

TALLY 9ERP

हमें अपने **BUSINESS** का हिसाब किताब रखने के लिए एकाउंट्स की आवश्यकता रहती है **Accounts** का अर्थ अपनी final transaction को records करके रखना है अपनी information की summary निकाल सकते हैं और business के accounts के आधार पर ये जान सकते हैं कि हमने क्या खोया क्या पाया





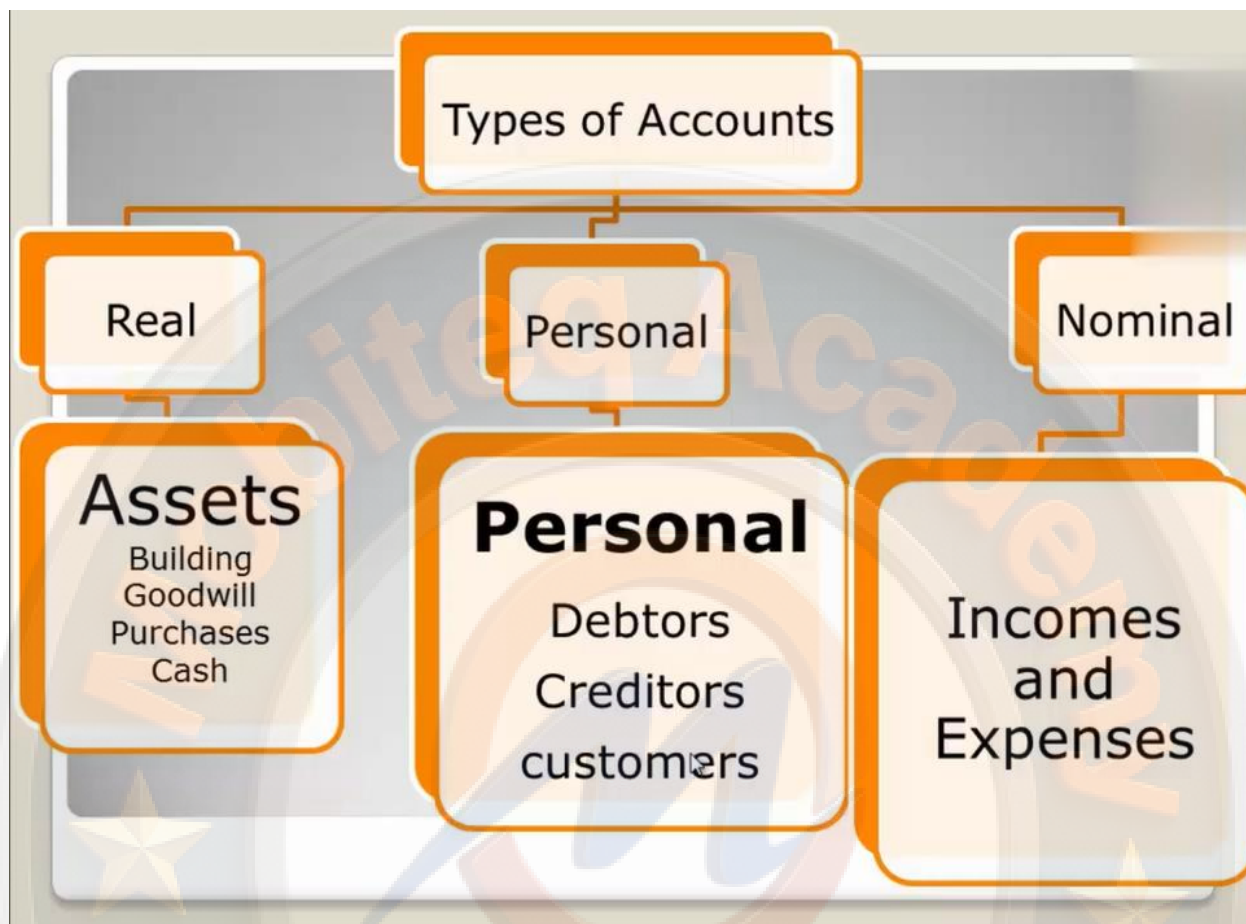
WHY WE USE ACCOUNTS

जब हम business में dealing करते हैं तो बहुत सारे पक्ष जुड़ जाते हैं जैसे entrepreneur, investor, customer, employees, banks, other. entrepreneur वो व्यक्ति जो business start करता है, investor वह लोग जो business में पैसा लगाते हैं, customer वह लोग जो business के साथ sale purchase करते हैं, employees जो organisation में काम करते हैं, banks etc इन सभी पक्षों को account का benefit मिलता है, entrepreneur को अपने business के profit and loss के बारे में पता लगता है etc .

WHO NEEDS ACCOUNTS ?

accounts मुख्यतः तीन type के होते हैं 1. real account, 2. personal account, 3. nominal account

1. real account assets का अर्थ उन account से हैं जो assets के आधार पर होते हैं जैसे building, goodwill cash etc
2. personal account मे उन लोगो का लेखा जोखा रखा जाता हैं जो व्यक्तिओ या संस्थाओ से सम्बंधित होते हैं जैसे debtors, creditors, customer debtors वह व्यक्ति जिनसे हमने पैसा लेना हैं यानि की हमने उन्हें माल बेचा हैं और उसके आधार पर पैसा लेना हैं
creditors वह व्यक्ति जिनको पैसा देना हैं यानि की जिनसे हमने माल खरीदा हैं और उसके आधार पर पैसा देना हैं etc
3. nominal account का अर्थ हैं उन income और expenditure से हैं जो business के under होते हैं



TYPES OF ACCOUNTS.

जब भी हम account बनाते हैं तो इसको बनाने का सबसे अच्छा तरीका है double entry system जो भी हम transaction करते हैं business में उसको dr or cr (debit or credit) format में save करते हैं जितनी भी transaction की एक debit side जाएगी दूसरी credit side जाएगी यदि transaction में कोई गलती है तो उसको हम trial balance के dr or cr के difference पता लग जायेगा और year के last में हम ये चेक कर सकते हैं की हमारी financial position क्या है

Double Entry System

- **Two accounts get affected with every transaction one should Debit (Dr) and other should Credit (Cr) .**
- **Use to record all financial transaction of business Dr /Cr Format.**
- **Verify with Trial Balance**
- **Financial Position can be described with the help of Profit & loss and Balance sheet**

WHAT IS DOUBLE ENTRY SYSTEM

Real accounts का rule ये हैं की जो भी चीज business में आ रही हैं उसे debit किया जाये और जो भी business चीज से जा रही है उसे credit किया जाये “DEBIT WHAT COMES IN” “CREDIT WHAT GOES OUT”

For example :- purchase goods Rs. 2000 in cash (यहाँ पर माल business में आ रहा है तो हम purchase को debit करेंगे और cash जा रहा है तो हम इसको credit करेंगे)

Real Accounts

- Debit What Comes in

Credit What Goes out

Particulars		Debit	Credit
Purchase	Dr	2000	
	To Cash		2000

When we Purchase , Purchase will Debit and when we pay for it in Cash will Credit.

RULE OF REAL ACCOUNTS

Personal account का rule ये है की वो व्यक्ति जो कुछ प्राप्त करता हैं उसको debit किया जाता हैं और वो व्यक्ति जो कुछ देता है उसका account personal account के under credit किया जाता है "" DEBIT THE RECEIVER"" "" CREDIT THE GIVER""

for example :- Ram purchase goods in cash Rs. 2000 (यहा पर राम ने माल 2000 रूपए मे खरीदा तो राम यहा पे प्राप्तकर्ता है)

sale goods to sham at rupees 3000 (यहा पर शाम को माल बेचा है तो शाम के account को credit करेंगे)

Personal Accounts
Debit The Receiver **Credit The Giver**

Particulars		Debit	Credit
Ram	Dr	2000	
	To Cash		2000

When we give cash to Ram , Ram will be the receiver and Ram account will Debit

Particulars		Debit	Credit
Cash	Dr	3000	
	To Sham		3000

When we get cash from Sham , Sham is a giver and account will Credit .

RULE OF PERSONAL ACCOUNTS

Nominal account के rule के अनुसार जितने भी expenses or losses हैं सब debit किये जाते हैं or जितने भी incomes or gains होते हैं credit किये जाते हैं “ DEBIT ALL EXPENSES & LOSSES ” “ CREDIT ALL INCOMES & GAINS ”.

For example:- paid office phone bill in cash Rs. 4000 (यहा पर office phone बिल expenses है इसको debit करेंगे)received commission Rs 1600 (यहा पर commission income के रूप मे प्राप्त हो रही है इसलिय इसको credit किया है)

Nominal Accounts

Debit All Expenses & Losses

Credit All Incomes and Gain

Particulars	Debit	Credit
Office Phone Bill	Dr 4000	
To Cash		4000

When we pay office bill of phone because of expenses its account will Debit

Particulars	Debit	Credit
Bank Account	Dr 1600	
To Commission		1600

When we get commission , commission is a income so its account will credit.

RULE OF NOMINAL ACCOUNTS

accounts बनाने के लिये important documents हैं voucher, invoice/bill, ledger, books keeping, receipt.

Important docs in Accounts

- Voucher : Whenever any business transaction occurs will be stored in different voucher.
- Invoice / Bill : Whenever any purchase or sale is done will be shown by an invoice or a bill.
- Receipt : When we take money from our customer then we give him receipt.
- Ledger : Every object (Debtors/ Machines/ Cash etc.) has an account in our books called ledger.
- Cash book : In which we record cash transactions.
- Books keeping : we records all transactions in ledger , cash book and other accounts books .

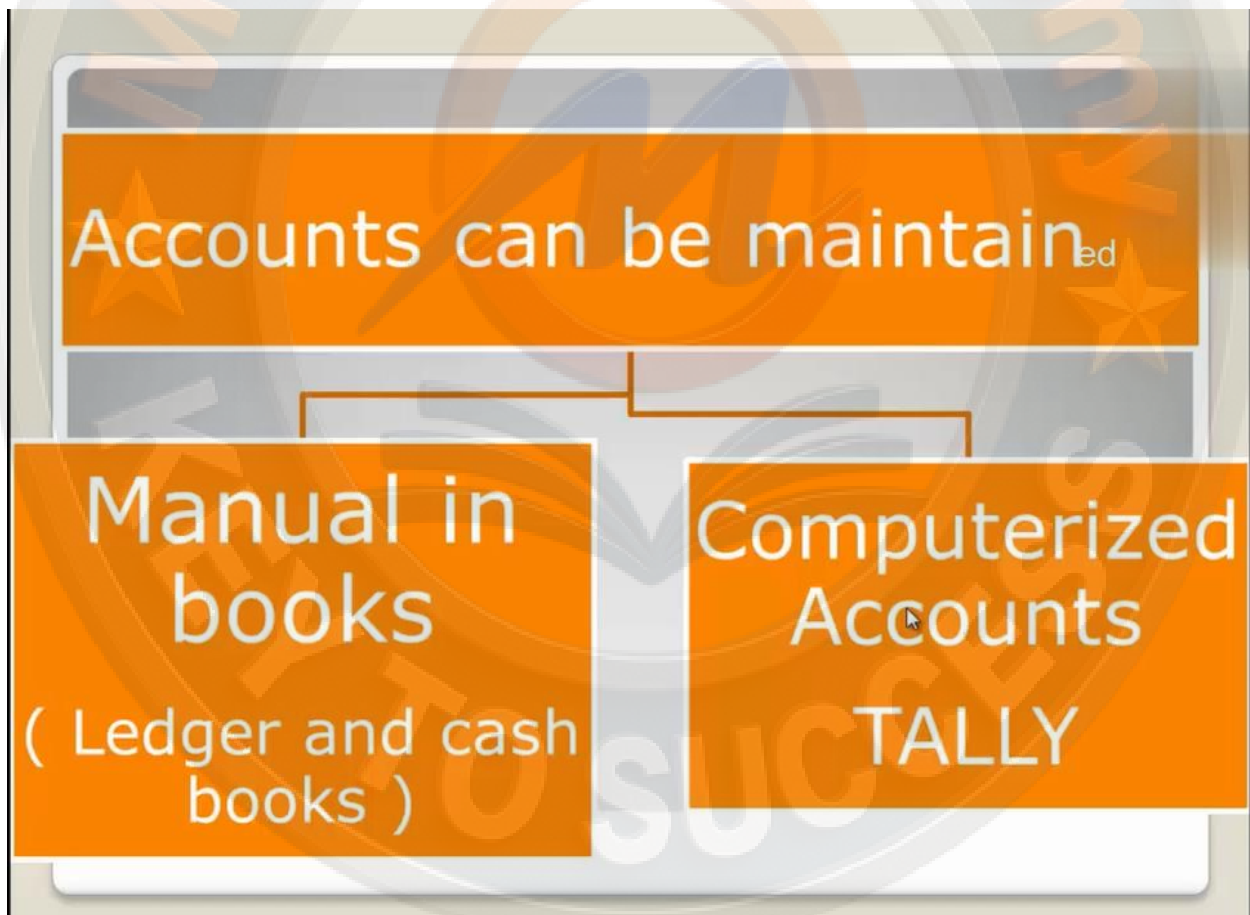
IMPORTANT DOCUMENTS USE IN ACCOUNTS

पूरा वित्तीय वर्ष खत्म होने के बाद हमें जिस statement की जरूरत पड़ती है उसे financial statement कहते हैं ये हमारे पास trading account, profit and loss account, और balance sheet के रूप में उपलब्ध है

Financial Statements

- Trading account : Which summarizes the selling and purchasing expenses and provide us gross profit or gross loss.
- Profit and Loss account : Which summarizes all expenses and incomes (except shown in Trading account) and provide us net profit or net loss (it also includes the gross profit or gross loss).
- Balance sheet : Which summarizes the final position of Assets and Liabilities at the end of financial year .

हम account को दो तरीको से maintain कर सकते है 1. manual in books (ledger and cash books) यह account बनाने का traditional तरीका है 2. computerized account (tally) हम accounts को tally द्वारा भी बना सकते है ये एकाउंट्स बनाने का बहुत ही महत्वपूर्ण तरीका है



WE CAN BE MAINTAIN ACCOUNT IN TWO TYPES

Tally के features निम्नलिखित हैं

Features of Tally

- Leading accounting package
- Complete solution for any business
- Easy to use
- Accounting and inventory
- Multi-lingual capability

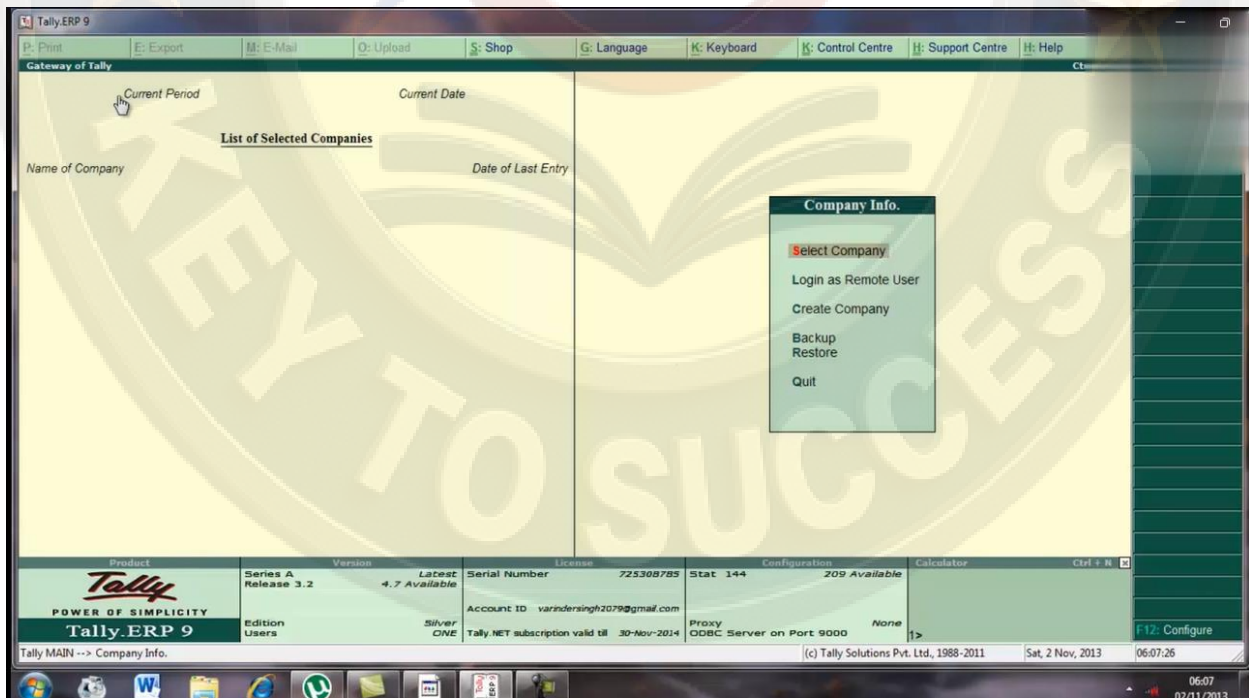
HOW TO CREATE A COMPANY IN TALLY

tally को open करने के लिय अपने कंप्यूटर मे बने tally icon को open करे या फिर start बटन पर click करके tally icon को open कर सकते है



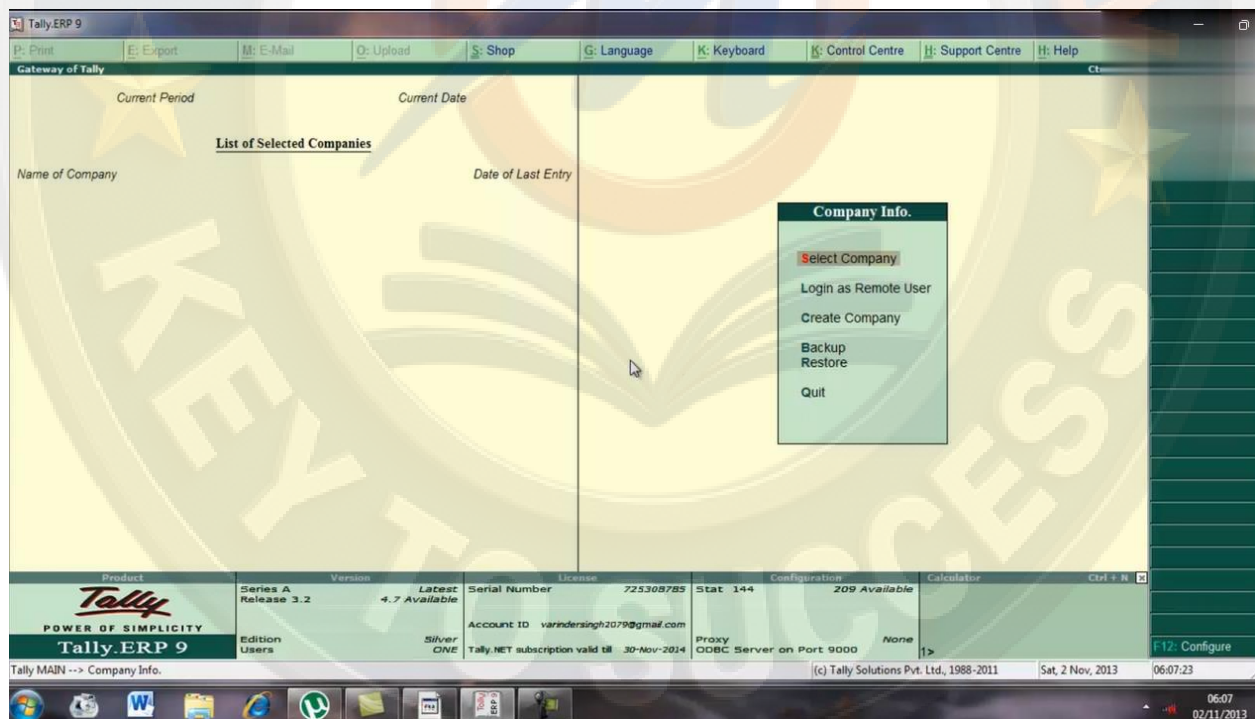
HOW TO OPEN TALLY

हम यहा पर gateway of tally के बारे मे जानेगे अब आपके सामने tally का एक interface open हो गया है हम पहले इसके भागों की जानकारी लेंगे, सबसे उपर हमारे पास है titlebar, इसके निचे जो bar है वह horizontal buton bar , अगर हम ध्यान से देखे तो P के निचे or E के निचे लाइन हैं ये इनके shortcut है इनका प्रयोग Alt buton के साथ कर सकते है सबसे last मे command wise buton उपलब्ध हो जाते है



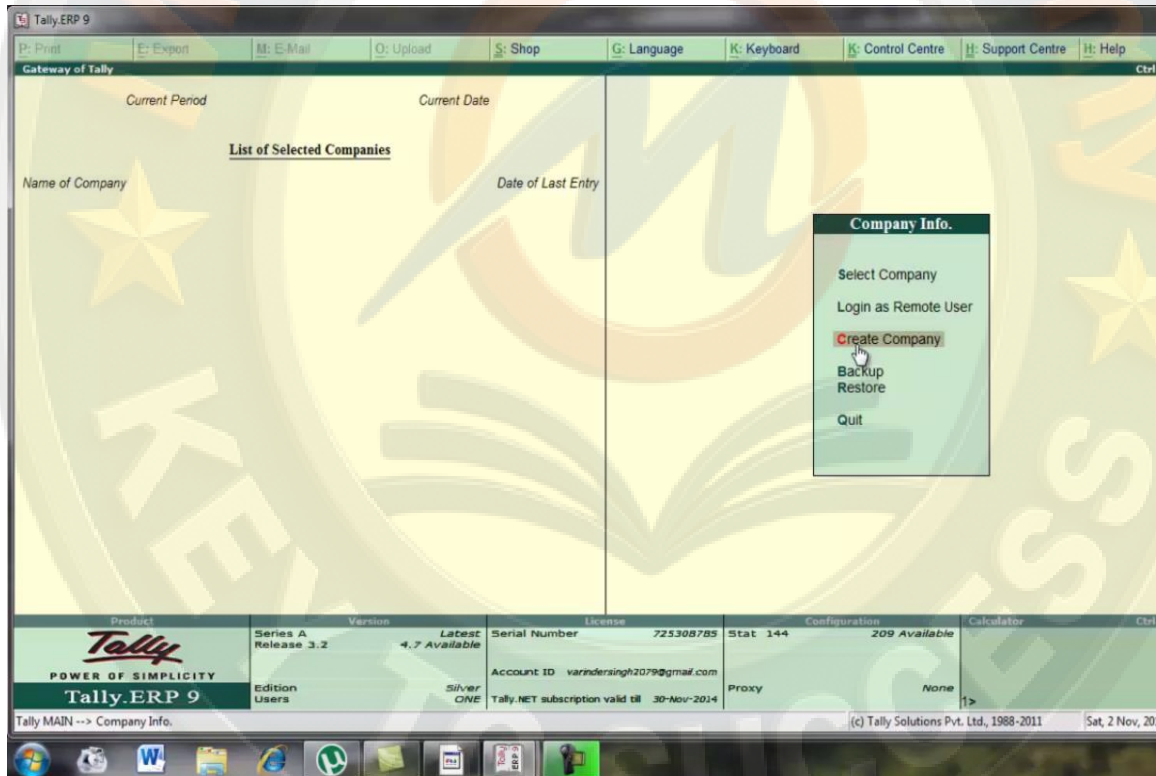
GATEWAY OF TALLY

left side में list of selected companies के under name of company date के साथ available हो जाएगी



SHORTCUTS USE IN TALLY

इसी तरह से right side देखे तो company को बनाने से related basic menu available है इसके अतिरिक्त सबसे निचे taskbar available है अब हम company create करेंगे इसके लिय create company को select करे



SELECT CREATE COMPANY

यहा पर हमारे पास company creation की screen उपलब्ध हो जाती है हम यहा पर company से related information fill करेंगे जैसे company name, address, mailling name, state, pincode, mobile number, email address, currency symbol, maintain, financial year from, books beginning, from etc. और last मे सभी information fill करने के बाद accept मे yes कर दे इससे हमारी company create हो जाएगी अगर कोई changes करने है तो no आप्शन को select करे

Company Creation

Directory : C:\Users\Public\Tally ERP9\Data

Name : HeadFirstTraders

Mailing Name : HeadFirstTraders

Address : 12, Sco 456, Panchkula

Statutory compliance for : India

State : Haryana

PIN Code : 125001

Telephone No. : 125154

Mobile No. :

E-Mail : info@headfirsttraderspanchkula.com

Enable Auto Backup : No

Currency Symbol : ₹

Maintain : Accounts Only

Financial Year from : 1-4.2010

Books beginning from : 1-4.2010

TallyVault Password (if any) :

Repeat Password :

(WARNING: forgetting your TallyVault password will render your data unusable!!)

Use Security Control : ? No

(Enable Security to avail Tally.NET Features)

Base Currency Information

Base Currency Symbol : ₹

Formal Name : INR

Number of Decimal Places : 2

Is Symbol SUFFIXED to Amounts ? No

Symbol for Decimal Portion : paise

Show Amounts in Millions : ? No

Put a SPACE between Amount and Symbol : ? Yes

Decimal Places for Printing Amounts in Words : 2

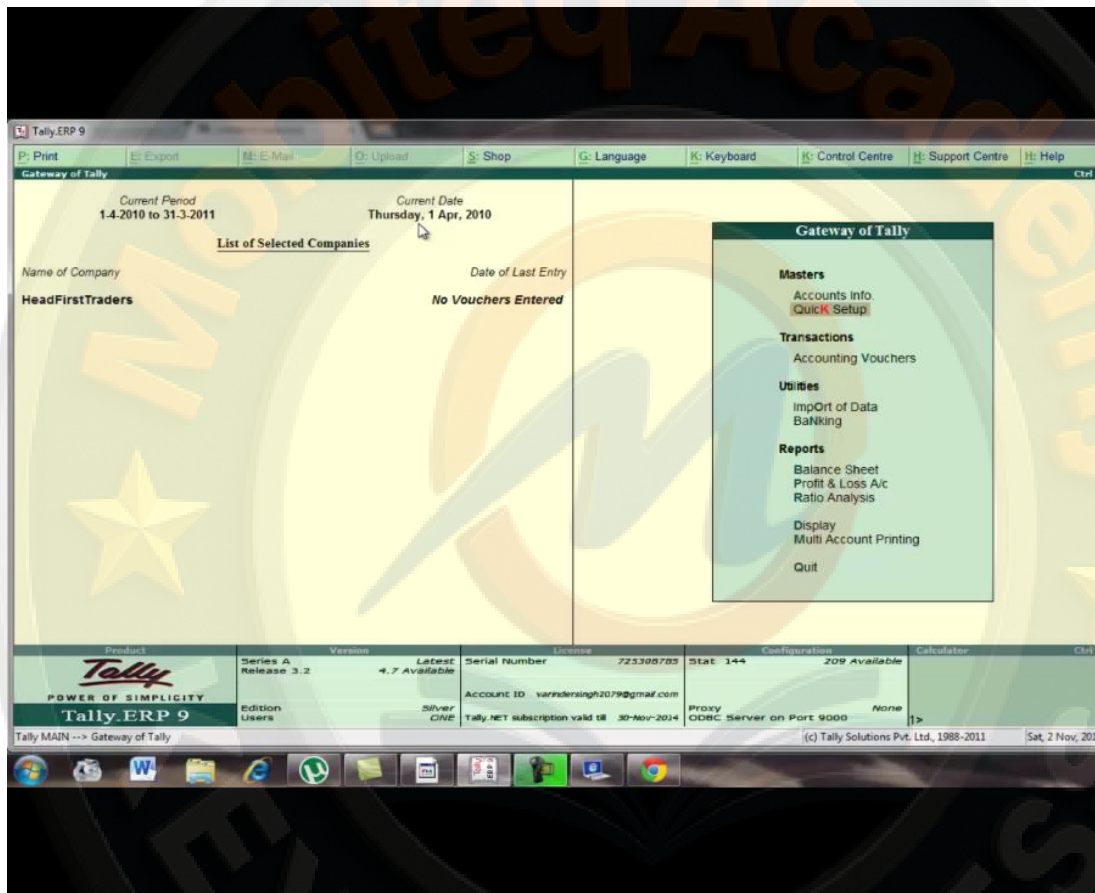
Product	Version	Latest	License	Stat	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally ERP 9	Series A Release 3.2	4.7 Available	725308785	144	209 Available	
Edition Users	Silver ONE	Account ID varndersingh2079@gmail.com	Tally.NET subscription valid till 30-Nov-2014	Proxy ODBC Server on Port 9000	None	

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation

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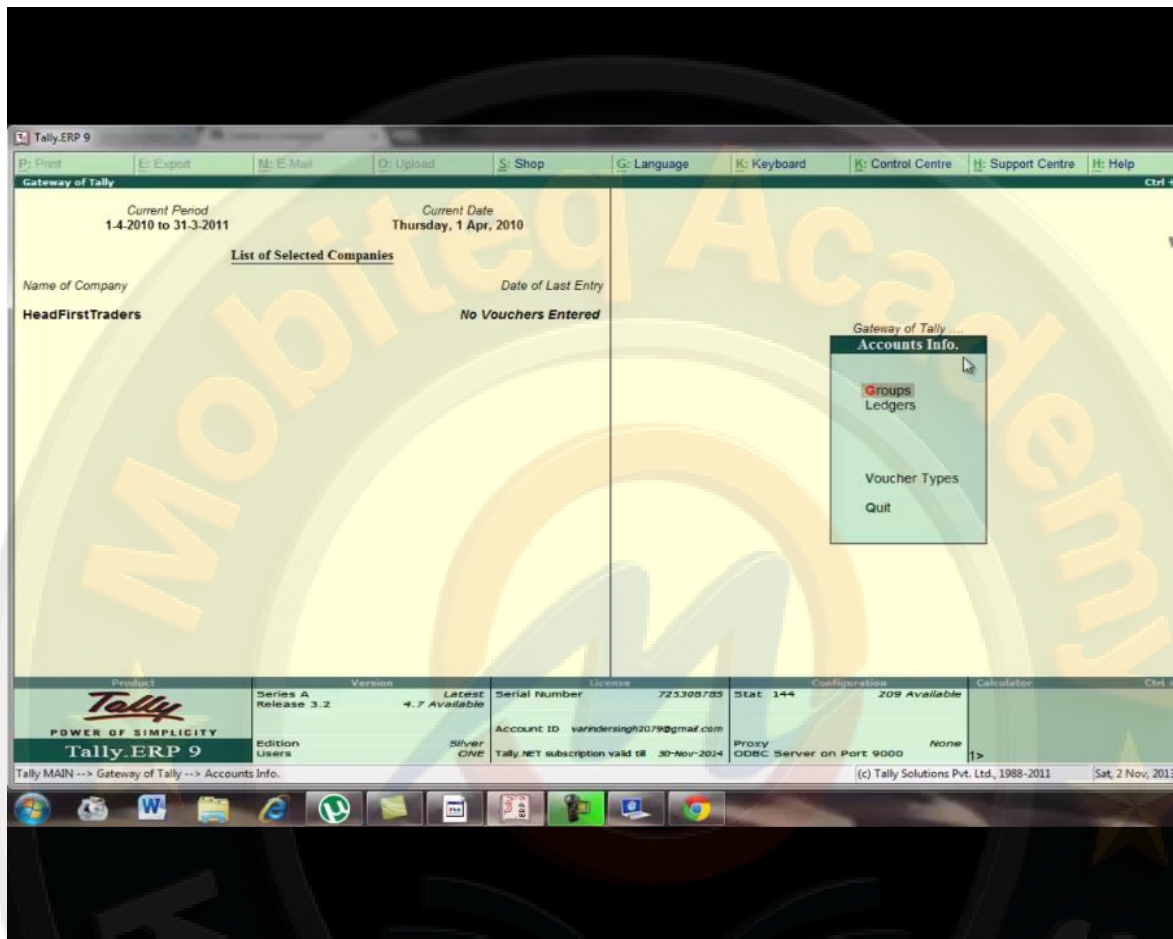
HOW TO CREATE A COMPANY

अब देखिये gateway of tally में left side में name of company show हो जायेगा और current period, or current date भी mention होगी or right side में gateway of tally के अंतर्गत masters, transaction, utilities, and reports show होंगे अब हम यहाँ पे account info को select करते हैं

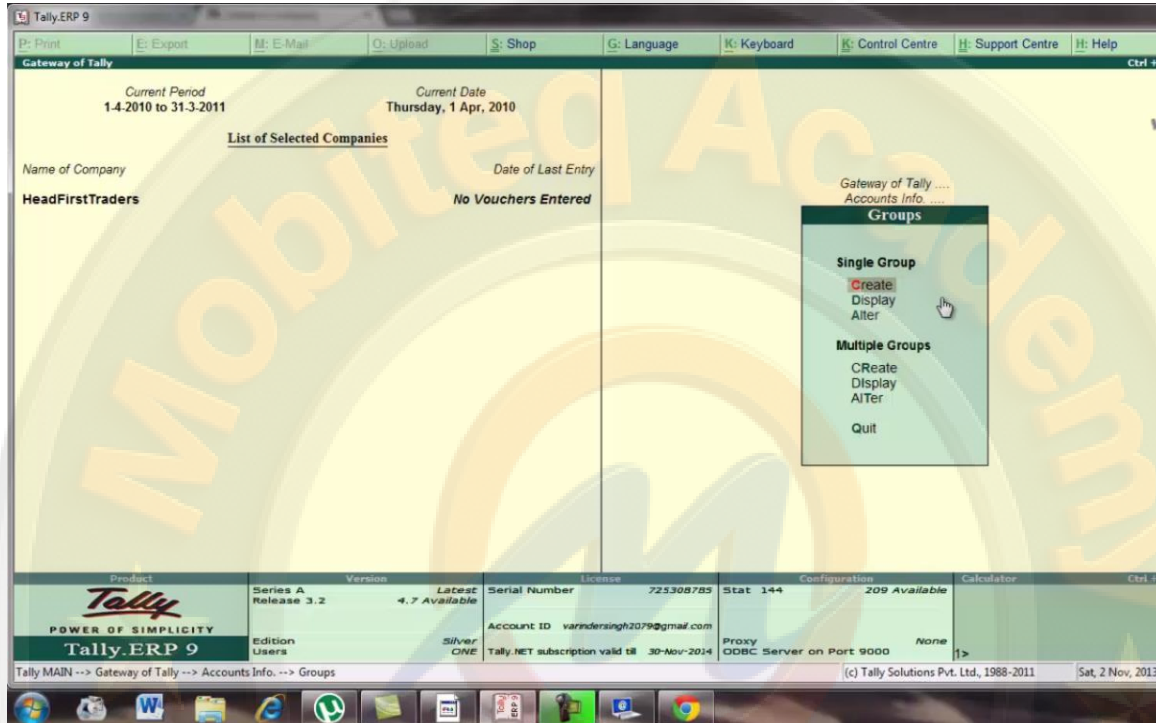


here show name of company, current period, current date and gateway of tally like masters, transaction, utilities, reports.

account info को select करने के बाद इसके sub menu open हो जाते हैं जैसे ग्रुप ledger etc group को select करे

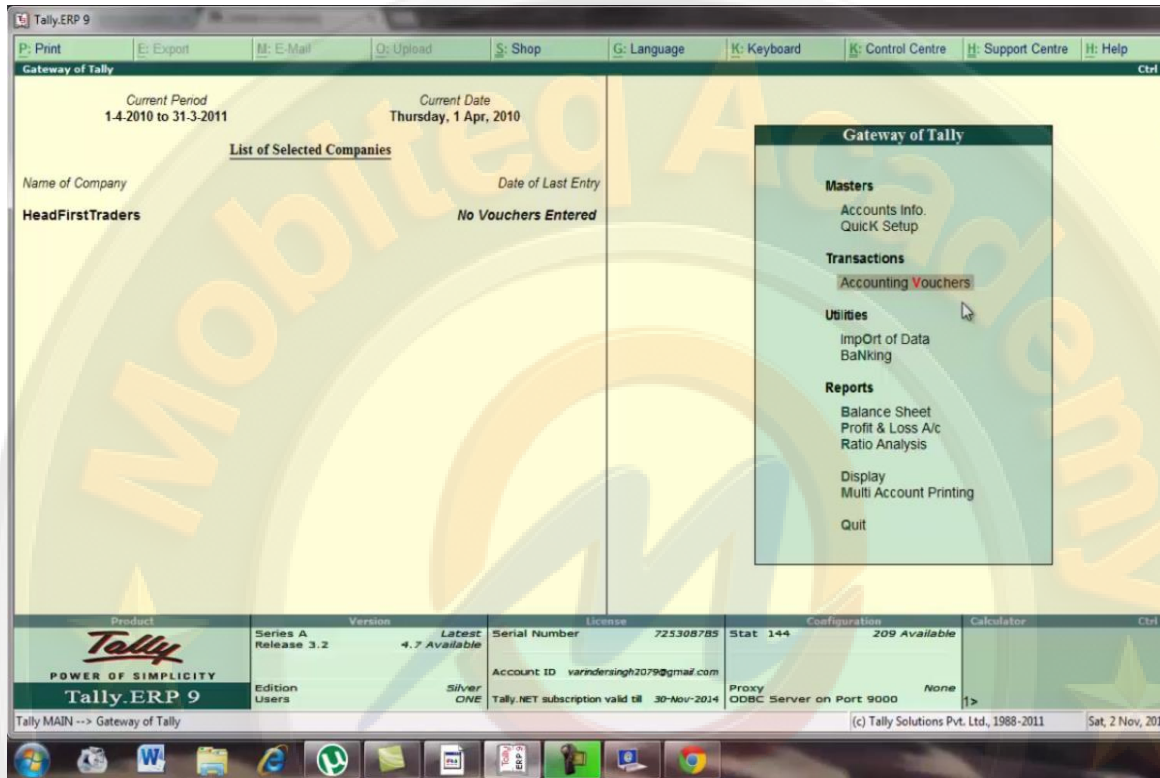


group को select करने क बाद group का जो sub menu है वह उपलब्ध हो जायेगा हम ग्रुप को दो तरह से maintain कर सकते है single group and multiple group.



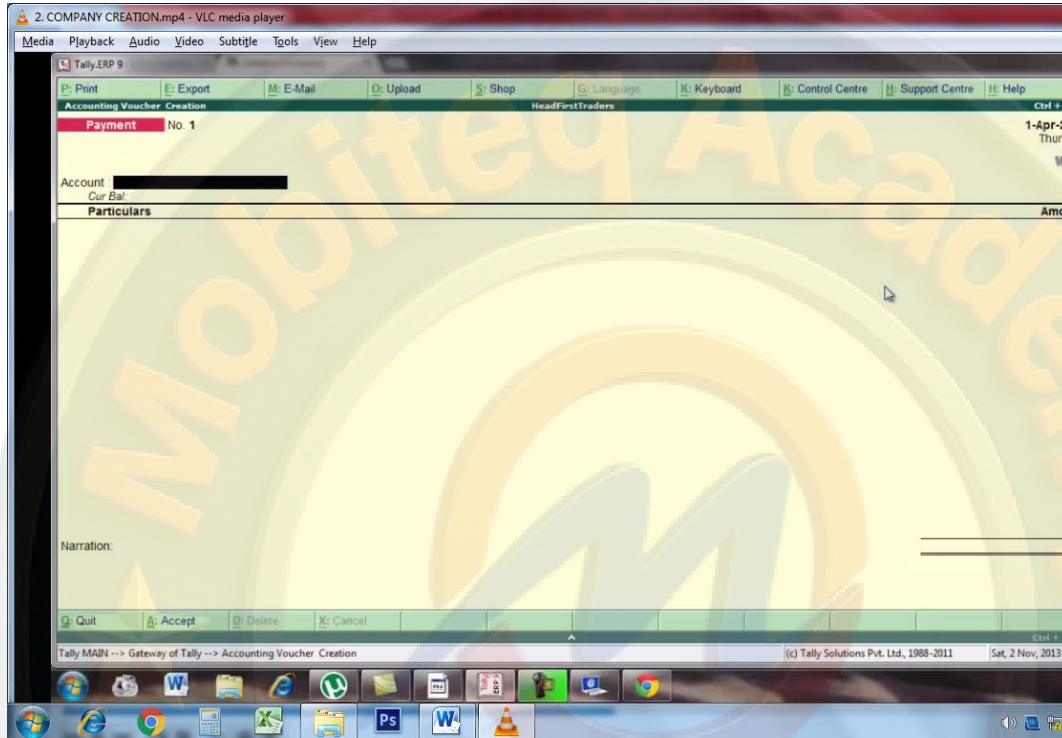
TYPES OF GROUPS

Esc buton को click करे or गेटवे of tally पर वापिस आ जाये अब यहां से transaction के under एकाउंटिंग voucher को select करे



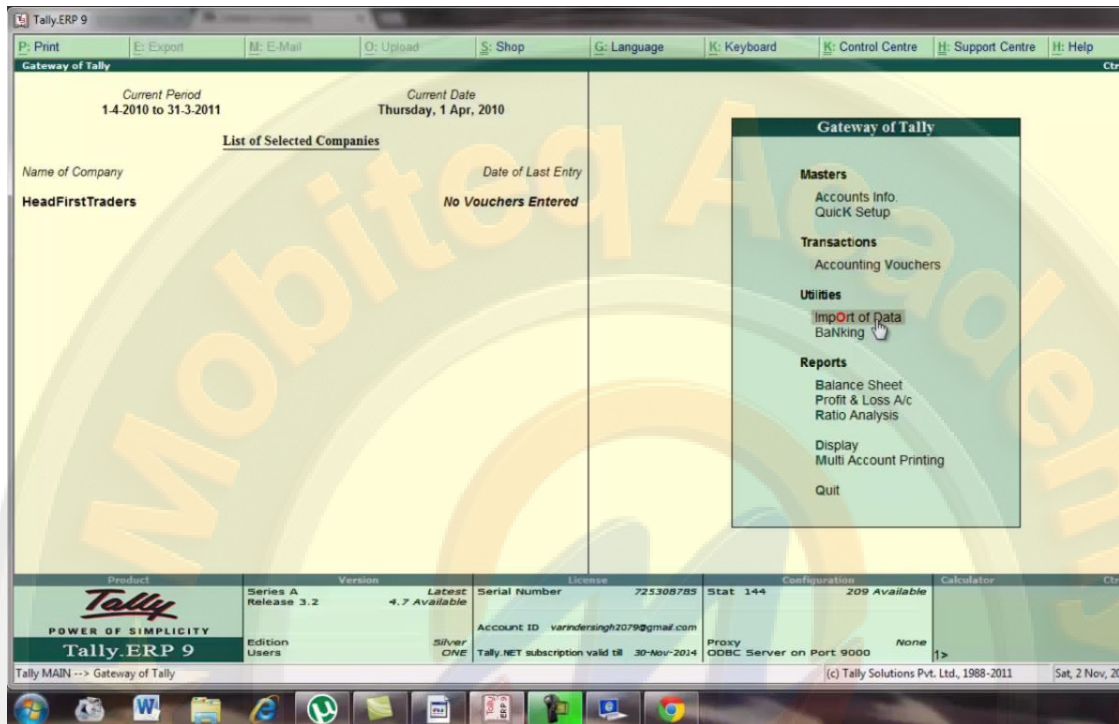
HOW TO CREATE ACCOUNTING VOUCHERS

यहा पर हमे accounting voucher creation screen उपलब्ध हो जाएगी right मे buton toolbar उपलब्ध हो जायेगा



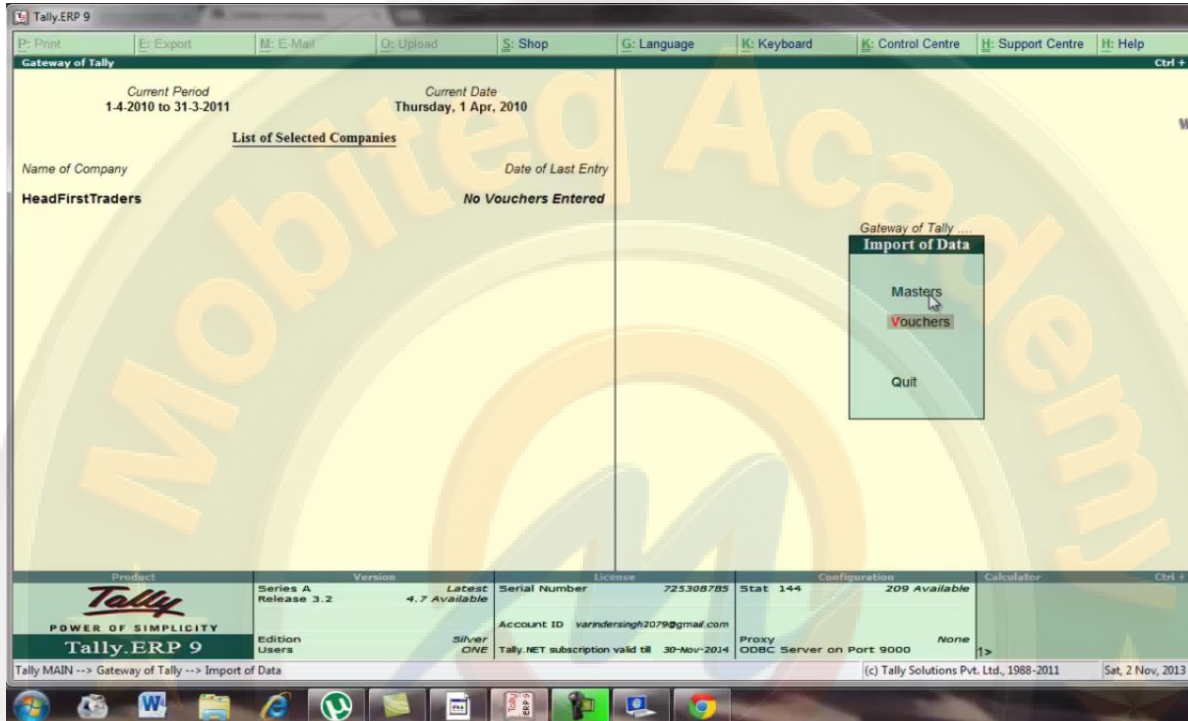
ACCOUNTING VOUCHERS SCREEN

अब हम utilities के under import data को select करेंगे



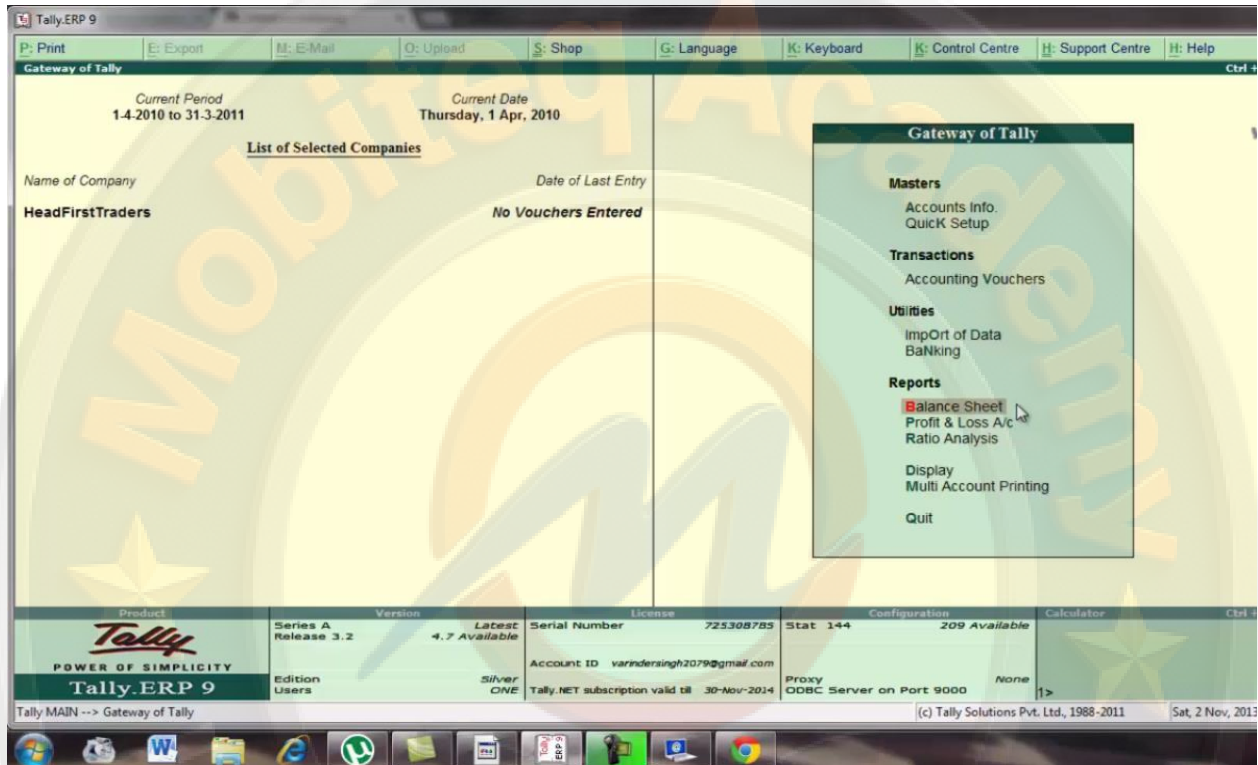
USING IMPORT OF DATA

import data के sub menu उपलब्ध हो जायेगा इसके द्वारा हम voucher ओर master का data import कर सकते हैं



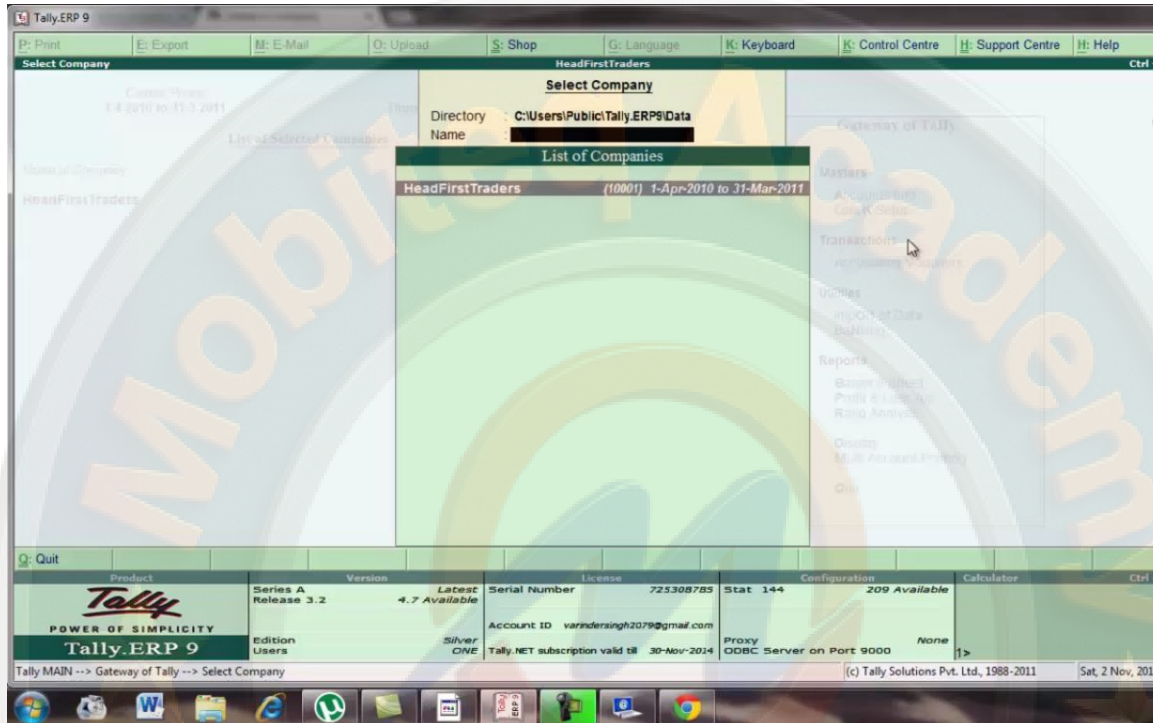
WE CAN IMPORT DATA RELATED TO MASTERS AND VOUCHERS

सबसे last section इसमें reports का है इसमें हम balance sheet, profit & loss, ratio analysis etc segment की जानकारी प्राप्त कर सकते हैं right side buton toolbar है हमारा menu selection के अनुसार बदलता रहता है



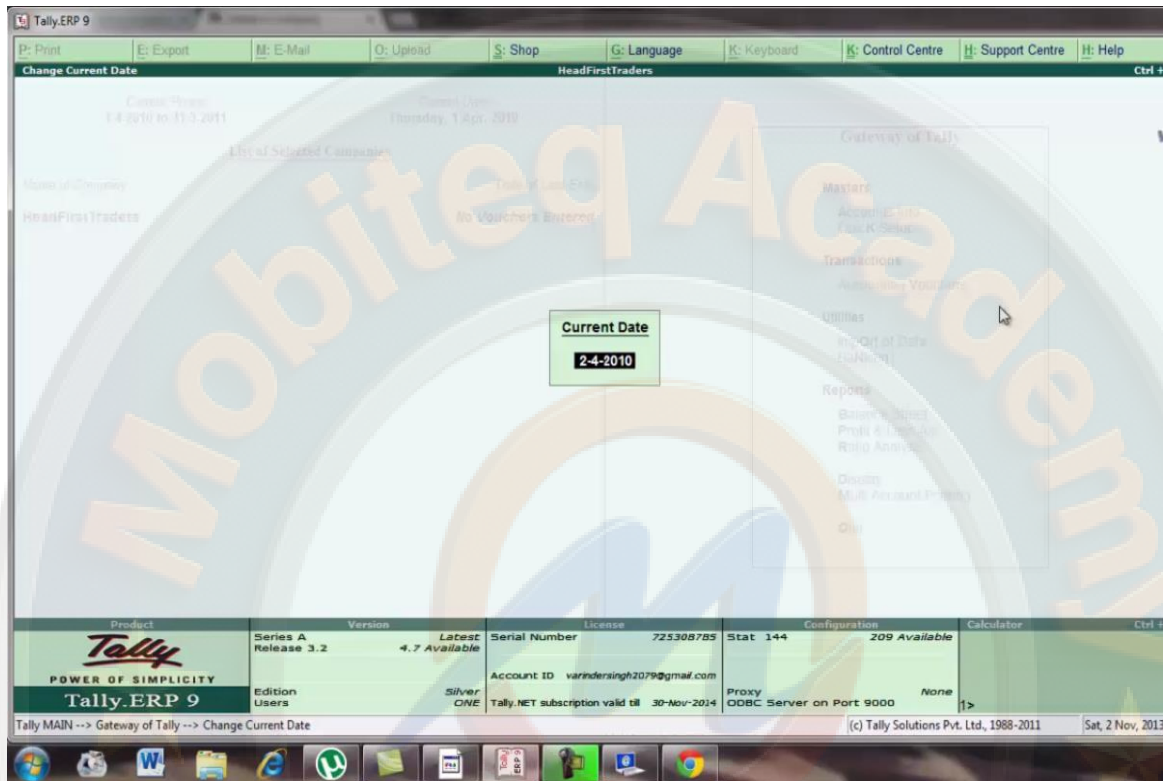
UNDER THE REPORT OPTION WE CAN SHOWING BALANCE SHEET, PROFIT & LOSS A/C, RATIO ANALYSIS ETC...

जैसे हम select company पर click करेंगे हमारे पास एक list of company उपलब्ध हो जाएगी हम F1 function key का use भी कर सकते हैं हम directory की help से भी company select कर सकते हैं जिस company name को आप select करना चाहते हैं उसको select करके enter कर दे या double click कर दे



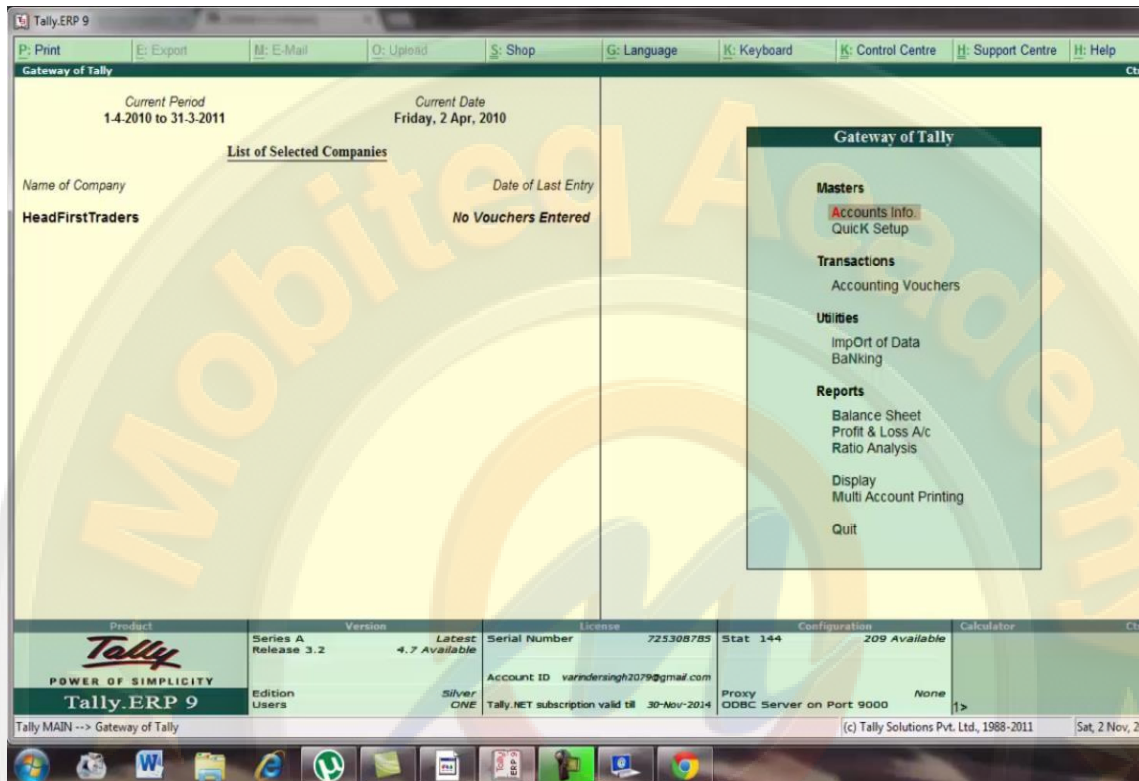
LIST OF COMPANY

अब हम F2 का use date change करने के लिय करेंगे इसी तरह से आप period भी change कर सकते हैं



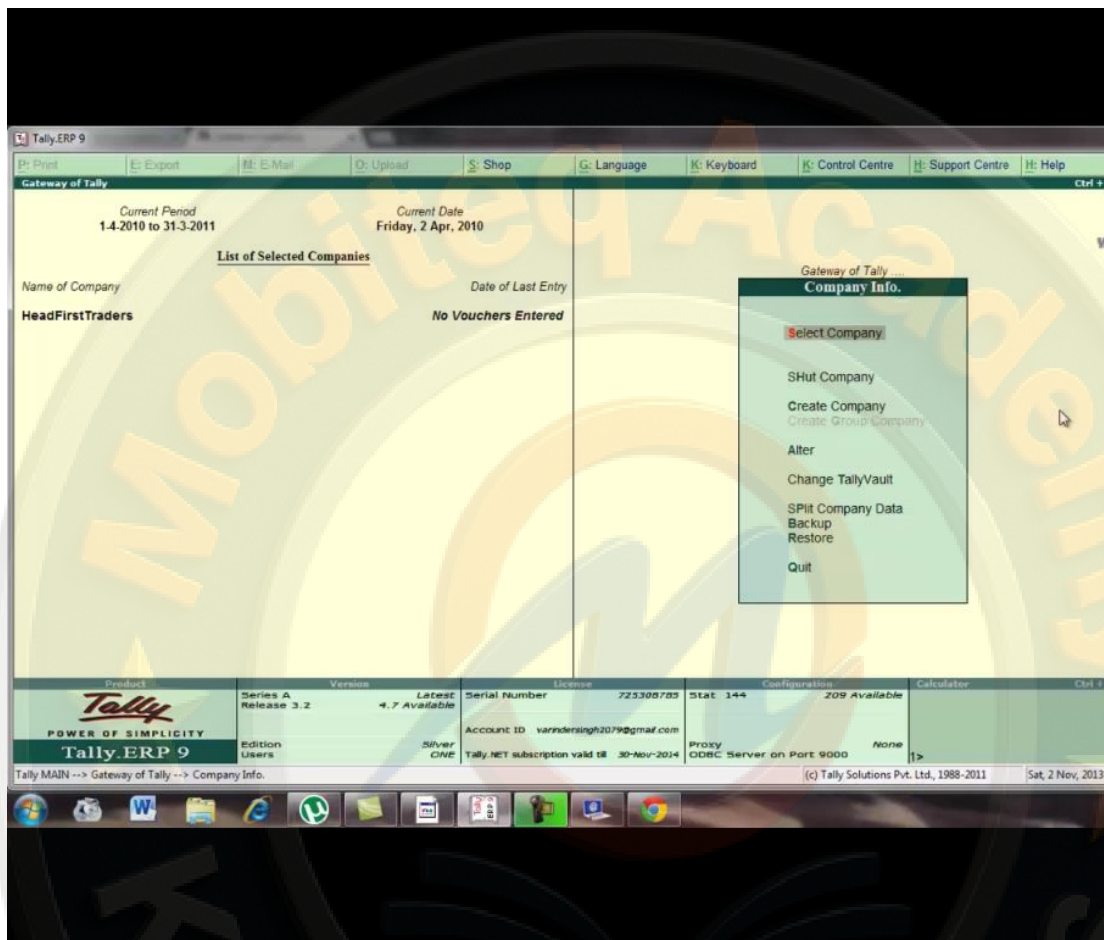
HOW TO CHANGE DATE

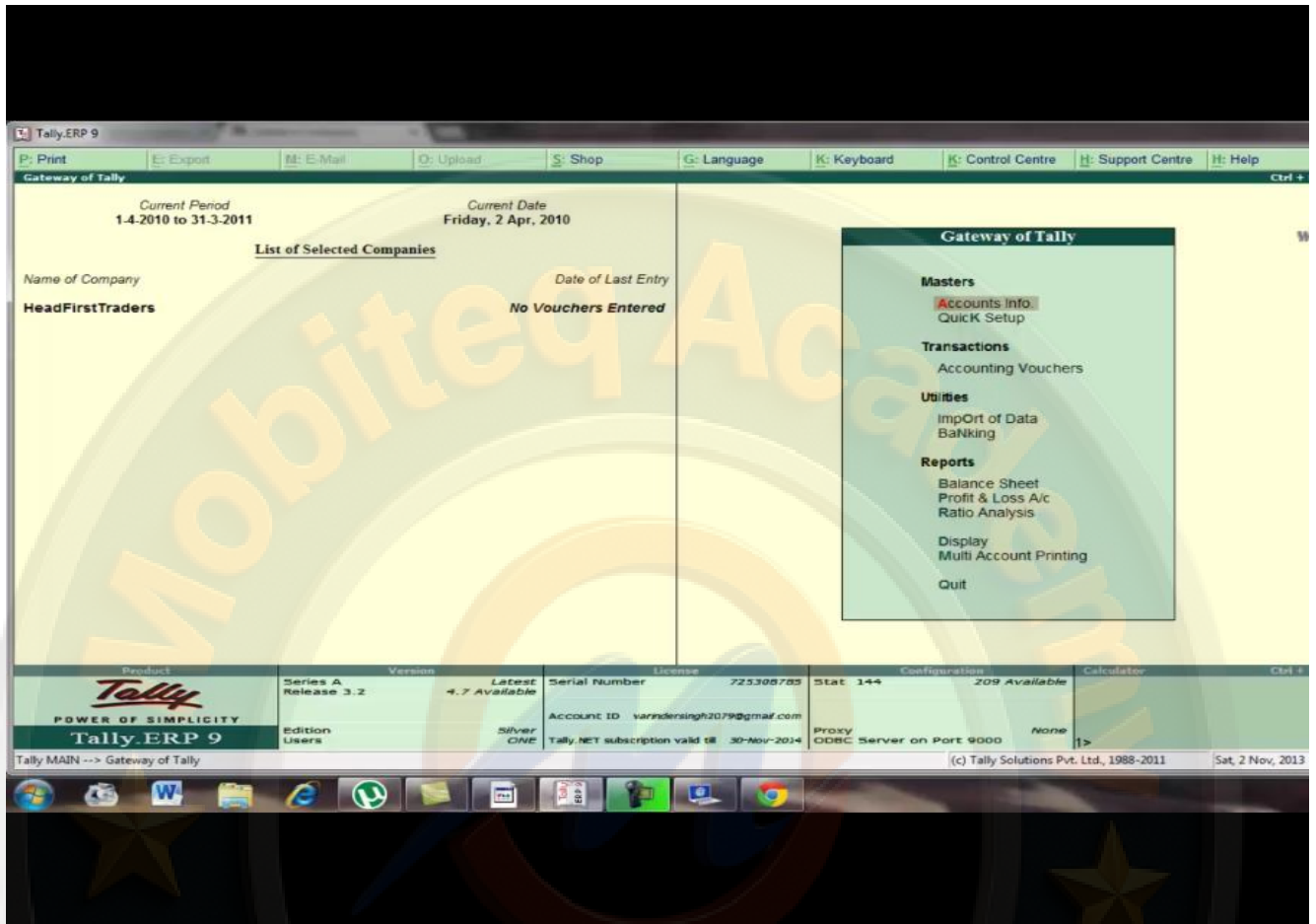
master के अंतर्गत account info पर click करे



WHAT IS USE OF FEATURES (F11)

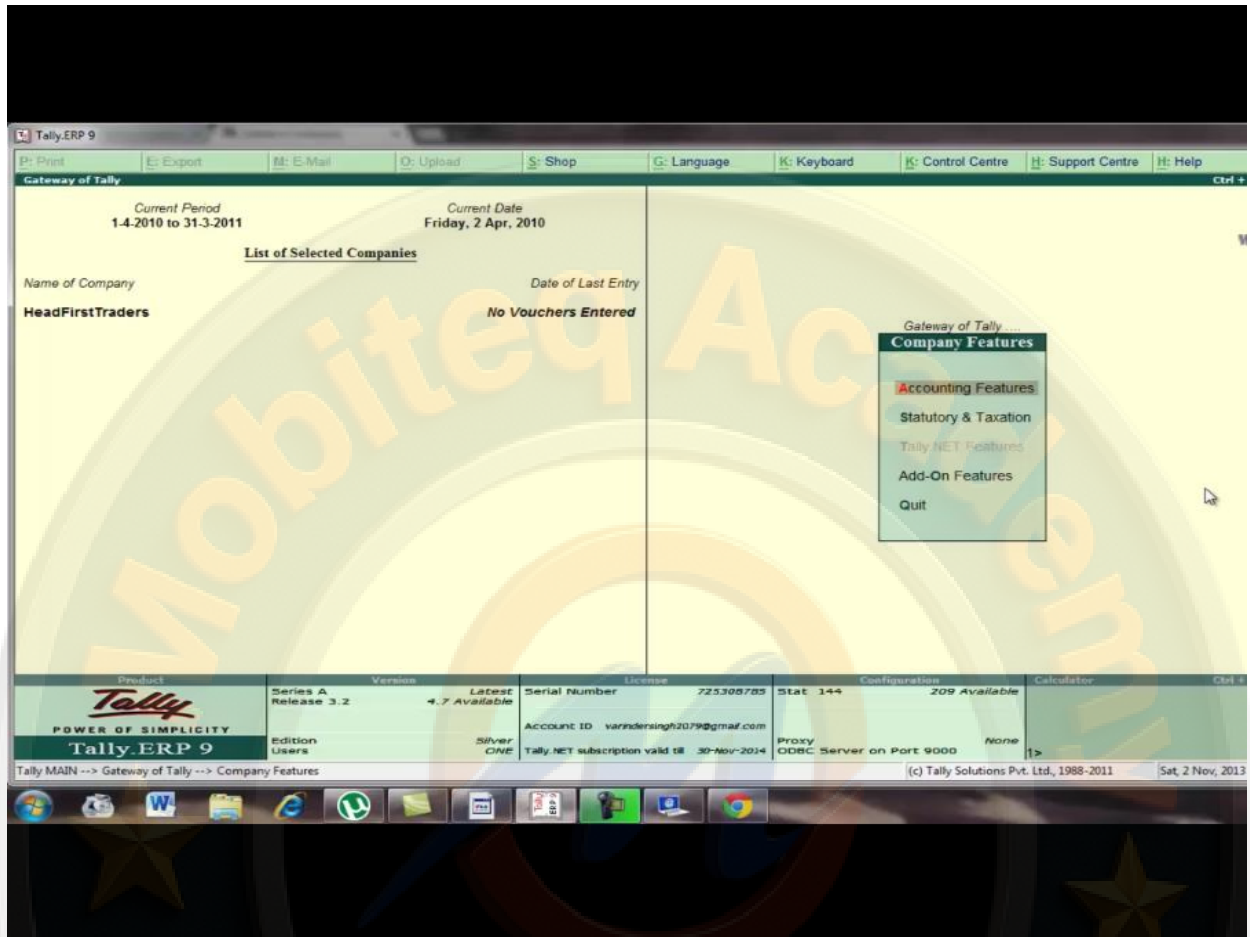
कम्पनी info मे आप company को select कर सकते है,, shut company कर सकते है create company कर सकते है etc



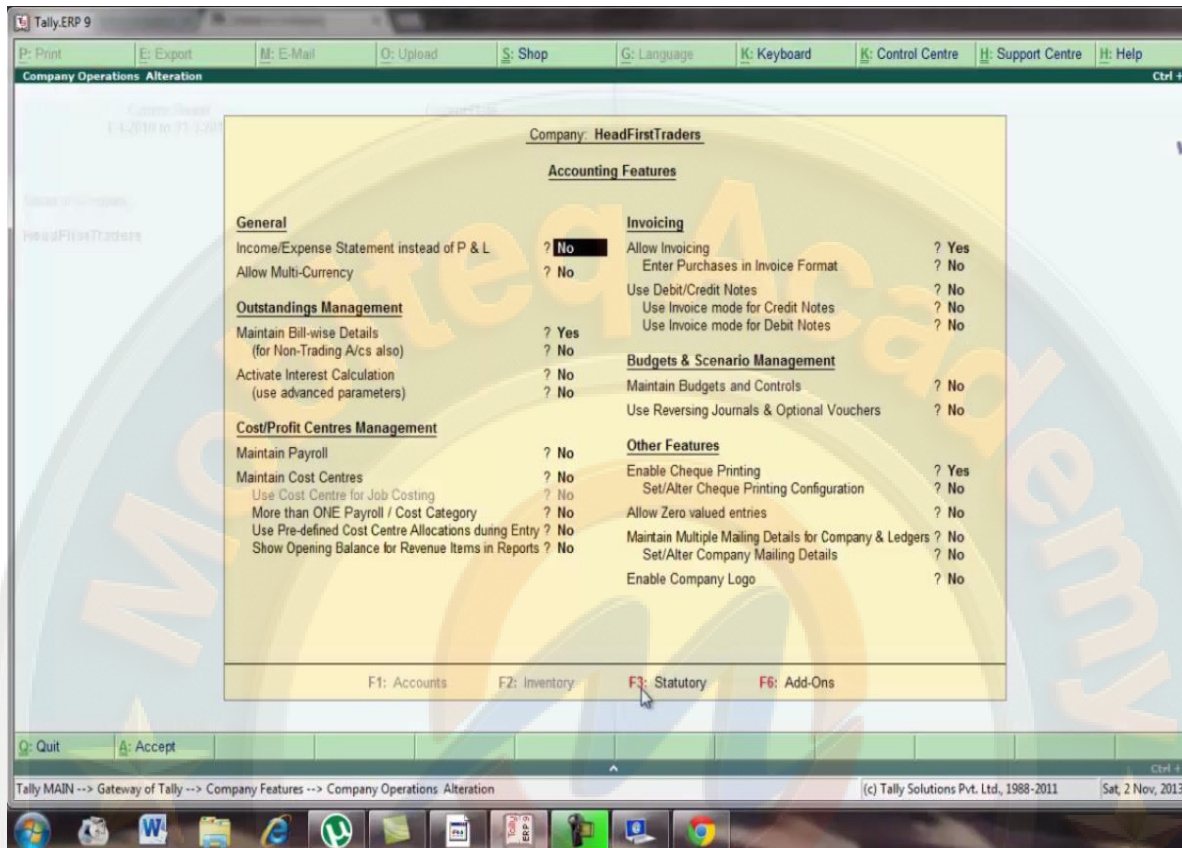


यदि हम buton toolbar मे देखे तो दो बहुत महत्वपूर्ण buton है features or configuration

अगर हम features पर click करे तो company features के name से एक menu उपलब्ध हो जायेगा ये features company specific होते है यहा पर accounting features को select करे

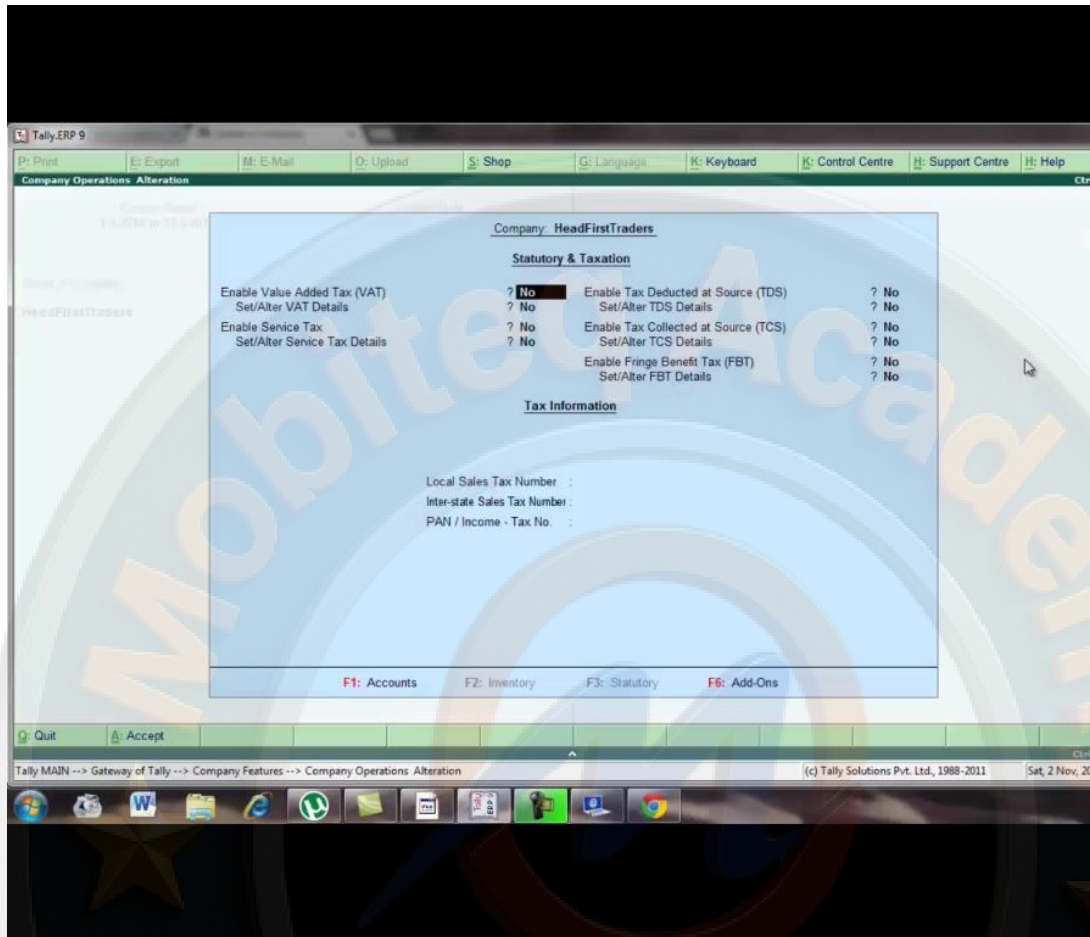


देखिये यहां पर एक menu उपलब्ध हो जायेगा सबसे ऊपर company का name है or हम इन ऑप्शन को yes or no करके allow कर सकते हैं

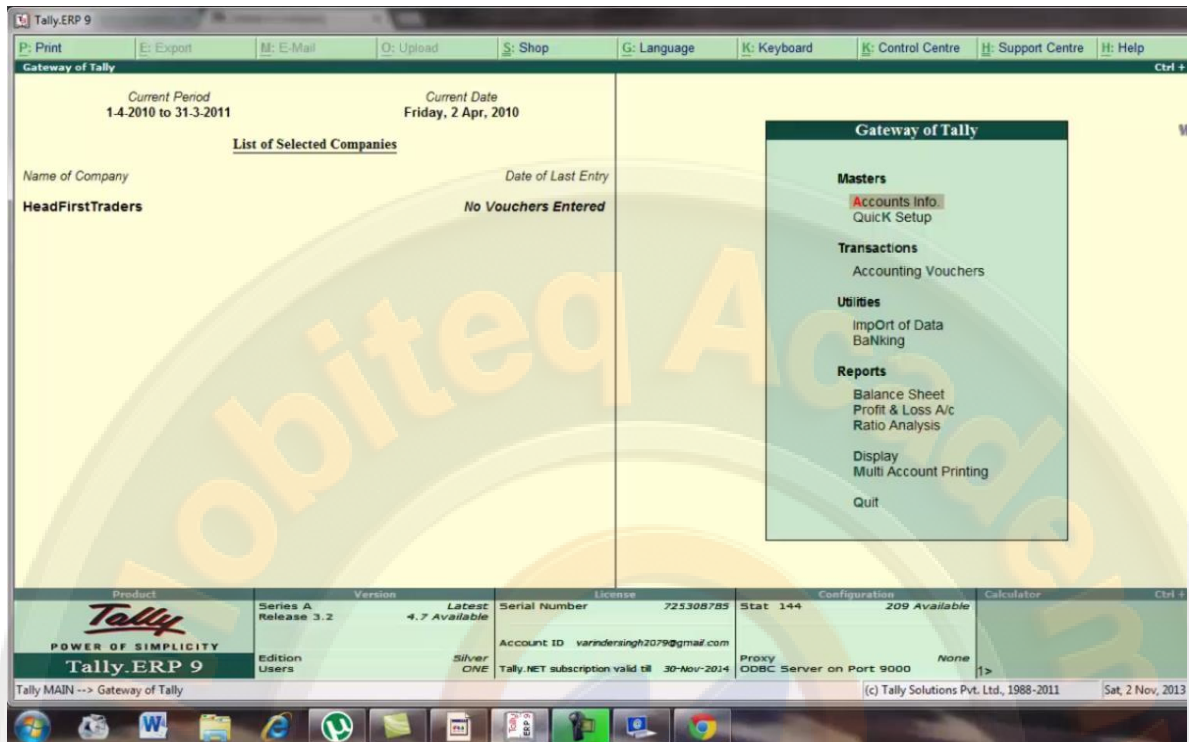


ACCOUNTING FEATURES

यहा पर statutory & taxation menu उपलब्ध हो जायेगा इसमें हम tax से related information को enable or desable किया जाता है उदारण के लिय यदि हम VAT को enable करना चाहते है तो उसको yes करदो

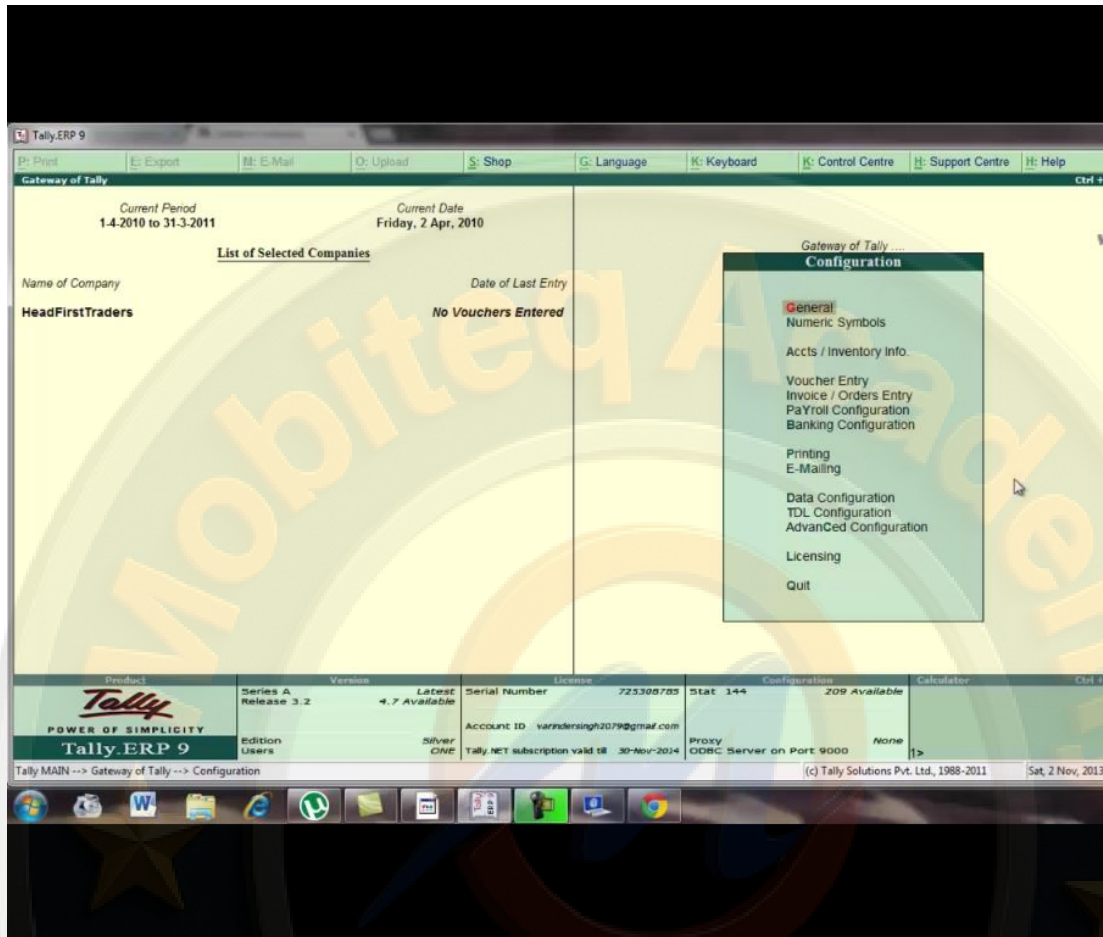


features के निचे एक configure का buton है features and configure मे एक फर्क ये है की features company to company change होती रहती है लेकिन configure पूरी tally पर apply होता है configure को select करे

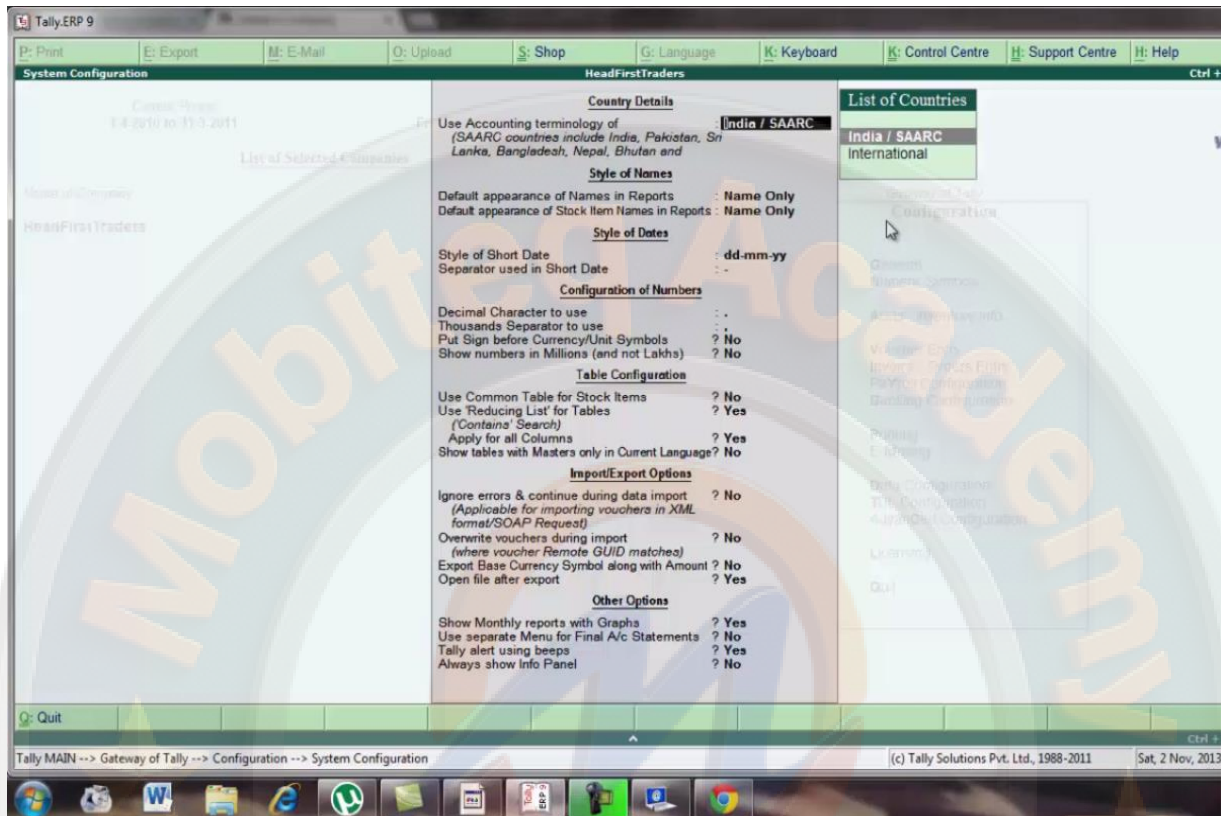


USE OF CONFIGURATION

यहा से general को select करे



इसमें आप अपनी company related इनफार्मेशन fill करेगे इसी तरह से numeric symbol, accts / inventory info., voucher entry etc में changes कर सकते हैं



ACCOUNTING CONFIGURATION

GROUPS AND LEDGERS MAINTAIN IN TALLY

To Maintain Accounts In Tally
We Need

Ledgers

Groups

WHAT IS LEDGERS AND GROUPS

अब हम जानेगे कि ledger क्या है

ledger एक ऐसा account head है जिसमे हम अपनी transaction को पहचान कर record कर सकते हैं यानि की हर ledger के अनुसार अपनी transaction कर सकते है जिससे सभी transaction ledger मे बदल जाती है और ledger का balance जानकर उस particuler account का balance भी जान सकते है vouchers बनाने के लिय भी ledger की आवश्यकता पड़ती है

Ledgers

- Ledger is an account head with it we recognize and record the transactions.
- All voucher entries have to be passed using ledgers.

WHAT IS LEDGERS

group का अर्थ है की जो same तरह की ledger होती है उन्हें हम group में बांध कर रखते हैं यानि group में इकठा कर सकते हैं group का मुख्य काम हमारे accounts को organise करना है यह काम same ledger को इकठा करके करता है और group को हम आवश्यकता अनुसार बाद में भी बदल सकते हैं

Groups

- Same ledgers are bring together is called group.
- There are many pre defined groups in tally.
- Account Groups provide you the ability to organize you Accounts.
- You can classify all ledger based on their functions.
- A Ledger can be grouped at the time of its creation.
- Group of a any account can be changed based on requirement.

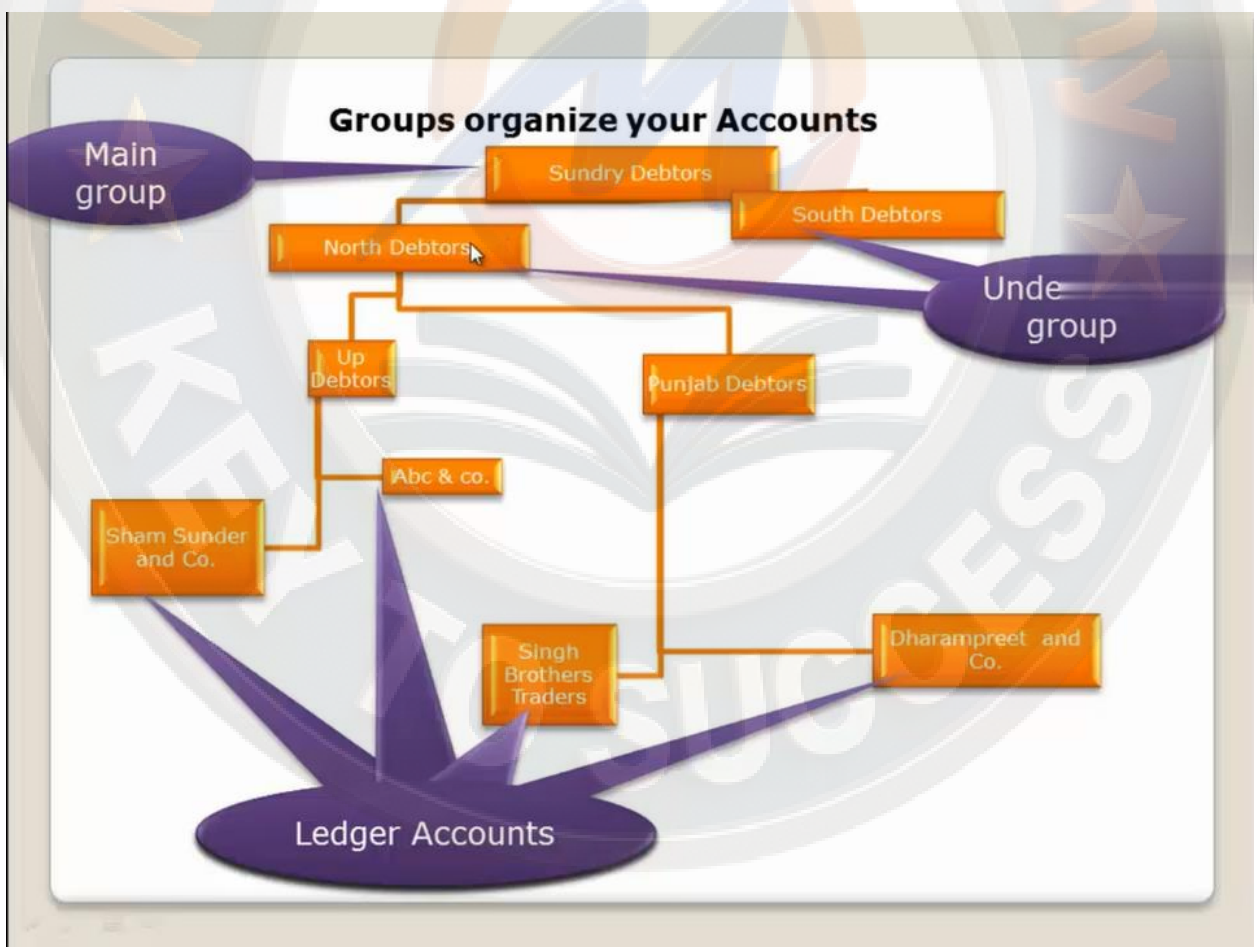
WHAT IS GROUP

हमारे पास tally के द्वारा 28 group प्रदान किये गये हैं जिसमे 15 प्राइमरी group हैं or 13 sub group हैं हर ledger account को किसी ना किसी group के under रखना जरूरी होता है जब भी हम ledger बनाते है तो उसको उससे related group के under जरूरी होता है तभी हम उनमे entries कर पाते हैं



TYPES OF GROUPS

यहा पर कुछ group available है कुछ ledger account हैं कुछ sub group है देखिये sundry debtors group मे दो sub group है north debtors and south debtors. north debtors के अंतर्गत 2 स्टेट के debtors है up debtors and punjab debtors. इसी तरह से up के under shyam sunder and co और abc and co और इसी तरह से punjab के under singh brother traders and dharampreet and co. सबसे last वाले जो debtors है ये ledger से related है इसका अर्थ ये हुआ की हमे जो भी entry करनी है वो shyam sunder and co, abc and co, singh brother traders and dharampreet and co. इसमें करनी है



GROUPS ORGANIZE YOUR ACCOUNTS

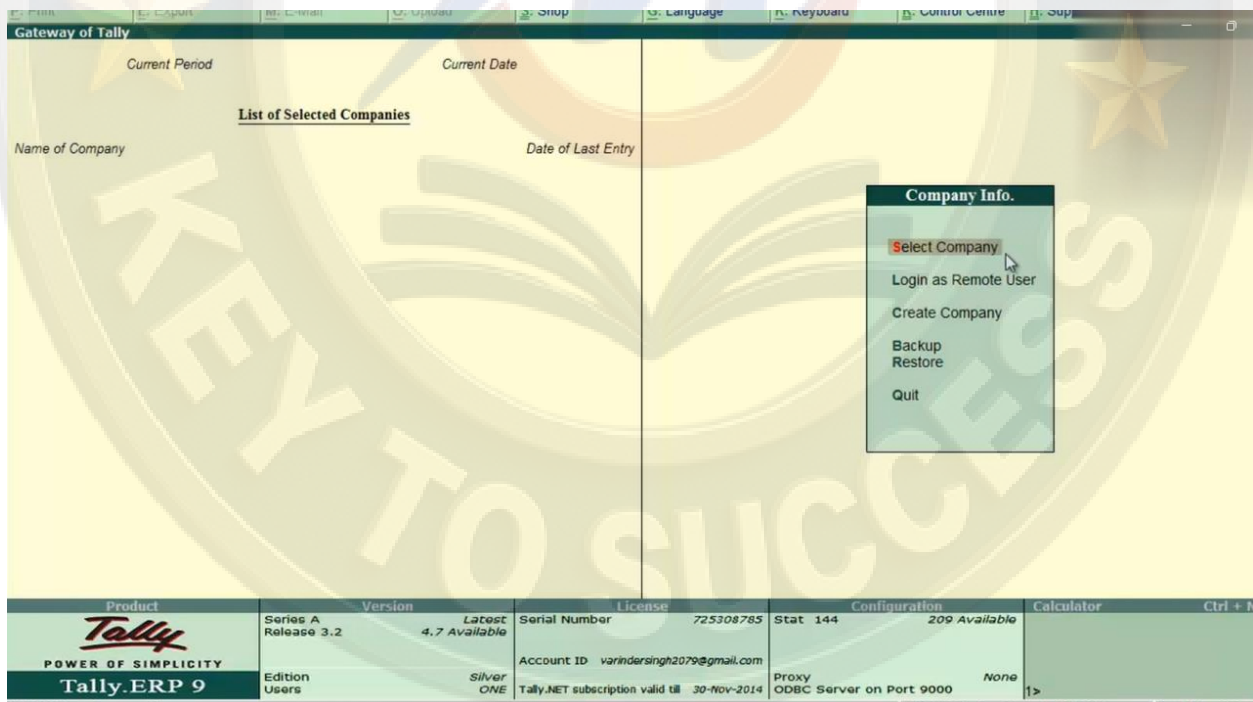
HOW TO CREATE LEDGERS AND GROUPS

Groups or ledger को हम एक उदाहरण से समझेंगे यहाँ पर कुछ ledger पहले से दिए गये हैं amount दिया गया है or group भी provide हैं

HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Accou
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Dinesh and Sons	25000	Debtors
Cnc and Co.	95000	Creditors
Local Sales		Sales Account
Local Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income

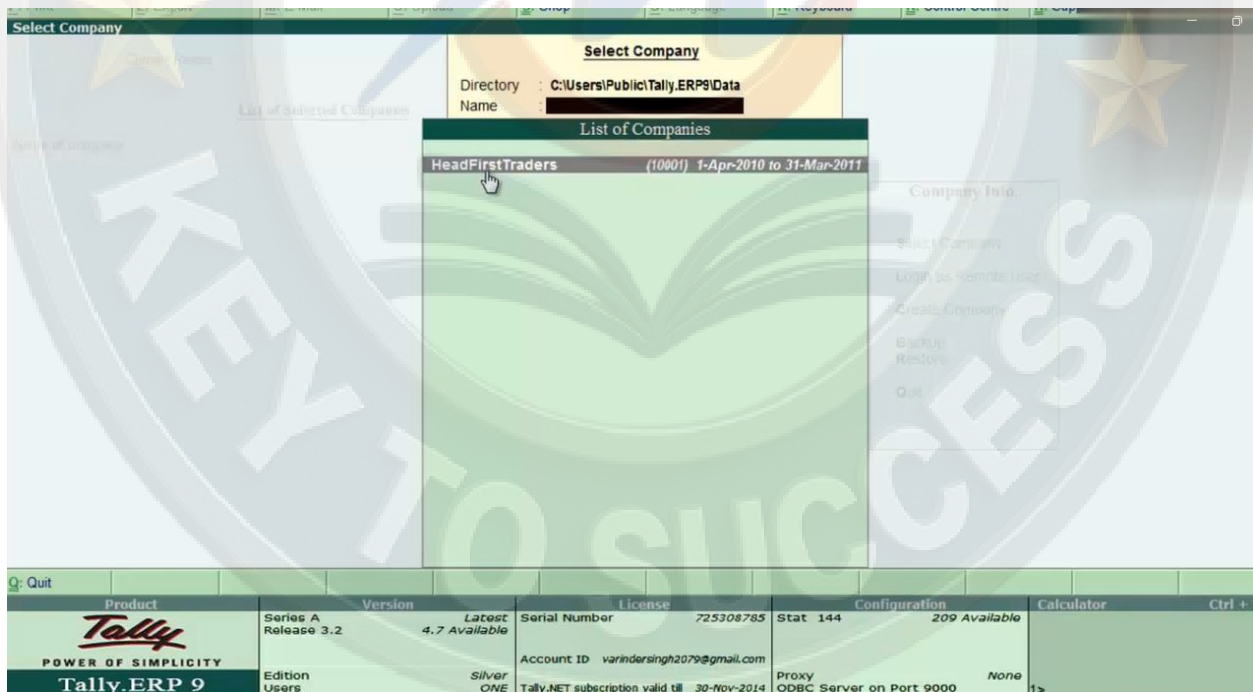
WE CAN CREATE THE LEDGER BY EXAMPLE

सबसे पहले हम company का चुनाव करेंगे उसके लिए select company को select करें



CLICK ON SELECT COMPANY

हम यहा पर HeadFirstTraders को select करेगे



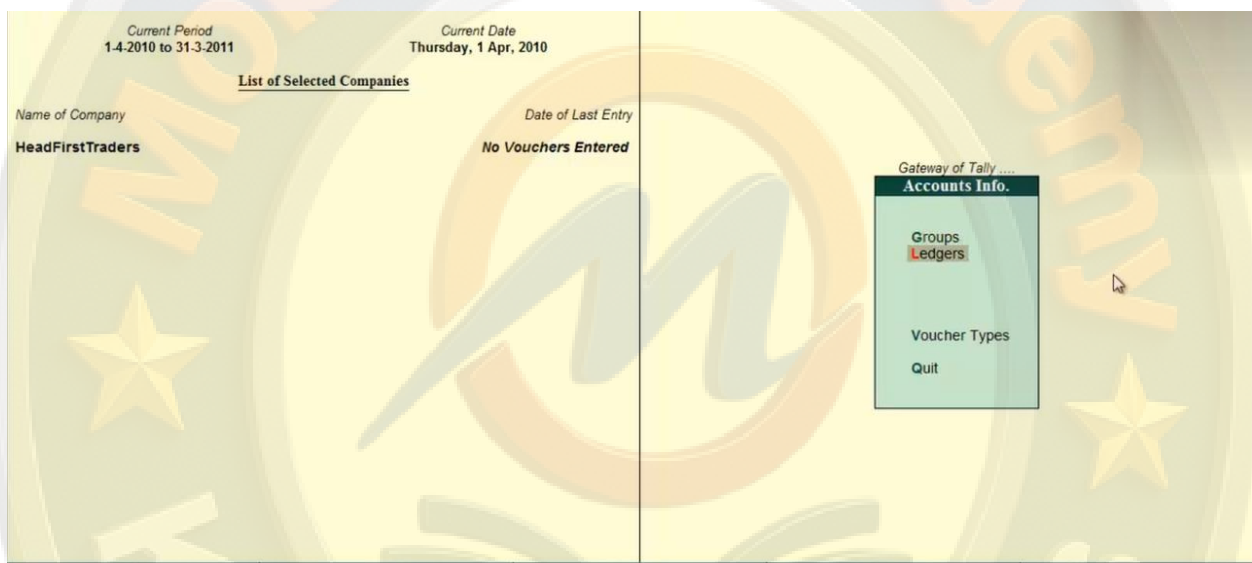
WE CAN SELECT THE COMPANY, CLICK ON THE COMPANY NAME

left side पर list of selected company मे company name show हो गया है यहा पर लिखा है no voucher entry इसका अर्थ ये हुआ कि अभी तक किसी voucher की entry नहीं हुई है अब हम group or ledger को create करने के लिय right side मे master के अंतर्गत account info को select करेंगे



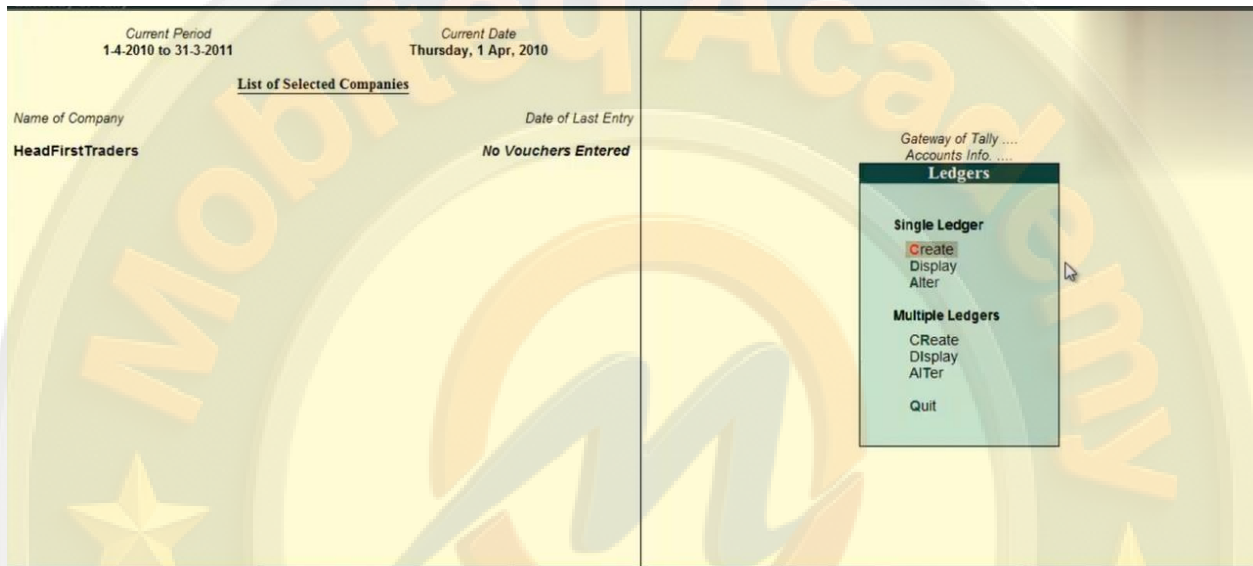
LEFT SIDE SHOWN LIST OF SELECTED COMPANIES, AND RIGHT SIDE SHOWN GATEWAY OF TALLY. THEN WE SELECT THE ACCOUNTS INFO. UNDER MASTERS

यहा हम सबसे पहले ledger को बनाना सीखेगे इसके लिय एकाउंट्स info के अंतर्गत ledger को select करे



LET WE CAN CREATE LADGERS, SELECT THE LEDGERS

यहां पर ledger के sub menu उपलब्ध हो गये हैं ledger दो तरह की है single ledger or multiple ledger single ledger का अर्थ है की हम एक एक करके ledger बना सकते हैं or multiple ledger का अर्थ है की हम एक से अधिक ledger एक साथ बना सकते हैं single ledger के अंतर्गत 3 option उपलब्ध है create का अर्थ ledger बनाने से है डिस्प्ले का अर्थ ledger को देखने से है ओए आल्टर का अर्थ ledger में changes करने से है बिल्कुल यही कार्य multiple ledger के option करेगे



TWO TYPE OF LEDGERS SINGLE LEDGER, MULTIPLE LEDGERS

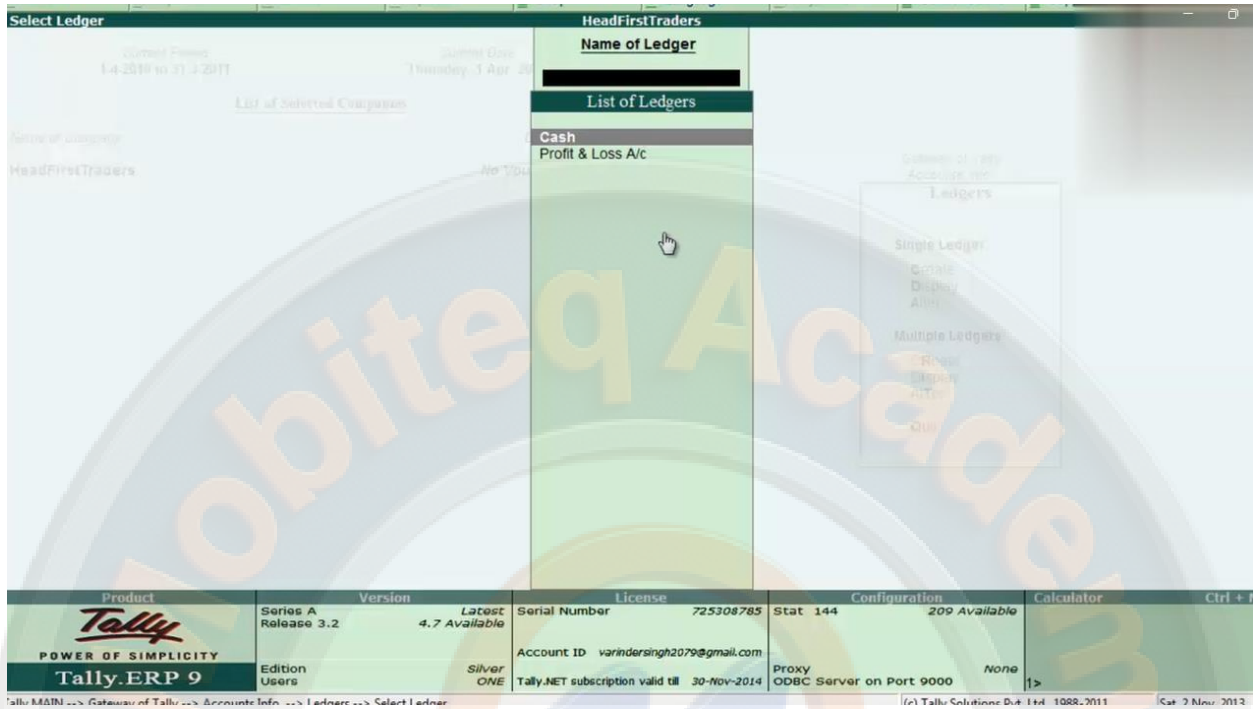
यहा से display को select करे

The screenshot shows the 'Gateway of Tally' interface. At the top, it displays the 'Current Period' as '1-4-2010 to 31-3-2011' and the 'Current Date' as 'Thursday, 1 Apr, 2010'. Below this, there is a section for 'List of Selected Companies' with the company name 'HeadFirstTraders' and the date of last entry 'No Vouchers Entered'. A 'Ledgers' menu is open, showing options for 'Single Ledger' (Create, Display, Alter) and 'Multiple Ledgers' (CReate, DIsplay, AIter, Quit). The 'Display' option is highlighted. At the bottom, there is a status bar with product information for Tally ERP 9, including version details, license information, and configuration settings.

Product	Version	License	Configuration	Calculator
Tally ERP 9	Series A Release 3.2	725308785	Stat 144	209 Available
	Latest 4.7 Available	Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000	None
	Edition Users	Tally.NET subscription valid till 30-Nov-2014		

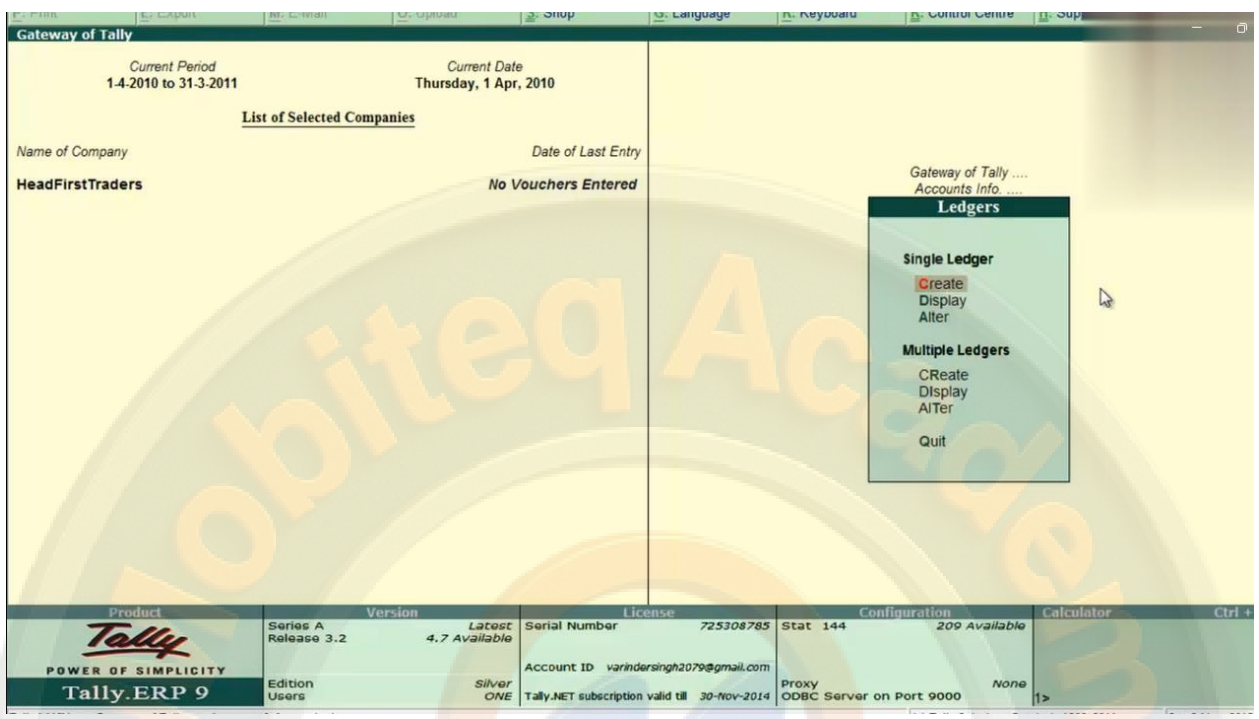
WHEN WE CAN SELECT DISPLAY THEN WE GET LIST OF LEDGERS

list of ledger में cash और profit & loss a/c पहले से ही tally द्वारा बना दी जाती है



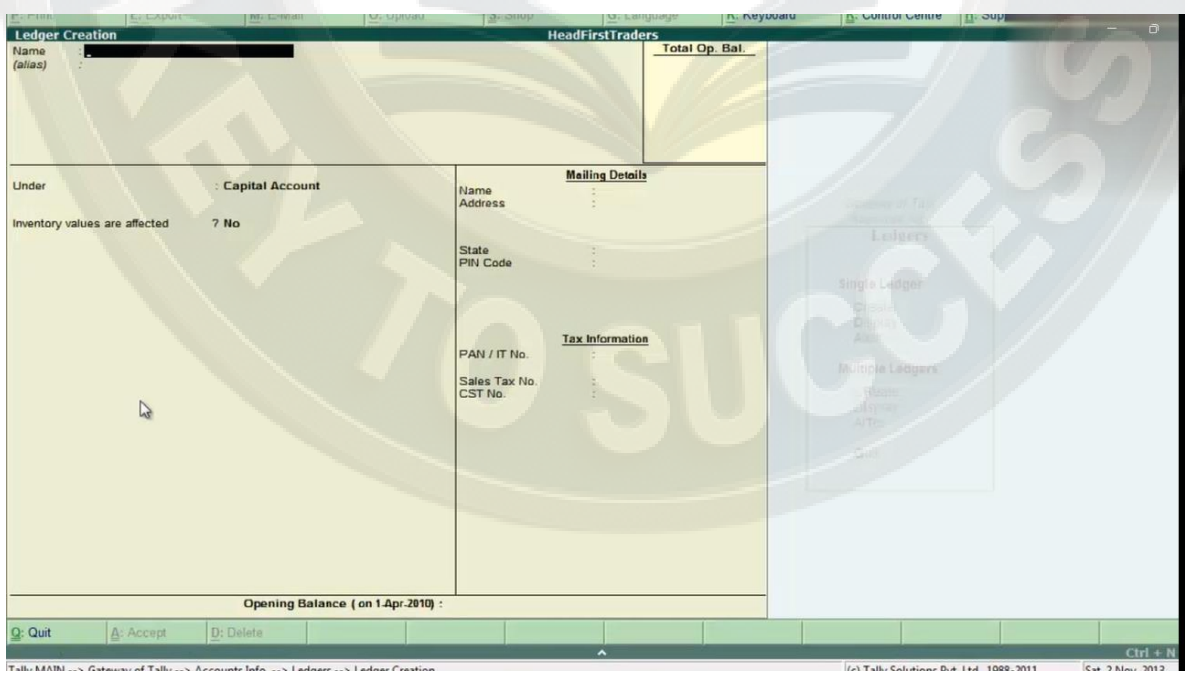
IN TALLY ALREADY MAINTAIN TWO LEDGERS CASH AND PROFIT & LOSS

हम यहा से ledger बनाना सीखेगे इसके लिये single ledger में create को select करे



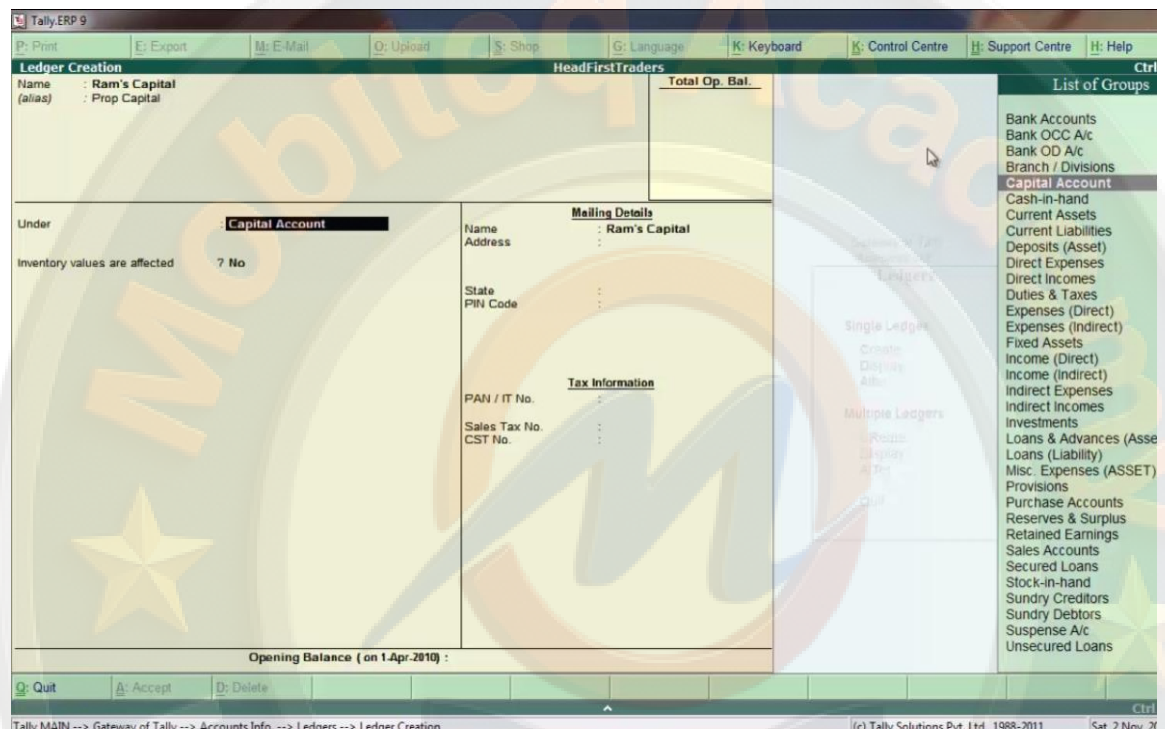
LETS WE CREATE THE LEDGERS UNDER SINGLE LEDGER

हमारे पास यहा पर ledger creation screen available हो जाएगी



LEDGER CREATION SCREEN

हम यहा पर Ram's capital ledger बनायेगे



RAM'S CAPITAL ACCOUNTS

ram's capital ledger बनाने के लिये capital account से related information fill करेंगे or ram's capital को capital account के group से related करेंगे

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The window is titled 'Ledger Creation' and 'HeadFirstTraders'. The main area is divided into several sections:

- Name:** Ram's Capital (alias: Prop Capital)
- Total Op. Bal.:** 35,000.00 Cr (Difference: 35,000.00 Cr)
- Under:** Capital Account
- Inventory values are affected:** ? No
- Mailing Details:** Name: Ram's Capital, Address: 84, Ambala City, State: Haryana, PIN Code: 134007
- Tax Information:** PAN / IT No.: 12121, Sales Tax No.: 121212, CST No.:
- Opening Balance (on 1.Apr.2010):** 35,000.00 Cr
- Accept ?** (Yes or No)

The bottom status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2011

CREATE RAM'S CAPITAL ACCOUNTS

इसमें सबसे important बात ये है की group का चुनाव किस आधार पे किया जाये इसकी जानकारी हम लेंगे जब भी हम कोई ledger बनाते है तो जरूरी है की हम उस ledger को उसके अनुरूप group से relate करे इसलिये tally हमारे पास पहले से group की list उपलब्ध करवा देता है यहा हम primary group की जानकारी लेंगे



LIST OF LEDGER, LEDGER RELATED TO GROUP

Primary

Bank Accounts
 Bank OCC A/c
 Bank OD A/c
 Branch / Divisions
 Capital Account
 Cash-in-hand
 Current Assets

A CASH LEDGER ACCOUNT IS CREATED IN TALLY SOFTWARE BY DEFAULT WHEN YOU CREATE A COMPANY. WE CAN OPEN ANY NUMBER OF REQUIRED CASH ACCOUNT LIKE **PETTY CASH ACCOUNT**

IT CONSISTS 6 SUB-GROUPS STOCK-IN-HAND

1. STOCK-IN-HAND
2. DEPOSITS (ASSETS)
3. LOANS & ADVANCES (ASSETS)
4. CASH-IN-HAND
5. BANK ACCOUNTS
6. SUNDRY DEBTORS

IT IS A BETTER PRACTICE TO CREATE LEDGER ACCOUNT UNDER APPROPRIATE SUB GROUP RATHER THAN CREATING LEDGER DIRECTLY UNDER CURRENT ASSETS GROUP

KEY TO SUCCESS

List of Groups

Current Assets
 Current Liabilities
 Deposits (Asset)
 Direct Expenses
 Direct Incomes
 Duties & Taxes
 Expenses (Direct)
 Expenses (Indirect)
 Fixed Assets

CURRENT LIABILITIES:- THIS IS A GROUP WHICH HAS THESE SUB GROUPS

1. DUTIES & TAXES
2. PROVISIONS
3. SUNDRY CREDITORS.

IT IS A BETTER PRACTICE TO CREATE LEDGER ACCOUNT UNDER APPROPRIATE SUB GROUP RATHER THAN CREATING LEDGER DIRECTLY UNDER CURRENT LIABILITIES GROUP

DEPOSITS (ASSETS): ALL THE DEPOSITS (ASSETS) LIKE FIXED DEPOSITS/ SECURITY DEPOSITS LIKE RENTAL DEPOSITS/ TELEPHONE DEPOSIT A/C, ELECTRICITY DEPOSIT A/C

MC
 KEY TO SUCCESS

List of Groups	
Current Assets	<p>ALL INCOMES WHICH ARE CONSIDERED IN COMPUTING GROSS PROFIT/LOSS ARE TO BE PLACED HERE LIKE .</p> <ul style="list-style-type: none"> • SALE OF SCRAP • SALE OF GUNNY BAGS.
Current Liabilities	
Deposits (Asset)	
Direct Expenses	
Direct Incomes	
Duties & Taxes	
Expenses (Direct)	
Expenses (Indirect)	
Fixed Assets	
Income (Direct)	
Income (Indirect)	
Indirect Expenses	
Indirect Incomes	

List of Groups	
Current Assets	<p>ALL EXPENSES WHICH ARE CONSIDERED IN COMPUTING NET PROFIT/LOSS ARE TO BE PLACED HERE LIKE .</p> <ul style="list-style-type: none"> • DEPRECIATION ACCOUNT • SALARY ACCOUNT.
Current Liabilities	
Deposits (Asset)	
Direct Expenses	
Direct Incomes	
Duties & Taxes	
Expenses (Direct)	
Expenses (Indirect)	
Fixed Assets	
Income (Direct)	
Income (Indirect)	
Indirect Expenses	
Indirect Incomes	

List of Groups

- 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

ALL INCOMES WHICH ARE CONSIDERED FOR COMPUTING NET PROFIT/LOSS BE PLACED HERE LIKE .

- RENT RECEIVED
- INTEREST RECEIVED
- COMMISSION RECEIVED

KEY TO SUCCESS

List of Groups

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

FIXED ASSETS: FIXED ASSETS, IMMOVABLE PROPERTIES, PATENT RIGHTS, PLANTS AND MACHINERY AND BUILDING.

FIXED ASSETS CAN HAVE SEVERAL SUB-GROUPS FOR EACH TYPE OF ASSETS IF REQUIRED.

KEY TO SUCCESS

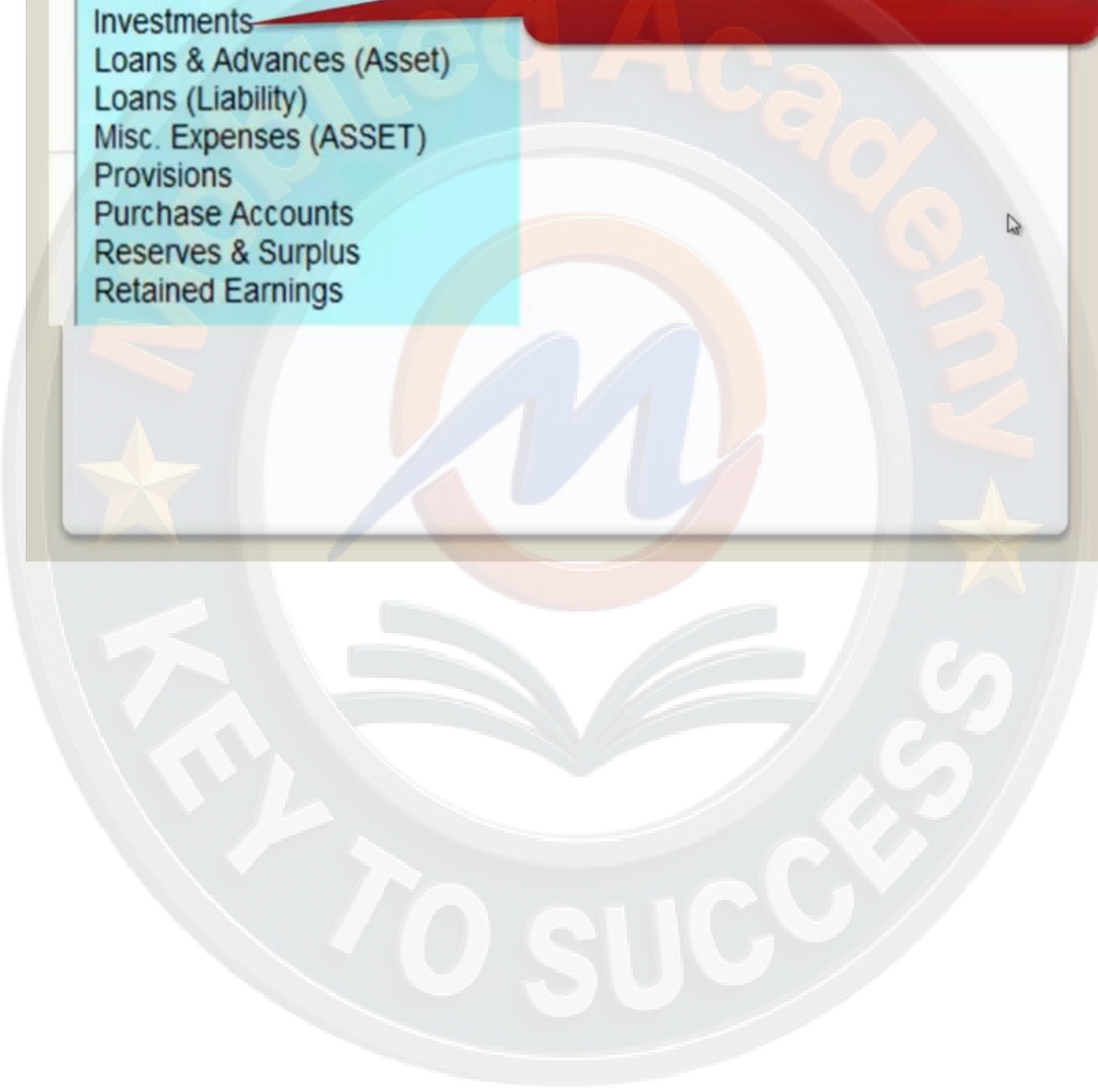


M Academy

List of Groups

Indirect Expenses
Indirect Incomes
Investments
Loans & Advances (Asset)
Loans (Liability)
Misc. Expenses (ASSET)
Provisions
Purchase Accounts
Reserves & Surplus
Retained Earnings

ACCOUNTS RELATED TO INVESTM
SHARES, BONDS, GOVT. SECURIT
INVESTMENT IN OTHER COMPANI



List of Groups

Indirect Expenses
 Indirect Incomes
 Investments
 Loans & Advances (Asset)
 Loans (Liability)
 Misc. Expenses (ASSET)
 Provisions
 Purchase Accounts
 Reserves & Surplus
 Retained Earnings

ACCOUNTS RELATED SALARY AC
 ADVANCE FOR PURCHASE OF FI

LOANS (LIABILITIES): ALL
 LOANS WHICH ARE TAKEN BY US
 SHOULD BE PLACED UNDER THIS
 GROUP.

**ALL EXPENSE ACCOUNTS THAT ARE NOT
 WRITTEN OFF TO PROFIT AND LOSS
 ACCOUNT FOR THE SAME YEAR IN WHICH
 THEY ARE INCURRED FALL UNDER THIS
 GROUP.**

**. PRELIMINARY EXPENSES
 .COPY RIGHT LUMP SUM FEES**

KEY TO SUCCESS

List of Groups

Indirect Expenses
 Indirect Incomes
 Investments
 Loans & Advances (Asset)
 Loans (Liability)
 Misc. Expenses (ASSET)
 Provisions
 Purchase Accounts
 Reserves & Surplus
 Retained Earnings

PROVISIONS: LIKE

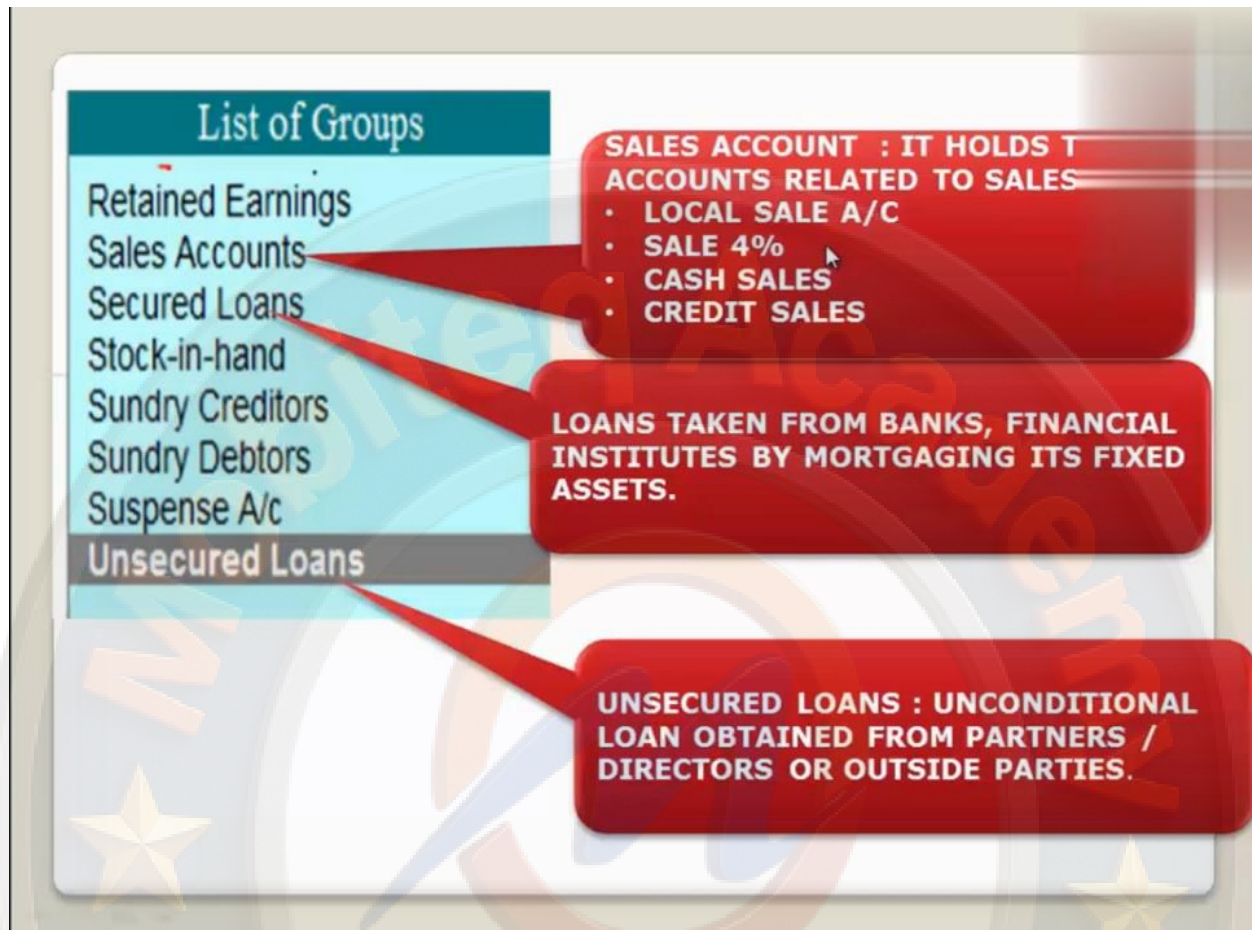
- PROVISION FOR INCOME TAX
- PROVISION FOR BAD DEBTS
- PROVISION FOR DEPRECIATION

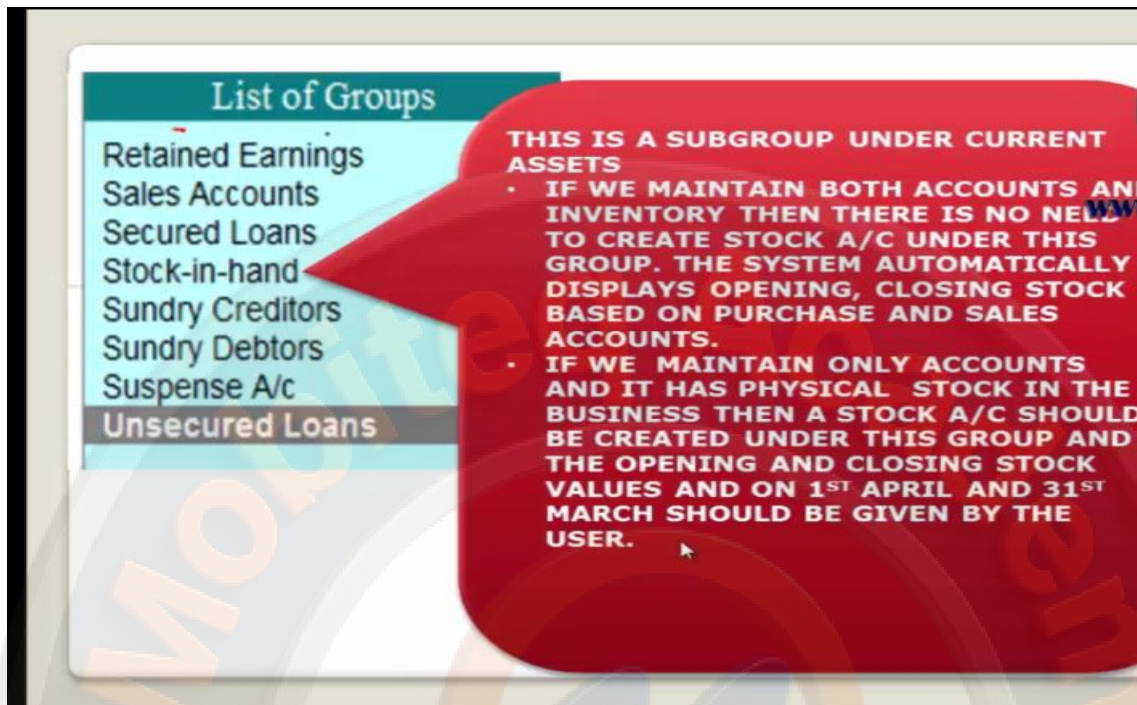
PURCHASE ACCOUNT : IT HOLDS THE ACCOUNTS RELATED TO PURCHASE LIKE

- LOCAL PURCHASE A/C
- PURCHASES 4%
- CASH PURCHASE
- CREDIT PURCHASE

**ALL RESERVE ACCOUNTS (RECOGNIZED AS RETAINED EARNINGS) ARE PLACED UNDER THIS GROUP. LIKE
 GENERAL RESERVE
 CAPITAL RESERVE
 SHARE PREMIUM RESERVE ACCOUNT ETC.**

KEY TO SUCCESS





List of Groups

- Retained Earnings
- Sales Accounts
- Secured Loans
- Stock-in-hand
- Sundry Creditors
- Sundry Debtors
- Suspense A/c
- Unsecured Loans

THIS IS A SUBGROUP UNDER CURRENT ASSETS

- IF WE MAINTAIN BOTH ACCOUNTS AND INVENTORY THEN THERE IS NO NEED TO CREATE STOCK A/C UNDER THIS GROUP. THE SYSTEM AUTOMATICALLY DISPLAYS OPENING, CLOSING STOCK BASED ON PURCHASE AND SALES ACCOUNTS.
- IF WE MAINTAIN ONLY ACCOUNTS AND IT HAS PHYSICAL STOCK IN THE BUSINESS THEN A STOCK A/C SHOULD BE CREATED UNDER THIS GROUP AND THE OPENING AND CLOSING STOCK VALUES AND ON 1ST APRIL AND 31ST MARCH SHOULD BE GIVEN BY THE USER.

MOU

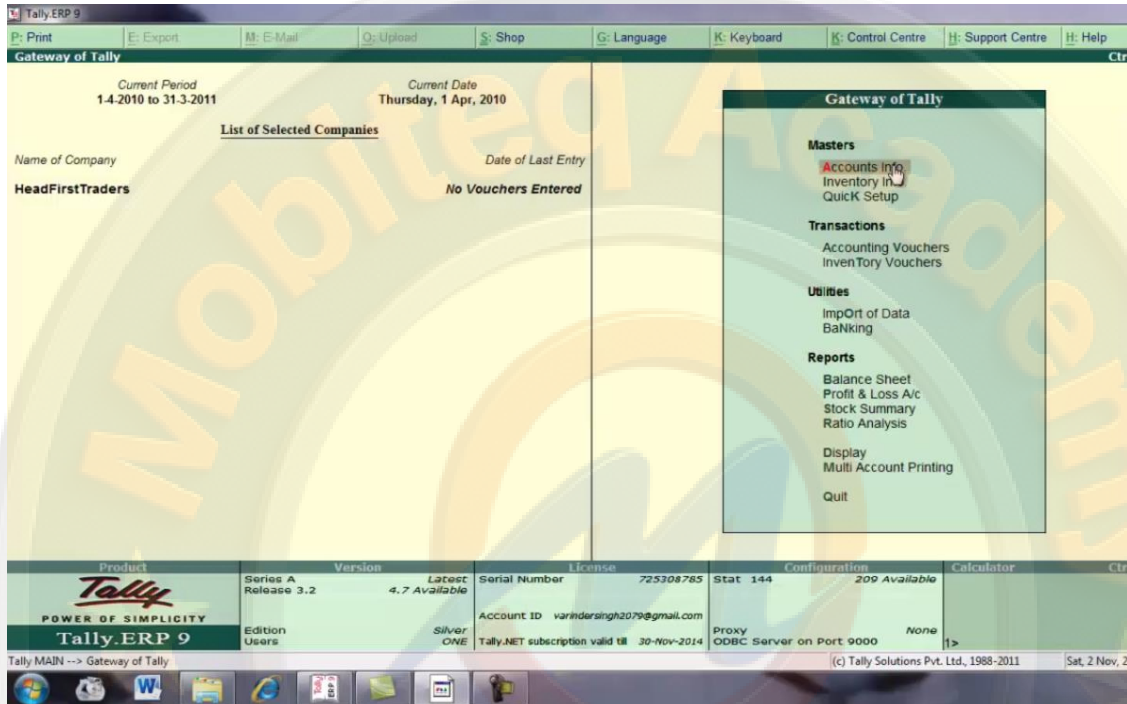
KEY TO SUCCESS

HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Account
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Cnc and Co.	187000	Creditors
Sales		Sales Account
Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income

CREATE OTHER LEDGER

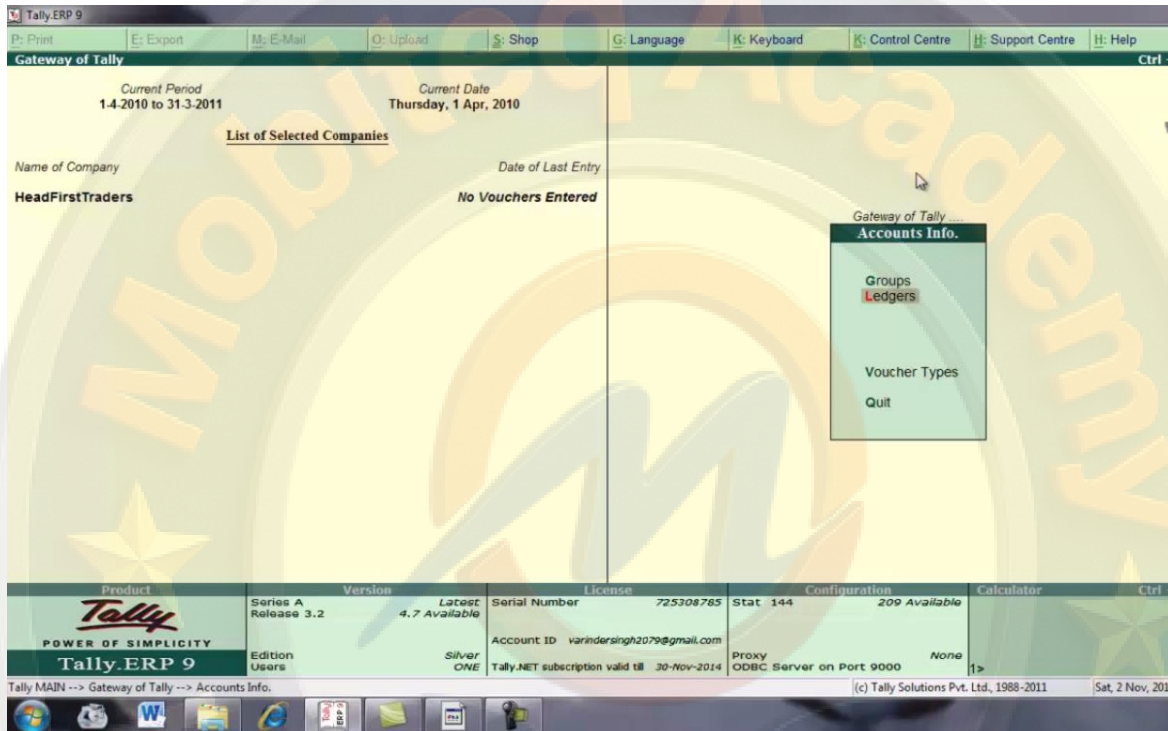
KEY TO SUCCESS

नई ledger बनाने के लिय हम फिर से account info. को select करेंगे



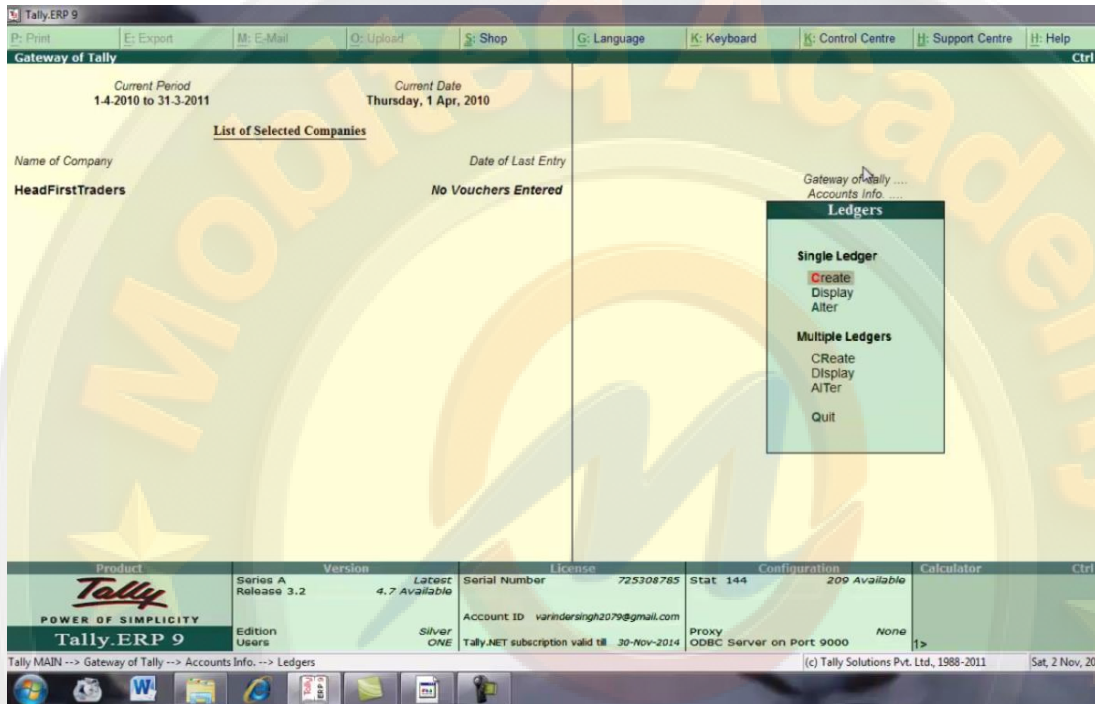
CREATE NEW LEDGER, SELECT ACCOUNT INFO. UNDER MASTERS

ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE

यहा पर हमने बैंक account का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9' and the user is 'HeadFirstTraders'. The account name is 'Idbi Bank' with an alias. The opening balance is 45,000.00 Dr. The account is under 'Bank Accounts (Current Assets)'. The effective date for reconciliation is 1 Apr 2010. The mailing details are for Idbi Bank, Ambala, Haryana, PIN Code 134007, A/c No. 12515. A confirmation dialog 'Accept ?' with 'Yes or No' options is displayed. The bottom status bar shows 'Opening Balance (on 1.Apr.2010) : 45,000.00 Dr' and the system path 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation'.

Ledger Creation		HeadFirstTraders		Total Op. Bal.
Name	: Idbi Bank			45,000.00 Dr
(alias)	:			35,000.00 Cr
				Difference
				10,000.00 Dr

Under : Bank Accounts (Current Assets)

Effective Date for Reconciliation : 1 Apr 2010

Set/Alter Cheque Printing Configuration? No

Mailing Details

Name : Idbi Bank

Address : Ambala

State : Haryana

PIN Code : 134007

A/c No. : 12515

Branch Name :

BSR Code :

Accept ?

Yes or No

Opening Balance (on 1.Apr.2010) : 45,000.00 Dr

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2011

CREATE BANK ACCOUNT LEDGER

यहा पर प्लांट and मशीनरी account का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'HeadFirstTraders'. The main form contains the following fields and data:

Ledger Creation		Total Op. Bal.
Name	Plant and Machinery	1,15,000.00 Dr
(alias)		35,000.00 Cr
		Difference
		80,000.00 Dr

Below the table, there are sections for 'Mailing Details' and 'Tax Information':

Mailing Details:
 Name :
 Address :
 State :
 PIN Code :

Tax Information:
 PAN / IT No. :
 Sales Tax No. :
 CST No. :

Other fields include 'Under' (Fixed Assets), 'Inventory values are affected' (No), and 'Opening Balance (on 1-Apr-2010) : 70,000.00 Dr'. A confirmation dialog 'Accept ? Yes or No' is visible at the bottom right.

CREATE PLANT AND MACHINERY A/C LEDGER

यहा पर sundry creditors (cnc & co.) का ledger create किया है

Tally ERP 9

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

Ledger Creation HeadFirstTraders Ctrl

Name : Cnc and Co. (alias) :	Total Op. Bal.
	1,15,000.00 Dr
	2,22,000.00 Cr
	Difference
	1,07,000.00 Cr

Under : Sundry Creditors (Current Liabilities)

Maintain balances bill-by-bill : 7 Yes
Default Credit Period :
Inventory values are affected : 7 No

Mailing Details
Name : Cnc and Co.
Address : Ambala
State : Haryana
PIN Code : 134007

Tax Information
PAN / IT No. :
Sales Tax No. :
CST No. :

Opening Balance (on 1-Apr-2010) : 1,07,000.00 Cr

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 201

CREATE SUNDRY CREDITORS ACCOUNTS (CNC & CO.) LEDGER

Bill-wise Breakup of : Cnc and Co.
Upto ₹ 1,87,000.00 Cr

Date	Name	Due Date, or Credit Days	Amount	Dr/ Cr
31/3/2010	Old Bal	31-Mar-2010	1,87,000.00	Cr

On Account: 1,87,000.00 Cr
1,87,000.00 Cr

Ledgers

- Single Ledger
- Create
- Display
- Alter
- Multiple Ledgers
- Remove
- Display All Tot
- Quit

BILL WISE BREAKUP



यहा पर sales account बनाया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Ledger Creation HeadFirstTraders Ctrl +

Name : Sales
(alias) :

Total Op. Bal.	
1,15,000.00	Dr
2,22,000.00	Cr
Difference	
1,07,000.00	Cr

Under : Sales Accounts

Inventory values are affected ? Yes

Mailing Details

Name
Address
State
PIN Code

Tax Information

PAN / IT No.
Sales Tax No.
CST No.

Accept ?
Yes or No

Opening Balance [on 1-Apr-2010] :

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

CREATE SALES A/C LEDGER

यहाँ purchase account बनाया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Ledger Creation HeadFirstTraders Ctrl

Name : Purchase
(alias) :

Total Op. Bal.	
1,15,000.00 Dr	
2,22,000.00 Cr	
Difference	
1,07,000.00 Cr	

Under : Purchase Accounts

Inventory values are affected ? Yes

Mailing Details

Name
Address
State
PIN Code

Tax Information

PAN / IT No.
Sales Tax No.
CST No.

Opening Balance (on 1-Apr-2010) :

Accept ?
Yes or No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 20

CREATE PURCHASE A/C LEDGER

The screenshot shows the Tally ERP 9 Gateway of Tally interface. At the top, there is a menu bar with options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below the menu bar, the current period is 1.4.2010 to 31.3.2011, and the current date is Thursday, 1 Apr, 2010. A list of selected companies is shown, with 'HeadFirstTraders' as the only entry. The date of last entry is 'No Vouchers Entered'. A context menu is open over the 'Ledgers' option, showing options for 'Single Ledger' (Create, Display, Alter) and 'Multiple Ledgers' (CReate, DIsplay, AITer, Quit). The bottom status bar shows product information for Tally ERP 9, including version, license, and configuration details.

display पर click करे

PRESS ESC TO QUIT LEDGER CREATION SCREEN THEN SELECT DISPLAY

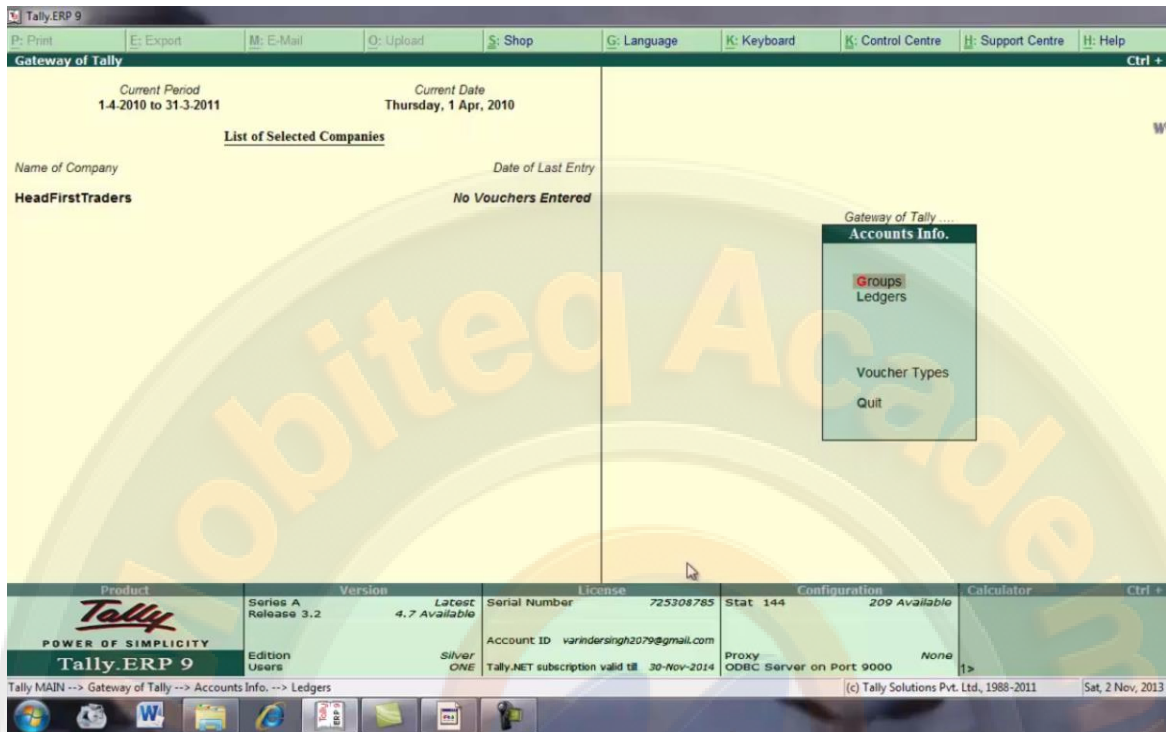
यहा पर वह list show हो जाएगी जो हमने ledger create किये है हम इन पर double click करके ledger की information दुबारा देख सकते है



LIST OF

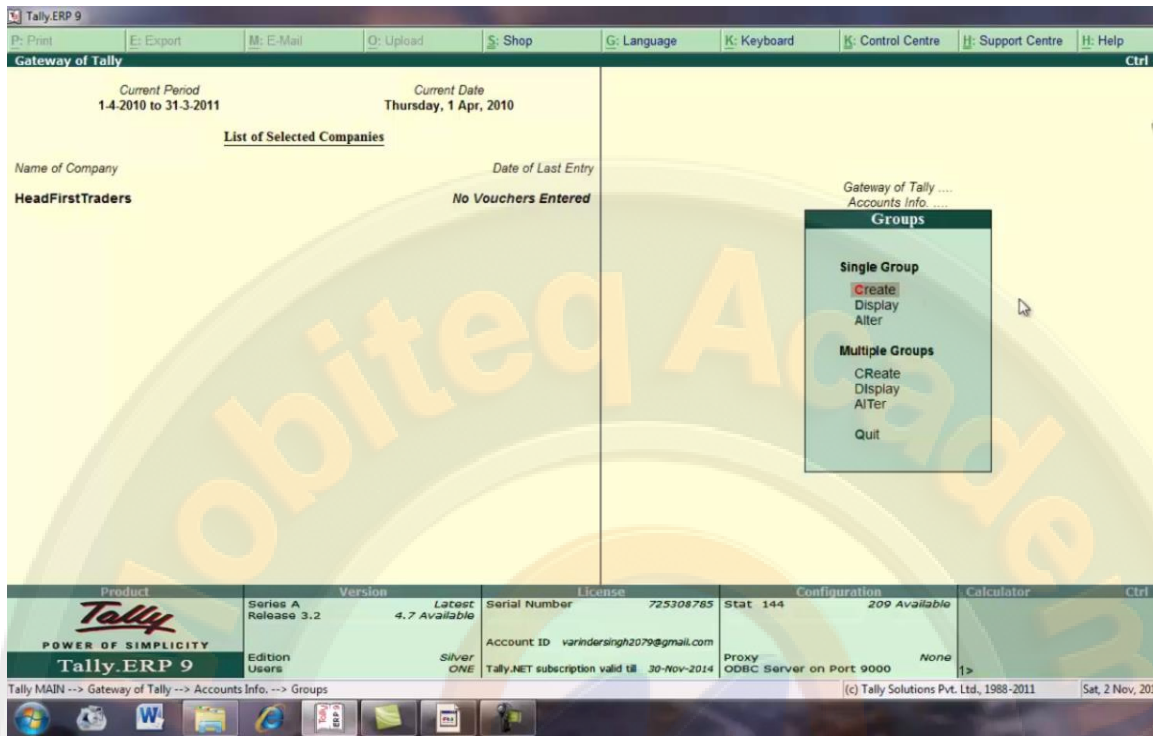
LEDGER UNDER DISPLAY

अब हम group बनाना सीखेगे इसके लिय account info. के अंतर्गत group पर click करे



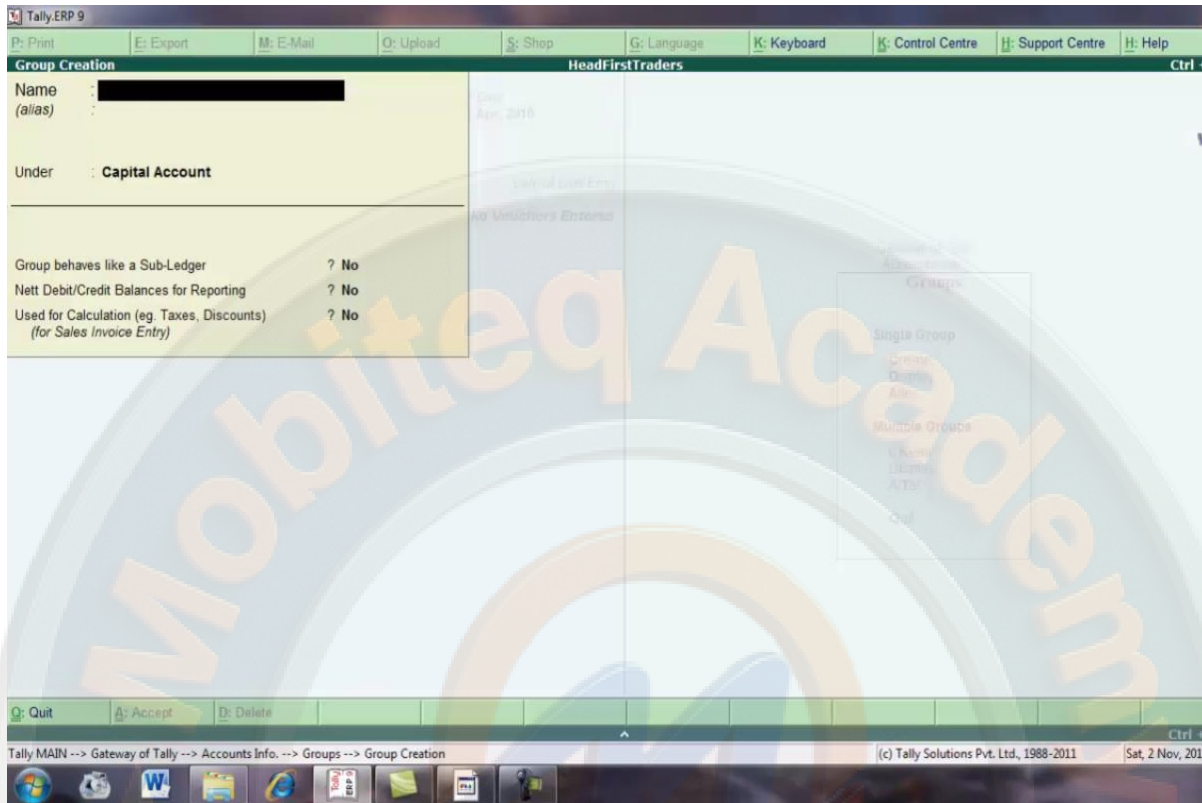
CREATE GROUP

हम group को दो तरह से बना सकते है single group multiple group अभी हम single group create करेंगे इसके लिए single group के अंतर्गत create को select करे



HOW TO CREATE GROUP

यहा पर एक group creation screen उपलब्ध हो जाएगी

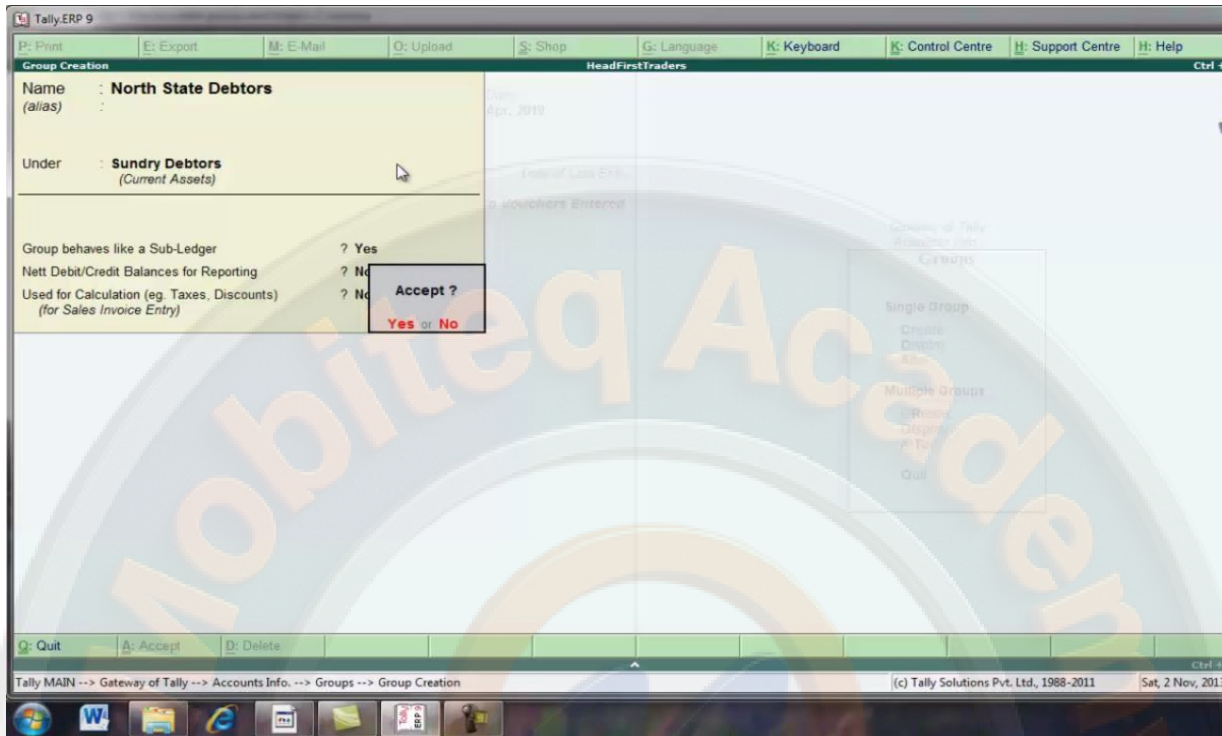


GROUP CREATION SCREEN

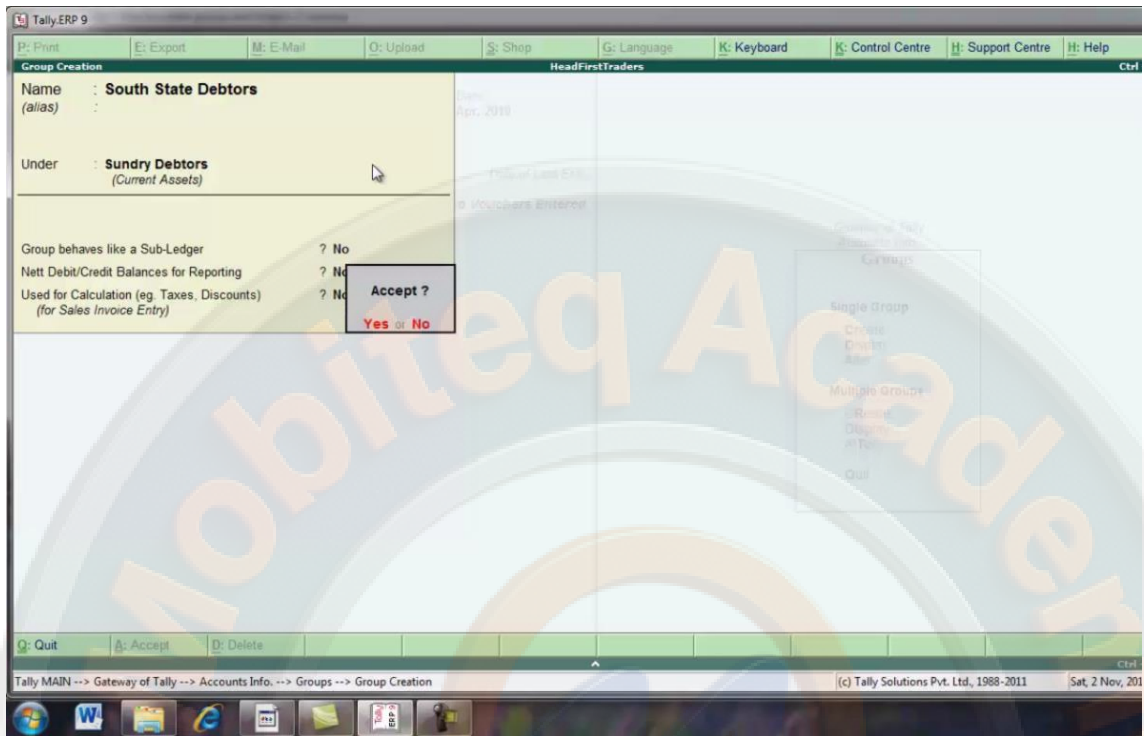
हम एक example के द्वारा group को बनाना सीखेंगे

HeadFirst Traders				
Ledger's Name (Accounts)	Amount (Rs)	State	Sub Group	
Dinesh and Sons	25000	Haryana	North State Dr	
Dimple traders	10000	Haryana	North State Dr	Debtors
Dharmaveer and co	12000	Punjab	North State Dr	Debtors
Kd sons pvt ltd	48000	Andhra Pradesh	South State Dr	Debtors
Dd co.	12000	Tamil Nadu	South State Dr	Debtors

CREATE GROUP BY EXAMPLE

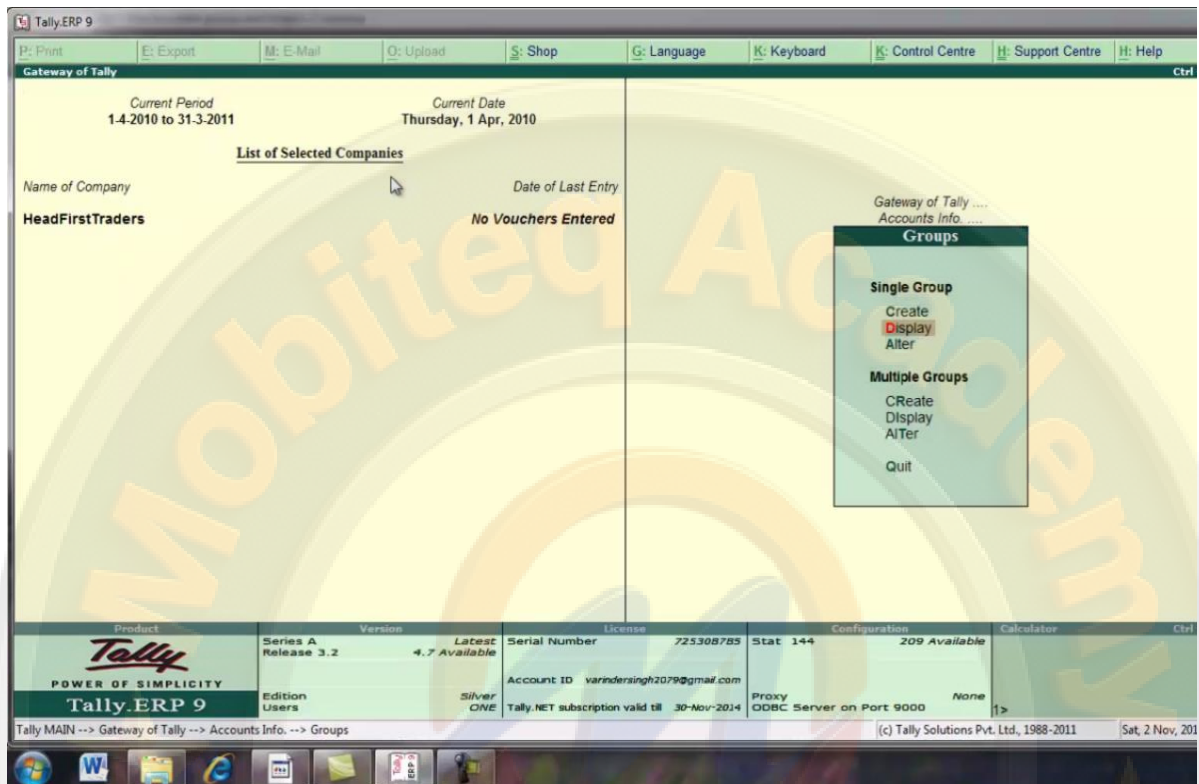


NORTH STATE DEBTORS GROUP



SOUTH STATE DEBTORS GROUPS

यह से display को select करे

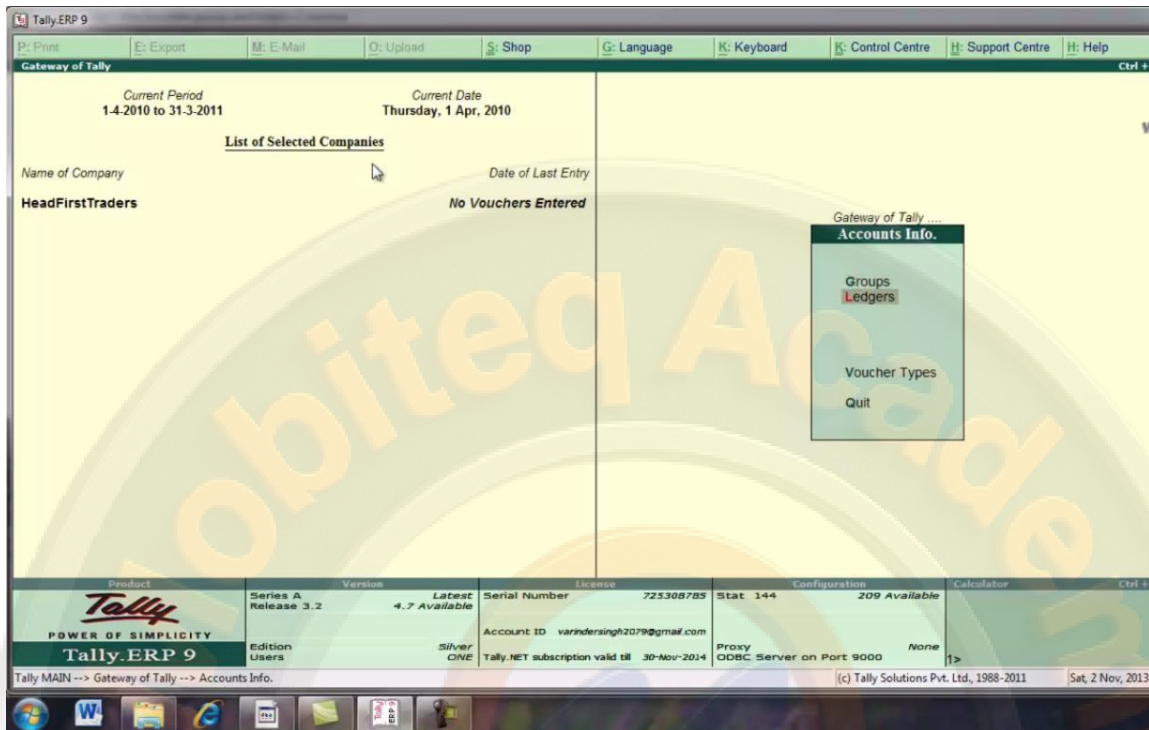


SELECT DISPLAY

यहा पर list of groups show हो जाएगी

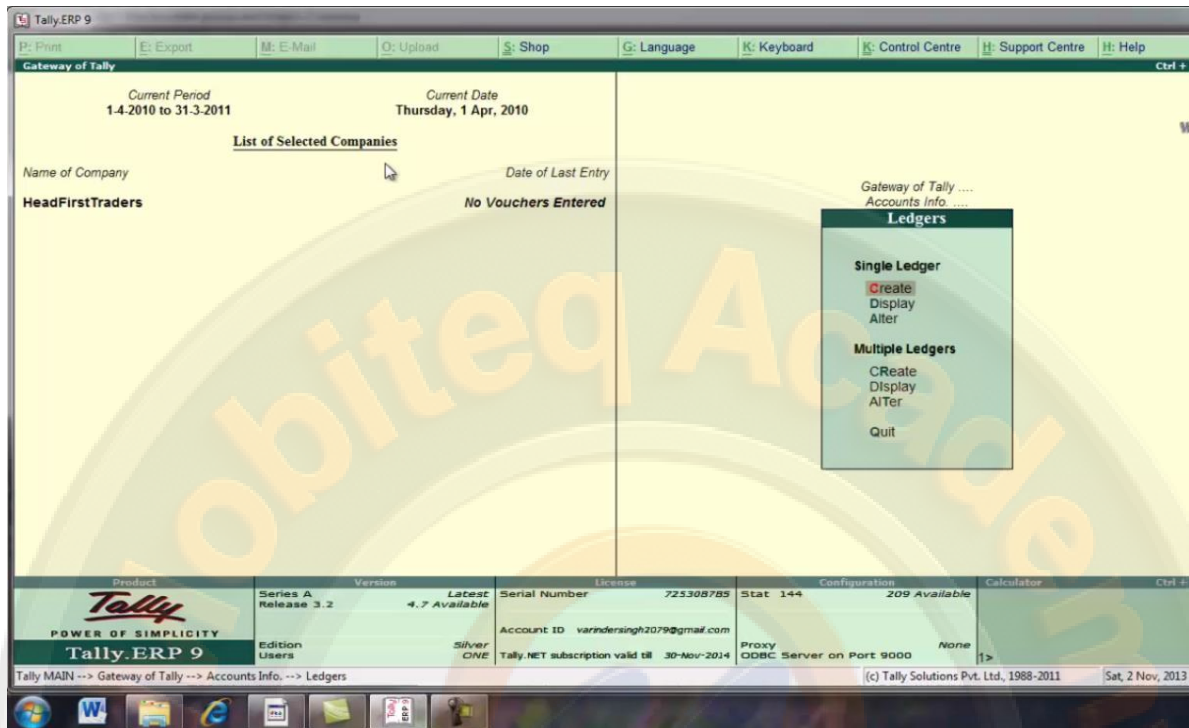


Esc के साथ हम वापिस आ जाते है अब हम इन group से related ledger create करेगे इसके लिय ledger को select करे



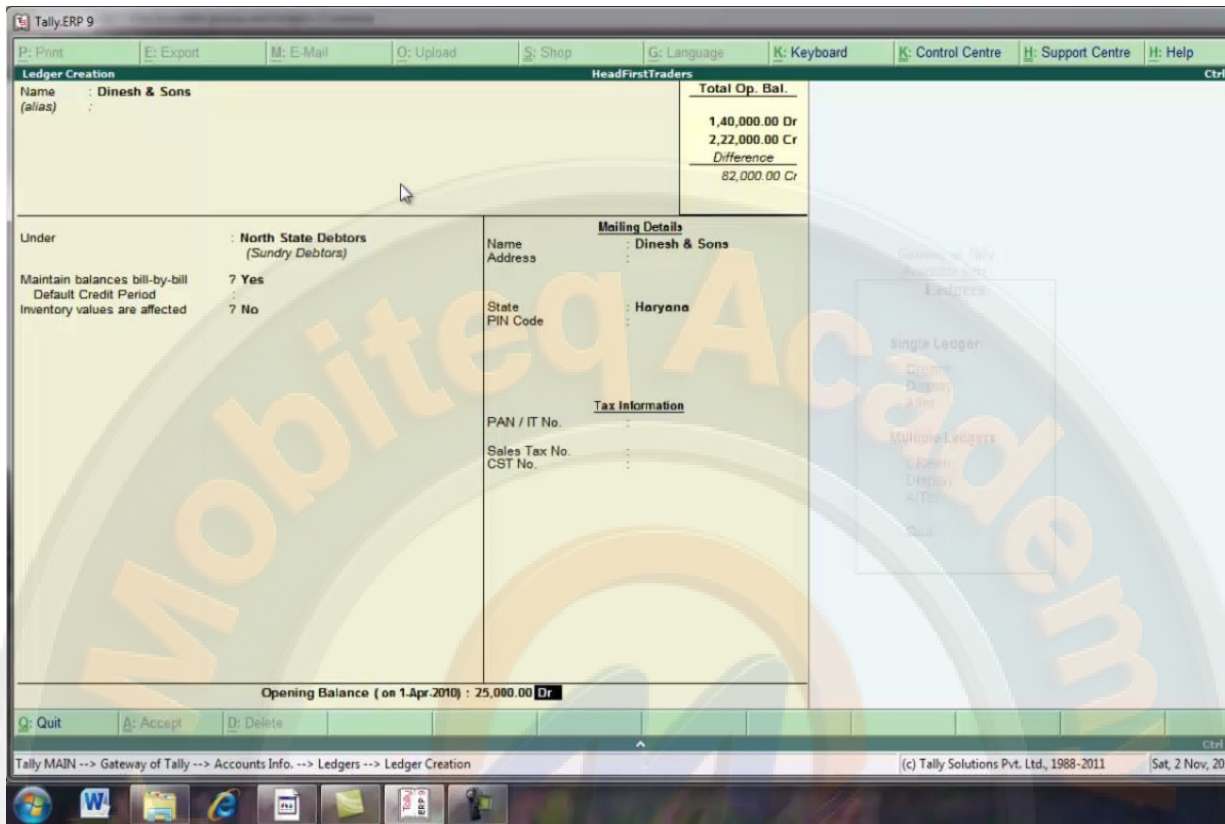
DEBTORS GROUPS RELATED TO LEDGER

यहा से single ledger के अंतर्गत क्रेड को select करे



SELECT CREATE

यहा पर north state debtors (dinesh & sons) का ledger create करेंगे



NORTH STATE DEBTORS (DINESH & SONS) LEDGER

Tally.ERP 9

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

Bill-wise Details

HeadFirstTraders

Company: Dinesh & Sons
 Address: David

31-Mar-10

1,00,000.00 Dr
 2,25,000.00 Cr
 25,000.00 Dr

Date	Name	Due Date, or Credit Days	Amount	Dr/ Cr
31/3/2010	David	31-Mar-2010	25,000.00	Dr

On Account: 25,000.00 Dr

25,000.00 Dr

Q: Quit

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation --> Bill-wise Details

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013

BILL WISE BREAKUP

यहा पर north state (dimple traders) का ledger बनाया है

Tally.ERP 9

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

Ledger Creation HeadFirstTraders Ctrl

Name : Dimple Traders (alias) :		Total Op. Bal.
		1,40,000.00 Dr
		2,22,000.00 Cr
		Difference
		82,000.00 Cr

Under : North State Debtors (Sundry Debtors)	Name : Dimple Traders Address : 22,Near Dd Colony
Maintain balances bill-by-bill : 7 Yes	State : Haryana
Default Credit Period :	PIN Code :
Inventory values are affected : 7 No	

Mailing Details

Tax Information

PAN / IT No. :

Sales Tax No. :

CST No. :

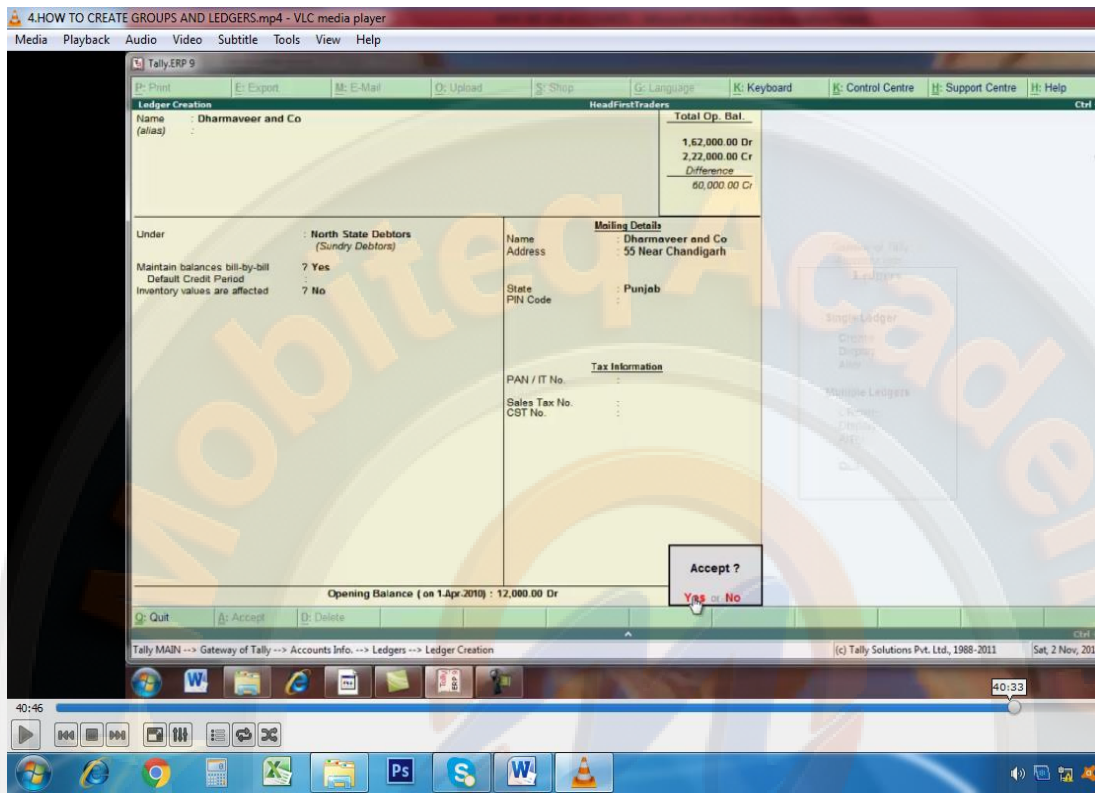
Opening Balance (on 1-Apr-2010) : 10000

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 201

NORTH STATE DEBTORS (DIMPLE TRADERS) LEDGER

यहा पर north state debtors (dharamveer & co.) का ledger create किया है



NORTH STATE DEBTORS (DHARAMAVEER & CO) LEDGER

यह पर south state debtors (kd sons pvt Ltd) का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The window is titled 'HeadFirstTraders' and 'Ctrl +'. The main area is divided into several sections:

- Ledger Creation:** Name: Kd Sons Pvt Ltd (alias). Total Op. Bal. table: 2,10,000.00 Dr, 2,22,000.00 Cr, Difference 12,000.00 Cr.
- Under:** South State Debtors (Sundry Debtors). Maintain balances bill-by-bill: 7 Yes. Default Credit Period: . Inventory values are affected: 7 No.
- Mailing Details:** Name: Kd Sons Pvt Ltd, Address: E22 ,Near Ravnagar, State: Andhra Pradesh, PIN Code: .
- Tax Information:** PAN / IT No. ., Sales Tax No. ., CST No. .
- Opening Balance (on 1.Apr.2010) :** 48,000.00 Dr

At the bottom, there are buttons: Quit, Accept, Delete. The status bar shows: Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation. (c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013.

SOUTH STATE DEBTORS (KD SONS PVT LTD) LEDGER

यहा पर south state debtors (Dd co) का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally ERP 9' and the user is 'HeadFirstTraders'. The main form is for creating a ledger named 'Dd Co'. The 'Total Op. Bal.' section shows a debit balance of 2,22,000.00 and a credit balance of 2,22,000.00. The 'Under' section is set to 'South State Debtors (Sundry Debtors)'. The 'Mailing Details' section includes Name 'Dd Co', Address 'J88 ,Harinagar', State 'Tamil Nadu', and PIN Code. The 'Tax Information' section is empty. The 'Opening Balance (on 1.Apr.2010) : 12,000.00 Dr' is displayed at the bottom. A context menu is open over the 'Ledgers' section, showing options like 'Single Ledger', 'Create', 'Display', 'Add', 'Multiple Ledgers', 'L. Name', 'Display', 'ACTs', and 'Quit'. An 'Accept ?' dialog box with 'Yes' and 'No' buttons is also visible.

Ledger Creation		Total Op. Bal.	
Name	: Dd Co	2,22,000.00 Dr	
(alias)	:	2,22,000.00 Cr	

Under: South State Debtors (Sundry Debtors)

Mailing Details:
 Name: Dd Co
 Address: J88 ,Harinagar
 State: Tamil Nadu
 PIN Code:

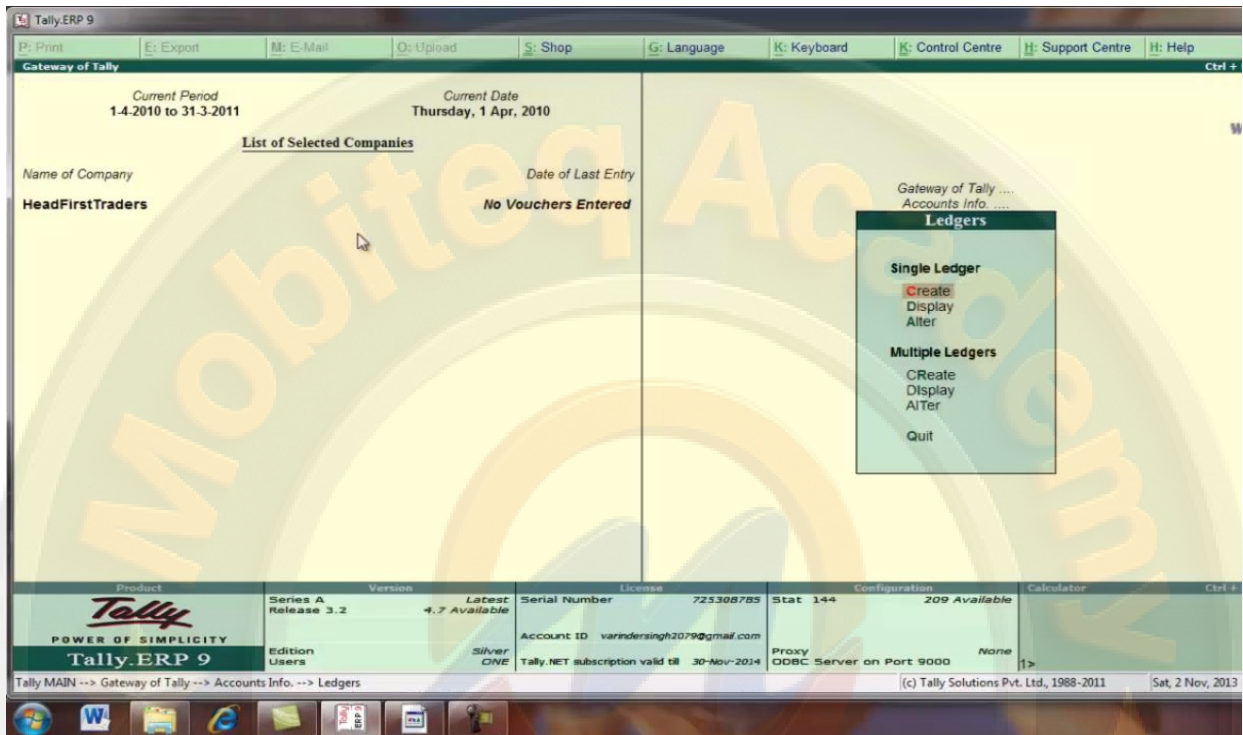
Tax Information:
 PAN / IT No.:
 Sales Tax No.:
 CST No.:

Opening Balance (on 1.Apr.2010) : 12,000.00 Dr

Accept ?
 Yes No

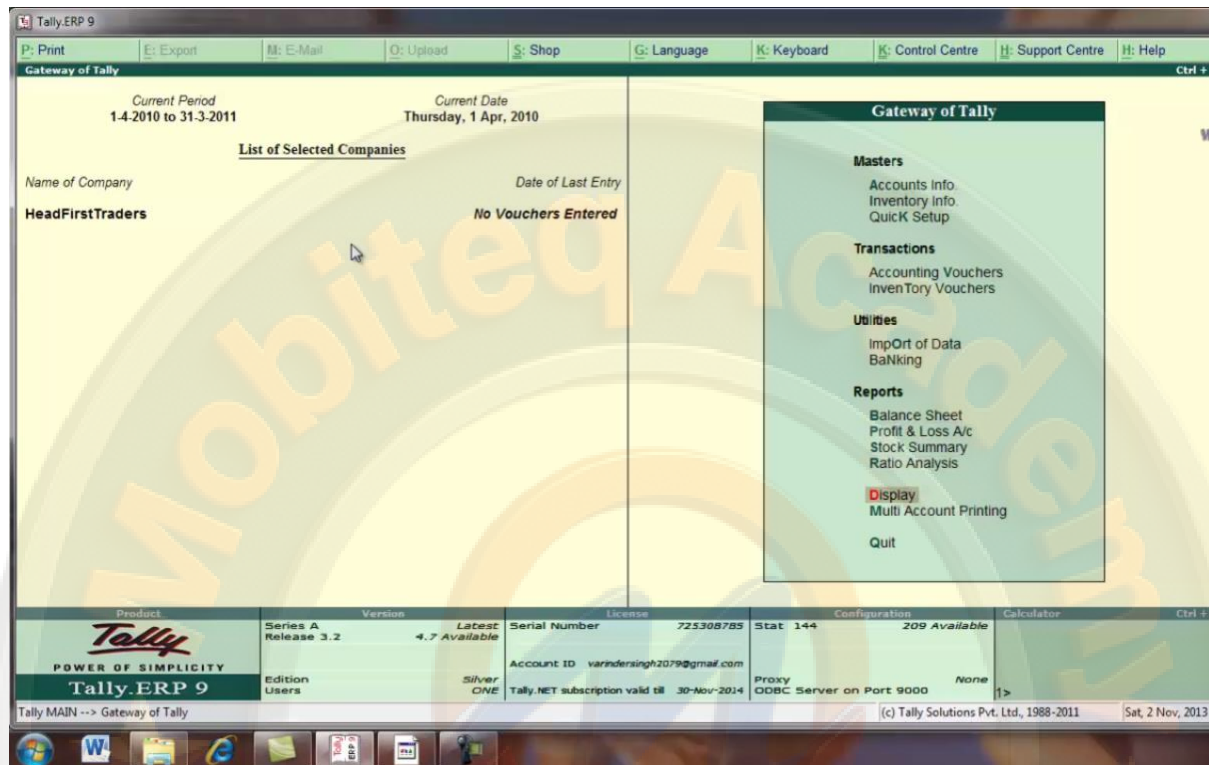
SOUTH STATE DEBTORS (DD CO) LEDGER

esc press करके वापिस gateway of tally पर आ जाये



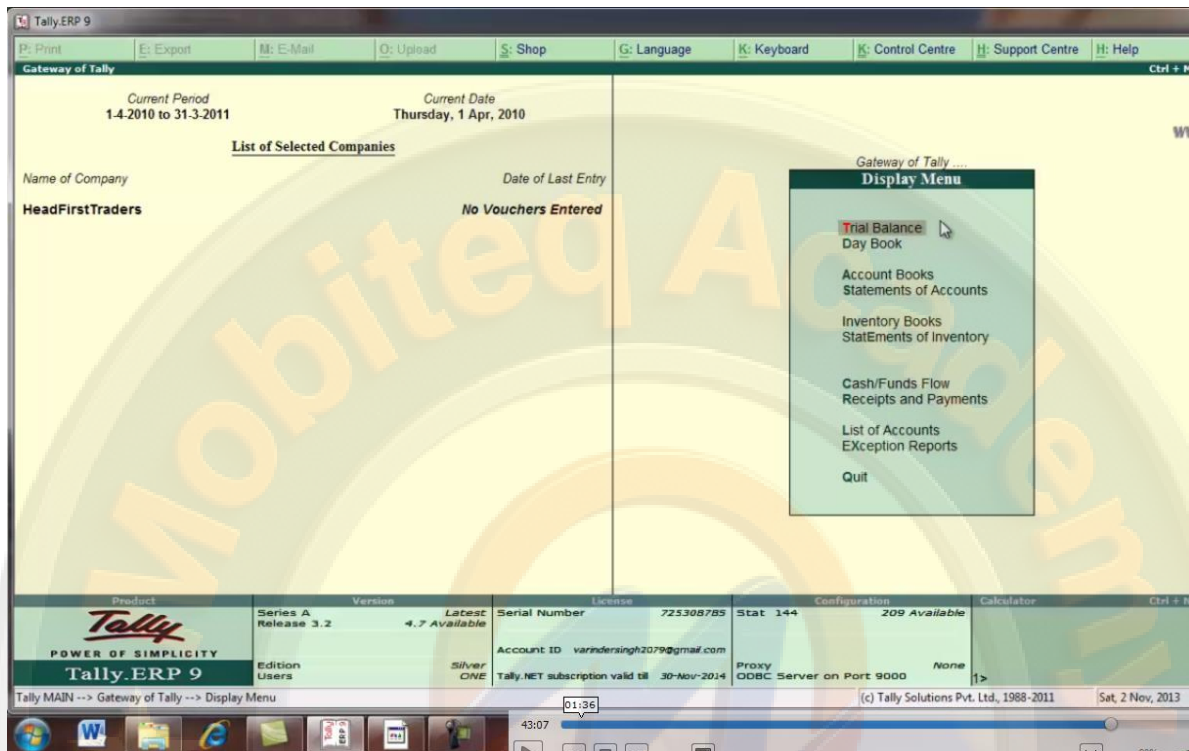
PRESS ESC TO QUIT THE LEDGER CREATION SCREEN

यह से reports के अंतर्गत display को select करे



SELECT DISPLAY UNDER REPORTS (GATEWAY OF TALLY)

यहा से trial balance को select करे



OPEN DISPLAY MENU WE HAVE CHECK TRIAL BALANCE

यहा पर trial balance screen available हो जाएगी

Particulars	HeadFirstTraders For 1-Apr-2010	
	Debit	Credit
Capital Account		35,000.
Current Liabilities		1,87,000.
Fixed Assets	70,000.00	
Current Assets	1,52,000.00	
Grand Total	2,22,000.00	2,22,000.00

TRIAL BALANCE SCREEN

यहा पर right side पर बहुत सारे buton उपलब्ध हो जायेगे यह से detail buton को select करे हमारे पास account की detail उपलब्ध हो जाएगी

Particulars	HeadFirstTraders For 1-Apr-2010	
	Debit	Credit
Capital Account		35,000.00
Ram's Capital		35,000.00
Current Liabilities		1,87,000.00
Sundry Creditors		1,87,000.00
Fixed Assets	70,000.00	
Plant and Machinery	70,000.00	
Current Assets	1,52,000.00	
Sundry Debtors	1,07,000.00	
Bank Accounts	45,000.00	
Grand Total	2,22,000.00	2,22,000.00

SELECT DETAILS BUTON

यहा पर north state debtors and south state debtors sundry debtors के अंतर्गत show होंगे

Sundry Debtors HeadFirstTraders For 1-Apr-2010	
Closing Balance	
Debit	Credit
North State Debtors	47,000.00
South State Debtors	60,000.00
Grand Total	1,07,000.00

HERE ARE THE NORTH STATE AND SOUTH STATE DEBTORS UNDER SUNDRY DEBTORS

यहा पर हम indirect expenses or indirect income के ledger को एक example के द्वारा बनाना सीखेगे

HeadFirst Traders		
Ledger's Name (Accounts)	Amount (Rs)	Groups
Ram's capital	35000	Capital Account
Idbi Bank	45000	Bank Accounts
Plant and Machinery	70000	Fixed Assets
Cnc and Co.	187000	Creditors
Sales		Sales Account
Purchases		Purchase Account
Telephone Expenses		Indirect Expenses
Bank Interest		Indirect Income

CREATE TWO LEDGER TELEPHONE EXPENSES & BANK INTEREST

यहा पर telephone exp का ledger बनाया गया है जो कि indirect expenses है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The main area is divided into several sections:

- Name (alias):** Telephone Exp
- Total Op. Bal.:** 2,22,000.00 Dr, 2,22,000.00 Cr
- Under:** Indirect Expenses
- 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.2010):** Yes or No

At the bottom, there are buttons for Out, Accept, and Delete. The status bar shows 'Tally MAIN -> Gateway of Tally -> Accounts Info. -> Ledgers -> Ledger Creation' and '(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013'.

TELEPHONE EXPENSES LEDGER

यहा पर bank interest का ledger बनाया गया है जो indirect income है

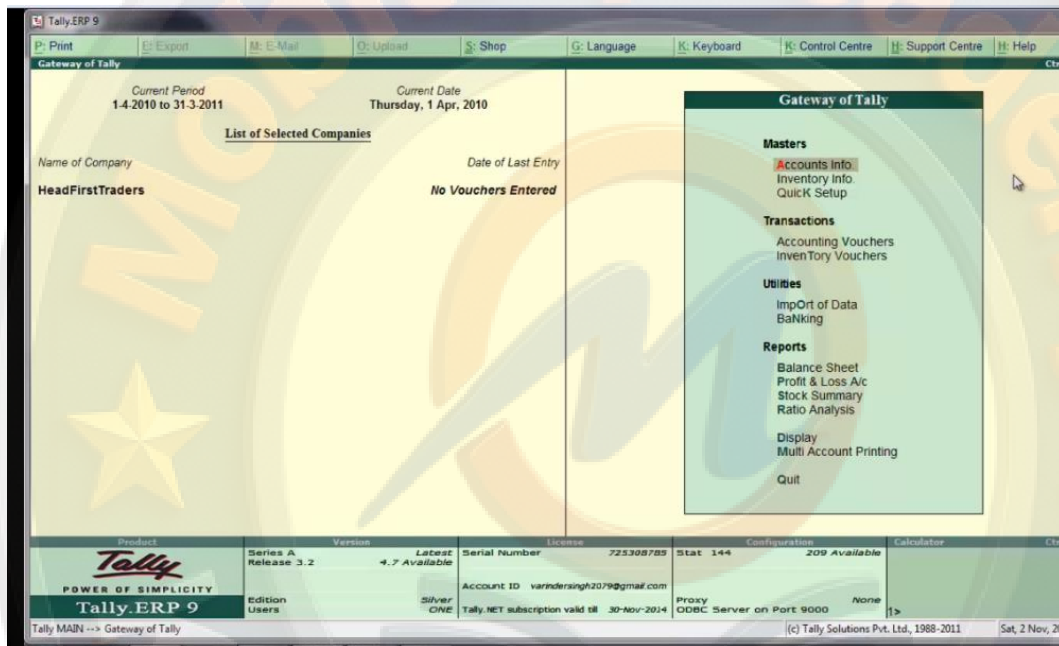
The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally-ERP 9'. The menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'U: Upload', 'S: Shop', 'G: Language', 'K: Keyboard', 'K: Control Centre', 'H: Support Centre', and 'H: Help'. The window content is divided into several sections:

- Name (alias):** Bank Interest
- Total Op. Bal.:** 2,22,000.00 Dr / 2,22,000.00 Cr
- Under:** Indirect Incomes
- 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.2010):** Yes or No

At the bottom of the window, there is a status bar with the text 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation' and '(c) Tally Solutions Pvt. Ltd., 1988-2011 Sat, 2 Nov, 2013'. The Windows taskbar is visible at the bottom of the screen.

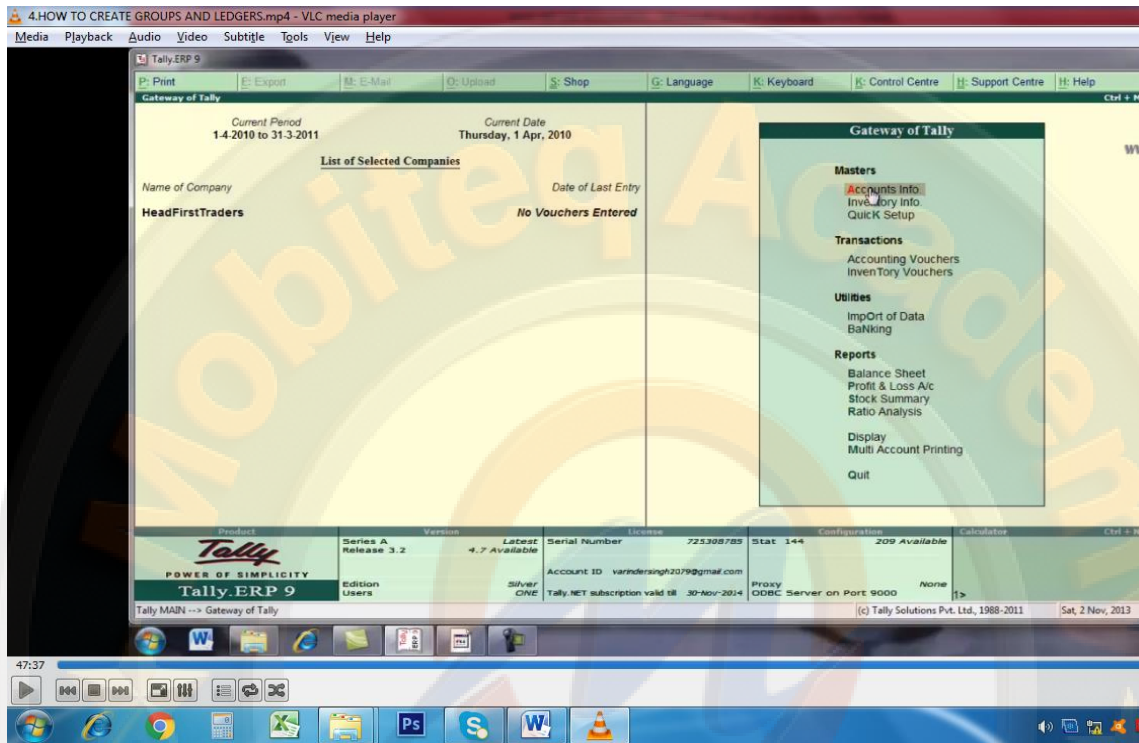
BANK INTEREST LEDGER

यदि हम एक से ज्यादा account बनाते हैं जो की एक group से related है उसके लिय हम multiple ledger का use कर सकते हैं यहा से account info. को select करे



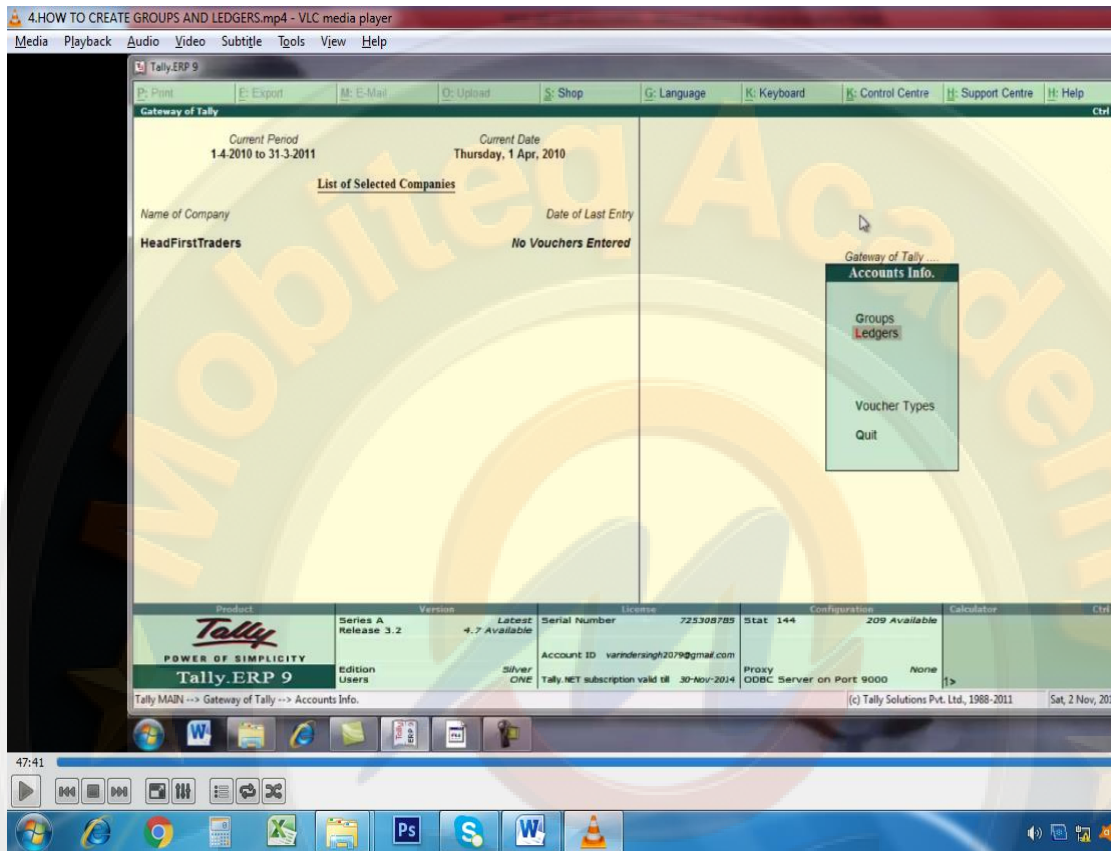
IF WE WANT TO MAINTAIN MANY ACCOUNT RELATED TO ONE SPECIAL GROUP THEN WE CAN USE MULTIPLE LEDGERS

यहाँ से account info. को select करो



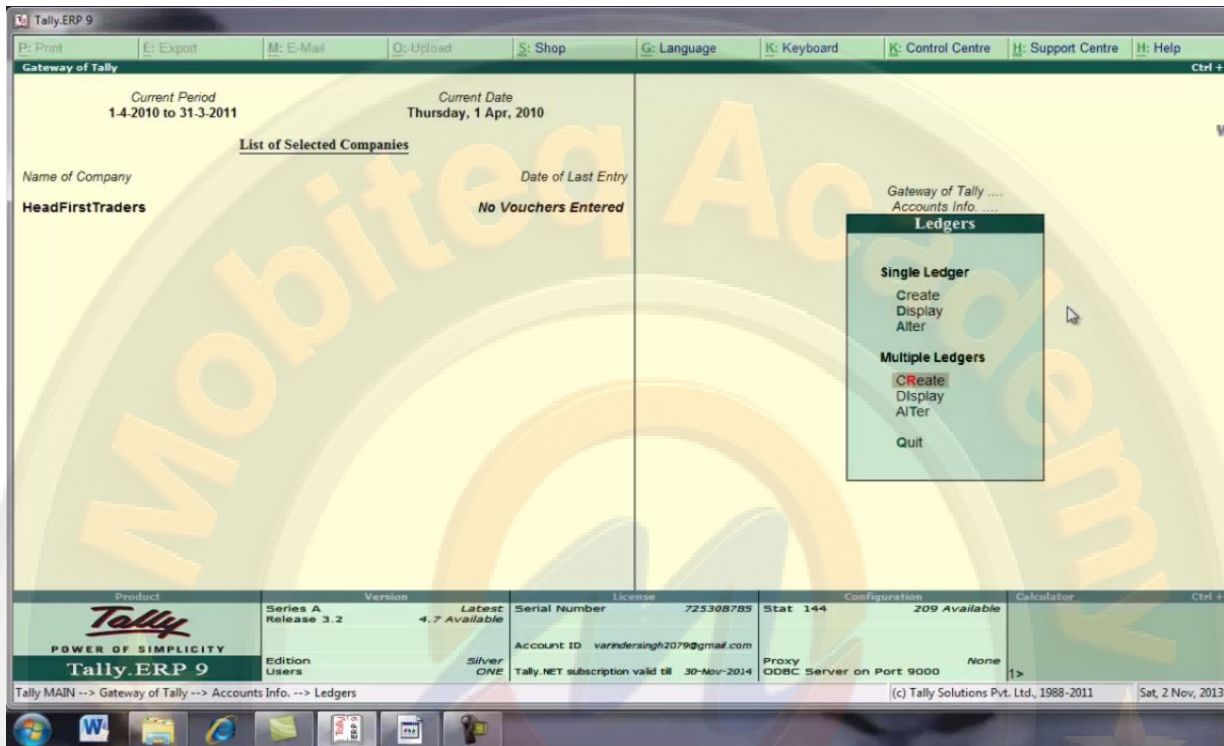
SELECT ACCOUNT INFO.UNDER MASTERS

यहा से ledger को select करे



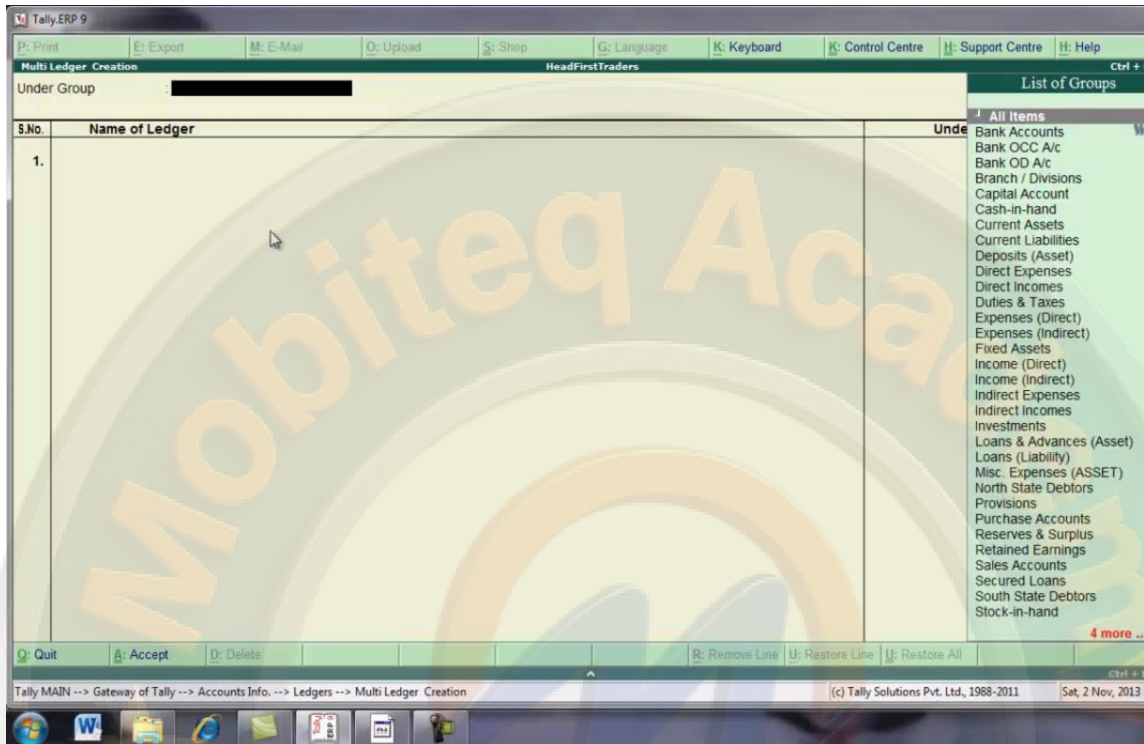
SELECT THE LEDGER

यहा से multiple ledger के अंतर्गत create को select करे



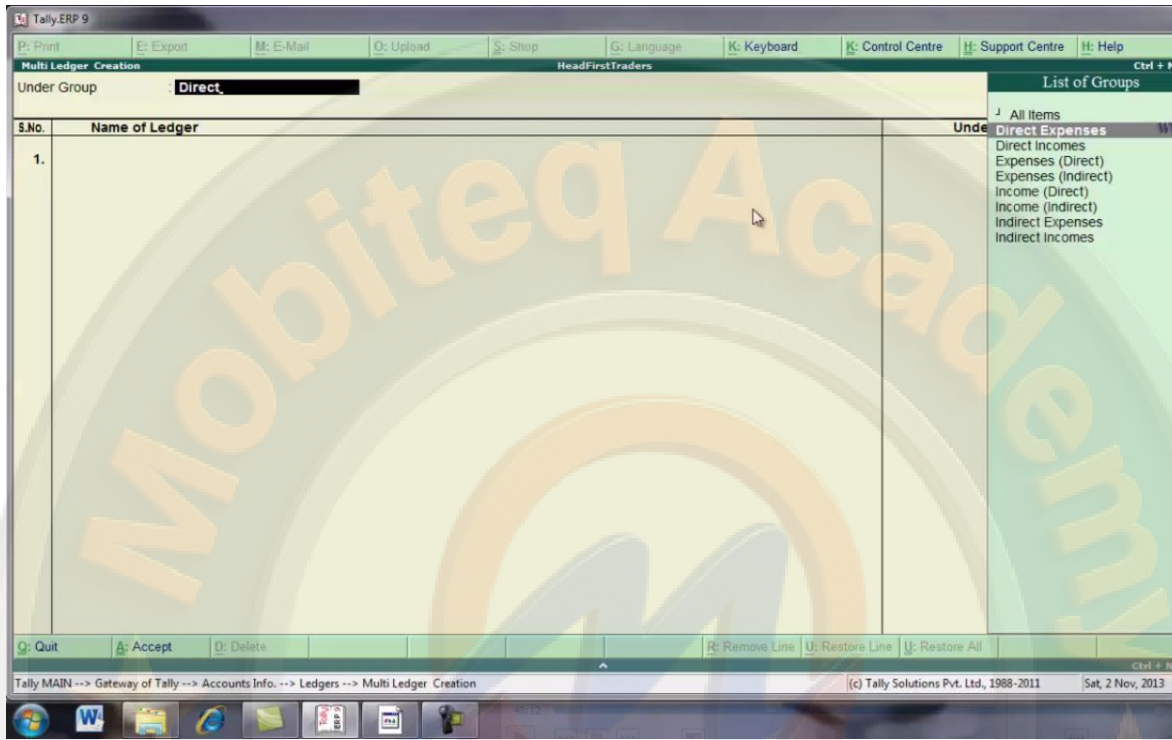
SELECT CREATE OPTION UNDER MULTIPLE LEDGER

यहा पर एक multiple ledger creation screen available हो जाएगी



OPEN A MULTIPLE LEDGER CREATION SCREEN

यहा पर हम group select करेगे की किस group के under multiple ledger बनानी है हम यहा से direct expenses को select करेगे

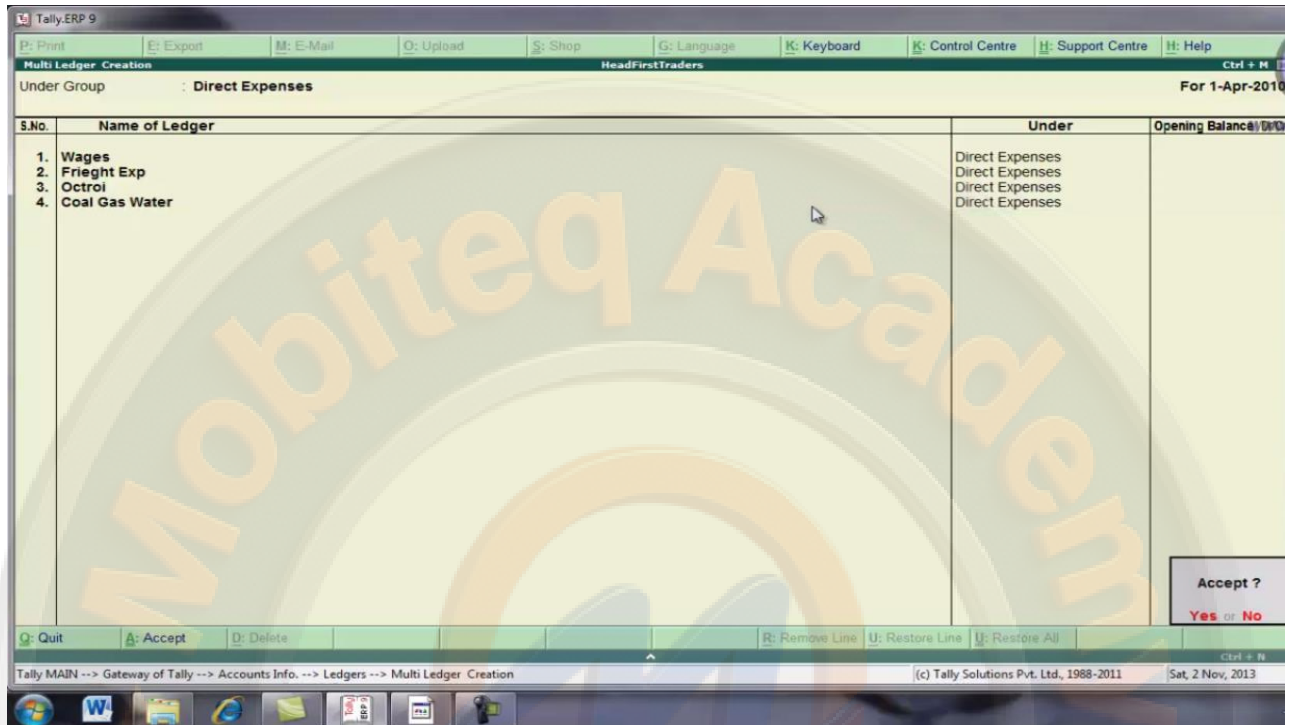


यहा पर कुछ transaction direct expenses से related है

HeadFirst Traders	
Ledger's Name (Accounts)	Groups
Wages	Direct Expenses
Freight exps	Direct Expenses
Octroi	Direct Expenses
Coal, Gas & Water	Direct Expenses

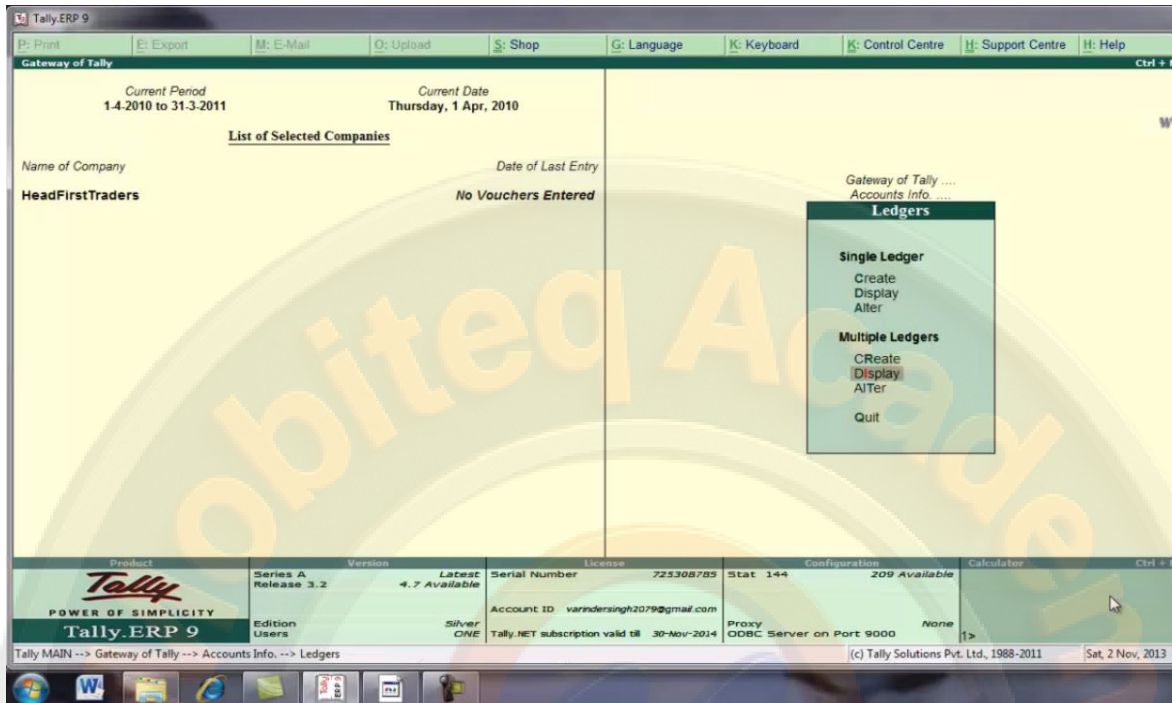
SOME DIRECT EXPENSES EXAMPLE

देखिये यह पर हमने multiple ledger बनाये है



CREATE MULTIPLE LEDGERS

यहां से multiple ledger के अंतर्गत display को select करे



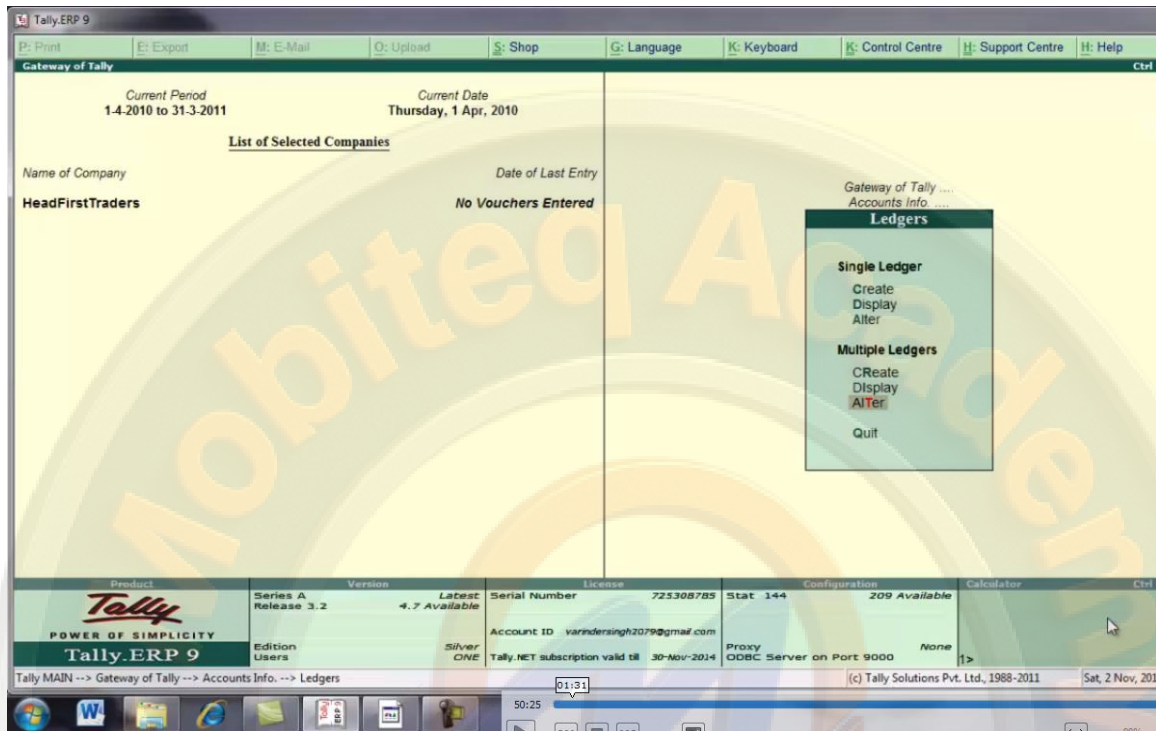
SELECT DISPLAY UNDER MULTIPLE LEDGERS

यहा पर हमारे द्वारा बनाई गयी ledger show होगी



HERE SHOWN THE LIST OF LEDGER CREATE BY US

esc press करके हम वापिस आ जायेगे or यहां से alter को select करे



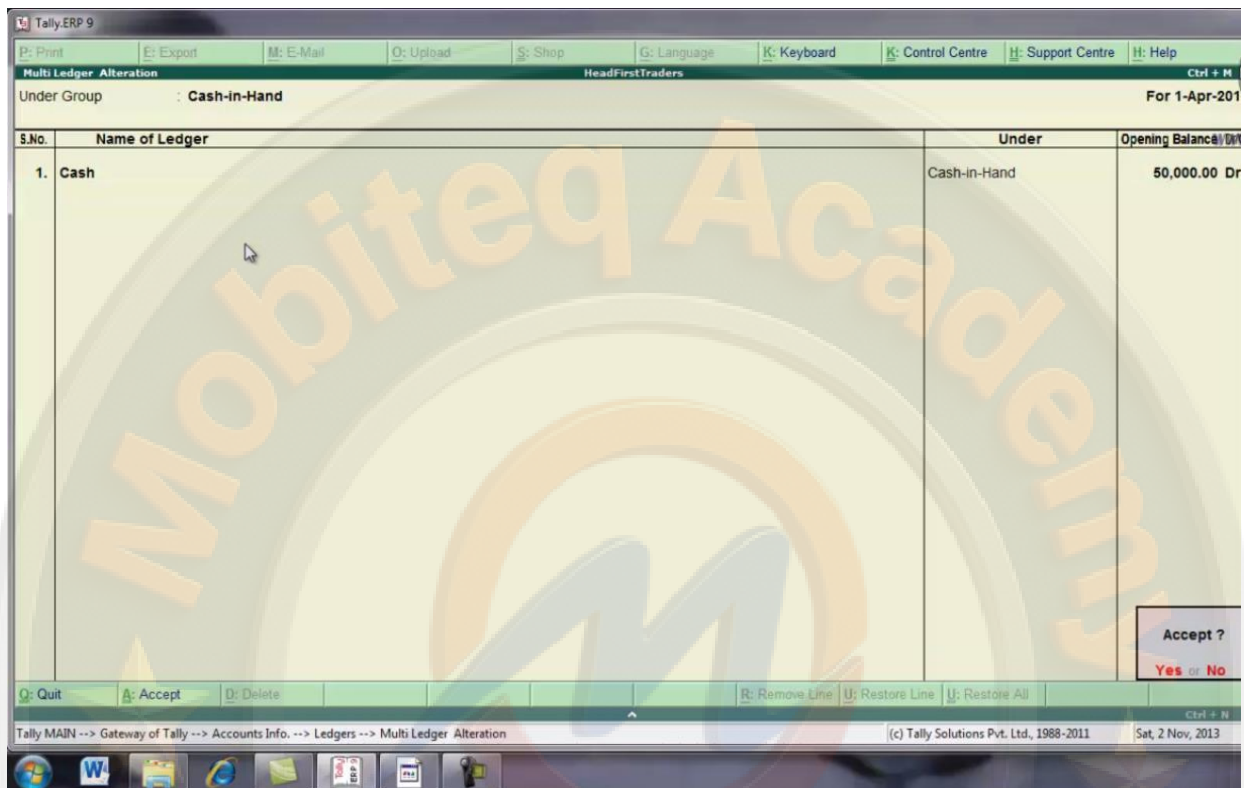
IF WE WANT SOME CHANGES IN ANY LEDGERS THEN WE SELECT ALTER OPTION UNDER MULTIPLE LEDGERS

उस group को select करे जिसे आप change करना चाहते है हम यहा पर cash-in-hand को select करेगे



HERE WE SELECT CASH-IN-HAND

यहाँ पर multiple ledger alteration screen उपलब्ध हो जाएगी हम यहाँ पर cash in hand ledger में opening balance fill कर देंगे



ACCOUNTING VOUCHERS

Voucher का अर्थ उस basic document से है जिससे हम financial transaction को ledger में record करके रख सके हैं voucher entry के लिय tally पहले से voucher provide करती है हम अपनी सुविधा अनुसार voucher का चुनाव कर सकते हैं voucher ही वो माध्यम है जिसके द्वारा हम ledger में data store कर सकते हैं or साथ ही company की जो जो financial position है उसको update रखा जा सकता है

Voucher

A Voucher is a basic document to record details of a financial transaction. Every transaction we enter in tally should use appropriate Tally Voucher. Voucher put data into the ledgers and update the financial position of the company.

WHAT IS VOUCHER

voucher मुख्यता दो प्रकार के होते हैं

1. accounting voucher का अर्थ उन voucher से है जो account की basic transaction को store करने के लिए इस्तेमाल किया जाता है जैसे contra voucher, payment voucher, purchase voucher, sales voucher etc.

There are main two types of Voucher Entries

•Accounting vouchers		•Inventory vouchers	
1	Contra Voucher	1	Purchase Order
2	Payment Voucher	2	Sales Order
3	Receipt Voucher	3	Rejections Out
4	Journal voucher	4	Rejections In
5	Purchase Voucher	5	Stock Journal
6	Sales Voucher	6	Delivery Note
7	Credit Note Voucher	7	Receipt Note
8	Debit Note Voucher	8	Physical Stock

NOTE : WE CAN ALSO CREATE OUR OWN VOUCHER TYPES

2. inventory voucher का अर्थ उन voucher से है जिसमें inventory की transaction को store करके रखा जाता है जैसे purchase order, sales order, rejection in, rejection out etc.

TYPES OF VOUCHERS

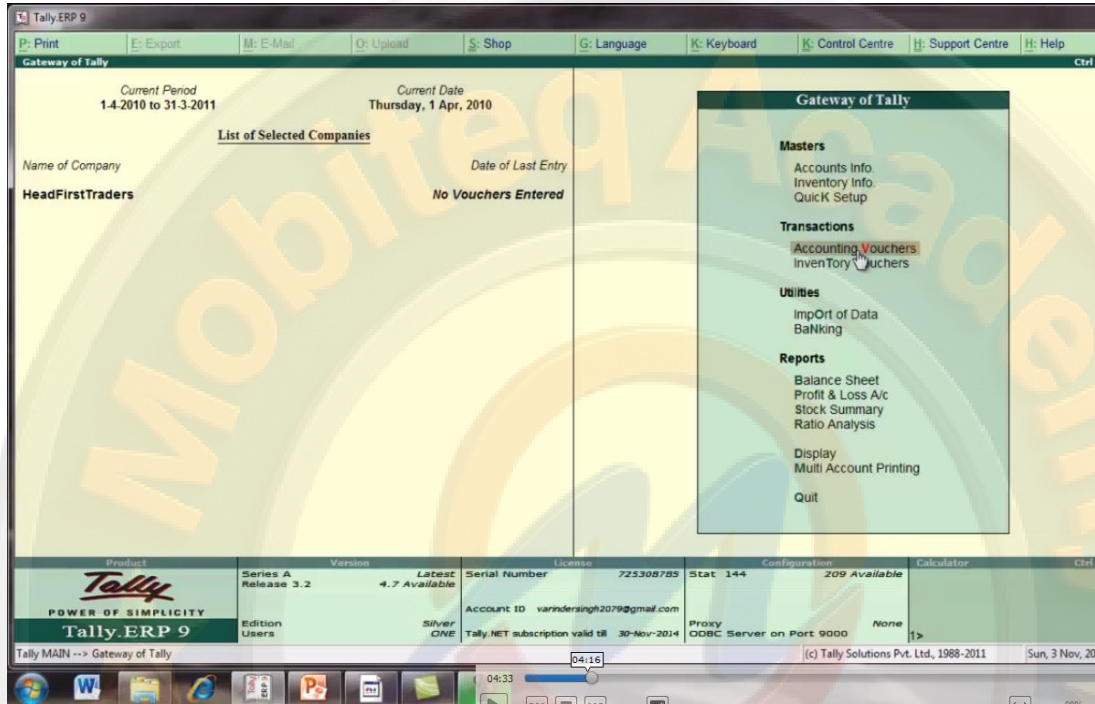
HeadFirst Traders

S.NO	BASIC VOUCHERS IN TALLY	
1	Contra Voucher	TRANSACTION BETWEEN CASH AND BANK ACCOUNT RECORDED.
2	Payment Voucher	ALL BANK AND CASH PAYMENTS ARE RECORDED
3	Receipt Voucher	ALL RECEIPTS INTO BANK OR CASH ACCOUNTS ARE RECORDED.
4	Journal voucher	USE TO RECORD ADJUSTMENTS BETWEEN LEDGER ACCOUNTS AND TO RECORD JOURNAL ENTRIES.
5	Purchase Voucher	USE TO RECORD PURCHASE.
6	Sales Voucher	USE TO RECORD SALE
7	Credit Note Voucher	USE TO RECORD SALES RETURN OR IF THE CUSTOMER IS OVERCHARGED THEN ALSO CREDIT NOTE IS CREATED TO MAKE ADJUSTMENT OF OVERCHARGED AMOUNT.
8	Debit Note Voucher	USE TO RECORD PURCHASE RETURN OR IF THE SUPPLIER HAS

BASICS VOUCHERS IN TALLY

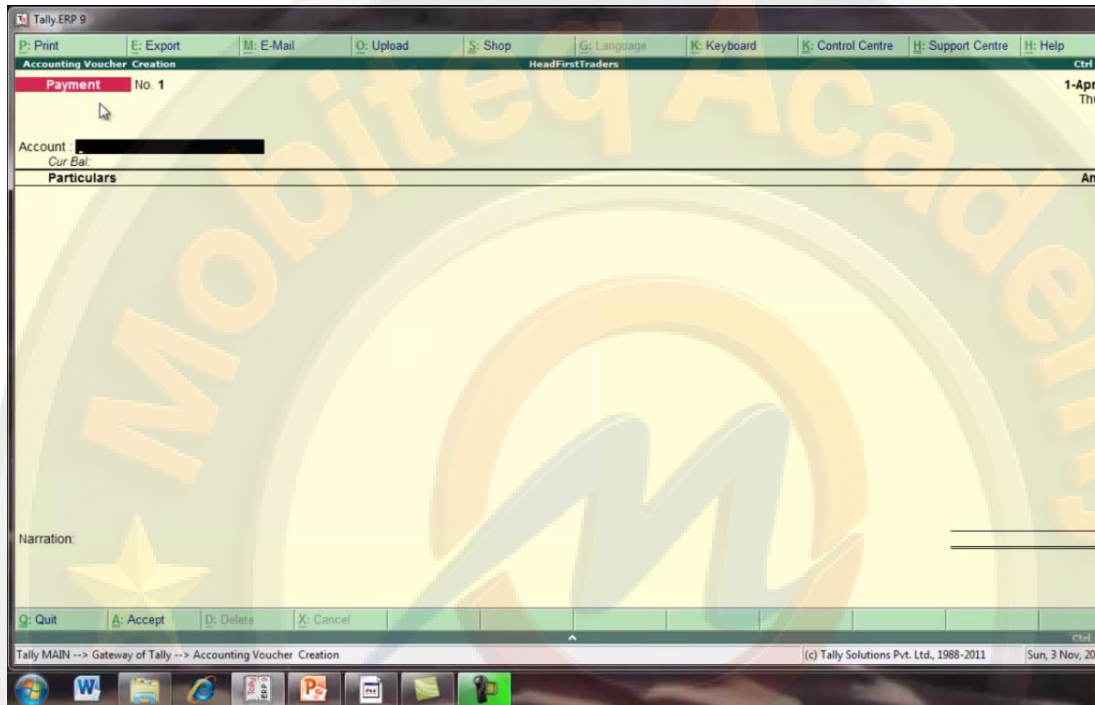
KEY TO SUCCESS

accounting voucher बनाने के लिय gateway of tally मे transaction के अंतर्गत accounting voucher को select करे



SELECT ACCOUNTING VOUCHERS UNDER TRANSACTION

यहा पर accounting voucher creation screen उपलब्ध हो जाएगी यहा पर सबसे उपर company name then voucher name, account , particulars मे Dr. or Cr balance हमारे पास buton toolbar पर buton भी उपलब्ध हो गये है



ACCOUNTING VOUCHERS CREATION SCREEN

हम यहा पर कुछ transaction के द्वारा voucher की entry करेगे

S.NO	DATE	TRANSACTIONS
1	2/4/2010	PURCHASING GOODS FROM CNC AND CO. (CREDITORS) VALUE OF 5000/-
2	2/4/2010	PURCHASING GOODS CASH FOR A VALUE OF 8000/-
3	5/4/2010	SELLING GOODS TO DHARMAVEER AND CO (DEBTORS) FOR A VALUE OF RS. 10000/-
4	5/4/2010	SELLING GOODS IN CASH FOR A VALUE OF RS. 13000/-
5	6/4/2010	PAID 4500/- TO CNC AND CO.
6	6/4/2010	PAYMENT 8000/- RECEIVED FROM DHARAMVEER AND CO .
7	8/4/2010	PAID 8000/- TO CNC AND CO BY IDBI BANK ACCOUNT

SOME BUSINESS TANSACTION

S.N O	DATE	TRANSACTIONS
8	8/4/2010	PAID 3500/- TO CEE TECHS. (CREDITORS OP. BAL. 25000/-) BY IDBI BANK ACCOUNT.
9	9/4/2010	PAYMENT 2000/- RECEIVED FROM DHARAMVEER AND CO IN IDBI BANK.
10	9/4/2010	OCTORI PAID 1600/- BY CASH
11	12/4/2010	TELEPHONE EXPENSES PAID 1000/- BY BANK
12	13/4/2010	CASH DEPOSITED INTO BANK 10000/-
13	15/4/2010	SOME STATIONARY HAS BEEN USED BY OFFICE SO WE WANT TO INCLUDE SOME EXP OF STATIONARY SHOULD BE ADDED IN OFFICE EXPENSES.
14	15/4/2010	CASH WITHDRAWL FROM BANK 5000/-

SOME BUSINESS TRANSACTION

KEY TO SUCCESS

हम यहा पर purchase voucher की entry करेगे

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The window title is 'Tally.ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The window content is as follows:

Accounting Voucher Creation
HeadFirstTraders
Ctrl + M

Purchase No. 1
Supplier Invoice No. : pur/1/10 Date : 1-Apr-2010
1-Apr-2010
Thursday

Particulars	Debit	Credit
To Cnc and Co. Cur Bal: 1,87,000.00 Cr		5000
By		

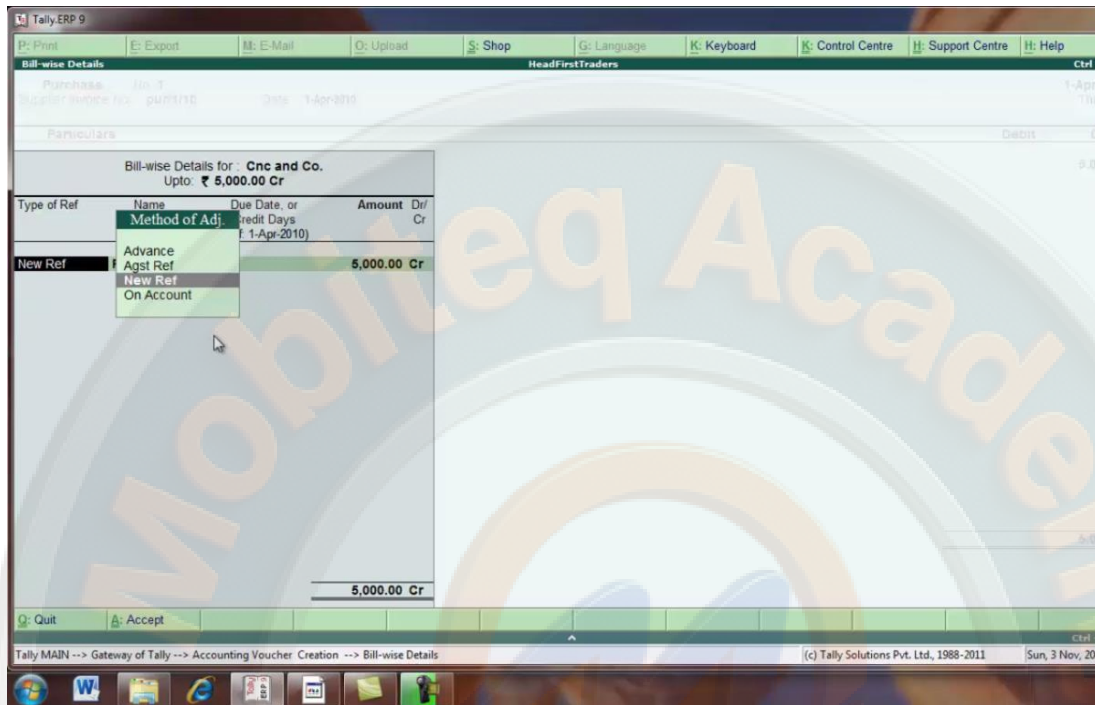
Narration:

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PURCHASE VOUCHES

अब हमें CNC एंड कंपनी की bill wise details select करेंगे



BILL WISE DETAILS (METHOD OF ADJUSTMENT)

purchase voucher में details fill करने के बाद accept को yes कर देंगे

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The voucher is a 'Purchase' type, No. 1, dated 1-Apr-2010. The supplier is 'Cnc and Co.' with a current balance of 1,92,000.00 Cr. The voucher amount is 5,000.00 Cr. The debit entry is 'Cnc and Co.' (5,000.00) and the credit entry is 'Purchase' (5,000.00). The narration is 'purchase from cnc andco via bilino 220'. An 'Accept?' dialog box is visible in the bottom right corner with 'Yes' and 'No' options.

Particulars		Debit	Credit
To	Cnc and Co. Cur Bal: 1,92,000.00 Cr New Ref Pur/1/10		5,000.00
By	Purchase Cur Bal: 5,000.00 Dr	5,000.00	
		5,000.00	5,000.00

HERE PURCHASE VOUCHER (PURCHASE GOODS FROM CNC AND CO.)

Tally.ERP 9

Accounting Voucher Creation

Purchase No. 2
Supplier Invoice No. : pur/2/10 Date : 2-Apr-2010 2-Apr-2010
Friday

Particulars	Debit	Credit
To Cash Cur Bal: 52,000.00 Dr		8,000.00
By Purchase Cur Bal: 13,000.00 Dr	8,000.00	
	8,000.00	8,000.00

Narration:
purchase cash of 8000/-

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PURCHASE VOUCHRE NO. 2 (PURCHASE IN CASH)

अब हम यहां पर sale voucher की entry करेंगे

Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Sales No. 1

Ref.: sale/1/10

5-Apr-2013

Particulars	Debit	Credit
By Dharmaveer and Co Cur Bal: 12,000.00 Dr	10000	

Narration:

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SALES VOUCHERS

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Bill-wise Details HeadFirstTraders

Sales No. 1
Ref. sales100

Particulars Debit

Bill-wise Details for : **Dharmaveer and Co**
Upto: ₹ 10,000.00 Dr

Type of Ref	Name	Due Date, or Credit Days (wef 5-Apr-2010)	Amount	Dr/ Cr
New Ref	1		10,000.00	Dr
			10,000.00	Dr

Quit | Accept

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Bill-wise Details (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

BILL WISE DETAILS (METHOD OF ADJUSTMENT)

Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Sales No. 1

Ref : sale/1/10

5-Apr-20
Mond

Particulars	Debit	Cre
By Dharmaveer and Co Cur Bal: 22,000.00 Dr New Ref 1	10,000.00 Dr	
To Sales Cur Bal: 10,000.00 Cr		10,000.

Narration:
sale of 10000/-

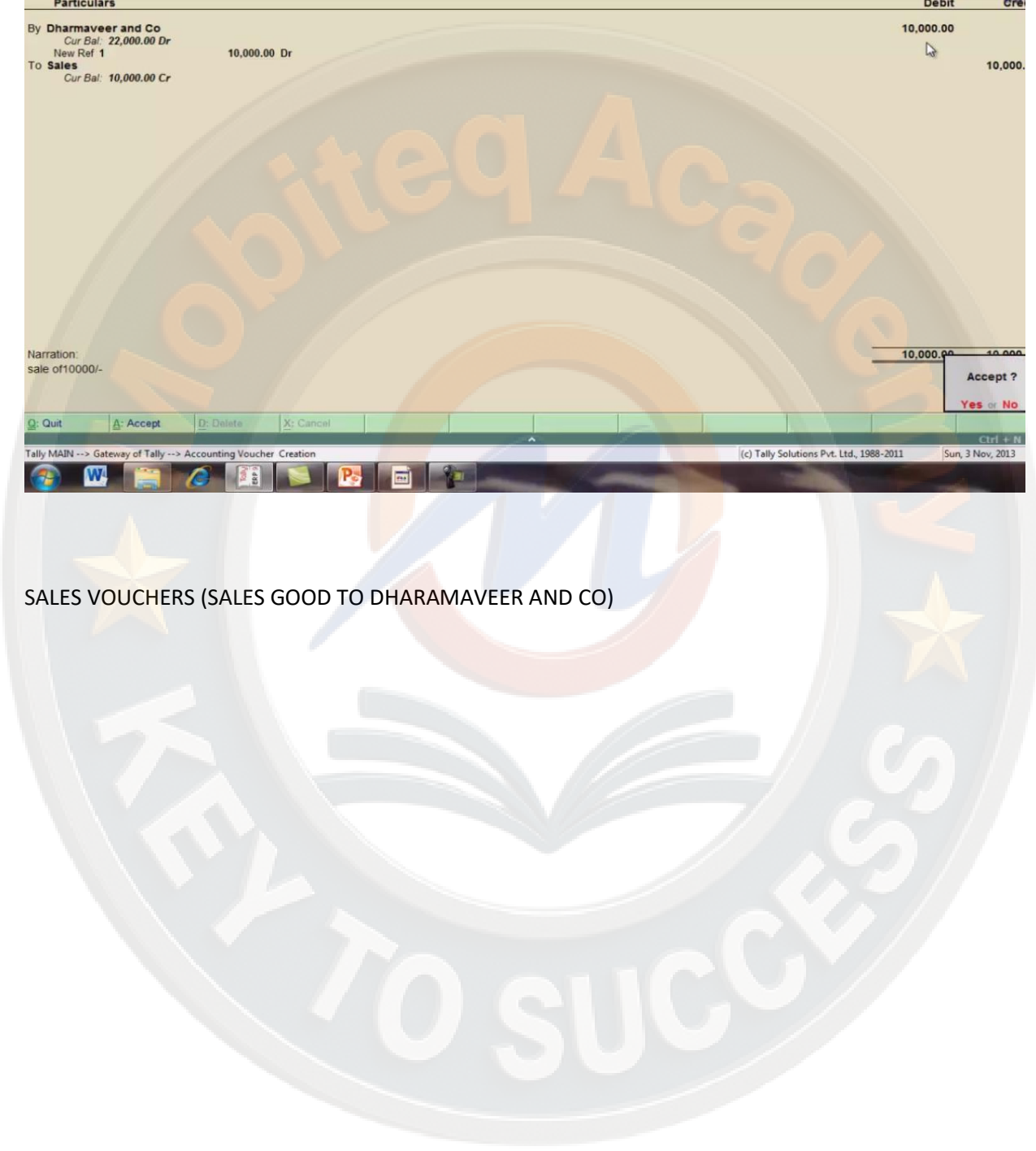
10,000.00 10,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SALES VOUCHERS (SALES GOOD TO DHARAMAVEER AND CO)



Tally.ERP 9

Accounting Voucher Creation

HeadFirstTraders

Sales No 2

Ref : sale/2/10

5-Apr-2013

Particulars	Debit	Credit
By Cash	13,000.00	
Cur Bal: 65,000.00 Dr		
To Sales		13,000.00
Cur Bal: 23,000.00 Cr		

Narration:
sale of 10000/-cash

13,000.00 13,000.00

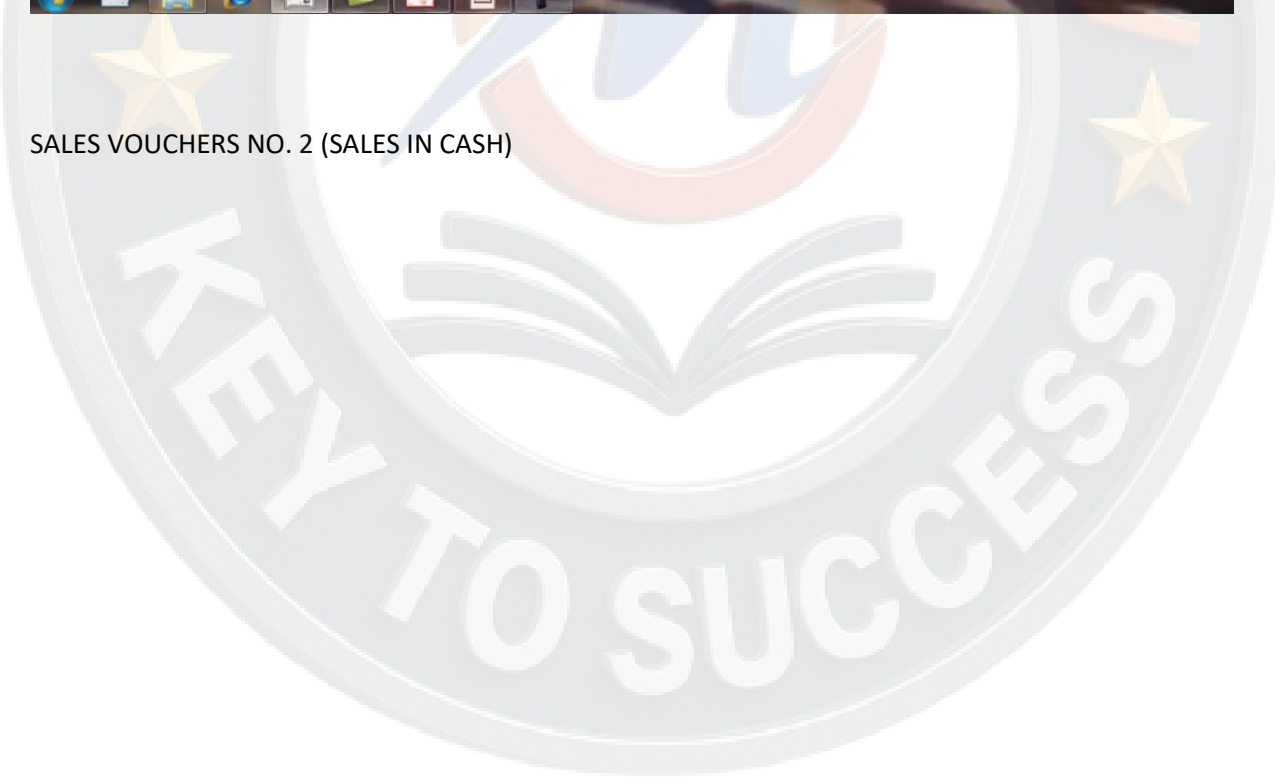
Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

SALES VOUCHERS NO. 2 (SALES IN CASH)



अब हम यहा पर payment voucher की entry करेगे

Tally.ERP 9

Accounting Voucher Creation

Payment No. 1

6-Apr-2013
Tuesda

Particulars	Debit	Credit
By Cnc and Co. Cur Bal: 1,87,500.00 Cr Agst Ref Pur1/10	4,500.00 Dr	
To Cash Cur Bal: 60,500.00 Dr		4,500.00
	4,500.00	4,500.00

Narration:
paid to cnc and co.

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHERS (PAID TO CNC AND CO.)

यहा पर receipt voucher की entry करेगे

Tally-ERP 9

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

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Receipt No. 1 6-Apr-2013 Tuesday

Particulars	Debit	Credit
To Dharmaveer and Co Cur Bal: 14,000.00 Dr Agst Ref 1	8,000.00 Cr	
By Cash Cur Bal: 68,500.00 Dr		8,000.00

Narration:
received from dharmveer 8000

8,000.00 8,000.00

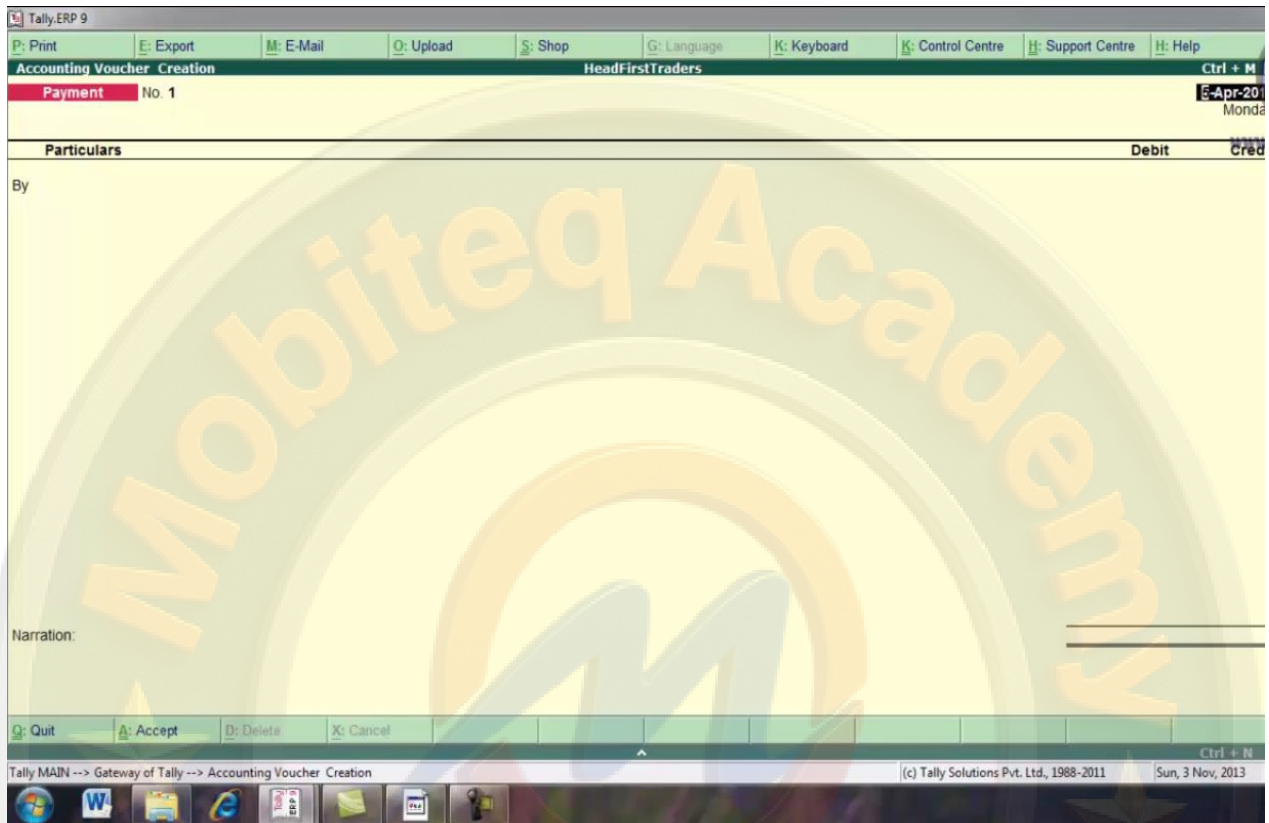
Accept ?
Yes or No

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

RECEIPT VOUCHERS (RECEIVED FROM DHARAMVEER AND CO.)

यहां से configure buton को select करे

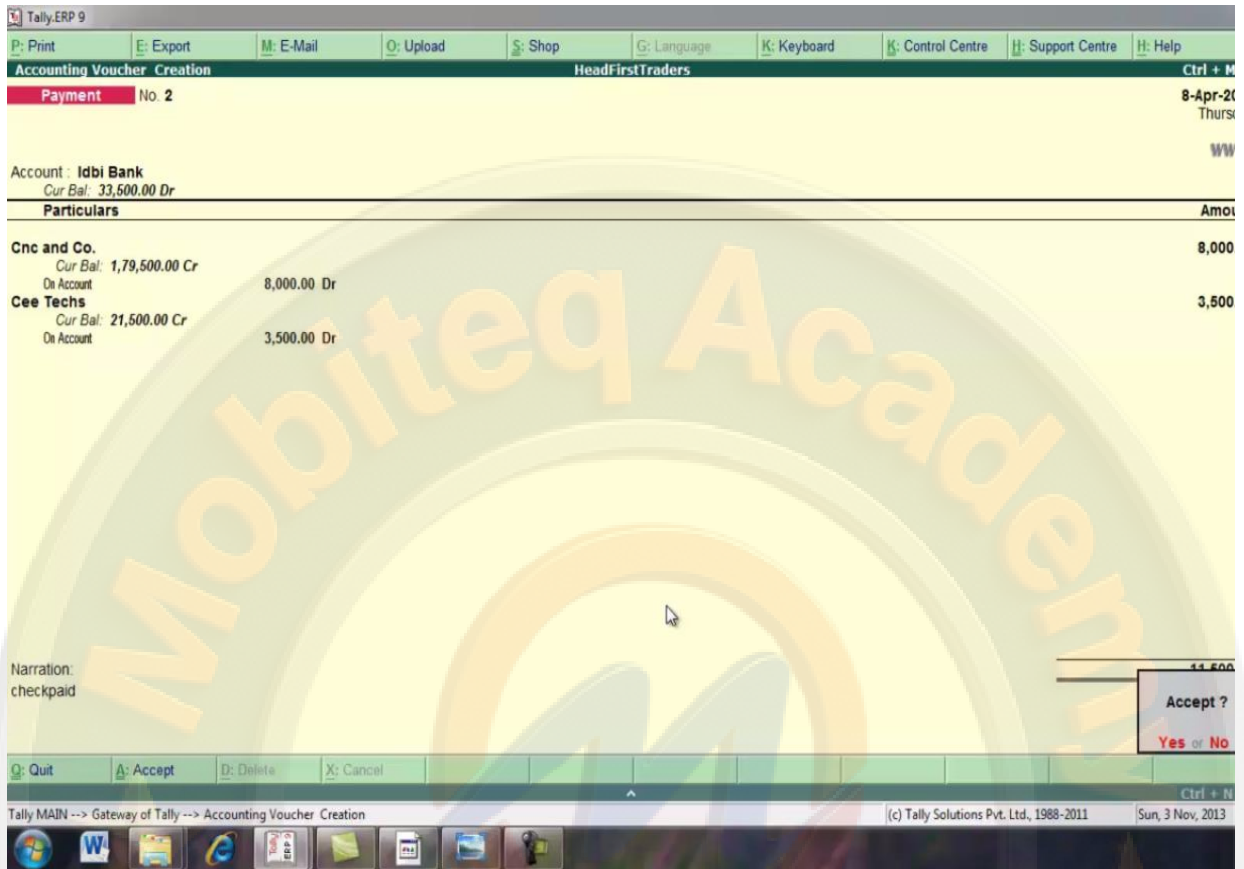


SELECT CONFIGURE (BOTH ENTRIES ARE SAME DATE AND SAME BANK)



OPEN PAYMENT CONFIGURATION (USE SINGLE ENTRY MODE FOR PAYMENT ? YES)

USE SINGLE ENTRY MODE FOR PAYMENT को yes करने से आप देखेगे की to और by यहां से hide हो जायेगा



PAYMENT VOUCHER LEDGER, HERE WE CAN SEE THAT TO AND BY REMOVED WITH THE HELP OF CONFIGURE BUTON

Tally.ERP 9

Accounting Voucher Creation HeadFirst Traders

Receipt No. 2 9-Apr-2013 Friday

Particulars	Debit	Credit
To Dharmaveer and Co Cur Bal: 12,000.00 Dr On Account	2,000.00 Cr	2,000.00
By Idbi Bank Cur Bal: 35,500.00 Dr Dharmaveer and Co Instrument No.: 4444		2,000.00
Cheque/DD Instrument Date : 9-Apr-2010 Bank Name : Branch :		

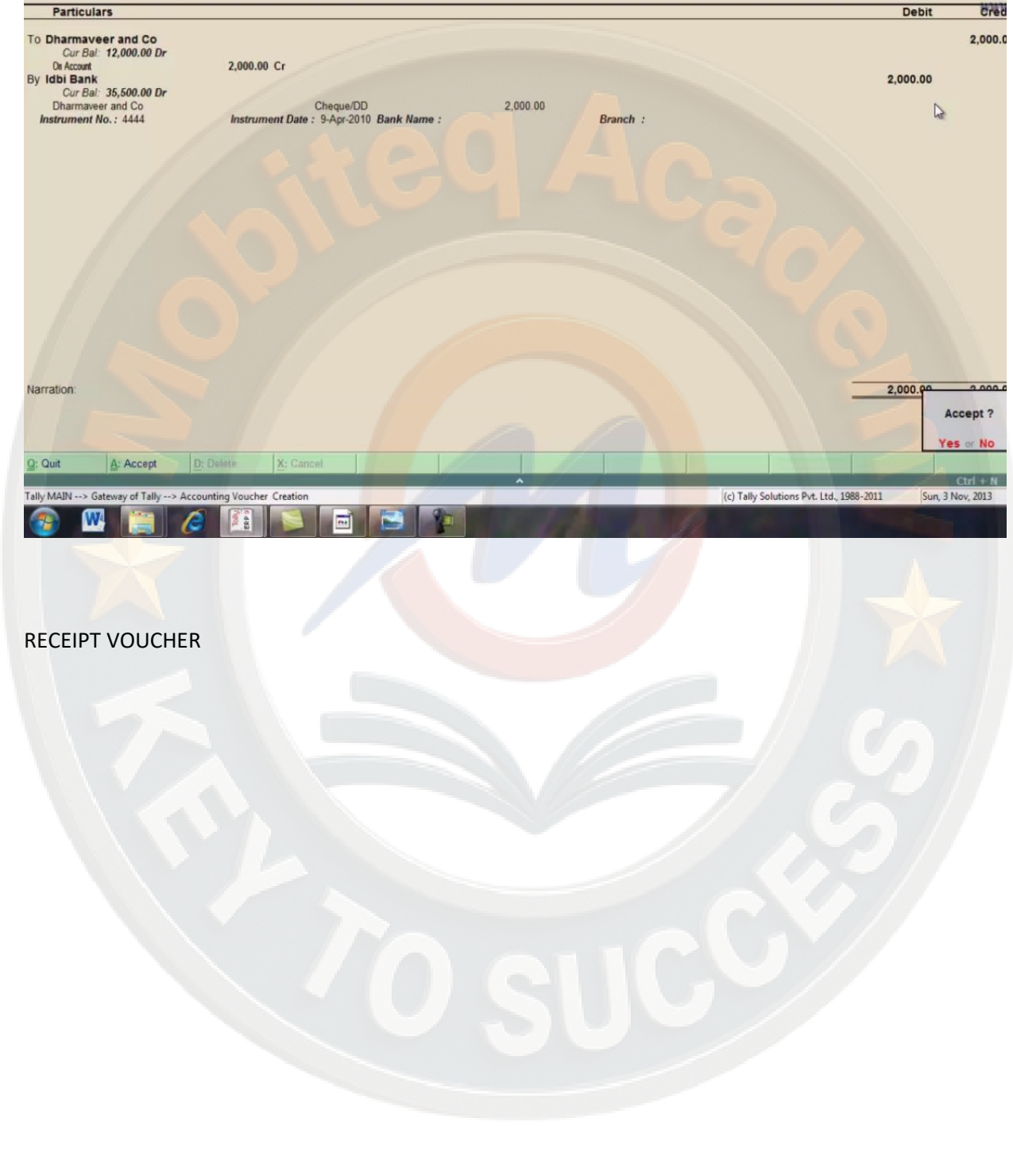
Narration:

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

RECEIPT VOUCHER



Tally.ERP 9

Accounting Voucher Creation

Payment No. 3

HeadFirstTraders

9-Apr-2013

Particulars	Debit	Credit
By Octroi Cur Bal: 1,600.00 Dr	1,600.00	
To Cash Cur Bal: 66,900.00 Dr		1,600.00

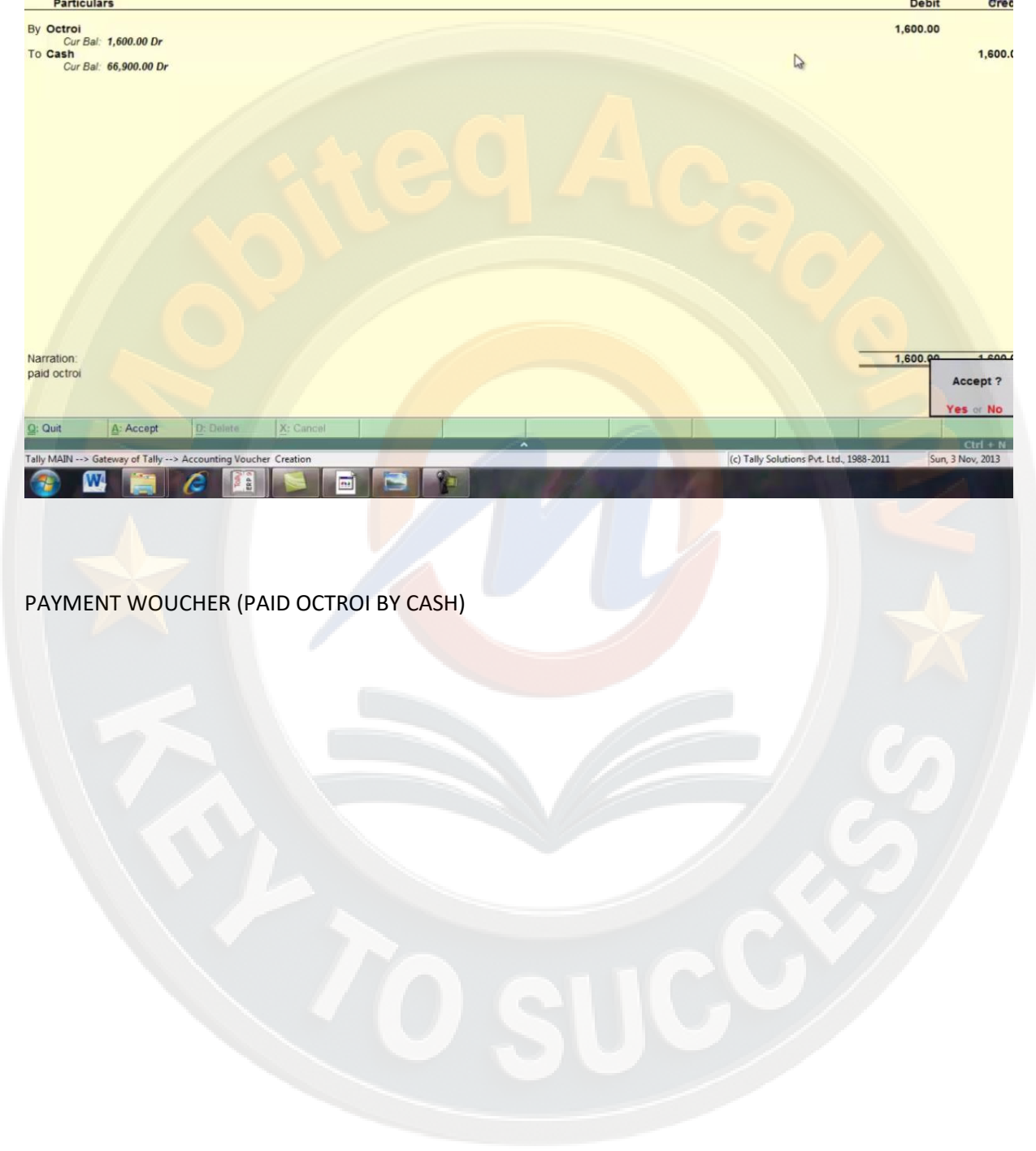
Narration: paid octroi

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHER (PAID OCTROI BY CASH)



Tally.ERP 9

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

Accounting Voucher Creation HeadFirstTraders Ctrl + M

Payment No. 4 12-Apr-2013 Monday

Particulars	Debit	Credit
By Telephone Exp Cur Bal: 1,000.00 Dr	1,000.00	
To Idbi Bank Cur Bal: 34,500.00 Dr Telephone Exp Instrument No.: 444 Bank Date :		1,000.00
Cheque 1,000.00 Instrument Date : 12-Apr-2010 Cross Instrument Using: A/c Payee		
Narration: paid telephone exp by cheque	1,000.00	1,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PAYMENT VOUCHER (PAID TELEPHONE EXP BY BANK)

Tally.ERP 9

Accounting Voucher Creation

HeadFirstTraders

Contra No. 1

13-Apr-2011
Tuesda

Particulars	Debit	Credit
To Cash Cur Bal: 56,900.00 Dr		10,000.00
By Idbi Bank Cur Bal: 44,500.00 Dr	10,000.00	
Cheque/DD Instrument Date : 13-Apr-2010 Bank Name : Branch :		
Narration:		
	10,000.00	10,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CONTRA VOUCHER



The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The window content shows 'Journal No. 1' dated '15-Apr-2013'. The table below shows a journal entry:

Particulars	Debit	Credit
By Stationary Cur Bal: 250.00 Dr	250.00	
To Office Expenses Cur Bal: 250.00 Cr		250.00

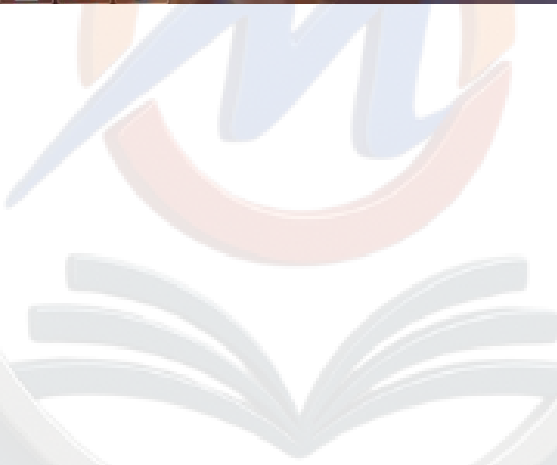
Narration: office exp of stationary

At the bottom right, there is an 'Accept?' dialog box with 'Yes' and 'No' buttons. The status bar at the bottom shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and '(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013'.

JOURNAL VOUCHER



KEY TO SUCCESS



Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Contra No 2

15-Apr-2010 Thursday

Particulars	Debit	Credit
To Idbi Bank Cur Bal: 39,500.00 Dr HeadFirstTraders Instrument No.: Bank Date : By Cash Cur Bal: 61,900.00 Dr		5,000.00
Cheque 5,000.00 Instrument Date : 15-Apr-2010 Cross Instrument Using: A/c Payee	5,000.00	
		5,000.00

Narration:

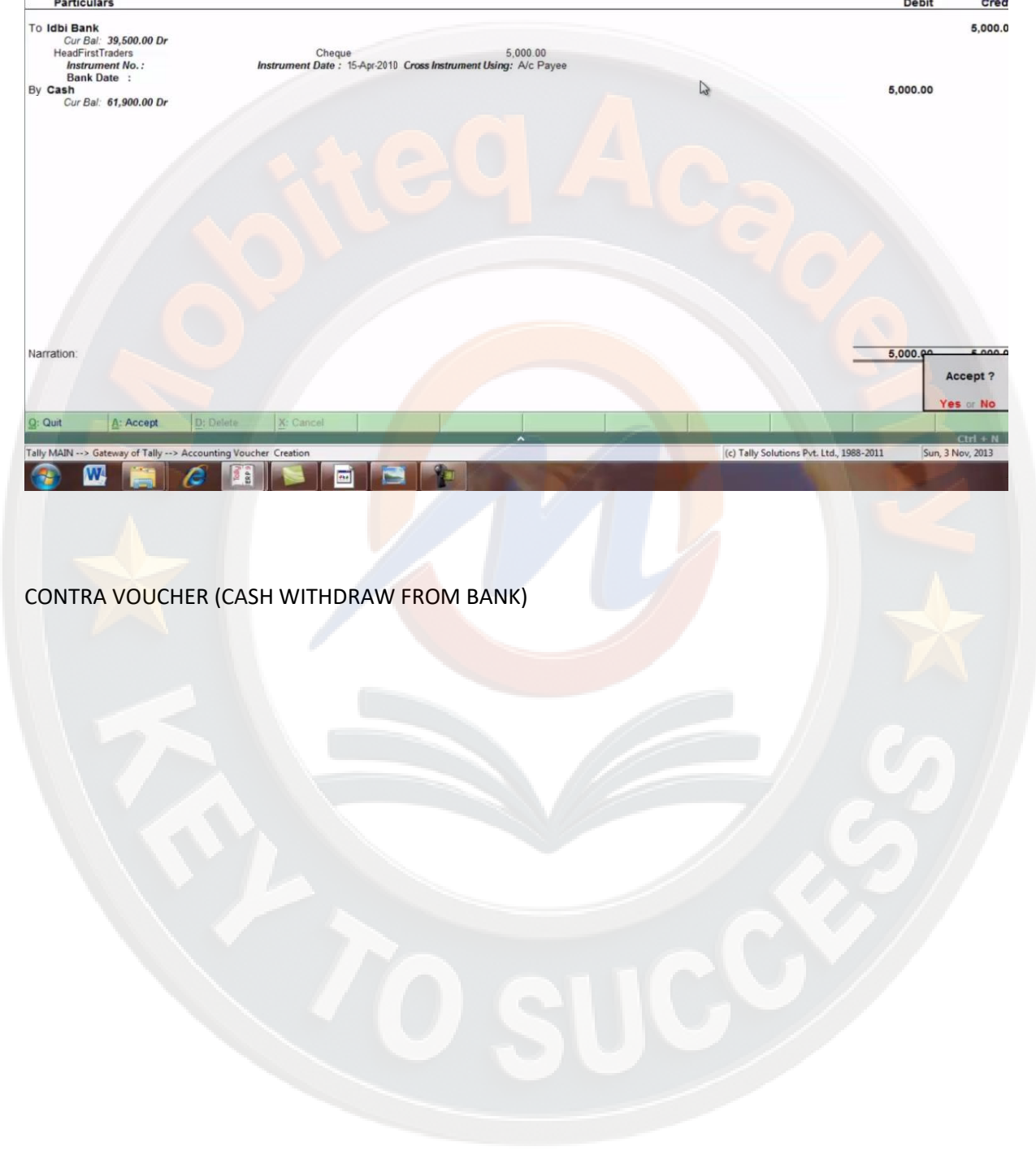
5,000.00 5,000.00

Accept ?
Yes or No

Quit Accept Delete Cancel

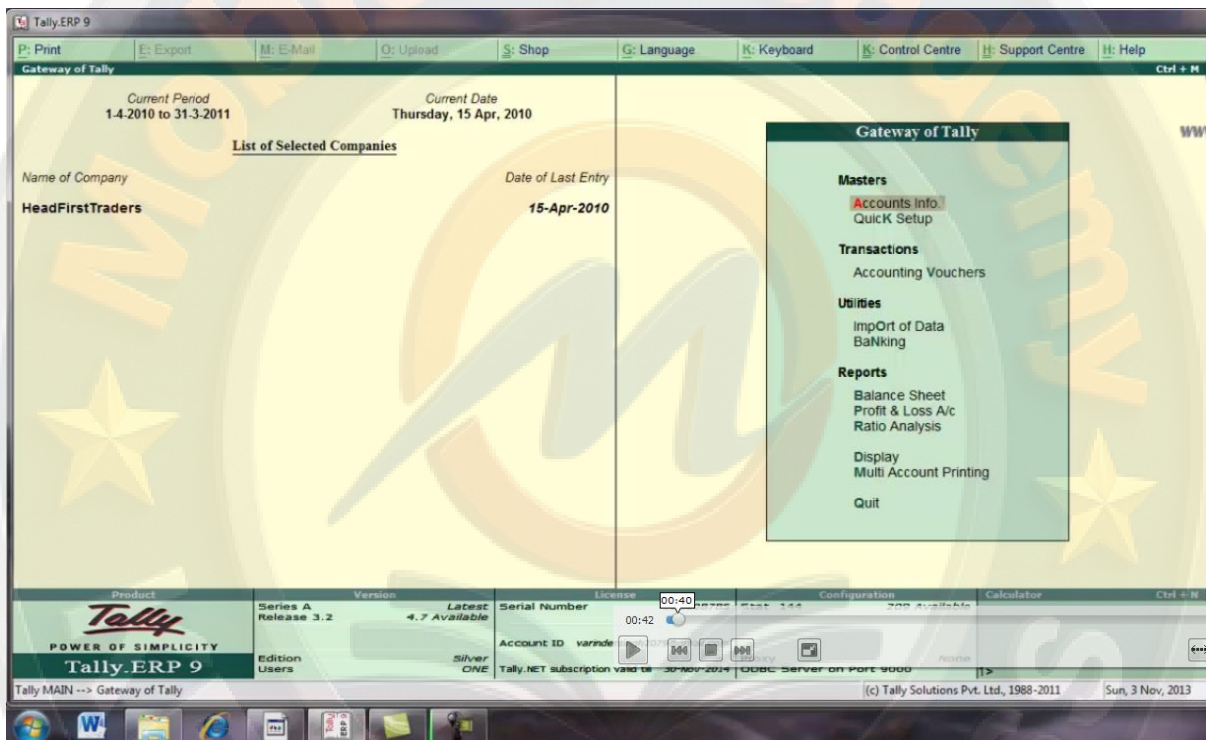
Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CONTRA VOUCHER (CASH WITHDRAW FROM BANK)



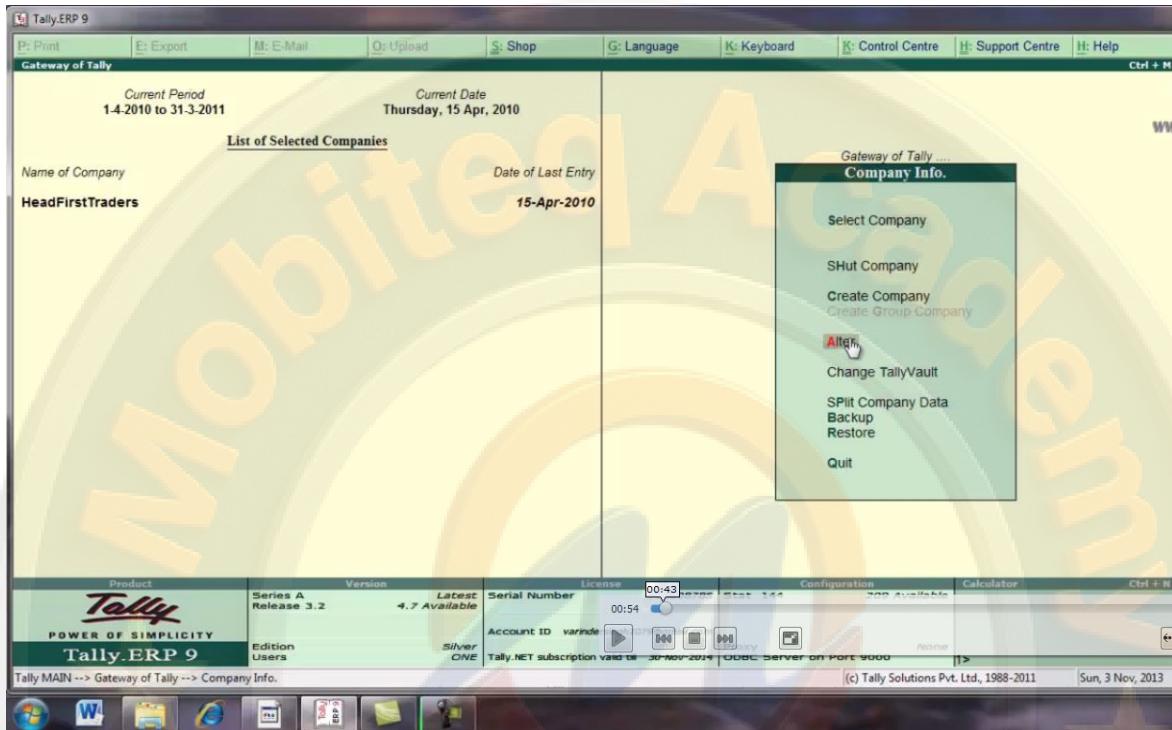
INVENTORY VOUCHERS

इस तरह से financial transaction को store करने के लिए हमारे पास account info. हो accounting voucher available है tally में हेलो उसी तरह से stock को store करने के लिए inventory info or inventory vouchers का प्रयोग कर सकते हैं सबसे जरूरी यह है कि हम उसको अपने account में integrate करें or जो एकाउंट्स maintain करने हैं वो with inventory हो इसके लिए हम यहाँ से comp info को select कर सकते हैं



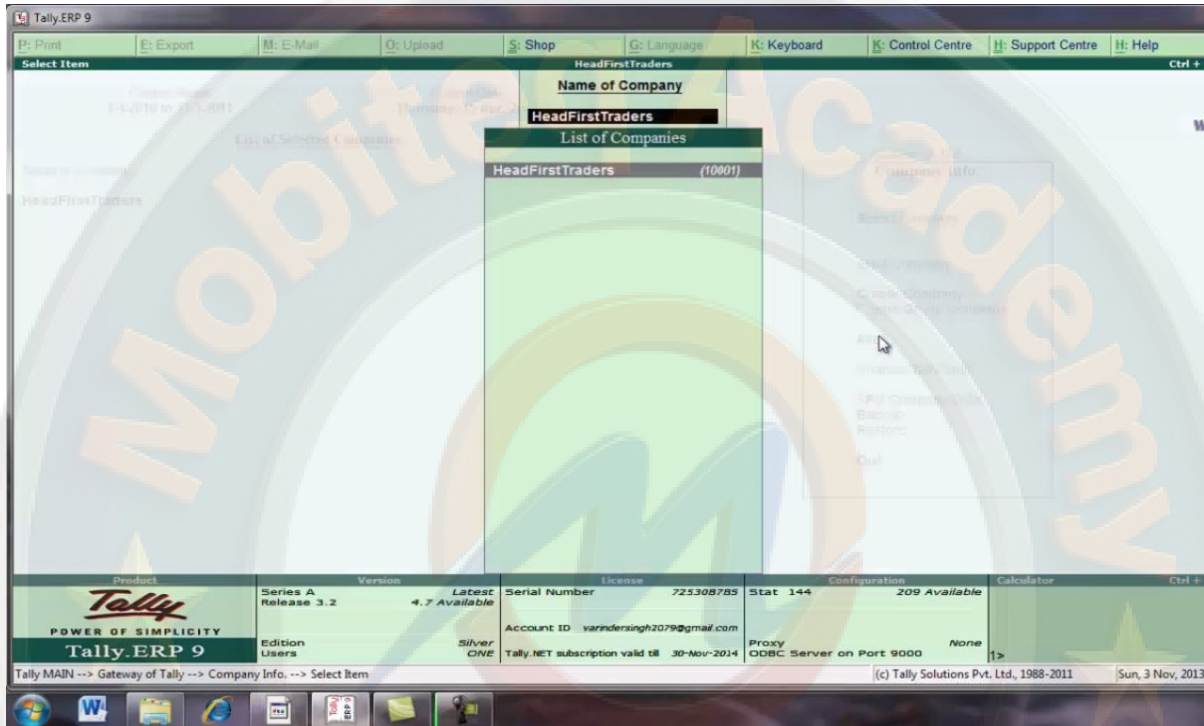
SELECT COMP INFO OR F3

यहा से alter का चुनाव करेगे



SELECT ALTER OPTION (UNDER COMPANY INFO.)

यहा से company name select करे



COMPANY ALTERATION SCREEN

company alteration screen available हो जाएगी यहा से company details के अंतर्गत type of company account with inventory select करेगे

Tally.ERP 9

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

Company Alteration **HeadFirstTraders** Ctrl +

Mailing & Contact Details

Name: HeadFirstTraders
 Mailing Name: HeadFirstTraders
 Address: 12, Sco 456, Panchkula

Company Details

Currency Symbol: ₹
 Maintain: Accounts Only
 Financial Year from: 1-4-2010
 Books beginning from: 1-4-2010

Type of Company

Accounts only
 Accounts with Inventory

Security Control

Statutory compliance for State: India
 State: Haryana
 PIN Code: 125001
 Telephone No.: 125154
 Mobile No.:
 E-Mail: info@headfirsttraderspanchkula.com

Use Security Control: ? No
 (Enable Security to avail Tally.NET Features)

Auto Backup Details

Enable Auto Backup: No

Base Currency Information

Base Currency Symbol: ₹
 Formal Name: INR
 Number of Decimal Places: 2
 Is Symbol SUFFIXED to Amounts? No
 Symbol for Decimal Portion: paise

Show Amounts in Millions: ? No
 Put a SPACE between Amount and Symbol: ? Yes
 Decimal Places for Printing Amounts in Words: 2

Q: Quit

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Edition Users	Serial Number: 725308785 Account ID: varindersingh2079@gmail.com Tally.NET subscription valid till: 30-Nov-2014	Stat: 144 Proxy: ODBC Server on Port 9000	209 Available None

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

TYPE OF COMPANY



यहा से accept को yes कर दे

Tally.ERP 9

Company Alteration

Name : **HeadFirstTraders**

Mailing & Contact Details

Mailing Name : HeadFirstTraders
Address : 12, Sco 456 , Panchkula

Company Details

Currency Symbol : ₹
Maintain : Accounts with Inventory
Financial Year from : 1-4-2010
Books beginning from : 1-4-2010

Security Control

Statutory compliance for State : India
State : Haryana
PIN Code : 125001
Telephone No. : 125154
Mobile No. :
E-Mail : info@headfirsttraderspanchkula.com

Use Security Control ? No
(Enable Security to avail Tally.NET Features)

Auto Backup Details

Enable Auto Backup : No

Base Currency Information

Base Currency Symbol : ₹
Formal Name : INR
Number of Decimal Places : 2
Is Symbol SUFFIXED to Amounts ? No
Symbol for Decimal Portion : paise

Show Amounts in Millions ? No
Put a SPACE between Amount and Symbol ? Yes
Decimal Places for Printing Amounts in W

Accept ?
Yes or No

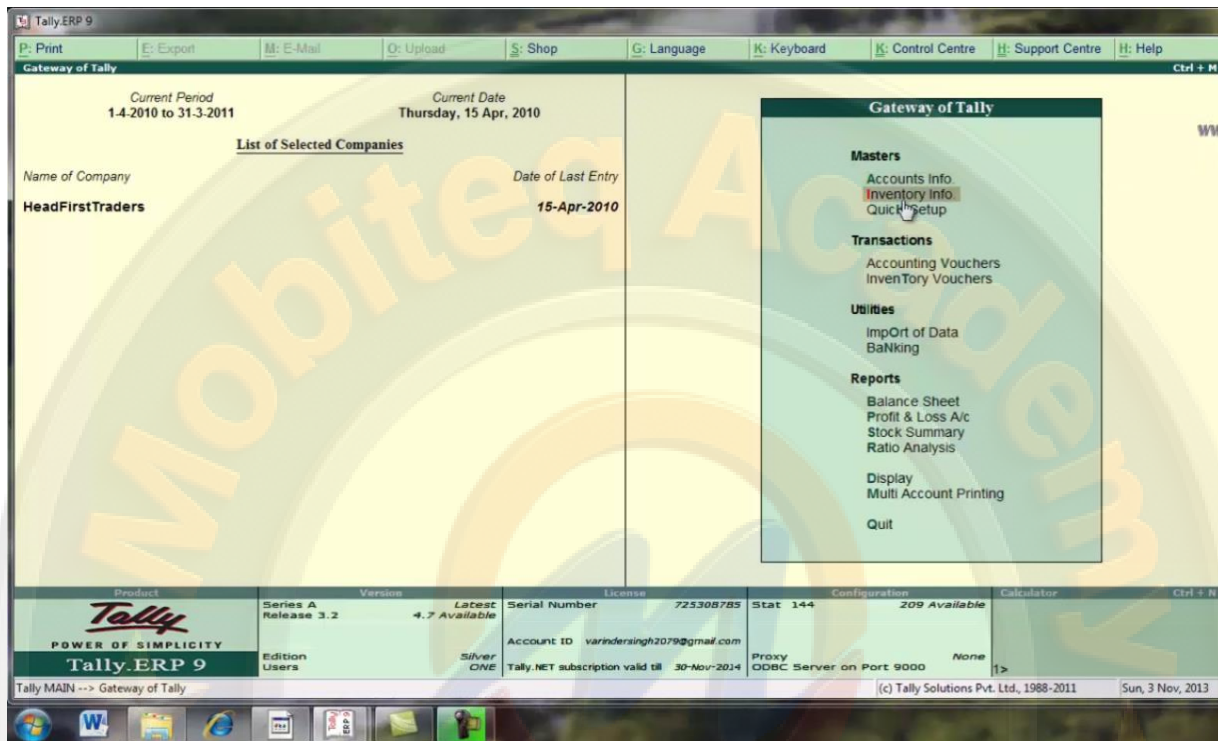
Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 Account ID varnderaigh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 209 Available Proxy ODBC Server on Port 9000 None	

Tally MAIN --> Gateway of Tally --> Company Info. --> Company Alteration

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

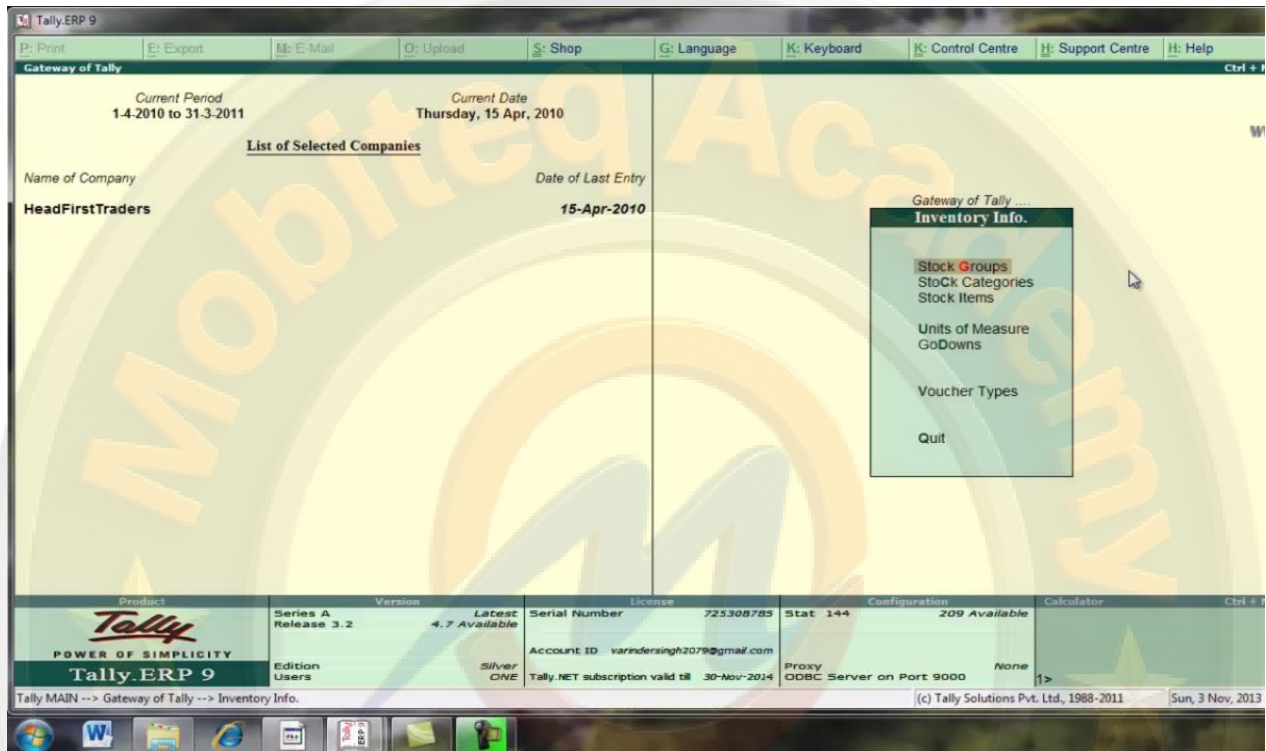
SELECT ACCOUNT WITH INVENTORY

अब हमारे पास gateway of tally के अंतर्गत inventory info or inventory vouchers उपलब्ध हो जायेगे यहा से inventory info को select करे



WE CAN SAW HERE INVENTORY INFO UNDER MASTERS AND INVENTORY VOUCHERS UNDER TRANSACTION. SELECT INVENTORY INFO.

यहा पर inventory info. के menu उपलब्ध हो जायेगा inventory मे खास बात ये है कु जैसे account info मे groups पहले से ही tally उपलब्ध करवाए गये थे inventory मे group स्वयं ही बनाने पड़ते है



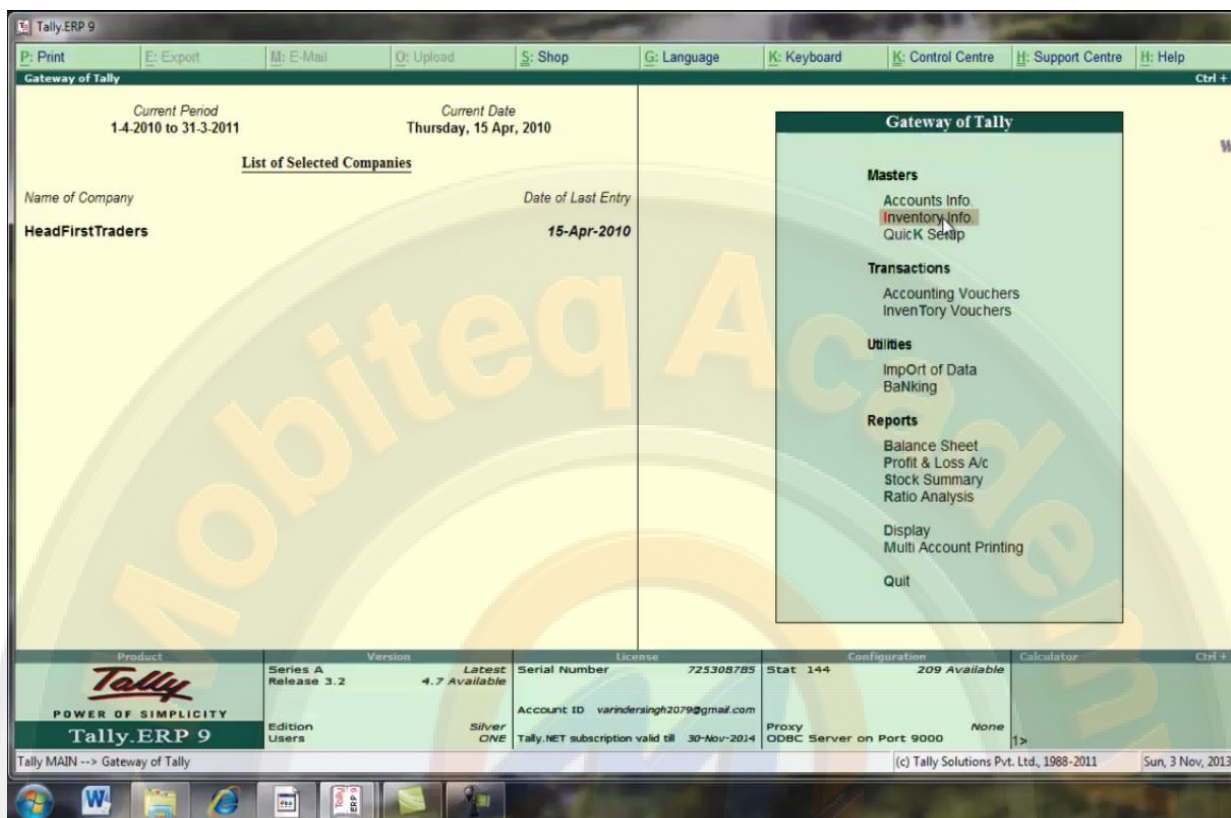
INVENTORY INFO MENU

यहा पर हम stock group, categories, items, or unit of measure को एक example के द्वारा समझेगे

INVENTORY INFO				
S.NO.	STOCK GROUPS	STOCK CATEGORIES	STOCK ITEMS	UNIT OF MEASURE
1	Tv	19 inch	Sony Philips	pcs
		21 inch	Sony Lg	
		29 inch	Haier Vcon	
2	Laptops	15.6 screen	Lenovo g560	pcs
			Hp pavilion	
		14.8 screen	Lenovo g460	
			Hp series	

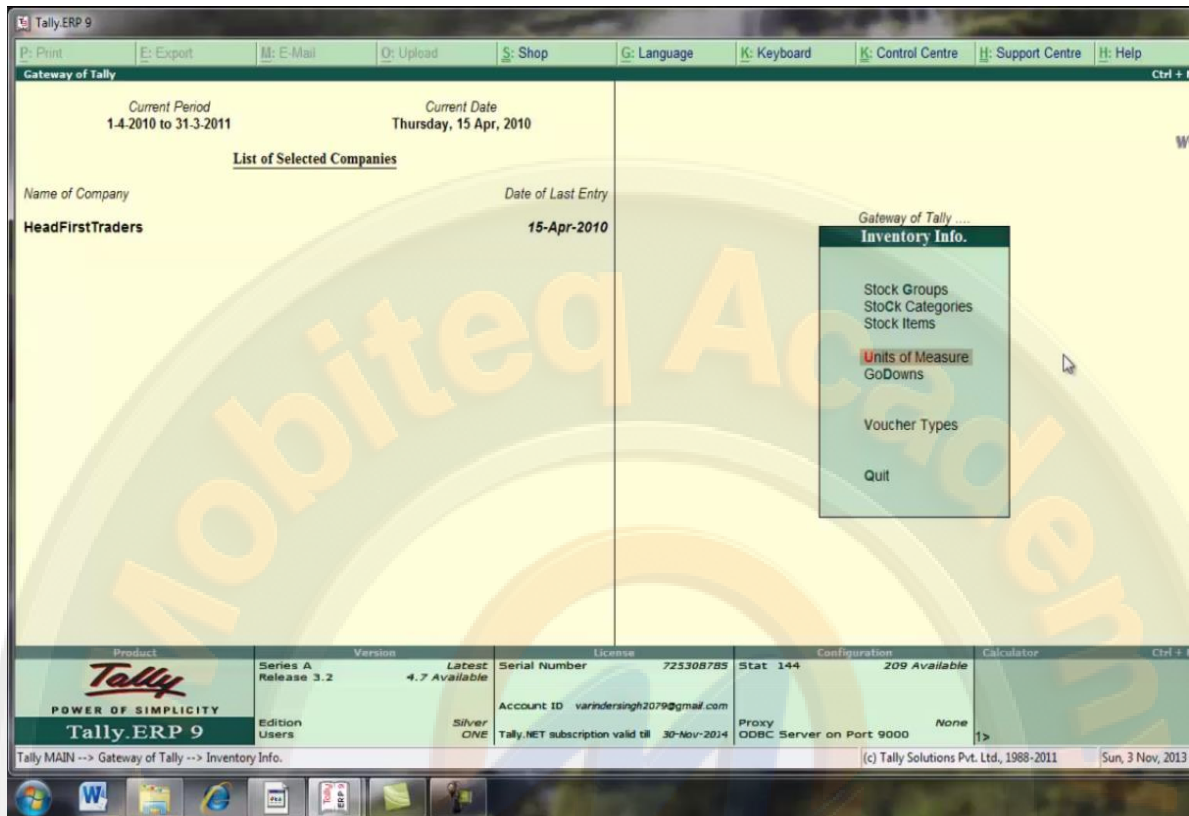
HERE BE DIFFERENCE BETWEEN STOCK GROUP, STOCK CATEGORIES, STOCK ITEMS

Gateway of tally मे masters के अंतर्गत inventory info. को select करे



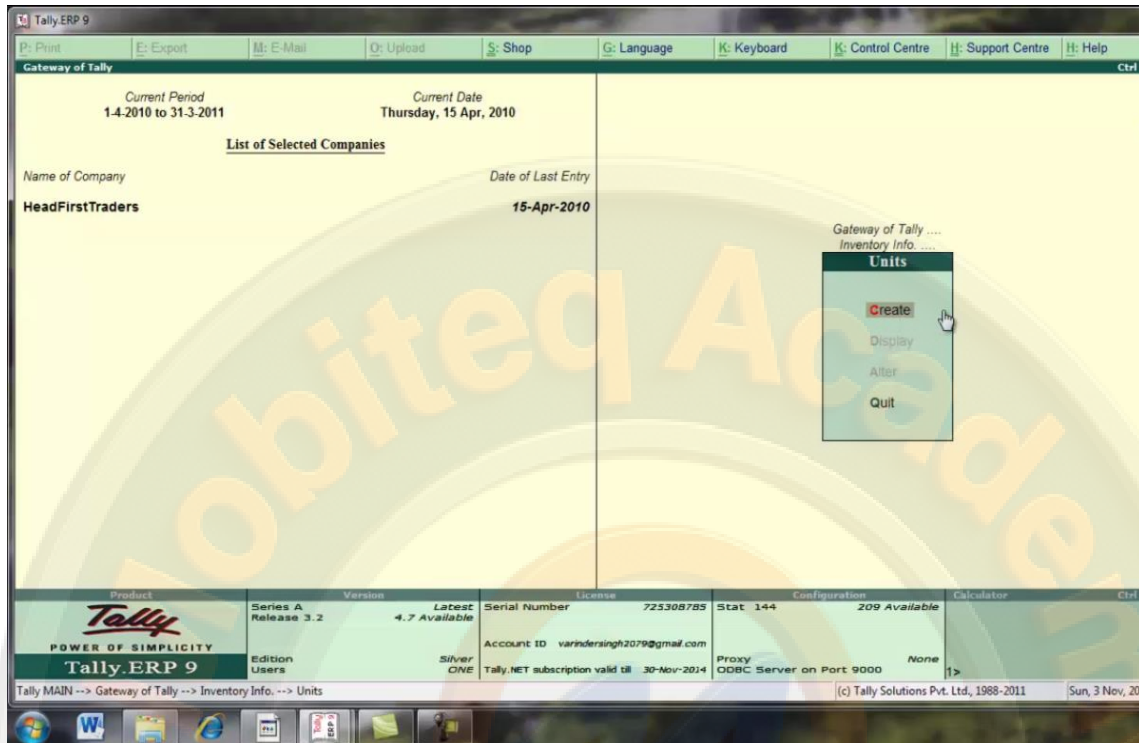
INVENTORY ENTRIES . SELECT INVENTORY INFO

इसमें हम सबसे पहले unit maintain करेंगे इसके लिए inventory info के अंतर्गत unit of measure को select करें



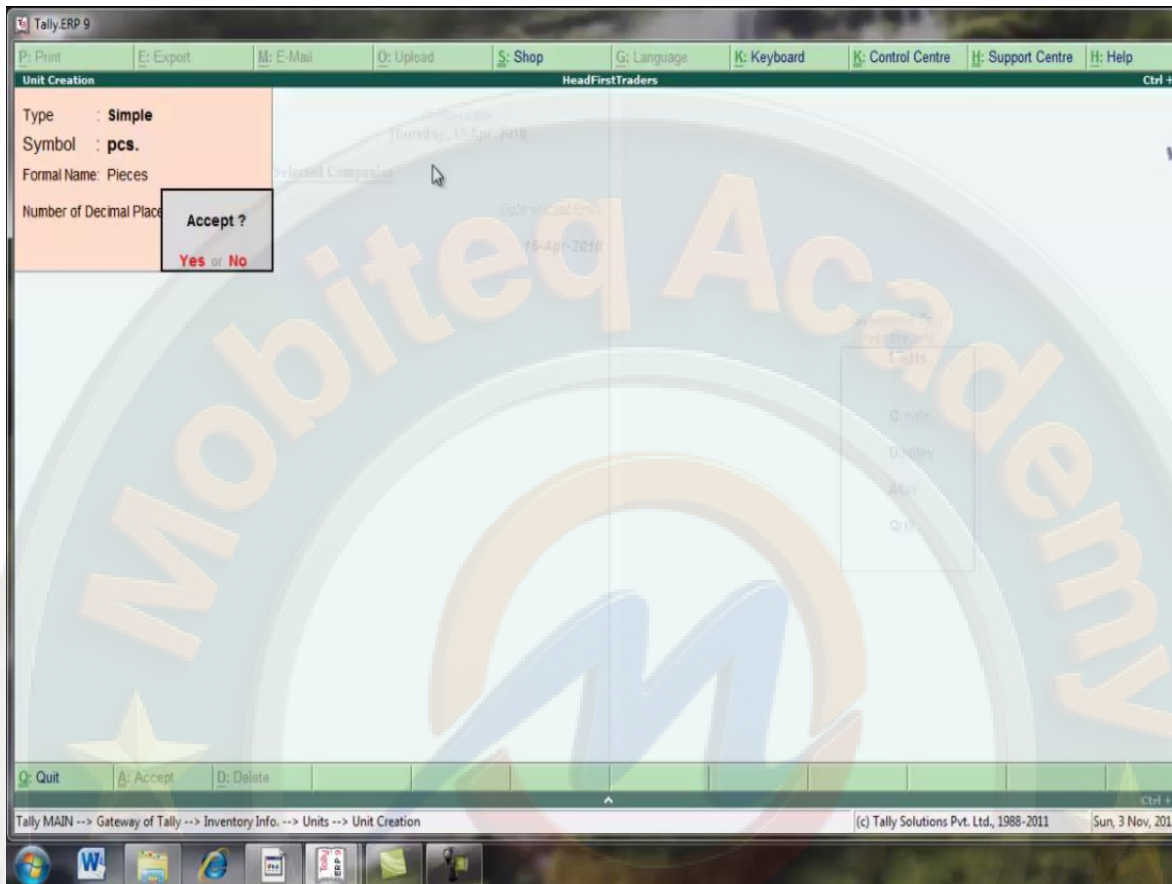
SELECT UNIT OF MAESURE TO CREATE UNIT

यहा से create को select करेगे



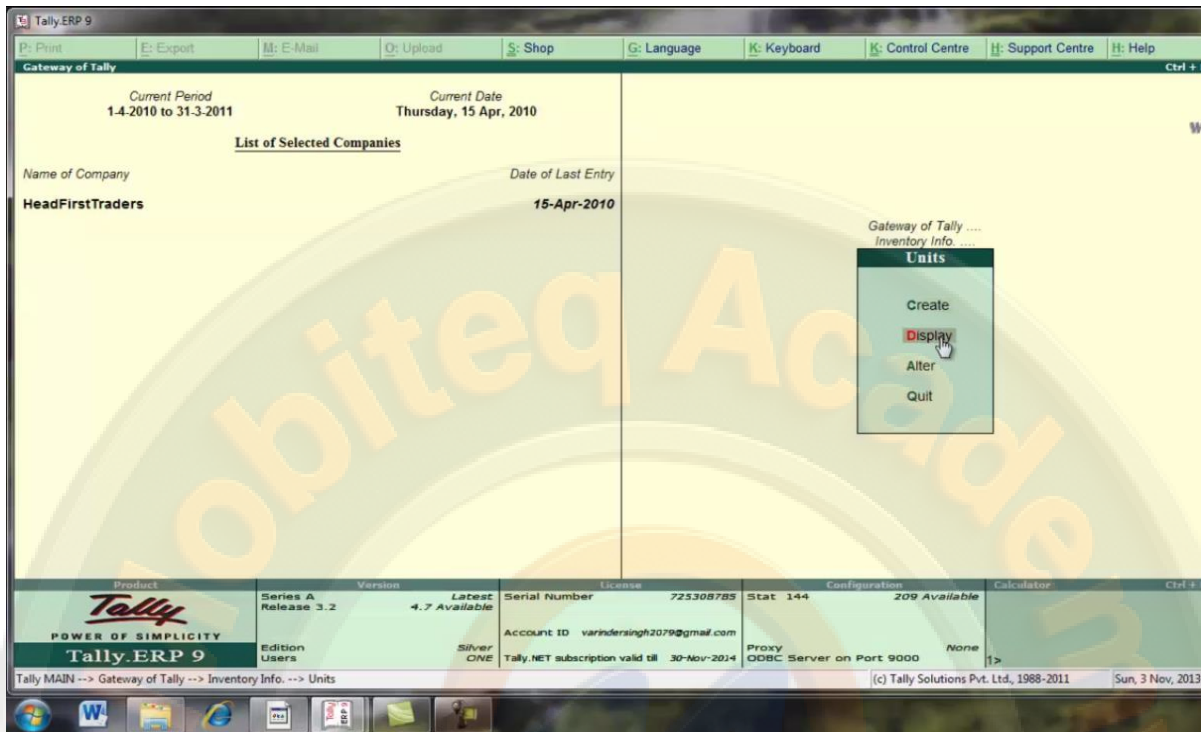
SELECT CREATE

यहा पर एक unit creation screen उपलब्ध हो जाएगी इसमें type or symbol fill करे or accept को yes कर दे



UNIT CREATION SCREEN

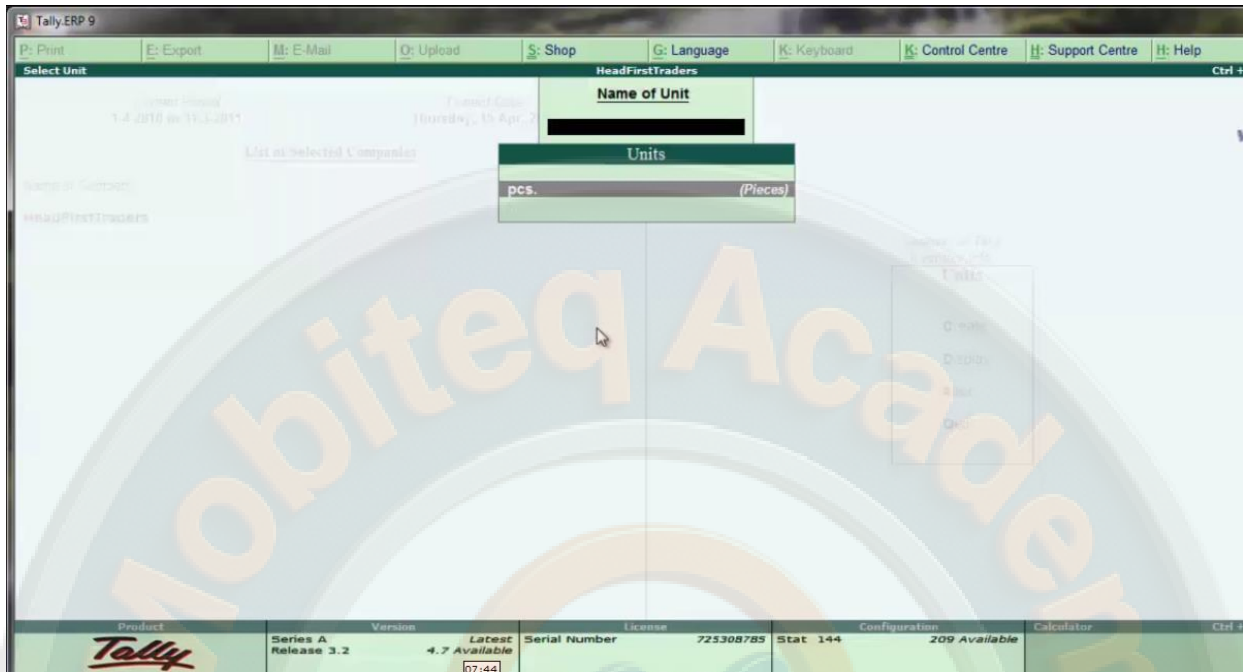
units को देखने के लिय display को select करे



SELECT DISPLAY



KEY TO SUCCESS



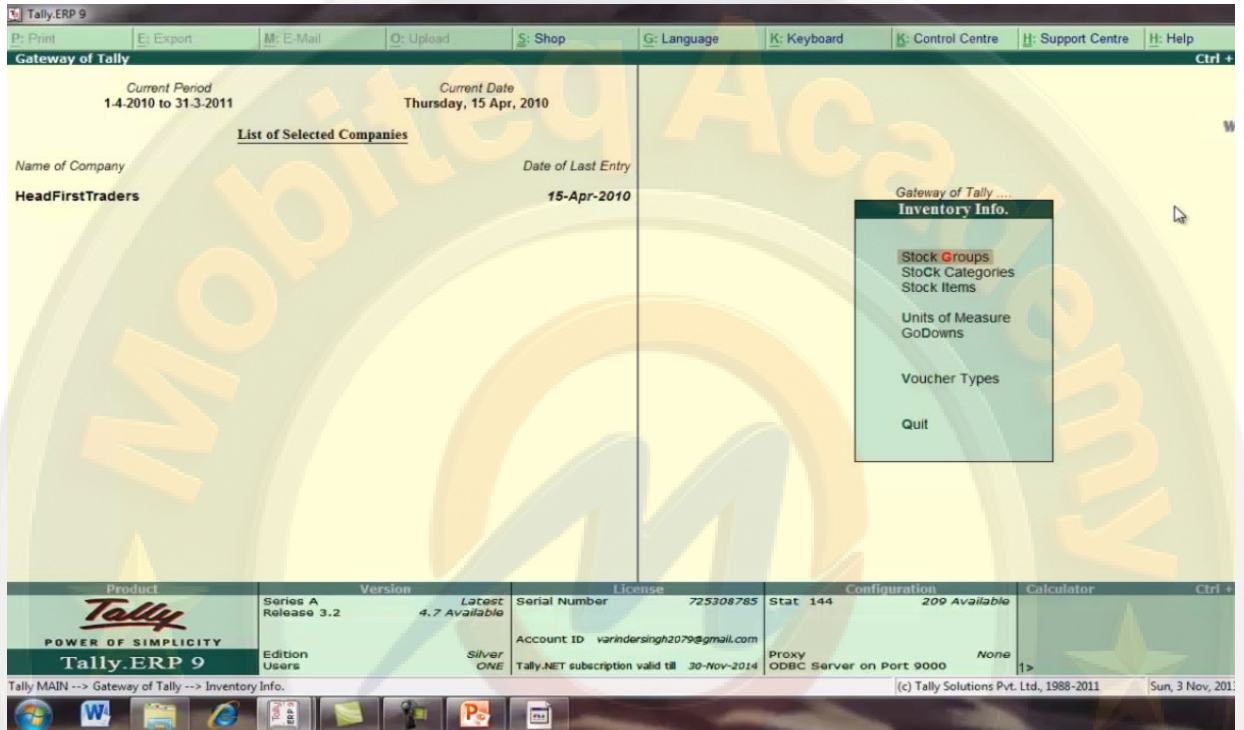
NAME OF UNITS

अब हम stock group create करेगे इसके लिय inventory info को select करे



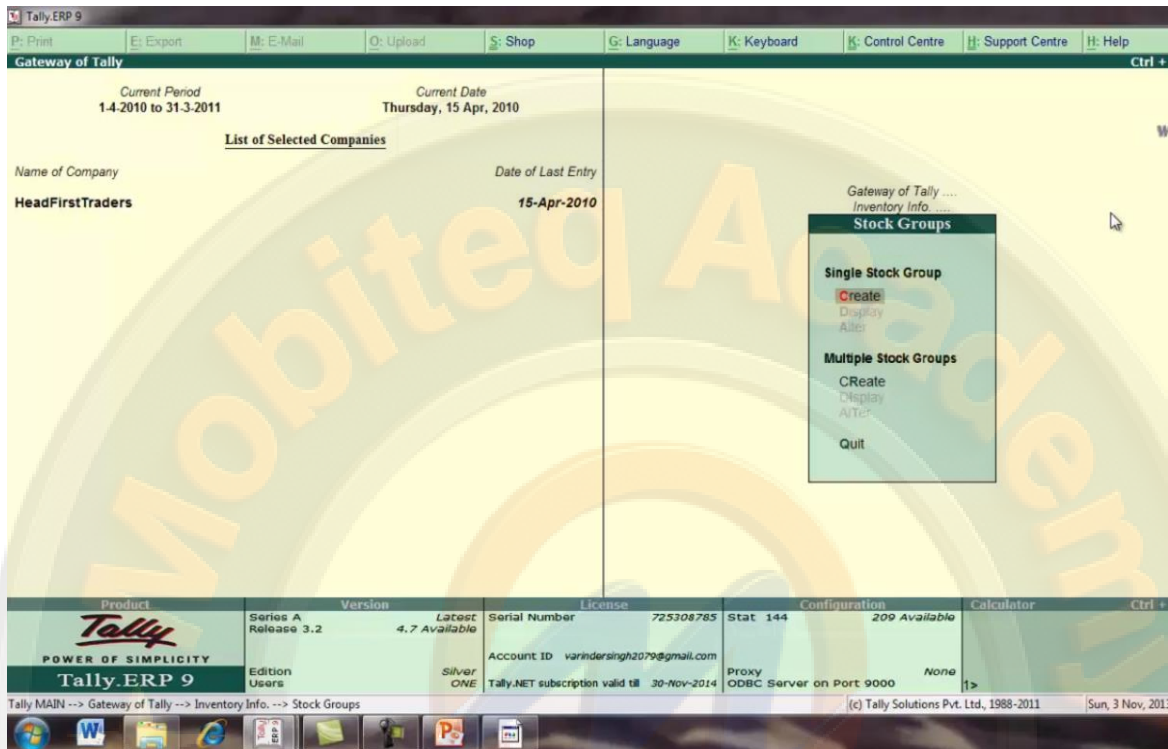
SELECT INVENTORY INFO

यहा से stock group को select करे



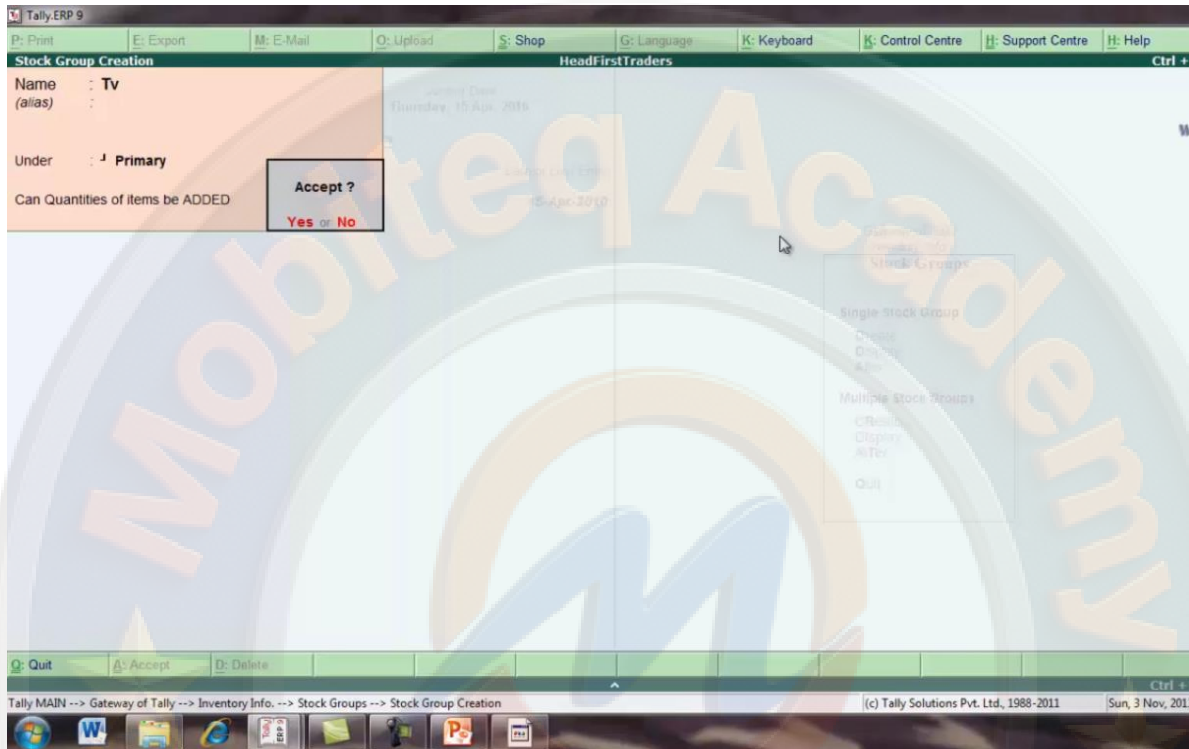
SELECT STOCK GROUP

single stock group के अंतर्गत create को select करे

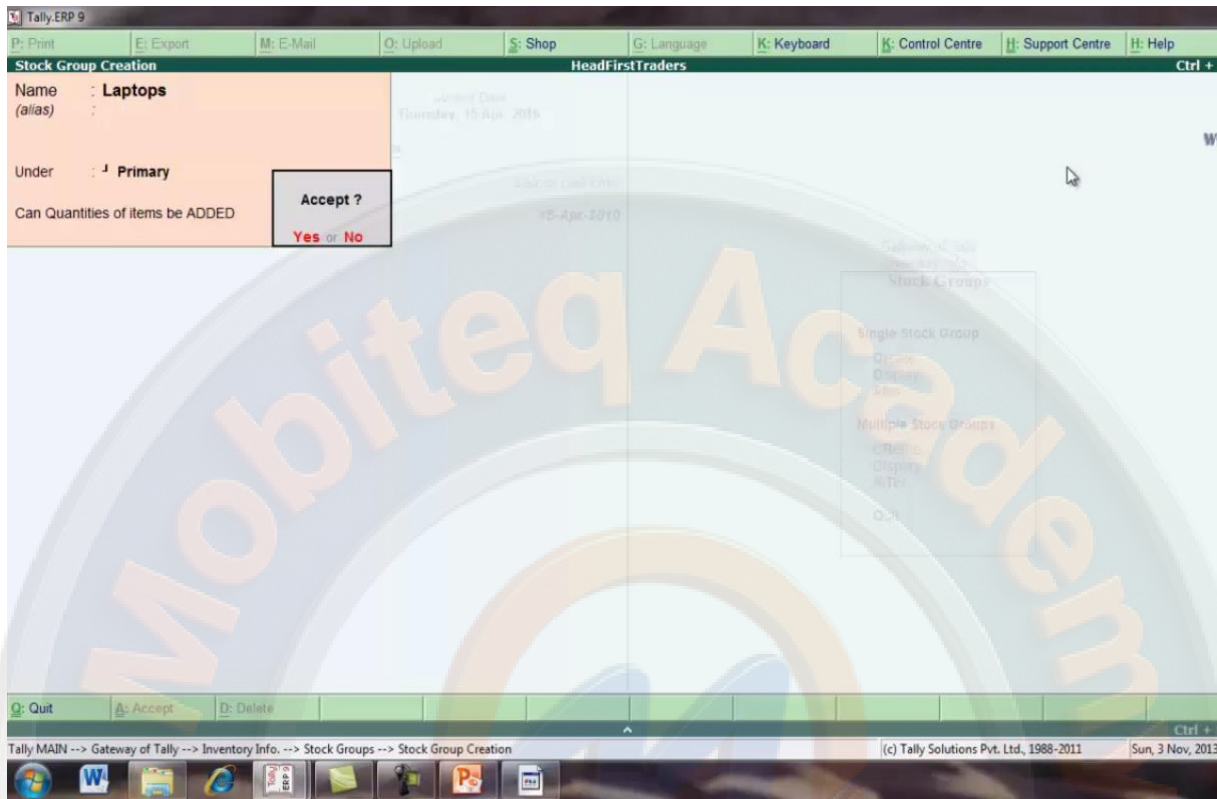


SELECT CREATE

stock group creation की screen उपलब्ध हो जाएगी



STOCK GROUP CREATION SCREEN (TV)



CREATE STOCK GROUP (LAPTOPS)

Tally.ERP 9

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

Gateway of Tally

Current Period: 1.4.2010 to 31.3.2011 Current Date: Thursday, 15 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Gateway of Tally
Inventory Info.

Stock Groups

Single Stock Group

- Create
- Display**
- Alter

Multiple Stock Groups

- CRreate
- DSisplay
- AITer
- Quit

Product	Version	Latest	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2	4.7 Available	Serial Number 725308785	Stat 144 209 Available	
Edition Users	Silver ONE		Account ID varindersingh2079@gmail.com	Proxy ODBC Server on Port 9000	None
Tally.NET subscription valid till 30-Nov-2014					

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

SELECT DISPLAY TO CHECK THE GROUP

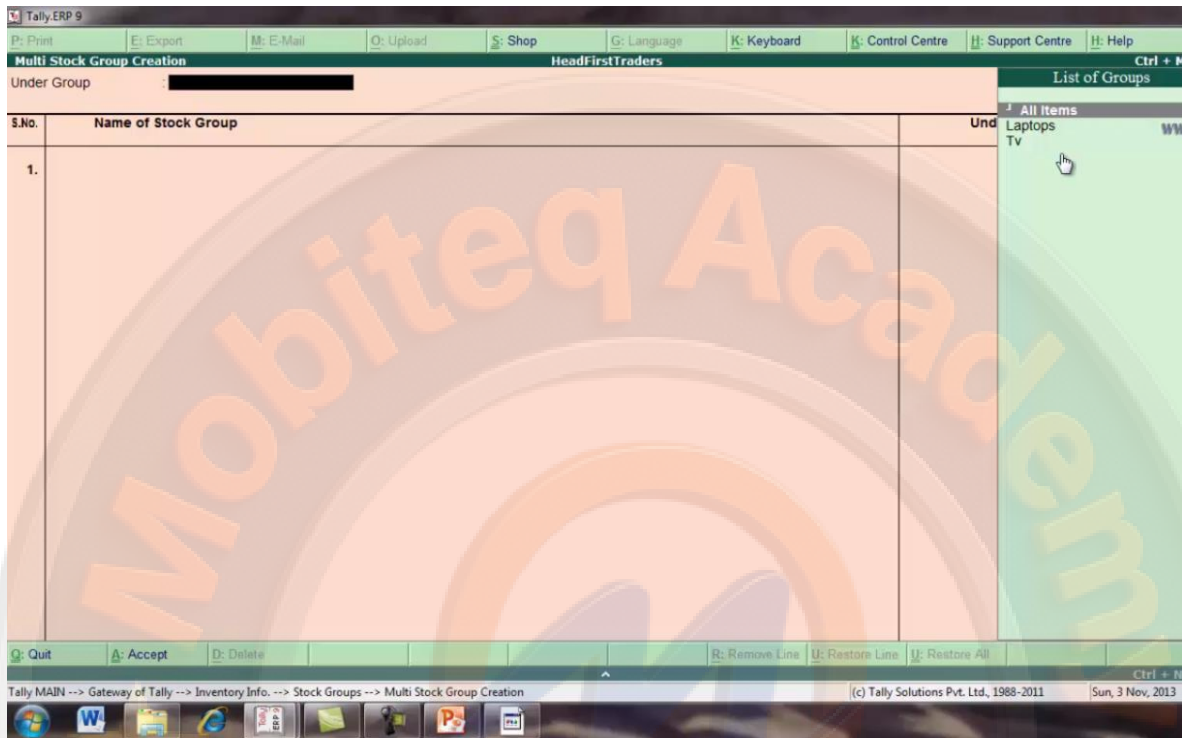
Multiple stock group को select करने के लिये create को select करे

The screenshot displays the Tally ERP 9 software interface. At the top, there is a menu bar with options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below this, the 'Gateway of Tally' window is open, showing the 'Current Period' as 1-4-2010 to 31-3-2011 and the 'Current Date' as Thursday, 15 Apr, 2010. A 'List of Selected Companies' table is visible, with one entry: 'HeadFirstTraders' with a 'Date of Last Entry' of '15-Apr-2010'. A context menu is open over the 'Stock Groups' option, listing 'Single Stock Group' (Create, Display, Alter) and 'Multiple Stock Groups' (Create, Display, Alter, Quit). The 'Create' option under 'Multiple Stock Groups' is highlighted. At the bottom, a status bar shows product information for Tally ERP 9, including Series A Release 3.2, License 725308765, and Account ID varindersingh2079@gmail.com. The taskbar at the very bottom shows various application icons and the system clock indicating Sun, 3 Nov, 2012.

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Product	Series A	Version	License	Stat	Configuration	Calculator
Tally ERP 9	Release 3.2	4.7 Available	725308765	144	209 Available	

यहा पर multiple stock creation screen उपलब्ध हो जाएगी



MULTIPLE STOCK CREATION SCREEN

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Multi Stock Group Creation HeadFirstTraders Ctrl + M

Under Group: All Items

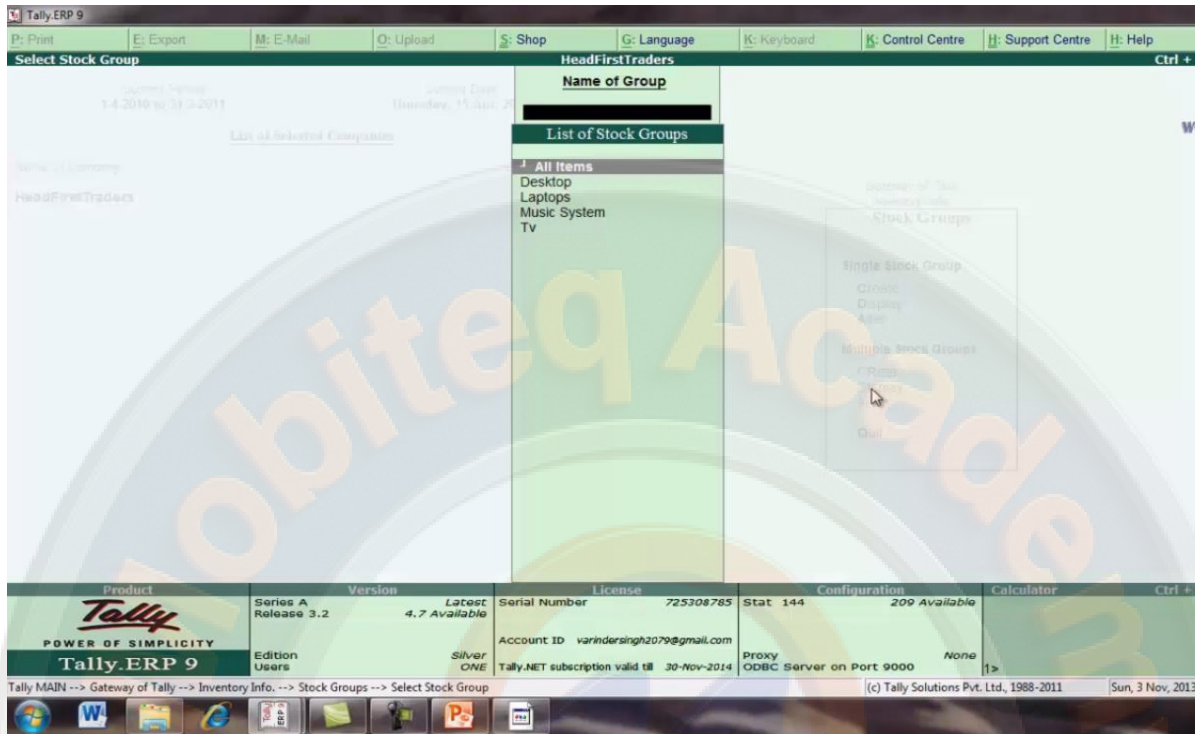
S.No.	Name of Stock Group	Under	Items are Addable (Y/N)
1.	Desktop	Primary	No
2.	Music System	Primary	No

Accept ?
Yes or No

Quit | Accept | Delete | Remove Line | Restore Line | Restore All

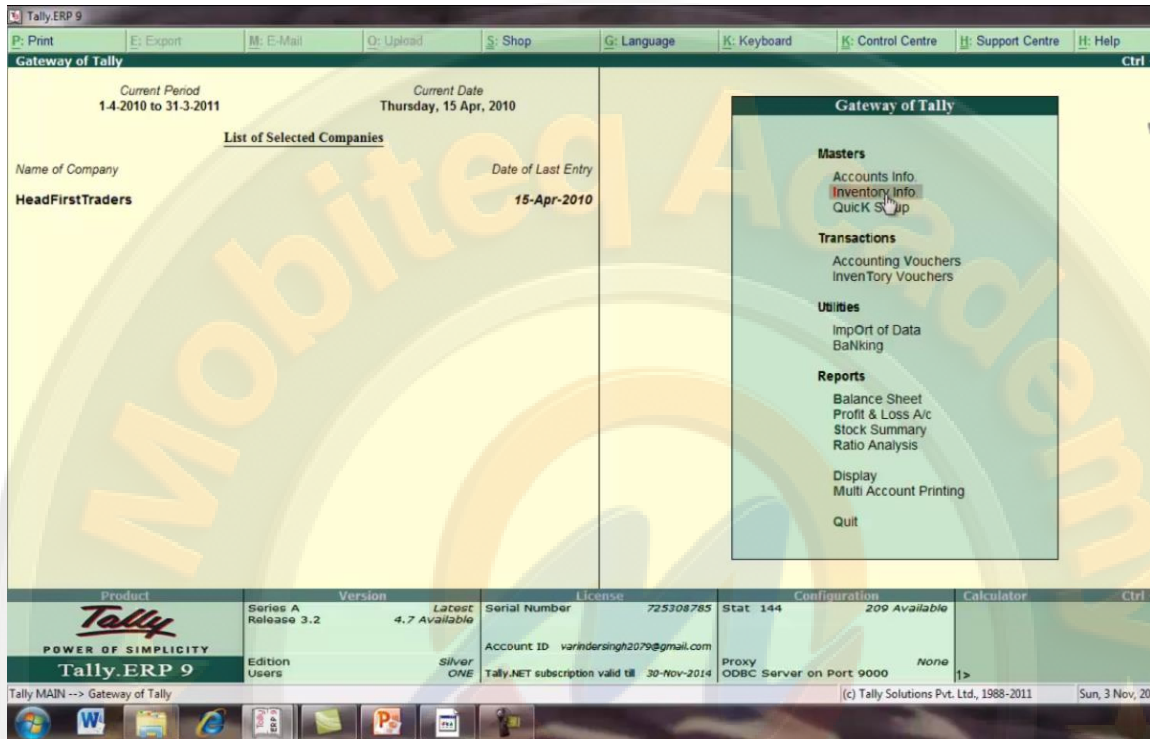
Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Groups --> Multi Stock Group Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE MULTIPLE STOCK ITEMS



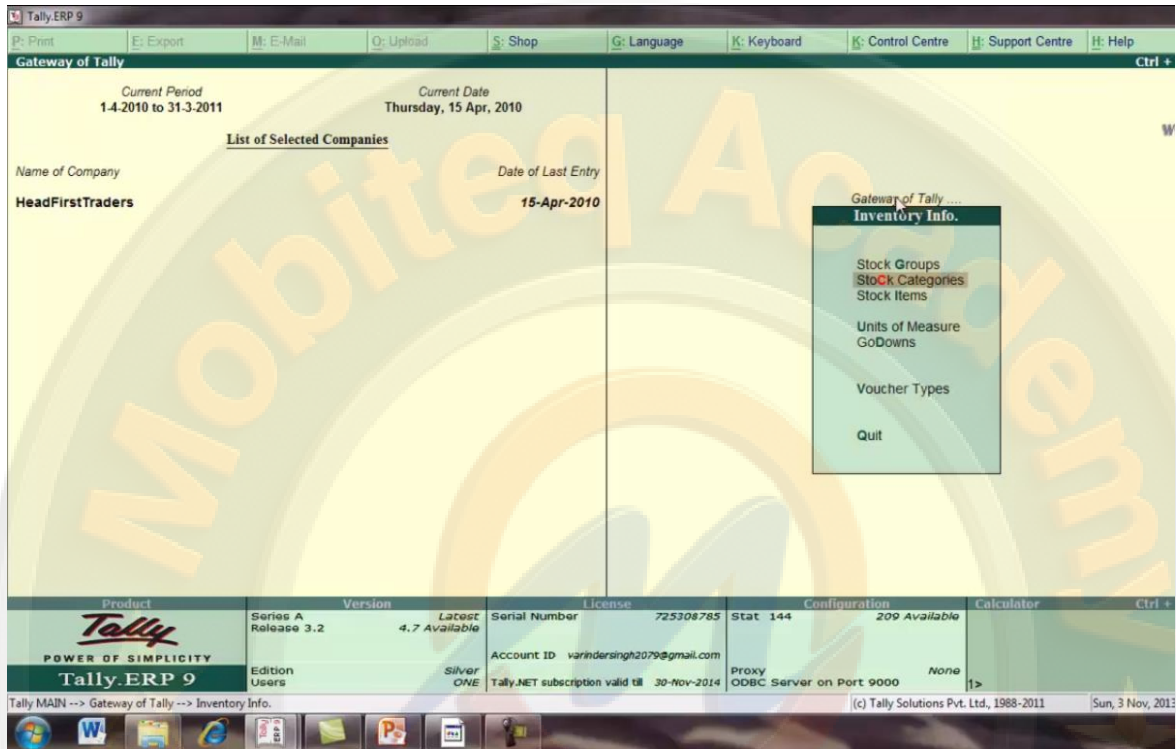
SELECT DISPLAY TO SHOW LIST OF STOCK GROUP

अब हम stock categories create करेगे inventory info को select करे



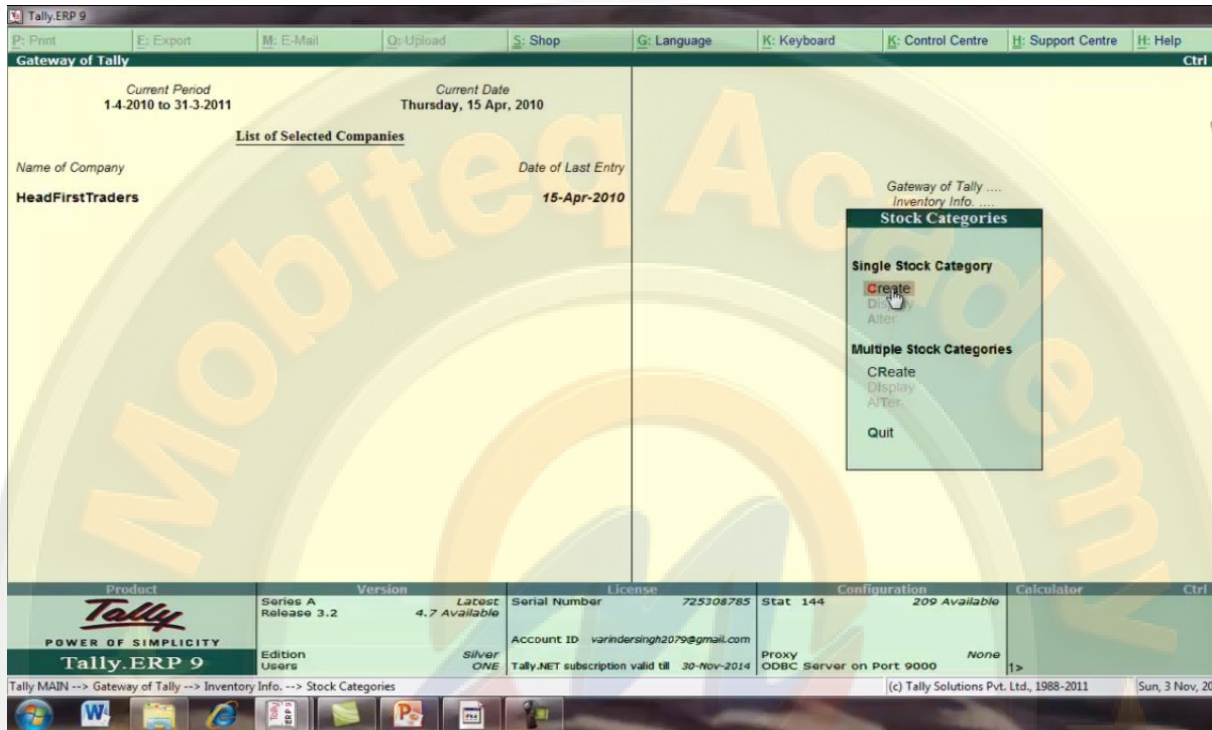
SELECT INVENTORY INFO

यहा से stock categories को select करो



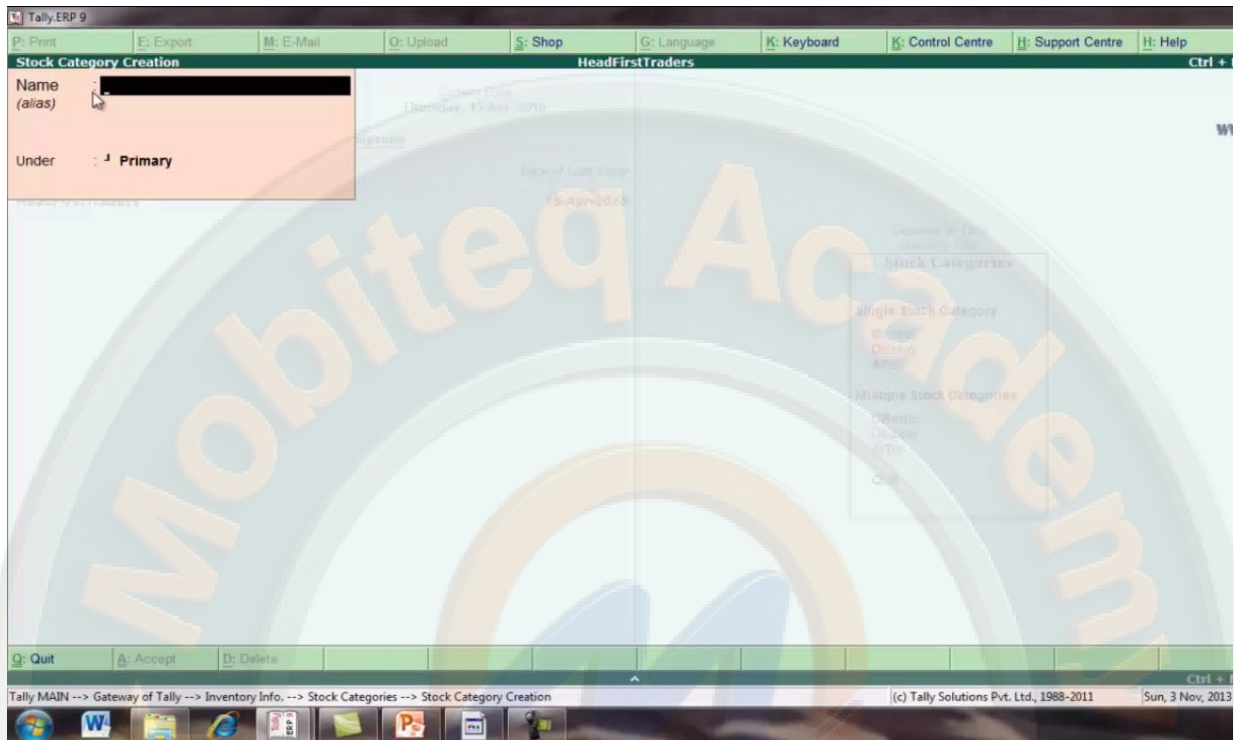
SELECT STOCK CATEGORIES

single stock category के under create को select करो

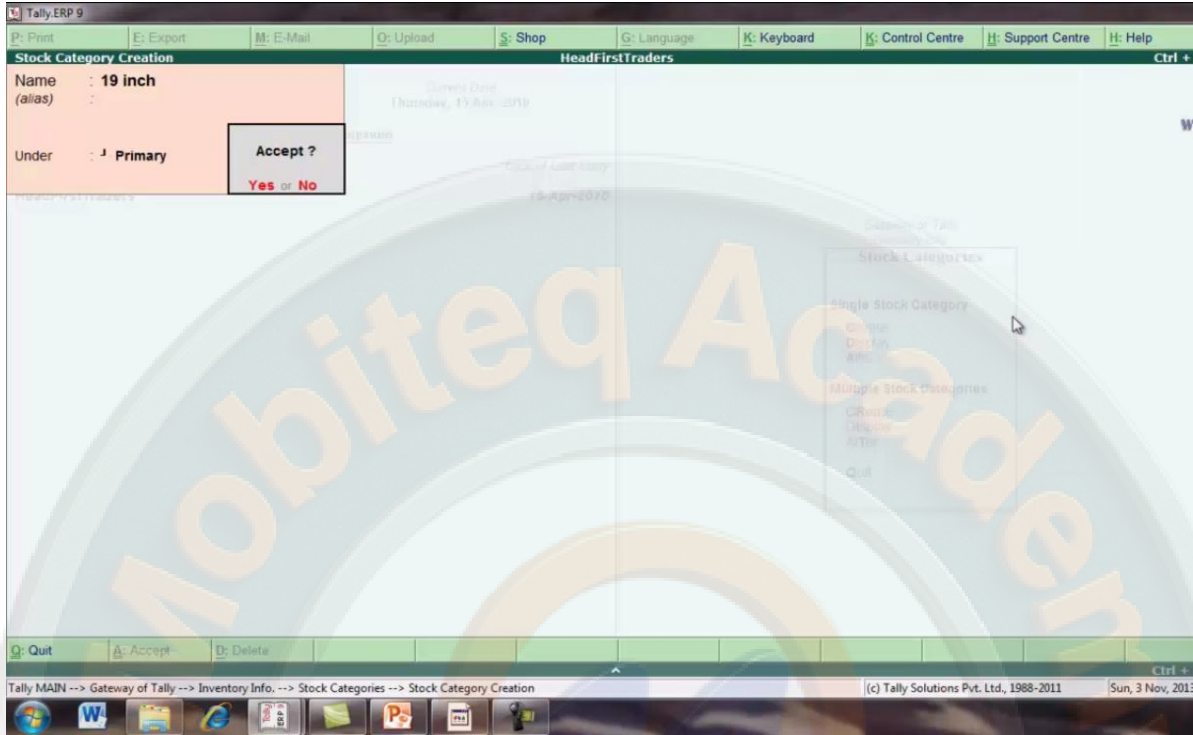


SELECT CREATE UNDER SINGLE STOCK CATEGORIES

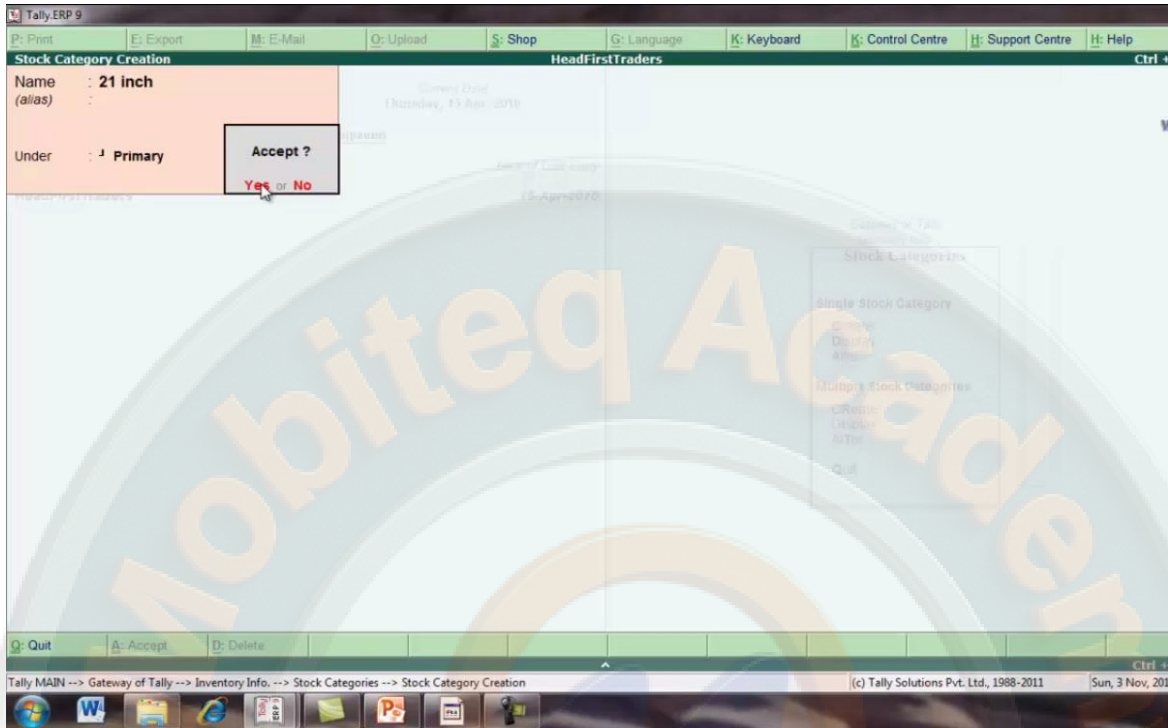
यहा पर stock category creation screen उपलब्ध हो जाएगी



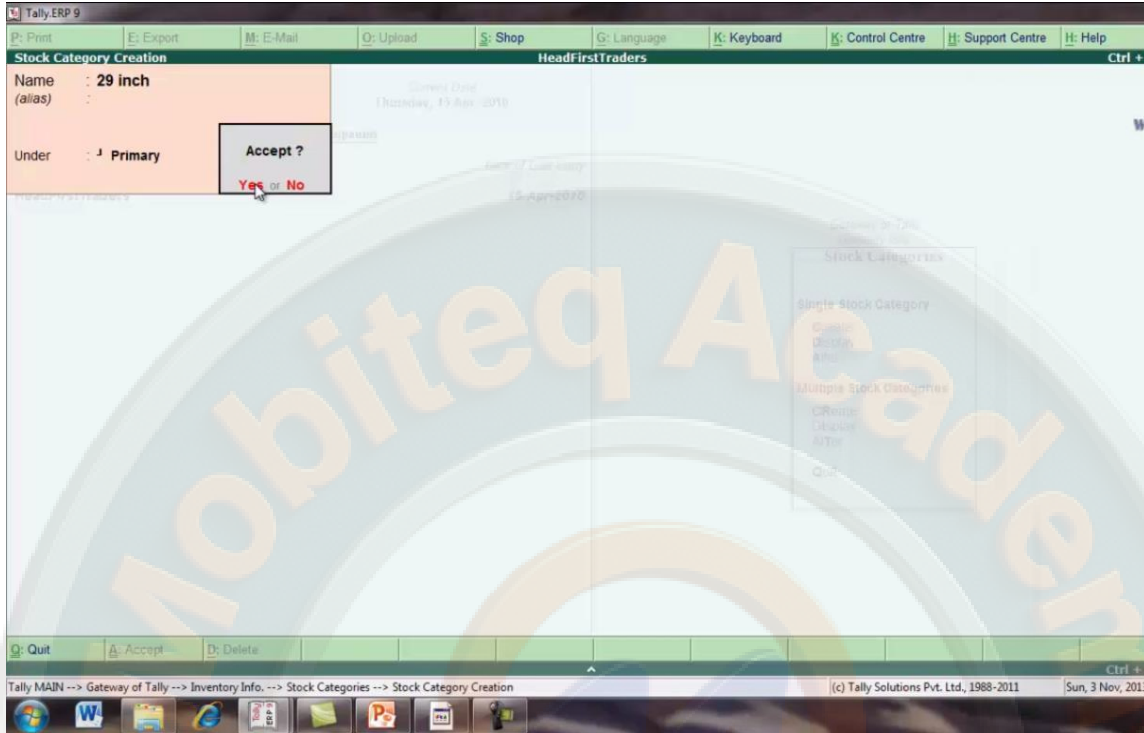
STOCK CATEGORY CREATION SCREEN



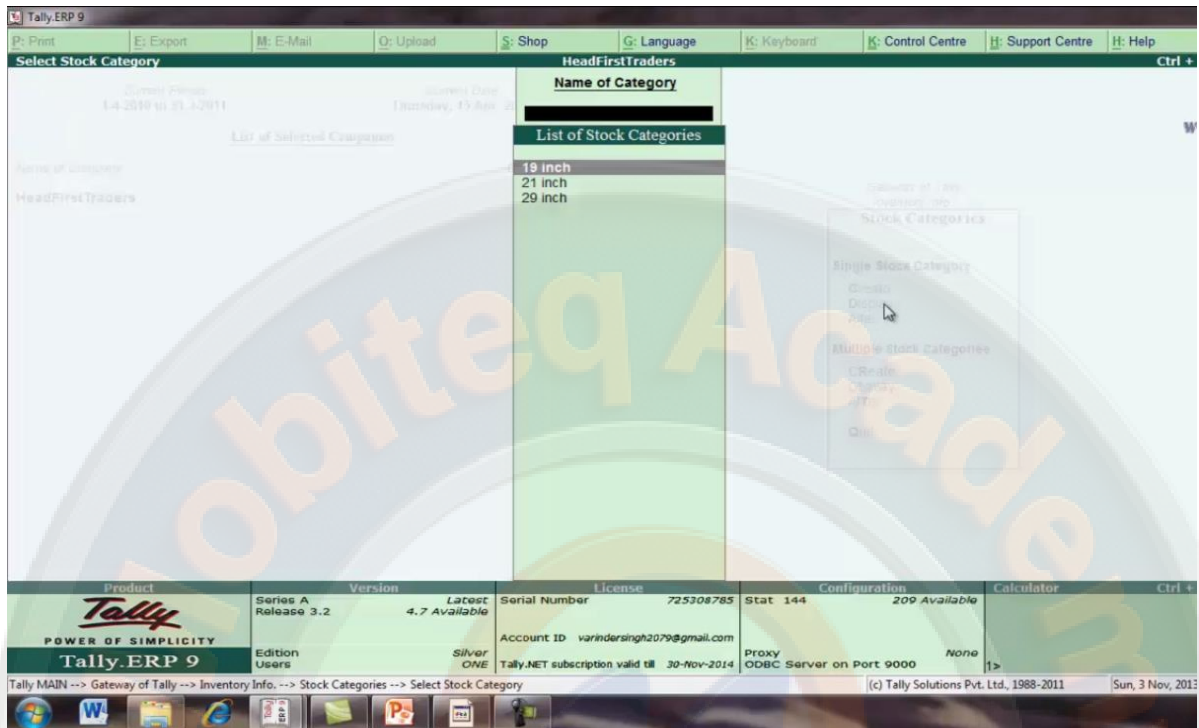
CREATE 19 INCH TV STOCK CATEGORY



CREATE 21 INCH TV STOCK CATEGORY

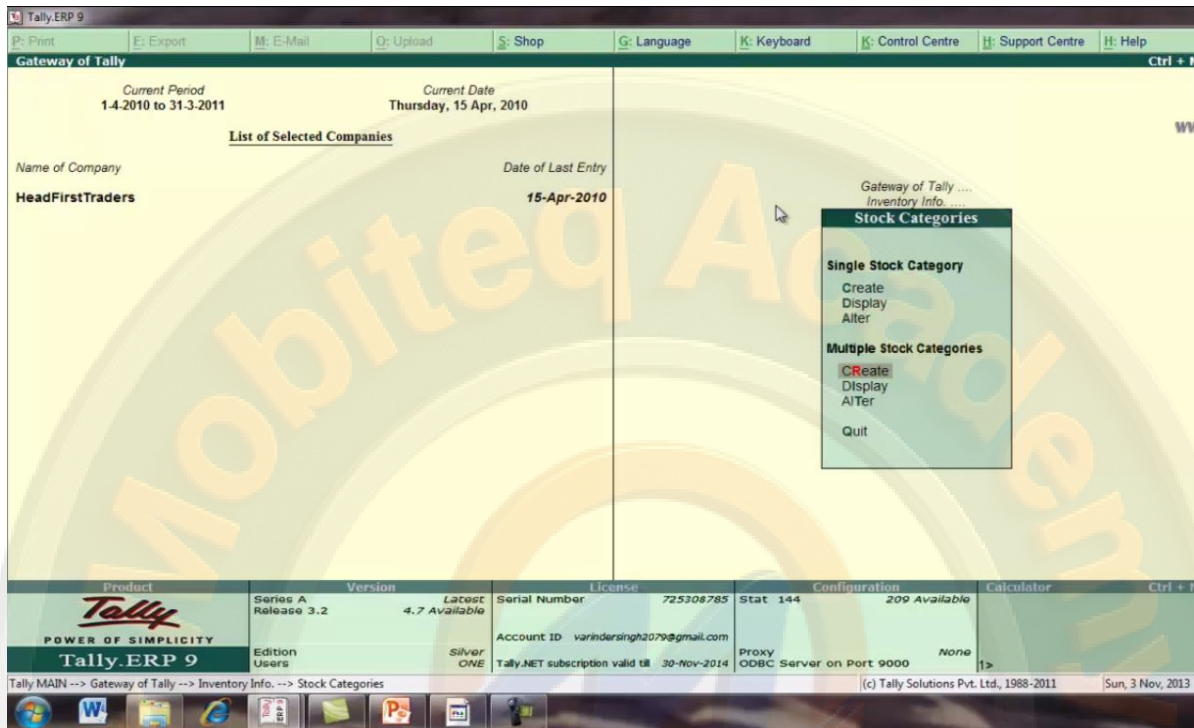


CREATE 29 INCH TV STOCK CATEGORY

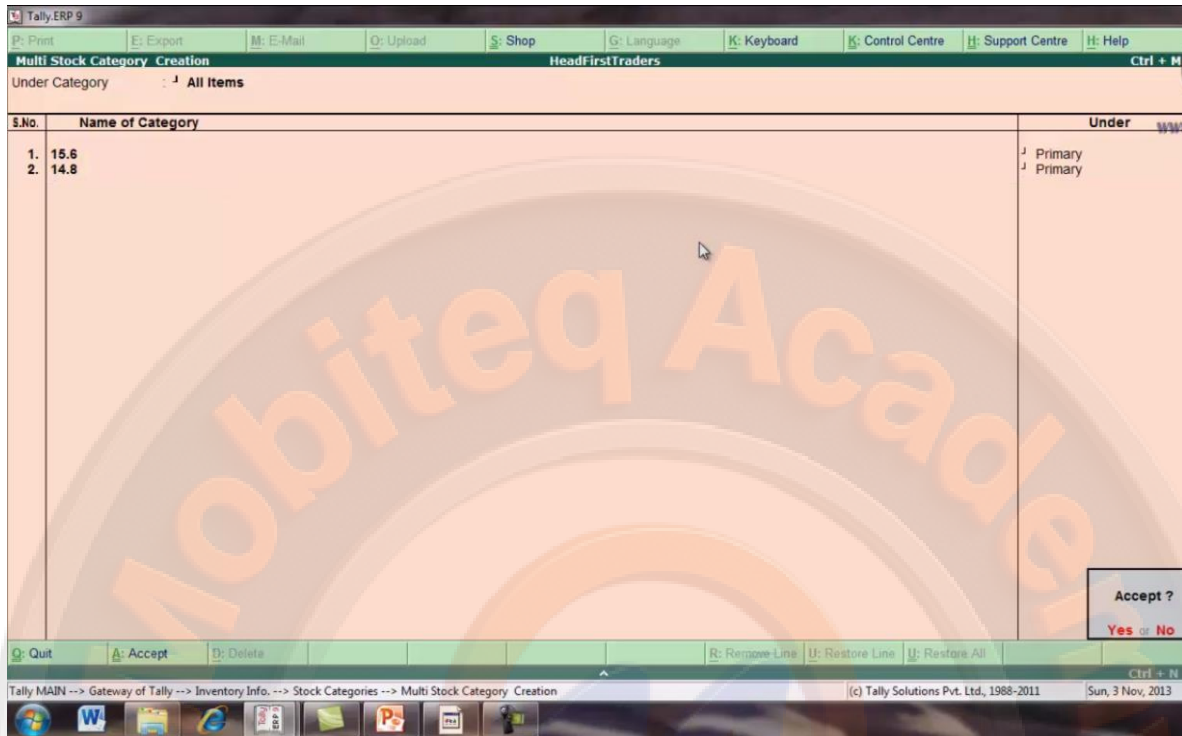


PRESS ESC TO QUIT STOCK CATEGORY SCREEN AND SELECT DISPLAY TO SHOW LIST OF STOCK CATEGORY

multiple stock category बनाने के लिये create को select करे



HERE BE MULTIPLE STOCK CATEGORY, SELECT CREATE UNDER MULTIPLE STOCK CATEGORY



HERE MULTIPLE STOCK CATEGORY SCREEN AND CREATE MULTIPLE CATEGORY OF LAPTOP

stock items को बनाने के लिय inventory info को select करे



SELECT INVENTORY INFO. TO CREATE STOCK ITEMS

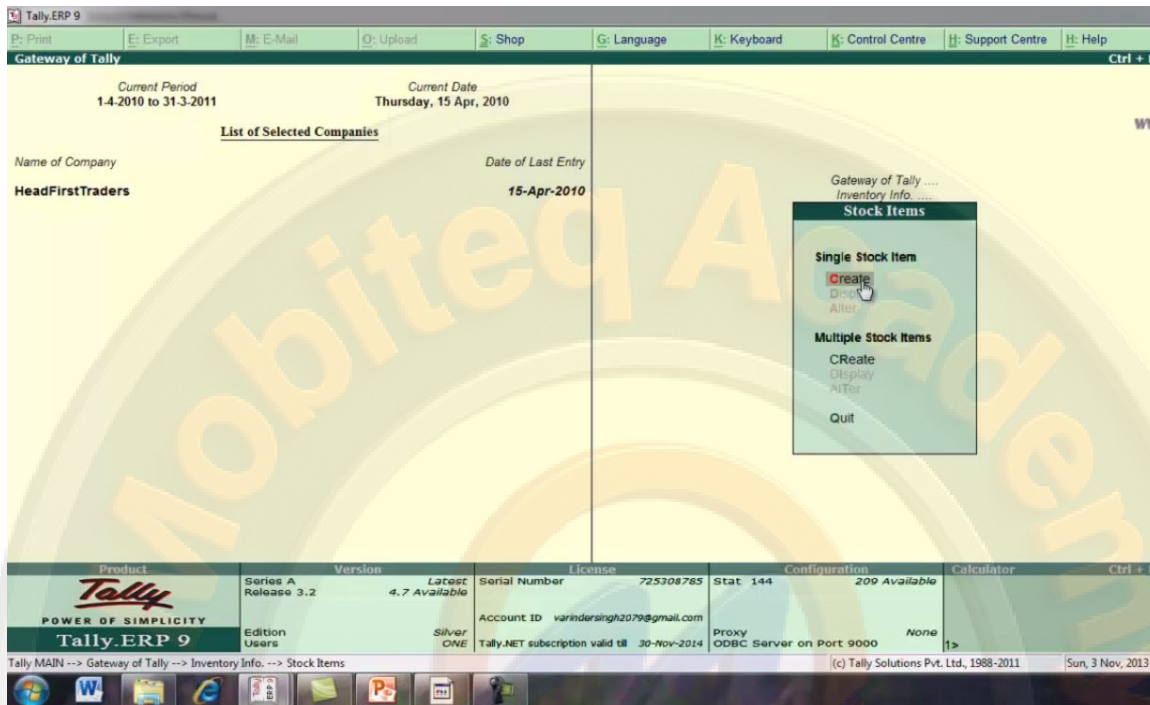
यहा से stock आइटम को select करे

The screenshot shows the Tally ERP 9 Gateway of Tally interface. The top menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main area displays the 'List of Selected Companies' with 'HeadFirstTraders' selected, showing a date of last entry of '15-Apr-2010'. A context menu is open over the 'Inventory Info.' option, listing 'Stock Groups', 'Stock Categories', 'Stock Items', 'Units of Measure', 'GoDowns', 'Voucher Types', and 'Quit'. The bottom status bar shows product details for Tally ERP 9, including version, license, and configuration.

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 3.2 Latest 4.7 Available	Serial Number 725308785 Account ID varindersingh2079@gmail.com Tally.NET subscription valid till 30-Nov-2014	Stat 144 209 Available Proxy ODBC Server on Port 9000	None

SELECT STOCK ITEMS

single stock items के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE STOCK ITEM

stock items creation screen उपलब्ध हो जाएगी

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Creation HeadFirstTraders Ctrl + M

English Name : [REDACTED]

Under : Primary Category : Not Applicable Units : Not Applicable Set Standard Rates : ?	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : ?	Behaviour Costing Method : Market Valuation Method : Ignore Diff. due to Physical Counting : ? Ignore Negative Balances : ? Treat all Sales as New Manufacture : ? Treat all Purchases as Consumed : ? Treat all Rejections inward as Scrap : ?
--	---	---

Opening Balance	Quantity	Rate per	Value

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

STOCK ITEM CREATION SCREEN

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Creation HeadFirstTraders

English :
Name : **Sony**

Under : Tv
Category : 19 inch
Units : pcs.
Set Standard Rates ? **yes.**

Tax Information		Behaviour	
Tariff Classification	: Not Applicable	Costing Method	: Avg. Cost
Rate of Duty (eg 5)	:	Market Valuation Method	: Avg. Price
		Ignore Diff. due to Physical Counting	? No
		Ignore Negative Balances	? No
		Treat all Sales as New Manufacture	? No
		Treat all Purchases as Consumed	? No
		Treat all Rejections inward as Scrap	? No

Opening Balance	Quantity	Rate per	Value

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE STOCK ITEM (SONY TV)

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Standard Rates HeadFirstTraders Ctrl + F

Stock Item: Sony

Standard Cost		Standard Selling Price	
Applicable From	Rate per	Applicable From	Rate per
1-Apr-2010	12,500.00 pcs.	1-Apr-2010	15,000.00 pcs.

Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Standard Rates (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

DEFINE STANDARD COST OR SELLING PRICE

Tally.ERP 9

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

Stock Item Creation HeadFirstTraders

English :
Name : **Sony**

Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? Yes	Tax Information Tariff Classification : J Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
--	---	---

	Quantity	Rate per	Value
Opening Balance	3		

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov,

MAINTAIN OPENING BALANCE

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocation HeadFirstTraders

Company Name: Sony

Allocations of - Sony for: 3 pcs.

Godown	Quantity	Rate per	Amount
Main Location	3 pcs.		

3 pcs.

Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

ALLOCATION OF SONY



Tally.ERP 9

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

Stock Item Creation HeadFirstTraders Ctrl + M

English :
Name : **Sony**

Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? Yes	<p>Tax Information</p> <p>Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0</p>	<p>Behaviour</p> <p>Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No</p>
--	---	--

	Quantity	Rate per	Value	Accept ?
Opening Balance	3 pcs.			Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

CREATE SONY STOCK ITEM



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Creation HeadFirstTraders

English
Name : **Philips**

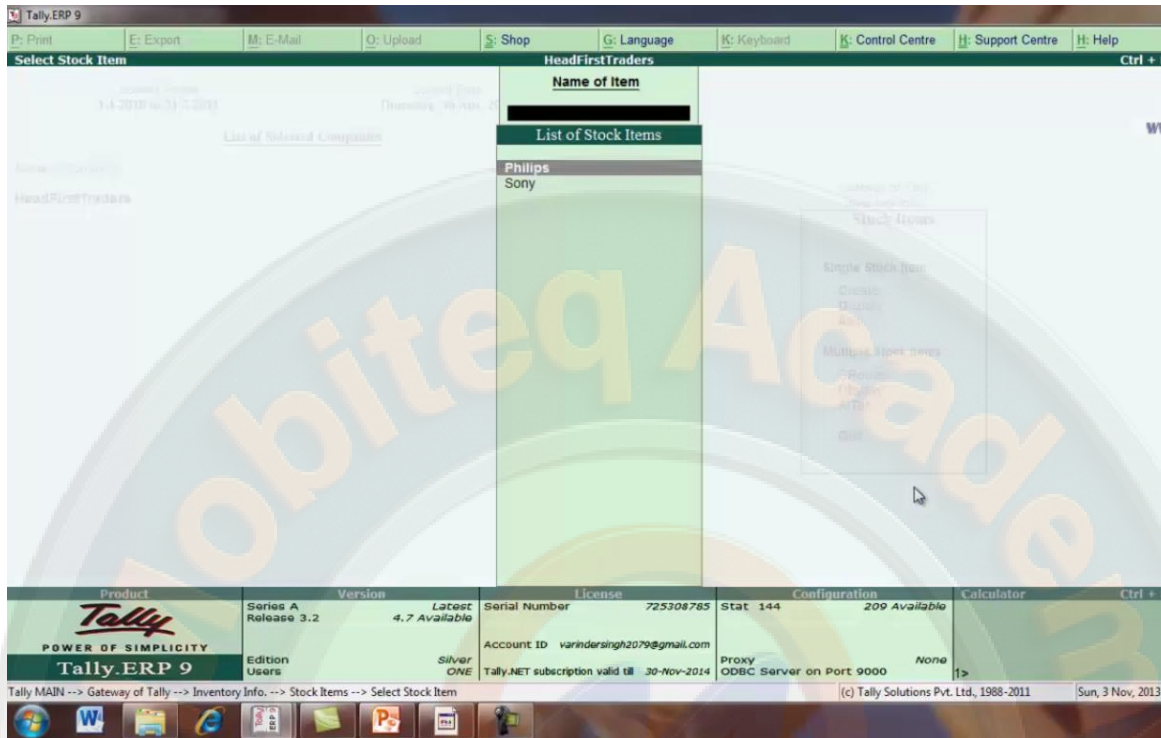
Under : Tv Category : 19 inch Units : pcs. Set Standard Rates ? Yes	<p>Tax Information</p> <p>Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0</p>	<p>Behaviour</p> <p>Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No</p>
--	---	--

	Quantity	Rate per	Value
Opening Balance	4 pcs.		

Quit | Accept | Delete

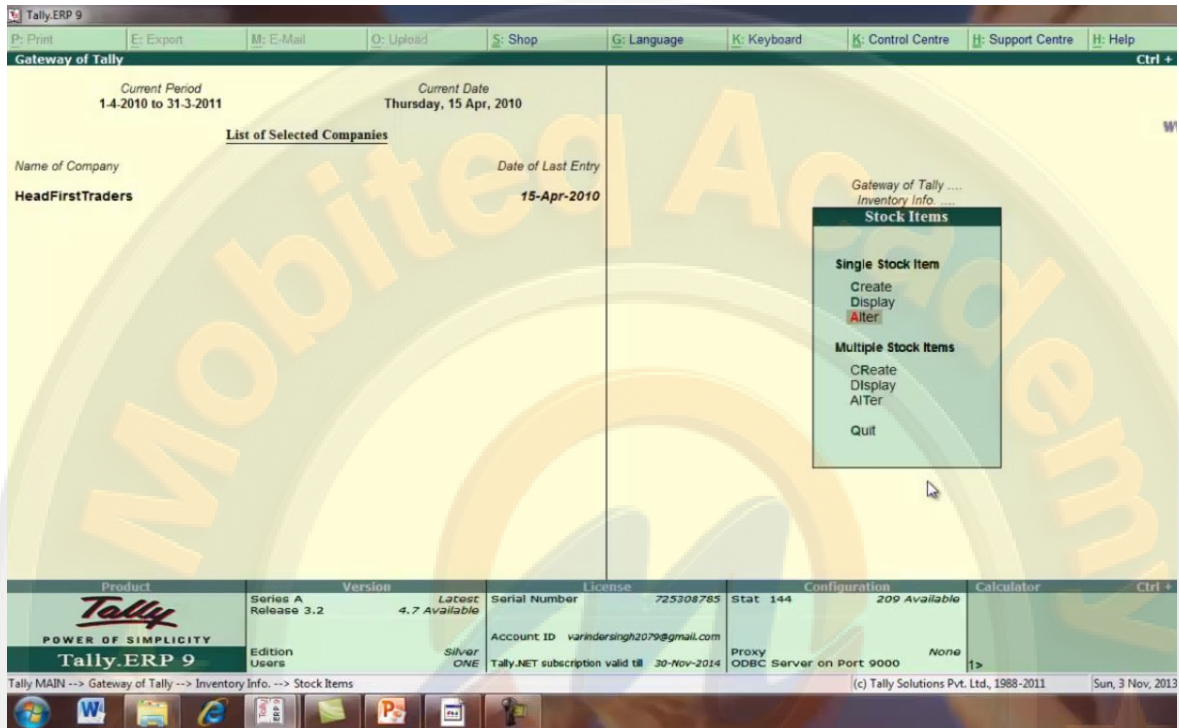
Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

CREATE PHILLIPS STOCK ITEM



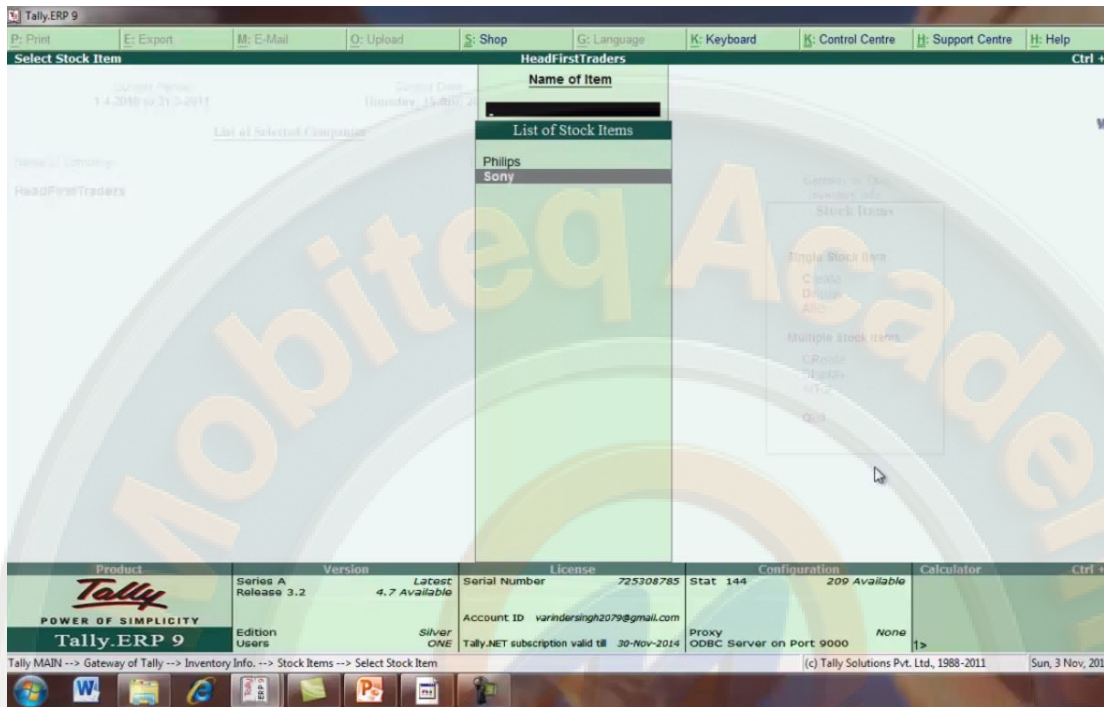
SELECT DISPLAY TO SHOW LIST OF STOCK ITEM

यदि आप को changes करना चाहते हो तो यहा से alter को select करे



SELECT ALTER FOR CHANGES

जिस items मे changes करने है उसको select करे हमने यहा से sony को select किया है



SELECT SONY ITEMS

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Stock Item Alteration HeadFirstTraders Ctrl + M

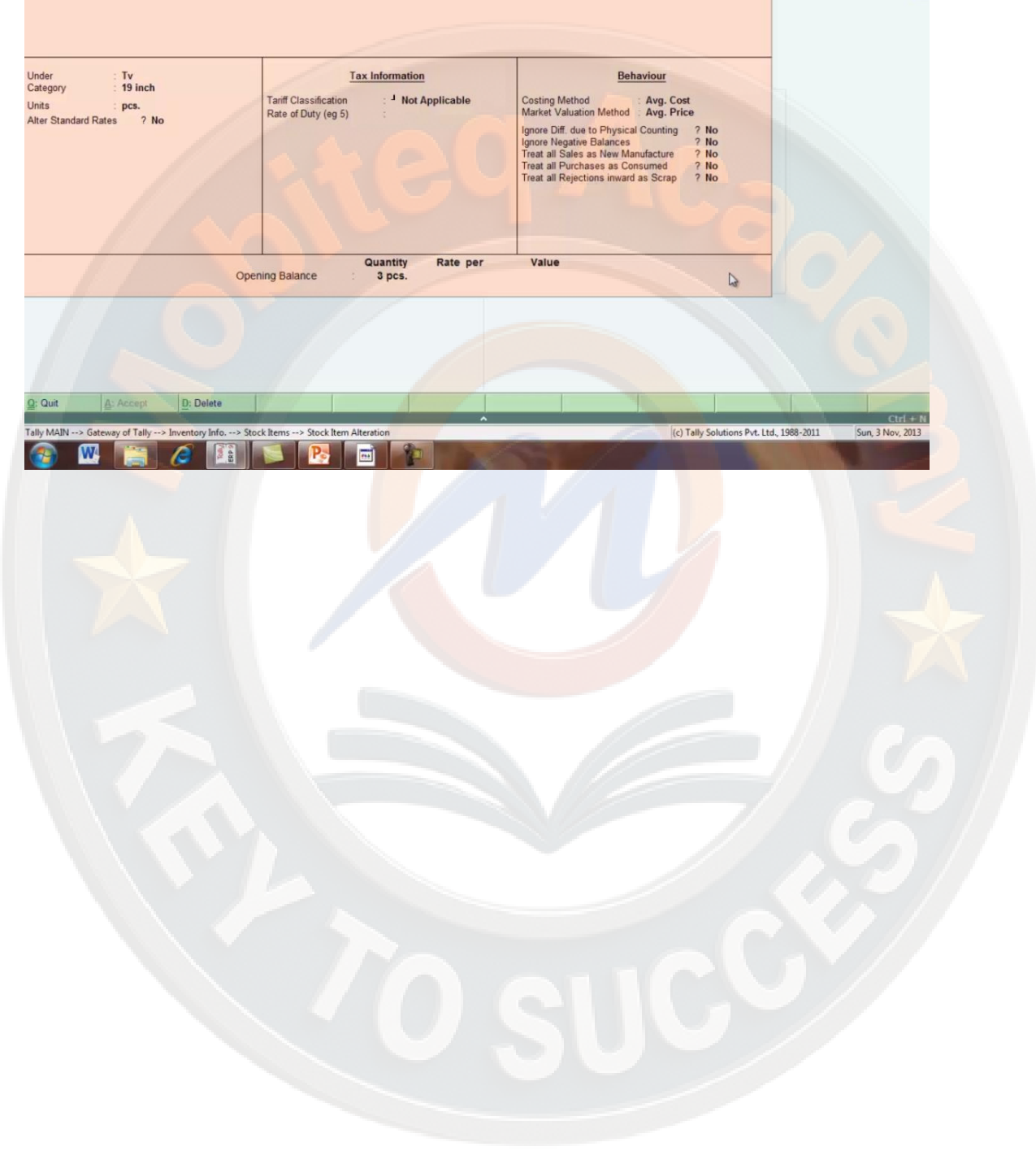
English Name : Sony

Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) :	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	---	---

	Quantity	Rate per	Value
Opening Balance	3 pcs.		

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Allocation HeadFirstTraders

Engine: Sony

Allocations of : **Sony**
for: **3 pcs.**

Godown	Quantity	Rate per	Amount
Main Location	3 pcs.	12,500.00	37,500.00
		3 pcs.	37,500.00

Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration --> Stock Item Allocation (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2011

PUT COST PRICE



Tally.ERP 9

Print Expert E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Stock Item Alteration HeadFirstTraders Ctrl +

English :
Name : **Sony**

Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	---	---

	Quantity	Rate per	Value
Opening Balance	3 pcs.	12,500.00 pcs.	37,500.00

Accept ?
Yes or No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

THEN ACCEPT YES



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Alteration HeadFirstTraders

English
Name : **Philips**

Under : Tv Category : 19 inch Units : pcs. Alter Standard Rates ? No	<p align="center">Tax Information</p> Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	<p align="center">Behaviour</p> Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	--	--

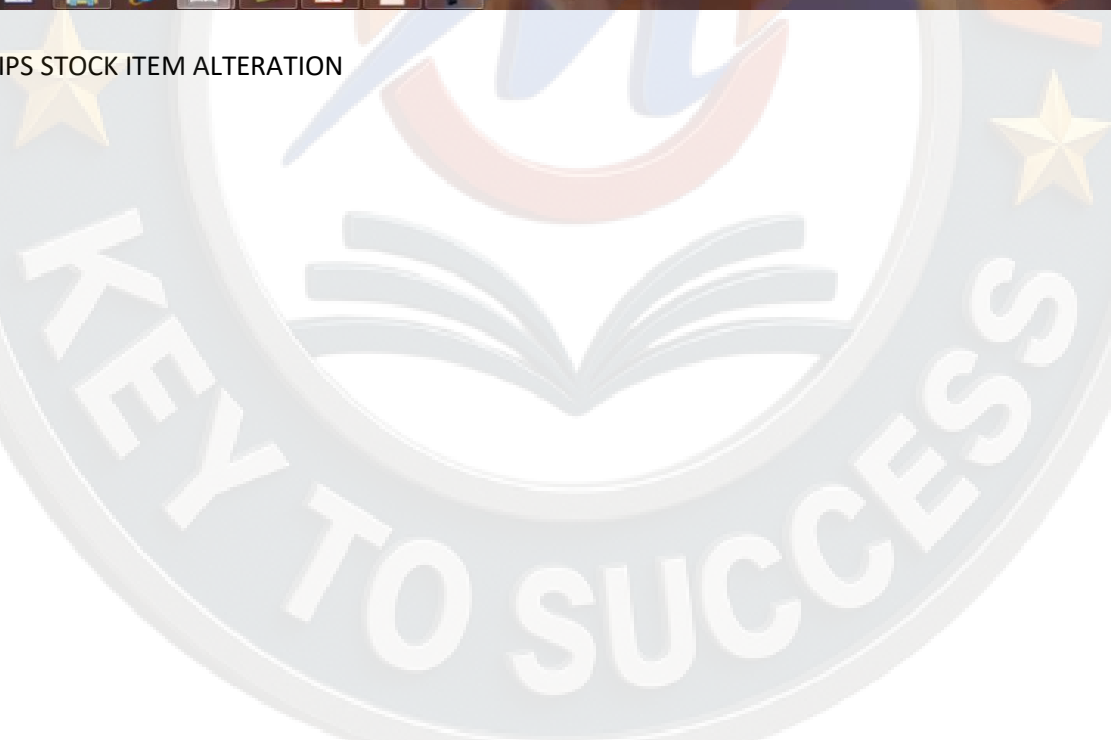
	Quantity	Rate per	Value
Opening Balance	4 pcs.	12,000.00 pcs.	48,000.00

Accept ?
Yes or No

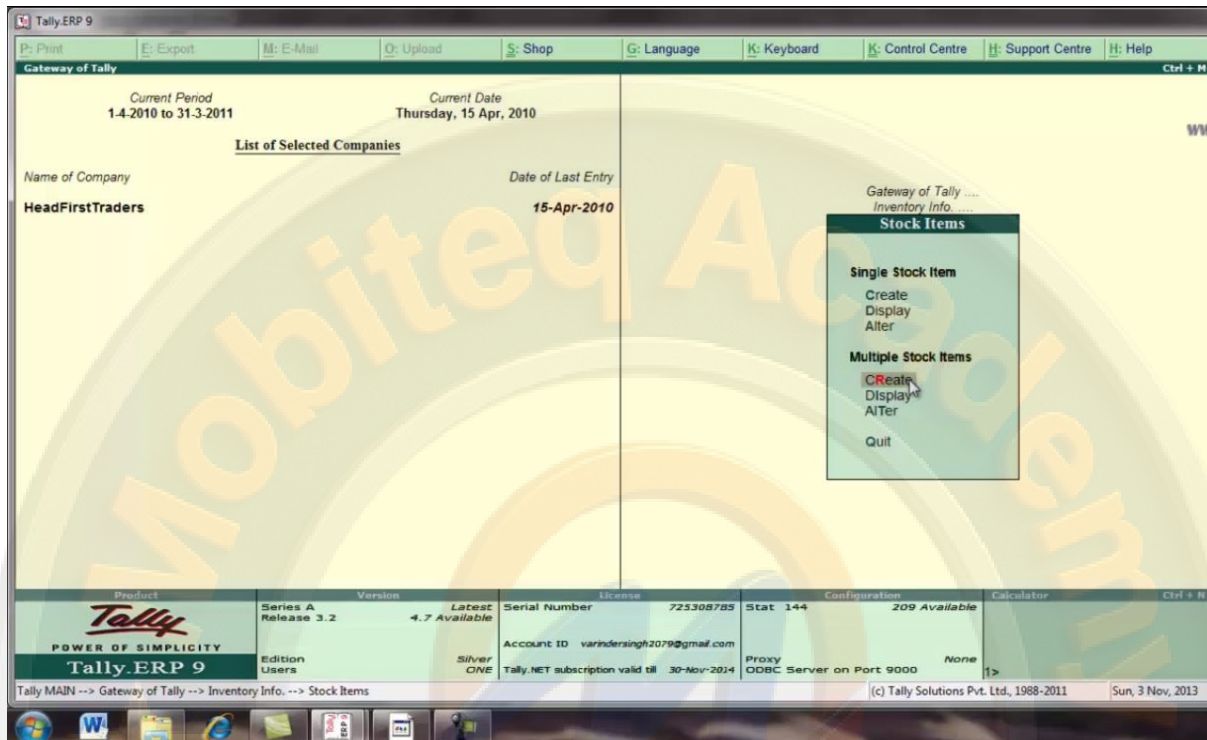
Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Alteration (c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

PHILLIPS STOCK ITEM ALTERATION



multiple stock items बनाने के लिए create को select करें



CREATE MULTIPLE STOCK ITEMS FOR LAPTOP

Tally ERP 9

Multi Stock Item Creation

Under Group : Laptops

1-Apr-2010 to 15-Apr-2010

S.No.	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount
1.	Lenovo G560	Laptops	15.6	pcs.	4 pcs.	18,000.00	pcs.	72,000.00
2.	Hp Pavilion	Laptops	15.6	pcs.	3 pcs.	19,000.00	pcs.	57,000.00
3.	Lenovo G460	Laptops	14.8	pcs.	2 pcs.	16,000.00	pcs.	32,000.00
4.	Hp Series	Laptops	14.8	pcs.	6 pcs.	14,500.00	pcs.	87,000.00

Accept ?
Yes or No

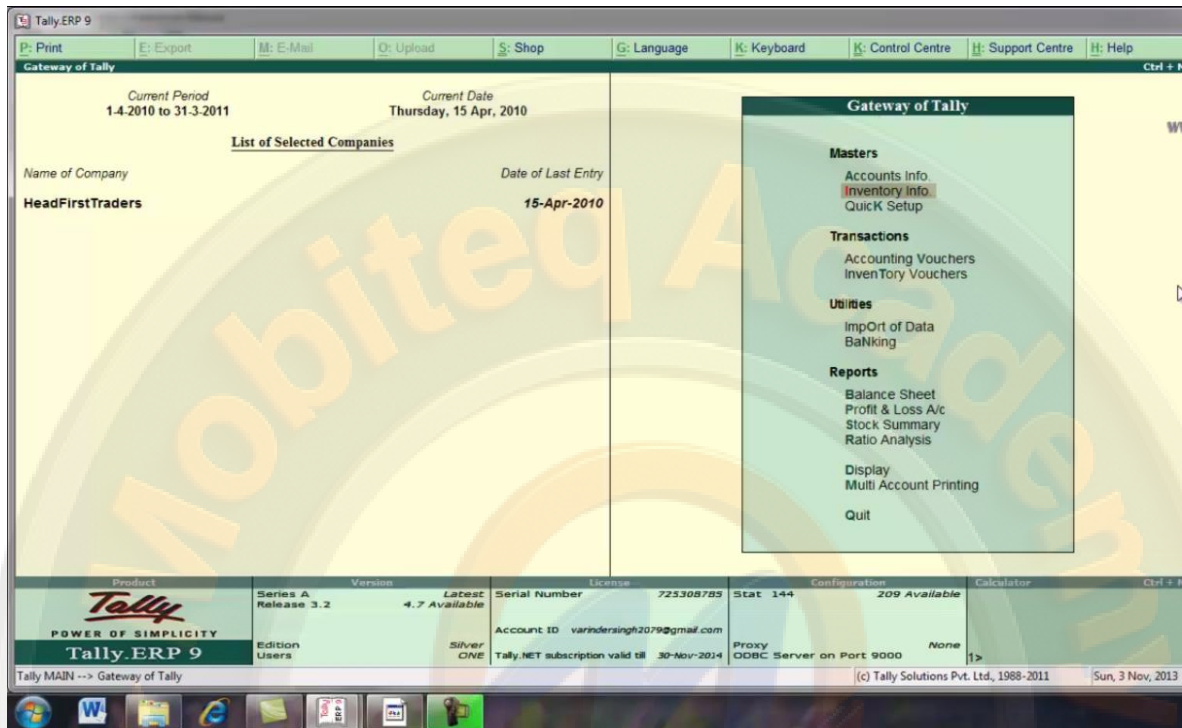
Quit Accept Delete Remove Line Restore Line Restore All

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Multi Stock Item Creation

(c) Tally Solutions Pvt. Ltd., 1988-2011 Sun, 3 Nov, 2013

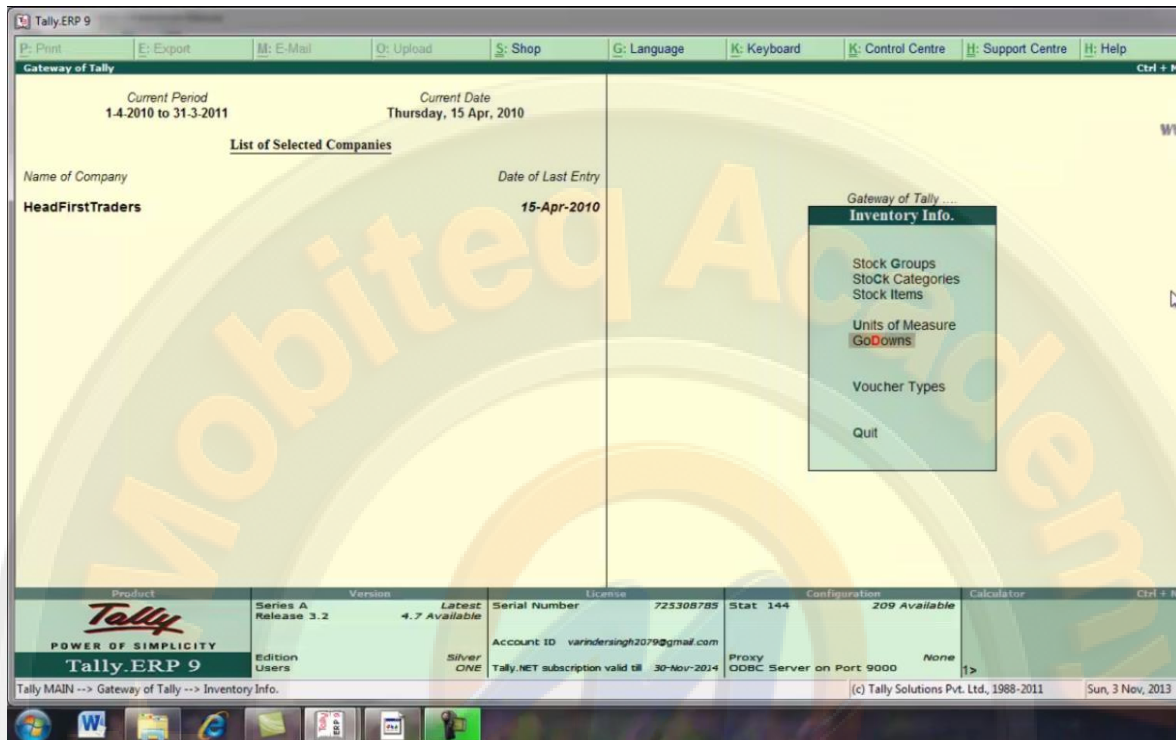
CREATE MULTIPLE ITEMS OF LAPTOPS

यदि हम एक से जायदा godown बनाने चाहते हैं तो उसके लिय inventory info को select करे



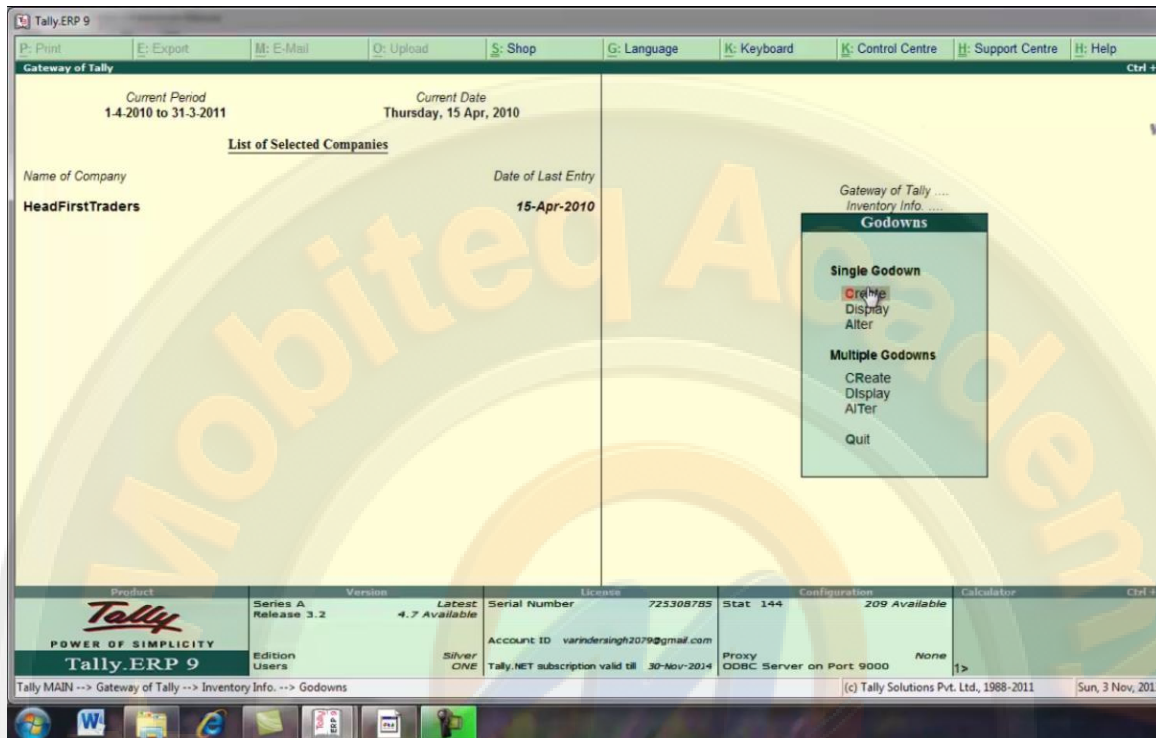
SELECT INVENTORY INFO TO CREATE GODOWN MORE THEN ONE

यहा से godown को select करे

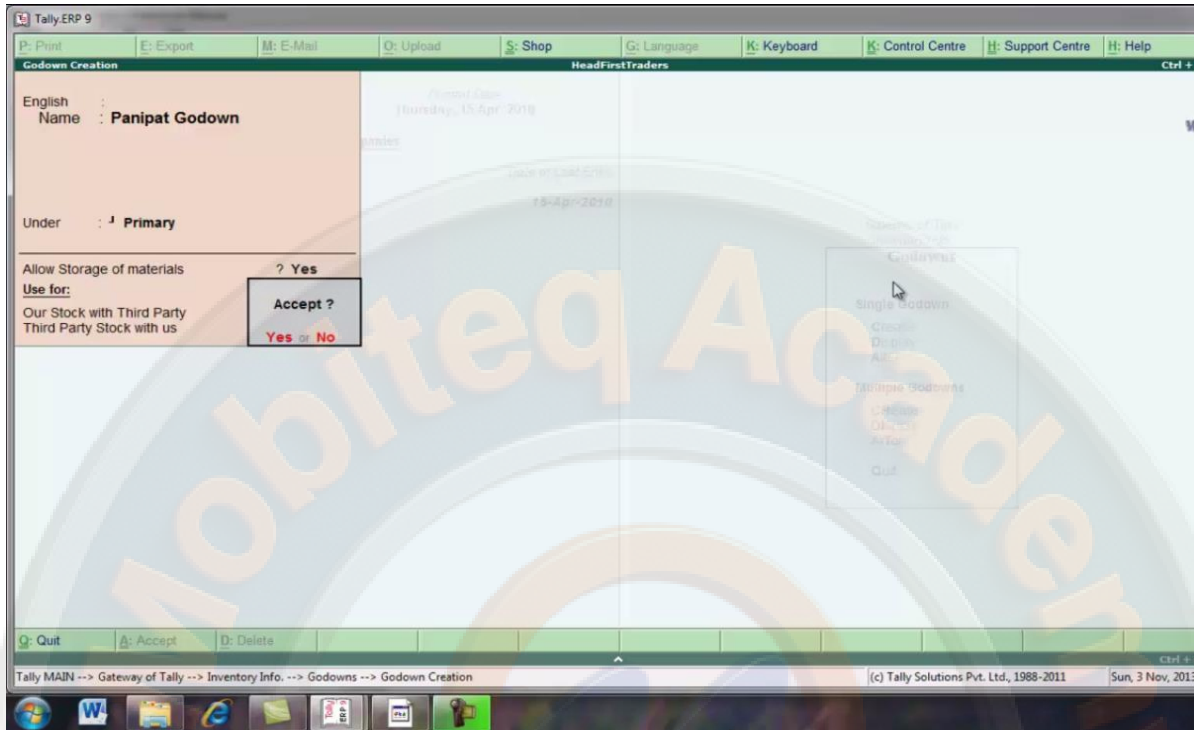


SELECT GODOWNS

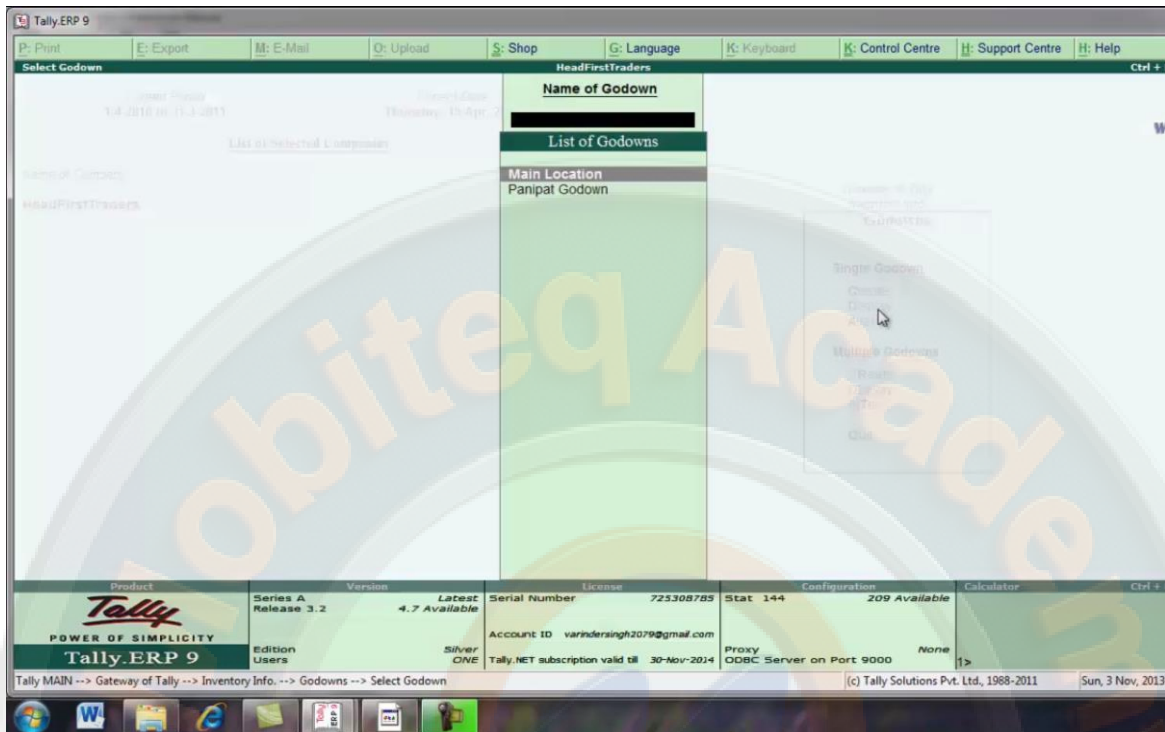
यहाँ से single godown के under create को select करें



SELECT CREATE

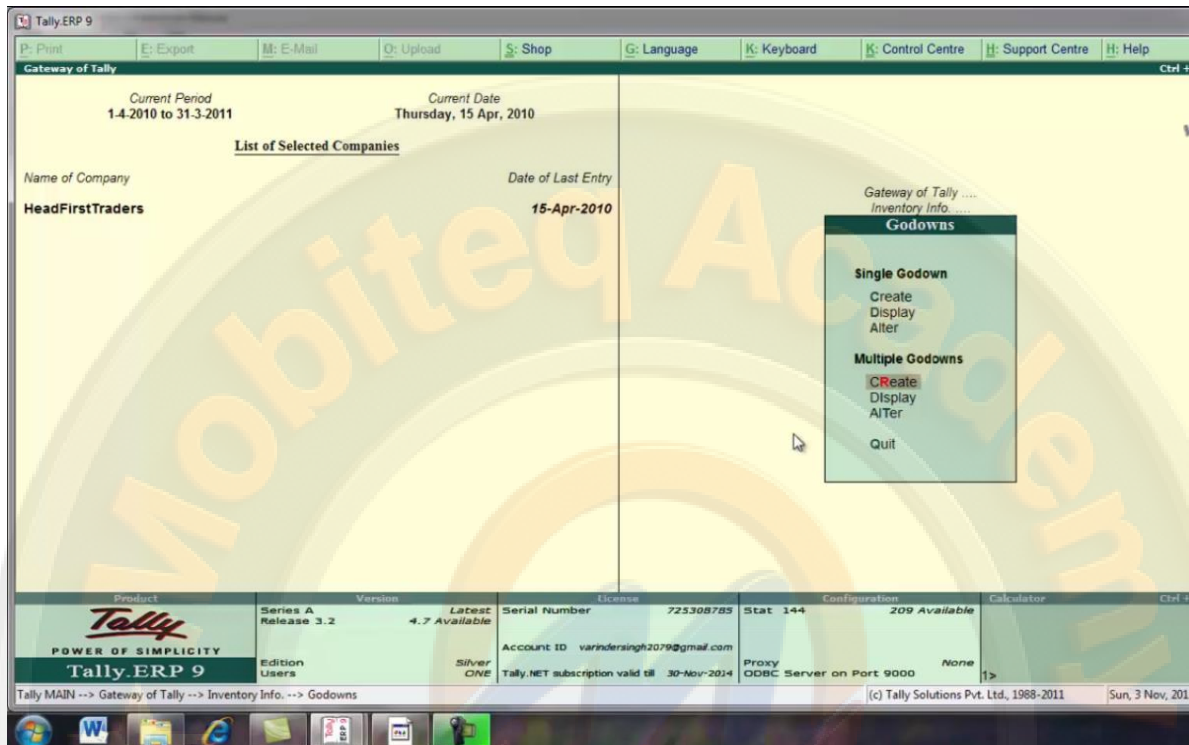


CREATE PANIAPT GODOWN



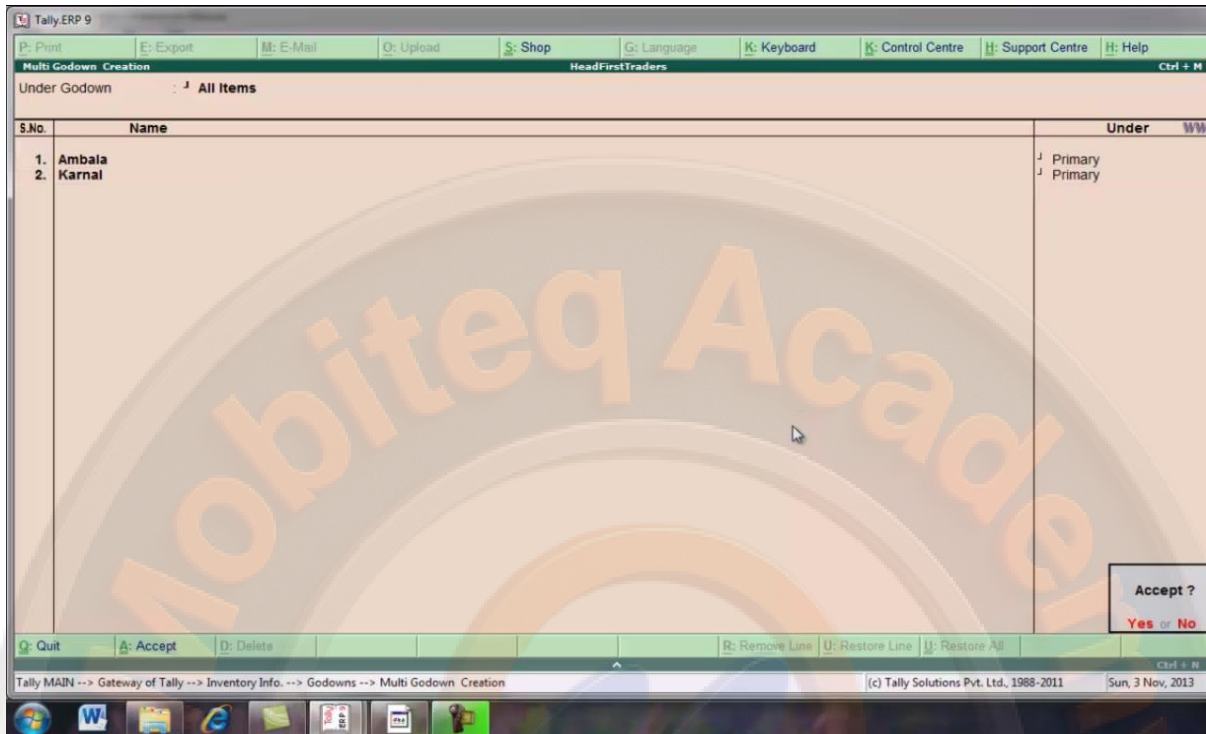
SELECT DISPLAY TO SHOW LIST OF GODOWN

multiple godown बनाने के लिये create को select करे

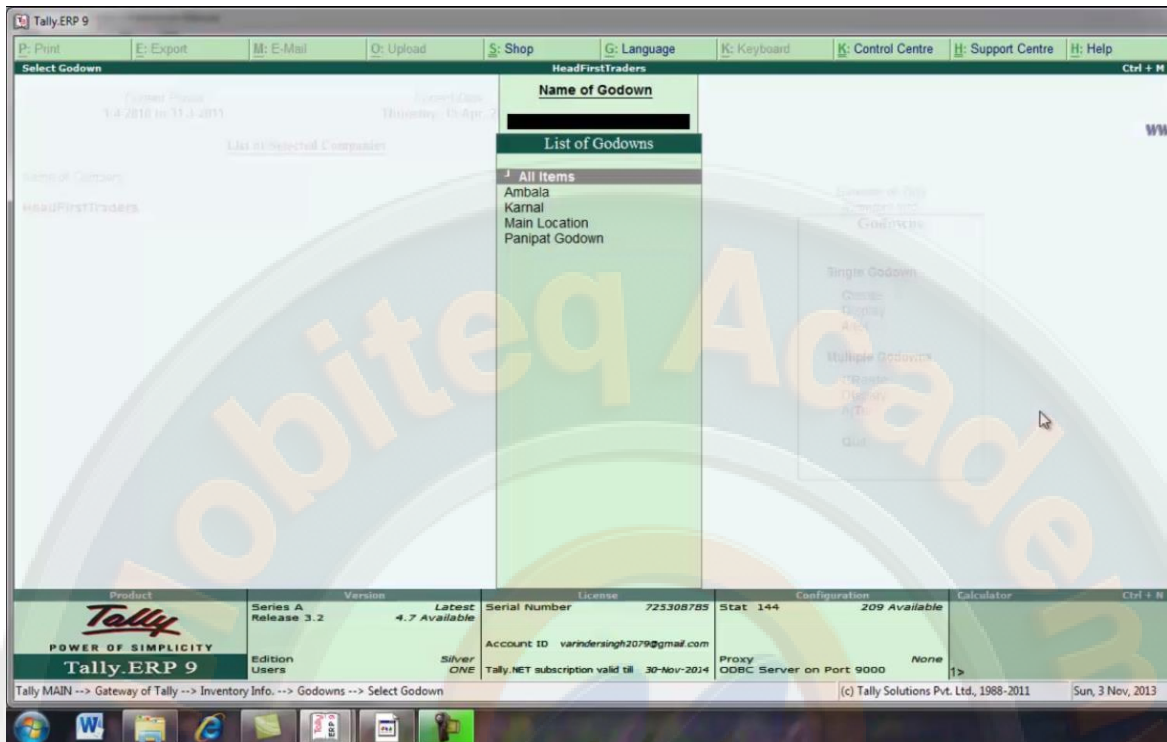


CREATE MULTIPLE GODOWN ,SELECT CREATE UNDER MULTIPLE GODOWNS

यहा पर multi godown creation screen उपलब्ध हो जाएगी



MULTIPLE GODOWN CREATION SCREEN



SELECT DISPLAY OPTION UNDER MULTIPLE GODOWNS TO SHOW LIST OF GODOWNS

INVENTORY VOUCHER ENTRIES

HeadFirst Traders		
S.NO	BASIC INVENTORY VOUCHERS IN TALLY	
1	PURCHASE ORDER	USE TO RECORD PURCHASE ORDERS OF SUPPLIERS
2	SALES ORDER	USE TO RECORD SALES ORDERS OF CUSTOMERS.
3	REJECTIONS OUT	USE TO RECORD REJECTED STOCK DETAILS RETURNED TO SUPPLIERS .
4	REJECTIONS IN	USE TO RECORD REJECTED STOCK DETAILS RECEIVED FROM CUSTOMERS .
5	STOCK JOURNAL	USE TO RECORD VARIOUS ADJUSTMENTS OF STOCK
6	DELIVERY NOTE	USE TO RECORD GOODS DELIVERED TO A CUSTOMER
7	RECEIPT NOTE	USE TO RECORD GOODS RECEIVED FROM SUPPLIERS
8	PHYSICAL STOCK	USE TO RECORD ACTUAL STOCK WHICH IS VERIFIED AND COUNTED

BASIC INVENTORY VOUCHERS IN TALLY

हम godown से related कुछ transaction करेगे

S.NO	DATE	TRANSACTIONS
1	2/4/2010	2 SONY TV 19 INCH AND 5 PHILIPS TV 19 INCH ORDER PLACED TO CNC AND CO. 3 PHILIPS TV OF 5 SHOULD BE STORED IN KARNAL GODOWN AND ALL OTHER ITEMS SHOULD BE STORED IN MAIN LOCATION GODOWN. ORDER DUE ON 12/4/2010
2	8/4/2010	DHARAMVEER AND CO HAS GIVEN ORDER OF 2 PHILIPS TV AND ONE LENOVO G560 LAPTOP . AND DELIVERY DUE ON 15/4/2010
3	12/4/2010	RECEIVED DELIVERY OF PURCHASE ORDER FROM CNC AND CO AND STORED IN GODOWNS.
4	15/4/2010	RECEIVED DELIVERY OF SALES ORDER FROM DHARAMVEER AND CO.
5	18/4/2010	ONE PHILIPS TV IS RETURNED BY DHARAMVEER AND CO DUE TO SOME ISSUE IN WORKING.
6	19/4/2010	SAME TV HAS BEEN RETURNED TO CNC AND CO.
7	21/4/2010	ONE HP PAVILION LAPTOP TRANFERED TO AMBALA GODOWN.
8	22/4/2010	STOCK CHECK REVEALS PHYSICAL STOCK OF 5 HP SERIES.

SOME TRANSACTIONS RELATED TO GODOWNS

KEY TO SUCCESS

यहा से order voucher को select करे

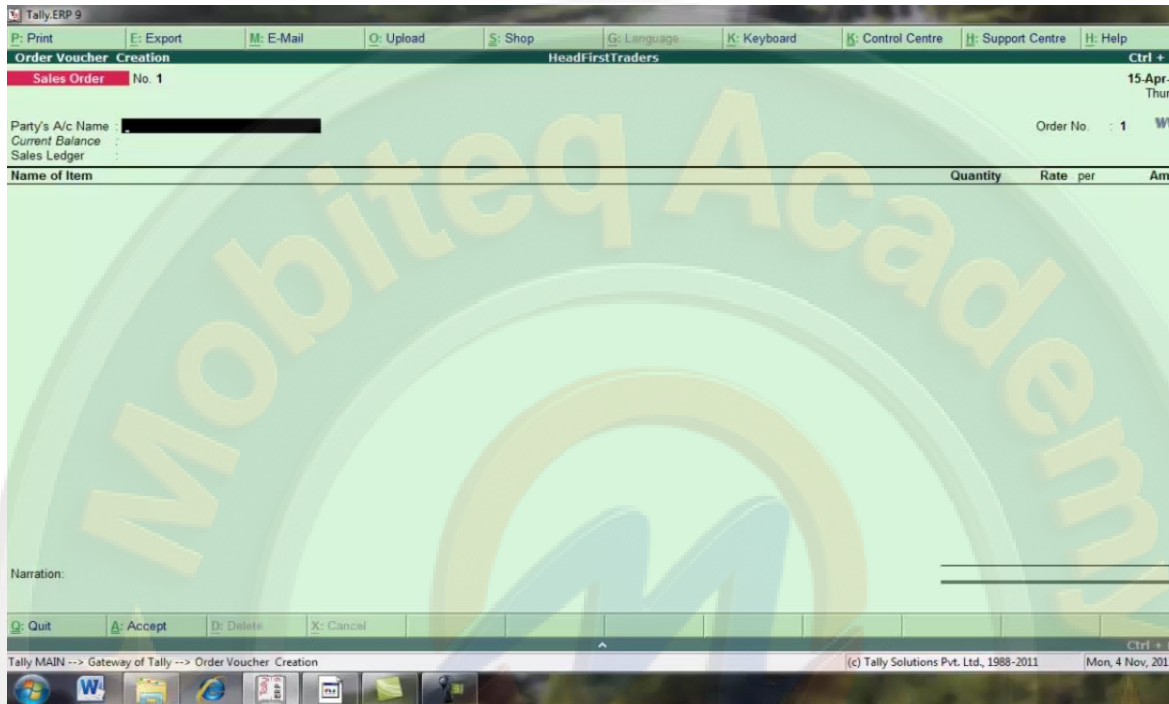
The screenshot shows the Tally ERP 9 Gateway of Tally interface. The main window displays the 'Gateway of Tally' menu with the following options:

- Masters**
 - Accounts Info
 - Inventory Info
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
 - Order Vouchers** (highlighted)
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi Account Printing
- Quit

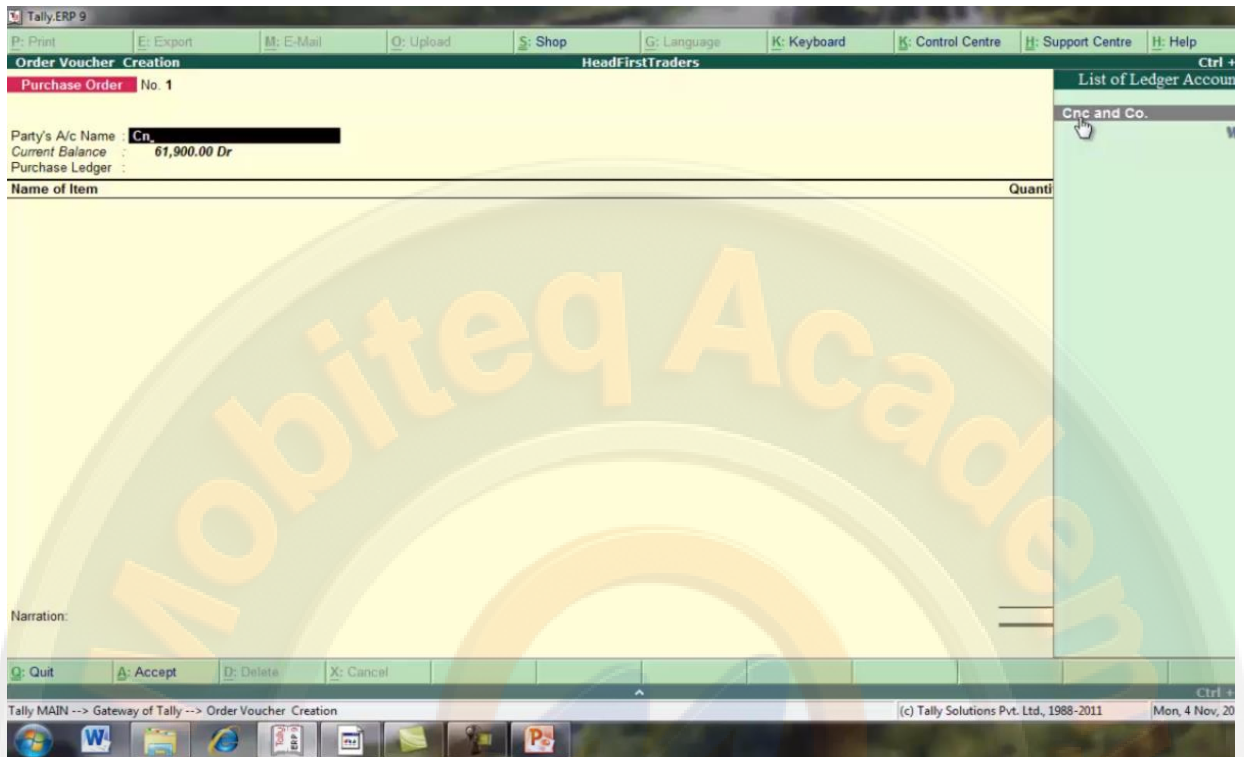
The background of the screenshot features a large watermark logo with the text "KEY TO SUCCESS" and "MOBITEQ ACCOUNTS".

SELECT ORDER VOUCHERS

यहाँ से purchase button को toolbar से select करें



ORDER VOUCHER CREATION SCEN. SELECT PURCHASE ORDER TO BUTON TOOLBAR



FILL PARTY NAME

Party Details
Purchase Order No. 1

Party & Account: Cnc and Co.
Credit Balance: 5,78,900.00 Lr.

Name of Item	Quantity	Base	Net
--------------	----------	------	-----

Supplier's Details
Supplier: Cnc and Co.
Address: Ambala

Order Details
Mode/Terms of Payment:
Other Reference(s):
Terms of Delivery:

Receipt Details
Despatch through Destination:

Tally MAIN --> Gateway of Tally --> Order Voucher Creation --> Party Details
(c) Tally Solutions Pvt. Ltd., 1988-2011
Mon, 4 Nov, 2011

SUPPLIER DETAILS



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Order Voucher Creation | HeadFirstTraders

Purchase Order No. 1

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item

List of Stock Items

J End of List	
Hp Pavilion	6 pcs.
Hp Series	2 pcs.
Lenovo G460	4 pcs.
Lenovo G560	4 pcs.
Philips	4 pcs.
Sony	3 pcs.

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation | (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

SELECT SONY



The screenshot shows the Tally ERP 9 interface. The main window is titled "Stock Item Allocations" for "HeadFirstTraders". A pop-up window titled "Item Allocations for : Sony" is displayed, showing a table with columns for Godown, Quantity, Rate per, and Amount. The data shows 2 pcs at a rate of 12,500.00 per unit, totaling 25,000.00. The due date is 12-Apr-2010. The background features a large watermark logo for "Mobiteq Academy" with the text "KEY TO SUCCESS" and a book icon.

Godown	Quantity	Rate per	Amount
Main Location	2 pcs.	12,500.00 pcs.	25,000.00

STOCK ITEMS ALLOCATIONS FOR SONY

Tally.ERP 9

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

Stock Item Allocations HeadFirstTraders

Purchase Order No. 1

Party: K: Kamas Exp. Inv. 1,28,123.00 Cr.

Current Position: 1,28,123.00 Cr.

Item Allocations for : Phillips			
Godown	Quantity	Rate per	Amount
Due on 12-Apr-2010			
Karnal	3 pcs.	12,000.00 pcs.	36,000.00
Due on 12-Apr-2010			
Main Location	2 pcs.	12,000.00 pcs.	24,000.00
	5 pcs.		60,000.00

Quantity Rate per Amount

2 pcs 12,500.00 pcs 25,000

1 pcs 12,000.00 pcs 12,000

37,000

51,000

63,000

Quit

Tally MAIN --> Gateway of Tally --> Order Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

STOCK ITEM ALLOCATION FOR PHILLIPS

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Order Voucher Creation HeadFirstTraders Ctrl + M

Purchase Order No. 1 2-Apr-2013
Frid

Party's A/c Name : Cnc and Co. Order No. : 101
 Current Balance : 1,79,500.00 Cr
 Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.
Philips	5 pcs.	12,000.00 pcs.	60,000.
			85,000.

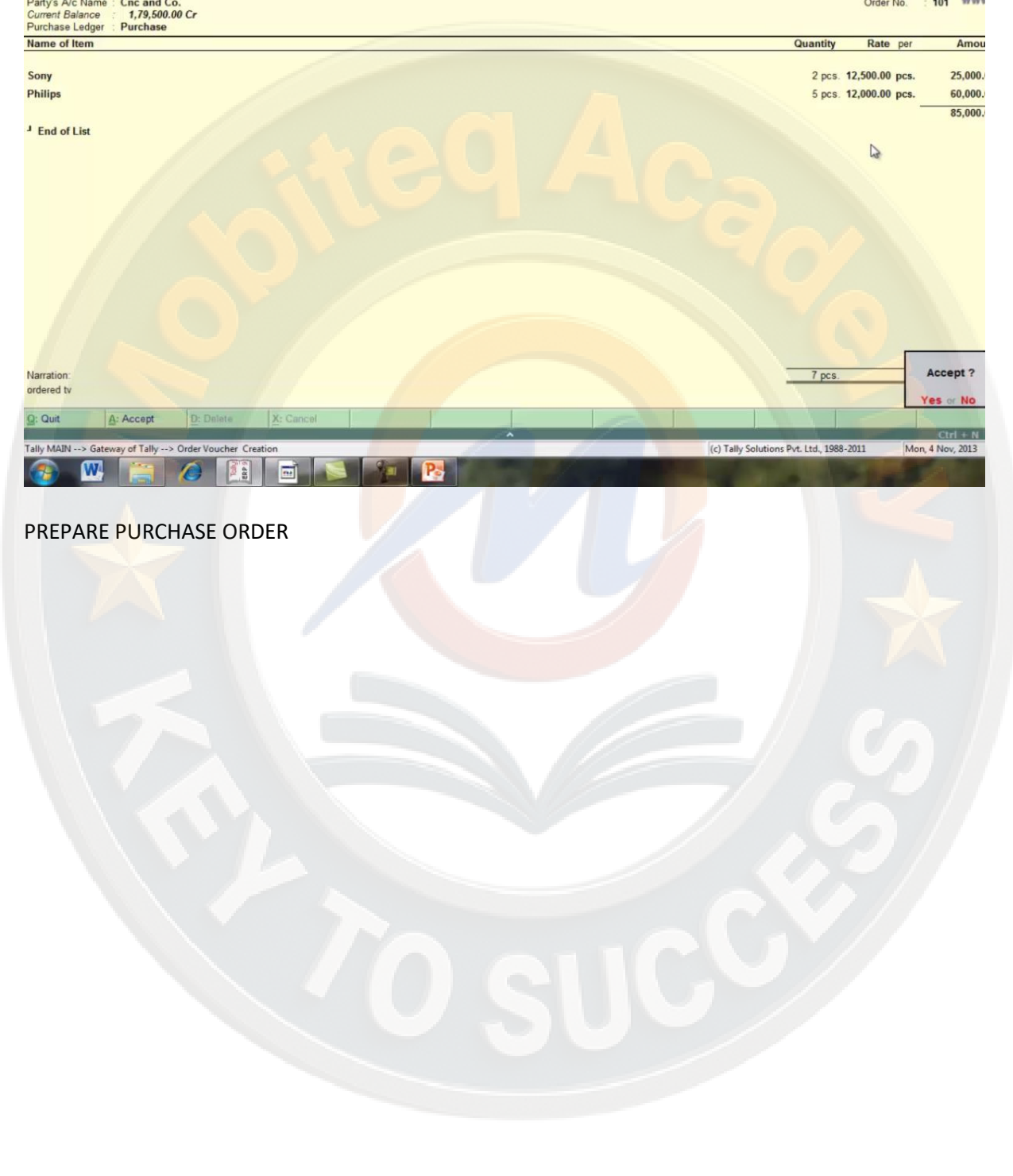
End of List

Narration: ordered tv 7 pcs. **Accept ?**
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

PREPARE PURCHASE ORDER



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Order Voucher Creation HeadFirstTraders Ctrl + M

Sales Order No. 1 8-Apr-2013
Thurs

Party's A/c Name : Dharmaveer and Co Order No. : 202
 Current Balance : 12,000.00 Dr
 Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amount
Philips	2 pcs.	14,500.00 pcs.	29,000.
Lenovo G560	1 pcs.	20,500.00 pcs.	20,500.
			49,500.

End of List

Narration: sales order 3 pcs. **Accept ?**
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Order Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

HERE SALES ORDER



यहा से inventory vouchers को select करे

Gateway of Tally

Current Period: 1.4.2010 to 31.3.2011
Current Date: Thursday, 8 Apr, 2010

List of Selected Companies

Name of Company	Date of Last Entry
HeadFirstTraders	15-Apr-2010

Gateway of Tally

- Masters**
 - Accounts Info.
 - Inventory Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers**
 - Order Vouchers
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
 - Display
 - Multi Account Printing
 - Quit

Product Tally ERP 9
POWER OF SIMPLICITY

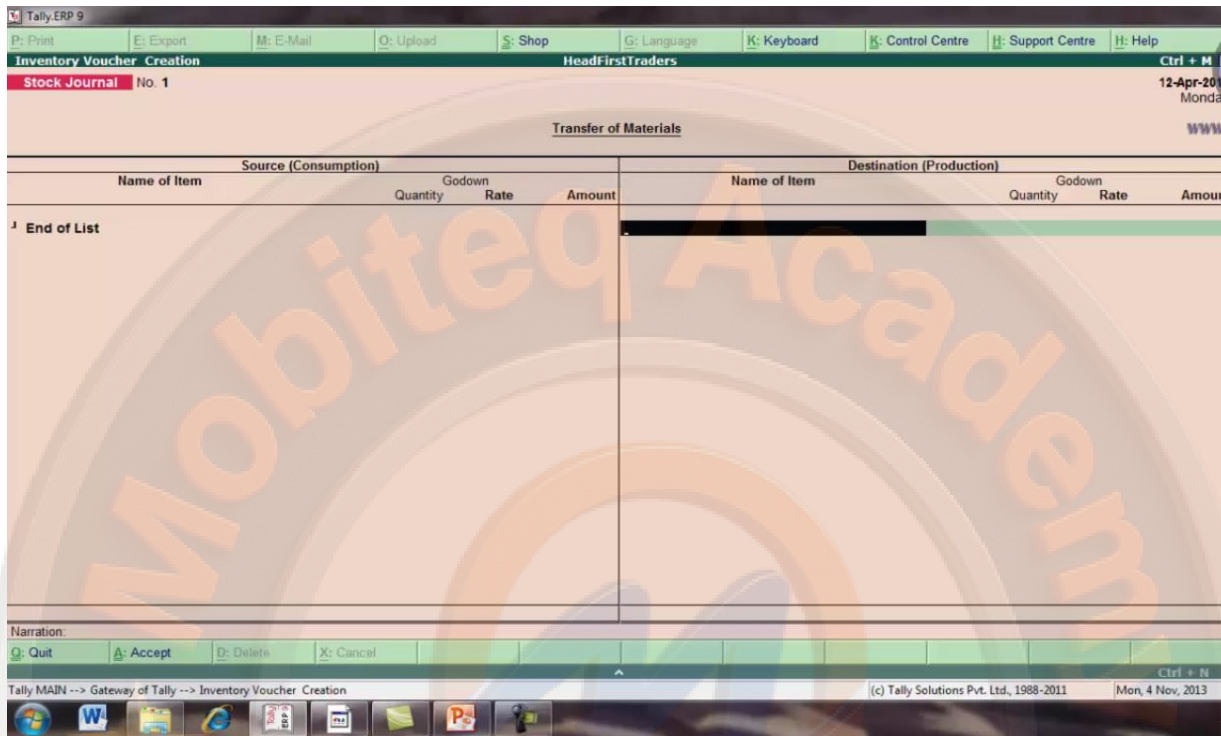
Series A	Version	License	Serial Number	Stat	Configuration	Calculator
Release 3.2	4.7 Available	725308785	varindersingh2079@gmail.com	144	209 Available	None

Edition: Silver ONE
Users: Tally.NET subscription valid till 30-Nov-2014
Proxy: ODBC Server on Port 9000

Tally MAIN --> Gateway of Tally (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

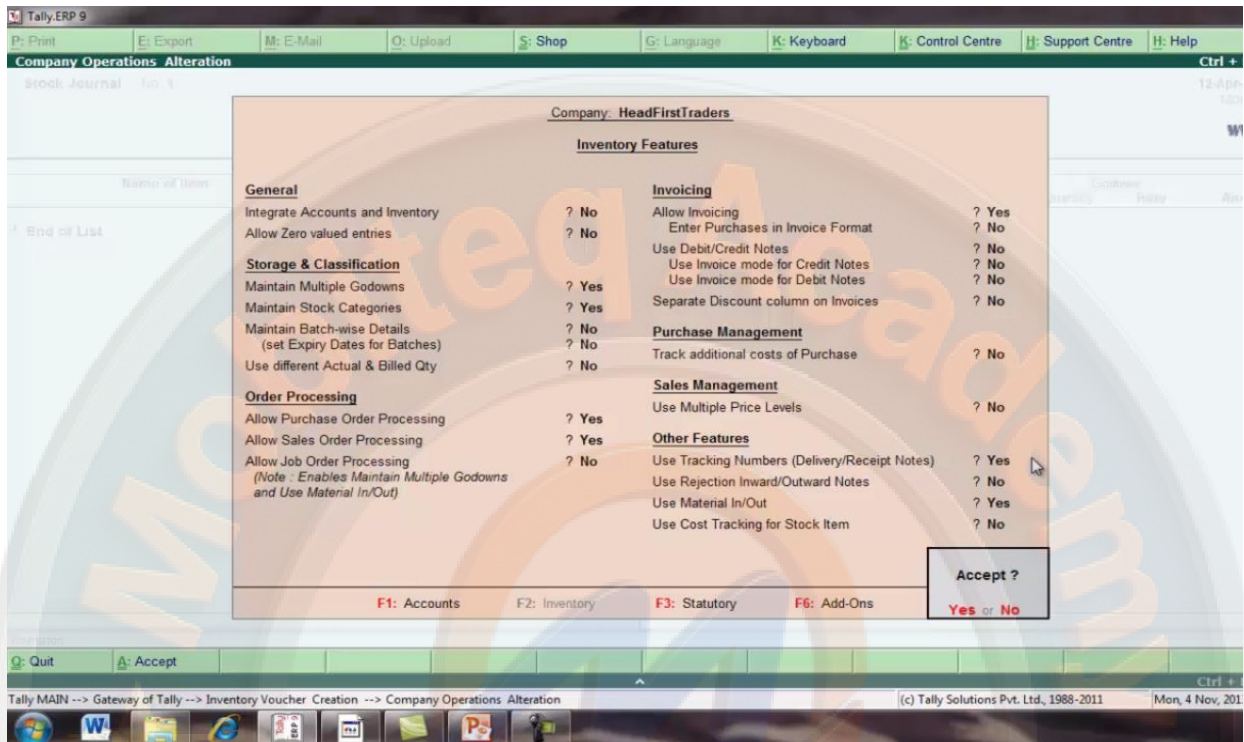
SELECT INVENTORY VOUCHERS UNDER TRANSACTIONS

RCPT note को on करने के लिय हम buton toolbar से features buton को select करे



SELECT FEATURES BUTON FOR RCPT NOTE ON

यहा पर other features के अंतर्गत TRACKING NUMBER (DELIVERY/RECEIPT NOTE) को yes करदे



UNDER OTHER FEATURES USE TRACKING NUMBER (DELIVERY/RECEIPT NOTE) ? YES

यहा से rcpt note के buton को select करे

The screenshot displays the Tally ERP 9 interface for creating an Inventory Voucher. The window title is 'Tally.ERP 9'. The menu bar includes options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The main header shows 'Inventory Voucher Creation' for 'HeadFirstTraders' on '12-Apr-2013' (Monday). The voucher type is 'Stock Journal' with number 'No. 1'. The title of the voucher is 'Transfer of Materials'. The table below is divided into two columns: 'Source (Consumption)' and 'Destination (Production)'. Each column has headers for 'Name of Item', 'Quantity', 'Rate', and 'Amount'. The 'Source (Consumption)' column contains a single entry 'End of List'. Below the table is a 'Narration' field. At the bottom, there is a control bar with buttons for Quit, Accept, Delete, and Cancel. The status bar at the very bottom shows 'Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation' and the date 'Mon, 4 Nov, 2013'.

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Rate	Amount	Name of Item	Quantity	Rate	Amount
End of List							

CLICK ON RCPT NOTE BUTON

यहा से recpt note की information fill करे

Tally.ERP 9

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

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Receipt Note No. 1

Ref. :

Party's A/c Name : [Redacted]

Current Balance : [Redacted]

Purchase Ledger : [Redacted]

Name of Item

Quantity

List of Ledger Accounts

- Cash
- Cee Techs
- Gns and Co.
- Dd Co
- Dharmaveer and Co
- Dimple Traders
- Dinesh & Sons
- Idbi Bank
- Kd Sons Pvt Ltd

Narration:

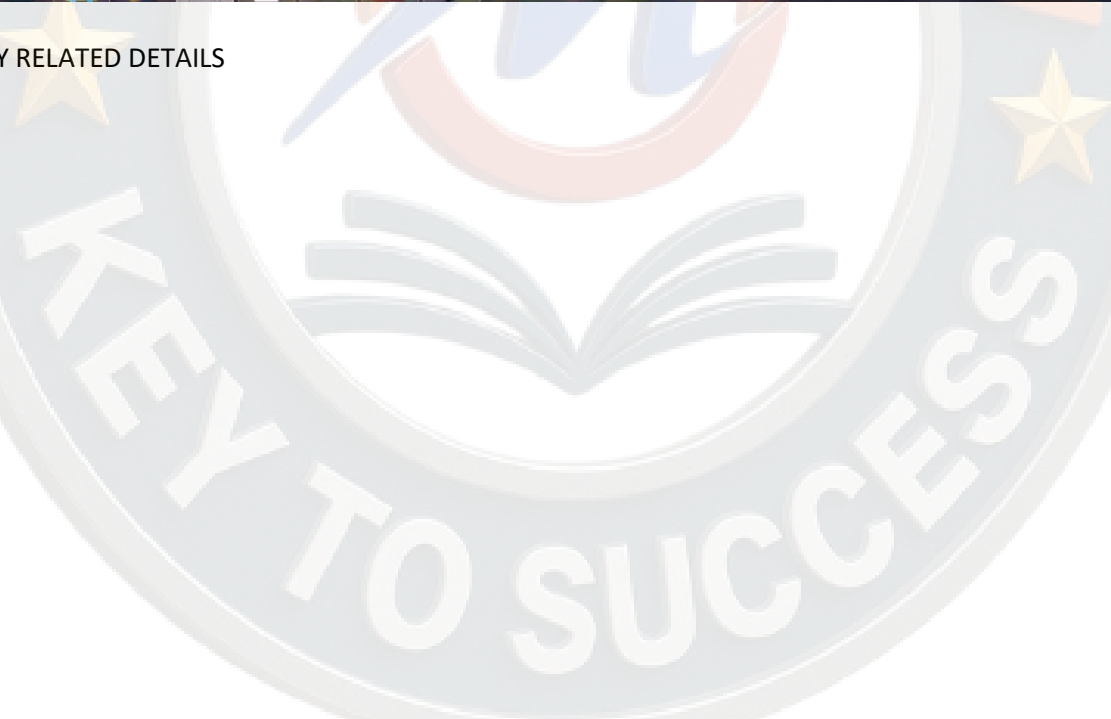
Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE RECEIPT NOTE

The screenshot displays the 'Party Details' window in Tally ERP 9. The window title is 'HeadFirstTraders'. At the top, there is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. Below the menu bar, the 'Party Details' section shows 'Receipt Rate' as '1st 1' and 'Date' as '12-Apr-2013'. The 'Party's Account Number' is 'Cnc and Co.' and the 'Credit Ceiling' is '6,78,900.00 Cr.'. Below this, there is a table with columns 'Name of Item', 'Quantity', 'Rate', 'Inv', and 'Amount'. A yellow pop-up window is overlaid on the main window, containing 'Order Details' and 'Supplier's Details'. The 'Order Details' section shows 'Order No(s)' as '101' and 'dt.' as '2-Apr-2010'. The 'Supplier's Details' section shows 'Supplier Address' as 'Cnc and Co., Ambala' and 'Sales Tax No. CST Number' as a redacted black box. At the bottom of the pop-up, there are buttons for 'Quit' and 'Accept'. The main window's status bar shows 'Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation --> Party Details', '(c) Tally Solutions Pvt. Ltd., 1988-2011', and 'Mon, 4 Nov, 2013'. The Windows taskbar at the bottom shows icons for Internet Explorer, Word, Tally ERP 9, and other applications.

PARTY RELATED DETAILS



Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Receipt Note No. 1 12-Apr-2013
Monday

Ref. : WWW.I

Party's A/c Name : Cnc and Co.
Current Balance : 1,79,500.00 Cr
Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.00
Philips	5 pcs.	12,000.00 pcs.	60,000.00
			85,000.00

Narration: 7 pcs. 85,000.00

Quit | Accept | Delete | Cancel Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

SELECT SONY



Item Allocations for : Sony

Godown	Quantity	Rate per	Amount
Tracking No. : Not Applicable	Order No. : 101	Due on 12-Apr-2010	
Main Location	2 pcs.	12,500.00 pcs.	25,000.00

ITEMS ALLOCATION SCREEN FOR SONY

Tally.ERP 9

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

Stock Item Allocations HeadFirstTraders

Receipts Rate No. 1 12-Apr-10

Party: A: Items C: 0000 Cr

Current Quantity: 1 20,500.00 Cr

Item Allocations for : Philips				Quantity	Rate per	Amount
Godown	Quantity	Rate per	Amount			
Tracking No. : Not Applicable	Order No. : 101	Due on 12-Apr-2010		2 pcs.	12,000.00	24,000.00
Karnal	3 pcs.	12,000.00	36,000.00			
Tracking No. : 1	Order No. : 101	Due on 12-Apr-2010		2 pcs.	12,000.00	24,000.00
Main Location	2 pcs.	12,000.00	24,000.00			
	5 pcs.		60,000.00			

Q: Quit

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation --> Stock Item Allocations (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2011

ITEM ALLOCATION SCREEN FOR PHILLIPS

information fill करने के बाद accept को yes कर ले

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Receipt Note No. 1 12-Apr-2013
 Ref. : Monday

Party's A/c Name : Cnc and Co.
 Current Balance : 1,79,500.00 Cr
 Purchase Ledger : Purchase

Name of Item	Quantity	Rate per	Amount
Sony	2 pcs.	12,500.00 pcs.	25,000.00
Phillips	5 pcs.	12,000.00 pcs.	60,000.00
			85,000.00

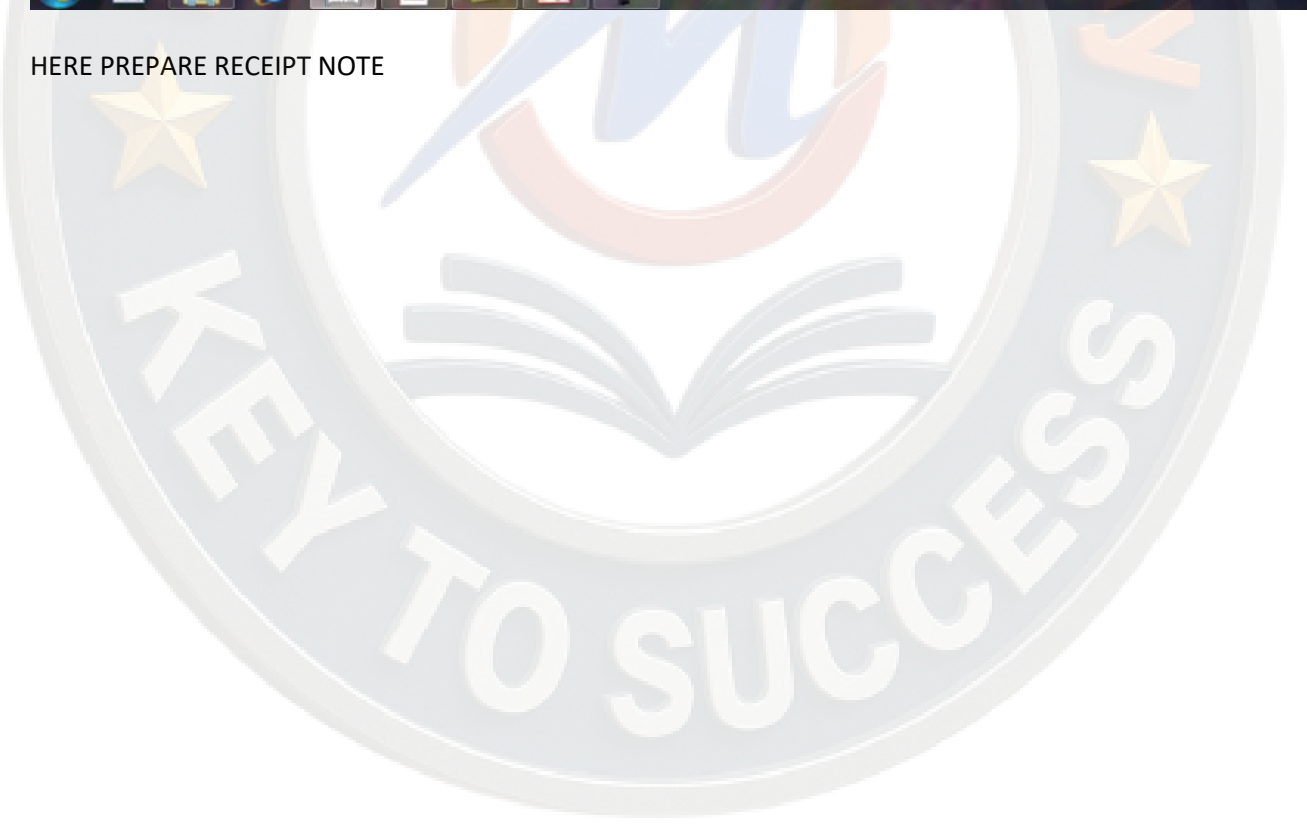
End of List

Narration: _____ 7 pcs. Accept ?
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE PREPARE RECEIPT NOTE



यहा पर delivery note को select करे उसकी information fill करे or accept को yes कर दे

Tally-ERP 9

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

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Delivery Note No. 1 15-Apr-20
Ref.: 202 Thursd

Party's A/c Name : Dharmaveer and Co
Current Balance : 12,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Amou
Philips	2 pcs.	14,500.00 pcs.	29,000.
Lenovo G560	1 pcs.	20,500.00 pcs.	20,500.
			49,500.

End of List

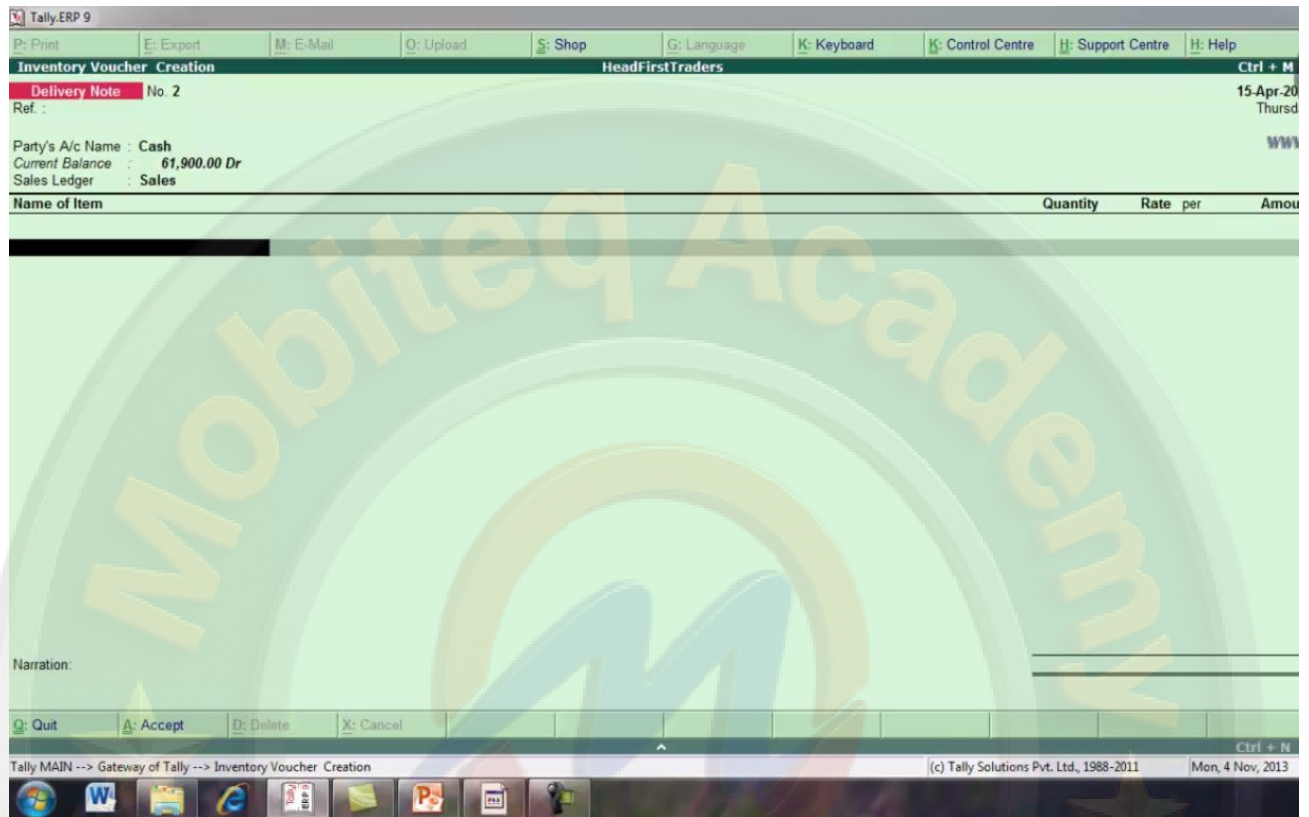
Narration: 3 pcs. **Accept ?**
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

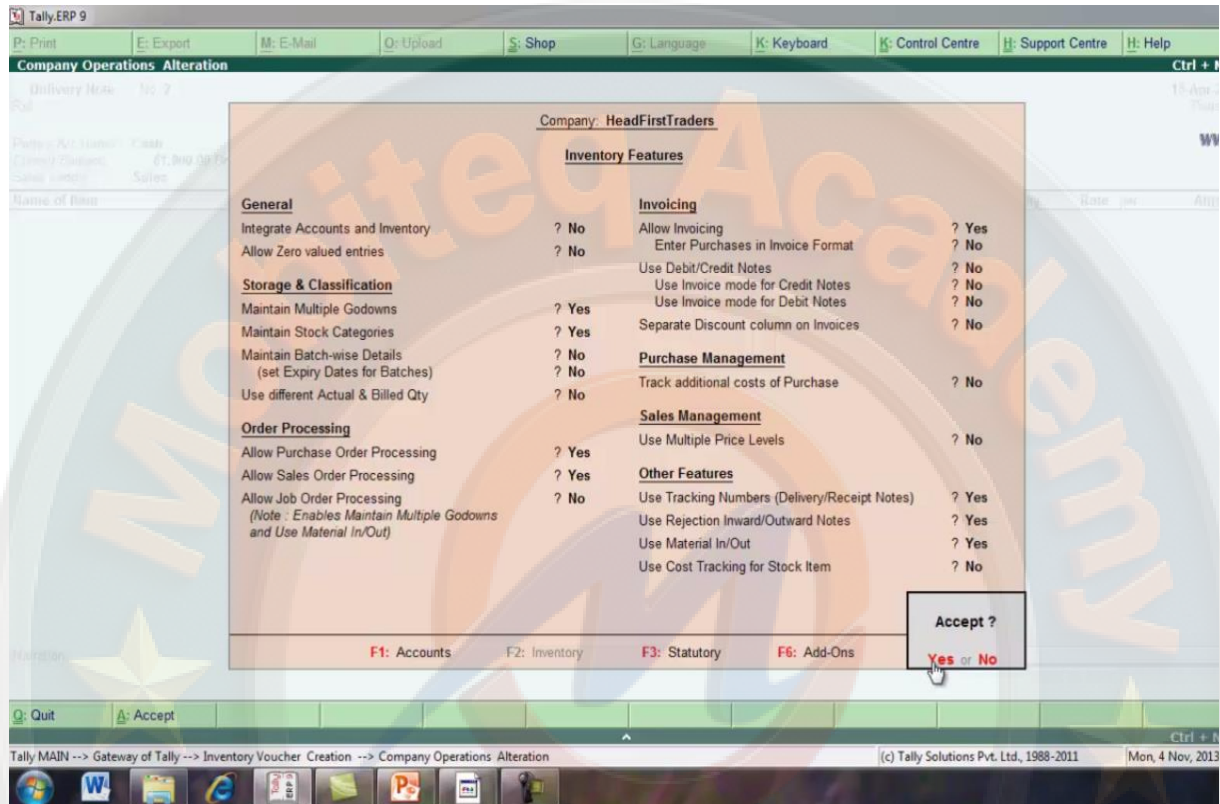
HERE DELIVERY NOTE

rejection in or rejection out को enable करने के लिय features buton को select करे



SELECT FEATURES BUTON FOR ENABLE TO REJECTION IN OR REJECTION OUT

other features के अंतर्गत REJECTION INWARD/ OUTWARD NOTES को yes करें



UNDER OTHER FEATURES USE REJECTION INWARD/ OUTWARD NOTES ? YES

देखिये यहा पर rejection in or rejection out buton enable हो गया है

The screenshot shows the Tally ERP 9 interface for 'Inventory Voucher Creation'. The window title is 'Tally.ERP 9'. The menu bar includes: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, Help. The header shows 'Inventory Voucher Creation' and 'HeadFirstTraders'. A red bar at the top indicates 'Rejections In No. 1'. The date is '15-Apr-2013 Thursday'. The form has two main sections: 'Ledger Account' with 'Cash' selected, and 'Customer's Name and Address' with 'Cash' entered. Below this is a table with columns: Name of Item, Quantity, Rate per, Amount. A 'Narration:' field is present. At the bottom, a control bar contains buttons: Quit, Accept, Delete, Cancel. The status bar shows 'Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation', '(c) Tally Solutions Pvt. Ltd., 1988-2011', and 'Mon, 4 Nov, 2013'. The Windows taskbar at the bottom shows icons for Internet Explorer, Word, Tally ERP 9, and other applications.

AVAILABLE REJECTION IN SCREEN

rejection in voucher create किया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Rejections In No. 1 18-Apr-2013
Sunda

Ledger Account		Customer's Name and Address		
Dharmaveer and Co		Dharmaveer and Co 55 Near Chandigarh		
Name of Item	Quantity	Rate per	Amount	
Philips <small>Tracking No.: / Not Applicable Order No.: / Not Applicable</small>	1 pcs.	14,500.00 pcs.	14,500.00	
	Main Location	1 pcs. 14,500.00 pcs.	14,500.00	

Narration: _____

1 pcs. Accept ?
Yes or No

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE REJECTION IN VOUCHERS

rejection out voucher create किया गया है

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Rejections Out No. 1 19-Apr-2013 Monday

Ledger Account		Supplier's Name and Address		
Cnc and Co.		Cnc and Co. Ambala		
Name of Item	Quantity	Rate per	Amount	
Philips	1 pcs	12,000.00	pcs.	12,000.00
Tracking No. : Not Applicable Order No. : Not Applicable		Main Location 1 pcs, 12,000.00 pcs, 12,000.00		

Narration: _____

1 pcs

Quit | Accept | Delete | Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE REJECTION OUT VOUCHERS

यहाँ पर stock journal voucher बनाया गया है

Tally.ERP 9

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Inventory Voucher Creation HeadFirstTraders Ctrl + M

Stock Journal No. 1 21-Apr-2013 Wednes

Transfer of Materials

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Godown Rate	Amount	Name of Item	Quantity	Godown Rate	Amount
Hp Pavilion	1 pcs.	19,000.00/pcs.	19,000.00	Hp Pavilion	1 pcs.	19,000.00/pcs.	19,000.00
	1 pcs.		19,000.00		1 pcs.		

Narration:

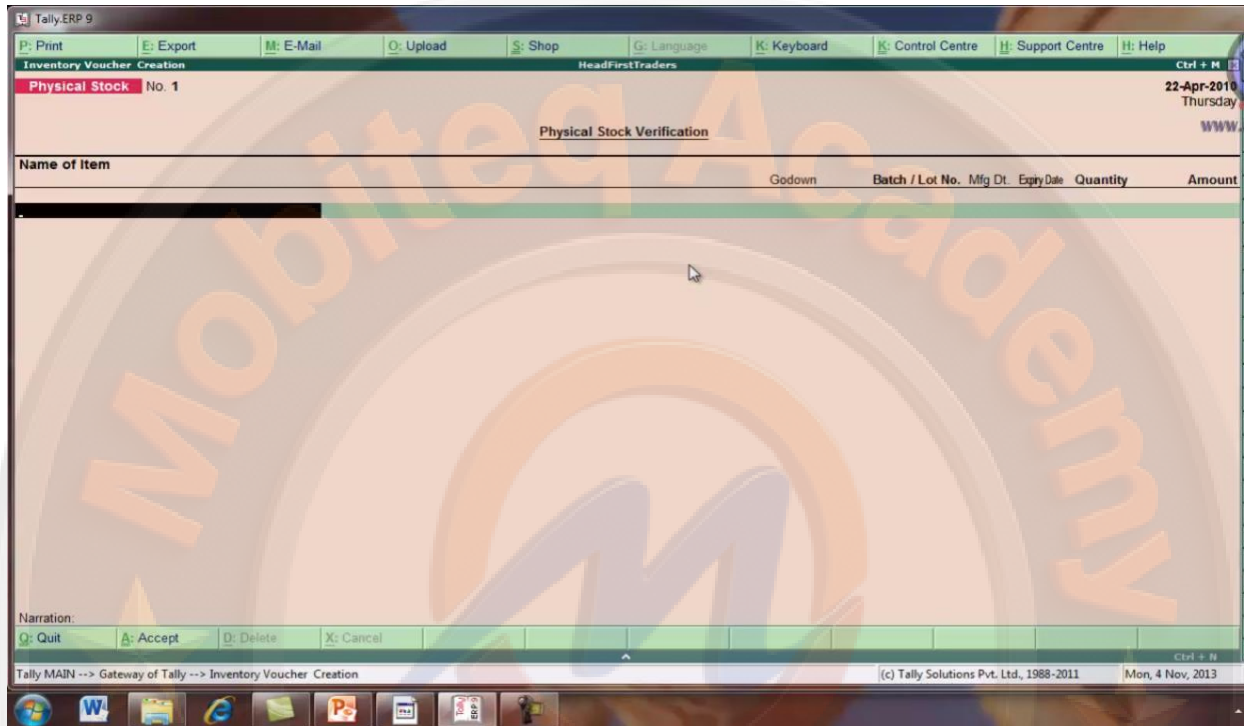
Quit Accept Delete Cancel

Accept ? Yes or No

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

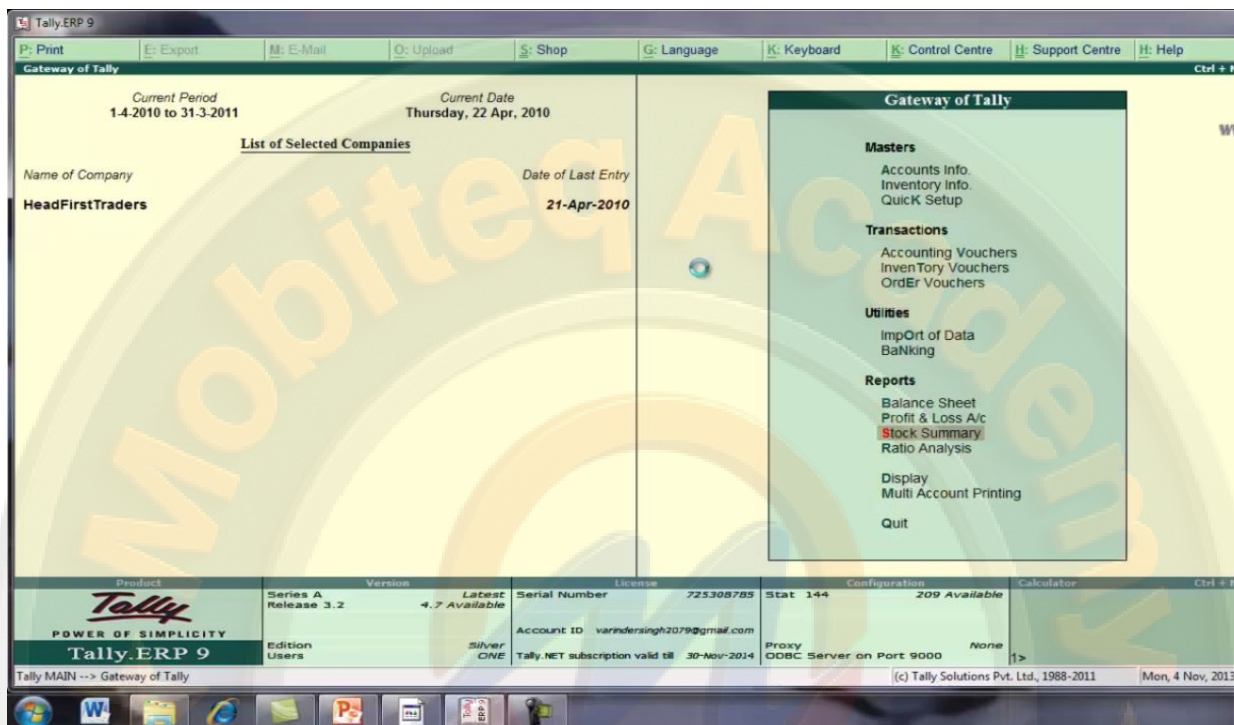
HERE STOCK JOURNAL VOUCHER

physical stock voucher की entry हम तब करते है हमे account के stock or godown के stock मे अंतर दिखाई देता है मान लीजिये आपके पास books मे 6 hp सीरीज के laptop है or godown मे 5 hp सीरीज के laptop है तो इसको confirm करने के लिय हम physical stock voucher create करेगे



PHYSICAL STOCK CREATION SCREEN

Esc buton को press करे or gateway of tally पर वापिस आ जाये यहा से reports अंतर्गत stock summary को select करे



PRESS ESC GO TO GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS

यहा पर हमे एक stock summary की screen available हो जाएगी यहा से laptop को select करे

Particulars	Quantity	Rate	Value
Laptops			2,30,000.00
Tv			1,22,500.00
Grand Total			3,52,500.00

SELECT LAPTOP

देखिये hp series के laptop available हो जायेगे

Particulars	Laptops HeadFirstTraders 1-Apr-2010 to 21-Apr-2010		
	Closing Balance		
	Quantity	Rate	Value
Hp Pavilion	3 pcs.	19,000.00	57,000.00
Hp Series	6 pcs.	14,500.00	87,000.00
Lenovo G460	2 pcs.	16,000.00	32,000.00
Lenovo G560	3 pcs.	18,000.00	54,000.00
Grand Total	14 pcs.		2,30,000.00

HERE AVAILABLE HP SERIES LAPTOP

DIFFERENCE BETWEEN ACTUAL AND BILLED QUANTITY

कुछ goods ऐसी होती है जिनको जब हम sale करते है तब उनकी quantity अलग रहती है लेकिन जब उनको receive किया जाता तब उनकी quantity अलग रहती है जैसे sugar, wheate, oil etc.

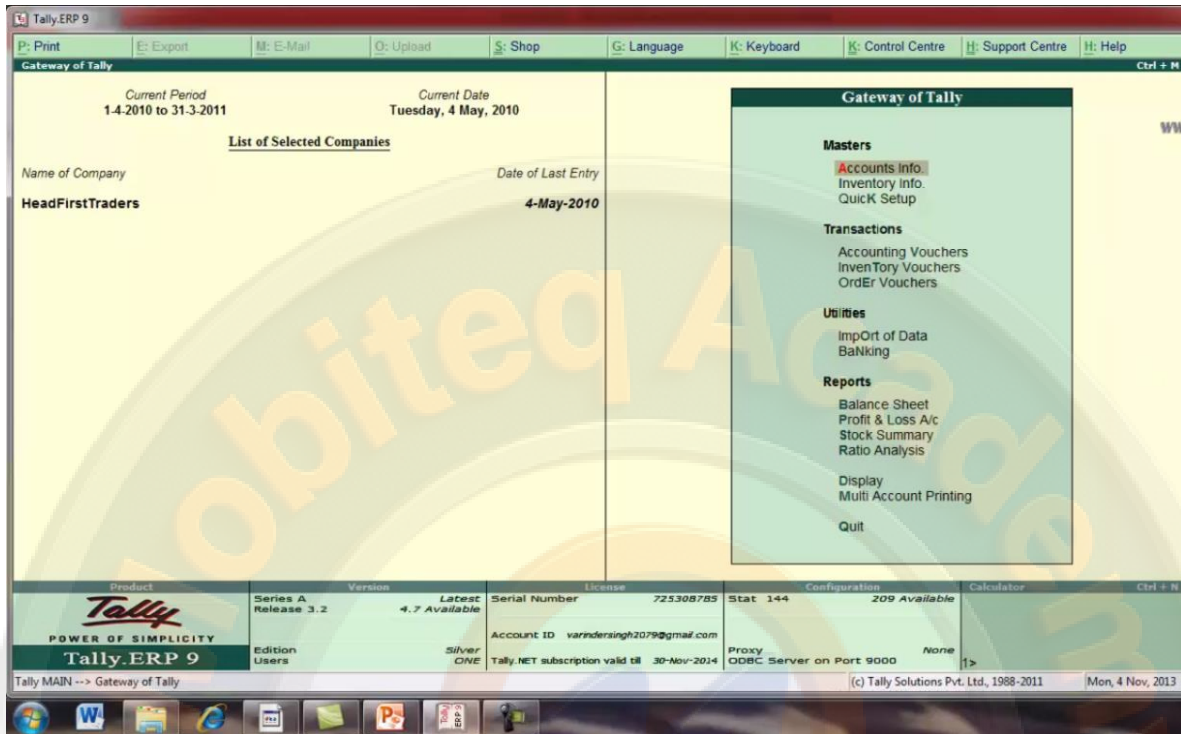
1. SOME GOODS WHEN PURCHASED OR SOLD MAY HAVE DIFFERENCE IN THE **SENT AND RECEIVED QUANTITIES AND THEREFORE CREATE DIFFERENCE IN ACTUAL AND BILLED QUANTITIES**. TO OVERCOME THIS PROBLEM BOOKS OF ACCOUNTS SHOULD BE UPDATED WITH THE BILLED QUANTITIES AND **STOCKS** SHOULD BE UPDATED WITH THE ACTUAL QUANTITIES.
2. ACTUAL AND BILLED QUANTITIES CAN BE THE RESULT OF FREE SCHEME, REJECTION AND ADJUSTING QUANTITIES.

VOUCHER ENTRY FOR ACTUAL AND BILLED QUANTITIES

100 KG SUGAR @ 40/- PER KG SOLD TO M/S SHREE RAM CO. BUT AFTER DELIVERY IT WAS ACKNOWLEDGED THAT 95 KG HAS BEEN RECEIVED

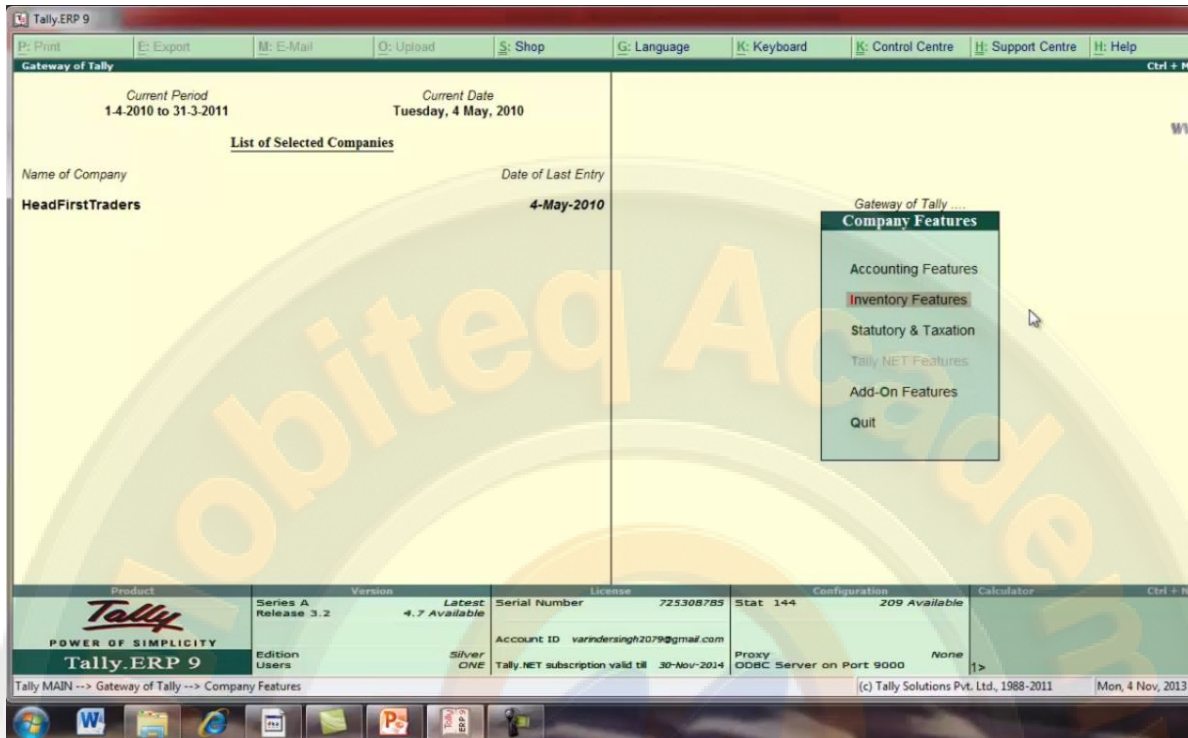
HERE WE KNOW WHAT IS THE DIFFERENCE BETWEEN ACTUAL AND BILLED QUANTITY

gateway of tally मे features buton को select करे



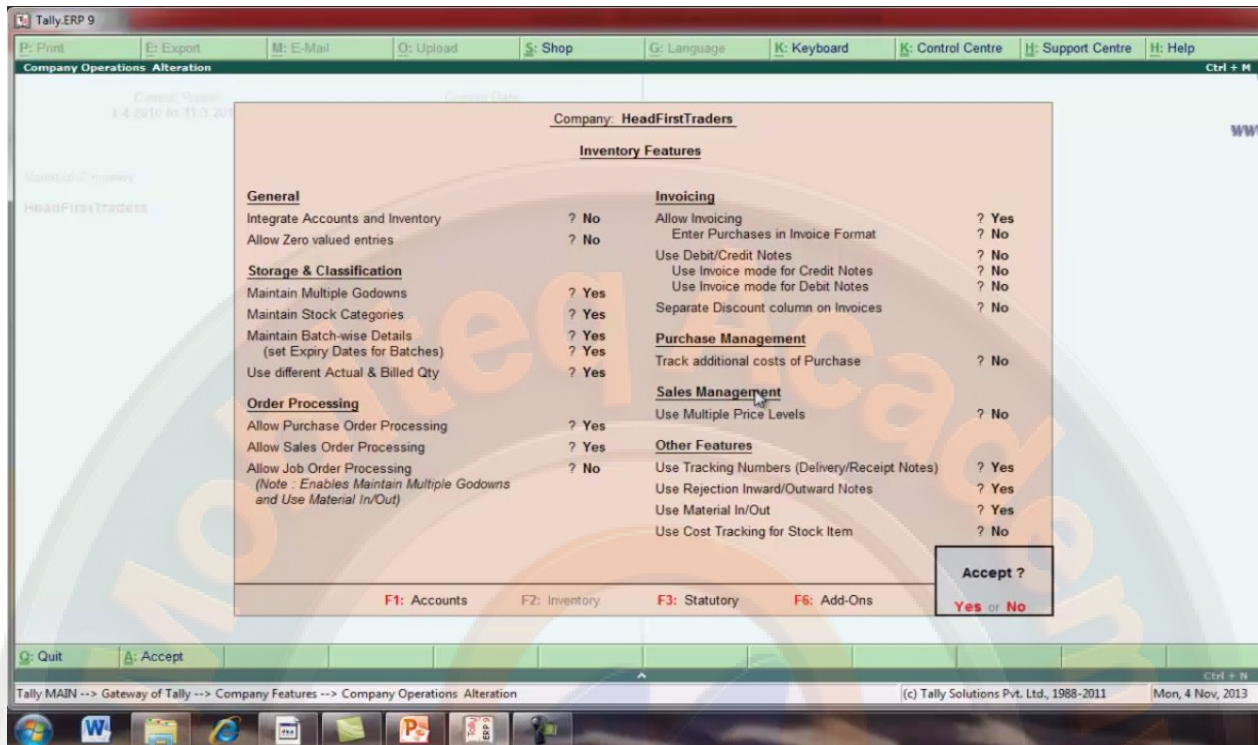
SELECT FEATURES BUTON

यहा से inventory फ़ौरस को select करे



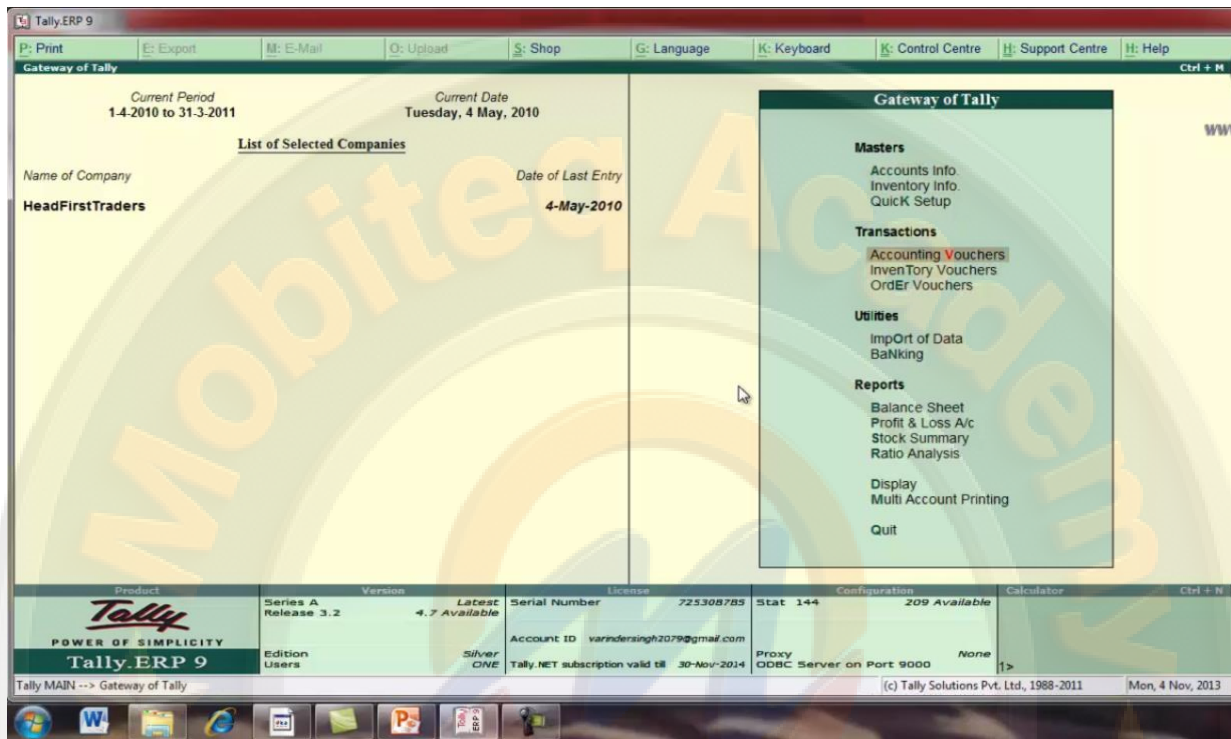
THEN SELECT INVENTORY FEATURES UNDER COMPANY FEATURES

यहा से YES USE DIFFERENCE ACTUAL AND BILLED QTY UNDER STORAGE & CLASSIFICATION को yes कर
 ५५



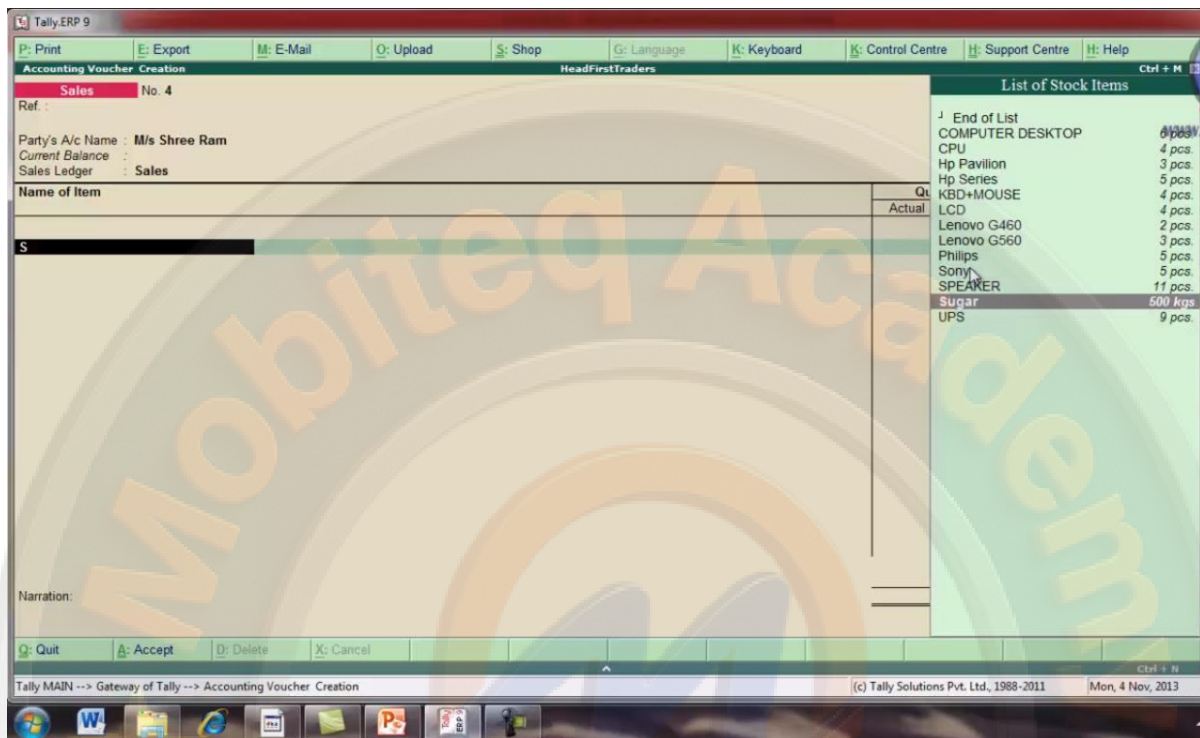
HERE INVENTORY FEATURES SCREEN AND YES USE DIFFERENCE ACTUAL AND BILLED QTY UNDER STORAGE & CLASSIFICATION

esc को press करके gateway of tally पर वापिस आ जाये or यहा से transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND SELECT ACCOUNTING VOUCHERS

यहा voucher screen उपलब्ध हो जाएगी sales के voucher create करेगे



HERE ACCOUNTING VOUCHER SCREEN

accept को yes कर दे

Tally.ERP 9

Accounting Voucher Creation HeadFirstTraders

Ref : Sales No. 4 4 May 2010 Tuesday

Party's A/c Name : M/s Shree Ram
Current Balance :
Sales Ledger : Sales

Name of Item	Quantity		Rate per	Amount
	Actual	Billed		
Sugar	100 kgs	95 kgs	45.00 kgs	4,275.00
End of List				

Narration:

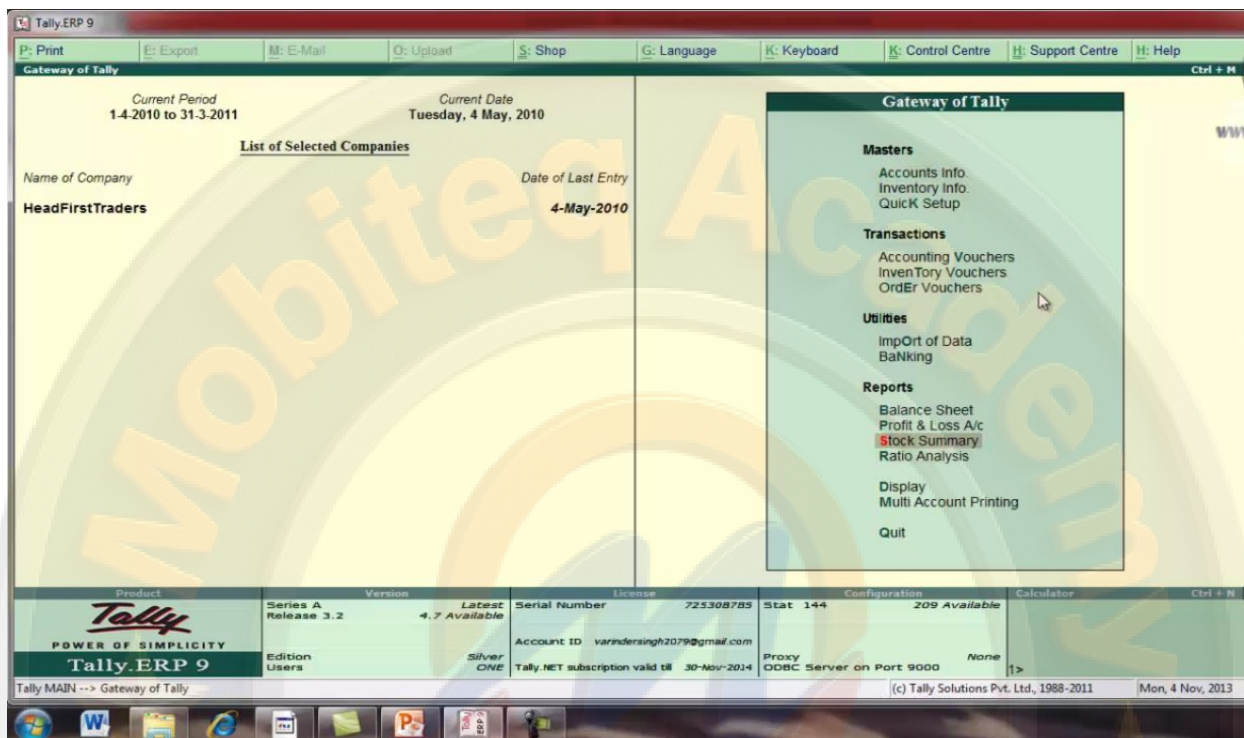
100 kgs	95 kgs	Accept ?
		Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE SALES VOUCHER

esc press करके gateway of tally पर वापिस आजाये यहा से reports के अंतर्गत stock summary को select करे



PRESS ESC GO TO BACK GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS

यहा से sugar को select करे

Particulars	HeadFirstTraders 1-Apr-2010 to 4-May-2010		
	Quantity	Rate	Value
COMPONENT			2,01,150.00
Laptops			2,15,500.00
Tablets			200.00
Iv			1,22,500.00
Sugar	400 kgs		
Grand Total	400 kgs		5,39,350.00

SELECT SUGAR

यहा पर stock items की monthly summary show हो जाएगी

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Stock Item Monthly Summary HeadFirstTraders

Particulars	Inwards		Outwards		Closing Balance	
	Quantity	Value	Quantity	Value	Quantity	Value
Opening Balance					500 kgs	
April					500 kgs	
May			100 kgs	4,275.00	400 kgs	
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
Grand Total			100 kgs	4,275.00	400 kgs	

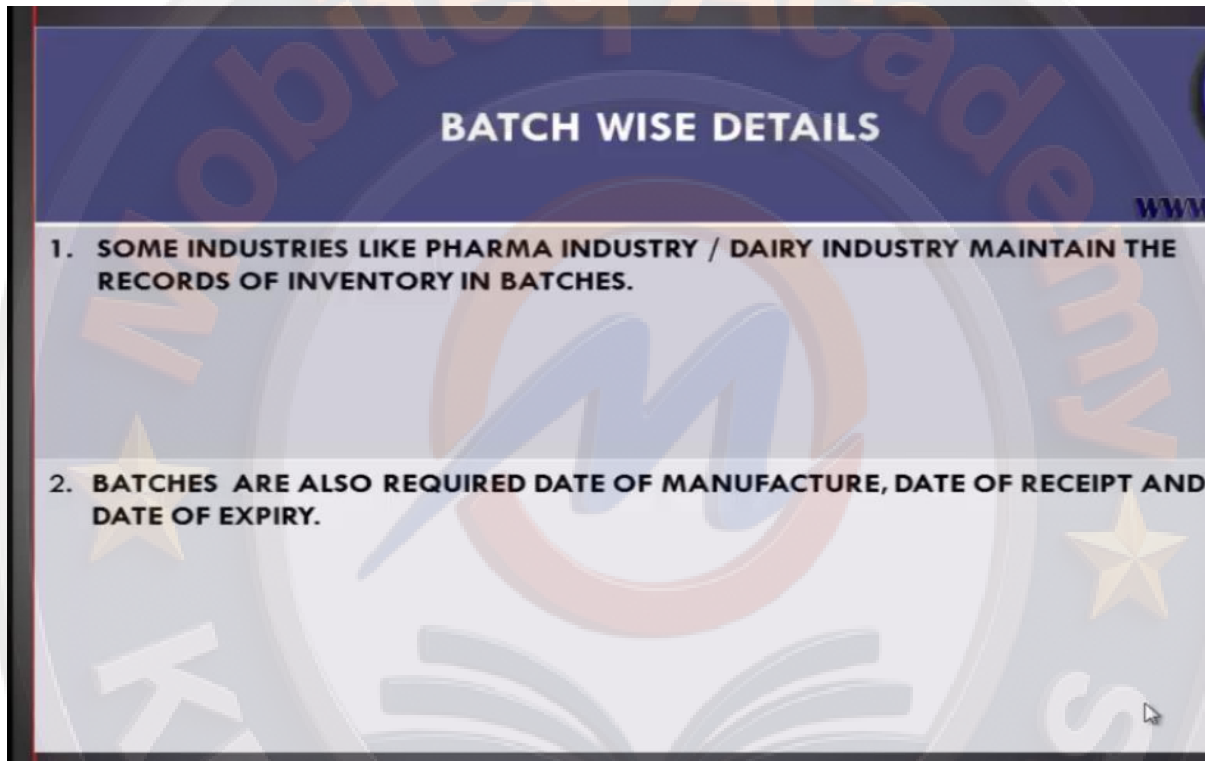
Quit | Remove Line | Restore Line | Restore All | Space: Select

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Item Monthly Summary (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE STOCK ITEM MONTHLY SUMMARY

BATCH WISE DETAILS IN TALLY

कुछ products पर manufacturing date, expiry date etc maintain होती है ऐसे product के लिये tally में batch wise details की आवश्यकता होती है कुछ industries like pharma industry/ dairy industry batches में inventory का records रखती है batches के लिये भी date of manufacture, date of receipt and date of expiry की आवश्यकता होती है



BATCH WISE DETAILS

batch wise details को हम एक example के द्वारा समझेंगे

DATE	BATCH WISE TRANSACTIONS	VOUCHERS REQUIRED
5/2010	<p>PURCHASED 5 BOXES (500 TABLETS) OF ACTION 500 (100 mg) MEDICINE FROM ALTRA PHARMA</p> <ol style="list-style-type: none"> 1. RATE IS 100/- PER box 2. MANUFACTURING : 3-4-2010 3. DATE OF EXPIRY : 3-6-2010 4. BATCH NO : AM/4610 	1. PURCHASE VOUCHER
5/2010	<p>SOLD 3 BOXES OF ACTION 500 (100Mg) MEDICINE TO SATYAM PHARMA</p> <ol style="list-style-type: none"> 1. RATE IS 150/- PER BOX 2. MANUFACTURING : 3-4-2010 3. DATE OF EXPIRY : 3-6-2010 4. BATCH NO : AM/4610 	1. SALES VOUCHER
6/2010	<p>SOLD 150 NOS OF ACTION 500 MEDICINE TO SATYAM PHARMA</p> <ol style="list-style-type: none"> 1. RATE IS 3/- PER TABLET 2. MANUFACTURING : 3-4-2010 3. DATE OF EXPIRY : 3-6-2010 	1. WE TRY TO ISSUE SALES VOUCHER BUT IT CAN NOT BE ISSUED BECAUSE DATE OF EXPIRY HAS

BATCH WISE SOME TRANSACTIONS

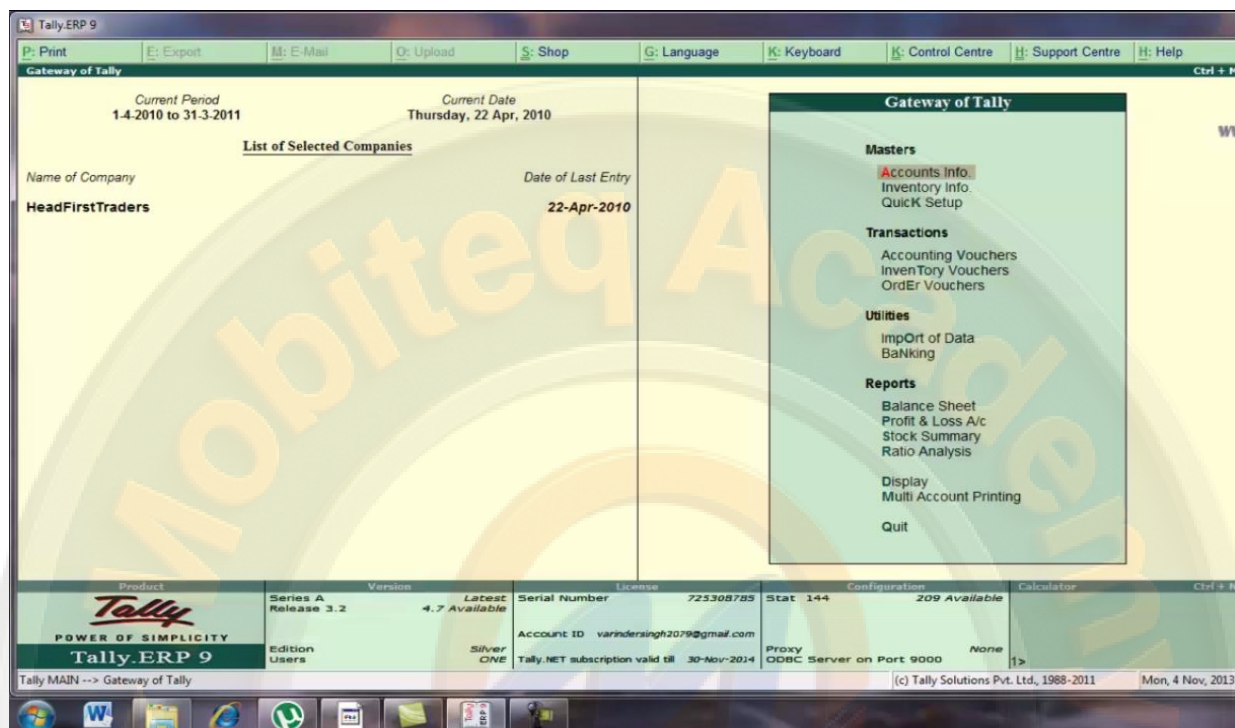
batch wise detail के लिए हम कुछ account create करेंगे

ACCOUNTS CREATION		
S.NO	ACCOUNTS CREATION	TYPES OF ACCOUNT
1	TABLETS	UNIT OF MEASUREMENT
2	BOX	UNIT OF MEASUREMENT (COMPOUND)
3	ALTRA PHARMA	SUNDRY CREDITORS
4	SATYAM PHARMA	SUNDRY DEBTORS

ACCOUNTS CREATION

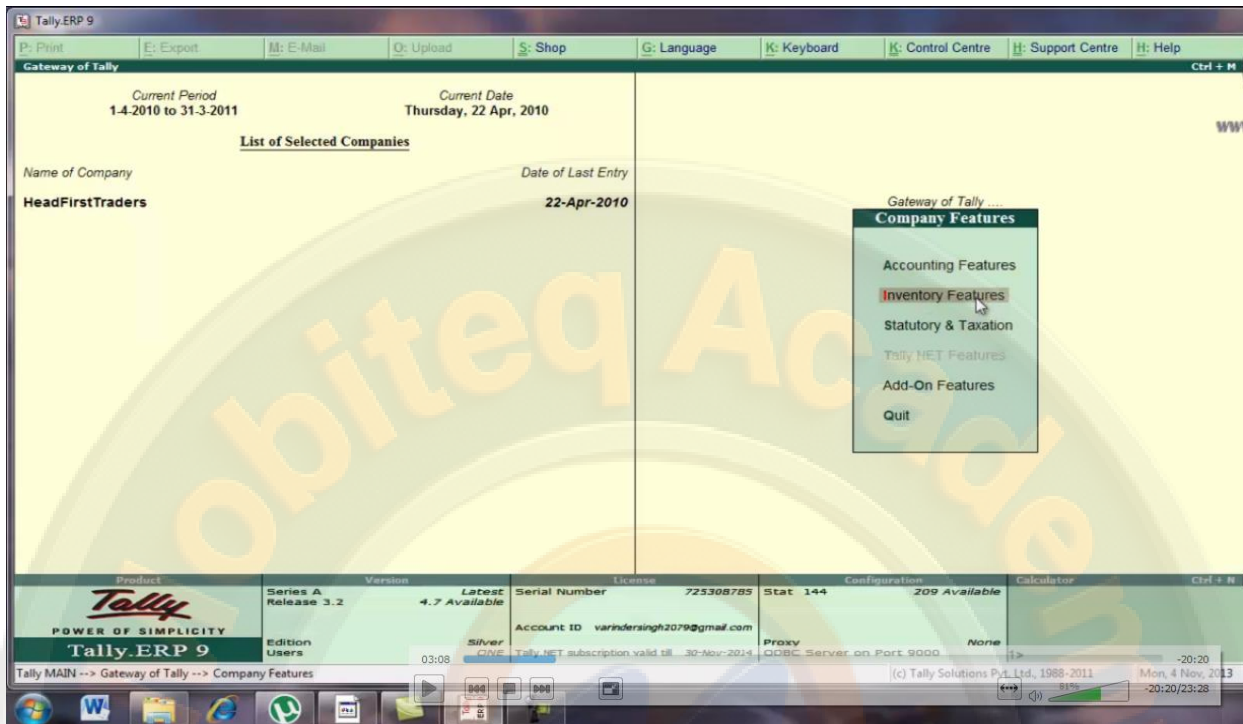
KEY TO SUCCESS

gateway of tally के अंतर्गत features को select करे



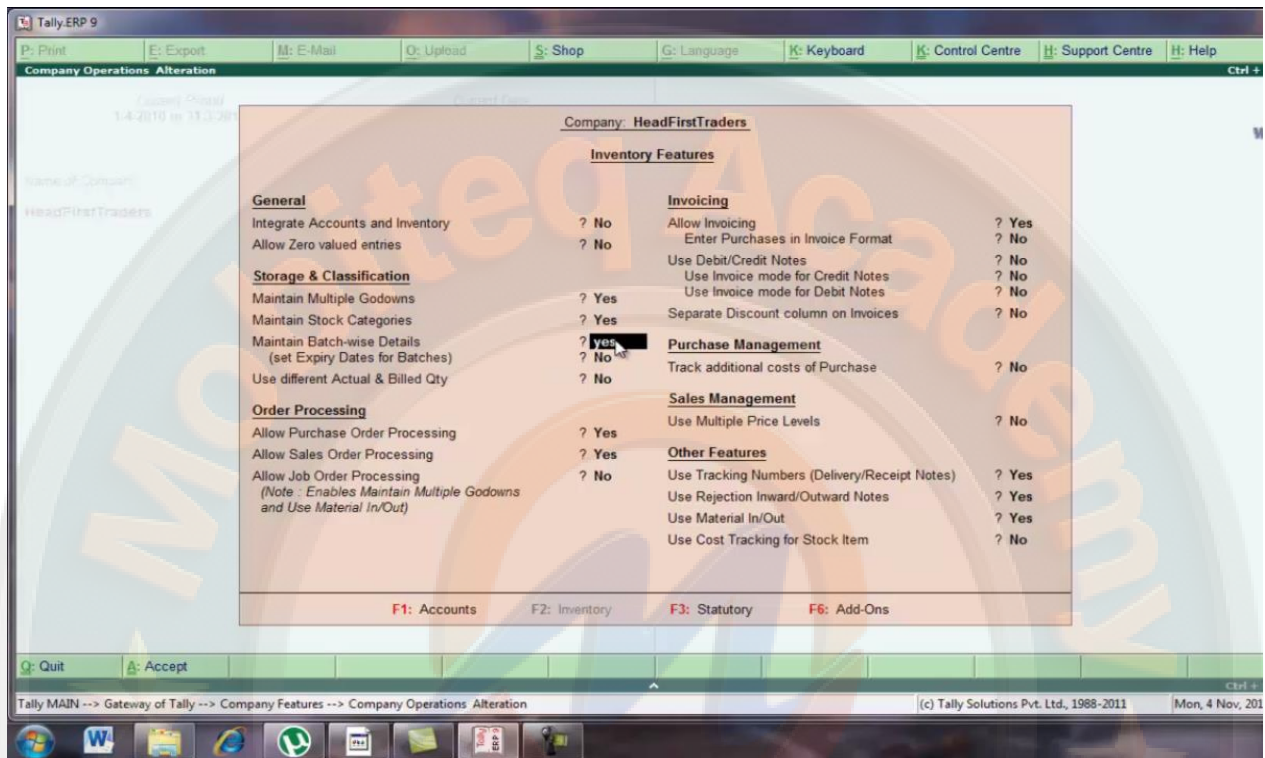
SELECT FEATURES BUTON

company features के under inventory features को select करे



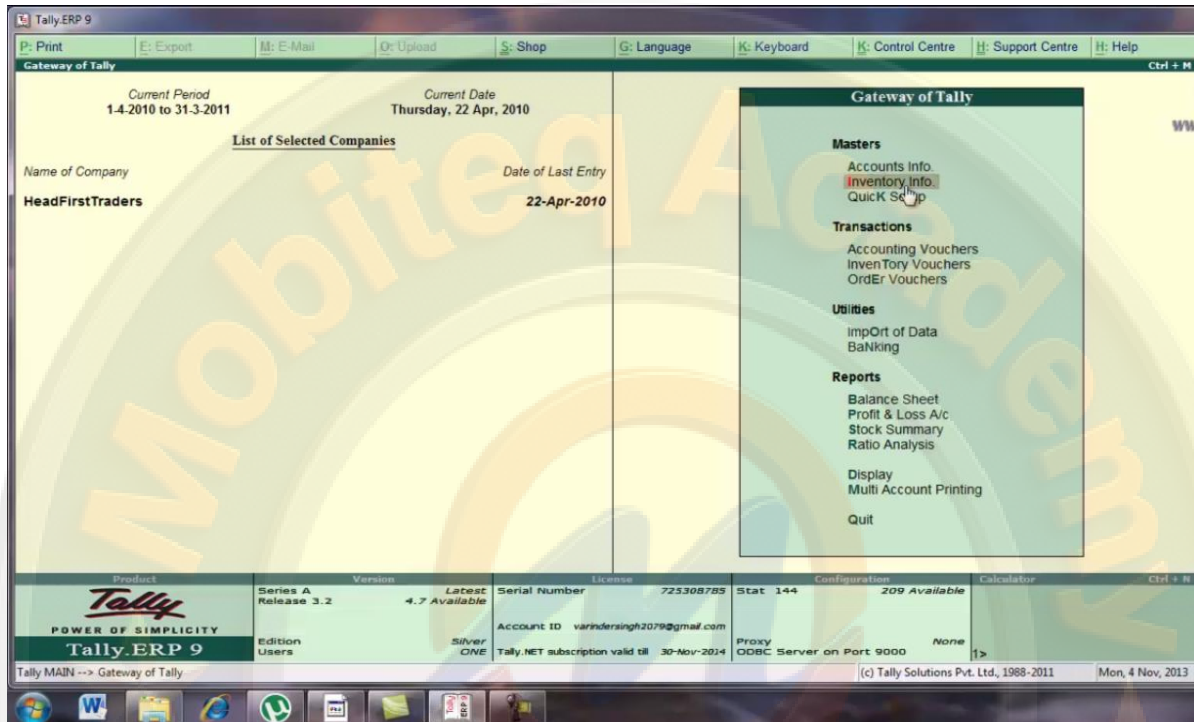
SELECT INVENTORY FEATURES

inventory features का एक box open हो जायेगा इसमें storage and classification के अंतर्गत maintain batch wise details को yes करेगे



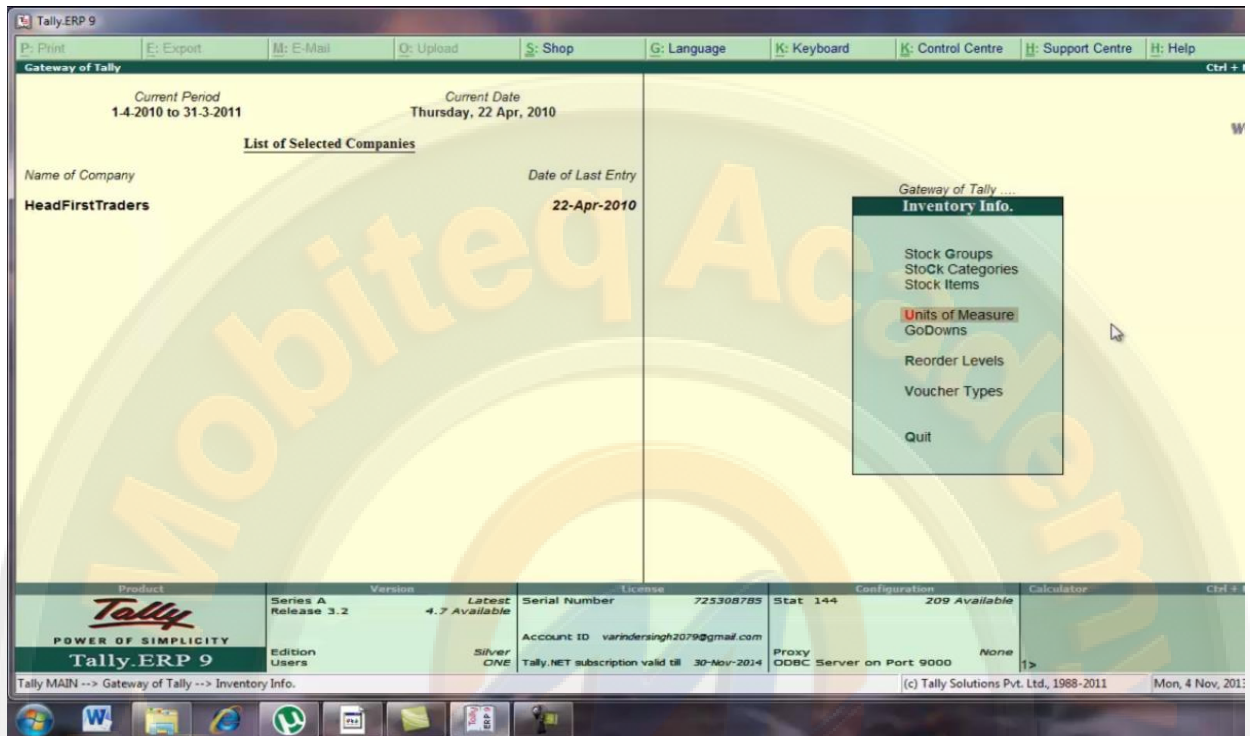
HERE MAINTAIN BATCH WISE DETAILS YES

esc press करके gateway of tally पर वापिस आ जाये यहा से inventory info को select करे



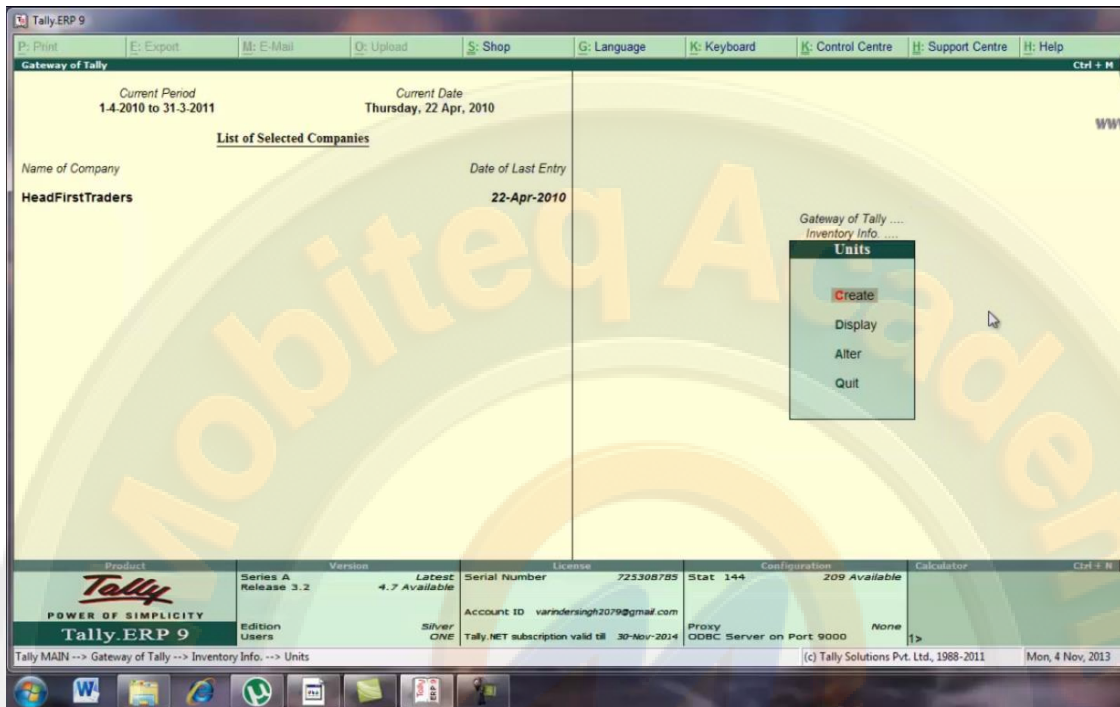
SELECT INVENTORY INFO.

inventory info के menu available हो जायेगे यहा से unit of measure को select करे



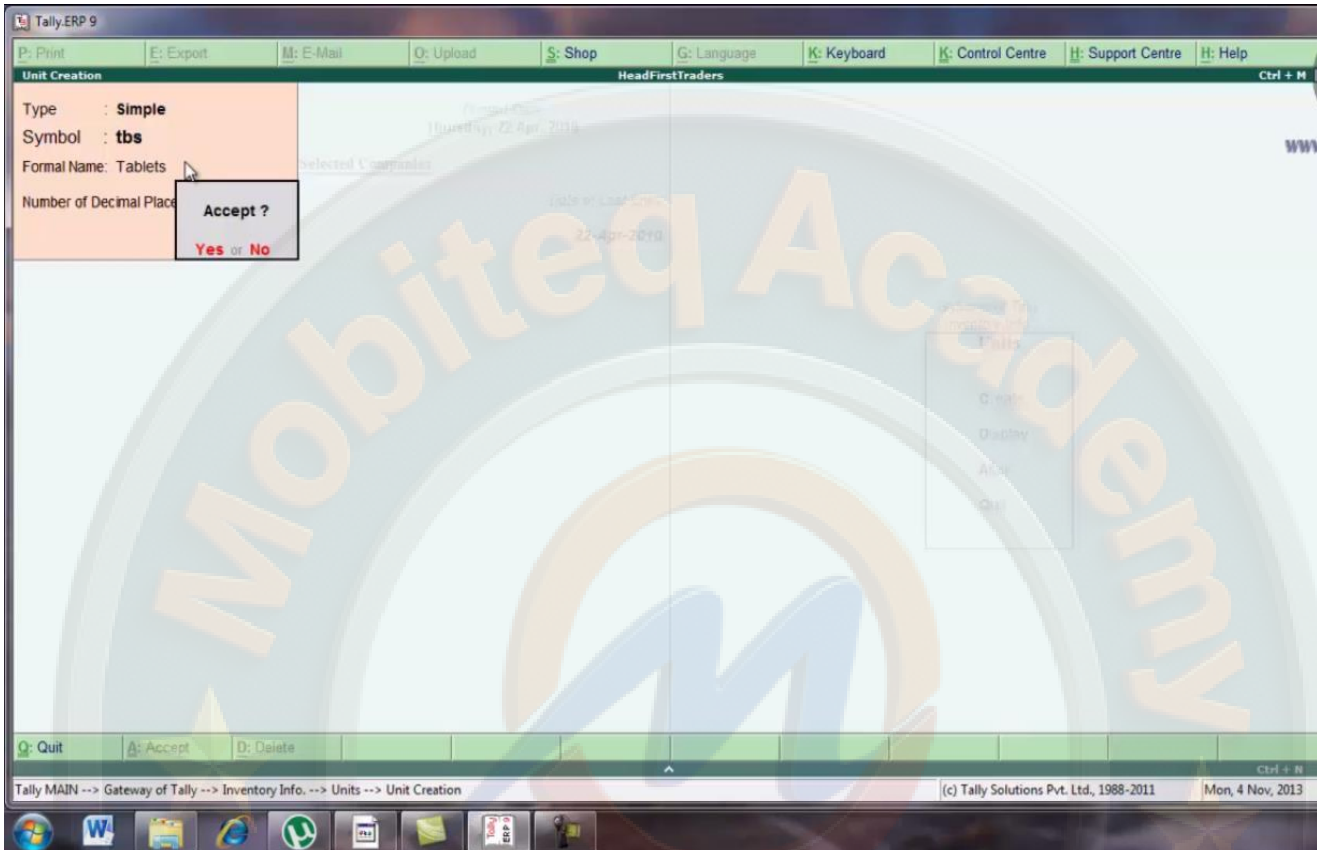
SELECT UNIT OF MEASURE

यहा से create को select करे

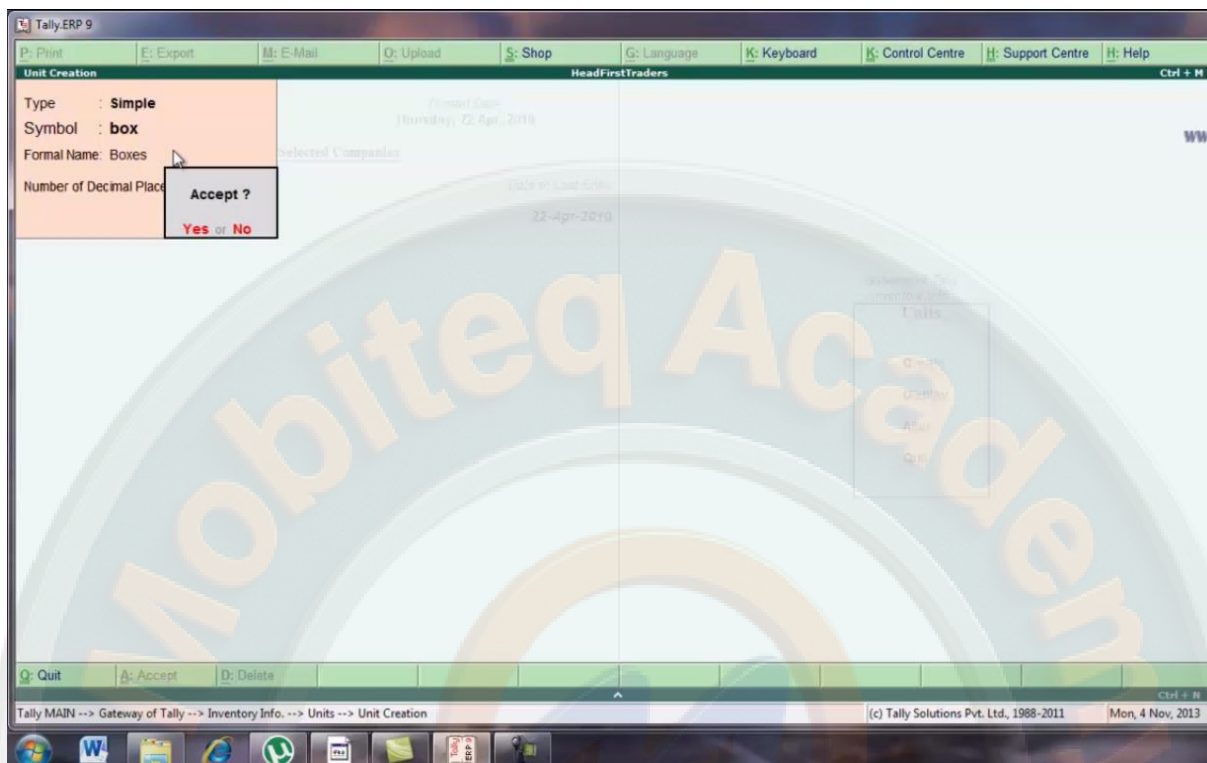


SELECT CREATE

unit creation screen available हो जाएगी information fill करके accept को yes कर दे

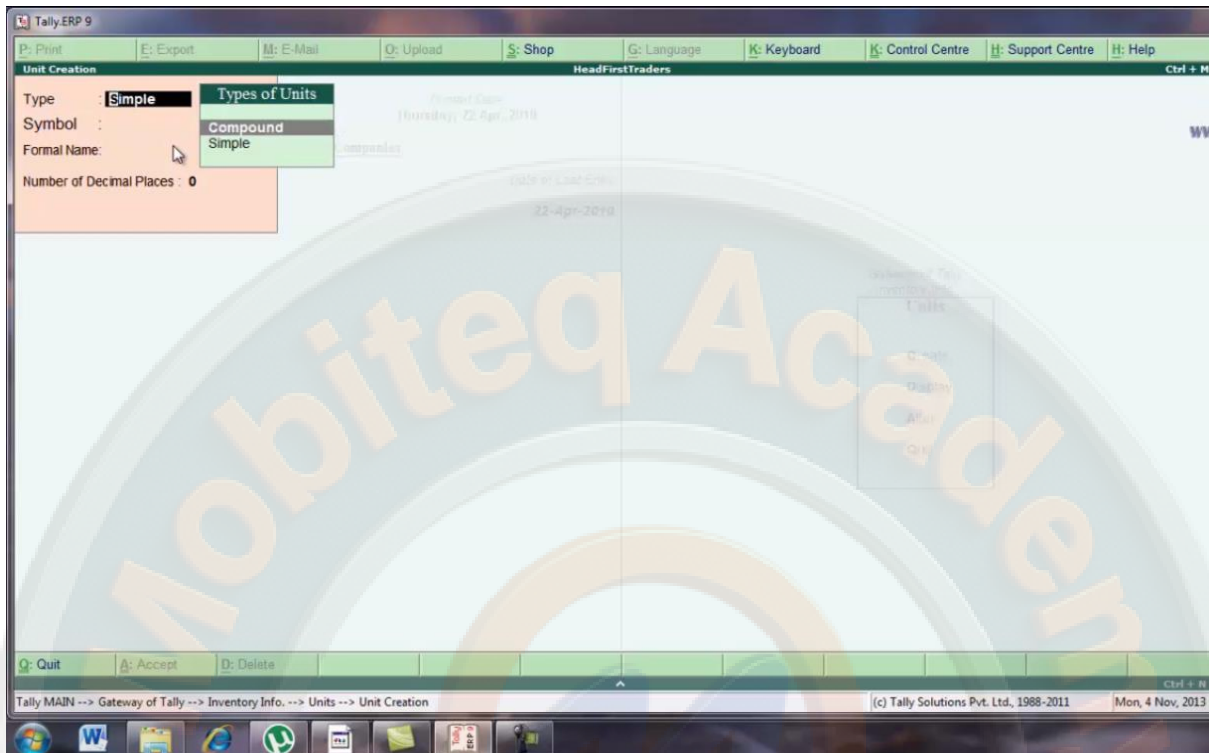


CREATE UNIT TABLETS

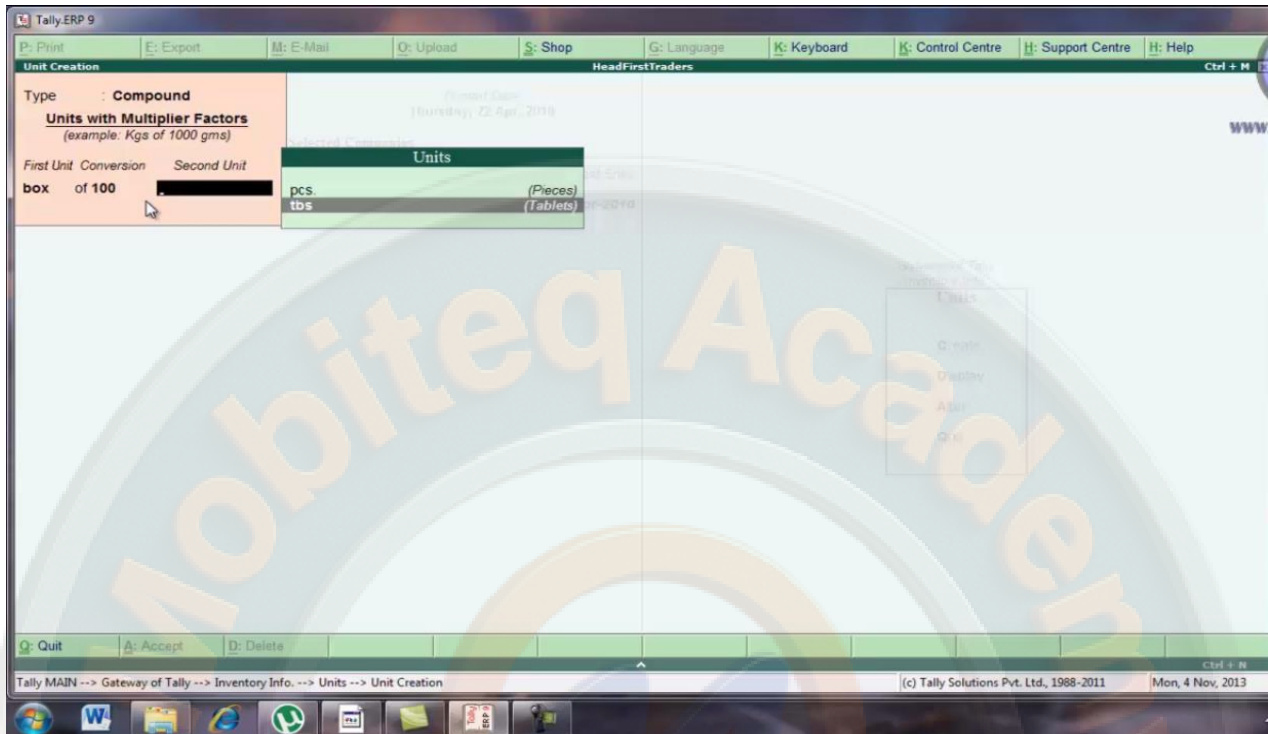


HERE CEATE BOX UNIT

यहा पर हम compound unit create करेगे

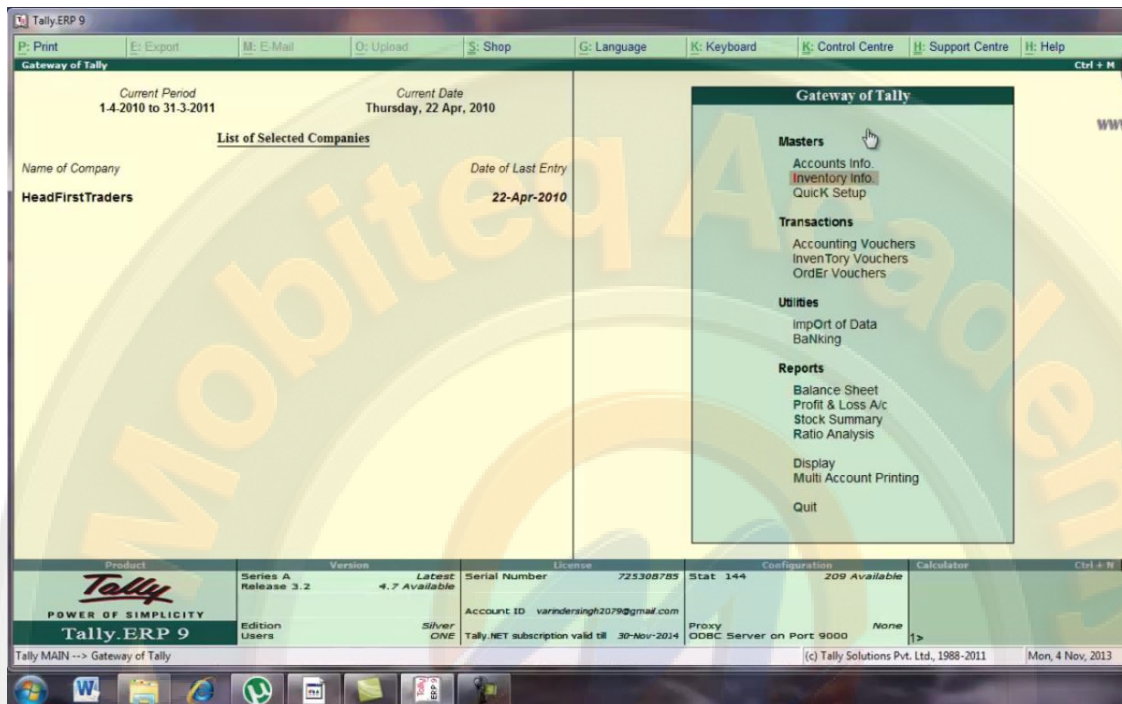


HERE WE PREPARE COMPOUND UNIT



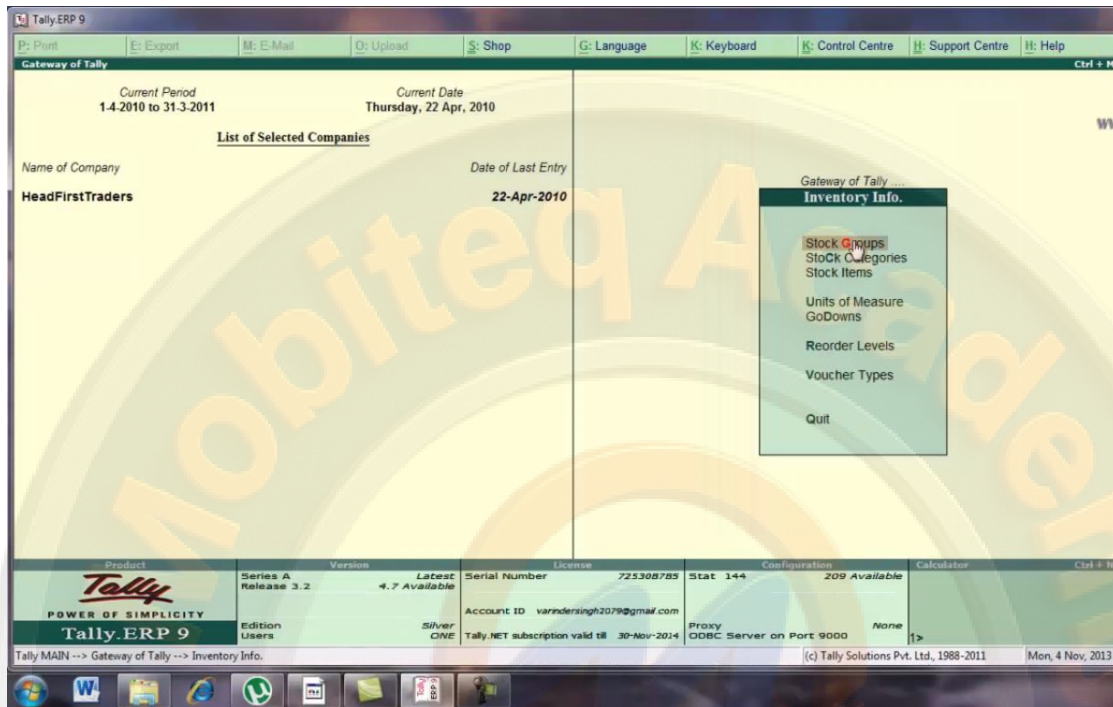
CREATE COMPOUND UNIT

esc press करके gateway of tally पर वापिस आ जाये यहा से masters के अंतर्गत inventory info को select करे



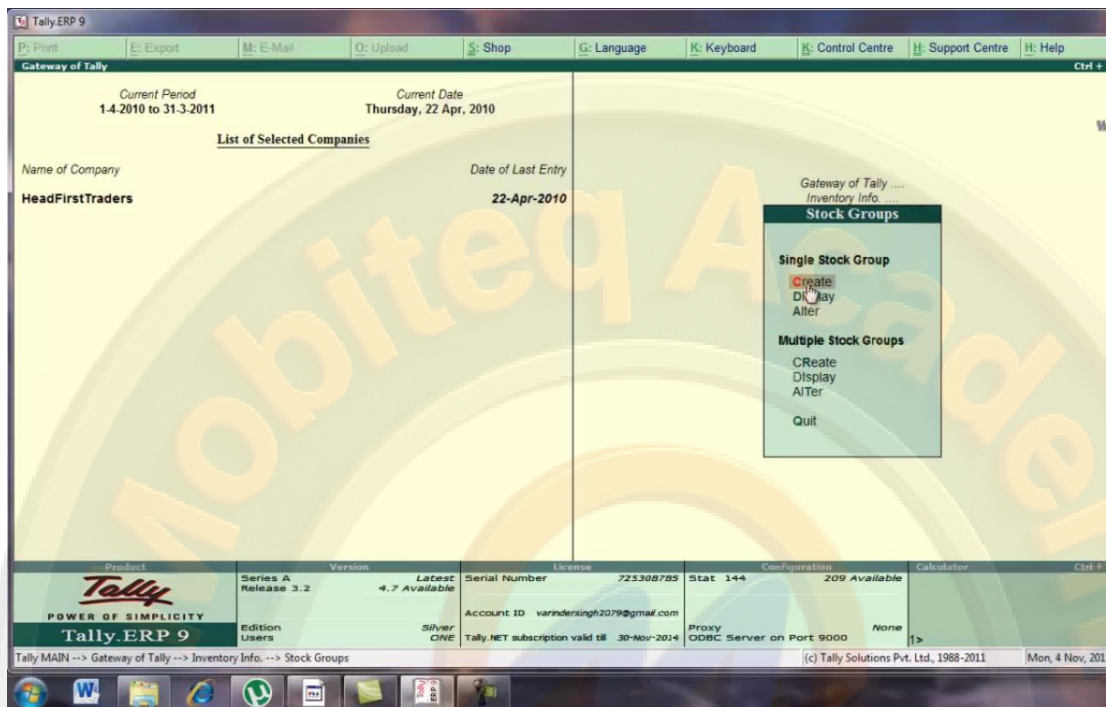
SELECT INVENTORY INFO.

यहा से stock group को select करे



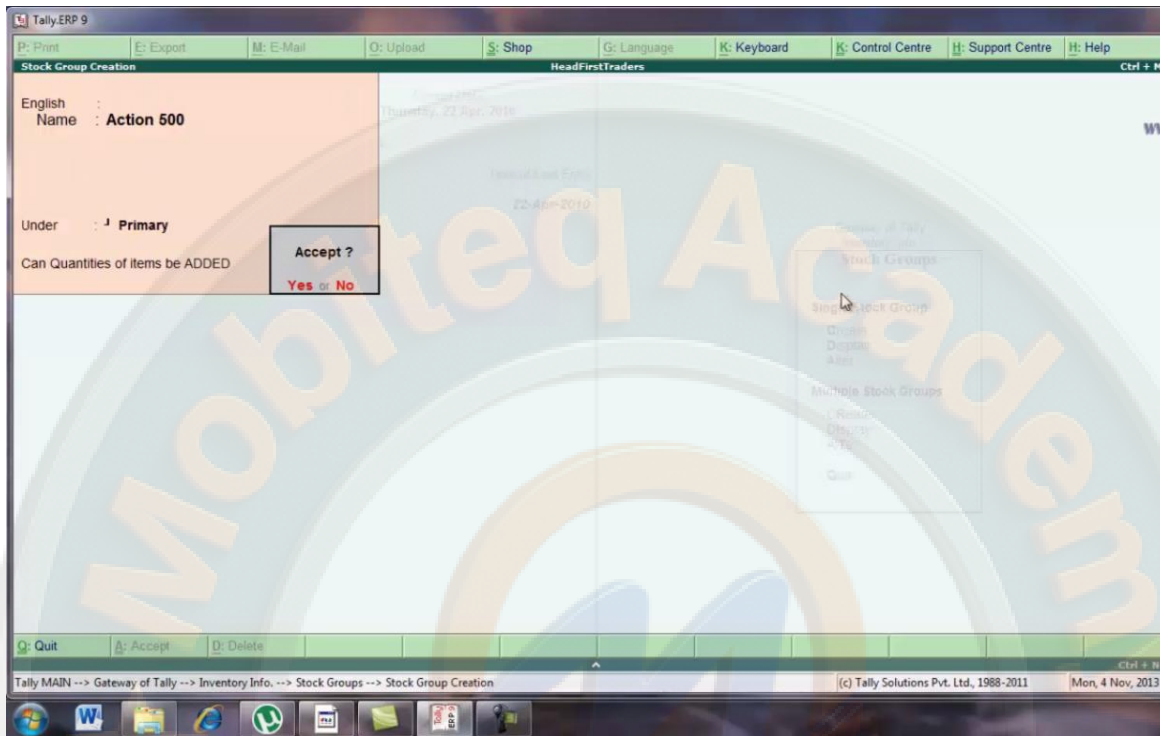
SELECT STOCK GORROUP

यहाँ से single stock group के अंतर्गत create को select करे



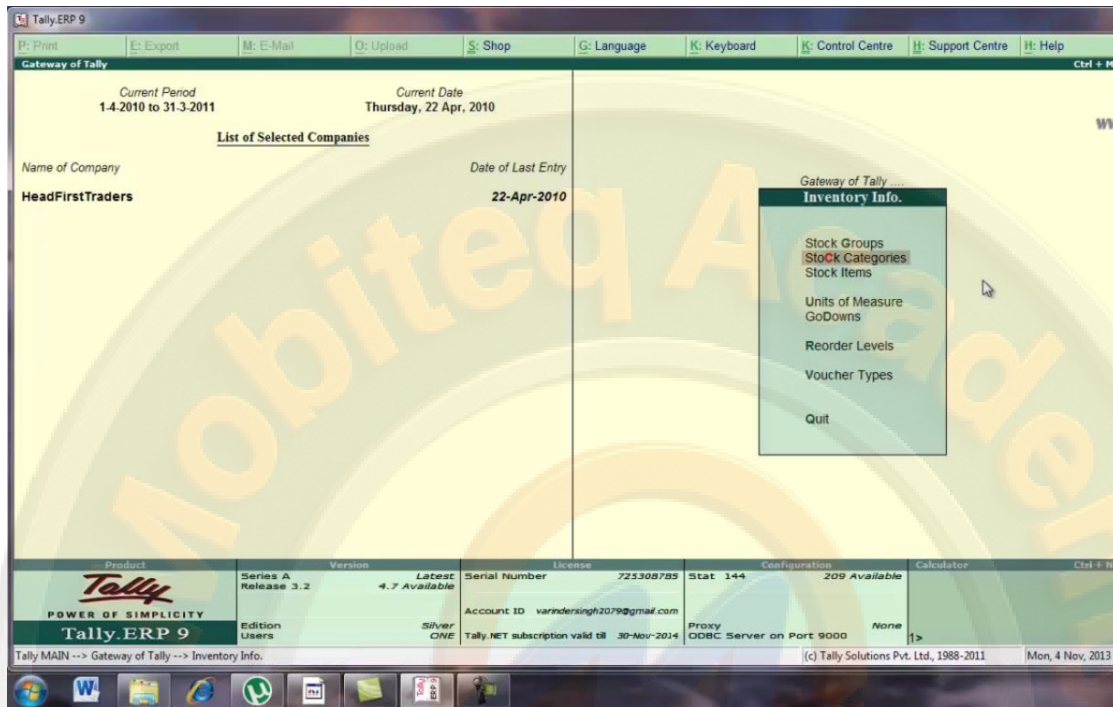
SELECT CREATE UNDER SINGLE STOCK GROUP

stock group creation screen उपलब्ध हो जाएगी information fill करके accept को yes कर दे



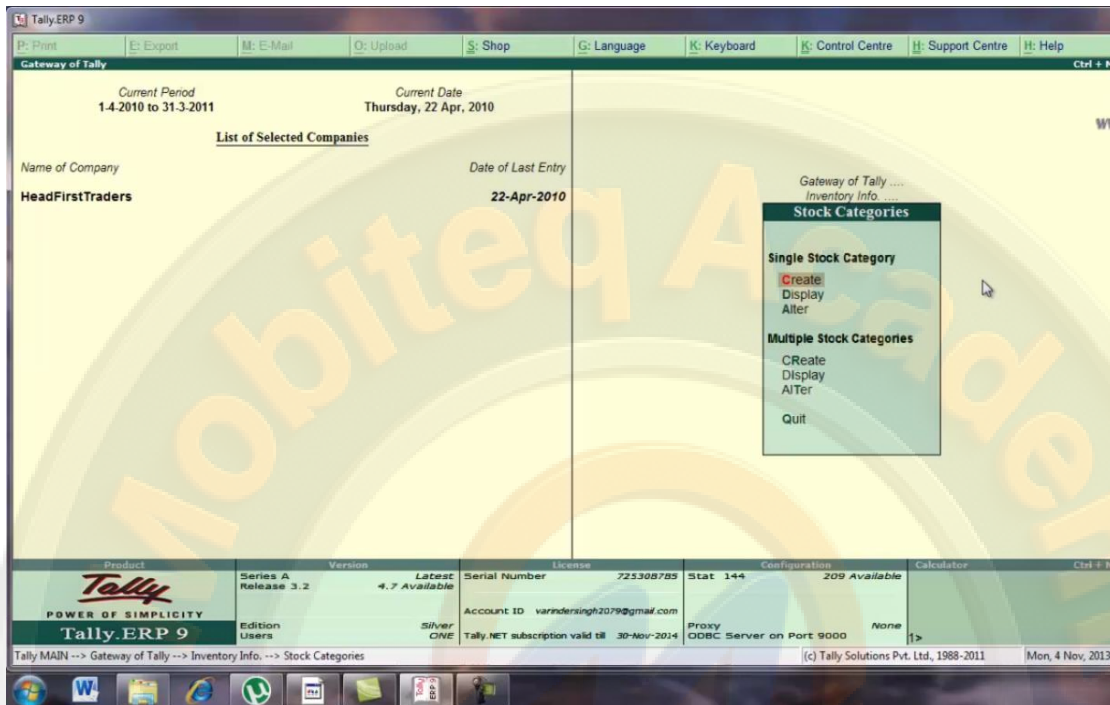
HERE STOCK GOUP CREATION

esc press करके inventory menu पर वापिस आ जाये or यहा से stock categories को select करे



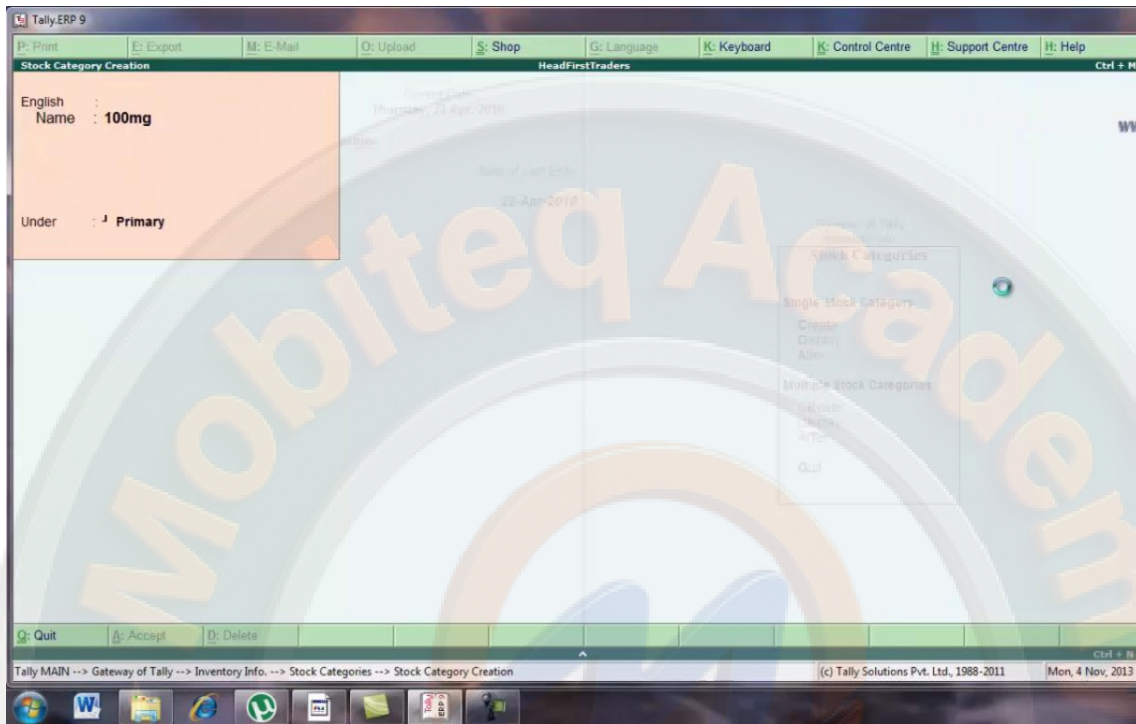
HERE SELECT STOCK CATEGORY

यहा से single stock category के अंतर्गत create को select करे



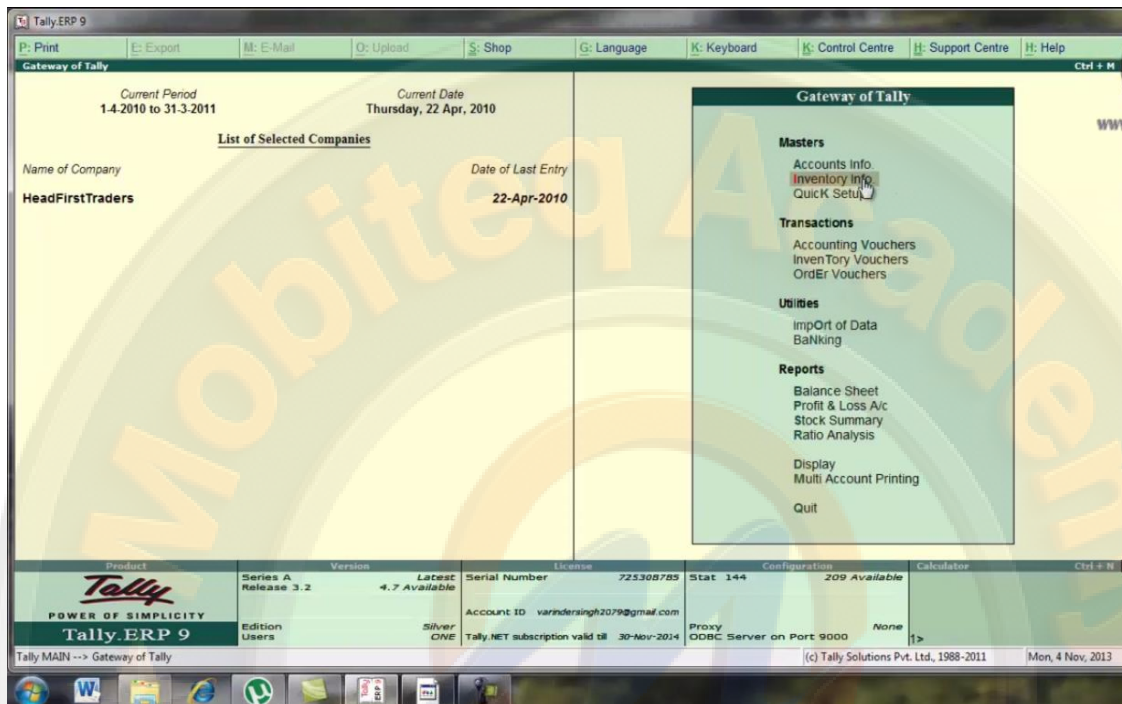
SELECT CREATE UNDER SINGLE GROUP CATEGORY

stock category creation screen उपलब्ध हो जाएगी



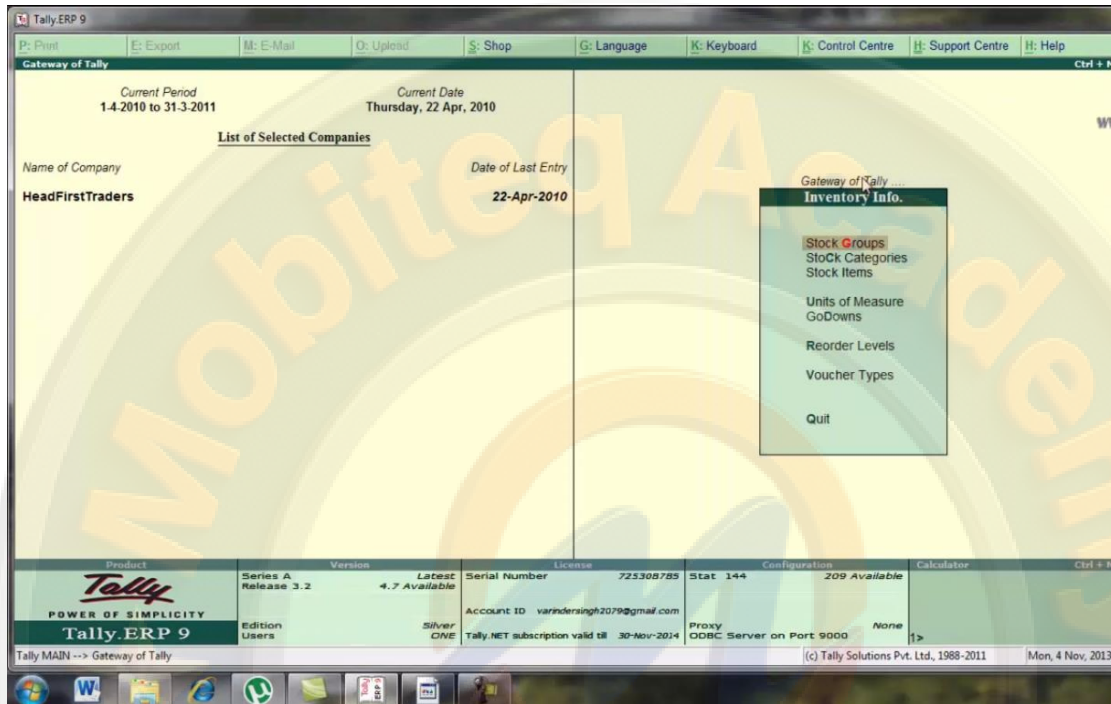
CREATE STOCK CATEGORY 100 MG

Esc press करके gateway of tally पर वापिस आ जाये यहा से masters के अंतर्गत inventory info को select करे



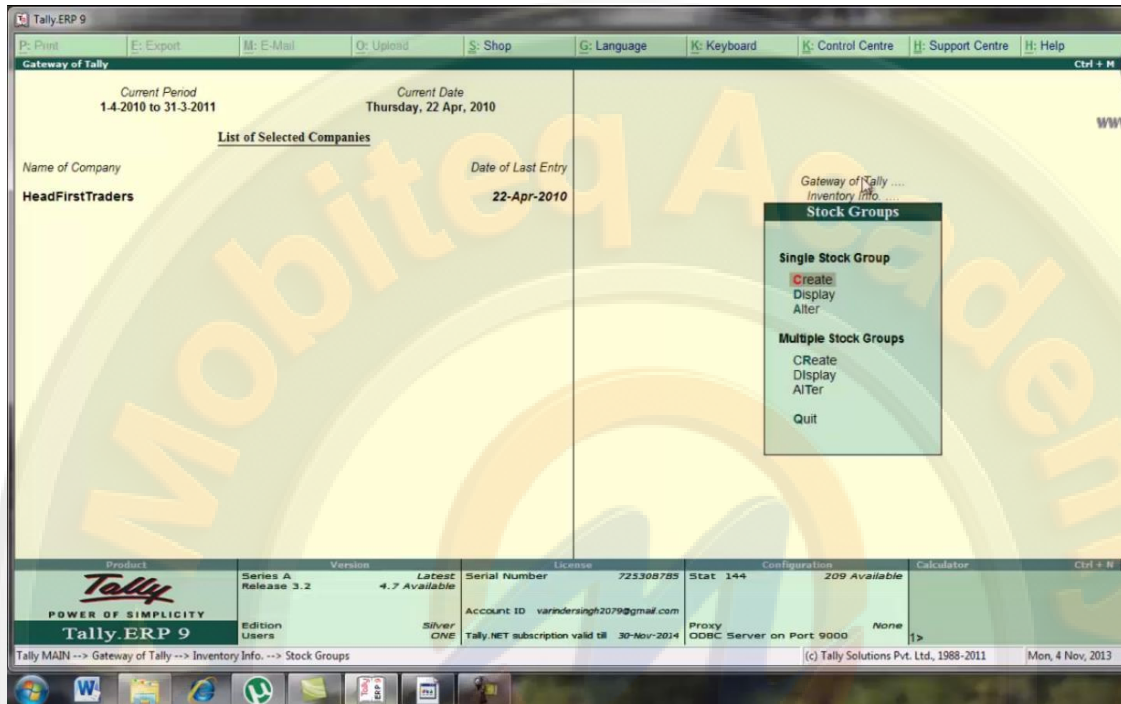
SELECT INVENTORY INFO.

यहा से stock group को select करे



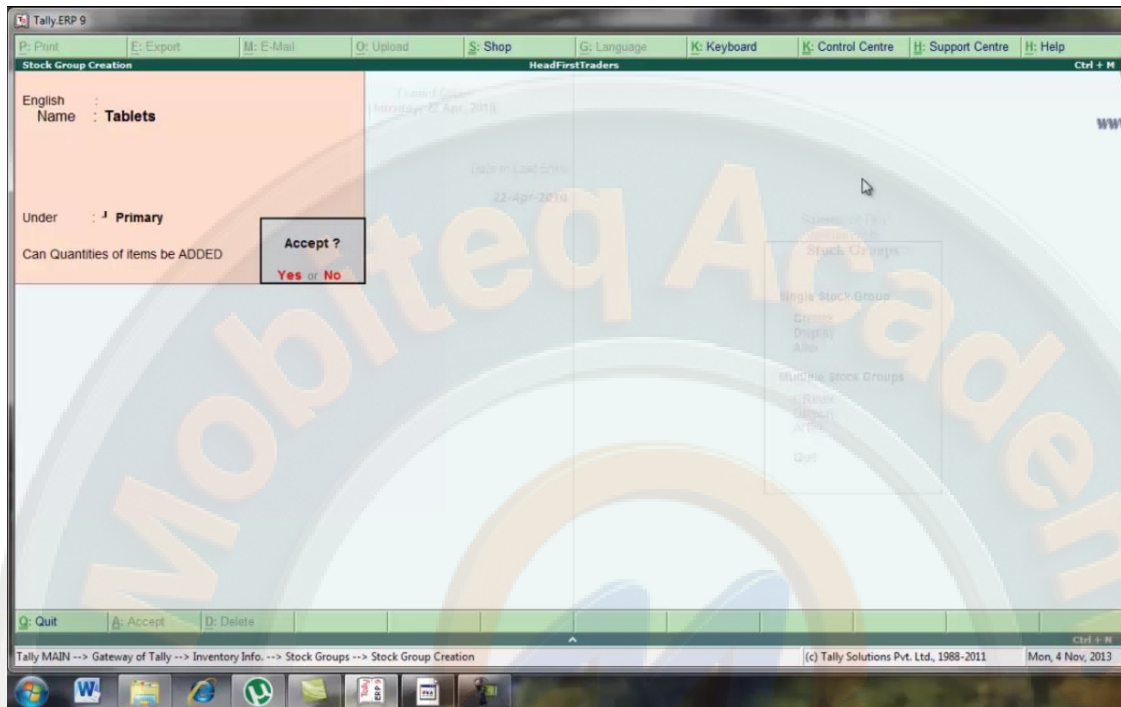
SELECT STOCK GROUP

single stock group के under create को select करे



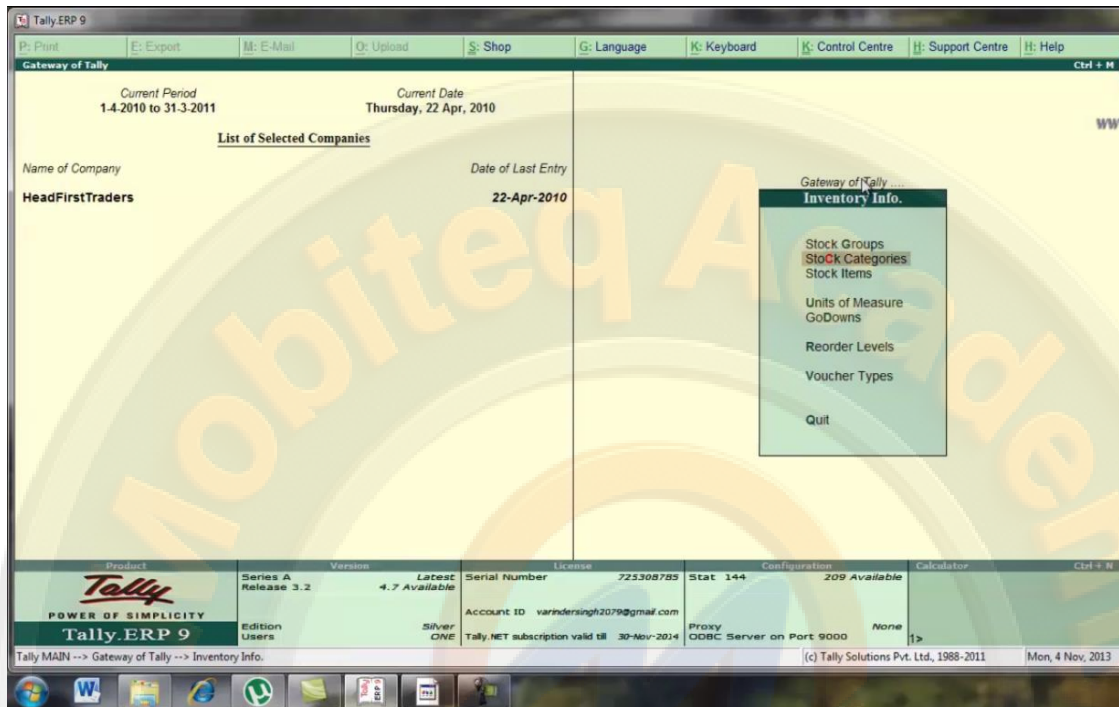
SELECT CREATE UNDER SINGLE STOCK GROUP

stock group creation screen उपलब्ध हो जाएगी



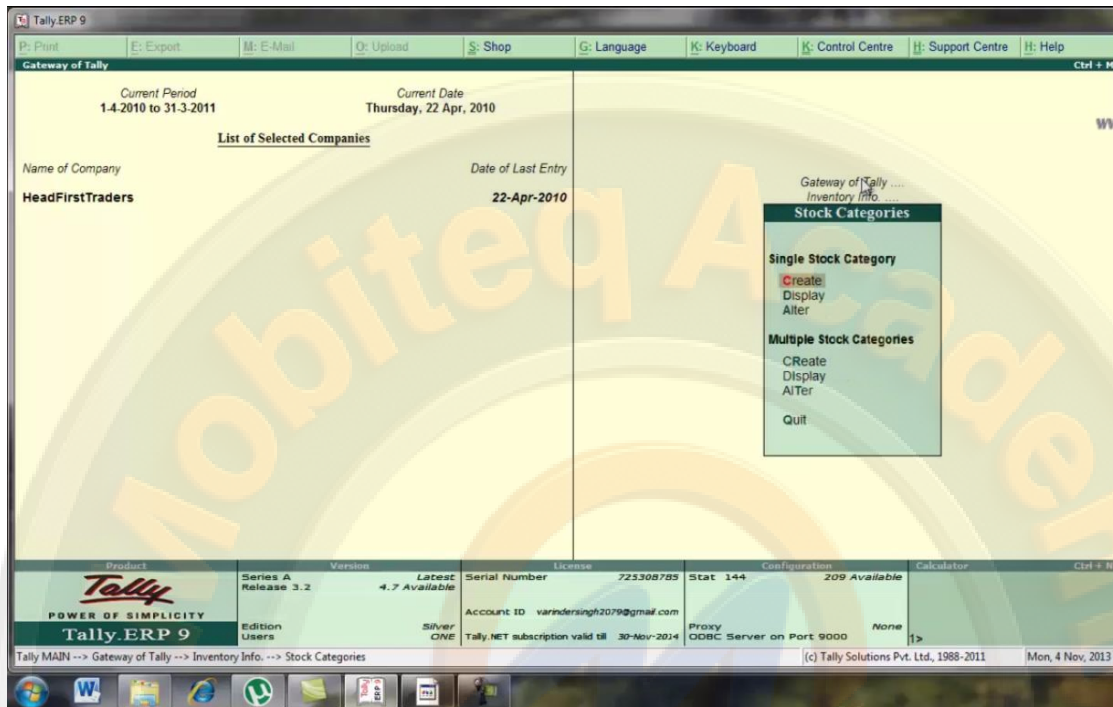
HERE CREATE TABLETS STOCK GROUP

यहा से stock category select करे



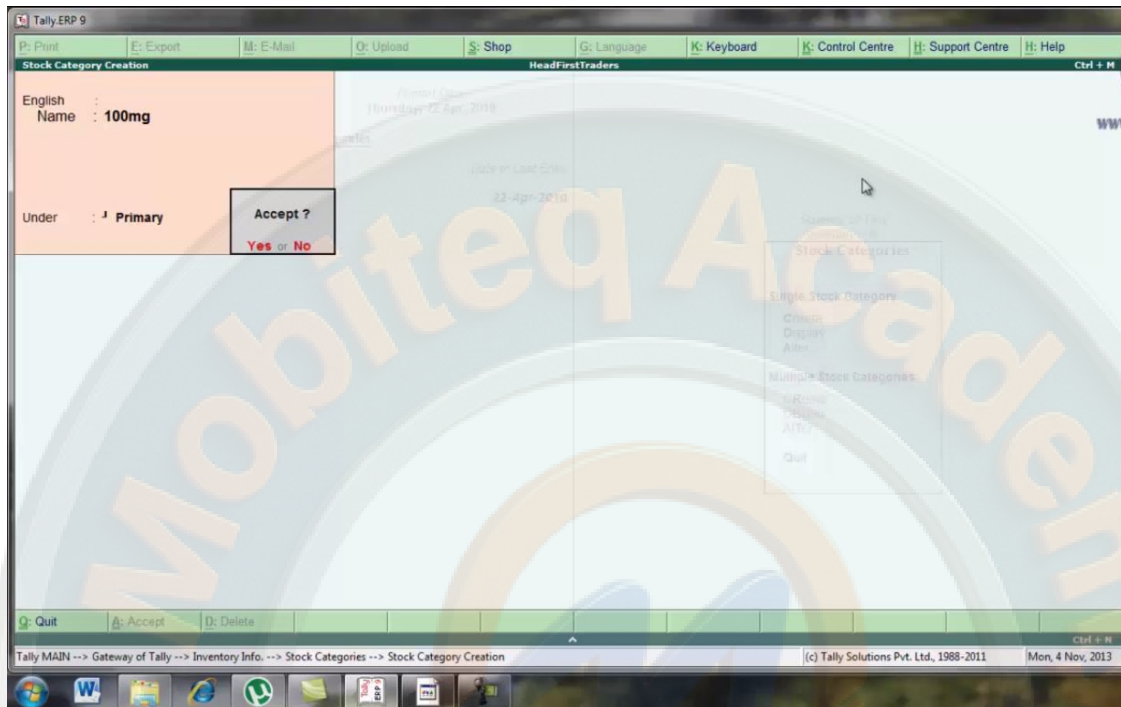
HERE SELECT STOCK CATEGORY

single stock category के under create को select करे



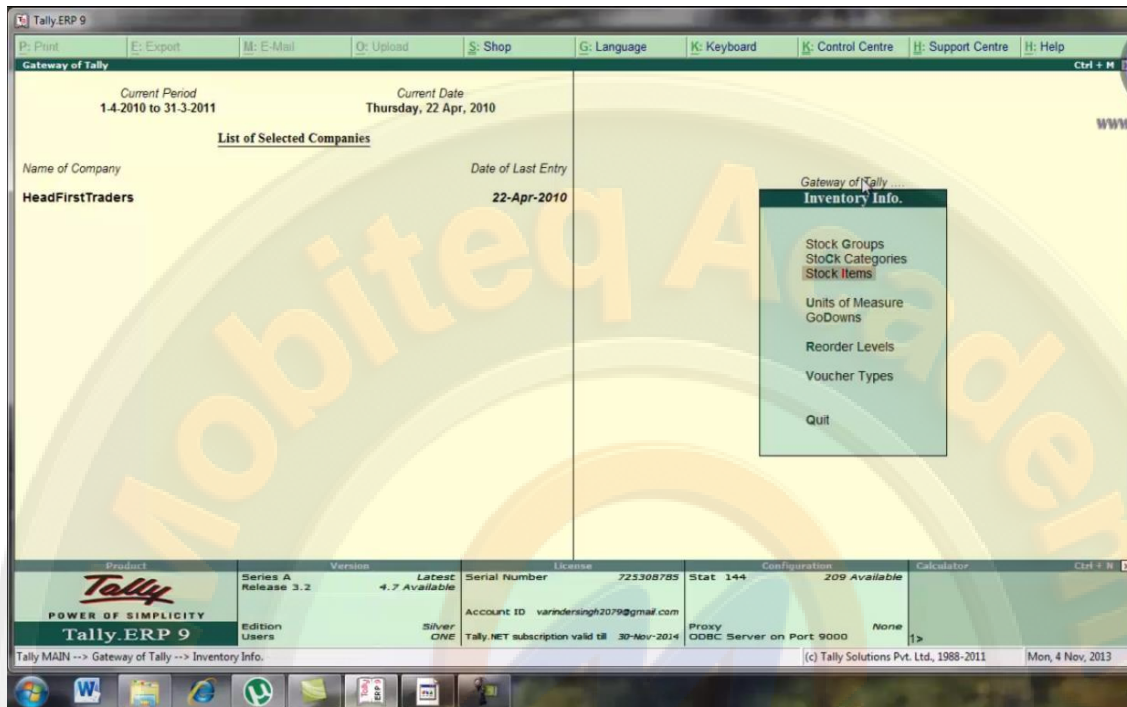
SELECT CREATE UNDER SINGLE STOCK CATEGORY

stock category creation screen उपलब्ध हो जाएगी



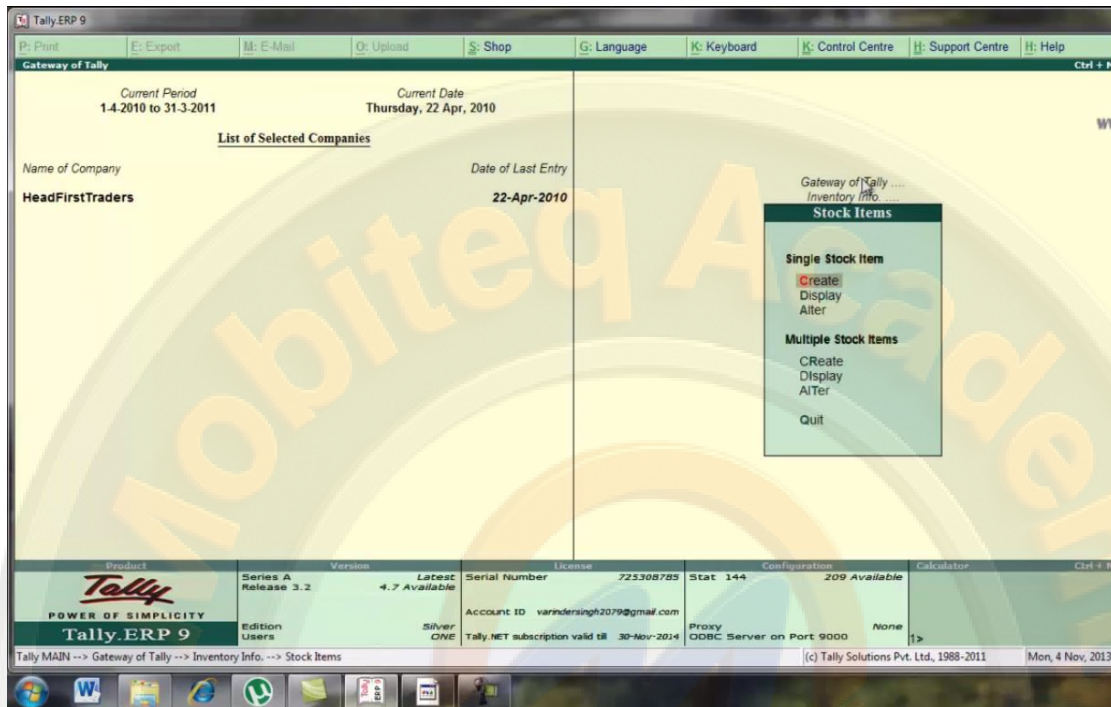
HERE STOCK CATEGORY CREATION

यहा से stock items को select करे



SELECT STOCK ITEMS

single stock items के under create को select करे



SELECT CREATE UNDER SINGLE STOCK ITEMS

stock creation screen उपलब्ध हो जाएगी

Tally.ERP 9

Stock Item Creation HeadFirstTraders Ctrl + M

English
Name : Action 500(100mg)

Under : Tablets Category : 100mg Units : box Maintain in Batches ? Yes Track Date of Mfg ? Yes Use expiry dates ? Yes Set Standard Rates ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) : 0	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No Allow use of expired batches ? No
---	---	--

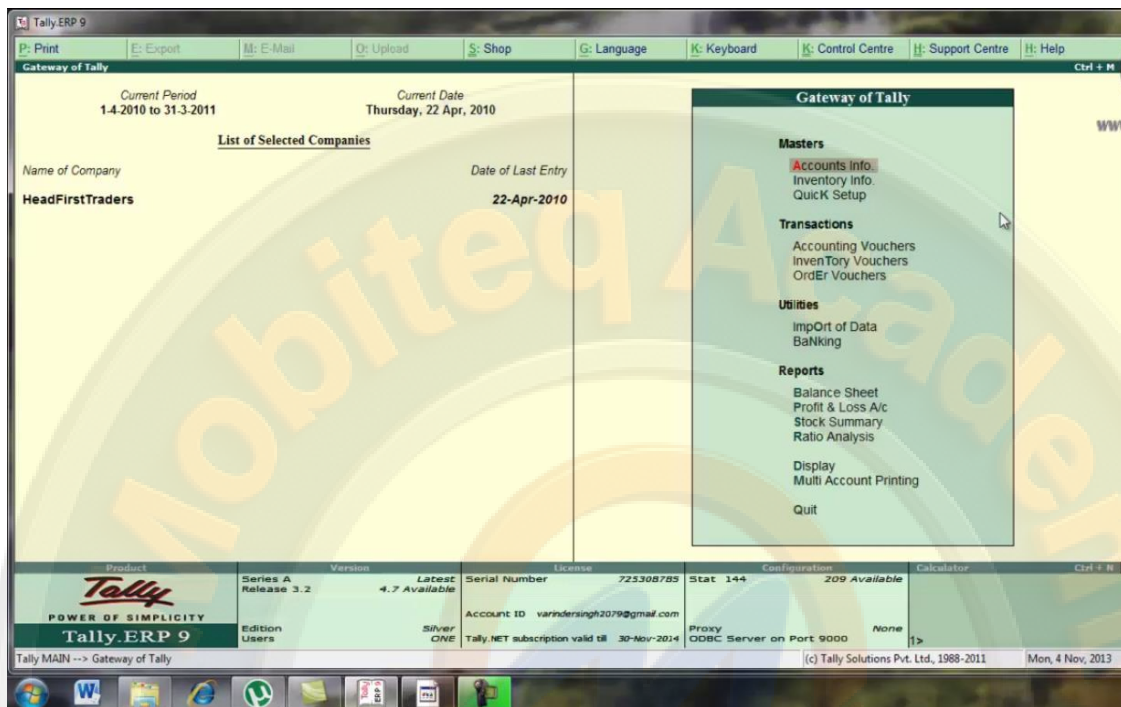
Quantity	Rate per	Value	Accept ?
Opening Balance :			Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

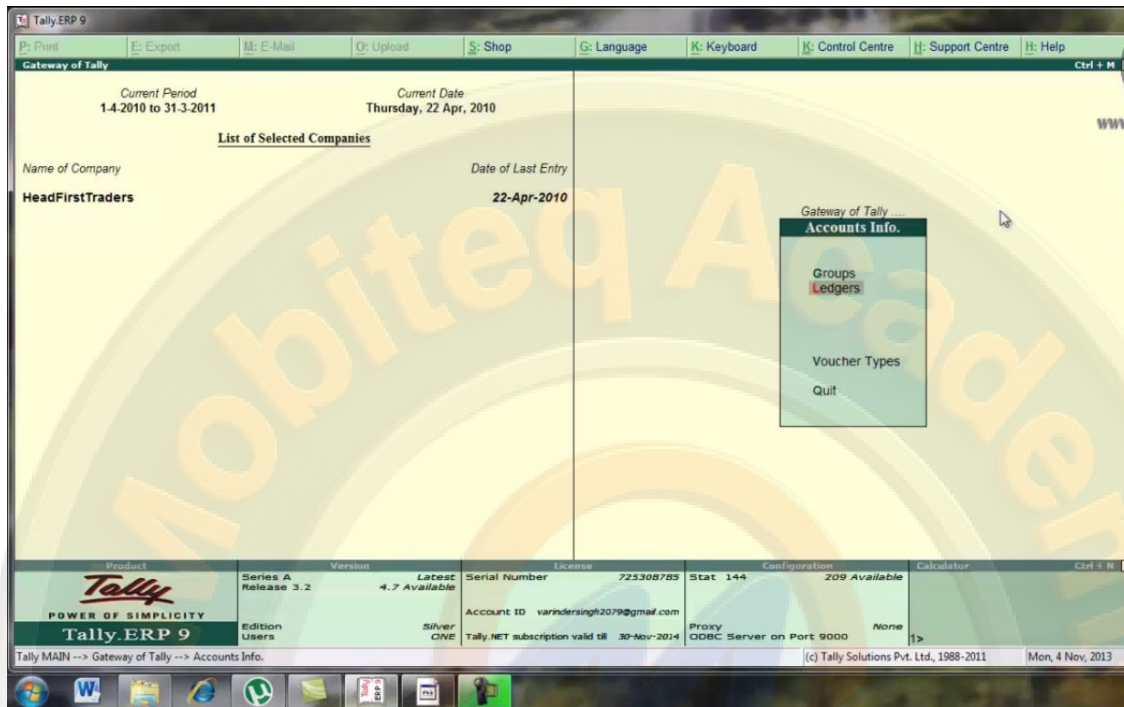
HERE CREATE STOCK ITEMS

esc press करके gateway of tally पर वापिस आ जाये or यहा से account info को select करे



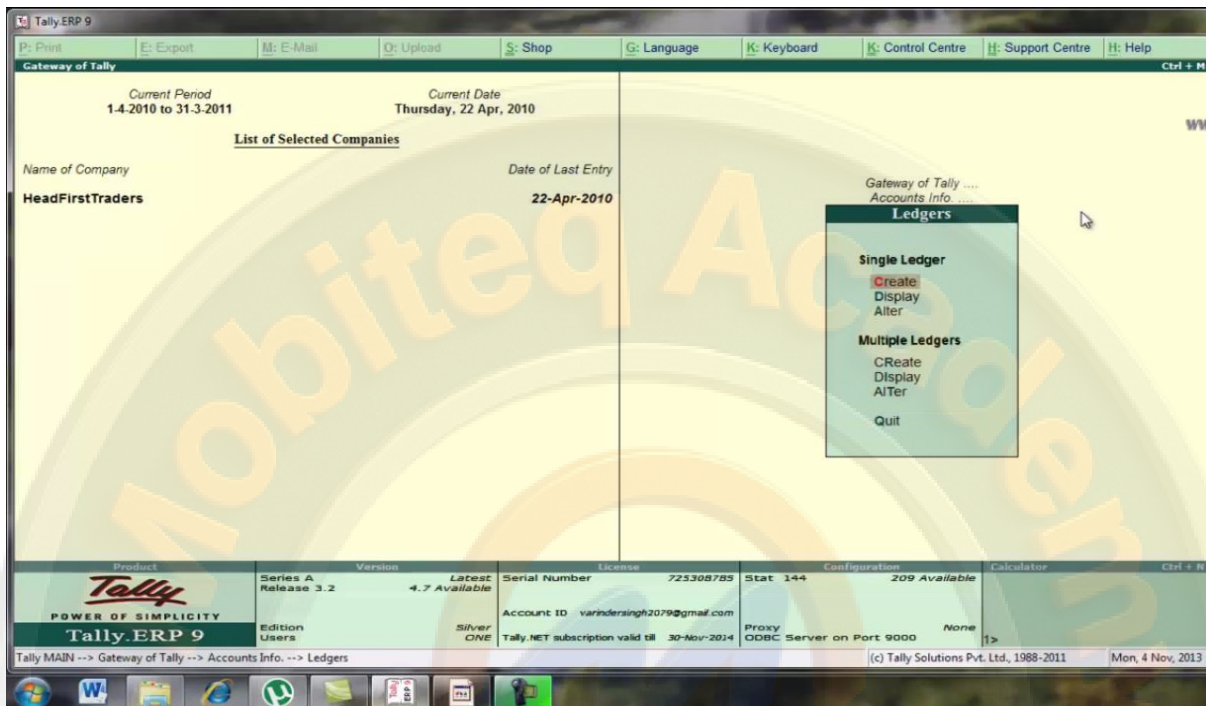
SELECT ACCOUNTS INFO.

accounts info. के menu उपलब्ध हो जायेगे यहा से ledger को select करे



SELECT LEDGER

यहा से single ledger के अंतर्गत create को select करे



SELECT CREATE

यहा पर हम ultra pharma का ledger create करेगे

Tally.ERP 9

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

Ledger Creation HeadFirstTraders

English :
Name : **Altra Pharma**

Total Op. Bal.	
2,82,000.00 Dr	
2,47,000.00 Cr	
Difference	
35,000.00 Dr	

Under : **Sundry Debtors**
(Current Assets)

Mailing Details
Name : **Altra Pharma**
Address : **Subash Nagar, A/city**
State : **Haryana**
PIN Code :

Tax Information
PAN / IT No. :
Sales Tax No. :
CST No. :

Maintain balances bill-by-bill : **7 Yes**
Default Credit Period :
Inventory values are affected : **7 No**

Opening Balance (on 1.Apr.2010) : **Accept ?**
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE LEDGER ALTRA PHARMA

यहा पर satyam pharma का ledger create करेगे

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation HeadFirstTraders Ctrl + M

English : Name : Satyam Pharma	Total Op. Bal. 2,82,000.00 Dr 2,47,000.00 Cr Difference 35,000.00 Dr
Under : Sundry Debtors (Current Assets)	Mailing Details Name : Satyam Pharma Address : Near Rai Road,33, Sco New
Maintain balances bill-by-bill : 7 Yes Default Credit Period : Inventory values are affected : 7 No	State : Haryana PIN Code :
	Tax Information PAN / IT No. Sales Tax No. CST No.

Opening Balance (on 1.Apr.2010)

Accept ?
Yes or No

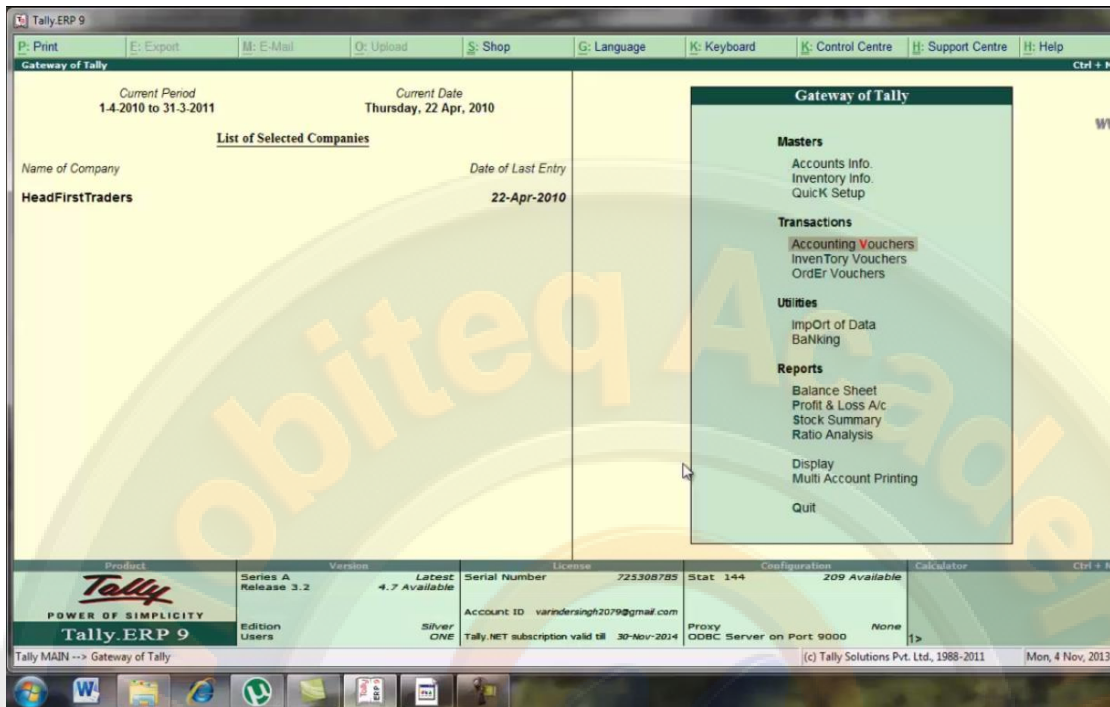
Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE
SATYAM

PHARMA LEDGER

esc press करके वापिस gateway of tally पर आये यहा से gateway of tally मे transaction के अंतर्गत accounting voucher को select करे



SELECT ACCOUNTING VOUCHER

यहा पर alra pharma का purchase voucher create किया है

Tally ERP 9

Accounting Voucher Creation

HeadFirstTraders

Purchase No. 3 Date : 3-May-2013 Monday

Supplier Invoice No. : Date :

Particulars	Debit	Credit
To Altra Pharma		500.00
Cur Bal: 500.00 Cr		
New Ref PUR/ALP/101	500.00 Cr	
By Purchase		500.00
Cur Bal: 13,500.00 Dr		
Action 500(10mg) 5 box 100.00box	500.00	
	500.00	500.00

Narration:

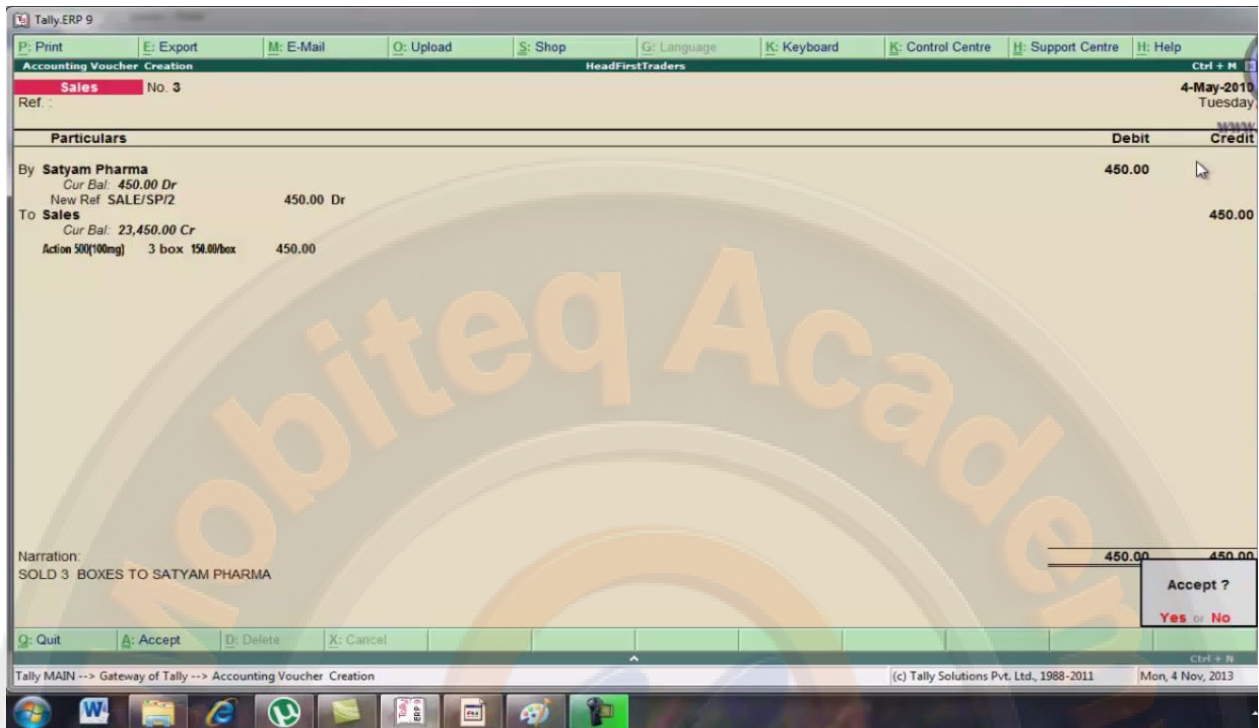
Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE PURCHASE VOUCHER OF ALTRA PHARMA

यहा पर satyam pharma का sales voucher create किया गया है



HERE SALES VOUCHER SATYAM PHARMA

यदि हमारी organisation कुछ assemble करती है तो उस समय काफी सारी items को मिलाकर एक बड़ी item बनानी होती है ऐसे case में हमें छोटी छोटी items के लिए bill न काट कर बड़ी item के लिए bill काटना होता है ऐसा करने के लिए हमें bill of material की आवश्यकता होती है इसका मुख्यता प्रयोग manufacturing के or assembling के लिए किया जाता है जिससे हम उन सभी items जो बड़ी items बनाने के लिए प्रयोग हुई हैं उनकी detail दे सकते हैं एक उदाहरण के द्वारा इसको समझते हैं

BILL OF MATERIALS

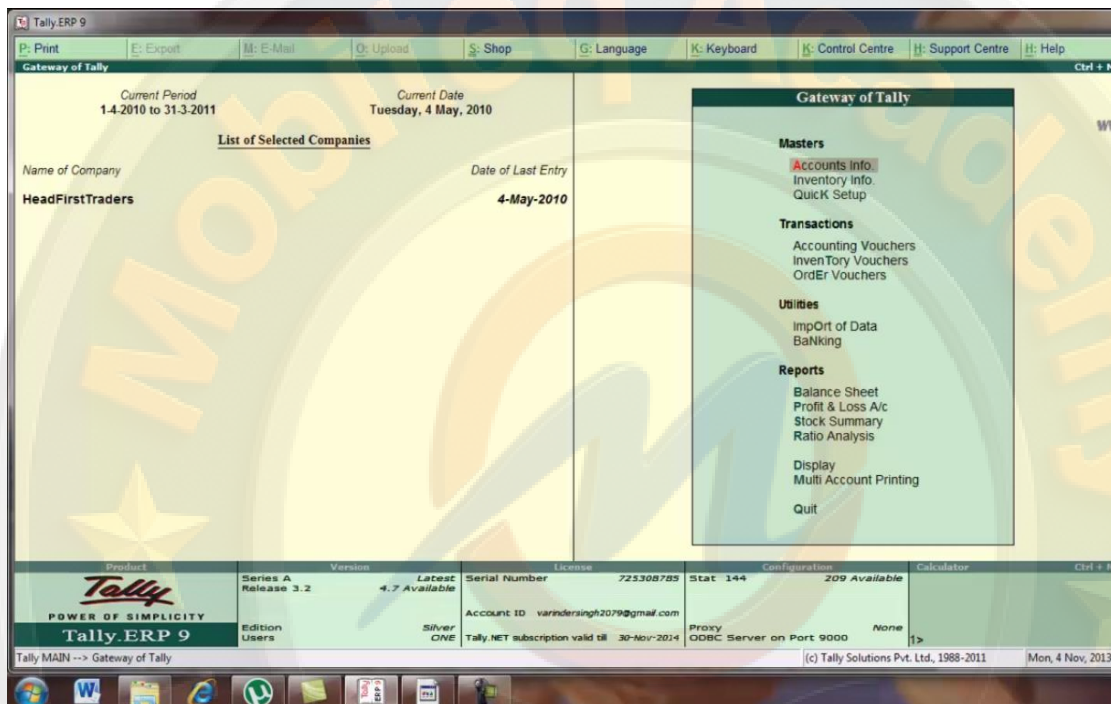
1. BOM IS CREATED AT THE TIME OF MANUFACTURING / ASSEMBLING THE ITEM. IT HELPS US IN DETAILING THE ITEMS USED FOR MANUFACTURING / ASSEMBLING. ALL ITEMS WHICH ARE USED FOR MANUFACTURING / ASSEMBLING ARE STORED IN THE BOM. IT HELPS US IN DETAILING THE ITEMS USED FOR MANUFACTURING / ASSEMBLING.
2. IT IS BETTER PRACTICE TO CREATE A NEW VOUCHER TYPE WHICH IS USED FOR BOM LIKE MANUFACTURING JOURNAL VOUCHER (UNDER STOCK JOURNAL) OR ASSEMBLING JOURNAL VOUCHER (UNDER STOCK JOURNAL)
3. CREATE ONE ASSEMBLING VOUCHER FOR ONE COMPUTER DESKTOP. WHICH INCLUDES THESE ITEMS. CREATE ALL THESE ITEMS UNDER **COMPONENT GROUP**.

1. LCD – LG -	1
2. KEYBOARD AND MOUSE	1
3. CPU	1
4. UPS	1
5. SPEAKERS	1

THESE ITEMS ARE REQUIRED TO CREATE ON COMPUTER DESKTOP.

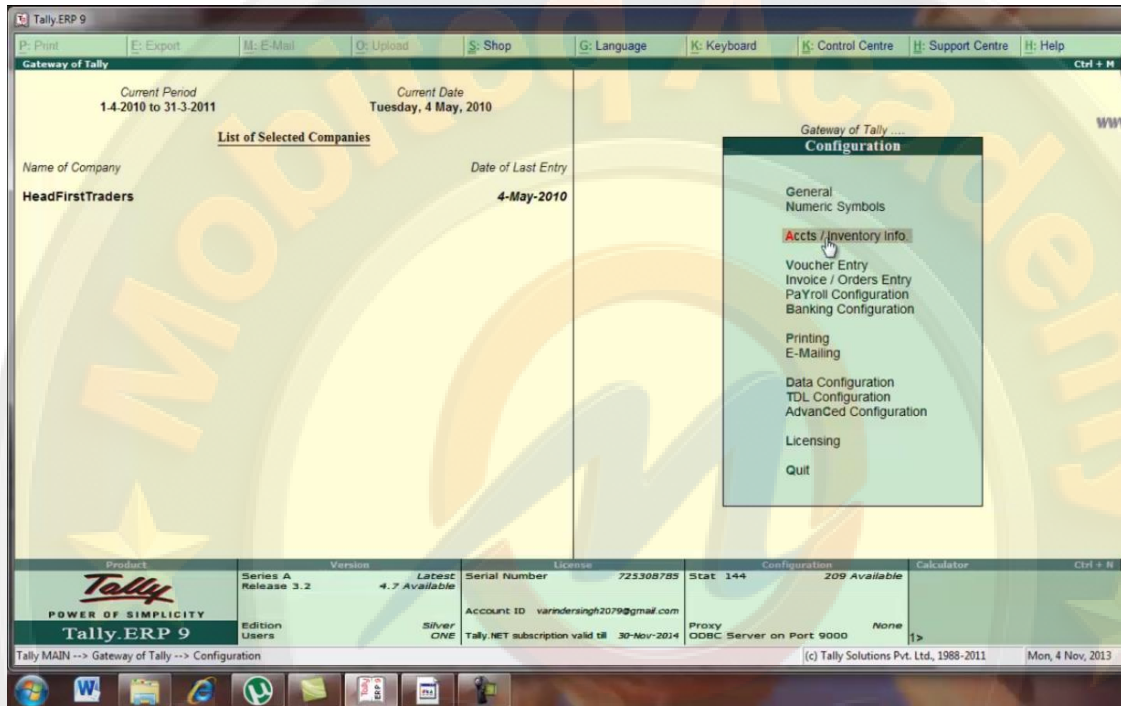
BILL OF MATERIALS

buton toolbar से configure buton को select करे



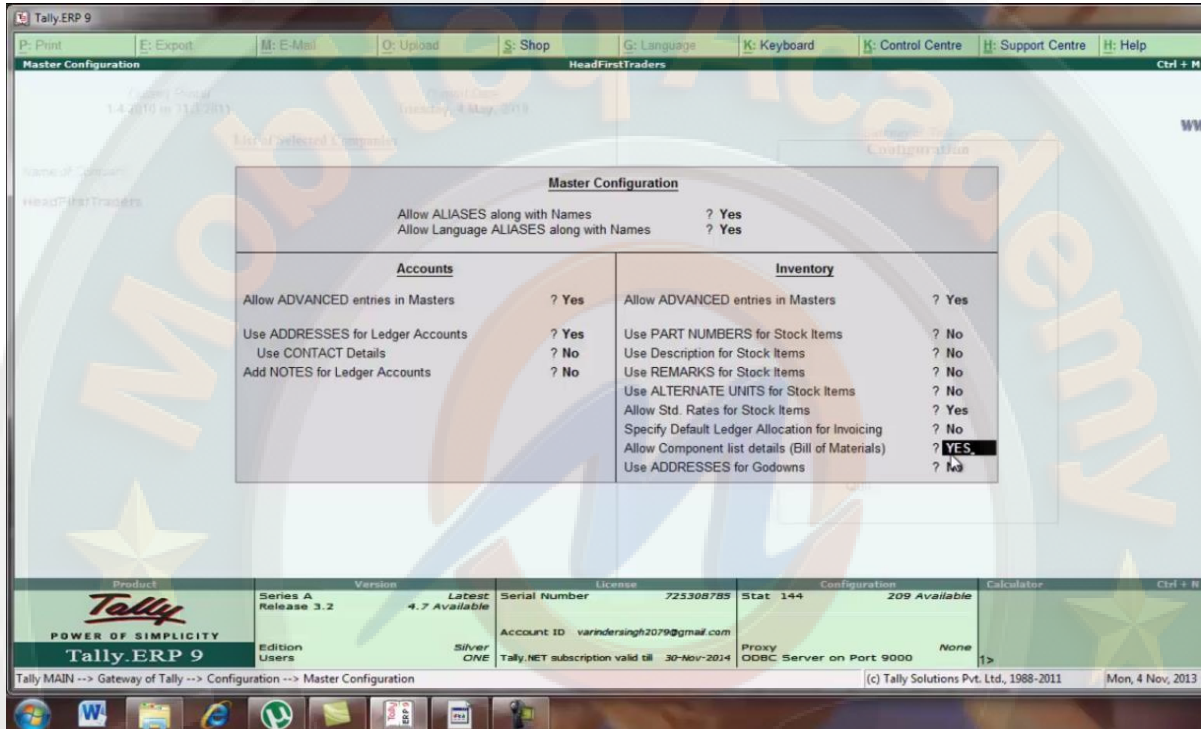
SELECT CONFIGURE

configuration menu उपलब्ध हो जायेगे यहा से accts/ inventory info को select करे



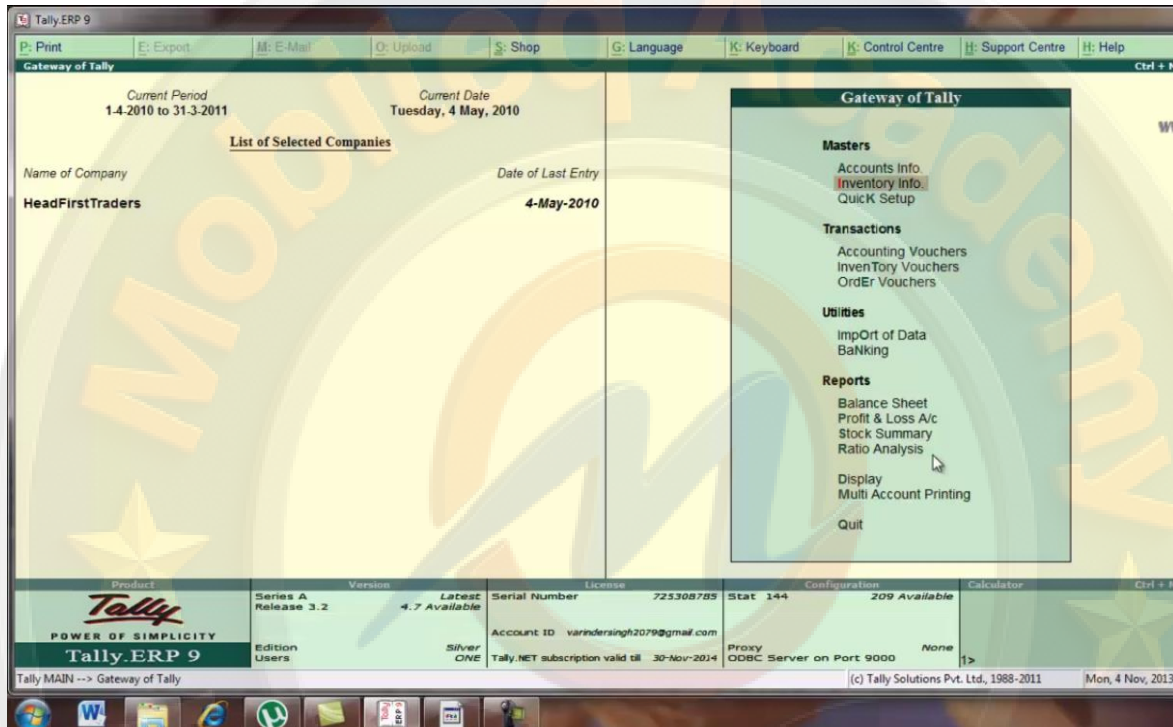
SELECT ACCTS/ INVENTORY INFO

यहा पर allow component list details को yes कर दे



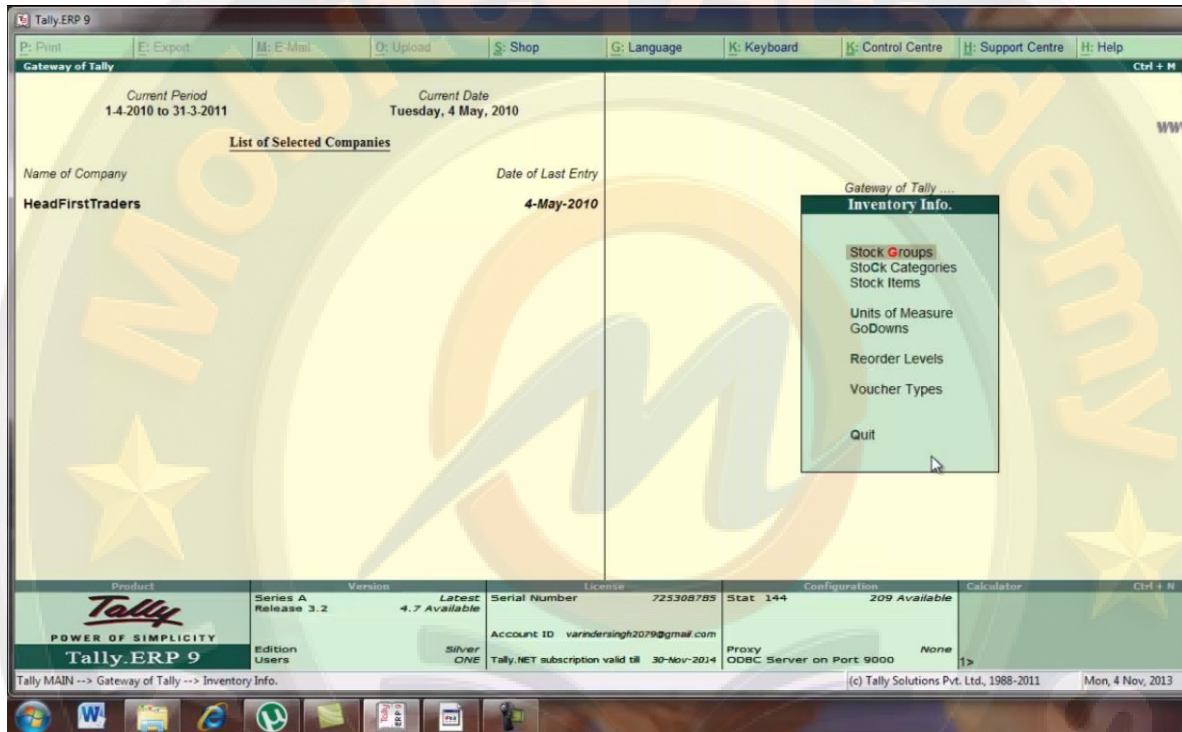
HERE YES ALLOW COMPONENT LIST DETAILS (BILL OF MATERIAL)

esc press करे or gateway of tally मे masters के अंतर्गत inventory info को select करे



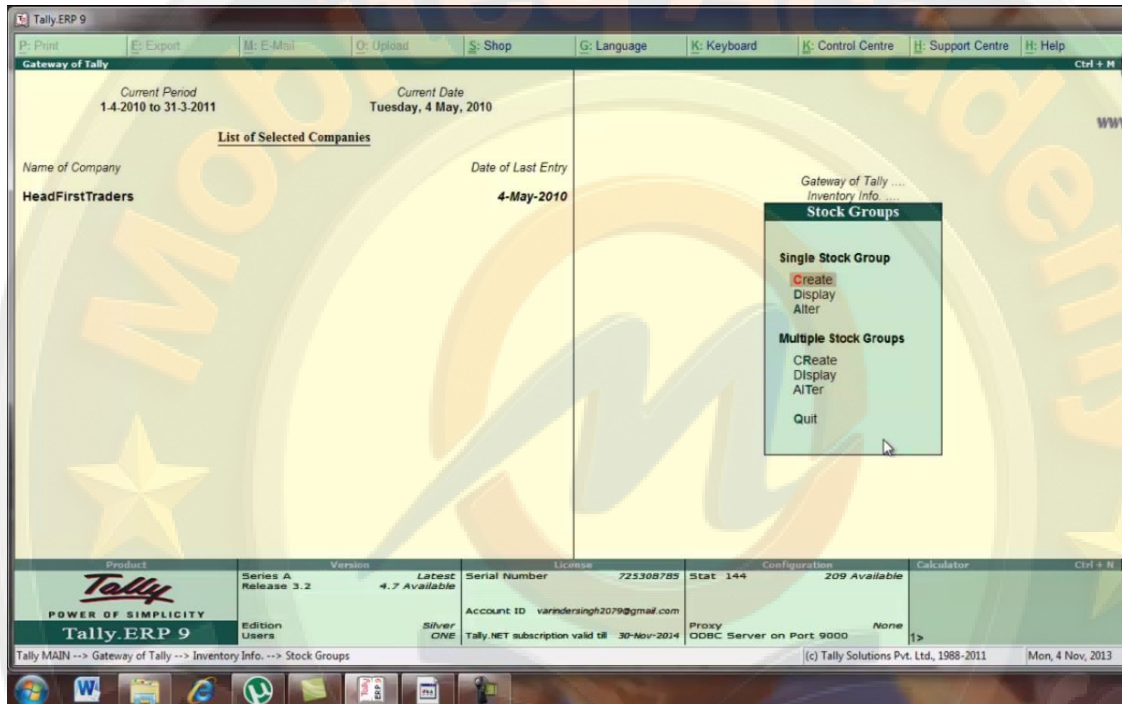
SELECT INVENTORY INFO

यहा से stock group को select करे



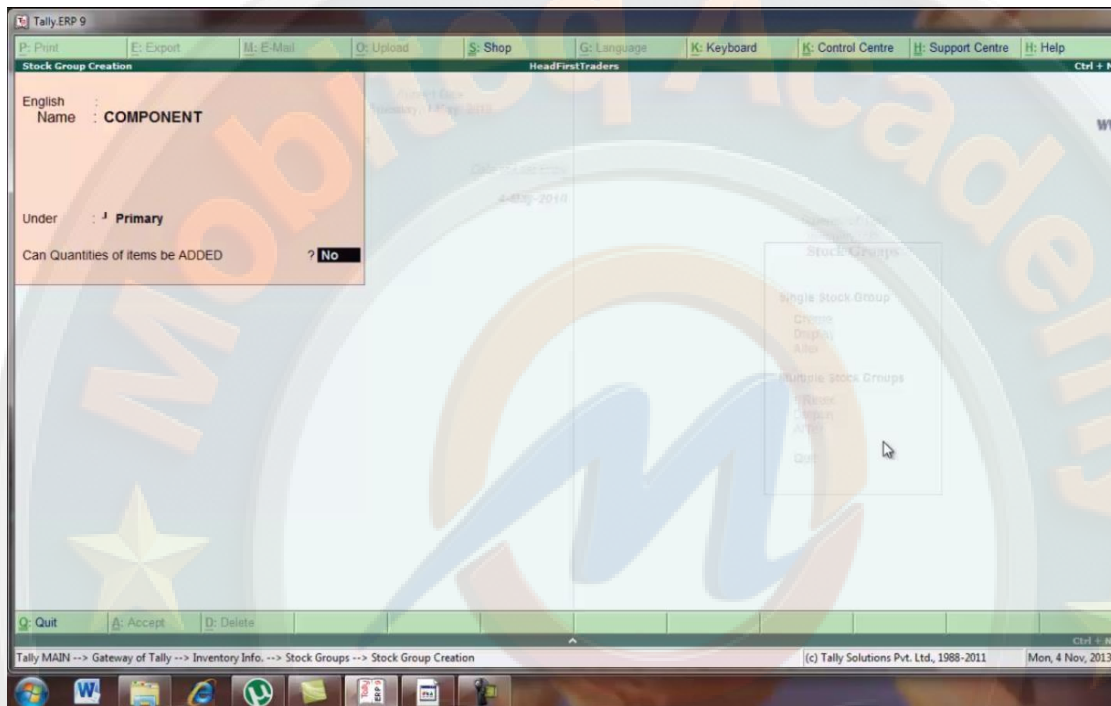
SELECT STOCK GROUP

यहाँ से single stock group के अंतर्गत create को select करे



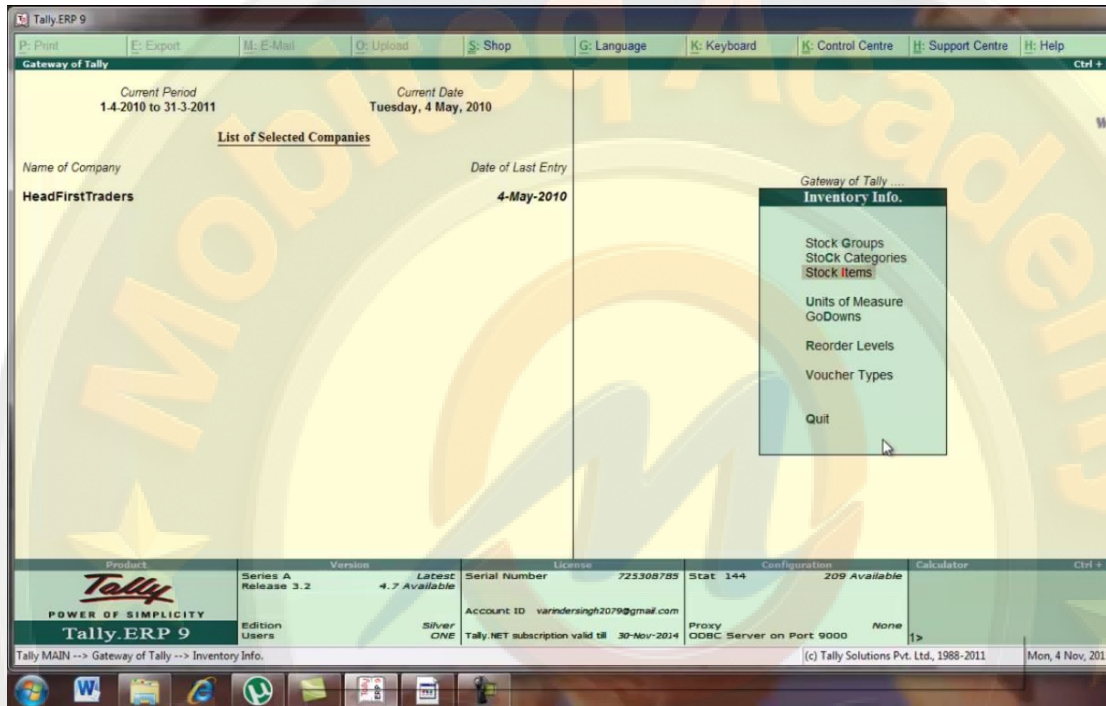
SELECT CREATE

stock group creation screen उपलब्ध हो जाएगी



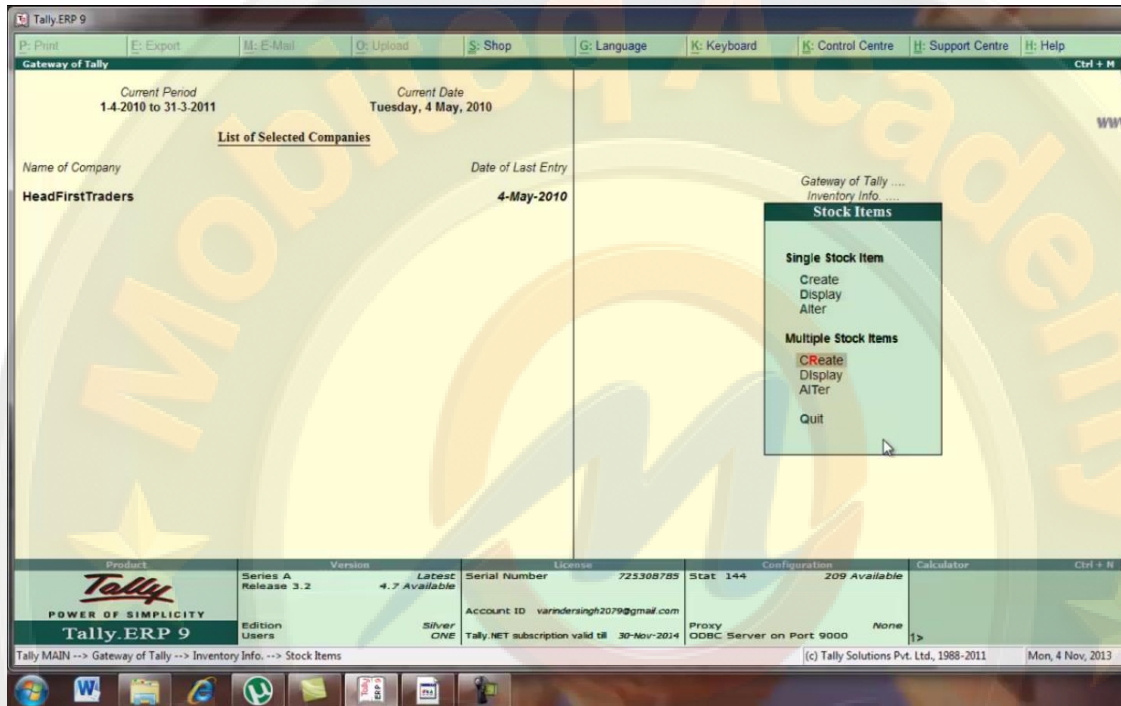
HERE STOCK GROUP CREATION

यहा से stock items को select करे



SELECT STOCK ITEMS

multiple stock items के अंतर्गत create को select करे



SELECT CREATE UNDER MULTIPLE STOCK ITEMS

यहां पर multiple stock creation screen उपलब्ध हो जाएगी component group के under multiple items create की गयी है

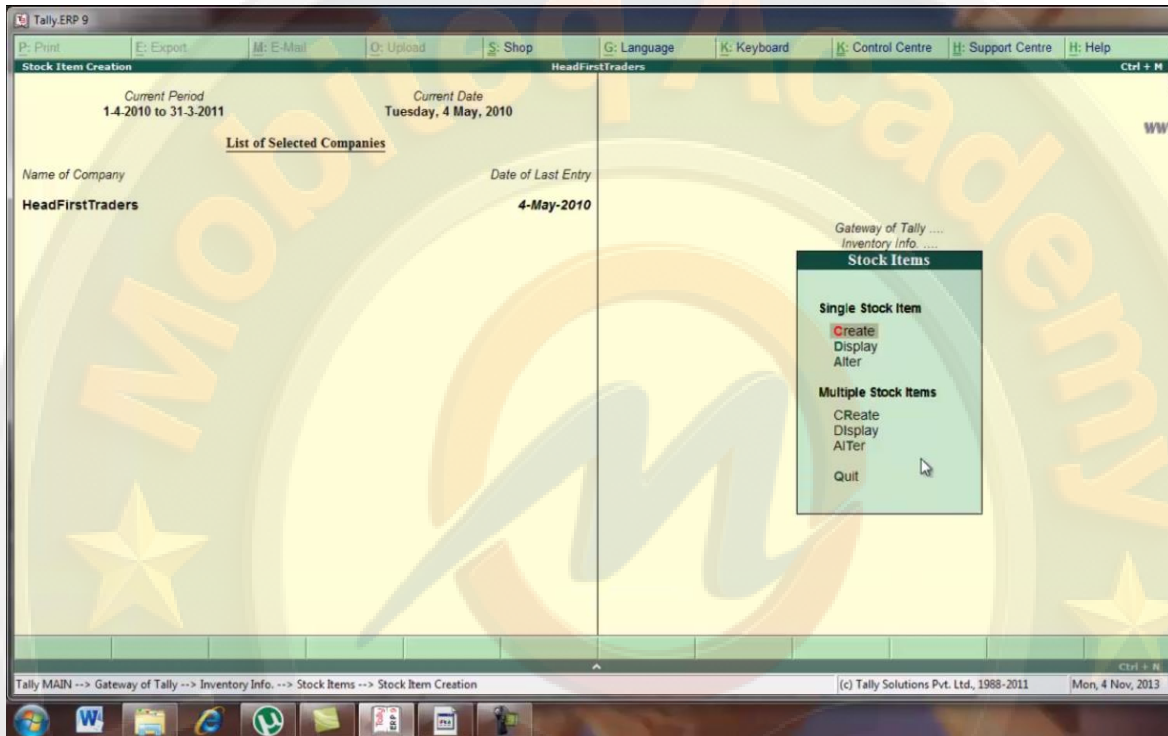
The screenshot shows the 'Multi Stock Item Creation' screen in Tally ERP 9. The screen title is 'COMPONENT' and the date range is '1-Apr-2010 to 4-May-2011'. The 'Maintain in Batches?' option is set to 'No'. The table below lists five items: LCD, KBD+MOUSE, CPU, UPS, and SPEAKER. Each item is categorized as 'COMPONENT' and has a 'Not Applicable' category. The table columns are S.No., Name of Item, Under, Category, Units, Opening Qty, Rate, per, and Amount.

S.No.	Name of Item	Under	Category	Units	Opening Qty	Rate	per	Amount
1.	LCD	COMPONENT	Not Applicable	pcs.	5 pcs.	6,500.00	pcs.	32,500.00
2.	KBD+MOUSE	COMPONENT	Not Applicable	pcs.	5 pcs.	250.00	pcs.	1,250.00
3.	CPU	COMPONENT	Not Applicable	pcs.	5 pcs.	9,500.00	pcs.	47,500.00
4.	UPS	COMPONENT	Not Applicable	pcs.	10 pcs.	1,500.00	pcs.	15,000.00
5.	SPEAKER	COMPONENT	Not Applicable	pcs.	12 pcs.	950.00	pcs.	11,400.00

At the bottom right of the table area, there is an 'Accept?' dialog box with 'Yes' and 'No' options. The bottom status bar shows the navigation path: 'Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Multi Stock Item Creation'. The footer includes '(c) Tally Solutions Pvt. Ltd., 1988-2011' and the date 'Mon, 4 Nov, 2013'.

MULTI STOCK ITEMS CREATIONS

esc press करके बाहर आ जाये or यहा से single stock items के under create को select करे



SELECT CREATE UNDER SINGLE STOCK ITEMS

Tally.ERP 9

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

Stock Item Creation HeadFirstTraders Ctrl + M

English
Name : **COMPUTER DESKTOP**

Under Category : COMPONENT Units : pcs. Maintain in Batches ? No	Tax Information Tariff Classification : Not Applicable Rate of Duty (eg 5) :	Behaviour Costing Method : Avg. Cost Market Valuation Method : Avg. Price Ignore Diff. due to Physical Counting ? No Ignore Negative Balances ? No Treat all Sales as New Manufacture ? No Treat all Purchases as Consumed ? No Treat all Rejections inward as Scrap ? No
---	--	--

Set Components (BoM) ? **YES**
Set Standard Rates ? **No**

	Quantity	Rate per	Value
Opening Balance :			

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE COMPUTER DESKTOP STOCK ITEM

Tally.ERP 9

Stock Item Components (BoM)

HeadFirstTraders

COMPUTER DESKTOP

BoM Name : COMPUTER DESKTOP
 Components of : COMPUTER DESKTOP
 Unit of manufacture : 1 pcs.

Item	Godown	Quantity
LCD	Main Location	1 pcs.
CPU	Main Location	1 pcs.
KBD+MOUSE	Main Location	1 pcs.
SPEAKER	Main Location	1 pcs.
UPS	Main Location	1 pcs.

List of Stock Items

End of List

Action 500(100mg)	5 pcs.
CPU	5 pcs.
Hp Pavilion	3 pcs.
Hp Series	5 pcs.
KBD+MOUSE	5 pcs.
LCD	5 pcs.
Lenovo G460	2 pcs.
Lenovo G560	3 pcs.
Philips	5 pcs.
Sony	5 pcs.
SPEAKER	12 pcs.
UPS	10 pcs.

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Multi Components...

(c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE STOCK ITEMS COMPONENTS (BOM)

Tally ERP 9

Stock Item Creation

English : COMPUTER DESKTOP

Name : COMPUTER DESKTOP

Under	Tax Information	Behaviour
Category : COMPONENT	Tariff Classification : Not Applicable	Costing Method : Avg. Cost
Units : pcs.	Rate of Duty (eg 5) : 0	Market Valuation Method : Avg. Price
Maintain in Batches ? No		Ignore Diff. due to Physical Counting ? No
Set Components (BoM) ? Yes		Ignore Negative Balances ? No
Set Standard Rates ? No		Treat all Sales as New Manufacture ? No
		Treat all Purchases as Consumed ? No
		Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	5 pcs.	18,700.00 pcs.	93,500.00

Accept ?
Yes No

Quit Accept Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

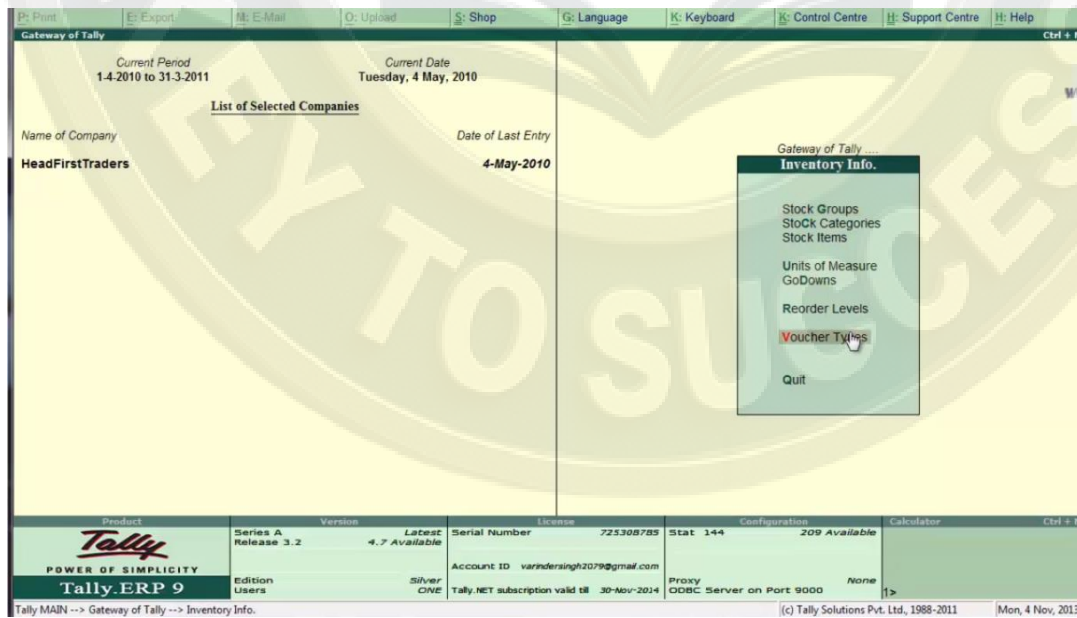
HERE PREPARED COMPUTER DESKTOP STOCK ITMES

esc press करे or gateway of tally पर वापिस आ जाये इसके यहा से masters के अंतर्गत inventory info. को select करे



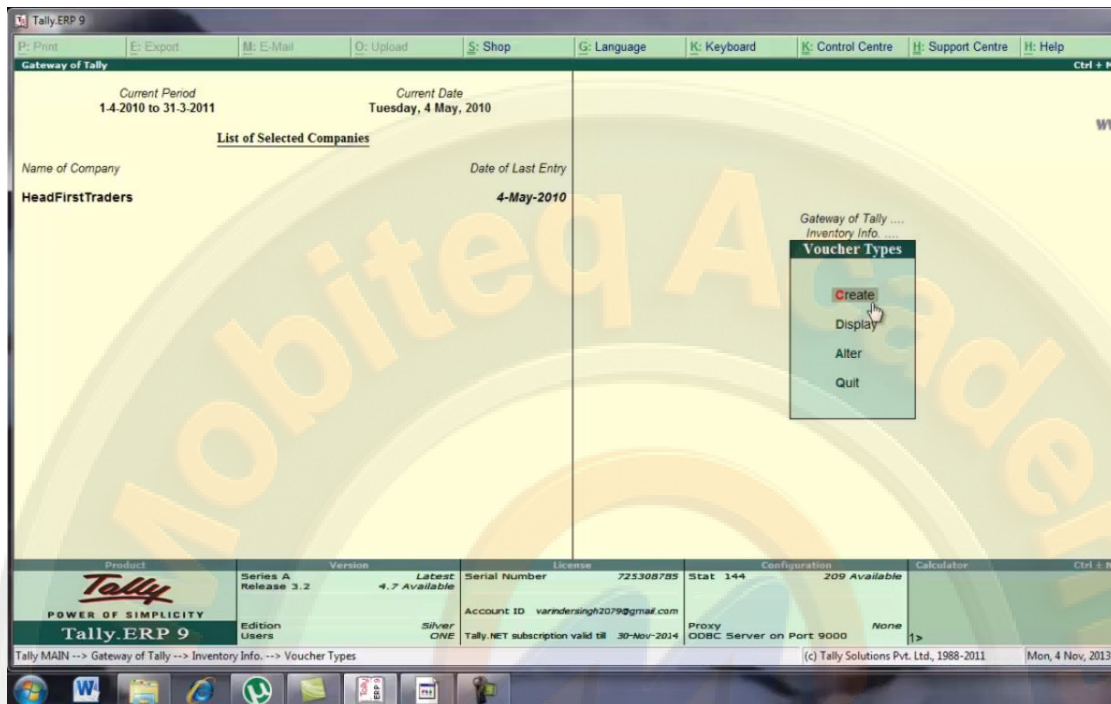
PRESS ESC FOR BACK TO GATEWAY OF TALLY THEN SELECT INVENTORY INFO.

यहा से voucher type को select करे



HERE SELECT VOUCHER TYPE

यहा से create को select करे



SELECT CREATE

यहा पे assembling voucher create किया गया है

Tally ERP 9
Voucher Type Creation
HeadFirstTraders

English Name : **ASSEMBLING VCH**

General		Printing	Name of Class
Type of Voucher	Stock Journal	Print after saving Voucher	? No
Abbr.	Stk Jml		
Method of Voucher Numbering	? Automatic		
Use Advance Configuration	? No		
Use EFFECTIVE Dates for Vouchers	? No		
Make 'Optional' as default	? No		
Use Common Narration	? Yes		
Use as a Manufacturing Journal	? Yes		

1 more ...

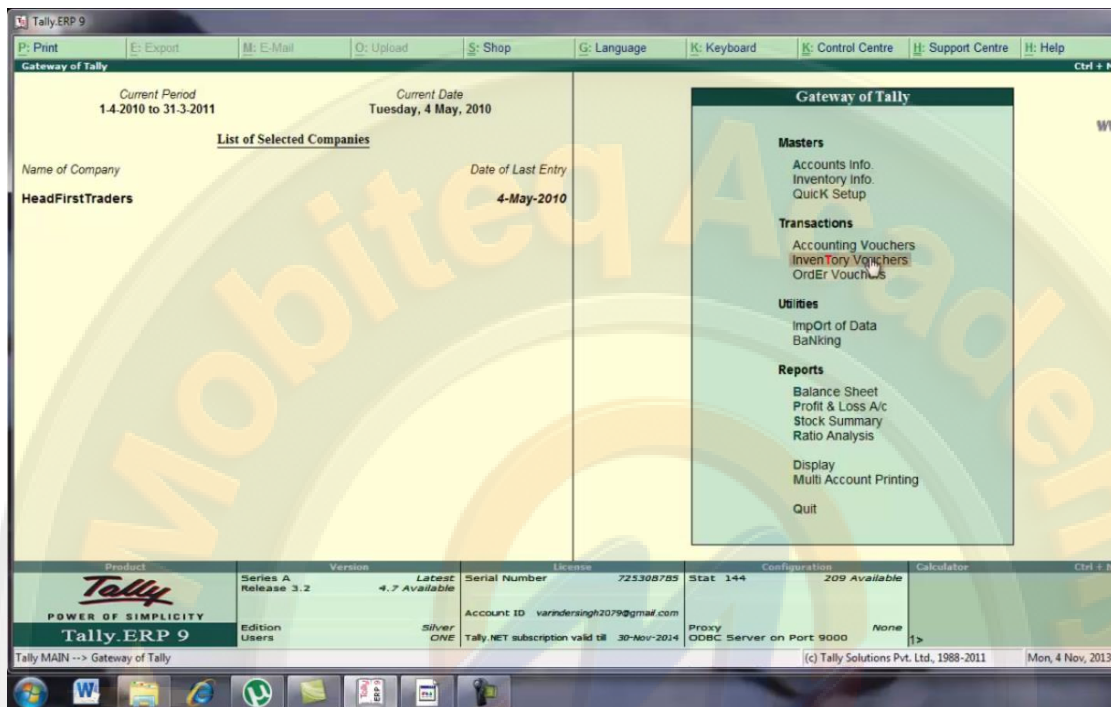
Accept ?
Yes or No

Q: Quit A: Accept D: Delete

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Voucher Types --> Voucher Type Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE ASSEMBLING VOUCHER

esc press करके gateway of tally पर वापिस आ जाये or यहा से transaction के अंतर्गत inventory voucher को select करे



PRESS ESC FOR BACK TO GATEWAY OF TALLY AND SELECT INVENTORY VOUCHER

यहा पर हम inventory vouchers मे assembling voucher को create करेगे

Tally.ERP 9

Inventory Voucher Creation HeadFirstTraders Ctrl + N

ASSEMBLING VCH No. 1 4-May-2013 Tuesday WWW

Manufacture of Materials

Name of Product : COMPUTER DESKTOP BoM Name : COMPUTER DESKTOP Godown : Main Location Qty : 1 pcs.
 % of Cost allocation : 100 % Batch Name : Mfg Dt. : Expiry :

Components (Consumption)				Co-Product / By-Product / Scrap						
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
LCD	Main Location	1 pcs	6,500.00/pcs	6,500.00	J End of List					
CPU	Main Location	1 pcs	9,500.00/pcs	9,500.00						
KBD+MOUSE	Main Location	1 pcs	250.00/pcs	250.00						
SPEAKER	Main Location	1 pcs	950.00/pcs	950.00						
UPS	Main Location	1 pcs	1,500.00/pcs	1,500.00						
					Cost of Components : 18,700.00					
					Type of Addl. Cost %age					
					J End of List					
					Total Addl. Cost					
					Effective Cost					
					Allocation to Primary Item					
					Effective Rate for Primary Item					
Narration:		5 pcs.		18,700.00						

Accept ?
Yes or No

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Inventory Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

HERE CREATE INVENTORY VOUCHER (ASSEMBLING VCH)

BUDGET

किसी भी business के लिये budget बहुत बहुत जरूरी है budget का अर्थ उस plan से है जिसमें flow of funds को explain किया जाता है जिसके अंतर्गत हम expenses or income की जानकारी रखते हैं or एक budget निर्धारित करते हैं की किस expenses में हमें कितना खर्च करना है or किस income से हमें कितनी प्राप्ति हुई इस प्रकार budget से plan set कर सकते हैं or अपने goal को पा सकते हैं

HEADFIRST TRADERS

BUDGET : A BUDGET IS A PLAN WHICH EXPLAINS THE FLOW OF FUNDS IN AN ORGANIZATION .THE USER CAN **COMPARE THE ACTUAL PERFORMANCE** OF THE **WITH THE BUDGET** AND ALSO GET A VARIANCE REPORT. MULTIPLE BUDGETS (FIRST BUDGET , HALF YEALY BUDGET AND YEARLY BUDGET OR OPTIMISTIC BUDGET, REAL BUDGET) CAN BE DEFINED FOR GROUPS , LEDGERS AND FOR COST CENTERS WHICH ARE OF DIFFERENT PERIODS.

TYPE OF BUDGET

1	ON NETT TRANSACTIONS	SELECT IT TO MONITOR THE TRANSACTION AMOUNTS, NOT TO MONITOR THE BALANCES. NETT IS NET OF DEBITS AND CREDITS FOR THE SPECIFIED PERIOD.
2	ON CLOSING BALANCE	THE BALANCE OF THE ACCOUNTS IS CONSIDERED IN THIS SELECTION. FOR EXAMPLE, BALANCES OF BANK ACCOUNTS, BALANCES OF DEBTORS.

WHAT IS BUDGET AND TYPE OF BUDGET

यहा पर कुछ budget से related transaction का अध्ययन हम करेगे

CREATE A BUDGET (ON CLOSING BALANCE) AND CHECK BUDGETS VARIANCE FOR THESE ITEMS

LEDGER BUDGETS UNDER FINANCIAL YEAR BUDGETS

ACCOUNT NAME	TYPE OF BUDGET	AMOUNT
1. TELEPHONE EXP	ON CLOSING BALANCE	1200
2. SALARY AND WAGES	ON CLOSING BALANCE	1800
3. TRAVELLING EXP	ON CLOSING BALANCE	2500
4. ELECTRICITY EXP	ON CLOSING BALANCE	2000

HERE CREATE A BUDGET BY AN EXAMPLE

यहा पर telephone exp का ledger बनायेगे

Ledger Display

English Name : Telephone Exp

Under : Indirect Expenses

Inventory values are affected ? No

Total Op. Bal.

2,82,000.00 Dr
2,47,000.00 Cr
Difference
35,000.00 Dr

Opening Balance (on 1.Apr.2010) :

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Display

HERE WE CREATE TELEPHONE EXP. LEDGER (UNDER INDIRECT EXP)

यहा पर salary and wages का ledger create किया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The ledger name is 'Salary and Wages' and it is categorized under 'Indirect Expenses'. The 'Opening Balance (on 1.Apr.2010)' is set to 0. The 'Total Op. Bal.' section shows a debit balance of 2,82,000.00 and a credit balance of 2,47,000.00, resulting in a debit difference of 35,000.00. The 'Mailing Details' and 'Tax Information' sections are also visible.

Ledger Creation		HeadFirstTraders	
English Name	: Salary and Wages	Total Op. Bal.	
		2,82,000.00 Dr	
		2,47,000.00 Cr	
		Difference	
		35,000.00 Dr	
Under	: Indirect Expenses	Name	:
Inventory values are affected	7 No	Address	:
		State	:
		PIN Code	:
		Tax Information	
		PAN / IT No.	:
		Sales Tax No.	:
		CST No.	:
Opening Balance (on 1.Apr.2010) :		0	

HERE WE CREATE SALARY AND WAGES LEDGER (UNDER INDIRECT EXP)

यहा पर travelling का ledger create किया गया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9'. The menu bar includes 'P: Print', 'E: Export', 'M: E-Mail', 'O: Upload', 'S: Shop', 'G: Language', 'K: Keyboard', and 'K: Control Cent'. The window is titled 'Ledger Creation' and 'HeadFirstTraders'. The 'English' name is 'Travelling Exp'. The 'Total Op. Bal.' table shows a debit of 2,82,000.00, a credit of 2,47,000.00, and a difference of 35,000.00 debit. The 'Under' field is 'Indirect Expenses'. The 'Inventory values are affected' checkbox is checked. The 'Mailing Details' section includes fields for Name, Address, State, and PIN Code. The 'Tax Information' section includes fields for PAN / IT No., Sales Tax No., and CST No. The 'Opening Balance (on 1-Apr-2010)' field is empty. The window has a status bar at the bottom with 'Quit', 'Accept', and 'Delete' buttons. The footer text is 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation' and '(c) Tally Solution'.

Total Op. Bal.	
2,82,000.00 Dr	
2,47,000.00 Cr	
Difference	35,000.00 Dr

HERE WE CREATE TRAVELLING EXP. LEDGER (UNDER INDIRECT EXP)

यहां पर electricity exp का ledger create किया गया है

The screenshot shows the 'Ledger Creation' window in Tally.ERP 9. The ledger name is 'Electricity Exp' under 'Indirect Expenses'. The 'Total Op. Bal.' table shows a debit of 2,82,000.00 and a credit of 2,47,000.00, resulting in a debit difference of 35,000.00. The 'Opening Balance (on 1.Apr.2010)' is zero. A confirmation dialog box asks 'Accept ? Yes or No'.

Ledger Creation		HeadFirstTraders		Total Op. Bal.
English Name :	Electricity Exp			2,82,000.00 Dr
				2,47,000.00 Cr
				Difference
				35,000.00 Dr

Under : Indirect Expenses
Inventory values are affected ? No

Mailing Details
Name :
Address :
State :
PIN Code :

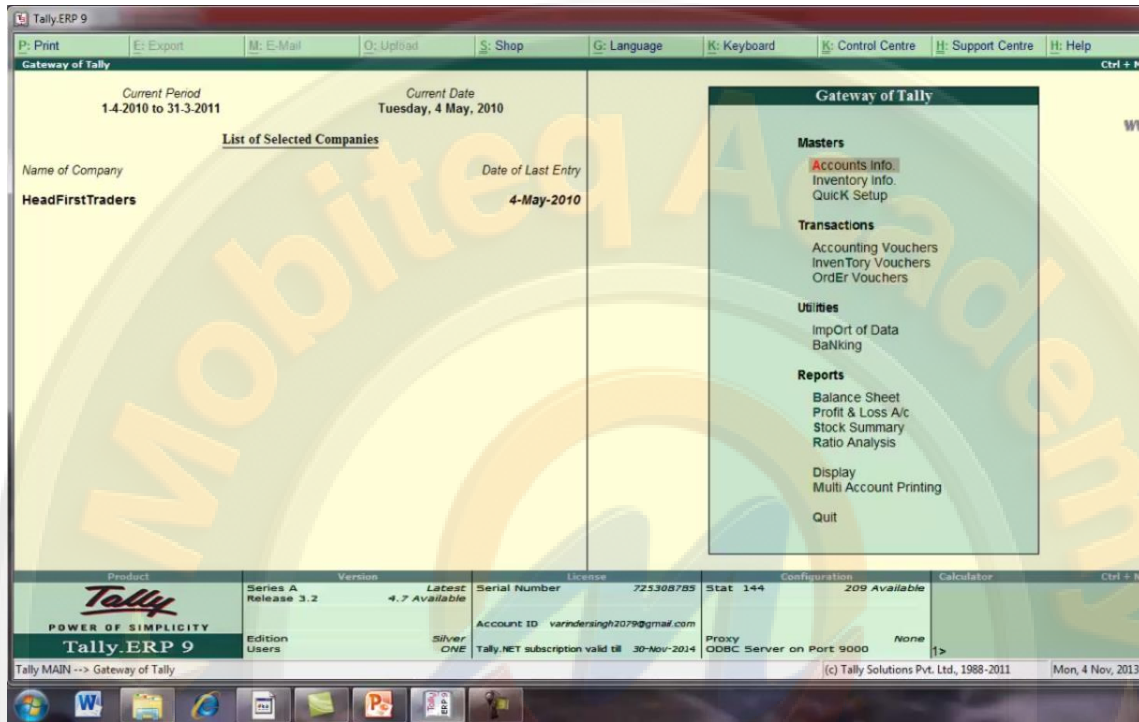
Tax Information
PAN / IT No. :
Sales Tax No. :
CST No. :

Opening Balance (on 1.Apr.2010) :
Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solution

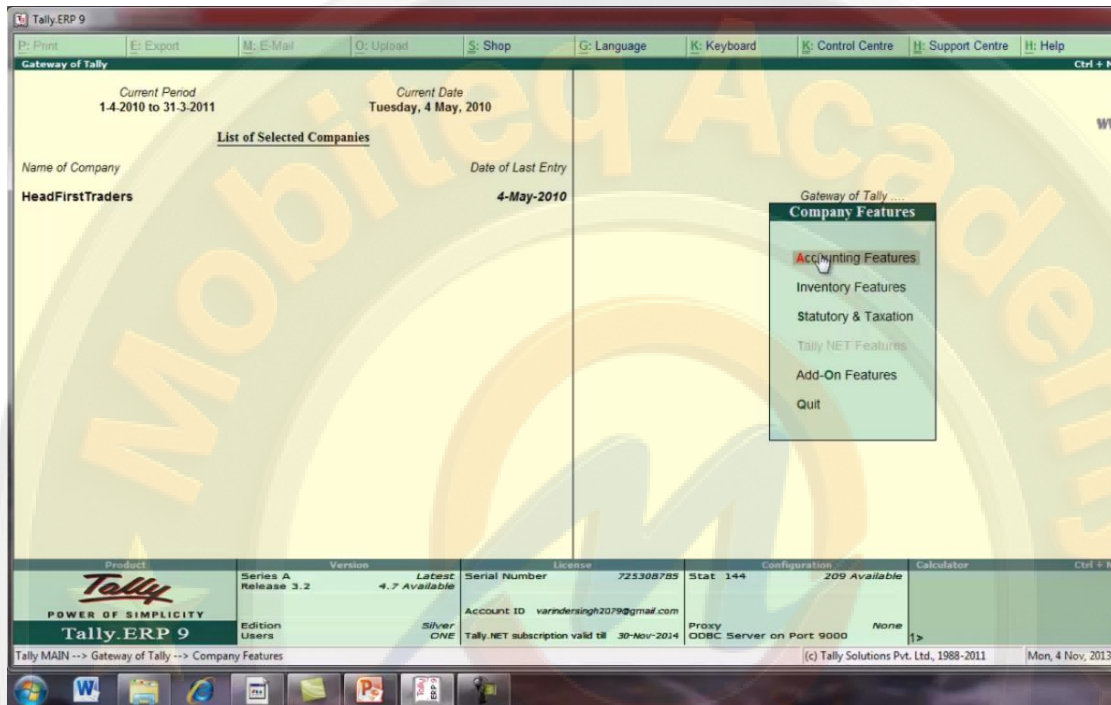
HERE WE CREATE ELECTRICITY EXP. LEDGER (UNDER INDIRECT EXP)

esc press करके gateway of tally मे वापिस आ जाये or buton toolbar से features buton को select करे



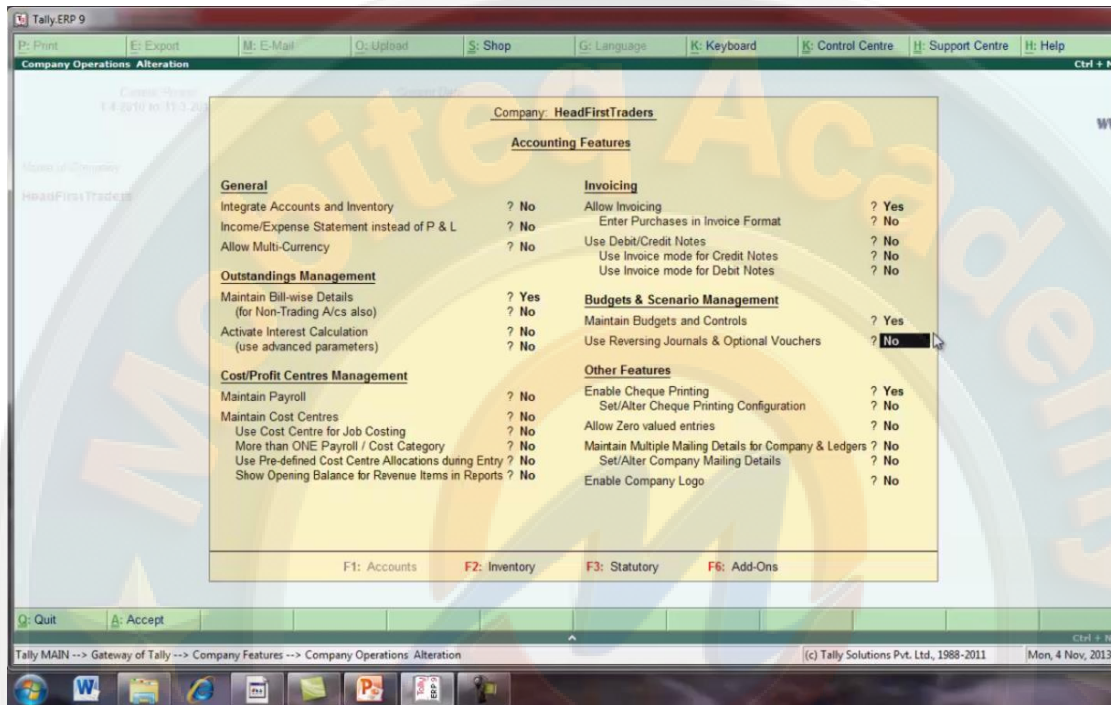
HERE SELECT FEATURES OR F11

features के menu उपलब्ध हो जायेगे यहा से accounting फीचर को select करे



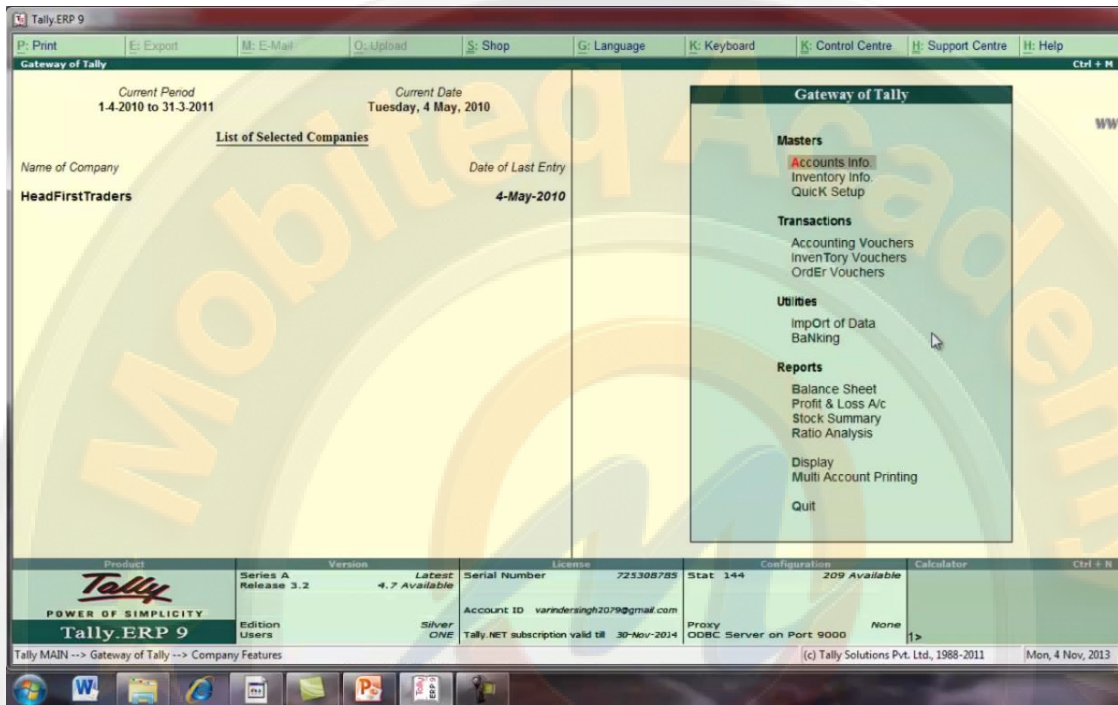
THEN SELECT ACCOUNTING FEATURES

यहाँ से MAINTAIN BUDGET AND CONTROLS UNDER BUDGETS AND SCENARIO MANAGEMENT को yes कर दे



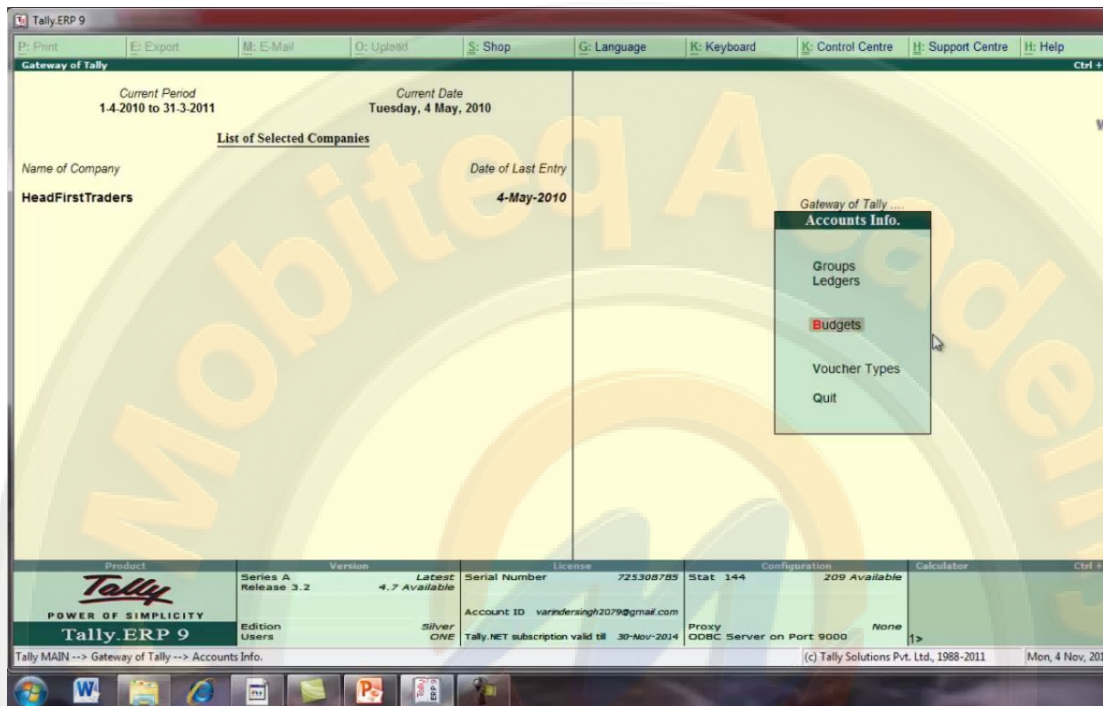
THEN YES MAINTAIN BUDGET AND CONTROLS UNDER BUDGETS AND SCENARIO MANAGEMENT

esc press करके gateway of tally मे वापिस आ जाये or यहाँ से masters के अंतर्गत account info को select करे



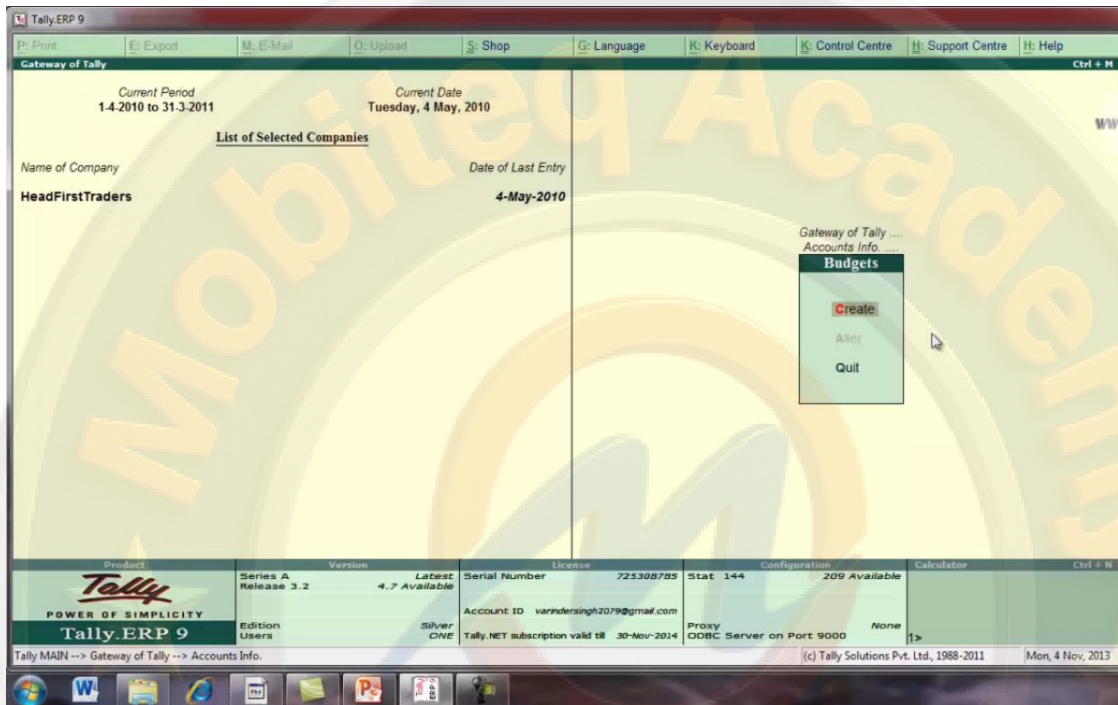
HERE SELECT ACCOUNT INFO.

अब यहां पर account info के menu में budget available हो जायेगा budget को select करे



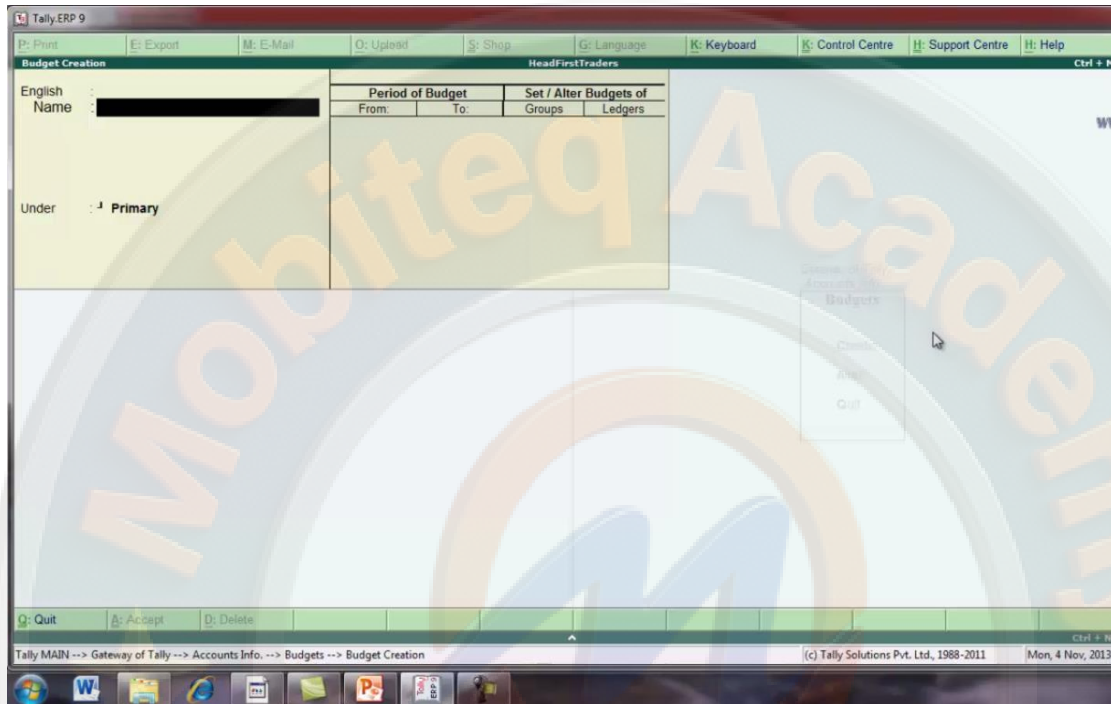
HERE SELECT BUDGET

यहा से create को select करे



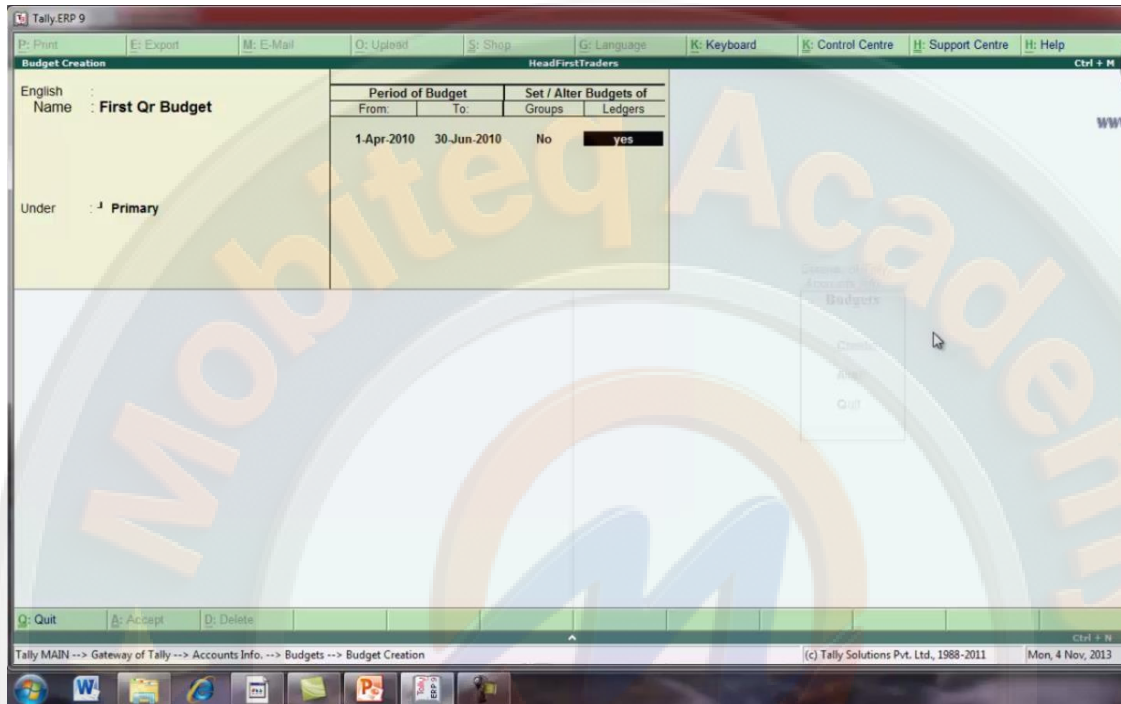
HERE SELECT CREATE

budget creation screen उपलब्ध हो जाएगी



HERE AVAILABLE BUDGET CREATION SCREEN

SET/ALTER BUDGET OF को yes कर दे

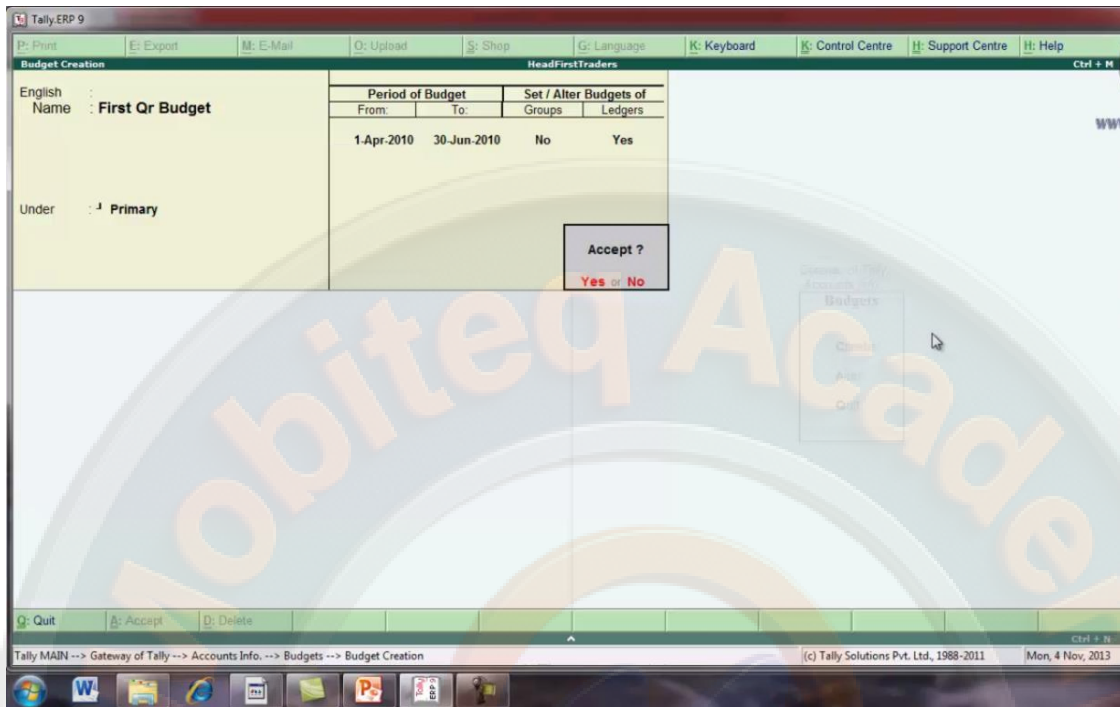


HERE YES LEDGER UNDER SET/ALTER BUDGET OF

FIRST QR BUDGET के अंतर्गत budget ledger बनाया है

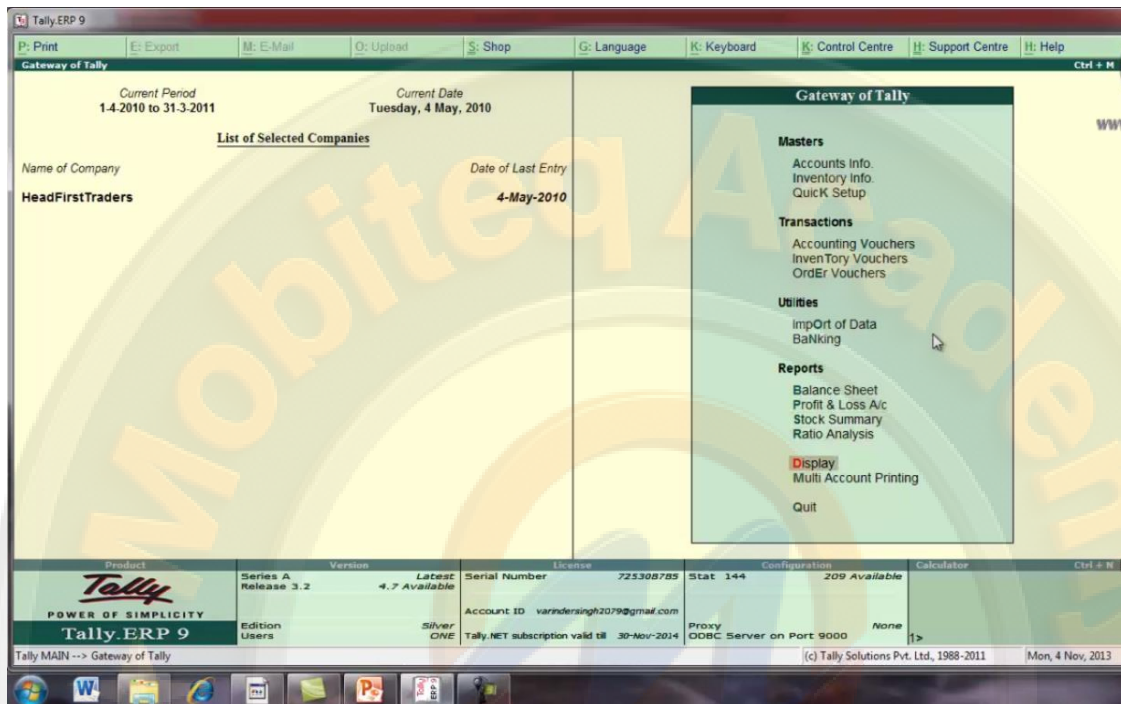
Ledger Budgets Under 'First Qr Budget' (From 1-Apr-2010 to 30-Jun-2010)		
Account Name	Type of Budget	Amount
Telephone Exp	On Closing Balance	1,200.00
Salary and Wages	On Closing Balance	1,800.00
Travelling Exp	On Closing Balance	2,500.00
Electricity Exp	On Closing Balance	2,000.00

HERE LEDGER BUDGET UNDER FIRST QR BUDGET



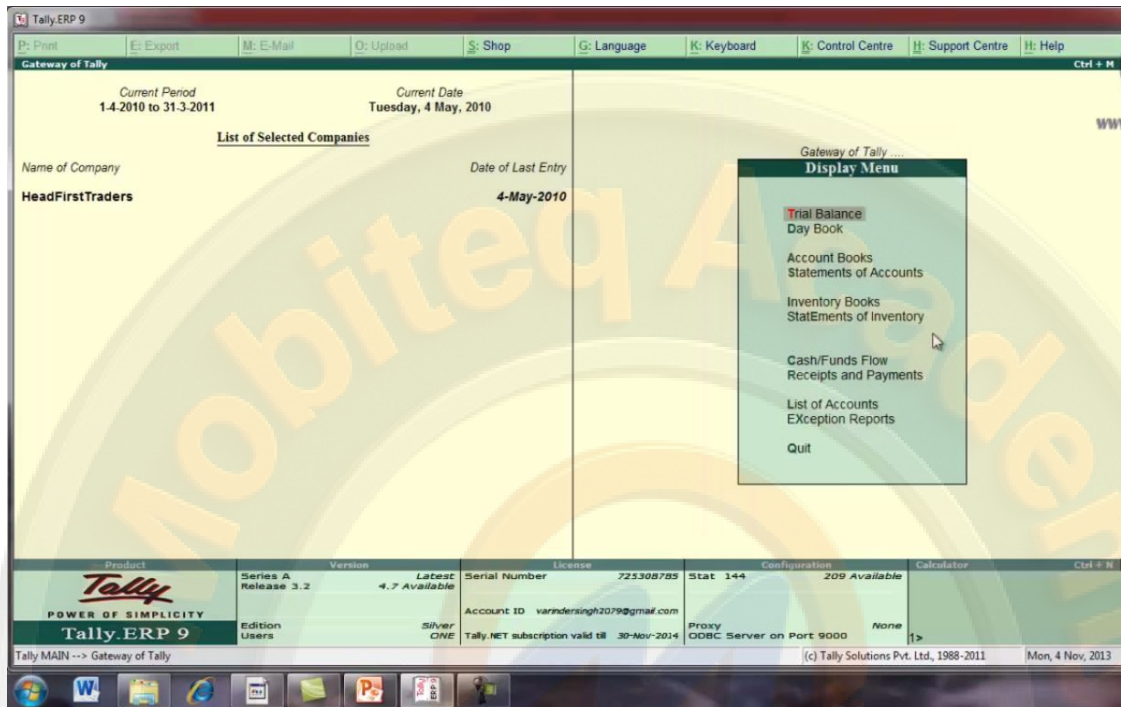
HERE PREPARED BUDGET

अब हम जानेगे की जो budget हमने बनाया था or जो actual मे exp. हुआ है उसमे क्या difference है इसके लिये यहा से display को select करे



NOW WE KNOW THE DIFFERENCE BETWEEN ACTUAL EXP AND EXPECTED EXP UNDER BUDGET. SO THAT HERE SELECT DISPLAY UNDER REPORTS MENU

display menu मे से trial balance को select करे



HERE SELECT TRIAL BALANCE

trial balance open हो जायेगा यहा से indirect expenses को select करे

Particulars	Closing Balance	
	Debit	Credit
Capital Account		35,000.00
Current Liabilities		2,01,000.00
Fixed Assets	70,000.00	
Current Assets	1,97,650.00	500.00
Sales Accounts		23,450.00
Purchase Accounts	13,500.00	
Direct Expenses	1,600.00	
Indirect Expenses	12,450.00	250.00
Diff. in Opening Balances		35,000.00
Grand Total	2,95,200.00	2,95,200.00

SELECT INDIRECT EXP

यहा पर actual exp. show हो रहे है

Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010		Closing Balance	
		Debit	Credit
Electricity Exp		3,000.00	
Office Expenses			250.00
Salary and Wages		5,000.00	
Stationary		250.00	
Telephone Exp		2,000.00	
Travelling Exp		2,200.00	
Grand Total		12,450.00	250.00

HERE ACTUAL EXP.

buton toolbar से new column buton को select करे

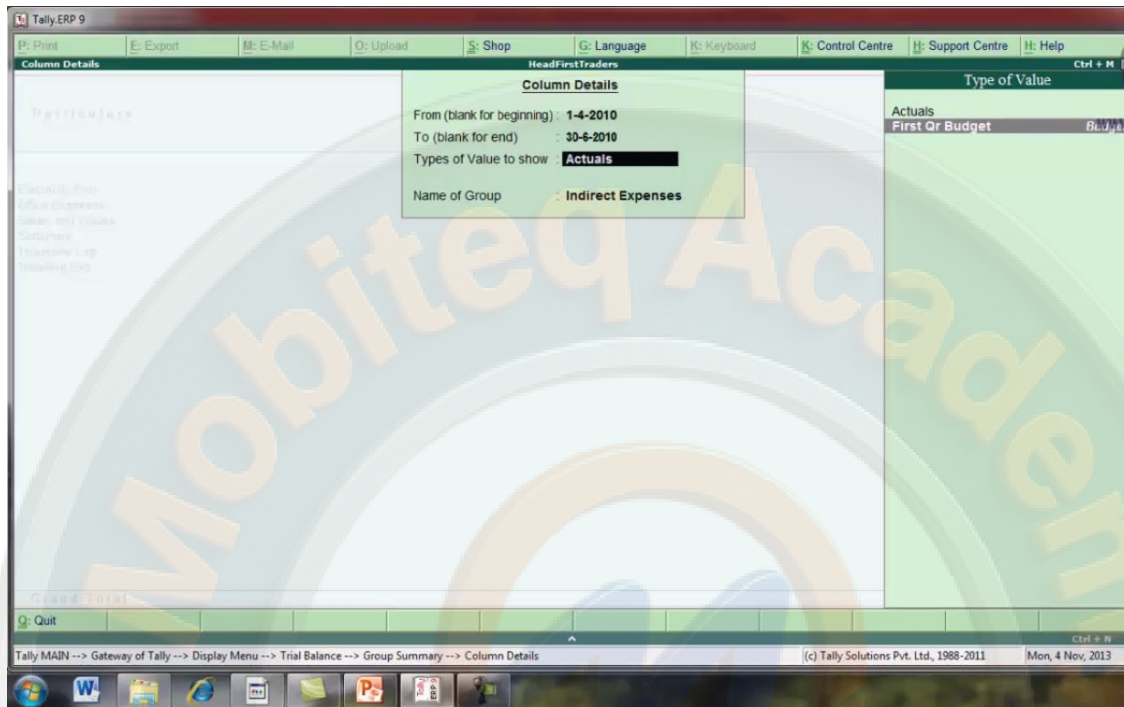
Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010	
	Debit	Credit
Electricity Exp	3,000.00	
Office Expenses		250.00
Salary and Wages	5,000.00	
Stationary	250.00	
Telephone Exp	2,000.00	
Travelling Exp	2,200.00	
Grand Total	12,450.00	250.00

Toolbar: Quit, Remove Line, Restore Line, Restore All, Space: Select

Status Bar: Tally MAIN --> Gateway of Tally --> Display Menu --> Trial Balance --> Group Summary (c) Tally Solutions Pvt. Ltd., 1988-2011 Mon, 4 Nov, 2013

SELECT NEW COLUMN BUTON

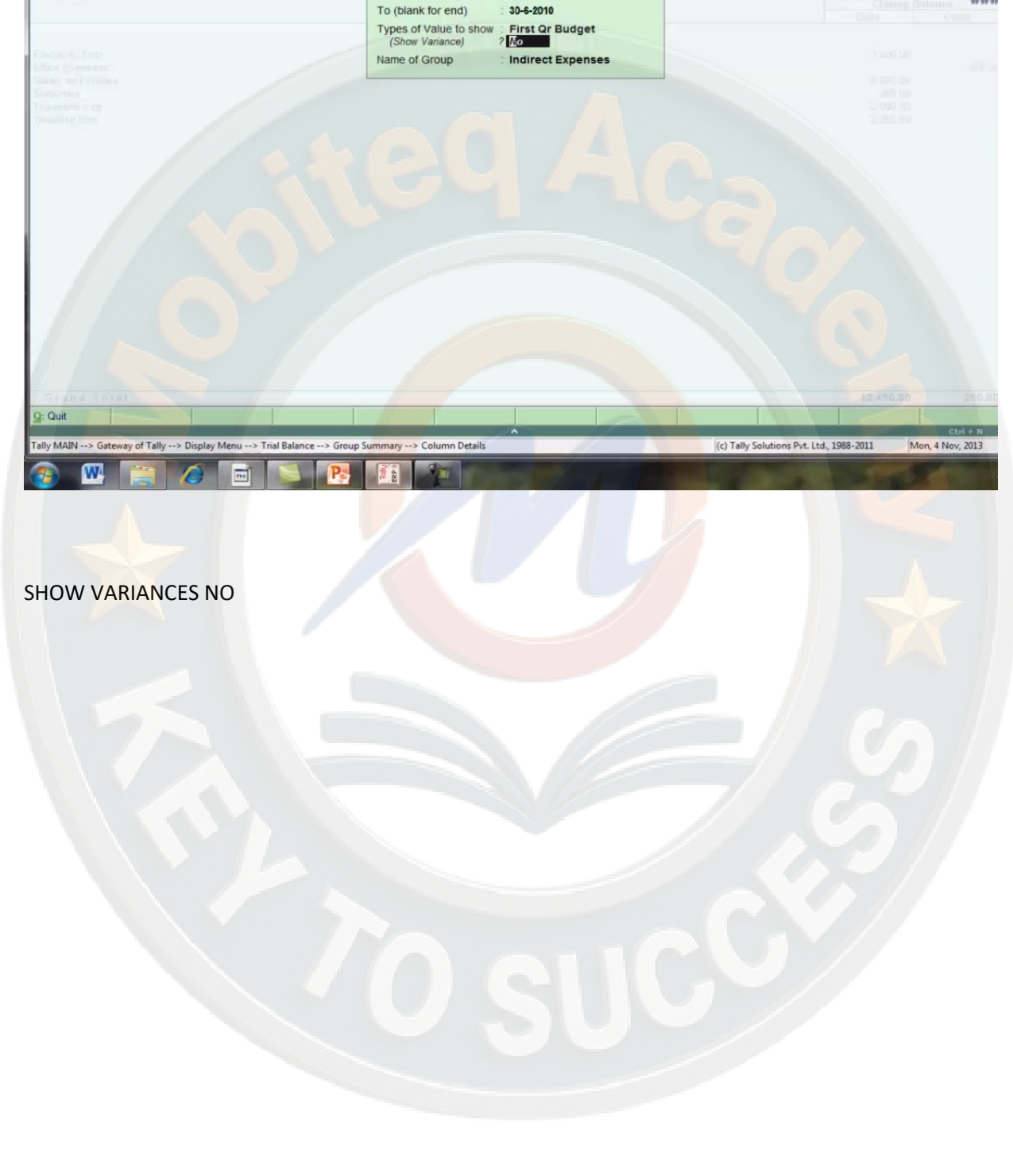
यहा पर column detail fill करे



SELECT FIRST QR BUDGET UNDER TYPE OF VALUE



SHOW VARIANCES NO



यहा पर FIRST QR BUDGET का column show होगा

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget	
	Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00	
Office Expenses		250.00		
Salary and Wages	5,000.00		1,800.00	
Stationary	250.00			
Telephone Exp	2,000.00		1,200.00	
Travelling Exp	2,200.00		2,500.00	
Grand Total	12,450.00	250.00	7,500.00	

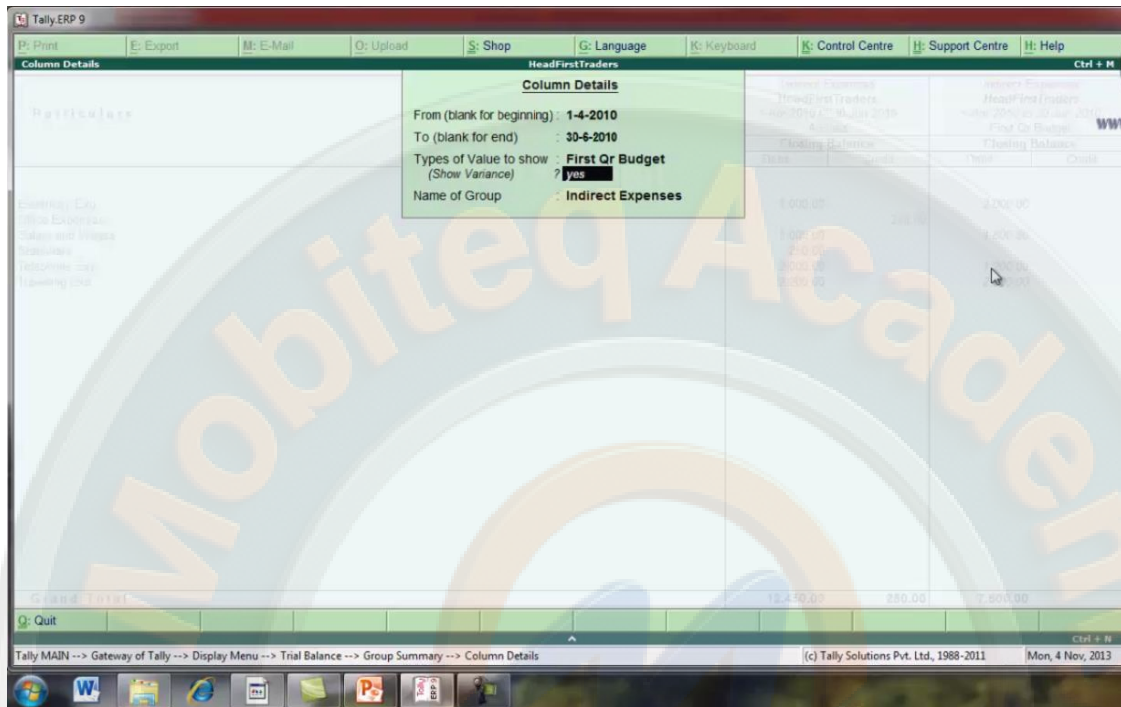
HERE ACTUAL AND FIRST QR BUDGET

यहा पर फिर से new column buton को select करे

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget	
	Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00	
Office Expenses		250.00		
Salary and Wages	5,000.00		1,800.00	
Stationary	250.00			
Telephone Exp	2,000.00		1,200.00	
Travelling Exp	2,200.00		2,500.00	
Grand Total	12,450.00	250.00	7,500.00	

SELECT NEW COLUMN BUTON

column की details को fill करे



HERE YES SHOW VARIANCE

यहा पर हमे actual exp. or expected exp मे difference show होगा

Particulars	Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 Actuals		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget		Indirect Expenses HeadFirstTraders 1-Apr-2010 to 30-Jun-2010 First Qr Budget Variance	
	Closing Balance		Closing Balance		Closing Balance	
	Debit	Credit	Debit	Credit	Debit	Credit
Electricity Exp	3,000.00		2,000.00		(-)1,000.00	(-)50%
Office Expenses		250.00				
Salary and Wages	5,000.00		1,800.00		(-)3,200.00	(-)64.00%
Stationary	250.00					
Telephone Exp	2,000.00		1,200.00		(-)800.00	(-)40.00%
Travelling Exp	2,200.00		2,500.00		300.00	12%
Grand Total	12,450.00	250.00	7,500.00		(-)4,700.00	

HERE DIFFERENCE BETWEEN ACTUAL AND FIRST QR BUDGET

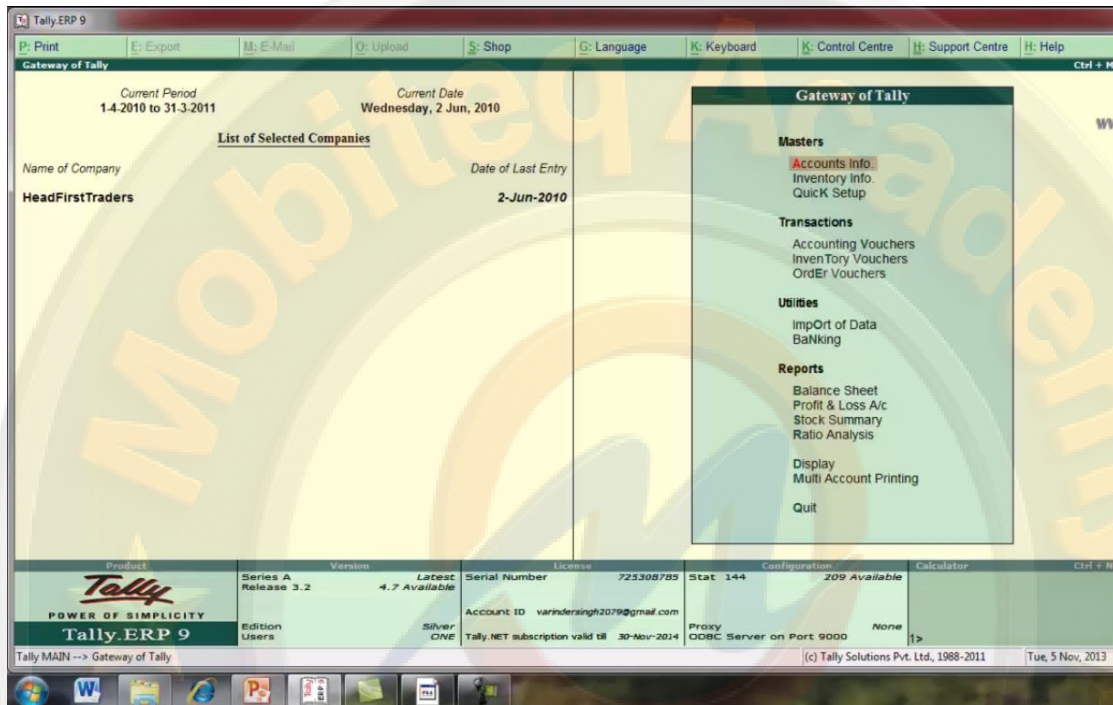
DISCOUNT

यहा हम discount को एक example के द्वारा समझेगे

HeadFirst Traders		
DISCOUNT ON PURCHASE		
1	USING SEPARATE COLUMN IN INVOICE	PURCHASED TWO HP SERIES LAPTOPS FROM CNC AND CO. (CREDITORS) AND GET DISCOUNT 5 %
2	USING DISCOUNT RECEIVED LEDGER	PURCHASED TWO LENOVO G560 LAPTOPS FROM CNC AND CO. (CREDITORS) AND GET DISCOUNT 850/-
DISCOUNT ON SALES		
1	USING SEPARATE COLUMN IN INVOICE	SOLD THREE HP SERIES LAPTOPS TO DIMPLE TRADERS AND GIVE DISCOUNT 2%.
2	USING DISCOUNT RECEIVED LEDGER	SOLD TWO LENOVO G560 LAPTOPS TO DIMPLE TRADERS AND GIVE DISCOUNT 450/-

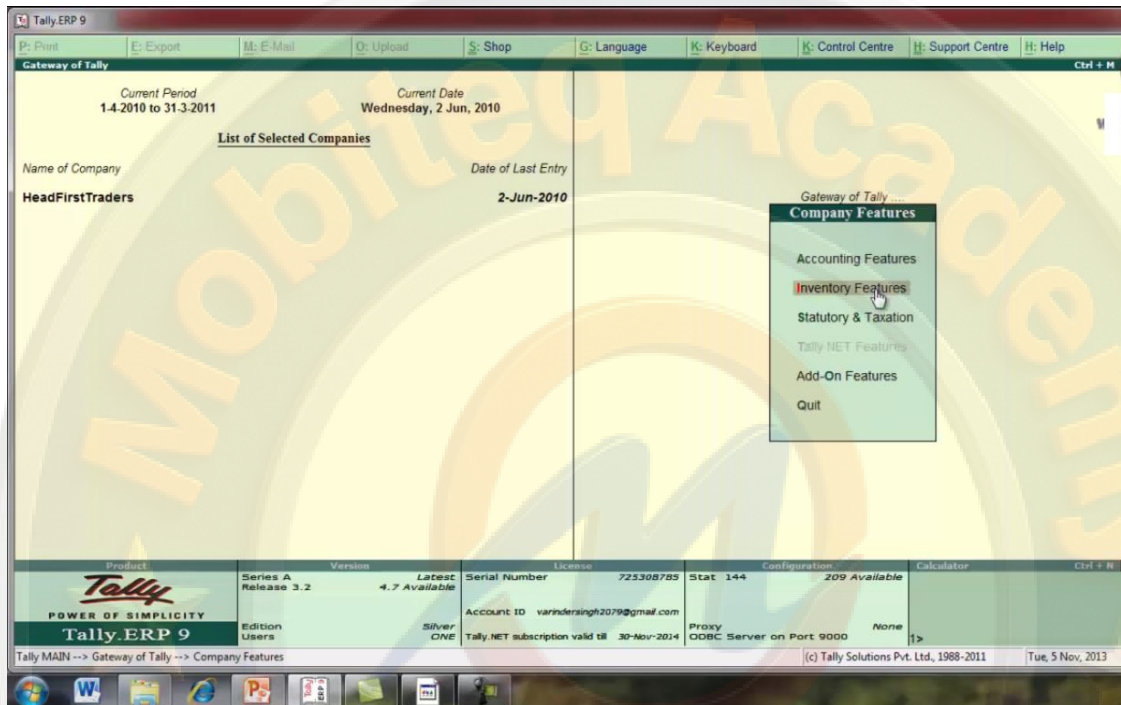
HERE EXAMPLE OF DISCOUNT

buton toolbar से features buton को select करे



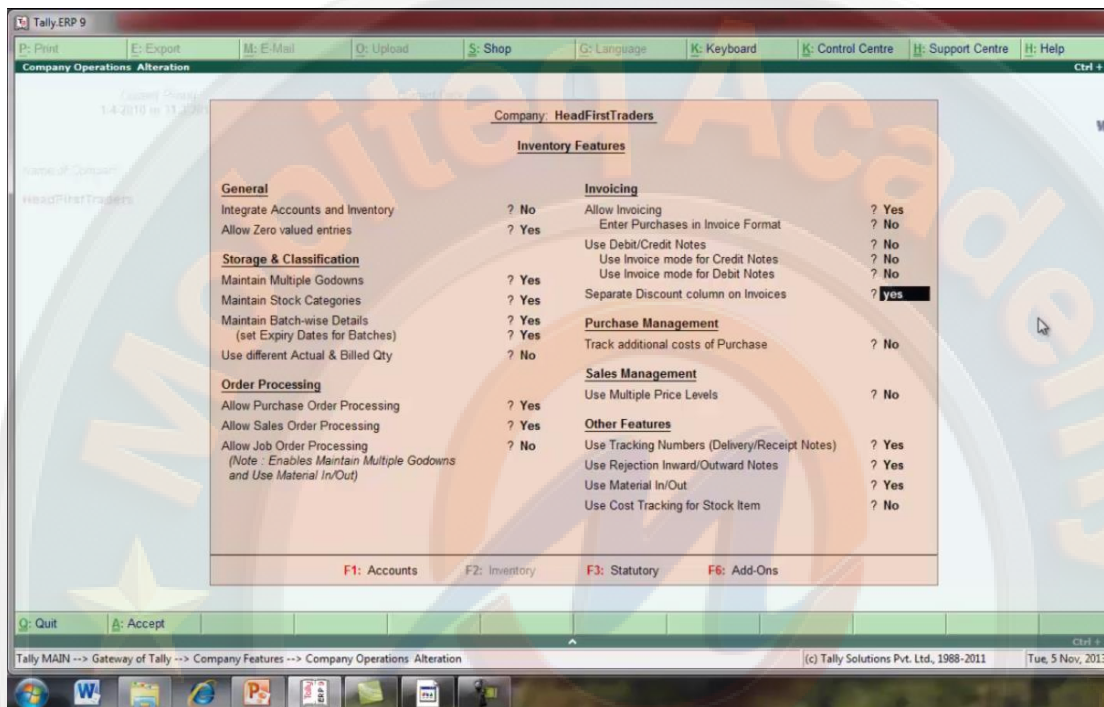
SELECT FEATURES BUTON

यहा से inventory features को select करे



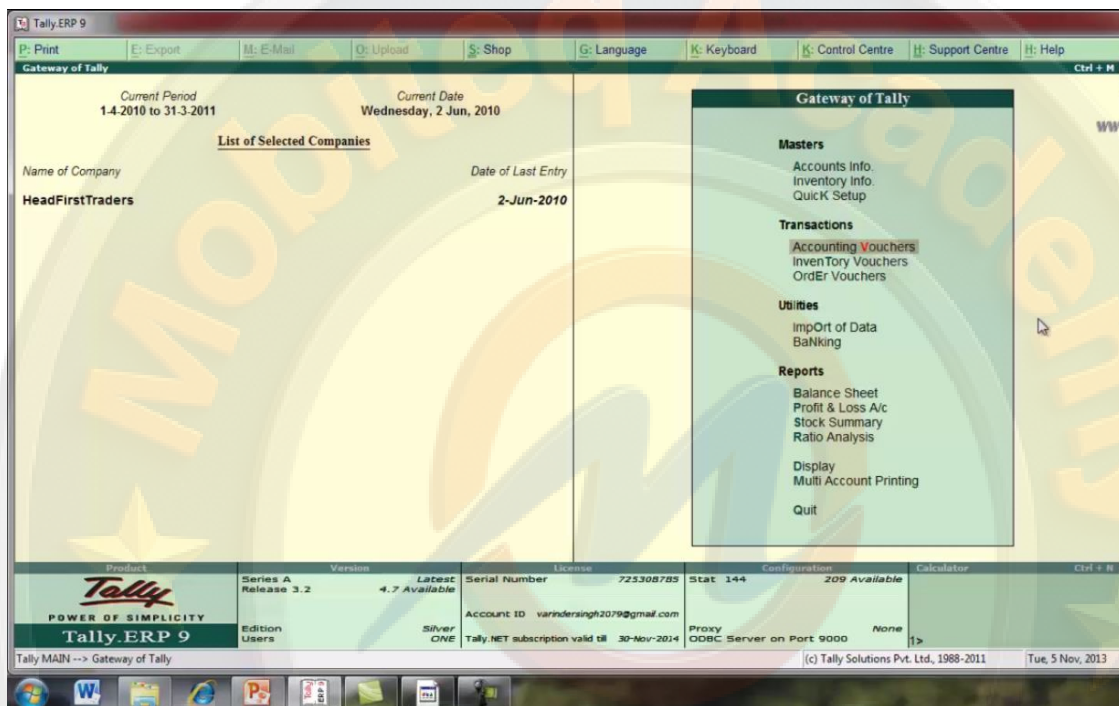
SELECT INVENTORY FEATURES

inventory features में SEPARATE DISCOUNT COLUMN ON INVOICES UNDER INVOICING को yes कर दे



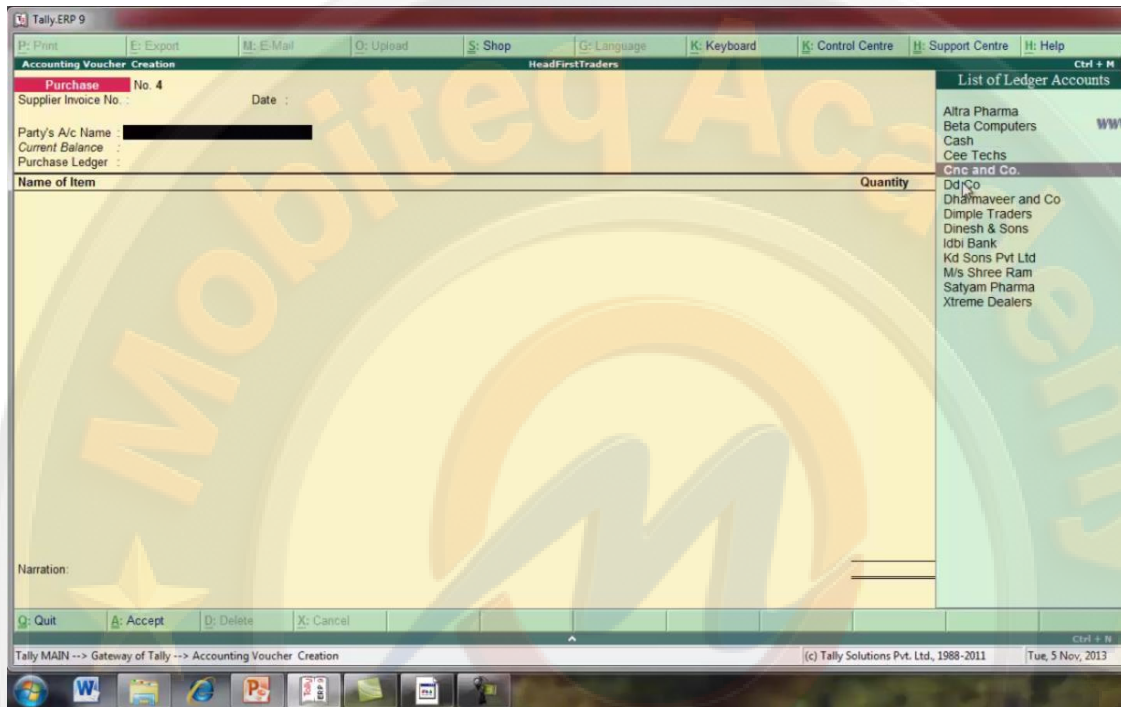
HERE YES SEPARATE DISCOUNT COLUMN ON INVOICES UNDER INVOICING

esc press करके gateway of tally मे वापिस आये or यहा से transaction के अंतर्गत accounting voucher को select करे

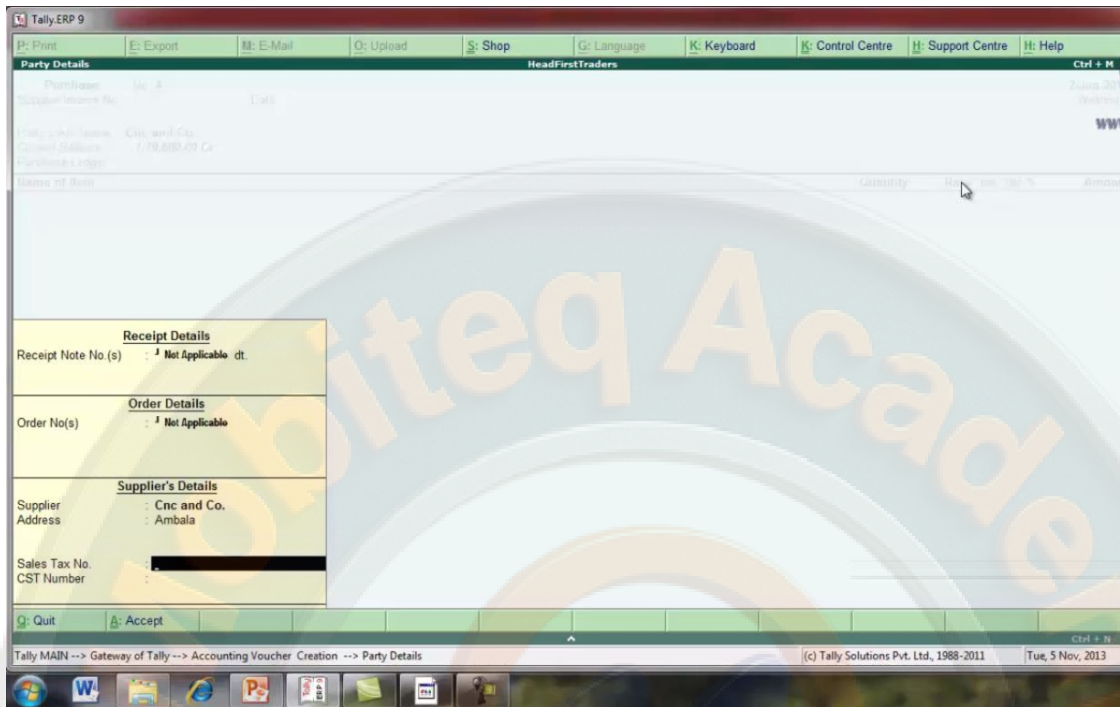


HERE WE SELECT ACCOUNTING VOUCHER UNDE TRANSACTION

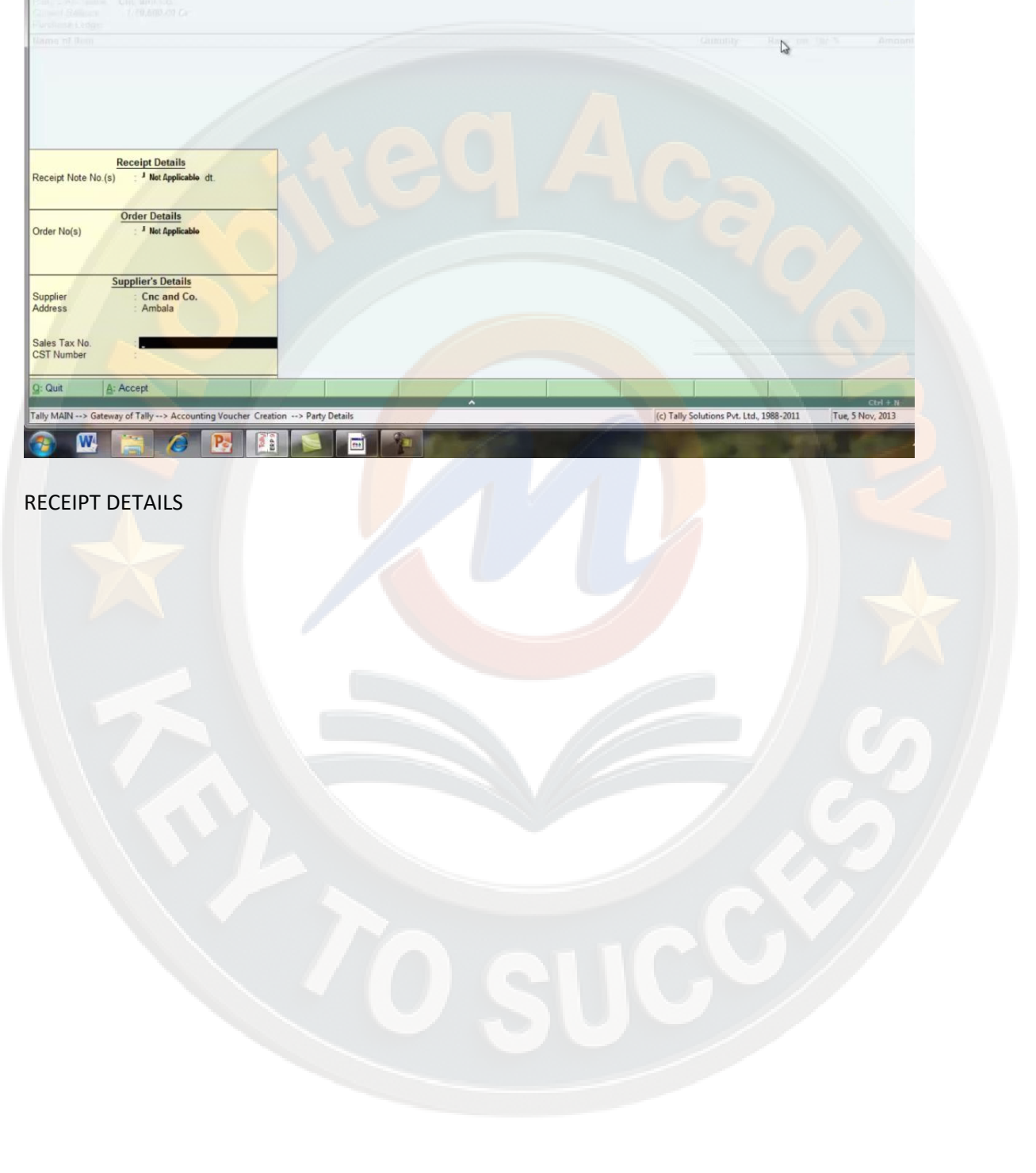
यहा पर purchase voucher create किया है

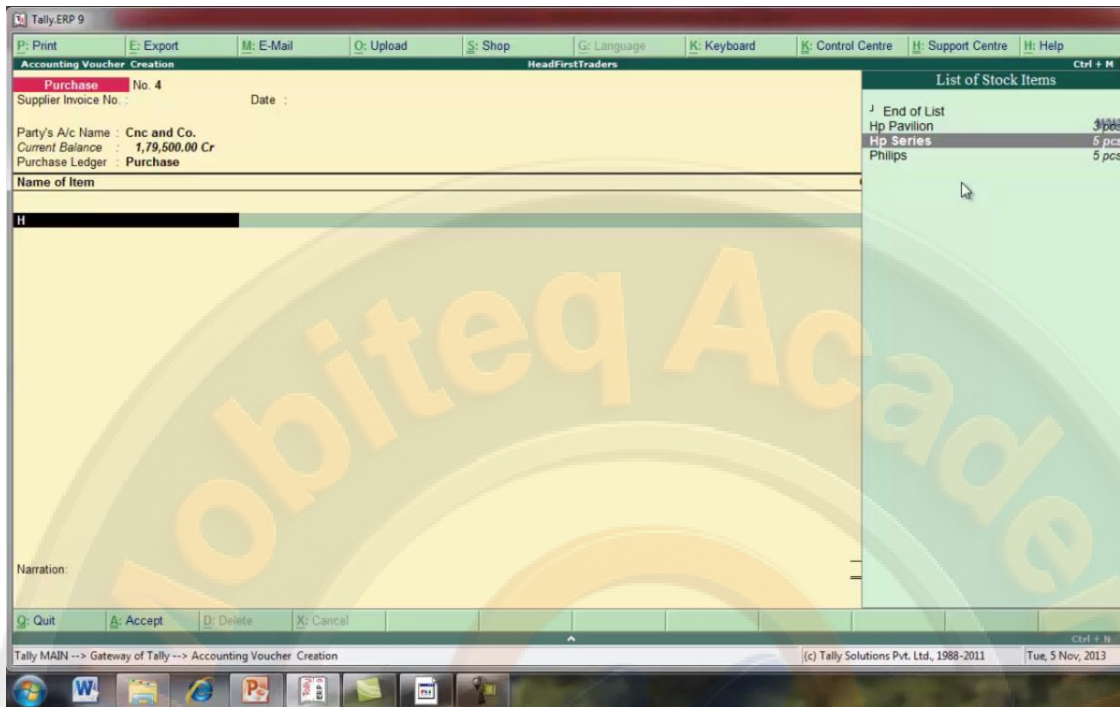


SELECT CNC AND CO.



RECEIPT DETAILS





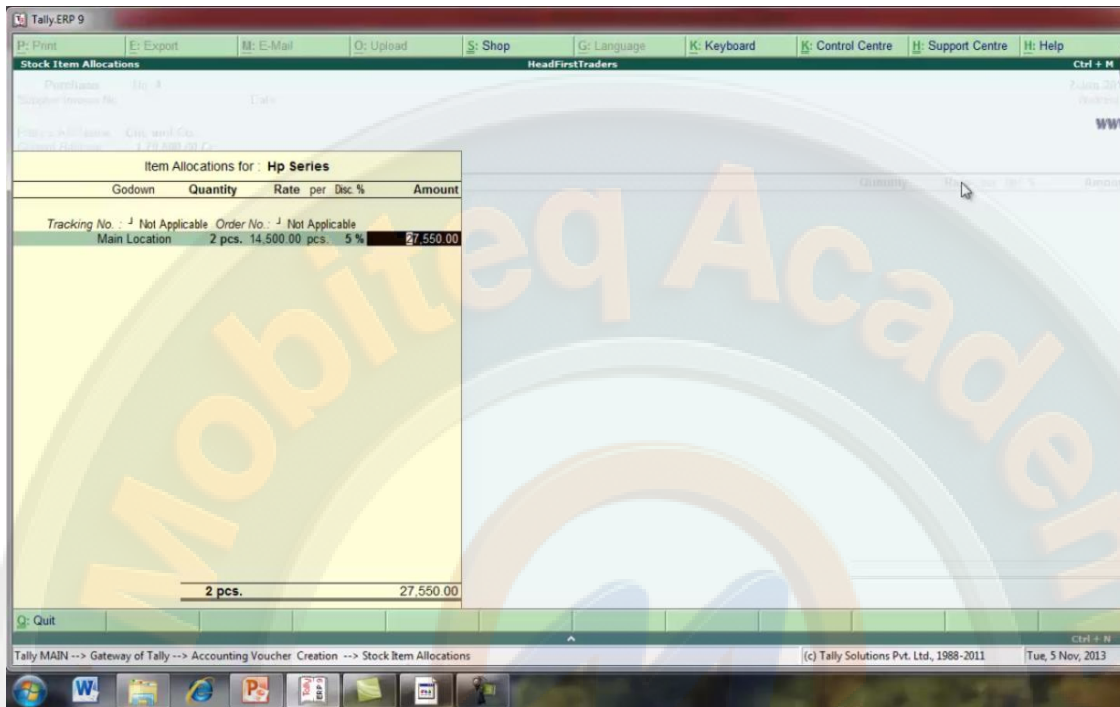
SELECT HP SERIES

Item Allocations for : Hp Series

Godown	Quantity	Rate per Disc. %	Amount
Main Location	2 pcs.	14,500.00	29,000.00
2 pcs.			29,000.00

HERE AMOUNT WITHOUT DISCOUNT

यहा पर discount के साथ amount fill करे



HERE AMOUNT WITH DISCOUNT

यहा पर purchase voucher with discount create हो जायेगा

The screenshot shows the Tally ERP 9 Accounting Voucher Creation window. The voucher is a Purchase Voucher No. 4, dated 2-Jun-2010. The supplier is Cnc and Co. with a current balance of 1,79,500.00 Cr. The purchase ledger is set to Purchase. The item list includes 2 pcs of Hp Series at a rate of 14,500.00 per pcs with a 5% discount, resulting in a total amount of 27,550.00. The narration is '2 pcs.' and there is an 'Accept?' dialog box with 'Yes' and 'No' options.

Name of Item	Quantity	Rate per	Disc %	Amount
Hp Series	2 pcs.	14,500.00	5 %	27,550.00
End of List				

Narration: 2 pcs.

Accept ?
Yes No

HERE PREPARE PUCHASE VOUCHER WITH DISCOUNT

PRICE LIST

business में day to day की dealing के लिए हमें काफी बार ऐसा करना पड़ता है कि अलग अलग customer के लिए अलग अलग rate decide करने पड़ते हैं ये depend करता है quantity पर जैसे किसी customer ने हमसे कम सामान purchase किया उसको हम retail rate charge करेंगे यदि ज्यादा quantity purchase की तो wholesale rate charge करेंगे इसके लिए हमारे पास tally में price list available है इसको हम एक example के द्वारा समझेंगे

PRICE LIST

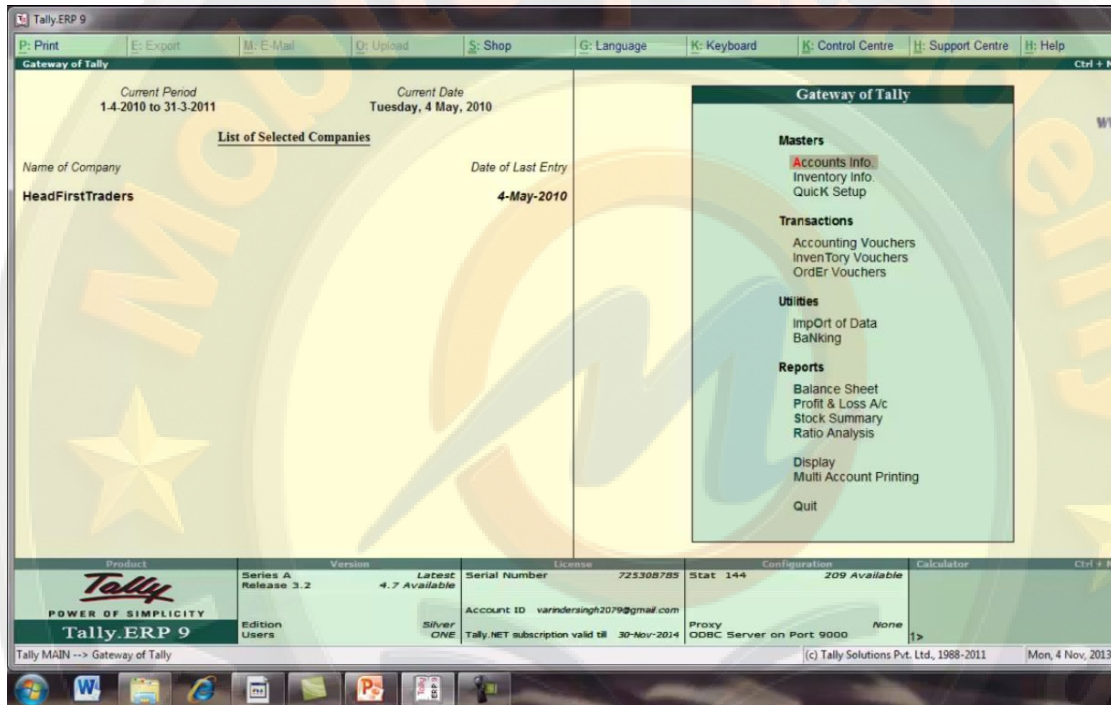
1. WE CAN DEFINE DIFFERENT PRICES FOR OUR DIFFERENT TYPES OF CUSTOMER. A RETAIL CUSTOMER IS A RETAIL CUSTOMER WE CAN CHARGE ACCORDING TO RETAIL PRICE. AND IF THE CUSTOMER BUYS QUANTITY FROM US THEN WE CAN CHARGE ACCORDING TO WHOLESALE PRICE. THIS CAN BE DONE USING PRICE LIST.

VOUCHER ENTRY FOR PRICE LIST

DD CO BUYS ONE LAPTOP FROM US AND ZENTECH CO BUYS 2 LAPTOPS FROM US WHERE AS BETA COMPUTERS BUYS 3 LAPTOPS FROM US. CUSTOMER SHOULD BE CHARGED ACCORDING TO THEIR PURCHASE.

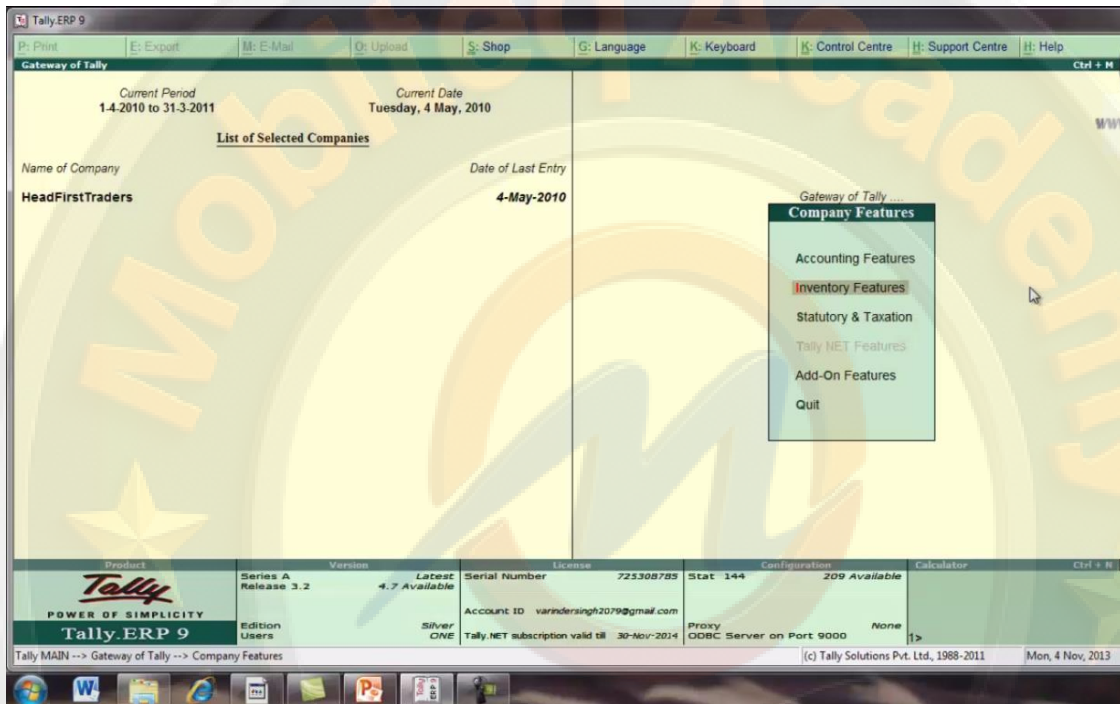
WHAT IS PRICE LIST

gateway of tally में features buton को select करे



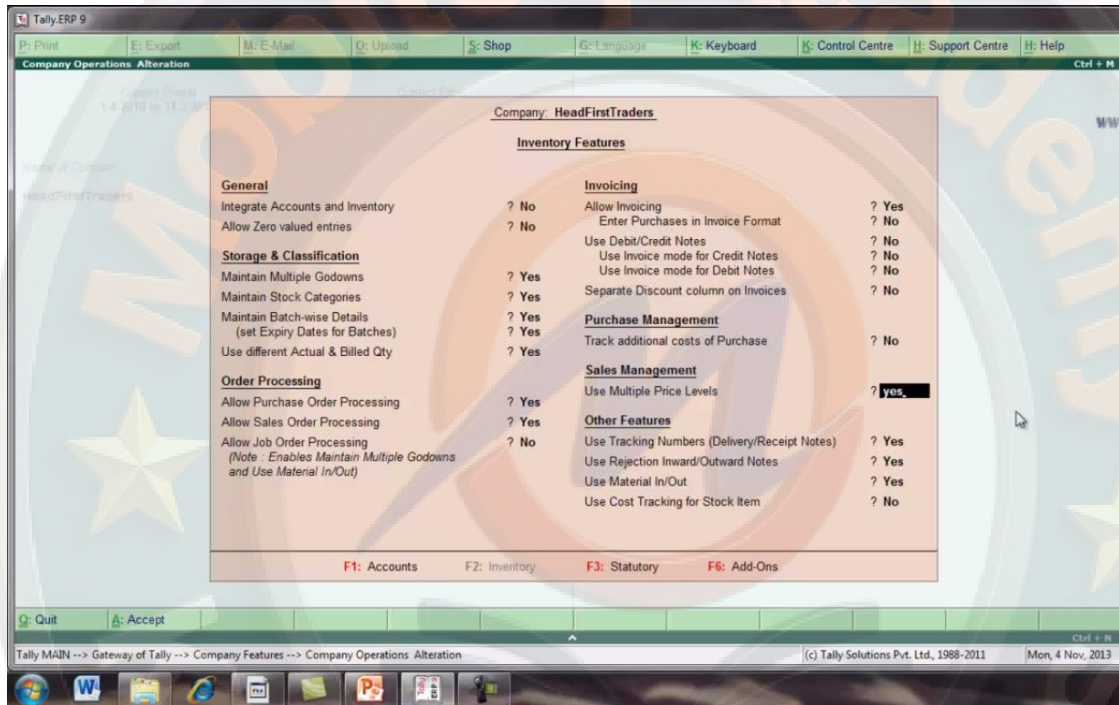
HERE SELECT FEATURES BUTON

यहा से inventory features को select करे



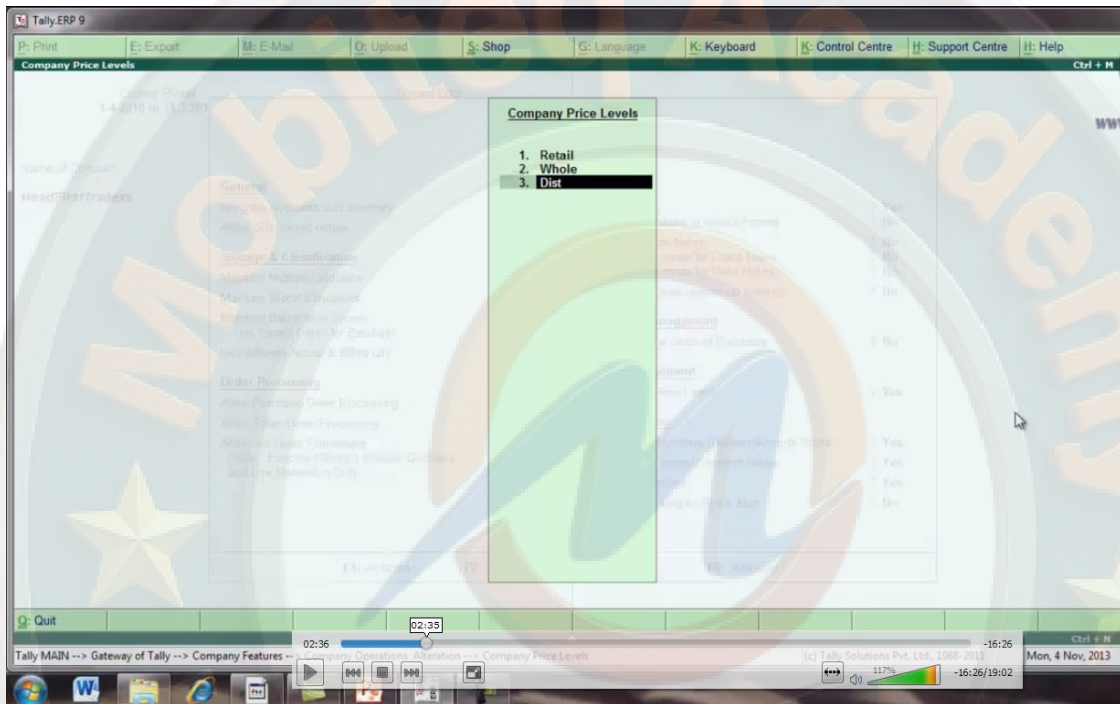
SELECT INVENTORY FEATURES

USE MULTIPLE PRICE LEVEL UNDER SALES MANAGEMENT को yes कर दे



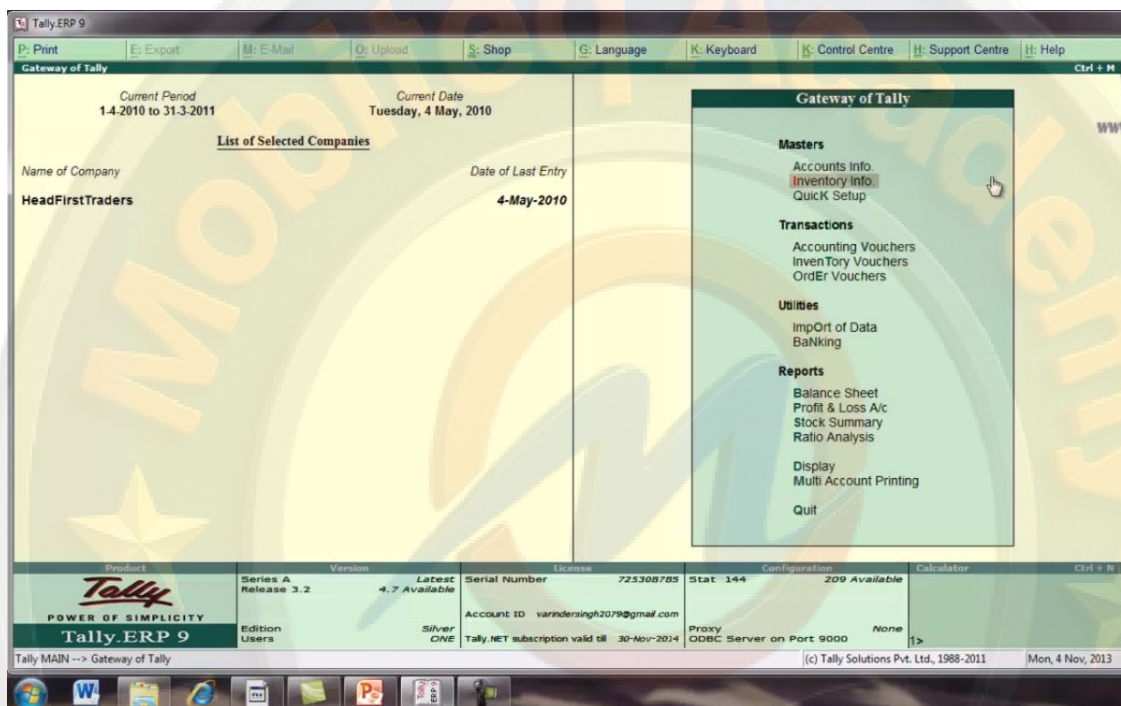
HERE YES USE MULTIPLE PRICE LEVEL UNDER SALES MANAGEMENT

यहा पर company price level उपलब्ध हो जाएगा



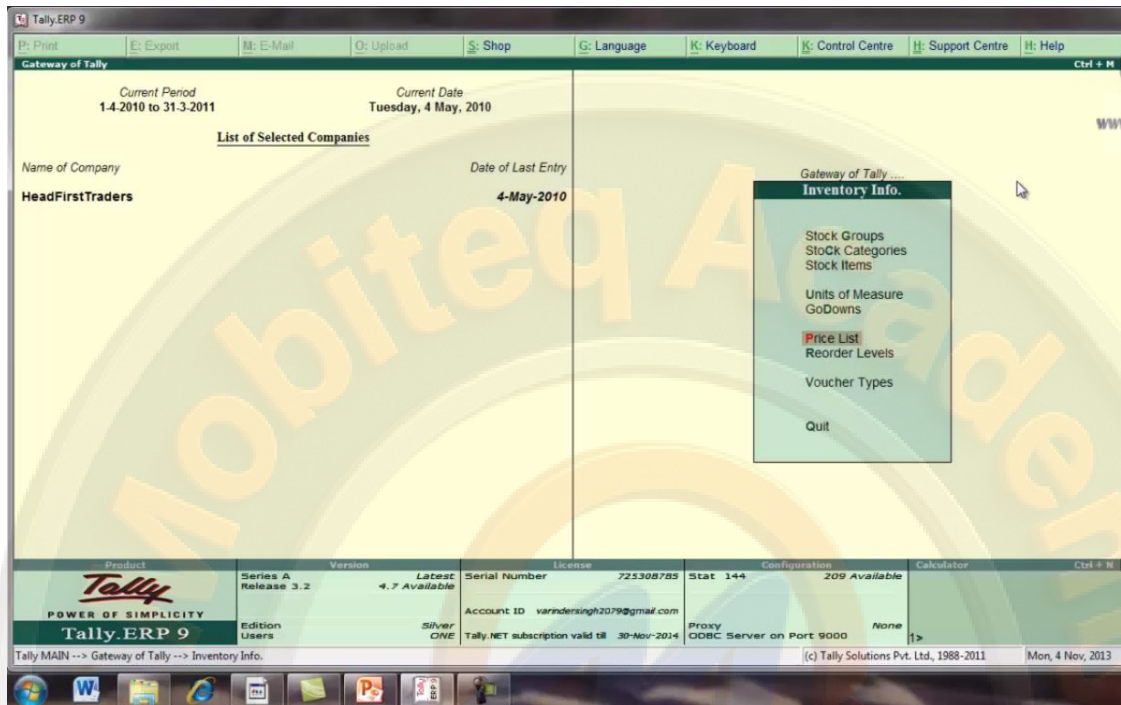
HERE PRICE LIST

gateway of tally में masters के अंतर्गत inventory info को select करे



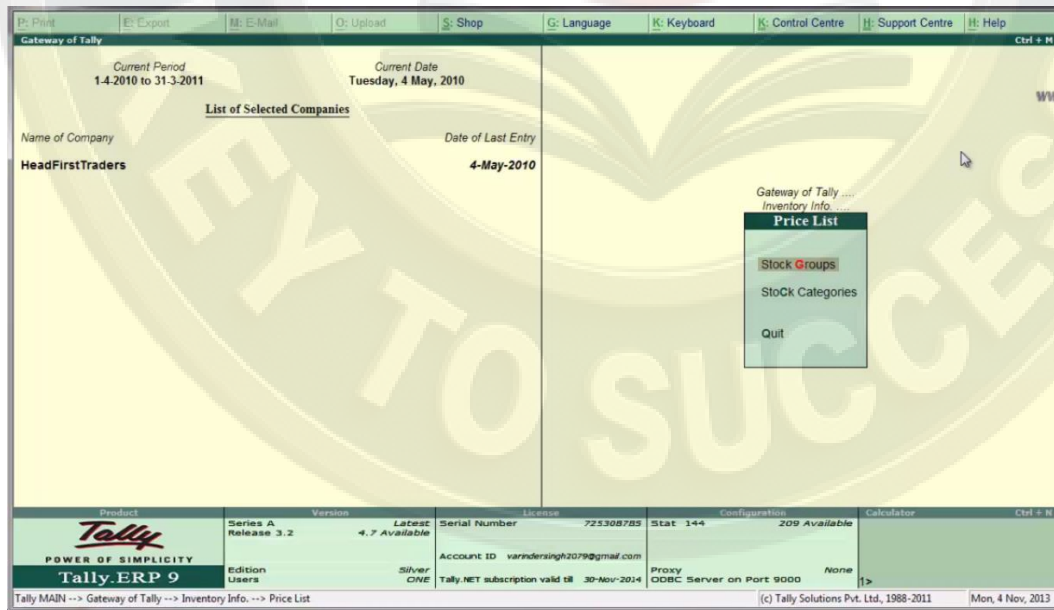
SELECT INVENTORY INFO.

यहा अब inventory info menu मे price list show हो जाएगी यहा से price list को select करे

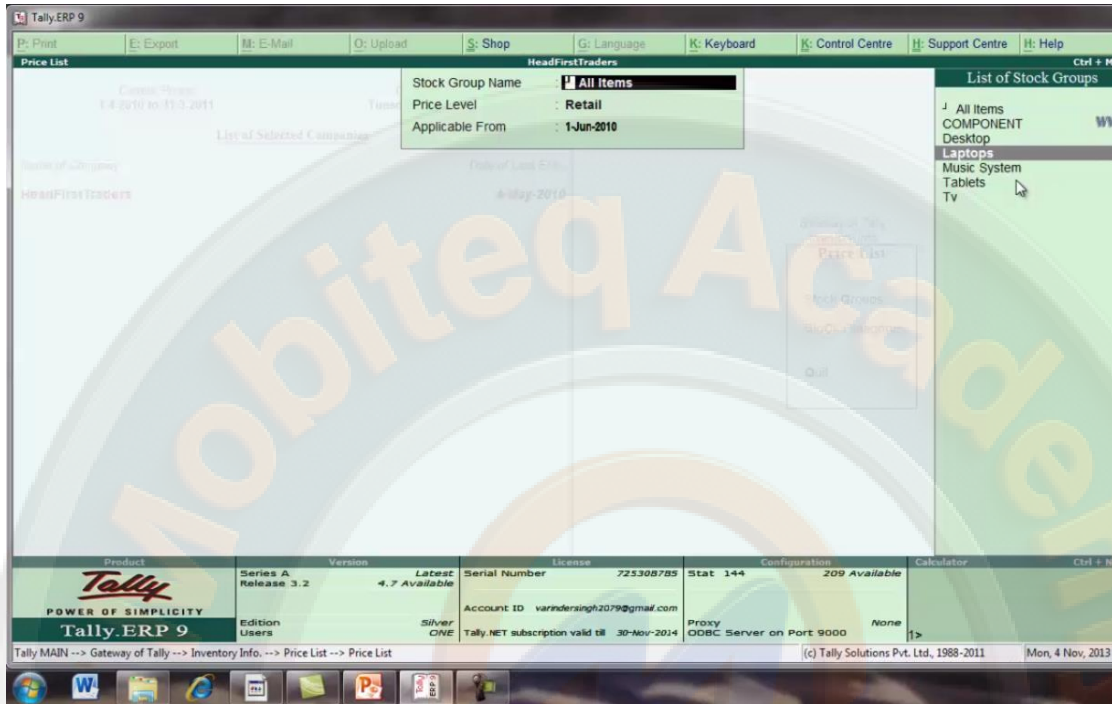


HERE AVAILABLE PRISE LIST OPTION AND SELECT PRISE LIST

यहा से stock group को select करे



SELECT STOCK GROUP



SELECT LAPTOP

enter press करे यहा पर retail price list show हो जाएगी

Tally.ERP 9

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

Price List | HeadFirstTraders | Ctrl + M

Under Group : **Laptops**

Price Level : **Retail** | Applicable From: **1-Jun-2010**

S.No.	Name of Item	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From:	Less than			Rate	Disc. %	
1.	Hp Pavillon		2 pcs	24,000.00/pcs.				19,000.00/pcs.
			5 pcs	23,000.00/pcs.				
			10 pcs	21,000.00/pcs.				
2.	Hp Series							14,500.00/pcs.
3.	Lenovo G460							16,000.00/pcs.
4.	Lenovo G560		2 pcs	23,000.00/pcs.	5 %			18,000.00/pcs.
			5 pcs	22,000.00/pcs.	6 %			
			10 pcs	20,000.00/pcs.	6 %			

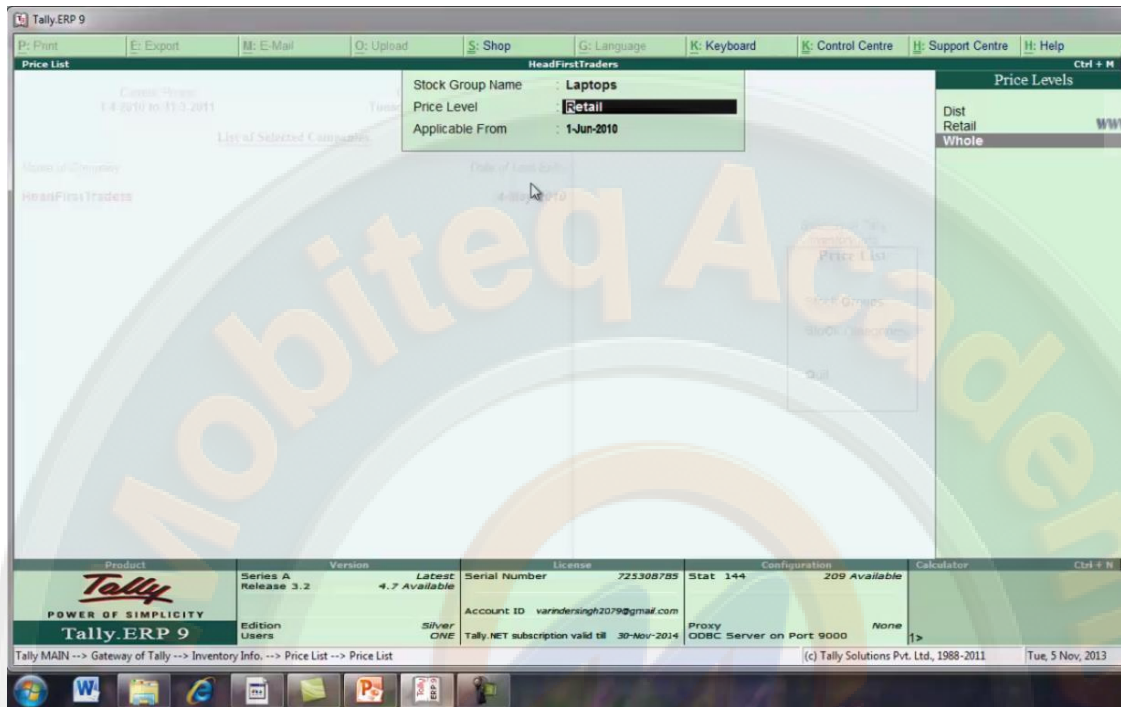
Accept ?
Yes or No

Q: Quit | Ctrl + N

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Price List --> Price List | (c) Tally Solutions Pvt. Ltd., 1988-2011 | Mon, 4 Nov, 2013

PRESS ENTER HERE SHOW PRISE LIST RETAIL

यहा से wholesale को select करे



SELECT WHOLESALE

यहा पर wholesale price list show हो जाएगी

Tally.ERP 9

Price List

Under Group : **Laptops**

Price Level : **Whole** Applicable From: **1-Jun-2010**

S.No.	Name of Item	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From	Less than			Rate	Disc. %	
1.	Hp Pavilion	20 pcs	20 pcs	20,500.00/pcs.				19,000.00/pcs.
		50 pcs	50 pcs	19,800.00/pcs.				
		100 pcs	100 pcs	19,500.00/pcs.				
2.	Hp Series							14,500.00/pcs.
3.	Lenovo G460							16,000.00/pcs.
4.	Lenovo G560							18,000.00/pcs.

Accept ?
Yes or No

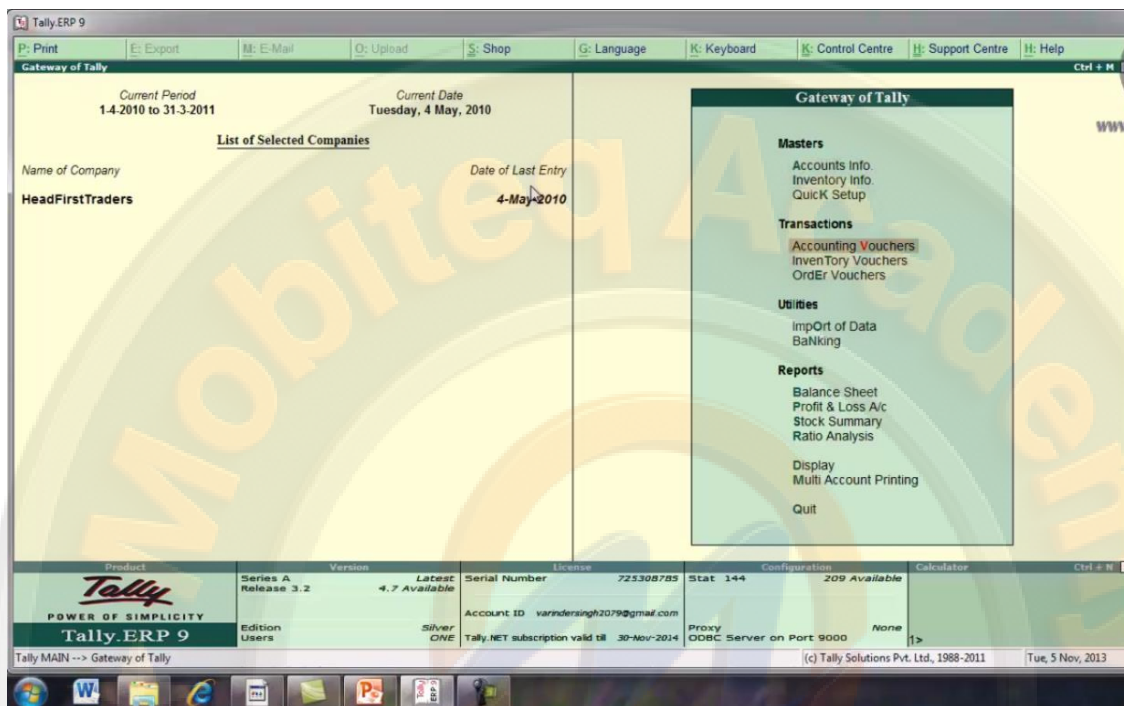
Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Price List --> Price List

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

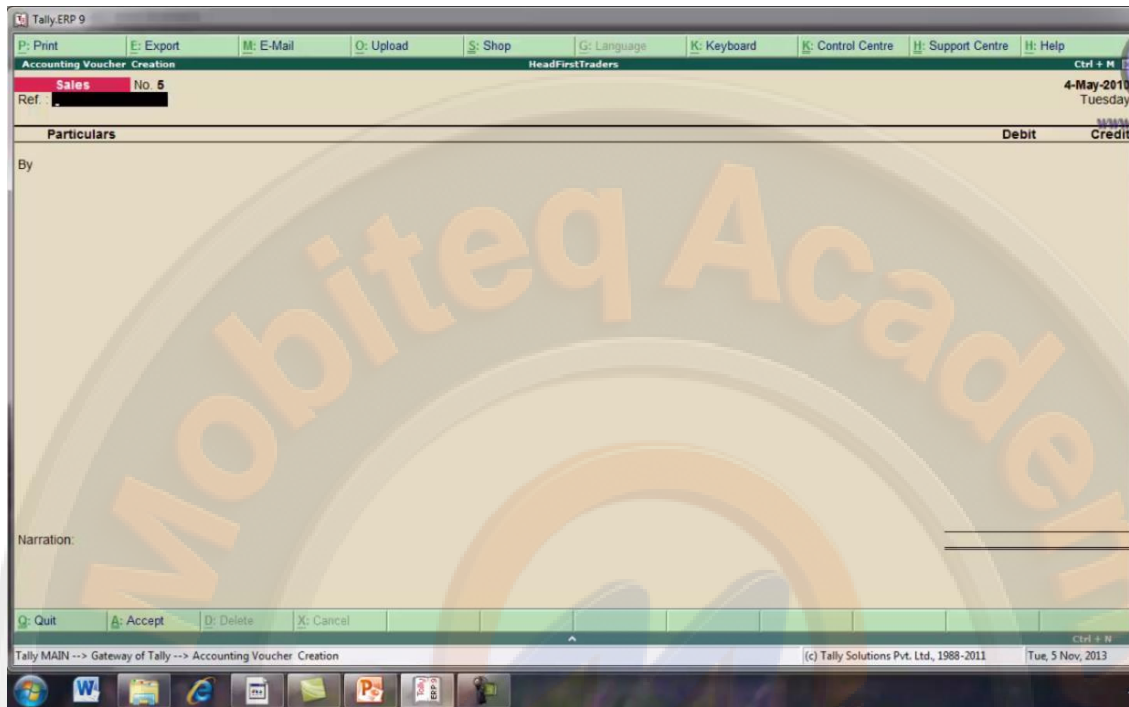
WHOLESALE PRICE LIST

esc press करके gateway of tally पर वापिस आ जाये यहा से transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND HERE SELECT ACCOUNTING VOUCHER

यहा पर ACCT INVOICE AND AS INVOICE buton show हो रहे है as invoice को select करे



HERE AVAILABLE ACCT INVOICE AND AS INVOICE AND SELECT AS INVOICE

यहां पर invoice performa उपलब्ध हो जायेगा

Tally ERP 9

Accounting Voucher Creation

HeadFirstTraders

Ref: Sales No. 5

4 May 2013 Tuesday

Party's A/c Name : HeadFirstTraders

Current Balance :

Sales Ledger :

Price Level : WWW

Name of Item	Quantity	Rate per	Amount
--------------	----------	----------	--------

Narration:

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE INVOICE PERFORMA

account invoice का प्रयोग professionals करते हैं जबकि आइटम invoice का प्रयोग तब होता है जब हम goods को sale or purchase करते हैं

**SALES INVOICE/BILL : A DOCUMENT WHICH HAS THE DETAILS OF TRANSACTIONS
ITEM NAME , PRICE , DISCOUNT AND TAX , GIVEN TO THE BUYER / DEBTOR /**

SALES INVOICE

1. ACCOUNT INVOICE

IT IS USED BY PROFESSIONALS SUCH AS DOCTORS , LAWYERS AND CONSULTANTS THEY ISSUE AN INVOICE FOR THEIR SERVICES LIKE CONSULTANCY CHARGES, PROFESSIONAL FEES, AND LEGAL FEES ETC.

2. ITEM INVOICE

IT IS USED FOR SALE OF INVENTORY ITEMS IT ALSO RECORDS DETAILS OF THE ITEMS.

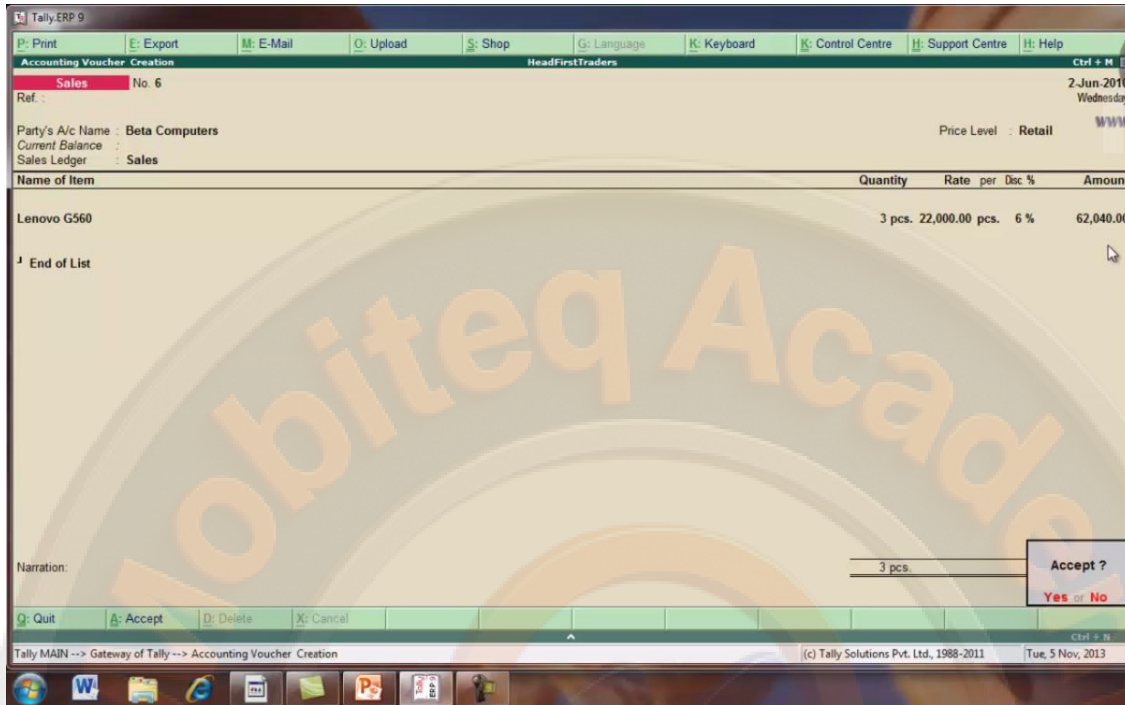
SALES INVOICE

यहाँ पर sales invoice बनाया गया है

The screenshot shows the 'Accounting Voucher Creation' window in Tally ERP 9. The window title is 'Tally.ERP 9' and the menu bar includes 'Print', 'Export', 'E-Mail', 'Upload', 'Shop', 'Language', 'Keyboard', 'Control Centre', 'Support Centre', and 'Help'. The main header displays 'Sales' and 'No. 5'. The date is '2-Jun-2010 Wednesday' and the price level is 'Retail'. The party's name is 'Dd Co' with a current balance of '12,000.00 Dr' and a sales ledger. The item list contains one entry: 'Lenovo G560' with a quantity of '1 pcs', a rate of '23,000.00 pcs.', and an amount of '23,000.00'. The window ends with 'End of List'. A 'Narration' field is empty. At the bottom, there is a confirmation box asking 'Accept?' with 'Yes' and 'No' options. The status bar shows 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation' and '(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013'.

Name of Item	Quantity	Rate per	Amount
Lenovo G560	1 pcs.	23,000.00 pcs.	23,000.00

HERE ACCOUNTING VOUCHER CREATION DD CO.



HERE ACCOUNTING VOUCHER CREATION BETA COMPUTER

ZERO VALUE

जब stock या inventory को free sample, free gift के रूप में issue करते हैं तब हम ऐसे stock को tally में zero value से replace करते हैं जब हम बिना value के entries करते हैं तो ऐसी entries को zero value entries कहते हैं ऐसी entry सिर्फ inventory books को reflect करती है accounting books को reflect नहीं करती zero valued entries को हम एक example द्वारा समझेंगे

ZERO VALUED ENTRIES

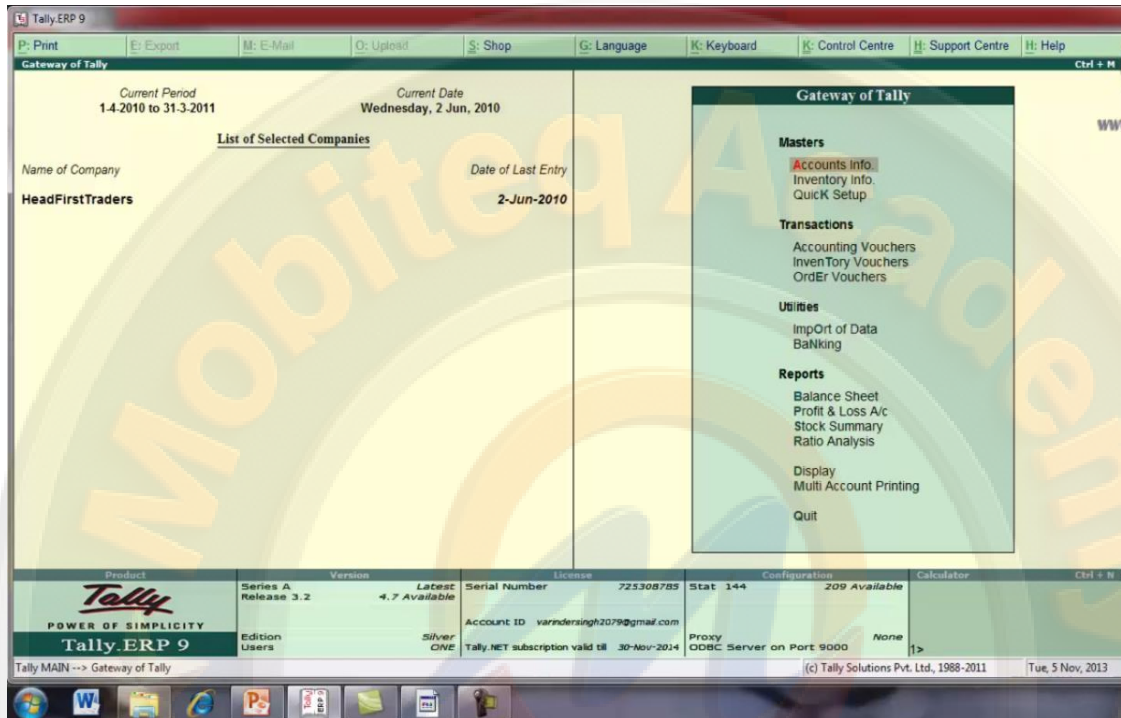
1. WHEN WE ISSUE STOCK / INVENTORY AS A FREE SAMPLE , FREE GIFT OR FREE REPLACEMENTS THEN WE ENTER ZERO VALUE (AMOUNT) OF THIS ISSUED STOCK. THESE ENTRIES REFLECT IN ONLY INVENTORY BOOKS AND DO NOT REFLECT ACCOUNTING BOOKS
2. THESE ENTRIES ARE USED IN SALE AND PURCHASE VOUCHERS ONLY.

VOUCHER ENTRY FOR ZERO VALUES ENTRIES

GIFT HAS BEEN GIVEN 1 SONY 19" TV FREE WITH THE SALE OF 5 SONY TV's 19" TO XTREME DEALER , KARNAL TO APPRICIATE THEIR PERFORMANCE IN SALES OF JUNE 2010.

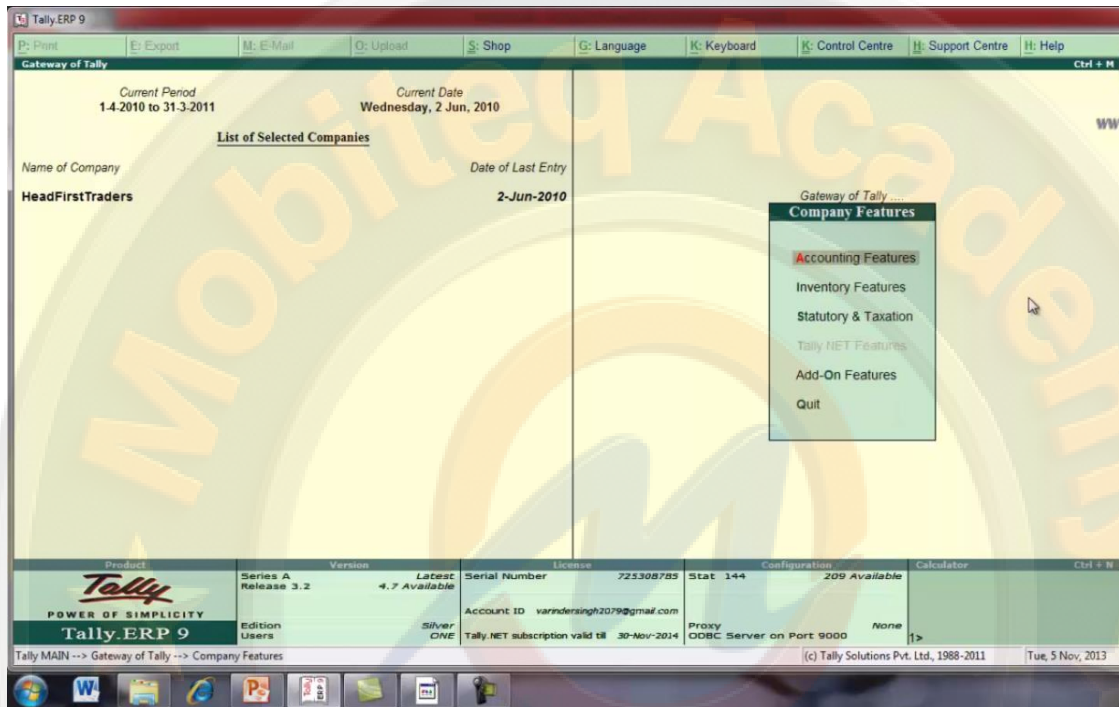
WHAT IS ZERO VALUED

gateway पफ tally मे features buton को select करे



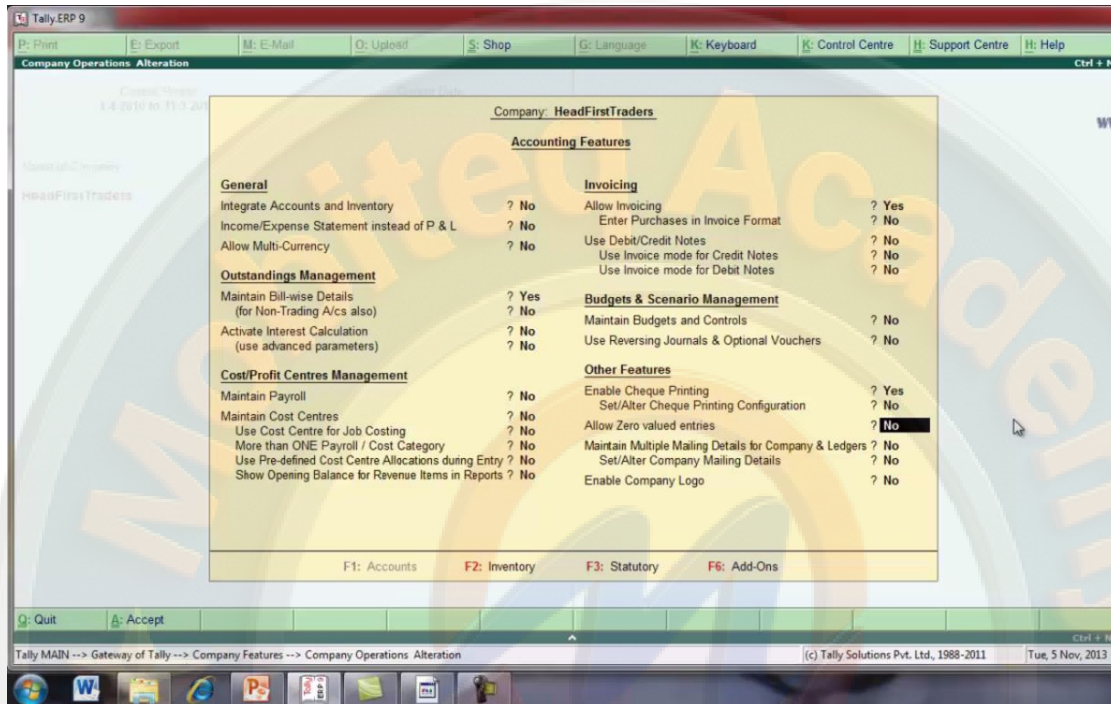
SELECT FEATURES BUTON

यहाँ से accounting features को select करें



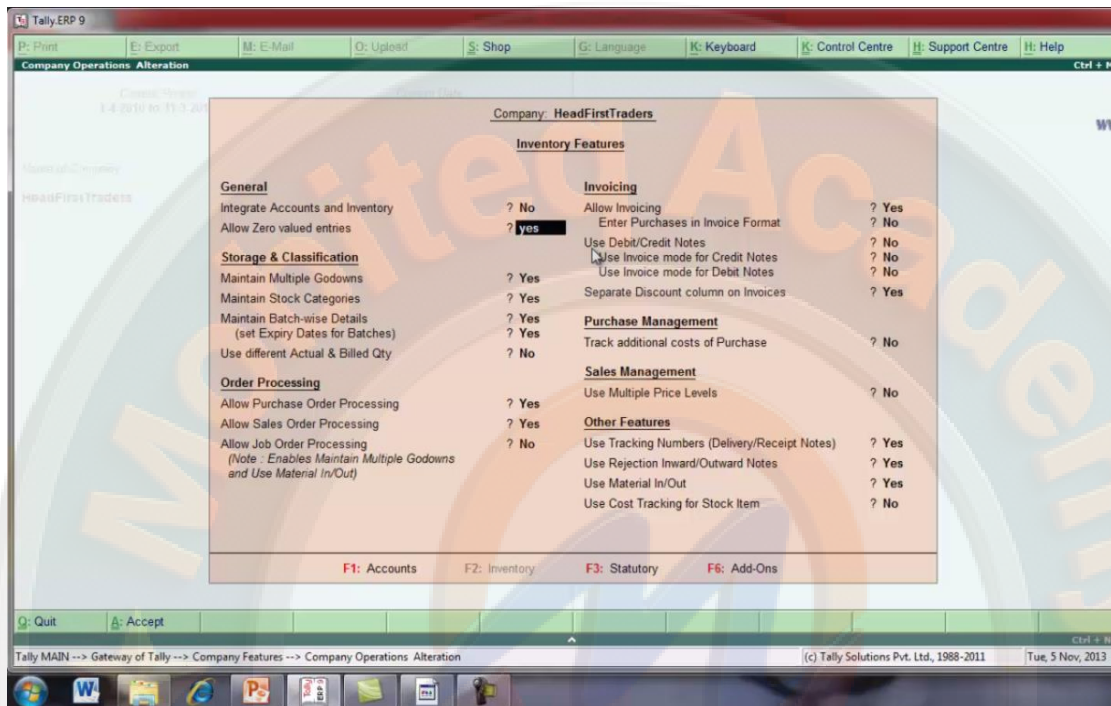
SELECT ACCOUNTING FEATURES

ALLOW ZERO VALUE ENTRIES UNDER OTHER FEATURES को yes कर दे



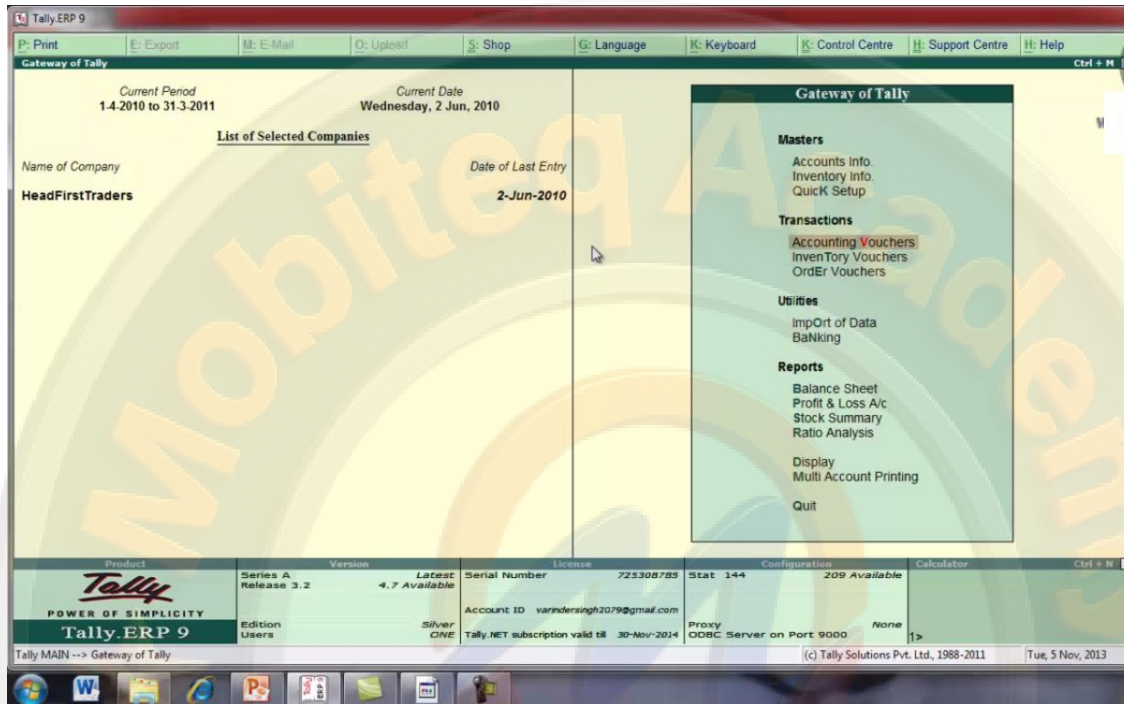
YES ALLOW ZERO VALUE ENTRIES UNDER OTHER FEATURES

या फिर F2 को press करें or ALLOW ZERO VALUE ENTRIES को yes कर दें



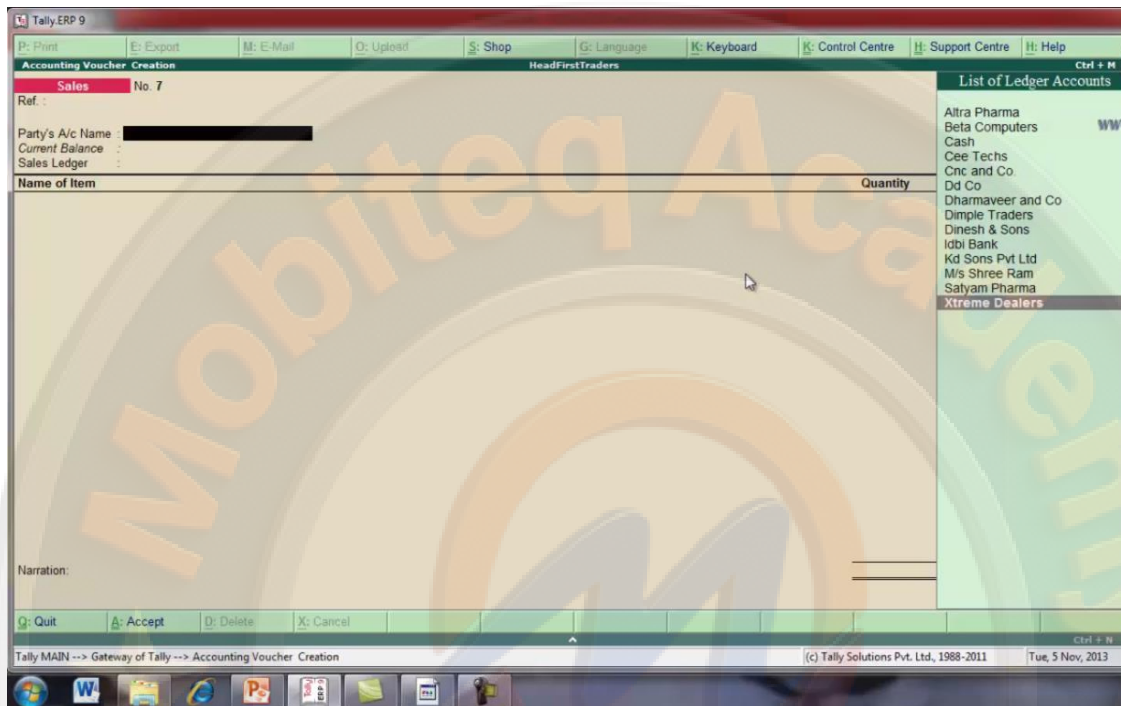
OR PRESS F2 THEN YES ALLOW ZERO VALUE ENTRIES

esc press करके gateway of tally मे त्रन्सक्तिओन के अंतर्गत accounting voucher को select करे



SELECT ACCOUNTING VOUCHERS

sales voucher को select करें or according to example sales voucher को fill करें



SELECT SALES VOUCHER AND SELECT PARTY NAME

यहा पर despatch details fill करे

The screenshot shows the 'Party Details' form in Tally ERP 9. The form is divided into several sections:

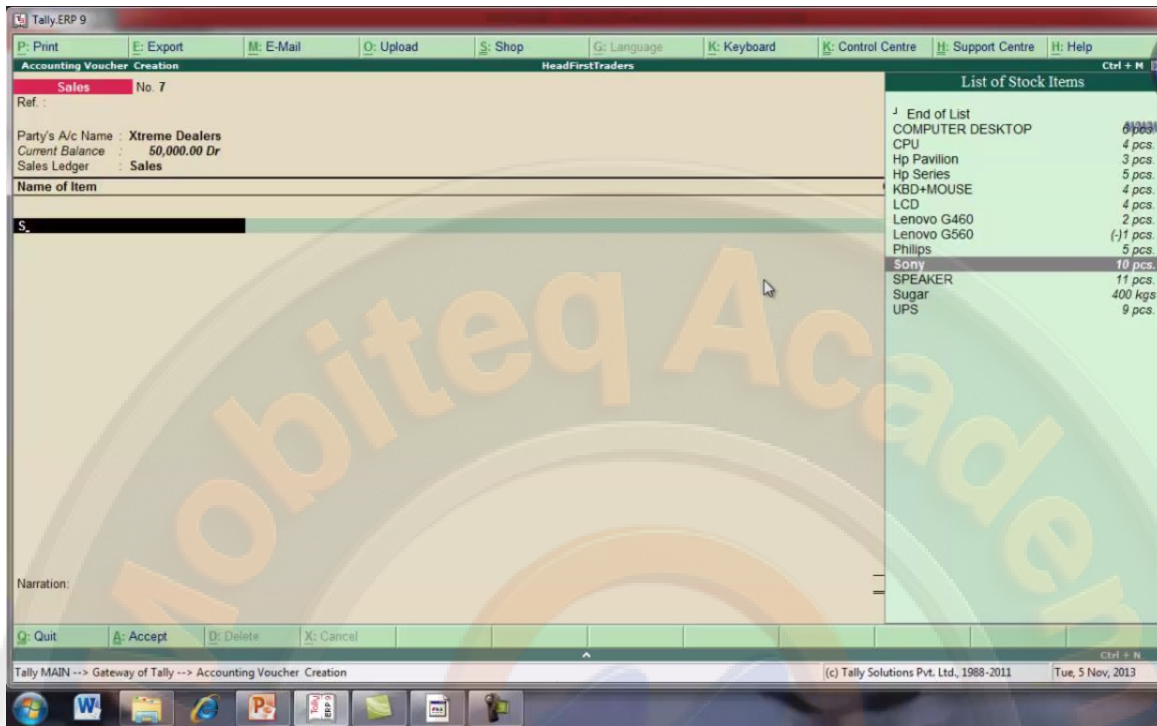
- Party Details:** Includes fields for Name, Date, Party Type, Current Balance, Sales Location, and Terms of Item.
- Despatch Details:** Includes Delivery Note No(s), End of List, Despatch Doc. No., Despatched through, and Destination.
- Order Details:** Includes Order No(s), End of List, Mode/Terms of Payment, Other Reference(s), and Terms of Delivery.
- Buyer's Details:** Includes Buyers Address (Xtreme Dealers), Sales Tax No., and CST Number.

The form is currently in a 'Fill' state, with a mouse cursor pointing to the 'Despatch Details' section. The status bar at the bottom indicates the current path: Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Party Details. The footer shows the copyright information: (c) Tally Solutions Pvt. Ltd., 1988-2011, Tue, 5 Nov, 2013.

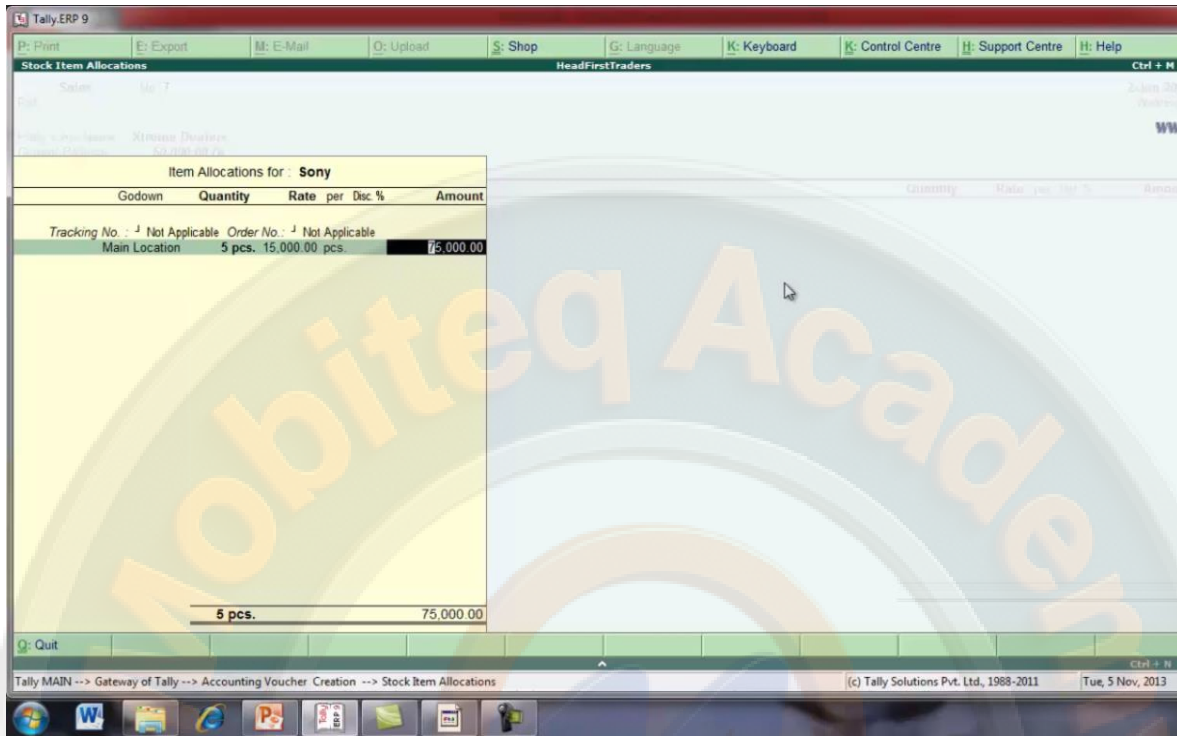
HERE

DESPATCH DETAILS

यहा से sony टीवी select करे

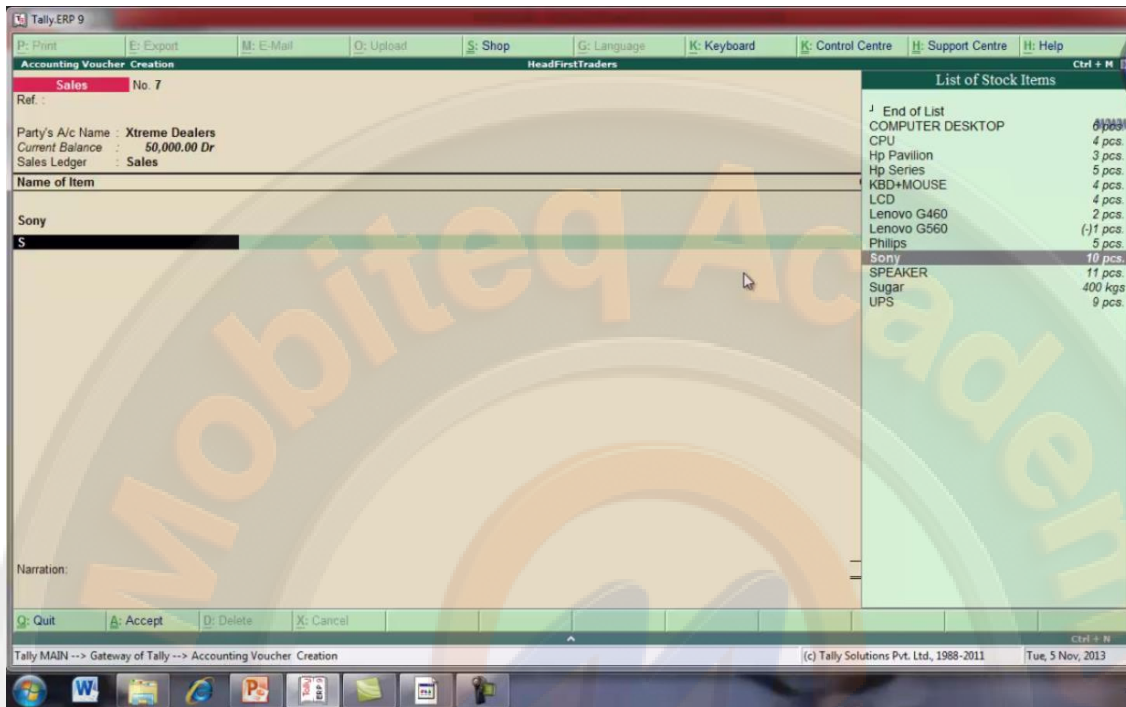


HERE SELECT SONY TV 19 PCS

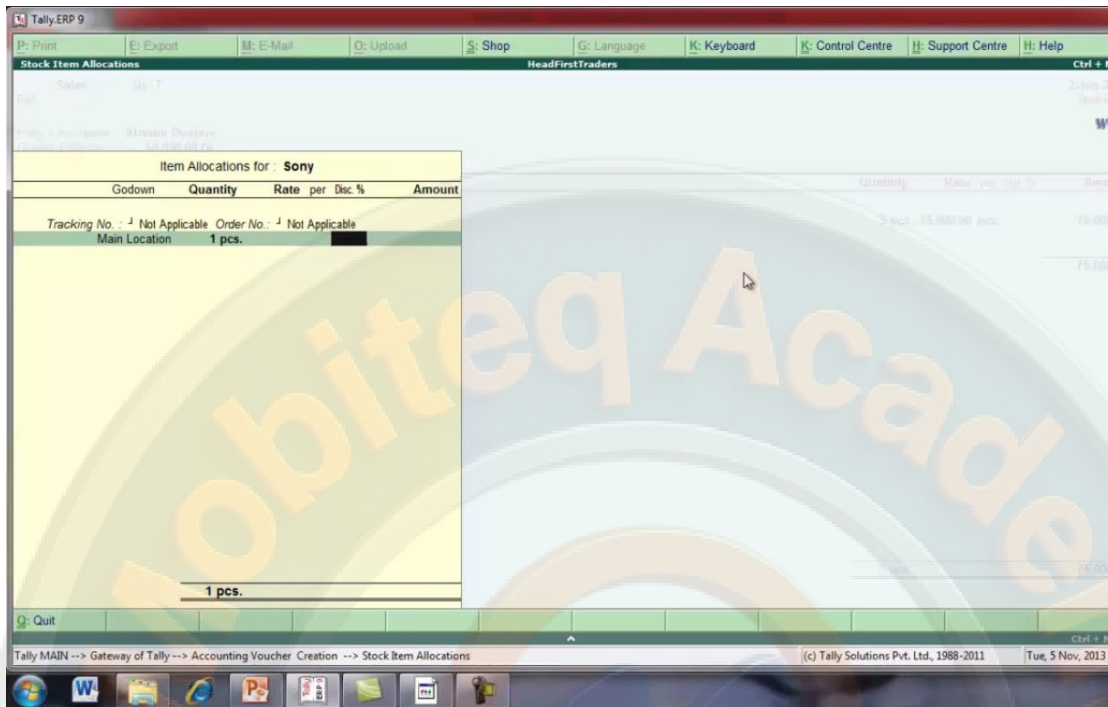


HERE ITEM ALLOCATION FOR SONY

फिर से sony टीवी को select करे

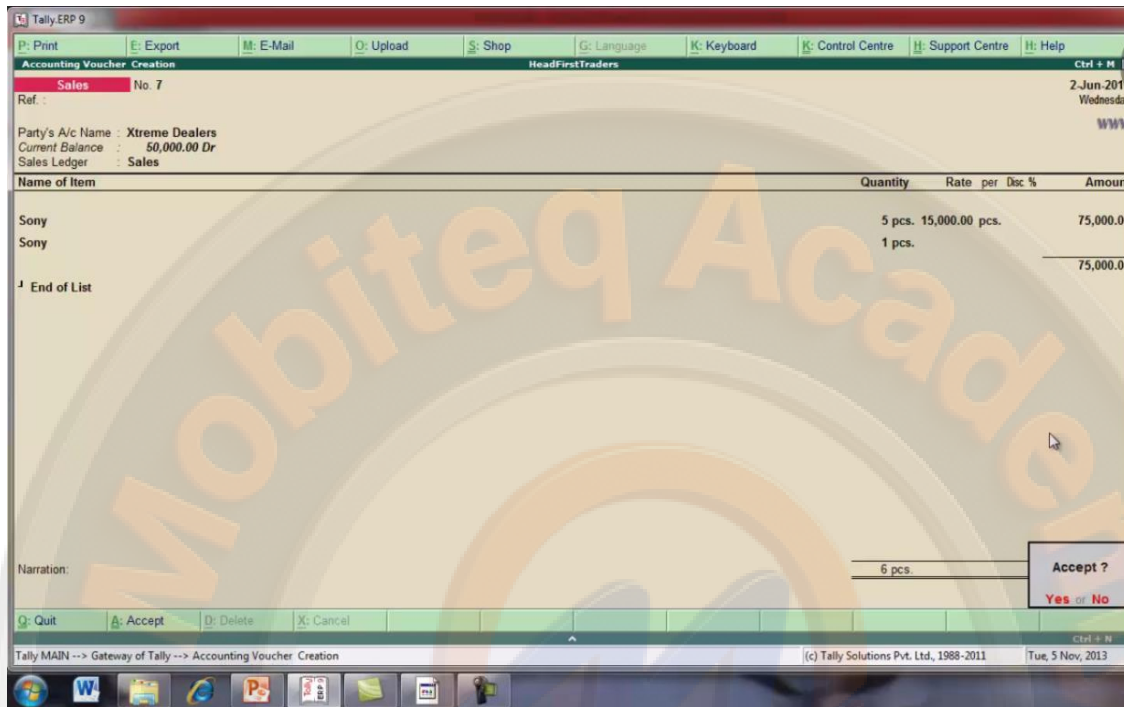


SELECT AGAIN SONY TV 19 PCS



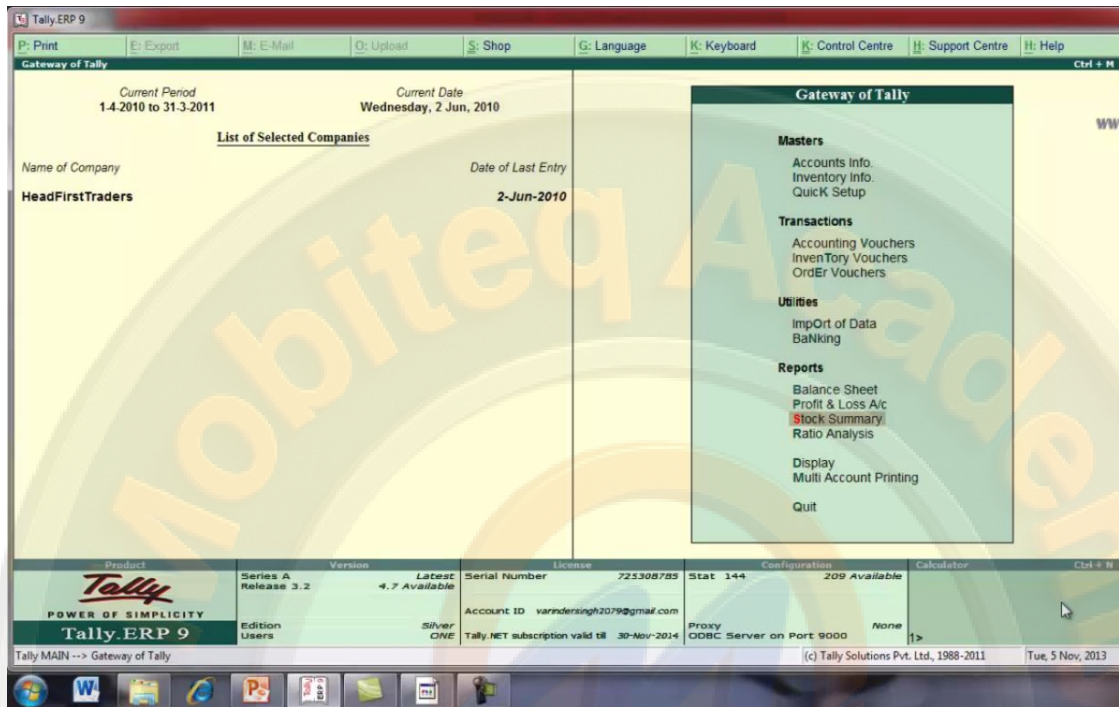
ITEM ALLOCATION FOR SONY

यहा पर आप देखेगे की जो टीवी की quantity है वो 6 pcs है or जो price है वो 5 pcs टीवी का है



HERE WE SAW THAT QUANTITY OF TV IS 6 PCS AND AMOUNT OF 5 PCS TV

esc press करके वापिस आ जाये or gateway of tally मे reports के अंतर्गत stock summary को select करे



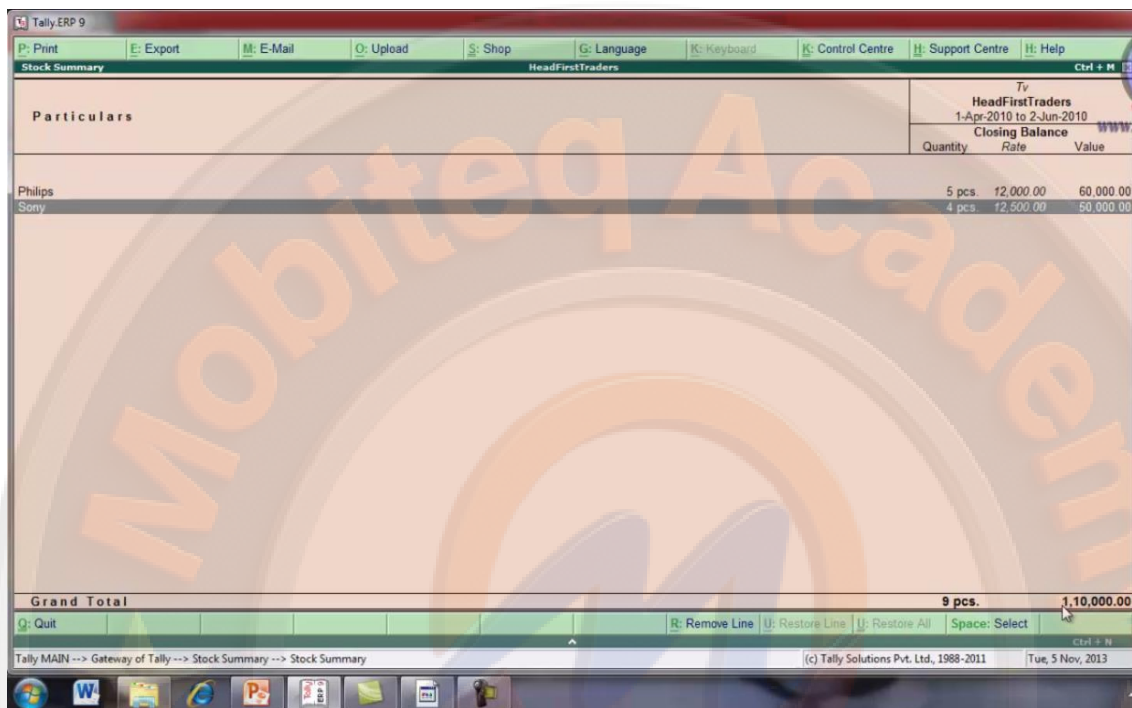
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT STOCK SUMMARY UNDER REPORTS

यहा से टीवी को select करे

Particulars	Quantity	Rate	Value
COMPONENT			2,01,150.00
Laptops			1,43,500.00
Tablets			200.00
Tv	400 kgs		1,10,000.00
Grand Total	400 kgs		4,54,850.00

SELECT TV

यहा से sony को select करे



The screenshot shows the Tally ERP 9 interface. The window title is 'Tally ERP 9'. The menu bar includes: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, C: Control Centre, H: Support Centre, H: Help. The main window displays 'Stock Summary' for 'HeadFirstTraders'. The period is '1-Apr-2010 to 2-Jun-2010'. The closing balance is shown as follows:

Particulars	Quantity	Rate	Value
Philips	5 pcs	12,000.00	60,000.00
Sony	4 pcs	12,500.00	50,000.00
Grand Total	9 pcs.		1,10,000.00

At the bottom of the window, there are buttons for 'Quit', 'Remove Line', 'Restore Line', 'Restore All', and 'Space: Select'. The status bar shows 'Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary' and '(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013'. The Windows taskbar is visible at the bottom with icons for Internet Explorer, Word, Photoshop, and Tally ERP 9.

SELECT SONY

देखिये यहा पर 6 pcs टीवी 75000 की value से show हो रही है

Tally.ERP 9

Stock Item Monthly Summary HeadFirstTraders

Sony HeadFirstTraders 1-Apr-2010 to 2-Jun-2010

Particulars	Inwards		Outwards		Closing Balance	
	Quantity	Value	Quantity	Value	Quantity	Value
Opening Balance					8 pcs.	1,00,000.00
April	2 pcs.	25,000.00			10 pcs.	1,25,000.00
May					10 pcs.	1,25,000.00
June			6 pcs.	75,000.00	4 pcs.	50,000.00
July						50,000.00
August						50,000.00
September						50,000.00
October						50,000.00
November						50,000.00
December						50,000.00
January						50,000.00
February						50,000.00
March						50,000.00
Grand Total	2 pcs.	25,000.00	6 pcs.	75,000.00	4 pcs.	50,000.00

Bar chart showing monthly stock summary for Sony HeadFirstTraders. The x-axis represents months from April to March, and the y-axis represents quantity (0 to 10). A red bar is shown for April (2 pcs), and a blue bar is shown for June (6 pcs).

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

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary --> Stock Item Monthly Summary (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE WE SAW 6 PCS OF TV QUANTITY WITH VALUE OF 75000

यहा पर xtreme dealer voucher available है

Tally.ERP 9

Stock Vouchers HeadFirstTraders Ctrl + M

Stock Item: Sony 1-Jun-2010 to 30-Jun-2010

Date	Particulars	Vch Type	Vch No.	Inwards		Outwards		Closing	
				Quantity	Value	Quantity	Value	Quantity	Value
1-6-2010	Opening Balance			10 pcs	1,25,000.00			10 pcs	1,25,000.00
2-6-2010	Xtreme Dealers	Sales	7			6 pcs	75,000.00	4 pcs	50,000.00
Totals :				10 pcs	1,25,000.00	6 pcs	75,000.00	4 pcs	50,000.00

Q: Quit D: Delete X: Cancel Z: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary --> Stock Item Monthly Summary (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE XTREME DEALER VOUCHER AVAILABLE

xtreme dealer का sales voucher available है

Tally ERP 9

Accounting Voucher Alteration (Secondary) HeadFirstTraders

Print Export E-Mail Upload Shop Language Keyboard Control Centre Support Centre Help

Sales No. 7

Ref. : 2-Jun-2011
Wednesday

Party's A/c Name : Xtreme Dealers
Current Balance : 1,25,000.00 Dr
Sales Ledger : Sales

Name of Item	Quantity	Rate per	Disc %	Amount
Sony	5 pcs.	15,000.00	pcs.	75,000.00
Sony	1 pcs.			75,000.00
Narration:				6 pcs. 75,000.00

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Stock Summary --> Stock Summary --> Stock Item Monthly Summary --> Stock Vouchers --> A... (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE SALES VOUCHER OF XTREME DEALERS

TAXATION IN TALLY

accounts को maintain करने का मुख्य कारण tax का calculation करना होता है taxation का निर्धारण करना tally को tax को आसानी से calculate कर सकते हैं इससे ये पता लग जायेगा की कितना tax due है अगर कुछ tax दे दिया गया है तो बाकि कितना tax payable है tally के द्वारा tax से सम्बंधित बहुत सारी reports तैयार कर सकते हैं जैसे vat की reports, gst की reports भारत में tax central or state govt. के द्वारा लगाये जाते हैं indian tax structure में tax 2 तरह का होता है direct tax or indirect tax

TAXATION IN TALLY

TAXES ARE IMPOSED BY THE **CENTRAL GOVT.** AND THE **STATE GOVT.** MANY FUNCTIONS ARE PERFORMED BY THESE TAXES COLLECTED BY GOVT.

INDIAN TAX STRUCTURE

<p>DIRECT TAX:</p> <p>A DIRECT TAX IS A TAX , WHICH IS IMPOSED DIRECTLY ON THE TAXPAYER AND PAID DIRECTLY TO THE GOVERNMENT. SOME OF THE DIRECT TAXES ARE :</p> <ol style="list-style-type: none"> 1. INCOME TAX 2. PROPERTY TAX 3. GIFT TAX 	<p>INDIRECT TAX :</p> <p>AN INDIRECT TAX IS A TAX COLLECTED BY AN INTERMEDIARY LIKE SHOPKEEPER , RETAILER , SALE OUTLETS FROM THE CUSTOMER/CONSUMER . WHO ACTUALLY BEARS THE REAL BURDEN OF THE TAX. PRICE OF A GOOD/ PRODUCTS CAN BE INCREASED WITH IT. SOME INDIRECT TAXES ARE :</p> <ol style="list-style-type: none"> 1. SALE TAX 2. SERVICE TAX 3. VAT (VALUE ADDED TAX)
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MEANING OF TAX AND INDIAN TAX STRUCTURE

यहा पर हम indirect tax के बारे मे detail मे समझेगे

TAXATION IN TALLY

INDIRECT TAX

SALE TAX : IT IS IMPOSED ON ALL SALES OF GOODS. SELLER COLLECTS THE TAX FROM THE BUYER ACCORDING TO HIS STATE SALE TAX LAWS AND PAY TO GOVT. BUT NOW THIS SALE TAX IS REPLACED BY VALUE ADDED TAX IN MOST STATES AND NOW VAT IS CHARGED AT THE PLACE OF SALE TAX.

SERVICE TAX: IT IS IMPOSED ON THE SERVICES LIKE TELEPHONE BILLS , ADVERTISING , COMMERCIAL TRAINING OR COACHING ,WORKS CONTRACT AND ETC.

VAT (VALUE ADDED TAX) : **VALUE ADDED TAX (VAT)** IS AN INDIRECT TAX . IT IS ASSESSED ON VALUE ADDED TO GOODS AND SERVICES . IT IS IMPOSED ON BOTH SERVICES AND GOODS. VAT IS A MULTI-POINT TAX .

DIFFERENCE BETWEEN VAT AND SALE TAX

VAT HAS REPLACED SALES TAX IN MOST STATES.IT IS A MULTI-POINT TAX AGAINST SALES TAX, WHICH IS A SINGLE-POINT TAX . IT IS ALSO IMPOSED BOTH PRODUCT AND SERVICES BUT SALES TAX IS APPLICABLE TO PRODUCT ONLY.

HERE DEFINE INDIRECT TAX

taxation को हम एक example के द्वारा समझेंगे

NAME	PARTICULARS	AMOUNT	VAT TO GOVT
MATERIAL SUPPLIER	RAW MATERIAL	10000	
	TAX 10%	1000	1000
	SALE	11000	(OUTPUT TAX - INPUT TAX)
MANUFACTURER	PURCHASE	11000	
	PRODUCT PRICE	12000	
	OUTPUT TAX 10%	1200	1200 - 1000 = 200
	SALE	13200	(OUTPUT TAX - INPUT TAX)
RETAILER	PURCHASE	13200	
	PRODUCT PRICE (ASSUME)	15000	1500 - 1200 = 300
	OUTPUT TAX 10%	1500	(OUTPUT TAX - INPUT TAX)
	SALE PRICE	16500	
			TOTAL TAX PAID TO GOVT = 1500

EXAMPLE OF TAXATION

vat की entry के लिय हमे इन ledger की जरूरत पडती है

LEDGER REQUIRED FOR VAT SKY TON AND CO.	
1	PURCHASE LEDGER : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER : TO RECORD PAID AMOUNT VAT ON PURCH...
1	SALES LEDGER : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER : TO RECORD RECEIVED AMOUNT OF VAT ON SALE
1	CEE TRADE AND CO : SUNDRY CREDITORS
2	DEE TRADE AND CO : SUNDRY DEBTORS

LEDGER REQUIRED FOR VAT

vat से related जब भी हम goods को sale करते हैं या purchase करते हैं तो उन पर vat के अलग अलग rate applicable होते हैं जो की sale tax नियमों के अनुसार रहते हैं

LEDGER REQUIRED FOR VAT SKY TON AND CO.	
1	PURCHASE LEDGER 12.5% : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER 12.5% : TO RECORD PAID AMOUNT 12.5% VAT PURCHASE
1	SALES LEDGER 12.5% : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER 12.5% : TO RECORD RECEIVED 12.5% AMOUNT OF VAT ON SALE
1	PURCHASE LEDGER 8.8% : TO RECORD PURCHASE TRANSACTION
2	INPUT VAT LEDGER 8.8% : TO RECORD PAID AMOUNT 8.8% VAT ON PURCHASE
1	SALES LEDGER 8.8% : TO RECORD SALES TRANSACTION
2	OUTPUT VAT LEDGER 8.8% : TO RECORD RECEIVED 8.8% AMOUNT OF VAT ON SALE
1	CEE TRADE AND CO : SUNDRY CREDITORS
2	DEE TRADE AND CO : SUNDRY DEBTORS

HERE DIFFERENT RATE APPLICABLE FOR VAT

यहा पर हम new company create करेगे यहा पर सबसे important point state का है जब भी हम जिस state को चुनते है उसके according vat की सेटिंग हो जाएगी



CREATE COMPANY

हमारे पास market में dealers मुख्यतः 3 तरह के होते हैं



VAT REGISTRATION

REGISTERED DEALER

- DEALER CAN GET REGISTERED UNDER VAT REGISTRATION, WHICH HELPS BOTH DEALER.
- GOVT CAN EASILY IDENTIFY THE DEALER WHO COME UNDER PURVIEW OF VAT REGISTRATION.
- IF DEALER IS REGISTERED THEN HE IS LIABLE TO COLLECT AND PAY VAT.
- FOR ENCOURAGING THE REGISTRATION PROCESS SOME BENEFITS OR CONCESSIONS ARE GIVEN TO THE DEALERS

UNREGISTERED DEALER

GOVT DECIDES THE THRESHOLD LIMIT FOR TURNOVER , IF DEALER TURNOVER IS BELOW THAT TURNOVER THEN THIS DEALER CAN BE CALLED AS AN UNREGISTERED DEALER. UNREGISTERED DEALERS CANNOT ISSUE A TAX INVOICE REQUIRED FOR CLAIMING THE INPUT CREDIT. SO PURCHASES FROM UNREGISTERED DEALERS, ARE NOT ENTITLED FOR INPUT CREDIT AND HAVE TO BE RECORDED SEPARATELY .THIS LIMIT MAY VARY FROM STATE TO STATE.

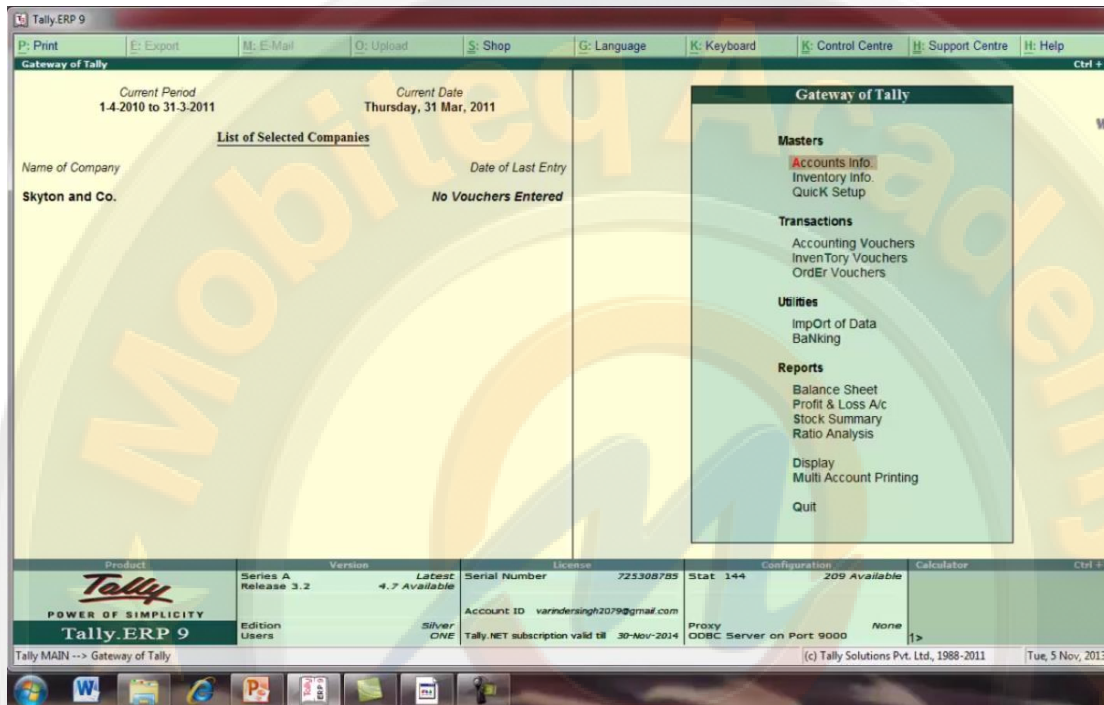
COMPOSITE DEALER

GOVT DECIDES THE THRESHOLD LIMIT FOR TURNOVER , IF DEALER TURNOVER IS BELOW THAT TURNOVER THEN THIS DEALER CAN BE REGISTER UNDER COMPOSITE DEALER SCHEME WHO CAN PAY TAX AT A SMALL PERCENTAGE OF GROSS TURNOVER. THESE COMPOSITE DEALERS ARE NOT ENTITLED TO INPUT TAX CREDIT AND HAVE TO RETURN THEIR VAT DETAIL IN SEPARATE FORMAT. THIS LIMIT MAY VARY FROM STATE TO STATE.

HERE VAT REGISTRATION

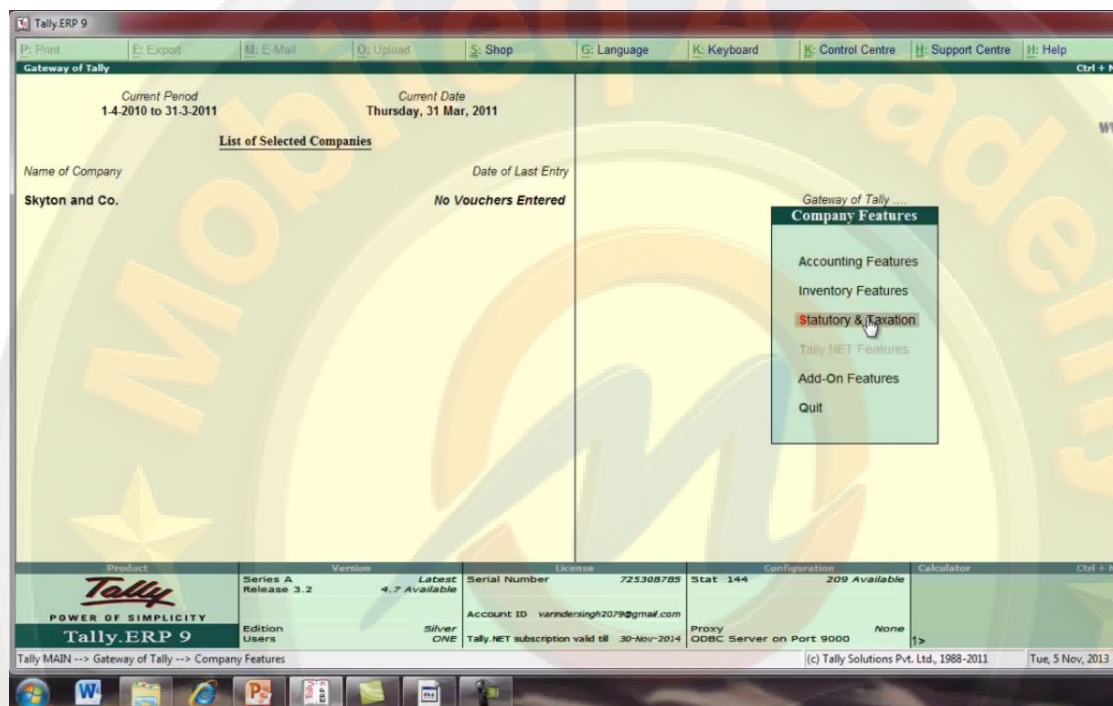


gateway of tally मे masters के अंतर्गत accounts info को select करे



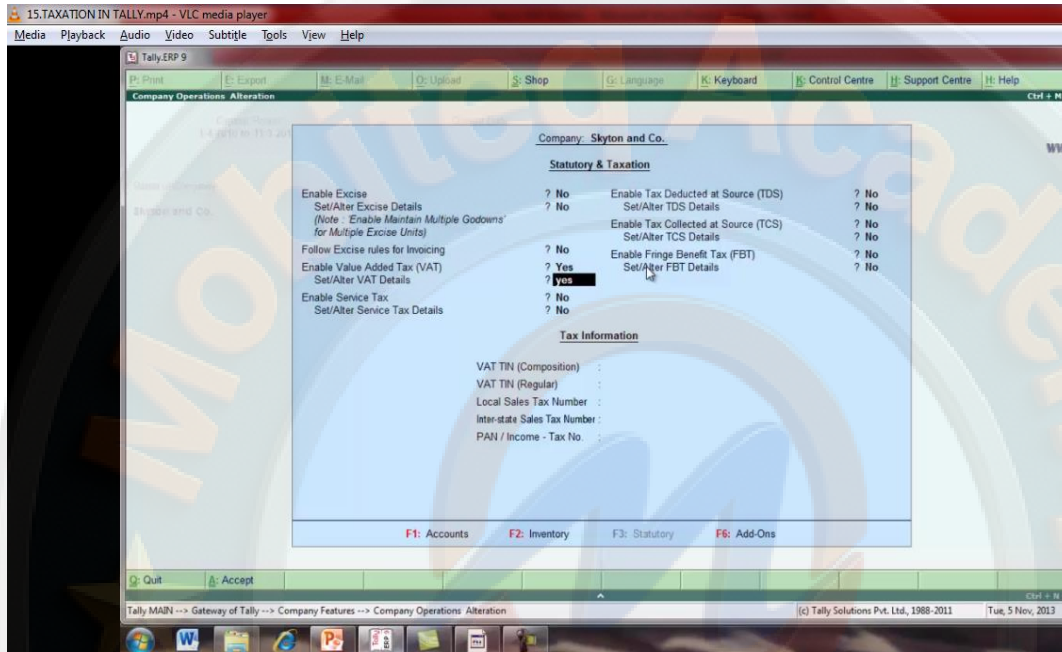
SELECT FEATURES BUTON FOR ACTIVATE VAT OPTION

यहा से statutory & taxation को select करे



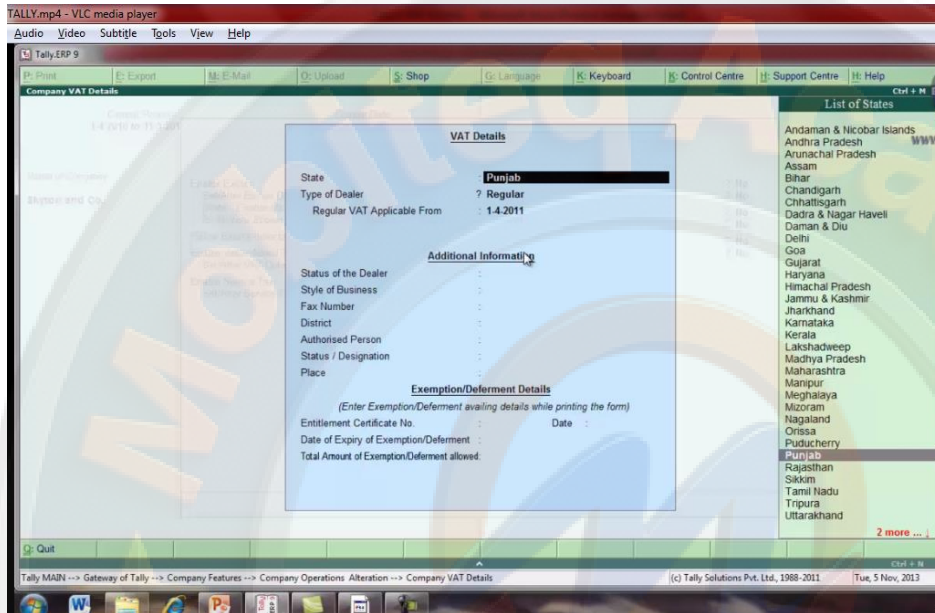
HERE SELECT STATUTORY AND TAXATION

ENABLE VALUE ADDED TAX AND SET ALTER VAT DETAILS को yes करे

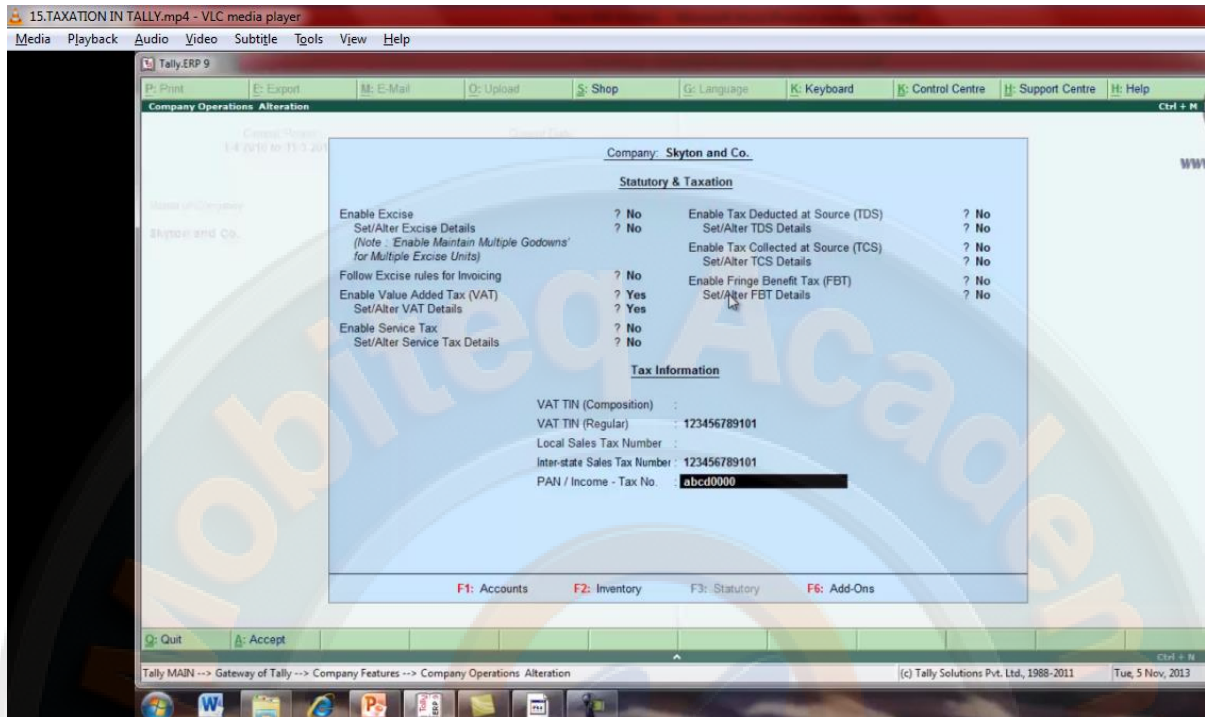


HERE YES ENABLE VALUE ADDED TAX AND SET ALTER VAT DETAILS

यहा पर vat से related details fill करे



HERE VAT DETAILS



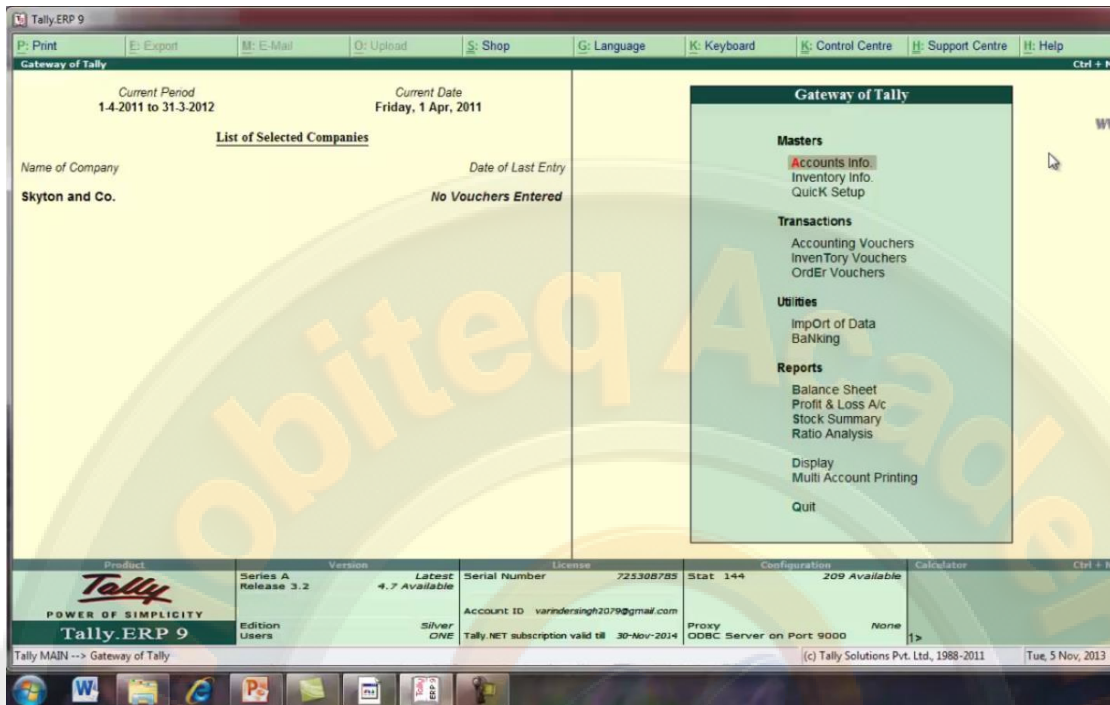
HERE FILLED TAX INFORMATION

यहा पर कुछ transaction के द्वारा हम vat को समझेगे

PURCHASE VAT TRANSCATION - 1	
ON 22/4/2011: SKYTON TRADERS PURCHASED KRISHNA LIGHT LAMPS 50 PCS @ 250 PER FROM CEE TRADE CO , LUDHIANA .	
LEDGERS WE NEED TO CREATE	
CEE TRADE CO.	SUNDRY CREDITORS
KRISHNA LIGHT LAMPS ---RATE OF VAT 12.5 %	STOCK ITEM → UNDER GROUP → LAMPS
PURCHASE @ 12.5 % INPUT TAX @ 12.5%	TO RECORD PURCHASE OF 12.5% TO RECORD INPUT TAX OF 12.5%

HERE PURCHASE VAT TRANSACTION

account info को select करे



The screenshot shows the Tally ERP 9 software interface. At the top, there is a menu bar with options: Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. Below the menu bar, the main window is titled "Gateway of Tally".

On the left side, there is a section for "List of Selected Companies" with the following details:

- Current Period: 1-4-2011 to 31-3-2012
- Current Date: Friday, 1 Apr, 2011
- Name of Company: Skyton and Co.
- Date of Last Entry: No Vouchers Entered

On the right side, there is a "Gateway of Tally" menu with the following categories:

- Masters**
 - Accounts Info. (highlighted)
 - Inventory Info.
 - Quick Setup
- Transactions**
 - Accounting Vouchers
 - Inventory Vouchers
 - Order Vouchers
- Utilities**
 - Import of Data
 - Banking
- Reports**
 - Balance Sheet
 - Profit & Loss A/c
 - Stock Summary
 - Ratio Analysis
- Display
- Multi Account Printing
- Quit

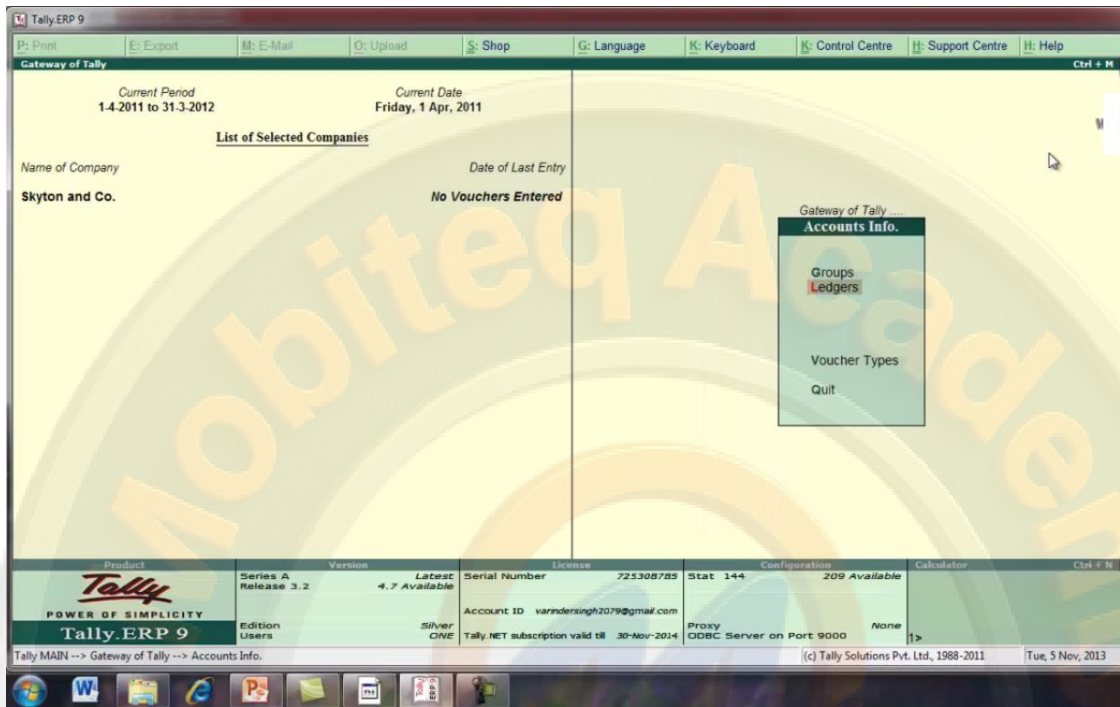
At the bottom of the window, there is a status bar with the following information:

- Product: Tally ERP 9
- Series A Release 3.2
- Version: Latest 4.7 Available
- Serial Number: 725308705
- License: Account ID: varindersingh2079@gmail.com
- Stat: 144
- Configuration: 209 Available
- Calculator: None
- Edition: Users
- Users: Silver ONE
- Tally.NET subscription valid till: 30-Nov-2014
- Proxy: ODBC Server on Port 9000
- Ctrl + B

The Windows taskbar at the bottom shows the Start button and several application icons. The system tray displays the date and time: Tue, 5 Nov, 2013.

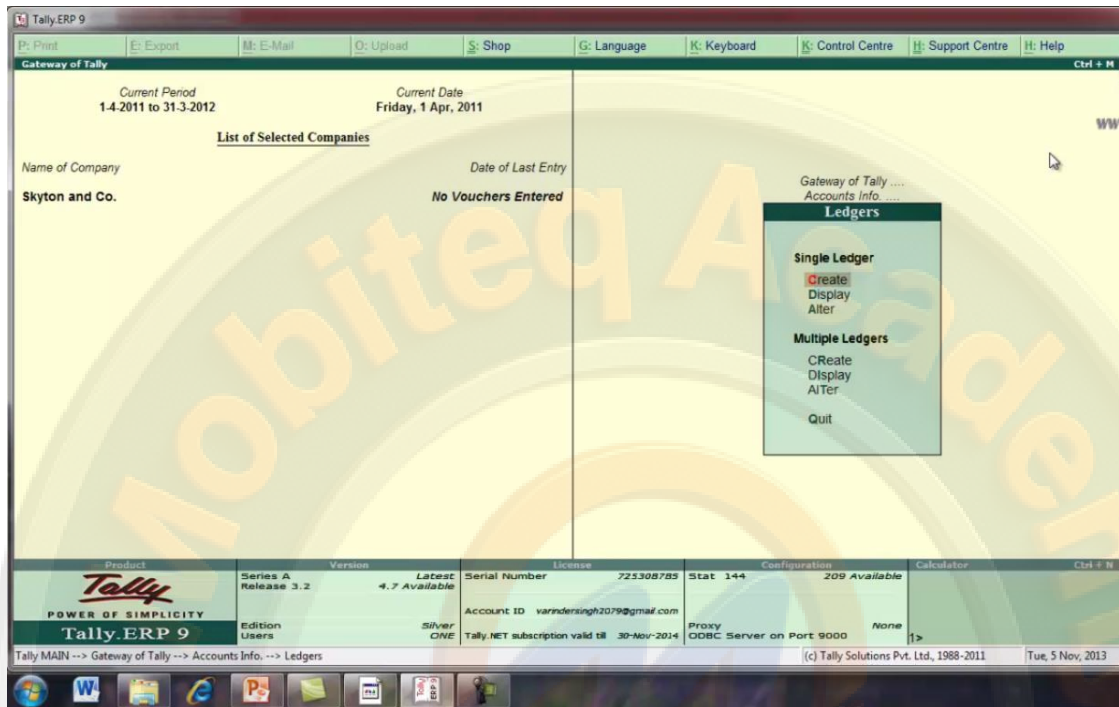
HERE SELECT ACCOUNT INFO. UNDER MASTERS

यहा से ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

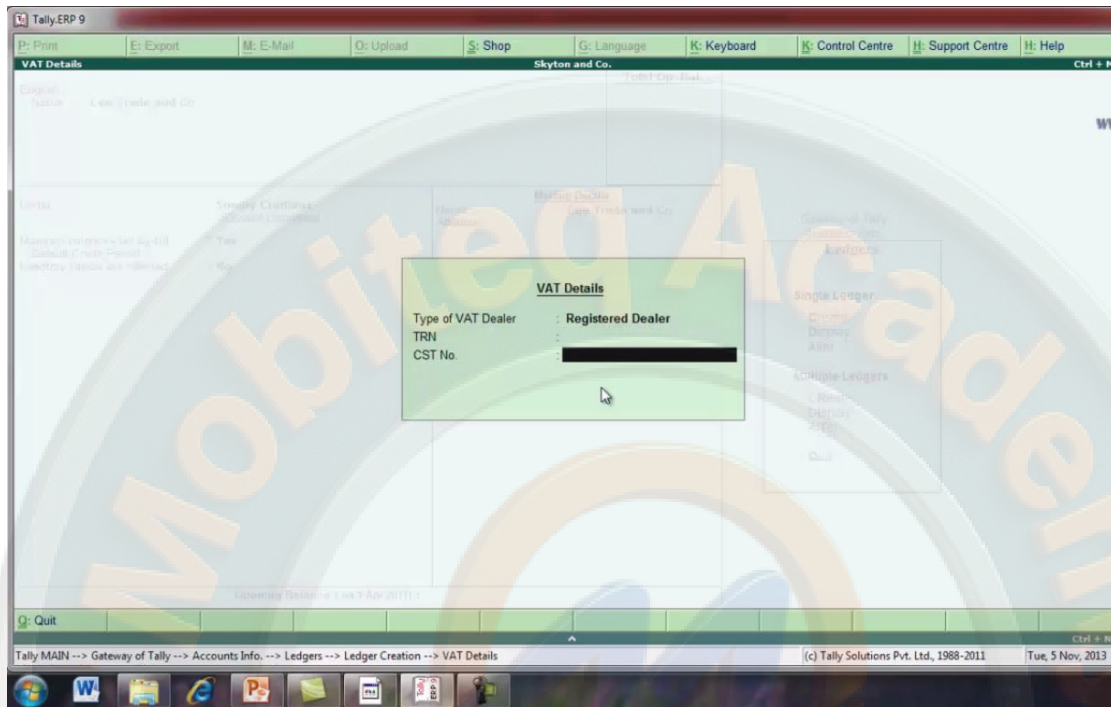
यहा से cee trade co. का ledger create करे

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Tally:ERP 9' and the company name is 'Skytton and Co.'. The main form is divided into several sections:

- English Name:** Cee Trade and Co
- Under:** Sundry Creditors (Current Liabilities)
- Mailing Details:** Name: Cee Trade and Co, Address: (blank), State: (blank), PIN Code: (blank)
- Tax Information:** PAN / IT No.: (blank), Set/Alter VAT Details: Yes
- Options:** Maintain balances bill-by-bill: ? Yes, Default Credit Period: (blank), Inventory values are affected: ? No
- Buttons:** Single Ledger, Create, Display, Alter, Multiple Ledgers, New, Display, Print, Quit
- Footer:** Opening Balance (on 1-Apr-2011): (blank), Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation, (c) Tally Solutions Pvt. Ltd., 1988-2011, Tue, 5 Nov, 2013

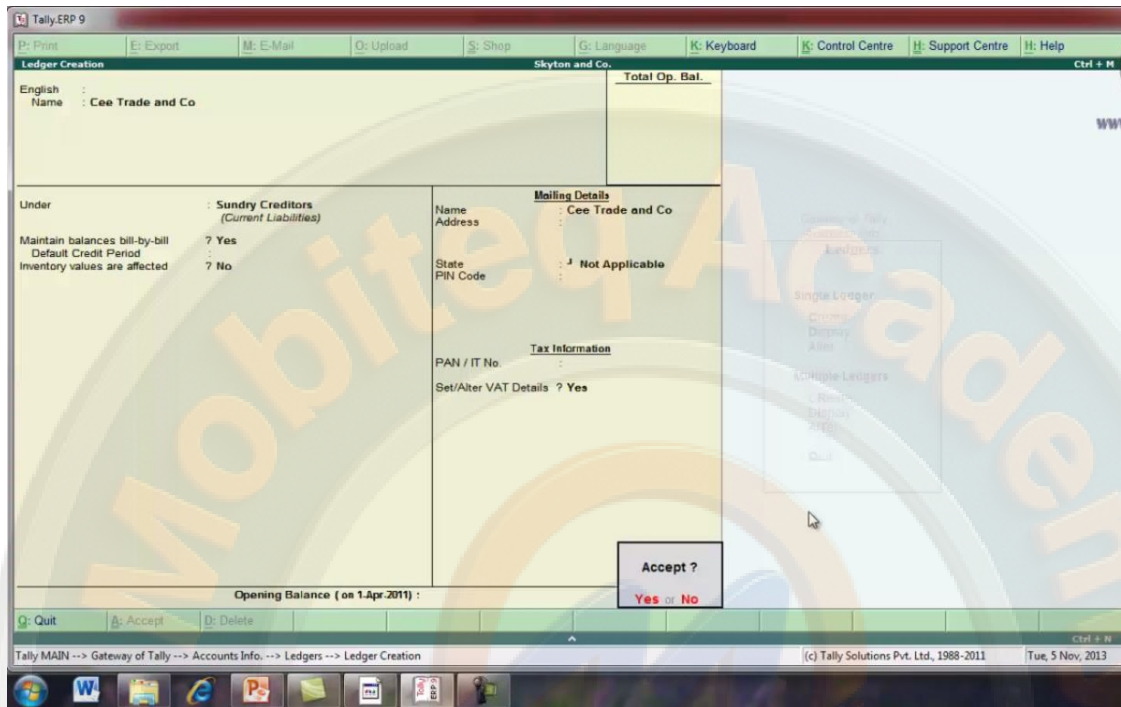
CREATE CEE TRADE AND CO. AND YES SET/ALTER VAT DETAILS

type of vat dealers की information fill करे



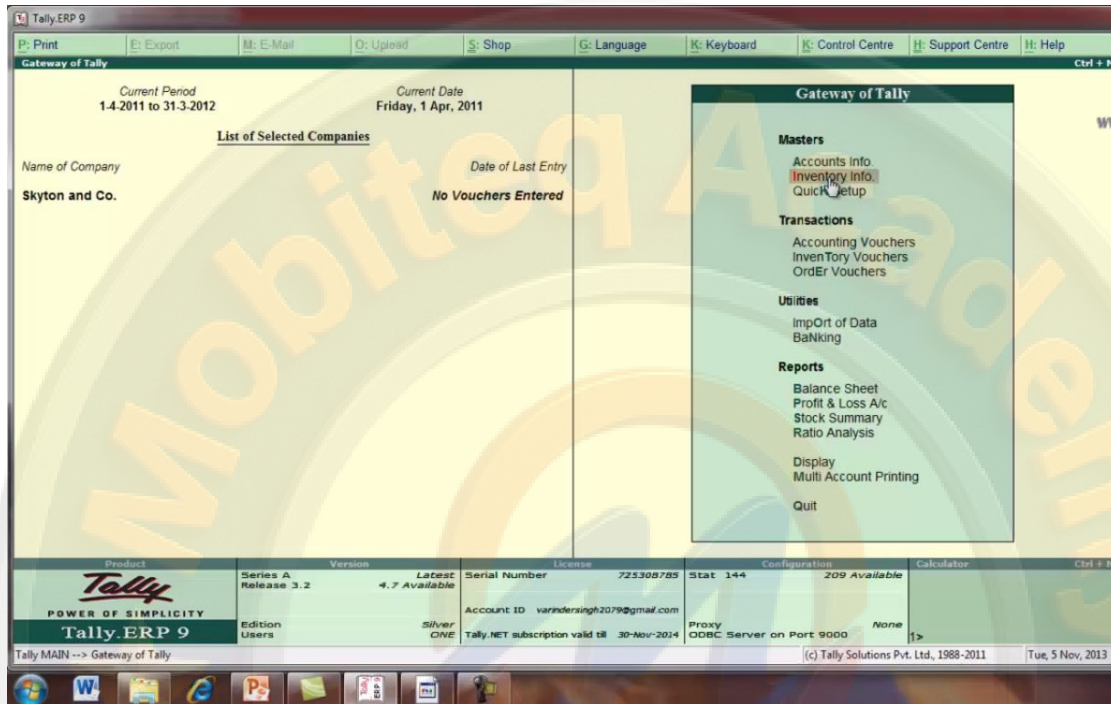
HERE VAT DETAILS

यहा पर cee trade and co. का ledger तैयार हो गया है



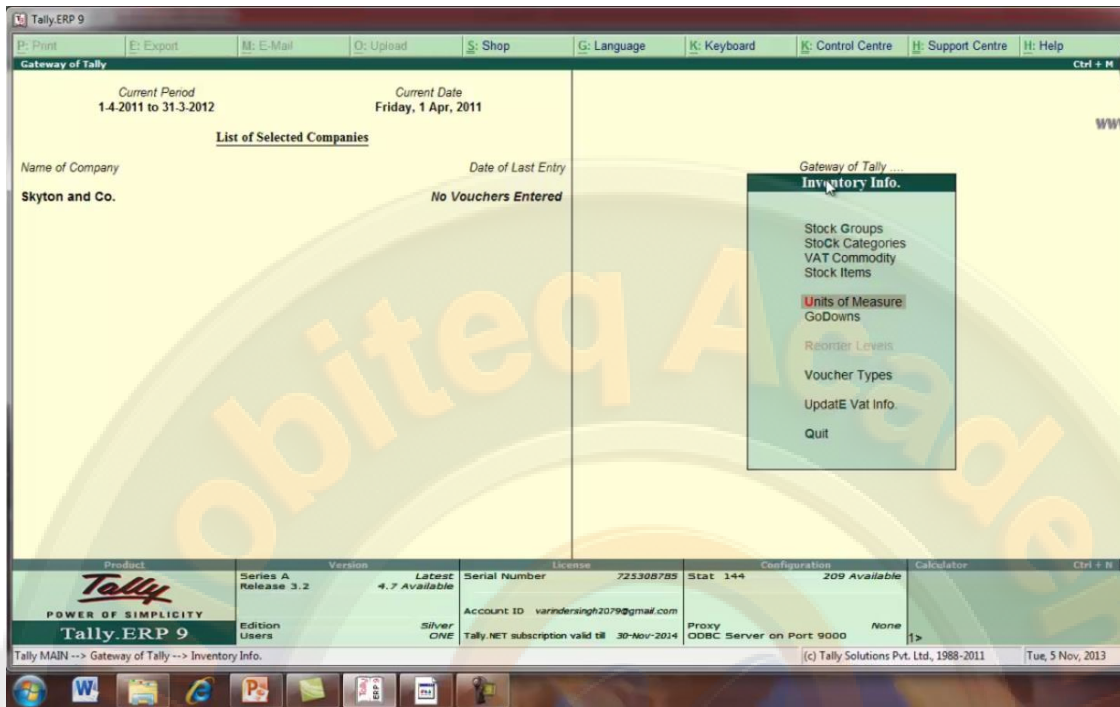
HERE PREPARED CEE TADE AND CO. LEDGER

esc press करके वापिस आ जाये or masters के अंतर्गत inventory info. को select करे



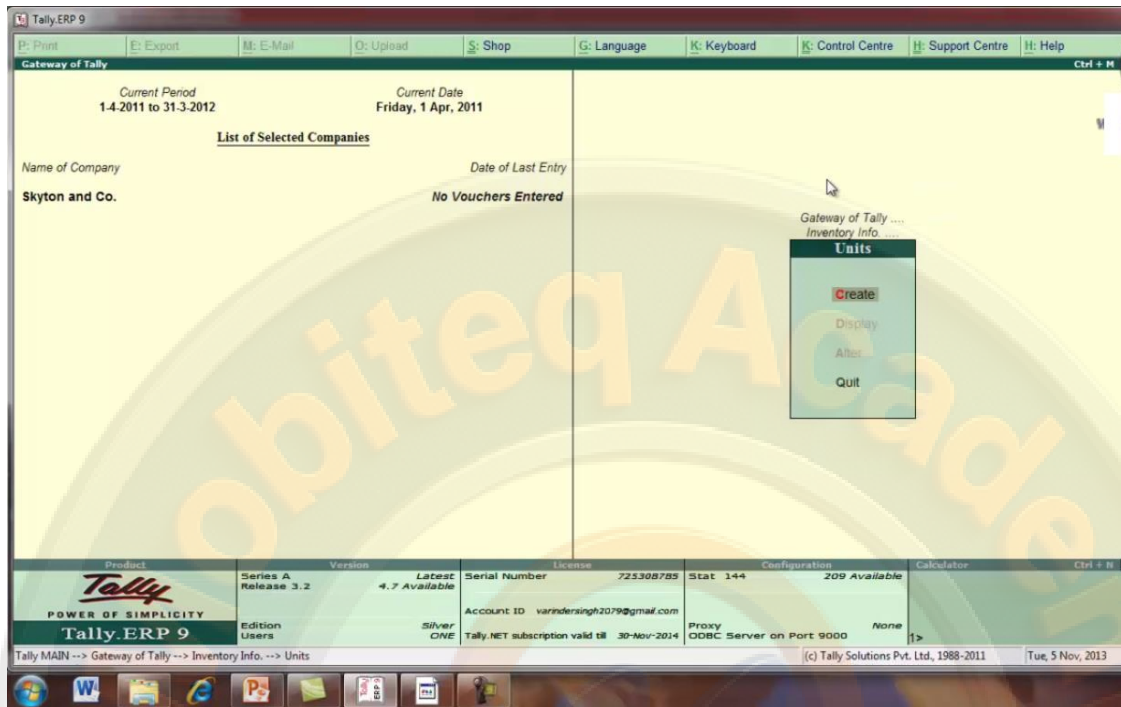
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE INVENTORY INFO

यहा से unit of measure को select करे



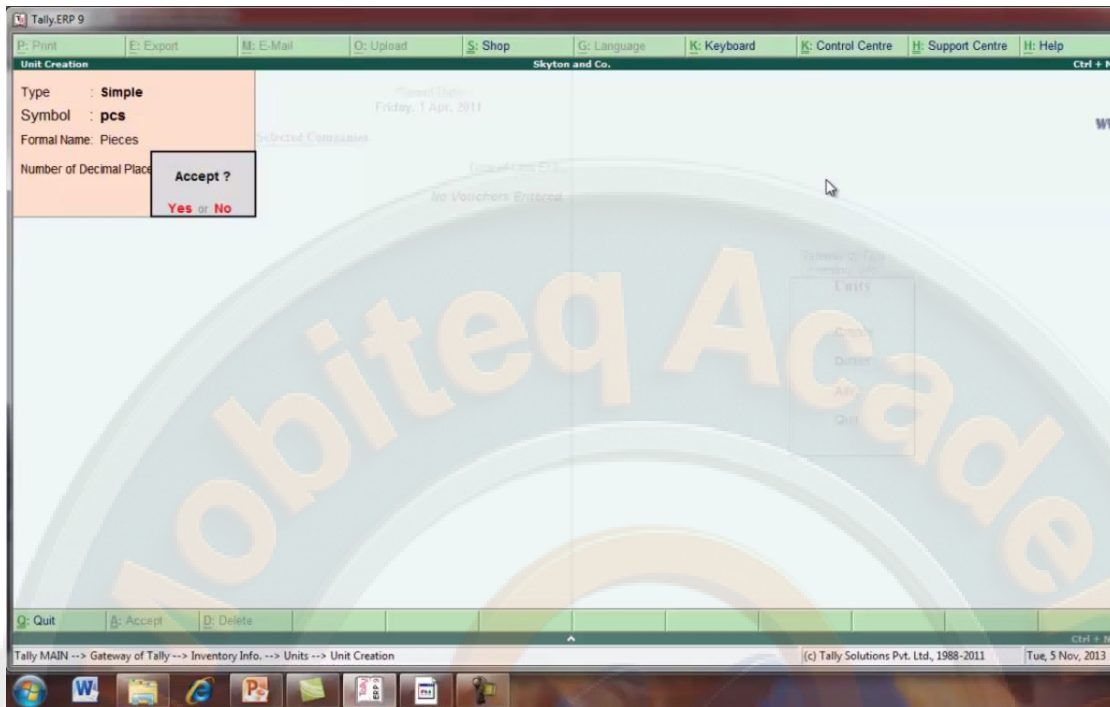
SELECT HERE UNIT OF MEASURE

create को select करे



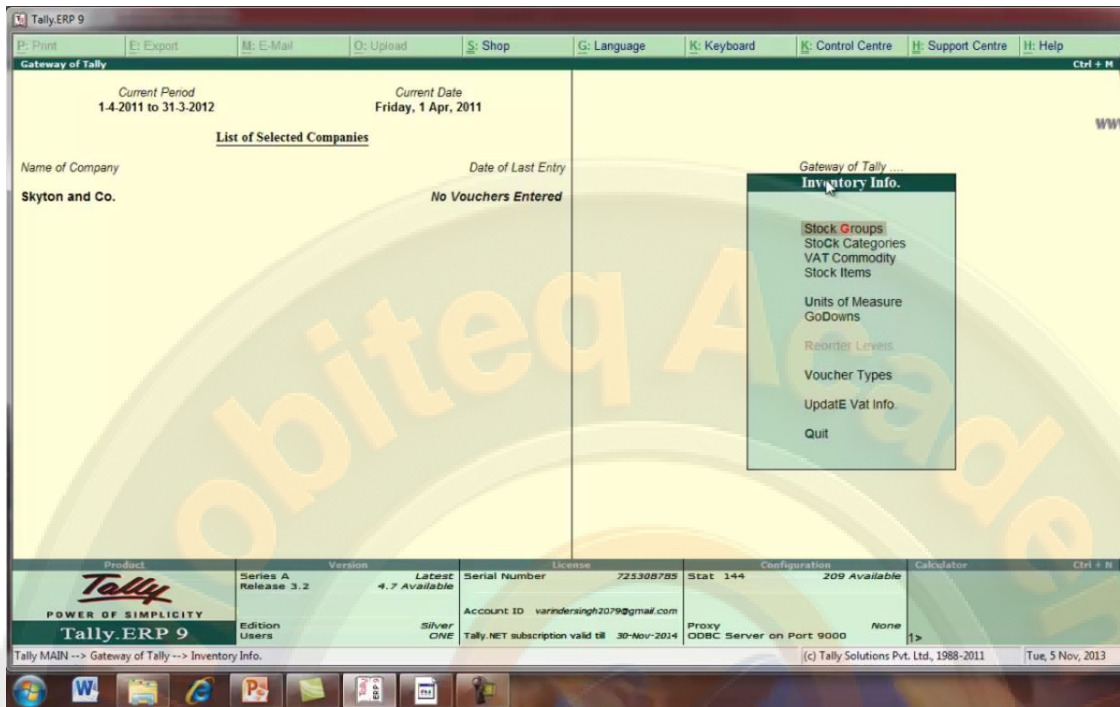
SELECT CEATE

unit creation screen उपलब्ध हो जाएगी



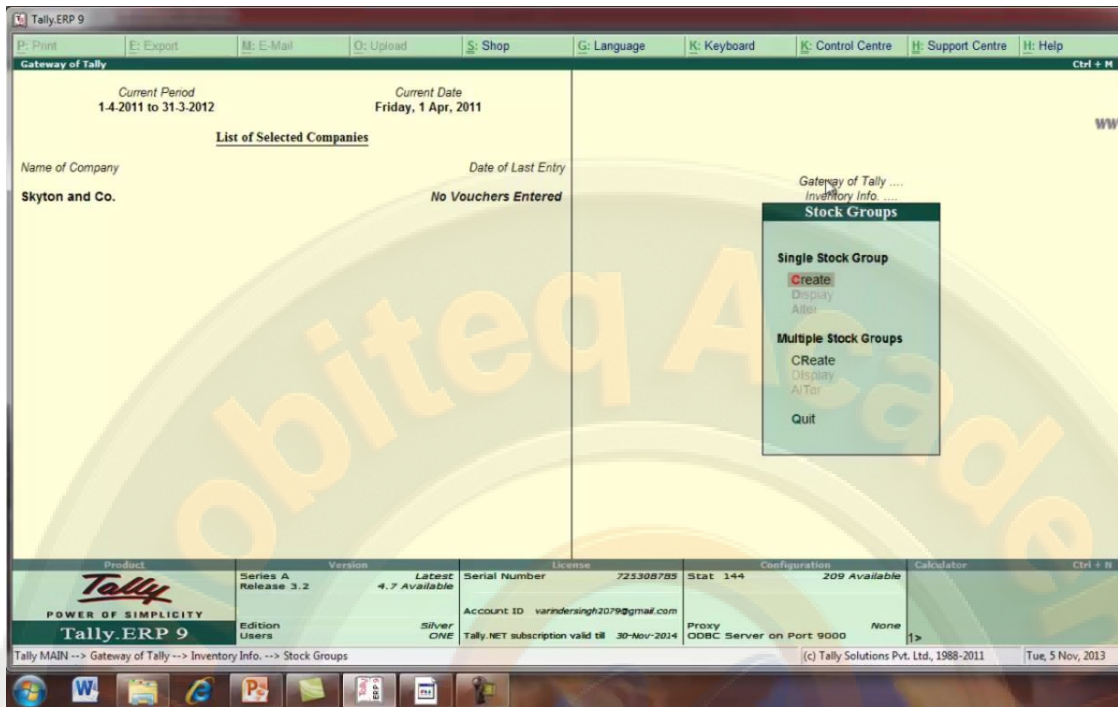
HERE UNIT CREATION

esc press करके वापिस आ जाये or यहा से stock group को select करे

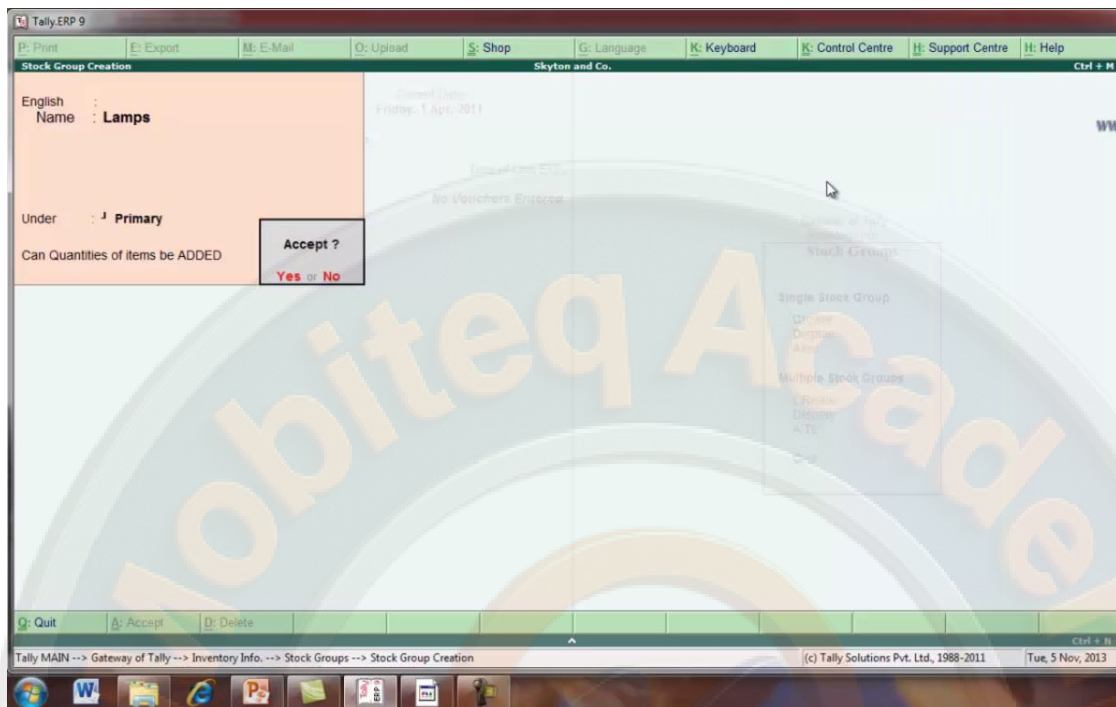


SELECT STOCK GROUP

single stock group के under create को select करे

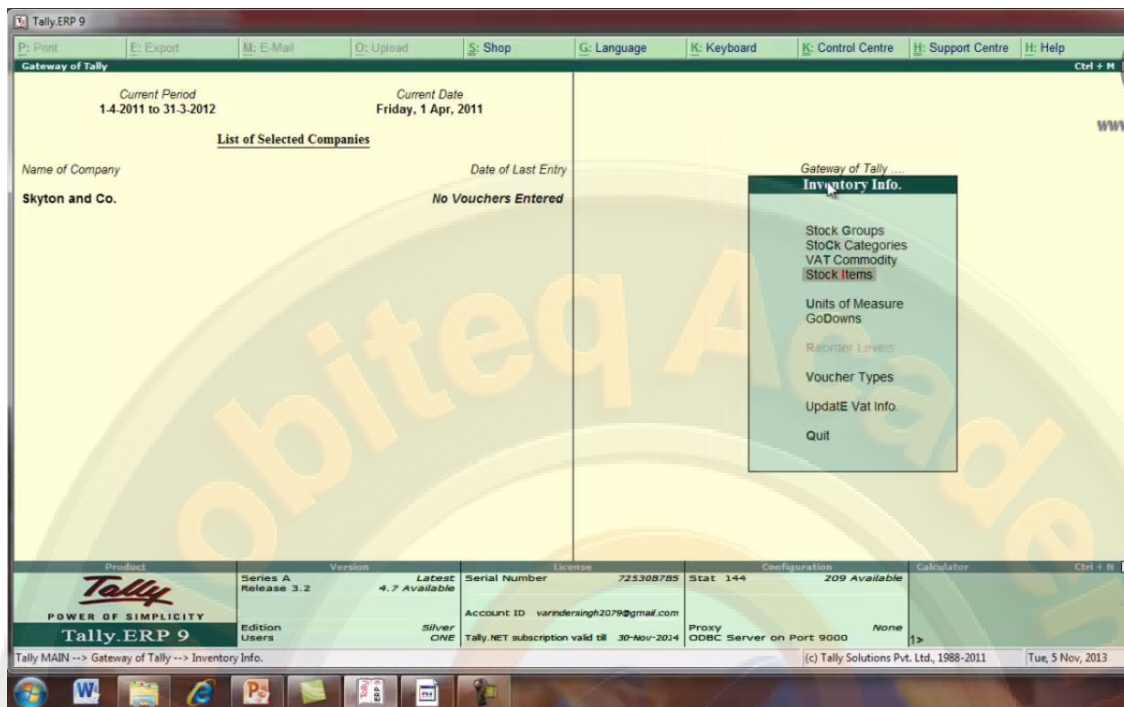


HERE SELECT CREATE UNDER SINGLE STOCK GROUP



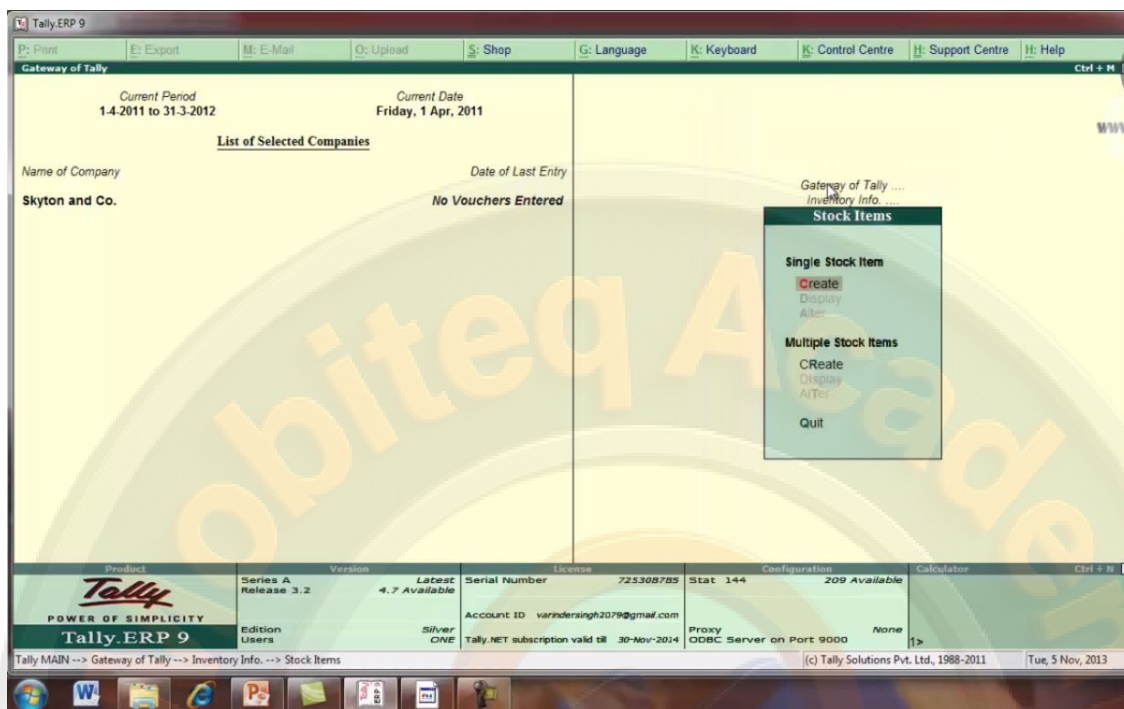
HERE CREATE STOCK GROUP

यहा से stock items को select करे

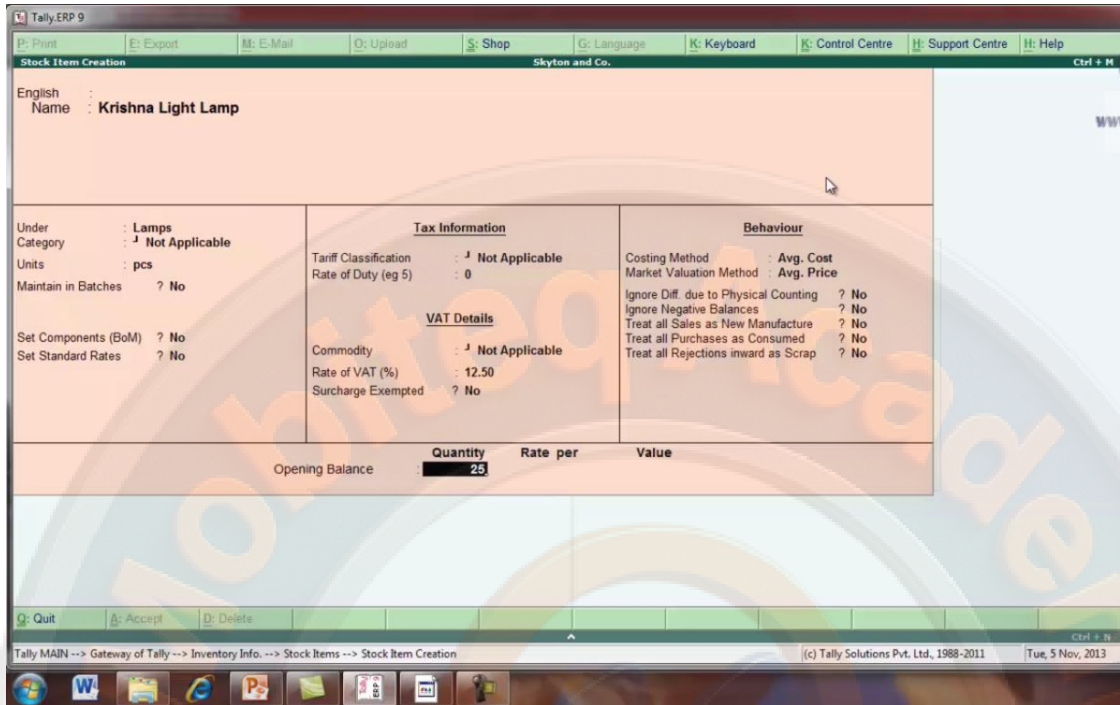


PRESS ESC AND SELECT HERE STOCK ITEM

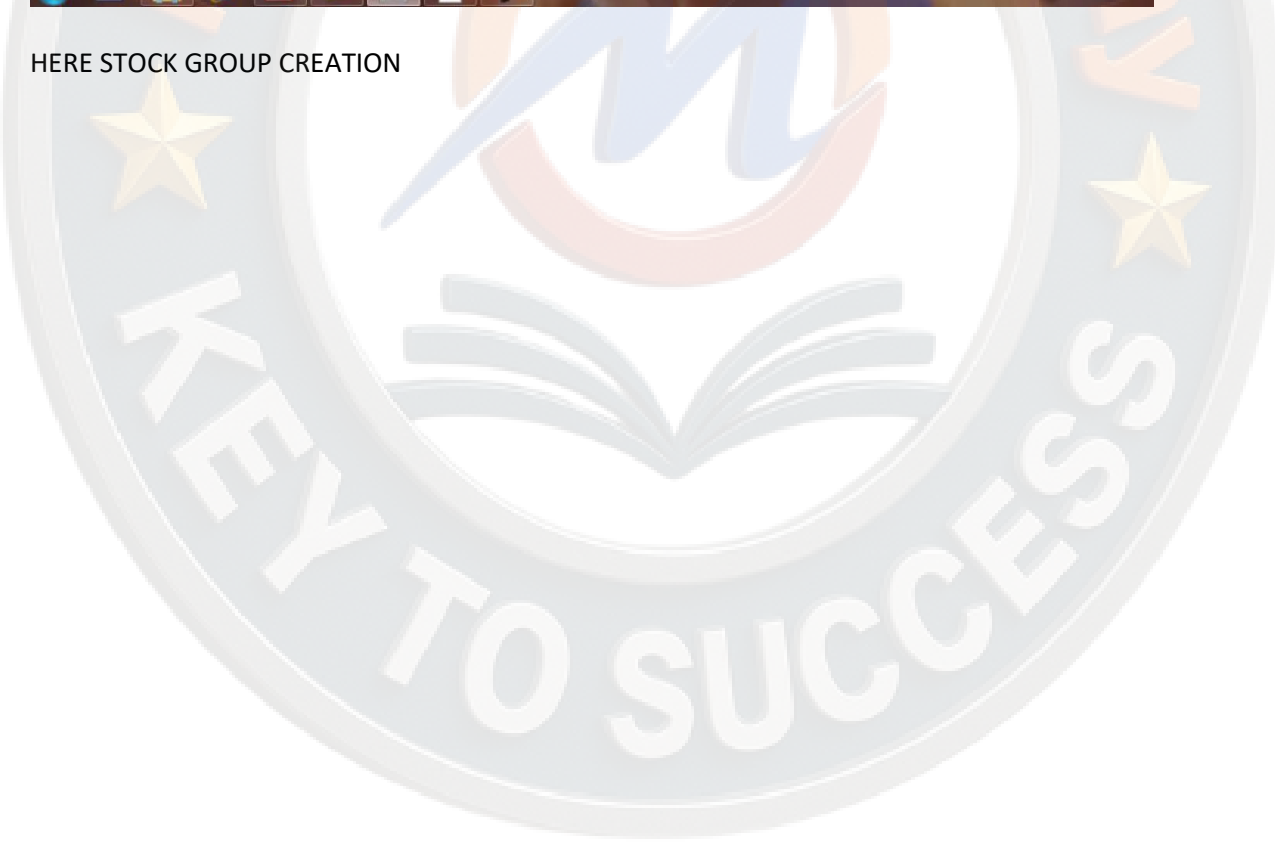
single stock items के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE GROUP ITEMS



HERE STOCK GROUP CREATION



Tally ERP 9

Stock Item Allocation

Company Name: Krishna Light Lamp

Allocations of : Krishna Light Lamp for 25 pcs

Godown	Quantity	Rate per	Amount
Main Location	25 pcs	250.00 pcs	6,250.00
		25 pcs	6,250.00

Q: Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE ALLOCATION FOR KRISHNA LIGHT LAMP

Tally.ERP 9

Stock Item Creation

English Name : **Krishna Light Lamp**

Under : Lamps	Tax Information	Behaviour
Category : Not Applicable	Tariff Classification : Not Applicable	Costing Method : Avg. Cost
Units : pcs	Rate of Duty (eg 5) : 0	Market Valuation Method : Avg. Price
Maintain in Batches ? No	VAT Details	Ignore Diff. due to Physical Counting ? No
Set Components (BoM) ? No	Commodity : Not Applicable	Ignore Negative Balances ? No
Set Standard Rates ? No	Rate of VAT (%) : 12.50	Treat all Sales as New Manufacture ? No
	Surcharge Exempted ? No	Treat all Purchases as Consumed ? No
		Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	25 pcs	250.00 pcs	6,250.00

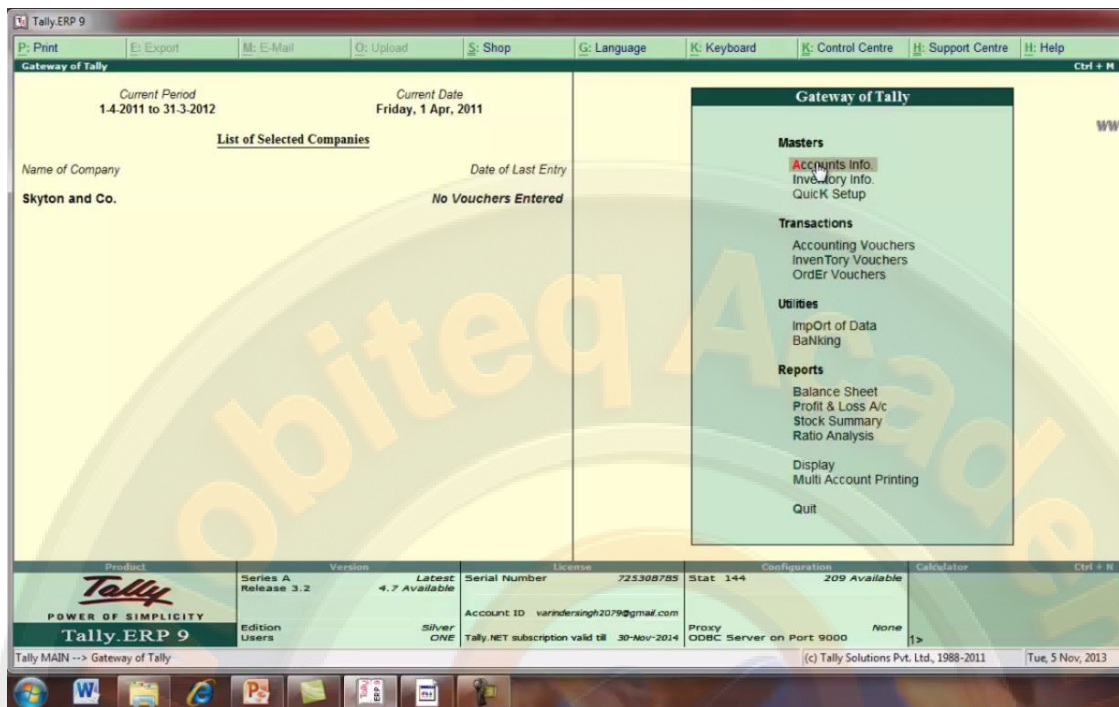
Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation

(c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

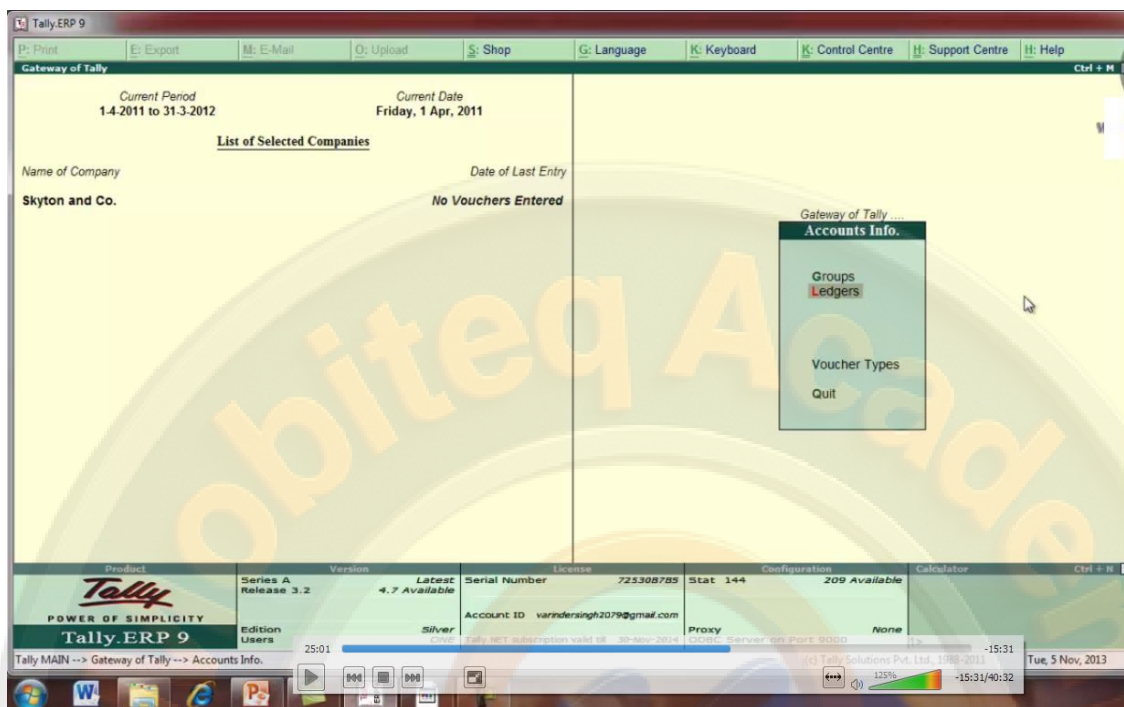
HERE PREPARED KRISHNA LIGHT LAMP STOCK ITEM

esc press करके gateway of tally पर वापिस आ जाये or यहा से masters के अंतर्गत account info को select करे



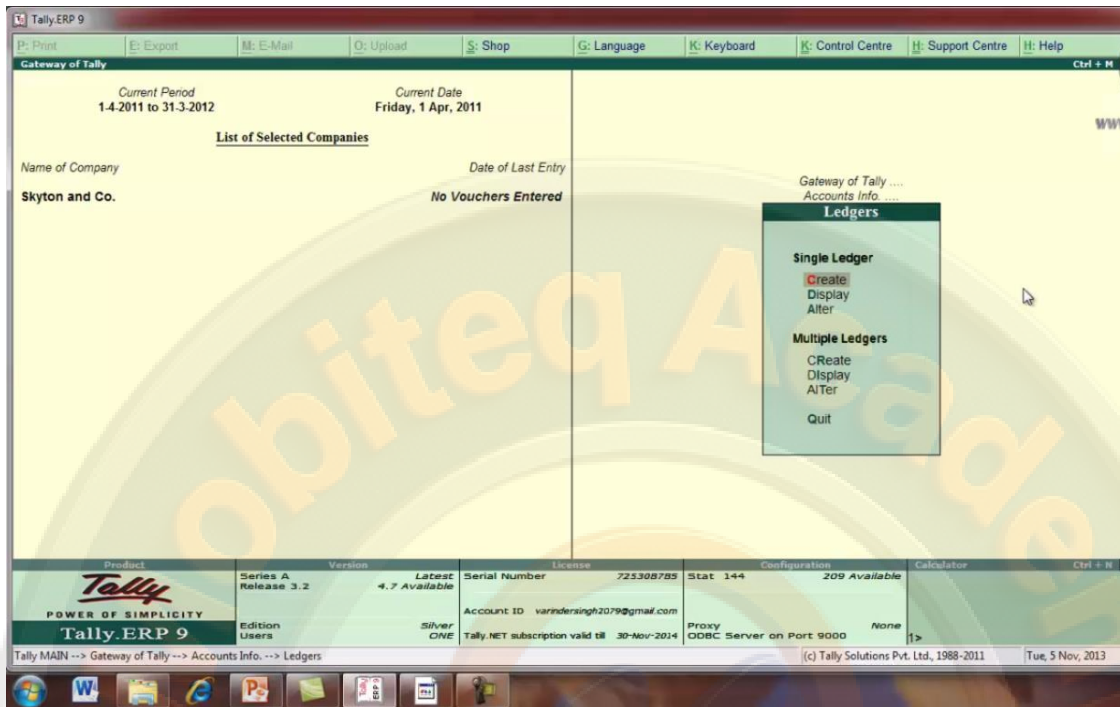
SELECT ACCOUNTS INFO. UNDER MASTERS

यहा से ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

यहा पर purchase ledger क्रिएशन screen उपलब्ध हो जाएगी or USED VAT RETURNS को yes कर दे

Tally ERP 9

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

Ledger Creation Skyton and Co.

English Name : Purchase 12.5%	Total Op. Bal. 6,250.00 Dr
	Difference 6,250.00 Dr

Under : Purchase Accounts

Inventory values are affected ? Yes
Type of Ledger ? Not Applicable

Statutory Information
Used in VAT Returns ? yes
Use for Assessable Value Calculation ? No

Mailing Details
Name Address :
State PIN Code :
PAN / IT No. :
Tax Information

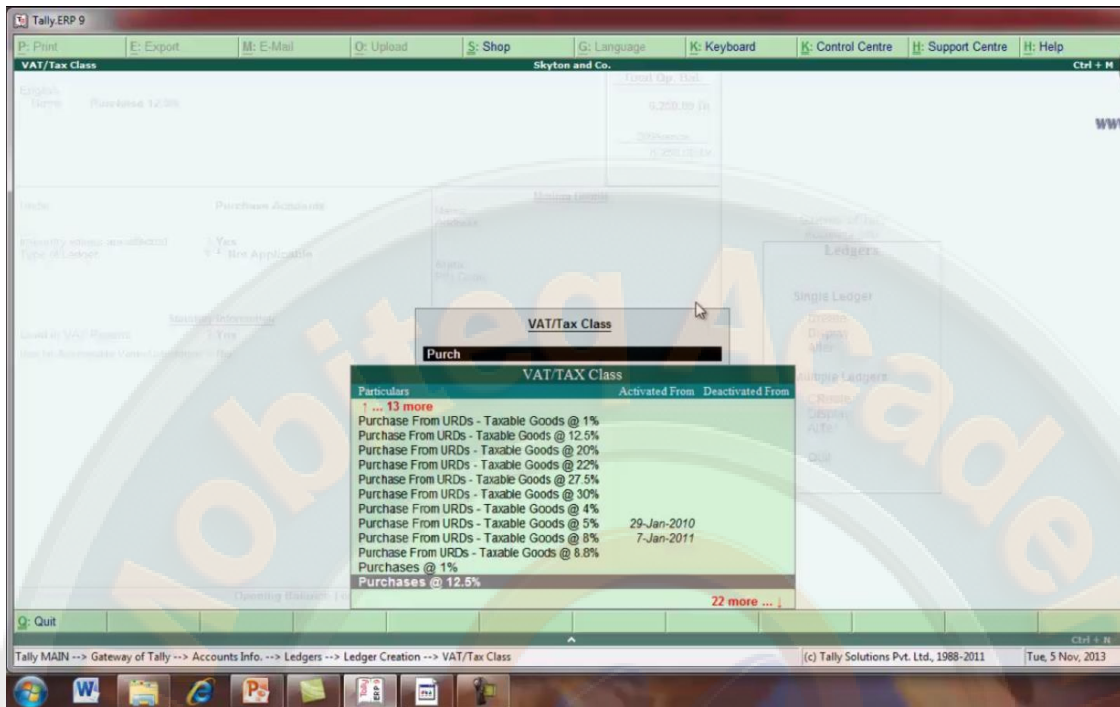
Opening Balance (on 1-Apr-2011) :

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

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PURCHASE LEDGER CREATION AND YES USED VAT RETURNS

यहा पर vat से related कुछ rate available है



HERE AVAILABLE VAT/TAX CLASS

यहा पर purchase ledger तैयार हो गया है

The screenshot shows the 'Ledger Creation' window in Tally ERP 9. The window title is 'Skytun and Co.'. The main form is divided into several sections:

- English Name:** Purchase 12.5%
- Total Op. Bal.:** 6,250.00 Dr
- Difference:** 6,250.00 Dr
- Under:** Purchase Accounts
- Inventory values are affected:** ? Yes
- Type of Ledger:** ? Not Applicable
- Statutory Information:**
 - Used in VAT Returns: ? Yes
 - Use for Assessable Value Calculation: ? No
- Mailing Details:**
 - Name
 - Address
 - State
 - PIN Code
- Tax Information:**
 - PAN / IT No.

At the bottom right, there is an 'Accept ?' button with 'Yes or No' options. The status bar at the bottom shows 'Opening Balance (on 1.Apr.2011)' and 'Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation'. The system tray at the bottom shows the date 'Tue, 5 Nov, 2013'.

HERE PREPARED PURCHASE LEDGER

tally में vat की classification state wise available हो जाती है हमने punjab state select किया था इसलिये यहा पर haryana or punjab का vat class show हो रहा है

VAT CLASSIFICATIONS OR VAT CLASS

ARE USED TO DEFINE THE BUSINESS NATURE AND TRANSACTION TYPE .WE NEED BECAUSE WE HAVE DIFFERENT TYPES OF VAT RATES APPLICABLE ON SALE PURCHASE LIKE : PURCHASE @ 12 % , PURCHASE @ 4 % , EXEMPT PURCHASE THESE ARE PREDEFINED AND CAN BE UPDATED WHEN STATUTORY CHANGES.

TALLY SHOWS CLASSIFICATION BASED ON STATE . WHEN WE CREATE COMPANY AND SELECT STATE , TALLY AUTUMATICALLY LOADED CLASSIFICATION ACCORDING TO STATE .EXAMPLE IS GIVEN BELOW :-

SKYTON TRADES

PUNJAB STATE VAT CLASS	HARYANA STATE VAT CLASS
Consignment/Branch Transfer Inward Imports	LP-1
Input Tax Credit on Purchases From URDs @4%(Sch-H)	LP-2
Inter-State Purchases	LP-3
Non Creditable Purchases U/s 13(5)	LP-4
Notional ITC	LP-5
Purchase From URDs - Taxable Goods @ 1%	LP-6
Purchase From URDs - Taxable Goods @ 12.5%	LP-7A-1%
Purchase From URDs - Taxable Goods @ 20%	LP-7A-12.5%
Purchase From URDs - Taxable Goods @ 22%	LP-7A-20%
Purchase From URDs - Taxable Goods @ 27.5%	LP-7A-4%
Purchase From URDs - Taxable Goods @ 30%	LP-7A-8.8%
Purchase From URDs - Taxable Goods @ 4%	LP-7B-4%
Purchase From URDs - Taxable Goods @ 8.8%	LP-7C
Purchases @ 1%	LP-7D
Purchases @ 12.5%	R1-10A
Purchases @ 20%	R1-10B-1-(I)
Purchases @ 22%	R1-10B-1-(II)
Purchases @ 27.5%	R1-10B-1-(III)
Purchases @ 30%	R1-10B-1-(IV)
Purchases @ 4%	R1-10C
Purchases @ 8.8%	R1-10D
Purchases(Against Form - H Deemed Export)	R1-10E-1
Purchases - Capital Goods @ 12.5%	R1-10E-2
Purchases - Capital Goods @ 4%	R1-10E-3
	R1-10E-4
	R1-10E-5 (I)

VAT CLASSIFICATION AVAILABLE BY TALLY

यहा पर हम input vat create करेगे

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English :
Name : Input Vat 12.5%

Total Op. Bal.
6,250.00 Dr
Difference
6,250.00 Dr

Under : Duties & Taxes
(Current Liabilities)

Type of Duty/Tax : VAT
VAT Sub Type : Input VAT
VAT/Tax Class : Input VAT @ 12.5%

Inventory values are affected ? No
Percentage of Calculation (eg 5) : 12.50 %
Method of Calculation : On VAT Rate
Rounding Method : Not Applicable

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

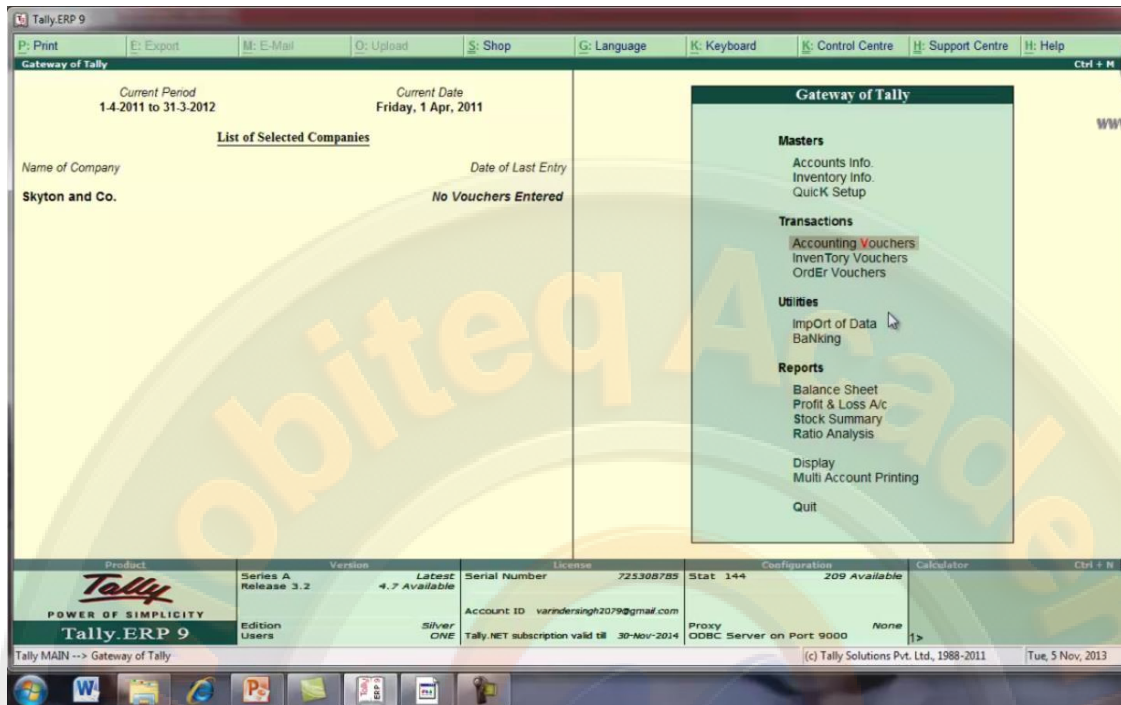
Opening Balance (on 1.Apr.2011) :
Accept ?
Yes or No

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

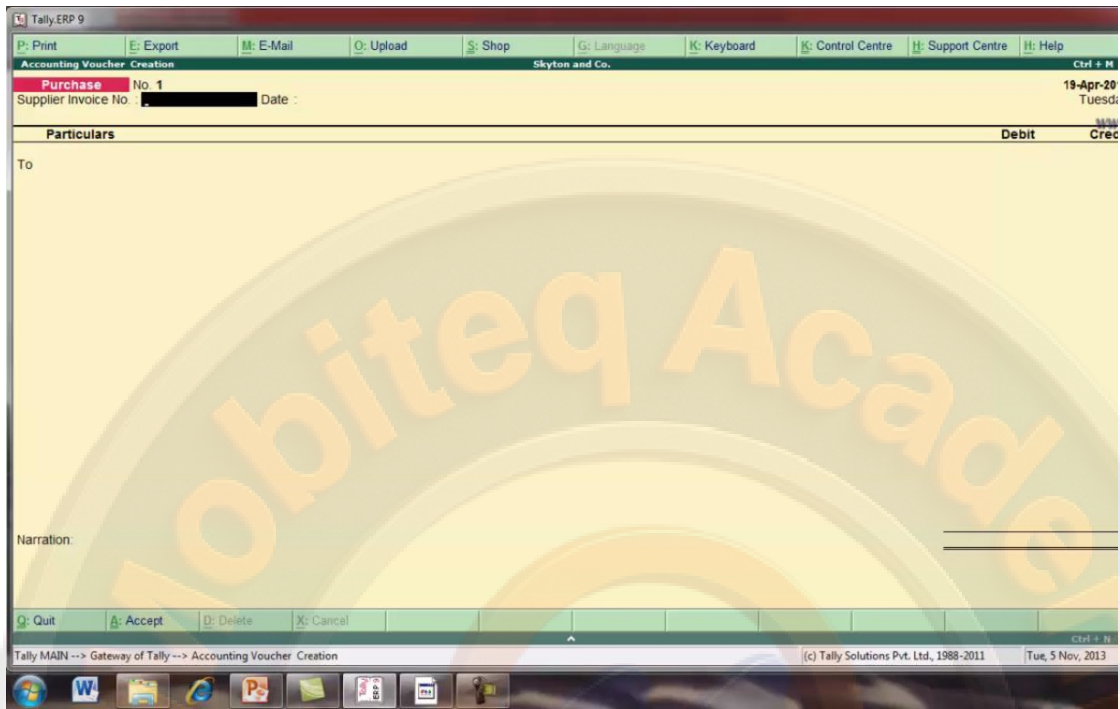
HERE CREATE INPUT VAT

gateway of tally में transaction के अंतर्गत एकाउंटिंग voucher को select करे



PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE ACCOUNTING VOUCHER UNDER TRANSACTION

buton toolbar से item invoice buton को select करे



SELECT ITEM INVOICE BUTON

select as invoice buton

Tally ERP 9

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

Accounting Voucher Creation Skyton and Co.

Purchase No. 1

Supplier Invoice No. Date : 19-Apr-2011 Tuesday

Particulars	Debit	Credit
To		

Narration:

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

SELECT AS INVOICE BUTON

यहा पर purchase accounting voucher prepare करेगे

Tally.ERP 9

Accounting Voucher Creation

Purchase No. 1
Supplier Invoice No. : ct/101 Date : 22 Apr 2011

Party's A/c Name : Cee Trade and Co
Current Balance :
Purchase Ledger : Purchase 12.5%
VAT/Tax Class : Purchases @ 12.5%

22 Apr 2011
Friday
WWW.

Name of Item	Quantity	Rate per	Disc %	Amount
Krishna Light Lamp	50 pcs	250.00	pcs	12,500.00
Input Vat 12.5%		12.50	%	1,562.50
	50 pcs			14,062.50

Show Statutory Details ? No

Narration:

Yes / No
No
Yes

Quit Accept Delete Cancel

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PURCHASE ACCOUNTING VOUCHER

यहा से vat की amount select करे

The screenshot shows the 'Statutory Details' window in Tally ERP 9. The window title is 'Statutory Details' and the company name is 'Skyton and Co.'. The window contains a table with the following data:

Particulars	VAT
Assessable Value	12,500.00
VAT Amount	1,562.50

The window also shows a menu bar with options like Print, Export, E-Mail, Upload, Shop, Language, Keyboard, Control Centre, Support Centre, and Help. The status bar at the bottom indicates the current path: 'Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation --> Statutory Details' and the date 'Tue, 5 Nov, 2013'.

SELECT VAT AMOUNT

यहा पर purchase vat accounting prepare हो गया है accept को yes कर दे

Tally.ERP 9

Accounting Voucher Creation

Purchase No. 1
Supplier Invoice No. : ct/101 Date : 22 Apr 2011 22 Apr 2011 Friday

Party's A/c Name : Cee Trade and Co
Current Balance :
Purchase Ledger : Purchase 12.5%
VAT/Tax Class : Purchases @ 12.5%

Name of Item	Quantity	Rate per	Disc %	Amount
Krishna Light Lamp	50 pcs	250.00	pcs	12,500.00
Input Vat 12.5%		12.50	%	1,562.50

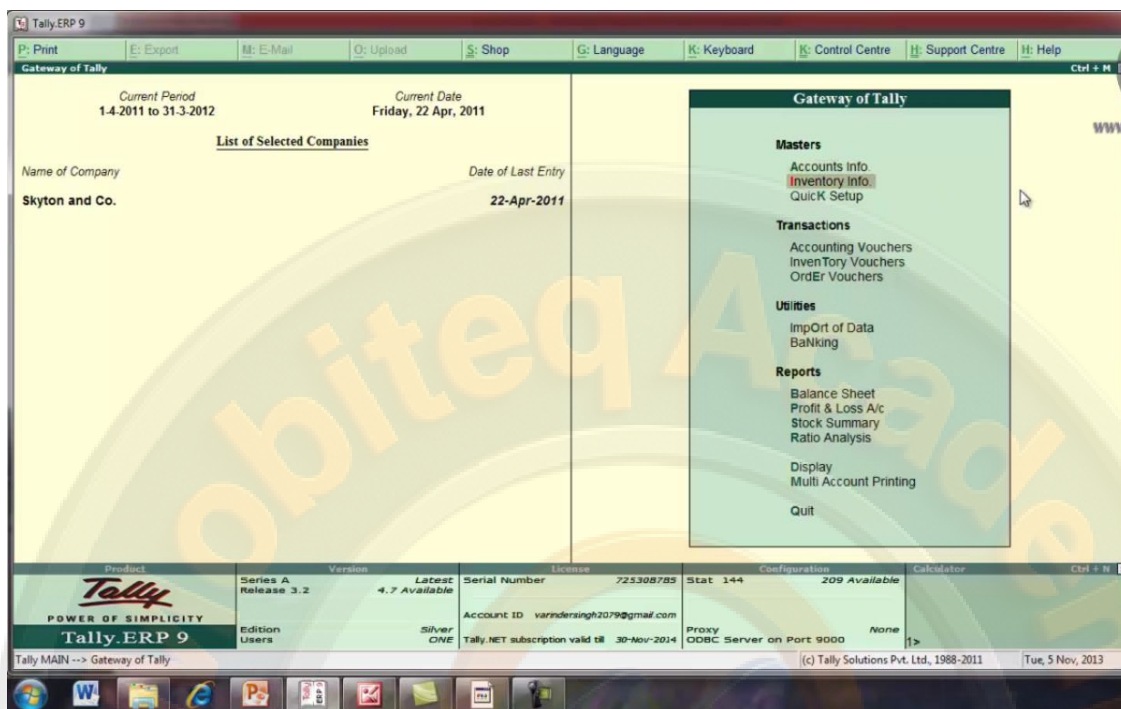
Show Statutory Details ? Yes
Narration: 50 pcs

Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

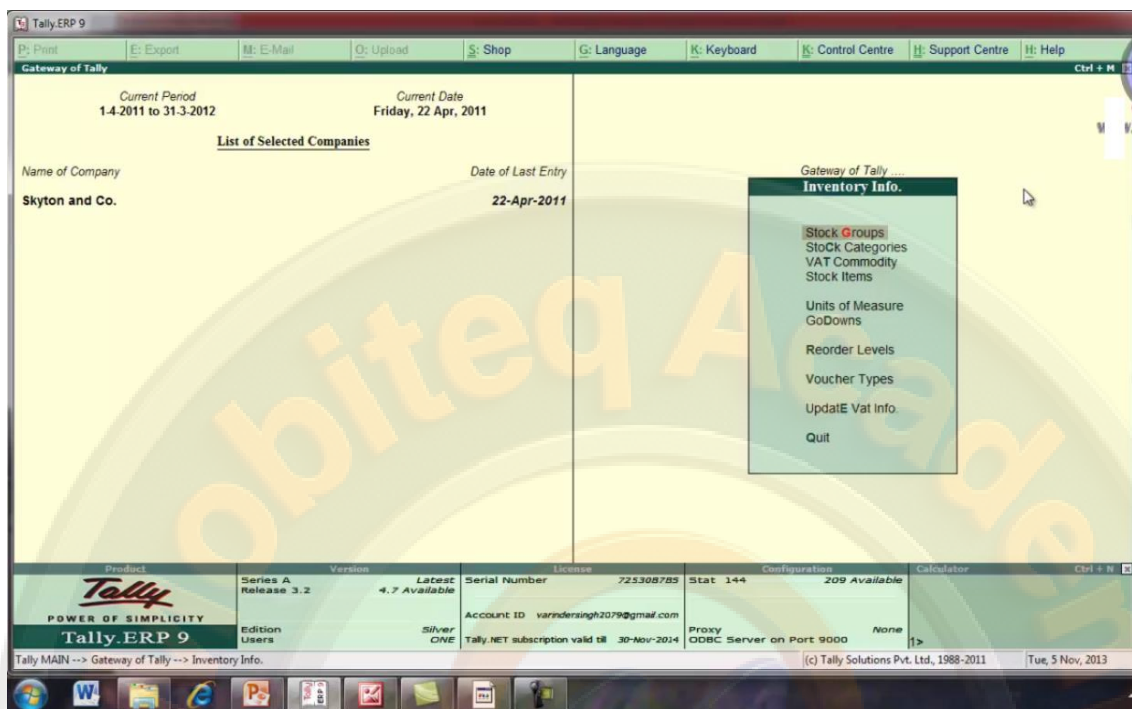
HERE PREPARED PURCHASE VAT ACCOUNTING

masters के अंतर्गत inventory info को select करे



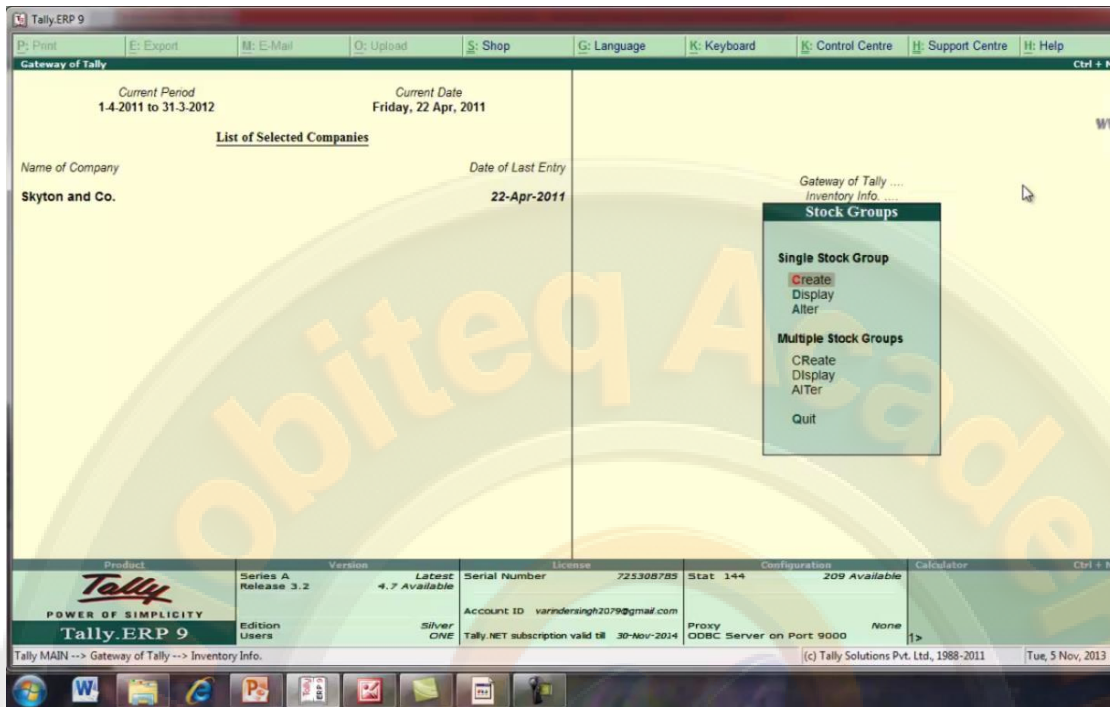
SELECT INVENTORY INFO UNDER MASTERS

यहाँ से stock group को select करें

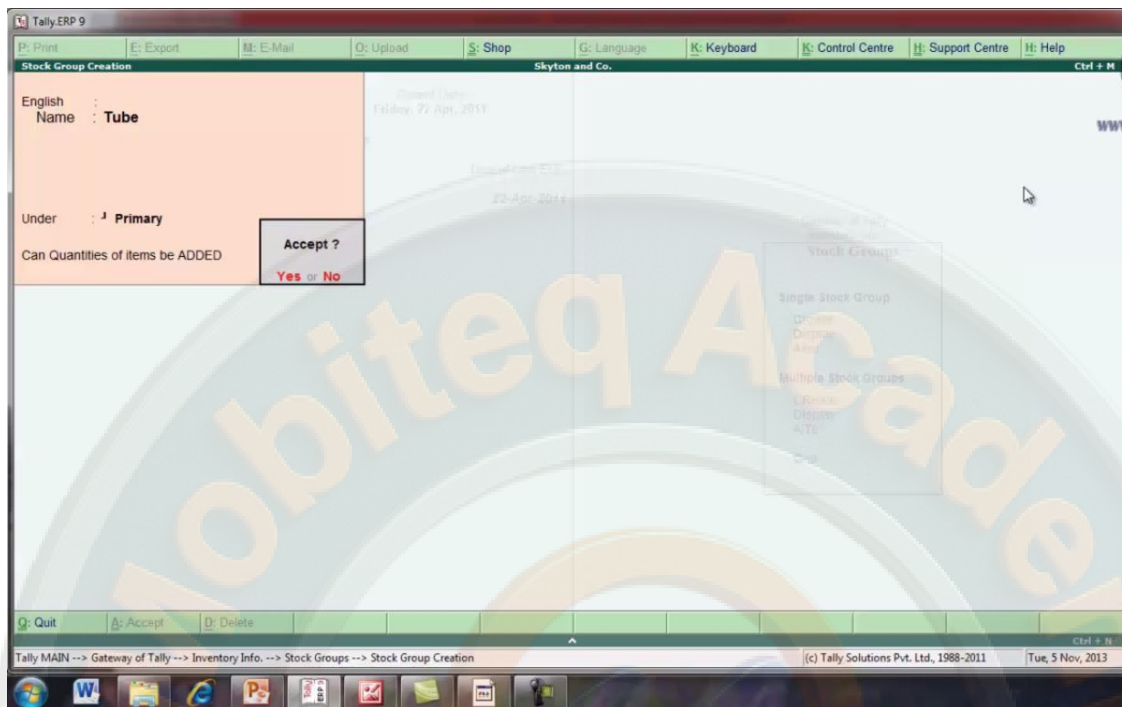


SELECT STOCK GROUP

single stock group के under create को select करे



SELECT CREATE UNDER SINGLE STOCK GROUP



HERE CREATE STOCK GROUP

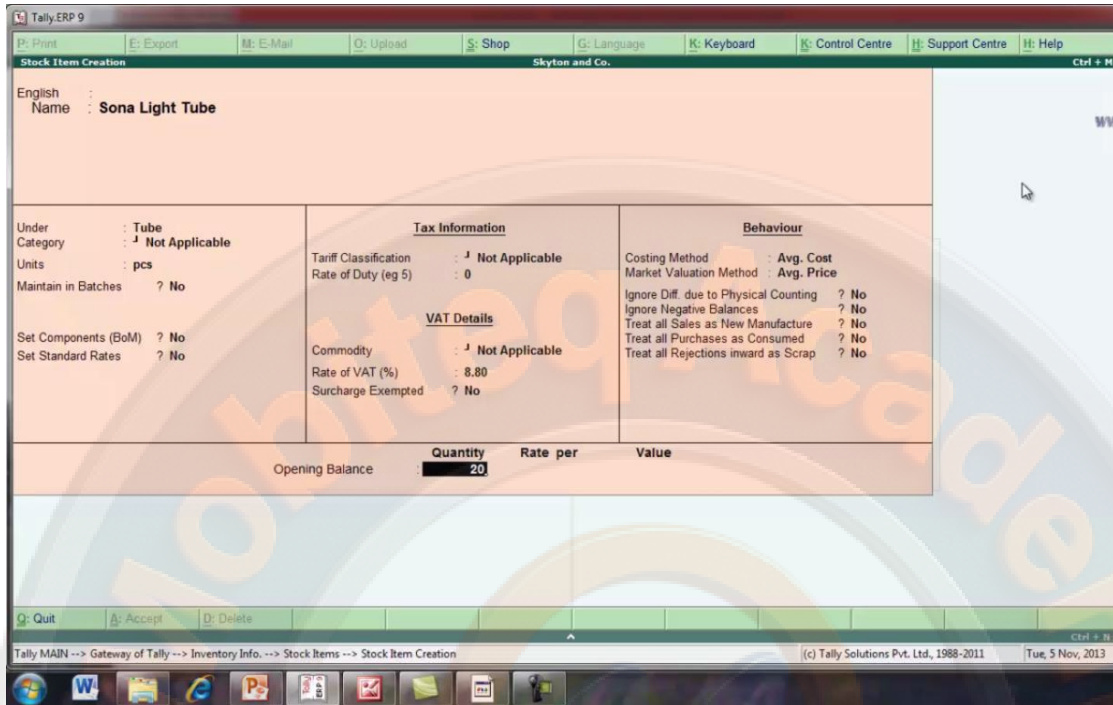
यहा से stock items को select करे

The screenshot displays the Tally ERP 9 software interface. At the top, the title bar reads 'Tally ERP 9'. Below it is a menu bar with options: P: Print, E: Export, M: E-Mail, O: Upload, S: Shop, G: Language, K: Keyboard, Control Centre, Support Centre, and Help. The main window is titled 'Gateway of Tally' and shows the 'Current Period' as '1-4-2011 to 31-3-2012' and the 'Current Date' as 'Friday, 22 Apr, 2011'. A section titled 'List of Selected Companies' contains a table with columns for 'Name of Company' and 'Date of Last Entry'. The table lists 'Skyton and Co.' with a last entry date of '22-Apr-2011'. On the right side, a 'Gateway of Tally - Inventory Info.' menu is open, listing options: Stock Groups, Stock Categories, VAT Commodity, Stock Items (highlighted), Units of Measure, GoDowns, Reorder Levels, Voucher Types, Update Vat Info, and Quit. The bottom status bar shows 'Tally MAIN --> Gateway of Tally --> Inventory Info.' and the date 'Tue, 5 Nov, 2013'. A large watermark 'obiteq A' is visible across the center of the screen.

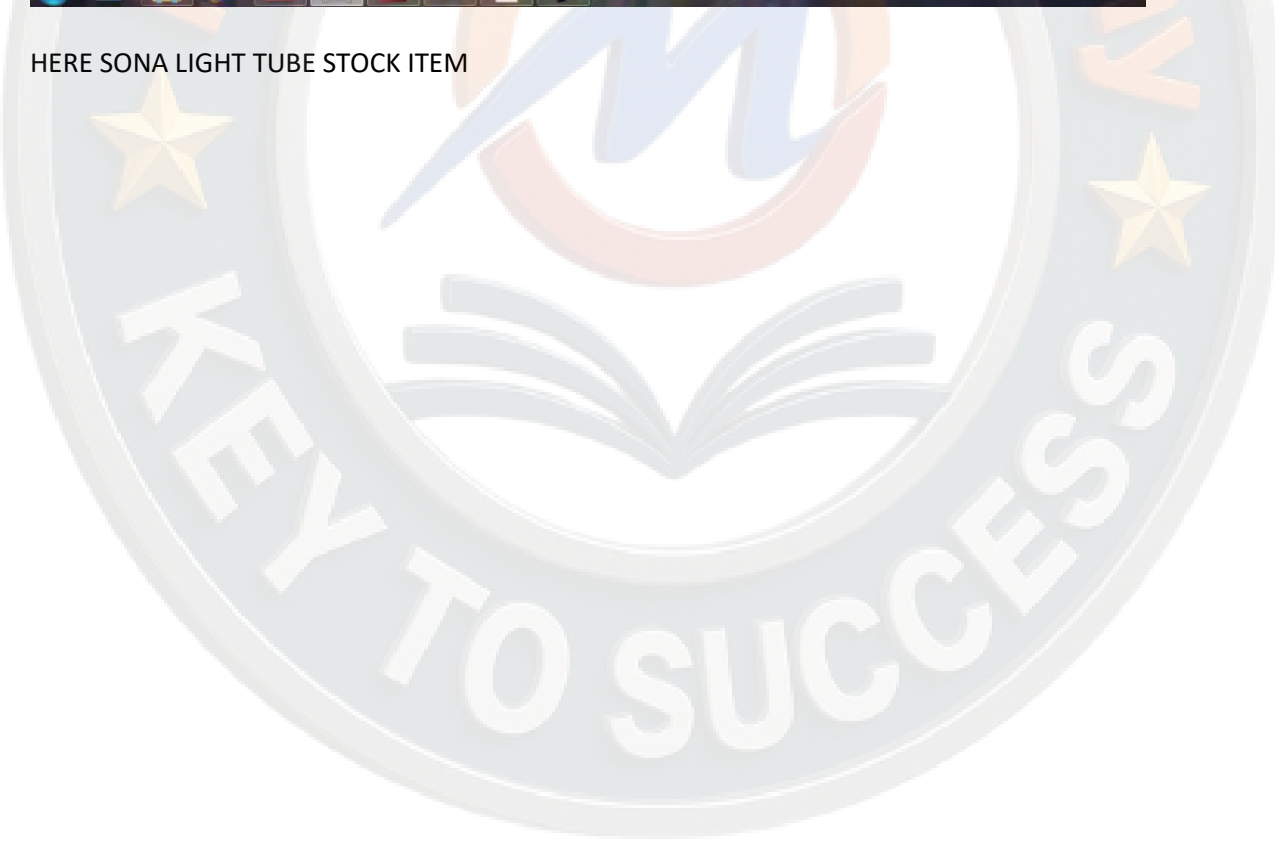
Name of Company	Date of Last Entry
Skyton and Co.	22-Apr-2011

- Stock Groups
- Stock Categories
- VAT Commodity
- Stock Items
- Units of Measure
- GoDowns
- Reorder Levels
- Voucher Types
- Update Vat Info
- Quit

PRESS ESC AND SELECT STOCK ITEMS



HERE SONA LIGHT TUBE STOCK ITEM



Tally ERP 9

Stock Item Allocation

Godown: Sona Light Tube

Allocations of: Sona Light Tube for 20 pcs

Godown	Quantity	Rate per	Amount
Main Location	20 pcs	300.00 pcs	6,000.00
		20 pcs	6,000.00

Q: Quit

Tally MAIN --> Gateway of Tally --> Inventory Info. --> Stock Items --> Stock Item Creation --> Stock Item Allocation

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HERE ALLOCATIN OF SONA LIGHT TUBE

Tally.ERP 9

Stock Item Creation

English :
Name : **Sona Light Tube**

Under : Tube
Category : Not Applicable
Units : pcs
Maintain in Batches ? No

Set Components (BoM) ? No
Set Standard Rates ? No

Tax Information
Tariff Classification : Not Applicable
Rate of Duty (eg 5) : 0

VAT Details
Commodity : Not Applicable
Rate of VAT (%) : 8.80
Surcharge Exempted ? No

Behaviour
Costing Method : Avg. Cost
Market Valuation Method : Avg. Price
Ignore Diff. due to Physical Counting ? No
Ignore Negative Balances ? No
Treat all Sales as New Manufacture ? No
Treat all Purchases as Consumed ? No
Treat all Rejections inward as Scrap ? No

	Quantity	Rate per	Value
Opening Balance	20 pcs	300.00 pcs	6,000.00

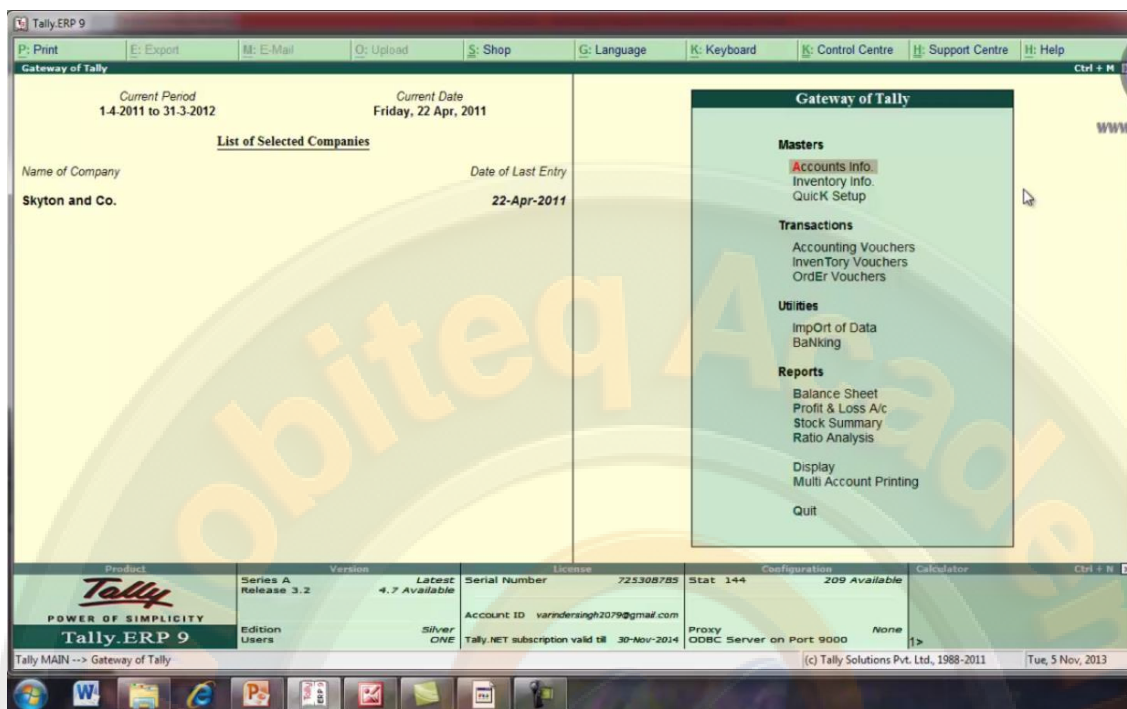
Accept ?
Yes No

Quit Accept Delete

Tally MAIN --> Gateway of Tally--> Inventory Info.--> Stock Items --> Stock Item Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

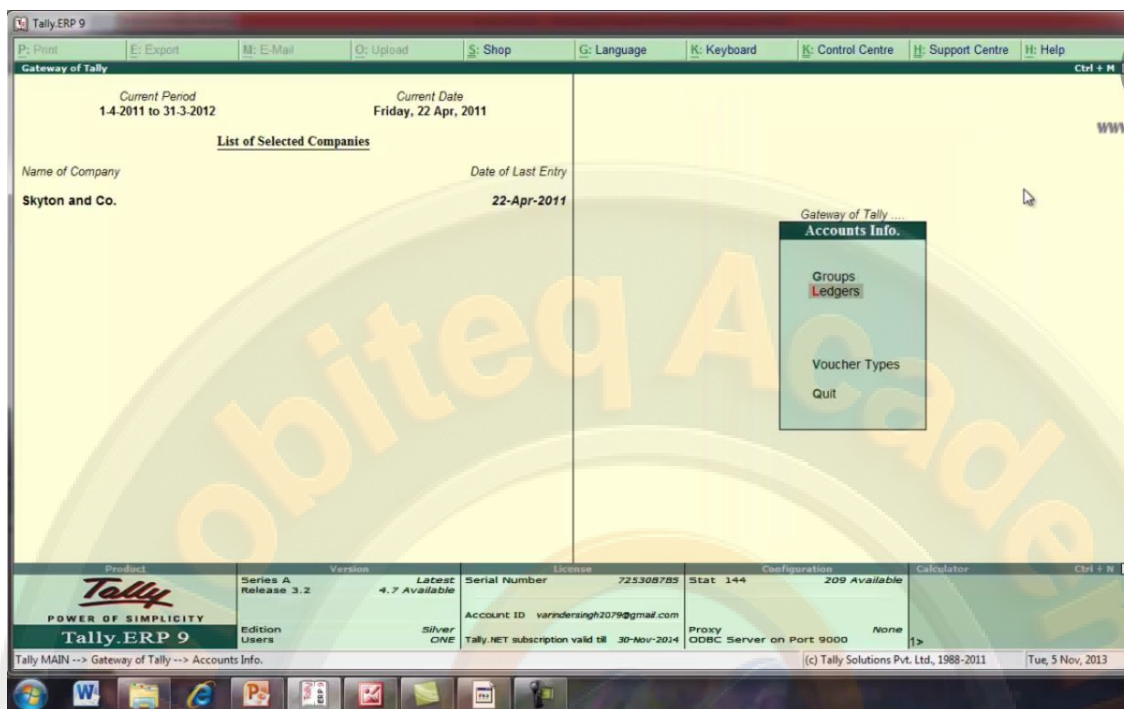
HERE PREPARED SONA LIGHT TUBE STOCK ITEMS

masters के अंतर्गत account info को select करे



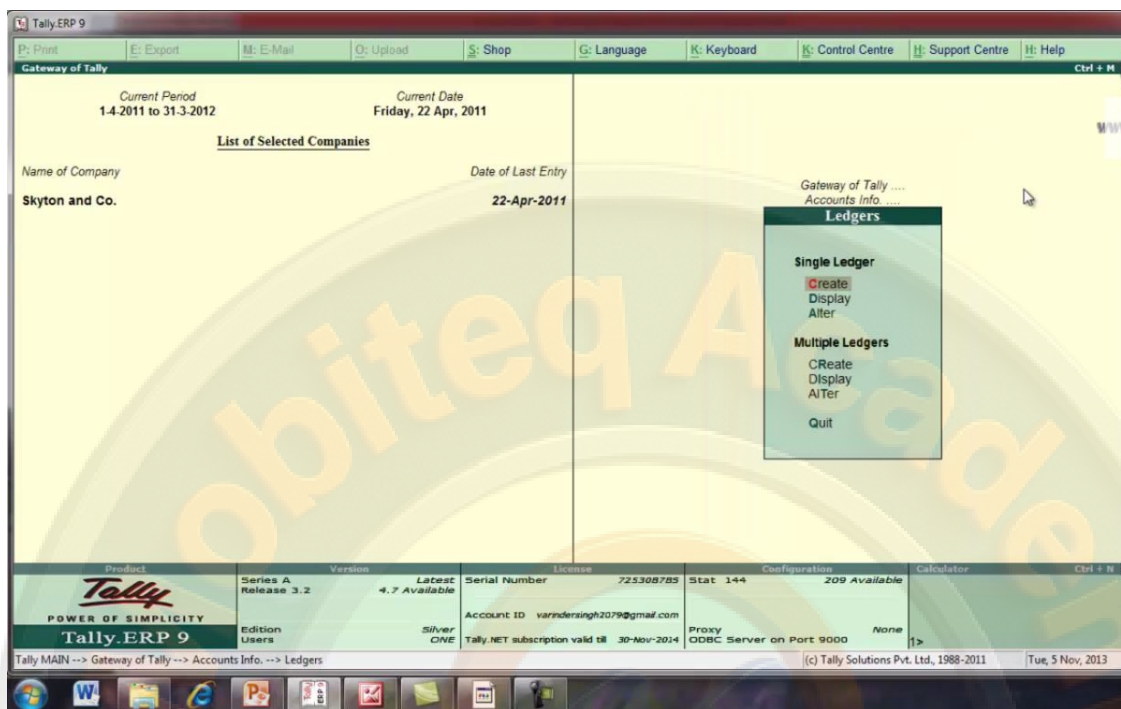
SELECT ACCOUNT INFO

यहा से ledger को select करे



SELECT LEDGER

single ledger के अंतर्गत create को select करे



SELECT CREATE UNDER SINGLE LEDGER

यहा पर purchase vat ledger create करेगे

Tally.ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English : English
Name : Purchase 8.8%

Total Op. Bal.	
	12,250.00 Dr
Difference	
	12,250.00 Dr

Under : Purchase Accounts

Inventory values are affected ? Yes
Type of Ledger ? Not Applicable

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. :

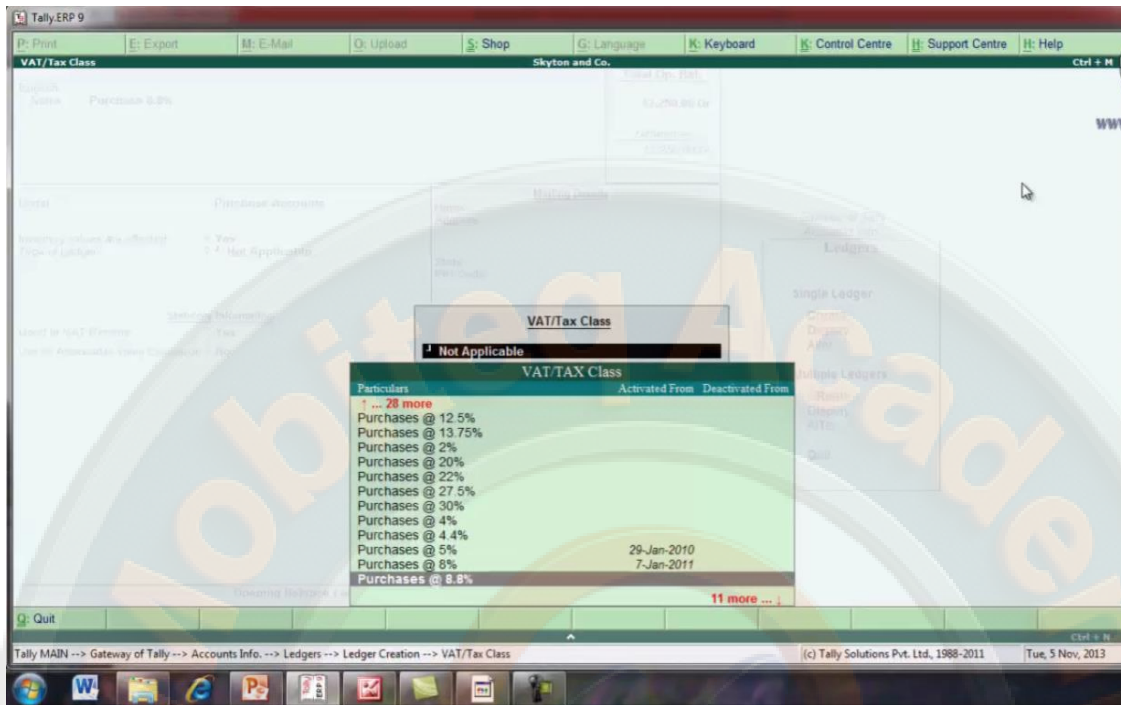
Opening Balance (on 1.Apr.2011) :

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally--> Accounts Info.--> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PURCHASE LEDGER 8.8%

यहा से vat class select करे



HERE VAT CLASS

यहा पर purchase ledger तैयार हो गया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English : Purchase 8.5%
Name : Purchase 8.5%

Total Op. Bal.	
	12,250.00 Dr
Difference	
	12,250.00 Dr

Under : Purchase Accounts

Inventory values are affected ? Yes
Type of Ledger ? Not Applicable

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.2011) : **Accept ?**
Yes or No

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally --> Accounts Info. --> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE PREPARED PURCHASE LEDGER

यहा पर input vat तैयार हो गया है

Tally ERP 9

Print | Export | E-Mail | Upload | Shop | Language | Keyboard | Control Centre | Support Centre | Help

Ledger Creation Skyton and Co.

English :
Name : Input Vat 8.8%

Total Op. Bal.
12,250.00 Dr
Difference
12,250.00 Dr

Under : Duties & Taxes (Current Liabilities)
Type of Duty/Tax : VAT
VAT Sub Type : Input VAT
VAT/Tax Class : Input VAT @ 8.8%

Mailing Details
Name :
Address :
State :
PIN Code :

Tax Information
PAN / IT No. :

Inventory values are affected ? No
Percentage of Calculation (eg 5) : 8.88 %
Method of Calculation : On VAT Rate
Rounding Method : Not Applicable

Opening Balance (on 1.Apr.2011) :
Accept ?
Yes or No

Quit | Accept | Delete

Tally MAIN --> Gateway of Tally--> Accounts Info.--> Ledgers --> Ledger Creation (c) Tally Solutions Pvt. Ltd., 1988-2011 Tue, 5 Nov, 2013

HERE INPUT VAT 8.8%

esc press करके gateway of tally पर वापिस आ जाये or transaction के अंतर्गत accounting voucher को select करे



PRESS ESC AND SELECT HERE ACCOUNTING VOUCHER UNDER TRANSACTION

यहा पर purchase accounting voucher create किया है

Tally ERP 9
Accounting Voucher Creation
Purchase No 2
Supplier Invoice No. : ct/102
Date : 25 Apr 2011
Party's A/c Name : Cee Trade and Co
Current Balance : 14,062.50 Cr
Purchase Ledger : Purchase 8.8%
VAT/Tax Class : Purchases @ 8.8%

Name of Item	Quantity	Rate per	Disc %	Amount
Sona Light Tube	60 pcs	300.00		18,000.00
Input Vat 8.8%			8.80 %	1,584.00

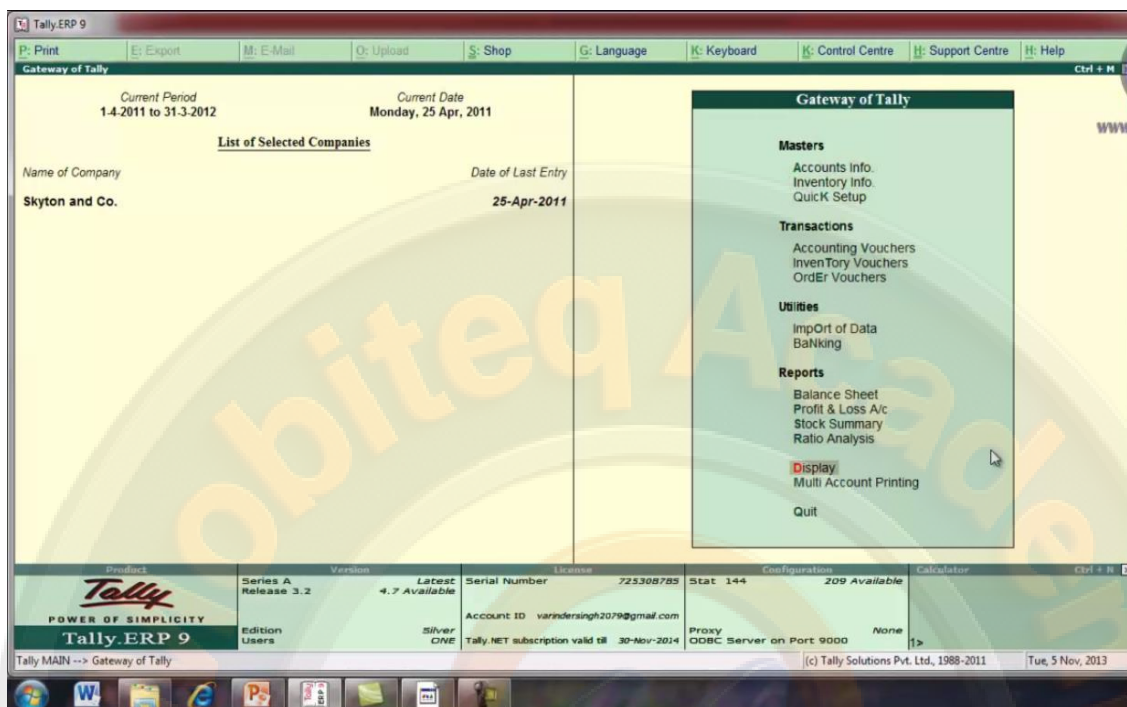
Show Statutory Details ? Yes
Narration: 60 pcs

Accept ?
Yes or No

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation
(c) Tally Solutions Pvt. Ltd., 1988-2011
Tue, 5 Nov, 2013

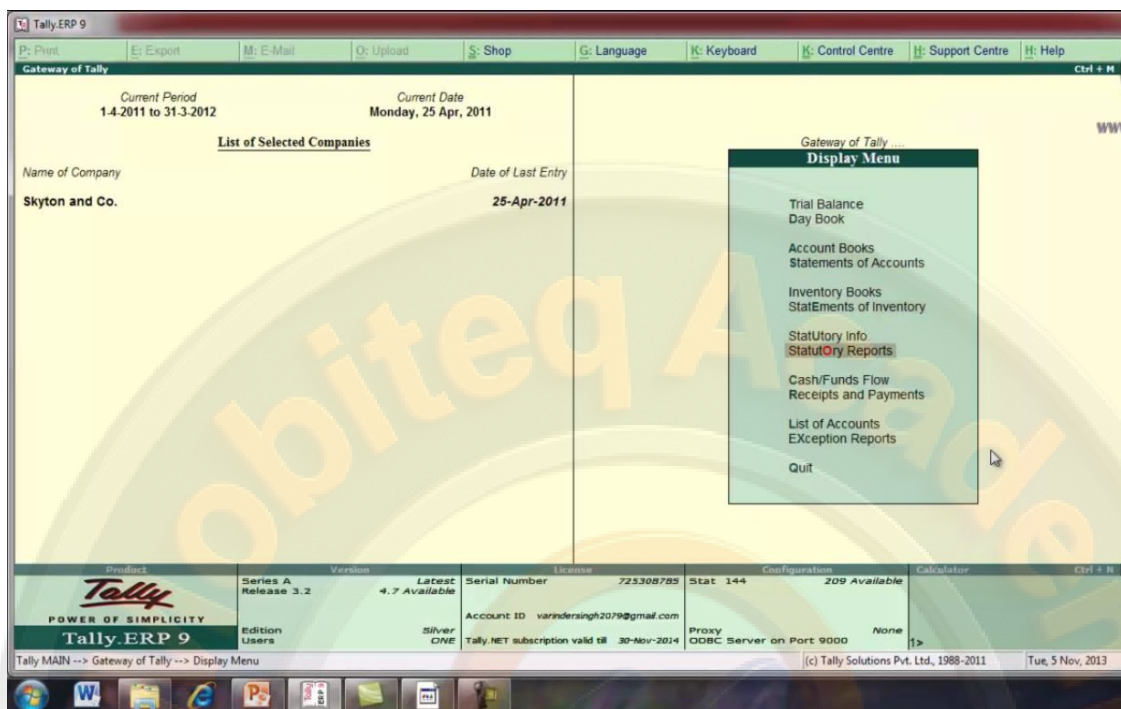
HERE CREATE PURCHASE ACCOUNTING VOUCHER

esc press करके वापिस gateway of tally पर आ जाये यहा से reports के अंतर्गत display को select करे



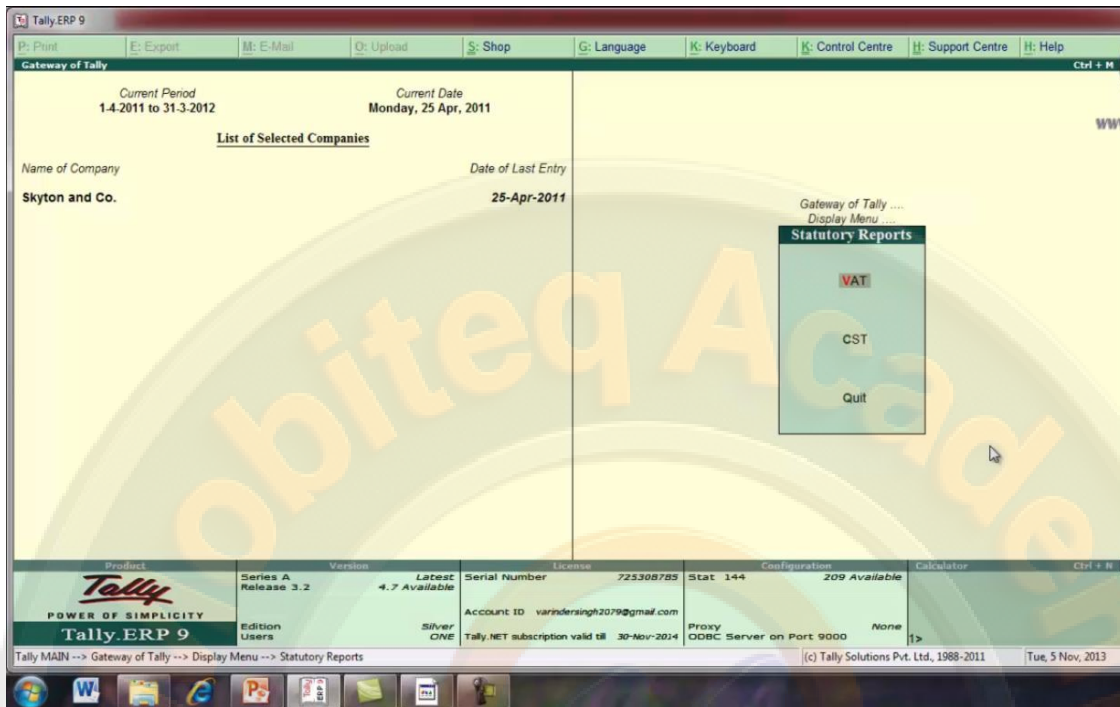
PRESS ESC AND BACK TO GATEWAY OF TALLY AND SELECT HERE DISPLAY UNDER REPORTS

यहाँ से statutory reports को select करें



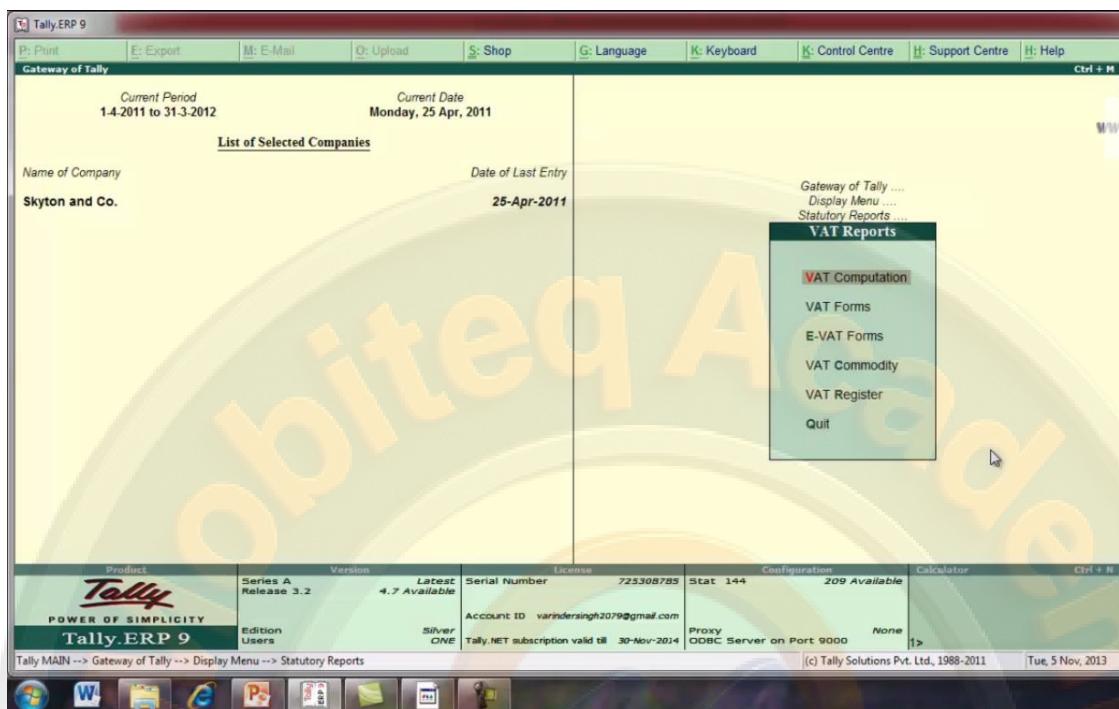
SELECT STATUTORY REPORTS

यहा से vat को select करे



SELECT VAT

यहा से vat computation को select करे



HERE SELECT VAT COMPUTATION

यहा पर हमे input vat show ही रहे है

The screenshot displays the 'VAT Computation' report for 'Skyton and Co.' for the period '1-Apr-2011 to 30-Apr-2011'. The report is structured as follows:

Particulars		Assessable Value	Tax Amount
Purchases			
C. Input Tax			
Excess Input Credit Brought Forward			
Input VAT @ 12.5%		12,500.00	1,562.50
Input VAT @ 8.8%		18,000.00	1,584.00
Total Input Credit		30,500.00	3,146.50
VAT Refundable/Carried Forward			3,146.50

The screenshot also shows the Tally ERP 9 interface with a menu bar at the top and a taskbar at the bottom. A large watermark for 'Mobiteq Academy' is overlaid on the image.

HERE WE SAW INPUT VAT 12.5% AND 8.8%