

## 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 More 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 centers 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	.
<b>Dr Recharge</b>	<b>12000</b>
8786456105      1000 Dr	.
7892561205      1000 Dr	.
7411089605      4000 Dr	.
050254895705      2000 Dr	.
121472789105      1000 Dr	.
7252367891205      3000 Dr	.
<b>CrCash</b>	.

**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

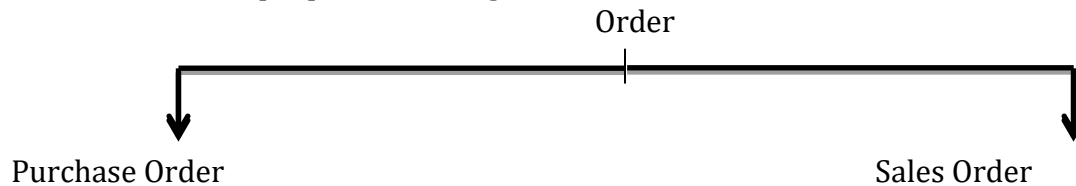
Paid salary : 190000

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 : Create 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

<b>Name of Item</b>	<b>Quantity</b>	<b>Rate</b>	<b>Per</b>	<b>Amount</b>
Keyboard	10 Pcs	160 Pcs		1600
	10 Pcs			1600

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

<https://sscstudy.com/>

## 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

<b>Name of Item</b>	<b>Quantity</b>	<b>Rate</b>	<b>Per</b>	<b>Amount</b>
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

<b>Company Price Levels</b>
Whole sale
Retail sales

### **Create Ledger :Gateway of Tally >Create> Ledgers**

<b>Ledger Name</b>	<b>Under</b>	
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

Under Group	Stock Group:	All Items
Price Level	Price Level:	Whole Sales
Applicable From:	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	40 Pcs	170	2%	
		40 Pcs	60 Pcs	160	4%	
		60 Pcs	100 Pcs	140	8%	
		100 Pcs				
2.	Logitech Keyboard					
			10 Pcs	200		140.00/Pcs
		10 Pcs	50 Pcs	175		
		50 Pcs	100 Pcs	160	5%	
		100 Pcs	140 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	Quantity	Rate	Per	Disc %	Amount
Intex Mouse	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.	<b>Sugar</b>		
		Upto 20 Kg	Rs 45
		From 20 Kg to 50 Kg	Rs 42
		From 50 Kg to 100 Kg	Rs 38 ( Disc. 5%)
2.	<b>Rice</b>		
		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.	<b>Jeera</b>		
		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 displays the TallyPrime software interface. The main window shows a 'Price List' for 'All Items'. The 'Under Group' is set to 'All Items'. The 'Price Level' is 'Whole Sale'. The 'Applicable From' date is '1-Apr-21'. The table lists two items: '1. Intex Mouse' and '2. Logitech Keyboard'. For 'Intex Mouse', the quantities and rates are: 20 pcs at 180.00/pcs, 40 pcs at 170.00/pcs, 60 pcs at 160.00/pcs, and 100 pcs at 140.00/pcs. The discount is 2% for 20 pcs, 4% for 40 pcs, and 8% for 60 pcs. For 'Logitech Keyboard', the quantities and rates are: 10 pcs at 200.00/pcs, 50 pcs at 175.00/pcs, 100 pcs at 160.00/pcs, and 140 pcs at 150.00/pcs. The discount is 5% for 10 pcs and 10% for 50 pcs. The 'Cost Price' is 120.00/pcs for 'Intex Mouse' and 140.00/pcs for 'Logitech Keyboard'. The 'Historical Details' column shows 'Rate' and 'Disc. %'. The 'Accept ?' dialog box is visible at the bottom right.

## 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	Meters
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 Jrnl  
**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: Computer 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

<b>Cost of Components</b>	32400
<b>Type of Additional Cost Per</b>	
Power Charges 10.80%	3500
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: Alishaan Enterprise

Sales Ledger: Sales

Name of Item	Quantity	Rate	Amount
Computer	1 Pcs	20000	20000

Check Stock Summary and Profit