

TALLY MATERIAL

Prepared By

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ACCOUNTS INTRODUCTION

Transactions

Any dealings made between persons involving exchange of values is called transactions. The transactions which are-

- Money related
- Related to our firm
- Effect the financial position (or) profit or loss of the firm is taken into books.

There are 2 types.

- Cash transaction
- Credit transactions

Cash Transactions

The transactions in which cash receipt (or) payment involved in the exchange are called cash transaction. For identifying cash transactions the following one of the 3 rules must be follow.

- Cash item must be there
- Cash and person name both must be there
- Cash and person name both not necessary

Examples:

- Cash sales Rs5000
- Goods purchased from Jyothi on cash Rs 8000
- Purchases Rs 2000

Credit Transactions

The transactions in which cash receipt (or) payment is not involved in the exchange are called credit transactions. In another way the transactions which are not cash transactions are called credit transactions.

Examples:

- Purchased goods from Sampath Rs 3000
- Goods sold to Raja Rs 5000

Classifying of Accounts

Accounts mean classified record of business transactions. Accounts are 2 types.

- Personal Accounts
- Impersonal Accounts

Impersonal accounts again 2 types

- Real Accounts
- Nominal Accounts

Now present Accounts 3 types

- Personal Account
- Real Account
- Nominal Account

Personal Account

Accounts which are related to names of persons and firms are called personal accounts. (Including debtors and creditors)

Examples: -

SyamA/c, Bank A/c, Capital A/c, Drawings A/c, Debtors A/c, Creditors A/c

Rule: - Debit the receiver

Credit the giver

Real Accounts

Accounts which are related to Assets, Liabilities and Goods of a firm. (Excluding Debtors and Creditors)

Example: -

Assets: Cash A/c, Building A/c, Furniture A/c, Investment A/c, Goodwill A/c, Patent A/c,

Liabilities: Bills payable A/c, Loan A/c, Bank overdraft A/c

Goods: Purchases A/c, Sales A/c, Purchases returns A/c, Sales returns A/c

Rule: - Debit what comes into the firm

Credit what goes out from the firm

Nominal Accounts

Accounts which are related to expenses, losses, incomes and gains are called Nominal accounts.

Examples: -

Expenses: Salary paid A/c, Commission paid A/c

Losses: Bad debts A/c, Charities A/c, Discount allowed

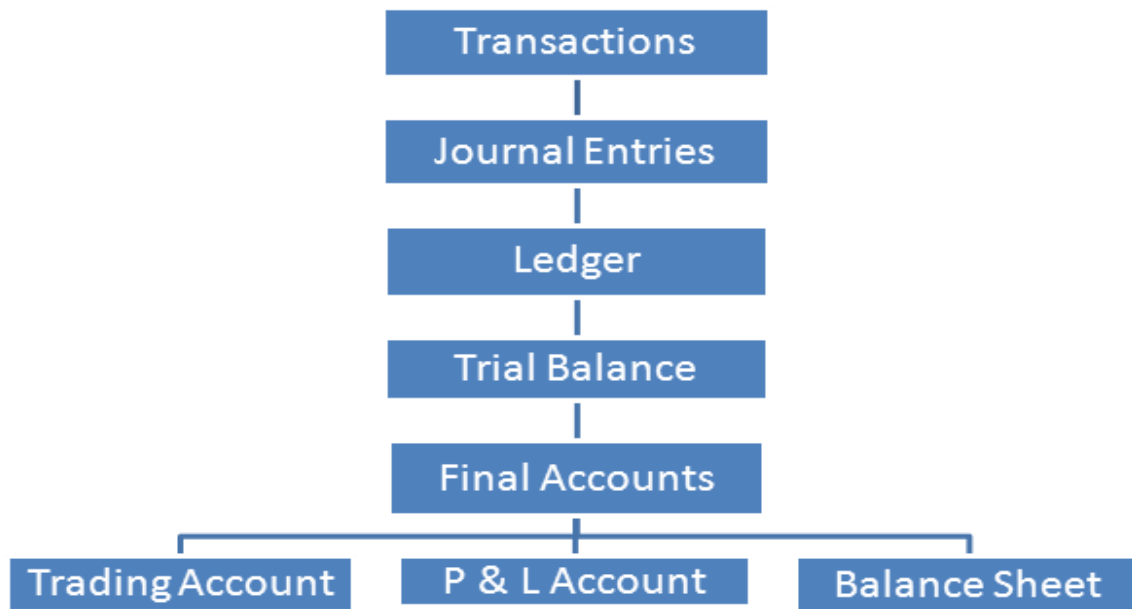
Incomes: Rent received, Interest received A/c, and Allowance received A/c

Gains: Bad debts recovered A/c, Discount received A/c

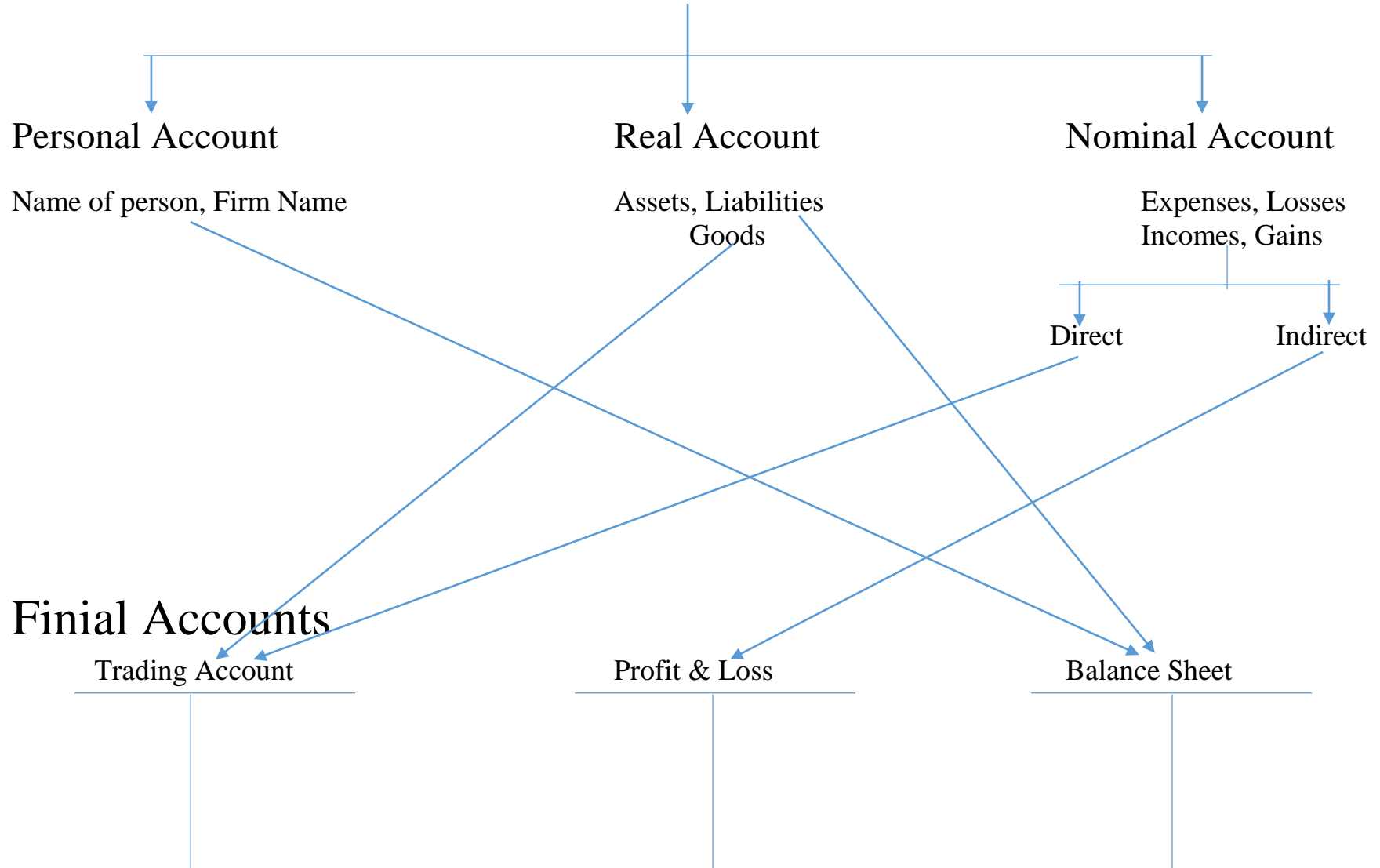
Rule: - Debit all Expenses and Losses

Credit all Incomes and Gains.

ACCOUNTING CYCLE



TYPES OF ACCOUNTS



Tally Generations

Tally4.5:

Its working operation system is DOS. (Disk operating system) Maintain the company information is Accounts only.

Tally5.4:

Its working operation system is Windows. Maintain the company information is Accounts only, Accounts with Inventory and Inventory only.

Tally6.3:

Its working operation system is Windows. Maintain the company information is Accounts only, Accounts with Inventory and Inventory only. Using the VAT Taxation.

Tally7.2:

Its working operation system is Windows & Linux. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax)

Tally8.1:

Its working operation system is Windows. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS) apply the multi languages.

Tally9:

Its working operation system is Windows. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS, Payrolls, FBT) apply the multi languages.

Tally ERP9

Its working operation system is Windows. Maintain the company information is Accounts only, and Accounts with Inventory. Using the Taxation (VAT, TDS, Service Tax, Excise duty, TCS, Payrolls, FBT) apply the multi languages. Updated the features.

TALLY MATERIAL

Company Information

Select Company

To select the an existing company

Create company

To create a new company

Backup

To write the company information on CD or DVD to format the system or update the version.

Restore

Restore the computer from CD or DVD to reinstall the tally.

Quit

Close the tally.

Company–Accounts Only

How to Create the Company

Select create company

Give the required fields

Company Creation				Ctrl
Directory	: C:\Users\Public\Tally.ERP9\Data			
Name	: Sri Gayathri Enterprises			
<u>Mailing & Contact Details</u>				
Mailing Name	: Sri Gayathri Enterprises		Currency Symbol	: ₹
Address	: Vijayawada		Maintain	: Accounts with Inventory
			Financial Year from	: 1-4-2011
			Books beginning from	: 1-4-2011
<u>Security Control</u>				
Statutory compliance for	: India		TallyVault Password (if any)	:
State	: Andhra Pradesh		Repeat Password	:
PIN Code	: 520001		(WARNING: forgetting your TallyVault password will render your data unusable!!)	
Telephone No.	: 0866-2572477		Use Security Control	: ? No
Mobile No.	: 9949418348		(Enable Security to avail Tally.NET Features)	
E-Mail				
<u>Auto Backup Details</u>				
Enable Auto Backup	: No			
<u>Base Currency Information</u>				
Base Currency Symbol	: ₹		Show Amounts in Millions	: ? No
Formal Name	: INR		Put a SPACE between Amount and Symbol	: ? Yes
Number of Decimal Places	: 2		Decimal Places for Printing Amounts in Words	: 2
Is Symbol SUFFIXED to Amounts ?	No			
Symbol for Decimal Portion	: paise			

Maintain: Accounts only and Accounts with inventory

Accounts only

It recorded in only cash transactions that were payments & receipts.

Example: Bank organization, Educational intuitions.

Accounts with inventory

It recorded accounts transaction with inventory. (Inventory means stock)

Example: Departmental stores, any type of business.

Save the information (**Ctrl+A**)

Functional keys

F1	Select Company
Alt+F1	Shut Company
F2	Current Date
Alt+F2	Current Period
F3	Present using Company
Alt+F3	Company Information
F11	Features (Company Operation Alteration)
F12	Configuration

How to Modify or delete the Company

Alter:

It means modify the information or delete the information.

GOT (Gate way of tally) → Company information (Alt+F3) → Alter

If you want delete the company **Press (Alt+D)** Key.

Accounting Masters**Groups:**

Total groups are 28.

Display of Groups

GOT → Accounts information → Groups → Display

Example:

- Bank accounts
- Bank OCC A/C
- Bank OD A/C
- Capital Accounts
- Cash in Hand
- Current Assets
- Fixed Assets

Voucher Types:

Total voucher are 23 in tally 5.4 & 6.3.

21 in Tally7.2

18 in Tally8.1 & 9.0

22 in Tally ERP

Display of Vouchers

GOT → Accounts information → Voucher Types → Display

Example:

- Contra
- Payments
- Receipts
- Sales
- Purchase

Creation of Ledgers

GOT → Accounts information → Ledgers → Create

Example: Creation Furniture Account

Name : Furniture (alias) :		Total Op. Bal.	List of Groups
Under	Fixed Assets	Mailing Details Name : Address : State : PIN Code : Tax Information PAN / IT No. : Sales Tax No. : CST No. :	Bank Accounts Bank OCC A/c Bank OD A/c Branch / Divisions Capital Account Cash-in-hand Current Assets Current Liabilities Deposits (Asset) Direct Expenses Direct Incomes Duties & Taxes Expenses (Direct) Expenses (Indirect) Fixed Assets Income (Direct) Income (Indirect) Indirect Expenses Indirect Incomes Investments Loans & Advances (Asset) Loans (Liability) Misc. Expenses (ASSET) Provisions Purchase Accounts Reserves & Surplus Retained Earnings Sales Accounts Secured Loans Stock-in-hand Sundry Creditors Sundry Debtors Suspense A/c
Opening Balance (on 1-Apr.2011) :			1 more ... ↓

If you create no. of ledgers accounts

Name of the Ledgers	Groups
Icici Bank	Bank Account
Hdfc Bank	Bank Account
Dena Bank	Bank Account
Indian Overseas Bank	Bank Account
State Bank Of India OD	Bank Occ Account
Axis Bank OD	Bank Od
Bangalore Branch	Branch/ Division
T.Nagar Division	Branch/Division
(Name Of The Owner) Capital	Capital
(Name Of The Partner) Capital	Capital
Drawings	Capital
Cash	Cash-In-Hand
Petty Cash	Cash-In-Hand
Cheque Received	Cash-In-Hand
Electricity Deposit	Deposits(Assets)
Telephone Caution Deposit	Deposits(Assets)
Security Deposits(If Any)	Deposits(Asset)
Service Tax	Duties & Taxes
Excise Duty	Duties & Taxes
Custom Duty	Duties & Taxes
Income Tax	Duties & Taxes

TALLY MATERIAL

Surcharge On Taxes	Duties & Taxes
Wealth Tax	Duties & Taxes
Gift Tax	Duties & Taxes
Entry Tax	Duties & Taxes
T.D.S.(Tax Deduction at Source)	Duties & Taxes
T.C.S.(Tax Collected Source)	Duties & Taxes
Fringe Bureau Tax	Duties & Taxes
Professional Tax	Duties & Taxes
Direct Expenses Related To Factory And Manufacturing Unit	Direct Expenses
Direct Income(Incomes Accrued From Factory Or Manufacturing Units)	Direct Incomes
Plant & Machinery	Fixed Assets
Land	Fixed Assets
Building	Fixed Assets
Computers	Fixed Assets
Electrical Fittings	Fixed Assets
Furniture And Fittings	Fixed Assets
Indirect Expenses Related to Office	Indirect Expenses
Indirect Incomes (Incomes Accrued from Office)	Indirect Incomes
Shares	Investments
Insurances	Investments
Debentures	Investments
Fixed Deposits	Investments
Mutual Funds	Investments
Name Of The Party Or Concern Who Owes From Us	Loans Liability
Name Of The Party Or Concern Who Owes To Us	Loans & Advances
Salary Advance	Loans & Advances
Provision For Bad Debts	Provision
Building Fund	Provision
Purchase (Credit Or Cash)	Purchase
Purchase Returns	Purchase
General Reserve	Reserve & Surplus
Sales (Cash/Credit)	Sales
Sales Returns	Sales
Suppliers	Sundry Creditors
Customers	Sundry Debtors
Loan Which Carries Interest(Name Of The Party Or Concern)With Documentation	Secured Loans
Loan Which Carries Interest(Name Of The Party Or Concern)Without Documentation	Unsecured Loans
Opening Stock	Stock In Hand
Closing Stock	Stock In Hand

Accounting Vouchers

F4 Contra

F5 Payments

F6 Receipts

F7 Journal

F8 Sales

F9 Purchases

Activate Credit Note & Debit Note

Go to F11 (Features) Use Debit Note/Credit Note – Yes

Ctrl+F8 Credit Note (Sales Returns)

Ctrl+F9 Debit Note (Purchase Returns)

Contra (F4)

It means the Journal entry is recorded in same book in twice. That journal entry is contra entries.

Contra was using the following transactions.

- Cash deposited in to bank
- Cash with drawn for office use
- Cash transfer
- Bank transfer

Transactions

1. Cash deposited in to HDFC 35000
2. Cash transfer from cash to petty cash 5000
3. HDFC chq.(456852) issued to ICICI 10000
4. Cash with drawn from ICICI 4000

Posting the Contra Voucher

Accounting Voucher Creation		Sri Gayathri Enterprises		Ctrl + M	
<div style="display: flex; justify-content: space-between;"> Contra No. 1 </div>				1-Apr-2011 Friday	
Particulars		Debit	Credit		
To Cash			35,000.00		
<i>Cur Bal: 2,15,000.00 Dr</i>					
By HDFC			35,000.00		
<i>Cur Bal: 35,000.00 Dr</i>					
Sri Gayathri Enterprises		Cash	35,000.00		
<i>Instrument No. :</i>		<i>Instrument Date : 1-Apr-2011 Bank Name : HDFC</i>		<i>Branch : Vijayawada MG Road</i>	
Narration:					
Cash deposited in to HDFC					
		35,000.00	35,000.00		
				Accept ? <div style="display: flex; justify-content: space-around;"> Yes No </div>	

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

F1: Inventory Buttons
F2: Date
F3: Company
F4: Contra
F5: Payment
F6: Receipt
F7: Journal
F8: Sales
F9: Credit Note
F9: Purchase
F9: Debit Note
F10: Rev Jml
F10: Memos

If you want create ledger or group in voucher posting press (**Alt+C**)

Journal (F7)

It means not recorded in any voucher that is journal voucher. & without cash and bank voucher posting is Journal.

Example:

- Purchase of asset on credit basis
- Depreciation on asset
- Outstanding expenses
- Sale of asset on credit basis

Transaction

1. Depreciation on furniture 3000
2. Outstanding salaries 1500
3. Prepaid insurance 2000

Posting the Journal Voucher

Journal No. 1		1-Apr-2011 Friday	
Particulars	Debit	Credit	
By Depreciation Cur Bal: 3,000.00 Dr	3,000.00		
To Furniture Cur Bal: 3,000.00 Cr			3,000.00
Narration: Depreciation on Furniture		3,000.00	3,000.00

Sales (F8)

The Sales are two types

- Cash/Bank sales
- Credit Sales

Transactions

1. Goods sold to Raja Agencies 25000
2. Goods sold to Sai Traders 35000
3. Goods sold to Sai Traders 15000 for Cash
4. Goods sold to Raja Agencies 10000 deposited in to HDFC Bank.

Sales Voucher posting in two ways

Invoice Format

Voucher Format

Ctrl+V → To convert invoice format or voucher format.

Posting Sales Voucher

Particulars		Debit	Credit
By Raja Agencies Cur Bal: 25,000.00 Dr		25,000.00	
To Sales Cur Bal: 25,000.00 Cr			25,000.00
Narration: Goods Sold to Raja agencies		25,000.00	25,000.00

Purchases (F9)

The Purchase is two types

- Cash/Bank Purchase
- Credit Purchase

Transactions

1. Goods Purchase from Cargo Agencies 35000
2. Rao & Sons Goods sold to us 15000
3. Goods Purchase from Raja Traders 10000 HDFC chq. 654210 Issued.

Purchase Voucher posting in two ways

Invoice Format

Voucher Format

Ctrl+V → To convert invoice format or voucher format.

Posting Purchase Voucher

Purchase No. 1		1-Apr-2011 Friday	
Ref. :			
Particulars	Debit	Credit	
To Cargo Agencies Cur Bal: 35,000.00 Cr		35,000.00	
By Purchase Cur Bal: 35,000.00 Dr	35,000.00		
Narration: Goods Purchase from Cargo Agencies		35,000.00	35,000.00

Credit Note (Sales Returns) Ctrl+F8

It Record in returns transaction from Customer and Customer Adjustments.

Transaction

1. Goods return from Raja Agencies 1500
2. Discount allowed to Sai Traders 300

Posting Credit Note Voucher

Credit Note No. 1		1-Apr-2011 Friday	
Ref. :		Debit	Credit
To Raja Agencies Cur Bal: 23,500.00 Dr			1,500.00
By Sales Returns Cur Bal: 1,500.00 Dr		1,500.00	
Narration: Goods Returns from Raja Agencies		1,500.00	1,500.00

Debit Note (Purchase Returns)Ctrl+F9

It Record in returns transaction to Supplier and Supplier Adjustments.

Transaction

1. Goods return to Cargo Agencies 1500
2. Discount received from Rao& Sons 300

Posting Debit Note Voucher

Debit Note No. 1		1-Apr-2011 Friday	
Ref. :		Debit	Credit
By Cargo Agencies Cur Bal: 18,500.00 Cr		1,500.00	
To Purchase Returns Cur Bal: 1,500.00 Cr			1,500.00
Narration: Goods Received from Cargo Agencies		1,500.00	1,500.00

Reports**Display of Ledgers**

GOT→Display→Accounts Books →Ledger→Select any ledger account. (Cash)

Ledger Vouchers		Sri Gayathri Enterprises		Ctrl + M	
Ledger: Cash				For 1-Apr-2011	
Date	Particulars	Vch Type	Vch No.	Debit	Credit
1-4-2011	HDFC	Contra	1		35,000.00
1-4-2011	Salaries	Cash Payment	1		10,000.00
1-4-2011	Commission Received	Cash Receipt	1	3,000.00	
1-4-2011	Cargo Agencies	Cash Payment	2		15,000.00
1-4-2011	Raja Agencies	Cash Receipt	2	20,000.00	
1-4-2011	Commission Paid	Cash Payment	3		1,500.00
1-4-2011	Office Exps	Cash Payment	4		500.00
1-4-2011	Printing & Stationery	Cash Payment	5		300.00
1-4-2011	Siva Traders	Cash Payment	6		10,000.00
				Opening Balance :	2,50,000.00
				Current Total :	23,000.00 72,300.00
				Closing Balance :	2,00,700.00

Basic Problem of Passing the Vouchers

Enter the following transactions in three column cash book

1. Cash in hand Rs. 5400, Cash at bank Rs. 2000
2. Issued cheque to Shaker Rs. 850 (in full settlement of his account of Rs.900)
3. Paid salaries Rs. 2000, Wages by cheque Rs. 300, Rent in cash Rs. 100
4. Cheque received from Kiran Rs. 2000 and deposited in bank. Discount allowed Rs. 100
5. Cheque received from Vikram Rs. 1960. Discount allowed 2%
6. The cheque received from Vikram is deposited in bank
7. Paid Gopal by cheque 1000. Discount Rs. 20
8. Goods Purchased for Rs. 4000 and goods sold for Rs.20000, Paid sundry expenses Rs. 2000
9. Cash with drawn from bank for office use Rs. 2000
10. Interest credited by bank Rs. 200
11. Cash taken for personal use Rs. 5000

Cash book 14300

Bank book 2010

Basic Problem of Passing the Vouchers

PREPARE THE CASH BOOK AND BANK BOOK

- | | |
|---|-----------------------------|
| 1. Opening balance | Cash – 80000, Bank – 100000 |
| 2. Personal use from bank | 22000 |
| 3. Cash purchases | 10000 |
| 4. Cheque given to Salem | 8500 |
| 5. Wages paid by cash | 12200 |
| 6. Credit sales to anil | 18560 |
| 7. Cash sales | 15000 |
| 8. Received from radha 9975 discount 25 | |
| 9. Cash with drawn for private purpose | 6000 |
| 10. Cheque received from Anil 18000 discount 560 the cheque was deposited | |
| 11. Old furniture sold | 750 |
| 12. Credit purchases from shyam | 16000 |
| 13. Income tax paid by cheque | 3250 |
| 14. Rent paid | 15000 |
| 15. Cash sales | 16000 |
| 16. Deposited in to bank | 5000 |
| 17. Cash given to shyam 15950 in settlement of his debt | |
| 18. Sales tax paid by cheque | 2250 |
| 19. Interest on investment received | 2000 |

Cash book 59575

Bankbook 87000

Display of Day book

GOT→Display→Day Book

To see the daily transaction by day by day

Display of Cash/Bank Book

GOT→Display→Accounts Books→Cash/Bank Book(s)

If you want to see the details Press (**Alt+F1**)

Display of Sales Book

GOT→Display→Accounts Books→Sales Register

Display of Purchase Book

GOT→Display→Accounts Books→Purchase Register

Display of Credit Note Book

GOT→Display→Accounts Books→Journal Register → Credit Note Register

Display of Debit Note Book

GOT→Display→Accounts Books→Journal Register →Debit Note Register

Display of Journal Book

GOT→Display→Accounts Books→Journal Register →Journal Register

Display of Trial Balance

GOT→Display→Trial balance

Display of Trading & Profit & Loss Account

GOT→Profit & Loss Account

Display of Balance Sheet

GOT→Balance Sheet

Display of Cash Flow Statement

GOT→Display→Cash/Funds Flow→Cash Flow

Display of Funds Flow Statement

GOT→Display→Cash/Funds Flow→Funds Flow

From The Following Particulars Prepare A Trading & Profit & Loss A/C For The Year Ending 31.3.2005 And The Balance Sheet As On That Date.

A.

Assets & Liabilities	01.04.2010	31.03.2011
Furniture	8000	9000
Stock	10000	9000
Debtors	20000	?
Creditors	14000	18000
Unpaid Expenses	2200	2000
Cash	1800	1225

B. Receipts & payments during the year:

1. Receipts from debtors 117000
2. Payments to creditors 78400
3. Carriage inwards (Paid) 6000
4. Furniture purchased 1800
5. Expenses paid 29000
6. Other receipts 5000

C. Goods costing Rs 2000 were used as advertisement material

D. Goods are sold to show profit $33\frac{1}{3}\%$ on Sales.

E. Difference in bank, if any is to be treated as drawings or introduction the proprietor.

Gross profit 43700

Net profit 16900

Balance sheet 53325

COST CATEGORIES COST CENTRES

Cost Categories

Cost Categories are useful for organizations that require allocation of Revenue and Non-Revenue Items to parallel sets of –. Cost categories facilitate third dimensional reporting of Expenditure and revenue. Some of the examples of Cost Categories can be Region wise or geography wise, Grade wise, Department wise and so on.

Cost Centre

Cost Centre is any unit of an organization to which transactions (generally, revenue) can be allocated. When only costs or expenses are allocated to these units, they are referred to as Cost Centres.

Cost Centre in Tally.ERP 9 allows an additional dimension to a transaction where a Ledger account indicates the nature of the transaction. It does not readily disclose, except in the narration field, which part of the organization was involved in the transaction. With the help of Cost Centres, a transaction can be allocated to it, which would then enable accumulation of the all transactions for that particular Cost Centre. Tally.ERP 9 gives you the Cost Centre break-up of each transaction as well as details of transactions for each Cost Centre.

Activate Cost Categories and Cost Centers

Go to F11 Features → Accounting Features

Maintain Cost Centres	? Yes
Use Cost Centre for Job Costing	? No
More than ONE Payroll / Cost Category	? Yes
Use Pre-defined Cost Centre Allocations during Entry ?	No
Show Opening Balance for Revenue Items in Reports ?	No

Creation of Cost Categories

GOT → Accounts Information → Cost categories → Create

Cost Category Creation	
Name	: Department
(alias)	:
Allocate Revenue Items	? Yes
Allocate Non-Revenue Items	? Yes

Creation of Cost Centers

GOT → Accounts Information → Cost Centers → Create

Cost Centre Creation	
Category :	Department
Name :	Finance & Accounts
(alias) :	
Under :	└ Primary
<div style="border: 1px solid black; padding: 5px; text-align: center;"> Accept ? Yes or No </div>	

Creation of More Cost Centers

S.No.	Category	Name of Cost Centre	Under
1.	Department	Administration	└ Primary
2.	Department	Finance & Accounts	└ Primary
3.	Department	Marketing	└ Primary
4.	Department	Production	└ Primary

Cost Categories

Branch

Department

Employee

Cost Center

Vijayawada, Hyderabad under Branch

Sales, Production, Administration, Finance under Department

Kiran, Syam, Raghu under Employee

Transaction

- Salaries Paid 20000 (Syam 9500, Kiran 10500)
- Telephone Expenses paid 15000 (Vijayawada 7000, Hyderabad 8000)
- Raghu Salaries paid 15000
- Purchase of Furniture 25000 for Vijayawada branch
- Purchase of Stationery 500 Vijayawada 250, Hyderabad 250 for administration.
- Rent Paid for Vijayawada branch 10000
- Paid for Postage & Telegram 250 Vijayawada Branch
- Telephone Expenses paid 5000 Hyderabad branch
- Salaries paid 45000 (Syam 12000, Kiran 20000, Raghu 13000)
- Purchase of Machinery 25000 for Hyderabad branch

TALLY MATERIAL

Posting of Cost Center Voucher

Accounting Voucher Alteration		Sri Gayathri Enterprises		Ctrl + M
Cash Payment No. 7		1-Apr-2011		Friday
Particulars		Debit	Credit	
By Salaries		20,000.00		
Cur Bal: 30,000.00 Dr				
Employee				
Kiran	10,500.00 Dr			
Syam	9,500.00 Dr			
To Cash			20,000.00	
Cur Bal: 1,80,700.00 Dr				
Narration: Salaries Paid		20,000.00	20,000.00	

Display of the Cost Category Report

GOT→Display →Statement of Accounts→Cost Centers→Category Summary

Cost Category Summary		Sri Gayathri Enterprises		Ctrl + M
Particulars	Sri Gayathri Enterprises For 1-Apr-2011			
	Transactions		Closing Balance	
	Debit	Credit		
Employee	20,000.00		20,000.00	Dr
Kiran	10,500.00		10,500.00	Dr
Syam	9,500.00		9,500.00	Dr

Display of the Cost Center Report

GOT→Display →Statement of Accounts→Cost Centers→Cost Center Summary

Display of the Cost Center Report Ledger Wise

GOT→Display →Statement of Accounts→Cost Centers→Ledger

Display of the Cost Center Report Group Wise

GOT→Display →Statement of Accounts→Cost Centers→Group

BILL WISE DETAILS

It means record the bill to bill transactions to customers & suppliers. That bill to bill transaction is Credit Sales & Credit Purchase after purchase & sales we enter the Payments, Receipts & Returns (Sales & Purchase) that using the bill to bill recording transactions. It shows the books of bills receivable & bills payable. That is outstanding bills of customers & suppliers.

Activate Bill wise details

F11 Features → Accounting Features →

Outstandings Management

Maintain Bill-wise Details
(for Non-Trading A/cs also)

? **Yes**

? No

Type of Ref.

Advance

It is used to payment to creditors and received from debtors in advance.

Agst Ref

It is used to payment to creditors & received from debtors & returns (Sales&Purchase) using existing bill no.

New Ref

It is used to Purchase & Sales voucher. Using the bill no.

On Account

Not applicable.

Bill-wise Details for : Sridhar				
Upto: ₹ 40,000.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (f. 1-Apr-2011)	Amount	Dr/ Cr
New Ref	Method of Adj.			
	Advance			
	Agst Ref		40,000.00	Cr
	New Ref			
	On Account			

Posting the Voucher using Bill No.

Accounting Voucher Alteration		Sri Gayathri Enterprises		Ctrl + M
Purchase No. 2				1-Apr-2011
Ref. : B.No 25				Friday
Particulars	Debit	Credit		
To Sridhar		40,000.00		
Cur Bal: 40,000.00 Cr				
New Ref B.No 25 30 Days 40,000.00 Cr				
(1-May-2011)				
By Purchase	40,000.00			
Cur Bal: 75,000.00 Dr				
Narration:		40,000.00	40,000.00	
Goods Purchase from Creditors				

Transactions

1. Purchased from Sridhar 40000 B.No 25
2. Purchased from Srikanth 35000 B.No 85
3. Sold goods to Mohan 35000 (Trade Discount 5%) B.No 1
4. Purchased from Ramu 42000 B.No 33
5. Returned goods to Srikanth 2000 B.No 85
6. Goods returned by Mohan 1000 B.No 1
7. Sold to Sridevi Stores 20000 B.No 2
8. Sold to Sireesha's Stall 10000 B.No 3
9. Returns goods to Sridhar 4000 B.No 25
10. Bought goods from Srikanth for cash 50000
11. Purchased from Anusha& Co 42000 B.No 105
12. Sold to Rami Reddy 20000 B.No 4
13. Goods returned from Sireesha's Stall 1000 B.No 3
14. Sold to Sarathi 80000 B.No 5
15. Purchased from Rao Enterprises 65000 B.No 108
16. Returned goods to Anusha& Co 1500 B.No 105
17. Sales to RangaRao (Trade Discount 10%) 18000 B.No 6
18. VengalaRao Sold goods to us 27000 B.No 111
19. Goods returned by Rami Reddy 1000 B.No 4
20. Sold old furniture to Deepthi Enterprises 40000 B.No 51
21. Goods returned to VengalaRao 3000 B.No 111

Display of Bills Receivable

GOT → Display → Statement of Accounts → out standings → Receivables

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Condensed
Bills Outstanding										F2: Period
Sri Gayathri Enterprises										F3: Company
Bills Receivable										F4: Payable
1-Apr-2014 to 2-May-2014										F6: Age wise
Date	Ref. No.	Party's Name				Pending Amount	Due on	Overdue by days	F7: Bill-Party wise	

Display of Bills Payables

GOT → Display → Statement of Accounts → out standings → Payables

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Condensed
Bills Outstanding										F2: Period
Sri Gayathri Enterprises										F3: Company
Bills Payable										F4: Receivable
1-Apr-2014 to 2-May-2014										F6: Age wise
Date	Ref. No.	Party's Name					Pending Amount	Due on	Overdue by days	F7: Bill-Party wise

INTEREST CALCULATION

Activate Interest Calculation

F11 Features → Accounting Features →

Activate Interest Calculation
(use advanced parameters)

? Yes

? **Yes**

Interest Activated ledgers: Capital, Banks, Sundry Debtors, Sundry Creditors etc.

Creation of Ledger using Interest Fields

Creation of ledger (Sundry Creditors)

Activate Interest Calculation- Yes

<u>Interest Parameters</u>	
Calculate Interest Transaction-by-Transaction	? Yes
Override Parameters for each Transaction	? Yes
Override advanced parameters	? Yes
Rate : 24 % per 365-Day Year	on Credit Balances Only
Applicability : Past Due Date by	0 days Calculate From : Eff. Date of Transaction
Rounding : Not Applicable	
Rate : % per	on

Transactions:

- Purchased from Sridhar 40000 B.No 25 Interest 2%P.M
- Purchased from Srikanth 35000 B.No 85 Interest 24%P.A
- Sold goods to Mohan 35000 (Trade Discount 5%) B.No 1 Interest 2%P.M
- Purchased from Ramu 42000 B.No 33 Interest 2%P.M
- Returned goods to Srikanth 2000 B.No 85
- Goods returned by Mohan 1000 B.No 1
- Sold to Sridevi Stores 20000 B.No 2 Interest 3%P.M
- Sold to Sireesha's Stall 10000 B.No 3 Interest 2%P.M
- Returns goods to Sridhar 4000 B.No 25
- Bought goods from Srikanth for cash 50000
- Purchased from Anusha& Co 42000 B.No 105 Interest 2%P.M
- Sold to Rami Reddy 20000 B.No 4 Interest 3%P.M
- Goods returned from Sireesha's Stall 1000 B.No 3
- Sold to Sarathi 80000 B.No 5 Interest 3%P.M
- Purchased from Rao Enterprises 65000 B.No 108 Interest 2%P.M
- Returned goods to Anusha& Co 1500 B.No 105
- Sales to RangaRao (Trade Discount 10%) 18000 B.No 6
- VengalaRao Sold goods to us 27000 B.No 111 Interest 2%P.M

Posting the vouchers using Interest calculation

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

Interest Parameters Sri Gayathri Enterprises Ctrl + M

Purchase No. 2 1-Apr-2011
Ref.: B.No 25 Friday

Particulars	Debit	Credit
To Sridhar		40,000.00
Cur Bal: 40,000.00 Cr		
New Ref: B.No 25 30 Days 40,000.00 Cr (1-May-2011)		
By Purchase	40,000.00	
Cur Bal: 75,000.00 Dr		

Interest Parameters

Rate: 24 % per 365-Day Year on Credit Balances Only
 Applicability: Past Due Date by 0 days
 From: Eff. Date of Transaction Date: 1-Apr-2011 To:
 Rounding: J Not Applicable

Rate: 0 % per on

40,000.00 40,000.00

Q: Quit Ctrl + N

Display of Interest Calculation

GOT → Display → Statement of Accounts → Interest Calculation → Ledger

Select Your Ledger

Enter the Period (Press F2)

Ledger: Sridhar						1-Apr-2011 to 1-May-2011		
Date	Ref. No.					Opening Amount	Pending Amount	Interest
1-Apr-2011	B.No 25					40,000.00 Cr	40,000.00 Cr	789.04 Cr
40,000.00 Cr 1-Apr-2011 1-May-2011 30 days 24 % 789.04 Cr								

MULTICURRENCY

Activate Multi Currency

F11 Features→Accounting Features

General

Income/Expense Statement instead of P & L ? No

Allow Multi-Currency ? **Yes**

Creation of Currency

GOT→Accounts Information→Currency→Create

Currency Creation	
Symbol	: \$
Formal Name	: Us Doller
Number of Decimal Places	: 2
Show Amounts in Millions	? No
Is Symbol SUFFIXED to Amounts	? No
Put a SPACE between Amount and Symbol	? No
Symbol for Decimal Portion of Amount	:
Decimal Places for Printing Amounts in Words	: 2

Enter Rate of Exchange

GOT→Accounts Information→Currency→Rate of Exchange

Date for Rate of Exchange : 1-Apr-2011						
S.No.	Currency	Std. Rate	Selling Rate		Buying Rate	
			Last Voucher Rate	Specified Rate	Last Voucher Rate	Specified Rate
1.	\$ (Us Doller)	₹ 46/\$		₹ 46/\$		₹ 46/\$

Transactions

1. Cash deposited in to Western union money transfer \$600 (Rs.46/\$)
2. HDFC Cheque issued for the purpose of Rent \$300 (Rs.47/\$)
3. Rent Received \$250 (Rs.48/\$)
4. Commission Paid \$150 (Rs.45/\$)
5. Cash deposited in to Western union money transfer \$600 (Rs.47/\$)
6. Cash with drawn from Western union money transfer \$500 (Rs.47/\$)

Posting of Voucher Using Exchange Rate

If enter the voucher amount column using the exchange rate. (Eg. \$500)

Forex Rate of Exchange		Sri Gayathri Enterprises		Ctrl + M	
Contra	No. 2			1-Apr-2011 Friday	
Particulars		Debit	Credit		
To Western Union Bank			27,600.00		
Cur Bal: 27,600.00 Cr					
\$600.00 @ ₹ 46/\$					
Narration:					
			27,600.00		
Q: Quit				Ctrl + N	

BANK RECONCILIATION STATEMENT

Cash Book

A book of original entry for cash and bank receipts and payments.

Bank statement

A copy issued by a bank to a customer showing the customer's current account maintained at the bank.

Bank reconciliation statement

A calculation comparing the Cash Book balance with the bank statement balance.

How to Calculate Bank Reconciliation Statement

GOT → Banking → Bank Reconciliation

Select Our Bank Account (for Reconciliation)

Give the Bank date (for Clearing)

Another way

Display of Ledger Account (Bank- for Reconciliation)

Press F5 (Reconcile) Button

Give the Bank date (for Clearing)

Bank Reconciliation		Sri Gayathri Enterprises				Ctrl + M		S: Set Bank Date	
Ledger: H D F C		(Reconciliation)				1-Apr-2014 to 2-May-2014		C: Create Voucher	
Date	Particulars	Vch Type	Transaction Type	Instrument No.	Instrument Date	Bank Date	Debit	Credit	U: Opening BRS
1-4-2014	Cash	Contra	Cash		1-4-2014		35,000.00		B: Bank Statement
1-4-2014	Rent	Payment	Cheque	451201	1-4-2014			5,000.00	R: Reconcile Unlink
1-4-2014	Rent Received	Receipt	Cheque/DD	485421	1-4-2014		5,000.00		
2-5-2014	Wages	Payment	Cheque	854710	2-5-2014			1,500.00	
2-5-2014	Cargo Agencies	Payment	Cheque	487595	2-5-2014			15,000.00	
2-5-2014	Raja Agencies	Receipt	Cheque/DD	852103	2-5-2014		5,000.00		
Balance as per Company Books :							48,500.00		F11: Features
Amounts not reflected in Bank :							45,000.00	21,500.00	F12: Configure
Balance as per Bank :							25,000.00		F12: Range
Q: Quit		D: Delete Unlinked	D: Delete All Unlinked				Enter: Alter	Enter: Display	
								Ctrl + N	

Company – Accounts with Inventory

Inventory Means Stock

Activate Inventory Features

GOT→F11 Features→Inventory Features

Company: Sri Gayathri Enterprises			
Inventory Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
Storage & Classification		Use Debit/Credit Notes	? Yes
Maintain Multiple Godowns	? Yes	Use Invoice mode for Credit Notes	? Yes
Maintain Stock Categories	? Yes	Use Invoice mode for Debit Notes	? Yes
Maintain Batch-wise Details (set Expiry Dates for Batches)	? Yes	Separate Discount column on Invoices	? Yes
Use different Actual & Billed Qty	? No	Purchase Management	
Order Processing		Track additional costs of Purchase	? No
Allow Purchase Order Processing	? Yes	Sales Management	
Allow Sales Order Processing	? Yes	Use Multiple Price Levels	? No
Allow Job Order Processing (Note : Enables Maintain Multiple Godowns and Use Material In/Out)	? No	Other Features	
		Use Tracking Numbers (Delivery/Receipt Notes)	? Yes
		Use Rejection Inward/Outward Notes	? Yes
		Use Material In/Out	? No
		Use Cost Tracking for Stock Item	? No

F1: Accounts F2: Inventory F3: Statutory F6: Add-Ons

Creation of Stock Groups

GOT→Inventory Information→Stock Groups→Create

Name : **Raw Materials**
(alias) :

Under : **Primary**

Can Quantities of items be ADDED ? **No**

Example: Raw Materials, Finished Goods, Service Products etc.

Creation of Units of Measure

GOT→Inventory Information→Units of Measure→Create
Type – Simple

Type : **Simple**
 Symbol : **KG**
 Formal Name: Killo Grams
 Number of Decimal Places : **0**

Example: Grams, Pices, Boxes, Units etc...

Type – Compound

Type : **Compound**
Units with Multiplier Factors
(example: Kgs of 1000 gms)
 First Unit Conversion Second Unit
KG of 1,000 **Gms**

Creation of Godowns

GOT→Inventory Information→Godowns→Create

Godown Information

Name : **Vijayawada Godown**
 (alias) :

Address : Vijayawada
 MG Road

Under : **Primary**

Use for:

Our Stock with Third Party	? No
Third Party Stock with us	? No

Activate the Godown Address Press F12 Address for Godowns Yes

Godown Configuration

Allow ALIASES along with Names	? Yes
Allow Language ALIASES along with Names	? No
Use ADDRESSES for Godowns	? Yes

Creation of Stock Categories

GOT→Inventory Information→Stock Categories→Create

Stock Category Alteration

Name : **Trading Goods**

(alias) :

Under : **Primary**

Creation of Stock Items

GOT→Inventory Information→Stock Items→Create

The Stock Items is created with batch numbers, godowns& Opening Balance

Name : Compters (alias) :			
Under : Finished Goods Category : Trading Goods Units : Units of 4 Pice Maintain in Batches ? Yes Track Date of Mfg ? Yes Use expiry dates ? Yes		<u>Tax Information</u> Tariff Classification : J Not Applicable Rate of Duty (eg 5) : 0	
Opening Balance : 3-2 Units		Quantity	Rate per
			Value

Opening Balance is 3-2Units the total of 14 Pices. (1Unit of 4 Pices)

Allocation of Items

It give rate of Pice Rate 25000/-

Allocations of : Compters for: 3 Units 2 Pice						
Godown	Batch	Mfg Dt.	Expiry Date	Quantity	Rate per	Amount
Vijayawada Godown	Batch 1	Apr-2010	31-Mar-2013	3-2 Units	25,000.00 Pice	3,50,000.00

It give rate of Unit Rate 100000/-

Allocations of : Compters for: 3 Units 2 Pice						
Godown	Batch	Mfg Dt.	Expiry Date	Quantity	Rate per	Amount
Vijayawada Godown	Batch 1	Apr-2010	31-Mar-2013	3-2 Units	1,00,000.00 Units	3,50,000.00

Inventory Vouchers

Alt+F4	Purchase Order
Alt+F5	Sales Order
Alt+F8	Delivery Note
Alt+F9	Receipt Note
Alt+F7	Stock Journal
Alt+F10	Physical Stock

If You Raise the Purchase Voucher in the process of three vouchers

Purchase order

Receipt Note

Purchase

If You Raise the Sale Voucher in the process of three vouchers

Sales Order

Delivery Note

Sales

PURCHASE ORDER (Alt+F4)

It means we purchase the stock from suppliers first we give the orders of stock to suppliers.

Transactions

- 2-3Units Computer Purchase order to Sobith Infotech 20000/- per Pice discount 3%
ord.no PO-0002-11
- 3-2Units Computers Purchase order to Sobith Infotech 80000/- per unit discount 3%
ord.no PO-025-11

Purchase Order No. 1		1-Apr-2011 Friday	
Party's A/c Name : Sobith Infocom		Order No. : PO-0002-11	
Current Balance :			
Purchase Ledger : Purchase Order			

Name of Item	Quantity	Rate	per	Disc %	Amount
Computers	2-3 Units	20,000.00	Pice	3 %	2,13,400.00
Marks :					
Num Packages :					
Narration:					
2-3 Units Computers Purchase order to SObith Infotech					2,13,400.00

Item Allocations for : Computers							
Godown	Batch / Lot No.		Quantity	Rate	per	Disc %	Amount
	Mfg Dt.	Expiry Date					
Due on 1-Apr-2015							
Godown 1	Batch 2		2-3 unit	20,000.00	pc's	3 %	2,13,400.00
	Apr-2015	31-Mar-2021					

RECEIPT NOTE (Alt+F9)

It means stock received from suppliers. We transfer the stock to godowns. The godown in charge is raise the receipt note.

Transactions

- 2-1Units Computer Received from Sobith Infotech for ord.no PO-0002-11
- 3-2Units Computers Received from Sobith Infotech for ord.no PO-025-11

Receipt Note		No. 1	1-Apr-2011 Friday
Ref. : PO-0002-11			
Party's A/c Name : Sobith Infocom			
Current Balance :			
Purchase Ledger : Stock Received			
Name of Item	Quantity	Rate per	Disc. % Amount
Computers	2-1 Units	20,000.00 Pice	3 % 1,74,600.00
Marks :			
Num Packages :			
Narration: Stock Recdeived			2-1 Units 1,74,600.00

Item Allocations for : Computers					
Godown	Batch / Lot No.	Quantity	Rate per	Disc. %	Amount
	Mfg Dt.				
Tracking No. : RN-0001/15 Order No. : PO-0002/15 Due on : 1-Apr-2015					
Godown 1	Batch 2	2-1 unit	20,000.00 pc's	3 %	1,74,600.00
	Apr-2015 31-Mar-2021				
					2-1 unit 1,74,600.00

TALLY MATERIAL

PURCHASE (F9)

After receipt note we raise the purchase invoice that invoice is cash purchase and credit purchase.

Transactions

- 2-1Units Computer purchase from Sobith Infotech for ord.no PO-0002-11
- 3-2Units Computers Purchase from Sobith Infotech for ord.no PO-025-11

Purchase No. 1		1-Apr-2011	
Ref. : PO-0002-11		Friday	
Party's A/c Name : Sobith Infocom Current Balance : 1,74,600.00 Cr Purchase Ledger : Purchase			
Name of Item		Quantity	Rate per Disc % Amount
Computers		2-1 Units	20,000.00 Pice 3 % 1,74,600.00
Marks :			
Num Packages :			
Narration: Stock Purchase		2-1 Units	1,74,600.00

Item Allocations for : Computers					
Godown	Batch / Lot No.	Quantity	Rate	per Disc %	Amount
	Mfg Dt. Expiry Date				
Tracking No. : RN-0001/15 Order No. : PO-0002/15 Due on 1-Apr-2015					
Godown 1	Batch 2 Apr-2015 31-Mar-2021	2-1 unit	20,000.00	pc's 3 %	1,74,600.00
		2-1 unit			1,74,600.00

TALLY MATERIAL

SALES ORDER (Alt+F5)

It means Sale the stock to customers first we receive the orders of stock from customers.

Transactions

- 2-0Units Computers Sales order from CTEC Computer Education 30000/- per piceOrd.No SO-0001/11-12 discount 2%
- 6Pice computers Sales order from datapro ltd. 28000/- per piceOrd.No SO-0002/11-12 discount 2%

Sales Order No. 1		1-Apr-2011 Friday	
Party's A/c Name : Ctec Computer Education		Order No. : SO-0001/11-12	
Current Balance :			
Sales Ledger : Sales Order			
Name of Item	Quantity	Rate per	Disc. % Amount
Computers	2-0 Units	30,000.00 Pice	2 % 2,35,200.00
Marks :			
Num Packages :			
Narration: Sales Order SO-0001/11-12			2-0 Units 2,35,200.00
<div style="display: flex; justify-content: space-between;"> Q: Quit A: Accept D: Delete X: Cancel </div>			

Item Allocations for : Computers					
Godown	Batch / Lot No.	Quantity	Rate per	Disc. %	Amount
	Mfg Dt.				
Due on 1-Apr-2015					
Godown 1	Batch 1	2-0 unit	30,000.00	pc's 2 %	2,35,200.00
	Apr-2014				
	31-Mar-2020				
					2-0 unit 2,35,200.00

DELIVERY NOTE (Alt+F8)

It means stock delivery to customers from the stock godowns. The godown in charge the raise the delivery note.

Transactions:

- 2-0Units Computers delivery to CTEC Computer Education Ord.No SO-0001/11-12
- 6Pice computers delivery to datapro ltd. Ord.No SO-0002/11-12

Delivery Note No. 1		1-Apr-2011 Friday	
Ref. : SO-0001/11-12			
Party's A/c Name : Ctec Computer Education Current Balance : Sales Ledger : Stock Delivery			
Name of Item	Quantity	Rate per	Disc % Amount
Computers	2-0 Units	30,000.00	Pice 2 % 2,35,200.00
Marks :			
Num Packages :			
Narration:			2-0 Units 2,35,200.00
Stock Delivery from Godown Ord.No SO-0001/11-12			
Q: Quit A: Accept D: Delete X: Cancel			

Item Allocations for : Computers					
Godown	Batch / Lot No.	Quantity	Rate per	Disc %	Amount
	Mfg Dt.				
Tracking No. : 1 Order No.: SO-0001/15 Due on 1-Apr-2015					
Godown 1	Batch 1	2-0 unit	30,000.00	pc's 2 %	2,35,200.00
	Apr-2014 31-Mar-2020				
					2-0 unit 2,35,200.00

TALLY MATERIAL

SALES (F8)

After delivery note we raise the Sales invoice that invoice is cash Sales and credit Sales.

Transactions:

- 2-0Units Computers Sold to CTEC Computer Education Ord.No SO-0001/11-12
- 6Pice computers Sold to datapro ltd. Ord.No SO-0002/11-12

Sales No. 1		1-Apr-2011	
Ref. : SO-0001/11-12		Friday	
Party's A/c Name : Ctec Computer Education Current Balance : 2,35,200.00 Dr Sales Ledger : Sales			
Name of Item	Quantity	Rate per	Disc % Amount
Computers	2-0 Units	30,000.00 Pice	2 % 2,35,200.00
Marks :			
Num Packages :			
Narration: Sales Invoice for SO-0001/11-12			2-0 Units 2,35,200.00
Q: Quit A: Accept D: Delete X: Cancel			

Item Allocations for : Computers					
Godown	Batch / Lot No.	Quantity	Rate per	Disc %	Amount
	Mfg Dt. Expiry Date				
Tracking No. : 1 Order No.: SO-0001/15 Due on 1-Apr-2015					
Godown 1	Batch 1	2-0 unit	30,000.00 pc's	2 %	2,35,200.00
	Apr-2014 31-Mar-2020				
2-0 unit					2,35,200.00

Quantity	Rate per	Disc %	Amount
2-0 unit	30,000.00 pc's	2 %	2,35,200.00
2-0 unit			2,35,200.00

STOCK JOURNAL (Alt+F7)

It means transfer the stock of from one place to another. ie Stock transfer from one branch to another branch or one godown to another godown or Raw material to Finished Goods.

[illegible]

PHYSICAL STOCK (Alt+F10)

It records total stock on physically.

P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	
Inventory Voucher Alteration					Sri Gayathri Enterprises					Ctrl + M
Physical Stock No. 1										1-Apr-2014 Tuesday
Physical Stock Verification										
Name of Item										
				Godown	Batch / Lot No.		Mfg Dt.	Expiry Date	Quantity	Amount
Computer				Vijayawada Godown	Batch 2		Apr-2014	31-Mar-2025	1.0 Unit	
				Main Location	Batch 1		Apr-2013	31-Mar-2020	0.3 Unit	
Pens				Vijayawada Godown	Batch 1		Apr-2013	31-Mar-2020	5.8 Pack	
Narration:										
Q: Quit	A: Accept	D: Delete	X: Cancel							

ACCOUNTS WITH INVENTORY PROBLEM

Opening Balance:

Liabilities	Amount	Assets	Amount
Capital	900000	Cash	200000
Dell System Ltd	50000	S.B.I	150000
Tata Ltd	50000	Siva Ltd	75000
		Durga Ltd	50000
		Computers (4-2Units @100000per unit) (Vijayawada Godown)	450000
		Telephones (15 Pices @5000) (Vijayawada Godown)	75000
	1000000		1000000

Transaction:

- Cash deposited in Andhra bank 30000
- Cash Transfer from cash to petty cash 3000
- Chq Issued to HDFC from S.B.I 10000
- Staff salaries paid 5000
- Advance paid to Dell System Ltd 30000
- Advance received from Siva ltd 50000
- Interest received from S.B.I 250
- 5-1units computers purchase order to Dell System Ltd @30000/-pice dis 3% Ord.No PO-0059-11/12
- Commission received 500
- Furniture purchased 20000
- Petty expenses paid by petty cash 1000
- 20 Pices Telephones purchase order to Tata ltd @5000 dis 2% PO-010/11
- 3-0units Computers Sale order from Siva ltd @200000/- per unit Ord.No SOC-001-11/12
- Cash Paid to Dell System ltd 100000
- Stock Received from Dell System Ltd. for the Ord.No PO-0059-11/12
- Cash Received from Siva Ltd 86000
- Stock Received from Tata ltd Ord.No PO-010/11
- 10Pice Telephones Sale order from Kiran Enterprises @7000/- Ord.No SOT-001-11/12
- Stock purchased from Dell System Ltd Order No PO-0059-11/12
- Stock Purchased from Tata ltd Ord.No PO-010/11
- Stock Delivered to Siva ltd for Ord.No SOC-001-11/12
- Stock Delivered to Kiran Enterprises for Ord.No SOT-001-11/12
- 3Pice Telephones sold to Kiran Enterprises for Cash 6500
- 3Pice Computers Sold to Gayathri Enterprises for Cash @40000/-per Pice
- 5No's Telephones Return to Tata ltd for Ord.No PO-010/11
- Stock Sold to Siva ltd for Ord.No SOC-001-11/12

- 27. Stock Sold to Kiran Enterprises for Ord.No SOT-001-11/12
- 28. Discount allowed to Siva ltd 500
- 29. Depreciation on Furniture 10%
- 30. Discount received from Dell System Ltd 1000, Tata ltd 500
- 31. 1 units Computers transfer from Vijayawada Godown to Hyderabad Godown
- 32. 4 Pices Telephones transfer from Vijayawada Godown to Hyderabad Godown

DISPLAY OF STOCK REPORTS

Display of Stock item Report

GOT→Display→Inventory Books→Stock Items

Select our stock Item (Enter)

Display of Stock Group Report

GOT→Display→Inventory Books→Group Summary

Select our stock group

Display of Stock batch report

GOT→Display→Inventory Books→Batch

Select our Stock item

Enter batch number

Display of Godown Report

GOT→Display→Statements of Inventory→Godowns

Select our godown

Display of Stock Categories

GOT→Display→Statements of Inventory→Categories

Select our categories

Display of Stock Query

GOT→Display→statement of Inventory→Stock Query

VAT TAX

Activate VAT Tax

F11 Features → Statutory & Taxation

Enable Value Added Tax (VAT)	? Yes
Set/Alter VAT Details	? Yes

Set/Alter vat details – Yes

VAT Details

State	: Andhra Pradesh
Type of Dealer	? Regular
Regular VAT Applicable From	: 1-4-2015

Additional Information

Fax Number	:
Status of the Dealer	:
Style of Business	:
Tax Office address	: Ashok Nagar
Circle	: Krishna Nagar
Division	: Krishna
Authorised Person	: Siva
Status / Designation	:
Place	: Vijayawada

Company: Sri Gayathri Enterprises

Statutory & Taxation

Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? No
Set/Alter Excise Details	? No	Set/Alter TDS Details	? No
(Note : 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
		Set/Alter TCS Details	? No
Follow Excise rules for Invoicing	? No	Enable Fringe Benefit Tax (FBT)	? No
Enable Value Added Tax (VAT)	? Yes	Set/Alter FBT Details	? No
Set/Alter VAT Details	? Yes	Enable MCA Reports	? No
Enable Service Tax	? No		
Set/Alter Service Tax Details	? No		

Tax Information

VAT TIN (Composition)	:
VAT TIN (Regular)	: 37571085219
Local Sales Tax Number	:
Inter-state Sales Tax Number	: 37571085219
PAN / Income - Tax No.	: AXNPP1293N
Corporate Identity No. (CIN)	:

Accept ?

F1: Accounts

F2: Inventory

F3: Statutory

F4: Tally.NET

F5: Audit

F

Yes or No

Vat Tax is Types

- ❖ Input Vat is activated in Purchases Ledgers
- ❖ Output Vat is activated in Sales Ledgers

Creation of Ledgers

- Tax Ledgers
 - Input Vat
 - Output Vat
- Stock Ledgers
 - Sales
 - Purchase

Creation of Input Vat 4%

[illegible]

Same Procedure for Input Vat 1%, 5%, 12.5%, 14.5%

TALLY MATERIAL

Creation of Output Vat 5%

Ledger Alteration		Sri Gayatri Enterprises		Ctrl + M
Name	: Output Vat 5%			Total Op. Bal.
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)			
Type of Duty/Tax	: VAT	Mailing Details		
VAT Sub Type	: Output VAT	Name	:	
VAT/Tax Class	: Output VAT @ 5%	Address	:	
Inventory values are affected	? No	State	:	
Percentage of Calculation (eg 5)	? 5 %	PIN Code	:	
Method of Calculation	: On VAT Rate			
Rounding Method	: Normal Rounding	Tax Information		
Rounding Limit	: 1	PAN / IT No.	:	
Opening Balance (on 1-Apr-2013) :				

Same Procedure for Output Vat 1%, 4%, 12.5%, 14.5%

Creation of Sales Ledgers (Sales @5%)

Ledger Alteration		Sri Gayatri Enterprises		Ctrl + M
Name	: Sales @ 5%			Total Op. Bal.
(alias)	:			
Under	: Sales Accounts			
Inventory values are affected	? Yes	Mailing Details		
		Name	:	
		Address	:	
		State	:	
		PIN Code	:	
Statutory Information				
Used In VAT Returns	? Yes	Tax Information		
Use for Assessable Value Calculation	? No	PAN / IT No.	:	
Opening Balance (on 1-Apr-2013) :				

TALLY MATERIAL

Used in Vat Returns -- Yes

It Appear another window

Give the VAT/Tax Class

Yes	<u>VAT/Tax Class</u>		
No	Sales @ 5%		Tax Inform
VAT/TAX Class			
Particulars	Activated From	Deactivated From	
+ ... 15 more			
Sales @ 14.5%	15-Jan-2010		
Sales @ 16% Special Rate	1-Feb-2010		
Sales @ 20% Special Rate	14-Sep-2011		
Sales @ 21.33% Special Rate		31-Mar-2006	
Sales @ 22.25% Special Rate			
Sales @ 25% - Spl. Category Goods			
Sales @ 31% Special Rate	8-Jun-2012		
Sales @ 32.55% Special Rate		31-Mar-2006	
Sales @ 33% Special Rate			
Sales @ 34% Special Rate		16-Sep-2006	
Sales @ 4%			
Sales @ 5%	14-Sep-2011		
			9 more ...

Same Procedure for Sales @ 1%, 4%, 12.5%, 14.5%

Creation of Purchase Ledger (Purchase @ 4%)

Name : Purchase @ 4% (alias) :		Total Op. Bal.
Under : Purchase Accounts Inventory values are affected ? Yes		Mailing Details Name : Address : State : PIN Code :
Statutory Information Used In VAT Returns ? Yes Use for Assessable Value Calculation ? No		
		Tax Information PAN / IT No. :
Opening Balance (on 1-Apr-2013) :		

Used in Vat Returns -- Yes

It Appear another window

Give the VAT/Tax Class

Yes	VAT/Tax Class		Tax Inform
No	Purchases @ 4%		
VAT/TAX Class			
Particulars	Activated From	Deactivated From	
1 ... 9 more			
Interstate Purchases @ 5%	14-Sep-2011		
Inter State Purchases Against Form - E1	1-Apr-2010		
Inter State Purchases Against Form - E2	1-Apr-2010		
Purchases @ 1%			
Purchases @ 12.5%			
Purchases @ 14.5%	15-Jan-2010		
Purchases @ 16% Special Rate	1-Feb-2010		
Purchases @ 20% Special Rate	14-Sep-2011		
Purchases @ 21.33% Special Rate		31-Mar-2006	
Purchases @ 32.55% Special Rate		31-Mar-2006	
Purchases @ 34% Special Rate			
Purchases @ 4%			
		16 more	

Same Procedure for Purchase @ 1%, 5%, 12.5%, 14.5%

Voucher Posting Using Vat Tax (Purchase)

Purchase Order Voucher Posting

Order Voucher Creation		Sri Gayatri Enterprises		Ctrl + M	
Purchase Order No. 1				1-Apr-2013 Monday	
Party's A/c Name : Sobith Info Tech		Order No. : PO-0001			
Current Balance :					
Purchase Ledger : Purchase @ 4%					
VAT/Tax Class : Purchases @ 4%					
Name of Item	Quantity	Rate	per	Disc. %	Amount
Computers	4-2 Unit	25,000.00	Pc's		4,50,000.00
Input Vat 4%			4 %		18,000.00
Show Statutory Details ? Yes					
Narration:					4-2 Unit 4,68,000.00

Stock Receipt Voucher Posting

Inventory Voucher Creation		Sri Gayatri Enterprises		Ctrl + M	
Receipt Note No. 1				1-Apr-2013 Monday	
Ref. : PO-0001					
Party's A/c Name : Sobith Info Tech					
Current Balance :					
Purchase Ledger : Purchase @ 4%					
VAT/Tax Class : Purchases @ 4%					
Name of Item	Quantity	Rate	per	Disc. %	Amount
Computers	4-2 Unit	25,000.00	Pc's		4,50,000.00
Input Vat 4%			4 %		18,000.00
Show Statutory Details ? Yes					
Narration:					4-2 Unit 4,68,000.00

TALLY MATERIAL

Purchase Invoice Posting

Accounting Voucher Creation		Sri Gayatri Enterprises		Ctrl + M
Purchase	No. 1			1-Apr-2013
Ref : PO-0001				Monday
Party's A/c Name : Sobith Info Tech Current Balance : Purchase Ledger : Purchase @ 4% VAT/Tax Class : Purchases @ 4%				
Name of Item	Quantity	Rate	per	Disc. %
Computers	4-2 Unit	25,000.00	Pc's	
				Amount
				4,50,000.00
Input Vat 4%			4 %	18,000.00
Show Statutory Details ? Yes Narration:				
				4,68,000.00

Voucher Posting Using Vat Tax (Sales)

Sales Order Voucher Posting

Order Voucher Alteration (Secondary)		Sri Gayatri Enterprises		Ctrl + M
Sales Order	No. 1			1-Apr-2013
				Monday
Party's A/c Name : Cash Current Balance : 5,88,000.00 Dr Sales Ledger : Sales @ 5% VAT/Tax Class : Sales @ 5%				
		Order No. : SO-0001		
Name of Item	Quantity	Rate	per	Disc. %
Computers	3-2 Unit	40,000.00	Pc's	
				Amount
				5,60,000.00
Output Vat 5%			5 %	28,000.00
Show Statutory Details ? No Narration:				
				5,88,000.00
Q: Quit A: Accept D: Delete X: Cancel				

TALLY MATERIAL

Stock Delivery Voucher Posting

Inventory Voucher Alteration (Secondary)		Sri Gayatri Enterprises		Ctrl + M	
Delivery Note		No. 1		1-Apr-2013	
Ref. : SO-0001				Monday	
Party's A/c Name : Cash Current Balance : 5,88,000.00 Dr Sales Ledger : Sales @ 5% VAT/Tax Class : Sales @ 5%					
Name of Item	Quantity	Rate	per	Disc. %	Amount
Computers	3-2 Unit	40,000.00	Pc's		5,60,000.00
Output Vat 5%			5 %		28,000.00
Show Statutory Details ? No Narration:					3-2 Unit 5,88,000.00

Sales Invoice Posting

Accounting Voucher Alteration (Secondary)		Sri Gayatri Enterprises		Ctrl + M	
Sales		No. 1		1-Apr-2013	
Ref. : SO-0001				Monday	
Party's A/c Name : Cash Current Balance : 5,88,000.00 Dr Sales Ledger : Sales @ 5% VAT/Tax Class : Sales @ 5%					
Name of Item	Quantity	Rate	per	Disc. %	Amount
Computers	3-2 Unit	40,000.00	Pc's		5,60,000.00
Output Vat 5%			5 %		28,000.00
Show Statutory Details ? No Narration:					3-2 Unit 5,88,000.00

Display of Vat Report

Got→Display→Statutory Reports→VAT→VAT→Computation

VAT Computation		Sri Gayatri Enterprises		Ctrl + M
Particulars		Sri Gayatri Enterprises 1-Apr-2013 to 30-Apr-2013		
		Assessable Value	Tax Amount	
Sales				
A. Output Tax				
Output VAT @ 5%		5,60,000.00	28,000.00	
Total Output Tax		5,60,000.00	28,000.00	
Purchases				
C. Input Tax				
<i>Excess Input Credit Brought Forward</i>				
Input VAT @ 4%		4,50,000.00	18,000.00	
Total Input Credit		4,50,000.00	18,000.00	
VAT Payable				10,000.00

Display of Vat Return Form through Tally

GOT→Display→Statutory Reports→VAT→VAT Return Forms→Form VAT 200

Print Report		Sri Gayatri Enterprises		Ctrl + M																				
Current Period 1-4-2013 to 31-3-2014		Current Date Monday, 1 Apr, 2013																						
List of Selected Companies																								
Name of Company	Date of Last Entry																							
Sri Gayatri Enterprises																								
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Name	:																							
Status/Designation	:																							
Place	:																							
Date	:																							
<div>Print ?</div> <div>Yes or No</div>																								

Accounts with Inventory Problem with VAT TAX

Opening Balance:

Liabilities	Amount	Assets	Amount
Capital	900000	Cash	200000
Dell System Ltd	50000	S.B.I	150000
Tata Ltd	50000	Siva Ltd	75000
		Durga Ltd	50000
		Computers (4-2Units @100000per unit) (Vijayawada God)	450000
		Telephones (15 Pices @5000) (VijayawadGodown)	75000
	1000000		1000000

Transaction:

1. Cash deposited in Andhra bank 30000
2. Cash Transfer from cash to petty cash 3000
3. Chq Issued to HDFC from S.B.I 10000
4. Staff salaries paid 5000
5. Advance paid to Dell System Ltd 30000
6. Advance received from Siva ltd 50000
7. Interest received from S.B.I 250
8. 5-1units computers purchase order to Dell System Ltd @30000/-pice dis 3% Ord.No PO-0059-11/12 Input Vat5%
9. Commission received 500
10. Furniture purchased 20000
11. Petty expenses paid by petty cash 1000
12. 20 Pices Telephones purchase order to Tata ltd @5000 dis 2% PO-010/11 Input Vat 14.5%
13. 3-0units Computers Sale order from Siva ltd @200000/- per unit Ord.No SOC-001-11/12 Output Vat 14.5%
14. Cash Paid to Dell System ltd 100000
15. Stock Received from Dell System Ltd. for the Ord.No PO-0059-11/12
16. Cash Received from Siva Ltd 86000
17. Stock Received from Tata ltd Ord.No PO-010/11
18. 10Pice Telephones Sale order from Kiran Enterprises @7000/- Ord.No SOT-001-11/12 Output Vat 14.5%
19. Stock purchased from Dell System Ltd Order No PO-0059-11/12
20. Stock Purchased from Tata ltd Ord.No PO-010/11
21. Stock Delivered to Siva ltd for Ord.No SOC-001-11/12
22. Stock Delivered to Kiran Enterprises for Ord.No SOT-001-11/12
23. 3Pice Telephones sold to Kiran Enterprises for Cash 6500 Output Vat 5%
24. 3Pice Computers Sold to Gayathri Enterprises for Cash @40000/-per Pice Output Vat 5%
25. 5No's Telephones Return to Tata ltd for Ord.No PO-010/11
26. Stock Sold to Siva ltd for Ord.No SOC-001-11/12
27. Stock Sold to Kiran Enterprises for Ord.No SOT-001-11/12
28. Discount allowed to Siva ltd 500
29. Depreciation on Furniture 10%
30. Discount received from Dell System Ltd 1000, Tata ltd 500

TDS

Enable TDS (Tax deducted at Source)

F11 Features → Statutory & Taxation

Taxation

Enable Tax Deducted at Source (TDS)

? **Yes**

Set/Alter TDS Details

? **No**

Creation of Ledgers (TDS on Rent)

- Rent
- TDS on Rent
- Land Owner

Rent Account

Ledger Creation		Sri Gayatri Enterprises		Ctrl + M
Name : Rent (alias) :			Total Op. Bal.	
Under : Indirect Expenses Inventory values are affected ? No Cost centres are applicable ? Yes		Mailing Details Name : Address : State : PIN Code :		
Statutory Information Is TDS Applicable ? Yes Default Nature Of Payment : Rent of Land, Building Or Furniture		Tax Information PAN / IT No. : <i>(PAN / IT No. is mandatory for eTDS, should be of 10 Characters)</i> Sales Tax No. : CST No. :		
Opening Balance (on 1-Apr-2013) :				

TDS on Rent

Ledger Creation		Sri Gayatri Enterprises		Ctrl + M
Name	: TDS on Rent			Total Op. Bal.
(alias)	:			
Under	: Duties & Taxes (Current Liabilities)	Name	:	
Type of Duty/Tax	: TDS	Address	:	
Nature Of Payment	: Rent of Land, Building Or Furniture	State	:	
Inventory values are affected	? No	PIN Code	:	
Cost centres are applicable	? No			
		Tax Information PAN / IT No. : Sales Tax No. : CST No. :		
Opening Balance (on 1-Apr-2013) :				

Land Owner

Ledger Creation		Sri Gayatri Enterprises		Ctrl + M
Name	: Land Owner			List of Deductee Types
(alias)	:			<input type="checkbox"/> Unknown Artificial Juridical Person Association of Persons Body of Individuals Company - Non Resident Company - Resident Co-Operative Society Individual/HUF - Non Resident Individual/HUF - Resident Local Authority Partnership Firm
Under	: Sundry Creditors (Current Liabilities)	Name	:	Land Owner
Maintain balances bill-by-bill	? Yes	Address	:	
Default Credit Period	:	State	:	
Inventory values are affected	? No	PIN Code	:	
Cost centres are applicable	? No			
Statutory Information Is TDS Deductable ? Yes Deductee Type : <input type="checkbox"/> Unknown		Tax Information PAN / IT No. : (PAN / IT No. is mandatory for eTDS, s Name on PAN / IT No. : Land Owner Sales Tax No. : CST No. :		
Opening Balance (on 1-Apr-2013) :				

Voucher Posting (Rent Payable)

Accounting Voucher Creation		Sri Gayatri Enterprises		Ctrl + M	
Journal		No. 1		1-Apr-2013 Monday	
Particulars		Debit		Credit	
By Rent		3,50,000.00			
Cur Bal: 3,50,000.00 Dr					
To Land Owner				2,80,000.00	
Cur Bal: 2,80,000.00 Cr					
New Ref 1		3,50,000.00	Cr		
New Ref 1		70,000.00	Dr		
To TDS on Rent				70,000.00	
Cur Bal: 70,000.00 Cr					
Narration:		3,50,000.00		3,50,000.00	
Rent Payable					

Display of TDS Report

GOT→Display→Statutory Reports→TDS Reports→Computation

TDS Computation		Sri Gayatri Enterprises		Ctrl + M	
TDS Computation		For 1-Apr-2013			
Particulars		Amount	Tax		
Deduction Details					
Expenses & Advances		3,50,000.00	70,000.00		
TDS Not Applicable					
Under Exemption Limit					
Zero Rated					
Exempt in lieu of PAN available					
Taxable Expenses & Advances		3,50,000.00	70,000.00		
Deducted			70,000.00		
at Normal rate					
at Lower rate					
at Higher Rate (No PAN)			70,000.00		
Balance Deductable					
at Normal rate					
at Lower rate					
Excess Deducted					
at Normal rate					
at Lower rate					
at Higher Rate (No PAN)					
Payment Details					
Paid					
Previous Month(s)					
Current Month					
Balance Payable			70,000.00		

TALLY MATERIAL

TDS Tax Paid

Accounting Voucher Alteration		Sri Gayatri Enterprises		Ctrl + M	
Payment		No. 1		1-Apr-2013 Monday	
Particulars	Debit	Credit			
By TDS on Rent	25,000.00				
<i>Cur Bal: 45,000.00 Cr</i>					
To Bank		25,000.00			
<i>Cur Bal: 25,000.00 Cr</i>					
TDS on Rent		25,000.00			
<i>Cheque Range : <input type="checkbox"/> Not Applicable</i>					
<i>Bank Date :</i>					
		<i>Inst. No.: 45212</i>			
		<i>Inst. Date : 1-Apr-2013</i>			
		<i>Cross Using : A/c Payee</i>			
Provide Details	: No				
Narration:					
		25,000.00 25,000.00			

SERVICE TAX

Service Tax 12%

Educational Cess 2%

Secondary Educational Cess 1%

Activate Service Tax

F11 Features→Statutory & Taxation

? Yes

? Yes

Creation of Service Tax Ledgers

Service Tax@12%

Service Tax @12% Name : Service Tax @12% (alias) :		Total Op. Bal.
Under : Duties & Taxes : <i>(Current Liabilities)</i> Type of Duty/Tax : Service Tax Tax Head : Service Tax Inventory values are affected ? No	Mailing Details Name : Address : State : PIN Code :	
	Tax Information PAN / IT No. : Sales Tax No. : CST No. :	
Opening Balance (on 1-Apr-2013) :		

Education Cess@2%

Name : Education Cess (alias) :		Total Op. Bal.
Under : Duties & Taxes (Current Liabilities)	Name : Address :	Mailing Details
Type of Duty/Tax : Service Tax	State :	
Tax Head : Education Cess	PIN Code :	
Inventory values are affected ? No		
	PAN / IT No. :	Tax Information
	Sales Tax No. :	
	CST No. :	
Opening Balance (on 1-Apr-2013) :		

Secondary Education Cess @1%

Name : Secondary Education Cess @1% (alias) :		Total Op. Bal.
Under : Duties & Taxes (Current Liabilities) Type of Duty/Tax : Service Tax Tax Head : Secondary Education Cess Inventory values are affected ? No		Mailing Details Name : Address : State : PIN Code : Tax Information PAN / IT No. : Sales Tax No. : CST No. :
Opening Balance (on 1-Apr-2013) :		

Purchase –Advertisement Service

Name : Purchase -Advertisement Service (alias) :		List of Service Categories ↑ ... 79 more Photography Service Port Services Preferential Location Or External/Internal Development of Complexes Processing and Clearing House Agent Service Public Relations Service Rail Travel Agent Real Estate Agents Recognized Or Registered Association Service Recognized Stock Exchange Service Recovery Agent Registrar to an Issue Rent-A-Cab Service Renting of Immovable Property Restaurant Service Scientific and Technical Consultancy Security Agencies Services of Promoting A Brand of Goods, Services, Events, Business Entity, Etc. Services of Promoting, Marketing Or Organizing of Games of Chance Services Provided by Electricity Exchange Services Related to 2 Types of Copyrights on Cinematographic Films and Sound Recording Servicing of Motor Vehicles Share Transfer Agent Ship Management Service Short Term Accommodation Service (Hotel, Inn, Etc.) Site Preparation and Clearance Sound Recording Service Sponsorship Service Steamer Agent Stock Broker Storage and Warehouse Service Supply of Tangible Goods Service Survey and Exploration of Mineral Survey and Map Making Taxable Service
Under : Purchase Accounts Inventory values are affected ? No Statutory Information Is Service Tax Applicable ? Yes Default Service Category : Taxable Service		Name : Address : State : PIN Code : PAN / IT No. : Sales Tax No. : CST No. :
Opening Balance (on 1-Apr-2013) :		20 more ... ↓

Sales – Advertisement Service

Name : Sales -Event Mang (alias) :		Total Op. Bal.
Under : Sales Accounts	Name :	Mailing Details
Inventory values are affected ? No	Address :	
	State :	
	PIN Code :	
Statutory Information Is Service Tax Applicable ? Yes Default Service Category : Taxable Service		Tax Information
PAN / IT No. :		
Sales Tax No. : CST No. :		
Opening Balance (on 1-Apr-2013) :		

Voucher Posting Using Service Tax (Including or Excluding)**Purchase Voucher Posting**

Accounting Voucher Creation		Sri Gayathri Enterprises	Ctrl + M
Payment No. 1		List of Ledger Accounts	
Account : Cash		<input type="checkbox"/> End of List	
Cur Bal:		Creditors	
Particulars		Education Cess @ 2%	
Purchase -Advertisement Service		Purchase -Advertisement Service	
Cur Bal:		Sales -Event Mang	
		Secondary Education Cess @1%	
		Service	
		Service Tax @12%	
Narration:			

TALLY MATERIAL

Service Tax Details for : Purchase -Advertisement Service						
Type of Ref	Name	Party Ledger	Type of Service	Category/Service	Amount (Incl. of Tax)	Service Amount
New Ref	Pymt/1-1	Cash	Input Credit	Taxable Service	5,000.00	4,450.00
	<i>(Taxable @ 100 % is 4,450.00, Notif.No:)</i>					
	Service Tax	@ 12 % (On Assessable Value	4,450.00)	534.00		
	Ed Cess	@ 2 % (On Tax Value	534.00)	11.00		
	Sec Ed Cess	@ 1 % (On Tax Value	534.00)	5.00		
				<u>550.00</u>		

Payment		No. 1	1-Apr-2013 Monday	
Account : Cash <i>Cur Bal: 5,000.00 Cr</i>				
Particulars			Amount	
Purchase -Advertisement Service <i>Cur Bal: 4,450.00 Dr</i>			4,450.00	
Service Tax @12% <i>Cur Bal: 534.00 Dr</i>			534.00	
Education Cess @ 2% <i>Cur Bal: 11.00 Dr</i>			11.00	
Secondary Education Cess @1% <i>Cur Bal: 5.00 Dr</i>			5.00	
Narration:			<u>5,000.00</u>	

Sales Voucher Posting

Receipt No. 1	List of Ledger Accounts
Account : Cash <i>Cur Bal: 5,000.00 Cr</i>	<input type="checkbox"/> End of List
Particulars	Creditors
	Education Cess @ 2%
	Purchase -Advertisement Service
Sales -Event Mang	Sales -Event Mang
<i>Cur Bal:</i>	Secondary Education Cess @1%
	Service
	Service Tax @12%
Narration:	

TALLY MATERIAL

Service Tax Details for : Sales -Event Mang						
Type of Ref	Name	Party Ledger	Type of Service	Category/Service	Amount (Incl. of Tax)	Service Amount
New Ref Rcpt/1-1	Cash		Taxable	Taxable Service	6,000.00	5,340.00
	(Taxable @ 100 % is 5,340.00, Notif.No:)					
	Service Tax	@ 12 %	(On Assessable Value	5,340.00)	641.00	
	Ed Cess	@ 2 %	(On Tax Value	641.00)	13.00	
	Sec Ed Cess	@ 1 %	(On Tax Value	641.00)	6.00	
					<u>660.00</u>	
Receipt No. 1						1-Apr-2013 Monday
Account : Cash Cur Bal: 1,000.00 Dr						
Particulars						Amount
Sales -Event Mang						5,340.00
Cur Bal: 5,340.00 Cr						
Service Tax @12%						641.00
Cur Bal: 107.00 Cr						
Education Cess @ 2%						13.00
Cur Bal: 2.00 Cr						
Secondary Education Cess @1%						6.00
Cur Bal: 1.00 Cr						
Narration:						6,000.00

Display of Service Tax Report

GOT→Display→Statutory Reports→Service Tax Reports→Computation

Service Tax Computation		Sri Gayathri Enterprises		Ctrl + M
Particulars		Sri Gayathri Enterprises 1-Apr-2013 to 30-Apr-2013		
		Total Amount	Assessable Value	Tax Amount
A. Input Credit		5,000.00	4,450.00	550.00
Current Period		5,000.00	4,450.00	550.00
Previous Period				
B. Service Tax Payable		6,000.00	5,340.00	660.00
Current Period		6,000.00	5,340.00	660.00
Previous Period				
C. Service Tax Payments / Credit Adjustments				
D. Balance Service Tax Payable (B-C)				660.00
E. Refund of Service Tax Input Credit				
F. Balance Available Credit				550.00
Service Tax Credit				550.00
G. Service Tax Adjusted Towards Excise Payable				
H. Other Payments				

Payrolls



Activate Payrolls Information

Goto F11 Features → Accounting Features

Cost/Profit Centres Management

Maintain Payroll	? Yes
Maintain Cost Centres	? Yes
Use Cost Centre for Job Costing	? No
More than ONE Payroll / Cost Category	? Yes
Use Pre-defined Cost Centre Allocations during Entry	? No
Show Opening Balance for Revenue Items in Reports	? No

Statutory & Taxation Features

Enable Payroll Statutory	? Yes
Set/Alter Payroll Statutory Details	? No
Enable MCA Reports	? No

Creation of Employee Category

GOT → Payrolls → Employee Categories → Create

Employee Category Alteration

Name	: Head Office
(alias)	:
Allocate Revenue Items	? Yes
Allocate Non-Revenue Items	? Yes

Ex: Branch office etc...

Creation of Units

GOT→Payroll Information→Units→Create

Unit Creation	
Type	: Simple
Symbol	: Hrs
Formal Name	: Hours
Number of Decimal Places	
<div>Accept ?</div> <div>Yes or No</div>	

Ex: Min, Days etc...

Unit Alteration	
Type	: Compound
Units with Multiplier Factors	
<i>(example: Kgs of 1000 gms)</i>	
First Unit	Conversion
Hrs	of 60
Second Unit	Min

Creation of Attendance/Production Types

GOT→Payroll Information→ Attendance/Production Types→Create

Present

Attendance/Production Type Creation	
Name	: Present
(alias)	:
Under	: Primary
Attendance Type	: Attendance / Leave with Pay
Period Type	: Days
<div>Accept ?</div> <div>Yes or No</div>	

Overtime

Attendance/Production Type Creation	
Name	: Overtime
(alias)	:
Under	: Primary
Attendance Type	: Production
Unit	: Hrs of 60 Mins
<div>Accept ?</div> <div>Yes or No</div>	

My Calendar

Attendance/Production Type Creation	
Name (alias)	: My Calendar
Under	: <input checked="" type="checkbox"/> Primary
Attendance Type Period Type	: User Defined Calen : Days
<div>Accept ?</div> <div>Yes or No</div>	

Absent

Name (alias)	: Absent
Under	: <input type="checkbox"/> Primary
Attendance Type Period Type	: Leave Without Pay : Days

Creation of Pay Heads**Earning Pay Heads****Basic Pay**

GOT → Payroll Information → Pay Heads Create

Pay Head Alteration		Sri Gayathri Enterprises	
Name (alias)	: Basic Pay	Total Op. Bal.	
<div>Pay Head Info</div> <div> Pay Head Type : Earnings for Employees Income Type : Fixed Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Basic Pay Use for Gratuity ? Yes Set / Alter Income Tax Details ? Yes Calculation Type : On Attendance Attendance / Leave with Pay : <input type="checkbox"/> Not Applicable Leave without Pay : Absent Calculation Period : Months Per Day Calculation Basis : As Per Calendar Period </div>			
<div>Rounding Info</div> <div> Rounding Method : Normal Rounding Limit : 1 </div>			
Opening Balance (on 1-Apr-2013) : 			

Set/Alter Income Tax details -- Yes

<u>Income Tax Details</u>	
Income Tax Component	: Basic Salary
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

House Rent Allowance

Pay Head Creation		Sri Gayathri Enterprises														
Name	: House Rent Allowance					Total Op. Bal.										
(alias)	:															
<u>Pay Head Info</u> Pay Head Type : Earnings for Employees Income Type : Fixed Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : HRA Use for Gratuity ? No Set / Alter Income Tax Details ? Yes Calculation Type : As Computed Value Calculation Period : Months		<u>Computation Info</u> Compute : On Specified Formula Specified Formula : Basic Pay <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td></td> <td>Percentage</td> <td>40 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013			Percentage	40 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2013			Percentage	40 %												
<u>Rounding Info</u> Rounding Method : Normal Rounding Limit : 1																
Opening Balance (on 1-Apr-2013) : 																

Set/Alter Income Tax Details –Yes

<u>Income Tax Details</u>	
Income Tax Component	: House Rent Allowance
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

Similarly, you can create the Pay Head for Dearness Allowance (DA)

TALLY MATERIAL

Conveyance

Pay Head Creation		Sri Gayathri Enterprises
Name	: Conveyance	Total Op. Bal.
(alias)	:	
<p style="text-align: center;"><u>Pay Head Info</u></p> <p>Pay Head Type : Earnings for Employees</p> <p>Income Type : Fixed</p> <p>Under : Indirect Expenses</p> <p>Affect Net Salary ? Yes</p> <p>Name to appear in Payslip : Conveyance</p> <p>Use for Gratuity ? No</p> <p>Set / Alter Income Tax Details ? Yes</p> <p>Calculation Type : Flat Rate</p> <p>Calculation Period : Months</p>		
<p style="text-align: center;"><u>Rounding Info</u></p> <p>Rounding Method : Normal Rounding Limit : 1</p>		
<p>Opening Balance (on 1-Apr-2013) : XXXXXXXXXX</p>		

Set/Alter Income Tax details – Yes

Income Tax Details	
Income Tax Component	: Transport Allowance
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

Production based Earnings Pay Head (Overtime)

Pay Head Creation		Sri Gayathri Enterprises
Name	: Over Time	Total Op. Bal.
(alias)	:	
<p style="text-align: center;"><u>Pay Head Info</u></p> <p>Pay Head Type : Earnings for Employees</p> <p>Income Type : Variable</p> <p>Under : Indirect Expenses</p> <p>Affect Net Salary ? Yes</p> <p>Name to appear in Payslip : OverTime</p> <p>Use for Gratuity ? No</p> <p>Set / Alter Income Tax Details ? Yes</p> <p>Calculation Type : On Production</p> <p>Production Type ? Over Time</p>		
<p style="text-align: center;"><u>Rounding Info</u></p> <p>Rounding Method : Normal Rounding Limit : 1</p>		
<p>Opening Balance (on 1-Apr-2013) : XXXXXXXXXX</p>		

Set/Alter Income tax details – Yes

<u>Income Tax Details</u>	
Income Tax Component	: Other Earnings/Allowances (Fully Taxable)
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

Variable Pay

Pay Head Creation		Sri Gayathri Enterprises	Total Op. Bal.
Name	: Variable Pay		
(alias)	:		
<u>Pay Head Info</u>			
Pay Head Type	: Earnings for Employees		
Income Type	: Fixed		
Under	: Indirect Expenses		
Affect Net Salary	? Yes		
Name to appear in Payslip	: Variable Pay		
Use for Gratuity	? No		
Set / Alter Income Tax Details	? Yes		
Calculation Type	: As User Defined Value		
Opening Balance (on 1-Apr-2013) : 			

Set/Alter Income Tax details – Yes

<u>Income Tax Details</u>	
Income Tax Component	: Other Earnings/Allowances (Fully Taxable)
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

Bonus Pay Head

Pay Head Creation		Sri Gayathri Enterprises	
Name	: Bonus	Total Op. Bal.	
(alias)	:		
<p>Pay Head Info</p> <p>Pay Head Type : Earnings for Employees</p> <p>Income Type : Variable</p> <p>Under : Indirect Expenses</p> <p>Affect Net Salary ? Yes</p> <p>Name to appear in Payslip : Bonus</p> <p>Use for Gratuity ? No</p> <p>Set / Alter Income Tax Details ? Yes</p> <p>Calculation Type : As User Defined Value</p>			
Opening Balance (on 1-Apr-2013) :			

Set/Alter Income details – Yes

Income Tax Details	
Income Tax Component	: Other Earnings/Allowances (Fully Taxable)
Tax Calculation Basis	: On Projected Value
Deduct TDS Across Period(s)	: Yes

Deductions Pay Heads

General Deductions

Canteen Deduction Pay Head

Pay Head Creation		Sri Gayathri Enterprises	
Name	: Canteen Deduction	Total Op. Bal.	
(alias)	:		
<p>Pay Head Info</p> <p>Pay Head Type : Deductions From Employees</p> <p>Under : Current Assets</p> <p>Affect Net Salary ? Yes</p> <p>Name to appear in Payslip : Canteen Deduction</p> <p>Calculation Type : As User Defined Value</p>			
Opening Balance (on 1-Apr-2013) :			

Employees' PF Deduction Pay Head

Pay Head Creation		Sri Gayathri Enterprises														
Name	: Employee PF @ 12%					Total Op. Bal.										
(alias)	:															
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : PF Account (A/c No. 1) Under : Current Liabilities Affect Net Salary ? Yes Name to appear in Payslip : Employee PF @ 12% Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula Specified Formula : Basic Pay <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td></td> <td>Percentage</td> <td>12 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013			Percentage	12 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2013			Percentage	12 %												
Rounding Info Rounding Method : Normal Rounding Limit : 1																
Opening Balance (on 1-Apr-2013) :																

Employee ESI @ 1.75%

Pay Head Creation		Sri Gayathri Enterprises														
Name	: Employee ESI @ 1.75%					Total Op. Bal.										
(alias)	:															
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : Employee State Insurance Under : Current Liabilities Affect Net Salary ? Yes Name to appear in Payslip : Employee ESI @ 1.75% Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula Specified Formula : ((Basic Pay + House Rent Allowance) + Conveyance) + Over Time <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td></td> <td>Percentage</td> <td>1.75 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013			Percentage	1.75 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2013			Percentage	1.75 %												
Rounding Info Rounding Method : Normal Rounding Limit : 1																
Opening Balance (on 1-Apr-2013) :																

Professional Tax

Pay Head Creation		Sri Gayathri Enterprises																													
Name : Professional Tax (alias) :						Total Op. Bal.																									
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : Professional Tax Registration Number : AP/TX123569 Under : Current Liabilities Affect Net Salary ? Yes Name to appear in Payslip : Professional Tax Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Current Earnings Total <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td>15,000.00</td> <td>Value</td> <td>0</td> </tr> <tr> <td></td> <td>15,000.00</td> <td>20,000.00</td> <td>Value</td> <td>60</td> </tr> <tr> <td></td> <td>20,000.00</td> <td>25,000.00</td> <td>Value</td> <td>100</td> </tr> <tr> <td></td> <td>25,000.00</td> <td></td> <td>Value</td> <td>150</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013		15,000.00	Value	0		15,000.00	20,000.00	Value	60		20,000.00	25,000.00	Value	100		25,000.00		Value	150
Effective From	From Amount	Amount Upto	Slab Type	Value Basis																											
1-Apr-2013		15,000.00	Value	0																											
	15,000.00	20,000.00	Value	60																											
	20,000.00	25,000.00	Value	100																											
	25,000.00		Value	150																											
Rounding Info Rounding Method : Normal Rounding Limit : 1																															
Opening Balance (on 1-Apr-2013) :																															

Income Tax Deduction Pay Head

Pay Head Creation		Sri Gayathri Enterprises				
Name : Income Tax (alias) :						Total Op. Bal.
Pay Head Info Pay Head Type : Employees' Statutory Deductions Statutory Pay Type : Income Tax Under : Current Liabilities Affect Net Salary ? Yes Name to appear in Payslip : Income Tax Calculation Type : As Per Income Tax Slab Calculation Period : Months						
Rounding Info Rounding Method : Upward Rounding Limit : 1						
Opening Balance (on 1-Apr-2013) :						
Q: Quit	A: Accept	D: Delete				

Employer's Contribution Employee Pension Scheme

Pay Head Creation		Sri Gayathri Enterprises				Total Op. Bal.															
Name	: Employer's EPS @8.33%																				
(alias)	:																				
Pay Head Info Pay Head Type : Employer's Statutory Contributions Statutory Pay Type : EPS Account (A/c No. 10) Under : Indirect Expenses Affect Net Salary ? No Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula Specified Formula : Basic Pay <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td>6,500.00</td> <td>Percentage Value</td> <td>8.33 %</td> </tr> <tr> <td></td> <td>6,500.00</td> <td></td> <td></td> <td>541</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013		6,500.00	Percentage Value	8.33 %		6,500.00			541
Effective From	From Amount	Amount Upto	Slab Type	Value Basis																	
1-Apr-2013		6,500.00	Percentage Value	8.33 %																	
	6,500.00			541																	
Rounding Info Rounding Method : Normal Rounding Limit : 1																					
Opening Balance (on 1-Apr-2013) :																					

Employer's EPF @ 3.67%

Pay Head Creation		Sri Gayathri Enterprises				Total Op. Bal.										
Name	: Employer's EPF@3.67%															
(alias)	:															
Pay Head Info Pay Head Type : Employer's Statutory Contributions Statutory Pay Type : PF Account (A/c No. 1) Under : Indirect Expenses Affect Net Salary ? No Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula Specified Formula : Employee PF @ 12% + Employer's EPS @8.33% <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td></td> <td>Percentage</td> <td>100 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013			Percentage	100 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2013			Percentage	100 %												
Rounding Info Rounding Method : Normal Rounding Limit : 1																
Opening Balance (on 1-Apr-2013) :																

Employer ESI @4.75%

Pay Head Creation		Sri Gayathri Enterprises														
Name	: Employer ESI @4.75%	Total Op. Bal.														
(alias)	:															
Pay Head Info Pay Head Type : Employer's Statutory Contributions Statutory Pay Type : Employee State Insurance Under : Indirect Expenses Affect Net Salary ? No Calculation Type : As Computed Value Calculation Period : Months		Computation Info Compute : On Specified Formula Specified Formula : ((Basic Pay + House Rent Allowance) + Conveyance) + Over Time <table border="1"> <thead> <tr> <th>Effective From</th> <th>From Amount</th> <th>Amount Upto</th> <th>Slab Type</th> <th>Value Basis</th> </tr> </thead> <tbody> <tr> <td>1-Apr-2013</td> <td></td> <td></td> <td>Percentage</td> <td>4.75 %</td> </tr> </tbody> </table>					Effective From	From Amount	Amount Upto	Slab Type	Value Basis	1-Apr-2013			Percentage	4.75 %
Effective From	From Amount	Amount Upto	Slab Type	Value Basis												
1-Apr-2013			Percentage	4.75 %												
Rounding Info Rounding Method : Normal Rounding Limit : 1		Opening Balance (on 1-Apr-2013) : <table border="1"> <tr> <td>Q: Quit</td> <td>A: Accept</td> <td>D: Delete</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Q: Quit	A: Accept	D: Delete							
Q: Quit	A: Accept						D: Delete									

Gratuity Pay Head

Pay Head Creation		Sri Gayathri Enterprises					
Name	: Gratuity	Total Op. Bal.					
(alias)	:						
Pay Head Info Pay Head Type : Gratuity Under : Provisions (Current Liabilities) Set / Alter Income Tax Details ? Yes		Opening Balance (on 1-Apr-2013) : <table border="1"> <tr> <td></td> </tr> </table>					
Rounding Info Rounding Method : Normal Rounding Limit : 1							

Pay Head Type – Gratuity

Slab Rate details for Gratuity Calculation		
Gratuity Days of a Month		: 26
Number of Months		Eligibility days for Gratuity Calculation per year
From:	To:	
1	60	0
61	120	15
121	0	15

Set/Alter Income Tax Details—Yes

Income Tax Details	
Income Tax Component	: Gratuity
Tax Calculation Basis	: On Actual Value
Deduct TDS Across Period(s)	: No

Salary Advance deduction

Pay Head Creation		Sri Gayathri Enterprises	Total Op. Bal.
Name	: Salary Advance		
(alias)	:		
Pay Head Info			
Pay Head Type	: Loans and Advances		
Under	: Loans & Advances (Asset) (Current Assets)		
Affect Net Salary	? Yes		
Name to appear in Payslip	: Salary Advance		
Calculation Type	: As User Defined Value		
Opening Balance (on 1-Apr-2013) :			

Reimbursement Pay Head

Pay Head Creation		Sri Gayathri Enterprises
Name : Reimbursement		Total Op. Bal.
(alias) :		
Pay Head Info Pay Head Type : Reimbursements to Employees Income Type : Variable Under : Indirect Expenses Affect Net Salary ? Yes Name to appear in Payslip : Reimbursement Set / Alter Income Tax Details ? Yes Calculation Type : As User Defined Value		
Opening Balance (on 1-Apr-2013) : 0		

Set/Alter Income tax details – Yes

Income Tax Details	
Income Tax Component	: Other Earnings/Allowances (Fully Taxable)
Tax Calculation Basis	: On Actual Value
Deduct TDS Across Period(s)	: No

Creation of Employee Groups

GOT→Payrolls Information→Employee Groups→Create

Employee Group Creation	
Category	: Head Office
Name	: Accounts Dept
(alias)	:
Under	: [Primary
Define Salary Details	: No

If you enter Group define salary (Yes)

Creation of Employees

Got → Payroll Information → Employees → Create

Employee Alteration		Sri Gayathri Enterprises	
Category	: Head Office		
Name (alias)	: Raghu Ram		
Display Name in Reports Under	: Raghu Ram : Accounts Dept (If Primary)		
Date of Joining	: 1-Apr-2014		
Define Salary Details	: No		
Date of Resignation / Retirement	:		

General Info	Payment Details
Employee Number :	Bank Name :
Designation :	Branch :
Function :	Bank A/c Number :
Location :	IFS Code :
Gender :	MICR Code Number :
Date of Birth :	
Blood Group :	
Father / Mother Name :	
Spouse Name :	
Address :	
Contact Numbers :	
E-Mail ID :	

Statutory Details	
Income Tax Number (PAN):	
PF Account Number :	
EPS Account Number:	
PF Date of Joining :	
PF Date of Relieving :	
PR Account Number :	
ESI Number :	
ESI Dispensary Name:	

If Enter Employee Salary

Define Salary Details – Yes

Creation of one more Employee

Employee Creation		Sri Gayathri Enterprises	
Category	: Head Office		
Name (alias)	: Suman Chandra		
Display Name in Reports Under	: Suman Chandra : Administration Dept (If Primary)		
Date of Joining	: 1-Apr-2014		
Define Salary Details	: No		

General Info	Payment Details
Employee Number :	Bank Name :
Designation :	Branch :
Function :	Bank A/c Number :
Location :	IFS Code :
Gender :	MICR Code Number :
Date of Birth :	
Blood Group :	
Father / Mother Name :	
Spouse Name :	
Address :	
Contact Numbers :	
E-Mail ID :	

Statutory Details	
Income Tax Number (PAN):	
PF Account Number :	
EPS Account Number:	
PF Date of Joining :	
PR Account Number :	
ESI Number :	
ESI Dispensary Name:	

Define Salary Details

GOT → Payrolls Information → Salary details → Define

If you enter department salary or employee salary details select any one

Select Item Sri Gayathri Enterprises Ctrl + M

Current Period: 1-4-2014 to 31-3-2015 Current Date: Tuesday, 1 Apr 2014

Name of Employee/Group: [Empty]

List of Groups / Employees

Accounts Dept	# Primary	Head Office
Administration Dept	# Primary	Head Office
Raghu Ram	Accounts Dept	Head Office
Suman Chandra	Administration Dept	Head Office

Product: Tally.ERP 9 Version: Series A Release 4.7 License: Educational Mode Configuration: Stat 208 Calculator: Ctrl + N

Tally MAIN --> Gateway of Tally --> Payroll Info. --> Salary Details --> Select Item (c) Tally Solutions Pvt. Ltd., 1988-201 Fri, 18 Apr, 2014

Enter Employee Salary

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F3: Company F3: New Cmp

Salary Details Alteration Sri Gayathri Enterprises Ctrl + M

Name : Raghu Ram

Under : Accounts Dept
(# Primary)

Salary Details

Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2014	Basic Pay	6,500.00	Months	Earnings for Employees	On Attendance	On Current Earnings Total
	H R A			Earnings for Employees	As User Defined Value	
	Conveyance	1,000.00	Months	Earnings for Employees	Flat Rate	
	Bonus			Earnings for Employees	As User Defined Value	
	Overtime	150.00	Hrs	Earnings for Employees	On Production	
	Canteen Deduction			Deductions From Employees	As User Defined Value	
	P T			Employees' Statutory Deductions	As Computed Value	
	Reimbursement			Reimbursements to Employees	As User Defined Value	
	Salary Advance			Loans and Advances	As User Defined Value	
	Variable Pay			Earnings for Employees	As User Defined Value	
	PF @12%			Employees' Statutory Deductions	As Computed Value	Basic Pay
	ESI 1.75%			Employees' Statutory Deductions	As Computed Value	((Basic Pay + H R A) + Conveyance) + Overtime
	Income Tax			Employees' Statutory Deductions	As Per Income Tax Slab	
	Gratuity			Employer's Statutory Contributions	As Computed Value	PF @12% + EPS @8.33%
	EPF 3.67%			Employer's Statutory Contributions	As Computed Value	Basic Pay
	EPS @8.33%			Employer's Statutory Contributions	As Computed Value	((Basic Pay + H R A) + Conveyance) + Overtime
	ESI @4.75%					

Q: Quit A: Accept D: Delete Ctrl + N

G: Groups S: Cst Cat C: Cst Ctr O: Employee Groups E: Pay Heads P: Employee T: Attd Type U: Units V: Vch Types F11: Features F12: Configure

Enter Dept. wise salary

Salary Details Alteration Sri Gayathri Enterprises Ctrl + M						
Name : Administration Dept						
Under : Primary						
Salary Details						
Effective From	Pay Head	Rate	Per	Pay Head Type	Calculation Type	Computed On
1-Apr-2014	Basic Pay	6,500.00	Months	Earnings for Employees	On Attendance	
	H R A			Earnings for Employees	As User Defined Value	
	Conveyance	800.00	Months	Earnings for Employees	Flat Rate	
	Overtime	100.00	Hrs	Earnings for Employees	On Production	
	Bonus			Earnings for Employees	As User Defined Value	
	Gratuity			Reimbursements to Employees	As User Defined Value	
	Reimbursement			Deductions From Employees	As User Defined Value	
	Canteen Deduction			Loans and Advances	As User Defined Value	
	Salary Advance			Earnings for Employees	As User Defined Value	
	Variable Pay			Employees' Statutory Deductions	As Computed Value	On Current Earnings Total
	P T			Employees' Statutory Deductions	As Computed Value	Basic Pay
	PF @12%			Employees' Statutory Deductions	As Computed Value	((Basic Pay + H R A) + Conveyance) + Overtime
	ESI 1.75%			Employees' Statutory Deductions	As Per Income Tax Slab	PF @12% + EPS @8.33%
	Income Tax			Employer's Statutory Contributions	As Computed Value	Basic Pay
	EPF 3.67%			Employer's Statutory Contributions	As Computed Value	((Basic Pay + H R A) + Conveyance) + Overtime
	EPS @8.33%					
	ESI @4.75%					

Q: Quit A: Accept D: Delete Ctrl + N

Enter Payroll Vouchers

Attendance (Ctrl+F5)

In this voucher enter employee absent & overtime attendance

Attendance Voucher Creation Sri Gayathri Enterprises Ctrl + M				
Attendance No. 1				
1-Apr-2014 Tuesday				
Employee Name	Employee Number	Attendance/Production Type	Value	Unit
Raghu Ram		Absent	Cur Bal: 0 Days	0 Days
Suman Chandra		Absent	Cur Bal: 1 Days	1 Days

Narration:
Attendance

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

Payroll (Ctrl+F4)

In this voucher enter salary details for employee ie. Salary, PF contribution, ESI contribution etc...

Enter Salary details

Click on Payroll auto fill button

Payroll Auto Fill	
Process for	: Salary
Compute Income Tax based on	: Declared Value
From (blank for beginning)	: 1-4-2014
To (blank for end)	: 30.04.2014
Employee Category	: Head Office
Employee/Group	: [All Items
Payroll Ledger	:
1 more ... ↓	

Payroll Voucher Creation		Sri Gayathri Enterprises		Ctrl + M	
Payroll No. 1		1-May-2014		Thursday	
Payroll Auto Fill - (Salary)					
Account : Cash					
Cur Bal: 0.00 Cr					
Particulars	Amount				
Head Office	14,974.64 Dr				
Raghu Ram	7,777.26 Dr				
Basic Pay	6,709.68	Dr	Cur Bal: 6,709.68	Dr	
Conveyance	2,000.00	Dr	Cur Bal: 2,000.00	Dr	
Overtime		Dr	Cur Bal: 0.00	Cr	
P T		Cr	Cur Bal: 0.00	Cr	
PF @12%	780.00	Cr	Cur Bal: 780.00	Cr	
ESI 1.75%	152.42	Cr	Cur Bal: 152.42	Cr	
Income Tax		Cr	Cur Bal: 0.00	Cr	
Suman Chandra	7,197.38 Dr				
Basic Pay	6,493.01	Dr	Cur Bal: 6,493.01	Dr	
Conveyance	1,600.00	Dr	Cur Bal: 1,600.00	Dr	
Overtime		Dr	Cur Bal: 0.00	Cr	
P T		Cr	Cur Bal: 0.00	Cr	
PF @12%	754.00	Cr	Cur Bal: 754.00	Cr	
ESI 1.75%	141.63	Cr	Cur Bal: 141.63	Cr	
Income Tax		Cr	Cur Bal: 0.00	Cr	
Narration:					14,974.64 Cr
Pay Period : 1-Apr-2014 to 1-May-2014 ,Computed tax based on : Declared Value					
Q: Quit A: Accept D: Delete X: Cancel Ctrl + N					

Enter PF Contribution

<u>Payroll Auto Fill</u>	
Process for	: PF Contribution
From (blank for beginning)	: 14-2014
To (blank for end)	: 30.04.2014
Employee Category	: Head Office
Employee/Group	: [All Items
Payroll Ledger	:

Payroll Voucher Creation		Sri Gayathri Enterprises		Ctrl + M	
Payroll No. 2		1-May-2014 Thursday		F1: Inventory Buttons	
Payroll Auto Fill - (PF Contribution)				F1: Payroll Buttons	
Account : Cash				F2: Date	
Cur Bal: 14,974.64 Cr				F3: Company	
Particulars		Amount		F4: Payroll	
Head Office		1,534.00 Cr		F5: Attendance	
Raghu Ram		780.00 Dr			
EPF 3.67%	238.55 Dr Cur Bal: 238.55 Dr				
EPS @8.33%	541.45 Dr Cur Bal: 541.45 Dr				
Suman Chandra		754.00 Dr			
EPF 3.67%	230.60 Dr Cur Bal: 230.60 Dr				
EPS @8.33%	523.40 Dr Cur Bal: 523.40 Dr				
		1,534.00 Cr			
Narration:				S: As Voucher	
Pay Period : 1-Apr-2014 to 1-May-2014				A: Payroll Auto Fill	
				T: Post-Dated	
				L: Optional	
				F11: Features	
				F12: Configure	

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

Ctrl + N

Display of Pay slip

GOT→Display→Payroll Reports→Statement of Payroll→Pay slip→Single Pay Slip

Select Employee Name (Enter)

Earnings		Amount	Gross Salary	Deductions	Amount	Gross Salary
Basic Pay		6,709.68	6,500.00	PF @12%	780.00	780.00
Conveyance		2,000.00	1,000.00	ESI 1.75%	152.42	131.25
Total Earnings		8,709.68	7,500.00	Total Deductions	932.42	911.25
				Net Amount	₹ 7,777.26	₹ 6,588.75