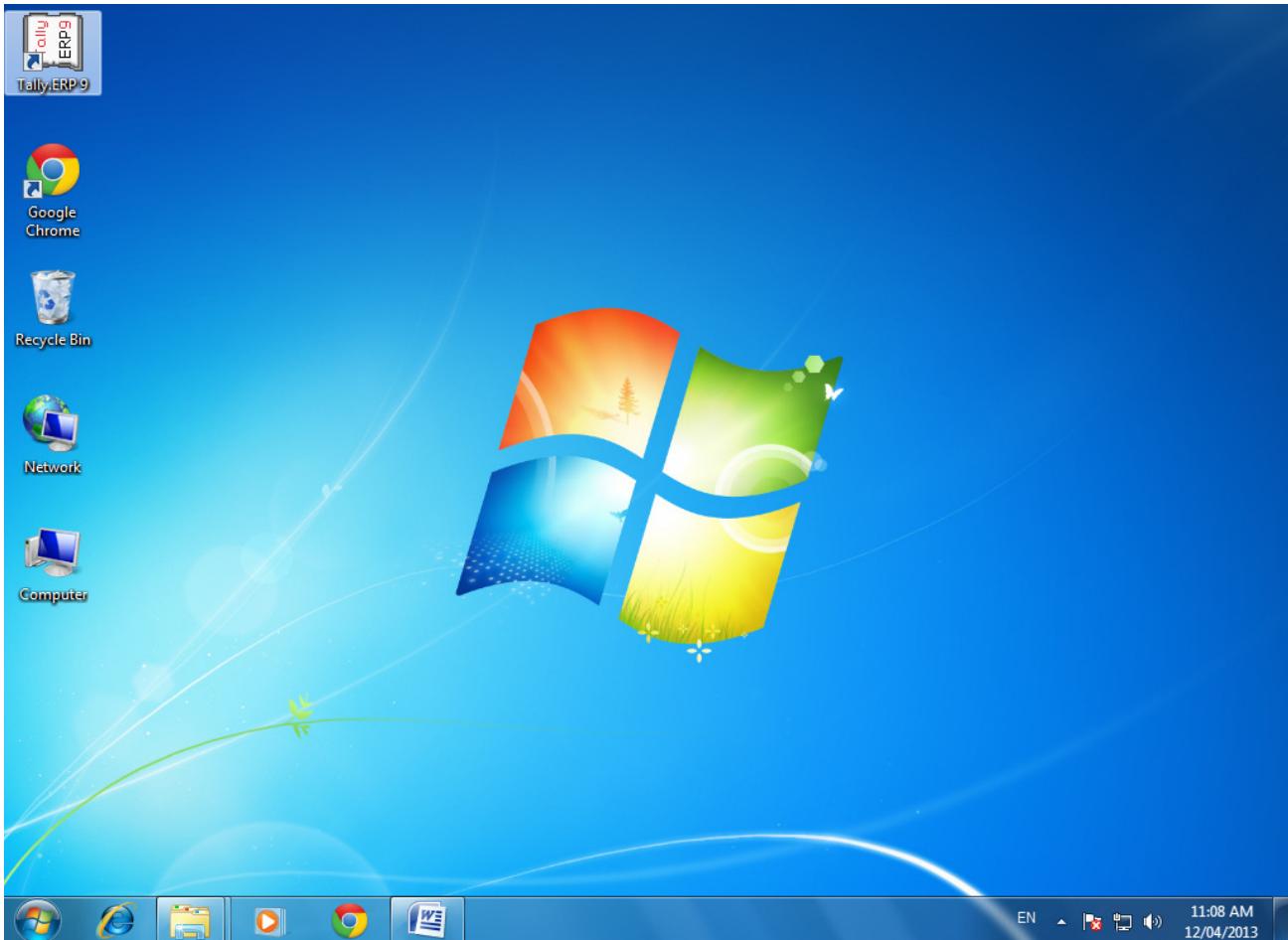
- 1) Debit the receiver.
- 2) Credit the giver.

C] Nominal Accounts :-

- 1) Debit all expenses & Losses.
- 2) Credit all Incomes & Revenue.

FIRST SCREEN :-

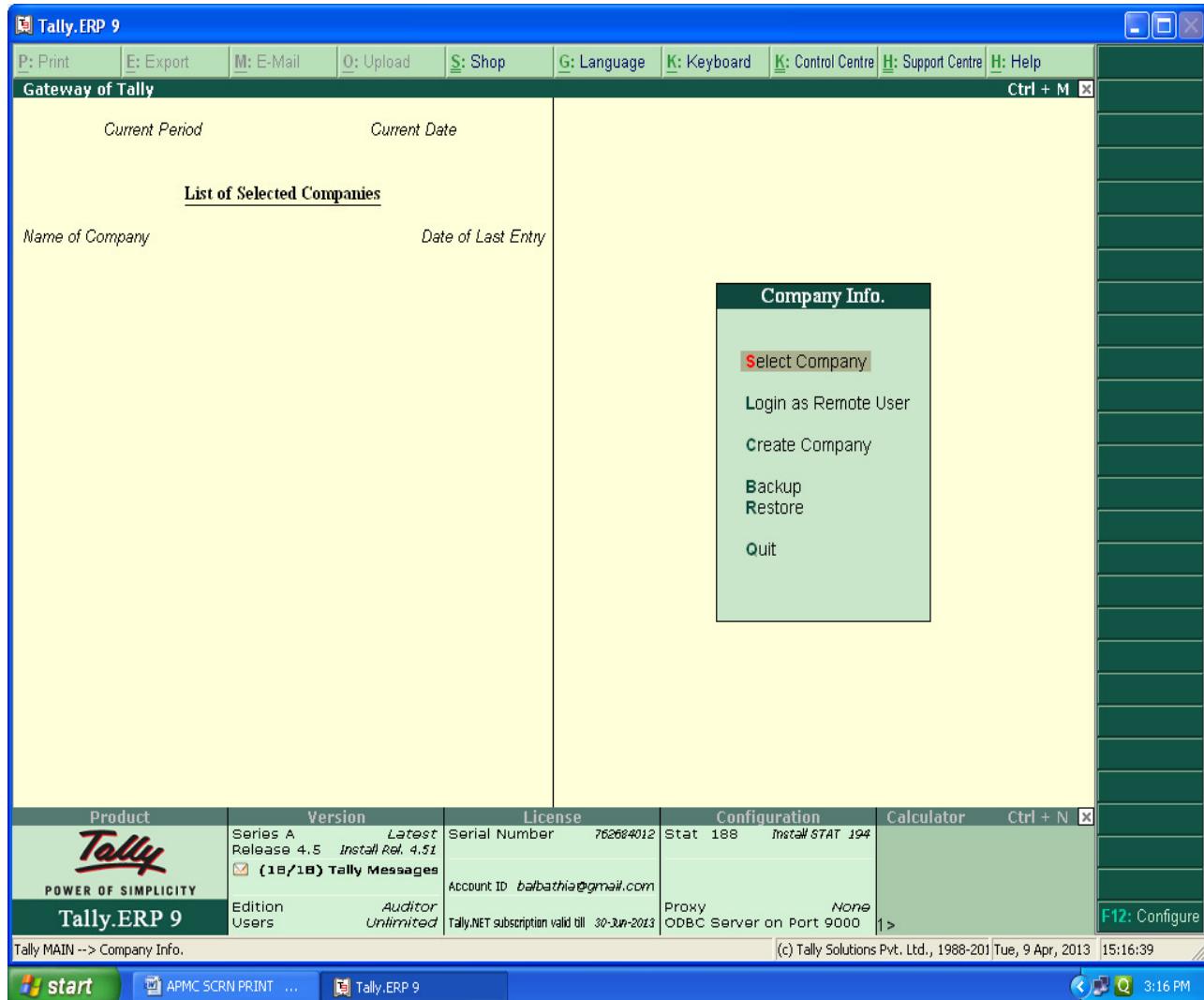
Tally ERP Icon.



**Please double Click on Tally ERP9 Icon or select
and press enter on Tally ERP9 Icon to start the
Tally ERP Program**

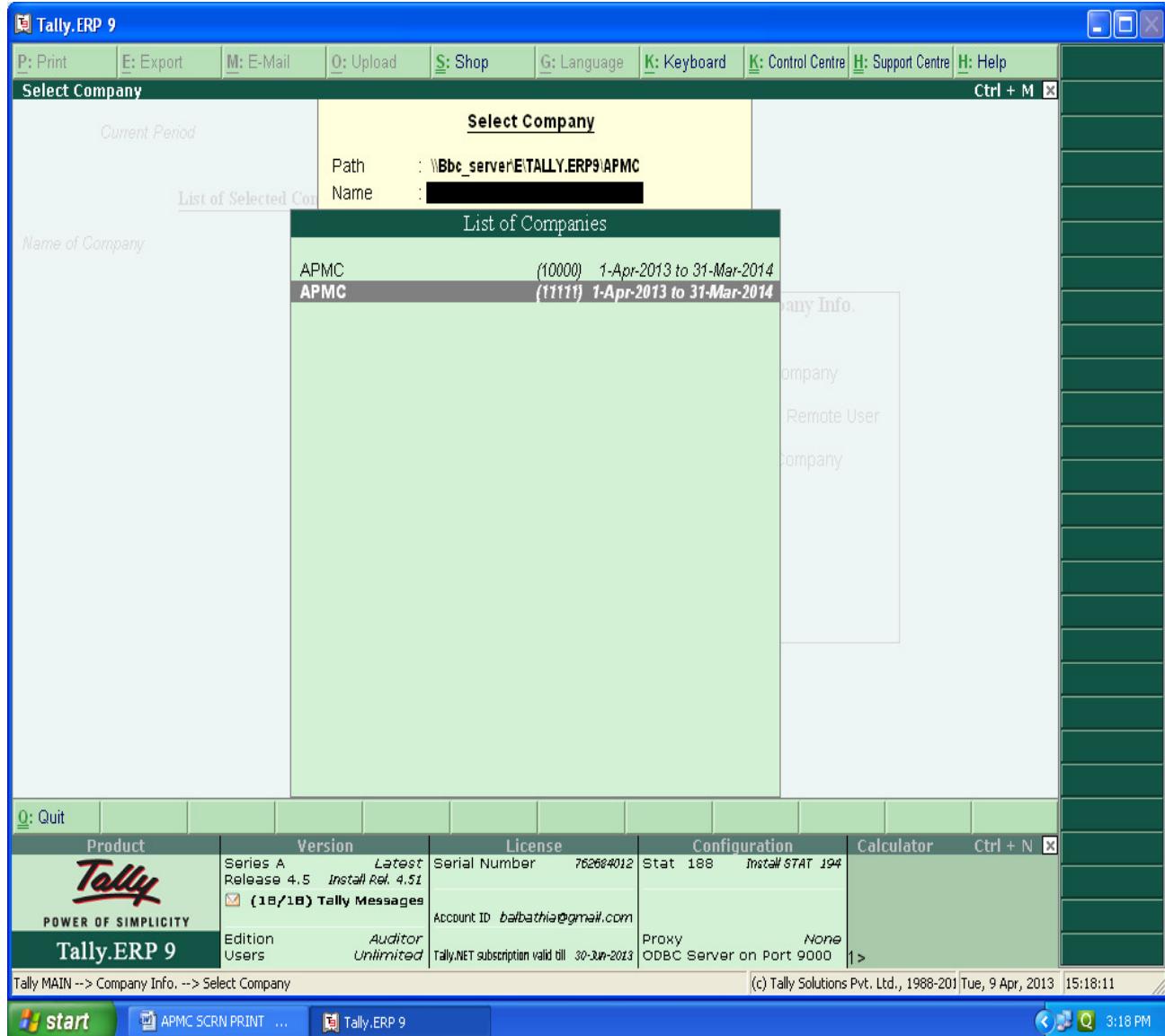
SELECT COMPANY:-

Main Screen



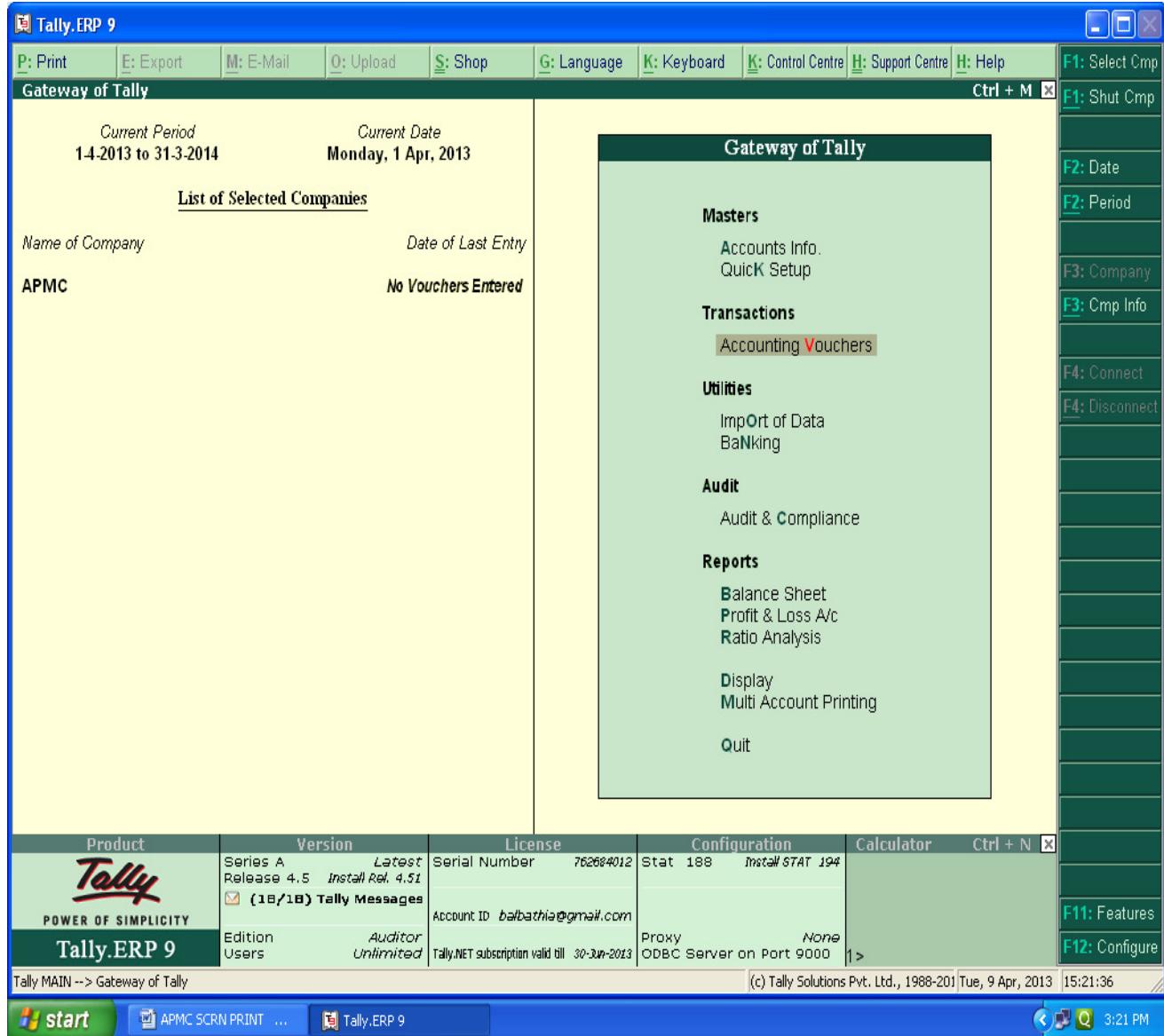
Enter on Select or Press “S” to open the desired company.

CHOOSE COMPANY :-



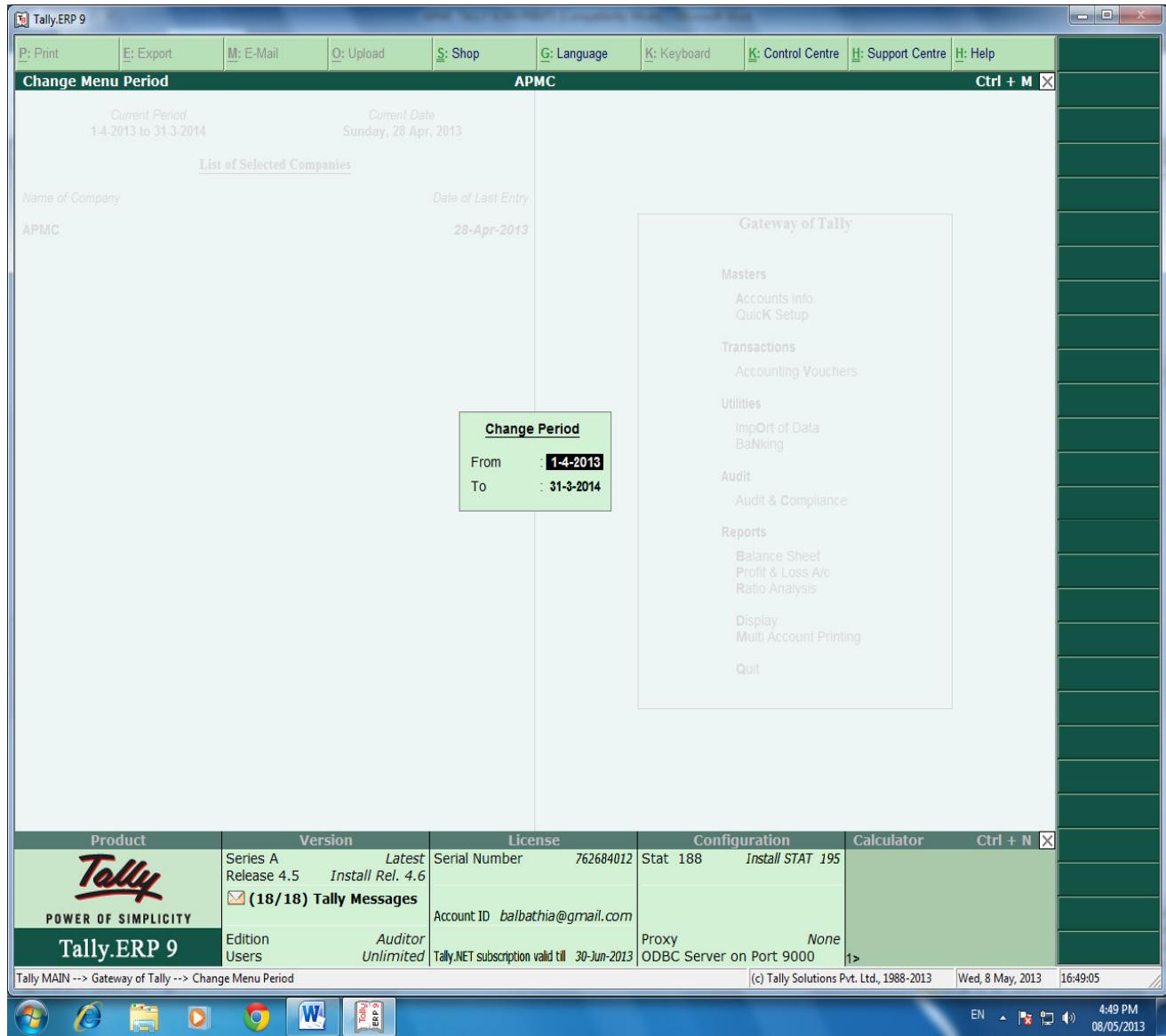
Choose the Relevant company from the list and press enter.

GATEWAY OF TALLY :-



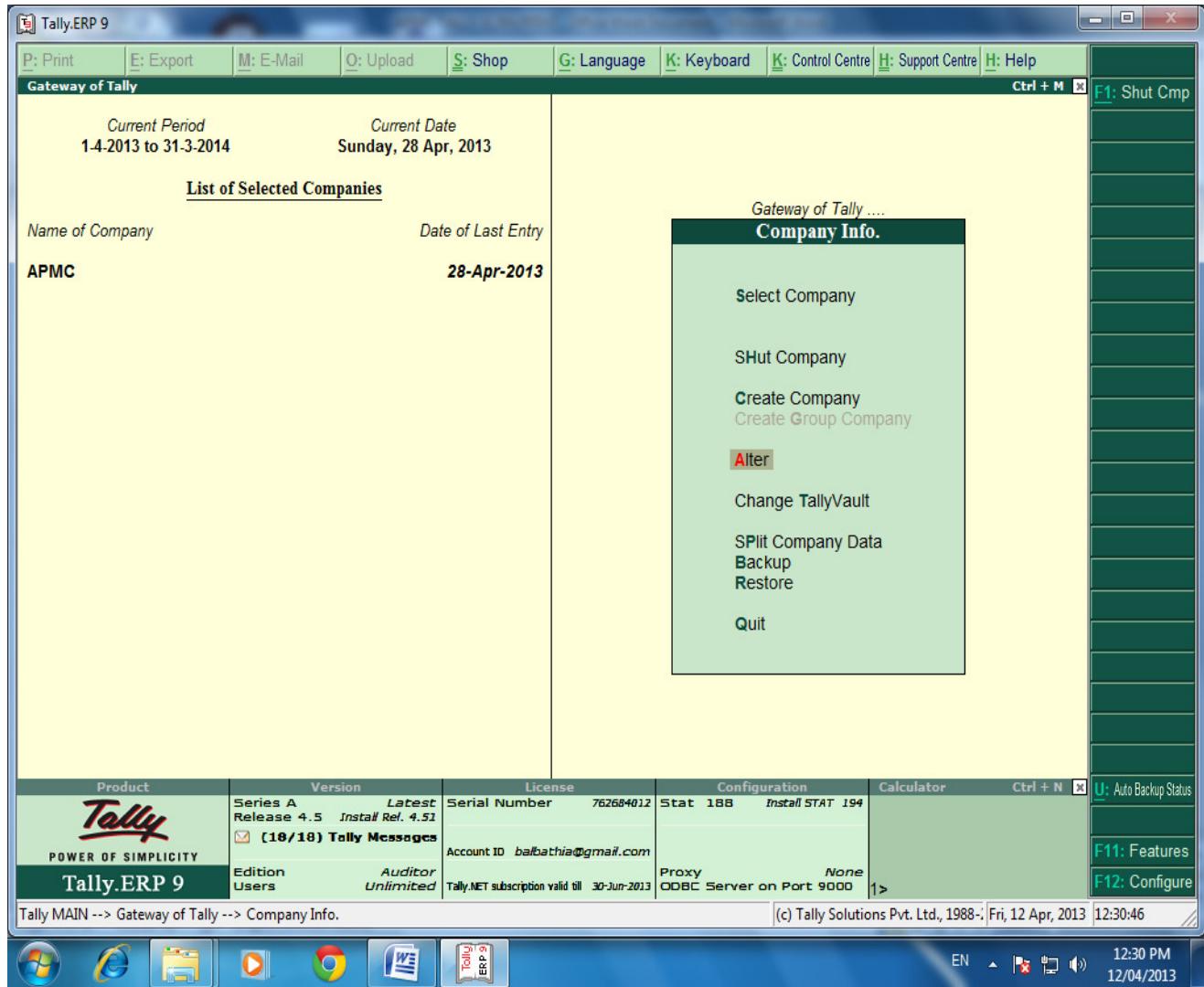
At this screen, it can be seen as to which company is open, period of operation, current date and the date of last entry.

CHANGE ACCOUNTING PERIOD :-



Press “Alt-F2” to change the period for which accounting is to be done.

ALTER COMPANY/ CREATE NEW COMPANY :-

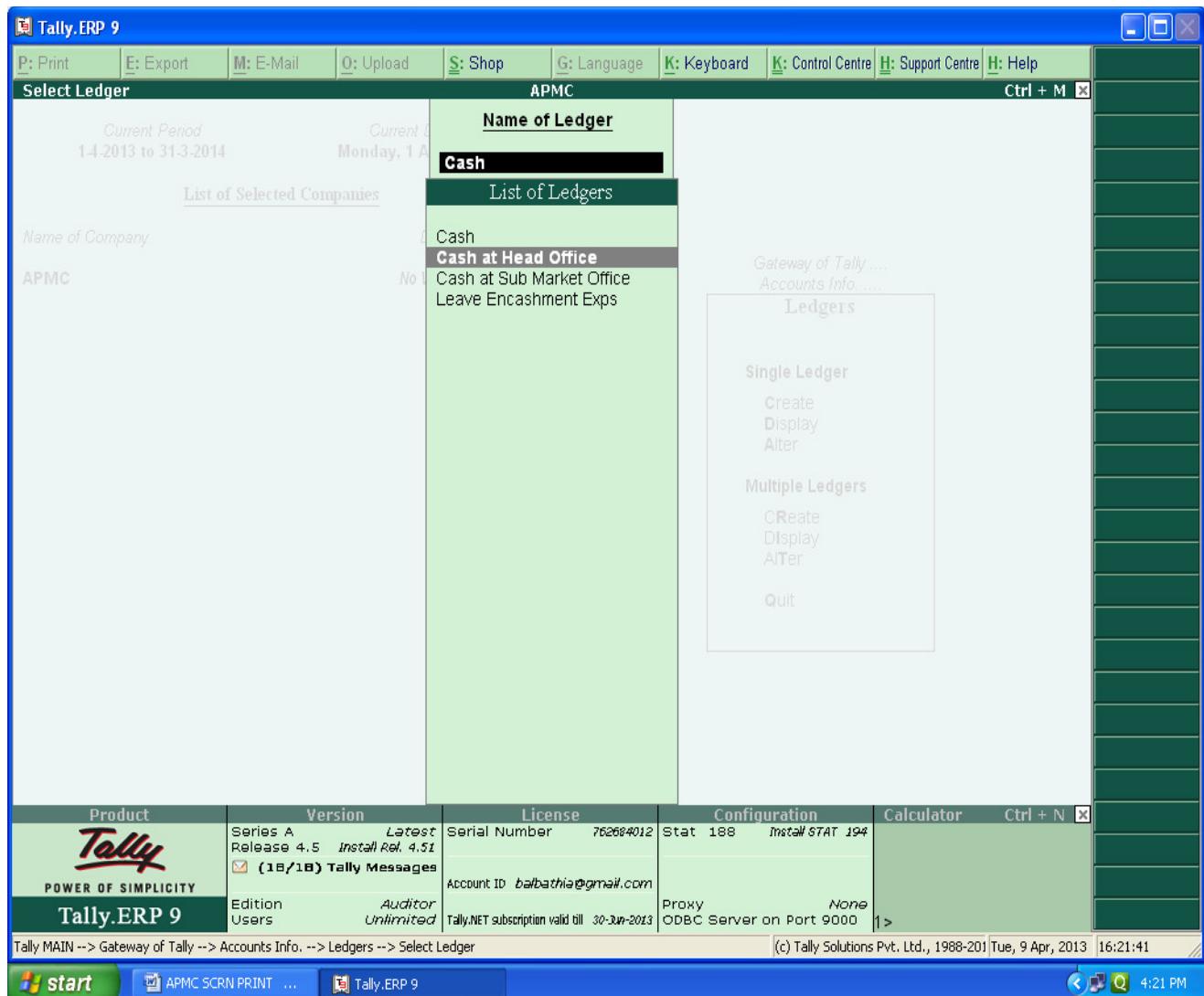


After pressing “Alt-F3”, the company info screen is displayed, in which options for Altering company master data, backup etc are seen (Alter**).**

RECORDING OF OPENING BALANCES :-

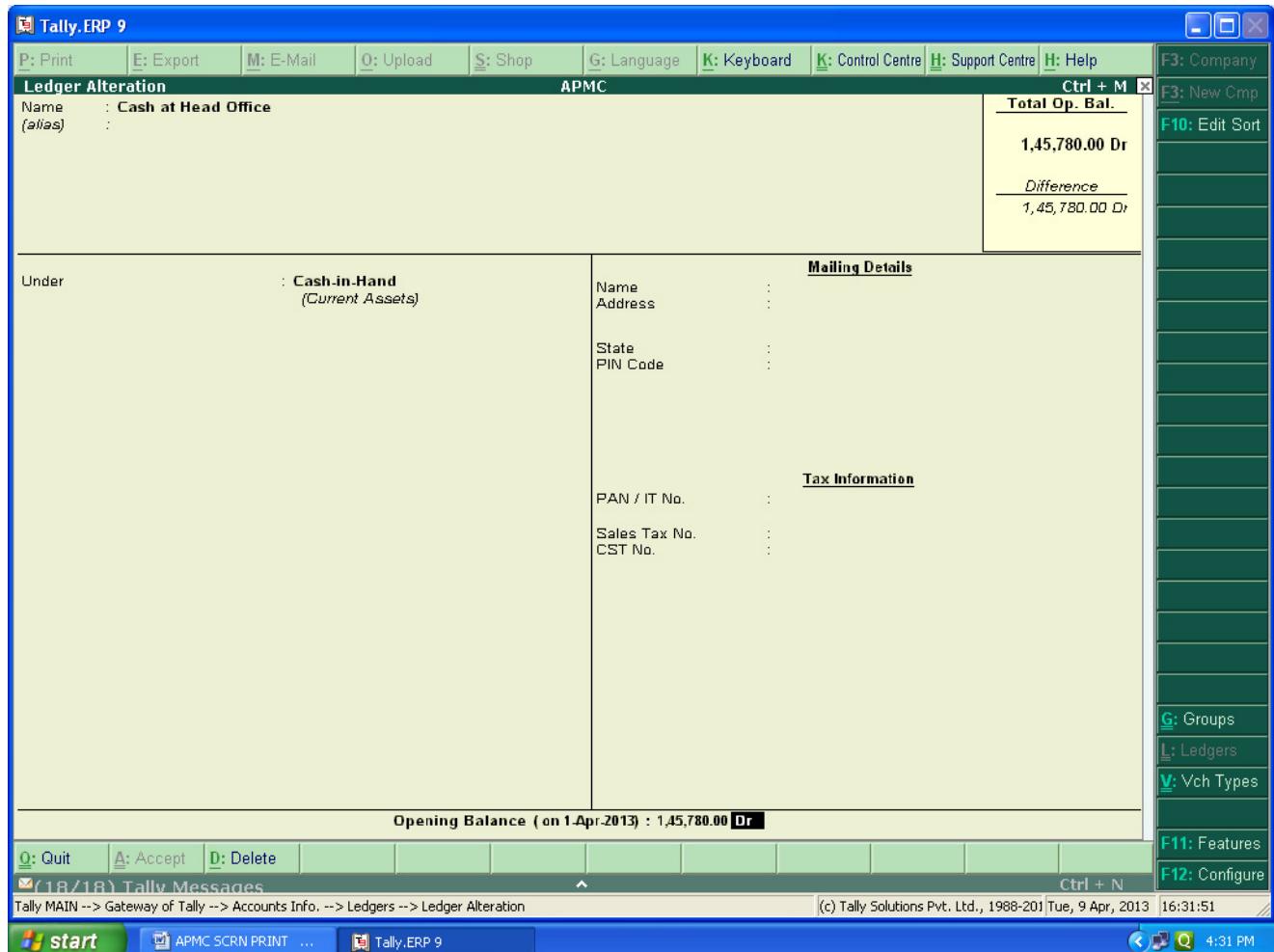
PATH : At Gateway of Tally

Accounts Info→Ledger→Alter→Cash in Hand.



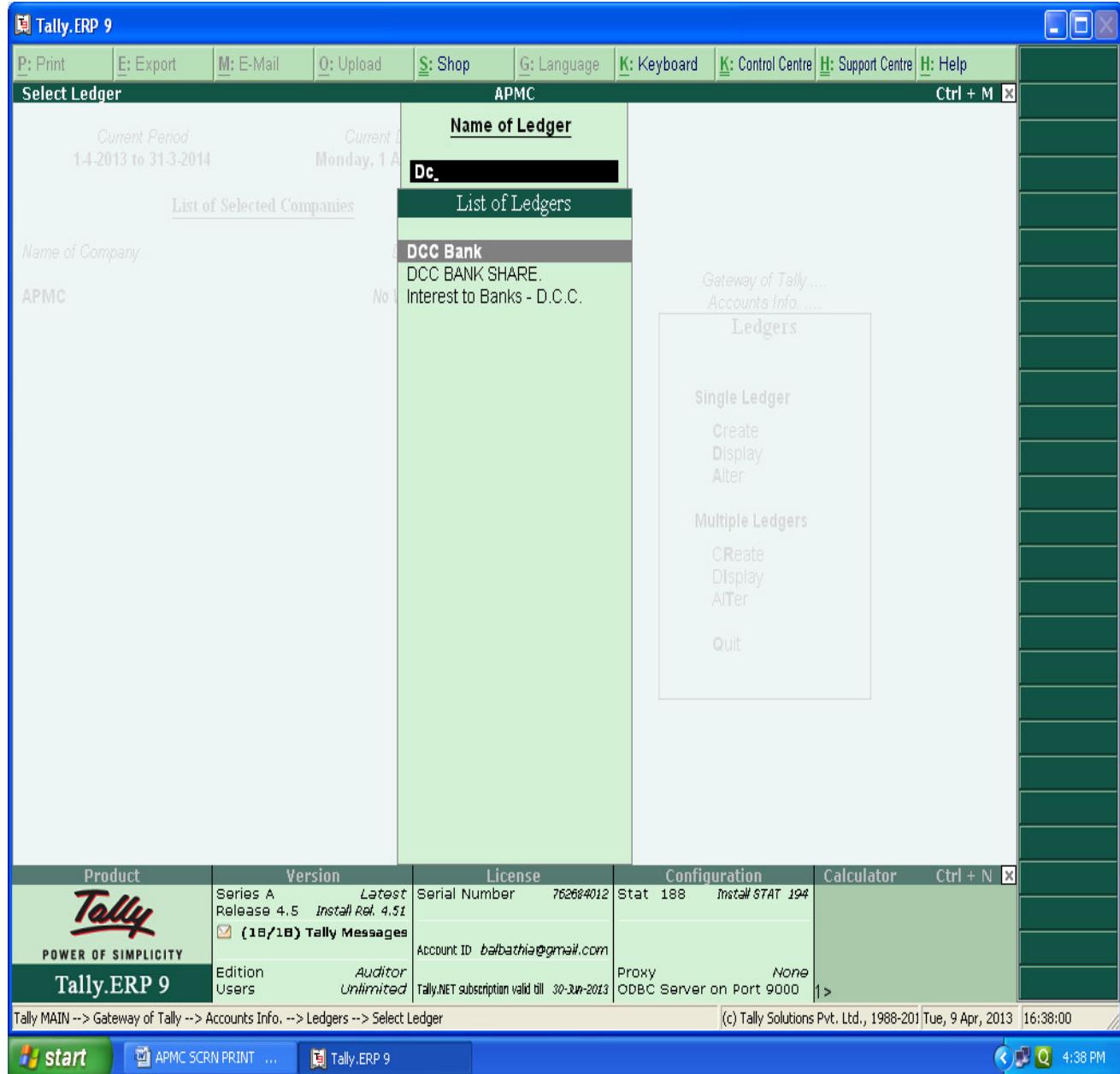
The opening Balances of all Balance Sheet items can be recorded by selecting the ledgers.

ENTER THE OPENING BALANCE AMOUNT :-

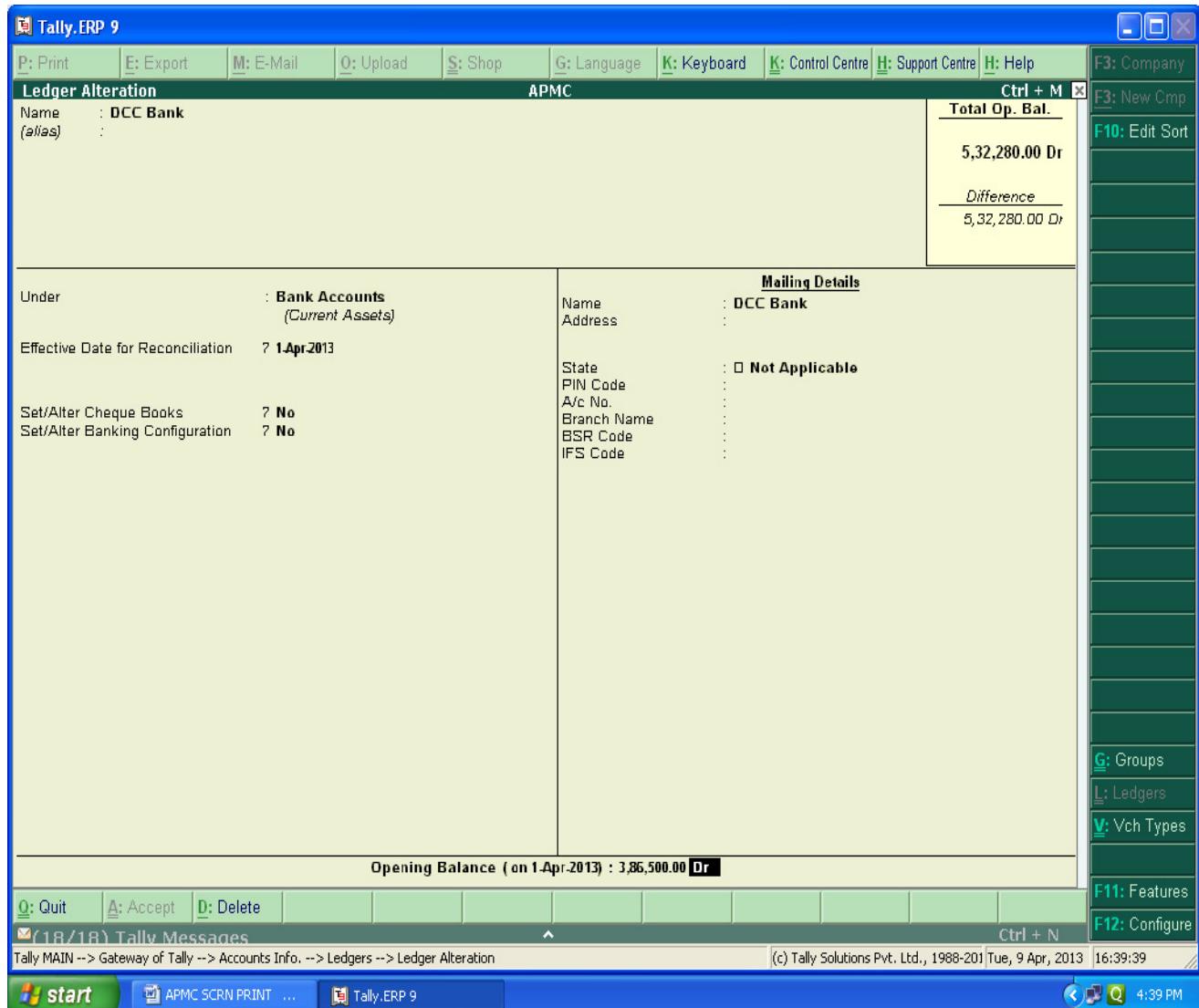


The Opening Balance as on 01-04-2013 can be feeded for all ledgers and it should be ensured that there is no difference in opening Balance in Tally.

PATH : Accounts info→Ledger→Alter→DCC BANK



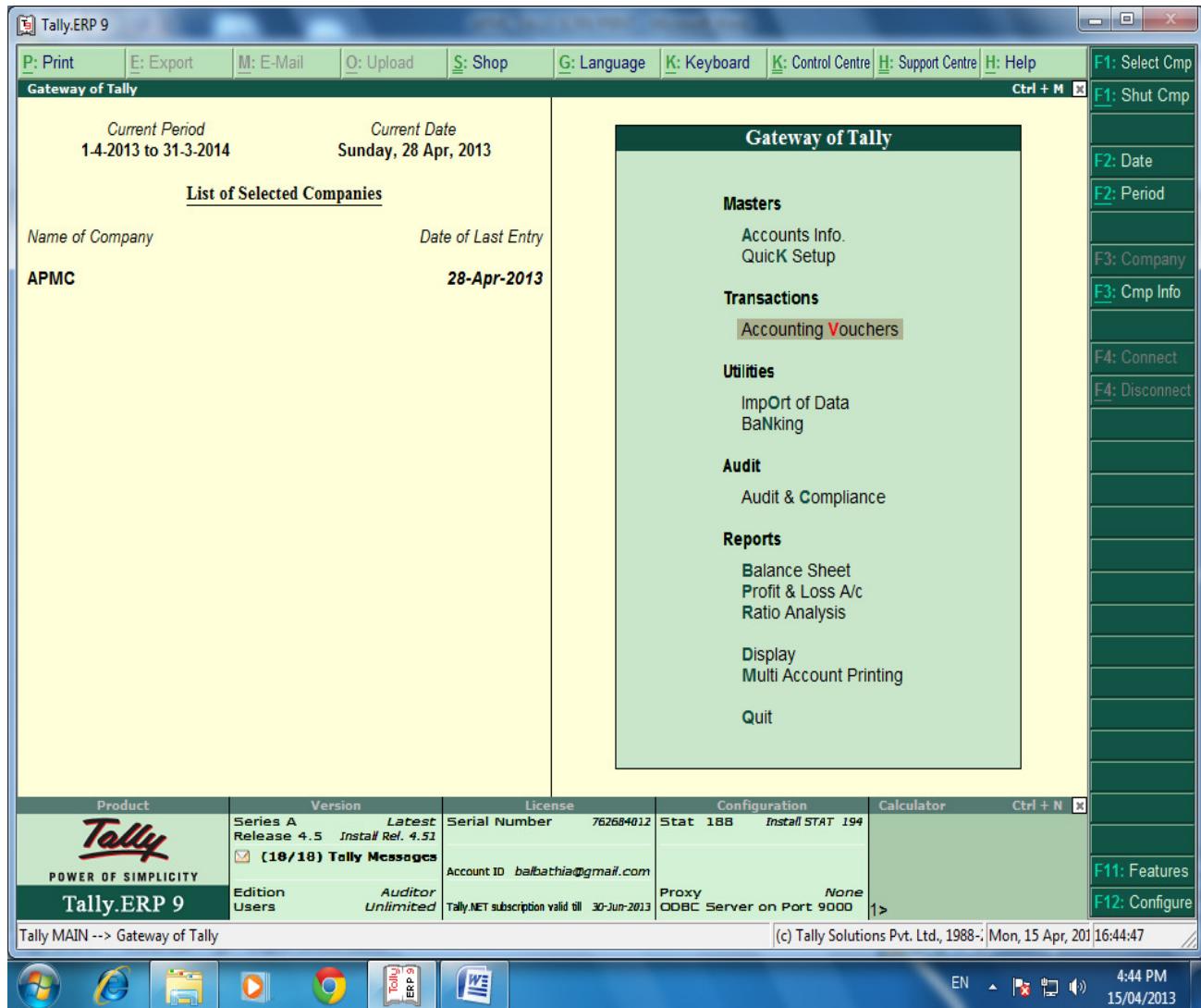
ENTERING THE OPENING BALANCE AMOUNT :-



The Closing balance as on 31.03.2013 as per audited statement of accounts can be recorded as opening balance as on 01.04.2013.

FOR MAKING ACCOUNTING ENTRIES :-

Select Accounting Vouchers



SELECT THE PROPER KEY AS PER REQUIREMENT :-

- i) **F4 – Contra** : For any Deposit/Withdrawal of Cash from Bank. (Only Cash/Bank A/c are Debited / Credited in Contra entries.)
- ii) **F5 – Payment**: For any Payment made weather cash /Cheque entry should be passed through Payment entry. (Only Cash/Bank A/c are Credited in Payment entry.)
- iii) **F6 – Receipt**: For any Receipt weather in cash /Cheque entry should be passed through Receipt entry. (Only Cash/Bank A/c are Debited in receipt entry.)
- iv) **F7 – Journal** : Other than Cash/Bank any entry can be passed through Journal entry. (Transactions where No Cash/Bank A/c are affected should be passed through Journal e.g. Year end Provisions entries).
- v) **F8 & F9 – Sales & Purchase Entries**: For Trading Activities i.e Purchase & Sales of Goods, Entries should be passed through this keys.

SELECT F6 KEY FOR RECEIPT ENTRY : -

MAIN MARKET FEES RECEIPT.



For recording of any transactions, Rules of Accounting should be followed. E.g. At the time of recording Market receipt (Income) Nominal Accounts rules i.e. Credit the Incomes and Revenues. (Please refer above screen).

Summary of Transactions Should be mentioned in Narration Part.

In the above entry, please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.

SUB MARKET FEES RECEIPT.



In the above entry , please provide the details of Cheque Number, Name of the Bank, Branch etc which will facilitate Bank Reconciliation.

SELECT F4 KEY FOR CONTRA ENTRY : -

Contra entry :

Amount withdrawn from the Bank.

The screenshot shows the Tally.ERP 9 software interface for Accounting Voucher Creation. The window title is "Tally.ERP 9". The menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The toolbar has buttons for F1 through F12. The main area shows a Contra entry for APMC on 28-Apr-2013. The debit side is to "DCC Bank" (Cheque) and the credit side is by "Cash at Head Office". The narration section shows a transaction of 10,000.00. The status bar at the bottom shows "Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation" and the date/time "Fri, 12 Apr, 2013 11:24:59".

Particulars	Debit	Credit
To DCC Bank Cur Bal: 29,48,285.25 Dr		10,000.00
APMC Cheque Range: Not Applicable	Cheque	10,000.00
Bank Date :	Inst. No.:	Inst. Date : 28-Apr-2013
By Cash at Head Office Cur Bal: 6,66,035.00 Dr		10,000.00

Narration: **10,000.00 10,000.00**

Q: Quit A: Accept D: Delete X: Cancel

(18 / 18) Tally Messages

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd, 1988-; Fri, 12 Apr, 2013 11:24:59

Ctrl + N

F1: Accounts Buttons
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Purchase
F10: Debit Note
F11: Rev Jml
F12: Memos
I: Post-Dated
L: Optional
F11: Features
F12: Configure

Contra entry :

Amounts Deposit into the Bank.

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Help
Accounting Voucher Creation APMC Ctrl + M

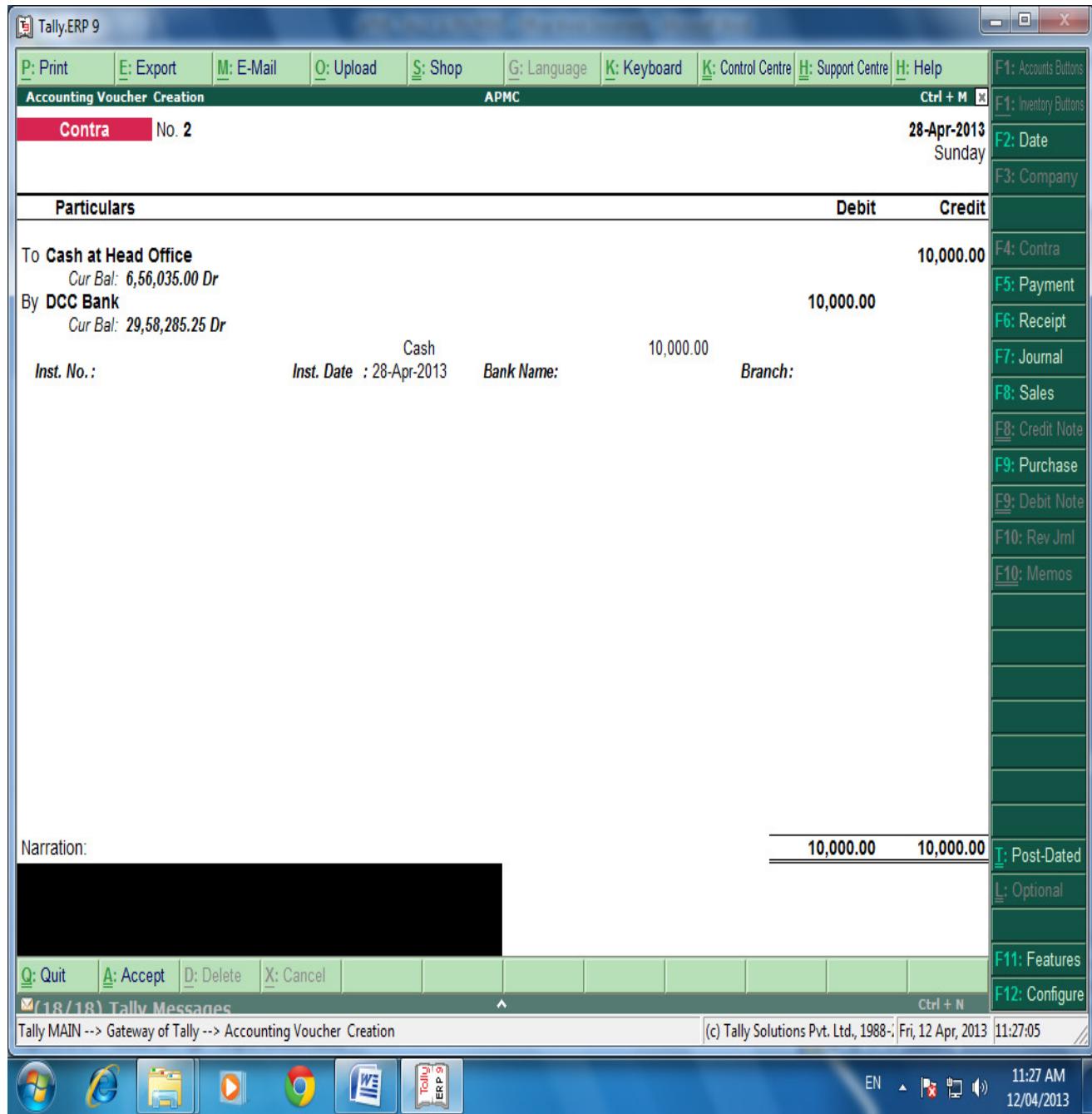
Contra No. 2 28-Apr-2013 Sunday

Particulars	Debit	Credit
To Cash at Head Office Cur Bal: 6,56,035.00 Dr		10,000.00
By DCC Bank Cur Bal: 29,58,285.25 Dr	10,000.00	
Inst. No.:	Cash	10,000.00
	Inst. Date : 28-Apr-2013	
	Bank Name:	
	Branch:	
Narration:	10,000.00	10,000.00

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N
(18/18) Tally Messages (c) Tally Solutions Pvt. Ltd, 1988-12/04/2013 11:27:05
Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation

EN 11:27 AM 12/04/2013

F1: Accounts Buttons
F1: Inventory Buttons
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F8: Credit Note
F9: Purchase
F9: Debit Note
F10: Rev Jml
F10: Memos
I: Post-Dated
L: Optional
F11: Features
F12: Configure



SELECT F5 KEY FOR PAYMENT ENTRY : -

Payment Entry :



Payment Entry :

Tally.ERP 9

Accounting Voucher Creation APMC

Payment No. 2 Date: 28-Apr-2013 Day: Sunday

Particulars	Debit	Credit
By House Rent - Officers & Staff Cur Bal: 10,000.00 Dr	10,000.00	
To DCC Bank Cur Bal: 29,48,185.25 Dr		10,000.00
House Rent - Officers & Staff Cheque Range: Not Applicable	10,000.00	
Bank Date : Inst. No.: Cheque	Inst. Date : 28-Apr-2013	Cross Using : A/c Payee
Narration:		10,000.00 10,000.00

Ctrl + M

- F1: Accounts Buttons
- F1: Inventory Buttons
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F9: Purchase
- F10: Debit Note
- F10: Rev Jnl
- F10: Memos
- V: VAT Payment
- T: Post-Dated
- L: Optional
- F11: Features
- F12: Configure

Ctrl + N

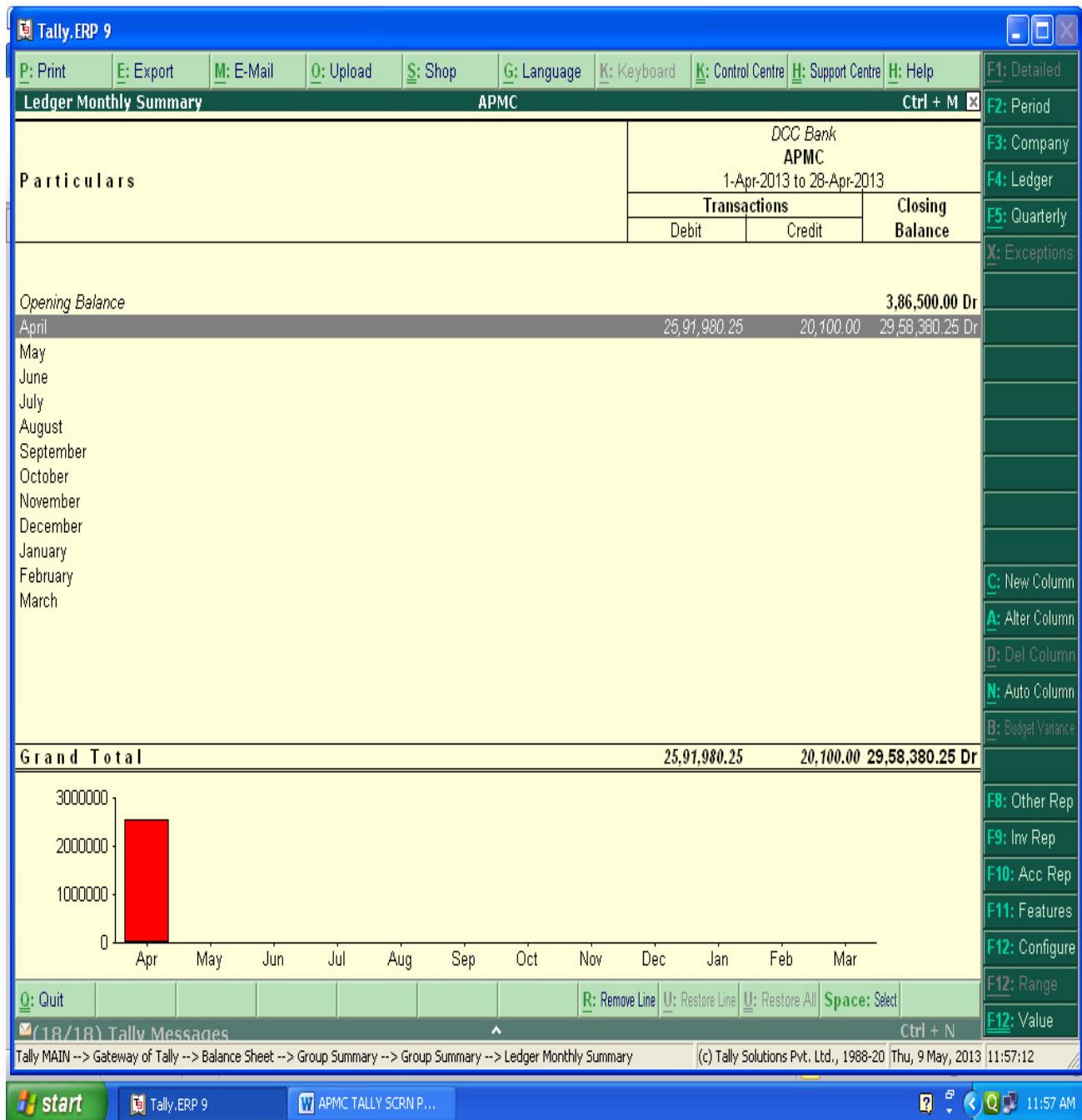
Q: Quit | A: Accept | D: Delete | X: Cancel | **18/18 Tally Messages**

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation | (c) Tally Solutions Pvt. Ltd., 1988-; [Mon, 15 Apr, 2013] 17:40:04

EN ▲ 🔍 5:40 PM 15/04/2013



BANKS MONTHLY EXTRACT :-



We can see the Total monthly Inflow and outflow (Dr.& Cr.) of a particular ledger and also can see the Monthly closing balance of the said ledger.

BANKING DETAILED TRANSACTIONS :-

Tally.ERP 9

Ledger Vouchers APMC
Ctrl + M

Ledger: DCC Bank 1-Apr-2013 to 30-Apr-2013

Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-4-2013 (as per details)		Receipt	2	10,100.00	
	Market Fee - Banana - Main Mkt			10,000.00 Cr	
	Supervision Fee - Main Market			100.00 Cr	
8-4-2013 (as per details)		Receipt	3	10,00,500.00	
	Market Fee - Cotton - Main Mkt			10,00,000.00 Cr	
	Supervision Fee - Main Market			500.00 Cr	
15-4-2013 (as per details)		Receipt	4	5,00,250.00	
	Market Fee - Wheat - Main Mkt			5,00,000.00 Cr	
	Supervision Fee - Main Market			250.00 Cr	
15-4-2013 (as per details)		Receipt	5	50,025.00	
	Market Fee - Beetel Leaf - Sub Mkt			50,000.00 Cr	
	Supervision Fee - Sub Market			25.00 Cr	
28-4-2013 (as per details)		Receipt	8	1,00,050.00	
	Market Fee - Wheat - Sub Mkt			1,00,000.00 Cr	
	Supervision Fee - Sub Market			50.00 Cr	
28-4-2013 (as per details)		Receipt	9	60,530.25	
	Market Fee - Potata - Sub Mkt			60,500.00 Cr	
	Supervision Fee - Sub Market			30.25 Cr	
28-4-2013 (as per details)		Receipt	10	8,50,425.00	
	Market Fee - Dry Fruits - Sub Mkt			8,50,000.00 Cr	
	Supervision Fee - Sub Market			425.00 Cr	
28-4-2013 Cash at Head Office		Contra	1		10,000.00
28-4-2013 Cash at Head Office		Contra	2	10,000.00	
28-4-2013 BANK CHARGES		Payment	1		100.00
28-4-2013 House Rent - Officers & Staff		Payment	2		10,000.00
28-4-2013 (as per details)		Receipt	12	10,100.00	
					2 more ... ↓
				Opening Balance : 3,86,500.00	
				Current Total : 25,91,980.25	20,100.00
				Closing Balance : 29,58,380.25	
Q: Quit Enter: Alter D: Delete X: Cancel 2: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All Ctrl + N					
(18/18) Tally Messages					
Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 11:58:44					
start Tally.ERP 9 APMC TALLY SCRNP... 11:58 AM					

After Entering Ledger Monthly Extract, We can get the detailed day wise Transactions.

PREPARING BANK RECONCIALTION STATEMENTS :-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help F2: Period Ctrl + M

Bank Reconciliation APMC

Ledger: DCC Bank 1-Apr-2013 to 30-Apr-2013

(Reconciliation)

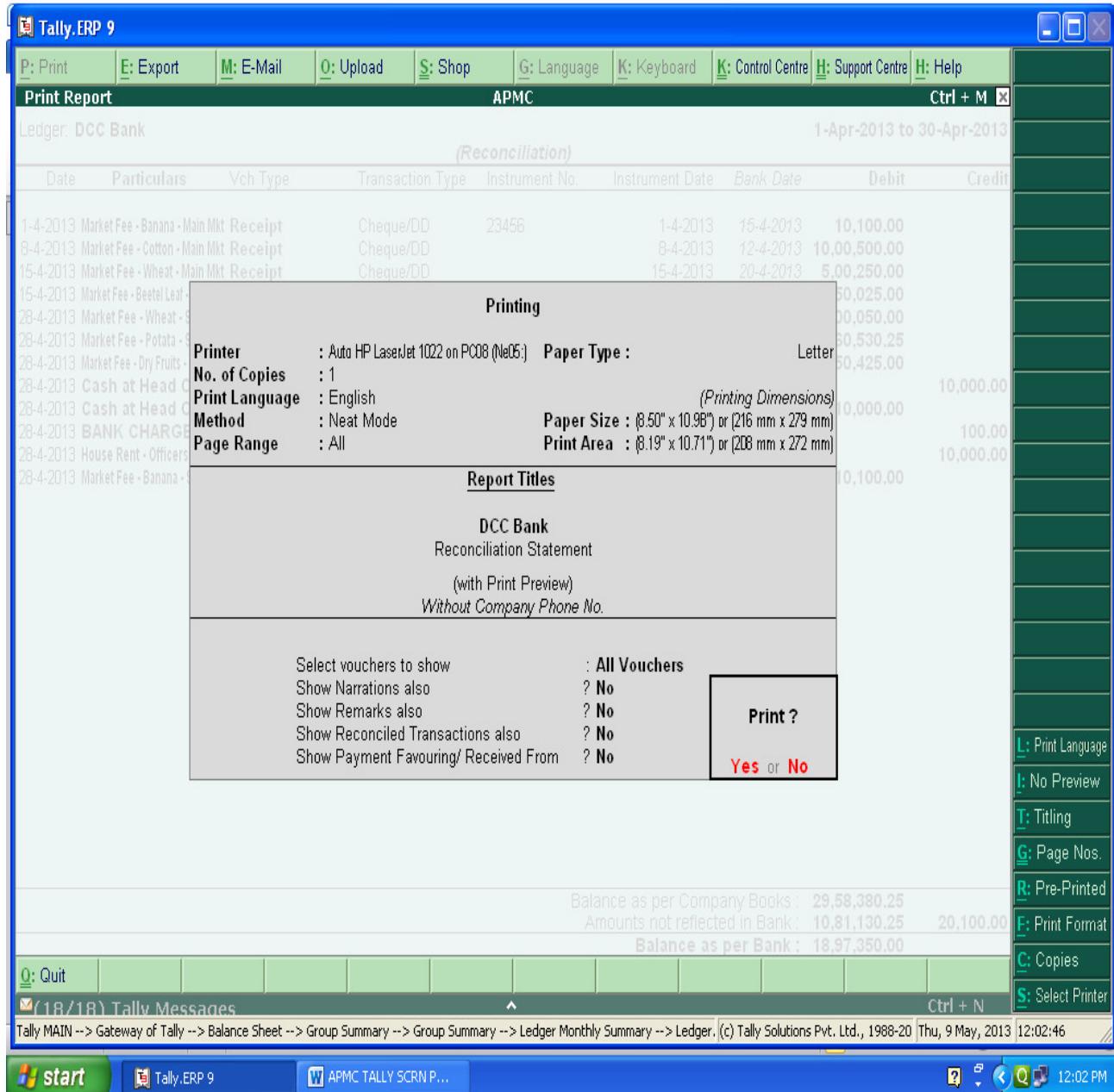
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
1-4-2013	Market Fee - Banana - Main Mkt Receipt	Cheque/DD		23456	1-4-2013	15-4-2013	10,100.00	
8-4-2013	Market Fee - Cotton - Main Mkt Receipt	Cheque/DD			8-4-2013	12-4-2013	10,00,500.00	
15-4-2013	Market Fee - Wheat - Main Mkt Receipt	Cheque/DD			15-4-2013	20-4-2013	5,00,250.00	
15-4-2013	Market Fee - Beetel Leaf - Sub Mkt Receipt	Cheque/DD			15-4-2013		50,025.00	
28-4-2013	Market Fee - Wheat - Sub Mkt Receipt	Cheque/DD			28-4-2013		1,00,050.00	
28-4-2013	Market Fee - Potata - Sub Mkt Receipt	Cheque/DD			28-4-2013		60,530.25	
28-4-2013	Market Fee - Dry Fruits - Sub Mkt Receipt	Cheque/DD			28-4-2013		8,50,425.00	
28-4-2013	Cash at Head Office Contra	Cheque			28-4-2013			10,000.00
28-4-2013	Cash at Head Office Contra	Cash			28-4-2013		10,000.00	
28-4-2013	BANK CHARGES Payment	Cheque			28-4-2013			100.00
28-4-2013	House Rent - Officers & Staff Payment	Cheque			28-4-2013			10,000.00
28-4-2013	Market Fee - Banana - Sub Mkt Receipt	Cheque/DD		78945	28-4-2013	5-5-2013	10,100.00	
Balance as per Company Books : 29,58,380.25 Amounts not reflected in Bank : 10,81,130.25 20,100.00 Balance as per Bank : 18,97,350.00								
Q: Quit D: Delete Unlink D: Delete All Unlinked Enter: Alter Enter: Display Ctrl + N								
(18/18) Tally Messages								
Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:01:29								



For Preparing Bank Reconciliation , Press F5 Key and enter the Actual clearance date of cheque (Bank Date). From that we can get the difference and detail of amount which is not reflected in Bank account for current period.

PRINTING OPTION :-



For Print of any page press Alt+P key and select the required detail: (Please see the above Right side screen). E.g.

- | | |
|---------------------|----------------|
| - For Print Preview | - Alt + I |
| - For Title Editing | - Alt + T |
| - For No.of copies | - Alt + C etc. |

BANK RECONCIALATION STATEMENTS :-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

APMC
DCC Bank
Reconciliation Statement

1-Apr-2013 to 30-Apr-2013

Page 1

Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit
28-4-2013	Market Fee - Wheat - Sub Mkt Receipt		Cheque/DD		28-4-2013		1,00,050.00	
28-4-2013	Market Fee - Potato - Sub Mkt Receipt		Cheque/DD		28-4-2013		60,530.25	
28-4-2013	Market Fee - Dry Fruits - Sub Mkt Receipt		Cheque/DD		28-4-2013		8,50,425.00	
28-4-2013	Cash at Head Office Contra		Cheque		28-4-2013		10,000.00	
28-4-2013	BANK CHARGES Payment		Cheque		28-4-2013		100.00	
28-4-2013	House Rent - Officers & Staff Payment		Cheque		28-4-2013		10,000.00	
28-4-2013	Cash at Head Office Contra		Cash		28-4-2013	2-5-2013	10,000.00	
28-4-2013	Market Fee - Banana - Sub Mkt Receipt		Cheque/DD	78945	28-4-2013	2-5-2013	10,100.00	
								Balance as per Company Books : 29,58,380.25
								Amounts not reflected in Bank : 10,31,105.25 20,100.00
								Balance as per Bank : 19,47,375.00

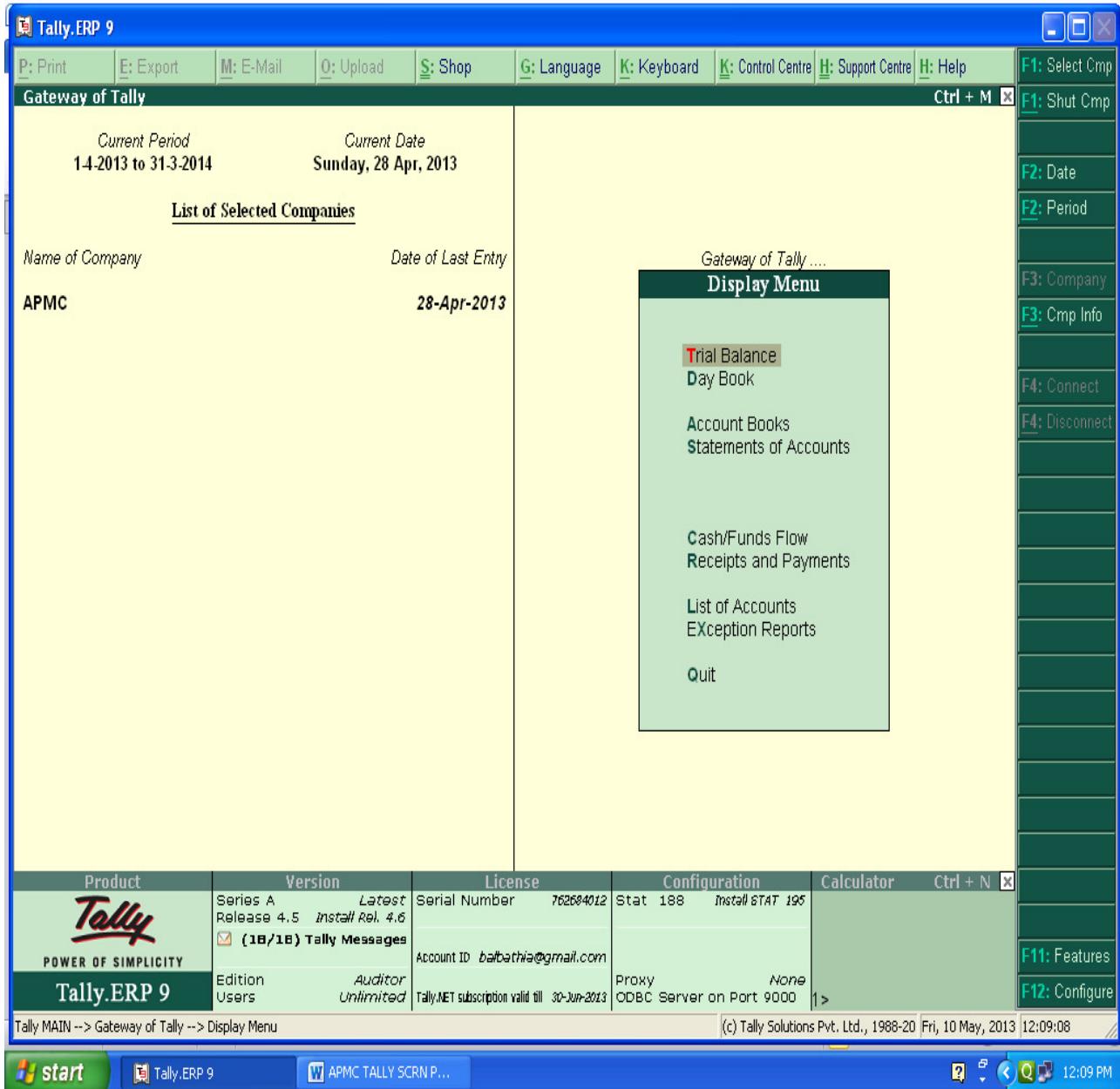
Tally MAIN --> Gateway of Tally --> Balance Sheet --> Group Summary --> Group Summary --> Ledger Monthly Summary --> Ledger. (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:14:10

start Tally.ERP 9 APMC TALLY SCRNP... 12:14 PM

Bank Reconciliation can be prepared on the basis of Bank date and Date on which entries are recorded in tally. With the help of this BRS can be obtained on Real Time basis.

TRAIL BALANCE :-

PATH- Gateway of Tally → Display → Trail Balance



Summerise Groupwise Closing Trail Balance:-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard C: Control Centre H: Support Centre H: Help

Trial Balance APMC Ctrl + M

Particulars	APMC	
	1-Apr-2013 to 28-Apr-2013	
	Debit	Credit
Capital Account	6,32,280.00	
Current Liabilities	1,810.25	
Current Assets	38,64,490.25	
Direct Incomes		32,40,500.00
Indirect Expenses	10,100.00	
Grand Total	38,74,590.25	38,74,590.25

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select Ctrl + N

(18/18) Tally Messages (c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:10:01

start Tally.ERP 9 APMC TALLY SCRNP... 12:10 PM

F1: Detailed F2: Period F3: Company F4: Group F5: Led-wise F6: Monthly F7: Vouchers C: New Column A: Alter Column D: Del Column N: Auto Column B: Budget Variance F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F12: Range F12: Value

After Pressing Alt+F1 key, We will get the detailed trial Balance :-

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard H: Control Centre I: Support Centre H: Help

Trial Balance APMC Ctrl + M

APMC
1-Apr-2013 to 28-Apr-2013
Closing Balance

Particulars	Debit	Credit
Capital Account		6,32,280.00
FUNDS		6,32,280.00
Current Liabilities		1,810.25
SUPERVISION FEES PAYABLE		1,810.25
Current Assets		38,64,490.25
Opening Stock	9,06,110.00	
Cash-in-hand	29,58,380.25	
Bank Accounts		
Direct Incomes		32,40,500.00
MARKET FEES		32,40,500.00
Indirect Expenses		10,100.00
ADMINISTRATIVE EXPENSES	100.00	
SALARY & ALLOWANCE TO STAFF	10,000.00	
Grand Total	38,74,590.25	38,74,590.25

Q: Quit R: Remove Line U: Restore Line U: Restore All Space: Select Ctrl + N

(18/18) Tally Messages

Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance (c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:32:40

start Tally.ERP 9 APMC TALLY SCRNP... 12:32 PM

F1: Condensed F2: Period F3: Company F4: Group F5: Led-wise F6: Monthly F7: Vouchers C: New Column A: Alter Column D: Del Column N: Auto Column B: Budget Variance F8: Other Rep F9: Inv Rep F10: Acc Rep F11: Features F12: Configure F13: Range F14: Value

By Pressing F12 (Configuration), We can select Opening trail Balance Yes Option and can see the Opening Trail Balance also or Can see the transactions during the year also.

The screenshot shows the Tally.ERP 9 application interface. At the top, there is a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below the menu bar, the title bar displays "Tally.ERP 9" and "APMC". The main window shows a trial balance report for the period from 1-Apr-2013 to 28-Apr-2013. The report includes columns for Particulars, Debit, Credit, and Closing Balance. On the left, a tree view lists various account categories such as Capital Account, Current Liabilities, Current Assets, Direct Incomes, Indirect Expenses, etc. A configuration dialog box is overlaid on the report. The dialog box has a title "Configuration" and contains several settings with their current values:

Show Opening Balances	? Yes
Show transactions	? Yes
Nett transactions only	? No
Show Closing Balances	? Yes
Show Percentages	? No
Appearance of Names	: Name Only
Scale Factor for Values	: Default
Sorting Method	: Default
Expand all levels in Detailed Format	? No

At the bottom of the application window, there is a status bar with the text "Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Configuration" and the copyright notice "(c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:14:08". The system tray at the bottom right shows the date and time as "12:14 PM".

Can see the opening as well as Closing Trail Balance with Transactions During the year as per below screen :

The screenshot shows the Tally.ERP 9 software interface with the title bar "Tally.ERP 9". The menu bar includes "P: Print", "E: Export", "M: E-Mail", "O: Upload", "S: Shop", "G: Language", "K: Keyboard", "Control Centre", "Support Centre", "H: Help", and a series of F keys (F1 to F12) with their respective functions.

The main window displays a trial balance report for "APMC" covering the period "1-Apr-2013 to 28-Apr-2013". The report is organized into columns: Particulars, Opening Balance, Transactions (Debit and Credit), and Closing Balance.

Particulars	APMC		
	Opening Balance	Transactions	Closing Balance
Capital Account			
FUNDS	6,32,280.00 Cr		6,32,280.00 Cr
Current Liabilities			
SUPERVISION FEES PAYABLE		1,810.25	1,810.25 Cr
Current Assets	6,32,280.00 Dr	32,62,310.25	30,100.00 38,64,490.25 Dr
Opening Stock			
Cash-in-hand	2,45,780.00 Dr	6,70,330.00	10,000.00 9,06,110.00 Dr
Bank Accounts	3,86,500.00 Dr	25,91,980.25	20,100.00 29,58,380.25 Dr
Direct Incomes			
MARKET FEES		32,40,500.00	32,40,500.00 Cr
Indirect Expenses			
ADMINISTRATIVE EXPENSES	10,100.00		10,100.00 Dr
SALARY & ALLOWANCE TO STAFF	100.00		100.00 Dr
	10,000.00		10,000.00 Dr
Grand Total	32,72,410.25		32,72,410.25

At the bottom, there are buttons for "Q: Quit", "R: Remove Line", "U: Restore Line", "U: Restore All", "Space: Select", and "Ctrl + N". The status bar shows "Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance" and "(c) Tally Solutions Pvt. Ltd., 1988-20 Fri, 10 May, 2013 12:15:26".



PROFIT & LOSS A/C IN TALLY :-

PATH- Gateway of Tally → Display → Profit & Loss A/c

Tally.ERP 9

Profit & Loss A/c		APMC			
Particulars	APMC 1-Apr-2013 to 28-Apr-2013	Particulars	APMC 1-Apr-2013 to 28-Apr-2013		
Opening Stock		Sales Accounts			
Purchase Accounts		Direct Incomes		32,40,500.00	
Gross Profit c/o	32,40,500.00	MARKET FEES		32,40,500.00	
		Closing Stock			32,40,500.00
	32,40,500.00				
Indirect Expenses	10,100.00	Gross Profit b/f		32,40,500.00	
ADMINISTRATIVE EXPENSES	100.00	Indirect Incomes			
COMMITTEE MEMBERS EXP		INVESTMENT INCOME			
INTEREST PAID TO BANKS		MAIN MARKET - OTHER INCOME			
OTHER EXPENSES		MAIN MARKET - PROPERTY INCOME			
SALARY & ALLOWANCE TO STAFF	10,000.00	SUB MARKET - OTHER INCOME			
Nett Profit	32,30,400.00	SUB MARKET - PROPERTY INCOME			
Total	32,40,500.00	Total		32,40,500.00	
Q: Quit		R: Remove Line	U: Restore Line	U: Restore All	Space: Select
(18/18) Tally Messages		Ctrl + N			
Tally MAIN --> Gateway of Tally --> Profit & Loss A/c		(c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:33:50			
start	Tally.ERP 9	APMC TALLY SCRNP...	?	Q	12:33 PM

BALANCE SHEET IN TALLY :-

PATH- Gateway of Tally → Display → Balance Sheet

Tally.ERP 9

Balance Sheet **APMC** **APMC** **Ctrl + M**

Liabilities		APMC as at 28-Apr-2013	Assets	APMC as at 28-Apr-2013
Capital Account		6,32,280.00	Fixed Assets	
FUNDS		6,32,280.00	BUILDING	
Loans (Liability)			DEAD STOCK	
Current Liabilities		1,810.25	MAIN & SUB MARKET LAND & LAND DEVELOPMENT.	
Provisions				
DEPOSITS RECEIVED :				
OTHER LIABILITY :				
SUPERVISION FEES PAYABLE		1,810.25		
Profit & Loss A/c		32,30,400.00	Investments	
Opening Balance			Current Assets	38,64,490.25
Current Period		32,30,400.00	Closing Stock	
			Loans & Advances (Asset)	
			Cash-in-hand	9,06,110.00
			Bank Accounts	29,58,380.25
Total		38,64,490.25	Total	38,64,490.25
Q: Quit			R: Remove Line	U: Restore Line
(18/18) Tally Messages			U: Restore All	Space: Select
Tally MAIN --> Gateway of Tally --> Balance Sheet			Ctrl + N	
			(c) Tally Solutions Pvt. Ltd., 1988-20 Thu, 9 May, 2013 12:34:56	
start	Tally.ERP 9	APMC TALLY SCRNP...	?	12:34 PM

SHORTCUT KEYS IN TALLY :-

Windows	Functionality	Availability
F1	To select a company To select Accounts Button and inventory Buttons	At all masters menu screen At the Accounting / Inventory vouchers creation and alteration screen
F2	To change the menu period	To change the menu period
F3	To select the company	To change the menu period
F4	To select the Contra voucher	At Accounting / Inventory Voucher creation and alteration screen
F5	To select the Payment voucher	At Accounting / Inventory Voucher creation and alteration screen
F6	To select the Receipt voucher	At Accounting / Inventory Voucher creation and alteration screen
F7	To select the Journal voucher	At Accounting / Inventory Voucher creation and alteration screen
F8	To select the Sales voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL+F8)	To select the Credit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F9	To select the Purchase voucher	At Accounting / Inventory Voucher creation and alteration screen
(CTRL + F9)	To select the Debit Note voucher	At Accounting / Inventory Voucher creation and alteration screen
F10	To select the Reversing Journal voucher	At Accounting / Inventory Voucher creation and alteration screen

F10	To select the Memorandum voucher	At Accounting / Inventory Voucher creation and alteration screen
F11	To select the Functions and Features screen	At almost all screens in TALLY
F12	To select the Configure screen	At almost all screens in TALLY
ALT + 2	To Duplicate a voucher	At List of Vouchers – creates a voucher similar to the one where you positioned the cursor and used this key combination
ALT + A	To Add a voucher	At List of Vouchers – adds a voucher after the one where you positioned the cursor and used this key combination.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.
ALT + D	To delete a voucher To delete a master (if it has not been already assigned a different function, as explained above)	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + C	To create a master at a voucher screen (if it has not been already assigned a different function, as in reports like Balance Sheet, where it adds a new column to the report)	At voucher entry and alteration screens, at a field where you have to select a master from a list. If the necessary account has not been created already, use this key combination to create the master without quitting from the voucher screen.

ALT + D	<p>To delete a voucher</p> <p>To delete a master (if it has not been already assigned a different function, as explained above)</p>	At Voucher and Master (Single) alteration screens. Masters can be deleted subject to conditions, as explained in the manual.
ALT + E	To export the report in ASCII, SDF, HTML OR XML format	At all reports screens in TALLY
ALT + I	To insert a voucher	At List of Vouchers – inserts a voucher before the one where you positioned the cursor and used this key combination.
ALT + R	To remove a line in a report	At all reports screens in TALLY
ALT + S	To bring back a line you removed using ALT + R	At all reports screens in TALLY
ALT + X	To cancel a voucher in Day Book/List of Vouchers	At all voucher screens in TALLY
CTRL + A	To accept a form – wherever you use this key combination, that screen or report gets accepted as it is.	At almost all screens in TALLY, except where a specific detail has to be given before accepting.