

Cost Center

The cost centre is an organizational unit to which costs or expenses can be allocated during recording of transactions in Tally Prime

F3 Company > Create Company > Demo_Cost Center

Show Moe Features : Yes

Accounting

Maintain Accounts : Yes

Enable bill wise entry : Yes

Enable Cost Centers : Yes

Create Ledger

Gateway of Tally > Create > Ledger > press Enter.

F12 : Configure > Enter

Apply cost enters for ledgers : Yes

Ledger Name	Under	
Recharge	Indirect Expenses	Cost centres are applicable(Yes)

Create Cost Centres

Gateway of Tally > Create > Cost Centres > press Enter

Cost Centre Name	Under
Mobile Recharge	Primary
DTH Recharge	Primary
8786456105	Phone Recharge
7892561205	Phone Recharge
7411089605	Phone Recharge
050254895705	DTH Recharge
121472789105	DTH Recharge
7252367891205	DTH Recharge

Payment Entry: Gateway of Tally > Voucher>Payment (F5)
 Account : Cash

Particulars		.
Dr Recharge		12000
8786456105	1000 Dr	.
7892561205	1000 Dr	.
7411089605	4000 Dr	.
050254895705	2000 Dr	.
121472789105	1000 Dr	.
7252367891205	3000 Dr	.
CrCash		.

Gateway of Tally > Display More Reports > Statements of Accounts > Cost Centres > Cost Centre Summary.

Gateway of Tally > Display More Reports > Statements of Accounts > Cost Centres > Ledger Break Up

Exercise :

Make a Salary ledger under Indirect Expenses (Cost centres are applicable :Yes)

Create following Cost Center under Primary

1. Admin
2. Purchase
3. Store

Create following Cost Center and Payment Voucher

Cost Center	Under
Mohan Lal	Admin
Alam Khan	Admin
Bhushan	Admin
Afroz	Admin
Manish	Purchase
Yash Raj	Purchase
Ishu	Purchase
Askhi	Purchase
Anil	Store
Sarita	Store
Shubham	Store
Komal	Store

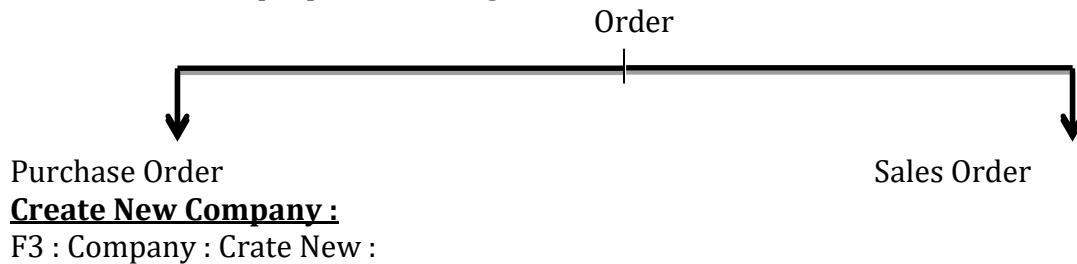
Paid salary : 190000

Cost Center	Under
Mohan Lal	25000
Alam Khan	22000
Bhushan	20000
Afroz	15000
Manish	12000
Yash Raj	16000
Ishu	14000
Askhi	10000
Anil	15000
Sarita	16000
Shubham	15000
Komal	10000

Gateway of Tally > Display More Reports > Statements of Accounts > Cost Centres > Cost Centre Summary and Leger Break Up

Order Processing

Purchase Order Processing is the process of placing orders with suppliers for a purchase to be made from them and Sales Order Processing is the process of receiving orders from customers for the purpose of selling.



Create New Company :
F3 : Company : Crate New :

Create Ledger :Gateway of Tally >Create> Ledgers

Ledger Name	Under	
Indian Computers	Sundry Creditors	Maintain balance bill by bill (Yes)
Naaz Traders	Sundry Debtors	Maintain balance bill by bill (Yes)
Sales	Sales Accounts	Inventory values are affected (Yes)

Create Stock Group :Gateway of Tally >Create> Stock Groups

Stock Group	Under
Computer	Primary

Create Stock Item :Gateway of Tally > Inventory Info > Stock Items > Create

Item Name	Under	Units
Mouse	Computer	Pcs
Keyboard	Computer	Pcs

Activate Purchase and Sales Order Voucher

Gateway of Tally >Vouchers> F10 (Others vouchers)

List of Vouchers: Show Inactive Vouchers

Purchase order: Ctrl + F9 (Press It)

You need to activate Purchase Order Voucher Type: Activate Now: Yes

Sales order: Ctrl + F8 (Press It)

You need to activate Sales Order Voucher Type: Activate Now: Yes

Purchase Order [Ctrl+F9]

Purchase Order No.1

Party A/c Name :Indian Computers

Order No : Pur001

Purchase ledger : Purchase

Name of Item	Quantity	Rate Per	Amount
Keyboard	25 Pcs	125 Pcs	3125
Mouse	25 Pcs	110 Pcs	2750
	50 Pcs		5875

[Display more Report > Statements of Inventory > Purchase Order Outstanding > All Orders](#)

Purchase (F 9)

Gateway of Tally > Vouchers > Purchase F9

F12: Configure:

Provide order details : Yes

Purchase No. 1

Supplier invoice no : 001

Party A/c Name : Indian Computers

Order No :Pur001

Purchase ledger : Purchase

Name of Item	Quantity	Rate Per	Amount
Keyboard	25 Pcs	125 Pcs	3125
Mouse	25 Pcs	110 Pcs	2750
	50 Pcs		5875

[Display > Statements of Inventory > Purchase Order Outstanding > All Orders \(Null\)](#)

Sales Order [Ctrl +F8]

Sales Order No.1

Party A/c Name :Naaz Traders

Order No : Sale001

Purchase ledger : Purchase

Name of Item	Quantity	Rate Per	Amount
Keyboard	10 Pcs	160 Pcs	1600
	10 Pcs		1600

[Display all reportsd> Statements of Inventory > Sales Order Outstanding > All Orders](#)

Sales

Gateway of Tally > Vouchers > Sales F8

Sales No. 1

Reference no : 001

Party A/c Name :Naaz Traders

Order No : Sale001

Sales ledger : Sales

Name of Item	Quantity	Rate Per	Amount
Keyboard	10 Pcs	160 Pcs	1600
	10 Pcs		1600

Display > Statements of Inventory > Sales Order Outstanding > All Orders (Null)

Price List

In the price list lesson, the rates of the items are set on the basis of quantity. It is required, when we are selling the goods to retailers and consumers. Normally, Trading Firm offer, discounted price to retailers on the basis of quantity. We will learn to prepare a price list on the basis of sale quantity.

Purchase Entry

Purchase No. 1 Supplier invoice no : 001

Party A/c Name : Isha Enterprise

Purchase ledger : Purchase

Name of Item	Quantity	Rate Per	Amount
Intex Mouse	150 Pcs	120 Pcs	18,000
Logitech Keyboard	180 Pcs	140 Pcs	25,200
	330 Pcs		43200

Taking Permission: >F11 : Features >Inventory Features

Enable Multiple Price Level : Yes

Use discount Column in invoices : Yes

Gateway of Tally > Create > Price Level

Company Price Levels
Whole sale
Retail sales

Create Ledger :Gateway of Tally >Create> Ledgers

Ledger Name	Under	
Naaz Traders	Sundry Debtors	Maintain balance bill by bill (Yes)
Sales	Sales Accounts	Inventory values are affected (Yes)

SET PRICE LIST

Gateway of Tally >Create> Price List (Stock Group)

Price List

Stock Group:	All Items
Price Level:	Whole Sales
Applicable From:	1-Apr-2021
Under Group	All Items
Price Level	Whole Sales
Applicable From:	1-Apr-2021

S.No	Particulars	Quantities		Rate	Disc. % (If any)	Cost Price
		From	Less than			
1.	Intex Mouse					
			20 Pcs	180.		120.00/Pcs
			20 Pcs	170	2%	
			40 Pcs	160	4%	
			60 Pcs	140	8%	
2.	Logitech Keyboard		100 Pcs			
			10 Pcs	200		140.00/Pcs
			10 Pcs	175		
			50 Pcs	160	5%	
			100 Pcs	150	10%	
			140 Pcs			

Sales Entry :Gateway of Tally > Vouchers > F8 Sales

Sales No. 1 Reference no : 001

Party A/c Name : Naaz Traders

Price level : Whole Sales

Sales ledger : Sales

Name of Item

Intex Mouse

Quantity Rate Per Disc % Amount

80 Pcs 140 Pcs 8% 10304

Logitech Keyboard

40 Pcs 430 Pcs 7000

120 Pcs 17304

Assignments : Prepare a Price List

Purchase following items from Rajul Traders :

Sugar Quantity 1000 Kg Cost Price Rs 25

Rice Quantity 1000 Kg Cost Price Rs 50

Jeera Quantity 1000 Pkt Cost Price Rs 20

Prepare Price Lists as given below:

1.	Sugar		
		Upto 20 Kg	Rs 45
		From 20 Kg to 50 Kg	Rs 42
		From 50 Kg to 100 Kg	Rs 38 (Disc. 5%)
2.	Rice		
		Upto 10 Kg	Rs 90
		From 10 Kg to 40 Kg	Rs 85
		From 40 Kg to 60 Kg	Rs 70
		From 60 Kg to 100 Kg	Rs 65 (Disc.10%)
3.	Jeera		
		Upto 20 Pkt	Rs 45
		From 20 Pkt to 50 Pkt	Rs 42
		From 50 Pkt to 100 Pkt	Rs 40 (Disc.5%)

The screenshot shows the TallyPrime EDU software interface for managing price lists. The main window displays two items: Intex Mouse and Logitech Keyboard. The Intex Mouse price list includes rows for 20, 40, 60, and 100 pieces with rates of 180.00, 170.00, 160.00, and 140.00 respectively. The Logitech Keyboard price list includes rows for 10, 50, 100, and 140 pieces with rates of 200.00, 175.00, 160.00, and 150.00 respectively. A modal dialog box in the bottom right corner asks "Accept ?" with "Yes or No" buttons. The top menu bar includes options like MANAGE, G: Go To, Super Order Processing, O: Import, E: Export, M: E-mail, P: Print, F1: Help, F2: Period, F3: Company, F4: New Parent, F5, F6, F7, F8, F9, F10: Other Masters, and R: Revise Price. The bottom taskbar shows various system icons and the date/time as 14-12-2021 15:33.

Bill of Materials

Bill of materials (BOM) is a comprehensive list of raw materials components, assemblies, sub-assemblies, parts or anything which is required to manufacture the finished product.
 Create New Company for Bill of Materials (BOM) practice

Capital :Rs 500000

Create Stock Group

Gateway of Tally > Create > Stock Groups

Group	Under
Raw Materials	Primary
Finishing Goods	Primary

Create Units of Measure

Gateway of Tally > Inventory Info > Stock Groups > Create

Symbol	Formal Name
Nos	Number of System
Mtr	Miters
Pcs	Piece

Manufacture a Computer

Create Stock Item: Gateway of Tally > Create > Stock Item
 F12 >Provide Standard Buying and Selling rates : Yes

Item Name	Under	Units	Standard Rate
Cabinet	Raw Materials	Nos	1100
Monitor	Raw Materials	Nos	2000
Hard Disk	Raw Materials	Nos	2500
RAM	Raw Materials	Nos	1200
Wire	Raw Materials	Mtr	550
Processor	Raw Materials	Nos	6000
SMPS	Raw Materials	Nos	410
Keyboard	Raw Materials	Nos	120
Mouse	Raw Materials	Nos	120

F12 >Set component list details (Bill of Materials) in Stock Items : (Yes)

Item	Under	Unit
Computer	Finishing Goods	Pcs

Set components (BOM) (Yes)

BOM List of : Computer
 Name of BOM : Computer
 BOM Name: Computer
 Components of : Computer
 Unit of manufacture: 1 Pcs

Item	Quantity
Cabinet	1 Nos
Monitor	1 Nos
Hard Disk	1 Nos
Ram	1 Nos
Processor	1 Nos
Wire	5 Mtr
Smps	1 Nos
Keyboard	1 Nos
Mouse	1 Nos

Create Ledger :Gateway of Tally >Create > Ledgers >

Ledger Name	Under
ABC Computer World	Sundry Creditors
Purchase	Purchase Accounts
Power Charges	Direct Expenses
Packing Charge	Direct Expenses
Alishaan Enterprise	Sundry Debtors
Sales	Sales Accounts

Purchase Entry

Gateway of Tally>Voucher > F9 Purchase

Purchase Invoice No .1

Party A/c name: ABC Computer World

Purchase ledger : Purchase

Name of Item	Quantity	Rate	Amount
Cabinet	50 Nos	1100	55000
Hard Disk	50 Nos	2500	125000
Keyboard	50 Nos	120	6000
Monitor	50 Nos	2000	100000
Mouse	50 Nos	120	6000
Processor	50 Nos	6000	300000
RAM	50 Nos	1200	60000
SMPS	50 Nos	410	20500
Wire	250 Mtr	250	137500

Check Stock Summary: Gateway of Tally > Stock Summary > Raw Material

Gateway of Tally > create > Voucher Types

Name: Manufacture

Select type of voucher: Stock Journal

Abbreviation: Stk Jrn

Allow narration in Voucher: (Yes)

Use as a manufacturing Journal: (Yes)

Manufacture Item

Gateway of Tally > Vouchers > F10: Other Vouchers > Stock Journal Alt + F7

Voucher Type Name: Manufacture

Manufacturing No. 1

1-Apr-2021

Manufacture of Materials

Name of product: Computer Name of BOM: Compute Qty: 2 Pcs

Name of Item	Quantity	Rate	Amount
Cabinet	2 Nos	1100	2200
Monitor	2 Nos	2000	4000
Hard Disk	2 Nos	2500	5000
RAM	2 Nos	1200	2400
Processor	50 Nos	6000	12000
Wire	10 Mtr	550	5500
SMPS	2 Nos	410	820
Keyboard	2 Nos	120	240
Mouse	2 Nos	120	240

Cost of Components	32400
Type of Additional Cost	
Power Charges	10.80%
Packing Charges	100
Total Addl.Cost	3600
Effective Cost	<u>36000</u>
Allocation to primary item	36000
Effective rate of primary item	18000/Pcs

Sales Entry : Gateway of Tally > Vouchers > F8 Sales

Reference No.: 001

Party Name A/c Name: AlishaanEnterprise

Sales Ledger: Sales

Name of Item	Quantity	Rate	Amount
Computer	1 Pcs	20000	20000

Check Stock Summary and Profit