



**WELCOME
DIGITAL RK
COMPUTER
ACADEMY**



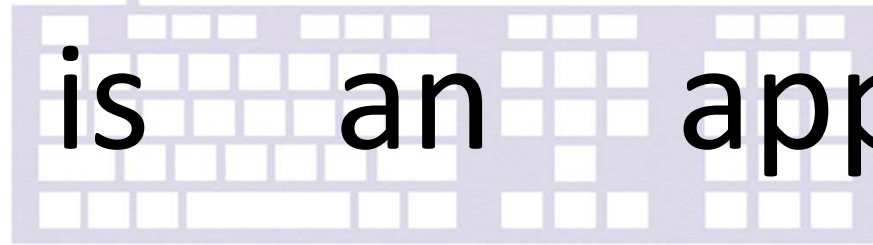
TALLY.ERP 9.0 (WITH GST)

Digital RK Computer Academy

WHAT IS TALLY

❖ Tally is a software.

❖ Tally is an application software.



DEFINITION OF TALLY



Tally is an accounting based application software.

WHAT IS ACCOUNTING

Accounting is the process to record, analyze, classify, compare and summarize the business transaction.



WHAT IS ACCOUNT

- Account is the name of all person and item which are belongs to the business or business transactions.
- It has two sides debit and credit. Debit is the right side and credit is the left side of an account.

TYPES OF ACCOUNT

There are two types of an account

1. Personal Account and
2. Impersonal Account

1. PERSONAL ACCOUNT

The account of any person, bank, firm, or any company with whom to business is to be dealing.

e.g.- Ram, Shyam & Co., Raju Computer Shop. etc. .

2. IMPERSONAL ACCOUNT

There are two types of Impersonal account

I. Real Account

II. Nominal Account

I. REAL ACCOUNT

The account of assets (goods and cash) are called, “Real Account”.

II. NOMINAL ACCOUNT

The account of all incomes, expenses or all profits & losses are called, “nominal Account”.

SOME BASIC TERMS

1. **Entity**:- an economic unit is called Entity
2. **Capital**:- the amount which is invested into business by the business man (or propwriter or owner).
 - Capital = Total Assets - Total outside Liabilities
 - It increase when profit are earned and decrease when the losses are suffered.

3. Liabilities :- the amount which are payable to the outsiders called , "liabilities".

There are two types of liabilities:-

A. Fixed or Long Term Liabilities

B. Current Or Short Term Liabilities

A. Fixed or Long Term Liabilities

The liabilities which are payables for long time called, “long term liabilities”.

e.g. Long Term Loan, etc.

B. Current Or Short Term Liabilities:-

The liabilities which are payables for short time (usually less than one year) called, "Short Term Liabilities".

e.g. Bank Overdraft, Bills, Etc. .

4. **Assets** :- The valuable item which help to generate the revenue in business, are called “Assets”.

There are two types of Assets:-

A. **Tangible Assets**

B. **Intangible Assets**

A. Tangible Assets:- the assets which have physical existence are, called "Tangible Assets".

There are two types of Tangible Assets:-

I. Fixed Assets

II. Current Assets

I. Fixed Assets The assets which are acquired for long time called, "long term Assets".

e.g. Building, land, machinery, furnitures, etc. .

II. Current Assets:- The assets which are money itself or can be converted in money in a very short period of time, are called "current assets".

e.g. cash, cash at bank, stock and bill receivable, etc. .

B. Intangible Assets The assets which have not physical existence are called "Intangible Assets".
e.g. → goodwill, patent, trademark, etc.

5. Revenue :-

Revenue is the amount which is received or receivable by selling the items, in which the business man normally deals.

e.g.-

➤ Copy sold to xyz for Rs.100

In this example the Rs. 100 is considered as revenue, because it is received by selling the copy.

6. Stock:-

goods which are stored in
godown for selling
purpose, are called
“stock.”

7. CREDITORS:-

The person from whom the business man purchased the goods, called “creditor”.

e.g.- pen purchased from xyz.

in this example xyz is the creditor.

Because the pen is purchased from xyz.

8. DEBTORS:-

The person to whom the business man sold the item, called “debtors”.

e.g.- copy sold to Raju.

In this example raju is debtor because the copy sold to Raju.

9. OVERDRAFT:- Overdraft is the amount which is withdrawn by the businessman from the bank more than his account balance. Overdraft facility is available only on the current account.

10 . DRAWING:-

It is the amount which is withdraw by the business man from his business for personal or domestic purpose.

11 . INVESTMENT:-

The expense amount
which has returning
with profit called
Investment.

12 . DISCOUNT:-

It is allurement given to the customer by the business man to recover the due payment quickly or to sale the product quickly and in large amount.

TYPES OF DISCOUNT

There are three types of discount.

A. Cash discount

B. Trade discount

C. Quantity discount

A. CASH DISCOUNT

This discount is given to the customer by the business man on the due payment, so that the customer can pay the due payment quickly.

B. TRADE DISCOUNT

This discount is given to the customer by the businessman on the MRP (maximum retail price), so that the item can be sold quickly.

C. QUANTITY DISCOUNT

This discount is given to the customer by the business man on the quantity of item , so that the item can be sold in large amount.

GOLDEN RULE OF ACCOUNTING

Journal Account

Dr. → the receiver Dr. → What Comes in Dr. → All Expenses & Losses

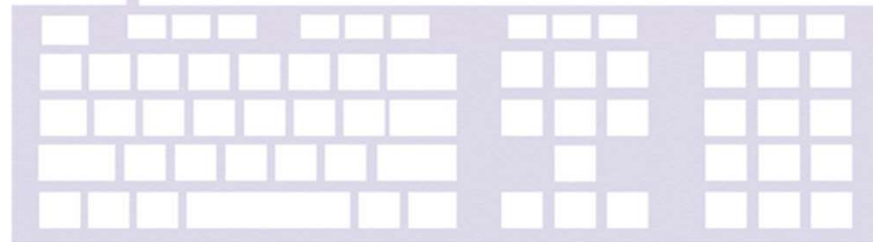
Cr. → the giver Cr. → What Goes out Cr. → All income & profits

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Finding The Dr. And Cr.

Transactions:-

1. Fund transfer from SBI to BOB for Rs. 6000.
2. Rs. 10,000 deposited in to UBI.
3. Rs. 5,000 is withdraw from Gramin Bank.



In the 1st Transaction

Fund transfer from SBI to BOB for Rs. 6000.

- There are two account SBI and BOB
- Both are name of bank
- Both are types of personal Account
- SBI is giver and BOB is receiver.
- According to the golden rule SBI is Cr.
And BOB is Dr.

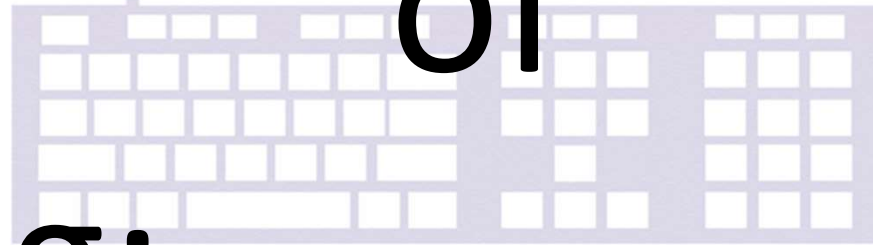
In the 2nd Transaction

Rs. 10,000 deposited in to UBI.

- There are two account cash and UBI
- Cash is the types of Real Account,
- It is goes out from the business,
- According to the golden rule The cash is Cr,
- UBI types of personal Account
- It is receiver.
- According to the golden rule UBI is the Dr.

EXERCISE :-

Find the name of account, its type and its nature of the following:-



Digital RK Computer Academy

1. Business started with Rs. 1,00,000.
2. Cash deposited in to BOB .
3. Pen purchased from Rajnikant @ Rs.200.
4. Electricity bill paid for Rs. 500
5. Copy purchased from Gabbar Sing Book house @ Rs.100.
6. Books sold to padmawati & co @ Rs 600.

Note:- if the transaction is cash transaction the party name account will not be created . In this case there are two accounts created 1. account of things which is deal and 2. cash account

LEDGER

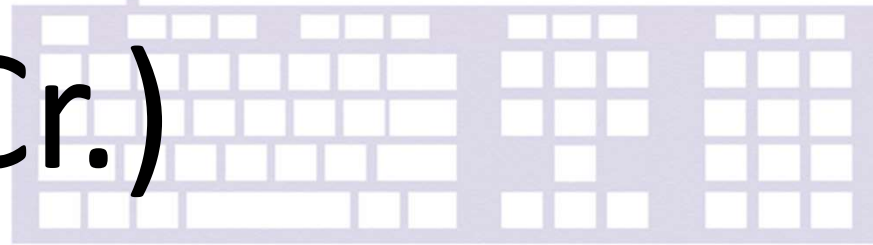
Ledger is the name of account through which the business transaction are maintained.

• In the transaction –
Fund transfer from SBI to
BOB for Rs. 6000.

• There are two ledger-

1. SBI (Cr.)

2. BOB(Dr.)



VOUCHER

Voucher is a document (or register) used to enter (or Records) the detail of business transaction.

TYPES OF VOUCHER

There are two types of voucher.

1. Accounting Voucher
2. Non- accounting Voucher

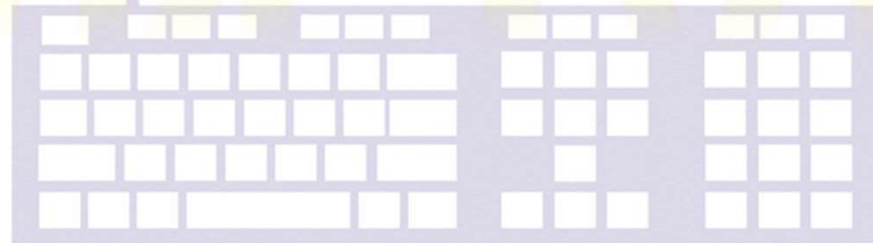
ACCOUNTING VOUCHER

It is the group of following voucher.

1. Journal Voucher
2. Contra Voucher
3. Purchase Voucher
4. Payment voucher
5. Sales voucher
6. Receipt Voucher
7. Credit Note
8. Debit Note

HOW TO

OPEN TALLY



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PROCESS -1

Press window key



Type Tally

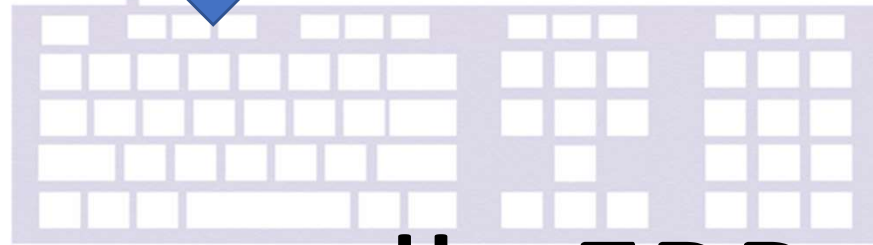


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Press Enter

PROCESS -2

Press window key



Click on tally ERP-9

PROCESS -3



Click on desktop



Double Click on tally ERP-9
or

Right click on tally ERP-9



Click on open

CREATING COMPANY

Process

Gateway of tally



Company info(alt+f3)



Click on Create Company

or

press C

Creating Company

Tally.ERP 9

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

Company Creation Ctrl + M

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

Name : [REDACTED]

Primary Mailing Details

Mailing name :
Address :
Country : **India**
State : **Not Applicable**
Pincode :

Contact Details

Phone no. :
Mobile no. :
Fax no. :
E-mail :
Website :

Books and Financial Year Details

Financial year begins from : **1-4-2018**
Books beginning from : **1-4-2018**

Security Control


TallyVault password (if any) :
Repeat password :
(Warning: Forgetting TallyVault password will render your data inaccessible.)
Use security control ? **No**
(Enable security to avail TSS features)

Base Currency Information

Base currency symbol : ₹
Formal name : **INR**
Suffix symbol to amount ? **No**
Add space between amount and symbol ? **Yes**
Show amount in millions ? **No**

Number of decimal places : **2**
Word representing amount after decimal : **paise**
No. of decimal places for amount in words : **2**

Q: Quit

Product  POWER OF SIMPLICITY Tally.ERP 9	Version & Updates Ctrl + Alt + T Series A Release 6.2 (Latest)	License & Services Ctrl + Alt + L Educational Mode	Configuration Ctrl + Alt + F Gateway localhost:9999	Calculator Ctrl + N
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Tally MAIN --> Gateway of Tally --> Company Info. --> Company Creation (c) Tally Solutions Pvt. Ltd., 1988-201 Thu, 21 Jun, 2018 14:19:47

SELECTING COMPANY

Process

Gateway of tally



PRESS alt+f3 (Company info)



PRESS S (SELECT COMPANY)



Go to Your Desired Company & press enter key

SHUTTING THE COMPANY

Gateway of tally

Company info(alt+f3)

Shut Company (H)

Select your company

Process



ALTER/CHANGING THE COMPANY

Gateway of tally



Company info(alt+f3)

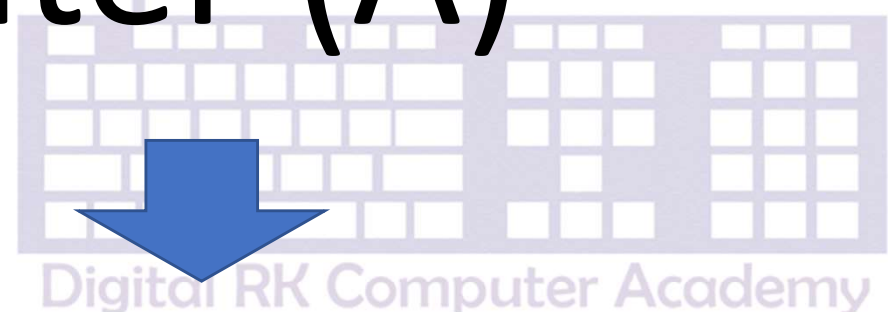


Alter (A)



Select your company

Process



DELETING COMPANY

Gateway of tally

Company info(alt+f3)

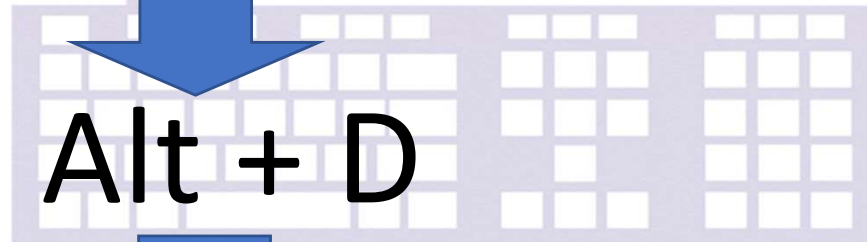
Select Company (S)

Alter (A)

Alt + D

Double Enter

Process



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GROUP CREATION

Gateway of tally



Account info



Group(G)



Create (C)

Process

LEDGER CREATION

Gateway of tally



Account info

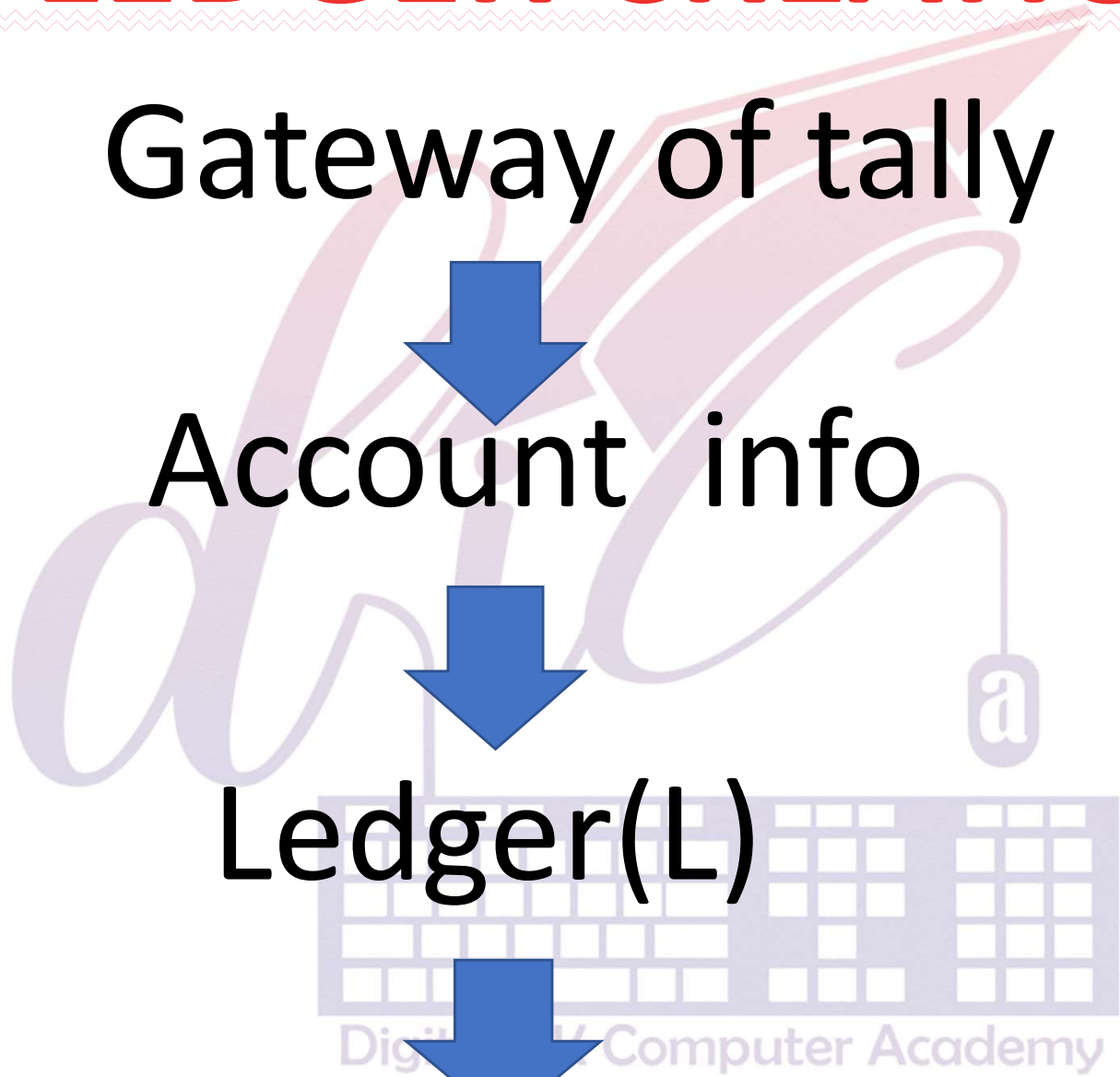


Ledger(L)



Create (C)

Process



UNIT OF MEASURE

The unit of measure is the unit in which the stock items are measured.

e.g.- kilogram, meter, pieces, boxes, etc.

TO CREATE UNIT OF MEASURE

Process

Gateway of tally



Inventory info



Unit of measurement



Create

Measurement Creation

Type short
name of unit

Full name
unit

Unit Creation

Type : **Simple**

Symbol : **pcs.**

Formal name: **Piece**

Number of decimal places: **0**

TO CREATE STOCK GROUP

It is the group of stock item

Process

Gateway of tally



Inventory info



Stock group (S)



Creat

Create Stock Group

Type the name
of the stock
group

Stock Group Creation

Bhun

Name : **Stationary**
(alias) :

Select the
under group of
stock group

Under : **Primary**

Should quantities of items be added ? **Yes**

Set always
yes

Accept ?

Yes or No

TO CREATE STOCK ITEM

Stock item is the item which is to be sold or purchased.

Process

Gateway of tally



Inventory info



Stock item



Create

Creation of stock item

Type name
of stock
item

Select the
under group
of stock item

Set the
measurement
unit of stock item

Stock Item Display		Bhuneshwar Prasad Vishwakarma	
Name : Pen			
Under : Stationary		<u>Statutory Information</u>	
Units : pcs.		Rate of Duty (eg 5) :	
Opening Balance :	Quantity	Rate per	Value

Exercise-2

Find and create the ledger , stock group, stock item and unit of measure.

Rahim started his business named Rahim book stall with Rs. 1,50,000.

His transaction are as follow—

1. 100 pcs Hindi copy purchased by cash @Rs.10.
2. 100 pcs English copy purchased by cash @Rs.11.
3. 100 pcs maths copy purchased by cash @Rs.10.
4. 100 pcs class 1 Hindi book purchased by cash @Rs.50.
5. 100 pcs class 1 English book purchased by cash @Rs.55.
6. 100 pcs class 1 maths book purchased by cash @Rs.40
7. 100 pcs class 2 Hindi book purchased by cash @Rs.55.
8. 100 pcs class 2 English book purchased by cash @Rs.60.

P.T.O

Exercise-2

9. 100 pcs class 2 maths book purchased by cash @Rs.45
10. 50 pcs Natraj eraser purchased by cash @Rs.3
11. 50 pcs DOMS eraser purchased by cash @Rs.5
12. 50 pcs Natraj Sharpener purchased by cash @Rs.3
13. 50 pcs DOMS Sharpener purchased by cash @Rs.5
14. 50 pcs red gel pen purchased by cash @Rs.3
15. 50 pcs blue gel pen purchased by cash @Rs.3
16. 50 pcs green gel pen purchased by cash @Rs.3
17. 50 pcs red dot pen purchased by cash @Rs.3
18. 50 pcs blue dot pen purchased by cash @Rs.3
19. 50 pcs green dot pen purchased by cash @Rs.3

Ledgers

1. Capital → capital a/c
2. Purchase → purchase A/c
3. Sales → sales a/c
4. Income/profit → income(direct/indirect)
5. expanses/loss → expanses (direct/indirect)
6. Creditors → sundry creditors ,
7. Debtors → sundry debtor
8. Cash
9. Profit & loss

stock Item

stock Group

1. Hindi copy
2. English copy
3. Math copy
4. Class 1 Hindi book
5. Class 1 English book
6. Class 1 math book
7. Class 2 Hindi book
8. Class 2 English book
9. Class 2 math book

1. Copy

2. Books

1. Class 1 book
2. Class 2 book

10. Natraj eraser
11. Domes eraser

1. Erases

12. Natraj sharpener
13. Domes sharpener

2. Sharpeners

14. Red gel pen
15. Blue gel pen
16. Green gel pen
17. Red dot pen
18. Blue dot pen
19. Green dot pen

3. pen

1. Gel pen
2. Dot pen

VOUCHER
ENTRY

Digital Computer Academy

1. JOURNAL VOUCHER (F7)

This voucher is used to enter the transaction like-

- Business is started with Rs. 1,00,000
- Suspense account is created for Rs. 5000 in credit side.

Exercise-2

Find and create the ledger , stock group, stock item and unit of measure.

Rahim started his business named Rahim book stall with Rs. 1,50,000.

His transaction are as follow—

1. 100 pcs Hindi copy purchased by cash @Rs.10.
2. 100 pcs English copy purchased by cash @Rs.11.
3. 100 pcs maths copy purchased by cash @Rs.10.
4. 100 pcs class 1 Hindi book purchased by cash @Rs.50.
5. 100 pcs class 1 English book purchased by cash @Rs.55.
6. 100 pcs class 1 maths book purchased by cash @Rs.40
7. 100 pcs class 2 Hindi book purchased by cash @Rs.55.
8. 100 pcs class 2 English book purchased by cash @Rs.60.

P.T.O

This voucher is called adjustment voucher.

➤ In this exercise debit is cash and credit is capital.

PURCHASE VOUCHER

(F9)

This voucher is used
when the items are
purchased

PURCHASE VOUCHER

Tally.ERP 9

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

Accounting Voucher Creation DCCS Ctrl + M

Purchase No. 1 1-Apr-2018 Sunday

Supplier invoice no.: [redacted] Date :

Party A/c name : Cash/party name
Current balance :
Purchase ledger : purchase

Name of Item	Quantity	Rate per	Amount
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-; Tue, 18 Dec, 201 0

Exercise-2

Find and create the ledger , stock group, stock item and unit of measure.

Rahim started his business named Rahim book stall with Rs. 1,50,000.

His transaction are as follow—

1. 100 pcs Hindi copy purchased by cash @Rs.10.
2. 100 pcs English copy purchased by cash @Rs.11.
3. 100 pcs maths copy purchased by cash @Rs.10.
4. 100 pcs class 1 Hindi book purchased by cash @Rs.50.
5. 100 pcs class 1 English book purchased by cash @Rs.55.
6. 100 pcs class 1 maths book purchased by cash @Rs.40
7. 100 pcs class 2 Hindi book purchased by cash @Rs.55.
8. 100 pcs class 2 English book purchased by cash @Rs.60.

P.T.O

Exercise-2(continue...)

9. 100 pcs class 2 maths book purchased by cash @Rs.45
10. 50 pcs Natraj eraser purchased by cash @Rs.3
11. 50 pcs DOMS eraser purchased by cash @Rs.5
12. 50 pcs Natraj Sharpener purchased by cash @Rs.3
13. 50 pcs DOMS Sharpener purchased by cash @Rs.5
14. 50 pcs red gel pen purchased by cash @Rs.3
15. 50 pcs blue gel pen purchased by cash @Rs.3
16. 50 pcs green gel pen purchased by cash @Rs.3
17. 50 pcs red dot pen purchased by cash @Rs.3
18. 50 pcs blue dot pen purchased by cash @Rs.3
19. 50 pcs green dot pen purchased by cash @Rs.3

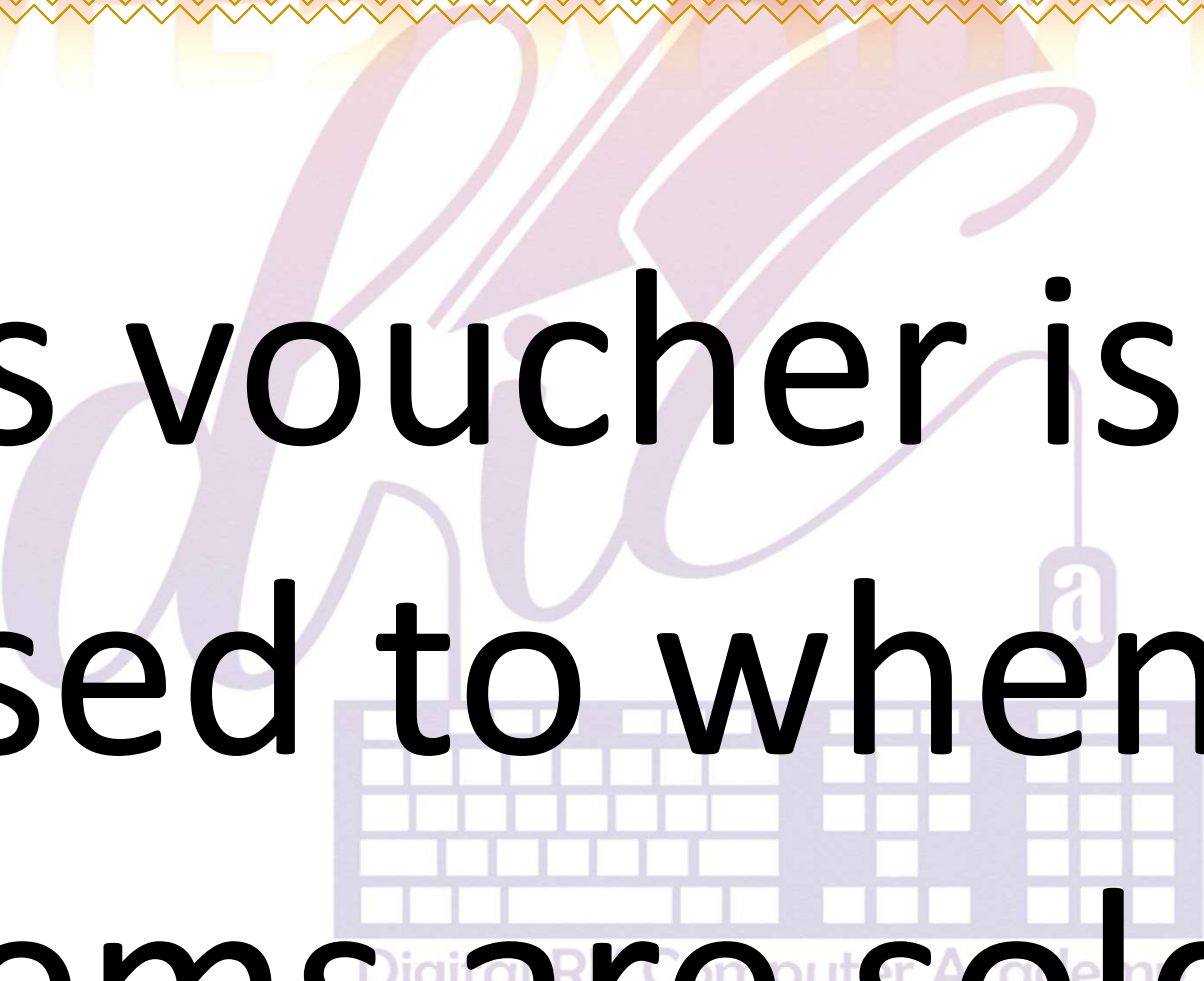
Exercise-2(continue...)

20. 50 pcs class 2 maths book purchased from Ramlal book house @Rs.45
21. 50 pcs Natraj eraser purchased Ramlal book house @Rs.3
22. 50 pcs DOMS eraser purchased Ramlal book house @Rs.5
23. 50 pcs Natraj Sharpener purchased Rangbirangi stationary shop @Rs.3
24. 50 pcs DOMS Sharpener purchased Rangbirangi stationary shop @Rs.5
25. 50 pcs red gel pen purchased Rangbirangi stationary shop @Rs.3
26. 50 pcs blue gel pen purchased Rangbirangi stationary shop @Rs.3
27. 50 pcs green gel pen purchased Bhutnath @Rs.3
28. 50 pcs red dot pen purchased Bhutnath @Rs.3
29. 50 pcs blue dot pen purchased Bhutnath @Rs.3
30. 50 pcs green dot pen purchased Bhutnath @Rs.3

SALES VOUCHER



This voucher is used to when the items are sold.



SALES VOUCHER

Tally.ERP 9

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

Accounting Voucher Creation DCCS Ctrl + M

Sales No. 1 1-Apr-2018
Sunday

Reference no.: [REDACTED]

Party A/c name :
Current balance :
Sales ledger :

Name of Item	Quantity	Rate per	Amount

Narration: _____

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

Exercise-2(continue...)

31. 50 pcs Hindi copy sold by cash @Rs.12.
32. 20 pcs English copy sold by cash @Rs.11.
33. 60 pcs maths copy sold by cash @Rs.12.
34. 30 pcs class 1 Hindi book sold by cash @Rs.60.
35. 15 pcs class 1 English book sold by cash @Rs.55.
36. 55 pcs class 1 maths book sold by cash @Rs.45
37. 14 pcs class 2 Hindi book sold by cash @Rs.65.
38. 19 pcs class 2 English book sold by cash @Rs.68.
39. 76 pcs class 2 maths book sold by cash @Rs.50
40. 35 pcs Natraj eraser sold by cash @Rs.5

Exercise-2(continue...)

41. 25 pcs DOMS eraser sold by cash @Rs.8
42. 40 pcs Natraj Sharpener sold by cash @Rs.5
43. 41 pcs DOMS Sharpener sold by cash @Rs.8
44. 45 pcs red gel pen sold by cash @Rs.5
45. 37 pcs blue gel pen sold by cash @Rs.5
46. 45 pcs green gel pen sold by cash @Rs.5
47. 47pcs red dot pen sold by cash @Rs.5
48. 48 pcs blue dot pen sold by cash @Rs.5
49. 48 pcs green dot pen sold by cash @Rs.5

Exercise-2(continue...)

50. 40 pcs Hindi copy sold to anarkali@Rs.15.
51. 70 pcs English copy sold to gulabo @Rs.14.
52. 30 pcs maths copy sold to lalmuniya @Rs.15.
53. 30 pcs class 1 Hindi book sold to gabbar @Rs.65
54. 10 pcs class 1 English book sold to shamba @Rs.60
55. 40 pcs class 1 maths book sold to thakur book shop @Rs.50
56. 11 pcs class 2 Hindi book sold to saleem stationary @Rs.70.
57. 10 pcs class 2 English book sold to champakali @Rs.70.
58. 71 pcs class 2 maths book sold to shami @Rs.55
59. 31 pcs Natraj eraser sold to raju @Rs.6

Exercise-2(continue...)

60. 25 pcs DOMS eraser sold to Solder @Rs.8
61. 40 pcs Natraj Sharpener sold to Solder @Rs.5
62. 41 pcs DOMS Sharpener sold to Komal Stationary @Rs.8
63. 45 pcs red gel pen sold to Kasim Husain Pen Store @Rs.5
64. 37 pcs blue gel pen sold to Kasim Husain Pen Store @Rs.5
65. 45 pcs green gel pen sold to Kasim Husain Pen Store @Rs.5
66. 47pcs red dot pen sold to karisma Pen Bhandar @Rs.5
67. 48 pcs blue dot pen sold Karisma Pen Bhandar @Rs.5
68. 48 pcs green dot pen sold Karisma Pen Bhandar @Rs.5

PAYMENT VOUCHER(F5)

This voucher is used
when the due
payment is paid.

Exercise-2(continue...)

69. Total payment paid to Ram Lal Book House by cash.
70. Rs. 700 paid to Rangbiragi By Cash.
71. Rs.500 Paid to Bhutnath by cash.

RECEIPT VOUCHER(F6)

This voucher is used when the due payment is received from the party.

Accounting Voucher Creation DCCS

Receipt No. 1

Particulars

Cr [REDACTED]

Narration:

RULES FOR RECEIPT

VOUCHER

In **Cr.** Write party name

In **Dr.** write cash/bank

Exercise-2(continue...)

- 72.Total payment received from Anarkali by cash against Bill No. 50
- 73.Rs. 980 received by Gulabo for Bill No. 51.
- 74.Total due balance of Bill No.52 received from Lalmuniya by cash.
- 75.Gabbar singh paid his full balance of Bill No. 53 by cash.
- 76.Payment Received from shambha of Bill No. 54
- 77.Rs. 600 received from thakur book shop of Bill No. 55.
- 78.Rs. 700 receive from saleem stationary out of bill number 56.

Exercise-2(continue...)

- 79.Total payment received from Champakali by cash against Bill No. 57
- 80.Rs. 3000 received by Shami for Bill No. 58.
- 81.Total due balance of Bill No.59 received from Raju by cash.
- 82.Solder paid his full balance of Bill No. 60 by cash.
- 83.Payment Received from komal of Bill No. 62
- 84.Rs. 600 received from Kashim Husain pen store of Bill No. 63,64,65.
- 85.Rs. 700 receive from Karishma Pen Bhandar out of 715 of Bill No. 66,67,68.

Particulars	Debit	Credit
Cr Anarkali		600.00
<i>Cur Bal: 0.00 Cr</i>		
Agst Ref 1	600.00 Cr	
Dr Cash	600.00	
<i>Cur Bal: 400.00 Cr</i>		
	600.00	600.00

Narration:
being total payment recieved by anarkali by cash.

CONTRA VOUCHER

This voucher is used to enter the detail of the transaction which have the net effect of amount is zero.

This transaction is made up when the transaction-

1. Bank To Bank
2. Cash To Bank
3. Bank To Cash

Exercise-2(continue...)

86. Fund transfer from SBI to BOB for Rs. 6000.
87. Rs. 20,000 deposited in to UBI.
88. Rs. 5,000 is withdraw from Gramin Bank.
89. Rs. 8,000 deposited in to gramini bank from UBI .
90. Fund transfer from UBI to SBI for Rs. 10,000.

In the 86st example the transaction is from bank to bank and the net effect of amount is 0 because there is no any deduction in the amount Rs. 6000.

➤ In the 87nd example the transaction is from cash to bank and the net effect of amount is 0 because there is no any deduction in the amount Rs. 20,000.

➤ the businessman still have Rs. 20,000

RULES OF CONTRA

VOUCHER

The first entry must be credit and others are so on.

Accounting Voucher Creation DCCS Ctrl + M

Contra No. 1 1-Apr-2018 Sunday

Particulars	Debit	Credit
Cr [Redacted]		<input type="text"/>
Dr <input type="text"/>	<input type="text"/>	

Narration: _____

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

Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation Tally Solutions Pvt. Ltd., 1988- Wed, 20 Jun, 20

Type the Cr. amount

Type the DR. amount

Select the Cr.

Select the Dr

Type the narration of transaction /voucher



- In the 86st transaction—
- Fund transfer from SBI to BOB for Rs. 6000.
- SBI is the giver and BOB is the receiver

So....

- The Cr. Is SBI and Dr. is BOB
- The entry is as follow-

Accounting Voucher Creation DCCS Ctrl + M X

Contra No. 1 **1-Apr-2018**
Sunday

Particulars	Debit	Credit
Cr SBI		6,000.00
<i>Cur Bal: 6,000.00 Cr</i>		
Dr BOB	6,000.00	
<i>Cur Bal: 6,000.00 Dr</i>		
	6,000.00	6,000.00

Narration:
being fund transfer from SBI to BOB for Rs. 6000/-

Exercise-2(continue...)

91. Interest received from SBI for Rs. 100.
92. Commission paid by UBI cheque No. 12354 for Rs. 1000/-.
93. Wages paid by cash for Rs. 200.
94. Cash theft Rs. 1000.
95. late fine paid to bhutnath for Rs.100/-.
96. Electricity bill paid for Rs.1200/-.
97. Room Rent paid for Rs. 1000/-

Exercise-2(continue...)

98. Transportation charge paid for Rs.100 by cash .
99. Office expanse are made up For Rs. 1000 By cash. .
- 100.Rs. 1,00,000 invested by business man in the business.
- 101.Rs. 5000 withdraw by owner for self uses.

Exercise-2(continue...)

102. owner purchased following with his own cash:-

- ❖ 20 pcs Computers For Rs. 2,00,000
- ❖ 50 pcs stools for Rs. 10000/-
- ❖ 2 pcs chair For Rs. 8000/-

103. Banner expance are paid For Rs. 1000 By cash. .

104. Rs. 5,000 expensed for New Year Party as detail - Rs. 2500 collected by staff and Remain by owner.

Exercise-2(continue...)

105. goods purchased following by cash:-

	Quantity		
Class 3 maths book	5 Pkt of 20 pcs	760/pkt	3800/-
Class 4 maths book	6 Pkt of 20 pcs	800/pkt	4800/-
Long Maths copy	20 Pkt of 50 pcs	400/pkt	8000/-
Long Domes eraser	10 Pkt of 50 pcs	200/pkt	2000/-
Long Natraj eraser	10 Pkt of 50 pcs	100/pkt	1000/-
Long Domes Sharpener	10 Pkt of 50 pcs	200 /pkt	2000/-
Long Red Gel Pen	20 Pkt of 50 pcs	100/pkt	2000/-
<u>Total</u>	<u>81 Pkt</u>		<u>23600</u>

Exercise-2(continue...)

106. goods sold following by cash:-

	Quantity	Rate	
Class 3 maths book	10 pcs	65/pcs	650
Class 4 maths book	10 pcs	45/pcs	450
Long Maths copy	40 pcs	85/pcs	3400
Long Domes eraser	40 pcs	10/pcs	400
Long Natraj eraser	30 pcs	8/pcs	240
Long Domes Sharpener	20 pcs	10/pcs	200
Long Red Gel Pen	30 pcs	6/pcs	180

Total

180 Pcs

5520

CREDIT NOTE

Credit note is a voucher used when the sold items are returned to the business man from the party.

E.G.:- 10 pcs. Pens returned from XYZ.

PROCESS TO ENABLE THE CREDIT NOTE

Gateway of tally



Accounting voucher



F11



Invoicing

Use debit / credit note – yes

Record invoice mode for credit note – yes

PROCESS TO ENTRY IN CREDIT NOTE

Process

Gateway of tally



Accounting voucher



F8



Ctrl+F8

Copyright © Computer Academy

Exercise-2(continue...)

107.10 pcs Hindi copy returned from anarkali@Rs.15. of bill no. 50.

108.15 pcs English copy returned from gulabo @Rs.14. of bill no. 51

109.30 pcs maths copy returned from lalmuniya @Rs.15. of bill no. 52

110.40 pcs class 1 maths book returned from thakur book shop @Rs.40

of bill no. 55



DEBIT NOTE

Debit note is a voucher used when the purchase items are returned from the business man to the party.

E.G.:- 1000 pcs. Copies returned to Amir.

PROCESS TO ENABLE THE DEBIT NOTE

Gateway of tally



Accounting voucher



F11

Use debit / credit note



Use invoice mode for debit note - yes

PROCESS TO ENTRY IN DEBIT NOTE

Process

Gateway of tally



Accounting voucher



F9



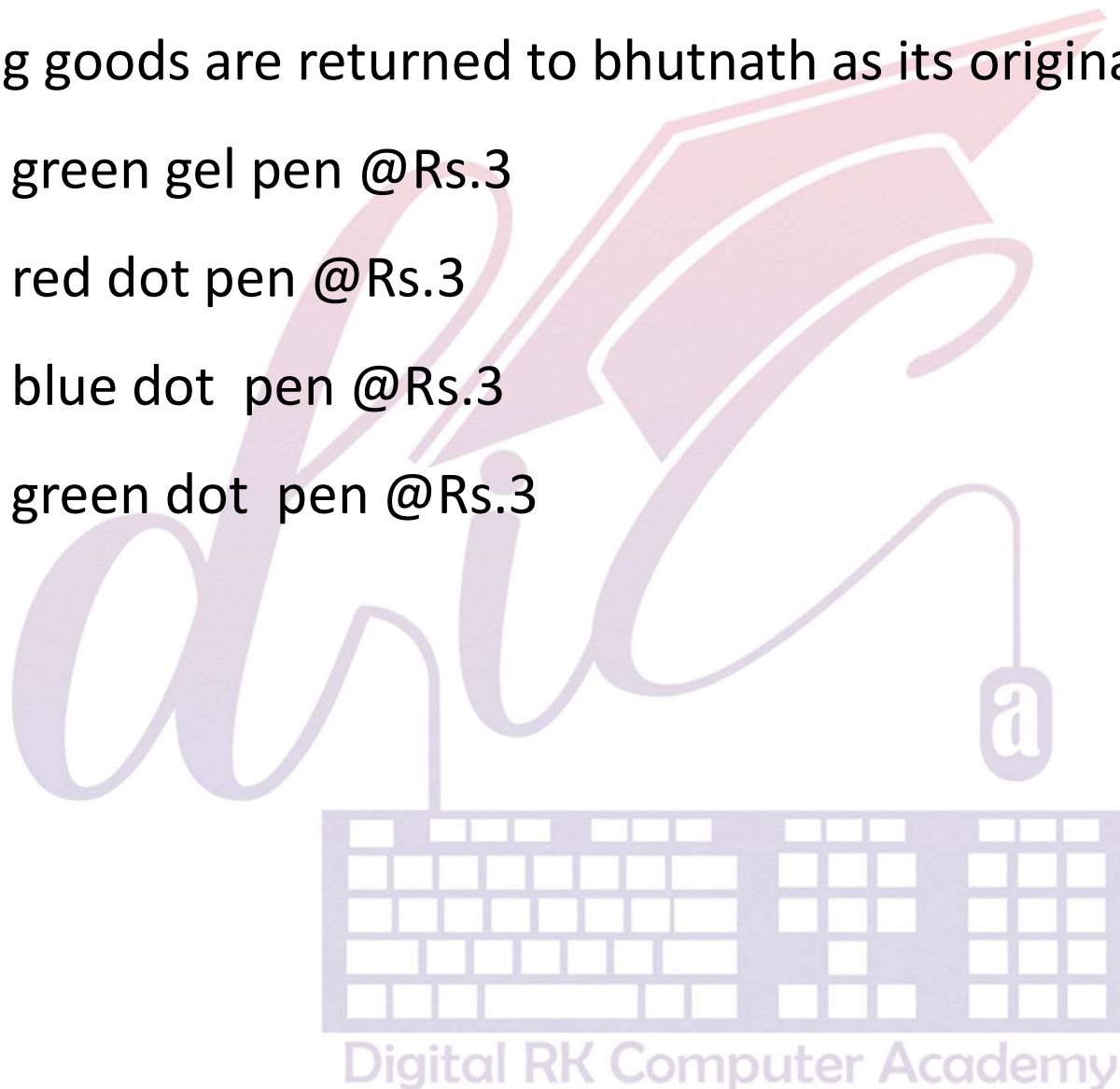
Ctrl+ F9

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Exercise-2(continue...)

111. Following goods are returned to bhutnath as its original bill no. -

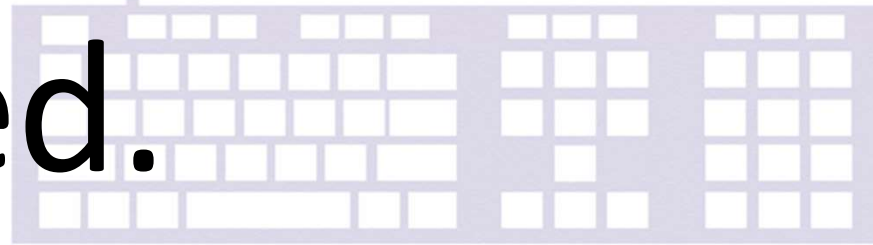
- 2 pcs green gel pen @Rs.3
- 2 pcs red dot pen @Rs.3
- 2 pcs blue dot pen @Rs.3
- 2 pcs green dot pen @Rs.3



GODDOWN



Godown is the place where the items (stocks) are stored.



TO ENABLE THE GODOWN FEATURES



Gateway of tally



Inventory info



F1



Inventory Features



Maintain multiple Godown- **yes**

GODOWN CREATION

Gateway of tally



Inventory info



Godown (d)



Single create



Exercise-2(continue...)

112. following goods are purchased by cash

1. 2000 pcs all in one copy @ 20 Rs. stored in neta nagar g1
2. 5000 pcs black dot pen @ 2 Rs. stored in neta nagar g2
3. 2000 pcs black gel pen @ 2 Rs. stored in king nagar g1.

Exercise-2(continue...)

113. 500 pcs all in one copy sold to shahanshah @ 30 Rs. From neta nagar g1.

114. 1000 pcs black dot pen sold by cash @ 4 Rs. From neta nagar g2

115. 200 pcs black gel pen sold to bazigar by cash @ 4 Rs. From king nagar g1..

Exercise-2(continue...)

Discounts :-

116. Following goods are purchased from Rahul book shop as per detail:-

1. 105 pcs paper file @ 5/- with 5 pcs free.
2. 200 pcs plastic file, 150 pcs @ 7, and remain @ discount of 50/-
3. 1000 pcs folding file @ 20/- and 10 pcs free.
4. 100 pcs office file free on purchasing of 2000 pcs @ 15.

Exercise-2(continue...)

117. Full payment paid to rahul book shop as per detail:-

- ❖ 50% by cash 10 % by SBI, 10 % by Gramin bank, 15% discount allowed by him and remain by BOB.

118. 5000 pcs natraj pencils purchased from Nathuram @ 4/-, discount allowed by him Rs.0.50 on Mrp.

Exercise-2(continue...)

119. 5000 pcs black dot pen purchased by cash @ Rs. 3/- with discount of 2% on total balance.



TRANSFERRING STOCK

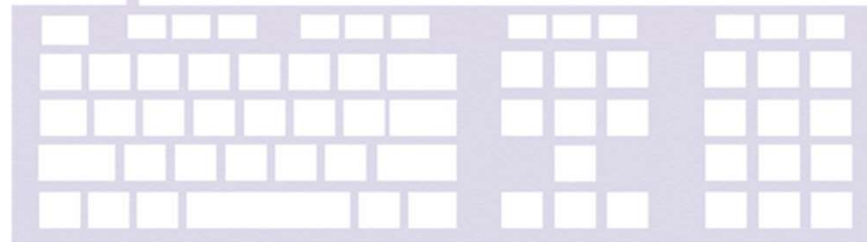
Gateway of tally



Inventory voucher (T)



Alt+ F7

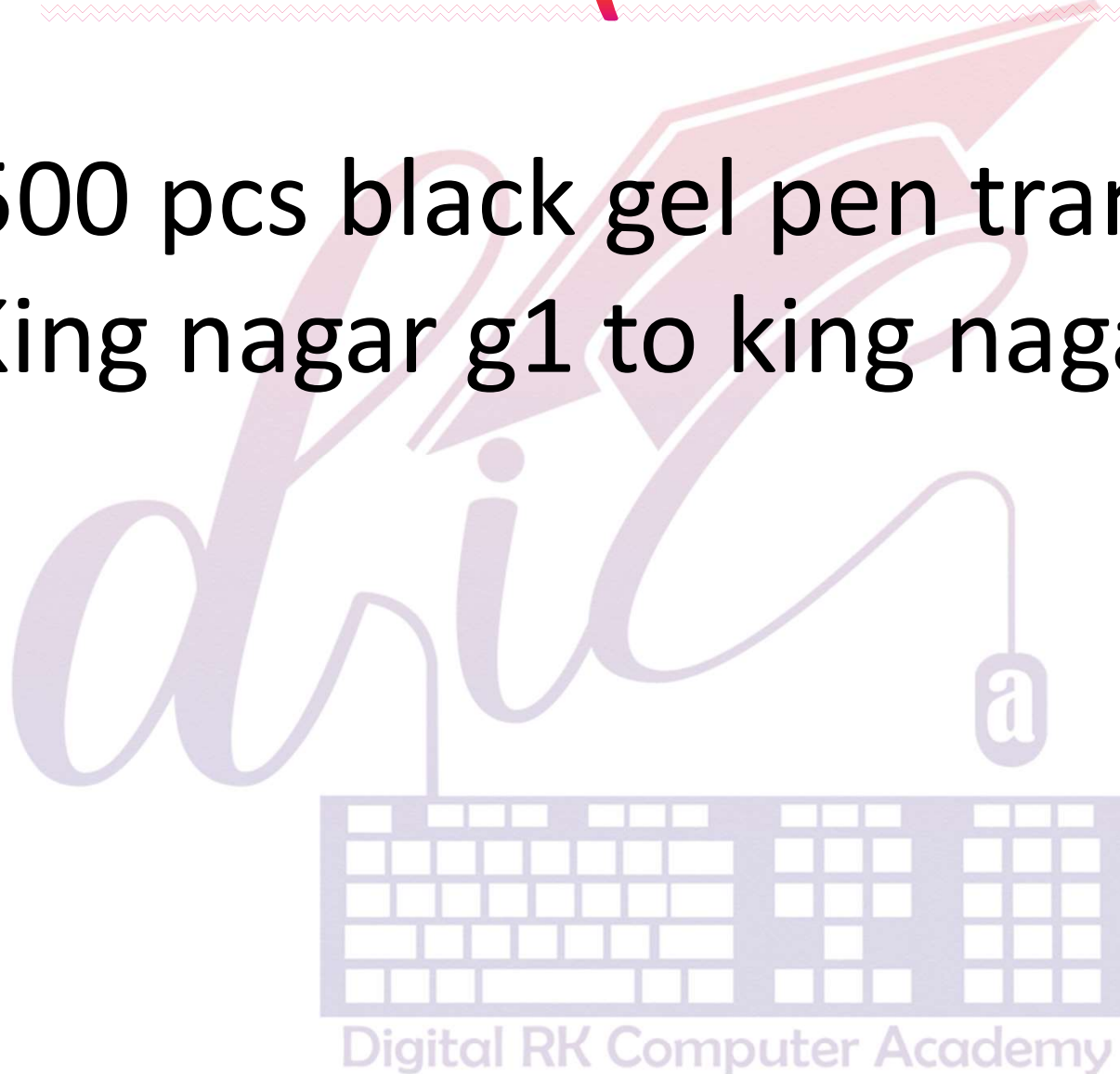


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Exercise-2(continue...)

120. 500 pcs black gel pen transfer from King nagar g1 to king nagar g2.



Exercise-2(continue...)

Solution (Q. 120.)

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Godown Rate	Amount	Name of Item	Quantity	Godown Rate	Amount
Black Gel Pen	King Nagar G1 500 PCS	2.00/PCS	1,000.00	Black Gel Pen	KING NAGAR G2 500 PCS	2.00/PCS	1,000.00
			500 PCS				500 PCS
			1,000.00				1,000.00

Narration: BLACK GEL PEN TRANSFER FOR 500 PCS

MANAGING DAMAGES STOCK

Process

1. Create a godown named “ damage godown
2. transfer stock from original godown to damage godown
3. Pass the journal voucher for loss by damage of stock for loss amount

Exercise-2(continue...)

121. 100 pcs black gel pen damage in
King nagar g1



Solution

Step 1 (Q. 121).

Inventory Voucher Alteration (Secondary)

ARFA KHAN

Ctrl + M

Stock Journal No. 2

1-Apr-2018

Sunday

Transfer of Materials

Source (Consumption)

Destination (Production)

Name of Item	Quantity	Godown Rate	Amount
--------------	----------	-------------	--------

Name of Item	Quantity	Godown Rate	Amount
--------------	----------	-------------	--------

Black Gel Pen	King Nagar G1 100 PCS	2.00/PCS	200.00
----------------------	--------------------------	----------	--------

Black Gel Pen	DAMAGE GODOWN 100 PCS	2.00/PCS	200.00
----------------------	--------------------------	----------	--------

100 PCS 200.00

100 PCS 200.00

Narration: 100 PCS BLACK GEL PEN DAMAGE IN KING NAGAR G1

Solution

Step 2. (Q. 121) passing journal voucher for loss on damage stock

Tally.ERP 9

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

Accounting Voucher Creation Apna Book Stall Ctrl + M

Journal No. 2 1-Apr-2018 Sunday

Particulars	Debit	Credit
Dr. Loss by Damage Cur Bal: 500.00 Dr	500.00	
Cr. Cash Cur Bal: 1,16,839.00 Dr		500.00
	500.00	500.00

Narration:
Rs. 500/- loss by damage of 100 pcs black gel pen.

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

Ctrl + N

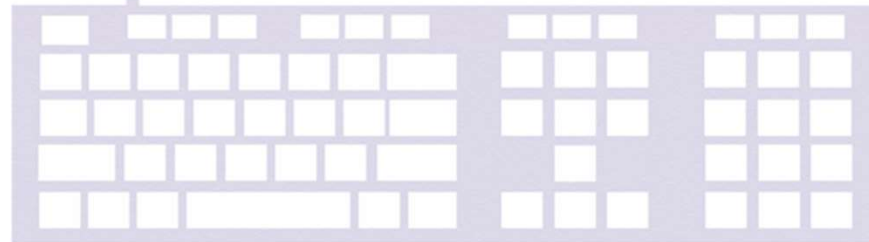
Tally MAIN --> Gateway of Tally --> Accounting Voucher Creation (c) Tally Solutions Pvt. Ltd., 1988-; Thu, 31 Jan, 2018 15:08:07

- F1: Accounting Vouchers
- F2: Date
- F3: Company
- F4: Contra
- F5: Payment
- F6: Receipt
- F7: Journal
- F8: Sales
- F9: Purchase
- F10: Reversing Journal
- F11: Features
- F12: Configure

Exercise-2(continue...)

MANAGING THEFT STOCK

122. 200 pcs black gel pen theft from King nagar g1



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MANAGING THEFT STOCK

1. pass the entry of theft stock in stock journal voucher

Process

Gateway of tally

Inventory voucher (T)

Alt+ F7

Solution

Step 1(q. 122)

Source (Consumption)				Destination (Production)			
Name of Item	Quantity	Godown Rate	Amount	Name of Item	Quantity	Godown Rate	Amount
Black Gel Pen	K.N G1 200 pcs	2.00/pcs	400.00	End of List			
	200 pcs		400.00				

Narration: 200 black gel pen theft from king nagar g1.

Solution

Step 2 (Q 122). passing journal voucher for loss of theft stock

Accounting Voucher Creation		Apna Book Stall		Ctrl + M
Journal		No. 2		1-Apr-2018 Sunday
Particulars		Debit	Credit	
Dr Loss by Theft		400.00		
	<i>Cur Bal: 400.00 Dr</i>			
Cr Cash			400.00	
	<i>Cur Bal: 1,03,553.00 Dr</i>			
Narration:				
200 black gel pen loss by theft.				
		400.00	400.00	

Accept ?
Yes or No

BUDGET



Budget is the future plan to invest the money for the specific work.

In the budget it is decided how to invest the money.

Generally it is announced by the head of company or business account head or (HOD).

TO ENABLE BUDGET FEATURE



Gateway of tally



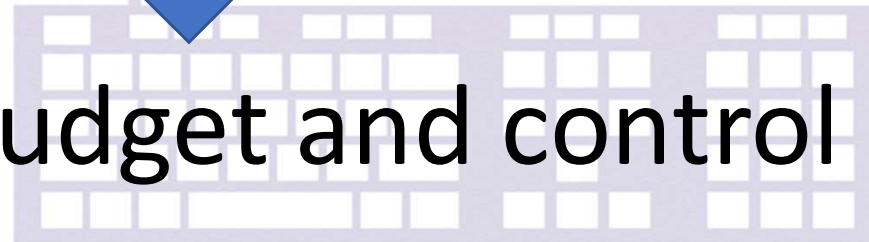
Press F11



Accounting feature



Maintain budget and control → Yes



TO CREATE BUDGET

Gateway of tally



Account info

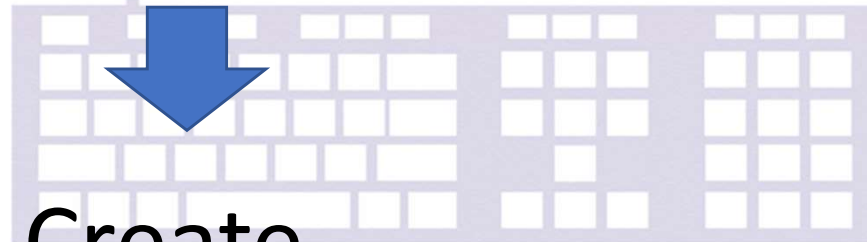


Budget



Create

Process

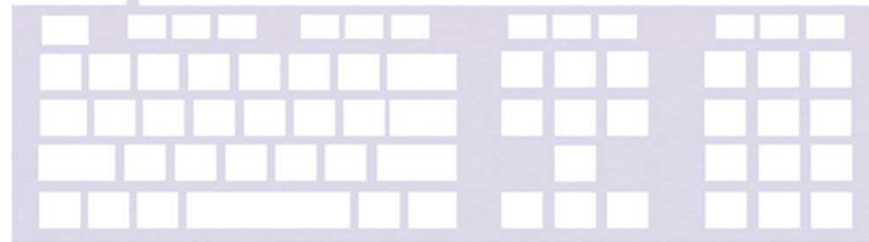


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Exercise-2(continue...)

123. Following budget are created for as detail:-

1. salary expanses for Rs. 50,000/-
2. office expanses for Rs. 20,000/-
3. expanses on advertisement Rs.10000/-



Exercise-2(continue...)

124. Following payment are paid as detail:-

1. salary of manager for Rs. 10,000
2. salary of clerk for Rs. 5,000/-
3. salary of peon for Rs. 2,000/-
4. office expanses are made up as :-
 - A. 10 pcs pens @ Rs. 3/-
 - B. 5 pcs files for Rs. 100/-
 - C. other expanses for Rs. 2,000/-
5. Rs. 9000/- paid for advertisement expanses

TO SEE BUDGET DETAIL

Gateway of tally



Display (d)



Account books (a)

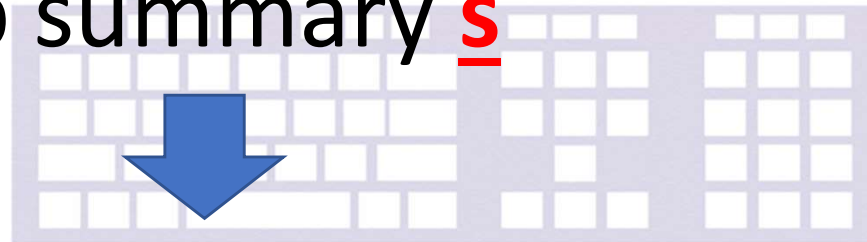


Group summary s



Select primary and press Enter key

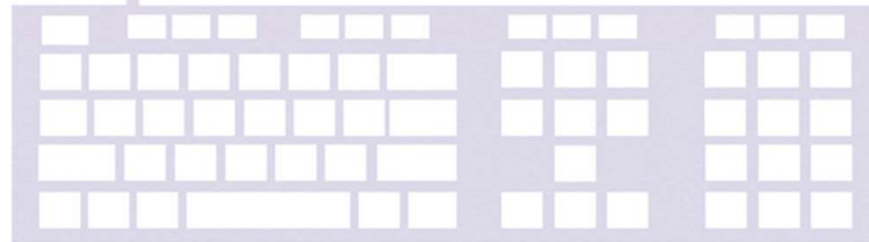
Press Alt + D



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POS (POINT OF SALE)

Point of sale is a voucher generally used in small business or shop or shopping malls where the customer paid the bills by hard cash, bank or gift vouchers provided by the shop.



CREATING POS VOUCHERS (INVOICE)

Process

Gateway of tally



Account info (a)



Voucher type (v)



Create (c)



The following screen will be open

Voucher Type Creation Apna Book Stall Ctrl + M X

Name : **POS** ← Type the voucher name → POS
(alias) :

Select the voucher type → sale

General
Select type of voucher : **Sales**
Abbreviation : Sale

Method of voucher numbering ? **Automatic**
Use advanced configuration ? **No**

Allow narration in voucher ? **Yes**
Provide narrations for each ledger in voucher ? **No**

Enable default accounting allocations ? **No**
Set/Alter Default Accounting Entries ? **No**

Printing
Print voucher after saving ? **Yes**
Use for POS invoicing ? **Yes**
Message to print (1) : **Thank You**
Message to print (2) : **Visit Again**
Default title to print : **Invoice**
Set/alter declaration ? **Yes**

Name of Class
Make it → **Yes**
Make it → **Yes**
Type your messages
Make it → **Yes**

Exercise-2(continue...)

Create the POS of following

- 125.. 15 pcs red gel pen sold to anarkali @ Rs.10/- . amount received as follow:-
1. Rs. 100/- by gift voucher
 2. Rs. 50/- by cash.

ENTRY FOR POS VOUCHERS (INVOICE)

Gateway of tally



Account Voucher (V)



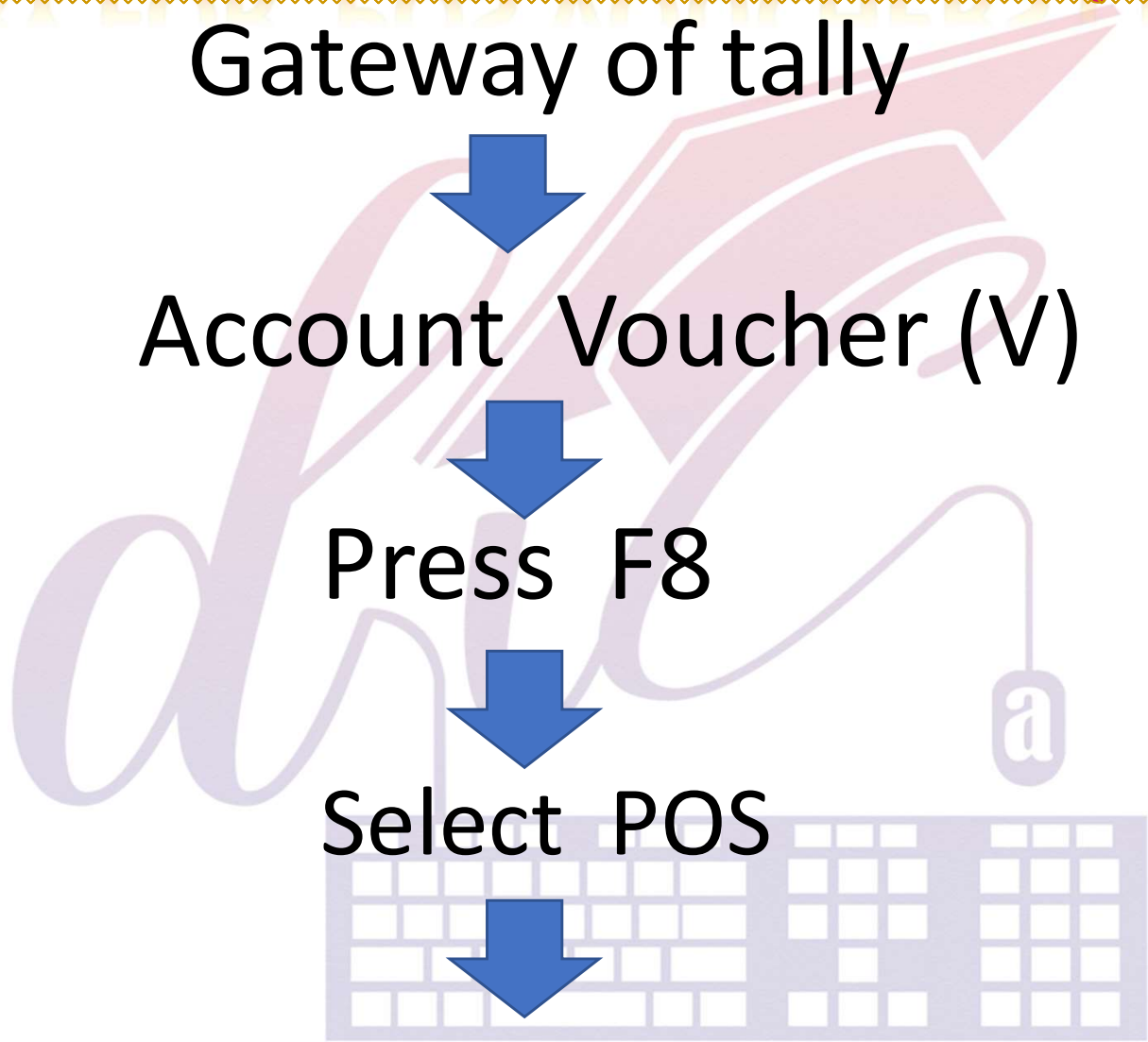
Press F8



Select POS



The following screen will be open



Accounting Voucher Creation Apna Book Stall Ctrl + M

POS No. 1 1-Apr-2018 Sunday

Godown : **Main Location** ← Select your godown
 Party A/c name: **Anarkali** ← Select your party
 Sales Ledger: **Sales** ← Select sales ledger

Name of Item	Quantity	Rate per	Disc %	Amount
Red Gel Pen ← Select your Item	15 pcs	10.00 pcs		150.00

End of List

For rate alteration press F12

Create ledger " gift Voucher " under sundry debtors

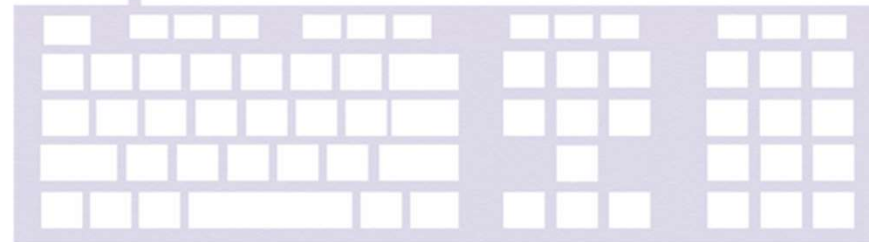
If customer paid note of 100 Rs.

Gift vouchers	: Gift Voucher	100.00			
Credit/debit card	: Not Applicable				
Cheque	: Not Applicable				
Cash	: Cash	50.00	Cash tendered:	100.00	Balance : 50.00

Narration:

For rate alteration

Allow modification of rate field during POS invoicing ? Yes

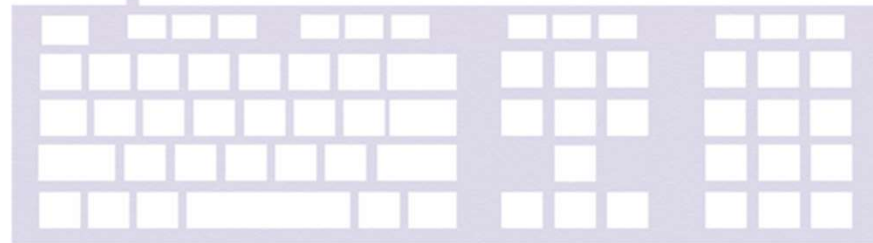


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[Go back](#)

PRICE LIST

Price list is the selling price rate. It is declared by business man to fix the rate for the item with discount.



ENABLING PRICE LIST OPTION

Gateway of tally



Press F11



Inventory features

Set following :-

1. Use separate discount column → "yes"
2. Use multiple price levels → "yes"

Following screen will be open

ENABLING PRICE LIST OPTION

Company Price Levels

- 1.
- 2.

Type price level name e.g. "price List"

And press ctrl + A --- ctrl + A

Company Price Levels

1. **Price List**
- 2.

Digital

Exercise-2(continue...)

126. Create the following price list

Price List		Apna Book Stall						Ctrl + M
Under Group : Book								
Price Level : Price List		Applicable From: 1-Apr-2018						
S.No.	Particulars	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price
		From:	Less than			Rate	Disc. %	
1.	English Class 1 Book		50 pcs	60.00/pcs	1 %			55.00/pcs
		50 pcs	100 pcs	60.00/pcs				
		100 pcs	200 pcs	57.00/pcs				
		200 pcs		56.00/pcs				
2.	English Class 2 Book		50 pcs	65.00/pcs	2 %			60.00/pcs
		50 pcs	100 pcs	65.00/pcs				
		100 pcs	200 pcs	64.00/pcs				
		200 pcs		64.00/pcs		3 %		

CREATING PRICE LIST

Gateway of tally



inventory info (I)



Price list (p)

The following screen will be open



CREATING PRICE LIST

Price List Apna Book Stall

Current Period
1-4-2018 to 31-3-2019

Stock Group Name : Book

Price Level : Price List

Applicable From : 1-Apr-2018

Select item group to fix rate

Select price list

Select date

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Press Ctrl + A

The following screen will be open

CREATING PRICE LIST

Price List										Apna Book Stall		Ctrl + M			
Under Group : Book										Price Level : Price List				Applicable From: 1-Apr-2018	
S.No.	Particulars	Quantities		Rate	Disc. % (if any)	Historical Details		Cost Price							
		From:	Less than			Rate	Disc. %								
1.	English Class 1 Book		50 pcs	60.00/pcs	1 %			55.00/pcs							
		50 pcs	100 pcs	60.00/pcs											
		100 pcs	200 pcs	57.00/pcs											
		200 pcs		56.00/pcs											
2.	English Class 2 Book		50 pcs	65.00/pcs	2 % 3 %			60.00/pcs							
		50 pcs	100 pcs	65.00/pcs											
		100 pcs	200 pcs	64.00/pcs											
		200 pcs		64.00/pcs											

Accept ?
Yes or No

GST

WHAT IS GST ?

GST stands for Goods and Services Tax. It is an indirect tax system introduced by the government of India. GST comprises of most of the existing indirect taxes such as VAT, Service Tax, etc. The GST bill was passed in the Lok Sabha in 2017.

GST RATES GROUP

It has 5 rate group

0% GST Items

Goods

- Unpacked foodgrains, fresh vegetables & fruits, fresh meat, fish, chicken
- milk, eggs, curd, lassi, unpacked paneer, unbranded natural honey
- printed books, newspapers, bangles, handloom

Services

- all hotels and lodges in India with tariff below Rs.1,000
- 0.25% tax for Rough precious and semi-precious stones

GST RATES GROUP

5% GST Items

Goods

Apparel below Rs 1000, footwear below Rs 500, Sugar, tea

medicines, Insulin, Biogas, Postage or revenue stamps

kerosene, Cashew nut, frozen vegetables, coffee, spices

Services

Transport services (Railways, air transport)

Small restaurants

GST RATES GROUP

12% GST Items

Goods

Cell phones, Apparel above Rs 1000, umbrella, Spectacles

Ayurvedic medicines, tooth powder, packed coconut water

Playing cards, chess board, carom board, other board games like ludo

Services

Non-AC hotels, business class air ticket

State-run lotteries, fertilisers, Work Contracts

GST RATES GROUP

18% GST Items

Goods

Footwear above Rs.500, camera, speakers and monitors, Headgear

Software, printed circuits, CCTV, Swimming pools, steel products

All categories of Biscuits, flavoured refined sugar, ice cream, mineral water

Services

AC hotels that serve liquor, Room tariffs between Rs.2,500 and Rs.7,500, Restaurants inside five-star hotels

telecom services, IT services, branded garments and financial services

GST RATES GROUP

28% GST Items

Goods

Automobiles, Motorcycles, ATM, washing machine, shavers, water heater

Bidis, chewing gum, molasses, chocolate not containing cocoa, pan masala

vending machines, vacuum cleaner, aircraft for personal use, ceramic tiles, paint, deodorants, hair shampoo, dye, sunscreen

Services

Cinema, 5-star hotels, hotels with room tariffs above Rs 7,500

Private-run lotteries authorised by the states, race club betting

GST RATES GROUP

Items - Currently out of GST

1 Crude Oil

2 Petrol

3 Diesel

4 Jet Fuel

5 Natural Gas

6 Alcohol For Human Consumption

PARTS GST

There are 3 Parts Of GST : CGST, SGST & IGST.

1. CGST: Collected by the Central Government on an intra-state sale (E.g.: transaction happening within UTTAR PRADESH)

2. SGST: Collected by the State Government on an intra-state sale (E.g.: transaction happening within UTTAR PRADESH)

3. IGST: Collected by the Central Government for inter-state sale (E.g.: UTTAR PRADESH to BIHAR)

Use Of : CGST, SGST & IGST.

1. When the transaction (sale or purchase) in the same state:-

❖ **CGST and SGST are used**

2. When the transaction (sale or purchase) from one state to another state:-

❖ **IGST is used**

TO ENABLE GST FEATURE

Process

Gateway of tally



Press F11



Statutory & taxation



Next screen will be open

TO ENABLE GST

Company: Abc & Co

Statutory and Taxation

Enable Goods and Services Tax (GST)

Set/alter GST details

? Yes

? **yes**

Enable Tax Deducted at Source (TDS)

? No

Set/alter TDS details

? No

Enable Value Added Tax (VAT)

Set/alter VAT details

? No

? No

Enable Tax Collected at Source (TCS)

? No

Set/alter TCS details

? No

Enable excise

Set/alter excise details

? No

? No

Enable Local Body Tax (LBT)

? No

Set/alter LBT details

? No

Enable service tax

Set/alter service tax details

? No

? No

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Make it → **Yes**

FOLLOWING SCREEN WILL OPEN

TO ENABLE GST

GST Details

State : **Uttar Pradesh**
Registration type : **Regular**
GSTIN/UIN : **09BIFPA5722D1ZP**
Applicable from : **1-Apr-2018**
Enable tax liability on advance receipts ? **No**
Enable tax liability on reverse charge
(Purchase from unregistered dealer) ? **No**
Set/alter GST rate details ? **No**
Enable GST Classifications ? **No**
Provide LUT/Bond details ? **No**

Select your state

Type your GST NUMBER

Press CTRL + A

TO ENABLE GST

Company: Abc & Co

Statutory and Taxation

Enable Goods and Services Tax (GST) Set/alter GST details	? Yes ? yes	Enable Tax Deducted at Source (TDS) Set/alter TDS details	? No ? No
Enable Value Added Tax (VAT) Set/alter VAT details	? No ? No	Enable Tax Collected at Source (TCS) Set/alter TCS details	? No ? No
Enable excise Set/alter excise details	? No ? No	Enable Local Body Tax (LBT) Set/alter LBT details	? No ? No
Enable service tax Set/alter service tax details	? No ? No		

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Press **CTRL + A** → **ESC**

REQUIRED LEDGER FOR GST

1. local purchase → purchase
2. outer purchase → purchase
3. local sale → sales
4. outer sale → sale
5. local party → sundry creditor
6. Outer party → sundry creditor
7. Local Customer → sundry creditor
8. Outer customer → sundry creditor
9. CGST, SGST, IGST → Duty & Taxes

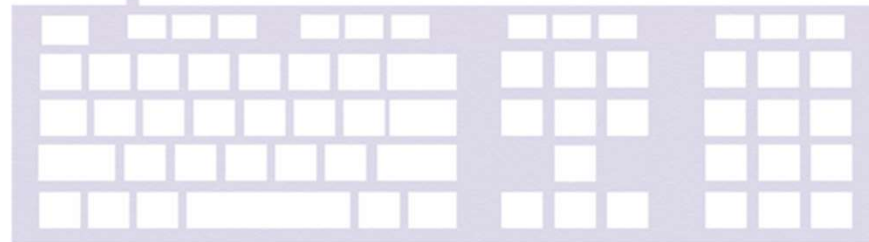
STOCK GROUP AND STOCK ITEMS → CREATE IT AS YOUR NEED

CREATING LEDGERS FOR GST

Ledger Creation		Apna Gst		Ctrl + M
Name (alias)	Local Purchase	Type name		<u>Total Opening Balance</u>
Under	Purchase Accounts	Name		<u>Mailing Details</u>
Inventory values are affected	? Yes	Address		
Type of Ledger	? Not Applicable	Provide bank details	No	<u>Tax Registration Details</u>
<u>Statutory Information</u>		PAN/IT No.		
Is GST Applicable	? Applicable			
Set/alter GST Details	? No			
Type of Supply	Goods			
Press CTRL + A				
Opening Balance (on 1-Apr-2018) : XXXXXXXXXX				

CREATING LEDGERS FOR GST

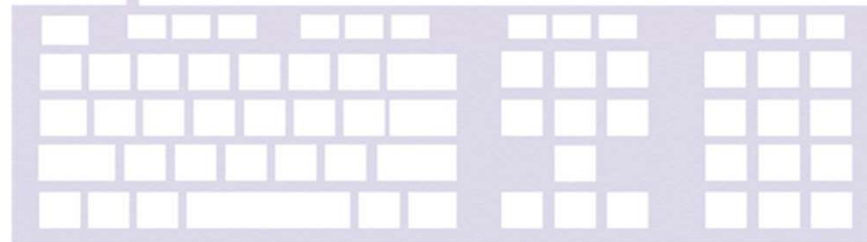
Create all purchase and sales ledger with same process



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CREATING LEDGERS FOR GST

Create all GST ledger with same process



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Exercise-2(continue...)

127. 200 pcs LG washing Machine purchased from Anuska (state :- U.P GISTN- 09AAMFC0376K1Z4) @25000 with 28% GST.
128. 100 pcs SAMSUNG J7 mobile phone purchased from Anuska (state :- U.P GISTN- 09AAMFC0376K1Z4) @15000 with 12% GST.
129. 200 pcs whreelpool washing Machine purchased from Chintu Lal & Co. (state :- Bihar GISTN:- 10AAACS8577K2Z3) @30000 with 28% GST.
130. 100 pcs RedMI Note 4 purchased from Chintu Lal & Co . (state :- Bihar, GISTN:- 10AAACS8577K2Z3) @30000 with 12% GST.

CREATING PARTY LEDGERS FOR GST

Name
(alias)

: Anushka
: Local Party

Type Party name

Under

: Sundry Creditors
(Current Liabilities)

Maintain balances bill-by-bill

? Yes

Default credit period

:

Check for credit days during voucher entry ?

No

Inventory values are affected

? No

Mailing Details

Name : Anushka

Address :

Country : India

State : Uttar Pradesh Pincode : 212201

(Select the applicable state to calculate GST during voucher entry.)

Provide bank details : No

Tax Registration Details

PAN/IT No. :

Set/alter GST details ? Yes

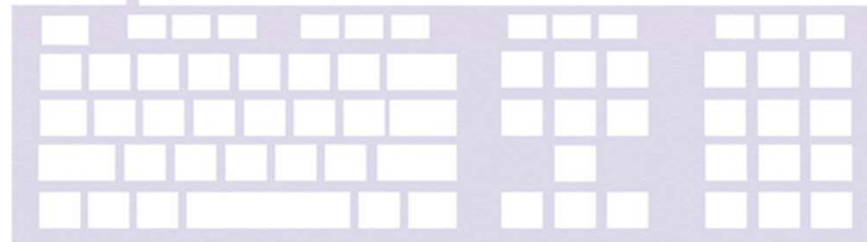
FOLLOWING SCREEN WILL OPEN

CREATING PARTY LEDGERS FOR GST

GSTIN/UIN

: 09AAMFC0376K1Z4

Type party GST NUMBER



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Press CTRL + A

CREATING PARTY/ CUSTOMER

LEDGERS FOR GST

**Create all party and customer
ledger with same process**

CREATING STOCK GROUP FOR GST

Stock Group Alteration

Name : **Washing Machines** ← Type group name
(alias) :

Under : ▾ **Primary**

Should quantities of items be added ? **Yes**

Set/alter GST Details ? **Yes**

FOLLOWING SCREEN WILL OPEN

CREATING STOCK GROUP FOR GST

HSN/SAC Details

Description

Electronics

Type category name

HSN/SAC

Tax Details

Taxability

Taxable

Select Taxable

Tax Type

Integrated Tax

28 %

Type the applicable tax rate

Central Tax

14 %

State Tax

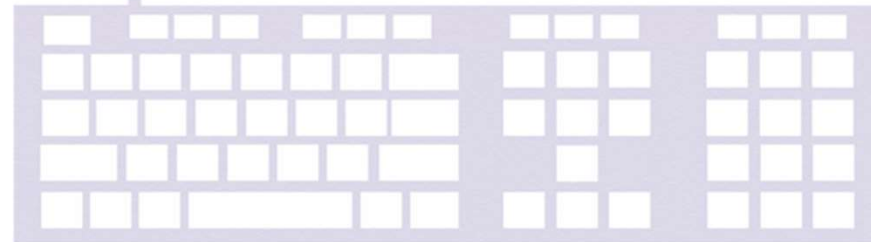
14 %

Cess

0 %

CREATING STOCK GROUP FOR GST

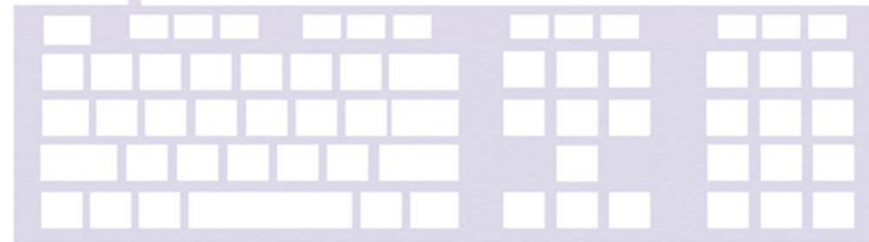
Create all group with same process



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CREATING STOCK ITEM FOR GST

Create all Item with same process



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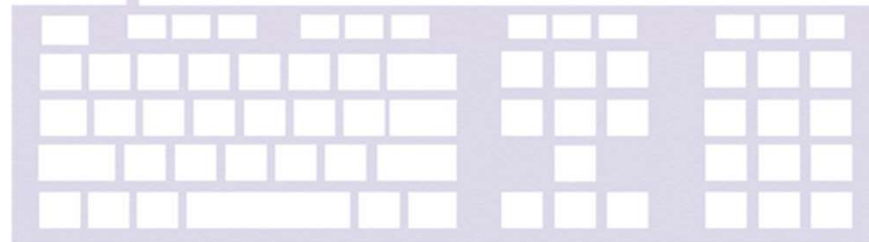
VOUCHER ENTRY FOR GST (LOCAL PURCHASE)

Accounting Voucher Creation		April GST		CUF + M	
Purchase	No. 1			1-Apr-2018	
Supplier invoice no.:	127	Date :	1-Apr-2018	Sunday	
Party A/c name :	Anushka				
Current balance :					
Purchase ledger :	Local Purchase				
Name of Item	Quantity	Rate	per	Amount	
Lg Washing Machine	200 pcs	25,000.00	pcs	50,00,000.00	
CGST				7,00,000.00	
SGST				7,00,000.00	
Narration:				200 pcs	64,00,000.00
LG Washing machine purchase with 28 % GST as per detail					

BOM

WHAT (BILL OF MATERIAL)

BOM stands for **Bill Of Material** .
It is process from raw material to
selling finished good.



HOW TO ENABLE BOM FEATURE

Gateway of tally



Press F12



Accts/inventory info (A)



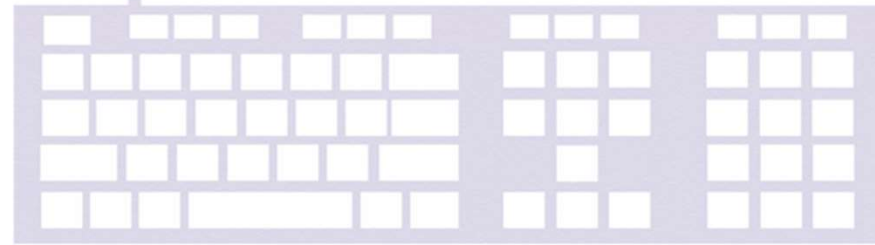
Enable component list detail (bill of material) → “yes”



Process
part 1

Process
part 2

Purchase all row materials as your need



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Exercise-2(continue...)

131. Following row material purchase from nanku lal

computer agency , kanpur, U.P. with GST as applicable:-

- 100 pcs core i3 1st gen. CPU @ 2500/-
- 100 pcs core i3 2nd gen. CPU @ 2500/-
- 100 pcs core i5 1st gen. CPU @ 3000/-
- 100 pcs core i5 2nd gen. CPU @ 3500/-
- 100 pcs 2 GB RAM @ 1000/-
- 100 pcs 4 GB RAM @ 1500/-
- 100 pcs 15.5" LCD monitor @ 2700/-
- 100 pcs 15.5" LED monitor @ 2700/-

- 100 pcs 500 GB HDD @ 2000/-
- 100 pcs 320 GB HDD @ 1500/-
- 100 pcs 1 TB HDD @ 2500/-
- 100 pcs cabinet with SMPS @ 1200/-
- 100 pcs Multimedia keyboard @250/-
- 100 pcs normal keyboard @250/-
- 100 pcs mouse @ 150/-
- 100 pcs motherboard @ 2500/-

Exercise-2(continue...)

132. Create the BOM of computer core i3 2nd Gen CPU

with following items:-

- 1 pcs cabinet with SMPS
- 1 pcs core i3 2nd gen. CPU
- 1 pcs motherboard
- 2 pcs 4 GB RAM
- 1 pcs 1 TB HDD
- 1 pcs 15.5" LCD monitor
- 1 pcs Multimedia keyboard
- 1 pcs mouse

Exercise-2(continue...)

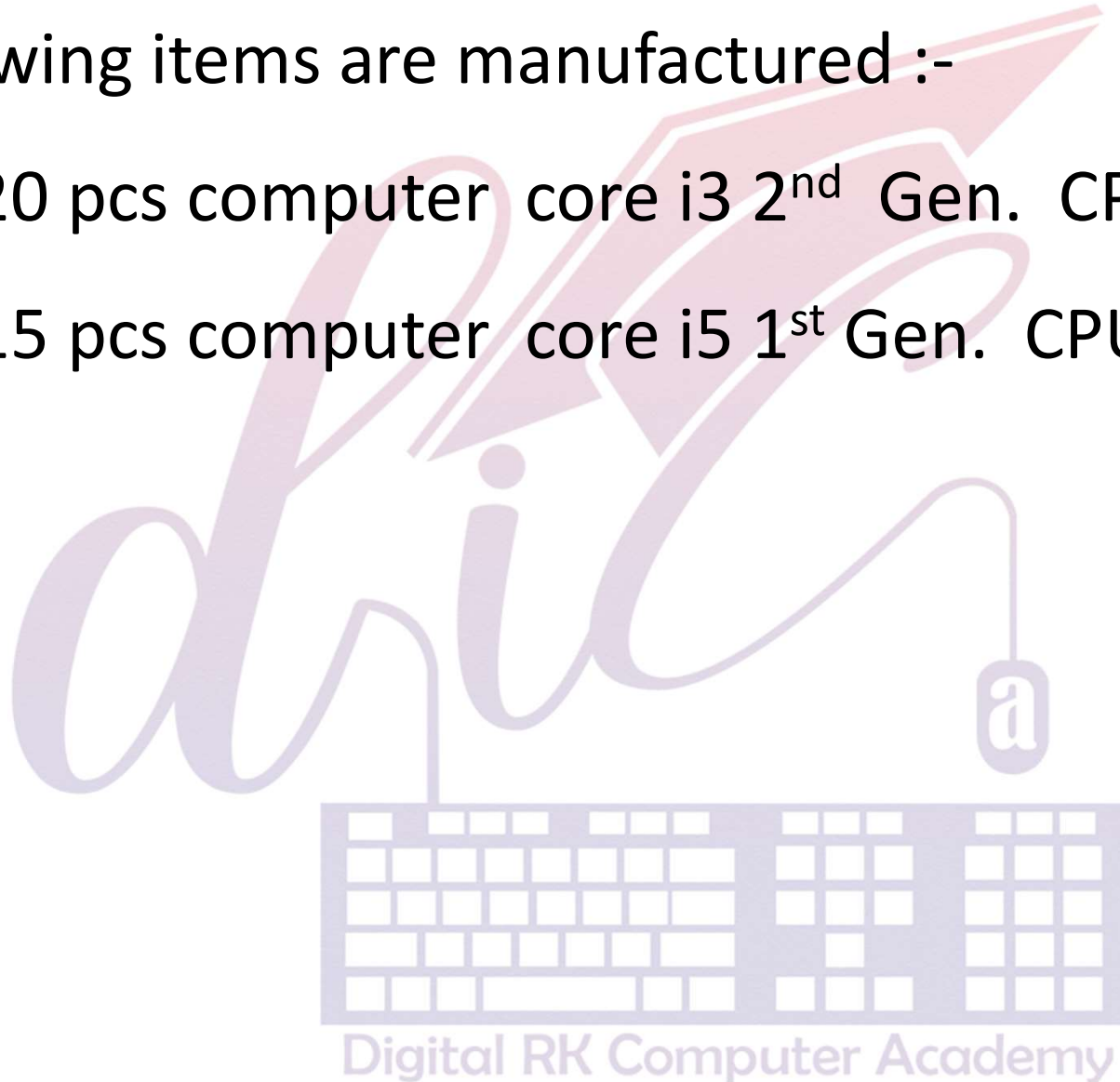
133. Create the BOM of computer core i5 1st Gen. CPU with following items:-

- 1 pcs cabinet with SMPS
- 1 pcs core i5 1st gen. CPU
- 1 pcs motherboard
- 2 pcs 4 GB RAM
- 2 pcs 1 TB HDD
- 1 pcs 15.5" LED monitor
- 1 pcs Multimedia keyboard
- 1 pcs mouse

Exercise-2(continue...)

134. following items are manufactured :-

- 20 pcs computer core i3 2nd Gen. CPU
- 15 pcs computer core i5 1st Gen. CPU



Exercise-2(continue...)

135. following items are sold by cash :-

- 10 pcs computer core i3 2nd Gen. CPU @22000/-
- 5 pcs computer core i5 1st Gen. CPU @ 25000/-

